

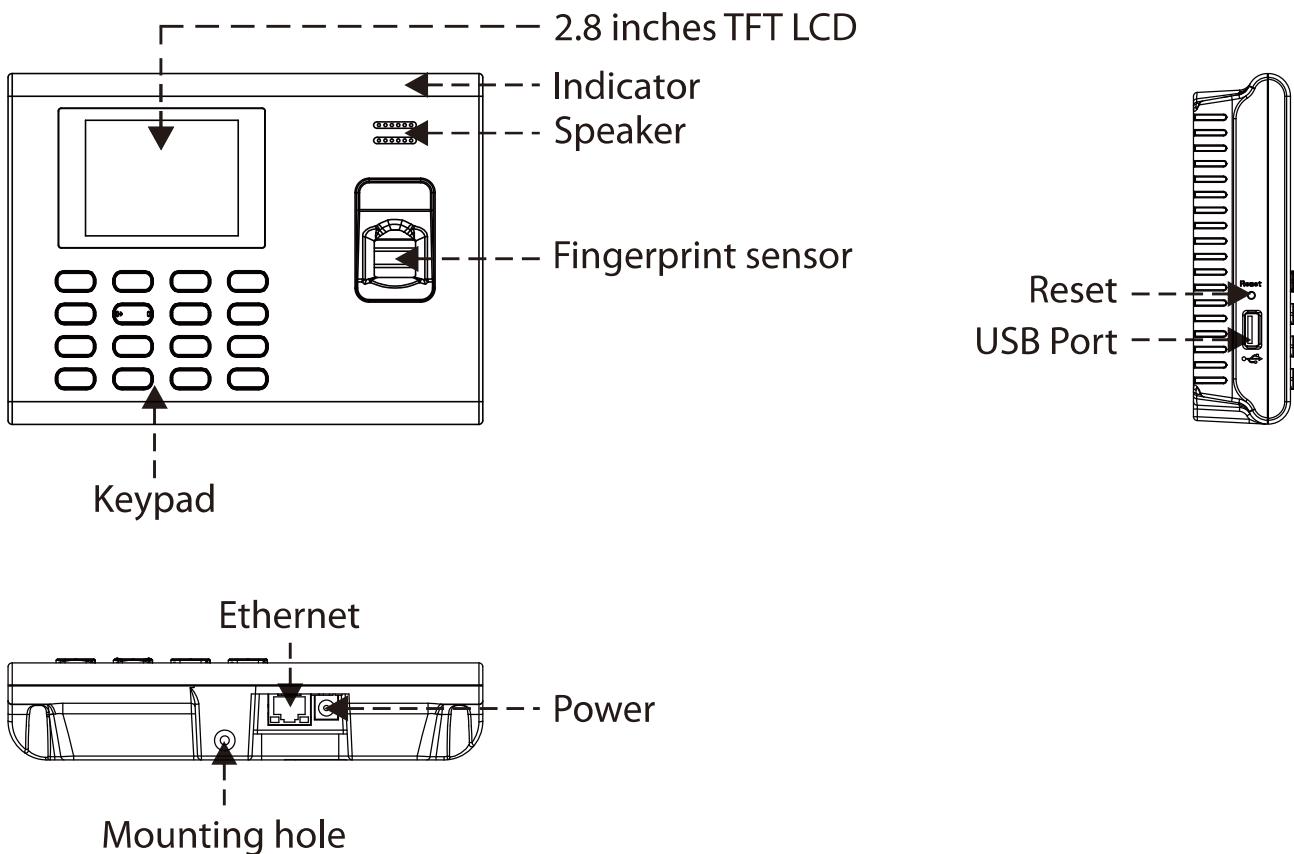
Quick Start Guide

NGTeco Time Clock - K4 Model

Version: 1.1

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

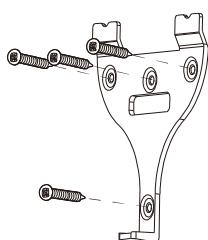
1 Components



2 Installation

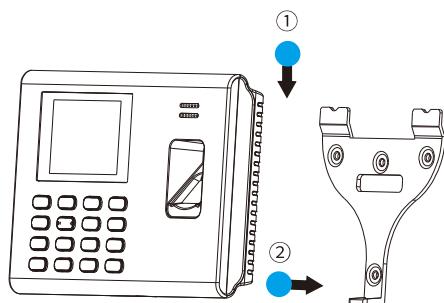
Step 1

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



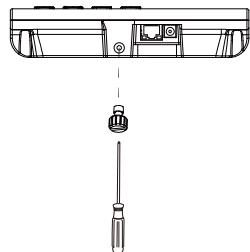
Step 2

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



Step 3

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



3 How to Use the Device

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

1. Download NGTeco Time App

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



2. Set Wi-Fi of the Device

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



3. Connect Device via scan QR Code

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



