How to Use the TimeLink TL3100 Terminals

How to Clock In To Work:
1. Press the Green button.
2. Place index finger firmly on the reader. (The wall clock will beep once and display: "Clock in Accepted [your employee id and name]."

How to Clock Out From Work:
1. Press the Red button.
2. Place your index finger firmly on the reader. (The wall clock will beep once and display: "Clock in Accepted [your employee id and name]."

How to Clock Out for lunch:
1. Press the Out for Lunch button.
2. Place index finger firmly on the Reader. (The wall clock will beep once and display: "MEALS [your employee id and name]."

How to Clock In from Lunch:
1. Press the In from Lunch button.
2. Place index finger firmly on the reader. (The wall clock will beep once and display: "MEALS [your employee id and name]."

How to Transfer to a Different Department:
1. Once clocked in to TimeLink, press the Transfer button.
2. Place index finger firmly on the reader.
3. Enter the department’s account number transferring TO