To Update Phone Numbers in CDS after an Area Code Change:

- Verify the prefixes affected by the area code change.
- From the main screen in CDS, select **Database** in the menu bar.
- In the **Database** menu, select **Maintenance**.
- In the **Maintenance** menu, select **Area Code Change**.
- CDS will open the **Area Code Change** tool.
- Enter the old area code in the **Old Area Code** field.
- Click the **Refresh** button.
- The **Area Code Change** tool will display all phone number prefixes associated with the old area code.
- Select the prefixes affected by the change in area codes.
- Enter the new area code in the **New Area Code** field.

![Area Code Change Tool](image)

**Figure 1:** The **Area Code Change** tool (Old and New Area Codes entered, prefixes selected).

- Click the **Update** button.
- The selected prefixes will be updated with the new area code.
After phone numbers have been updated, the Area Code Change tool can be used to verify the updated telephone number prefixes.

- Enter the new area code in the Old Area Code field.
- Click the Refresh button.
- The Area Code Change tool will display the prefixes associated with the new area code.