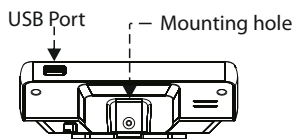
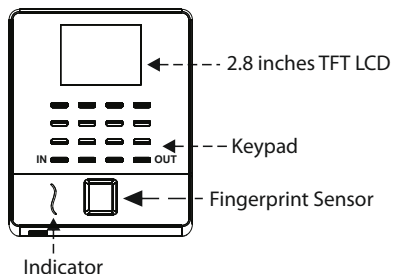


Quick Start Guide

NGTeco Time Clock - W2 model

Version: 1.0

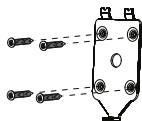
1. Components



2. Installation

Step 1

Drill holes on the wall and fix the mounting plate as shown.



Step 2

Hold the device and fix the upper hooks to the mounting plate.

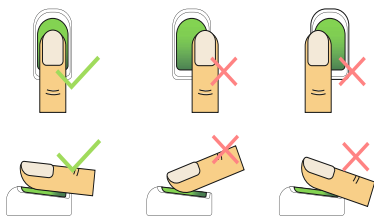


Step 3

After fixing, tighten the screw at the back of the device.



3. Enroll User's Fingerprint



Correct and Incorrect Finger position

- Place the finger flat and centered on the sensor surface.
- Avoid angled/tilted position.
- Place the finger consecutively until the success message appears.

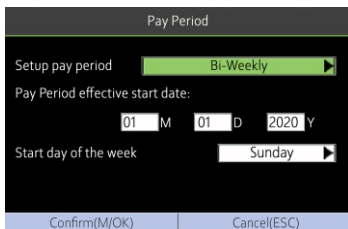
4. Add a new User on Clock

Add User	
ID	1
First Name	
Last Name	
Fingerprint	Enroll FP Total: 0
Password	Enroll PWD
Permission	Employee
Save(M/OK) Cancel(ESC)	

- Go to **[Users]** and then **[Add User]**.
- Enter the First Name, Last Name of the user.
- Select **Enroll FP** to enroll the fingerprint.
- Similarly, select **Enroll PWD** to enroll the password.
- Set the user permission as Employee/Admin.
- Press **the Up/Down** arrow key to navigate to the **[Save]** button, and press the **<M/OK>** key to save the data.

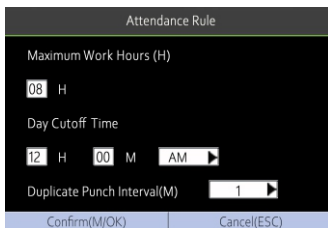


5. Setup Pay Period



- Go to **[Pay Period]**.
- You can choose Weekly, Bi-weekly, Semi-monthly or Monthly pay period type according to the payroll policy.
- The Time Report will be generated based on the selected pay period type.

6. Configure Attendance Rule



- Go to **[Rule]**.
- **Maximum Work Hours:** Verifies if there is a missing punch when the total worked hours exceeds this value.
- **Day Cutoff Time:** It is the time that determines whether to count the worked hours to the previous day or next day.
- **Duplicate Punch Interval:** Avoids multiple attendance punches within the specified time.

7. Enroll Users in Batch through USB

Upload Users

Step1 : Please insert the USB drive to the clock

Step2 : Press the button download the user template file

Download template file - 1

Step3 : Fill up the file, insert USB drive and upload the file

Upload user file - 2

- Go to **[Users]** then select **[Upload Users]**.
- Insert the USB drive to the clock, then select **[Download Template File-1]**.
- Add the user details to the template file **ecuser.txt** on PC and save.

ID	First Name	Last Name	Enrollment
1	Surya	Narayan	
2	Achal	Abhishek	
3	Archana	B	
4	Daya	K	

Edit(1) Enroll Finger(2) Del(3) TimeData(4)

- Insert the USB drive back to the clock and select **[Upload User File]** on the same screen.
- Then go to **[User List]**, select the user and enroll the fingerprint.

