1. Logging In

- Go to: http://portal.popp.com
- Number: enter user's 10-digit phone number (or e-mail if e-mail login is enabled)
- Password:
  - First time login - click [Reset Password] and follow the instructions sent via e-mail to establish your password. 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.
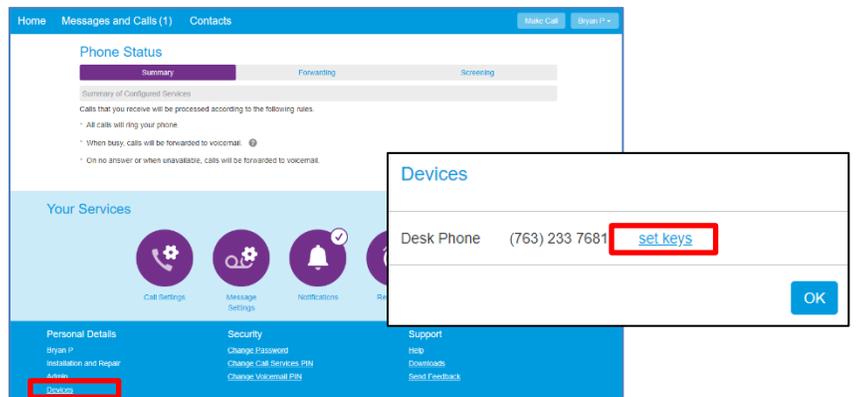
    Password Requirements:
    - 8-20 characters and must include 1 number, 1 letter, and one special character
    - Cannot contain the same character more than 2x in a row
    - Cannot contain more than 2 characters in a sequence (e.g, 1234, or abcd)
    - Cannot contain 4 or more digits of the phone number (e.g., if phone number ends in 7900, the password cannot contain "7900" anywhere in the password)

  - Enter the password and click [Login]

2. Yealink Telephone Configuration

1. Under Personal Details, click [Devices]
2. Click [set keys]

3. Click [Edit]

4. Click [Programmable Keys – Line] (or click on the line keys on the telephone) to configure a line key button:

- A list of keys ("Key 1", "Key 2", etc.) will appear below. The key numbers listed correspond to the line key buttons on the telephone as follows:

Yealink T31P:

telephone display	Key 1
	Key 2

Yealink T33G:

With 1-4 keys programmed:

telephone display	Key 1
	Key 2
	Key 3
	Key 4

With up to 12 keys programmed:

Page 1:

telephone display	Key 1
	Key 2
	Key 3
	toggle key

Page 2:

telephone display	Key 4
	Key 5
	Key 6
	toggle key

Page 3:

telephone display	Key 7
	Key 8
	Key 9
	toggle key

Page 4:

telephone display	Key 10
	Key 11
	Key 12
	toggle key

Yealink T46U and T54W:

With 1-10 keys programmed:

Key 1	telephone display	Key 6
Key 2		Key 7
Key 3		Key 8
Key 4		Key 9
Key 5		Key 10

With up to 27 keys programmed:

Page 1:

Key 1	telephone display	Key 6
Key 2		Key 7
Key 3		Key 8
Key 4		Key 9
Key 5		toggle key

Page 2:

Key 10	telephone display	Key 15
Key 11		Key 16
Key 12		Key 17
Key 13		Key 18
Key 14		toggle key

Page 3:

Key 19	telephone display	Key 24
Key 20		Key 25
Key 21		Key 26
Key 22		Key 27
Key 23		toggle key

Yealink T57W:

With 1-11 keys programmed:

Key 1	Key 7
Key 2	Key 8
Key 3	Key 9
Key 4	Key 10
Key 5	Key 11
Key 6	toggle key

With up to 29 keys programmed:

Key 1	Key 12	Key 18	Key 24	Key 7
Key 2	Key 13	Key 19	Key 25	Key 8
Key 3	Key 14	Key 20	Key 26	Key 9
Key 4	Key 15	Key 21	Key 27	Key 10
Key 5	Key 16	Key 22	Key 28	Key 11
Key 6	Key 17	Key 23	Key 29	toggle key

5. Click [Programmable Keys – Bottom] (or click on the softkeys on the telephone) to configure a softkey button:

   - A list of keys ("Key 1", "Key 2", etc.) will appear below. The key numbers listed correspond to the softkey buttons on the telephone as follows:

telephone display				
Key1	Key 2	Key 3	Key 4	More*

   *[More] softkey displays in the Key 4 position when five or more softkeys are programmed

6. Click on the [Key #] to be configured and complete the following fields:

   - Soft key action: select the desired function
   - Enter/select the following (if applicable):
     - Number: enter 10-digit phone number
     - Park orbit: select park orbit
     - Extension: enter 4-digit extension
     - Line: select line
   - Label: enter a label to appear on the phone display

7. Click [Save changes] to save or [Discard changes] + [Discard] to cancel

8. Reboot your telephone: On your telephone, press the [Menu] softkey, navigate to [Basic], scroll down and select [Reboot], then press [Enter] softkey. Wait up to five minutes for the telephone to learn its new configuration.

9. Click [close] when finished

For Additional Training and Support
   • Visit www.popp.com or call POPP Communications at 763-797-7900