

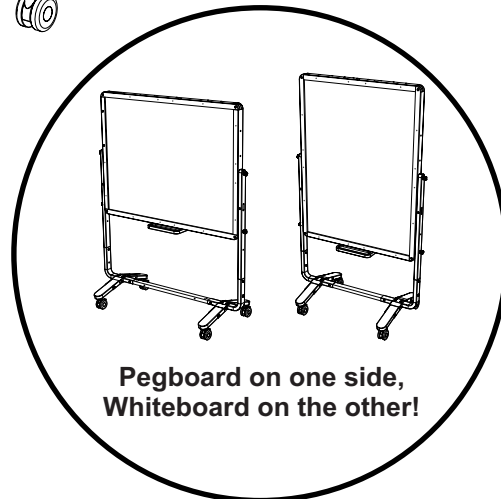
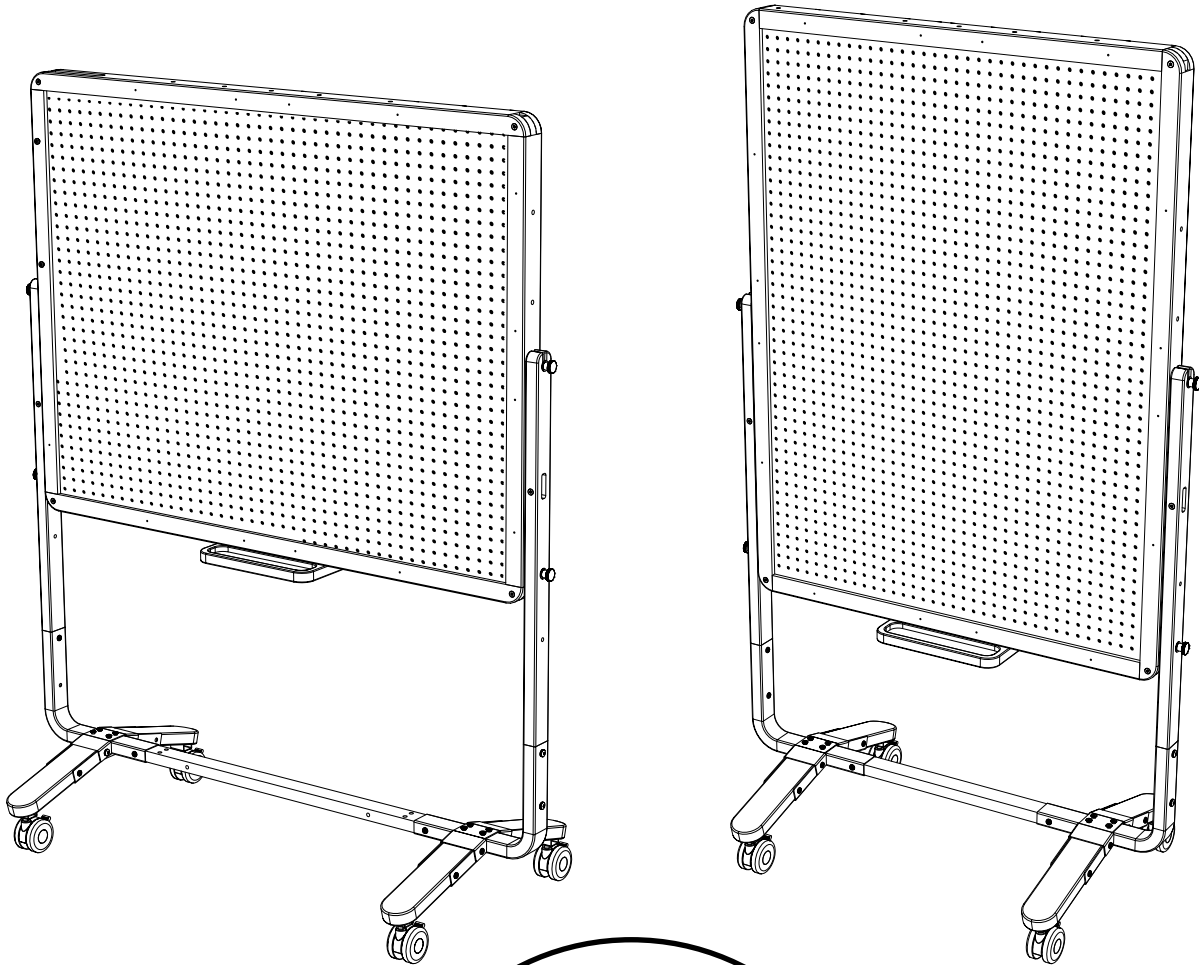


## Assembly Guide

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.



**Pegboard on one side,  
Whiteboard on the other!**



# Customer Service & Warranty Information

Dear Educator,

Thank you for purchasing the Collaboration Center. 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:



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.

