



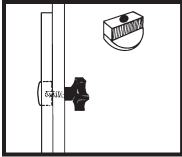
**Jack Richeson**  
& Co., Inc.

# HOW TO ASSEMBLE THE Santa Fe II Easel

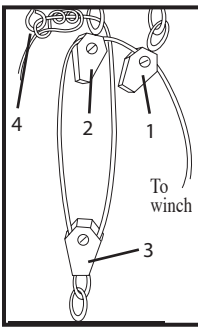
#886025 *Made from Lyptus® Wood*

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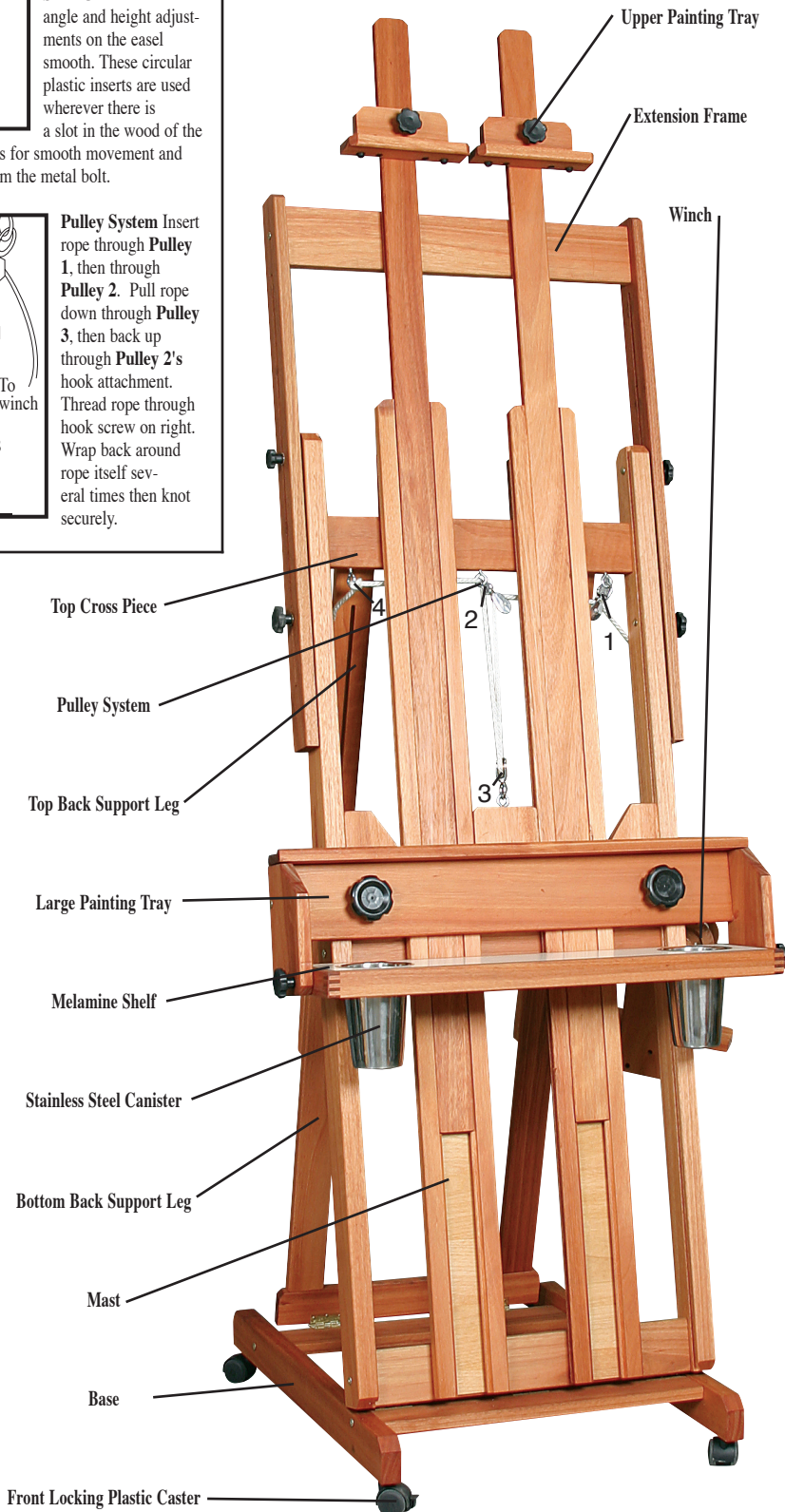
Imported Easels by Jack Richeson & Co., Inc. - Kimberly, WI - Phone: 1-800-233-2404 - www.richesonart.com 8/06



**Slide Guides** make angle and height adjustments on the easel smooth. These circular plastic inserts are used wherever there is a slot in the wood of the easel. This part allows for smooth movement and protects the wood from the metal bolt.



