

Double Sided Bamboo Teaching Easel



Assembly Guide BE1_2012_A

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

For assistance, please contact us:

1-800-267-8494

Email info@copernicused.com

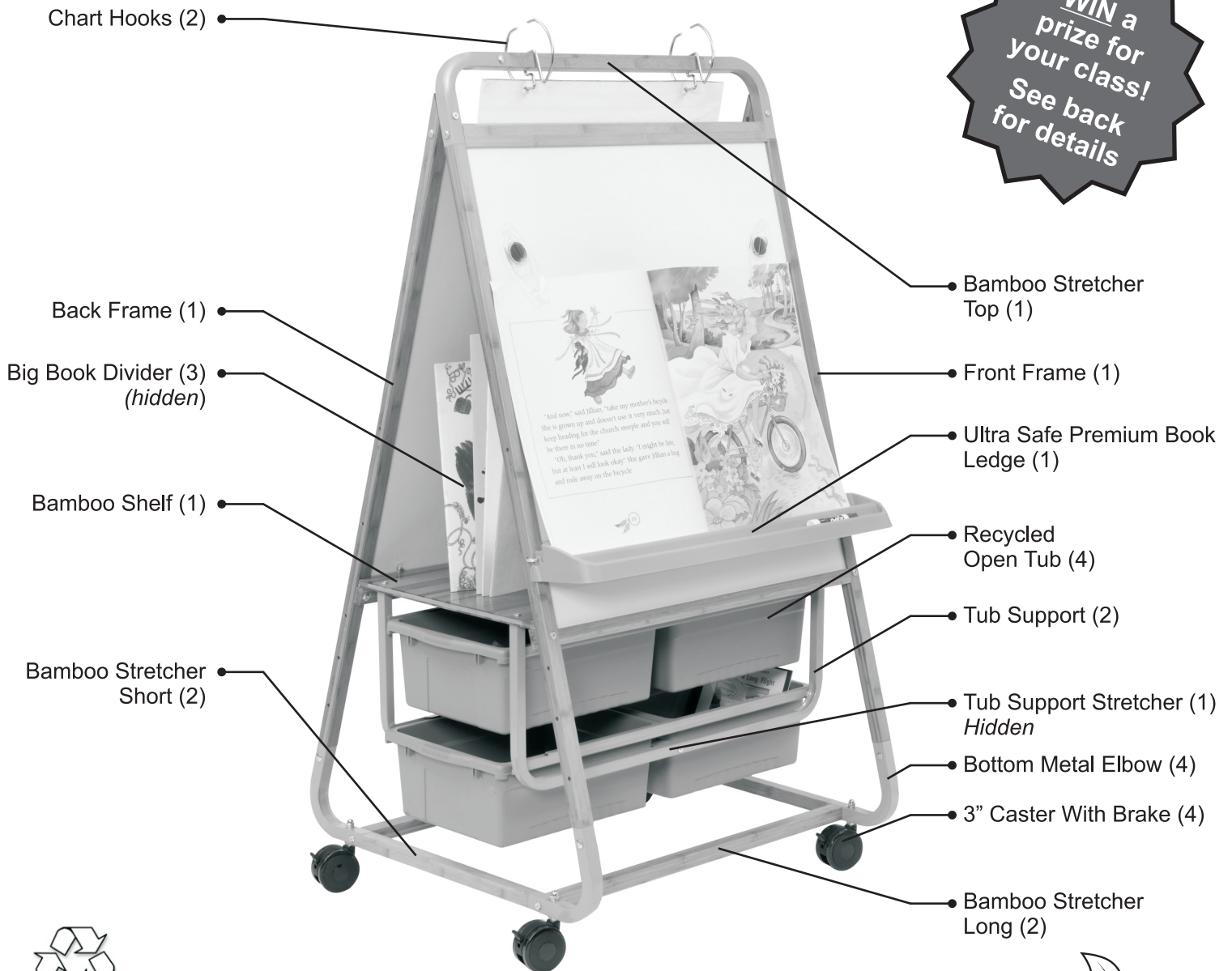
Have your packing slip ready for reference

WARNING !

- This product is meant to be assembled by an adult.
- In its unassembled state, small parts present a hazard.
- To be used under direct supervision of an adult.

Don't forget to check out our tips for your whiteboard at:
www.copernicused.com

**WIN a
prize for
your class!
See back
for details**



Please Recycle



Before beginning, you should have:

Additional tools required:

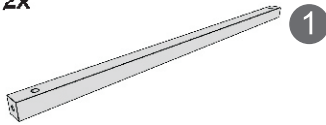


Contents - Box 1



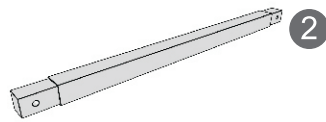
Note some parts are labeled with a numbered sticker

