

User Manual

KF460

Date: April 2021

Doc Version: 1.0

English

Thank you for choosing our product. Please read the instructions carefully before operation. Follow these instructions to ensure that the product is functioning properly. The images shown in this manual are for illustrative purposes only.



For further details, please visit our Company's website
www.ngteco.com.

About the Manual

This manual introduces the operations of KF460 product. All figures displayed are for illustration purposes only. Figures in this manual may not be exactly consistent with the actual products.

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Safety Measures

The below instructions intend to ensure that the user can use the product correctly to avoid danger or property loss. The following precautions are to keep users safe and prevent any damage. Please read carefully before installation.

 Non-compliance with instructions could lead to product damage or physical injury (may even cause death).

1. **Read, follow, and retain instructions** - All safety and operational instructions must be properly read and followed before bringing the device into service.
2. **Do not ignore warnings** - Adhere to all warnings on the unit and the operating instructions.
3. **Accessories** - Use only manufacturer-recommended or product-sold accessories. Please do not use any other components other than materials suggested by the manufacturer.
4. **Precautions for the installation** - Do not place this device on an unstable stand or frame. It may fall and cause serious injury to persons and damage to the device.
5. **Service** - Do not try to service this unit yourself. Opening or removing covers may expose you to hazardous voltages or other hazards.
6. **Damage requiring service** - Disconnect the system from the Mains AC or DC power source and refer service personnel under the following conditions:
 - When cord or connection control is affected
 - When the liquid spilled, or an item dropped into the system
 - If exposed to water or due to inclement weather (rain, snow, and more)
 - If the system is not operating normally, under operating instructions

Just change the controls defined in operating instructions. Improper adjustment of the controls may result in damage and involve a qualified technician to return the device to normal operation.

Do not connect multiple devices to one power adapter as adapter overload can cause over-heat or fire hazard.

7. **Replacement parts** - When parts are to be replaced, service technicians must only use the replacement parts provided by the supplier. Unauthorized substitutes can result in a burn, shock, or other hazards.
8. **Safety check** - On completion of service or repair work on the unit, ask the service technician to perform safety checks to ensure proper operation of the device.
9. **Power sources** - The Power supply must be of the prescribed unit as given on the label. If the sort of power supply to use is unclear, call your dealer.
10. **Lightning** - Install external lightning conductors to protect against electrical storms. It stops power-ups from destroying the system.

It is recommended to install the device in areas with limited access.

Electrical Safety

- Before connecting an external cable to the device, complete the grounding properly, and set up surge protection; otherwise, static electricity will damage the mainboard.
- Please make sure that the power has been disconnected before you wire, install, or dismantle the device.
- Ensure that the signal connected to the device is a weak-current (switch) signal; otherwise, components of the device will get damaged.
- Ensure that the standard voltage applicable in your country or region is applied. If you are not sure about the endorsed standard voltage, please consult your local electric power company. Power mismatch may cause a short circuit or device damage.
- In the case of power supply damage, return the device to the professional technical personnel or your dealer for handling.
- To avoid interference, keep the device far from high electromagnetic radiation devices, such as generators (including electric generators), radios, televisions, (especially CRT) monitors, or speakers.

Operation Safety

- If smoke, odor, or noise rise from the device, turn off the power at once and unplug the power cable, and then please contact the service center.
- Transportation and other unpredictable causes may damage the device hardware. Check whether the device has any intense damage before installation.
- If the device has major defects that you cannot solve, contact your dealer as soon as possible.
- Dust, moisture, and abrupt temperature changes can affect the device's service life. You are advised not to keep the device under such conditions.
- Do not keep the device in a place that vibrates. Handle the device with care. Do not place heavy objects on top of the device.
- Do not apply rosin, alcohol, benzene, pesticides, and other volatile substances that may damage the device enclosure. Clean the device accessories with a piece of soft cloth or a small amount of cleaning agent.
- If you have any technical questions regarding usage, contact certified or experienced technical personnel.



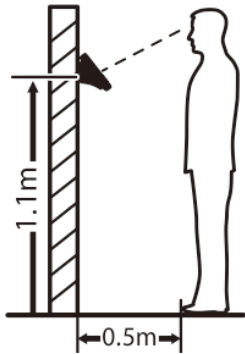
Note:

- Make sure whether the positive polarity and negative polarity of the 12V DC power supply is connected correctly. A reverse connection may damage the device. It is not advisable to connect the 24V DC power supply to the 12V DC input port.
- Make sure to connect the wires following the positive polarity and negative polarity shown on the device's name plate.
- The warranty service does not cover accidental damage, damage caused by mis-operation, and damage due to independent installation or repair of the product by the user.

1 Instruction for Use

1.1 Standing Positions and Face expressions

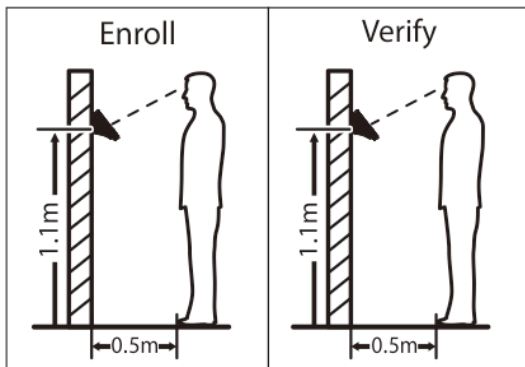
The correct position for enrolling and verification is given below:



For the users of 5 to 6 feet tall (1.55m to 1.85m), we recommend standing about 2 feet (0.5m) from the device. When viewing your image on the device display window, step away if your image appears too bright. Step closer if your image appears too dark.

During enrollment and verification, the installation position of device must remain the same. If there is a need to move the device, keep the same installation height, or else, the recognition function will be poor.

Factors affecting verification:



The distance between the user and the device should be same while enrolling and verifying. Also, the distance between the device and the ground must be same while enrolling and verifying.

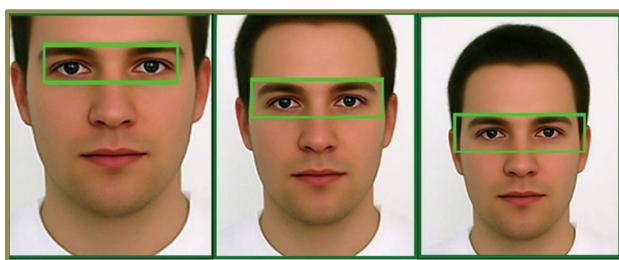
Recommended Standing Posture and Facial Expression:



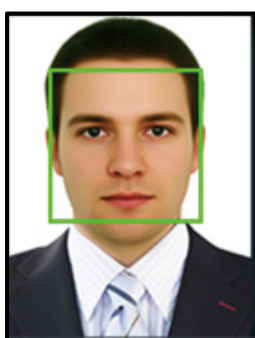


Note: Please keep your facial expression and standing posture natural while enrolling and verifying.

Face Enrollment



During enrollment, locate your face at the center of the screen, and follow the voice prompt "Focus eyes inside the green box". The user needs to move forward and backward to adjust the eye position during the face registration.

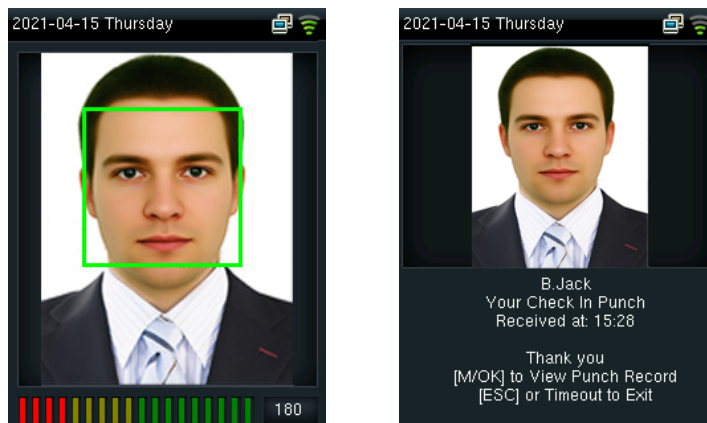


1.2 Verification Modes

1.2.1 Face Verification

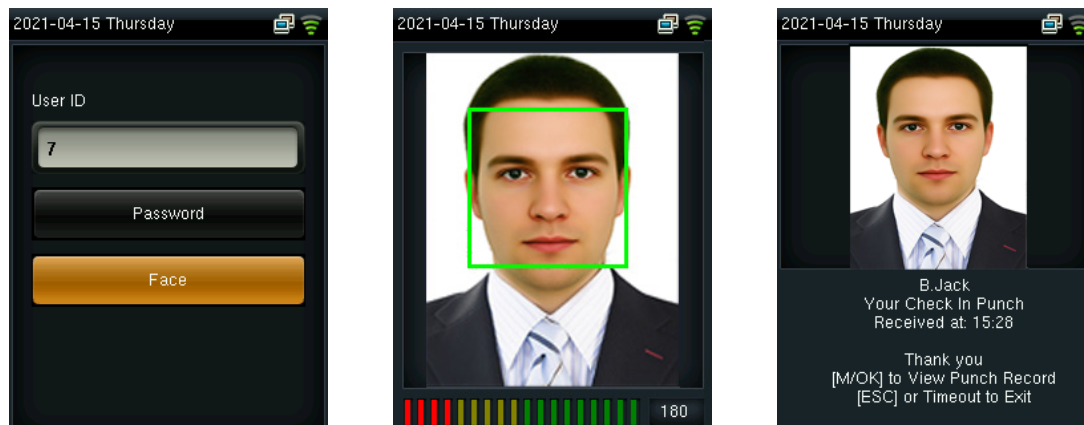
1: N Face Verification mode

The device compares the current face with all users' faces in the device. It is recommended to use a proper way to register and verify.



