Masterpieces of the woodworker’s art and the timekeeper’s science...
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Understanding the face of your clock

Western Hemisphere

Eastern Hemisphere

Lunar Time Track

Moving Moon

Second Hand

Minute Hand

Hour Hand

Time Track

Corner Overlays or Spandrels

Left - Hour Gong

Center - Time Winding Arbors

Right - Chimes

Chime Selector Lever and Silencer

All features are not available on all dials.
Understanding the Movement of your clock

The Weights

The Chimes

The Minute Hand

The Hour Hand

The Mounting Bracket

The Weight Shells

The Pendulum
Tools you will need for Setting up your clock

(A) Cotton gloves of soft cloth (to use when handling brass parts of your clock).

(B) A helper (for safety’s sake).

Identification label.

Each clock is identified with a serial number, model name and model number printed on the adhesive label affixed to the lower door of the clock. Make note of this in the last page of this owners manual.

Unpacking the carton

Caution: Please be sure to destroy the protective plastic bag which is covering your clock. This can be dangerous if you have small children in the house.

(A) The Weights for your clock are packed at the base of the clock. Be careful when removing and handling the weights, as they are extremely heavy.

(B) The Pendulum is packed in a separate carton and located on the side of the clock.

(C) The Tubes (if you order your clock with the tubular bell movement) they are packed in a separate carton and will be located behind the clock.

(D) The Finial (hood ornament), if your clock has one, is packed in a box located on top of the clock.

(E) The Winding Crank (on cable driven clocks only) is in the box on top of the clock.

(F) The Door Key will be taped to the front of the clock.

Check the packing carefully before discarding so you won’t accidentally throw away any of the parts of your clock. Set these parts aside and use as instructed in the following set up procedure.
Choosing a location for your clock

When choosing a location for your clock there are several situations or conditions you should consider.

(A) Avoid placing the cabinet in direct sunlight. The portion of the cabinet that receives the most exposure may lighten or otherwise distort the finish.

(B) Avoid placing the clock directly in front of or below a heating or air conditioning vent. Since there is a certain amount of dust as well as hot or cold air blown through the vents, you will find your clock needs to be cleaned and lubricated more frequently in order to operate correctly.

(C) The volume of the chimes will be affected by the size and furnishings in a room. A clock placed in an uncarpeted foyer, for instance, would be much louder than the same clock placed in a room with plush carpet and heavy drapes.

(D) When possible, avoid heavy traffic areas, especially if small children are in the home. This will prevent possible injury to the child or damage to the clock.

(E) Move the clock to its permanent location and level the clock (using the glide levelers on the base). You may use a spirit (bubble) level to make this adjustment but it is not necessary. You should make sure the clock is resting firmly on all four levelers and is “sight” level, as viewed from the front and side.

If your clock is placed on plush carpet you may need to re-level the clock after it “settles”.

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Unpacking the Clock

For safety’s sake, (yours and your clock’s) 2 people are suggested to handle set up.

(A) After removing the clock from the carton, set it near its permanent location.

(B) Tilt the clock to make sure the four glide levelers located on each corner of the base move freely. You will adjust the glides when you move the clock to its permanent position.

Caution: Your clock is extremely heavy and care should be taken when tilting.

Unpacking The Movement and Chimes

There are 3 different types of packing methods used. Select the instruction that matches your clock.

(A) Tubular Bell Movement

1. Unhook the rubber band holding the Pendulum leader.
2. Remove wood hammer retainer bar.
3. Unscrew red screw (left side of clock) this is only used to secure the movement during shipping.

(B) Chime Rod Movement

1. Remove the masking tape from the Chime Hammers.
2. Unhook the rubber band holding the pendulum leader.
3. The cardboard packing for the chime rods should be slid down the chime rods and removed.
4. Remove rubber bands securing the 3 cable pulleys, or chain to the door hinge.
Putting the Clock into Operation

Hanging the Chime Tubes (on Tubular Bell movement).

(A) Unwrap the chime tubes as you hang them onto the chime rack.

(B) Begin with the longest tube, you will hang it on the chime rack on the extreme left as you stand facing the clock. Working with one tube at a time, put the tube into the clock cabinet through the front door, then reach through the door located on the side of the clock to lift and hang the tube on the rack as shown above. Alternatively you may remove the upper back of the clock case, and place the tubes in from rear.

Adjusting the Chime Hammers on the Tubular Bell Movement

Each Hammer should rest approximately 1/8 inch from the chime tube. This distance can be changed by turning the adjusting screw.

