

Monogram Pen Kits Assembly Instructions

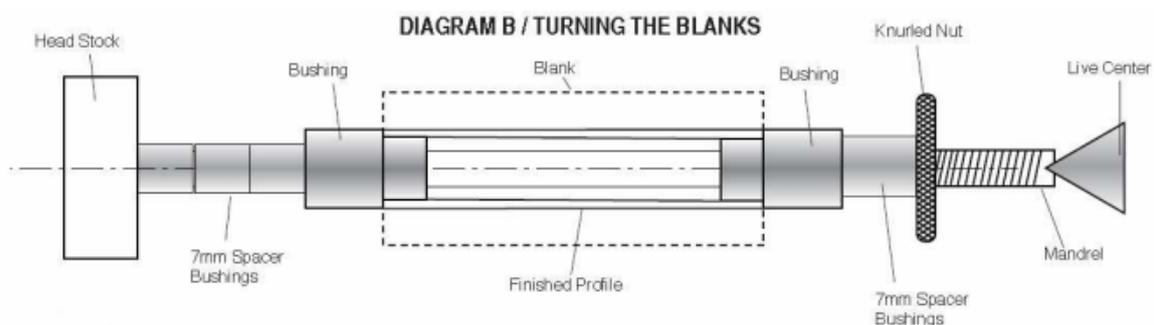
Drill Bit required – 8mm

Bushings required – Bushing Monogram (A0096)

Note: The drill bit sizes listed are only to be used as a guide. As a pen maker, you should measure the brass tubes yourself to get the most suitable sized drill bits.

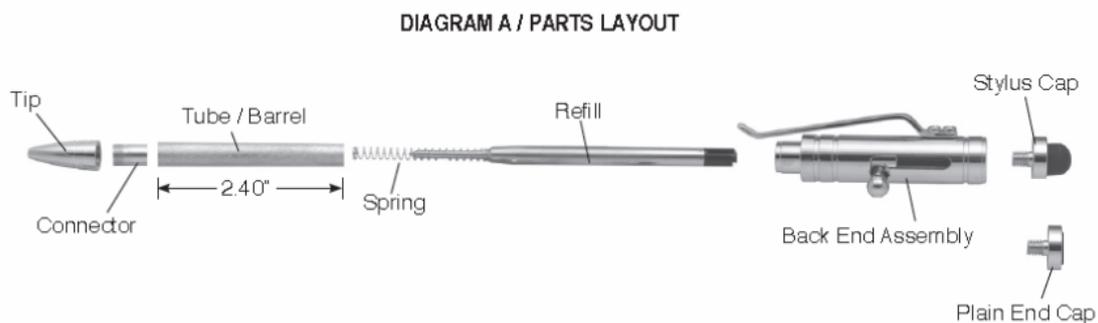
Preparing the blanks

1. Cut the blanks to the length of the tube and add 1/16" for squaring off
2. Drill a 8mm hole lengthwise through the blank.
3. Spread glue over the tube, insert into the blank with a twisting motion to spread the glue evenly inside.
4. Center the tube lengthwise inside the blank.
5. When the glue is dry, square the ends of the blank. You can use a 8mm 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).



Turning the blanks

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



Assembly

Layout parts according to diagram A

1. Screw the connector into the tip to the bottom. Press either end of the barrel into the connector extension.
2. Press the back end assembly into the opposite end of the barrel.



3. Remove the tip, insert the refill into the opening at the barrel, affix spring over the writing tip. Switch the bolt into the upper position and screw back the tip over the refill.
4. Screw on the stylus cap or plain end cap.
5. The pen operates by switching the bolt from one position to another to extract or retract the refill.