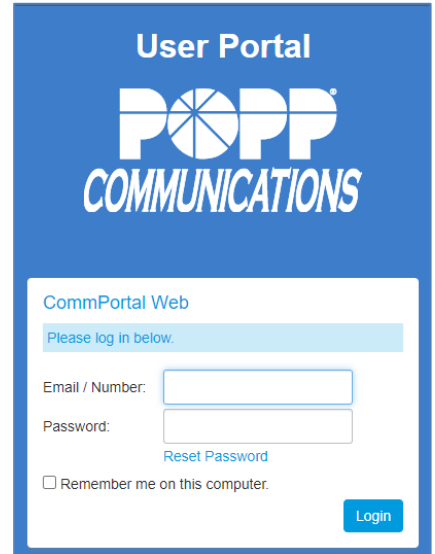


1 Logging In

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

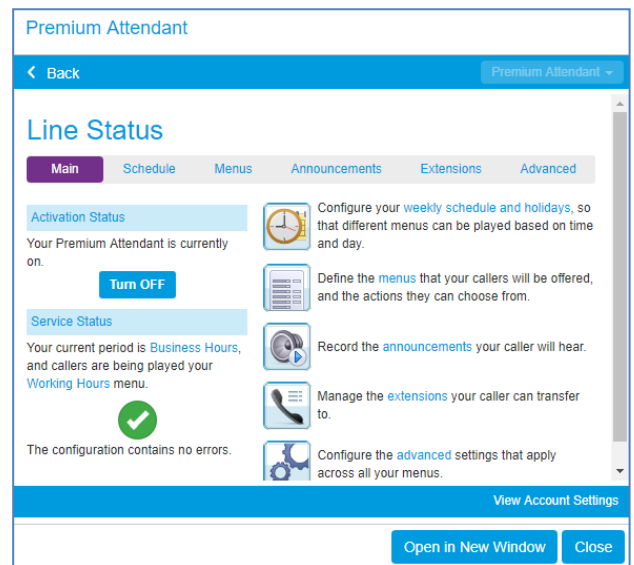
Note: You will be prompted to enter an Account Email (password reset e-mail address) if you do not have one set. You may also opt to login using your e-mail address instead of your phone number.



2 Premium Auto Attendant

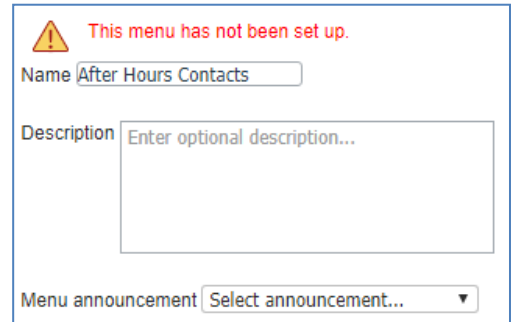
The Main screen displays:

- Premium Auto Attendant is On/Off
Note: Do not turn your Premium 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]
- View activation status, service status, and click on the links to configure your weekly schedule and holidays, menus, announcements, and extensions

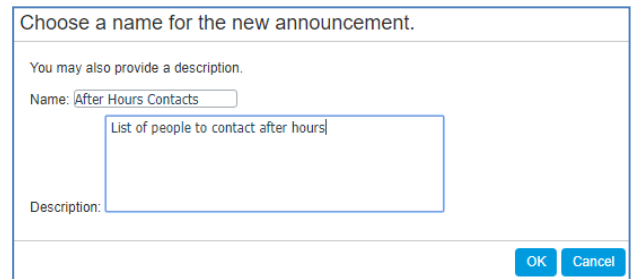


2.1 Add New Menu:

- Click [Menus]
- Click [Add New Menu]
- Name: enter a name for this menu
- Description: enter a description (optional)
- Menu announcement: select an existing announcement or select Create new announcement from the [Select announcement] drop-down

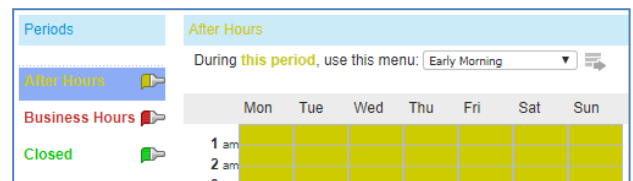


- If Create new announcement option is selected:
 - Name: enter a name for this announcement
 - Description: enter a description (optional)
 - Click [OK] to save
- Click [Apply] to save



