TIME EQUIPMENT CORP.

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HANDPUNCH – SET TIME AND DAYLIGHT SAVINGS INSTRUCTIONS

1. Ensure that the time and date on your computer is correct.
2. From the File menu in the TCS 6.0 software select Utilities then Miscellaneous then HandPunch Utility.
3. From the Maintenance menu select Clocks. For each Site, check that each Clock has the Daylight Savings Time information entered as below.
4. Enter 03 for the On Month.
5. Enter 11 for the On Day.
6. Enter 11 for the Off Month.
7. Enter 04 for the Off Day.
8. Click Save and then click on Close.
9. From the HandPunch menu select Send Config. Click OK to send the configuration information to all clocks.
10. From the HandPunch menu select Send Time. Click OK to send the time and date information to all clocks.

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