



CHANGE TIME IN NORSTAR CICS SYSTEM

This programming should be performed on a set that has 3 grey keys underneath the display (if you do not have one of these sets, please call for the appropriate programming template)

This programming does not have to be completed using the phone that has the issue; this can be completed from almost any phone on the system

Programming must be done when phone in idle (no calls incoming or on hold)

The handset is to be left in the cradle while programming

F.Y.I.:
8463 spells TIME
23646 spells ADMIN
on the keypad
(this may be easier to remember)

Press **FEATURE ** 8463**

Password: Enter **23646**

Press **CHG**

Enter the correct HOUR

AM Press **OK**

or **CHG**

PM Press **OK**

Press **NEXT**

If minutes are correct Press **OK**

or **CHG**

Enter the correct MINUTES

Press **OK**

Continue on to enter the date if incorrect – when complete press

Release (RLS )