

Basic Chart Stand - Assembly Guide



Assembly Guide

BCS1_2018_A

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

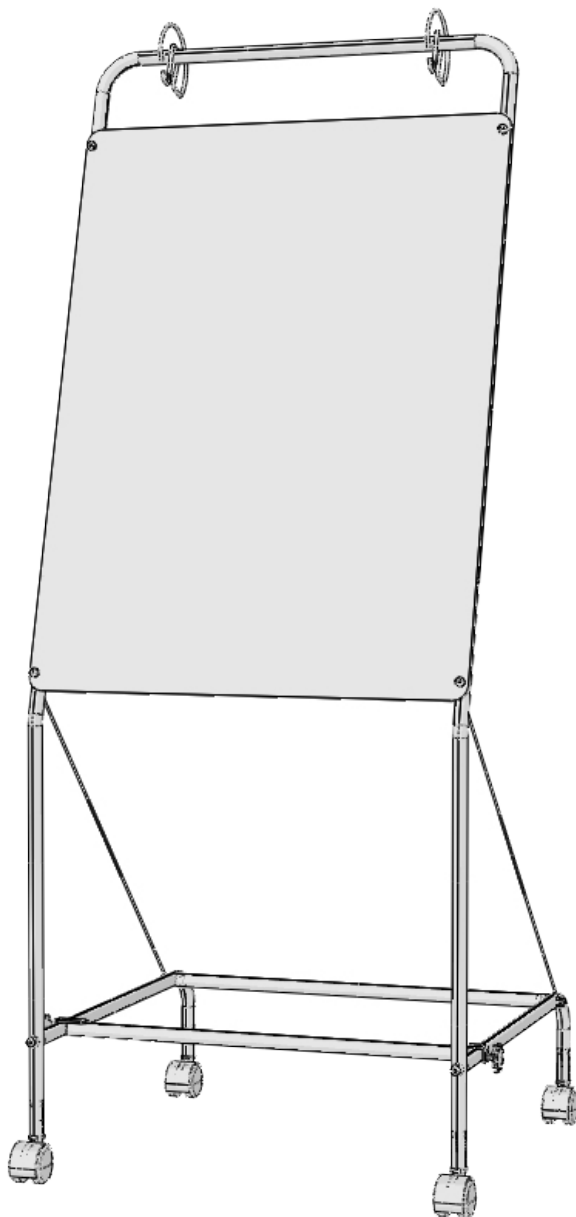
WARNING



- 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

Basic Chart Stand - Assembly Guide



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Dear Educator,

Thank you for purchasing the Basic Chart Stand. We hope it meets all your expectations and you and your students enjoy using it at your school.

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-McCabe
President

We do not inherit the
earth from our ancestors,
we borrow it from our
children.

Change is the end result
of all true learning.

LEO BUSCAGLIA

NORTH AMERICAN

PROVERB

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



Validate Your Warranty

To validate your warranty, submit the ON-LINE form at www.copernicused.com

Enter a draw to win a Copernicus Product for your classroom at the same time!



Warning! Hazard Risks!

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.



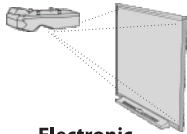
Indoor Use
Only

This product is intended for indoor 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.



Power Strip
Specifications

Read your power strip electrical specifications. Only plug in devices that are approved for use with this power strip. Connect the supplied power strip directly to a wall outlet. **Do not connect to another power strip or use an extension cord.** Unplug when not in use. **Do not leave this product plugged in for more than 72 consecutive hours.** Turn off power strip before unplugging.



Electronic
Equipment

Read the electrical specifications of any electronic equipment you are using with your Copernicus products. Failure to read these specifications and follow their instructions could result in damage to your equipment or personal injury.



Cable Trip
Hazard

Ensure that any cables extending across the floor to your product are properly bundled and marked to avoid tripping or falling which may lead to personal injury.



Electrical Shock

Do not install or use the electrical components of this unit during a lightning storm.



Climb Hazard

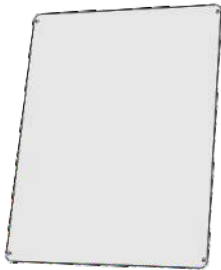
Do not climb on, hang from or suspend objects from any components of your product unless otherwise specified.

