

# Daylight Savings Update 5000EP

## Daylight Saving Time function

### 1 D.S.T. execution time

At 2:00 a.m. on the first day of DST, the clock automatically gains one hour to show 3:00 a.m.

When 3:00 a.m. comes on the last day of the DST, it loses one hour and returns to 2:00 a.m.

### 2 Setting D.S.T.

**Example:**

Start date Sunday, April 6, 2003

End date Sunday, October 26, 2003

If set as the above, the unit remembers the start date as the first Sunday of April and the end date as the last Sunday of October.

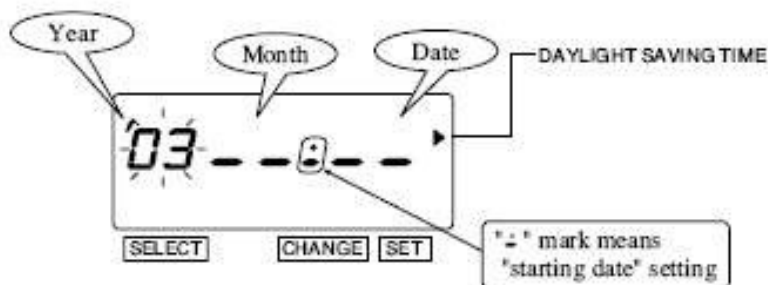
Once set, the unit automatically updates the settings every year thereafter. No further manual setting is necessary.

The setting for daylight saving time will be described using the following example.

#### Example

Today (present day)	Wednesday, January 29, 2003	
Starting date of daylight saving time	Sunday, April 6, 2003	The first Sunday of April
Ending date of daylight saving time	Sunday, October 26, 2003	The last Sunday of October

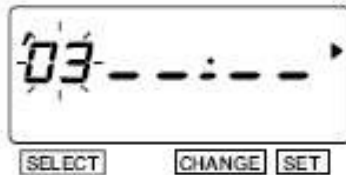
- 1 Press the [SELECT] button and position the "▲" next to the "DAYLIGHT SAVING TIME" mark. (The flashing means it can be changed.)



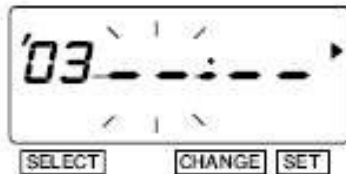
## Set the starting date.

### 2 Change the "Year".

In case of the example, press the [SET] button because the year 2003 is not to be changed.

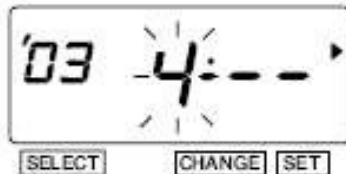


At the moment, the flashing changes from "Year" to "Month".

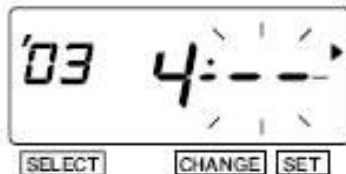


### 3 Change the "Month".

Push the [CHANGE] button to set at "4" and push the [SET] button.

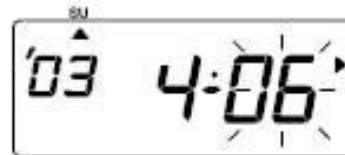


At the moment, the flashing changes from "Month" to "Date".

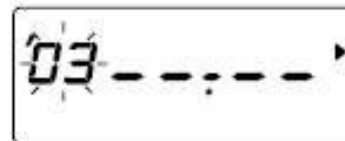


### 4 Change the "Date".

Push the [CHANGE] button to set at "6" and push the [SET] button.



At the moment, the "starting date" of the display changes from flashing to steady and the "▲" mark is displayed under "SU".



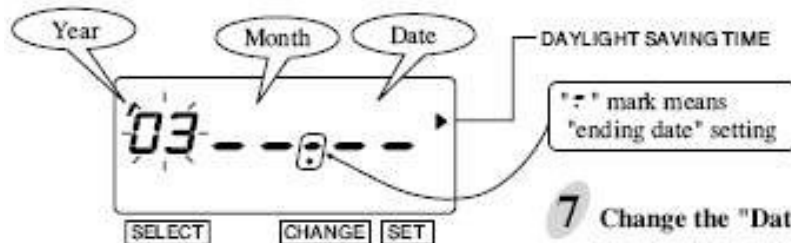
After a few second, go on to the "set the ending date".

Please see the following page.

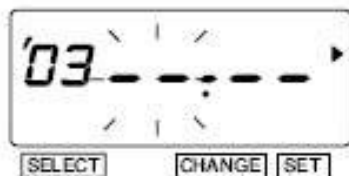
## Set the ending date.

### 5 Change the "Year".

In case of the example, press the [SET] button because the year 2003 is not to be changed.



At the moment, the flashing changes from "Year" to "Month".



### 6 Change the "Month".

Push the [CHANGE] button to set at "10" and push the [SET] button.



At the moment, the flashing changes from "Month" to "Date".



### 7 Change the "Date".

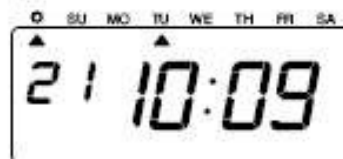
Push the [CHANGE] button to set at "26" and push the [SET] button.



At the moment, the "ending date" of the display changes from flashing to steady and the "▲" mark is displayed under "SU".



### 8 After you finish setting the daylight saving time, press the [SET] button once again.



Now the daylight saving time setting has been completed. Replace the cover and lock.

Important: If you do not complete Step 8, the Time Recorder will not print.

## Deleting the Daylight Saving Time settings

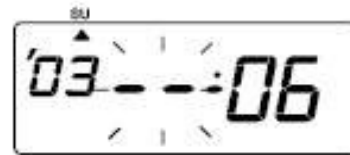
To delete and cancel the daylight saving time settings, change the display of "Month" of the starting setting to "--".

Example: To change April 6, 2003 of "starting date" and delete daylight saving time settings.

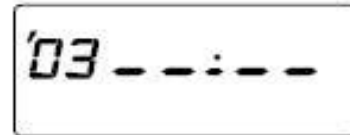
- 1 Press the [SELECT] button and position the "▲" next to the "DAYLIGHT SAVING TIME" mark.  
(The flashing means it can be changed.)



- 3 Press the [CHANGE] button to set at "--".



Press the [SET] button twice. This cancels the daylight saving time settings.



- 2 Press the [SET] button and the flashing changes from "Year" to "Month".



- 4 After you finish deleting the daylight saving time, press the [SET] button once again.



Now the deleting the daylight saving time has been completed. Replace the cover and lock.

Important: If you do not complete Step 4, the Time Recorder will not print.

Taken from the Lathem 5000EP User Guide and condensed for ease of use.

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