

LEGACY

Family Easel

U-9601

ASSEMBLY INSTRUCTIONS



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U-9601 • LEGACY FAMILY EASEL ASSEMBLY INSTRUCTIONS

NO TOOLS NEEDED

MAKE SURE CARTON CONTAINS THE FOLLOWING PARTS

WOOD PARTS

<i>Quantity..... Description</i>	<i>ID#</i>
1 ea..... Chalkboard Surface	[A]
1 ea..... White Drawing Surface	[B]
2 ea..... Upper Legs with Hinges	[C]
2 ea..... Lower Legs with Channel	[D]
1 ea..... Materials Tray	[E]
1 ea. Cross Supports	[F]
1 ea..... Paper Roll Holder	[G]



Chalkboard Surface [A]



White Drawing Surface [B]



Upper Legs with Hinges [C]



Lower Legs with channel [D]



Materials Tray [E]



Cross Supports [F]



Paper Roll Holder [G]

HARDWARE PARTS

<i>Quantity..... Description</i>	<i>ID#</i>
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4 ea. 2-3/8" Bolts [H]



4 ea. 2" Bolts [I]



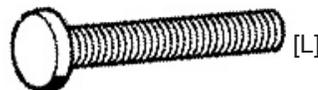
8 ea. Wing Nuts [J]



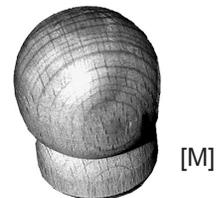
8 ea. Washers [K]



8 ea. 1-5/8" Bolts (attached to wooden knobs) [L]



8 ea. Wooden Knobs (attached to 1-5/8" Bolts) [M]



For recommended assembly lay all wood parts on flat carpeted surface.

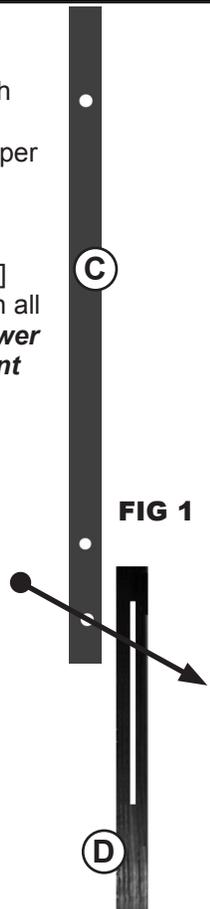
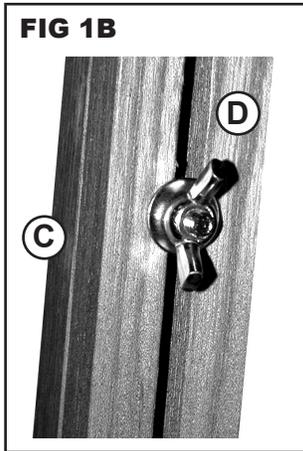
**If you have any problems with assembling this easel, please call: (313)895-0700
or e-mail us at Custservmud@aol.com. Thank You.**



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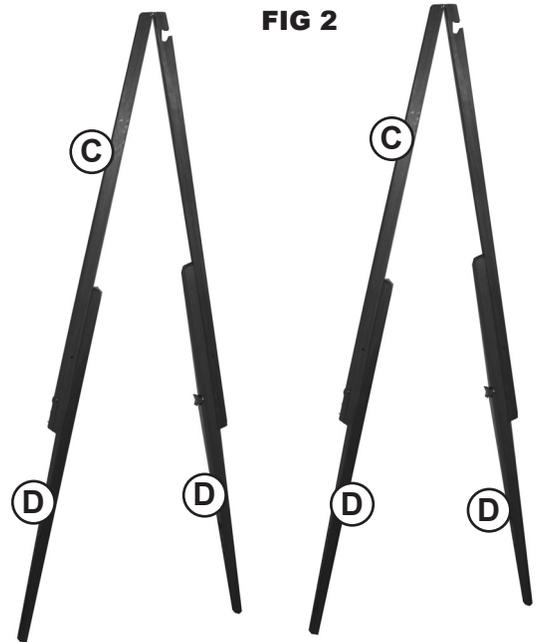
STEP 1. Assembling Legs.

