

Change Area Codes

With the rapid growth in the use of telecommunication devices, area codes frequently change and are added to service regions. As an administrator, you can perform a mass change to convert all the area codes in the system at the same time.

Note



This process alters data. We recommend backing up your data before proceeding.

1. On the File menu, select **Mass Change**.
2. Double-click **Attributes**.
3. Click **Area Codes**.
4. Enter the old area code and the new area code.
5. Click **Change**.