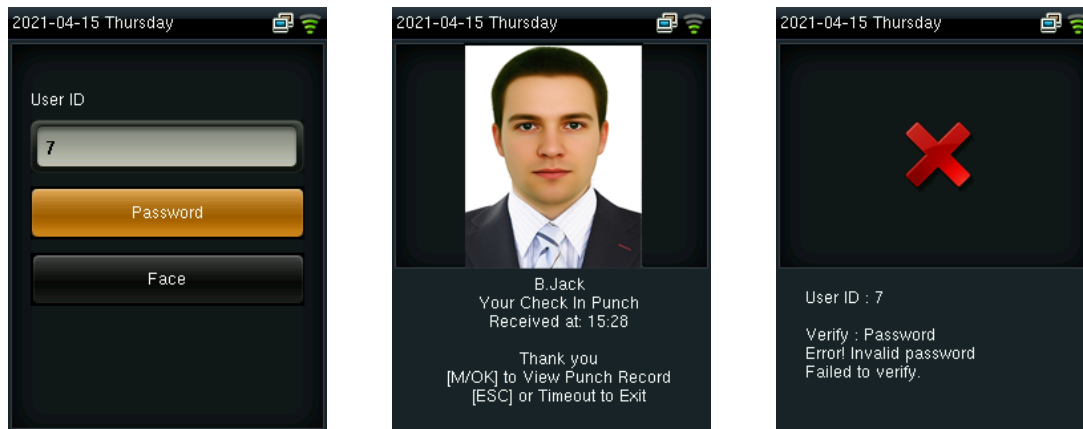
1:1 Face Verification mode

The device compares the current face with the registered face of the entered user ID. Enter User ID and press "Face".



1.2.2 Password Verification

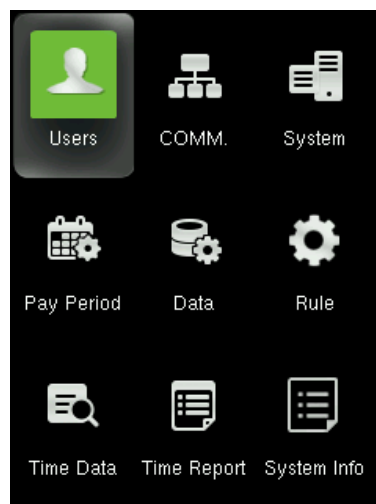
The device compares entered password with registered password of the entered User ID. Enter the User ID, press "Password" and enter your password. There are two responses after verification:



Note: The device prompts "Incorrect password" when the device fails to verify the user. After 2 attempts, if the device fails to verify after the 3rd time, it returns to the initial interface.

2 Main Menu

Start the device and long press [M/OK] for 2 seconds to open the Main Menu. Press ▼ to scroll the page down.



Function Definition:

Users (User Management): Add, Edit, and Delete user's information, including User ID, First Name, Last name, User role, Verification mode, Face, Password and User photo. Use the USB disk to Upload or Download the user's function.

Comm. (Communication Settings): Set the communication parameters between device and PC, such as DHCP, IP Address, Subnet mask, Gateway, Wi-Fi, set the App connection.

System: Set the system parameters, such as Date/Time, Face parameters, Autotest, Reset and USB upgrade.

Pay Period: Set the Pay period type and Start day of the week.

Data (Data Management): Download Attendance Log, Delete Attendance data/User Photo/User All, and Clean Permission.

Rule: Set the Attendance rule, such Maximum work hours, Day cutoff time, Duplicate punch interval, Enable auto punch mode and View punch record.

Time Data: View the user's Today's attendance, History attendance, and Add missing punch.

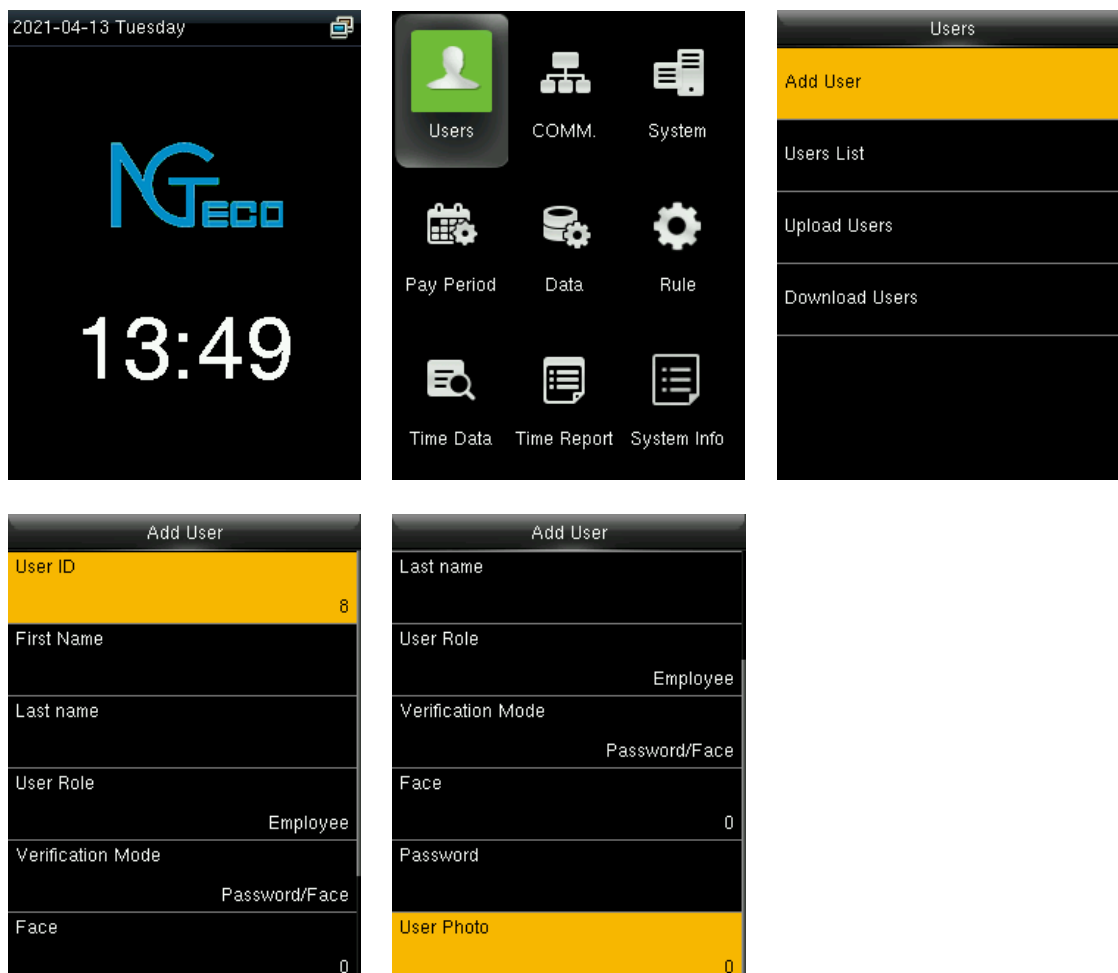
Time Report: Select the Pay period, set the report hours format to download the time report.

System Info: Check the Device usage, Basic information, and Firmware information etc.

3 User Management

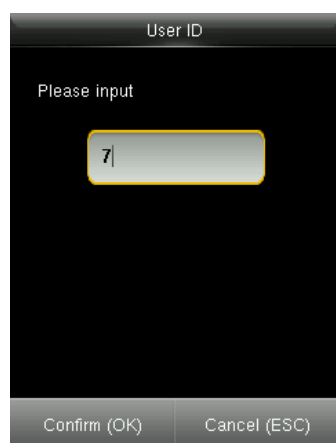
3.1 Add User

- Only the registered users can make verification in the device.
- Start the device and open the Main Menu. Enter "Users" → "Add User".



3.1.1 Enter User ID

Press ▼/▲ to select the "User ID" on the **Add User** interface, press [M/OK].

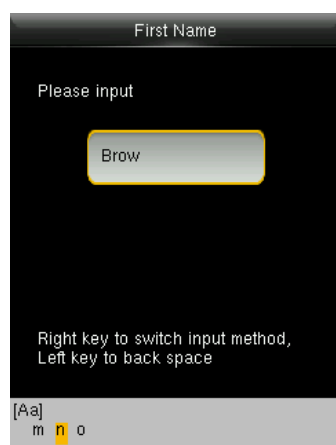
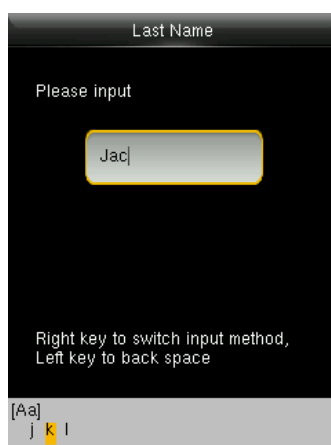


You can input an ID or use the default ID which will be incremented from 1 to 999999.

Note: If you enter the existing ID of the device, you will be prompted "Duplicated ID".

3.1.2 Enter User First Name and Last Name

Press ▼/▲ to select the "First Name" or "Last Name" on the **Add User** interface and press [M/OK].

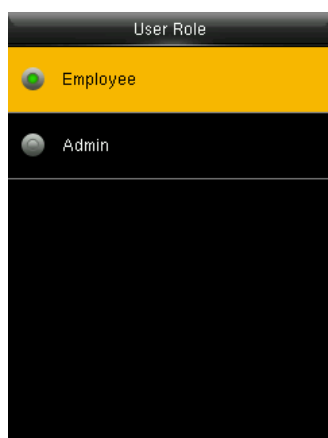
Refer [13.1 T9 Input](#) for further details.

