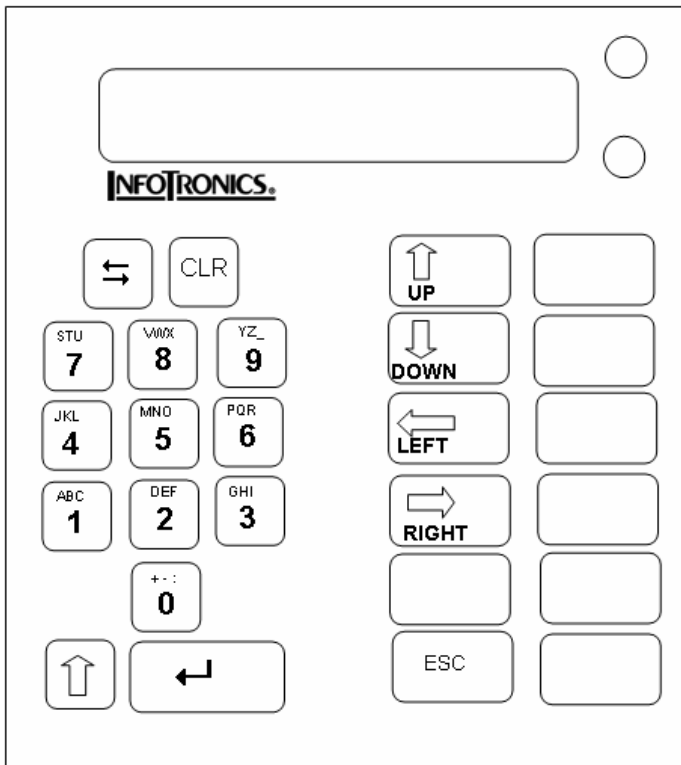


IT 1600  
Daylight Savings Time (Hardware)



1. Swipe your IT1600 System Enable badge to enter the menu. Proceed to step 2.

*If you do not have a System Enable badge follow steps A and B.*

A. Disconnect power from the clock, find the plug and unplug it. Then plug it back in.


B. At the clock type in




The menu should appear, if not repeat steps A and B.

