**Assembly**

**Step 1**
- Start with the instrument disassembled.
- Identify each of the three components: handle, shaft and insert

**Step 2**
- Slide insert into shaft, aligning slot feature at working tip
- Turn the insert clockwise until the insert alignment marker aligns with the white line near the Snowden-Pencer imprint on the shaft

**Step 3**
- Turn the rotation knob until the opening aligns with the electrosurgical post
- Turn off the ratchet by flipping the ratchet lever up.
- Fully open the handle

**Step 4**
- Press and hold both assembly/release buttons
- Slide the shaft/insert assembly into the rotation knob opening with the buttons pressed until the flush port is slightly seated in the rotation knob
- Let go of the assembly/release buttons and fully insert the shaft until an audible snap is heard
- Actuate the handle to complete assembly

**Disassembly**

**Step 1**
- Flip the ratchet lever up, and completely open the handle

**Step 2**
- Press and hold both assembly/release buttons on the rotation knob
- Remove the insert/shaft assembly by pulling straightforward with the buttons pressed until the assembly is completely removed from the handle

**Step 3**
- Turn insert counterclockwise from the shaft

**Step 4**
- Remove the insert from the shaft by pulling straight out

**Troubleshooting**
- Ensure the handle is completely open when assembling/disassembling the instrument.
- Properly lubricate the instrument before sterilizing to help ensure proper function and longevity.

These instructions are intended as a reference. Please read the complete Instructions for Use that come with the Snowden-Pencer laparoscopic ergonomic take-apart instruments.