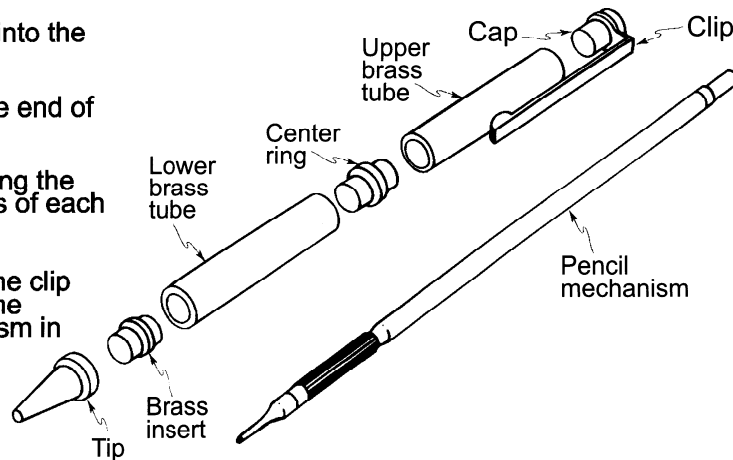


**Note:** Press fitting the parts does involve a reasonable amount of force. If a vise is used, wooden jaws are recommended.

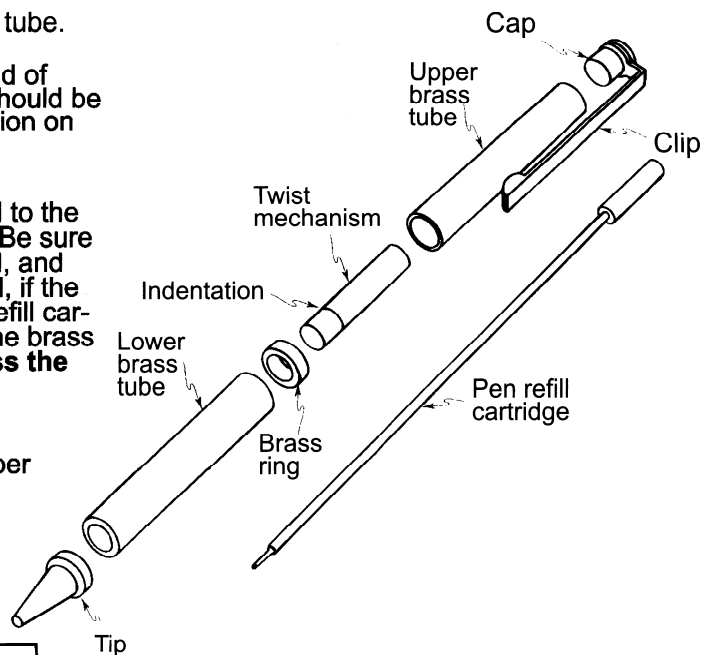
## Pencil Assembly

1. Press the long end of the brass insert into the end of the lower brass tube.
2. Press the clip and cap together into the end of the upper brass tube.
3. Connect the two brass tubes by pressing the center ring into the remaining openings of each tube.
4. Place the pencil mechanism through the clip end, and thread the tip on the end of the assembled pencil locking the mechanism in place.



## Pen Assembly

1. Press the tip into the end of the lower brass tube.
2. Press the twist mechanism into the other end of the lower tube as shown. The mechanism should be inserted so the tube just covers the indentation on the twist mechanism.
3. To determine if the mechanism is positioned to the correct depth, insert the pen refill cartridge. **Be sure that the tip is fully concealed when retracted, and fully extends through the tip when advanced, if the point does not extend far enough, remove refill cartridge and press the twist mechanism into the brass tube slightly farther. Be careful not to press the mechanism too far in the brass tube.**
4. Press the cap and clip on the end of the upper tube.
5. Insert the refill cartridge, slide brass ring over twist mechanism, and assemble the two halves.



