



**WARNING—ADULT ASSEMBLY REQUIRED!**  
Assembly hardware (wing nuts, washers, bolts) are small, so are a potential safety hazard to children prior to being used to assemble the easel.  
Once assembled, an adult should check hardware periodically for tightness.  
Dispose of plastic bags, packing material and extra hardware to avoid potential choking hazards.

## Your Beka Easel

**Paper Holder**  
The top mounted paper holder keeps paper handy and out of the way, even when folding the easel for storage. Slide the wood rod through your paper roll, orient the roll so it unwinds from its top and passes behind the paper cutter. Secure the rod with bolts, washers and wing nuts. (optional - pull paper down and behind the easel's storage tray; use the bottom of the tray as a cutter.)

**Paper Cutter**  
Pass paper under this wood strip to hold paper flat against the easel's art surface and provide a child-safe way to remove and save art.

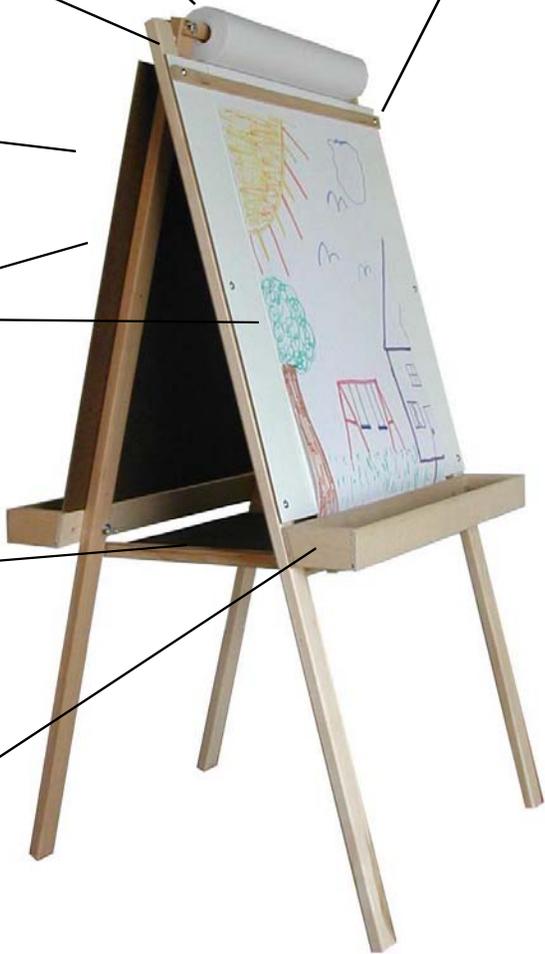
**Pinch Proof "Hinges"**  
A unique system using durable delrin pins as pivot points instead of metal hinges provides space between legs, eliminating pinching or a scissors effect when the easel is closed. Delrin's strength and flexibility adds longevity to your easel.

**Large Creative Art Areas**  
The generous size accommodates a wide age range. The sturdy "A" - frame and low tray position lets toddlers safely lean on the easel during use. As children grow, the entire art surface becomes available, as do the easel's other features.

**Art Surfaces (2)**  
Choose from chalkboard, dry-erase markerboard, and washable magnetboard (which is designed primarily for use with magnets, but serves as a dry-erase markerboard or washable art surface).  
*\*See care and use information on reverse side.*

**Center Storage Platform**  
This large storage space doubles as a locking system that keeps the easel from accidentally folding during "heavy use". Open the easel; position the platform so its notches rest on the dowel opposite its pivot point. Attach a storage tray over the notches to lock platform in place. To fold the easel, simply remove that storage tray (attach the tray to the easel after folding it to avoid losing any hardware).

**Storage Trays**  
Wood and Red Plastic storage trays are available. Both are sturdy and large, with all the storage space you'll need. Natural wood trays complete an all maple easel, while plastic trays provide a more washable option.  
To attach trays, pass bolts through each tray, then through holes in the easel's legs, secure them with washers and wing nuts on the inside surface of each leg.



## Care and Use of Your Beka Easel

### Art Surfaces

**Chalkboard:** The green chalkboard is shipped ready to use, but will perform best when “seasoned” before general use. To reduce “ghosting”, use the edge of a piece of white chalk to cover the entire surface with chalk dust. Remove excess dust with a dry cloth or chalkboard eraser. The resulting surface is said to be “seasoned”. Use chalk intended for chalkboards, as harder versions like sidewalk chalk can scratch the board’s surface. Do not use water on the chalkboard, as doing so will remove the chalk dust used to season the surface, and possibly damage the board itself.

**Dry-Erase Markerboard:** Use high quality dry-erase markers for best results on Beka’s white wipe-off marker surface. Test markers on a corner of the board to insure easy erasure before allowing general use. Clean the entire surface regularly. Markers can leave stains, especially if left on the surface for extended periods. If stains occur, many may be removed with special whiteboard cleaners available in office supply stores (any “cleaners” used to remove stains should only be used by adults). Do not use household cleaners (especially abrasive ones) on the markerboard surface. They can damage the clear surface coat that allows dry-erase markers to be used.

**Washable Magnetboard:** Beka’s magnetboard is designed primarily for use with magnets. It has a washable surface that will perform like a wipe-off marker surface with high quality markers. It is not as reliable a markerboard surface as our standard dry-erase markerboard, so extra care should be taken to clean it often. Should the surface become damaged, keep in mind that it is reversible.

## Beka’s Adjustable Easel Option

Beka offers an Adjustable Easel with all the features described on the other side of this sheet. The Adjustable Easel comes out of the box fully assembled and ready to use. It has shorter legs than the fixed leg version; each leg includes a series of holes used to attach the leg extensions when desired. The leg extensions are optional, and may be added as needs change. Leg extensions allow the choice of several heights. If leg extensions are not used, store them and all hardware in a safe place out of reach of children (as small hardware can present a choking hazard).

To attach the leg extensions, first place the folded easel on a flat surface (like a table). Use pairs of 2” bolts to attach the leg extension to the easel’s fixed legs. Be sure to use the same hole pattern for each set, or the easel will not stand up straight! Insert each bolt through a fixed leg hole, then through an extension leg hole, securing it with a washer and wing nut on the inside surface of the leg extension. The holes chosen will determine the easel’s assembled height.

When all four leg extensions are securely attached, stand the easel upright. Follow the procedures described on the other side of this paper to secure the easel’s center storage platform, attach its storage trays and optional roll of paper.



Check hardware regularly to insure it is tight. Hardware parts are small, so may pose a choking hazard to young children if they become loose. Dispose of any unused hardware and all plastic bags appropriately; please supervise young children whenever they use the easel.