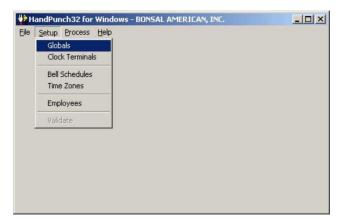


Sending DST Settings to Time Clock Using Hand32 (v2.09j)

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



3. Go to Setup -> Site & Clock

₿н	andPunch32 for	Windows - CROWLEY GUEST HOUSE NORTH	
ile	Setup Process	Help	
	Globals		
	Site & Clock		
	Groups		
	Holidays		
	Bell Schedules		
	Employees		
	Validate		

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

II CHUR OAM

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

HandPunch Parameters	the same is not an	, ,
Global Parameters		HandPunch Parameters
ID Number Length: 7 Use Master Schedules	T & A Executables Directory: C:\Program Files\HandPunch\	Site & Clock Parameters Site: _17 Clock: _1 Description: Test Clock
Daylight Savings: Starts: _/_/	T & A Data Directory: C:\Program Files\HandPunch\	Report Clock Number As: Reject Threshold: 135 Communications C. Modem C. Ethemet Lock Control: 10
Ends: _/_/	T & A Employee File Name (if not using default): USER.txt	C Direct C Modem C Ethernet Lock Control: 10 Port: 1 Baud: 9600 T & A Menu: 1
PNetG Format 🗾 勉	Restrict Punch Time (in Minutes)	Standard Time Zone Adj: 0 Bell Schedule Table: 0
Access Only Depts:	Restrict After End Time	Clock Type Passwords C HandPunch Service: 7551 C HandPunch Setup: 7552 Transaction Character: Transaction Character:
		C HandPunch 2000 Management:7553
		C HandPunch 4000 Security: 5
☑ Disable Groups☑ Disable Emp. File Linkage		G Function Keys
Disable Distributing New Enroll	ments	
		\Globals_Site&Clock_(Groups/

Page 1 of 2

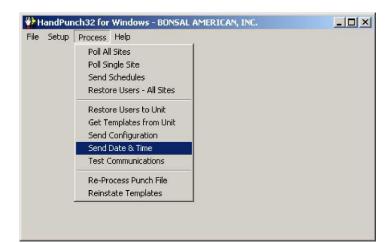


Sending DST Settings to Time Clock Using Hand32 (v2.09j)

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

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	
	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.