# ULTREX

# Adding a Softphone User

# R!ngByName®

# ULTREX

**(1)** Go to ringbyname.com

**(2)** Click on "My Account."
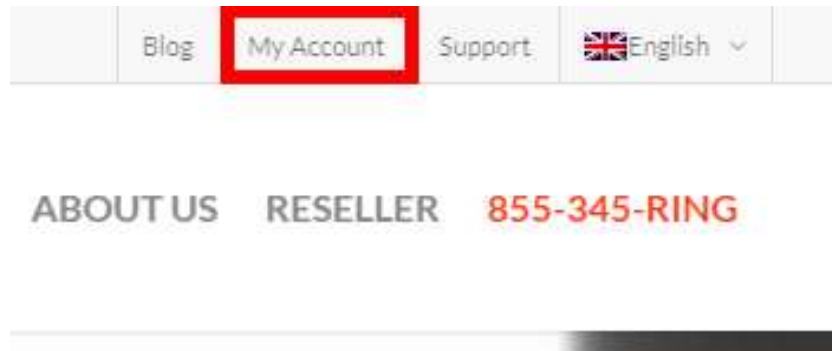


**(3)** Log in using your email address and password.



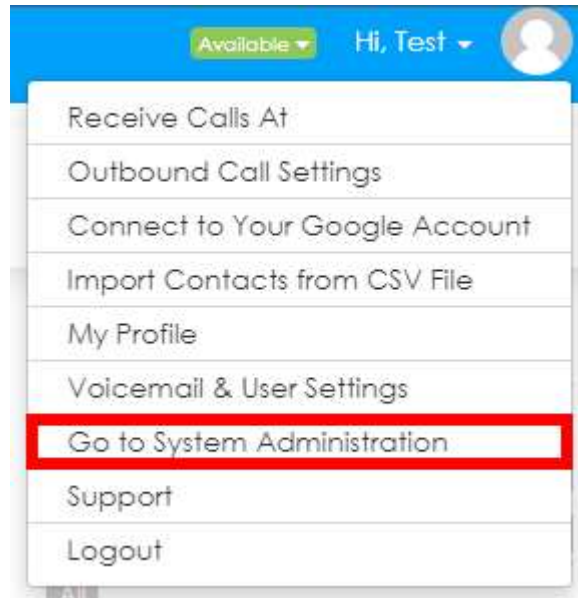**If unknown, contact Ultrex.**

**(4)** Click your name on the top right of the screen.
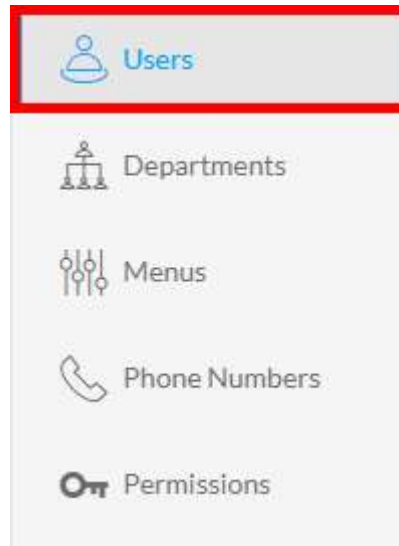
**(5)** Click 'Go to system administration.'



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

Dashboard Overview

**[7]** Click on 'Users' tab.



**[8]** Select the desired user.



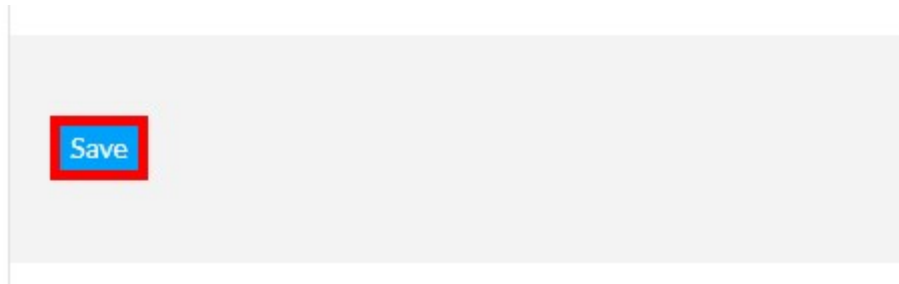**[9]** Scroll down until 'Addon Features.' Click 'Enable Mobile Softphone.'

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

Save

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

Where should we send calls for this user? ⑦
Send calls to (Click on the device to get credentials)
● ■ Device 9254708 - ⑦

Display Name          Display Name          ⑦

● ■ R! Mobile Softphone - ⑦

Add another VoIP device ›
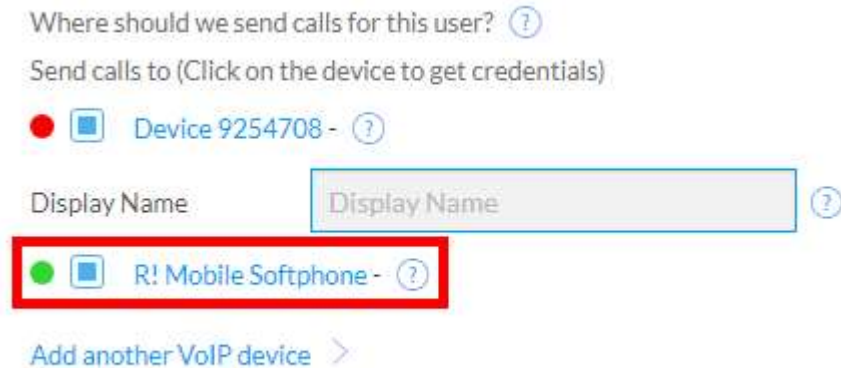
**(12)** Refer back to 'Ultrex Softphone Guide' to install.

R! Mobile Softphone                                    X

Download the R! Mobile Softphone from the app store,
then use the QR code below to log in.