

NGTeco AS10-Pro

NGTeco AS10 Fingerprint Time Clock User Manual

MODEL: AS10-PRO

Brand: NGTeco

1. PRODUCT OVERVIEW

The NGTeco AS10 Fingerprint Time Clock is a standalone, professional time and attendance solution designed for small and mid-sized businesses. It offers efficient and accurate employee time tracking without the need for complex software or monthly fees. Employees can clock in and out using fingerprint recognition or a password, and all data is stored internally with a built-in backup system to prevent loss during power outages. Data can be easily uploaded and downloaded via a USB flash drive in Excel format for convenient management.



Figure 1.1: NGTeco AS10 Fingerprint Time Clock and included USB drive.

2. SETUP

2.1 Unboxing and Package Contents

Upon opening the package, verify that all components are present. The standard package includes the NGTeco AS10 Time Clock unit, a power adapter, a USB flash drive, and mounting hardware (screws and anchors).

Solve All Your Problem

Manually calculate work hours

Complicated time cards/racks/ribbons

Employee data be tampered

Data losing when power cut

Figure 2.1: Package contents of the NGTeco AS10 Time Clock.

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Video 2.1: Official unboxing and initial setup of the NGTeco AS10 Fingerprint Time Clock.

2.2 Physical Installation

The AS10 time clock offers versatile mounting options. It can be mounted on a wall using the provided screws and anchors, or it can be placed directly on a desktop for convenient access. For wall mounting, mark and drill four holes, insert the expansion dowels, and secure the device's base with screws.

USB Download

No need to install software, download excel reports quickly with portable USB



ID	Name	Department	Work hour	Leave	Leave entry	Over time hour	Act Days	Out	Leave	Act	Addition payment	Deduction payment	Real pay	Side
			Normal	Real	Time	Time	Time	Time	Time	Time	Time	Time	Time	Time
1	S	Product	118.00	2:00	0	0	0	0:00:00	2:00	2:10	0	21	0	
2	Katy	Product	118.00	2:00	1	80	0	0:00:00	2:00	2:11	0	20	0	
3	Deines	Sale	94.30	2:40	1	875	1	4:00:00	2:00	2:10	0	18	0	
4	Dora	Product	118.00	118.00	0	0	0	0:00:00	2:00	2:11	0	21	0	
5	Karl	Product	118.00	118.00	0	0	0	0:00:00	2:00	2:11	0	21	0	
6	Eric	Product	118.00	118.00	0	0	0	0:00:00	2:00	2:11	0	21	0	
7	Dora	Product	118.00	118.00	0	0	0	0:00:00	2:00	2:11	0	21	0	
8	Frank	Product	118.00	118.00	0	0	0	0:00:00	2:00	2:11	0	21	0	
9	Jerson	Product	118.00	118.00	0	0	0	0:00:00	2:00	2:11	0	21	0	
10	Heigh	Product	118.00	118.00	0	0	0	0:00:00	2:00	2:11	0	21	0	
11	Sonia	Product	118.00	118.00	0	0	0	0:00:00	2:00	2:11	0	21	0	
12	Bergian	Product	118.00	118.00	0	0	0	0:00:00	2:00	2:11	0	21	0	
13	Shir	Product	118.00	118.00	0	0	0	0:00:00	2:00	2:11	0	21	0	
14	Narven	Product	118.00	118.00	0	0	0	0:00:00	2:00	2:11	0	21	0	
15	Sarmah	Product	118.00	118.00	0	0	0	0:00:00	2:00	2:11	0	21	0	
16	Achyn	Product	118.00	118.00	0	0	0	0:00:00	2:00	2:11	0	21	0	
17	Sarmah	Product	118.00	118.00	0	0	0	0:00:00	2:00	2:11	0	21	0	
18	Abmus	Product	118.00	118.00	0	0	0	0:00:00	2:00	2:11	0	21	0	
19	Robau	Product	118.00	118.00	0	0	0	0:00:00	2:00	2:11	0	21	0	
20	Hemen	Product	118.00	118.00	0	0	0	0:00:00	2:00	2:11	0	21	0	

Figure 2.2: Multi-angle mounting options for the AS10 Time Clock.

