

**Assembly Guide**

SAN101\_2020\_D

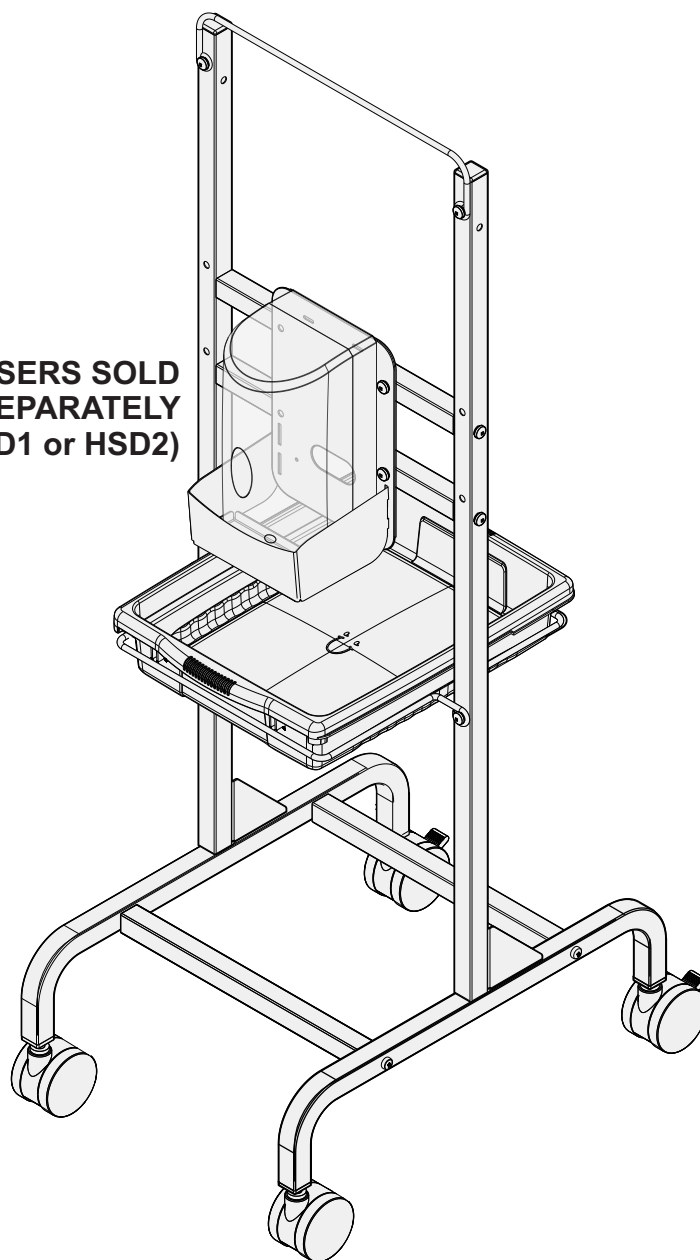
Check out our other products online at  
[www.copernicused.com](http://www.copernicused.com)

For assistance, please contact us:

**1-800-267-8494**Email [info@copernicused.com](mailto: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.

**DISPENSERS SOLD  
SEPARATELY  
(HSD1 or HSD2)**





## Assembly Guide

SAN101\_2020\_D

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Dear Educator,

Thank you for purchasing the Single Student Hand Sanitizer Station. We hope it meets all your expectations and you and your students enjoy using it in 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](mailto:info@copernicused.com).

Happy teaching,

Kaylyn Belcourt  
President

**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](http://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.

### 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](mailto:info@copernicused.com) to start your warranty claim. Proof of purchase will be required upon warranty claim (i.e. copy of invoice).



## 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.



**Adult Supervision**

This product is to be used under the supervision of an adult.



**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.

## Customer Service - FAQ's



### For any issues:

Please call Copernicus Customer Service, where we will be happy to help.

1-800-267-8494. Monday - Friday 8:00am - 4:30 pm EST.

Email our Customer Support Service at [vanessa@copernicused.com](mailto:vanessa@copernicused.com)

Check out some of our  
other great products!



[www.copernicused.com](http://www.copernicused.com)

## Before beginning, you should have:

Additional tools required:



OR

5/16" (8mm)  
1x  
7/16" (11mm)  
1x

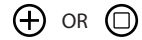
+

Rubber Mallet 1x



+

Screwdriver

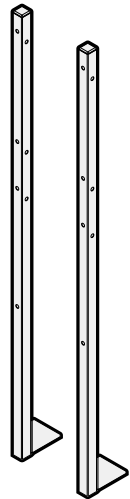


### SAN100-0

Upright Stretcher - L&R

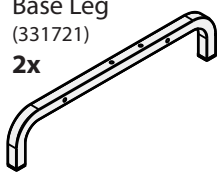
1x (33174L)

1x (33174R)



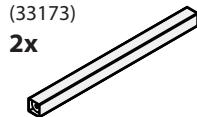
Base Leg  
(331721)

2x



Cross Stretcher  
(33173)

2x

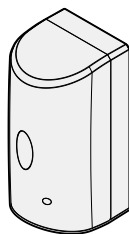


### HSD1 or HSD2

**SOLD SEPARATELY**

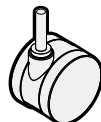
Dispenser  
(HSD1 or HSD2)

1x



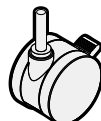
3" Caster  
(410035)

2x



3" Locking Caster  
(410034)

2x



Adhesive Tape  
(700013)

8x



### SAN101-1

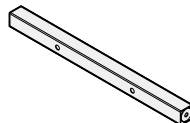
Small Back Plate  
(32281)

1x



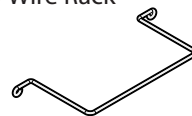
Cross Stretcher-With Holes  
(33176)

2x



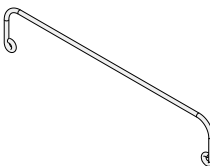
Drip Tray Wire Rack  
(31133)

2x



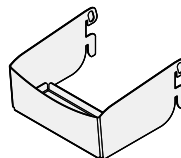
Top Wire  
(31136)

1x



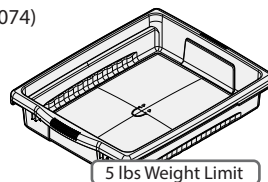
Child Lockout Safety Feature  
(32277)

1x



Shallow Tub  
(CC4074)

