

CWB1  
CWB-AC

# Collaboration Whiteboard Premium with Slate Kit

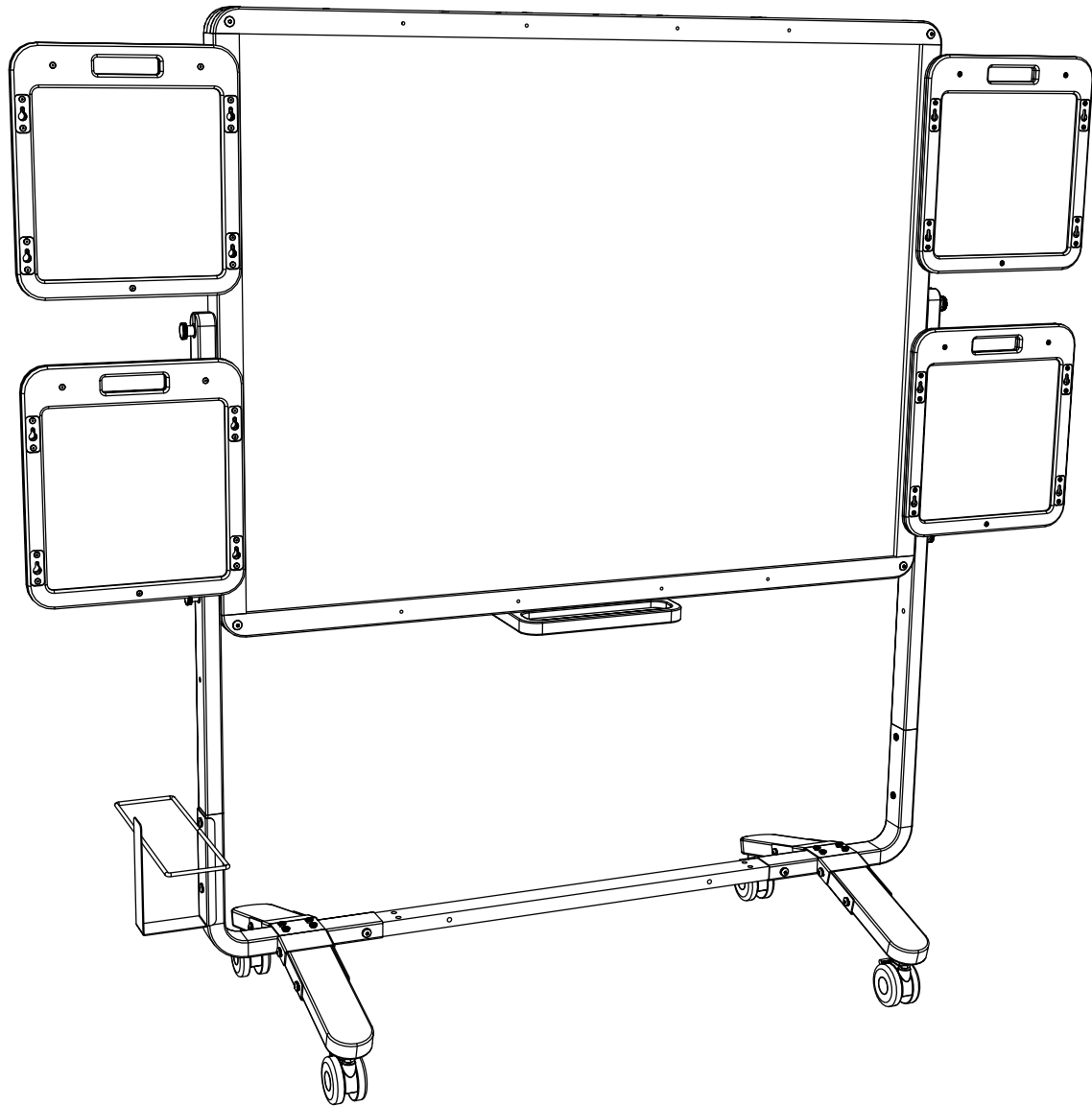


## Assembly Guide

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 Collaboration Whiteboard Premium with Slate Kit. 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.
- 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.



