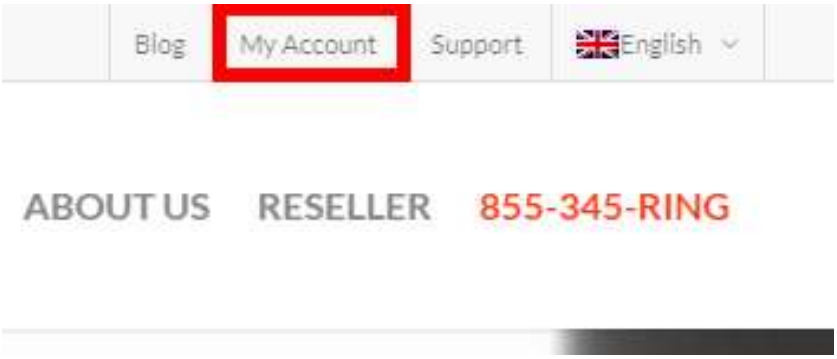
ULTREX

Desktop Softphone Guide

RingByName®

(1) Go to ringbyname.com

(2) Click on “My Account.”

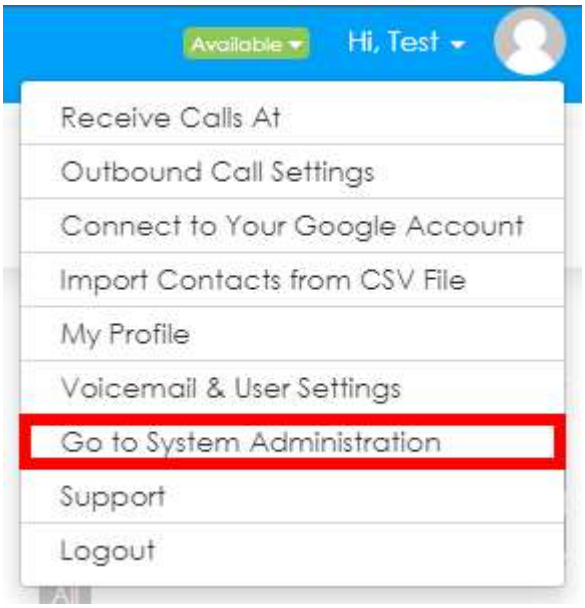


(3) Log in using your email address and password.

If unknown, contact Ultrex.

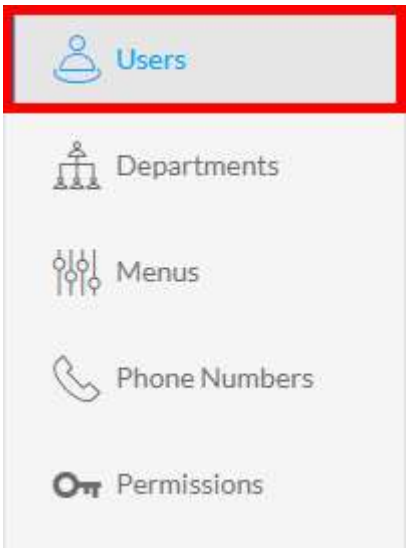
(4) Click your name on the top right of the screen.

(5) Click ‘Go to system administration.’



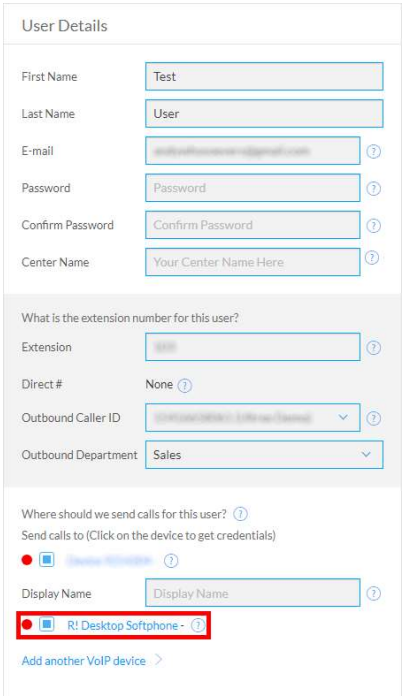
(6) From here, click ‘Main setup.’

(7) Click on ‘Users’ tab.



