

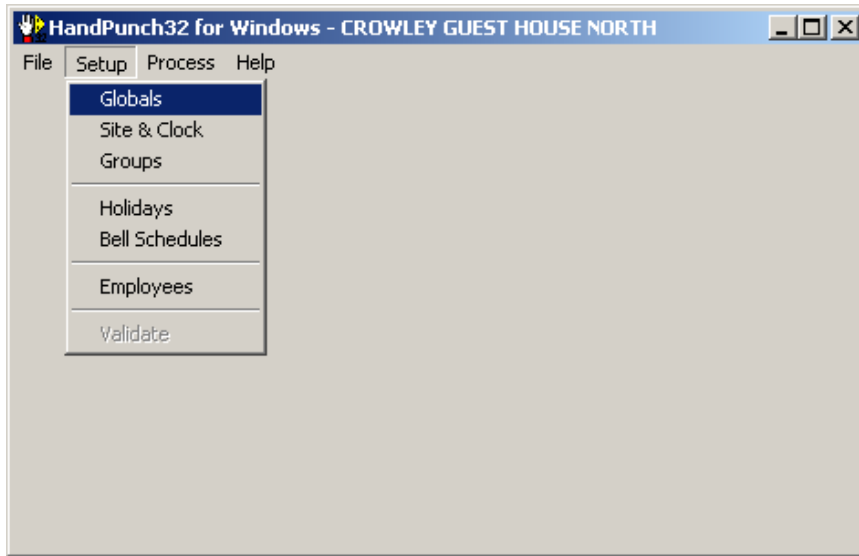
Daylight Savings Instructions for Handlocks

