

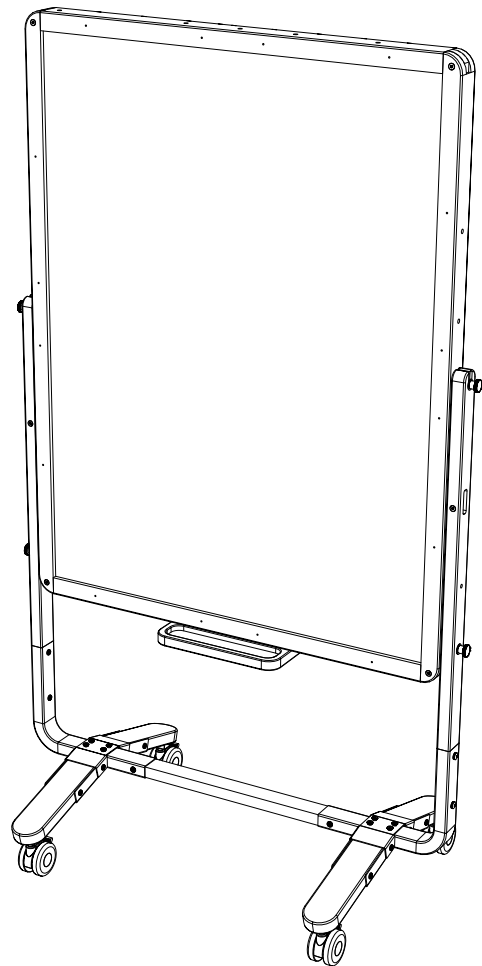
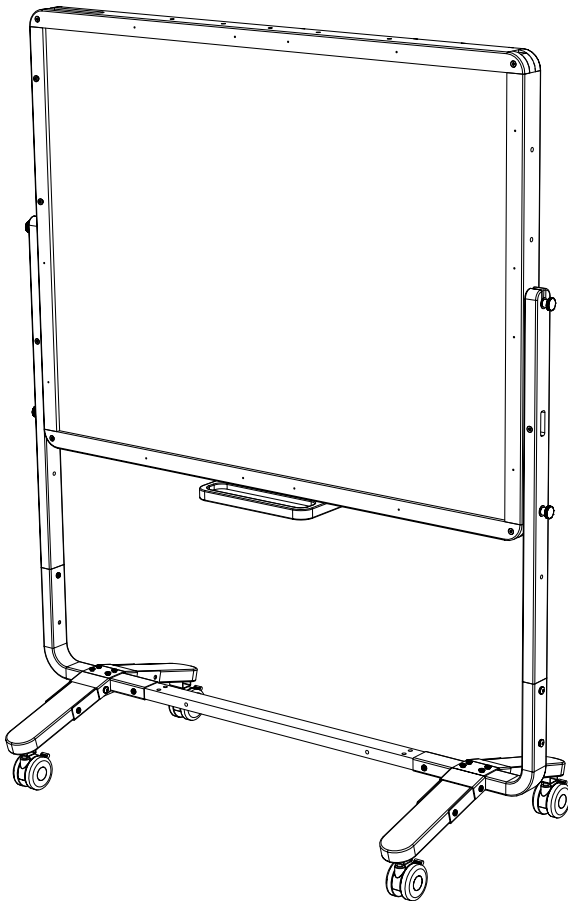


Assembly Guide

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 Collaboration Whiteboard. 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

All Components
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

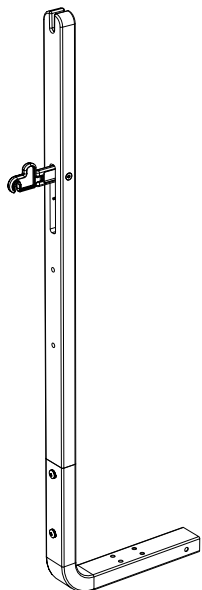
This product is intended for indoor commercial use only. To reduce the risk of fire or electric shock, do not expose this product to rain or moisture. The internal components are not sealed from the environment.

Parts

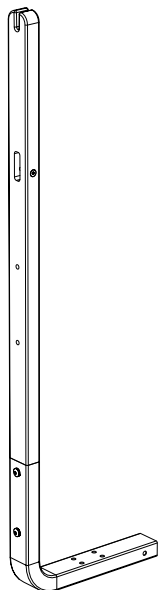
Before beginning, you should have:

CWB-0

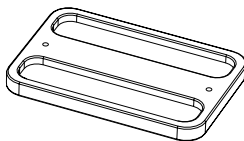
Latch Upright
(52029)
1x



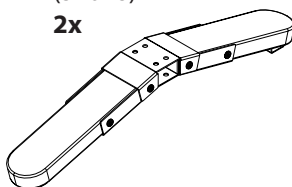
Upright
(52030)
1x



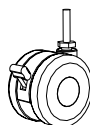
Marker Ledge
(52027)
1x



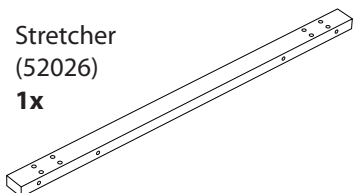
Foot
(52028)
2x



Caster
(410031)
4x



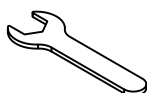
Stretcher
(52026)
1x



4mm Allen Key
(432810)
2x



Caster Wrench
(32129)
1x



In CWB2-0

Hardware Actual Size

(A) M8 Lock Washer
(43274)
6x



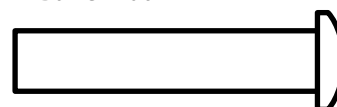
(B) M6 x 45mm Screw
(43245)
10x



(C) M6 Lock Washer
(43273)
10x



(D) M6 x 40mm Barrel Nut
(432721)
2x



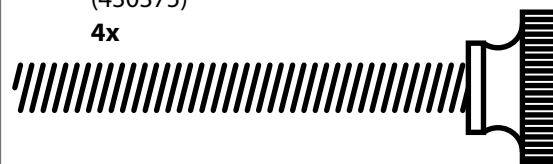
(E) M6 x 25mm Screw
(43229)
2x



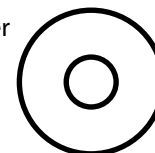
(F) 13mm Washer
(432731)
2x



(G) M6 Knob
(430375)
4x

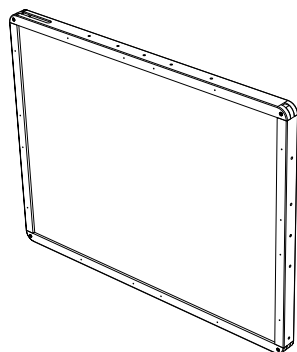


(H) 19mm Washer
(432733)
4x



CWB-1

Whiteboard
1x



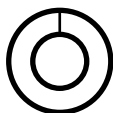
1



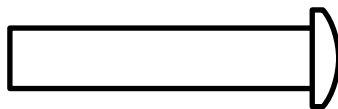
2-Person Task

Actual Size:

(A) M8 Washer
2x



(D) M6 x 40mm Barrel Nut
2x



(E) M6 x 25mm Screw
2x

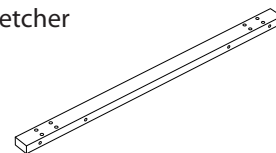


You will need: (Not to Scale)

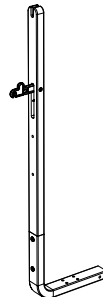
Allen Key
2x



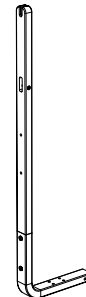
Stretcher
1x



Latch
Upright
1x



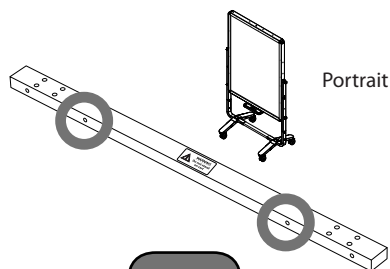
Upright
1x



Install stretcher

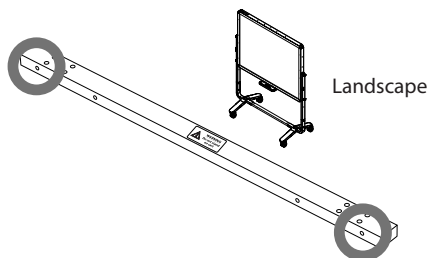
1

Choose board
orientation



Portrait

OR

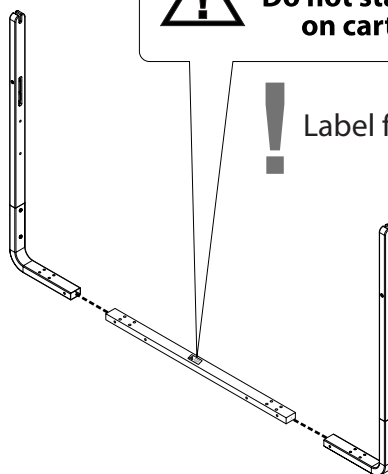


Landscape

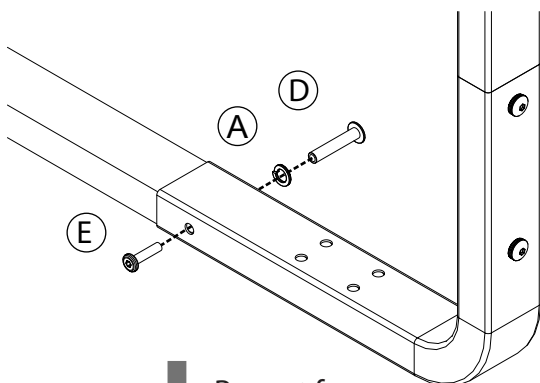


WARNING
Do not stand
on cart

! Label facing up

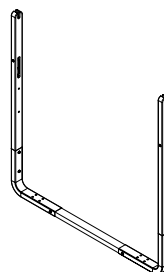


2



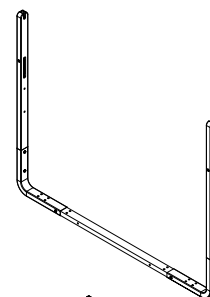
! Repeat for
other side

3



Portrait

OR

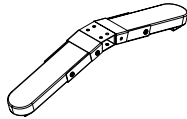


Landscape

2

You will need: (Not to Scale)

