

BIG SKY EASEL – ASSEMBLY INSTRUCTIONS

Parts and Materials – Check to Make Sure You Have Everything (Unpack All Boxes & Wrappers)

Figure I

- A) Brake Screw Sets (4) – each of these is composed of 1 brake screw, 1 wing nut, 1 washer.
- B) Rubber Brake Caps (4)
- C) Arm Assembly Screws (4)
- D) Loose Washers (4)
- E) Adjustment Knobs (4)
- F) Medium Allen Screws (2)*
- G) Long Allen Screws (2)*
- H) Allen Key (1)
- I) Mast “Head”
- J) Cylindrical Inserts (4)
- K) Brass Push Plates (3)
- L) Wood Screws (6)
- M) Adjustment Screws (2)

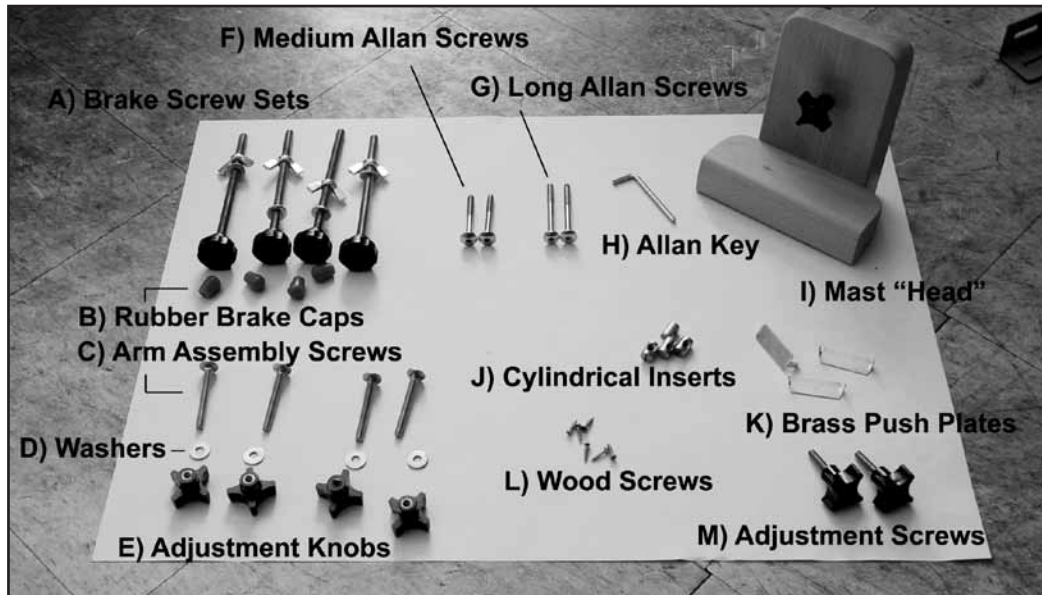


Figure I – Hardware and Miscellaneous.

Figure II

- N) “Back” Legs
- O) Inner “Front” Legs
- P) Spine

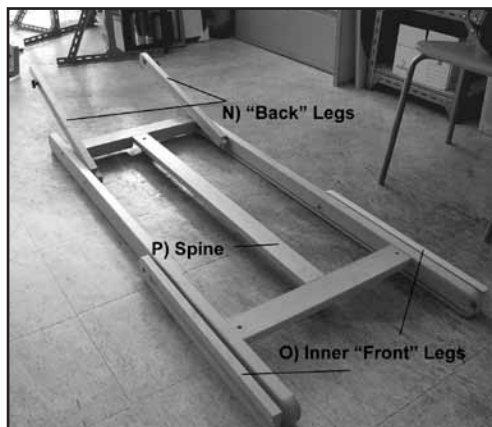


Figure II – Easel Frame.