Note:

1. The **First Name** is required, otherwise the Employee ID will become a negative number when exporting the report.
2. When the User List is displayed, the First name and Last Name will be combined.

3.1.3 Enter User Role

Press ▼ / ▲ to select the "User Role" on the **Add User** interface, press [M/OK].



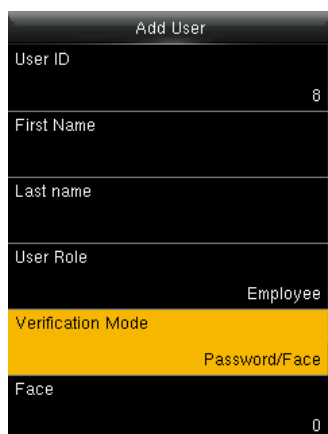
Employee: Employees are only allowed to punch, query their own attendance record, and check messages.

Admin: An administrator is granted rights to operate all functions and menus in the device.

Note: It is recommended to register an Admin for the ease of management.

3.1.4 Verification Mode

Press ▼ / ▲ to select the "Verification Mode" on the **Add User** interface, press [M/OK].



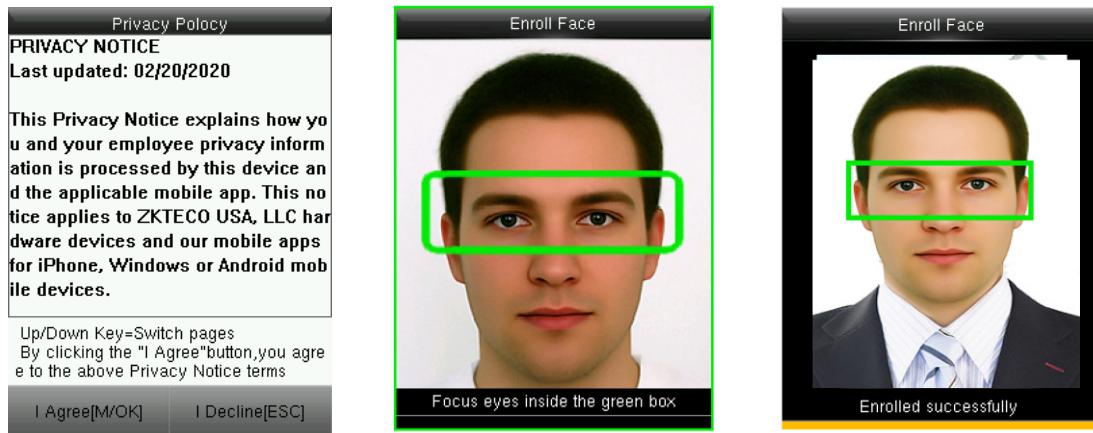
The available verification modes are:

1. Password/Face
2. User ID only
3. Password
4. Face only
5. Face + Password

Note: "/" means "or", and "+" means "and".

3.1.5 Enrolling a Face

Press ▼ / ▲ to select the "Face" on the **New User** interface, press [M/OK].



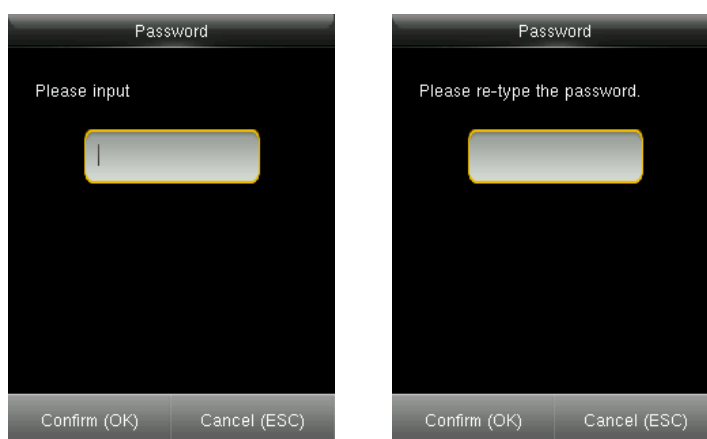
While registering the user's face, the Privacy Policy interface pops up. Press the ▼ / ▲ keys to view the relevant content of the privacy policy. Press [M/OK] to agree and open the face registration interface. Focus your eyes inside the green box, as the device prompts.

Note:

- Every time the user registers the face, he/she needs to agree with the privacy policy.
- During face enrollment, a photo will be taken and saved in the device automatically for "User Photo" unless another is taken.

3.1.6 Enrolling a Password

Press ▼ / ▲ to select the "Password" on the **Add User** interface, press [M/OK].

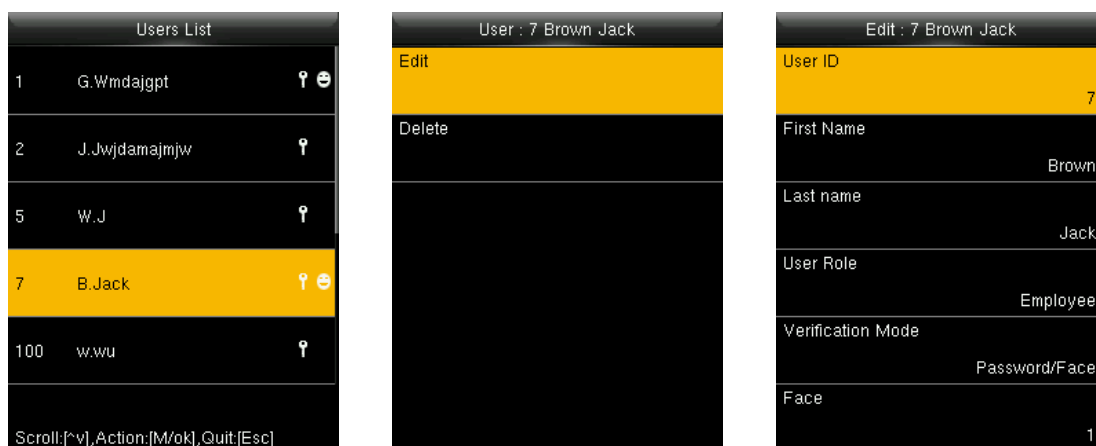


Input the 1 to 8 digits password and press [M/OK], then re-type the password.

3.2 Users List

Start the device, open the Main Menu. Enter "Users." → "Users List".

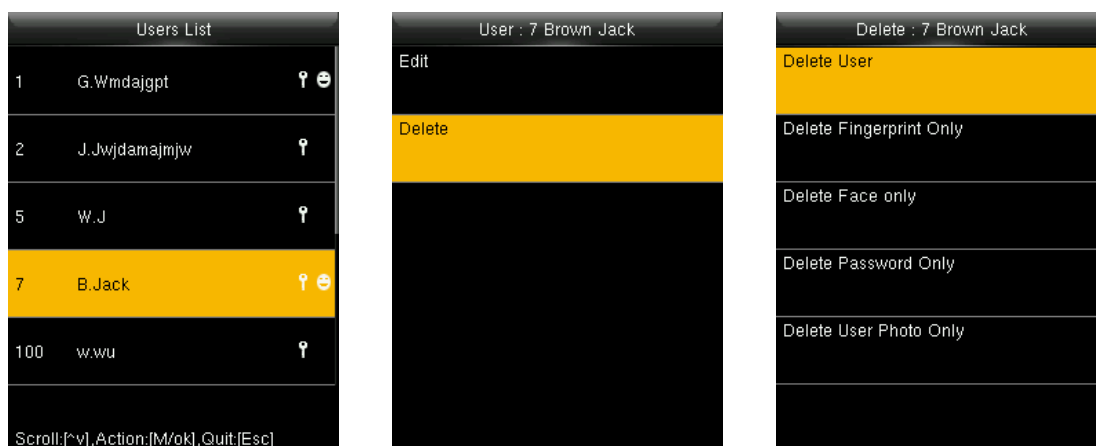
3.2.1 Edit a User



All the information can be modified except **User ID**.

3.2.2 Delete a User

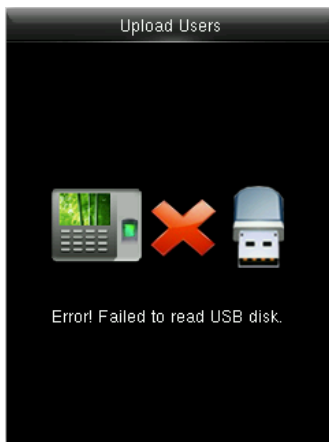
Press ▼ / ▲ to select a user to edit and press **[M/OK]**. Select "Delete":




You can choose different user data to delete.

3.3 Upload Users

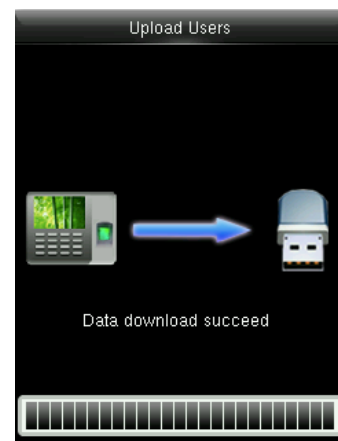
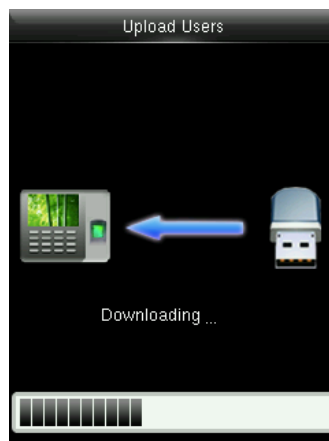
Start the device, open the Main Menu. Enter "Users" → "Upload Users".



If the USB disk inserted and successfully recognized, the icon  will be displayed on the upper right corner of the standby interface. Select Download User Template file or Upload user files and press [M/OK].

