



Daylight savings time change November 7, 2010

Change Date & Time on Norstar Meridian MICS CICS 308 ICS

Step 1 Press the FEATURE key followed by **8463

Step 2

Press 266344 on the dial pad buttons to enter the DEFAULT password. Your password MAY BE DIFFERENT! The display will show the following options:

Password	
	Retry

Step 3

Select CHANGE - the display will show the following options:

Hour:01	
Next	Change

Step 4

Use the dial pad buttons to enter the hour. You must use two digits for all hours (i.e. "08" for 8 o'clock). You will be prompted to enter AM or PM. Select CHANGE and OK to choose PM.

Hour:01	
Change	

Step 5

After you have entered the hours, select NEXT. The display will show minutes as 00. Use the dial pad buttons to enter the minutes.

If you are just changing the time, press the RELEASE (RLS) button to end your session. The time will be changed and the date will remain the same.

If you want to change the date, select NEXT.

AM	
OK	Change

Step 6

The display will show 99 as the year. Using two digits, enter the year using the dial pad buttons (i.e. "05" for 2005).

Select NEXT, and repeat to change the month and the day.

Year 99	
Next	Change

Step 7

Once you have entered the day, press the RELEASE (RLS) key to end your session. This will save the changed time and date.

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