Quick Start Guide

NGTeco Time Clock - W2 model
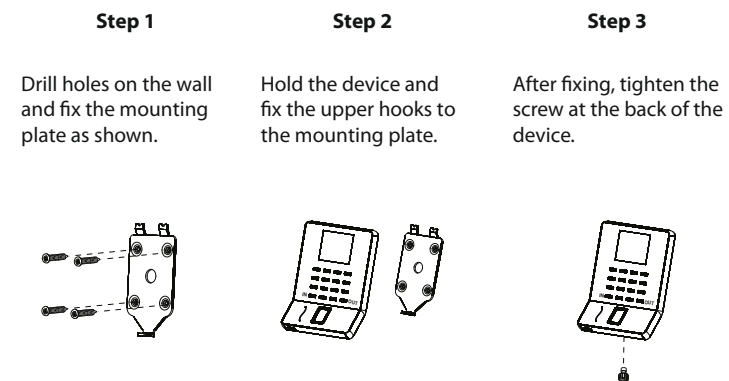
Version: 1.0

1. Components

- 2.8 inches TFT LCD
- USB Port
- Mounting hole
- Keypad
- Fingerprint Sensor
- Indicator
- IN / OUT

2. Installation

Step 1	Step 2	Step 3
Drill holes on the wall and fix the mounting plate as shown.	Hold the device and fix the upper hooks to the mounting plate.	After fixing, tighten the screw at the back of the device.

3. Enroll User's Fingerprint

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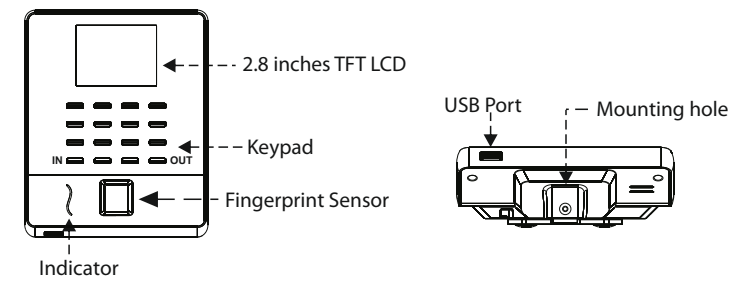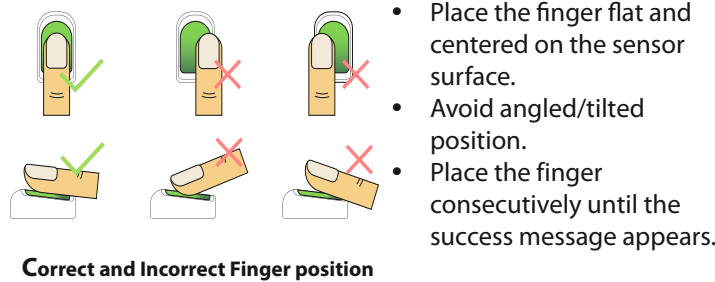
Correct and Incorrect Finger position

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)

Enroll Fingerprint: 1
Score: 83
Enrolled Success

- 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

Pay Period
Setup pay period   Bi-Weekly
Pay Period effective start date:
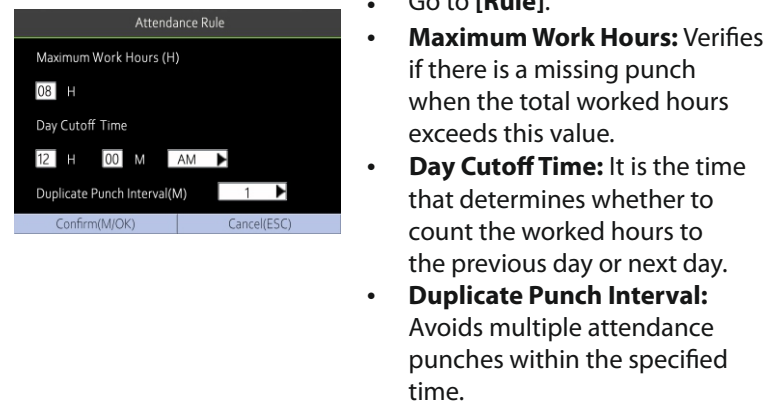01 M 01 D 2020 Y
Start day of the week   Sunday
Confirm(M/OK)   Cancel(ESC)

