



## NGTeco Time Clock – D1 User Guide

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### Quick Start Guide

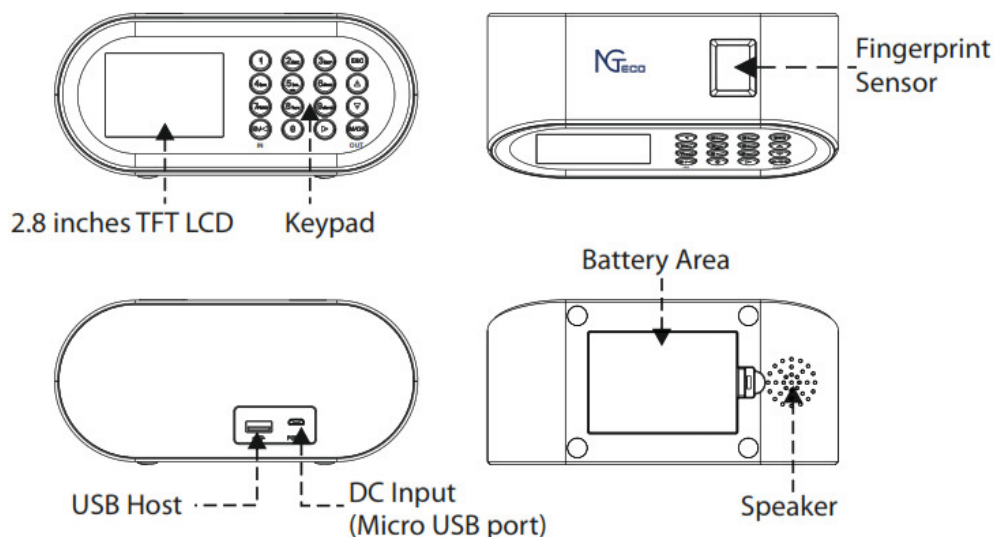
**NGTeco Time Clock – D1 model**  
**Version: 1.0**

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

## Contents

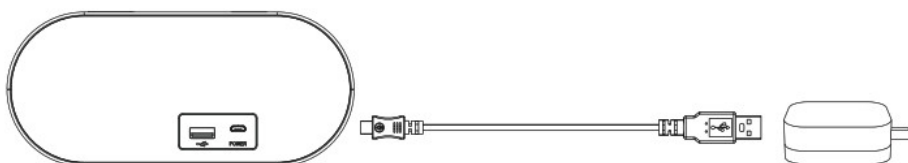
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## Components

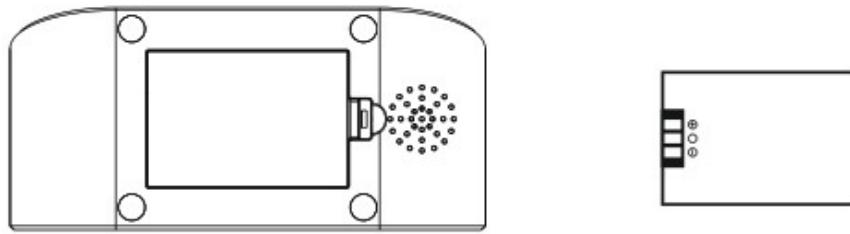


## Power Supply

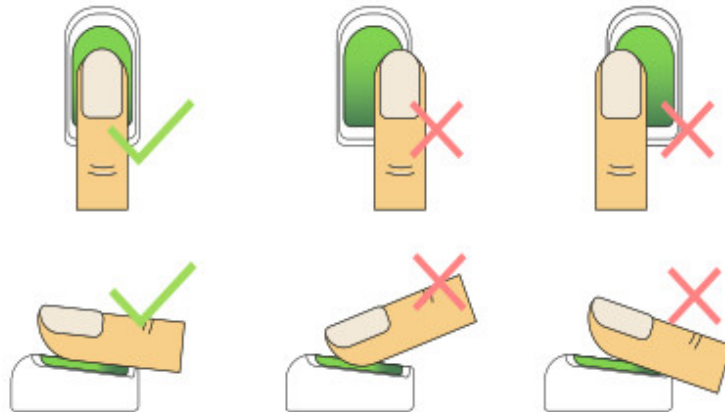
### 1. Power Connection



### 2. Battery Supply Removable battery up to 8 hours standby time.



## Enroll User's Fingerprint



## Correct and Incorrect Finger position

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

## Add a new User on Clock

Add User		
ID	<input type="text" value="1"/>	
First Name	<input type="text"/>	*
Last Name	<input type="text"/>	
Fingerprint	<input type="button" value="Enroll FP"/>	Total: 0
Password	<input type="button" value="Enroll PWD"/>	
Permission	<input type="text" value="Employee"/>	
<input type="button" value="Save(M/OK)"/>		<input type="button" value="Cancel(ESC)"/>



- 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 the Up/Down arrow key to navigate to the [Save] button, and press the <M/OK> key to save the data.

