
.How to change the date or time on the phone connected to a Norstar MICS or CICS System

Phones: T7316, M7310, M7324

NOTE: These instructions update the time on ALL telephones on the system.

NOTE: Customers using a T7100 or a T7208 phone need to use a main phone in the office, which could be either a M7324, M7310 or T7316 phone in order to make changes to these phones.

1. Press the Feature Key. Either or
2. Enter * * 8463 (the * is located below the 7 on the dial pad).
3. Enter the password, 22742 or 23646 - the hour is displayed.
NOTE: If either of the passwords above does not work, the administrator of the phone system must be contacted to provide the password or change the time.
4. One of the 3 soft keys below the display will say "Change".
5. Press the "Change" soft key and enter the new hour from the dial pad (2 digits - e.g. 09 for 9 o'clock).
6. Press the "OK" or "Change" soft key to select AM or PM.

At this point, you can continue the same process to change the minutes and date if necessary or press the "Rls" key to end the session.