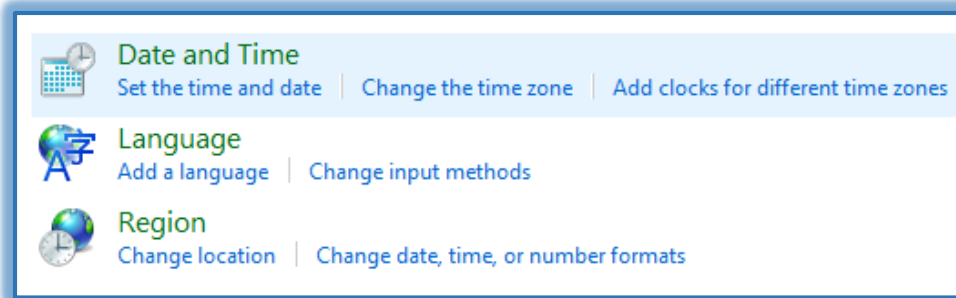


## Control Panel-Clock, Language and Region

- ✦ In the **Search** box to the right of the **Start Button** input **Control Panel**.

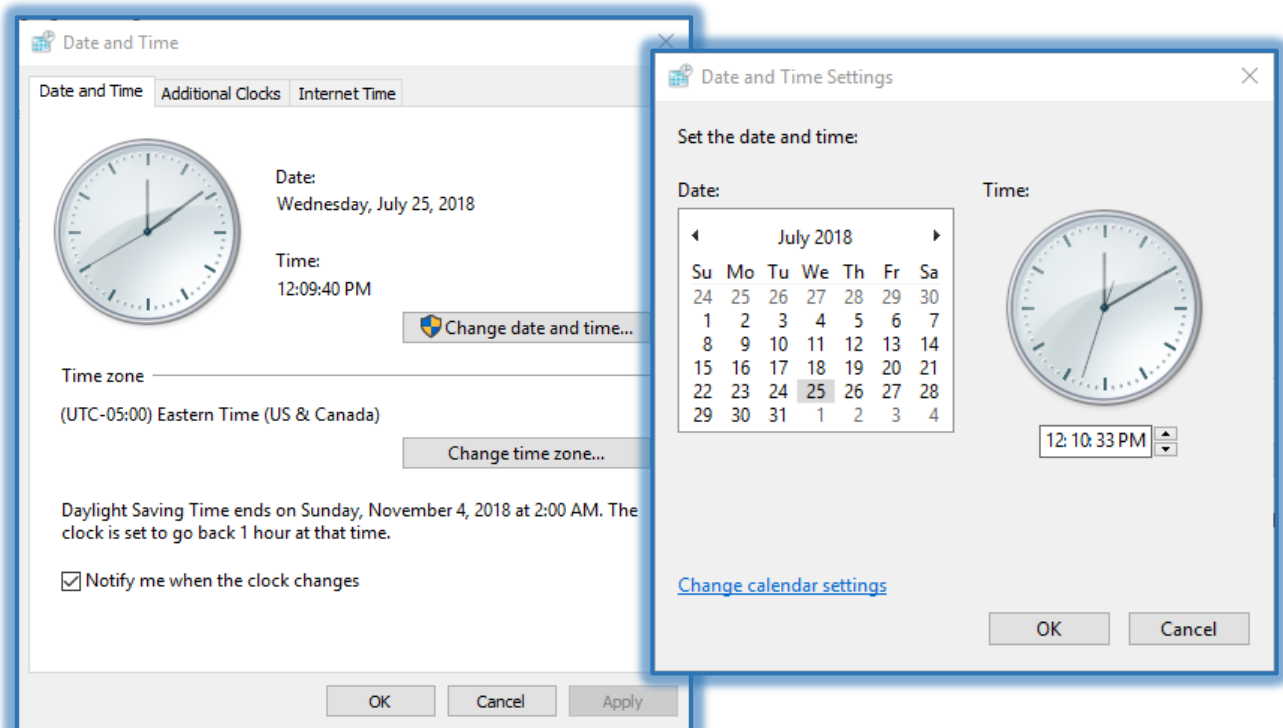


- ✦ Click the **Control Panel** link at the top of the **Start Menu**.
- ✦ The **Control Panel** window will display.
- ✦ Click the **Clock, Language, and Region** link.
- ✦ The **Clock, Language, and Region** window will display.



