Use These Steps to Punch In

Place these instructions next to your time clock for your employees to reference.



STEP 1: Authenticate

Use facial recognition, RFID badge, or PIN to identify yourself.





STEP 2: Scan Temperature*

If the time clock has a temperature reader, follow the on-screen prompts to scan your temperature for your first punch of the day.



STEP 3: Punch In

Use voice controls to punch for shifts, breaks, meals, and department transfers. Try it out! Just say, "punch in."

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