



Dear Friends and Colleagues,

We will enter daylight savings time (DST) this weekend, three weeks early!  
I don't expect there to be any major problems if your computers are not in synch.  
But, to make sure that appointments get scheduled and displayed correctly and that payroll time clocks and e-mail times are accurate, I recommend the following action plan:

The very first thing when you get to the office on **Monday, March 12th** verify that the time and date on your Server is correct and adjust if necessary.

To do this, right click on the time in the lower right corner of the screen, click Adjust date/time, make the necessary changes and then click apply and then OK.

Do the same on all the other computers in your office

On Monday, **April 2nd** (the old beginning of DST) do the same to make sure that the time has not changed.

On Monday, **October 29th** (the old end of DST) check the time on the Server and all computers as daylight savings time won't end for another week.

And on Monday, **November 5th** (the current end of DST) do it all again.

While you're at it, check the time on your phones, thermostats, time card machines, postage meter, and of course, your alarm clock.

Charlie Kleiman

----- d c s i -----  
Helping premier dentists use technology to achieve excellence.

Dental Computer Systems Integration  
492 Blackstone Dr.  
San Rafael, CA 94903-1302

(415) 491-1930 Voice  
(415) 491-1937 Fax  
(415) 531-0444 Cell / pager

Web site: [www.dcsiDental.com](http://www.dcsiDental.com)