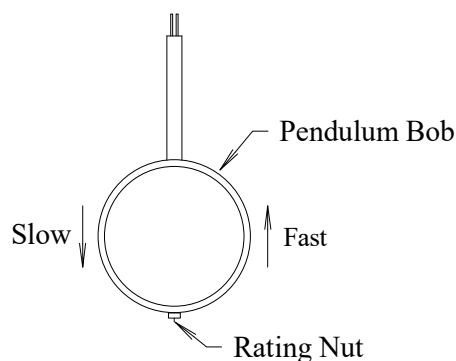


Instructions for KAUFFMAN Wall Clocks WESTMINSTER CHIMES

1. Carefully unpack the clock. DO NOT THROW AWAY ANY PACKING MATERIAL UNTIL CLOCK IS FULLY SET UP AND RUNNING PROPERLY. Carefully remove all packing material.
2. Each movement has three winding holes. The center keyhole winds the time mainspring, the right keyhole winds the quarter hour chime spring and the left keyhole winds the hour strike spring. When fully wound, the clock will run for eight days.
3. To set up clock, hook the pendulum on the leader. To start the pendulum swinging, gently push the pendulum all the way against the side (either left or right side) and release. When pendulum slows down to it's normal swing, it should have a nice steady "tic-toc-tic-toc". DO NOT MOVE CLOCK WITH PENDULUM HOOKED ON UNLESS YOU TILT TOP OF CLOCK BACK SO PENDULUM RESTS AGAINST THE BACK.
4. When setting up the clock, it may be only partially wound. Fully wind the clock without using excessive force. Insert the key into each keyhole in the dial and turn the key clockwise to the right. A clicking noise while winding is normal. It is good practice to wind the clock once each week.
5. To set the clock to the correct time, turn the minute hand "clockwise". There is no need to stop every quarter hour to let it chime. If the chiming cycle does not correspond to the time shown by the hands, it will self-correct within two hours.
6. To regulate clock if it gains, turn the rating nut on the bottom of the pendulum bob to the left to lower the bob. If it loses, turn the rating nut to the right to raise the bob. Refer to drawing. 1 turn of rating nut equals approximately 1 minute in 24 hours. Seasonal temperature changes may require you to make minor adjustments to the pendulum bob throughout the year.
7. If you clock is equipped with an Auto-Nite shutoff feature, it will turn the chimes off from 10:00pm to 6:45am. Refer to drawing.
NOTE! NOT ALL CLOCKS A HAVE SHUT-OFF LEVER



SILENCING THE CHIMES

To silence chimes, move the chime selection lever beside the number 3, (Up) silent (down) chime.

NOTE! NOT ALL CLOCKS A HAVE SILENCE LEVER

TO ADJUST CHIME HAMMERS

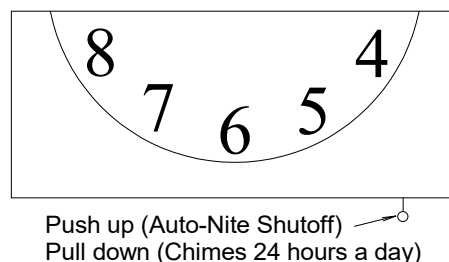
During handling, the chime hammers may become bent out of adjustment causing improper tone in chiming. The chime hammers are attached to thin brass wires that may be bent to bring the hammers into proper alignment. From the side of the clock, check the position of the hammers. The hammers should rest about 1/8 inch away from the chime rods. They should be aligned to strike the center of the rods. The hammers should not touch or rub against each other.

The hammers should rest about 1/8 inch away from the chime rods. They should be aligned to strike the center of the rods. The hammers should not touch or rub against each other.

1. Chimes will sound dull or muted if hammers rest on the rod. To correct, bend the hammer away from the rod.
2. Chimes are not clear. One or more notes may not be heard. Hammers are too far from the rod. To correct, bend the hammer toward the rod.
3. The Westminster chimes will operate in the following sequence:

• Quarter hour --- 4 notes	Half hour --- 8 notes
• Three quarter hour --- 12 notes	Hour chime --- 16 notes

Immediately following the hour chime the correct hour will be struck. Clock will not count or strike the hours unless all three springs are wound.



SERVICING YOUR CLOCK

We recommend having your clock oiled every 2 or 3 years by a professional technician.

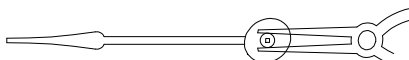
Your clock should also be overhauled every 10 years.

Your clock is a precision instrument, but it will remain so only with regular upkeep. **WHEN HANDLING EXPOSED BRASS PARTS, USE SOFT COTTON GLOVES TO PREVENT TARNISHING.**

TROUBLE - SHOOTING CHECKLIST

If your clock is not operating properly, the following adjustments can be made quite easily:

1. **CLOCK DOES NOT RUN**
 - a. Check that all three springs are fully wound.
 - b. Check to see that all packing material is out of clock.
 - c. Check the clock hands. If the hands are catching on each other, bend the minute hand away from the hour hand.
2. **CLOCK IS NOT CHIMING PROPERLY**
 - a. It is normal if the chime sequence is disturbed after setting the clock to the correct time. Within two hours, the chime sequence will correct itself.
 - b. If the clock continues to chime out of sequence, perform the following adjustment:
 - i. Manually turn the clock through two hours, stopping at each quarter hour to allow it to chime. If, when the full hour chime sequence (16 notes) is sounded, the minute hand is not at the 12:00 position, remove the hand nut, pull off the minute hand and position it to point at 12:00. Replace the hand nut.
 - c. If the chiming cycle starts a few minutes before or after the quarter hour position, perform the following adjustment:
 - i. Move the minute hand to the next quarter hour SLOWLY and note the position of the hand when chiming started. Remove the hand nut and the minute hand. Grasp the small bushing under the minute hand securely with pliers and move the hand in the direction to make it coincide with the correct quarter hour mark. Refer to drawing below. Replace the minute hand and the hand nut.



3. **CLOCK IS NOT COUNTING THE CORRECT HOUR**
 - a. If the hour hand and the hour struck do not match, perform the following adjustment:
 - i. Manually chime the clock until the full hour is sounded and the hour is struck. Push the hour hand firmly until it is pointing at the hour just struck. The hour hand is on the shaft friction tight. If it is too loose, remove the hour hand and slightly squeeze together the projecting part on the back of the hand. Replace the hour hand by pointing it to the correct hour.

WARRANTY

KAUFFMAN'S HANDCRAFTED CLOCKS

www.KHClock.com

(2 YEAR LIMITED WARRANTY ON MECHANICAL CLOCKS)

This clock has been thoroughly tested, and is guaranteed for a period of 2 years against defects in materials and workmanship. Any necessary repairs during that period will be made without charge. (THIS GUARANTEED IS VOID ON CLOCKS THAT HAVE BEEN WET, TAMPERED WITH, IMPROPERLY OILED, TAKEN APART, OR OTHERWISE MISHANDLED)

If your clock has to be returned for repairs, it must be properly packaged and protected to insure safe delivery to our store.

You must include a copy of the original receipt.

IT IS THE RESPONSIBILITY OF THE CUSTOMER TO EITHER, SHIP OR RETURN THE CLOCK TO BE REPAIRED UNDER WARRANTY. THE CUSTOMER IS RESPONSIBLE FOR ALL SHIPPING COSTS, TO AND FROM OUR PLACE OF BUSINESS.

PLEASE KEEP FOR YOUR RECORDS

DATE OF PURCHASE _____ MODEL NO. _____
 SERIAL NO. _____