

# EC2200

- 1 If the idle screen is displayed, press any key to display the main menu.



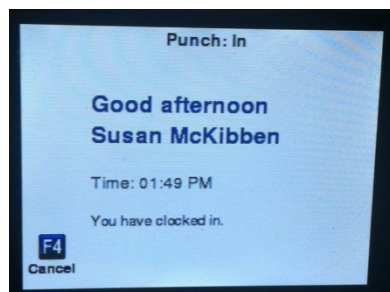
- 2 From the main menu, select the Function key on the key pad:
  - **F1** to Clock **IN**
  - **F5** to Clock **Out**



- 3 Swipe your badge.



- 4 Your swipe will be confirmed.



**You must use the Keys on the Keypad – This is NOT a touch screen device**