Adjusting the Chime Hammers on the Chime Rod Movement

Each Hammer should rest approximately 1/8 inch from the chime rod. Check to make sure each hammer hits the chime rod squarely, if it does not, bend the stem of the hammer gently until it is in the correct position.

The Pendulum

Unpacking the Pendulum

Lyre Pendulums are packed in a separate box and will be located on the side of the clock cabinet. Be careful when opening the carton so that you won’t damage the pendulum.

Remove the protective film or foam pouch from the pendulum bob before hanging it on the pendulum leader. (Remember your gloves!)

Hanging the Pendulum

Be careful when hanging the pendulum on the leader. There is a small suspension spring located above the pendulum leader that could break if handled roughly.

The pendulum should hang straight and on center when not in motion. If it does not, re-check to see if the cabinet is level. Also, check to be sure pendulum shaft is not twisted. Use gloves or cloth when handling brass parts.
The Weights

Cable Driven Movements
Hang the 3 weight shells and fillings by placing the hook on the weight on the pulley.
The weights should be labeled “L” “C” and “R”. The right weight (facing the clock) is the heaviest.

Chain Driven Movements
Hang the 3 weight shells and weight fillings by placing the hook on the weight on the pulley.
Always hang the heaviest weight on the right pulley (facing the clock).

Decorative Finial(s)
If your clock has this as part of the design.
There will be a pre-drilled hole on the crown of your clock, which will match the size and depth of the dowel pin on the finial. Simply insert the dowel on the finial from side as you press down.
Your clock is now set and ready to be put into operation.

Start Pendulum Swing
(A) Reaching in through the front door of the clock, place your hand on the side of the pendulum disc. (You may move the disc to the right or the left).
(B) Move the pendulum to the left or right of center approximately 4 inches and release. Let the clock run a few minutes until pendulum settles into even swinging motion.
(C) Listen closely to the “Tick-Tock” sound as the pendulum swings. If the sound is uneven, the beat is out of adjustment. Stop the pendulum and restart the swing.
(D) As you listen to the “Tick-Tock” sound, watch the motion of the pendulum. It should swing the same distance from the center to “Tick” as it does in the opposite direction to “Tock”.

Setting the Time
Turn off the chime using the chimes selector lever and silencer (chime silence option is top setting) Use your finger advance the minute hand clockwise to desired time.
DO NOT move the clock hands while chimes are playing.
DO NOT move the hour hand, it will automatically adjust as the minute hand is turned.
Once desired time is set, move chime lever to preferred chime selection.
NOTE: If hour hand does not coincide with chime see Troubleshooting page 20.
Setting the Moon Dial

If your clock has the moon phase dial feature, follow these instructions.

CAUTION: If the moon does not move easily, it is probably in the process of advancing. Wait several hours, or set the clock several hours ahead or back, and then try again.

Use a calendar to look up the date of the last full moon. Count the number of days, including today, since the last full moon.

Apply slight pressure to the face of the moon dial with your hand and rotate clockwise until the moon is directly below the #15 (top center).

Turn the moon dial clockwise one “click” for every day since the last full moon.

The moon dial is now set and will continue to operate unless the clock stops. The moon dial may be reset when the clock is started.

If you have difficulty turning the moon disc:
Remove the side grill from the cabinet on the left side as you stand facing your clock. As you look at the back of the dial, you will be able to identify the click spring on the back of the dial. Make sure the click spring is positioned correctly on the moon dial teeth. If out of position, simply lift the click spring away from the dial teeth and release.

Setting the Calendar Dial

Some clocks have a calendar dial.

Insert a pointed object into one of the setting holes, located above each date, and turn dial. The calendar can be set to coincide with the current date, but will need to be advanced at the end of any months having less than 31 days.

Note: If your calendar changes at noon instead of midnight, reset clock 12 hours ahead or back.
Winding the Clock

The weights are the driving power that makes your clock operate. In order for your clock to run continuously, you will need to wind (raise the weights) regularly. Although there is usually enough cable or chain on the clock movement to allow the weight to fall for eight days (this is where the term “eight day clock” originates) the length of time can be altered by design of the cabinet or the type of movement installed in the cabinet.

We use two different types of movements – Cable and Chain. Please select the instruction that matches your clock.

Chain

(A) Grasp the free end of the chain with one hand and pull straight down on the free end of the chain. CAUTION: You will be tempted to pull the chain towards you rather than straight down. Avoid doing this, since this will cause the links in the chain to open and eventually break.

