

## Setting Daylight Savings Time (DST) Start and End Times for the Amano CP-3000/3200/3300 Time Clocks

**The following information is effective for Year 2007 and later for U.S.-based time clocks**

Note: The following DST changes are necessary because of the government-mandated change for new start and end date for all US states that observe the DST calendar beginning in 2007.

### **About the DST Change:**

From 1986 to 2006, DST started the first Sunday in April and ended the last Sunday in October.

Starting in 2007, DST starts the second Sunday in March and ends the first Sunday in November.

If you have not adjusted the DST start- and end-times for your time clock, proceed with the following instructions.

Your Amano Time Clock is programmed with the old DST calendar structure. A one-time customization change will allow your clock to correctly set itself for the new DST structure for 2007 and each year thereafter.

For your reference, dates for DST change are as follows for the period of 2007 to 2011:

2007: March 11 - Nov. 4

2008: March 9 - Nov. 2

2009: March 8 - Nov. 1

2010: March 14 - Nov. 7

2011: March 13 - Nov. 6

Note that although the date is different each year, you need only change the start and end times once for the change to take effect each year thereafter through the year 2099.

Hawaii and Arizona will be the only U.S. states (along with Puerto Rico) that do not observe DST after 2006.

Daylight Savings Time can be set to change by specifying either the start and end month and day of the year (recommended) or the start and stop week of the year. The hour can also be advanced or set back manually.

### By Month and Day

1. If you have not already done so, enter the **Program Mode** and press the **FUNCTION** key until the **Day Change Time** menu item appears in the display.
2. Press the **YES** key three times until the **DST Begin Date** menu item appears with the first pair of digits (month) flashing in the display.
3. Press the **NO** key until the correct month number (01 thru 12) appears in the display, and then press the **YES** key. Holding down the **NO** key for more than three seconds will increment the number in the display by ten. When saved, the second pair of digits (date of the month) will flash in the display.
4. Press the **NO** key until the date of the month (01 thru 31) appears in the display. Holding down the **NO** key for more than three seconds for both options will increment the number in the display by ten.
5. When the desired value is displayed, press the **YES** key. The date will flash in the display. To edit these settings, press the **NO** key. This will return you to the display described in step 2. To save these settings, press the **YES** key. When saved, the next menu item, **DST End Date** will appear in the display with the first pair of digits (month) flashing in the display.
6. Press the **NO** key until the correct month (01 thru 12) appears in the display. Holding down the **NO** key for more than three seconds will increment the number in the display by ten. To edit these settings, press the **NO** key. To save these settings, press the **YES** key. When saved, the the second pair of digits (date) will flash in the display.
7. Press the **NO** key until the correct date (01 thru 31) appears in the display. Holding down the **NO** key for more than three seconds will increment the number in the display by ten.
8. Press the **YES** key. The value entered will flash in the display. To edit these settings, press the **NO** key. This will return you to the display described in step 2. To save these settings, press the **YES** key. When saved, the display will move to the **Time Card Settings** menu.
9. Exit the **Program Mode** by setting the **Mode Switch** to **NORMAL**.



### By Week Number

1. If you have not already done so, enter the **Program Mode** and press the **FUNCTION** key until the **Day Change Time** menu item appears in the display.
2. Press the **YES** key three times until the **DST Begin Date** menu item appears with the first pair of digits (month) flashing in the display. Verify that these digits are "00". If not, press the **NO** key until "00" is displayed and press the **YES** key. The second pair of digits (week number) will flash in the display.
3. Press the **NO** key until the correct week number of the year (01 thru 52) appears in the display. Holding down the **NO** key for more than three seconds will increment the number in the display by ten.
4. When the desired value is displayed, press the **YES** key. The week number will flash in the display. To edit these settings, press the **NO** key. This will return you to the display described in step 2. To save these settings, press the **YES** key. When saved, the next menu item, **DST End Date** will appear in the display with the second pair of digits (week) flashing in the display.
5. Press the **NO** key until the correct week number of the year (01 thru 52) appears in the display. Holding down the **NO** key for more than three seconds will increment the number in the display by ten.
6. Press the **YES** key. The value entered will flash in the display. To edit these settings, press the **NO** key. This will return you to the display described in step 4. To save these settings, press the **YES** key. When saved, the display will move to the **Time Card Settings** menu.
7. Exit the **Program Mode** by setting the **Mode Switch** to **NORMAL**.



### Manual Adjustment

To increment the time displayed by one hour, press and hold down the **YES** key while sliding the **Mode Switch** to **PROGRAM**.

To move the time displayed back by one hour, press and hold down the **NO** key while sliding the **Mode Switch** to **PROGRAM**.

When finished, return the **Mode Switch** to **NORMAL**.