1x



5 lbs Weight Limit

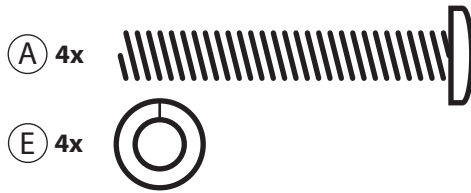
### Hardware

Actual Size

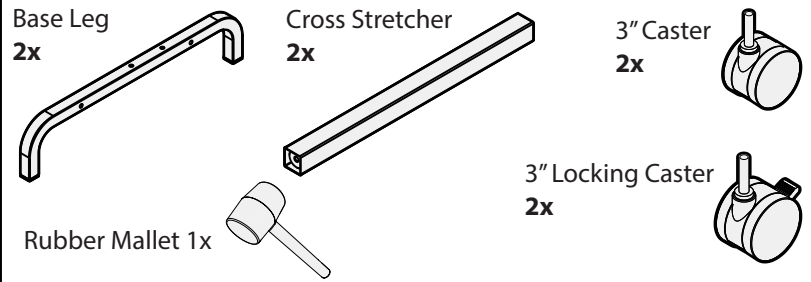
- (A) 1/4-20 x 1-3/4" Pan Head Screw  
(43007)  
10x
- (B) 1/4-20 x 1-1/4" Pan Head Screw  
(43005)  
4x
- (C) 6-32 x 3/8" Pan Head Screw  
(4301352)  
4x
- (D) 1/4-20 Lock Nut  
(430101)  
10x
- (E) 1/4" Split Lock Washer  
(43010)  
10x
- (F) 6-32 Hex Nut  
(430164)  
4x
- (G) 11/64" Flat Washer  
(4301902)  
4x
- (H) 1/4-20 x 2" Pan Head Screw  
(43008)  
2x
- (J) 1/4-20 x 1.5" Pan Head Screw  
(43006)  
4x
- (K) 1/4" Flat Washer  
(430192)  
6x

1

Actual Size:

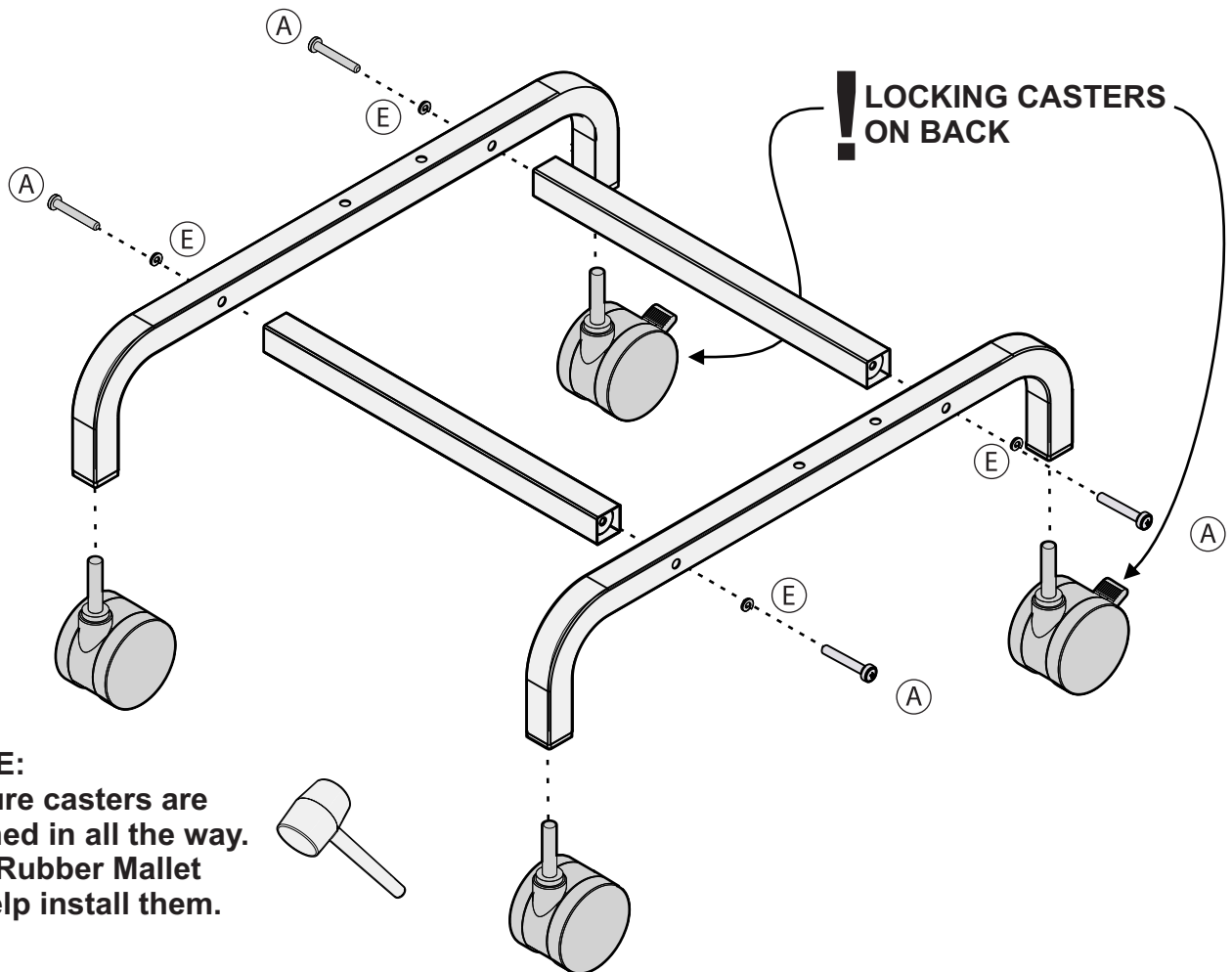
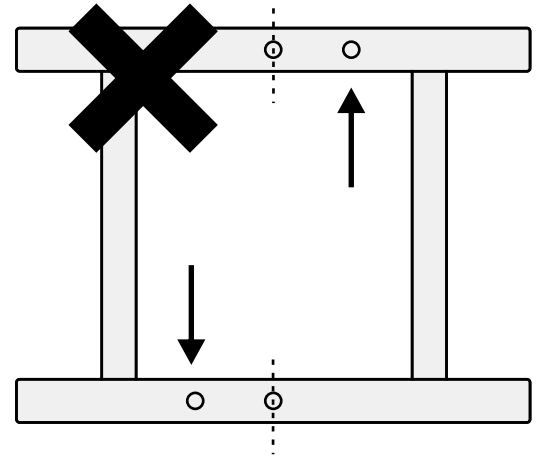
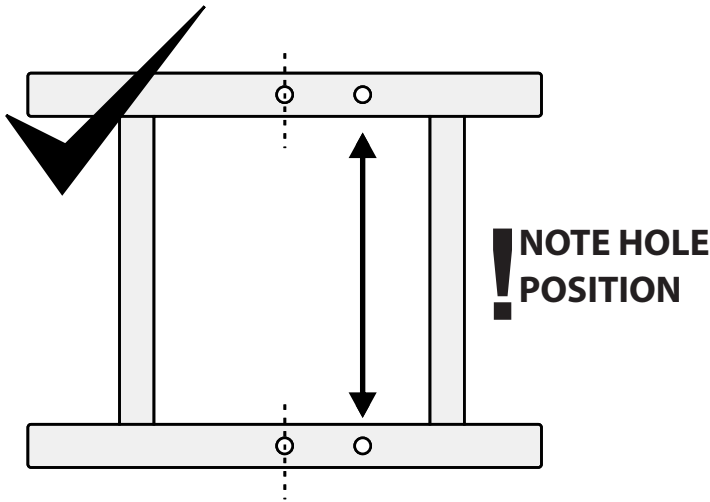


