

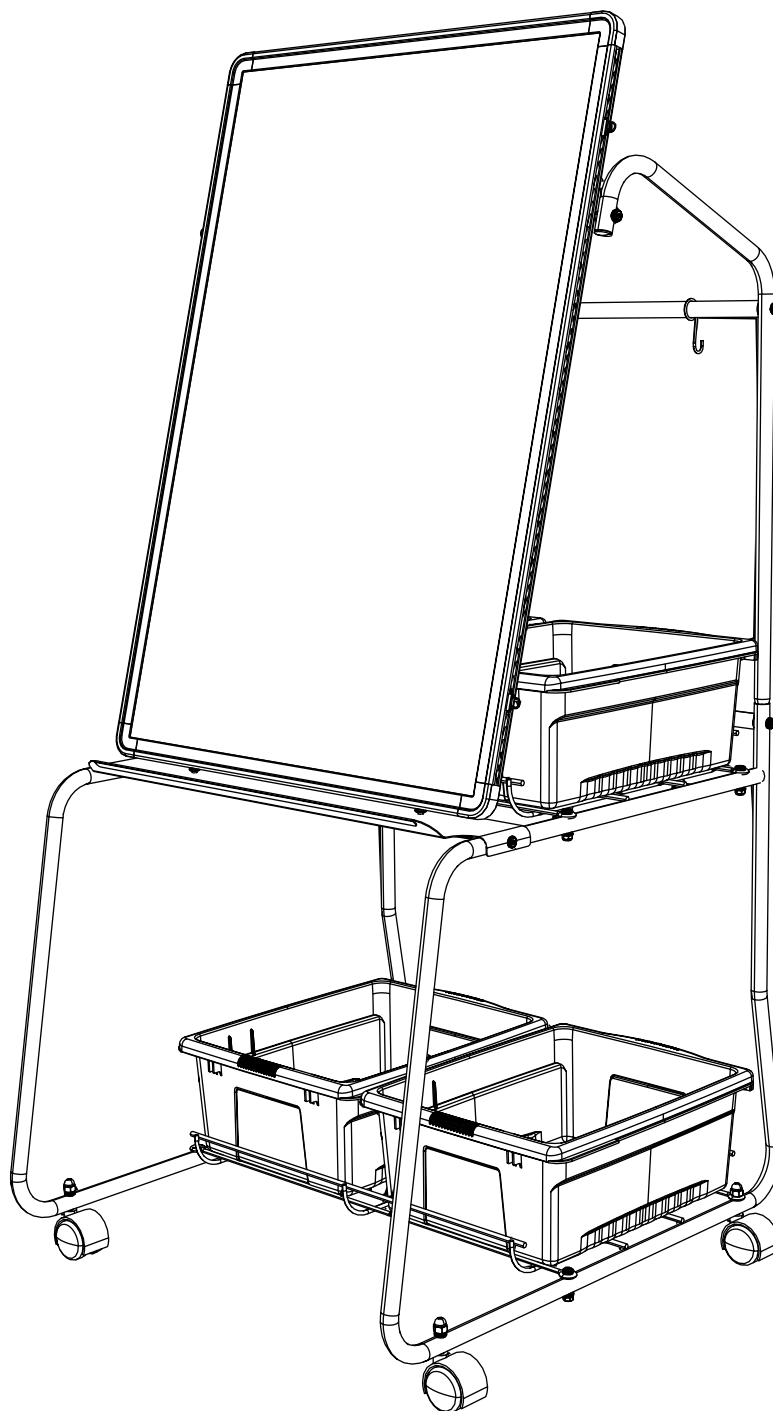


Assembly Guide

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 Value Easel. 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
Frame 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.

Lifetime
All Components
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).

5 Year
Whiteboard
Warranty

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.

