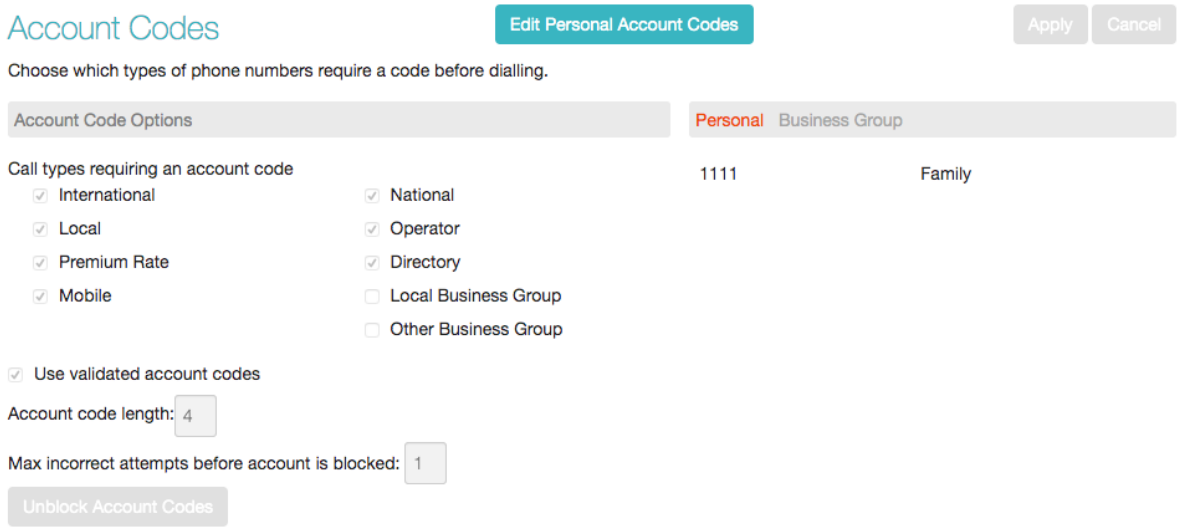
# Account Codes

If you have account codes configured on your line then once you have dialed a number which requires a code, you will hear a tone. You will then need to dial a special code before the call is connected. Your system may use either validated or non-validated account codes. If your system uses validated account codes then you must enter a specific code that has been configured either by your administrator or by you. If your system uses non-validated account codes you can enter any code so long as it is the right length. If you have account codes your administrator should have explained this to you and told you what codes to use


- Account Codes
- Account Code Options
- Business Account Codes
- Personal Account Codes
- Editing personal account codes
- Unblocking Account Codes

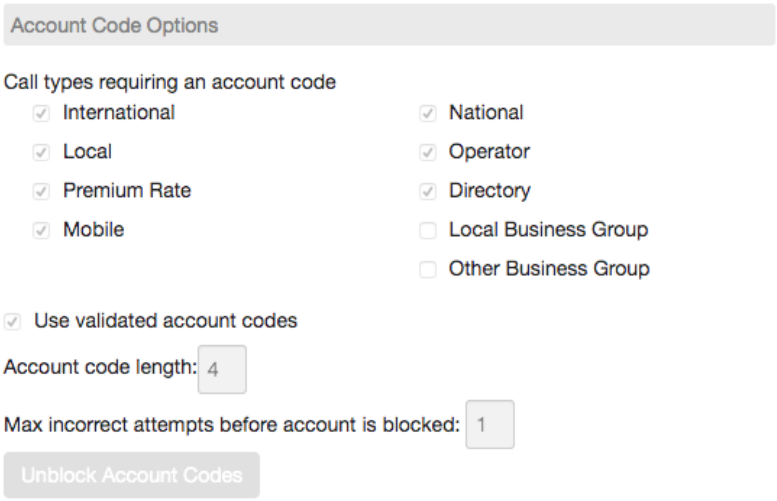
# Account Codes

The Account Codes screen lets you configure your account codes service.  Exactly what is configurable within this section will depend on the permissions that your administrator has given you.



# Account Code Options

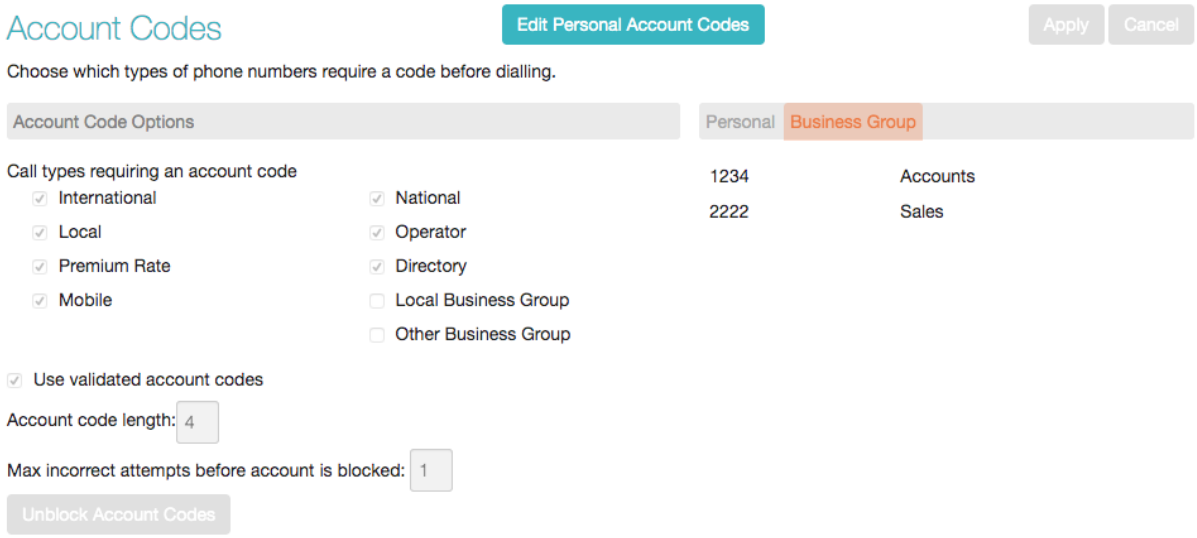
The Account Code Options window shows you the settings which your administrator has set up for the account code service.