(B) Use a slow even motion when raising the weight. Do not jerk the chain or release the weight suddenly as this could break the chain.

(C) If you plan to be away from home more than a few days, stop the pendulum from swinging until you return. The clock will need to be restarted on you return.

Cable

The winding crank is packed in the box on top of the clock in the weight box packed in the base.

(A) Insert the winding crank into each arbor located on the face of your clock and wind clockwise with a SLOW EVEN MOTION until the top of each weight is even with the top of the door opening.

(B) As you are winding the clock, do not touch or lift the weight as this will cause improper tension of the cable and result in the cable over-lapping on the cable drum, stopping the clock.

(C) Select a safe place to store the crank.

(D) Periodically you should check the weight on your clock to make sure the hook on the top and the nut on the bottom are tight and secure. After the clock has been in operation for a while the screws holding the weights together have a tendency to loosen.
Regulation for Making Your Clock Run Faster or Slower.

The distance the pendulum disc hangs from the clock movement determines how fast or how slow your clock will run. This distance can be shortened or lengthened by turning the nut which is located below the pendulum disc. To make your clock run faster, turn the nut to the right. To make your clock run slower, turn the nut to the left. One turn = 1 minute for 24 hours. When making this adjustment to your clock, hold the pendulum steady with one hand while turning the adjusting nut with the other and making the adjustment in this way, will prevent the pendulum from twisting and possibly damaging the suspension spring which is located at the top of the pendulum.

When making the adjustment for speed if the pendulum disc does not move freely:

Remove the pendulum from the clock and check to make sure the rods are inserted through the rod guides properly.

Regulation of the Time is Your Responsibility and Not the Responsibility of Your Serviceman or Your Dealer

Suspension Spring Replacement

(A) Stop and remove the pendulum. Put it in a safe place until you re-hang it on the clock.

(B) Remove retainer screw “A” as shown in figure 17.

(C) The suspension spring “B” together with the pendulum leader “C” are now free and will slip down and out of post “E”.

(D) Disengage and remove the suspension spring.

(E) Hang the leader “C” onto the base of the new suspension spring “B”.

(F) Insert the top of the new suspension spring into the slot in post “E” and replace retainer screw “A”.

(G) Check to make sure the new spring is secure but at the same time, free enough to be moved back and forth.

(H) Re-hang the pendulum. Start pendulum swing.
Synchronization – Hour Strike

If the hour strike and the time does not correspond, you will need to make this adjustment. Example: The clock shows 4:00 and strikes a different number of times. Follow these instructions for correcting.

(A). DO NOT SILENCE THE CHIMES WHILE MAKING THIS ADJUSTMENT.

(B) Move the hour hand (shortest) clockwise or counter-clockwise, whichever is more convenient, slowly to the hour that it actually struck. Example: If the clock struck only three times, move the hour hand slowly until it points directly to the 3. You will notice that the hour hand turns independently of the minute hand.

(C) Then turn the minute hand (longest) clockwise, or counter-clockwise, whichever is more convenient, slowly until the proper time setting is reached. Be careful not to catch the hour hand as you take the minute hand around.

(D) The chime and strike will now adjust themselves to the proper sequence. It takes approximately 1 - 2 hours for the movement to re-adjust itself.

Minute Hand Adjustment

This adjustment is used if your clock does not begin the chime exactly on the hour, usually 1 to 2 minutes before or after.

(A) Stop the pendulum. NOTE THE POSITION OF THE MINUTE HAND.

(B) Remove the small nut holding the hands on the hand shaft. Be careful in doing this as you do not want to scar the finish on he hands or the nut.

(C) Grasp the base of the minute hand with your fingertips and pull toward you. (the hour hand will remain on the shaft).

(D) Looking at the back of the minute hand you will see a bushing or collar which can be grasped with pliers. With the back of the hand facing you, you will turn the hand counter-clockwise to correct it off before the hour. You will turn the hand clockwise if off after the hour. Holding the bushing firmly with the pliers, turn the minute hand slightly.

(E) Replace the hand on the shaft in the same position you removed it in Step A. Replace the hand nut. Start pendulum.

(F) Reset time.

