

Pen Press

Assembly & Basic Use Instructions

Version 1.0

Safety First



Disconnect saw from power source before fitting or removing insert.



Always wear proper ear protection when working with machinery.



Use caution when handling sharp objects (saw blades, router bits, drill bits and so on). Use protective gloves whenever possible.



Always wear proper eye protection when working with machinery and tools.

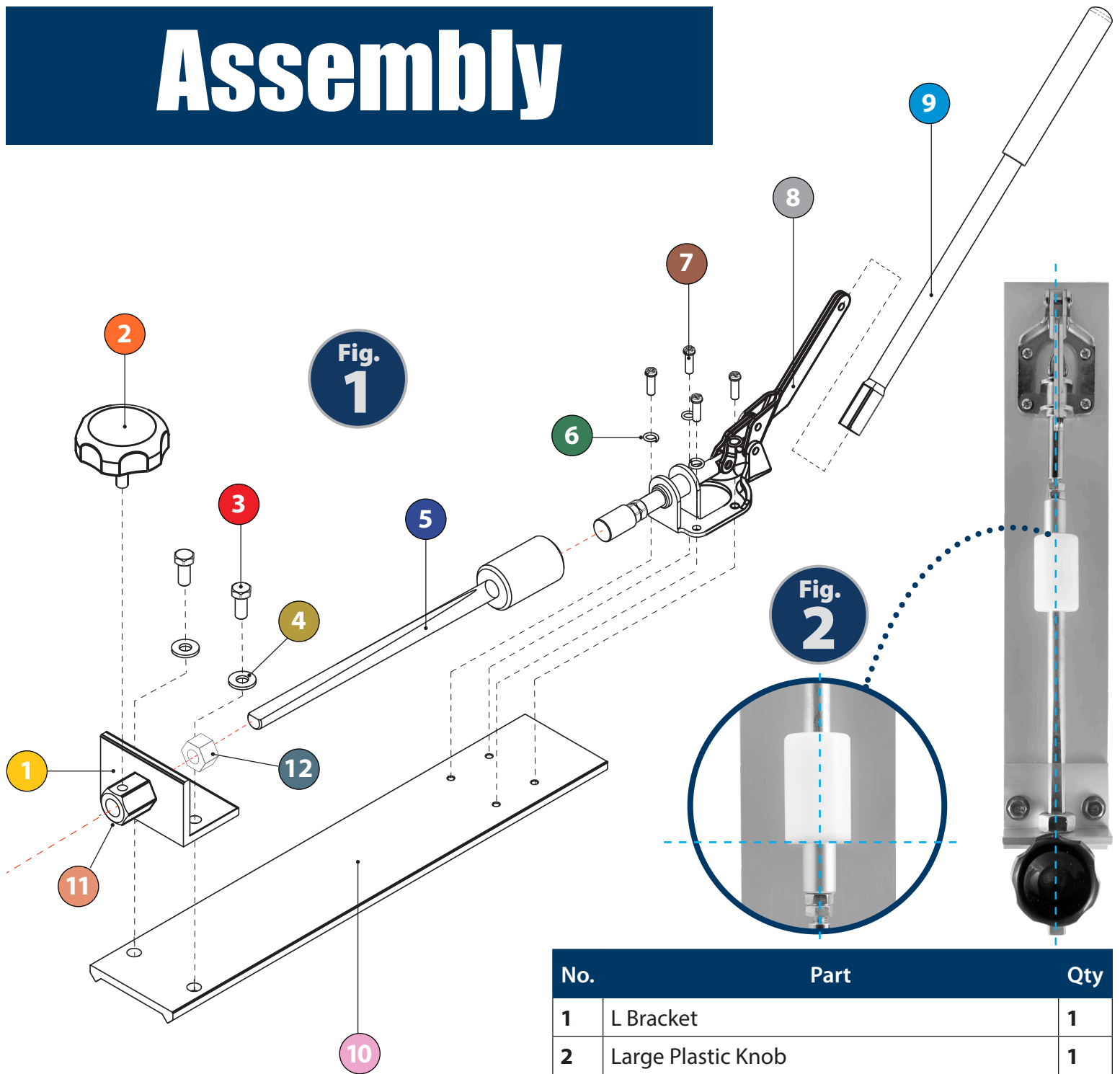


Always wear proper respiratory protection when working near airborne dust particles.

