

Clarity Video Anywhere User Guide

Using Clarity Video Anywhere (CVA)

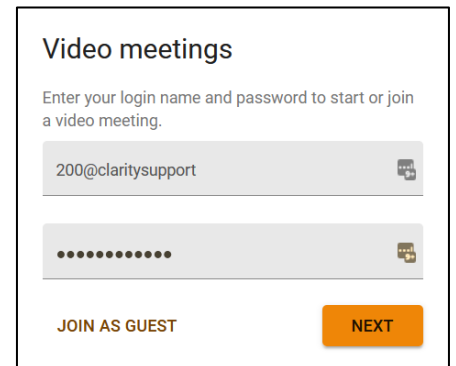
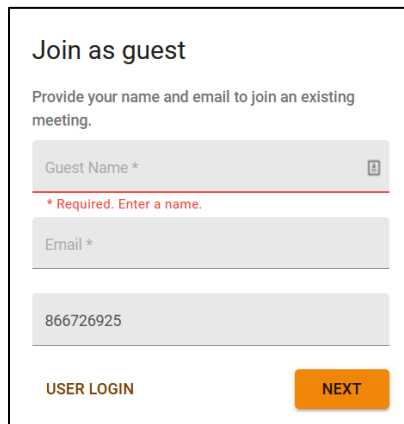
CVA is accessible directly through a URL or your Portal. If you have a scheduled meeting on your calendar, you will have a URL in your meeting invite.

Join an internal video conference meeting

- Click the meeting ID URL in your email or on your calendar
- Login with your Portal login name and password
- Click **Next**

Join a video conference as a guest

- Click the meeting ID URL in your email or on your calendar
- Click **Join As Guest** at the bottom of the video meeting login
- Enter your name and email address
- The Meeting ID will be pre-populated
- Click **Next**

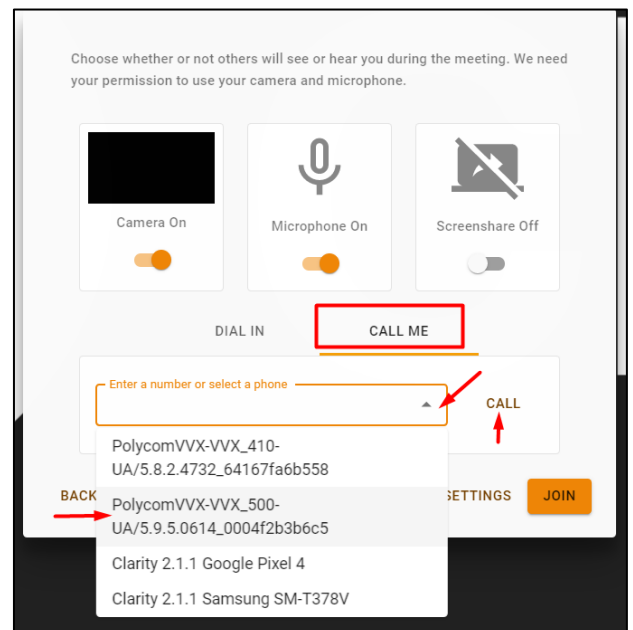



- Choose if you want your camera, microphone and screen on or off when you join the meeting
- To use your computer microphone and

speakers for the video conference call, simply click the **“Join”** button at the bottom right

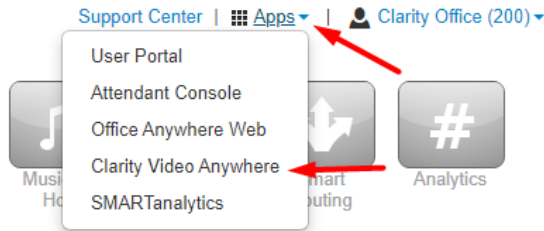
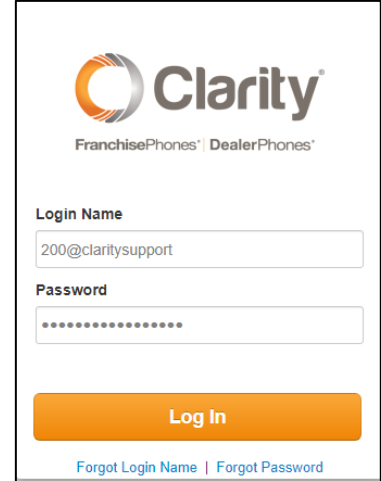
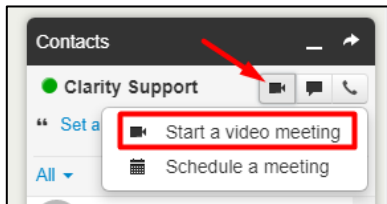
- To join the conference using your phone for audio, click the words **“Call Me”** and you’ll see a dropdown box with all your devices listed.
- Select a device to use and click the word **“Call”**
- Your phone will ring. Answer the call and you will be joined on the audio bridge
- Click the orange **“Join”** button at the bottom right to enter the video conference call

