# HW2
Staff Quick Start Guide

Included

• HW2 system
• Universal AC adaptor


Set Up

Connect the universal voltage AC adapter to the wall outlet and the DC jack on the bottom panel of the unit.

DC JACK (9V/4.5A)

outlet
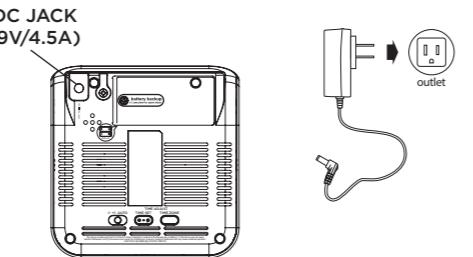
Charging Devices Via USB

There are two USB ports located on the front of the unit. Connect a USB cable (not included) to a USB port and the other end to your device to charge.

USB PORTS (5V/2.1A)
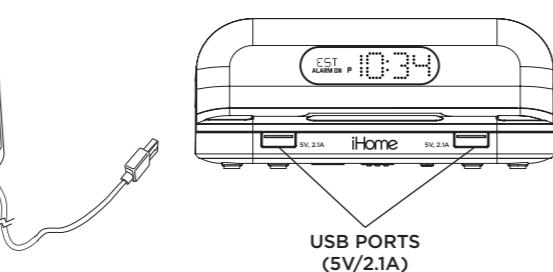
Setting the Time Zone and Clock
(Factory Preset Clock)

The first time you connect your new preset clock to the AC outlet, the unit will automatically show the correct Eastern Standard time, which is the default setting. To change the default setting to match your time zone, see *Time Zone Setting* below. Once the correct time zone is set, if the time displayed is not correct, follow steps under *Manual Clock Setting* to set the correct hour, minute, year, month, and date.

Time Zone Setting

Press and hold the **TIME ZONE Button** located on the bottom of the unit. The default (EST) time zone will flash on the display.

TIME ZONE

EST
ALARM ON P 10:34
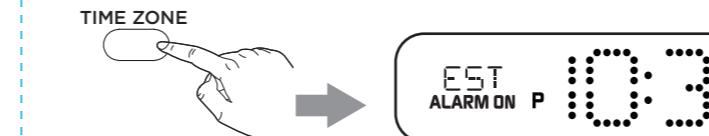
Press and release the **–** or **+ button** as needed until your time zone is displayed. The time display will also change.

CST
ALARM ON P 9:34

Press and release the **TIME ZONE Button** to confirm time zone setting.

Daylight Saving Time

The unit ships with the **Daylight Saving Time** (DST) **switch** in Auto position, and will automatically adjust when the time changes in March and November. To switch manually, slide switch (located on the bottom of the unit) to +1 to add an hour or to -1 to subtract an hour.

-1 +1 AUTO   TIME SET   TIME ADJUST TIME ZONE

Manual Clock Setting

Press and hold the **TIME SET button** on the bottom of the unit to enter clock setting mode. The hour will flash on the display.

TIME SET

HOUR P 12:31
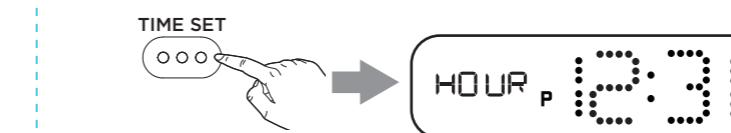
Press the **-** or **+ button** to adjust hour (hold for rapid adjust). Make sure to set the correct AM or PM time.

HOUR 10:31
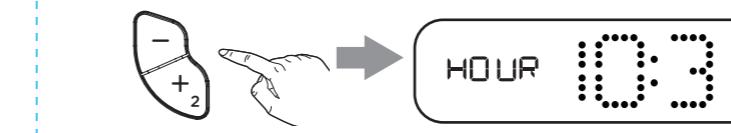
Press the **TIME SET Button** to confirm hour. The minute will flash.

TIME SET

MIN 10:31

Press the **-** or **+ button** to set the minute.

MIN 10:32

Press the **TIME SET Button** to confirm minute. The year will flash.

TIME SET

YEAR 2022

Press the **-** or **+ button** to set the year.

YEAR 2019

Press the **TIME SET Button** to confirm year. The month will flash.

