



# Telecommunications Bulletin

Customer Service Center (CSC)

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Lori Sorenson, Chief Operating Officer

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## Fall Back to Standard Time!! Daylight Saving Time ends 11/2/14

Daylight Saving Time returns when clocks fall back from 1:59 a.m. to 1:00 a.m. on Sunday, November 2, 2014. Some systems must be manually set to make the adjustment between Daylight Saving and Standard Time.

Attached are instructions to program time changes on various systems:

1. **Prostar Electronic Key System**
2. **Comdial Electronic Key System**
3. **Iwatsu/Omega Electronic Key System**

**Note:** The Prostar, Comdial, and Iwatsu/Omega systems are “manufacture discontinued” and the time change is not covered under preventive maintenance. If your agency is unable to complete the programming, you must open a trouble ticket to dispatch a vendor technician to your designated site. This service call will be billed on a “Time and Material” basis.

4. **Norstar Electronic Key System**
5. **Toshiba Electronic Key System**

**Note:** The Norstar and Toshiba systems are covered under the State’s maintenance agreement. If your agency is unable to complete the programming, you must open a trouble ticket to dispatch a vendor technician to your designated site. There is no charge for assistance in setting the time change on this equipment.

If you have an electronic key system that is not specifically referenced above and do not have instructions to change the time, this will require a trouble ticket for vendor resolution. If your agency experiences any problems, a trouble ticket should be opened to resolve the issue. You may open trouble tickets by calling:

**Customer Service Center**  
**800-366-8768 [In Springfield: 217-524-4784]**  
**Option 4, Sub-Option 4**

If you have other questions regarding the time change, its impact on your telecommunications equipment, or programming your systems, please do not hesitate to contact your CMS Communications Systems Specialist.

CMS Bulletin  
Daylight Saving Time  
Attachment #1  
Samsung/Prostar Instructions

## Daylight Saving Time – Instructions to Program

### SAMSUNG/PROSTAR

TIME/DATE CHANGE PRESS THE

“TRSF” KEY

YOU WILL SEE: PROGRAMMING MODE, ENTER PGIM ID DIAL “200”

YOU WILL SEE: ENABLE CUS. PROG, PASSCODE: DIAL”12341”

PRESS “TRSF” KEY

PRESS THE “TRSF” KEY AGAIN DIAL “505”

YOU WILL SEE: (E.G.OLD 30552197:0849)

TYPE IN THE NEW TIME AND DATE USING YOUR TELEPHONE:

|             |     |   |
|-------------|-----|---|
| W = DAY     | 0-6 | (0:SUN, 1:MON, 2:TUES, 3:WED, 4:THUR, 5:FRI, 6:SAT) |
| MM = MONTH  |     | 01-12   |
| DD = DATE   |     | 01-31   |
| YY = YEAR   |     | 00-99 (1990-2089)                                   |
| HH = HOUR   |     | 00-23   |
| MM = MINUTE |     | 00-59   |

PRESS “TRSF” KEY TO STORE AND EXIT

HOURS NEED TO BE ENTERED IN MILITARY FORMAT (00-23 FOR THE HOURS AND 00-59 FOR THE MINUTES).

CMS Bulletin  
Attachment #2  
Daylight Saving Time  
Comdial Instructions

## Daylight Saving Time – Instructions to Program

IMI66-031                      **COMDIAL**                      System Programming

### SYSTEM CLOCK INFORMATION

#### Setting the Clock

1. Press ITCM, then dial \*#.
2. Dial clock date with keypad keys.
  - Values less than 10 must be dialed as 0X
  - Hours must be expressed in 24-hour format (like Military time)
  - Enter: YEAR MONTH DAY HOUR MINUTE

Example: 8808061530 (August 6, 1988, 3:30 PM)

#### Checking the Time Setting:

A printing of the current clock date can be obtained from station 10 whenever needed as follows:

- Press ITCM and dial \*##.

