

Primary Teaching Easel



Assembly Guide PTE78_2012_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 !

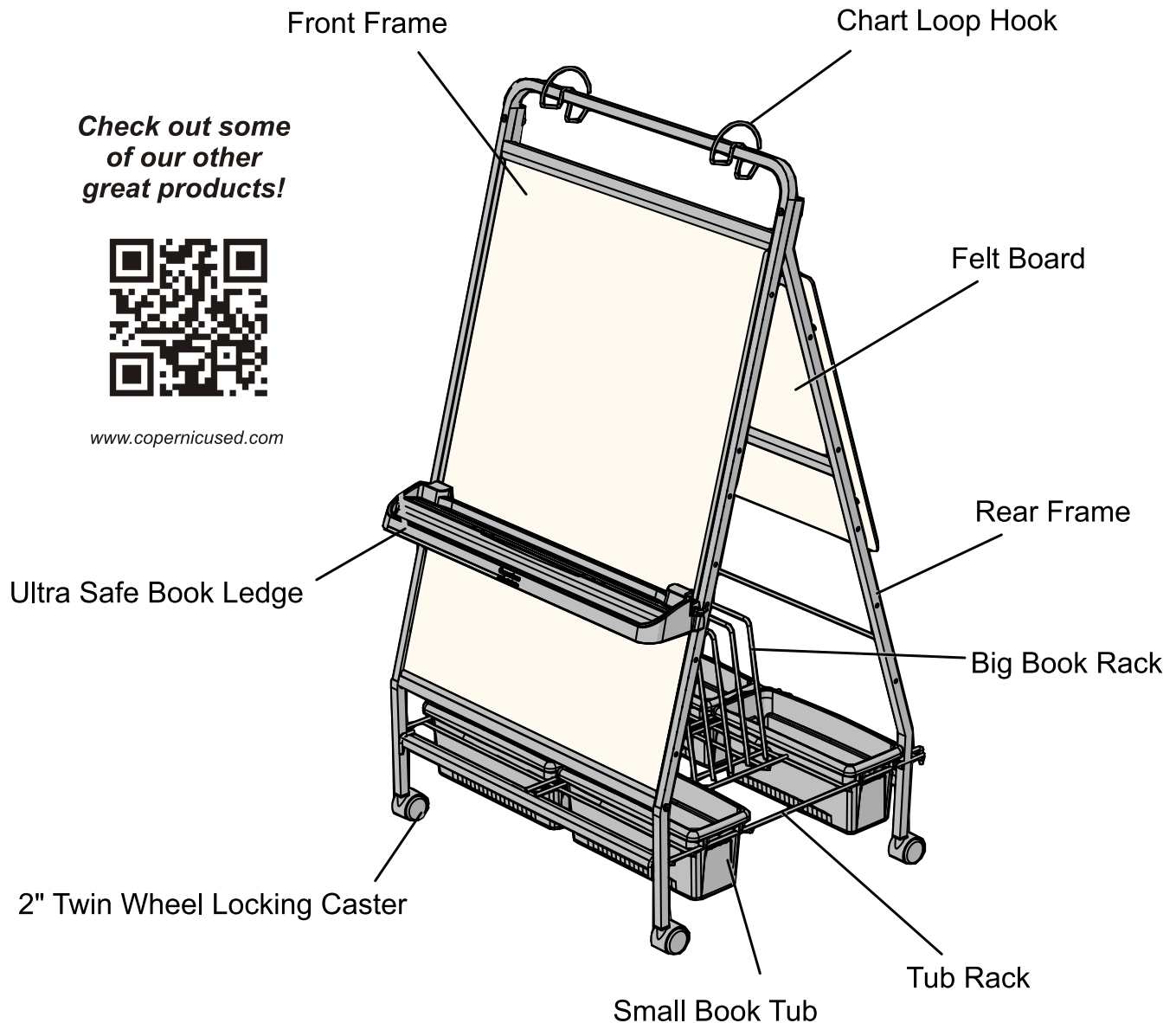
- This product is meant to be assembled by an adult.
- In its unassembled state, small parts present a hazard.
- To be used under direct supervision of an adult.