1. Click on the "Hand32" icon on your desktop.

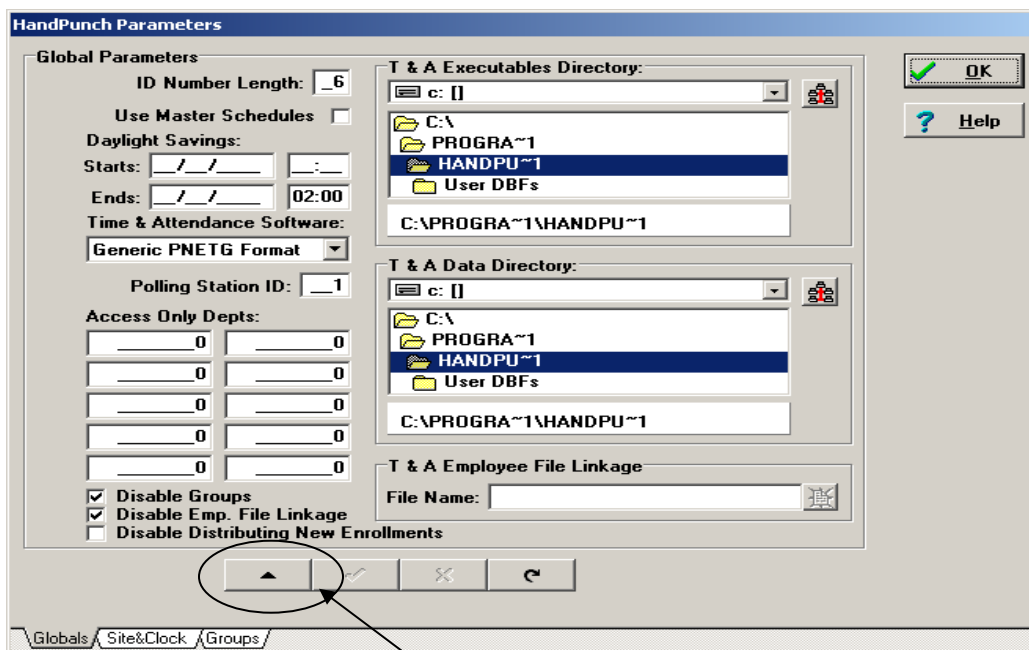


Hand32

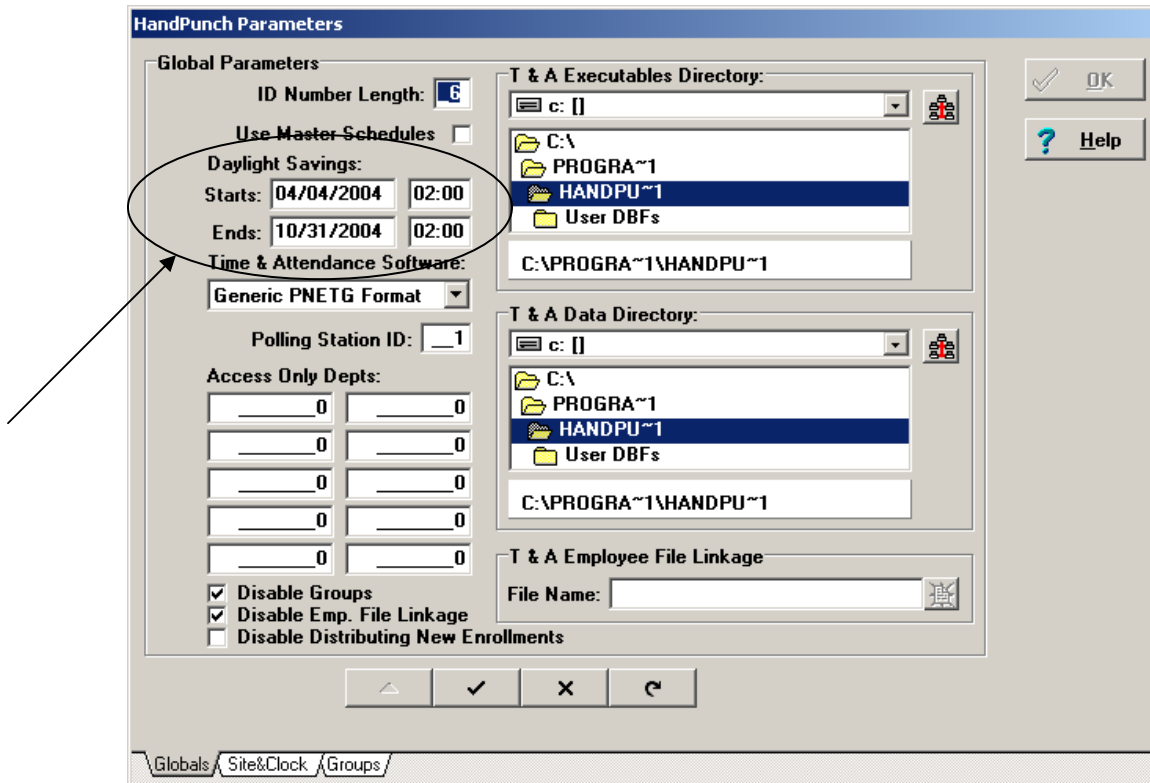
2. Click on "Setup" and then "Globals".



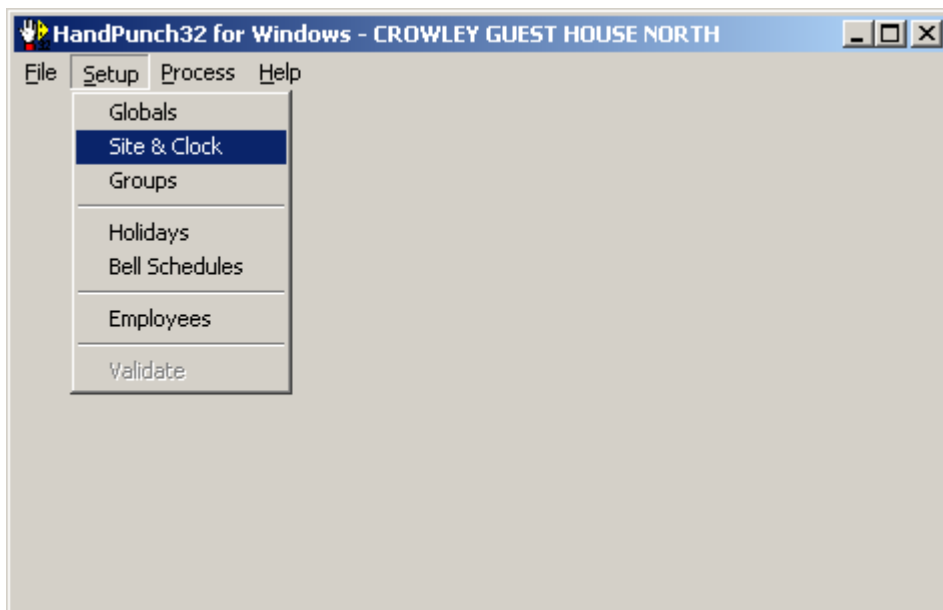
3. Click on the up arrow at the bottom of the screen. This allows you to edit the daylight savings time.



