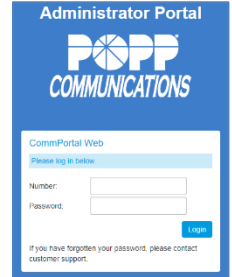


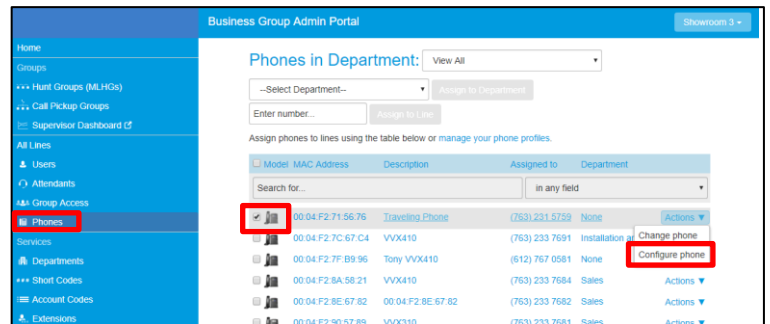
### 1. Logging In

- Go to: <http://portal.popp.com/bg>
- Number: end user's 10-digit phone number
- Password: initial password provided by POPP
- Click [Login]



### 2. Individual Telephone Configuration

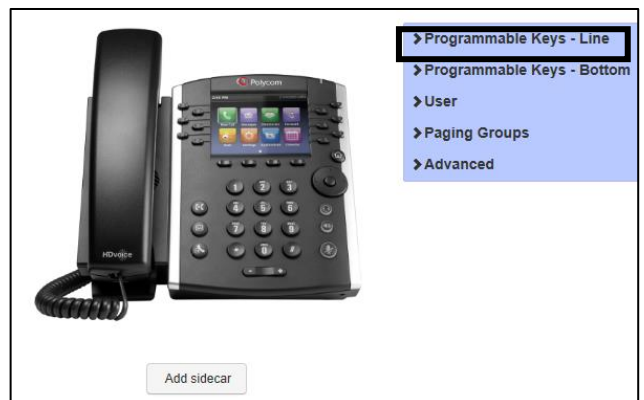
1. Click [Phones]
2. Check the box next to the phone to be configured
3. Click on [Actions] and select [Configure phone]



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:

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:

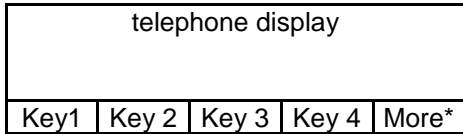
Key 1	Key 5	Key 9
Key 2	Key 6	Key 10
Key 3	Key 7	Key 11
Key 4	Key 8	Key 12

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



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:



\*[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

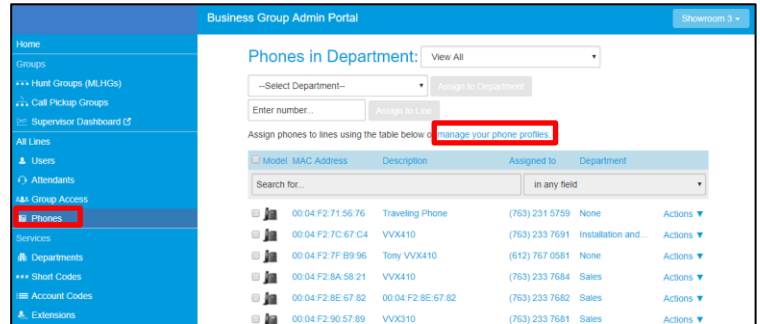
8. Click [Save changes] to save or [Discard changes] + [Discard] to cancel
9. Reboot your telephone: On your telephone, press [Home] button + [Settings] + [Basic] + [Update Configuration] + [Yes] and wait up to five minutes for the telephone to learn its new configuration
10. Click [close] when finished

### 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

#### **4. 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