2.3 Power Connection

Connect the provided power adapter to the time clock unit and then plug it into a standard electrical outlet. The device will power on automatically. The built-in backup system ensures that time data (including punch time reports and employee details) is protected in the event of a power loss, eliminating the need to reset the time clock or worry about data loss.

3. OPERATING INSTRUCTIONS

3.1 Attendance Modes

The NGTeco AS10 supports two primary attendance modes: Fingerprint and Password. This allows for flexible and secure clock-in/clock-out options for employees.

2 Attendance Modes

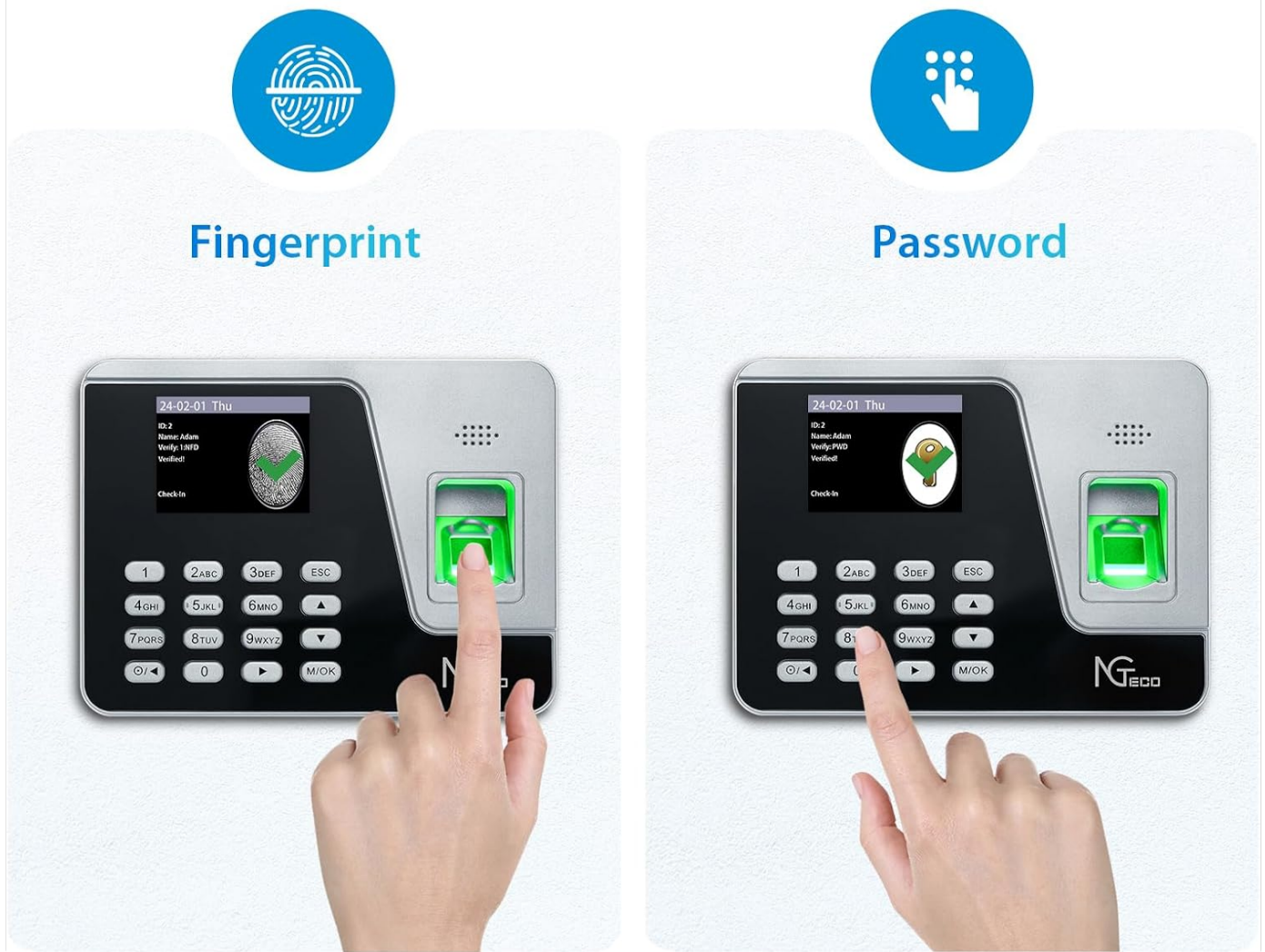


Figure 3.1: Fingerprint and Password attendance modes.

