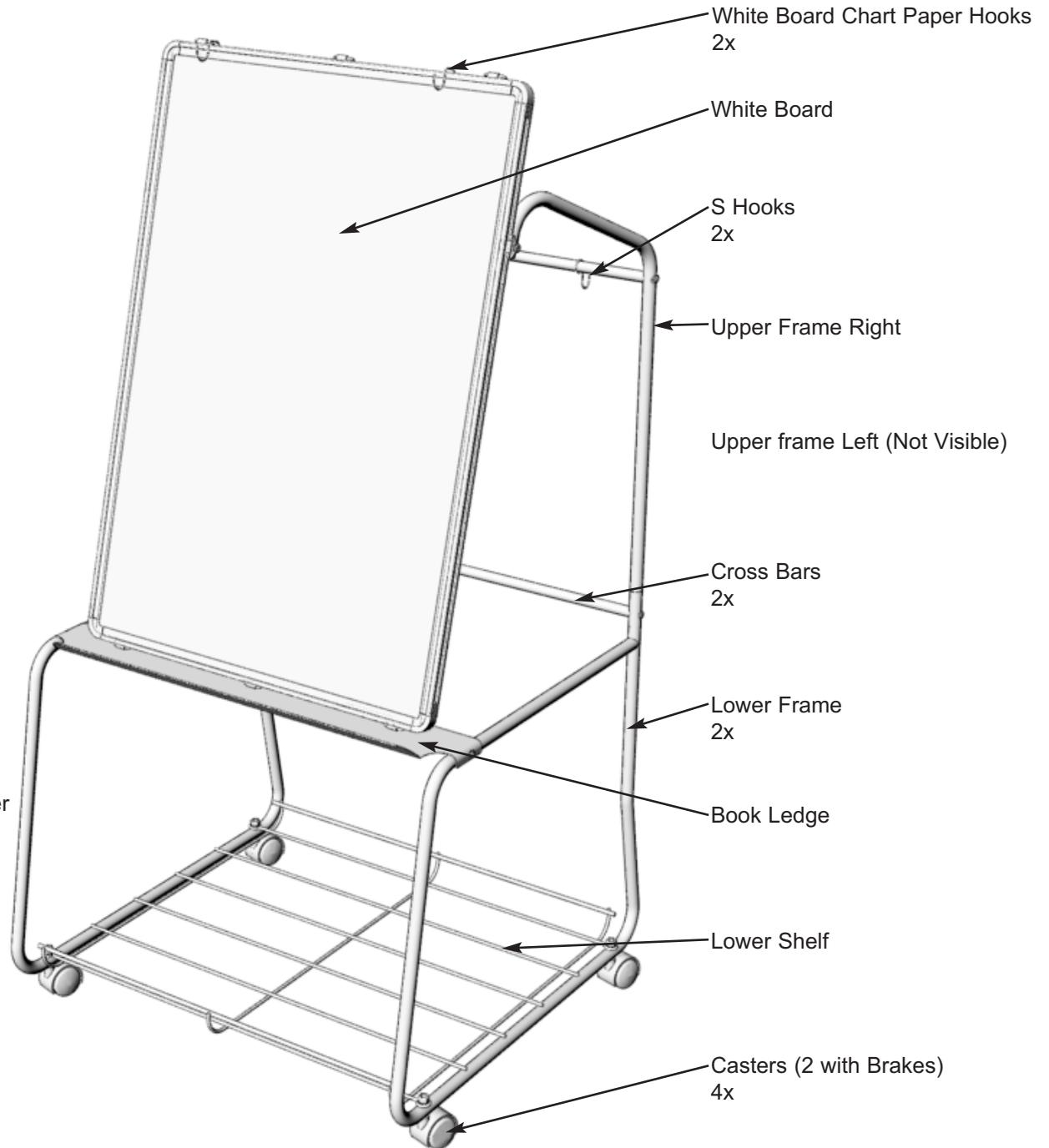
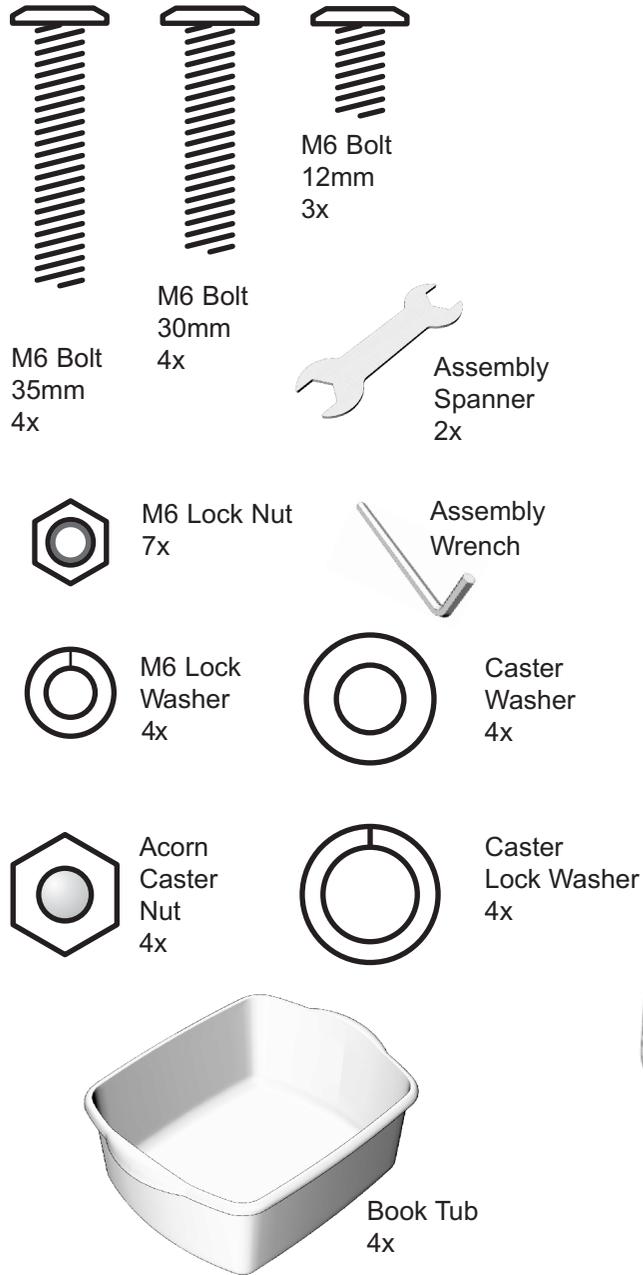
