

HOW TO ASSEMBLE THE X-Base, H-Frame Easel

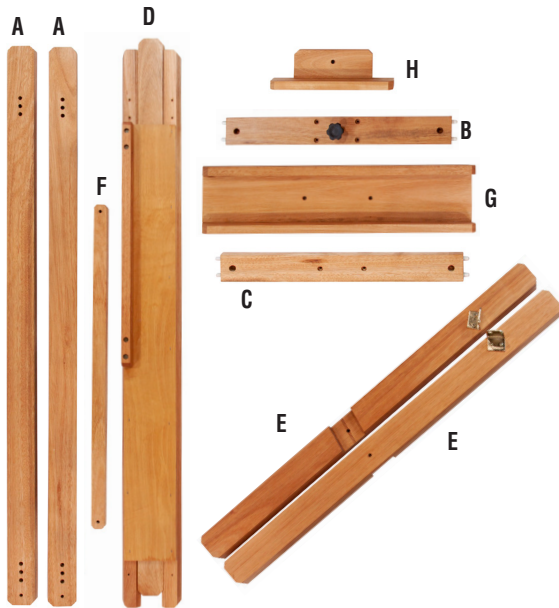
#880700-001 *Made from Lyptus® Wood*
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Imported Easels by Jack Richeson & Co., Inc. - Kimberly, WI - Phone: 1-800-233-2404 - www.richesonart.com 8/20

Note: Please, open box, remove all pieces and check for damages before beginning assembly.

Box should contain:

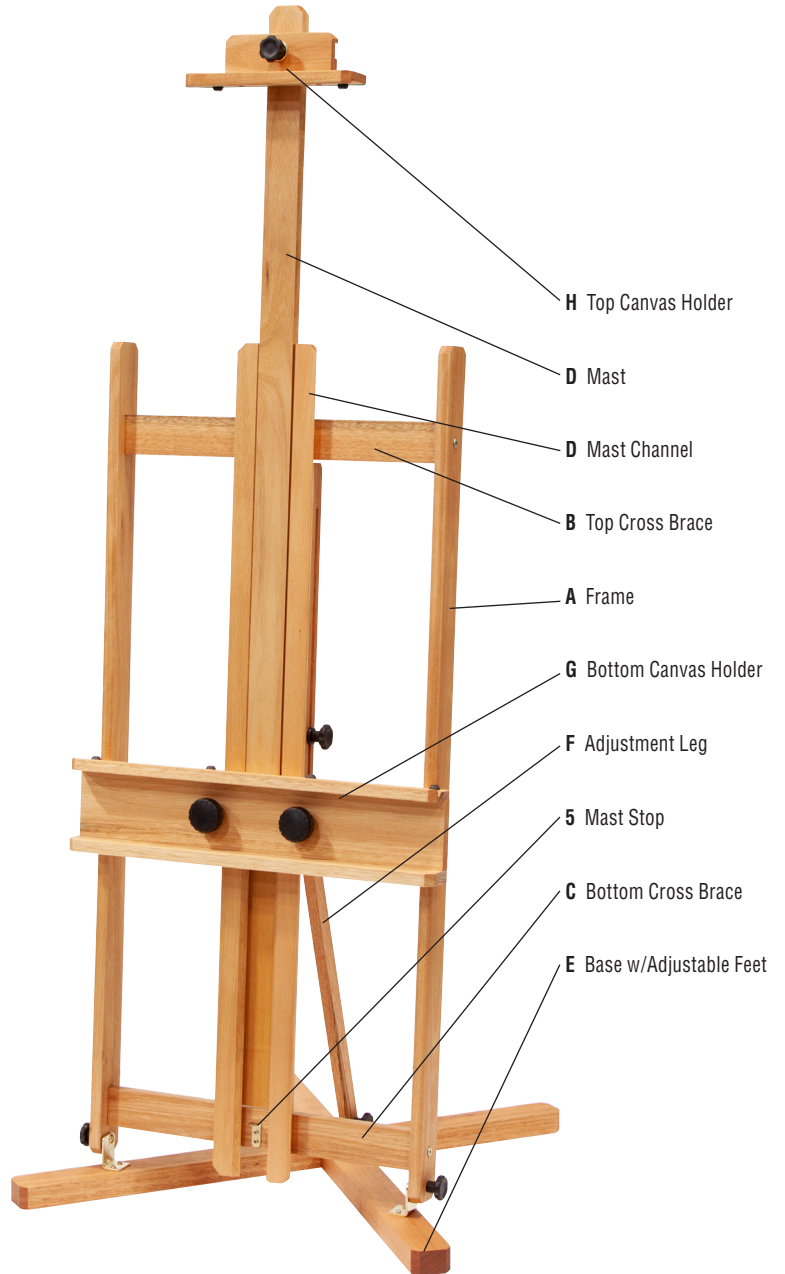
- 10 Easel Parts (contents shown below)
- Hardware Bag (contents shown below)



Hardware Bag Contents (shown below)



- | | |
|----------------------------------|----------------------------------------|
| 1. Plastic Barrel Nuts | 8. Bolt, Slide Guide & Knob |
| 2. Allen Wrench | 9. 2 - Bolt, Washer & Large Knob Units |
| 3. 4 - Allen Head Bolts | 10. 2 - Metal Plates |
| 4. 6 - Screws | 11. Top Canvas Holder Hardware |
| 5. Mast Stop & 2 screws | |
| 6. Base Hardware | |
| 7. 3 - Bolt, Washer & Knob Units | |



