

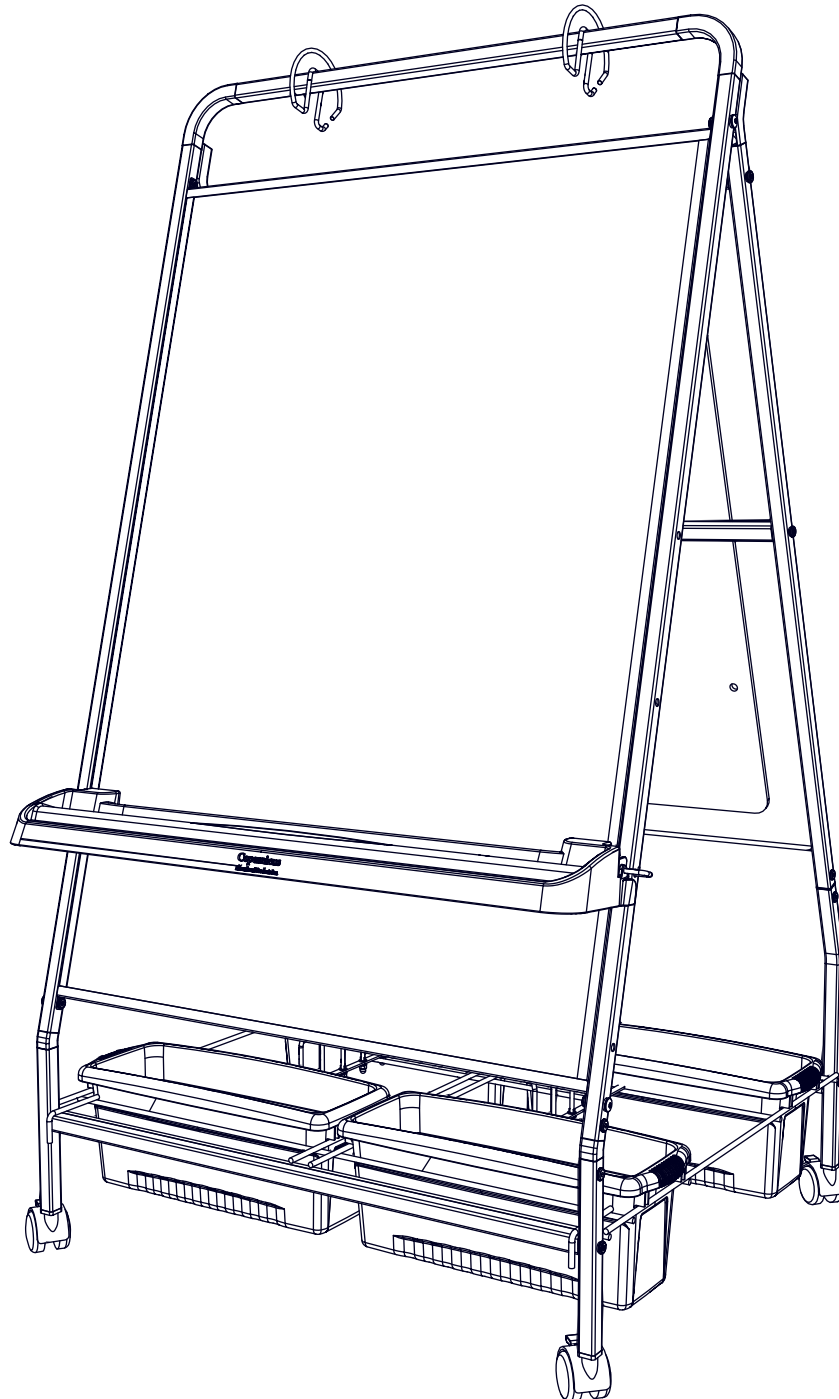


Assembly Guide

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 Primary Teaching 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:info@copernicused.com)

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



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 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 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:

Adjustable Wrench
1x



OR

8mm Wrench
1x

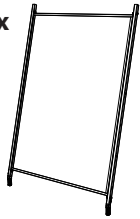
+

Rubber Mallet
1x



PTE78-0

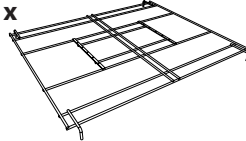
Front Frame
1x



Big Book Wire Rack
5x



Tub Rack
1x



In Box 1

Back Riser
(Left & Right)
2x



Felt Board
1x

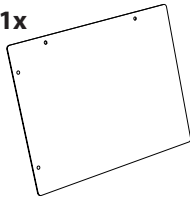
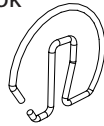
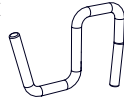


Chart Loop
Hook
2x



'S' Hook
2x



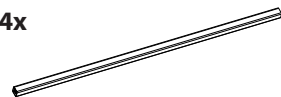
Frame Wire
1x



Front Frame Top
1x



Frame Stretcher
4x



Connector
2x



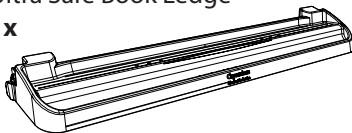
Front Foot
2x



Back Feet
(Left & Right)
2x



Ultra Safe Book Ledge
1x



2" Twin Wheel
Locking Caster
4x

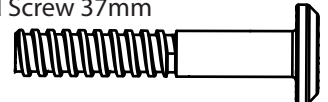


Hardware Actual Size

(A) M6 x 40mm Screw
(43240)
8x



(B) Fast Lead Screw 37mm
(43061)
2x



(C) Fast Lead Screw 15mm
(43060)
6x



(D) M6 Lock Washer
8x



(E) M5 Lock Washer
10x



(F) M5 Washer
10x



(H) M5 Acorn Nut
(43214021)
10x



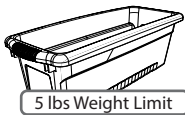
Tools (Not to Scale)

