



## **Primus Hosted PBX**

Primus Anywhere Quick Reference Guide

Document Version 1.9

## Table of Contents

---

<b>1</b>	<b>Overview</b> .....	<b>3</b>
<b>2</b>	<b>Make Business Calls From Your Mobile Device</b> .....	<b>4</b>
2.1	Call Directly From Your Mobile Device.....	4
2.2	Control Your Reachability By Activating/Deactivating an Anywhere Device.....	4
2.2.1	Deactivate a Primus Anywhere Device .....	4
2.2.2	Activate a Primus Anywhere Device .....	4
2.3	Move Call From One Phone to Another Phone.....	4
2.3.1	Move Active Call From Your Mobile to Your Fixed Phone or Soft Phone.....	4
2.3.2	Move Active Call From Your Fixed Phone or Soft Phone to Your Mobile Phone.....	4

## 1 Overview

---

Hosted PBX allows employees 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 Primus' Anywhere solution.

To ensure that your Hosted PBX user is set up for Primus Anywhere functionality, contact your organization's Hosted PBX administrator.

**NOTE:** The features outlined below require your organization to subscribe to the Primus Anywhere Portal service. For more information see your company's Hosted PBX administrator.

## 2 Make Business Calls From Your Mobile Device

If your organization subscribes to the Primus Anywhere Portal service, you can make calls from your mobile phone using your Hosted PBX business number as the Calling Line ID.

**NOTE:** The features outlined below require your organization to subscribe to the Primus Anywhere Portal service. For more information see your company's Hosted PBX administrator.

### 2.1 Call Directly From Your Mobile Device

1. From your mobile device, dial your Hosted PBX Anywhere Portal number.
2. When prompted, enter your password (same as your voicemail password).
3. Once the password is verified you will hear the Two-Stage dial tone.
4. When you hear the tone, dial the destination number or business extension. The called party sees your Hosted PBX business number (not your mobile number) as the Calling Line ID.

### 2.2 Control Your Reachability By Activating/Deactivating an Anywhere Device

The Primus 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 – perhaps you are several time zones away on the other side of the world, and you do not want your daily flurry of business calls alerting your mobile.

Hosted PBX 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 always, and callers receive a usual voice mail if you do not answer. When you wish to receive calls on your device, you simply reactivate the Primus Anywhere feature and you start receiving calls sent to your business number.

#### 2.2.1 Deactivate a Primus Anywhere Device

From the phone to be deactivated, call the HPBX Anywhere portal number, enter your password and when presented with the Two-Stage dial tone, dial \*13.

#### 2.2.2 Activate a Primus Anywhere Device

From the phone to be activated, call the HPBX Anywhere portal number, enter your password and when presented with the Two-Stage dial tone, dial \*12.

### 2.3 Move Call From One Phone to Another Phone

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.

#### 2.3.1 Move Active Call From Your Mobile to Your Fixed Phone or Soft Phone

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

#### 2.3.2 Move Active Call From Your Fixed Phone or Soft Phone to Your Mobile Phone

Dial your Hosted PBX Anywhere Portal phone number from your Anywhere device, enter your password and wait for the Two-Stage dial tone. Once you hear the tone, dial \*11.