

**EASEL
MARKL**



The Bergquist

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Assembly Instructions

The only tool you will need is a common #2 Phillips screwdriver. Drive all screws only into the pre-drilled holes. Make sure they are snug but do not overtighten!

1. Assemble the main body.



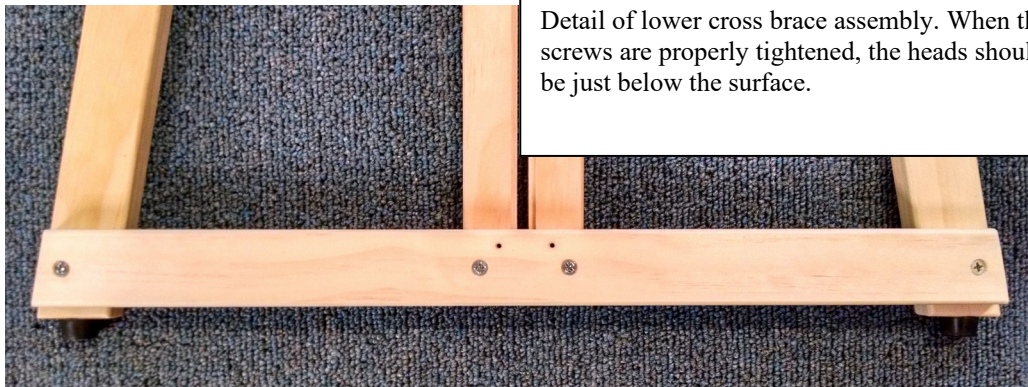
Place the mast on your work surface face down so that the kickstand latch is on top. The serial number is on the bottom end of the mast.

Place the 19 1/2" lower cross brace over the two drilled holes at the bottom of the mast. Six pre-drilled holes should be visible in the cross brace. Make sure the beveled ends angle inward toward the top of the mast.

Place the 12 1/4" upper cross brace at the middle of the mast (between the long slots). Six pre-drilled holes should be visible in the cross brace. Make sure the beveled ends angle inward toward the top of the mast.

Place the two front legs under the cross braces as shown. There is a left leg and a right leg, so make sure the rubber feet are at the bottom and that the bottoms of the legs will be parallel to the floor when the easel is standing. If they aren't parallel, switch the legs.

Put a large flathead screw through each large countersunk (recessed) hole in the two cross braces, and screw the cross braces to the mast and legs.



Detail of lower cross brace assembly. When the screws are properly tightened, the heads should be just below the surface.



Detail of upper cross brace assembly. When the screws are properly tightened, the heads should be just below the surface.

2. Attach the kickstand to the main body.



Place the kickstand assembly at the top of the easel as shown, with the top end of the kickstand facing down toward the upper cross brace. Using two small screws, attach the free end of the hinge to the pre-drilled holes in the upper cross brace.

3. Attach the kickstand strut to the main body.



Slide the slotted end of the 11" kickstand strut over the pin at the bottom of the latch. The other end should lie just above the two small pre-drilled holes in the lower cross brace. Using two small screws, attach the hinge at the lower end of the kickstand strut to the lower cross brace.

Next, pull the latch knob out to release the kickstand strut so that you can swing it up to a vertical position for the next step.

Note: The kickstand strut may or may not have a small bumper button on the bottom, such as the one shown in the photo. The button is only added if the kickstand is loose in the closed position.

4. Attach the kickstand strut to the kickstand.



Fully extend the kickstand, swinging it down from the top of the easel to rest on the kickstand strut as shown. Attach the kickstand strut to the kickstand by screwing the free side of the hinge to the pre-drilled holes in the kickstand.

If you have assembled the kickstand correctly, it will stow without binding.

To stow or extend the kickstand, follow the instructions in the Features and Instructions sheet. It's easy when you know the trick!

Your easel is now ready to stand upright on its own. Be sure the kickstand is fully extended.