# Parts

**Before beginning, you should have:**

**CWB3-0**

Latch Upright (52029) **1x**

Upright (52030) **1x**

Marker Ledge (52027) **1x**

Foot (52028) **2x**

Caster (410031) **4x**

Peg Board Hooks - 10 Pack (310194) **2x**

Stretcher (52026) **1x**

4mm Allen Key (432810) **2x**

Caster Wrench (32129) **1x**

**In CWB3-0**

**CWB3-1**

Whiteboard **1x**

**Hardware**  
Actual Size

- (A) M8 Lock Washer (43274) **6x**
  - (B) M6 x 45mm Screw (43245) **10x**
  - (C) M6 Lock Washer (43273) **10x**
  - (D) M6 x 40mm Barrel Nut (432721) **2x**
  - (E) M6 x 25mm Screw (43229) **2x**
  - (F) 13mm Washer (432731) **2x**
  - (G) M6 Knob (430375) **4x**
  - (H) 19mm Washer (432733) **4x**
-

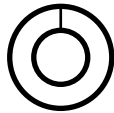
1



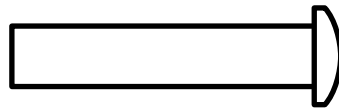
2-Person Task

Actual Size:

(A) M8 Washer  
2x



(D) M6 x 40mm Barrel Nut  
2x



(E) M6 x 25mm Screw  
2x

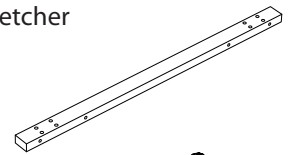


You will need: (Not to Scale)

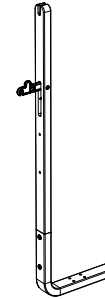
Allen Key  
2x



Stretcher  
1x



Latch  
Upright  
1x



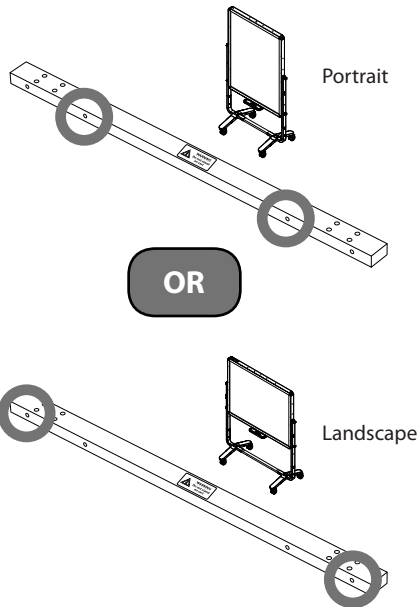
Upright  
1x



### Install stretcher

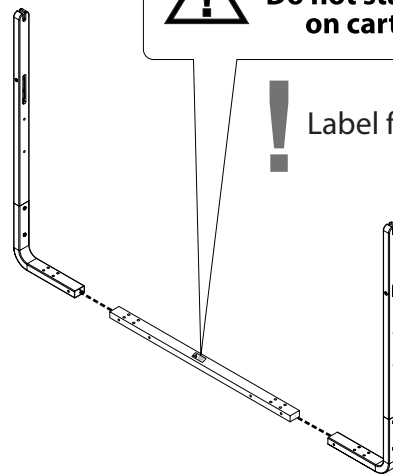
1

Choose board orientation

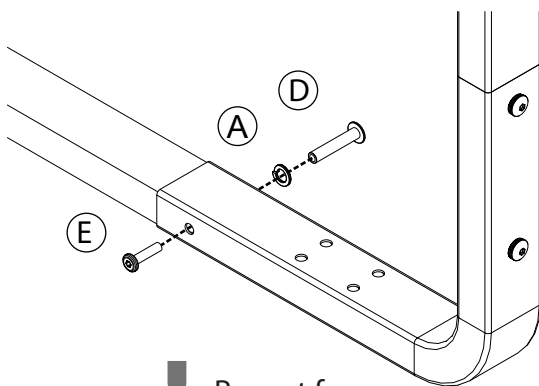


**WARNING**  
Do not stand  
on cart

! Label facing up

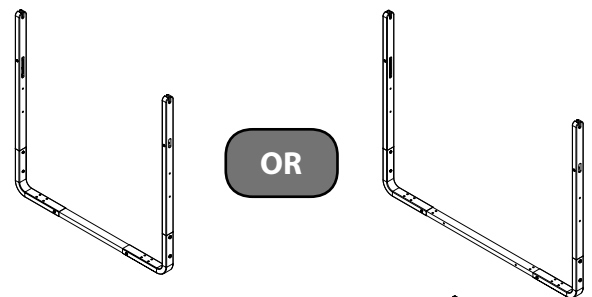


2



! Repeat for other side

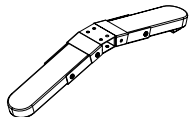
3



2

You will need: (Not to Scale)

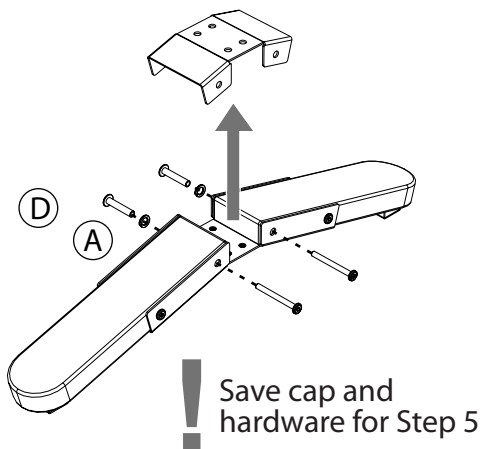
Foot  
2x



Allen Key  
2x



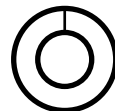
### Remove caps from feet



3

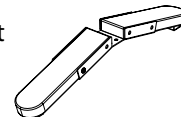
Actual Size:

(A) M8 Washer  
4x

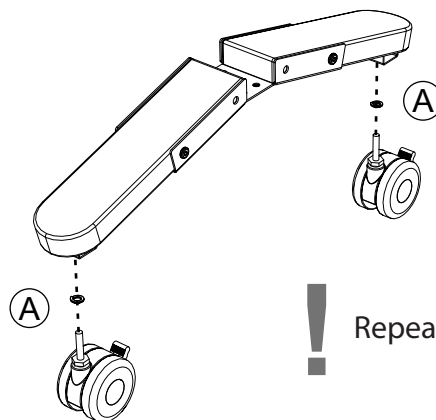


You will need: (Not to Scale)

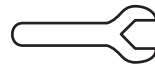
Foot  
2x



### Install casters



Caster Wrench  
1x



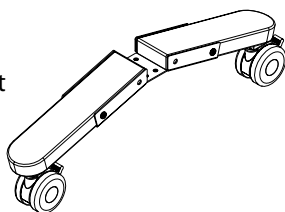
Caster  
4x



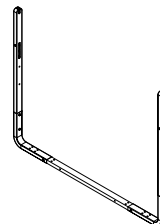
4

You will need: (Not to Scale)

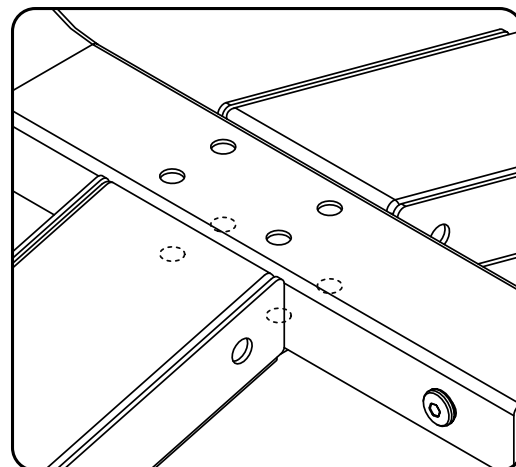
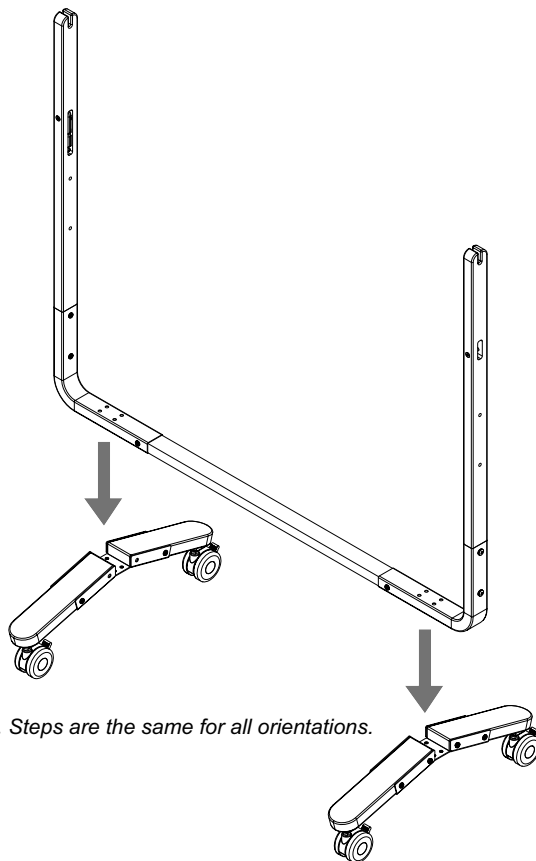
Foot  
2x



Foot  
2x



### Install frame to feet

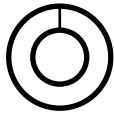


! Ensure that the holes on the feet and corners are aligned

# 5

Actual Size:

(A) M8 Lock Washer  
4x



(B) M6 x 45mm Screw  
8x



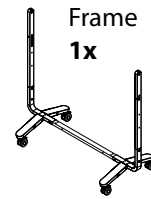
(C) M6 Lock Washer  
8x



(D) M6 x 60mm Screw  
4x



You will need: (Not to Scale)

