

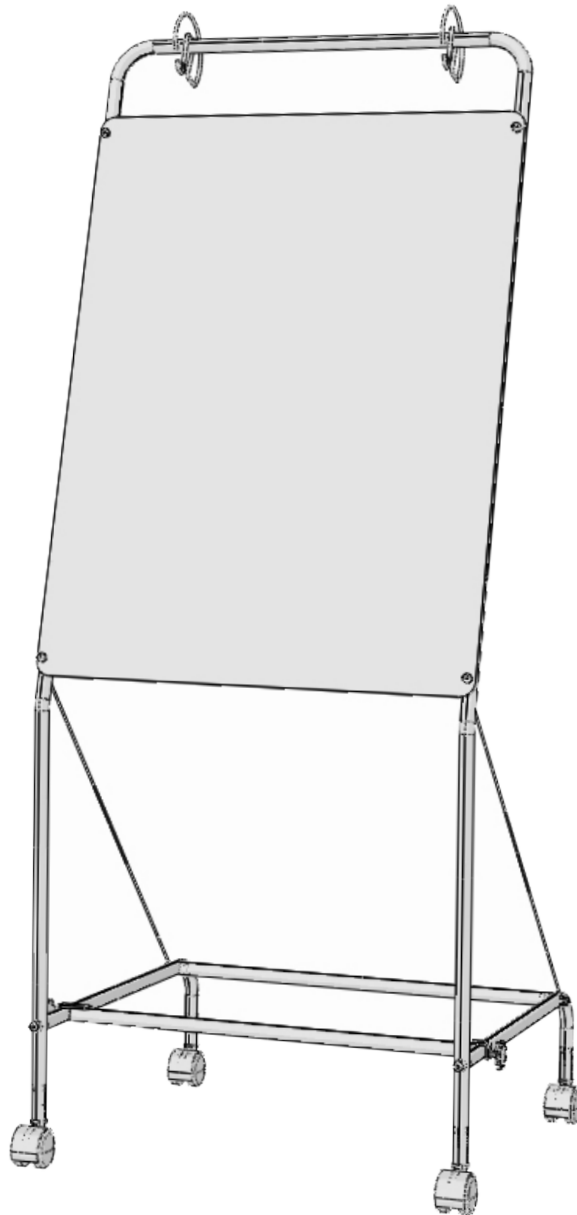


## Assembly Guide

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.



# Customer Service & Warranty Information

Dear Educator,

Thank you for purchasing the Basic Chart Stand. 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:info@copernicused.com)

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



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

**Lifetime**  
Frame 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.

**Lifetime**  
All Components  
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).

**1 Year**  
Whiteboard  
Warranty

### 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:



This 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.



### Climb Hazard

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



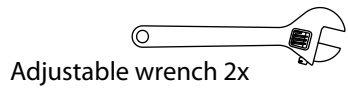
### Indoor Use Only

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:

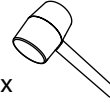


OR

10mm Wrench

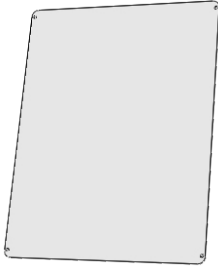
+

Rubber Mallet 1x

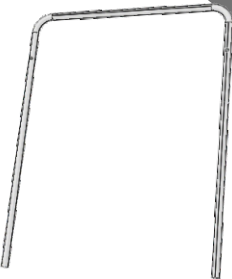


### Box 1

Whiteboard  
1x



Upper Frame  
1x



In Box 1

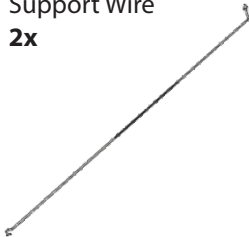
Lower Frame  
2x



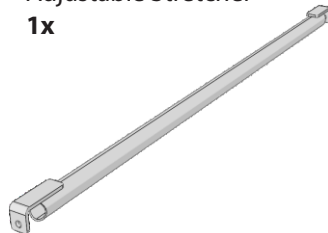
Foot  
2x



Support Wire  
2x



Adjustable Stretcher  
1x



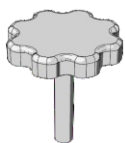
Stretcher  
1x



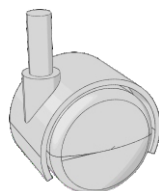
Chart Loop Hooks  
2x



Knob  
2x



Caster  
4x



### Hardware Actual Size

(A) M6 x 40mm  
4x



(B) M6 x 35mm  
2x



(C) M6 Lock Washer  
4x



(D) M6 Nut  
4x



(E) Contour Washer  
2x

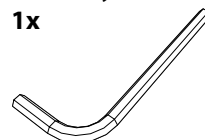






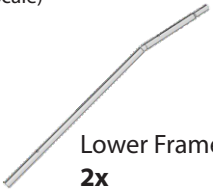


(F) M6 x 25mm  
2x



### Tools (Not to Scale)

Allen Key  
1x

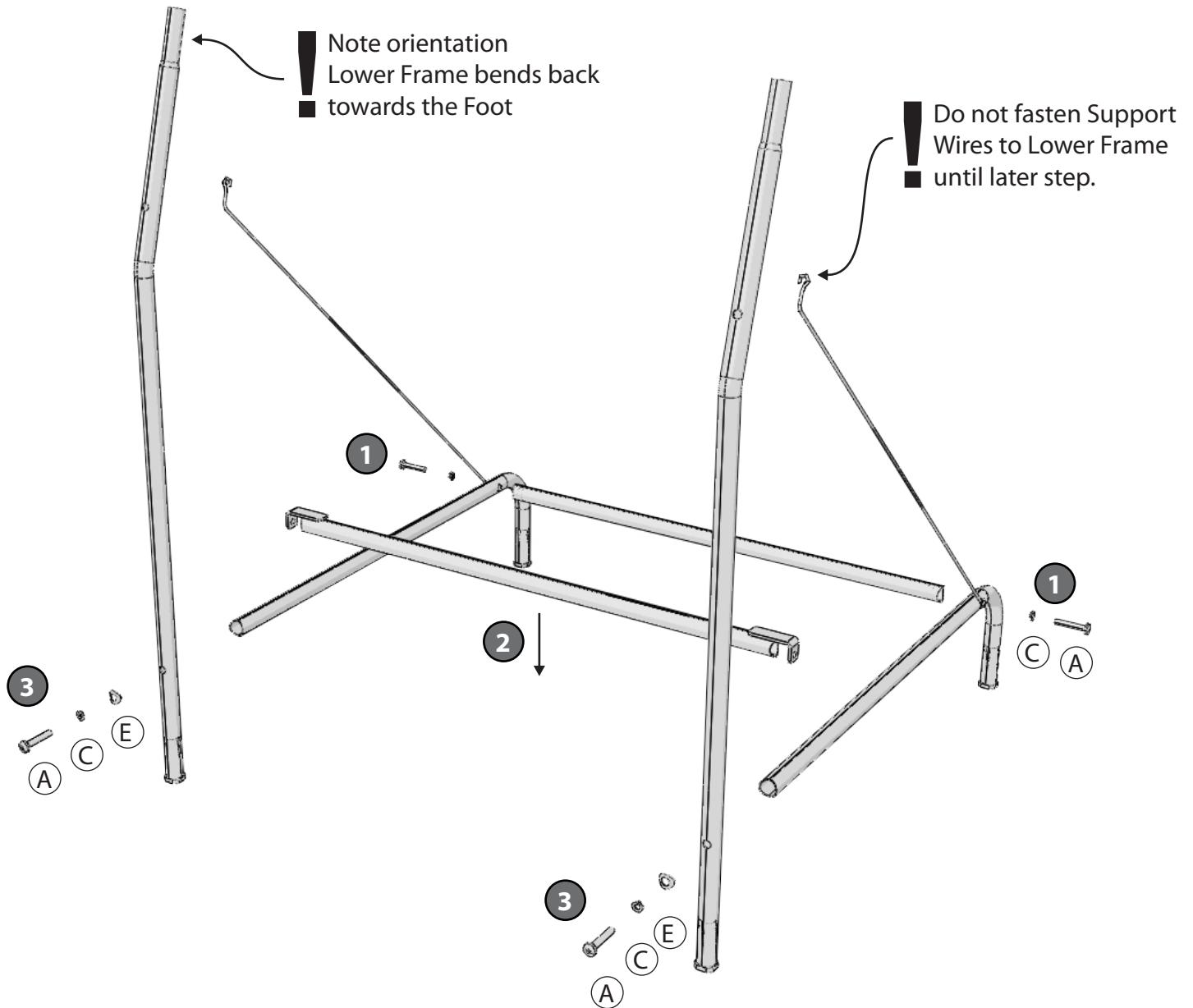


<b>1</b>	Actual Size:	 (A) M6 x 40mm 4x	 (C) M6 Lock Washer 4x	 (E) Contour Washer 2x	
	You will need: (Not to Scale)	 Foot 2x	 Lower Frame 2x	 Stretcher 1x	 Adjustable Stretcher 1x

## Assemble Feet and Lower Frame

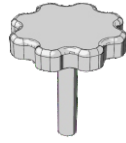
★ **Do not tighten any fasteners until instructed**

- 1 Fasten bottom of Support Wires and Stretcher to both Feet
- 2 Carefully slide Adjustable Stretcher onto Feet
- 3 Fasten Feet to Lower Frame



