

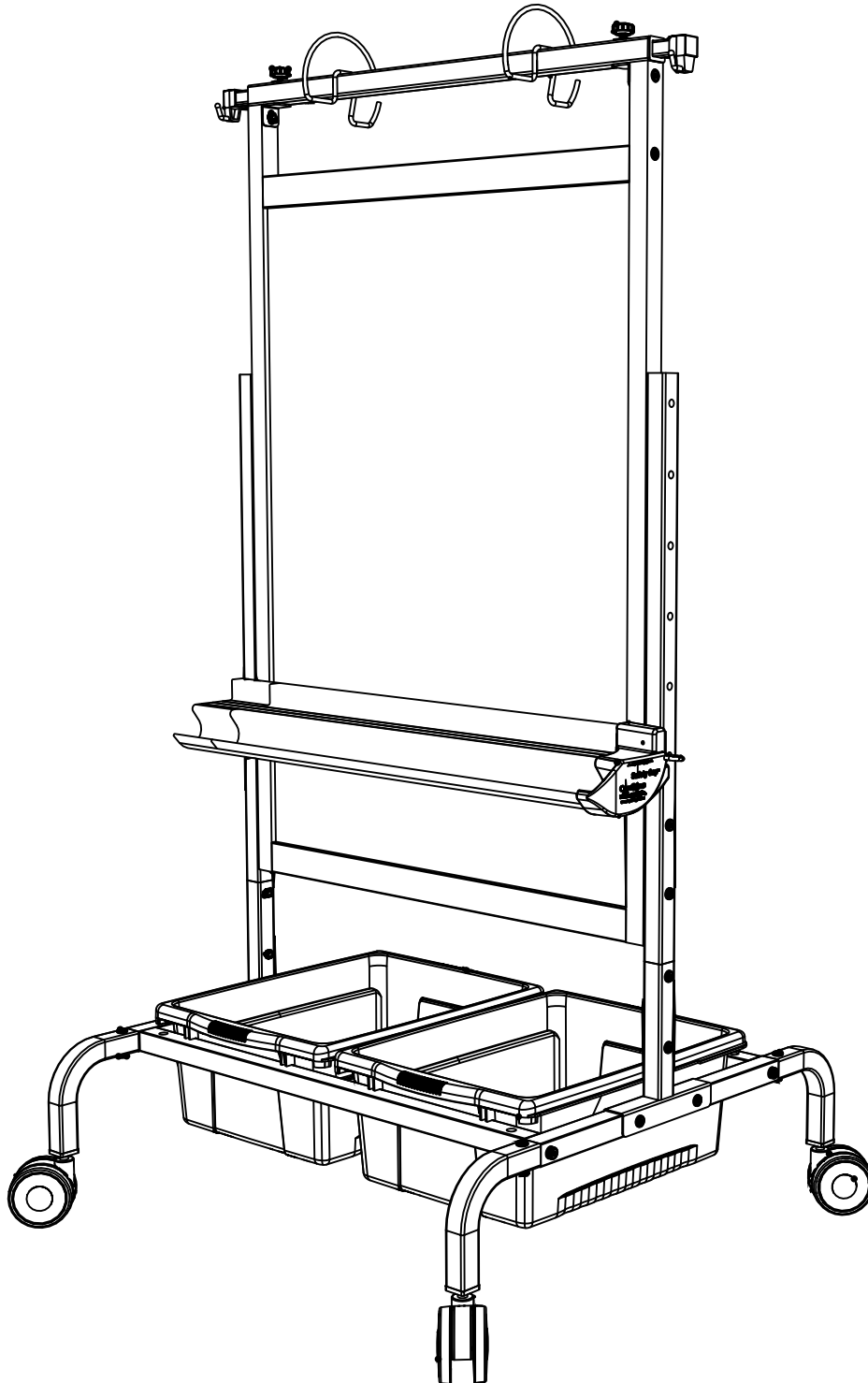


Assembly Guide

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 Premium Bamboo Chart Stand. 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](mailto:info@copernicused.com)

**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.



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

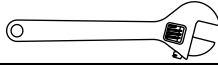
This product is intended for indoor commercial use only. To reduce the risk of fire or electric shock, do not expose this product to rain or moisture. The internal components are not sealed from the environment.