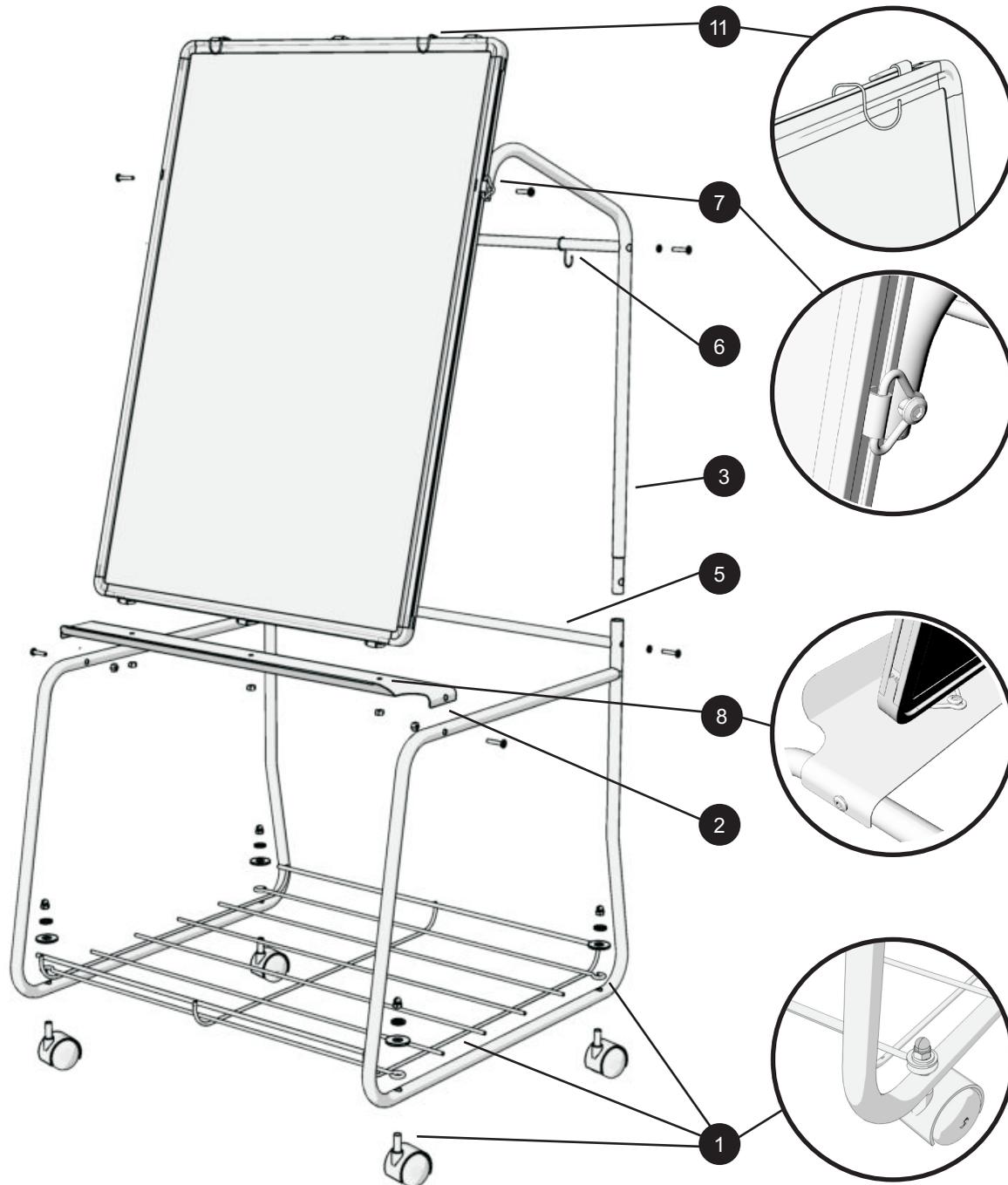