Don't forget to check out our tips for your whiteboard at:
www.copernicused.com

Check out some
of our other
great products!



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Primary Teaching Easel - *Parts*

Before beginning, you should have:

Additional tools required:



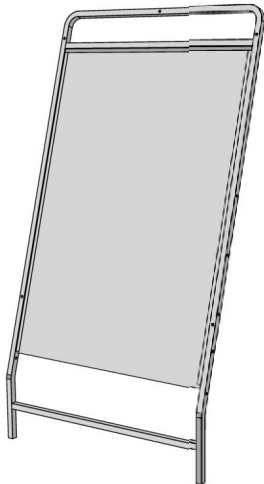
Adjustable wrench

Contents - Box 1



Note some parts are labeled with a numbered sticker

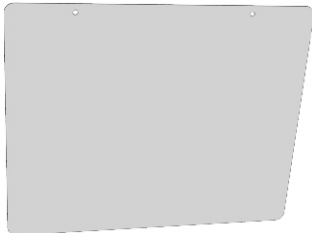
Front Frame with Whiteboard
1x



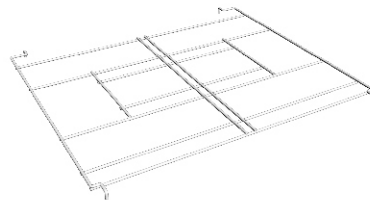
Rear Frame
1x



Felt Board
1x



Tub Rack
1x



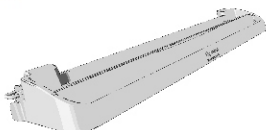
Bottom Stretcher
1x



"S" Hook
2x



Ultra Safe Book Ledge
1x

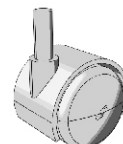


Cable Ties
4x

Loop Hook
2x



2" Twin Wheel Caster with brake
4x



Hardware
Actual Size

(A) M6x50mm Bolt
2x



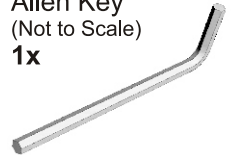
(B) M6x35mm Bolt
2x



(C) M6 Lock Washer
4x



Allen Key
(Not to Scale)
1x

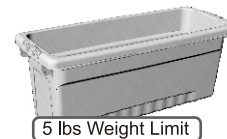


(D) Wing Nut
2x

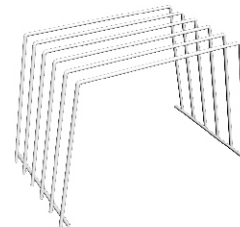


Contents - Box 2

Small Book Tub
4x



Big Book Rack
1x



Tips for Assembly - Using this Manual



2 Person

Watch for These Helpful Symbols

- This symbol denotes a 2 Person Task. For safety, please ensure that there are two people working on steps displaying this symbol



- Watch for this symbol throughout the Assembly Instructions. 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



- Layout and identify all of the included parts
- The hardware has been packed by step
- Read the assembly instructions over once to familiarize yourself with them
- Please note that in its unassembled state, this product contains parts that can be a hazard to small children; it 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 labeling 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.

