

Instructions for the TKTalk Phone System

1) Normal "IN" or "OUT" Punch (use for primary job only)

- Dial **2-8585** (2-TKTK) from your designated telephone
- Enter your student ID number followed by the # key
- **Press 1** followed by the # key
- Hang up

2) Transfer "IN" Punch* (use for secondary jobs)

- Dial **2-8585** from your designated telephone
- Enter your student ID number followed by the # key
- **Press 2** followed by the # key
- Enter your 8 digit department code followed by the # key (Dept. code can be obtained from Paige Jensen in the Payroll Office @ 2-6242)
- **Press 1 to confirm**
- Hang up

***Transfer Punch**

- 1) Transfers are only used as an "IN" punch for one of the following:
 - While already punched in, use for an immediate transfer into another job**OR**
 - Use as an initial punch into your secondary job.

- 2) To punch "OUT" after a transfer, use the steps described in **item 1 above.**

