

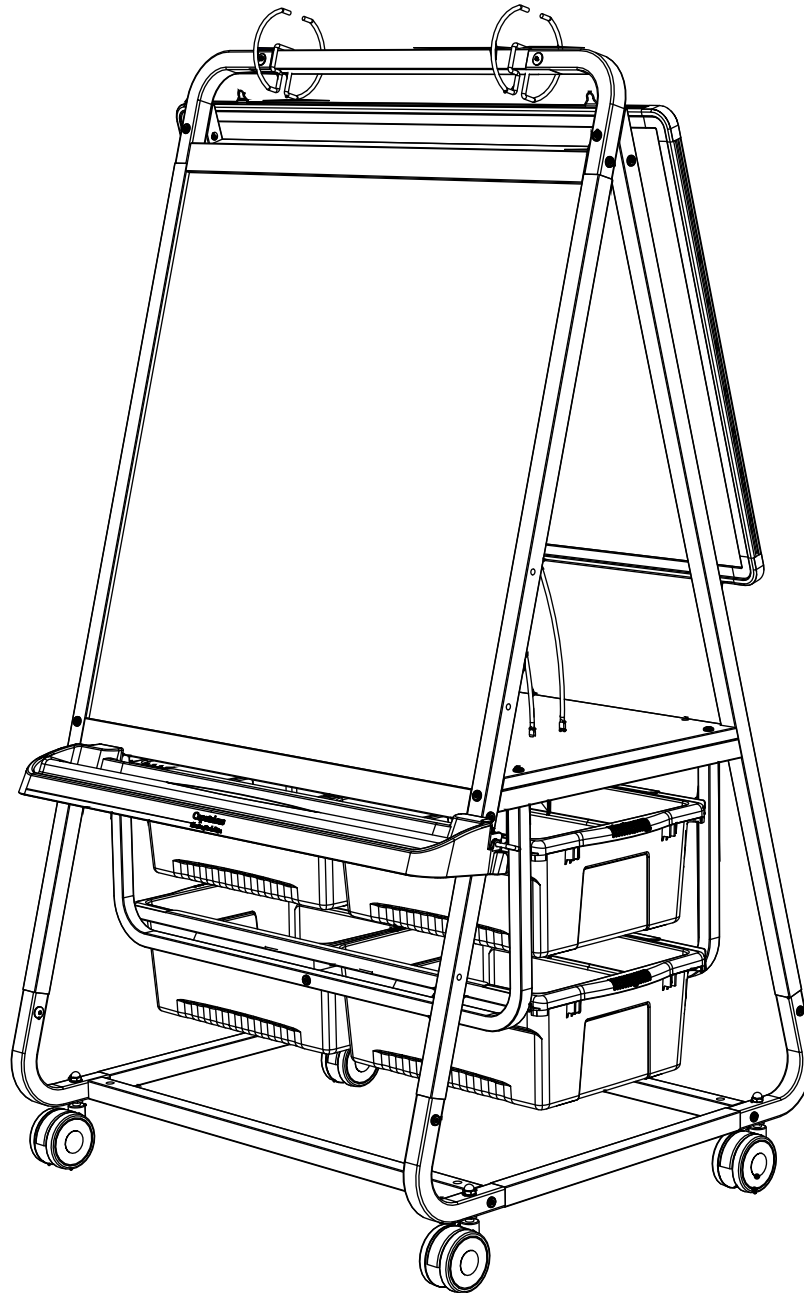


Assembly Guide

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 Royal Bamboo 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.

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](mailto:CustomerService)

**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.

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).

5 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 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:

Additional tools required:



BE005-0

- Ultra Safe Premium Book Ledge 1x
- Bottom Bamboo Stretcher - Long 2x
- Bottom Bamboo Stretcher - Short 2x
- Big Book Divider x2 Outer, x1 Inner
- Metal Tub Channel Stretcher 1x
- Rear Bamboo Frame 1x
- Front Bamboo Frame 1x
- Caster With Brake 4x
- Chart Hook 2x
- Bottom Elbow 4x
- Magnetic Lined Dry Erase Board 1x
- Bamboo Top Stretcher 1x
- Tub Channel Frame 2x
- Shelf 1x
- Stretcher - Shelf 2x

In Box 1 (points to Caster With Brake)

2 (star on Bamboo Top Stretcher)

1 (star on Bottom Bamboo Stretcher - Short)

Hardware
Actual Size

- A M6 x 65mm Screw 4x
- B M6 x 50mm Screw 4x
- C M6 x 45mm Screw 2x
- D M6 x 35mm Screw 4x
- E M6 x 25mm Screw 2x
- F M6 x 19mm Screw 6x
- G M8 Acorn Nut 4x
- H M8 Flat Washer 4x
- I M8 Lock Washer 4x
- J M6 Barrel Nut 6x
- K M6 Cross Dowel 6x
- L M5 Keps Nut 6x

C68-4-VM

- Open Tub 4x (CC4068)
- 10 lbs Weight Limit

- Allen Key 4mm (Not to Scale) (43281) 2x
- Caster Wrench 13mm (Not to Scale) 2x

- M M6 Flat Washer 12x

1

Actual Size:

(A)