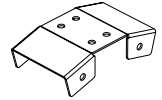


Frame  
1x

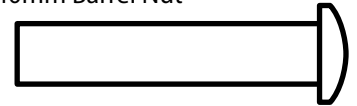
Allen Key  
2x



Cap  
2x

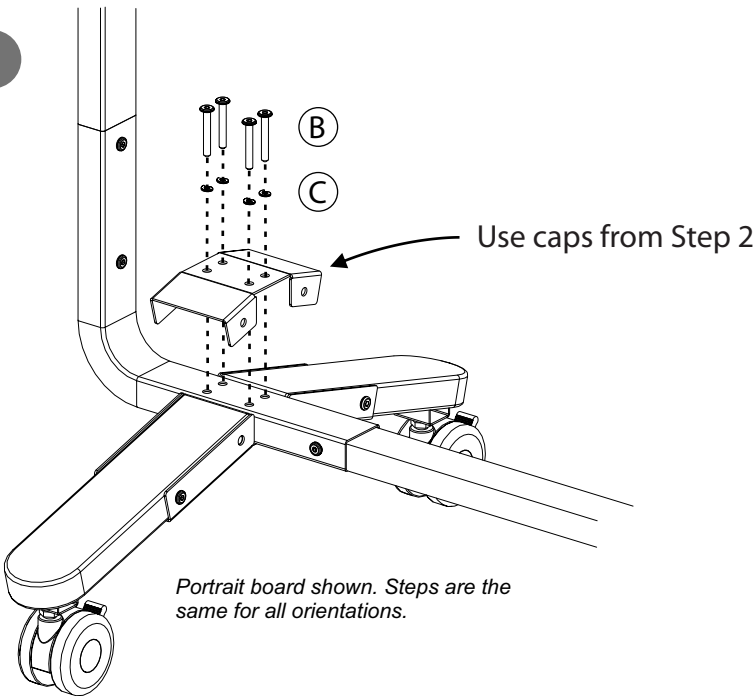


(E) M6 x 40mm Barrel Nut  
4x



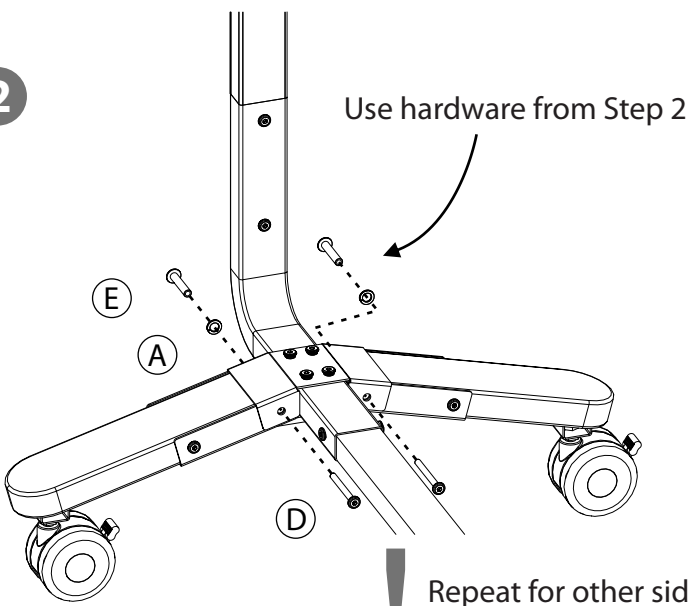
## Fasten caps to feet

1



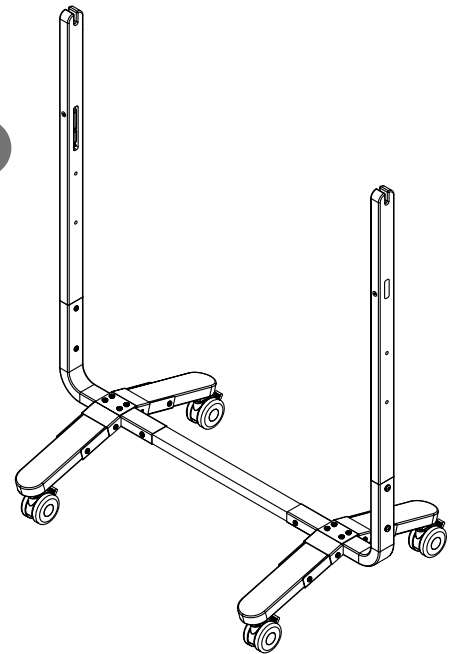
Portrait board shown. Steps are the same for all orientations.

2



Repeat for other side

3

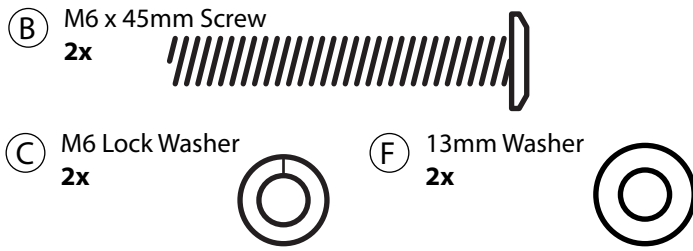


! Check that all hardware has been tightened.

6

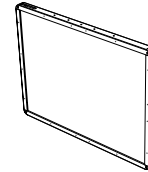
2-Person Task

Actual Size:

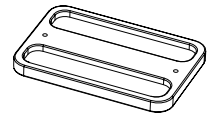


You will need: (Not to Scale)

