

To: Sunrise Solutions Norstar Customer
From: Sunrise Solutions
Re: Daylight Savings Time Norstar Procedure
Date: March 5, 2007

As you may or may not know, Congress passed a new law that changed Daylight Savings Time to increase it by four weeks. The new beginning date is March 11th and the ending date is November 4th. Below is the procedure for changing Time and Date for Norstar **CICS and MICS rls DR5/DR5.1/R1T1.1.0/1**. If your system is of older release software, this procedure will not work and you will need to call our office for technical support.

If you would like a Sunrise Solutions technician to assist you with these changes please call our office at 1-877-226-0164 or send a request to eticket@getsomesun.net. Existing maintenance customers will not be charged for technician support.

Programming System Time & Date

To enter a programming session, follow the next few simple steps:

- 1) Press FEATURE * * 2 6 6 3 4 4
- 2) Enter Password: 2 6 6 3 4 4 Display will read: "**A. Configuration**"
Using the navigation keys, as displayed below, follow the next simple steps:



- 3) Press: *NEXT* Display will read: "**B. General Admin**"
- 4) Press: *SHOW*
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](#), go to step 9).
[TO CHANGE THE DATE](#), go to step 15)
- 8) Press the *CHANGE* softkey

Display will read: **"Hour:**

9) Press the **CHANGE** softkey

Display will read: **"Hour: _ "**

10) Enter the new HOUR. (in military format - Ex.: 5:00pm = 17:00)

Display will then read the new Hour programmed.

11) Press **NEXT**

Display will read: **"Minutes: # # "**

12) Press the **CHANGE** softkey

Display will read: **"Minutes": _ "**

13) Enter the new MINUTES.

Congratulations! Your time has now been programmed!

14) Press **NEXT**

Display will read: **"Date DD MM YY"**

15) Press the **CHANGE** softkey Display will read: **"Year: # # "**

16) Press the **CHANGE** softkey, (If the year is incorrect)

Display will read: **"Year: _ "**

17) Enter the new YEAR

Display will then read the new Year programmed.

18) Press **NEXT**

Display will read: **"Month: # # "**

19) Press the **CHANGE** softkey, (If the month is incorrect)

Display will read: **"Month: _ "**

20) Enter the new MONTH

Display will then read the new Month programmed

21) Press **NEXT**

Display will read: **"Month: # # "**

22) Press the **CHANGE** softkey, (If the day is incorrect)

Display will read: **"Day: _ "**

23) Enter the new DAY

Display will then read the new Day programmed

Congratulations! Your Date has now been programmed!

Press the **RLS** key.

Thank you for your continued business.