Audio and Video options for the meeting



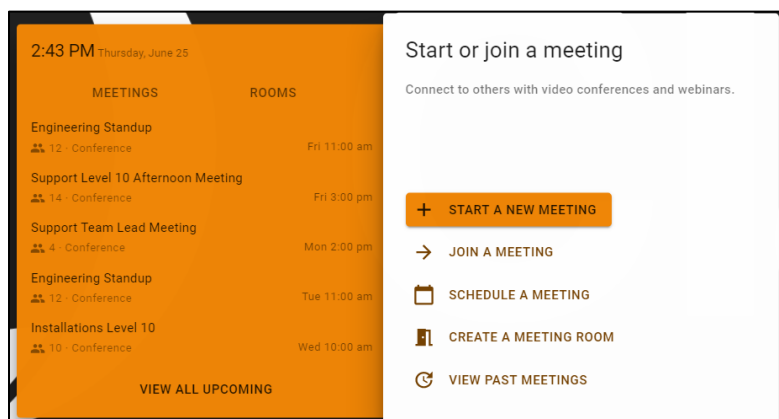
Launching Clarity Video Anywhere (CVA)

- Login to Portal with your Login Name and Password
- Click **Log In**
- At the top of the page, click the drop-down arrow next to **Apps** or from your **Contacts** pop-out, click the video icon at the top
- Select **Clarity Video Anywhere** and a new window will launch

After logging in, you are taken to the video meeting hub where you will see all of your scheduled meetings, as well as the option to:

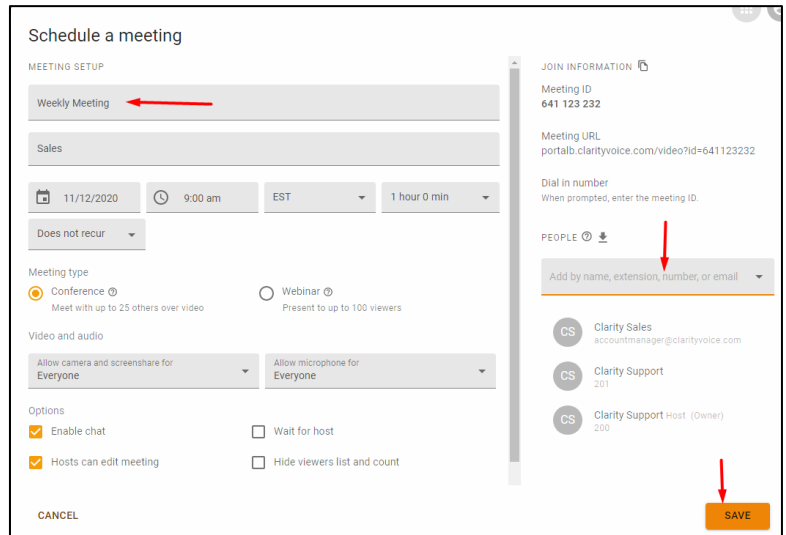
- Start a new meeting
- Join a Meeting
- Schedule a meeting
- Create a meeting room
- View past meetings



Start a New Meeting

Use this option to start an impromptu meeting

- Click **Start a New Meeting**
- Enter a Meeting name and Description (optional)
- Add internal people by typing their name or extension or enter an email address for an external party
- Click **Save**



Schedule a meeting

MEETING SETUP

Weekly Meeting

Sales

11/12/2020 9:00 am EST 1 hour 0 min

Does not recur

Meeting type

Conference
 Meet with up to 25 others over video

Webinar
 Present to up to 100 viewers

Video and audio

Allow camera and screenshare for Everyone

Allow microphone for Everyone

Options

Enable chat Wait for host

Hosts can edit meeting Hide viewers list and count

CANCEL

JOIN INFORMATION

Meeting ID
641 123 232

Meeting URL
portalb.clarityvoice.com/video?id=641123232

Dial in number
When prompted, enter the meeting ID.

