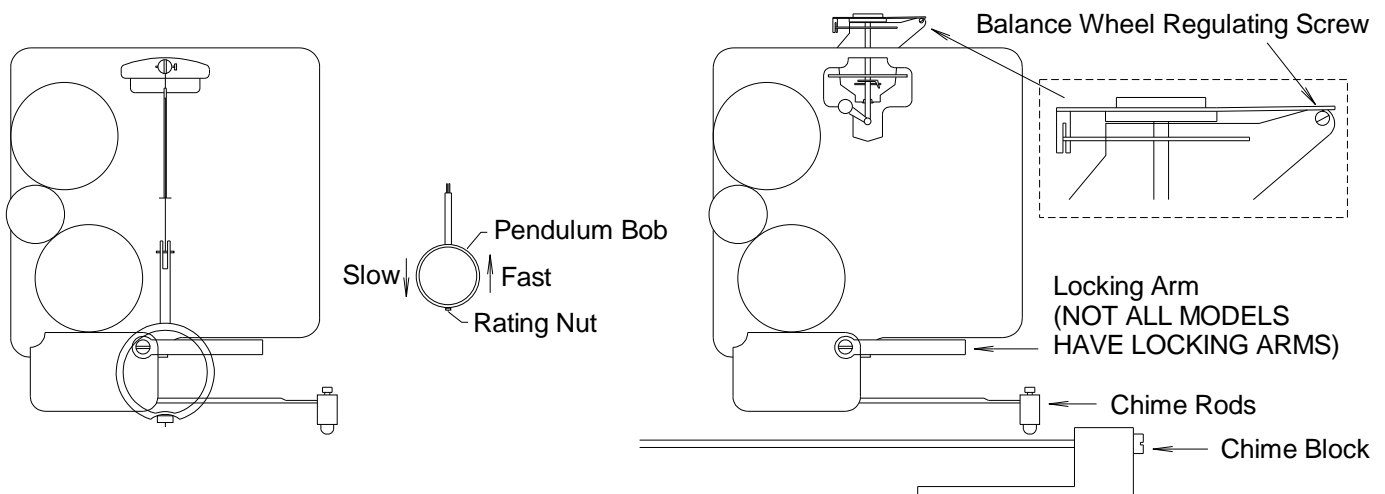


Instructions for KAUFFMAN Mantle Clocks WESTMINSTER and TRIPLE CHIMES

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. Push the locking arm upwards at the bottom of the movement to free the hammers. . See Drawing Below
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. If your clock has a pendulum, hook the pendulum on the leader. To move clock with the pendulum hooked on, tilt the top of the clock front so the pendulum rests against the movement. To start the pendulum swinging, lift up one side of the clock about two inches and set it down quickly. Listen for the tick. It should have a nice steady "tic-toc-tic-toc". DO NOT MOVE CLOCK WITH PENDULUM HOOKED ON UNLESS YOU TILT TOP OF CLOCK FRONT.
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. Regulating your clock.
 - a. **BALANCE WHEEL CLOCKS**
If it gains or loses, refer to drawing below and to the diagram stamped on the back of the movement. Turning the regulating screw 60 degrees (indicated on diagram on back of movement) makes an adjustment of approximately 10 seconds in 24 hours. A full turn of the regulating screw equals approximately 1 minute in 24 hours.
 - b. **PENDULUM CLOCKS**
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 below. 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.

Turning the regulating screw clockwise = slower
Turning the regulating screw counter clockwise = faster



SERVICING YOUR CLOCK

We recommend having your clock oiled every three years by a professional repairman.

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

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 brass wires, which may be bent to bring the hammers into proper alignment. From the back 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. Refer to drawing above.

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.
 - a. 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
 - b. The Whittington and St. Michael chimes will operate in the following sequence:
 - Quarter hour --- 8 notes Half hour--- 16 notes
 - Three quarter hour--- 24 notes Hour chime--- 32 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.

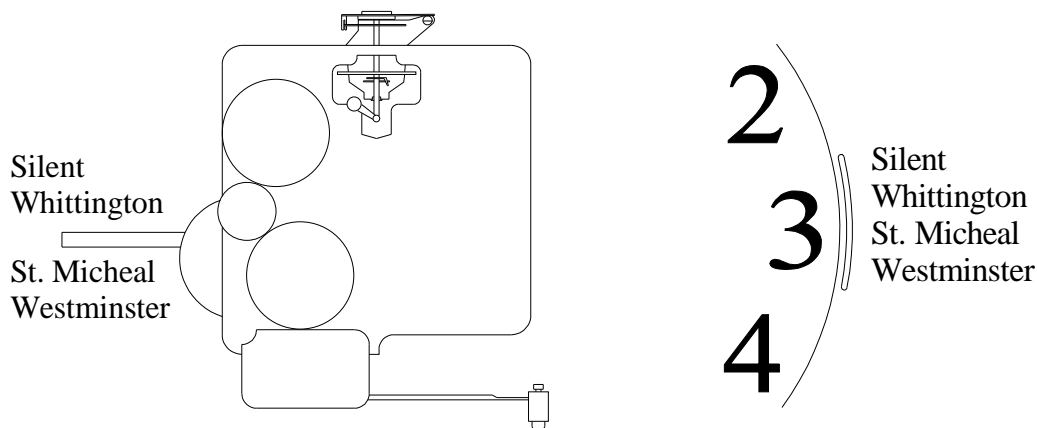
SILENCING THE CHIMES for the WESTMINSTER CHIMES

To silence chimes, move the chime selection lever beside the number 9, (Up) chime (down) silent.

NOTE! NOT ALL CLOCKS HAVE A SILENCE LEVER

CHIME SELECTION for the TRIPLE CHIMES

To select either the Westminster, St. Michael or Whittington chimes, shift the chime selector lever on the right hand side of the dial, beside the three or in back of the clock. The chimes can also be silenced. Refer to drawing below.
DO NOT MOVE THE CHIME SELECTOR LEVER IF CLOCK IS CHIMING.

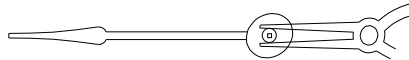


TROUBLE - SHOOTING CHECKLIST

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

3019 WEST NEWPORT ROAD, RONKS, PA 17572

717-656-6857

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 _____