



NGTeco W3 Time Clock User Guide

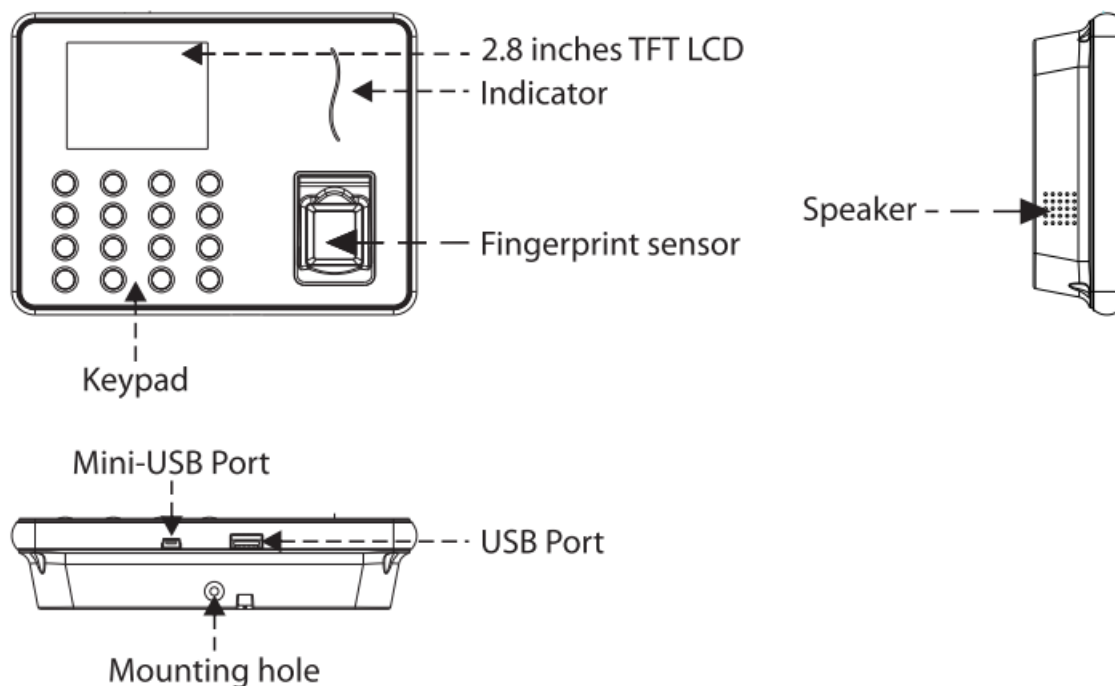
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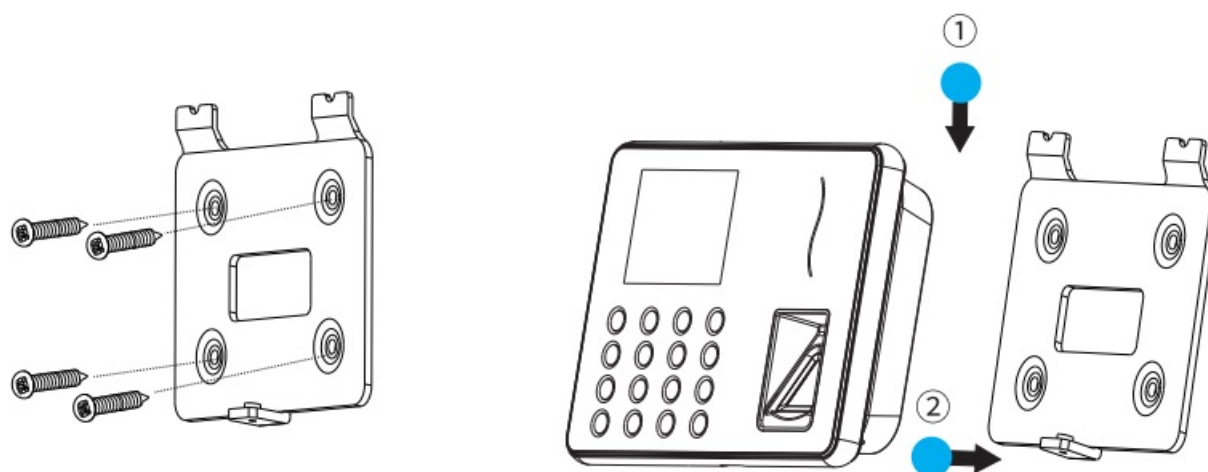
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Components



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 screws, the device is mounted.

