

# 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:

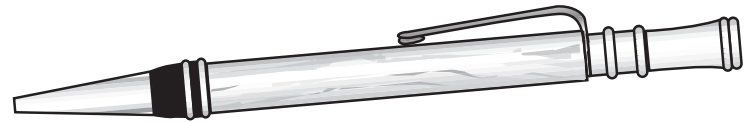
- 7mm pen mandrel
- 2 -pc. pen bushing set #PKEXEC-BU
- 3/8" Drill Bit: #PKEXEC-3/8
- 8mm Barrel Trimmer #PK-TRIM8 (optional)
- 2 Part Epoxy Glue or Insta-Cure (cyanoacrylate)

## Preparing The Blank

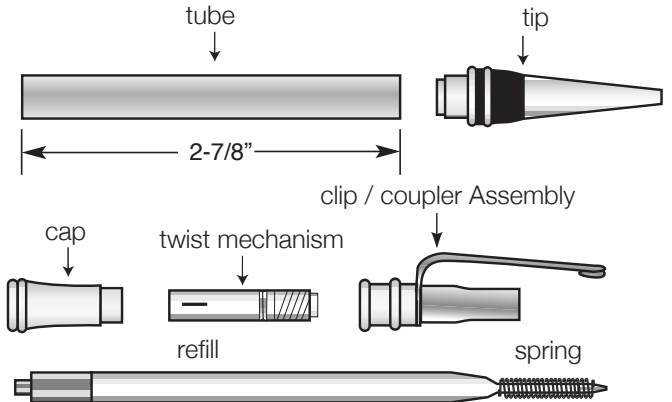
- Cut a 3/4" to 5/8" square blank to the length of the brass tube (add 1/16" for squaring off).
- Drill a 3/8" diameter center hole, lengthwise through the blank.
- Spread glue over the tube. Insert the tube into the blank with a twisting motion to spread the glue evenly inside. Center the tube lengthwise 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

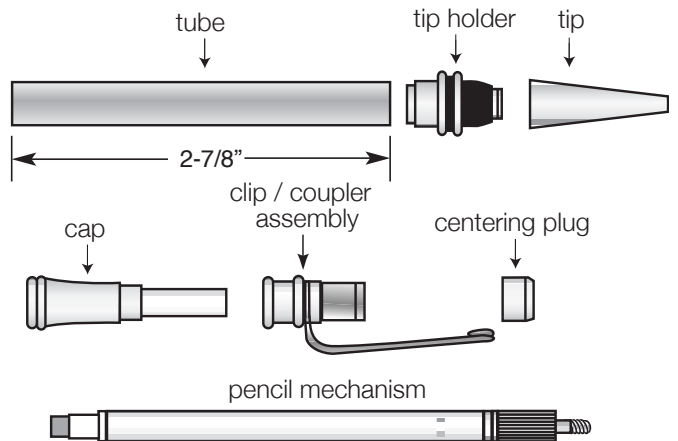
- Slip three spacer bushings on your mandrel. Follow with the cap bushing (wide diameter first).
- Slide on the blank, then place the tip bushing (narrow diameter first) on the mandrel.
- Thread on the lock nut hand tight. Bring the tail stock snug with the mandrel. Do not overtighten, it could damage the mandrel.



