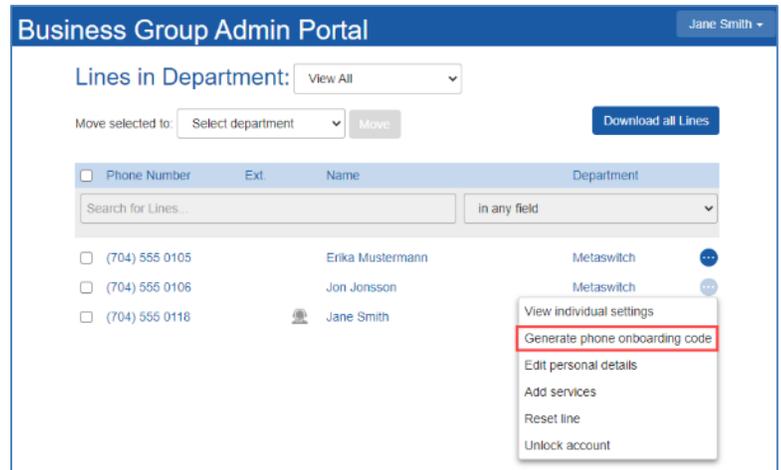
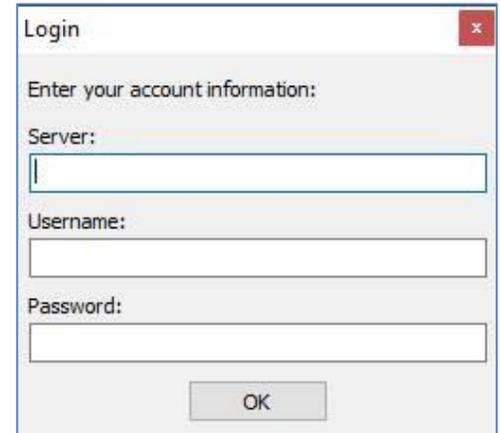


Download and Install Voice Operator Panel (VOP)

1. Download the Voice Operator Panel (VOP) Installer from popp.com/support > Internet Phone System > Downloads
2. 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 <https://portal.popp.com/bg/>
 - 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**



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