

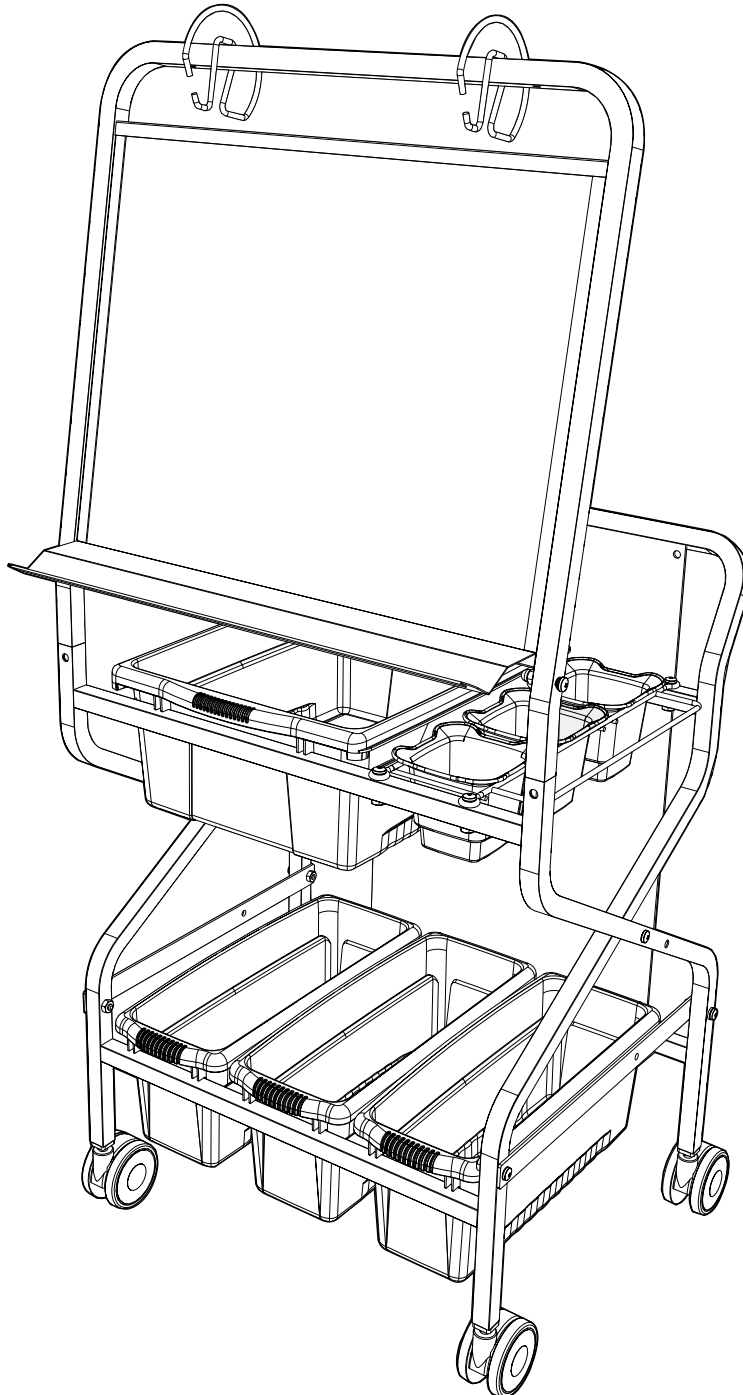


Assembly Guide

Check out our other products online at www.copernicused.com

For assistance, please contact us by telephone at **1-800-267-8494** or email at info@copernicused.com.

Have your packing slip ready for reference.



Customer Service & Warranty Information

Dear Educator,

Thank you for purchasing the Teacher Trolley. 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**.

Happy teaching,

Kaylyn Belcourt, President
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

**Need Support?
Have a Question?**



Email Customer Service

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



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** 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** 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** 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 This Helpful 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. 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

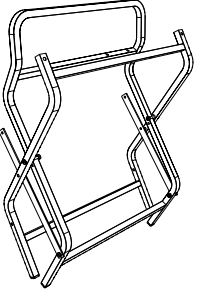
This product is intended for indoor use only.

