

Double Sided Bamboo Teaching Easel



Assembly Guide

BE1_2021_B

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



Please Recycle



Double Sided Bamboo Teaching Easel

Dear Educator,

Thank you for purchasing the Double Sided Bamboo 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.

5 year

Whiteboard
Replacement
Program

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.



Double Sided Bamboo Teaching Easel

Before beginning, you should have:

Additional tools required:

Adjustable wrench

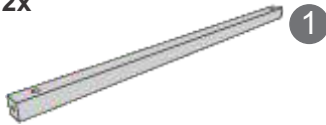


Contents - Box 1

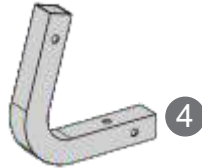


Note some parts are labeled with a numbered sticker

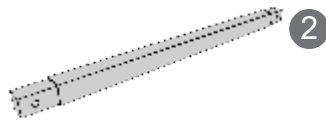
Bamboo Stretcher - Long
2x



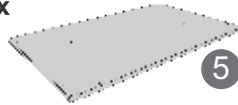
Bottom Metal Elbow
4x



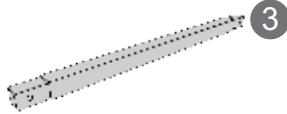
Bamboo Stretcher - Short
2x



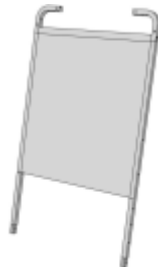
Bamboo Shelf
1x



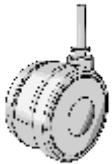
Bamboo Stretcher - Top
1x



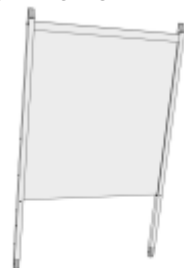
Front Frame
1x



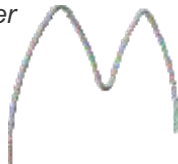
3" Caster With Brake
4x



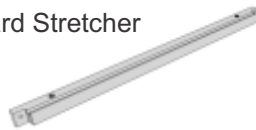
Back Frame
1x



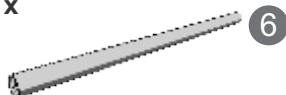
Big Book Divider
2x Outer
1x Inner



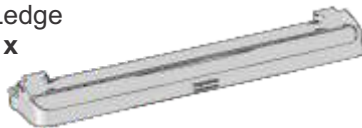
Whiteboard Stretcher
2x



Tub Support Stretcher
1x



Ultra Safe Premium Book
Ledge
1x



Tub Support
2x



Chart Hook
2x



Hardware (Actual Size)

(A) M6x65mm Bolt
4x



(B) M6x45mm Bolt
2x



(C) M6x35mm Bolt
6x



(D) M6x30mm Bolt
4x



(E) M6x25mm Bolt
4x



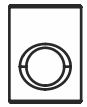
(F) M6x19mm Bolt
6x



(G) M6 Barrel Nut
10x



(H) M6 Cross Dowel
6x



(I) M5 Washer
12x



(J) M5 Kepps Nut
6x



(K) M8 Washer
4x



(L) M8 Lock Washer
4x



(M) M8 Acorn Nut
4x



Allen Key
(Not to Scale)
2x





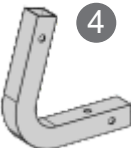
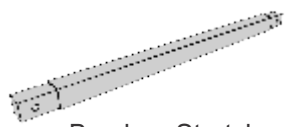
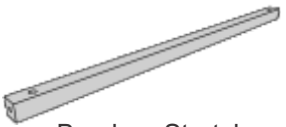
Caster Wrench 13mm
(Not to Scale)
2x



Contents - Box 2

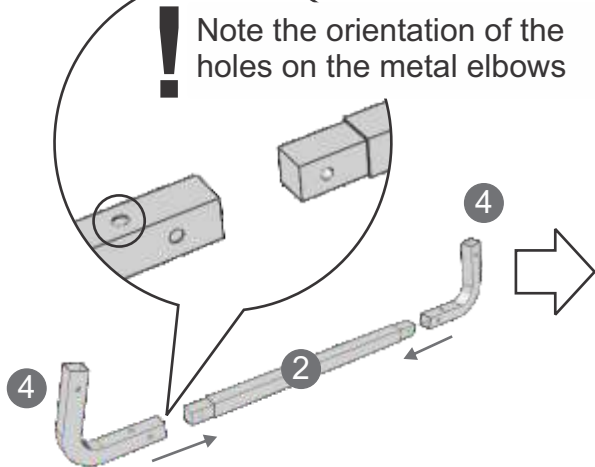
Recycled Open Tub
4x
(CC4068-ECO-G)



