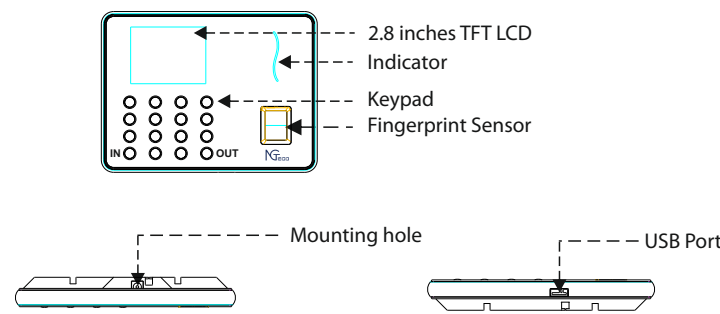


Quick Start Guide

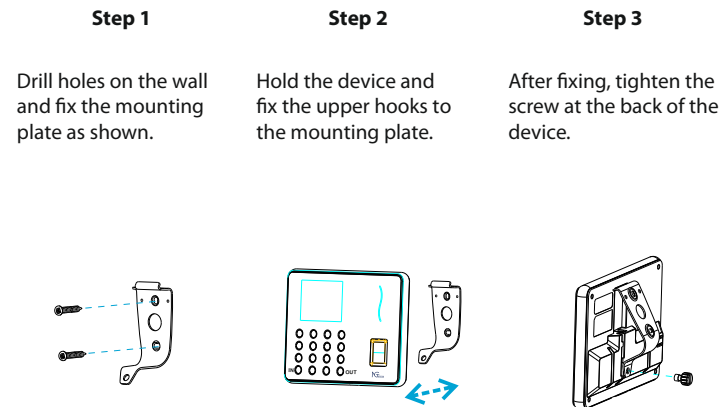
NGTeco Time Clock - W1 model

Version: 1.1

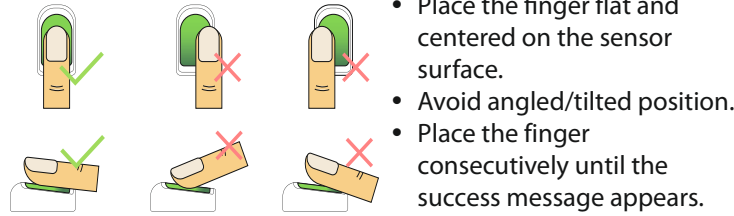
1. Components



2. Installation

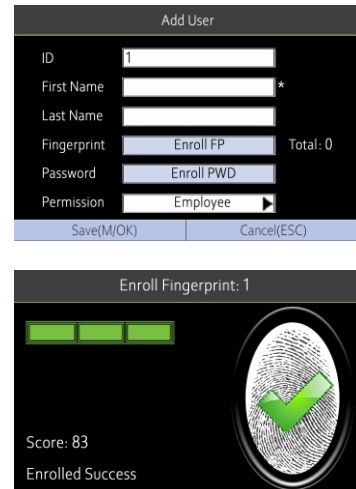


3. Enroll User's Fingerprint



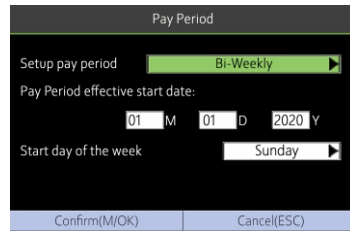
Correct and Incorrect Finger position

4. Add a new User on Clock



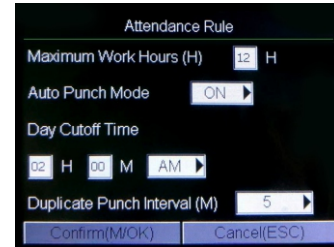
- Go to **[Users]** and then **[Add User]**.
- Enter the First Name, Last Name of the user.
- Select **Enroll FP** to enroll the fingerprint.
- Similarly, select **Enroll PWD** to enroll the password.
- Set the user permission as Employee/Admin.
- Press the **Up/Down** arrow key to navigate to the **[Save]**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

