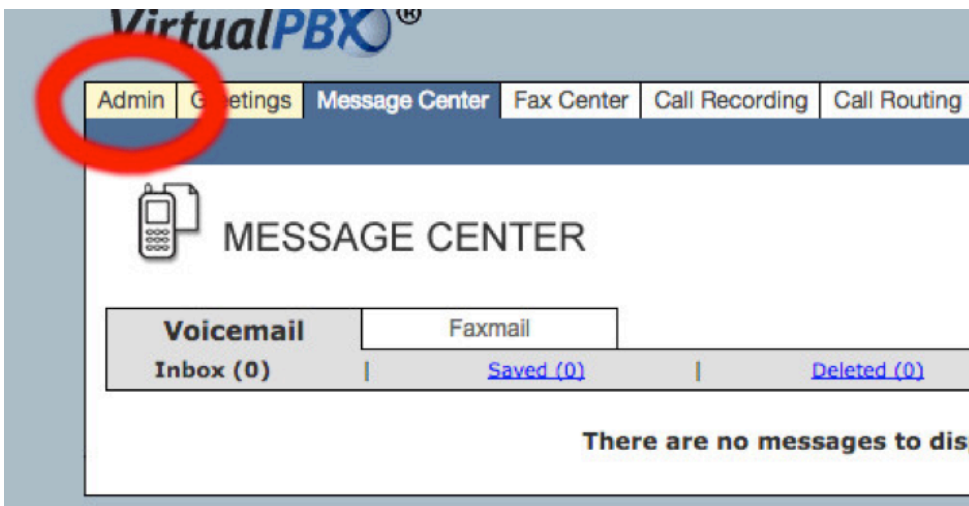


## Daylight Savings Time Update Guide

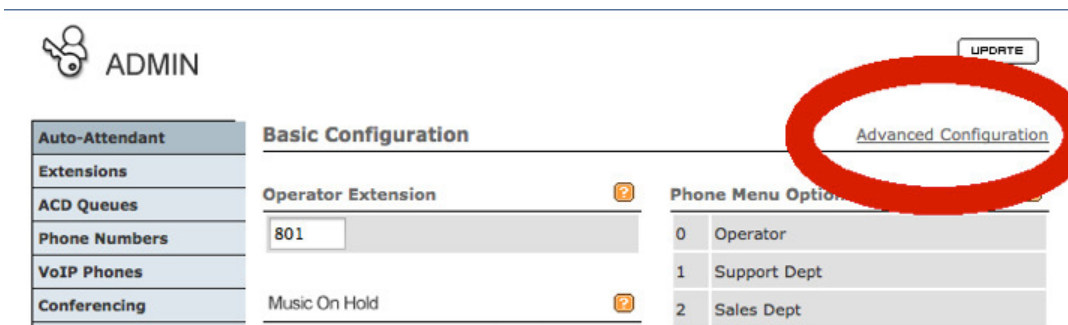
Currently the VirtualPBX system does not automatically change your system time for daylight savings. This can lead to problems with Day/Night Mode, voicemail time stamps, the time stamps on reports, as well as the displayed time on VoIP phones. To correct this you will need to make changes to your system.

