

LLS100

Teacher Trolley



Assembly Guide

LLS100_2021_A

Check out our other products online at
www.copernicused.com

For assistance, please contact us:

1-800-267-8494

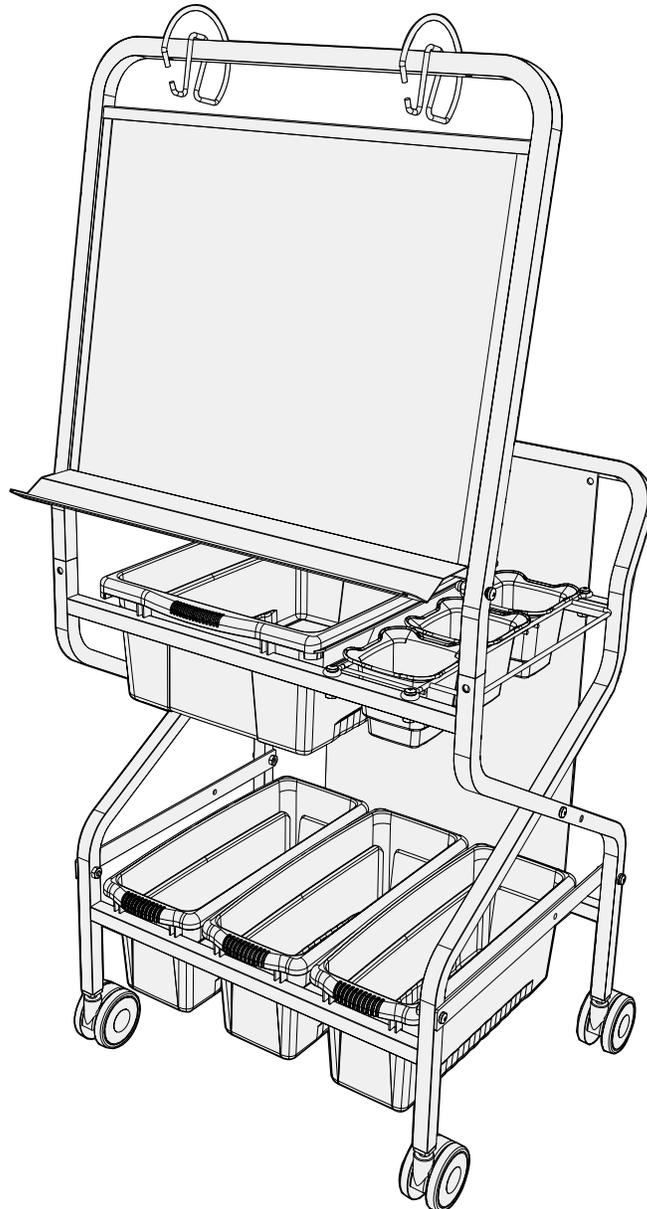
Email info@copernicused.com

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.



Please Recycle



Assembly Guide LLS100_2021_A

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Dear Educator,

Thank you for purchasing the Teacher Trolley. 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.

Happy teaching,

Kaylyn Belcourt
President

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



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.



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).





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.



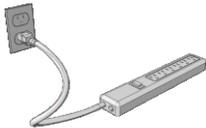
Adult Supervision

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



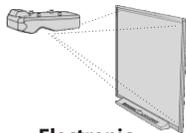
Indoor Use Only

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.



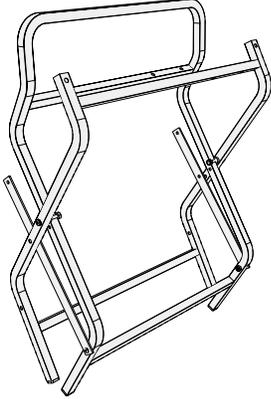
Climb Hazard

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

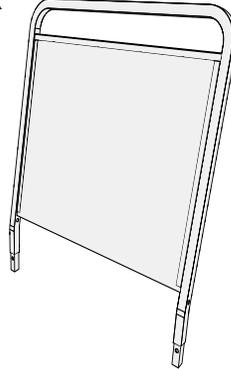
Before beginning, you should have:

LLS100 - 0

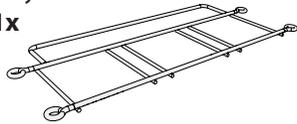
Lower Frame Assembly
1x



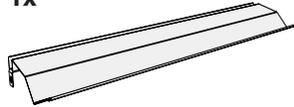
Upper Frame and Whiteboard
1x



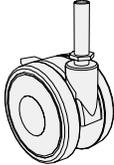
Tiny Tub Rack
1x



Book Ledge
1x



3" Locking
Caster
4x



Storage Pocket Center
1x

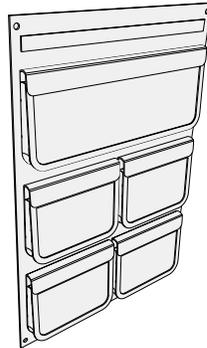


Chart Paper
Loop Hook
2x



Hardware
Actual Size

(A) M6 x 30mm Screw
8x



(B) M6 x 25mm Screw
2x



(C) M6 Flat Washer
4x



(D) M6 Lock Washer
2x



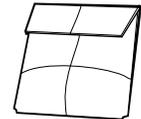
(E) M6 Lock Nut
8x



(F) M6 Acorn Nut
2x

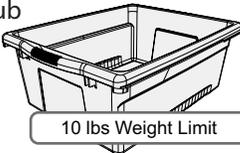


Bag of extra hardware
x1



LLS100 - AC

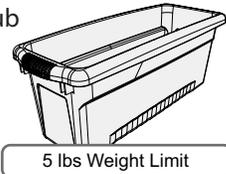
Open Tub
1x



Tiny Tub
3x



Small Tub
3x

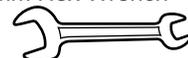


Tools
(Not to Scale)

Allen Key
(43281)
1x



8mm/10mm Hex Wrench
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 30mm Screw
2x



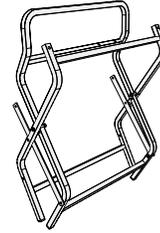
(C) M6 Flat Washer
4x



(E) M6 Lock Nut
2x



You will need: (Not to Scale)