Allen Key
(for M6 Hardware)
1x



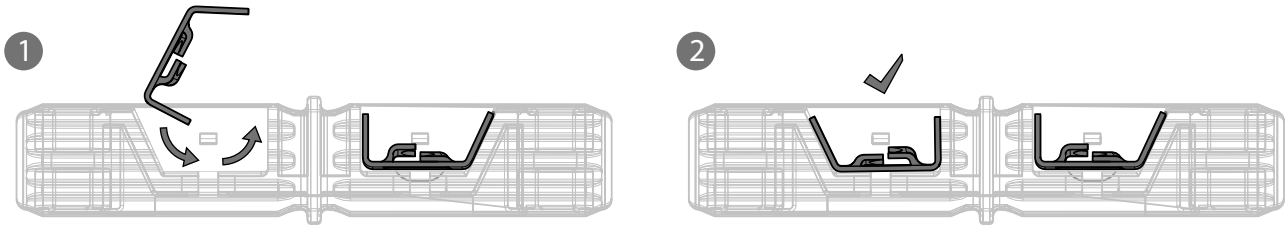
PTE78-CB

Small Tub
4x



5 lbs Weight Limit

! In case your wedge nut becomes dislodged from the connector, follow these steps to reinstall.
■ To help keep the wedge nut in place, do not remove the paper cover until you are ready to assemble the connector.



1

You will need: (Not to Scale)

Front Frame Top
1x



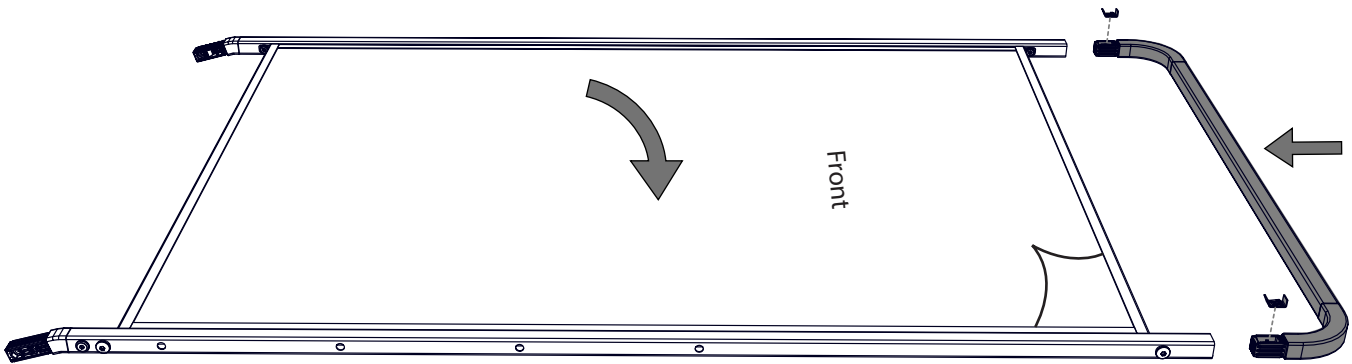
Front Frame
1x



Rubber Mallet
1x

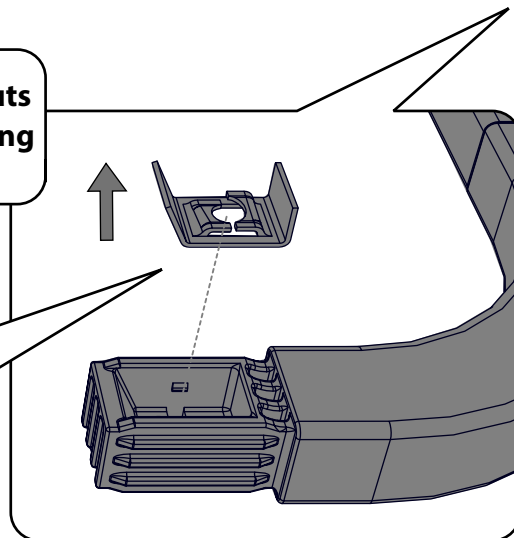


Attach Front Frame Top to Front Frame



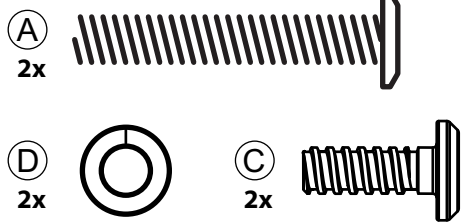
! **ATTENTION - Wedge nuts can move when installing the connectors**

! **Make sure both wedge nuts are installed and facing up**
See page #5 for details

