

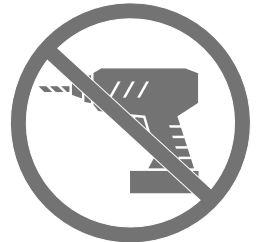


Assembly Guide

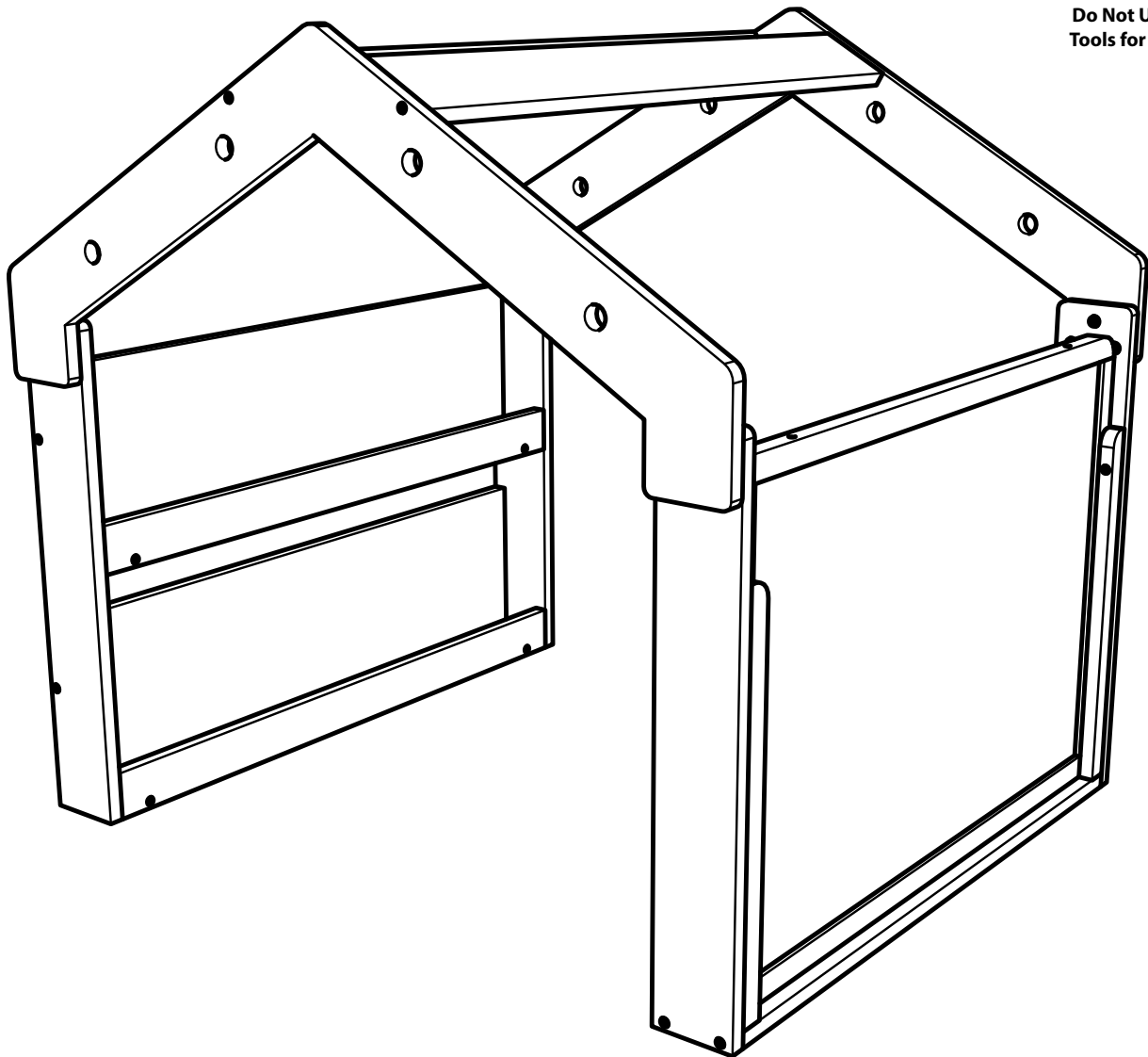
Check out our other products online at www.copernicused.com

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.



