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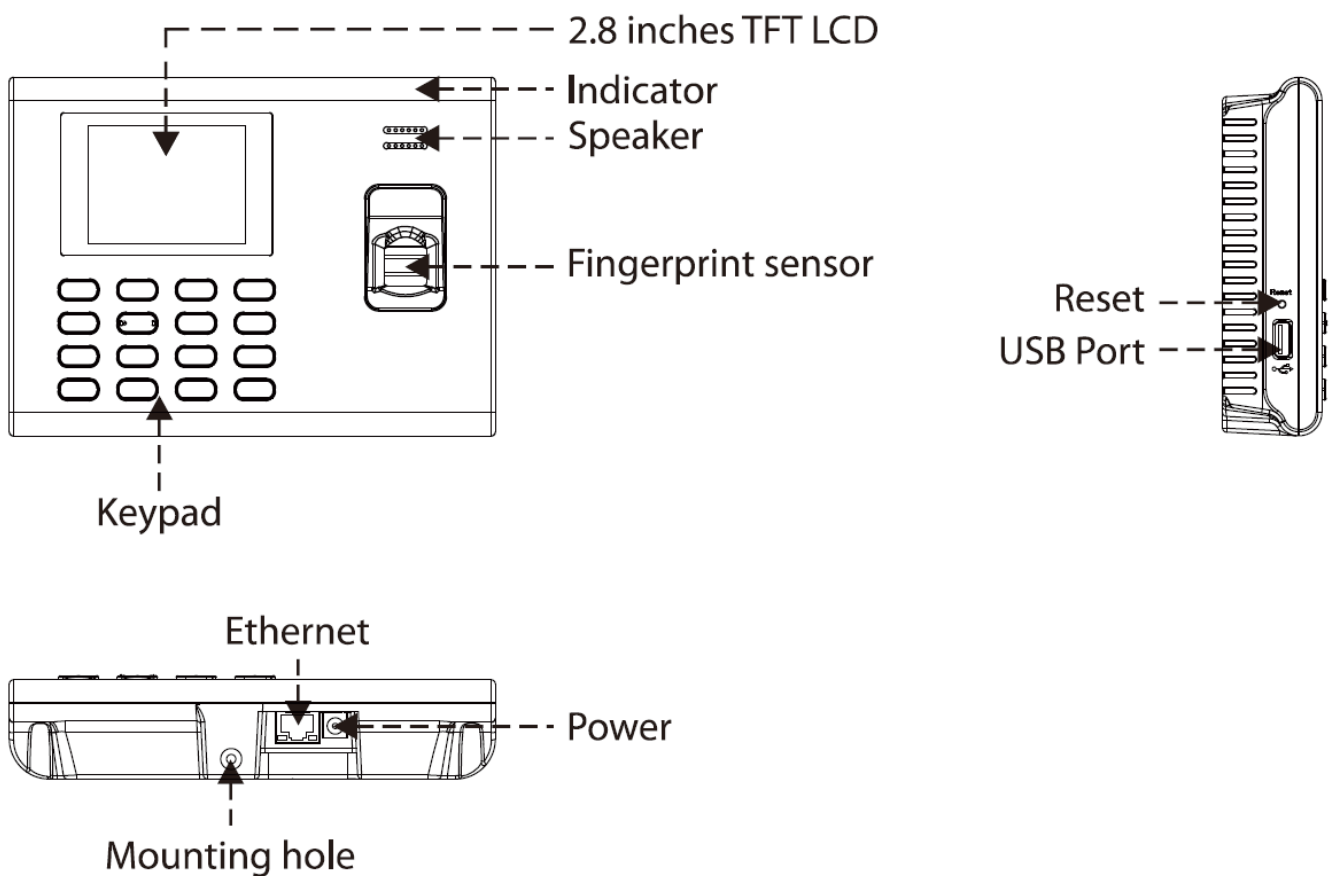