Parts

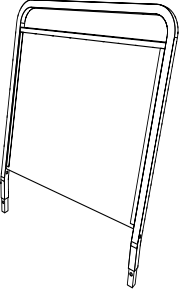
Before beginning, you should have:

LLS100-0

Lower Frame Assembly
1x

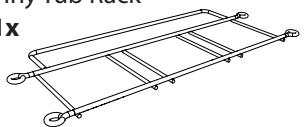


Whiteboard
1x

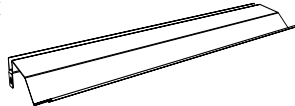


In LLS100-0

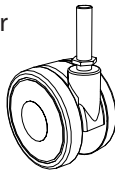
Tiny Tub Rack
1x



Book Ledge
1x



3" Locking Caster
4x



Storage Pocket Center
1x

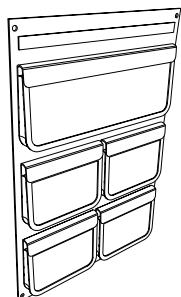

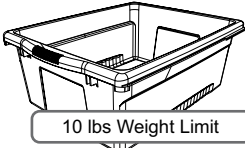


Chart Paper Loop Hook
2x



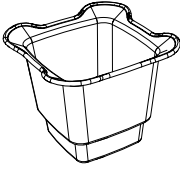
LLS100-AC

Open Tub (CC4068)
1x

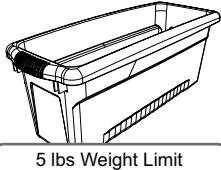


10 lbs Weight Limit

Tiny Tub (CC4072)
3x




Small Tub (CC4070)
3x




5 lbs Weight Limit

Hardware
(Actual Size)


(A) M6 x 30mm Screw
8x




(B) M6 x 25mm Screw
2x




(C) M6 Flat Washer
4x




(D) M6 Lock Washer
2x



(E) M6 Lock Nut
8x

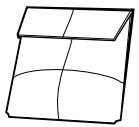


(F) M6 Acorn Nut
2x

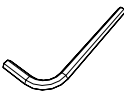


Tools
(Not to Scale)

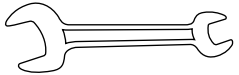
Bag of extra hardware
x1



4mm Hex Key (43281)
1x

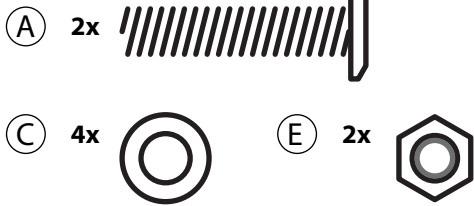


8mm/10mm Hex Wrench
1x



1

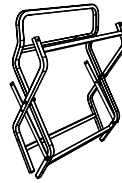
Actual Size:



You will need: (Not to Scale)

