

User Manual

NG-TC5

Date: November 2024

Doc Version: 1.0

English

Thank you for choosing our product. Please read the instructions carefully before operation. Follow these instructions to ensure that the product is functioning properly. The images shown in this manual are for illustrative purposes only.



For further details, please visit our Company's website
www.ngteco.com.

About the Manual

This manual introduces the operations and usage of the **NG-TC5**.

All figures displayed are for illustration purposes only. Figures in this manual may not be exactly consistent with the actual products.

Document Conventions

Conventions used in this manual are listed below:

GUI Conventions

For Software	
Convention	Description
Bold font	Used to identify software interface names e.g. OK , Confirm , Cancel .
>	Multi-level menus are separated by these brackets. For example, File > Create > Folder.
For Device	
Convention	Description
< >	Button or key names for devices. For example, press <OK>.
[]	Window names, menu items, data table and field names are inside square brackets. For example, pop up the [New User] window.
/	Multi-level menus are separated by forward slashes. For example, [File/ Create/Folder].

Symbols

Convention	Description
	This represents a note that needs to pay more attention to.
	The general information which helps in performing the operations faster.
	The information which is significant.
	Care taken to avoid danger or mistakes.
	The statement or event that warns of something or that serves as a cautionary example.

Table of Contents

1 OVERVIEW	7
1.1 INTRODUCTION	7
1.2 KEY FEATURES	7
1.3 DIMENSION	8
2 INSTRUCTION FOR USE	9
2.1 STANDING POSITION, POSTURE AND FACIAL EXPRESSION	9
2.3 STANDBY INTERFACE	11
2.4 VERIFICATION MODES	12
2.4.1 FACIAL VERIFICATION	12
3 INSTALLATION	13
3.1 INSTALLATION ENVIRONMENT	13
1.1 INSTALLATION METHODS	13
1.2 HOW TO INSTALL THE DEVICE ON THE DESKTOP?	13
1.3 HOW TO INSTALL THE DEVICE ON THE WALL?	14
4 PRIVILEGES	15
4.1 ADMINISTRATOR	16
4.2 NORMAL USER	16
5 BINDING THE DEVICE	17
5.1 BINDING DEVICES VIA THE NGTECO OFFICE MOBILE APP	17
5.1.1 LOGIN TO THE APP	17
5.1.2 ADD DEVICE AND SET UP THE NETWORK	19

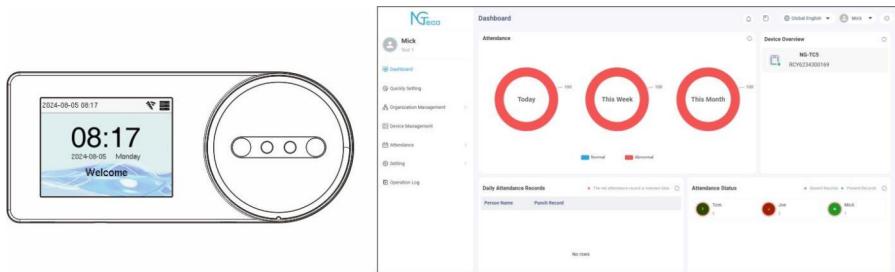
5.1.3 CONTINUE TO SET WI-FI AND SET UP THE NETWORK	22
5.2 BINDING DEVICES VIA THE NGTECO OFFICE WEB	24
5.2.1 LOGIN TO THE NGTECO OFFICE WEB	24
5.2.2 ADD DEVICE	28
6 OPERATION ON NGTECO OFFICE MOBILE APP	31
6.1 LOGIN	31
6.2 QUICK START	31
6.3 ORGANIZATION MANAGEMENT	34
6.3.1 ADD PERSON	34
6.3.2 ADD DEPARTMENT	34
6.3.3 ADD SITE	35
6.4 ATTENDANCE SETTINGS	35
6.4.1 VIEW ATTENDANCE PUNCH	36
6.4.2 MEND ATTENDANCE PUNCH	36
6.4.3 TIMESHEET	37
6.4.4 SHIFT SCHEDULE	37
6.4.5 TIMECARD	39
6.4.6 ATTENDANCE REPORT	39
7 CONNECT TO NGTECO OFFICE WEB	41
7.1 LOGIN	41
7.2 QUICKLY SETTING	42
7.3 PERSON MANAGEMENT	47
7.3.1 ADD PERSON	47
7.3.2 EDIT PERSON	48
7.3.3 DELETE PERSON	49

7.4 DEPARTMENT MANAGEMENT	49
7.4.1 ADD DEPARTMENT	50
7.4.2 EDIT DEPARTMENT	50
7.4.3 DELETE DEPARTMENT	51
7.5 SITE MANAGEMENT	52
7.5.1 ADD SITE	52
7.5.2 EDIT SITE	53
7.5.3 DELETE SITE	53
7.6 DEVICE MANAGEMENT	54
7.6.1 ADD DEVICE	55
7.6.2 VIEW DEVICE	57
7.6.3 EDIT DEVICE	58
7.6.4 DELETE DEVICE	59
7.6.5 OPERATION DEVICE	60
7.7 SYNCHRONIZE PERSONS TO DEVICE	63
7.7.1 ADD TIMESHEET	63
7.7.2 ADD SHIFT SCHEDULE	64
7.8 REPORT ATTENDANCE	68
7.8.1 VIEW ATTENDANCE REPORTS	68
7.8.2 EXPORTING REPORTS	70
8 TROUBLESHOOTING	74
APPENDIX 1	75
STEPS TO CONFIGURE A ROUTER TO EMIT A 2.4GHZ SIGNAL	75

1 Overview

1.1 Introduction

This document outlines the menu operation of **NG-TCS** and creates an ecologically interconnected hardware and software interoperability platform in conjunction with NGTeco Office software. It is convenient to unified management of device, set up organization, attendance rules, managing user information, managing user privileges, set up verification modes, generate timecard reports and attendance logs, etc.



1.2 Key Features

- Easy to monitor and straight-forward services.
- Reduces management cost for attendance related procedures.
- Unified management of device.
- Setting up timesheet and staff schedule anytime, anywhere
- Advanced attendance analytics.
- Granular visibility into attendance patterns.
- Greatly reduces month-end hassles and compliance challenges.
- Data encrypted in the cloud, safe and secure.

1.3 Dimension

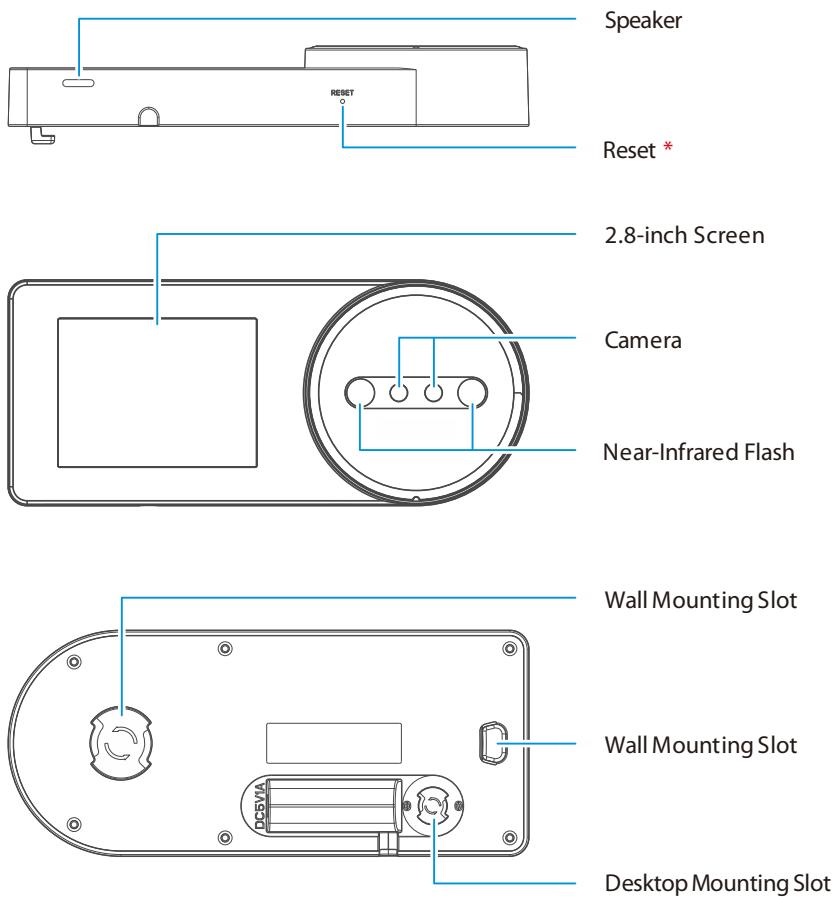


Figure 1-1 Product Appearance

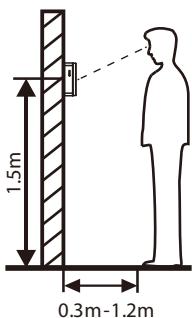
* Please exercise caution when using the physical Reset button on the device. Using this button may result in the loss of unsaved data or personnel information stored on the device. Our company is not liable for any data loss or damage that may occur.

2 Instruction for Use

Before getting into the Device features and functions, it is recommended to be familiar with the below fundamentals.

2.1 Standing Position, Posture and Facial Expression

The recommended distance



The distance between the device and a user whose height is in a range of 1.55 m to 1.85 m is recommended to be 0.3 m to 1.2 m. Users may slightly move forward or backward to improve the quality of facial images captured.

Recommended standing posture and facial expression:



Standing Posture



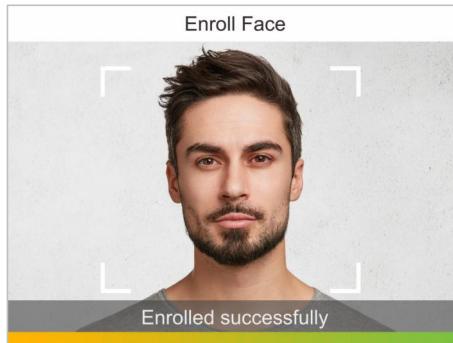
Facial Expression

Note: During enrollment and verification, please remain natural facial expression and standing posture.

2.2 Face Template Registration

Please make sure that the face template in the centre of the screen during registration.

Please face towards the camera and stay still during face template registration. The screen should look like the image below:



Correct face template registration and authentication method

➤ Recommendation for Registering a Face Template

- When registering a face template, maintain a distance of 40 cm to 80 cm space between the device and the face template.
- Be careful not to change your facial expression. (Smiling face template, drawn face template, wink, etc.)
- If you do not follow the instructions on the screen, the face template registration may take longer or may fail.
- Be careful not to cover the eyes or eyebrows.
- Do not wear hats, masks, sunglasses, or eyeglasses.
- Be careful not to display two face templates on the screen. Register one person at a time.
- It is recommended for a user wearing glasses to register both face templates with and without glasses.

➤ **Recommendation for Authenticating a Face Template**

- Ensure that the face template appears inside the guideline displayed on the screen of the device.
- If the glasses have been changed, authentication may fail. If the face template without glasses has been registered, authenticate the face template without glasses further. If the face template with glasses has been registered, authenticate the face template with the previously worn glasses.
- If a part of the face template is covered with a hat, a mask, an eye patch, or sunglasses, authentication may fail. Do not cover the face template, allow the device to recognize both the eyebrows and the face template.

2.3 Standby Interface

After binding the device successfully, it enters the standby interface as shown below.



Status of Icons

Icon Status	Name	Description
	Wi-Fi signal	Indicates that the Wi-Fi connection is normal.
		Indicates that the Wi-Fi connection failure.

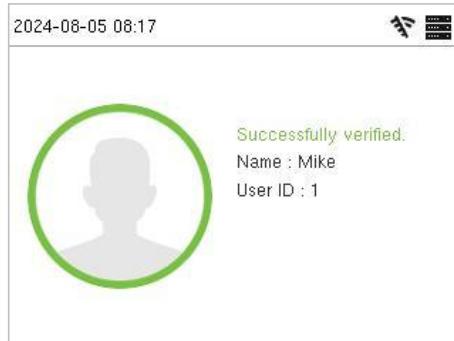
	ADMS Server	The connection between device and the ADMS server is successful.
		The connection between device and the ADMS server has failed.
		The communication data of ADMS are transmitting.
		Indicates that the server is weak or has failure.

2.4 Verification Modes

2.4.1 Facial Verification

1:N Facial Verification

Device compares the currently acquired facial images with all the registered face template data stored in its database. The following is the pop-up prompt box displaying the result of the comparison.



3 Installation

3.1 Installation Environment

Please refer to the following recommendations for installation.



INSTALL INDOORS
ONLY



AVOID INSTALLATION
NEAR
GLASS WINDOWS



AVOID DIRECT
SUNLIGHT
AND EXPOSURE

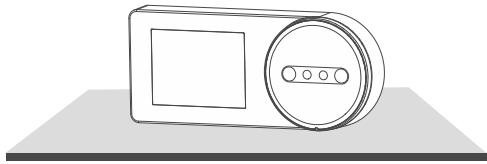


AVOID USE OF ANY
HEAT SOURCE
NEAR THE DEVICE

3.2 Installation Methods

The NG-TC5 is available in both desktop and wall mounting.

Desktop Mounting(factory default):



Wall Mount:

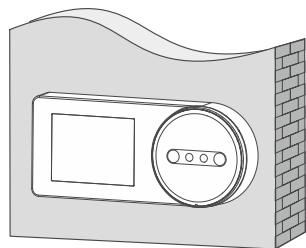


Figure 3-1 Installation view of the NG-TC5

3.3 How to Install the Device on the Desktop?

1. Remove the desktop mounting strut from the box.
2. Insert the mounting strut into the lower right desktop mounting slot.
3. Rotate the mounting strut counterclockwise until the mounting strut snaps into the slot.

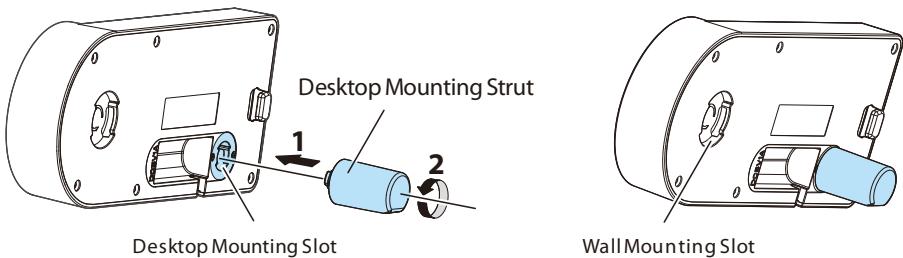


Figure 3-2 Mounting the NG-TC5 on the desktop

3.4 How to Install the Device on the Wall?

1. Remove the wall mounting plate from the box.
2. Attach the mounting template sticker to the wall, and drill two mounting holes according to the sticker. Then fix the wall mounting plate on the wall with the screws.
3. Hold the unit vertically, then push the wall mounting slot into the corresponding position on the wall plate, then rotate the unit counterclockwise until it snaps into the wall plate.

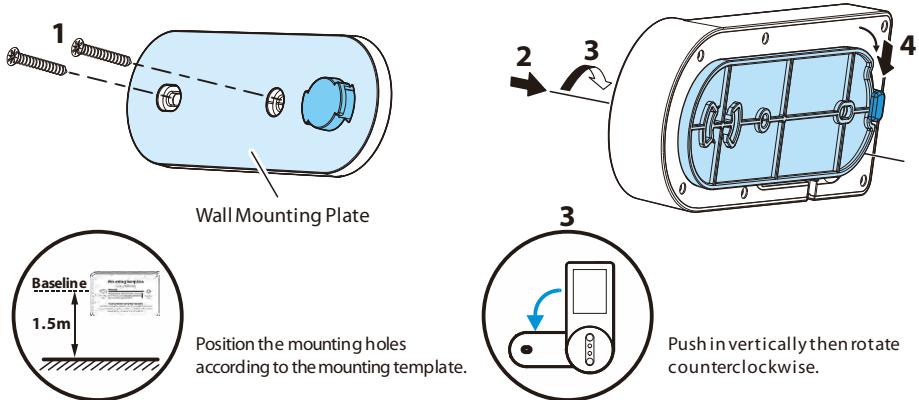


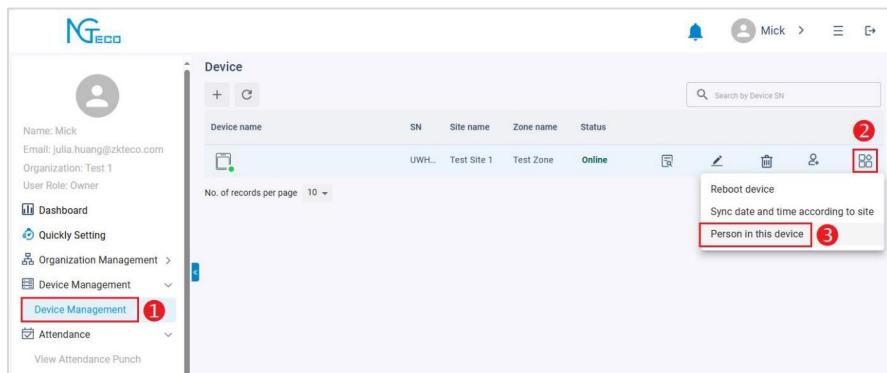
Figure 3-3 Mounting the device on the wall

4 Privileges

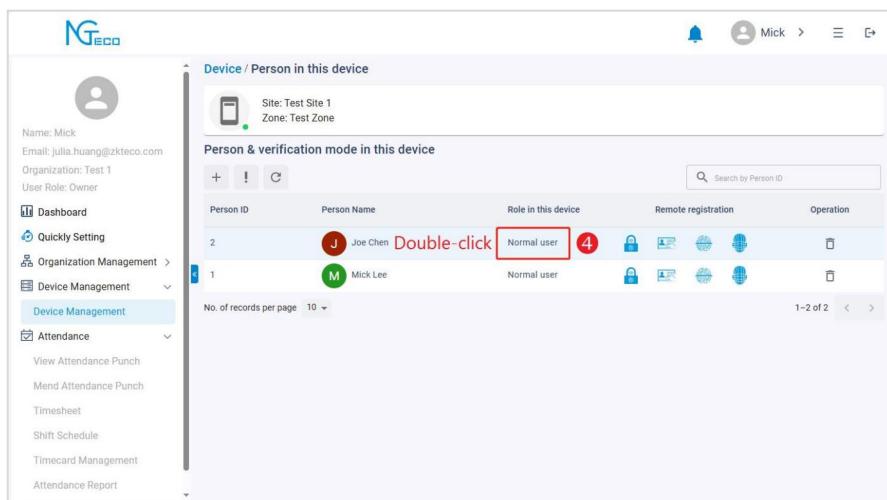
The user privileges are classified as:

- Administrator
- Normal user

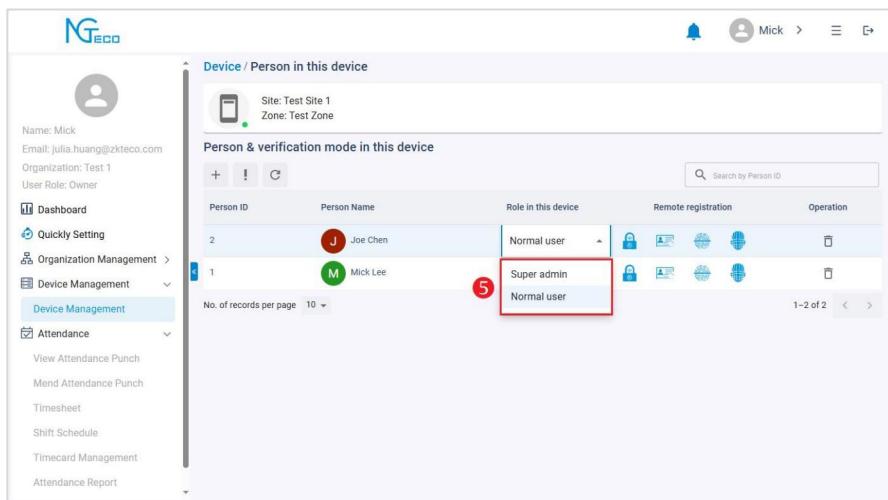
Normal user and super admin settings can be set in **[Device Management] > [Person in Devices]** in NGTeco Office. As shown in the figure below:



The screenshot shows the NGTeco Office interface. On the left, a sidebar menu includes 'Device Management' (highlighted with a red box and a '1' in a circle). On the right, the 'Device' section displays a table of devices. A red box highlights the 'Person in this device' button in the top right corner of the table area, with a '2' in a circle above it. A red box also highlights the 'Person in this device' button in a tooltip, with a '3' in a circle to its right. The table has columns for Device name, SN, Site name, Zone name, and Status.



The screenshot shows the 'Device / Person in this device' section. The sidebar menu shows 'Device Management' selected. The main area displays a table of users. A red box highlights the 'Role in this device' column, with a '4' in a circle to its right. The table has columns for Person ID, Person Name, Role in this device, Remote registration, and Operation. The 'Role in this device' column for user ID 2 shows 'Normal user' with a red box and a '4' in a circle. The 'Role in this device' column for user ID 1 shows 'Normal user'.



