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How to program the Time and Date on the Norstar phone system:

Programming on the Norstar phone system can be done from any M7310 or M7324. You must use the programming overlay found in the back of your System Coordination Guide.



All instructions found on this FAQ will refer to the show, next, back, and heading buttons on the overlay.



On the M7310, the overlay goes over the four buttons under the display.

On the M7324, the overlay goes over the four buttons at the top of the phone.



The following Instructions are for Older Levels of Software (for Newer Versions of Software, See Below):

- 1) Press FEATURE * * 2 6 6 3 4 4
- 2) Enter Password: 2 6 6 3 4 4 (default). Display will read: "**A. Configuration**"
- 3) Press: **NEXT**. Display will read: "**B. General Admin**"
- 4) Press: **SHOW**. Display will read: "**1. Sys speed dial**"
- 5) Press: **NEXT**. Display will read: "**2. Names**"
- 6) Press: **NEXT**. Display will read: "**3. Time and date**"
- 7) Press: **SHOW**. Display will read: "**Time ## : ##**" (Your current setting). To Change the Time, go to Step 8). To change the date go to step 1).
- 8) Press the **CHANGE** softkey. Display will read: "**Hour:**
- 9) Press the **CHANGE** softkey. Display will read: "**Hour: _**"
- 10) Enter the new **HOURL**. (in military format - Ex.: 5:00pm = 17:00). Display will then read the new Hour programmed.
- 11) Press **NEXT**. Display will read: "**Minutes: ##**"
- 12) Press the **CHANGE** softkey. Display will read: "**Minutes": _**"
- 13) Enter the new **MINUTES**. **Congratulations! Your time has now been programmed!**
- 14) Press **NEXT**. Display will read: "**Date DD MM YY**"
- 15) Press the **CHANGE** softkey. Display will read: "**Year: ##**"
- 16) Press the **CHANGE** softkey, (If the year is incorrect, otherwise press **NEXT**). Display will read: "**Year: _**"
- 17) Enter the new **YEAR**. Display will then read the new Year programmed.
- 18) Press **NEXT**. Display will read: "**Month: ##**"
- 19) Press the **CHANGE** softkey, (If the month is incorrect, otherwise press **NEXT**). Display will read: "**Month: _**"
- 20) Enter the new **MONTH**. Display will then read the new Month programmed.
- 21) Press **NEXT**. Display will read: "**Day: ##**"
- 22) Press the **CHANGE** softkey, (If the day is incorrect). Display will read: "**Day: _**"
- 23) Enter the new **DAY**. Display will then read the new Day programmed.
- 24) Press **RLS** to Exit.

The Following Instructions are for **Newer Levels of Software:**

- 1) Press FEATURE * * 2 6 6 3 4 4
- 2) Enter Password: 2 6 6 3 4 4 (default). Display will read: "*Terminals & Sets*"
- 3) Press: *NEXT*. Display will read: "**Lines**"
- 4) Press: *Next*. Display will read: "**Services**"
- 5) Press: *Next*. Display will read: "**System Speed Dial**"
- 6) Press: *Next*. Display will read: "**Passwords**"
- 7) Press: *Next*. Display will read: "**Time and Date**"
- 8) Press: *Show*. Display will read: "**Hour: __**"
- 9) Press: *Change* "softkey". Enter the hour. Display will read: A.M. O.K. or Change "softkey". Select which one you want to change.
- 10) Press: *NEXT*. Display will read: "**Minutes: __**". Press change or o.k. "softkey"
- 11) Press: *NEXT*. Display will read: "**Year: __**". Press next or change "softkey".
- 12) Press: *NEXT*. Display will read: "**Month: __**". Press next or change "softkey"
- 13) Press: *NEXT*. Display will read: "**Day: __**". Press next or change "softkey"
- 14) Press: *NEXT*.
- 15) Press *RLS* to Exit.

For further Assistance please call our service department at: 604-856-9155