

[<Back](#) [Print](#)
 SOLUTIONS TO HELP YOU SAVE TIME  
AND WORK SMARTER...

# Daylight Savings Time...Is your Time Clock Ready?

**October 2006**

## Adjusting your Time Clock

- [Hand Punch Terminals](#)
- [NT5000 Badge Terminals](#)
- [MJR 7000 & MJR8000 Terminals](#)
- [NT300 Badge Terminals](#)

## • Hand Punch Terminals



### Biometric HandPunch Terminal

 HP1000, HP2000,  
HP3000 & HP4000  
\*Adjust at Software

## Greetings!

It's time of the year again when wall clocks, microwave clocks, alarm clocks and of course your Time Clocks have to be adjusted. On the last Sunday of October (October 29, 2006), all clocks must be adjusted back one hour (Spring Forward - Fall Back). Below you'll find instructions for adjusting your particular clock. Please follow these short steps to ensure you're clock will record the accurate employee punch time. As always, if you have any questions please feel free to give us a call.

Sincerely, Your PTS Support Team

The clock will automatically adjust the time based on the settings you've specified so this process may be completed at anytime before Sunday. We recommend you place a sign on the terminal indicating that the terminal should not be used until this process is completed. NOTE: Please be sure to poll the terminal before completing the steps below as a safeguard.

1. Log into NOVAtime and go to the "Tools" menu.
2. Select "Set PC Date and Time" & verify the time and date on your PC is correct.
3. In NOVAtime, go to the "Time Clock" Menu
4. Select "Configure NT?000B" (Select your reader)
5. Select "Hand Reader Setup" and set Daylight Savings to "Yes"
6. Under the "Daylight Saving" heading, set: "On Date" to the first Sunday in April and set "Off Date" to the last Sunday in October.
7. Save and close hand reader setup.
8. Go back to the "Time Clock" menu.
9. Select "Communication Console"
10. Choose one clock (or site) at a time.
11. Expand the "Hand Reader" folder by clicking on the plus sign to the left of the folder.
12. Expand the "download" folder.
13. Click once on the "Setup Data" folder to highlight it.
14. In the bottom right corner, click on the button with a computer to download the setup data to the hand reader terminal. The above should be repeated for each terminal.
15. When the download is complete, close the communication

console. Test the ability to punch at the terminal and remove the sign.

NOVAtime and your hand reader terminals are now ready for the daylight savings change.

### • NT5000 Badge Terminals



#### **NT5000 Badge Terminals**

NT5000BC,  
NT5000MS,  
NT5000PX  
\*Verify at Clock

If you have an NT5000 Bar Code, Magnetic Stripe or Proximity Card terminal you do not need to make any changes to the setup of the terminals. The default setting on each of the terminals is already configured to adjust for Daylight Savings Time. To VERIFY your clock has been configured correctly, please follow the below instructions:

1. To activate the setup mode, press the left arrow (Backspace) key twice. The display will show "Enter Password".
2. Enter the password followed by the Enter key. The default password is 888. The NT5000 will revert to the general setup mode: 1-View Status or 2-Disp. Language
3. Press the Down arrow (F5) or Up Arrow (F4) key to choose the "Set Daylight" function.
4. To exit from the setup mode, press 0 or left arrow (Backspace) key. Nevertheless, the system will automatically exit from the setup mode if there is no keypad activity for more than 1 minute.

To activate the Daylight Savings function on your NT5000 terminal, follow the above instructions (Line Item #1) to activate the setup mode and then follow the instructions below. The clock will automatically adjust the time based on the settings you've specified so this process can be completed at anytime before Sunday.

1. Press 7 under the setup mode to view the current setting. (The item with an \* is the current setting.)
2. To change the setting, enter 1 for ON or 2 for Off.
3. To exit the NT5000 Set Daylight function, press the left arrow (Backspace) key. NT5000 will automatically exit from the setup mode if there is no keypad activity for more than 1 minute.

### • MJR 7000 & MJR8000 Terminals



#### **Amano MJR Terminals**

MJR7000 & MJR8000  
\*Adjust at Time Clock

The following are instructions for programming the Daylight Savings time end date (last Sunday in October) and Daylight Savings time start date (first Sunday in October).

1. Place the key in the top lock & turn the key to the right. The display will go blank.
2. Press 20 E
3. Press 0401 then press #
4. Press 1029 then press E
5. Press Roman Numeral I to SAVE the changes into memory.

## • NT300 Badge Terminals



### NT300 Badge Terminals

NT300-BC, NT300-PX  
\*Verify at Clock

If you have an NT300 Bar Code or Proximity Card terminal you do not need to make any changes to the setup of the terminals. The default setting on each of the terminals is already configured to adjust for Daylight Savings Time. To VERIFY your clock has been configured correctly, please follow the below instructions:

1. Press 00 and then Enter
2. At "Enter Password", enter "888" and Press Enter
3. System displays a list of options. Press Enter until Option 5 is displayed "Set Daylight"
4. Press 5 to confirm the selection
5. The system will advise if the feature is On or Off by displaying an asterick.
6. Press "1" to turn the daylight savings feature on.
7. The system will display "Accepted". Press "Clear" to exit the menu.

## Pacific Time Systems

500 S. Kraemer Blvd.  
Suite 275  
Brea, CA 92821  
800-944-0787  
[info@pactime.com](mailto:info@pactime.com)  
<http://www.pactime.com>

### [Forward email](#)

#### SafeUnsubscribe®

This email was sent to [info@pactime.com](mailto:info@pactime.com), by [info@pactime.com](mailto:info@pactime.com)  
[Update Profile/Email Address](#) | Instant removal with [SafeUnsubscribe™](#) | [Privacy Policy](#).

Powered by



Pacific Time Systems | 500 S. Kraemer Blvd. Suite 275 | Brea | CA | 92821