

TML/MSH Microbiology Department Policy & Procedure Manual	Policy #MI\VIT\16\01\v01	Page 1 of 1
Section: Vitek Manual	Subject Title: Change Date and/or Time	
Issued by: LABORATORY MANAGER	Original Date: October 4, 1995	
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CHANGE DATE AND / OR TIME

Change Date and/or Time only when all cards has been finalized and no new cards are in the readers.

1. At **Main Menu**:
2. click "**SYSTEM**"
3. click "**SYSTEM MAINTENANCE**"
4. click "**CHANGE/SHOW DATE, TIME, and TIME ZONE**"
5. click "**YES**" for Daylight savings time
6. "Use default Daylight savings time?" click "**YES**"
7. move cursor to "Eastern U.S.; Colombia" and click to select time zone.
8. enter the date and time into the appropriate boxes.
9. click "**EXECUTE**"
10. click "**EXIT**"
11. click "**EXIT SYSTEM UTILITIES**"
12. screen will return to Main Menu