1. Logging In

- **Go** to: http://portal.popp.com

- **Number:** end user's 10-digit phone number

- **Password:**

    o 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.
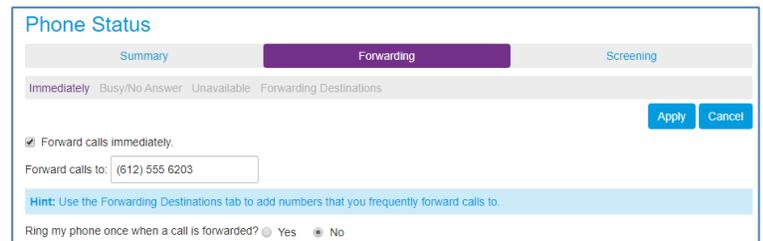
    Password Requirements:

    - 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)

    o Enter the password and click [Login

2. Forward Incoming Calls to Alternate Phone

Forward all incoming calls to an alternate phone (e.g., cell phone) when working remotely:

- Click the [Forwarding] tab

- Check the box to [Forward calls immediately]

- Forward calls to: enter the [10-digit phone number] calls should forward to (e.g., cell phone)

- Ring my phone once when a call is forwarded: select [No]

- Click [Apply] to save

- To remove the forwarding, uncheck the [Forward calls immediately] checkbox and click [Apply] to save
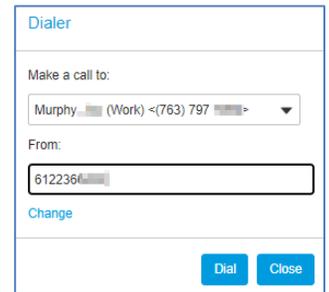
3. Place Outbound Calls using Click to Dial

Use Click to Dial to place outbound calls from your business phone number using an alternate phone (e.g., cell phone) when working remotely:

- Click the [Make Call] button in the upper-right corner of the screen (button will show "Start" instead of "Make Call" if User has MaX Meeting)

- Make a call to: enter the [10-digit phone number] to call, type a name, or select from drop-down

- From: Click [Change] and enter a [10-digit phone number] to place the call from (e.g., cell phone)

- Click [Dial] to initiate the call.

- The telephone you are calling from (e.g., cell phone) will ring. Answer the telephone (e.g., cell phone) and the call will be placed to the destination phone number.
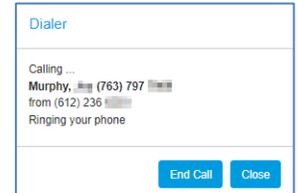
- Click [End Call] or hang up to end the call

For additional training and support:

- Visit www.popp.com or call POPP Communications at 763-797-7900