1 Logging In

- Go to: http://portal.popp.com
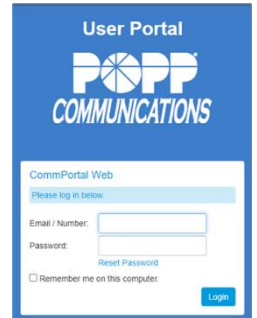- **Number:** enter user's 10-digit phone number (or e-mail if e-mail login is enabled)
- **Password:**
  - First time login - click [Reset Password] and follow the instructions sent via e-mail to establish your password. You will be prompted to enter an Account Email (password reset e-mail address) if you do not have one set. You may also opt to login using your e-mail address instead of your phone number.
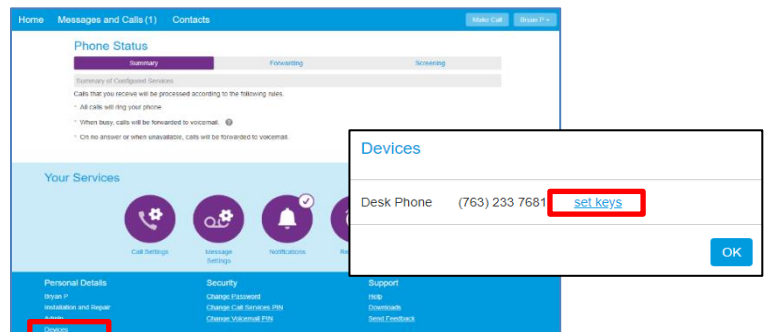
    Password Requirements:
    - 8-20 characters and must include 1 number, 1 letter, and one special character
    - Cannot contain the same character more than 2x in a row
    - Cannot contain more than 2 characters in a sequence (e.g, 1234, or abcd)
    - Cannot contain 4 or more digits of the phone number (e.g., if phone number ends in 7900, the password cannot contain "7900" anywhere in the password)
  - Enter the password and click [Login]

2 Cisco Telephone Configuration

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

3. Click [Edit]

4. Hover over the [Key] to be configured. Keys that glow **blue** can be configured. Keys that glow **red** cannot be configured.

5. Click on the [Key] to be configured

6. Use this button for: select the desired function:

   - **Nothing:** Key is available for assignment
   - **Line:** This key is used to pick up your phone 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 you 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: Features available may vary.

7. 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

8. 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

9. Click [OK] to save

10. Reboot your telephone: unplug the telephone cord from the back of the phone and then plug it back in

11. To print your telephone configuration: Click on the Printer icon at the bottom of the screen

12. Click close when finished