Note: If the USB disk is not inserted in the device or the device does not recognize the USB disk, it will prompt "Error! Failed to read USB disk."

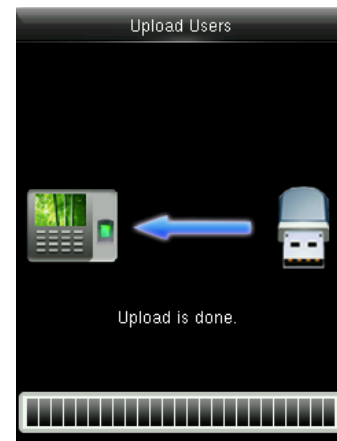
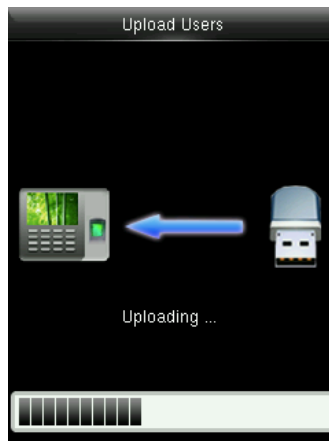
3.3.1 Download User Template File



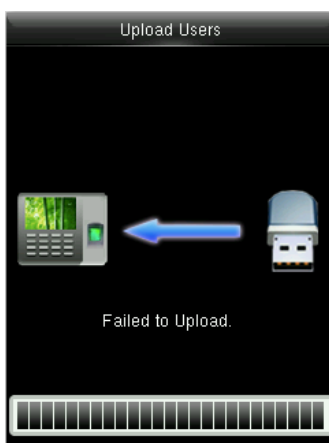
1. Insert a recognizable USB disk into the device, press ◀ / ▼ to select **Download User Template File** and press [M/OK].
2. The device starts downloading user templates.
3. If the download is successful, the device will prompt "Data download succeed!".

Note: After the download operation is successful, the ecuser.txt file will be generated in the root directory of the USB disk. If you don't enroll any user in the device, the content of each field in the download template file will be empty. You need to fill in the content according to your needs and upload it to the device.

3.3.2 Upload User File



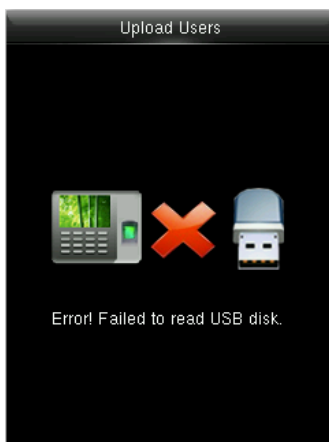
1. Insert a recognizable U disk into the device, press ► / ▲ to select **Upload Users File** and press [M/OK].
2. The device starts uploading.
3. If the upload is successful, the device will prompt "Upload is done".



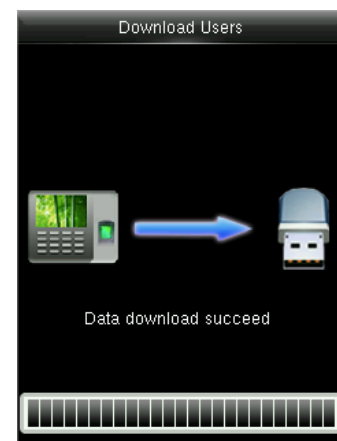
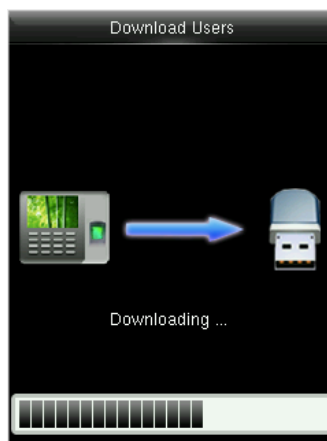
When the uploaded data is empty or the uploaded file format is wrong, the device will prompt "Failed to upload."

3.4 Download Users

Start the device, and open Main Menu. Select "Users" → "Download Users".



If the USB disk is not inserted in the device or the device does not recognize USB disk, it will prompt "Error! Failed to read USB disk."



1. Insert a recognizable USB disk into the device, press **[M/OK]** to select **Download Users**.
2. The device starts downloading.
3. If the download is successful, the device will prompt "Data download succeed".

After the download is successful, pull out the U disk on the device and insert it into the computer to view. Two files will be viewed in the root directory of the U disk: ecuser.txt and userphoto.

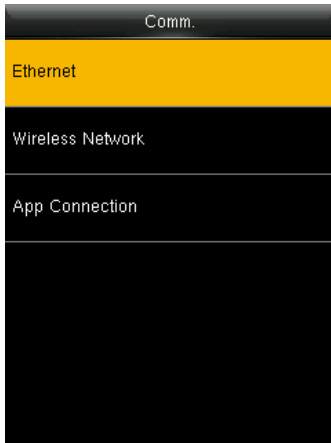
Ecuser.txt: It consists of related user information registered by the user on the device, such as User ID, First name, Last name, Face, Verification mode etc. Data fields that are not registered by the user will be displayed as empty.

Userphoto: First, create a directory named "userphoto" in the root directory of USB disk, and then place the user photos in the directory. The size of each photo must be less than or equal to 15KB. The name of the photo must be X.jpg (X represents User ID). The format of the photo must be .JPG.

Note: When uploading user photos, the device will detect whether there is a userphoto folder in the USB disk. If there is no userphoto folder, upload will fail.

4 Communication Settings

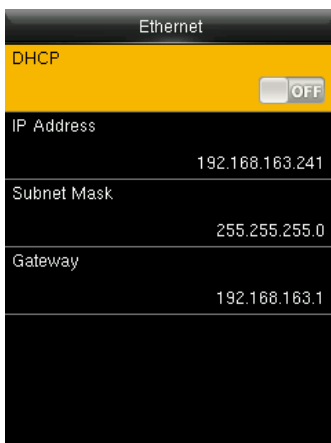
Open the "Comm." Menu to set the communication parameters.



1. **Ethernet:** The device can communicate with PC each other via the parameters you set.
2. **Wireless Network:** The device supports the Wi-Fi module, which is built-in within the hardware, to enable data transmission via Wi-Fi and establish a wireless network environment.
3. **App Connection:** Set the device parameters through the connection with the APP.

4.1 Ethernet

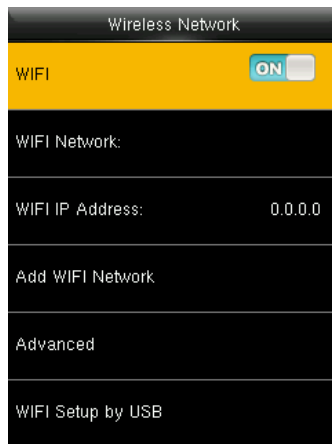
Select "Comm." → "Ethernet".



1. **Enable DHCP:** Dynamic Host Configuration Protocol, which is used to allocate dynamic IP addresses to clients by a server.
2. **IP Address:** Modify if necessary. It cannot be the same with PC.
3. **Subnet Mask:** Modify it if necessary.
4. **Gateway:** It is necessary to set an address if the device and PC are in different network segment. Modify if necessary.

4.2 Wireless Network


Select "Comm." → "Wireless Network".

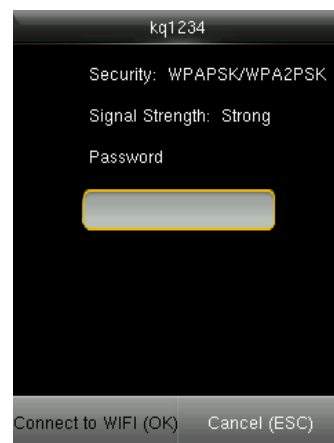
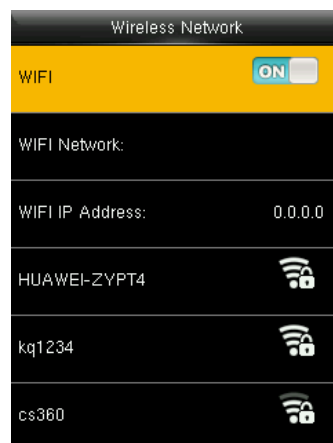



1. **Enable Wi-Fi:** Enable or disable the Wi-Fi function.
2. **Wi-Fi Network:** Displays the connected Wi-Fi name.
3. **Wi-Fi Address:** The IP address of the Wi-Fi network.

Press ▼ / ▲ **Wireless Network** on the **Comm.** Settings interface to configure the Wi-Fi settings.

Search the Wi-Fi Network

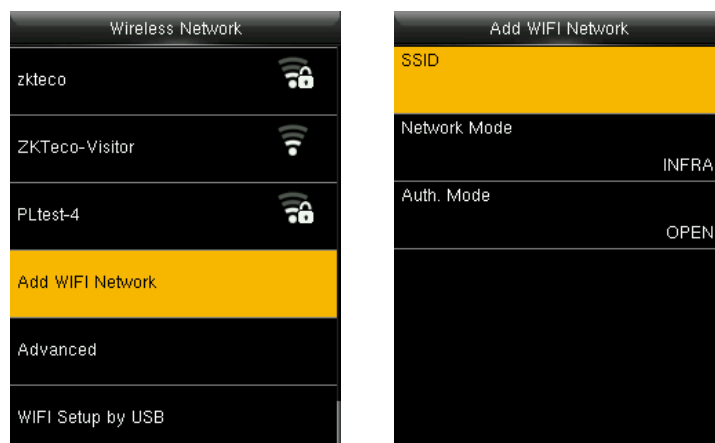
- Wi-Fi is enabled in the device by default. Toggle the  button to enable or disable Wi-Fi.
- Once the Wi-Fi is turned on, the device will search for the available Wi-Fi networks within the network range.
- Select the required Wi-Fi name from the available list and input the correct password in the password interface, and then press **Connect to Wi-Fi (OK)**.



