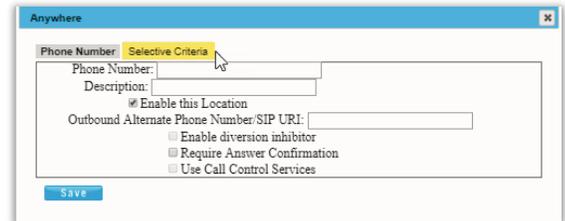
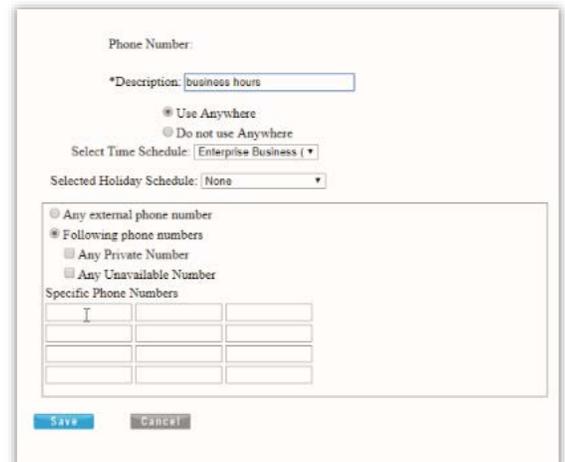


Mobility users may have access to manage the Anywhere feature in Settings. This service ensures that work calls are not missed when it is active. Anywhere allows users to enable and define alternate Phone Numbers that can also receive or make calls as though at your desk phone. You can set usage triggers utilizing work or holiday schedules - even specify phone numbers from callers you never want to miss. So your calls always reach you - Anywhere.

## Set Up

1. Sign into the **Voice Services Portal** website.
2. Open Settings (or click on the [View All Features](#) link in the Basic Features card in the Dashboard).
3. Anywhere - Click the View/Edit drop-down arrow.
4. [View Available Portal List](#) - Click the link, choose an available Anywhere feature number, make note of the information for the one you will use, and close the view.
5. **Add** - Click to define how and when Anywhere will be used.
6. **Phone Number Tab**:
  - Enter the 10-digit Anywhere phone number you chose.
  - Enter a short Description (name) for display in lists.
  - **Use Anywhere** or  **Do Not use Anywhere** - Click to enable the option you require and define options for Time or Holiday schedules, and/or specify phone numbers below, as needed.
7. **Selective Criteria Tab**:
  - Click **Add**.
  - Enter the secondary Phone Number (mobile, etc.) and Description.
  - **Enable this Location** - Click to enable this number.
  - Enable and define trigger options, as desired.
    - Recommended** - Enable  **Require Answer Confirmation** so you know which calls are from Anywhere.
8. Click the **Save** button(s) in each dialog to submit the data. Repeat the steps above as needed for additional secondary numbers or to define a different schedule and/or triggers.



## Use

### From Your Desk Phone

To activate Anywhere and never miss or lose your calls:

1. Dial the 10-digit Anywhere feature calling number you selected and entered in Settings.
2. Follow prompts to enter your VM PIN. (default = 8642).

Once Anywhere is initiated, the following star (\*) codes may be used:

- \*11 = Retrieve a call from a secondary device.
- \*12 = Activate Anywhere usage
- \*13 = Deactivate Anywhere usage

### From a Secondary/Mobile Phone

If Anywhere is both Enabled in Settings and initiated on the Desk Phone, complete the following on a secondary phone defined for use with Anywhere:

1. Dial the 10-digit Anywhere feature calling number you chose and defined in Settings.
2. Follow the prompts to enter your PIN plus #. (default PIN = 8642)

When complete you will receive calls to your work line on this device and may make calls on this device as though from your desk phone utilizing the Anywhere triggers/schedules defined in Settings.