

BE1  
BE1-RCY

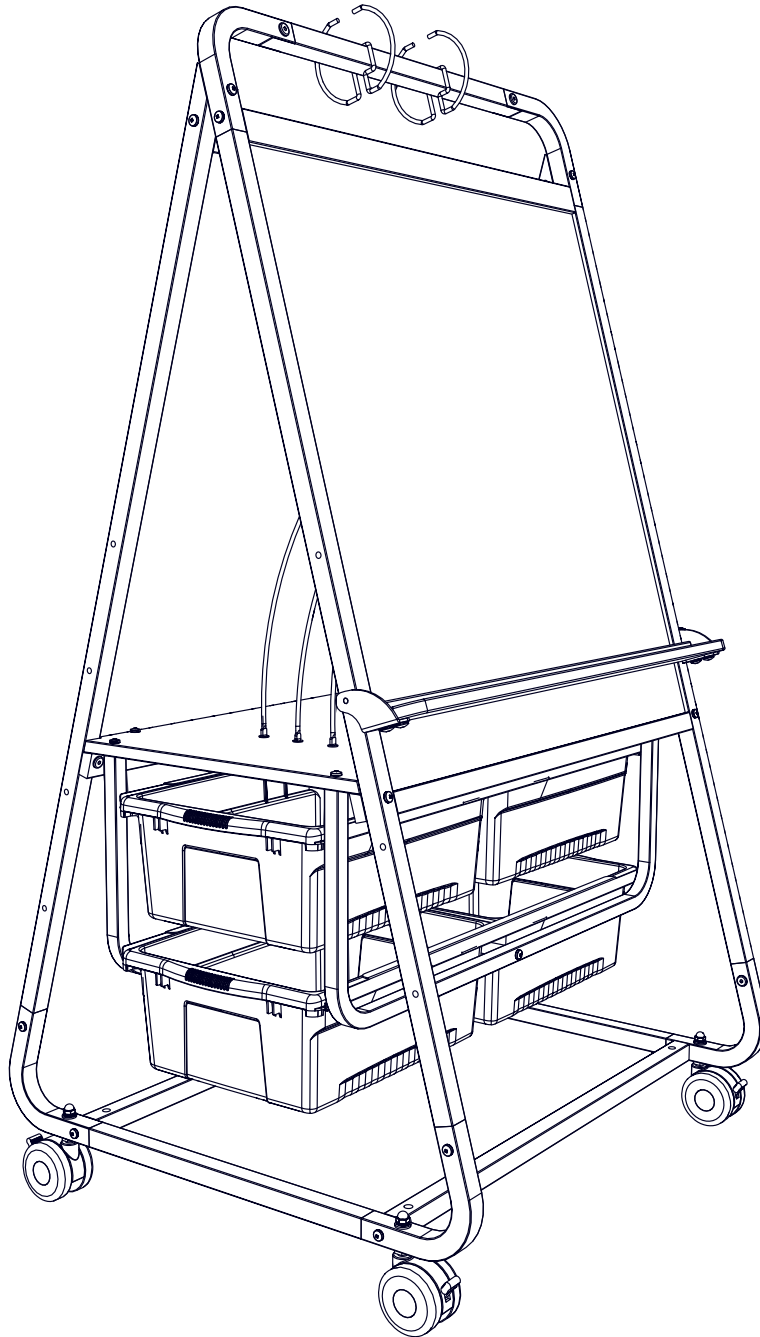
# Double Sided Bamboo Teaching Easel



## Assembly Guide

Check out our other products online at [www.copernicused.com](http://www.copernicused.com)

For assistance, please contact us by telephone at **1-800-267-8494** or email at [info@copernicused.com](mailto:info@copernicused.com).  
Have your packing slip ready for reference.



Please Recycle

# Customer Service & Warranty Information

Dear Educator,

Thank you for purchasing the Double Sided Bamboo Teaching Easel. We hope it meets your expectations and you and your students enjoy using it at your school.

Every day we see and hear stories of teachers going above and beyond to help students thrive. Thank you so much for all you do – you are awesome, and you make a difference.

Thank you for inspiring us.

If you have any questions, concerns or ideas on how we can improve please let us know by contacting our Customer Solutions Ninjas at 1-800-267-8494 or [info@copernicused.com](mailto:info@copernicused.com).

Happy teaching,

Kaylyn Belcourt, President  
[kaylyn@copernicused.com](mailto:kaylyn@copernicused.com)



We do not inherit the earth from our ancestors, we borrow it from our children.

- NATIVE AMERICAN PROVERB

Change is the end result of all true learning.

- LEO BUSCAGLIA

What you leave behind is not what is engraved in stone monuments, but what is woven into the lives of others.

- PERICLES

Education is the most powerful weapon which you can use to change the world.

- NELSON MANDELA

## For missing parts and other issues regarding your product:

Please contact Customer Service, where we will be happy to help.

Telephone: 1-800-267-8494, Monday - Friday 8:00am - 4:30 pm EST

Email: [info@copernicused.com](mailto:info@copernicused.com)

**Need Support?  
Have a Question?**



Email [Customer Service](mailto:CustomerService)

**Check out some of our  
other great products!**



[www.copernicused.com](http://www.copernicused.com)

**Lifetime**  
All Components  
Warranty

### Register your Product

Registering your warranty ensures we have all the information we need to make any future warranty claims quick and easy. Please visit [www.copernicused.com/warranty](http://www.copernicused.com/warranty) and complete the form within 10 business days from product assembly. By registering your product, you will be entered into a draw to win Copernicus product.

**5 Year**  
Whiteboard  
Warranty

### Make a Warranty Claim

We offer a Lifetime Warranty on almost everything we make. Please call **1-800-267-8494** or email [info@copernicused.com](mailto:info@copernicused.com) to start your warranty claim. Proof of purchase will be required upon warranty claim (i.e. copy of invoice).