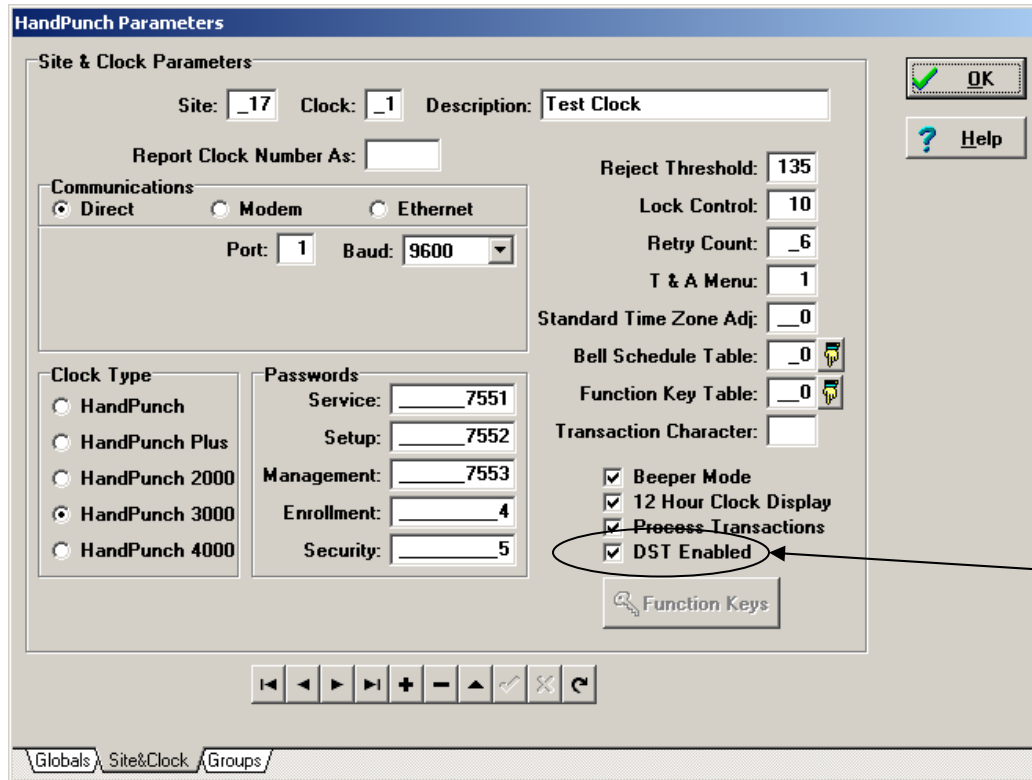
4. Type in the dates and times for the "Starts" and the "Ends" fields and then click on the check mark on the bottom of the screen. Then click on the "OK" box on the top right of the screen.



5. Please click on the "Setup" and "Site and Clock".



- Please check that all applicable sites have the "DST Enabled" checked. You can scroll through sites by clicking on the right arrow on the bottom of the screen. Once you have checked all sites, click on the "OK" button on the top right of the screen.



HandPunch Parameters

Site & Clock Parameters

Site: Clock: Description:

Report Clock Number As:

Communications

Direct Modem Ethernet

Port: Baud:

Clock Type

HandPunch
 HandPunch Plus
 HandPunch 2000
 HandPunch 3000
 HandPunch 4000

Passwords

Service:
 Setup:
 Management:
 Enrollment:
 Security:

Reject Threshold:
 Lock Control:
 Retry Count:
 T & A Menu:
 Standard Time Zone Adj:
 Bell Schedule Table:
 Function Key Table:
 Transaction Character:

Beeper Mode
 12 Hour Clock Display
 Process Transactions
 DST Enabled

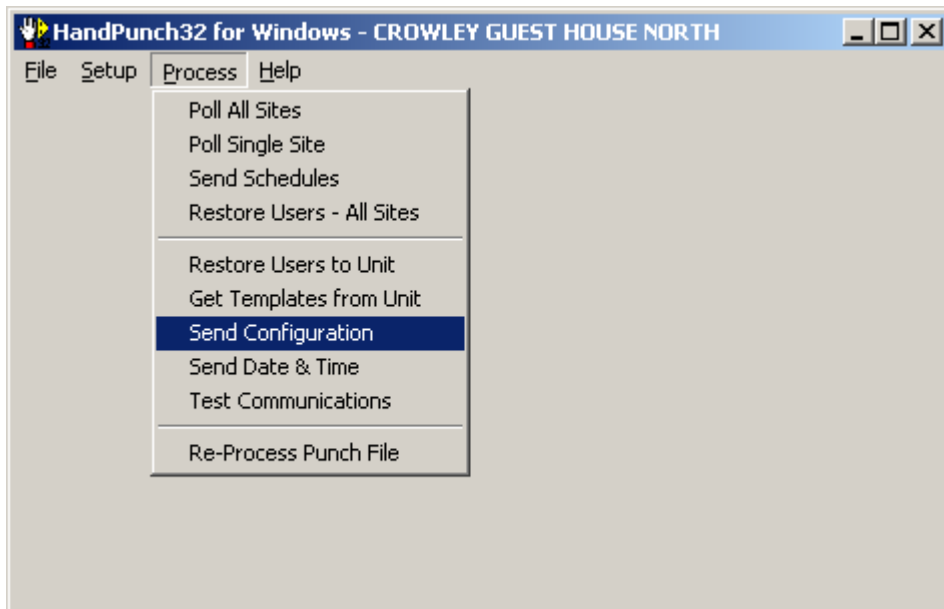
Function Keys

OK Help

Navigation buttons: [Left] [Right] [Home] [End] [Up] [Down] [Refresh]

Globals | Site&Clock | Groups

- Now you need to click on the "Process" and "Send Configuration".

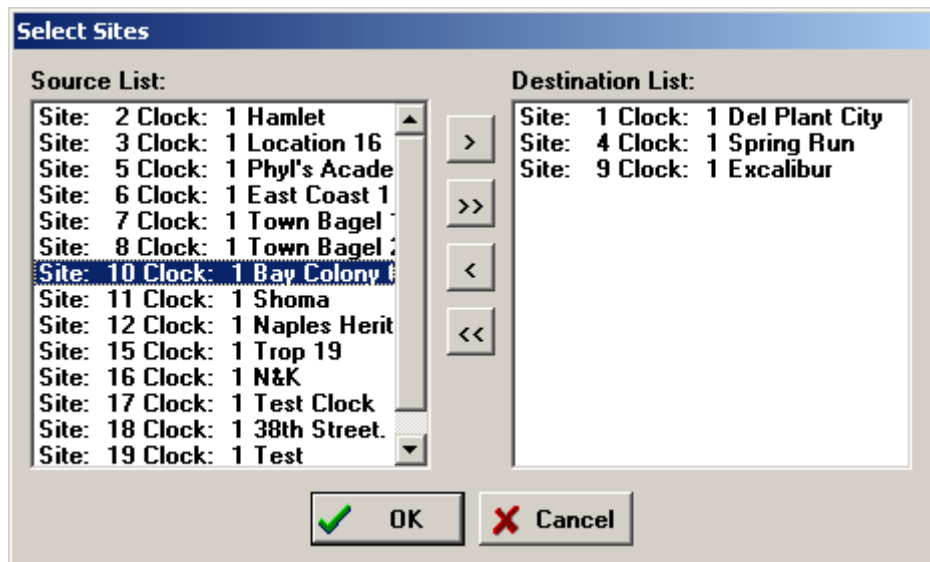


HandPunch32 for Windows - CROWLEY GUEST HOUSE NORTH

File Setup **Process** Help

- Poll All Sites
- Poll Single Site
- Send Schedules
- Restore Users - All Sites
- Restore Users to Unit
- Get Templates from Unit
- Send Configuration**
- Send Date & Time
- Test Communications
- Re-Process Punch File

- Please double click on the clocks you want to send the new configurations to so they move to the "Destination List" and then click on the "OK" button.

