

# Double Sided Art Easel



## Assembly Guide PDR11\_2024\_A

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

For assistance, please contact us:

**1-800-267-8494**

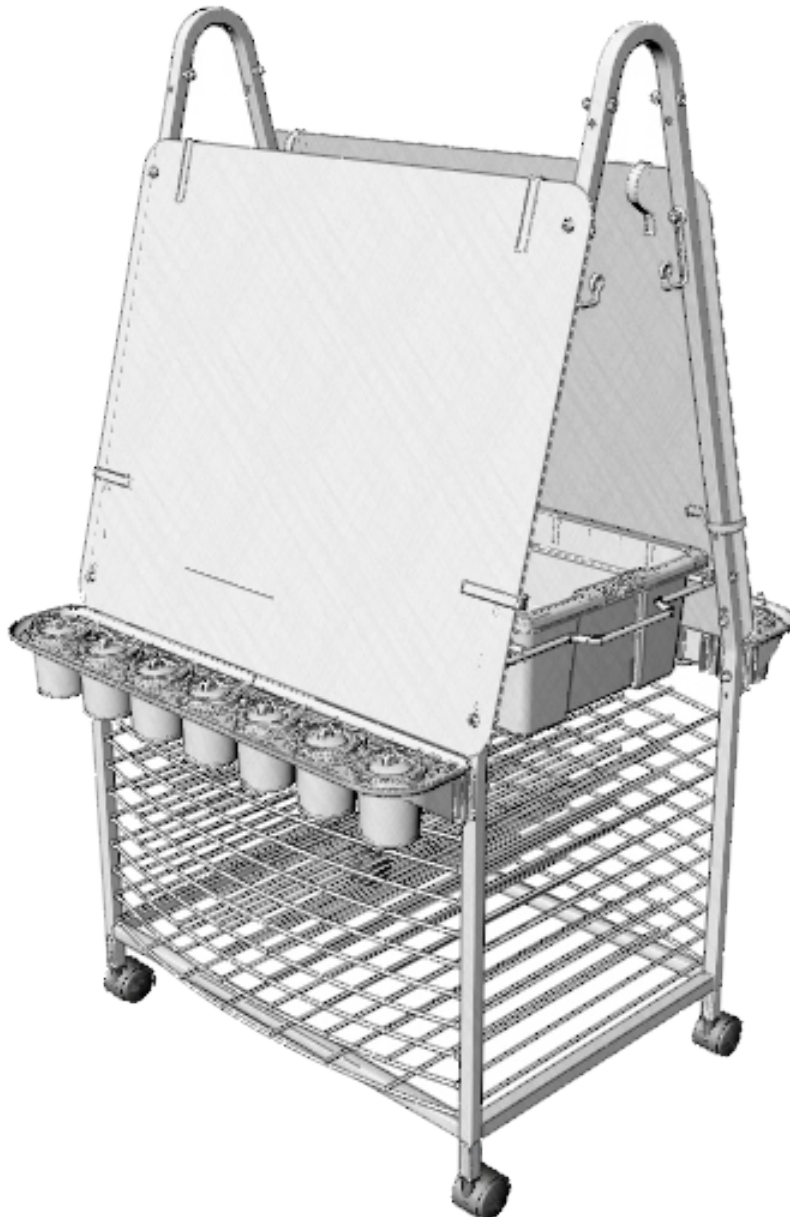
Email [info@copernicused.com](mailto:info@copernicused.com)

**Have your packing slip ready for reference**

## WARNING



- This product is meant to be assembled by an adult.
- In its unassembled state, small parts present a hazard.
- To be used under direct supervision of an adult.



# Customer Service & Warranty Information

Dear Educator,

Thank you for purchasing the Double Sided Art 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**  
Tub 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**  
Frame  
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:



2-Person Task

For safety, please have someone help you when working on steps displaying this symbol.



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.

# Double Sided Art Easel - Parts

**Before beginning, you should have:**

Additional tools required:

Adjustable wrench  
x1

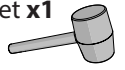


OR

10mm Wrench  
x1

+

Rubber Mallet x1



## Contents - Box 1

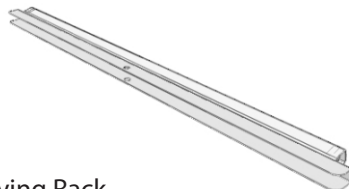
Side Frame  
x2



Bottom Stretcher  
x2



Tub Channel Stretcher  
x2



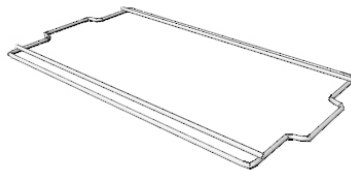
Drying Rack  
x10



White Board  
x2











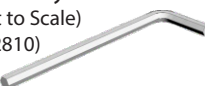
Tub Sliding Rack  
x1



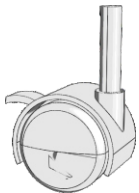
In Box 1

## Hardware

*Actual Size*

- (A) M6 x 40mm Screw x2 
- (B) M6 x 35mm Screw x8 
- (C) M6 x 30mm Screw x6 
- (D) M6 x 25mm Screw x2 
- (E) M6 Lock Washer x22 
- (F) M6 Flat Washer x8 
- (G) M6 Acorn Nut x14 
- (H) M6 x 30mm Shoulder Bolt (433063) x4 
- Allen Key (Not to Scale) (432810) x1 

Caster  
x4



Apron Hook  
x2

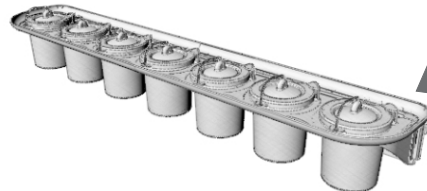


Art Clip  
x8



## Contents - Box 2

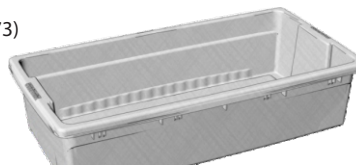
Paint Tray (each includes seven pots, seven spill-proof caps and seven lids)  
x2



Holder for Low Position  
Packed inside one pot  
x4







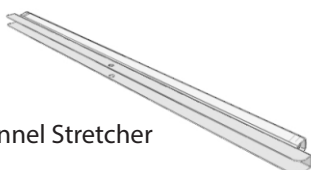
Really Big Tub  
x1  
(CC4073)



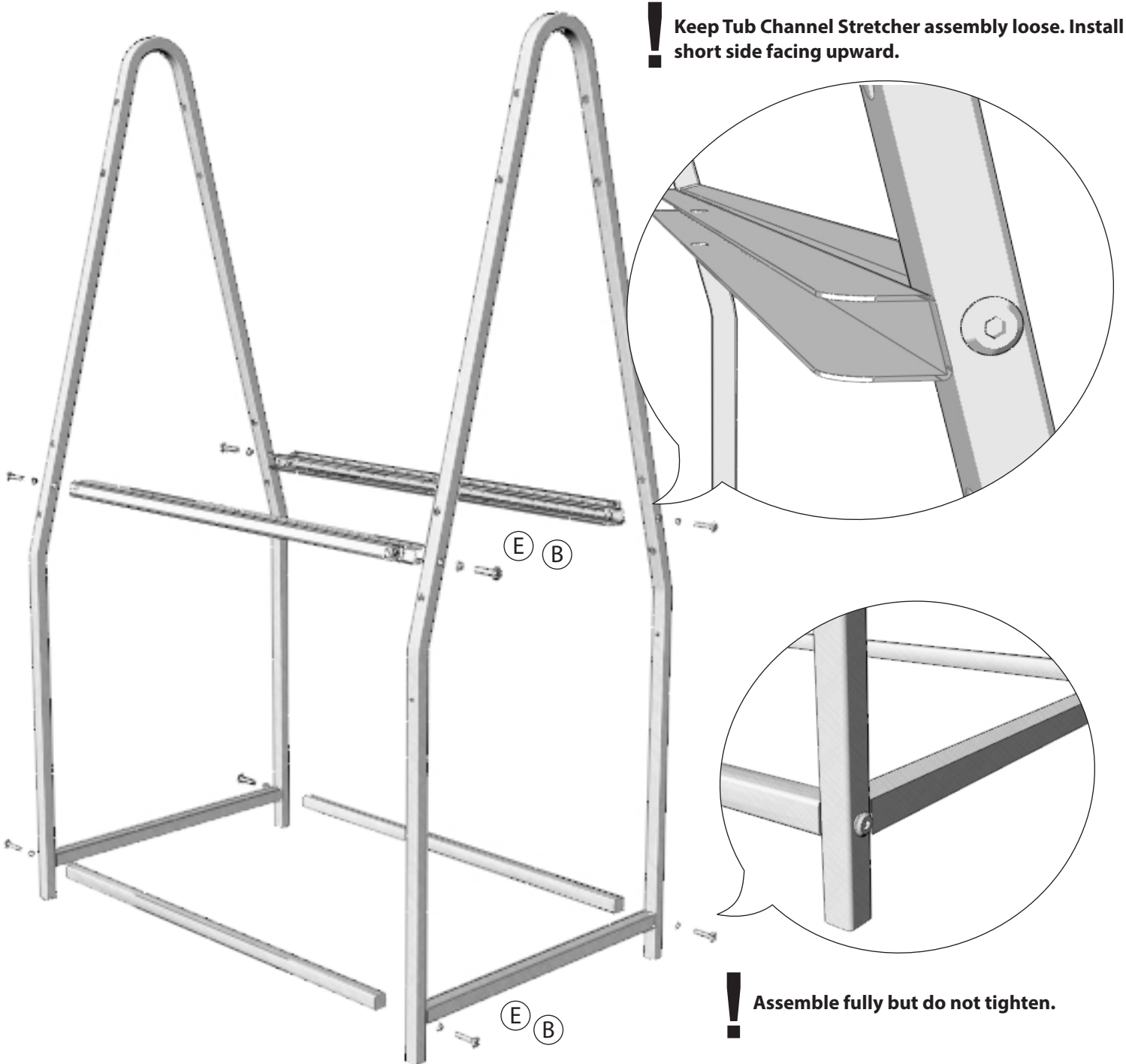
Holder for High Position  
Packed inside one pot  
x4