### Change Date

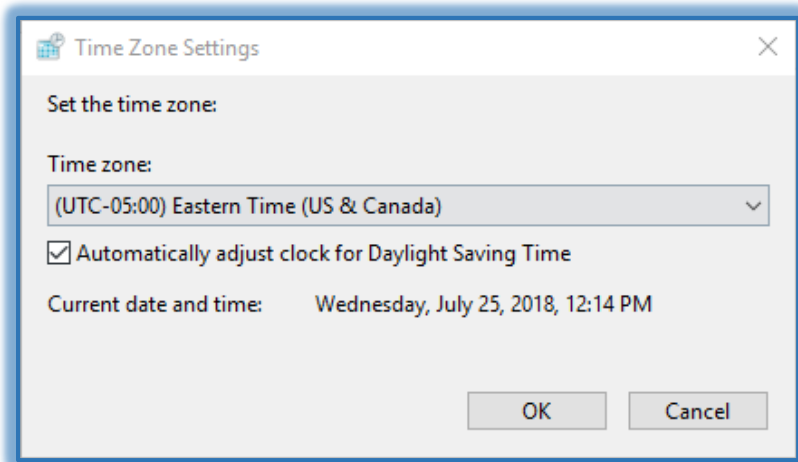
- ✦ Click the **Date and Time** link.
- ✦ The **Date and Time** dialog box will appear.



- ✦ Click the **Change Date and Time** button.
- ✦ The **Date and Time Settings** window will display (see illustration on previous page).
- ✦ Make any desired changes to the **Date and Time**.
- ✦ Click the **OK** button to exit the **Date and Time Settings** window.
- ✦ Click **OK** a second time to close the **Date and Time** window.

### Change Time Zone

- ✦ To change the **Time Zone**, click the **Change Time Zone** button.
- ✦ The **Time Zone Settings** window will display.

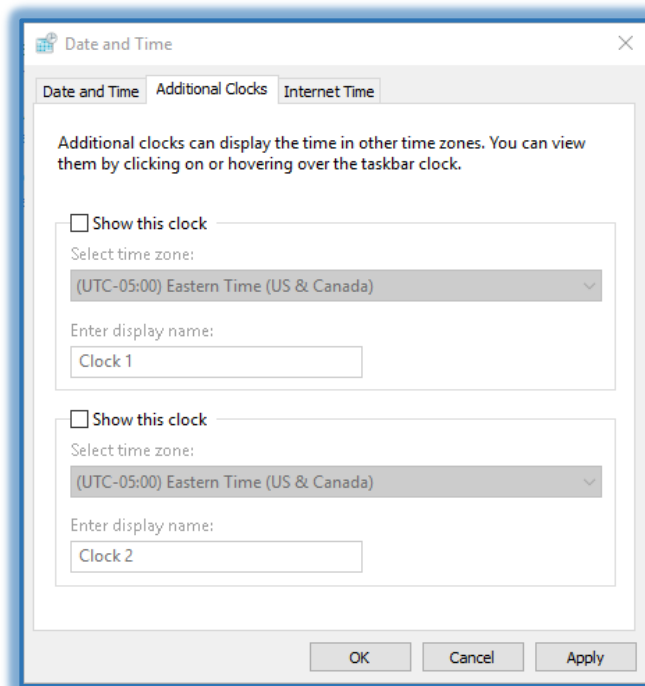


- ✦ Use the list to select a time zone.
- ✦ Choose whether or not to **Automatically Adjust Clock the Daylight Saving Time**.
- ✦ Click the **OK** button.

### Add Additional Clock

This feature can be used to add up to two additional clocks for other time zones.

- ✦ Click the **Additional Clocks** tab.



- ✦ The **Additional Clock** window will display.
- ✦ Click the **Show This Clock** check box.
- ✦ Select a different time zone from the **Show Time Zone** list.
- ✦ Under **Enter Display Name**, input a name for the clock.
- ✦ Click **Apply** to save this information.
- ✦ The clock for the specified time zone will display when you move the mouse pointer over the **Time and Date** in the lower right corner of the **Taskbar**.