

Quick Start Guide

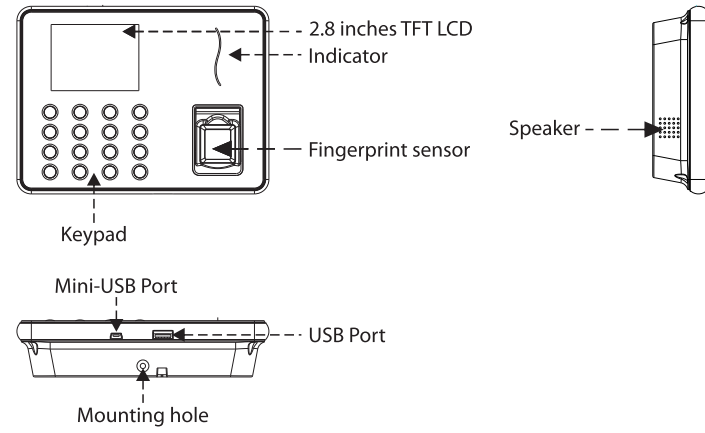
NGTeco Time Clock - W3 Model

Version: 1.1

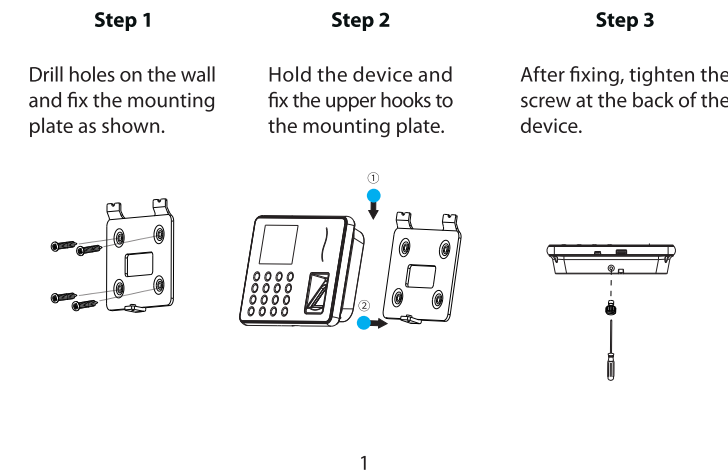
Due to regular product upgrade, we cannot guarantee exact consistency between the actual product and the written information in this manual.



1 Components



2 Installation



3 How to Use the Device

W3 supports sync operation on the device or on the App. You can refer to the following steps for quick setup.

Download NGTeco Time App
Download the App to your mobile from Google Play or Apple Store.

Set Wi-Fi of the Device
There are two ways: via the COMM. parameter settings or via USB.

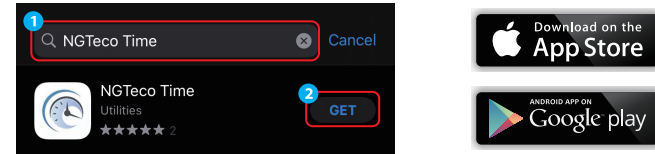
Connect Device via scan QR Code
Connect the device by scanning the QR code on the device via the App.

Registered User on the Device or App
You can choose to register users via the device or the App.

To Use the Device
You can simultaneously set pay period, configure attendance rule, add missing punch/edit punch and download time report on the Device or App.

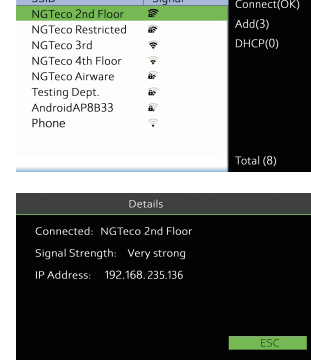
4 Download NGTeco Time App

Please download and install the "NGTeco Time" App from Google Play or Apple Store to your mobile phone.



