

Technical Service Bulletin 031207**Time and Date Change Procedure: DCX Paragon**

Procedure 031207: Time and Date Change Procedure	
Applicability	DCX Paragon transmitters.
Prerequisites	HPA in STOP mode.
Equipment Required	None.
Comments	Time and date must be reset if AC power is interrupted to control system brain board.

1. Issue following commands on HPA control panel to navigate to **Set Date and Time** menu on LCD screen: **Information Access > Adjustments > Date and Time**. Default administrator password is 55555.
2. Current time and date settings are displayed on LCD screen. Verify correct settings of date and time. Time is displayed in 12-hour format with no AM or PM indication.
3. If date setting requires change, press **Date >** button.
4. If year setting requires change, press **Up >** or **Down >** buttons to change year setting under **Present Value** to desired value, or enter desired value directly via keypad number buttons under **New Value** heading.
5. Press **Save >** to store setting. If year setting has not changed or has changed to a lower value, pressing **Save >** takes system to **Set Month** menu. If year setting has changed to a higher value, system reverts to main menu and LCD backlight is extinguished.
6. If month setting requires change, press **Up >** or **Down >** buttons to change month setting under **Present Value** to desired value, or enter desired value directly via keypad number buttons under **New Value** heading.
7. Press **Save >** to store setting. If month setting has not changed or has changed to a lower value, pressing **Save >** takes system to **Set Day** menu. If month setting has changed to a higher value, system reverts to main menu and LCD backlight is extinguished.
8. If day setting requires change, press **Up >** or **Down >** buttons to change day setting under **Present Value** to desired value, or enter desired value directly via keypad number buttons under **New Value** heading.
9. Press **Save >** to store setting. If day setting has not changed or has changed to a lower value, pressing **Save >** takes system back to **Set Date and Time** menu. If month setting has changed to a higher value, system reverts to main menu and LCD backlight is extinguished.
10. If time setting requires change, press **Time >** button.

11. If hour setting requires change, press **Up >** or **Down >** buttons to change hour setting under **Present Value** to desired value, or enter desired value directly via keypad number buttons under **New Value** heading. Value must be entered in 24-hour format (i.e. 2 pm = 14 hours).
12. Press **Save >** to store setting. If hour setting has not changed or has changed to a lower value, pressing **Save >** takes system to **Set Minute** menu. If hour setting has changed to a higher value, system reverts to main menu and LCD backlight is extinguished.
13. If minute setting requires change, press **Up >** or **Down >** buttons to change minute setting under **Present Value** to desired value, or enter desired value directly via keypad number buttons under **New Value** heading.
14. Press **Save >** to store setting. System reverts to **Set Date and Time** menu.
15. Current time and date settings are displayed on LCD screen. Verify correct settings of date and time. Time is displayed in 12-hour format with no AM or PM indication.
16. Procedure complete.

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Comark Communications
104 Feeding Hills Road
Southwick, MA 01077 U.S.A.
(800) 345-9295
<http://www.comarktv.com>