



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

**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

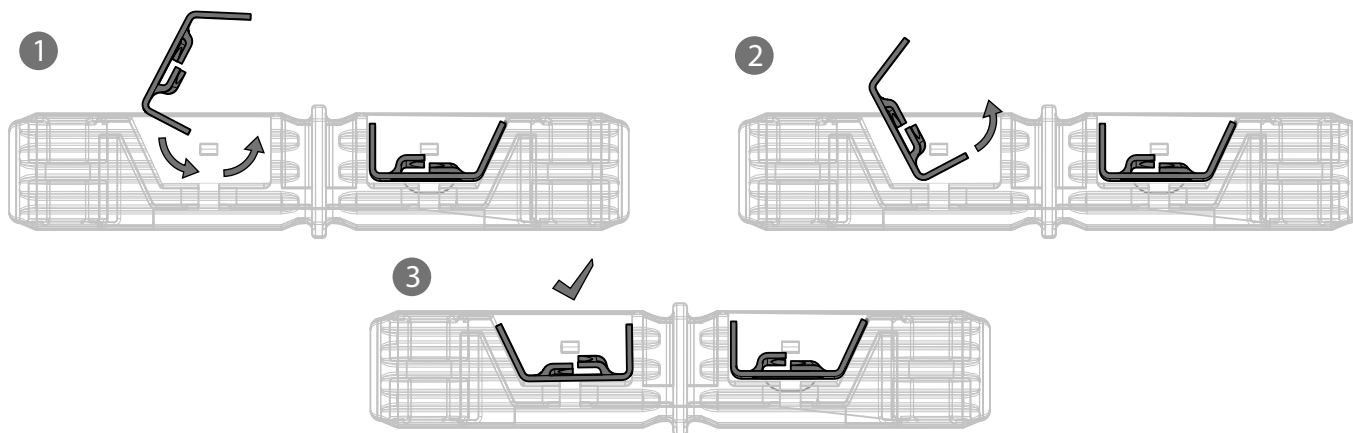
For safety, please have someone help you when working on steps displaying this symbol.



The symbol denotes a step needing extra attention to ensure it is done correctly.



In case your wedge nut becomes dislodged from the connector, follow these steps to reinstall.
If the connector ships with a paper cover remove it before installing connector.



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

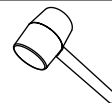


OR

8mm Wrench
1x

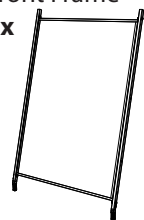
+

Rubber Mallet
1x



PTE78-0

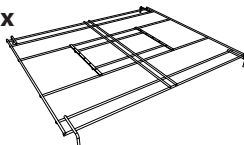
Front Frame
1x



Big Book Wire Rack
5x

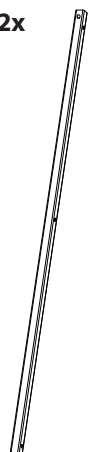


Tub Rack
1x



In Box 1

Back Riser
2x



Felt Board
1x

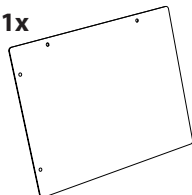
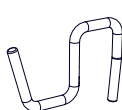


Chart Loop
Hook
2x



'S' Hook
2x



Frame Wire
1x



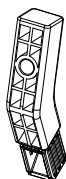
Front Frame Top
1x



Frame Stretcher
4x



Connector 1
2x



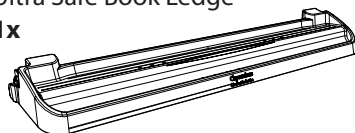
Front Frame
Foot
2x



Back Frame Feet
1x (Right)
1x (Left)



Ultra Safe Book Ledge
1x



2" Twin Wheel
Locking Caster
4x

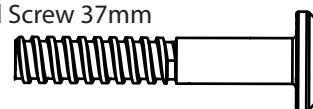


Hardware Actual Size

(A) M6 x 40mm Screw
8x



(B) Fast Lead Screw 37mm
2x



(C) Fast Lead Screw 15mm
6x



(D) M6 Lock Washer
8x



(E) M5 Lock Washer
10x



(F) M5 Washer
10x



(H) M5 Acorn Nut
10x



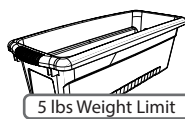
Tools (Not to Scale)