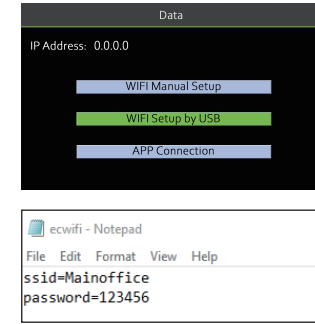
5 Set Wi-Fi of the Device

Method 1: Setup Wi-Fi Manually



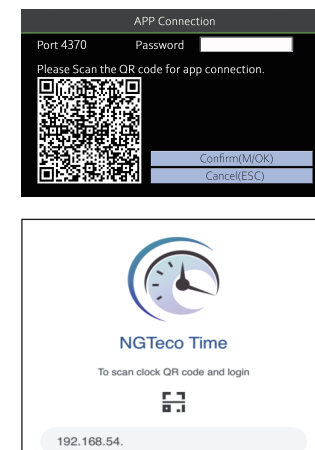
- Go to **[Comm.]** then **[Wi-Fi Manual Setup]**.
- Select the required Wi-Fi connection.
- Navigate to **[Password]** and then enter the correct password to connect with Wi-Fi.
- Navigate to the **[Confirm]** button and press the **<M/OK>** key to save.

Method 2: Setup Wi-Fi through USB



- Go to **[Comm.]** then **[Wi-Fi Setup by USB]**.
- Insert the USB drive to the clock then click **[Download]** to save the config file as **ecwifi.txt**.
- Open **ecwifi.txt** on PC, enter the Wi-Fi name (SSID) and Password then save.
- Insert the USB drive back to the clock, then navigate to **[Upload]** on the same screen to upload the settings.

6 Connect Device via Scan QR Code

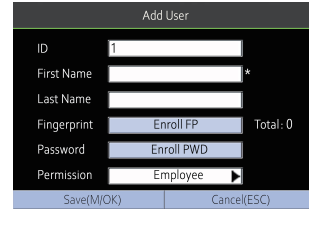


- Connect your mobile to the same Wi-Fi network of the clock.
- Go to **[Comm.]** then click **[App Connection]** to view the QR code.
- Open the Mobile App and press the icon to scan the QR code from the clock.
- Then the mobile app connects to the clock automatically.
- After successful connection, you can setup the clock options from the App.

7 Registered User on the Device or App

You can register users on the clock or on the App, the methods is as follows.

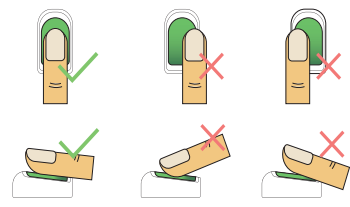
Method 1: Add a New User on Clock



- Long press 3s **<M/OK>** to enter the menu.
- Go to **[Users]** and then **[Add User]**.
- Enter the First Name, Last Name of the user.
- Select **Enroll FP** to enroll the fingerprint.
- Similarly, select **Enroll PWD** to enroll the password.
- Set the user permission as Employee/Admin.
- Press **Up/Down** arrow key to navigate to **[Save(M/OK)]** button, and press **<M/OK>** key to save the data.

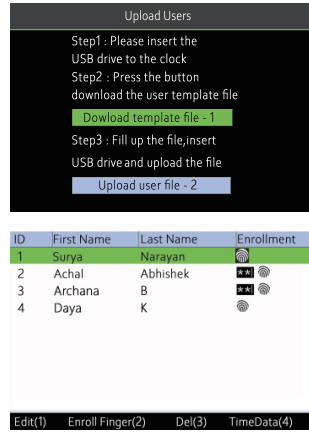
Notes:

- Place the finger flat and centered on the sensor surface.
- Avoid angled/tilted position.
- Place the finger consecutively until the success message appears.



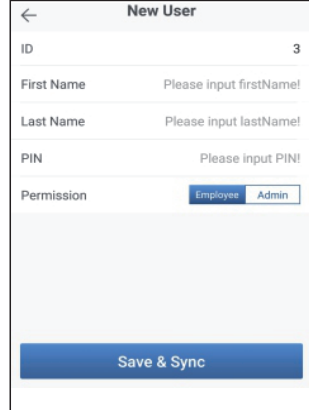
Correct and Incorrect Finger position

Method 2: Enroll Users in Batch through USB



- Go to **[Users]** then click **[Upload Users]**.
- Insert the USB drive to the clock, then select **[Download template file-1]**.
- Add the user details to the template file **ecuser.txt** on PC and save.
- Insert the USB drive back to the clock and click **[Upload User File]** on the same screen.
- Then go to **[Users List]**, select the user and enroll the fingerprint.