After Assembly; Before Use

- Remove the plastic film from the Whiteboard before writing on it

Don't forget to check out our tips for your whiteboard at:
www.copernicused.com

**Life
Time**

Tub
Warranty

**10
Year**






Frame
Warranty

Validate Your Warranty On-Line

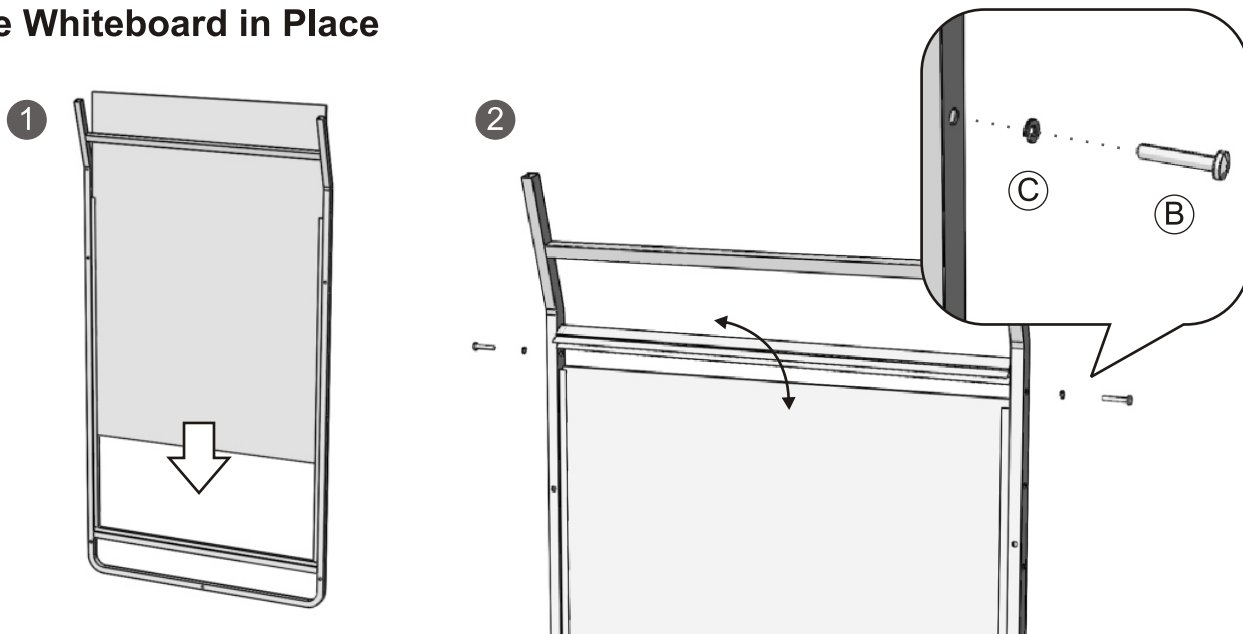
To validate your warranty submit the ON-LINE form at **www.copernicused.com**







“The beautiful thing about learning is that no one can take it away from you.” - B. B. King



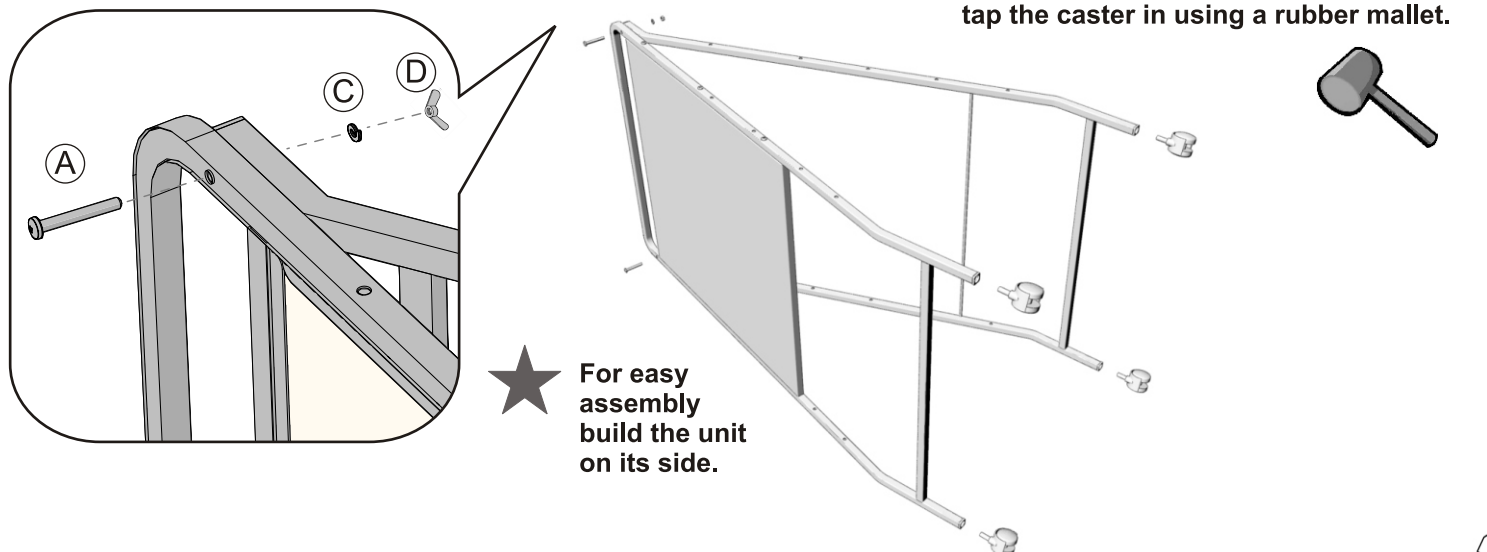
1	<p>Actual Size:</p> <div>  (B) M6x35mm Bolt x 2 </div> <div>  (C) M6 Lock Washer x 2 </div>
<div>  <p>2 Person</p> </div>	<p>You will need: (Not to Scale)</p> <div>  Front Frame with Whiteboard 1x </div> <div>  Bottom Whiteboard Stretcher 1x </div>