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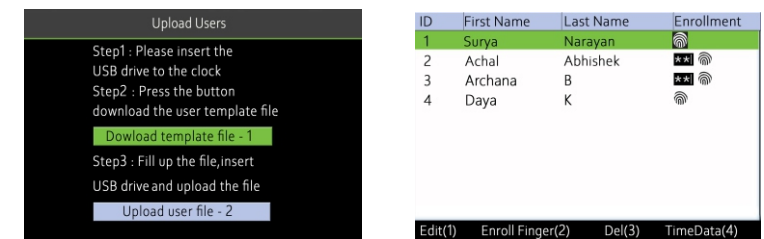- The Time Report will be generated based on the selected pay period type.

6. Configure Attendance Rule

Attendance Rule
Maximum Work Hours (H)
08 H
Day Cutoff Time
12 H   00 M   AM
Duplicate Punch Interval(M)   1
Confirm(M/OK)   Cancel(ESC)

- 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.
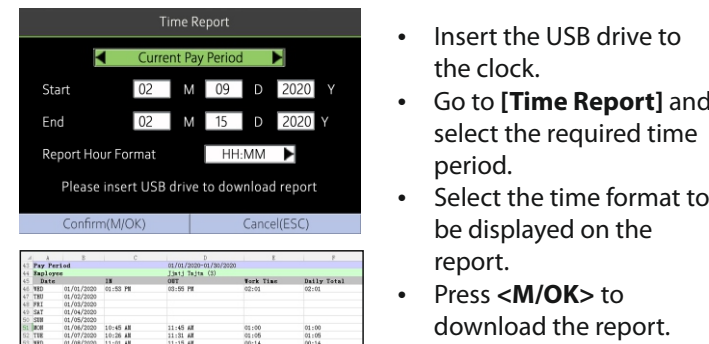- **Duplicate Punch Interval:** Avoids multiple attendance punches within the specified time.

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

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)

- 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 to the template file **ecuser.txt** on PC and save.
- 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.
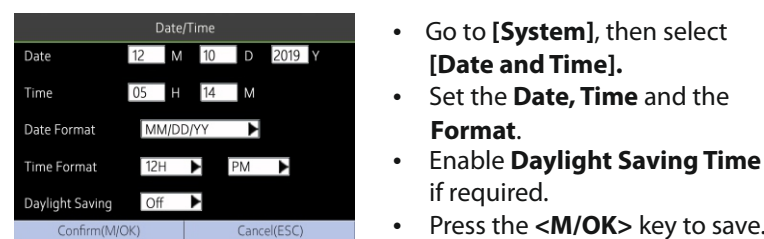
8. Download Time Report

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)

- 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.
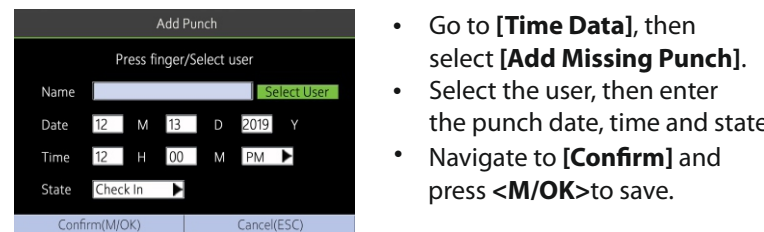- Press **<M/OK>** to download the report.

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
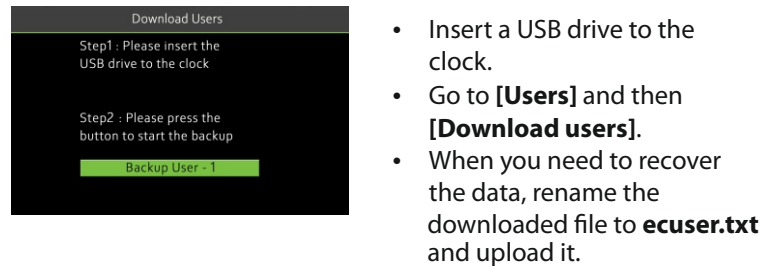Daylight Saving   Off
Confirm(M/OK)   Cancel(ESC)