Parts

Before beginning, you should have:

Additional tools required:

Adjustable wrench
2x



+

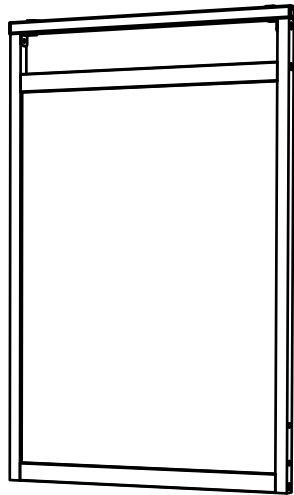
Rubber Mallet 1x



+

Screwdriver
⊕

CS701-0



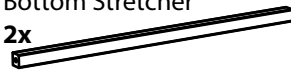
Whiteboard Assembly
1x



Riser
2x

In Box 1

Bottom Stretcher
2x



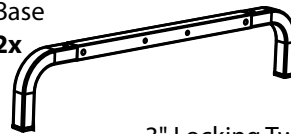
Telescoping Arms
2x



Chart Loops
2x



Base
2x



3" Locking Twin
Wheel Caster
4x



Hardware
Actual Size

A M6 x 65mm
4x



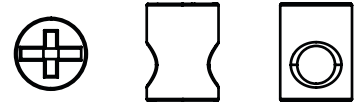
B M6 x 45mm
4x



C M6 x 35mm
4x



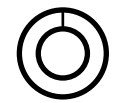
D M6 Hammer Nut
4x



E M6 Washer, Flat
8x



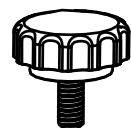
F M6 Lock washer
8x



G M6 Lock Nut
4x

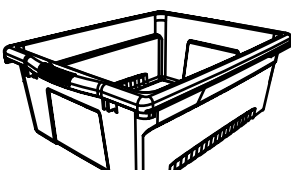


Knob
(Not to scale)
2x



CS701-CB

Open Tub
2x
(CC4068)



10 lbs Weight Limit

Book Ledge
1x



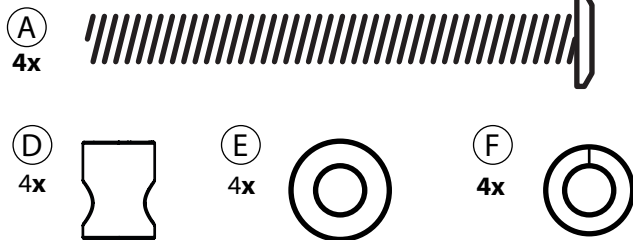
Tools
(Not to Scale)

Allen Key
(43281)
2x



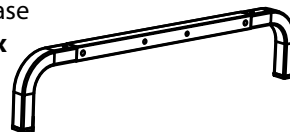
1

Actual Size:

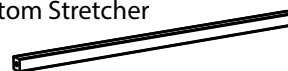


You will need: (Not to Scale)

