

Wood Pen Refill Instructions

Slimline Pen

Pull pen body sections apart at center ring. Unscrew (counterclockwise) ink refill from lower pen body. Insert new 'Cross' style ink refill and screw in (clockwise) finger tight. Push pen body sections together.

Slimline Pencil .5mm Lead

Pull off pencil click cap. Pull out eraser. Insert 1 to 5 pieces of .5mm lead. replace eraser. Replace click cap.

Slimline Pencil .7mm Lead

Pull off pencil click cap. Pull out eraser. Insert 1 to 5 pieces of .7mm lead. replace eraser. Replace click cap.

Classic Pen

Unscrew (counterclockwise) upper pen body from lower pen body. Remove ink refill (do not lose the spring). Put spring on new 'Parker' style refill. Insert refill into lower pen body. Screw (clockwise) pen body sections together very tight.

Classic Pencil

Pull the pencil halves apart. Unscrew the tip from the nose piece. Turn the pencil mechanism clockwise until the guide pin is exposed at the end of the tip. Back up the mechanism enough to pull the guide pin back inside the sleeve about 1/16". Insert the new .7mm lead in the hole and twist the mechanism counterclockwise to retract the lead. Reassemble the pencil.

Designer Pen

Pull apart the pen halves. Unscrew the old ink refill. Insert a new 'Cross' style ink refill and screw in finger tight. Reassemble the pen.

Designer Pencil

Unscrew the pencil tip and remove lower pencil body section. While holding the corrugated end of the pencil mechanism, twist the mechanism clockwise until gripper and pilot extend out. Retract until gripper is flush with the thread. Gently push a new .7mm lead slightly into gripper. Twist mechanism counter clockwise until lead is fully retracted. Reassemble the pencil.

Comfort Grip Pen

Pull pen halves apart at center ring. unscrew old ink refill. Insert new 'Cross' style ink refill and screw in finger tight. Reassemble the pen.

Comfort Grip Pencil

Pull off pencil click cap. Pull out eraser. Insert 1 to 5 pieces of .7mm lead. Replace eraser and click cap.

Combo Pen/Pencil

Pull off wooden pen body. Unscrew the mechanism brass tube and pull mechanism out. Pull the mini ink refill out and replace with a new one. Pull out the pencil element and drop in 1 .7mm lead and insert back into mechanism. Reassemble the pen.

Big Pen

Unscrew pen halves. Remove old ink refill. Drop in spring and new 'Parker' style ink refill. Reassemble the pen.

Rollerball Pens

Unscrew pen tip assembly. Remove old ink refill and spring. Drop spring into pen body first, then insert a new rollerball refill. Place tip assembly over point of refill and screw on snugly.

Fountain Pens

Unscrew pen tip assembly. Pull off old ink cartridge. Push on a new ink cartridge with enough pressure to pierce the ink cartridge. Reassemble the pen.

POWER Pen

Unscrew pen tip assembly. Remove ink refill (do not lose the spring). Put spring on new 'Parker' style refill. Insert refill into lower pen body. Reassemble pen.

POWER Pencil

Press and hold the plunger to remove remaining lead. Hold plunger and insert new lead through pencil tip.