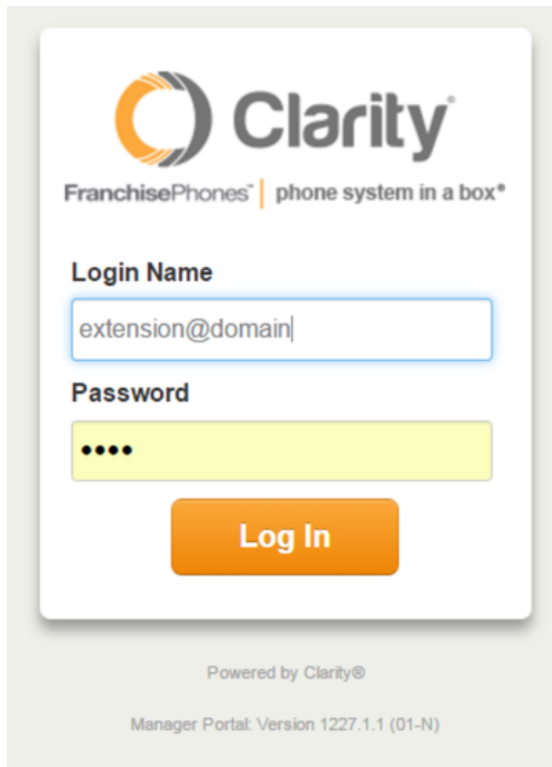


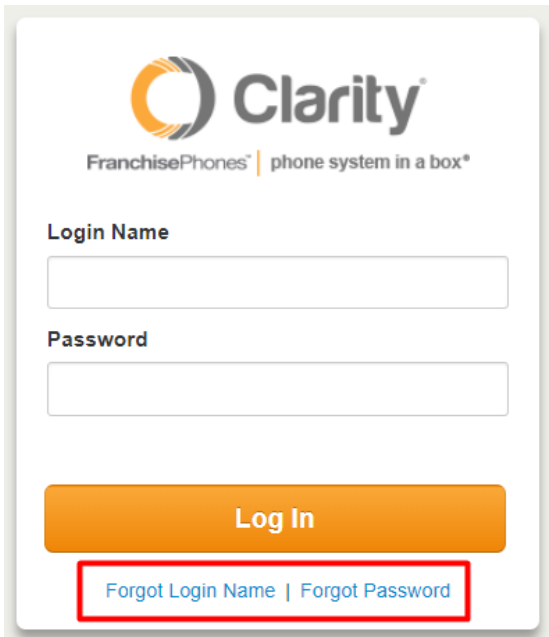
Setting Up Your Video Conferencing is as Easy 1, 2, 3

