

Xiamen Rizheng Industry Co.,Ltd

Cigar Pen & Pencil Kits Assembly Instructions

REQUIRED ACCESSORIES

- 7mm, Long Mandrel.
- 3 Pc. Pen Bushing Set RZ-BP6#-BU
- 10mm Drill Bit RZ-DB010
- 10mm Barrel Trimmer RZ-PM014
- 2 Part Epoxy Glue or Insta-Cure (cyanoacrylate).

Diagram A - Parts List Pen

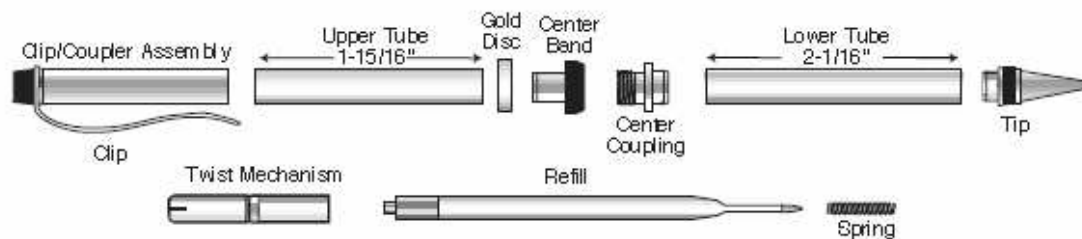
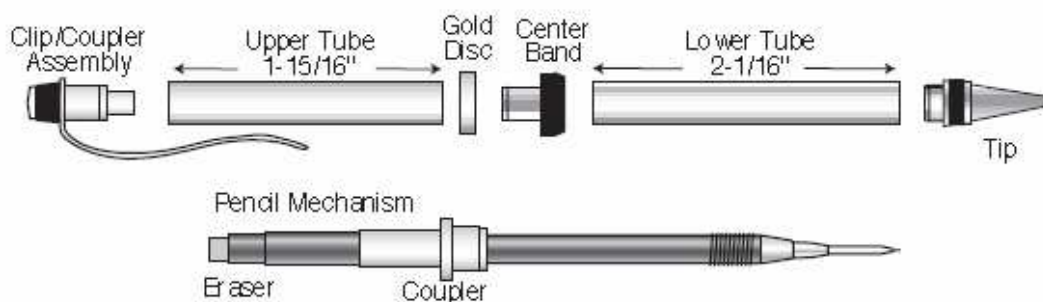


Diagram B - Parts List Pencil

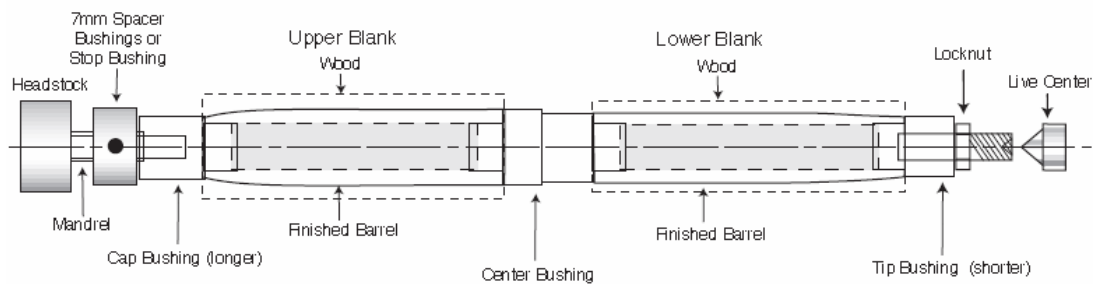


PREPARING THE BLANKS

- Cut 3/4" square blank to the length of the brass tube (add 1/16" for squaring off).
- Drill a 10mm center hole, lengthwise through the blanks.
- Spread the 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 a 10mm barrel trimmer or a

belt / disc sander to trim the wood down flush to the end of the brass tube.

