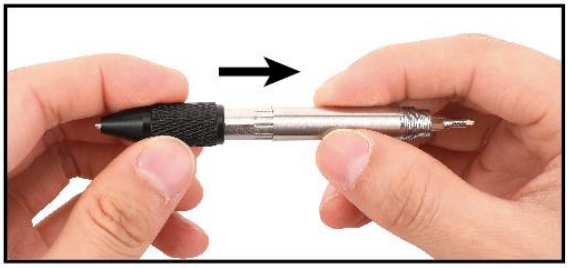


Twist left to open inside tool



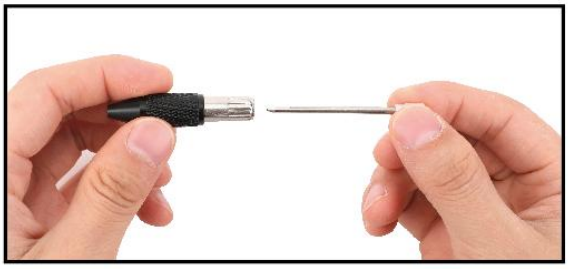
Twist left to get phillips screwdriver



Pull middle and bottom of pen apart



Phillips screwdriver to unscrew the refill



Screw out refill and replace with New one