

CLEARSPAN[®] ANYWHERE

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. Call your colleagues from your mobile with their extension, and move calls seamlessly between your mobile phone and fixed phone. This (and more) is all part of the Clearspan Anywhere solution.

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.

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.

FROM ANOTHER PHONE TO A MOBILE

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.
2. Click **Add**.
3. Enter information for the location settings on the **Phone Number** and **Selective Criteria** tabs.
4. Click **OK**.

USING CLEARSPAN COMMUNICATOR

1. In Clearspan Communicator, select Preferences.
2. Choose **Incoming Calls** from the drop-down.
3. Make sure Clearspan Anywhere is enabled.
4. Add, remove, or change phone "Locations".

CONTROL YOUR REACHABILITY

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.

DEACTIVATE A CLEARSPAN ANYWHERE PHONE

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

ACTIVATE A CLEARSPAN ANYWHERE PHONE

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

SPECIFY YOUR REACHABILITY FROM THE WEB PORTAL

Using your web portal, you can specify for each of your Clearspan Anywhere locations who can reach you at that location, when they can reach you, and for what types of calls.

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**.

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 Clearspan Communicator, select **Incoming Calls** from the **Preferences** menu, and choose your Clearspan Anywhere settings.

SETTING	DESCRIPTION
Alert all locations for Click-to-Dial calls	Specify whether Click-to-Dial calls ring at all of your configured Clearspan Anywhere locations with auto-answer disabled .
Alert all locations for Group Paging calls (web portal only)	Specifies whether Group Paging calls ring at all of your configured Clearspan Anywhere locations.
Enable Diversion Inhibitor/ Don't Divert (e.g. Forward) Calls	Specifies whether calls to this Clearspan Anywhere location may be redirected. If this setting is enabled, internal and PSTN/PLMN calls cannot be redirected.
Require Answer Confirmation/ Answer Confirmation	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.
Use Clearspan-based Call Control Services Call Control	Specifies whether the Clearspan Anywhere location uses its own device or Clearspan for call control.
Selective Criteria (web portal only)	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.