

## FOB Call in Instruction

### **To clock in:**

1. Dial **1-855-210-7538**
2. Press **3** to confirm FOB
3. Press **1** to clock in
4. Enter your Attendance Pin \_\_\_\_\_
5. Enter **Device ID** (six-digit number) on the device
6. Push orange button on the device then enter eight-digit number from the FOB's screen
7. Press **1** to confirm

\*if done correctly, you should hear «your call has been successfully registered»

### **To clock out:**

1. Dial **1-855-210-7538**
2. Press **3** to confirm FOB
3. Press **2** to clock out
4. Enter your Attendance Pin \_\_\_\_\_
5. Enter **Device ID** (six-digit number) on the device
6. Push orange button on the device then enter eight-digit number from the FOB's screen
7. Enter in 3 duties:  
Example: (**115, 116, 117**) look Duty ID list
8. Dial **000** to finish clock out

\*if done correctly, you should hear «your call has been successfully registered

## **Updated Duty ID Task List**

|                           |                             |
|---------------------------|-----------------------------|
| 115- Meal Preparation     | 131- Bowel Incontinence     |
| 116- Housework            | 132 – Personal Care         |
| 117- Managing Finances    | 134- Bathing                |
| 118- Managing Medications | 137 – Lotion/ Ointment      |
| 119- Shopping             | 138- Laundry                |
| 120 – Transportation      | 139 – Reading/ Writing      |
| 122 – Hygiene             | 140 – Supervision/ Coaching |
| 124- Dressing Lower       | 141- Incontinence Care      |
| 125- Locomotion           | 142- Catheter Care          |
| 126 – Transfer            | 143- Wound Care             |
| 127- Toilet Use           | 144- G-Tube Feeding         |
| 128- Bed Mobility         | 201- In Person              |
| 129 – Eating              | 202- Via Telephone          |
| 203- Other                |                             |