

# Primary Teaching Easel



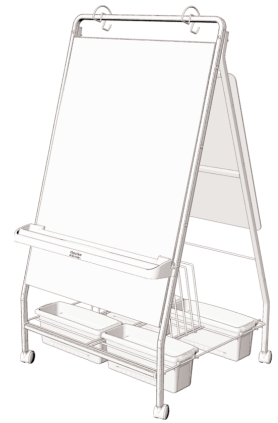
If parts are missing or you experience problems, please call:

**1-800-267-8494**

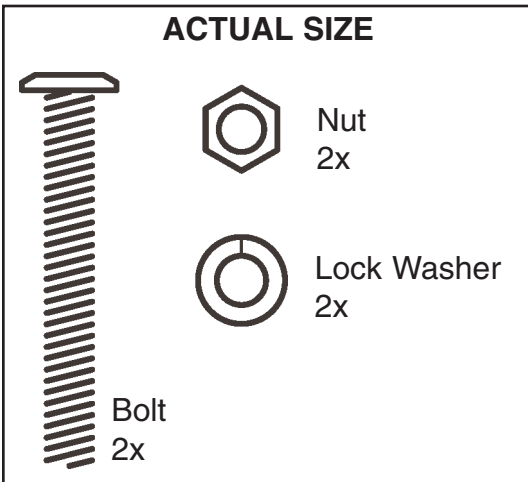
Have your packing slip ready for reference  
or email [info@copernicused.com](mailto:info@copernicused.com)

