

STEP NO. 1:

REMOVAL OF PACKING MATERIAL

We use foam, metal, and rubber band retainers during shipping. These must be removed or repositioned before the clock will run.

1. Rubber bands: Cut with scissors and remove.
2. Chime hammer hold down: This retainer keeps the chime hammers from moving during shipping. Move the retainer up or back, away from hammers so that they move freely. **DO NOT** remove from movement.
3. Remove foam pad between hammers and chime rods, by lifting the hammers, and removing the foam. Be careful not to bend hammers.
4. White plastic bushings: They are found in two holes on the dial. Pull bushings straight out. Keep all packing since it can be reused if clock is moved.

STEP NO. 2:

ADJUSTING CHIME HAMMERS

The hammers were adjusted at the factory and should be in the proper location. If however, you find that they moved during shipping you can readjust without difficulty. On clocks with chimes rods, the chime hammers are made of brass and can be easily bent without harm. Adjust them so that they do not interfere with each other when moving. The hammers should strike the chime rod squarely in the center and should rest 3mm (1/8") away from the chime rods when not striking. (See fig. 1).

STEP NO. 3:

WINDING CLOCK

Insert the winding key into each winding hole located on the dial so that it slips onto the square shaft inside. Turn key clockwise until spring becomes tight. Wind your clock fully once a week.

The key is located on a holder either mounted to the inside of the back door on the bottom of the clock or packaged with the pendulum.

STEP NO. 4:

HANGING THE PENDULUM

Key wound mechanical movement:

The pendulum is packed separately inside the carton. Remove the pendulum from the packaging and carefully hang it on the bottom of the pendulum leader, which in turn hangs from the suspension spring (refer Fig. 3).

Some pendulums have a thin, plastic coating on the bob. This should be removed prior to handing the pendulum.

STEP NO. 5:

REGULATING YOUR CLOCK

Mantel Clocks: All clocks have been adjusted for accuracy before leaving the factory. Therefore, make no adjustment for the first 2-3 days. However, should the clock then need adjusting, turn the regulating screw with a small screwdriver according to the symbols. (refer Fig. 2). If the clock runs too slow, turn counterclockwise to the plus sign (+). If it runs too fast, turn clockwise to the minus sign (-). A full turn of the spindle equals approximately one minute per day.

Wall clocks: Timekeeping is regulated by the location of the bob on the pendulum stick. Change is made by moving the bob up or down. The location of your pendulum bob is changed by turning the screw at the bottom (refer Fig. 4). If your clock runs slow, turn the screw clockwise 360° to move the bob down. One complete 360° turn is equal to one minute per 24 hours.

Auto Beat : Carefully move pendulum all the way to the left until it touches the side of the case, then release. The pendulum may take up to 5 minutes to fully self adjust.

STEP NO. 6:

CHIME SILENCE

Many of our clocks come with a shut off lever to silence the chimes. Do not attempt to move this lever while the clock is chiming. Doing so could damage the chime mechanism. The shut off lever can be accessed two ways. Some models have a lever located near the 9:00 position. Other models have a lever accessed through the back door (See Fig. 1 and 3). The lever must be fully up for the clock to chime and fully down to silence the chimes.

CARE AND MAINTENANCE

Your clock requires very little attention. There are a few things that you need and can do to increase its life.

1. Wind your clock every seven or eight days.
2. Wax and polish your clock cabinet as frequently as you do your other fine furniture. Any good non-silicon furniture polish or paste wax will do. Dust often.
3. Clean the movement every five to ten years depending on climate conditions. Extremely arid or salty air, heat or cold may necessitate more frequent servicing. Desert climate with high heat and low humidity causes oil to dry up. Salt air causes oil to break down. We do not recommend attempting to clean your movement yourself, instead call a reputable clock service.
4. If your clock will not chime, did you...

Release the chrome hammer locking lever as described in "Removing packing material" section?

Remove all the protective packing from the gong rods?

Wind all movement posts fully?

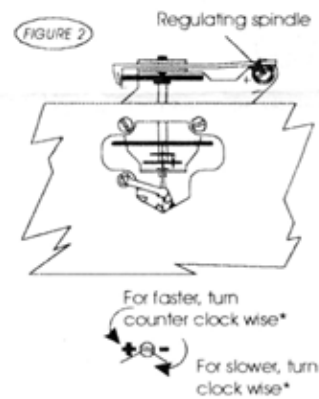
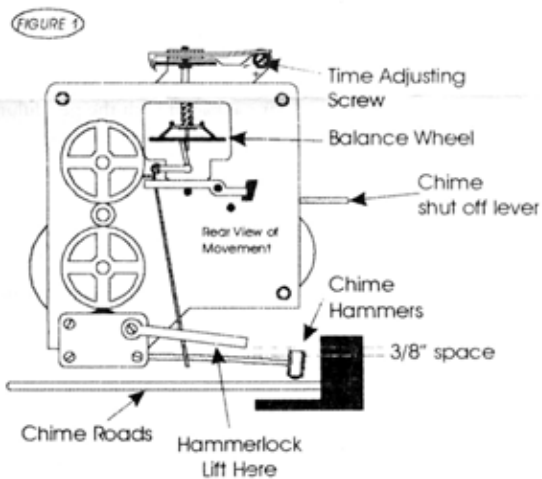
If your clock will not run, did you...

Wind all movement posts fully?

Install the pendulum correctly?

CLEANING GLASS

Use extreme caution when cleaning glass. Whether your glass is plain or gold decorated, use a quality liquid non-ammonia glass cleaner. Spray cleaner on the cloth and then wipe the glass. Never spray directly into the cabinet.



* Make all adjustments very carefully and no more than 1/4 turn at the time