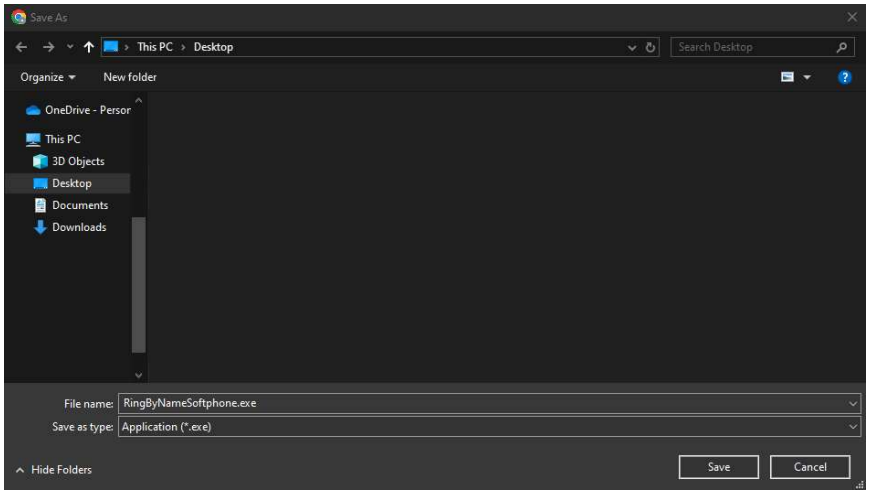
(8) Select the desired user.

(9) Click ‘R! Desktop Softphone.’



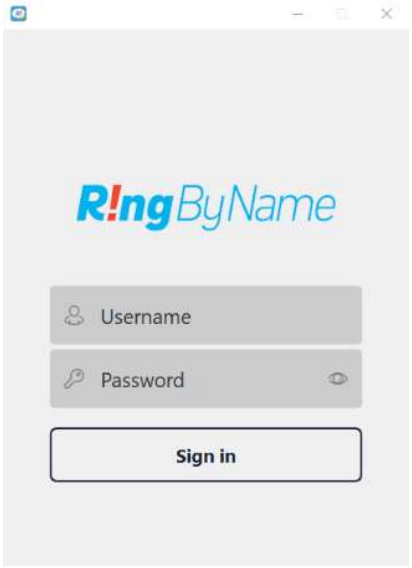
(10) Select the operating system the computer is running on.

(11) Download the application.



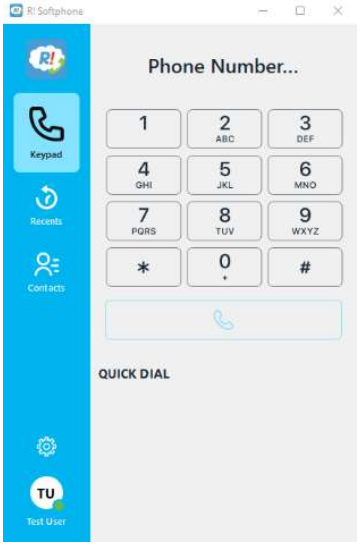
(12) Run the installer.

(13) Open the software.

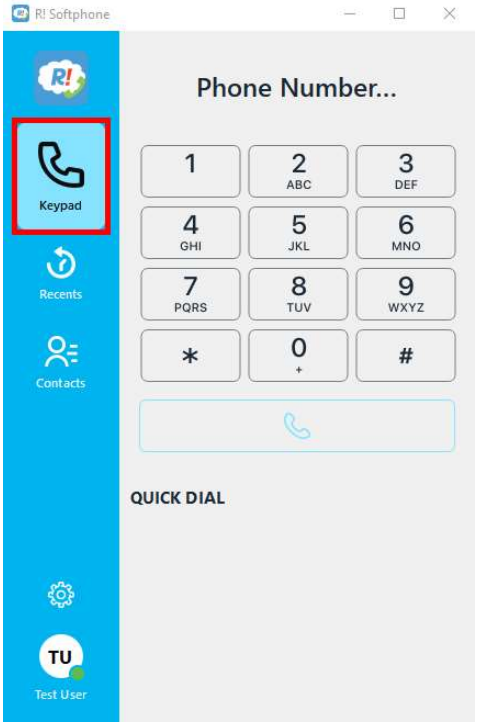


(14) Go back into the RingByName website, and press 'Click here.'

