

## Sending DST Settings to Time Clock Using Retriever

- 1. Open Retriever
- Navigate to Setup -> Handclocks -> Edit Handclocks

File	Setup	Process T	ools	Help
<b>.</b>	Sy	stem		
	Handclocks			Edit Handclocks
	-			Add Handclock Wizard
				Edit Groups
				Edit Employees

3. Select the + sign next to each clock

Edit Handclocks				
<mark>⊞−<sup>9</sup>⊊.</mark> Test	Site Description	Test		
	Connection			

- 4. Select the label of the clock
- 5. Make sure the DST Enabled box is checked
  - a. If the box is not checked then check and save

ile Edit Setup Process Tools W	Indow Help
Fedit Hand Save	
8·또 Test - 퀸 Test	Clock Setup  Description Test Clock ID 0 1 Clock Type [HandPunch 3000  Company Number 1 - 1
	Numeric Passwords         Clock Options           Service:         7551         Reject Thresh         100         Send Date/Time           Setup:         7552         # of Attempts         3         Ø         Beeper Mode           Manage:         7553         ID Length         10         ID Length         10         ID Tenabled

6. Navigate to Process -> HC Comm Center

Retriever	M	100 C
File Setup	Process	Tools Help
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- 7. Make sure all clocks are checked on the left side of the screen
- 8. Select "Send Configuration" on the right side of the screen
  - a. Press the "Go" button on the bottom right
  - b. Close Retriever once process is completed

Handclocks						- A	ction
Description	Status	Clock Ins	Clock Outs	Errors	Last Poll Time		Send Configuration
🛛 1 - Test	Not Connected				00.00 00:00		C Poll Times
							C Send Date / Time
							C Restore Employees
							C Get Templates
							C Clear Settings / Users
							Go