Device / Person in this device

Site: Test Site 1
Zone: Test Zone

Person & verification mode in this device

Person ID	Person Name	Role in this device	Remote registration	Operation
2	J. Joe Chen	Normal user		
1	M. Mick Lee	Super admin Normal user		

No. of records per page 10 ▾ 1-2 of 2 < >

5

Dashboard

Quickly Setting

Organization Management

Device Management

Attendance

View Attendance Punch

Mend Attendance Punch

Timesheet

Shift Schedule

Timecard Management

Attendance Report

Name: Mick
Email: julia.huang@zkteco.com
Organization: Test 1
User Role: Owner

4.1 Administrator

The Administrator privilege safeguards the device's important configurations. Administrators can operate all menus, manage attendance through facial, make configuration changes, add or modify user details, and query attendance records.

4.2 Normal User

Normal users can make attendance punch through facial verification methods. For further details, please refer to [2.4 Verification Modes](#).

5 Binding the Device

5.1 Binding Devices via the NGTeco Office Mobile App

Download the NGTeco Office App

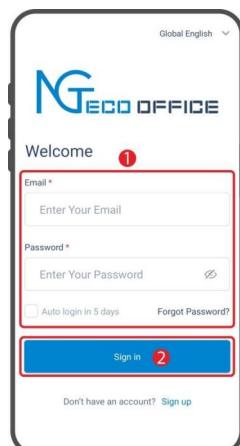
Search for the "NGTeco Office" App in the iOS App Store or Google Play Store. Or scan the QR code below to install the app.



5.1.1 Login to the App

1. If the user has an account, please follow the steps below:
 - 1) Access the NGTeco Office Mobile Application at the App store.
 - 2) Log in using your user credentials: Email ID and password. Then, click **[Login]**.

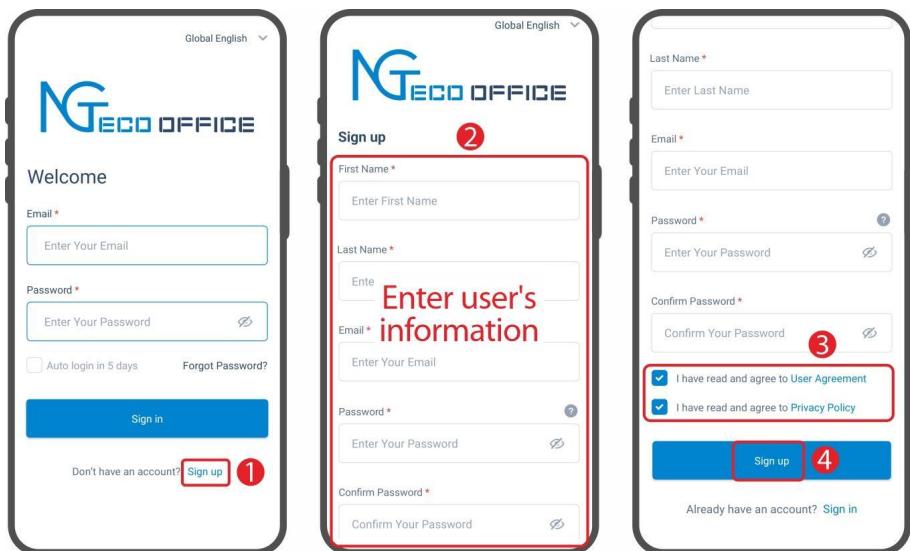
Note: By checking the box, the user can automatically log in to the application for a period of 5 days.

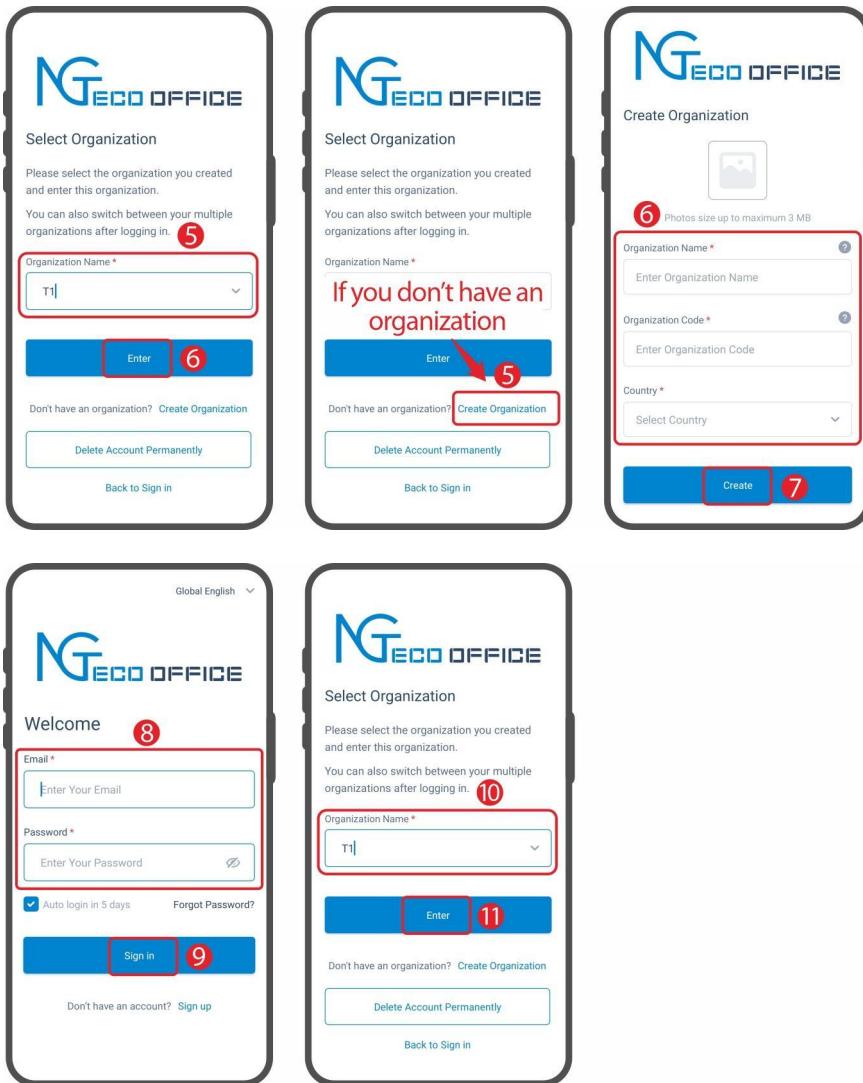


2. If you do not have an account, follow these steps to create a new account:

- 1) Access the NGTeco Mobile App and click on **[Sign Up]** to add a new account.
- 2) To create a new account, enter the user's information and set the password. Please, read and agree to the User Agreement and Privacy Policy then click **[Sign Up]**.
- 3) Log in with your account and select the organization if already you have one. If you don't have an organization, click on **[Create Organization]**.
- 4) Set the organization's name and code, click **[Save]**, and then complete the registration.

Note: To permanently delete your account, click **[Delete Account Permanently]** and then click **[Confirm]**.

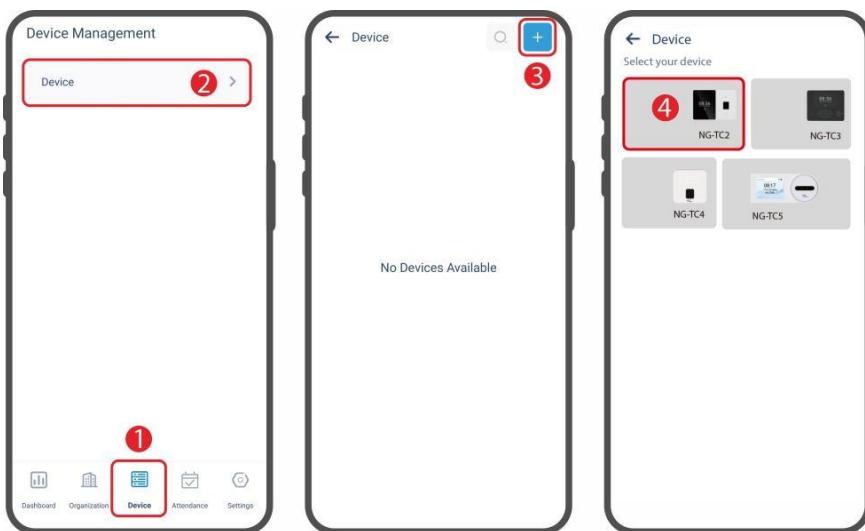


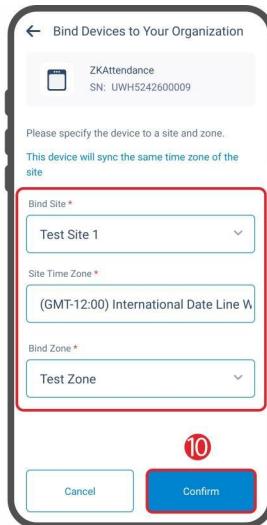
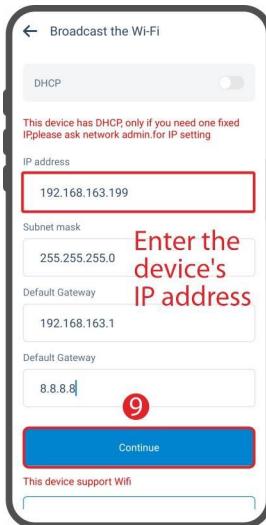
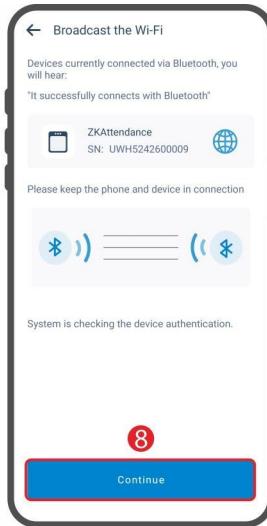
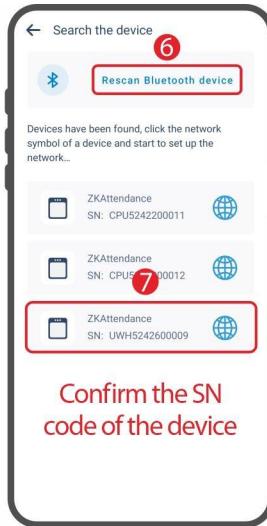
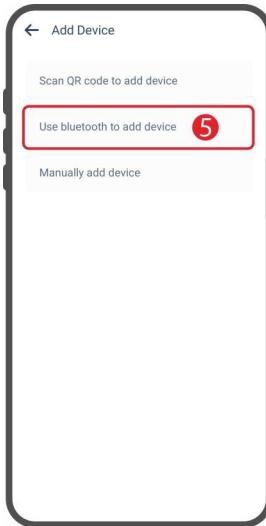


5.1.2 Add device and set up the network

1. Click [Device] > [Device] to enter the Device add screen.
2. Click  icon to add a new device. Review the instructions and click [Continue].

3. Select the device model you need to add in the Device screen.
4. Then click [**Use bluetooth to add device**] > [**Rescan Bluetooth device**] to search for the device via Bluetooth. And the searched Bluetooth devices will be displayed in the list. Then just select the device you want to add based on the serial number.
5. After selecting the device, follow the interface prompts to enter the IP address of the device and click [**Continue**]. Then select Site and Zone to bind the device to your organization. Click [**Continue**] to complete adding the device.

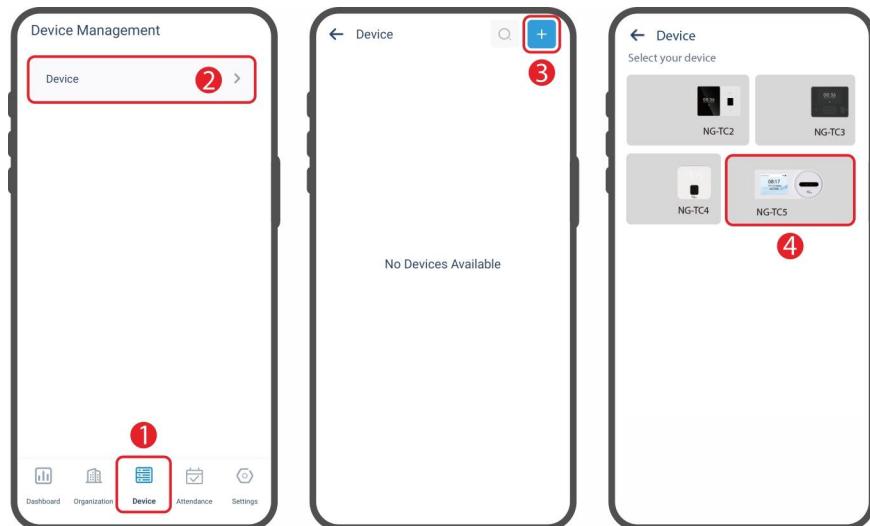


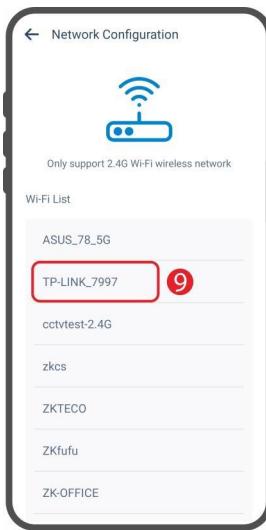
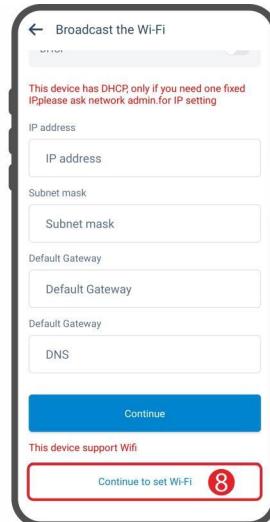
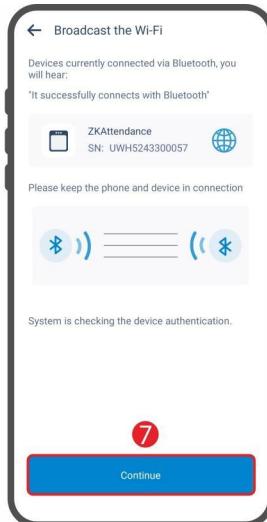
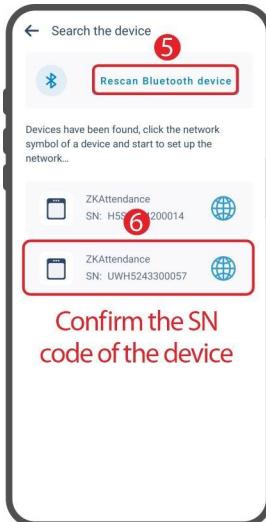


Note: After the device is added, it will take a few moments for the device to change from "offline" to "online" status.

5.1.3 Continue to set Wi-Fi and set up the network

1. Click [Device] > [Device] >  icon to add a new device. Review the instructions and click [Continue]. Select the device model you need to add in the Device screen.
2. Then click [Rescan Bluetooth device] to search for the device via Bluetooth. Select the device to be configured with Wi-Fi according to the serial number in the device list, and then click [Continue].
3. Click [Continue to set Wi-Fi] at the bottom to select the Wi-Fi then Enter the password and click [Continue] to connect.
4. When the interface prompts “**Device Connected to Network Successfully**”, it means the Wi-Fi connection is successful.
5. Then specify the device to a site and zone. Enter the parameters and click [Confirm], when prompted successfully, the configuration is complete.
6. Once the Wi-Fi connection is successful, the initial screen displays the  logo.





Note: After the device is added, it will take a few moments for the device to change from "offline" to "online" status.

5.2 Binding Devices via the NGTeco Office Web

Please follow the instructions below to access NGTeco Office:

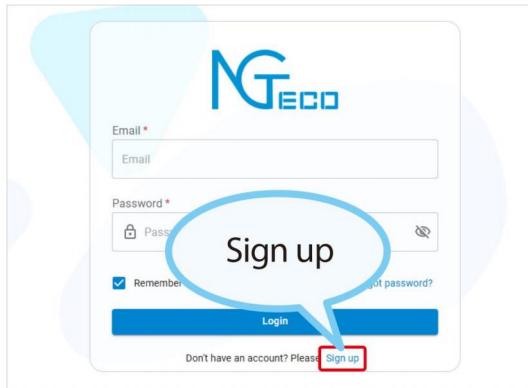
5.2.1 Login to the NGTeco Office Web

1. If the user has an account, please follow the steps below:
 - 1) Please open the recommended browser and enter the IP address to access the NGTeco Office Web: <https://office.ngteco.com/>
 - 2) Enter your Email ID and password on the login screen and click **[Login]** to login.

Sign up'."/>

The screenshot shows the login interface for the NGTeco Office Web. At the top is the NGTECO logo. Below it is a form with two fields: 'Email *' and 'Password *'. Both fields are highlighted with a red border. Underneath the fields are two links: 'Remember account in 5 day' (with a checked checkbox) and 'Forgot password?'. At the bottom of the form is a large blue 'Login' button. At the very bottom of the page, there is a link 'Don't have an account? Please [Sign up](#)'.

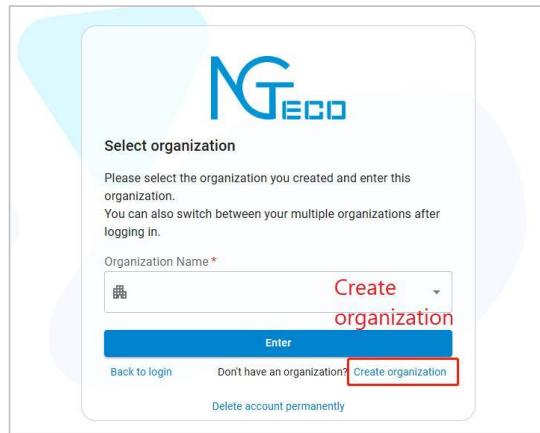
2. If you do not have an account, follow these steps to create a new account:
 - 1) Click **[Sign up]** on the login screen to add a new account as shown below.



2) Then enter the user's information and set the password. Please, read and agree to the User Agreement and Privacy Policy then click [**Sign up**].

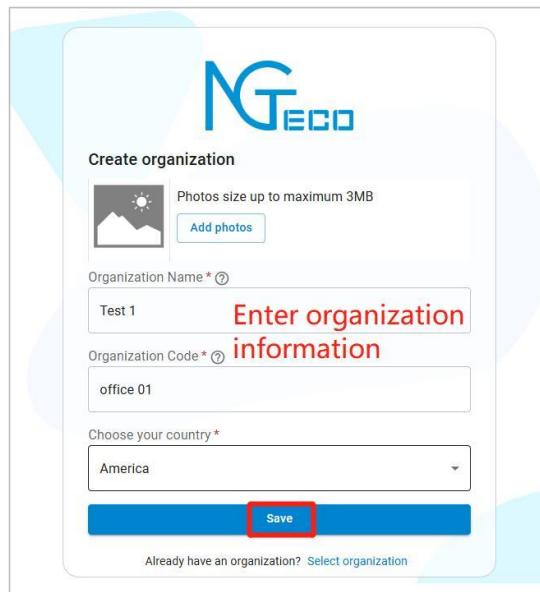
A screenshot of the NGTeco sign up form. The form asks for 'First Name *' (Mick), 'Last Name *' (Lee), and 'Enter the email *' (Mick.Lee@ngteco.com). A large red box highlights the text 'Enter user's information' over the email field. Below the email field are fields for 'Password *' and 'Confirm Password *', both containing '*****'. Two checkboxes are highlighted with red boxes: 'I have read and agree to the [USER AGREEMENT](#)' and 'I have read and agree to the [PRIVACY POLICY](#)'. A red box also highlights the 'Sign up' button. At the bottom, there is a link for users who already have an account.

3) Log in with your account and select the organization, if already you have one. If you don't have an organization, click on **[Create organization]**.



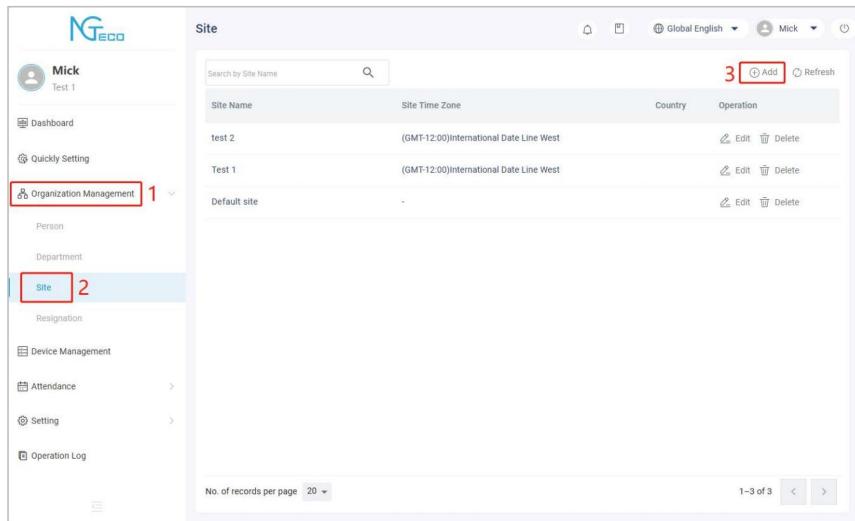
The screenshot shows the 'Select organization' page of the NGTeco website. At the top is the NGTeco logo. Below it is the heading 'Select organization' with a sub-instruction: 'Please select the organization you created and enter this organization. You can also switch between your multiple organizations after logging in.' A dropdown menu for 'Organization Name' is open, showing a placeholder icon and the text 'Create organization'. Below the dropdown are two buttons: 'Enter' (in a blue bar) and 'Create organization' (in a red bar). At the bottom are links for 'Back to login', 'Don't have an organization?' (with a 'Create organization' button), and 'Delete account permanently'.

