

Element Pen Kit Instructions

Element Twist:

Monarch Pen Kit Instructions

You will need:

Drill bits: 27/64"

Monarch Family Bushing

Drill, Tube & Square your blanks & mount on your mandrel



Turn your blank down to the bushings. Polish & finish blank

Lay out your parts based on the diagram below

Finial/Clip
Assembly

Tube

Refill & Spring

Twist Mechanism

Nib Assembly



Assembling the pen

1. Slide the spring onto the refill and place inside the tip assembly. Screw the pen mechanism into the tip assembly.
- 2 Press clip assembly into the upper end of the barrel.
3. Push pen tube with cap assembly onto completed lower assembly.

Element Cigar:

Cigar Pen Kit Instructions

You will need:

Drill bits: 10mm

Cigar Bushing

Drill, Tube & Square your blanks & mount on your mandrel



Tip End
Smallest
Bushing

2nd
Largest
Bushing

Largest
Bushing

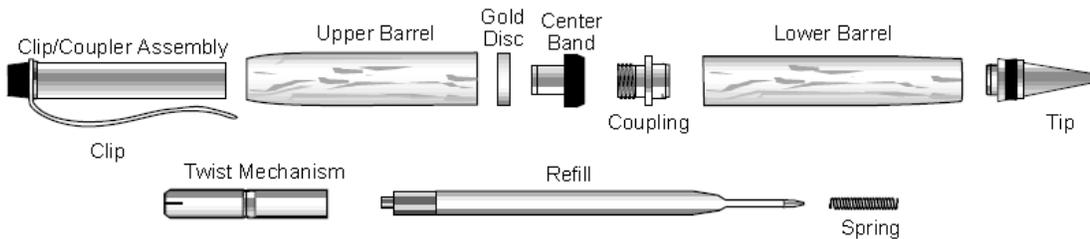
Cap End
2nd Smallest
Bushing



Turn your blank down to the bushings. Polish & finish blank

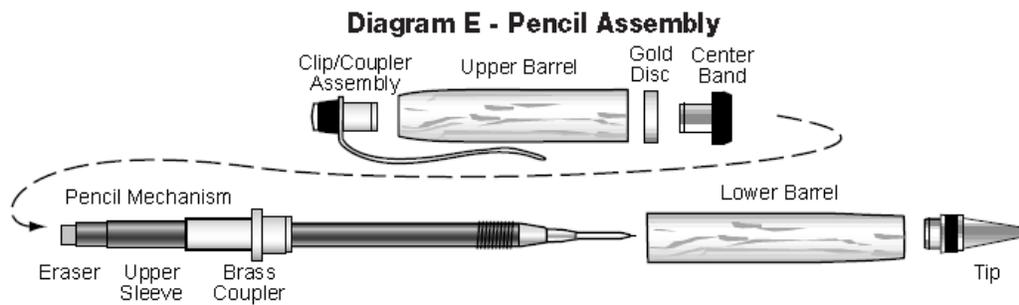
Lay out your parts based on the diagram below

Diagram D - Pen Assembly



Assembling the pen

1. In most cases, tip and clip/coupler parts will be assembled. Be sure assembly is screwed together tightly
2. Press clip/coupler assembly into the tapered end of the barrel.
3. Place gold disc over center band and press into opposite end.
4. Press tip assembly into the tapered(smaller) end of the barrel.
5. Press the coupling, recessed end in first, into the opposite end.
6. Place the refill with spring inside barrel.
7. Screw the twist mechanism over the refill onto coupler to the end.
8. Engage both barrels. Slide the twist mechanism inside until parts are connected.



Assembling the pencil

1. Press clip/coupler assembly into the tapered end of the upper barrel.
2. Unscrew the upper black sleeve of the pencil mechanism from the brass coupler. Remove the coupler from the mechanism.
3. Press the brass coupler, short extension end in first, into the untapered end of the lower barrel.
4. Press the tip assembly into the opposite end of the barrel.
5. Press clip/coupler assembly into the tapered end of the barrel.
6. Place the disc over the extension of the center band. Press this assembly into the opposite end of the upper barrel.
7. Engage the upper and lower barrels until the gap is closed.

Element JR Series:

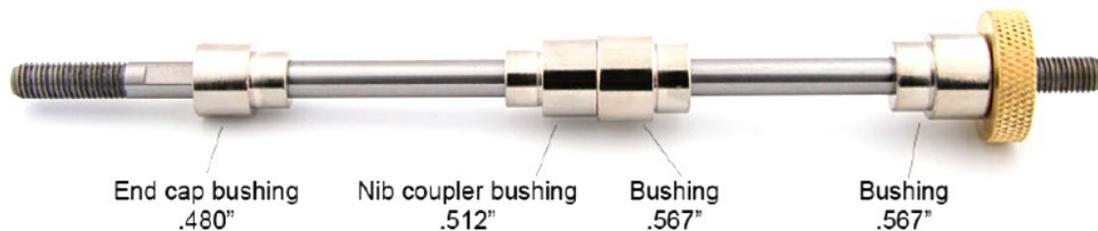
JR Series Pen Kit Instructions

You will need:

Drill bits: 12.5mm & 10.5mm

JR Series Bushing

Drill, Tube & Square your blanks & mount on your mandrel



****bushing measurements may vary based on pen kit using. The largest 2 are for your cap. The body has a taper toward the end cap and that will be the smallest of the 4 bushings****

Turn your blank down to the bushings. Polish & finish blank

Lay out your parts based on the diagram below



* design on parts will vary based on pen kit*

Assembling the pen

1. Press the end cap coupler into the smaller end of the long (pen body) tube. Then screw the end cap onto the end cap coupler.

2. Slide the trim ring over the unthreaded end of the nib coupler and press both together into the larger end of the long tube.

Rollerball: Insert the spring, then the ink cartridge in the long tube. Thread the rollerball nib into the nib coupler.

Fountain: Attach the ink cartridge to the back of the fountain nib, and then thread the fountain nib into the nib coupler.

3. Press the center band coupler, black end first, into the opposite end of the short (cap) tube.

4. Slide the clip onto the cap, and then press them into the top of the short tube.