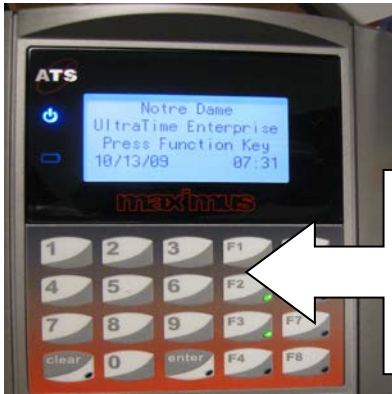


## CLOCKING IN/OUT



Select **F1** to Clock **IN** or **F2** to Clock **OUT**



Display screen will prompt you to clock IN/OUT by scanning your badge

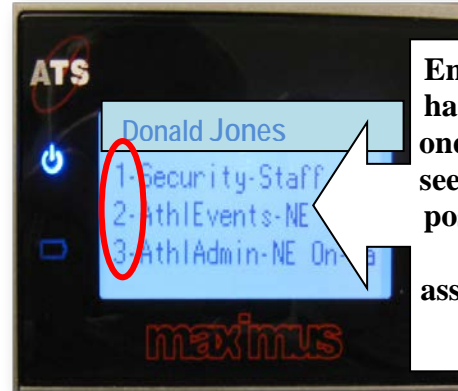


Swipe badge from top to bottom with magnetic strip facing away from the clock in a smooth quick motion



You will receive a "Punch Accepted!!!!" message after swiping your badge

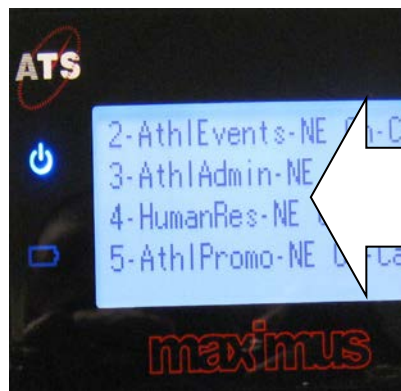
## MULTIPLE POSTIONS



Employees who have more than one position will see a list of their positions with a number assigned to each position



Using the keypad, select the corresponding number assigned to the position you wish to clock IN for and select the ENTER key



If you have more than 3 positions, you will need to use the F7 (scroll up) and F8 (scroll down) buttons to view the additional positions

### Keypad Legend

- F1 = Clock IN
- F2 = Clock OUT
- F3 = Inquiry (7 day punch history)
- F7 = Scroll Down to view multiple positions
- F8 = Scroll Up to view multiple positions