

# Legacy “Cigar” Pencil Kit

Assembly Instructions

Available at [www.thewoodturningstore.com](http://www.thewoodturningstore.com)

## Description:

The “Cigar” model is considered one of the most basic kits and is a great starter kit for those new to pen turning. Many experienced pen turners use the Cigar kit to make elaborate and unusual pencils which vary greatly from the basic Cigar pencil.

The Cigar uses 10mm brass tubes of different lengths. The Upper or Rear Tube is approximately 1 15/16” in length. The Lower or Front Tube is approximately 2 1/16” in length. Each section should be turned with a slight arc, tapering down on each side to the diameter of the bushings.

The blanks should be 3/4” square to accommodate the heavier size of the Cigar Pencil.

The Cigar is available in a wide range of finishes (Gold, Silver, Gun Metal, etc). You can also customize your Cigar pencils with a wide variety of decorative pen clips.

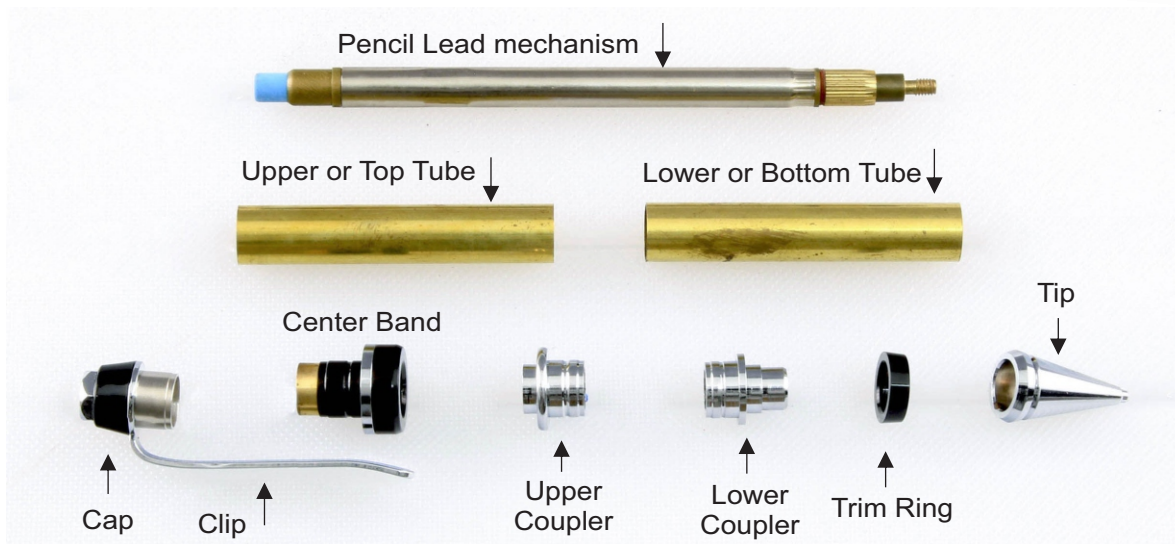
## Getting Started:

You will need the following accessories to make a Cigar pencil. Many of these accessories can be used with other kits. (All accessories are available at [www.thewoodturningstore.com](http://www.thewoodturningstore.com))

- 1 wood or acrylic blank, approximately 5 inches long x 3/4” x 3/4”
- 10mm drill bit
- Woodturning pen mandrel with 7mm rod
- Cigar pen bushing set (3 pieces)
- Pen barrel trimmer (10mm)
- Glue (CA, epoxy or polyurethane [Gorilla])
- Lathe, turning tools, sandpaper, pen finish
- Other items may be needed as desired



## Parts of the Cigar Pencil Kit:



## Preparing the Blank for Turning:

- Start with your wood or acrylic blank and cut it in half so you have 2 pieces, each about 2 ½” in length (see tubes lengths on previous page). Mark the blank with “hash marks” at the cut line so you can keep the grain matched when you mount the blanks on the pen mandrel.
- Using a 10mm twist drill, drill a hole through each blank. Be careful to drill slowly to avoid chipping and tearing the material. Also, it is highly recommended that you clamp the blank in a vise and use a drill press for the most accurate and straight hole. You could also mount each blank in a lathe chuck and drill the hole using your lathe.
- Roughen the surface of each brass tube with steel wool or fine sandpaper. Using one of the glues mentioned previously, glue the brass tube into the blank. Twist the tube when inserting it into the blank to insure good glue coverage. Center the tube in the blank, make sure the tube is at least 1/16” - 1/8” inside the blank so you can trim the blank end cleanly.
- Use a pen barrel trimmer (10mm) to square the ends of the blank to the brass tube. This is an important step which will create a clean line between the turned blank and the metal components of the pen kit.
- Your blanks are now ready to be mounted on the lathe.