**Do Not Use Power
Tools for assembly**



Customer Service & Warranty Information

Dear Educator,

Thank you for purchasing the Cozy Space. 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 CustomerService

**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.

5 Year
Whiteboard
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).

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.



Do Not Use Power Tools

This product is not intended to be assembled with the use of power tools. Please use specified hand tools only, failure to do so may result in damage to the product.



Bamboo Maintenance

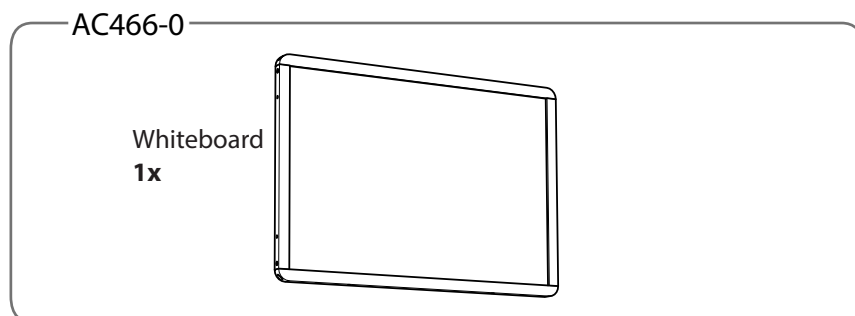
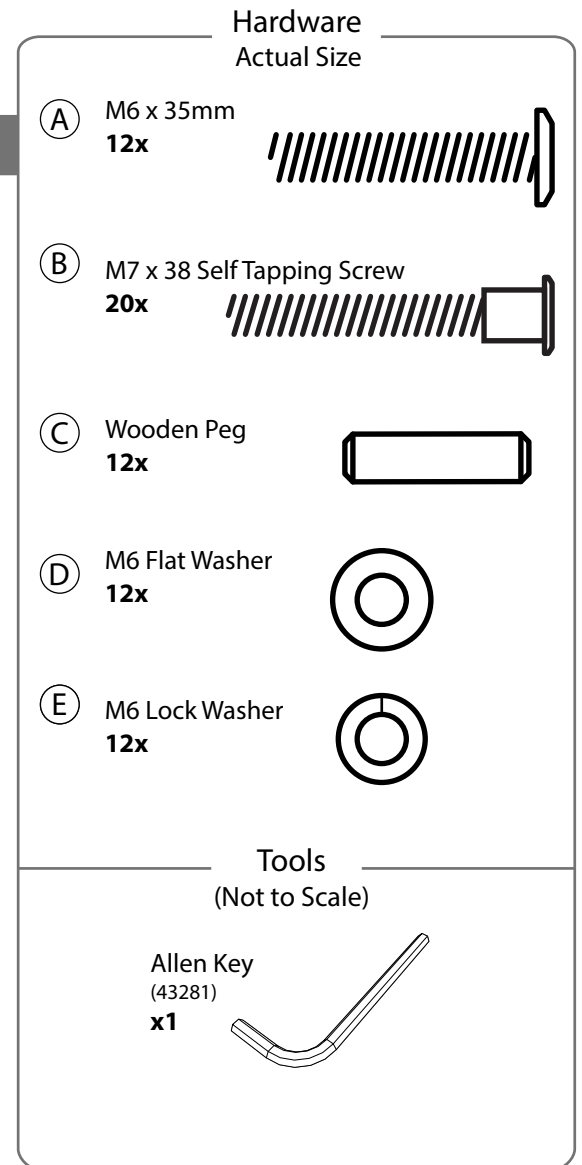
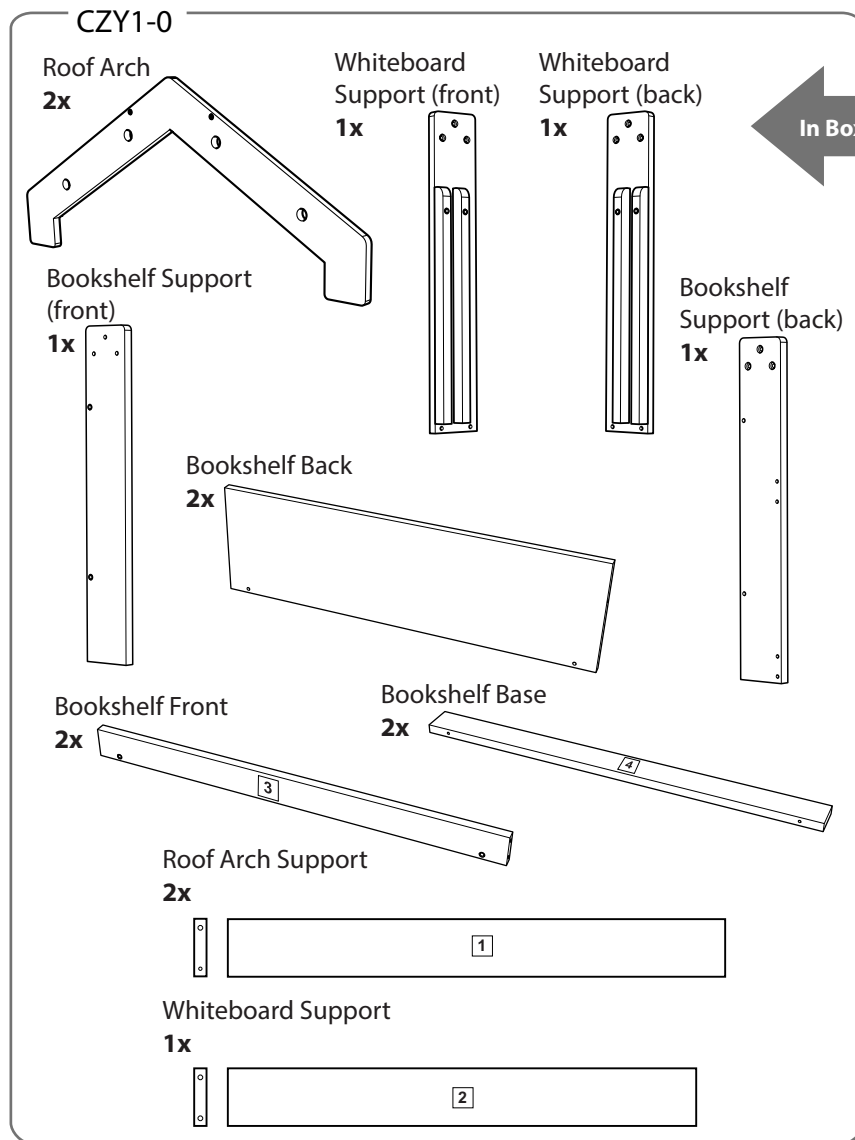
When needed, wipe down with mild soapy water. A mild disinfectant can be used. A mild bleach water solution (1:50) can also be used. Wipe cleaning solution off after application.