Bamboo Stretcher - Long
2x



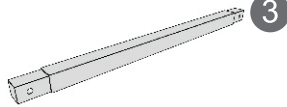
1

Bamboo Stretcher - Short
2x



2

Bamboo Stretcher - Top
1x

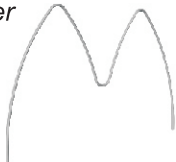


3

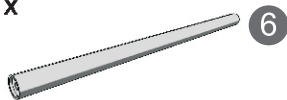
3" Caster With Brake
4x



Big Book Divider
2x Outer
1x Inner

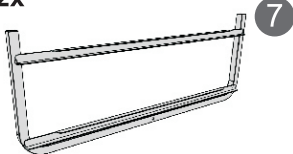


Tub Support Stretcher
1x



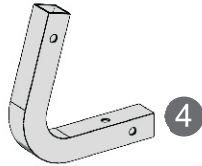
6

Tub Support
2x



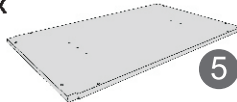
7

Bottom Metal Elbow
4x



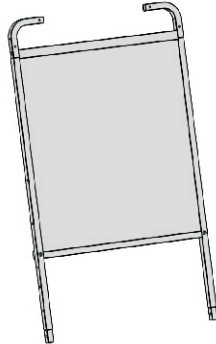
4

Bamboo Shelf
1x

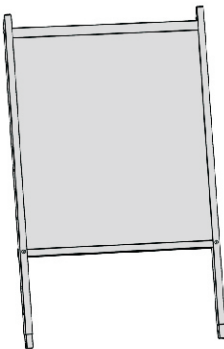


5

Front Frame
1x



Back Frame
1x



Ultra Safe Premium Book Ledge
1x

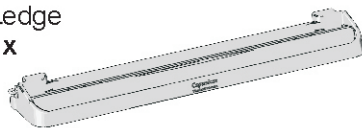


Chart Hook
2x



Hardware
Actual Size

(A) M6x60mm Bolt
4x



(B) M6x45mm Bolt
2x



(C) M6x35mm Bolt
6x



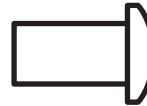
(D) M6x25mm Bolt
4x



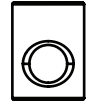
(E) M6x19mm Bolt
6x



(F) M6 Barrel Nut
6x



(G) M6 Cross Dowel
6x



(H) M5 Washer
12x



(I) M5 Kepps Nut
6x



(J) M8 Washer
4x



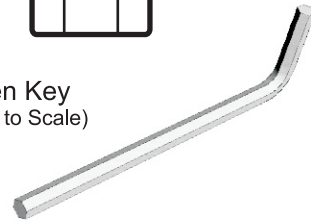
(K) M8 Lock Washer
4x



(L) M8 Acorn Nut
4x



Allen Key
(Not to Scale)
2x



Contents - Box 2

Recycled Open Tub
4x
(CC4068-ECO-G)



10 lbs Weight Limit

Tips for Assembly - Using this Manual



2 Person

Watch for These Helpful Symbols

- This symbol denotes a 2 Person Task. For safety, please ensure that there are two people working on steps displaying this symbol



- Watch for this symbol throughout the Assembly Instructions. Wherever you see it, pay close attention. The symbol denotes a step needing extra attention to ensure it is done correctly.



- The Star symbol highlights an advisory note

Before You Begin



- Layout and identify all of the included parts
- The hardware has been packed by step
- Read the assembly instructions over once to familiarize yourself with them
- Please note that in its unassembled state, this product contains parts that can be a hazard to small children; it should be assembled by an adult.

As You Assemble the Unit



- Follow the steps in sequence
- Before beginning each step, find the part(s) that you need for that step
- Pay attention to the labeling on the parts, they are there to help direct you at certain stages
- The title of each step states what you will be doing. Review the text and the pictures as you build the unit.

After Assembly; Before Use

- Remove the plastic film from the Whiteboard before writing on it

Don't forget to check out our tips for your whiteboard at:
www.copernicused.com

**Life
Time**

Tub
Warranty

**3
Year**

Frame
Warranty

Validate Your Warranty On-Line

To validate your warranty submit the ON-LINE form at www.copernicused.com

1

Actual Size:

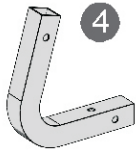


(A) M6x60mm Bolt x 4



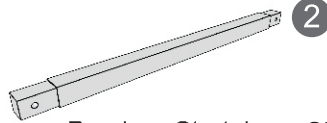
(G) M6 Cross Dowel x 4

You will need: (Not to Scale)



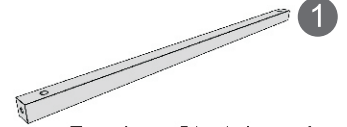
(4)

Bottom Metal Elbow x 4



(2)

Bamboo Stretcher - Short x 2



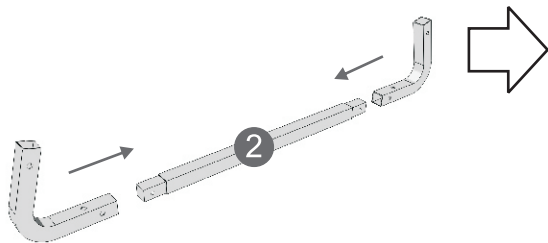
(1)

Bamboo Stretcher - Long x 2

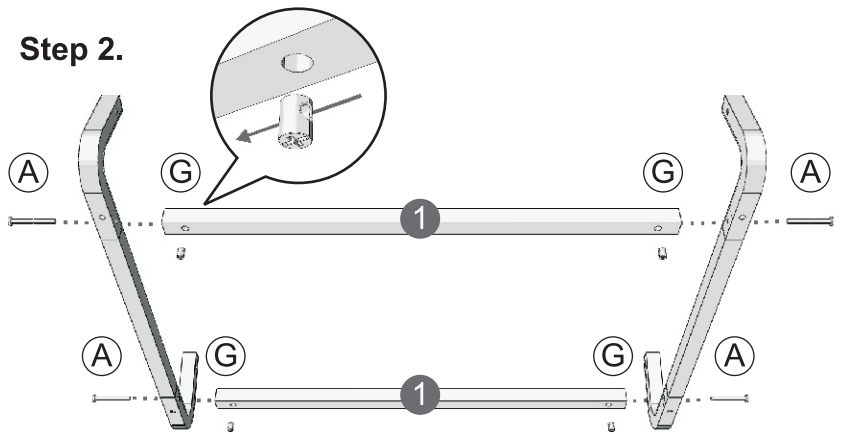
Assemble Base

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

Step 1.



