Executive Twist Pen and Pencil Kits

Kit Features:
• Heavy 24kt gold-plated with epoxy coating.
• Designed matching pen and pencil set
• Pen features twist mechanism w/Parker® type ball point refill #PK-PARK-R5
• Pencil features twist mechanism w/heavy .7mm Lead
• Overall Pen & Pencil Length: 5-1/8”

Required Accessories:
• 7mm pen mandrel
• 2 -pc. pen bushing set #PKEXEC-BU
• 3/8” Drill Bit: #PKEXEC-3/8
• 8mm Barrel Trimmer #PK-TRIM8 (optional)
• 2 Part Epoxy Glue or Insta-Cure (cyanoacrylate)

Preparing The Blank
• Cut a 3/4” to 5/8” square blank to the length of the brass tube (add 1/16” for squaring off).
• Drill a 3/8” diameter center hole, lengthwise through the blank.
• Spread glue over the tube. Insert the tube into the blank with a twisting motion to spread the glue evenly inside. Center the tube lengthwise inside the blank.
• When the glue dries, square the ends of the blank. Use an 8mm barrel trimmer or a belt/disc sander to trim the wood down flush to the end of the brass tube.

Turning The Blank
• Slip three spacer bushings on your mandrel. Follow with the cap bushing (wide diameter first).
• Slide on the blank, then place the tip bushing (narrow diameter first) on the mandrel.
• Thread on the lock nut hand tight. Bring the tail stock snug with the mandrel. Do not overtighten, it could damage the mandrel.
• Using a lathe chisel, turn the blank down flush with the bushings.
• Finish the blank with gradual higher grits of sand paper and your choice of polish and waxes.
Pen Assembly
• Line up finished parts according to the diagram above.
• Press clip/coupler assembly into the barrel.
• Press the tip assembly carefully into the other end of the barrel.
• Insert the refill with spring into the barrel.
• Screw the twist mechanism into the coupler until it stops.
• Push cap onto twist mechanism by hand.
• Pen operates by twisting the cap to extend or retract the refill.

Pencil Assembly
• Line up finished parts according to the diagram above.
• Insert centering plug, recessed end first into the barrel. Push inside slightly below the surface.
• Press clip/coupler assembly in front of the centering plug into the barrel, pushing the centering plug inside the barrel.
• Press the tip holder into the other end of the barrel.
• Insert the pencil mechanism into the barrel with the threaded stud extending through the hole in the tip holder.
• Thread the tip tightly over exposed thread.
• Insert cap into the clip/coupler; pushing the centering plug deeper into the barrel.
• Turn the cap to extend or retract the lead as needed.

To replace The Lead
• Remove the cap then unscrew the tip end and pull the pencil mechanism out through the clip/coupler assembly.
• Pull out the eraser and holder together. Remove a new lead from the cartridge and replace the eraser and holder.
• Twist the mechanism forward until the gripper and pilot extend out. Retract until gripper is flush with the thread.
• Gently push the new lead into the gripper opening. Twist the mechanism back until the lead is completely inside.
• Slide the mechanism back tightly.
• Place the cap over the top. The pencil is ready to operate.