4. Registered User on the Device or App

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

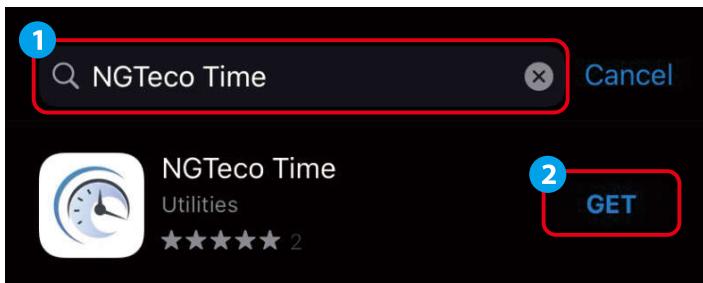


5. To Use the Device

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

4 Download NGTeco Time App

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



IOS



Android

5 Set Wi-Fi of the Device

Method 1: Setup Wi-Fi Manually

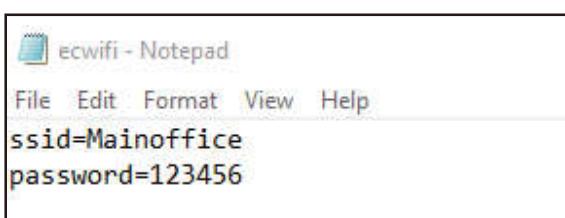
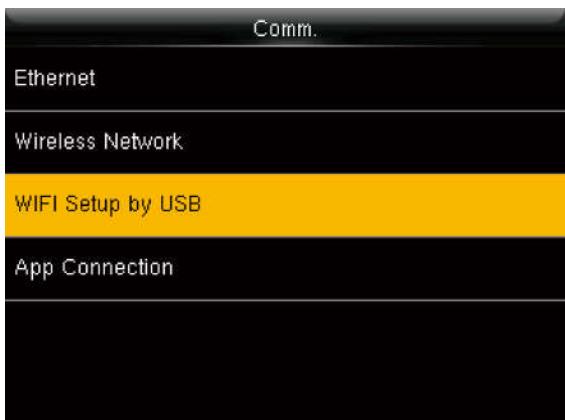


- Press the **<M/OK>** key to go to main menu.
- Go to **[Comm.]** then **[Wireless Network]**.
- Select the required Wi-Fi connection.
- Navigate to **[Password]** and then enter the correct password to connect with Wi-Fi.
- Navigate to the **[Connect to WIFI (OK)]** button and press the **<M/OK>**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



