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| **Clock In Instruction** |
| 1. Call 646-668-5963
 |
| 1. Press **1** to clock in
 |
| 1. Enter Assignment ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| 1. System will repeat your ID #, if it is correct. Press 1, if incorrect press 0
 |
| 1. Machine will register your call successfully.
 |

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| **Clock out Instruction** |
| 1. Call 646-668-5963
 |
| 1. Press **2** to clock out
 |
| 1. Enter Assignment ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| 1. System will repeat your ID #, if it is correct. Press 1, if incorrect press 0
 |
| 1. Enter all of your duty tasks (based on POC) when done entering duties press **“000”**. Call will register out. \*Speed Key Availability: When prompted, use the pound key (#) to speed the entry of the Duty list. There is a 5-second pause between Duty List Entry prompts if the pound key is not pressed
 |

Clock in at the beginning of your work day. Clock out at the end of your work day. For Live- In cases, clock in on first day of work only, every day after that you will only clock out (using the #2 and your DUTY ID’s)



**\*\*\*YOU MUST DIAL 511 ON ALL CASES\*\*\***