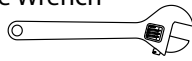
Parts

Before beginning, you should have:

Additional tools required:

Adjustable Wrench

1x



OR

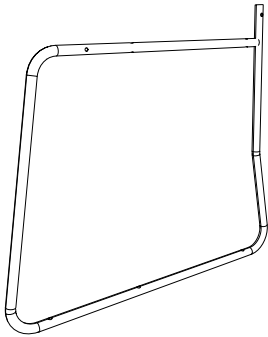
10mm/14mm
Hex Wrench (Not to Scale)

1x



VE552-0

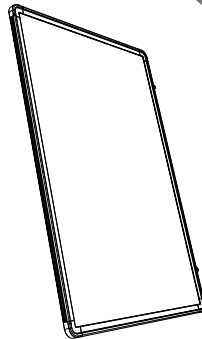
Base Frame
2x



Upper Frame
2x

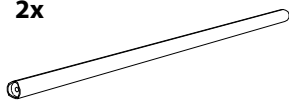


Black Frame
whiteboard
(321231)
1x

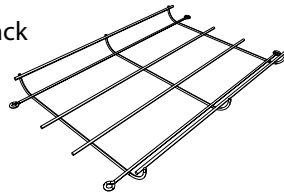


In Box 1

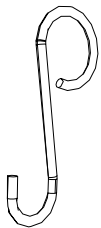
Crossbar
2x



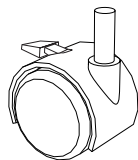
Tub Rack
2x



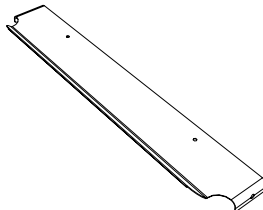
Hook, Close loop
2x



2" Twin Wheel
Locking Caster
4x



Bookledge
1x



Hardware
Actual Size

A M6 x 12mm
2x



B M6 x 25mm
2x



C M6 x 30mm
8x



D M6 x 35mm
4x



E M6 Lock Nut
12x



F M8 Acorn Nut
4x



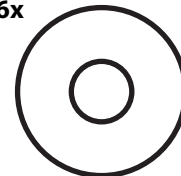
G M8 Lock Washer
4x



H M6 Lock Washer
4x



I M8 Flat Washer
6x



J M6 Flat Washer
4x



Tools
(Not to Scale)

Allen Key
(43281)
2x

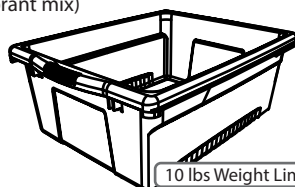


Container Box Options

For VE552-VM and VE552-C units only

VE552-VM-CB

Open Tub
4x
(Vibrant mix)

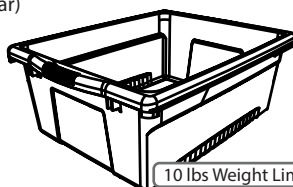


10 lbs Weight Limit

OR

VE552-C-CB

Open Tub
4x
(Clear)



10 lbs Weight Limit

1



2-Person Task

Actual Size:

(D)

M6 x 35mm

2x



(H)

M6 Lock Washer

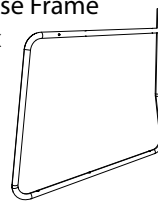
2x



You will need: (Not to Scale)