4) Set the organization's name and code, click **[Save]**, and then complete the registration.



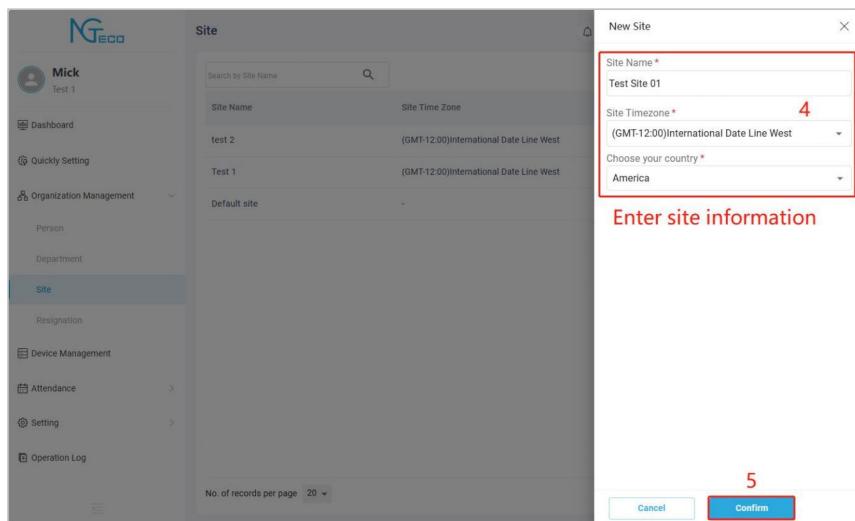
The screenshot shows the 'Create organization' page of the NGTeco website. At the top is the NGTeco logo. Below it is the heading 'Create organization'. There is a section for uploading a photo, with a placeholder image of a mountain and sun, and a 'Add photos' button. Below this is a field for 'Organization Name *' containing 'Test 1'. To the right of this field is the text 'Enter organization information' in red. Below is a field for 'Organization Code *' containing 'office 01'. Next is a section for 'Choose your country *' with a dropdown menu showing 'America'. At the bottom is a blue 'Save' button, which is highlighted with a red box. At the very bottom is a link: 'Already have an organization? [Select organization](#)'.

5) Then log in back into the Web with the created account, click [Organization Management] > [Site] to enter the setup interface, and click  to add a new site.



The screenshot shows the NG Eco web interface. The top navigation bar includes a user profile (Mick, Test 1), a search bar, and global settings (Global English, Refresh). The main menu on the left is under 'Organization Management', with 'Site' selected (2). The main content area is titled 'Site' and shows a table of existing sites: 'test 2' and 'Test 1'. Each site entry includes a 'Site Name', 'Site Time Zone', 'Country', and 'Operation' column with edit and delete buttons. A red box highlights the 'Add' button (3) in the top right corner of the table header.

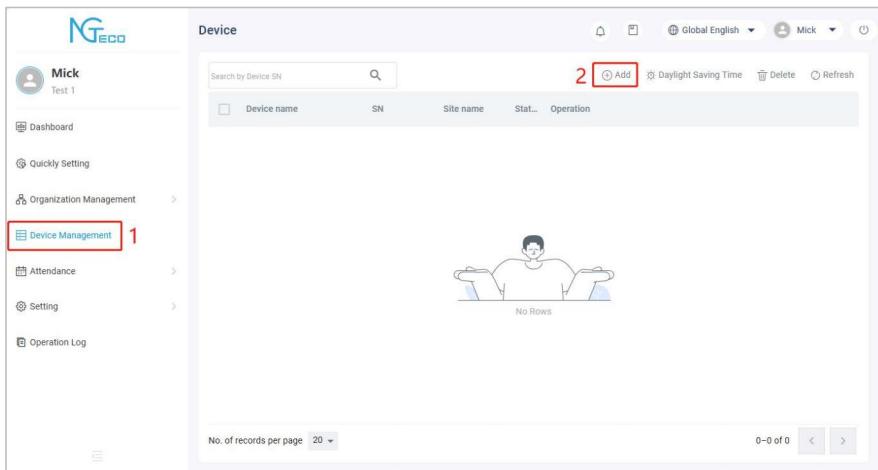
6) Then enter the site information in the New Site screen and click [Confirm].



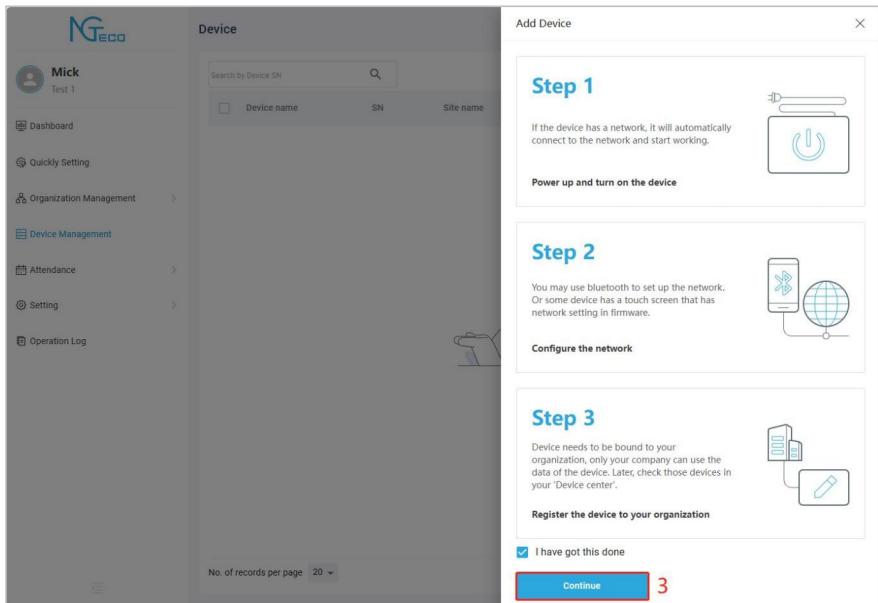
The screenshot shows the 'New Site' dialog box overlaid on the main 'Site' management screen. The dialog box has a title 'New Site' and contains fields for 'Site Name *' (Test Site 01), 'Site Timezone *' (selected as '(GMT-12:00)International Date Line West'), and 'Choose your country *' (selected as 'America'). A red box highlights the 'Enter site information' button. The main 'Site' management screen in the background shows the same list of sites as the previous screenshot, with a red box highlighting the 'Site' sub-menu under 'Organization Management' (1).

5.2.2 Add Device

1. Click [Device Management] >  icon to enter the add Device screen. Then review the instructions and click [Continue].



The screenshot shows the 'Device' management interface. On the left, a sidebar menu includes 'Dashboard', 'Quickly Setting', 'Organization Management', 'Device Management' (which is highlighted with a red box and has a red '1' next to it), 'Attendance', 'Setting', and 'Operation Log'. The main content area is titled 'Device' and shows a search bar with 'Search by Device SN' and a magnifying glass icon. Below the search bar are buttons for 'Device name', 'SN', 'Site name', 'Stat...', and 'Operation'. A red box highlights the 'Add' button, which is located next to a 'Daylight Saving Time' button. The main area displays a cartoon character sitting at a desk with a computer, and the text 'No Rows'. At the bottom, there are buttons for 'No. of records per page' (set to 20), '0-0 of 0', and navigation arrows.



The screenshot shows the 'Add Device' wizard. The left side of the screen is the same 'Device' management interface as the previous screenshot. The right side is the 'Add Device' wizard, which is a modal window. It consists of three steps:

- Step 1:** If the device has a network, it will automatically connect to the network and start working. It includes an icon of a device with a power button.
- Step 2:** You may use bluetooth to set up the network. Or some device has a touch screen that has network setting in firmware. It includes an icon of a smartphone connected to a globe.
- Step 3:** Device needs to be bound to your organization, only your company can use the data of the device. Later, check those devices in your 'Device center'. It includes an icon of a smartphone with a pen and a document.

At the bottom of the wizard, there is a checkbox labeled 'I have got this done' with a checked checked, and a 'Continue' button. A red box highlights the 'Continue' button, and a red '3' is placed to its right.

2. Fill in the device serial number on the Add Device interface and click [**Continue**].

Device

Add Device

Manual register device with browser

Power up and set device network

1. Plug in the network cable if the device supports Ethernet function.
2. Enter your device Ethernet setting/WiFi setting menu to enter the communication setting page Network setup is successful, the device will display a QR code in the standby page.
3. On the side of the device box or on the back of the device, can find the device serial number.
4. Fill in the device serial number on the system.

Enter device SN

KHS3242800183

Verify SN

Continue

5

Note: The serial number can be viewed on the rear case label of the unit.

3. Select Site and Timezone in the right pop-up screen to bind the device to the organization and then click [**Confirm**].

Device

Add Device

Bind device to your organization

Serial Number: KHS3242800183

Please specify the device to a site and zone

This device will sync the same timezone of the site

Bind Site *

Test Site 01

Site Timezone

(GMT-12:00) International Date Line West

6

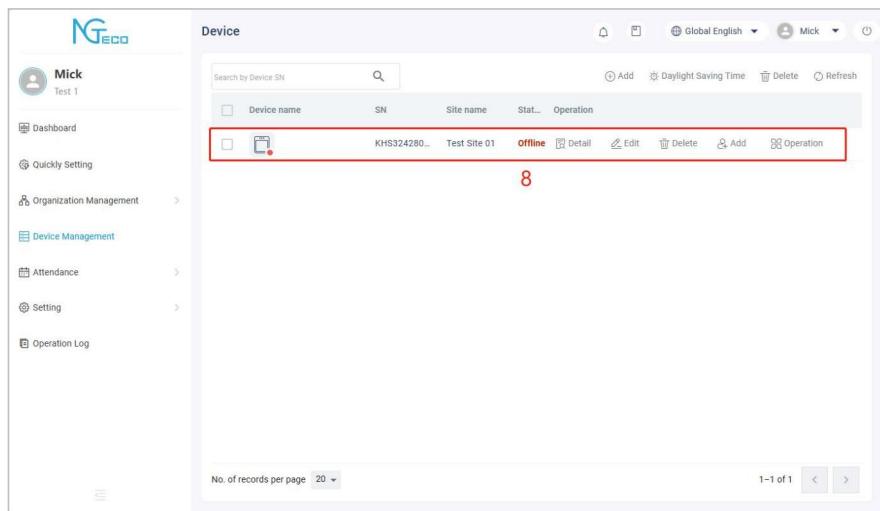
7

Cancel

Confirm

Note: This device will synchronize with the site's timezone.

4. Once added, the device is displayed in the device list.



The screenshot shows the NGTeco Device Management interface. On the left is a sidebar with a user profile for 'Mick' (Test 1) and links to Dashboard, Quickly Setting, Organization Management, Device Management (which is selected and highlighted in blue), Attendance, Setting, and Operation Log. The main content area is titled 'Device' and shows a table of device entries. The table has columns: Device name, SN, Site name, Status, and Operation. A single row is visible, with the 'Status' column showing 'Offline'. The row is highlighted with a red box, and the number '8' is displayed in red at the bottom center of the table. The bottom of the interface includes a search bar, a toolbar with buttons for Add, Daylight Saving Time, Delete, and Refresh, and pagination controls for 'No. of records per page' (set to 20), '1-1 of 1', and arrows.

Note: There may be a delay, please wait a moment, after receiving the device voice prompts, refresh in the **[Device Management]** interface to see the device display online status.

6 Operation on NGTeco Office Mobile App

6.1 Login

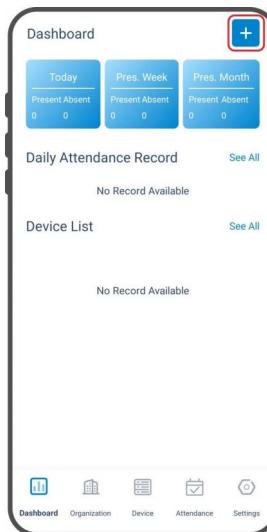
Access the NGTeco Office Mobile Application at the App store.

Log in using your user credentials: Email ID and password. Then, click **[Login]**.

Note: By checking the box, the user can automatically log in to the application for a period of 5 days.

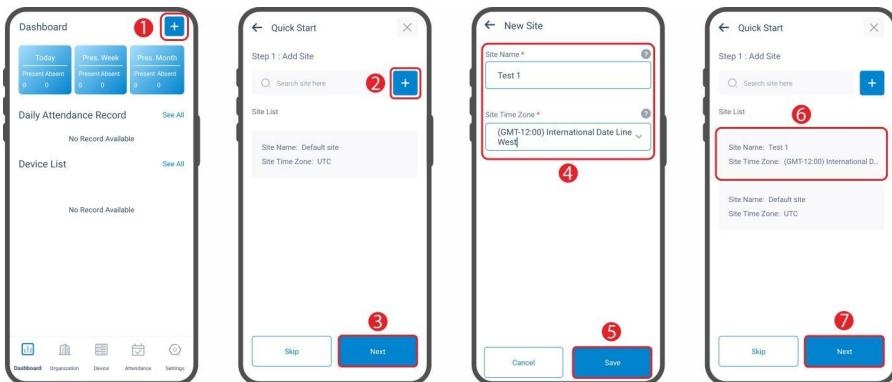
6.2 Quick Start

Users can tap **[Quick Start]** in the upper right corner of the APP to quickly start the relevant parameter settings. Then follow the prompts to complete the setting.

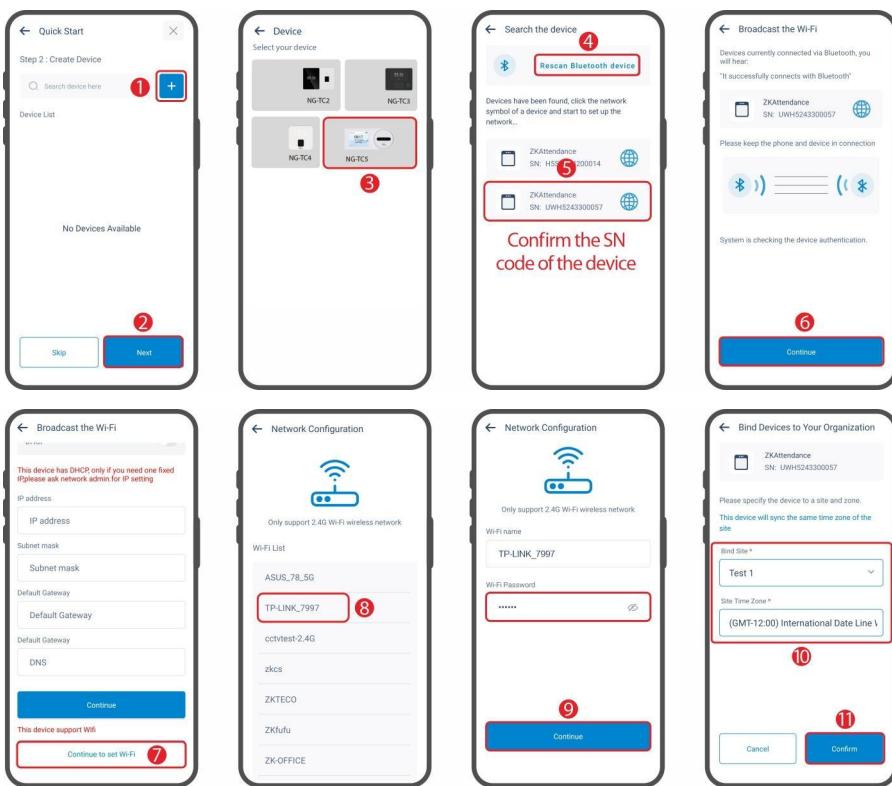


Tip: Click **[Skip]** to skip the current step and go directly to the next step. Please enable the Bluetooth function of your phone before connecting the device.

Step 1: Add Site



Step 2: Create Device and Set up the network



Note: Only support 2.4G Wi-Fi wireless network. For further details, please refer to [Appendix 1](#).

Step 3: Add Employee

Step 3: Add Employee

Employee List

No Persons Available

Quick Start

New User

Person ID *

Department *

Default department

First Name *

Mick

Last Name *

Lee

Employee List

Name: Mick Lee

Person ID: 1

Department: Default department

Quick Start

Employee List

Name: Mick Lee

Person ID: 1

Department: Default department

Skip

Next

Cancel

Save

Skip

Next

Step 4: Add Timesheet

Step 4: Add Timesheet

TimeSheet List

Name

Unit

week

Cycle

1

Description

test

Timesheet Name *

Enter Your Time Sheet Name

Timesheet Description *

Enter Your Time Sheet Description

Schedule Rule

Schedule Mode *

By week cycle

Repeat Cycle *

1

Schedule *

Mon Tue Wed Thu Fri Sat Sun

Att Records Statistics Rule

Normal Flexible

Break Time Mode *

First and Last

Break Time

Repeat Cycle *

1

From

12:00

To

12:30

Auto Deducted

Know about this?

Cancel

Save

Quick Start

TimeSheet List

Name

Unit

week

Cycle

1

Description

test

Success.

Skip

Next

Step 5: Add Schedule

Step 5 : Add Schedule

Select Person *

Please select person

The field is required!

Select Timesheet *

Please Select Time Sheet

The field is required!

Start Date *

11-13-2024

End Date *

11-30-2024

Devices that person can clock in

Save

Quick Start

Step 5 : Add Schedule

Select Person *

Mick Lee

Select Timesheet *

Test 1

Start Date *

11-13-2024

End Date *

11-30-2024

Devices that person can clock in

Save

Quick Start

Step 5 : Add Schedule

Select Person *

Mick Lee

Select Timesheet *

Test 1

Start Date *

11-13-2024

End Date *

11-30-2024

Devices That Person Can Clock In

Select All

UWH5243300057

Confirm

Dashboard

Today

Present Absent

Present Absent

Present Absent

Present Absent

Present Absent

Daily Attendance Record

No Record Available

Device List

NG-TC5

Test 01

All Steps are finished

Dashboard

Organization

Device

Attendance

Settings

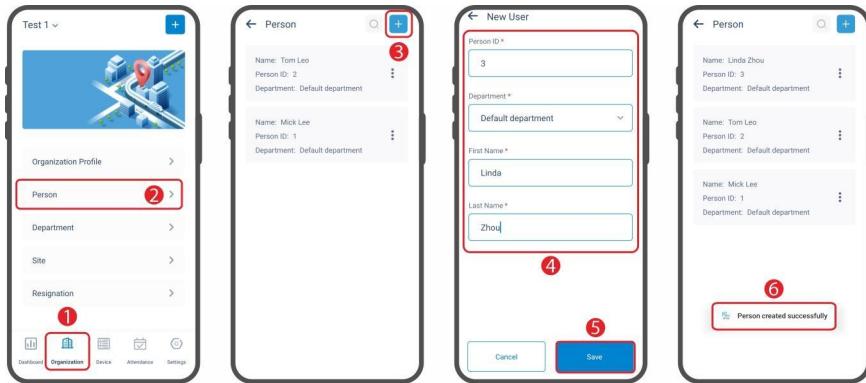
Page | 33

Copyright © 2024 NGTeco. All rights reserved.

6.3 Organization Management

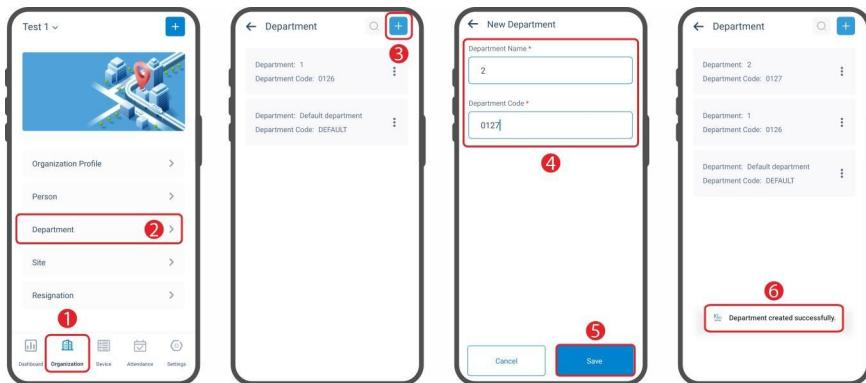
6.3.1 Add Person

Click [Organization] > [Person] at the NGTeco Office App and refer to the following procedure to add a new person.



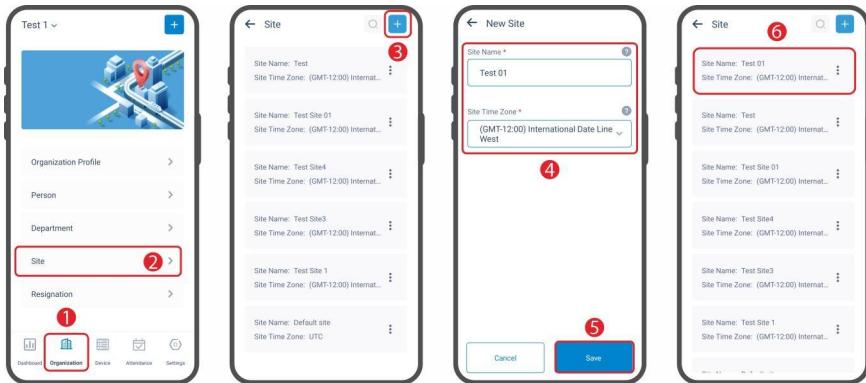
6.3.2 Add Department

Click [Organization] > [Department] at the NGTeco Office App and refer to the following procedure to add department.