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

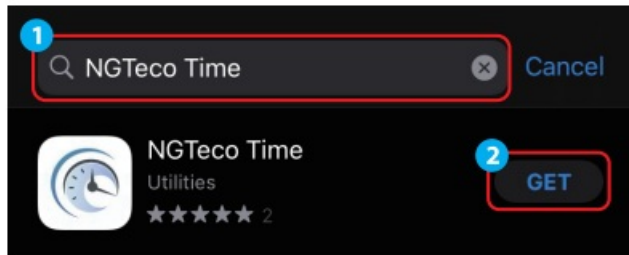
You can choose to register users via the device or the App.

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.

Download NGTeco Time App

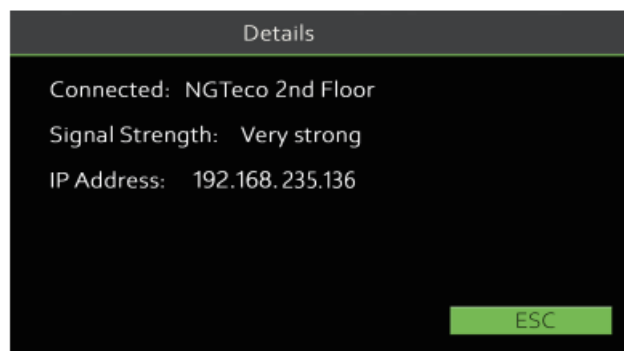
Please download and install the “NGTeco Time” App from Google Play or Apple Store to your mobile phone.



Set Wi-Fi of the Device

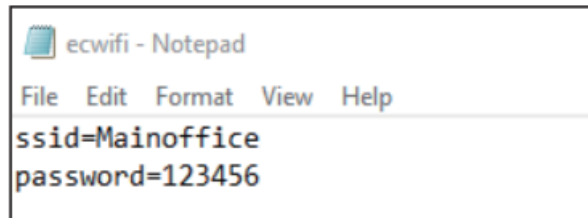
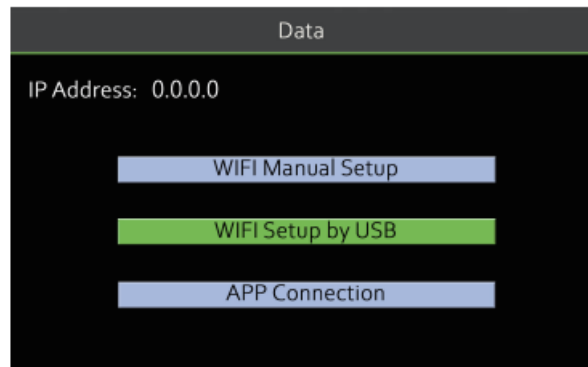
Method 1: Setup Wi-Fi Manually

SSID	Signal	
NGTeco 2nd Floor		Connect(OK)
NGTeco Restricted		Add(3)
NGTeco 3rd		DHCP(0)
NGTeco 4th Floor		
NGTeco Airware		
Testing Dept.		
AndroidAP8B33		
Phone		
		Total (8)



