



cincinnati time systems

## **NT300 Clock Setup Procedure**

To begin any Setup Procedures on the NT300 clock, begin by entering **00**.

When asked to enter a password, enter **888** and press Enter.

The following describes each Menu Item on the clock:

1. View Status: Shows Version and Clock ID information.
  2. Set Date/Time: Allows you to enter the date in (mmddyyyy) format.
  3. Date Format: Allows you to choose a mm/dd or dd/mm format.
  4. Set Time Disp.: You can choose AM/PM or 24 Hours (Military) time.
  5. Set Daylight: Turn Daylight Savings Time either ON/OFF.
  6. Set Password: Allows you to enter a new password.
  7. Set Language: Set language to English or Spanish.
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9. (#9 is a hidden option) Administrative Menu: Enter Admin. **160419**. The following are the available Administrative Options:
    1. Set Reader ID: Enter Reader ID (1-32)
    2. Reader Type: 1. Barcode 2. Mag Stripe 3. Key-in
    3. Read Length: 1. Set Reader ID 2. Reader Type