Take each Upper Leg [C] (make sure hinges are positioned on top) along with each Lower leg [D]. Insert a 2" Bolt [I] through inside of upper leg and through lower hole and then through channel of lower leg part [D]. See FIG 1. Secure with washer [K] and wing nut [J] provided. See FIG 1B zoom. Repeat on all 3 remaining legs. **Note: Channel in lower portion of leg is for height adjustment of easel.**



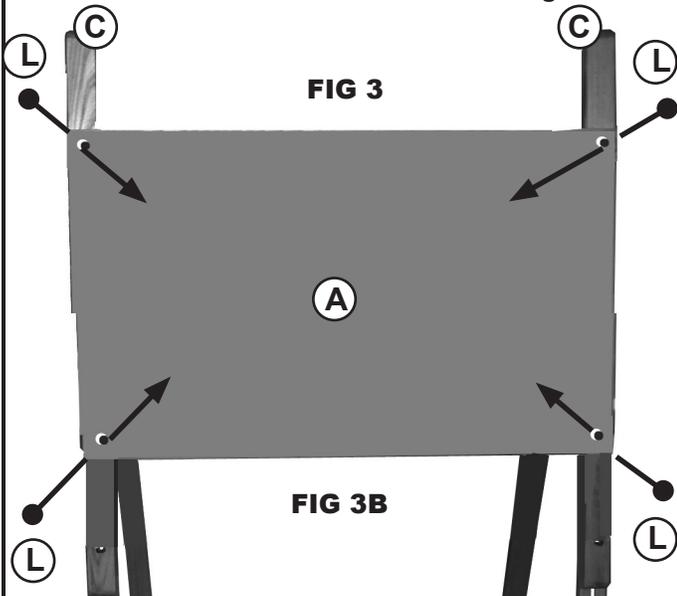
STEP 2. Assembled Legs.

You should now have two Assembled Legs as shown below in FIG 2.



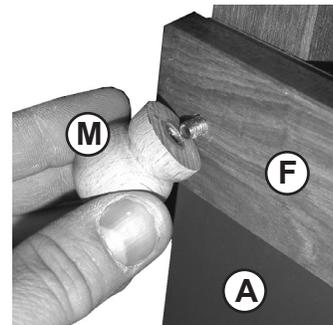
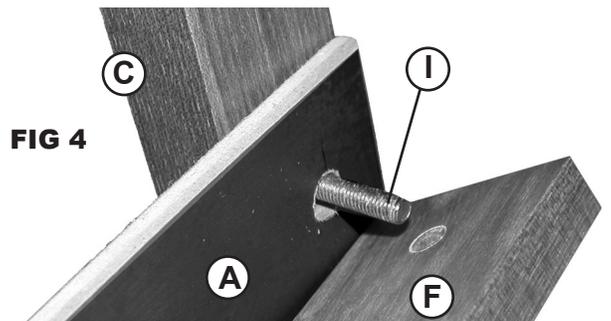
STEP 3. Attaching the Chalkboard Surface [A].

Begin by laying the assembled legs down onto a flat carpeted surface. Insert a 1-5/8" bolt [L] through each of the two holes at the top of the upper legs See FIG 3 and two 1-5/8" bolts [L] in the lower holes of the upper legs. See FIG 3B. Insert from the inside of the leg going through the hole and out the front of the leg. Continue by laying the chalkboard [A] surface over the 4 bolts & by lining up the holes in the surface. **NOTE: The green side of the chalkboard surface should be facing outward.**



STEP 4. Attaching the Chalkboard Surface, con'td.

After the chalkboard is placed over the [4] bolts [L] & [L], continue by adding one of the cross supports [F] to the top section of the chalkboard. See FIG 4. After the cross support is in place. Secure by using one wooden knob [M] for each of the 4 bolts on the chalkboard surface. **NOTE: No washer is needed. See FIG 4B.**



STEP 5. Attaching the Surfaces

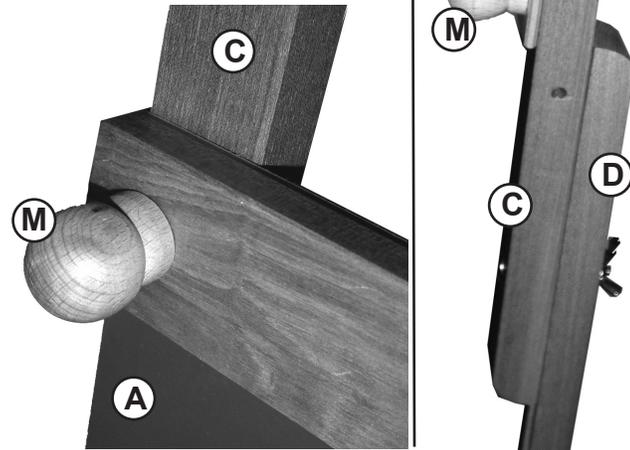
The images below show how the wooden knobs [M] on all four bolts should look after proper assembly. See FIG 5.

