

How do I globally change area codes for a specific city?

Step 1

Log into Administration Manager

Step 2

Click on the Tools Menu

Step 3

Click on Change Area Codes

Step 4

You will see the following screen:



Change Area Code

Change Area Code From: To:

For: All Phones

In the City of:

Start Change Close

Enter the current area code and the new area code. You will then have the option of what phone fields you would like to make this change to. Then you will need to choose the city you wish to apply this change to.

Step 5

Click [Start Change]