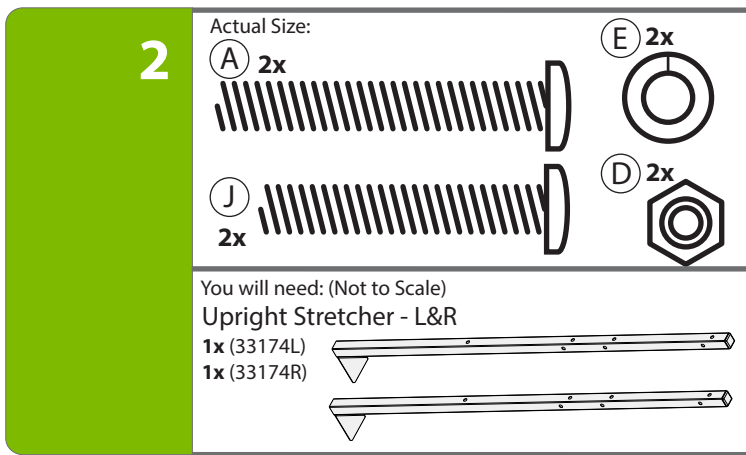
You will need: (Not to Scale)



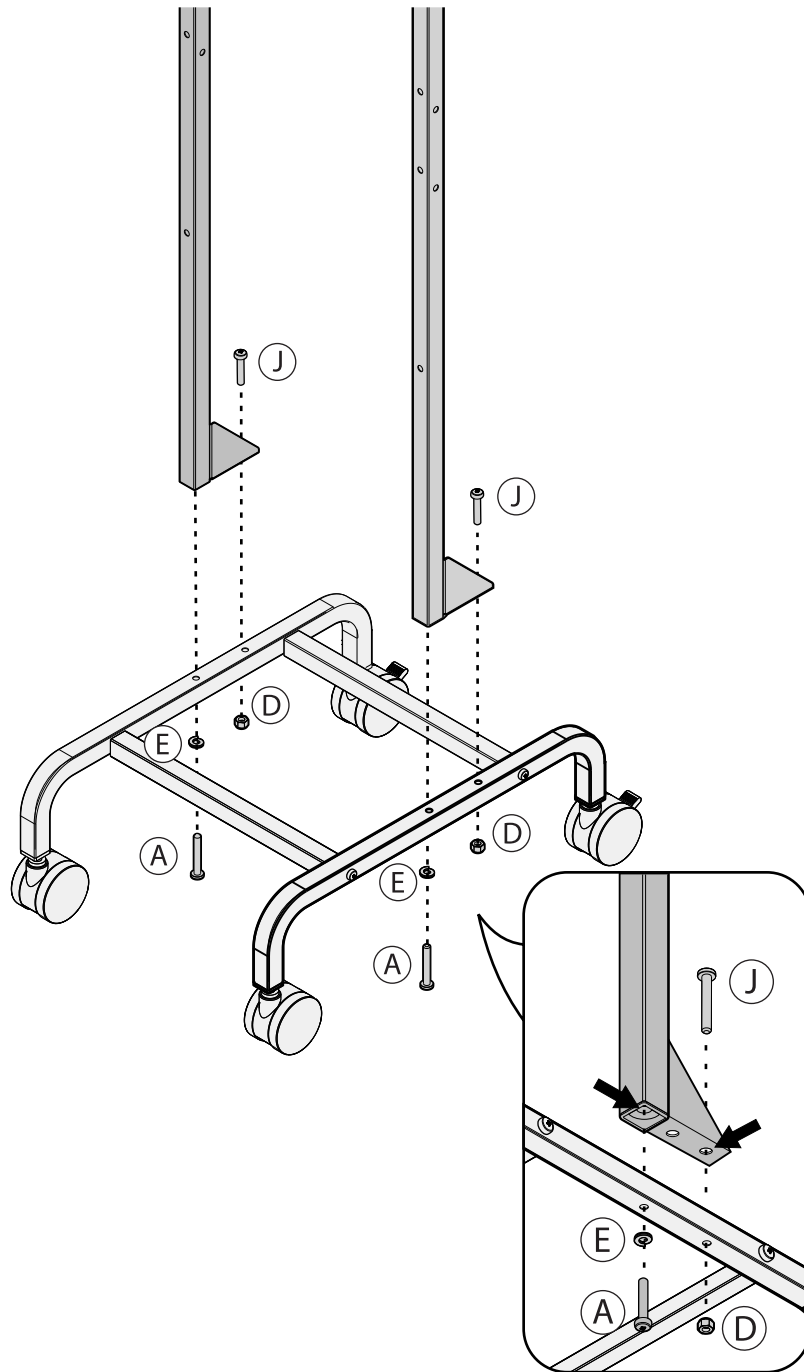
## Assemble Base

Assemble Base Legs to Cross Stretchers and then insert Casters

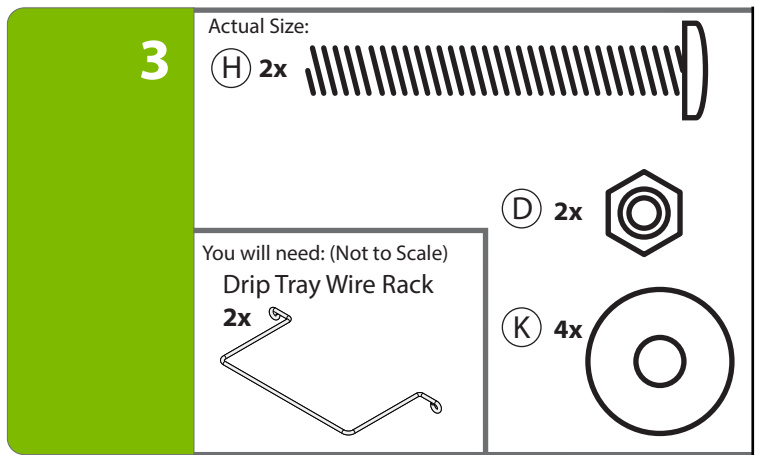




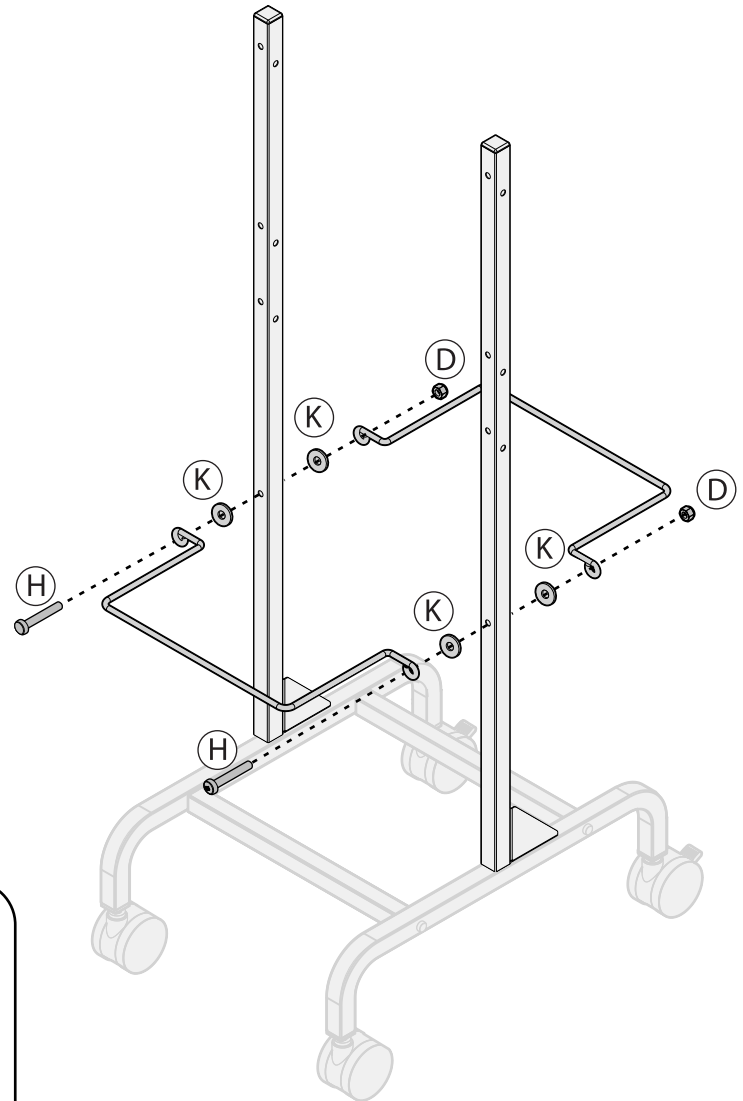
