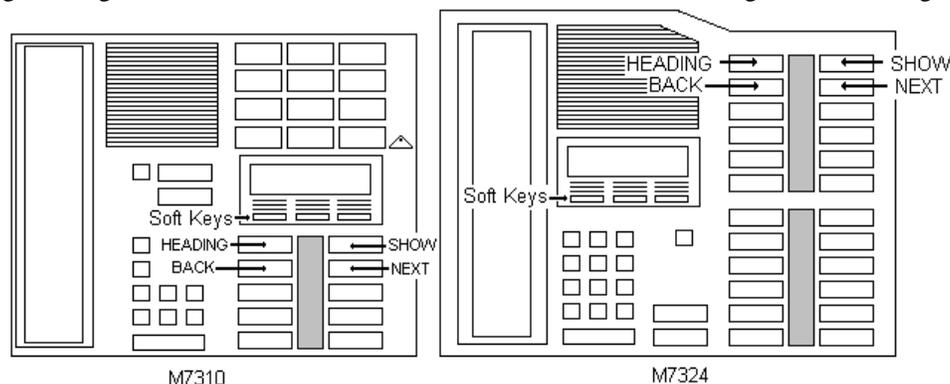


Norstar Quick Reference Programming

(New Software)

Programming can be done from a 10 or 24 button set. We will be referring to the following keys:



TO CHANGE SYSTEM TIME AND DATE

1. Enter into programming by pressing **Feature **266344 266344**
2. The display will say "Terminals & Sets". Press the **NEXT** until the display reads "Time & Date".
3. Press **SHOW**. The display will read "Hour:??". To change press the soft key under **CHANGE**. You can now type in the hour. (ex: 4pm would be 4).
4. Then the display reads: "AM (or PM)". You can use the soft key under **CHANGE** to toggle between AM and PM. Once the display reads the right one you press the soft key under **OK**.
5. Press the soft key under **NEXT**. The display will read "Minutes:??". To change press the soft key under **CHANGE**. You can type in the new minutes (ex: 3min would be 03).
6. Press the soft key under **NEXT**. The display will read "Year:98" to change press the soft key under **CHANGE**. Type in the last two digits of the year (ex:2002 would be 02)
7. Press the soft key under **NEXT**. The display will read "Month:??". To change press the soft key under **CHANGE**. Type in the month (ex:Nov would be 11).
8. Press the soft key under **NEXT**. The display will read "Day:??". To change the soft key under **CHANGE**. Type in the day of the month.
9. Press the **Rls** button to finish.

TO NAME PHONE SETS

1. Enter into programming by pressing **Feature **266344 266344**.
2. The display will read "Terminals & Sets". Press the **SHOW** key.
3. The display will read "Show set:___". Type in the extension you wish to change. Then press **SHOW** twice.
4. The display will read "Line access". Press the **NEXT** key until the display reads "Name:?????".
5. Press the soft key under **CHANGE**. Enter the name you want up to seven letters. To enter a letter press the number key that has that letter on it. Press it twice for the second letter on the key, and use the softer key under the arrow to go to the next space. (ex:If I wanted an 'n', I would press the **6** key twice)
6. When you are done, press the **NEXT** key.
7. Press **Rls** to get out of programming.

TO ENTER IN SYSTEM SPEED DIALS

1. Enter into programming by pressing **Feature **266344 266344**.
2. Press the **NEXT** key until the display reads: "Sys speed dial". Press **SHOW**.
3. The display will read: "Speed dial#___". Enter the speed dial # you want, the number could be anywhere from 01-70.
4. Once you enter the #, the display will read: "Speed dial # ??". Press **SHOW**. If there is a # programmed, it will display.
5. To change it press the soft key under **CHANGE**. Type in the full #, including any 1-area code #'s. Once you are done press the soft key under **OK**. The number will then display.
6. To enter more numbers, press **HEADING** twice. Then follow the steps again.

TO CHANGE SET RELOCATION

1. Enter into programming by pressing **Feature **266344 266344**.
2. The display will read "Terminals & Sets". Press the **NEXT** key until the display reads "System programming".
3. Press the **SHOW** key. The display will read " Hunt Groups". Press the **NEXT** key twice.
4. The display will read "Featr settings". Press the **SHOW** key. Then press the **NEXT** key until the display reads "Set relocation:?". Press the **CHANGE** key to change it to **Y** to move phones, **N** to turn feature off.
5. Then unplug the phone(s) you want to move, unplug at the most two at a time. Then plug them into the new locations.