

## **Daylight Saving and Your Phone System**

In 2007 Daylight Saving Time was extended one month. Daylight Saving Time now begins on the 2<sup>nd</sup> Sunday in March and ends on the first Sunday in November. These dates were established by the Energy Policy Act of 2005.

Due to these changes your phone system will not longer change the time automatically. Your system administrator will need to change the time manually as per the following guidelines and instructions.

### **Spring**

#### **Second Sunday in March**

The system administrator of your phone and voice mail systems will need to manually change the time on the second Sunday in March, setting the clock forward one hour.

### **Fall**

#### **First Sunday in November**

The system administrator of your phone and voice mail systems will need to manually change the time on the first Sunday in November, setting the clock back one hour.

Following are instructions for changing the time in your voice mail and phone system.

American Telecom  
412-487-8900

## **Time Change Instructions**

### ***Iwatsu Adix VS , APS and Enterprise***

From Main Telephone or Console  
Press ICM button (keep handset in cradle)  
Wait for the dial tone  
Press FEAT button then dial 64  
(if there is a CLOCK button press CLOCK)  
Dial the time in military time HH:MM  
Wait for confirmation tone  
Press SPKR to hang up

### ***Iwatsu ZTD***

From Main Telephone or Console  
Take the handset off the hook  
Wait for the dial tone  
Press FEAT button  
Press SPKR button  
Dial 3  
Dial the time in military time HH:MM  
Then hang up the phone.

***note: this changes the time display on your telephone sets***

### ***Iwatsu Adix VMI Voice Mail***

From the Administrative Mailbox  
Choose option # 4 (administrative options)  
Choose option # 5  
Continue to follow prompts to change the time

***note: this changes the automated attendant and voice mail time stamp***

### ***VSR Voice Mail***

999 – Mailbox and 2480 – Password  
Press 7 for Administrative  
4 for utilities  
3 for Change time  
    1 – for standard time in the fall  
    2 – for daylight savings in the spring

### ***Esna Voice Mail***

Esna voice mail will change the time automatically when the time on the voice mail computer changes