



140 3<sup>rd</sup> Street South  
 Dassel, Minnesota 55325-0707  
 Phone: 800-328-8996 Fax: 800-789-1882  
 american-time.com  
 © American Time.

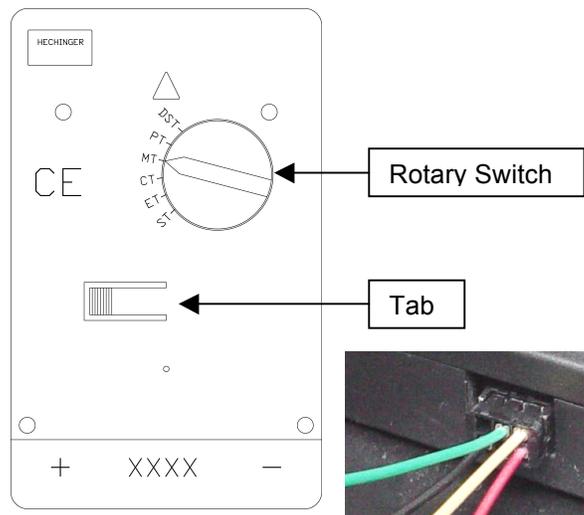
**TITLE: Setting/Verifying the 12:00 (Home) Position on SiteSync Clocks - WWVB**

<b>INSTRUCTION SHEET:</b> 1539	<b>REVISION:</b> 02	<b>EFFECTIVE DATES:</b> 06-2005 to 04-2012
--------------------------------	---------------------	--

If the hands on your SiteSync 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. Remove sticker from the back of the movement
2. Unplug wires going into side of movement (For AC versions, you will also need to unplug clock, remove the “Do Not Install Battery” label and remove battery cover)
3. Reverse battery 10 seconds and remove (For AC versions, you will need to supply your own “AA” alkaline battery)
4. Turn rotary switch to DST
5. Press tab down and hold
6. Re-insert battery correctly, move switch slowly to ST & back to MT
7. Release tab
8. Clock will fast run to 12:00 and stop
9. If hands are off, remove & re-position, see “Positioning Hands”
10. If hands are on 12:00, hand position is o.k., replace sticker
11. Plug wires back into side of movement, yellow and green wires up
12. Reverse battery 10 seconds, verify the rotary switch is on MT and re-install battery correctly to restart (For AC versions, reverse the battery 10 seconds, **remove battery**, reinstall battery cover, reinstall label and plug clock back in)



**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 to re-align
6. Replace the lens on plastic clocks and replace clock/backplate on metal clocks
7. Replace sticker and plug wires back into side of movement, yellow and green wires up
8. Reverse the battery 10 seconds, verify the rotary switch is on “MT”, re-install battery correctly to restart (For AC versions, reverse the battery 10 seconds, **remove battery**, reinstall battery cover, reinstall sticker and plug clock back in)

After the battery or 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. **(Important: the rotary switch should be set to “MT” no matter what time zone you are in.)**