

NGTeco MB1-2025

NGTeco APP-Based Time Clock MB1-2025 User Manual

Model: MB1-2025
Brand: NGTeco

INTRODUCTION

The NGTeco APP-Based Time Clock MB1-2025 is an advanced 4-in-1 time tracking solution designed for small and mid-sized businesses. It offers multiple identification methods including face recognition, fingerprint scanning, RFID, and PIN entry to ensure accurate and automated calculation of employee work hours. This device aims to streamline attendance management, eliminate manual errors, and provide a paperless solution for tracking employee time.

This manual provides detailed instructions for setting up, operating, and maintaining your NGTeco Time Clock, along with troubleshooting tips and product specifications.



Image: The NGTeco APP-Based Time Clock MB1-2025, a black device with a screen displaying a face recognition interface, a keypad, a fingerprint scanner, and a smartphone showing the companion app.

KEY FEATURES

- **4-in-1 Identification:** Supports Face Recognition, Fingerprint, RFID Card, and PIN for flexible clock-in options.
- **APP-Based Management:** Manage employees, shifts, and reports via the free NGTeco Time App for iOS and Android.
- **Automated Time Tracking:** Automatically calculates work hours, reducing manual errors and administrative tasks.
- **No Monthly Subscription:** Operates without recurring fees, offering a cost-effective solution.
- **Scalable:** Suitable for small to mid-sized businesses, supporting up to 200 employees.
- **Offline Operation:** Functions independently without a constant internet connection, with data synchronization via Wi-Fi.

4 in 1 Intelligent Punch Card Terminal

High-speed identification less than 1 second

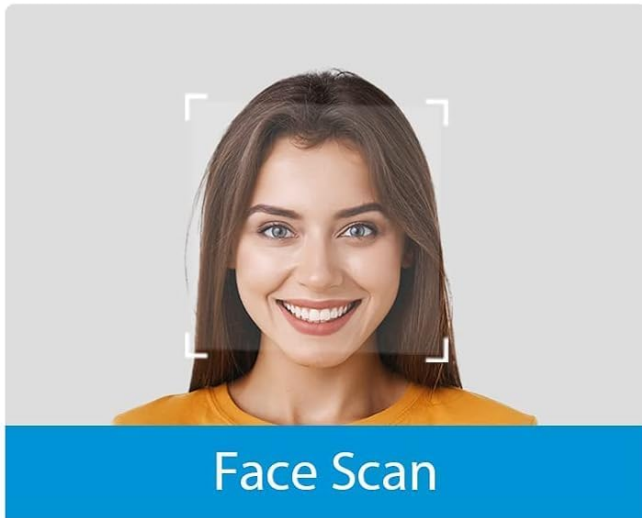


Image: Diagram illustrating the four identification methods: Face Scan, Fingerprint, RFID Card, and Password (PIN entry).

SETUP

1. Unboxing and Initial Placement

Carefully remove all components from the packaging. Ensure all parts are present according to the packing list. Choose a suitable indoor location for the time clock, away from direct sunlight or strong light sources that might interfere with face recognition. Mount the device securely to a wall at an appropriate height for all users.

2. Power Connection

Connect the provided power adapter to the time clock and plug it into a standard electrical outlet. The device will power on automatically.

3. Network Configuration (Wi-Fi)

The NGTeco Time Clock supports Wi-Fi connectivity for data synchronization with the mobile application. Follow the on-screen prompts to connect the device to your local Wi-Fi network. A stable 2.4GHz Wi-Fi connection is recommended.

4. App Installation and Device Pairing

1. Download the "NGTeco Time" app from the App Store (iOS) or Google Play Store (Android).
2. Create an administrator account within the app.
3. Follow the in-app instructions to pair your mobile device with the NGTeco Time Clock. This typically involves scanning a QR code displayed on the time clock's screen or entering a device ID.

