Setting Daylight Savings Time (DST) Start and End Times for the Amano MRX-35 Time Clocks

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

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.

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

Your Amano Time Clock is 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 2007 to 2011:

> 2007: March 11 - Nov. 4
>
> 2008: March 9 - Nov. 2
>
> 2009: March 8 - Nov. 1
>
> 2010: March 14 - Nov. 7
>
> 2011: March 13 - Nov. 6

Note that 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.
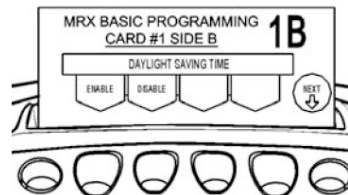
The Daylight Saving Time Function operates in the following manner:

- 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.)
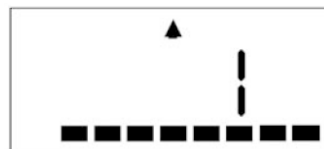
Enabling Daylight Saving Time

The MRX-35 is shipped from the factory with the Daylight Saving Time (DST) feature enabled (using the pre-2007 standard). However, the DST feature can be disabled if so desired. The procedure for enabling/disabling DST is as follows:
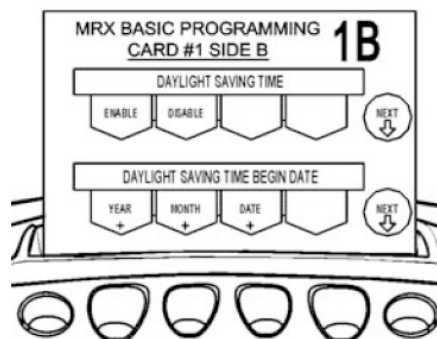
1. Insert MRX Basic Programming Card #1 Side B. The card will stop at the Daylight Saving Time position.

2. Press the one of the buttons indicated by the programming card to either enable or disable Daylight Saving Time.

3. Press the Next button to enter your selection. The card and the display will advance to the Daylight Saving Time Begin Date position. You may also press this button to advance through all settings until the card is ejected. Note: If "Disable" is selected, pressing Next will eject the card.

If DST is enabled, the MRX-35 will automatically calculate the DST begin date from year to year. However, due to the United States change, effective 2007, for the start date and end date of DST, it is necessary to reprogram these dates for the auto-time-change to work correctly.
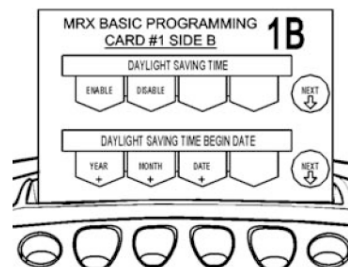
To manually set the start and end dates to the 2007 standard, proceed to the next section.

Manual Programming of DST Start Date and End Date

Note: These steps are necessary for the auto-DST function to operate correctly for 2007 and any year thereafter in which the 2007 standard is applied. Upon updating the start date and end date for DST, the correct date will automatically be applied each year.
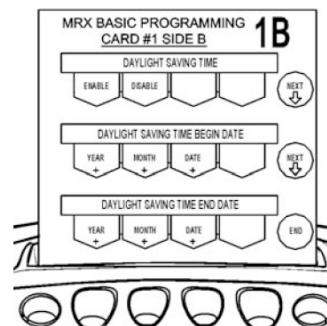
Setting the DST Start Date

4. If you have not already done so, insert MRX Basic Programming Card #1 Side B and advance it to the Daylight Saving Time Begin Date position by pressing the Next button once.

5. Press the buttons indicated by the programming card to increase the year, month, and date to the desired setting.
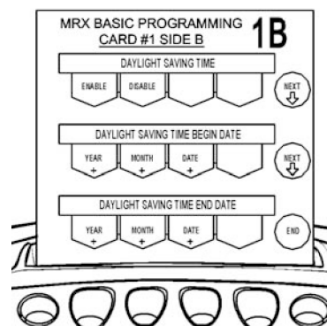
6. Press the Next button to enter the values selected. The card will advance to the Daylight Saving Time End Date position. You may also press the Next button to advance through all settings until the card is ejected.
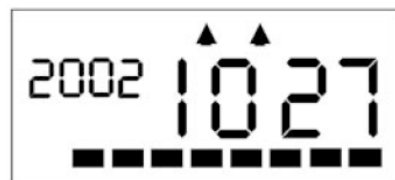
Setting the DST End Date

1. If you have not already done so, insert MRX Basic Programming Card #1 Side B and advance it to the Daylight Saving Time End Date position by pressing the Next button twice.

2. Press the buttons indicated by the programming card to increase the year, month, and date to the desired setting.
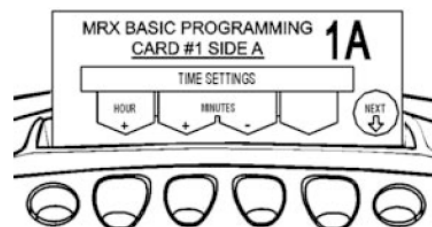
3. Press the End button to enter the values selected and eject the card.

Setting the Time

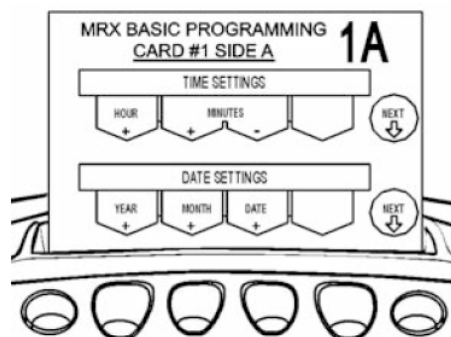To set the time (Hours and Minutes), perform the following:

1. Insert MRX Basic Programming Card #1 Side A. The card will stop at the Time Settings (Hour and Minutes) position.

2. Press the buttons indicated by the programming card to configure the hour and minutes to the desired setting.
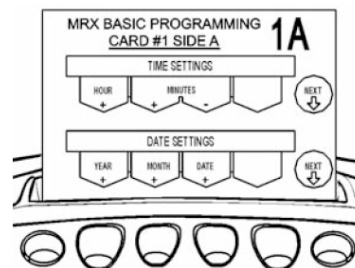
3. Press the Next button to enter the values selected. The card and the display will advance to the Date Settings position. You may also press the Next button to advance through all settings until the card is ejected.

Setting the Date (Year, Month and Date)

To set the date (Year, Month, and Date), perform the following:

1. If you have not already done so, insert MRX Basic Programming Card #1 SideA and advance it to the Date Setting position by pressing the Next button once.

2. Press the buttons indicated by the programming card to configure the year, month, and date.

   Note: The year will scroll chronologically forward from 2002 to 2050.

3. Press the Next button to enter the values selected. The card and the display will advance to the Pay Period Type position. You may also press the Next button to advance through all settings until the card is ejected.