6.3.3 Add Site

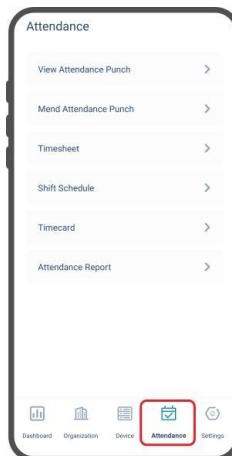
Click [Organization] > [Site] at the NGTeco Office App and refer to the following procedure to add a new site.



6.4 Attendance Settings

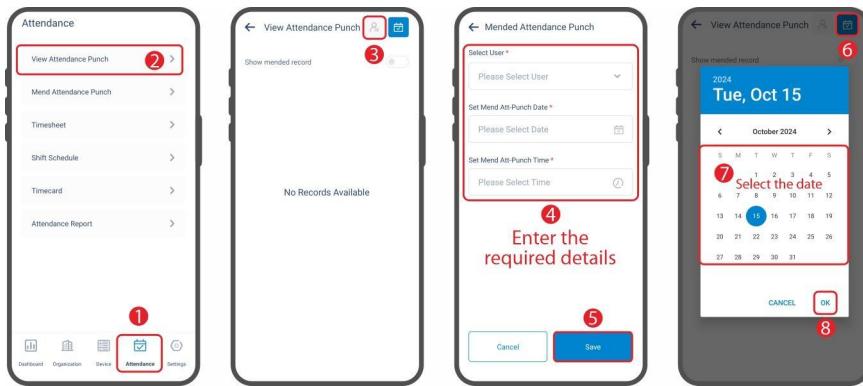
The Attendance module contains View attendance punch, Mend attendance punch, Timesheet, Shift Schedule, Timecard and Attendance report.

Click [Attendance] at the NGTeco Office App to enter the attendance setting interface.



6.4.1 View Attendance Punch

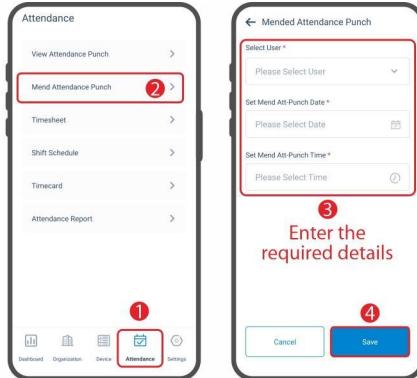
1. Click [Attendance] > [View Attendance Punch] on the NGTeco Office to view the attendance punch details.
2. Click on the icon  to set mend attendance punch, select the user, set the mend attendance punch date and time then click [Save].
3. Click on the icon  to see the attendance punch on particular date then click [OK].
4. To see the mended record click on enable.



6.4.2 Mend Attendance Punch

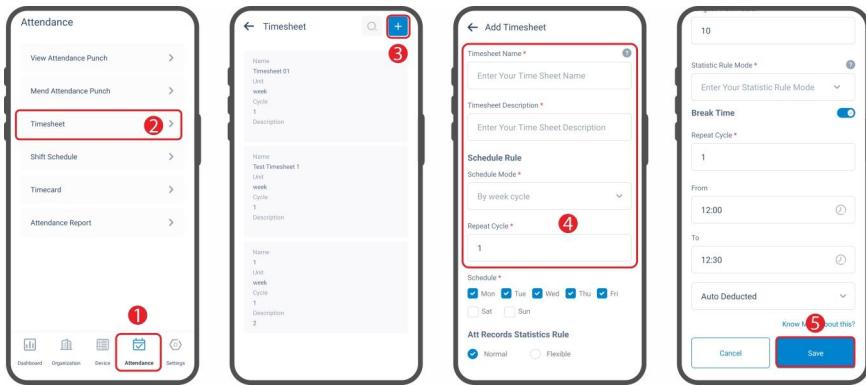
If an employee forgets to Check In/Out, the Admin can rectify it by performing a Mend Attendance Punch to check them in/out. Admin can only add Check In/Out punches and are unable to edit or delete the check In/Out times of employees that have already been recorded and reflected in the View Attendance Punch, Dashboard, or Timecard Management.

Click on [Attendance] > [Mend Attendance Punch], select the person, set the mend attendance-punch date, time and then click [Save].



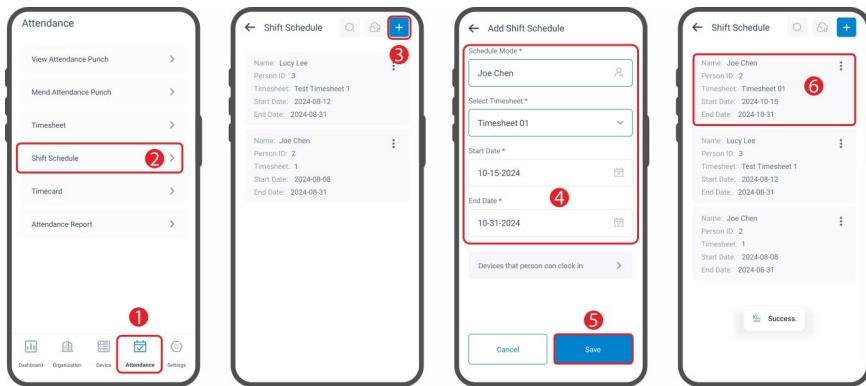
6.4.3 Timesheet

1. Click [Attendance] > [Timesheet] on the NGTeco Office main menu to add a timesheet.
2. Click the add icon  to add a new timesheet.
3. Enter the timesheet-related information and click [Save].



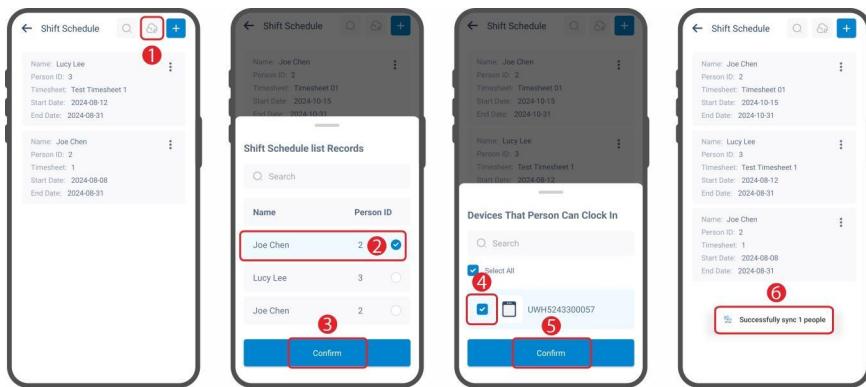
6.4.4 Shift Schedule

1. Click [Attendance] > [Shift Schedule] on the NGTeco Office main menu to open the interface of shift schedule.
2. Click the add icon  to add a new shift schedule.
3. On the Add shift Schedule interface select the schedule mode, timesheet, start and end date, devices that person can clock in and click [Save] to add shift schedule.



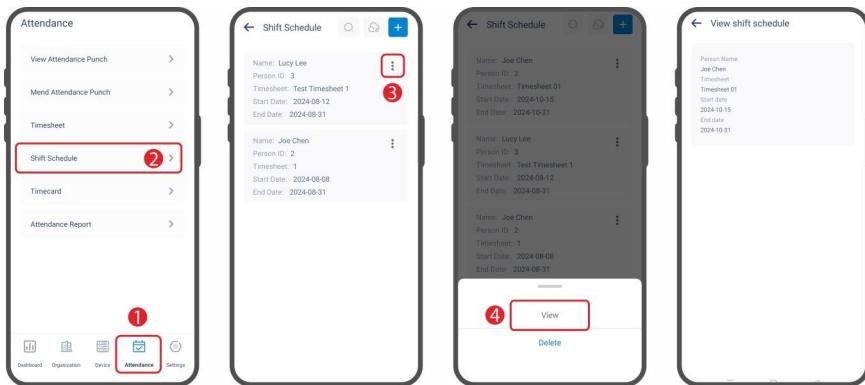
Sync Person

1. Click on [Attendance] > [Shift Schedule], select the person to be scheduled and click to synchronize the personnel to the device.
2. The selected personnel will then be synchronized to the selected device, and those who are successfully synchronized will be able to check-in and check-out on the device by password/card/fingerprint/face, and so on.



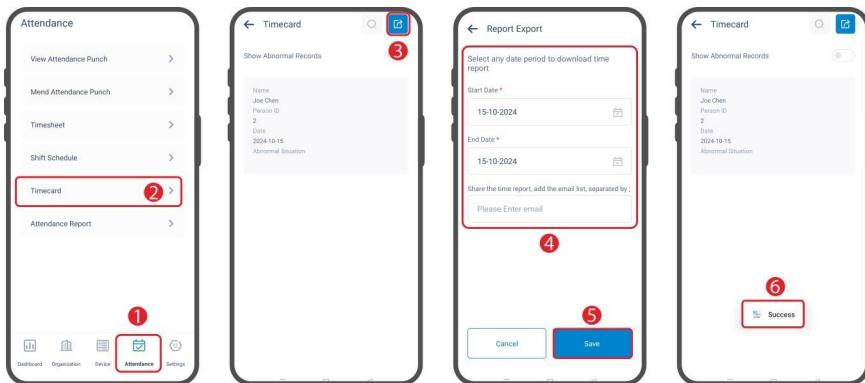
View Details

Select the shift and click on the action bar and click [View] to get the complete shift schedule information.



6.4.5 Timecard

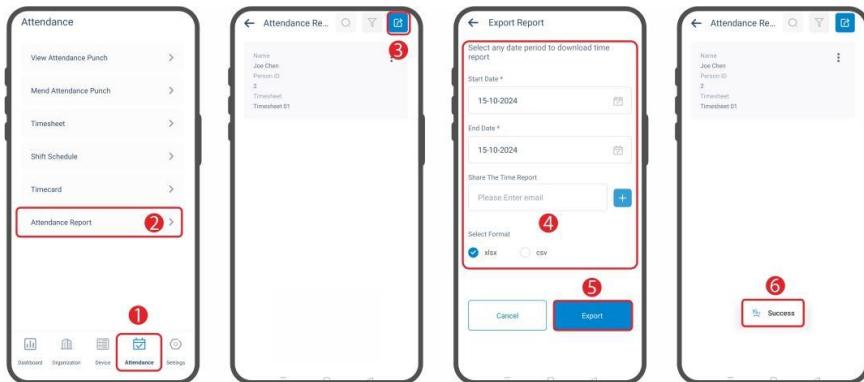
1. Click [Attendance] > [Timecard] on the NGTeco Office Mobile App.
2. Click on the icon to export the timecard report.
3. Select any date period to download the time report and enter the email address to receive the report and click [Save].



6.4.6 Attendance Report

1. Click [Attendance] > [Attendance Report] on the NGTeco Office Mobile App.
2. Click on the icon to export the attendance report.

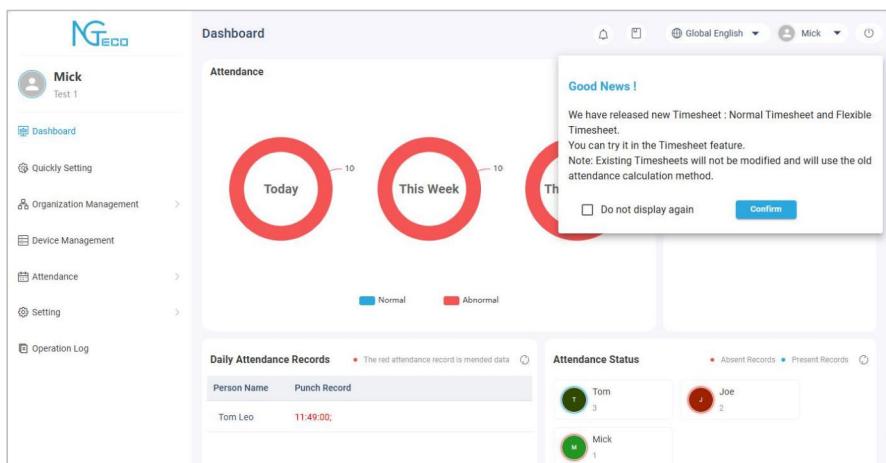
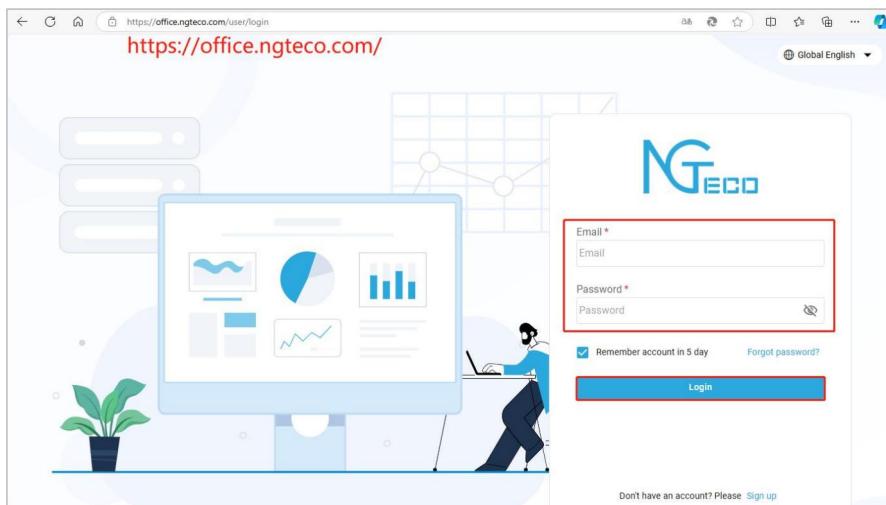
3. Select any date period to download the time report and enter the email address to receive the report and click [Export].



7 Connect to NGTeco Office Web

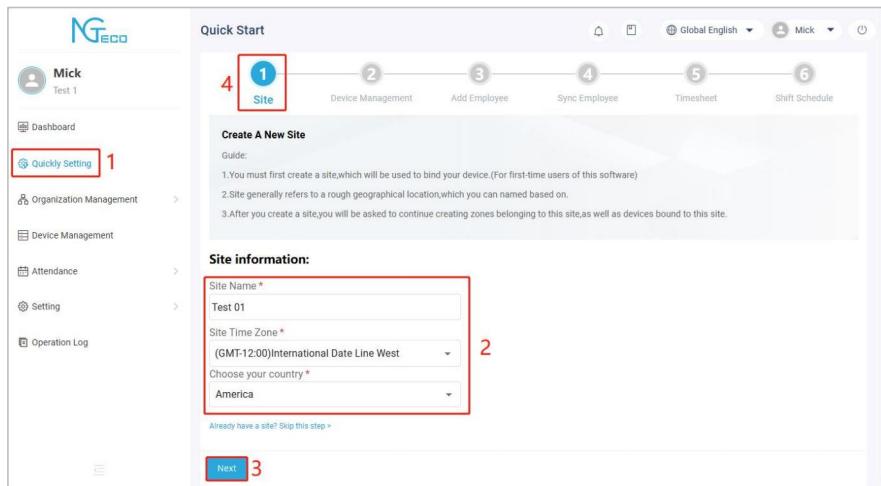
7.1 Login

Access the NGTeco Office <https://office.ngtoco.com/>. And then enter your Email Id and password on the login screen and click [Login] to login.

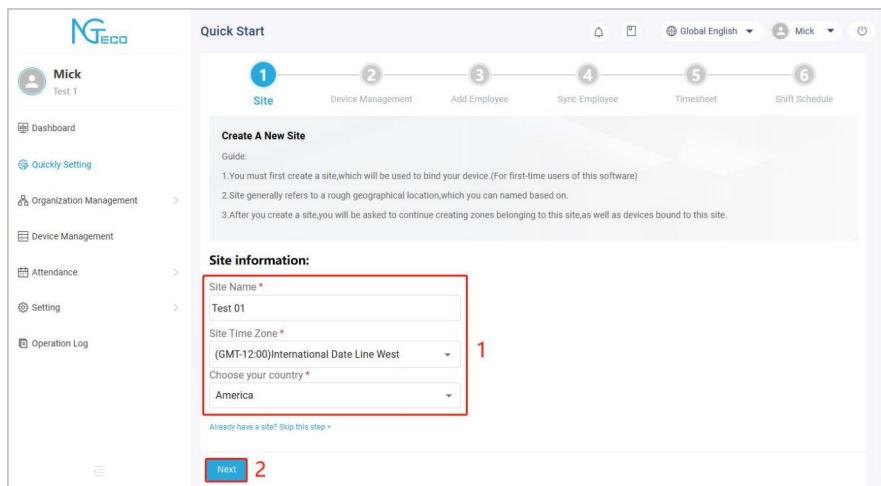


7.2 Quickly Setting

In the Quickly Setting interface, users can quickly set the relevant parameters according to the steps. After inputting the relevant parameters, click **[Next]** in the lower right corner to enter the next step, and the icon will be lit in blue every time the setting is completed until all the parameters are set.



Step 1: Create A New Site



Step 2: Add A New Device

The screenshot shows the 'Quick Start' and 'Bind device to your organization' sections of a mobile application.

Quick Start:

- Site:** Step 1 completed (green checkmark).
- Device Management:** Step 2 completed (blue circle with '2').
- Add Employee:** Step 3 (grey circle with '3').
- Sync Employee:** Step 4 (grey circle with '4').

Manual register device with browser:

- Power up and set device network.
- Plug in the network cable if the device supports Ethernet function.
- Enter your device Ethernet setting/WiFi setting menu to enter the communication setting page. Enter code in the standby page.
- On the side of the device box or on the back of the device, can find the device serial number.
- Fill in the device serial number on the system.

Add A New Device:

Enter device SN: **KH53242800183** **1** **Verify SN** **2**

No need to add a new device? Skip this step >

Bottom Navigation: Back, **Next** **5**

Bind device to your organization:

Bind Site *: **Test 01** **3**

Site Timezone: **(GMT-12:00)International Date Line West**

Buttons: Cancel, **Confirm** **4**

Step 3: Add new employees and department

Quick Start

Site Zone Device Management Add Employee Sync Employee Timesheet Shift Schedule

Step 4

Add new employees and department

First you need to create new department and add your employees...

No need to add employee? Skip this step >

Department	Person
Department Name: 0126	Person Name: Joe Chen Person ID: 2 Department: Default department Operation:
Default department	Person Name: Mick Lee Person ID: 1 Department: Default department Operation:

No. of records per page: 10 1-2 of 2 No. of records per page: 10 1-2 of 2

BACK NEXT

Note: You can click the  icon to add a new department or person.

Step 4: Add Employees to Your Device

1

2

3

Step 5: Create A New Timesheet

1

TimeSheet

Add TimeSheet

Timesheet Name * **2** Test 02

Timesheet Description

Schedule Rule

> Timesheet **3**

ATT Records Statistics Rule

Day Change Time 00:00 Statistics Rule Mode First and Last

Overtime Reminder 0 minutes Punch Interval(Min) 1

Longest Work Hours(Hc) 10

Break Time

From 12:00 To 12:30 Auto Deducted

Know more about this? **4**

Cancel Confirm **4**

Add Delete Refresh

Operation

View TimeSheet

View TimeSheet

1-2 of 2 < >

TimeSheet

Site Device Management Add Employee Sync Employee **5** Timesheet **6** Shift Schedule

Create A New Timesheet

Guide:

1. Please create a timesheet that meets your needs.

2. After creating the Timesheet, click Next and you can bind it to certain employees.

Search by Timesheet Name

5

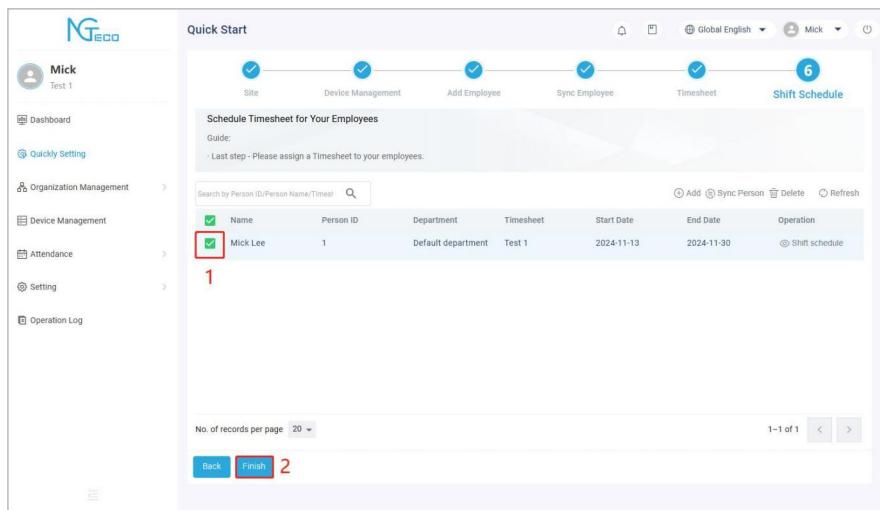
Timesheet Name	Unit	Cycle	Description	Operation
Test 02	week	1		<input type="button" value="View TimeSheet"/>
Test 1	week	1	test	<input type="button" value="View TimeSheet"/>
1	week	1	2	<input type="button" value="View TimeSheet"/>

No. of records per page 20 **6**

No need to create a new timesheet? Skip this step >

Back Next **6**

Step 6: Schedule Timesheet for Your Employees



Quick Start

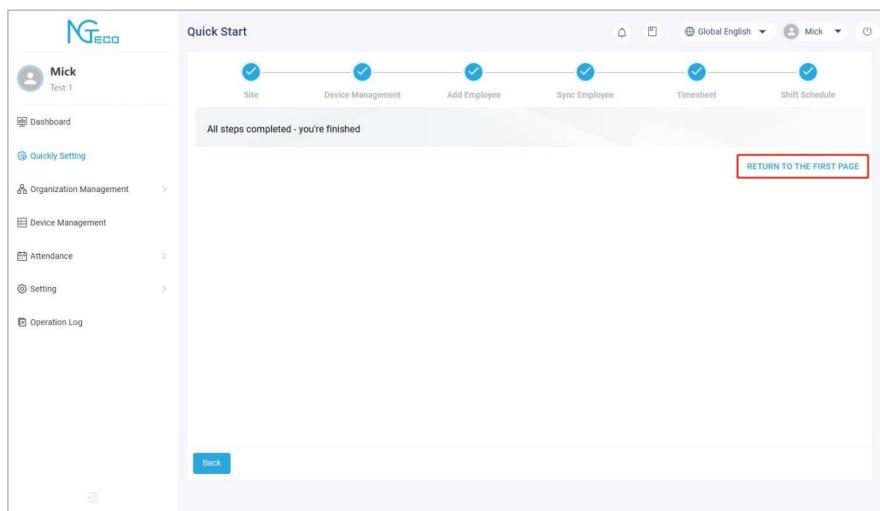
Schedule Timesheet for Your Employees

Guide: Last step - Please assign a Timesheet to your employees.