Teacher's Value Easel



NOTE: Do not tighten any fasteners until the easel is completely assembled



1 Assemble the Base

- Place caster washer over threaded caster stem
- Insert the threaded caster stem through a hole in the lower frame
- Thread locking casters in front holes of lower frame
- Thread non-locking casters in back holes of lower frame
- Place the corresponding "eye" of the lower shelf through the stem
- Place flat washer, lock washer and acorn nut on caster stem
- Hand tighten only
- Repeat with other 3 casters

2 Install the Book Ledge

- Use 30mm bolts and lock nuts
- Hand tighten only

3 Install the Right Upper Frame

- NOTE: Look for the "R" (right) marking on the frame
- Slide the right frame into the right side of the base
(orientation is based on looking at the easel from the front)

4 Install the Left Upper Frame

- NOTE: Look for the "L" (left) marking on the frame
- Slide the left frame into the left side of the base
(orientation is based on looking at the easel from the front)

5 Install the Lower Cross Bar

- Use 35mm bolts and lock washers
- Hand tighten only

6 Install the Upper Cross Bar and S Hooks

- Slide the S hooks onto the cross bar
- Use 35mm bolts and lock washers
- Hand tighten only

7 Install the White Board to the Upper Frame

- Use 30mm bolts and lock nuts
- Hand tighten only

8 Install the White Board to the Book Ledge

- Use 12mm bolts with lock nuts
- Thread through white board hooks and book ledge
- Hand tighten only

9 Tighten the 4 Casters

- Use the two spanners

10 Tighten all Remaining Fasteners

- Note: 11 in total

11 Install the White Board Chart Paper Hooks

- Fit the hooks over the top edge of the board
- NOTE: Make sure the hooks are in between the white board's sliding wire loops
(to stop the chart paper hooks from sliding off the edge accidentally)