

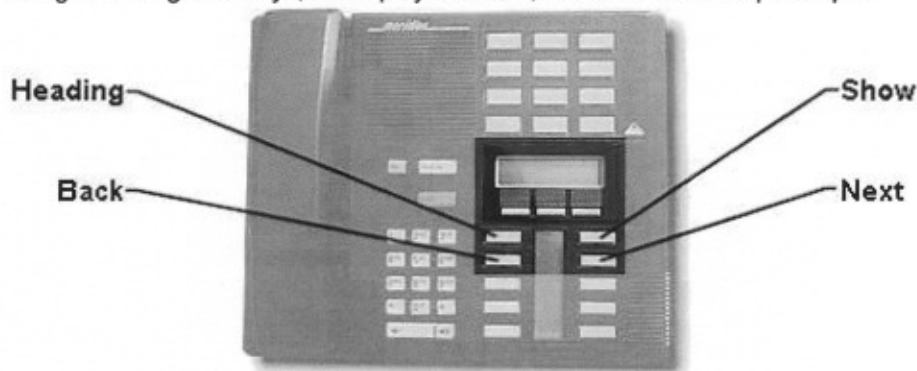
## Norstar Administrative Programming 6x16 and 8x24

Programming must be done from any M7310, T7316, or M7324 model phone set.

### To Log Into System Programming:

- 1) Press FEATURE \*\* 23646
- 2) Enter Password: 23646

Using the navigation keys, as displayed below, follow the next simple steps:



Display will read: "1. Sys speed dial"

- 5) Press: NEXT

Display will read: "2. Names"

- 6) Press: NEXT

Display will read: "3. Time and date"

- 7) Press: SHOW

Display will read: "Time # # : # #" (Your current setting)

### 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 military 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

### **Programming System Speed Dials**

Follow steps 1-3 under "Log Into System Features"

- 4) Press: SHOW  
Display will read: "1. Sys speed dial"
- 5) Press: SHOW  
Display will read: "Speed Dial #: \_\_\_"  
HINT: Begin your system Speed Dials with "01"
- 6) Enter: 01 or 02 or 03 etc...  
Display will read: "Speed dial #:01"
- 7) Press: SHOW  
Display will read: "No number stored"
- 8) Press the "CHANGE" softkey.  
Display will read: "#01:"
- 9) Enter the Speed Dial number
- 10) Press the "OK" softkey.
- 11) Press: NEXT  
Display will read: "Use prime line"
- 12) Press: NEXT  
Display will read: "Display digits:Y"
- 13) Press: NEXT  
Display will read: "Bypass restr'n:N"
- 14) Press: NEXT

Speed dial 01 has now been programmed:

To program another Speed Dial Number, repeat steps 6 thru 14.

## **Changing a name on a phone**

Follow steps 1-3 under "Log Into System Features"

4) Press: SHOW

Display will read: "1. Sys speed dial"

5) Press: NEXT

Display will read: "2. Names"

6) Press the SHOW

Display will read: "Set names"

7) Press: SHOW

Display will read: "Show set:\_"

8) Enter the extension number of which you wish to change the name

Display will read: "<##:name>"

9) Press the CHANGE softkey

10) Using the dial pad spell out the name

Ex: If you need the letter K press the 5 key twice and then press # to confirm the letter. Continue until the entire first name is spelled. (note: you are limited to 7 characters)

11) Press: NEXT (if you fail to do this step, the name will not be saved!!!)

12) Press the RLS key