Base
2x



Bottom Stretcher
2x

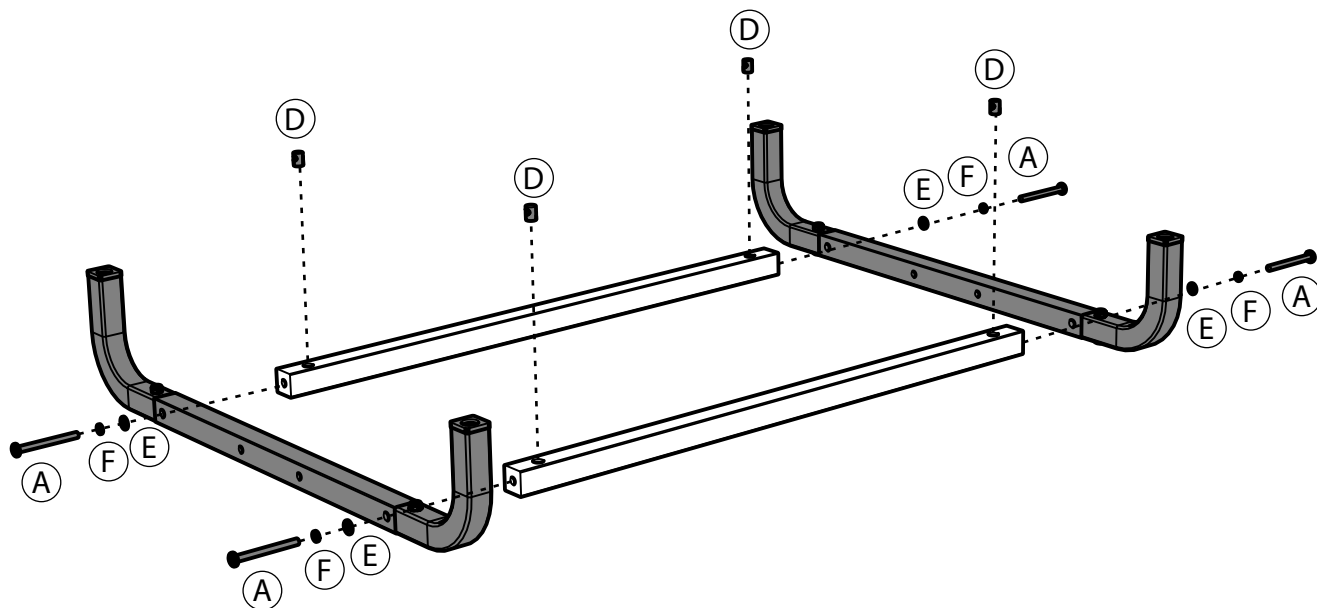


Allen Key
(43281)
2x



Screwdriver
⊕

Attach base pieces to bottom stretchers



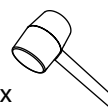
2

You will need: (Not to Scale)

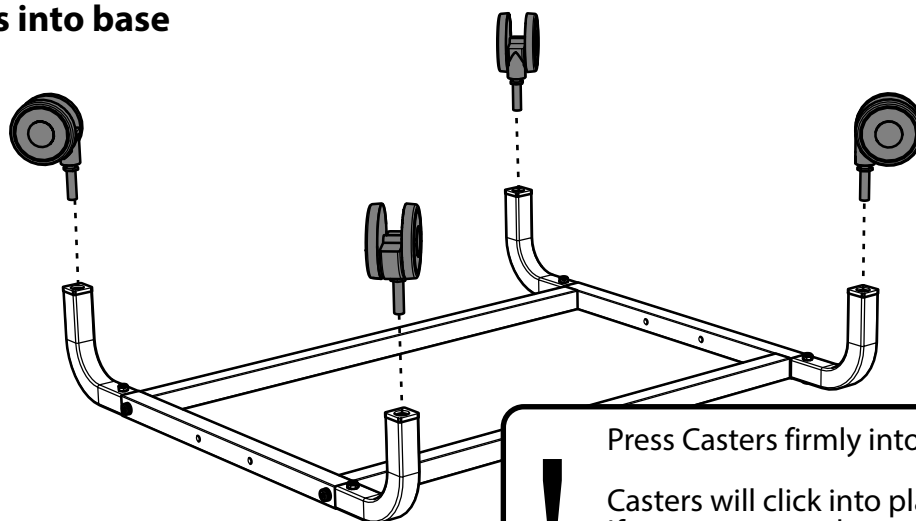
3" Locking Twin
Wheel Caster
4x



Rubber Mallet 1x



Insert casters into base



Press Casters firmly into the Base:



Casters will click into place
If necessary, tap the caster in
using a rubber mallet.

3

Actual Size:

(C)
4x

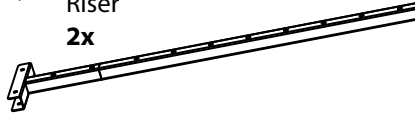


(D)
4x



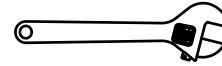
You will need: (Not to Scale)

Riser
2x



Adjustable wrench

2x



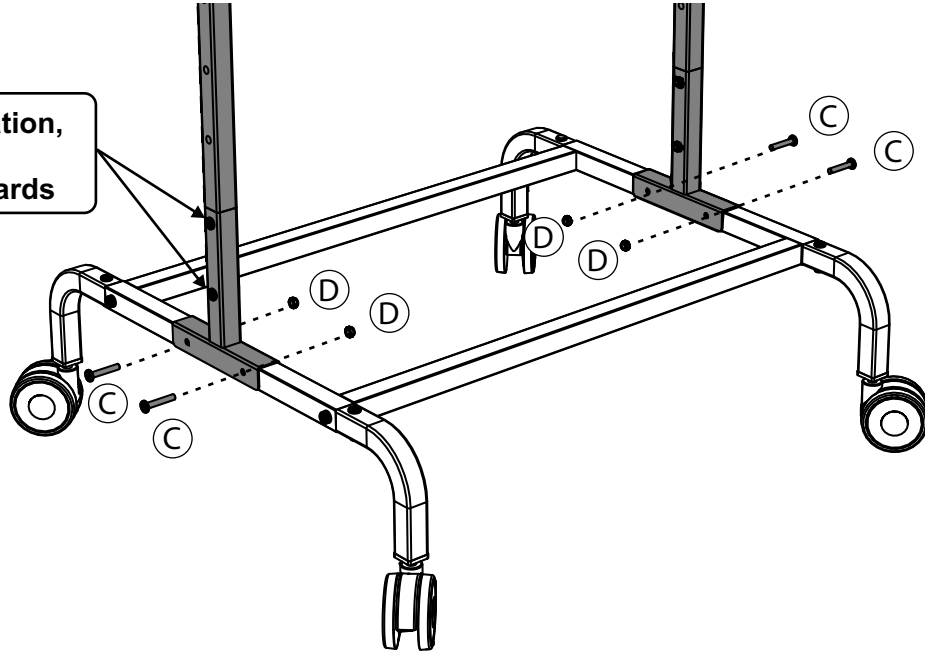
Allen Key
(43281)

