

# TIME EQUIPMENT CORP.

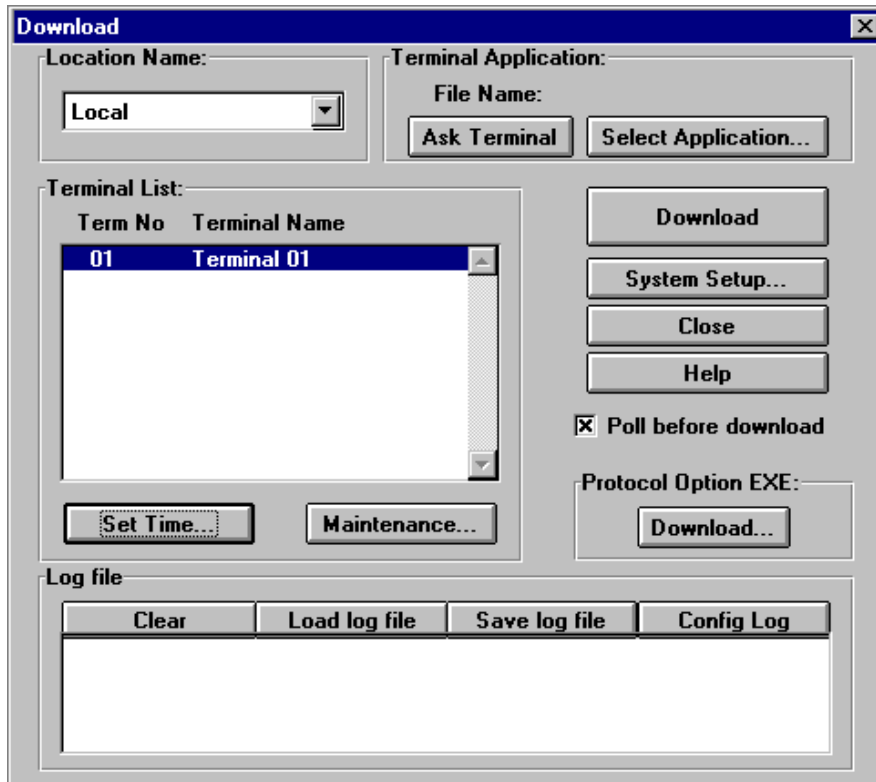
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## MTX BADGE READER DAYLIGHT SAVINGS TIME INSTRUCTIONS

- Ensure that the time and date on your computer is correct.
- Perform a Poll and Process in the TCS software.
- Start the MTX-COM program. (Start / Programs / Amano / MTX-COM). If you can not find the shortcut you can click on the Start button and choose Run. Enter C:\MTX\MTXCOM.EXE and click OK. Depending on the version of MTX-COM the following screen or a slightly different one will appear:



- Click on the Terminal EXE button or Terminal Setup depending on the version that you have. The following screen one similar to it will appear:



- Select all the terminals and click on the Set Time button.
- **On the next screen:**
- The Daylight Saving Time should be checked. Ensure the start Year Month and Date are set to 2018, March, 11. Make sure the end is set to 2018, November 4. Click on the Download button. The time and Daylight Savings information will be sent to the clock(s).
- Repeat for each location as necessary.