8. Download Time Report

Time Report

Current Pay Period

Start 02 M 09 D 2020 Y

End 02 M 15 D 2020 Y

Report Hour Format HH:MM

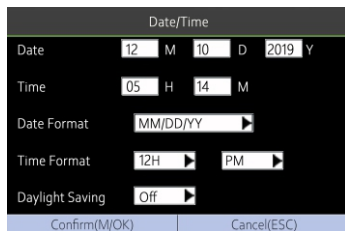
Please insert USB drive to download report

Confirm(M/OK) Cancel(ESC)

A	B	C	D	E	F
43	Pay Period	01/01/2020-01/30/2020			
44	Employee	23415 74/10 120			
45	Date	IN	OUT	Work Time	Daily Total
46	TRD	01/01/2020	09:50 PM	09:55 PM	02:05
47	PRK	01/02/2020			
48	SRK	01/03/2020			
49	SRK	01/04/2020			
50	SRK	01/05/2020			
51	SRK	01/06/2020	10:40 AM	11:40 AM	01:00
52	TRD	01/07/2020	10:20 AM	11:31 AM	01:00
53	TRD	01/08/2020	11:01 AM	11:10 AM	00:14
54	TRD	01/09/2020	09:26 PM	09:35 PM	00:09

- Insert the USB drive to the clock.
- Go to **[Time Report]** and select the required time period.
- Select the time format to be displayed on the report.
- Press **<M/OK>** to download the report.

9. Reset Date and Time



Date/Time

Date 12 M 10 D 2019 Y

Time 05 H 14 M

Date Format MM/DD/YY

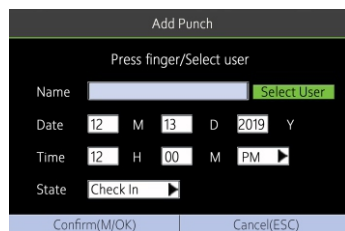
Time Format 12H PM

Daylight Saving Off

Confirm(M/OK) Cancel(ESC)

- Go to **[System]**, then select **[Date and Time]**.
- Set the **Date**, **Time** and the **Format**.
- Enable **Daylight Saving Time** if required.
- Press the **<M/OK>** key to save.

10. Add Missing Punch



Add Punch

Press finger/Select user

Name [] Select User

Date 12 M 13 D 2019 Y

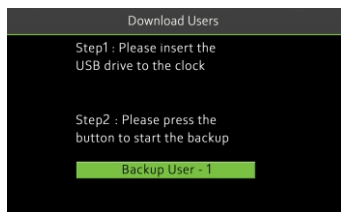
Time 12 H 00 M PM

State Check In

Confirm(M/OK) Cancel(ESC)

- Go to **[Time Data]**, then select **[Add Missing Punch]**.
- Select the user, then enter the punch date, time and state.
- Navigate to **[Confirm]** and press **<M/OK>** to save.

11. Backup User Data



Download Users

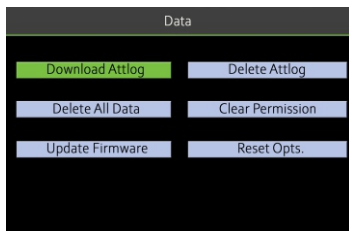
Step1 : Please insert the USB drive to the clock

Step2 : Please press the button to start the backup

Backup User - 1

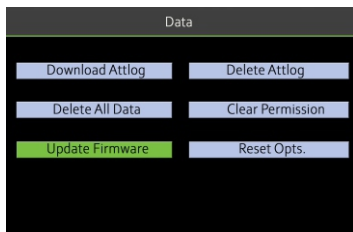
- Insert a USB drive to the clock.
- Go to **[Users]** and then **[Download users]**.
- When you need to recover the data, rename the downloaded file to **ecuser.txt** and upload it.

