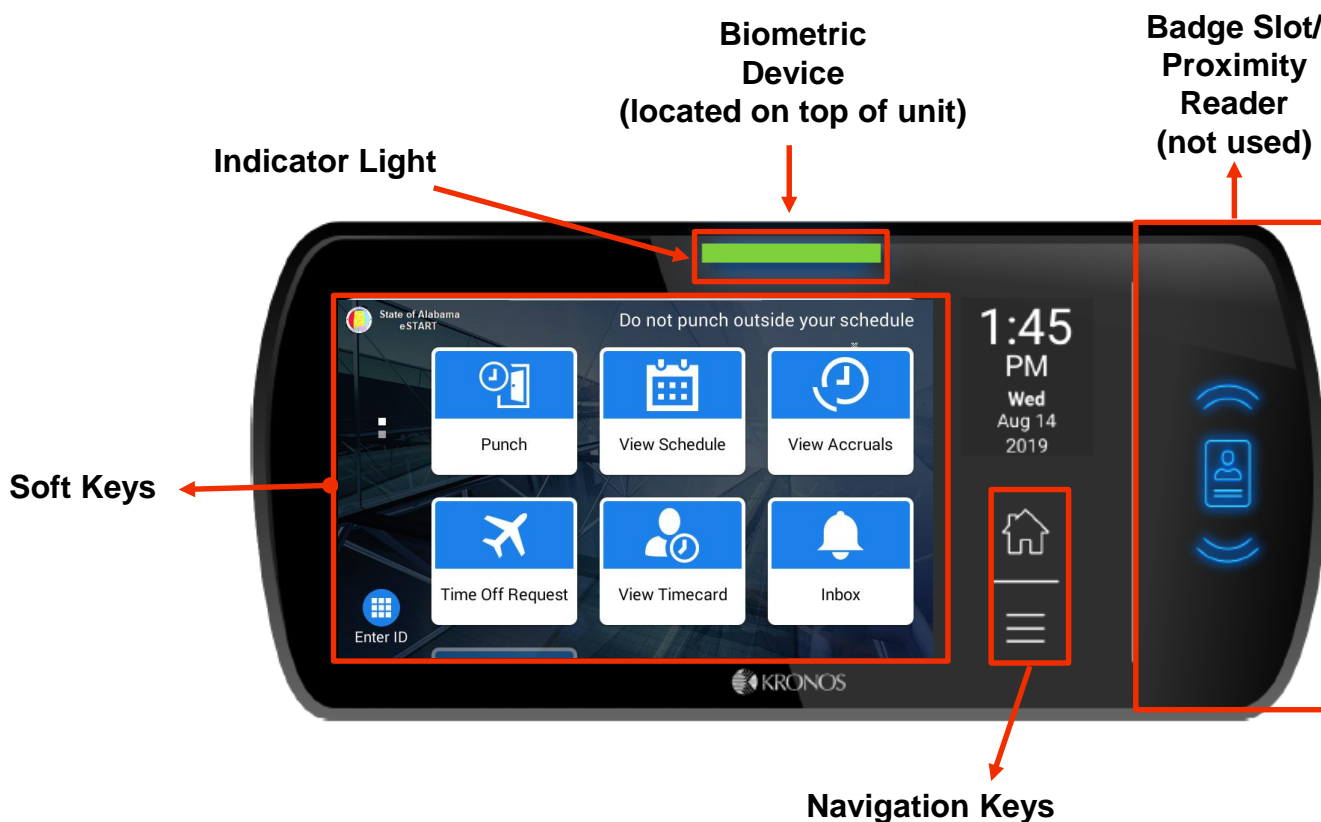


InTouch® DX Time Terminal with Biometric for Employees

1. On the screen, touch **Punch**.
2. Position your finger on the red lights of the biometric device, located on top of the clock.
 - a. If the punch is successful, the indicator light will display green and an **Accepted** message displays.
 - b. If the punch is rejected, the indicator light will display red and a **Rejected** message displays.
 - c. If needed, the Employee ID/Badge number may be entered using the keypad.



How to Use Soft Keys

You may perform other functions from the clock. You may request time off or view information, such as your schedule, timecard, inbox or accrual balances.

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® DX screen. To accept information, scan your finger or enter your Employee ID number if prompted.

How to Use Navigation Keys

1. From the clock face, use the Home key to return to the home screen after completing a function.
2. The menu key (three bars) is used to enter Maintenance Mode or Clean Touchscreen mode (managers only).