

NGTeco W3

NGTeco W3 WiFi Biometric Fingerprint Time Clock User Manual

Model: W3

1. PRODUCT OVERVIEW

The NGTeco W3 is a state-of-the-art fingerprint time and attendance terminal equipped with a Wi-Fi module. It features NGTeco's advanced fingerprint reader, designed to perform reliably even under strong light and with wet or rough fingers. The integrated Wi-Fi functionality eliminates the need for costly network cabling installations, simplifying deployment. Users can easily configure the device, enroll employees, check attendance records, and download time reports using the dedicated NGTeco Time mobile application.



Figure 1: Front view of the NGTeco W3 WiFi Biometric Fingerprint Time Clock, showing the display, keypad, and fingerprint scanner.

2. KEY FEATURES

- **High Capacity:** Supports up to 100 fingerprints and stores 10,000 attendance records, suitable for small to medium-sized businesses with up to 50 employees.
- **Fingerprint & Password Authentication:** Equipped with a highly sensitive fingerprint sensor for fast and accurate authentication. Users can clock in using their fingerprint or a password.
- **Flexible Scheduling:** Accommodates various work schedules, including night shifts, without complex configurations. Allows unlimited punches per day.
- **Automatic Calculation & Reporting:** Automatically calculates total working hours. Attendance reports can be downloaded via USB or through the NGTeco Time mobile application.
- **Free Mobile Application:** Manage device settings, user enrollment, attendance records, and download reports conveniently using the free NGTeco Time app for iOS and Android.
- **Advanced Fingerprint Technology:** Reliable, fast, and secure access with a high-precision fingerprint module tested for over 1,000,000 touches. Features low False Acceptance Rate (FAR < 0.001%) and False Rejection Rate (FRR < 1%), and works effectively with both dry and wet fingers.
- **Simplified Management:** Offers app-based management, flexible scheduling, night shift support, email and USB report

export, automatic hour calculation, simple installation, and stable LAN connection.



Figure 2: Data storage capacity of the NGTeco W3, highlighting its ability to store 100 fingerprints and 10,000 records for up to 50 employees.

MODULE D'EMPREINTE DIGITALE HAUTE PRÉCISION

Accès fiable, rapide et sécurisé à chaque utilisation



TESTÉ POUR PLUS DE
1,000,000+
DE TOUCHERS

FAR < **0.001%**,
FRR < **1%**

FONCTIONNE AVEC DES
DOIGTS SECS OU
HUMIDES

DÉTECTION DE
PRÉSENCE
AVANCÉE

Figure 3: Illustration of the high-precision fingerprint module, emphasizing its reliability and performance with various finger conditions.

POURQUOI CHOISIR NGTECO ? DES FONCTIONS PLUS INTELLIGENTES – UNE MEILLEURE EXPÉRIENCE

NGTECO

- ✓ Gestion via application
- ✓ Planification flexible des horaires
- ✓ Prise en charge du travail de nuit
- ✓ Rapports par e-mail + export USB
- ✓ Calcul automatique des heures travaillées
- ✓ Installation simple
- ✓ Connexion LAN stable

VS

AUTRES

- ✗ Pas de support d'application
- ✗ Horaires fixes uniquement
- ✗ Aucune gestion du travail de nuit
- ✗ Export USB uniquement
- ✗ Calcul manuel
- ✗ Configuration complexe
- ✗ Pertes Bluetooth élevées

Figure 4: Feature comparison highlighting NGTeco's advantages such as app management, flexible scheduling, and automatic calculations.

3. SETUP GUIDE

3.1. Package Contents

Before you begin, ensure all components are present:

- NGTeco W3 Time Clock Unit

- Power Adapter
- Mounting Kit (screws, wall anchors)
- USB Cable
- User Manual (this document)

3.2. Installation

1. **Choose a Location:** Select a suitable location near a power outlet, away from direct sunlight or strong electromagnetic interference. Ensure it's easily accessible for employees.
2. **Mounting:** Use the provided mounting kit to securely attach the time clock to a wall at an appropriate height.
3. **Power Connection:** Connect the power adapter to the time clock and plug it into a power outlet. The device will power on automatically.

