



## USE AND CARE OF NEWMAN WATCHCLOCKS

**OPENING THE CLOCK.**- Unfasten the latch strap at the side of the clock and pull off the outer part of the pouch to expose the lock escutcheon. Insert the lock key and turn it 1/4 turn. Hold the key in that position and pull the cover open. Turn the key to its original position and remove it.

**REMOVING THE PAPER DIAL.**- Pull the dial cap off and lift out the used dial.

**WINDING AND SETTING THE CLOCK.**- The paper dial should always be removed when winding or setting the clock. To wind, place the key on the square marked 'W' and turn it counterclockwise. (Full winding will run the movement for seven days). We recommend that the clock be wound every Friday or on a scheduled day each week. To set the hands, use the same key on square marked 'S' and turn it in either direction.

**INSERTING A NEW DIAL.**- Insert the edge of the dial under the raised segment of the mainplate, fitting the perforated letters of the dial center on the corresponding raised letters of the dial carrier. Replace the dial cap with the slots over the letter 'T', pushing it down until it locks on with a slight snap. Turn the dial cap either way until the time on the dial shown under the pointer agrees with the time shown by the clock hands.

**CLOSING THE CLOCK.**- Be sure that the case lock key is removed and close the cover. Make sure that the cover is closed tight and that the snap lock is properly engaged. Fit the pouch cover over the clock and fasten the latch strap.

**READING THE DIAL RECORD.**- Used dials removed from the clock should not have more than two perforations in the green circle, one showing the exact time that the cover was closed after inserting the dial now being removed and the other showing the exact time that the cover was opened. More than two perforations indicate that the clock has been tampered with and an investigation should be started immediately. Each station visited and the time of the visit is shown and these should be checked to see that the watchman performed the full duty. Any irregularities should be carefully checked.

**FILING USED DIALS.**- After removing a used dial, always file it in a safe place so that the insurance inspector can check it.

**WEEK-END ROUNDS.**- If the practice is adopted to change the dial on Saturday and allowing it to run for 48 hours without renewing, thereby using the same dial for two nights, the watchman should be instructed to change his time of visiting the stations on the second night to about half way between the time he made his usual rounds or reverse his course of visiting the stations, the latter being the better plan.

**INSPECT ALL STATIONS** at least once per month to be sure that the seals have not been tampered with.

**MAINTENANCE.**- There is a reminder notice on the inside of the clock that tells you when to return the clock to us for cleaning and oiling. Write to us and we will ship you a loan clock immediately. You need not be without the use of your system for a single night. If you want to replace or add more stations, send us the number of your clock and a used dial showing on it in pencil the stations that you want to add.

**FOR DIALS OR SERVICE, CONTACT YOUR DISTRIBUTOR.**