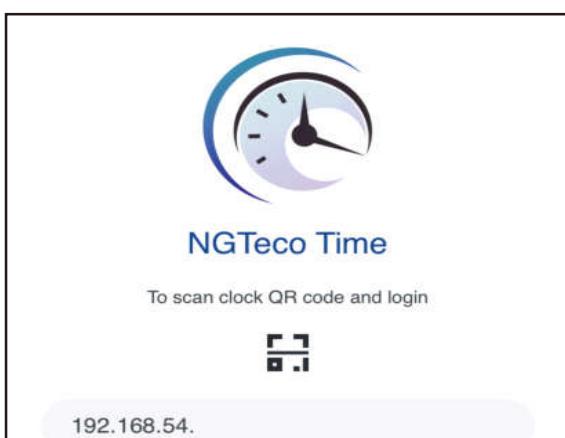
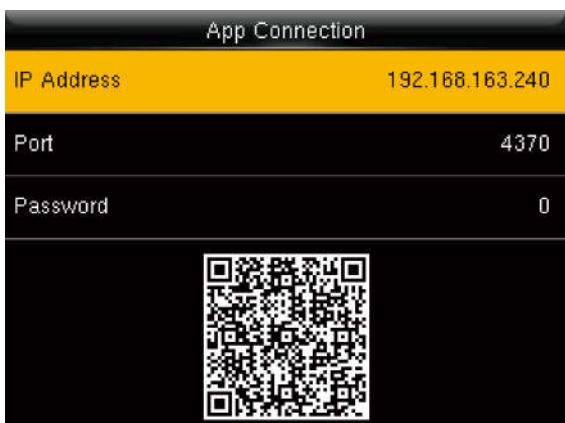
Note: When entering the password, press and hold the **<M/OK>** key to use the T9 input method, see the manual P17 for details.

Method 2: Setup Wi-Fi through USB



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

6 Connect Device via Scan QR Code



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

7 Registered User on the Device or App

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

Method 1: Add a New User on Clock

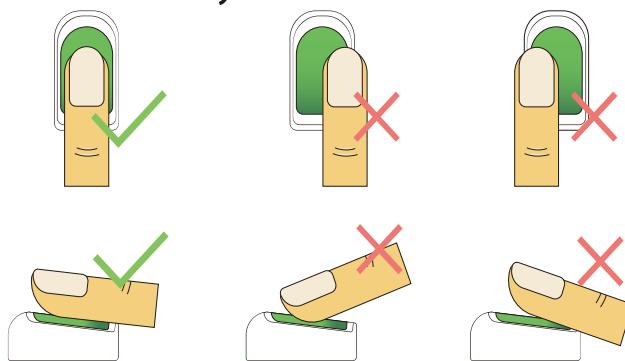
Add User	
User ID	5
First Name	
Last name	
User Role	Employee
Verification Mode	Password/Fingerprint
Fingerprint	0



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

Notes:

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

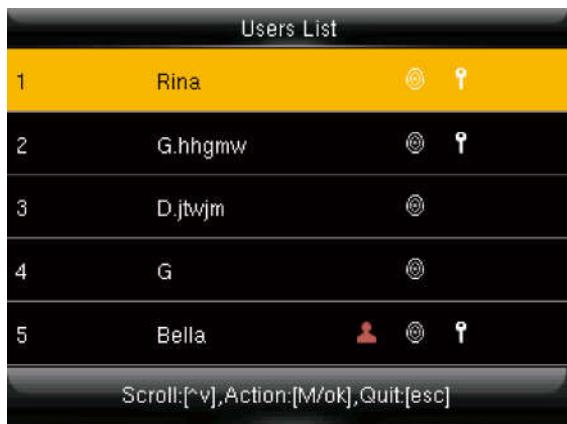


Correct and Incorrect Finger position

Method 2: Enroll Users in Batch through USB

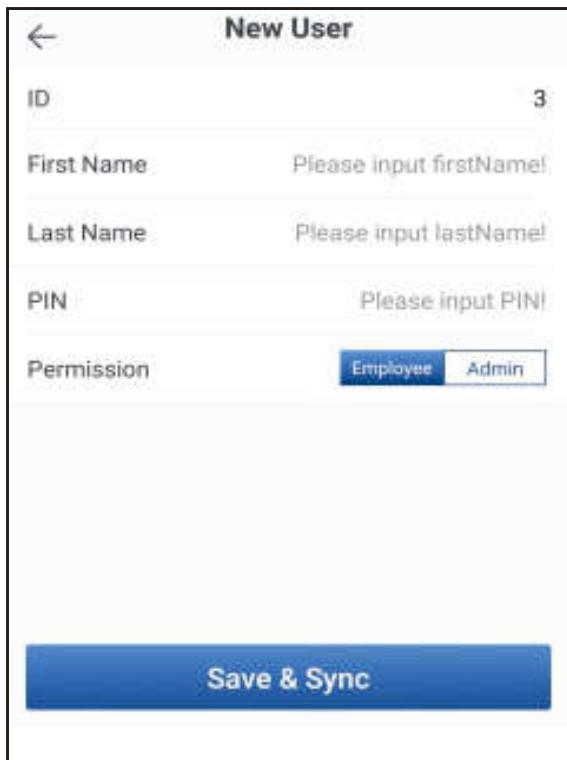


- Go to **[Users]** then click **[Upload Users]**.
- Insert the USB drive to the clock, then select **[Download users template file]**.
- Add the user details to the template file **ecuser.txt** on PC and save.



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

Method 3: Register Users from App



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

8 To Use the Device

8.1 Setup Pay Period

Method 1: Set the Pay Period from Device

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

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

Method 2: Setup Pay Period from App

The image shows a mobile application's 'Setup' menu. The screen is divided into two main sections: a top section with a light gray background and a bottom section with a white background. The top section contains the following settings:

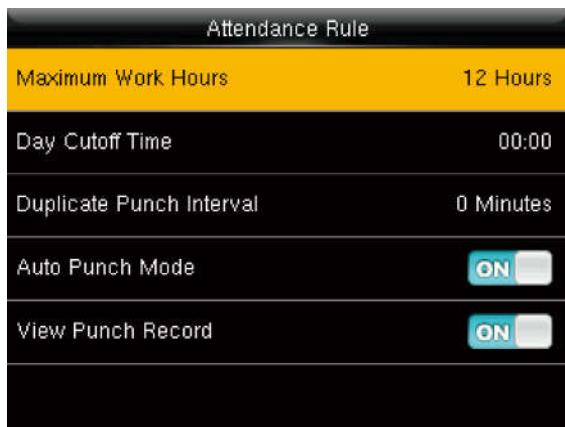
- Pay Period: Weekly (with a right-pointing arrow)
- Start Day of the Week: Sunday
- Day Cutoff Time: 12:00 AM (with a clock icon)
- Duplicate Punch Interval: 1 minutes
- Maximum Work Hours: 8 hours
- Report Hours Format: Decimal (selected) / HH:MM

The bottom section has a white background and contains a single blue button at the bottom center labeled "Save & Sync".

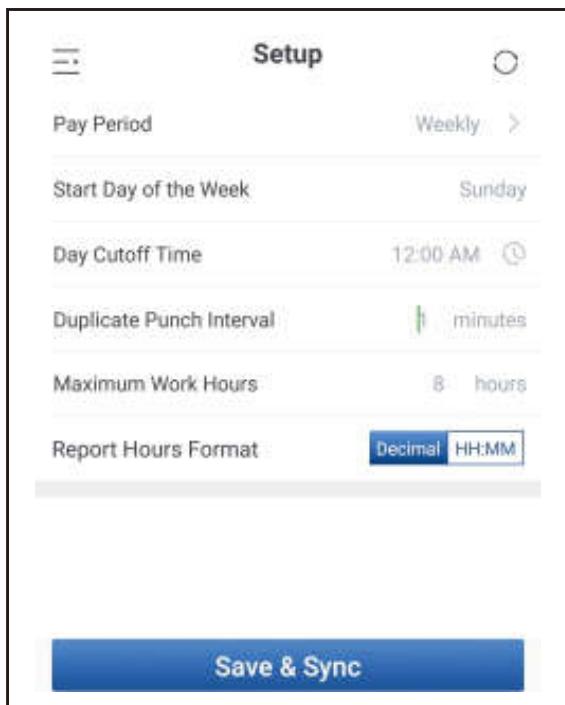
- Go to **Setup** menu.
- Set the Pay Period.
- Set the Start Day of the week.
- Set the Day Cutoff Time.
- Set the Duplicate Punch Interval.
- Set the Maximum Work Hours.
- Set the Time Format for report.
- Click **Save & Sync** to sync the settings to the clock.

