BASIC Gatekeeper

(877) 841-8051
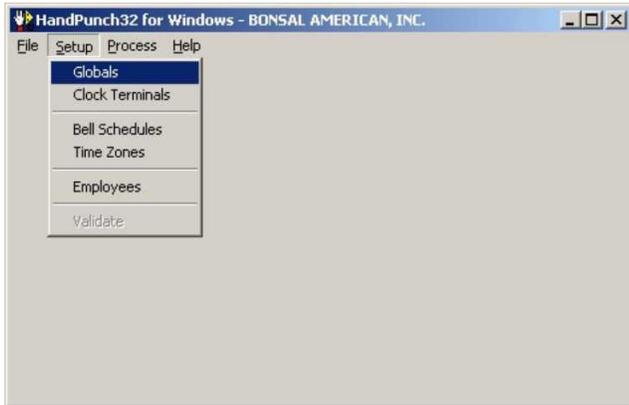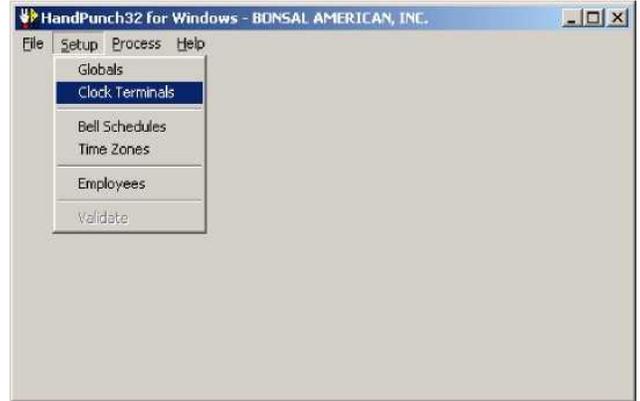
Sending DST Settings to Time Clock Using Hand32 (v15)

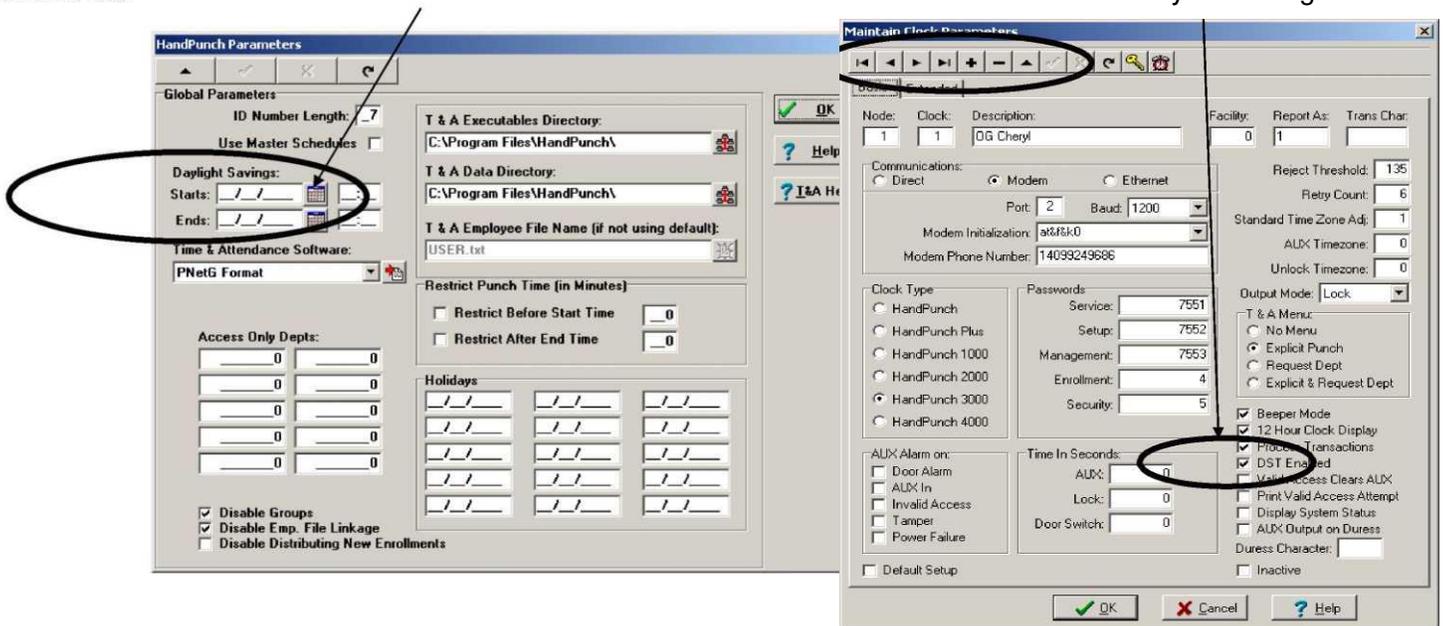1. Open Hand Punch, go to Setup -> Globals

2. Select the **Up arrow**, go to **Daylight Savings**, enter the **start date, end date** and **time** of the change. Press the **OK** to save.
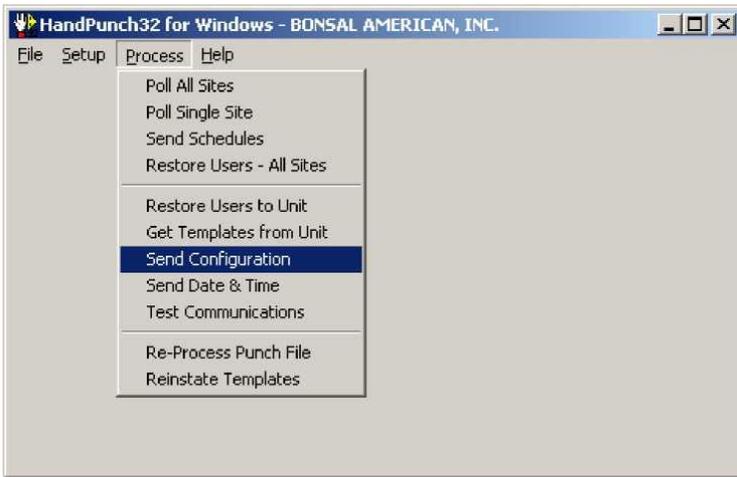   a. Example: Start: 03/11/2018 02:00

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.

Sending DST Settings to Time Clock Using Hand32 (v15)

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

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.