

NGTeco NG-K4

NGTeco APP-Based Fingerprint Time Clock (Model NG-K4) User Manual

Model: NG-K4 | Brand: NGTeco

1. INTRODUCTION

This manual provides detailed instructions for the setup, operation, maintenance, and troubleshooting of your NGTeco APP-Based Fingerprint Time Clock, Model NG-K4. This device is designed to streamline employee time tracking for small businesses using advanced biometric technology and a user-friendly mobile application.



Figure 1.1: NGTeco APP-Based Fingerprint Time Clock (Model NG-K4)

2. PACKAGE CONTENTS

Verify that all items are present in the package before proceeding with installation.

- NGTeco Fingerprint Time Clock (NG-K4)
- Power Adapter
- Wall Mount Bracket
- Mounting Screws and Wall Anchors
- USB Drive (for data export)
- User Manual (this document)
- Quick Start Guide



Figure 2.1: Included components of the NGTeco Time Clock package.

3. SETUP GUIDE

3.1 Physical Installation

The NG-K4 time clock can be mounted on a wall or placed on a tabletop.

1. **Wall Mount:** Use the provided wall mount bracket, screws, and anchors to secure the device to a suitable wall surface. Ensure the mounting location is stable and allows for easy access to the fingerprint scanner and screen.
2. **Tabletop Placement:** Place the device on a flat, stable surface.

3.2 Power Connection

Connect the provided power adapter to the device's power input port and then plug it into a standard electrical outlet. The device will power on automatically.

3.3 Initial Setup and App Pairing

The NGTeco Time App is essential for managing your time clock. Ensure your smartphone is connected to a 2.4GHz Wi-Fi network for initial pairing.

1. **Download the App:** Search for "NGTeco Time" in the iOS App Store or Google Play Store and install it on your

smartphone.

2. **Connect to Wi-Fi:** On the time clock device, navigate to the network settings and connect it to your 2.4GHz Wi-Fi network.
3. **Pair Device:** Open the NGTeco Time App. Follow the on-screen instructions to scan the QR code displayed on the time clock's screen to pair the device with your app.
4. **Add Employees:** Within the app, add employee profiles including their names and assign them a permission level (Employee or Admin).
5. **Register Fingerprints:** On the time clock device, log in as an Admin. Access the user management menu and register each employee's fingerprint. Ensure clear and consistent placement of the finger during registration for optimal recognition.



Figure 3.1: Quick and easy setup process using the NGTeco Time App.

4. OPERATING INSTRUCTIONS

4.1 Clocking In/Out

The NG-K4 features an automatic punch mode, eliminating the need to press separate IN/OUT buttons.

- **Automatic Punch Mode:** Simply place your registered finger on the scanner. The device will automatically detect whether it's a clock-in or clock-out based on the previous punch state. A real-time audible beep and on-screen confirmation will indicate a successful transaction.

No Need to Press IN/OUT Keys

In the Auto Punch Mode, it will be updated automatically based on the previous punch state of the user.



Figure 4.1: The automatic punch mode eliminates the need for manual IN/OUT key presses.

4.2 Shift Management

The NGTECO Time Clock supports various shift configurations, including night shifts and flexible schedules.

- **Flexible Shifts:** Configure different shift timings and rules through the NGTECO Time App.
- **Night Shifts:** The device is designed to handle overnight shifts and cross-day punches, ensuring accurate tracking for 24/7 operations.

Support Night Shift Across The Day

EMP A 18:00-22:00,23:00-3:00
EMP B 19:00-23:00, 1:00-5:00
EMP C 23:00-7:00



Figure 4.2: The time clock supports various shift schedules, including night shifts.

4.3 Data Management and Reporting

Attendance data is stored locally on the device and can be managed and exported in multiple ways.

- **App Synchronization:** The NGTeco Time App syncs with the device via 2.4GHz Wi-Fi, allowing real-time access to attendance records and settings.
- **Report Generation:** Generate detailed time reports directly from the app or export them via USB.

Two Ways to Download Reports



Download and import the report to the computer by the **USB**



Download and email the report by **NGTeco Time APP**

Timecard Report	
20-10-19-20	
Employee Name	
18	IN
19	08:30 AM
20	01:32 PM
21	09:33 AM
22	09:33 AM
23	08:34 AM
24	04:02 AM
18	IN
19	
20	
21	
22	
23	
24	04:33 AM
	04:17 AM
Total Hours	
32.01:00	

Figure 4.3: Reports can be downloaded via USB or through the NGTeco Time App.

ONE SYSTEM EASY RULES

Shifts & Rules:

Flexible shift scheduling for rotating staff
Auto cut-off at 2:00 AM for overnight punch accuracy
Max daily working hours: 12 hours
Supports night shifts & cross-day punch-in

Scenario:

24/7 Convenience Store

Employees:

Cashiers
Stock Clerks
Part-Time Helpers



Figure 4.4: Example of an attendance and hours report.

4.4 App Management Features

The NGTeco Time App provides comprehensive management capabilities.

- **Effortless App Management:** Add and edit user information, set pay periods, and configure attendance rules directly from your smartphone.
- **Punch Record Correction:** Easily fix errors or missing punches within the app to ensure accurate payroll.



Figure 4.5: The NGTeco Time App allows for effortless management of users and settings.



Figure 4.6: Correcting punch records is simple through the app interface.

5. MAINTENANCE

5.1 Cleaning

To ensure optimal performance, regularly clean the fingerprint scanner and screen with a soft, dry, lint-free cloth. Avoid using abrasive cleaners or solvents.

