

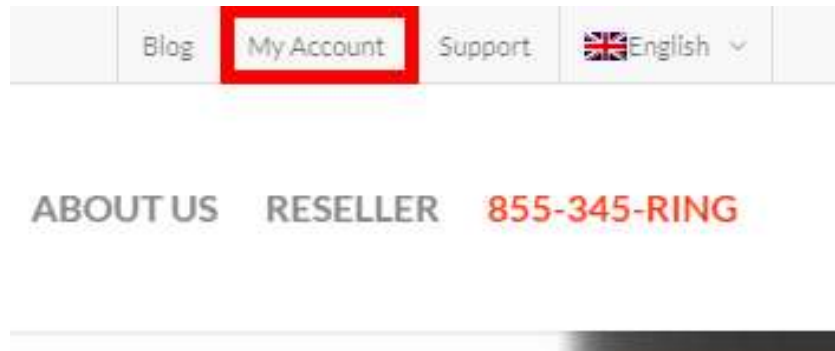
# ULTREX

## **Changing Admin User**

***R!ngByName®***

**(1)** Go to [ringbyname.com](http://ringbyname.com)

**(2)** Click on “My Account.”



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

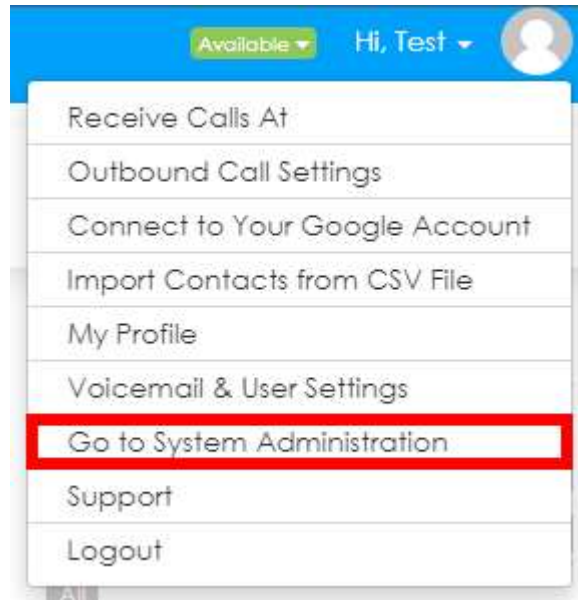
A screenshot of the RingByName login form. The form is titled 'Sign in to RingByName'. It contains two input fields: 'User' and 'Password', which are highlighted with a red box. Below these fields is a blue 'Sign In' button. At the bottom right of the form, there is a link that says 'Reset Password'.

**If unknown, contact Ultrex.**

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



**(5)** Click 'Go to system administration.'

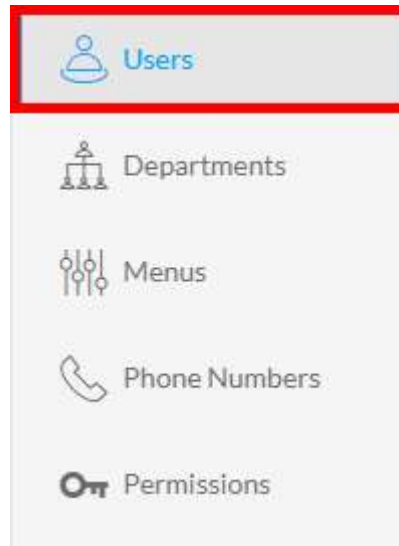


**(6)** From here, click 'Main setup.'

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	1000000000	✓	✓	

**(9)** Tick/Untick the 'Make this user an admin' box.

**NOTE:** Do **NOT** untick this box on Ext. 100. It will reset the user.

Admin options ?

☒ Make this user an admin

☐ Enable Department Presence View

**(10)** Scroll to the bottom of the screen and press 'Save.'

