# Tech Info Library

## Macintosh: Using the Alarm Clock

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Macintosh: Using the Alarm Clock

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To see the clock, choose Alarm Clock from the Apple Menu. A single box displaying the time will appear on screen. Clicking on the flag to the right of the time will bring up two more boxes under the time display. The bottom box contains icons for the alarm, date, and time; the middle box contains the setting for the icon selected in the bottom box.

To set the alarm, date, or time:

1. Choose Alarm Clock from the Apple Menu.

2. Click on the flag to the right of the time display. The setting and icon boxes appear.

3. Click in the bottom box on the icon for the setting you want to change.

4. Click in the middle box. Scroll arrows appear.

5. Click in the middle box on the setting you want to change. To change the setting, click on the scroll arrows or type the new settting.

6. Set the clock by clicking on another icon or clicking on the Close box in the upper left corner of the time display.

When you select the alarm icon, an on/off switch icon shows up on the left of the alarm setting in the middle box. Small lines radiate from the alarm icon in the bottom box when the alarm is on. When the alarm goes off, the speaker beeps once and the Apple menu flashes.

When the Apple on the Menu bar is flashing, it means that the alarm has gone off. To turn off the alarm, choose the Alarm Clock from the Apple menu; if the clock is on screen, get to the clock's icon box and click on the date or time

icon.

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