



DIRECTIONS TO REPLACE INK REFILLS



Ergonomic Pens

This pen uses a Parker-style Ink Refill.



1. Retract the writing tip of the pen by twisting the top of the pen counter clockwise.
2. Note where the wood grain or acrylic pattern line up between the top and bottom sections of the pen. Tip: To match the grain/pattern later, place a small piece of masking tape on each section and mark a line on each piece of tape, across from one another.
3. Grasp the top section of the pen with one hand, and the bottom section with the other hand, on either side of the center band.
4. Pull slowly and steadily apart. Caution: Some pens fit together snugly. Make sure you are clear to the left and right of each arm, in case they separate suddenly.
5. On the bottom section of the pen, the pen mechanism will now be visible. Turn the mechanism counter-clockwise to unthread it from the bottom section. 
6. Remove the ink refill and spring from the pen body. 
7. Remove the spring from the ink refill. Keep the spring. Discard the empty ink refill.
8. On the new ink refill, remove the rubber protective tip covering the writing point.
9. Place the spring over the writing end of the ink refill. If one end is smaller, place that end first onto the refill.
10. Insert the ink refill with spring into the bottom section of the pen, point first.
11. Slide the open end of the mechanism over the back end of the ink refill.
12. Turn the mechanism clockwise to thread it into the bottom section of the pen.
13. Grasp the top section of the pen with one hand, and the bottom section with the other hand.
14. Line up the grain/pattern, or the tape marks from step 2.
15. Push the two sections towards one another firmly until they completely meet with no gap between the pen sections and the center band.