Name	Person ID	Department	Timesheet	Start Date	End Date	Operation
<input checked="" type="checkbox"/> Mick Lee	1	Default department	Test 1	2024-11-13	2024-11-30	<input type="checkbox"/> Shift schedule

No. of records per page 20 1-1 of 1

Back **Finish** 2



Quick Start

All steps completed - you're finished

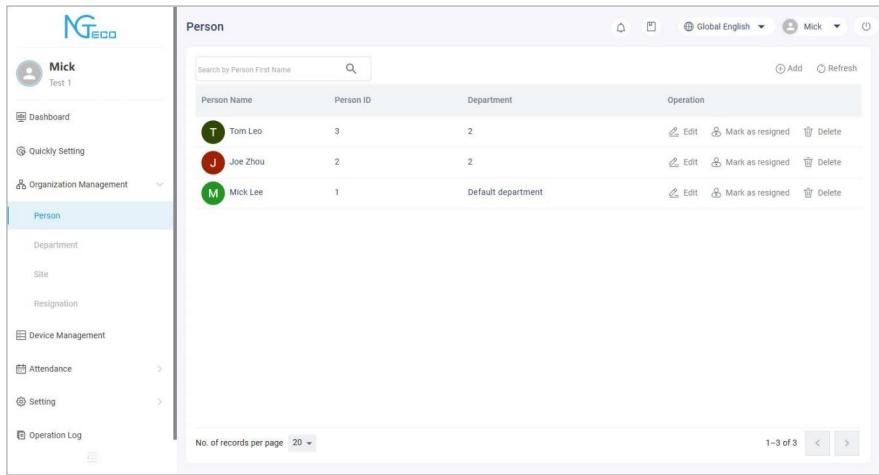
RETURN TO THE FIRST PAGE

Back

After completing all settings, click **[RETURN TO THE FIRST PAGE]** to repeat the above steps to set new parameters.

7.3 Person Management

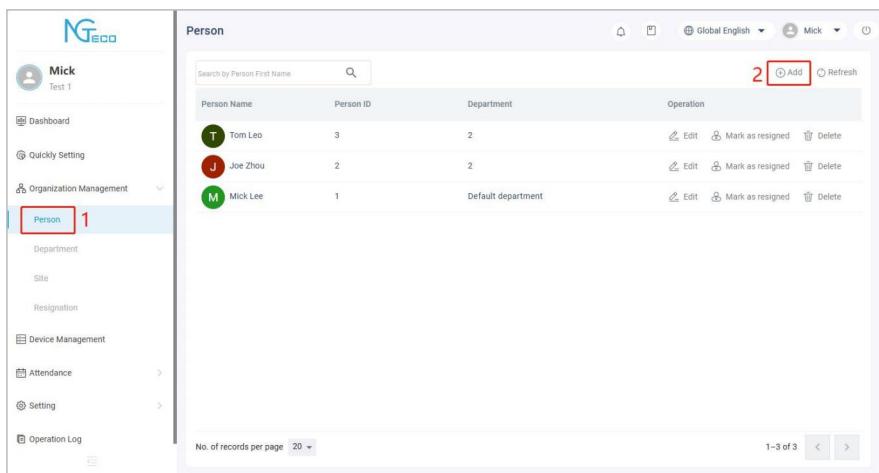
Click [Organization Management] > [Person] on the NGTeco Office main menu to support adding person, editing person, and deleting person.



Person Name	Person ID	Department	Operation
Tom Leo	3	2	<input type="button" value="Edit"/> <input type="button" value="Mark as resigned"/> <input type="button" value="Delete"/>
Joe Zhou	2	2	<input type="button" value="Edit"/> <input type="button" value="Mark as resigned"/> <input type="button" value="Delete"/>
Mick Lee	1	Default department	<input type="button" value="Edit"/> <input type="button" value="Mark as resigned"/> <input type="button" value="Delete"/>

7.3.1 Add Person

1. Click on the add icon  to add a new person.



Person Name	Person ID	Department	Operation
Tom Leo	3	2	<input type="button" value="Edit"/> <input type="button" value="Mark as resigned"/> <input type="button" value="Delete"/>
Joe Zhou	2	2	<input type="button" value="Edit"/> <input type="button" value="Mark as resigned"/> <input type="button" value="Delete"/>
Mick Lee	1	Default department	<input type="button" value="Edit"/> <input type="button" value="Mark as resigned"/> <input type="button" value="Delete"/>

2. Enter the person's information and click [Confirm].

The screenshot shows the NGTeco Person interface. On the left is a sidebar with 'Mick' as the user. The main area shows a table of employees with columns: Person Name, Person ID, and Department. The table has 4 rows: Tom Leo (ID 3, Dept 2), Joe Zhou (ID 2, Dept 2), Mick Lee (ID 1, Dept Default department), and a new entry 'Lucy' (ID 4, Dept 2). A search bar at the top says 'Search by Person First Name'. On the right, a 'New Person' modal is open, containing fields for Person ID (4), Department (2), First Name (Lucy), and Last Name (Wang). The 'Confirm' button is highlighted with a red box and labeled '4'.

Note: During the initial registration, you can modify your ID; but you cannot modify the registered ID once the registration is successful.

7.3.2 Edit Person

On the [Person] interface, click on the icon of the person you want to edit, and edit the information about the person on the pop-up screen.

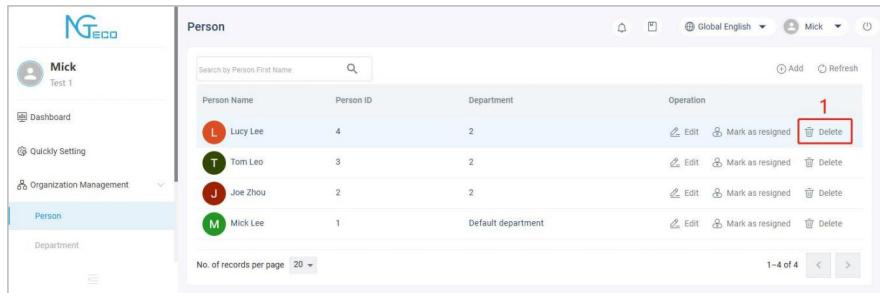
The screenshot shows the NGTeco Person interface. The sidebar shows 'Mick'. The main area shows a table of employees with columns: Person Name, Person ID, Department, and Operation. The table has 4 rows: Lucy Wang (ID 4, Dept 2), Tom Leo (ID 3, Dept 2), Joe Zhou (ID 2, Dept 2), and Mick Lee (ID 1, Dept Default department). The 'Edit' icon for Lucy Wang is highlighted with a red box and labeled '1'. On the right, an 'Edit Person' modal is open for Lucy Wang, showing fields for Person ID (4), Department (2), First Name (Lucy), and Last Name (Wang). The 'Confirm' button is at the bottom.

The screenshot shows the NGTeco Person interface. The sidebar shows 'Mick'. The main area shows a table of employees with columns: Person Name, Person ID, Department, and Operation. The table has 4 rows: Lucy Lee (ID 4, Dept 2), Tom Leo (ID 3, Dept 2), Joe Zhou (ID 2, Dept 2), and Mick Lee (ID 1, Dept Default department). The 'Edit' icon for Lucy Lee is highlighted with a red box and labeled '2'. On the right, an 'Edit Person' modal is open for Lucy Lee, showing fields for Person ID (4), Department (2), First Name (Lucy), and Last Name (Lee). The 'Confirm' button is at the bottom. The 'Last Name' field is highlighted with a red box and labeled '3'.

Note: Person ID does not support modification.

7.3.3 Delete Person

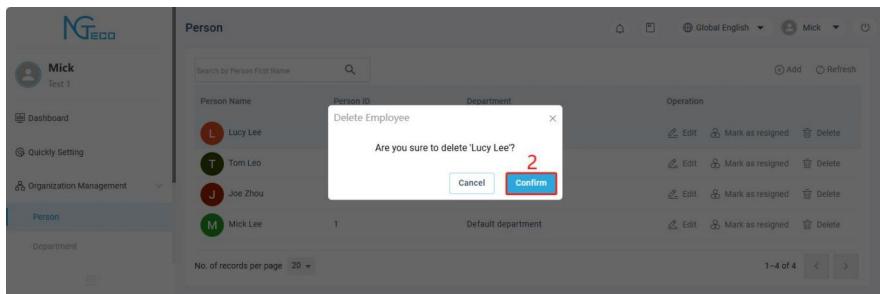
On the [Person] interface, click the  icon of the person you want to delete.



Person

Person Name	Person ID	Department	Operation
Lucy Lee	4	2	(1)
Tom Leo	3	2	
Joe Zhou	2	2	
Mick Lee	1	Default department	

No. of records per page 20 1-4 of 4



Person

Delete Employee

Are you sure to delete 'Lucy Lee'?

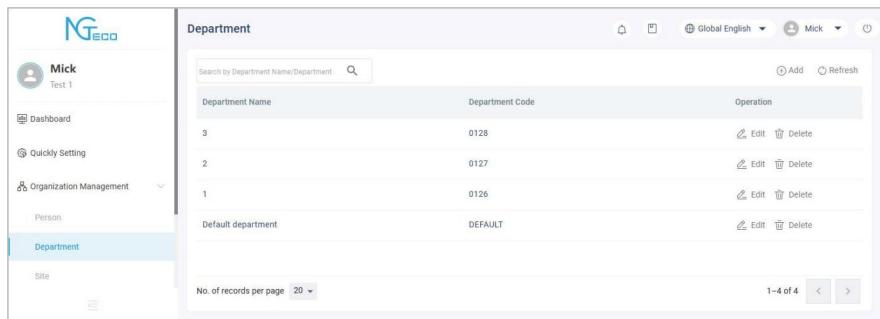
(2)

Person Name	Person ID	Department	Operation
Lucy Lee	4	2	
Tom Leo	3	2	
Joe Zhou	2	2	
Mick Lee	1	Default department	

No. of records per page 20 1-4 of 4

7.4 Department Management

Click [Organization Management] > [Department] on the NGTeco Office main menu to support adding department, editing department, and deleting department.



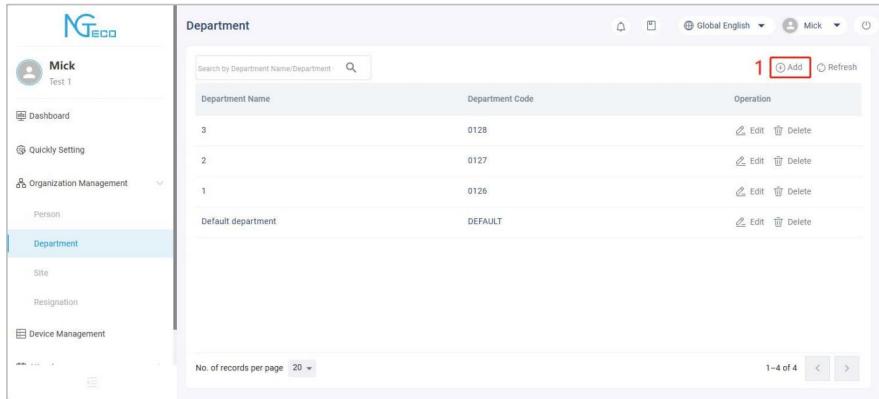
Department

Department Name	Department Code	Operation
3	0128	
2	0127	
1	0126	
Default department	DEFAULT	

No. of records per page 20 1-4 of 4

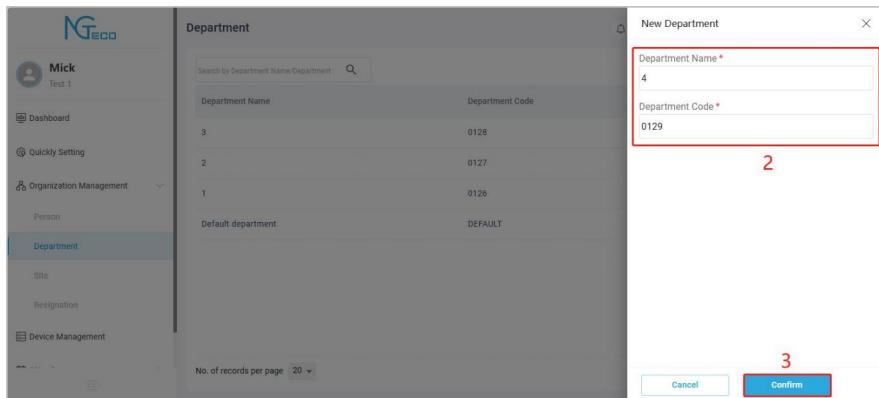
7.4.1 Add Department

1. Click the add icon  to add a new department.



Department Name	Department Code	Operation
3	0128	
2	0127	
1	0126	
Default department	DEFAULT	

2. Enter the department's information and click **[Confirm]**.



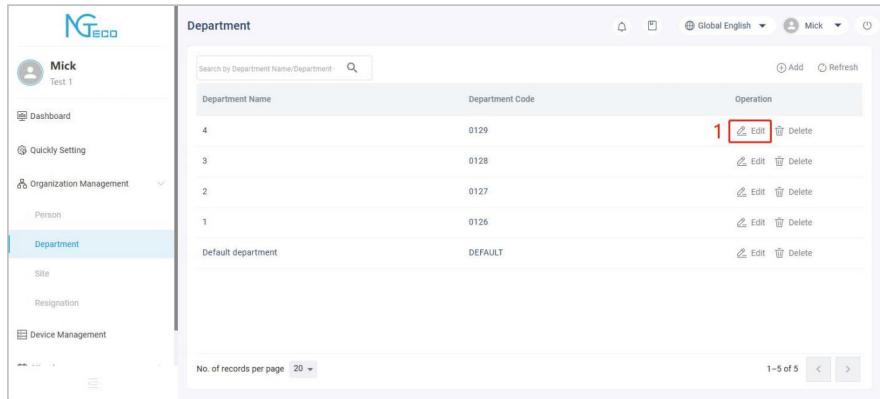
New Department

Department Name*
4

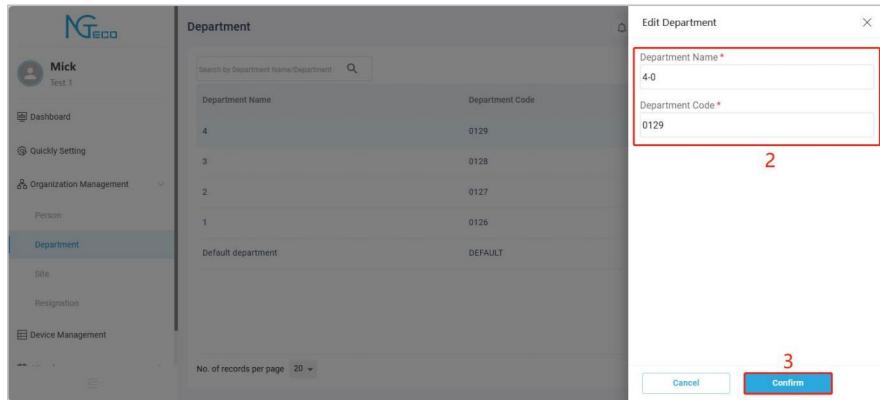
Department Code*
0129

7.4.2 Edit Department

On the **[Department]** interface, click on the icon  of the department you want to edit and edit the department information on the pop-up screen and then click **[Confirm]** to save the updates. Editing a department is the same as adding a department.



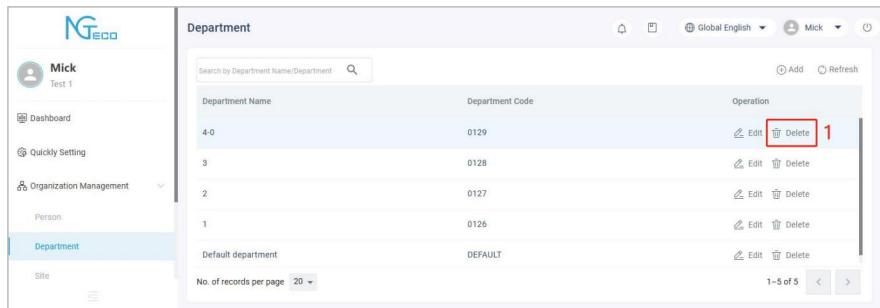
The screenshot shows the 'Department' list interface. On the left is a sidebar with a user profile for 'Mick Test 1' and a navigation menu including 'Dashboard', 'Quickly Setting', 'Organization Management' (with 'Person' and 'Department' sub-items), 'Site', 'Resignation', and 'Device Management'. The 'Department' item is selected. The main content area displays a table of departments with columns: 'Department Name' (4, 3, 2, 1, Default department), 'Department Code' (0129, 0128, 0127, 0126, DEFAULT), and 'Operation' (with 'Edit' and 'Delete' buttons). The row for department '4' is highlighted with a red box and has an 'Edit' button highlighted with a red box. At the bottom, there are buttons for 'No. of records per page' (20), '1-5 of 5', and navigation arrows.



The screenshot shows the 'Edit Department' dialog box. It contains fields for 'Department Name' (4-0) and 'Department Code' (0129). The 'Edit' and 'Delete' buttons in the dialog are highlighted with red boxes. The background shows the 'Department' list interface with department '4' selected. At the bottom of the dialog are 'Cancel' and 'Confirm' buttons, with 'Confirm' highlighted with a red box. A red number '2' is placed to the right of the dialog, and a red number '3' is placed below the 'Confirm' button.

7.4.3 Delete Department

On the [Department] interface, click the  icon of the department to delete the department.



The screenshot shows the 'Department' list interface. The 'Edit' and 'Delete' buttons for department '4-0' are highlighted with red boxes. The 'Delete' button is specifically highlighted with a red box. The background shows the 'Department' list with department '4' selected. At the bottom, there are buttons for 'No. of records per page' (20), '1-5 of 5', and navigation arrows.

The screenshot shows the 'Department' management screen. On the left is a sidebar with a user profile for 'Mick' and links for Dashboard, Quickly Setting, Organization Management (expanded), Person, Department (selected), and Site. The main area shows a table of departments with columns: Department Name, Department Code, and Operation (with edit and delete icons). A modal dialog box is centered, titled 'Delete department?' with the message 'You want to delete the selected department? You can delete only if the department is empty.' It has 'Cancel' and 'Confirm' buttons, with 'Confirm' highlighted with a red box. The table data includes rows for 4-0, 3, 2, and 1, with '0126' in the Department Code column and 'DEFAULT' in the Operation column. The bottom of the screen shows a footer with '1-5 of 5' and navigation icons.

7.5 Site Management

7.5.1 Add Site

1. Click on [Organization Management] > [Site], then click the add icon  to add a new site.

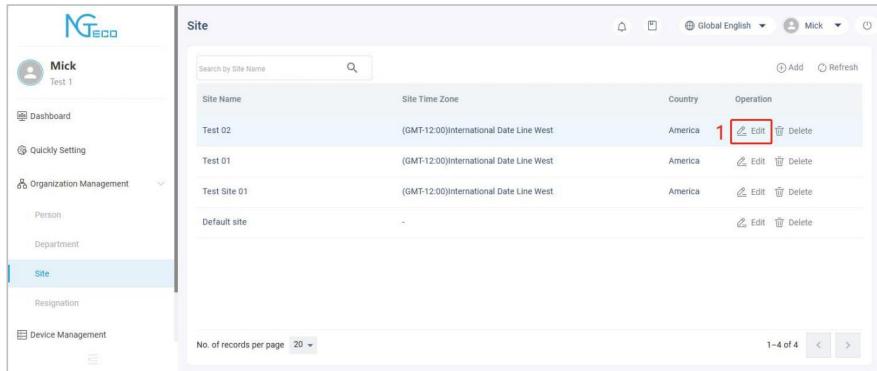
The screenshot shows the 'Site' management screen. The sidebar is identical to the previous one. The main area shows a table of sites with columns: Site Name, Site Time Zone, Country, and Operation. A new site 'Test 01' is listed with '(GMT-12:00)International Date Line West' in Site Time Zone, 'America' in Country, and edit/delete icons. A new site 'Test Site 01' is listed with the same information. A 'Default site' row is present. The top right has a '1  Refresh' button, with the add icon highlighted with a red box. The bottom shows a footer with '1-3 of 3' and navigation icons.