NGTECO K4 Fingerprint Time Clock



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

Components



Installation

Step 1

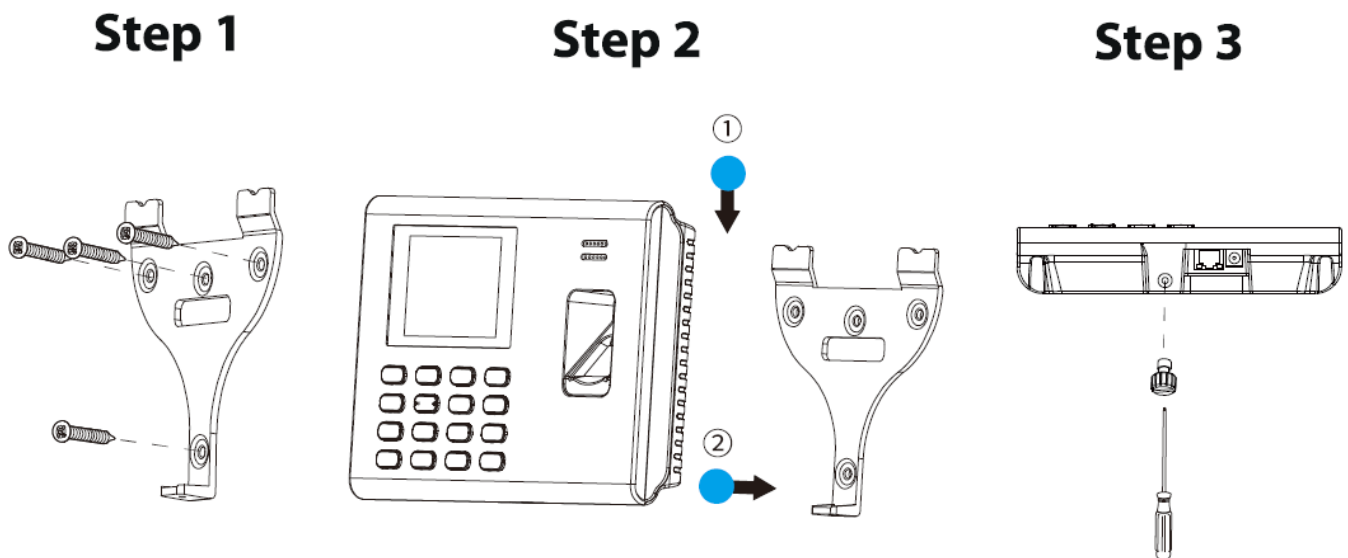
Drill holes on the wall and fix the mounting plate as shown.

Step 2

Hold the device and fix the upper hooks to the mounting plate.

Step 3

After fixing, tighten the screw at the back of the device.



How to Use the Device

K4 supports sync operation on the device or on the App. You can refer to the following steps for quick setup.

1. Download NGTeco Time App

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

2. Set Wi-Fi of the Device

There are two ways: via the COMM. parameter settings or via USB.

3. Connect Device via scan QR Code

Connect the device by scanning the QR code on the device via the App.

4. Registered User on the Device or App

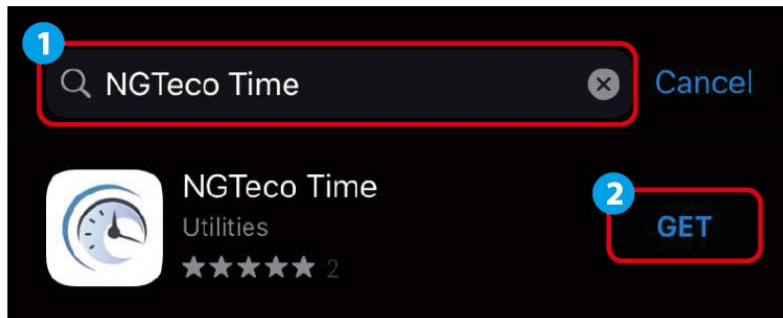
You can choose to register users via the device or the App.

5. 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.

Download NGTeco Time App

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



IOS



Android

Set Wi-Fi of the Device

Method 1: Setup Wi-Fi Manually

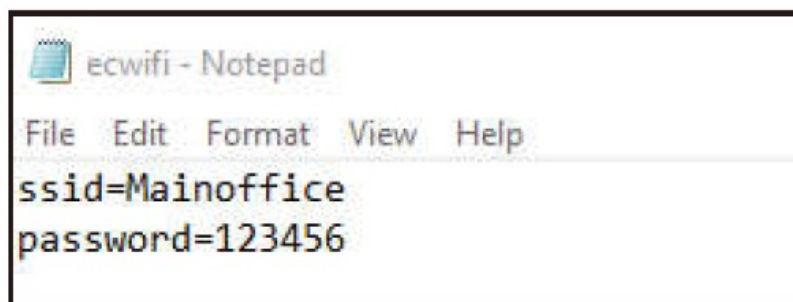
- Press the <M/OK> key to go to main menu.
- Go to [Comm.] then [Wireless Network].
- Select the required Wi-Fi connection.
- Navigate to [Password] and then enter the correct password to connect with Wi-Fi.
- Navigate to the [Connect to WIFI (OK)] button and press the <M/OK> key to save.