### Replace your Whiteboard

Have a well-used whiteboard that needs replacing? Our whiteboards carry a five-year warranty and replacement parts program after the warranty period. Please call **1-800-267-8494** or email [info@copernicused.com](mailto:info@copernicused.com) to get a new whiteboard for your Copernicus product!

# Tips for Assembly

## Before You Begin:

- Lay out and identify all of the included parts.
- The hardware has been packed according to step.
- Read the assembly guide over once to familiarize yourself with them.

## As You Assemble the Unit:

- Follow the steps in sequence.
- Before beginning each step, find the part(s) that you need for that step.
- The title of each step states what you will be doing. Review the text and the pictures as you build the unit.

### Watch for These Helpful Symbols:



The symbol denotes a step needing extra attention to ensure it is done correctly.



# Important Information! Warning!

Please read the warnings below for important safety information regarding your product. Failure to read these warnings or to follow the instructions below could result in personal injury or damage to your product that could void your warranty.



### Small Parts

In its unassembled state, this product contains parts that can be hazardous to small children. This product should be assembled by an adult.



### Adult Supervision

This product is to be used under the supervision of an adult.



### No Maintenance

This product does **NOT** require maintenance. Repairs should only be performed by authorized personnel. Please contact customer service if repairs are required.



### Climb Hazard

Do not climb on, hang from or suspend objects from any components of your product unless otherwise specified.



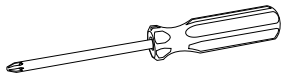
### Indoor Use Only

This product is intended for indoor commercial use only. To reduce the risk of fire or electric shock, do not expose this product to rain or moisture. The internal components are not sealed from the environment.

# Parts

## Before beginning, you should have:

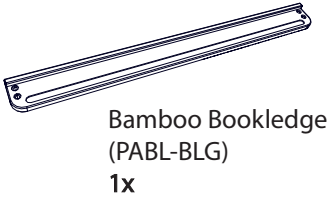
Additional tools required:



Screwdriver



BE1-0



Bamboo Bookledge  
(PABL-BLG)  
1x

Caster With  
Brake  
4x

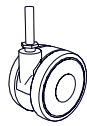
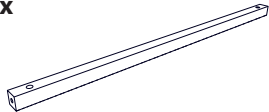


Chart  
Hook  
2x



In Box 1

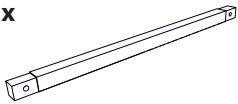
Long Stretcher  
2x



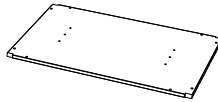
Short Stretcher  
2x



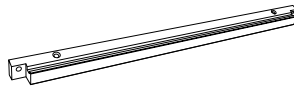
Top Stretcher  
1x



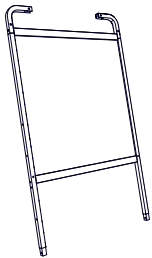
Shelf  
(39015)  
1x



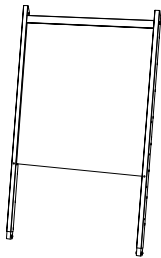
Whiteboard  
Stretcher  
2x



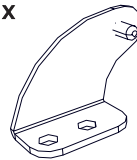
Front Frame  
1x



Rear Frame  
1x



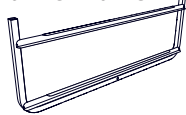
Bracket A  
1x



Tub Channel Stretcher  
1x



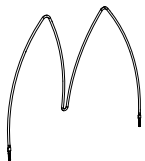
Tub Channel Frame  
2x



Big Book Divider - Inner  
1x



Big Book Divider - Outer  
2x



Bracket B  
1x



BE1-CB / C68-4-RCY

Open Tub  
4x  
(CC4068)



10 lbs Weight Limit

Hardware  
Actual Size

A M6 x 65mm Screw  
(43265)



4x

B M6 x 45mm Screw  
(43245)



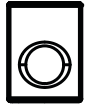
2x

C M6 x 35mm Screw



6x

H M6 Cross Dowel  
6x



D M6 x 30mm Screw



4x

J M5 Kepps Nut  
6x



E M6 x 25mm Screw  
(43225)



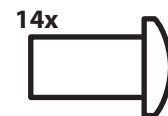
4x

F M6 x 19mm Screw  
(43219)



6x

G M6 Barrel Nut  
(43272)



14x

L M8 Lock Washer  
(43274)



8x

I M5 Washer  
12x



O M6 x 10mm Screw  
4x



K M8 Flat Washer  
(43277)



4x

M M8 Acorn Nut  
4x

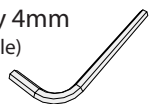


Caster Wrench  
(32129)





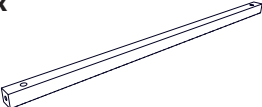

2x

Allen Key 4mm  
(Not to Scale)

