

NGTeco MB2 & TC2

NGTeco Time Clock User Manual

Model: MB2 & TC2

Brand: NGTeco

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1. INTRODUCTION

This manual provides detailed instructions for the installation, operation, and maintenance of your NGTeco MB2 & TC2 Time Clock. This device is designed to simplify employee attendance tracking for small businesses, offering features such as fingerprint recognition, Wi-Fi connectivity, and cloud-based data management. Please read this manual thoroughly before using the device to ensure proper and safe operation.

2. SAFETY INFORMATION

To ensure safe and effective use of the NGTeco Time Clock, please observe the following precautions:

- Do not expose the device to water or excessive humidity.
- Avoid placing the device in direct sunlight or near heat sources.
- Use only the power adapter supplied with the device.
- Do not attempt to disassemble or repair the device yourself. Refer all servicing to qualified personnel.
- Keep the device away from strong electromagnetic fields.
- Ensure the device is installed on a stable surface or mounted securely if applicable.

3. PACKAGE CONTENTS

Please check the package contents upon opening. If any items are missing or damaged, contact NGTeco customer support.

- NGTeco MB2 & TC2 Time Clock Unit
- Power Adapter
- Mounting Hardware (screws, wall anchors)
- Quick Start Guide
- User Manual (this document)

4. PRODUCT OVERVIEW

The NGTeco Time Clock features a compact design with a clear display and intuitive interface for efficient time tracking.



Figure 4.1: Front view of the NGTeco MB2 & TC2 Time Clock, showing the display screen on the left and the fingerprint sensor on the right. The screen displays the current time and date, along with a "Welcome" message.

4.1 Key Components

- **TFT Display Screen:** 2.8-inch screen for displaying time, date, and menu options.
- **Fingerprint Sensor:** For biometric authentication of employees.
- **Keypad (if applicable):** For manual input or navigation.
- **Power Port:** For connecting the power adapter.
- **USB Port:** For data export or firmware updates (if applicable).

- **Built-in Battery:** 2000mAh battery for power outage protection, providing up to 6 hours of standby time.



Figure 4.2: Internal view highlighting the built-in 2000mAh battery, which provides power backup for up to 6 hours of standby time during power failures.

4.2 Fingerprint Recognition Technology

The device utilizes upgraded optical fingerprint recognition technology for faster and more accurate employee clock-ins and clock-outs.

