

# william wood-write

## Cigar pencil instructions



**Needed:**  
Mandrel A; drill  
10 mm; bushing  
11A; wood size  
3/4" x 3/4"

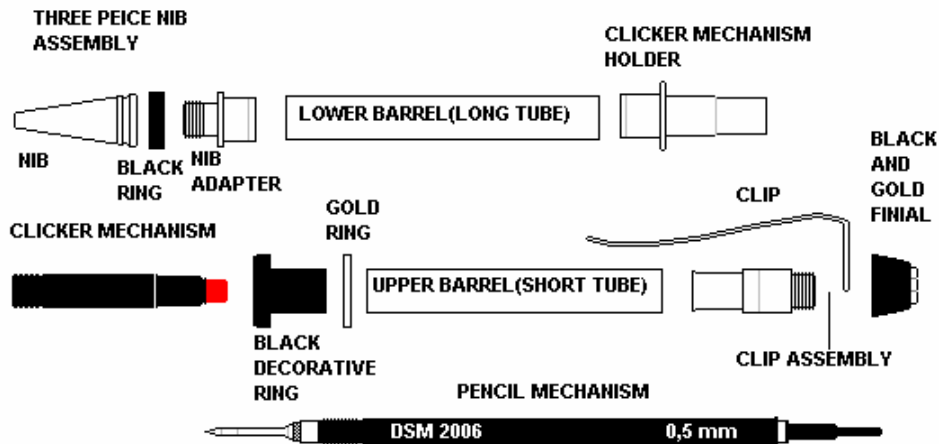
### Preparing the blanks

1. Cut the blanks approximately ¼" longer than the length of each brass tube.
2. Drill each blank lengthwise through the center with the 10 mm drill bit.
3. Polish the brass tubes with sandpaper to clean off the oxidation and give the glue a better adhesion surface.
4. Plug the ends of the tubes with a material of your choice – we recommend base plate wax– to keep the glue from getting into the tube. Just push the ends of the tubes into a thin section of the material to form a plug. *This is very important: glue inside the tubes is a common cause of kit failure.*
5. Prepare your glue. We recommend two part epoxy glue – use a fast drying type, one hour or less. Be sure to mix it thoroughly. Wax or baking paper or even a Post-it notepad all make excellent mixing surfaces. You can also use thick flexible CA glue, but you have to work quickly to get the tube all the way into the blank before the glue dries.
6. Roll one of the tubes in the epoxy.
7. Insert the tube with a twisting motion until it is almost entirely inside the blank. Then use a dowel or small stick to push it until the tube is equidistant between both ends of the blank. Repeat with the other tube.
8. Set aside until the epoxy has had time to reach its maximum strength.
9. When the glue has cured, use a hobby knife to remove the plugs from the ends. Using a barrel trimmer of the proper size, square off the ends of the blanks until you can see bright brass tube. STOP at this point. This can also be done with the proper jig and a disk sander. *Not having the proper tube length is another common cause of kit failure.*

### Turning the blanks

1. Assemble the blanks on the mandrel as follows:  
Lower barrel (long tube): use smallest bushing (0.4600) and second largest bushing (0.5300).  
Upper barrel (short tube): use largest bushing (0.5765) and second smallest bushing (0.4740). You can also match bushings to the parts to get them in the right spot.
2. Lightly tighten the mandrel and secure. Do not over-tighten or apply excessive force or you risk bending the mandrel, which will cause your pencil to come out oval. A spacer may be installed to give you more room between the thumbnut and the last bushing.
3. Turn the pen blanks to the desired shape using the bushings as a sizing guide.
4. After turning the blanks, sand the surface in progressive steps until you get to 400 or 500 grit.
5. For a smooth finish, sand with Micro Mesh to 12,000 grit and use a finish of your choice.
6. Remove the blanks from the mandrel.

## Assembling the pencil



### Lower barrel (long tube):

1. Press nib assembly (three parts) into blank at the smaller end.
2. Press the click mechanism holder into the opposite holder and into opposite end (larger).
3. Slip pencil mechanism into the lower barrel.
4. Screw on the click mechanism.

### Upper barrel (short tube):

1. Slide the gold ring onto the black decorative ring. Press this into the blank at the end with the larger opening.
2. Clip assembly is three parts. Slide clip over the threaded end, then screw on the finial.
3. Press this assembly into the other end of the blank (smaller opening).
4. Slide the cap over the click mechanism. Pen is finished!

To replace the lead, remove the mechanism from the pencil, pull out the plunger from the back of the unit. Slide in the new lead (0.05 mm).