8.2 Configure Attendance Rule

Method 1: Set the Configure Attendance Rule from Device



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



Method 2: Set the Configure Attendance Rule from App

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

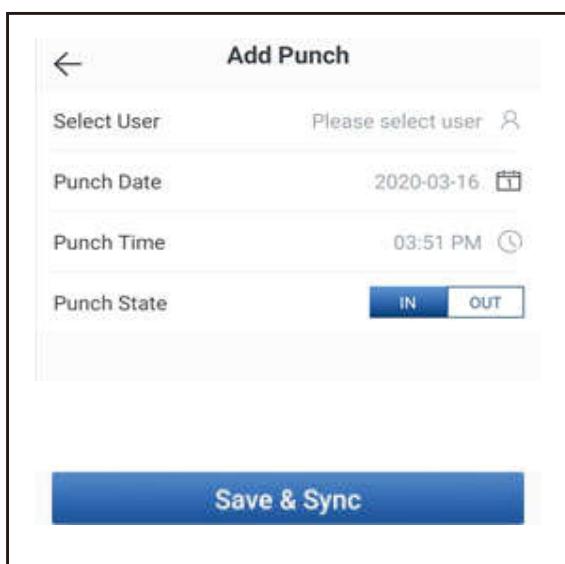
8.3 Add Missing Punch/Edit Punch

Method 1: Add Missing Punch from Device

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

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

Method 2: Add Missing Punch/Edit Punch from App



Add Punch

Select User: Please select user

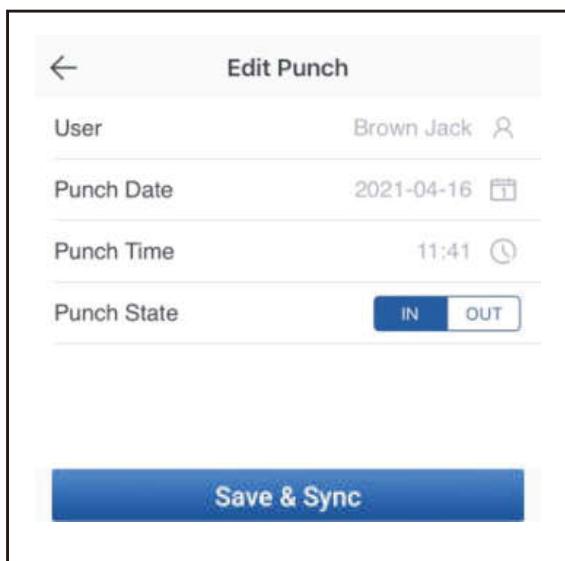
Punch Date: 2020-03-16

Punch Time: 03:51 PM

Punch State: IN OUT

Save & Sync

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



Edit Punch

User: Brown Jack

Punch Date: 2021-04-16

Punch Time: 11:41

Punch State: IN OUT

Save & Sync

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

8.4 Download Time Report

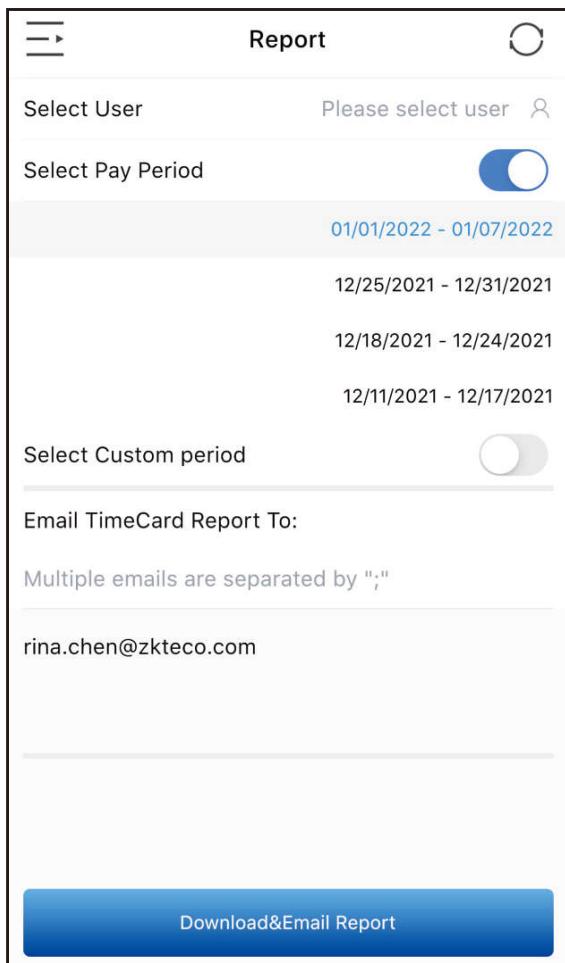
Method 1: Download from Device



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

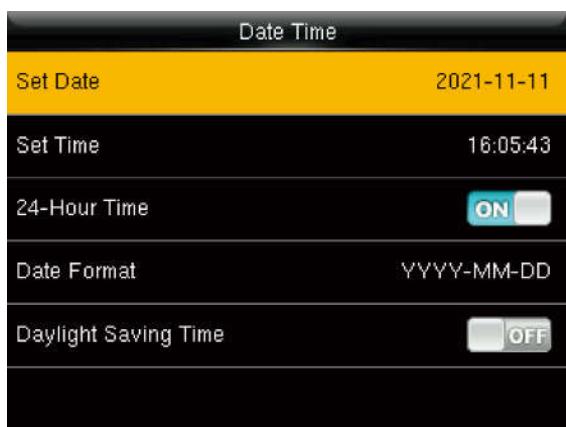
A	B	C	D	E	F
Pay Period			01/01/2020-01/30/2020		
Employee			Jintj Tafta (3)		
A	B	C	D	E	F
Date	IN	OUT	Work Time	Daily Total	
45 WED	01/01/2020 01:53 PM	03:55 PM	02:01	02:01	
47 THU	01/02/2020				
48 FRI	01/03/2020				
49 SAT	01/04/2020				
50 SUN	01/05/2020				
51 MON	01/06/2020 10:45 AM	11:45 AM	01:00	01:00	
52 TUE	01/07/2020 10:26 AM	11:31 AM	01:05	01:05	
53 WED	01/08/2020 11:01 AM	11:15 AM	00:14	00:14	
54 THU	01/09/2020 03:36 PM	05:36 PM	02:00	02:00	