2. Enter the site's information and click [Confirm].

The screenshot shows the 'Site' management screen with a 'New Site' dialog box open. The dialog has fields for 'Site Name *' (filled with 'Test 02'), 'Site Timezone *' (set to '(GMT-12:00)International Date Line West'), 'Choose your country *' (set to 'America'), and 'Cancel' and 'Confirm' buttons. The 'Confirm' button is highlighted with a red box. The main site table is visible in the background, showing 'Test 01' and 'Test Site 01'.

7.5.2 Edit Site

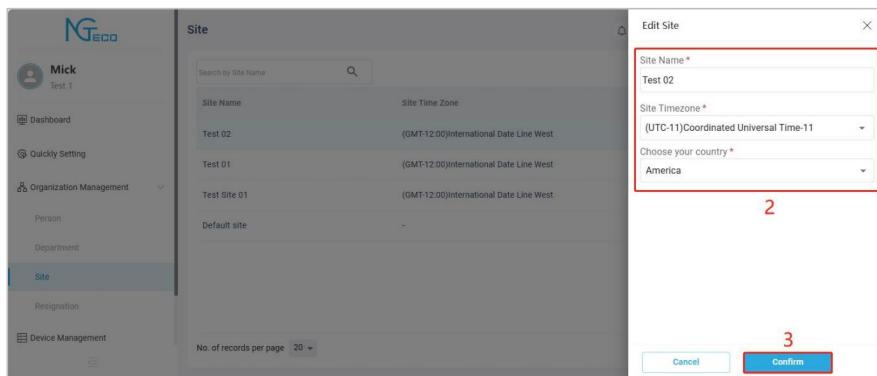
On the [Site] interface, click the  icon of the site you want to edit, and then edit the required details as adding a site in the pop-up interface and then click [Confirm] to save the updates



The screenshot shows the 'Site' management interface. On the left is a sidebar with a user profile for 'Mick' and sections for Dashboard, Quickly Setting, Organization Management (Person, Department), Site (which is selected and highlighted in blue), Resignation, and Device Management. The main area is titled 'Site' and contains a table with the following data:

Site Name	Site Time Zone	Country	Operation
Test 02	(GMT-12:00)International Date Line West	America	 Edit  Delete
Test 01	(GMT-12:00)International Date Line West	America	 Edit  Delete
Test Site 01	(GMT-12:00)International Date Line West	America	 Edit  Delete
Default site	-		 Edit  Delete

At the bottom, there are buttons for 'No. of records per page' (20), '1-4 of 4', and navigation arrows.



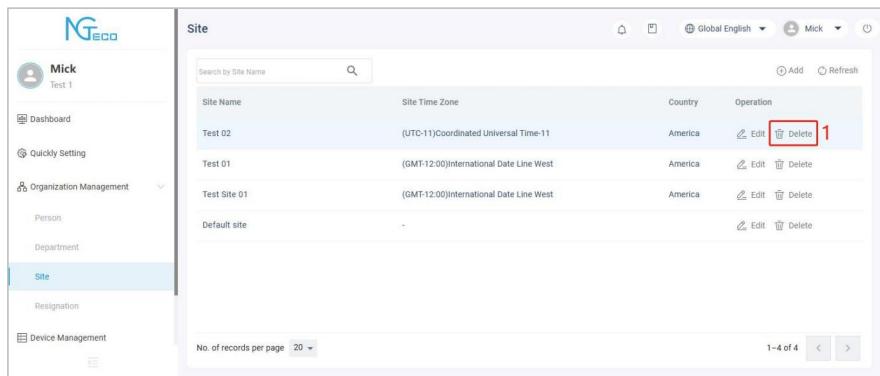
The screenshot shows the 'Edit Site' pop-up window. It contains the following fields:

- Site Name *: Test 02
- Site Timezone *: (UTC-11)Coordinated Universal Time-11
- Choose your country *: America

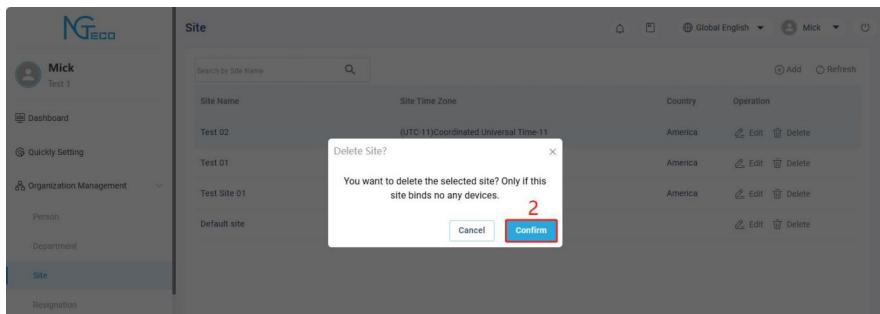
At the bottom of the window are 'Cancel' and 'Confirm' buttons, with 'Confirm' highlighted by a red box and labeled '3'.

7.5.3 Delete Site

On the [Site] interface, click the  icon of the site you want to delete.

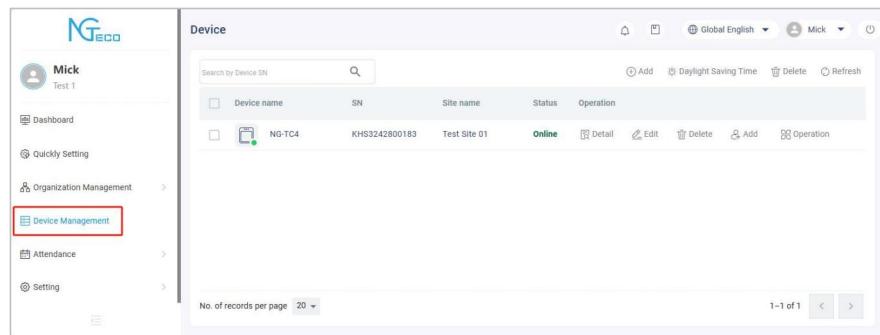


Site Name	Site Time Zone	Country	Operation
Test 02	(UTC-11)Coordinated Universal Time-11	America	1
Test 01	(GMT-12:00)International Date Line West	America	
Test Site 01	(GMT-12:00)International Date Line West	America	
Default site	-		



7.6 Device Management

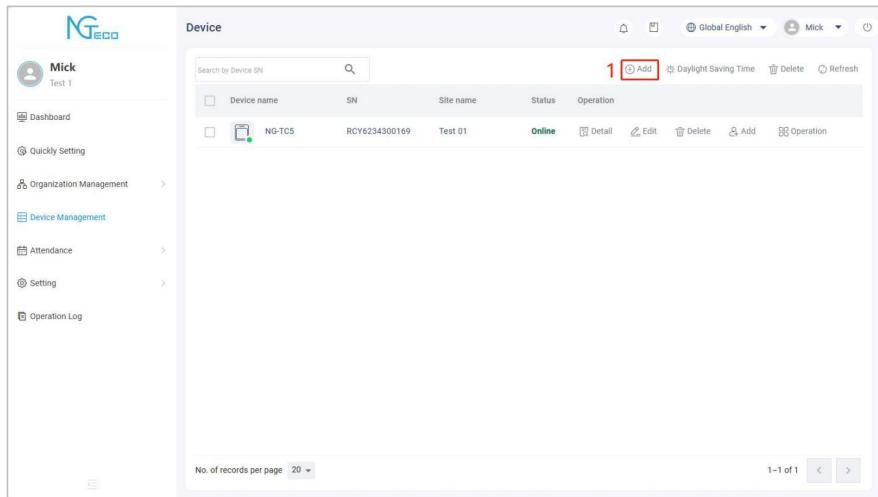
Click **[Device Management]** on the NGTeco Office main menu to support adding device, editing device, deleting device, viewing device details, and operating devices remotely.



Device name	SN	Site name	Status	Operation
NG-TC4	KHS3242800183	Test Site 01	Online	

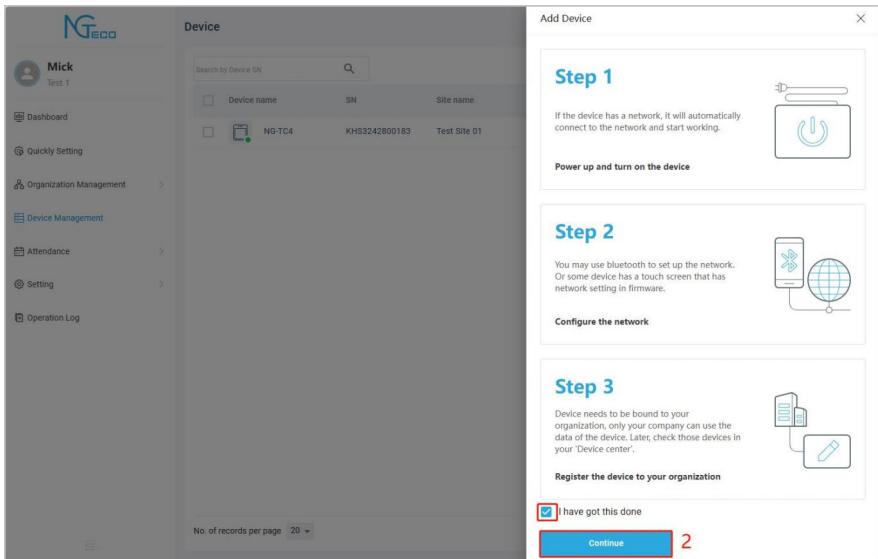
7.6.1 Add Device

1. Click on the add icon  to add a new device.



The screenshot shows the NGTeco Device Management interface. On the left is a sidebar with a user profile for 'Mick' and links to Dashboard, Quickly Setting, Organization Management, Device Management (which is selected and shown as a sub-menu with Attendance, Setting, and Operation Log), and Operation Log. The main content area is titled 'Device' and shows a table with a single row: 'NG-TC5' (Device name), 'RCY6234300169' (SN), 'Test 01' (Site name), and 'Online' (Status). The 'Operation' column contains icons for Detail, Edit, Delete, Add, and Operation. At the top right, there are buttons for Global English, User 'Mick', and a search bar. The 'Add' button is highlighted with a red box. Below the table are buttons for Daylight Saving Time, Delete, Refresh, and a message box. At the bottom are pagination controls for 'No. of records per page' (20) and '1-1 of 1'.

2. Follow the prompts to complete the operation.



The screenshot shows the 'Add Device' wizard. It consists of three steps: Step 1 (Power up and turn on the device), Step 2 (Configure the network), and Step 3 (Register the device to your organization). Step 3 is currently active and has a red box around the 'Continue' button. A checked checkbox is also present in Step 3. The background shows the NGTeco Device Management interface with a single device listed.

3. Enter the device's SN code and click [Confirm].

The screenshot shows the NGTeco Device Management interface. On the left, a sidebar menu includes 'Dashboard', 'Quickly Setting', 'Organization Management', 'Device Management' (selected), 'Attendance', 'Setting', and 'Operation Log'. The main area displays a table of devices with columns: Device name, SN, Site name, Status, and Operation. One device, 'NG-TC4', is listed with SN 'KHS3242800183' and Site name 'Test Site 01'. A search bar at the top says 'Search by Device SN'. On the right, a modal window titled 'Add Device' is open with the sub-section 'Manual register device with browser'. It contains instructions: 1. Power up and set device network, 2. Enter your device Ethernet setting/WiFi setting menu to enter the communication setting page. Network setup is successful, the device will display a QR code in the standby page, 3. On the side of the device box or on the back of the device, can find the device serial number, and 4. Fill in the device serial number on the system. A text input field contains 'UWH5243300057' and a blue 'Verify SN' button. Below the input field is a red box labeled '3'. At the bottom of the modal is a blue 'Continue' button, with a red box labeled '4' to its right.

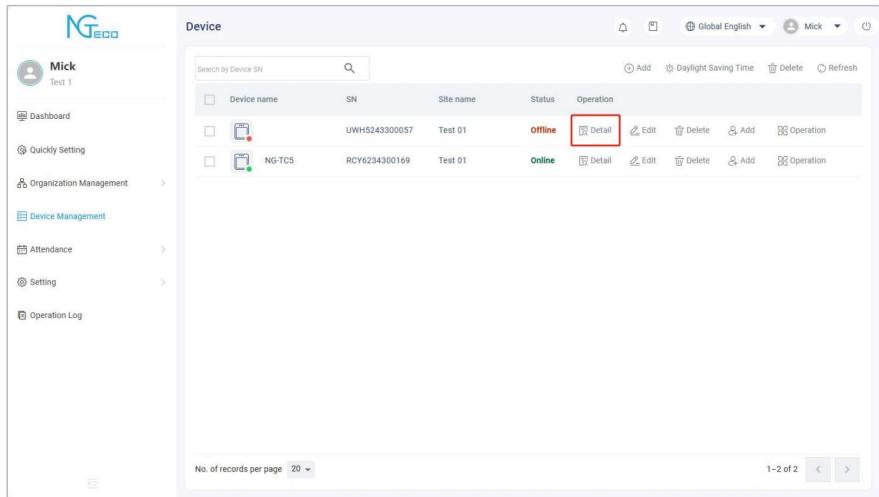
The SN can be viewed on the serial number tab on the back case of the device..

4. Site and zone assigned to the device.

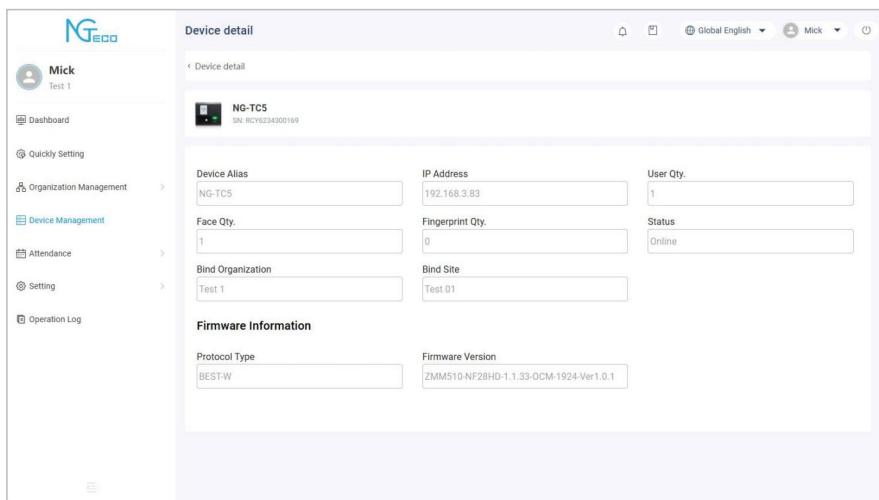
The screenshot shows the NGTeco Device Management interface. The sidebar and device list are identical to the previous screenshot. On the right, a modal window titled 'Bind device to your organization' is open. It displays the serial number 'UWH5243300057' and a note: 'Please specify the device to a site and zone. This device will sync the same timezone of the site'. It contains a 'Bind Site' dropdown menu with 'Test 01' selected, and a 'Site Timezone' dropdown menu with '(GMT-12:00) International Date Line West' selected. A red box surrounds the 'Bind Site' dropdown, labeled '5'. At the bottom of the modal are 'Cancel' and 'Confirm' buttons, with a red box labeled '6' over the 'Confirm' button.

7.6.2 View Device

On the **[Device Management]** interface, all successfully connected devices can be viewed, both online and offline. Click  icon to view detailed information about each device.



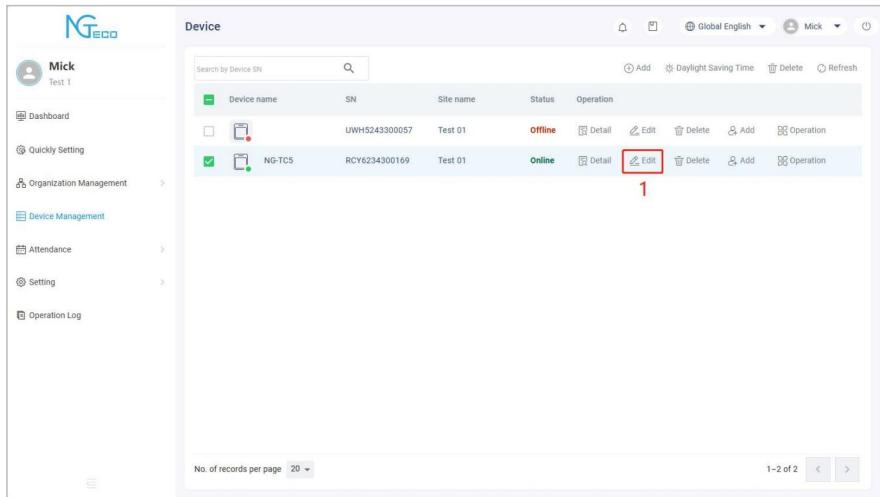
The screenshot shows the 'Device' management page. On the left is a sidebar with a user profile for 'Mick' and links to 'Dashboard', 'Quickly Setting', 'Organization Management', 'Device Management' (which is currently selected), 'Attendance', 'Setting', and 'Operation Log'. The main area is titled 'Device' and contains a table with two rows. The first row represents a device named 'UWH524330057' with SN 'Test 01', status 'Offline', and operation buttons. The second row represents a device named 'NG-TCS' with SN 'RCY6234300169', status 'Online', and operation buttons. A red box highlights the 'Detail' icon for the 'NG-TCS' device. Below the table are buttons for 'Add', 'Daylight Saving Time', 'Delete', 'Edit', and 'Refresh'. At the bottom, there are pagination controls for 'No. of records per page' (set to 20), '1-2 of 2', and navigation arrows.



The screenshot shows the 'Device detail' page for the 'NG-TCS' device. The left sidebar is identical to the previous screenshot. The main area is titled 'Device detail' and shows the device's name 'NG-TCS' and SN 'RCY6234300169'. Below this, there are several input fields: 'Device Alias' (NG-TCS), 'IP Address' (192.168.3.83), 'User Qty.' (1), 'Face Qty.' (1), 'Fingerprint Qty.' (0), 'Bind Organization' (Test 01), 'Bind Site' (Test 01), 'Status' (Online), and 'Bind Site' (Test 01). Below these fields is a section titled 'Firmware Information' with 'Protocol Type' (BEST-W) and 'Firmware Version' (ZMMS510-NF28HD-1.1.33-OCM-1924-Ver1.0.1). At the bottom, there is a large 'Edit' button.

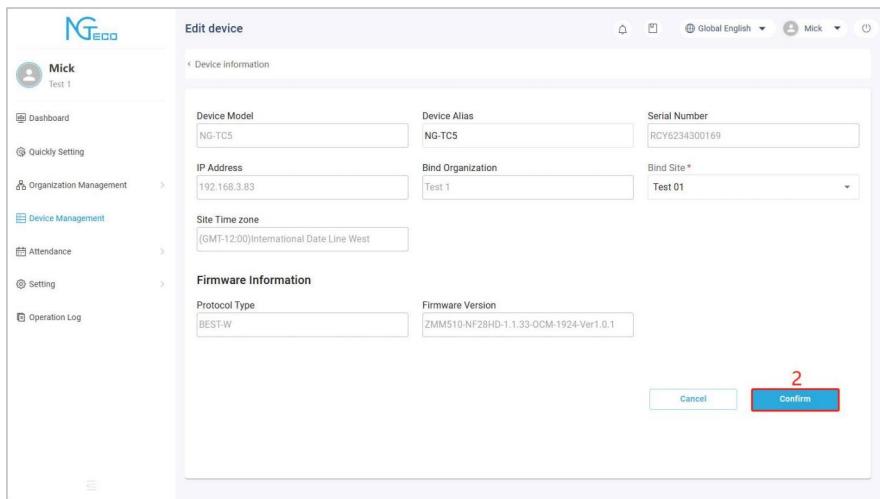
7.6.3 Edit Device

On the [Device Management] interface, click the  icon, and edit the information about the device. and then click [Confirm] to save the updates.



Device Management interface showing a list of devices. The 'Edit' button for the device 'NG-TCS' is highlighted with a red box and the number '1'.

Device name	SN	Site name	Status	Operation
UWH5243300057	Test 01	Offline		
NG-TCS	RCY6234300169	Test 01	Online	

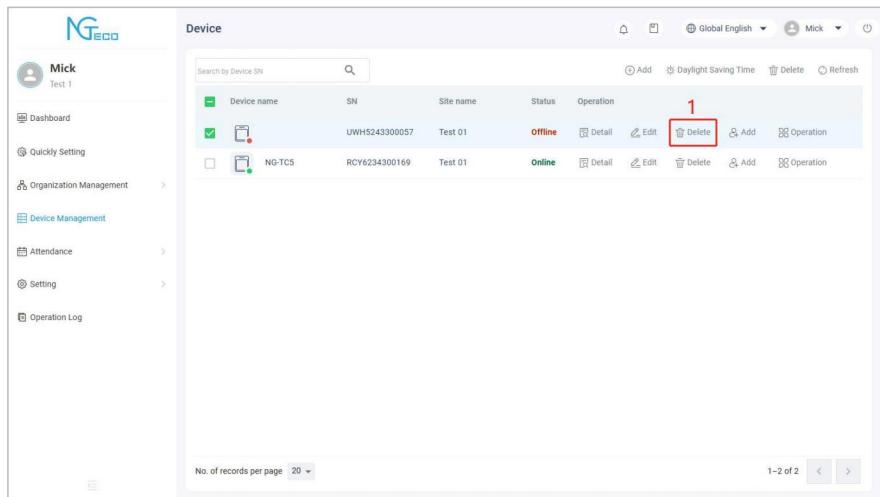


Edit device configuration page. The 'Protocol Type' field is set to 'BEST-W'. The 'Firmware Version' field is set to 'ZMM510-NF28HD-1.1.33-OCM-1924-Ver1.0.1'.

