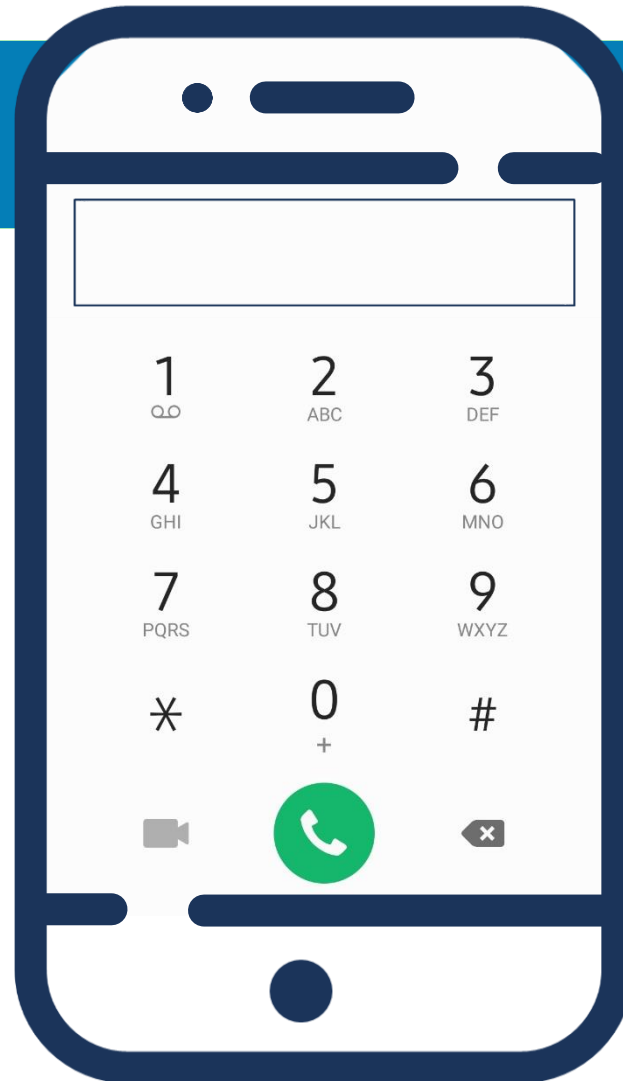


1. CALL



TeamTime

2. YOU WILL HEAR:

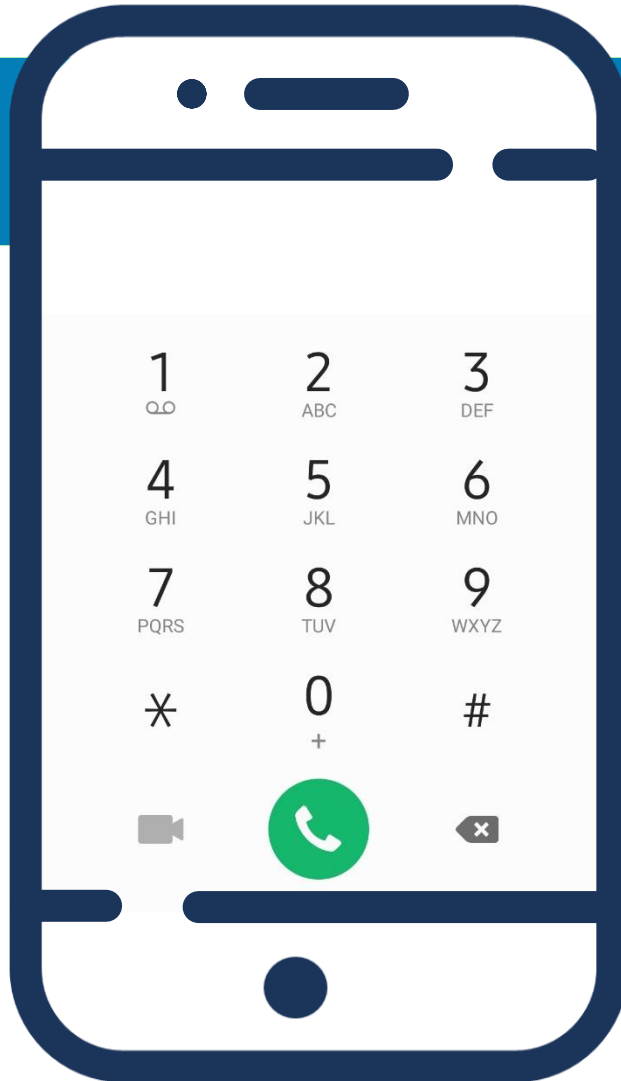


“The time is ...”