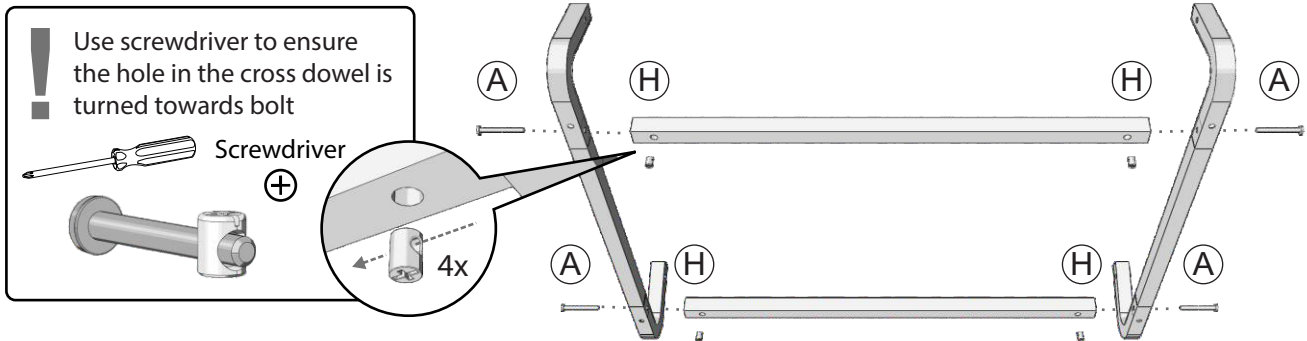



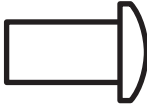
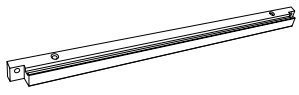
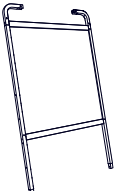
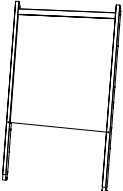
(43281)

2x

<b>1</b>	<p>Actual Size:</p>  <p><b>(A)</b> M6x65mm Bolt x 4</p>  <p><b>(H)</b> M6 Cross Dowel x 4</p>
	<p>You will need: (Not to Scale)</p> <p>Long Stretcher <b>2x</b></p>  <p>Short Stretcher <b>2x</b></p> 

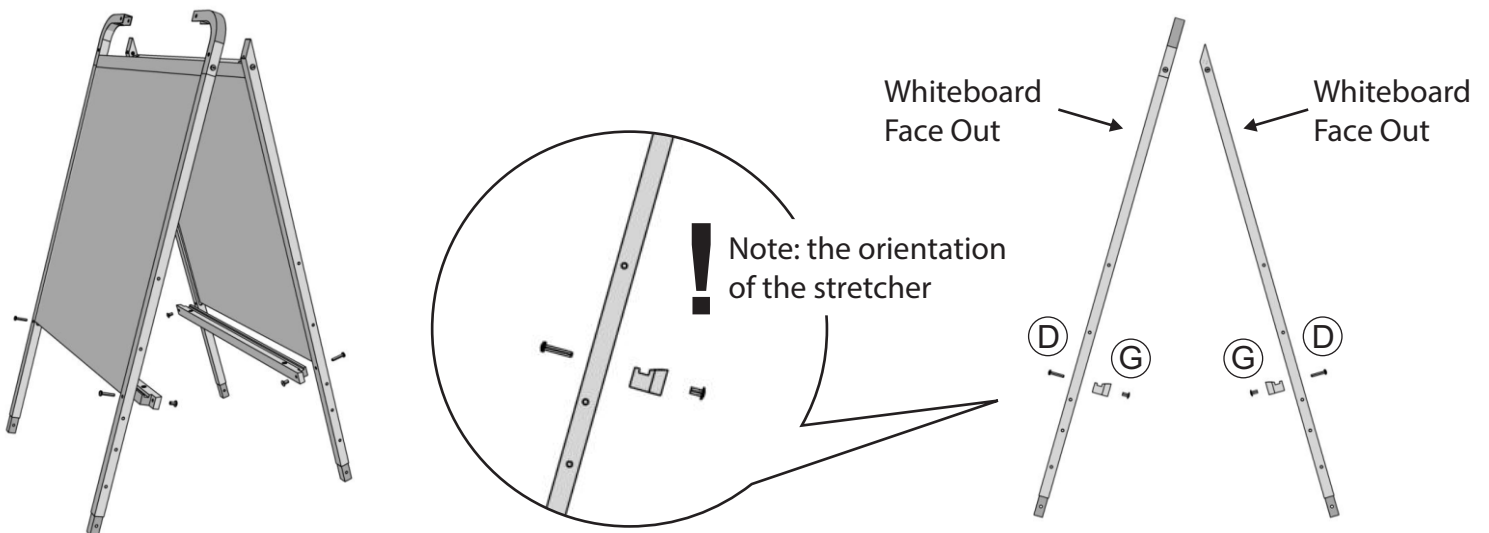
## Assemble Base



<b>2</b>	<p>Actual Size:</p>  <p><b>(D)</b> M6x30mm Bolt x 4</p>  <p><b>(G)</b> M6 Barrel Nut x 4</p>
	<p>You will need: (Not to Scale)</p> <p>Whiteboard Stretcher <b>2x</b></p>  <p>Front Frame <b>1x</b></p>  <p>Rear Frame <b>1x</b></p> 

## Attach Whiteboard Stretcher to the Front & Back Frames

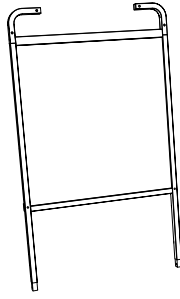
**!** Note: The whiteboard is loose in the frame, handle it carefully to avoid dropping and damaging it.



