

Toolbox Pencil Kit Assembly Instructions

**Required Materials**

* 7mm pen mandrel
* Set of Toolbox Pencil bushings
* 11 mm drill bit
* CA (cyanoacrylate) glue or two-part fast-drying epoxy
* Pen blank of choice (3/4” thickness)
* Pen press, vise, or clamp

**Blank Preparation**

1. Cut blanks to length of brass tubes, plus an additional 1/16” on each end for squaring off
2. Drill 11 mm hole lengthwise through blanks
3. Rub the brass tubes with low-grit sandpaper to roughen them
4. Apply a line of glue to the brass tubes and insert into the middle of the blanks with a twisting motion to spread the glue throughout the blanks
	* Ensure the inside of the tubes are free of any glue

**Turning the Blank**

Follow diagram A below to set up the blank on the mandrel for turning

**Diagram A**

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1. Turn down the blank to the desired shape using lathe chisels, ensuring each end is flush with the bushings
	1. Finish with sanding (wet or dry) and choice of polish

**Cutting the Tenon**

Part of the Upper Tube (unthreaded tube- see in Diagram B) will be stripped of the blank to allow room for the Upper Band.

1. Mark the thickness of the Upper Band at the top of the Upper Tube.
2. Remove the wood or acrylic above the mark using tool of choice, ensuring to leave a sharp, 90 degree corner.

**Assembly**

Follow diagram B below for assembly. Press parts using a pen press, vise, or clamp.

**Diagram B**



1. Place the spring over the short end of the Pencil Mechanism
2. Slide the Jaw into the cone end of the Tip
3. Press the Jaw onto the short end of the Pencil Mechanism, compressing the spring
4. Press the Center Band into the Lower Tube, ensuring not to press into the threaded side
5. Press the Upper Band over the Tenon of the Upper Tube
	1. If loose, a drop of CA glue may be used to secure into place
6. Press the Upper Tube onto the Center Band
7. Insert the Pencil Mechanism/Jaw into the Lower Tube and thread the Tip onto the Lower Tube
8. Thread the Plunger/Sharpener into the Coupler
9. Press the Coupler onto the Pencil Mechanism
10. Push Plunger/Sharpener and insert Lead into Tip

**Additional Notes**

To use sharpener, unscrew the Plunger/Sharpener from the Coupler

**Questions or issues? Email us at crookedmill@gmail.com**