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› Staples Heavy-Duty Aluminum Flipchart Easel (Model 61295-US) Instruction Manual

Staples 61295-US

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1. PRODUCT OVERVIEW

This manual provides instructions for the Staples Heavy-Duty Aluminum Flipchart Easel, Model 61295-US. This adjustable easel features a 3-leg tripod design, a telescoping frame, and a pad retainer for flipcharts. Constructed from heavy-duty aluminum with a cross-brace, it ensures stability and supports display weights up to 35 lbs. The easel includes non-skid feet for secure placement and is adjustable in height from 38 inches to 66 inches.

Dual Purpose Display Easel

Heavy Duty, Aluminum



Image 1.1: The Staples Heavy-Duty Aluminum Flipchart Easel in use, displaying charts. It highlights its dual-purpose design and ability to support up to 30 lbs.



Ideal for Business Presentations, Sign Display, School, Art, and More



Image 1.2: Examples of the easel's versatility, suitable for business presentations, sign display, school, and art applications.

2. SETUP INSTRUCTIONS

Follow these steps to set up your Staples Heavy-Duty Aluminum Flipchart Easel:

1. **Unfold the Legs:** Gently pull the three legs outwards from the central column until they are fully extended and locked into position.
2. **Adjust Height:** Loosen the locking mechanisms on each telescoping leg. Extend the legs to the desired height, ensuring all three legs are adjusted evenly for stability. Securely tighten the locking mechanisms.
3. **Position the Cross-Brace:** Ensure the cross-brace is properly positioned and secured between the legs to enhance stability.
4. **Verify Stability:** Before placing any items on the easel, gently test its stability to ensure all components are securely locked.

Easy Set Up



Open

Adjust

Display

Image 2.1: Visual guide demonstrating the simple setup process: Open the legs, Adjust the height, and Display your material.

3. OPERATING THE EASEL

The easel is designed for versatile use, accommodating various display needs.

3.1 Adjusting Height

The easel's height can be adjusted from 38 inches (for tabletop use) to 66 inches (for floor standing). To adjust, loosen the leg locks, extend or retract the telescoping legs to the desired height, and then firmly tighten the locks. Always ensure the easel is level and stable after adjustment.

Adjustable Height

For Tabletop or Floor Standing Use



Image 3.1: The easel demonstrating its adjustable height feature, suitable for both tabletop (37 inches) and floor-standing (69 inches) use.

3.2 Attaching Flipcharts

The easel includes a pad retainer designed to securely hold standard flipcharts. Simply lift the retainer bar, place your flipchart pad over the top, and lower the retainer bar to secure it in place. Ensure the pad is centered and stable.

Pad Retainer Holds Flip Charts



Image 3.2: The easel featuring its pad retainer, designed to hold flip charts securely.

3.3 General Display Use

For displaying signs, posters, or other rigid materials, simply rest them on the lower support brackets. The easel's sturdy construction supports up to 35 lbs. of display weight.



Image 3.3: The easel displaying a sign, demonstrating its use for various display purposes.

4. CARE AND MAINTENANCE

To ensure the longevity and optimal performance of your aluminum flipchart easel, follow these care and maintenance guidelines:

- **Cleaning:** Wipe down aluminum surfaces with a soft, damp cloth. For stubborn marks, a mild soap solution can be used. Avoid abrasive cleaners or harsh chemicals, as these can damage the finish.
- **Storage:** When not in use, fold the easel for compact storage. Store in a dry environment to prevent potential corrosion, although aluminum is highly resistant.
- **Inspection:** Periodically check all locking mechanisms and leg joints to ensure they are functioning correctly and securely tightened.

5. TROUBLESHOOTING

If you encounter any issues with your easel, refer to the following common troubleshooting tips:

- **Easel is Unstable:**
 - Ensure all three legs are fully extended and locked into position.

- Verify that the cross-brace is properly engaged.
- Check that the easel is placed on a flat, level surface.

- **Legs Not Adjusting Smoothly:**

- Ensure the locking mechanisms are fully loosened before attempting to adjust.
- Clean any dirt or debris from the telescoping sections of the legs.

- **Flipchart Pad Not Secure:**

- Ensure the pad retainer bar is fully lowered and pressing against the flipchart pad.
- Verify that the flipchart pad size is compatible with the easel's retainer.

6. PRODUCT SPECIFICATIONS

Feature	Specification
Brand	Staples
Model Number	61295-US
Material	Aluminum
Color	Silver
Adjustable Height	38" - 66"H
Product Dimensions (D x W x H)	4.25"D x 42"W x 66"H (fully extended)
Item Weight	4.64 ounces
Max Display Weight Capacity	35 lbs.
Easel Type	A Frame Easel
GTIN / UPC	718103239707

7. WARRANTY INFORMATION

For warranty details regarding your Staples Heavy-Duty Aluminum Flipchart Easel, please contact the manufacturer directly. The manufacturer's contact information can typically be found on the product packaging or their official website.

8. CUSTOMER SUPPORT

If you require further assistance, have questions about assembly, operation, or maintenance, please contact Staples customer support. Refer to the contact information provided with your purchase or visit the official Staples website for support options.

ASK A QUESTION ABOUT THIS MANUAL

Ask about setup, troubleshooting, compatibility, parts, safety, or missing instructions. Manuals+ will review the question

and use this page's manual context to help answer it.

Name

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After a successful submission, we securely hash the supplied account or form email before sending it to Microsoft Advertising for conversion attribution. [Privacy details](#).

Question

Example: How do I reset this device or fix this error?

Details

Model number, symptoms, what you tried, or the section of the manual you are using.

Submit question