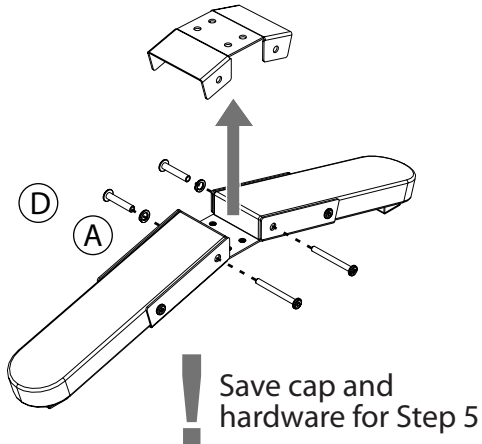
Foot
2x



Allen Key
2x



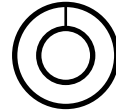
Remove caps from feet



3

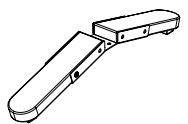
Actual Size:

(A) M8 Washer
4x



You will need: (Not to Scale)

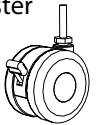
Foot
2x



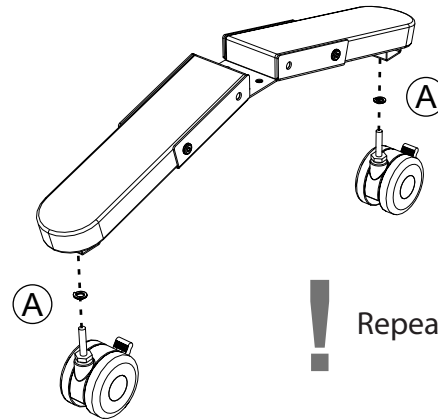
Caster Wrench
1x



Caster
4x



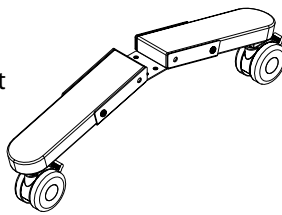
Install casters



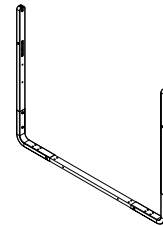
4

You will need: (Not to Scale)

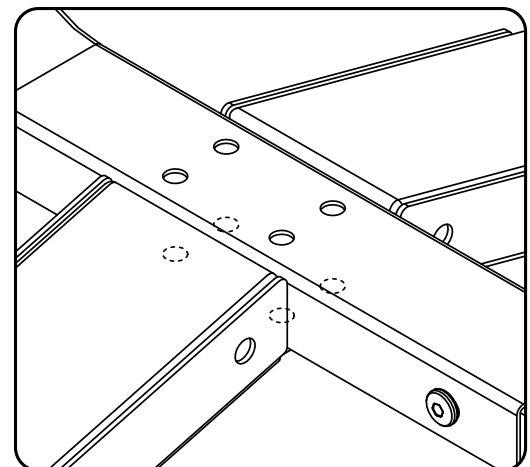
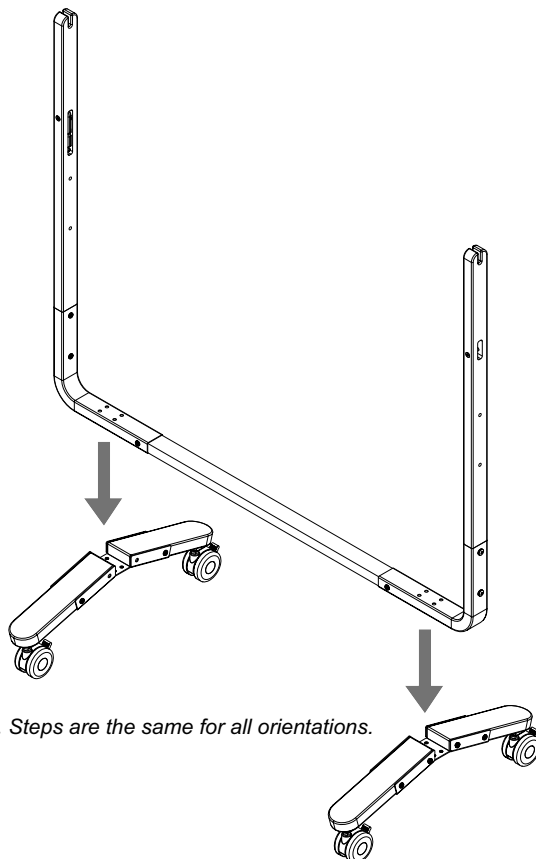
Foot
2x



