



cincinnati time systems

Instructions to turn on Lockout function (Card Validation) on timeclock 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 6 in the menu selection

Press “6” which is the “Lock Employee” option

Press “1” to choose “YES” (this will turn the option on)

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.