**10 Year**  
Frame  
Warranty

**Life Time**  
Tub  
Warranty



## Contents of Box 1



**Chart Loop Hooks**  
2x



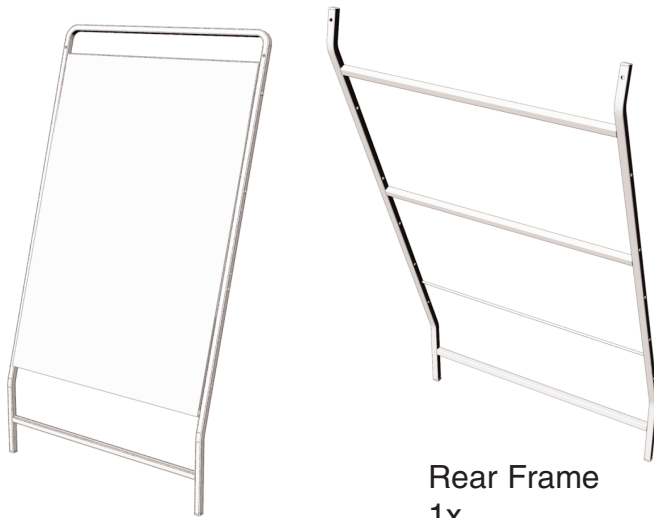
**Cable Ties**  
4x



**Felt Board Hooks**  
2x

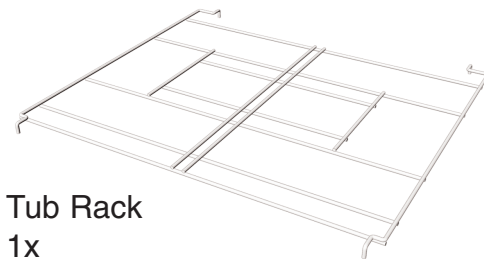


**2" Twin Wheel Locking Casters**  
4x



**Front Frame**  
1x

**Rear Frame**  
1x



**Tub Rack**  
1x

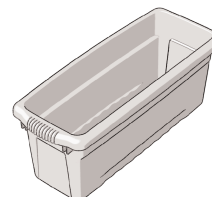


**Felt Board**  
1x



**Ultra Safe Book Ledge**  
1x

## Contents of Box 2



**Small Book Tub**  
4x

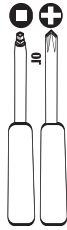


**Big Book Rack**  
1x

**NOTE: Do not tighten any fasteners until the cart is completely assembled**

**Additional tools required:**

Adjustable wrench  
Screw drivers



**1 Assemble the Frame**

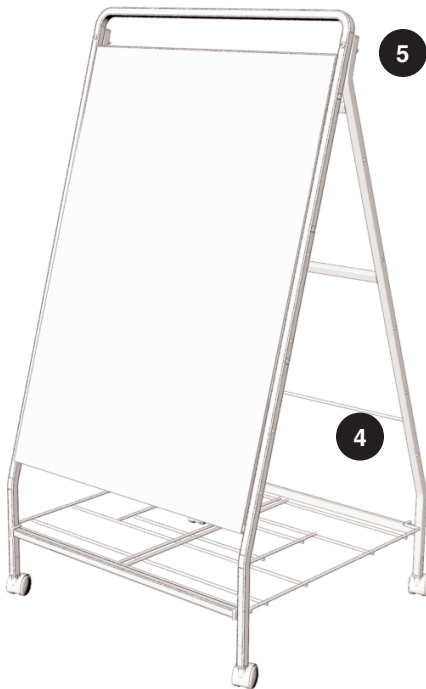
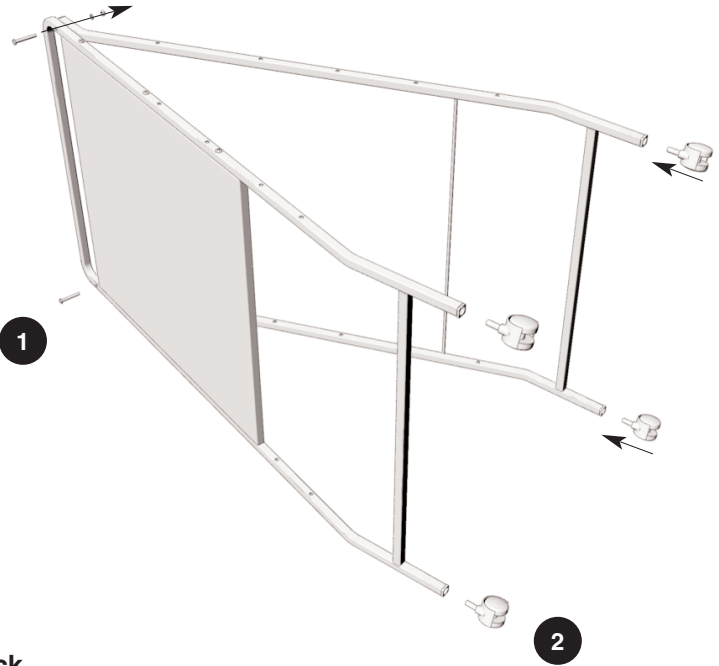
- lay the Front Frame on its side
- align the Rear Frame with the Front Frame
- use bolts, lock washers & nuts
- hand tighten only

**2 Insert 2" casters**

- leave frames laying on their sides
- push caster stem inside the caster insert
- tap in with a mallet if required
- repeat for each caster

