

## Sending DST Settings to Time Clock Using Hand32 (v15)

1. Open Hand Punch, go to Setup -> Globals



 Select the Up arrow, go to Daylight Savings, enter the start date, end date and time of the change. Press the OK to save.

a. Example: Start: 03/11/2018 02:00

3. Go to Setup -> Clock Terminals



4. 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.





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

Eile Setup	Process Help	
	Poll All Sites	
	Poll Single Site	
	Send Schedules	
	Bestere Lisers - All Sites	
	Restore Osers - All bites	
	Restore Users to Unit	
	Get Templates from Unit	
	Send Configuration	
	Send Date & Time	
	Test Communications	
	Re-Process Punch File	
	Reinstate Templates	

- Select Sites Available Clock List: **Communication List:** Site: O Clock: O ٠ 1 Clock: 1 OG Cheryl > Site: Site: 3 Clock: 1 OG Pinehave 4 Clock: 1 OG Sam's Wi 5 Clock: 1 OG Loop Rd Site >> Site: 6 Clock: 1 OG Nottingha Site: < Site: 7 Clock: 1 OG Thousan 8 Clock: 1 OG Huntsmar 9 Clock: 1 OG Jerry Site: Site: << Site: 10 Clock: 1 OG Sheridan 11 Clock: 1 OG Griffin Site: Site: 12 Clock: 1 OG Ada Site: 13 Clock: 1 OG Meadowi Site: 14 Clock: 1 0G Model OK X Cancel
- 7. 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.



6. 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.