

## **OPERATING INSTRUCTIONS - 0.5MM PENCILS (CASSETTE STYLE)**

### **TO EXTEND / ADVANCE THE LEAD:**

**IMPORTANT** - Be sure to keep the pencil point down when extending the lead and turn the cap once to the right and proceed with one of the following:

### **WITH CAP ON AND PENCIL POINT DOWN:**

Hold the pencil barrel and **TWIST** the cap clockwise until the lead and the lead protector are exposed. The pencil is now in the writing position.

### **WITH CAP OFF AND PENCIL POINT DOWN:**

Press down on the eraser several times (12 - 20 times) to extend the lead. The pencil is now in the writing position.

### **TO RETRACT THE LEAD:**

Twist the cap counter clockwise until you hear it click. Push the lead inside by pressing the exposed lead against any surface or the tip of your finger. Lock the lead in place by twisting the cap to the right or clockwise until you hear a click again.

### **TO REPLENISH THE LEAD:**

Insert a new cassette as follows: Grip the black acrylic eraser holder and pull gently. Once out, shake the cassette to make sure that it is empty. Push a new Cross 0.5mm lead cassette into the pencil barrel until a click is heard. Turn the cap clockwise to put the pencil into the writing position. Follow the Extend/Advance Lead Instructions to activate.

## **TROUBLESHOOTING - 0.5MM PENCILS:**

### **LEAD WILL NOT COME OUT**

Turn the cap clockwise to put pencil into the writing position. Make sure that there is lead in the cassette.

### **LEAD RETRACTS WHEN WRITING (LEAD TOO SHORT)**

To advance a new lead from Cassette - Remove cap with point facing downward and press down on the eraser until it clicks. Repeat approximately 12 times. Twist cap clockwise until lead is exposed. Once exposed, advance lead by applying a slight pressure to the tip. If cassette is empty, replace.

### **LEAD WILL NOT RETRACT (PENCIL IS NOT IN RETRACT POSITION)**

Two leads may stack on top of each other preventing lead from retracting. To correct this, pull out 1 1/2 inches of lead from tip of pencil, and shake the pencil lightly with the point up.

### **LEAD ADVANCES WHILE ERASING (PRESSING TOO HARD)**

Place pencil in retract position and push the lead and protector into pencil. Turn cap clockwise to extend lead.

### **LEAD BREAKS WHILE WRITING (PRESSING TOO HARD)**

Use pencil with less lead exposed beyond the protector.

### **LEAD PROTECTOR DRAGS ON PAPER WHILE WRITING**

Turn cap clockwise to extend the lead.

### **LEAD EXTENDS FROM CASSETTE WHEN PULLED FROM PENCIL**

Push lead back into cassette before returning the cassette to pencil.