

## Frequently used programming operations

The following sections highlight the most frequently used programming operations. To consult these or other programming operations, see either the Table of Contents or the Index.

### Changing the display time & date

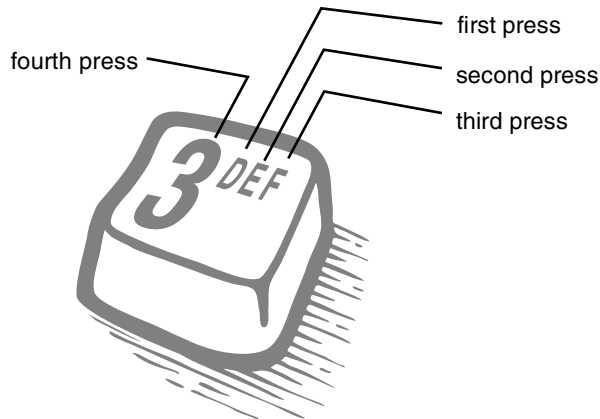
Jan 1 12:00pm Press .

Feature: Press   
(which is the same as

Password: Press  or  
**RETRY**

The passwords can be changed. See *Using passwords* on page 224 for more information.

### Entering letters and numbers using the dialpad



# StandardTele.com

## 30 / Frequently used programming operations

---

In this example, you are changing the time to 1:30 p.m.

Hour:01  
NEXT CHANGE Press CHANGE.


Hour:\_\_\_  
CANCL Press the dialpad buttons to enter the hour. Use two digits for all hours. The clock on the display shows either one or two digits.

AM  
OK CHANGE The display prompts you to choose a.m. or p.m. Press CHANGE and OK to select p.m.

Hour:01  
NEXT CHANGE Press NEXT.

Minutes:00  
NEXT CHANGE Press CHANGE.

Minutes:\_\_\_  
CANCL Press the dialpad buttons to enter the minutes.

If you are only changing the time and not the date, press  to end your session.

In this example, you are changing the date to July 15, 1998.

Minutes:30  
NEXT CHANGE Press NEXT.

Year:01  
NEXT CHANGE Press CHANGE.

Year:\_\_\_  
CANCL Press the dialpad buttons to enter the year.

Year:02  
NEXT CHANGE Press NEXT.

Month:01  
NEXT CHANGE Press CHANGE.

Month:\_\_\_  
CANCL Press the dialpad buttons to enter the month.

Use numbers for the months: 01 is January; 12 is December.

Month:07  
NEXT CHANGE Press NEXT.

# StandardTele.com

Frequently used programming operations / 31


Day:01  
NEXT CHANGE

Press CHANGE.

Day:\_  
CANCL

Press the dialpad buttons to enter the day.

Day:15  
CANCL

Press  to end your session.

End of session

The clock controls the schedules used for services such as ringing and routing services.

After a power failure, the clock is behind by the length of time power was lost. For example, if the power is out for two minutes, the clock is two minutes behind.


## Adding or changing a system speed dial

You program a speed dial on your Norstar so that anyone in your office can dial a frequently used number using a three-digit code (001-255).

To change a speed dial that already exists, follow the same steps. The new programming overwrites the previous number and settings.

### Begin the programming session

Jan 1 12:00PM

Press .

Feature:

Press \* \* 2 6 6 3 4 4.

Password:  
RETRY

Press 2 3 6 4 6.