CLOCK IN AND OUT WITH PUNCH+

Once your fingerprint has been enrolled, or you have your card or PIN, follow these steps to clock in and out on the Punch+ clock.

To clock in and out with a fingerprint:

1. Press **"1"** or **IN** if you are starting your shift or returning from break.
   Press **"2"** or **OUT** if you are ending your shift or starting a break. If you select the wrong punch type, press the **"X"** button to start over.

2. Enter your PIN using the keypad followed by **"OK"**.

3. Place the finger on the prism.
   - If successful, the clock beeps and the light flashes green.
   - If unsuccessful, the screen displays "Keep trying" and the light flashes red. Shifting the finger forward on the prism can often make a difference.

4. If there are no clock prompts needed with your punch, then the clock displays *Success* and your punch type *(IN or OUT)*.
   - If you are asked a clock prompt, like a department number or tip amount, enter the number on the keypad and press "OK". The clock displays *Success* and your punch type *(IN or OUT)*.

To clock in and out with a card:

1. Press **"1"** or **IN** if you are starting your shift or returning from break.
   Press **"2"** or **OUT** if you are ending your shift or starting a break. If you select the wrong punch type, press the **"X"** button to start over.

2. Pass your card in front of the face of the clock, near the sensor on the right.

3. If there are no clock prompts needed with your punch, then the clock displays *Success* and your punch type *(IN or OUT)*.
   - If you are asked a clock prompt, like a department number or tip amount, enter the number on the keypad and press "OK". The clock displays *Success* and your punch type *(IN or OUT)*.

To clock in and out with a PIN:

1. Press **"1"** or **IN** if you are starting your shift or returning from break.
   Press **"2"** or **OUT** if you are ending your shift or starting a break. If you select the wrong punch type, press the **"X"** button to start over.

2. Enter your PIN using the keypad followed by **"OK"**.

3. If there are no clock prompts needed with your punch, then the clock displays *Success* and your punch type *(IN or OUT)*.
   - If you are asked a clock prompt, like a department number or tip amount, enter the number on the keypad and press "OK". The clock displays Success and your punch type *(IN or OUT)*.