Note: When entering the password, press and hold the <M/OK> key to use the T9 input method, see the manual PI 7fordetails.





Method 2: Setup Wi-Fi through USB

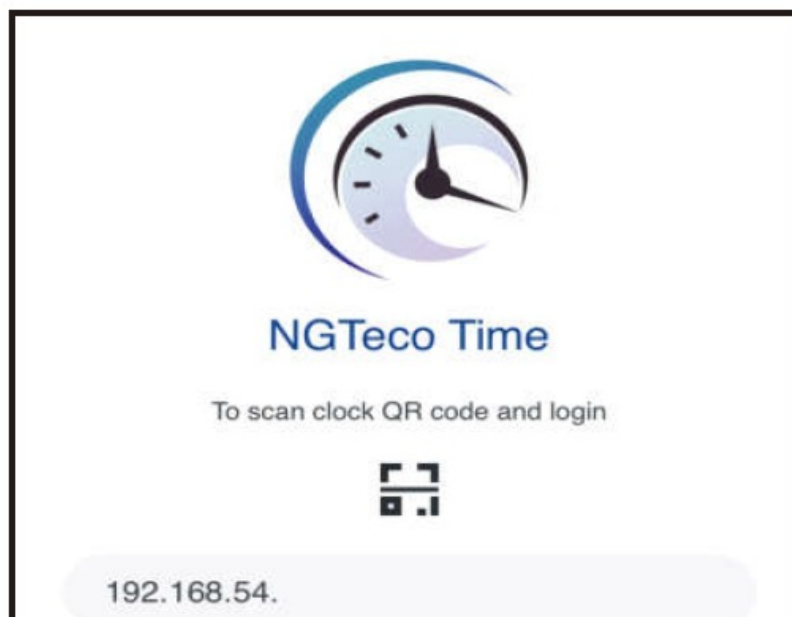
- Go to [Comm.] then [Wi-Fi Setup by USB].
- Insert the USB drive to the clock then click [Download] to save the config file as ecwifi.txt.
- Open ecwifi.txt on PC , enter the WiFi name (S51D) and Password then save.
- Insert the USB drive back to the clock, then navigate to [Upload] on the same screen to upload the settings.



Connect Device via Scan QR Code

- Connect your mobile to the same WiFi network as 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.

App Connection	
IP Address	192.168.163.240
Port	4370
Password	0
	



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

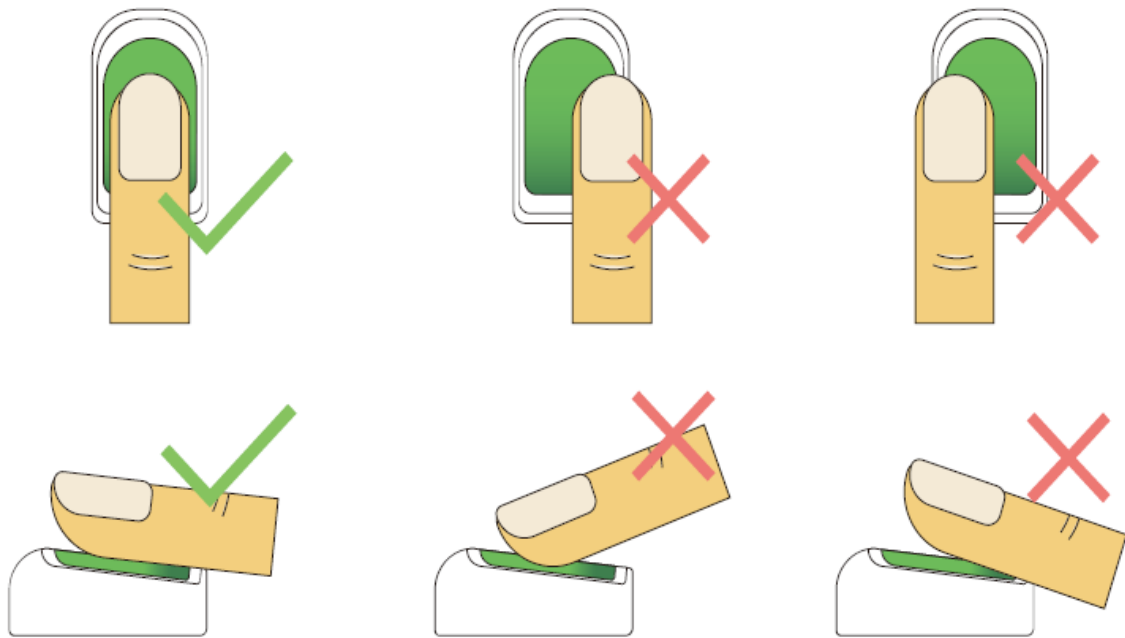
- Press the <M/OK> key.
- Go to [Users] and then [Add User].
- Enter the First Name, Last Name of the user.
- Set the user role as Employee/ Admin.
- Select Enroll FP to enroll the fingerprint.
- Similarly, select Enroll PWD to enroll the password.

