1. Using a soft key, select desired option, such as Punch.

2. Using the key pad, enter the badge number.

3. Position the first joint of your finger against the ridge lock.

4. Place your finger on the sensor.
   **Place and Hold**
   Hold your finger on the sensor until the terminal beeps and displays a response.

5. If the punch is successful, the indicator light flashes green and you hear a tone.
   If the punch is rejected, the indicator light flashes red and you hear a tone. Look for an error message on the terminal display.