- 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 15 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.
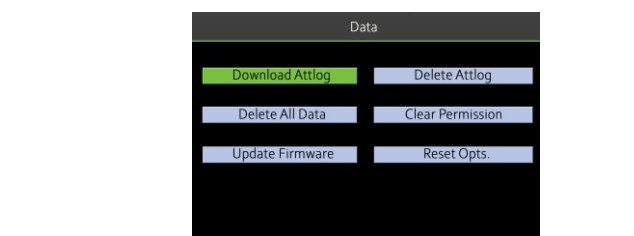- Navigate to **[Confirm]** and press **<M/OK>**to save.

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]**.
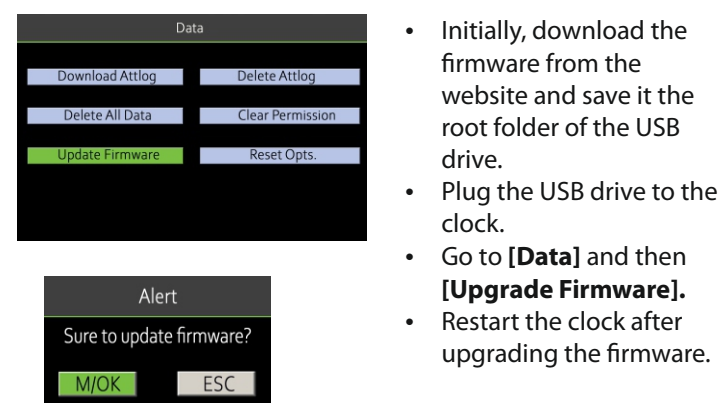- When you need to recover the data, rename the downloaded file to **ecuser.txt** and upload it.

12. Delete Data

Data
Download Attlog   Delete Attlog
Delete All Data   Clear Permission
Update Firmware   Reset Opts.

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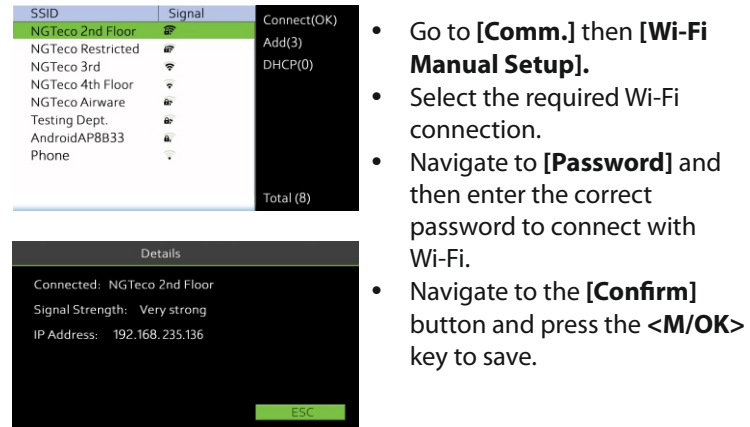- Go to **[Data]** and click **[Delete Attlog]** to delete all the attendance data.

13. Upgrade Firmware

Data
Download Attlog   Delete Attlog
Delete All Data   Clear Permission
Update Firmware   Reset Opts.

Alert
Sure to update firmware?
M/OK   ESC

- 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].**
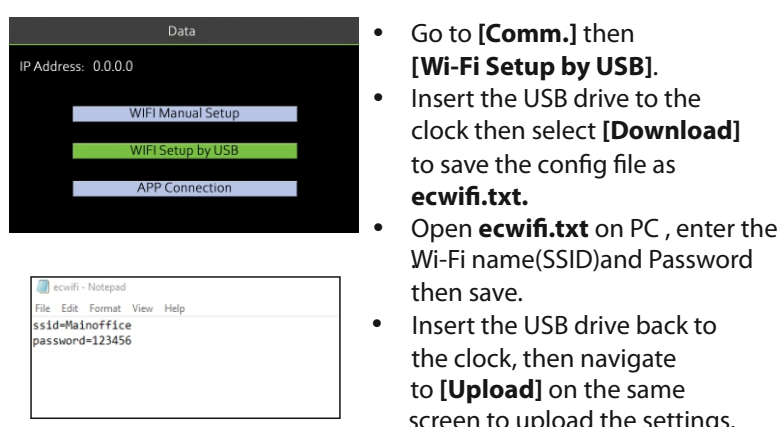- Restart the clock after upgrading the firmware.
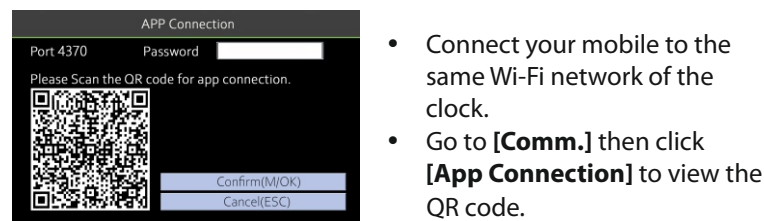
14. Setup Wi-Fi manually