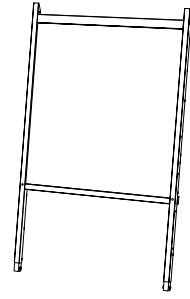
3

You will need: (Not to Scale)

Front Frame  
1x

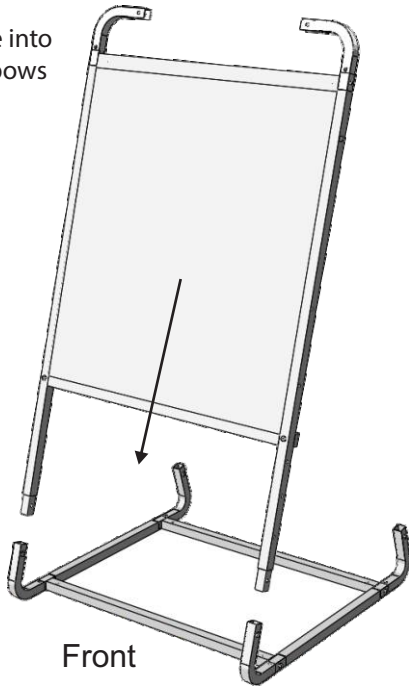


Back Frame  
1x

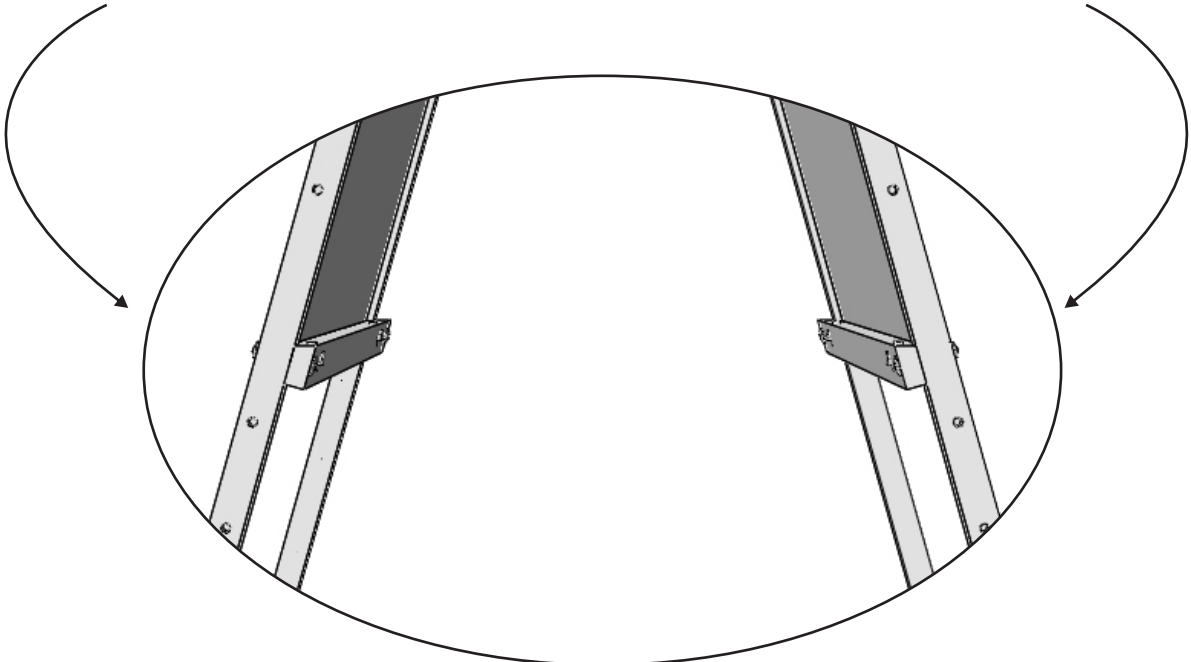
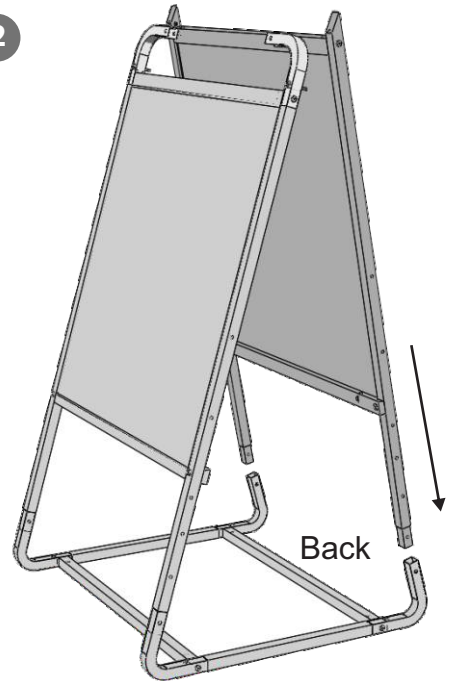


### Attach Front & Back Frames

1 Slide frame into bottom elbows



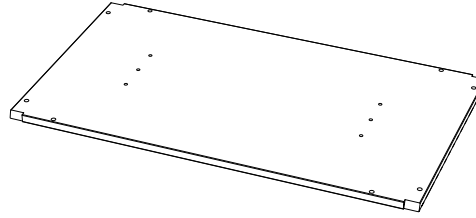
2



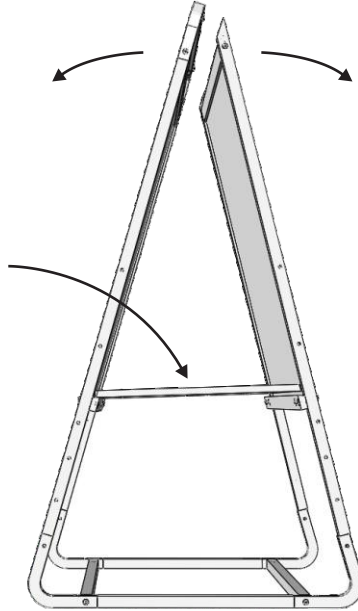
4

You will need: (Not to Scale)

Shelf  
1x



### Position Bamboo Shelf



To help install the shelf you may pull the front & back frames slightly apart



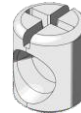
Do not fasten shelf with any hardware at this time

5

Actual Size:

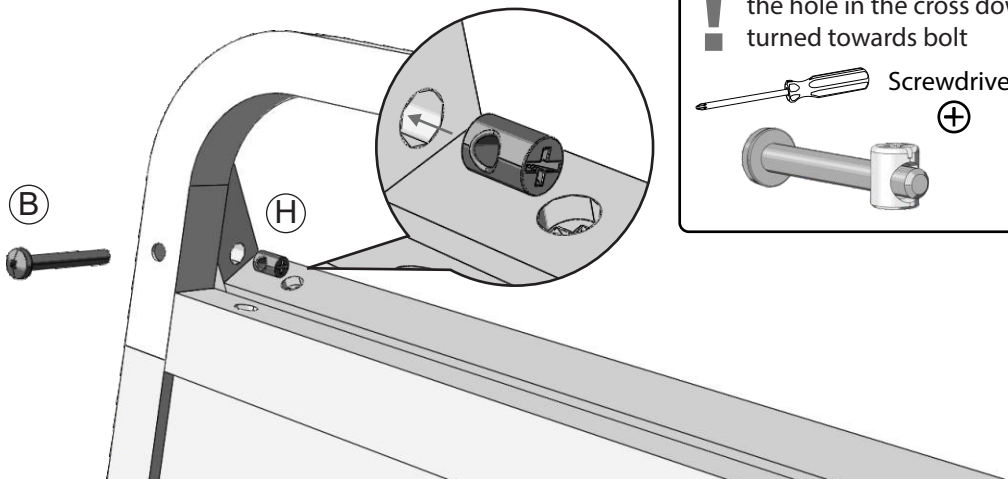


(B) M6x45mm Bolt  
x 2



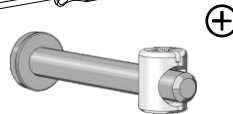
(H) M6 Cross Dowel  
x 2

### Bolt Front & Back Frame Together



! Use screwdriver to ensure the hole in the cross dowel is turned towards bolt

Screwdriver



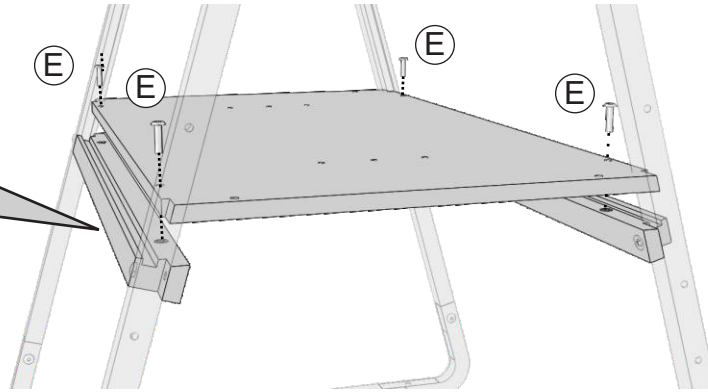
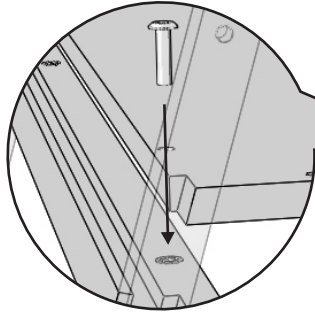
6

Actual Size:



(E) M6x25mm Bolt x 4

### Secure Bamboo Shelf



7

Actual Size:

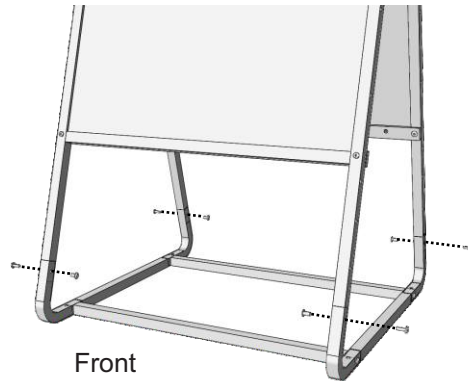
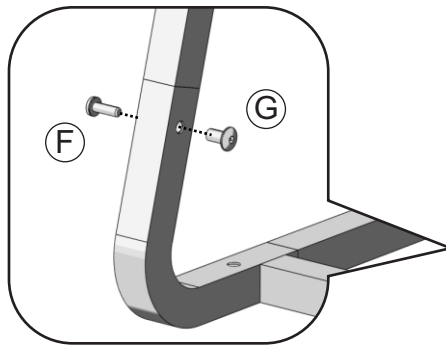


(F) M6x19mm Bolt x 4



(G) M6 Barrel Nut x 4

### Secure Frames to Base



8

Actual Size:



(K) M8 Washer x 4

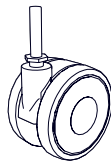


(L) M8 Lock Washer x 4



(M) M8 Acorn Nut x 4

You will need: (Not to Scale)

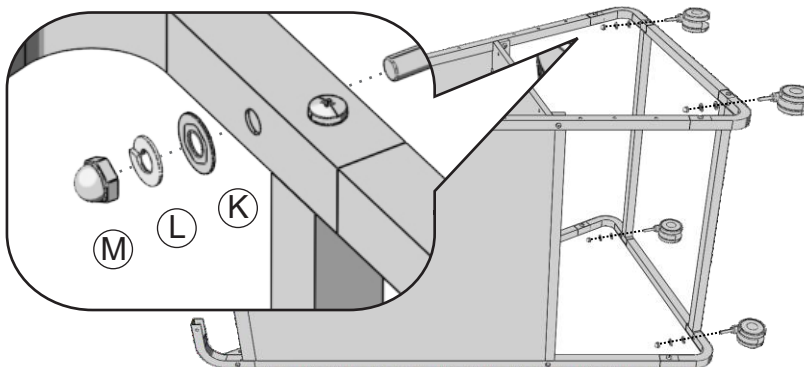


3" Caster With Brake x 4

Caster Wrench (32129) 2x



### Install Casters



★ You may rest the unit on its side when installing casters



9

Actual Size:



Ⓛ M5 Washer x 12



ⓐ M5 Kepps Nut x 6

You will need: (Not to Scale)

Big Book Divider - Inner 1x

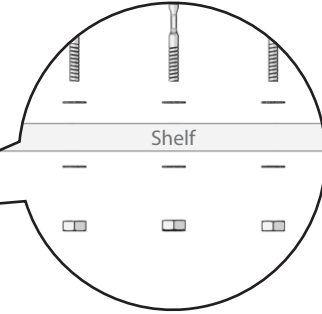
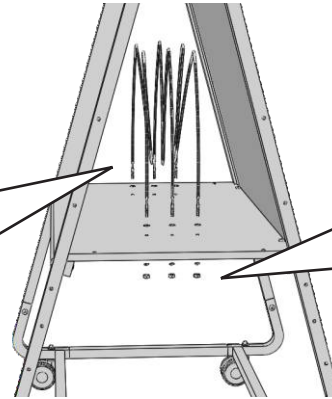
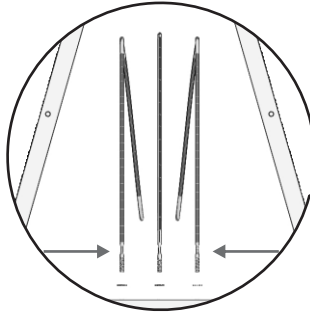


Big Book Divider - Outer 2x



### Install Big Book Dividers

! Note: Ensure angled dividers are on outside and facing inward.



Ⓛ  
Ⓛ  
ⓐ

10

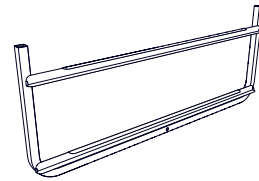
Actual Size:



Ⓒ M6x35mm Bolt x 4

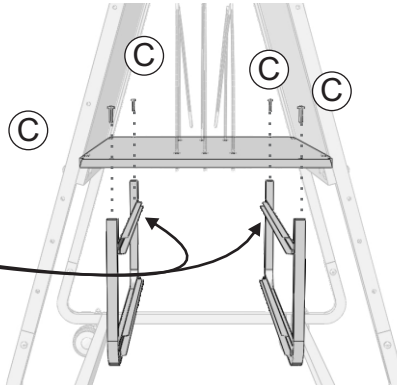
You will need: (Not to Scale)

Tub Channel Frame 2x



### Install Tub Channel Frames

! Note: channels face inwards



11

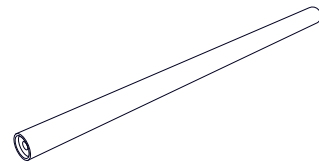
Actual Size:



Ⓒ M6x35mm Bolt x 2

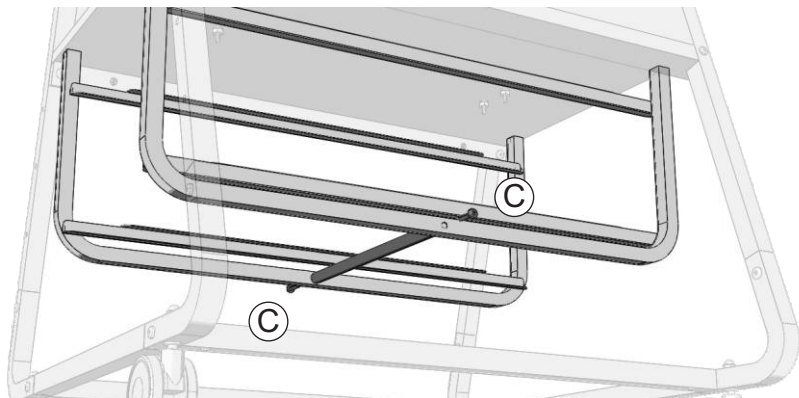
You will need: (Not to Scale)

Tub Channel Stretcher 1x



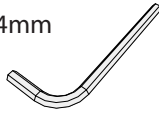
### Install Tub Channel Stretcher

! Tighten all bolts now

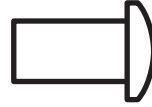


12

Allen Key 4mm  
(43281)  
2x



(G) M6 x 10mm Barrel Nut  
4x



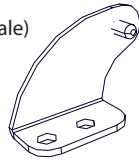
(L) M8 Lock Washer  
4x



(O) M6 x 10mm Screw  
4x



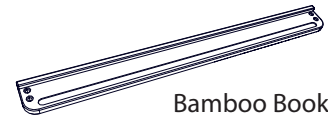
You will need: (Not to Scale)



Bracket A  
1x



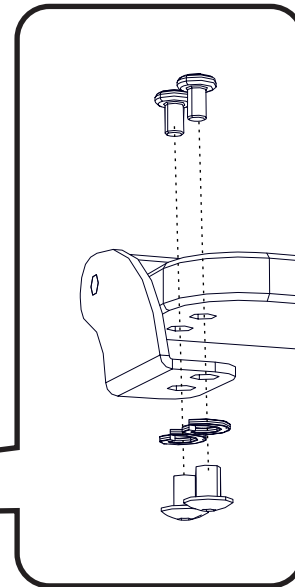
Bracket B  
1x



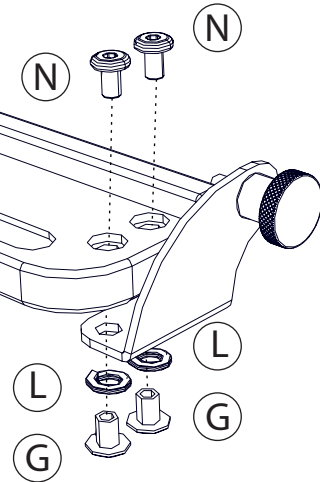
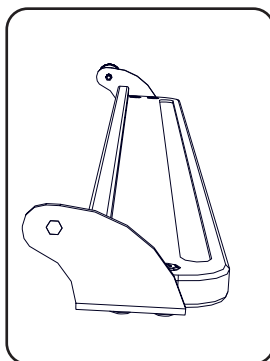
Bamboo Bookledge  
(PABL-BLG)  
1x

## Assemble Book Ledge

Align the bottom holes in the bracket with the pilot holes in the bamboo bookledge.

