



City-Com Communications

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How to change the time on a Norstar Phone System

To change the time and date, from any M7310, M7324 or T7316 telephone, leave the handset down and follow the instructions below.

- Press Feature **8463
- Enter the Admin Password (the default password is 23646)

To modify the time:

Hour: 00	
NEXT	CHANGE

Press **Change**

Hour:	
CANCL	

Enter the hour using two digits
Use the 12 hour clock

AM	
OK	CHANGE

The display will prompt you to
Choose am or pm. Press **CHANGE**
Or **OK**.

Hour: 00	
NEXT	CHANGE

Press **NEXT**

Minutes: 00	
NEXT	CHANGE

Press **CHANGE**

Minutes:	
CANCL	

Enter the minutes

Minutes: 00	
NEXT	CHANGE

Press **NEXT**