Secure Whiteboard in Place



2	<p>Actual Size:</p> <div>  (A) M6x50mm Bolt x 2 </div> <div>  (C) M6 Lock Washer x 2 </div> <div>  (D) Wing Nut x 2 </div>
<div>  <p>2 Person</p> </div>	<p>You will need: (Not to Scale)</p> <div>  2" Twin Wheel Caster with brake 4x </div> <div>  Rear Frame 1x </div>

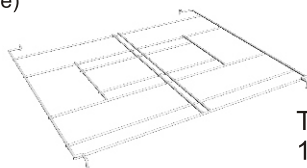
Assemble Frame and Install Casters



3

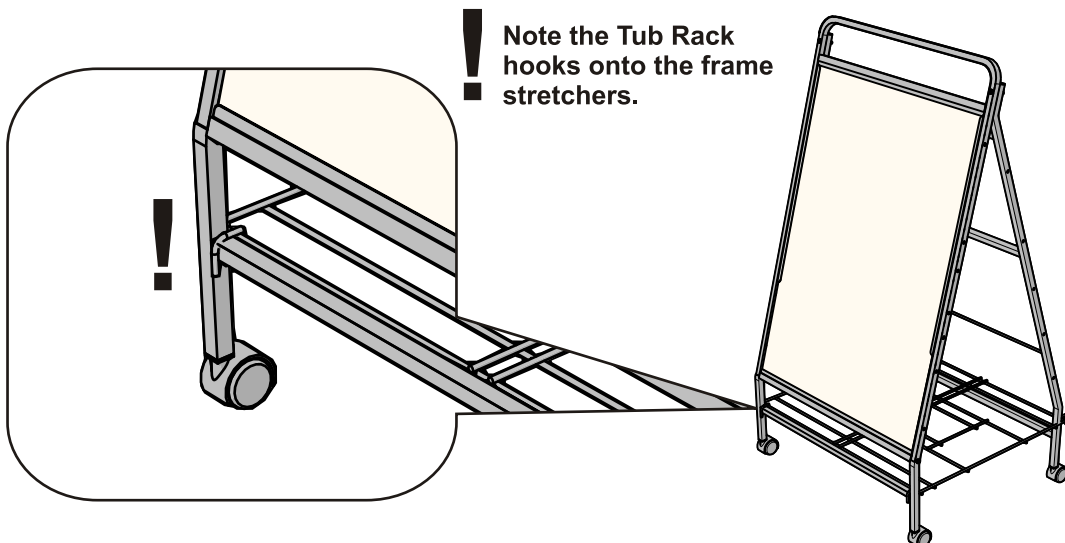
Actual Size:

You will need: (Not to Scale)