Base Frame

2x



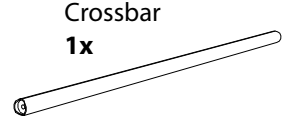
Upper Frame

2x



Crossbar

1x

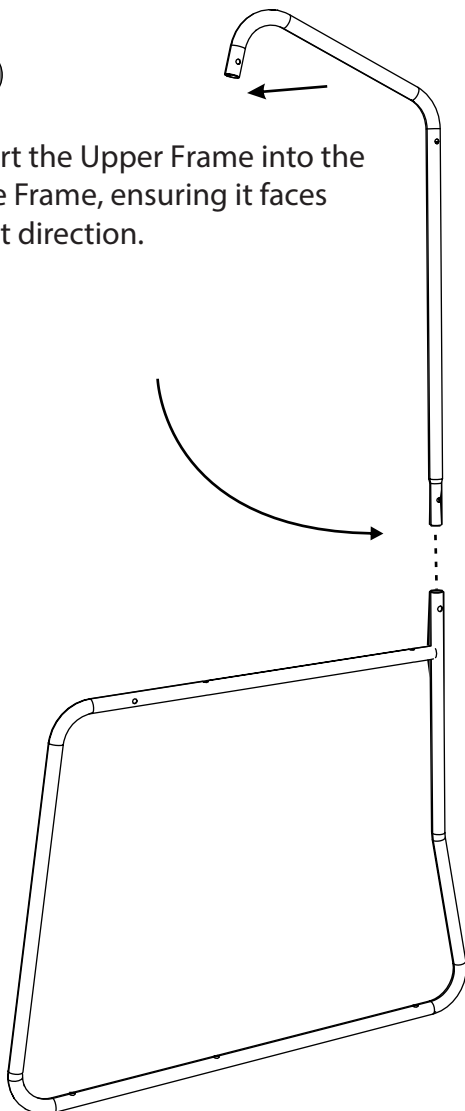


Insert Upper Frame into Base Frame.

1

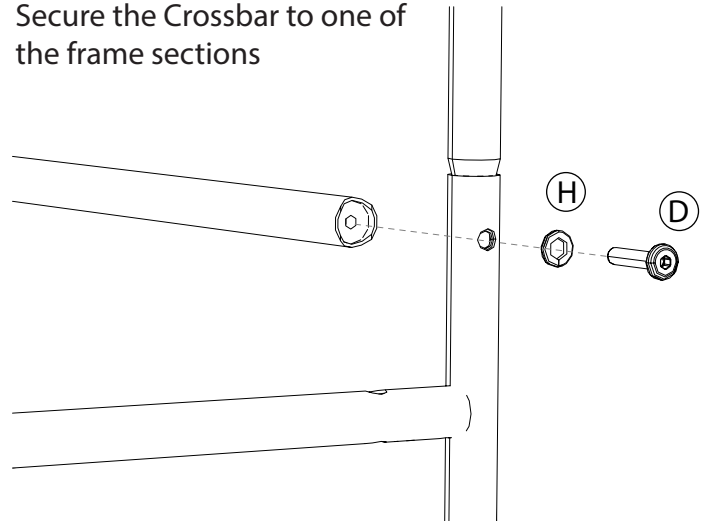
Insert the Upper Frame into the Base Frame, ensuring it faces front direction.

