



BRETFORD

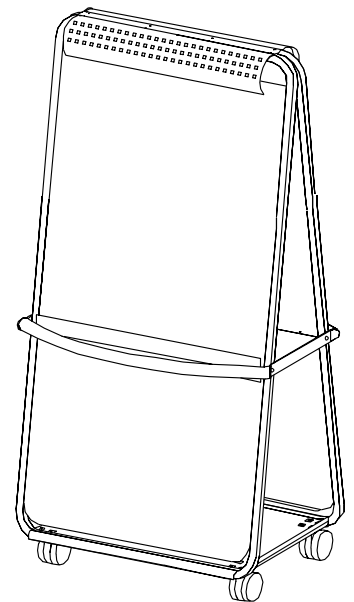
PRESENTATION ENVIRONMENTS® EASEL

PARTS LIST

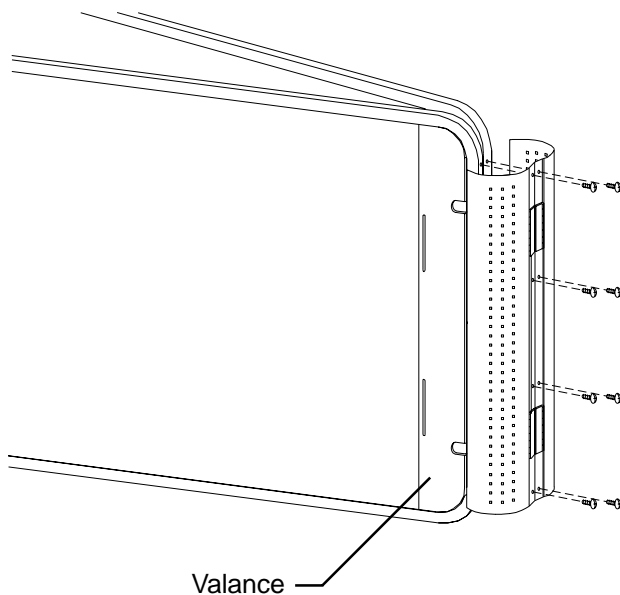
- 2 - Frame Assembly
- 1 - Compression Bar Assembly
- 1 - Bottom Tray
- 2 - Frame Cover
- 1 - Tray Support Assembly
- 2 - Tray
- 2 - 4" Casters w/ Brake
- 2 - 4" Casters w/o Brake
- 2 - Valance

HARDWARE LIST

- 16 - 10 x 1/2" Truss Head Screw
- 16 - 5/16-18 x 5/8" Square Head Bolt
- 16 - 5/16-18 Serrated Hex Nut
- 4 - 1/4-20 x 7/8" Flat Head Allen Screw
- 1 - Allen Wrench
- 10 - #8 x 1/2" Sheet Metal Screw
- 2 - Spring
- 4 - #10-24 x 3/4" Flat Head Screw
- 4 - Nylon Spacer
- 4 - 10-24 Wing Nut

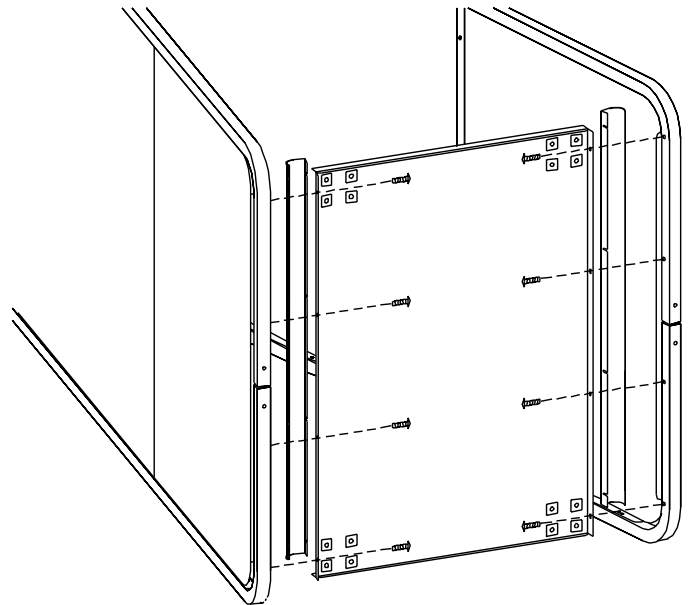


TWO PERSON ASSEMBLY IS RECOMMENDED



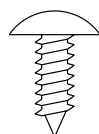
STEP 1

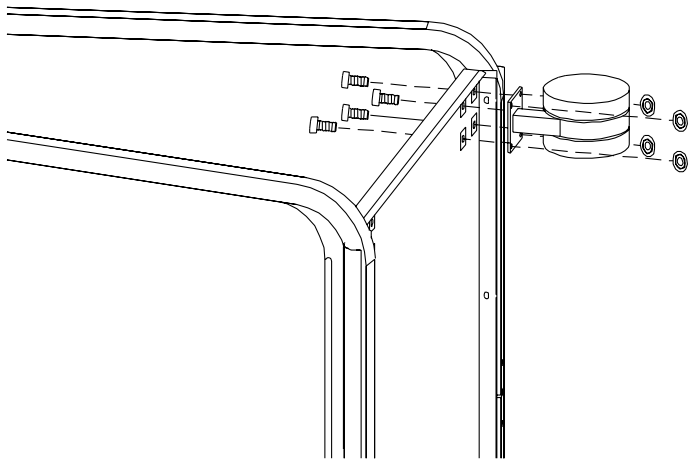
Use a carpeted surface to reduce the risk of scratching the paint finish. Take each frame assembly and position them on their side with backs facing inward. Loosely attach the compression bar assembly to the top of each frame assembly using the 10 x 1/2" truss head screws as shown. **NOTE:** The 2 slots near one edge (with valance) represents the top of the frame assembly. Also the rubber bumpers on the compression bar may need to be adjusted so they are flush when resting on the surface or your paper.



