

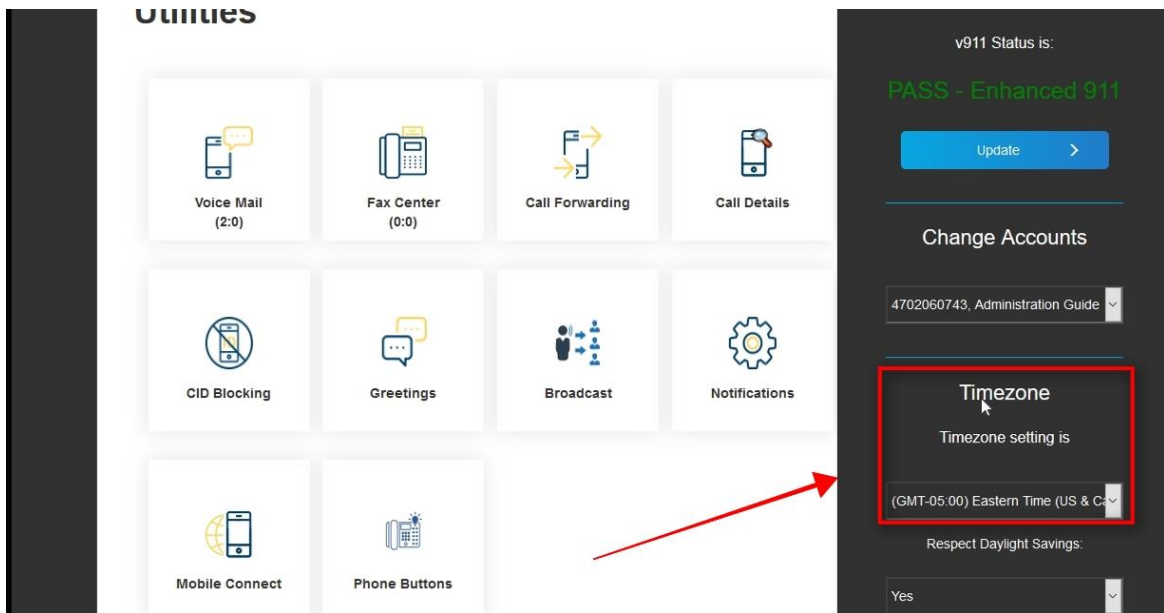


**CLARITYTEL**

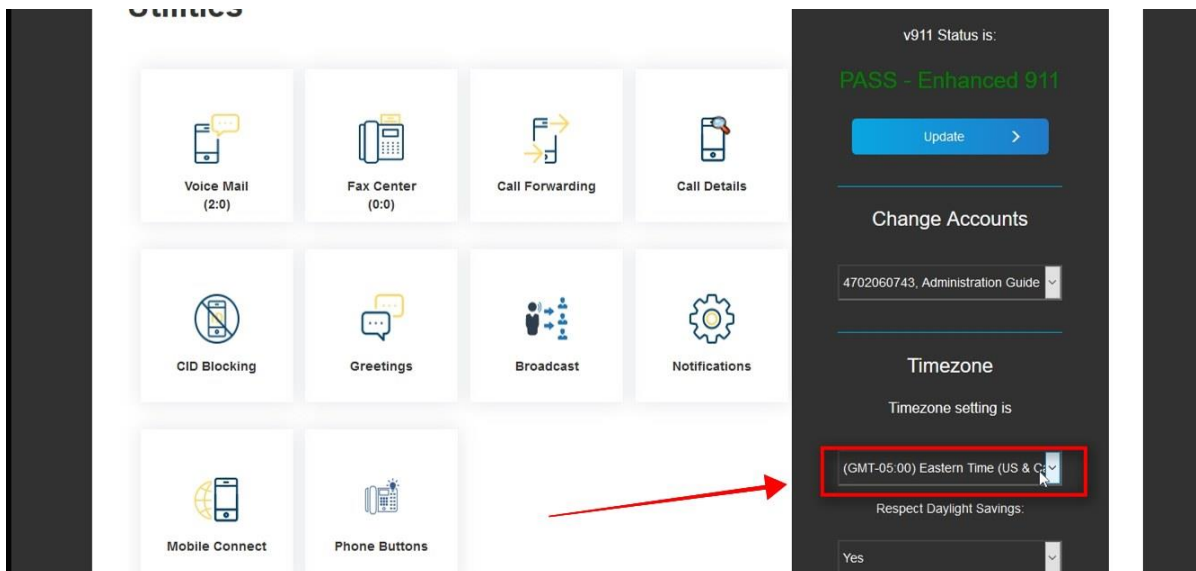
**Change Time Zone**



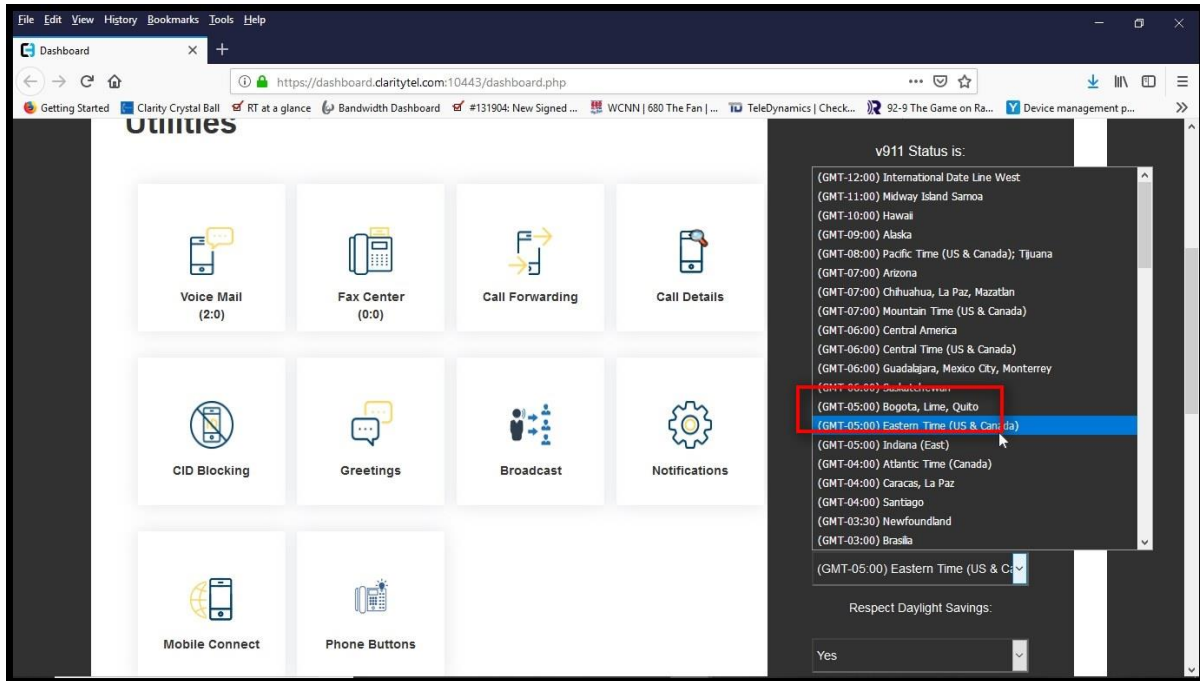
**STEP 1: From the main page of the Clarity dashboard locate the "Timezone" section on the middle right-hand side of the screen.**



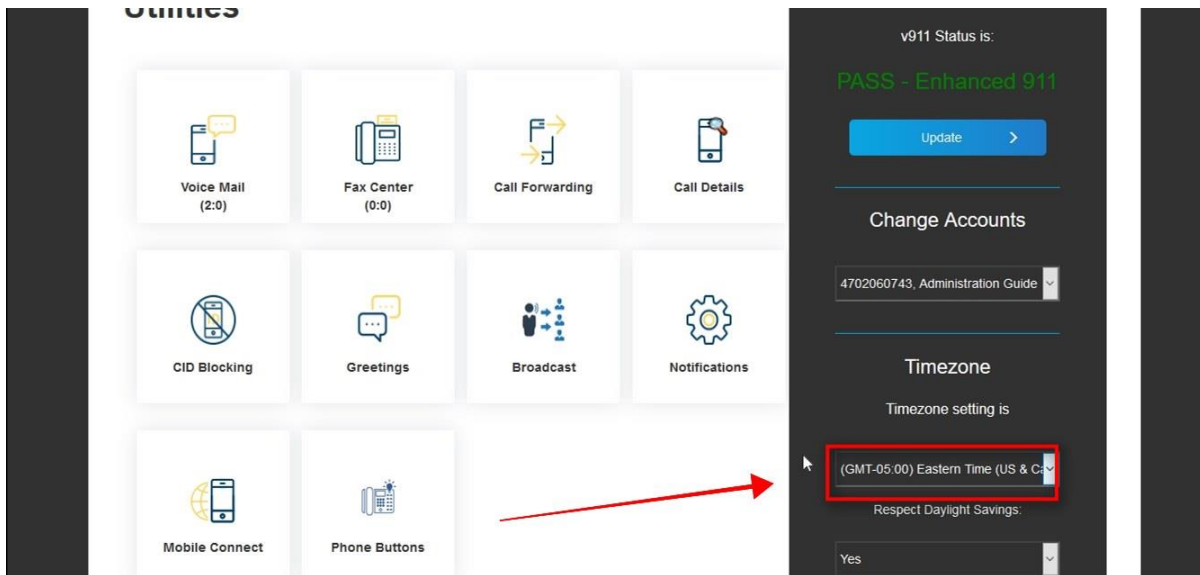
**STEP 2: Click in the "Timezone setting" drop-down.**



## STEP 3: Select your time zone from the list.



## STEP 4: Your Timezone is now set.



For additional assistance please call Clarity Support at 866-399-8647 or email [support@claritytel.com](mailto:support@claritytel.com).