2x



Attach riser stretchers to base

! Note orientation,
screw head
■ facing outwards



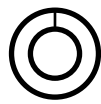
2-Person Task

Actual Size:

(B)
4x



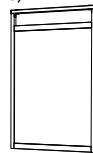
(F)
4x



(E)
4x



You will need: (Not to Scale)



Whiteboard
Assembly
1x

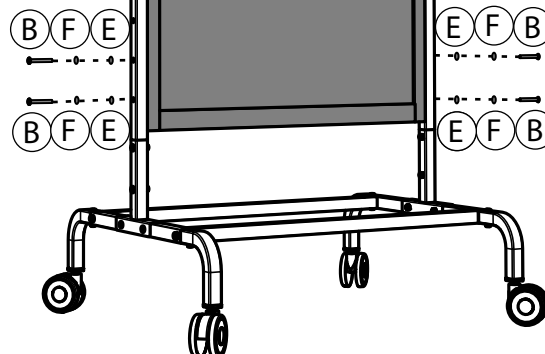
Add whiteboard assembly to base

! Don't forget to peel off protective
film from Whiteboard



Select your whiteboard height

- Early childhood/primary - lower position
- Junior/intermediate - higher position



5

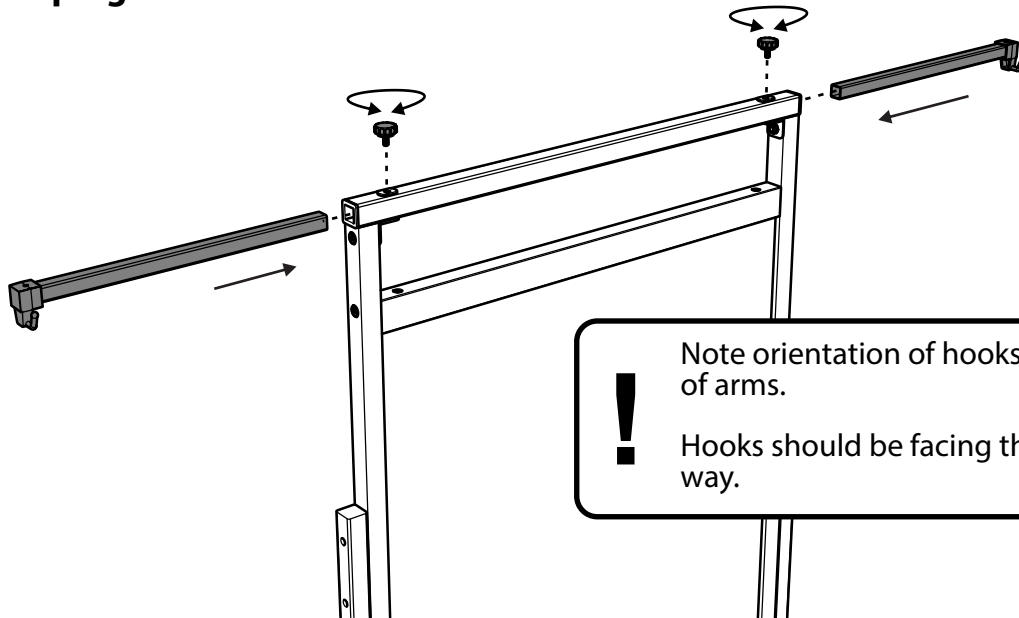
You will need: (Not to Scale)