Recommended cleaning frequency is once monthly, and at minimum, once per school year.

DO NOT leave standing water or cleaning solutions on the bamboo surface.
DO NOT use harsh chemicals to clean surfaces.

Parts

Before beginning, you should have:



3

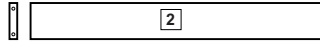
Actual Size:



You will need: (Not to Scale)

Whiteboard Support

1x



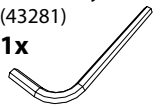
Whiteboard Support (front) 1x



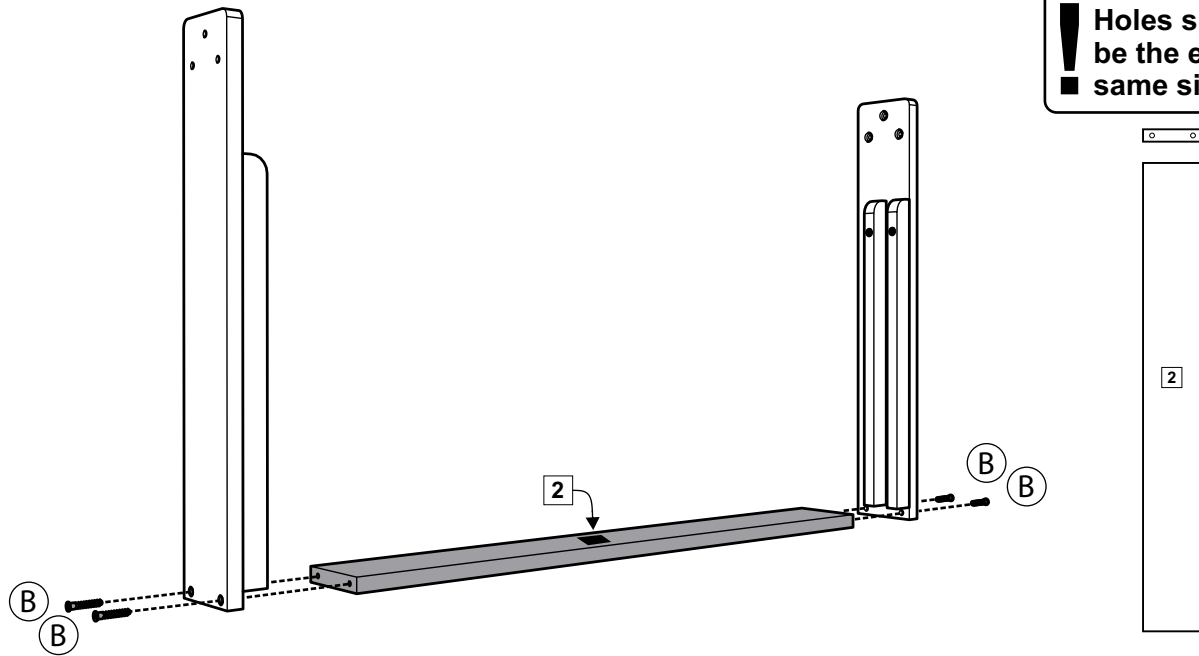
Whiteboard Support (back) 1x



Allen Key (43281) 1x

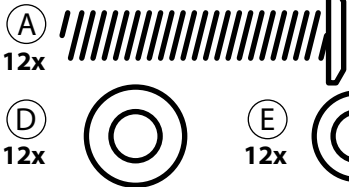


Assemble whiteboard side panel.



4

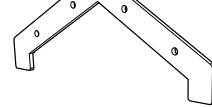
Actual Size:



You will need: (Not to Scale)

