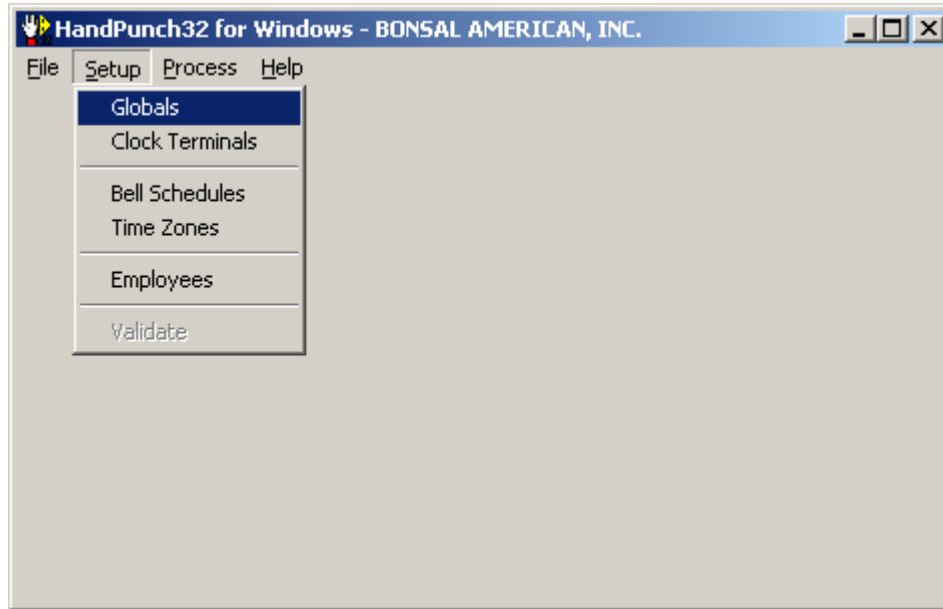
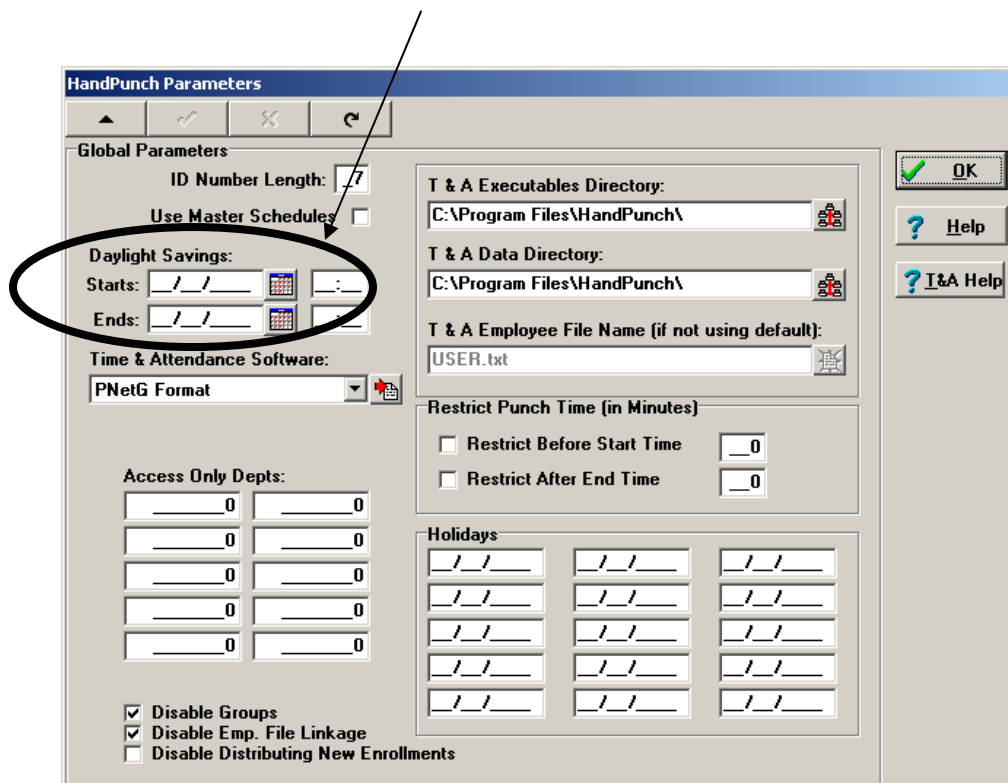


Setting Day Light Savings Time for Auto Adjustment Hand32 Programming Instructions

