

Berea Hardwoods Co., Inc.  
Pen Instructions

**Atracia Roller Ball and Fountain Pen (Berea # 1303/F+V or R- xxx)**



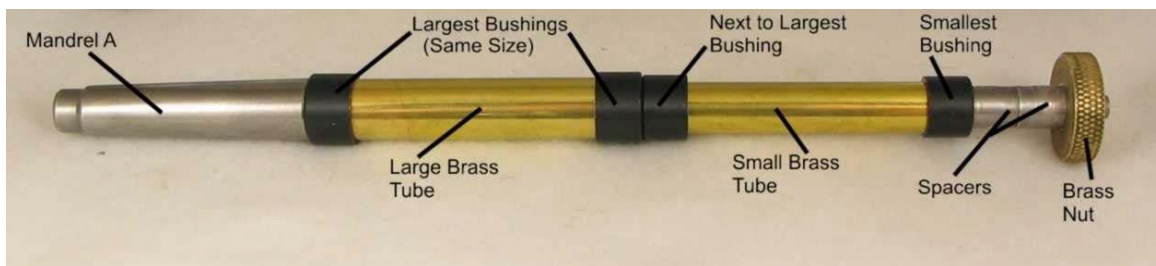
Needed: Mandrel-A  
Bushing Set-30A  
Drill-12.5mm & 10.5mm  
Blank Size- 3/4" x 3/4"

**Preparing the material blanks**

1. Cut the blanks the length of each brass tube giving a little extra length for the facing of the blank after the tubes have been glued in.
2. Drill the blank that will use the larger tube length wise, the cap blank, using the 12.5mm bit.
3. Drill the blank that will use the smaller tube length wise, the barrel blank, using the 10.5mm bit.
4. Polish the brass tubes with sandpaper. This can be done by hand or on a power machine such as a belt sander. The purpose of the sanding is to clean off the oxidation and roughen the tube so that the glue will have a better adhesion surface.
5. Plug the ends of the tubes with the material of your choice. Some use base wax or Play Dough or even a slice of potato. Just push the ends of the tubes into a thin section of the material. This will form a plug to keep the glue from getting into the tube.
6. Clean the tube, after plugging, with acetone or alcohol on a rag.
7. Prepare your glue. We recommend two part epoxy glue that is available in all hardware stores. Use a fast drying type, one hour or less. Be sure to mix it thoroughly. (A Post-it Note Pad makes an excellent mixing place. When you are finished just tear it off and throw it away.) Polyurethanes and thick flexible CA's can be used, but they each have their drawbacks.

8. Place some of the epoxy into the blank using a small piece of dowel or other small stick.
9. Roll the appropriate tube in the epoxy.
10. Insert the tube with a twisting motion until it is almost in the material blank. Then use the dowel to push it until the end is flush with the blank. Use the stick to rake off the excess glue even with the blank and the tube.
11. Push the brass tube through the blank until the other end is flush with the blank. Then rake the glue flush with that end. Now push the tube back into the blank until the tube is equidistant between both ends of the blank.
12. Move it aside for 60 minutes until the epoxy has had time to reach its maximum strength.
13. If you are using CA glue, the wait is much shorter. When using polyurethane the wait will be about 24 hours.
14. When the glue has cured, use a hobby knife to remove the plugs from the ends. It is also a good idea to clean the tubes with a brass gun cleaning brush or a rolled up piece of sandpaper to remove any glue that may have gotten into the tubes.
15. Not cleaning out all glue from the tubes is the most common cause of pen failure. BE CERTAIN that all dried glue is removed from inside the tubes before proceeding.
16. Using a barrel trimmer of the proper size, face off the ends of the blanks until you can just see bright brass. STOP facing at this point. Your pen's proper operation is dependent on having the proper length tubes. This facing operation can also be done with the proper jig and a disk or belt sander.
17. Not having the proper tube length is the #2 cause of pen failure. Sanding, on a disk sander, using a jig to hold the tube square with the disk, is a more sure way of getting the proper length. It should be tried if you have any doubt as to your abilities to square the material with the barrel trimmer.
18. Another good method of squaring the ends of the blank is to turn the blank until it is just round. Using a miter gauge to maintain the blank perpendicular to the sanding disk, just touch the ends to the disk. Once the blanks are square and you can see the ends of the tubes brighten, then return the blanks to the mandrel and finish the turning until the desired contour is accomplished.

### **Turning the Blanks**



1. Assemble the blanks on the mandrel with the right bushings in the right place. The right bushing can be found by comparing the diameter of the bushing to the piece of hardware that will be placed in that place. For instance, the bushing that is the same size as the clip will fit on the end of the blank that will eventually become the top of the cap.

2. Tighten the tailstock before tightening the blanks on the mandrel. This will center the mandrel first. Then tighten the nut that holds the blanks.
3. Turn the blanks to the desired contour making sure that the area next to the bushing is turned to the size of the adjacent bushing.
4. After turning the blank, sand the surface in progressive steps until you get to 400 or 500 grit.
5. After sanding, stop the lathe and,
6. If a higher polish finish is desired continue sanding with Micro Mesh through 12000 grit.
7. Apply the finish of your choice and polish.
8. Remove the blanks from the mandrel. It might be wise to mark the larger end of the barrel blank, inside the tube, since there is only a slight difference in size.

### Pen Assembly



Please refer to the Pen Parts diagram above.

The third most common error resulting in a non-functional or damaged pen is the misalignment of the parts when pressing them in place. The use of a good pen press or small arbor press is recommended, but it can be accomplished with a good “C” clamp and much care. When pressing in the various parts, by any means, BE SURE that the parts are straight and in line with the blanks. If the part is cocked or otherwise misaligned, at the very least, a poor fitting pen will result. At the worst, you may have a pen that is not usable. Exercise caution here!

One other word about pen parts. Occasionally, you will encounter parts that are a little loose fitting. This can be corrected by using a SMALL spot of glue, usually CA, on these parts before pressing them home.

**On this particular pen there is a small difference from others you may have made. The Trim Rings, used on the barrel couplers, are different size. The one for the Nib End, is larger then the End Cap End. Make sure you get them in the right orientation when assembling. The small end of the rings will face out towards the coupler threads.**

1. Slide trim rings on center band, place the center band over the smaller, threaded end of the threaded insert.
2. Press the center band/threaded insert assembly into one end of the cap blank.
3. Slide trim rings on finial, slide the clip over the finial and press this into place on the other end of the cap. Be sure to orient the clip to you preference before

- pressing. Now, lay the cap aside.
4. Assemble the trim rings onto the nib coupler. **Observe orientation of rings.**
  5. Press the coupler assembly into one end of the lower barrel blank.
  6. Assemble the trim rings onto the end cap coupler. **Observe orientation of rings**
  7. Press the end cap coupler assembly into the other end of the barrel blank.
  8. Press the non-threaded side of chrome threaded coupler into the end cap.
  9. Screw the end cap into place.
  10. Choose the Pump or the Cartridge and install it on the Nib.
  11. Screw the Nib into the Nib Coupler.
  - 12. If making the roller ball\*\***
  - 13. Place rollerball spring into end cap**
  - 14. Install rollerball refill**
  - 15. Screw the rollerball nib into Nib Coupler**
  - 16. Insert the spring into the barrel.**
  - 17. Insert the refill into the barrel.**
  - 18. Screw on the nib**
  - 19. Screw the cap on the pen and you are finished.**

Copyright© 2010-Robert W. Keyes

