Preparation of the Chalkboard Surface:

You will need a piece of chalk and a paper towel. First, holding the piece of chalk horizontally, rub the chalk over the entire chalkboard surface. Next, take the paper towel and, using a circular motion, rub the towel over the chalkboard surface. Finally, erase the chalk off the entire surface. You have just seasoned your chalkboard and it is ready for use.

Care and Cleaning of Your Wipe-Off Board:

The wipe-off board is ready to go out of the box. After use, you can wipe it clean with a paper towel or felt eraser. You may need to use a damp paper towel or window cleaner to remove the marker if the ink has remained on the board for a long period of time.

**WARNING:**

CHOKING HAZARD - Small parts. Not for children under 3 yrs. Adult Assembly Required.

Hardware:

The easel can be assembled at several different heights. At some heights you will have leftover hardware.

<table>
<thead>
<tr>
<th>Hardware</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Upper legs</td>
<td></td>
</tr>
<tr>
<td>4 Lower legs</td>
<td></td>
</tr>
<tr>
<td>2 Wooden Pegs</td>
<td></td>
</tr>
<tr>
<td>1 Magnetic wipe off board</td>
<td></td>
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<tr>
<td>1 Chalkboard</td>
<td></td>
</tr>
<tr>
<td>1 Dowel</td>
<td>16</td>
</tr>
<tr>
<td>2 Easel clips</td>
<td>2</td>
</tr>
<tr>
<td>22 Plastic Nuts</td>
<td>4</td>
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</tbody>
</table>

Caution: Keep screws, small parts and plastic bags out of children’s reach during and after assembly.
Please read all instructions prior to assembly for proper height selection. The chalkboard and magnetic wipe off board may be assembled at different heights.

1

Use two 1.25” screws and two Plastic Nuts to attach two Lower Legs to one Upper Leg as shown in the illustration. USE ONLY ONE SCREW FOR EACH LOWER LEG.

Screw one Wooden Peg into place on the OUTSIDE of the leg assembly as shown. (Hint: The hinges are on the outside of the legs.)

Attach the Spreader to the outside of the leg assembly using one 2.25” screw and one plastic nut.

Repeat this process for the other set of legs.

2

Attach the top two corners of the chalkboard to the legs using 1.25” screws and plastic nuts.

Attach the bottom two corners of the chalkboard to the legs using 1.25” screws and plastic nuts.

Unscrew the nut holding the upper and lower legs together. Place the plastic tray onto the screws and replace the nuts.
3. Attach the top two corners of the Magnetic wipe off board to the legs using 1.50” screws and plastic nuts.

Attach the bottom two corners of the Magnetic wipe off board to the legs using 2.25” screws and plastic nuts. The yellow paper cutter should be at the bottom of the board.

Unscrew the nut holding the upper and lower legs together. Place the plastic tray onto the screws and replace the nuts.

4. Slide the dowel through a paper roll (up to 18” wide). Put one end of the dowel into the hole on the spreader. Open the other spreader so that you have enough room to insert the other end into the hole in the spreader. Feed the paper through the top of the easel and under the paper cutter. Secure in place with the 2 easel clips.
Please read all instructions prior to assembly for proper height selection. The chalkboard and magnetic wipe off board may be assembled at different heights.

1. Use two 1.25” screws and two Plastics Nut to attach two Lower Legs to one Upper Leg as shown in the illustration. USE ONLY ONE SCREW FOR EACH LOWER LEG.

   Screw one Wooden Peg into place on the OUTSIDE of the leg assembly as shown.
   (Hint: The hinges are on the outside of the legs.)

   Attach the Spreader to the outside of the leg assembly using one 2.25” screw and one plastic nut.

   Repeat this process for the other set of legs.

2. Attach the top two corners of the chalkboard to the legs using 1.25” screws and plastic nuts.

   Attach the bottom two corners of the chalkboard to the legs using 1.25” screws and plastic nuts.

   Attach the plastic tray to the legs using 1.25” screws and plastic nuts.
3. Attach the top two corners of the Magnetic wipe off board to the legs using 1.50" screws and plastic nuts.

Attach the bottom two corners of the Magnetic wipe off board to the legs using 2.25" screws and plastic nuts. The yellow paper cutter should be at the bottom of the board.

Attach the plastic tray to the legs using 1.25" screws and plastic nuts.

4. Slide the dowel through a paper roll (up to 18” wide). Put one end of the dowel into the hole on the spreader. Open the other spreader so that you have enough room to insert the other end into the hole in the spreader. Feed the paper through the top of the easel and under the paper cutter. Secure in place with the 2 easel clips.
Please read all instructions prior to assembly for proper height selection. The chalkboard and magnetic wipe off board may be assembled at different heights.

1. Use four 1.25” screws and four Plastic Nuts to attach two Lower Legs to one Upper Leg as shown in the illustration.

Screw one Wooden Peg into place on the OUTSIDE of the leg assembly as shown.
(Hint: The hinges are on the outside of the legs.)

Attach the Spreader to the outside of the leg assembly using one 2.25” screw and one plastic nut.

Repeat this process for the other set of legs.

2. Attach the top two corners of the chalkboard to the legs using 1.25” screws and plastic nuts.

Attach the bottom two corners of the chalkboard to the legs using 1.25” screws and plastic nuts.

Attach the plastic tray to the legs using 1.25” screws and plastic nuts.
3
Attach the top two corners of the Magnetic wipe off board to the legs using 1.50” screws and plastic nuts.

Attach the bottom two corners of the Magnetic wipe off board to the legs using 2.25” screws and plastic nuts. The yellow paper cutter should be at the bottom of the board.

Attach the plastic tray to the legs using 1.25” screws and plastic nuts.

4
Slide the dowel through a paper roll (up to 18” wide). Put one end of the dowel into the hole on the spreader. Open the other spreader so that you have enough room to insert the other end into the hole in the spreader. Feed the paper through the top of the easel and under the paper cutter. Secure in place with the 2 easel clips.