

## Xiamen Rizheng Industry Co.,Ltd

### New Police Ball Pen Kits Assembly Instructions

#### Required Accessories:

- 7mm Pen Mandrel
- Drill Bit 10mm RZ-DB010
- Bushing set(2 pc) RZ-BP232#-BU
- 10mm Barrel Trimming set RZ-PM014
- 2 Part Epoxy Glue or Insta Cure (Cyanoacrylate) Glue
- Pen Blank: Minimum Size- 3/4" x 3/4" x 2-5/32"



#### Preparing the Blank:

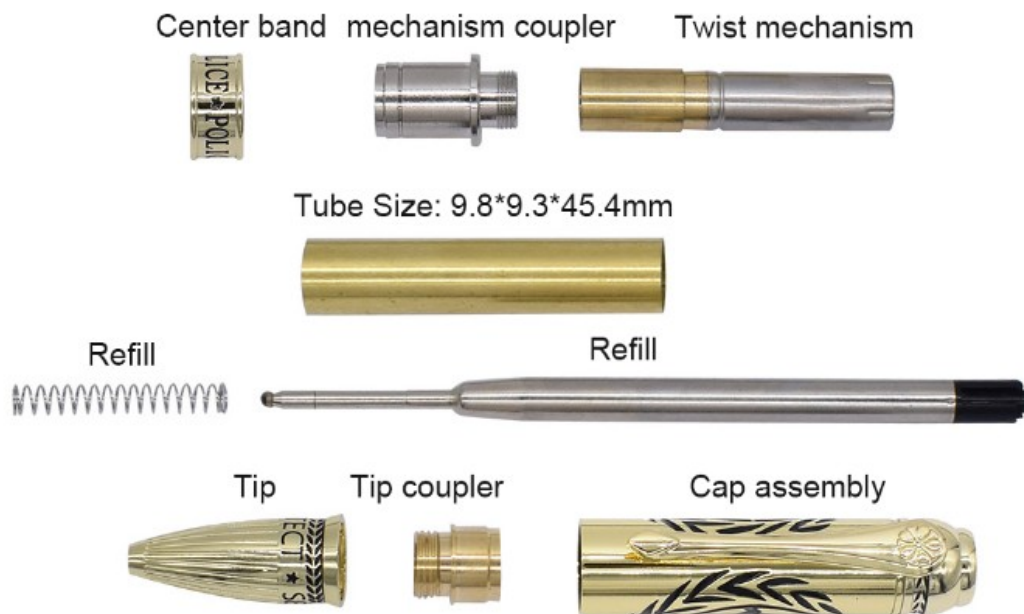
- Cut min 3/4" sq blank to length of tube(s) and add 1/16" for squaring off.
- Drill a 10 mm hole lengthwise through the blank.
- Spread glue over the tube, insert into the blank with a twisting motion to spread the glue evenly inside.  
Center the tubes lengthwise inside the blanks.
- When the glue is dry, square the ends of the blanks. Use a 10mm barrel trimmer shaft, 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 blanks according to diagram B.
- 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. refer to polish instructions.



## Pen Assembly

NOTE: Layout Finished parts according to Diagram above.

- Unscrew the tip coupler and mechanism coupler.
- Press the tip coupler to one end of the tube.
- Slide the center band onto mechanism coupler. Make sure the words on the center band are in correct direction.
- Press the mechanism coupler with center band to the other end of the tube.
- Screw the twist mechanism to the mechanism coupler.
- Insert refill with spring. Make sure the spring is in place on the tip end of the refill.
- Screw the tip to the tip coupler.
- Push the cap assembly together and check the operation of your new pen..