Tub Rack
1x

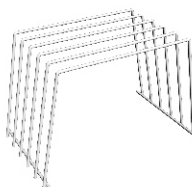
Install Tub Rack



4

Actual Size:

You will need: (Not to Scale)

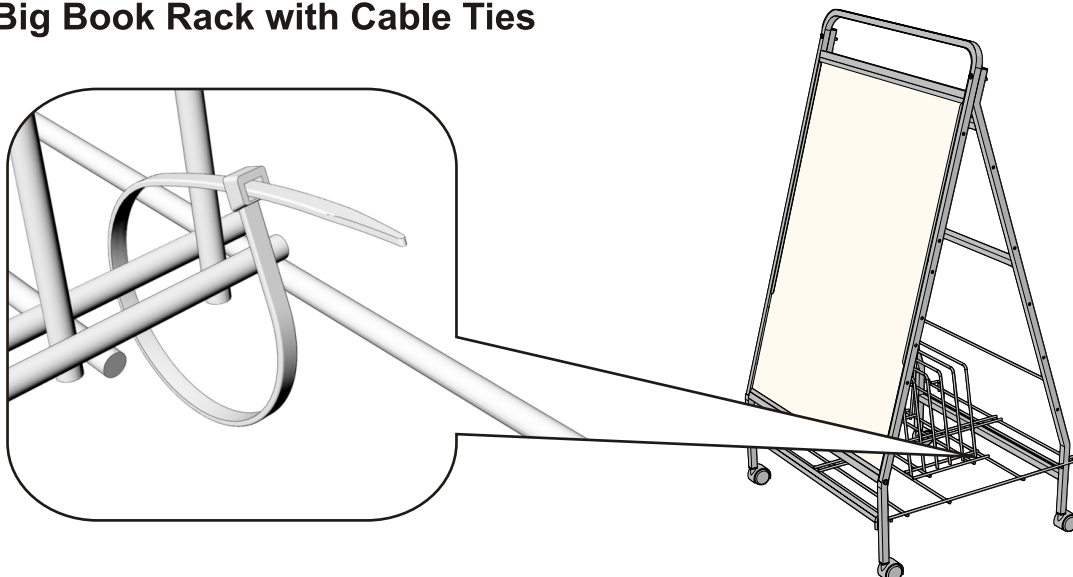


Big Book Rack
1x



Cable Ties
4x

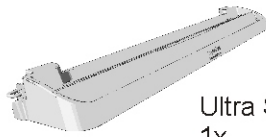
Install Big Book Rack with Cable Ties



5

Actual Size:

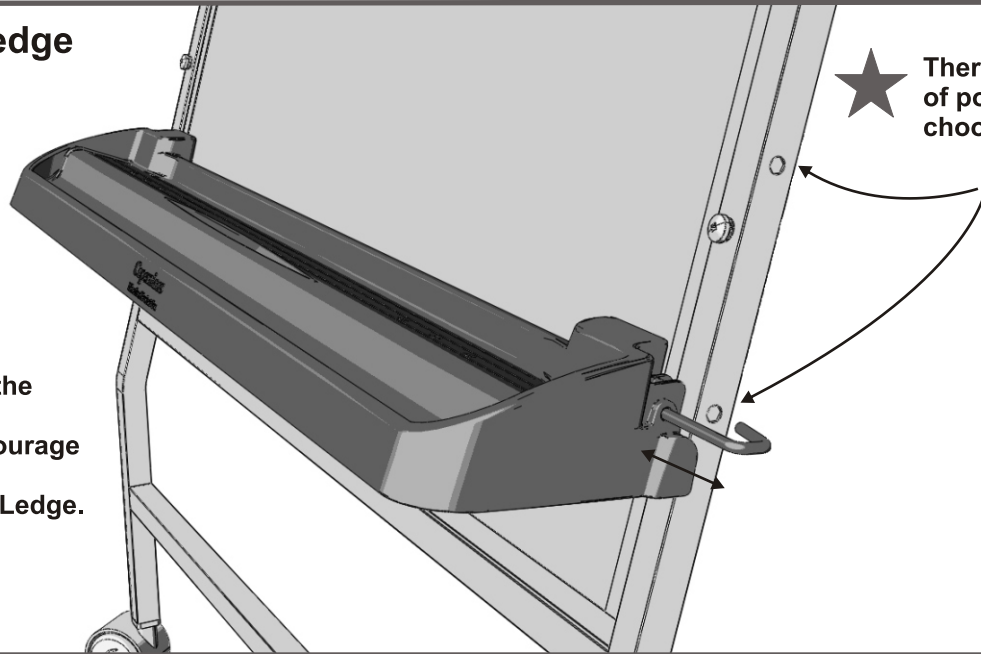
You will need: (Not to Scale)