Foot
2x



Install frame to feet

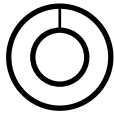


Ensure that the holes on the feet and corners are aligned

5

Actual Size:

(A) M8 Lock Washer
4x



(B) M6 x 45mm Screw
8x



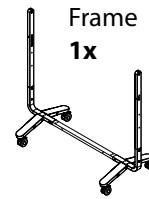
(C) M6 Lock Washer
8x



(D) M6 x 60mm Screw
4x



You will need: (Not to Scale)

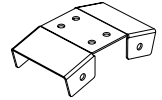


Frame
1x

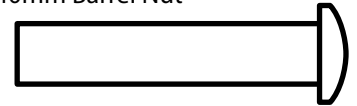
Allen Key
2x



Cap
2x

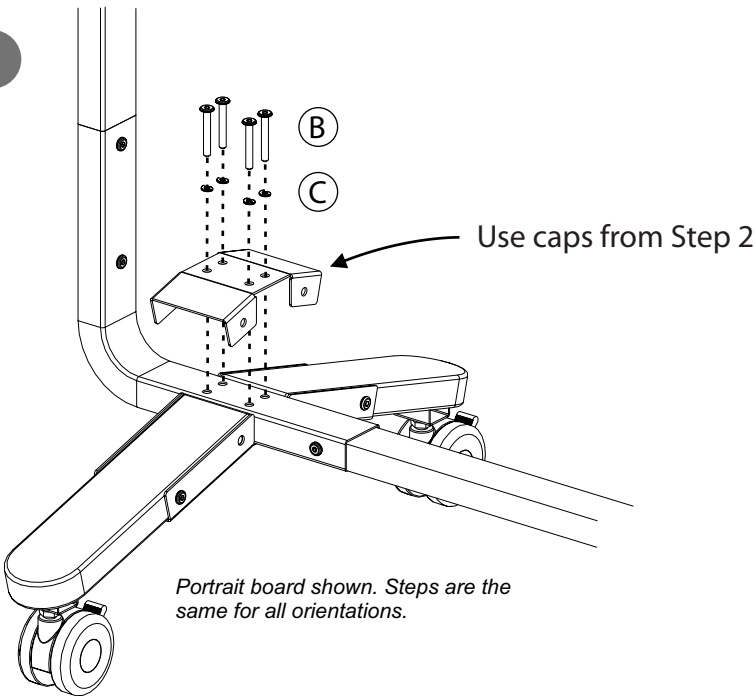


(E) M6 x 40mm Barrel Nut
4x

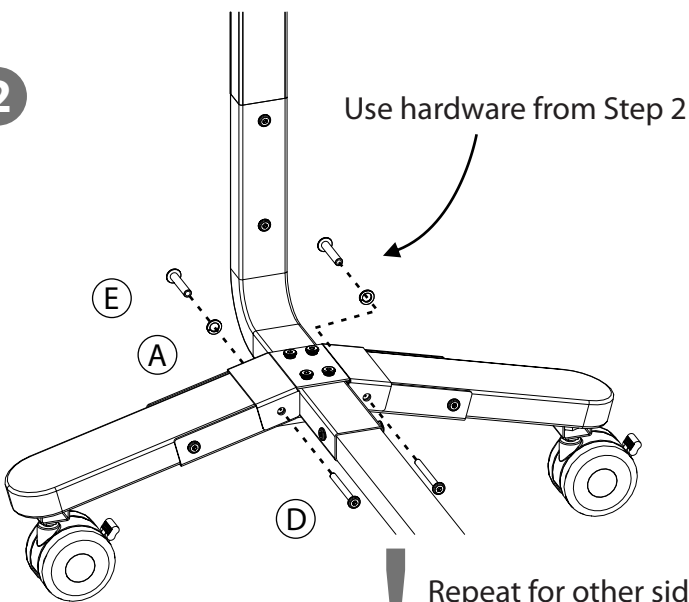


Fasten caps to feet

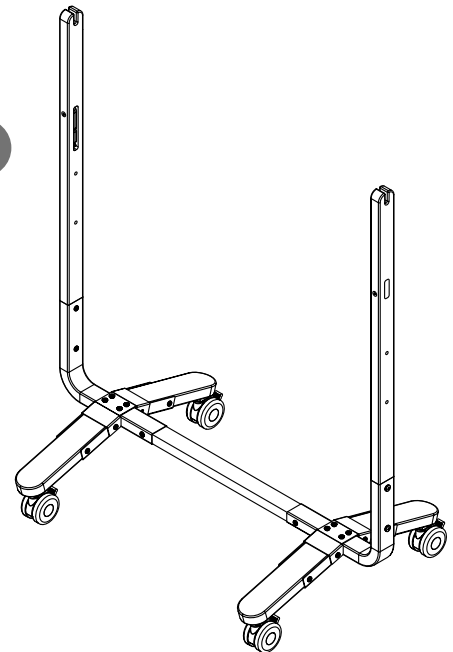
1



2



3

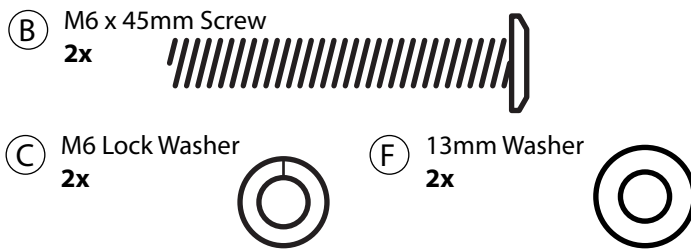


Check that all hardware has been tightened.

