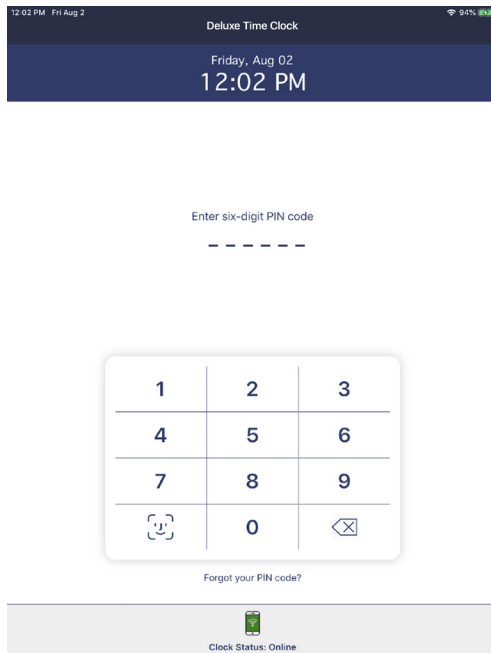


The following guide will explain how to use the iPad for the Deluxe HCM system. You can clock in using Deluxe TimeClock on iPad with Six-Digit PIN Code or Facial Recognition.

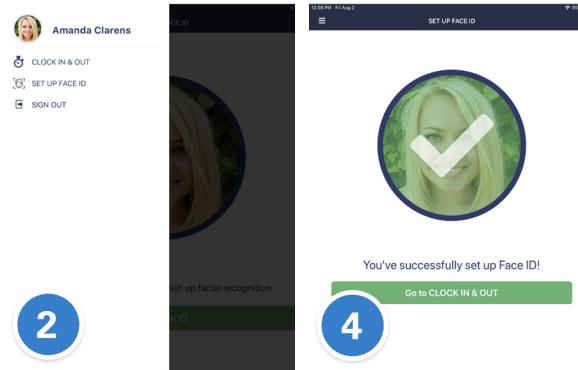
## How To Clock In With A Pin Code



To **"Log In"**, enter your **"Six-Digit PIN Code"** provided by your employer.

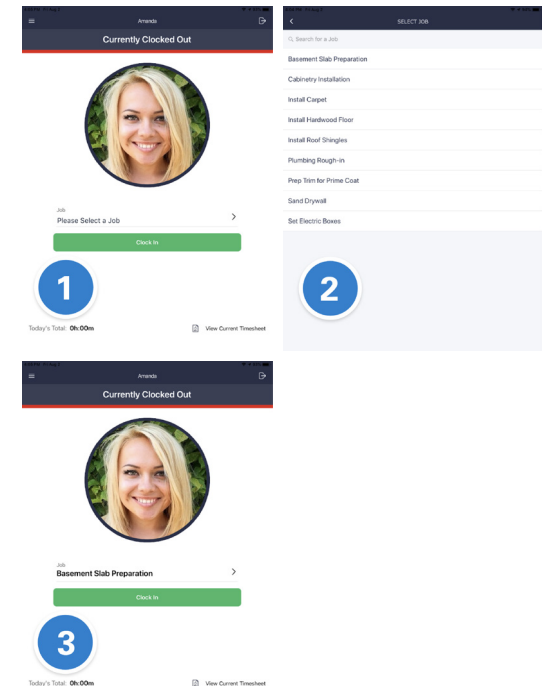
If your company chooses **"Clocking In"** and **"Out"** with a **"PIN Code"** only, you are all set and ready to start **"Clocking In"** and **"Out"**.