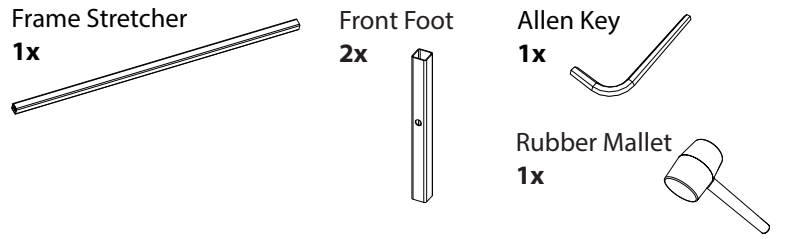


2

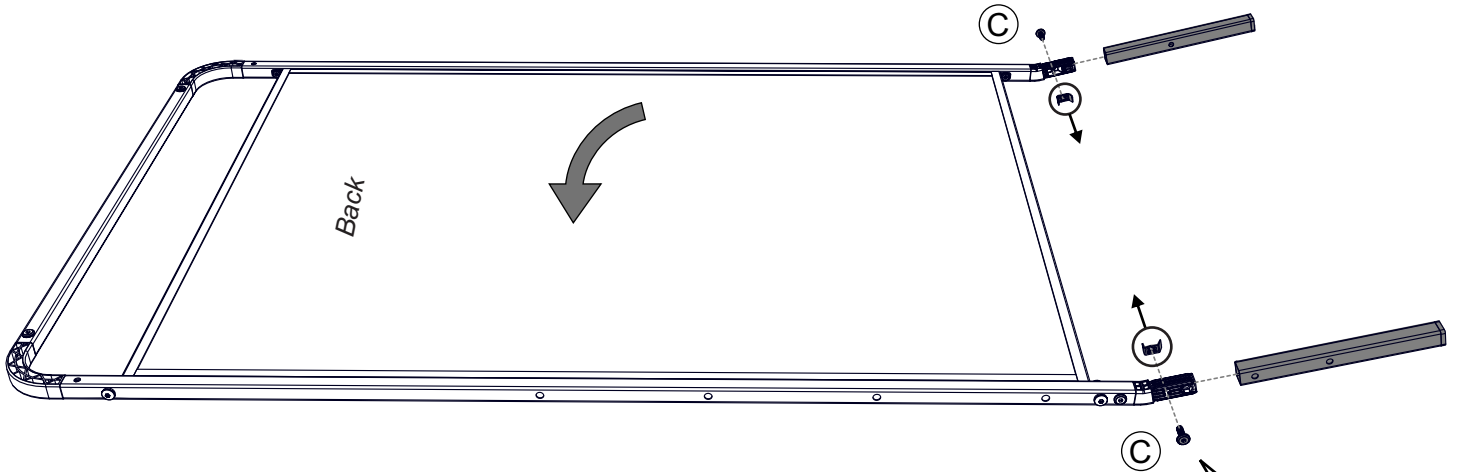
Actual Size:



You will need: (Not to Scale)

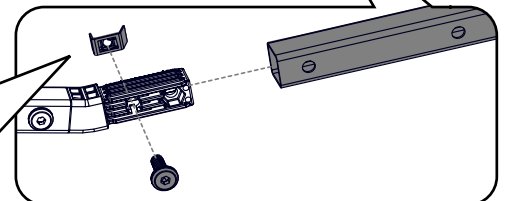


1 Install Front Feet

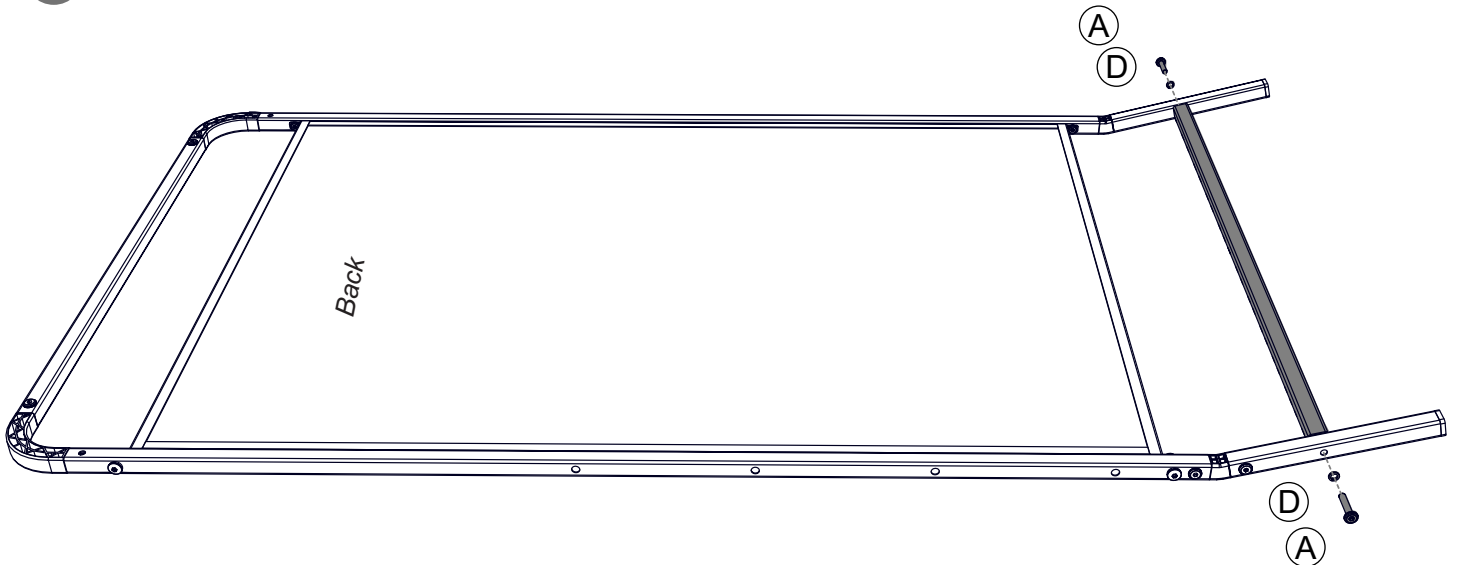


ATTENTION
Wedge nuts can move when installing the feet

Make sure both wedge nuts are installed and facing in
See page #5 for details

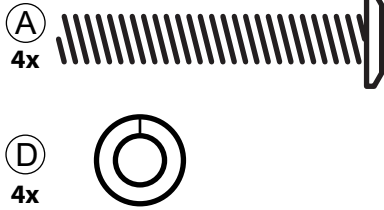


2 Install Frame Stretcher

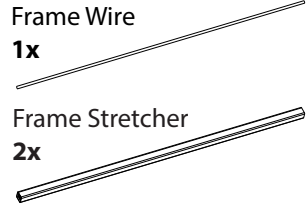


3

You will need:



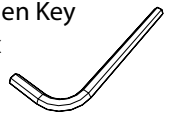
You will need: (Not to Scale)



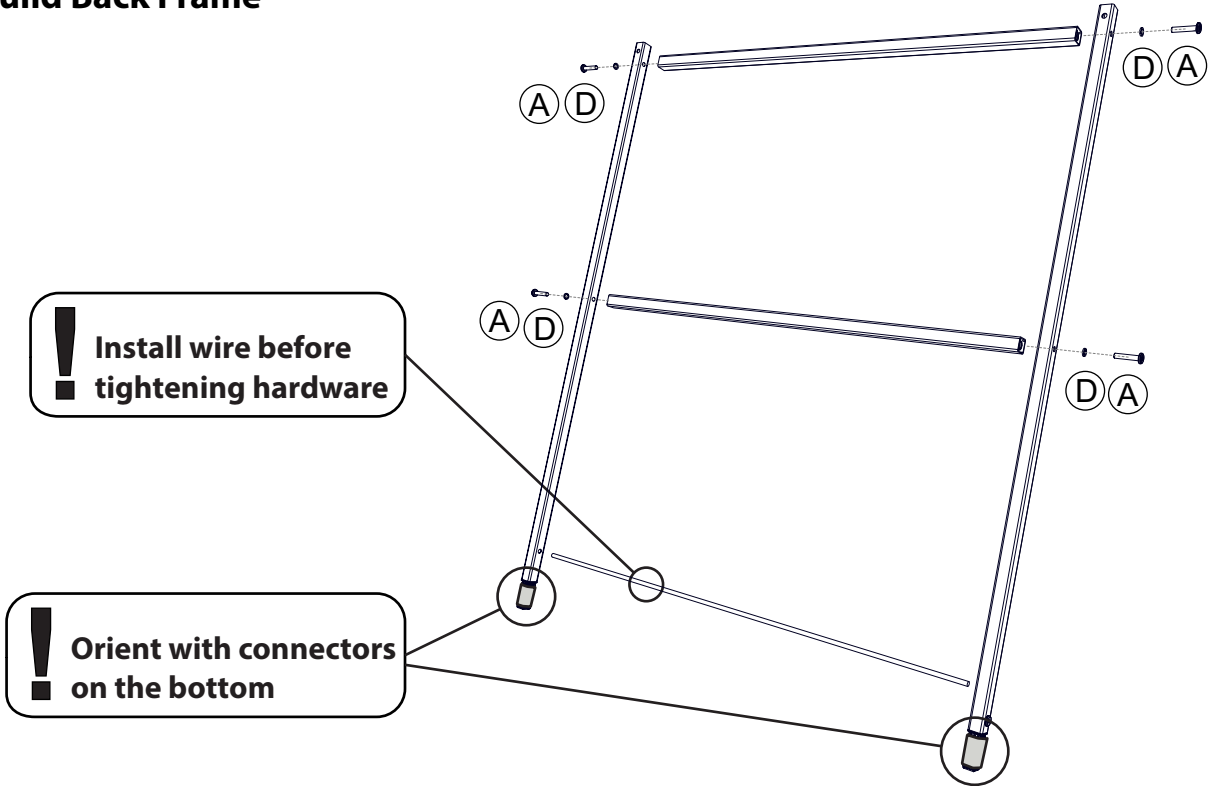
Back Riser
(Left & Right)
2x



Allen Key
1x

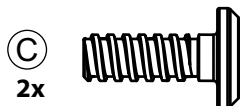


Build Back Frame



4

You will need: (Not to Scale)



