


DIRECTIONS TO REPLACE INK REFILLS



Hourglass Pens

This pen uses a Parker-style Mini D1 Ink Refill.



1. Retract the writing tip of the pen by twisting the top of the pen counter clockwise.
2. Grasp the top section of the pen with one hand, and the bottom section with the other hand.
3. Turn the top section of the pen counter-clockwise to unthread it from the bottom section.
4. On the bottom section of the pen, the pen mechanism will now be visible. It is a white plastic part, recessed into the bottom pen body. Using a small Phillips-head screwdriver, turn the mechanism counter-clockwise to unthread it from the bottom section.
5. Remove the assembly from the pen body. It will include the mechanism and the ink refill.

6. Separate the empty ink refill from the white plastic mechanism, by pulling apart. Keep the mechanism. Discard the empty ink refill.
7. On the new ink refill, remove the rubber protective tip covering the writing point.
8. Press the back end of the ink refill into the narrow end of the mechanism until properly seated.
9. Slide the assembly (twist mechanism, and ink refill) into the bottom section of the pen, point first.
10. Turn the mechanism clockwise to thread it into the bottom section of the pen. Using a small Phillips-head screwdriver, finish threading the assembly into position. Caution: Do not overtighten.
11. Grasp the top section of the pen with one hand, and the bottom section with the other hand.
12. Turn the top section of the pen clockwise to thread it into the bottom section, until they completely meet with no gap between the pen sections and the center band.