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> VEVOR Time Clock TM1000 User Manual

VEVOR TM1000

VEVOR Time Clock User Manual

Model: TM1000 | Brand: VEVOR

1. INTRODUCTION

This manual provides comprehensive instructions for the installation, operation, and maintenance of your VEVOR Time Clock (Model: TM1000). This device is designed to efficiently manage employee attendance using multiple verification methods, including fingerprint, RFID card, and PIN. It is a standalone biometric system suitable for small businesses, offering easy data export and no recurring monthly fees.



Figure 1.1: VEVOR Time Clock (Model: TM1000) with included accessories.

2. PRODUCT FEATURES

- **Three-Mode Verification:** Supports fingerprint, password, and RFID card authentication for flexible employee clock-in.
- **High Capacity:** Stores up to 3,000 fingerprints, 3,000 passwords, 3,000 RFID cards, and 193,877 attendance records, minimizing the need for frequent data cleanup.
- **Instant Attendance Reports:** Effortlessly exports detailed attendance logs (including actual work time, total hours, overtime, and lunch breaks) to a USB drive in Excel format for easy payroll processing.
- **User-Friendly Setup:** Features a simplified 5-step initial setup process for shift configuration, department setup, employee registration, and attendance rules. Customizable work hours, lunch breaks, and overtime.
- **Advanced Verification Technology:** Utilizes optical fingerprint technology for less than one-second response times. Equipped with a 2.8-inch HD color screen for enhanced user experience.
- **Multilingual Support:** Available in 11 languages: English, German, French, Spanish, Italian, Russian, Dutch, Swedish, Polish, Portuguese, and Arabic.
- **Broad Applicability & Cost-Effective:** A standalone system requiring no monthly fees, complex network setup, or software installation, making it ideal for various indoor environments like home offices, schools,

factories, and supermarkets.



MULTIFUNCTIONAL TIME CLOCK

Make attendance management convenient and efficient

Card Swipe Recognition



Fingerprint Recognition



Password Verification



Figure 2.1: The time clock supports multiple verification methods.

POWERFUL STORAGE CAPACITY

No need for frequent data cleanup

3000 
Fingerprint Capacity

3000 
Password Capacity

3000 
RFID Card Capacity

193877 
Record Capacity

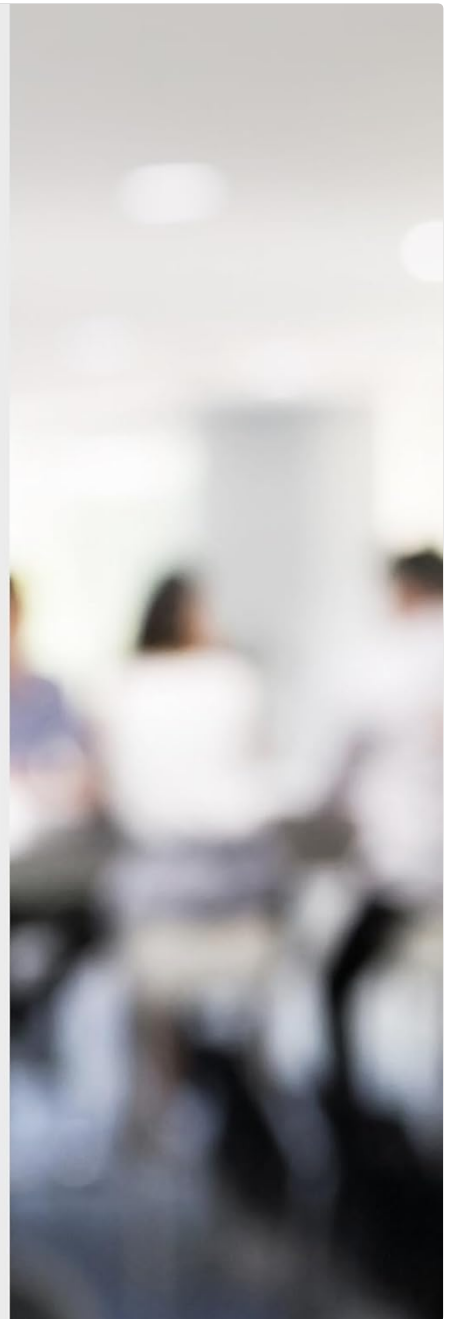


Figure 2.2: Overview of the device's impressive storage capabilities.