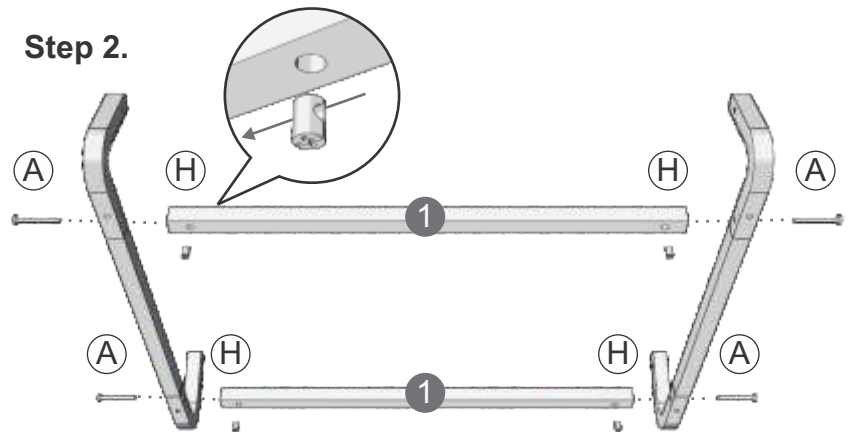
1	<p>Actual Size:</p>  <p>(A) M6x65mm Bolt x 4</p>  <p>(H) M6 Cross Dowel x 4</p>
	<p>You will need: (Not to Scale)</p>  <p>(4) Bottom Metal Elbow x 4</p>  <p>(2) Bamboo Stretcher - Short x 2</p>  <p>(1) Bamboo Stretcher - Long x 2</p>



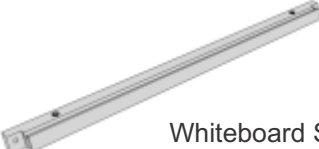
Assemble Base

Step 1.

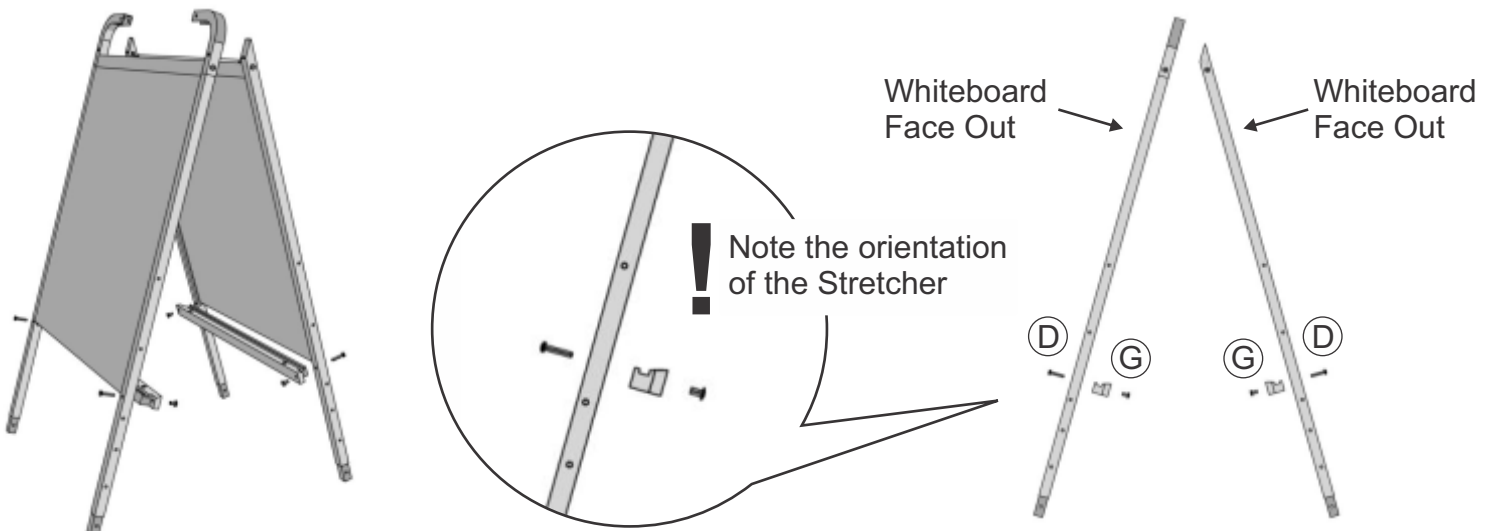


Step 2.

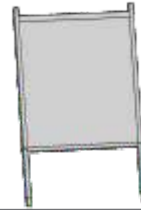


2	<p>Actual Size:</p>  <p>(D) M6x30mm Bolt x 4</p>  <p>(G) M6 Barrel Nut x 4</p>
	<p>You will need: (Not to Scale)</p>  <p>Whiteboard Stretcher x 2</p>

Attach Whiteboard Stretcher to the Front & Back Frames



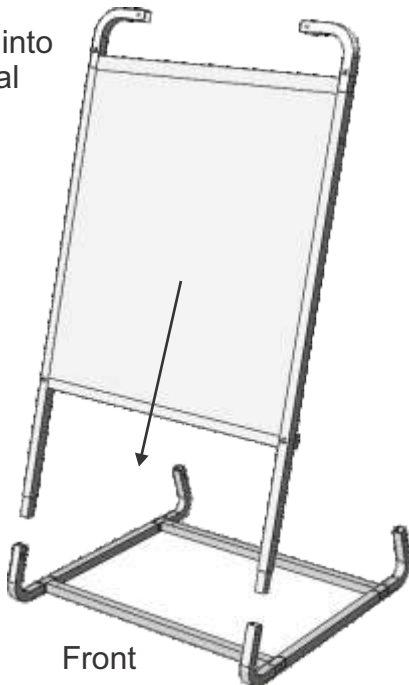
You will need: (Not to Scale)