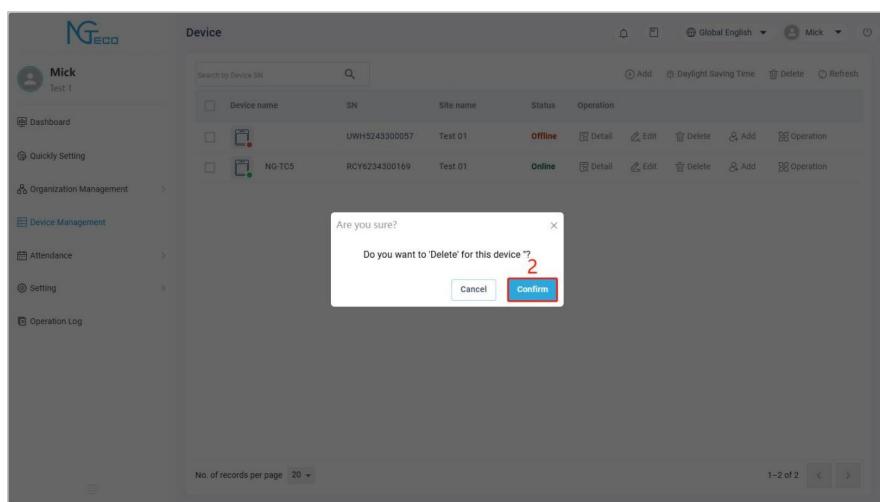
Protocol Type	Firmware Version
BEST-W	ZMM510-NF28HD-1.1.33-OCM-1924-Ver1.0.1

7.6.4 Delete Device

On the **[Device Management]** interface, click the  icon of the device you want to delete.



The screenshot shows the 'Device' management page. On the left is a sidebar with user info (Mick, Test 1) and navigation links: Dashboard, Quickly Setting, Organization Management (expanded), Device Management (selected), Attendance, Setting, and Operation Log. The main area is titled 'Device' with a search bar. It lists two devices: 'UWH5243300057' (Status: Offline) and 'NG-TCS' (Status: Online). For each device, there are columns for Device name, SN, Site name, Status, and Operation. The 'Operation' column contains buttons for Detail, Edit, Delete, Add, and Operation. The 'Delete' button for the first device is highlighted with a red box and a red number '1'.

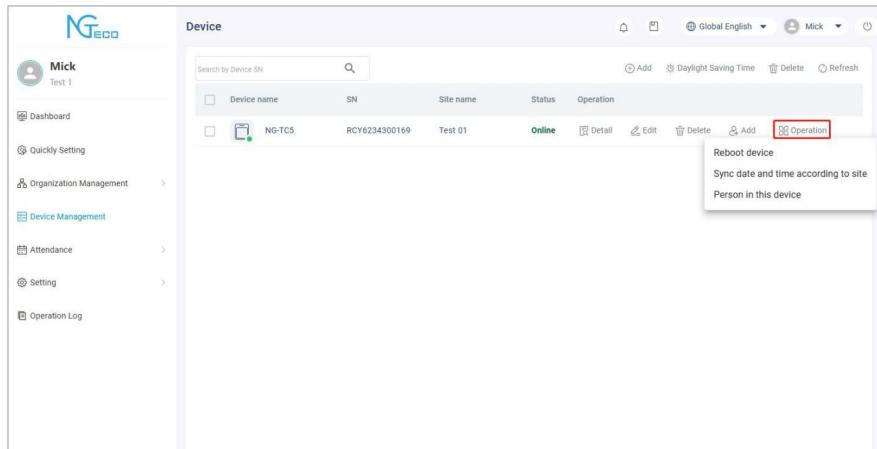


The screenshot shows the same 'Device' management page as the previous one, but with a modal dialog box in the foreground. The dialog box has a title 'Are you sure?' and a message 'Do you want to 'Delete' for this device?'. It contains two buttons: 'Cancel' and 'Confirm'. The 'Confirm' button is highlighted with a red box and a red number '2'.

Note: Once the device is deleted, the device will be unbundled and the personnel and attendance information on the device will be cleared.

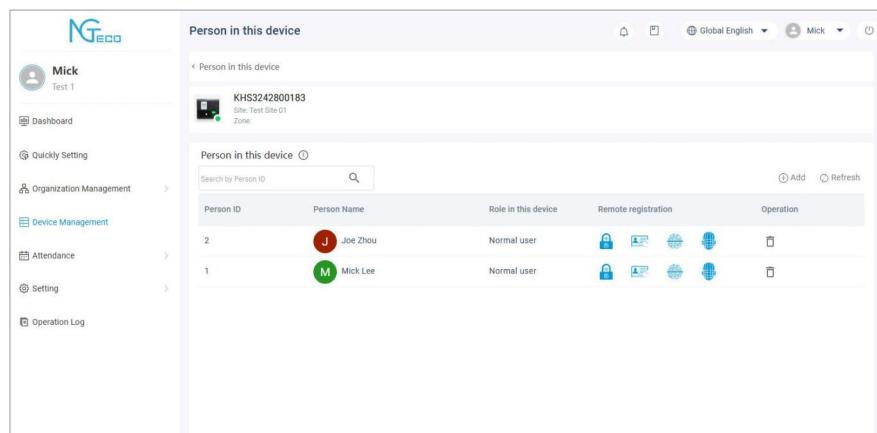
7.6.5 Operation Device

On the **[Device Management]** interface, click on the  icon to remotely operate the successfully connected device. Support reboot device, sync date and time according to site and registering the person verification modes.



The screenshot shows the Device Management interface. On the left is a sidebar with user info (Mick, Test 1) and links: Dashboard, Quickly Setting, Organization Management, Device Management (selected), Attendance, Setting, and Operation Log. The main area is titled 'Device' and shows a table with one row: Device name (NG-TCS), SN (RCY6234300169), Site name (Test 01), Status (Online), and Operation (Detail, Edit, Delete, Add, Operation). A context menu is open over the 'Operation' button, listing: Reboot device, Sync date and time according to site, and Person in this device.

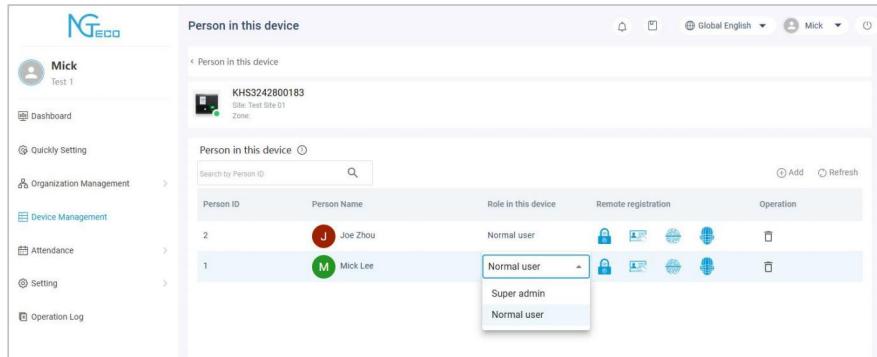
Click on the  icon or **[Person in this device]**, to delete the person on the current interface, set the person as normal user or super admin and register the verification modes of password/ card number/fingerprint/face for the user. All the operation on the current interface is instantly synchronized to the device.



The screenshot shows the 'Person in this device' interface. The sidebar is identical to the previous screenshot. The main area shows a table with two rows of data. The columns are Person ID, Person Name, Role in this device, Remote registration, and Operation. Row 1: Person ID 2, Person Name Joe Zhou, Role Normal user, Remote registration icons (lock, card, face, fingerprint), Operation icon (trash). Row 2: Person ID 1, Person Name Mick Lee, Role Normal user, Remote registration icons (lock, card, face, fingerprint), Operation icon (trash). A context menu is open over the 'Operation' icon for the first row.

Privileges

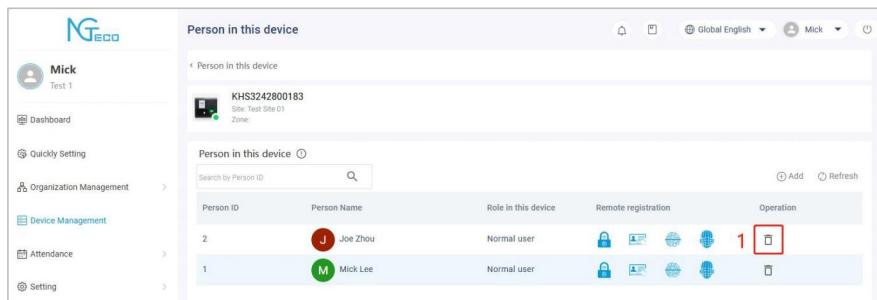
On the current interface, double-click the **[Role in this device]** column of the corresponding person to change the user privileges.



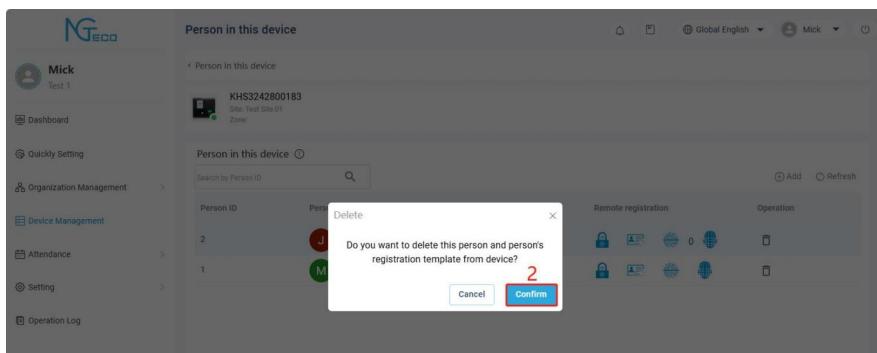
Person ID	Person Name	Role in this device	Remote registration	Operation
2	Joe Zhou	Normal user		
1	Mick Lee	Normal user		

Delete Person

On the current interface, click the  icon to remove person from NGTeco Office and devices.



Person ID	Person Name	Role in this device	Remote registration	Operation
2	Joe Zhou	Normal user		
1	Mick Lee	Normal user		



Do you want to delete this person and person's registration template from device?

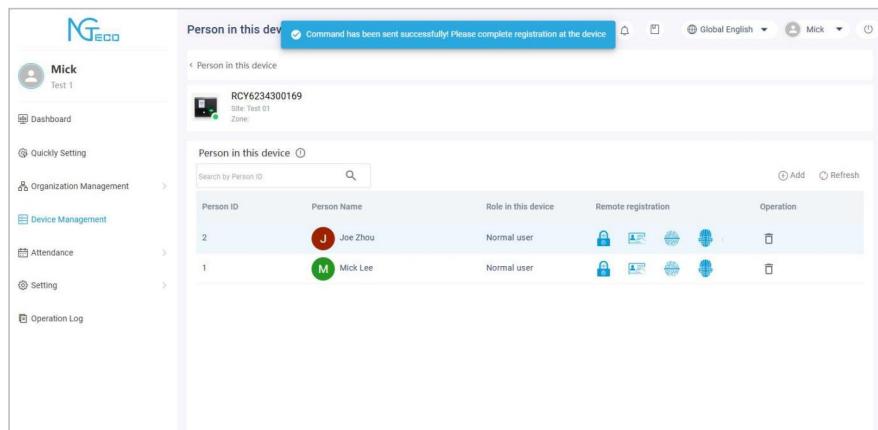
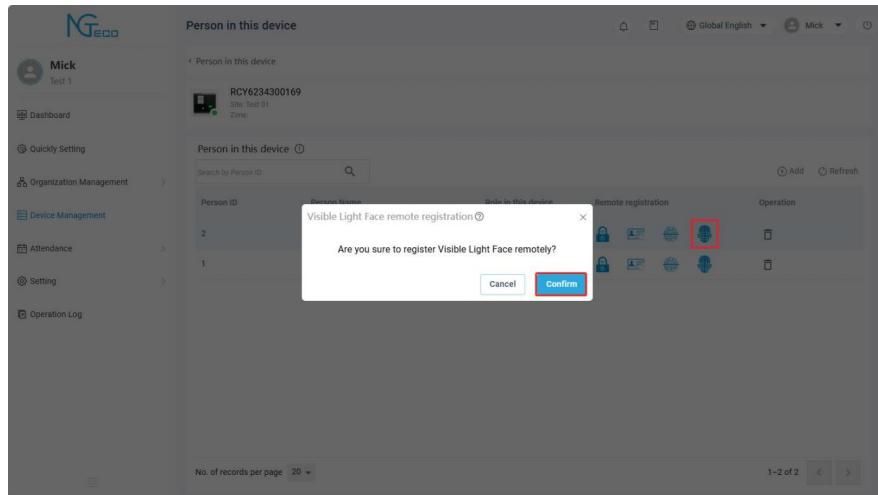
2

Register Verification Modes

On the current interface, click the relevant biometric function icon (**password/card /fingerprint/ face**) to remotely register the personnel biometric identification method.

● Register Face

1. Click on the  icon of the person who needs to register the face verification mode. Click **[Confirm]** in the pop-up box to confirm.



2. At the same time, the device voice prompts “**Please look straight at the camera**”. Then follow the prompts to register the face information on the device.
3. When the device interface prompts “**Enrolled Successful**”, the registration is complete.

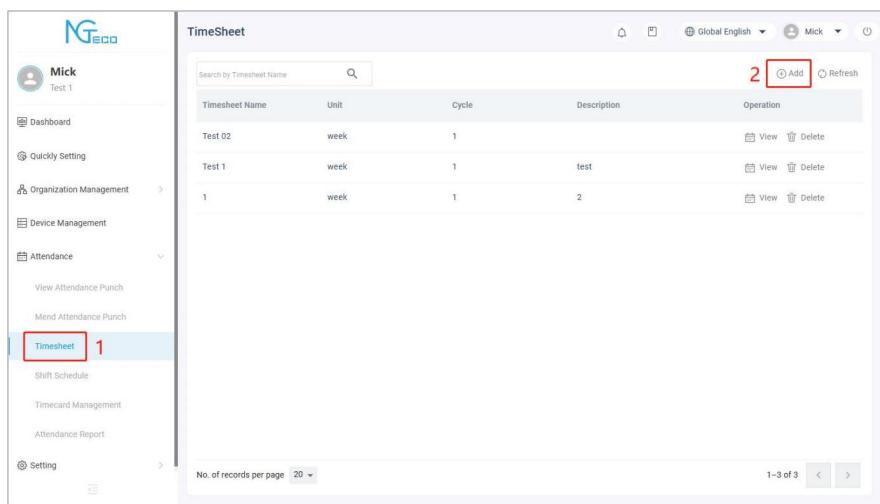
Note: People need to be added to the device on the web side. Please refer to the user manual for details.

7.7 Synchronize Persons to Device

7.7.1 Add Timesheet

Click **[Attendance] > [Timesheet]** on the NGTeco Office main menu to add a timesheet.

1. Click the add icon  to add a new timesheet.



The screenshot shows the NGTeco Office main menu on the left and a 'TimeSheet' list on the right. The 'Attendance' section is expanded, and the 'Timesheet' option is highlighted with a red box and a red number '1'. The 'TimeSheet' list shows three entries: 'Test 02', 'Test 1', and '1'. The 'Add' button in the top right of the list is also highlighted with a red box and a red number '2'.

Timesheet Name	Unit	Cycle	Description	Operation
Test 02	week	1		
Test 1	week	1	test	
1	week	1	2	

2. Enter the timesheet-related information and then click **[Confirm]** to add the timesheet.

7.7.2 Add Shift Schedule

Click **[Attendance] > [Shift Schedule]** on the NGTeco Office main menu to add a shift schedule.

1. Click the add icon  to add a new shift schedule.

2. On the pop-up page select the person to be scheduled and the timesheet.

Add shift schedule

Basic Settings

Select Person 3

Start Date: 11/14/2024

End Date: 11/30/2024

Select Timesheet

Device that person can clock in

Select Person

Search by Person First Name

Person Name	Person Id
Tom Leo	3
Joe Zhou	2
Mick Lee	1

No. of records per page: 20

1-3 of 3

Confirm 5

Add shift schedule

Basic Settings

Select Person: Tom Leo,Joe Zhou,Mick Lee

Start Date: 11/14/2024

End Date: 11/30/2024

Select Timesheet

Device that person can clock in

Select Timesheet

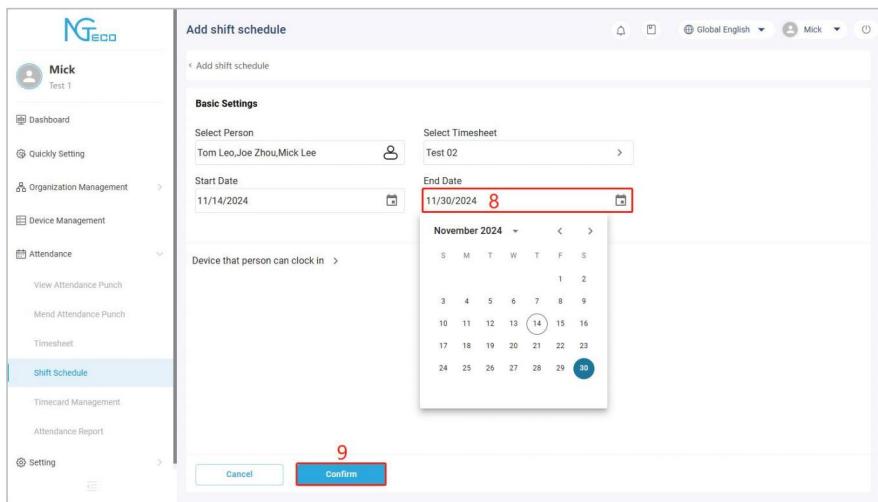
Timesheet Name Unit Cycle Description

Test 02	week	1	
Test 1	week	1	test

No. of records per page: 20

1-3 of 3

Confirm 7



3. Select the person to be scheduled and click  to synchronize the personnel to the device.

NGTeco

Mick Test 1

Dashboard

Quickly Setting

Organization Management

Device Management

Attendance

View Attendance Punch

Mend Attendance Punch

Timesheet

Shift Schedule

Timecard Management

Attendance Report

Setting

Shift schedule

Search by Person ID/Person Name/Timesheet

Add **11** Sync Person Refresh

Name	Person ID	Department	Timesheet	Start Date	End Date	Operation
<input checked="" type="checkbox"/> Joe Zhou	2	2	1	2024-11-14	2024-11-30	
<input checked="" type="checkbox"/> Mick Lee	1	Default departm...	Test 1	2024-11-13	2024-11-30	

10

No. of records per page 20

1-2 of 2

Shift schedule

Name	Person ID	Department	Timesheet
Mick Lee	1	Default departm...	Test 02
Joe Zhou	2	2	1

Device that person can clock in

NG-TC5	RCY6234300169
--------	---------------

12

13

Confirm

Shift schedule

Successfully synchronized 2 people to device!

Name	Person ID	Department	Timesheet	Start Date	End Date	Operation
Joe Zhou	2	2	1	2024-11-14	2024-11-30	<input type="button" value="View"/> <input type="button" value="Delete"/>
Mick Lee	1	Default departm...	Test 1	2024-11-13	2024-11-30	<input type="button" value="View"/> <input type="button" value="Delete"/>

1-2 of 2

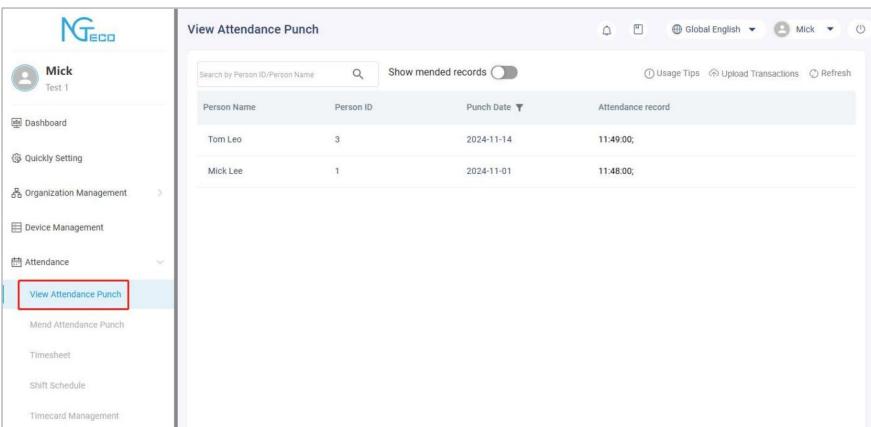
The selected personnel will then be synchronized to the selected device, and those who are successfully synchronized will be able to check-in and check-out on the device by password/card/fingerprint/face, and so on.

7.8 Report Attendance

Attendance records of all employees will be displayed on this interface, including the attendance record of uploaded attendance transactions. The record of the normal punch on the device will be uploaded to the software as the original record.

