

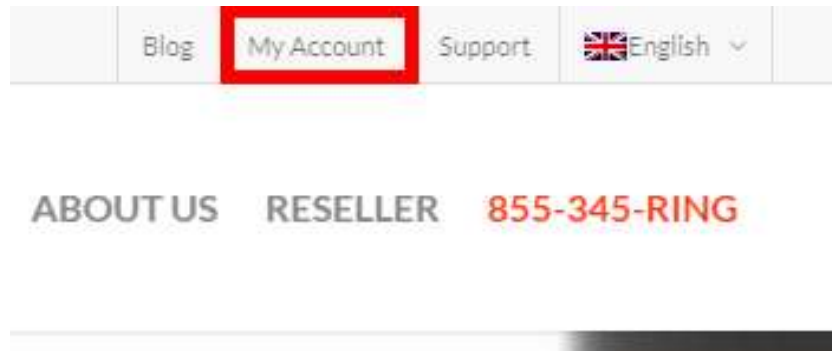
ULTREX

Desktop Softphone Guide

R!ng *ByName*®

(1) Go to ringbyname.com

(2) Click on “My Account.”

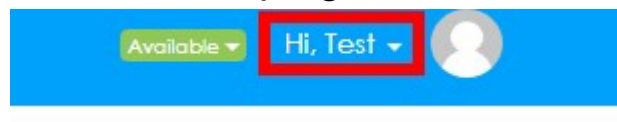


(3) Log in using your email address and password.

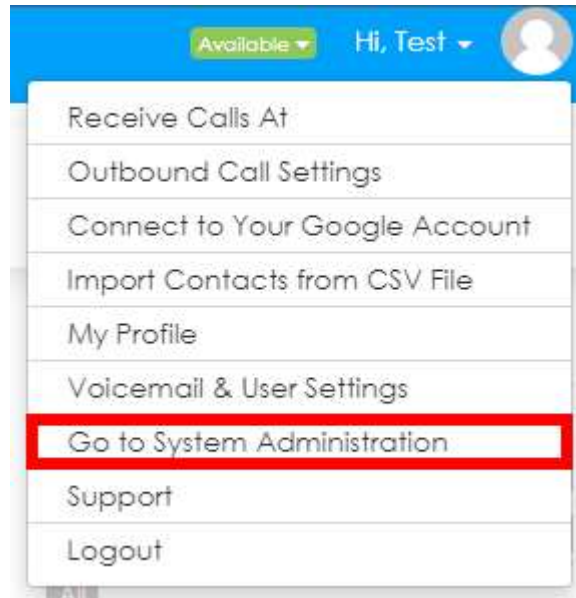
A screenshot of the RingByName login form. The form is titled 'Sign in to RingByName'. It contains two input fields: 'User' and 'Password'. Both fields are highlighted with a red rectangular box. Below the input fields is a blue 'Sign In' button. At the bottom right of the form, there is a link that says 'Reset Password'.

If unknown, contact Ultrex.

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



(5) Click 'Go to system administration.'

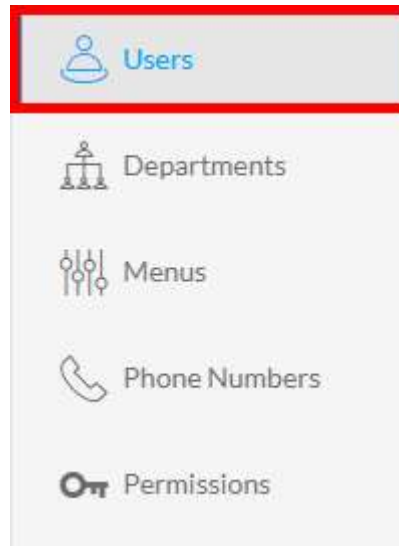


(6) From here, click 'Main setup.'

Dashboard Overview



(7) Click on 'Users' tab.



(8) Select the desired user.

My User & Extensions ?

Ext	Name	Type	Direct #	Desktop SoftPhone (2/2)	Admin	Center
103	Test User	R! Extension	None	✓	✓	
1001	Receptionist User	R! Single Seat	1234567890	✓	✓	

(9) Click 'R! Desktop Softphone.'

User Details

First Name

Last Name

E-mail

Password

Confirm Password

Center Name

What is the extension number for this user?

Extension

Direct #

Outbound Caller ID

Outbound Department

Where should we send calls for this user?