STEP 2

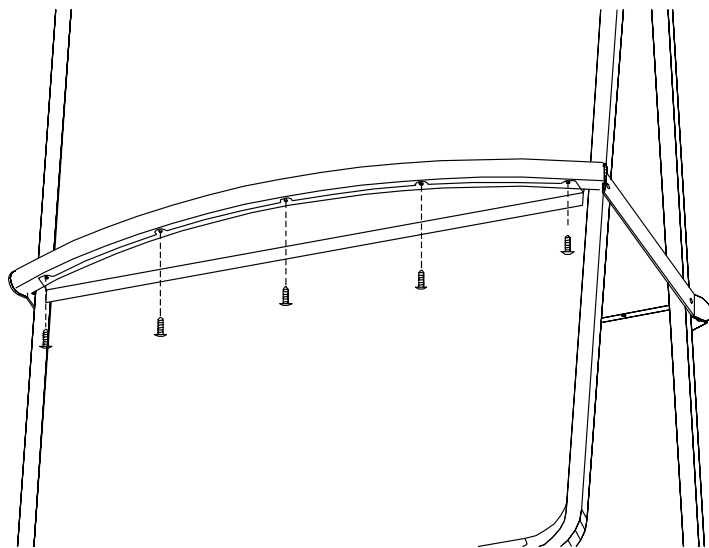
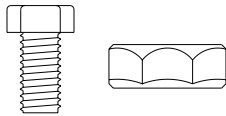
Position the bottom tray between the frame assemblies. Loosely attach the bottom tray to the frame using the 10 x 1/2" truss head screws, then slide the bottom cover between the frame and bottom tray as shown. Tighten all bottom tray and compression bar screws.





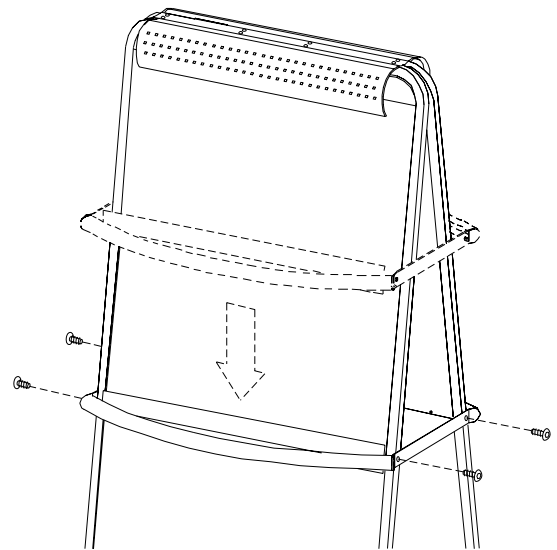
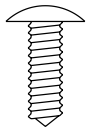
STEP 3

Attach each caster to the bottom tray using the 5/16-18 x 5/8" square head bolts and the 5/16-18 serrated hex nuts as shown. After attaching 2 casters carefully turn unit over and attach the remaining 2 casters. Stand unit upright.



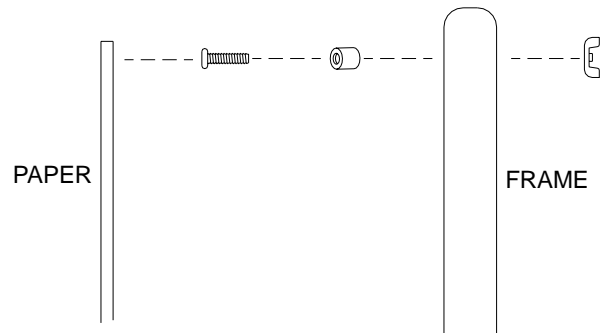
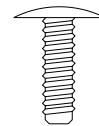
STEP 5

Slide each tray up and under the tray support and attach underneath with the #8 x 1/2" sheet metal screws as shown.



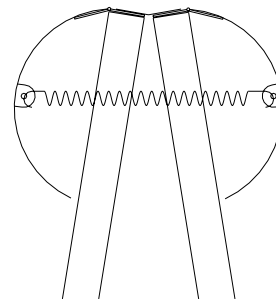
STEP 4

Slide tray support assembly over the top of unit with holes in round tube facing down and attach with the 1/4-20 x 7/8" Allen head screws. Tighten with Allen wrench provided.



ATTACHING THE PAPER

Position the hardware as shown through the slots on the easel's surface. The paper hooks onto the front screw.



ATTACHING THE SPRINGS

Hook the spring through the clip on the compression bar. Slide the spring through the opening in the frame and hook the spring onto the other clip on the opposite compression bar.

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Part #031-2316
Rev. 02.10.99 BW