

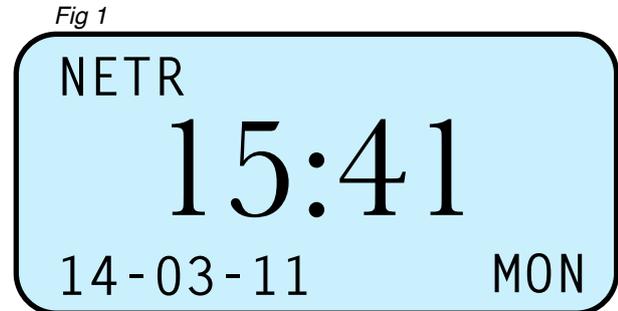
# GMT/BST ZK Terminals

This guide covers a number of different terminal types, so the graphical representations may not match the terminal you currently have. The instructions are basically the same, and we will try to point out any variations within the menu structure. If no buttons are pressed for 30 seconds at any time during this process, terminal will return to the main screen and you will lose any changed settings.

## Part I - Setting the date and time manually.

### Step 1

At the main screen which displays the date/time (Fig 1), press the 'MENU' button. If your terminal has been locked by a supervisor, you will need to 'Log In' to the terminal with their credentials (prox badge, pin number or fingerprint). If you have any problem accessing the terminal, call us on the number at the bottom of this document and we can assist.



### Step 2

You should now be presented with the main menu. Using the ▲ and ▼ keys, scroll to the 'Options' item (Fig 2) and press 'OK'. This should bring you into the options menu with 'System Opt' selected (Fig 3).

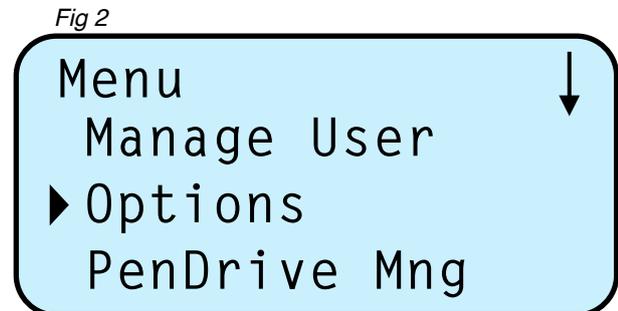


Fig 3



### Step 3

Press 'OK' to enter the System Options menu. Depending on which terminal you have, you may see the screens shown in Fig 4a and Fig 4b. Whichever variation you have, press 'OK' to enter the 'Date Time' menu, which is the same on all terminals.

Fig 4a - Terminal Type 1

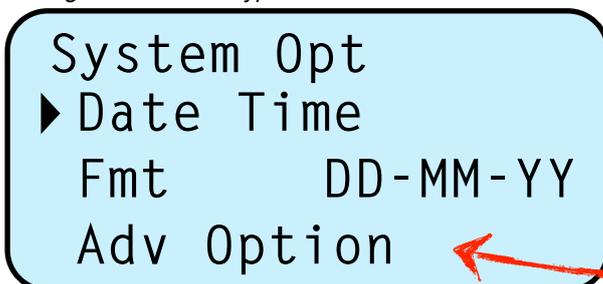
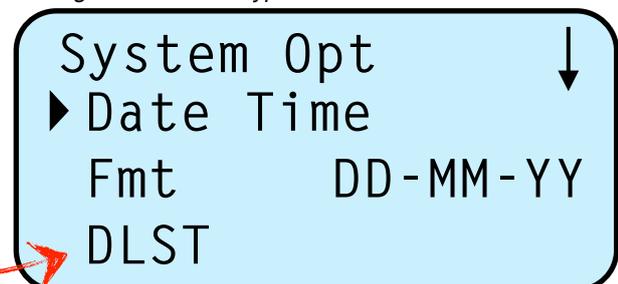


Fig 4b - Terminal Type 2

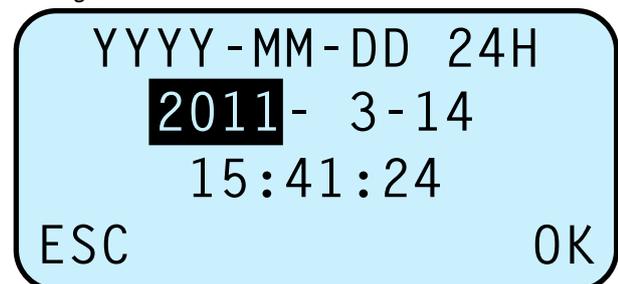


Difference can be seen here

### Step 4

Using the ▲ and ▼ keys, cycle through the date and time fields until you get to whichever one needs to be corrected. Use the numbered keypad to enter the correct date/time, and if more than one field is to be edited, cycle to that one and edit as above. Once it is complete, press the 'OK' button to save your changes. You will return to the previous menu. If your terminal looks like Fig 4b, please proceed to **Part II - Setting DLST**, otherwise, keep pressing 'ESC' until you reach the main screen shown in Fig 1. The date and time should now be correct.

