

INSTRUCTIONS FOR USE

4-IN-1 MULTI-FUNCTION PEN

3 Ballpoint Ink Refills (black + blue + red)
1 Mechanical Pencil & Eraser

Gravity Mechanism Operating Instructions

1. Choose the refill by holding the pen horizontally with the printed name of the desired refill facing toward you, then slowly tilt the pen back so the name faces upward. While still in this position, press button 'A' to extend the point.
2. To retract the refill, press the black button (B) located on the clip.
3. Mechanical Pencil: To extend the pencil lead point, follow step 1 to extend the pencil tip, then press button 'A' again to extend the lead.



4. To expose and use the eraser, pull off the cover of the top button, replace the cover when finished.
5. To replace a ballpoint refill, follow step 1 to extend the refill that needs to be replaced then unscrew the lower barrel. Pull the extended refill out of its plastic sleeve/holder and insert the new refill into the plastic sleeve/holder. Screw the lower barrel back on.
6. To add pencil lead, follow step 1 to extend the pencil refill. Unscrew the lower barrel and pull out the extended pencil part. Then put 2-3 pieces of 0.5 pencil lead into the tube and insert the pencil part back into the plastic sleeve/holder. Screw the lower barrel back on. Follow step 3 to extend a new pencil lead for use.

