

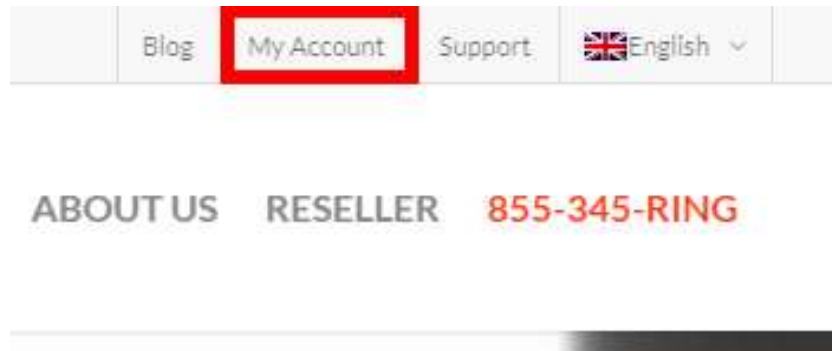
ULTREX

Changing User Voicemail

R!ng *ByName*®

(1) Go to ringbyname.com

(2) Click on “My Account.”



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

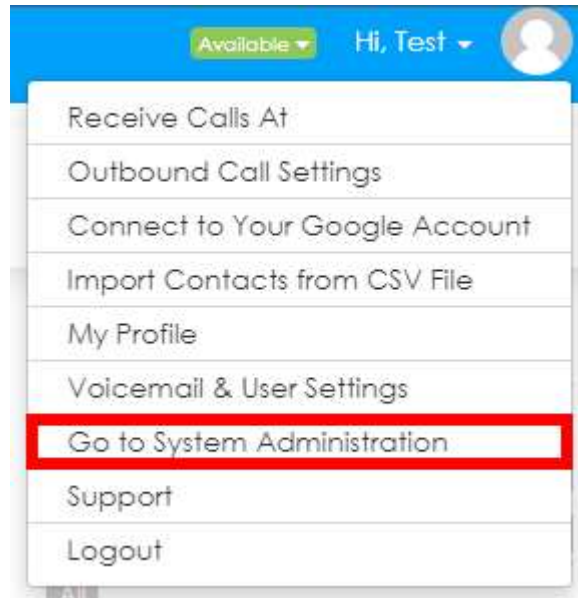
A screenshot of the RingByName login form. The form is titled 'Sign in to RingByName'. It contains two input fields: 'User' and 'Password'. Both fields are highlighted with a red rectangular box. Below the input fields is a blue 'Sign In' button. At the bottom right of the form is a link that says 'Reset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

If unknown, contact Ultrex.

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



(5) Click 'Go to system administration.'

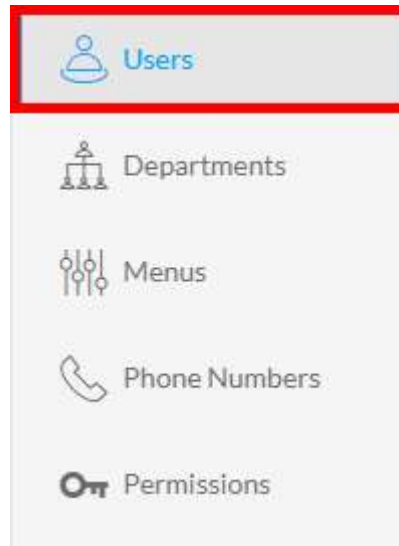


(6) From here, click 'Main setup.'

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	1001	✓	✓	

(9) Scroll down to 'Voicemail Greeting.'

(9a) 'Use Automatic Greeting' uses the automated greeting provided by RingByName.

Voicemail Greeting

[Delete All Voicemails](#)

☒ Use Automatic Greeting ?

