

Online Portal Overview





- (1) Go to <u>ringbyname.com</u>
- (2) Click on "My Account."



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



If unknown, contact Ultrex.



Home: This page shows various user information.



Dialer: This page allows the user to dial through their computer. This rings the desk phone. Once picked up, it will dial the phone number.



Recent Calls: This page shows recent call information.



Fax: This page allows faxes to be sent/received.





R! Meet: This page allows the user to create/join Ring Meet rooms.

