

NGTeco W2

NGTeco W2 Wi-Fi Fingerprint Time Clock User Manual

Model: W2 | Brand: NGTeco

Introduction	What's in the Box	Key Features	Setup	Operating	Maintenance
	Troubleshooting	Specifications		Warranty & Support	

1. INTRODUCTION

The NGTeco W2 Wi-Fi Fingerprint Time Clock is an advanced attendance management solution designed for small to medium-sized businesses. It offers efficient and accurate employee time tracking through fingerprint, RFID card, and password verification. With its mobile app integration and Wi-Fi connectivity, managing employee attendance is streamlined and flexible.



**NGTECO TIME APP-
SEMPLICE.INTELLIG
ENTE.SEMPRE FREE.**

1. Configurazione in 3 minuti
2. Modifica le timbrature in qualsiasi momento
3. Supporta turni notturni e orari flessibili
4. Sempre gratuita - Nessun canone mensile
5. Sincronizzazione LAN 2.4GHz - Locale e sicura

Image: The NGTeco W2 device is shown next to a traditional punch card machine, emphasizing its modern and easy-to-use design, eliminating the need for paper cards or ink ribbons.

2. WHAT'S IN THE BOX

Upon unpacking your NGTeco W2, please ensure all the following items are present:

- NGTeco W2 Time Clock Device
- Wall Mount Bracket with Screws and Wall Plugs
- Power Adapter
- USB-A Flash Drive
- User Manual and Installation Guide

3. KEY FEATURES

- **Mobile Operation:** Manage the device via a local mobile app without monthly fees, allowing for employee information viewing, adding, attendance record consultation, and settings management.
- **Modern User Interface:** Simple and clear design with high-resolution icons, fluid animations, and a harmonious color palette for an intuitive user experience.
- **Ideal for Small to Medium Businesses:** A versatile solution suitable for offices, factories, hotels, schools, restaurants, and particularly for companies with up to 50 employees.
- **Quick Deployment:** Connects easily to existing Wi-Fi networks (2.4GHz) without complex wiring.
- **Flexible Attendance Rules:** Customize rules for flexible working hours, leave, automatic handling of late arrivals and early departures.
- **Automatic Work Hour Calculation:** Ensures precise and automatic calculation of employee working hours.

4. SETUP

4.1 Initial Device Setup

1. **Power On:** Connect the device to the power adapter and plug it into an electrical outlet.
2. **Network Connection:** Ensure the device is connected to your 2.4GHz Wi-Fi network.
3. **App Installation:** Download the NGTeco Time app from the App Store (iOS) or Google Play Store (Android) on your mobile device.



1. Gestione del personale temporaneo senza stress

2. Nessuna timbratura persa grazie all'hardware affidabile

3. Wi-Fi 2,4GHz + memoria locale = sicurezza e stabilità

4. Gestione presenze tutto-in-uno, resa semplice.

5. Report automatici per ore di lavoro precise

CON NGTECO SEI AL SICURO

Configurazione facile in 3 passaggi – pronto in pochi minuti

Image: The NGTeco Time mobile app is displayed on a smartphone, illustrating its user-friendly interface for managing users, attendance, and reports.

4.2 User Registration (Fingerprint, Card, Password)

You can register employee information directly on the device using fingerprints, RFID cards, or passwords. The device comes with 5 free RFID cards.

Video: This video demonstrates two methods for registering employee information on the NGTeco W2 device. It shows how to manually input user details and register fingerprints, RFID cards, and passwords directly on the device's interface.

4.3 Bulk User Upload via USB

For adding a large number of users, you can prepare an Excel file with user data and upload it directly via a USB flash drive.

1. Insert the USB flash drive into the USB port on the device.
2. Navigate to "User Management" on the device menu.
3. Select "Upload Users" and press <OK>.
4. The device will display a success message upon completion.

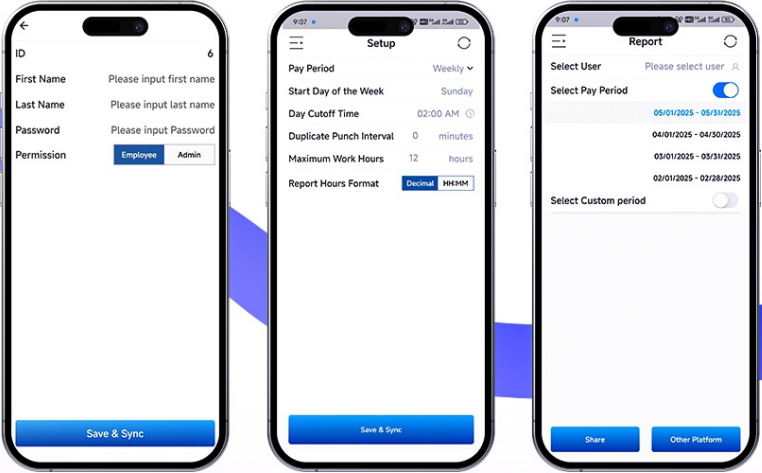
5. OPERATING INSTRUCTIONS

5.1 Clocking In/Out

Employees can clock in or out using their registered fingerprint, RFID card, or password. The device will confirm successful verification.