Upgraded Optical Fingerprint Technology

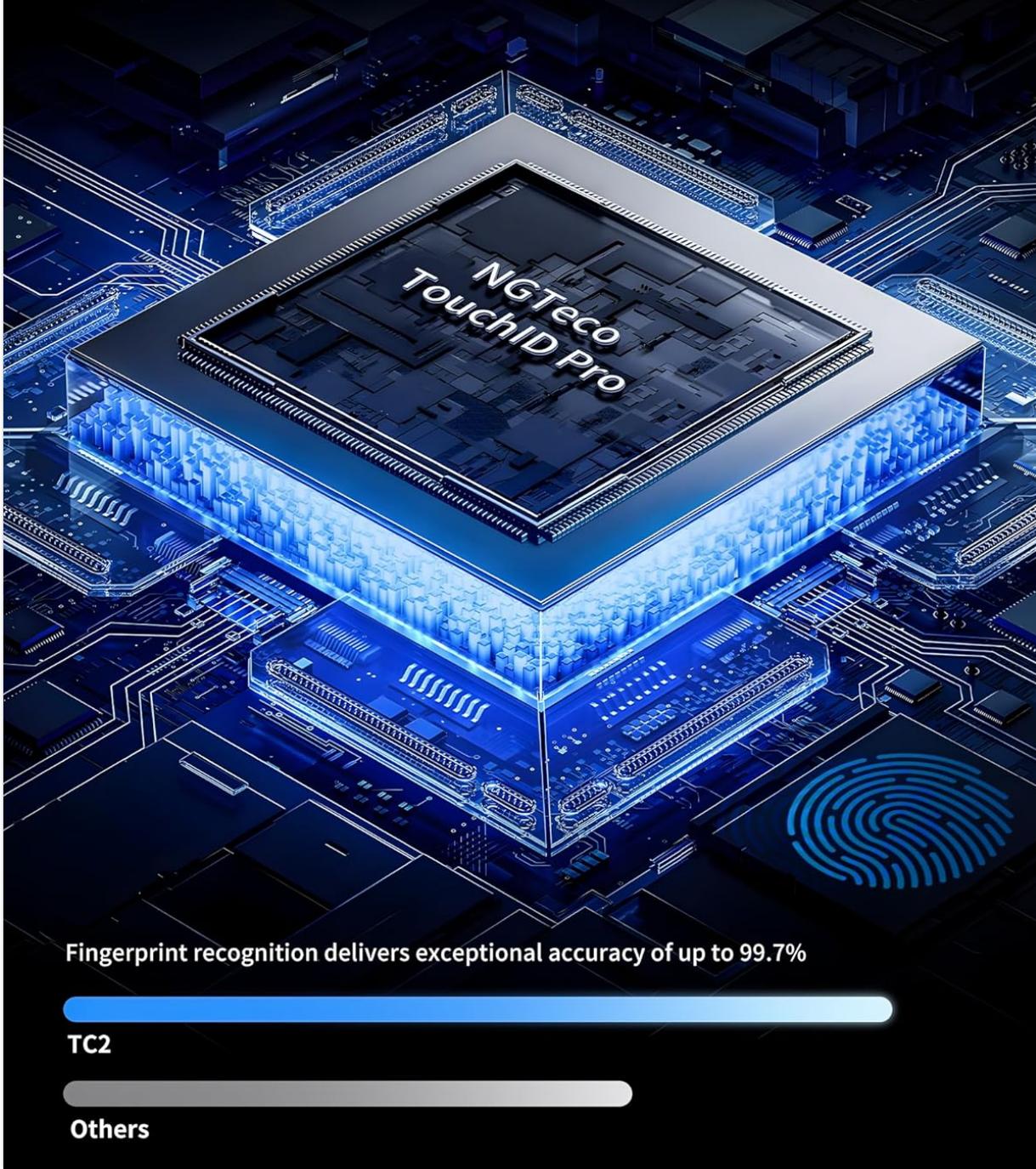


Figure 4.3: Visual representation of the upgraded optical fingerprint technology, emphasizing its high accuracy for recognition.

5. SETUP

5.1 Device Placement

Choose a suitable indoor location for the time clock. Ensure it is easily accessible for employees and away from direct sunlight, heat, and moisture.

5.2 Power Connection

1. Connect the power adapter to the power port on the time clock.

2. Plug the power adapter into a standard electrical outlet.
3. The device will power on automatically.

5.3 Network Connection (Wi-Fi)

The NGTeco Time Clock supports both 2.4GHz and 5GHz Wi-Fi bands for flexible and stable connectivity.

1. On the device screen, navigate to **Menu > Network Settings > Wi-Fi**
2. Select your Wi-Fi network from the list of available networks.
3. Enter the Wi-Fi password using the on-screen keyboard or keypad.
4. Confirm the connection. Once connected, a Wi-Fi icon will appear on the display.

5.4 Initial Configuration & Cloud Connection

The NGTeco Time Clock connects to the NGTeco Office cloud-based application for centralized management.

1. Download the NGTeco Office app from the iOS App Store or Google Play Store, or access the web portal.
2. Create an administrator account and set up your organization profile.
3. Follow the in-app instructions to add your time clock device to your account. This typically involves scanning a QR code on the device or entering a device ID.
4. Once connected, the device will synchronize with the cloud, allowing for remote management of personnel, attendance records, and settings.