3.3. Initial Configuration & Wi-Fi Setup

1. **Download NGTeco Time App:** Search for "NGTeco Time" on the App Store (iOS) or Google Play Store (Android) and install the application on your smartphone.
2. **Connect to Wi-Fi:**
 - On the W3 device, navigate to the network settings.
 - Select "Wi-Fi" and choose your 2.4GHz Wi-Fi network from the list. (Note: The device only supports 2.4GHz Wi-Fi networks.)
 - Enter your Wi-Fi password using the keypad and confirm.
 - Once connected, the Wi-Fi icon will appear on the device's display.
3. **Pair Device with App:**
 - Open the NGTeco Time app on your smartphone.
 - Follow the in-app instructions to add a new device. The app will guide you through the pairing process, which typically involves scanning a QR code on the device or entering a device ID.
 - Ensure your smartphone is connected to the same 2.4GHz Wi-Fi network as the W3 device during pairing.

4. OPERATING INSTRUCTIONS

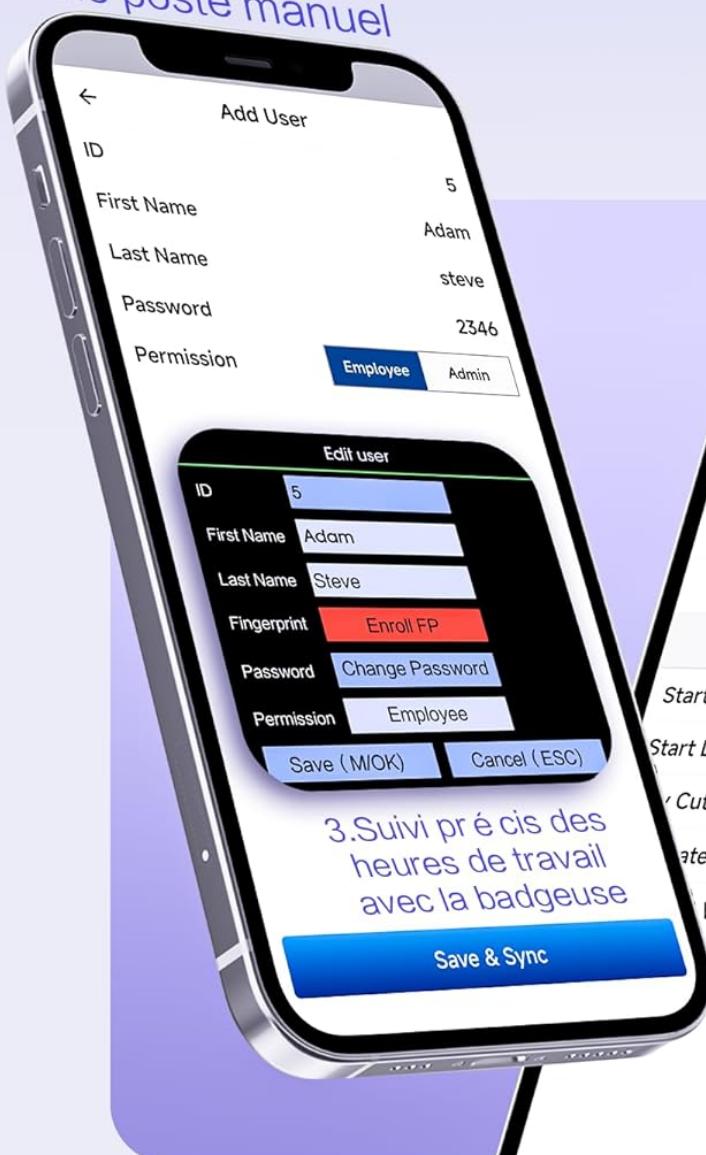
4.1. Employee Enrollment

Enroll employees via the NGTeco Time app for easy management.