Method 3: Register Users from App

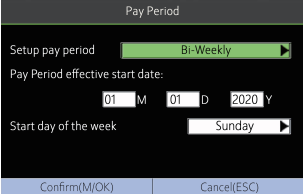


- Go to **Users** menu.
- Click the **Add User** icon to add a new user.
- The User ID can be auto-generated or manually assigned. Enter the First Name, Last Name and Password.
- Set the permission.
- Click **Save & Sync** to sync the user details to the time clock.
- Open **User List** on the clock to enroll user's fingerprint from the clock.

8 To Use the Device

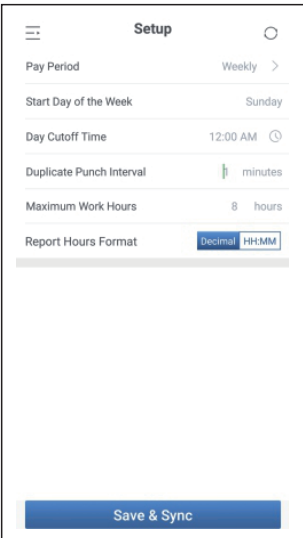
8.1 Setup Pay Period

Method 1: Set the Pay Period from Device



- Go to **[Pay Period]**.
- You can choose Weekly, Bi-weekly, Semi-monthly or Monthly pay period type according to the payroll policy.
- The Time Report will be generated based on the selected pay period type.

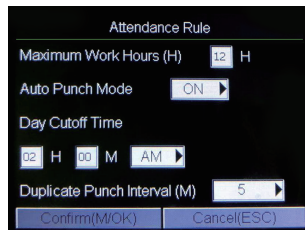
Method 2: Setup Pay Period from App



- Go to **Setup** menu.
- Set the Pay Period.
- Set the Start Day of the week.
- Set the Day Cutoff Time.
- Set the Duplicate Punch Interval.
- Set the Maximum Work Hours.
- Set the Time Format for report.
- Click **Save & Sync** to sync the settings to the clock.

8.2 Configure Attendance Rule

Method 1: Set the Configure Attendance Rule from Device



- Go to **[Rule]**.
- Maximum Work Hours (H):** Verifies if there is a missing punch when the total worked hours exceeds this value.
- Auto Punch Mode:** When enabled, the punch state will not be displayed on the home screen and it will be updated automatically based on the previous punch state of the user. When disabled, the user needs to select the punch state manually and the punch state will be displayed on the home screen.
- Day Cutoff Time:** It is the time that determines whether to count the worked hours to the previous day or next day.
- Duplicate Punch Interval (M):** Avoids multiple attendance punches within the specified time.

Method 2: Set the Configure Attendance Rule from App

Go to **Setup** menu. The operation is the same as in *Method 2 Setup pay Period from App* and is not described repeatedly.

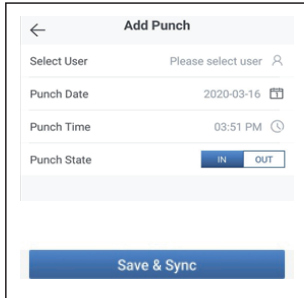
8.3 Add Missing Punch/Edit Punch

Method 1: Add Missing Punch from Device

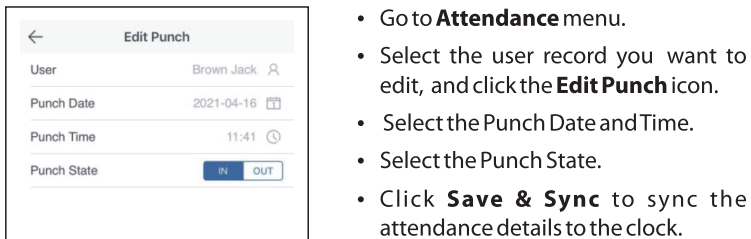


- Go to **[Time Data]**, then click **[Add Missing Punch]**.
- Select the user, then enter the punch date, time and state.
- Navigate to **[Confirm(M/OK)]** and press **<M/OK>** key to save.
- Note:** The device does not support the **Edit Punch** function.

