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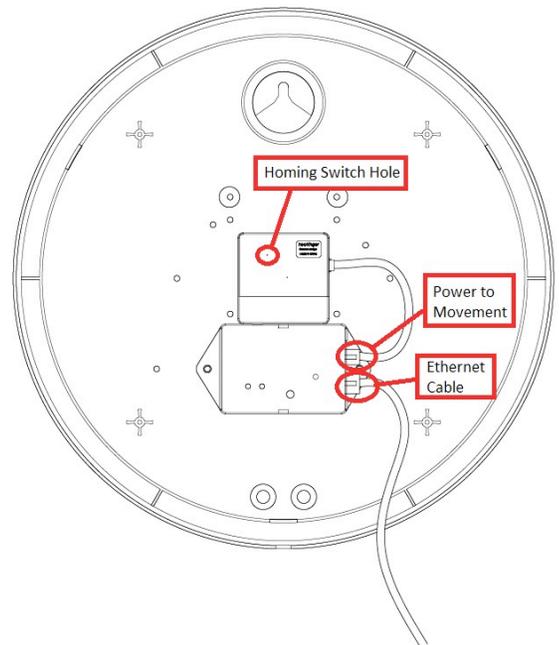
**TITLE: Setting/Verifying the 12:00 (Home) Position on POE Analog Clocks - DCF**

<b>INSTRUCTION SHEET:</b> 1958	<b>REVISION:</b> 02	<b>EFFECTIVE DATES:</b> 05-2012 to present
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If the hands on your POE Analog clock are consistently off a few minutes from your Network Clock Connect, your hands have moved from their home position. This could have been caused by rough handling when the clocks were shipped to you, by the clock being dropped or if the hands have been manually moved. To verify that your hands are in the correct “home” position, follow the steps below.

**SETTING/VERIFYING THE 12:00 (HOME) POSITION:**

1. Verify clock hands are moving at normal operating speed
2. Unplug the power cable to the movement for 10 seconds (clock hands should stop) then plug back in.
3. Wait for clock hands to start moving again.
4. Wait an additional 10 seconds.
5. Insert a small bent paper clip into the homing switch hole on movement to press homing switch.
  - a. Homing switch hole is located near the upper left corner of the movement.
  - b. You should feel and hear a click when the homing switch is pressed.
  - c. Clock should begin fast run shortly after pressing. If not press switch inside hole again.
6. Clock will fast run to 12:00 and stop.
7. If hands are off, remove and re-position, see “Positioning Hands”.
8. If hands are on 12:00, hand position is o.k.
9. Disconnect the Ethernet cable for 10 seconds and re-connect, this will force the clock to sync with Network Clock Connect.
10. Verify clock hands begin moving again.



**POSITIONING HANDS:** (“SETTING/VERIFYING THE 12:00 (HOME) POSITION” must be done first)

1. For plastic clocks hold the case with your hands at the 03:00 and 09:00 position and squeeze until the lens pops out.
2. For metal clocks loosen the screws on the bezel clips and remove clock/backplate from the bezel.
3. If the sweep hand is off, pull the sweep straight off and re-align to the 12:00 position.
4. If the minute hand is off, gently reset to the 12:00 position. (Note: the sweep hand may move when you move the minute hand, this is o.k.)
5. If the hour hand is off you may have a different problem, call American Time for assistance before trying the realign.
6. Replace the lens on plastic clocks and replace clock/backplate on metal clocks.
7. Disconnect Ethernet cable for 10 seconds and reconnect.