3. SPECIFICATIONS

Attribute	Detail
Item Model Number	TM1000
Brand	VEVOR
Color	Black
Display Type	Digital
Special Feature	Multilingual (11 languages)
Product Dimensions	5.12"W x 1.57"H (approx. 130mm x 40mm)

Attribute	Detail
Item Weight	1.2 Pounds / 0.55 kg
Power Source	Electrical (Battery Powered for internal clock, 1 CR2032 included)
Room Type	Home Office
Indoor/Outdoor Usage	Indoor
Frame Material	Acrylonitrile Butadiene Styrene (ABS)
Mounting Type	Wall Mount
Clock-in Methods	Fingerprint, Password, RFID Card
Data Capacity	3000 Fingerprints, 3000 Passwords, 3000 RFID Cards, 193,877 Records
Download Method	USB (FAT32 format)
USB Capacity	4GB (included USB drive)
Remote Access	No WiFi & Internet (Standalone)
Automatic Report Generation	Yes



Item Model Number TM1000	Color Black	Main Material ABS	Installation Method Wall-mounted
Remote Access No WIFI & Internet (Standalone)	Language Selection Support 11 languages		
Download Method USB (FAT32 format)	Automatic Report Generation Yes		
USB Capacity 4GB	Net Weight 1.2 lbs / 0.55 kg		
Clock-in Methods Support fingerprint, password, and RFID card			
Data Capacity Fingerprints: 3000; Passwords: 3000; RFID Cards: 3000; Records: 193877			

Figure 3.1: Comprehensive specifications of the VEVOR Time Clock.

4. SETUP GUIDE

4.1 Unpacking and Initial Inspection

Carefully unpack all components from the box. Verify that all items listed below are present and undamaged:

- VEVOR Time Clock Unit (Model: TM1000)
- Power Adapter
- USB Cable (Type-A)
- Wall Mount Bracket
- Mounting Screws and Wall Anchors
- RFID Cards (5 included)
- USB Drive (4GB)
- User Manual (this document)

4.2 Powering On the Device

1. Connect the power adapter to the DC IN port on the time clock unit.
2. Plug the power adapter into a standard electrical outlet.
3. The device will power on automatically and display the welcome screen.

4.3 Initial System Configuration (5-Step Setup)

The device features a user-friendly 5-step initial setup process. Access the main menu by pressing the **MENU** button.

1. **Shift Configuration:** Define your work shifts, including start and end times, and any break periods.
2. **Department Setup:** Create and name different departments within your organization.
3. **Employee Registration:** Register each employee by assigning a unique ID and enrolling their preferred verification method(s) (fingerprint, RFID card, or PIN).
4. **Attendance Rules:** Set up rules for attendance, such as grace periods, overtime calculation, and late/early departure policies.
5. **System Settings:** Adjust date, time, language (choose from 11 options), and other general system parameters.

SMART ATTENDANCE REPORT GENERATION

Direct Export via USB, No Editing Needed



Set Department



Input Information



Set Shifts

Complete Setup In Three Simple Steps

Figure 4.1: Simplified setup process for the time clock.

4.4 Wall Mounting (Optional)

For optimal placement and security, the time clock can be wall-mounted.

1. Choose a suitable location on a wall, ensuring it is at an accessible height for all users and near a power outlet.
2. Use the wall mount bracket as a template to mark the drilling points on the wall.
3. Drill holes at the marked positions and insert the wall anchors (if necessary for your wall type).
4. Secure the wall mount bracket to the wall using the provided screws.
5. Carefully align the time clock unit with the bracket and slide it into place until it locks securely.



Figure 4.2: The time clock unit can be securely mounted on a wall.

