

# TotalPass® P400 Quick Reference Guide

KEEP NEAR TIME CLOCK FOR EASY REFERENCE



Break / Dept. Transfer


## CLOCKING IN AND OUT

1. Enter your **Personal Identification Number (PIN)** or wave your **Proximity Badge** over the face of the clock (near the 5 or 6 key).
2. Your name will appear on the display.
  - To clock in, press the **In** key and press **Enter**.
  - To clock out, press the **Out** key and press **Enter**.
3. If prompted to select a **Department**, use the **Up/Down** arrows to scroll and press **Enter**.


## PAID BREAKS

**Note:** To transfer into a Paid Break, you must already be punched into the employee time system.

### TO CLOCK INTO A PAID BREAK:

1. Enter your **PIN** or wave the **Proximity Badge** in front of the number pad.
2. Instead of pressing **Out**, press the **Break/Department Transfer** key  on the time clock.
3. Going To... Break will display. Press **Enter**. This punches you out of the work department and into the break department.

### TO CLOCK OUT OF A PAID BREAK:

1. Enter your **PIN** or wave the **Proximity Badge** in front of the number pad.
2. Instead of pressing **Out**, press the  on the time clock.
3. Going To... Break will display. Press **Up** or **Down** to select the work department. Press **Enter**. This punches you out of the break department and back into the work department.

## VIEWING YOUR HOURS:

Press the **Info** key to view:


- **Last Punch Time**
- **Total Hours worked Last Shift**
- **Total Hours worked for the Day**
- **Total Hours worked for the Week**

### Clocking in from a Multi-Clock Setup\*

If your company is using more than one time clock, it may not automatically prompt you to clock **In** or **Out**.

If this occurs, simply press **In** or **Out** as appropriate to record the punch.

## TRANSFERRING DEPARTMENTS\*

1. To punch out of one department and into another, enter your **PIN** or wave **Proximity Badge** in front of keypad.
2. Press the  on the time clock.
3. Use the **Up** or **Down** keys to select the desired department.
4. Press **Enter** to punch into the new department. You are automatically punched out of the previous department.

## ENTERING TIPS, JOB NUMBERS OR PIECE COUNTS\*

1. Enter your **PIN** or wave the **Proximity Badge** in front of the number pad, then press **In**.
2. If multiple departments are assigned, use the **Up** or **Down** key to select the applicable department. Press **Enter**.
3. When prompted, enter the **Employee Input Value**. Press **Enter**.

*\*Requires Advanced Pack Upgrade*

## NEED ASSISTANCE?

Contact our Technical Support Department with questions or to help troubleshoot:

1-800-847-2232 option 2, or email at [support@icontime.com](mailto:support@icontime.com)



**ICONTIME**  
A **PAYCHEX** company

© Copyright 2018 IconTime, Inc. All rights reserved. TotalPass®, IconTime and the IconTime logo are trademarks of IconTime, Inc. The information in this reference sheet is subject to change without notice. 3/21. P400QRG-02