Telescoping Arms



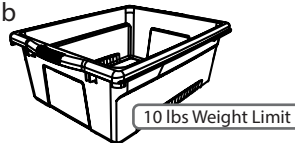
Install telescoping arms



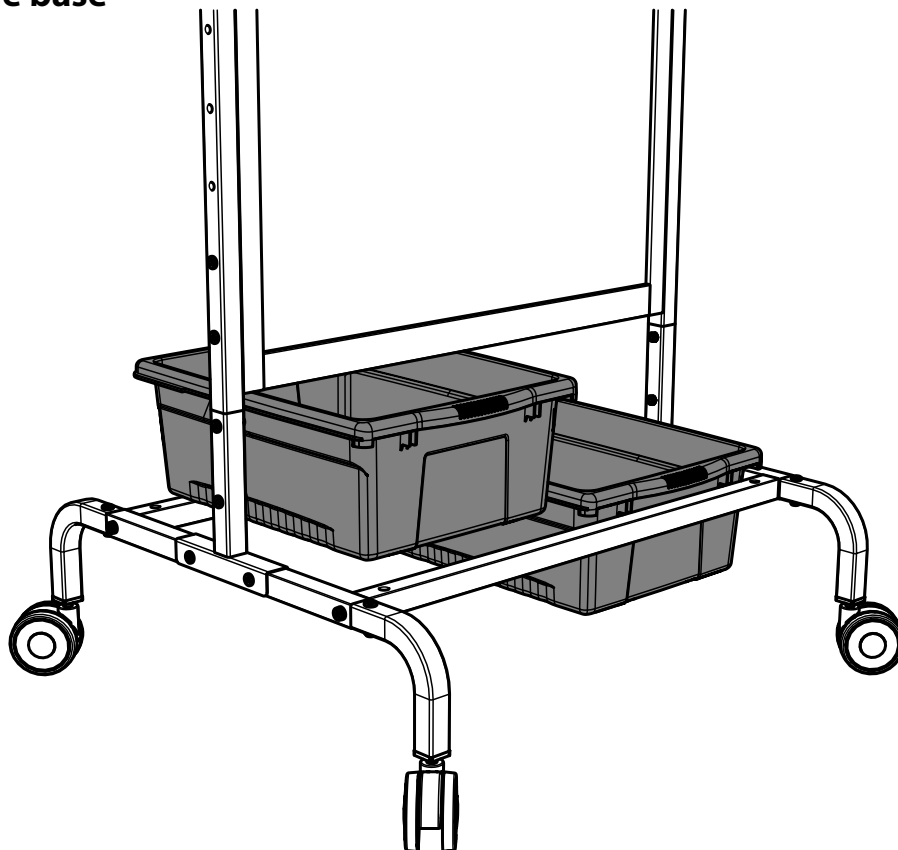
6

You will need: (Not to Scale)

Open Tub
2x
(CC4068)



