

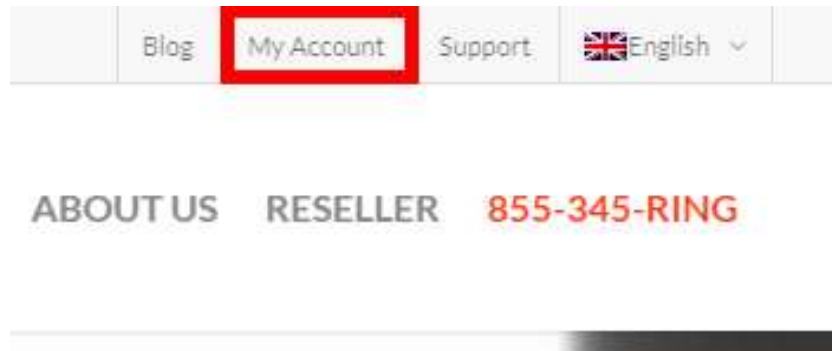


Changing User E-mail

R!ng *ByName*®

(1) Go to ringbyname.com

(2) Click on “My Account.”



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

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'.

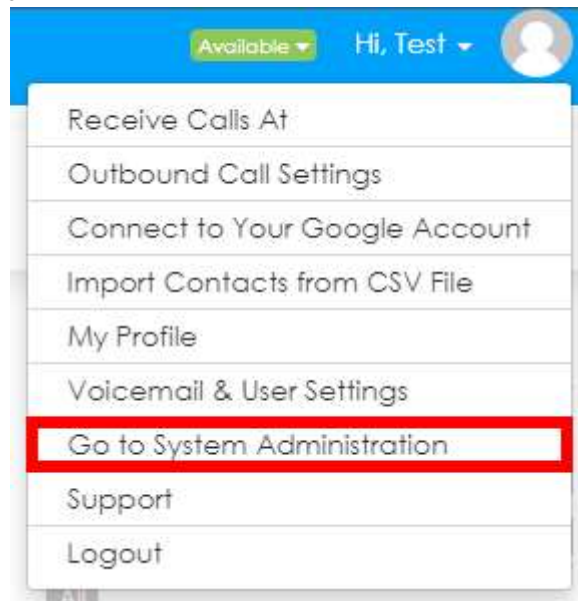
If unknown, contact Ultrex.

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



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(5) Click 'Go to system administration.'

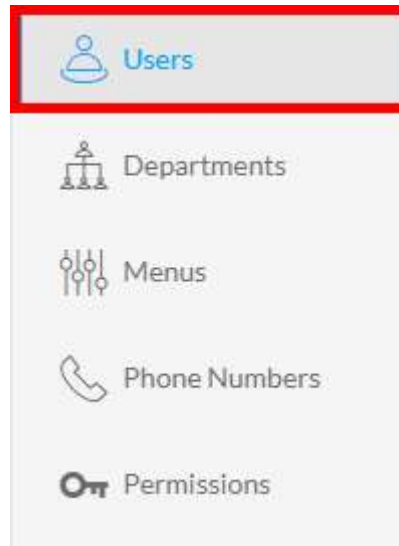


(6) From here, click 'Main setup.'

Dashboard Overview



(7) Click on 'Users' tab.







(8) Select the desired user

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

(9) Type in the new email.

User Details

| | | |
|------------------|--|---|
| First Name | <input type="text" value="Test"/> | |
| Last Name | <input type="text" value="User"/> | |
| E-mail | <input type="text" value="test@company.com"/> |  |
| Password | <input type="password" value="Password"/> |  |
| Confirm Password | <input type="password" value="Confirm Password"/> |  |
| Center Name | <input type="text" value="Your Center Name Here"/> |  |

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



Save