Lower Frame
Assembly
1x

Allen Key
1x

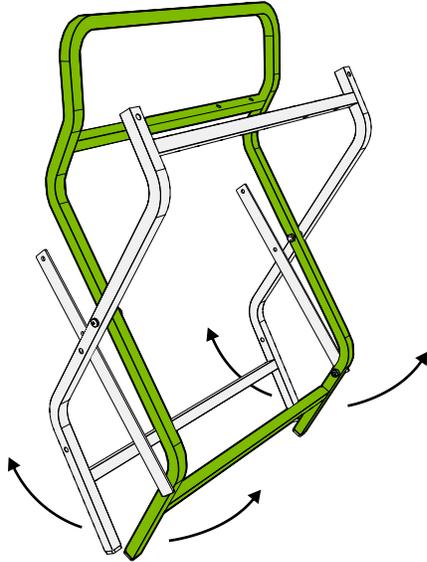


8mm/10mm Hex Wrench
1x

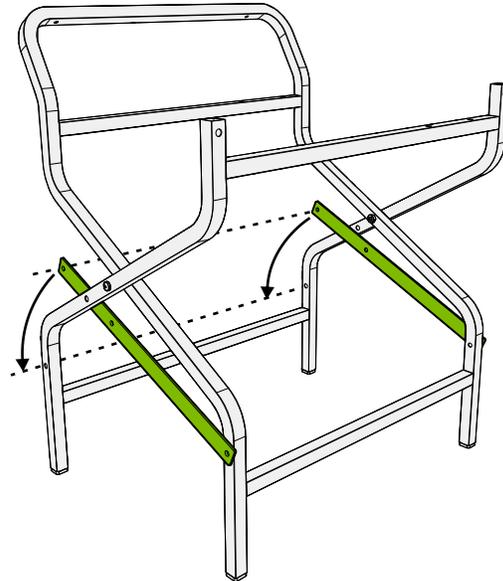


Unfold Frame and Bolt Into Open Position

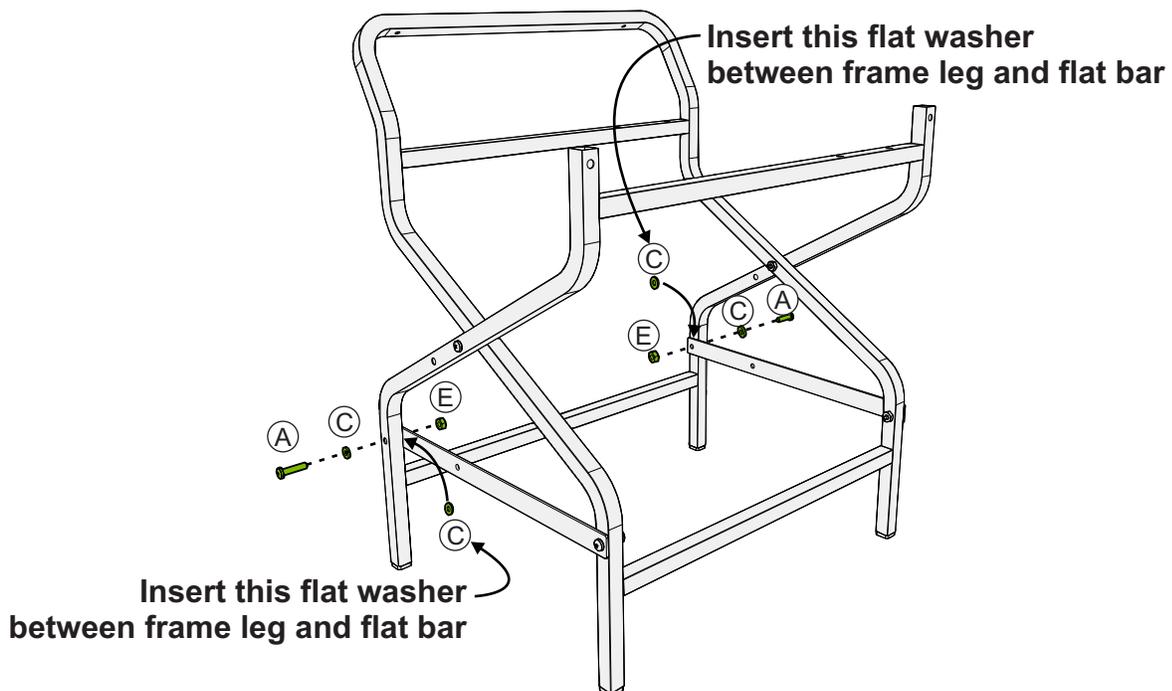
1 Unfold Frame By Pulling Legs Out



2 Fold Down Flat Bars and Align with Holes on Frame



3 Bolt Flat Bars To Lower Frame



2

Actual Size:

(A) M6 x 30mm Screw
4x

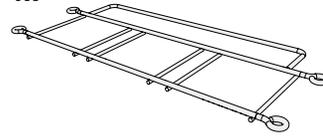


(E) M6 Lock Nut
4x



You will need: (Not to Scale)