AWS Cloud Privacy Protection

Protect your privacy with TLS 1.2 and AES 256 encryption

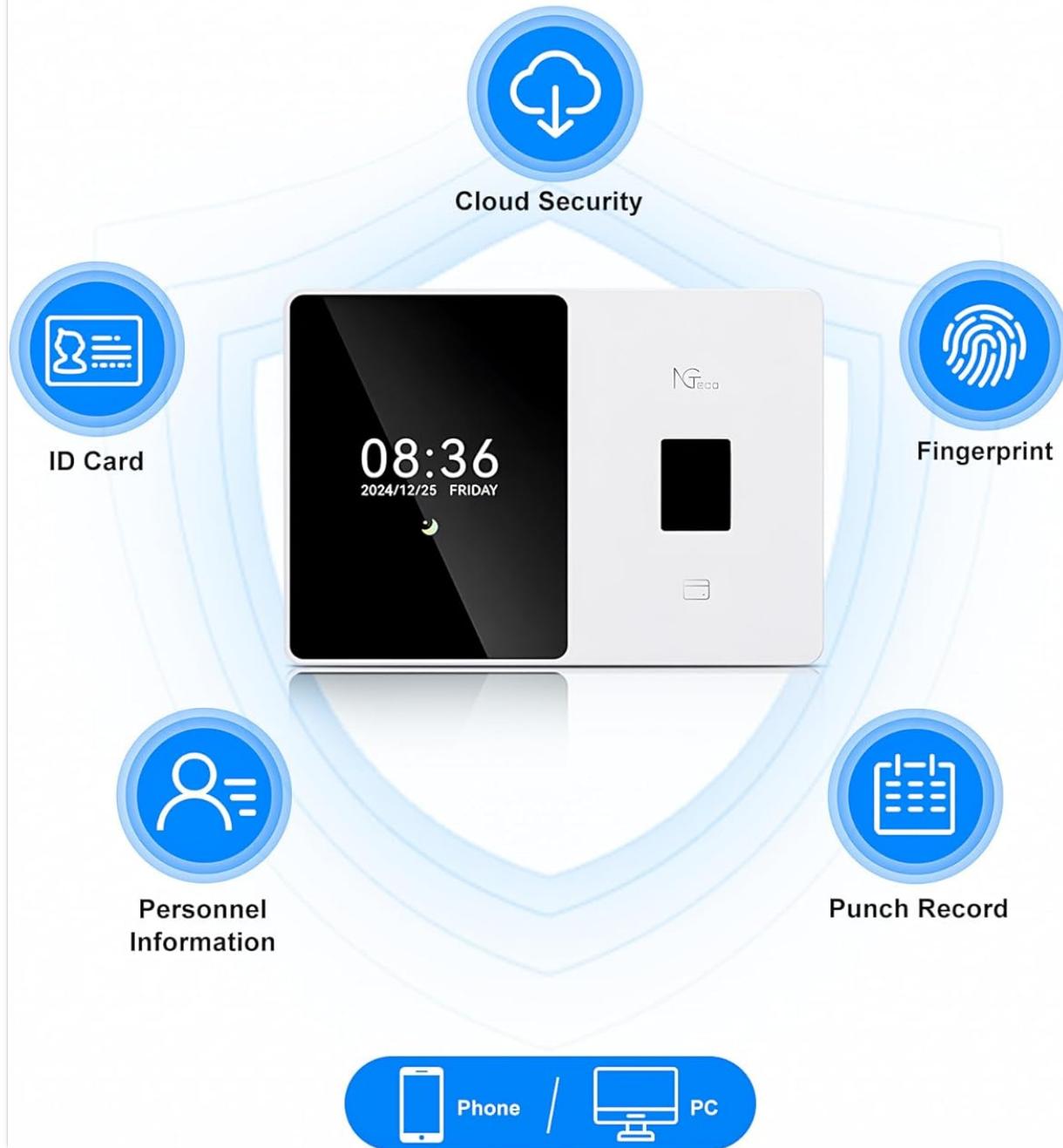


Figure 5.1: Overview of the cloud privacy protection, showing how data like ID cards, fingerprints, personnel information, and punch records are secured in the cloud with TLS 1.2 and AES 256 encryption.

6. OPERATING INSTRUCTIONS

6.1 Employee Registration

Before employees can clock in or out, their fingerprints or ID cards must be registered in the system.

1. As an administrator, log in to the NGTeco Office app or web portal.
2. Navigate to **Personnel Management**.
3. Add a new employee profile, entering their details.

4. To register a fingerprint: On the device, select **Enroll Fingerprint** for the specific employee. Instruct the employee to place their finger on the sensor multiple times as prompted until registration is complete.
5. To register an ID card: On the device, select **Enroll Card**. Instruct the employee to tap their ID card on the designated area until registration is complete.

6.2 Clocking In/Out

Employees can clock in or out using their registered fingerprint or ID card.

- **Using Fingerprint:** Place the registered finger firmly on the fingerprint sensor. The device will confirm the punch with a visual and/or audible notification.
- **Using ID Card:** Tap the registered ID card on the card reader area. The device will confirm the punch.

6.3 Managing Shifts and Schedules

The NGTeco Office platform allows for flexible shift management to accommodate various business needs.

1. Access the NGTeco Office app or web portal.
2. Navigate to the **Attendance** section.
3. Define fixed shifts, flexible schedules, or rotating teams as required.
4. Assign employees to their respective shifts. The system will automatically apply these schedules for attendance calculation.