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

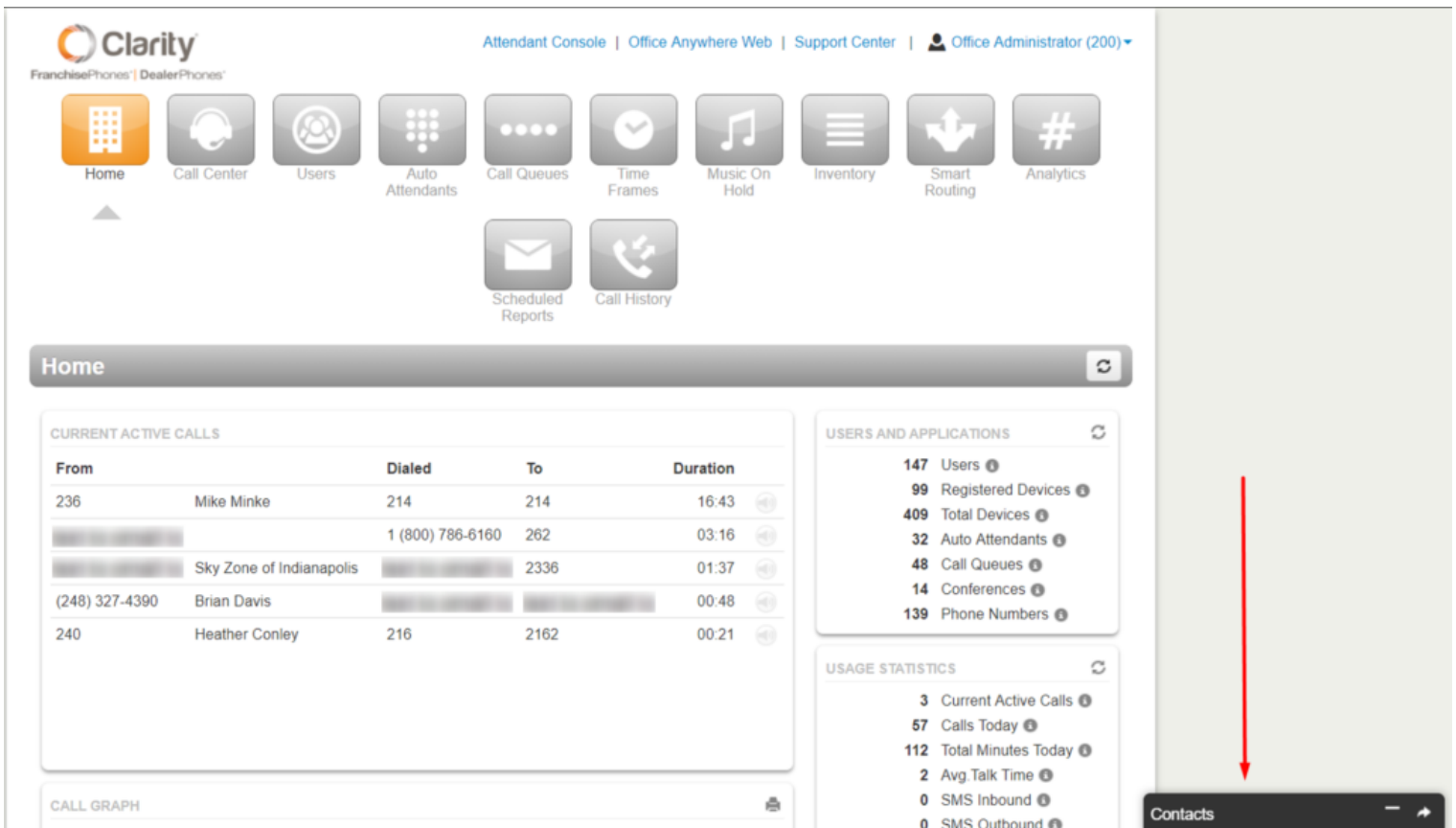


The screenshot shows the Clarity login page. At the top left is the Clarity logo, which consists of a stylized orange and grey circle followed by the word "Clarity" in a bold, sans-serif font. Below the logo is the text "FranchisePhones® | phone system in a box®". The main content area is a white box with a light grey border. It contains a "Login Name" label above a text input field with the placeholder text "extension@domain". Below that is a "Password" label above a password input field with four black dots. A large orange "Log In" button is centered below the password field. At the bottom of the white box, it says "Powered by Clarity®" and "Manager Portal: Version 1227.1.1 (01-N)".

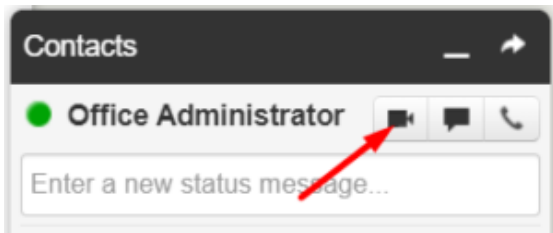
2. Enter your **Extension** and **Domain**, for example, 200@handyman, along with your password. If you don't know your password, click **Forgot Password** to have a password reset email sent to you. **Click Login.**



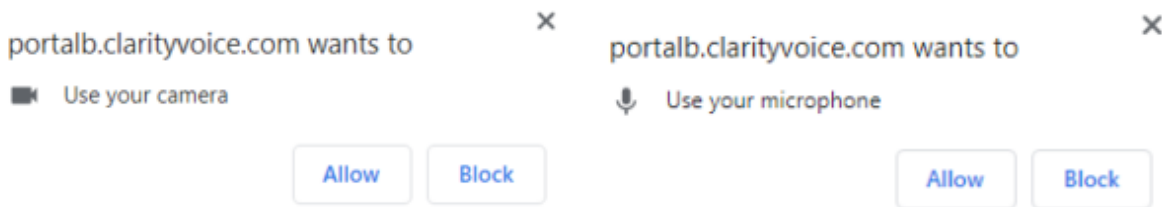
3. The easiest way to begin a conference is through the Contacts pop-out in the Portal Dashboard. From the Portal, click the **Contacts** dock at the bottom right.



