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› NGTeco A-W2 Fingerprint Time Clock Instruction Manual

NGTeco A-W2

NGTeco A-W2 Fingerprint Time Clock Instruction Manual

Model: A-W2 | Brand: NGTeco

Your comprehensive guide to setting up, operating, and maintaining your NGTeco Time Clock.

1. PRODUCT OVERVIEW

The NGTeco A-W2 Time Clock is an advanced fingerprint employee attendance machine designed for small businesses. It offers a convenient and efficient way to track employee hours without the need for remote access or monthly fees. This device supports both online (2.4GHz WiFi) and offline functionality, ensuring reliable operation even without a constant internet connection. Its auto-punch mode simplifies the clock-in/out process, reducing manual errors.



Figure 1.1: NGTeco A-W2 Time Clock with included USB drive.

This image displays the NGTeco A-W2 Time Clock, a compact black device with a digital display and a numeric keypad. A fingerprint scanner is prominently featured at the bottom. An accompanying USB drive is shown to the left, highlighting the device's data transfer capabilities. The display shows the current date and time, along with "Check In" status.

Key Features:

- No need to press In/Out Keys: Automatic punch mode for seamless attendance tracking.
- No software to install, No monthly fees: Standalone operation with app integration for data management.
- Auto and Accurate Hours Calculations: Simplifies payroll processing.
- Supports overnight work: Flexible for various business schedules.

- 2.4GHz WiFi Connectivity: For data synchronization with the mobile app.
- Offline Functionality: Allows clocking in and out without WiFi.

2. SETUP AND INSTALLATION

2.1 Unboxing and Components

Upon opening the package, ensure all components are present:

- NGTeco A-W2 Time Clock
- Power Adapter (5V/2A)
- 8G U-Disk (USB drive)
- Mounting Hardware (screws)
- Quick Start Guide
- User Manual

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Video 2.1: W2 Fingerprint Time Clock Setup Guide (04:10)

This video provides a comprehensive guide to setting up the NGTeco W2 Fingerprint Time Clock, including unboxing and initial configuration steps. It demonstrates the physical setup and basic functionalities of the device.

2.2 Connecting to Wi-Fi

The NGTeco A-W2 supports 2.4GHz WiFi connectivity for data synchronization with the mobile app. Follow these steps to connect:

1. Long press the M/OK key for 3 seconds to enter the Main Menu.
2. Navigate to [Comm] then [Wireless Network].
3. Select your desired 2.4GHz Wi-Fi network from the list.
4. Enter the Wi-Fi password and confirm.

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Video 2.2: Set WIFI of the Time Clock (00:18)

This video demonstrates the process of connecting the NGTeco Time Clock to a 2.4GHz Wi-Fi network. It shows how to access the communication settings and select the appropriate network.

2.3 Downloading and Using the NGTeco Time App

The NGTeco Time App allows for easy management of employees, attendance rules, and report generation. Download it from your mobile device's app store:

- Search for "NGTeco Time" on the Apple App Store or Google Play Store.
- Install the app and open it.
- Connect the app to your device by scanning the QR code displayed on the time clock (found under [Comm] > [APP Connection] in the main menu).

Free NGTeco Time Mobile APP

You can quickly set up pay period, and attendance rules, register users, add /edit missing punches, and download time reports