Method 2: Add Missing Punch/Edit Punch from App



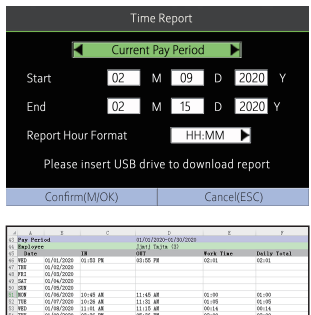
- Go to **Attendance** menu.
- Click the **Add Punch** icon.
- Select the user to add the missing punch.
- Select the Punch Date and Time.
- Select the Punch State.
- Click **Save & Sync** to sync the attendance details to the clock.



- Go to **Attendance** menu.
- Select the user record you want to edit, and click the **Edit Punch** icon.
- Select the Punch Date and Time.
- Select the Punch State.
- Click **Save & Sync** to sync the attendance details to the clock.

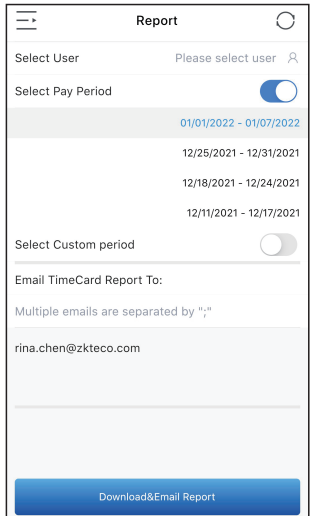
8.4 Download Time Report

Method 1: Download from Device



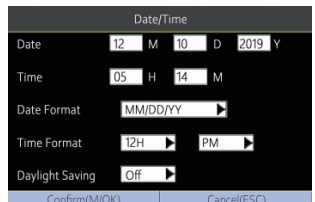
- Insert the USB drive to the clock.
- Go to **[Time Report]** and select the required time period.
- Select the time format to be displayed on the report.
- Navigate to **[Confirm(M/OK)]** and press **<M/OK>** key to download the report.

Method 2: Download Time Report from App



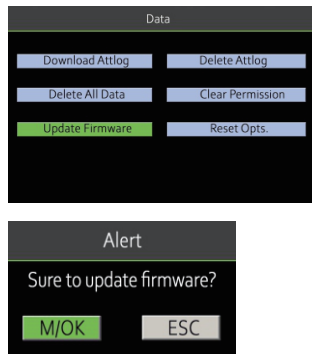
- Go to **Report** menu.
- Select a user or all the users.
- Select the specific **Pay Period**.
- Or, select **Custom Period** and set a date range within 31 days.
- Enter the email addresses.
- Click **Download & Email Report** to generate the time report.
- Note:** Connection to a computer and remote download of reports is not supported.

8.5 Reset Date and Time



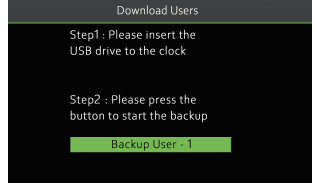
- Go to **[System]**, then select **[Date /Time]**.
- Set the Date, Time and the Format.
- Enable Daylight Saving Time if required.
- Navigate to **[Confirm(M/OK)]** and press **<M/OK>** key to save.

8.6 Upgrade Firmware



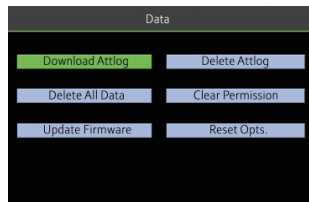
- Initially, download the firmware from the website and save it the root folder of the USB drive.
- Plug the USB drive to the clock.
- Go to **[Data]** and then **[Upgrade Firmware]**.
- Restart the clock after upgrading the firmware.
- Note:** If you need the upgrade file, please contact our technical support personnel.

8.7 Download Users



- Insert a USB drive to the clock. Go to **[Users]** and then **[Download users]**.
- When you need to recover the data, rename the downloaded file to **ecuser.txt** and upload it.

8.8 Delete Data



- Go to **[Data]** and click **[Delete All Data]** to clean all the clock data.
- Go to **[Data]** and click **[Delete Attlog]** to delete all the attendance data.

9 Help and Support

For further details, scan the QR code from the **Help** menu from the device or package box to visit the online help center.



- Support Email: ngtime@ngteco.com
- Support Phone: 770-800-2321
- Support Center: [ngteco.com/support](https://www.ngteco.com/support)

For more product information, please scan and visit our website.



<https://www.ngteco.com>

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NGTeco

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