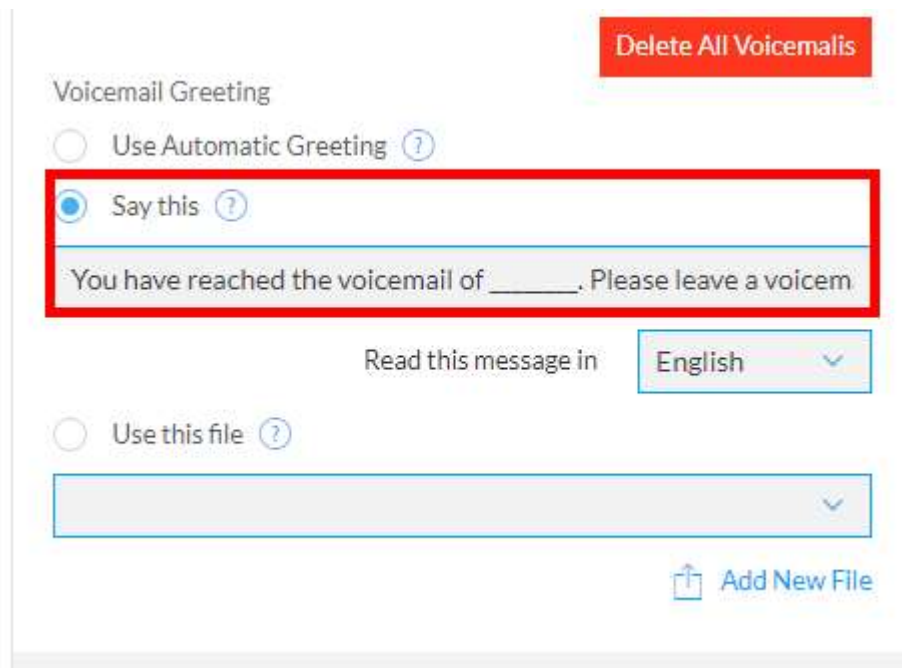
☐ Say this ?

Say this

☐ Use this file ?

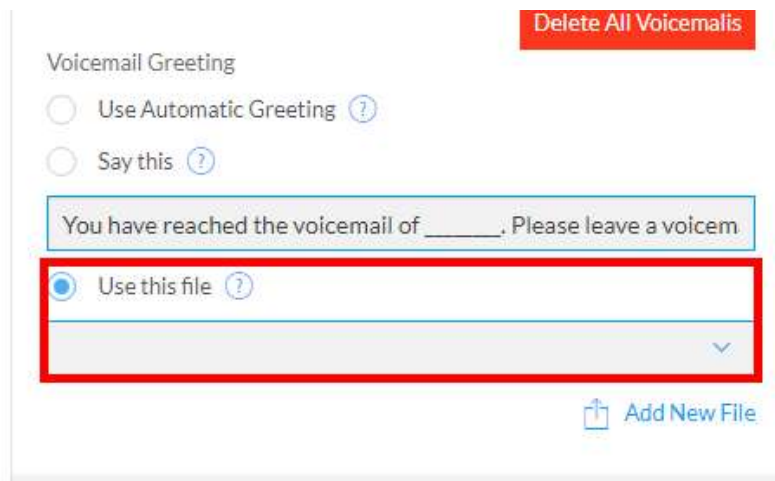
[Add New File](#)

(9b) 'Say this' can be used to type in your own script and have an automated probotic voice.



The screenshot shows the 'Voicemail Greeting' configuration interface. At the top right is a red button labeled 'Delete All Voicemails'. Under the 'Voicemail Greeting' heading, there are two radio button options: 'Use Automatic Greeting' and 'Say this'. The 'Say this' option is selected and highlighted with a red rectangular box. Below this selection is a text input field containing the placeholder text 'You have reached the voicemail of _____. Please leave a voicemail.'. To the right of this field is a dropdown menu labeled 'Read this message in' with 'English' selected. Below these options is another radio button option 'Use this file', which is not selected. Underneath it is an empty file selection dropdown. At the bottom right is a blue button with a file icon labeled 'Add New File'.

(9c) 'Use this file' can be used to upload a recorded message. Press the 'Add New File' to locate the recorded file on your computer.



This screenshot shows the same 'Voicemail Greeting' configuration interface as the previous one, but with the 'Use this file' radio button selected and highlighted by a red rectangular box. The text input field above it still contains the placeholder text 'You have reached the voicemail of _____. Please leave a voicemail.'. The 'Add New File' button remains at the bottom right.

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