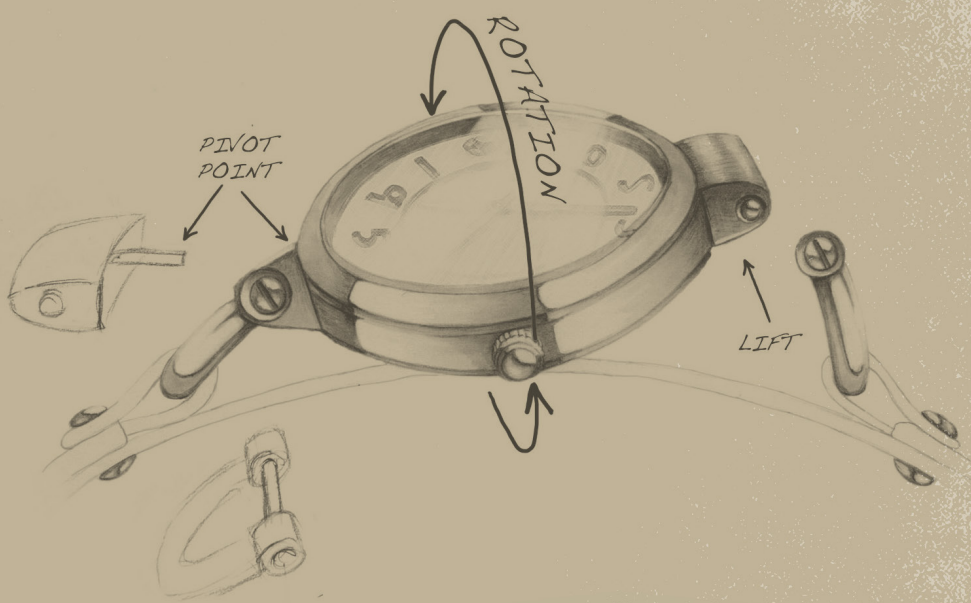
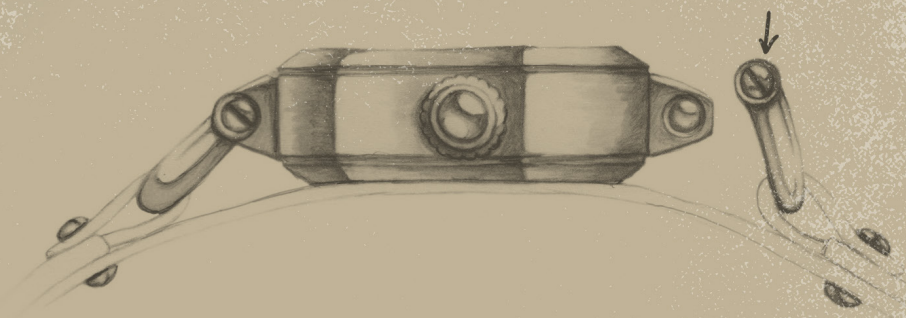
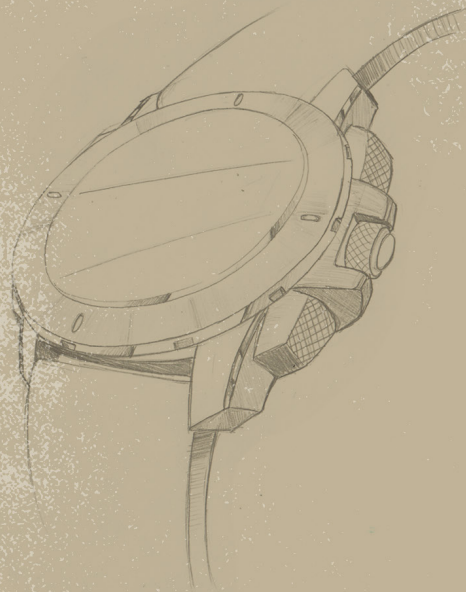




WATCH CARE

SIZING & SETTING TIME

DEPRESS
SPRING LOADED PINS
TO OPEN



Overview

Have you ever wondered how to make a watch bracelet smaller? Or how to change the date and time on your watch? This module will deepen your understanding of watch sizing and how to set the time. In addition to watch sizing, you will also learn how to find the comfort point on the customer's wrist to ensure the perfect fit. Before we get started make sure you have the Tool Kit Bracelet Sizing Instruction Book found in the lid of the Tool Kit.

