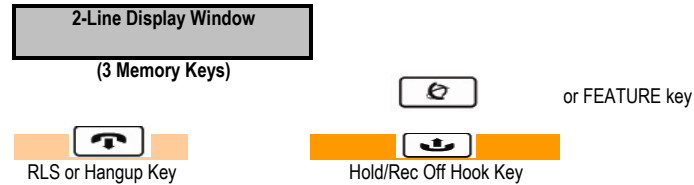**Norstar CICS/MICS Programming Instructions**
Changing Time & Date
(The Date & Time will be changed on all Telephones.)

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 top 4 programmable keys on telephone set, 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   ☎

Enter from Key Pad   ** TIME   or ** 8463

Enter Password from Key Pad   23646   or ADMIN

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.