Please read and fully understand any and all safety materials that came with your power tools or machinery before operation. Always follow all safety guidelines set in place by the power tool or machine manufacturer.



Assembly



Some Assembly May Be Required

Using the illustration (figure 1), make sure all the parts are assembled and properly secured before using the pen press.

When assembling the unit, you must make sure that the UHMW pressure stop (5) and the aluminum toggle stop (8) properly centered and sit flat against each other when they are touching as shown in figure 2. If they are not sitting flat as shown, adjust the L Bracket via the mounting bolts (3) and the Toggle via machine screws (7) accordingly until both stops properly align with each other.

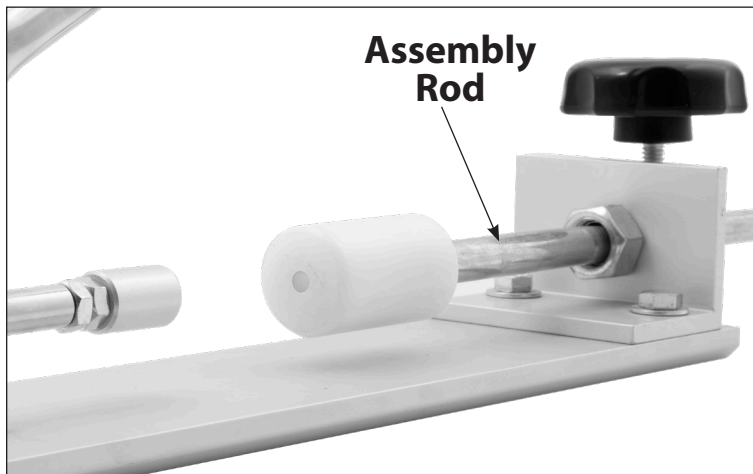
No.	Part	Qty
1	L Bracket	1
2	Large Plastic Knob	1
3	5/16" L Bracket Mounting Bolt	2
4	Mounting Bracket Washer	2
5	Assembly Rod with UHMW Pressure Stop	1
6	Rubber Grommet Washer	4
7	Machine Screws	4
8	Heavy Duty Push Toggle with Aluminum Stop	1
9	Removable Lever Handle with Rubber Grip	1
10	Solid Aluminum Base	1
11	Assembly Rod Guide Sleeve Nut	1
12	Assembly Rod Guide Locking Nut	1

Before Using the Pen Press

Before using the pen press, we recommend familiarizing yourself with the pen press and the pen kit you are working with. Every style of pen kit is different and has multiple parts and pieces that may or may not need to be pressed into place. Please read and follow the instructions that came with your specific pen kit before using the pen press.

Basic Setup

The push toggle mechanism allows you to press the pen part into the turned pen barrel. The aluminum stop on the toggle travels approximately $1\frac{3}{16}$ " from start to finish when it is fully engaged. Typically you won't use all of this travel distance when pressing your pens. Normally you will only use about a $\frac{1}{4}$ " or $\frac{1}{2}$ " worth of travel each time you press a part. Adjust the assembly rod by loosening the large knob. Once loosened, the assembly rod can be moved in or out to your desired location. This depends on the type of pen you are making. Some pens require more space than others.



Clamp the Base To a Table or Bench Top

Before using the pen press, clamp the base to a table or bench top. This allows you to use the pen press without having the pen press slide when applying pressure.