- Call types requiring an account code show you the types of calls which will require you to enter a code once you have dialed the number. In the example above, account codes are only required for International calls.
- Use validated account codes specifies whether your system uses validated or non-validated account codes.
- Account code length specifies the length of account codes you must enter.
- Max incorrect attempts before account is blocked specifies how many incorrect attempts to enter account codes are allowed in a row, before all calls requiring account codes are blocked.

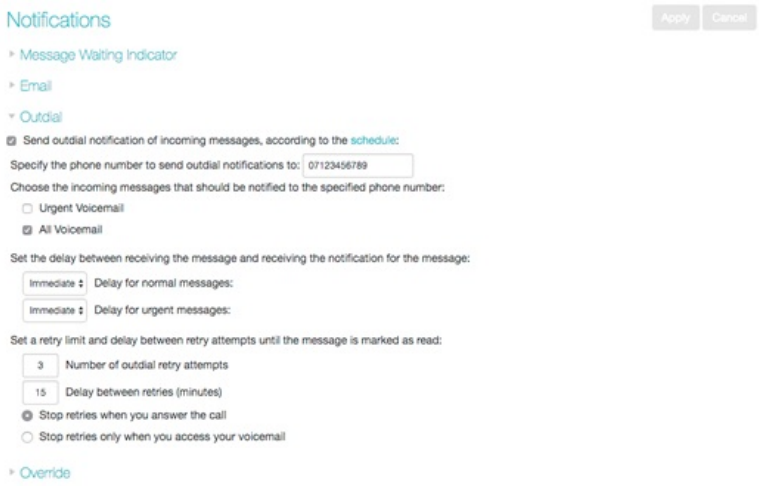
# Business Account Codes

To view the list of valid account codes for your business, click on the Business Group link



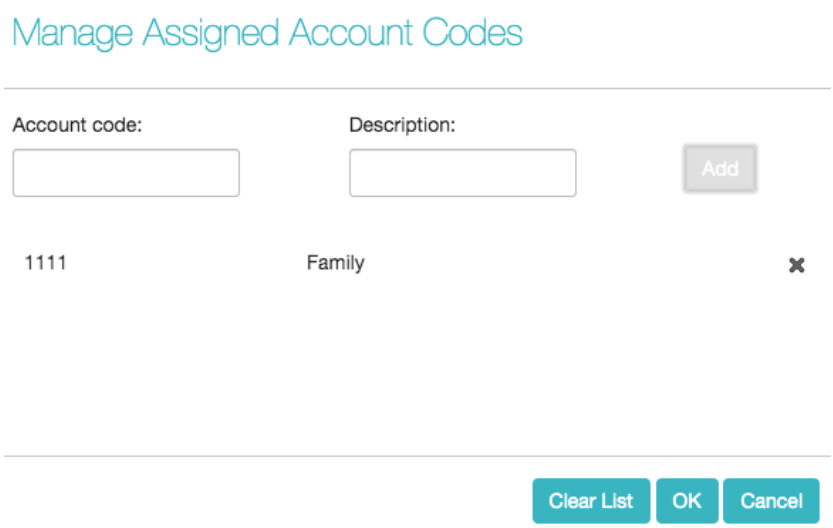
# Personal Account Codes

To view your personal list of valid account codes, click on the Personal link:




If you have permission to edit your list of valid account codes, click on Edit Personal Account Codes.

# Editing personal account codes




- To add an account code, follow these steps:
  1. Enter an account code in the Account Code text box.
  2. Enter a description for the code in the Description text box.
  3. Click on Add.
  4. Click on OK.
  5. Click on Apply.

- To delete an account code, follow these steps:
  1. Click on the **X** icon to the right of the account code.
  2. Click on OK.
  3. Click on Apply.

- Alternatively, to delete all of your account codes, follow these steps:
  1. Click on Clear List.
  2. Click on OK.
  3. Click on Apply.

# Unblocking Account Codes

If your phone line is configured to use account codes, and an incorrect account code is entered too many times when making calls, your service will be blocked.

To unblock your line please contact your Administrator.