Fig 5



## Part II - Setting DLST

Fig 6

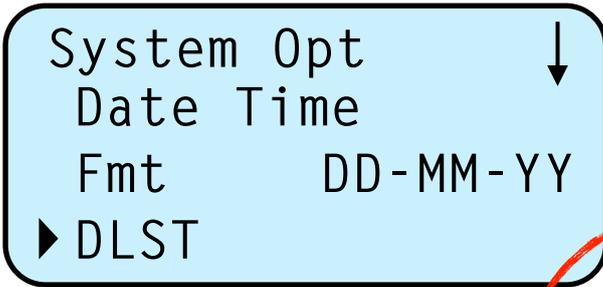


Fig 7



### Step 7

Back at the DLST menu shown in Fig 7, scroll down to 'Enter GMT' and press 'OK'. Repeat the instructions in Step 6, using '10' in the month field and changing the day field to the last Sunday in October. The examples shown in Fig 8 and Fig 9 show the dates for 2011, but naturally this will change each year. Press 'OK' once the dates are entered.

### Step 8

Once you have completed Step 7, you will once again be looking at the screen shown in Fig 7. At this point, press the 'ESC' key **ONCE**. It will ask if you want to save (Fig 10). Press 'OK'. Your changes will be saved and you will return to the system options menu. Press 'ESC' until you reach the main screen showing the date and time.

Fig 10



### Step 5

Continuing from Step 4, you should be back at the system options screen. Once again, using the ▲ and ▼ keys, scroll down to 'DLST' (Fig 6) and press 'OK'. This will take you into the DayLight Savings menu (Fig 7). With the selection arrow on DLST, press 'OK'. This will highlight the 'N' to the right of DLST. Use the ▲ or ▼ keys to change this to 'Y' then press 'OK'.

### Step 6

Next, scroll down to 'Enter BST' and press 'OK'. Enter '3' into the month field. Cycle to the day field using the ▼ key and enter the date of the last Sunday in March for your current year. Cycle to the time fields and change the hour to '2'. This is the time in the morning that the BST change will take effect, so if you don't want it for 02:00, set it to your required hour. Press 'OK'.

Fig 8 - BST

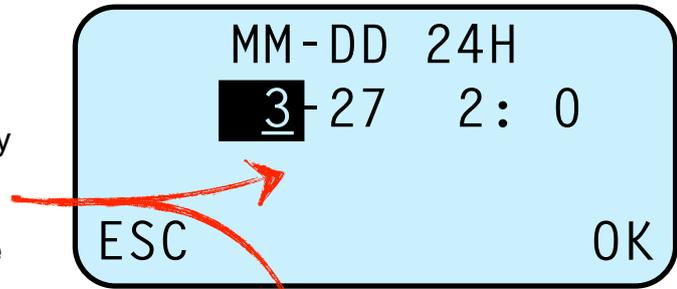
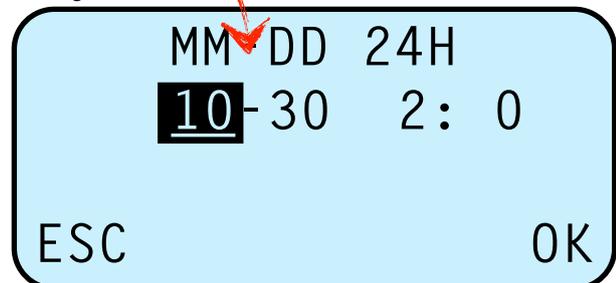


Fig 9 - GMT



### Notes:

- **Part II** can be completed at any time within the same year of the dates being set up and if set up in advance will prevent inaccurate clockings being made when the clocks change.
- If the clock times out during the process (30 seconds of inactivity), you will need to start again.
- If the current schedule of when BST starts and ends changes, the new rules will have to be applied, rather than last Sunday's of March and October.