Insert tubs into the base

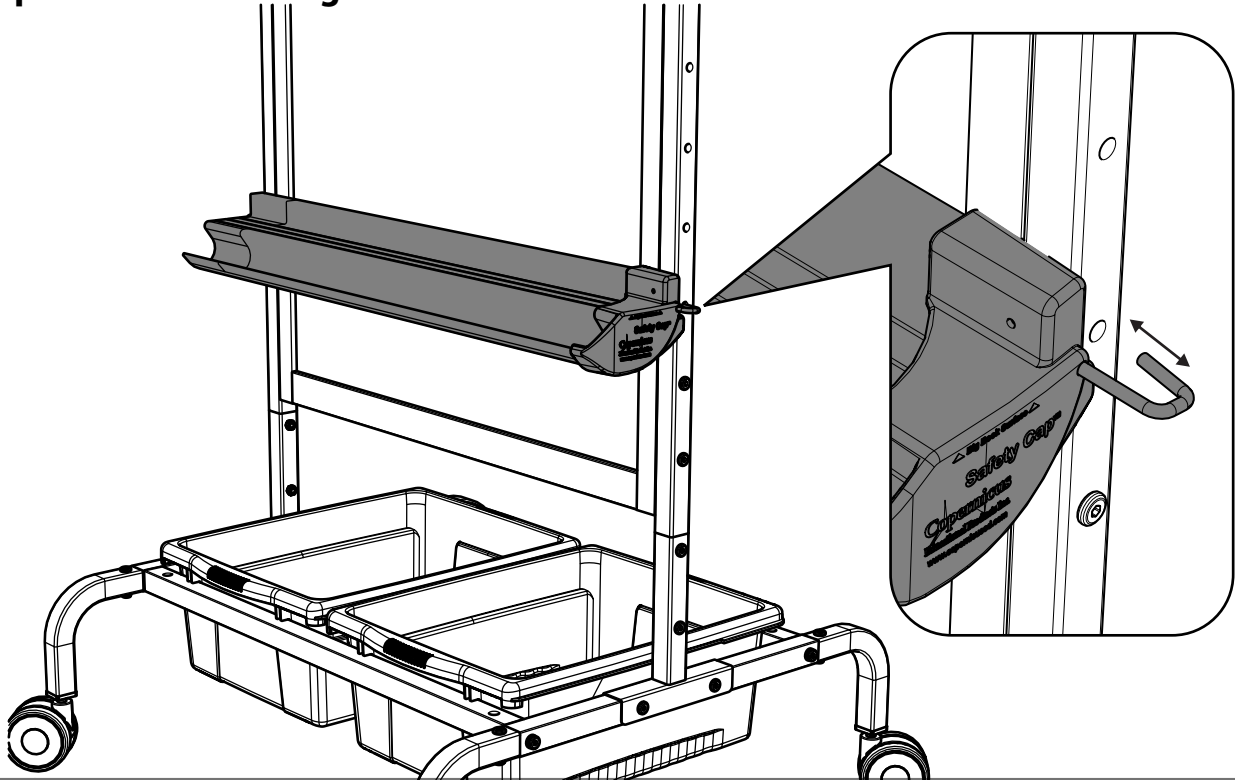


7

You will need: (Not to Scale)

Book Ledge
1x

Install premium book ledge

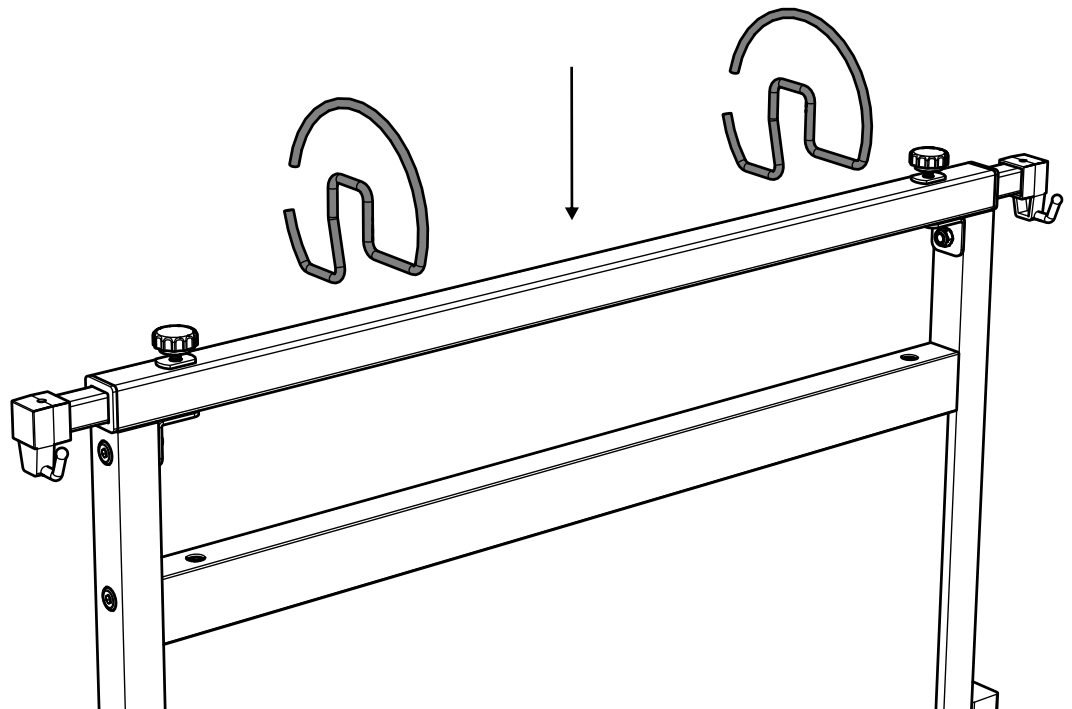


8

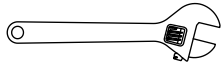
You will need: (Not to Scale)

Chart Loops
2x

Install chart loops



Adjustable wrench



+

Rubber Mallet 1x



+

Screwdriver



Final Assembly Checks

Check entire assembly for loose parts; casters, bolts, screws and nuts