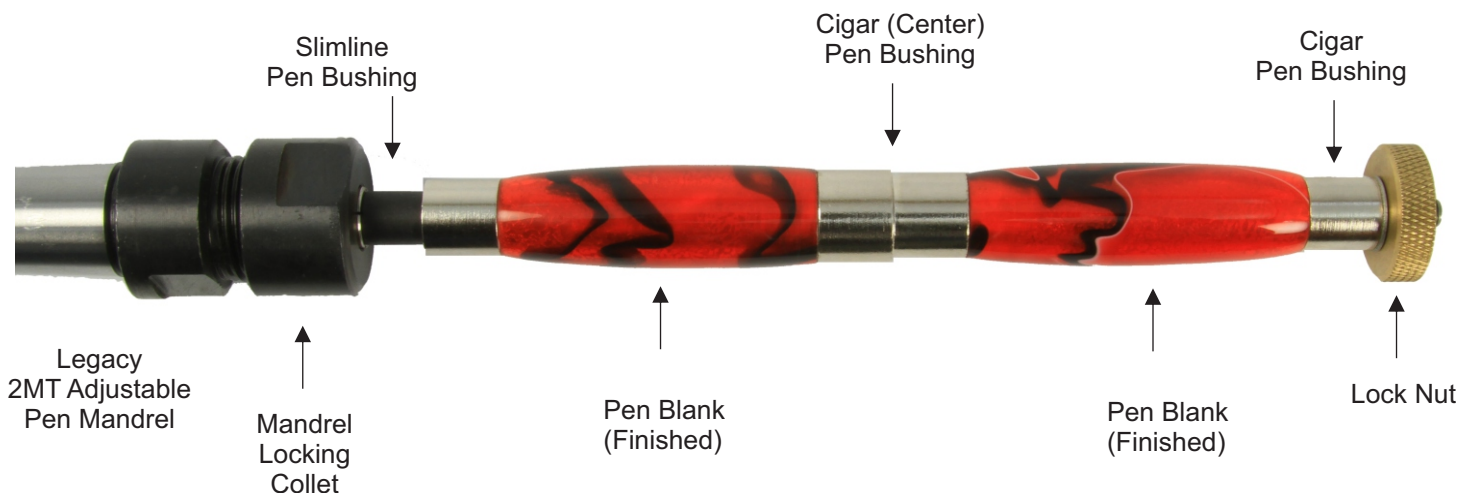
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## Turning the blanks on the lathe

- Use a pen turning mandrel with a 7mm shaft and Cigar pen bushings (available at our store). The Cigar bushings set is shown below. You may want to add a few slimline bushings to space your work farther away from the mandrel collet.
- Mount the pen blanks on the mandrel as shown in the diagram below. Make sure that your “hash marks” are in the center which assures that the grain of your blank will match that of the original single piece blank. Adjust the mandrel shaft so that the lock nut will tighten down on the assembly of pen blanks and bushings. Hand tighten the nut.
- Put a live center in your lathe’s tailstock and bring it in to support the mandrel shaft and keep it stable while turning.
- Using turning tools, turn the blanks to cylinders which are the diameter of the bushings.
- Note: Many turners prefer to turn the blank slightly oversize and then sand and polish the blank down to the exact size of the bushings.