### Attach Upright Stretchers to Base



### Bottom View



### Attach Drip Tray Wire Rack



4

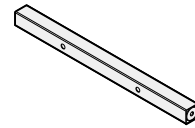
Actual Size:



You will need: (Not to Scale)

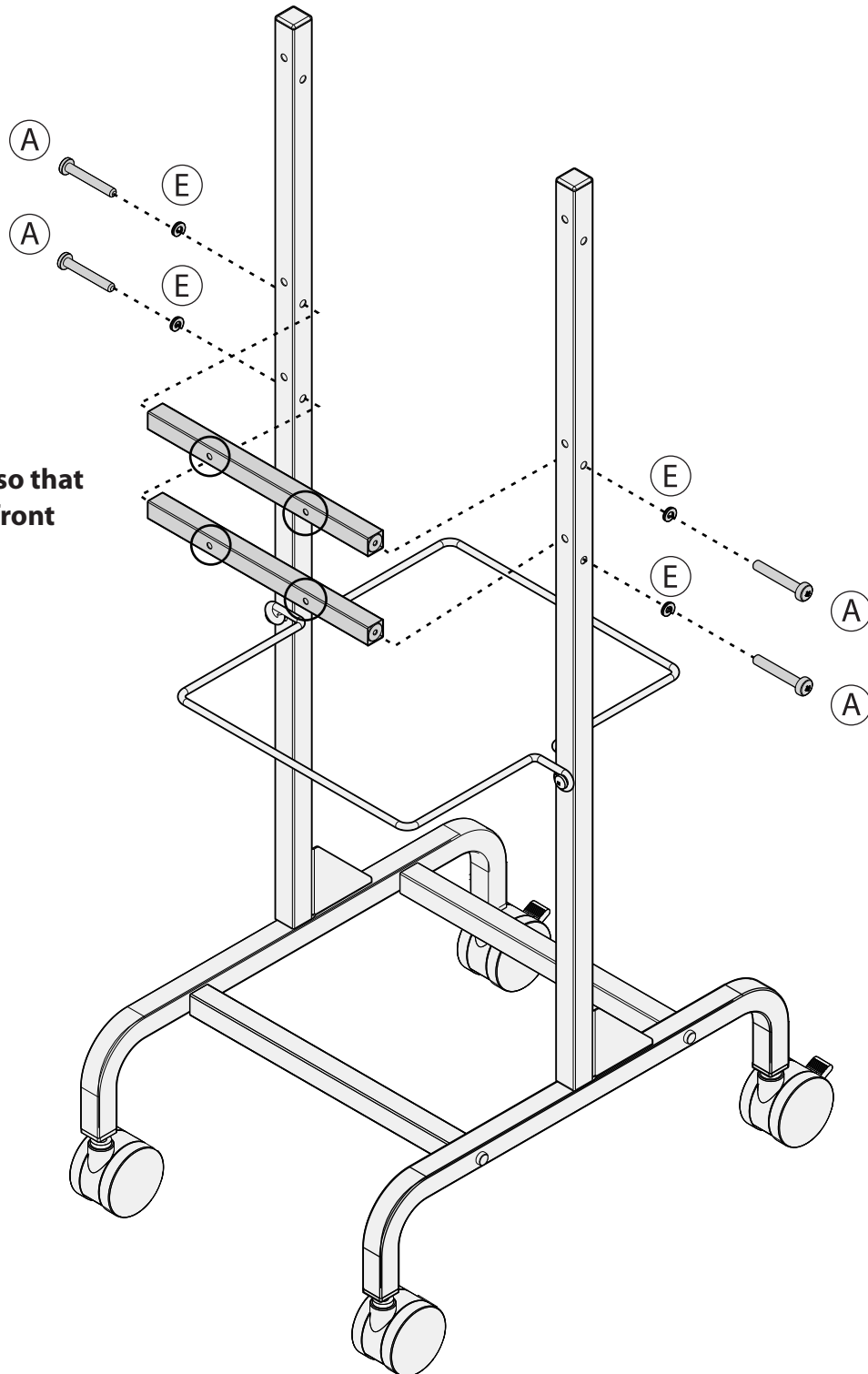
Cross Stretcher-With Holes

2x



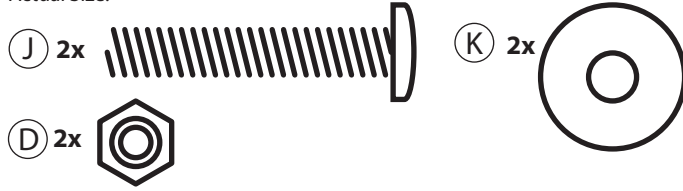
## Fasten Cross Stretcher-With Holes to cart

