

# ULTREX

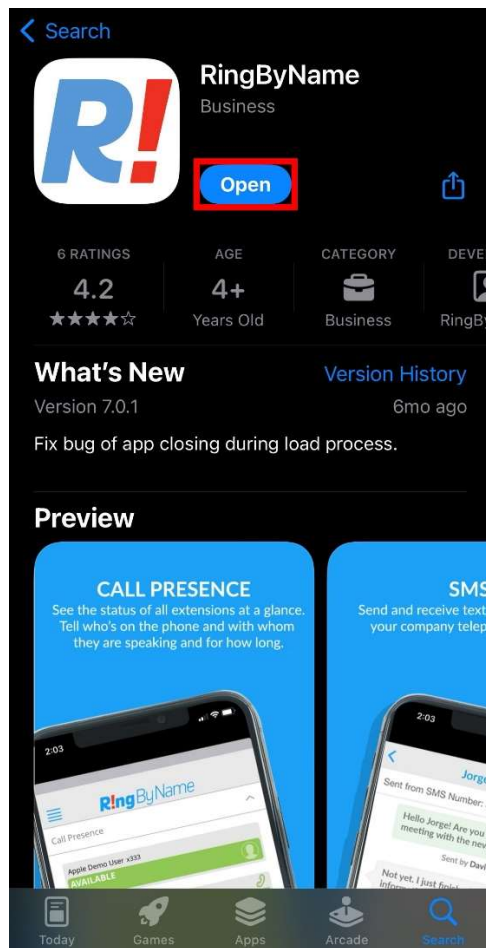
## **Texting Guide**

***R!ng*** *ByName*®

## R! OX Installation

### Step 1: Installing the Mobile App

- (1)** Open app store on device.
- (2)** Search 'RingByName.'
- (3)** Download and install this app:



## Step 2: Logging into Softphone

**(1)** Open the app.

**(2)** Log in using credentials provided by Ultrex.

**If unknown, contact Ultrex.**



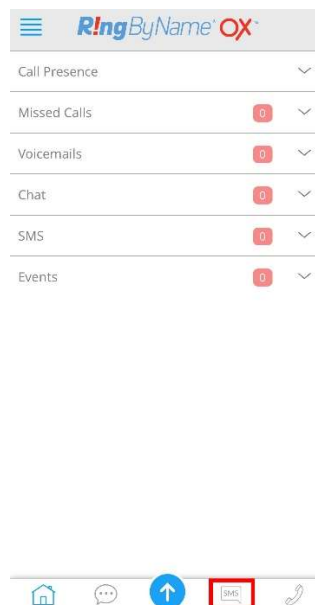
Sign in to RingByName

Sign In

Reset Password

# Texting

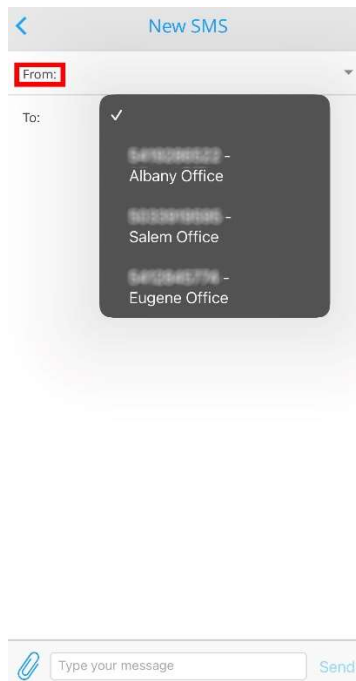
**(1)** Click the SMS icon on the bottom of the screen.



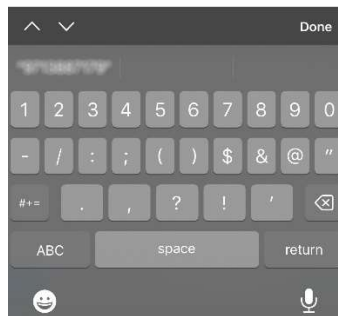
**(2)** Press the top right of the screen to compose a new message.



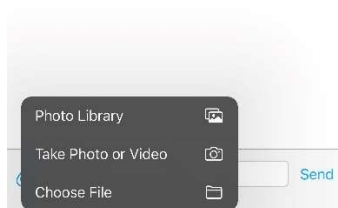
**(3)** From here, select the desired 'From' number.



**(4)** Then, type in the desired outbound number.



**(5)** Press the paperclip icon to attach any files to the text message.



**(6)** Lastly, press 'Send.'