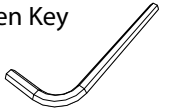
Connector
2x



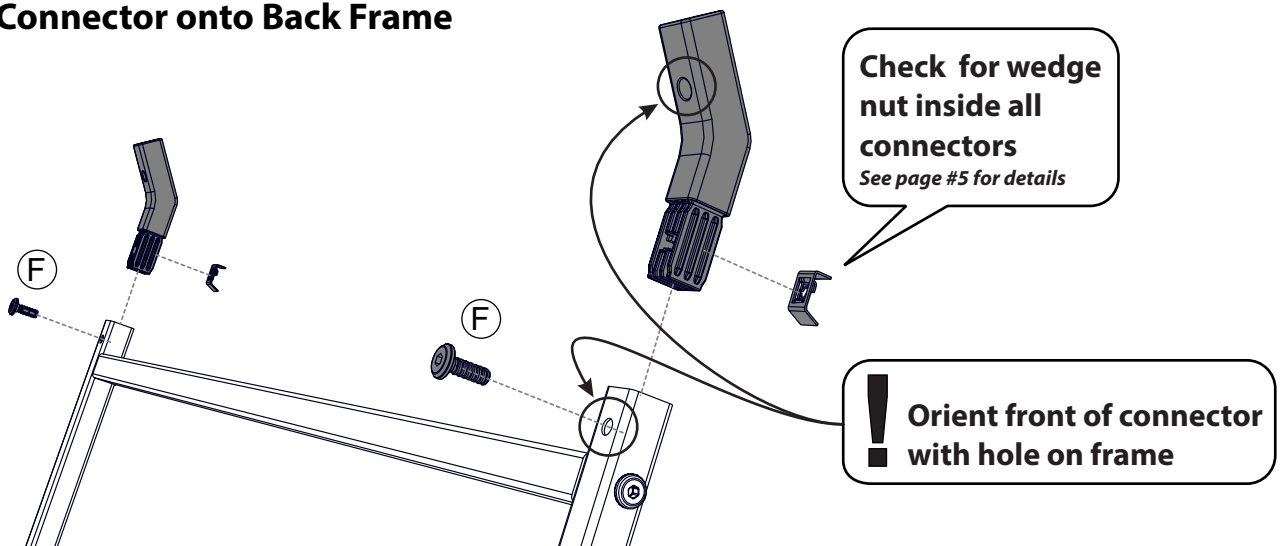
Rubber Mallet
1x



Allen Key
1x

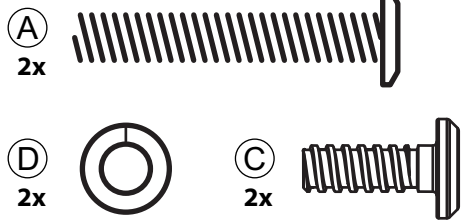


Install Connector onto Back Frame



5

Actual Size:



You will need: (Not to Scale)

Frame Stretcher

1x



Back Feet

(Left & Right)