Reordering Information	Stock#
Pen Hardware.....	39479
Pencil Hardware.....	39511
Pen Mill.....	42150
Mandrels and Spacers.....	37697
Replacement Spacers.....	37739
7mm drill bit for Corian.....	46417
7mm drill bit for Wood.....	46342

**1-800-279-4441 for more information**

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61254 61263  
29375 24437

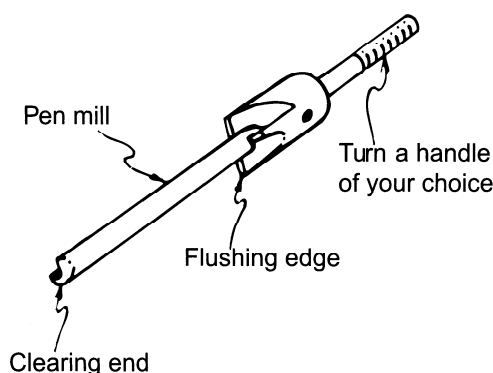
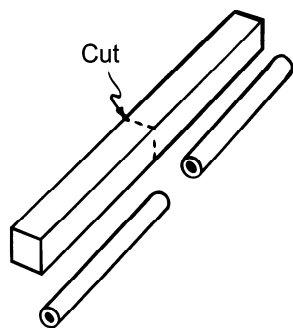
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WOODWORKING AND HARDWARE

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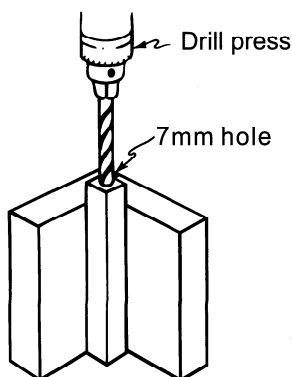
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# Pen & Pencil Turning Instructions

1. Cut the wood or Corian® blank approximately 1/4" longer than the brass tube. (Note: The Pen tubes are longer than the pencil tubes.) The extra 1/4" allows enough material to trim off the blank after it is drilled, removing any blowout that may occur as the bit exits the blank.



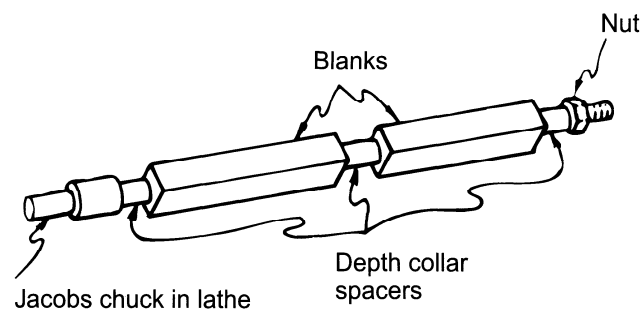
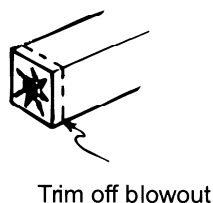
2. Using a drill press, center and drill a 7mm hole through the length of the blanks. For best results, use a brad point bit for wood blanks (#46342) and a standard twist bit for Corian® blanks (#46417).



5. Use a pen mill (#42150) to clear any excess glue from the inside of the brass tubes.

6. Clean the ends of the blank by hand turning the pen mill (#42150) until the blank is flush and square with the brass tube. To be sure the end of the blank and tube are clean and square, continue to turn the pen mill until the end of the brass tube has been trimmed slightly.

3. After the holes are drilled, trim the blanks 1/8" longer than the brass tube. Be sure to trim the end with the exit hole to remove any blowout that may have occurred.



4. Glue the brass tubes in the wood or Corian® blanks using a CA (cyanoacrylate) glue. Note: This type of glue sets up very quickly – almost immediately in some cases. Insert the brass tube in the wood or Corian® blanks quickly, using a smooth continuous motion.

7. Place the blanks on the mandrel, using the depth collars as spacers as shown, Note: The depth collars are the same diameter as the brass rings on the pen and pencil kits. Tighten the nut to secure the blanks and spacers on the mandrel.

8. Mount the mandrel on the lathe using a Jacobs style chuck and a live center in the tail stock, Do not over tighten the tail stock, or the mandrel will flex and/or bend.

9. Turn and sand the pen or pencil blanks flush with the depth collars, and finish.

**See the back side for the assembly of both the pen and pencil.**