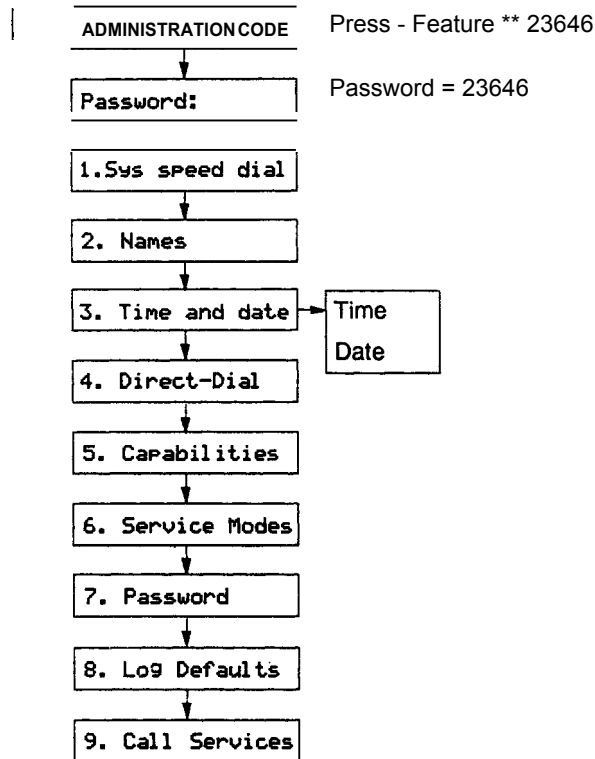


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# Time and date

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Time and date programming allows you to set the time and date which 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 “2”.
- 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 [Show].  
The display shows the time, for example, **Time 01:00.**
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 .
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 .
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**.

1. Press [Next] twice.  
The display shows 3. **Time and date**.
2. Press [Show].  
The display shows the time, for example, **Time 81: 00**.
3. Press .  
The display shows the date, for example, **Date 31 Mar 91**.
4. Press **CHANGE**. The display shows **Year: 88**.
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 1990.
  - c. Press \_(Next).  
The display shows the month, for example **Month: 81**.
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  (2 to enter February).
  - c. Press [Next].  
The display shows the day, for example **Day: 61**.
7. Set the date.
  - a. Press **CHANGE**.  
A cursor replaces the number on the display.
  - b. Enter the date using the dial pad.  
For example, press .