Front Frame
x 1Back Frame
x 1

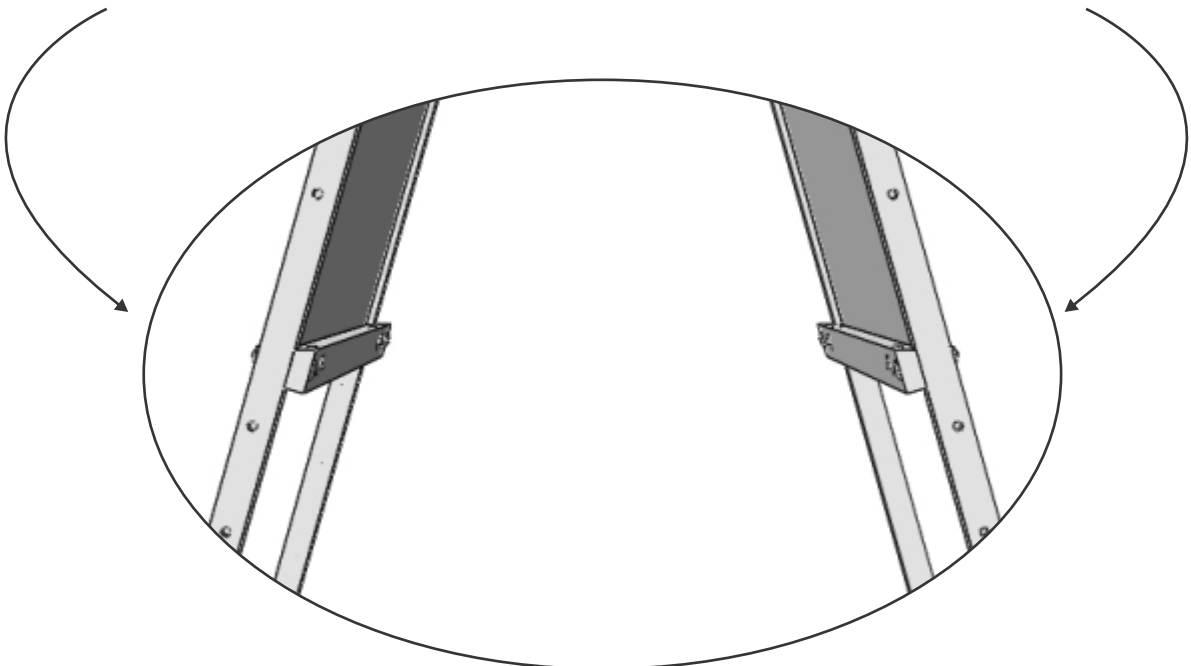
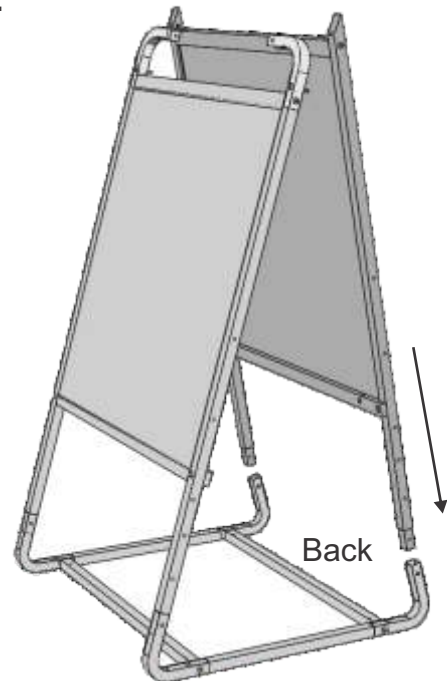
Attach Front & Back Frames

Step 1.

Slide frame into
Bottom Metal
Elbows



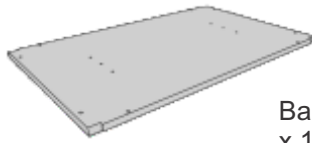
Step 2.



4

Actual Size:

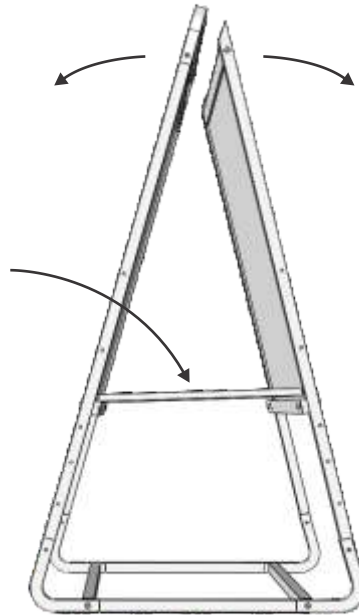
You will need: (Not to Scale)



5

Bamboo Shelf
x 1

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

5

Actual Size:



B

M6x45mm Bolt
x 2

H

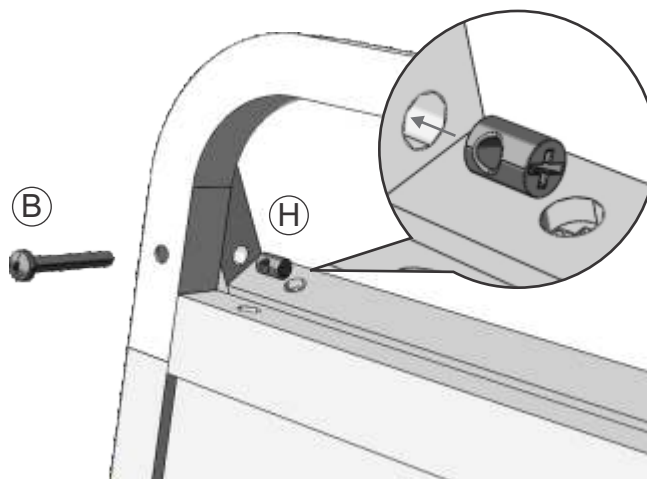
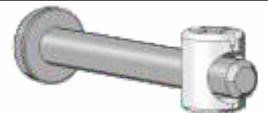
M6 Cross Dowel
x 2

You will need: (Not to Scale)

Bolt Front & Back Frame Together



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



6

Actual Size:

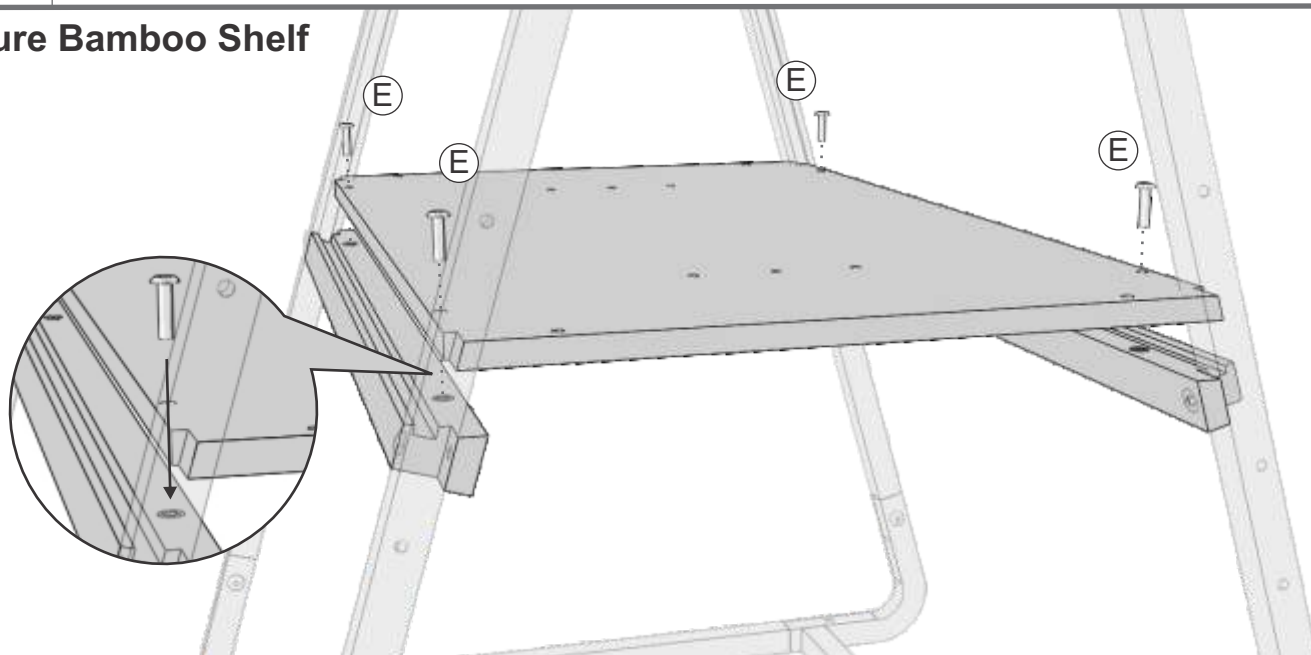


Ⓔ

M6x25mm Bolt
x 4

You will need: (Not to Scale)

Secure Bamboo Shelf



7

Actual Size:



Ⓕ

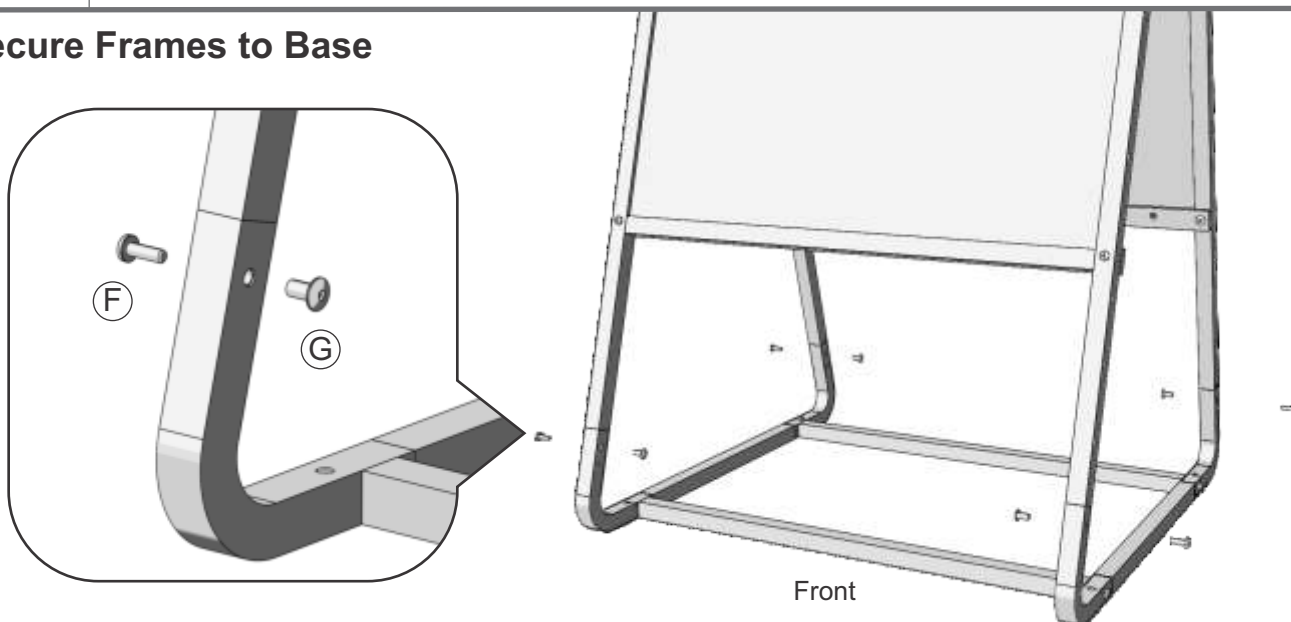
M6x19mm Bolt
x 4

Ⓖ

M6 Barrel Nut
x 4

You will need: (Not to Scale)

Secure Frames to Base



Front



8

Actual Size:



(K)

M8 Washer
x 4

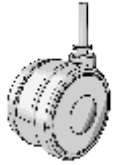
(L)

M8 Lock Washer
x 4

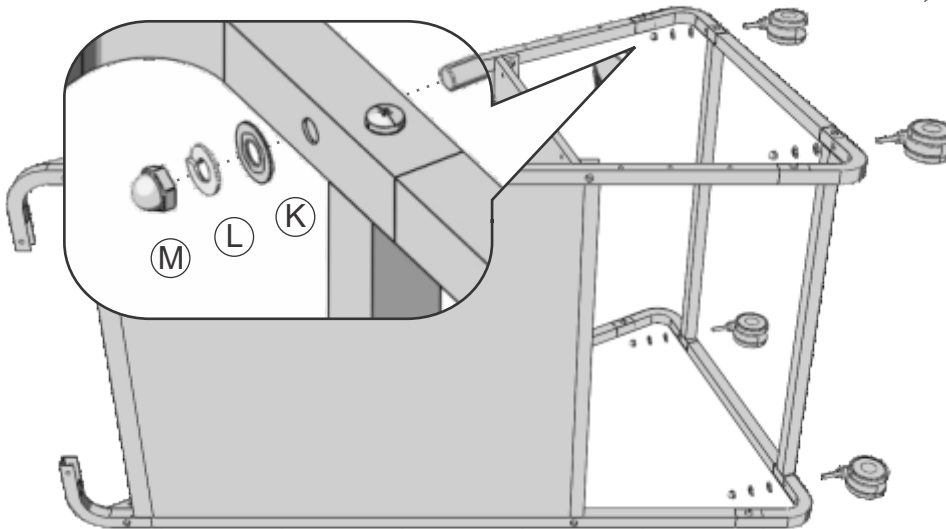
(M)

M8 Acorn Nut
x 4

You will need: (Not to Scale)

3" Caster With Brake
x 4Caster Wrench 13mm
2x

Install Casters

You may rest the unit on its
side when installing casters

9

Actual Size:



(I)

M5 Washer
x 12

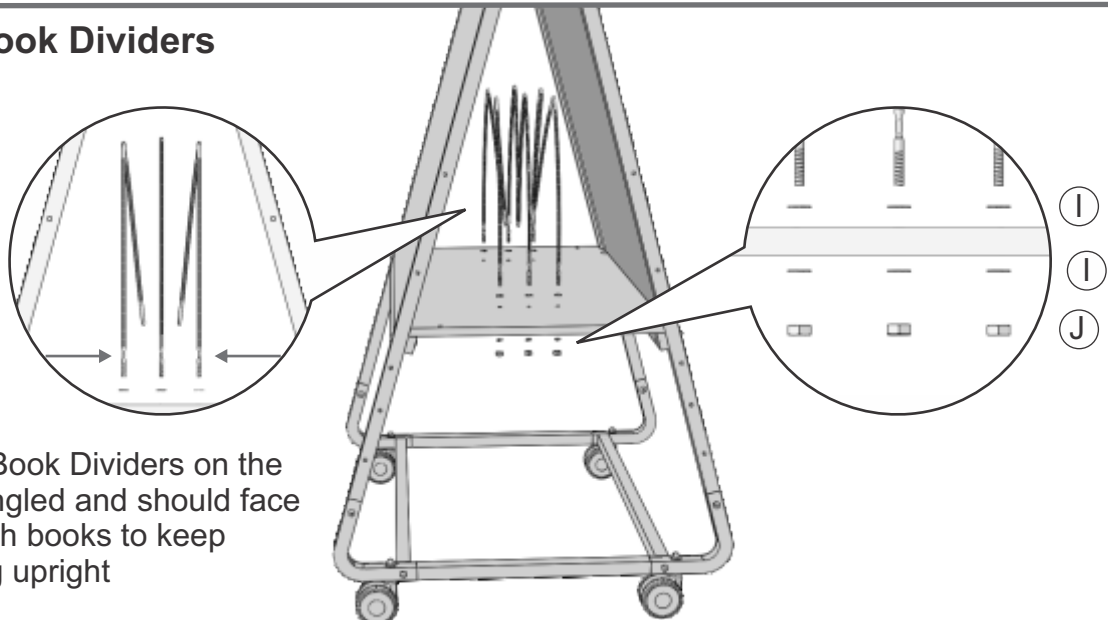
(J)

