CLEARSPAN® ANYWHERE

Clearspan Anywhere allows you to make and receive calls from any device, at any location, with only one phone number, one dial plan, one voice mailbox, and a unified set of features.

You can call your colleagues from your mobile with their four-digit extension, move calls seamlessly from your desk phone to your mobile when you need to take an important call home with you, and move a call from your mobile to your fixed phone so others can listen in on the speaker phone. This (and more) is all part of 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.

CALL DIRECTLY FROM YOUR MOBILE

1. From your mobile, dial your Clearspan Anywhere Portal 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.

CONTROL YOUR REACHABILITY

The Clearspan Anywhere solution allows you to make or receive business calls from your fixed phone, mobile, or soft client – allowing you to be productive from any location, at any time.

However, there are times when you may not want to be reached. You may be several time zones away and you do not want your business calls alerting your mobile.

Clearspan allows you to activate and deactivate your reachability from your phone, so that on those long business trips, you can deactivate your mobile at night. This way, calls to your business number do not reach you. Calls go to your other phones as usual, and callers receive a voice mail if you do not answer. In the morning, you simply reactivate your mobile and you start receiving calls sent to your business number.

DEACTIVATE A CLEARSPAN ANYWHERE PHONE

From the phone to be deactivated, dial your Anywhere Portal Number and then dial *13. Enter the passcode (passcode is primary device extension number) if prompted.

You can disable the prompt for passcode under the Clearspan Anywhere settings in the Clearspan web portal.

ACTIVATE A CLEARSPAN ANYWHERE PHONE

From the phone to be activated, dial your Clearspan Anywhere Portal Number and then dial *12. Enter the passcode (passcode is primary device extension number) if prompted.

SPECIFY YOUR REACHABILITY FROM 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.

MOVE CALLS FROM ONE PHONE TO ANOTHER

With Clearspan Anywhere, you can move calls between phones. This functionality enhances your personal productivity. For example, you may take a business call on your mobile while you are on lunch, and upon returning to the office, you may choose to move the call to your fixed phone

MOVE AN ACTIVE CALL FROM A MOBILE TO A FIXED PHONE OR SOFT PHONE

While engaged in a call on your mobile, from your desk phone or soft client, dial the Clearspan Anywhere Portal number and then dial *11. The call is seamlessly moved to the new phone and the mobile call is dropped.

MOVE AN ACTIVE CALL FROM A FIXED PHONE OR SOFT CLIENT TO A MOBILE

From your mobile phone, dial your Clearspan Anywhere Portal Number and wait for the Two-Stage dial tone. Once you hear the tone, dial *11 manually.

ADD OR REMOVE CLEARSPAN ANYWHERE LOCATIONS

USING THE WEB PORTAL

1. In the Clearspan web portal, choose **Clearspan Anywhere** from the **Call Control** page.
1. Click **Add**.
2. Enter information for the location settings on the **Phone Number** and **Selective Criteria** tabs.
3. 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**.

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.

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	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	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	Specifies whether the Clearspan Anywhere location uses its own device or Clearspan for call control.
Outbound Alternate Number/SIP URI	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.
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.