5. Setup Pay Period



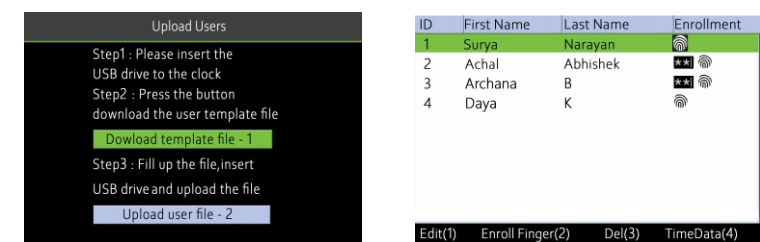
- Go to **[Pay Period]**.
- You can choose Weekly, Bi-weekly, Semi-monthly or Monthly pay period type according to the payroll policy.
- The Time Report will be generated based on the selected pay period type.

6. Configure Attendance Rule



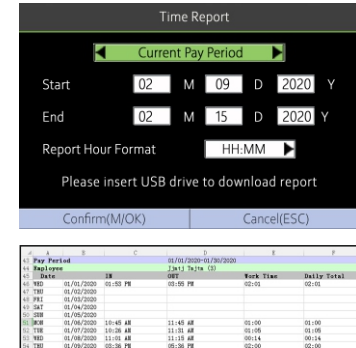
- Auto Punch Mode:** When this feature is enabled, the punch state will not be displayed on the home screen and it will be updated automatically based on the previous punch state of the user. If the Auto Punch Mode is turned off, the user needs to select the punch state manually and the punch state will be displayed on the home screen.
- Duplicate Punch Interval:** Avoids multiple attendance punches within the specified time.

7. Enroll Users in Batch through USB



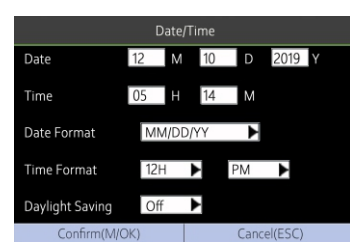
- Go to **[Users]** then select **[Upload Users]**.
- Insert the USB drive to the clock, then select **[Download Template File-1]**.
- Add the user details to the to the template file **ecuser.txt** on PC and save.
- Insert the USB drive back to the clock and select **[Upload User File]** on the same screen.
- Then go to **[User List]**, select the user and enroll the fingerprint.

8. Download Time Report



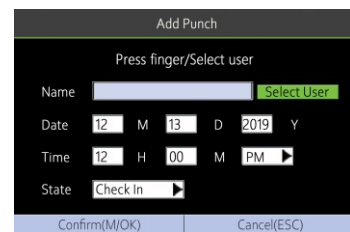
- Insert the USB drive to the clock.
- Go to **[Time Report]** and select the required time period.
- Select the time format to be displayed on the report.
- Press **<M/OK>** to download the report.

9. Reset Date and Time



- 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



- 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.

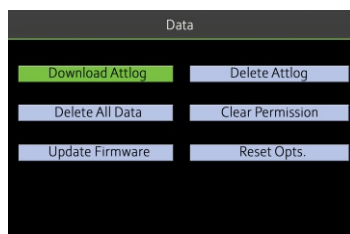
11. Backup User Data



- 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.

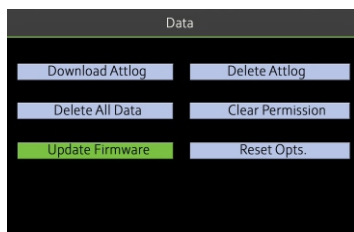
Due to regular product upgrade, we cannot guarantee exact consistency between the actual product and the written information in this manual.

12. Delete Data



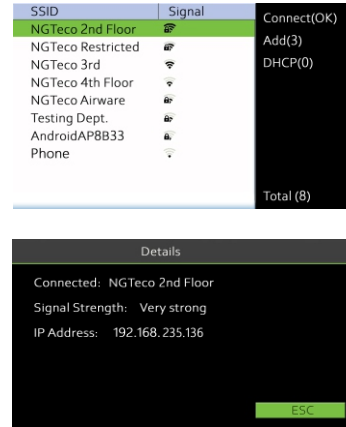
- Go to **[Data]** and click **[Delete All Data]** to clean all the clock data.
- Go to **[Data]** and click **[Delete Attlog]** to delete all the attendance data.

