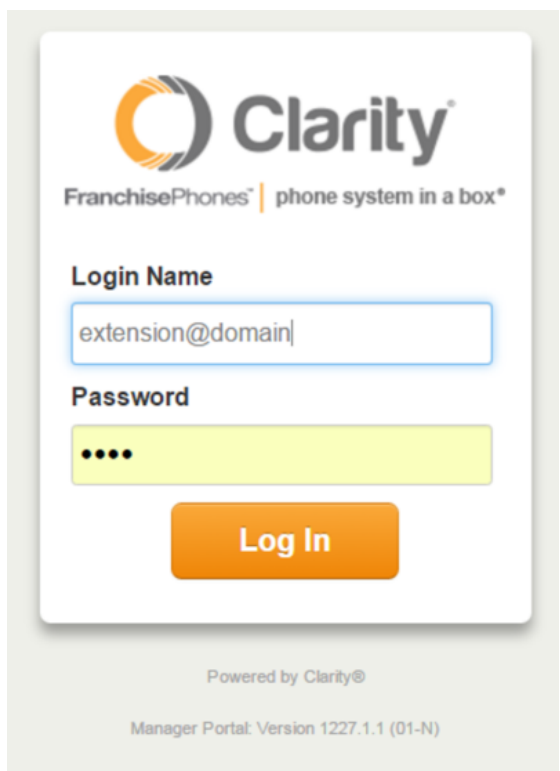


## Setting Up Your Call Recording is as Easy 1, 2, 3

**\*NOTE: There is an additional fee for some Call Recording storage ability. Please contact your Account Manager for pricing.**

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



Clarity  
FranchisePhones | phone system in a box\*

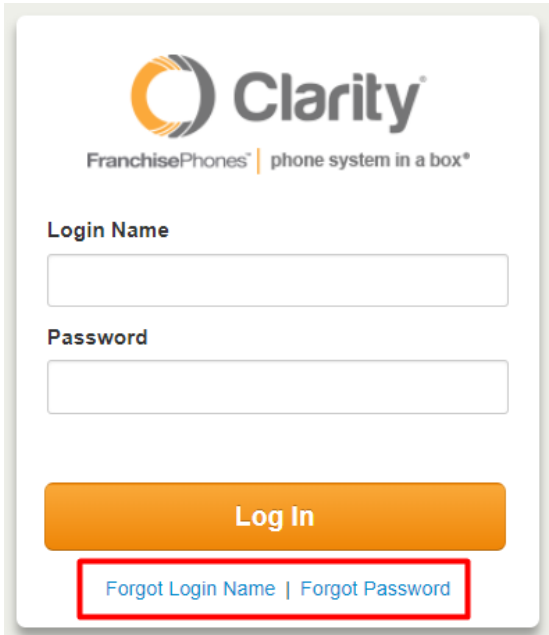
Login Name  
extension@domain|

Password  
••••

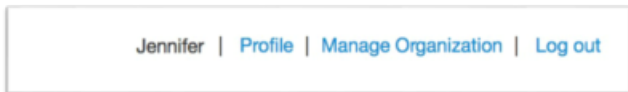
Log In

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

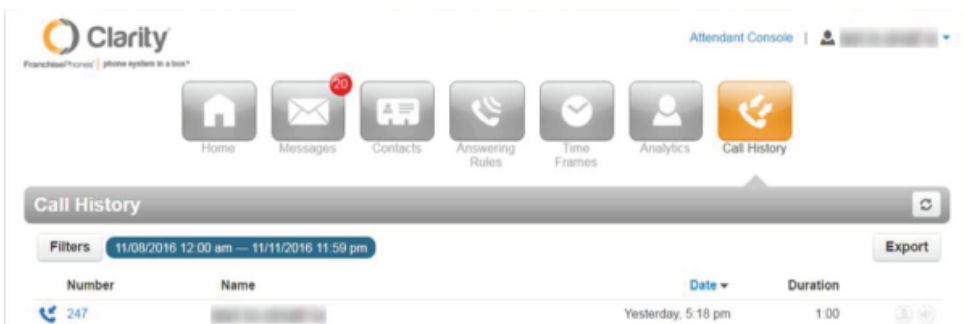
2. Enter your **Extension** and **Domain**, for example, 200@handyman, along with your password. If you don't know your password, click **Forgot Password** to have a password reset email sent to you. **Click Login.**

















3. If you want to view Call Recordings for just your extension, continue on to the next step. If you want to view Call Recordings for the whole organization, click **Manage Organization** in the top right. **\*NOTE: Only users with administrative permissions can access the Manage Organization tab. Please contact Support at 800.676.3995 to authorize a user.**



4. The main landing page has several tabs, click the **Call History** tab.



5. Here you can see all of the recorded calls for your account. You can use the **Filters** button to narrow your search. When you have found the desired call, you can click the **Download** button on the right side, or the **Listen** button to listen to the call in your browser.

Date ▼	Duration		
Today, 10:59	0:00		
Today, 10:57	0:32		
Today, 10:51	4:05		
Today, 10:54	0:00	Download	
Today, 10:51	3:15		
Today, 10:50	0:36		
Today, 10:43	0:19		
Today, 10:40	7:08		

6. You're all done! You will now be able to access ALL of your call information.

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!