TeamTime

3. ENTER



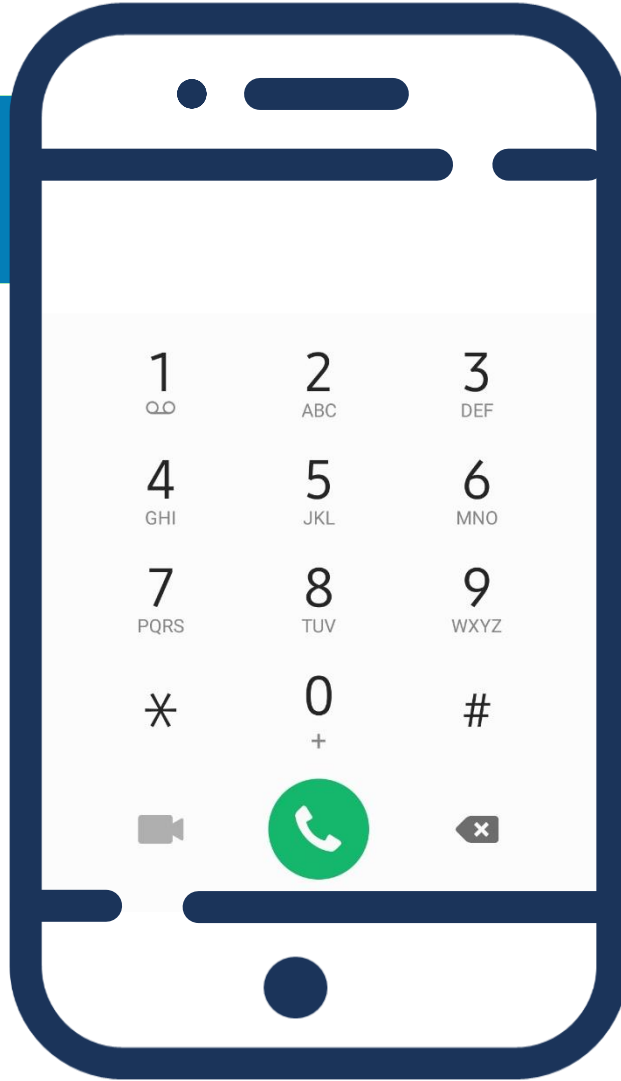
YOUR EMPLOYEE NUMBER

AND PRESS



TeamTime

4. ENTER



YOUR ACTION:

1 - Clock In

2 - Clock Out

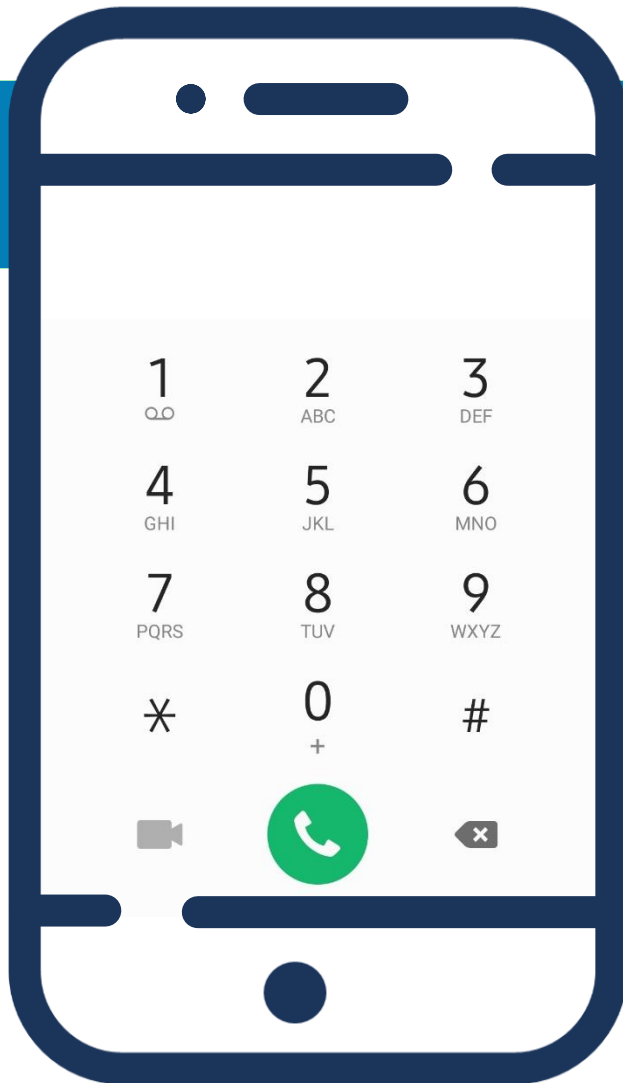
5 - Leave for Lunch

6 - Return from Lunch



TeamTime

5. ENTER THE JOB NUMBER:



TeamTime

IF YOU HAVE PROBLEMS CHECKING IN OR OUT,

CONTACT _____



TeamTime

YOUR SUPERVISOR WILL KNOW YOU HAVE CHECKED IN



TeamTime