

# Xiamen Rizheng Industry Co.,Ltd

## Letter Opener Pen Kits Assembly Instructions

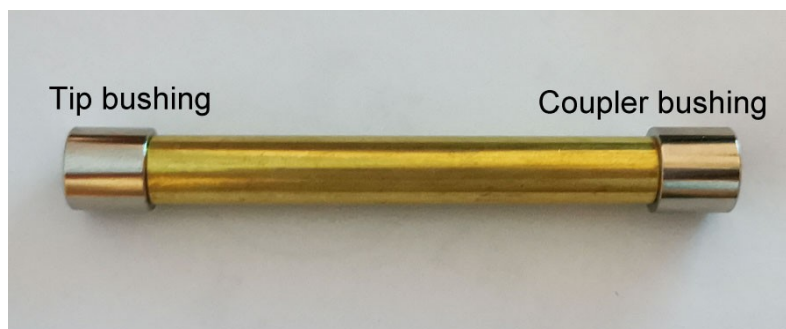
### Required Accessories

- 7mm pen mandrel
- 2-piece Bushing Set RZ-BP392#-BU
- 8mm Drill Bit RZ-DB008
- Barrel Trimmer
- Live Tailstock Center
- Glue (Thick CA or Epoxy)



### Preparing the Blank

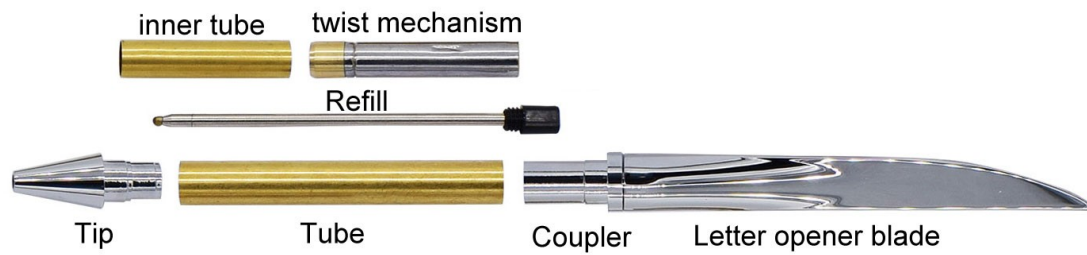
- Cut 1 blank to the length of the tube and add 1/16" for squaring off.
- Drill a 8mm hole lengthwise through the blank.
- Spread glue over the tube, insert the blank with a twisting motion to spread the glue evenly inside.
- Center the tube lengthwise inside the blank.
- When the glue is dry, square 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

NOTE: Layout Finished parts according to Diagram A

- Press the tip into either end of the inner tube.
- Press the twist mechanism, brass end first into the other end of the inner tube to the indentation line.
- Insert the refill into the refill guide and screw into the mechanism, to the end. Twist the mechanism and pen inner tube to check the extension of the refill. Press the mechanism further in if necessary.
- Press the coupler into either end of the tube. (Note: Pay more attention to the thread when you press the coupler into the tube.)
- Thread the coupler into the letter opener blade.
- Engage and slide the barrel assembly over the front end assembly. Push the barrel to the shoulder. (or to close the space)
- The pen operates by twisting either end of the pen to advance or retract the refill tip.