Whiteboard 1x



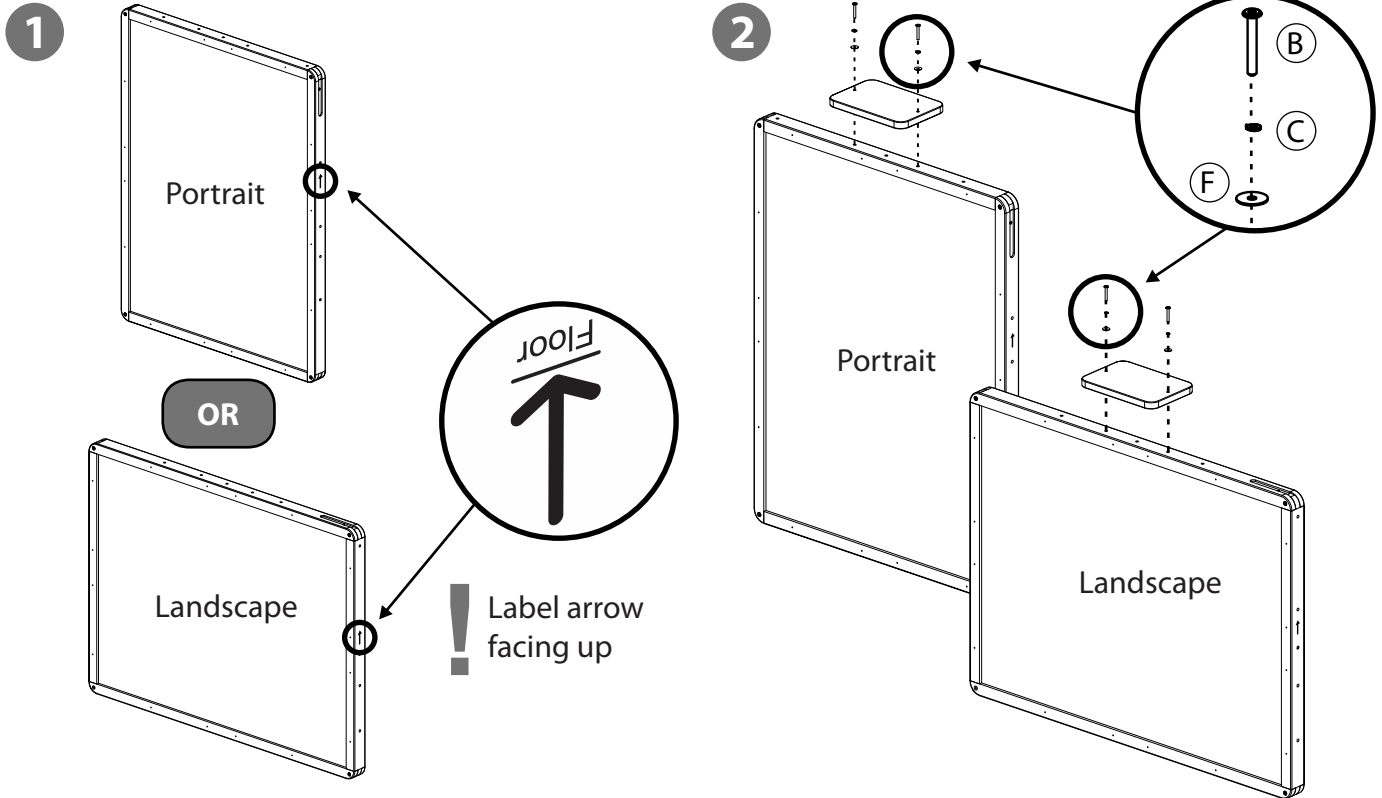
Marker Ledge 1x



Allen Key 1x



### Install marker ledge

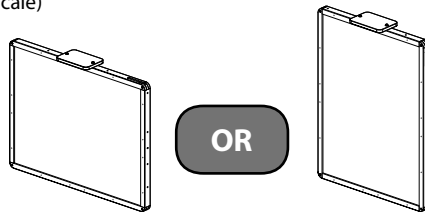


7

2-Person Task

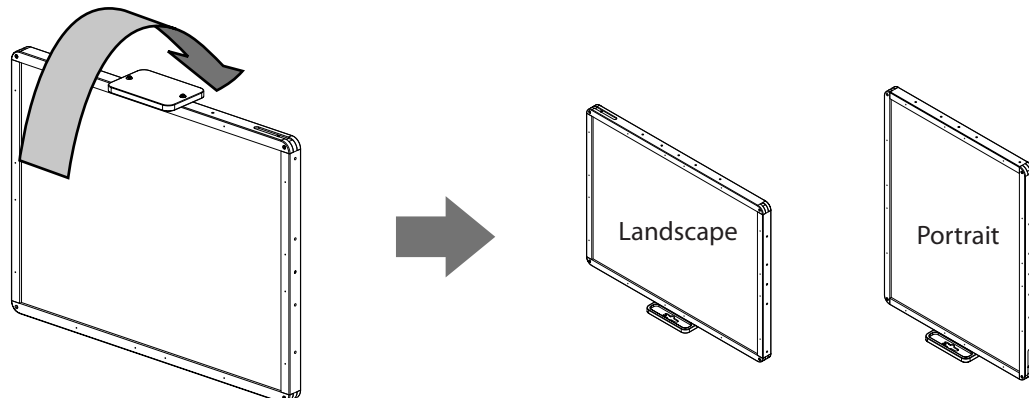
You will need: (Not to Scale)

Whiteboard 1x



### Flip board

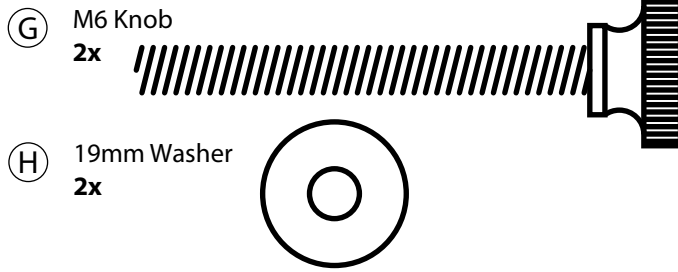
! 2-Person Task



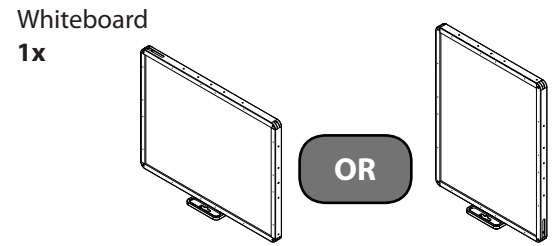


8

Actual Size:



You will need: (Not to Scale)



