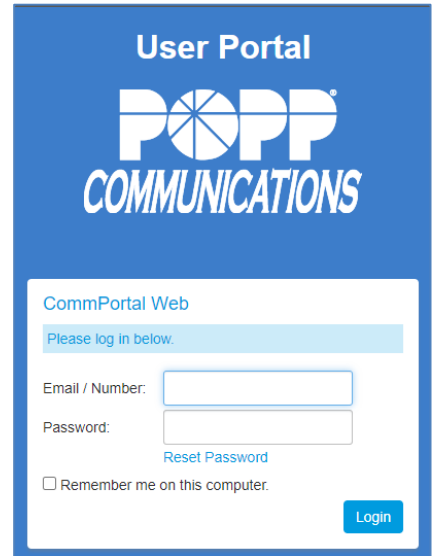


1 Logging In

- Go to: <http://portal.popp.com>
- **Number:** Auto Attendant 10-digit phone number
- **Password:** initial password provided by POPP
- Click [Login]

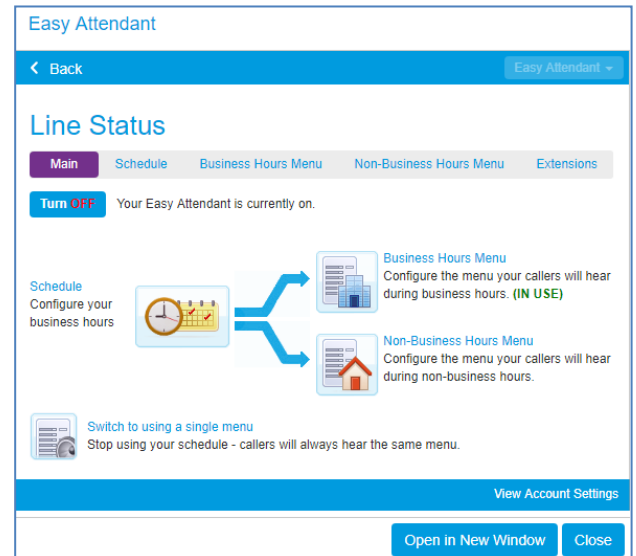
Note: You will be prompted to enter an Account Email (password reset e-mail address) if you do not have one set. You may also opt to login using your e-mail address instead of your phone number.



2 Easy Auto Attendant

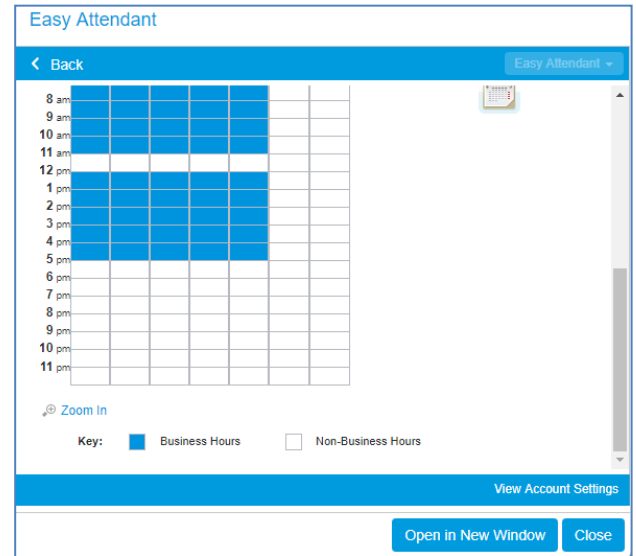
The Main screen displays:

- Easy Auto Attendant is On/Off
Note: Do not turn your Easy Auto Attendant Off. When Easy Auto Attendant is off, callers will hear, "This number is currently inactive. Please try again later."
• Click [Open Attendant Settings]
- Schedule: Business Hours Menu or Business Hours and Non-Business Hours Menu. Click on the link to switch between schedule modes (Single menu or business hours/non-business hours menus).



