

**Focus BST and GMT daylight saving settings
for the HandPunch Biometric terminals**

The HandPunch terminals will normally require their BST and GMT settings be adjusted before each new daylight saving date is reached.

We recommend that the settings are checked and adjusted, during the run up to each daylight saving date. Information about these dates can be found at: <http://www.greenwichmeantime.com/>

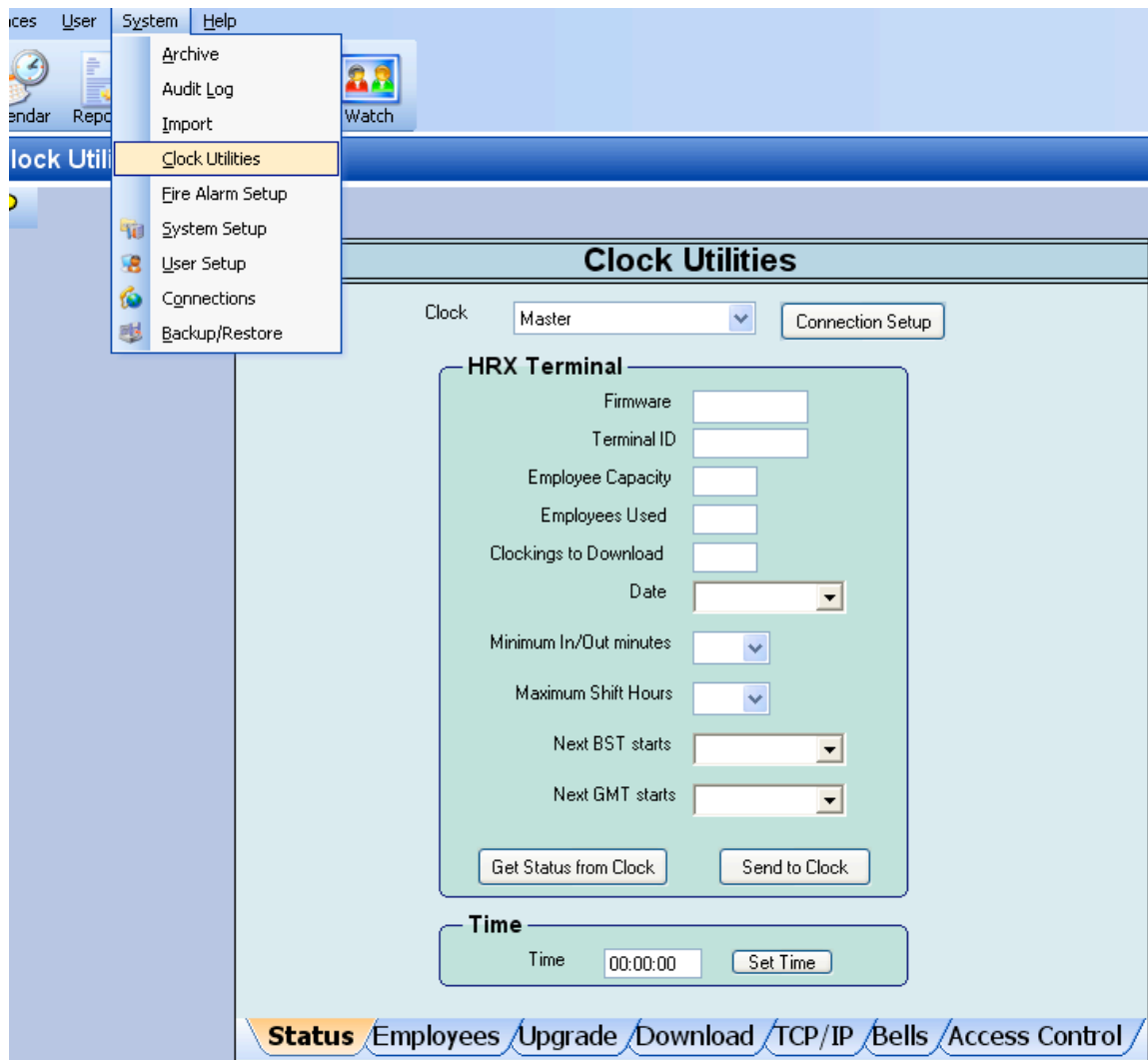
It is very easy to check the settings and make adjustments if necessary.

This guide will step through the procedure.

If you have any questions relating to daylight saving, then please feel free to contact us as info@egress-sys.co.uk

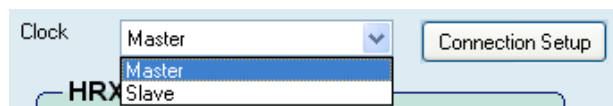
Step 1:

From within Focus, click on *System* and then *Clock Utilities* from the menu bar.