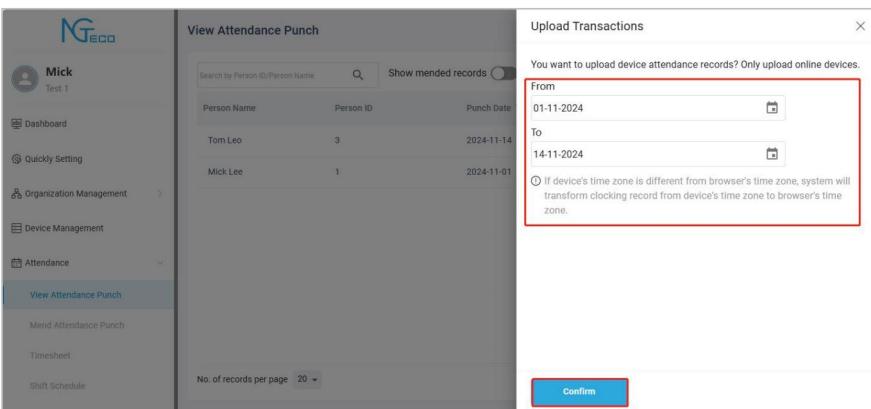
7.8.1 View Attendance Reports

1. Click [Attendance] > [View Attendance Punch] on the NGTeco Office.

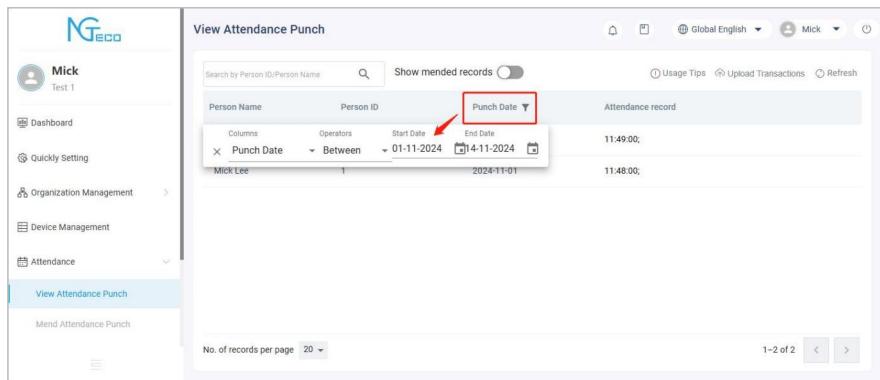


Person Name	Person ID	Punch Date	Attendance record
Tom Leo	3	2024-11-14	11:49:00;
Mick Lee	1	2024-11-01	11:48:00;

2. Click the  icon and set the time range to upload device attendance records.



In the uploaded attendance report, it supports to view each attendance record information specifically based on time, person ID, person ID and mended attendance.



View Attendance Punch

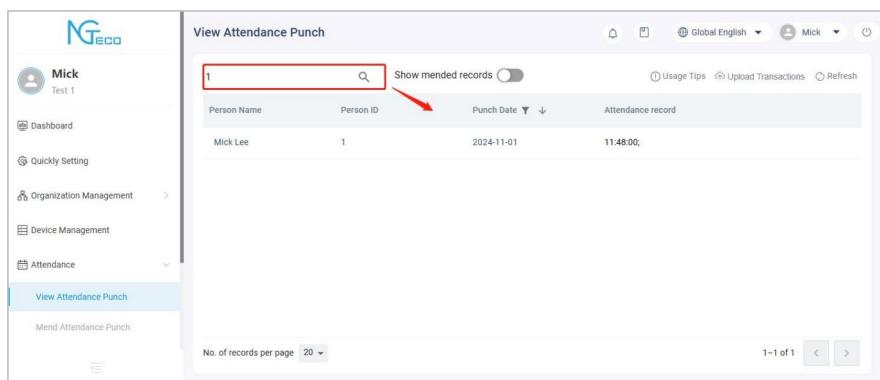
Search by Person ID/Person Name Show mended records

Person Name Person ID Punch Date

Attendance record

Person Name	Person ID	Punch Date	Attendance record
Mick Lee	1	2024-11-01	11:49:00;
		2024-11-01	11:48:00;

No. of records per page 20 1-2 of 2



View Attendance Punch

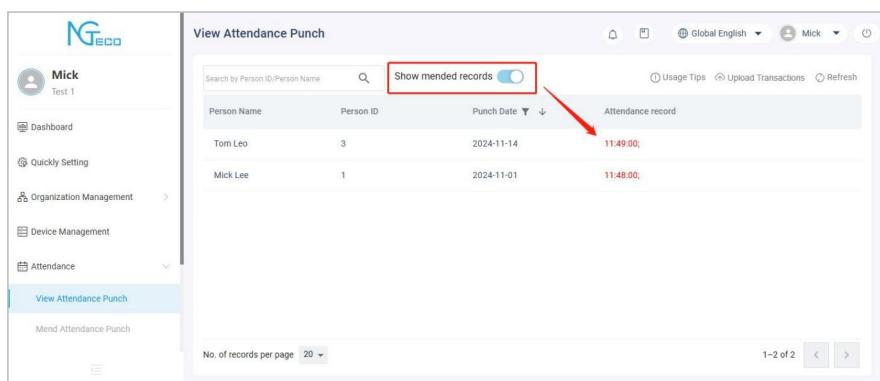
1 Search Show mended records

Person Name Person ID Punch Date

Attendance record

Person Name	Person ID	Punch Date	Attendance record
Mick Lee	1	2024-11-01	11:48:00;

No. of records per page 20 1-1 of 1



View Attendance Punch

Search by Person ID/Person Name Show mended records Usage Tips Upload Transactions Refresh

Person Name Person ID Punch Date

Attendance record

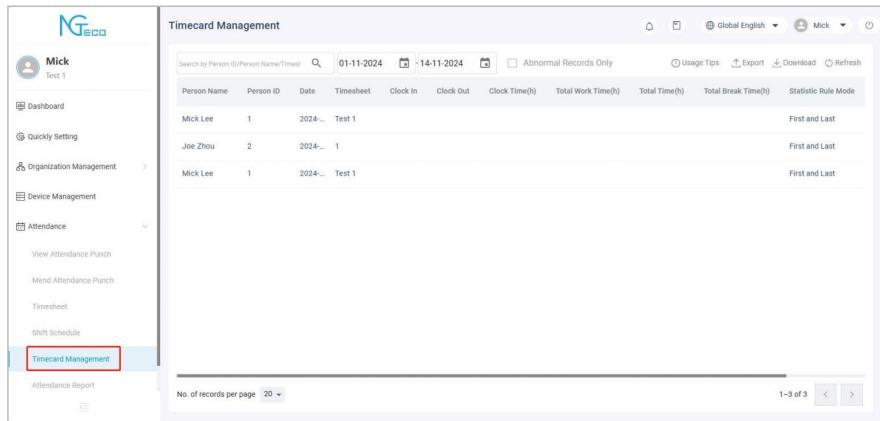
Person Name	Person ID	Punch Date	Attendance record
Tom Leo	3	2024-11-14	11:49:00;
Mick Lee	1	2024-11-01	11:48:00;

No. of records per page 20 1-2 of 2

7.8.2 Exporting Reports

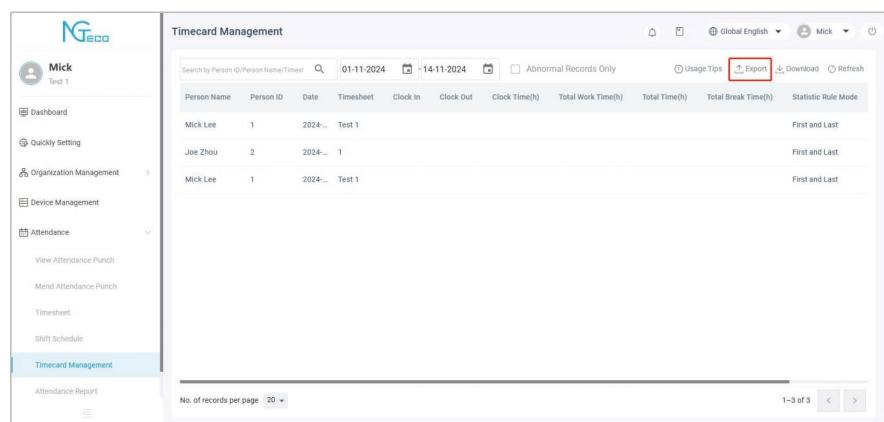
Timecard Management

1. Click on [Attendance] > [Timecard Management] on the NGTeco Office.



Person Name	Person ID	Date	Timesheet	Clock In	Clock Out	Clock Time(h)	Total Work Time(h)	Total Time(h)	Total Break Time(h)	Statistic Rule Mode
Mick Lee	1	2024-...	Test 1							First and Last
Joe Zhou	2	2024-...	1							First and Last
Mick Lee	1	2024-...	Test 1							First and Last

2. Click the  icon to export the attendance report according to the person ID, person name or Timesheet name, unchecked to export all.



Person Name	Person ID	Date	Timesheet	Clock In	Clock Out	Clock Time(h)	Total Work Time(h)	Total Time(h)	Total Break Time(h)	Statistic Rule Mode
Mick Lee	1	2024-...	Test 1							First and Last
Joe Zhou	2	2024-...	1							First and Last
Mick Lee	1	2024-...	Test 1							First and Last

3. Set the time and enter the email address to receive the report on the pop-up page.

4. Check your email and download the attachment to view the report of attendance.

Timecard Export

Platform Support

Platform Support <platformsupport@zkteco.in>

Timecard Report.csv (58 B)

Dear All,

Please find your Timecard attached.

Report Format:
This is a xlxs formatted data file, download and save without changing the file extension (xlsx).

Opening your report:
Use Microsoft Excel to view or modify your report.

Best,
NGTeco Service

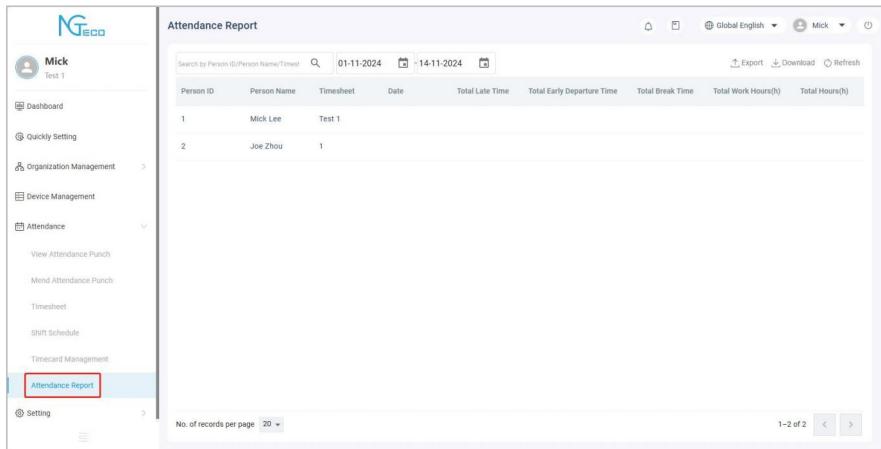
Please note: Do not reply to this message, this email account cannot accept incoming mail.

Timecard Report.csv - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K
1	Person ID	First Name	Last Name	Date	Timesheet	Clock In	Clock Out	Work Time(h)	Total Time(h)	Statistic Rule	Mode
2	1	Jobs	Mr	2023-11-3	Test	14:47:10	17:19:24	02:14:11	2.53	first_last	
3	1190130	Mike	Ye	2023-11-3	Test	15:05:13	17:19:24	02:14:11	2.23	first_last	
4	2	Lucy	Lee	2023-11-3	Test	14:51:07	17:20:01	02:28:54	2.47	first_last	
5	4	Mike	JR	2023-11-3	Test	14:41:06	17:19:18	02:38:12	2.63	first_last	
6	5	Luna	Li	2023-11-3	Test	15:14:12	17:19:44	02:05:32	2.08	first_last	
7	6	cycle	chen	2023-11-3	Test	15:13:38	17:19:26	02:05:48	2.08	first_last	
8	7	Ivan	Yang	2023-11-3	Test	15:11:49	17:19:57	02:08:08	2.13	first_last	
9	1	Jobs	Mr	2023-9-29	Test					first_last	
10	1190130	Mike	Ye	2023-9-29	Test					first_last	
11	2	Lucy	Lee	2023-9-29	Test					first_last	
12	4	Mike	JR	2023-9-29	Test					first_last	
13	1	Jobs	Mr	2023-9-28	Test					first_last	
14	119013										
15											

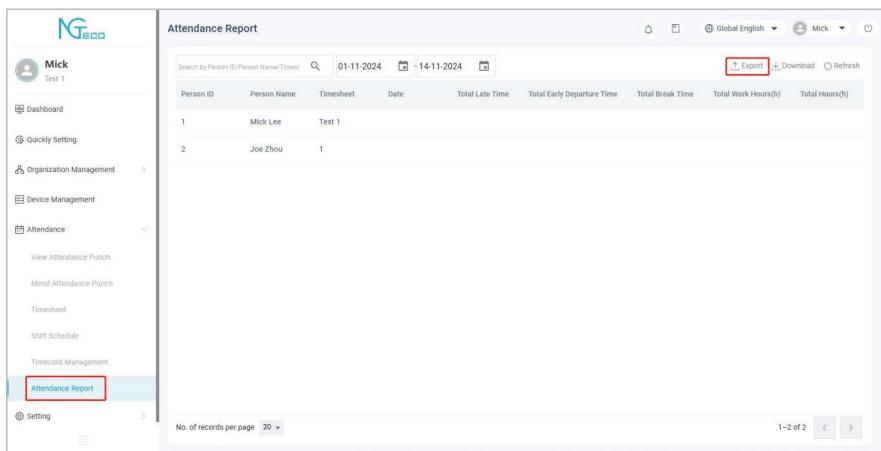
Monthly Report

1. Click [Attendance] > [Attendance Report] on the NGTeco Office.



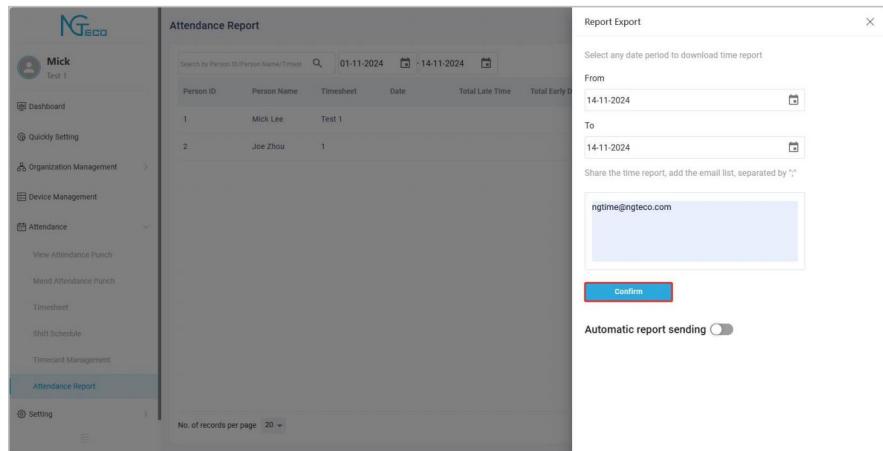
Person ID	Person Name	Timesheet	Date	Total Late Time	Total Early Departure Time	Total Break Time	Total Work Hours(h)	Total Hours(h)
1	Mick Lee	Test 1						
2	Joe Zhou	1						

2. Click the  icon to export the attendance report according to the person ID, person name or Timesheet name, unchecked to export all.



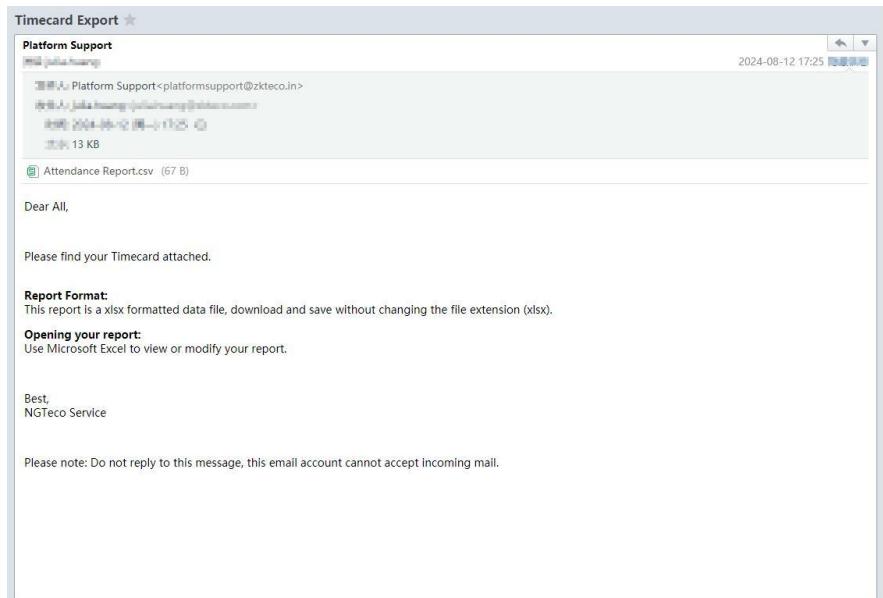
Person ID	Person Name	Timesheet	Date	Total Late Time	Total Early Departure Time	Total Break Time	Total Work Hours(h)	Total Hours(h)
1	Mick Lee	Test 1						
2	Joe Zhou	1						

3. Set the time and enter the email address to receive the report on the pop-up page.



The screenshot shows the NGTeco software interface. On the left, a sidebar menu for 'Mick' includes 'Dashboard', 'Quickly Setting', 'Organization Management', 'Device Management', 'Attendance' (selected), 'View Attendance Punch', 'Menu Attendance Punch', 'Timesheet', 'Shift Schedule', 'Timecard Management', 'Attendance Report' (selected), and 'Setting'. The main area displays an 'Attendance Report' table with two rows: Person ID 1 (Mick Lee) and Person ID 2 (Joe Zhou). The report shows a timesheet for Test 1. A 'Report Export' pop-up is open, allowing the user to select a date range (From 14-11-2024, To 14-11-2024) and an email address (ngtime@ngteco.com). A 'Confirm' button is highlighted with a red box.

4. Check your email and download the attachment to view the report of attendance.



The email message is titled 'Timecard Export'. It includes a 'Platform Support' section with an attachment named 'Platform Support<platformsupport@zkteco.in>'. The message body starts with 'Dear All,' and includes a note: 'Please find your Timecard attached.' It then provides 'Report Format' information: 'This report is a xlsx formatted data file, download and save without changing the file extension (xlsx).'. It also includes 'Opening your report:' instructions: 'Use Microsoft Excel to view or modify your report.' The message concludes with 'Best, NGTeco Service' and a note: 'Please note: Do not reply to this message, this email account cannot accept incoming mail.'

8 Troubleshooting

Q: How to change the device time?

A: On the web or app interface, confirm the site name the device is bound to. Then, click **[Organization Management] > [Site]**, and click **[Edit]** on the right to modify the site's time zone and country.

Q: There is a delay when connecting to the device.

A: It is normal and may be due to factors such as an unstable network connection.

Q: What's the day change time?

A: The clock-in time range for the day is determined by comparing the check-in time with the day change time. If the check-in time is before the change time, the working hours are assigned to the current day; if it's after, they are assigned to the next day.

Q: How to connect to the network?

A: First, ensure the network signal is 2.4GHz and Bluetooth is enabled on your phone. Log in to the NGTeco Office App, connect to the device via Bluetooth, and configure its Wi-Fi settings (Models involved: NG-TC1、NG-TC4、NG-TC5).

Q: How to sync employees to the device?

Web:

In the final step of quick setup, select the employees to sync, click "Sync Person" on the right, and choose the device. Alternatively, click "Shift Schedule" under Attendance, then "Sync Person" and select the device.

App:

In the final step of quick setup, click "Devices that person can clock in" and select the device. Alternatively, click "Shift Schedule" under Attendance, then tap the second icon in the top right to select the device.

Q: How to implement attendance on multiple devices?

A: Select multiple devices in Devices that person can clock in.

Appendix 1

Steps to configure a router to emit a 2.4GHz signal

1. Log in to the router's management interface

- Connect to the router via Wi-Fi or an Ethernet cable.
- Open a browser and enter the router's IP address in the address bar (commonly 192.168.0.1 or 192.168.1.1).
- Enter the admin username and password to log in (default credentials are usually found on the label on the back of the router or consult your network administrator).

2. Access the wireless settings

- Look for the "Wireless Settings" or "Wi-Fi Settings" option in the management interface.

3. Select the 2.4GHz frequency band

- If the router supports dual-band (2.4GHz and 5GHz), the settings for each band will typically be displayed separately.
- Select the 2.4GHz band and ensure it is enabled.

4. Configure wireless parameters

- Set the SSID (network name) and password (it's recommended to use WPA2 or WPA3 encryption).
- Ensure the channel is set to "Auto" or select a less congested channel (such as 1, 6, or 11).

5. Save and restart the router

- Save the settings and restart the router for the configuration to take effect.

Once completed, the router will broadcast a 2.4GHz signal, and devices can search for and connect to the network.

Attachment 1

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."

NGTeco

Website: www.ngteco.com

Email: ngtime@ngteco.com

Phone: +1(770) 800-2321

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

