

# INSTRUCTIONS FOR THE OVA TIME CLOCK

- 1. To turn on:**
  - a. Turn on the power strip (located to the right of the desk and down low).
  - b. Turn on the time clock (switch located on lower right side of unit).
  - c. Press “YES” (possibly twice) to resume with previous settings (you don’t want to have to go through and set up all the settings).
  
- 2. To set the time:**
  - a. Press “SET”
  - b. Press “TIME”
  - c. Enter the minutes and seconds as: mm:ss  
(i.e. 15:00 - note that you DO have to enter the colon)
  - d. Press “YES”
  - e. Enter the period number
  - f. Press YES
  
- 3. To start or stop the clock:**
  - a. Press the switch on the hand unit
  - b. When the period is over the buzzer will automatically sound. *You must press the switch on the hand unit to stop the buzzer.*
  
- 4. To set the score:**
  - a. Press “SET”
  - b. Press “HOME SCORE” or “GUEST SCORE”
  - c. Enter the score
  - d. Press “YES” (it will beep and say “ERROR”. Ignore this.)
  
- 5. To increase the score by one:**

*(this is an easier way to increase the score after a goal than #3 above)*

  - a. Press “HOME SCORE” or “GUEST SCORE”
  - b. Press “1”
  
- 6. To set up a penalty:**
  - a. Press “SET”
  - b. Press “HOME PNLTY” or “GUEST PNLTY”
  - c. Key in time as m:ss (i.e. 3:00)
  - d. Press “YES”
  - e. Enter player’s number – you MUST use two digits! For a one digit number, enter zero first. (i.e. for player #7, enter 07)

**7. To change a penalty:**

- a. Press "HOME PNLTY" or GUEST PNLTY"
- b. Press "PNLTY EDIT"
- c. Press "YES"
- d. Enter the new penalty time as m:ss (i.e. 1:38)
- e. Press "YES"

**8. To clear a penalty:**

*(if you have multiple penalties going, this clears the oldest one)*

- a. Press HOME PNLTY or GUEST PNLTY
- b. Press "PNLTY CLEAR"
- c. Press "YES"

**Instructions for typical SJHA games:**

Warm-up time is 5 minutes. First period is 15:00 minutes – running time. Second period is 15:00 minutes – running time. Third period is 12:00 minutes – Stop time. If game is running late, shorten the third period accordingly (coordinate with referee before start of third period).

Minor penalties are 3:00 minutes during running time, or 2:00 minutes during stop time. If a penalty is in progress when time changes from running time to stop time (i.e. from end of second period to beginning of third period), cut the remaining penalty time in half.

When using running time, if a penalty ends while play is stopped, hold the player in the penalty box until play resumes. This rule ONLY applies to running time.