Menu →


FWD/BACK/ENTER  
TIME

2. Hit  once and you will see

FWD/BACK/ENTER  
INSTALL


3. Hit  2 times and you will see

INSTALL UNIT  
NUMBER 01

4. Hit  4 times and you will come too

INSTALL UNIT  
DS ON 10

Now type in the value for DS ON

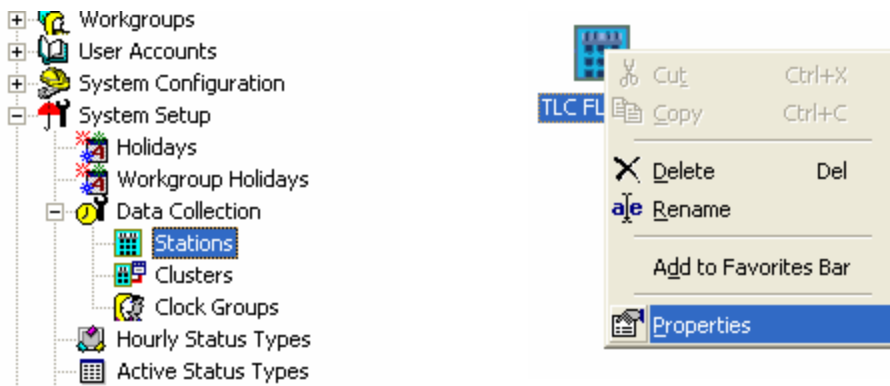
5. Hit  again and you will see

INSTALL UNIT  
DS OFF 44

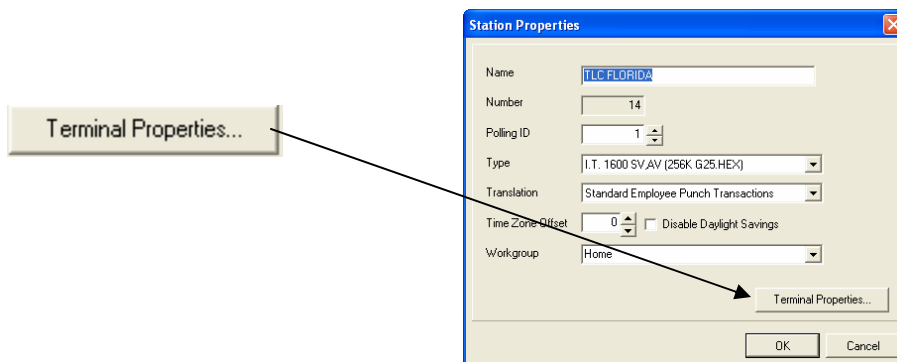
Now type in the value for DS OFF

6. Now hit ESC 2 times and Daylight savings is now set.

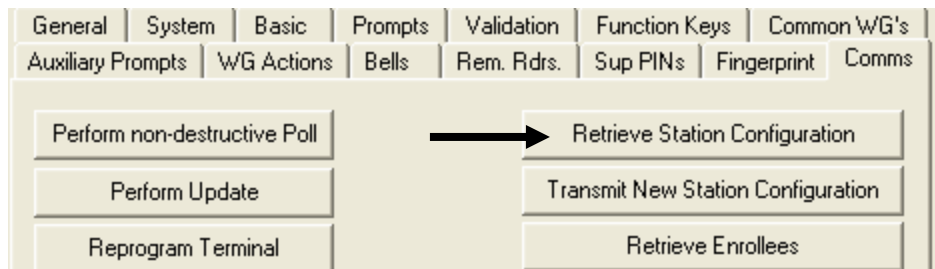
7. In order to save these settings in your software you will need to retrieve them. Navigate to the clock setup, right-click on the clock and select properties.



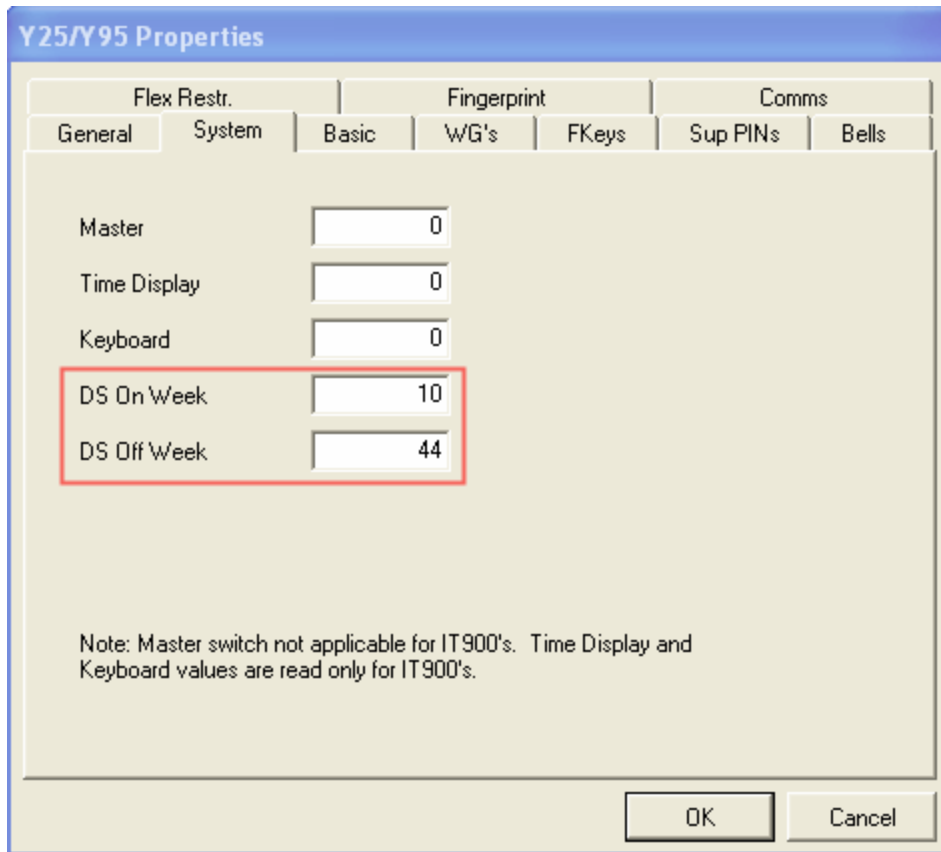
8. Now click on the Terminal Properties Button



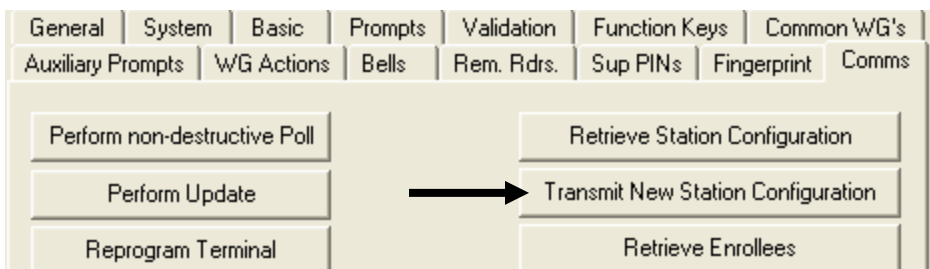
9. Under the Comms tab click the Retrieve Station Configurations button.