# Bamboo Maintenance

When needed, wipe down with mild soapy water. A mild disinfectant can be used. A mild bleach water solution (1:50) can also be used. Wipe cleaning solution off after application.

Recommended cleaning frequency is once monthly, and at minimum, once per school year.

DO NOT leave standing water or cleaning solutions on the bamboo surface.  
DO NOT use harsh chemicals to clean surfaces.

# Parts

## Before beginning, you should have:

Additional tools required:

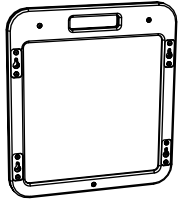


Screwdriver

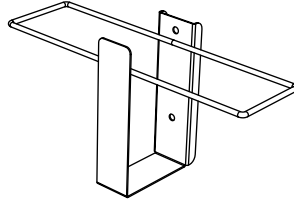


CWB-AC

Slate  
(52032)  
**4x**



Slate Holder  
(52033)  
**1x**



Hardware  
Actual Size

(A) 14mm Shoulder Screw  
(43324)  
**8x**



(B) 9mm OD Flat Washer  
**8x**

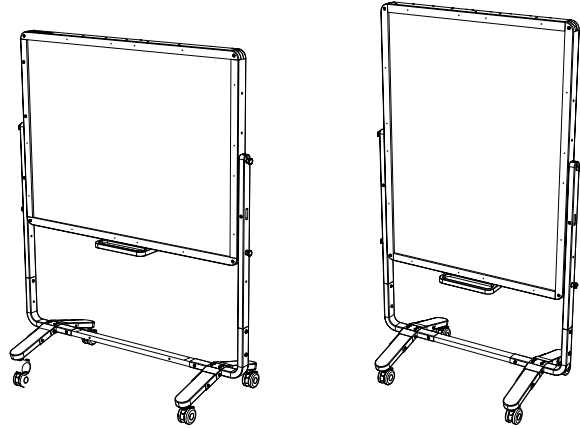


*These items can be found in the CWB-0  
Collaboration Whiteboard box.*



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

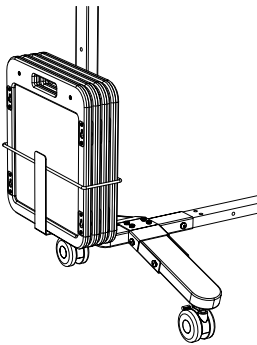
## Assemble Collaboration Whiteboard



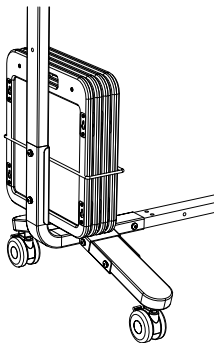
Follow the “CWB2 Collaboration Whiteboard” assembly instructions first and assemble the unit as shown before proceeding to next step.

You will need: (Not to Scale)

## Determine Slate Holder Storage Location



Outer Storage Position

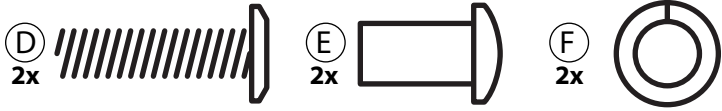


Inner Storage Position

Configuration	Outer Storage Position	Inner Storage Position
Portrait Low	✓	✗
Portrait High	✓	✗
Landscape Low	✓	✗
Landscape High	✓	✓

3

Actual Size:



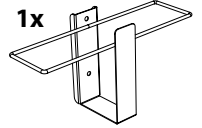
You will need: (Not to Scale)

