



Daylight Saving Time - Medley

Starting in the spring of 2007, daylight saving time (DST) will transition to comply with the Energy Policy Act of 2005. Your phone system will need to be adjusted manually on the following dates:

Beginning: Second Sunday in March, 2:00 A.M., move forward one hour.
Ending: First Sunday in November, 2:00 A.M., move back one hour.

To update the date and time on your Medley telephone system, follow the instructions listed below.

From the Administrator telephone (Station 100 by default) do the following:

- Press the Menu (F1) key.
- Press Park 3 (to stop the station programming prompt).
- Input the administrator password. The default is '456'.
- Press #.

Note: While in programming mode, your extension is automatically placed in DND until you exit programming mode.

- Press '14'
- Enter new time in a 12-hour format. Example, 12:33 PM is '1233'.
- Press Park 3 key to select AM or PM.

To Exit Programming Mode:

- Hang up the handset or press the HF key.

For further questions, contact Leanne Larsen in our office.
Contact: Leanne Larsen 208-529-9400, Extension 1100