ZOOM – How to change time and date

Steps:

1. On the Control Unit, navigate to the Menu -> Settings -> Store Settings -> Accounting settings page (see the illustrated steps below):

Menu C Serv	lick on Menu /İCE					1:10:08 PI	HM	E
нме	Shortcuts			, o	lick on S	ETTINGS	200	4
DASHBOARD	SHORTCUTS RE	EPORTS	SETTINGS	STATUS	LOGIN	HELP		
REPORT S Click to get a C	HORTCUTS Quick Report:		- Dashboard - Store Setting - Goals	js	c	lick on Sto	re Settings	
нме	Edit Store Se	ttings	Click on	ACCOUNT	TING		200	4
DASHBOARD	SHORTCUTS RE	EPORTS	SETTINGS	STATUS	LOGIN	HELP		
HOURS		SSWORDS	DRIVE-THRU I	MANAGER				

2. In the Accounting page, click on "EDIT"

нме	Edit Store	Settings					2 2014
DASHBOAR	D SHORTCUTS	REPORTS	SETTINGS	STATUS	LOGIN	HELP	
HOURS		PASSWORDS	DRIVE-THRU	MANAGER			
Click the EDIT button to modify settings:					Click of EDIT		
		Sys	stem Date & 1	lime Setu	р	EDIT	

3. Set the correct "System Date" and "System Time" for the site's time zone

HME Edit S	2001		
DASHBOARD SHOR	TCUTS REPORTS SETTINGS	STATUS LOGIN HELP	
HOURS		RU MANAGER HELP	
	System Date 8	& Time Setup	
	System Date:	November 💌 07 🗸, 2011 🗸	
(L)	System Time:	2 •: 05 • PM •	-
	Time Zone*:		
DATE & TIME	(GMT-08:00) Pacific Time (US &		
	Daylight Savings Adjust*:	Enabled •	
	System Locale*:	English (United States)	
	Custom Time Format*:	● 12-hour	
	* System will automatically restart on		

4. Click SAVE button when done.