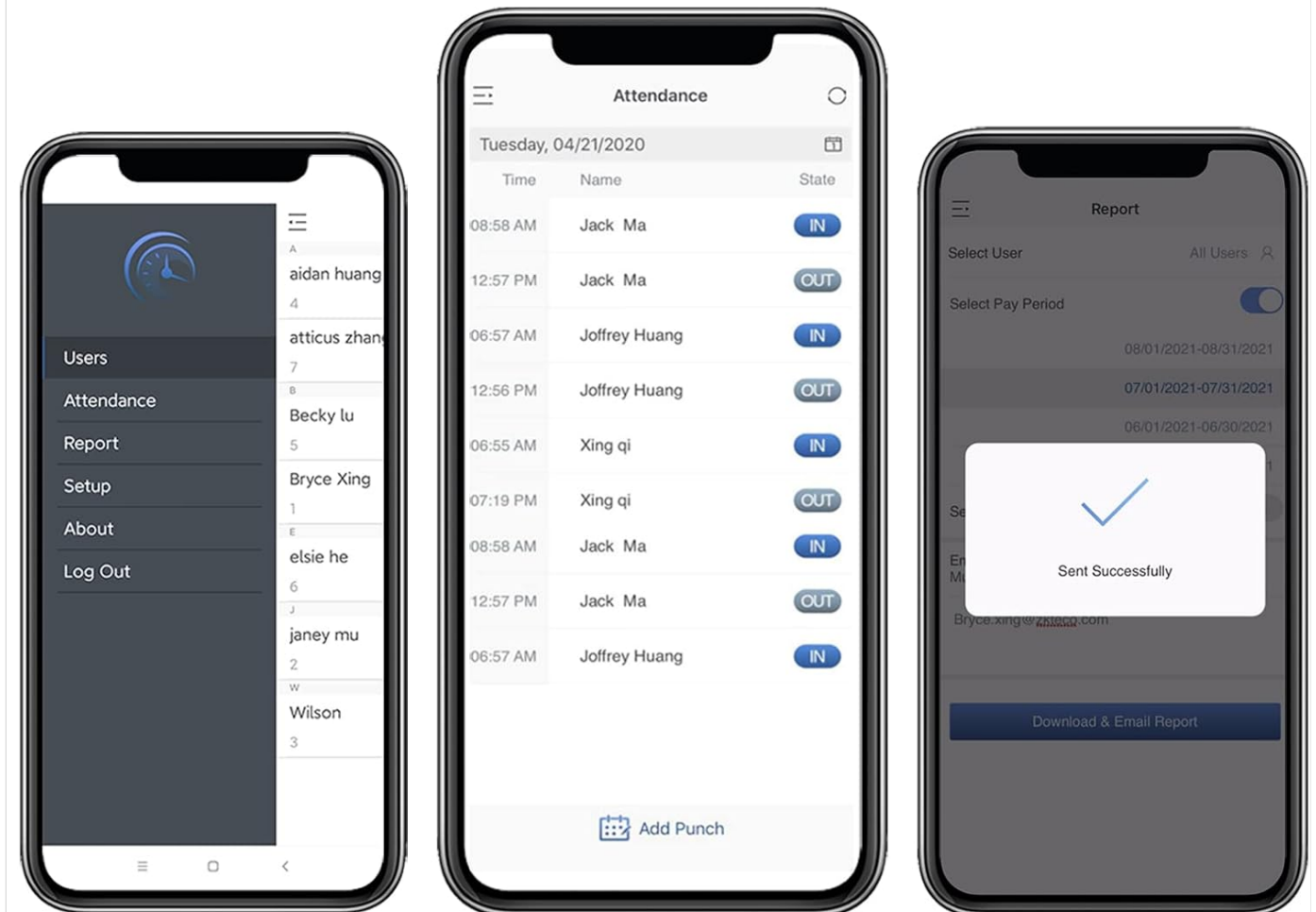


Figure 2.1: NGTeco Time Mobile App Interface.

This image illustrates the user interface of the NGTeco Time mobile application, showing screens for user management, attendance records, and report generation. It highlights the app's ability to quickly set up pay periods, attendance rules, register users, and download time reports.

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Video 2.3: Download and Use NGTeco Time APP (00:26)

This video guides users through the process of downloading and utilizing the NGTeco Time mobile application, including connecting the app to the time clock device.

2.4 Enrolling Employees and Fingerprints

To enable fingerprint verification, employees must be enrolled in the system:

1. From the app, go to [Users] and select [Add User].
2. Enter the employee's name, assign an ID, and set a PIN.
3. To enroll a fingerprint, select the employee from the [Users List] on the device.
4. Navigate to [Enroll FP] and follow the on-screen prompts to place the finger on the scanner three times. Ensure

fingers are clean and dry for optimal recognition.



Figure 2.2: Fingerprint Scanning Best Practices.

This image provides visual guidance on proper fingerprint placement for accurate scanning. It shows correct and incorrect finger positions, emphasizing the importance of placing the finger flat and centered on the scanner for successful enrollment and verification.

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Video 2.4: Enroll Employees and Improve the Quality of Finger Reads (00:34)

This video demonstrates the process of enrolling new employees and their fingerprints into the NGTeco Time Clock system, providing tips for improving fingerprint recognition accuracy.

2.5 Setting Verification Modes

The NGTeco A-W2 supports various verification modes:

- Fingerprint only
- Password only
- Fingerprint + Password

- Face recognition (if applicable to model)

You can configure the preferred verification mode for each employee or globally through the device settings.

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Video 2.5: Fingerprint and Password Verification Models (00:25)

This video illustrates how to set up and use different verification modes, including fingerprint and password, on the NGTeco Time Clock.

2.6 Entering Main Menu and Setting Rules

To access advanced settings and attendance rules:

1. Long press the M/OK key for 3 seconds to enter the Main Menu.
2. Navigate to [Rule] to set attendance rules such as Maximum Work Hours, Auto Punch Mode, Day Cutoff Time, and Duplicate Punch Interval.
3. Confirm changes by selecting [Confirm(M/OK)].

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Video 2.6: Enter the Main Menu and Set Rules (00:29)

This video demonstrates how to access the main menu of the NGTeco Time Clock and configure various attendance rules, including maximum work hours and auto-punch settings.

