

COMMUNICATIONS

POPP Hosted Microsoft VoIP Phone System

Download and Install Voice Operator Panel (VOP)

Download the Voice Operator Panel (VOP) Installer from popp.com/support > Internet Phone System > Downloads
Execute the installer

Note: If installing VOP on a PC that is shared across multiple Windows Users, the application needs to be installed in a folder that every user has access to.

Login to VOP for the first time

- 1. Once VOP is installed, use the following information to log in to the VOP Application:
 - a. Server: https://portal.popp.com/sip-ps/
 - b. **Username:** enter the 10-digit phone number (obtain from POPP if needed)
 - c. **Password:** You will need to Generate a phone onboarding code that will be used to login:
 - i. Login to the Administrator Portal <u>https://portal.popp.com/bg/</u>
 - ii. Find the VOP line
 - iii. Click on the ellipsis and choose **Generate phone onboarding code** (this code is for one-time use only good for 8 hours).
 - iv. Enter the code in the Password field and click OK

Login		x
Enter your accou	unt information:	
Server:		
E.		
Username:		
Password:		
	OK	

siness Group	Admin P	ortal			Jane Smith
Lines in Depa	rtment:	/iew All	~		
Move selected to: Select	t department	▼ Move		Dow	nload all Lines
Phone Number	Ext.	Name		Departme	nt
Search for Lines				in any field	~
(704) 555 0105		Erika Mustermann		Metaswito	n 💿
(704) 555 0106		Jon Jonsson		Metaswito	h 💿
(704) 555 0118		Jane Smith		View individual set	tings
				Generate phone of	nboarding code
				Edit personal detai	Is
				Add services	
				Reset line	
				Unlock account	

Add Deskphone

- 1. If there is a paired deskphone for the VOP phone number, you will need to configure it in the Administrator Portal as follows:
 - a. Login to the Administrator Portal https://portal.popp.com/bg/
 - b. Click on Phones.
 - c. Click on the ellipsis to the right of the VOP and select configure phone.
 - d. Click on Edit to open the VOP phone profile.
 - e. Click to expand the Hard Phone section.
 - f. Enter the deskphone's 10-digit telephone number in the Hard phone number field.
 - g. Click on Save changes to save.

For Additional Training and Support

• Visit www.popp.com/support for Training Videos or call POPP Communications at 763-797-7900