Send calls to (Click on the device to get credentials)

☒ R! Desktop Softphone

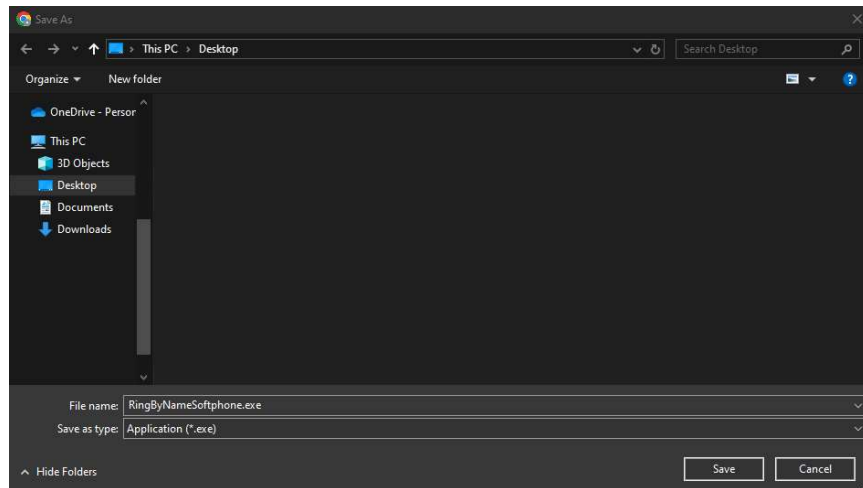
Display Name

[Add another VoIP device](#)

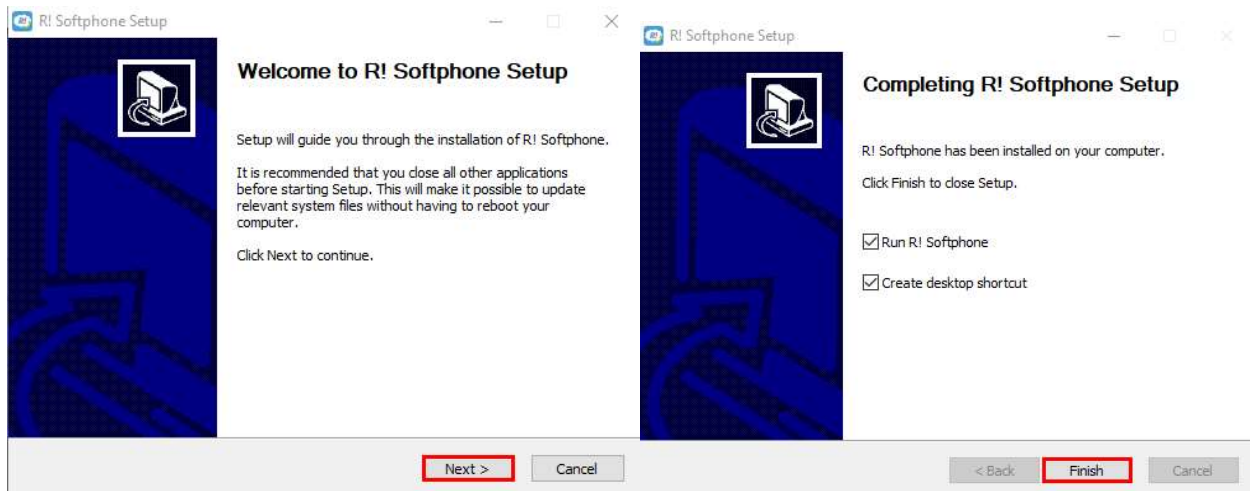
(10) Select the operating system the computer is running on.



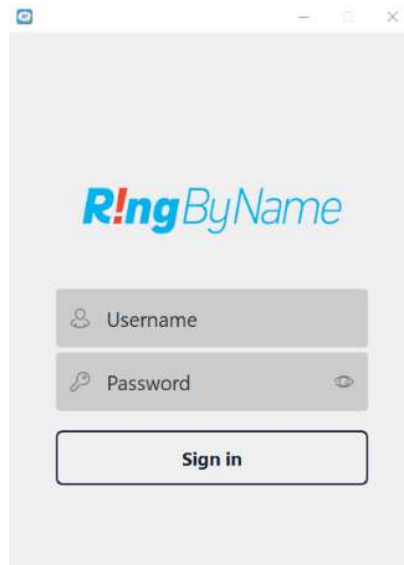
(11) Download the application.



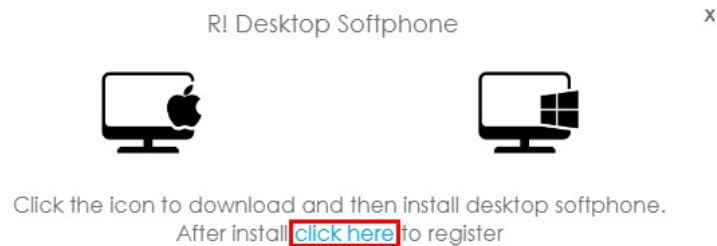
(12) Run the installer.



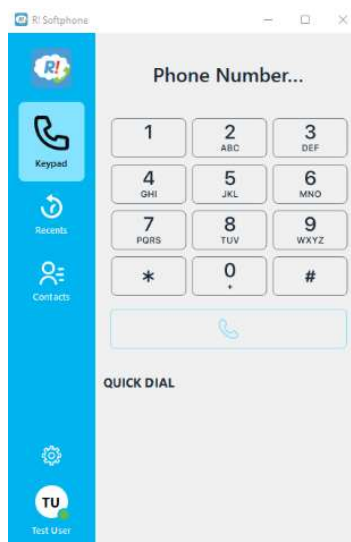
(13) Open the software.