6

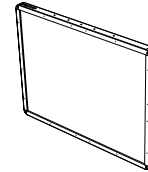
2-Person Task

Actual Size:

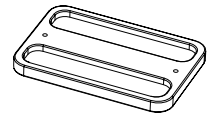


You will need: (Not to Scale)

Whiteboard 1x



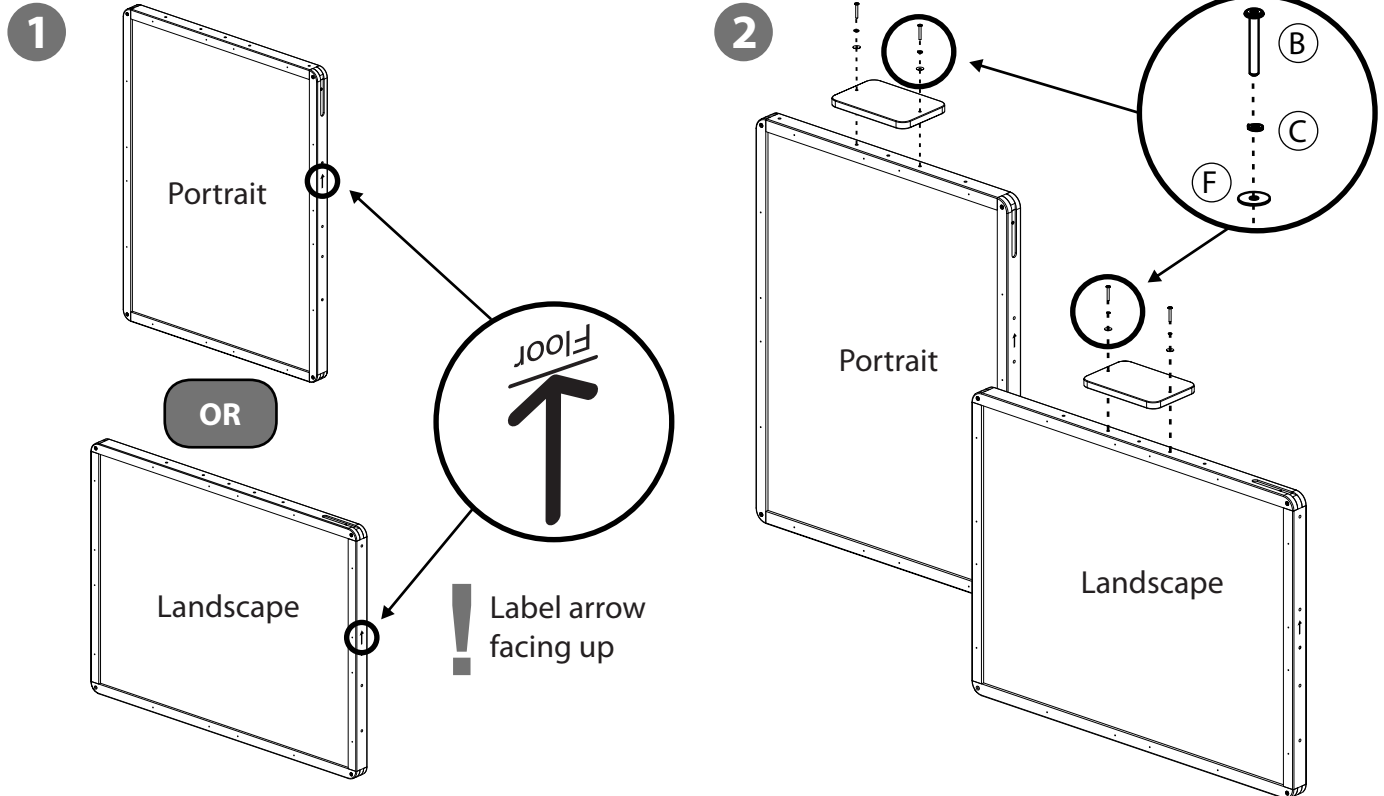
Marker Ledge 1x



Allen Key 1x



Install marker ledge

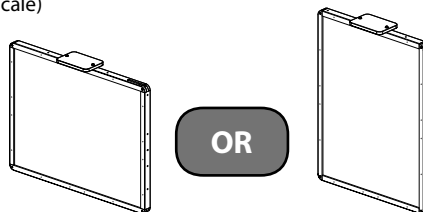


7

2-Person Task

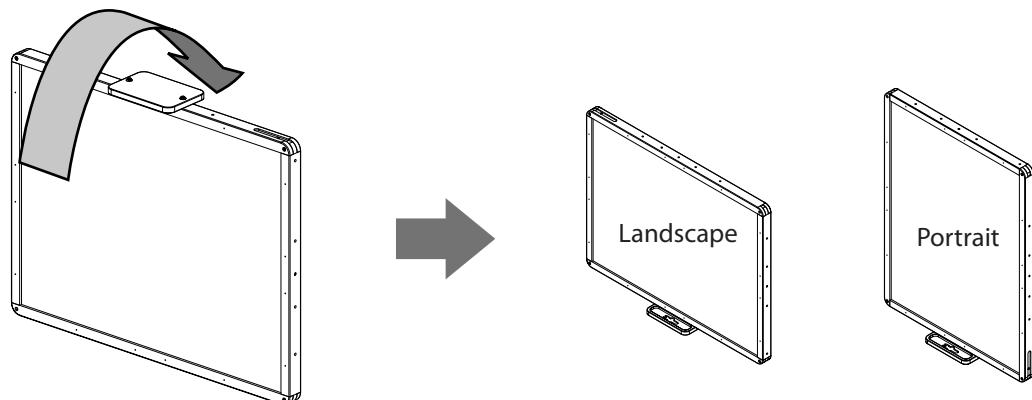