Method 2: Download Time Report from App



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

8.5 Reset Date and Time



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

8.6 Upgrade Firmware



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

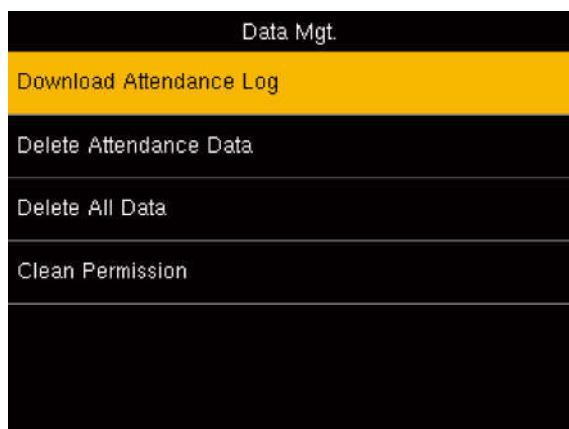
Note: If you need the upgrade file, please contact our technical support personnel.

8.7 Download Users



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

8.8 Delete Data



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

9 Help and Support

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



Attachment 1

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

This device complies with Part 15 of the FCC Rules.

Operation is subject to the following two conditions:

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

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

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

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

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

This equipment should be installed and operated with a minimum distance of 20 cm between the radiator and your body.

This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter."

NGTeco

Website : www.ngteco.com

Email : ngtime@ngteco.com

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

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



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

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