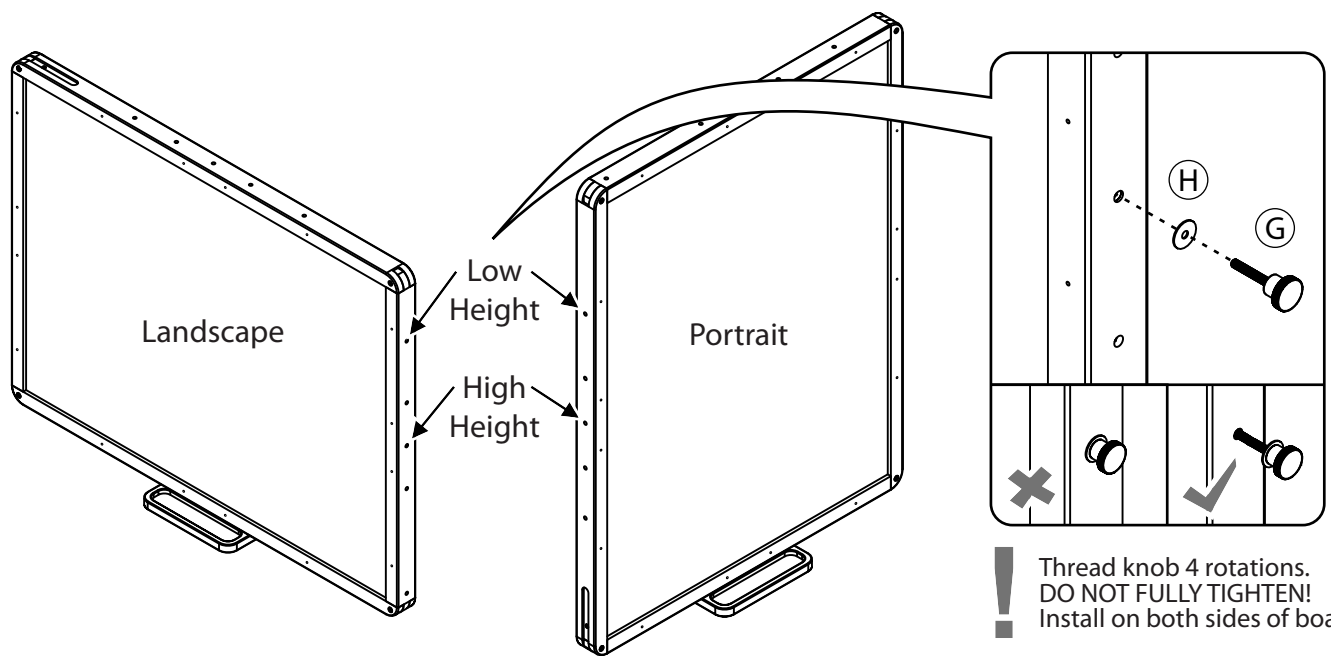
## Install hardware

### 1 Choose board height position

	Board Orientation	
Height Setup	Landscape	Portrait
High <i>Recommended for 9YO and older</i>	67-3/4" (172cm)	74" (186.5cm)
Low <i>Recommended for 8YO and younger</i>	55-1/2" (141cm)	61-3/4" (157cm)

*These are recommendations only and may not be accurate for everyone. If the recommended height position is not comfortable for the end users, try the other board height position.*

### 2 Install hardware into the appropriate location



**!** Thread knob 4 rotations. DO NOT FULLY TIGHTEN! Install on both sides of board.

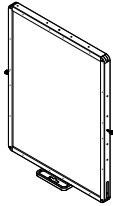
9

You will need: (Not to Scale)

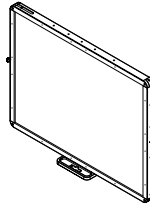


2-Person Task

Whiteboard  
1x

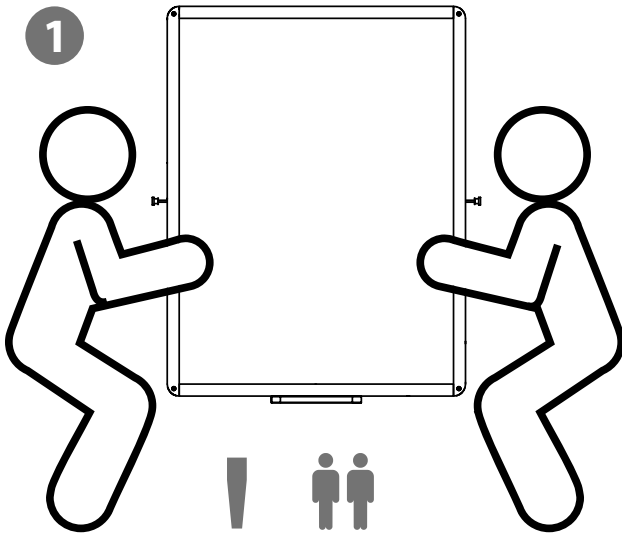


OR

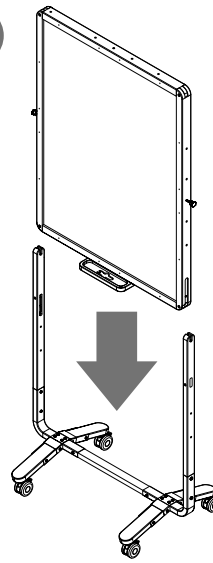


### Install whiteboard

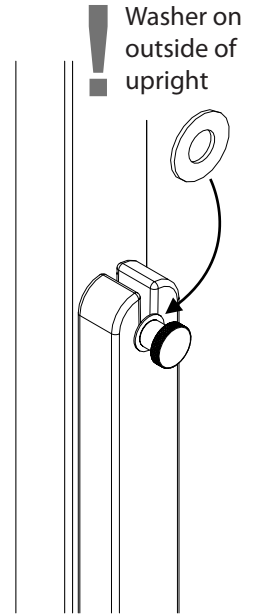
1



2



3



Portrait board shown. Steps are the same for all orientations and heights.