(G) If clock does not begin to chime exactly on the hour, start over with Step A.
The Chimes

Your clock has beautiful chimes which can be turned off at night if you are a light sleeper. Some models play only the Westminster Chime, while others will give you a selection of three different melodies. A glance at the dial of your clock will tell you which chimes can be heard on your clock. If the dial simply states “Chime – Silent”, your clock has only the Westminster Chime. If your clock has a triple chime movement you will see on the dial where the lever should be moved to hear each of them. All clocks have the Big Ben Gong which will toll the hour.

As you move the selector lever from one chime to another or from chime to silent you will be able to feel the lever fall into the next position. Make sure the lever is resting in a position and not between two.

The Chime selection lever should not be moved while the clock is chiming or striking. When you want to change melodies, move the lever to the selected chime after the chime has completed on the quarter hour, half, three quarter or hour. (Five minutes before each quarter, the movement adjusts itself to chime on the quarter. In clock-master’s terminology you would say the clock “warns” five minutes before chime. If you listen closely, you will be able to hear the sound your clock makes at that time.) If you change the melody after the movement makes this adjustment (or warns), you may damage the movement or cause it to not chime at all.

The Chimes may be turned on at any time.
Answers to Your Questions about The Chimes

Can the chimes be made softer?

Suggestions to soften the chimes:
(A) Place the clock in a carpeted area rather than on tile or hardwood floor.
(B) Make sure there is a small space between the back of the clock and the wall. Placing the clock flat against the wall will cause the wall to act as a sounding board and make the chimes louder.
(C) The proper adjustment for the chime hammer if 1/8" from the chime rods when not in motion. If you adjust them a little further away from the rods this will soften the chimes slightly.

Can the chimes be made louder?

Yes, but not to any great degree. There isn’t a volume control on the clock meant to turn the chimes up or down.

Suggestions to increase the volume:
(A) Reverse suggestion 1 and 2 for softening the chimes.
(B) Make sure the chime hammers are adjustable to approximately 1/8" from the chime rods when not in motion.

The size of the room makes a difference in the volume of the chimes. A clock placed in a hall or foyer will sound much louder than the same clock placed in a larger room with carpet and drapes.

A word about the chimes

Your clock was primarily made to tell time. It was not intended or constructed to be a musical instrument with the perfection one would expect from such. Chime tone will vary from clock to clock according to the sounding board wood and how much moister the wood absorbs or loses from changes in the weather. Chime rods are mass produced and do not “go out of tune”. Chimes are tuned in sets and have no definite pitch or key. The hour chord requires only that it be different enough from the other chords to tell when the hour is being struck. Chime speed is set and cannot be changed, however, speed will slow down as the movement becomes dirty. Cleaning will restore the chime speed.

Automatic Night Shut-Off

All cable movements feature “Automatic Night Shut-Off”. When activated, the clock will not chime between 10:00 p.m. and 7:00 a.m.

Depending on the model, this feature is activated in one or two ways:
1) By a lever jutting out of a slot at the 9:00 position on the dial face, to activate, move lever to the “on” position.
2) By a long brass rod hanging below the dial. To activate, push the rod “up”.

Note: When this feature is activated, the left and right weights will not drop as much as the center weight.
Moving Your Clock to a New Location within Your Home

Moving your clock is not recommended and should only be done when absolutely necessary. If you decide to move your clock, following these instructions will prevent problems from occurring.

Remember to use a soft cloth or gloves when handling the weights, pendulum and tubes of your clock.

1. Stop the pendulum from swinging.
2. Remove the weights and put them in a safe place.
3. Remove the tubes (on tubular bell movement) and put them in a safe place.
4. Keeping the clock in an upright position at all times, move it to the new location. Re-adjust leveling feet if needed.
5. Rehang tubes, pendulum and weights. After weights are hung in position, wind your clock and set time.
   Do not wind without weights being hung. This will cause the chain to come off the sprocket (on chain driven movements), and cause cables to overlap (on cable driven movements).

Moving Your Clock to a New Home

In preparing your clock for a major move it would be advisable to ask one of your local authorized clock-masters to help you pack the clock. If this is not possible, we suggest that you refer to the procedure for setting up your clock, and simply reverse this procedure.
Care Tips for the Cabinet

Your clock will require very little attention. There are a few things you should do, however, to keep the cabinet beautiful.

1. Check periodically to see if your clock rests firmly on all four levelers. This is especially important the first few months if the clock is on carpet, it could be thrown out of balance.

2. Wax or polish your clock occasionally with a non-silicone liquid or paste. In between times, dust the cabinet with a dry, lint-free cloth or a cloth dampened with warm water.

