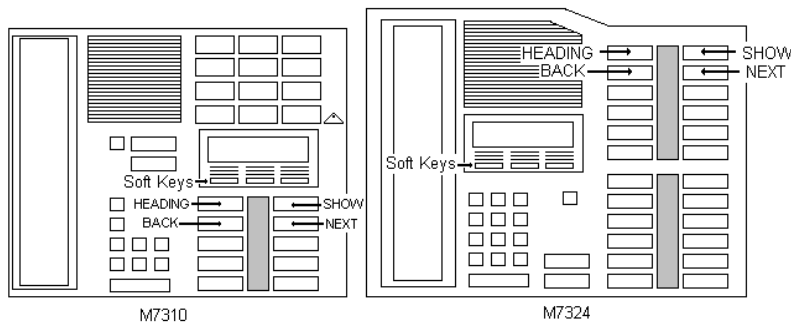


Norstar Quick Reference Programming

(DR5)

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



To get into programming press: **Feature** * * 2 6 6 3 4 4 2 6 6 3 4 4

TO CHANGE SYSTEM TIME AND DATE

1. Enter into programming.
2. The display will read "Configuration". Press the NEXT key.
3. The display will read "General Admin". Press the SHOW key.
4. The display will read "Sys speed dial". Press NEXT until the display reads "Time and date". Press SHOW.
5. The display will read the current time. 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).
6. Then the display reads: (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"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.
8. Press the soft key under the new minutes (ex: 3min would be 03).
9. 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 be 11NEXT. The display will read "Minutes:??". To change press the soft key under CHANGE. You can type in).
10. 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.
11. Press the **RLS** button to finish.

TO NAME PHONE SETS

1. Enter into programming.
2. The display will read "Configuration". Press the NEXT key.
3. The display will read "General Admin". Press the SHOW key.
4. The display will read "Sys speed dial". Press the NEXT key until the display reads "Names".
5. Press the SHOW key. The display will read "Set names". Press the SHOW key.
6. 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)
7. When you are done, press the NEXT key.
8. Press **RLS** to get out of programming.

TO ENTER IN SYSTEM SPEED DIALS

1. Enter into programming.
2. The display will read "Configuration". Press the NEXT key.
3. The display will read "General Admin". Press the SHOW key.
4. Press the NEXT key until the display reads: "Sys speed dial". Press SHOW.
5. The display will read: "Speed dial#___". Enter the speed dial # you want, the number could be anywhere from 01-70.
6. Once you enter the #, the display will read: "Speed dial # ??". Press SHOW. If there is a # programmed, it will display.
7. 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.
8. To enter more numbers, press HEADING twice. Then follow the steps again.