



## **U.S. and Canada Daylight Saving Changes Time for Avaya IP Office**

*Daylight Savings Time will begin on the second Sunday of March and end on the first Sunday of November*

Synectic Technologies is pleased to offer assistance with making sure your Avaya IP Office system stays in sync with the coming time change, as some Avaya products will require modification. Please follow the steps below to address the time for the IP Office Phone System in March and then in November.

Avaya 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 the Windows OS and verify the VMPro PC time is correct. If you are a Synectic Maintenance customer, this update will be attempted prior to the Daylight Savings Time changes in March and November 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 verify the System Time manually

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 may not automatically adjust for Daylight Saving Time at the proper time each year. This means that it could adjust 3 weeks late in the spring and 1 week early in the fall depending on the age of the server.

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