

If your computer loses time, use the **Date/Time** tool to set the correct time:

1. Click **Start**, point to **Settings**, and then click **Control Panel**.
2. Double-click **Date/Time**.
3. On the **Date & Time** tab, configure the correct time, and then click **OK**.

To determine if the time loss is a result of a weak computer battery:

1. Click **Start**, point to **Programs**, and then click **MS-DOS Prompt**.
2. At the command prompt, type `time`, and then press ENTER.
3. Compare this time with the time that is reported by the clock on the taskbar.
4. Type `exit`, and then press ENTER.

If the computer's time and the time on the clock are different, the computer's battery may be too weak to keep accurate time, and it should be replaced. For information about how to replace the battery, refer to the documentation included with your computer.

Most CMOS batteries may be changed:

1. Power down the computer. Unplug power.
2. Open the CPU case and look on the motherboard for a shiny battery about the size of a quarter. Write down the number. Go to drugstore and purchase a battery with that number.
3. Remove the old battery from the motherboard and immediately put in the new one.
4. Replace the CPU cover. Plug in the computer and power up.
5. Doubleclick the time on the right end of the taskbar to bring up the clock. Reset.

NOTE: This problem does not affect the clock in your computer's CMOS.

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