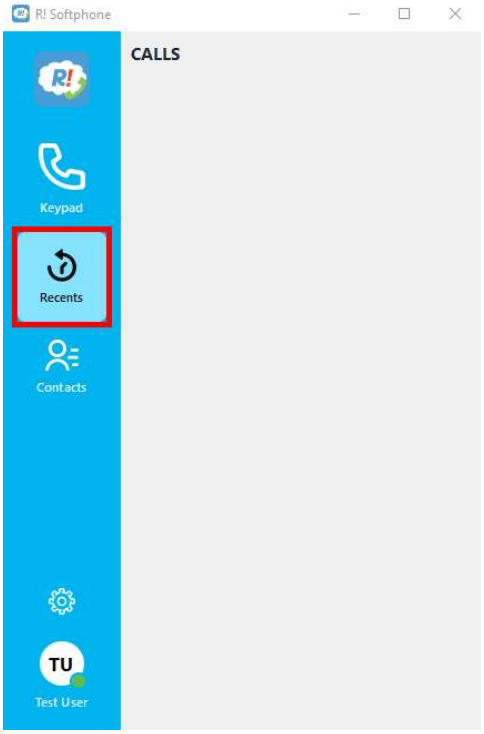
(15) This will log the app in. It should lead to the application.



Keypad: This tab is used to make outbound calls.

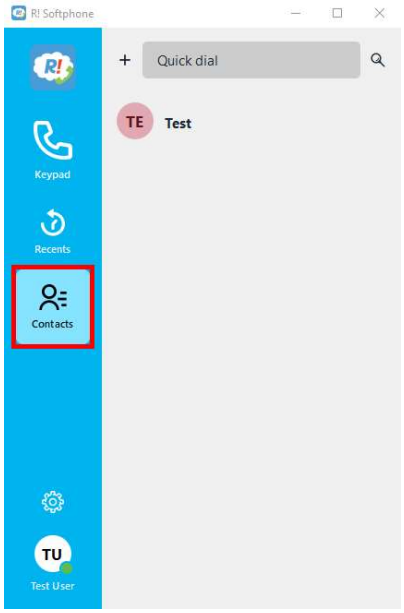


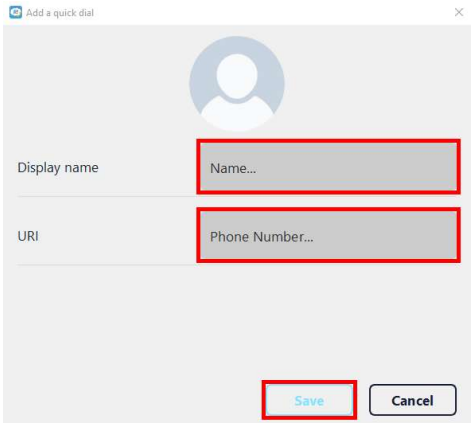
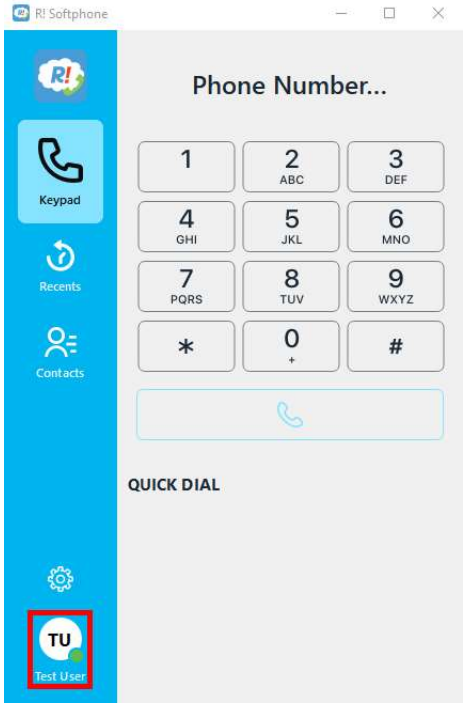
Recents: This tab is used to view call history.



Contacts: This tab is used to create quick dial contacts.

Press the '+' icon to create a contact. Fill out the details and press save.





NOTE: If problems occur, make sure that your icon has a green icon. If problems persist, contact Ultrex.