PEOPLE

Add by name, extension, number, or email

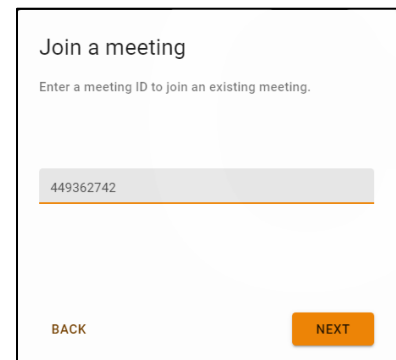
- CS Clarity Sales
accountmanager@clarityvoice.com
- CS Clarity Support
201
- CS Clarity Support Host (Owner)
200

SAVE

Join a Meeting

Click **Join a Meeting** to join an impromptu internal meeting that someone else is hosting

- Enter the 9-digit meeting ID
- Click **Next**



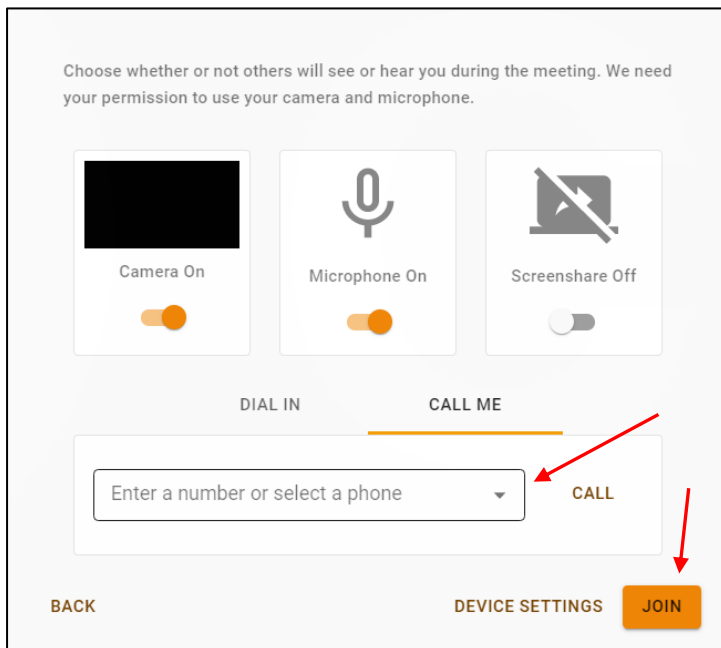
Join a meeting

Enter a meeting ID to join an existing meeting.

449362742

BACK

NEXT



Choose whether or not others will see or hear you during the meeting. We need your permission to use your camera and microphone.

