# INSTRUCTIONS FOR CLOCKING IN AND OUT
### *Should take less than 10 seconds to clock in or clock out*

The system requires everyone to **CALL** one of the following numbers from their site location. Each site has a designated phone number that the system will recognize. If the system does not recognize a number as being on the master phone list within MTIC, you will not be able to clock in or out.

**STEP ONE**: To begin, please dial one of the following telephone numbers from the designated work phone:

     a. 240-585-7032
     b. 240-585-7033
     c. 240-448-5873
     d. 240-448-5874

**STEP TWO:** The line should answer on the 3rd ring and will state the time. When prompted, enter the following information:

➢ Employee PIN (last 5 digits of social security number)
➢ Job PIN (assigned per location- list contained in post order book)
➢ Press 1 to clock in or 2 to clock out

**STEP THREE:** Listen for any additional prompts or messages and end the call by hanging up.