Fast•Class File

SmartOffice

Volume 43: Area Code Change

To change area codes for selected telephone number prefixes:

- Select Data Maintenance in the Main Menu.
- Select Area Code Change.

Note: You may not see the **Data Maintenance** or **Area Code Change** option in the main menu based on security settings for your user ID. If you need to make an area code change and you do not see the **Data Maintenance** or **Area Code Change** option, speak to your SmartOffice administrator.

• SmartOffice will open the Area Code Change screen.

🖹 SmartOffice Web Page Dialog 🛛 🛛 🔀					
Area Code Change					
 Enter the value for 'Old Area Code' and Click 'Refresh' button. This will populate spreadsheet below with all the phone-number prefixes which are in the 'Old Area Code'. Tag all the prefixes which you would like to change. Enter value for 'New Area Code' and click 'Update' button. 					
Old Area Code Refresh					
List Of Prefixes The following list contains all prefixes in the 'Old Area Code'. Select one or more prefixes whose area codes have changed.					
Area Code Prefixû					
New Area Code					
Update Close					
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Figure 1: The Area Code Change screen.



- In the Area Code Change screen, enter the old area code in the Old Area Code field.
- Click the **Refresh** button.
- The **Area Code Change** screen will reload displaying all telephone number prefixes associated with the selected area code.
- Tag the prefixes that will be affected by the area code change.
- Enter the new area code in the New Area Code field.

🖹 SmartOffice Web Page Dialog 🛛 🛛 🔀					
Area Code Change					
 Enter the value for 'Old Area Code' and Click 'Refresh' button. This will populate spreadsheet below with all the phone-number prefixes which are in the 'Old Area Code'. Tag all the prefixes which you would like to change. Enter value for 'New Area Code' and click 'Update' button. 					
Old Area Code	560]	Refresh		
List Of Prefixes				*	
The following list contains all prefixes in the 'Old Area Code'. Select one or more prefixes whose area codes have changed.					
Area Code	e	Prefix û			
560		276			
560		356			
560		568			
560		798			
560		977			
New Area Code 353					
[Update	Close			
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Figure 2: The Area Code Change screen with prefixes selected to switch to new area code.

• Click the **Update** button to update telephone number area codes.

