Time Clock Plus (TCP): Punching In and Out
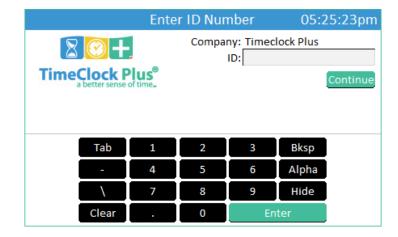
STEP 1:

Using the keypad, enter your Username into the **ID** field.

Press **"Continue."**

STEP 2:

Place your finger on the fingerprint scanner.

STEP 3:

To Clock In: Clock In

To Clock Out: Clock Out