4x



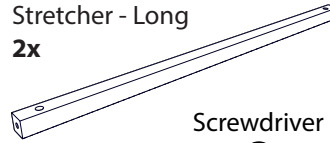
(K)

4x



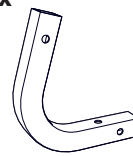
You will need: (Not to Scale)

Bottom Bamboo Stretcher - Long 2x



Screwdriver (+)

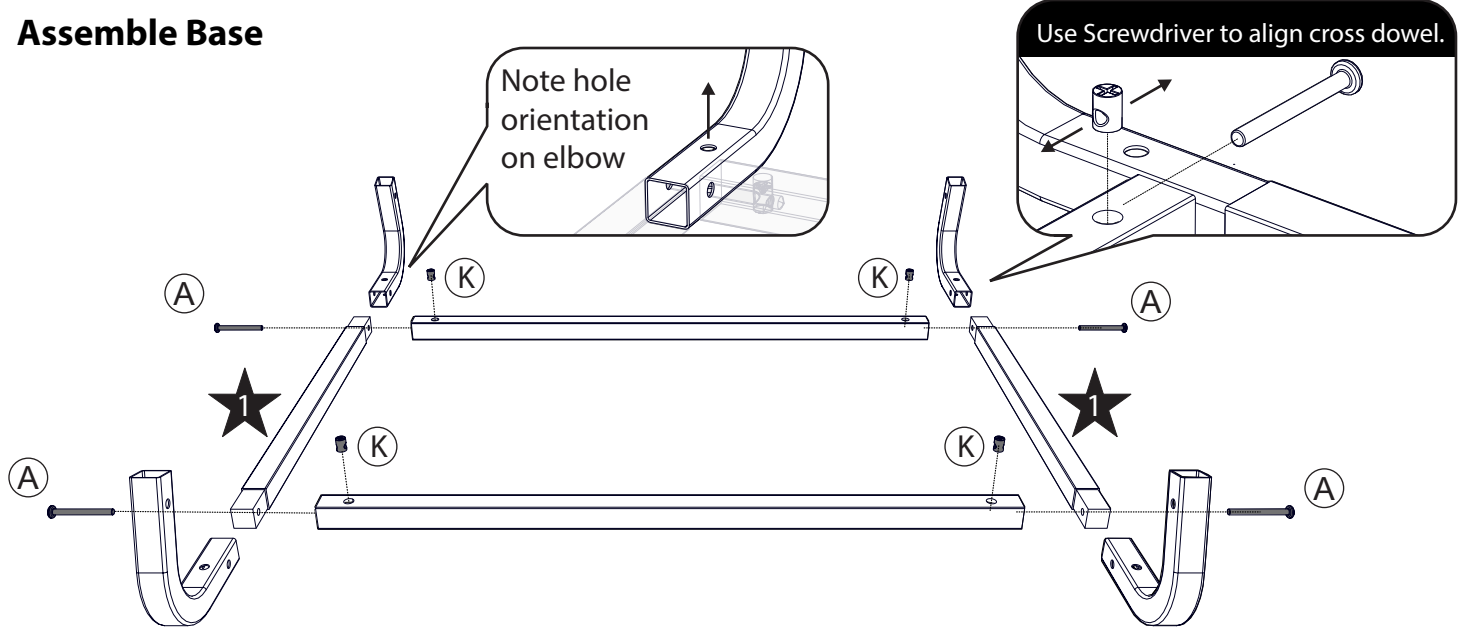
Bottom Elbow 4x



Bottom Bamboo Stretcher - Short 2x



Assemble Base



2

Actual Size:

(G)

4x



(H)

4x

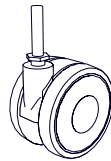


(I)

4x



You will need: (Not to Scale)