Basic Chart Stand - Parts

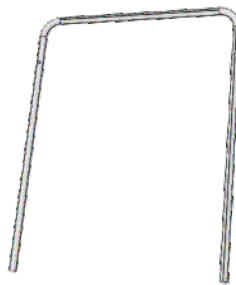
Before beginning, you should have:

Contents - Box 1

Whiteboard
1x



Upper Frame
1x



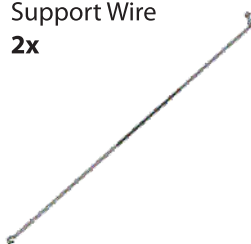
Lower Frame
2x



Foot
2x



Support Wire
2x



Adjustable Stretcher
1x



Stretcher
1x



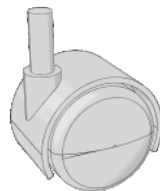
Chart Loop Hooks
2x



Knob
2x



Caster
4x



In Box 1

Hardware Actual Size

(A) M6 x 40mm
4x



(B) M6 x 35mm
4x



(C) M6 Lock Washer
8x



(D) M6 Nut
4x



(E) Contour Washer
2x



Allen Key
(Not to Scale)
1x



Tips for Assembly

Watch for These Helpful Symbols

This symbol denotes a 2- or 3- Person Task. For safety, please ensure that there are the suggested number of people working on steps displaying this symbol.



Watch for this symbol throughout the Assembly Guide. Wherever you see it, pay close attention. The symbol denotes a step needing extra attention to ensure it is done correctly.



The star symbol highlights an advisory note.

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.

! Please note that in its unassembled state, this product contains parts that can be hazardous to small children. This product should be assembled by an adult.



As You Assemble the Unit

- Follow the steps in sequence.
- Before beginning each step, find the part(s) that you need for that step.
- Pay attention to the labels on the parts; they are there to help direct you at certain stages.
- The title of each step states what you will be doing. Review the text and the pictures as you build the unit.

Customer Service - FAQ's



For missing parts and other issues regarding this product:

Please call Copernicus Customer Service, where we will be happy to help.
1-800-267-8494. Monday - Friday 8:30am - 4:30 pm EST.

OR

Email our Tech Support Service at info@copernicused.com

Need Tech Support? Have a Question?



Email our Tech Support Service

Check out some of our other great products!



www.copernicused.com

1

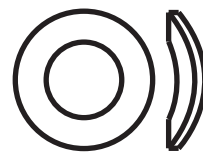
Actual Size:



(A) M6 x 40mm
4x



(C) M6 Lock Washer
4x

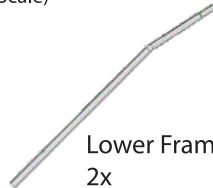


(E) Contour Washer
2x

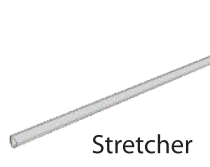
You will need: (Not to Scale)