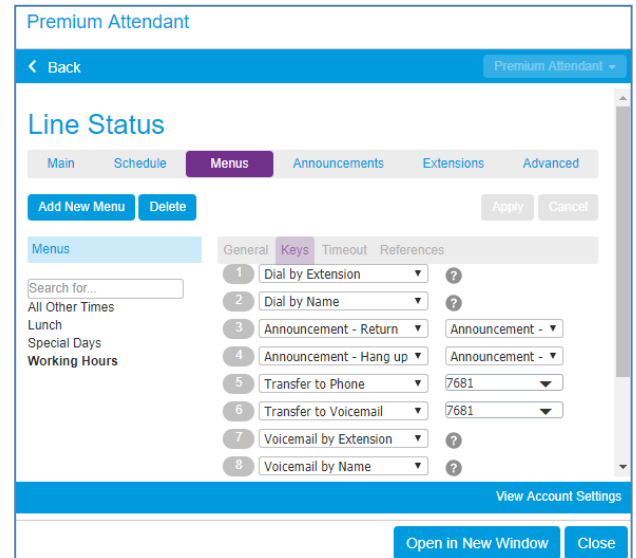
- See Record Premium Auto Attendant Announcements instructions to record new announcement (if applicable)
- See Change Premium Auto Attendant Menus instructions to assign key functions to the new menu
- To assign the new menu to a schedule period:

- Click the [Schedule] tab
- Click to select the Period you want to use the new menu (e.g., Weekend)
- During this period, use this menu: select the new menu that you created from the [Select menu] drop-down
- Click [Apply] to save



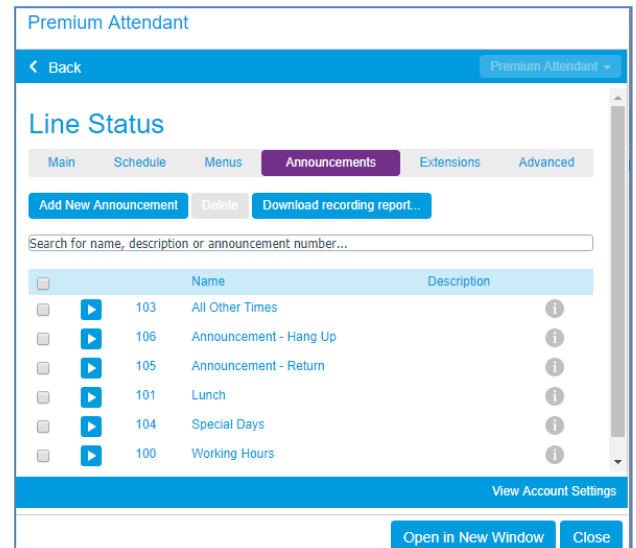
2.2 Change Existing Menu

- Click [Menus]
- Click [Keys]
- Select the Menu to be modified
- 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)
- Select announcement from the [Select announcement] drop-down for Announcement - Return and Announcement - Hang up options
- Click [Apply] to save

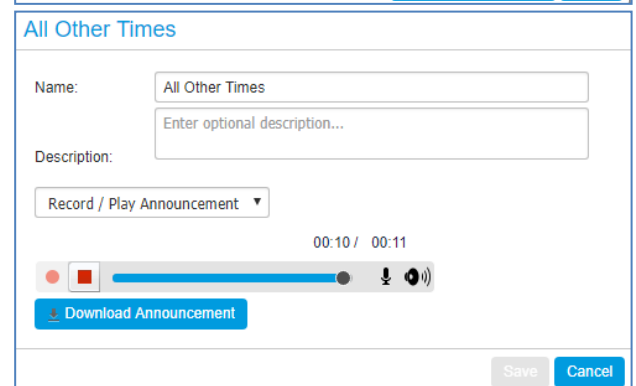


2.3 Record Announcements

- Click [Announcements]

