1. Place leg on a clean, scratch resistant surface with holes facing up.

2. Assemble top shelf to leg using two (2) 1/4-20 hex head screws (2a). Repeat for other top shelf (2b). **NOTE:** Second person required to help steady and keep shelves upright as they are installed.

3. Place top tray into position and **loosely** install eight (8) (for 36" easel) or ten (10) (for 56" easel) #10 x 3/8" machine screws. Ensure that the lower and upper end caps are aligned with the steel shelves before driving screws. Leave screws loose. Make sure the gap between the top cap and top shelf ends are aligned (3a) and there is no gap between the end cap and the top tray (3c) to ensure proper squareness. Tighten all #10 x 3/8" machine screws. **NOTE:** Prop easel leg up to allow clearance for the lower end cap alignment to shelves.
4. Assemble lower shelf to leg using two (2) 1/4-20 hex head screws (4a). Repeat for other lower shelf (4b).
**NOTE:** Second person required to help steady and keep shelves upright as they are installed.

5. Assemble second leg to shelves using two (2) 1/4-20 hex head screws into each shelf.

**NOTE:** Use caution when driving screws. Do not damage paint with your driver.
6. Place middle shelf into position (6a) and loosely install six (6) (for 36” easel) or eight (8) (for 56” easel) #10 x 3/8” machine screws into shelf (6b).
7. Hand tighten caster stem into each leg and secure with 9/16 wrench. Tap each caster securely onto each stem with a rubber mallet.
8. Using two (2) people, flip the easel upright onto the casters.

9. Inspect unit for squareness. If unit is square, go to step 10. If the top track is twisted, loosen (do not remove) all sixteen (16) hex head leg screws with the unit in the upright position (on casters). Adjust unit as needed. Re-tighten hex head screws.

10. Tighten the machine screws that were installed in step 6, making sure the tray is adjusted to its lowest point.