Introduction
Use an easel to display signage or posters. The easel height is 52 – 160cm when the legs and square tube are fully extended.

Get Familiar with these parts of the equipment

![Easel Diagram]

Basic Operation - Setup

**Step 1**  Remove the easel and document holder from the case.

**Step 2**  Unfold the easel by holding one of the legs and pulling the other legs apart as shown below:
Step 3  If not already in place, insert the square tube in the opening at the main bracket as shown below. Adjust the height of the square tube by lifting it up or down. At desired height, press down on the main bracket wrench to lock the square tube in place.

![Diagram showing insertion and adjustment of square tube](image)

Step 4  Attach the horizontal document holder to the legs as shown below.

![Diagram showing attachment of document holder](image)

Step 5  Place your document on the document holder. Insert the top of the document as below.

![Diagram showing insertion of document](image)

Step 6  The Velcro strap on the document holder can be attached to the back leg of the easel for added stability.

Closing the Easel

Step 1  Follow step 8 to release the document from the top of the easel. Remove the document from the easel.

Step 2  Fold the easel and place the easel and document holder in carry case.
**Troubleshooting**

Please call the Audiovisual Technician at the campus nearest you, or return the easel to the Audiovisual Technician for assistance.

**Training**

If you would like to book a training session, please call the Audiovisual Technician at the campus nearest you to setup an appointment.

- Cloverdale campus: (604)598-6041
- Langley campus: (604)599-3209
- Richmond campus: (604) 599-3350
- Surrey campus: (604) 599-2216