3.2.3 Programming Area Codes (Area Code Reference Numbers)

Up to **15 different area codes** can be programmed for any 10-digit or long distance calling requirements and will be referenced as area code reference number **01 through 15**. The area codes will be entered as a four-digit number (1 + the three digit area code, example: 1203). If area codes are being programmed to facilitate 10-digit calling requirements, precede the three-digit area code with # (example: #203).

1. Press ✳ ▣ ▣ and enter your four-digit MASTER CODE ▢ ▢ ▢ ▢ (**beep**).

2. Choose and enter a two-digit **area code reference number (01 through 15)** that will reference area code to be programmed, then press ✳ (**beep**).

3. Enter the four-digit **area code**, then press ✳ (**beep**).

   For **long distance** calling requirements: enter **1** and the three-digit area code (example: 1203).
   For **10-digit** calling requirements: enter **#** and the three-digit area code (example: #203).

4. Repeat steps 2 and 3 to enter additional **area codes**. Use a **different** area code reference number for each area code programmed when entering more than one area code (up to 15).

5. Press ▣ ✳ together to end this programming sequence (**beeeeeep**).

Use these tables to keep track of area codes programmed in. Complete log table in back of manual when finished.

Area Code Reference Number	Area Code	Area Code Reference Number	Area Code
01		09	
02		10	
03		11	
04		12	
05		13	
06		14	
07		15	
08			

3.2.4 Programming Phone Numbers WITH Area Code Reference Numbers

Program phone numbers that are referenced to an area code (**long distance and 10-digit dialing calls**). Make sure that the area code(s) have already been programmed with area code reference numbers in previous section 3.2.3.

   Note: If long distance or 10-digit dialing is **NOT required**, program the seven digit telephone numbers as described in section 3.2.2.

1. Press ✳ ▣ ▣ and enter your four-digit MASTER CODE ▢ ▢ ▢ ▢ (**beep**).

2. Choose and enter a **directory code (1, 2, 3 or 4 digits**, depending on what was programmed in 3.2.1), then press ✳ (**beep**).

3. Enter the two-digit **area code reference number (01 through 15)**, then press ✳ (**beep**).

   See tables on previous page and log tables in back of this manual for area code reference numbers that have been programmed in.

4. Enter a seven-digit **phone number** for the chosen directory code, then press ✳ (**beep**).

If the number that you are entering in this step is LESS than seven-digits, enter # in the empty spaces. For example, if the system is connected to a PBX that requires four-digit extension numbers and you want to enter extension 2217, you would

enter this number as: ▢ ▢ ▢ ▢ ✳ ✳ ✳ then press ✳ (**beep**).

5. Repeat steps 2, 3 and 4 to enter additional **long distance phone numbers**.

6. Press ▣ ✳ together to end this programming sequence (**beeeeeep**).