2x



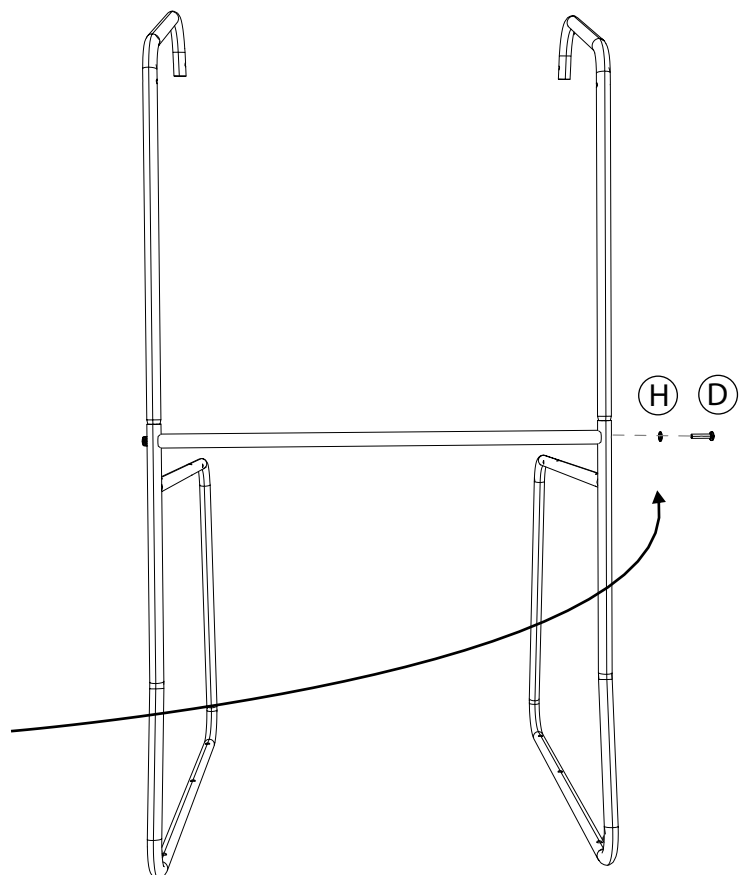
2

Secure the Crossbar to one of the frame sections



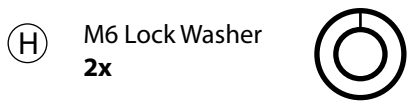
3

Secure the second frame section to the opposite end of the Crossbar.

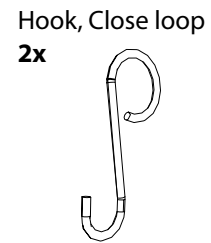
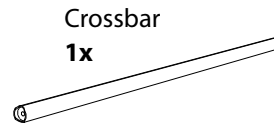


2

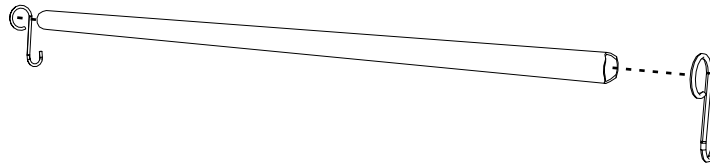
Actual Size:



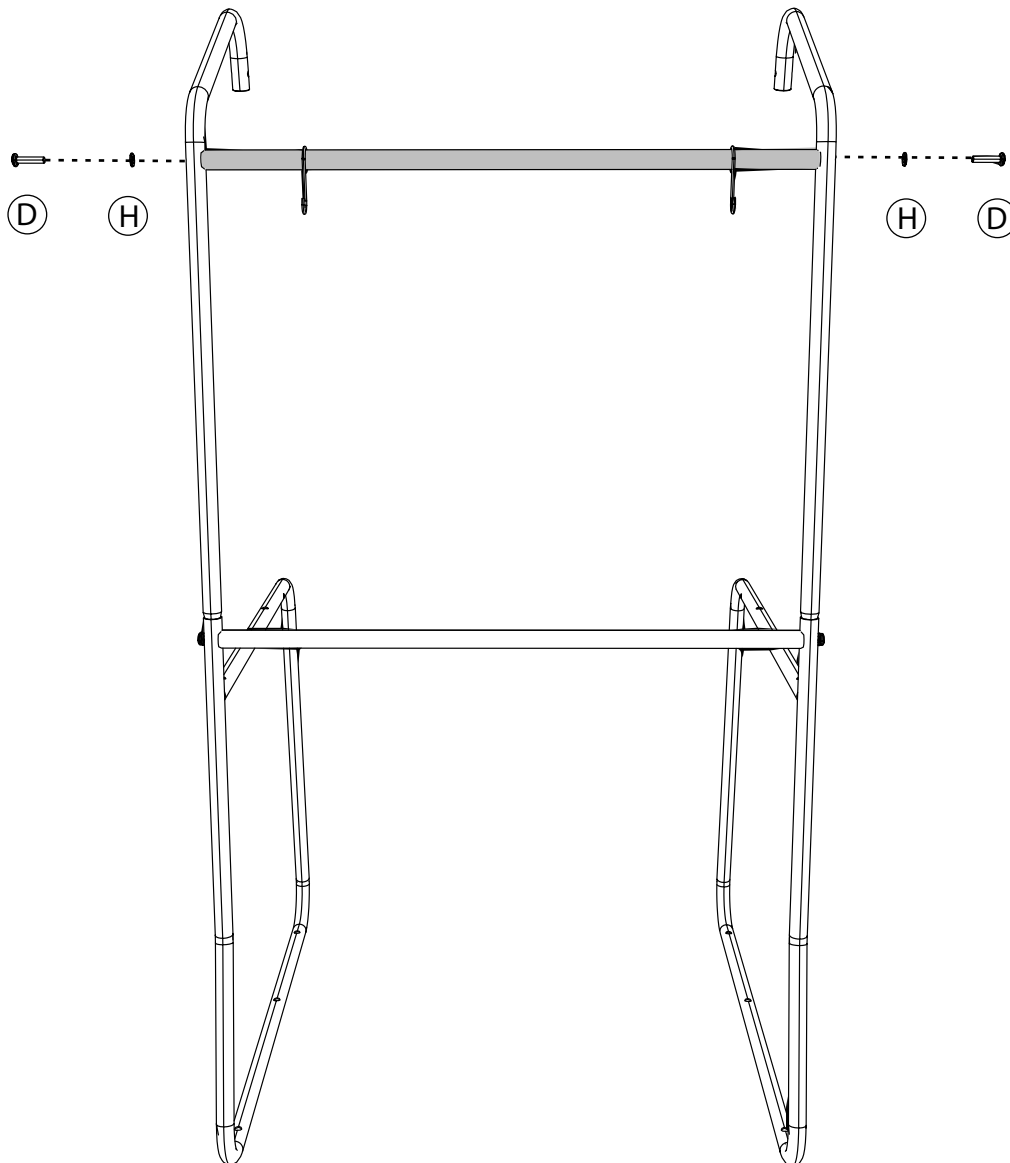
You will need: (Not to Scale)



Insert Hooks in to a Crossbar



Attach the Crossbar to the top of the Upper Frame



3

Actual Size:

(B)

M6 x 25mm

2x



(E)

M6 Lock nut

6x



(C)

M6 x 30mm

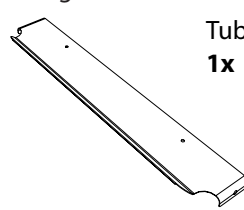
4x



You will need: (Not to Scale)