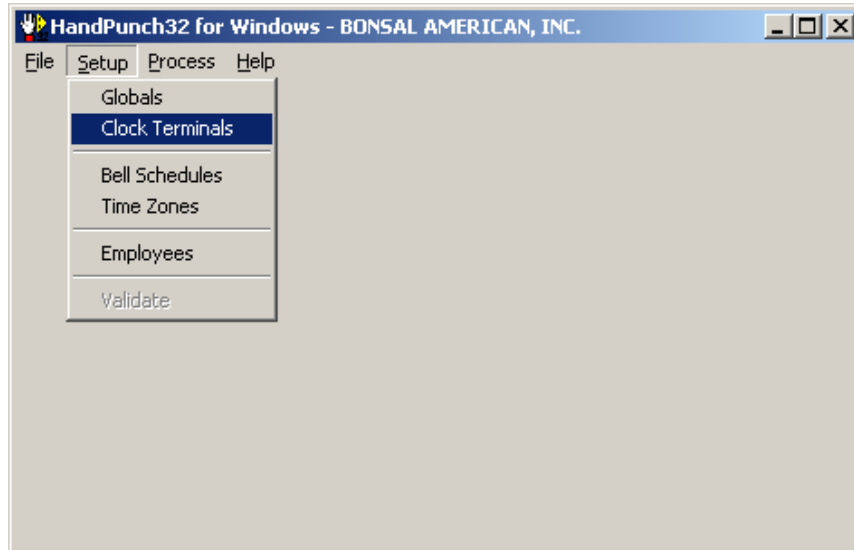
Open the Hand Punch polling program, go to SETUP, GLOBALS.



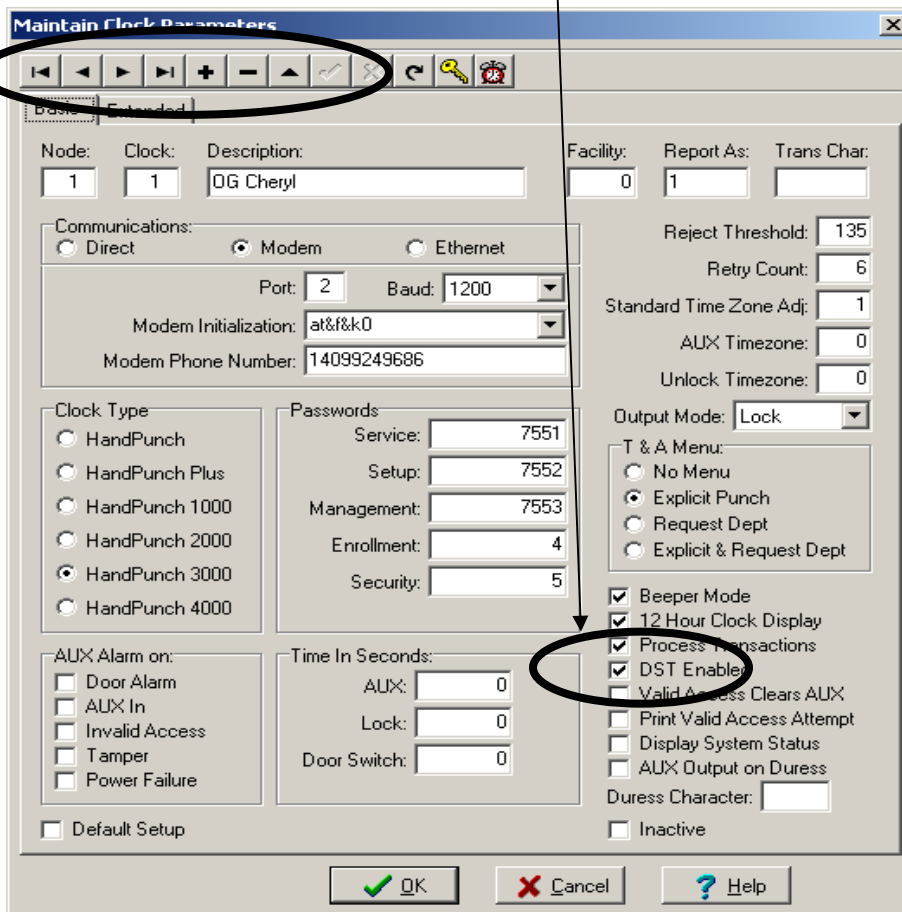
Select the **UP arrow** (Edit Record), Go to **Daylight Savings:**, enter the **start date**, **end date** and **time** of the change. (for example **end date** 10/31/2004 , 02:00.) **Press the Check mark to save. Then click OK.**



