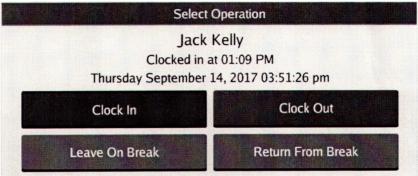


Clock Operations Guide

TimeClock Plus

Clock Operations Guide



First Thing in the Morning

- 1. Enter your ID number.
- 2. Select continue.
- 3. Scan your print.
- 4. In the Main Menu, press Clock In.
- 5. Follow the prompts.

Going to Lunch

- 1. Enter your ID number.
- 2. Select continue.
- 3. Scan your print.
- 4. In the Main Menu, press Leave On Break.
- 5. Follow the prompts.

Returning from Lunch

- 1. Enter your ID number.
- 2. Select continue.
- 3. Scan your print.
- 4. In the Main Menu, press Return from Break.
- 5. Follow the prompts.

Ending the Day

- 1. Enter your ID number.
- 2. Select continue.
- 3. Scan your print.
- 4. In the Main Menu, press Clock Out.
- 5. Follow the prompts.

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