

# Viewing and Modifying Account Code Setting

Account Codes are not enabled by default. Please contact your Administrator for further information. Viewing and modifying account code settings.

## Modifying call types requiring account codes

Use the checkboxes on the Account Codes page to specify which types of calls will require account codes:

The screenshot shows the 'Business Group Admin Portal' interface. On the left is a navigation menu with options like Home, Groups, All Lines, Users, Attendants, Group Access, Phones, Services, Departments, Short Codes, Account Codes (selected), Extensions, Music on Hold, Misc. Settings, Help, and Send Feedback. The main content area is titled 'Account Codes' and includes a description: 'The following codes are available on all lines when account codes are validated. Individual lines may also have additional codes.' Below this is an 'Edit List' button and 'Apply' and 'Cancel' buttons. The 'Account Code Options' section contains checkboxes for 'Call types requiring an account code' (National, International, Local, Premium Rate, Mobile, Operator, Directory, Local Business Group, Other Business Group) and 'Use validated account codes'. It also has input fields for 'Account code length' (set to 4) and 'Max incorrect attempts before account blocked' (set to 1). There are checkboxes for 'Call types may be overridden per line', 'Account code length may be overridden per line', and 'Lines may view business group account codes'. A dropdown menu shows 'Lines can view their own validated account codes.' Below this is a table titled 'Assigned Account Codes' with three rows: 1234 Sales, 1235 Support, and 1236 Accounts.

- National – Whether account codes are required for long distance calls.
- International – Whether account codes are required for calling international numbers.
- Local – Whether account codes are required for local calls.
- Premium Rate – Whether account codes are required for premium rate (1-900 number) calls.
- Mobile – Whether account codes are required for mobile calls.
- Operator – Whether account codes are required for operator calls.
- Directory – Whether account codes are required for directory (411) calls.
- Local Business Group – Whether account codes are required for local calls to other numbers within your business. Normally calls within your business will be local calls, but if you have multiple sites calls between numbers may be regional or national calls. In this case you need to use the Other Business Group setting.
- Other Business Group – Whether account codes are required for non-local calls to other numbers within your business

Note: You cannot require an account code for emergency calls, toll-free calls, or calls to service access codes.

Once you have selected the call types, click Apply to save your changes.

## Choosing Validated or Non-validated Account Codes

To use Validated Account Codes, follow these steps:

1. Check Yes after User validated account codes.
2. Click Apply.

To use Non-validated Account Codes, follow these steps:

1. Check No after User validated account codes.
2. Click Apply.

## Setting Account Code Length

To specify the length that should be used by your account codes, follow these steps:

1. Enter the length in the text box after Account code length:
2. Click Apply.

## Blocking Access After Incorrect Account Codes

If you are using Validated Account Codes, a user's phone line will be blocked after an incorrect account code is entered too many times in succession. To change the number of incorrect entries the user is allowed, follow these steps:

1. Enter the value in the text box after Max incorrect attempts before account is blocked:
2. Click Apply.

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