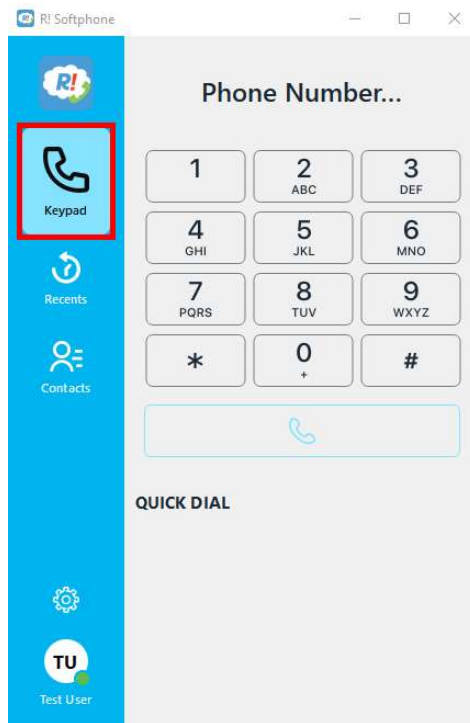
(14) Go back into the RingByName website, and press 'Click here.'



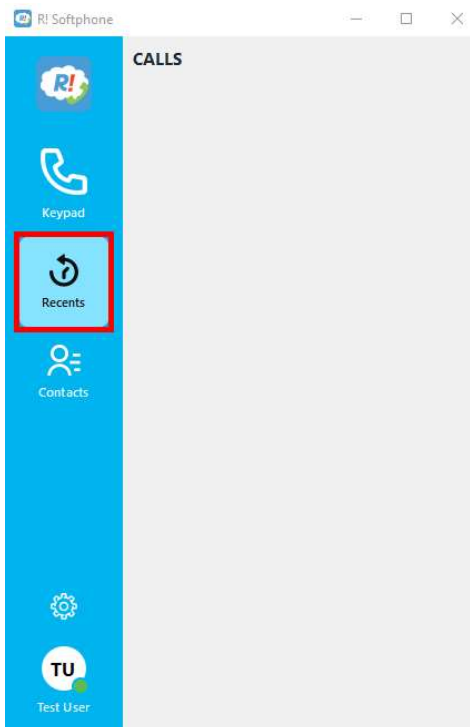
(15) This will log the app in. It should lead to the application.



Keypad: This tab is used to make outbound calls.

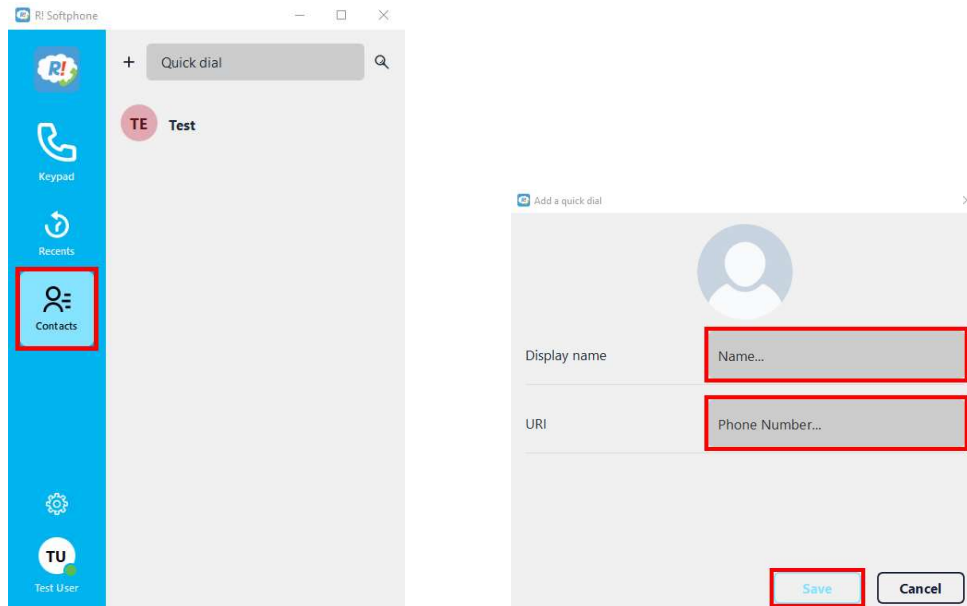


Recents: This tab is used to view call history.



Contacts: This tab is used to create quick dial contacts.

Press the '+' icon to create a contact. Fill out the details and press save.



NOTE: If problems occur, make sure that your icon has a green icon. If problems persist, contact Ultrex.