You will need: (Not to Scale)

Whiteboard 1x



Flip board

! 2-Person Task



Actual Size:

Ⓒ

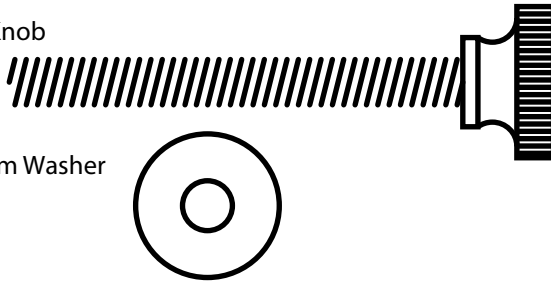
M6 Knob

2x

Ⓓ

19mm Washer

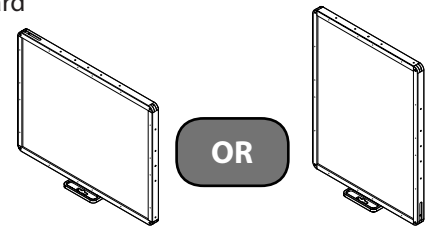
2x



You will need: (Not to Scale)

Whiteboard

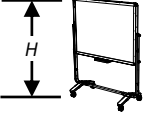
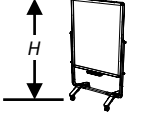




