

Setting Up Your Virtual Personal Assistant is as Easy 1, 2, 3

***NOTE:** Virtual Personal Assistant uses cellular data only and needs to be setup initially by a Clarity Support team member. Contact **800.676.3995** to enable this feature.

Once your Virtual Personal Assistant has been setup by Clarity Support, simply call into your business from the cell phone used to setup this feature. You will always be presented with the three menu options below. However, customers that dial into your business will **NOT** hear these menu options.

Option 1

Allows you to place an outbound call on your personal cell phone using the company caller ID.

1. Press '1' to place an outbound call.
2. Enter your access code. This is the same as your Voicemail PIN. Then press #.
3. Dial the number you want to call and the call will initiate.

Option 2

Allows you to call your Voicemail remotely.

1. Press '2' to access your Voicemail.
2. Enter your access code. This is the same as your Voicemail PIN. Then press #.
3. You will now hear the Voicemail menu.

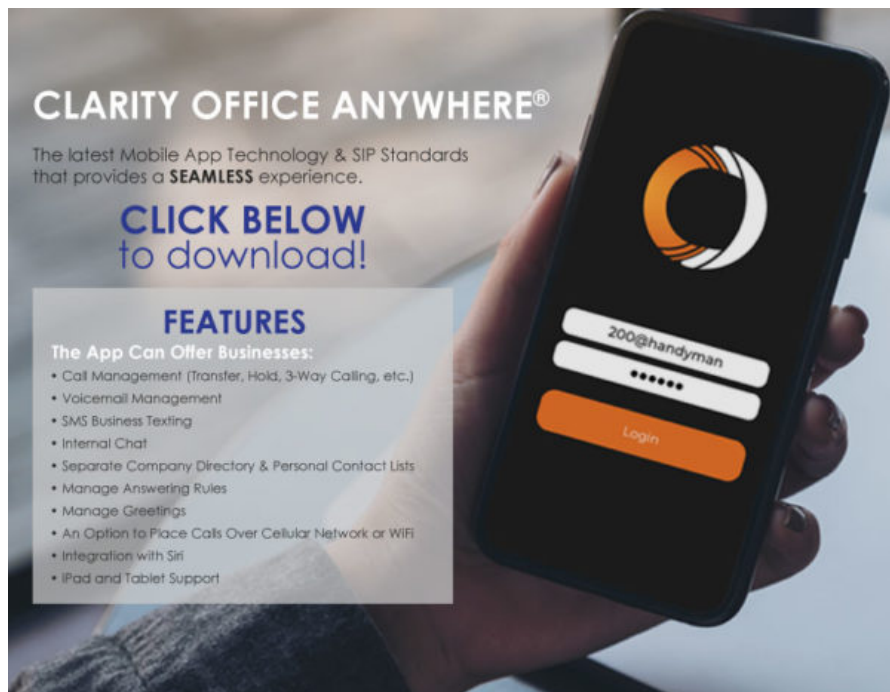
Option 3

Allows you to call through to the office. Your cell phone number will appear as the caller ID.

1. Press '3' to call through to the office; bypassing the Virtual Personal Assistant.
2. You will be connected to your office.

OR

Download our Clarity Office Anywhere® Smartphone app on an Apple or Android device. This app allows the functionality of using both WiFi and cellular data. ***NOTE: Calls switching from WiFi to cellular data may drop.**



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/>

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