



NORSTAR MICS 2.0 or Higher/CICS  
CHANGE TIME AND DATE

A programming template is provided below if you need it. Just cut-out the shaded areas as well as around the outside of the template. Once cut, place the template over the top 2 rows of buttons on any 2 line display phone (M7324, M7310, T7316, T7316e) typically lines 1 and 2 on your telephone.

YOUR ENTRY	DISPLAY
Feature **TIME (8463)	PASSWORD:
Enter your password (See your Telephone Admin for the password)	TIME: hh:mm
Press CHANGE or NEXT to skip to Date	HOUR: hh
Press CHANGE	HOUR:
Enter correct hour	HOUR: hh
PRESS NEXT	AM
Press CHANGE or OK	PM
Press OK	MINUTES: mm
Press CHANGE	MINUTES:
Enter correct minutes	MINUTES: hh
Press NEXT	Date:mmddyy
Press CHANGE	YEAR:yy
Press CHANGE	YEAR:
Enter year	YEAR:yy
Press NEXT	MONTH:mm
Press CHANGE	MONTH:
Enter month	MONTH:mm
Press NEXT	DAY:dd
Press CHANGE	DAY:
Enter day	DAY:mm
Press RLS when done	END OF SESSION

You can skip pressing CHANGE and just press NEXT if the entry is correct

