

1. Remove Old Wick

- Twist and remove the gallery
- Twist and remove the outer wick tube
- Using the wick raiser knob, turn the wick up until the gear disengages from the wick raiser
- Pull old wick and wick raiser carefully out the top of burner
- Squeeze the wick top slightly and pull wick raiser off of wick
- Replace flame spreader in inner wick tube, if removed



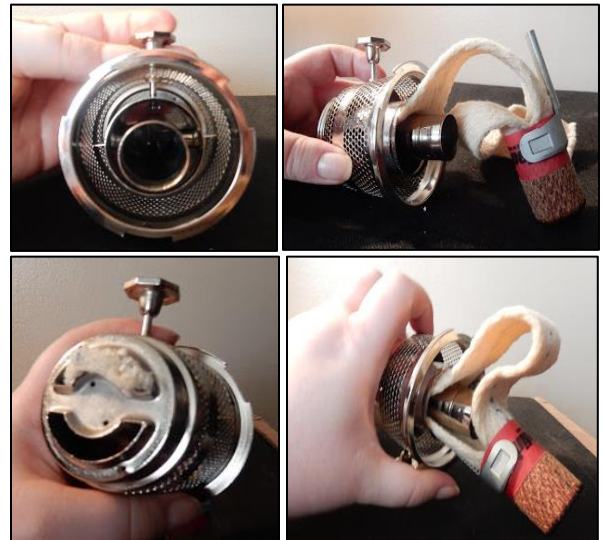
2. Attach Wick Raiser to New Wick

- Slide the metal wick raiser onto the new wick and attach it to the metal clips on the sides, with the gear arm pointing to the bottom of the wick; be careful not to squeeze the wick too much so as not to lose the round shape; for 21C the arms slide into the clips instead of attaching over top
 - Tip: turn the wick 30 degrees and gently push the wick raiser onto the paper part of the wick, even with the tabs, and then rotate it back and forth until the wick raiser catches the clips*
 - Tip: To round out wick top if bent, place round wick end upside down over inner wick tube and press fingers around to match the form of the tube and then remove*



3. Insert Wick

- Hold the burner by placing index and middle fingers around the wick raiser knob, and use fingers to pull knob out
- Holding the burner upright, insert the end of one wick tail into one of the wick channel slots located on either side of the inner wick tube; pay special attention that the wick raiser is on the same side as the wick raiser knob
- Slide the wick tail by pressing against the inner wick tube until it can be pulled through from the bottom
 - Tip: a long, slender tool such as a letter opener can help poke and guide the wick to the bottom to reach the slots*
 - Tip: sliding an Index card next to the wick can help keep the wick from getting caught on the winder gear*
- Repeat b and c for the second wick tail on the other side
- Pull wick tails down from the bottom until the round part of the wick is resting around the flame spreader/inner wick tube
 - Tip: Tweezers are extremely helpful to help grab the paper tabs or the wick itself (if tabs are missing) to pull the wick through the slots*



4. Engage the Wick Raiser Knob Gear with the Wick Raiser

- Look down into the burner and see that the wick raiser is in line with the wick raiser knob post
- Turn the burner over and take one tail in each hand, with thumbs in between, and then press thumbs against the burner, pulling on wicks at the same time; or you can try just pulling the wick down firmly with one hand from the bottom while holding the burner with the other hand
- When you hear a "pop", the wick raiser should be engaged with the wick raiser knob
- Turn the wick raiser knob to check to see if the wick moves easily up and down
- If wick doesn't move, or knob doesn't turn, pull wick back slightly, re-align it, and then try again



5. Prep for Lighting

- Remove paper tabs from bottom of wick (if present)
- Replace outer wick tube and gallery
- Soak new wick for 1 hour before lighting