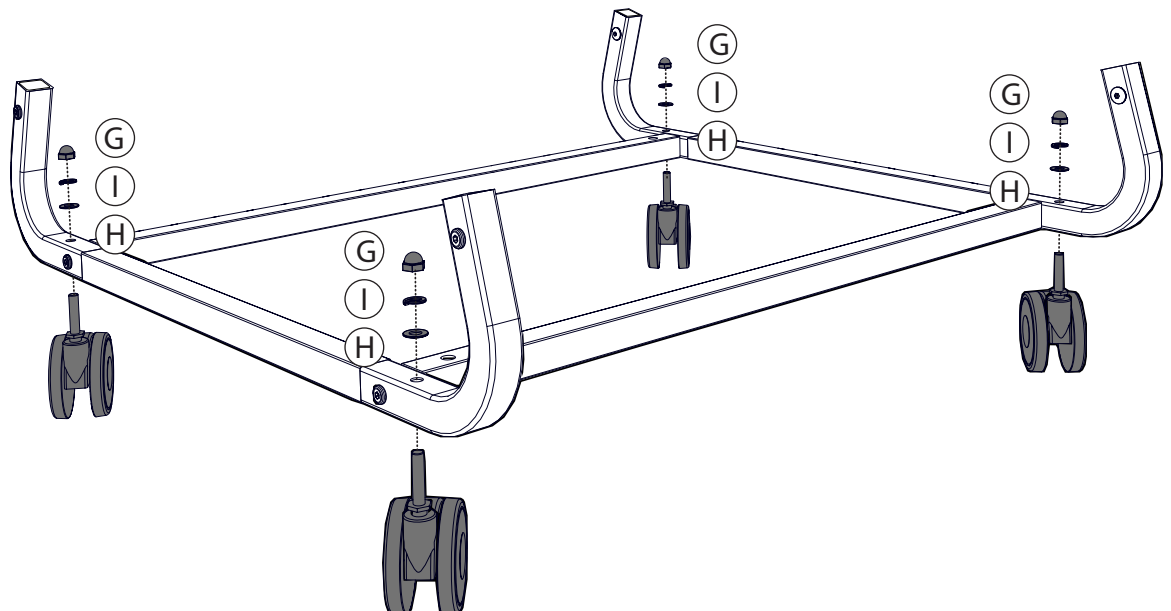


Caster With Brake 4x



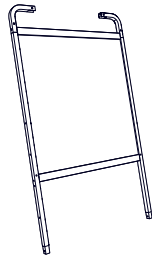
Caster Wrench 13mm 2x

Install Casters

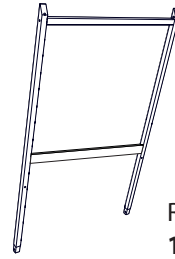


3

You will need: (Not to Scale)



Front Bamboo Frame
1x

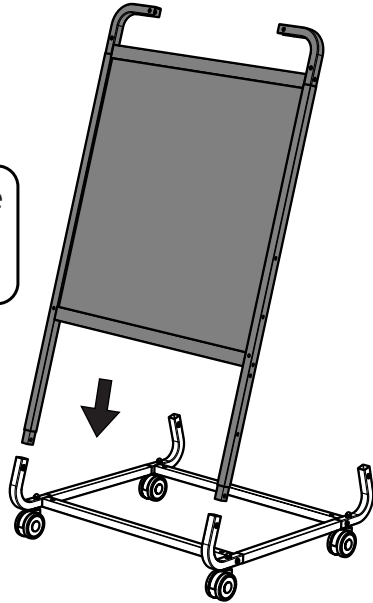


Rear Bamboo Frame
1x

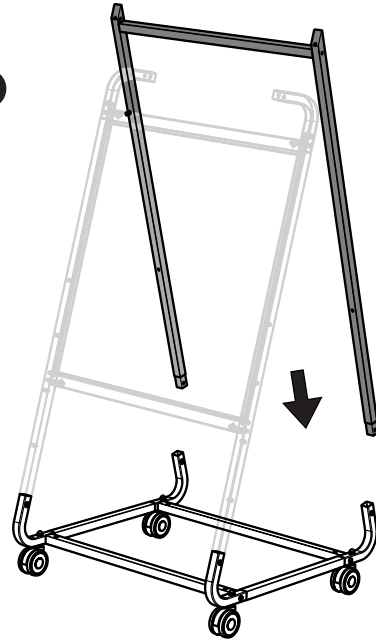
Attach Front & Rear Bamboo Frames

1

! Make sure the whiteboard is facing out



2



4

Actual Size:

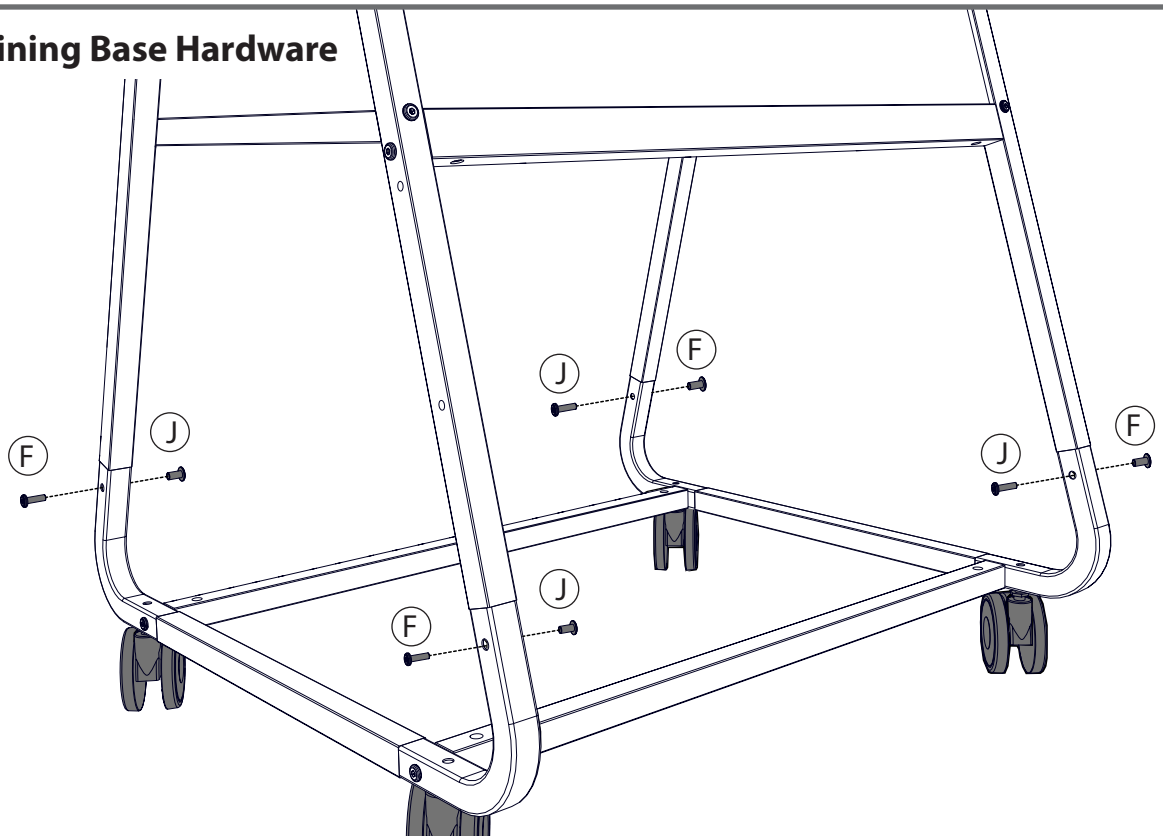
F
4x



J
4x



Install Remaining Base Hardware



5

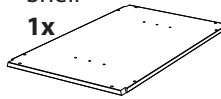
Actual Size:

(B)
4x

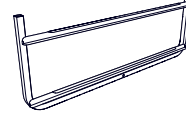


You will need: (Not to Scale)

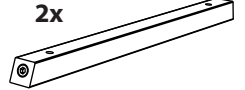
Shelf
1x



Tub Channel Frame
2x



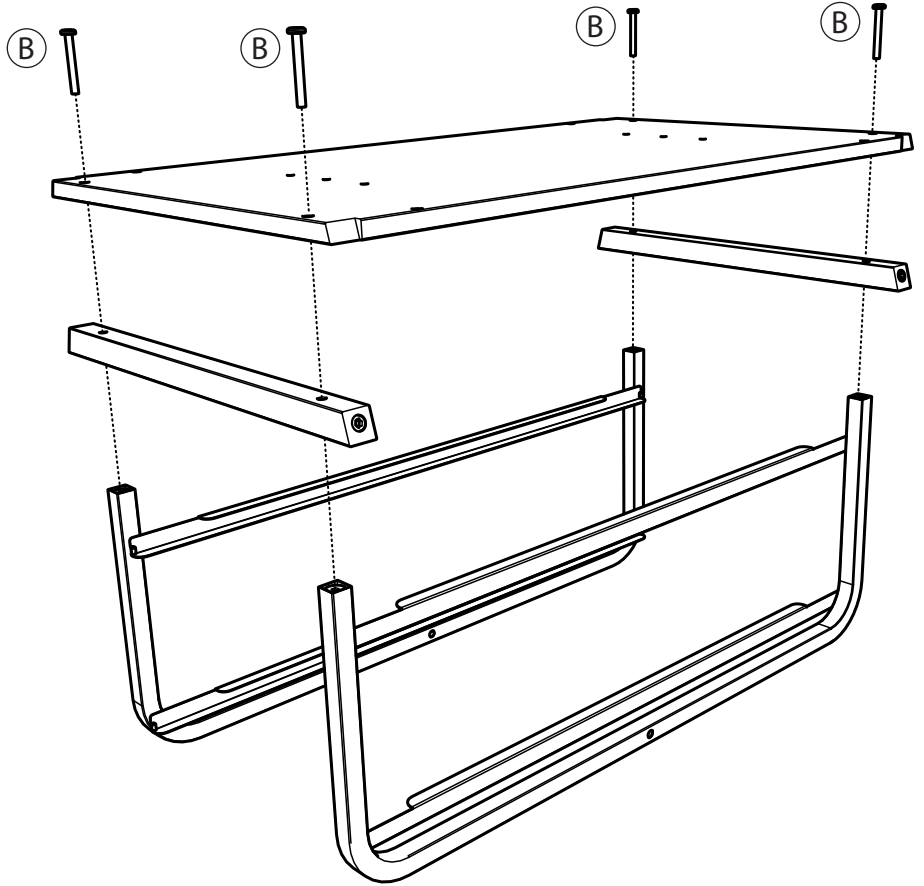
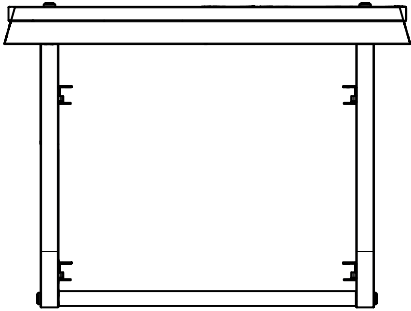
Stretcher - Shelf
2x



Assemble Tub Rack



Note how the shelf sides are angled downward parallel to the frame. Smaller surface faces upwards.



