CHANGING THE TIME ON YOUR QQEST TIMECLOCK FOR DAYLIGHT SAVING TIME

It's Daylight Saving Time again! Make sure that your clocks are reset before the time changes.

For a Local Qqest Clock with Gold Suite 2:

1. Click on **Modules** | **Time and Attendance** | **Time Clocks** | **Upload Date and Time**.

2. The Upload Date/Time dialog appears.

3. Reset the time to reflect the current date and time.

4. Click on the [Send] button

For a Modem (Remote) Qqest Clock with Gold Suite 2:

1. To start communication with your remote clock**,** click on the Time Clock Communication icon or on **Modules** | **Time & Attendance** | **Processing** | **Time Clock Communications**.

2. The Time Clock Communication window appears. The window has several tabs. Local Clocks is open by default. Click on the Remote Clocks tab.

3. Make sure the Stay Online box is checked. Then click on the [Online] button. The software connects to the clock. This may take a few moments.

4. When the connection is made, the [Auto] button changes to a [Time] button. Click on the [Time] button. An Auto Upload Date/Time dialog appears.

5. Make your changes to the date and time, then click on [OK].

6. The program returns to the Time Clock Communications window. The [Online] button has changed to read [Offline]. Click on the [Offline] button to disconnect from the clock.

For a Local Qqest Clock with ETC for Windows:

1. On the ETC for Windows Main Menu Bar, click on "Maintenance."

2. Click on "Clock Maintenance."

3. Click on "Upload Date and Time."

4. Your computer's system date and time appears in the Upload Date/Time window. If the time is correct, click on the button labeled [F4=Upload Date/Time] or press the function key [F4] on your keyboard.

5. An Information Window appears to let you know if the time and date were successfully uploaded to the time clock. Click [OK] in the Information Window, then click on the [X] in the upper right hand corner of the Upload Date/Time window to close it.

6. If the Information Window informs you that it successfully uploaded the time, but the time clock does not display the updated time in the time display, try unplugging the time clock, then plugging it back in. The updated time should now appear in the time display window of the time clock.

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For a Modem (Remote) Qqest Clock with ETC for Windows:

Note: You must first create a Remote Clock Profile for each clock you wish to connect to. Remote Clock Profiles are added in Maintenance | Clock Maintenance | Remote Clock Profiles.

1. From the main ETC for Windows menu, go to Maintenance | Clock Maintenance |Remote Clock Communication.

2. You must first connect to the time clock before the date and time can be sent. Highlight the clock that you wish to connect to in the list and click on [Call Selected Clock].

3. The Status Window should display "Connecting…" The Status Window will notify you when it is connected to the time clock.

4. Once the clock is connected, click on [F2=Set Time]. The Upload Date And Time window opens.

5. Check the displayed time, and make changes if necessary. Click on [F4=Upload]. This sends the date and time to the clock.

6. Press [ESC] to disconnect from the clock.

Changing the Date and Time at the Clock Keypad (Cellular Clocks):

The IQ 1000 clock allows you to specify the date and time directly from the clock keypad.

1. Press the <MENU> button on the clock keypad and select "Admin."

2. Enter the card number for an "Admin" user and press the <ENTER> key.

Note: The default admin user is "8888."

3. Enter the password for the given card number and press <ENTER>.

Note: The default admin password is "1111."

4. Press 1 for "System Maintenance."

5. Press 5 for "Set Date/Time."

6. A screen appears prompting you to enter the "MONTH." Enter a number between 1 and 12 to denote the desired month and press <ENTER>. The prompt changes to "DAY." Enter the desired date and press <ENTER>. "YEAR" appears. Enter the desired year and press <ENTER>.

7. The current time is displayed at the top of the display. In 24-hour format, enter the desired time as "HH/MM/SS" and press <ENTER>.

Example: The time four o'clock p.m. would be entered as "160000."

If you have any questions, please contact our Technical Support Department at 800-697-7010, 6am through 6 pm, MST.

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