



## DATE and TIME Change for your Norstar Phone System

Once you're in administration mode, the function of some of the buttons on your phone will change, as labeled below. Once you exit programming mode, the function of the buttons will return to normal.

- To enter into administration Mode press the 'Feature;' button and enter \*\*266344
- At the password prompt hit 266344
- Press the 'Next' button (illustrated below) until "Time & Date" displays on your screen.
- Press 'Show' and follow directions below.

(Shown below, left to right: M7324, M7310). You can also use the T7316 to program.



**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.

**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
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