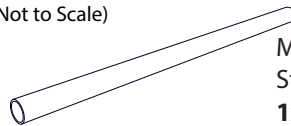
6

Actual Size:

(E)
2x

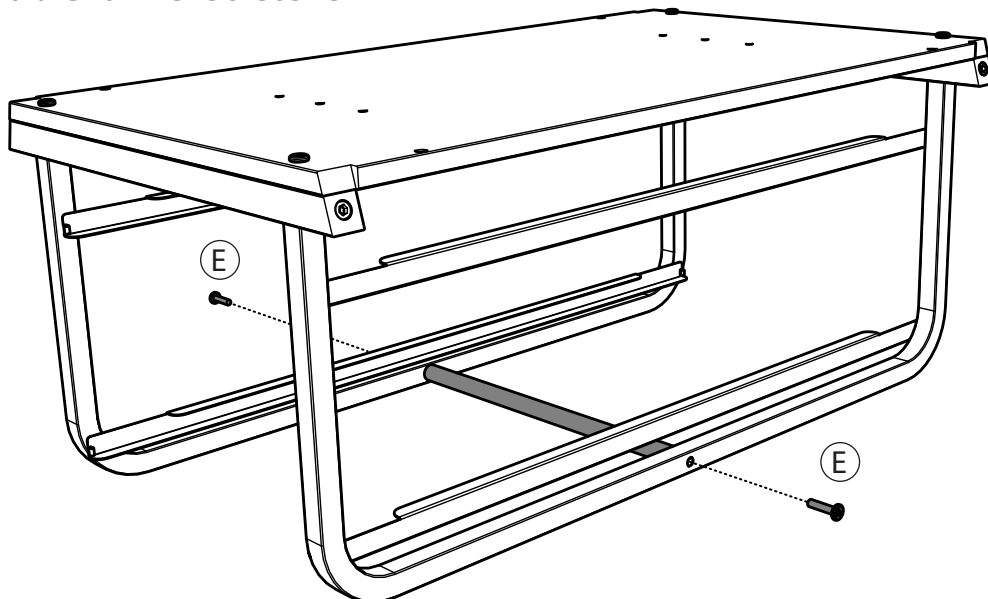


You will need: (Not to Scale)



Metal Tub Channel
Stretcher
1x

Install Metal Tub Channel Stretcher

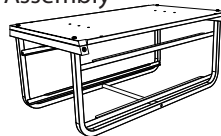


7
2-Person Task

Actual Size:



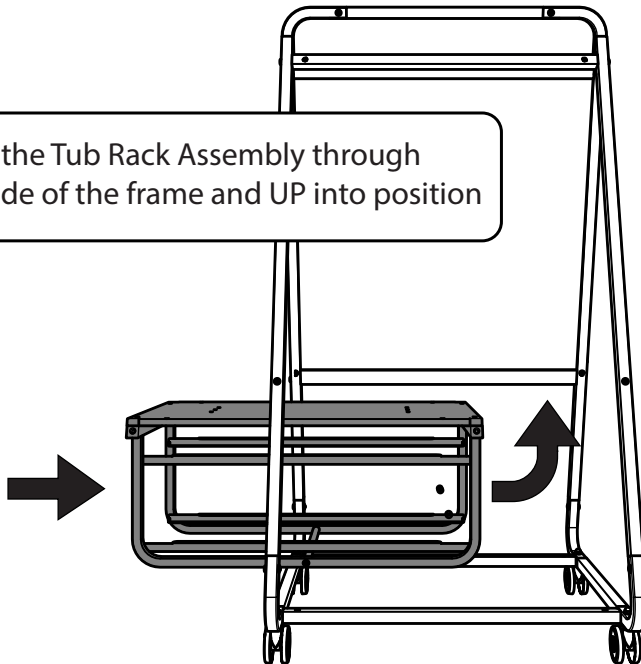
You will need: (Not to Scale) Tub Rack Assembly
1x



Install Tub Rack in Frame

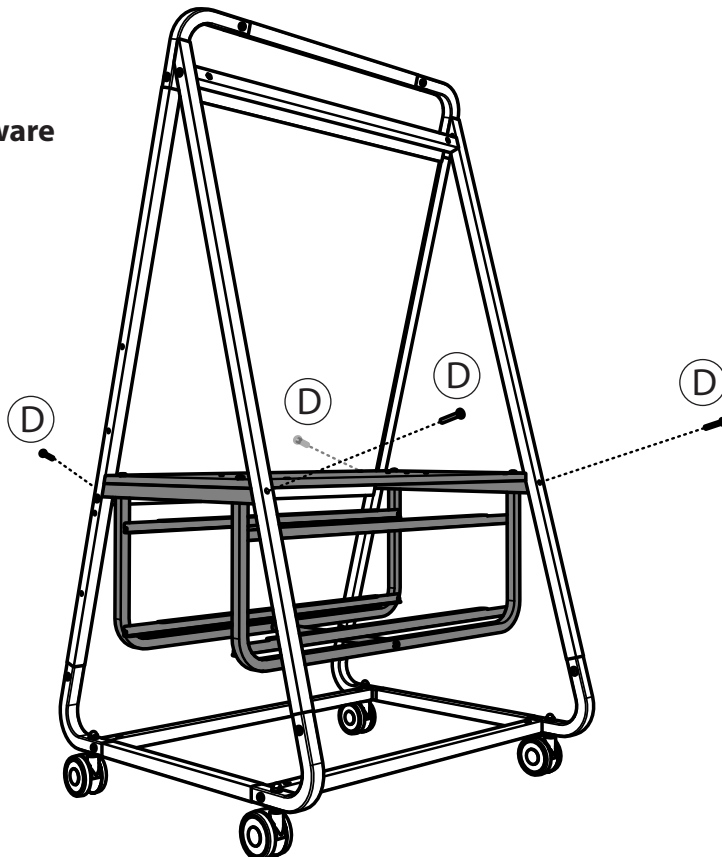
1

! Slide the Tub Rack Assembly through the side of the frame and UP into position



BACK VIEW

2 Install hardware



8

Actual Size:

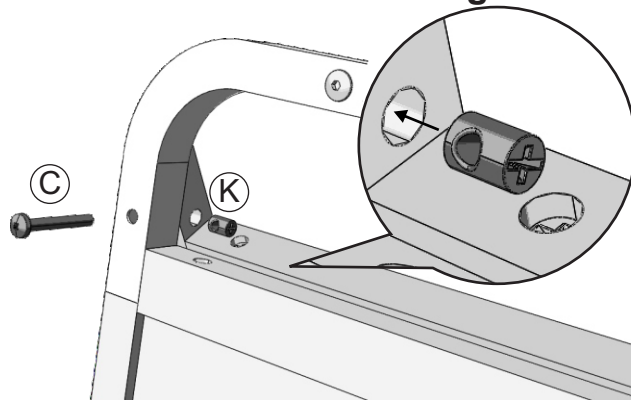
C
x2



K
x2



Bolt the top of Front & Back Frame Together



! Ensure the hole in the Cross Dowel is turned towards the bolt

9

Actual Size:

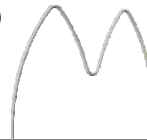
L
x6



M
x12

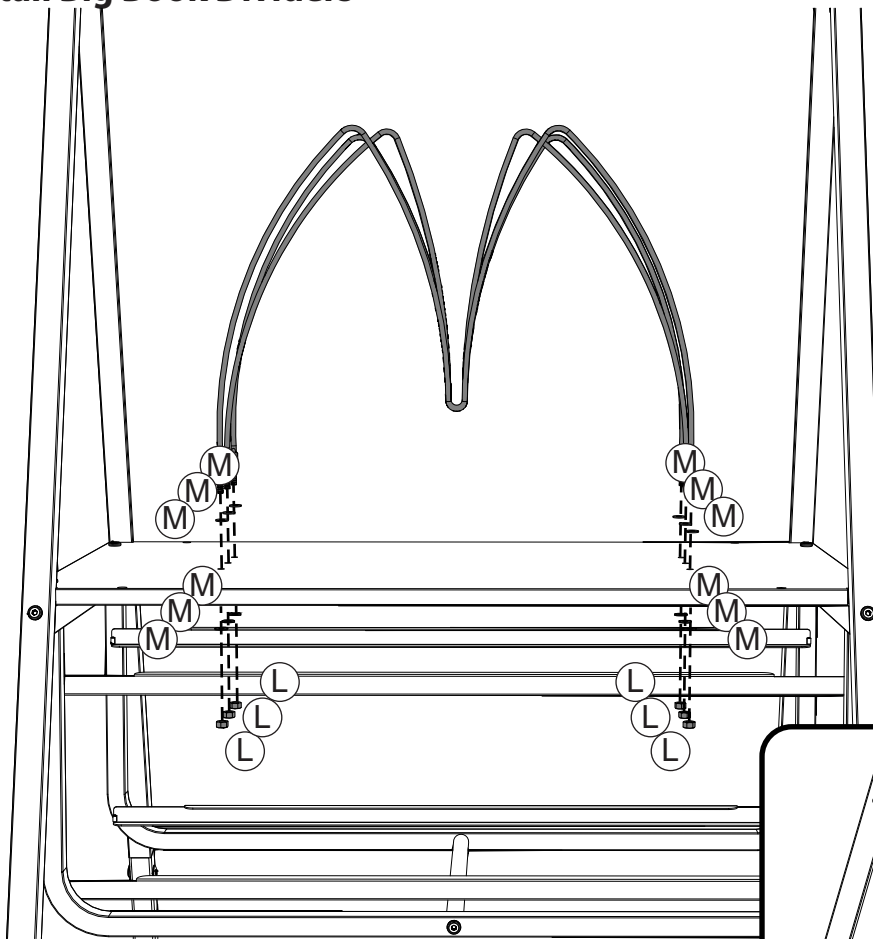


You will need: (Not to Scale)

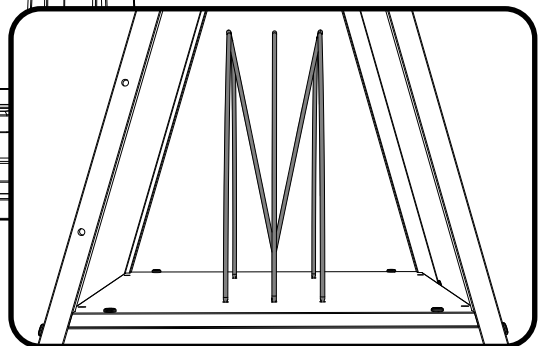


Big Book Divider
x2 *Outer*
x1 *Inner*

Install Big Book Dividers



! Note the Big Book Dividers on the outside are angled and should face inward to pinch books to keep them standing upright



