

Keeping in Touch with our
Customers since 1961

**For the
NORSTAR PHONE SYSTEM
616, 824, 308 Key Service Units**

- Place your Norstar Programming Overlay over the Top Memory Buttons

(a) FEATURE ****23646**

(b) Enter password of: **23646 (DEFAULT)**

(c) Display reads: **SYS SPEED DIAL**

(d) Press NEXT until display reads:
TIME AND DATE

(e) Press **SHOW** – display reads: **TIME**

(f) Press **CHANGE** – display reads: **HOURL**

(g) Press **CHANGE**, enter the hour in a 2 digit format. MUST be in military time when setting up the P.M.

(h) Press **HEADING**, then the  button.

**For the
NORSTAR PHONE SYSTEM
Compact ICS or Modular ICS
Key Service Units**

- Place your Norstar Programming Overlay over the Top Memory Buttons

(a) FEATURE ****8463** (same as **** TIME**)

(b) Enter password of: **23646 (ADMIN)**

(b) In this example, you are changing the time to 1:30 p.m.
Hour: **01** Press **CHANGE**


(c) Hour: **_** Press the dial pad buttons to CANCEL enter the hour. Use 2 digits for all hours. The clock on the display shows either one or two digits.

(d) A.M. - the display prompts you to choose a.m. or p.m. (Press **CHANGE** and **OK** to select p.m.)

(e) HOUR: 01 Press **NEXT**

(f) Minutes: 00 Press **CHANGE**

(g) Minutes: **_** Press the dial pad buttons to enter the minutes.

(h) Press **NEXT** then the  button.

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