- When the Wi-Fi is connected successfully, the home screen will display the Wi-Fi  logo.

Add a Wi-Fi Network Manually

The Wi-Fi can also be added manually if the intended Wi-Fi does not show on the list.

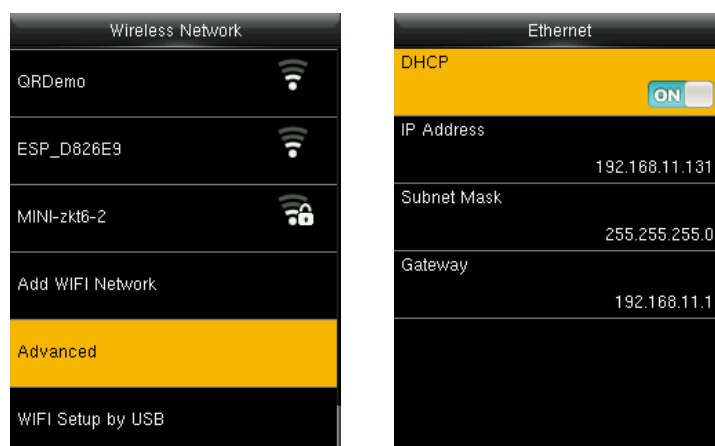


1. Press **Add Wi-Fi Network** to add the Wi-Fi manually.
2. On this interface, enter the Wi-Fi network parameters. (The added network must exist.)

Note: After successfully adding the Wi-Fi manually, follow the same process to search for the added Wi-Fi name. Click [here](#) to view the process to search the Wi-Fi network.

Advanced Settings

On the **Wireless Network** interface, press ▼ / ▲ to select **Advanced** to set the relevant parameters as required.



DHCP: Dynamic Host Configuration Protocol (DHCP), dynamically allocates IP addresses to network clients. If DHCP is enabled, then the IP cannot be set manually.

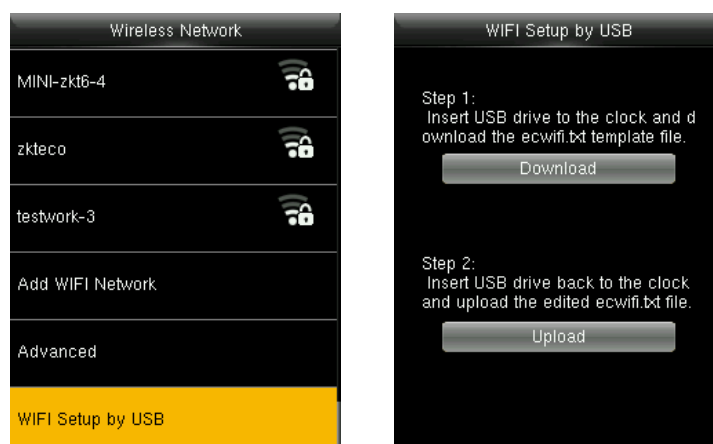
IP Address: The IP address for the Wi-Fi network, the default is 0.0.0.0. It can be modified according to the network availability.

Subnet Mask: The default Subnet Mask of the Wi-Fi network is 255.255.255.0. It can be modified according to the network availability.

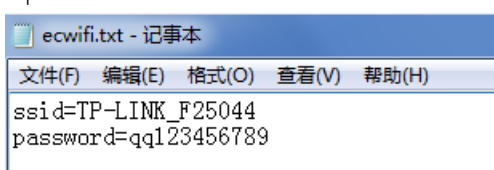
Gateway: The default Gateway address is 0.0.0.0. It can be modified according to the network availability.

Download and Upload Wi-Fi Setup through USB

On the **Wireless Network** interface, press ▼ / ▲, and select **WIFI Setup by USB** to download or and upload the Wi-Fi settings.



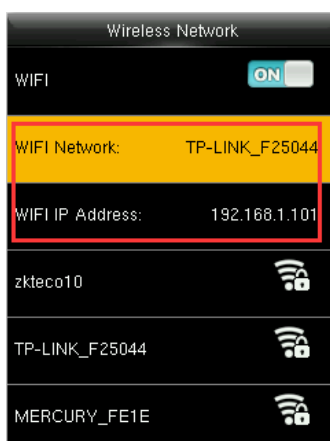
1. Insert a recognized USB disk into the device. Select **Download** to download the ecwifi.txt file and insert the USB disk into the computer.
2. Open **ecwifi.txt** to edit and save as shown below:



ssid: The Wi-Fi name searched on the device.

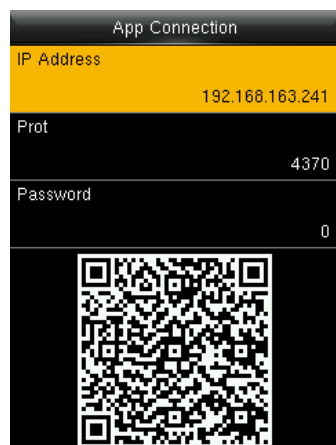
Password: The password of the ssid.

3. Place the edited file into the USB disk, and insert the USB disk into the device. Open "Wi-Fi Setup by USB" and choose to upload the ecwifi.txt file.
4. After the upload is successful, it returns to the standby interface. After a while, the device displays that the Wi-Fi is connected.



4.3 App Connection

Select "Comm." → "App Connection".



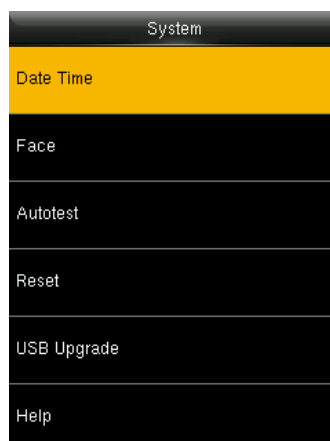
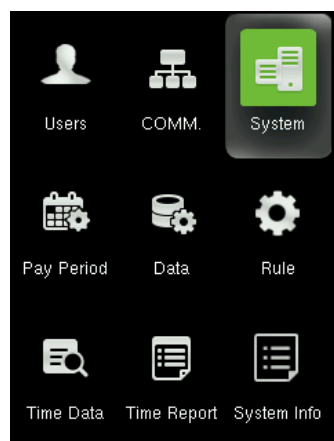
1. **IP Address:** IP Address of the device.
2. **Port:** The Port number of the device.
3. **Password:** Password to connect to the NGTeco Time app.

Note: The device must be connected to Wi-Fi or the Ethernet successfully, otherwise the QR code will not be displayed.

The process in detail refers to "[12 Connect to NGTeco App](#)".

5 [System](#)

Here, the user can set the related system parameters to maximize the performance of the device.



5.1 Date Time

This menu enables the user to set the system data and time. Select "System" → "Date Time".

1. **Set Date/Time:** Set date and time of the device.
2. **24-Hour Time:** Select whether to use the 24-hour display mode. If not, the 12-hour display mode is adopted.
3. **Date Format:** Set the date format; YY-MM-DD, YY/MM/DD, YY.MM.DD, DD-MM-YY can be used.

Daylight Saving Time:

The DST is a widely used system of adjusting the official local time forward to save energy. The uniform time adopted during the implementation of this system is known as the DST. Typically, clocks are adjusted forward one hour in the summer to make full use of illumination resources and save electricity. Clocks are adjusted backward in autumn. The DST regulations vary with countries. The device supports the DST function to adjust forward one hour at xx (Hour): xx (Minute) xx (Day) xx (Month) and backward one hour at xx (Hour): xx (Minute) xx (Day) xx (Month). For example, adjust the clock forward one hour at 08: 00 on April 1 and backward one hour at 08: 00 on October 1.

Daylight Saving Mode: Select the date mode or week mode.

Daylight Saving Setup: Set the DST start time and end time.

Note: The end time of DST cannot be set for next year. More specifically, the end time must be later than the start time in the same year.

5.2 Face Parameter

Select "System" → "Face".

The recommended thresholds are as follows:

FRR	FAR	Threshold	
		1:N	1:1
High	Low	85	80
Medium	Medium	82	75
Low	High	80	70

1: 1 Match Threshold: Under 1:1 Verification Method, the verification succeeds only when the similarity between the verifying face and the user's registered faces is greater than this value. The valid value range is 70 to 120, with larger threshold leading to lower misjudgment rate and higher rejection rate, and vice versa.

1: N Match Threshold: Under 1: N Verification Method, the verification succeeds only when the similarity between the verifying face and all registered faces is greater than this value. The valid value range is 80 to 120, with larger threshold leading to lower misjudgment rate and higher rejection rate, and vice versa.

Exposure: This parameter is used to set the exposure value of the camera.

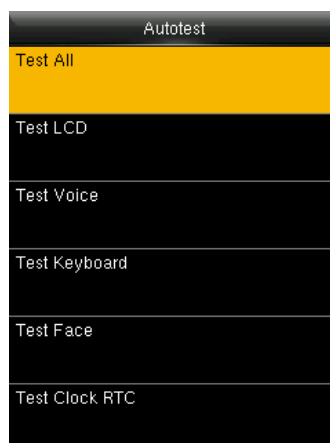
Quality: This parameter is used to set a quality threshold for the facial images obtained. The FFR terminal accepts the facial images and processes them by adopting the facial algorithm when their quality is higher than the threshold; otherwise, it filters these facial images.

Face Verification Failed Time (s): When the face detected by the device does not match the face data registered in the device, a yellow box will appear on the face and the device prompts that the face verification is failed. The valid value range is 0 to 30s.

