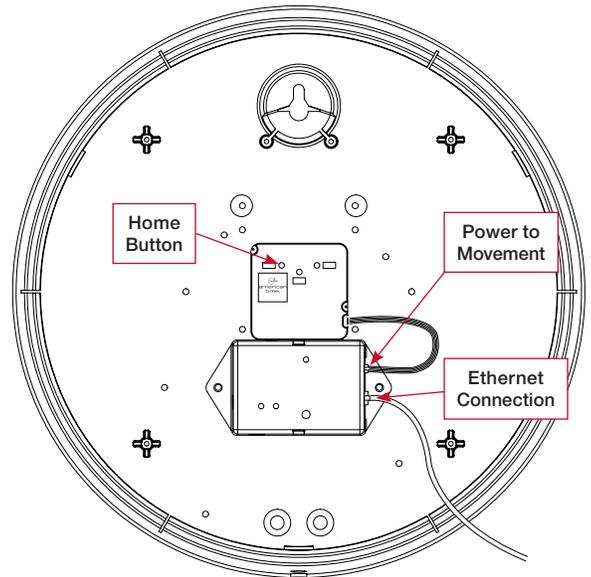


<b>TITLE: HOMING POE ANALOG CLOCKS - SERIAL</b>		
INSTRUCTION SHEET: 3133	REVISION: 02	EFFECTIVE: 07-20-2018

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. Press the Home button on the movement.
3. The clock will fast run to 12:00 and stop (If still available, place the red locking pin that came with the clock into the center hole on the movement).
  - a. The clock should begin fast run shortly after pressing. If not, press the Home Button again with a pointed object.
4. If hands are off, remove power from clock, then remove hands and re-position. See "Positioning Hands".
5. If hands are on 12:00, hand position is o.k. Remove power from clock.
6. Pull the red pin, if used. Reapply power to clock, the clock will begin to fast run to the correct time.



**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 if bezel clips were used or use a pliers to bend out the ends of the V clips. Remove the 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: If the red locking pin is not installed, the sweep hand may move when you move the minute hand. This is OK).
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 the clock/backplate on metal clocks.
7. Pull the red pin, if used. Reapply power to clock, the clock will begin to fast run to the correct time.