10

Actual Size:

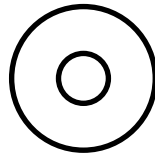
G

M6 Knob  
2x



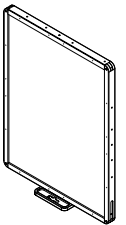
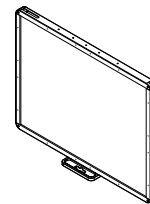
H

19mm Washer  
2x



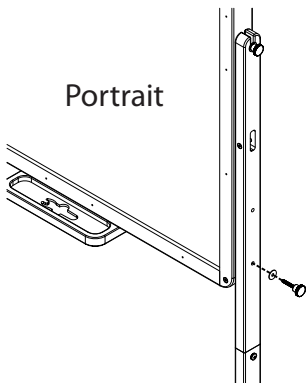
You will need: (Not to Scale)

Whiteboard  
1x



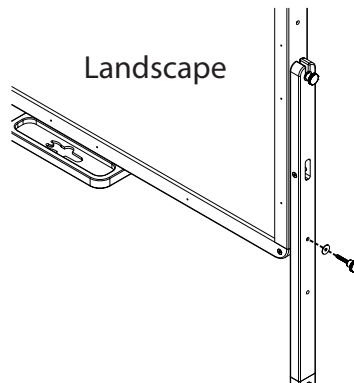
### Install hardware

Portrait

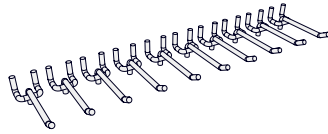


OR

Landscape

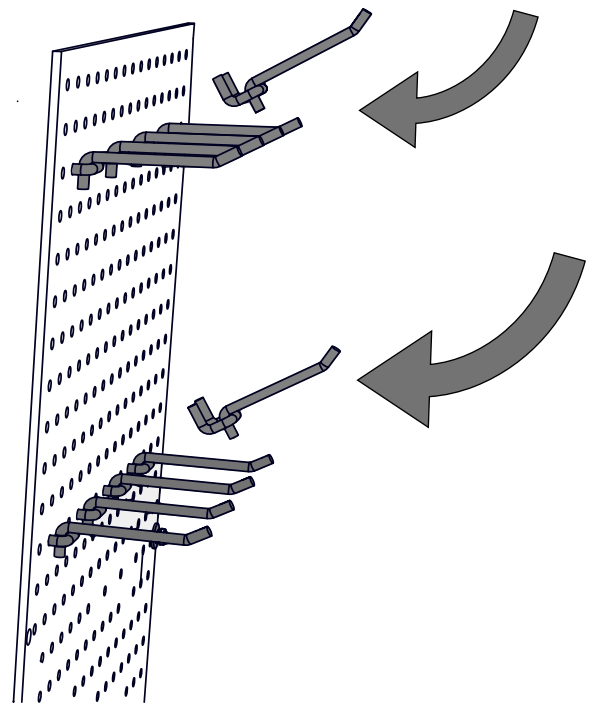
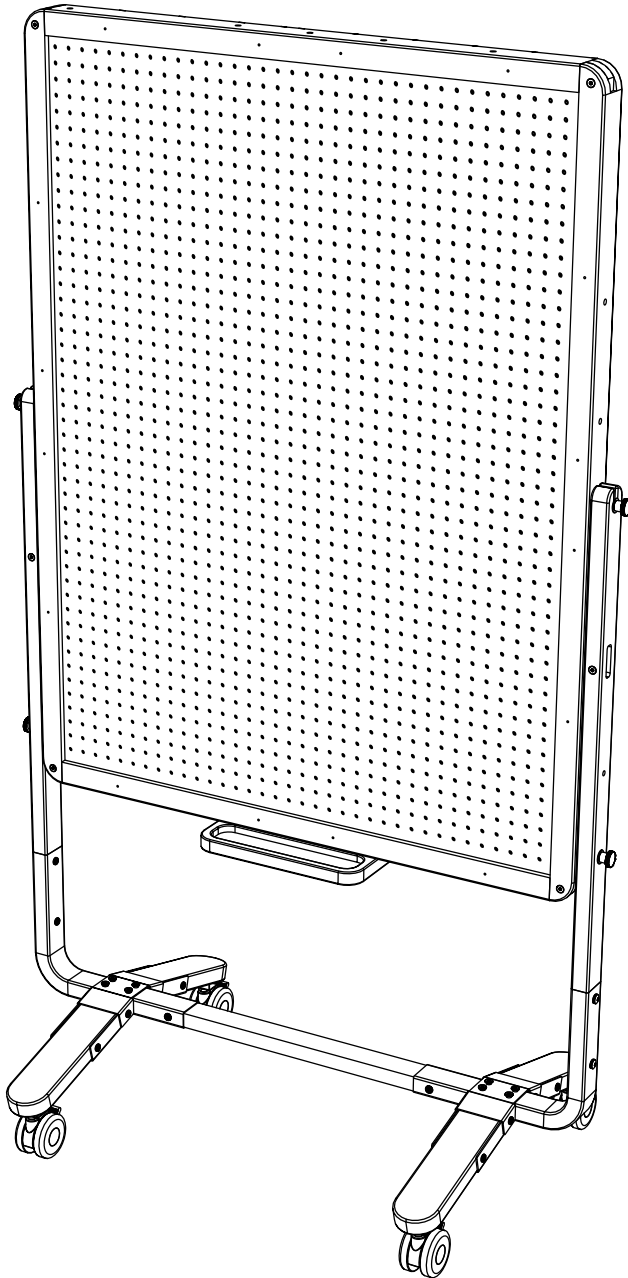


