Assembly Instructions
4-Station Easel
with Storage
Model # ELR-0736

1. Attach the Divider to the Bottom Shelf

1A. Attach Divider(F) to Bottom Shelf(D) using 2 Hex Head Screws(G). Tighten with the Hex Key Tool(I).

2. Attach the Center Shelf

2A. Insert 2 Metal Dowels(H) into the plastic plugs located under Center Shelf(E). Tighten with a Phillips Screwdriver.

2B. Insert 2 Cams(K) into the large holes on the inside of Divider(F). Make sure the arrows on Cams(K) point toward holes in the closest edge.

2C. Position Center Shelf(E) so the attached Metal Dowels(H) enter the holes in the top edge of the Divider(F). Turn Cams(K) with the Hex Key Tool(I) until locked onto the Metal Dowels(H).

3. Attach the Left Side Panel

3A. Two Adults Suggested: On a carpeted or protected surface, carefully turn the assembled unit(D,E,F) on its side as shown.

3B. Insert a Wooden Dowel(J) into the bottom center hole in the Left Side Panel(A1).

3C. Position the Left Side Panel(A1) so the attached Wooden Dowel(J) enters the hole in the middle of the edge of the Bottom Shelf(D).

3D. Insert 4 Round Hex Head Screws(P) through the bottom 4 holes in Left Side Panel(A1) and into the edges of the Center(E) and Bottom(D) shelves as shown. Tighten with the Hex Key Tool(I).

4. Attach the Easel Trays to the Palette

4A. Attach 2 Easel Trays(C) to Palette(B) with 8 Posts(M1) and 8 Post Screws(M2), using 4 each per Easel Tray(C). Tighten with the Hex Key Tool(I).

4B. Repeat Step 4A to attach the Easel Trays(C) to the other Palette(B) panel.

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

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

BEFORE ASSEMBLING, MAKE SURE THERE ARE NO MISSING PARTS.

PARTS LIST

A B C D E F G H I J K L M N O P
- Left Side Panel
- Right Side Panel
- Palette(2)
- Easel Tray(4)
- Bottom Shelf
- Center Shelf
- Divider
- Hex Head Screw(2)
- Metal Dowel(2)
- Hex Key Tool
- Wooden Dowel(2)
- Cams(2)
- Wheel Caster(4) *Optional
- Post(16)
- Post Screw(16)
- Caster Screw(16)
- Phillips Head Screwdriver
- Round Hex Head Screw(16)

NOTE:
A Phillips Head Screwdriver will be needed for assembly (not included).

If you experience any difficulties with this product, please contact us toll free at 1-888-227-9028 (Monday through Friday, 9:00am to 5:00pm Eastern Time).

Please do not return to place of purchase as Early Childhood Resources will replace defective parts and/or product.

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**Attach the Palettes to the Left Side Panel**

5A. Two Adults Suggested: Carefully position the Palettes(B) so the holes in the sides line up with the holes in Left Side Panel(A1).

5B. Attach the 2 Palettes(B) to the Left Side Panel(A) using 4 Round Hex Head Screws(P). Tighten with the Hex Key Tool(I).

**Attach the Wheel Casters**

7A. Two Adults Recommended: On a carpeted or protected surface, carefully lay the unit down as shown. Be careful not to lean on the Palettes(B).

7B. Attach the 4 Wheel Casters(L) to Bottom Shelf(D) using 16 Caster Screws(N). Tighten with a Phillips Head Screwdriver.

7C. Two Adults Recommended: Carefully turn the unit upright.

**Attach the Right Side Panel**

6A. Two Adults Suggested: On a carpeted or protected surface, carefully turn the unit to rest on the Left Side Panel(A1).

6B. Insert 1 Wooden Dowel(J) into the bottom center hole in Right Side Panel(A2).

6C. Attach the Right Side Panel(A2) to the Palette(B), Center Shelf(E) and Bottom Shelf(D) using 8 Round Hex Head Screws(P) as shown. Tighten with the Hex Key Tool(I).

**You are done!**

**Early Childhood Resources**

We appreciate your purchase of the 4-Station Easel with Storage. 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 surfaces 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 unit 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 Purchase Order Number 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-0736

Purchase Order Number: ____________________

**CAUTION:**

- Do not allow children to climb lean or stand on unit.
- Do not use as a ladder or cart.
- Adult Supervision Required.

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