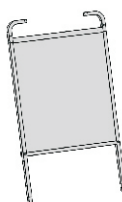
Step 2.



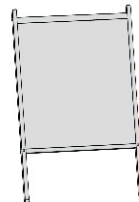
2

Actual Size:

You will need: (Not to Scale)



Front Frame x 1

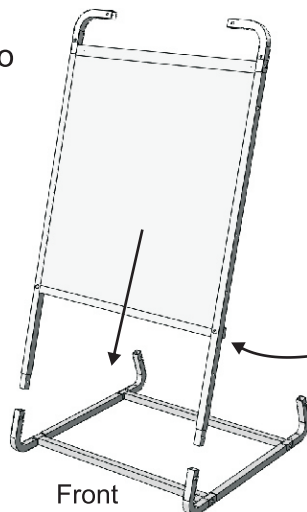


Back Frame x 1

Attach Front & Back Frames

Step 1.

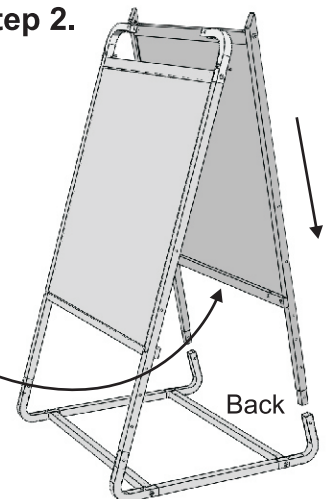
Slide frame into Bottom Metal Elbows



Front

! Note the orientation of both frames, these edges must face inward

Step 2.

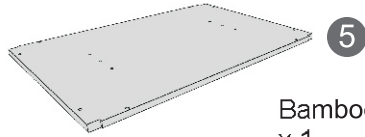


Back

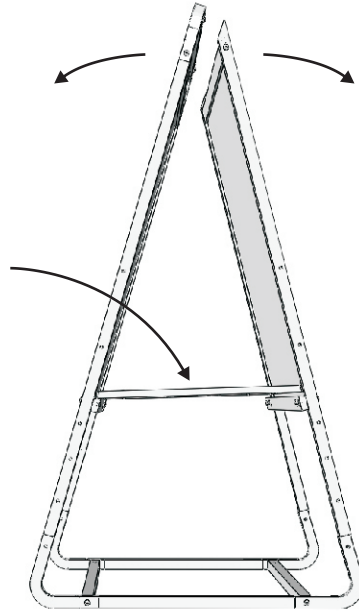
3

Actual Size:

You will need: (Not to Scale)



Position Bamboo Shelf



To help install the shelf you may pull the Front & Back Frames slightly apart



Do not fasten Bamboo Shelf with any hardware at this time

4

Actual Size:



(B)
M6x45mm Bolt
x 2



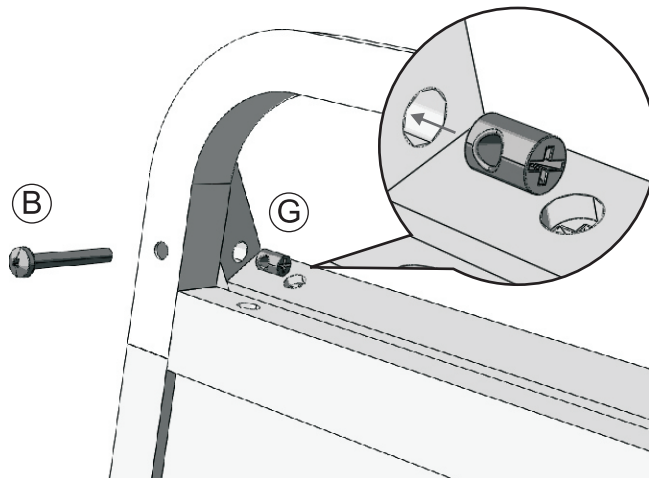
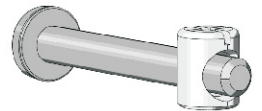
(G)
M6 Cross Dowel
x 2

You will need: (Not to Scale)

