

How to unlock schedule in the MTX15 clock directly

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When each employee's file in Time Guardian is set with a fixed schedule and the lock in schedule option is enabled and a supervisor needs to override the lock, this can be done at the clock:

Note: Only applies to Time Guardian version 5 or higher, Plus version 2 or higher, and Pro version 4 or higher. Requires firmware version 3 in the MTX-15 clock.

1. Go in front of the time clock
2. Press the 1st button on the clock
3. Choose unlock schedule
4. Supervisor must swipe(not enter ID) their card/badge
5. Within 3-5 seconds, employee needs to swipe

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