Add User	
User ID	5
First Name	
Last name	
User Role	Employee
Verification Mode	Password/Fingerprint
Fingerprint	0



Notes:

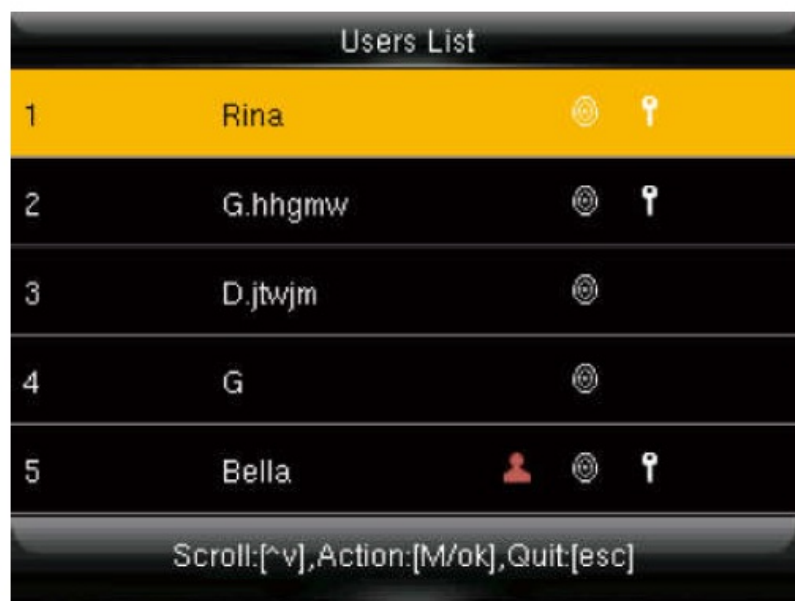
- Tear off sticker.
- Place the finger flat and centered on the sensor surface.
- Avoid angled/tilted position.
- Place the finger consecutively until the success message appears.



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 users template file].
- 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.

← New User

ID 3

First Name Please input firstName!

Last Name Please input lastName!

PIN Please input PIN!

Permission

Save & Sync

To Use the Device

Setup Pay Period

Method 1 : Set the Pay Period from Device

- Goto [PayPeriod].
- 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.

Pay Period	
Pay Period Type	Bi-Weekly
Start Day of the Week	Sunday
Pay Period Effective Date	2020-07-05
[OK/M] to Save	
[ESC] to Cancel Anytime	

Method 2: Setup Pay Period from App

- GotoSetupmenu.
- 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.

The screenshot shows a mobile application's 'Setup' screen. At the top, there is a hamburger menu icon on the left, the title 'Setup' in the center, and a circular refresh icon on the right. Below the title, there are several configuration options, each with a label on the left and a value on the right, separated by a horizontal line. The options are: 'Pay Period' with the value 'Weekly' and a right-pointing arrow; 'Start Day of the Week' with the value 'Sunday'; 'Day Cutoff Time' with the value '12:00 AM' and a clock icon; 'Duplicate Punch Interval' with a green vertical bar icon and the text 'minutes'; 'Maximum Work Hours' with the value '8' and the text 'hours'; and 'Report Hours Format' with two buttons, 'Decimal' (which is highlighted in blue) and 'HH:MM'. At the bottom of the screen, there is a large blue button with the text 'Save & Sync'.