**NOTE:**  
Orient tubes so that  
holes are on front



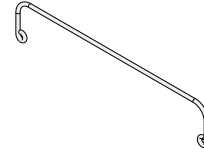
5

Actual Size:

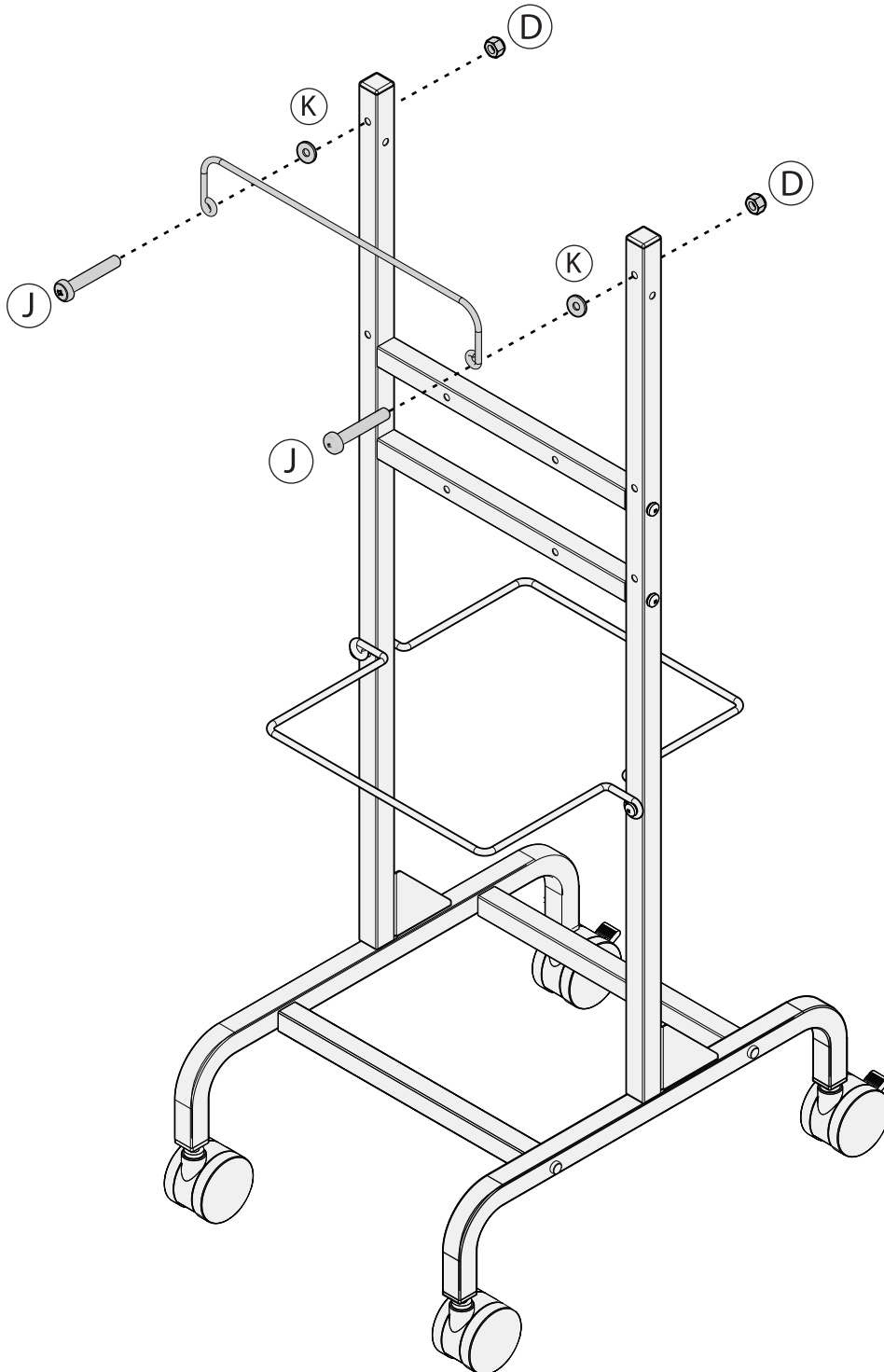


You will need: (Not to Scale)

Top Wire  
1x



## Fasten Top Wire to cart



6

Actual Size:



You will need: (Not to Scale)