Tiny Tub Rack
1x



8mm/10mm Hex Wrench
1x

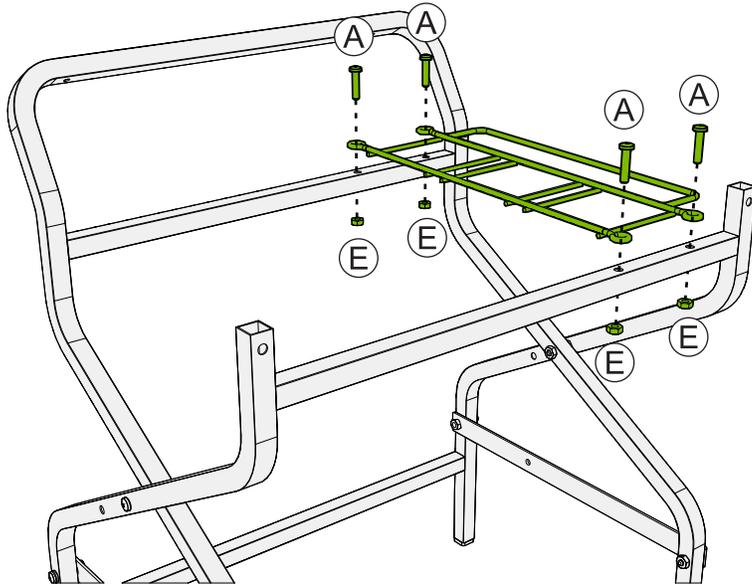


Allen Key
1x

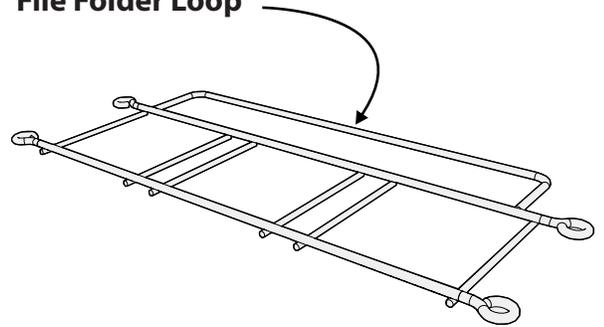


Install Tiny Tub Rack

Bolt Tiny Tub Rack to Frame with the File Folder Loop on the Outside



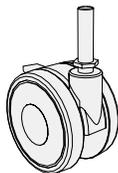
File Folder Loop



3

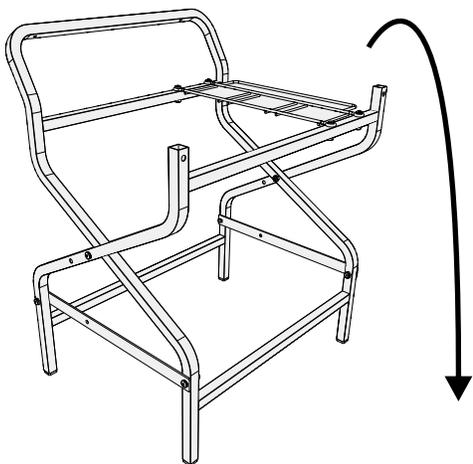
You will need: (Not to Scale)

3" Locking Caster
4x

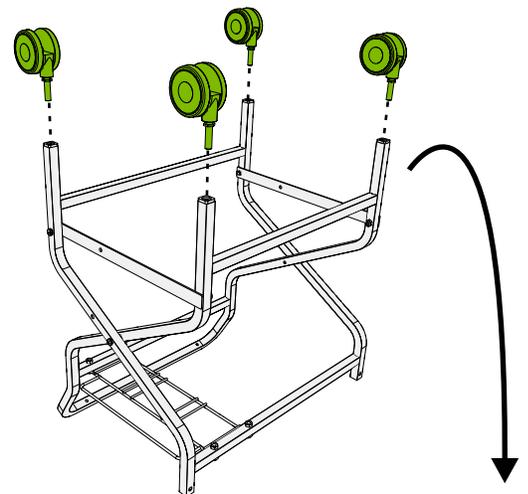
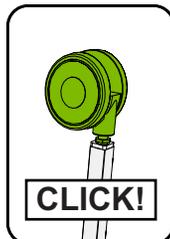
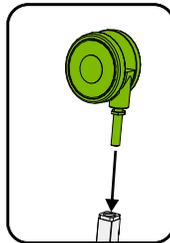


Install Casters onto Frame

1 Flip Frame Over



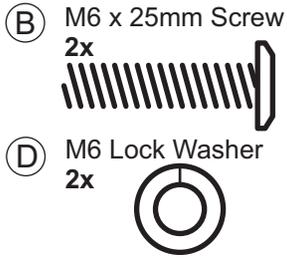
2 Press Casters Into Lower Frame Legs Until You Hear a Click



