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Changing the time on your Norstar™

Please stop and read: There are **three** different ways to change the time on your Norstar™ system. Depending on the age of your system software, **you may have to try each of these methods to see which one works.**

Method #1

You'll need one of these phones to program your system.

You cannot be on the telephone while programming.



T7316 or T7316E



M7310



M7324

1. Press FEATURE (Your feature button may look like a globe with a ring around it). "Feature:" will be displayed on the LCD.
2. Press * * 8 4 6 3 (If "invalid feature code" or another error message is displayed, you will not be able to use this programming method. Skip down to method #2, below).
3. "Password:" will be displayed on the LCD.
4. Press 2 2 7 4 2 -- If "Hour:01" is displayed on the LCD, skip to step 6.
5. If "RETRY" is displayed on the LCD, press 2 3 6 4 6
6. Press the CHANGE softkey underneath the LCD window.
7. Using the keypad, enter in the hour, using two digits. Example: 2 PM would be 02
8. The LCD changes and shows AM. If you need AM, press the OK softkey. If you need PM, press the CHANGE softkey and then press OK.
9. Press the NEXT softkey under the LCD window.
10. "Minutes:00" is displayed on the LCD window.
11. Press the CHANGE softkey, then using the keypad, enter the minutes.
12. If you are only changing the time and not the date, press RLS button (your RLS button may look like a telephone handset with a down arrow under it)
13. If you need to change the time, press the NEXT softkey.



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14. "Year:00" is displayed. Press the CHANGE softkey.
15. Using the keypad, enter the two digit year. Then press the NEXT softkey.
16. "Month:01" is displayed. Press the CHANGE softkey.
17. Using the keypad, enter the two digit month. Then press the NEXT softkey.
18. "Day:01" is displayed. Press the CHANGE softkey.
19. Using the keypad, enter the day.
20. You're finished. Press RLS button (your RLS button may look like a telephone handset with a down arrow under it)
21. "End of Session" is displayed on the LCD window.

Method #2

You'll need one of these phones to program your system.

You cannot be on the telephone while programming.



T7316 or T7316E

M7310

M7324

To Log Into System Programming:

Programming must be done from any M7310, T7316 or M7324 set

1. Press FEATURE (Your feature button may look like a globe with a ring around it). "Feature:" will be displayed on the LCD.
2. Press * * 2 6 3 4 4 (If "invalid feature code" or another error message is displayed, you will not be able to use this programming method. Skip down to method #3, below).
3. "Password:" will be displayed on the LCD.
4. Press 2 2 7 4 2

STOP! Please read carefully. Once you enter into programming mode, the buttons on your phone temporarily change their function. Even if your buttons are labeled differently, they will function a certain way while in programming mode, shown below. Depending on which model of telephone you are using, the four programming buttons will be in different locations.



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T7316/T7316E: Irregardless of what your buttons are labeled during normal operation of your phone, when you are in programming mode, the function of certain buttons change. When you exit programming mode, the buttons will go back to their normal function. During programming mode, the fourth line button down, on the left is the "Heading" button. Beneath that, the fifth button down becomes the "Back" button during programming. The fourth line button down, on the right side is the "Show" button. The fifth line button on the right is the "Next" button"



M7310 and M7324: Irregardless of what your buttons are labeled during normal operation of your phone, when you are in programming mode, the function of certain buttons change. When you exit programming mode, the buttons will go back to their normal function. During programming mode, the buttons indicated above become the four programming buttons shown above..

Using the navigation keys, as displayed above (Heading, Back, Show, Next), follow the next simple steps:

To Program/Change Time & Date:

1. Press the "NEXT" key until you see "Time & Date"
 2. Press the "SHOW" key you will see the current hour displayed.
 3. Press the softkey under "CHANGE" to change this setting, or the softkey under "NEXT" to go to minutes, year, month and day.
 4. After making the change, press the "NEXT" key to save your changes
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Method #3

You'll need one of these phones to program your system.
You cannot be on the telephone while programming.



To Log Into System Programming:

1. Press FEATURE * * 2 6 6 3 4 4
2. Enter Password: 2 6 6 3 4 4 Display will read: " A. Configuration"

STOP! Please read carefully. Once you enter into programming mode, the buttons on your phone temporarily change their function. Even if your buttons are labeled differently, they will function a certain way while in programming mode, shown below. Depending on which model of telephone you are using, the four programming buttons will be in different locations.



T7316/T7316E: Irregardless of what your buttons are labeled during normal operation of your phone, when you are in programming mode, the function of certain buttons change. When you exit programming mode, the buttons will go back to their normal function. During programming mode, the fourth line button down, on the left is the "Heading" button. Beneath that, the fifth button down becomes the "Back" button during programming. The fourth line button down, on the right side is the "Show" button. The fifth line



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button on the right is the "Next" button"



M7310 and M7324: Irregardless of what your buttons are labeled during normal operation of your phone, when you are in programming mode, the function of certain buttons change. When you exit programming mode, the buttons will go back to their normal function. During programming mode, the buttons indicated above become the four programming buttons shown above.

Using the navigation keys, as displayed above (Heading, Back, Show, Next), follow the next simple steps:

1. Press: NEXT Display will read: "B. General Admin"
2. Press: SHOW Display will read: "1. Sys speed dial"
3. Press: NEXT Display will read: "2. Names"
4. Press: NEXT Display will read: "3. Time and date"
5. Press: SHOW Display will read: "Time # # : # #" (Your current setting).

To Change the Time:

1. Press the CHANGE softkey Display will read: "Hour:"
2. Press the CHANGE softkey Display will read: "Hour: _ "
3. Enter the new HOUR. (in 24-hour format - Ex.: 5:00pm = 17:00). Display will then read the new Hour programmed.
4. Press NEXT Display will read: "Minutes: # # "
5. Press the CHANGE softkey Display will read: "Minutes": _ "
6. Enter the new MINUTES.
7. If you are only changing the time and not the date, press the RLS button (your RLS button may look like a telephone handset with a down arrow under it)

To Change the Date:

1. Press NEXT Display will read: "Date DD MM YY"
2. Press the CHANGE softkey Display will read: "Year: # # "
3. Press the CHANGE softkey, (If the year is incorrect) Display will read: "Year: _ "
4. Enter the new YEAR Display will then read the new Year programmed.
5. Press NEXT Display will read: "Month: # # "
6. Press the CHANGE softkey, (If the month is incorrect) Display will read: "Month: _ "
7. Enter the new MONTH Display will then read the new Month programmed



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8. Press NEXT Display will read: "Month: # # "
9. Press the CHANGE softkey, (If the day is incorrect) Display will read: "Day: _ "
10. Enter the new DAY Display will then read the new Day programmed
11. You're finished. Press the RLS button (your RLS button may look like a telephone handset with a down arrow under it)
12. "End of Session" is displayed on the LCD window.

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