

# 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.

### Edit Single Short Code

To edit this mapping, enter new short code and/or telephone number values and click Save

Short Code:

Telephone Number:

Department: Accounts

Save

Cancel

## 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.

### Edit Range of Short Codes

To edit this mapping, enter new short codes and/or telephone number values and click Save

Range of Short Codes:  -

First Telephone Number:

Department: Accounts

Save

Cancel

## 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

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