



Your Complete Communications Solution

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## **US and CANADA Daylight Saving Changes for 2009**

*The United States and Canada recognize a new US Government policy regarding Daylight Saving Time. Starting March 2009, Daylight Savings Time will begin on the second Sunday in March and end on the first Sunday of November.*

*Synectic is pleased to offer assistance, as some Avaya products will require modification. Please follow the steps below to address the time for the **IP Office Phone System** on March 8<sup>th</sup> and November 1<sup>st</sup>.*

The IP Office gets its time from a designated Microsoft PC or Microsoft Time Server such as the Voicemail Pro computer. Microsoft has released a DST update for this purpose. Follow the steps below to Manually Update Windows OS and verify the VMPro PC time is correct. If you are a Synectic Maintenance customer, this update will be attempted prior to March 8<sup>th</sup> and November 1<sup>st</sup> as a courtesy.

### **Manual Windows Update**

From a Windows Internet Explorer window

1. Press tools and then windows update.
2. When given the choice of Express or Custom – Choose Custom. This may need to be performed several times depending on the last windows update. Select also both Hardware and Software updates.
3. A reboot may be necessary for updates to take effect.

### **To manually verify the System Time**

1. Find the time stamp in the lower right corner of the PC.
2. With your mouse, right click on that time stamp and select “Adjust Date/Time”
3. In the Date & Time tab, enter the correct time in the allotted field.
4. In the Time Zone tab, verify that the system is set to the correct time zone and “Automatically Adjust the clock for Daylight Savings” is checked.
5. Press “Apply”

### **What if I don't update my system?**

If you choose not to take any action, and you live in the U.S. or Canada, your system clock and calendar will no longer automatically adjust for Daylight Saving Time at the proper time each year. This means that you will adjust 3 weeks late in the spring and 1 week early in the fall.

**For further needs, Customers may call Synectic at 877-869-6300.**