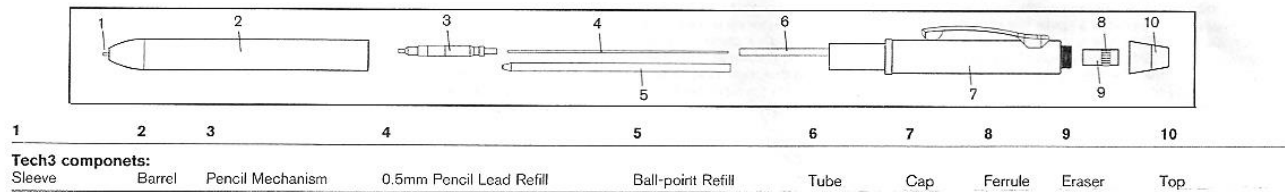


TECH 3 – OPERATING INSTRUCTIONS



Operating Instructions:

1. Twist cap clockwise for propel and repel of ball-point pens/pencil refill.
2. To advance the pencil lead, push downward on the pen top when the pencil sleeve is visible.
3. To retract pencil lead, hold top of cap down and push lead back into sleeve/barrel.
4. The eraser for the pencil is located in the top. Unscrew top to expose the eraser.

Ballpoint Refill Replacement:

Remove barrel by pulling away from cap. Pull refill from refill tube to remove. Insert new refill.

Pencil Refill Replacement:

1. Pull out remaining unused 1/2 inches of lead from tip of pencil by pushing downward on the pen top when the pencil sleeve is visible.
2. Remove barrel by pulling away from cap. Pull the pencil mechanism from the tube. Insert up to 3 replacement leads into tube. Place pencil mechanism assembly back into position.
3. Unscrew top to expose eraser, remove eraser and ferrule from the eraser holder. Insert new eraser and ferrule into the eraser holder and replace the top.