## How To Clock In With A Pin Code



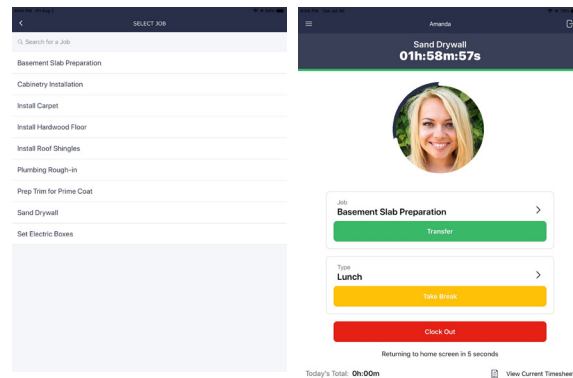
1. First, **"Log In"** by entering your **"Six-Digit PIN Code"** provided by your employer.
2. From the top left icon dropdown, tap on **"SET UP FACE ID"**.
3. Hold the iPad in front of your face, and click the **"Set Face ID"** Button.
4. If the setup is successful, you will see a **"Big White Checkmark"** and the **"Go to CLOCK IN AND OUT"** button will be available for you to click on and start your day.

## How To Clock In With Job Selection



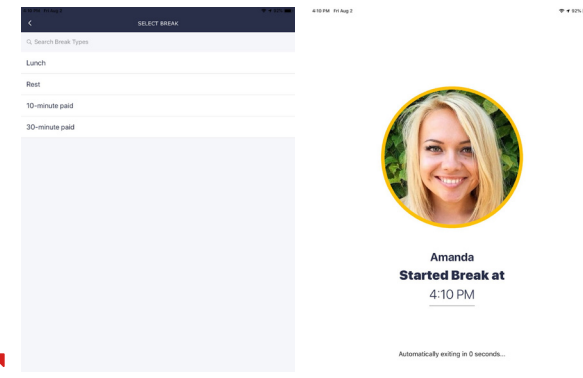
1. Walk up to the iPad, wait for it to recognize your face or re-enter your **"Six-Digit PIN Code"**.
2. Select the **"Job"** from the drop down.
3. Tap on the **"Clock In"** button.

## How To Transfer Your Job



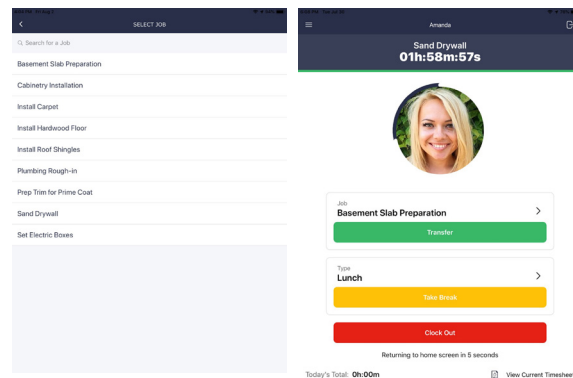
1. Walk up to the iPad, wait for it to recognize your face **OR** re-enter your "Six-Digit PIN Code".
2. Select the "Job" from the drop-down.
3. Tap on the "Transfer" button.

## How To Take A Break



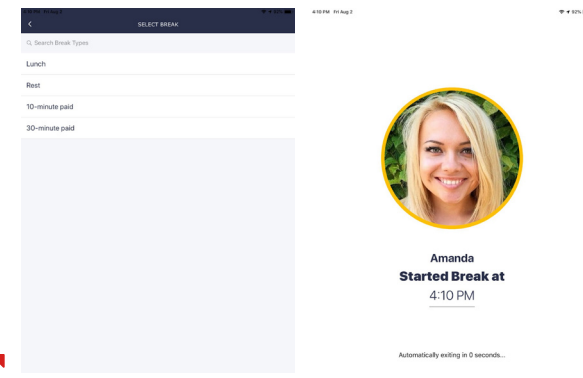
1. Walk up to the iPad, wait for it to recognize your face **OR** re-enter your "Six-Digit PIN Code".
2. Select the "Break" type.
3. Click "Take Break".

## How To Resume Your Work



1. Walk up to the iPad, wait for it to recognize your face **OR** re-enter your "Six-Digit PIN Code".
2. Select the "Job" type.
3. Tap "Resume".

## How To Clock Out



1. Walk up to the iPad, wait for it to recognize your face **OR** re-enter your "Six-Digit PIN Code".
2. Tap on "Clock Out".