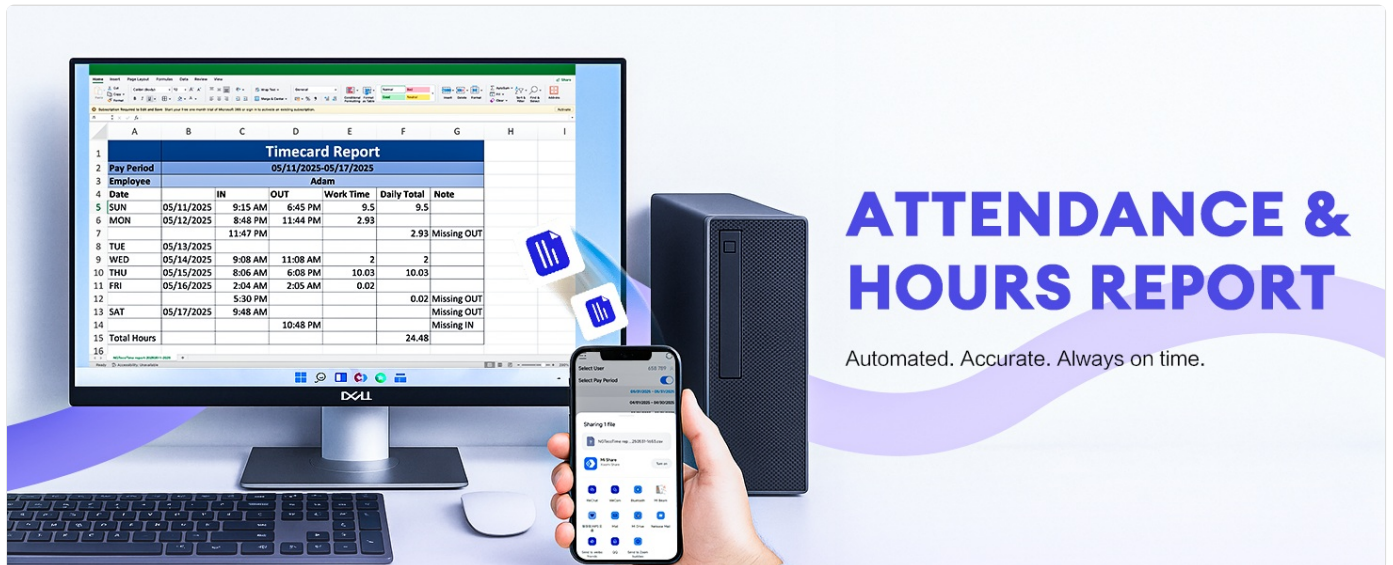


Image: A graphic illustrating the three quick setup steps: 1. Add Employees, 2. Set Attendance Rules, 3. Download Reports, all managed via the mobile app.

OPERATING INSTRUCTIONS

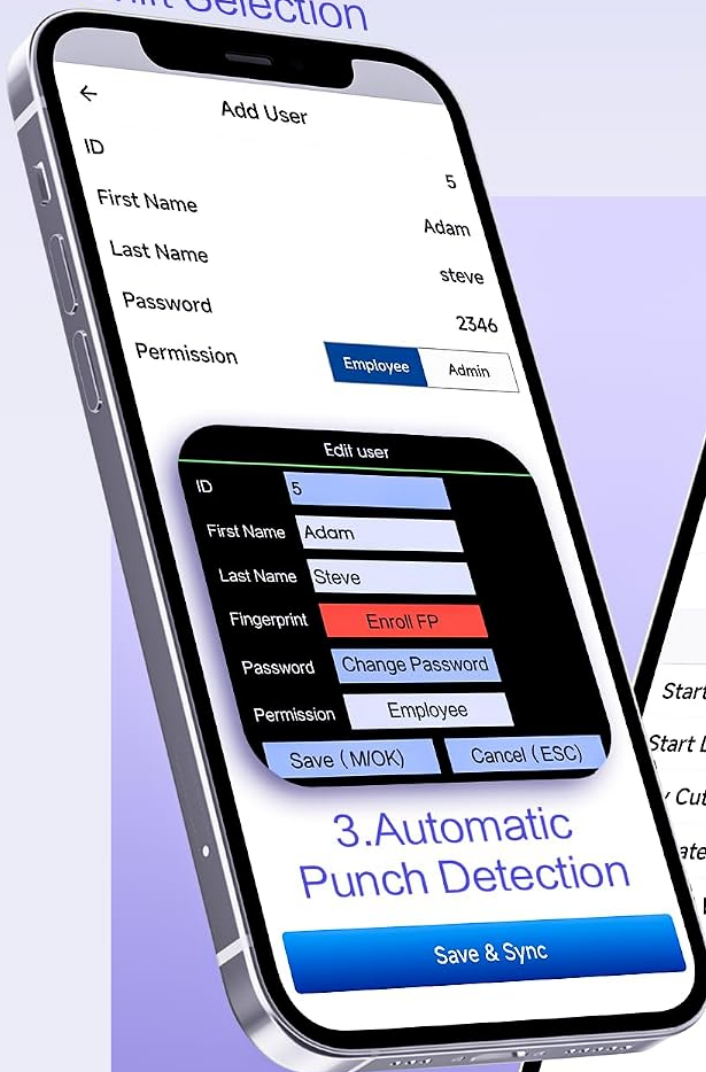
1. Employee Enrollment

Before employees can clock in, their data must be enrolled into the system. This is primarily done through the NGTeco Time App:

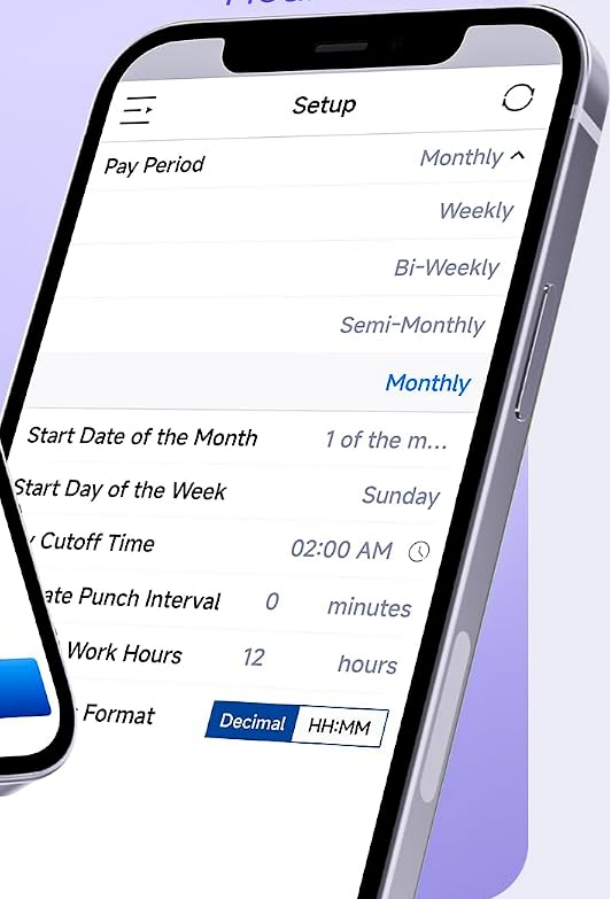
- Open the NGTeco Time App and navigate to the "Users" or "Employees" section.
- Add new employees by entering their details (e.g., Name, ID).
- Enroll their biometric data (face, fingerprint) directly on the time clock device as prompted by the app, or assign an RFID card/PIN.
- Ensure each employee has at least one valid identification method registered.

EFFORTLESS APP MANAGEMENT

1.No Manual Shift Selection



2.Accurate Work Hour Tracking



3. Automatic Punch Detection

Image: Screenshots of the NGTeco Time App showing user management (adding/editing users, enrolling fingerprints) and setup options for pay periods and work hour tracking.

2. Clocking In/Out

Employees can clock in or out using their registered method:

- **Face Recognition:** Stand directly in front of the time clock, ensuring your face is within the designated area on the screen. The device will automatically recognize and record the punch.

- **Fingerprint:** Place your registered finger firmly on the fingerprint scanner. The device will confirm the scan.
- **RFID Card:** Hold your registered RFID card near the card reader area on the device.
- **PIN:** Enter your assigned PIN using the keypad and press the "IN" or "OUT" button as appropriate.

The device is designed to automatically detect IN/OUT punches, reducing the need to manually press IN/OUT keys. This helps avoid errors if an employee forgets to select the correct action.

No Need to Press IN/OUT Keys

Avoid errors when you forget to press the key



Image: A woman looking frustrated with speech bubbles "IN" and "OUT", illustrating the common issue of forgetting to press the correct key, which the NGTeco device aims to resolve with automatic detection.

3. Managing Attendance Records and Reports

The NGTeco Time App provides comprehensive tools for managing attendance data:

- **View Attendance:** Access real-time attendance records for all employees.
- **Punch Record Correction:** Easily correct errors or add missing punches directly within the app.
- **Payroll Cycles:** Configure various payroll cycles (monthly, semi-monthly, bi-weekly, weekly) to match your business needs.
- **Generate Reports:** Export detailed time reports to your email in various formats. These reports include total work

hours, overtime, and any missing punches.