Bolt Front & Back Frame Together



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



5

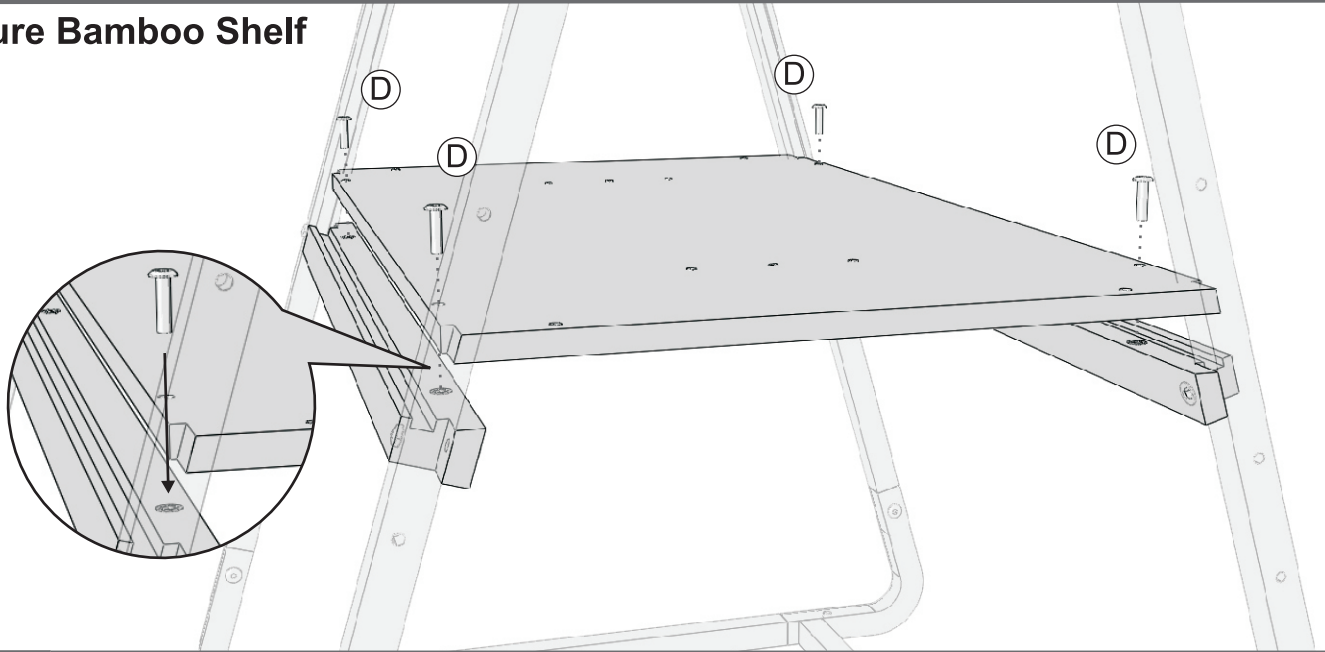
Actual Size:



Ⓓ
M6x25mm Bolt
x 4

You will need: (Not to Scale)

Secure Bamboo Shelf

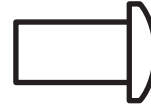


6

Actual Size:



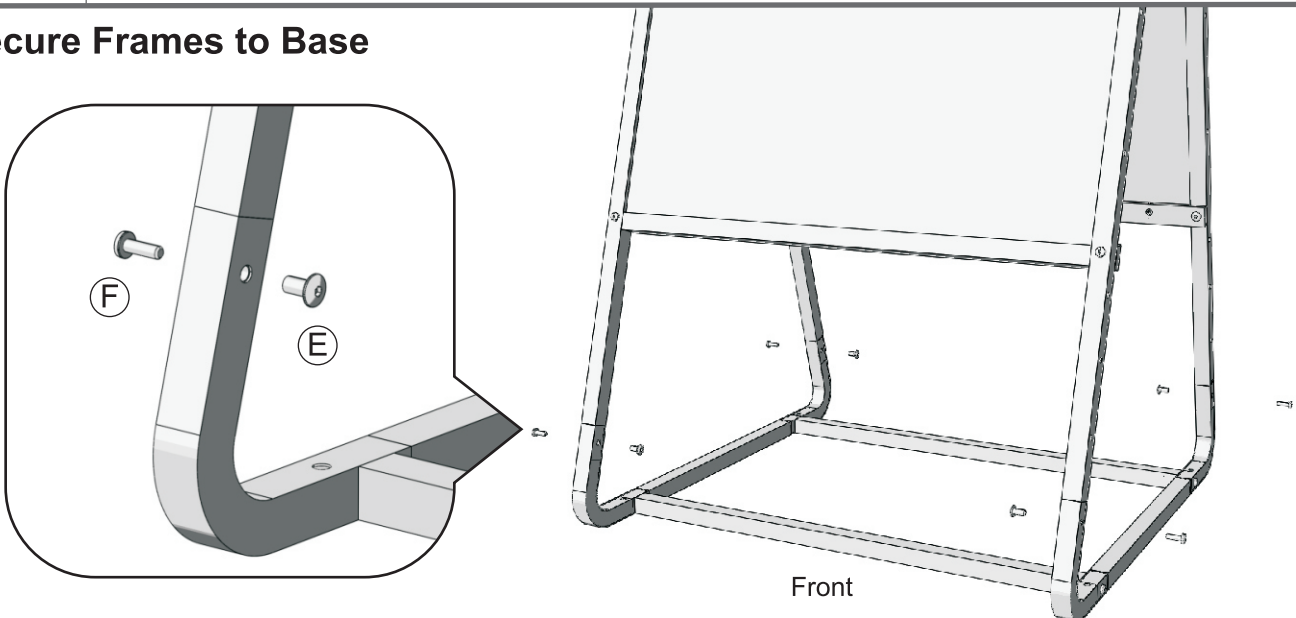
Ⓔ
M6x19mm Bolt
x 4



Ⓕ
M6 Barrel Nut
x 4

You will need: (Not to Scale)

Secure Frames to Base



7

Actual Size:



(J) M8 Washer x 4

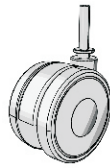


(K) M8 Lock Washer x 4



(L) M8 Acorn Nut x 4

You will need: (Not to Scale)

