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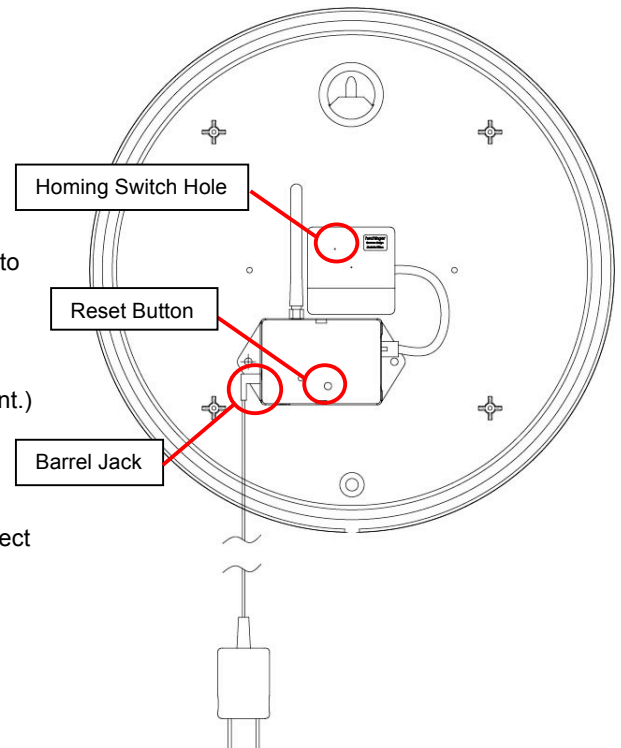
**TITLE: Setting/Verifying the 12:00 (Home) Position on AC SiteSync IQ Clocks - DCF**

<b>INSTRUCTION SHEET:</b> 1929	<b>REVISION:</b> 03	<b>EFFECTIVE DATES:</b> 05-2012 to 11-2015
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If the hands on your SiteSync IQ clock are consistently off a few minutes from your master, 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 reset button located on the receiver
3. Wait for clock hands to stop and 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. Switch hole is located near the upper left corner of the movement
6. Clock will fast run to 12:00 and stop. (If still available, place the green locking pin that came with the clock into the center hole on the movement.)
  - a. Clock should begin fast run shortly after pressing. If not press switch inside hole again.
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. Pull green pin if used, disconnect barrel jack for 10 seconds and reconnect



**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: if the green locking pin is not installed 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. Pull green pin if used, disconnect barrel jack for 10 seconds and reconnect

After the AC power is installed, the sweep hand should start to tick in about 10 seconds. The sweep will tick once every 2-3 seconds. The clock should start to correct about 5 minutes later and may take up to 15 minutes to correct to the time on your master.