

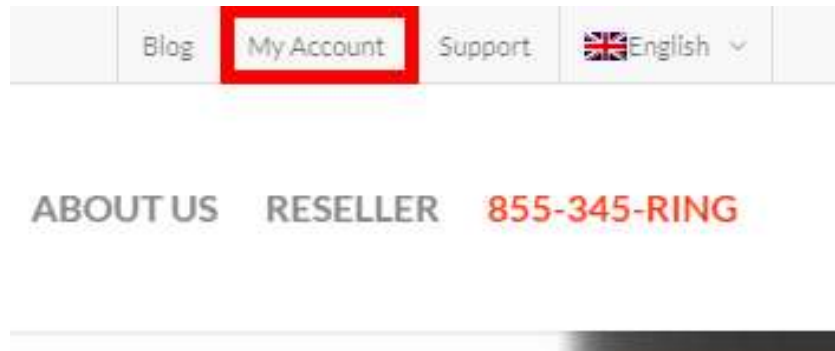
ULTREX

Changing Outbound Caller ID

R!ng *ByName*®

(1) Go to ringbyname.com

(2) Click on “My Account.”



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

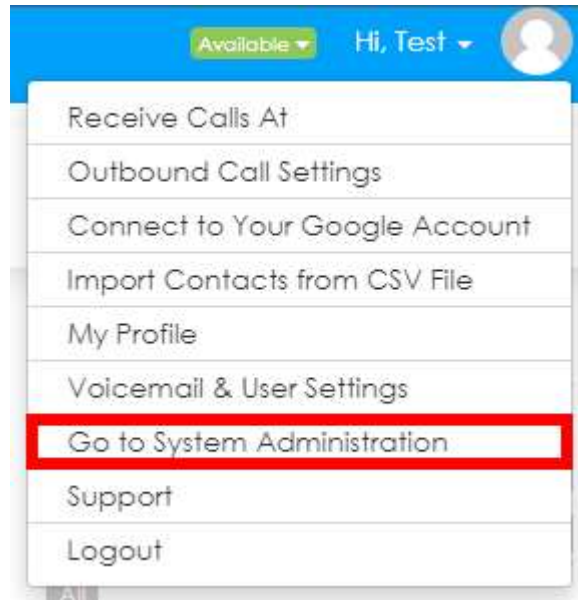
A screenshot of the RingByName login form. The form is titled 'Sign in to RingByName'. It contains two input fields: 'User' and 'Password'. Both fields are highlighted with a red rectangular box. Below the input fields is a blue 'Sign In' button. At the bottom right of the form, there is a link that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

If unknown, contact Ultrex.

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



(5) Click 'Go to system administration.'

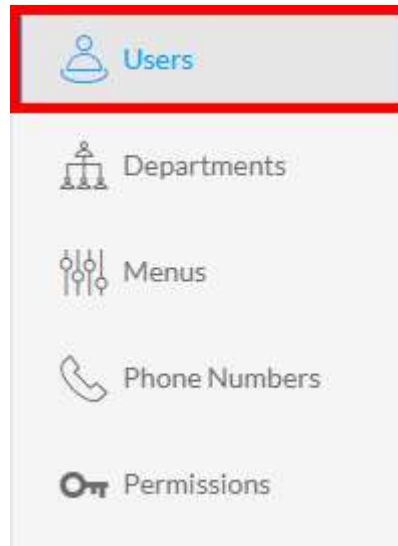


(6) From here, click 'Main setup.'

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) Select the desired 'Outbound Caller ID.'

What is the extension number for this user?

Extension ?

Direct # ?

Outbound Caller ID ?

Outbound Department

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