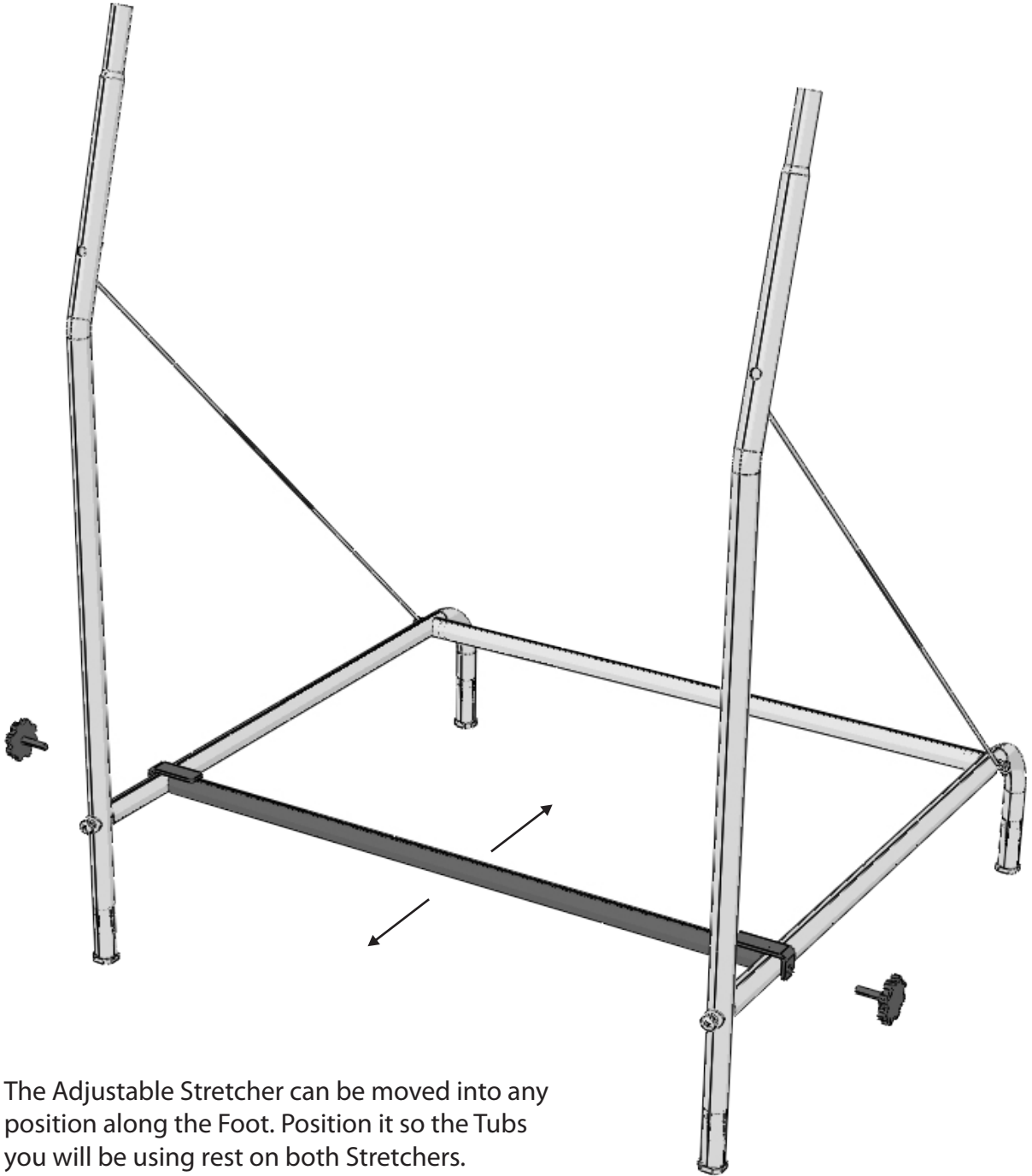
2

You will need: (Not to Scale)






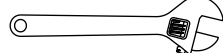
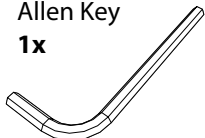