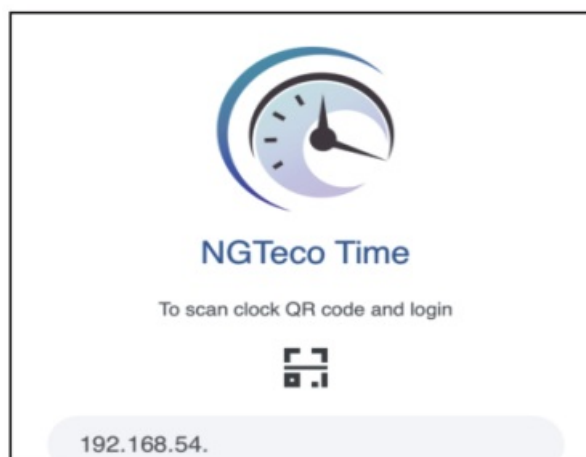
- Go to [Comm.] then [Wi-Fi Manual Setup]. .
- Select s . the required Wi-Fi connection. .
- Navigate to [Password] and then enter the correct password to connect with Wi-Fi.
- Navigate to the [Confirm] button and press the <M/OK> key to save.

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.

Connect Device via Scan QR Code



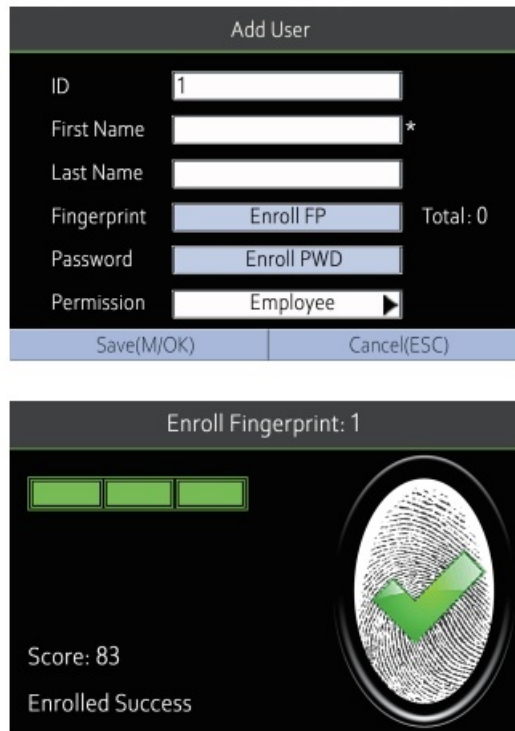
- Connect your mobile to the same Wi- Finet work of the clock.
- Go to [Comm.] then click [App Connection] to view the QR code.

- Open the Mobile App and press the
- Fa 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.

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



The first screenshot shows the 'Add User' screen with the following fields and options:

Add User	
ID	1
First Name	
Last Name	
Fingerprint	Enroll FP Total: 0
Password	Enroll PWD
Permission	Employee
Save(M/OK) Cancel(ESC)	

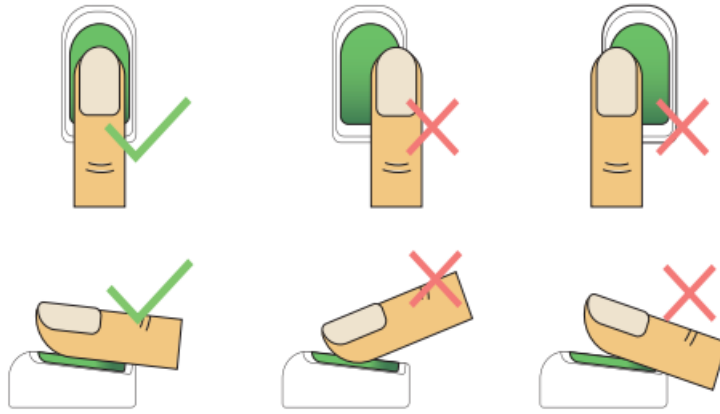
The second screenshot shows the 'Enroll Fingerprint: 1' screen with the following information:

Enroll Fingerprint: 1	
<div> <div></div> <div></div> <div></div> </div>	
Score: 83	
Enrolled Success	

- Long press 3s <M/OK> to enter the menu.
- Goto [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

Upload Users







Step1 : Please insert the
USB drive to the clock

Step2 : Press the button
download the user template file

Download template file - 1

Step3 : Fill up the file,insert
USB drive and upload the file

Upload user file - 2

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

Edit(1) Enroll Finger(2) Del(3) TimeData(4)

- 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

← 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.