Camera On

Microphone On

Screenshare Off

DIAL IN CALL ME

Enter a number or select a phone

CALL

BACK

DEVICE SETTINGS

JOIN

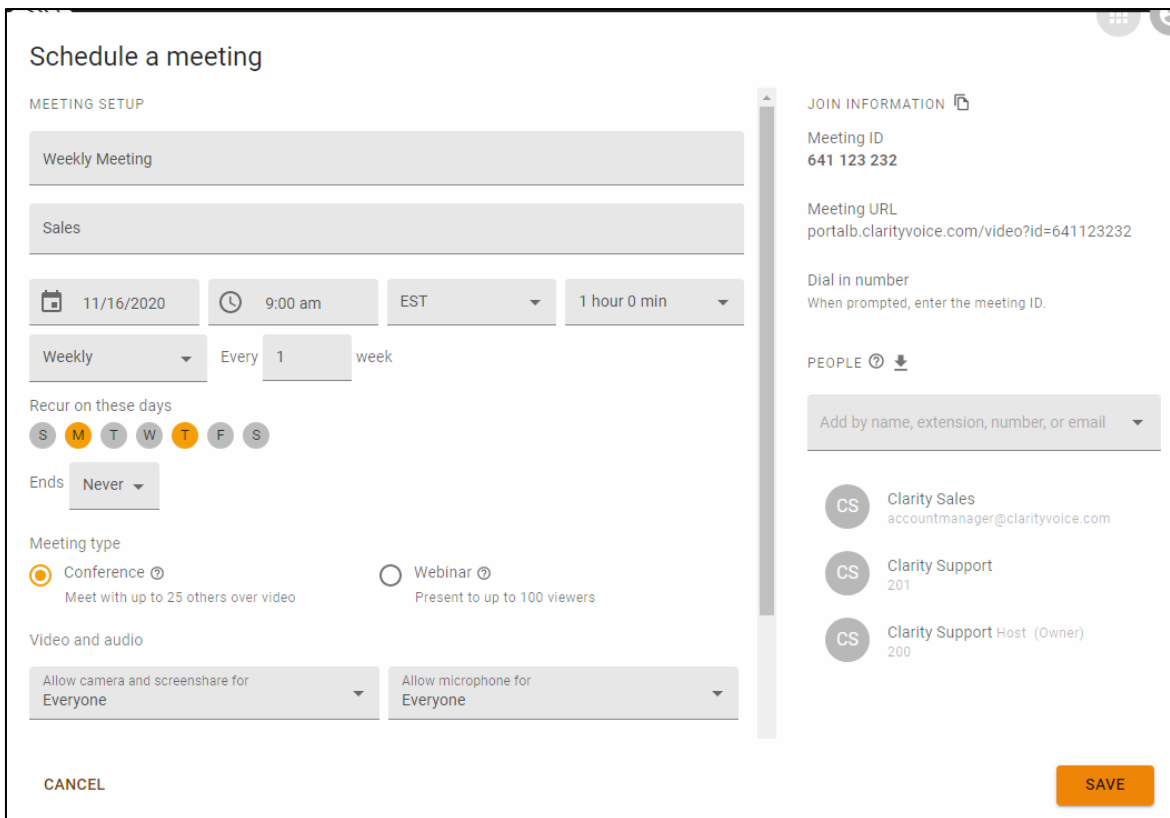
For audio, you can:

- Dial into the audio bridge, then enter the 9-digit meeting ID
- Have the audio conference bridge call you at an external number or select a device from the drop-down list
- Click Join at the bottom right to use your computer microphone and speakers

Schedule a Meeting

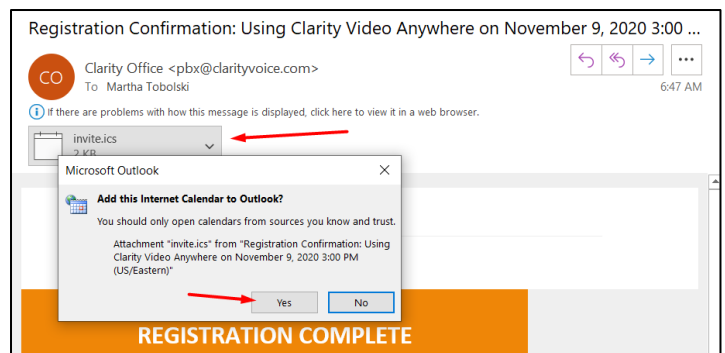
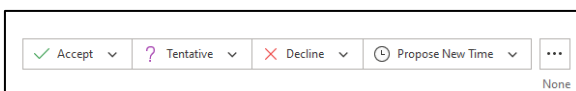
Click **Schedule a Meeting** to schedule a one-time or recurring meeting.

- Name the meeting and add a description (optional)
- Select the date, time, time zone and meeting duration
- For a recurring meeting, multiple times during the week, select Weekly, then select which days the meeting recurs
- Select the meeting type: Conference or Webinar
- Select the options you want the meeting to have enabled
- Add people to the meeting by entering their name, extension or email address
- Click **Save**