CMS Bulletin  
Daylight Saving Time  
Attachment #3  
Iwatsu/Omega  
Instructions

### 2.3.C.9 Clock Adjustment

The system has a built-in system clock for a time-display and other time-related functions. An Attendant can make adjustment of the seconds to 0 second.

- Condition
  - ✓ Confirmation Tone is connected when adjustment is complete.
  - ✓ Adjusted time of day is immediately displayed on ATTND display.
  - ✓ The time of day is adjusted by depressing the ADJUST key twice.
  - ✓ The adjustment is executed in the manner described below.
    - If an Attendant adjusts system clock while second is between 0 to 29, the value of second is revised to 0.
    - If an Attendant adjusts system clock while second is between 30 to 59, the value of second is revised to 0 and minute increases by 1.
  - ✓ This function is for time, minutes and second adjustment, and not for date.
  - ✓ If there is no Attendant, the KT/VP user with station No. 20 can adjust the system-clock. (See Section 2.3.P.7.4 Programming from KT/VP.)
- Operation Guide  
(Attendant KT off-Hook) ADJ + ADJ

CMS Bulletin  
Daylight Saving Time  
Attachment #4  
**Norstar** Instructions

**Norstar DST**

- Login into system- (Feature \*\*266344) PSWD 266344 (or whatever their password is)
- Press "Next" until you get to "Time and Date"
- Press "Show"
- Press "Change"
- Input Hour
- Press "Change"
- Input Minutes
- If year is correct, press next. If not, press change and input correct year.
- If month is correct, press next. If not, press change and input correct month.
- If Day is correct, press next. If not, press change and input correct day.
- Press "Heading"
- Press "RIs"

**CMS Bulletin**  
**Daylight Saving Time**  
**Attachment #5**  
**Toshiba Instructions**

08.20 SMDR Real-Time Clock Adjustment

08.21 One of the functions of the HSMB is to provide a calendar and clock for showing time, date and duration of recorded calls. This clock and calendar must be set when the system is first placed into service.

08.22 The HSMB is equipped with a battery to protect the clock and calendar settings in event of a power failure. Ensure that the HSMB battery (BATT) strap is in the ON position .

08.23 The HSMB will automatically adjust for 30-and 28-day months and leap year.

08.24 The HSMB is equipped with three switches and two LEDs. Looking from top to bottom, the functions of the switches are as follows:

**STR:** Writes data into memory once it is properly displayed.

**MOD:** Selects items to be adjusted. Multiple depressions of the MOD switch will cause item numbers to be displayed sequentially by LED #1 . The possible displays are

OFF

1 = year

2 = month

3 = day

4 = hour

5 = minute

6 = start

**INC:** Selects the data (hour, minute, day, etc.) for the item number selected by the MOD switch and displayed by LED #1. LED #2 displays data selected by the INC switch.

- Depressing the INC switch once increments data by 1 .
- Depressing and holding the INC switch causes data to increase continuously until the INC switch is released.

08.25 To set clock and calendar:

- 1) Verify that the battery is connected on the HSMB.
- 2) Depress the MOD switch once. LED #1 displays 1 (year). LED #2 displays current data.
- 3) Use the INC switch to correct data in LED #2 display.
- 4) Depress the MOD switch once. LED #1 displays 2 (month). LED #2 displays current data.
- 5) Use the INC switch to correct data in LED #2 display.
- 6) Depress the MOD switch once. LED #1 displays 3 (day). LED #2 displays current data.
- 7) Use the INC switch to correct data in LED #2 display.
- 8) Depress the MOD switch once. LED #1 displays 4 (hour). LED #2 displays current data.
- 9) Use the INC switch to correct data in LED #2 display.
- 10) Depress the MOD switch once. LED #1 displays 5 (minute). LED #2 displays current data.
- 11) Use the INC switch to correct the data in LED #2 display.
- 12) Depress the MOD switch once. LED #1 displays 6 (start). LED #2 has no display.

13) Slide the STR switch to ON and then back to OFF. LEDs go off. Data is transferred to working memory and time keeping starts.

Note: If LED #1 is changed to OFF before STR is operated, existing data will not be changed regardless of adjustments made in previous steps.