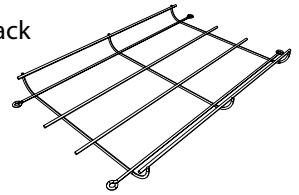
Bookledge

1x

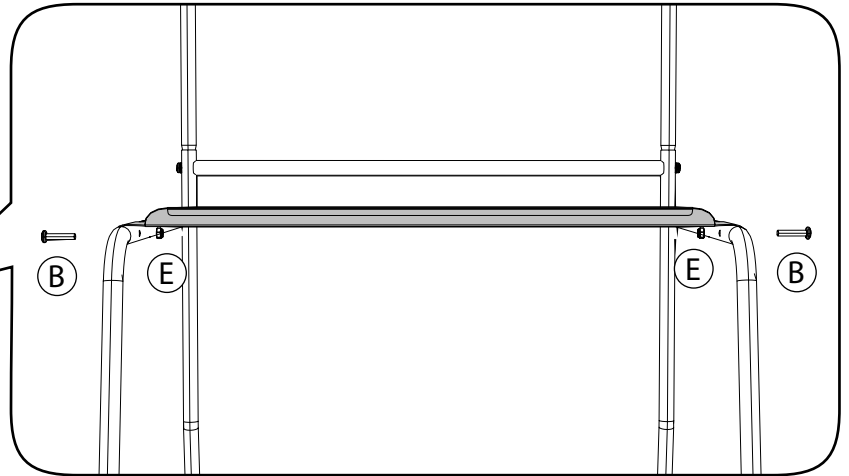
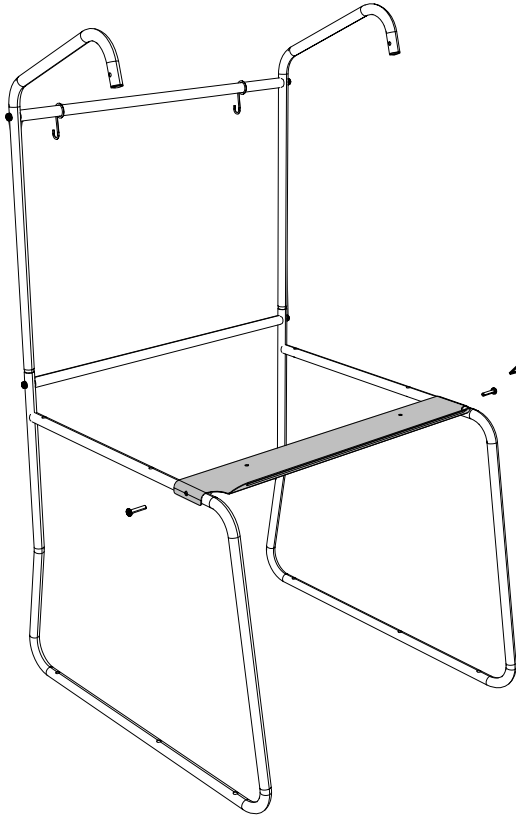


Tub Rack

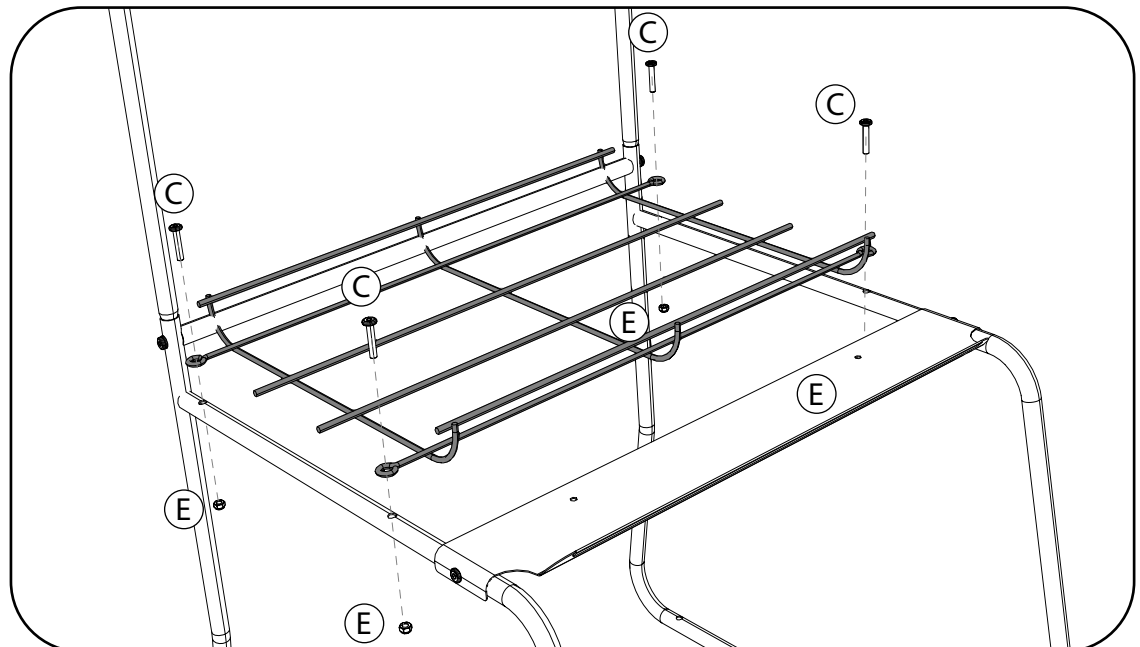
1x



Attach Bookledge



Attach Tub Rack



4

M8 Lock Washer

4x

(G)