PUNCH RECORD CORRECTION

Easily fix errors or missing punches in the app

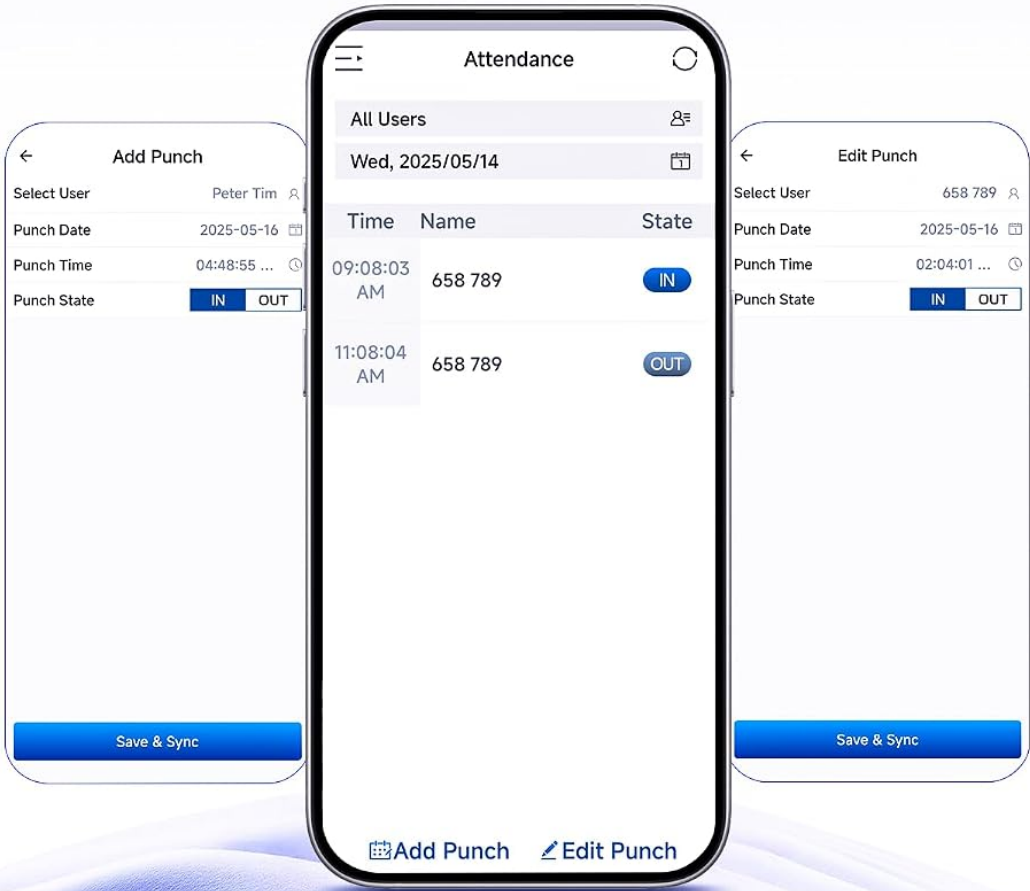


Image: Screenshots of the NGTeco Time App demonstrating how to view attendance records and easily fix errors or add missing punches.

SUPPORTS ALL PAYROLL CYCLES

MONTHLY +

Timecard Report						
Pay Period	05/01/2025-05/31/2025					
Employee	Adam					
Date	IN	OUT	Work Time	Daily Total	Note	
THU 05/01/2025						
FRI 05/02/2025	8:45 AM	5:49 PM	9.07	9.07		
THU 05/08/2025	8:15 AM	6:16 PM	10.02			
	6:34 PM					
	11:47 PM	12:47 AM	1	11.02	Missing OUT	
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	Missing OUT	
SAT 05/17/2025	9:48 AM				Missing IN	
		10:48 PM				
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				100.95		

SEMI-MONTHLY +

Timecard Report						
Pay Period	05/01/2025-05/15/2025					
Employee	Adam					
Date	IN	OUT	Work Time	Daily Total	Note	
THU 05/01/2025						
FRI 05/02/2025	8:45 AM	5:49 PM	9.07	9.07		
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				Missing OUT	
	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		
Total Hours				53.66		

BI-WEEKLY +

Timecard Report						
Pay Period	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				Missing OUT	
	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	Missing OUT	
SAT 05/17/2025	9:48 AM				Missing IN	
		10:48 PM				
Total Hours				44.61		

WEEKLY +

Timecard Report						
Pay Period	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	Missing OUT	
SAT 05/17/2025	9:48 AM				Missing IN	
		10:48 PM				
Total Hours				24.48		

Image: Examples of timecard reports generated by the NGTeco app, showing support for Monthly, Semi-Monthly, Bi-Weekly, and Weekly payroll cycles.