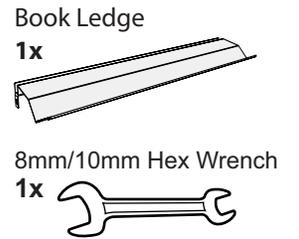
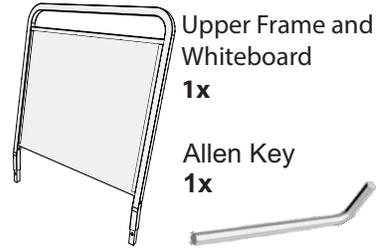
3 After Caster Installation Flip Frame Right Side Up

4

Actual Size:

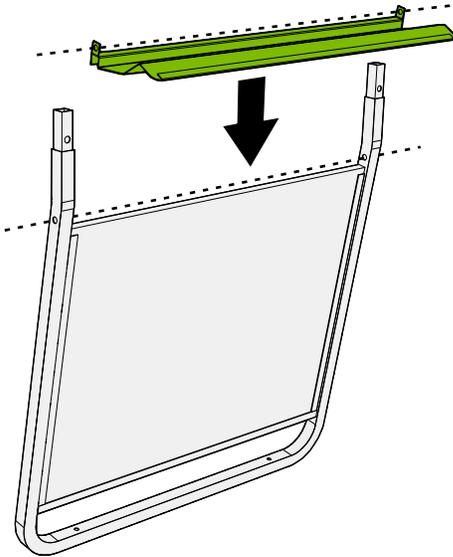


You will need: (Not to Scale)

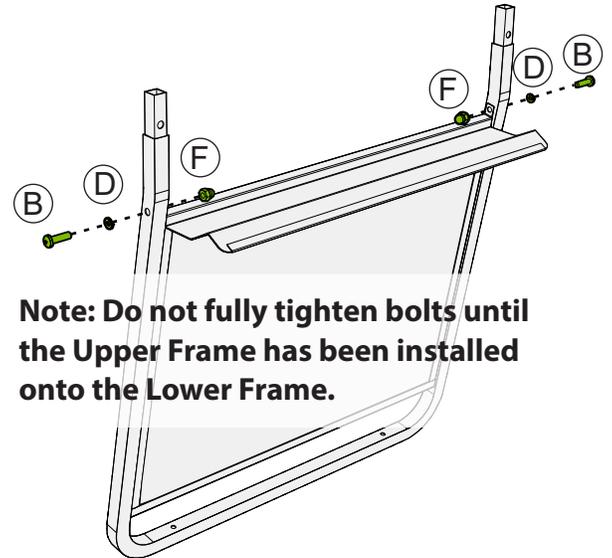


Install Book Ledge and Whiteboard Frame

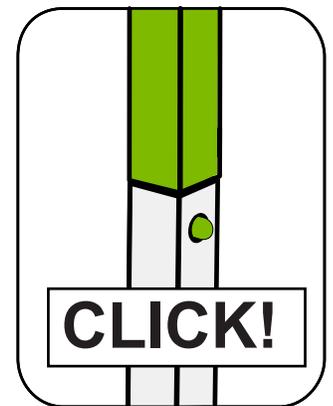
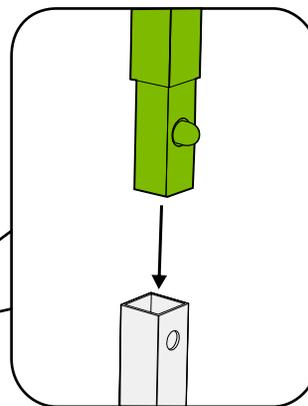
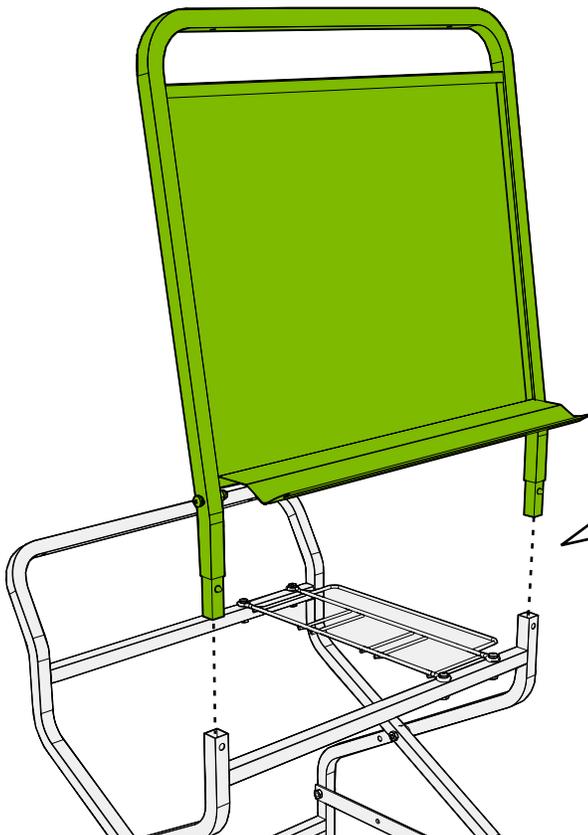
1 Fit Book Ledge onto Bottom Edge of Whiteboard