Ultra Safe Book Ledge
1x

Install Book Ledge

! Please note that the spring tension is designed to discourage children from unhooking Book Ledge.



★ There are a number of positions to choose from.

6

Actual Size:

You will need: (Not to Scale)



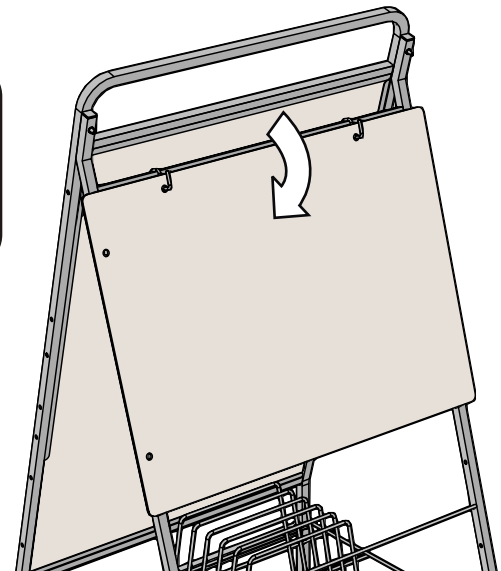
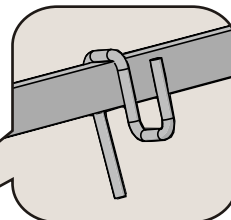
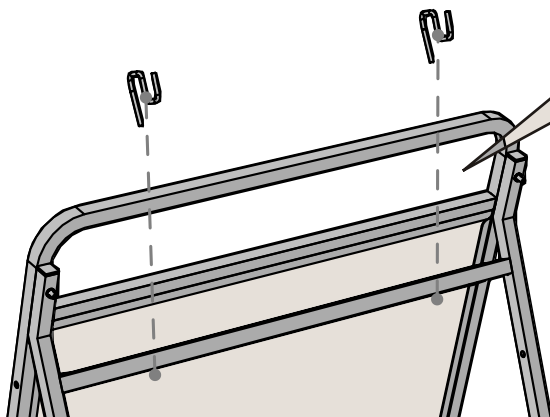
Felt Board
1x



"S" Hook
2x

Install "S" Hooks and hang Felt Board

★ Tip, to avoid scratching the frame place an empty hardware bag over the frame. Simply remove when finished.