Allen Key
(for M6 Hardware)
1x



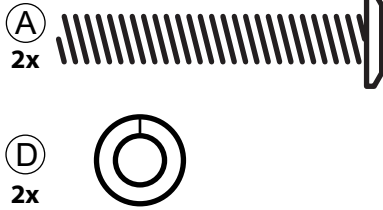
PTE78-CB

Small Tub
4x

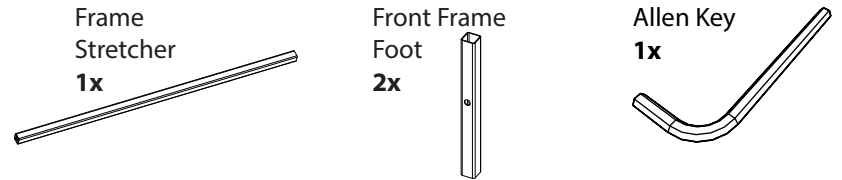


1

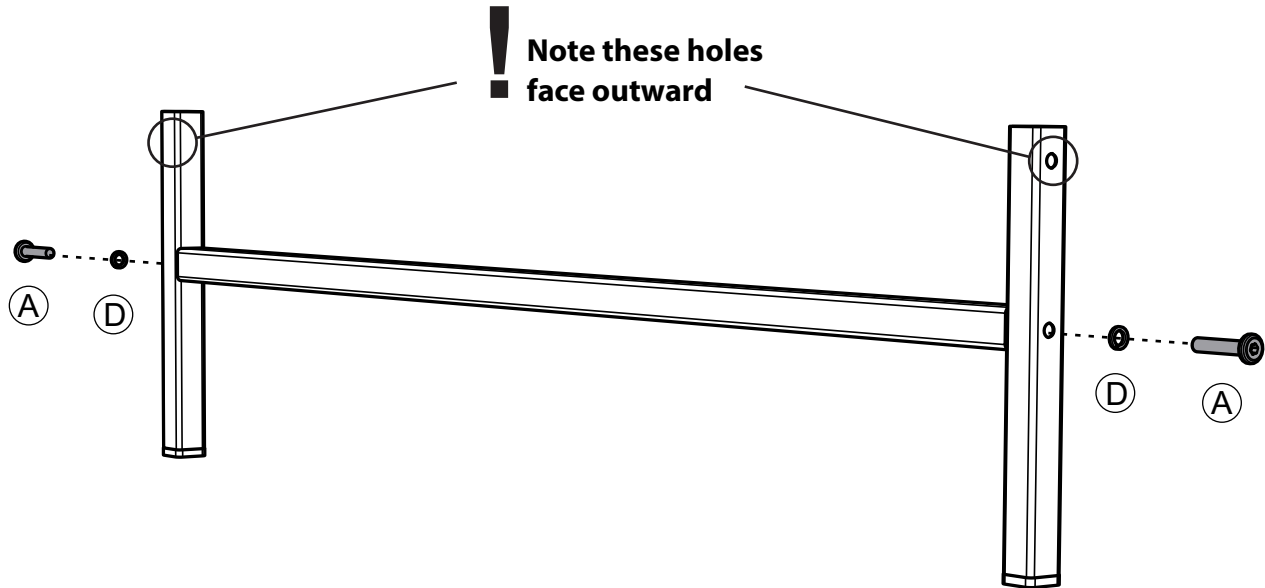
You will need:



You will need: (Not to Scale)



Assemble Front Foot assembly



2.1

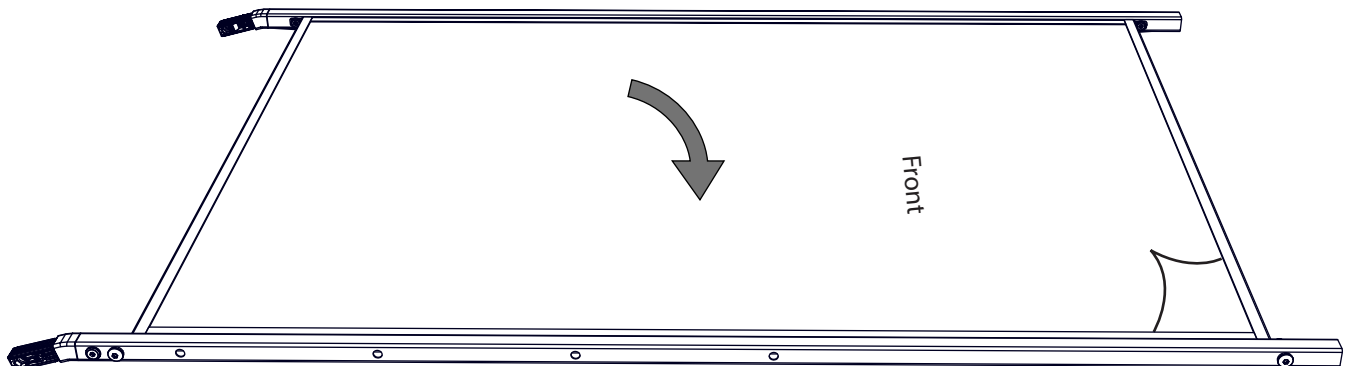
You will need: (Not to Scale)

Front Frame
1x



Attach Front Frame Top to Front Frame

1 Lay flat on back for easier assembly



...Continue to Step 2.2

2.2

You will need: (Not to Scale)

Front Frame Top

1x



Rubber Mallet

1x

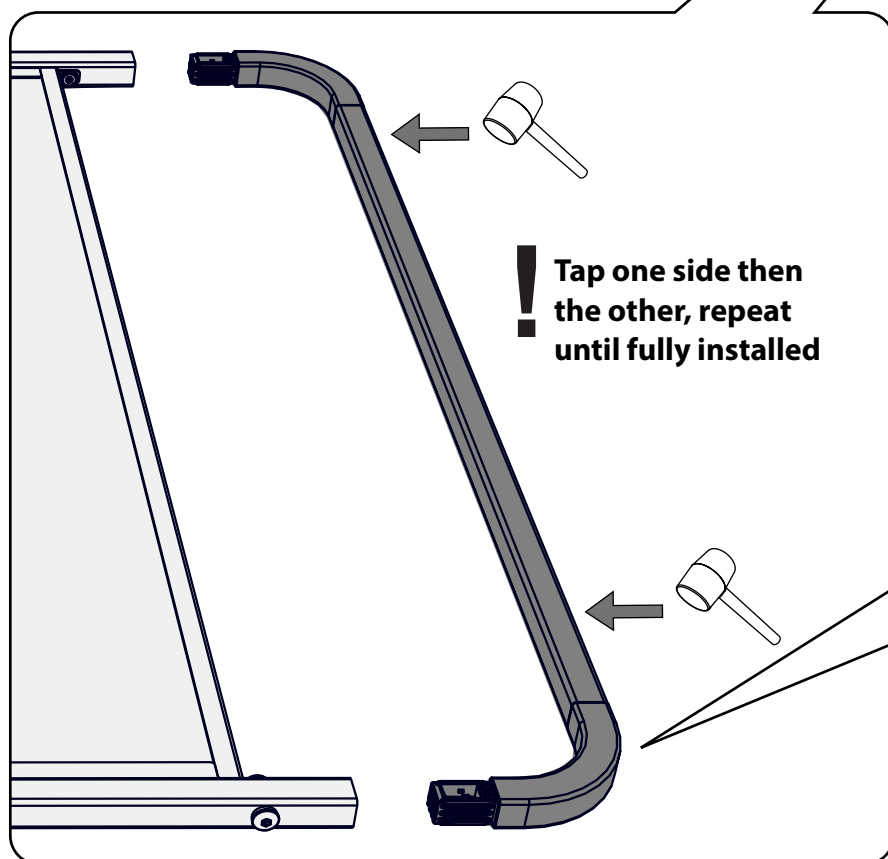
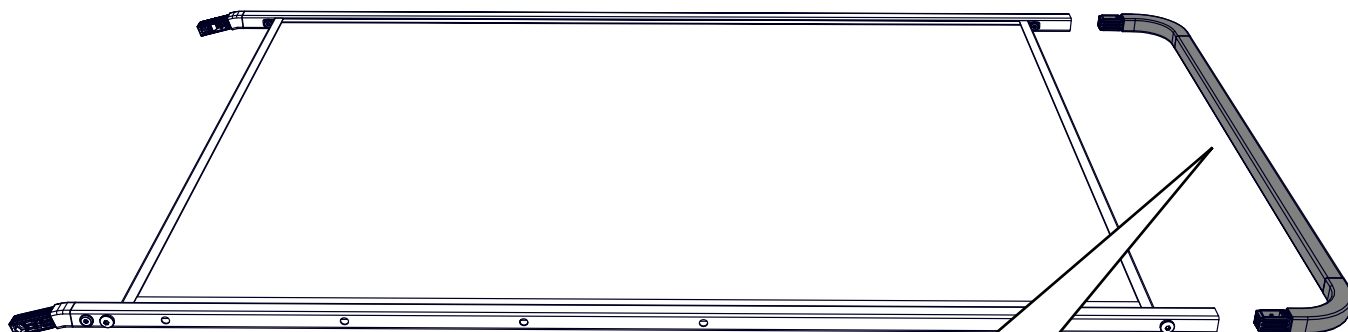