Setting	Value
Pay Period	Weekly
Start Day of the Week	Sunday
Day Cutoff Time	12:00 AM
Duplicate Punch Interval	minutes
Maximum Work Hours	8 hours
Report Hours Format	Decimal (selected) / HH:MM

Save & Sync

Configure Attendance Rule

Method 1: Set the Configure Attendance Rule from Device

- Go to [Rule].
- **Maximum Work Hours:** Verifies if there is a missing punch when the total worked hours exceeds this value.
- **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:** Avoids multiple attendance punches within the specified time.
- **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.

- **View Punch Record:** When this option is turned on, the users can view their attendance records by themselves.

Attendance Rule	
Maximum Work Hours	12 Hours
Day Cutoff Time	00:00
Duplicate Punch Interval	0 Minutes
Auto Punch Mode	<input checked="" type="checkbox"/>
View Punch Record	<input checked="" type="checkbox"/>

Setup

Pay Period

Weekly >

Start Day of the Week

Sunday

Day Cutoff Time

12:00 AM

Duplicate Punch Interval

minutes

Maximum Work Hours

8 hours

Report Hours Format

Decimal

HH:MM

Save & Sync

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.

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 [OK/M to Save] and press <M/OK> key to save.
- **Note:** The device does not support the Edit Punch function.

Add Missing Punch	
User	5:Bella
Date	Fri 2021-11-12
Time	18:55:06
Punch State	Check In
[OK/M] to Save	
[ESC] to Cancel Anytime	

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.

← Add Punch

Select User Please select user

Punch Date 2020-03-16

Punch Time 03:51 PM

Punch State ☒ IN ☐ OUT

Save & Sync

← Edit Punch

User Brown Jack

Punch Date 2021-04-16

Punch Time 11:41

Punch State ☒ IN ☐ OUT

Save & Sync

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 [OK/M to Download] and press <M/OK> key.

Time Report

Select Pay Period 2021-11-07 - 2021-11-20

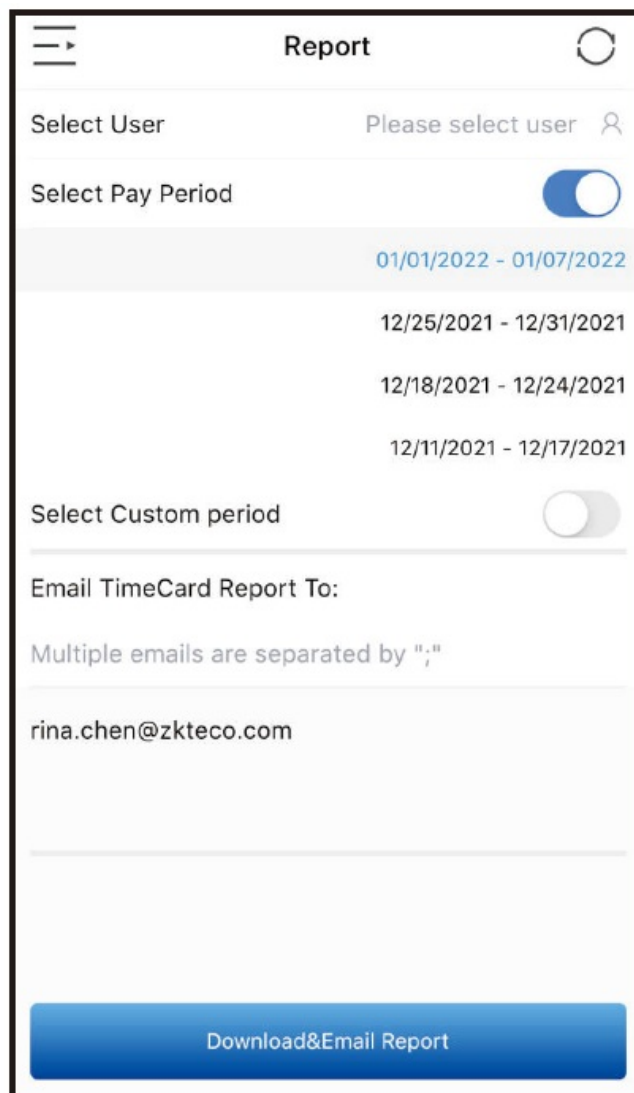
Report Hours Format HH:MM

[OK/M] to Download


	A	B	C	D	E	F
43	Pay Period			01/01/2020-01/30/2020		
44	Employee			Jjma:J TaJta (S)		
45	Date	IN	OUT	Work Time	Daily Total	
46	WED	01/01/2020	01:53 PM	03:55 PM	02:01	02:01
47	THU	01/02/2020				
48	FRI	01/03/2020				
49	SAT	01/04/2020				
50	SUN	01/05/2020				
51	MON	01/06/2020	10:45 AM	11:45 AM	01:00	01:00
52	TUE	01/07/2020	10:26 AM	11:31 AM	01:05	01:05
53	WED	01/08/2020	11:01 AM	11:15 AM	00:14	00:14
54	THU	01/09/2020	03:35 PM	05:35 PM	02:00	02:00


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.