WE'RE HERE TO HELP-FRIENDLY FREE AND QUICK SUPPORT

1. Help getting set up & fixing issues
2. Assistance with invoices, warranties & returns
3. Fast replies – no waiting around
4. Transparent coverage – no surprises
5. We listen & build features you want



Image: A desktop computer displaying an Excel timecard report, with a hand holding a smartphone showing the NGTeco app, emphasizing automated and accurate reporting.

MAINTENANCE

To ensure the longevity and optimal performance of your NGTeco Time Clock, follow these maintenance guidelines:

- **Cleaning:** Regularly wipe the screen and device surface with a soft, dry, lint-free cloth. Avoid using abrasive cleaners, solvents, or aerosol sprays, which can damage the device.
- **Fingerprint Sensor:** Keep the fingerprint sensor clean and free of dust or debris. Use a soft, dry cloth to gently clean the sensor if needed.
- **Software Updates:** Periodically check the NGTeco Time App for available firmware updates for your device. Keeping the software updated ensures optimal performance and security.
- **Environmental Conditions:** Operate the device within recommended temperature and humidity ranges (typically indoor office environments) to prevent damage.

TROUBLESHOOTING

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

Issue: Face Recognition is Slow or Fails

- **Check Lighting:** Ensure the area around the time clock has adequate and consistent lighting. Avoid direct harsh light or very dim conditions that can affect recognition accuracy.
- **Positioning:** Advise users to stand directly in front of the device, ensuring their entire face is visible within the recognition frame on the screen.
- **Re-enrollment:** If issues persist for a specific user, consider re-enrolling their face data in the app.

Issue: Fingerprint Sensor Difficulty

- **Clean Sensor:** Ensure the fingerprint sensor is clean and free of dirt, moisture, or oils.
- **Finger Condition:** Dry or rough hands can sometimes affect fingerprint scanning. Advise users to ensure their fingers are clean and dry.
- **Proper Placement:** Ensure the entire pad of the registered finger is placed firmly and flatly on the sensor.

- **Re-enrollment:** If a user consistently experiences issues, re-enroll their fingerprint, ensuring a clear and complete scan during the process.

Issue: App Connection or Data Synchronization Problems

- **Wi-Fi Connectivity:** Verify that the time clock is connected to a stable 2.4GHz Wi-Fi network. Check your router and network settings.
- **App Status:** Ensure the NGTeco Time App is updated to the latest version. Close and reopen the app, or restart your mobile device.
- **Device Restart:** Try restarting the time clock device by unplugging and re-plugging the power adapter.
- **Re-pairing:** If connection issues persist, you may need to unpair and re-pair the device with the app.

Issue: Difficulty with Initial Setup

- **Review Manual:** Carefully re-read the "Setup" section of this manual and the quick start guide included with your device.
- **App Instructions:** Pay close attention to the step-by-step instructions provided within the NGTeco Time App during the initial setup process.
- **Contact Support:** If you are still experiencing significant difficulties, contact NGTeco customer support for assistance.

SPECIFICATIONS

Feature	Detail
Brand	NGTeco
Model Number	MB1-2025
Color	Black
Display Type	Digital
Identification Methods	Face Recognition, Fingerprint, RFID, PIN
Connectivity	Wi-Fi (2.4GHz)
Power Source	Corded Electric
Product Dimensions	7"W x 5"H
Item Weight	1.85 pounds
Indoor/Outdoor Usage	Indoor
Max Employees Supported	Up to 200

WARRANTY INFORMATION

Specific warranty details for the NGTeco APP-Based Time Clock MB1-2025 are typically provided with the product

packaging or available on the manufacturer's official website. Please refer to these sources for the most accurate and up-to-date warranty terms and conditions.

Optional protection plans may be available for purchase separately to extend coverage beyond the standard manufacturer's warranty. Information regarding these plans can be found at the point of purchase or through authorized retailers.

CUSTOMER SUPPORT

For any questions, technical assistance, or support regarding your NGTeco Time Clock, please contact NGTeco customer service. They can assist with setup, operational issues, and general inquiries.

- Refer to the contact information provided in your product packaging.
- Visit the official NGTeco website for support resources, FAQs, and contact details.
- The NGTeco Time App may also offer in-app support options.



Image: A group of customer service representatives with headsets, indicating available support for NGTeco products.

IMPORTANT NOTE ON VIDEOS

The provided product data indicates the presence of videos. However, detailed information such as video URLs, creator types, or filenames required for embedding and verification according to the specified guidelines was not available in the input. Therefore, no videos could be embedded in this manual.

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This manual is for informational purposes only. Specifications are subject to change without notice.

ASK A QUESTION ABOUT THIS MANUAL

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

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