1x



Install hardware

1

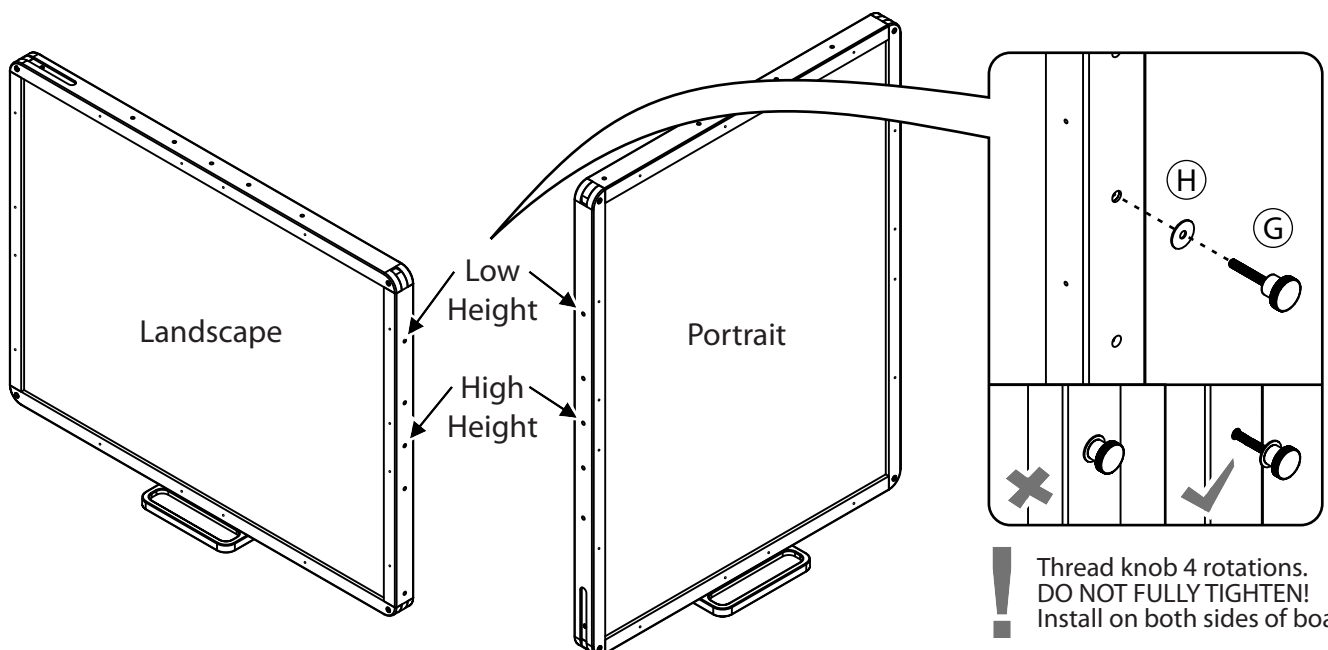
Choose board height position

	Board Orientation	
Height Setup	 Landscape	 Portrait
High <i>Recommended for 9YO and older</i>	 67-3/4" (172cm)	 74" (186.5cm)
Low <i>Recommended for 8YO and younger</i>	 55-1/2" (141cm)	 61-3/4" (157cm)

These are recommendations only and may not be accurate for everyone. If the recommended height position is not comfortable for the end users, try the other board height position.

2

Install hardware into the appropriate location



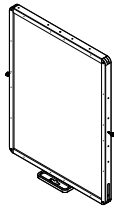
9



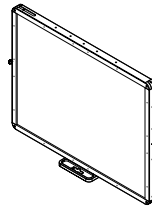
2-Person Task

You will need: (Not to Scale)

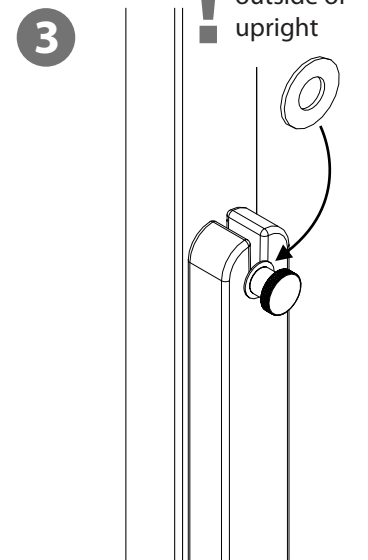
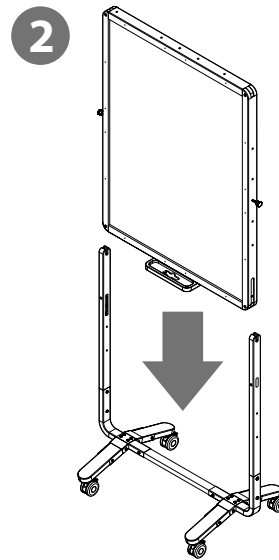
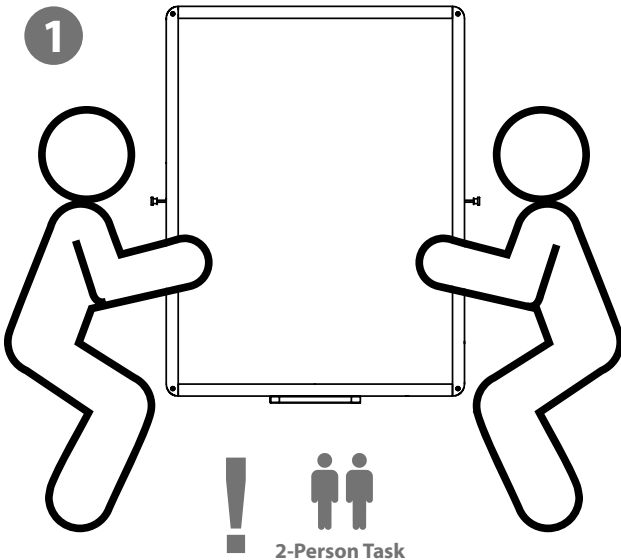
Whiteboard
1x



OR



Install whiteboard



Portrait board shown. Steps are the same for all orientations and heights.

10

Actual Size:

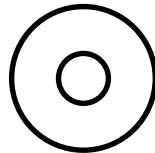
(G)

M6 Knob
2x



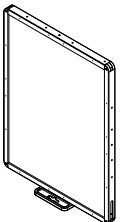
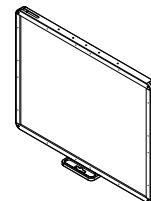
(H)

19mm Washer
2x

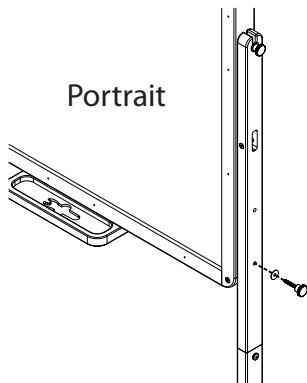


You will need: (Not to Scale)