15 lbs Weight Limit

<b>1</b>	<p>Actual Size: <b>(B)</b> M6 x 35mm Screw x8  <b>(E)</b> M6 Lock Washer x8 </p>
	<p>You will need: (Not to Scale)</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  <p>Side Frame x2</p> </div> <div style="text-align: center;">  <p>Bottom Stretcher x2</p> </div> <div style="text-align: center;">  <p>Tub Channel Stretcher x2</p> </div> </div>

## Attach Stretchers to Side Frames



2

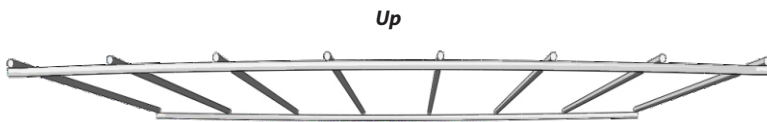
You will need: (Not to Scale)

Drying Rack  
x10



### Insert Drying Racks

**!** You may need to tighten slightly as you go up with the racks. Tighten all bolts (8) after all Drying Racks are assembled.

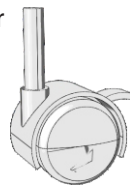


We recommend installing the racks with this side facing upwards - easier to slide paper off the rack

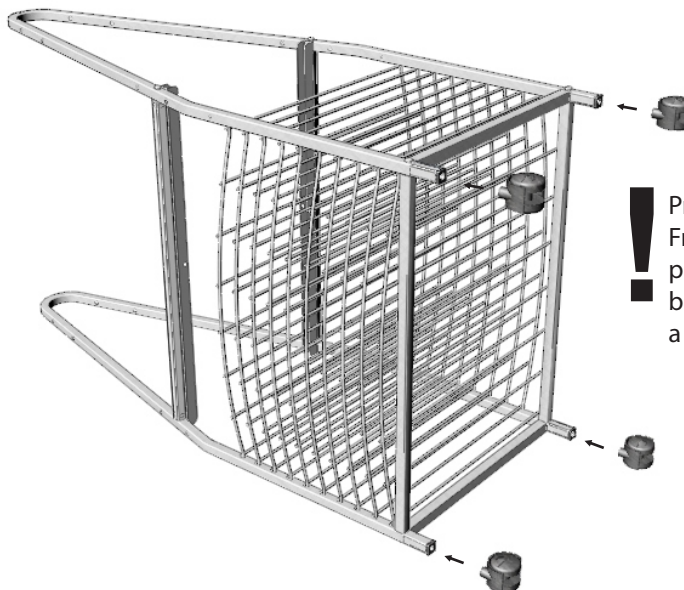
3

You will need: (Not to Scale)

Caster  
x4



### Install Casters



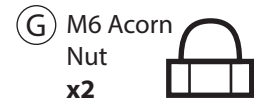
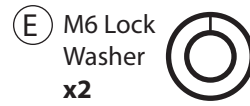
**!** Press Casters firmly into the Frame. Casters will click into place. If necessary, place a wrench between the wheels & tap in with a rubber mallet.