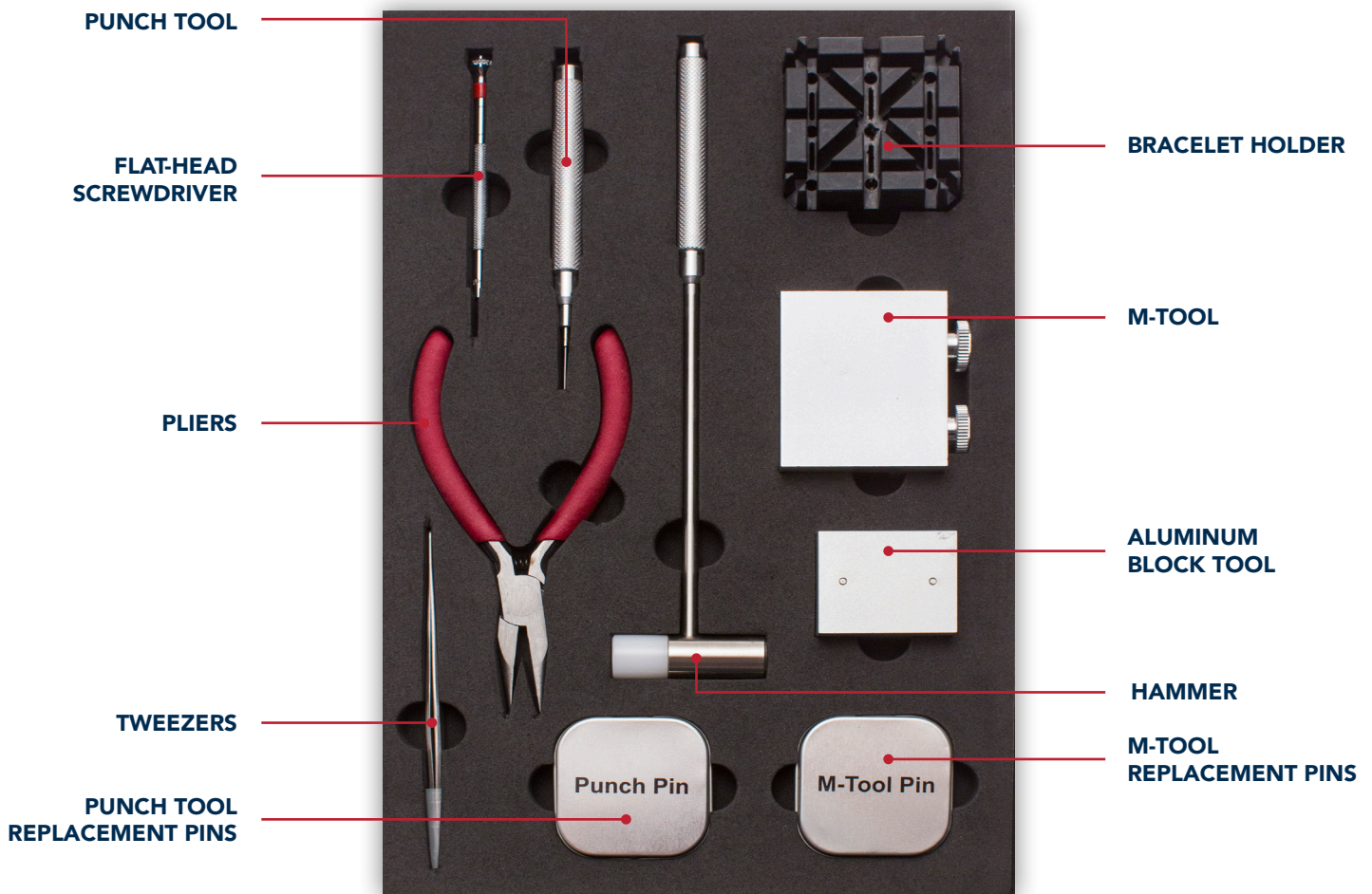


INTRODUCTION

Now that the customer has purchased the watch you must ensure that it is set to the correct time, date and fits the properly as you wrap up the experience. Often times, a customer will need to have the bracelet on their new watch adjusted to fit the size of their wrist.