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



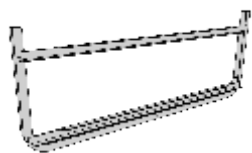
10

Actual Size:



Ⓒ
M6x35mm Bolt
x 4

You will need: (Not to Scale)



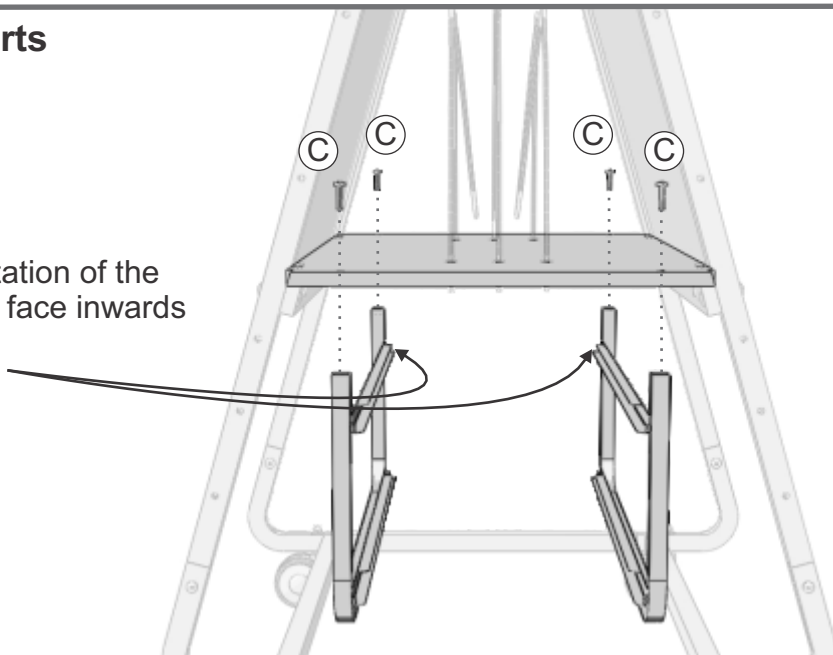
7

Tub Support
x 2

Install Tub Supports



Note the orientation of the channels, they face inwards



11

Actual Size:



Ⓒ
M6x35mm Bolt
x 2

You will need: (Not to Scale)



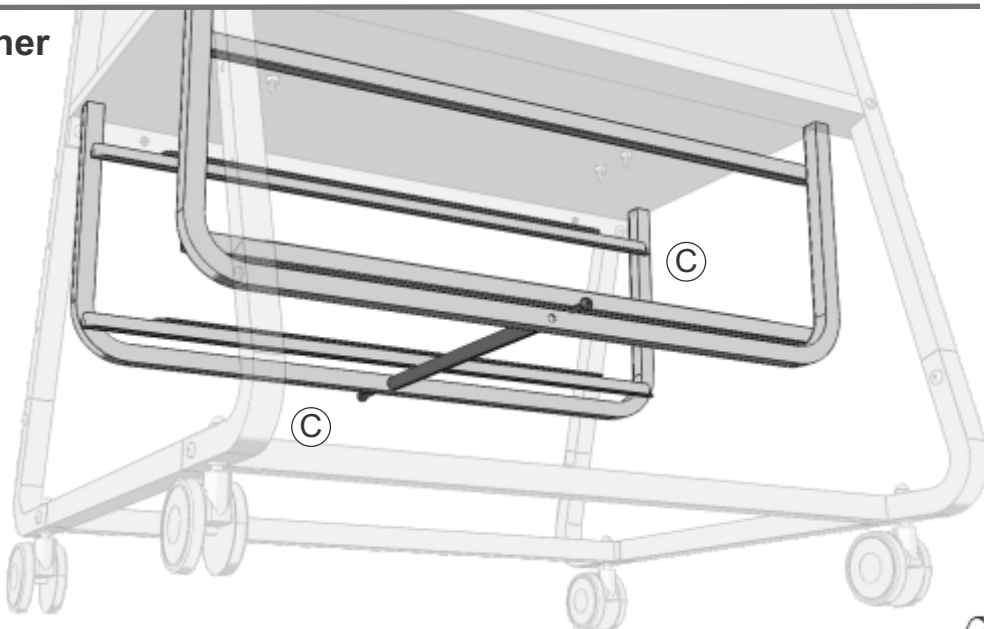
6

Tub Support Stretcher
x 1

Install Tub Support Stretcher



Tighten all bolts now



12

Actual Size:

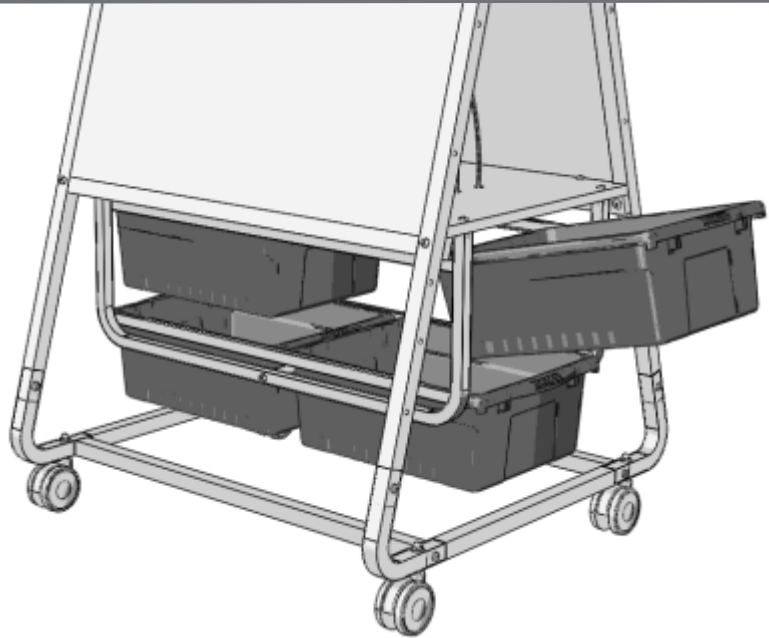
You will need: (Not to Scale)



Recycled Open Tub
x 4

Install Recycled Tubs

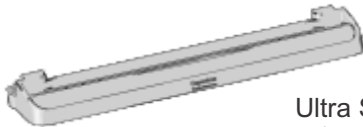
Angle the Recycled Tubs as you slide them in to get over the tub stop



13

Actual Size:

You will need: (Not to Scale)



Ultra Safe Premium Book Ledge
x 1

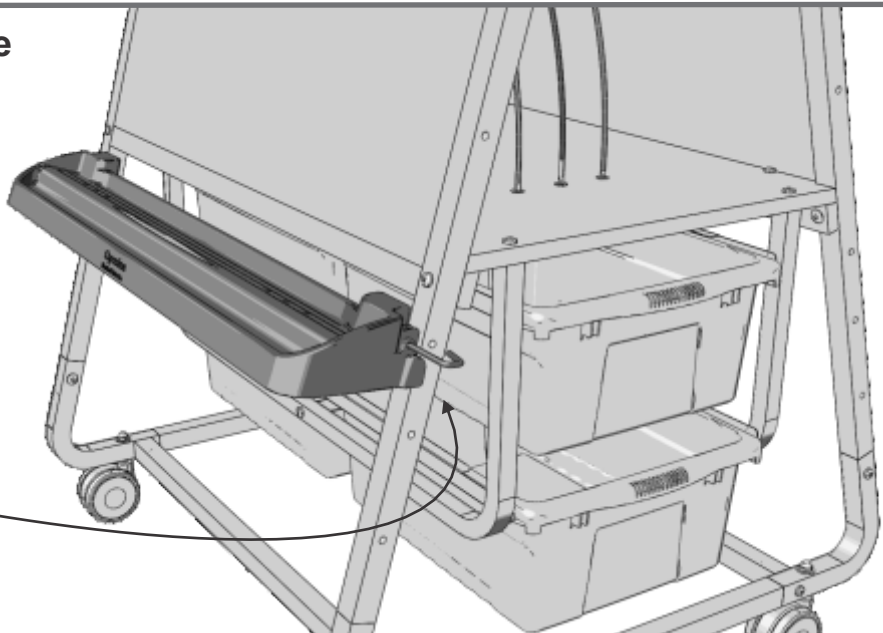
Attach Premium Book Ledge



You can attach the Ultra Safe Premium Book Ledge at various height positions



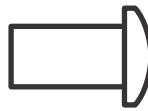
Please note the spring tension is designed to discourage kids from removing the Book Ledge



Actual Size:



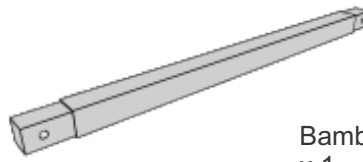
Ⓕ

M6x19mm Bolt
x 2

Ⓖ

M6 Barrel Nut
x 2

You will need: (Not to Scale)