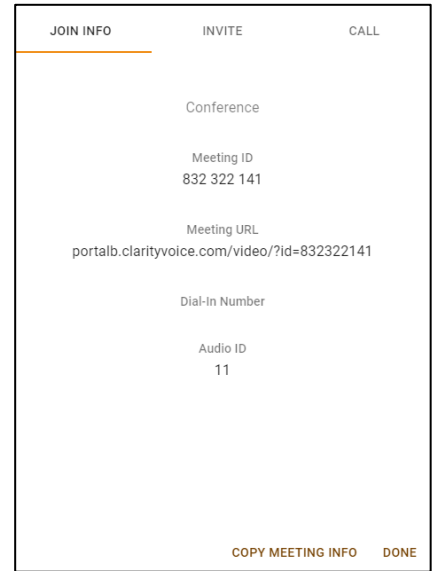
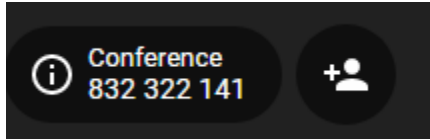
The screenshot shows the 'Schedule a meeting' interface. On the left, under 'MEETING SETUP', there are fields for 'Weekly Meeting' and 'Sales'. Below these are date and time settings: '11/16/2020', '9:00 am', 'EST', and '1 hour 0 min'. Recurrence is set to 'Weekly' every '1' week, with 'Recur on these days' showing 'M T W T F S' (Monday through Friday). Meeting type is 'Conference' (radio button selected). Video and audio options are both set to 'Allow camera and screenshare for Everyone'. On the right, 'JOIN INFORMATION' shows 'Meeting ID: 641 123 232' and 'Meeting URL: portalb.clarityvoice.com/video?id=641123232'. A list of 'PEOPLE' includes 'Clarity Sales', 'Clarity Support', and 'Clarity Support Host (Owner)'. A 'SAVE' button is at the bottom right.

- An email invitation will be sent to participants
- Double-click the invite.ics file to open the invitation
- Click Yes to add the meeting to your calendar
- Accept, Tentative or Decline the meeting

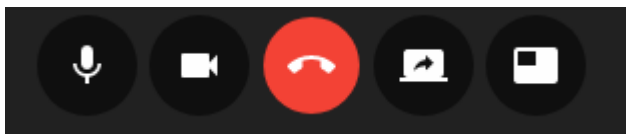


Meeting Header Options

Once you're in the video meeting, the video meeting ID will be located at the top left. Click the info icon for the Join Info, to invite more participants or to call someone to have them join the meeting.



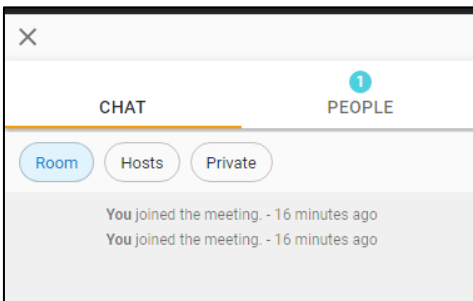
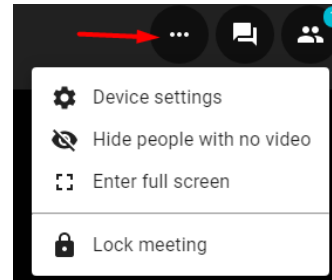
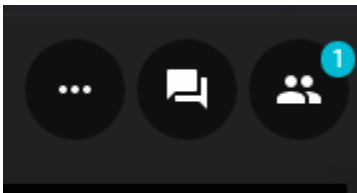
The meeting controls are located at top center of the screen:



- Disable microphone
- Disable camera
- End Meeting (host will get additional options)
- Screenshot
- Layout selection

The meeting settings are located at the top right of the screen:

- Meeting settings
- Chat (this will open a side panel)
- Show participants (this will open a side panel)

