

## Daylight Savings Firmware Upgrade Verification

Cincinnati 8100 / MJR-7000 Clocks *requiring a firmware upgrade* or disabling of DST *will print a shift number in the SHIFT column* on the Time Card. Clocks that do not print a number in the SHIFT column will not require a firmware upgrade.

### Sample Time Card

NO. 020154		PAY PERIOD ENDING 03/11/07		1					
NAME JOE SAMPLE									
DATE	DAY	SHIFT	IN	M	OUT	M	HOURS WORKED	ACCUMULATED	
								HOURS	OVERTIME
31	MO	1	10:12		10:12		0:00	0:00	

Number Printed in SHIFT Column

If your Clock does not print a number in the shift column then changing the start and end dates for DST is all that will be required. The instructions are listed below.

### Setting DST Start and End Dates

1. Clock must be programmed for daylight savings once per year.
2. Place key in top keyhole near card throat.
3. Turn key to the right and the screen will go blank.
4. Type 20E to enter DST programming mode. There will be a 4 digit number on the right side of the screen.
5. Type the next Spring DST date (2<sup>nd</sup> Sunday in March) followed by the # button.
6. Type the next Fall DST date (1<sup>st</sup> Sunday in November) followed by the E button.
7. Press the I (Roman numeral 1 in the upper left corner) to save the information. The screen will go blank.
8. Turn the key back to its original position to set the clock to normal usage mode.

If your clock prints a number in the SHIFT column then your firmware will need to be upgraded or DST will have to be disabled. Please contact our office for options available when your clock meets this criterion.