Note: Improper adjustment of the Exposure and Quality parameters may severely affect the performance of the device. Please adjust the Exposure and Quality parameters under the guidance of our after-sales service personnel.

5.3 Autotest

The auto test enables the system to automatically test whether the functions of various modules are normal, including the LCD, Voice, Face, Keyboard and Clock tests.



Test All: The device automatically tests the LCD, Voice, Keyboard, Face and Clock RTC, press **[OK]** to continue and press **[ESC]** to exit.

Test LCD: The device tests the display effect of LCD screen by displaying full color, pure white, and pure black to check whether the screen displays colors properly.

Test Voice: The device automatically tests whether the voice files stored in the device are complete and the voice quality is good.

Test Keyboard: Checks if the keyboard is available.

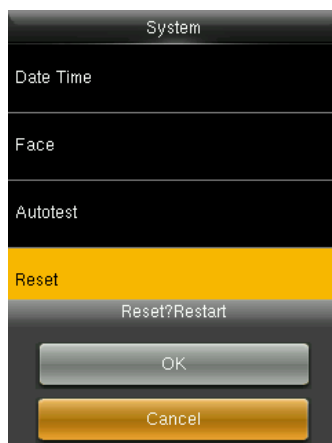
Test Face: Checks if the camera is normal.

Test Clock RTC: Checks if the RTC (Real-Time Clock) is accurate.

While checking the modules, please follow the prompts in the specific interface.

5.4 Reset

The menu is used to reset the Communication settings, System settings, etc.



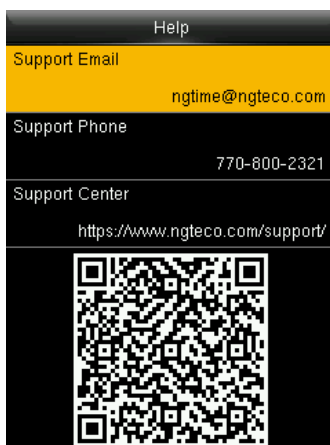
5.5 USB Upgrade

The firmware program of device can be updated with upgrade package in USB disk. You are not suggested to upgrade the firmware by yourself. If you need the upgrade file, please contact our technical support personnel.



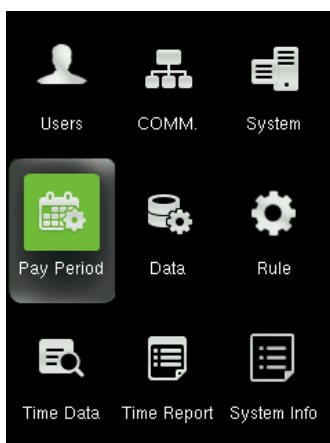
5.6 Help

Scan the generated QR code to open the support website.



6 Pay Period

A pay period is a length of time over which the user's attendance time is recorded and paid. It is a recurring time schedule that determines how often the users will be paid. The pay period ensures that the users will be paid regularly for their work. It also simplifies the reporting requirements for employer liabilities.



6.1 Weekly Pay Period

A weekly pay period consists of 52 pay periods in a year, one week of each. The payroll is scheduled to run on the same day every week.

Pay Period	
Pay Period Type	Weekly
Start Day of the Week	Sunday
[OK/M] to Save	
[ESC] to Cancel Anytime	

Perform the following steps to set the Weekly Pay Period:

1. Select "Pay Period Type", and then select "Weekly".
2. Then press ▼ key and set the start day of the week.
3. Then press **[M/OK]** to save.

6.2 Bi-Weekly Pay Period

A bi-weekly pay period consists of 26 pay periods in a year (2 weeks or 14 days). Like the weekly pay period, a bi-weekly pay period also starts on the known day of a week.

Pay Period	
Pay Period Type	Bi-Weekly
Start Day of the Week	Saturday
Pay Period Effective Date	03/06/21
[OK/M] to Save	
[ESC] to Cancel Anytime	

Perform the following steps to set the Bi-Weekly Pay Period:

1. Select "Pay Period Type", and then select "Bi-weekly".
2. Then press ▼ key and set the start day of the week.
3. Press ▼ key and set the pay period effective date.
4. Then press **[M/OK]** to save.

6.3 Semi-monthly Pay Period

A semi-monthly pay period consists of 24 pay periods in a year. Each month will have exactly 2 pay periods. By default, the first pay period runs from the 1st to 15th date of the month and the second pay period runs from 16th to the last date of the month.

(Note: The start day of the semi-month may vary for each company)

Pay Period	
Pay Period Type	Semi-Monthly
Start Date of First Half Month	1
Start Date of Second Half Month	16
Start Day of the Week	Sunday
[OK/M] to Save	
[ESC] to Cancel Anytime	

Perform the following steps to set the Semi-monthly Pay Period:

1. Select "Pay Period Type", and then select "Semi-monthly".
2. Then press ▼ key and set the start date of the first and second half of the month.
3. Then press ▼ key and set the start day of the week.
4. Then press **[M/OK]** to save.

6.4 Monthly Pay Period

The payroll runs on the same date of every month.

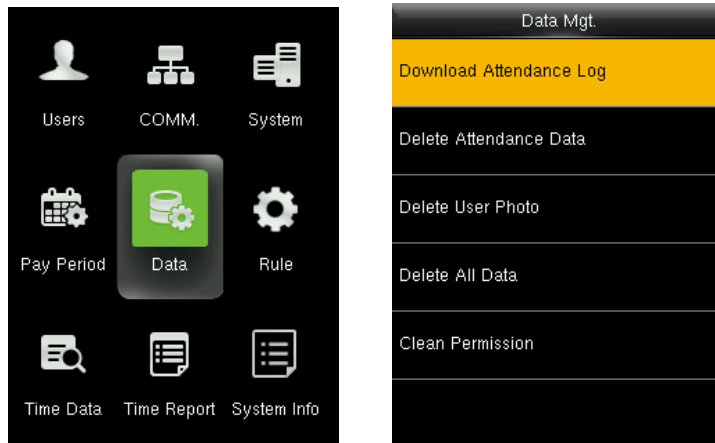
Pay Period	
Pay Period Type	Monthly
Start Date of the Month	1
Start Day of the Week	Sunday
[OK/M] to Save	
[ESC] to Cancel Anytime	

Perform the following steps to set the Monthly Pay Period:

1. Select "Pay Period Type", and then select "Monthly".
2. Then press ▼ key and set the start date of the monthly.
3. Then press ▼ key and set the start day of the week.
4. Then press **[M/OK]** to save.

7 Data Management

This menu is used to manage the data saved in the device. Select "Data".



Download Attendance Log: Downloads the attendance log to USB disk.

Delete Attendance Data: Deletes all the attendance data.

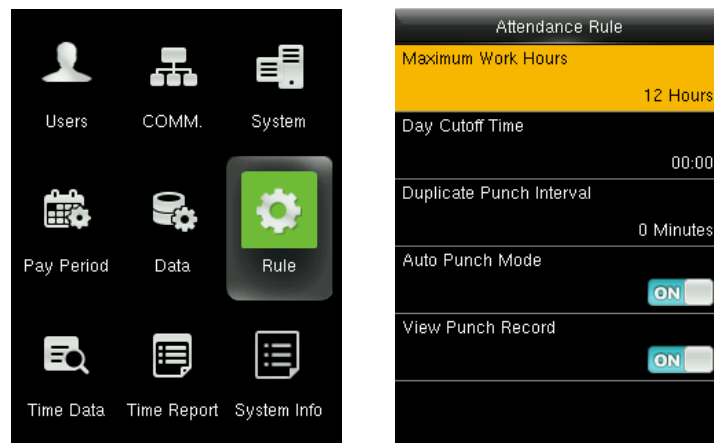
Delete User Photo: Deletes all the users' registration photos.

Delete All Data: Deletes all the enrolled users' information, attendance records, short messages and work codes etc.

Clean Permission: Clears the users' admin permission.

8 Attendance Rule

Attendance Rules are a predefined set of specifications framed to maintain clear and consistent attendance management of the users.



Maximum Work Hours: Set the maximum number of working hours in a day. When the time difference between two attendance punches (check-in and check-out) exceeds this maximum work hour, then the attendance will be calculated separately for that day. Then you can identify that there are missing attendance punches between the actual punches made by the users. The maximum work hours can be set from 1 to 24 hours. The default value is 12 hours.

Day Cutoff Time: Set the time on which the day is changed to the next day on the clock.

Example: Consider the day change time is set to 2:00 AM. If the users start to work before 2:00 AM, then the total worked hours until check-out will be added to the previous day. If the users start to work after 2:00 AM, then the total worked hours until check-out will be added to the next day.

Duplicate Punch Interval: The Duplicate Punch interval defines the time duration in which the clock considers only the first attendance punch, even if you make many attendance punches within the defined period. The unit is **minutes**.

Example: Assume that the duplicate punch period is 5 minutes. If you make several check-in attendance punches within 5 minutes, the clock considers only the first punch time and ignores the rest of the attendance punches.

Auto Punch Mode: When this feature is enabled, the punch state will be displayed on the home screen and the punch state will be updated automatically based on the previous punch state of the user. For example, if the user's first punch state is Check-in, then the next punch state is Check-out. This feature is enabled by default.

Note: When the time exceeds the Day Cutoff Time, the punch state will be reset to Check-in.

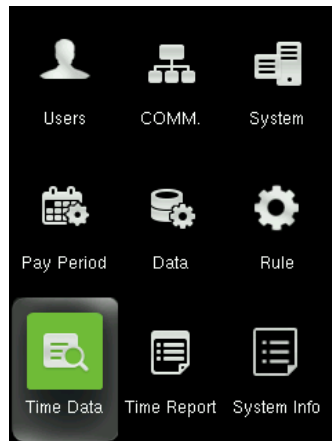
If the Auto Punch Mode is turned off, the user needs to select the punch state manually and the punch state will be displayed on the home screen. Press the ◀ button to change the punch state to IN, and the [M/OK] button to change the punch state to OUT.