REPEAT STEPS 3 - 5 for the White Drawing Surface. Please Note the White Drawing surface is the shiny white side. This side would face the outside of the easel.

FIG 5

This image is the lower portion of the surface.

This image is the upper portion of the surface.

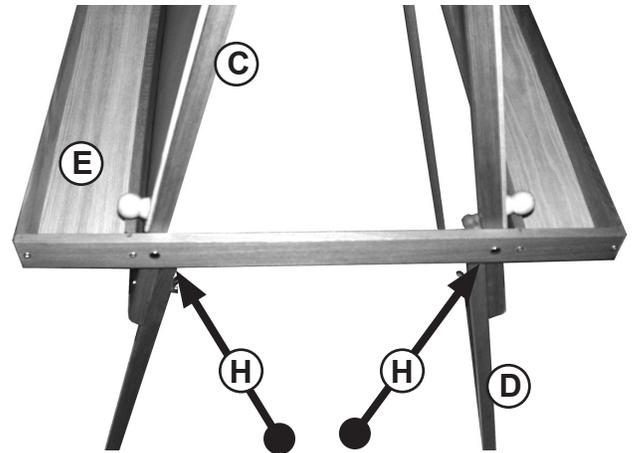


STEP 6. Attaching Material Tray [E]

NOTE: 2 People needed for this step.

Move the legs in to make the easel narrower to allow the material tray [E] to slide down over the easel into the proper position. As one person holds the tray, the other can line up the holes in the sides of the upper portion of the legs. Insert one 2-3/8" [H] bolt through each hole and secure with washer [K] and wing-nut [J]. Repeat on other side of easel. See FIG 6.

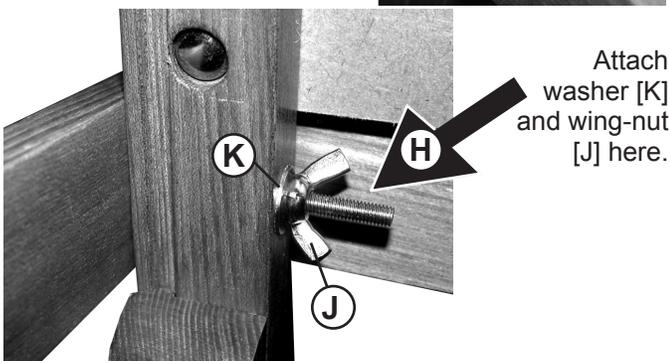
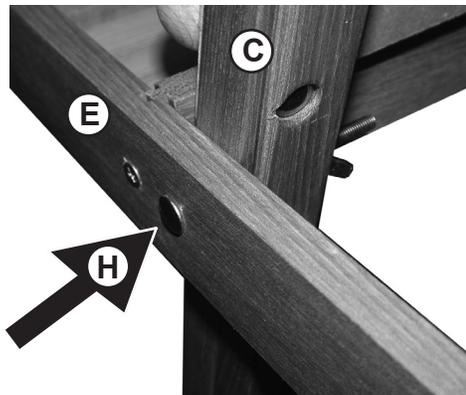
FIG 6



STEP 7. Attaching Material Tray [E], con'td.

The images below show a zoom of the correct location of the holes that are used for the assembly of the materials tray. See FIG 7.

FIG 7

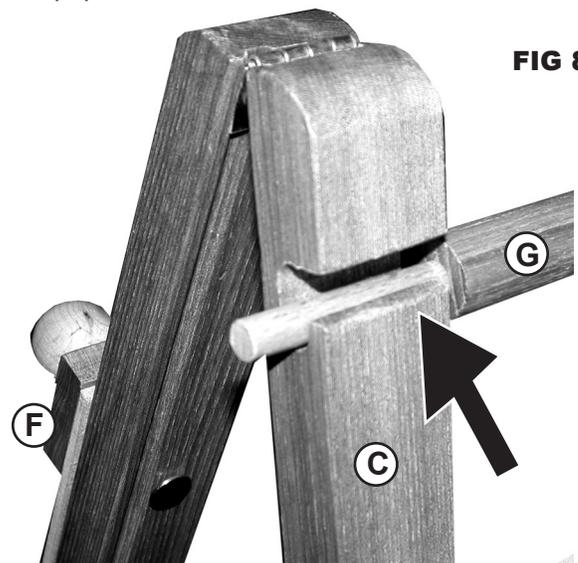


STEP 8. Add Paper Roll Holder [G] & Paper

Slide paper roll over wood roll holder [G] and then insert ends of paper roll holder into slots found on upper portion of easel legs. See FIG 8.

Note: Insert paper edge down between cross support and dry-erase surface to hold paper in position during use of paper.

FIG 8



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