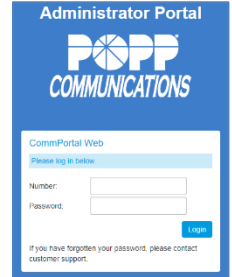


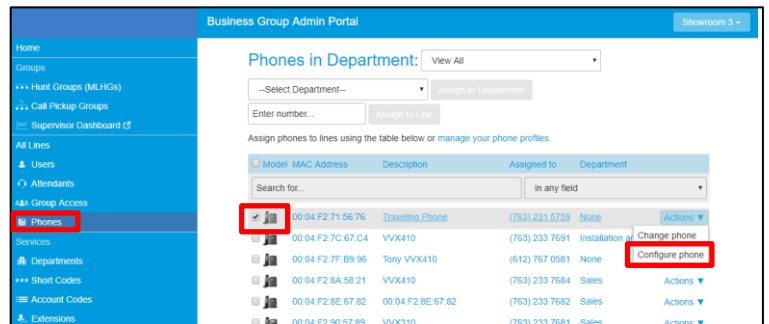
1. Logging In

- Go to: <http://portal.popp.com/bg>
- Number: enter 10-digit phone number (phone number must be set up by POPP with administrative access) or e-mail (if e-mail login is enabled)
- Password: enter the password and click [Login]



2. Individual Telephone Configuration

1. Click [Phones]
2. Check the box next to the phone to be configured
3. Click on [Actions] and select [Configure phone]



4. Click [Edit]



5. Click [Programmable Keys – Line] (or click on the line keys on the telephone) to configure a line key button:
 - A list of keys (“Key 1”, “Key 2”, etc.) will appear below. The key numbers listed correspond to the line key buttons on the telephone as follows:



Poly VVX 150:

Key 1	telephone display
Key 2	



Poly VVX 250:

Key 1	telephone display
Key 2	
Key 3	
Key 4	

Poly VVX 300 Series:

Key 1	telephone display	Key 4
Key 2		Key 5
Key 3		Key 6

Poly VVX 400 Series:

Key 1	telephone display	Key 7
Key 2		Key 8
Key 3		Key 9
Key 4		Key 10
Key 5		Key 11
Key 6		Key 12

Poly VVX 500 Series:

1-4 keys programmed:		5-8 keys programmed:		9-12 keys programmed:		
Key 1	telephone display	Key 1	Key 5	Key 1	Key 5	Key 9
Key 2		Key 2	Key 6	Key 2	Key 6	Key 10
Key 3		Key 3	Key 7	Key 3	Key 7	Key 11
Key 4		Key 4	Key 8	Key 4	Key 8	Key 12

Poly VVX 600 Series:

1-4 keys programmed:		5-8 keys programmed:		9-12 keys programmed:		
Key 1	telephone display	Key 1	Key 5	Key 1	Key 5	Key 9
Key 2		Key 2	Key 6	Key 2	Key 6	Key 10
Key 3		Key 3	Key 7	Key 3	Key 7	Key 11
Key 4		Key 4	Key 8	Key 4	Key 8	Key 12
13-16 keys programmed:						
Key 1	Key 5	Key 9	Key 13			
Key 2	Key 6	Key 10	Key 14			
Key 3	Key 7	Key 11	Key 15			
Key 4	Key 8	Key 12	Key 16			

6. Click [Programmable Keys – Bottom] (or click on the softkeys on the telephone) to configure a softkey button:
- A list of keys (“Key 1”, “Key 2”, etc.) will appear below. The key numbers listed correspond to the softkey buttons on the telephone as follows:

telephone display				
Key1	Key 2	Key 3	Key 4	More*

*[More] softkey displays in the Key 4 position when five or more softkeys are programmed

7. Click on the [Key #] to be configured and complete the following fields:

- Soft key action: select the desired function
- Enter/select the following (if applicable):
 - Number: enter 10-digit phone number
 - Park orbit: select park orbit
 - Extension: enter 4-digit extension
 - Line: select line
- Label: enter a label to appear on the phone display

▼Key 4	grp pickup
*Soft key action	Group Pickup
*Label	grp pickup

8. Click [Save changes] to save or [Discard changes] + [Discard] to cancel

9. Reboot your telephone: On your telephone, press [Home] button + [Settings] + [Basic] + [Update Configuration] + [Yes] and wait up to five minutes for the telephone to learn its new configuration

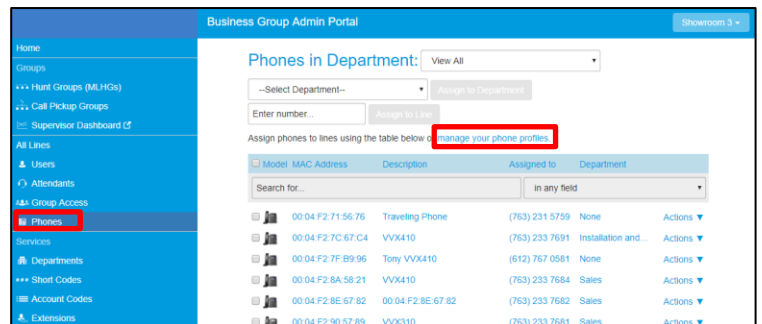
10. Click [close] when finished

3. Multiple Telephones (Phone Profiles) Configuration

The administrator can view/modify the default settings for each telephone model purchased. Changing the settings in the profile for each telephone model determines the settings/buttons each end user with that telephone model will be able view/modify in the User Portal.

1. To manage the Phone Profiles for the department you are an administrator for:

- Click [Phones]
- Click [manage your phone profiles] to launch the Phone Profile Editor screen



2. To modify a Phone Profile:

- Click [Edit] for the phone model profile to be configured (e.g., clicking [Edit] for Poly VVX 410 allows you to change the telephone button programming for all telephones at once)



- Make the desired changes following the same process you would for updating the configuration of an individual phone
- When changes are saved, the telephone button programming and/or ring tone will be saved for all telephones matching the model selected (e.g., all Poly VVX 410 telephones)
- Close your browser window to log out of the Phone Profile Editor
- Reboot each telephone: on each telephone (e.g. on each VVX 410), press Home button + Settings + Basic + Update Configuration + Yes and wait up to five minutes for the telephone to learn its new configuration

Modify Telephone Display Background Image (only for models listed below)

To modify the background image on the telephone display:

- Create an image file of the following file type and size using an image editor of your choice:
 - JPEG and PNG file formats are supported
 - Optimal background image sizes (in pixels):
 - VVX 31X - 208 x 104 pixels
 - VVX 41X - 320 x 240 pixels
 - VVX 50X - 320 x 240 pixels
 - VVX 60X - 480 x 272 pixels
 - VVX 250 - 320 x 240 pixels
 - VVX 350 - 320 x 240 pixels
 - VVX 450 - 480 x 272 pixels
 - Avoid using white in the background image to maintain contrast with programmable button text which displays in white
- Upload the image file to a web server that you maintain, which must be accessible by the phones over the internet
- Enter the URL for the image file into the Background Image Phone field of the phone profile
- Reboot the phone(s) to pick up the new image file

