

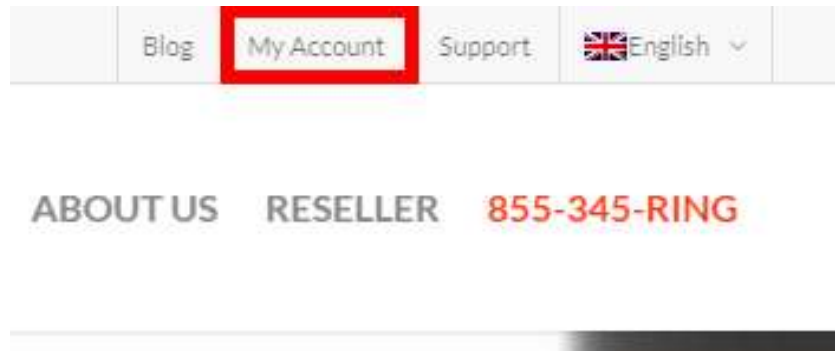
ULTREX

Inclement Weather Guide

R!ing ByName®

(1) Go to ringbyname.com

(2) Click on “My Account.”



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

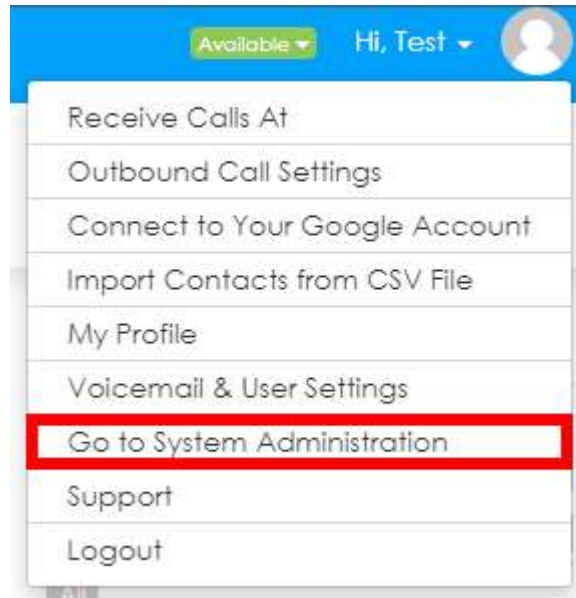
A screenshot of the login form titled 'Sign in to RingByName'. It contains two input fields: 'User' and 'Password'. Both fields are highlighted with a red rectangular border. Below the fields is a blue button labeled 'Sign In'. At the bottom right of the form, there is a link labeled 'Reset Password'.

If unknown, contact Ultrex.

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



(5) Click 'Go to system administration.'

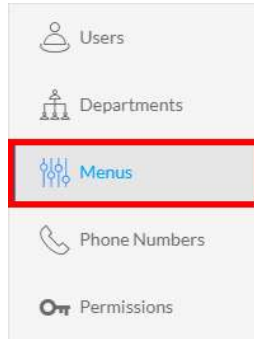


(6) From here, click 'Main setup.'

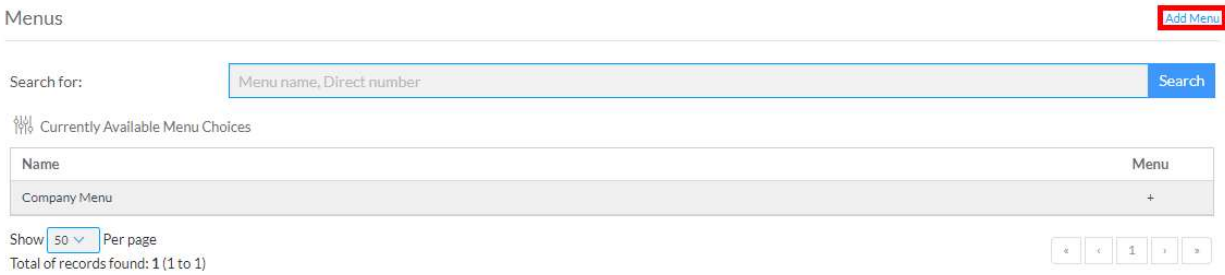
Dashboard Overview



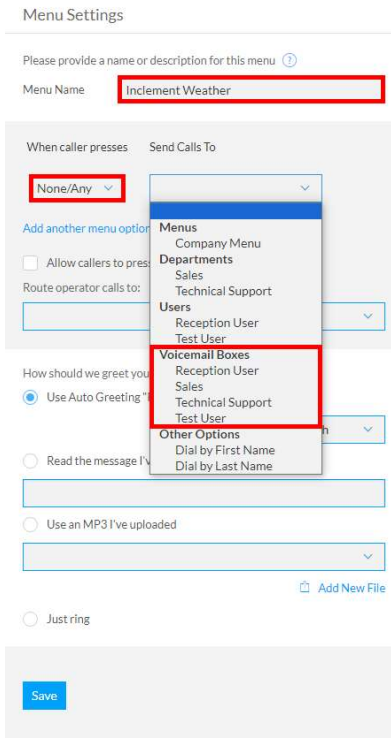
(7) Click on 'Menus' tab.



(8) Click 'Add Menu.'



(9) Name the menu and send calls to the desired voicemail box.



(10) Select 'Read the message I've typed below' and type out the desired script.

Menu Settings

Please provide a name or description for this menu [?](#)

Menu Name

When caller presses: Send Calls To:

[Add another menu option](#)

Allow callers to press 0 for the operator

Route operator calls to:

How should we greet your callers?

Use Auto Greeting "For Sales, press 1"

Read the message I've typed below

Use an MP3 I've uploaded

Due to inclement weather, ____ will be closed _____. Thank

Read this message in:

Just ring

[Add New File](#)

(11) Select 'Phone Numbers' on the left tab.

- Users
- Departments
- Menus
- Phone Numbers
- Permissions

(12) Select the main phone number.

Phone Numbers

Search for: ?

These are the phone numbers on your account

Company Numbers ?	Company Line ID	Send Calls To
<input type="checkbox"/>	Ultrrex Demo	User: Reception User

Show Per page
Total of records found: 1 (1 to 1)

Direct Numbers ?	Caller ID Name	Send Calls To
<input type="checkbox"/>	Ext. 100 User	Reception User

(13) Select the desired voicemail box.

Company Phone Number Settings - 15436666666

This is a Central Point, OR, United States phone number

Where should we send calls received on this number?

Send calls to: ?

When should we send calls?
 Send calls 24 hours
 Use these hours for

How should we identify calls?
Caller ID Name
Company Line ID

Show Company Line ID as part of Caller ID information. ?

- Unassigned
- Menus
 - Company Menu
 - Inclement Weather
- Departments
 - Sales
 - Technical Support
- Users
 - Test User
 - Test User
- Voicemail Boxes**
- Reception User
- Sales
- Technical Support
- Test User

(14) Scroll to the bottom of the page and press ‘Save.’

NOTE: Make sure to revert changes when back to normal office hours.