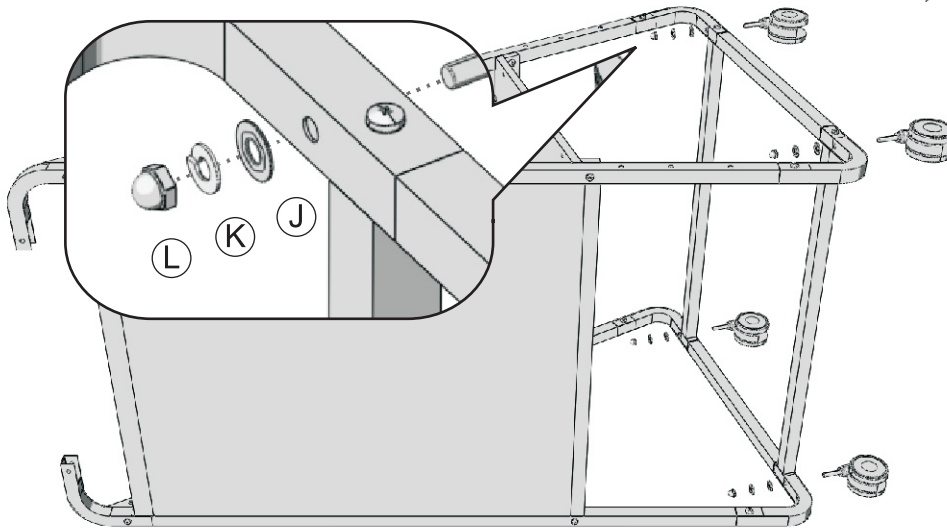


3" Caster With Brake x 4

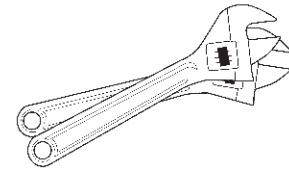
Install Casters



You may rest the unit on its side when installing casters



Use two adjustable wrenches to tighten Casters in place



8

Actual Size:

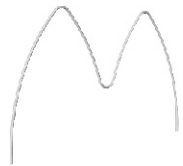


(H) M5 Washer x 12



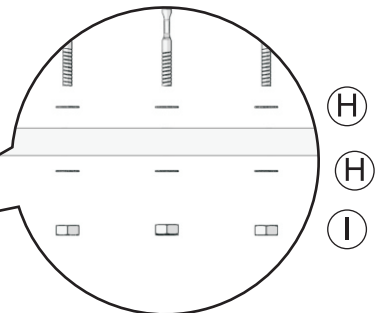
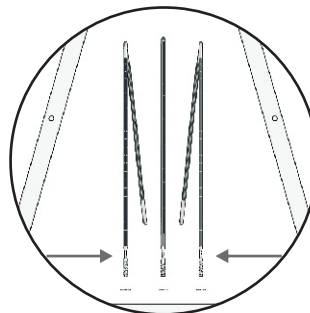
(I) M5 Kepps Nut x 6

You will need: (Not to Scale)

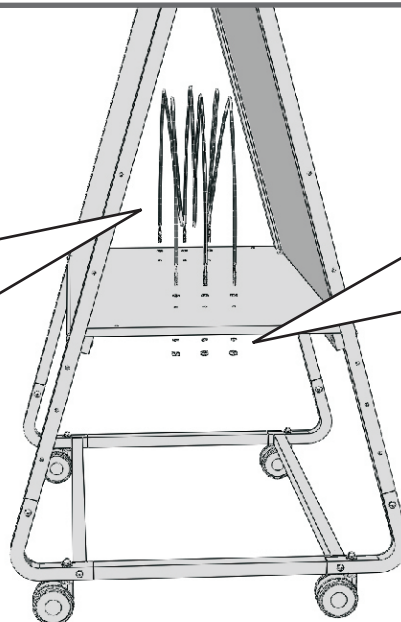


Big Book Divider x 2 Outer x 1 Inner

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



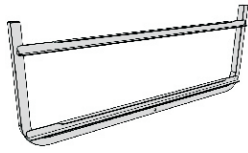
9

Actual Size:



Ⓒ
M6x35mm Bolt
x 4

You will need: (Not to Scale)

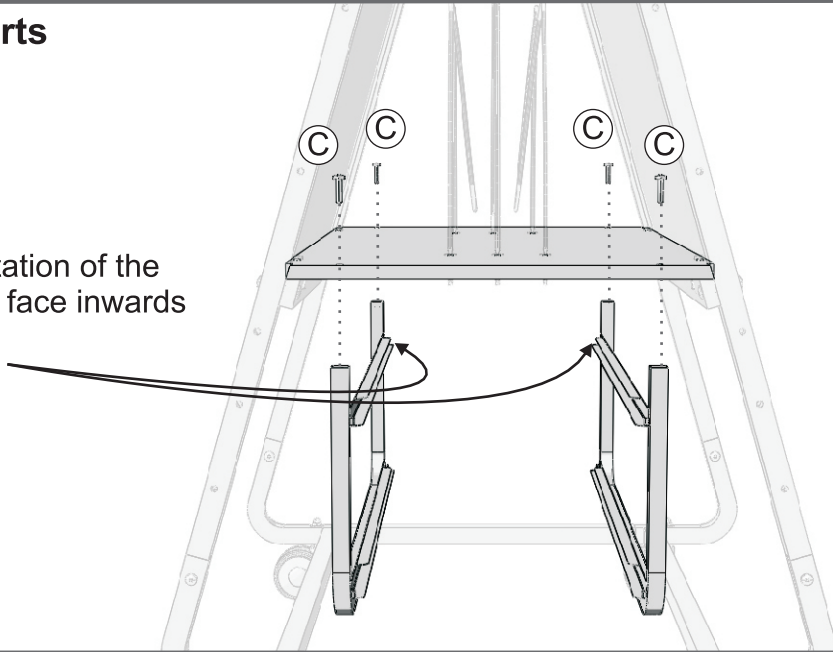


7

Tub Support
x 2

Install Tub Supports

! Note the orientation of the channels, they face inwards



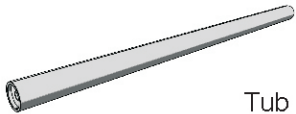
10

Actual Size:



Ⓒ
M6x35mm Bolt
x 2

You will need: (Not to Scale)

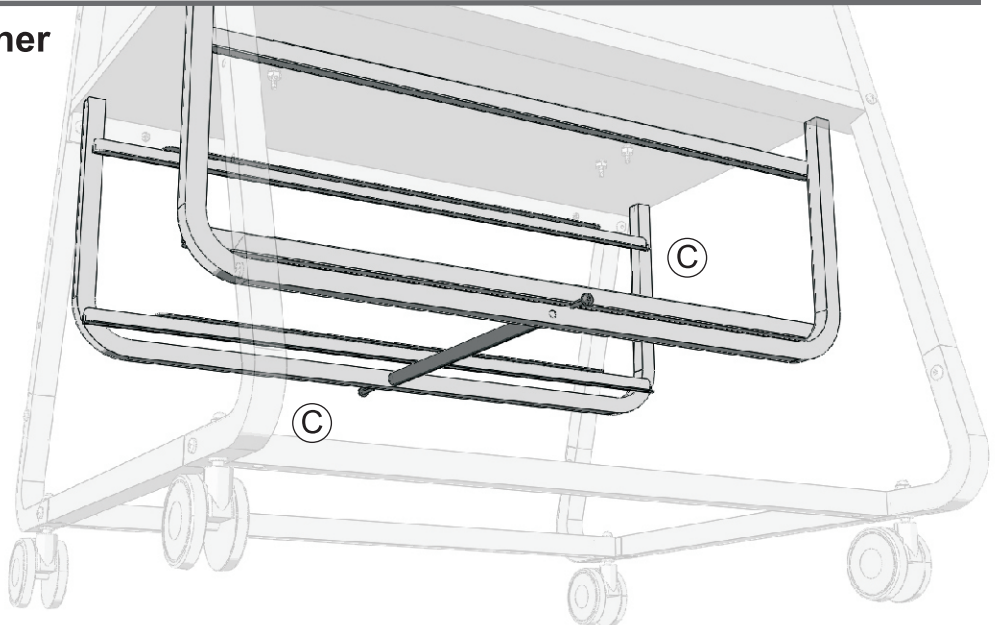


6

Tub Support Stretcher
x 1

Install Tub Support Stretcher

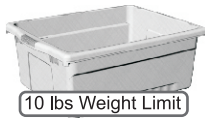
! Tighten all bolts now



11

Actual Size:

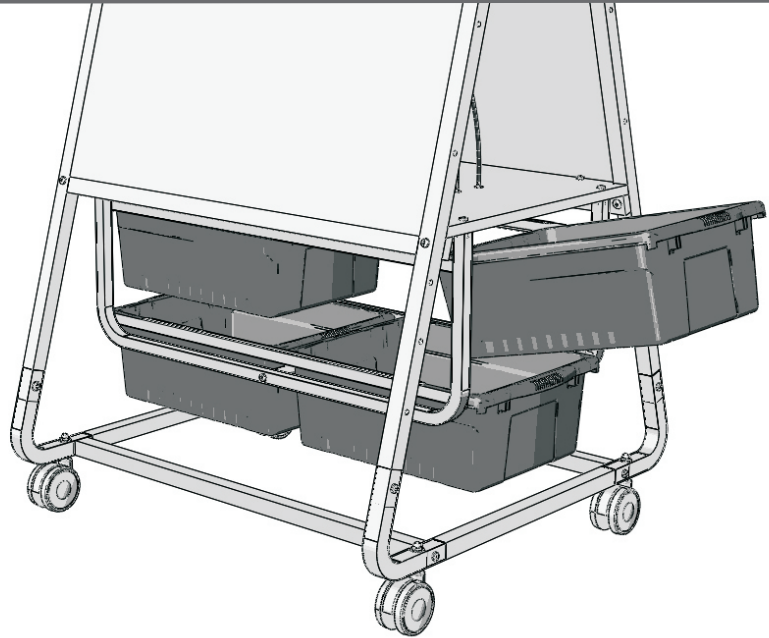
You will need: (Not to Scale)



Recycled Open Tub
x 4

Install Recycled Tubs

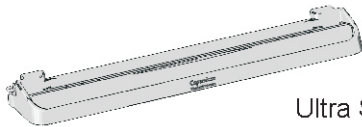
Angle the Recycled Tubs as you slide them in to get over the tub stop



12

Actual Size:

You will need: (Not to Scale)

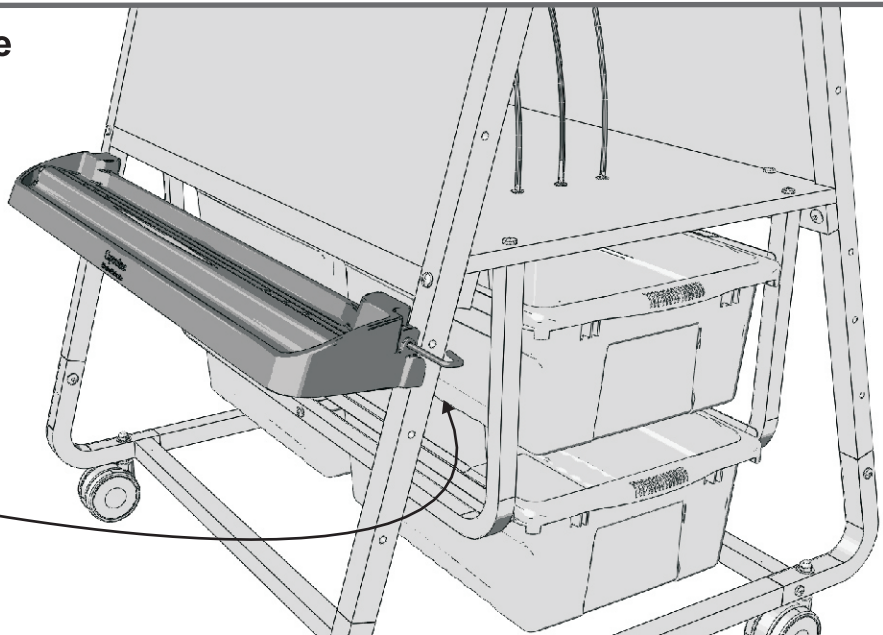


Ultra Safe Premium Book Ledge
x 1

Attach 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 the Book Ledge

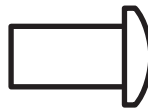


13

Actual Size:



E
M6x19mm Bolt
x 2

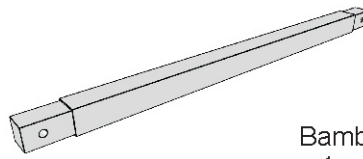


F
M6 Barrel Nut
x 2

You will need: (Not to Scale)



Chart Hook
x 2

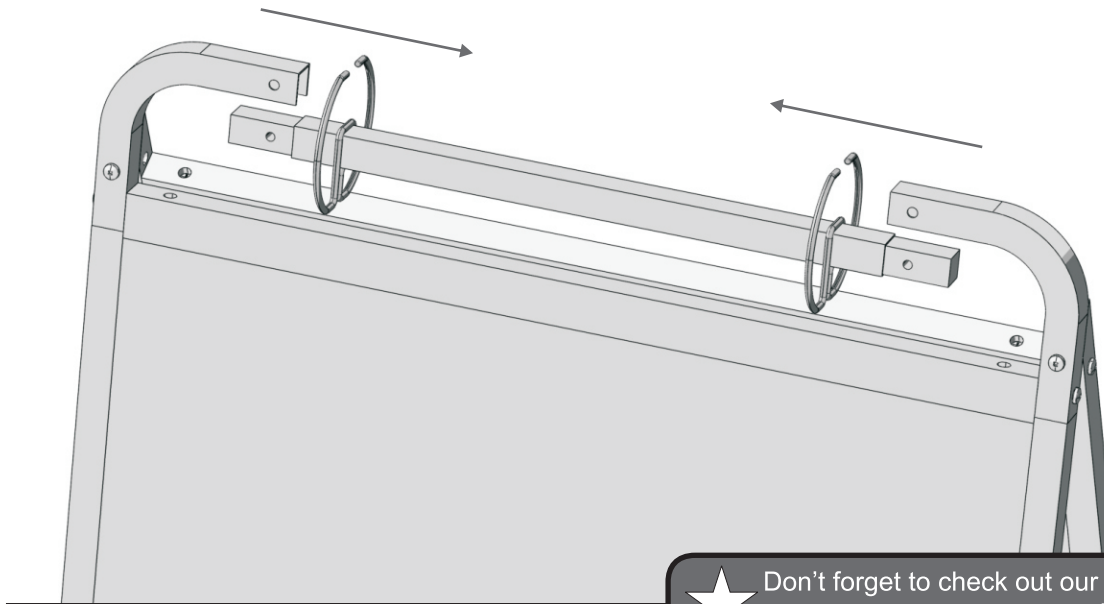


3

Bamboo Stretcher - Top
x 1

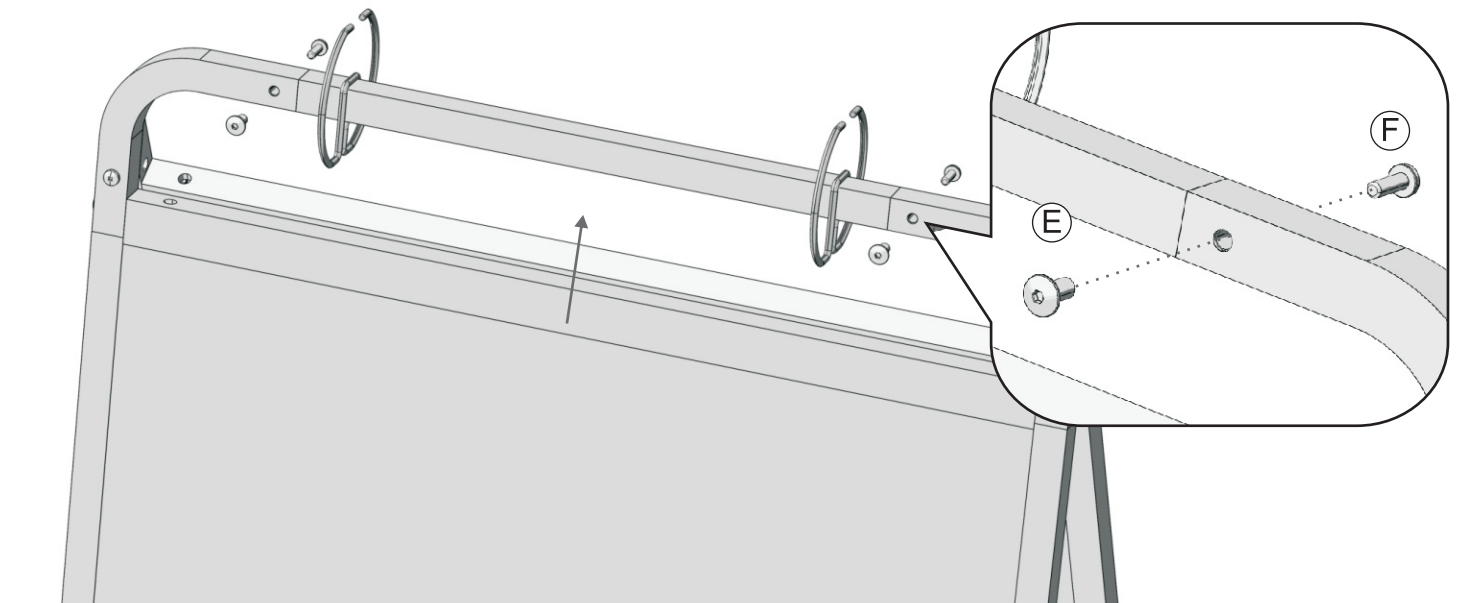
Install Chart Hooks On Top Stretcher

1 Slide Chart Hooks Over Top Bamboo Stretcher



Don't forget to check out our tips for your whiteboard at:
www.copernicused.com

2 Fasten Top Bamboo Stretcher With Bolts



Double Sided Bamboo Teaching Easel



Challenge

We challenge you and your class to build the most amazing thing you can think of out of the shapes found on the inner carton faces of this Bamboo Easel.

Use your knowledge of geometry and simple machines and let your imagination run wild! Fasten your submission together using any kind of glue, tape or adhesive that you can find.

Be careful cutting (—) and scoring (- - -) these shapes! Make sure there is an adult helping you!

Take pictures of your creation and email them to bambooproject@copernicused.com

Win **4** Eco Tubs, made with 100% recycled content, with your submission. Limit one prize per class.

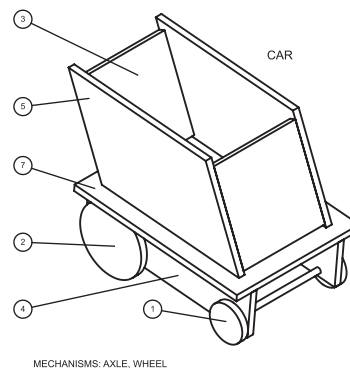
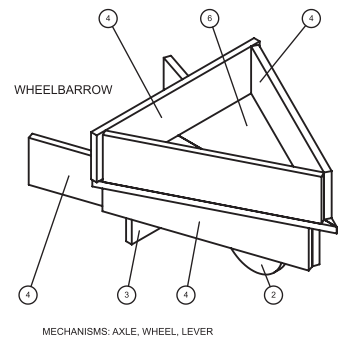
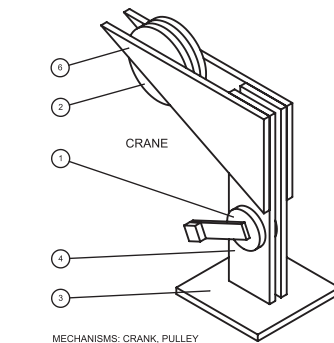
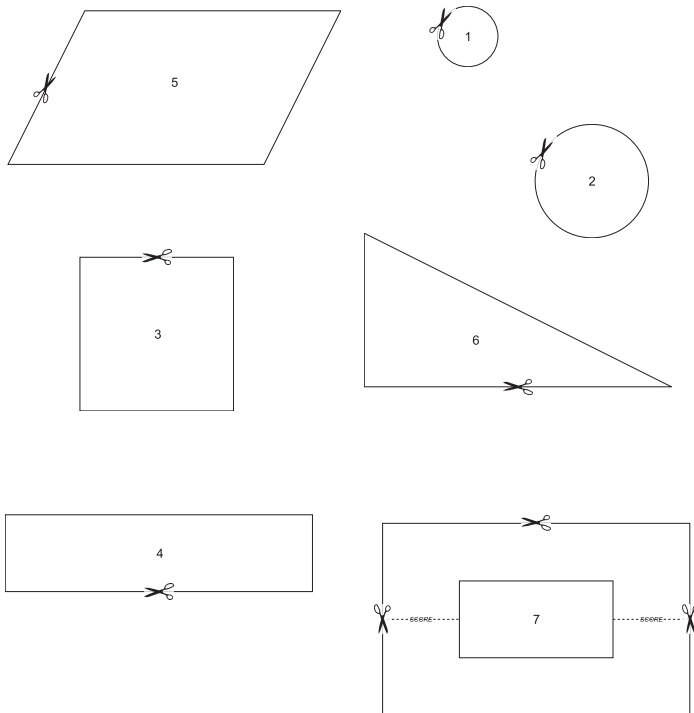
Teachers and Administrators:

Please visit www.copernicused.com to see how this contest helps you fulfill your curriculum requirements.

Use these shapes



To build something like...



Double Sided Bamboo Teaching Easel



Assembly Guide BE1_2012_A

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

For assistance, please contact us:

1-800-267-8494

Email info@copernicused.com

Have your packing slip ready for reference

Dear Educator,

Thank you for purchasing one of our products.

I hope the assembly of your **Double Sided Bamboo Teaching Easel** went well.

If you have any questions, or concerns, or ideas for how we can improve, please call us at 1-800-267-8494, where someone will be happy to help.

Enjoy using your new product, and happy teaching,

Jim Phillips
President

Quality schools are the result of quality teachers going above and beyond the call of duty.

VICKI CARUANA

In everyone's life at some time our inner fire goes out. It is then burst into flame by an encounter with another human being. We should all be thankful for those people who rekindle the inner spirit.

ALBERT SCHWEITZER

My idea of education is to unsettle the minds of the young and inflame their intellects.

ROBERT MAYNARD
HUTCHINS

Nothing has a better effect upon children than praise.

SIR PHILLIP SIDNEY