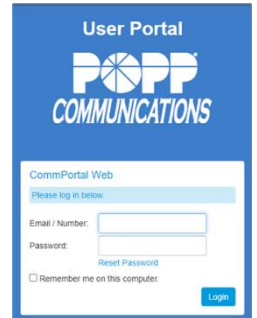


## 1. Logging In

- Go to: <http://portal.popp.com>
- **Number:** enter user's 10-digit phone number (or e-mail if e-mail login is enabled)
- **Password:**
  - First time login - click [Reset Password] and follow the instructions sent via e-mail to establish your password. You will be prompted to enter an Account Email (password reset e-mail address) if you do not have one set. You may also opt to login using your e-mail address instead of your phone number.

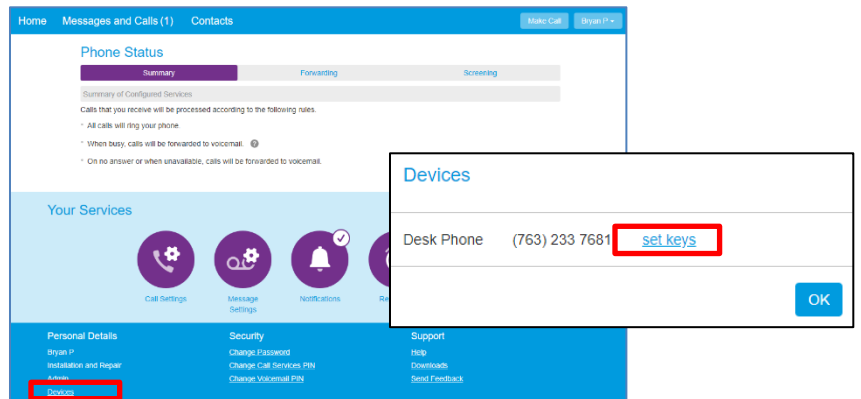


### **Password Requirements:**

- 8-20 characters and must include 1 number, 1 letter, and one special character
  - Cannot contain the same character more than 2x in a row
  - Cannot contain more than 2 characters in a sequence (e.g, 1234, or abcd)
  - Cannot contain 4 or more digits of the phone number (e.g., if phone number ends in 7900, the password cannot contain "7900" anywhere in the password)
- Enter the password and click [Login]

## 2. Poly Telephone Configuration

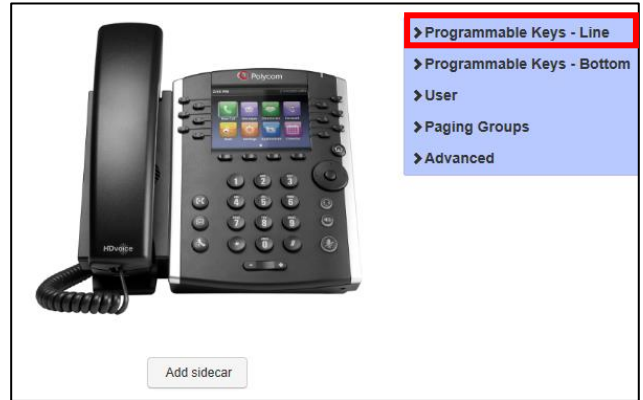
1. Under Personal Details, click [Devices]
2. Click [set keys]



3. Click [Edit]



4. 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:

Key 1	telephone display
Key 2	
Key 3	
Key 4	

5-8 keys programmed:

Key 1	Key 5
Key 2	Key 6
Key 3	Key 7
Key 4	Key 8

9-12 keys programmed:

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



Poly VVX 600 Series:

1-4 keys programmed:

Key 1	telephone display
Key 2	
Key 3	
Key 4	

5-8 keys programmed:

Key 1	Key 5
Key 2	Key 6
Key 3	Key 7
Key 4	Key 8

9-12 keys programmed:

Key 1	Key 5	Key 9
Key 2	Key 6	Key 10
Key 3	Key 7	Key 11
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

- 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

- 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

- Click [Save changes] to save or [Discard changes] + [Discard] to cancel
- 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
- Click [close] when finished