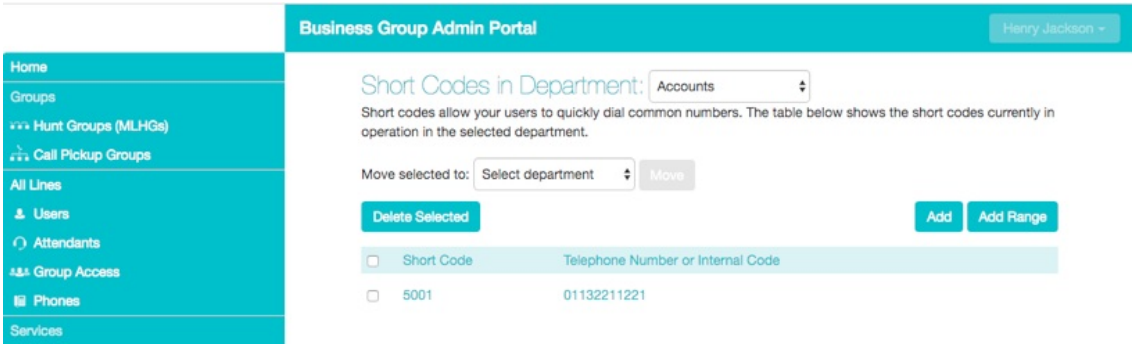
Managing Short Codes

- Viewing Short Codes
- Moving Short Codes to Another Department
- Adding Short Codes
- Modifying Short Codes

Viewing Short Codes

The Short Codes page displays all of the Short Codes in your department.



To view Short Codes in sub-departments, select the sub-department from the drop-down list at the top of the page.

To view all of the Short Codes for all departments, select View All from the department drop-down list.

You will only see the **Import** and **Export All** buttons if you are a root administrator for the Business Group. These options allow you to add large numbers of short codes and/or short code ranges, and are described in 8, Importing and Exporting short codes. A Business Group can have up to 10,000 short codes and/or short code ranges, of which 1,000 can have names.

Moving Short Codes to Another Department

To move Short Codes between departments, follow these steps:

1. Select the Short Code or Short Code range using the checkbox to the left of the Short Code or Short Code range.
2. Select the department you wish to move the Short Code or Short Code range to using the drop-down list at the top of the page.
3. Click on the Move

Adding Short Codes

o create a new Short Code, follow these steps:

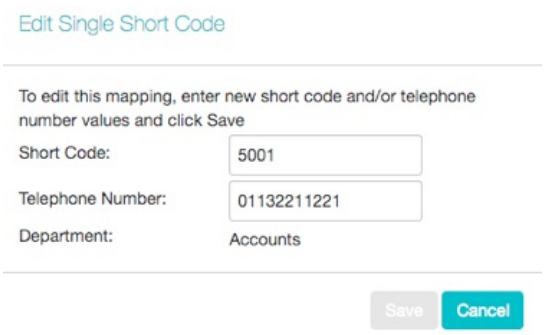
1. Click on Add.
2. Enter the number of the Short Code to add.
3. Enter the telephone number or internal code the Short Code should dial. Note that if you are going to add a name, you can only have one short code that contains this telephone number.
4. If the short code should be in a specific Department, use the drop-down to select it.
   - Optionally add a name for this short code. If this short code is configured with a full national or international number, this name will be delivered as CNAM to the Business Group lines if the external DN matches the incoming caller ID.
   - Named short codes will also be included in Business Group and CommPortal contact lists, including a Business Address book that can be accessed on the CommPortal interface and on supported SIP phones.
   - You can have up to 1,000 named short codes or short code ranges in a Business Group.
5. Click on Add.

Modifying Short Codes

Short Codes

To modify an existing Short Code, follow these steps:

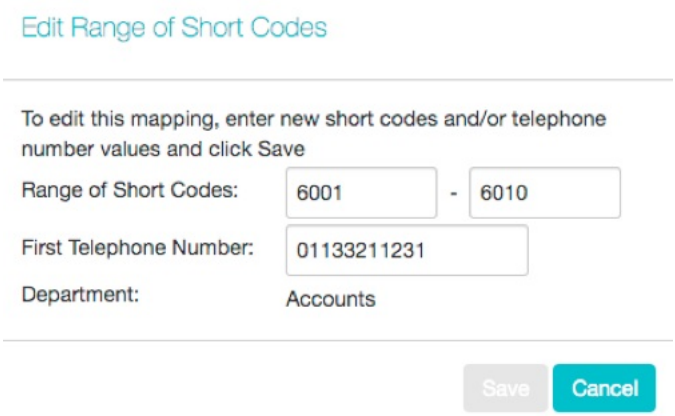
1. Click on either the Short Code number or the number the Short Code dials.
2. Modify the details.
3. Click on Save.



Short Code Ranges

To modify an existing Short Code range, follow these steps:

1. Click on either the Short Code range numbers or the numbers the Short Code range dials.
2. Modify the details.



Deleting Short Codes and Short Code ranges

To delete Short Codes and Short Code ranges, follow these steps:

1. Select the Short Code or Short Code range using the checkbox to the left of the Short Code or Short Code range.
2. Click on the Remove Selected