

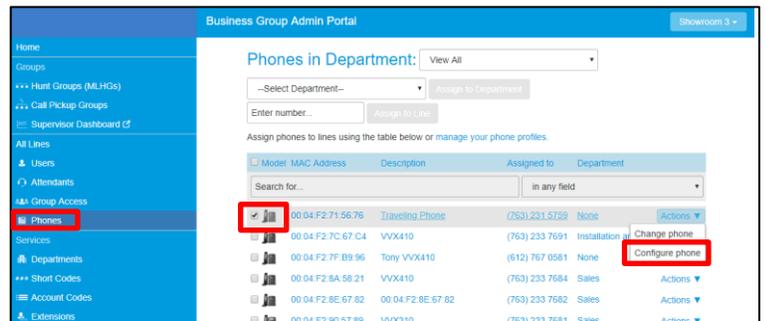
1. Logging In

- 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 configured
3. Click on [Actions] and select [Configure phone]



4. Click [Edit]



5. 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:		Page 2:		Page 3:		Page 4:	
telephone display	Key 1	telephone display	Key 4	telephone display	Key 7	telephone display	Key 10
	Key 2		Key 5		Key 8		Key 11
	Key 3		Key 6		Key 9		Key 12
	toggle key		toggle key		toggle key		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:			Page 2:			Page 3:		
Key 1	telephone display	Key 6	Key 10	telephone display	Key 15	Key 19	telephone display	Key 24
Key 2		Key 7	Key 11		Key 16	Key 20		Key 25
Key 3		Key 8	Key 12		Key 17	Key 21		Key 26
Key 4		Key 9	Key 13		Key 18	Key 22		Key 27
Key 5		toggle key	Key 14		toggle key	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

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

7. Click on the [Key #] to be configured and complete the following fields:
 - o Soft key action: select the desired function
 - o Enter/select the following (if applicable):
 - o Number: enter 10-digit phone number
 - o Park orbit: select park orbit
 - o Extension: enter 4-digit extension
 - o Line: select line
 - o Label: enter a label to appear on the phone display

▼Key 4	grp pickup
*Soft key action	Group Pickup
*Label	grp pickup

8. Click [Save changes] to save or [Discard changes] + [Discard] to cancel
9. 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.
10. Click [close] when finished

3. Multiple Telephones (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

Assign phones to lines using the table below or [manage your phone profiles.](#)

<input type="checkbox"/>	Model	MAC Address	Description	Assigned to	Department	
<input type="checkbox"/>		00:22:EE:12:B8:3A	00:22:ee:12:b8:3a	(763) 231 6442	None	⋮
<input type="checkbox"/>		80:5E:0C:0F:6A:4E	80:5e:0c:0f:6a:4e	(763) 231 6442	None	⋮
<input type="checkbox"/>		80:5E:0C:27:95:73	80:5e:0c:27:95:73	(763) 231 6442	None	⋮
<input type="checkbox"/>		80:5E:0C:2A:16:E7	80:5E:0C:2A:16:E7	(763) 231 6442	None	⋮
<input type="checkbox"/>		80:5E:0C:42:00:6B	80:5E:0C:42:00:6B	(763) 231 6442	None	⋮

2. To modify a Phone Profile:

- Click [Edit] for the phone model profile to be configured (e.g., clicking [Edit] for Yealink T54W allows you to change the telephone button programming for all T54W telephones at once)

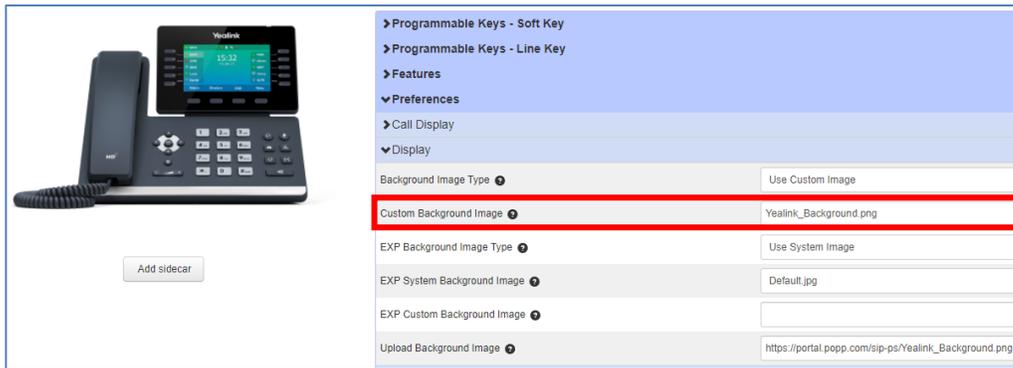


- Make the desired changes following the same process you would for updating the configuration of an individual phone
- When changes are saved, the telephone button programming and/or ring tone will be saved for all telephones matching the model selected (e.g., all Yealink T54W telephones)
- Close your browser window to log out of the Phone Profile Editor
- Reboot each telephone: on each telephone (e.g. on each Yealink T54W), press Home button + Settings + Basic + Update Configuration + Yes and wait up to five minutes for the telephone to learn its new configuration

Modify Telephone Display Background Image (for T31P, T33G, T46U, T54W, and T57W only)

To modify the background image on the telephone display:

- Create an image file of the following file type and size using an image editor of your choice:
 - JPEG and PNG file formats are supported
 - Optimal background image size:
 - For T31P, T33U, T46U, T54W, and T57W deskphones - 800 x 480 pixels
 - For EXP50 Sidecar – 272 x 480
 - Note:** If an image other than the optimal size is used, it will be automatically resized to fit the screen and may appear stretched or compressed.
- Avoid using white in the background image to maintain contrast with programmable button text which displays in white
- Upload the image file to a web server that you maintain, which must be accessible by the phones over the internet



- Enter the URL for the image file into the Custom Background Image field of the phone profile
- Reboot the phone(s) to pick up the new image file

For Additional Training and Support

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