

# TIMEWORKS, INC.

*Makers of Fine Clocks*

## Instructions for replacing pendulum and non-pendulum movements

1. Hold minute hand, and unscrew gold cap nut that is on the front of the clock. The use of pliers may be needed to loosen the screw.
2. Remove the minute hand.
3. Remove the hour hand by placing two fingers underneath the circular end and gently lifting it off.
4. Remove the gold hexagonal nut and washer. The use of pliers may be needed to loosen the nut.
5. Once the washer and the nut have been removed, the movement should slide out and away from the back of the clock.
6. Insert new hanger in new movement, if necessary. Put rubber washer on shaft of movement, and then insert into the back of the clock
7. Place washer and hexagonal nut on shaft of the movement, and then tighten hexagonal nut by hand. Once tight use pliers to tighten  $\frac{1}{2}$  turn.
8. Slide minute hand onto "I" shaft. Set minute to 12, **then remove minute hand.**
9. Slide hour hand aligned at 12 o'clock onto white plastic part of shaft until secure using two thumbs "walking" hour hand down plastic shaft.
10. Affix minute hand onto "I" shaft, then, with both hands at 12 o'clock, screw on the gold cap nut and tighten with pliers.
11. Reset the time by using the knob on the back of the movement. Do not reset time by moving the hands.

If you have any questions please contact our Customer Service Department at:  
**(510) 883-0234.**