1. Open the NGTeco Time app and select your W3 device.
2. Navigate to the "Users" or "Employees" section.
3. Tap "Add User" and enter the employee's details (e.g., First Name, Last Name, ID).
4. **Enroll Fingerprint:** Follow the app's prompts to enroll the employee's fingerprint. The employee will need to place their finger on the W3's scanner multiple times for accurate registration.
5. **Set Password (Optional):** You can also set a numerical password for the employee as an alternative clock-in method.
6. Save the user information. The data will sync with the W3 device.

GESTION FACILE VIA L'APPLICATION

1. Aucun choix
de poste manuel



2. Détection automatique
des pointages

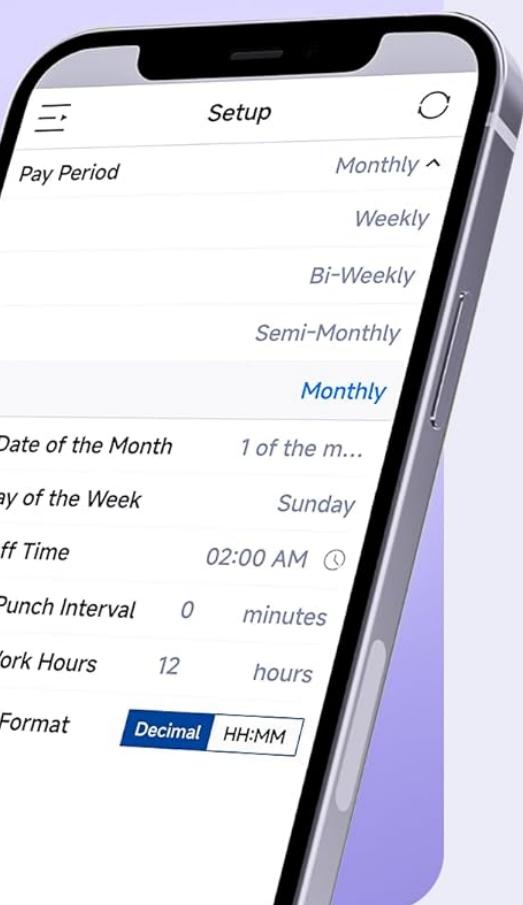


Figure 5: Screenshots of the NGTeco Time app showing user addition and editing, and automatic punch detection.

4.2. Clocking In/Out

Employees can clock in or out using their registered fingerprint or password.

- **Fingerprint:** Place the registered finger firmly on the fingerprint scanner. The device will confirm the punch with a visual and/or audible cue.
- **Password:** Enter the assigned ID number, then the password using the keypad. Press "M/OK" to confirm.

- Use the "IN" and "OUT" buttons on the device to specify the punch type if manual selection is required.

4.3. Managing Attendance Records

The NGTeco Time app provides comprehensive tools for managing attendance data.

- **View Records:** Access real-time attendance records through the app.
- **Correct Punches:** Easily correct errors or add missing punches directly within the app.
- **Generate Reports:** The app automatically calculates working hours. Generate and download attendance reports in various formats (e.g., Excel) for different pay periods (weekly, bi-weekly, semi-monthly, monthly). Reports can be exported via email or USB.

