



INSTRUCTIONS FOR CHANGING TIME and DATE NORSTAR SYSTEMS

Press the feature key, then **8463 (which is the same as **TIME)

You will see prompts for the following information in the display:

Password: 23646 (ADMIN)

Hour: 01 (whatever time the display is showing)

Press CHANGE to adjust or NEXT to skip on or RLS to quit

Hour: _ Press the dial pad buttons to enter the hour. Use two digits for all hours.

Press NEXT

AM The display prompts you to choose a.m. or p.m.

Press OK to select a.m.

Press CHANGE and OK to select p.m.

Hour: 01 (or whatever you have changed it to)

Press NEXT to continue or RLS to quit

Minutes: 00 (whatever time the display is showing)

Press CHANGE to adjust or NEXT to skip on or RLS to quit

Minutes: _ Press the dial pad buttons to enter the minutes. Use two digits.

Minutes: 01 (or whatever you have changed it to)

Press NEXT to continue or RLS to quit

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

To change the date, you will see the following prompts in the display:

Year: 02 (whatever year the display is showing)
Press CHANGE to adjust or NEXT to skip on or RLS to quit

Year: _ Press the dial pad buttons to enter the year.

Year: 03 (or whatever you have changed it to)
Press NEXT to continue or RLS to quit

Month:01 (whatever year the display is showing)
Press CHANGE to adjust or NEXT to skip on or RLS to quit

Month: _ Press the dial pad buttons to enter the month.

Month: 04 (or whatever you changed it to)
Press NEXT to continue or RLS to quit

Day:01 (whatever day the display is showing)
Press CHANGE to adjust or NEXT to skip on or RLS to quit

Day: _ Press the dial pad buttons to enter the day.

Day:15 (or whatever you changed it to)
Press RLS to end your session