M6 Lock nut

6x

(E)



M8 Acorn nut

4x

(F)



M6 Flat Washer

4x

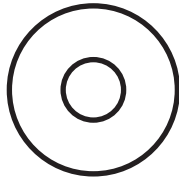
(J)



M8 Flat Washer

6x

(I)



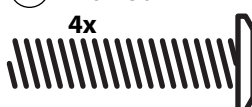
(A) M6 x 12mm

2x



(C) M6 x 30mm

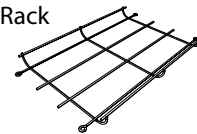
4x



You will need: (Not to Scale)

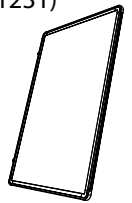
Tub Rack

1x



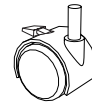
Black Frame
whiteboard
(321231)

1x

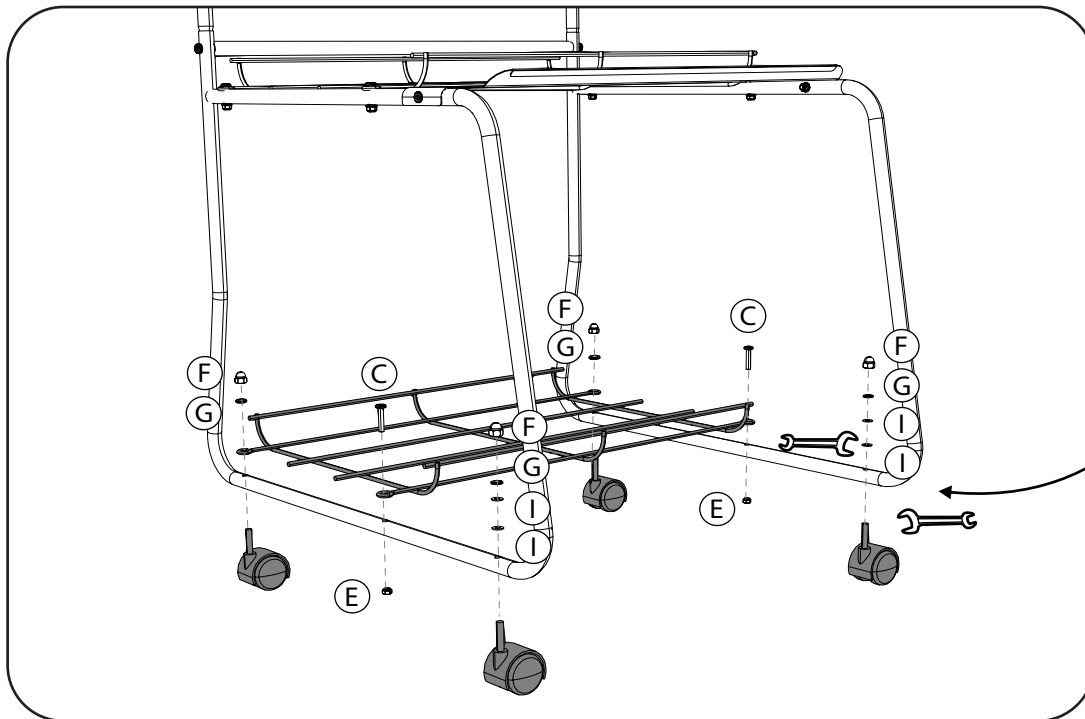


2" Twin Wheel
Locking Caster

4x

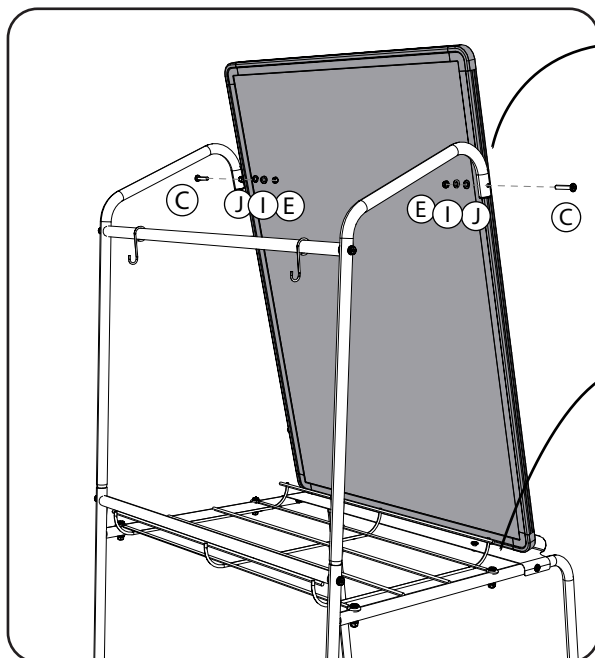


Attach Casters and Tub Rack



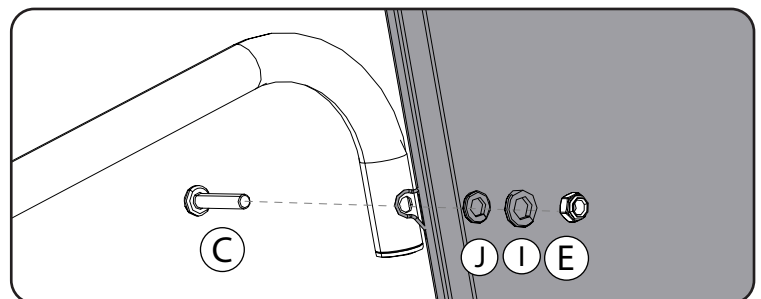
Use two
wrenches when