2x



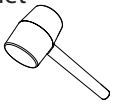
Allen Key

1x

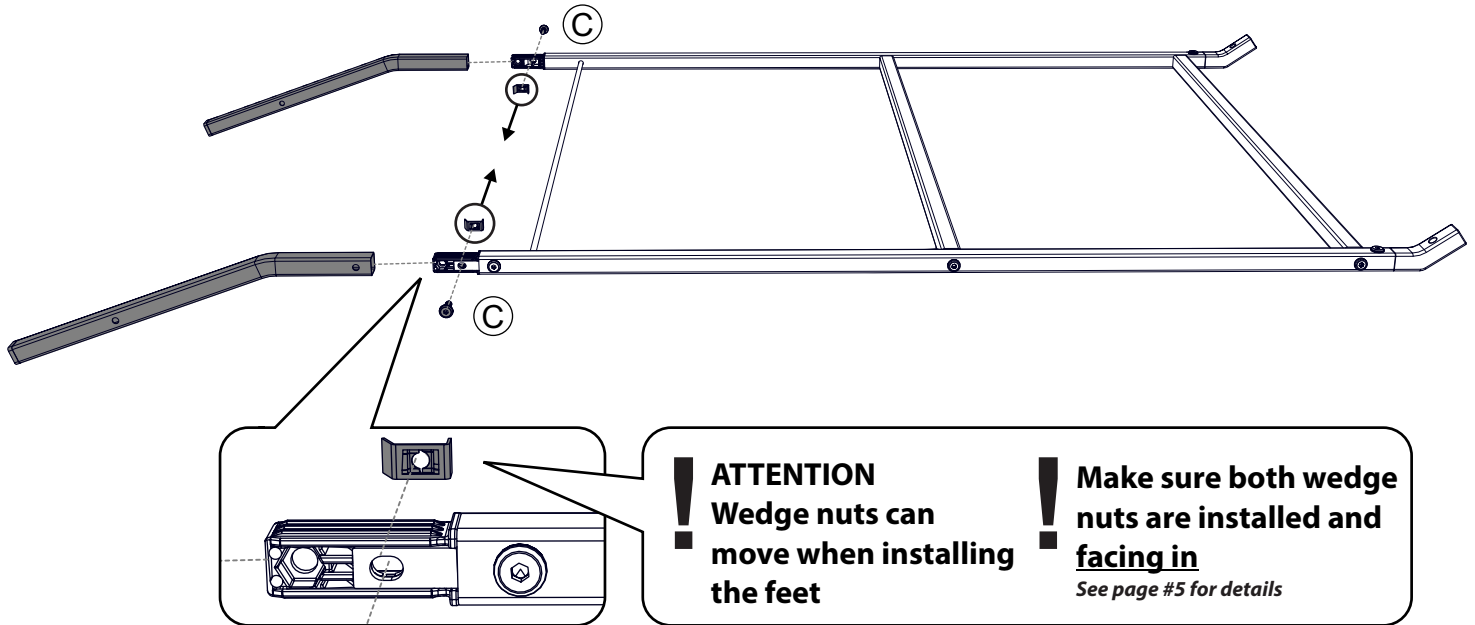


Rubber Mallet

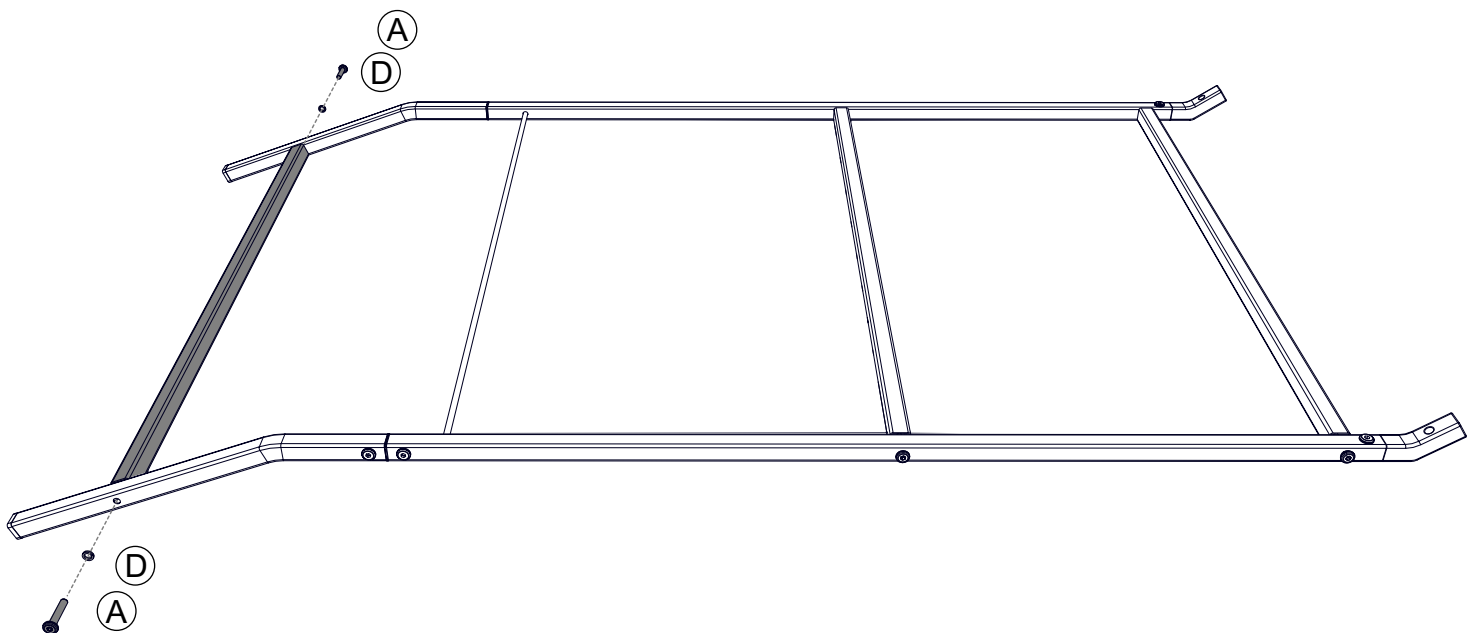
1x



1 Attach Back Feet



2 Install Frame Stretcher



6

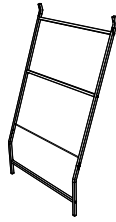
Actual Size:



You will need: (Not to Scale)

Assembled Back Frame

1x



Assembled Front Frame

1x



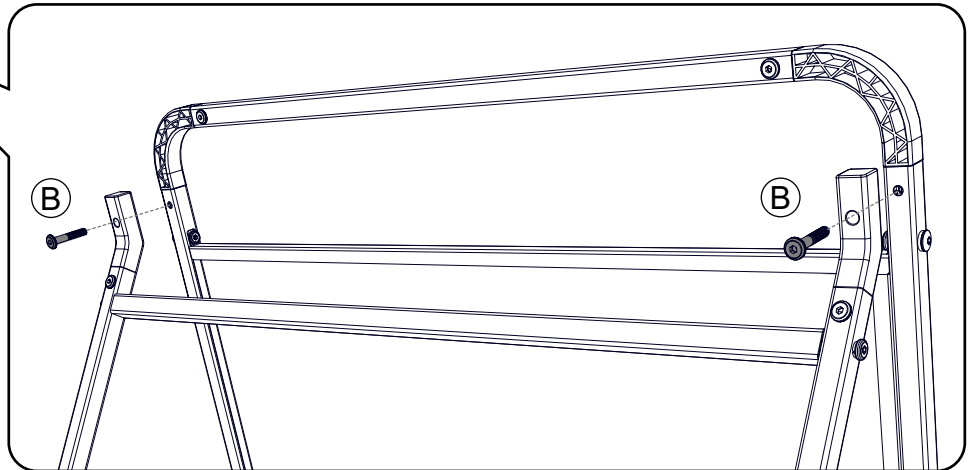
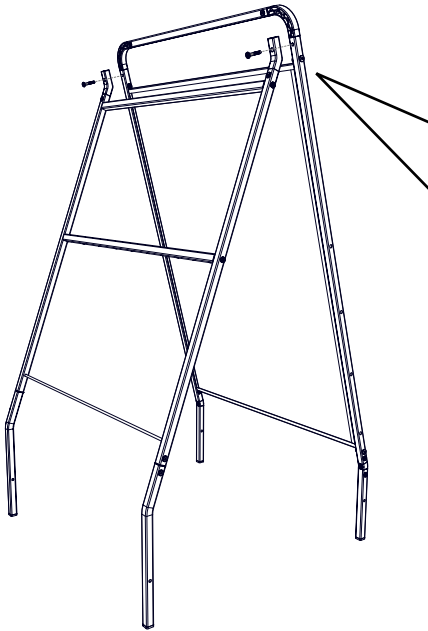
Allen Key

1x



2-Person Task

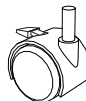
Attach Front Frame and Back Frame



7

You will need: (Not to Scale)

Twin Wheeled
Locking Caster
4x



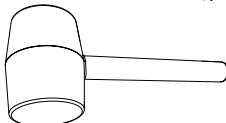
Mallet
1x



Install Casters

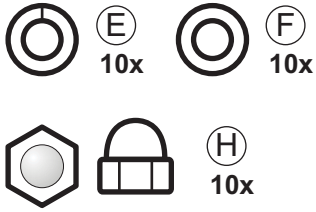
! Ensure the casters are locked when installing them.

! If you cannot push the casters in by hand, try placing an adjustable wrench between caster wheels and then tapping with a rubber mallet.