Allen Key

1x

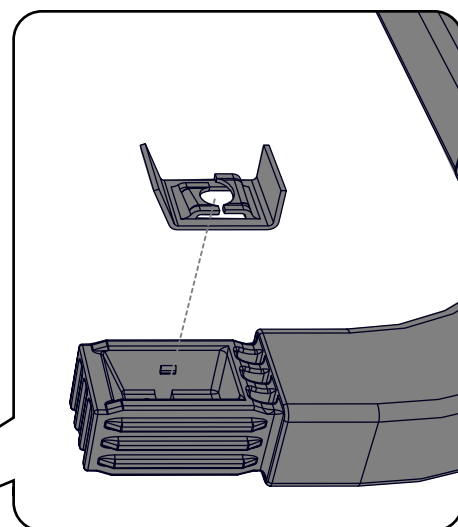


2 Attach Front Frame Top Stretcher



! Tap one side then the other, repeat until fully installed

! ATTENTION - Wedge nuts move when tapping in the Front Frame



! Make sure both wedge nuts are installed and facing up

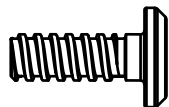
See page #3 for details

...Continue to Step 2.3

2.3

You will need:

Ⓒ
2x



You will need: (Not to Scale)

Front Leg Assembly

1x



Rubber Mallet

1x

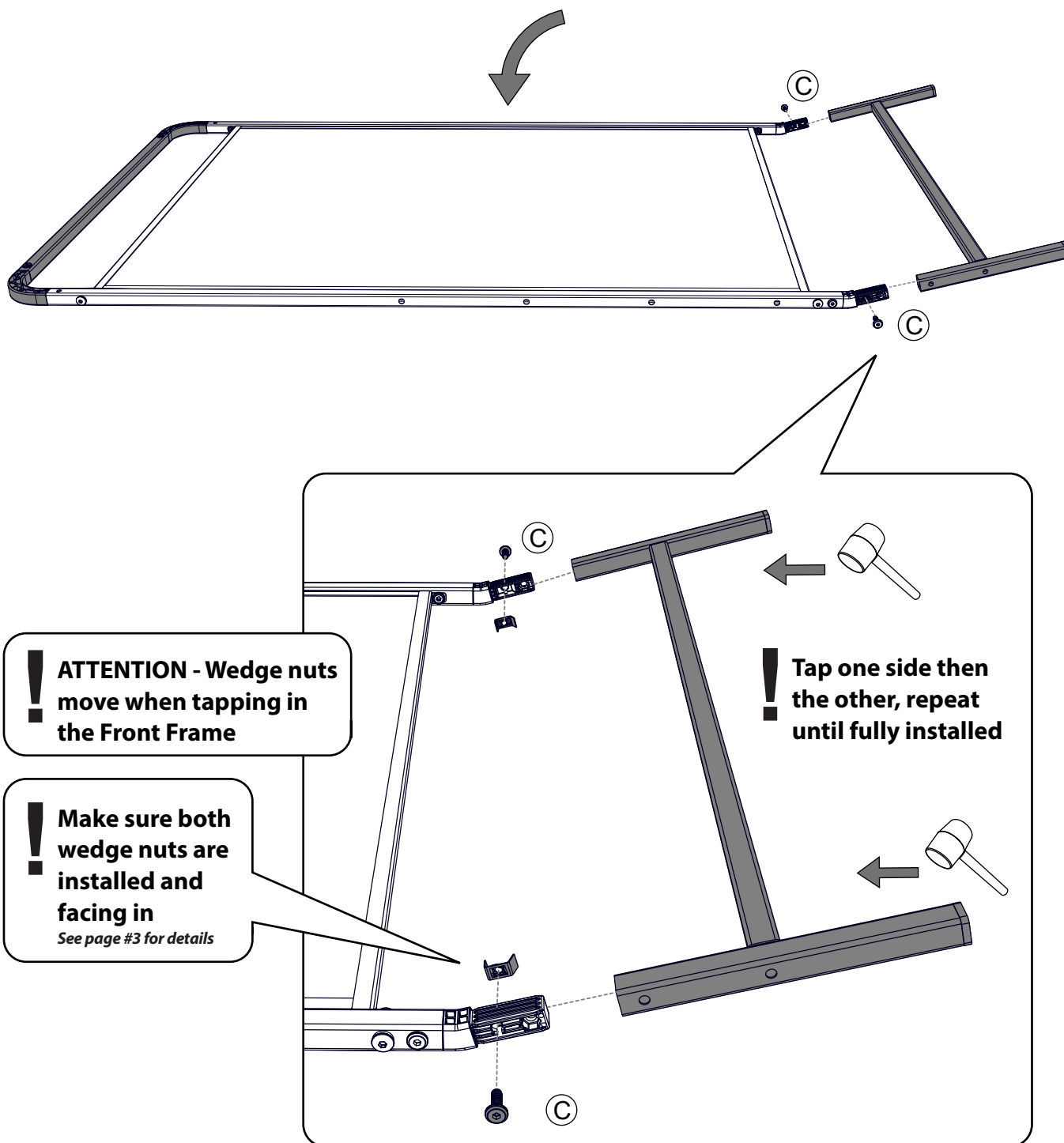


Allen Key

1x



3 Flip Onto Front Face and Attach Front Leg Assembly



3.1

Actual Size:

©
2x

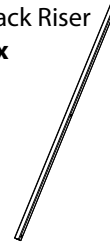


You will need: (Not to Scale)

Connector 1
2x



Back Riser
2x



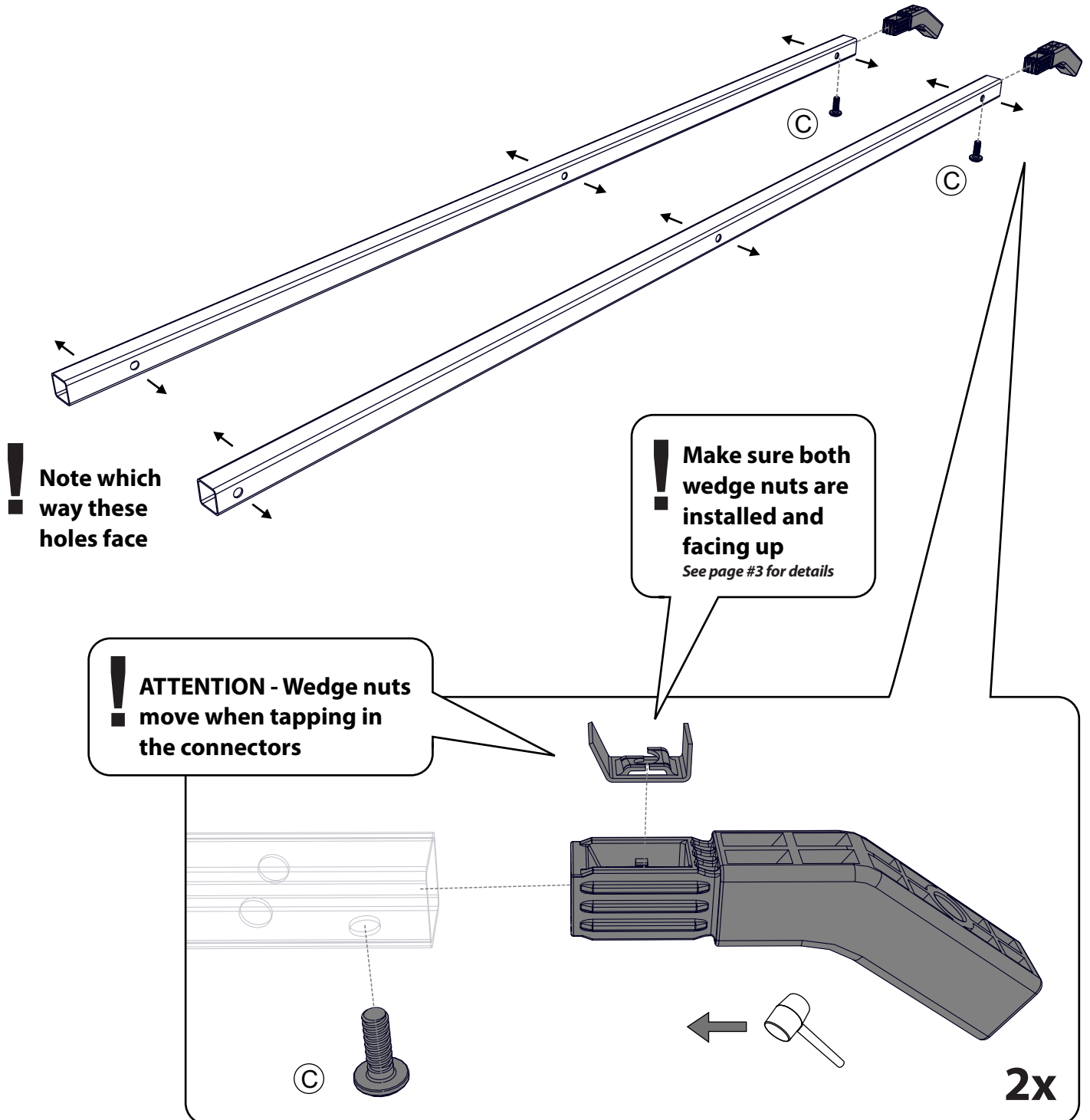
Allen Key
1x



Rubber Mallet
1x



Assemble Back Frame



...Continue to Step 3.2

3.2

Actual Size:

Ⓒ
2x



You will need: (Not to Scale)

Back Frame Feet
1x (Right)
1x (Left)