View Punch Record: When this option is turned on, the users can view their attendance records by themselves.

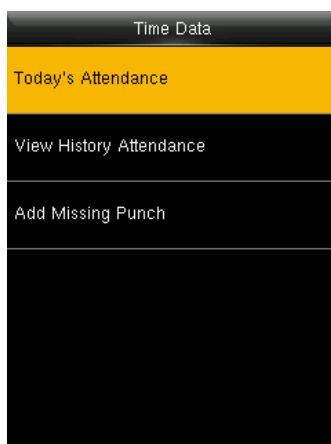
If the View Punch Record is turned off, the users cannot view the attendance records.

9 Time Data

The user can track and monitor the user's attendance to ensure productivity and workflow during working hours.



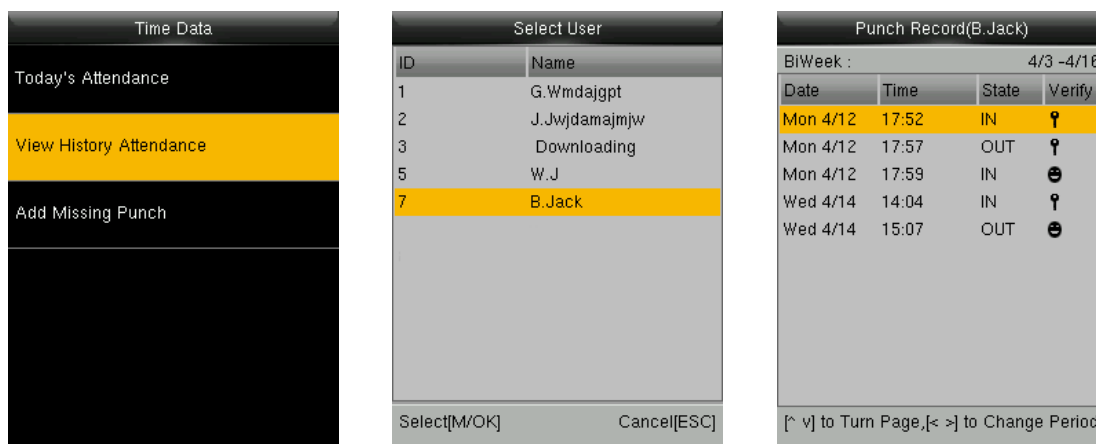
9.1 Today's Attendance



This menu ensures to view the attendance records of all users who have successfully verified that day, and the attendance records are sorted by time.

9.2 View History Attendance

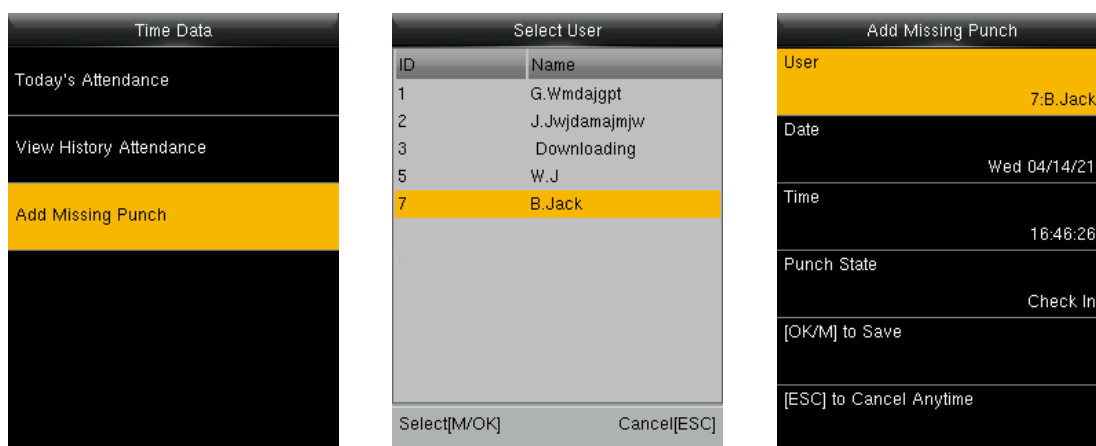
The clock has a provision to track the attendance of individual users to ensure all users are fulfilling their obligations. It also helps the Management to identify the potential attendance issues. The steps to track the attendance of individual users are given below:



1. Select "Time Data", and then select "View history attendance".
2. The interface to select users will be displayed.
3. To select a user, and press **[M/OK]**.

9.3 Add Missing Punch

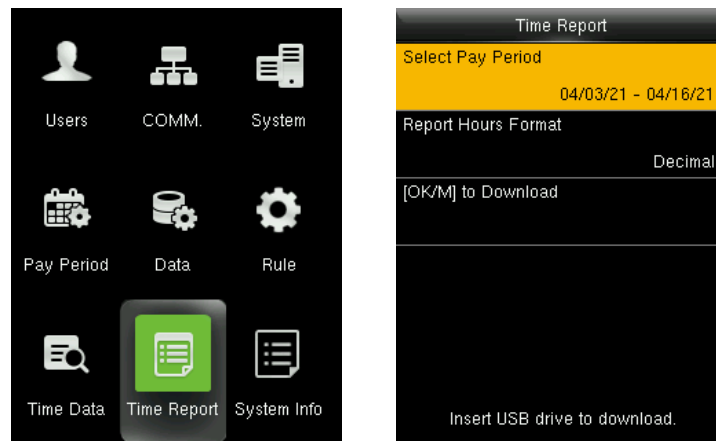
When a user forgets to punch for check-in/check-out, the attendance details can be logged in manually. The steps to add manual logs are given below:



1. Select "Time Data", and then select "Add Missing Punch".
2. The interface to select users will be displayed.
3. Press ▲ / ▼ to select date and time, and then enter date and time.
4. Select the attendance state as Check-in/Check-out.
5. Then press **[M/OK]** to save.

10 Time Report

You can generate statistical reports that display the attendance details of the users in the specified pay period. The difficulty of maintaining the user's time and attendance is lessened with this simple reporting system. The data generated from these attendance reports assist with efficient management of user's resources and report accuracy.



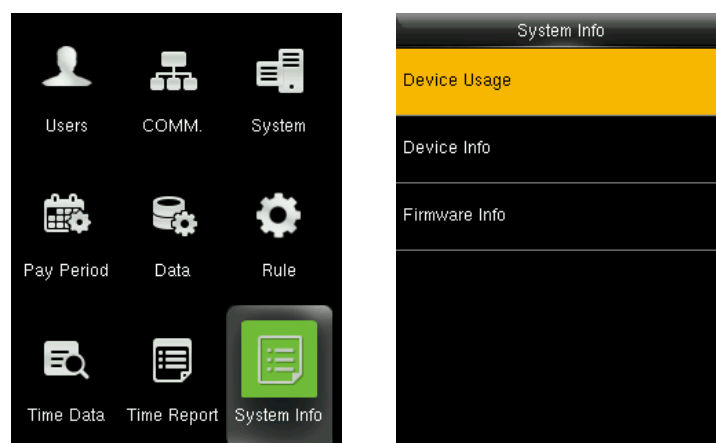
Select Pay Period: The available pay period options are the **Current Pay period** and **Custom Pay period**. You can also select the date range of the pay period which is currently being used. In the Custom Pay period, you can define the date range within 31 days.

Report Hours Format: Select the report hours format.

Insert a USB drive to download the report.

11 System Info

You can check the storage status as well as the firmware information of the device through the **[System Info]** option.



Select the specific option to check the parameters:

Device Usage: Displays the Number of users, Admin users, Password, Face, Attendance record and User photos quantity.

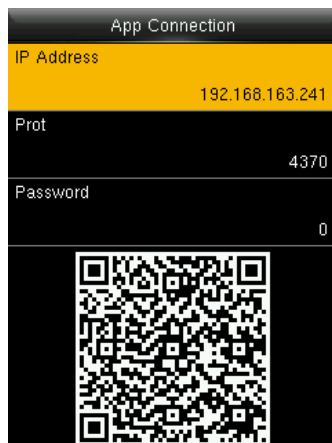
Device Info (Information): Displays the Device name, Serial number, MAC address, Face algorithm, Platform information, MCU version, Manufacturer date.

Firmware Info: Displays the Firmware version, Bio service, Push service, Standalone service, Device service, System version, Face sensor version.

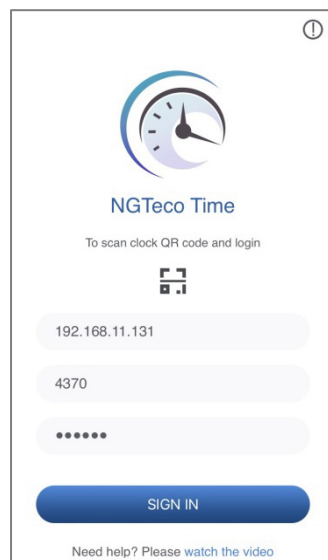
The above information cannot be modified.


12 Connect to NGTeco App

The App Connection interface allows you to connect the NGTeco Time Mobile app with the time clock. Once connected, you can perform User management, Report management, etc. on the Mobile app. The process is as follows:



1. Download and install the NGTeco Time App on your phone.
2. Connect the mobile and time clock to the same Wi-Fi network.
3. Select **[Comm.]** and then **[App Connection]** to view the QR code.
4. Enter the Password and Confirm.



1. Open the NGTeco Time App and press  to scan the QR code from the clock.
2. After a successful connection, you can set the clock parameters from your mobile.

