

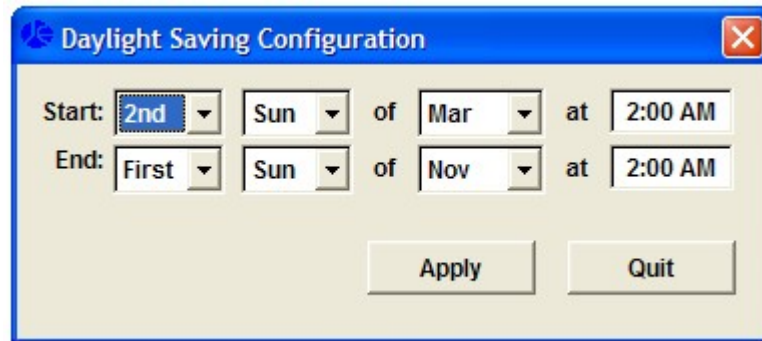
Daylight Saving Time (JTA-150)

1. Go to Clock -> Time Clock Configuration (JTA150) -> Configure Timeclock (JTA150).
2. Select Daylight Saving from the menu on the left side.
3. If Daylight Saving is to be disabled, clear the **Daylight Saving** checkbox, then proceed to step 7.
4. To enable Daylight Saving processing, put a checkmark in the **Daylight Saving** item.



Daylight Saving
 USA
 Custom

5. If the Daylight Saving rule matches that for the United States
Begin at 2:00AM on the 2nd Sunday of March
End at 2:00AM on the 1st Sunday of November
you may select the option **USA**, then proceed to step 7
6. If the Daylight Saving rule doesn't match that for the United States, you should select **Custom** option.
 - A. To configure the start and ending dates according to a set rule, click on the **Configure** button. In the screen that comes up, enter the information for the Daylight Saving rule, then click on the **Apply** button.



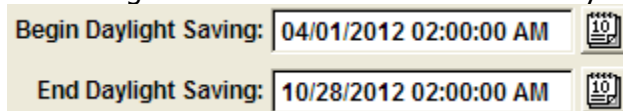
Daylight Saving Configuration

Start: 2nd Sun of Mar at 2:00 AM
End: First Sun of Nov at 2:00 AM

Apply Quit

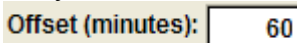
or

- B. Enter the Begin and End dates and times directly into the screen.



Begin Daylight Saving: 04/01/2012 02:00:00 AM
End Daylight Saving: 10/28/2012 02:00:00 AM

7. Enter the offset amount (the amount of time to advanced forward for Daylight Saving)
--usually this is 60 minutes.



Offset (minutes): 60

8. Click on the **Send** button to transmit this information. To make sure this information is retrieved the next time you enter the configuration screen, click on the **Save** button.