10

Actual Size:



You will need: (Not to Scale)

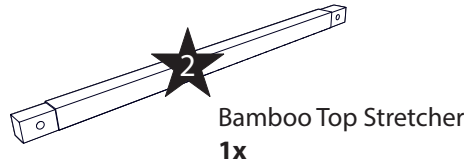
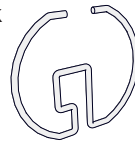
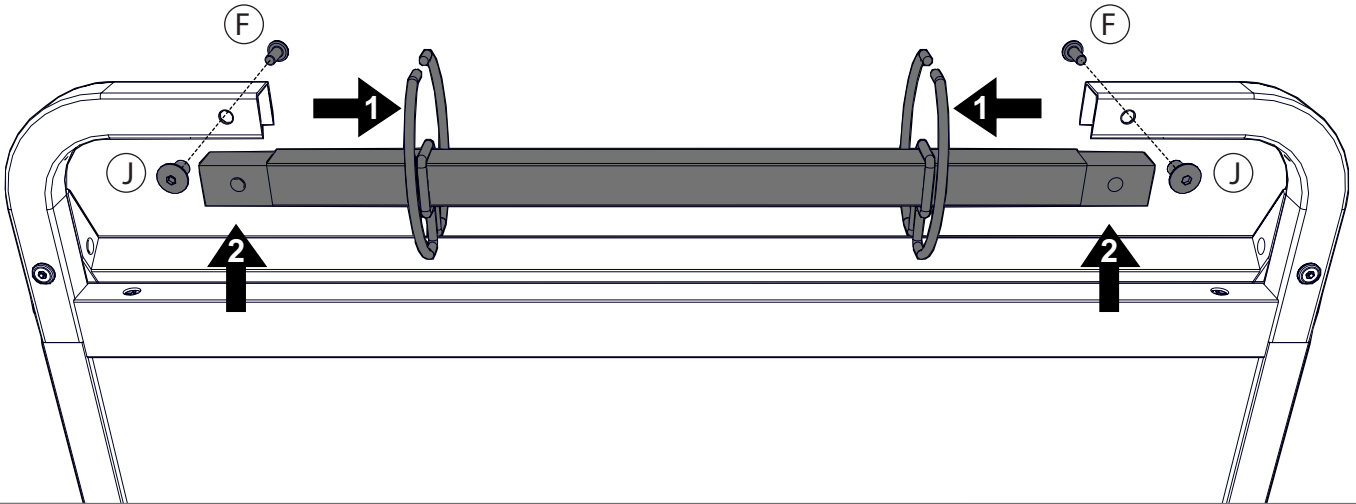


Chart Hook
2x



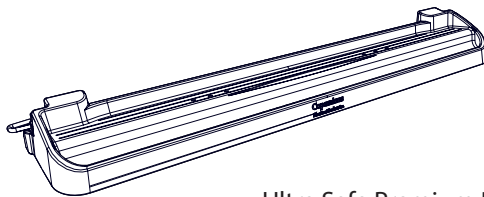
Install Bamboo Top Stretcher & Cable Hooks

Slide Cable hooks on first, then push stretcher up into corner tubes.



11

You will need: (Not to Scale)



Ultra Safe Premium Book Ledge
1x

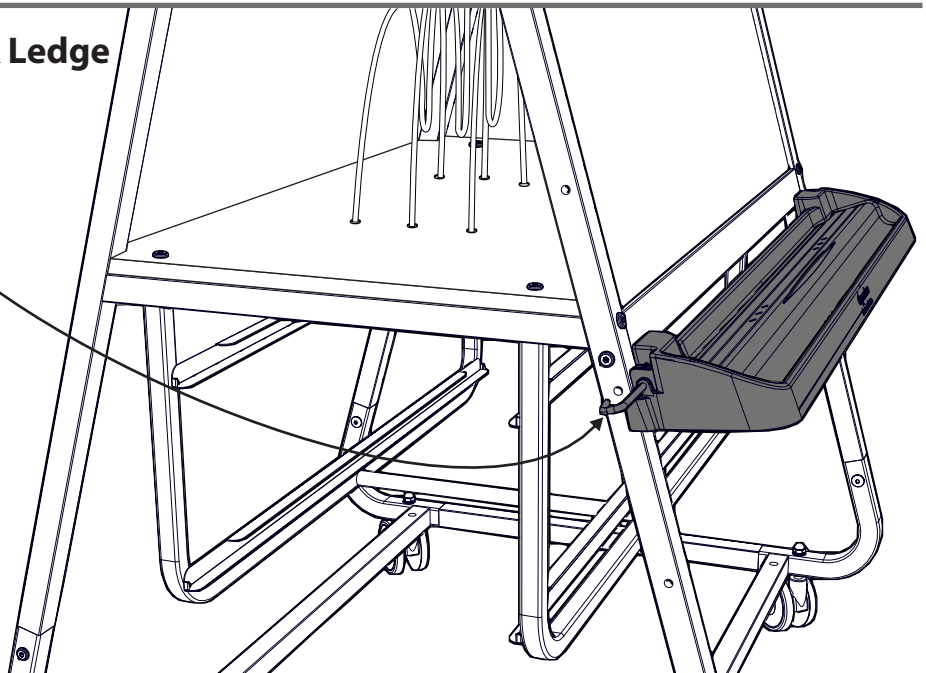
Install Ultra Safe Premium Book Ledge



You can attach the Ultra Safe Premium Book Ledge at various height positions

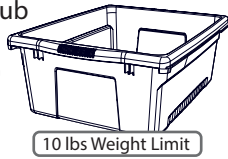


Please note the spring tension is designed to discourage kids from removing Book Ledge

