TIP:
DO NOT FULLY TIGHTEN SCREWS
UNTIL ALL SCREWS
HAVE BEEN LOOSELY
POSITIONED.

WARNING:
- Contains small parts, sharp points and edges.
- Adult Supervision Recommended.
- Adult Assembly Required. Two adults recommended.
- Do not stand, sit, kneel, climb or pull on unit for support.
- Never leave children unattended.
- Do not place unit near high heat or moisture.

1. **Attach the Casters to the Frame**

1A. On a carpet or protected surface, carefully lay the unit with the felt board side facing the floor.
1B. Insert the posts on the 4 Locking Casters(1) into the holes on the bottom of the easel frame as shown.
1C. While using the Allen Wrench(3) to hold the Steel Nut(2") in place, turn the Locking Caster(1) until it is fully threaded into the hole.

2. **Attach the Shelf**

2A. Carefully turn the unit upright. Pull the legs away from each other so the unit is free-standing. Push both Braces(4") downward so the hasps on the ends hook onto the bolts on the inside of the frame as shown.
2B. Insert Shelf(5) into the hole in the frame just below the top wood surface and position above the stability bar as shown. Press down on the ends of the Shelf(5) so it snaps into place on the easel frame.

3. **Attach the Accessories**

3A. Hang the Pen Tray(7) on the 2 Bolts(8") that are on the bottom of the Ort surface boards as shown.
3B. Snap the Paper Rings(6) onto the top crossbar of the easel as shown.
3C. To ensure that the dry-erase board erases properly, peel and remove the protective film from the board surface carefully then clean using a soft sponge in a mild soap and water solution.

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__Early Childhood__

We appreciate your purchase of the Wide Teacher Easel. Early Childhood Resources® has made every effort to supply a quality product that with proper use and care, will bring you many years of trouble free use!

**Care and Cleaning**
Clean wood with a damp cloth or sponge using warm water and mild soap. Wipe dry. Do not place near heat, moisture or vaporizer which may cause wood to warp and peel. Check for loose or worn parts periodically and tighten or replace as necessary.

**Quality Satisfaction Guaranteed**
Early Childhood Resources® guarantees the quality of all of our products. You can trust the quality and safety of our furniture and materials. Along with the peace of mind that our products are made to last. If for any reason, you are not satisfied with the quality and workmanship of our products, we will replace the item or refund the sale.

Record the manufacture date here. Information is located on a label enclosed, and on the shipping carton. Place label and this sheet in an accessible place.

**Model Number:** ELR-0666
**Purchase Order #:** ____________

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