Foot
2x



Lower Frame
2x



Stretcher
1x



Adjustable Stretcher
1x



Support Wire
2x

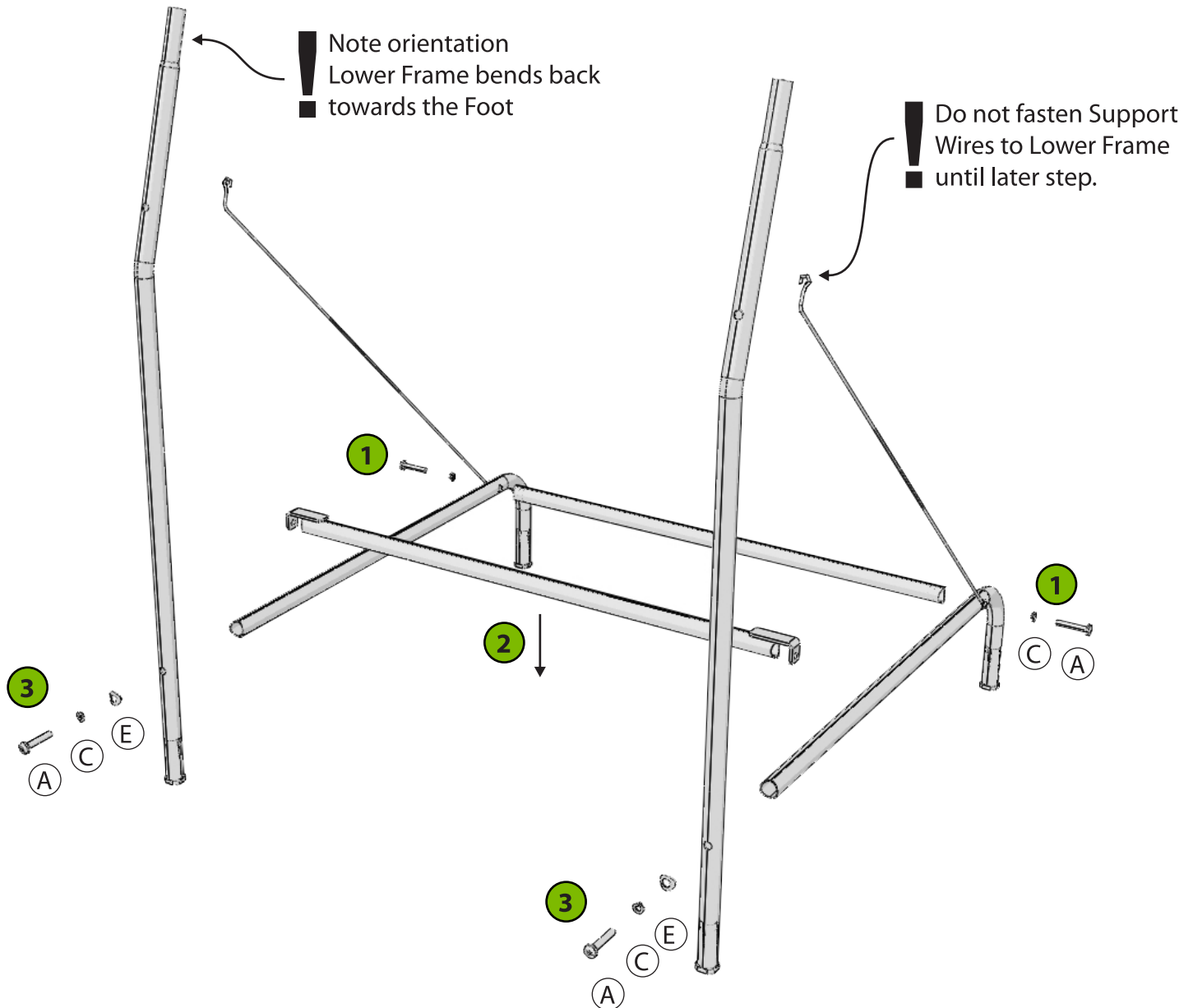
Assemble Feet and Lower Frame

★ **Do not tighten any fasteners until instructed**

1 Fasten bottom of Support Wires and Stretcher to both Feet

2 Carefully slide Adjustable Stretcher onto Feet

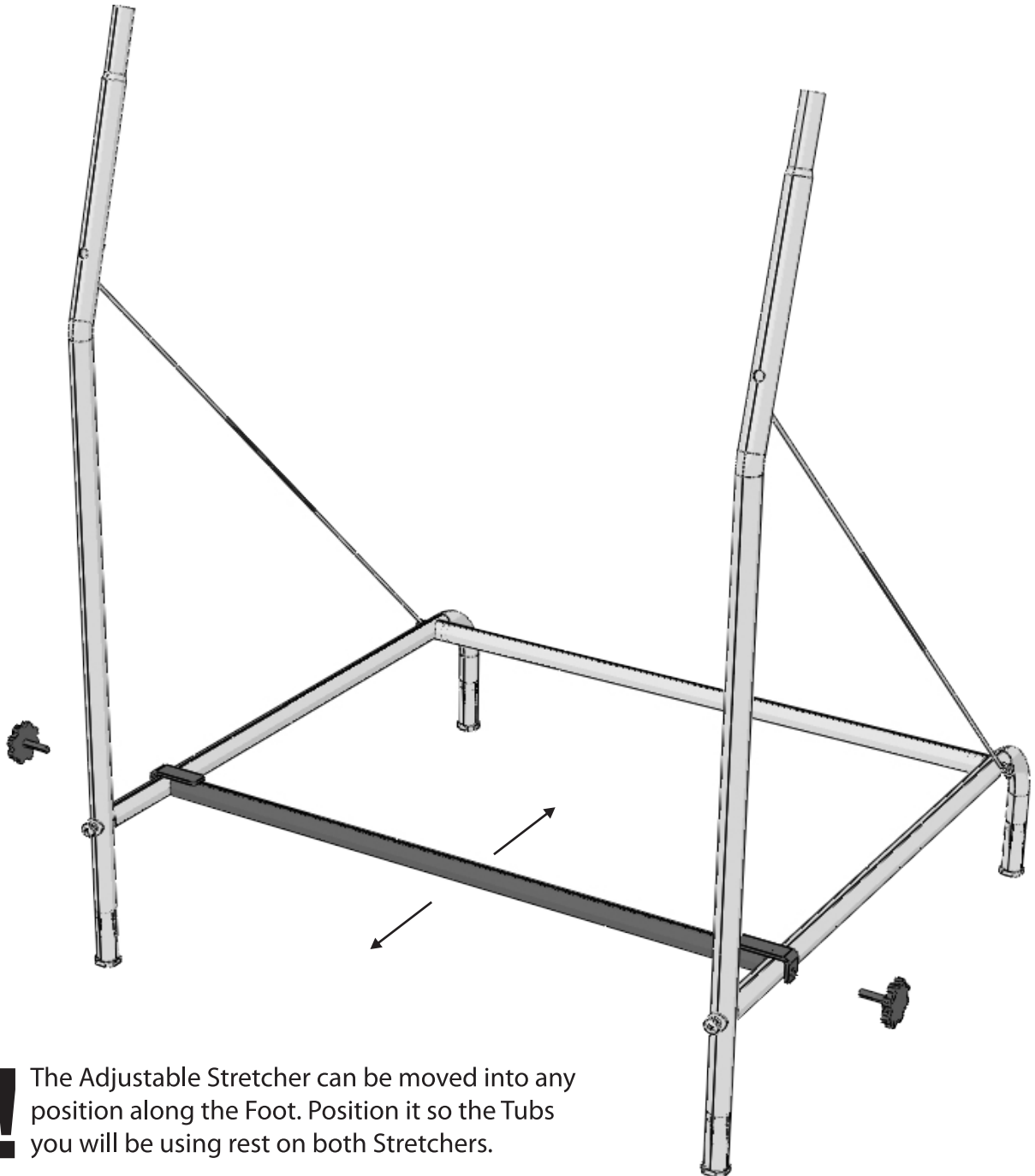
3 Fasten Feet to Lower Frame



You will need: (Not to Scale)

Knob
2x

Adjust Stretcher



! The Adjustable Stretcher can be moved into any position along the Foot. Position it so the Tubs you will be using rest on both Stretchers.

3

Actual Size:



(B)

M6 x 35mm
4x



(C)

M6 Lock Washer
4x



(D)

M6 Nut
4x

You will need: (Not to Scale)