**3 Carefully Pull the Easel Upright**

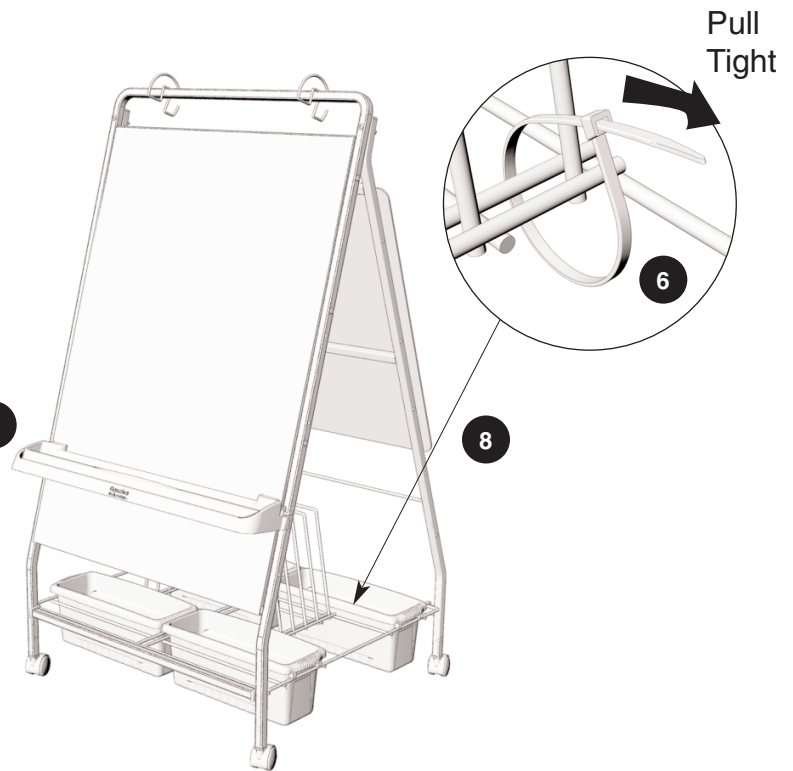
- note: Two person task



**4 Install the Tub Rack**

- fit over stretchers on Front & Rear Frames

**5 Tighten the Frame Bolts**



**6 Install the Big Book Rack**

- fit into position in the center of the Tub Rack
- secure with cable ties to the Tub Rack (4x)

**7 Install the Ultra Safe Book Ledge**

- there are 4 positions for your convenience
- insert one hook into the appropriate hole in the Front Frame
- pull out the opposite hook and snap into place
- (note: the spring tension is designed to discourage children from unhooking the book ledge)

**8 Install the Accessories**

- flip Chart Loop Hooks snap over Front Frame
- Felt Board Hooks snap over the Rear Frame stretcher
- Felt Board hangs on Felt Board Hooks

**Validate your Warranty**

To validate your ten year frame warranty and lifetime tub warranty, submit the ON-LINE form at [www.copernicused.com](http://www.copernicused.com)  
User name: quality  
Password: safety#1

# Important Tips for Your White Board Surfaces

## Before Use

1. Some boards are shipped with a protective plastic film to prevent scratches. Be sure to remove this film prior to writing on the surface.
2. Spray your board with a white board cleaner and wipe with a soft cloth. Rinse with water and dry with a soft dry cloth.

## User Tips

\*\*We highly recommend Expo® brand dry erase markers (“low odor” markers are best for using around children, but may not erase as easily as regular “high odor” markers).

## DO

- Erase after every use with a clean dry soft cloth or eraser (eraser should be specifically designed for white boards)
- Use white board cleaner at least 2 to 3 times a week
- Replace your dry erase markers as needed to avoid “ghosting”

## DON'T

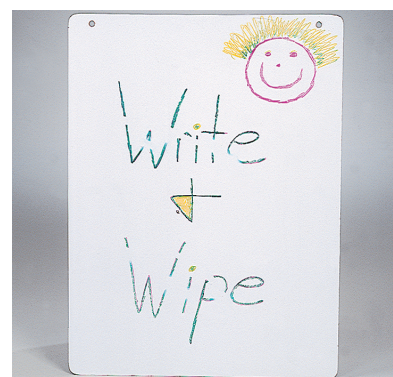
- Use abrasive erasers, cleaners, sponges or rags
- Use a chalkboard eraser
- Use a wet eraser
- Use permanent marker – Keep them away from your white boards!

## Tips to Remove Permanent Marker

1. Using a dry erase marker, write over top of permanent marker. Let dry. Erase. Repeat a few times.
2. Use a white pencil eraser
3. With a very small amount of isopropyl alcohol (rubbing alcohol) on a soft cloth, clean stained area only. Rinse with water. Dry with soft cloth. Repeat a few times.
4. SoySafe™ white board Cleaner & Restorer is also perfect for removing permanent marker stains. Copernicus item # AC405.
5. Paint thinner may also be used (by an adult only in a well ventilated area and not around children). Rub it off right away with a soft cloth and immediately clean the surface with a white board cleaner.



Dry Erase metal panel



Removable Dry Erase Board (WB63)



Removable Lined Dry Erase Board (WB65)



Educational Products Inc.

...making teaching a little easier

If any parts are missing or you experience problems, please call:

**1-800-267-8494**

Have your packing slip ready for reference

or email [info@copernicused.com](mailto:info@copernicused.com)

**Keep these tips for future reference.**