



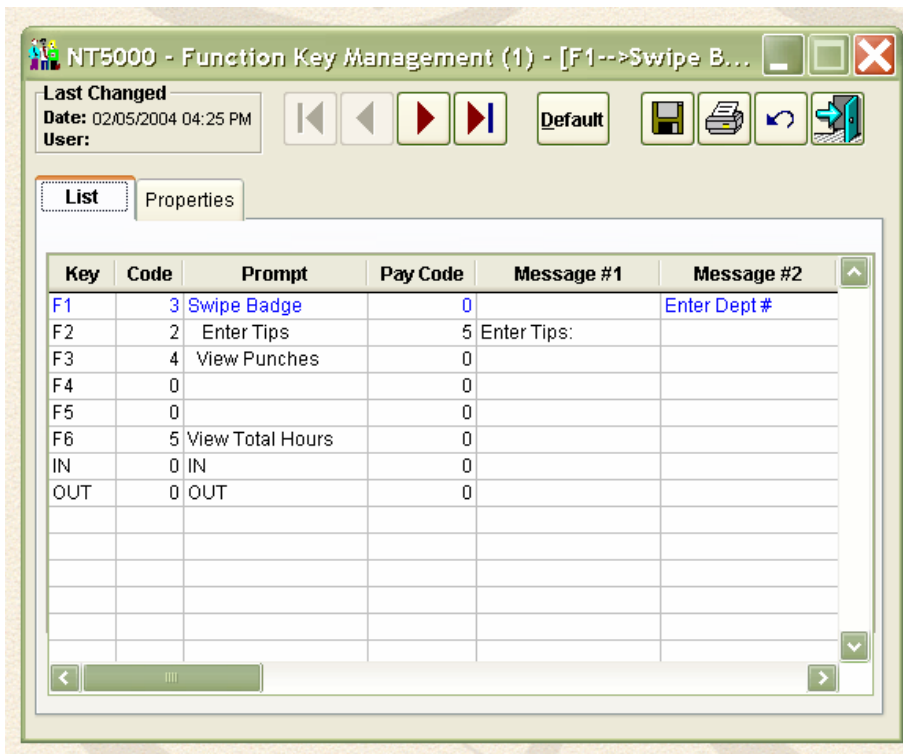
cincinnati time systems

Instruction for setting up Department transfer on the NT5000 bar code reader:

In Novatime2000

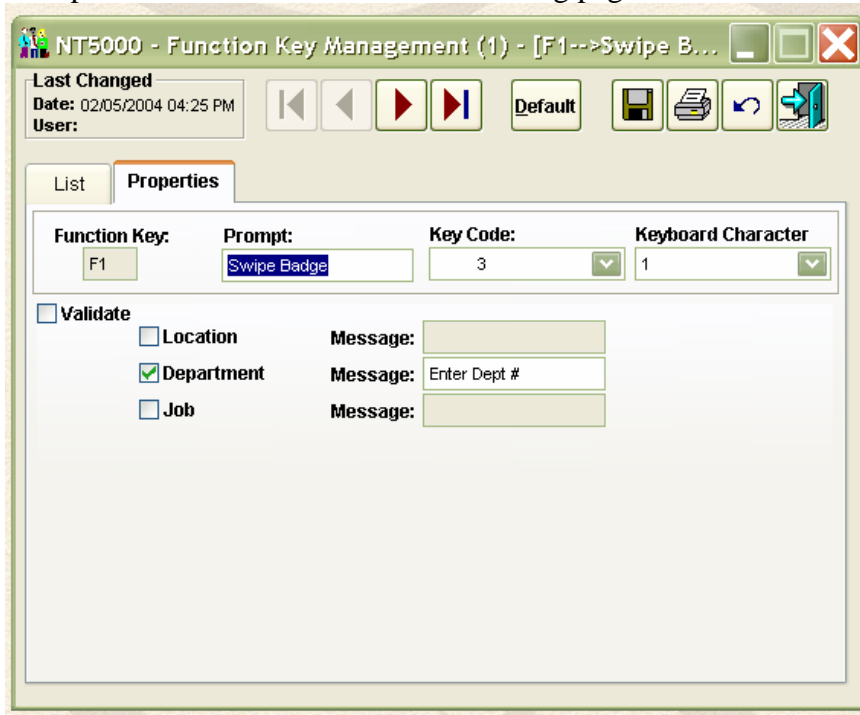
Go under “Time Clock” at the very top menu
Choose “Configure NT5000”
Choose “Function Key Management”

The following screen appears:

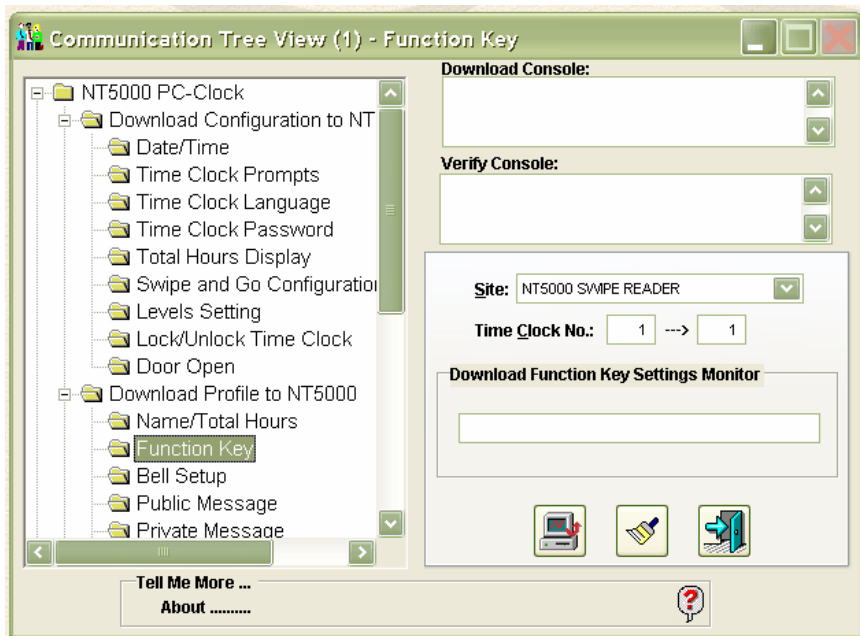


Choose any function key not in use already (F1 thru F6)

Set up the screen as shown on the following page:



Go to the Communication console and download the function setup to the clock:



At the clock itself the **Department Transfer Function** works as follows:

Normal Clock IN or OUT:

Simply Swipe the Badge

Department Transfer:

Press Function key for Dept Transfer (ex. “**F1**”) – clock will say “**Swipe Badge**”

Swipe your card and the clock will say “**Enter Dept #**”

Key in the Department number you are moving to and **press ENT**

*note – you never have to key in the department you are clocking out of.
the system will automatically create that out punch for you.

Your entry will be accepted!