

#### Feature Description

**Account Codes** track phone calls to numbers outside a group and are useful for billing and auditing phone usage. **Authorization Codes** allow you to specify whether or not users are required to enter a pre-defined value when making a call, or limit users to certain types of outgoing calls. Account Codes and Authorization codes are available on an a la carte basis for all VoiceManager packages and services.

#### Solution

Control and track monthly toll costs by department, account, customer, or project by requiring individuals or groups to use an account code or authorization code.

#### Setup

#### Set Code Status

User & System Management  
**Account & Authorization Codes**

Account codes allow a business to track phone calls to numbers outside the group, and are useful for billing or auditing phone usage. Authorization codes allow a business to limit its users to certain types of outgoing phone calls.

You can manage code settings, search for users and specify whether or not your users are required to enter a code when making a call.

Code Status:  Use Codes  Do Not Use Codes

**Account Code Settings**

Show Account Code Settings

**Account Code Users**

Show Account Code Users

Cancel Save

1. Log in to **VoiceManager MyAccount**.
2. Click the **VoiceManager Tools** menu in the left navigation bar.
3. Click the **User & Management System** tab.
4. Under the **Call Access** section, click the **Account & Authorization Codes** link.
5. Click the **Use Codes** radio button and select the type of code you choose to use from the drop-down menu: **Account Codes** or **Authorization Codes**.

*Select the **Do Not Use Codes** radio button if you do not need to monitor or track your company's phone calls.*

#### Manage Account Code Settings

**Account Code Settings**

Code Length: 6

Allow Local and Toll-Free calls Without Account or Authorization Code

Listing 0 Account Codes

Code	Description	Manage
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Add Code

1. From the **Code Length** drop-down menu, select the size code you want the user to enter. You may choose between 2 and 14 digits.
2. Click the checkbox to allow users to make **Local and Toll-Free calls without** a code.
3. Click the **Add Code** link.

#### Add Account or Authorization Code ✕

Create a numeric code that matches the code length and provide a brief description.

**Code Length:** 6 Digits

\* = Required

\* **Code:**

\* **Description:**

4. Enter a numeric value in the **Code** text field. Notice the length of the code reflects the number you defined in the **Code Length** field above.
5. Enter a name for the code in the **Description** text field.
6. Click the **Save** button.

*All existing codes will be viewable on this screen. You can **Delete** or **Edit** an existing code.*

### Manage Account Code Users

#### Account Code Users

Last Name ▾

Clear Search & Filters

Listing 0 Required Users, 0 Optional Users and 4 Non-Required Users
Filter by: Account (All) ▾

	Required	Optional ?	User Name	User ID
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AA, VMRD-TRA	tra.uat.aa@mailinato...
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PA, VMRD-TRA	tra.uat.pa@mailinato...
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PO, VMRD-TRA	tra.uat.po@mailinato...
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	User, VMRD-TRA	tra.uat.user@mailins...

1. Search for a user to whom you want to assign the code. You may enter criteria in the **Search** section or leave the fields blank and click the **Find** button.
2. Click the **Required** checkbox to the left of the employee's **User Name** to prompt the employee to enter a code before placing a call. Click the **Optional** checkbox to forgo the requirement.
3. Click the **Save** button.

*To set an authorization code, follow the same steps listed here, but select **Authorization Codes** in the **Code Status** section.*