Login to your account as an Admin

Click on the Admin Tab



Click on Advanced Configuration



Scroll down to the bottom of the page and click on the Get Offset button

<b>Auto-Attendant</b>	<b>Advanced Configuration</b>	<a href="#">Basic Configuration</a>
<b>Extensions</b>	<b>Ring Duration</b>	
<b>ACD Queues</b>	Ring each contact number for <input type="text" value="20 seconds"/> before routing to next number or voicemail.	
<b>Phone Numbers</b>	Allow extension to override the amount of time each contact phone number rings <input checked="" type="checkbox"/>	
<b>VoIP Phones</b>		
<b>Conferencing</b>		
<b>AutoRoute</b>	<b>Auto-Attendant Replay</b>	<b>Extension Connection Message</b>
<b>Day/Night Mode</b>	Play greeting <input type="text" value="3"/> times, then	<input checked="" type="radio"/> Please hold while your call is transferred. Press star at anytime to transfer directly to voicemail.
<b>Call Recording</b>	<input type="radio"/> Hang up <input checked="" type="radio"/> Transfer to operator	<input type="radio"/> Please hold while your call is transferred.
	<b>Return to Auto-Attendant</b>	
	<b>After voicemail</b>	
	<input type="radio"/> Hang up <input checked="" type="radio"/> Return to Auto-Attendant	
	<b>SmartID Caller ID Delivery</b>	<b>Call Transfers</b>
	<b>Incoming Extension Caller ID</b>	Use supervised call transfers <input type="checkbox"/>
	<input checked="" type="radio"/> Originating phone number (ANI)	Allow transfers to outside numbers <input checked="" type="checkbox"/>
	<input type="radio"/> PBX number dialed (DNIS)	
	<input type="checkbox"/> Allow Extensions to Override Settings	<b>Faxes To Extensions</b>
	<b>Outbound Dialing Caller ID</b>	Listen for faxes on call transfer <input checked="" type="checkbox"/>
	<input checked="" type="radio"/> Originating phone number (ANI)	
	<input type="radio"/> PBX number dialed (DNIS)	<b>System Time</b>
	<input type="checkbox"/> Allow Extensions to Override Settings	<input type="text" value="-08:00"/>
		<input type="checkbox"/> my computer time
		<input type="button" value="GET OFFSET"/>
		<input type="button" value="UPDATE"/>

Click Update

The above changes impact Day/Night Mode. It can impact VoIP phone time, and time stamps, unless Extension Time Offset has been set. See below for adjusting Extension Time Offset.

If you have VoIP phones it may be necessary to unplug the phones from network and power to see the time change. Wait thirty (30) seconds and plug both cables back in. In rare cases you may also need to reboot the router that the phones are connected to.

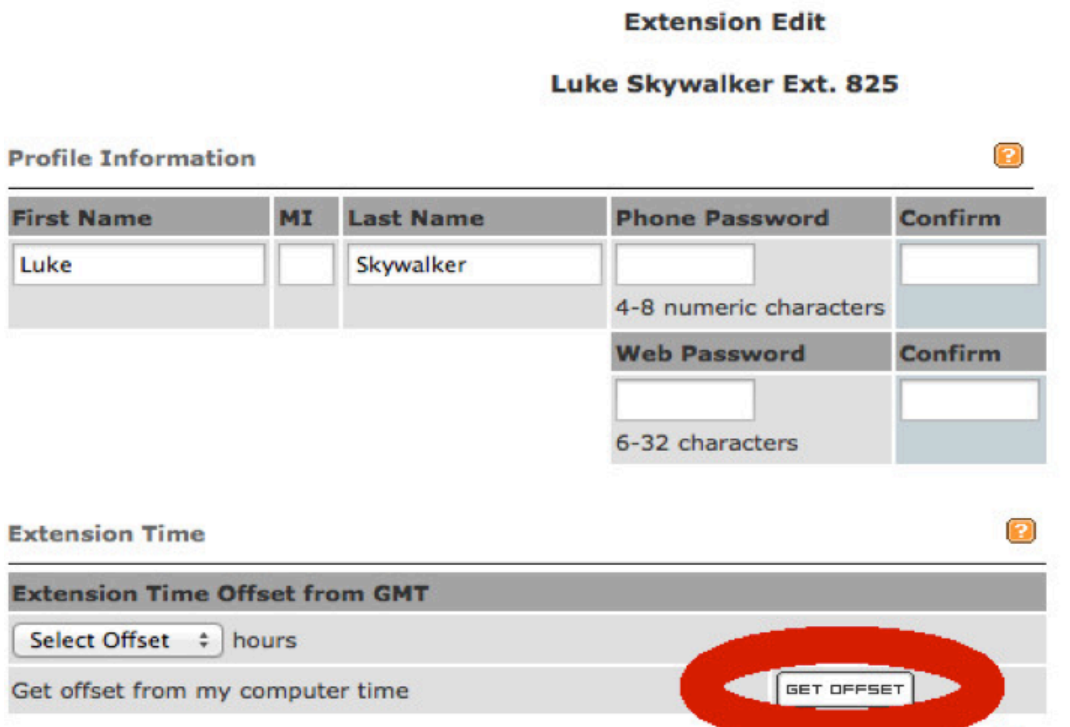
You may need to adjust the Extension's Time Offset.

Click on the Config Tab of the extension



Scroll down until you see Extension Time

Click on the Get Offset button



Click on Update

**Note:** If the extension can use the Auto-Attendant Time Offset, there is no need to set the Extension Time Offset. You can leave it on Select Offset and the extension will just use the Auto-Attendant settings.