



# DELTA FOUNTAINS

ARCHITECTURAL & FLOATING FOUNTAINS

## How to Set the Date & Time of Day on a Siemens Time Clock:

**Beginning Tip: Always start from the Main Menu Screen.**

### **Step 1: Select F4.**

This will pull up a screen that shows you the date and time of day. Keep in mind that this date will not necessarily be today's date. It will be the date of the last time someone set the clock.

### **Step 2: Touch the highlighted data block.**

The date and time of day should be the only thing highlighted. Once you touch it, it will take you to a new screen with a keypad.

### **Step 3: Use the Right Arrow to deselect the highlighted portion.**

This will place the Typing Tool at the end of the data block and deselect the entire entry.

### **Step 4: Use the Left and Right Arrows to move the Typing Tool where you need corrections. Use Backspace and the keypad to make the corrections.**

You **must** use the **exact** format shown on the screen in order to set the clock. We found that it's easier to avoid mistakes if you take a photo of the screen with your smartphone before doing anything (to have the correct format in front of you) and to only use the arrow keys to move the typing tool from one character to the next, rather than erasing the entire format. Once you have the data corrected, double check that it's in the correct format by referencing the photo you took.

### **Step 5: Hit Enter.**

This will take you back to the highlighted data block screen. The information should reflect the changes you made.

### **Step 6: Press "Set Time" to lock in the changes.**

From this step you will need to return to the Main Menu and/or status screen to verify that the new timecard date has been accepted.

\* Select F4 again to ensure your corrections were made.