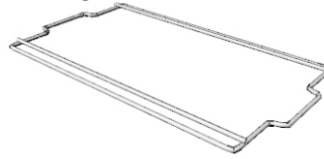
4

Actual Size:

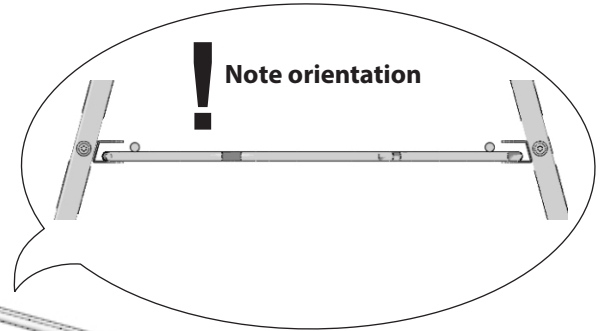
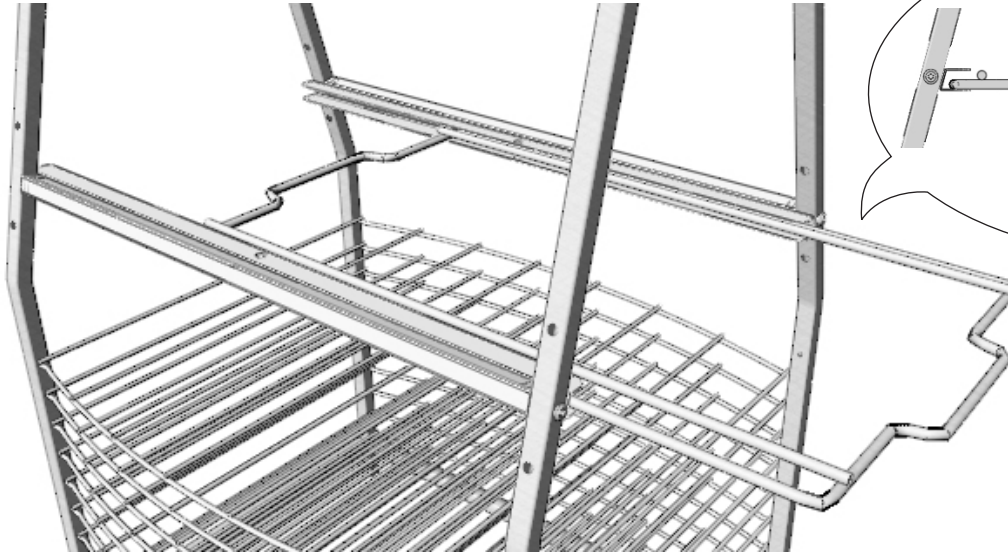


You will need: (Not to Scale)

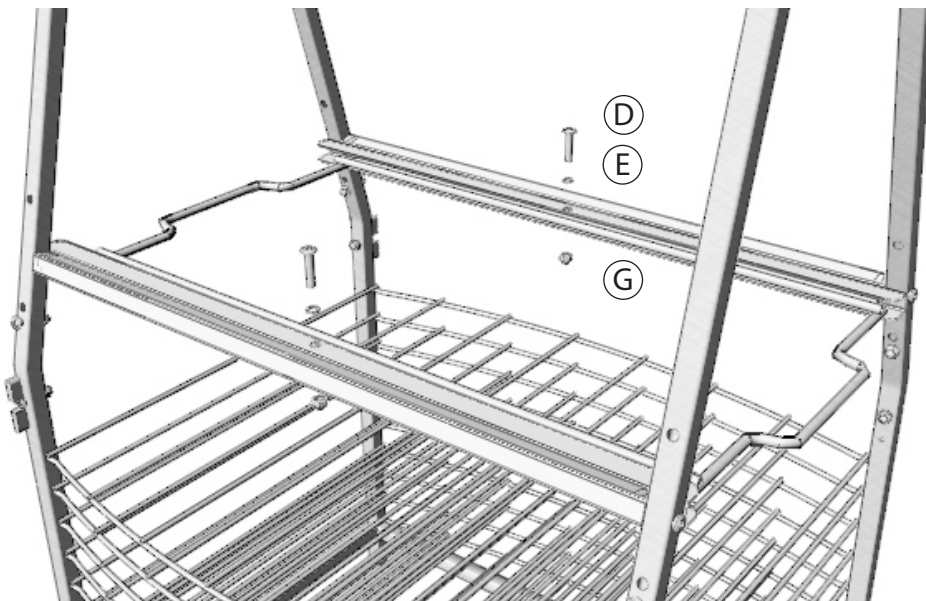
Tub Sliding Rack  
x1



### Insert Tub Sliding Rack



### Secure Tub Sliding Rack with Fasteners



5

Actual Size: **C** M6 x 30mm Screw x6  **E** M6 Lock Washer x6  **F** M6 Flat Washer x6  **G** M6 Acorn Nut x6 

You will need: (Not to Scale)