5. OPERATING INSTRUCTIONS

5.1 User Registration

To register a new user:

1. Press the **MENU** button to enter the main menu.
2. Navigate to "User Management" or "Add User" (exact wording may vary based on firmware version).
3. Select "New User" and assign a unique User ID.
4. Choose the desired verification method(s) for the user:
 - **Fingerprint:** Place the user's finger on the optical sensor. The device will prompt you to lift and place the finger multiple times (typically 3 times) to ensure accurate enrollment.
 - **RFID Card:** Swipe the RFID card across the designated card reader area. The device will register the card's unique ID.
 - **PIN/Password:** Enter a numerical password using the keypad and confirm it.

5. Save the user's information.

5.2 Clocking In/Out

Employees can clock in or out using their registered method:

- **Fingerprint:** Place the registered finger on the optical sensor. A successful scan will be confirmed by a voice prompt and screen message.
- **RFID Card:** Swipe the registered RFID card across the card reader. A successful scan will be confirmed by a voice prompt and screen message.
- **PIN/Password:** Enter the assigned User ID, press **OK**, then enter the PIN/Password and press **OK** again. A successful entry will be confirmed by a voice prompt and screen message.

The device automatically records the time and date of each successful clock-in/out event.

5.3 Generating Attendance Reports

To export attendance data:

1. Insert the provided 4GB USB drive (FAT32 format) into the USB port on the side of the time clock unit.
2. Press the **MENU** button to enter the main menu.
3. Navigate to "Report" or "Data Management" and select "Download Report" or "Export Data".
4. Choose the desired date range for the report.
5. Confirm the export. The device will generate an Excel (.xls) file on the USB drive containing detailed attendance records.
6. Safely remove the USB drive once the export is complete.

The Excel report will include information such as employee ID, name, clock-in/out times, total work hours, overtime, and lunch breaks, simplifying payroll and data processing.

6. MAINTENANCE

6.1 Cleaning

To ensure optimal performance and longevity of your time clock:

- Regularly wipe the optical fingerprint sensor and the screen with a soft, dry, lint-free cloth.
- For stubborn smudges, slightly dampen the cloth with water or a mild, non-abrasive cleaner. Avoid harsh chemicals or abrasive materials.
- Keep the device free from dust and debris, especially around the card reader slot and USB port.

6.2 Data Management

- Periodically export attendance data to the USB drive and back it up to a computer or cloud storage. This ensures data security and frees up device memory.
- If the device's record capacity is nearing its limit, consider exporting and clearing older records to maintain smooth operation.

7. TROUBLESHOOTING

- **Device not powering on:**
 - Ensure the power adapter is securely connected to both the device and a working electrical outlet.
 - Check if the power outlet is functional by plugging in another device.

- **Fingerprint not recognized:**

- Ensure the finger is clean and dry.
- Place the entire pad of the finger firmly on the sensor.
- Try re-enrolling the fingerprint if issues persist, ensuring proper placement during enrollment.

- **RFID card not recognized:**

- Ensure the card is swiped correctly across the reader.
- Verify that the card was properly registered to the user.
- Try re-registering the card if problems continue.

- **Cannot export data to USB drive:**

- Ensure the USB drive is formatted to FAT32.
- Check if the USB drive has sufficient free space.
- Try using a different USB drive.
- Ensure the USB drive is fully inserted into the port.

- **Incorrect time/date displayed:**

- Access the system settings via the **MENU** button and manually adjust the date and time.
- The internal CR2032 battery maintains the clock; if it's consistently losing time, the battery may need replacement (consult VEVOR support).

8. WARRANTY AND SUPPORT

The VEVOR Time Clock (Model: TM1000) is manufactured by VEVOR. For specific warranty information, technical support, or service inquiries, please refer to the warranty card included with your product or visit the official VEVOR website. Please have your product model number (TM1000) and purchase details ready when contacting support. For further assistance, you may also refer to the VEVOR store on Amazon: [VEVOR Amazon Store](#).