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| Title: How to Punch In using a Timeclock | Version: 07/17/2024 |

| No | ACTION | PICTURE |
|----|--|--|
| 1 | Insert the badge in the badge reader slot so that the bar code or magnetic stripe faces the badge reader (slide top to bottom) |  |
| 2 | <p>Confirm a successful punch.</p> <p>If the punch is successful, the indicator light flashes green.</p> <p>If the punch is rejected, the indicator light flashes red.</p> |  |