Small Back Plate  
1x

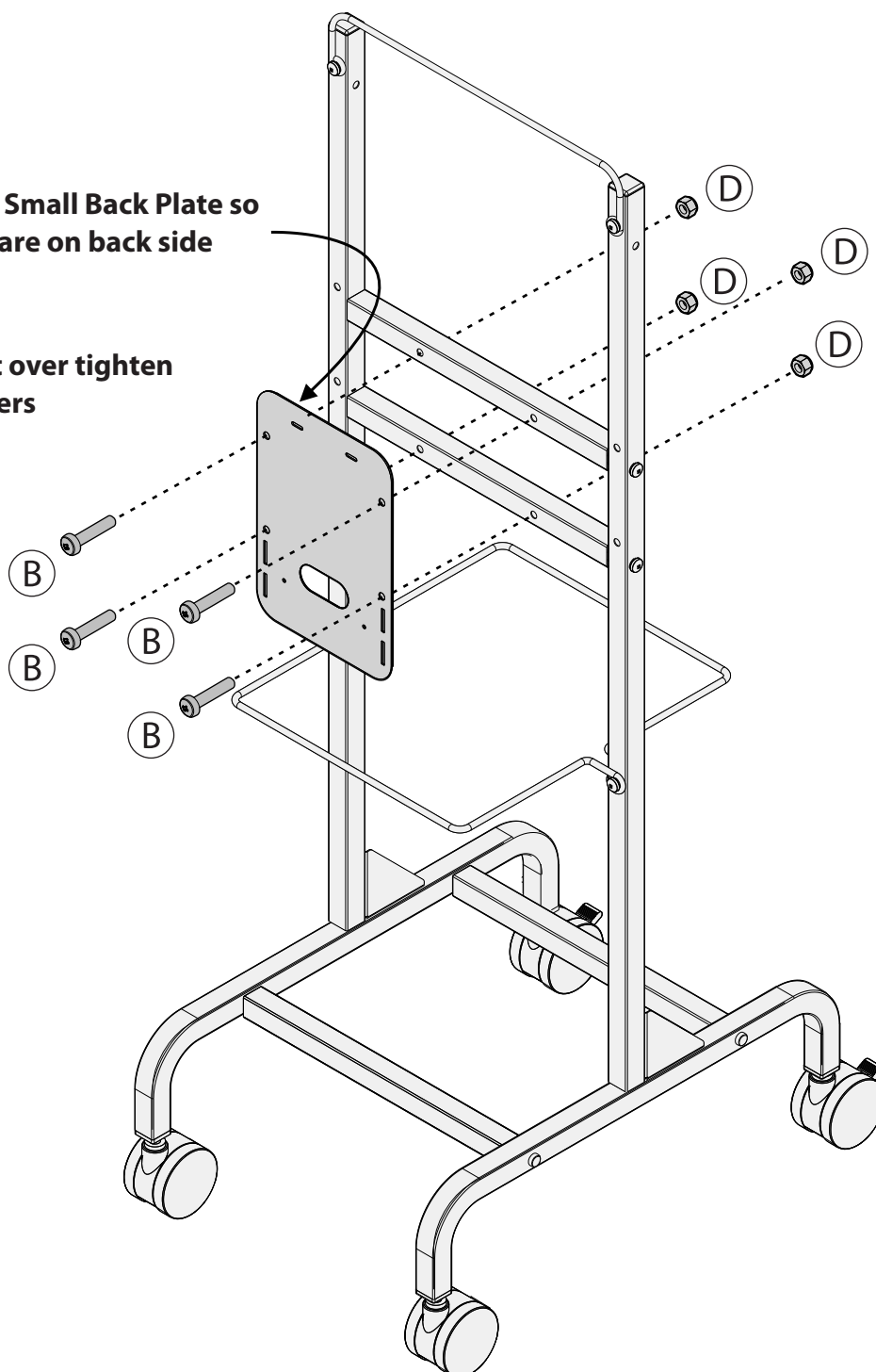
## Attach Small Back Plate to Cart



**NOTE:**  
Orient Small Back Plate so  
labels are on back side



**NOTE:**  
Do not over tighten  
fasteners



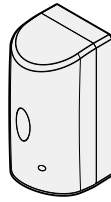


**7A**

Actual Size:



You will need: (Not to Scale)

Dispenser  
1x

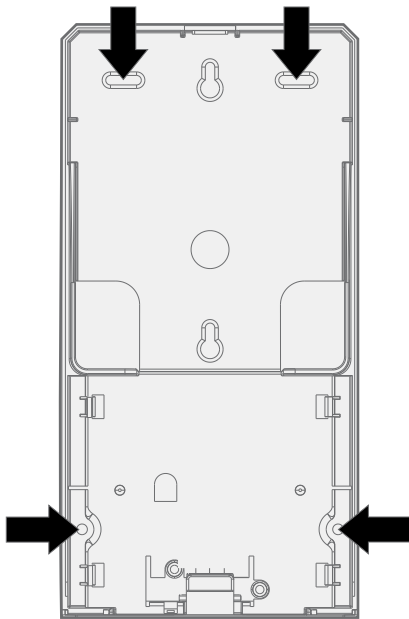
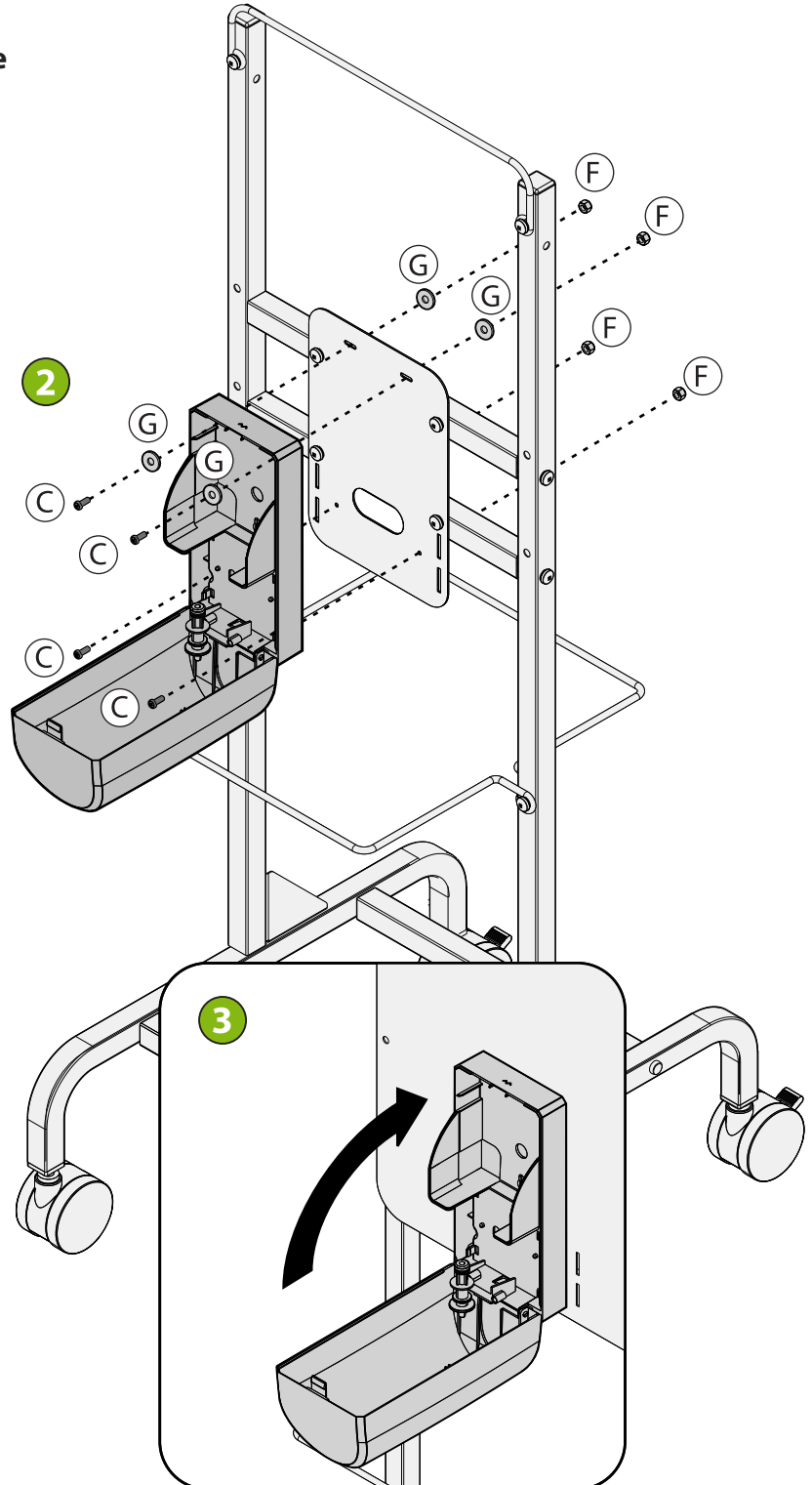
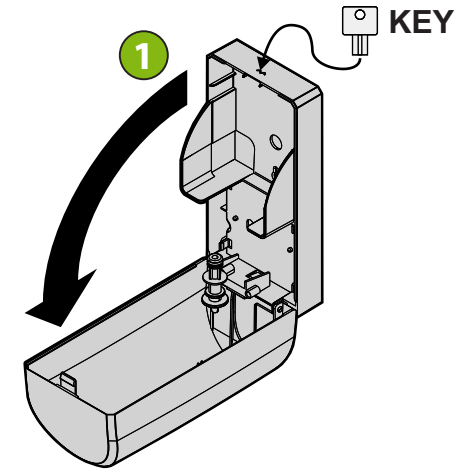
KEY



