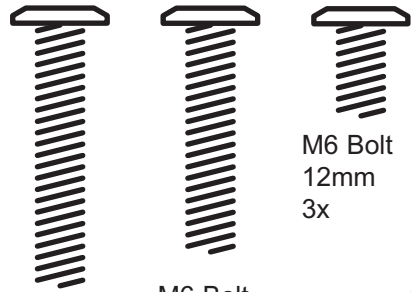


Teacher's Value Easel



M6 Bolt
12mm
3x

M6 Bolt
30mm
4x

M6 Bolt
35mm
4x



Assembly
Spanner
2x



M6 Lock Nut
7x



Assembly
Wrench



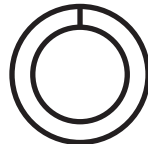
M6 Lock
Washer
4x



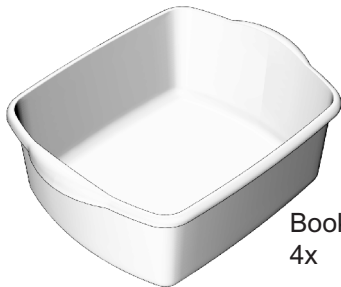
Caster
Washer
4x



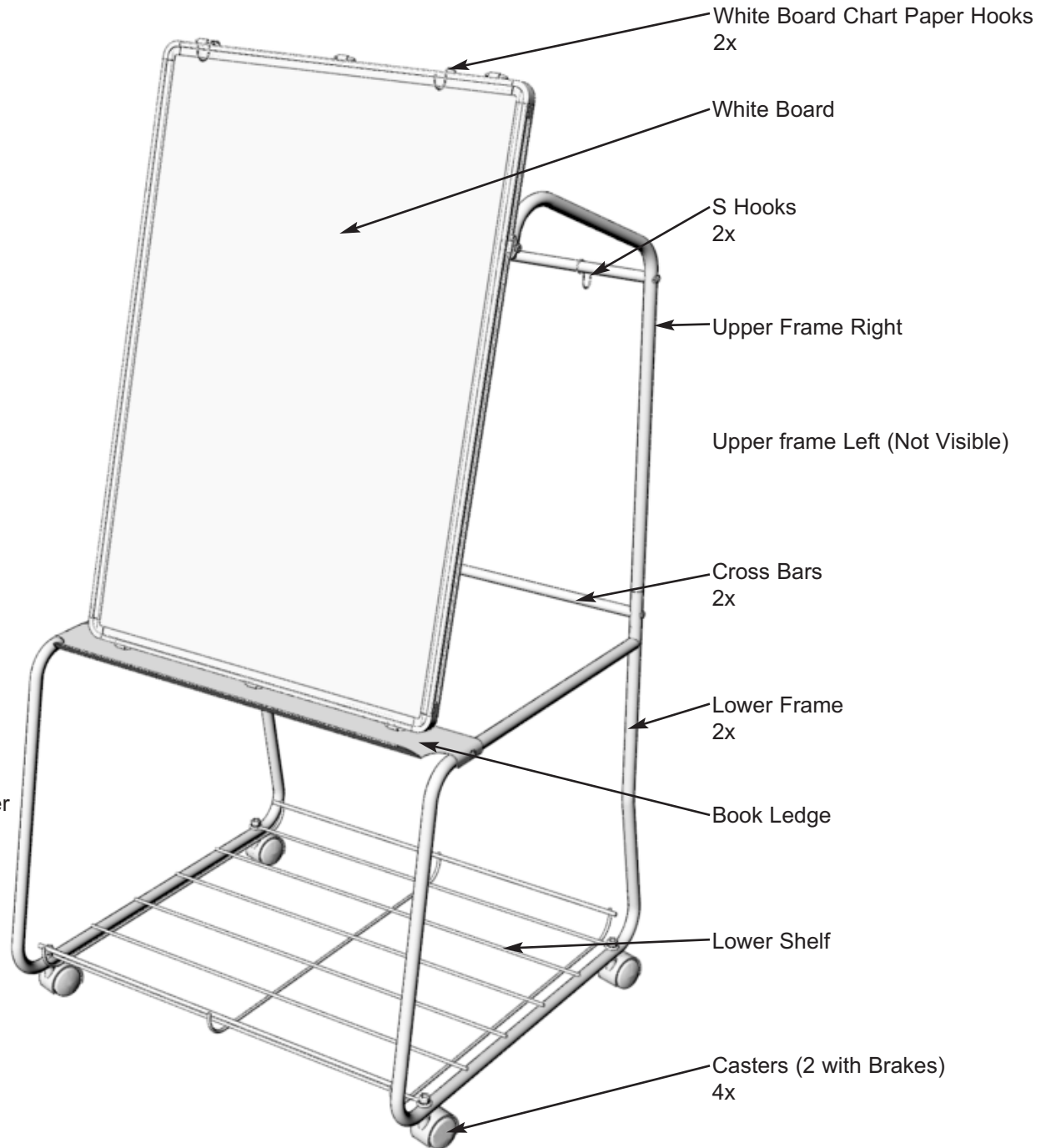
Acorn
Caster
Nut
4x



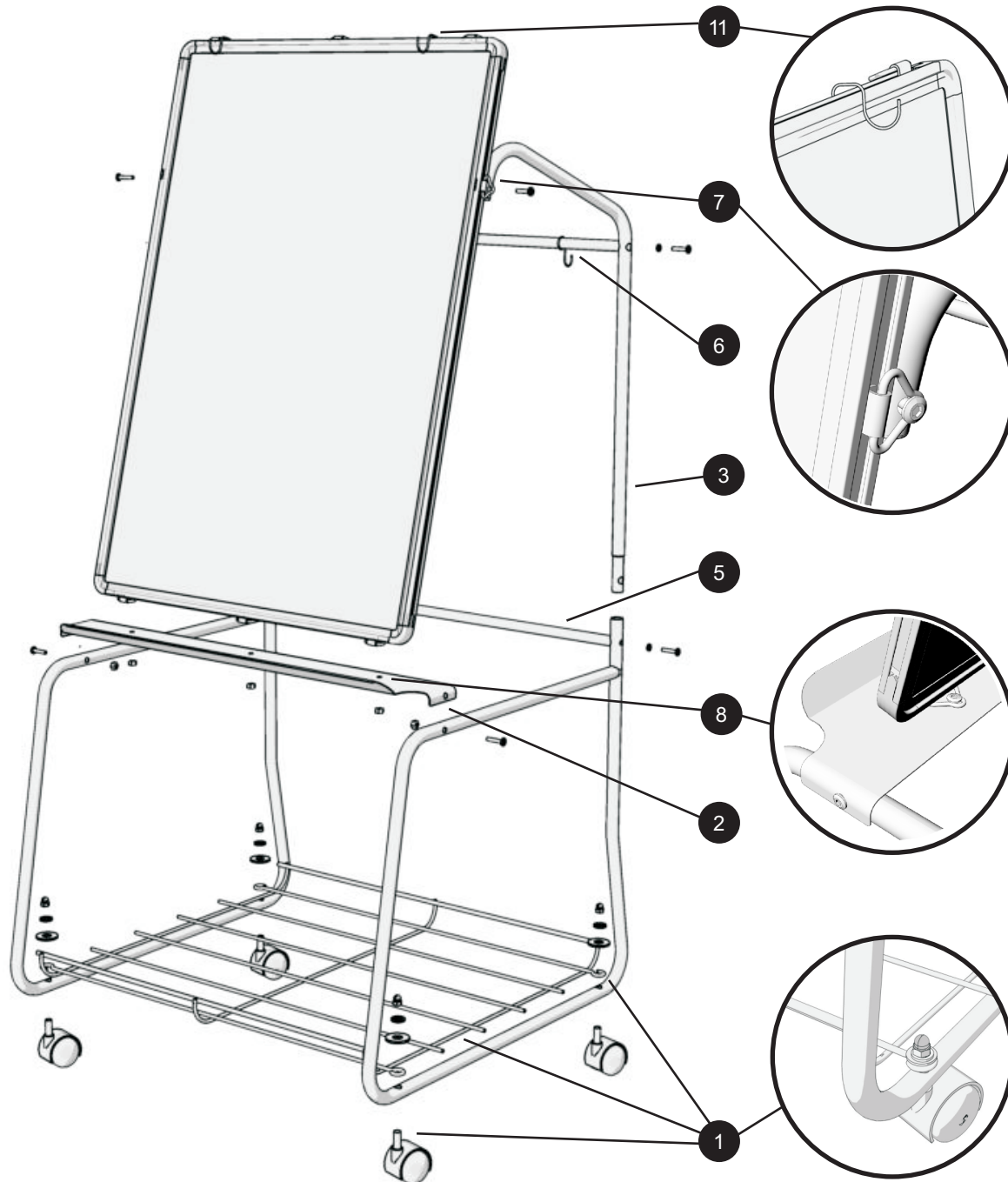
Caster
Lock Washer
4x



Book Tub
4x



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)