

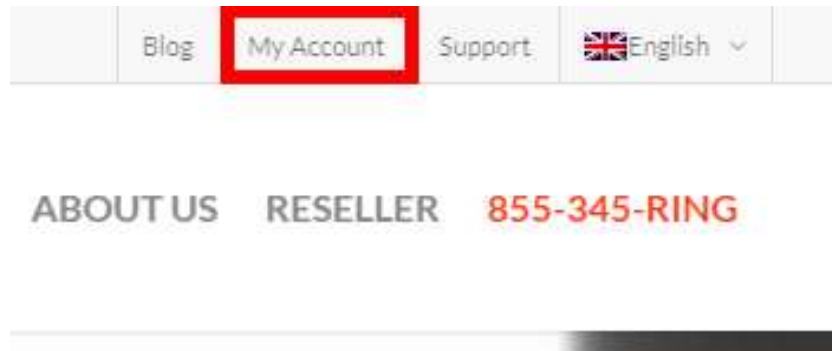


## **Adding a Softphone User**

***R!ng*** *ByName*®

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

**(2)** Click on “My Account.”



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

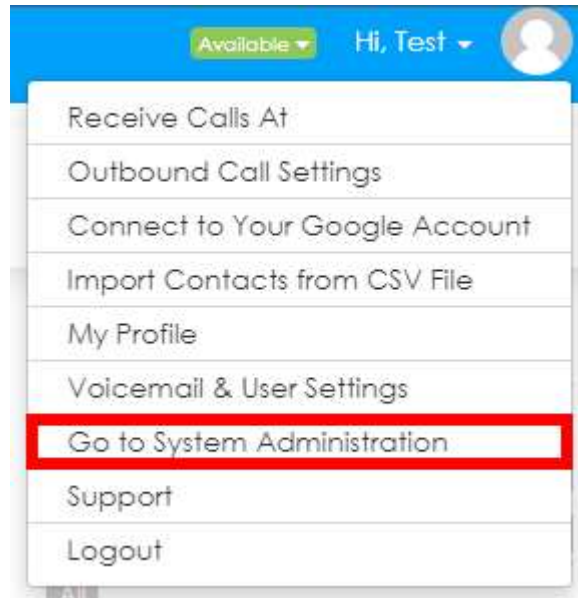
A screenshot of the RingByName login form. The form is titled 'Sign in to RingByName'. It contains two input fields: 'User' and 'Password', both of which are highlighted with a red box. Below the input fields is a blue 'Sign In' button. At the bottom right of the form is a link that says 'Reset Password'.

**If unknown, contact Ultrex.**

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



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

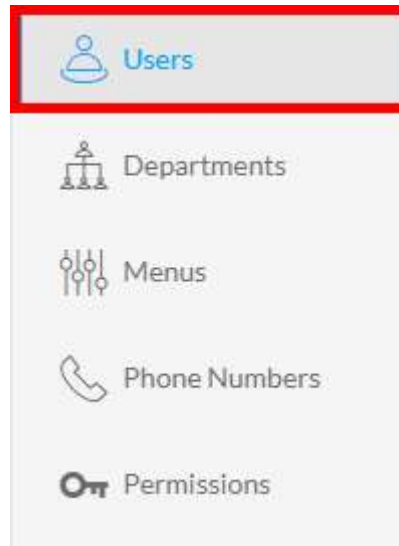


**(6)** From here, click 'Main setup.'

Dashboard Overview



**(7)** Click on 'Users' tab.



**(8)** Select the desired user.

My User & Extensions ?

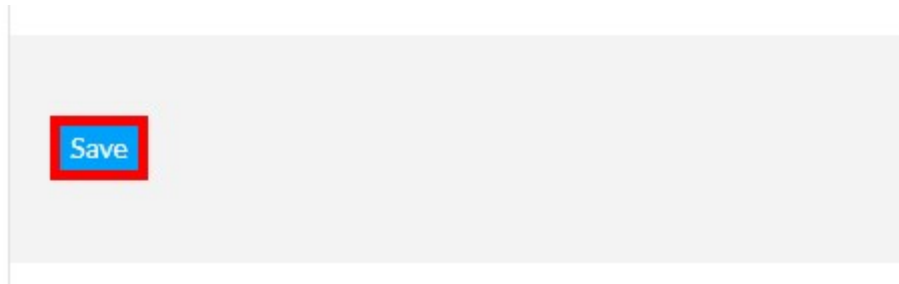
Ext	Name	Type	Direct #	Desktop SoftPhone (2/2)	Admin	Center
103	Test User	R! Extension	None	✓	✓	
1001	Receptionist User	R! Single Seat	1001	✓	✓	

**(9)** Scroll down until 'Addon Features.' Click 'Enable Mobile Softphone.'

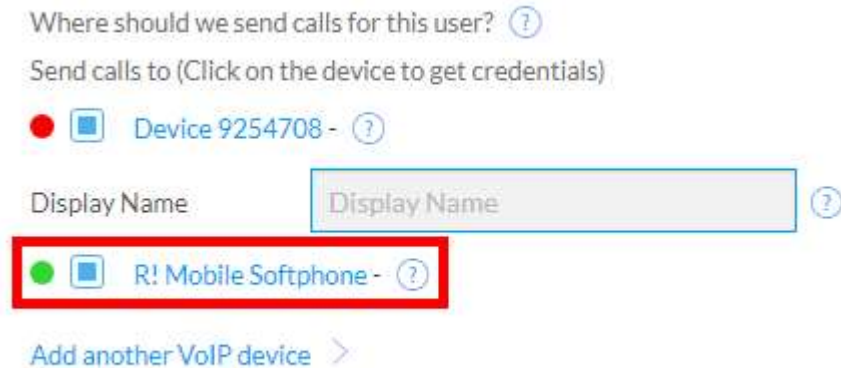
## Addon Features

- ☐ Enable CRM for this user
- ☒ Enable inbound call recording for this user
- ☒ Enable outbound call recording for this user
- ☒ Allow others to remotely answer this user's calls
- ☒ Enable Mobile Softphone

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



**(11)** Scroll back up to 'Where should we send calls for this user?' and click the 'R! Mobile Softphone.'



**(12)** Refer back to 'Ultrex Softphone Guide' to install.