10. After this task is completed go to the "System" tab, make sure the DS On and DS Off times are correct.



11. Now go back to the Coms Tab and click the Transmit station configurations button. When this task is finished you are all set.

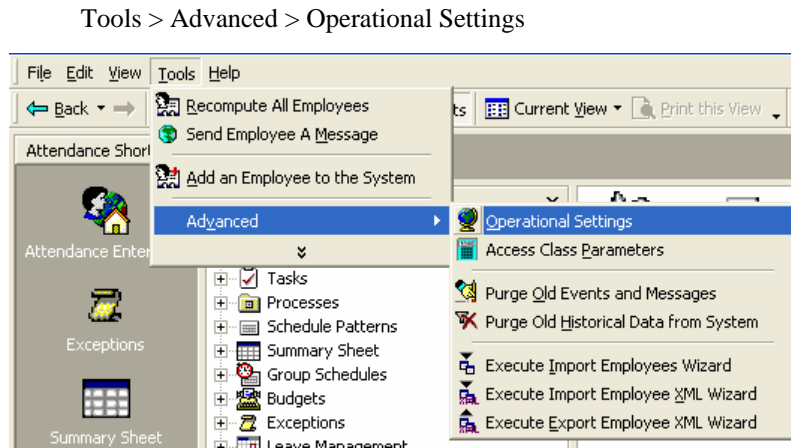



You are now ready for Daylight Savings Time!

If you have any problems feel free to call Advanced Time Management  
Technical support department  
1-800-841-3824

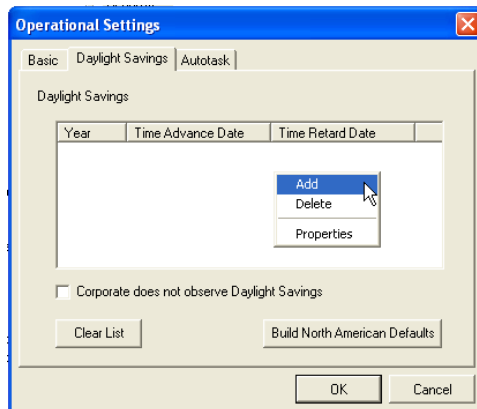
# Changing Enterprise Software Daylight Savings Time

1. Click  to launch the Operational Settings window.

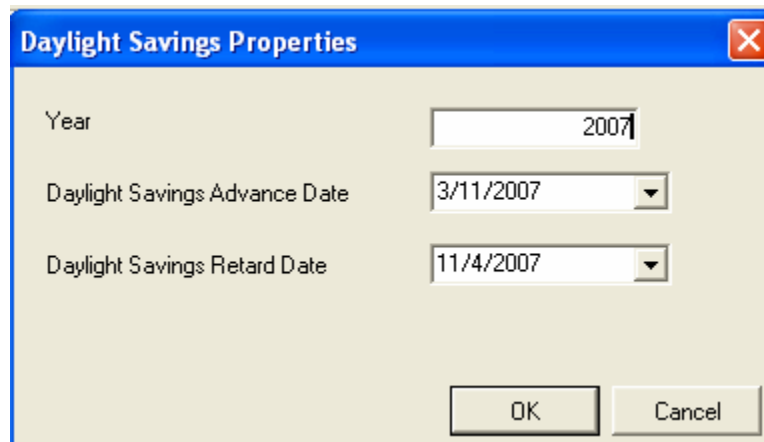


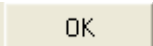
2. Click the Daylight Savings Tab, then click 

3. Manually add daylight savings times by right-clicking in the white space and choosing Add.



4. Enter the year, the advance date (the day the clocks are moved forward), and the retard date (the day the clocks are moved back). For 2007, the advance date is **3/11/2007** and the retard date is **11/4/2007**.



5. Then Press  to save that daylight savings Value.

6. Now Add New Times for upcoming years by following steps 3 through 5 and use these dates:

Year	Advance	Retard
2007	3/11/2007	11/4/2007
2008	3/9/2008	11/2/2008
2009	3/8/2009	11/1/2009
2010	3/14/2010	11/7/2010
2011	3/13/2011	11/6/2011
2012	3/11/2012	11/4/2012
2013	3/10/2013	11/3/2013
2014	3/9/2014	11/2/2014
2015	3/8/2015	11/1/2015

NOTE: If your employees work a **3<sup>rd</sup> Shift** call Advanced Time Management Technical Support for assistance in changing your Shift Class Parameters. If you do not have a 3<sup>rd</sup> shift working during the Daylight Savings Time Switch Disregard.

**Advanced Time Management Technical Support**

**1-800-841-3824**