Care Tips for the Movement

1. Do not put any type of cleaner, polish, water etc. on the brass parts of your clock. If you insist, they must be cleaned - do so with a lint-free dry cloth.

2. Ask your local clock-master about future service on the movement. Since the mechanical parts of your clock can be affected by humidity, heat and cold, the time to lubricate or clean it would vary from one location to another.

3. Do not attempt to clean or lubricate the movement unless you are a qualified clock-master. Do not use a spray lubricant on the movement or the oil "grandma used on her sewing machine".

4. We recommend you have your movement oiled approximately every two years and cleaned every five to seven years. Only the finest clock oil should be used.

Keep this manual near your clock for future reference. Minor adjustments and precautions will keep your clock in working order for many years. If things not covered in this manual happen to your clock, do not attempt to dismantle the clock or make repairs yourself – unless you are a qualified clock-master. The movement and dial is of the finest made in the world today – but it is mechanical and will periodically need cleaning and lubrication. When your clock needs service you should call the clock-master who installed the clock in your home.

The adjustments covered in this manual are not covered by the warranty.

Cleaning and lubrication are not covered by warranty.

Please read the warranty coverage on your clock carefully. Your dealer will be able to answer any of your questions concerning coverage.
Limited Warranty

This clock is fully guaranteed against defective workmanship and materials for a period of two years from date of delivery.

This guarantee applies under conditions of normal use only. It does not apply to defects that result from negligence, misuse or accidents.

Report any defects to your dealer. If a repair is called for, your dealer is authorized to make all necessary arrangements with the manufacturer. We will handle promptly and fairly all consumer complaints submitted in accordance with our guarantee.

We hope that you enjoy the pride of ownership that your handcrafted clock so richly deserves.

Ownership Record

As your clock is passed from one generation to another, its value will be enhanced by its history. Record this history below and keep it with your clock.

Original Owner: ........................................................
Date: .............................................................................
Serial Number: ...........................................................
Model Number: ..........................................................
Model Name: ...............................................................  

Owner: ........................................................................
Date: .............................................................................

Owner: ........................................................................
Date: .............................................................................

Owner: ........................................................................
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Owner: ........................................................................
Date: .............................................................................

Owner: ........................................................................
Date: .............................................................................

Record of Service

Date: .............................................................................
Servicing Agent: ........................................................
Details of Service: ......................................................
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Date: .............................................................................
Servicing Agent: ........................................................
Details of Service: ......................................................
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Date: .............................................................................
Servicing Agent: ........................................................
Details of Service: ......................................................
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Troubleshooting

If your clock will not run...

1. Has all the packing material been removed? (pg. 8)
2. Restart and regulate clock. (pg. 9)
3. Is the pendulum hitting the chime rods or rubbing back of case?
   Make sure your clock is hanging straight and level. Adjust chime rods. (pg. 16)
4. Check the click spring of the moon dial. Look through the left upper side door of the clock. The long strip spring on the back of the dial should rest on the edge of the moon disk. If it has slipped in front or behind the moon disk, replace it on top of the teeth. (pg. 11)
5. Have you checked the hand clearance?
   Don’t let the hour hand hit the second hand between 11:00 and 1:00. If the second hand rubs the dial face, it can be pulled out slightly. If the hour hand rubs against the back of the minute hand, it can be pushed closer to the dial face. With your thumb on the center portion of the hand, push towards the dial.
6. Check the suspension spring.
   If damaged, replace. (pg. 13)
7. Make sure the pendulum hanger is in the center of the crutch.
   If it is not, check the level of your clock from front to back. If the hanger still rubs the front or back of the crutch, you may have to slightly bend the crutch to compensate.

If your clock will not chime or strike properly...

1. Check items #1, #3 and #4 under the heading “If your clock will not run…”
2. Check Selection Lever. Is your selection lever in the silent position, or halfway between two chime positions? (pg. 15)
3. Check your hammer adjustment. Make sure no two hammers touch. (pg. 9)
4. To correct the hour strike adjustment, try the following:
   Move the minute hand around to the hour, let the clock chime and strike.
   Count the number of hour strikes and move the hour hand to that hour. The hour hand is friction fit and will move easily.
   Example: if the clock strikes 4 times and the hour hand points to 5 o’clock, then move the hour hand to the number 4 on the dial.
   The number of strikes and the time on the dial will now match.
   Now, to set the clock to the correct time, move the minute hand to the correct time on the dial.