

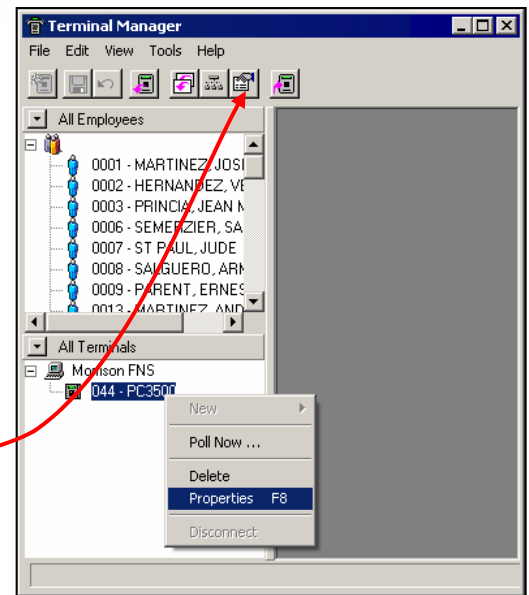


# PayClock Settings for Daylight Savings Time

Is there anything that needs to be done for Daylight Savings Time? When PayClock was installed at your location, Daylight Savings Time was set according to Daylight Savings Time practices in your state. To be sure that Daylight Savings Time occurs, make sure that the Daylight Savings Time settings are turned on in Terminal Manager. For PC3500 Clocks, Daylight Savings Time settings have to be sent **prior** to Spring Daylight Savings Time change **AND prior** Fall Daylight Savings Time change to get the settings sent as PayClock only sends the next Time change occurrence.

To check Daylight Savings Time settings, open PayClock and maximize **Terminal Manager**. In Terminal Manager, highlight the terminal connection. (Generally, the terminal connection is illustrated by PC3500.) Once the terminal connection is highlighted, right-click on the connection to show the context menu and select **Properties**.

Terminal Properties can also be selected from the Menu Bar as well as the Icon Tool Bar at the top of the screen. To access Terminal Properties from the Menu Bar, highlight the terminal connection and click **File | Properties**. To access Terminal Properties from the Icon Tool Bar, highlight the terminal connection and click the **Properties** icon.

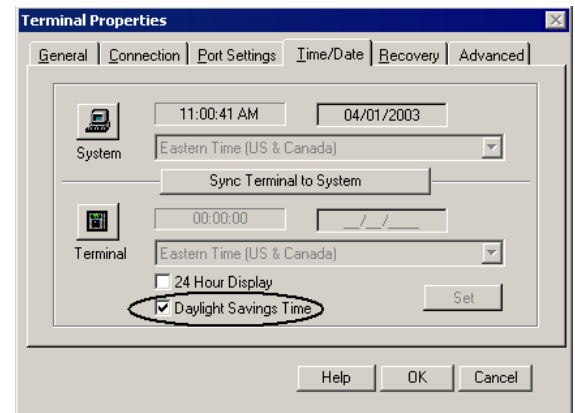


In most cases, Terminal Properties can be opened by double clicking on the terminal connection.

In Terminal Properties, click on the **Time/Date** Tab. Make sure that **Daylight Savings Time** is checked. This should already be selected.

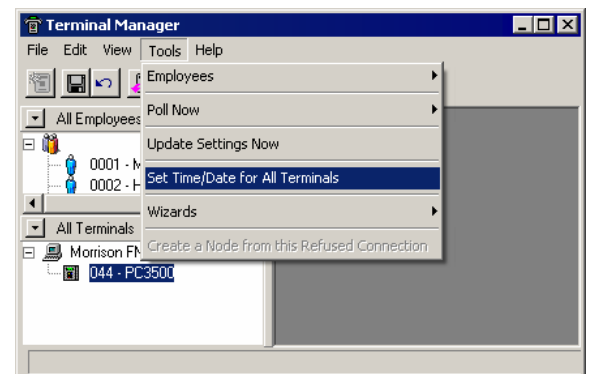
If your area of the country does not practice Daylight Savings Time adjustments, make sure that this check is not in place.

Click **OK** to accept the selection.



If there is more than one terminal connection, make sure that the Daylight Savings Time Option is set correctly for all connections.

Once the clock(s) are set for Daylight Savings Time, you need to send the time and date to the terminal(s). To update the clock(s) with the Daylight Savings Time settings, click **Tools | Set Time/Date for All Terminals**. Again, this is a process that will need to be done with a PC3500 Terminal. The PC3500 Terminal only adjusts for the next occurrence of Daylight Savings Time.



Once the terminal update is complete, the clock(s) are set to adjust for Daylight Savings Time.