

# Ted the Telephone Guy

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## Norstar MICS/CICS

Programming the date and time requires a phone that can show two lines of text. The time only needs to be set once to update all the telephone displays.

On the earlier model phones (Models 7310 and 7324) there are keys labeled **FEATURE** and **RLS** (Release).

On the later model phones (Models 7316 and 7316E) the **FEATURE** key has a small round graphic symbol instead and the **RELEASE** key is a graphic symbol of a telephone with the handset over it.

These instructions use soft keys. The soft keys are the keys just below the display that correspond to the display just above it. "Press the **NEXT** key" means to press the key immediately below the word "NEXT" in the display.

### *To Log Into System Programming:*

Press the **FEATURE** key.

Dial \*\*266344.

Dial the password. Try 23646 or 22742

### *To Change The System Time:*

Press the **FEATURE** key.

Dial \*\*8463 (this spells time)

Dial the password. (Try 22742 or 23646) (these spell basic and admin)

The phone displays the current "hour" setting in the display.

To change the hour, press the **CHANGE** soft key (below the word "Change").

Dial the hour as a 2-digit number between 1 and 12

The phone displays the current AM or PM setting.

Press the **OK** soft key if it is correct or the **CHANGE** soft key to change the AM or PM setting.

The phone displays the hour that you just programmed.

Press the **NEXT** soft key.

The phone displays the current "minute" setting in the display.

If the minutes are correct, press the **NEXT** soft key.

To change the minutes, press the **CHANGE** soft key.

Dial the minutes as a 2-digit number

Press the **NEXT** soft key to save your changes.

Continue to press the **NEXT** soft key to accept the settings for the year, month and day.

If any of those entries need changing, use the **CHANGE** soft key, make the changes and then press the **NEXT** soft key to accept the settings and move to the next parameter.

Press the **RELEASE** key to exit from programming mode.

## **Norstar DR5**

### ***To Log Into System Programming:***

Press the **FEATURE** key.

Dial \*\*266344.

Dial the password. Try 23646 or 22742

The display shows "A. Configuration."

Press the **NEXT** soft key.

The display shows "B. General Admin"

Press the **SHOW** soft key.

The display shows "1. Sys speed dial"

Press the **NEXT** soft key.

The display shows "Names"

Press the **NEXT** soft key.

The display shows "Time and date"

Press the **SHOW** soft key.

The display shows "Time ## : ## (your current setting)."

### *To Change The System Time:*

To change the hour, press the **CHANGE** soft key (below the word "Change").

The display shows "Hour: "

Dial the 2-digit hour in 24-hour time format.

Hours are from 00 (midnight) to 23 (11 p.m.). Use leading zeros when necessary. For example, dial 09 for 9:00 a.m. For 9:00 p.m. dial 21. For 2:00 a.m. dial 02. For 2:0 p.m. dial 14. For 4:00 p.m. dial 16.

Press the **NEXT** soft key.

The display shows: "Minutes"

Change the minutes or skip the next two steps.

To change the minutes, press the **CHANGE** soft key

Dial the 2-digit minutes

Press the **NEXT** soft key.

Continue to press the **NEXT** soft key to accept the settings for the year, month and day.

If any of those entries need changing, use the **CHANGE** soft key, make the changes and then press the **NEXT** soft key to accept the settings and move to the next parameter.

Press the **RELEASE** key to exit from programming mode.