1. Open the lock labeled part A in image
2. Unscrew part C separately
3. Adjust part D according to desired position
4. Screw part C tightly to the easel

5. Unscrew part F-1 & F-2 separately
6. Adjust part G-1 & G-2 to suitable position
7. Screw F-1 & F-2 to secure part G-1 & G-2

8. Open lock H
9. Pull out part J (drawer labeled in image)