1 Logging In

- Go to: http://portal.popp.com/bg
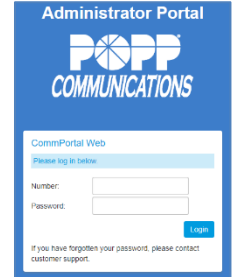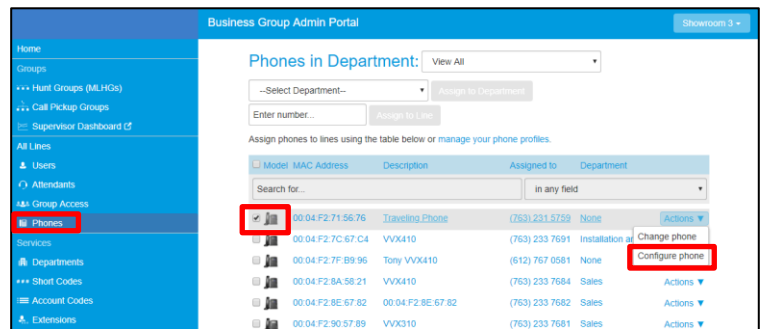- Number: enter 10-digit phone number (phone number must be set up by POPP with administrative access) or e-mail (if e-mail login is enabled)
- Password: enter the password and click [Login]

2 Individual Telephone Configuration

1. Click [Phones]
2. Check the box next to the phone to be
3. configured
4. Click on [Actions] and select [Configure phone]

5. Click [Edit]

Manage your phones
Cisco SPA525G

6. Hover over the [Key] to be configured. Keys that glow blue can be configured. Keys that glow red cannot be configured.
7. Use this button for: select the desired function
8. Enter/select the following (if applicable):
    - **telephone number:** enter 10-digit phone number
    - **park orbit:** select a park orbit
    - **extension:** select extension
    - **Paging group:** select paging group
    - **line:** select line
9. **Label:** enter a label to appear on the phone display
   Character limits for each telephone model are:
    - Cisco SPA 504G and 514G – 23 characters
    - Cisco SPA 508G – 10 characters
   - Cisco SPA 525G – 26 characters
10. Reboot the telephone: unplug the telephone cord from the back of the phone and then plug it back in

3   Individual Telephone Ring Tone Configuration

Note: Ring tones must be changed through the Administrator Portal. Ring tones changed through the physical telephone will not be saved for more than 24 hours.

1. Click [Phones]
2. Check the box next to the phone to be
3. configured
4. Click on [Actions] and select [Configure phone]
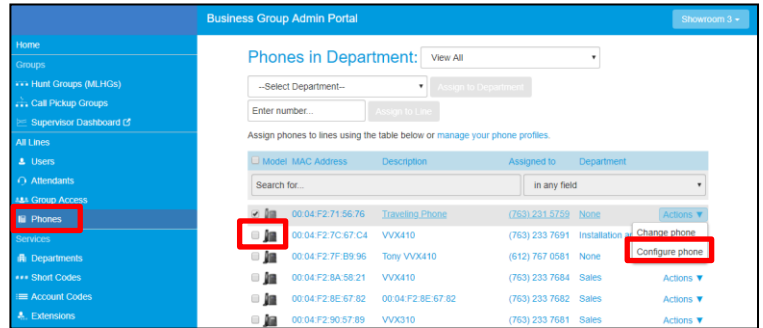
5. Click [Edit]