Lower Frame Assembly

1x



Hex Key

1x



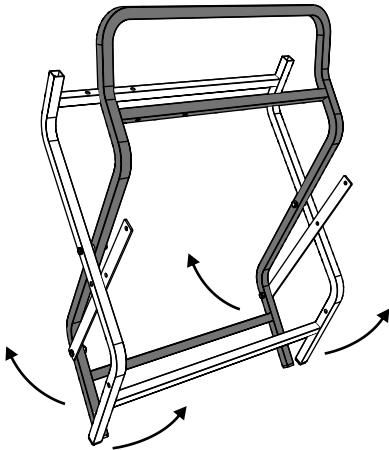
Wrench

1x

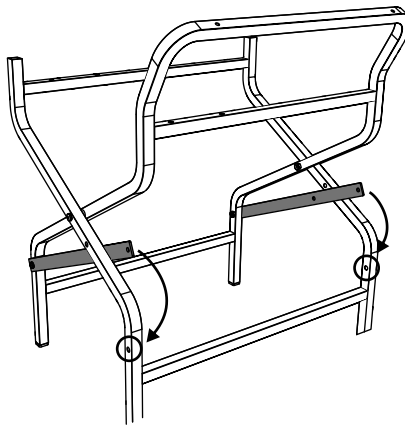


Unfold frame and assemble into open position

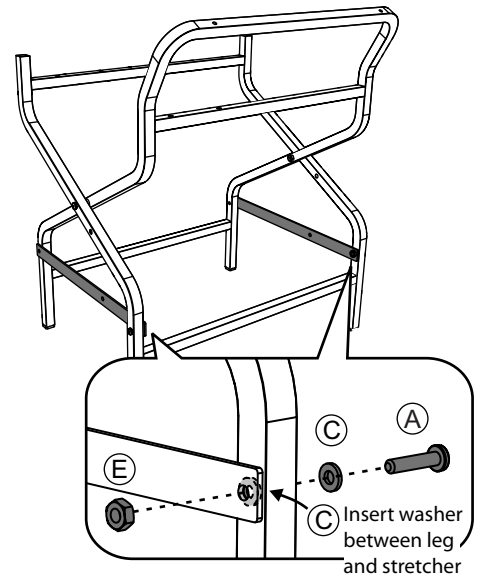
1 Unfold frame



2 Align stretchers with hole

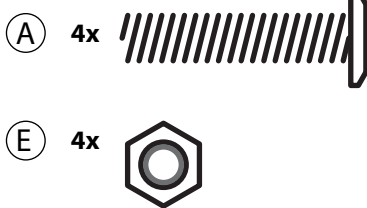


3 Fasten stretchers to frame



2

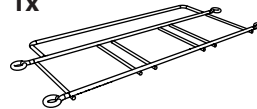
Actual Size:



You will need: (Not to Scale)

Tiny Tub Rack

1x



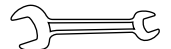
Hex Key

1x

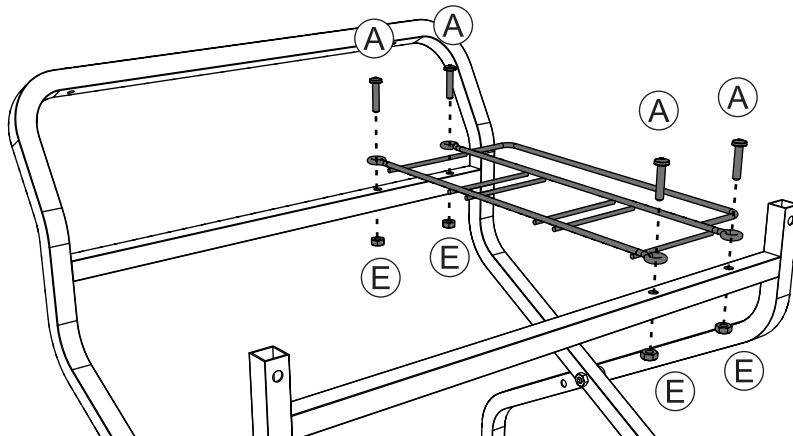


Wrench

1x



Install tiny tub rack



3

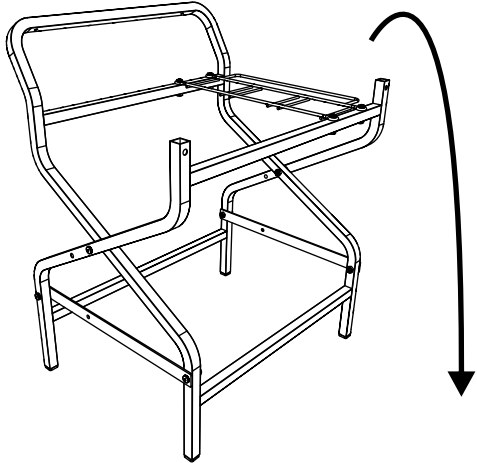
You will need: (Not to Scale)

3" Locking Caster
4x

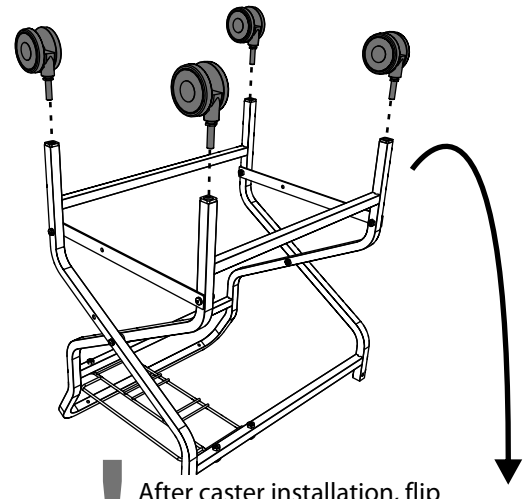
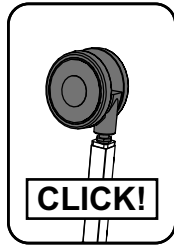
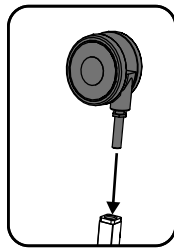


Install casters on frame

1 Flip frame over



2 Press casters into legs



! After caster installation, flip frame and stand on wheels

4

Actual Size:



2x



2x



2x

You will need: (Not to Scale)