Figure III

- Q) Base
- R) Outer “Front” Legs**
- S) Support Bar

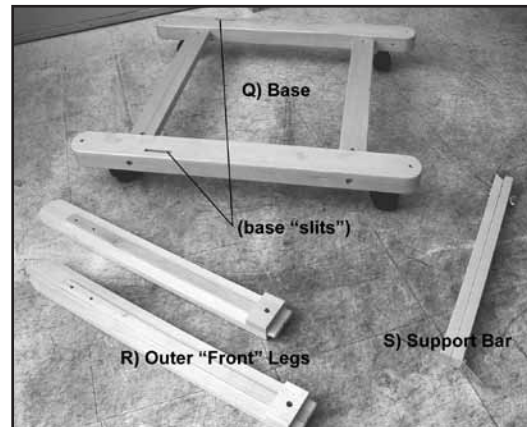
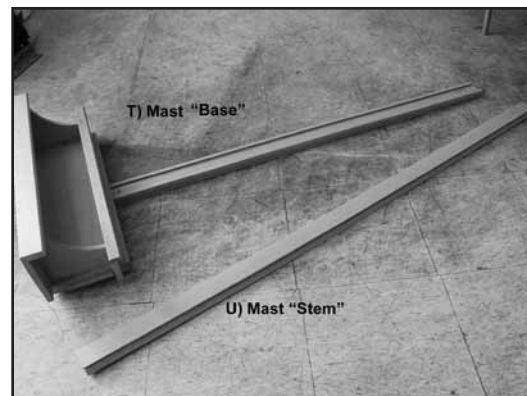


Figure III – Base, Support Bar, Front Legs.

Figure IV

- T) Mast “Base”
- U) Mast “Stem”



(Top) Figure IV – Mast. (Left) Figure V – Finished Easel.

*the difference in length between medium and long allen screws is very small.

**the Outer Front Legs may come taped to the easel.

You will also need your own small Phillips screwdriver (cross-head) and you may need a regular flat-head screwdriver as well.

Before you start: make sure the Mast (T,U) is not inadvertently attached to the frame. If it is, grasp the base of the Mast firmly and pull it so that it slides gently along the frame’s spine and progressively off the frame. Be careful if you feel it “catch” on something. If you do, inspect the top of the mast: there might be an adjustment screw attached there. Unscrew it (if you were missing one, this is it), and continue sliding until the spine is separate from the frame.



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Step One – Assembling the Front Legs

What you will need:

The Easel Frame.

2 x Outer Front Legs (piece R)

4 x Arm Assembly Screws (piece C)

4 x Donut Washers (piece D)

4 x Adjustment Knobs (piece E)

1a. Lay the frame flat as shown in Figure 1a. The spine should appear flat and smooth. If you can see the “vertebrae” of the spine (the metal ridges), you have laid it upside down. If the Back Legs (O) seem “caught” underneath the frame when you lay it correctly, you can gently pull them towards the spine so that their adjustment knobs are no longer “caught,” and then gently pull the legs “through” so that they can swing freely up.

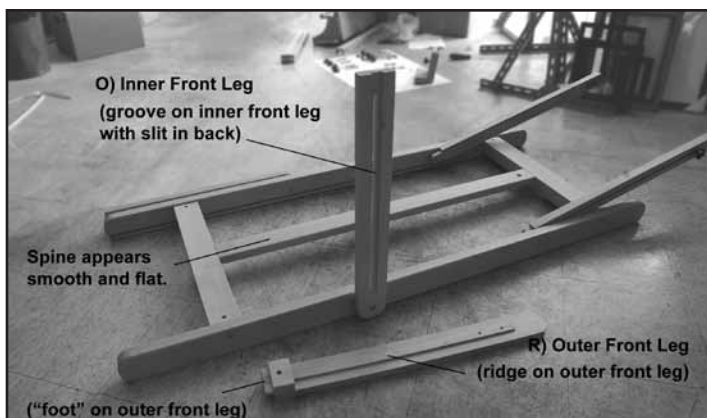


Fig. 1a - Laying the frame flat.

1b. Attach the Outer Front Legs (R) to the Inner Front Legs (O) by sliding R's ridge into O's groove. Make sure the round ends line up with each other where the leg joins the frame. Insert two Arm Assembly Screws (C) through the slit on the inside of piece O and then through each of the holes in piece R. Make sure the head of the screw is on the inside, and fits snugly in its slit.



Incorrect - not snug



Correct - snug

1c. For each screw, Insert a Washer (D) onto the end and fix it in place with an Adjustment Knob (E) by twisting the knob onto the screw.



Washer and knob

1d. At this point, the Outer Leg should be able to slide along the Inner leg by loosening

the Adjustment Knobs. Slide them together until the square ends of the leg are flush with each other, then tighten the Adjustment Knobs to secure them.