5. Attach the upper clamp.

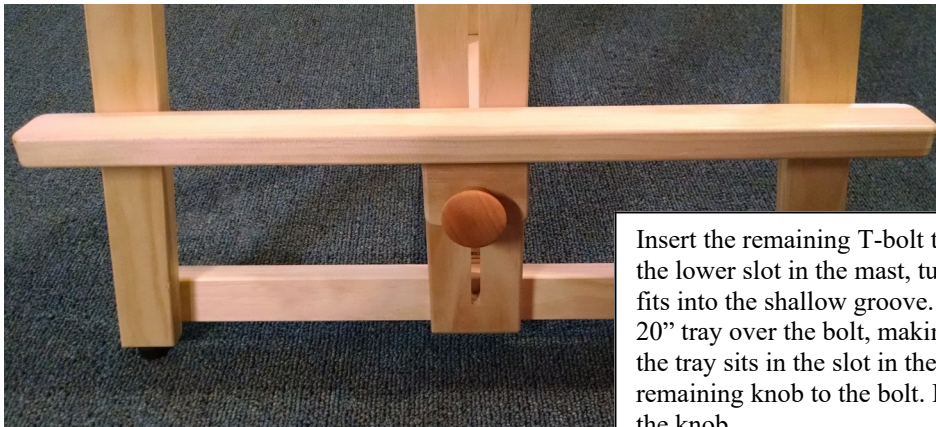


Insert one of the T-bolts through the back of the upper slot in the mast, turning the head until it fits into the shallow groove. Push the hole in the upper clamp over the bolt, making sure the pin at the bottom of the clamp sits in the slot in the mast. Screw one of the wooden knobs onto the T-bolt to secure the clamp. Don't overtighten the knob. Finger tight is just right.



The head of a T-bolt has two flat sides so that when it is inserted into its slot, it will not spin when you turn the knob.

6. Attach the tray.



Insert the remaining T-bolt through the back of the lower slot in the mast, turning the head until it fits into the shallow groove. Push the hole in the 20" tray over the bolt, making sure the pin behind the tray sits in the slot in the mast. Attach the remaining knob to the bolt. Do not overtighten the knob.

**You have finished assembling
The Bergquist.**

**Don't forget to read the
Features and Instructions sheet below.**



The Bergquist

Features and Instructions

My name is Mark, and I personally designed and built your easel. I named it The Bergquist to honor a good friend, fellow teacher, and talented artist, David Bergquist, who taught my daughter to draw and paint. Your easel bears his signature.

Your easel weighs only about 4.5 pounds because it is made of select pine. The wood has been stained with a clear finish. It can be safely used outdoors but should not be left outdoors for long periods, particularly during inclement weather. The wood will darken slightly over time.

The “washboard” surface of the tray helps hold the canvas against the mast. The upper clamp is beveled at 5 degrees so that it will hold even thin frames securely against the mast. You may remove the upper clamp if you wish to paint or display a taller canvas.

To adjust the height of the upper clamp or tray, loosen the wooden knob until the clamp/tray moves freely. Position the clamp/tray as desired, then tighten the knob. Do not overtighten. Remember, “finger tight is just right.”

To open the stowed kickstand, hold the mast with one hand. With the other hand, wrap thumb and forefinger around the kickstand at the top of the latch body, grasp the knob, lift, and hold it up. Tilt the easel backward so that the kickstand falls away from the mast into your hand. Don't let it drop on its own. Extend the kickstand fully and engage the hasp with hook to lock it in place.

To stow the kickstand, first disengage the hasp with hook. Next, stand at either side of the easel. Hold the mast with one hand. With the other hand, grasp the lower portion of the kickstand. Pull the kickstand outward while lifting it, then push upward and toward the mast. When your thumb and forefinger reach the knob above the latch body, grasp it and lift. Press the kickstand firmly against the easel and release the knob to let the locking pin drop into the slot in the kickstand strut. The latch knob must be lifted before the kickstand can be pushed into the closed position. Do not attempt to “slam” the kickstand closed like a car door. Doing so will damage your easel.

If you ever need to replace a screw or hinge, they should be available at any good hardware store. The rubber feet are the only specialty item on your easel. If you need to replace them, contact me at the email address below.

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