

### PLEASE NOTE!!

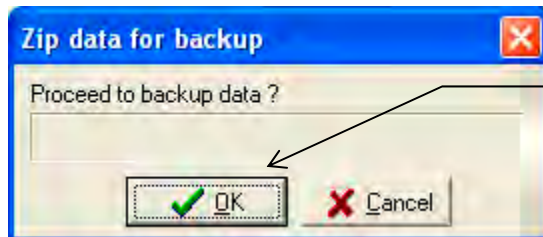
This document is intended for use with 32-bit Operating Systems only. If Time Guardian is installed on a 64-bit operating system, please contact Amano Support at **(800) 253 9836**.

If Time Guardian is installed on any version of Windows Vista or Windows 7, it MUST be installed in the root (C:) directory. If Time Guardian has been installed to the program files directory do not proceed with this document. Please contact Amano Support at the number listed above.

**If you are unsure about any of the above, please do not proceed as data could be lost.**

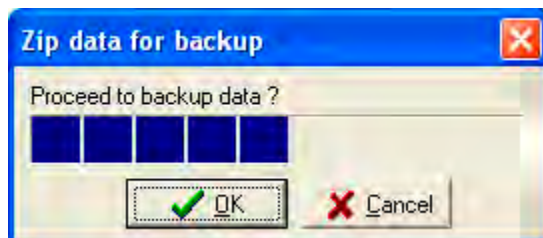
**To correct issues with Daylight Savings, perform the following steps:**

- Step 1.** If the Amano clock still has the incorrect time, please poll the clock. Then if the time is still incorrect, please go to [www.amano.com/dst](http://www.amano.com/dst) and follow the instructions under Time Guardian to configure daylight savings correctly in Time Guardian software.
- Step 2.** Close the Time Guardian application if it is open.
- Step 3.** Click on the following link <ftp://ftp.amano.com/time%20guardian/punchutil2.exe> to download the utility. Save **PunchUtil2.exe** to the "Time Guardian" folder (located either on the c: drive or in the program files directory).
- Step 4.** Run the **PunchUtil2.exe** file that was copied in Step 3.

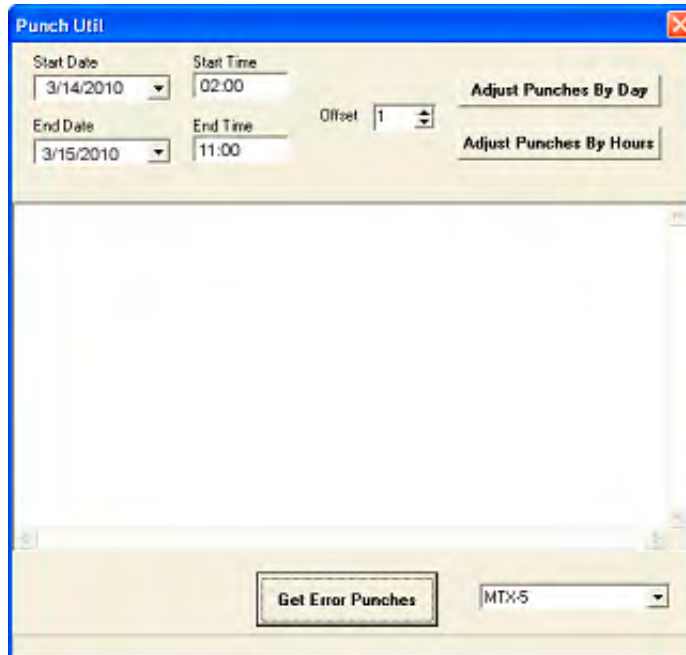


Click **OK**. The Backup file is located in the backup directory in the Time Guardian program folder.

- Step 5.** The Backup process will proceed until the progress bar is finished.

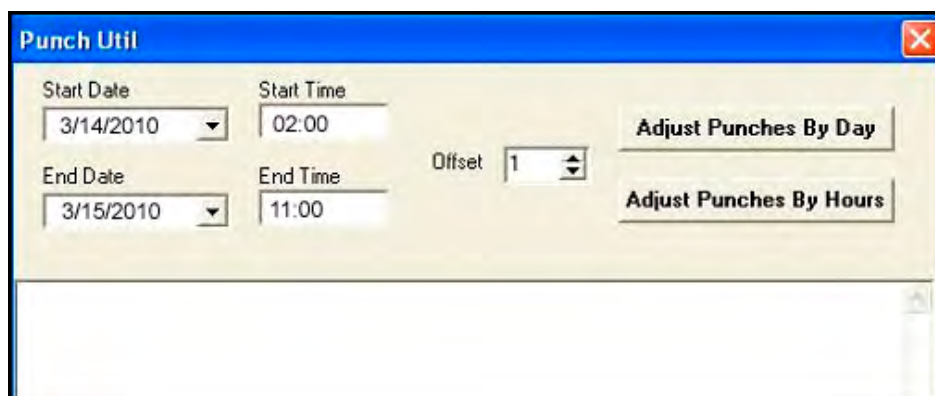


**Step 6.** The **PunchUtil2.exe** application will appear as shown in the following figure. Set the Start Date to the correct daylight savings day (e.g., 3/11/2010 for 2010) and set the End Date to today's date (assuming that today is the day that you corrected the time on the clock, but if not then select the date when the clock's time was adjusted).



**Step 7.** Set the start time to 2am, 02:00. Set the End Time to the time when the clock was adjusted (your best estimate). For example, if the clock's time was changed at 11am, then set the End Time to 11:00 (see example figure).

**Step 8.** Click the **Adjust Punches By Hours** button. The PunchUtil2 application will adjust the punches for the days in the date range selected to the correct time.



**Note:** Do not press the Adjust Punches By Day button unless instructed to by Amano support.

**Step 9.** You can now close the **PunchUtil2** application and start the Time Guardian application. All of the employee punches should now be corrected.