



101273 JUNE 8, 2001

Detex Corporation • 302 Detex Drive • New Braunfels, Texas • 78130 • (830) 629-2900, 1-800-729-3839 • FAX (830) 620-6711  
Internet: <http://www.detex.com> • E-mail: [detex@detex.com](mailto:detex@detex.com)

## USE AND CARE OF NEWMAN QUARTZ WATCHCLOCKS

**TO OPEN THE CLOCK** - Unzip the pouch. Insert the lock key and turn 1/4 turn. Hold the key in that position and pull the cover open. To remove the key, it must be returned to the original position.

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

**TO REPLACE THE "AA" BATTERY** - The paper dial should always be removed when replacing the battery or setting the clock. Remove and keep the three (3) screws and three (3) lock washers that hold the movement plate in place. Remove the movement plate from the body of the watchclock. Loosen the screw holding the battery clip, replace the "AA" battery, retighten battery clip and reinstall the movement plate with the three (3) screws and lock washers. Replace the battery once a year to ensure continued operation.

**TO INSERT 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 correct local time.

**TO CLOSE THE CLOCK** - Close the clock cover. Verify that clock cover is locked and then zip pouch closed.

**TO READ 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 conducted. Each station visited and the time of the visit is shown, and these should be checked to see that the watchman performed the tour completely. Any irregularities should be carefully checked.

**FILING USED DIALS** - After removing a used dial, always file it in a safe place so that it will be readily available for inspection for insurance or other purposes.

**WEEK-END ROUNDS** - If you adopt the practice of changing the dial on Saturday and allowing it to run for 48 hours without replacing it - thereby using the same dial for two nights - the watchman should be instructed to perform the tour in reverse on the second night. Alternatively, the watchman may start the tour at a different time on the second night.

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

**MAINTENANCE** - Contact Detex or your local distributor if your clock should require maintenance or repair. Loan clocks are available, so you need not be without the use of your system for a single night. When ordering additional stations or recording keys, specify the station/key number required and the quantity. The part number for replacement dials for your clock is BX-3924.

**FOR DIALS OR SERVICE, CONTACT YOUR LOCAL AUTHORIZED DETEX DISTRIBUTOR.**