



## Changing the Time and Date on your Norstar Telephone System

Access type 1: Press  \* \* **TIME (8463)**

Or

Access type 2: Press  \* \* **ADMIN (23646)**

Screen displays **Password:** then enter **23646** (*unless your password has been changed*)

Display shows **1.Sys speed dial**

Press **Next** Display shows **2. Names**

Press **Next** Display shows **3. Time and date**

Press **Show** Display shows **Time 16:24**

On the Softkey under the display it says **CHANGE**

If you wish to change the time, press **CHANGE**, if not press **NEXT**

Once you pressed the **CHANGE** button the hour displays;

If you wish to change the hour, press **CHANGE**, if not press **NEXT**

Once you pressed the **CHANGE** button the hour is erased allowing you to enter the new time - enter the new hour in 24 hour format, when OK press **NEXT**

Once you pressed the **NEXT** button the minutes display;

If you wish to change the minutes, press **CHANGE**, if not press **NEXT**

Once you pressed the **CHANGE** button the minutes are erased allowing you to enter the new time - enter the new minutes, when OK press **NEXT**

