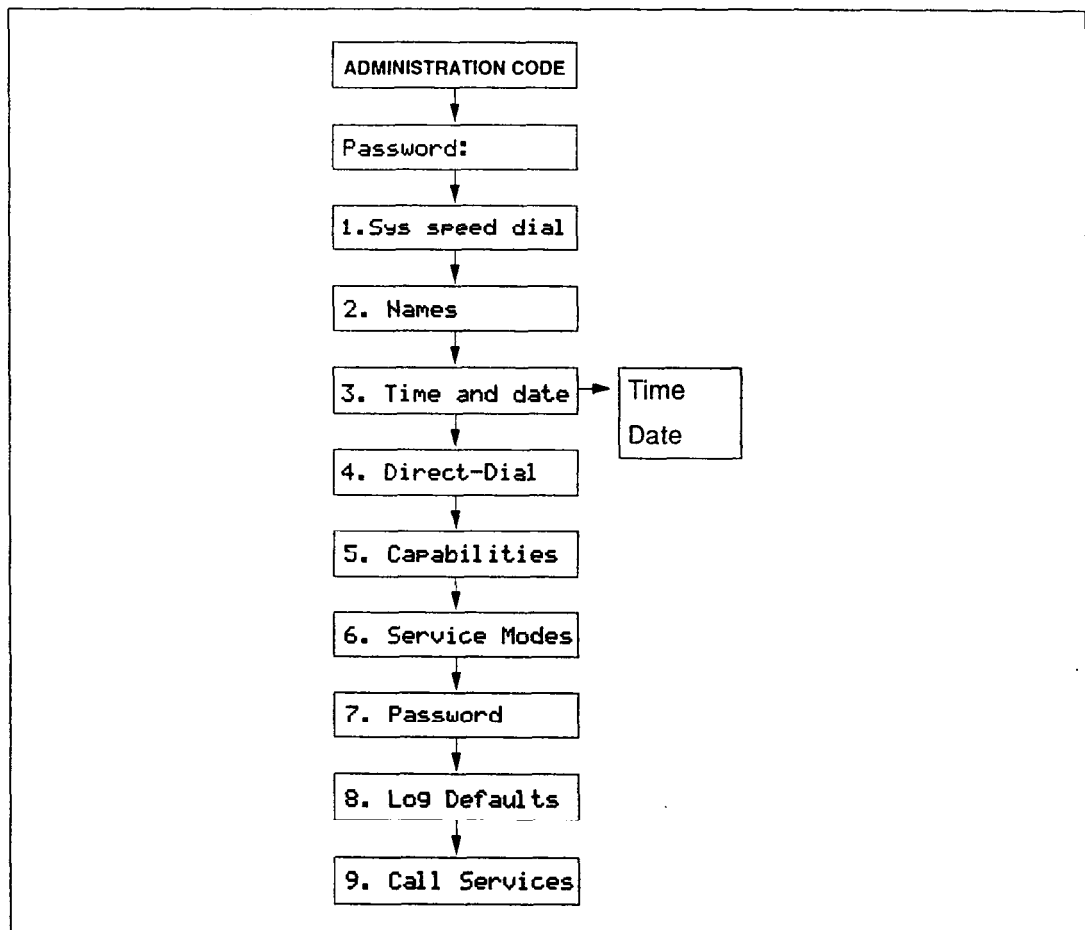


Time and date

Time and date programming allows you to set the time and date that is shown on the display when a telephone is not in use. As with any clock, this needs to be done every time that your office has a power failure.



Changing the time and date is easy, but there are a couple of things to remember:

- All times and dates must be entered using numerals. For example, February would be entered as "02".
- The time may be entered in either 12- or 24-hour format. If the display is in English, and the hour entered is less than thirteen, the display prompts you to specify "AM" or "PM".
- The year is not shown on the telephone display, but make sure that it is set correctly. Norstar is programmed to allow for leap years.

- English language displays always show the time in 12-hour format, while the alternate language displays always use the 24-hour format.

Setting the time

Begin with the display showing **1.Sys speed dial.**

1. Press twice.
The display shows **3. Time and date.**
2. Press .
3. Press CHANGE.
The display shows the hour, for example, **Hour: 01.**
4. Set the hour.
 - a. Press CHANGE.
A cursor replaces the number on the display.
 - b. Enter the hour using the dial pad.
For example, press .
 - c. Press .The display shows the minutes, for example, **Minutes: 00.**
5. Set the minutes.
 - a. Press CHANGE.
A cursor replaces the number on the display.
 - b. Enter the minutes using the dial pad.
For example, press .
 - c. Press .If the hour entered in step 4 is less than thirteen, the display shows **AM**.
6. To switch the message to **PM**, press CHANGE.
To switch it back to **AM**, press CHANGE again.

Setting the date

Begin with the display showing 1.Sys speed dial.

OR

After having set the time, press and go to step 4.

1. Press twice.
The display shows 3. Time and date.
2. Press .
3. Press .
4. Press CHANGE. The display shows Year: 92.
5. Set the year.
 - a. Press CHANGE.
A cursor replaces the number on the display.
 - b. Enter the year using the dial pad.
For example, press to enter the year 1993.
 - c. Press .
6. Set the month.
 - a. Press CHANGE.
A cursor replaces the number on the display.
 - b. Enter the month using the dial pad.
For example, press to enter April.
 - c. Press .
7. Set the day.
 - a. Press CHANGE.
A cursor replaces the number on the display.
 - b. Enter the day using the dial pad.
For example, press .