

**Norstar Systems Time Change Instructions for the following:**

3x8	DR1 DR5 DR 5.1
4x8	DR1
6x16	DR1 DR2 DR5 DR5.1
8x24	CTX CT+ DR1 DR4 DR2 DR5 DR 3

**Phones: T7316, M7208, 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 or T7316 phone in order to make changes to these phones. **Please use the template attached.**

All references to the terms “Show”, “Next”, “Heading”, and “Back” refer to the buttons labelled as such when the overlay (LD) is in position on the relevant system phone. References to other soft key presses refer to the soft keys positioned under the 2-line LCD display and whose function changes as indicated by the display above the key.

1. Press the Feature Key.
2. Enter \* \* 23646 (the \* is located below the 7 on the dial pad).
3. Enter the password 23646 (display shows "System Speed Dial").  
NOTE: If the password above does not work, the administrator of the phone system must be contacted to provide the password or change the time.
4. Press the "Next" key twice (display shows "Time & date").
5. Press "Show" (display shows the Time).
6. Press "Change" (display shows “Hour”).
7. Press “Change”.
  
8. Using the dial pad to enter the correct hour value (input 2 digits, e.g. 09 for 9 o’clock).
9. Press the "Next" (display shows “Minutes”).
10. Press “Change”.
11. Using the dial pad, enter the correct minutes value (input 2 digits).
12. Press "Next" (display shows AM or PM).
13. Press “Change” as required to toggle between AM and PM.

14. Press “Next” (display shows the date).

15. Either press the Release key to end the session or continue to change the date using the same process as above, pressing the Release key when finished.