Knob  
2x

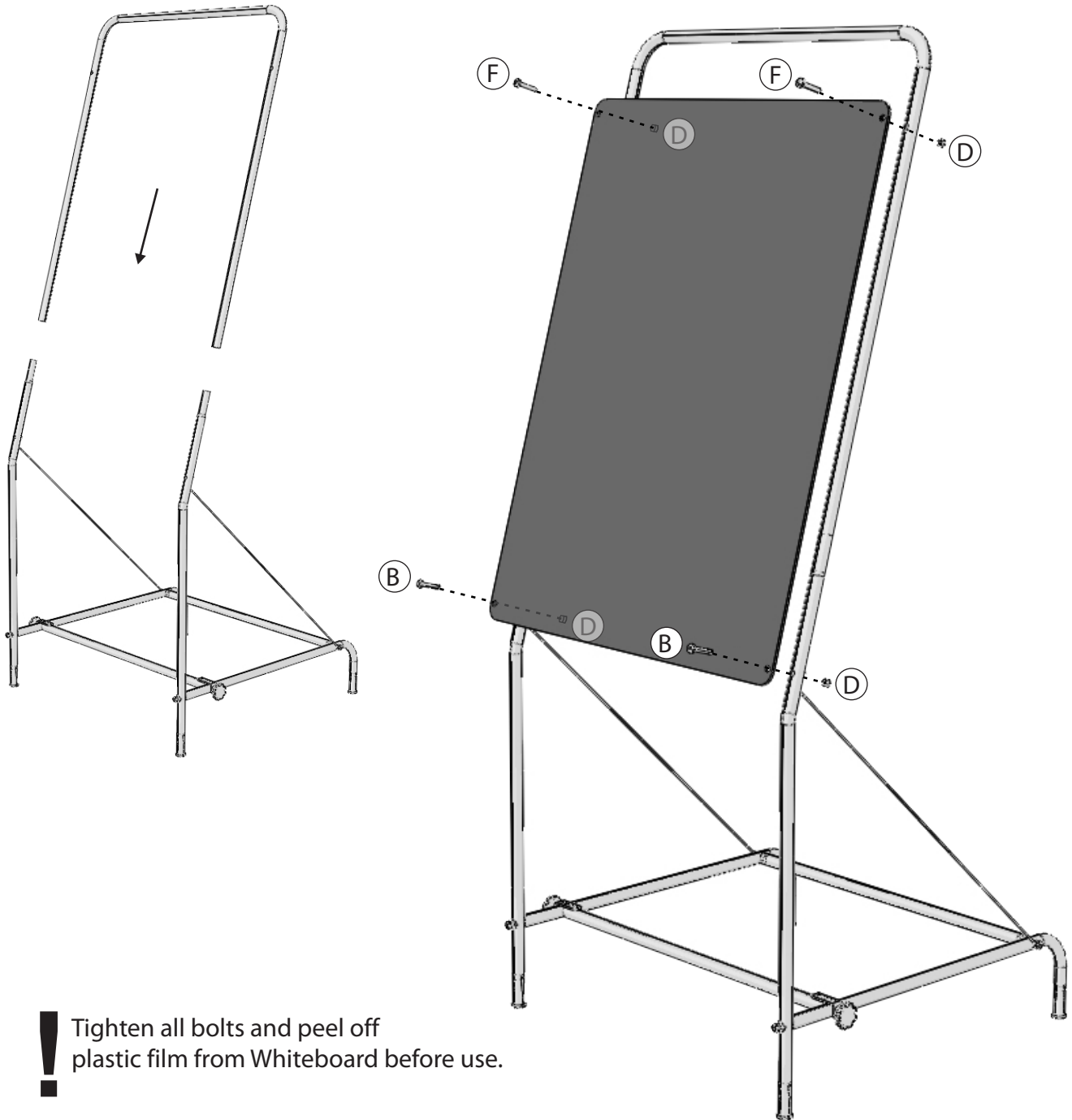
## Adjust Stretcher



**!** The Adjustable Stretcher can be moved into any position along the Foot. Position it so the Tubs you will be using rest on both Stretchers.

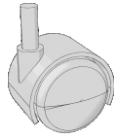
3	Actual Size:			
	 <b>(B)</b> M6 x 35mm <b>2x</b>	 <b>(D)</b> M6 Lock Nut <b>4x</b>	 <b>(F)</b> M6 x 25mm <b>2x</b>	
You will need: (Not to Scale)				
 Upper Frame <b>1x</b>	 Whiteboard <b>1x</b>	 Adjustable wrench <b>1x</b> <b>OR</b> 10mm Wrench <b>1x</b>	 Allen Key <b>1x</b>	

