



Dignity Health™
T.E.A.M.

View Employee Information at the Reader

1. Touch **Employee Information**
2. Insert badge with barcode facing the blue arrow
3. Slide badge smoothly through the badge slot
4. Enter your **PIN** (Home screen displays)
5. Touch Employee
6. Select categories from list
7. Touch **Actions** to change your **PIN**
8. Touch **Log Out** icon to exit.
(Information on screen stays active for 2 minutes with no activity)