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NGTeco AS10

NGTeco AS10 Time Clock for Employees User Manual

Model: AS10

INTRODUCTION

The NGTeco AS10 is a standalone biometric time clock designed for efficient employee attendance tracking. This device eliminates the need for complex software or internet connectivity, offering a straightforward solution for small to medium-sized businesses. It supports fingerprint and password authentication, automatically calculates work hours, and provides data backup for reliability.

This manual provides detailed instructions for setting up, operating, and maintaining your AS10 time clock, ensuring optimal performance and accurate record-keeping.

KEY FEATURES

- **Standalone Operation:** No internet or complex software required. Data is managed via USB flash drive.
- **Large Capacity:** Supports up to 1000 fingerprints and 50,000 attendance records, suitable for up to 1000 employees.
- **Biometric and Password Authentication:** Employees can clock in/out using their fingerprint or a password.
- **Automatic Work Hour Calculation:** Simplifies payroll processing by automatically calculating employee work hours.
- **USB Data Transfer:** Easily upload and download attendance data and reports in Excel format using a USB drive.
- **Power-off Data Protection:** Built-in backup system protects all time data and employee details during power outages.
- **Flexible Installation:** Can be mounted on a wall or placed on a countertop.

Solve All Your Problem

Manually calculate work hours

Complicated time cards/racks/ribbons

Employee data be tampered

Data losing when power cut

Image: Overview of how the NGTeco AS10 Time Clock addresses common timekeeping challenges.

SETUP INSTRUCTIONS

1. Unpacking and Placement:

Carefully unpack the NGTeco AS10 time clock and all accessories. Choose a suitable location for installation, either on a wall or a countertop, ensuring it is easily accessible for employees.

Wall & Countertop Mount



Image: Installation options for the AS10, including wall mounting and countertop use.

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. Initial Configuration (Admin Setup):

Upon first power-on, you will need to set up an administrator. Follow the on-screen prompts to register the first administrator's fingerprint and/or password. The administrator has full access to system settings.

4. Date and Time Setting:

Ensure the date and time are correctly set on the device. This is crucial for accurate attendance records.

5. Employee Registration:

As an administrator, navigate to the user management section. You can add employees individually by registering their fingerprints and/or passwords directly on the device. Alternatively, you can use a USB flash drive to upload employee data from an Excel file. Refer to the "USB Data Transfer" section for details.

6. Shift Configuration:

The NGTECO AS10 supports fixed shift times. Configure the daily work shifts, including start and end times, through the administrator menu. This allows the device to accurately calculate work hours.

Clocking In/Out

Employees can clock in or out using one of two methods:

- **Fingerprint Recognition:**

Place a registered finger firmly on the fingerprint scanner. The device will confirm the successful scan with a visual and audible prompt.

- **Password Entry:**

Enter the registered employee ID followed by their password using the keypad. Press the 'M/OK' button to confirm.



Image: Demonstrates the two attendance modes: fingerprint and password entry.

USB Data Transfer

The AS10 allows for easy data management using a standard USB flash drive.

1. **Downloading Attendance Reports:**

Insert a USB flash drive into the device's USB port. As an administrator, navigate to the "Report" or "Data Download" section in the menu. Select the desired date range and report type (e.g., attendance records, work hour summary). The device will generate an Excel file on the USB drive.

2. **Uploading Employee Data:**

Prepare an Excel file with employee details (e.g., ID, name, department) in the specified format (refer to the device's manual or a downloaded sample report for the correct format). Save this file to a USB flash drive. Insert

the USB drive into the device and navigate to the "Data Upload" or "User Management" section to import the data.

USB Download

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



Image: Demonstrates the USB download feature for generating Excel attendance reports.

MAINTENANCE

- **Cleaning:**

Regularly clean the fingerprint scanner surface and the device screen with a soft, dry, lint-free cloth. Avoid using abrasive cleaners or solvents that could damage the surface.

- **Data Backup:**

Although the device has built-in power-off data protection, it is recommended to regularly download attendance data to a computer via USB for additional backup and record-keeping.

- **Incorrect Work Hour Calculation:**

Check the configured shift times in the administrator settings. Ensure employees are clocking in and out consistently. Verify the device's date and time settings are accurate.

- **Forgotten Administrator Password:**

If the administrator password is forgotten and no other administrator access is available, you may need to perform a factory reset. **Warning:** A factory reset will erase all data. Contact NGTeco support for guidance before proceeding with a factory reset.

SPECIFICATIONS

Feature	Detail
Brand	NGTeco
Model Number	AS10
Color	Black
Fingerprint Capacity	1000
Record Capacity	50,000
Authentication Methods	Fingerprint, Password
Data Transfer	USB Flash Drive
Report Format	Excel
Power-off Protection	Built-in backup system
Dimensions (Package)	29.6 x 21.7 x 7.4 cm
Product Weight	680 g

Large Capacity

Large capacity and high-speed memory satisfy enterprises with different needs



Image: Highlights the large capacity of the AS10, supporting 1000 users, 1000 fingerprints, and 50,000 attendance records.



Image: Illustrates diverse application scenarios for the NGTeco AS10 Time Clock.

WARRANTY AND SUPPORT

NGTeco provides a one-year limited manufacturer's warranty for the AS10 time clock. Additionally, lifetime technical support is available to assist with any questions or issues you may encounter.

For technical assistance or warranty claims, please contact NGTeco support:

- **Phone:** +44 8088126646
- **Operating Hours:** Monday to Friday, 6:00 AM - 6:00 PM (UTC)
- **Website:** Visit the official NGTeco website for support resources, FAQs, and firmware updates.

