

Instructions – Adjusting Time on Drive Thru Timer

Most store Drive Thru Timers (DTT) will no longer allow changes to the Timer via the keypad because a security code is in place. This includes changes to the time. Instead, you will need to make changes to the time via the PC30A software on your store PC. Follow the attached steps to adjust the time on your DTT.

Important Note: Backward time adjustments (usually only done in the Fall when you “fall back”) can only be made if the newly set time is not earlier than the recorded time your last car went thru your drive thru. This will cause a data conflict your database will explode (become corrupted). Confused? Here are some examples.

Correct Way:

The last car thru your drive thru was at 9:30pm on the DTT clock. It is now 11pm on the DTT clock and you will be adjusting the timer back one hour to 10pm. Since the clock adjustment sets the timer to a time (10pm) after the last car was recorded (9:30pm) there will be no conflict in the database and you have avoided a catastrophe.

Wrong Way:

The last car thru your drive thru was at 2pm on the DTT clock. It is now 2:30pm on the DTT clock and you will be adjusting the timer back one hour to 1:30pm. Since the clock adjustment sets the timer to a time (1:30pm) that is earlier than the time the last car was recorded (2pm) there will be a data conflict and your database is toast!

The best way to avoid this:

Make all time adjustments to your DTT as soon as you arrive at your store in the morning, before any cars have been through your drive thru for that day.

If you are unsure or confused about the time changing process, do not hesitate to contact the IT Dept; we will be happy to update the time for you.

With that said, here are your instructions and good luck!

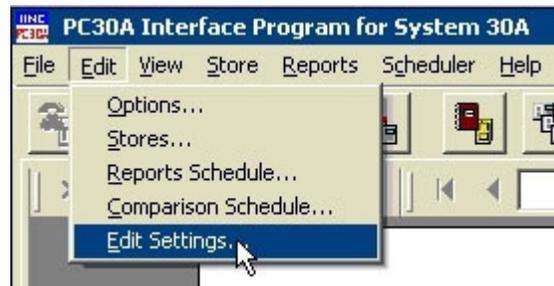
Instructions – Adjusting Time/Date on Drive Thru Timer

1. Open PC30A by double clicking on the PC30A icon on your desktop (see **Pic1**).
 - a. If your icon says “PC30” instead of “PC30A”, send an email to the IT Dept; these instructions will not work for your store and we will have to update your software.



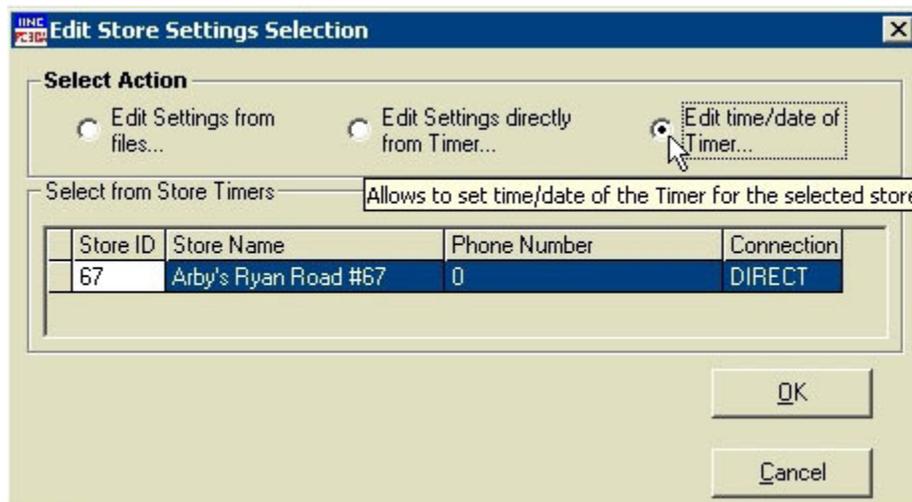
Pic1

2. In PC30A, click on “Edit” on the top menu bar and choose the option “Edit Settings” (see **Pic2**).



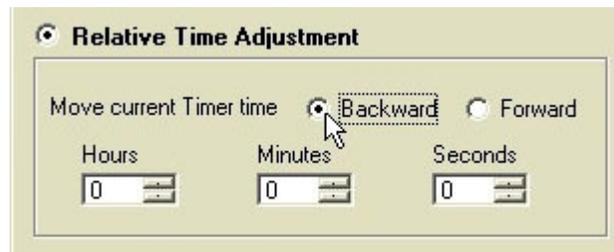
Pic2

3. Enable the “Edit time/date of Timer” option on the top right of the “Edit Store Settings Selection” pop-up window and click on the “OK” button (see **Pic3**).



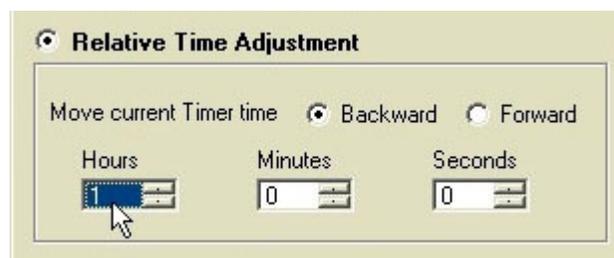
Pic3

4. The “Edit System 30 Timer time” window will appear and the software will try connecting to your DTT to pull its current time.
 - a. If the software gives you an error that says that it was unable to communicate with your DTT, send an email to the IT Dept with the note “DTT not communicating with PC”.
5. There are two ways to change the Timer time in the pop-up window “Edit System 30 Timer time”. The “Option 1” is the best when an exact change of an hour is all that is needed (best option for Daylight Savings Time changes). Use “Option 2” when a change of hours and minutes is required.
 - a. Option 1 (Relative Time Adjustment):
 - i. Enable the option “Relative Time Adjustment” if it isn’t already enabled.
 - ii. Enable the option associated with the correct direction of time adjustment.
 1. “Backward” for falling back in the Fall (see **Pic4**)
 2. “Forward” for springing forward in the Spring



Pic4

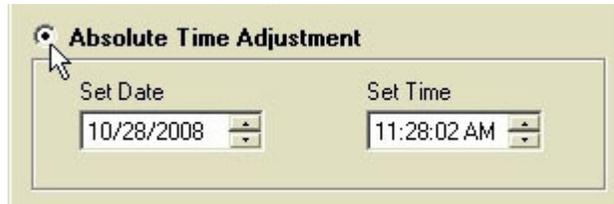
- iii. Click on the text box below “Hours” and enter the number “1” to adjust time by one hour (see **Pic5**)



Pic5

- iv. Skip ahead to step 6

- b. Option 2 (Absolute Time Adjustment):
 - i. Enable the option “Absolute Time Adjustment” (see **Pic6**)
 - ii. Make the appropriate changes to the time text box



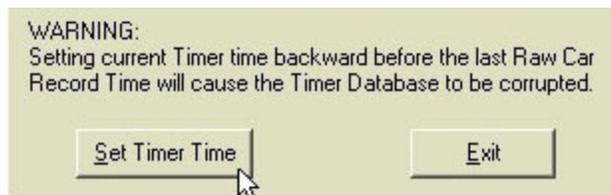
Pic6

6. Enable the option “Disabled” next to “Automatic Daylight Savings” in the “Edit Daylight Savings” section (see **Pic7**).
 - a. This is required because the automatic settings are set to the old rules of Daylight Savings Time and will change the timer’s clock on the wrong dates if “Enabled” is selected.



Pic7

7. Click on the “Set Timer Time” button (see **Pic8**).



Pic8

8. That’s it. When the DTT time has been updated you can close out of the PC30A software.