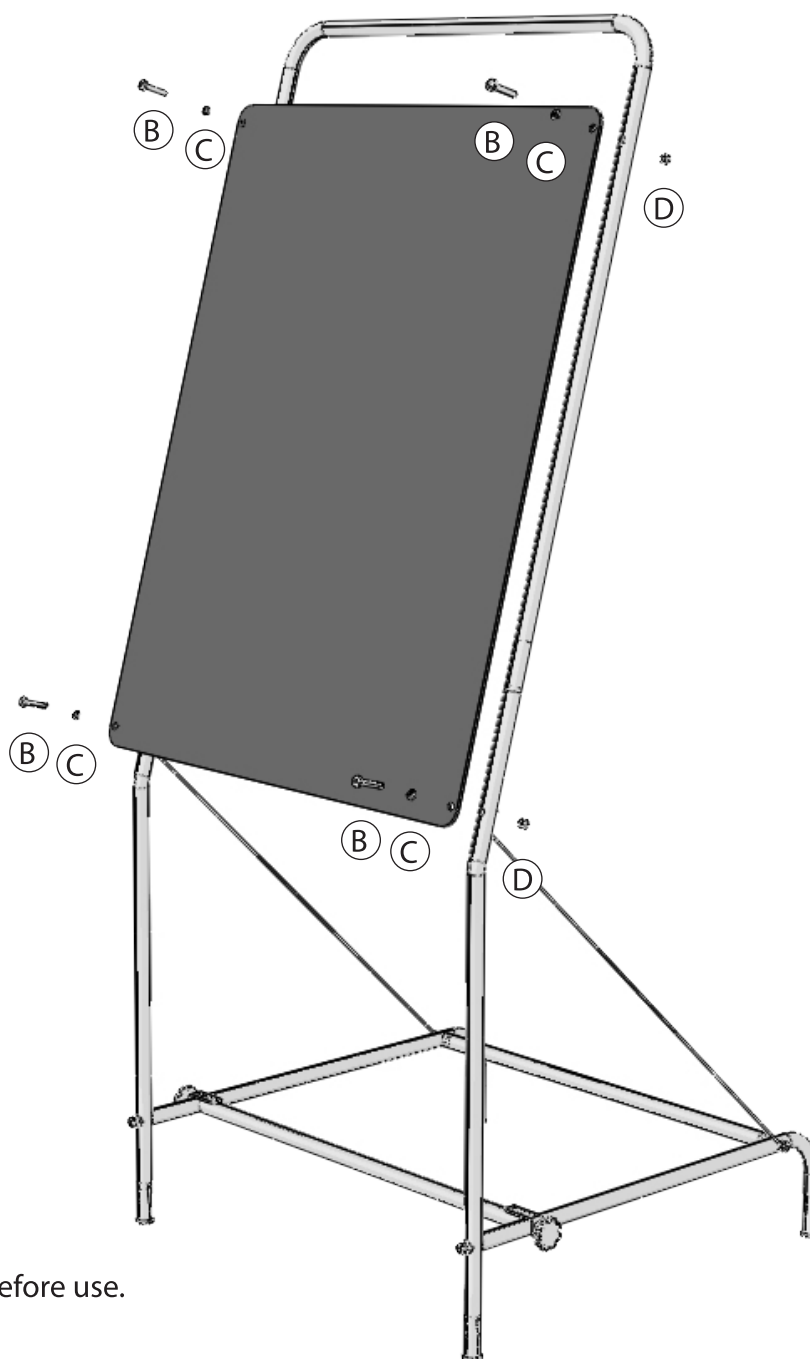
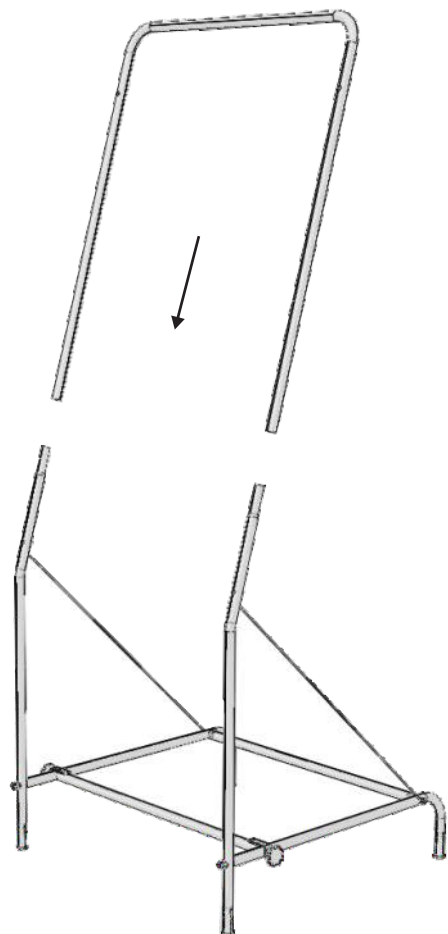


Upper Frame
1x



Whiteboard
1x

Install Upper Frame & Whiteboard



Tighten all bolts and peel off plastic film from Whiteboard before use.