In this module, you will learn the parts of your sizing tool kit, which tools to use while sizing the customer's watch bracelet and how to find the comfort point on the customer's wrist. Lets start with looking at all the pieces that make up the watch

SIZING TOOL



did you
KNOW

The M-Tool can be used to size links in a watch bracelet instead of the hammer and bracelet holder. The M-Tool must be used when sizing a Swiss-made watch and when sizing watches in front of the customer.

WATCH

SIZING

Now that you've reviewed the tool kit, let's take a look at how to size each of them. There are many different types of watch pin tops available in the world. Today we will review the most popular types which include Hairpin Links, Smartpin Links, Pin & Tube Links and Screw Pin Links.

HAIRPIN LINKS

If the watch bracelet only has one arrow it's a Hairpin Link. The pin itself resembles a hairpin. The arrow indicates in which direction to push the pin to remove the links.

To remove pins from the band you'll need:

- Bracelet Holder
- Punch Tool
- Hammer

REMOVING LINKS



First position the bracelet in the holder with arrows pointing downward



Insert the punch tool into the link and, with the metal end of the hammer, gently hammer until the hairpin exits the bracelet



Separate the links and repeat the process on the next link to be removed

REASSEMBLING THE BRACELET



First position both sides of the bracelet together with arrows point upward



Tightly hold links together and gently add the narrow end of the pin into the bracelet.
***Please note:** that the V-Shape or wider end of the pin will be visible above the bracelet until hammered into place.*



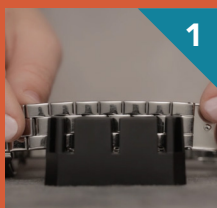
Insert the bracelet into the holder, using the silicone end of the hammer, gently hammer the hairpin into position until it is flush with the bracelet

SMARTLINK PINS

If the watch bracelet only has two arrows facing away from each other on opposing sides of the link, you are dealing with a Smartlink Pin. Similar to the hairpin except the pin can be removed from either side. To remove pins from the band you'll need:

- Bracelet Holder
- Punch Tool
- Hammer

REMOVING LINKS



First position the bracelet in the bracelet holder



Insert the punch tool into the link and, with the metal end of the hammer, gently hammer and the pin will exit the bracelet



Separate the links and repeat the process on the next link to be removed

REASSEMBLING THE BRACELET



First position both sides of the bracelet together



Tightly hold links together and add the pin into the bracelet.



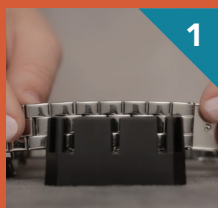
Insert the bracelet into the holder, using the silicone end of the hammer, gently hammer the pin into position until it is flush with the bracelet

PIN & TUBE LINKS

If the watch bracelet only has no arrows it's a Pin and Tube bracelet. Named after the two components that make up the link - a pin and tube. Pin and tube links can be removed from either direction. To remove pins from the band you'll need:

- Bracelet Holder
- Punch Tool
- Hammer

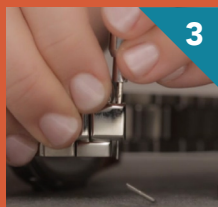
REMOVING LINKS



1 First position the bracelet in the bracelet holder



2 Insert the punch tool into the link and, with the metal end of the hammer, gently hammer until the pin exits the bracelet



3 Separate the links and push the punch tool into the remaining links. Repeat the process on the next link to be removed

REASSEMBLING THE BRACELET



1 First re-insert the tube. Then position both sides of the bracelet together.



2 Tightly hold links together and add the pin into the bracelet.



3 Insert the bracelet into the holder, using the silicone end of the hammer, gently hammer the pin into position until it is flush with the bracelet

SCREW PIN LINKS

If the watch bracelet has small screws on the outside of the band your dealing with Screw Pin Links. A screw pin link consists of a screw that holds the pin in place. The screws indicate which links can be removed. To remove pins from the band you'll need:

- Aluminum Block Tool
- Flat head screw driver
- Tweezers

REMOVING LINKS



1

First line up the head of the screw assembly with the blade on the Aluminum block. Place the block base on a hard flat surface with the blade still in place with the screw.