## Setup Pay Period

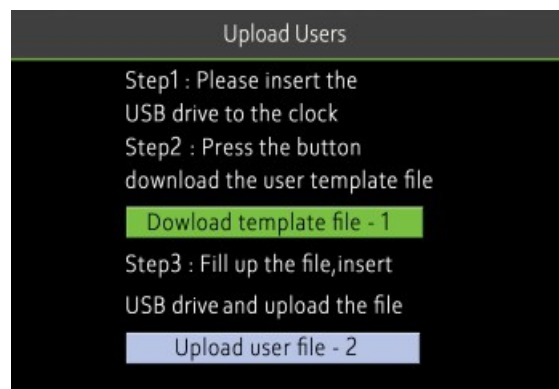
- Go to [Pay Period]. You can choose Weekly, Bi-weekly, Semi-monthly or Monthly pay period type according to the payroll policy.
- The Time Report will be generated based on the selected pay period type.

## Configure Attendance Rule

- 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.

## Enroll Users in Batch through USB



- Go to [Users] then select **[Upload Users]**.
- Insert the USB drive to the clock, then select **[Download Template File-1]**.
- Add the user details to the to the template file ecuser.txt on PC and save.

ID	First Name	Last Name	Enrollment
1	Surya	Narayan	
2	Achal	Abhishek	
3	Archana	B	
4	Daya	K	

At the bottom of the table are buttons: Edit(1), Enroll Finger(2), Del(3), and TimeData(4).

- Insert the USB drive back to the clock and select **[Upload User File]** on the same screen.
- Then go to [User List], select the user and enroll the fingerprint.

## Download Time Report



- 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.
- Press <M/OK> to download the report.

	A	B	C	D	E	F
43	Pay Period	01/01/2020-01/30/2020				
44	Employee	Jai Jai (3)				
45	Date	IN	OUT	Work Time	Daily Total	
46	WED	01/01/2020	09:53 PM	09:59 PM	02:06	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	10:36 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	09:36 PM	09:36 PM	02:00	02:00

## Reset Date and Time

Date/Time

Date

12

M

10

D

2019

Y

Time

05

H

14

M

Date Format

MM/DD/YY

Time Format

12H

PM

Daylight Saving

Off

Confirm(M/OK)

Cancel(ESC)

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

## Add Missing Punch

•

Add Punch

Press finger/Select user

Name

Select User

Date

12

M

13

D

2019

Y

Time

12

H

00

M

PM

State

Check In

Confirm(M/OK)

Cancel(ESC)

Go to [Time Data], then select [Add Missing Punch].

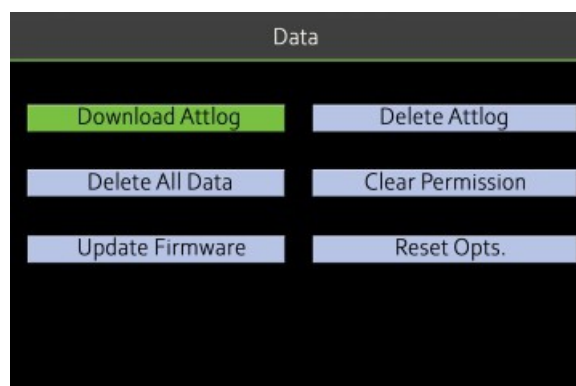
- Select the user, then enter the punch date, time and state.
- Navigate to [Confirm] and press <M/OK> to save.

## Backup User Data



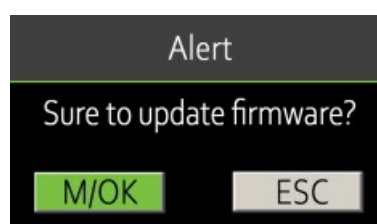
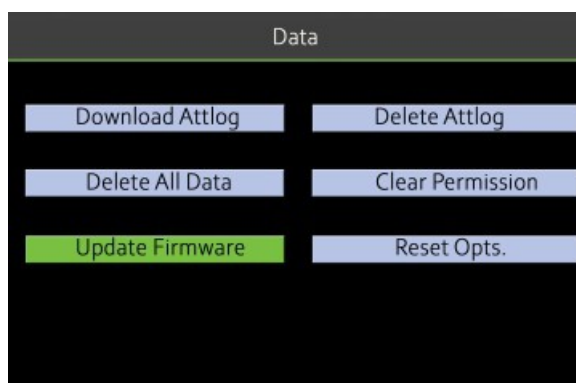
- Insert a USB drive to the clock.
- Go to [Users] and then [Download users].
- When you need to recover the data, rename the downloaded file to ecuser.txt and upload it.