To Use the Device

8.1 Setup Pay Period

Method 1: Set the Pay Period from Device

Pay Period

Setup pay period Bi-Weekly

Pay Period effective start date:

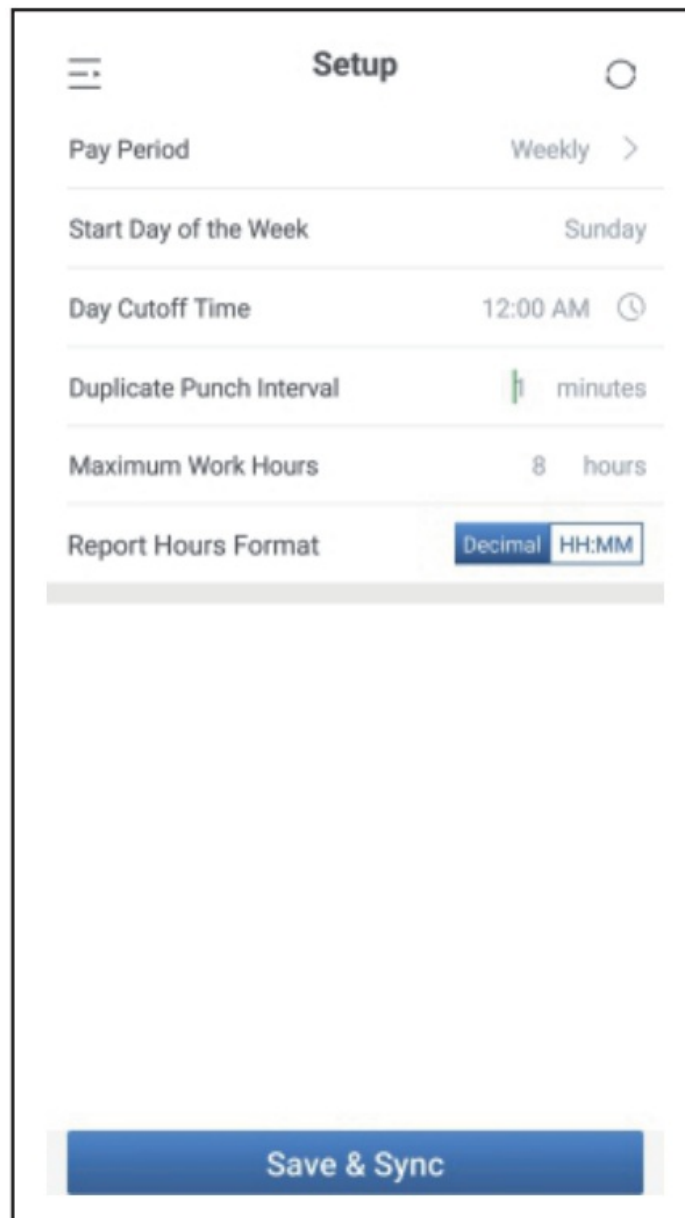
01 M 01 D 2020 Y

Start day of the week Sunday

Confirm(M/OK) Cancel(ESC)

