



How to make a time change....

We wanted to send you a reminder that on Sunday, the clocks are to be changed. Spring ahead one hour or Fall back one hour. That means you will need to change the time on your phone system. If you are closed on Sunday, we recommend changing the time on Monday. For your convenience....here are the instructions.

Comdial Impact / Impression Systems

Must be done with handset down

DSU/DSUII Time Change Instructions

From Main console phone i.e. x10, 100 using Military time:

- 1. Press Intercom and dial * # 0 1.**
- 2. Enter two digits for the year (00-99).**
- 3. Enter two digits for the month (01-12).**
- 4. Enter two digits for the day (01-31)**
- 5. Enter two digits for the hour (00-23).**
- 6. Enter two digits for the minutes 00-59)**
- 7. Hang up (Press speaker to exit).**

That's it – you're done. It's that easy!