CORRECTION DES POINTAGES

Corrigez facilement les erreurs ou absences de pointage dans l' application

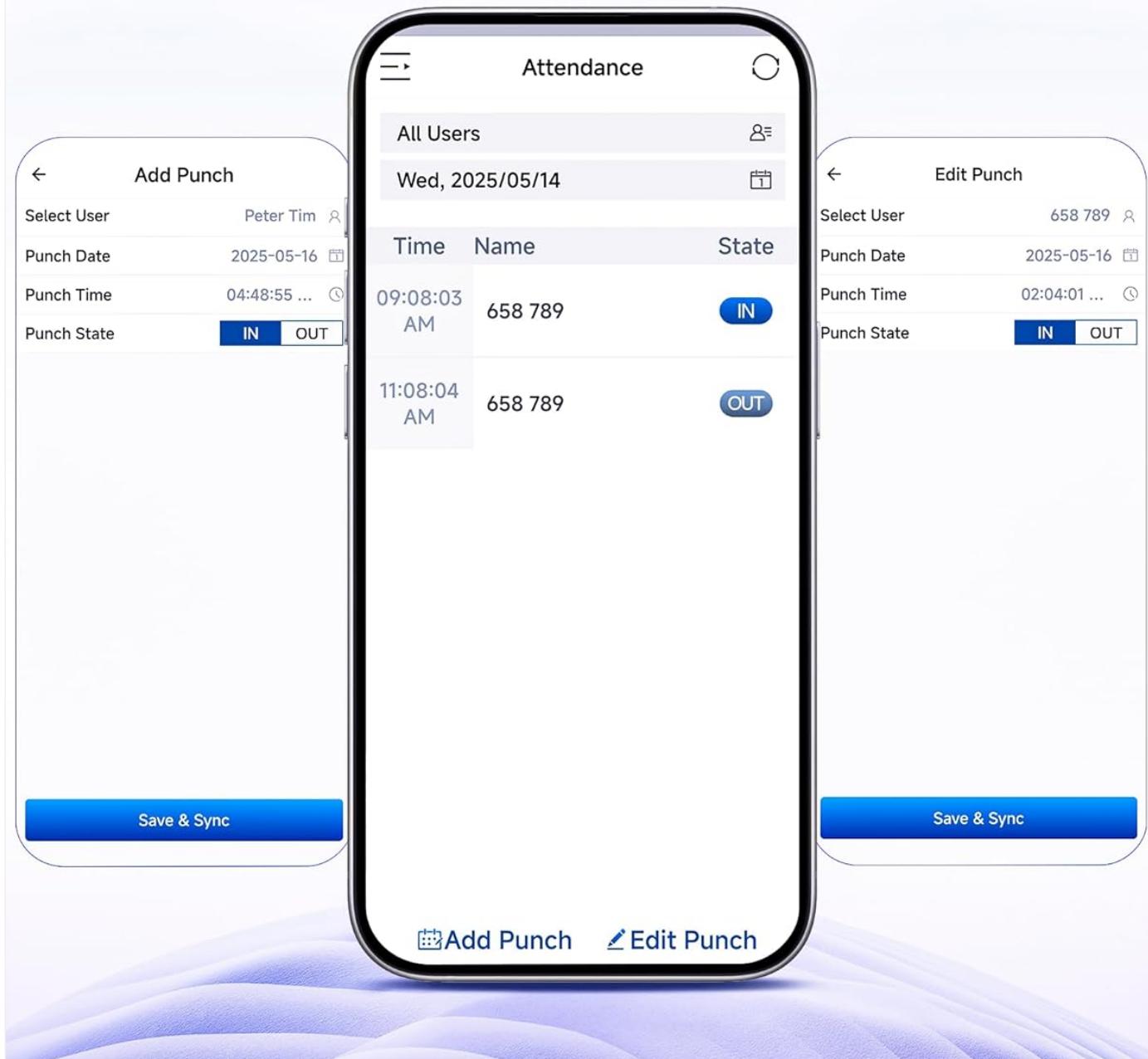


Figure 6: Screenshots illustrating how to correct or add punches within the NGTeco Time application.