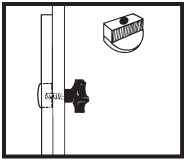
**Pulley System** Insert rope through **Pulley 1**, then through **Pulley 2**. Pull rope down through **Pulley 3**, then back up through **Pulley 2**'s hook attachment. Thread rope through hook screw on right. Wrap back around rope itself several times then knot securely.



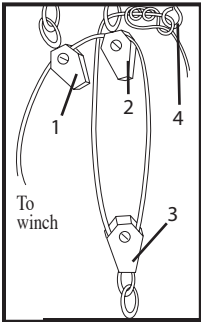
## Easel Assembly - Lyptus Santa Fe II

- 1.) Take out all pieces.
- 2.) Take out main easel frame.
- 3.) Set main easel frame on the floor.  
Note: you may need to loosen dual masts and slide upward so easel can unhinge and stand fully erect.
- 4.) Locate bag with 4 black knobs. Secure knobs to slide guide systems that are already in place on sides of easel frame.
- 5.) Find hinged back leg supports and position so that top support leg with slot, overlaps bottom support leg with raised track. Locate bag with 2 black knobs and slide guide system. Secure so that slide guide goes in slot with bolt to the interior of the easel, black knob next to slide guide.
- 6.) Locate side of easel with 3 pre-drilled holes.
- 7.) Locate bag with 5 wood screws. Attach wooden winch support and winch (already attached) using the screws and the pre-drilled holes.
- 8.) Unscrew washer head from winch. Attach handle and tighten washer with ratchet socket wrench.
- 9.) Find large painting tray and thread from top of easel. Tighten black knobs to position.
- 10.) Find side tray pieces and insert wooden dowels on tray into holes in side pieces. Secure each side piece with 1 wood screw at the top of the tray and one allen bolt and plastic barrel nut on the side of the tray. Use enclosed allen wrench to tighten. Finish with black plastic plugs on top of tray.
- 11.) Locate melamine tray and 2 black knobs with bolts and washer. Secure by threading bolt from inside to out, followed by the washer and the knob. (Continued on back)

