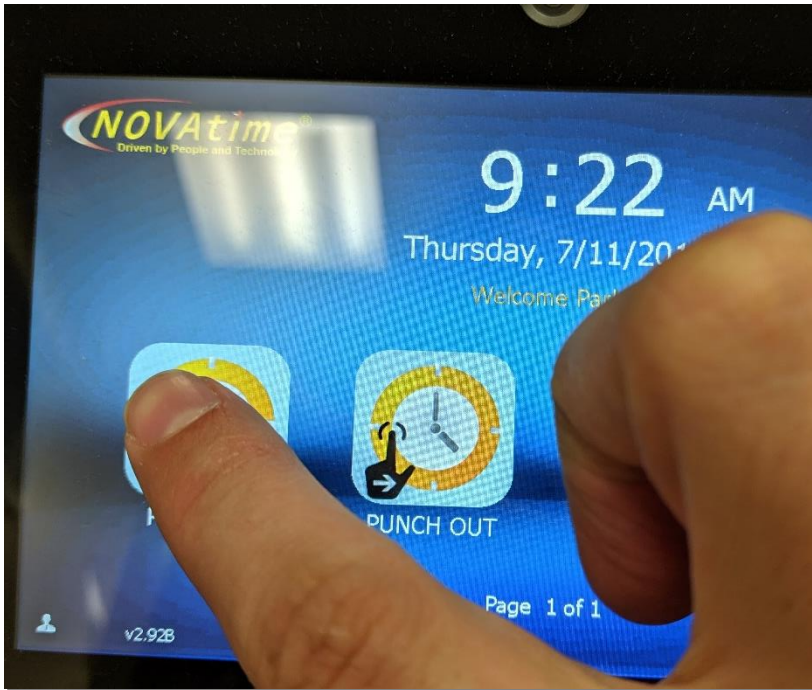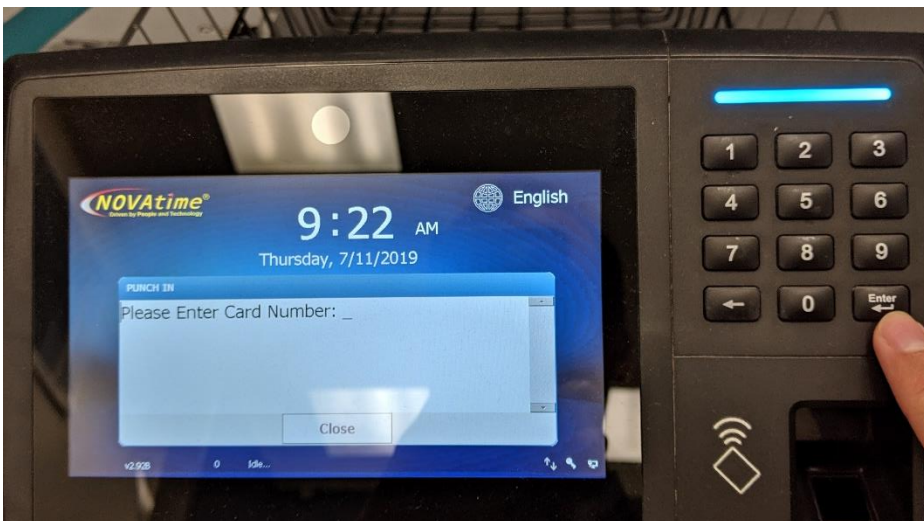# How to Punch In and Out at the Clock

Punching IN

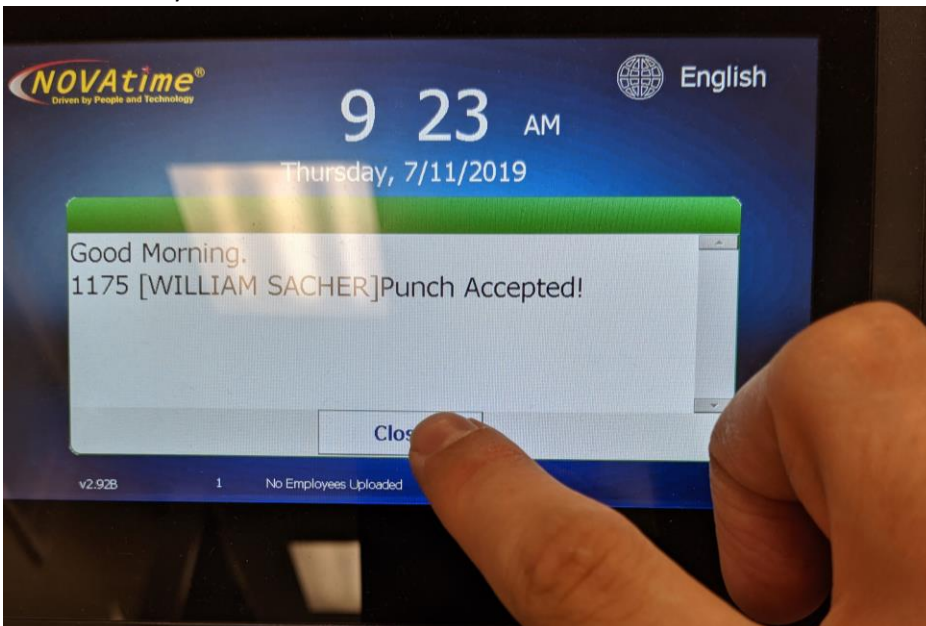1.Tap the option 'Punch In' on the screen