6.4 Generating and Sending Reports

The system automatically calculates working hours and can generate detailed attendance reports.

Automatically Calculates Working Hours.

It's time to put an end to manual payroll processing finally

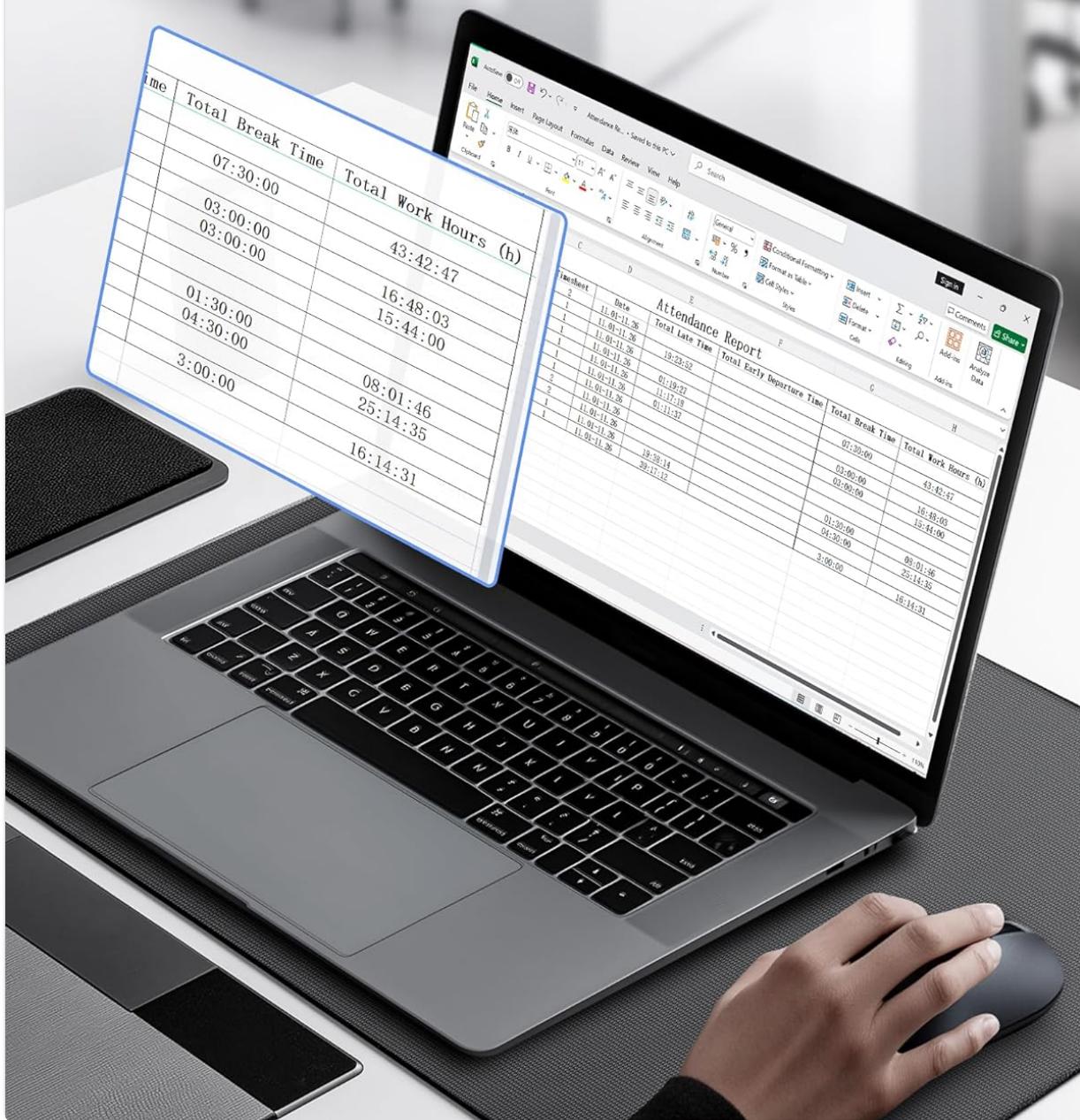


Figure 6.1: Example of an attendance report, showing automatically calculated working hours and total work hours in a spreadsheet format.

Reports can be configured for automatic delivery to designated mailboxes.