## Install Upper Frame & Whiteboard



4

You will need: (Not to Scale)



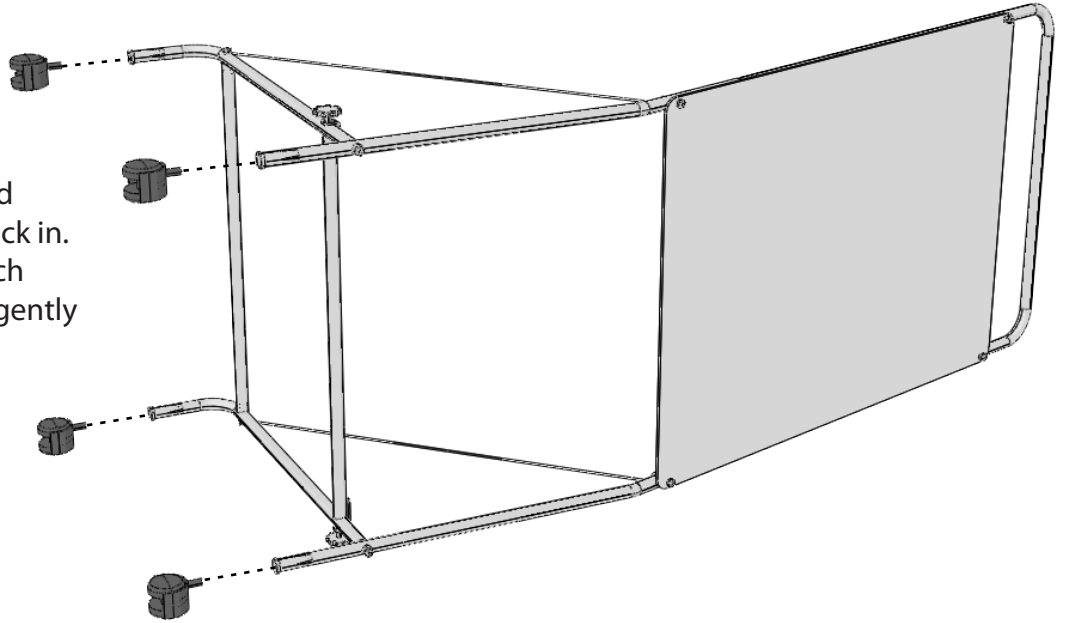
Caster  
4x

Rubber Mallet  
(not included)  
1x



### Install Caster

! Lay the unit on its side and press casters in till they click in. If they don't place a wrench between the wheels and gently tap with a rubber mallet.



5

You will need: (Not to Scale)



Chart Loop Hook  
2x

### Install Chart Loop Hooks

! Place an empty hardware bag over the frame to prevent scratching the unit. Slide bag free once Chart Loop Hook has been snapped onto frame.