2. Input the last four digits of your SS#, then press Enter

3. Put your fingertip gently down on to the blue screen

4. You will hear a beep and see a message saying punch was accepted. Press 'Close' at the bottom when you are done.

If your fingertip was not accepted, the clock will prompt you to retry two more times. Remember to gently put your fingertip on the blue screen

Punching OUT

1. Tap the option 'Punch Out' on the screen

2. Input the last four digits of your SS#, then press Enter

3. Put your fingertip gently down on to the blue screen

4. You will hear a beep and see a message saying punch was accepted. Press 'Close' at the bottom when you are done.
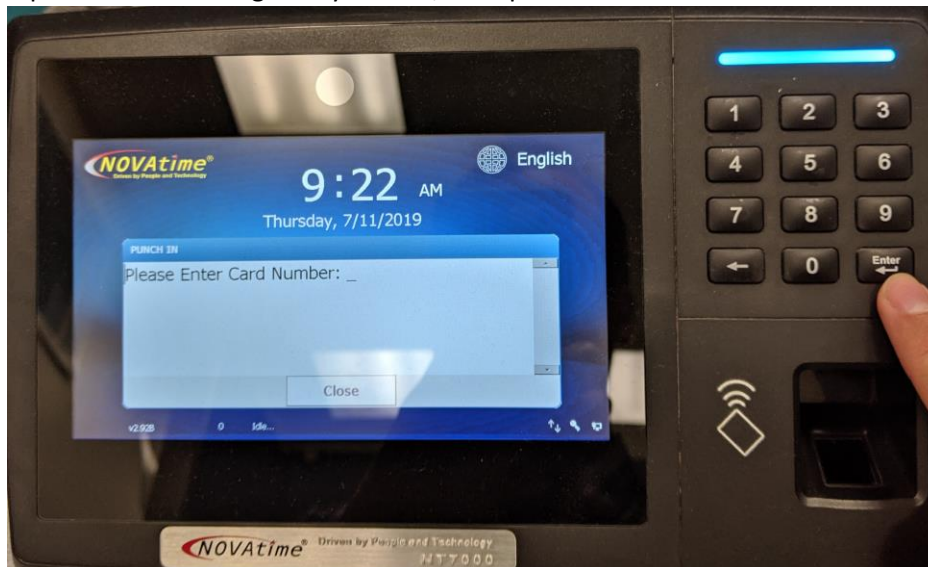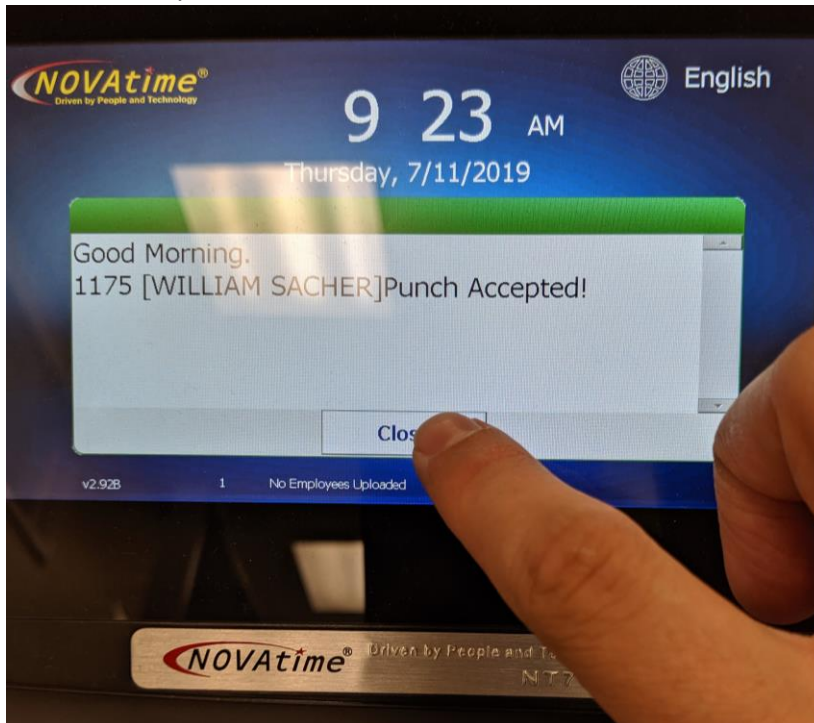

If your fingertip was not accepted, the clock will prompt you to retry two more times. Remember to gently put your fingertip on the blue screen