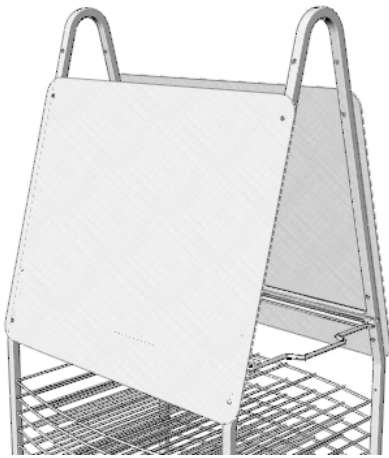
White Board x2



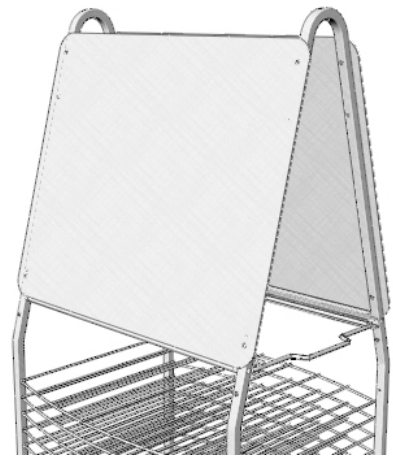
### Attach White Board on front and back

Choose the low or high position for each White Board to suit your needs

Board in Low Position

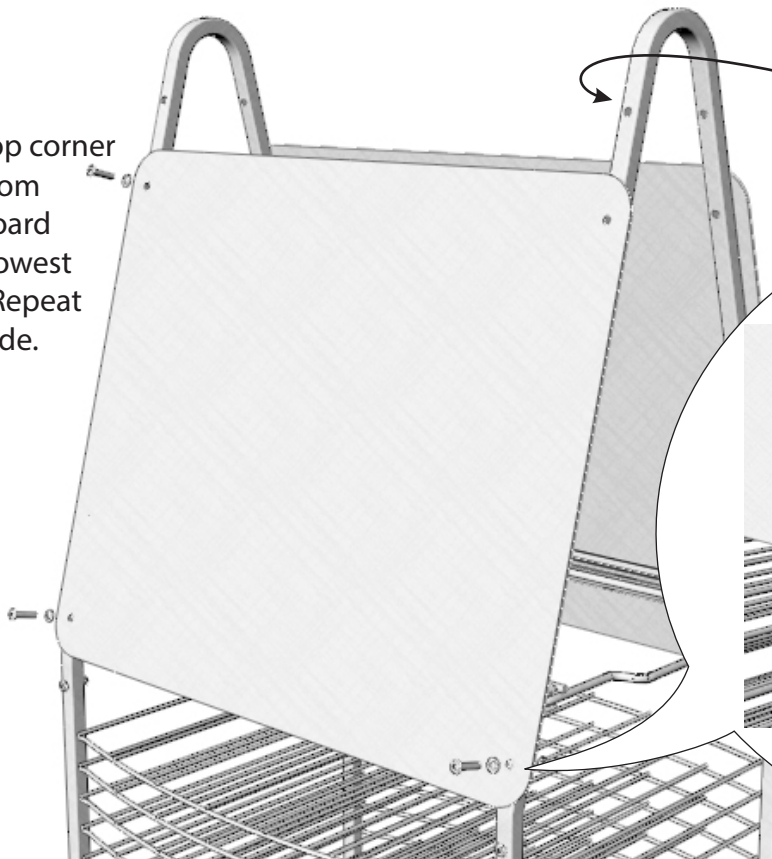


Board in High Position

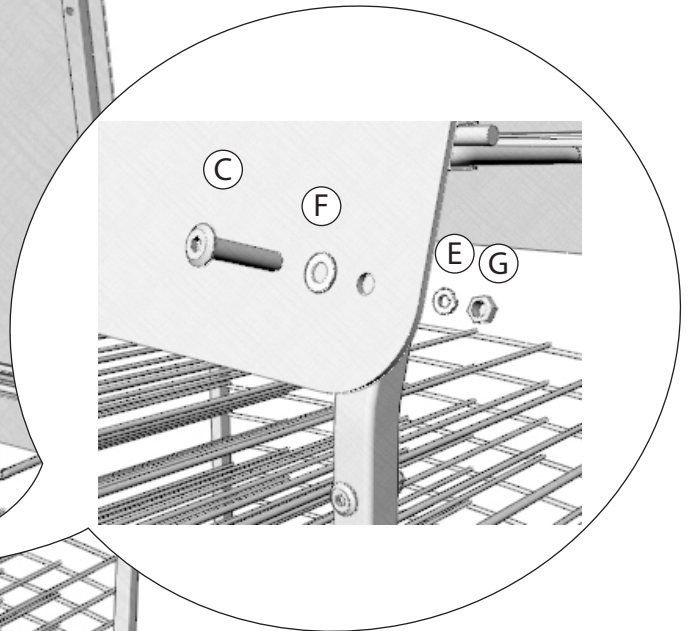


OR






! Attach 1 top corner and 2 bottom corners (board shown in lowest position). Repeat on other side.