SSID   Signal
NGTeco 2nd Floor
NGTeco Restricted
NGTeco 3rd
NGTeco 4th Floor
NGTeco Airware
Testing Dept.
AndroidAPB833
Phone
Connect(OK)
Add(3)
DHCP(0)
Total (8)

Details
Connected: NGTeco 2nd Floor
Signal Strength: Very strong
IP Address: 192.168.235.136
ESC

- 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

Data
IP Address: -0.0.0.0
   WIFI Manual Setup
   WIFI Setup by USB
   APP Connection

ecwifi - Notepad
File   Edit   Format   View   Help
ssid=MainoFfice
password=123456

- 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.
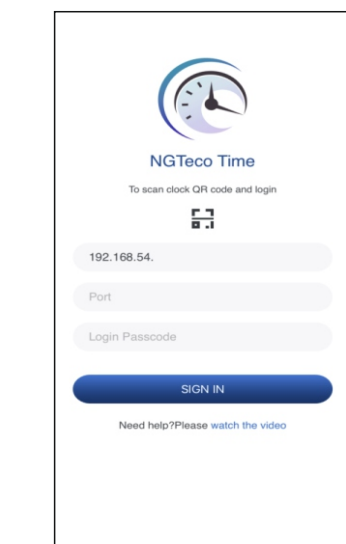- Insert the USB drive back to the clock, then navigate to **[Upload]** on the same screen to upload the settings.

16. Download the Mobile App

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

APP Connection
Port 4370   Password
Please Scan the QR code for app connection.
Confirm(M/OK)
Cancel(ESC)

NGTeco Time
To scan clock QR code and login
192.168.54.
Port
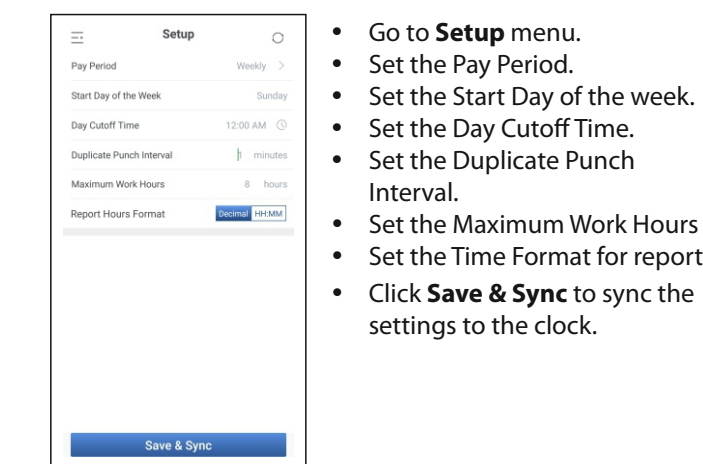Login Passcode
SIGN IN
Need help?Please watch the video