! Install on both sides.  
Tighten all knobs fully



Pegboard Hooks - 10x Pack  
2x

### Install Peg Board Hooks



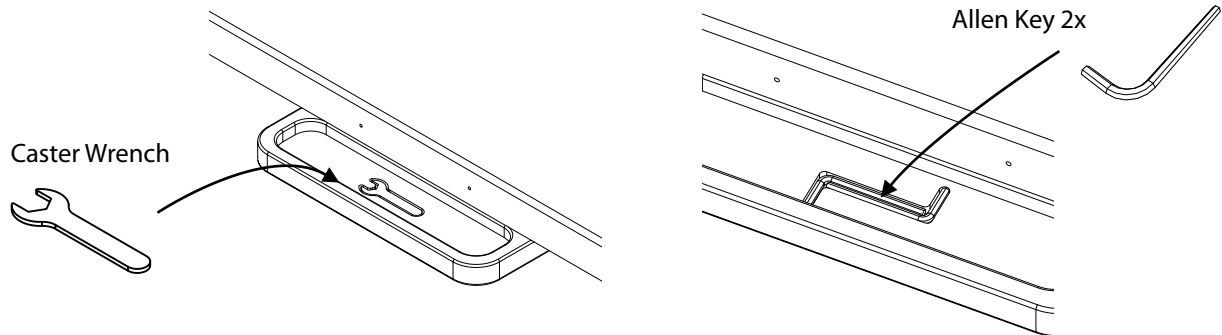
### **WARNING**

Maximum Weight Capacity 20lbs.  
Exceeding this limit may result in tipping hazard.  
Use with care and avoid overloading.

# Features

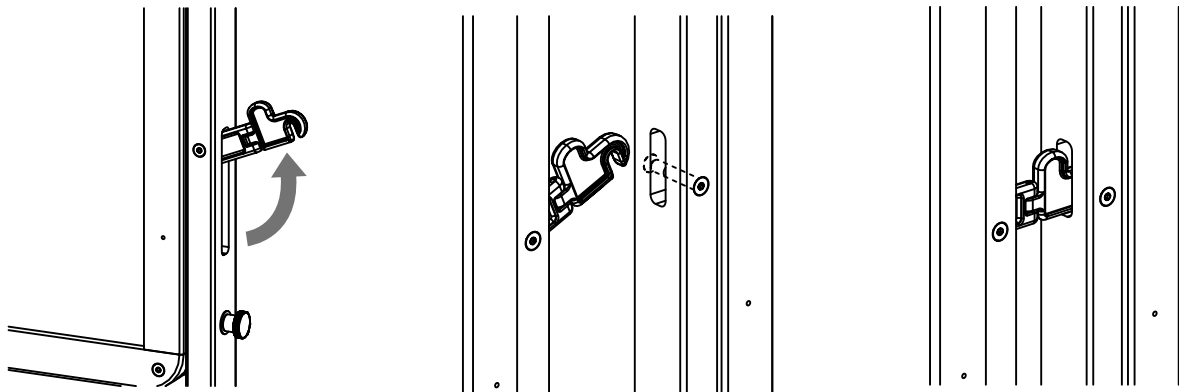
## Tool Storage

Store tools in marker ledge. Inspect casters and hardware every 3 months. Tighten as needed.



## Whiteboard Partition

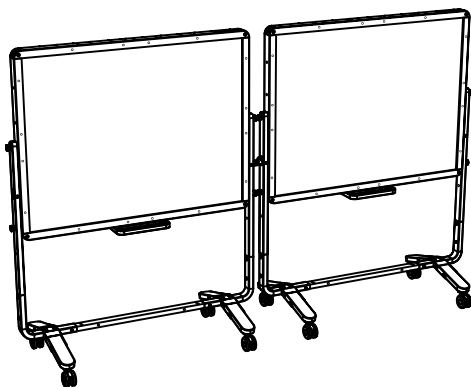
The Collaboration Whiteboard can be joined to additional Collaboration Whiteboards to create a whiteboard partition. Boards can be linked regardless of orientation and height setups.



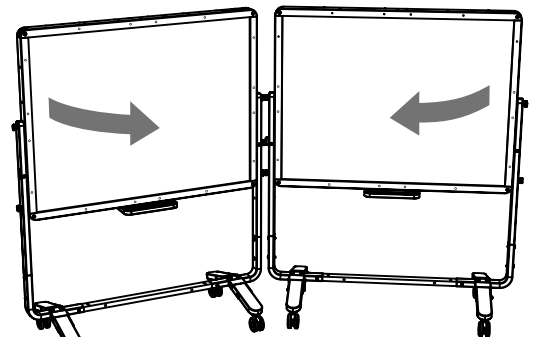
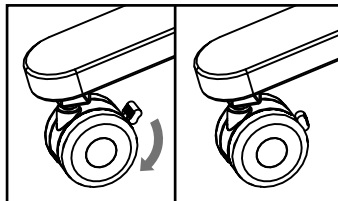
**1** Lift hook from Easel 1

**2** Align hook with opening on Easel 2 and lower over bar

**3** Finished



**4** Arrange whiteboards in straight or in angled partition. Lock casters once in position.



*To make angled partition, unlock casters and bring boards together.*