Whiteboard

1x

Book Ledge

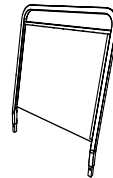
1x

Hex Key

1x

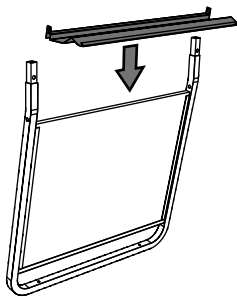
Wrench

1x

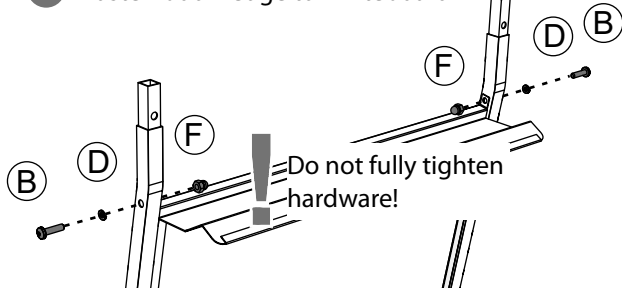


Install book ledge and whiteboard

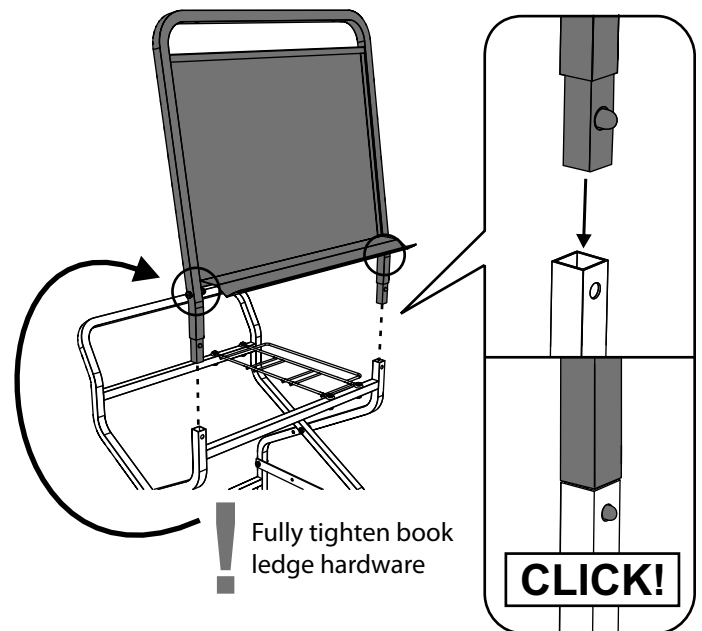
1 Fit book ledge onto bottom edge of whiteboard



2 Fasten book ledge to whiteboard

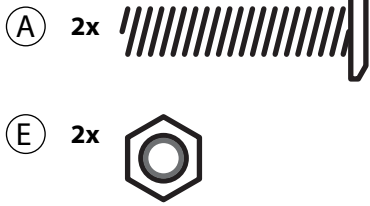


3 Install whiteboard in lower frame

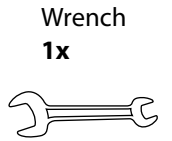
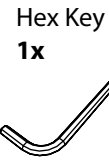


5

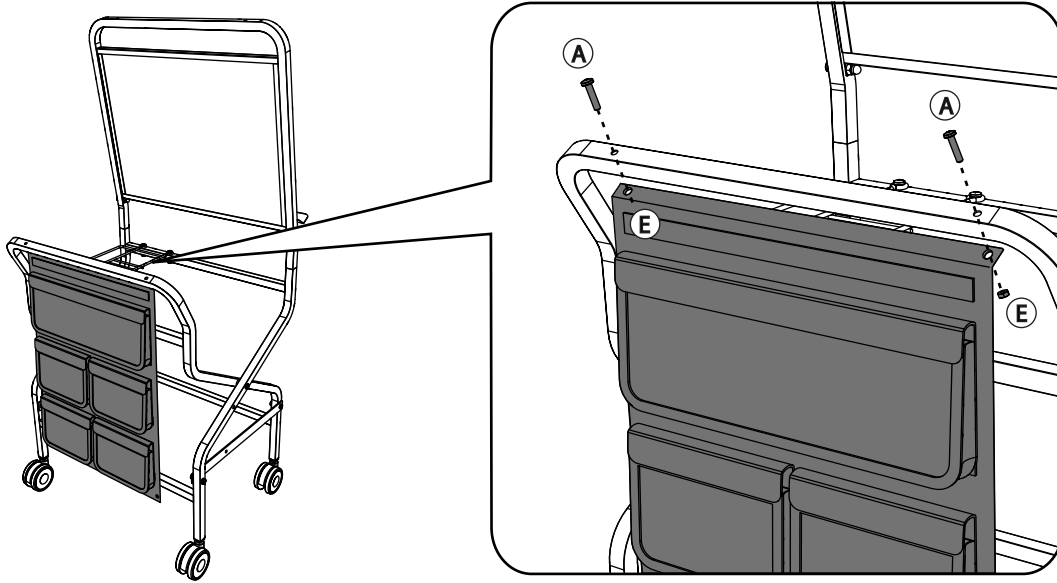
Actual Size:



You will need: (Not to Scale)



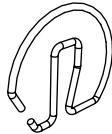
Assemble storage pocket center to frame



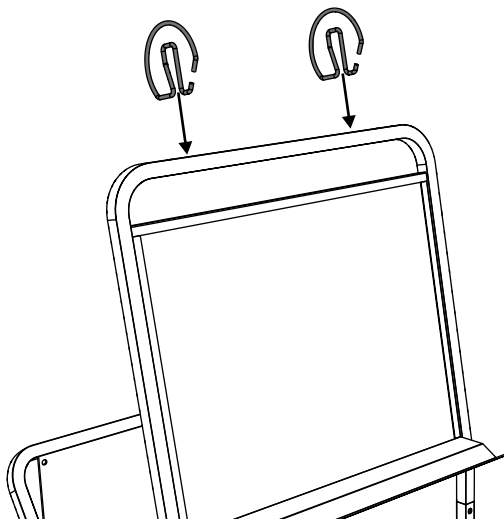
6

You will need: (Not to Scale)

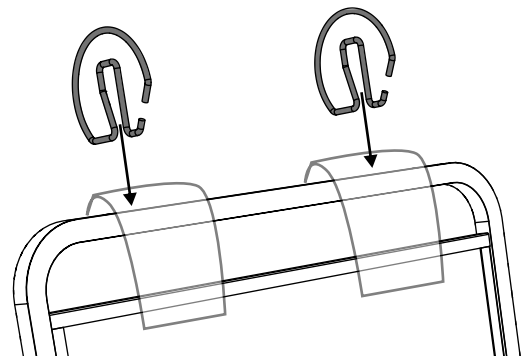
Chart Paper Loop Hook
2x



Install chart paper loop hooks



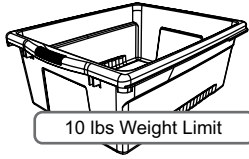
! Place empty hardware bags over the top bar of the whiteboard during installation of chart paper loop hooks to prevent scratching. Remove bags once installation is complete.



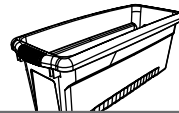
7

You will need: (Not to Scale)