2

Using the screw driver, turn the screw counter clockwise to loosen the pin.



3

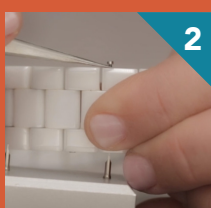
With the tweezers, remove the tube from the links. Repeat the process on the next link to be removed

REASSEMBLING THE BRACELET



1

First position both sides of the bracelet together and re-insert the screw tube.



2

Next, use the tweezers to place the screw into the link.



3

With the flat-head screw driver, turn the screw clockwise until flush with the band.

SIZING

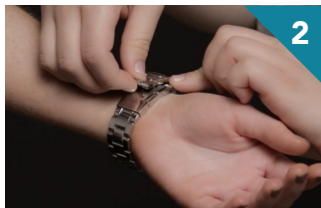
TO THE CUSTOMER

Many times the customer will need their watch bracelet adjusted to fit more comfortably on their wrist. Now that you know how to adjust the most common types of links you can successfully size a watch for the customer.

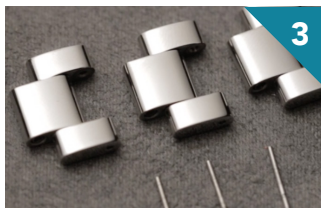
Watch the video below to better understand how to find the comfort point on the customer's wrist.



Remove the pin from the six o'clock side and separate the band



Find the comfort point on the customer's wrist and determine the number of links to be removed and size their watch bracelet based on the pin type .



Once you've removed the correct number of links, make sure to ask the customer if they are happy with the new fit. Return the links and pins to the customer in case they need add links later.

did you
KNOW

Some customers may need to add links instead of removing them. Customers may order two additional links at no charge from Metro Service Center by calling 1-800-842-8621. Each additional links adds approximately 1/2 an inch to the watch band.

SETTING

THE TIME

Setting the time and date on a watch can be tricky. Below you will find an explanation on how to change the time for any type of analog watch. Remember to make sure the watch is set to the correct time before presenting it to the customer and after sizing the watch.