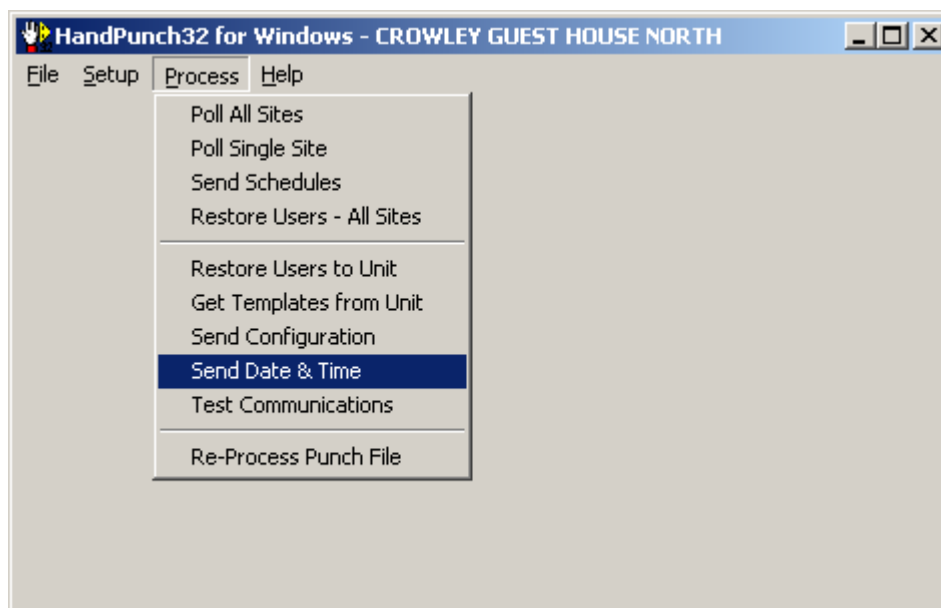


- You will then see the configurations being sent to the clock(s). **Please watch to ensure all clocks selected are having the configurations sent to them.**

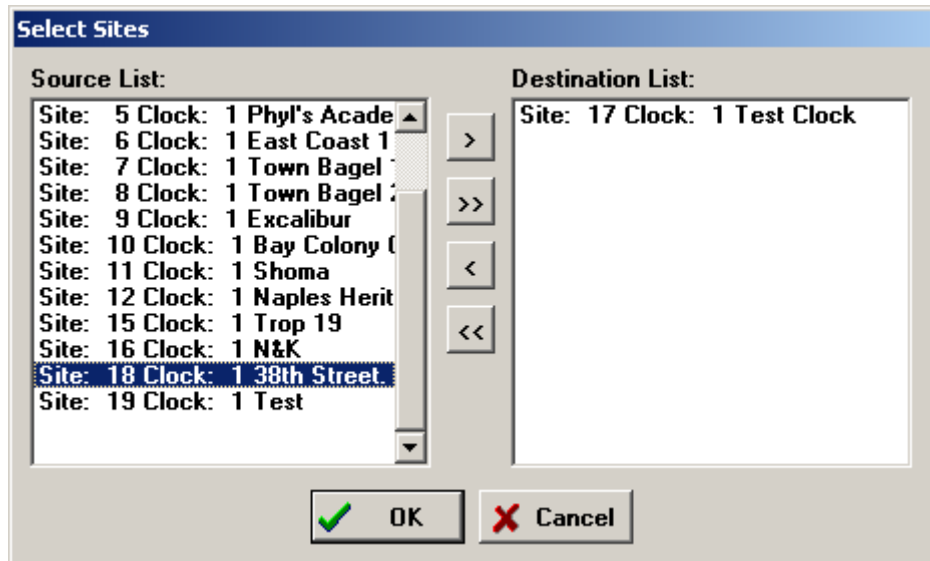
OR IF YOU WANT TO CHANGE DATE & TIME MANUALLY, YOU CAN DO THE FOLLOWING....

(THIS WILL SEND THE DATE & TIME FROM YOUR COMPUTER)

- From the main menu of the Hand32 software, select "Process" and "Send Date & Time".



2. Double click on the clock locations to move them to the "Destination List" and then click on "OK".



HELPFUL HINT:

If you plan to change the date & time manually and there are employees clocked in. Poll the clock prior to sending the date & time. Then you can run a "Daily Clock In/Out" report to see who has clocked in. Any employee with a missing punch, you will need to adjust their "IN" punch.

Or you may want to change the time on the clock during a shift change. This will decrease the amount of employee times that you will have to correct.