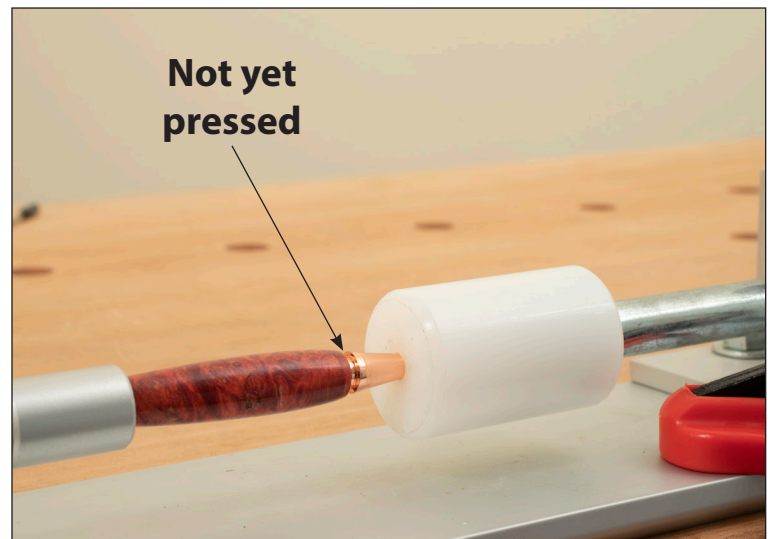


Shop Note: 

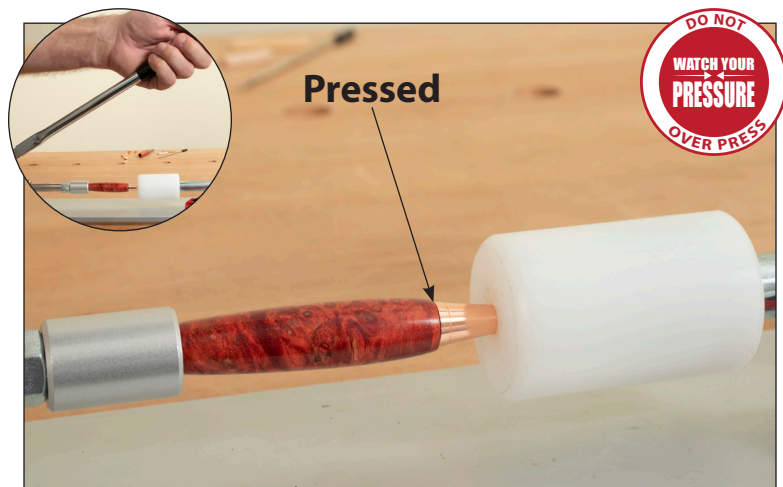
For these instructions, we are using a Slimline pen kit to show you how to use this pen press. Other pen kits will vary in size and shape which will determine the adjustments you need to make to the pen press prior to pressing any pen parts. Please be sure to read and fully understand the instructions that came with your pen kit before proceeding.

Press the Pen Tip

The UHMW Stop on the assembly rod with has a counter sunk hole in the center which is the perfect size for your pen tips. Partially insert your pen tip into your turned barrel. Place the tip and barrel in between the aluminum stop and the UHMW stop as shown below.

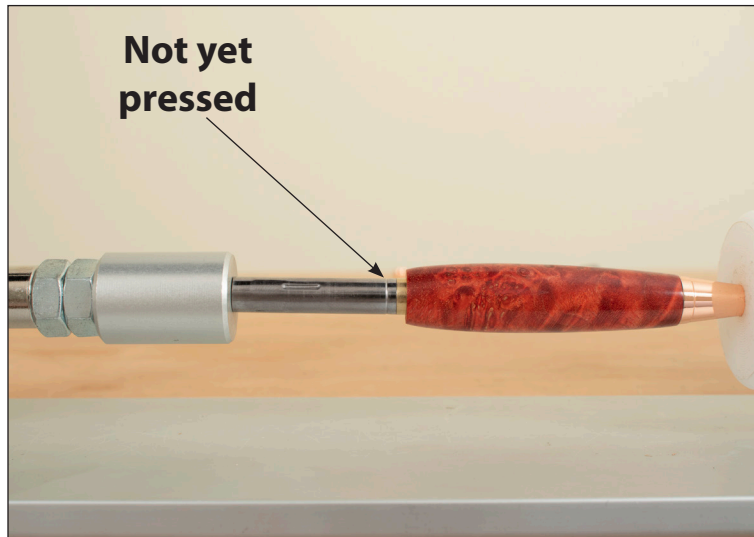


Once your pen assembly is properly centered and set, slowly press the parts together by pushing the handle lever toward the pen. This pushes the aluminum stop towards the UHMW stop. Continue this motion until the pen tip seats correctly against the pen barrel.