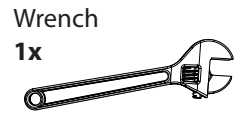
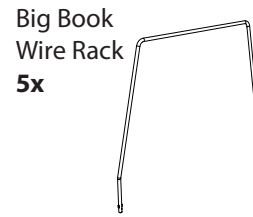
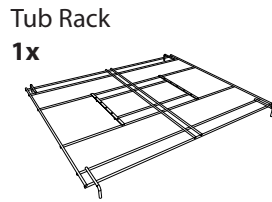


8

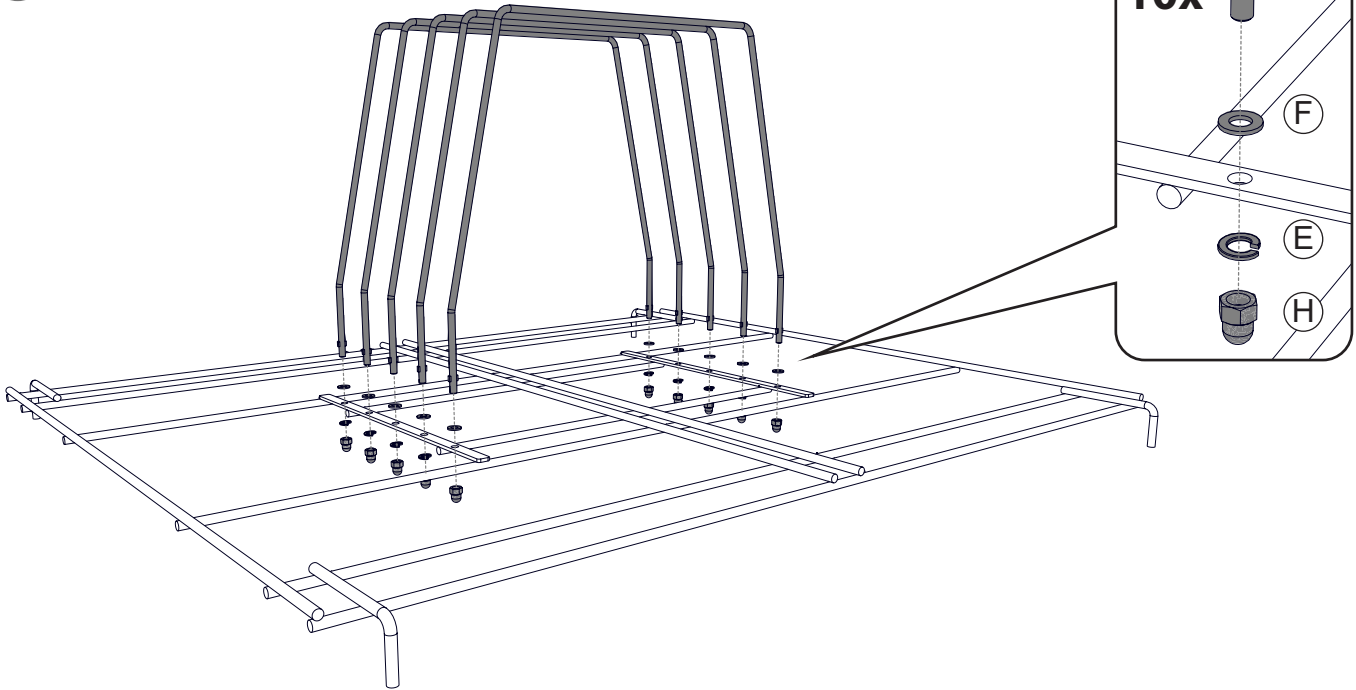
Actual Size:



You will need: (Not to Scale)

