



cincinnati time systems

Instructions to turn on the **PIN ENTRY** option on the NT5000:

Press the ← twice

Press “888” then “Enter”

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

Press “160419” then “Enter”

Press “3” for “reader type”

Press “4” for “key in”

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

The clock should now allow an employee to walk up and swipe their badge OR key in their badge number and press the Enter key to clock IN or OUT

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.