

Change Area Codes

When an existing area code is split into one or more new area codes, a list of the phone number exchanges involved is published. The Change Area Code wizard checks all phone number and fax number fields and updates them if necessary.

On the File menu, click **System Processes > Change Area Code Wizard**. Select whether to process all area code exchanges at once or to process only some exchanges.

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

1. Select **Yes, process all of the exchanges at once**, and click **Next**.
 2. Enter the old area code and the new area code. Click **Next**.
 3. Review your selections before processing. To process the changes, click **Finish**.
 4. Print the reports. Click **Close**.
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1. Select **No, only some of the exchanges are being changed**, and click **Next**.
 2. Select **Enter area code and exchanges manually**, and click **Next**.
 3. Enter the old area code and the new area code. Click **Next**.
 4. Enter all exchanges affected by the area code change. It's not necessary to enter them in order.
 5. After you enter the exchanges, click **Next**.
 6. Select whether you want to save the area code information to a file. Click **Next**.
 7. Review your selections before processing. To process the changes, click **Finish**.
 8. Print the reports. Click **Close**.
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1. Select **No, only some of the exchanges are being changed**, and click **Next**.
 2. Select **Load the area code and exchanges from a file**. Select the file, and click **Next**.
 3. Review the old area code and the new area code, and edit if necessary. Click **Next**.
 4. Add, edit, or delete any exchanges, and when you're finished, click **Next**.
 5. Select whether you want to save the area code information to a file. Click **Next**.
 6. Review your selections before processing. To process the changes, click **Finish**.
 7. Print the reports. Click **Close**.

Related Topics

[Change the Format of Addresses](#)