12. Delete Data

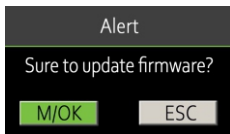


- Go to **[Data]** and click **[Delete All Data]** to clean all the clock data.
- Go to **[Data]** and click **[Delete Attlog]** to delete all the attendance data.

13. Upgrade Firmware



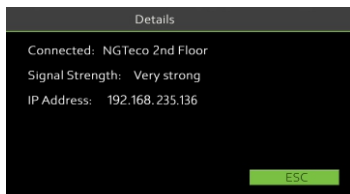
- Initially, download the firmware from the website and save it the root folder of the USB drive.
- Plug the USB drive to the clock.
- Go to **[Data]** and then **[Upgrade Firmware]**.
- Restart the clock after upgrading the firmware.



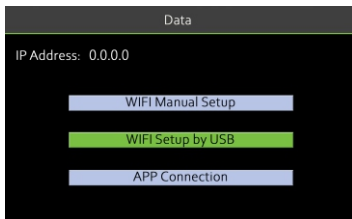
14. Setup Wi-Fi manually

SSID	Signal	Connect(OK)
NGTeco 2nd Floor		Add(3)
NGTeco Restricted		DHCP(0)
NGTeco 3rd		
NGTeco 4th Floor		
NGTeco Airware		
Testing Dept.		
AndroidAP8B33		
Phone		
		Total (8)

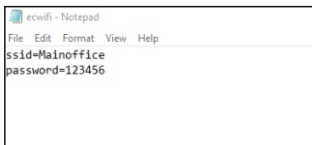
- Go to [**Comm.**] then [**Wi-Fi Manual Setup**].
- Select the required Wi-Fi connection.
- Navigate to [**Password**] and then enter the correct password to connect with Wi-Fi.
- Navigate to the [**Confirm**] button and press the <M/OK> key to save.



15. Setup Wi-Fi through USB

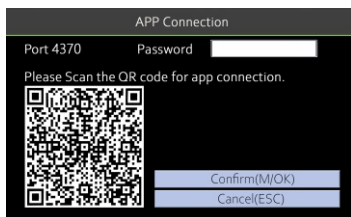


- Go to [**Comm.**] then [**Wi-Fi Setup by USB**].
- Insert the USB drive to the clock then select [**Download**] to save the config file as **ecwifi.txt**.
- Open **ecwifi.txt** on PC , enter the Wi-Fi name(SSID)and Password then save.
- Insert the USB drive back to the clock, then navigate to [**Upload**] on the same screen to upload the settings.

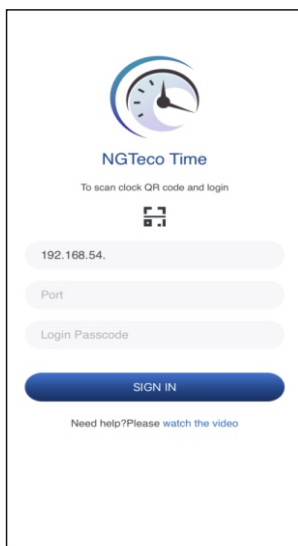



16. Download the Mobile App

Download the “NGTeco Time” App from the Google Play store or Apple store from your mobile device.

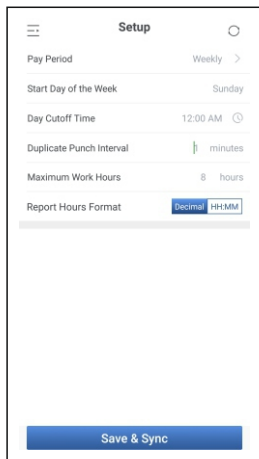


- Connect your mobile to the same Wi-Fi network of the clock.
- Go to **[Comm.]** then click **[App Connection]** to view the QR code.



- Open the Mobile App and press the  icon to scan the QR code from the clock.
- Then the mobile app connects to the clock automatically.
- After successful connection, you can setup the clock options from the App.

