

## BCM 3.5 and earlier

### Changing the Business Communications Manager time

To change the time for the Business Communications Manager system:

1. Click the key beside **System**.
2. Click the **Identification** heading.
3. The Identification screen appears.
4. Click the **Time** box and enter the current time at the site where the Business Communications Manager system is located.
5. Press the **Tab** key to save your changes.

The **Daylight time** box is a read only field. Automatic DST is on when you choose any Time Zone in the US. The information in the box (No or Yes) only indicates if DST is active at that time. For example: It indicates **No** between Oct 29<sup>th</sup> and March 26<sup>th</sup> then **Yes** between Mar 26<sup>th</sup> and Oct 29<sup>th</sup>.