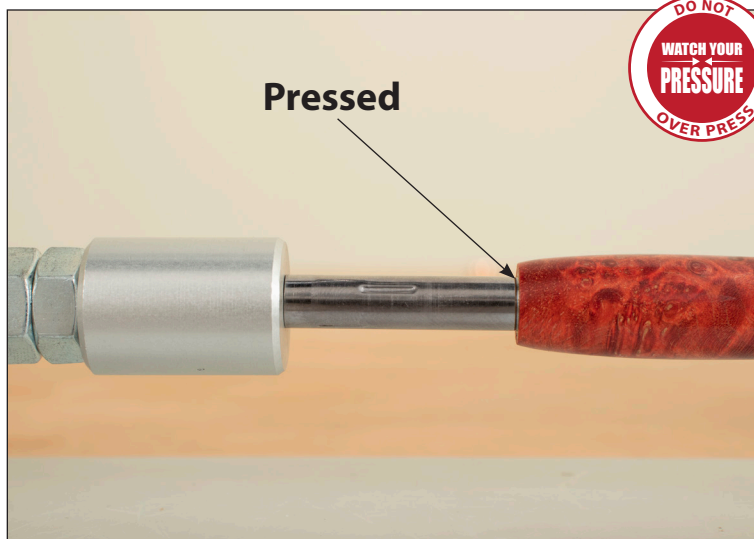


Press the Pen Mechanism

Hand press the pen mechanism into the opposite end of the pen barrel that you just pressed the pen tip into. Set the pen tip into the UHMW stop. Adjust the press depth accordingly by adjusting the assembly rod in or out until you locate the proper position.



Once your pen assembly is properly centered and set, slowly press the parts together by pushing the handle lever toward the pen. This pushes the aluminum stop towards the UHMW stop. Continue this motion until the pen mechanism is pressed into its proper depth.

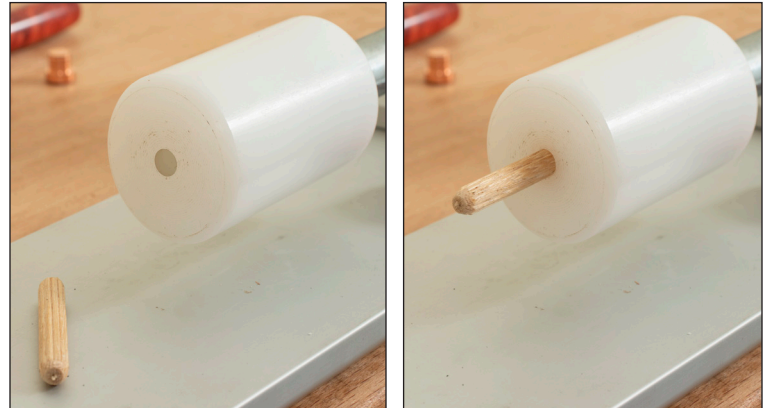


Shop Note:

Pen mechanisms have a groove just above the brass insert on the tip. The groove is your marker for pressing the mechanism. **DO NOT PRESS** the mechanism past this mark. Pressing the pen past this mark will cause the pen improperly seat and the pen will not click or twist the way it was designed to do.

Press the Cap and Clip

The pen press comes with two different size wooden dowels. The dowels are inserted into the UHMW stop hole to help support the pen barrel so you can press the cap and clip. Insert the dowel and place the barrel onto the UHMW stop as shown below.



Once in place hand press the cap and clip onto the barrel. Next, slowly press the parts together by pushing the handle lever toward the pen. This pushes the aluminum stop towards the UHMW stop. Continue this motion until the cap and clip is pressed up against the top of the barrel. Finish assembling the pen and check all the mechanisms to make sure they are working properly.

