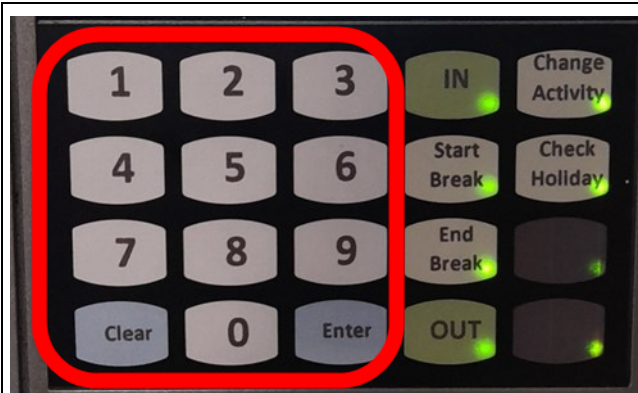




1) To Clock In

Press the **"IN"** button as shown in the picture.

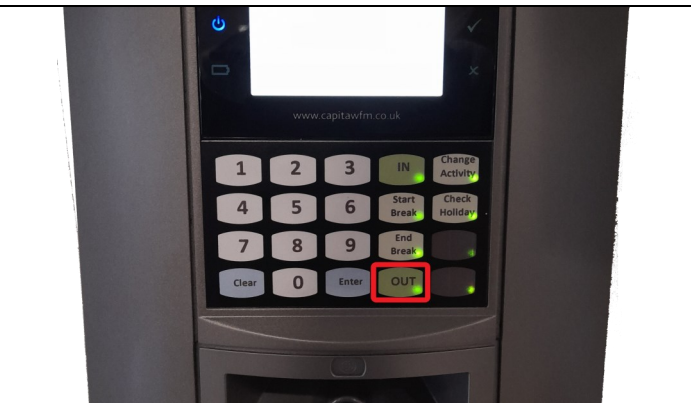


2)

1. Key in your badge ID in the keypad shown. Then prese Enter

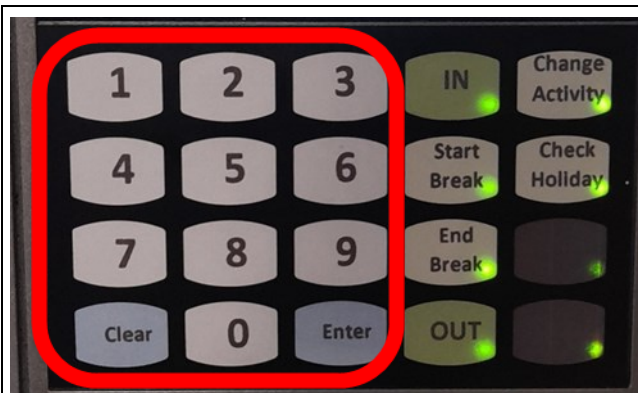


- 3) The terminal will read: Username – Clocked In – Welcome
You have now Clocked In successfully.



4) To Clock Out

Press the **"OUT"** button as shown in the picture.



5)

1. Key in your badge ID in the keypad shown. Then prese Enter



- 6) The terminal will read: Username – Clocked Out – Goodbye
You have now Clocked Out successfully.