

Spring Forward, Fall Back...

When Daylight Savings time begins on the first Sunday in April, you need to set your clocks, including the clock in your Alpha Micro server, **forward** one hour. When Daylight Savings time ends on the last Sunday in October, you need to set your clocks **back** one hour. The rest of the year, you may find it necessary on occasion to adjust your date or time for other reasons. Here is how to make date or time changes in your Datacon server. Note that this function is done in a privileged area, and your doctor may have to perform the change date/time function.

1. **Select** *System Stuff*
2. **Select** *Change Date* or *Change Time*
3. **Select** *Spring Forward, Fall Back, Change Date* or *Change Time*
 - a. To change the date, enter mmddy (the formatting is handled automatically)
 - b. To change the time, enter hhmmss followed by "a" for am or "p" for pm (example: 083200a for 8:32 am)
 - c. *Spring Forward* and *Fall Back* change the clock by one hour, accordingly
4. **Exit**