Allen Key
1x

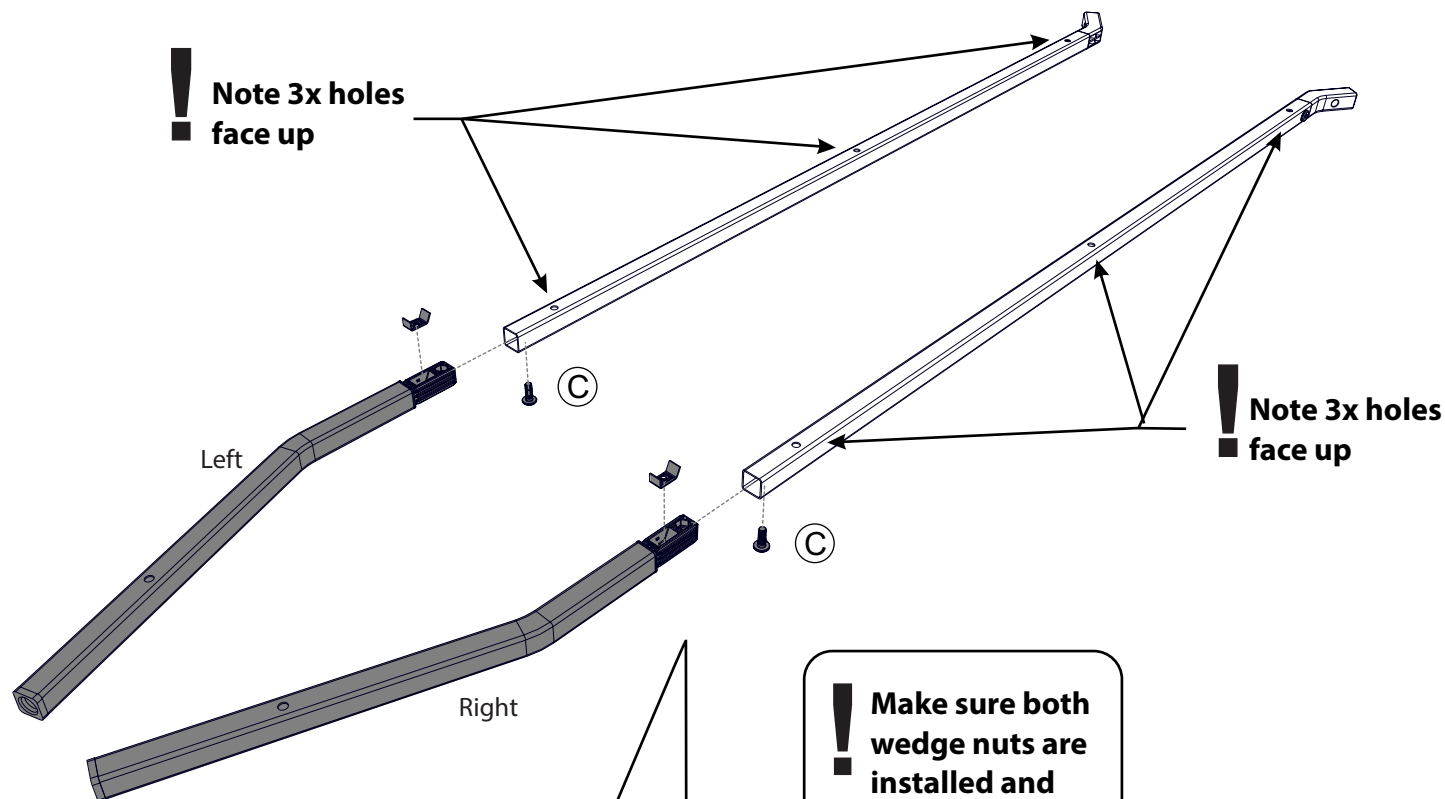


Rubber Mallet
1x



Assemble Back Frame

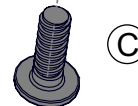
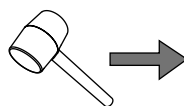
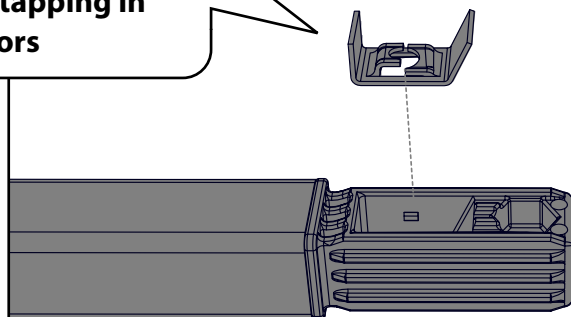
! Note 3x holes
■ face up



! Note 3x holes
■ face up

! Make sure both
wedge nuts are
installed and
facing up
See page #3 for details

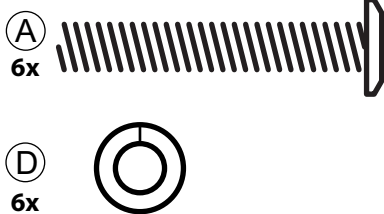
! ATTENTION - Wedge nuts
■ move when tapping in
the connectors



2x

4

Actual Size:

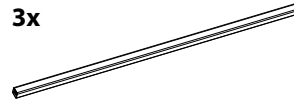


You will need: (Not to Scale)

