Job Aid: Clocking In/Out

Clock Main Menu

Main Menu Function Keys

Button	Description
Clock In	Press this button to clock in for the day
Start Lunch	Press this button when leaving for lunch *Used only by those agencies who clock in/out for lunch.*
End Lunch	Press this button when returning from lunch *Used only by those agencies who clock in/out for lunch.*
Clock Out	Press this button to clock out for the day
Enroll	Opens the biometric enrollment menu (for users with enroller access or higher)
Settings	Opens settings menu (for users with Admin access)

- If a punch is *successful*, a high pitched tone will sound and the transaction is posted to your timesheet. A message will also appear on the clock confirming the punch was successful.
- An *unsuccessful* punch is signified by a low pitched tone. A message will also appear on the clock notifying the punch was not successful.
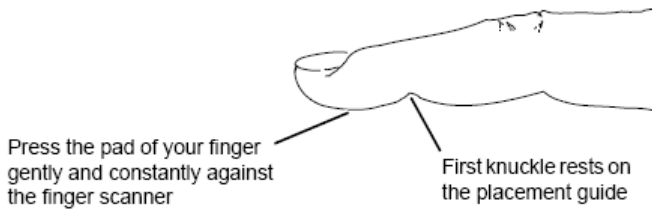
Properly Placing your Finger on Sensor

Proper use of a biometric reader, or finger scanner, helps ensure consistent and accurate finger scans. To use the finger scanner, lock, drop, and hold the pad of your fingertip on the scanner:

Note: *For finger scans, we recommend you use an index finger, middle finger, or a ring finger, in that order. We recommend you do not use a thumb.*
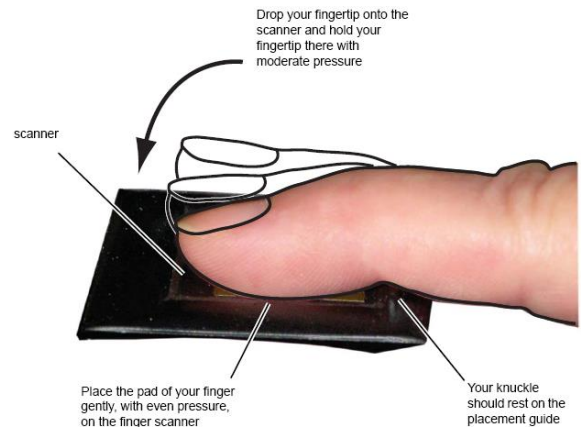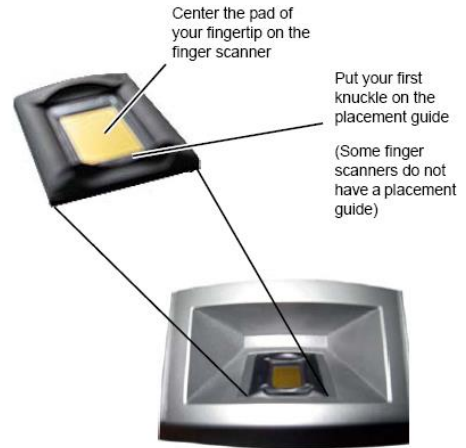
1. **Lock**: With the palm of your hand facing towards the finger scanner, place the first knuckle of your finger on the ridge that is the finger scanner placement guide. Center your finger on the placement guide.

   Caution: *Don't slide your finger onto the finger scanner, as this can push debris onto the finger scanner.*

Press the pad of your finger gently and constantly against the finger scanner

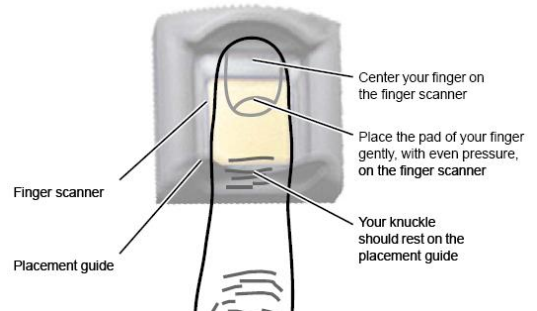First knuckle rests on the placement guide

Knuckle placement for finger scanner

2. **Drop**: Gently, lower your fingertip onto the finger scanner.
3. **Hold**: Push the pad of your fingertip against the finger scanner with a light, constant pressure. You do not need to push your finger hard against the scanner, nor should you barely touch the scanner. Instead, apply a constant, even, light pressure to the finger scanner with the pad of your fingertip. Don't move your finger or roll your finger on the scanner.

Center the pad of your fingertip on the finger scanner

Put your first knuckle on the placement guide

(Some finger scanners do not have a placement guide)

Drop your fingertip onto the scanner and hold your fingertip there with moderate pressure

scanner

Place the pad of your finger gently, with even pressure, on the finger scanner

Your knuckle should rest on the placement guide

Correct finger placement on a finger scanner – side view

Center your finger on the finger scanner

Place the pad of your finger gently, with even pressure, on the finger scanner

Finger scanner

Your knuckle should rest on the placement guide

Placement guide

Correct finger placement on a finger scanner – top view

Incorrect finger placement not centered on the finger scanner

Incorrect finger placement at an angle