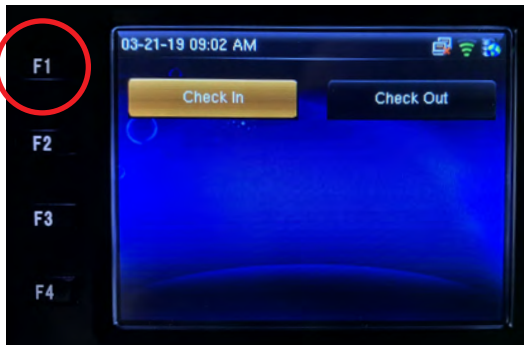


# CLOCKING IN/OUT INSTRUCTIONS (single job)

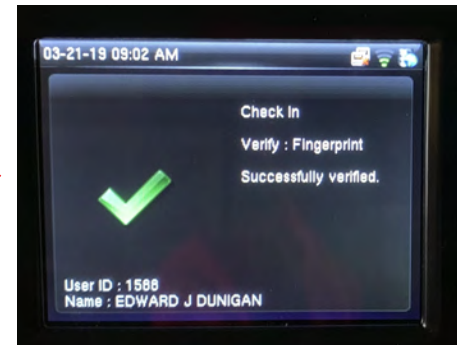
## Clocking IN



Press F1 until **Check In** is highlighted.

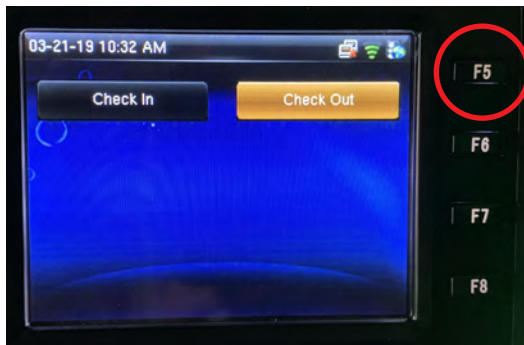


Place finger on scanner.



Time clock verifies finger and then sounds "THANK YOU".

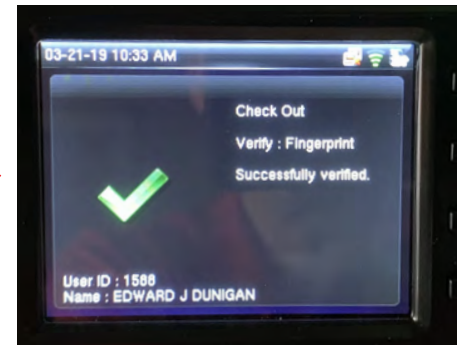
## Clocking OUT



Press F5 until **Check Out** is highlighted.



Place finger on scanner.



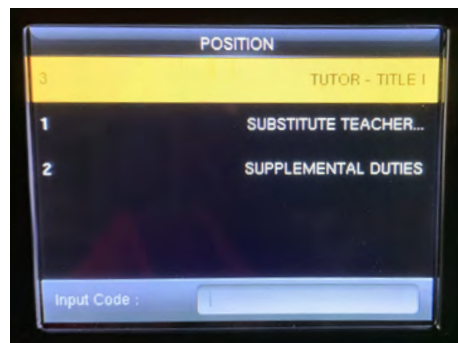
Time clock verifies finger and then sounds "THANK YOU".

# CLOCKING IN/OUT INSTRUCTIONS (multiple jobs)

## Clocking IN

An employee with more than one job will clock IN almost exactly like an employee with only one job. Here's the difference:

Once the employee's finger is placed on the scanner, a list of the employee's jobs is displayed. Using the **UP** and **DOWN** arrow buttons, the employee will select the job and then press **OK**.



## Clocking OUT

An employee with more than one job will clock OUT exactly like an employee with only one job.

**PLEASE NOTE:** When an employee switches to one of their other jobs during the day, they will not have to clock OUT first. When they clock IN for the other job, the system will automatically clock OUT the job they just finished working.