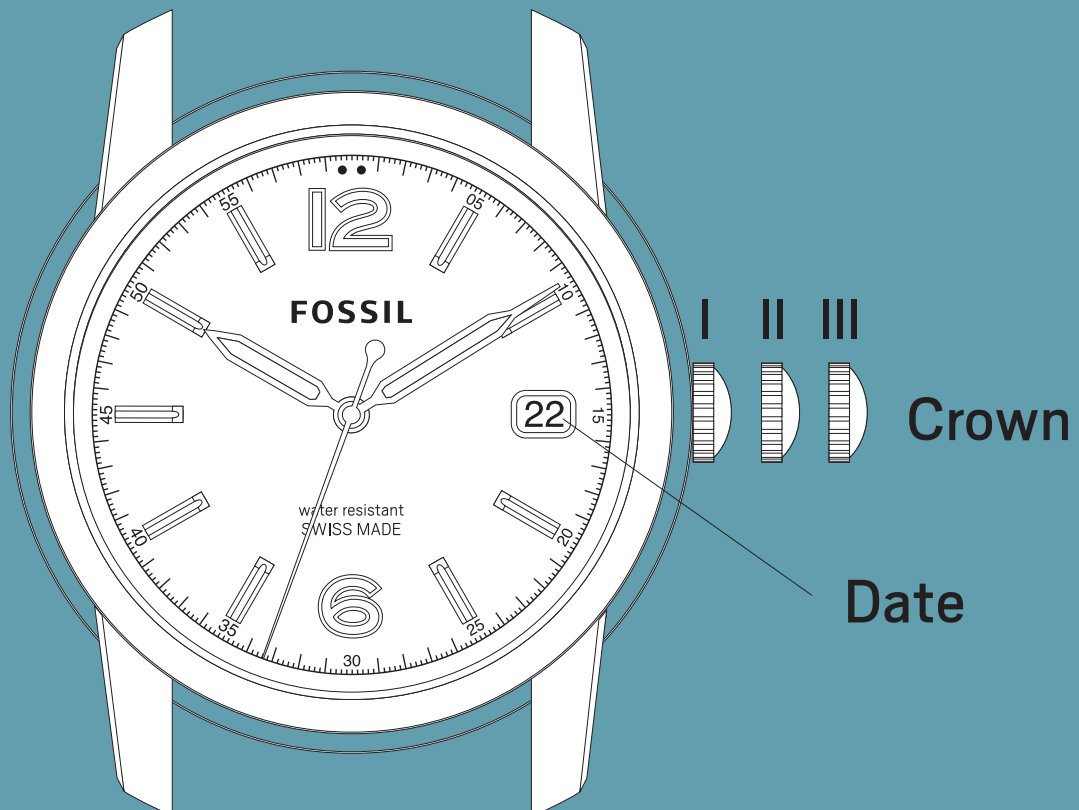
ANALOG 3 HANDS DATE MOVEMENT

SETTING THE TIME

1. Pull crown out to position III.
2. Turn crown clockwise to set hour and minute hands.
3. Return crown to position I.

SETTING THE DATE

1. Pull crown out to position II.
2. Turn crown clockwise to set date.
3. Return crown to position I.



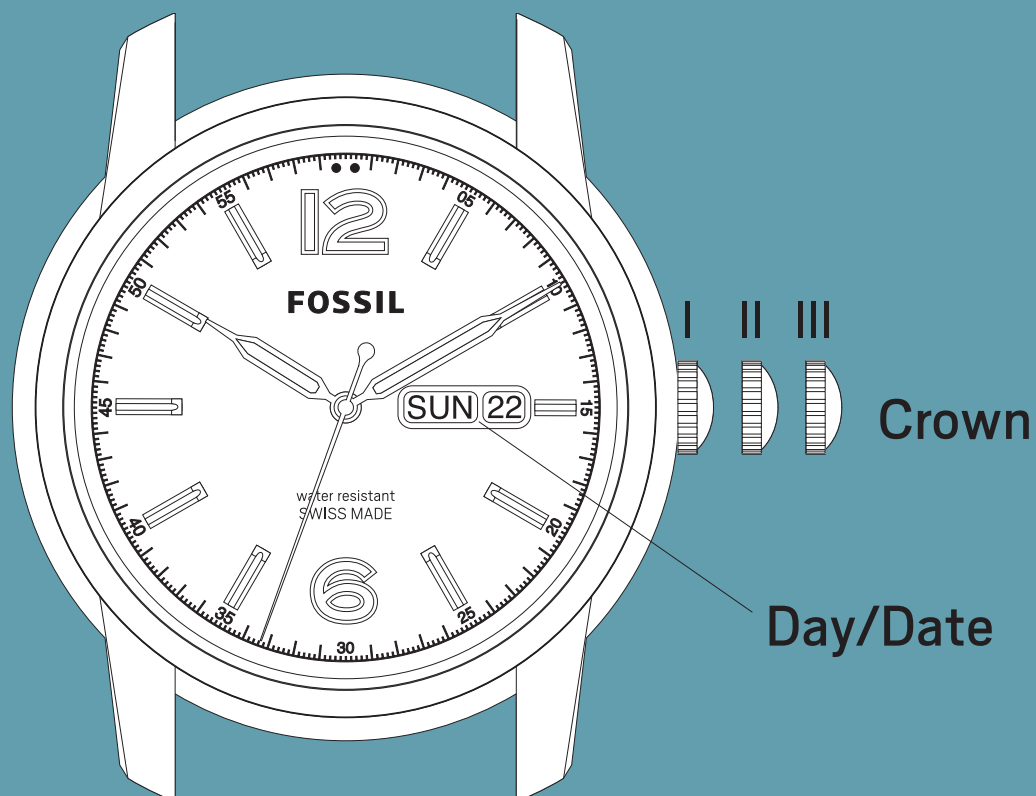
ANALOG 3 HANDS DAY/DATE MOVEMENT

SETTING THE TIME

1. Pull crown out to position III.
2. Turn crown clockwise to set hour and minute hands.
3. Return crown to position I.

SETTING THE DAY/DATE

1. Pull crown out to position II.
2. Turn crown clockwise to set date. Set to previous day.
3. Turn crown counter-clockwise to set weekday. Set to previous day.
4. Pull crown out to position III.
5. Turn crown clockwise to set hour and minute hands.
6. Return crown to position I.



