NGTeco TC1

NGTeco TC1 Cloud-Based 4-in-1 Time Clock Instruction Manual

Model: **TC1** | Brand: **NGTeco**

1. INTRODUCTION

This manual provides detailed instructions for the setup, operation, and maintenance of your NGTeco TC1 Cloud-Based Time Clock. This device offers a comprehensive 4-in-1 solution for employee time tracking, supporting face, fingerprint, RFID, and PIN recognition methods. It integrates with the NGTeco Office software and mobile application for real-time cloud access and automated reporting, designed for small to medium-sized businesses.

Image: NGTeco TC1 Cloud-Based Time Clock, showcasing its multi-recognition capabilities and app integration.

2. PACKAGE CONTENTS

Verify that all items listed below are included in your package:

- NGTeco TC1 Time Clock Device
- Power Adapter (Corded Electric)
- Mounting Hardware (for Wall Mount & Tabletop options)
- Quick Start Guide
- User Manual
- IC Cards (for RFID recognition)

BASIC FEATURES ALWAYS FREE

Number of Employees	Ours	Others
1~9 Employees	**$0**	$300
10~19 Employees	**$0**	$492
20~49 Employees	**$0**	$876
50~99 Employees	**$0**	$1428
100+ Employees	**$0**	$1908

Image: Included IC Cards for RFID-based employee clock-in/out.

3. SETUP GUIDE

3.1. Initial Power On & Mounting

1. Connect the provided power adapter to the device and a power outlet. The device will power on automatically.
2. Choose your preferred mounting method: wall mount or tabletop. Use the provided hardware for wall mounting.

3.2. Network Configuration (2.4GHz WiFi)

The NGTeco TC1 connects via 2.4GHz WiFi to enable cloud-based features. Ensure your network supports 2.4GHz.

1. On the device screen, navigate to the network settings.
2. Select your 2.4GHz WiFi network from the list.
3. Enter your WiFi password using the keypad.
4. Confirm the connection.

3.3. NGTeco Office App Setup

The NGTeco Office app provides remote control and access to attendance data.

1. Download the "NGTeco Office" app from your device's app store (iOS/Android).
2. Create a new account or log in if you already have one.
3. Follow the in-app instructions to bind your TC1 device to your account. This typically involves scanning a QR code displayed on the device or entering the device's serial number.

3.4. User Enrollment

Enroll employees using one or more of the 4-in-1 recognition methods: Face, Fingerprint, RFID, or PIN.

- **Via Device:** Navigate to "User Management" on the device menu. Select "Add User" and follow the prompts to register fingerprints, set PINs, or enroll RFID cards.
- **Via NGTeco Office App:** Use the app's user management section to add new employees, assign IDs, and remotely enroll recognition data.

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Video: Quick start guide for the NGTeco TC1 Cloud-Based Time Clock, demonstrating initial setup steps.

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Video: Instructions on how to register fingerprints for time clock use.

4. OPERATING INSTRUCTIONS

4.1. Clocking In/Out

Employees can clock in or out using their registered recognition method:

- **Fingerprint:** Place a registered finger on the fingerprint sensor.
- **Face:** Stand in front of the device for facial recognition.
- **RFID:** Tap a registered IC card on the designated area.
- **PIN:** Enter the assigned PIN using the keypad.

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Video: Demonstration of the four recognition methods for clocking in/out.
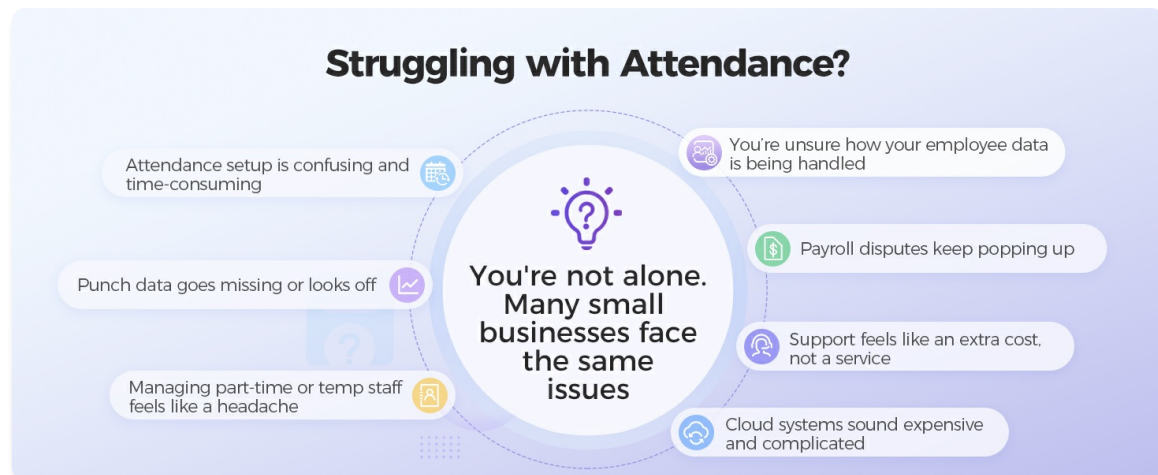
4.2. Shift Management

The NGTeco Office software allows for flexible shift configurations:

- Set up fixed, split, or flexible shifts to accommodate various work schedules (part-time, rotating, 24/7).
- Assign shifts to individual employees or groups.

4.3. Attendance Reporting

Access real-time attendance data and automated reports:

- View live punch data from any device via the NGTeco Office app.
- Generate auto-calculated hours and instant reports.
- Export reports for payroll or record-keeping.

Image: Easy time tracking and reporting available on web and mobile platforms.

5. Maintenance

5.1. Cleaning

Regularly clean the device, especially the screen and fingerprint sensor, with a soft, dry cloth. Avoid abrasive cleaners or liquids that could damage the device.

5.2. Firmware Updates

Periodically check the NGTeco Office software or app for available firmware updates to ensure optimal performance and access to new features. Follow the on-screen instructions for any updates.

6. Troubleshooting

- **Device not powering on:** Ensure the power adapter is securely connected to both the device and a working power outlet.
- **WiFi connection issues:** Verify your WiFi network is 2.4GHz. Check the entered password for accuracy. Restart the device and your router if problems persist.
- **Fingerprint recognition failure:** Ensure the fingerprint sensor is clean. Employees should place their finger firmly and completely on the sensor. Try enrolling the fingerprint again or enrolling an additional finger.

- **App connectivity issues:** Ensure the device is connected to WiFi and your mobile device has an active internet connection. Verify the device is correctly bound to your NGTeco Office account.
- **Data synchronization problems:** Check the device's WiFi connection. If the device was offline, punches will sync to the cloud once the connection is re-established.

7. SPECIFICATIONS

Feature	Detail
Brand	NGTeco
Model	TC1
Recognition Methods	Face, Fingerprint, RFID, PIN
Connectivity	2.4GHz WiFi, iOS/Android App
Cloud Storage	Free lifetime cloud storage (AWS US servers)
Material	Premium ABS Plastic
Product Dimensions	6.3"W x 7.09"H
Mounting Type	Wall Mount & Tabletop
Power Source	Corded Electric
Languages Supported	8 (English, Spanish, French, German, etc.)

8. WARRANTY & SUPPORT

Your NGTeco TC1 Time Clock comes with a **1-year warranty**. Additionally, NGTeco provides **free lifetime technical support**, available Monday through Friday, 6 AM to 6 PM EST. For assistance, please refer to the contact information provided in your package or visit the official NGTeco website.