## Delete Data



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

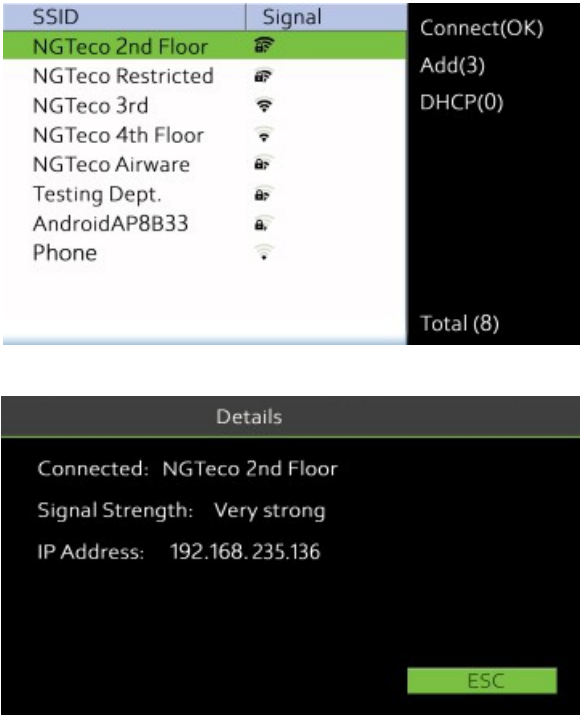
## Upgrade Firmware



- Initially, download the firmware from the website and save it the root folder of the USB drive.

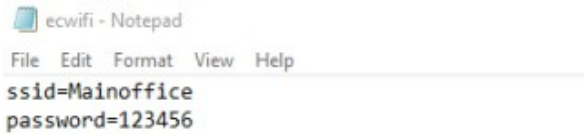
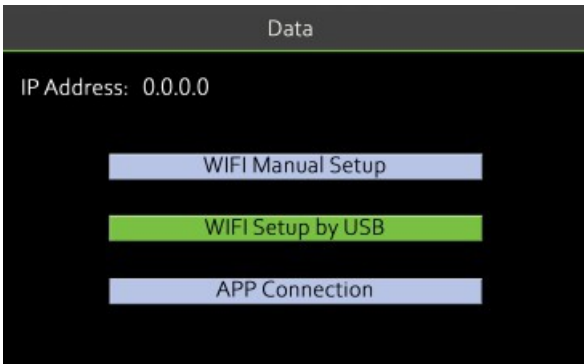
- Plug the USB drive to the clock.
- Go to [Data] and then [Upgrade Firmware].
- Restart the clock after upgrading the firmware.

### 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.

### Setup Wi-Fi through USB





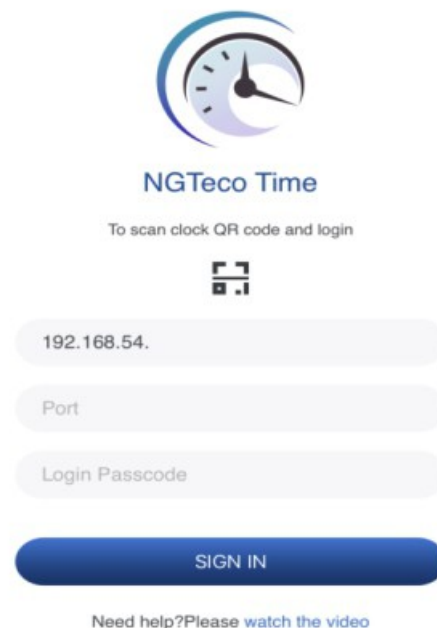
- Go to [Comm.] then [Wi-Fi Setup by USB].
- Insert the USB drive to the clock then select [Download] to save the config file as ecwifi.txt.
- Open ecwifi.txt on PC , enter the .Wi-Fi name(SSID)and Password then save.
- Insert the USB drive back to the clock, then navigate to [Upload] on the same screen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

## Download the Mobile App

Download the “NGTeco Time” App from the Google Play store or Apple store from your mobile device.



- 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.

## Setup Pay Period and Attendance Rule from App

**Setup**

Pay Period: Weekly

Start Day of the Week: Sunday

Day Cutoff Time: 12:00 AM

Duplicate Punch Interval: 1 minutes

Maximum Work Hours: 8 hours

Report Hours Format: ☒ Decimal ☐ HH:MM

**Save & Sync**

- 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.

## Register users from App

**New User**

ID: 3

First Name: Please input firstName!

Last Name: Please input lastName!

PIN: Please input PIN!

Permission: ☒ Employee ☐ Admin

**Save & Sync**

- 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.

## Download Time Report from App

Report

Select Pay Period ☒

01/19/2020-01/25/2020

01/12/2020-01/18/2020

01/05/2020-01/11/2020

12/29/2019-01/04/2020

Select Custom period ☐

Step 1:Download Timecard Report

Email TimeCard Report To:

Multiple emails are separated by ","

please input the email

- Go to Report menu.
- Select the specific Pay Period.
- Or, select Custom Period and set a date range within 31 days.
- Click Download Timecard Report to generate the time report.
- Next, enter the email addresses and send the email by clicking Email Timecard Report

## Add Missing 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.

## 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.

NGTeco

Website: [www.ngteco.com](http://www.ngteco.com)

Email: [ngtime@ngteco.com](mailto:ngtime@ngteco.com)

Phone : (770) 800-2321

Support: <https://cutt.ly/ngteco>

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



<https://www.ngteco.com>

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## Documents / Resources



**[NGTeco NGTeco Time Clock - D1](#)** [pdf] User Guide  
NGTeco Time Clock - D1

References

- [NGTeco NGTECO](#)

Manuals+