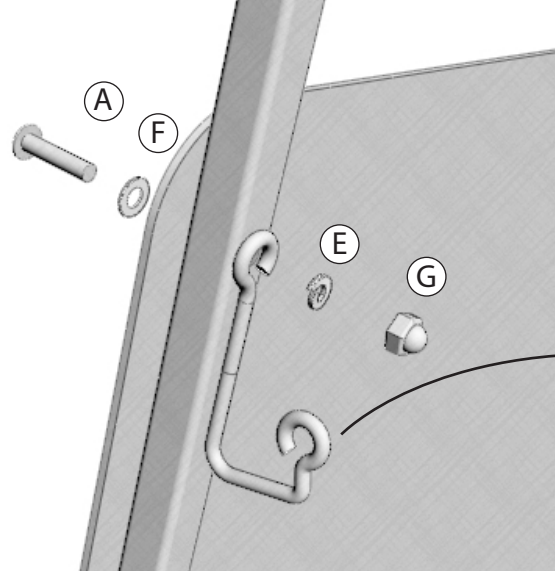
Use top holes for High position





6	<p>Actual Size: (A) M6 x 40mm Screw x2  (E) M6 Lock Washer x2  (F) M6 Flat Washer x2  (G) M6 Acorn Nut x2 </p>
	<p>You will need: (Not to Scale) Apron Hook x2 </p>

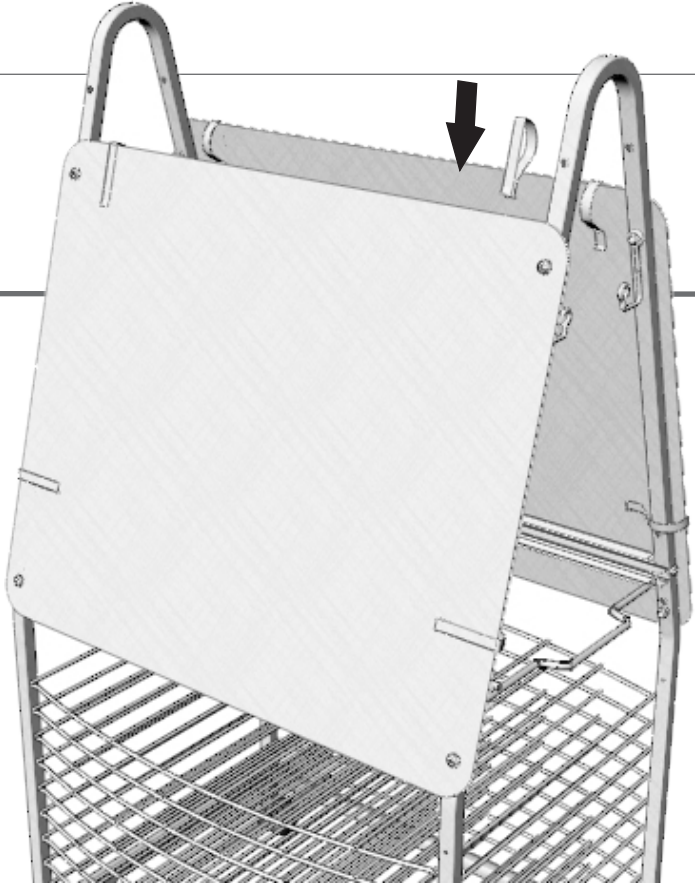
**Attach Hook and Fourth Board Corner**



**!** Apron Hook installs with two longer bolts A on either side, at the same time as the Whiteboards.

7	<p>You will need: (Not to Scale) Art Clip x8 </p>
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**Install Art Clips**



8

Actual Size:

(H) M6 x 30mm  
Shoulder Bolt  
x4



(E) M6 Lock  
Washer  
x4



(G) M6 Acorn  
Nut  
x4



You will need: (Not to Scale)