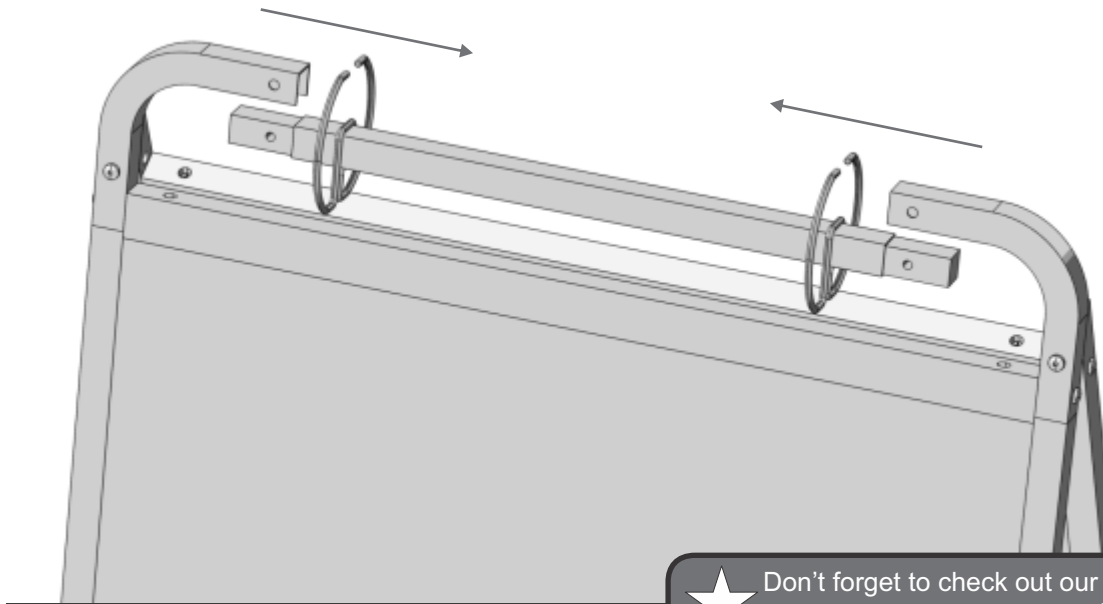
Chart Hook
x 2

3

Bamboo Stretcher - Top
x 1

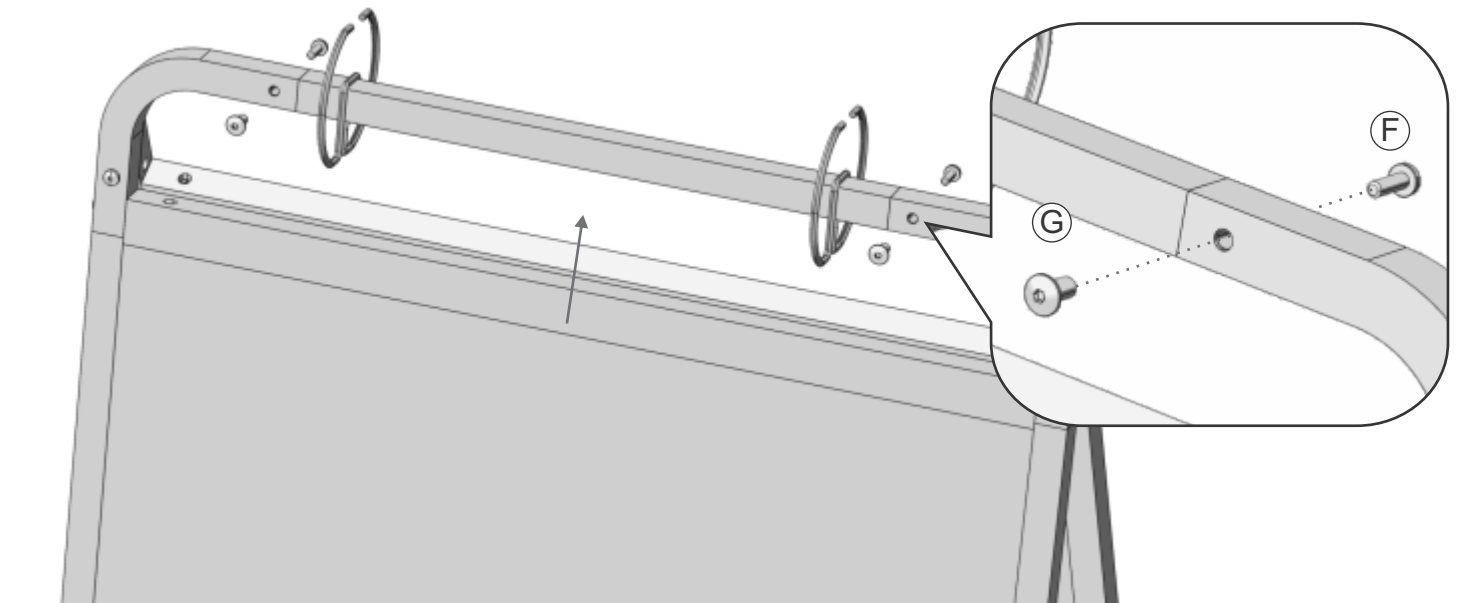
Install Chart Hooks On Top Stretcher

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



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** Large Tubs, made with 25% recycled content, with your submission. Limit one prize per class.

Teachers and Administrators:

Please visit www.copernicused.com/educator-resources for additional ideas and activities.

Use these shapes



To build something like...