COMPATIBLE AVEC TOUS LES CYCLES DE PAIE

HEBDOMADAIRE +

Timecard Report					
05/01/2025–05/31/2025					
Employee Adam					
Date	IN	OUT	Work Time	Daily Total	Note
THU	05/01/2025	8:45 AM	5:49 PM	9.07	9.07
FRI	05/02/2025	8:45 AM	6:16 PM	10.02	
THU	05/08/2025	8:15 AM	6:45 PM	9.5	9.5
		6:34 PM			
		11:47 PM	12:47 AM	1	11.02
FRI	05/09/2025	8:12 AM	5:19 PM	9.12	9.12
SAT	05/10/2025	8:15 AM	6:45 PM	9.5	9.5
SUN	05/11/2025	8:48 PM	11:44 PM	2.93	
MON	05/12/2025	8:48 PM	11:47 PM	2.93	Missing OUT
TUE	05/13/2025				
WED	05/14/2025	9:08 AM	11:08 AM	2	2
THU	05/15/2025	8:06 AM	6:08 PM	10.03	10.03
FRI	05/16/2025	2:04 AM	2:05 AM	0.02	
		5:30 PM		0.02	
SAT	05/17/2025	9:48 AM	10:48 PM		Missing OUT
					Missing OUT
					Missing IN
TUE	05/20/2025	9:26 AM	7:15 PM	9.82	9.82
WED	05/21/2025				
THU	05/22/2025	8:46 AM	6:33 PM	9.78	9.78
SUN	05/25/2025	3:12 AM	9:26 AM	6.23	6.23
MON	05/26/2025	5:41 AM	3:25 PM	9.73	9.73
TUE	05/27/2025				
WED	05/28/2025				
THU	05/29/2025	8:02 AM	7:45 PM	11.72	11.72
FRI	05/30/2025				
SAT	05/31/2025				
	Total Hours			100.96	

ZWEIWÖCHENTLICH +

Timecard Report					
05/01/2025–05/15/2025					
Employee Adam					
Date	IN	OUT	Work Time	Daily Total	Note
THU	05/01/2025	8:45 AM	5:49 PM	9.07	9.07
FRI	05/02/2025				
SAT	05/03/2025				
SUN	05/04/2025				
MON	05/05/2025				
TUE	05/06/2025				
WED	05/07/2025				
THU	05/08/2025	8:15 AM	6:16 PM	10.02	
		6:34 PM			
		11:47 PM	12:47 AM	1	11.02
FRI	05/09/2025				
SAT	05/10/2025	8:12 AM	5:19 PM	9.12	9.12
SUN	05/11/2025	9:15 AM	6:45 PM	9.5	9.5
MON	05/12/2025	8:48 PM	11:44 PM	2.93	
		11:47 PM		2.93	Missing OUT
TUE	05/13/2025				
WED	05/14/2025	9:08 AM	11:08 AM	2	2
THU	05/15/2025	8:06 AM	6:08 PM	10.03	10.03
FRI	05/16/2025	2:04 AM	2:05 AM	0.02	
		5:30 PM		0.02	
SAT	05/17/2025	9:48 AM	10:48 PM		Missing OUT
					Missing OUT
					Missing IN
Total Hours				53.66	

SEMIMENSUEL

Timecard Report					
05/04/2025–05/17/2025					
Employee Adam					
Date	IN	OUT	Work Time	Daily Total	Note
SUN	05/04/2025				
MON	05/05/2025				
TUE	05/06/2025				
WED	05/07/2025				
THU	05/08/2025	8:15 AM	6:16 PM	10.02	
		6:34 PM			
		11:47 PM	12:47 AM	1	11.02
FRI	05/09/2025				
SAT	05/10/2025	8:12 AM	5:19 PM	9.12	9.12
SUN	05/11/2025	9:15 AM	6:45 PM	9.5	9.5
MON	05/12/2025	8:48 PM	11:44 PM	2.93	
		11:47 PM		2.93	Missing OUT
TUE	05/13/2025				
WED	05/14/2025	9:08 AM	11:08 AM	2	2
THU	05/15/2025	8:06 AM	6:08 PM	10.03	10.03
FRI	05/16/2025	2:04 AM	2:05 AM	0.02	
		5:30 PM		0.02	
SAT	05/17/2025	9:48 AM	10:48 PM		Missing OUT
					Missing OUT
					Missing IN
Total Hours				44.61	

MENSUEL

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

Figure 7: Examples of timecard reports generated by the NGTeco Time app, compatible with weekly, bi-weekly, semi-monthly, and monthly pay cycles.