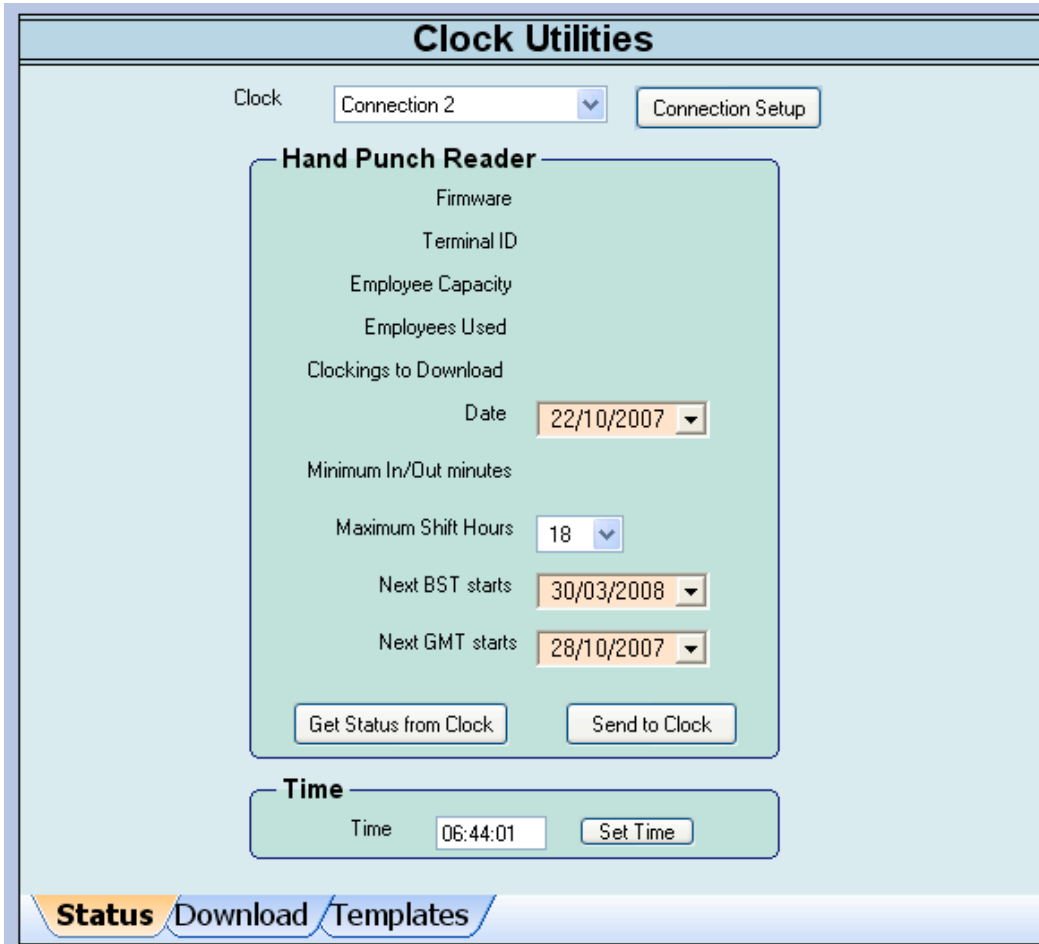
Step 2:

If it is not already visible, select the name of the required terminal from the drop down list labelled *Clock*:



Step 3:

Click on the *Get Status from Clock* button. This should then populate the remaining fields:



Clock Utilities

Clock

Hand Punch Reader

Firmware
Terminal ID
Employee Capacity
Employees Used
Clockings to Download
Date
Minimum In/Out minutes
Maximum Shift Hours
Next BST starts
Next GMT starts

Time

Time

Status Download Templates

Step 4:

The HandPunch terminal does not store the BST or GMT year value. Only day and month are held (dd and mm). Therefore, the year value may appear wrong when the values are retrieved from the terminal.

Ensure the value for *Next BST Starts* is correct. e.g. 29/03/2009.*

Ensure the value for *Next GBT Starts* is correct. e.g. 25/10/2009.*

Where XXXX can be any year value.

If both dates are correct, then no further action is required.

*Information about these dates can be found at:

<http://www.greenwichmeantime.com/>

If either of these values are wrong, then enter the correct date (clicking on the arrow at the end of each field, opens up a calendar that may be used to select the required date). Once both dates have been corrected, click on *Send to Clock* button.

The process needs to be repeated for each HandPunch terminal. Please return to **Step 2** and repeat for each terminal.

23/03/09