

Clearspan Anywhere allows you to make and receive calls from any location, with only one phone number, one dial plan, one voice mailbox, and a unified set of features. To ensure that your account is set up for Clearspan Anywhere functionality, contact your office administrator.

## Make Business Calls from your Mobile

You can make calls from your mobile phone using your Clearspan business number as the calling line ID.

1. From your mobile, dial your Clearspan business number.
2. Wait for the Two-Stage dial tone.
3. Once you hear the tone, dial the destination number or business extension. The called party sees your Clearspan business number (not mobile number) as the calling line ID.

## Move Calls from One Phone to Another

With Clearspan Anywhere, you can move calls between phones.

### Move an Active Call from a Mobile to Another Phone


While engaged in a call on your mobile, from your desk phone or soft client, call \*11. The call is seamlessly moved to the new phone and the mobile call is dropped.

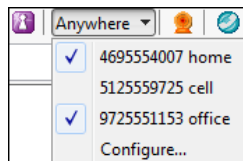
### Move an Active Call to a Mobile from Another Phone

1. While engaged in a call, dial your Clearspan business number from your mobile phone, and wait for the Two-Stage dial tone.
2. Once you hear the tone, dial \*11.

## Add or Remove Clearspan Anywhere Locations

### Using the Web Portal

1. In the Clearspan web portal, choose **Clearspan Anywhere** from the **Call Control** page. (You can access the web portal by clicking  **Portal Auto-Login** in Assistant Enterprise.)
2. Click **Add**.
3. Enter information for the location settings on the **Phone Number** and **Selective Criteria** tabs.
4. Click **OK**.



### Using Assistant Enterprise

1. Select **Configure** from the **Anywhere** drop-down.
2. Click **Add**.
3. Enter the information into the **Anywhere Locations List**.
4. Click **OK**.

## Enable or Disable Locations

Clearspan allows you to control whether people can reach you at configured Clearspan Anywhere locations. When you disable a location, business calls go to your other phones as usual, and callers receive a voice mail if you do not answer.

### From a Phone

- From the phone to be deactivated, dial \*13.
- From the phone to be activated, dial \*12.

### Using the Web Portal

1. In the Clearspan web portal, choose **Clearspan Anywhere** from the **Call Control** page.
2. Click **Edit** on the row of the phone number that you want to enable or disable.
3. Check or uncheck **Enable this Location**.
4. Click **OK**.

### Using Assistant Enterprise

The **Anywhere** drop-down menu shows a checkmark next to enabled locations.

- Click any location in the list to enable or disable it.
- Select **Configure** from the **Anywhere** drop-down, and then check or uncheck **Enable** in the **Anywhere Locations List**.

To add a location, select **Configure** from the **Anywhere** drop-down, click **Add**, and enter the information into the **Anywhere Locations List**.

## Configure Clearspan Anywhere Settings

You can configure several settings for Clearspan Anywhere.

- To configure Clearspan Anywhere using the web portal, choose **Clearspan Anywhere** from the **Call Control** page
- To configure Clearspan Anywhere using Assistant Enterprise, select **Configure** from the **Anywhere** drop-down.

Setting	Description
<b>Alert all locations for Click-to-Dial calls</b>	Specify whether Click-to-Dial calls ring at all of your configured Clearspan Anywhere locations with auto-answer disabled.
<b>Alert all locations for Group Paging calls (web portal only)</b>	Specifies whether Group Paging calls ring at all of your configured Clearspan Anywhere locations.
<b>Enable Diversion Inhibitor</b>	Specifies whether calls to this Clearspan Anywhere location may be redirected. If this setting is enabled, internal and PSTN/PLMN calls cannot be redirected.
<b>Require Answer Confirmation</b>	Specifies whether calls to this Clearspan Anywhere location require a confirmation digit be entered by the answering party. Enabling this setting ensures that calls either connect to a live party or roll over to your Clearspan mailbox.
<b>Use Clearspan-based Call Control Services</b>	Specifies whether the Clearspan Anywhere location uses its own device or Clearspan for call control.
<b>Outbound Alternate Number/SIP URI</b>	Allows you to add an outbound number or SIP URI to use when an alternate number must be dialed to reach this Clearspan Anywhere location.
<b>Selective Criteria (web portal only)</b>	Specifies whether the Clearspan Anywhere service is used for this location during selected time and holiday schedules, and whether to limit calls to those coming from specific numbers.