## **Sanding, Polishing and Finishing the blank**

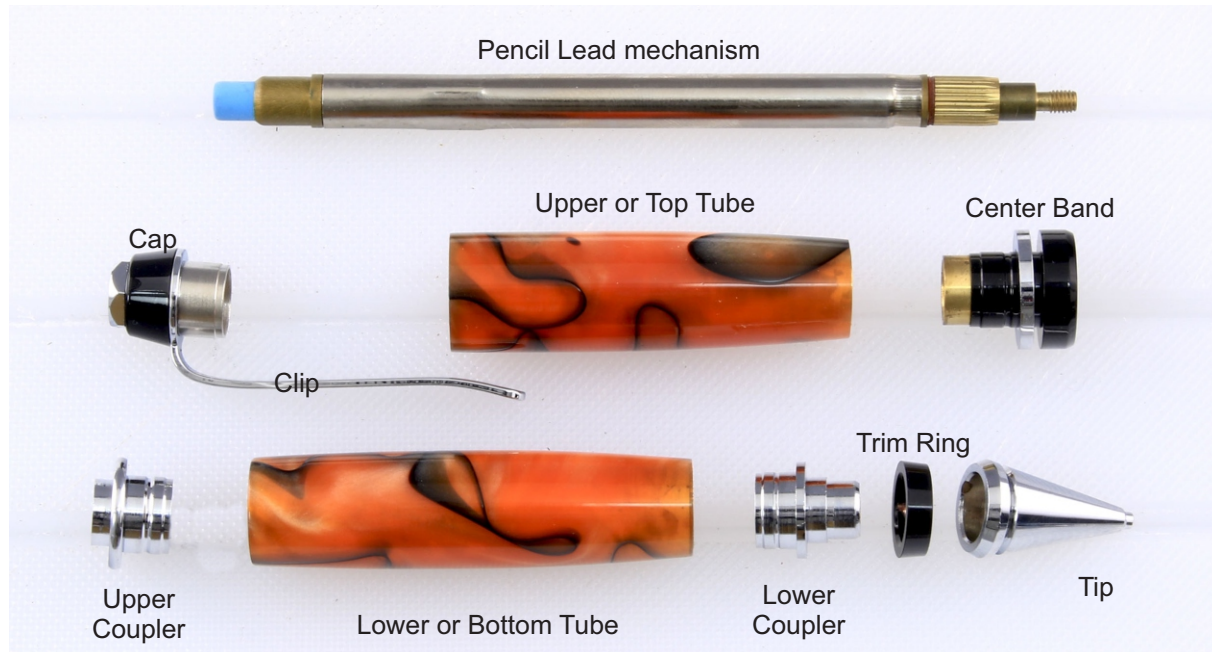
- Most pens are finished to a high luster and finished with a durable coating of protective finish. Depending on your skill level and the material being used, you will need to sand with aluminum oxide paper of progressively finer grits, starting with a grit coarse enough to remove all tool marks and possibly shape the blank.
- If you have turned your piece oversize or if it is rough, you can smooth and even shape your blank with 80-100 grit sandpaper. Use a high lathe speed (2000+ RPM) but be careful not to overheat your piece which could cause heat checking.
- Progress through finer and finer grits 120, 180, 240, 320, 400, 600, etc.
- For acrylic materials you can use sandpaper up to 1000 grit then switch to micro mesh pads (up to 12000) and polishing cream to get a superior glossy finish.
- There are many finishes available for pens and you can experiment with what works best for you and the materials you use. Try to use a finish which will be durable and long lasting because the pen will be handled thousands of times and you want the finish to stay on and not be worn away (especially if you have sold the pen!)
- Remove the blanks from the pen mandrel and you are ready to assemble your pen.

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## Assembly of the Finished Pen:



- Now that you have turned and finished the blanks into the upper and lower halves, you are ready to assemble your pen.
- It is highly recommended that you use a vise or clamp to assemble the pencil. It is essential that you press the parts together “straight”. If you press the parts together and they are not straight, they will not straighten as you continue to press. There are many commercially available pen presses which make the process simple and easy.
- Before you press the parts together, lay out your blanks so that you recall how the grain originally matched.
- **Upper Assembly:**
  - First, Install the clip onto the cap if it is not installed already. Then, press the clip and cap assembly into the top (smaller end) of the Top or Upper tube.
  - Place the thin trim colored disc over the center band and press it into the bottom of the Top or Upper tube. The Upper tube assembly is complete.
- **Lower Assembly:**
  - Press the upper coupler into the top end of the Lower or Bottom tube.
  - Press the lower coupler into the bottom of the Lower or Bottom tube.
- **Final Assembly:**
  - Insert the pencil mechanism into the top end of the Lower tube until the threaded end protrudes out of the tip.
  - Place the trim ring over the lower coupler. Note that the trim ring is tapered.
  - Install the tip onto the threads of the pen mechanism and make sure it is tight. Test the mechanism by turning the upper end of the mechanism while holding the lower tube. Make sure you can extend and retract the pencil lead.
  - Install the upper tube over the pencil mechanism and it should have a snug fit. Turn the upper section while holding the lower section and you will be able to extend and retract the lead.
  - Your pencil is complete!