TIME SET

MON OCT
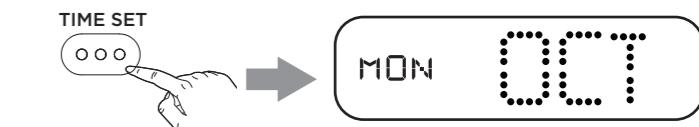
Press the **-** or **+ button** to set the month.

MON DEC

Press the **TIME SET Button** to confirm month. The date will flash.

TIME SET

DAY 22

Press the **-** or **+ button** to set the date.


DAY 20

Press the **TIME SET Button** again to confirm clock settings. ✓

Note: Make sure that the Year, Month, and Date settings are correct so that the Auto Daylight Savings Time adjustments will occur on time.

TIP: *Press the* **Alarm On/Off Button** *when display is flashing during clock setting to toggle between 12 hour and 24 hour display modes.*

When Low Battery Icon flashes on the display, replace backup batteries with 2 fresh AA batteries. Keep unit connected to AC power when replacing batteries or you will lose settings. Make sure to match polarity (+/–) on batteries as shown below.

LOW BATTERY ICON

ALARM ON P 10:34

Battery backup installation
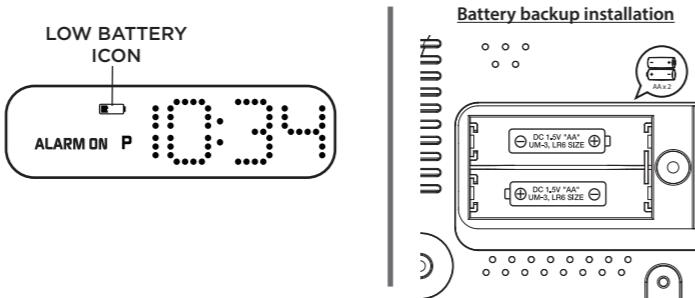
Battery Cautions and Tips:
CAUTION - Risk of explosion if battery is replaced by an incorrect type. Dispose of used batteries according to the instructions.
• Only use the recommended/supplied batteries or equivalent.
• Use alkaline batteries for longer life.
• Do not mix old and new batteries, and do not mix alkaline, carbon-zinc or rechargeable nickel-cadmium batteries.
• Insert batteries with proper polarity (+/–) as indicated.
• Remove exhausted batteries from product.
• Do not attempt to recharge non-rechargeable batteries.
• Do not open batteries or heat them beyond normal ambient temperatures.
• To prevent battery leakage or damage remove batteries from a product if it will not be used for a month or longer.
• Use extreme caution handling leaking batteries (avoid direct contact with eyes and skin). If battery leakage comes in contact with eyes, IMMEDIATELY flush the eye with lukewarm and gently flowing water for at least 30 minutes. If skin contact occurs, wash skin with clear water for at least 15 minutes. Seek medical attention if any symptoms occur.
• Store in cool, dry, ventilated area away from hazardous or combustible material.
• Do not dispose of batteries in the household trash or fire.
• Follow applicable laws and local regulations for the disposal and transportation of batteries.

Maintenance:
• Place the unit on a level surface away from sources of direct sunlight or excessive heat.
• Clean your unit with a soft, damp cloth. Strong cleaning agents, such as thinner or similar materials can damage the surface of the unit.
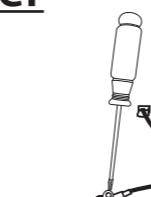
Security Tether

Secure the attached Security Tether to a wall or other permanent surface.

CAUTION: DO NOT attach to an AC outlet or cause it to become entangled with anything that can create a hazardous situation.

Tips For Guests

Using the wireless charger:

Supports:
• Qi compatible phones (also works with plastic cases up to 3mm thick)
• AirPods with wireless charging case

Place compatible device face up in middle of marked charging target circle. Check the wireless charging indicator icon ((•)) on the display:

• *Rapid blinking icon* – Device is not charging. Reposition device.
• *Slow blinking icon* – Device is charging properly.
• *Solid icon* – Device is charged (some devices do not support this feature).
• *No icon* – Not in charging mode (no device on unit)

• Thick device cases can interfere with wireless charging. Removing such a case may improve wireless charging.
• Wireless charging uses a magnetic field. Avoid placing any metal object and personal items with magnetic stripes, such as credit cards, bank cards, key cards, etc., near the wireless charging area to prevent damage.

Note: This unit is compatible with the Qi wireless charging standard. PMA wireless charging is not supported.