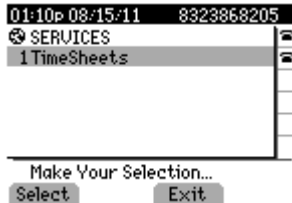


Before using the phone sign in, you must setup a PIN. This can be done by clicking "Profile" from the menu bar.

1. Press the Services button.



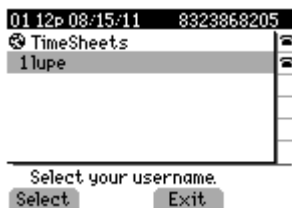
2. Select option 1 for TimeSheets.



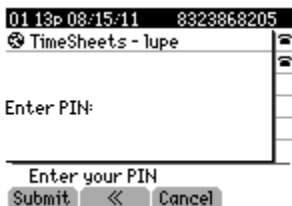
3. When prompted for User ID, type your FirstClass username using the number pad then press Submit. *Ex: to enter "lupe" = 5873.*



4. A list of matching User IDs are displayed. Select your User ID from the list and press Select. In most cases only 1 will be displayed. Should multiple IDs show up, use the Up/Down arrow keys on the phone to highlight the correct ID and press Select.



5. Enter your PIN press Submit.



6. Select your Site press Select.



7. Your current status is displayed.

```
01 14p 08:15:11 8323868205
TimeSheets
Site: Technology Dept
User: Macias, Lupe
Status: OUT

Sign IN      Logout
```

8. If your status is OUT, press the Sign IN button. Your status will be changed to IN and your time will also be displayed.

```
01 15p 08:15:11 8323868205
TimeSheets
Site: Technology Dept
User: Macias, Lupe
Status: IN at 1:15 PM

Sign OUT     Logout
```

9. If your status is IN, press the Sign OUT button. Your status will be changed to OUT and your out time will also be displayed.

```
01 16p 08:15:11 8323868205
TimeSheets
Site: Technology Dept
User: Macias, Lupe
Status: OUT at 1:16 PM

Sign IN      Logout
```

10. To exit the application, press Logout, Exit.