

# Xiamen Rizheng Industry Co.,Ltd

## Handy Pencil Kits Assembly Instructions

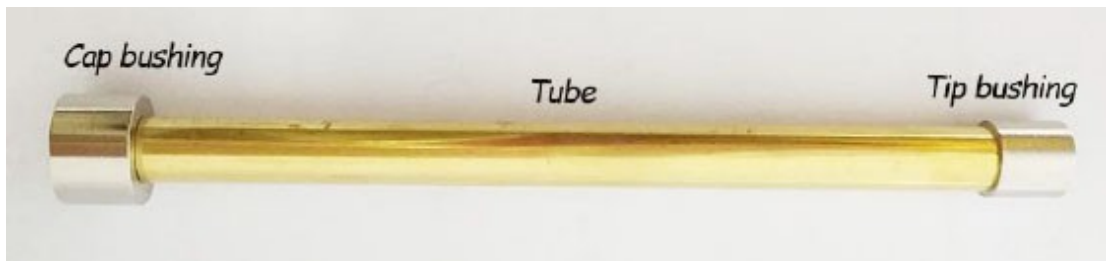
### Required Accessories

- 7mm pen mandrel
- 2-piece Bushing Set RZ-BP259#-BU
- 8mm Drill Bit RZ-DB008
- 8mm Barrel Trimming set RZ-PM012
- Live Tailstock Center
- Glue (Thick CA or Epoxy)



### Preparing the Blank

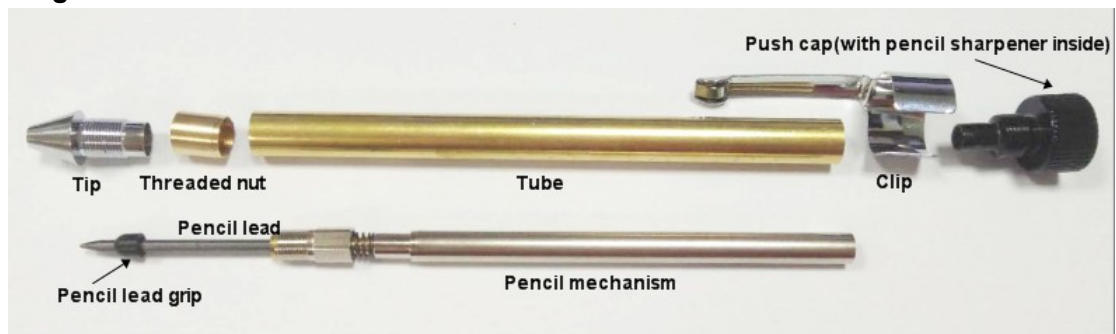
- Cut 1 blank to the length of the tube and add 1/16" for squaring off.
- Drill a 8mm hole lengthwise through the blank.
- Spread glue over the tube, insert the blank with a twisting motion to spread the glue evenly inside.
- Center the tube lengthwise inside the blank.
- When the glue is dry, square the ends of the blank. Use a barrel trimmer, or a universal pen blank squaring jig with a power disc sander. Take the excess material down flush with the ends of the brass tube. (do not trim beyond the length of the tube since this may interfere with operation of the mechanism and assembly). Use a barrel trimmer to clean the inside of the tube.



### Turning the Blank

- Mount the bushings and blank according the diagram above.
- Thread on the knurled nut and hand tighten to hold all components in place.
- Slide the tailstock up snugly against the mandrel shaft inserting the live center point into the mandrel dimple, lock in place.
- Hand tighten the quill adjustment to firm up the mandrel. (DO NOT overtighten, it could damage the mandrel.
- Using sharp tools, turn the blank down close to the bushing diameter. Turn the barrel (straight or to a profile of your choice)
- Sand the blank down to be flush with the bushings gradually increasing the sandpaper grits.
- Finish the barrel with your choice of polish. Allow sufficient time for the polish to cure.

**Diagram A**



**Assembly**

- Arrange parts according to Diagram A.
- Press the Threaded nut, recessed end in first into front end of the Tube.
- Slide the Pencil lead with the Pencil lead grip into the Pencil mechanism.
- Screw on the Tip over the Pencil mechanism to bottom.
- Screw this assembly into the Threaded nut.
- Press the Push cap into the end of the Pencil mechanism.
- Affix the Clip onto the slot groove on the Tube.
- The pencil is ready to use by pressing the Push cap to advance the lead.
- To replace the lead, pull off the Push cap pushing down on the Tip. Drop in a new lead. Click on the Pencil mechanism until the new pencil lead passes the Tip opening.
- To install Clip use needle nose pliers to spread clip opening. Push Clip onto Tube while spreading opening.