

ADJUSTING YOUR COMPUTER'S DATE AND TIME

Beginners' Kaffee Klatch
Presented by Bill Wilkinson
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To adjust your computer's date and time clock:

1. Right-click on the **Time** Tab that appears in the lower right hand corner of the Systray.
2. Left-click on **Adjust/ Date and Time**.
3. If you want to automatically reset the time to be synchronized with the official atomic clock of the United States government, click on the **Internet Time tab**, check the **Automatically synchronize with an Internet time server**, select **time-a.nist.gov** in the server box, then select **Update Now**, then OK.
4. If you want to manually reset the time, left-click the Hour, Minute, Second, or AM/PM for the unit you wish to adjust.
5. Click the arrow up or down to adjust the time.
6. Verify the time on the clock face.
7. If necessary, click on the current calendar date.
8. Click on OK.

When is it time to change the clock battery?

An indication that it is time to change the motherboard battery is when you start receiving one of the following error messages when you turn on your computer: CMOS CHECKSUM FAILURE, CMOS BATTERY STATE LOW, CMOS SYSTEM OPTIONS NOT SET and CMOS TIME AND DATE NOT SET. Another indicator of a low battery is a clock that, after being set, runs well while the computer is on, but shows the wrong time when the computer is turned on the following day (it is late).

The battery (generally a CR2032 lithium) is located on the motherboard. It will be about the size of a nickel, and be held in place by a small clip. You can easily replace it. Check your computer manual.

In addition to the clock, the battery powers the CMOS chip (Complementary Metal Oxide Semiconductor) and BIOS settings (Basic Input/Output System). You may see a fleeting reference to these settings when you boot up. It will say something like, "To enter Setup, press Delete."

The settings tell the computer what equipment is present, and how it interacts. When the battery conks out, the settings are lost and your computer is in trouble.

Some experts advocate changing the battery every few years (perhaps five), just to be safe. You have a limited amount of time to replace the battery without losing the settings in your BIOS. So have a replacement battery (probably a CR2032 lithium that you can purchase from any computer store, such as Best Buy or Radio Shack) ready to insert in place of the old battery. Protect yourself by printing out the BIOS settings. Go into Setup and press Print Screen. You'll need that information just in case the settings were lost during the battery change.