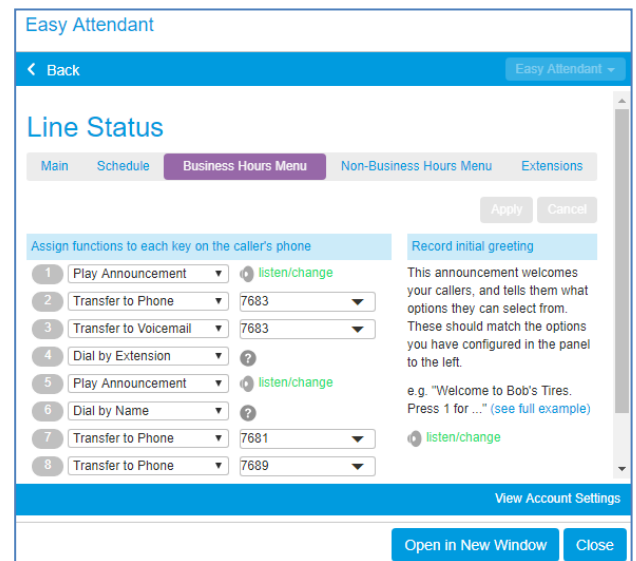
2.1 Change Schedule:

- Click [Schedule]
- Click on cells in the grid to configure business hours (in blue) and non-business hours (in white)
- Click [Zoom In] to select 15-minute increments
- Click [Apply] to save

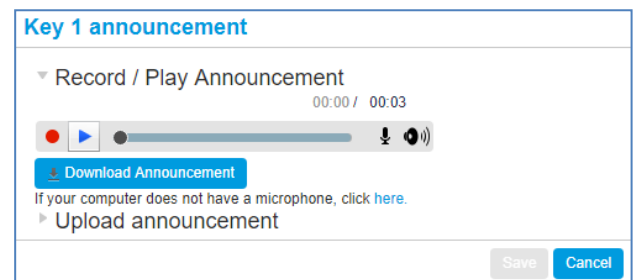


2.2 Change Business Hours Menu:

- Click [Business Hours Menu]
- Assign the desired function for each key from the drop-down list
- Enter a 10-digit telephone number or 4-digit extension number for Transfer to Phone and Transfer to Voicemail options (if applicable)

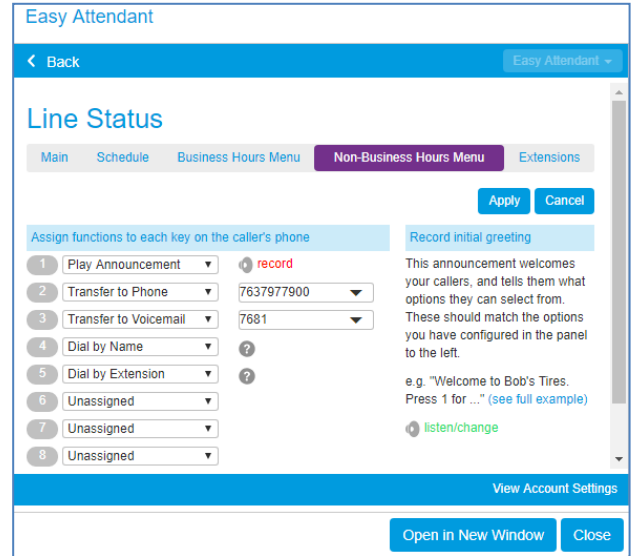


- Click [listen/change] to listen to or change announcement (microphone required or complete by phone):
 - Click the record button to record
 - Click the stop button to stop recording
 - Click [Add] to save announcement
- Click [Save] to save



2.3 Change Non-Business Hours Menu:

- Click [Non-Business Hours]
- Assign the desired function for each key from the drop-down list
- Enter a 10-digit telephone number or 4-digit extension number for Transfer options
- Click on the [listen/change] to listen to or change announcement options
- Click [Apply] to save



For additional training and support:

Visit www.popp.com or call POPP Communications at 763-797-7900