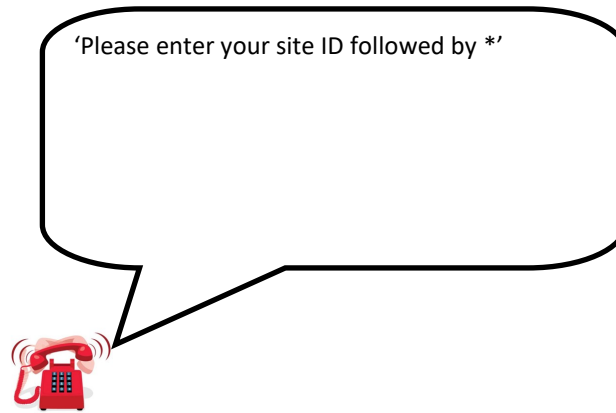




1) From the designated telephone on site dial the phone number you have been given for clocking in and out.



2) Depending on the telephone you are calling from you may be prompted for a Site ID. If so, you'll hear the message above.

If you do not hear this, move to box 4.



3) Using the telephone keypad enter the relevant site ID and press the * key. You may have more than one Site ID if you work across multiple sites or contracts.

'Welcome to the ISS Telephone Clocking Utility. By continuing with this call, you consent to the processing of the call information by, or on behalf of, ISS to record and manage your attendance. Please enter your employee number.'



4) You will then hear the message above.

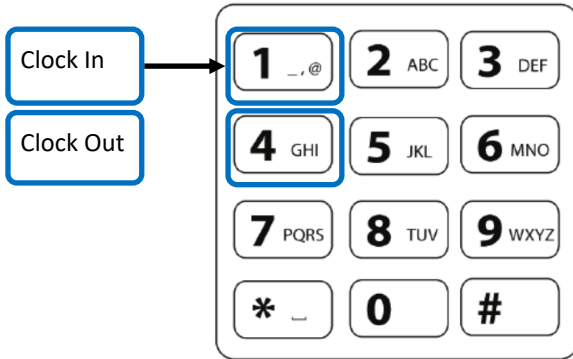


5) Using the telephone keypad enter the badge number you have been given and press the * key. You may have more than one badge number if you work across multiple contracts.

'To book on press 1 To clock out press 4'





6) You will then hear the message above.



When you hear 'You have booked on' or 'You have booked out' you can hang up the phone confident that your clocking has been successfully received.



7) Select 1 to clock in or 4 to clock out

- 8)
-  Employees can key their badge number without waiting for the end of the recorded messages.
 -  At the end of the call you can press 7 and pass to a colleague so they can clock on or off.