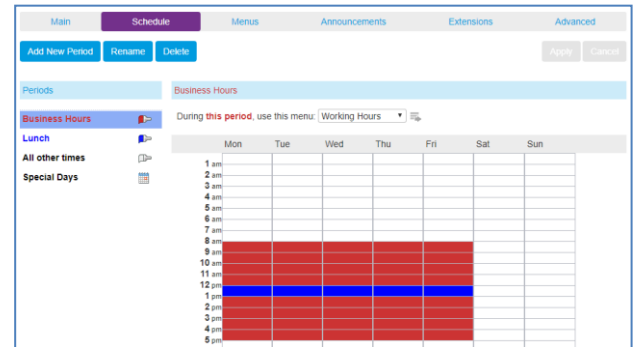


- Click on the [announcement description] to listen to or change an announcement (microphone required or complete by phone):
 - Click the record button to record
 - Click the stop button to stop recording
 - Click [Save] to save announcement
- Click [Apply] to save



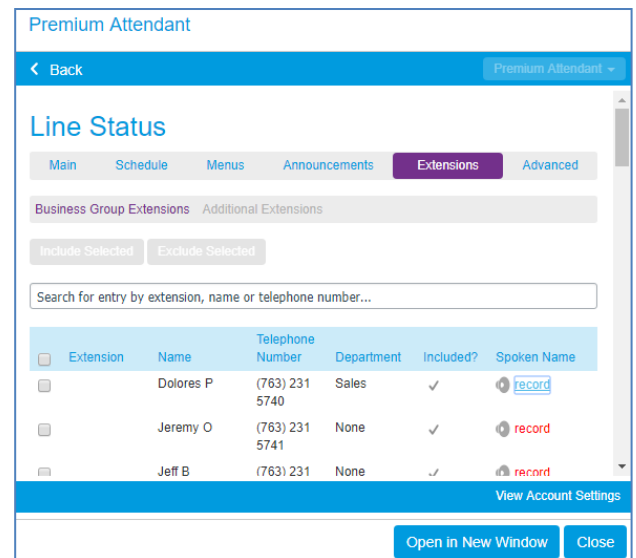
2.4 Change Schedule

- Click the [Schedule] tab
- Click to select the Period to be configured
- Click to change cells in the grid to the color matching the Period selected
- Click [Zoom In] to select 15 minute increments
- Click [Apply] to save



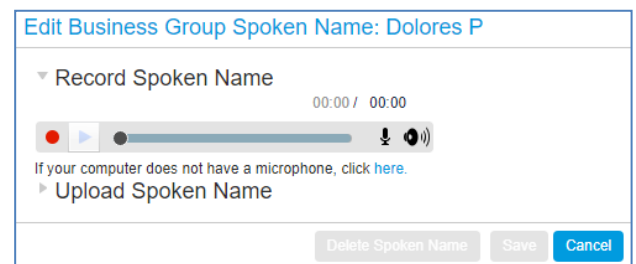
2.5 Edit Extensions for Dial By Name or Dial by Extension:

- Click [Extensions]
- Included: Extensions with a check mark in this column are currently included in the Dial by Name or Dial by Extension Directory.
- Check the box next to each extension to be included in the Dial by Name or Dial by Extension Directory and click [Include Selected]
- Check the box next to each extension to be excluded from the Dial by Name or Dial by Extension Directory and click [Excluded Selected]

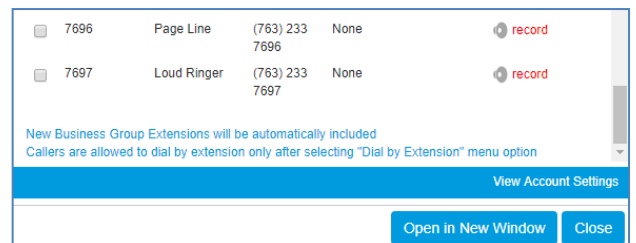


- Click [record] to record the name for an extension (microphone required or complete by phone):

- Click the record button to record
- Click the stop button to stop recording
- Click [Save] to save



- Click on the link to indicate if New Business Extensions will be automatically included/excluded, select the desired option, and click [Apply] to save.



For additional training and support:

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