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› NGTeco Time Clocks for Employees Small Business User Manual

NGTeco MB1

NGTeco Time Clock User Manual

Model: MB1

INTRODUCTION

The NGTeco MB1 Time Clock is a versatile 4-in-1 attendance system designed for small and mid-sized businesses, supporting up to 200 employees. It offers multiple authentication methods including face recognition, fingerprint, RFID card, and password. This manual provides detailed instructions for setting up, operating, maintaining, and troubleshooting your device to ensure accurate timekeeping and efficient workforce management.



Figure 1: NGTeco MB1 Time Clock showcasing its multi-authentication features including face recognition, keypad, and fingerprint scanner, along with an RFID card and USB drive.

SETUP

1. What's in the Box

- 1 x 4-in-1 Time Clock
- 5 x RFID Cards
- 1 x Power Adapter (5V/0.8A)
- 1 x 8G USB Drive
- 1 x Mounting Hardware

2. Network Setup (Wi-Fi)

To connect your time clock to a Wi-Fi network:

1. Go to the **[Comm]** menu on the device.

2. Select **[Wireless Network]**.
3. Choose your desired Wi-Fi network from the list.
4. Enter the Wi-Fi password using the keypad.
5. Confirm to connect.

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Video 1: Guide on how to set up the Wi-Fi connection for the NGTeco Time Clock directly from the device's menu.

OPERATING INSTRUCTIONS

1. Adding Users and Authentication Methods

The NGTeco MB1 supports multiple methods for user authentication: face, fingerprint, RFID card, and password. Refer to the device's on-screen menu under **[Users]** to add new employees and register their preferred authentication methods.

2. Adding/Editing Punch Records

While the device itself does not support direct editing of punch records to maintain data authenticity, missing punches can be added from the device or the NGTeco Time APP. The APP also allows for editing of punch records.

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Video 2: Instructions on how to add missing punch records from the device and how to add/edit punch records using the NGTeco Time mobile application.

3. Downloading Time Reports

Time reports can be downloaded directly from the device using a USB drive or via the NGTeco Time APP to your email. Note that remote report download to a computer is not supported.

1. **From Device (USB):** Insert the provided USB drive into the clock. Go to **[Time Report]** and select the required time period to download.
2. **From App (Email):** Open the NGTeco Time APP, navigate to the report section, select the desired period, and email the report to yourself.

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Video 3: Demonstrates two methods for downloading time reports: directly from the device using a USB drive and via the NGTeco Time mobile application to your email.

MAINTENANCE

To ensure the longevity and optimal performance of your NGTeco Time Clock:

- Keep the device clean and free from dust. Use a soft, dry cloth for cleaning. Avoid abrasive cleaners or solvents.
- Regularly check for and apply any available software updates for both the device and the mobile application to ensure compatibility and access to new features.
- Ensure the fingerprint scanner and face recognition area are clean for accurate readings.
- Protect the device from extreme temperatures and direct sunlight.

TROUBLESHOOTING

This section addresses common issues you might encounter:

- **Device Not Powering On:** Ensure the power adapter is securely connected to both the device and a working power outlet.

Verify the power outlet is active.

- **Fingerprint/Face Recognition Issues:** Ensure the scanner/camera lens is clean. Users should place their finger firmly on the scanner or position their face correctly within the recognition area. Re-registering fingerprints or face data might resolve persistent issues.
- **Wi-Fi Connectivity Problems:** Check if the Wi-Fi password was entered correctly. Ensure the device is within range of the Wi-Fi router. Restarting both the time clock and the router can sometimes resolve connectivity issues.
- **Time Report Download Failure:** Ensure the USB drive is properly inserted and formatted correctly (FAT32 is usually recommended). If downloading via the app, ensure a stable internet connection and that the email address is correct.
- **Incorrect Time/Date:** Access the device settings to manually adjust the time and date, or ensure it's syncing correctly with a network time server if configured.

SPECIFICATIONS

Feature	Detail
Brand	NGTeco
Model	MB1
Color	Black
Display Type	Digital
Special Features	NO Monthly Fees, Online and Offline Use, Auto Calculate Hours, Free NGTeco Time APP, Face, Finger, RFID and Password 4-in-1
Product Dimensions	5.96"W x 1.18"H
Power Source	Corded Electric
Material	Acrylonitrile Butadiene Styrene (ABS)
Mounting Type	Wall Mount
Item Weight	1.78 pounds
UPC	798610261613
First Available Date	August 8, 2022

WARRANTY AND SUPPORT

The NGTeco MB1 Time Clock comes with a warranty period of one year. Lifetime customer support is also provided. For technical assistance or warranty claims, please contact NGTeco customer service through their official channels.

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

Answered questions about this manual

How do I reset the NGTeco MB1 time clock or bypass the administrator password if the menu is locked?

If your NGTeco MB1 is locked because an administrator left without providing the password, you cannot perform a factory reset directly from the device menu without that credential. To regain access, please try the...

[Read full answer](#)