1. In the NGTeco Office app or web portal, go to **Reports**.
2. Select the type of report (e.g., daily, weekly, monthly attendance).
3. Configure automatic report sending by enabling the feature and setting the frequency (daily, weekly, monthly).
4. Enter the email addresses for recipients, separated by commas.
5. Save the settings.

Automatic Report Sending

Automated report delivery to designated mailboxes with minimal setup effort

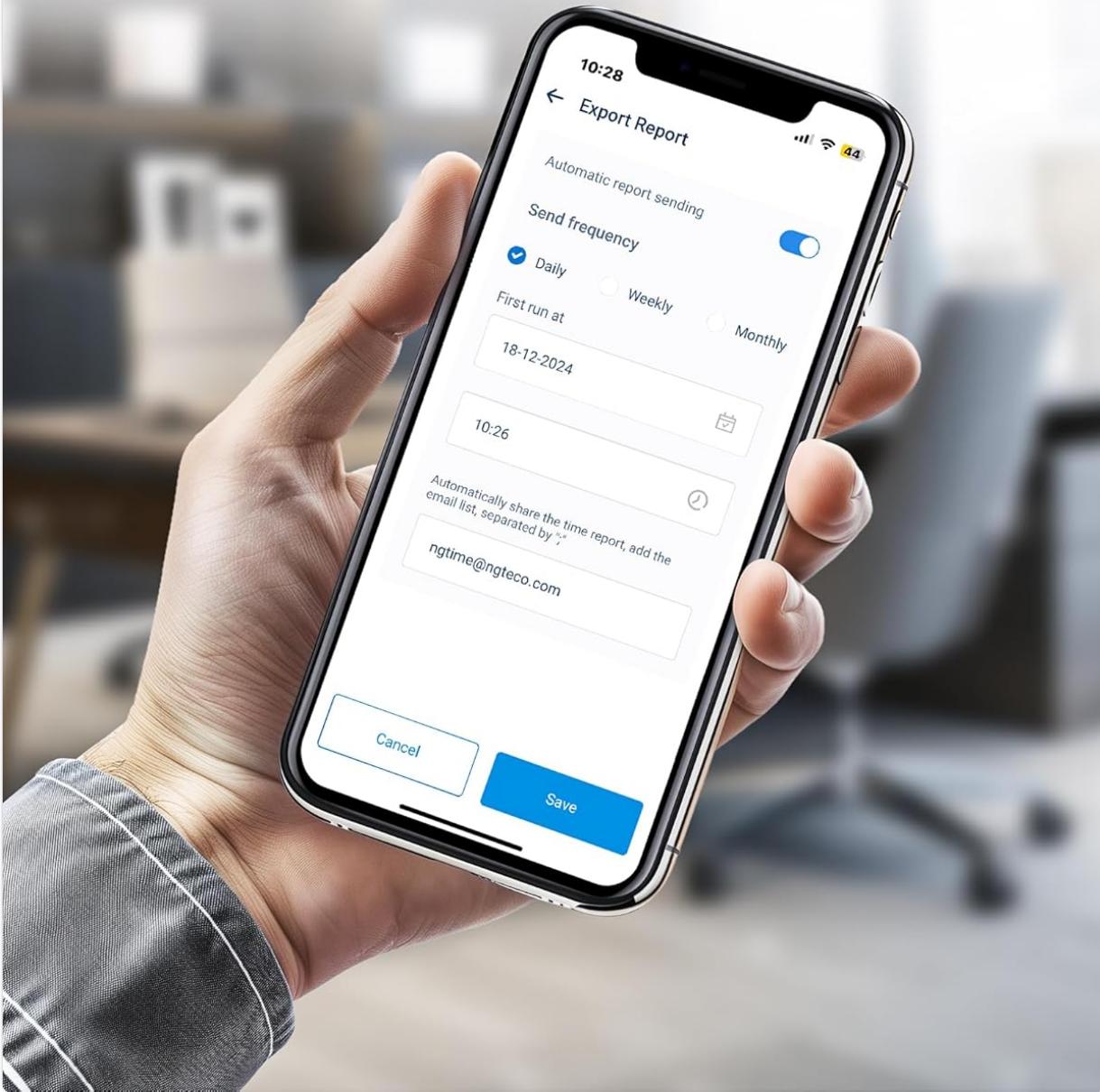


Figure 6.2: Mobile application interface demonstrating the setup for automatic report sending, allowing users to select frequency and recipient emails.

