

Premium Auto Attendant Number: \_\_\_\_\_  
 Telephone User Interface: 651-789-7688      Default PIN: 7677      New PIN: \_\_\_\_\_  
 Web Portal: <https://portal.popp.com/>      Password: \_\_\_\_\_

## Access Your Premium Auto Attendant

- Dial **651-789-7688**
- Enter your [**10-digit Premium Auto Attendant Number**] followed by **[#]**
- Enter the [**PIN**] followed by **[#]**

-or-

See [Easy Auto Attendant Portal User Guide](#) to manage your Easy Auto Attendant via web portal

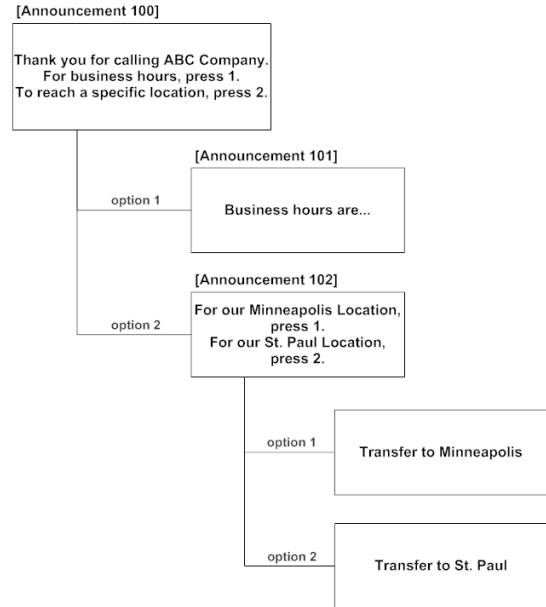
## Change Your PIN

- From the main menu, press **[2]** to change your account settings
- Press **[3]** for security options
- Press **[1]** to change your PIN
- Enter a new [**PIN**] (4-20 digits in length) followed by **[#]**  
**Note: PIN may not contain a sequence (i.e., 1234) or a single digit repeated more than two times in a row (i.e., 1111), or any part of the Premium Auto Attendant number**
- Enter your new [**PIN**] again to confirm followed by **[#]**
- Press **[\*]** to exit

## Manage Your Premium Auto Attendant Configuration

### To Edit Auto Attendant Announcements:

Example:



- From the main menu, press **[1]** to change your Premium Attendant configuration. You will then hear "Your Premium Attendant is [On/Off]."  
  - Do **not** press **[1]** again to turn your Easy Attendant [On/Off]. When Easy Auto Attendant is off, callers will hear, "This number is currently inactive. Please try again later."
- Press **[2]** to edit announcements
- Press the [**announcement #**] for the announcement that you wish to edit
- The current announcement will play
- Press **[1]** to re-record the announcement
- Record the announcement, and then press **[#]** when finished
- You will hear "Here is your announcement for [**announcement #**]" – announcement plays  
  - Press **[1]** to save the recording
  - Press **[2]** to re-record this announcement
  - Press **[3]** to exit without saving your changes
  - Press **[4]** to continue recording where you left off. When you have finished, press **[#]**.
- To edit additional announcements, press the [**announcement #**] for the next announcement that you wish to edit
- Press **[\*]** to exit

### Record Dial By Name Extensions:

- From the main menu, press **[1]** to change your Premium Attendant configuration
- Press **[3]** to record names for numbers in your dial list  
  - Enter the [**4-digit extension**] of the person whose name you would like to record followed by **[#]**
  - Record the name and press **[#]** when finished  
Recording will play  
    - Press **[1]** to save the recording
    - Press **[2]** to re-record this name
    - Press **[3]** to cancel without saving

## For Additional Training and Support

- Visit [www.popp.com](http://www.popp.com) or call POPP Communications at 763-797-7900