



Daylight Saving Time - Partner

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 Partner telephone system, follow the instructions listed below.

From the Administrator telephone do the following:

To update the time:

- With handset on hook, press the Feature key.
- Press 0 twice (0,0).
- Press System Program twice. (Use the left intercom key if you do not have a System Program key.)
- Press #103.
- Enter the Time in 24-hour notation (HHMM).
- Example: for 2:15 PM (1415) a display similar to the following will appear:
System Time
Data 1415 (this is the time)
- Exit programming mode. (Feature 00)

To update the date:

- With handset on hook, press the Feature key.
- Press 0 twice (0,0).
- Press System Program twice. (Use the left intercom key if you do not have a System Program key.)
- Press #101.
- Enter the Month, Day and Year (MMDDYY).
- Example: for April 26, 1997 (042697) a display similar to the following will appear:
System Date
Data 042697 (this is the date)
- Exit programming mode. (Feature 00)

*For further questions, contact Leanne Larsen in our office.
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