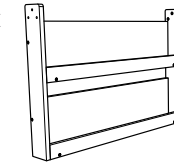
Roof Arch

2x



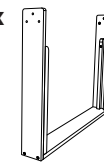
Book Shelf Assembly

1x

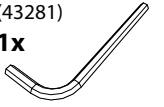


Whiteboard Assembly

1x

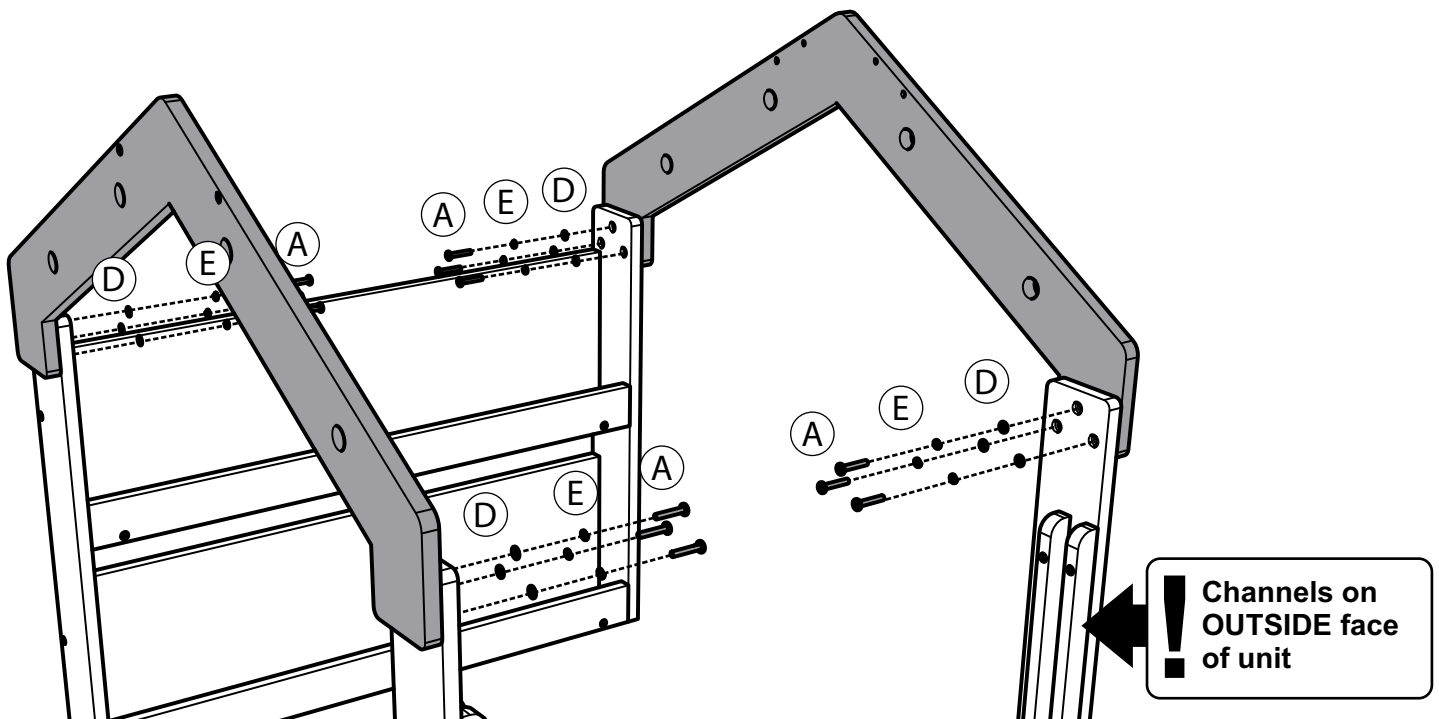


Allen Key (43281) 1x



2-Person Task

Assemble the roof arches to the side assemblies completed in steps 2 & 3.



5
 2-Person Task

Actual Size:

 (C)
 4x

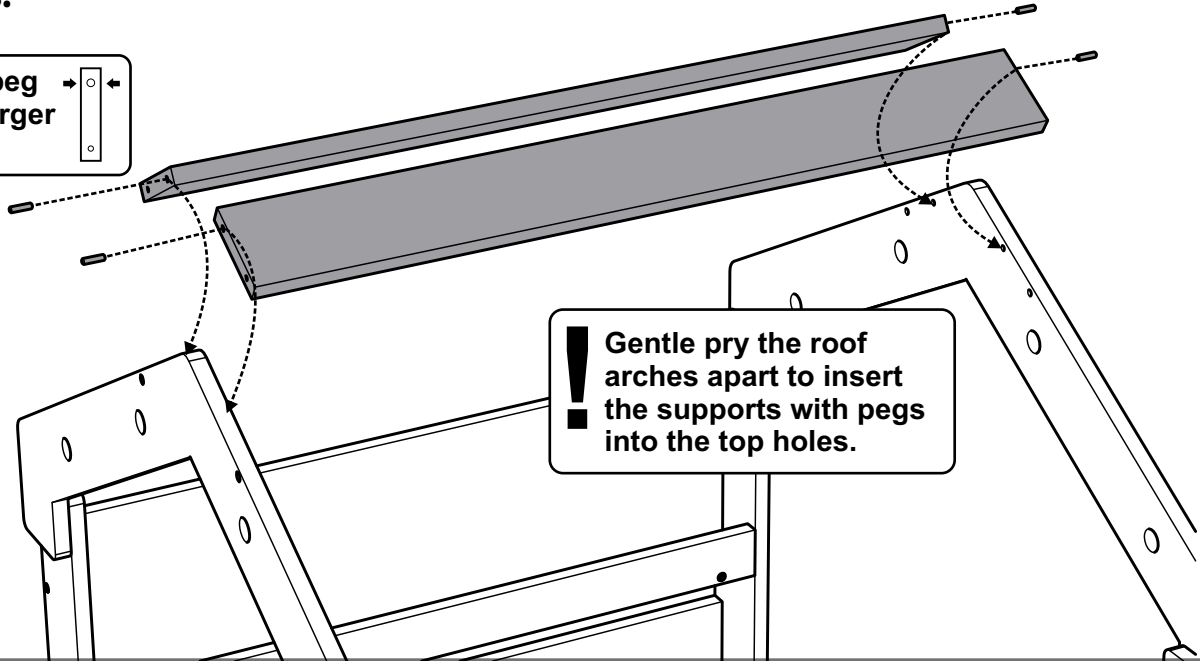
You will need: (Not to Scale)

Roof Arch Support
 2x

 1

Insert the wooden pegs into the ends of the roof arch support. Then install the supports into the arches.