## Install Dispenser onto Back Plate

### NOTE:

**If you are using your own dispenser please proceed to next page**



**See dispenser instructions for how to fill dispenser**

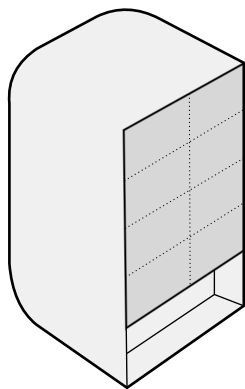


## Install your own dispenser onto Back Plate

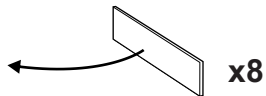
- 1** Peel off 1 side of Adhesive Tape backing



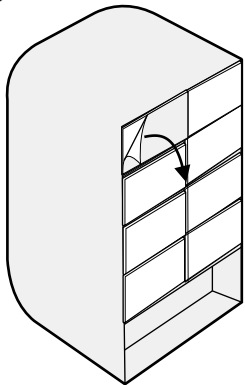
- 2** Press Adhesive Tape onto your dispenser  
(use as many strips as necessary)



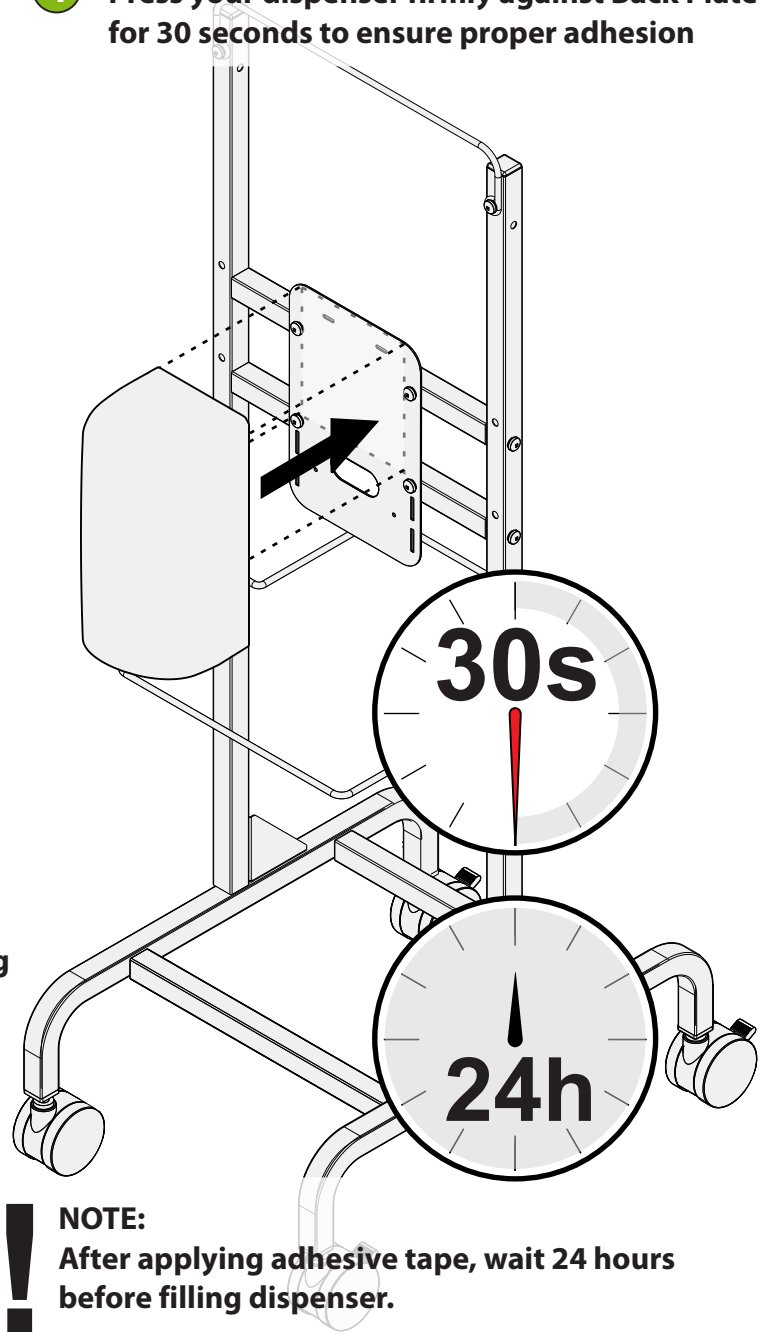
SPACE TAPE  
EVENLY ON BACK  
OF DISPENSER



- 3** Peel off all remaining Adhesive Tape Backing



- 4** Press your dispenser firmly against Back Plate  
for 30 seconds to ensure proper adhesion



**NOTE:**

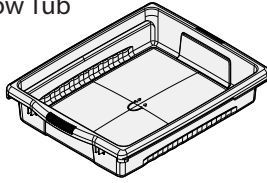
After applying adhesive tape, wait 24 hours  
before filling dispenser.

