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## Set Relocation Norstar MICS / CICS

From any 16 button telephone dial Feature \*\*266344.

Password = 266344 or 24824

At this point your display will read Telephone and Sets. You will notice that you have 3 lights lit on your key strip. 2 on the right and 1 on the left.

Hit the Bottom right button that is lit 6 times until you get to System Programming.

At this point hit the top right button that is lit. The display will read Hunt Groups. Hit the bottom right button 2 times until the display says Feature Settings. Hit the top right button and the display reads Background Music. Hit the bottom right button that is lit 21 times or close to that, depending on software release, until the display reads Set relocation. At this point hit the change button on the right button under the display and it will change the N to a Y for yes.

Hit the Release key to end programming.

Unplug the phone that you wish to move and plug it into the jack you want it connected to. The phone will blink for a while and the Date and time will come back up. It may start to blink again as the system recognizes that you moved the phone. When it is done blinking the 2nd time it is finished.

At the phone you just moved hit Feature \*0 and then the Ext/intercom key to make sure it is the in fact the extension you moved. You can then hit release to stop button inquiry.

If you have multiple phones to move, just do one at a time and wait until you have confirmed that it has moved before moving another one.

When you are all done follow the instructions above to log back into the system and turn off Set Relocation. Trust me, if you leave this on it will cause problems down the road when people arbitrarily swap phones around because they think they are having problems with theirs. Each time someone does this they are moving their phone so it is important to turn Set Relocation off when you are done.