2 Bolt Book Ledge to Upper Frame



3 Install Upper Frame Onto Lower Frame



5

Actual Size:

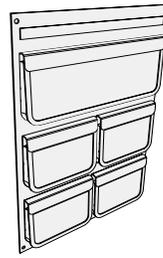
(A) M6 x 30mm Screw
2x



(E) M6 Lock Nut
2x



You will need: (Not to Scale)



Storage Pocket Center
1x

8mm/10mm Hex Wrench
1x

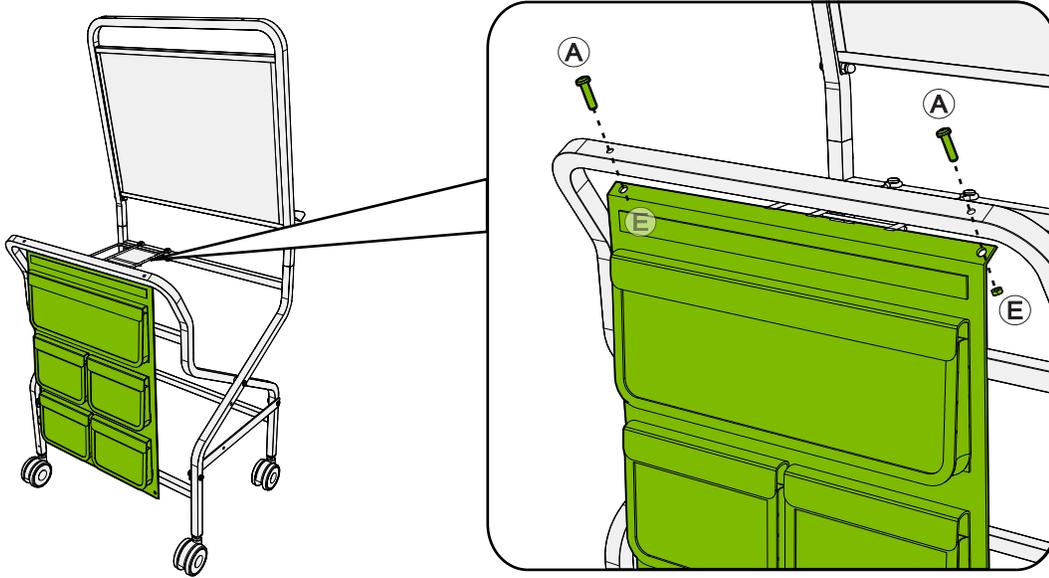


Allen Key
1x



Install Storage Pocket Center

Bolt Storage Pocket Center to Top Bar of Lower Frame



6

You will need: (Not to Scale)