Diagram C - Turning the Blanks



TURNING THE BLANKS

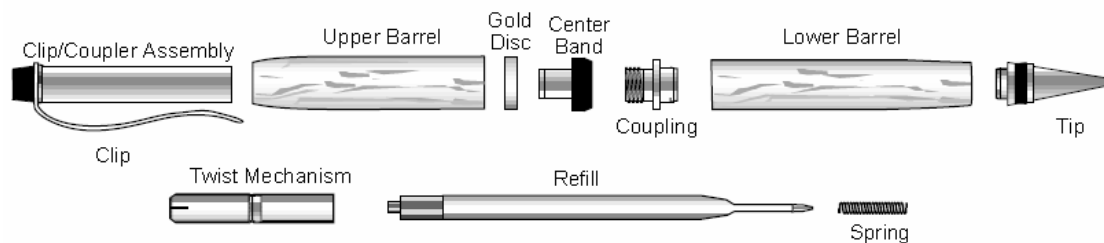
- Place the stop bushing or 7mm spacer bushings, onto the mandrel hand tight. Next, place the cap bushing (longer) wide dia. in first, on the mandrel. Slide on the upper blank, (shorter) then place the center bushing (wide dia. first) on the mandrel. Slide on the lower blank (longer) and follow with the tip bushing (shorter). Thread on the lock nut hand tight. Bring the tail stock snug with the mandrel. (Do not overtighten, it could damage the mandrel).

Slide the stop bushing toward the blank, adjusting to remove spaces. Then tighten the set screw, and tighten the lock nut.

- Using a lathe chisel, turn the blank down flush with the bushings. Taper the ends of the blanks (follow Diagram B for a suggested profile) to conform with cap and tip bushings.

Finish the blank with gradual higher grits of sand paper and your choice of polish and waxes.

Diagram D - Pen Assembly



PEN ASSEMBLY

NOTE: In most cases, tip and clip/coupler parts will be furnished assembled.

Be sure assembly is screwed together tightly.

- Line up finished parts according to Diagram D.

Upper Barrel

- Press clip/coupler assembly into the tapered end of the barrel.
- Place gold disc over center band and press into opposite side.

Lower Barrel

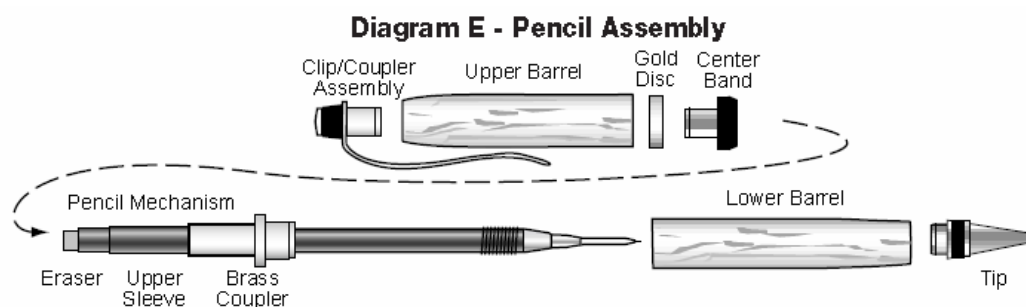
- Press tip assembly into the tapered (smaller) end of the

barrel.

- Press the coupling, recessed end in first, into the opposite end.
- Place the refill with spring inside barrel.
- Screw the twist mechanism over the refill onto the coupler to the end.

Final Assembly

- Engage both barrels. Slide the twist mechanism inside, until parts are connected.
- The pen operates by twisting the two halves to extend or retract the refill.



PENCIL ASSEMBLY

- Line up finished parts according to diagram E
- Press Clip/Coupler assembly into the tapered end of the upper barrel.
- Unscrew the upper Black Sleeve of the pencil mechanism from the brass coupler. Remove the coupler from the mechanism.
- Press the brass coupler, short extension end in first, into the untapered end of the lower barrel.
- Press the tip assembly into the opposite end of the barrel.
- Press clip/coupler assembly into the tapered end of the barrel.
- Place the disc over the extension of the center band. Press this assembly into the opposite end of the upper barrel.
- Engage the upper and lower barrels until the gap is closed.
- The pencil operates by twisting the upper barrel gently clockwise, until a click is heard. Continue to twist to attain the desired lead extension.
- To retract the lead (back in), twist the barrel clockwise and hold. Push the lead back in.

