Programming must be performed on a M7310 or T7316 Telephone Set, Layout as follows:

2-Line Display Window

(3 Memory Keys)

or FEATURE key

RLS or Hangup Key   Hold/Rec Off Hook Key
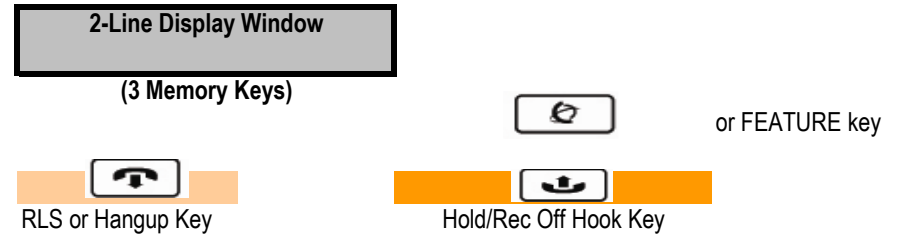
Norstar Programming Overlay goes over 4 programmable keys on telephone set (middle of phone), as follows:
(If customer don't have overlay, following is what the keys will be when they enter programming below:)

(Key should be Line 1)   **Heading**   **Show**

(Key should be Line 2)   **Back**   **Next**

Press	or FEATURE key	
Enter from Key Pad	**23646	
Enter Password from Key Pad	23646	or ADMIN
System Speed Dial Appears in Display Window	Press Next	
Names Appears in Display Window	Press Next	
Time & Date Appears in Display Window	Press Show	Display Window shows Time

To Change Time:

Press	Change	Memory Key under Display Window
Enter	2- Digit Hour	Such as 01:
Press	Next	Display Window shows Hour
Press	Change	Memory Key under Display Window
Enter	2-Digit Minutes	Such as :05
To switch from PM to AM	Press Change	Until correct

To Change Date:

Press	Next	Display Window show Date	
Press	Change	Memory Key under Display Window	
Enter	2-Digit Year	Such as 08 (for 2008)	
Press	Next	Display Window shows Month	
Press	Change	Memory Key under Display Window	
Enter	2-Digit Month	Such as 01 (for January)	
Press	☎	To end.	