3. OPERATING THE TIME CLOCK

3.1 Punching In/Out

The NGTeco A-W2 features an auto-punch mode, eliminating the need to manually press In/Out keys. Employees simply place their registered finger on the scanner, and the device automatically records their attendance based on the previous punch state.

No Need to Press IN/OUT Keys

Avoid errors when you forget to press the key



Figure 3.1: No Need to Press IN/OUT Keys.

This image highlights the auto-punch feature of the NGTeco Time Clock, showing a person with a thought bubble indicating "IN" and "OUT" but emphasizing that manual key presses are not required, thus avoiding errors.

3.2 Adding/Modifying/Deleting Punch Records

While the device itself does not support editing punch records directly for authenticity, you can manage them via the NGTeco Time App:

1. Open the NGTeco Time App and connect to your device.
2. Navigate to [Attendance] to view current records.
3. Use the [Add Punch] or [Edit Punch] options to adjust records as needed. Note: The app does not provide the function of deleting punch records to ensure data authenticity.

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Video 3.1: How to Add/Modify/Delete Punch Records (01:06)

This video demonstrates how to add, modify, or delete punch records using the NGTeco Time Clock's interface and the associated mobile application.

3.3 Downloading Time Reports

Time reports can be downloaded in two ways:

- **Via USB Drive:** Insert the provided USB drive into the time clock. Navigate to [Time Report] in the main menu, select the desired time period, and confirm to download the report.
- **Via NGTeco Time App:** Connect the app to the device. Go to [Report], select the desired pay period, and choose to download and email the report. Note: Remote report download is not supported; your phone must be on the same Wi-Fi network as the device.