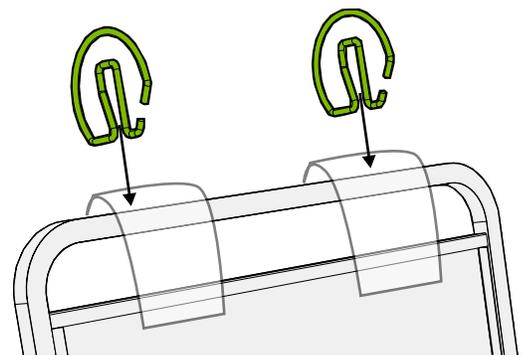
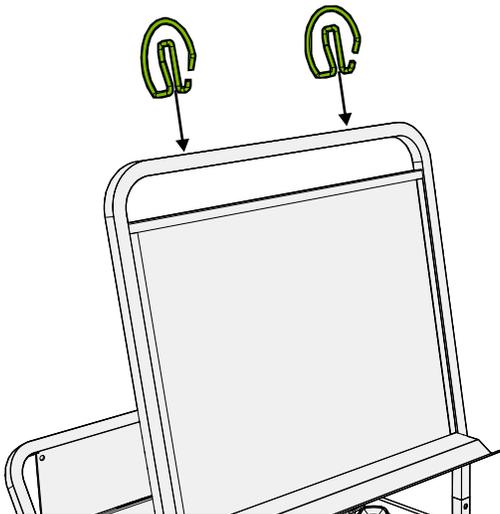
Chart Paper
Loop Hook
2x



Install Chart Paper Loop Hooks

Install Chart Paper Loop Hooks on Upper Frame

★ Place empty hardware bags over the top bar of the Upper Frame during installation of Chart Paper Loop Hooks to prevent scratching. Remove bags once installation is complete.



7

You will need: (Not to Scale)

