

DAYLIGHT SAVING TIME - VERTICAL SBX

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 Vertical telephone system, follow the instructions listed below.

The Attendant can change the LCD Date/Time display format for stations in the system.

Date: MM_DD_YY (ex., August 4, 2008 ->08-04-08).

Time: 12 Hour (ex., eight thirty . -> 08:30

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

1. Press the [TRANS/PGM button].
2. Dial 04
3. Dial 1 for Date/Time
4. Enter date MM-DD-YY (Ex. 11-04-08)
5. Press Hold/Save Button.
6. Enter time HH-MM (Ex., eight thirty -> 08:30)
7. Press Hold/Save Button.

For further questions, contact Leanne Larsen in our Office.

Contact: Leanne Larsen 208-529-9400, Extension 1100