JUST AS A REMINDER - Daylight Savings Time begins on the second Sunday in March.

The time change is set to occur in the early morning hours (2:00AM) on **March 13, 2016**. Keep this in mind as you begin preparing any election equipment which will be used on or after this date.

- **For preparing Eagle/Insight cartridges only**, manually change the time to end Daylight Savings Time before hand on workstations and operating systems that are used for burning cartridges/MemoryPacks. Ensure you make this change prior to burning cartridges/MemoryPacks for an election March 13th or later.
- **Insight Voting Units.** The Eagle and Insight sets the time to the hardware based on the time set on the MemoryPack. No additional action is necessary if the procedure above is performed. If the time set is otherwise incorrect, you can change the Eagle or Insight's time setting via the keypad.
- **AVC Edge and EDGE2*plus* Voting Units**. The time must be set manually on the voting units. To run an election, the time on the voting unit and the Card Activator/HAAT must be the same. During Pre-LAT (Pre Logic and Accuracy Testing), set the time on the hardware to accommodate the beginning of Daylight Savings Time.
- **Card Activators, HAAT 50 and HAAT 100 Units**. The time must be set manually on the units. The time on the voting unit and the Card Activator/HAAT must be the same. During Pre-LAT (Pre Logic and Accuracy Testing), set the time on the hardware to accommodate the beginning of Daylight Savings Time.
- **400C Voting Units.** Make sure the time on the system's Windows XP PC has the correct time prior to processing ballots.
- **AccuVote-TS Units.** When setting the time and date, choose to manually adjust for the time change or choose the option for this to occur automatically. **AVC Advantage Voting Units.** The time must be set manually on the voting units. During Pre-LAT (Pre Logic and Accuracy Testing), set the time on the hardware to accommodate the DST time change.
- **AccuVote-OSX Units.** When setting the time and date, choose to manually adjust for the time change or choose the option for this to occur automatically.
- **AccuVote-OS Units.** Set time and date manually.
- **ImageCast Central (ICC) and DRS.** Make sure the desired time settings are chosen and the time is displayed correctly prior to processing ballots.
- **ImageCast Evolution (ICE).** Set time and date manually.
- **ImageCast Precinct(ICP).** Set time and date manually.