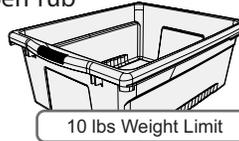
Tiny Tub

3x



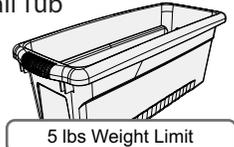
Open Tub

1x



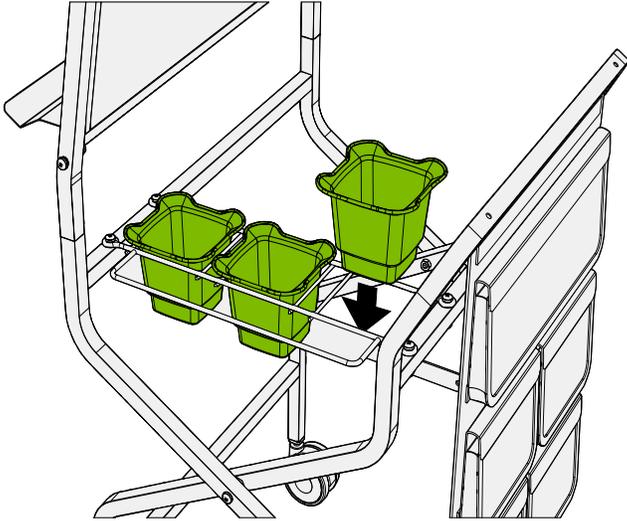
Small Tub

3x

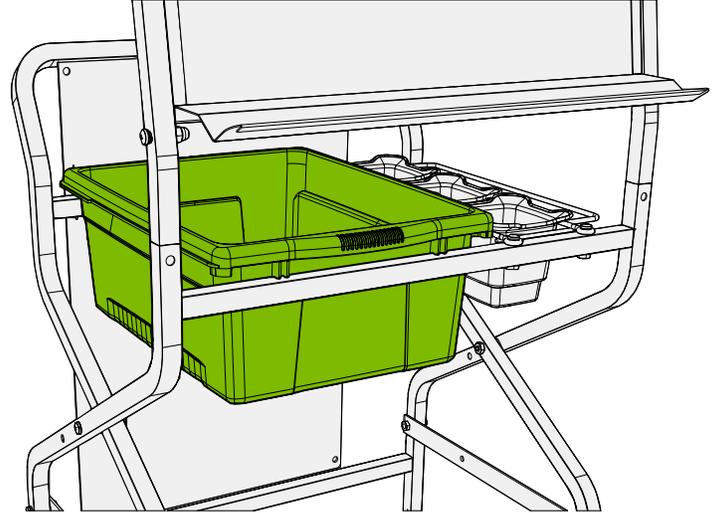


Install Tubs and Optional File Folders

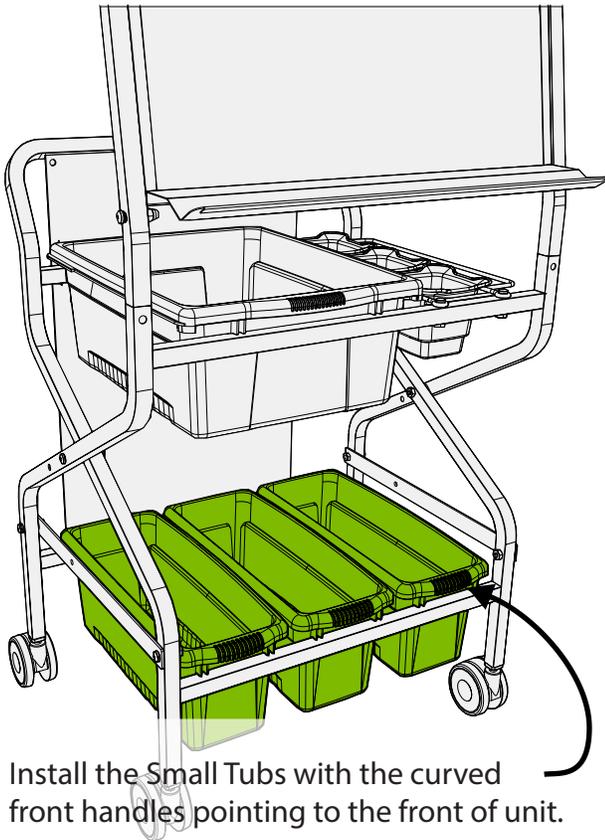
1 Place Tiny Tubs in Tiny Tub Rack



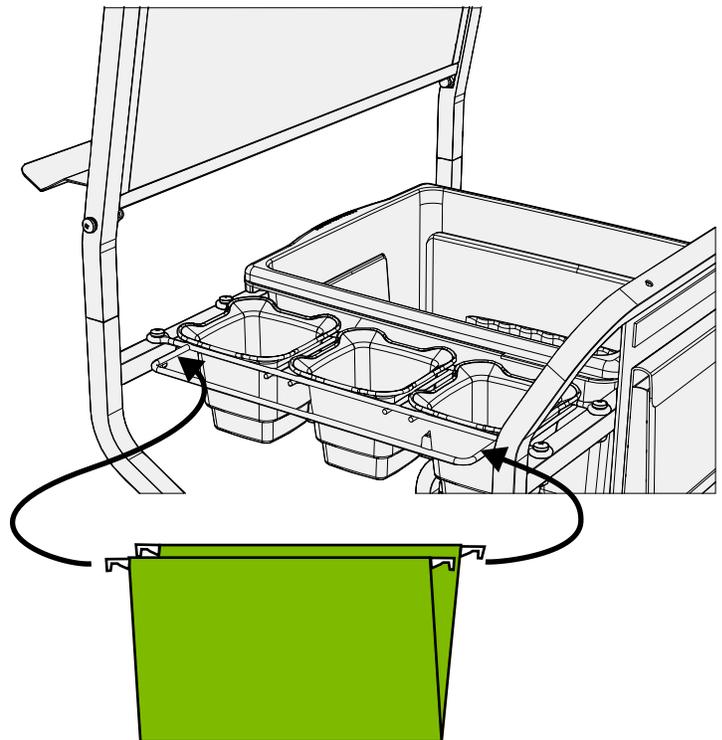
2 Place Open Tub on Top Stretchers



3 Place Small Tubs on Bottom Stretchers



★ The Tiny Tub Rack has a built in loop that allows you to hang file folders (not included) on your Teacher Trolley.



! Install the Small Tubs with the curved front handles pointing to the front of unit.