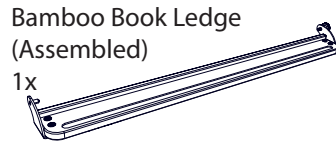


**!** Note the orientation.

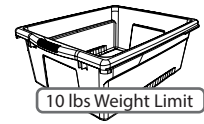


# 13

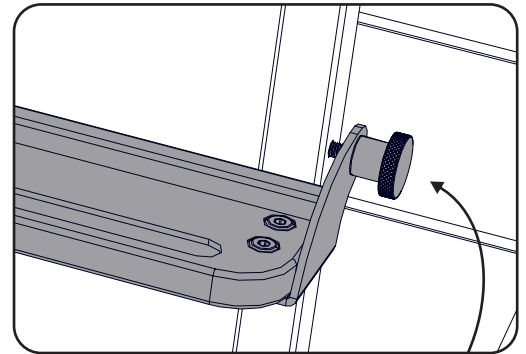
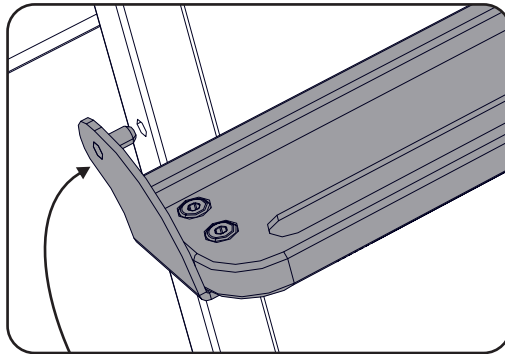
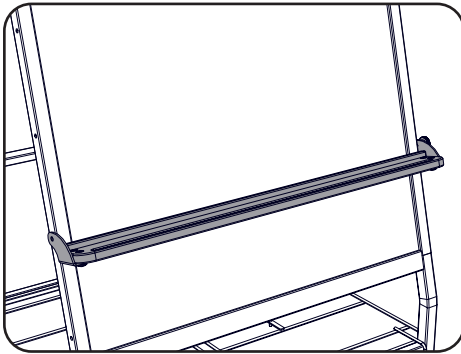
You will need: (Not to Scale)



Open Tub  
4x



## Install Book Ledge



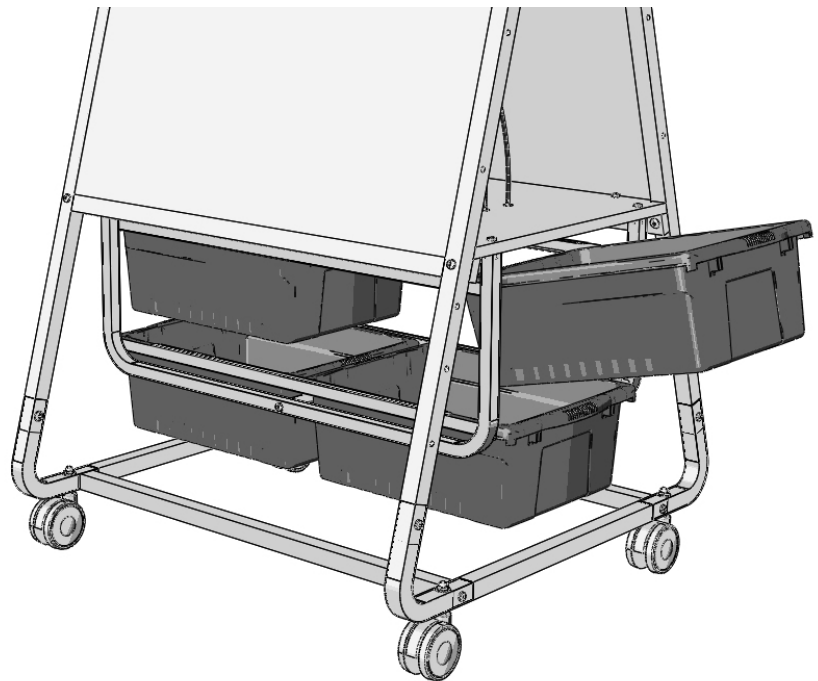
★ There are a number of positions to choose from. Determine the height of the bookledge that works best for your age range.

★ Hook the one side of the bookledge in the desired hole.

★ Screw the knob to tighten the bookledge.