Step Two – Attaching the Base to the Frame

What you will need:

Easel Base (piece Q)

2 x Long Allen Screws (piece G)

2 x Medium Allen Screws (piece F)

4 x Cylindrical Inserts (piece J)

1 x Allen Key (piece H)

2a. Place one Cylindrical Insert (J) into the indicated hole on the Outer Front Leg (R).



Insert placement

2b. Attach the base to the frame by lining up the squarish “feet” on the ends of the Front Legs with the “slits” in the top of the base (see Figure III for slits). We found it easiest to stand the arms up, lift the base, and then lower the base slits onto the feet.



Insert “feet”

2c. Once loosely attached, carefully rotate the base back down to the ground (see Figure 2c).



Fig 2c. Rotate to ground.

2d. Insert the Long Allen Screws (G) into the hole shown in the pictures below. Use

the Allen Key (H) to screw them into the Cylindrical Insert (J) which you just placed in the leg. *If the Allen Screw does not seem to be going in, check the slit on the Cylindrical Insert to make sure that it is “pointing” to (or aligned with) the Allen Screw. Use a flat-head screwdriver to adjust the Cylindrical Insert, if necessary.*



Allen screw hole



Close up



Use Allen key

2e. Rotate the Back Legs (N) so that they both point straight into the air. Move to stand just behind the Base. Grasp it where you just attached it to the Front Arms, and slowly lift it up and over until it almost comes into contact with the Back

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Legs. Delicately rest the Base on the black adjustment knobs on the inside of each Back Leg. You may need a friend to help you position the Back Legs so that this is easy.

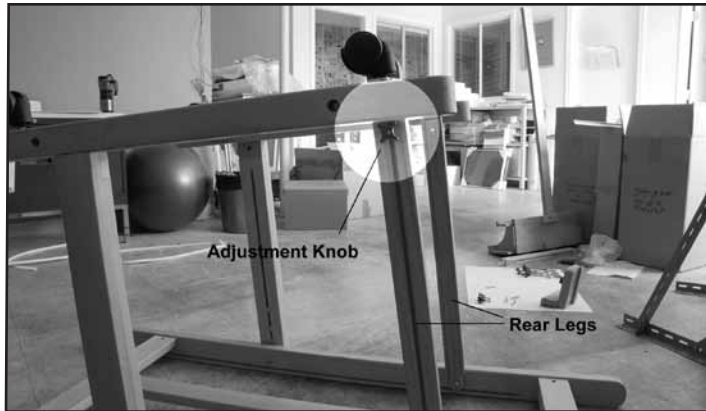


Fig. 2e - Resting base on adjustment knobs of back legs.

2f. Put a Cylindrical Insert (J) into the hole indicated in Figure 2f, below. Using the Medium Allen Screws (F), attach the base to each Rear Leg by inserting the Allen Screw (F) into the hole (also show in Figure 2f). Use the Allen Key (H) to tighten the screw in place (remember to make sure that the slit of the Cylindrical Insert lines up with the screws).

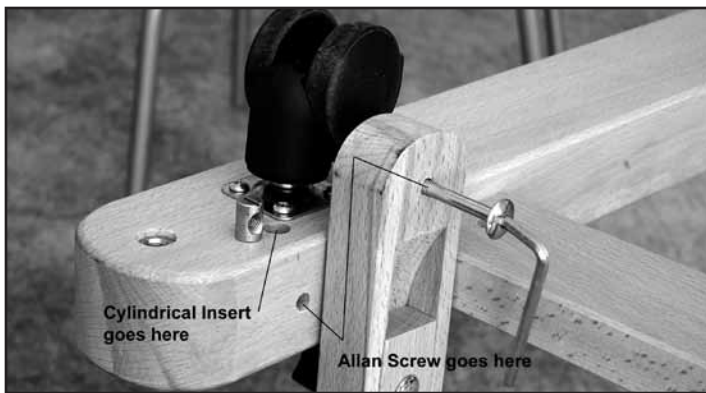


Fig. 2f - Fastening back legs to base.

