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THE BULLETIN

by Pacific Time Systems

February 2007 - Volume 5

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Hello 2007!!

PTS would like to take a moment to thank you for your continued support in 2006. We've implemented a company newsletter, conducted several customer surveys, and provided information on labor relations seminars that have resulted in a great deal of learnings for all of us - learnings we hope to utilize in the new year. With this in mind, PTS would like to start the year off by providing information on the upcoming Daylight Savings Time change scheduled for this March. The US Government has recently changed the dates in which daylight saving time will begin and end which may directly affect the data collection terminals you're currently using. Please read on for further details.



New Daylight Saving Time Guidelines



Starting in 2007 the United States government has decided to make a change to the dates in which we start and end daylight savings time. This change is planned to be in effect for fifteen years. Daylight savings will now **start at 2 a.m. on the 2nd Sunday in March** and **end at 2 a.m. on the 1st Sunday in November**. Please note: The correct Daylight Saving time can be downloaded from the NOVAtime software to your clock at anytime via the instructions below. For clocks to automatically recognize the time, please click on the Terminal Options link below.

[Read on for Terminal Options...](#)

[>Hand Punch Unit](#)

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 second Sunday in March and set "Off Date" to the first Sunday in November.
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



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.

>NT300 Badge Terminals



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.

>MJR 7000 & MJR8000 Terminals



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

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.

Sincerely,

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