- 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



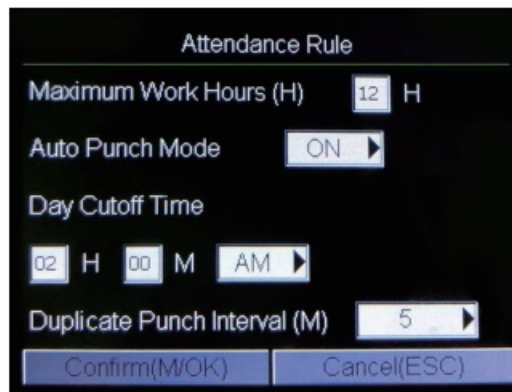
The screenshot shows a mobile application interface titled "Setup". At the top left is a hamburger menu icon, and at the top right is a circular refresh icon. The settings are organized into rows, each with a label on the left and a value on the right. The settings are: "Pay Period" set to "Weekly" with a right arrow; "Start Day of the Week" set to "Sunday"; "Day Cutoff Time" set to "12:00 AM" with a clock icon; "Duplicate Punch Interval" set to "1" with a vertical bar icon and the word "minutes"; "Maximum Work Hours" set to "8" with the word "hours"; and "Report Hours Format" with two buttons, "Decimal" (highlighted in blue) and "HH:MM". A thick blue button labeled "Save & Sync" is at the bottom.

Setting	Value
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

- 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



Attendance Rule

Maximum Work Hours (H) 12 H

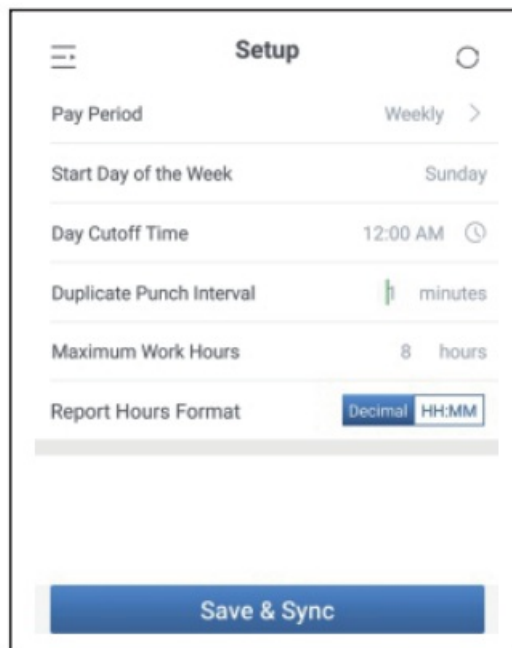
Auto Punch Mode ON

Day Cutoff Time 02 H 00 M AM

Duplicate Punch Interval (M) 5

Confirm(M/OK) Cancel(ESC)

- 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.



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

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 Pun chicon.
- 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.

← Edit Punch

User Brown Jack

Punch Date 2021-04-16

Punch Time 11:41

Punch State

Save & Sync

- 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

Time Report

◀ Current Pay Period ▶

Start 02 M 09 D 2020 Y

End 02 M 15 D 2020 Y

Report Hour Format HH:MM ▶

Please insert USB drive to download report

Confirm(M/OK) Cancel(ESC)

	A	B	C	D	E	F
43	Pay Period	01/01/2020-01/30/2020				
44	Employee	Jin-tj Tajts (3)				
45	Date	IN	OUT	Work Time	Daily Total	
46	WED 01/01/2020	01:53 PM	03:56 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	11:18 AM	00:14	00:14	
54	THU 01/09/2020	03:36 PM	05:36 PM	02:00	02:00	

- 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

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:

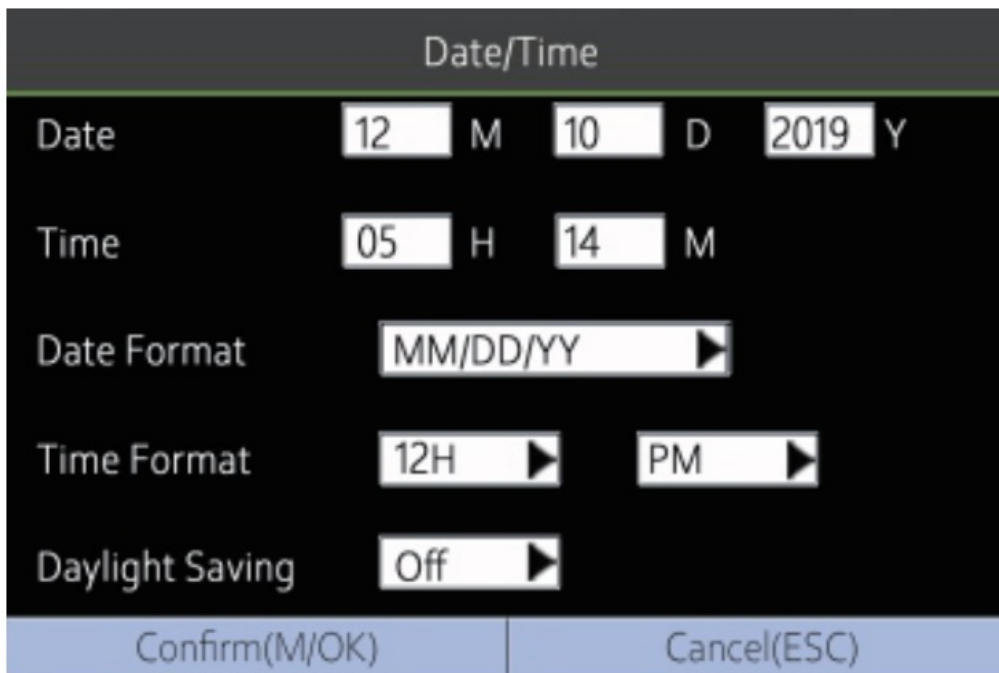
Multiple emails are separated by ";"

rina.chen@zkteco.com

Download&Email Report

- 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

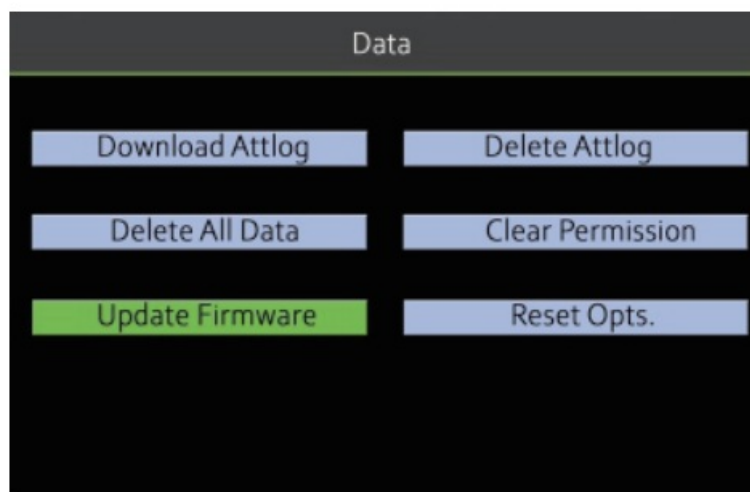


The image shows a 'Date/Time' settings screen. At the top is a title bar labeled 'Date/Time'. Below it, there are five rows of settings, each with a label on the left and input fields on the right. The first row is 'Date' with fields for '12' (Month), 'M' (Month letter), '10' (Day), 'D' (Day letter), '2019' (Year), and 'Y' (Year letter). The second row is 'Time' with fields for '05' (Hour), 'H' (Hour letter), '14' (Minute), and 'M' (Minute letter). The third row is 'Date Format' with a dropdown menu showing 'MM/DD/YY'. The fourth row is 'Time Format' with two dropdown menus: the first shows '12H' and the second shows 'PM'. The fifth row is 'Daylight Saving' with a dropdown menu showing 'Off'. At the bottom of the screen, there are two buttons: 'Confirm(M/OK)' on the left and 'Cancel(ESC)' on the right.