Frame Wire
1x



Frame Stretcher
3x

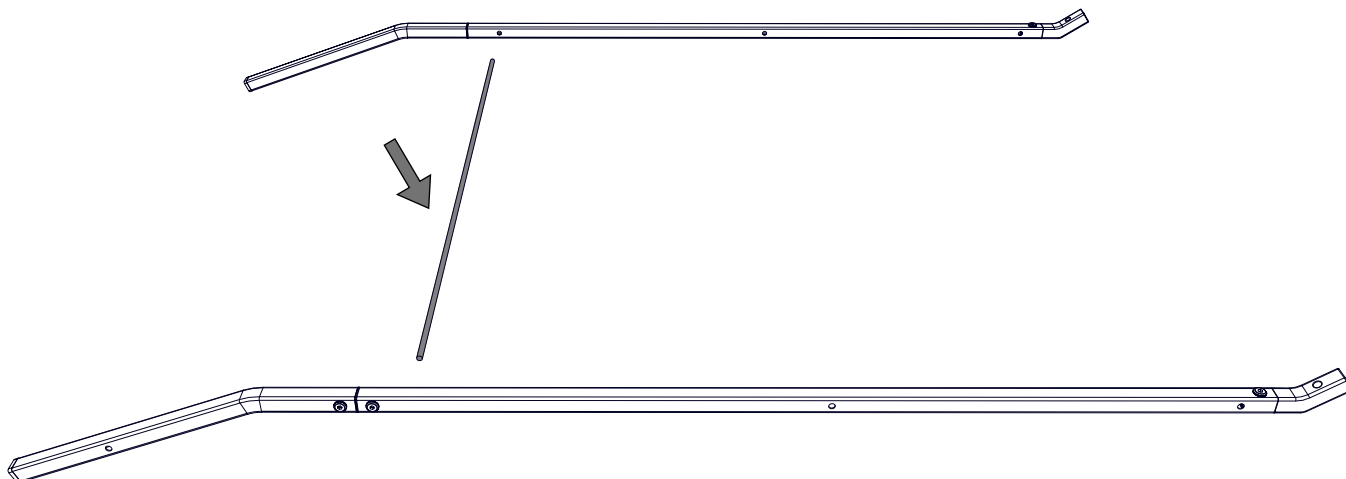


Allen Key
1x

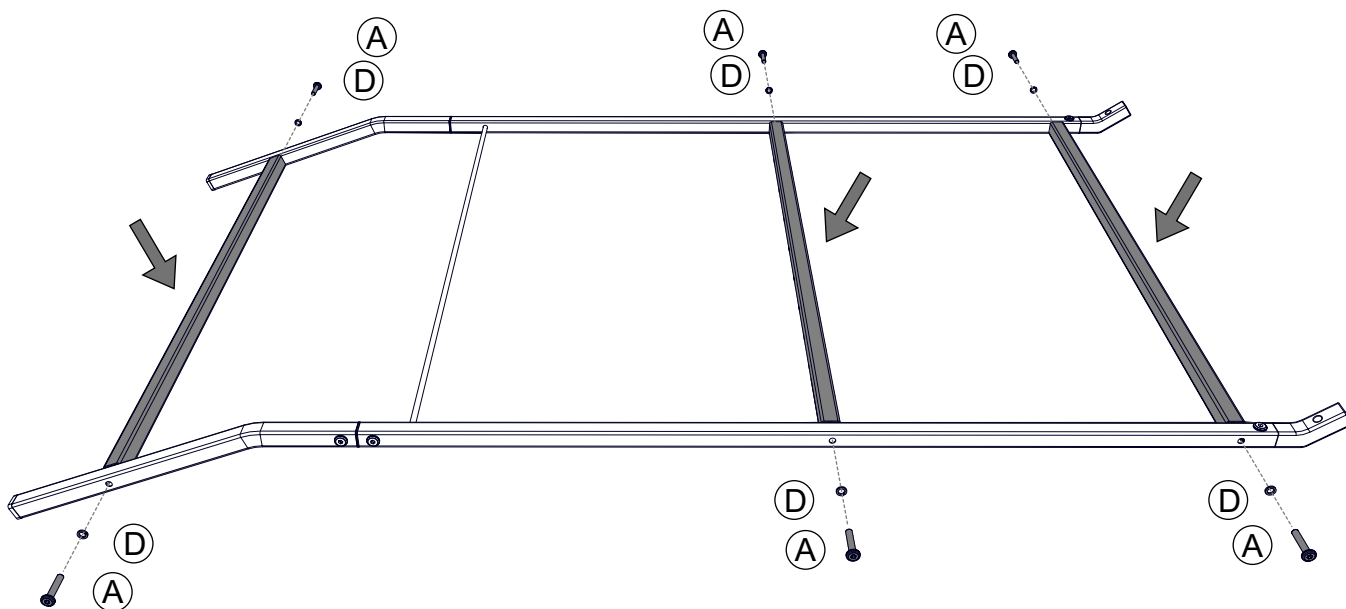


Build Back Frame

1 Install Frame Wire



2 Install Frame Stretchers



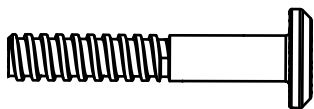
5



2-Person Task

Actual Size:

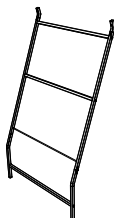
(B)
2x



You will need: (Not to Scale)

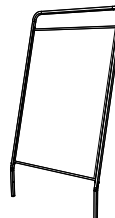
Assembled Back Frame

1x



Assembled Front Frame

1x

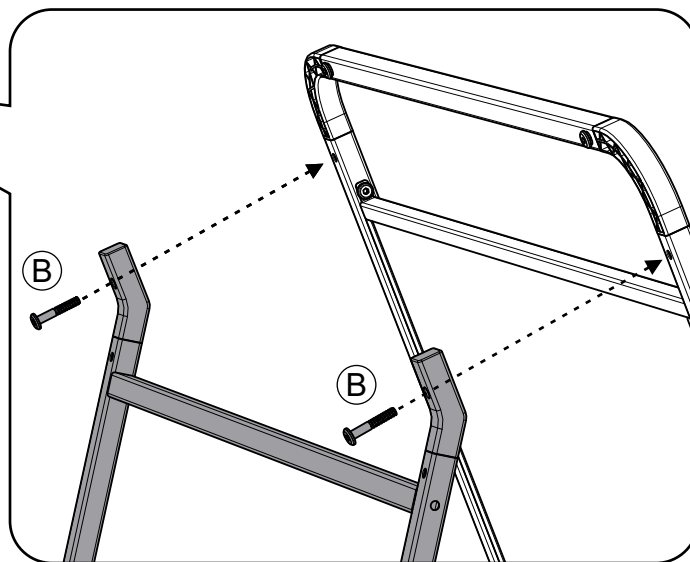


Allen Key

1x



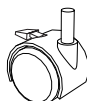
Attach Front Frame and Back Frame



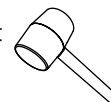
6

You will need: (Not to Scale)