Open Tub
1x



Small Tub
3x

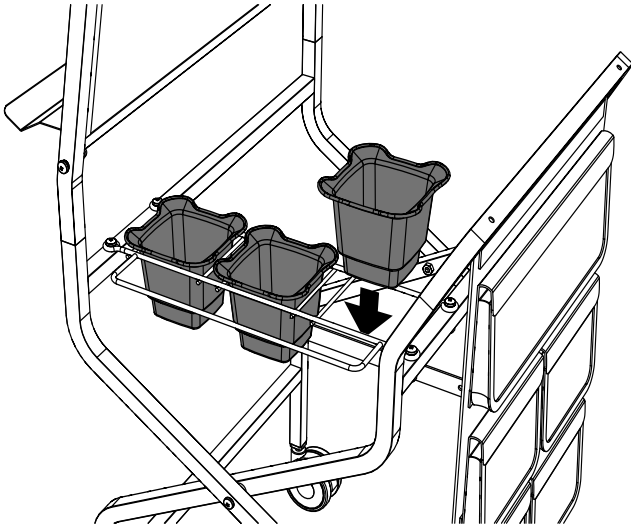


Tiny Tub
3x

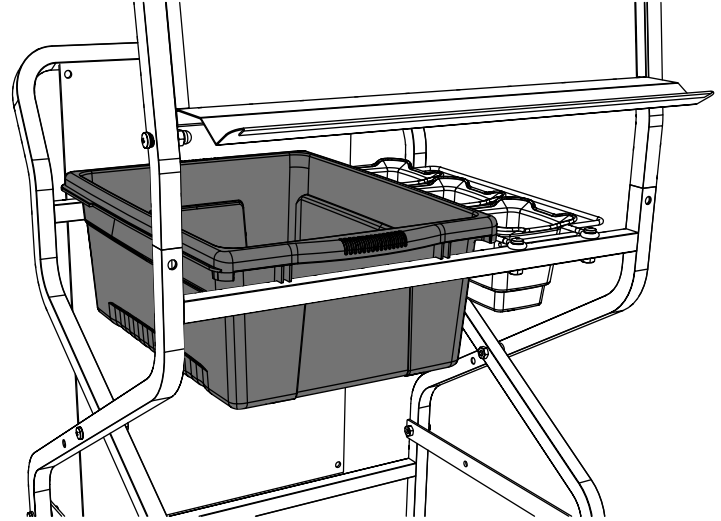


Install tubs

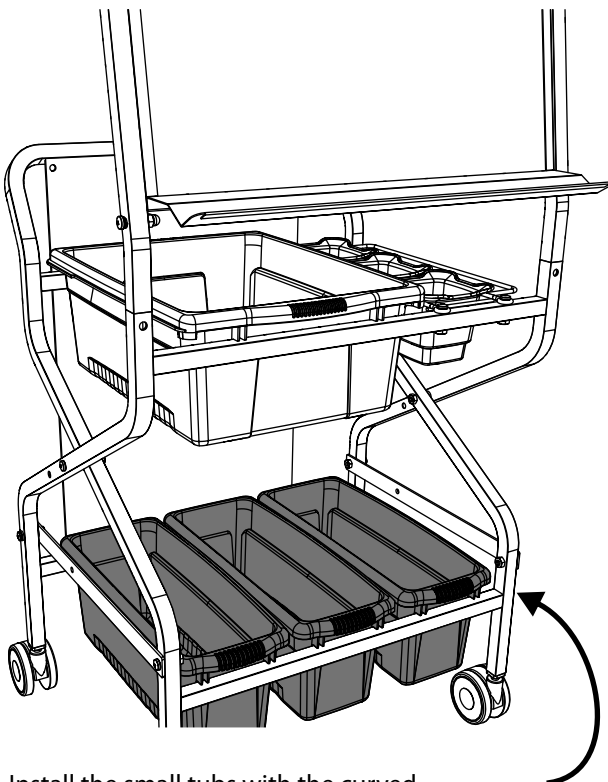
1 Place tiny tubs in rack



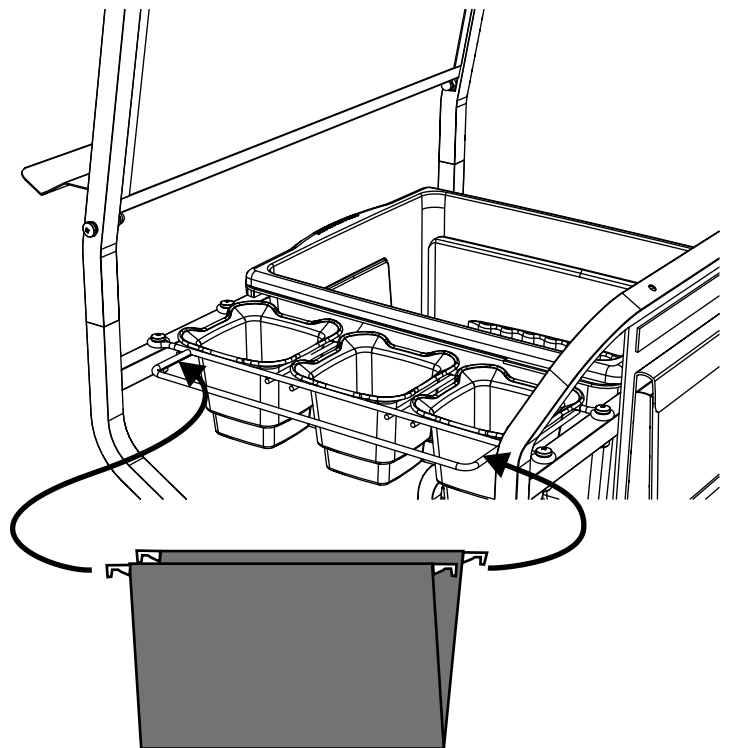
2 Place open tub on top stretchers



3 Place small tubs on bottom stretchers



★ The tiny tub rack has a built in loop that allows you to hang file folders (not included) on Teacher Trolley.



! Install the small tubs with the curved front handles pointing to the front of unit.