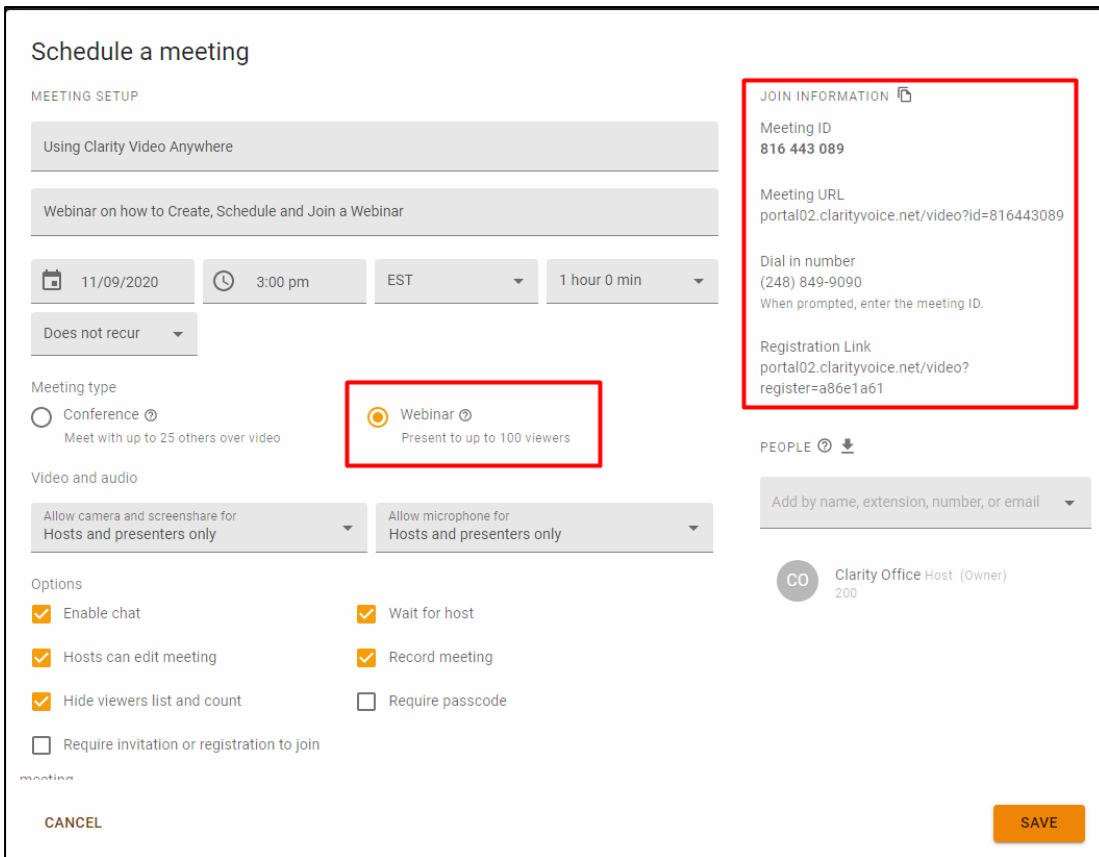


- Group chat within the meeting
- Private chat within the meeting

Webinar Registration

A webinar can be created for up to 100 participants. Click **Schedule A Meeting** or **Start a New Meeting**:

- Enter the webinar name and description
- Enter the date, time and timezone of the webinar
- Select Webinar
- Copy the Registration Link
- Click **Save**



Schedule a meeting

MEETING SETUP

Using Clarity Video Anywhere

Webinar on how to Create, Schedule and Join a Webinar

11/09/2020 3:00 pm EST 1 hour 0 min

Does not recur

Meeting type

Conference
 Meet with up to 25 others over video

Webinar
 Present to up to 100 viewers

Video and audio

Allow camera and screenshare for Hosts and presenters only

Allow microphone for Hosts and presenters only

Options

Enable chat Wait for host

Hosts can edit meeting Record meeting

Hide viewers list and count Require passcode

Require invitation or registration to join

JOIN INFORMATION

Meeting ID
816 443 089

Meeting URL
portal02.clarityvoice.net/video?id=816443089

Dial in number
(248) 849-9090
When prompted, enter the meeting ID.

Registration Link
portal02.clarityvoice.net/video?
register=a86e1a61


PEOPLE

Add by name, extension, number, or email

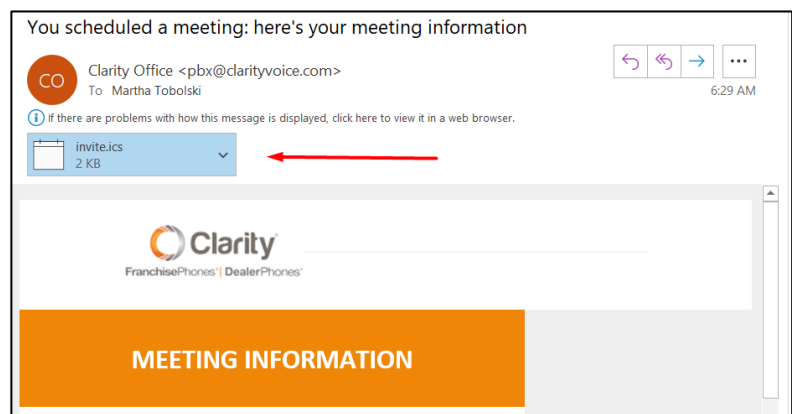
CO Clarity Office Host (Owner)
200

CANCEL SAVE

- A meeting invite will be sent to the host
- Double-click the invite.ics file to open the meeting invitation
- Accept the meeting



