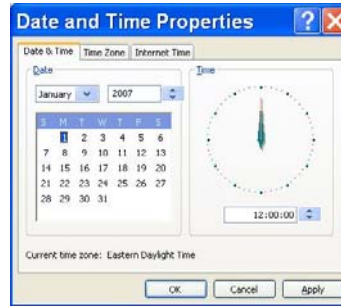


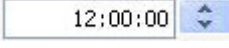


B.3 Quick Guide #3: Setting the Time & Date

(Refer to CAREpoint Users Manual Section 4 for more information)

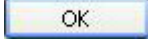


1. Using the on-screen Keypad , press the sequence; **#SETTIME (#-7-3-8-8-4-6-3)**.
 - The standard Windows Date/Time Properties dialog will appear.




2. Set the time by clicking  in the hour, minutes, or seconds sections (as desired) and adjusting the setting up/down by clicking . **Note!** The CAREpoint clock uses the 24 Hour (military) format (PM = time +12). Therefore, 1:00 AM is 1:00 and 1:00 PM is 13:00.
3. Set the date by clicking the desired day, month and year in the Date section. Select the correct month from its dropdown menu, the correct year by clicking , and the correct day from the calendar.



4. Click .
 - The Date and Time Properties window will close and the clock will be updated.



5. Using the on-screen Keypad , press the sequence; **#LOGOFF (#-5-6-4-6-3-3)**.
 - This will close and restart all of the programs and synchronize them accordingly.

End.