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)	

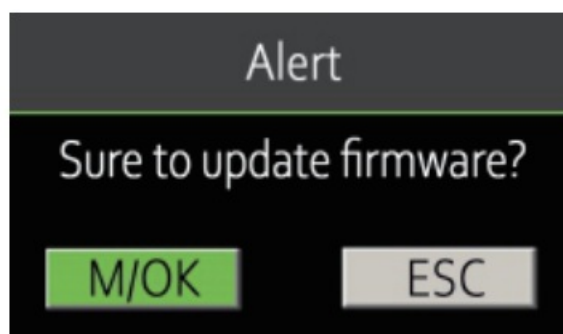
- Go to [system), then select [Date Rime].
- Set the Date, Time and the Format. • Enable Daylight Saving Time if required.
- Navigate to [Confirm(M/OK)] and press <M/OK> key to save.

8.6 Upgrade Firmware



The image shows a 'Data' menu screen. At the top is a title bar labeled 'Data'. Below it, there are six buttons arranged in a 3x2 grid. The buttons are: 'Download Attlog', 'Delete Attlog', 'Delete All Data', 'Clear Permission', 'Update Firmware', and 'Reset Opts.'. The 'Update Firmware' button is highlighted in green.

Data	
Download Attlog	Delete Attlog
Delete All Data	Clear Permission
Update Firmware	Reset Opts.



The image shows an 'Alert' screen. At the top is a title bar labeled 'Alert'. Below it, there is a message 'Sure to update firmware?'. At the bottom, there are two buttons: 'M/OK' (highlighted in green) and 'ESC'.

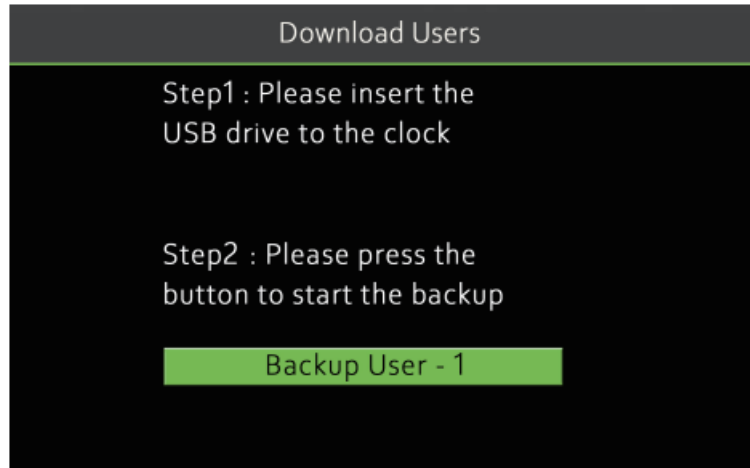
Alert	
Sure to update firmware?	
M/OK	ESC

- 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

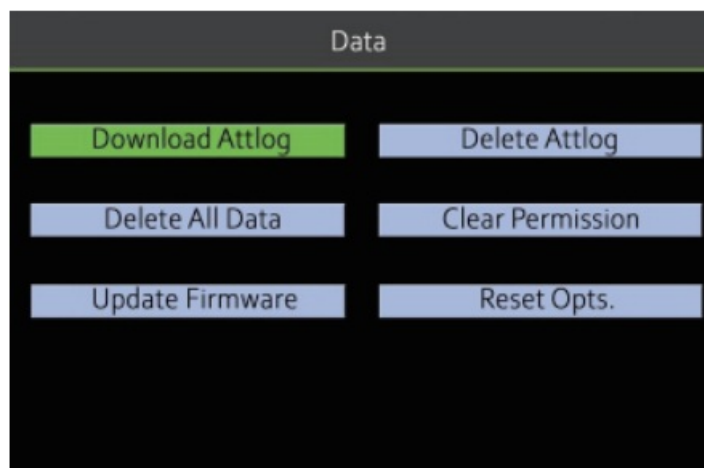
-



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.

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

Email : ngtime@ngteco.com

Phone : (770) 800-2321

Support : <https://www.ngteco.com/contact/>

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



<https://www.ngteco.com>

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Documents / Resources



[NGTeco W3 Time Clock](#) [pdf] User Guide
W3 Time Clock, W3, Time Clock, Clock