

# Product Guide

## User and Maintenance Information

**IMPORTANT INFORMATION:**  
Please save this product guide.

### CUSTOMER SERVICE:

#### United States

PO Box 2  
Ulster Park, NY 12487  
Office hours: 9-5 EST  
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# H820 Multi-Purpose Easel

## Recommended Use

This easel supports a wide variety of activities with four different board orientations:

- children's paintings
- dry-erase markers directly on the whiteboard
- big book display
- flip chart presentations

The easel is collapsible and portable.

Recommended for ages 2 and up.

### ⚠ WARNING

- ▲ This product is intended for use by children of immature judgment, therefore supervision is required at all times.

## Assembly

Equipment comes in a single carton containing:

- 1 frame
- 2 whiteboards
- 2 trays
- 2 shelf assemblies
- 6 magnets (for attaching paper)

**If your shipment is incomplete, please contact Customer Service.**

1. Spread the legs of the easel frame until the folding braces are in the full open (horizontal) position.
2. Hang a shelf/bracket assembly on each side. These may be placed on either of the two lower cross-members depending on preferred board height.
3. To install the tray, place it flat on the wooden shelf and centered between the white brackets. Press back firmly, one end at a time, until the tray snaps into place.
4. Place the bottom edge of the whiteboard panel in the white hooks.
5. Secure the whiteboard by positioning and screwing the white clips tight to catch the top edge or the sides of the board according its orientation. See Fig. 1.

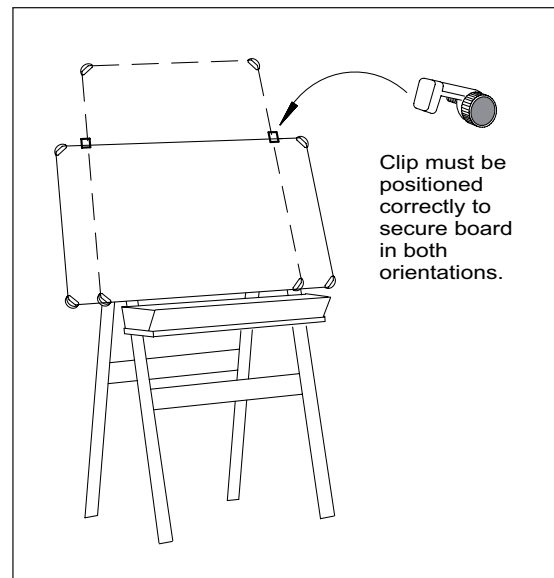


Figure 1

## Adjustments

Re-orient the whiteboard by loosening the knobs, rotating the panel 90°, re-positioning the clips, and tightening their knobs.

To re-position the whiteboard at a different height, remove the board. Lift the shelf assembly off and hang it on the other cross-piece. Replace the whiteboard, re-position and screw the clips tight.

## Operation

To remove the tray use fingers and thumb to lever the tray away from the easel leg. See Fig.2.

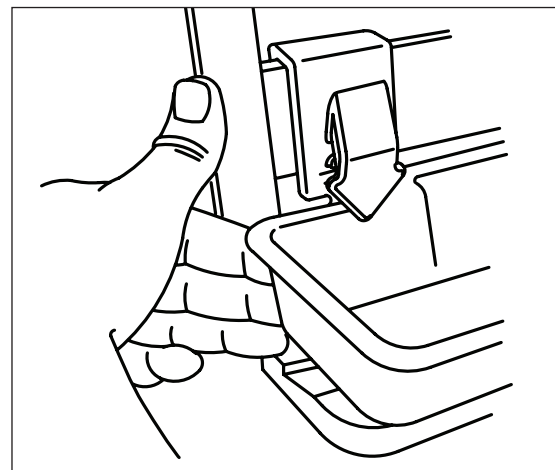


Figure 2

### H820 Multi-Purpose Easel

#### **Accessories**

Magnets for holding paper are available from Customer Service. We do not provide whiteboard markers, magnetic shapes, paint and paper, etc.

#### **Maintenance**

The wooden parts of this product are not fully water-proof and therefore should not be left outdoors.

Periodically inspect for cracks, breaks, loose parts, missing parts, and/or malfunctions. Remove the product or parts from service when any condition develops that might make operation unsafe.

#### **Cleaning**

The whiteboard can be cleaned using a soft dry cloth.

Cover stubborn marks with dry erase marker and wipe clean after a few minutes. Too much water may harm the finish of the wooden parts.

#### **Do not immerse whiteboards in water.**

Abrasive cleaning agents will damage the whiteboard surface.

#### **Construction**

The easel frame is constructed of solid hardwood with a clear nontoxic finish.

The whiteboards are steel with a foam core.

The trays and other plastic parts are injection-molded.

#### **User Modifications**

We are not responsible for modifications made by customers to our products in the field without our supervision, testing, or evaluation.

#### **Ordering Parts**

To order replacement parts, contact Customer Service with a description of the part(s) needed and the ID Code from the product.

#### **Use only replacement parts supplied by Community Playthings.**

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