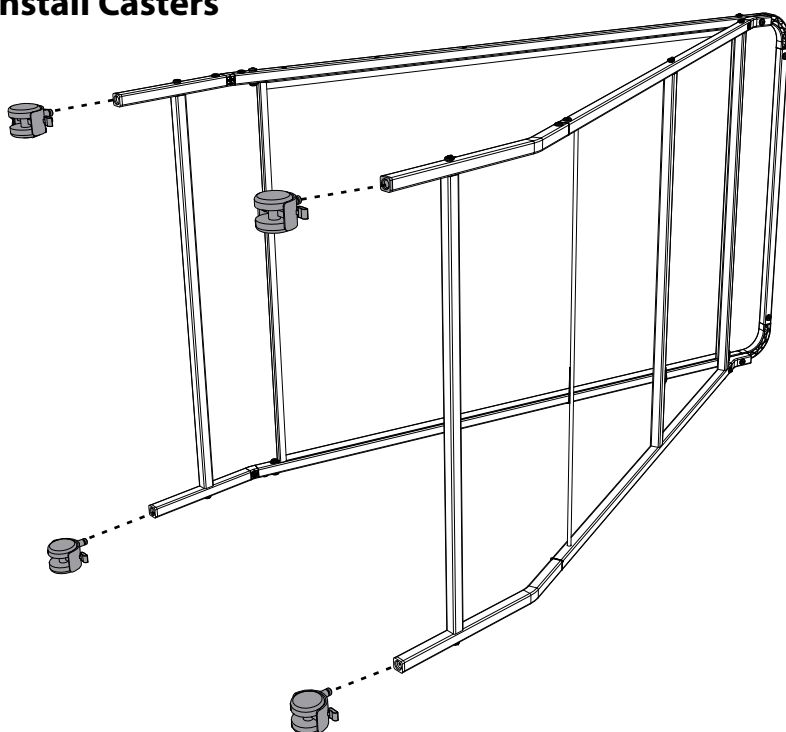
Twin Wheeled
Locking Caster
4x



Mallet
1x



Install Casters



! Make sure the casters are locked before standing unit up

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



7

Actual Size:



(E)
10x



(F)
10x

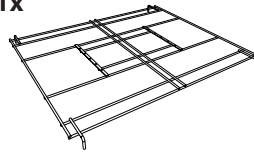


(H)
10x

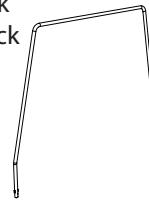
You will need: (Not to Scale)