Accept
 Tentative
 Decline
 Propose New Time
 None



You scheduled a meeting: here's your meeting information

CO Clarity Office <pbx@clarityvoice.com>
To Martha Tobolski 6:29 AM

if there are problems with how this message is displayed, click here to view it in a web browser.

invite.ics
2 KB

Clarity
FranchisePhones | DealerPhones

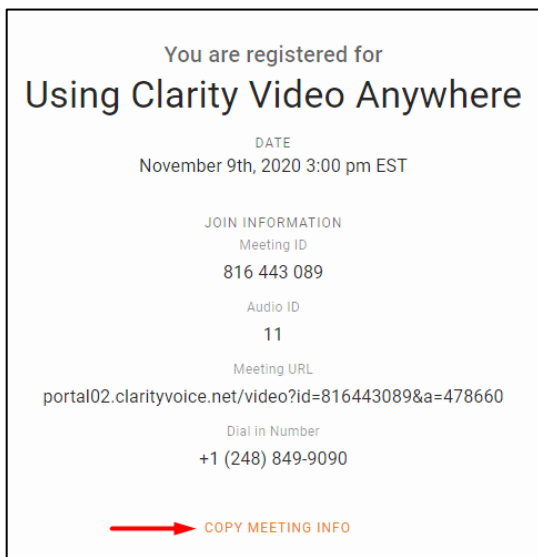
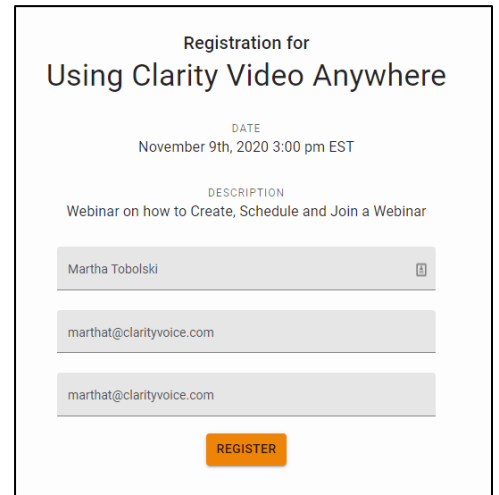
MEETING INFORMATION

Webinar Registration Link

Email the webinar registration link to participants. The link will produce a registration screen (to the right).

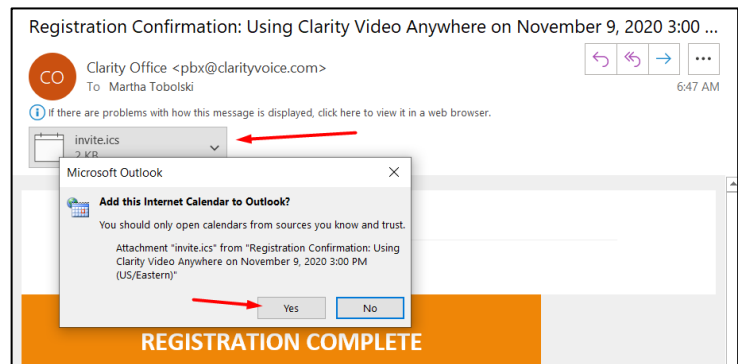
Once the participant is registered, they will receive an email with an invite.ics file to add the webinar to their calendar, as well as a confirmation similar to the screen below.

Click Copy Meeting Info to manually add the meeting info to a calendar.



