![Elizabeth Richards — Bright ideas for an organised classroom]
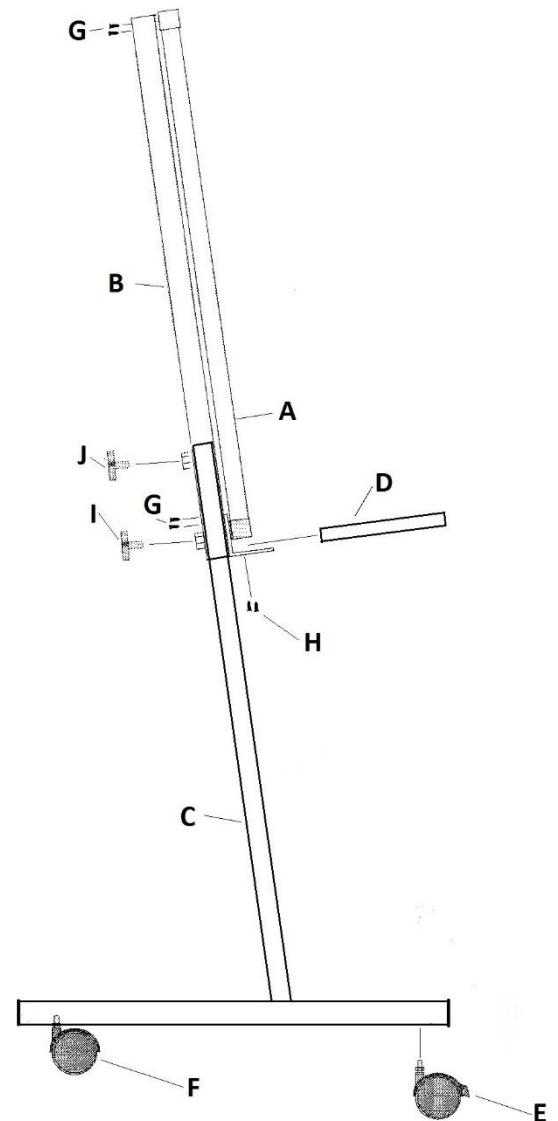
Big Book Whiteboard Easel

Assembly Instructions

Contents:

1 x 120cm x 70cm Porcelain Whiteboard (A)

2 x Whiteboard Frame Arms (B)

2 x Legs (C)

1 x Shelf (D)

2 x Lockable Castors (E)

2 x Free-Rolling Castors (F)

8 x 10mm Self-Tapping Whiteboard Screws (G)

4 x 15mm Self-Tapping Shelf Screws (H)

2 x Pop-pins (I)

2 x Locking Nuts (J)

Assembly Instructions:

1. Place whiteboard face down on a table

2. Position Whiteboard Frame arms in position over pre-drilled holes in frame and affix in place using the 8 x 10mm whiteboard screws

3. Turn whiteboard over

4. Position shelf in place aligned with edge of whiteboard

5. Affix shelf using the 4 x 15mm shelf screws

6. Screw the 2 x lockable castors into the base of the legs at the front

7. Screw the 2 x free-rolling castors into the base of the legs at the back

8. Fully insert legs into the frame channels on the back of the whiteboard ensuring they are angled as shown in the diagram

9. Insert pop-pins into nut on the back of the whiteboard frame and locate into holes in legs

10. Move the easel into an upright position

11. Release the pop-pins. Raise the whiteboard to the desired position and allow the pop-pins to locate into the appropriate hole. Lock in place by tightening the locking nuts above.