Changing Area Codes

To change area codes for selected telephone number prefixes:

> • Select **Data Maintenance** in the Side Menu.
> • Select **Area Code Change.**

*Note: You may not see the **Data Maintenance** or **Area Code Change** option in the side 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.

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.

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.