Step Three – Attaching the Spine to the Frame

What you will need:

- Mast “Base” (piece T)
- Mast “Stem” (piece U)
- Mast “Head” (piece I -Figure I)
- 3 x Brass Push Plates (piece K)
- 2 x Adjustment Screws (piece M)

3a. Turn over the easel so that it is resting on its wheels. It should look a little like a table. Notice that you can see the metal “vertebrae” on the Spine. If you can’t, you have

probably assembled the easel upside down. You will have to take off the base and go back to step 1a making sure to pay attention to the way you have laid the frame down.

3b. Look at the top of the Spine (P) just below the area that will hold the Mast in place. There should be a small depression with two holes. Take a Push Plate (K) and insert it into the holes. On the other side of spine, there is a screw hole. Take an Adjustment Screw (M) and screw into this hole. Do not screw in tightly – if you see the brass plate start to “rise,” you have gone too far: the brass plates need to lie flat to allow assembly of the spine.



Setting the plate

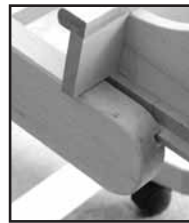


Laying flat



Adjustment screw

3b. Next, slide the Mast Stem (U) into place along the Spine (P) using the grooves shown in the pictures below.



Media holder groove



Spine grooves



Brass pull ring

It may not slide very easily, so be gentle with your pressure. Slide it in until the brass pull ring on the base of the Mast hits the frame and prevents you from sliding further. Lift the brass pull ring to allow further sliding, and gently slide the Mast until you see the metal “vertebrae” where the pull ring should sit. Allow the pull-ring to “click” in place (this is adjustable when you are eventually working with the easel).

3c. Look at the top of the Mast. There is another depression like the one that was on the Spine. Sure enough, there’s a hole underneath for an Adjustment Knob. Yes, you guessed it, this also requires a Brass Push Plate (consult step 3a for reference, and when you’re finished, move on to step 3d).

3d. Now slide the Mast Stem (O) into place along the Mast Base (which you just attached to the Easel). The grooves of the Mast Stem should line up with the grooves on the Mast Base. If you meet heavy resistance, it could be because the

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Stem is slightly bowed. If you apply downward pressure where the Stem is attaching to the Base, and gently pull the Stem upward while you slide it in, this should help. **Be Careful!**



Figure 3d - Sliding the Mast Stem into place.

3e. Next place the Mast “Head” (I) on the Mast. Before you do, there is one last place for a Brass Push Plate (the knob should already be attached to the head). Slide on and tighten.



Step Four – Attaching the Support Bar

What you will need:

Support Bar (piece S – Figure III)
6 x Wood Screws (piece L – Figure I)

4a. Loosen the adjustment knobs on the Rear Legs. This will allow them to extend. Extending them should cause the easel to “stand up.” Stand the Easel up, and re-tighten those knobs.

4b. Attach the Support Bar (S) to the back of the Spine first. Place the Support Bar so that the wing nut is facing down, and so that the top hole on the hinge of the support bar lines up with the bottom hole shown on the pictures below. Using a Woods Screw (L) screw in *loosely*.



Holes



Line up bar



Loosely screw in

4c. Once screwed in, swivel the Support Bar 180 degrees to line up the other holes, and screw them in as well (see the pictures at top of the next column).



Rotate and finish



Correct position



Screw in bottom

4c. Now line up the bottom hinge with the holes on the Base. Screw them in. If you are having trouble with fit, be sure that the wing nut in the middle of the support bar is loose enough to allow it to adjust. If not, simply loosen by twisting.

Step Five – Attaching the Brakes

What you will need:

4 x Brake Screw Sets (piece A – Figure I)
4 x Rubber Brake Caps (piece B – Figure 1)

5a. Unscrew all the Brake Screw Sets (A) to free the washer.

5b. Place a washer on the topside of a brake hole on the base. Screw wing nut “up” the screw towards the black knob to give you enough room to screw into the frame. Insert brake screw through washer and into hole, and screw in until the screw comes out the bottom.



Hole on base



Place washer



Screw in brake

5c. When you can see the screw out the bottom, place Rubber Brake Cap (B) on the tip of the screw and continue twisting the adjustment knob – you should twist or screw the Cap into place (as opposed to trying to just push it on). Do this for all four corners.



Place rubber cap



Tighten wing nut



Done!