Report

Select User Please select user 


Select Pay Period 

01/01/2022 - 01/07/2022

12/25/2021 - 12/31/2021

12/18/2021 - 12/24/2021

12/11/2021 - 12/17/2021

Select Custom period 

Email TimeCard Report To:

Multiple emails are separated by ";"

rina.chen@zkteco.com

Download&Email Report

Reset Date and Time

- Go to [System], then select [Date Time].
- Set the Date, Time, 24-HourTime and the Format.
- Enable Daylight Saving Time if required.



Upgrade Firmware

- Initially, download the firmware from the website and save it the rootfolder of the USBdrive.
- Plug the USB drive to the clock.
- Go to [System] and then [USB Upgrade].
- Restart the clock after upgrading the firmware.

Note: If you need the upgrade file, please contact our technical support personnel.



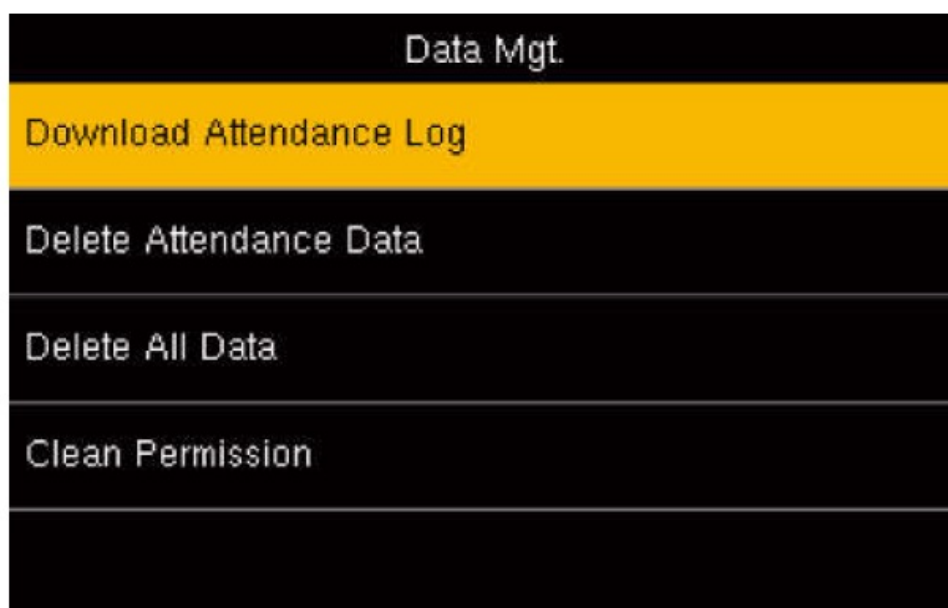
Download Users

- 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.



Delete Data

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



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.



Attachment 1

“Hereby, ZKTECO CO.,LTD declares that this Product is in compliance with the essential requirements and other relevant provisions of Directive 2014/53/EU.

This device complies with Part 15 of the FCC Rules.

Operation is subject to the following two conditions:

- (1) This device may not cause harmful interference, and
- (2) This device must accept any interference received, including interference that may cause undesired operation.

Warning: Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user’s authority to operate the equipment.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur

in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

This equipment complies with FCC RF radiation exposure limits set forth for an uncontrolled environment.

This equipment should be installed and operated with a minimum distance of 20 cm between the radiator and your body. This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.”

Website: www.ngteco.com

Email: ngtime@1gteco.com

Support: <https://ngteco.com/cms/support/index>

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



<https://www.ngteco.com>

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Documents / Resources



[NGTECO K4 Fingerprint Time Clock \[pdf\]](#) User Guide

10606, 2AJ9T-10606, 2AJ9T10606, K4 Fingerprint Time Clock, K4, Fingerprint Time Clock, Time Clock, Clock

References

- [User Manual](#)

■ NGTeco

◆ 10606, 2AJ9T-10606, 2AJ9T10606, Clock, Fingerprint Time Clock, K4, K4 Fingerprint Time Clock, NGTeco, Time Clock

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