Holder for  
Low Position  
x4



OR

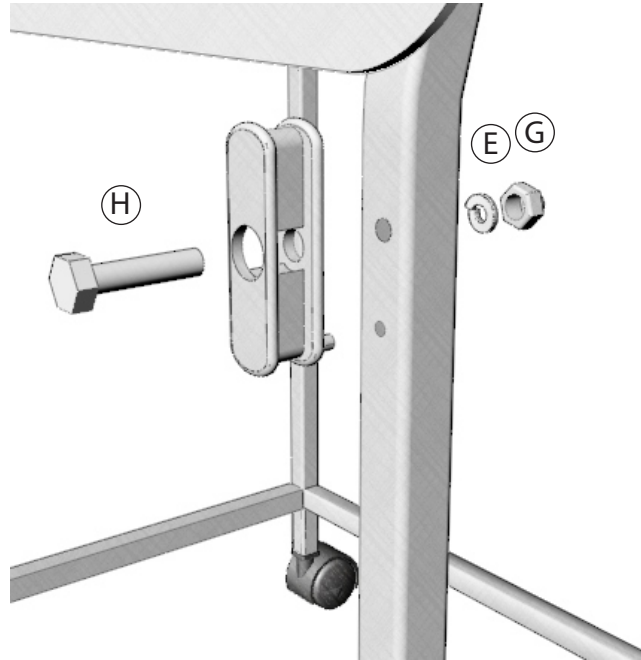
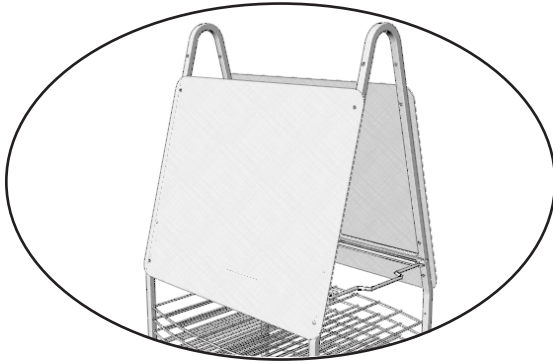
Holder for High  
Position  
x4



### Install Paint Tray



For board in Low Position

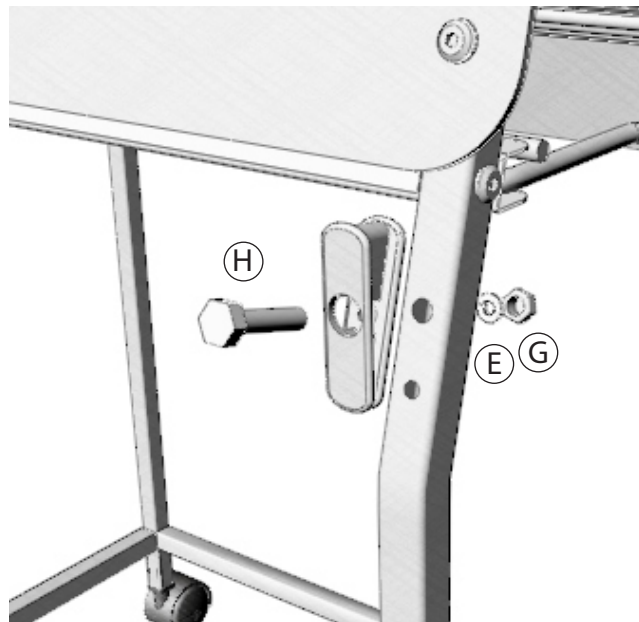
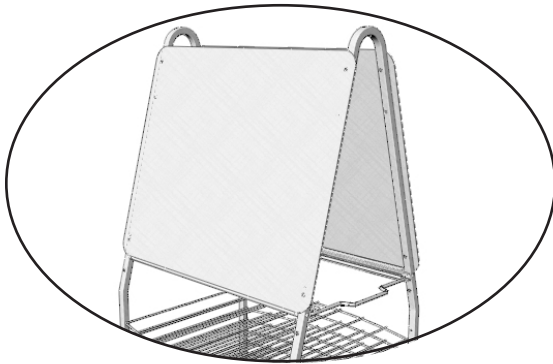


