

Xiamen Rizheng Industry Co.,Ltd

CEO Pencil Kits Assembly Instructions

REQUIRED ACCESSORIES:

- 7mm pen mandrel
- 2-pc bushing set RZ-BP17#-BU
- 0.368" Drill bit (9.3mm)
- Universal pen blank squaring jig or belt/disc sander
- 2-part epoxy glue or insta-cure (cyanoacrylate) glue



PREPARING THE BLANK:

- Cut 3/4" to 5/8" square blank to the length of the brass tube (add 1/16" for squaring off).
- Use a 0.368" bit to drill a center hole lengthwise through the blank.
- Spread glue over tube. Insert the tube into the blank with a twisting motion to spread the glue evenly inside. Center the tube lengthwise in the blank.
- When glue dries square the ends of the blank. Use a universal pen blank squaring jig or a belt/disc sander to square the ends of the blank. Take the wood down, flush with the brass tube.

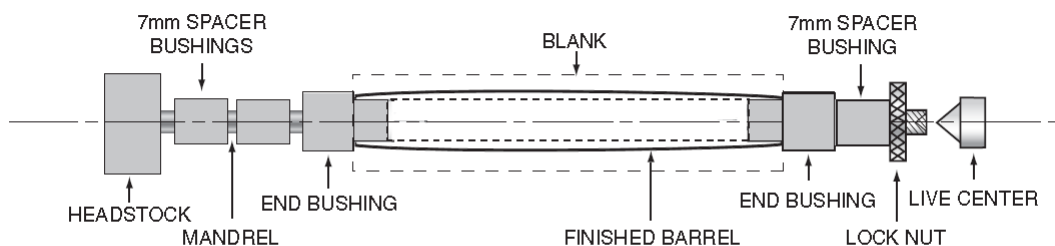


DIAGRAM B - MOUNTING ON THE LATHE

TURNING THE BLANK:

Place spacer bushings on the mandrel. Insert an end bushing wide end in first and follow with the wood blank. Place the other end bushing on the mandrel, narrow end in first. Place another spacer bushing to close up the space up to the threads. Thread on the knurled nut hand tight. Bring the tailstock over to engage with the mandrel shaft. Lock in place. Tighten the lock nut (Do not over-tighten, it could damage the mandrel).

Turn the wood down flush with the bushing (you may create a slight profile) using lathe chisels and gradual higher grits of abrasives.

Finish the wood with your choice of polish and wax.

Diagram C

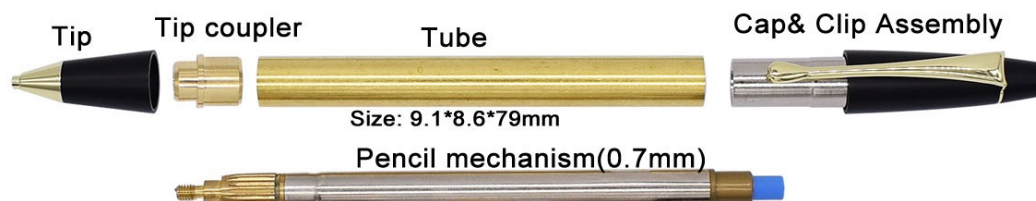
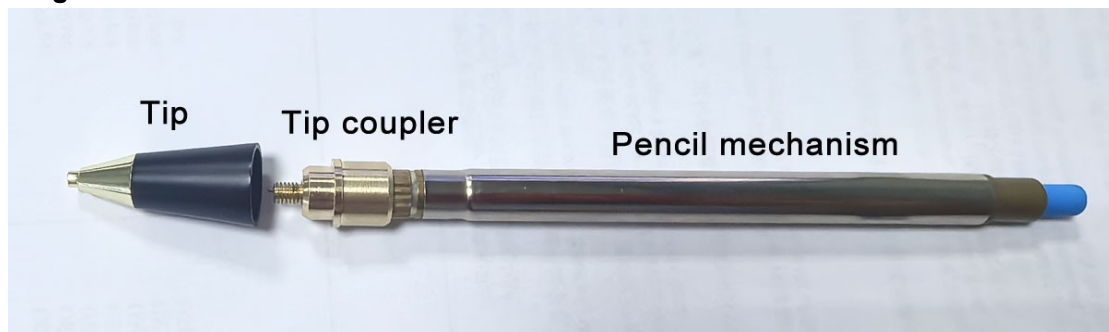


Diagram D



PEN ASSEMBLY:

Line up finished parts according to Diagram C.

- Press the cap& clip assembly into the end of tube.
- Insert pencil mechanism into the tip coupler, then screw the tip to the pencil mechanism securely, the tip need to be tightened, see Diagram D
- Push pen tube with the cap assembly onto the tip and pencils mechanism assembly.
- The pencil is now ready to operate, twist clockwise to open. It should be noted that the pencil mechanisms come from the factory with the lead already installed, so all you have to do is turn the finished pen until the lead is exposed for writing.(Note: Please do not rotate the pencil mechanism to the bottom all the way, or the pencil mechanism will be damaged easily.)