

## - Use and Maintenance Guide -

Jack Row writing instruments and accessories should be handled and maintained like any other piece of fine jewellery or objet d'art. Careful storage, use and maintenance will prolong the finish of the piece and lessen the effects of wear and tear. Precious metals such as silver and gold are relatively soft materials and subsequently must be treated with particular care.

### **Storage**

- When not in use, store the writing instrument in its case or on the hand-made display stand that accompanies it. The silver cradles, which seat the writing instruments, have been sealed with a thin layer of lacquer to protect it against scratches.
- Ensure that the writing instrument does not rest or rub against any other metallic or hard items.

### **Transport**

- Where possible, transport your writing instrument in the case provided, or if applicable, it's travel pouch. Alternatively, ensure it is securely wrapped in a soft cloth.
- Carry your writing instrument with the nib pointing upwards to prevent the writing instrument from leaking and residue ink on the nib from drying and inhibiting flow.
- When travelling by air, your writing instrument should be fully filled or completely empty. Air in the instrument's reservoir may expand or contract, resulting in ink seepage. Always keep a filled writing instrument upright when travelling by air.

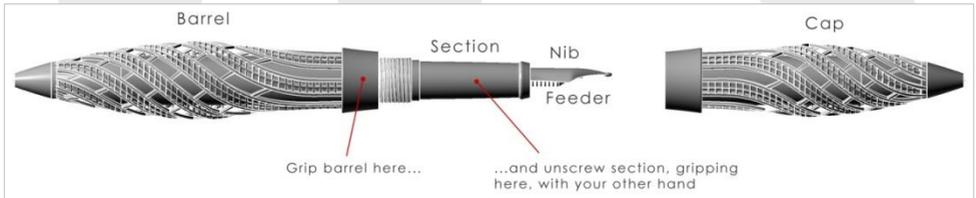
### **Maintenance**

- Never over tighten the thread of the writing instrument, as this could cause the sterling silver to bind and fuse. The screwing of the cap to barrel should be achieved with minimum force and the user should try to grip the curved section at the centre of the writing instrument whilst unscrewing. If the thread becomes blocked with grit or dirt, use a soft, dry and clean toothbrush to gently remove any foreign particles.
- To prevent the build up of oils caused by holding the writing instrument, which could ultimately lead to tarnishing, it is good practice after use to gently polish the writing instrument. The cotton gloves (in some cases) and washable cloth are provided for this purpose. Use the cloth in a circular motion.
- Never use any household or jewellery cleaning compounds, detergents or solvents in an effort to polish or clean your writing instrument. The soft cleaning cloth provided is sufficient to maintain its finish.
- Do not let your writing instrument come in contact with aftershave, perfume or other corrosive liquids as these can cause tarnishing or discolouration to precious metals.
- If any dirt or dust is trapped within the mesh on the inner barrel, use a regular photographers 'Blower Brush' to remove it.
- If you accidentally hold your writing instrument upside down for any length of time and ink transfers inside the top of the cap, carefully remove it with a slightly damp cotton bud. As stated, do not use detergents or solvents.

## Fountain Pens

### Converter

Carefully unscrew the entire section, from the barrel. Place the section, nib first, into the bottle of ink until the small hole below the logo is covered. Twist the piston converter counter clockwise at the top. This forces the air out of the converter. Then twist the top of the piston converter clockwise to draw the ink up into the converter. While holding the nib above the bottle of ink, slowly twist the piston converter anticlockwise until a bead of ink flows from the tip of the nib. Gently blot excess ink from the nib with a lint-free cloth or blotting paper.



### Changing Cartridges

Carefully unscrew the entire section from the barrel and remove the empty cartridge. Insert the narrower end of the cartridge into the back of the section with enough pressure to create a tight fit; you should hear a distinct 'click'. The pin inside the section will puncture the seal of the cartridge, allowing ink to enter the feeder. Before you screw the section back into the barrel, give the cartridge a squeeze to produce a drop of ink. Gently blot any excess ink from the nib with a lint-free cloth or blotting paper. Carefully re-screw the section back into the barrel.

