



GATEKEEPER  
BUSINESS SOLUTIONS, INC.

## CHANGING THE TIME ON YOUR HANDCLOCK, OMNI VERIFONE AND VERIFONE 330

### Why you would want to change the time on your Handclock?

- You would want to change the time on the clock daylight savings time.
- If you reset your clock.
- If your clock has a different time then your computer

### How do I change the date and time on the Handclock?

1. If you use the Hand 32 program to poll your clock use the following.

- Make sure the date and time on polling computer is the correct time
- Open the Hand 32 program
- Go to the process menu
- Select the Send Date and Time
- You can choose one or all your clocks
- Move them to the Destination list or the Communication list which ever one you have depending on version.
- Hit the ok button
- The date and time has now been sent to the selected clock or clocks.

2. If you use Retriever to poll your clocks use the following.

- Make sure the date and time on the polling computer is the correct time.
- Open the Retriever program.
- Go to the HC Comm
- Put a check mark by the clocks you want to send the date and time to.
- Go to the right and select send date/time
- Hit the go button
- The date and time has now been sent to the selected clock or clocks.

## How do I change the date and time on the Omni Verifone?

- Make sure the date and time on the polling computer is the correct time.
- Open the Retriever program.
- Go to the Ver Comm
- Put a check mark by the clocks you want to send the date and time to.
- Go to the right and select send date/time
- Hit the go button
- The date and time has now been sent to the selected clock or clocks.

## How do I change the date and time on the Verifone 330?

- Go to the verifone clock
- Hit the \* and the 3 key at the same time
- It will say diagnostics then hit the Alpha key
- It will ask for a password enter **1alpha alpha 66831**
- It will ask for the year, put in the last two digits of the year then hit enter
- It will ask you the month, put in two digits for the month example Jan is 01 then hit enter
- It will ask you to put in the date, then hit enter
- It will then ask for the hour in military time, enter the hour then hit enter
- It will ask for the minutes, enter the minutes then hit enter
- It will ask for seconds, if you want to enter the seconds you can then hit enter
- Now you verifone is programmed with the right time and date.