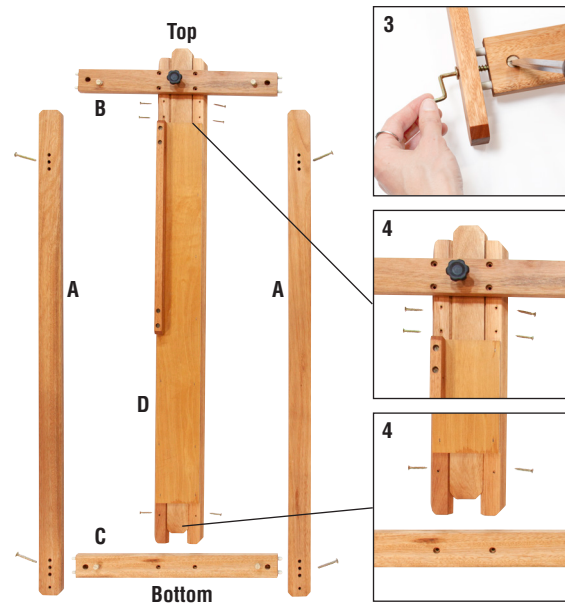
Necessary Tools:

- Phillips Head Screwdriver
- Flathead Screwdriver
- 11mm / 7/16" Wrench

STEPS 1-5

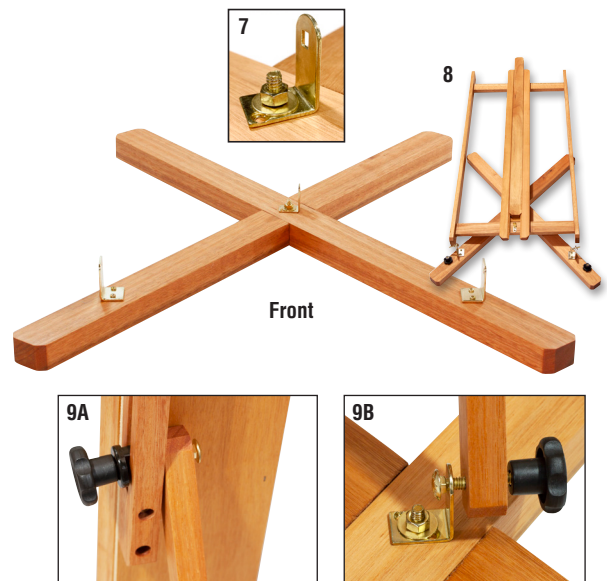
1. Gather Easel Parts A-D & Hardware 1-5.
2. Lay Mast (D) face down on floor. Lay out Frame pieces (A) and Cross Braces (B&C) as shown at right. (Top Cross Brace (B) with Frame (A) side with three holes.)
3. Assemble H-Frame: Push plastic pegs on Top and Bottom Cross Braces (B&C) into Frame pieces (A). Put Plastic Barrel Nuts (1) into holes on Cross Braces and Allen Bolts (3) into side holes on Frame. Use a flathead screwdriver to hold the Nut in place and using the included Allen Wrench (2), tighten Bolts into place.
4. Attach Frame to Mast using six screws (4) and a Phillips head screwdriver.

5. Carefully turn easel face up. On the Bottom Cross Brace, attach the Mast Stop (5) (with the "L" above screw holes) and secure with two screws. (If holes are not visible, loosen knob on back of easel, move mast up and re-tighten knob.)



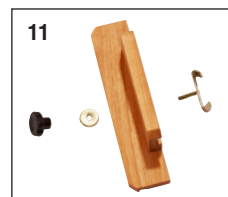
STEPS 6-9

6. Gather Easel Parts E-F & Hardware 6-8.
7. Assemble Base (E). Using the Base Hardware (6), push the Bolt from the bottom up through both pieces. Put on Bracket (rounded side up), Washer and Nut. Align Bracket as shown at right (with "L" to the right). Hand tighten nut. (Leave just loose enough to allow proper alignment of adjustment leg during Step 9.)
8. Lay easel frame (Mast side up) atop the base so holes on frame are aligned with the brackets on base. Attach two of the #7 Hardware. Push Bolts from inside of brackets through frame, attach Washers and Knobs and tighten slightly. Pull easel frame upright and tighten the Knobs completely to hold frame in place. (Continue to hold on to the frame for Step 9.)
9. Place Adjustment Leg (F) against inside of bracket on back of mast. Using Hardware #8, thread Bolt through Leg, then bracket, attach Slide Guide, Knob and tighten slightly (9A). Attach bottom of Leg to easel base using the remaining #7 Hardware. Push Bolt through bracket, then Leg, attach Washer and Knob and tighten fully (9B). Fully tighten knob on top of leg. Using an 11mm (or 7/16") wrench, fully tighten the nut from Step 7.



STEPS 10-11

10. Assemble Bottom Canvas Holder (G). Place Metal Plates (10) over holes on back of Canvas Holder. Using Hardware #9, push Bolts through Metal Plates. On front of Canvas Holder, put on Washers and Knobs and tighten slightly, but not completely. To attach the Bottom Canvas Holder to the easel, slide down Mast Channel to desired height and tighten black knobs fully. (If Holder will not go on, loosen black knobs until it slides on smoothly.)
11. Assemble Top Canvas Holder (H). Push Bolt (11) from back of Holder to the front, add Washer and Knob and tighten slightly. Slide down the Mast and tighten Knob fully at desired height.



CONGRATULATIONS! YOUR EASEL IS NOW READY TO USE.