5. MAINTENANCE

- Cleaning the Fingerprint Sensor:** Regularly clean the fingerprint sensor with a soft, dry, lint-free cloth to ensure optimal performance. Avoid using abrasive cleaners or liquids directly on the sensor.
- Software Updates:** Periodically check the NGTeco Time app for firmware updates for your W3 device. Keeping the

firmware update ensures the best performance and security.

- **Data Backup:** Regularly download attendance reports and back up your data to an external storage device or cloud service to prevent data loss.
- **Environmental Conditions:** Ensure the device is operated within its specified temperature and humidity ranges to prolong its lifespan. Avoid extreme temperatures or high humidity.

6. TROUBLESHOOTING

Problem	Possible Cause	Solution
Device not powering on.	Power adapter not connected or faulty; power outlet issue.	Check power connections. Try a different power outlet. Ensure the power adapter is working correctly.
Fingerprint not recognized.	Finger not placed correctly; sensor dirty; fingerprint not properly enrolled; wet/rough finger.	Ensure finger covers the sensor completely. Clean the sensor. Re-enroll the fingerprint if issues persist. Try with a dry finger.
Cannot connect to Wi-Fi.	Incorrect Wi-Fi password; device too far from router; 5GHz network selected; router issues.	Verify Wi-Fi password. Move device closer to router. Ensure you are connecting to a 2.4GHz network. Restart your Wi-Fi router.
App not syncing with device.	Device and phone on different networks; app permissions; internet connectivity issues.	Ensure both device and phone are on the same 2.4GHz Wi-Fi network. Check app permissions on your phone. Verify internet connection. Restart both app and device.
Attendance report errors.	Incorrect punch times; uncorrected missing punches.	Use the NGTeco Time app to review and correct any erroneous or missing punches.

7. SPECIFICATIONS

Attribute	Detail
Model Number	W3
Manufacturer	NGTeco
Dimensions (L x W x H)	21 x 4 x 16 cm
Weight	700 grams
Battery Type	1 Lithium-ion (included)
Fingerprint Capacity	100
Record Capacity	10,000
Recommended Employees	Up to 50
Connectivity	Wi-Fi (2.4GHz only), USB
Included Components	Time clock unit, power cord, mounting kit, USB cable

8. WARRANTY AND SUPPORT

For warranty information, technical support, or service inquiries, please refer to the warranty card included with your product or visit the official NGTeco website. You can also contact NGTeco customer support directly through the contact information provided on their website.

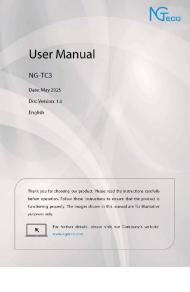
Note: Specific warranty terms and conditions may vary by region and purchase date. Please retain your proof of purchase for warranty claims.

9. COMPLIANCE INFORMATION

This device complies with relevant industry standards. For detailed compliance statements and certifications, please refer to the product packaging or the official NGTeco website.



Related Documents

 <p>NG-TC2 Cloud-based Fingerprint Time Clock - NGTeco</p> <p>Discover the NGTeco NG-TC2, a cloud-based fingerprint time clock offering fast and reliable attendance tracking. Features include TCP/IP and dual-band Wi-Fi, a built-in backup battery, and integration with NGTeco Office software for efficient management.</p>
 <p>NGTECO Fingerprint Time Clock User Manual</p> <p>This user manual provides comprehensive instructions for the NGTECO Fingerprint Time Clock, covering setup, user management, shift settings, report generation, system configuration, and troubleshooting.</p>
 <p>NG-TC3 User Manual - NGTeco Time and Attendance System</p> <p>This user manual provides comprehensive instructions for the NGTeco NG-TC3, a biometric time and attendance system. Learn about device setup, user management, verification methods, and integration with NGTeco Office software for efficient attendance tracking and management.</p>
 <p>NGTeco Time Clock W3 Model Quick Start Guide</p> <p>A quick start guide for the NGTeco W3 Model Time Clock, providing essential setup and operational instructions for time and attendance management.</p>