



cincinnati time systems

Instructions to program the badge to read on the NT5000:

Press the ← twice

Press “888” then “Enter”

Press “8” the display will show “Admin Password”

Press “160419” then “Enter”

Press the down arrow on the left side (also has an F5 on it) until you see
Number 4 in the menu selection

Press “4” which is the “Card Size” option

Choose the “Digits” (total number of digits) and “Start” (digit to start reading from)

Press “Enter” several times until the display shows the time & date again

Note: You will need to perform these functions within about 5 seconds on each selection
or the display will time out and go back toward the normal display one screen at a time.