7. MAINTENANCE

7.1 Cleaning the Device

- Gently wipe the display screen and fingerprint sensor with a soft, dry, lint-free cloth.
- For stubborn smudges, slightly dampen the cloth with water or a screen cleaner. Do not spray liquids directly onto the device.
- Avoid using abrasive cleaners, solvents, or strong chemicals, as they may damage the surface.

7.2 Battery Care

The built-in 2000mAh battery provides backup power. To maximize battery life:

- Keep the device connected to power when not in use to keep the battery charged.
- Avoid extreme temperatures, which can degrade battery performance.
- If the device will be stored for an extended period, ensure the battery is partially charged (around 50%) before storage.

8. TROUBLESHOOTING

This section addresses common issues you might encounter with your NGTeco Time Clock.

Problem	Possible Cause	Solution
Device does not power on.	No power supply; faulty adapter; completely drained battery.	Check power connection and outlet. Ensure the adapter is securely plugged in. Allow device to charge for a few minutes if battery was completely drained.
Cannot connect to Wi-Fi.	Incorrect password; out of range; network interference; router issue.	Verify Wi-Fi password. Move device closer to router. Restart router. Ensure Wi-Fi network is 2.4GHz or 5GHz.
Fingerprint not recognized.	Finger wet/dirty; sensor dirty; poor registration; unregistered fingerprint.	Ensure finger and sensor are clean and dry. Try different finger angle. Re-enroll fingerprint if issue persists. Confirm fingerprint is registered.
Data not syncing to cloud.	No internet connection; cloud service issue; device not linked to account.	Check Wi-Fi connection. Verify NGTeco Office service status. Ensure device is correctly linked in the app/web portal.
Incorrect attendance records.	Incorrect shift settings; manual error; time zone issue.	Review and adjust shift settings in NGTeco Office. Check device time and date settings. Manually correct records in the app/web portal if necessary.

If the problem persists after trying these solutions, please contact NGTeco customer support for further assistance.

9. SPECIFICATIONS

Below are the technical specifications for the NGTeco MB2 & TC2 Time Clock:

Feature	Detail
Brand	NGTeco
Model	MB2 & TC2 Time Clocks
Color	White
Display Type	Digital (2.8-inch TFT screen)

Feature	Detail
Power Source	Battery Powered (Built-in 2000mAh)
Indoor/Outdoor Usage	Indoor
Frame Material	Plastic
Mounting Type	Tabletop
Operation Mode	Atomic
Connectivity	2.4GHz & 5GHz Dual Bands WiFi, TCP/IP
Cloud Service	NGTeco Office (Cloud-based application)
Data Retention	Retains data during power failure (up to 6 hours standby)

9.1 Comparison with Other Devices

TC2		Others
Operation Method	Web&APP	APP
Applicable Scene	Remote Access	LAN Operation
Scheduling	Flexible&Normal	Flexible
WiFi	2.4GHz & 5GHz	2.4GHz
Operating Mode	New	T9
TCP/IP	✓	✗
Cloud Service	✓	✗
Multi-device Data Synchronization	✓	✗

Figure 9.1: A comparison table highlighting key differences between the TC2 model and other typical time clocks, including operation method, applicable scene, scheduling, WiFi bands, operating mode, TCP/IP support, cloud service, and multi-device data synchronization.

10. WARRANTY & SUPPORT

10.1 Warranty Information

NGTeco products are covered by a limited warranty. Please refer to the warranty card included in your package or visit the official NGTeco website for detailed warranty terms and conditions. Keep your purchase receipt as proof of purchase for warranty claims.

10.2 Customer Support

For technical assistance, troubleshooting, or any questions regarding your NGTeco Time Clock, please contact NGTeco customer support:

- **Website:** Visit the official NGTeco website for FAQs, support resources, and contact forms.
- **Email:** Refer to your Quick Start Guide or the NGTeco website for the support email address.
- **Phone:** Check the NGTeco website for available phone support numbers and operating hours.

When contacting support, please have your product model (MB2 & TC2) and ASIN (B0DRFCX7R3) ready.

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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>NGTeco Time Clock W2 Quick Start Guide</p> <p>A quick start guide for the NGTeco Time Clock W2 model, covering setup, user enrollment, configuration, and basic operations for efficient time tracking.</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>