### Purging Writing Mechanism

- o Ideally, you should clean the internal workings of the writing mechanism, two to three times a year. To do this, remove the whole section from the barrel and flush out the inner section, nib and feeder with cold water until the liquid runs translucent and dry gently with a lint free cloth. Placing a lint free cloth alongside the nib slit will draw surplus water out of the feeder system.
- o Never use detergents, solvents or hot water as this might harm the mechanism or finish of the gold nib. Do not put the whole pen under water, just the section, feeder and nib. Every time you change colour, you should flush out the mechanism in this manner.

### Recommended Ink

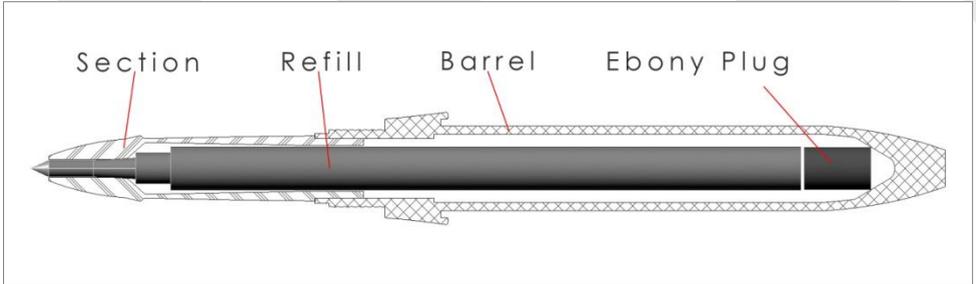
- o It is recommended that you use only the best quality ink, that is no more than a year old, to ensure a silky writing experience. Jack Row's writing instruments conform to the international standard cartridge format and should therefore fit any large-size international cartridges.
- o The designer personally recommends Pelikan, Montblanc, and Conway Stewart cartridges. A Pelikan converter and cartridges are supplied with every fountain pen.



## Roller Balls

### Changing Refills

Carefully unscrew the entire section from the barrel and remove the empty refill. The ebony plug may also come out of the barrel. Place the plug back into the barrel (if it has come out) so that it slides down to rest against the back end. Next, insert the new refill on top of the plug. Carefully re-screw the section back into the barrel.



### Recommended Refills

Jack Row writing instruments are designed to utilise 'Schmidt' style '888 Safety Ceramic Roller' refills and '6040 Fine Liner' refills. (110.6mm x 6.3mm.)

### **Product Maintenance – Glass and Oak Display Stand (Large Style Case)**

- Use a soft cloth to remove any smudges or finger prints from the glass lid. Where possible, handle with cotton gloves to avoid the transfer of finger prints. Always place the glass lid in a safe location when it is not located on the display unit.
- For packaging security, black foam pads have been placed on the top of each of the display unit glass pillars. These must be removed before the display unit is used. It is recommended that the foam pads are retained for future transit use.
- Be aware that the lid is not fixed to its supporting pillars but simply sits on top of it, located by the four shallow domes. This allows for easy removal for access to the writing instruments. Keep this in mind when lifting the whole display stand.

### **Procedure for Repacking Presentation Case (Large Style Case)**

- 1.** Place the black foam pads securely on top of the glass pillars and then the glass lid on top of these. The pads act as a barrier between the pillars and the lid and protect the glass during transit. These must be removed for display purposes.
- 2.** Put the display stand securely into its place at the top of the case. Ensure the glass lid is in line with the oak base and on top of the foam pads. The base should rest on the bottom of the case.
- 3.** The guarantee/certificate, gloves, cloth, cartridges and converter can be stored in the hollow under the removable writing instrument pad.
- 4.** Ensure that the writing instrument is seated securely in its lined pad. The pad is seated in the bottom half of the case, on top of the two blocks which form the hollow for the accessories.
- 5.** Close the lid and slide the lined sleeve over the case.