Accept the Webinar Invitation

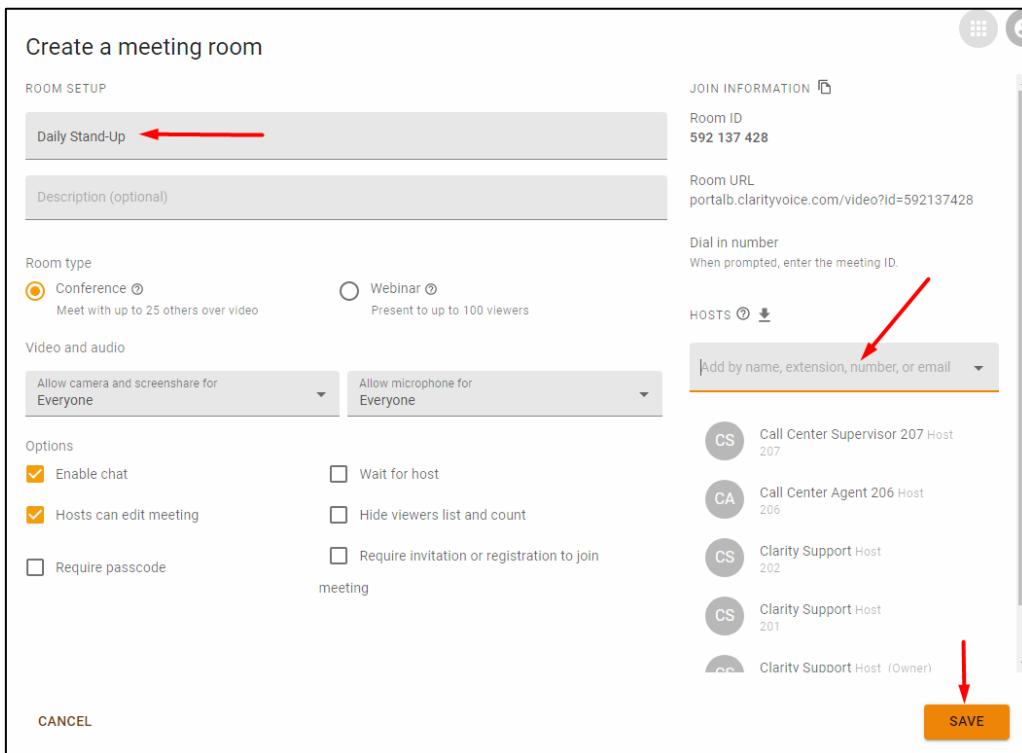
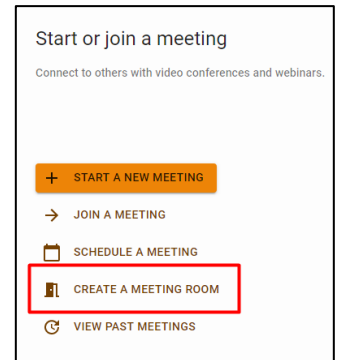
Double-click the invite.ics file and click Yes to add the webinar to your calendar.



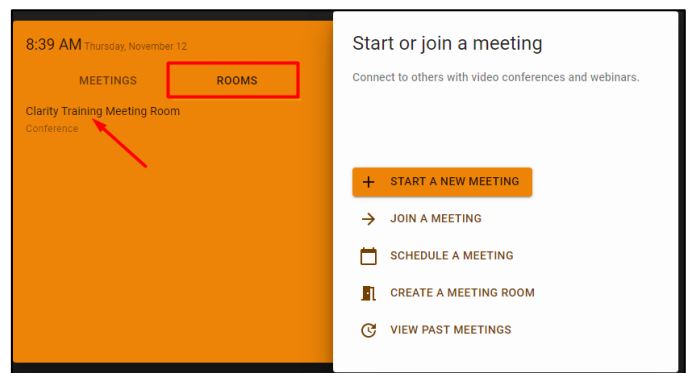
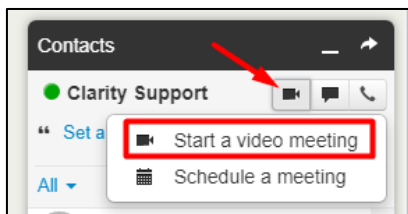
Create a Meeting Room

Meeting rooms are conference bridges that are always there and running allowing users to come and go as they please without having to always create a meeting. To Create a Meeting Room:

- Click **Create A Meeting Room**
- Enter a Meeting Room name and description
- Select Conference Room or Webinar
- Select the options you want to be enabled in the meeting room
- Add people to the hosts field that you would like to help administer the room
- Click **Save**



To enter a conference room that is already created, launch Clarity Video Anywhere, then click the Rooms tab. Select the meeting room you wish to enter



View Past Meetings

All past meetings are viewable by clicking the View Past Meetings button. The video recording, participant list, chat log and Q&A can all be downloaded

