

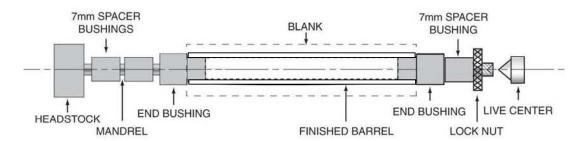
CEO Pen Instructions

Required:

1/4" Mandrel 23/64" Drill Bit Pen Mill CEO Bushings

Turning the Pen Barrels.

- 1. Cut a pen blank slightly longer than the brass tube.
- 2. Drill the blank through the centre, lengthwise, with a 23/64" bit.
- 3. Sand the surface of the brass tube. This can be done by hand or mounted in the bushes on the lathe. This will clean off any oxidation and roughen the surface for a better glue bond.
- 4. Bond the tube into the timber blank. This can be done with CA or two-part epoxy glue. Insert the tube with a twisting motion then push it in until slightly under flush. About equal distance in from each end of the timber blank.
- 5. Allow glue to cure as required by glue manufacturer.
- 6. Clean all the dried glue from inside the brass tube. Not cleaning out all the glue from the tube is the most common cause of pen failure.
- 7. Using a Pen Mill, face off the ends of the blank until you can just see the bright brass end of the tube. STOP facing at this point. Another method to square the ends is sanding on a disc sander against a square fence or using a jig to hold the tube square to the disc then lightly touching the end with the Pen Mill to finish them.
- 8. Once the blank is square and you can see the ends of the tube brighten you can mount the blank onto the mandrel and finish the turning until the desired shape is reached.

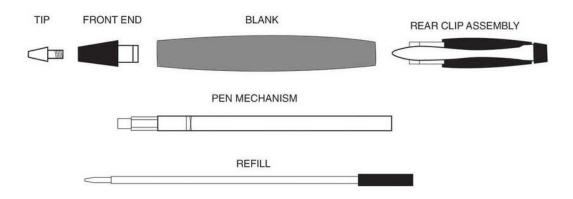


9. Finish the pen to your specifications. Remove the barrels from the mandrel and it is ready for assembly.



CEO Pen Instructions

Assembly of the pen.



- 1. Press the front-end recessed end first into the Barrel.
- 2. Insert the Pen Twist Mechanism into the opposite end, narrow end first, until it reaches the Front End.
- 3. Screw in the tip ensuring this is tight.
- 4. Insert the refill and screw into the twist mechanism.
- 5. Slip the Rear Cap Assembly over the refill and push down into the Barrel.
- 6. The pen operates with a twisting motion.