



Daylight Saving Time - Vodavi

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 Vodavi telephone system, follow the instructions listed below.

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

- Dial the feature code 692 on the keypad of extension 100.
- Enter the two digit Year (07).
- Enter the two digit Month (03).
- Enter the two digit Day.
- Enter the two digit Hour in Military time.
- Enter the two digit Minute.

Note: You will not see what you have entered until you hit 'off'.

You have now entered the date and time as follows: YYMMDDHHMM in military time.

You will hear a three beep confirmation tone. Press the ON/OFF button to OFF and the time and date will update on all Vodavi telephone system telephone displays.

For information on updating date and time your Vodavi Voicemail, contact Leanne Larsen in our office.

Contact: Leanne Larsen 208-529-9400 Extension 1100