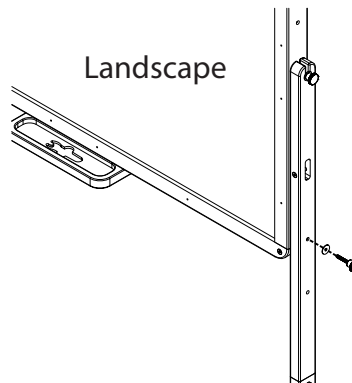
Whiteboard
1x



Install hardware



OR

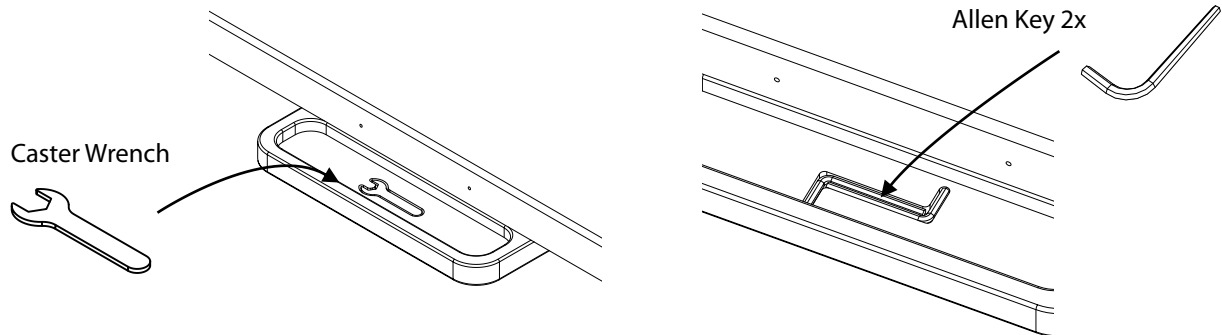


! Install on both sides.
Tighten all knobs fully

Features

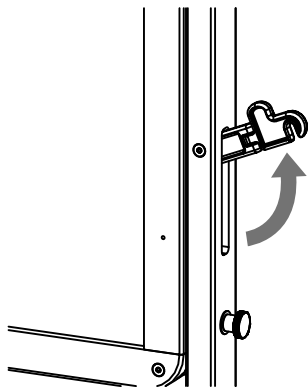
Tool Storage

Store tools in marker ledge. Inspect casters and hardware every 3 months. Tighten as needed.

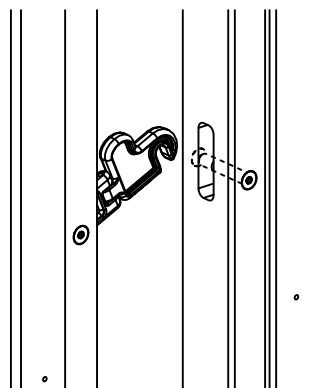


Whiteboard Partition

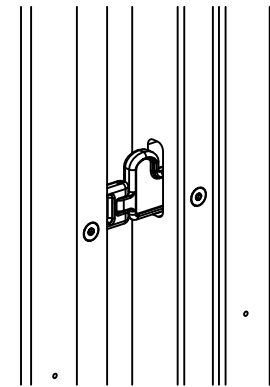
The Collaboration Whiteboard can be joined to additional Collaboration Whiteboards to create a whiteboard partition. Boards can be linked regardless of orientation and height setups.



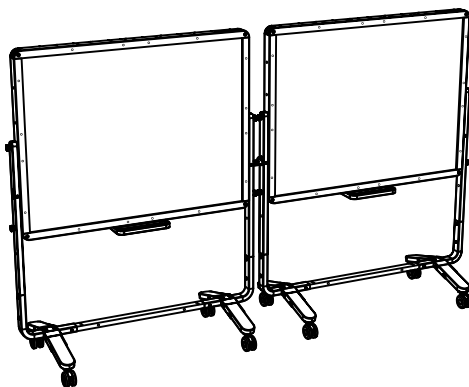
1 Lift hook from Easel 1



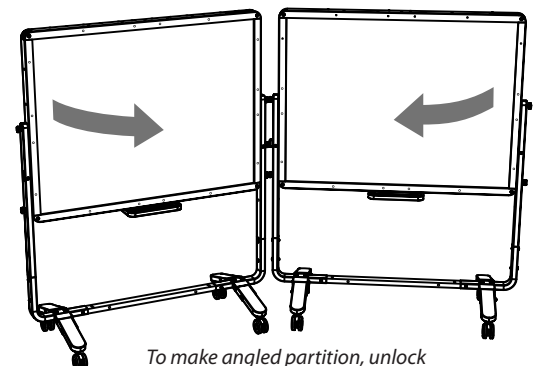
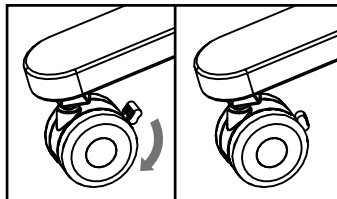
2 Align hook with opening on Easel 2 and lower over bar



3 Finished



4 Arrange whiteboards in straight or in angled partition. Lock casters once in position.



To make angled partition, unlock casters and bring boards together.