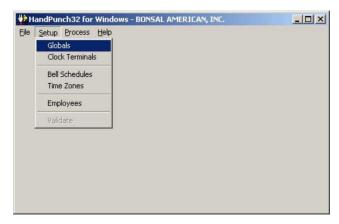


## Sending DST Settings to Time Clock Using Hand32 (v2.09j)

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



3. Go to Setup -> Site & Clock

₿н	andPunch32 for	Windows - CROWLEY GUEST HOUSE NORTH	
jle	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.

a circis o as

- 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		, , ,
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 Ethernet         Lock Control:         10
Ends:	T & A Employee File Name (if not using default): USER.txt	Port: 1 Baud: 9600 T T & A Menu: 1
	Restrict Punch Time (in Minutes) Restrict Before Start Time	Standard Time Zone Adj:    0       Clock Type     Passwords
Access Only Depts:	Restrict After End Time    0     Holidays	C HandPunch Setup: 7551 Function Key Table: 0
		C     HandPunch 2000     Management:    7553     ↓ Beeper Mode       If     HandPunch 3000     Enrollment:      ↓ It Hour Clock Display       If     LandPunch 3000     Enrollment:      ↓ Processe Light actions
0		C     HandPunch 4000     Security:     5     IF     DST Enabled       □     □     □     □     □     □       □     □     □     □     □
<ul> <li>✓ Disable Groups</li> <li>✓ Disable Emp. File Linkage</li> <li>✓ Disable Distributing New Enroll</li> </ul>		
1 Disable Distributing New Enroll	ments	

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## 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.

jile <u>S</u> etup	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	

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.

Site: 0 Clock: 0 Site: 1 Clock: 1 0G Cheryl Site: 3 Clock: 1 0G Pinehave Site: 4 Clock: 1 0G Sam's Wi Site: 5 Clock: 1 0G Loop Rd Site: 6 Clock: 1 0G Nottingha Site: 7 Clock: 1 0G Thousana Site: 8 Clock: 1 0G Huntsmai Site: 9 Clock: 1 0G Sheridan Site: 11 Clock: 1 0G Gaiffin Site: 12 Clock: 1 0G Ada	>>> >>> <<
Site: 13 Clock: 1 OG Meadowi Site: 14 Clock: 1 OG Model	

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.

