



## User Guide

### Installation

Open Google Playstore, search for “Primetype nprime” and Install the PrimeTime app (or) Scan QR code.



### Permissions

When App prompts for permissions to access biometric device, camera, media files, location etc. Please select the check box and press OK or Allow

### Device Connection

Connect the NPR100 Fingerprint scanner to android phone/tab (if required enable USB OTG from android phone settings).

### Register a New Organisation:

Open PrimeTime app and tap on “Register”. Tap “Yes” in Registration window, if you are an admin. Accept terms and Conditions by selecting “I ACCEPT”. Enter all fields in organisation details page like Org. Name, Contact Person, Email, Mobile no. & Branch. Enable Geo fencing and select branch location correctly then tap “Register”. Enter any 8 digit number as your encryption Key and tap “OKAY”

### Add Admin:

Allow PrimeTime app to take pictures. Enter a unique ID Number and tap on “OKAY”. Enter Admin Name and Shift Timings.

To capture admin photo, tap “ADD PHOTO” and follow the instructions.

Tap on “ADD FINGER” and when FP Scanner prompts for capture, please place finger on fingerprint scanner, after successful capture, follow the same process to capture other fingers (Min 2 fingers to Max 4 fingers). Verify details again and select “OK”. To edit details select “EDIT”.

**Setup Admin Pin:** Enter any 4 digit pin and Re-Enter the same and tap “SUBMIT”.



### Admin Login:

**With FP Scanner:** Connect the FP scanner and tap on Admin Icon located on top right corner.

Enter admin employee ID and click on “VERIFY AND LOGIN”. When FP Scanner prompts for capture, please place finger on fingerprint scanner for authentication.

**Without FP Scanner:** Tap on Admin Icon, Enter admin employee ID and pin, and then click on “LOGIN”. This admin menu will have all permissions to add new users, edit users and access reports.



### Admin Logout

Admin Login → Admin Menu → Logout  
Tap on ‘Logout’ icon in Admin Menu and select “YES”.



### Add User:

Connect FP scanner → Admin Login → Admin Menu → Add User

Enter new user ID and click “OKAY”  
Select user type from dropdown list and enter user name.

Select Shift timings and Add Photo.  
Add min 2 to Max 4 fingers and select “ADD USER”  
Follow the same steps to add more users.

To add existing users from other branches, enter their user id to fetch data from server and add it to current branch.



### Manage User:

Connect FP scanner → Admin Login → Admin Menu → Manage User



**Search User:** Search user by entering ID Number or Fingerprint search.



**Edit User:** After selecting the user, click on edit icon on top right corner, edit required fields and submit.



**Delete User:** After selecting the user, click on delete icon on top right corner.



### Monthly Reports

Admin Login → Admin Menu → Monthly Report  
Select the Month, Weekends, Holidays and Branch, then click on “SHOW REPORT”. It will display selected month attendance report.



**Save to PDF:** Tap the Save icon to save report in .pdf format. In monthly attendance report page ‘Save’ icon will be there on top right corner.

### To open/save individual report:

Click on User ID to expand IN/OUT details of an individual and tap the Save icon.

**PDF file Location:** Selected month will get save in to internal storage\Prime\_Time\Output\_123.pdf



### Recent IN/OUT

Admin Login → Admin Menu → Recent IN/OUT  
Will show last 45 days reports and record upload status.

IN/OUT entry will be highlighted if attendance was given outside geofence (away from office).



### **Add Mobile**

Admin Login → Admin Menu → Add Mobile

To add new mobile in to this organization, select appropriate 'Branch' from dropdown list.

Tap button "GET ACTIVATION LINK".

Copy and share the generated link (or Org. ID and Activation key details) to new mobile.

Note: Generated link/details is valid for 24 hrs and for one time use.



### **Change PIN**

Admin Login → Admin Menu → Change PIN

Enter any 4 digit pin and Re-Enter the same and tap "SUBMIT".



### **Add Branch**

Admin Login → Admin Menu → Add Branch

Enter 'Branch Name', select Geofencing option with Branch Location and tap on "CREATE NEW BRANCH".



### **Manage Branch**

Admin Login → Admin Menu → Manage Branch

Edit branch location by selecting Branch from Branch list and tap on "UPDATE BRANCH LOCATION".

### **Add Existing User to Branch**

Connect FP scanner → Admin Login → Admin Menu → Add User.

Enter existing user ID and click "OKAY".

Next screen will display user record with existing data Select the branch, from Branch List and tap on 'Add User' for adding user to selected Branch.



### **Update Data**

Main menu → Update Data

Tap "Update Data" menu to update users data from cloud server. Select "YES" to update.



### **User Guide**

Main menu → User Guide

Tap on 'User Guide' icon to display user guide.



### **Share**

Main Menu → Share

Tap on 'Share' icon to share app link with other users.

### **Support**

Main Menu → Support

Tap on 'Support' icon, For any support related to fingerprint scanner or PrimeTime app.

Fill all the fields and select "SUBMIT". An email will be sent to customer care. Support team will revert with resolution.



### **Upload Attendance:**

Usually, attendance data will be uploaded automatically. Tap cloud icon to force the upload immediately.

### **Attendance IN/OUT**

IN: Tap the IN/OUT buttons, appearing on app main screen. When fingerprint scanner's backlight glows, please place the finger on fingerprint scanner.

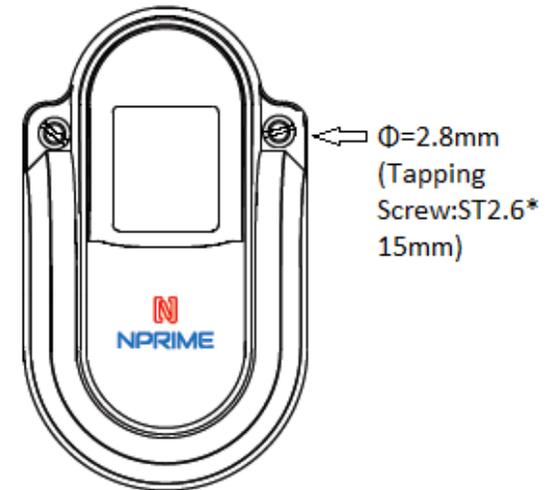
After auto capture and successful authentication, a popup will show IN/OUT date and time stamp with employee details.

### **NPR100 – Single Fingerprint Scanner**

NPR100 is a wall mountable optical fingerprint scanner, supports Type C and Micro USB ports.

### **NPR100 Wall mounting:**

NPR100 device can be wall mounted using tapping screws (ST2.6\*15mm) or using double sided adhesive tape.



Note: NPrime is not responsible for any damage to the product or injury to yourself.



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