4

Actual Size:

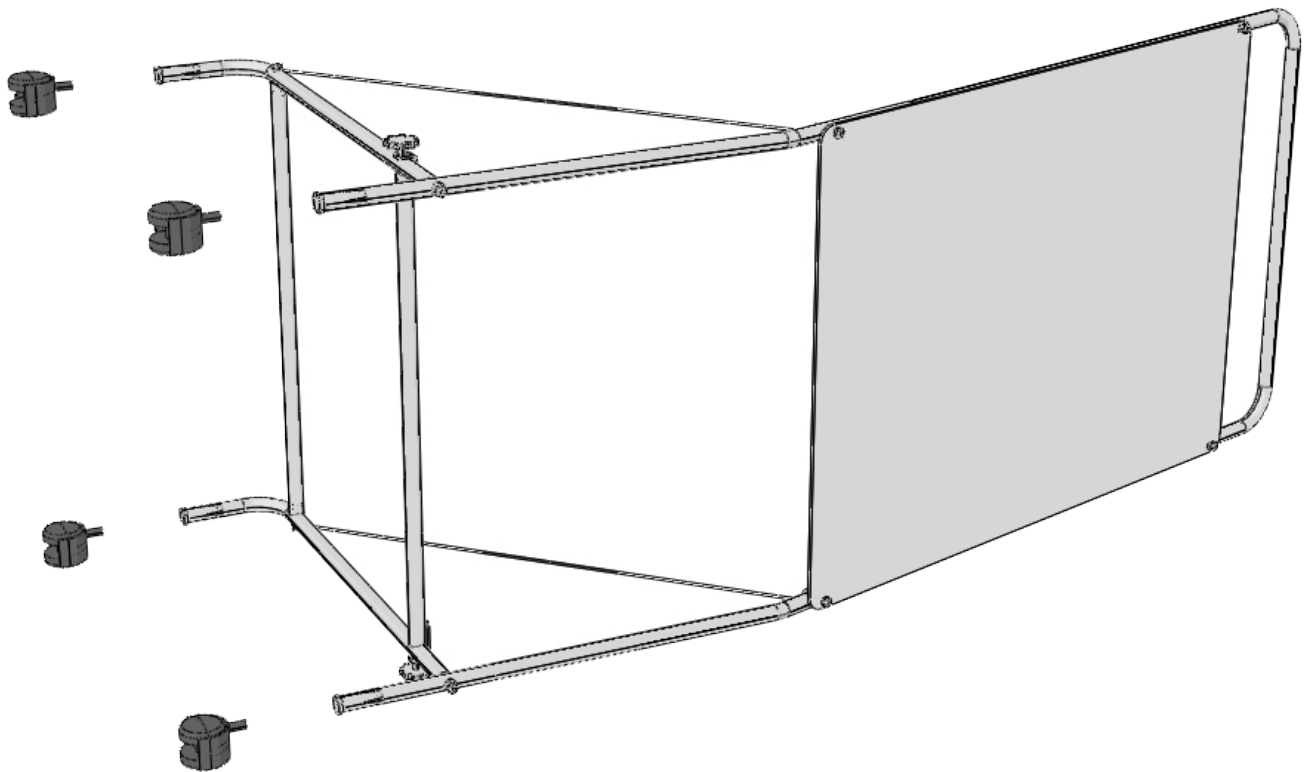
You will need: (Not to Scale)

Caster
4x

Install Casters



Lay the unit on its side and press casters in. Casters will click into place, if they don't place a wrench between the wheel and tap with a rubber mallet.



5

Actual Size:

You will need: (Not to Scale)



Chart Loop Hook
2x

Install Chart Loop Hooks



Place an empty hardware bag over the frame to prevent scratching the unit. Slide bag free once Chart Loop Hook has been snapped onto frame.

