1. On the screen, touch **Punch**.

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

3. Place your finger on the sensor.

4. If the punch is successful, the indicator light flashes green. If device sound is configured, you will also hear a tone.

   If the punch is rejected, the indicator light flashes red. If device sound is configured, you will also hear a tone. Look for an error message on the terminal display.

   If needed, the Employee ID/Badge number may be entered using the keypad.

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**How to Use Soft Keys**

**To use a soft key:**

1. On the screen, touch the soft key that you want to use. Based on the soft key selected, you may be prompted to enter or accept information.

2. To enter information, follow the instructions on the InTouch screen. To accept information, press Enter. Use the keypad to enter your Employee ID/Badge number.

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**Available Soft Keys**

1. **Punch** – used to record time in and out.

2. **View Schedule** – view your work schedule.

3. **View Accruals** – view your accrual balances.

4. **Time Off Request** – submit time off requests.

5. **View Timecard** – view your timecard.

6. **Inbox** – view messages in your Inbox.

7. **Approve Timecard** – submit timecard approvals.

8. **Manager Mode Key** – used by manager to enroll employees.