CONFIGURAZIONE RAPIDA E FACILE

Solo 3 passaggi per una gestione presenze più intelligente. Meno configurazione, più controllo.



1. Aggiungi i dipendenti
2. Imposta le regole di presenza
3. Scarica i report

Image: A visual representation suggesting that the NGTeco W2 simplifies the clocking process, eliminating confusion about pressing 'IN' or 'OUT' buttons.

5.2 Downloading Attendance Reports

Attendance reports can be downloaded directly to a USB flash drive or accessed via the mobile app.

DIFFICOLTÀ CON LA GESTIONE DELLE PRESENZE?



Image: This image illustrates two convenient ways to download attendance reports: directly from the device using a USB drive or via email through the mobile application.

Video: This video demonstrates how to download attendance reports from the NGTeco W2 device using a USB flash drive. It shows navigating the menu, selecting the report period, and initiating the download.

5.3 Setting Attendance Rules

The device allows for flexible configuration of attendance rules, including shift times, grace periods for late arrivals, and early departures.

Video: This video guides you through setting attendance rules on the NGTeco W2 device. It covers configuring company name, departments, shift times, and rules for late arrivals and early departures.

5.4 Automatic Hour Calculation

The NGTeco W2 automatically calculates working hours, eliminating manual payroll processing.

REPORT PRESENZE E ORE LAVORATE

Automatico. Preciso. Sempre puntuale.

Pay Period	05/11/2025-05/17/2025				
Employee	Adam				
Date	IN	OUT	Work Time	Daily Total	Note
5 SUN	05/11/2025	9:15 AM	6:45 PM	9.5	9.5
6 MON	05/12/2025	8:48 AM	11:44 PM	2.93	
7 TUE	05/13/2025	11:47 PM		2.93	Missing OUT
8 WED	05/14/2025	9:08 AM	11:08 AM	2	2
10 THU	05/15/2025	8:06 AM	6:08 PM	10.03	10.03
11 FRI	05/16/2025	2:04 AM	2:05 AM	0.02	
12 SAT	05/17/2025	5:30 PM		0.02	Missing OUT
13		9:48 AM			Missing IN
14			10:48 PM		Missing IN
15 Total Hours				24.48	

Image: A computer screen displaying an Excel spreadsheet with automatically calculated work hours and attendance records, highlighting the precision and automation of the system.

6. MAINTENANCE

- **Cleaning:** Regularly wipe the device screen and fingerprint sensor with a soft, dry cloth. Avoid abrasive cleaners or solvents.
- **Fingerprint Sensor Care:** Ensure the fingerprint sensor is clean and dry for optimal performance. If hands are very dry, apply a small amount of lotion to improve scan quality.
- **Software Updates:** Check the NGTeco website or app for any available firmware or software updates to ensure your device operates with the latest features and security enhancements.
- **Data Backup:** Periodically back up attendance data to a USB drive or through the app to prevent data loss.

7. TROUBLESHOOTING

- **Fingerprint Recognition Issues:** If the device frequently fails to recognize fingerprints, ensure the finger is clean and dry. Apply light pressure and avoid sliding the finger during registration or verification. If the issue persists, try re-registering the fingerprint, focusing on the most visible ridges.
- **Connectivity Problems:** If the device disconnects from Wi-Fi, ensure it is within range of your 2.4GHz network and there are no obstructions. Restarting the device and your router may resolve the issue.
- **Data Export Errors:** If reports are not downloading correctly, ensure the USB drive is properly inserted and formatted. Check the selected date range for the report.
- **Device Unresponsive:** If the device becomes unresponsive, try restarting it by disconnecting and reconnecting the power adapter.

8. SPECIFICATIONS

Feature	Detail
Brand	NGTeco
Model Name	W2
Connectivity Technology	Wi-Fi
Special Feature	USB
Compatible Devices	iPhone, iPad, Android smartphones, Android tablets
Form Factor	TV Box (likely refers to the device's shape/housing)
Color	W2
Video Output Resolution	1920x1080 (1080p)
Video Codecs	H.264, H.265/HEVC
Analog RGB Input	Micro USB

9. WARRANTY & SUPPORT

The NGTeco W2 comes with a **1-year free warranty** for customers. Additionally, NGTeco provides **lifetime consultation service** to assist with any queries or issues you may encounter. For further assistance, please refer to the contact information provided in your product packaging or visit the official NGTeco website.

