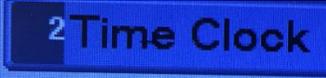
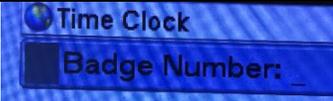
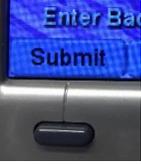


## Clocking in and out utilizing your IP Phone

### Office Phone

You must know your 5 digit Badge Number.

1. On your phone select Services	
2. Time Clock should be highlighted. If not – using the arrow keys, select Time Clock	
3. Push the button under the word Select	
4. Type in your Badge Number	
5. Push the button under the word Select	
6. Push the button under the word Exit until you return to the main menu.	