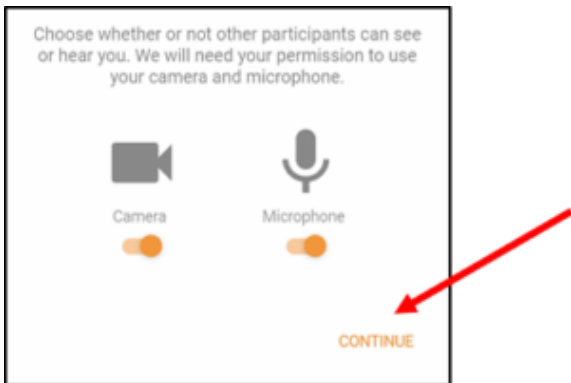
4. Then, click the **video** icon at the top, next to your user name. This will launch video in a new browser window.



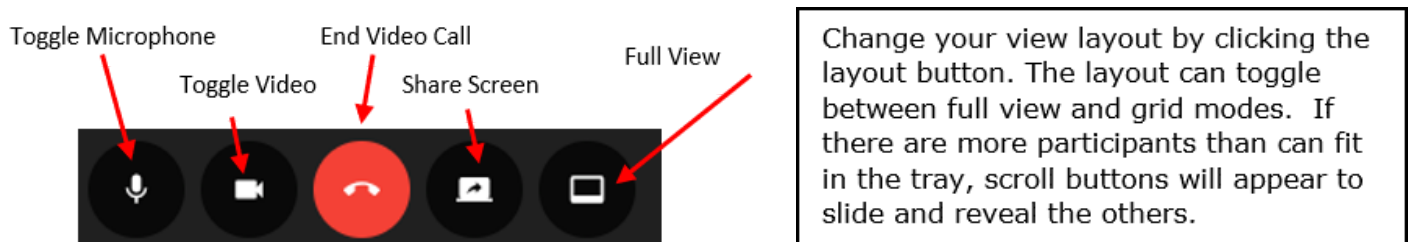
5. Upon entering video for the first time, the browser will ask for permission to access the camera and microphone. Be sure to click **Allow** for both the camera and microphone (example below is using Google Chrome browser):



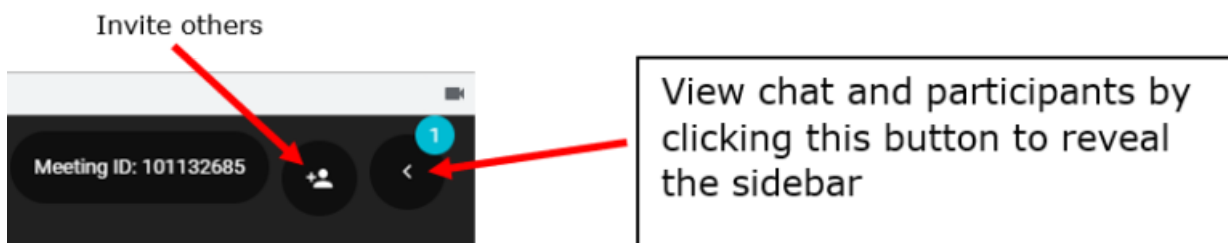
6. You will have an option to enable your audio and video on your computer (default is set to 'enable'). Click **Continue**.



7. Once in a video conference, you will see a set of buttons at the top.



8. To the right, you will see a **Meeting ID** and an **invite** button to invite others to the meeting.



9. Enter an email address, phone number (to invite for audio only) or name that is in your Contacts, then click **Invite**.

Invite Participants

Meeting URL: <https://portalb.clarityvoice.com/video/?id=767847697>

Enter a name, email, or phone number

Martha Tobolski (Email) X Abi Togunde (Email) X

(248) 327-4390 X |

CANCEL INVITE

10. Those invited to the meeting will receive an email with a link to join the video meeting.



YOU HAVE A VIDEO INVITATION!

Martha Tobolski,

You've been invited to a video meeting by Office Administrator.
You can join the meeting by clicking the button below or by calling (248) 372-8094 and entering the meeting ID: 767847697.

Join Video Call

11. Enter the **Meeting ID** supplied in the email and click **Next**.

Join a video meeting

Enter a meeting ID to join an existing meeting or just continue to start a new one.

Meeting ID

NEXT

***NOTE:** Please contact Support at 800.676.3995 to setup the separate dial-in audio bridge.

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!