4mm Allen Key  
2x



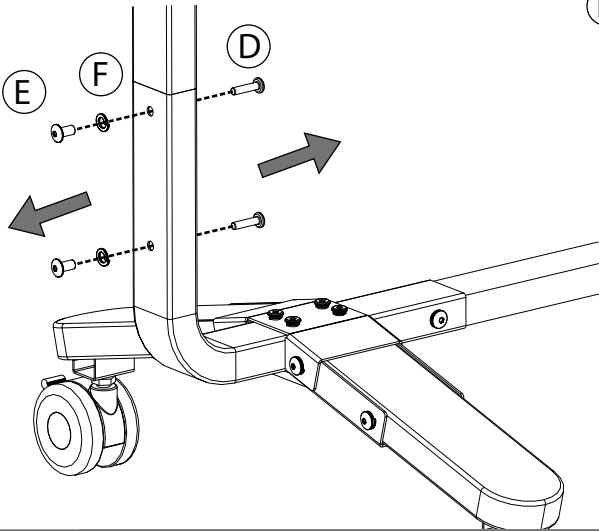
Slate Holder

1x



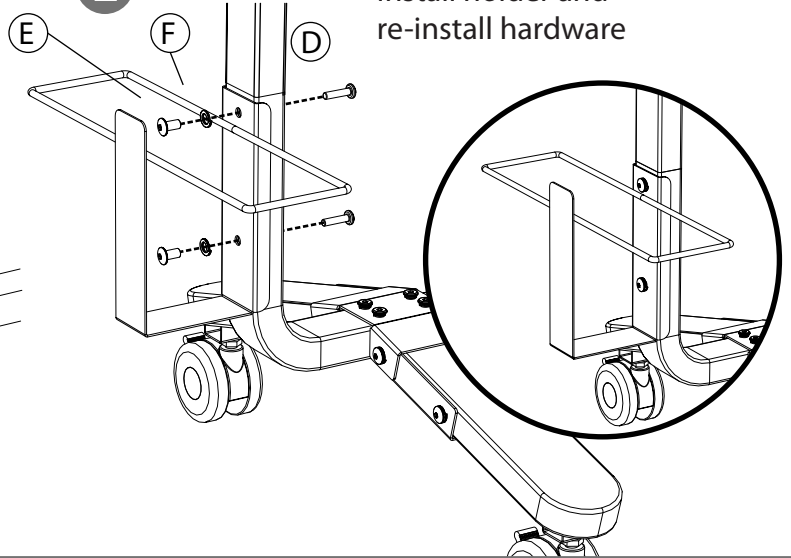
### Install slate holder

1 Remove hardware



2

Install holder and re-install hardware

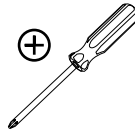


4

Actual Size:

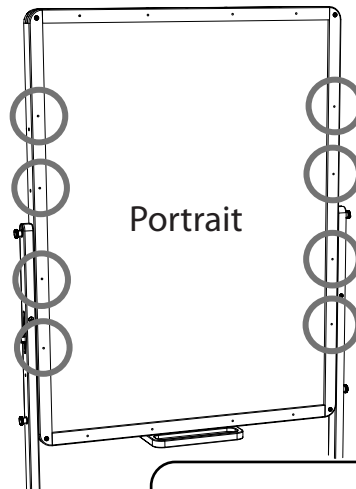
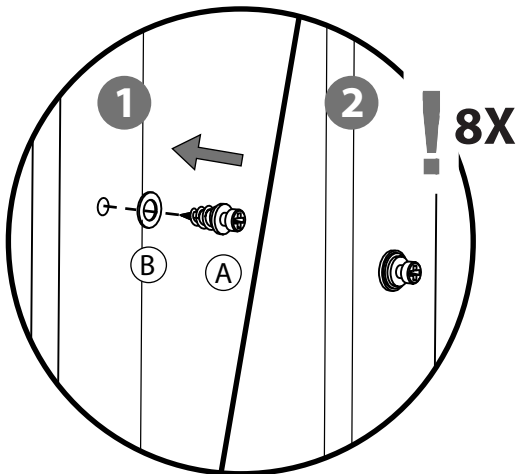


You will need: (Not to Scale)