5.2 Data Backup

While the device retains data during power outages, it is recommended to regularly export attendance reports via USB or through the app for external backup and record-keeping.

5.3 Battery Backup

The built-in 2000mAh battery protects punch records and employee details during power outages, ensuring uninterrupted operation and data integrity.

Retains Data Even the Power Failure

Built-in backup protects the time data (including time reports and employee details) in the event of power failure

[illegible]

Figure 5.1: The device retains data even during power failures thanks to its built-in battery.

6. TROUBLESHOOTING

If you encounter issues with your NGTeco Time Clock, refer to the following common problems and solutions:

- **Device Not Powering On:** Ensure the power adapter is securely connected to both the device and a working electrical outlet.
- **Fingerprint Not Recognized:**
 - Ensure your finger is clean and dry.
 - Place your entire finger pad firmly on the scanner.
 - If issues persist, re-register your fingerprint in the system.
- **App Connectivity Issues:**
 - Verify that both the time clock and your smartphone are connected to the same 2.4GHz Wi-Fi network.
 - Check your Wi-Fi signal strength.
 - Restart both the time clock and your smartphone.

- **Incorrect Time/Date:** Ensure the device is connected to the internet for automatic time synchronization. Manual adjustment may be required if not connected.
- **Reports Not Generating:** Check the USB drive for proper insertion and formatting if exporting via USB. For app reports, ensure a stable Wi-Fi connection.

For further assistance, please contact NGTeco customer support.

7. SPECIFICATIONS

Feature	Detail
Brand	NGTeco
Model Number	NG-K4
Color	Black
Display Type	Digital
Connectivity Technology	2.4GHz WiFi
Power Source	Corded Electric
Material	Acrylonitrile Butadiene Styrene (ABS)
Product Dimensions	7.2"L x 5.3"W x 1.4"H (approximate, derived from 7.2*5.3*1.4 IN)
Item Weight	1.96 pounds
Mounting Type	Wall Mount & Tabletop
Battery	1 9V battery required (included), built-in 2000mAh for backup
Special Feature	APP-Based, Fingerprint Recognition, Auto-Punch, No Monthly Fee

8. WARRANTY AND SUPPORT

8.1 Product Warranty

The NGTeco APP-Based Fingerprint Time Clock (Model NG-K4) comes with a **1-year warranty** from the date of purchase, covering manufacturing defects and malfunctions under normal use.

8.2 Customer Support

NGTeco provides free lifetime U.S.-based technical support for this product. Our support team is available to assist with setup, troubleshooting, and any operational questions you may have.

- **Availability:** Monday to Friday, 6 AM to 6 PM EST.
- **Contact:** Refer to the contact information provided in your Quick Start Guide or on the official NGTeco website.




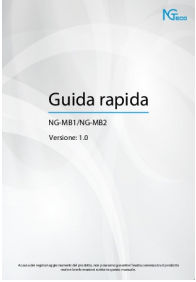
NGTECO TIME APP SIMPLE SMART ALWAYS FREE

1. 3-Minute Setup
2. Edit punch records anytime
3. Supports Overnight & Flexible Shifts
4. Always Free - No Monthly Fees
5. 2.4GHz LAN Sync - Local & Secure

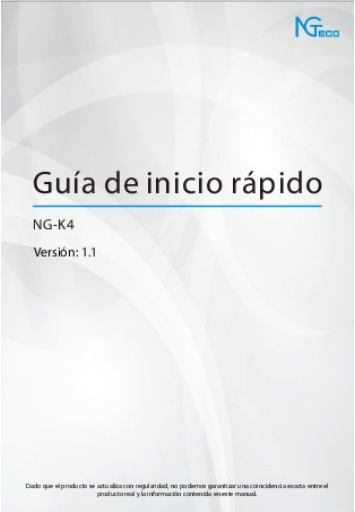
Figure 8.1: Overview of NGTeco Time App features and support benefits.

Related Documents - NG-K4

	<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 NG-MB1/NG-MB2 Quick Start Guide</p> <p>This guide provides a quick start for the NGTeco NG-MB1 and NG-MB2 devices, covering component identification, mounting, power and Ethernet connection, app synchronization, user registration, and data management.</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>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>Manual de Usuario Cámara Inteligente NGTeco</p> <p>Guía completa para configurar y usar su cámara inteligente NGTeco, incluyendo conexión Wi-Fi, LAN y funciones avanzadas.</p>
	<p>NG-MB1/NG-MB2: Guida Rapida - Installazione, Configurazione e Utilizzo</p> <p>Guida rapida per i dispositivi NGTeco NG-MB1 e NG-MB2. Include istruzioni su installazione, connessione di alimentazione ed Ethernet, configurazione Wi-Fi, registrazione utenti, gestione presenze, impostazione periodo di pagamento, aggiornamento firmware e assistenza.</p>

Documents - NGTeco – NG-K4



[\[pdf\]](#) Quick Start Guide

NG K4 QSG ES v1 1 20231017 110×160mm cdr Administrator Guía de usuario NGTeco Reloj Checador Huella Digital Biométrico Batería Grande 2000 mAh Inalámbrico Conexión WiFi 2 4G aplicación para iOS Android 0 Tarifa mensual Amazon mx Herramientas y Mejoras del Hogar C1DE Gs3faL m media amazon images I |||

Gua de inicio rpido **NG-K4** Versin: 1.1 Dado que el producto se actualiza con regularidad, no podemos garantizar una coincidencia exacta entre el producto real y la informacin contenida en este manual. 1 Componentes LCD TFT de 2,8 pulgadas Indicador Altavoz Sensor de huellas dactilares Botn de rein...

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