

# Conference Bridge Configuration Guide

For assistance, please call 1-866-399-8647.

With these instructions, you will:

1. Login to the Clarity Telecom site.
2. Set up your Conference Bridge

You need:

1. Your 10-digit User Name. To find your User Name, refer to the body text of the email that you received from the Clarity Telecom Administrator.
2. Your User Account password.

## I. To Login to the Clarity Telecom Site

Step 1. **Open Internet Explorer. Type in our web address, [www.claritytel.com](http://www.claritytel.com), and hit Enter.** You will see the ClarityTel Home Page.

Step 2. **The “Customer Login” area is located in the top right-hand corner of the screen.”**

Step 3. **Enter your 10-digit User Name in the “Username” field.** To find your User Name, refer to the body text of the email that you received from the Clarity Telecom Administrator. Enter your User Name without dashes.

Step 4. **Enter your Voicemail password in the “Password” field.**

Step 5. **Hit Enter or click the “Login” button.** You will now see your Dashboard.

## II. Activate Your Conference Bridge

Step 6. **To activate your conference bridge, position your mouse pointer on “Profile” in the top navigation bar.** Do NOT click. A menu will drop down under “Profile.”

Step 7. **Slide the mouse pointer to “Accounting Codes” and click.**

Step 8. **Click the box below “Add” to add a Bridge Password for your conference bridge.**

Step 9. **In the “Accounting Code” field enter a 4 to 10 digit access code for your conference members to enter in order to gain access to the conference call.**

Step 10. **In the “Description” type in the name that you would like to assign to this conference bridge.**

Step 11. **Now click the “Update” button to activate your conference bridge.**

Step 12. **To activate an additional conference bridge, please repeat steps 8 thru 11.**

## III. Starting Your Conference Bridge Call

Step 1. **You are now ready to begin your conference call. Please provide your conference call attendees with the 10-digit Conference Bridge Number and the Access Code that you created in the previous steps.**

Step 2. **To start your conference bridge call dial your 10-digit conference bridge number. You will**

hear “This is Crystal. Please enter your access code followed by the # sign.”

**Step 3. Enter your 4 to 10 digit access code. If you are the first person in the conference call you will hear on-hold music.**

**If you have additional questions please contact support at 866-399-8647.**