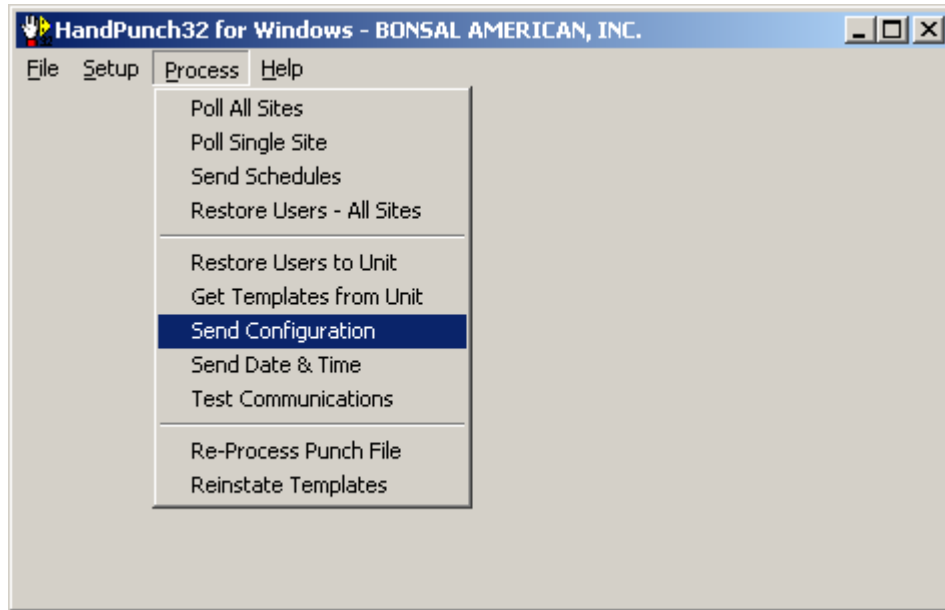
You will then need to go to SETUP, CLOCK TERMINALS.



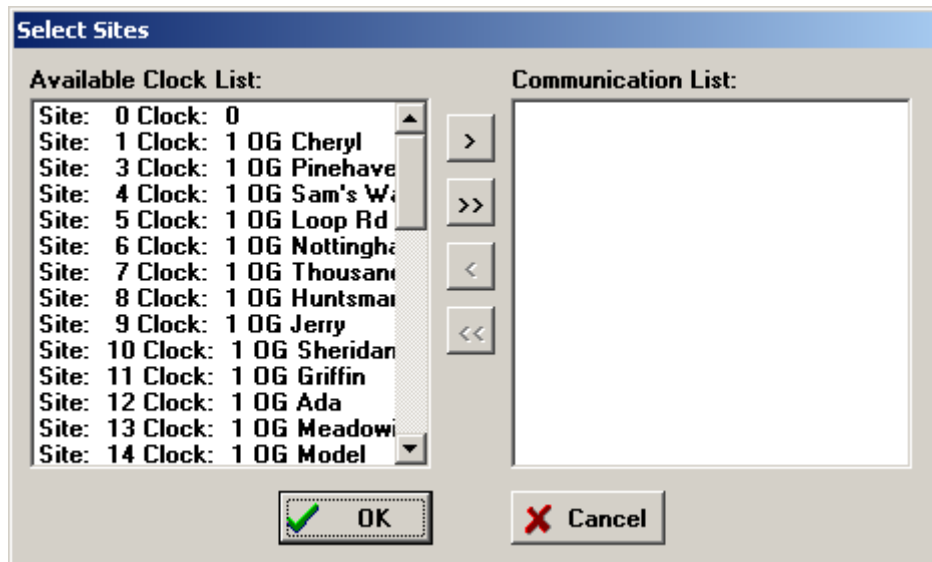
For each clock terminal you will need to check to assure the DST setting is enabled. Use the left and right arrows to flip between each of the clock terminal configuration pages. You need click on the **up arrow** in the control panel to be able to put a check mark in the DST Enabled box if there is not one there already. Remember to click on the **check** mark to save your changes.



After checking the DST Enabled boxes for each clock go to PROCESS, SEND CONFIGURATION.



Select each clock you want to send configurations to by double clicking on each Site on the **Available Clock List**. This will put the site on the **Communication List**. You may also select all the clocks on the list by clicking on the >>. After selecting the sites, click on OK. The program will then start sending the configurations to each site. Please watch to see that each clock was connected to and configured.



If you choose to change the clocks time manually, make sure your computers time is showing the day light savings time change and then go to PROCESS, SEND DATE & TIME.

