



LAUSD ITD Help Desk

Updating Time Manually for Windows 2000 Computers

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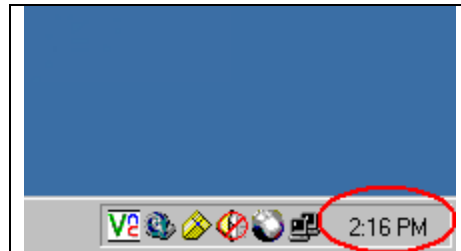
Introduction

This document applies to District Windows 2000 computers that have chosen not to use Microsoft's TZEDIT utility. Since this the case, you will need to manually adjust the time on 2 dates each year:

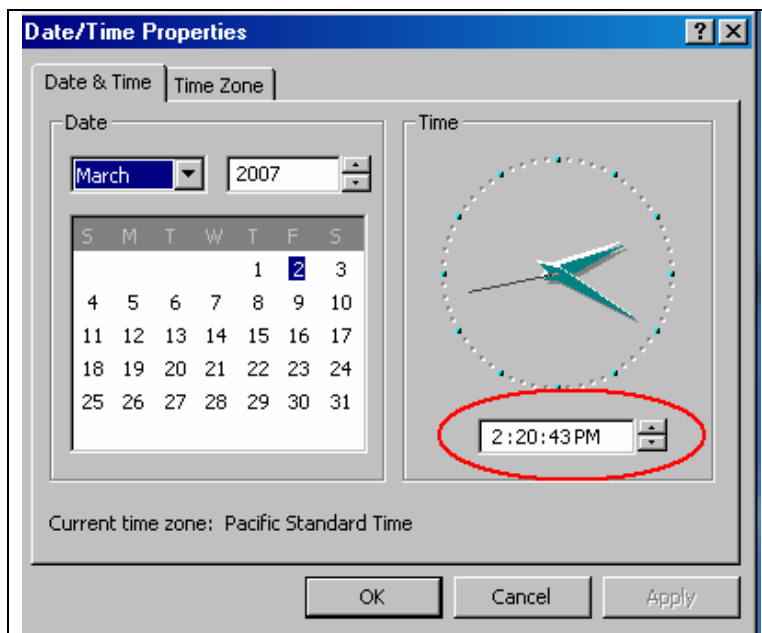
- The second Sunday in March (New DST begin date - Ahead one hour)
- The first Sunday in November (New DST begin date - Back one hour)

Updating Time Manually for Windows 2000 Computers

1. Double click on the DATE/TIME icon in the system tray (lower right corner of screen)



2. The DATE/TIME PROPERTIES window will appear. Point your mouse cursor at the HOURS section of the time. It will highlight. Use the up/down buttons to the right to adjust the time.



3. Select the TIME ZONE tab. Uncheck the box that says AUTOMATICALLY ADJUST CLOCK FOR DAYLIGHT SAVINGS CHANGES. (This will prevent the computer from changing on the OLD DST start and end dates.) Click OK to save and exit.

