



. . . continued

5. Enter the date(s) you are absent in the format of YYMMDD followed by the # key.
6. ADS speaks the date(s) absent. If the date(s) entered is/are correct press 1. To re-enter the date(s) press 2 or to replay press 3.
7. ADS will now speak your absence information (schedule).  
Press 1 if the schedule is correct.  
Press 2 to change the daily working times.  
Enter the hours you will be absent:  
Press 1 for a full day, 2 for specific hours