AUTOMATIC 3 HANDS DATE MOVEMENT

WINDING

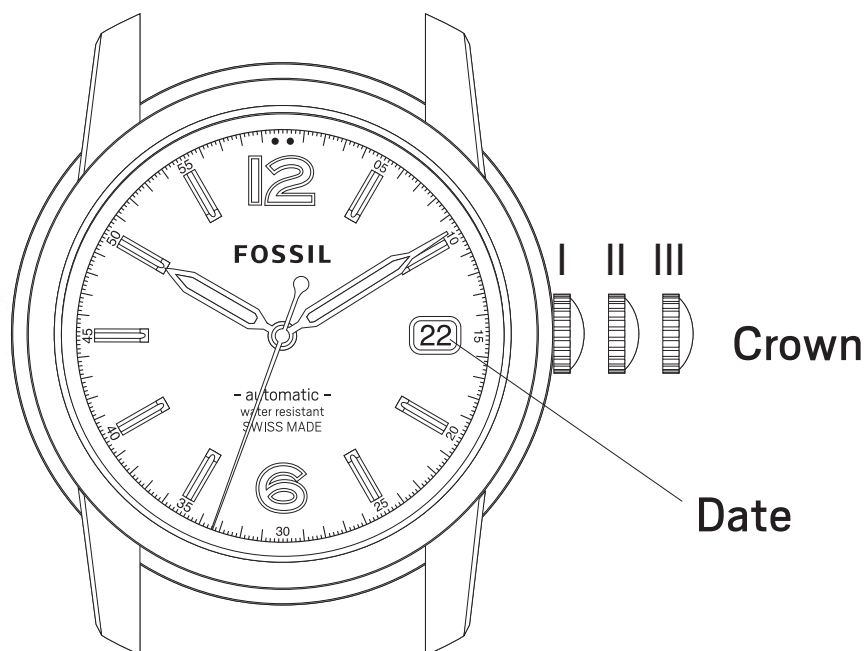
In crown position I, turn crown clockwise approximately 30 times. This powers the mainspring of the watch. The mainspring will be automatically wound by natural arm movements while wearing it on your wrist. The watch has a power reserve of approximately 38 hours.

SETTING THE TIME

1. Pull crown out to position III.
2. Turn crown clockwise to set hour and minute hands.
3. Return crown to position I.

SETTING THE DATE

1. Pull crown out to position II.
2. Turn crown clockwise to set date.
3. Return crown to position I.



take NOTE

Do not change the date between 10pm and 2am. This is when the movement is in position to carry out the automatic date changes, any interface may cause damage to the movement.

PUTTING IT

INTO ACTION

Take this opportunity to apply the knowledge and skills gained in this module by executing the following skill practices and activities:

- Play the role of the sales person and have another employee play the role of the customer.
- Ensure you are demonstrate the key points of the topic
- Once complete, have both you and the person playing the role of the customer should highlight what was done well and recommend areas for improvement

practice ONE


Find three different watches from the watch case with links and identify what type of links are on the band and what tools are required to remove the links. If applicable, try to choose from 3 different brands.

practice TWO

Take one of the three watches you have selected and determine how many links need to be removed to fit the employee's wrist comfortably.

practice THREE

Remove the determined amount of links from the watch from "practice two" and reassemble the watch band. Don't forget to ask the employee how the watch fits on their wrist and make adjustments if needed.