Tub Rack

1x



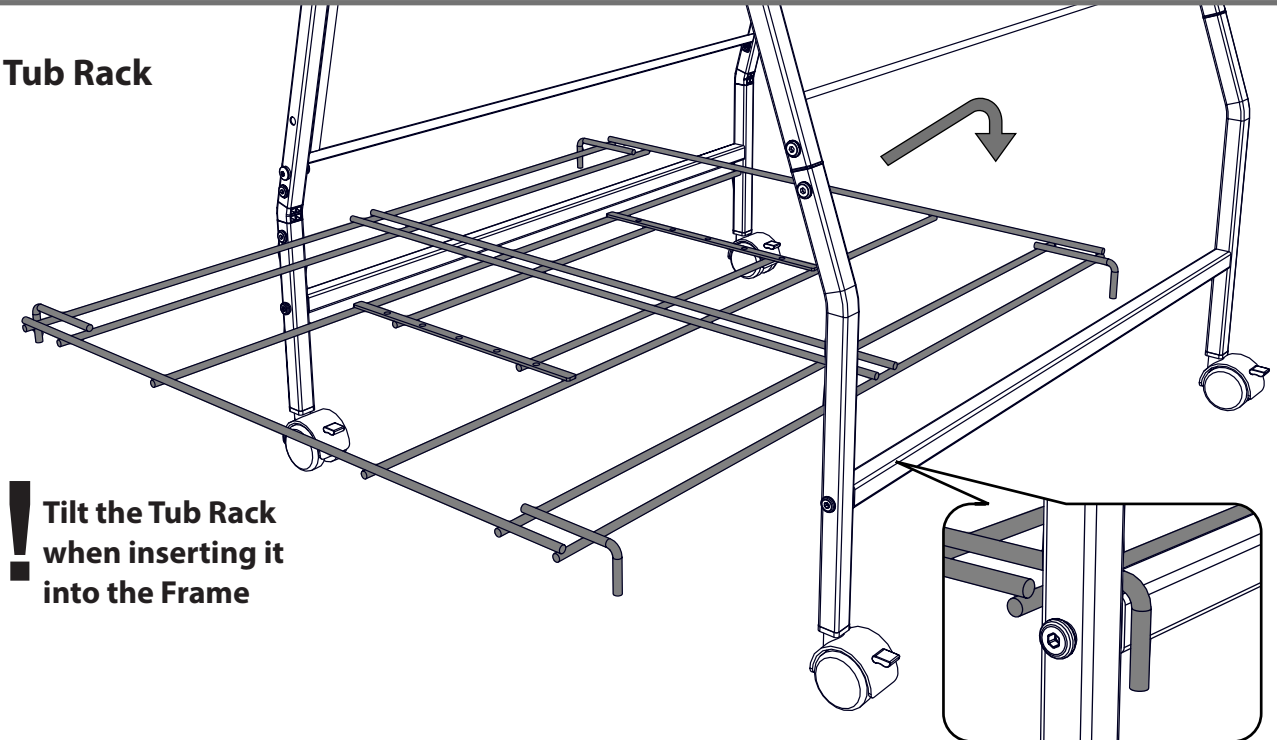
Big Book
Wire Rack
5x



Wrench
1x



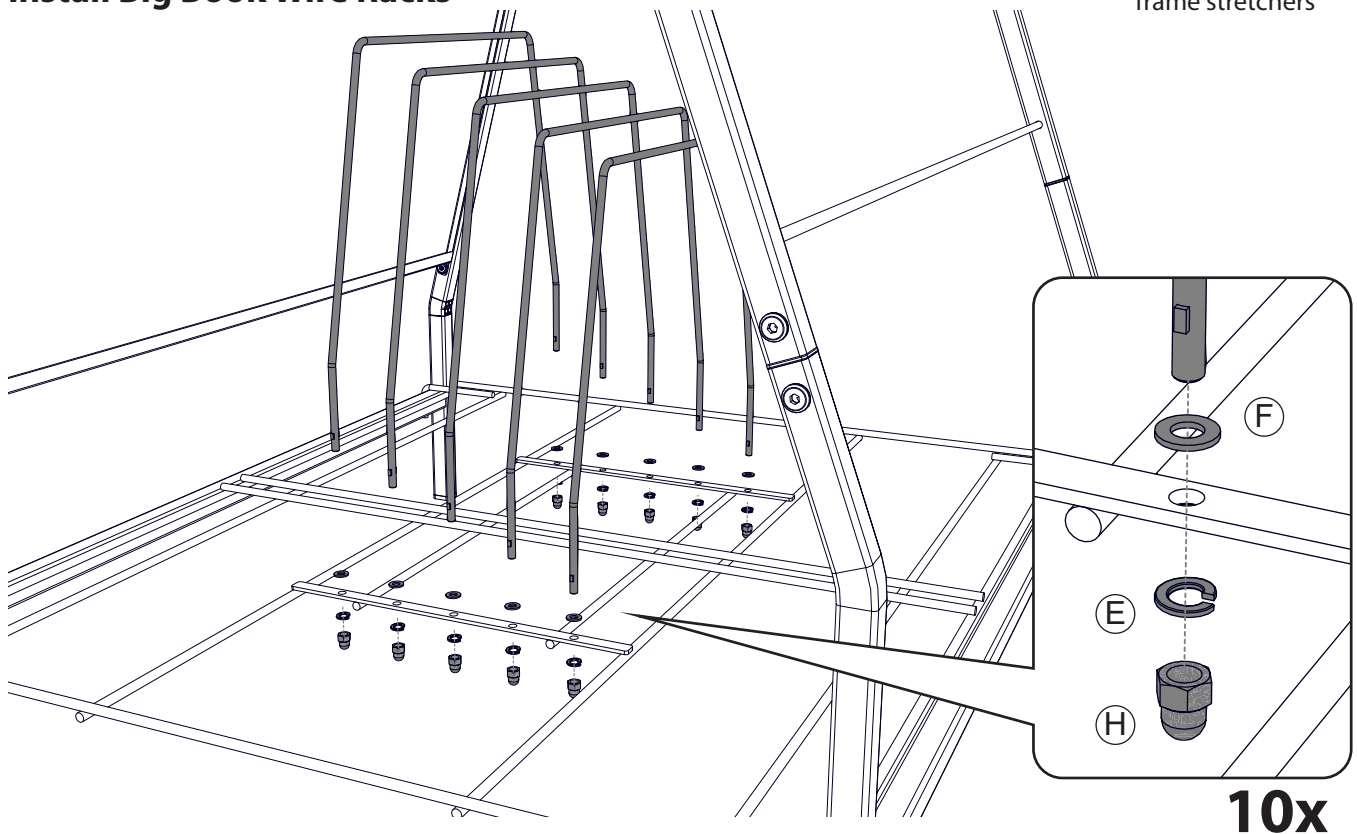
1 Install Tub Rack



! Tilt the Tub Rack
when inserting it
into the Frame

★ Note the Tub Rack
hooks onto the
frame stretchers

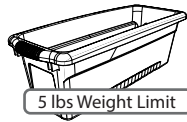
2 Install Big Book Wire Racks



10x

8

You will need: (Not to Scale)

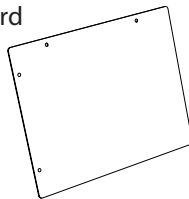
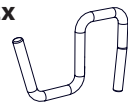
Small Tub
4x

Install Tubs

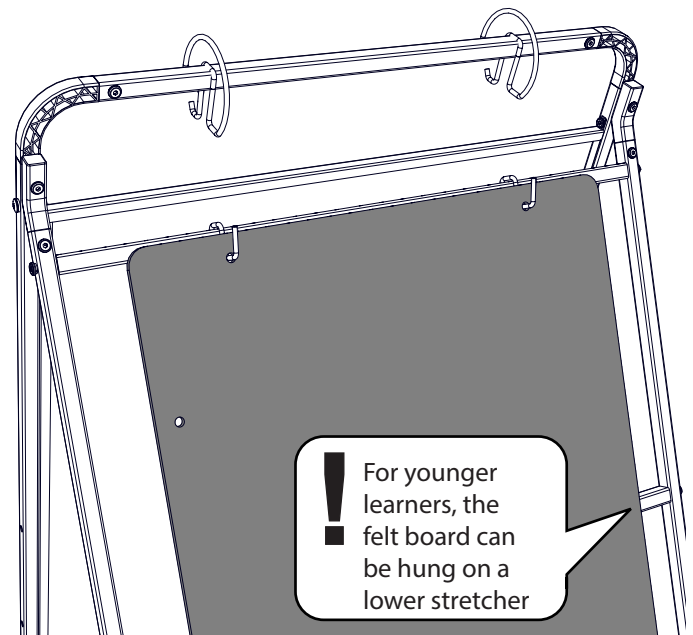
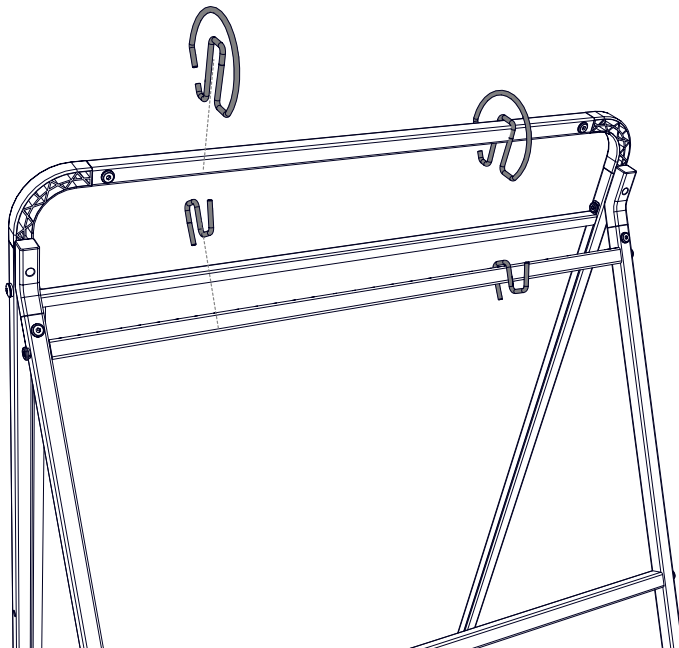


9

You will need: (Not to Scale)

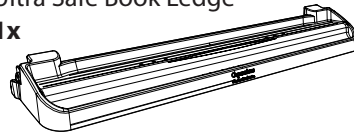
Felt Board
1xChart Loop Hooks
2x'S' Hooks
2x

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



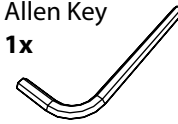
Ultra Safe Book Ledge

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.