## Install Tubs

Angle the tubs as you slide them in to get over the tub stop

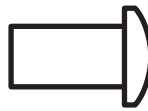


14

Actual Size:



(F)  
M6x19mm Bolt  
x 2



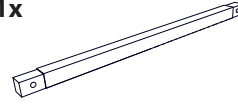
(G)  
M6 Barrel Nut  
x 2

You will need: (Not to Scale)

Chart Hook  
2x

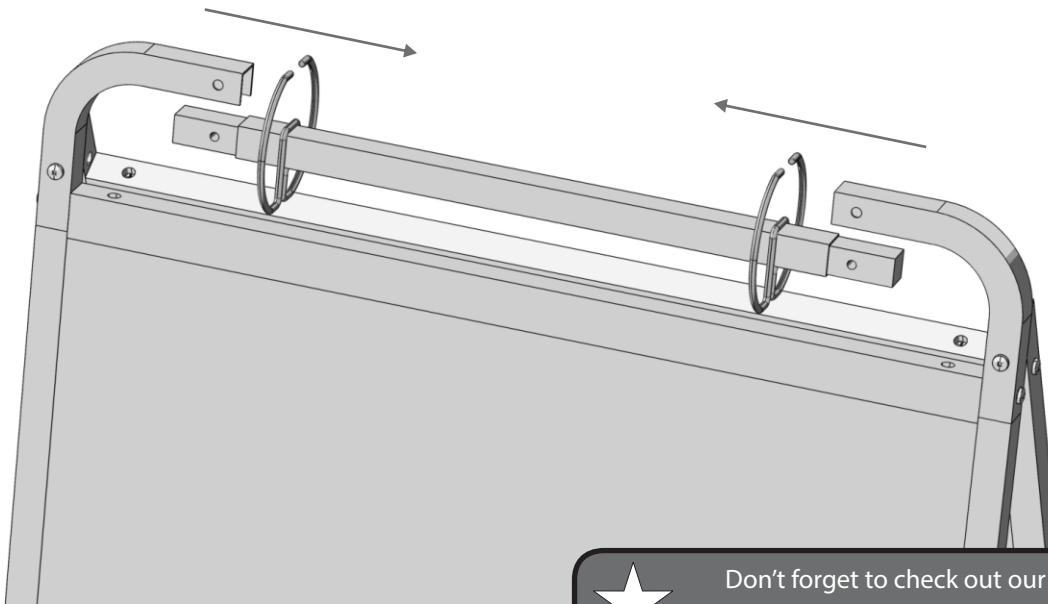


Top Stretcher  
1x



## Install Chart Hooks On Top Stretcher

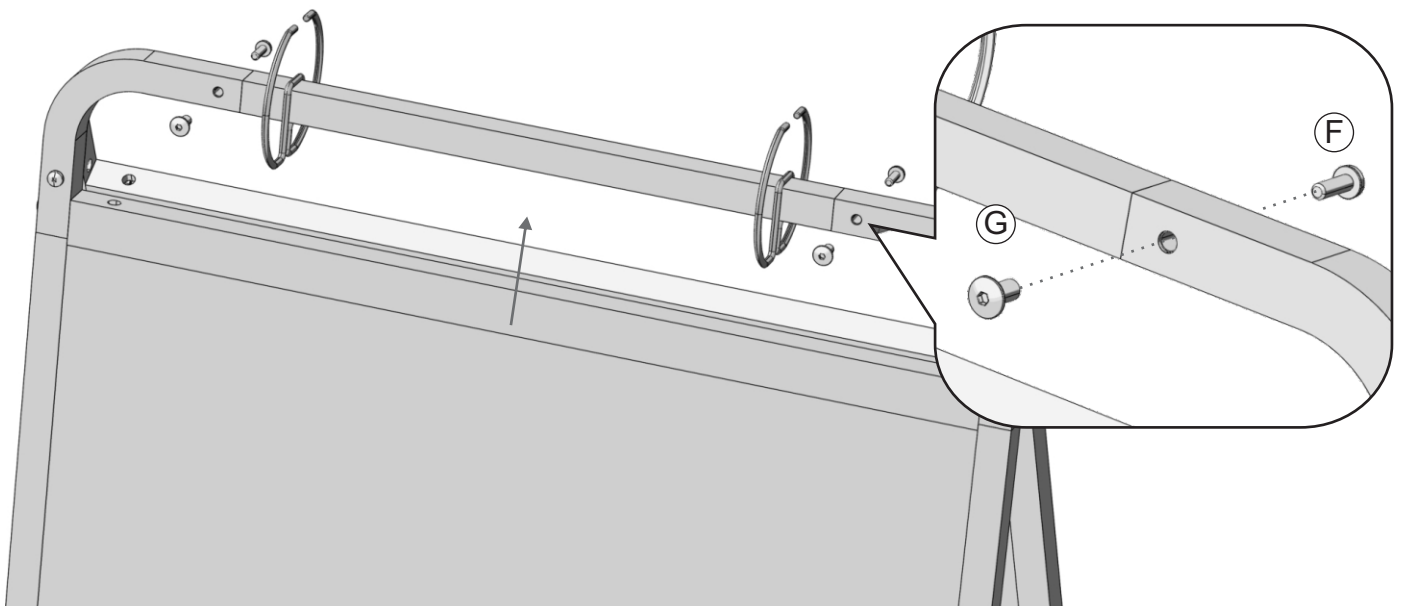
- 1 Slide chart hooks over top stretcher



Don't forget to check out our tips for your whiteboard at:

[www.copernicused.com](http://www.copernicused.com)

- 2 Fasten top stretcher with bolts





## Challenge

We challenge you and your class to build the most amazing thing you can think of out of the shapes found on the inner carton faces of this Bamboo Easel.

Use your knowledge of geometry and simple machines and let your imagination run wild! Fasten your submission together using any kind of glue, tape or adhesive that you can find.

Be careful cutting (—) and scoring (-----) these shapes! Make sure there is an adult helping you!

Take pictures of your creation and email them to [bambooproject@copernicused.com](mailto:bambooproject@copernicused.com)

Win **4** Large Tubs, made with 25% recycled content, with your submission. Limit one prize per class.

*Teachers and Administrators:*

*Please visit [www.copernicused.com/educator-resources](http://www.copernicused.com/educator-resources) for additional ideas and activities.*

Use these shapes



To build something like...

