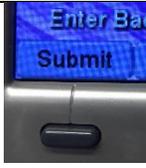


## Clocking in and out utilizing your IP Phone

### Teacher Phone

You must know your 5 digit Badge Number.

1. On your phone select the Globe Icon	
2. Use the phone arrow key,	 Arrow down to Services: 
3. Push the button under the word Select	
4. If you have more than one choice, arrow down to the work Time Clock Push the button under the word Select	
5. Type in your Badge Number	
6. Push the button under the word Select	
7. Push the button under the word Exit until you return to the main menu.	