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## SETTING UP YOUR CLOCK

- OPEN THE DOOR OF YOUR CLOCK.
- CAREFULLY ATTACH THE PENDULUM TO ITS HANGER.
- PLACE ANY WEIGHTS IN THEIR PROPER POSITION – THEY SHOULD BE MARKED LEFT, RIGHT, AND CENTER. LEFT AND RIGHT SHOULD BE DETERMINED AS YOU LOOK AT THE CLOCK WHEN REMOVING OR REPLACING THE WEIGHTS.
- MAKE SURE THE CLOCK IS WOUND: TIME, STRIKE, AND CHIME WINDERS, IF APPLICABLE.
- GIVE PENDULUM A LITTLE PUSH, IF NECESSARY, AND CLOSE THE CLOCK'S DOOR.
- GENTLY MOVE THE CLOCK TO ITS FINAL RESTING POSITION.
- GET A SMALL LEVEL, AND MAKE SURE THAT THE CLOCK IS LEVEL. ONLY PLACE LEVEL ON FLAT AREAS OF THE CLOCK. CHECK FRONT AND AT LEAST ONE SIDE. IF NECESSARY, PLACE SHIMS IN THE APPROPRIATE PLACES UNDERNEATH THE CLOCK TO MAKE IT LEVEL. **YOUR CLOCK MAY NOT RUN IF IT IS NOT LEVEL.**
- SET THE CLOCK TO THE CORRECT TIME.

## WINDING YOUR CLOCK

- REGULARLY WIND YOUR CLOCK. IF IT IS AN EIGHT-DAY CLOCK, WIND IT EVERY SEVEN DAYS AT APPROXIMATELY THE SAME TIME.
- FOR OTHER TYPES OF CLOCKS, WIND THEM REGULARLY SO THAT THE WINDING TIME IS CONVENIENT FOR YOU AND IT KEEPS THE CLOCK FROM STOPPING.
- WIND YOUR CLOCK CAREFULLY IN A DELIBERATE, EVEN FASHION. IF YOUR CLOCK HAS WEIGHTS, **DO NOT HELP YOUR WEIGHTS**. ALLOW THE WEIGHTS TO BE PULLED UP BY THE CLOCK'S WINDING SYSTEM.
- WHENEVER YOU WIND YOUR CLOCK, THIS IS A GOOD OPPORTUNITY TO CHECK ITS TIME AND MAKE ANY NECESSARY ADJUSTMENTS. REMEMBER, TO **NEVER SET THE HANDS IN A BACKWARDS OR ANTI-CLOCKWISE DIRECTION**. IF YOUR CLOCK STRIKES AND CHIMES, IT IS IMPORTANT THAT YOU **PAUSE ABOUT 5-MINUTES BEFORE THE HOUR AND BEFORE IT STRIKES OR CHIMES AND SLOWLY MOVE THE MINUTE HAND UNTIL THE CLOCK STRIKES OR CHIMES. STOP MOVING THE MINUTE HAND UNTIL THE CLOCK STOPS STRIKING OR CHIMING**. WHEN SETTING A QUARTER HOUR CHIMING CLOCK BACK TO STANDARD TIME IN THE FALL, IT MAY BE EASIER TO STOP THE PENDULUM FOR ONE HOUR.
- IT IS BEST TO NOT ALLOW THE CLOCK STOP BEFORE YOU WIND IT. IT IS ALSO GOOD TO LET YOUR CLOCK RUN THROUGH AN ALMOST-COMplete WINDING CYCLE. FOR EXAMPLE, AVOID WINDING AN 8-DAY CLOCK EVERY DAY OR EVERY THREE DAYS.