

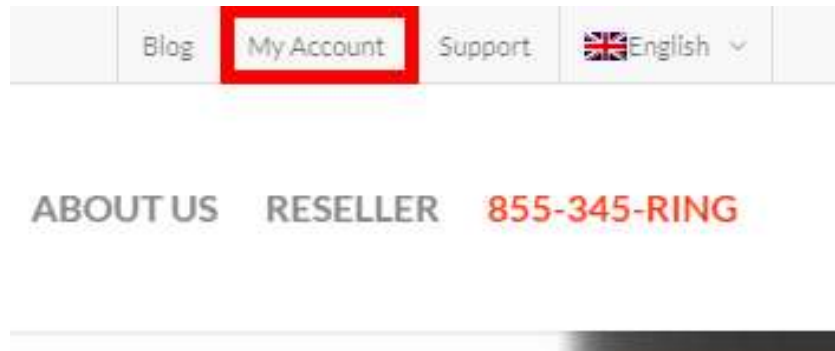
ULTREX

Changing Hold Music

R!ng *ByName*®

(1) Go to ringbyname.com

(2) Click on “My Account.”



(3) Log in using your email address and password.

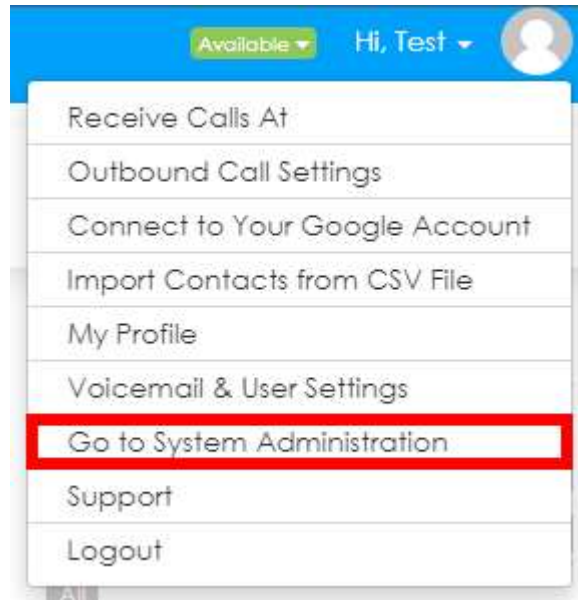
A screenshot of the 'Sign in to RingByName' login form. It features two input fields labeled 'User' and 'Password', which are grouped together and highlighted with a red box. Below these fields is a prominent blue 'Sign In' button. To the right of the button is a link that says 'Reset Password'.

If unknown, contact Ultrex.

(4) Click your name on the top right of the screen.



(5) Click 'Go to system administration.'

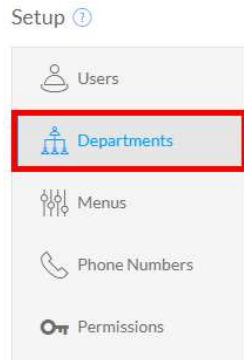


(6) From here, click 'Main setup.'

Dashboard Overview



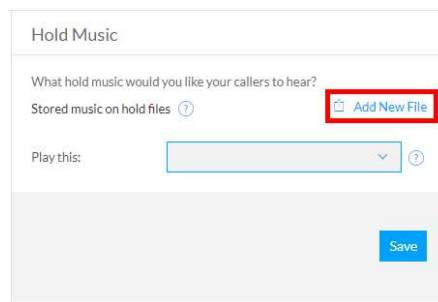
(7) Click on 'Departments' tab.



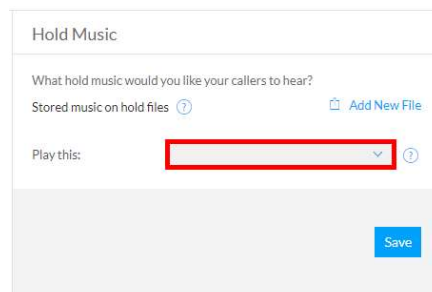
(8) Next to 'General Hold Music,' press 'Add or Change.'



(9) On the right side of the screen, press 'Add New File.'



(10) Select the desired file from your computer.



(11) Select the file in the dropdown menu.

(12) Press 'Save.'