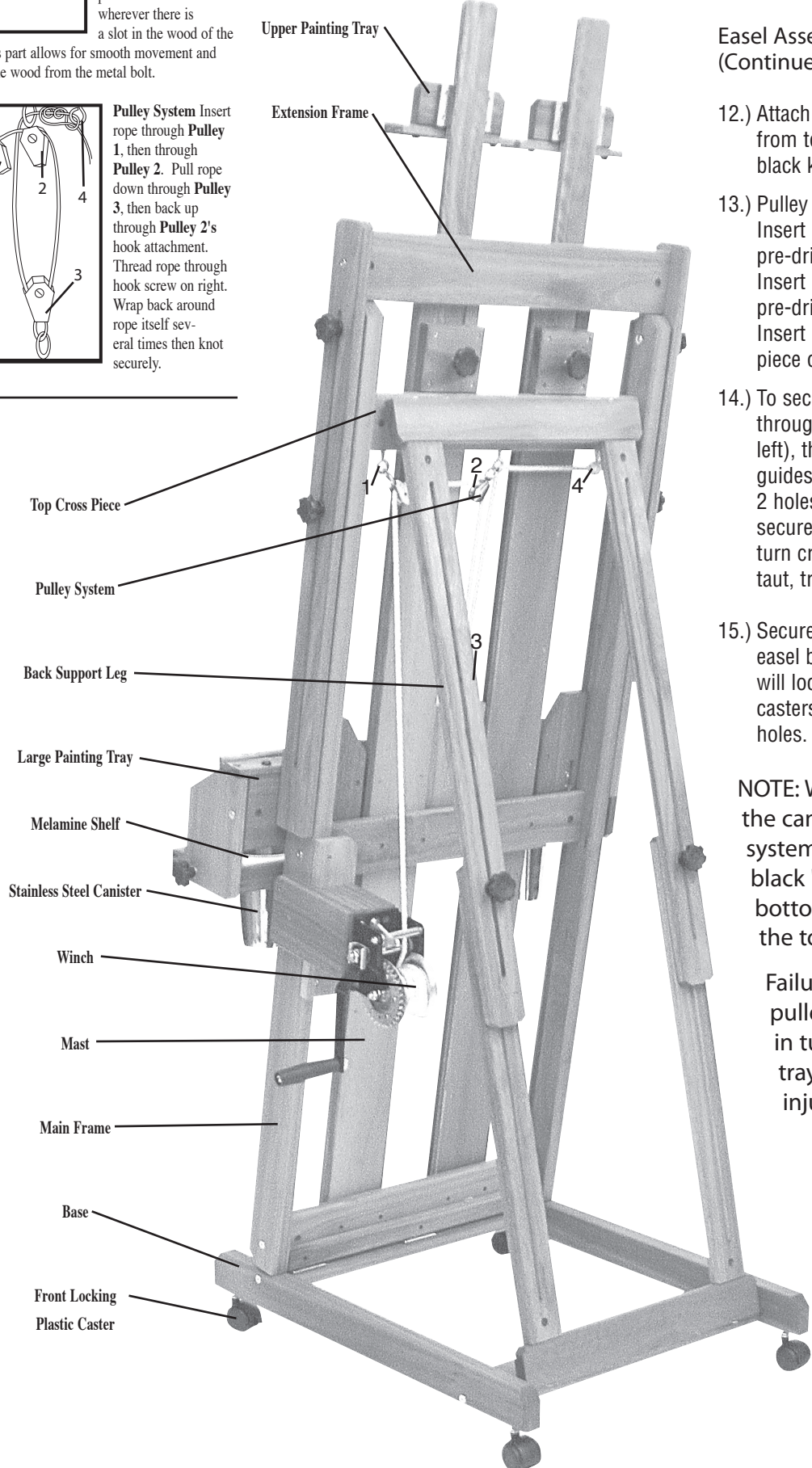
# Lyptus Santa Fe II Easel #886025 (Back view)



**Slide Guides** make angle and height adjustments on the easel smooth. These circular plastic inserts are used wherever there is a slot in the wood of the easel. This part allows for smooth movement and protects the wood from the metal bolt.



**Pulley System** Insert rope through **Pulley 1**, then through **Pulley 2**. Pull rope down through **Pulley 3**, then back up through **Pulley 2's** hook attachment. Thread rope through hook screw on right. Wrap back around rope itself several times then knot securely.



Top Cross Piece

Pulley System

Back Support Leg

Large Painting Tray

Melamine Shelf

Stainless Steel Canister

Winch

Mast

Main Frame

Base

Front Locking Plastic Caster

Upper Painting Tray

Extension Frame

## Easel Assembly - Lyptus Santa Fe II (Continued)

- 12.) Attach top canvas trays by threading from top. Note: May need to loosen black knobs.
- 13.) Pulley Assembly (See diagram at left). Insert 2 eye hooks with pulley into pre-drilled holes on top cross piece. Insert single eye hook into 3rd pre-drilled hole on top cross piece. Insert 3rd hook with pulley into center piece on large painting tray.
- 14.) To secure rope to winch, thread rope through pulley-system (as shown at left), then thread through 2 cylindrical guides (bars) on winch and insert into 2 holes in pulley plate and knot securely. Hold rope taut and begin to turn crank to tighten rope. When rope is taut, tray will begin to lift.
- 15.) Secure front locking casters on front of easel base in pre-drilled holes. Casters will lock in as easel is set down. Other casters will go in back 2 pre-drilled holes.

**NOTE:** When raising or lowering the canvas holder using the pulley system, you must first loosen the black "Wedge-lok" knob(s) on the bottom painting tray as well as the top canvas holders.

Failure to do so will cause the pulley wheel to break, which in turn will cause the painting tray to fall, causing serious injury to you or your artwork.