

Setting Up Your Call Blocking is as Easy 1, 2, 3

Register all your numbers on the national **Do Not Call List** at www.donotcall.gov
(If you've previously registered your number, no need to do it again. Registrations do not expire.)

There are several ways to block spam callers. Please call our Support department at **800.676.3995** and we'll consult with you as to the best method for blocking spam calls to your office.

1. Navigate to portal.clarityvoice.com, you should see the login page:



Clarity
FranchisePhones | phone system in a box*

Login Name
extension@domain|

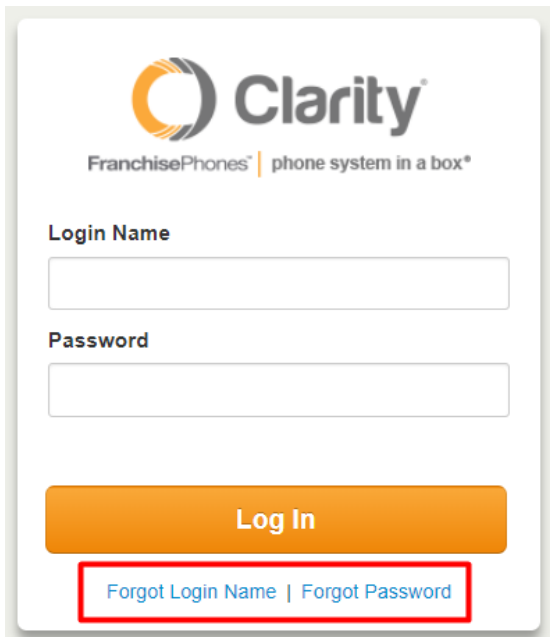
Password
••••

Log In

Powered by Clarity©
Manager Portal: Version 1227.1.1 (01-N)

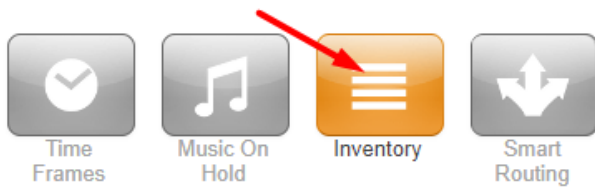
2. Enter your **Extension** and **Domain**, for example, 200@handyman, along with your password. If you don't know your password, click **Forgot Password** to have a password

reset email sent to you. **Click Login.**



The image shows a login form for Clarity. At the top is the Clarity logo with the tagline "FranchisePhones | phone system in a box". Below the logo are two input fields: "Login Name" and "Password". A large orange "Log In" button is positioned below the fields. At the bottom of the form, there is a red-bordered box containing the links "Forgot Login Name | Forgot Password".

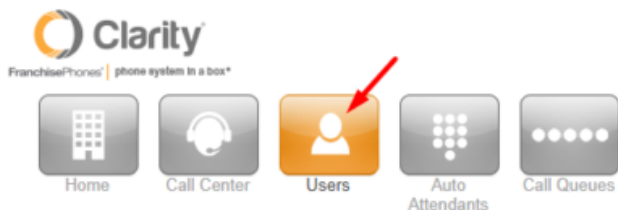
3. You will want to block the number(s) at the **Main Routing** user. To find your Main Routing user, click on the **Inventory** tab.



4. Look for the **Destination Number** and make a note of it (e.g. '300' and '705' are both used for initial routing in this example).

Inventory		
Phone Numbers	Phone Hardware	
Filters		
Phone Number ▲	Treatment	Destination
(203) 836-2051	User	300 (Main Routing)
(248) 228-8707	User	300 (Main Routing)
(248) 268-8177	Auto Attendant	Daytime Routing (705)
(248) 565-3358	Auto Attendant	Daytime Routing (705)

5. Click on **User** tab.



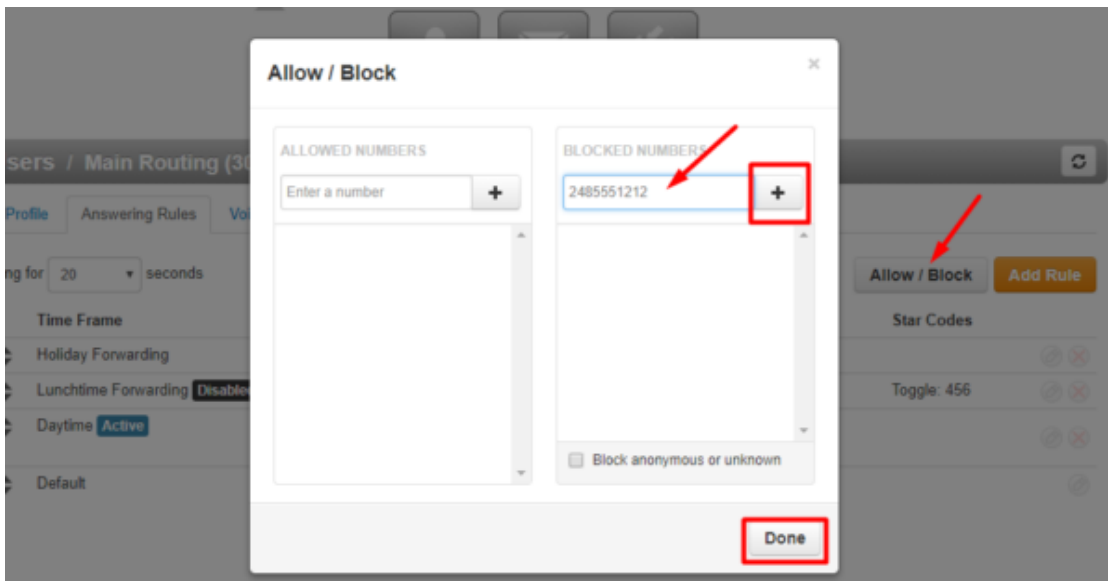
6. Enter the **Destination Number** in the search field and choose the number in the drop down.



7. Click the **pencil icon** to the far right and choose **Answering Rules** in the drop down box.



8. Click the **Allow/Block** button and a pop up window will appear. Enter the 10-digit blocked number and click the '+' sign. Click **Done** when all number(s) have been added.



9. You're all done!

If you have any additional questions or require additional assistance, please contact Support at 800.676.3995. We are available 8 AM to 9 PM EST, Monday through Friday. Or, feel free to contact us on our support page at: <https://clarityvoice.com/support/>

CLICK HERE FOR MORE CLARITY QUICK TIPS!