- 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.
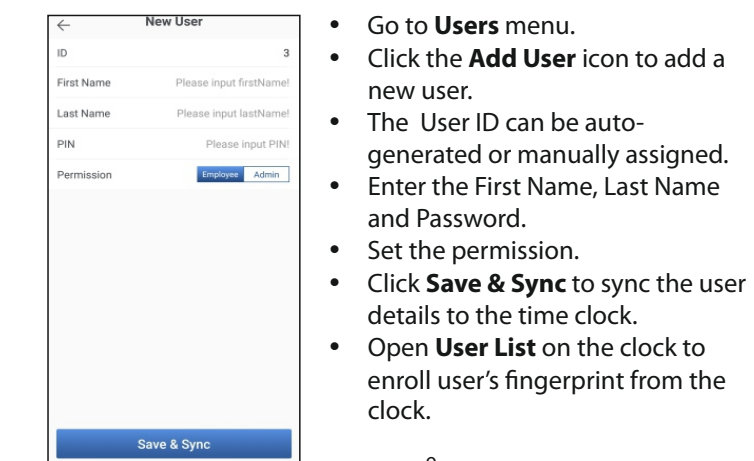- After successful connection, you can setup the clock options from the App.

17. Setup Pay Period and Attendance Rule from App

Setup
Pay Period   Weekly
Start Day of the Week   Sunday
Day Cutoff Time   12:00 AM
Duplicate Punch Interval   1 minutes
Maximum Work Hours   8 hours
Report Hours Format   Decimal   HH:MM
Save & Sync

- 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
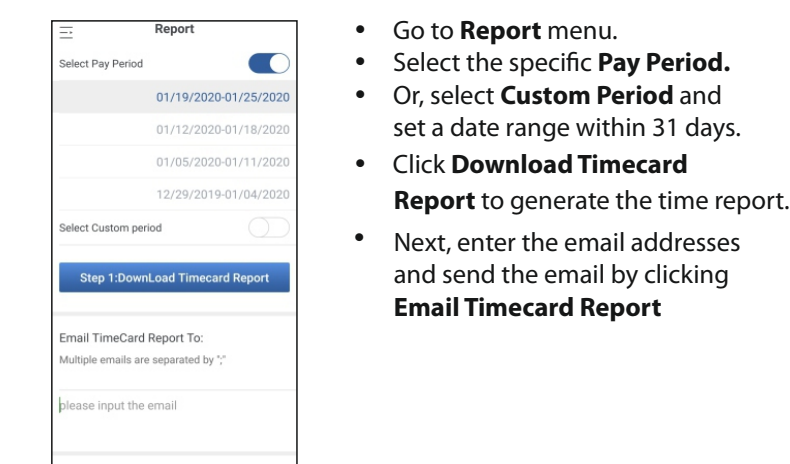- Click **Save & Sync** to sync the settings to the clock.

18. Register users from App

New User
ID   3
First Name   Please input firstName
Last Name   Please input lastName
PIN   Please input PIN
Permission   Employee   Admin
Save & Sync

- 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.
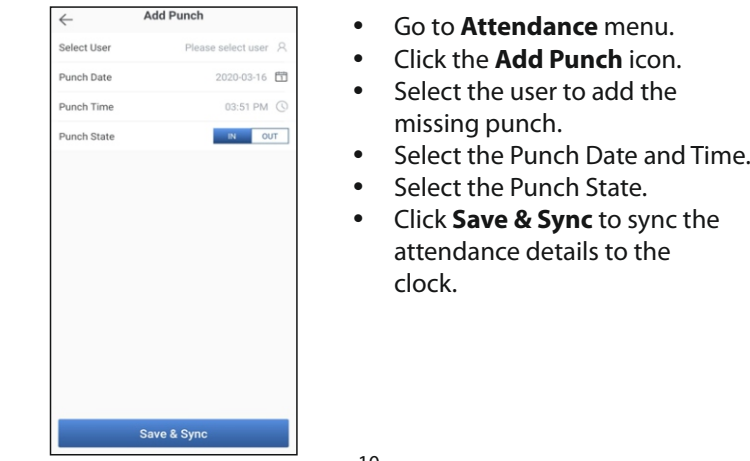- Open **User List** on the clock to enroll user's fingerprint from the clock.

19. Download Time Report from App

Report
Select Pay Period
   01/19/2020-01/25/2020
   01/12/2020-01/18/2020
   01/05/2020-01/11/2020
   12/29/2019-01/04/2020
Select Custom period
Step 1.DownLoad Timecard Report
Email TimeCard Report To:
Multiple emails are separated by ','
please input the email

- 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

Add Punch
Select User   Please select user
Punch Date   2020-03-19
Punch Time   03:31 PM
Punch State   In   Out
Save & Sync

- 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