### Pen Parts

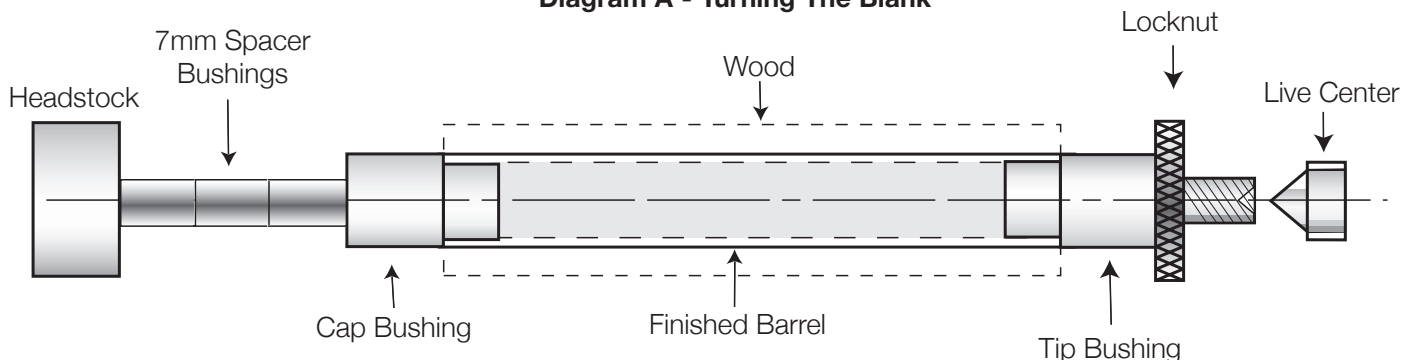


### Pencil Parts

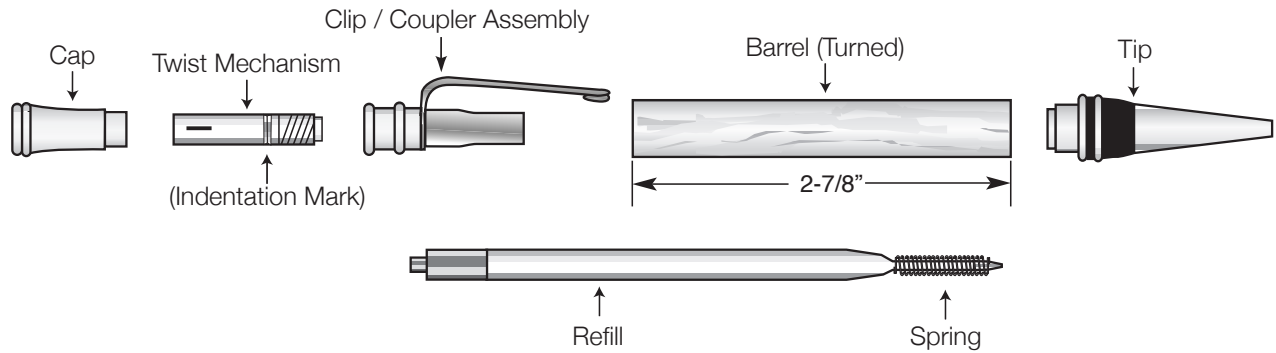


- Using a lathe chisel, turn the blank down flush with the bushings.
- Finish the blank with gradual higher grits of sand paper and your choice of polish and waxes.

Diagram A - Turning The Blank



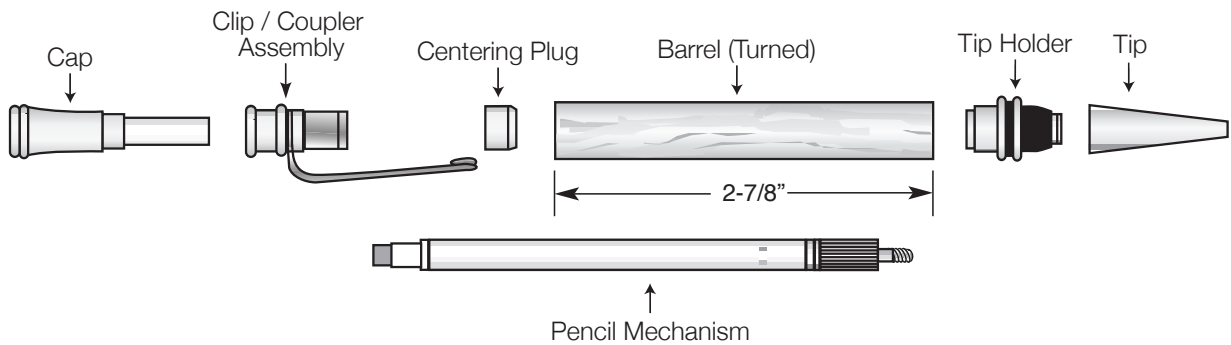
**Pen Assembly**



**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**



**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.

**Bushings - #PKEEXEC-BU**