3.2 User Management

The device can store up to 500 fingerprints and 50,000 records, making it suitable for small and mid-sized businesses with up to 500 employees. To add a new user, navigate to the "User" menu, select "Add User," and enter the user ID and name using the keypad. For fingerprint enrollment, follow the on-screen prompts to scan the employee's finger multiple times from different angles to ensure accurate recognition. The intuitive T9 input method (like old cell phones) is used for text entry; simply press numbered keys multiple times to select letters.

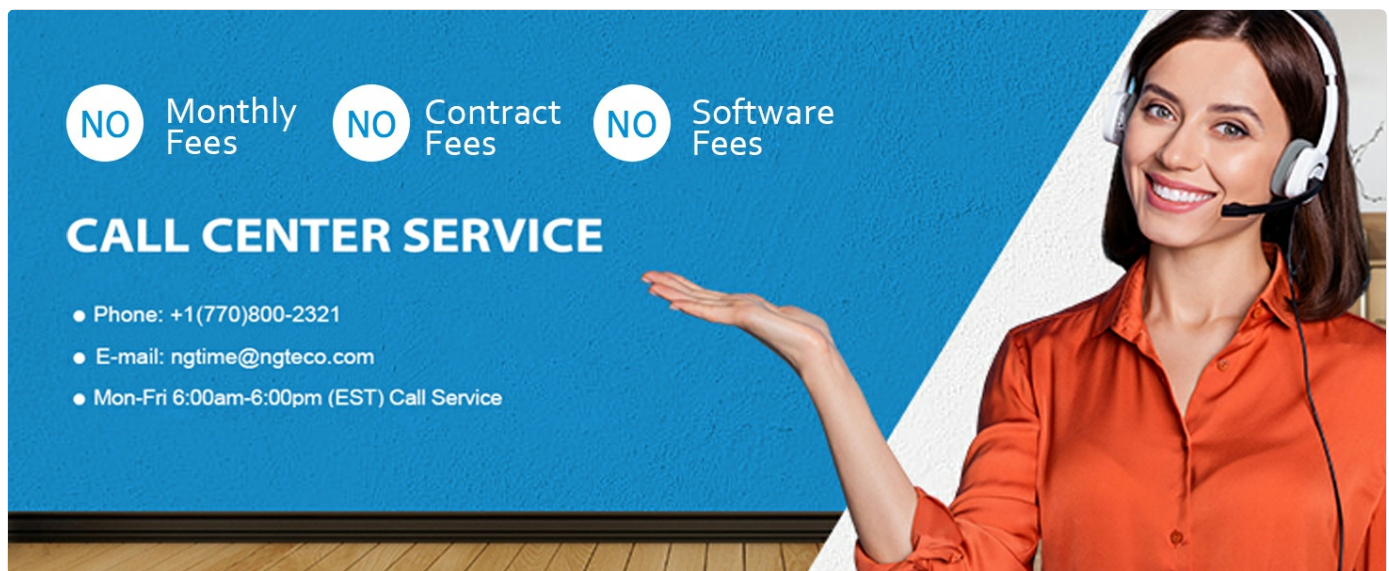


Figure 3.2: User management interface and steps.