installing the
casters to ensure
they are securely
tightened.

Attach Whiteboard



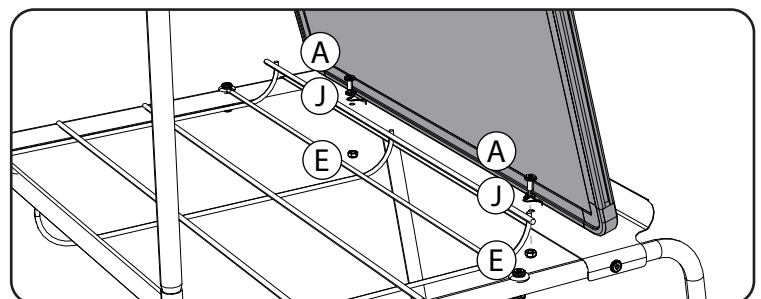
TOP:

Secure sliding
clip on the
whiteboard
through the
hole in the
Upper Frame.



Bottom:

Secure sliding
clip on the
whiteboard
through the
hole in the
bookledge.



Container Box Options

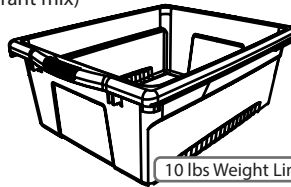
For VE552-VM and VE552-C units only

VE552-VM-CB

Open Tub

4x

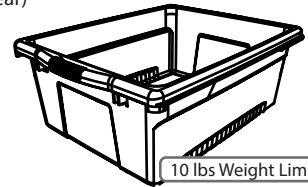
(Vibrant mix)

**VE552-C-CB**

Open Tub

4x

(Clear)

**OR****For VE552-VM and VE552-C units only****Insert Tubs from the side**

Check entire assembly for loose parts; tighten all hardware.