Wooden peg goes in larger hole



Gentle pry the roof arches apart to insert the supports with pegs into the top holes.

6

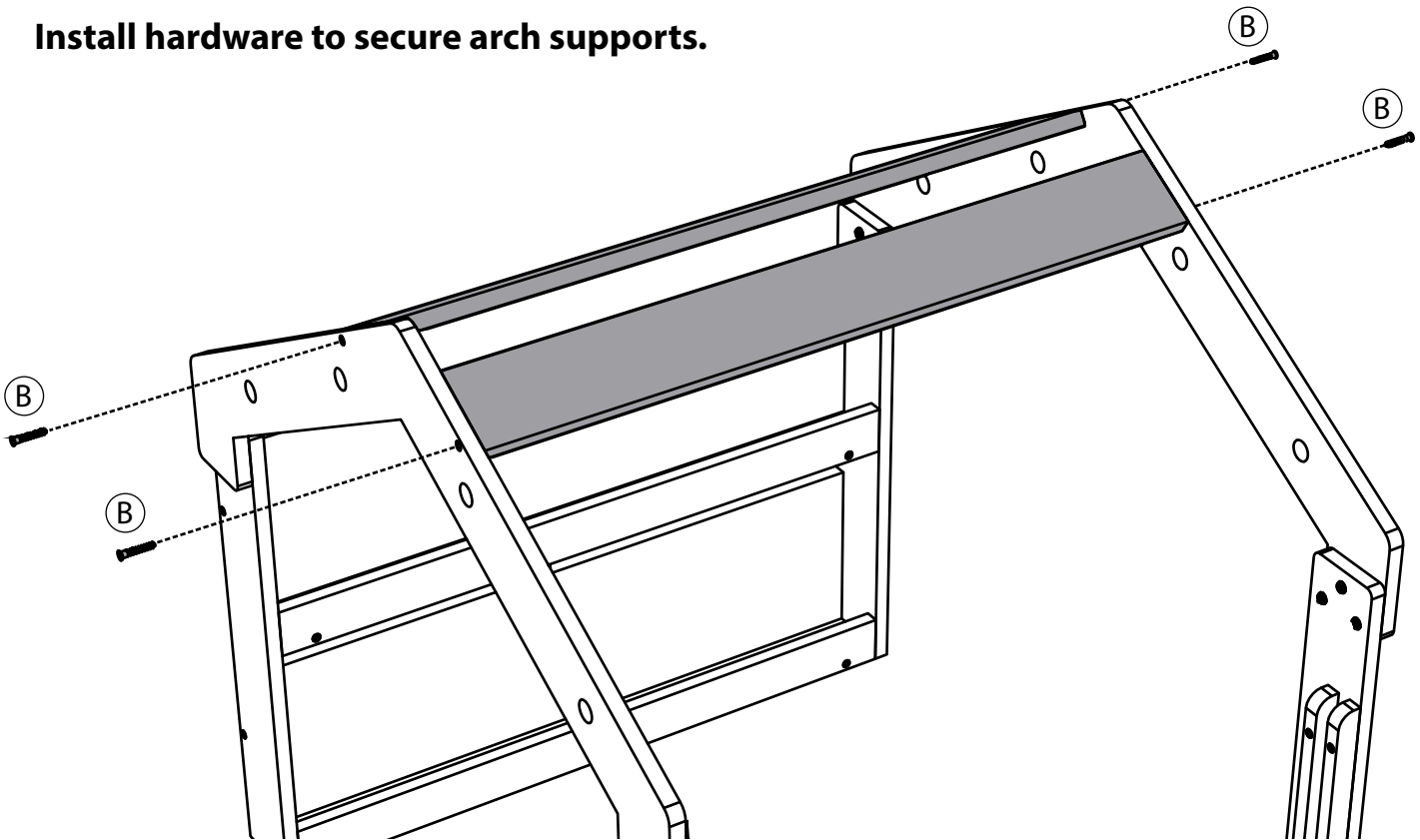
Actual Size:

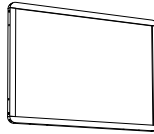
 (B)
 4x

You will need: (Not to Scale)

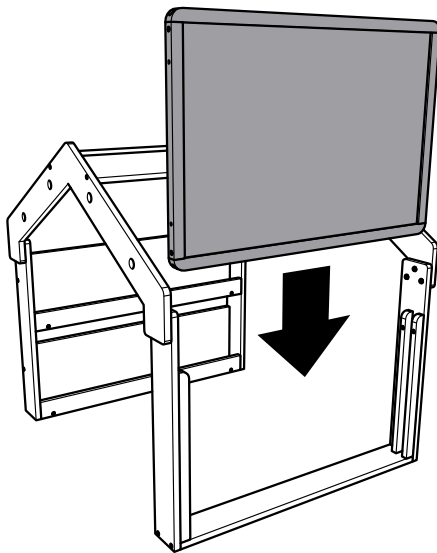
Allen Key (43281)
 1x

Install hardware to secure arch supports.

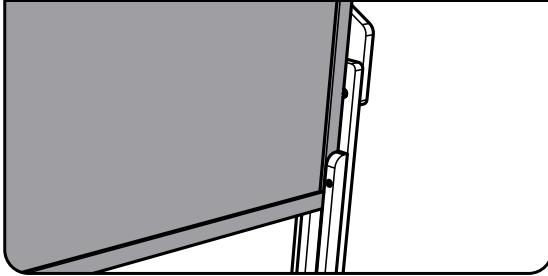




Install the whiteboard. Check entire assembly for loose parts; bolts, screws.

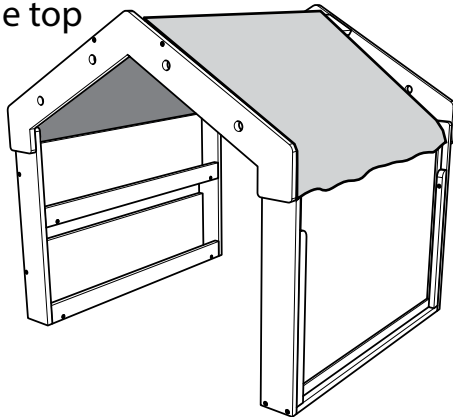


! Board Slides between channels

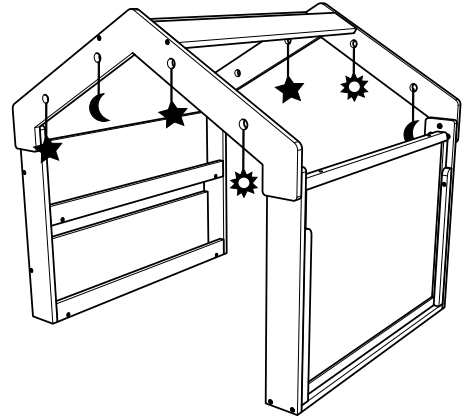


Make it your own!

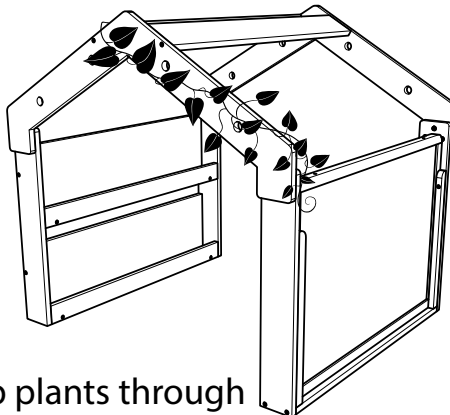
★ Drape blanket over the top



★ Hang students artwork



★ Wrap plants through holes on roof arches



★ Weave twinkie lights between arches

