



TimeClock Plus®
a better sense of time.™

Clock Operations Guide

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Select Operation

Jack Kelly

Clocked in at 01:09 PM

Thursday September 14, 2017 03:51:26 pm

Clock In Clock Out

Leave On Break Return From Break

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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