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



- 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.

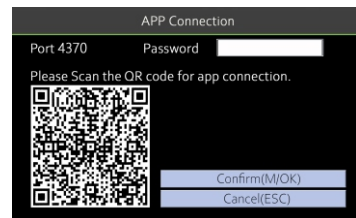
15. Setup Wi-Fi through USB



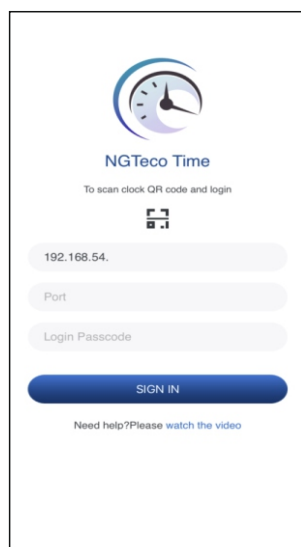
- Go to **[Comm.]** then **[Wi-Fi Setup by USB]**.
- Insert the USB drive to the clock then select **[Download]** to save the config file as **ecwifi.txt**.
- Open **ecwifi.txt** on PC, enter the Wi-Fi name(SSID)and Password then save.
- Insert the USB drive back to the clock, then navigate to **[Upload]**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

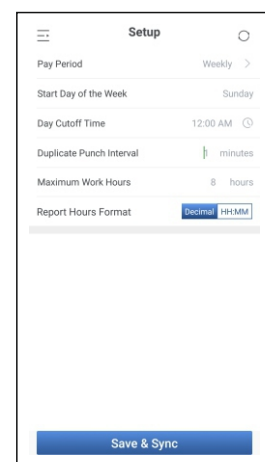


- Connect your mobile to the same Wi-Fi network of the clock.
- Go to **[Comm.]** then click **[App Connection]** to view the QR code.



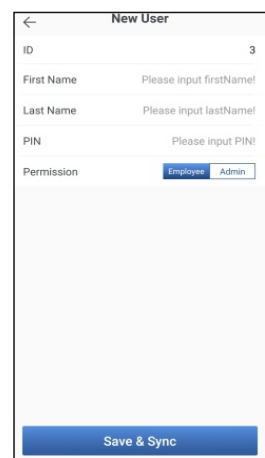
- Open the Mobile App and press the icon to scan the QR code from the clock.
- Then the mobile app connects to the clock automatically.
- After successful connection, you can setup the clock options from the App.

17. Setup Pay Period and Attendance Rule from App



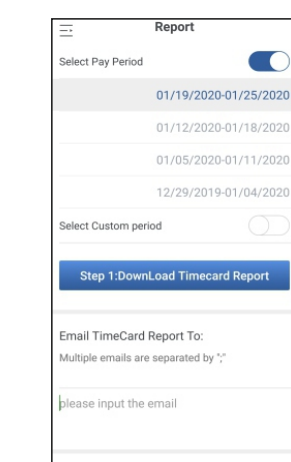
- Go to **Setup** menu.
- Set the Pay Period.
- Set the Start Day of the week.
- Set the Day Cutoff Time.
- Set the Duplicate Punch Interval.
- Set the Maximum Work Hours
- Set the Time Format for report
- Click **Save & Sync** to sync the settings to the clock.

18. Register users from App



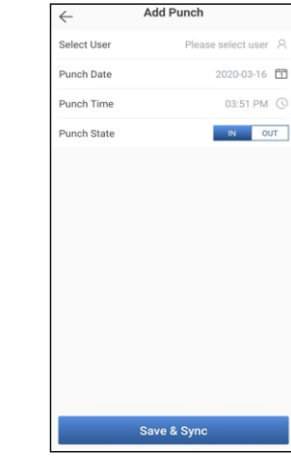
- Go to **Users** menu.
- Click the **Add User** icon to add a new user.
- The User ID can be auto-generated or manually assigned.
- Enter the First Name, Last Name and Password.
- Set the permission.
- Click **Save & Sync** to sync the user details to the time clock.
- Open **User List** on the clock 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 © 2021 NGTeco. All rights reserved.