

CHANGING SHIFTS ON THE SYS30 TIMER

1. Press the **SET-UP DAYPARTS & SHIFTS** key. If you have a lockout code setup in the programming, enter the lockout code and press **ENTER**.
2. Press + or - key until the following screen appears:

Set Up Dayparts/ Shifts Menus: <u>SHIFTS</u> Press + or - & ENTER

3. Press **ENTER** key to get the following screen:

Set Up Shifts: 1, 7:00A / 11:30A 2, 11:30A / 01:30P 3, 04:00P / 11:00P

- a. Press the number keys to enter the beginning time for the first Shift;
 - b. Press the + or - key to choose A (AM) or P (PM) for the time just entered;
 - c. Press **ENTER** key to move to the ending time for the first Shift, or to skip any field you do not wish to change;
 - d. Repeat steps 3.a thru 3.c for each Shift;
 - e. Press 00:00 for the beginning time to turn any Shift OFF;
 - f. A maximum of 3 Shifts may be entered;
 - g. Shift #1 cannot start before the earliest store open time entered in the **STORE HOURS** display;
 - h. Shifts #2 and #3 cannot start before the previous Shift;
 - i. The last Shift will end at the programmed time, or at the closing time entered in the **STORE HOURS** display, whichever is first.
 - j. Shifts may overlap if desired;
 - k. There may be gaps between shifts, however no data will be reported on the Shift Report for the gap period.
4. Press **EXIT** key twice to return to the main display.