

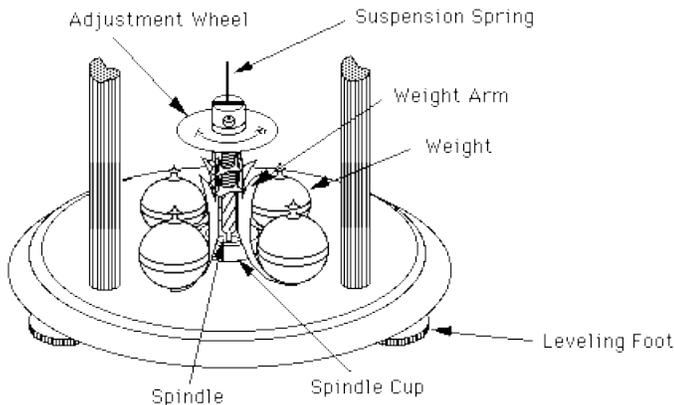
CITY CLOCK COMPANY INC.

5651 So. 48th
Lincoln, NE. 68516
402-483-6363
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Introduction:

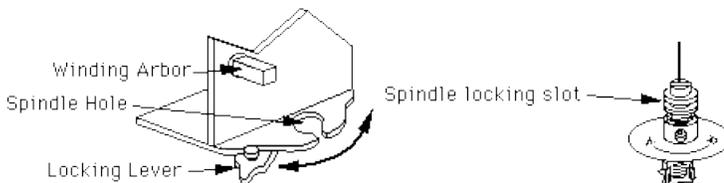
Anniversary clocks have been around for some time, but they really became popular in the 1950's - hence, most of the anniversary clocks you will find were made since then.

What are the parts:



How to transport and set up your clock:

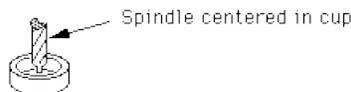
Whenever you move a 400-day clock you should lock or unhook the pendulum to prevent it from swinging around in the case. An unlocked, swinging pendulum can kink or break the suspension spring, or even break the glass dust cover.



Gently lift the spindle so that the spindle locking slot is in line with the locking lever. While holding the spindle at this level, rotate the locking lever until it enters and rests firmly inside the locking slot. Slowly release the spindle. All the pendulum weight should now be resting on the locking lever, and the suspension spring should be slightly slack. The clock can now be safely moved. (This is just an example - your clock's locking mechanism may be much different.)

Place the clock in its intended location *before unlocking the pendulum*. To release the pendulum, *gently* lift the spindle so that when the locking lever is released the pendulum won't fall - jerking the suspension spring. While holding the spindle, rotate the locking lever out of the locking slot and slowly lower the spindle until the suspension spring supports the pendulum weight.

Anniversary clocks must be level before they will operate, so it may be necessary to relevel the clock after it is moved. Check to ensure that the spindle does not touch the sides or bottom of the cup over which it is suspended. If it does touch the sides, raise or lower the leveling feet such that the spindle is centered as shown in the diagram below. If it touches the bottom, you should consult your clock repairman.



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How to wind and start your clock:

As the name implies, the anniversary clock must be wound (at least) once each year. Many of these clocks will actually make it a whole year, but it is not uncommon for them to only last 8 or 9 months. The clock will probably begin to run slower as the year drags on. I recommend winding twice a year. As the oil in the clock gets old or dust gets in, the clock may not make it even 6 months. If your clock doesn't run four months between windings you should have it cleaned by a qualified repairman.

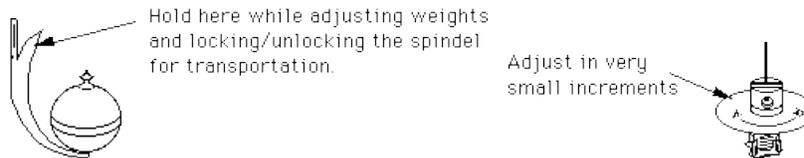
To wind your clock, hold the clock steady by firmly grasping the base or clock support pillars. Insert the clock key over the winding arbor and wind until it becomes difficult to turn the key. Common sense is a good rule - if you are winding and it begins to rapidly feel more difficult to wind, than stop winding.

To start the clock, gently push one of the weights such that the pendulum twists one full turn, in either direction. Be careful not to push too hard or the pendulum will swing from side to side rather than twist (a small amount of sideways movement is normal, but should be minimized). After pushing and releasing the pendulum, watch and listen to the clock. You should hear a "tick" at both ends of the pendulum twist.

To set the correct time, simply use your finger to turn the minute hand until you reach the correct time. Since most anniversary clocks do not chime, you can turn the minute hand in either direction to reach the correct time. Do *not* turn the hour hand, as this can damage the clock.

How to adjust and care for your clock:

To adjust the clock, first wait for the pendulum bob to come to the end of a twist. Just as the pendulum stops, lightly grasp the weight arm as shown in the picture below.



The adjustment wheel may have markings indicating which direction to turn to make the clock run faster or slower. The direction to make the clock run faster is often marked "+", "A" (advance), or "F" (fast). The direction to adjust the clock slower is often marked "-", "R" (retard), or "S" (slow). Turn the wheel in the desired direction, making *very small* adjustments. When adjustments are complete, let go of the weight arm - the clock should start by itself. Next, adjust the time setting by moving the minute hand as described earlier. Monitor the clock for a week or more before making further adjustments (sooner if the clock gains or loses more than three minutes a day). Once adjusted, there should be little or no need to touch the clock unless, over time, the clock gains or loses a little. If this happens, you can simply reset the minute hand or try to adjust the timing better. Keep in mind that you can not make timing "perfect" because outside influences, such as room temperature changes, vibration, and other factors not always under your control can affect how fast the clock runs.

Care for your clock by washing the glass dome in mild soap and water. The clock base and frame can be cleaned by simple dusting. Never attempt to clean the clock movement unless you have the right materials and experience - this is best left to the clock repairman.