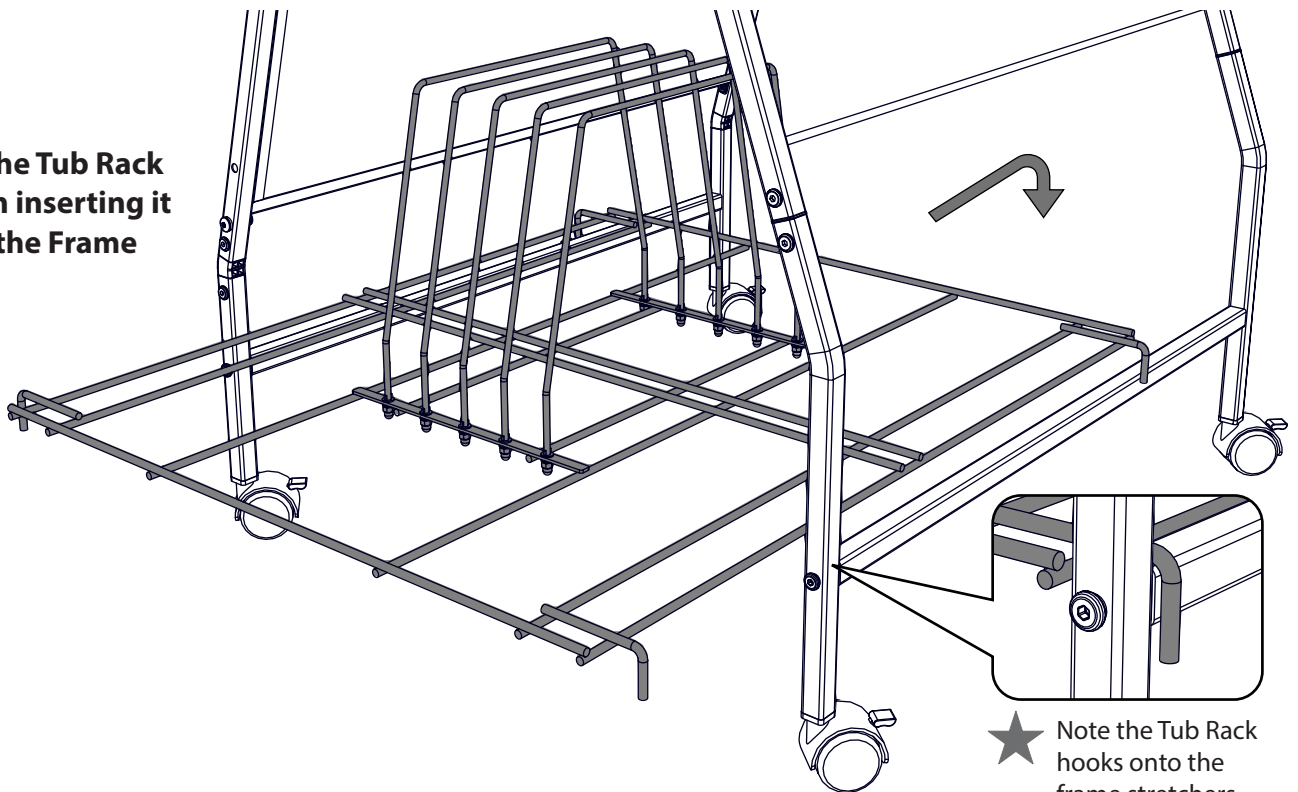


1 Install Big Book Wire Racks



2 Install Tub Rack

! Tilt the Tub Rack when inserting it into the Frame

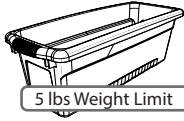


★ Note the Tub Rack hooks onto the frame stretchers

9

You will need: (Not to Scale)

Small Tub
4x



Install Tubs



10

You will need: (Not to Scale)

Felt Board
1x

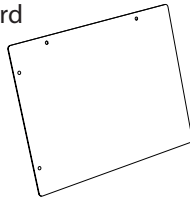
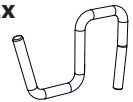


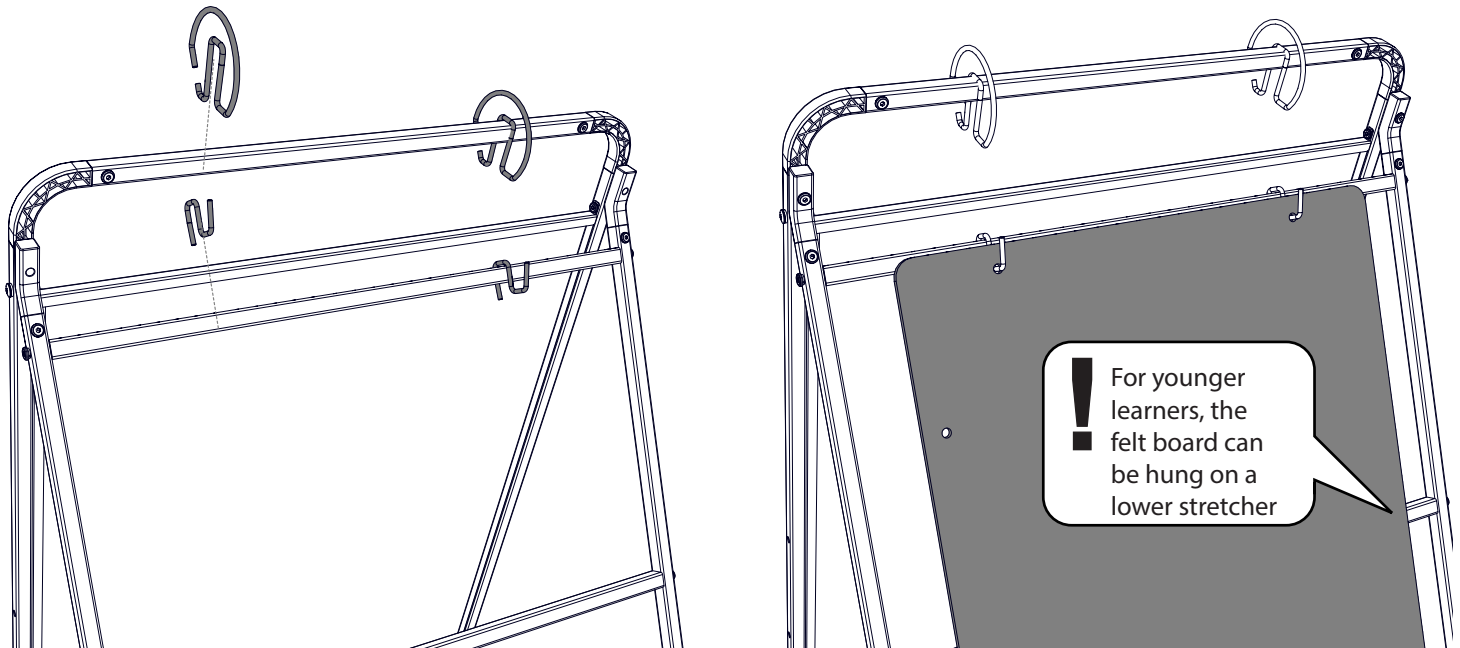
Chart Loop Hooks
2x



'S' Hooks
2x

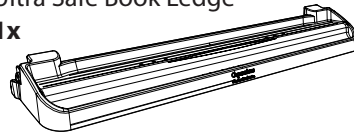


Install Chart Loop Hooks, "S" Hooks and Felt Board



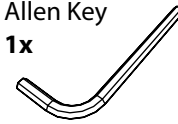
Ultra Safe Book Ledge

1x



Allen Key

1x



Install Book Ledge and complete final assembly checks

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

Install Book Ledge

There are four (4) positions on the front of the unit for your convenience. Choose the one that works best for your classroom.

- 1) Insert one hook into the appropriate hole on one side of the Whiteboard Frame
- 2) Pull out opposite hook & snap into place

Note: The spring tension is designed to discourage children from unhooking the Book Ledge.