6. Click on the Table View icon
7. Click on [Alerting Types]
8. Click on [Alerting Line 1]
9. Click on [Alerting Type Normal]
10. Click on [Ring 1] next to Audible Indicator
11. User ring tone: select ring tone using the chart below:
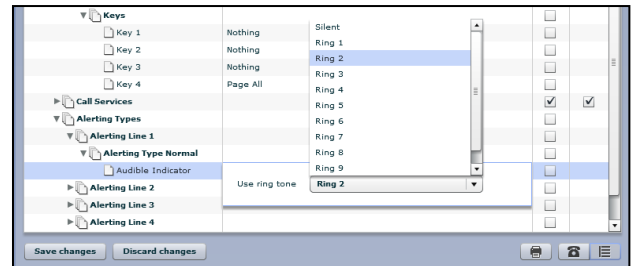
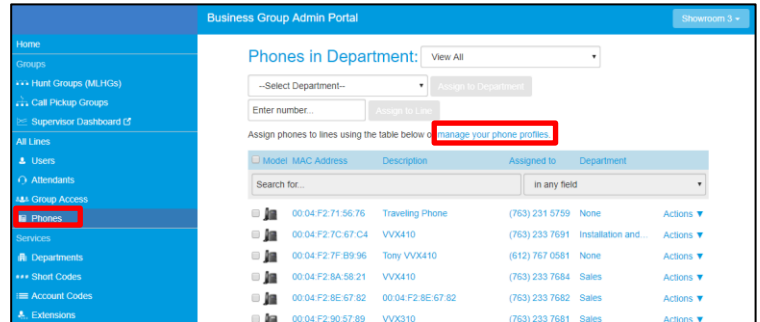| Cisco SPA 504G, 508G, 514G Telephone Models		Cisco SPA 525G Telephone Models	
Ring Option	Description	Ring Option	Description
Silent	No Ring Tone	Silent	No Ring Tone
Ring 1	Classic 1	Ring 1	Cisco Synth
Ring 2	Classic 2	Ring 2	Retro
Ring 3	Classic 3	Ring 3	Office
Ring 4	Classic 4	Ring 4	Analog Synth
Ring 5	Simple 1	Ring 5	Are You There
Ring 6	Simple 2	Ring 6	Chime
Ring 7	Simple 3	Ring 7	Clock Shop
Ring 8	Simple 4	Ring 8	Film Score
Ring 9	Simple 5	Ring 9	Koto Effect
Ring 10	Office	Ring 10	Piano

12. Click on [Save changes] to save or click on [Discard Changes] to cancel
13. If there are multiple line appearances on this telephone, repeat the process above for each line (Alerting 2,3,4, etc.)
14. Reboot the telephone: unplug the telephone cord from the back of the phone and then plug it back in

4   Multiple Telephone (Phone Profiles) Configuration

The administrator can view/modify the default settings for each telephone model purchased. Changing the settings in the profile for each telephone model determines the settings/buttons each end user with that telephone model will be able view/modify in the User Portal.

1. To manage the Phone Profiles for the department you are an administrator for:

    - Click [Phones]

    - Click [manage your phone profiles] to launch the Phone Profile Editor screen

2. To modify a Phone Profile:

    - Click [Edit] for the telephone model to be modified (e.g., clicking [Edit] for Cisco SPA 504G telephones allows you to change the telephone button programming for all Cisco SPA 525G telephones at once)

    - When changes are saved, the telephone button programming and/or ring tone will be saved for all telephones matching the model selected (e.g., all Cisco SPA 525G telephones)

    - Close your browser window to log out of the Phone Profile Editor

3. There are two views of the Phone Profile configuration:

    - Graphical telephone view (default view): To select this view, click on the telephone icon in the bottom-right side of the window

    - Table view: To select this view, click on the table icon in the bottom-right of the window

    - See below for instructions for configuring phones using either view

<u>Telephone configuration using graphical view:</u>

- To see if a key can be configured, hover over it:
  - If the key glows **blue** it can be configured
  - If it glows **red** it cannot be configured
- To select a key to be configured, click on the key
- From the drop-down list select a function for this key
- Select a label for this key as follows:
  - If the telephone you are configuring has a display next to the key, this is the label which will appear on the telephone display for that key.
  - If you are assigning certain types of function to a key you will also need to enter a value for that key. The functions which require this extra value are:

    - **Nothing:** Key is available for assignment
    - **Line:** This key is used to pick up your telephone line to make an outbound call or can be used to answer an incoming call
    - **Enhanced Speed Dial:** Enter the phone number to be called
      Note: You can program a star (*) code as a speed dial on the Cisco SPA 504G, 508G, or 514G telephone models, provided that no additional digits need to be entered afterwards. Only the SPA525G model allows an end user to continue entering digits after the Speed Dial key has been pressed.
    - **Monitored Extension:** Select the extension number to monitor.
    - **Enhanced Call Park:** Select a 3-digit park orbit (100-109)
    - **Retrieve Parked Call:** Select a 3-digit park orbit (100-109)
    - Group Pickup
    - **Directed Pickup:** Select the extension number you wish to pick up calls for.
    - **Page Group:** Select a paging group from the drop down menu.
      Note: The features available may vary.
    - Click *OK when finished*
- This change has now been temporarily stored to this Phone Profile. To permanently save a change click *Save changes*. To cancel changes, click on *Discard Changes*.
  Note: Changes will not be applied to the actual telephones themselves until they are rebooted.
- To reboot your telephone: Unplug the telephone cord from the back of the telephone and then plug it back in.

Telephone Configuration using Table View:

- To change the value of a setting:
  - Expand the levels in the table view until the setting you wish to change is visible
  - Select the value for that setting by clicking on it
  - Depending on the type of setting you are changing you will need to select from options in a drop-down list or enter a value in a text box

- To lock a setting so that neither end users nor administrators of sub-departments can change it, check the *Lock* checkbox

- To change the ring tone:
  Note: Ring tone options vary by telephone model. POPP offers up to 10 ring tone options.
  - Click on Alerting Types 1
  - Click on Alerting Line 1
  - Click on Alerting Type Normal
  - Audible Indicator: click on Ring to open the Use ring tone drop-down field
  - Press the menu key on your Cisco telephone and navigate to Audio Preferences in order to view a list of ring tones available and play each ring tone on your Cisco telephone. To change your ring tone, select the desired ring tone in the ring tone drop-down field as follows:
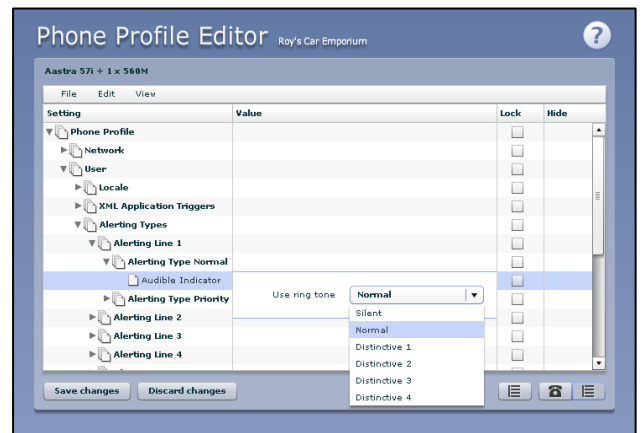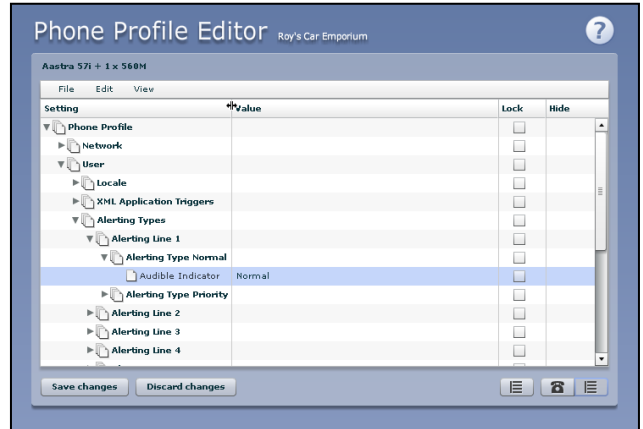
Cisco Telephone	Portal
1 – No Ring Tone	Silent
2 – Cisco Synth	Ring 1
3 – Retro	Ring 2
4 – Office	Ring 3
5 – Analog Synth	Ring 4
6 – Are You There	Ring 5
7 – Chime	Ring 6
8 – Clock Shop	Ring 7
9 – Film Scene	Ring 8
10 – Koto Effect	Ring 9
11 - Piano	Ring 10

- To save your changes permanently click on Save changes. To cancel changes, click on Discard Changes.

- Changes won't be applied to the telephones themselves until they are next rebooted.

- To reboot your telephone: Unplug the telephone cord from the back of the telephone and then plug it back in