Procedure for Changing Clocks to and from Daylight Savings Time

When the Leitch clock system dials into the Naval Observatory to correct its time output every week, there needs to be a time offset programmed in the clock system to compensate for the differences in our local time and GMT.
The time offset is –5:00:01, 198 ms for wintertime and –4:00:01, 198 ms for Summertime.
Because the time in Tokyo and Hawaii does not change during day light savings time, there needs to be a –1:00:00 hour Aux offset programmed to defeat day light savings for these clocks.
Follow these procedures to program the clock changes.

1. Move the change over switch from the auto position to the A position.
2. Configure Backup clock by doing the following.
    A. On the inside of the front panel, while holding the shift button down, select "enter phone offset" button **<Shift/Enter Phone Offset>** and then **<Shift/Enter>**.
    B. While holding the "Shift" button down, select the "P/M" button until the minus LED is lit **<Shift/P/M>** and then **<Shift/Enter>**.
    C. enter 05.00.01 for winter and 04.00.01 for summer and then **<Shift/Enter>**.
    D. enter 198 ms delay **<Shift/Enter>**.
    E. To program the Aux offset, make sure dip switch 1 on SW3 is down.
    F. **<Shift/HH.MM.SS>**, **<Shift/P/M>** until the minus LED is lit. **<Shift/Enter>**.
    G. Enter 01 00 00**<Shift/Enter>** to complete the programming.
    H. **<Shift/Dial Now>** to dial the modem and update the clock.
3. At the chosen time for changing the clocks, move the change over switch from A to B. Locate the Leitch FR-1302 frame in Rack 3. Open the front cover and locate the toggle switch on the tcc 1302 card on the left of the chassis. Hold the toggle switch up for 3 seconds. This will jam sync the drop frame compensation to the new clock signal.

4. Configure the Main clock using the same procedure. Then switch the changeover switch first to A then to auto.