Two Ways to Download Reports

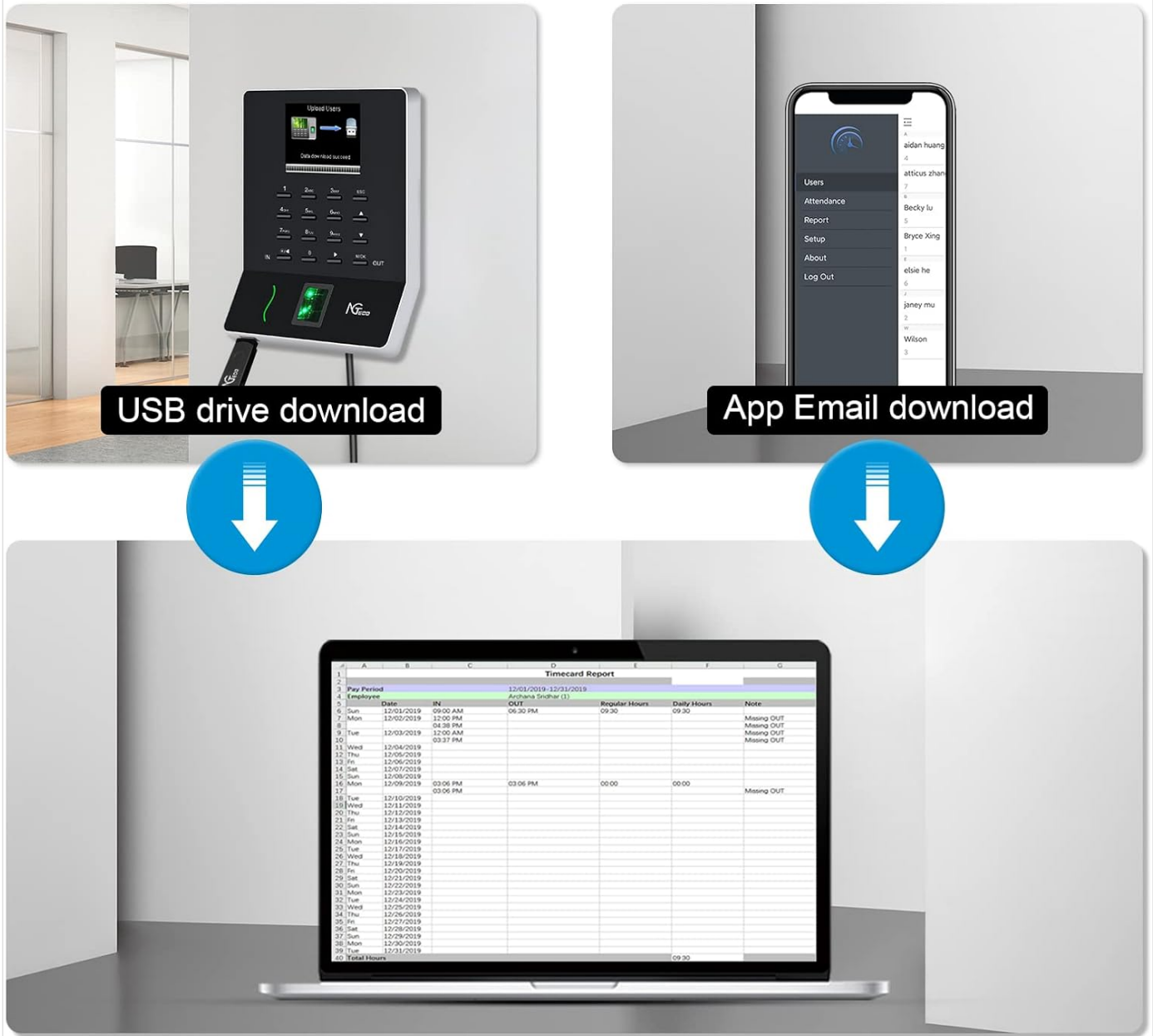


Figure 3.2: Two Ways to Download Time Reports.

This image visually explains the two methods for downloading time reports: directly via a USB drive inserted into the time clock, or through the mobile app which allows emailing the report. Both methods lead to a spreadsheet format for easy data analysis.

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Video 3.2: Two Ways to Download Time Report (00:35)

This video demonstrates both methods for downloading time reports from the NGTeco Time Clock: directly to a USB drive and via the NGTeco Time mobile application.

4. MAINTENANCE

To ensure the longevity and optimal performance of your NGTeco A-W2 Time Clock, follow these maintenance guidelines:

- **Cleaning:** Regularly wipe the device, especially the fingerprint scanner, with a soft, dry, lint-free cloth. Avoid using abrasive cleaners, solvents, or aerosol sprays.
- **Placement:** Install the device in a stable location, away from direct sunlight, excessive heat, moisture, and strong electromagnetic fields.
- **Power Supply:** Use only the provided power adapter. Ensure the power connection is secure.
- **Fingerprint Scanner Care:** Keep the fingerprint scanner clean and free from dust, dirt, or oils. For best results, ensure fingers are clean and dry before scanning.

5. TROUBLESHOOTING

If you encounter issues with your NGTeco A-W2 Time Clock, refer to the following common problems and solutions:

Problem	Possible Cause	Solution
Fingerprint not recognized.	Dirty scanner, wet/oily finger, improper placement, un-enrolled fingerprint.	Clean the scanner. Ensure finger is clean and dry. Place finger flat and centered. Re-enroll fingerprint if necessary.
App disconnects from device.	Unstable Wi-Fi connection, device out of range, app glitch.	Ensure both device and phone are on the same 2.4GHz Wi-Fi network. Move closer to the router. Restart the app and device.
Time reports are incorrect or missing data.	Incorrect pay period settings, data not synchronized, missing punches.	Verify pay period settings on the device. Ensure app data is synced. Add/edit missing punches via the app.
Device not powering on.	Power adapter issue, power outlet issue.	Check power adapter connection. Try a different power outlet.

For further assistance, please contact NGTeco customer support.

6. SPECIFICATIONS

- **Brand:** NGTeco
- **Model:** A-W2
- **Color:** Black
- **Display Type:** Digital
- **Product Dimensions:** 1.97"W x 3.94"H
- **Item Weight:** 1.3 pounds
- **Power Source:** Corded Electric
- **Material:** Acrylonitrile Butadiene Styrene (ABS)
- **Mounting Type:** Wall/Desk Mount
- **Special Features:** No need to press In/Out Keys, No software to install, No monthly fees, Auto and Accurate Hours Calculations, Support overnight work.

7. WARRANTY AND SUPPORT

NGTeco offers limited warranty coverage for its products. For detailed warranty information, please refer to the documentation included with your purchase or visit the official NGTeco website.

Customer Support:

For technical support, troubleshooting, or any product-related inquiries, you can contact NGTeco USA directly:

- **Phone:** +1 (770) 800-2321
- **E-mail:** ngtime@ngteco.com
- **Operating Hours:** Mon-Fri 6:00 am - 6:00 pm (EST)



Figure 7.1: NGTeco Call Center Service Contact Information.

This image displays the contact details for NGTeco's call center service, including phone number, email, and operating hours, for customer support inquiries.

ASK A QUESTION ABOUT THIS MANUAL

Ask about setup, troubleshooting, compatibility, parts, safety, or missing instructions. Manuals+ will review the question and use this page's manual context to help answer it.

Name

Anonymous

Email

you@example.com

After a successful submission, we securely hash the supplied account or form email before sending it to Microsoft Advertising for conversion attribution. [Privacy details](#).

Question

Example: How do I reset this device or fix this error?

Details

Model number, symptoms, what you tried, or the section of the manual you are using.

Submit question

