























## 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 time and date on the display

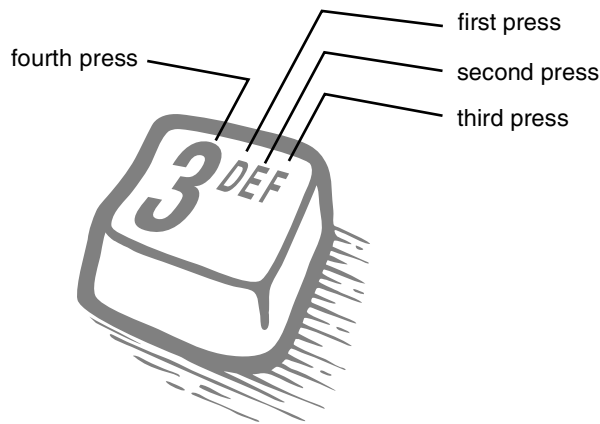
Jan 1 12:00PM Press .

Feature: Press       (which is the same as      .

Password: Press      (B A S I C) or      (A D M I N)  
RETRY

The passwords can be changed. See “Using passwords” on page 225 for more information.

### Entering letters and numbers using the dialpad



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

Hour:01                      Press CHANGE.  
NEXT                      CHANGE


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

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

Hour:01                      Press NEXT.  
NEXT                      CHANGE

Minutes:00                      Press CHANGE.  
NEXT                      CHANGE

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

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, 2003.

Minutes:30                      Press NEXT.  
NEXT                      CHANGE

Year:00                              Press CHANGE.  
NEXT                              CHANGE

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

Year:03                              Press NEXT.  
NEXT                              CHANGE


Month:01                              Press CHANGE.  
NEXT                              CHANGE

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

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

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Month:07 NEXT CHANGE	Press <u>NEXT</u> .
Day:01 NEXT CHANGE	Press <u>CHANGE</u> .
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 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.