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Video 3.1: Detailed demonstration of adding a new user and enrolling fingerprints on the AS10.

3.3 Shift Schedules and Rules

The AS10 supports setting up shift schedules and attendance rules. Navigate to the "Shift Set" menu to configure these options. You can define on-duty and off-duty times, and set rules for late arrivals or early departures. This feature helps in accurately tracking employee work hours and managing payroll efficiently.



Figure 3.3: Shift setting options for customized attendance rules.

3.4 Data Management

The AS10 operates offline, allowing for easy data transfer via the included USB flash drive. To download attendance records or employee details, insert the USB drive into the device's side slot and navigate to the "Data Mgt" or "Report" menu. You can download reports in Excel format, eliminating the need for complex software installations. This feature simplifies the process of generating time sheets and managing employee data.

Power-off Data Protection

A built-in backup system helps retain the attendance record and prevent data loss



Figure 3.4: USB data download process for Excel reports.

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Video 3.2: Demonstration of downloading and uploading data using the USB drive.

4. MAINTENANCE

4.1 Data Protection

The NGTeco AS10 features a built-in backup system that automatically protects all time data, including punch records and employee details, in the event of a power loss. This ensures data integrity and eliminates the need for manual resets or concerns about data corruption.

Easier management of attendance data



Figure 4.1: Power-off Data Protection ensures data safety.

4.2 Cleaning

To maintain optimal performance, especially for the fingerprint sensor, regularly clean the device. Use a soft, dry cloth to wipe down the screen and keypad. For the fingerprint sensor, a slightly damp, lint-free cloth can be used, ensuring no liquid enters the device. Avoid abrasive cleaners or solvents.

5. TROUBLESHOOTING

- **Fingerprint Recognition Issues:** Ensure fingers are clean and dry. Try scanning from different angles. The device is designed to recognize prints even if slightly damaged from hard work or dry skin, but optimal conditions improve accuracy.
- **Data Transfer Problems:** Verify the USB flash drive is properly inserted. Ensure the correct menu options for downloading/uploading data are selected. If issues persist, try a different USB port on your computer or reformat the USB drive (backing up any existing data first).
- **T9 Input Difficulty:** The time clock uses intuitive T9 input. To select letters, press the numbered keys multiple times (e.g., press '2' three times for 'C'). Refer to the included Quick Guide for detailed instructions on text entry.
- **Device Not Responding:** Disconnect the power adapter, wait for 10 seconds, and then reconnect it. If the issue persists, consult the Quick Guide or contact NGTeco Technical Support.

6. SPECIFICATIONS

Feature	Detail
Brand	NGTeco
Model Number	AS10-Pro

Color	Silver
Display Type	Digital
Special Feature	Daylight Saving, Supports Shift Schedules
Product Dimensions	7"W x 5"H
Power Source	Corded Electric
Material	Acrylonitrile Butadiene Styrene (ABS)
Mounting Type	Wall Mount
Fingerprint Capacity	500
Record Capacity	50,000
Item Weight	1.43 pounds

7. WARRANTY AND SUPPORT

The NGTeco AS10 Fingerprint Time Clock comes with a warranty period of one year from the date of purchase. NGTeco also provides lifetime technical support for this product.

Contact Information for Support:

Phone: +1 (770) 800-2321

E-mail: ngtime@ngteco.com

Service Hours: Monday - Friday, 6:00 AM - 6:00 PM (EST)

For further assistance, please refer to the included Quick Start Guide or visit the official NGTeco website.

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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

Answered questions about this manual

Why is my NGTeco AS10-Pro time clock not responding or recording individual employee attendance?

If your NGTeco AS10-Pro is not responding or failing to record attendance, please follow these troubleshooting steps based on the official manual: Perform a Power Reset: If the device is frozen or not responding to...

[Read full answer](#)