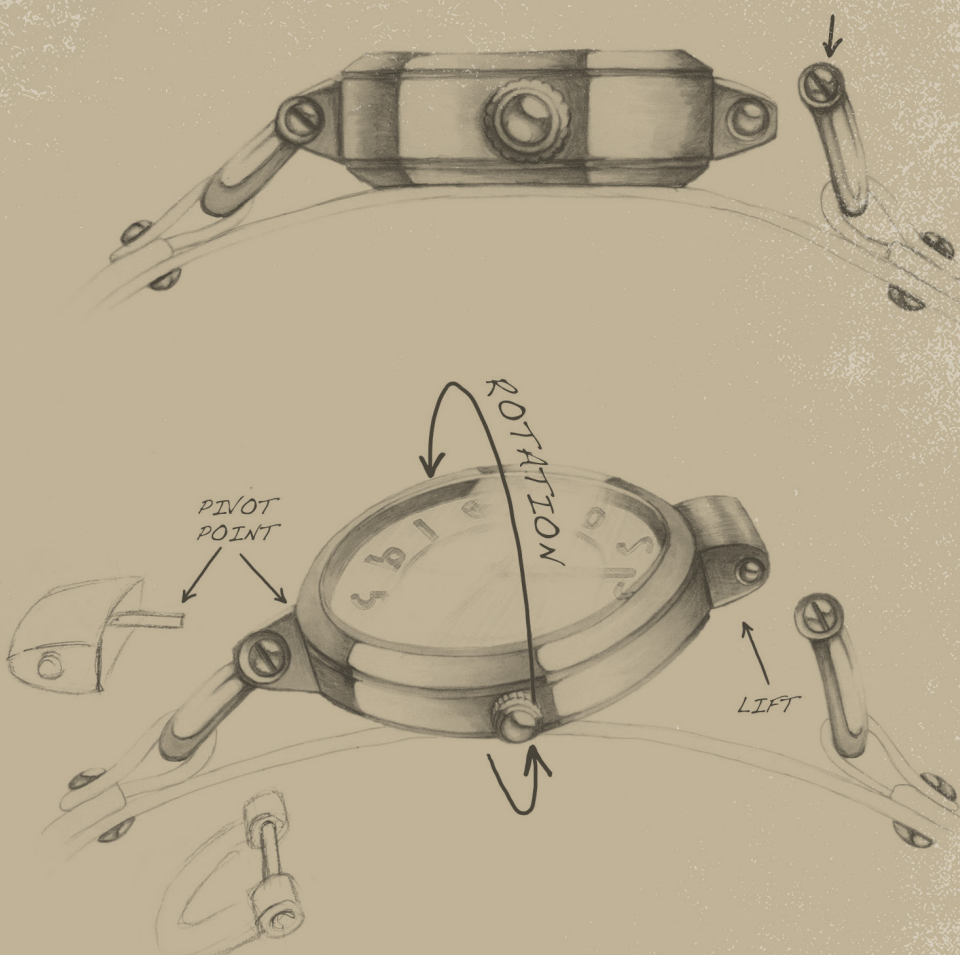
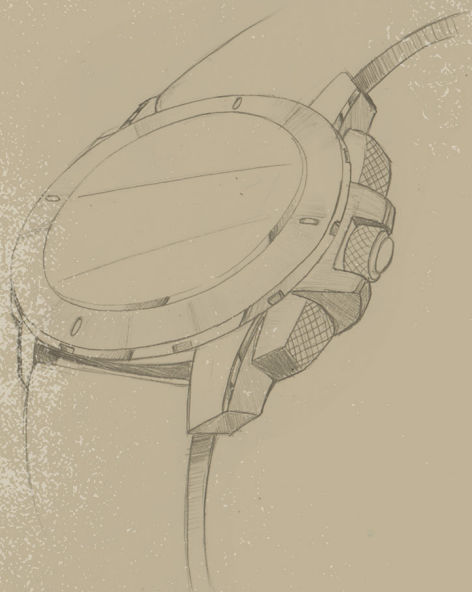


PERFORM WHAT YOU HAVE LEARNED

Now that you have practiced, it is time to put your new skills into action by:

- Determining the type of links that the watch uses and prepare the correct tools
- Properly sizing the watch on the customer to determine the amount of links that need to be removed.
- Removing the links and reassembling the watch
- Asking the customer if the watch size meets their preference
- Returning removed links and pins to the customer

DEPRESS
SPRING LOADED PINS
TO OPEN



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