12.1 Register Users from App

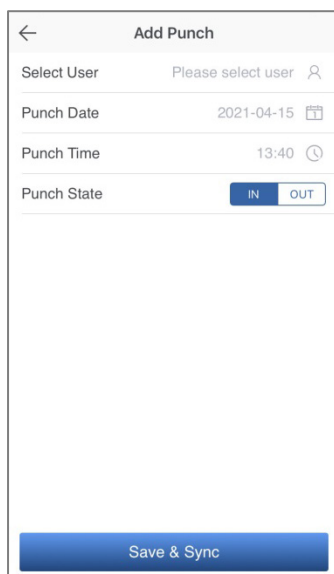
1. Go to **Users** menu.
2. Click the **Add User** icon to add a **New user**.
3. The User ID can be auto generated or manually assigned.
4. Enter the First Name, Last Name and Password.
5. Set the permission.
6. Click **Save & Sync** to sync the user details to the time clock.
7. Open the User List on the clock to enroll user's face.

12.2 Attendance

View Attendance Record

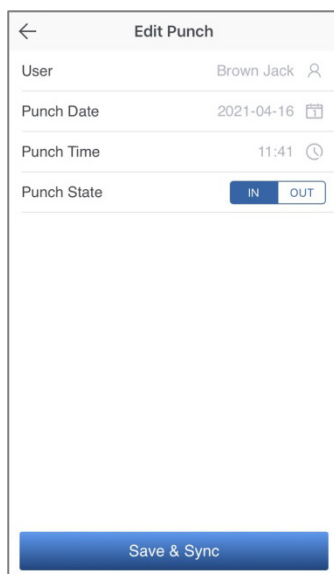
1. Go to **Attendance** menu.
2. Select **View User's Attendance Record**. You can also select the date.

Add Missing Punch from App



1. Go to **Attendance** menu.
2. Click the **Add Punch** icon.
3. Select the user to add the missing check-in/out.
4. Select the Punch Date and Time.
5. Select the Punch State.
6. Click **Save & Sync** to sync the attendance details to the clock.

Edit Punch



1. Go to **Attendance** menu.
2. Select the user and click the **Edit Punch** icon.
3. Edit the check-in/out time.
4. Select the Punch Date and Time.
5. Select the Punch State.
6. Click **Save & Sync** to sync the attendance details to the clock.

12.3 Download Time Report from App

Report

Select User: BrownJack

Select Pay Period: ☒

04/03/2021-04/16/2021

03/20/2021-04/02/2021

03/06/2021-03/19/2021

02/20/2021-03/05/2021

Select Custom Period: ☐

Email Timecard Report To:
Multiple emails are separated by";"

Input email here if the employee has no email address

Download & Email Report

1. Go to **Report** menu.
2. Select a user or all the users.
3. Select the specific **Pay Period**.
4. Or, select **Custom Period** and set a date range within 31 days.
5. Enter the email addresses.
6. Click **Download & Email Report** to generate the time report.

12.4 Setup Pay Period and Attendance Rule from App

Setup

Pay Period: Weekly

Start Day of the Week: Sunday

Day Cutoff Time: 00:00

Duplicate Punch Interval: 5 minutes

Maximum Work Hours: 8 hours

Report Hours Format: ☒ Decimal ☐ HH:MM

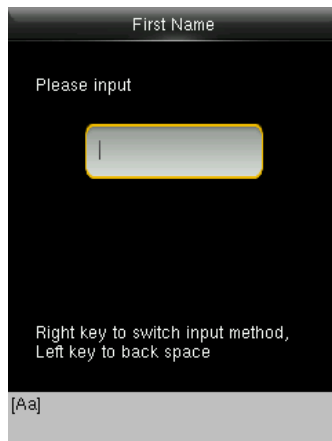
Save & Sync

1. Go to **Setup** menu.
2. Set the **Pay Period**.
3. Set the **Start Day of the week**.
4. Set the **Day Cutoff Time**.
5. Set the **Duplicate Punch Interval**.
6. Set the **Maximum Work Hours**.
7. Set the Time format for report generation. Click **Save & Sync** to sync the settings to the clock.

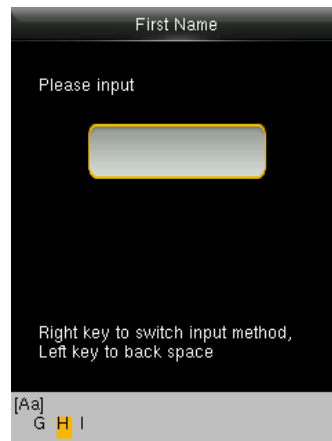
13 Appendix

13.1 T9 Input

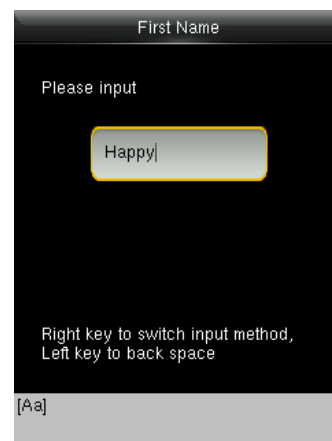
T9 input (intelligent input) is a quick and high efficient input method. There are 3 or 4 letters on the numeric keys (2 to 9). For example, A, B, C are on numeric key 2. Press the corresponding key once, and the program will generate the effective spelling. Refer the below example to understand the methods:



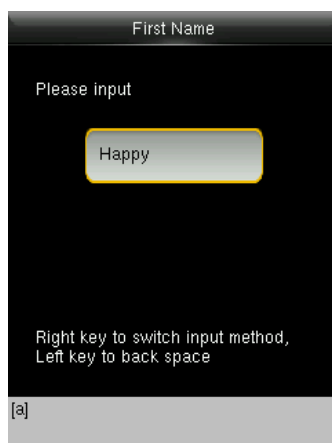
Select "First Name".



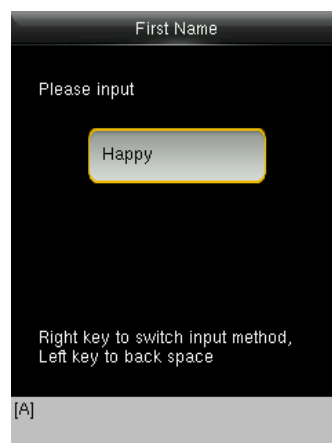
Press [4] twice to input H.



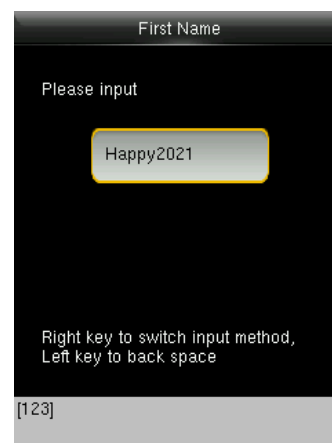
Input "Happy" in the same way.



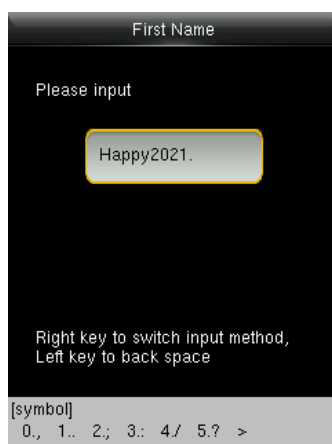
Press ► to type "a".



Press ► to type "A".



Press ► to type numerals.
Input "2021" in the same way.



1. Press ► to type "symbols"
2. Press "1" to input "."

Statement on the Right to Privacy

Dear Customers,

Thank you for choosing this hybrid biometric recognition product that NGTeco has developed and manufactured. As a world-renowned provider of core biometric recognition technologies, we are constantly researching and building new products, and strive to follow the privacy laws of each country in which our products are sold.

We Declare That:

1. We would assume no direct or indirect responsibility as the provider of this device for any consequences that might arise from your use of this device.
2. If you would like to dispute issues of human rights or privacy involving your use of our product, please contact your dealer directly.

As a final point, we would like to emphasize further that biometric recognition is an emerging technology that will inevitably be used in the future in e-commerce, banking, insurance, judiciary and other industries. Every year, the world suffers major losses due to the unsafe nature of the passwords. Biometric products serve protect your identity in high-security environments.

Environment-Friendly Use Description

The Environment Friendly Use Period (EFUP) marked on this product refers to the safety period of time in which the product is used under the conditions specified in the product instructions without leakage of noxious and harmful substances.

The EFUP of this product does not cover the consumable parts that need to be replaced on a regular basis such as batteries and so on. The EFUP of the batteries is 5 years.

Names and Concentration of Toxic and Hazardous Substances, or Elements

Parts Name	Toxic and Hazardous Substances or Elements					
	Pb	Hg	Cd	Cr6+	PBB	PBDE
Chip resistor	✗	o	o	o	o	o
Chip Capacitor	✗	o	o	o	o	o
Chip Inductor	✗	o	o	o	o	o
Chip Diode	✗	o	o	o	o	o
ESD component	✗	o	o	o	o	o
Buzzer	✗	o	o	o	o	o
Adapter	✗	o	o	o	o	o
Screws	o	o	o	✗	o	o

o: Indicates that this toxic or hazardous substance contained in all the homogeneous materials for this part is below the limit requirement in SJ/T11363-2006.

✗ Indicates that this toxic or hazardous substance contained in at least one of the homogeneous materials for this part is above the limit requirement in SJ/T11363-2006.

Note: 80% of the parts in this product are manufactured with non-hazardous environment-friendly materials. The hazardous substances or elements contained cannot be replaced with environment-friendly materials at present due to technical or economic constraints.

1600 Union Hill Road Alpharetta, GA 30005

Tel: +1 (770) 800-2321

E-mail: ngtime@ngteco.com

www.ngteco.com



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