HOW TO PUNCH IN/OUT WITH BIOMETRIC CLOCK

To clock in or out:

1. Select the punch type that you wish to make. Your options will be:
   - IN DAY **(start of your work day)**
   - OUT LUNCH
   - IN LUNCH
   - OUT DAY **(end of your work day)**

2. Enter your PIN # and press the "ENTER" button.
3. Place finger on scanner until it says punch accepted
4. The Clock should briefly display your name and then display the date/time screen. You have now added a punch. If the clock did not display your name, your punch was not accepted. You can try punching in again. If it still doesn't display your name, please contact your supervisor to manually enter your missing punch.

Using the finger scanner correctly

1. Straighten your finger

2. Move your finger above the scanner

3. Keep your finger straight and lower the pad of your finger evenly onto the center of the finger scanner. User moderate pressure. Cover the blue light.

4. Keep your finger on the sensor until the terminal accepts the finger scan. Do not move or roll your finger.

Straighten your finger ①

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Lower the pad of your finger onto the scanner ④