8

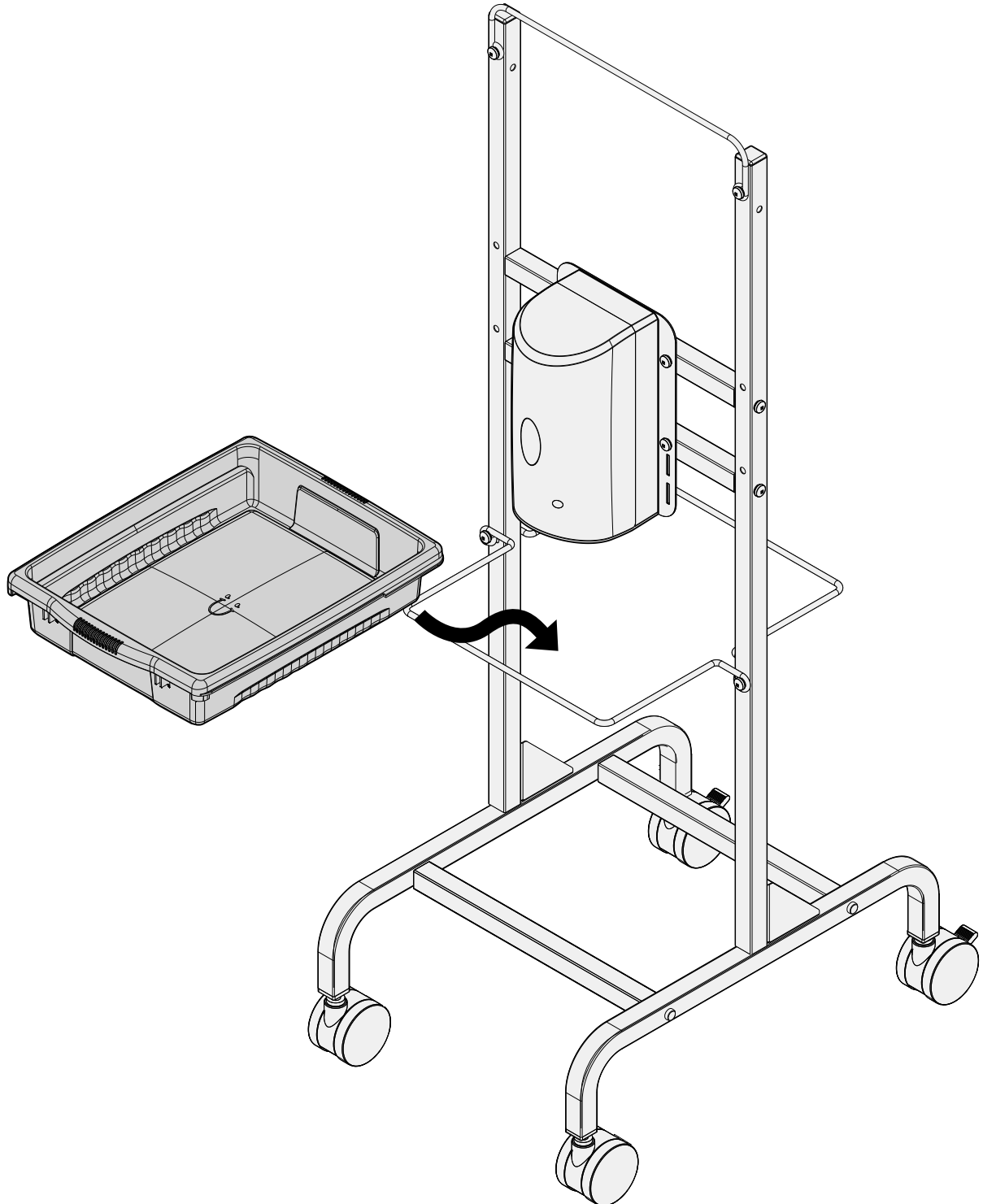
You will need: (Not to Scale)

Shallow Tub

1x



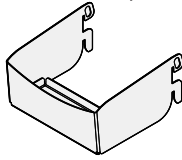
## Insert Shallow Tub



9

You will need: (Not to Scale)

Child Lockout Safety Feature  
1x



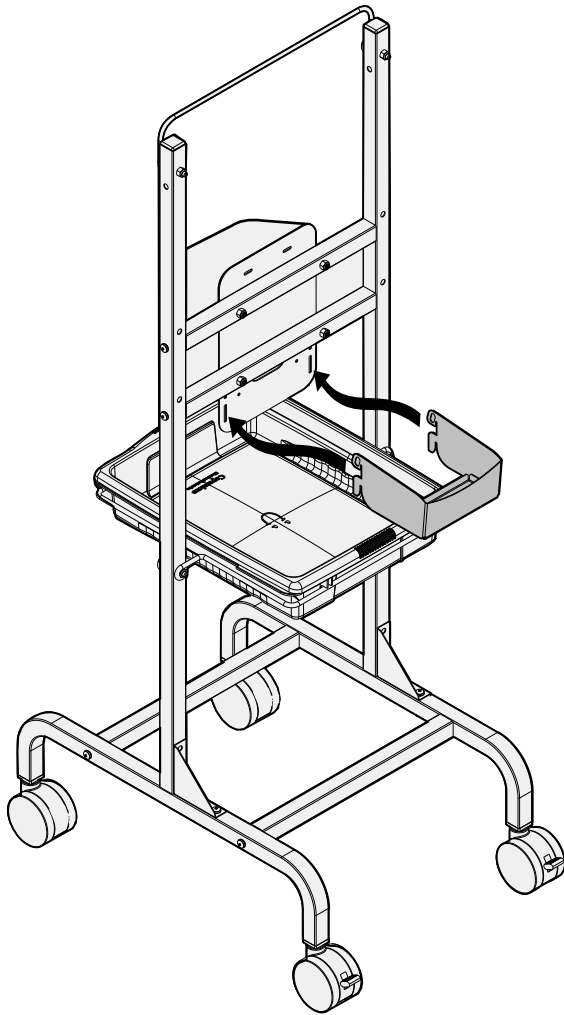
Padlock (NOT INCLUDED)  
1x



The child lock out safety feature prevents students from draining dispensers or ingesting sanitizer. This important feature is not found on generic hand sanitizer dispensers.

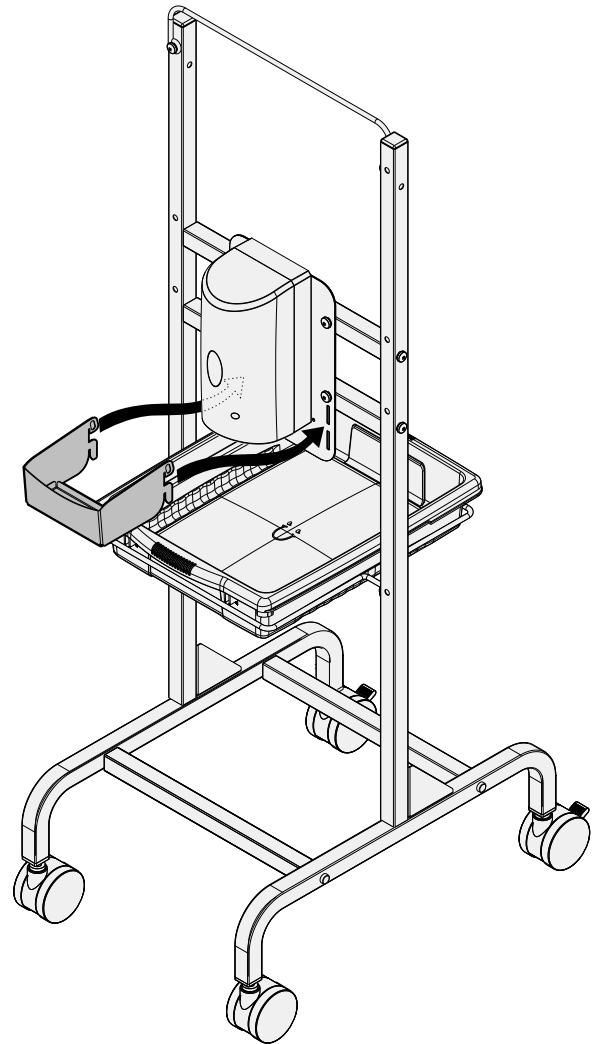
## Install Dispenser Lockout into locked or unlocked position

Dispenser - OPEN



OR

Dispenser - LOCKED



## CHILD LOCKOUT SAFETY FEATURE