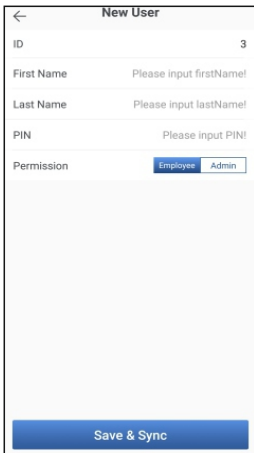
17. Setup Pay Period and Attendance Rule from App



The screenshot shows the 'Setup' screen with a hamburger menu icon on the top left and a refresh icon on the top right. The screen contains several settings: 'Pay Period' set to 'Weekly' with a right arrow; 'Start Day of the Week' set to 'Sunday'; 'Day Cutoff Time' set to '12:00 AM' with a clock icon; 'Duplicate Punch Interval' set to '1 minutes' with a vertical bar icon; 'Maximum Work Hours' set to '8 hours'; and 'Report Hours Format' with a dropdown menu showing 'Decimal' and 'HHMM'. A 'Save & Sync' button is at the bottom.

- Go to **Setup** menu.
- Set the Pay Period.
- Set the Start Day of the week.
- Set the Day Cutoff Time.
- Set the Duplicate Punch Interval.
- Set the Maximum Work Hours
- Set the Time Format for report
- Click **Save & Sync** to sync the settings to the clock.

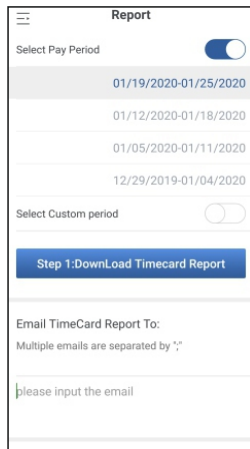
18. Register users from App



The screenshot shows the 'New User' registration screen. It has a back arrow on the top left. The form includes fields for 'ID' (with the value '3'), 'First Name' (placeholder: 'Please input firstName'), 'Last Name' (placeholder: 'Please input lastName'), 'PIN' (placeholder: 'Please input PIN!'), and 'Permission' (a dropdown menu with 'Employee' and 'Admin' options). A 'Save & Sync' button is at the bottom.

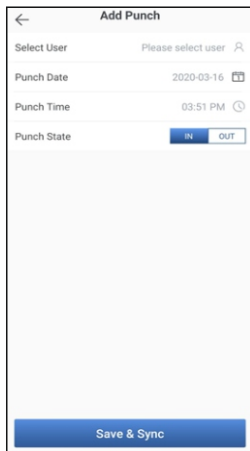
- Go to **Users** menu.
- Click the **Add User** icon to add a new user.
- The User ID can be auto-generated or manually assigned.
- Enter the First Name, Last Name and Password.
- Set the permission.
- Click **Save & Sync** to sync the user details to the time clock.
- Open **User List** on the clock to enroll user's fingerprint from the clock.

19. Download Time Report from App



- Go to **Report** menu.
- Select the specific **Pay Period**.
- Or, select **Custom Period** and set a date range within 31 days.
- Click **Download Timecard Report** to generate the time report.
- Next, enter the email addresses and send the email by clicking **Email Timecard Report**

20. Add Missing Punch from App



- Go to **Attendance** menu.
- Click the **Add Punch** icon.
- Select the user to add the missing punch.
- Select the Punch Date and Time.
- Select the Punch State.
- Click **Save & Sync** to sync the attendance details to the clock.

21. Help and Support

For further details, scan the QR code from the **Help** menu from the device or package box to visit the online help center.

NGTeco

Website : www.ngteco.com

Email : ngtime@ngteco.com

Phone : (770) 800-2321

Support : <https://cutt.ly/ngteco>

For more product information, please scan and visit our website.



<https://www.ngteco.com>

Copyright © 2020 NGTeco. All rights reserved.