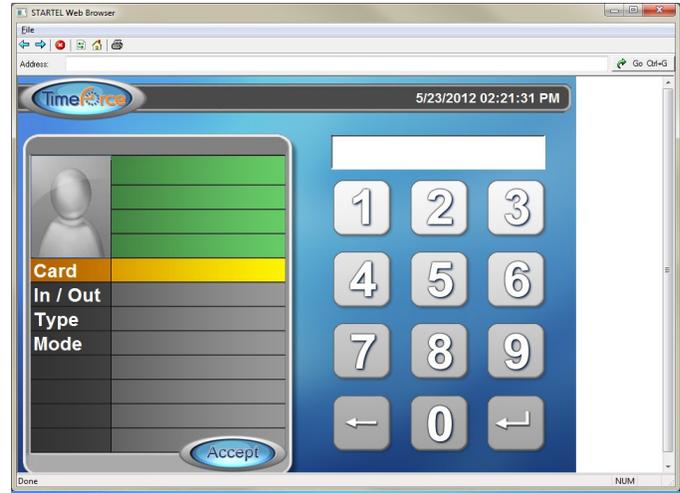


Clocking In and Out with Timeforce

1 In Agent Interface, check in to Client ID 1111

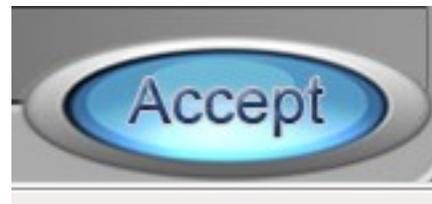
2 The Startel Web Browser will automatically display the Timeforce timeclock.



3 Using either the number pad on the keyboard or the on-screen keypad, enter your 4-digit employee ID number (the same code you use to unlock the back door). When entered correctly, your name should appear on the on-screen ID card.



4 After verifying the correct name is displayed, click the "Accept" button.



5 Press "Next Call" and turn on your box to begin taking calls.

6 Once you've completed your shift, to clock out, repeat steps 1-4.