OR

### Install Paint Tray

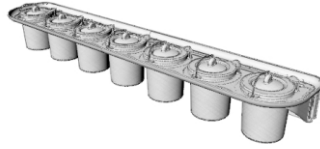


For board in High Position

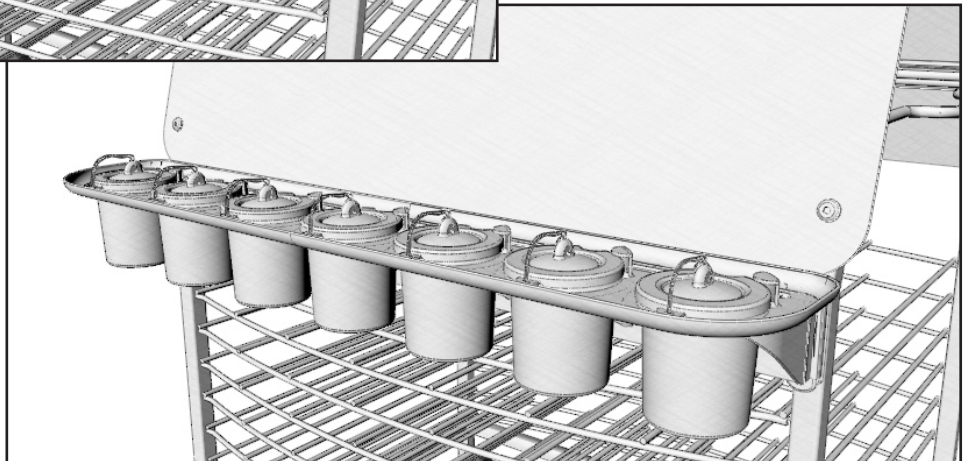
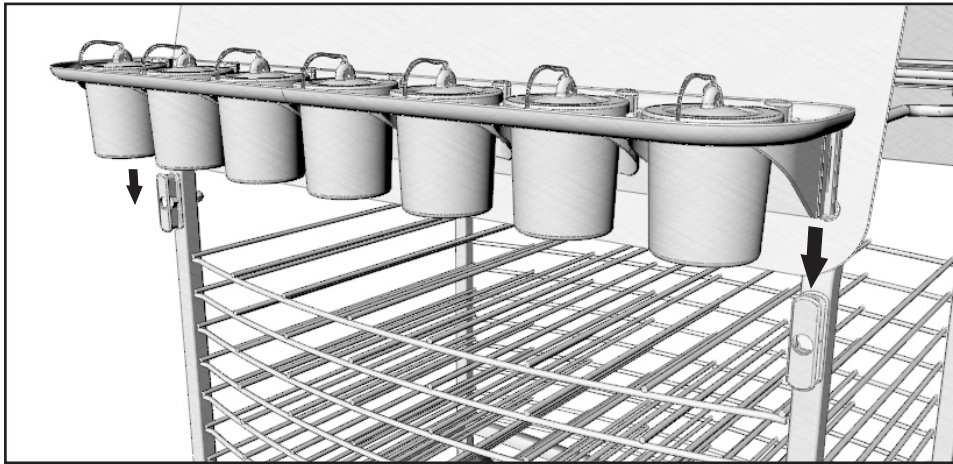


You will need: (Not to Scale)

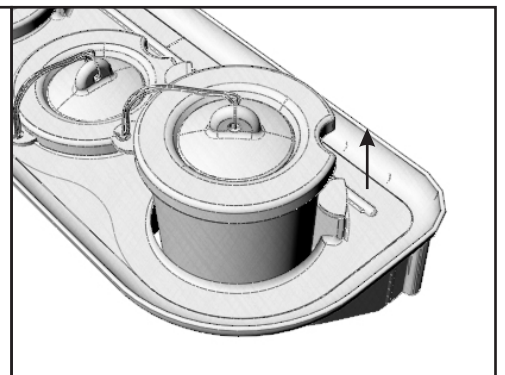
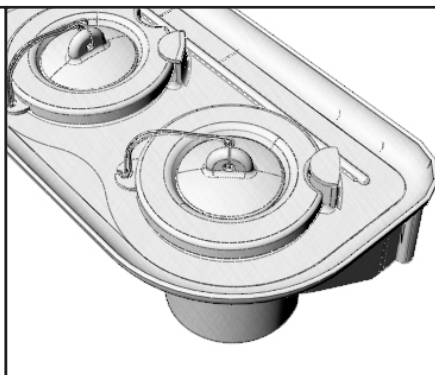
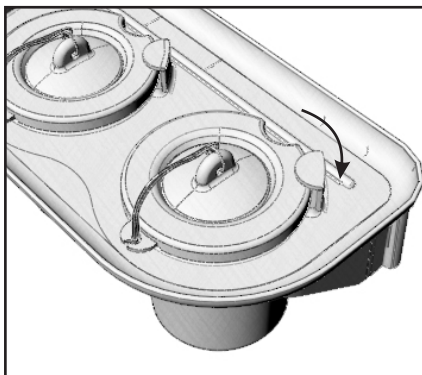
Paint Tray  
x2



### Slide Paint Tray on Holders

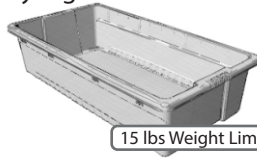


### How to remove Pots from Paint Tray



You will need: (Not to Scale)

Really Big Tub  
x1



15 lbs Weight Limit

### Insert Tub