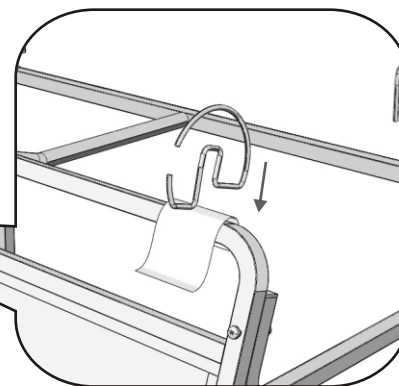
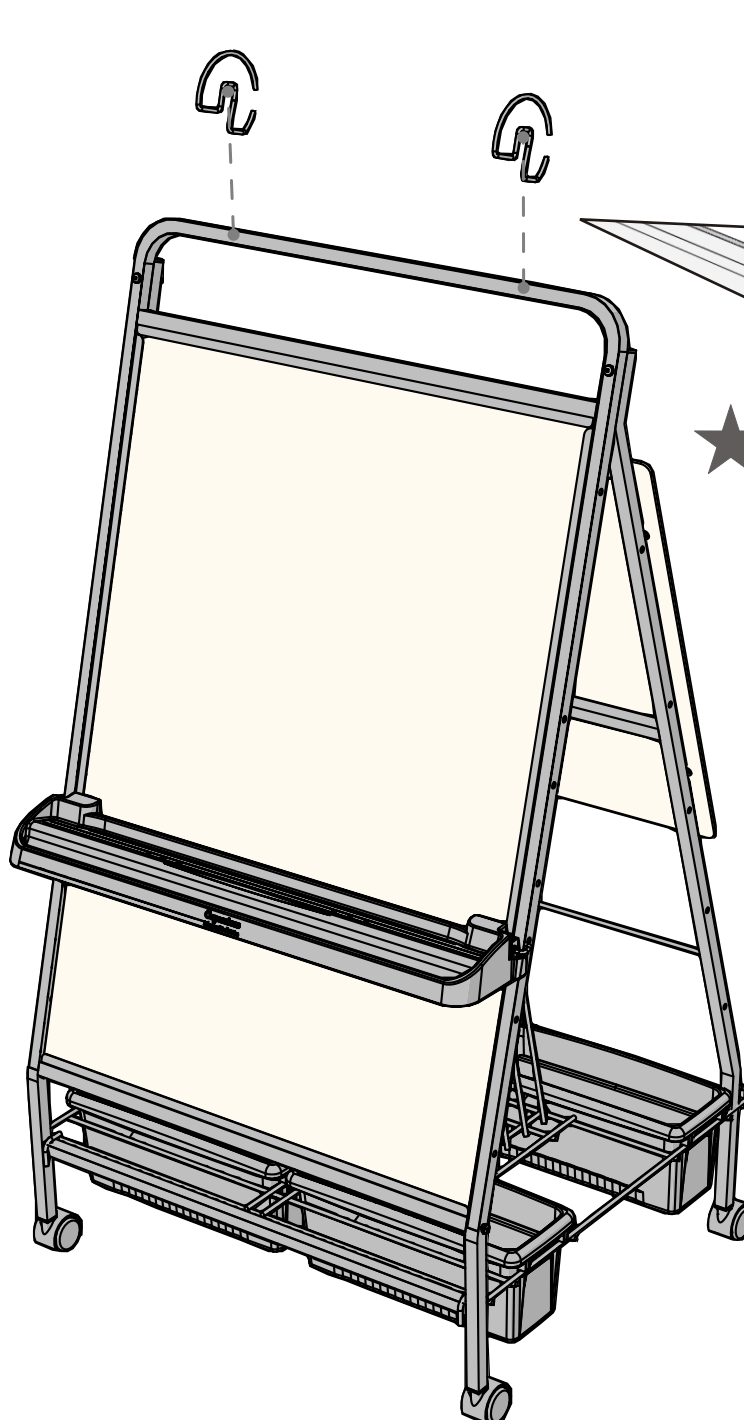
7

Actual Size:

You will need: (Not to Scale)

Loop Hook
2xSmall Book Tub
4x

Install Loop Hooks and Small Book Tubs



Tip, to avoid scratching the frame place an empty hardware bag over the frame. Simply remove when finished.



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Dear Educator,

Thank you for purchasing one of our products.

I hope the assembly of your **Primary Teaching Easel** went well.

If you have any questions, or concerns, or ideas for how we can improve, please call us at 1-800-267-8494, where someone will be happy to help.

Enjoy using your new product, and happy teaching,

Jim Phillips
President

Quality schools are the
result of quality teachers
going above and beyond
the call of duty.

VICKI CARUANA

In everyone's life at some
time our inner fire goes
out. It is then burst into
flame by an encounter
with another human
being. We should all be
thankful for those people
who rekindle the inner
spirit.

ALBERT SCHWEITZER

My idea of education is
to unsettle the minds of
the young and inflame
their intellects.

ROBERT MAYNARD
HUTCHINS

Nothing has a better
effect upon children than
praise.

SIR PHILLIP SIDNEY

