

## Setting Daylight Saving Time (DST) Start and End Times for the Amano TCX-11/21/22 Time Clocks

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### How to Set Clock Time

1. Press the **PROGRAM** button and hold for two seconds, then release. Next press the **CHANGE** button until **P2 CLoc** flashes in the display.
2. Press the **ENTER** button.
3. Press the **CHANGE** button until the correct hour appears using a 24-hour format, then press the **ENTER** button.
4. Press the **CHANGE** button until the correct minutes appear, then press the **ENTER** button.
5. When the display flashes the correct time, press the **ENTER** button to save and return to the **P2 CLoc** menu screen.
6. With the display flashing **P2 CLoc**, press the **CHANGE** button to move to the Daylight Saving Time Setting or press the **PROGRAM** button to exit the Program Mode.



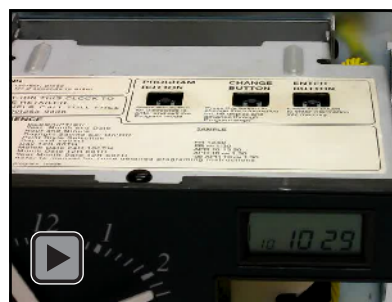
[Setting Time Video \(click\)](#)

### How to Disable/Enable Daylight Saving Time

**Note:** When this setting is set to ON, the clock's time will automatically change for DST. When this setting is set to OFF, the clock's time will not change for DST.

Typically, turning off DST is only appropriate for Arizona, Hawaii and Puerto Rico.

1. Press the **PROGRAM** button for two seconds, then release. Next press the **CHANGE** button until **P3 dLSt** flashes in the display.
2. Press the **ENTER** button.
3. Press the **CHANGE** button to alternate between On and Off.
4. When the display flashes the correct setting, press the **ENTER** button.
5. When the display flashes **P3 dLSt**, press the **PROGRAM** button to exit the Program Mode.



[DST Set OFF/ON Video \(click\)](#)

## How to Set the Begin Date for DST

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**Note:** DST is enabled and disabled in the Main Programming Menu (as described on the previous page). This function defines the start date of DST. You only need to program it once. Once set, it will automatically adjust year after year.

**Note:** In 2007, the standard for DST changed to a different start date and end date. The steps below correct the change in the new start date for DST. The new start date and end date need only be changed once, since the clock's rolling calendar function auto-calculates the start date and end date for DST every year thereafter.

**Note:** If the begin date for DST has passed, in addition to modifying the begin date (and end date), you will also need to modify the time.

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1. Press the **PROGRAM** button for two seconds, then release. Next press the **CHANGE** button until **P5 0thr** flashes in the display.
2. Press the **ENTER** button.
3. Press the **CHANGE** button until **16 bdLt** (begin Daylight Saving Time Date) flashes in the display.
4. Press the **ENTER** button.
5. The display shows the current month, date and year for the beginning of DST. The year flashes, indicating the year is the first part of the DST Begin Date that can be adjusted.
6. Press the **CHANGE** button until the year shows the correct year for the beginning year for the DST modification.
7. Press the **ENTER** button and the month will flash.
8. Press the **CHANGE** button until the month shows the correct date for the beginning month for the DST modification.
9. Press the **ENTER** button and the date will flash.
10. Press the **CHANGE** button until the date shows the correct date for the beginning date for the DST modification.
11. Press the **ENTER** button.
12. When the display flashes the correct selection, press the **ENTER** button.



**DST Begin Date Video (click)**

## How to Set the End Date for DST

**Note:** DST is enabled and disabled in the Main Programming Menu. This function defines the end date of DST. You only need to program it once. Once set, it will automatically adjust year after year.

1. Press the **CHANGE** button until the display flashes **17 EdLt**. Press the **ENTER** button.
2. To change the year, press the **CHANGE** button until the correct year appears, then press the **ENTER** button.  
If the year shown is correct, press the **ENTER** button.
3. To change the month, press the **CHANGE** button until the correct month appears, then press the **ENTER** button.  
If the month shown is correct, press the **ENTER** button.
4. To change the date, press the **CHANGE** button until the correct date appears, then press the **ENTER** button.  
If the date shown is correct, press the **ENTER** button.
5. When the display flashes the correct year, month and date, press the **ENTER** button.
6. Press the **PROGRAM** button to complete the process.



[DST End Date Video \(click\)](#)

**The following information is effective for Year 2007 and later for U.S.-based time clocks**

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**Note:** The following DST changes are necessary because of the government-mandated change for new start and end date for all US states that observe the DST calendar beginning in 2007.

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**About the DST Change:**

From 1986 to 2006, DST started the first Sunday in April and ended the last Sunday in October.

Starting in 2007, DST starts the second Sunday in March and ends the first Sunday in November.

If your Amano Time Clock was manufactured prior to 2007 it may be programmed with the old DST calendar structure. A one-time customization change will allow your clock to correctly set itself for the new DST structure for 2007 and each year thereafter.

For your reference, dates for DST change are as follows for the period of 2010 to 2011:

2010: March 14 - Nov. 7

2011: March 13 - Nov. 6

Although the date is different each year, you need only change the start and end times once for the change to take effect each year thereafter through the year 2099.

Hawaii and Arizona will be the only U.S. states that do not observe DST after 2006.

The Daylight Saving Time Function operates in the following manner:

- When 2:00 am comes on the first day of daylight saving time, the clock automatically gains one hour to show 3:00 am. (The clock will change from 1:59 am to 3:00 am for beginning of DST.)
- When 2:00 am comes on the last day of daylight saving time, the clock will automatically lose one hour and return to 1:00 am. (The clock will change from 1:59am to 1:00am for the end of DST.)

If you have not adjusted the DST start- and end-times for your time clock, proceed with the following instructions.