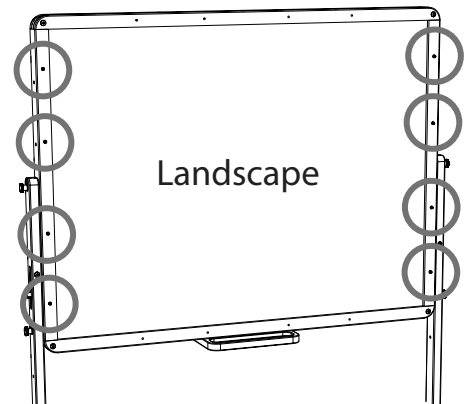


Screwdriver  
1x

### Install hardware

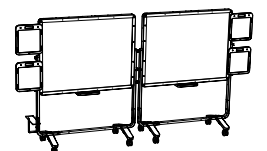


Portrait



Landscape

**!** Note:  
If your boards are setup in a partition, install the slate hardware on the outer sides.



# 5

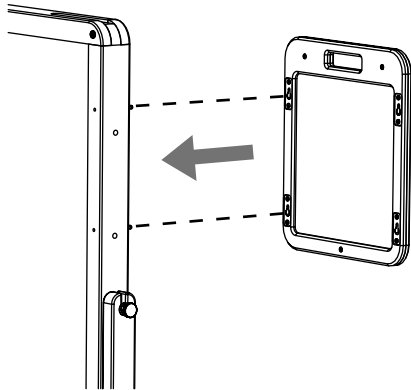
You will need: (Not to Scale)

Slate  
4x

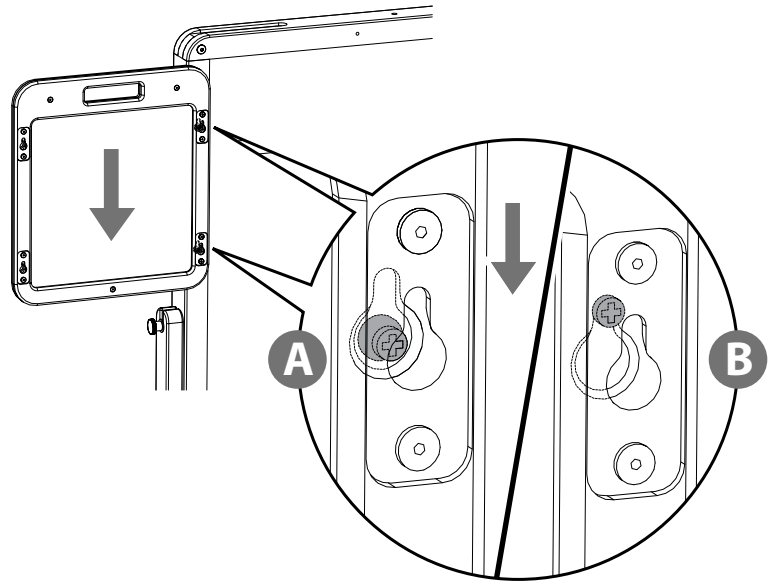


## Attach slates

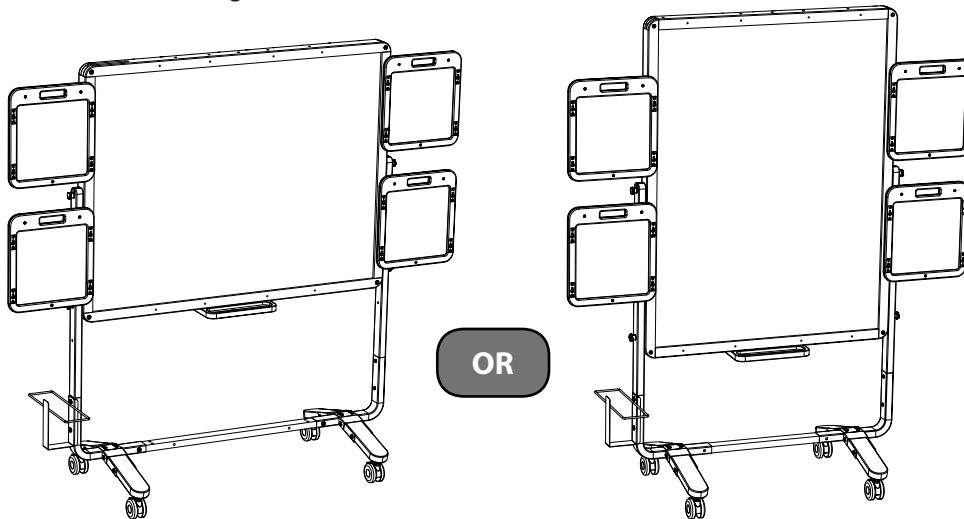
1 Attach first slate



2 Insert shoulder screw into keyhole slots (A). Move slate down to lock (B).



3 Attach the remaining slates



**!** Don't forget to peel off protective film on slate whiteboards before use.



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

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