

Avaya IP Office Standard Mode

Add Account Codes / Force Account Code

Right Click on Account Code in the left column of the Manager screen

Select New

In the Account Code box area, enter the Account Code

Click the OK button at the bottom of the page.

Repeat if you want to add more Account Codes.

When done, click the Blue Floppy Disc to save to the system.

Set User for Forced Account Code

Click on User in the left column of the Manager screen

Select the User that will be forced to use an Account Code

Click the Telephony Tab

Click the Supervisor Settings Tab

Check the Force Account Code box

Click the OK button at the bottom of the page.

Repeat if you want to restrict more Users.

When done, click the Blue Floppy Disc to save to the system.

**The restricted User will dial 9 and the telephone number
Then they will be prompted for the Account Code.**

They should enter a valid Account Code followed by the #. (POUND)

Some phones may work differently.