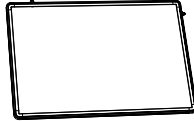


You will need: (Not to Scale)

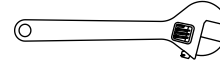
Open Tub
4x
(CC4068)



Magnetic Lined
Dry Erase Board
1x
(AC455)



Adjustable wrench 2x



Screwdriver

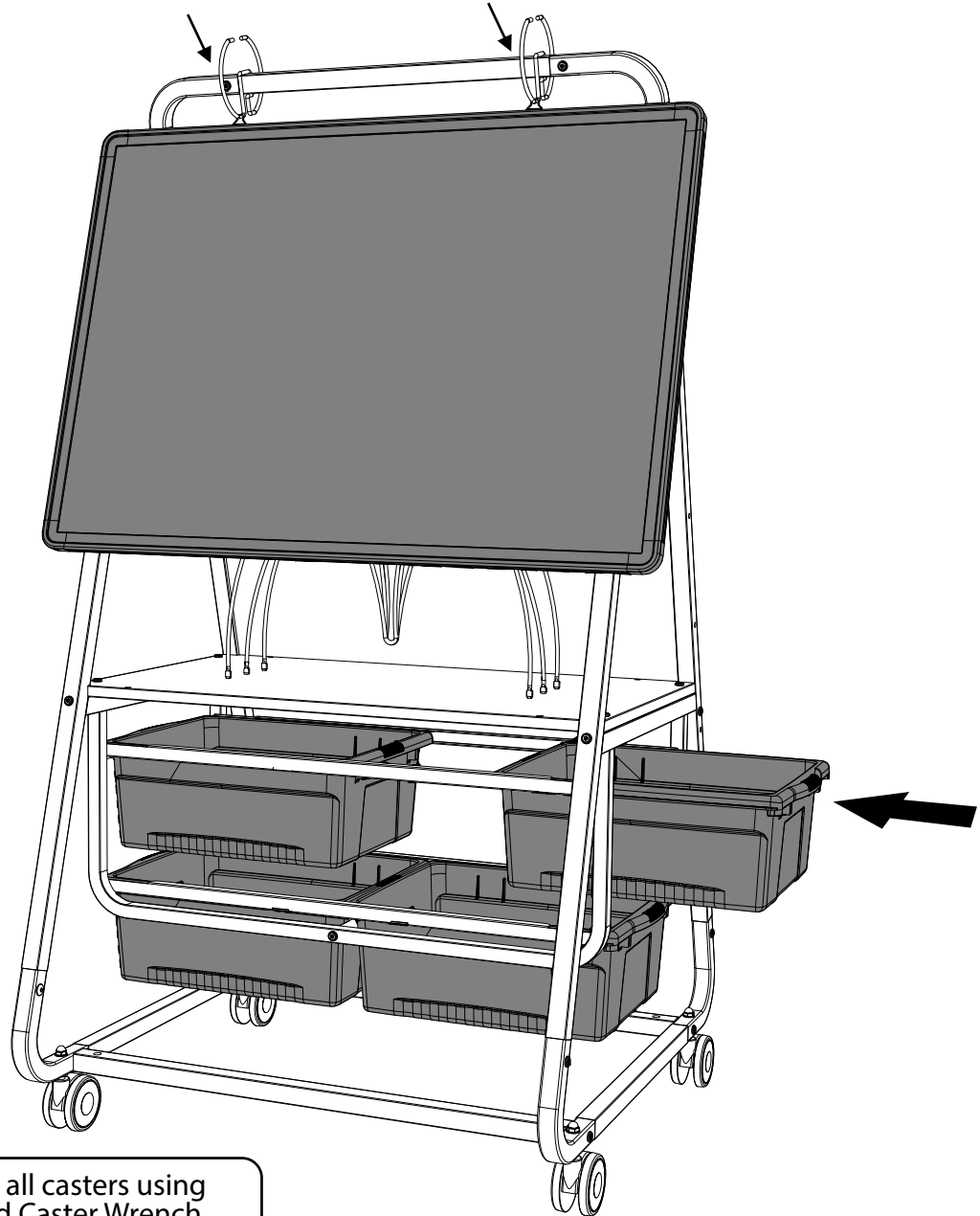


Caster Wrench 1x



Insert Tubs and install Whiteboard

Check entire assembly for loose parts; tighten all casters, bolts, screws and nuts



Tighten all casters using supplied Caster Wrench.

! Keep wrench with unit. Casters must be tightened every 6 months for proper maintenance.