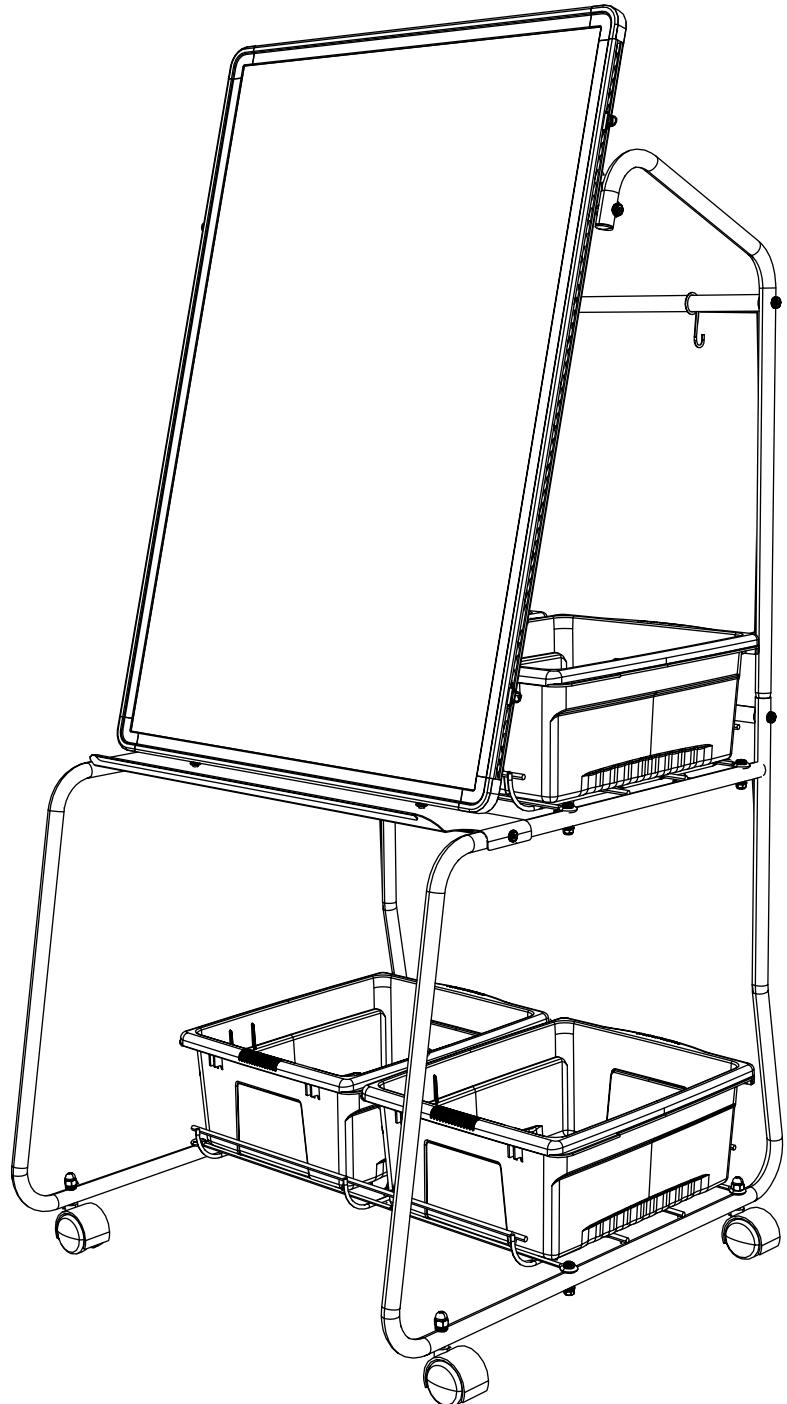




## Assembly Guide

Check out our other products online at [www.copernicused.com](http://www.copernicused.com)  
For assistance, please contact us by telephone at 1-800-267-8494 or email at [info@copernicused.com](mailto: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](mailto:info@copernicused.com).

Happy teaching,

Kaylyn Belcourt, President  
[kaylyn@copernicused.com](mailto: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 BUSAGLIA

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](mailto:info@copernicused.com)

Need Support?  
Have a Question?



[Email Customer Service](mailto:Email Customer Service)

Check out some of our  
other great products!



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

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](mailto: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](mailto: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

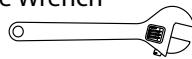
This product is intended for indoor commercial use only. To reduce the risk of fire or electric shock, do not expose this product to rain or moisture. The internal components are not sealed from the environment.

# Parts

Before beginning, you should have:

Additional tools required:

Adjustable Wrench  
1x



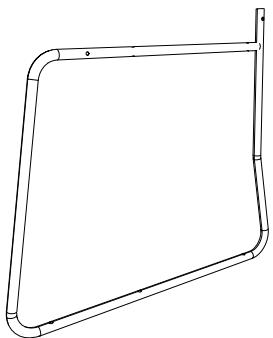
OR

10mm/14mm  
Hex Wrench (Not to Scale)  
1x

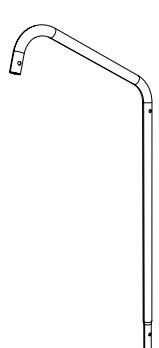


VE552-0

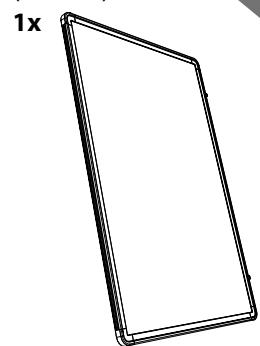
Base Frame  
2x



Upper Frame  
2x

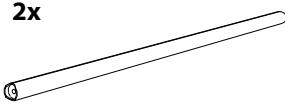


Black Frame  
whiteboard  
(321231)  
1x

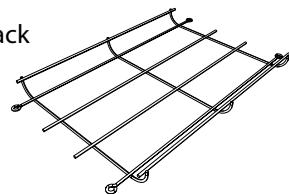


In Box 1

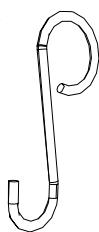
Crossbar  
2x



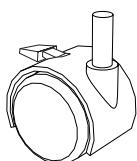
Tub Rack  
2x



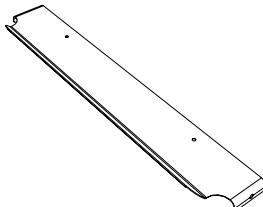
Hook, Close loop  
2x



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



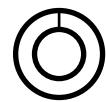
(F) M8 Acorn Nut  
4x



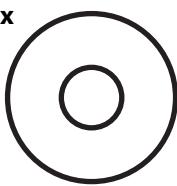
(G) M8 Lock Washer  
4x



(H) M6 Lock Washer  
4x



(I) M8 Flat Washer  
6x



(J) M6 Flat Washer  
4x



Tools  
(Not to Scale)

Allen Key  
(43281)  
2x

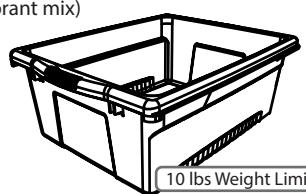


## Container Box Options

For VE552-VM and VE552-C units only

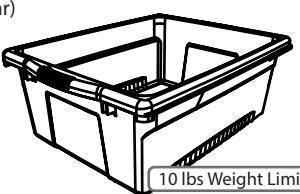
VE552-VM-CB

Open Tub  
4x  
(Vibrant mix)



VE552-C-CB

Open Tub  
4x  
(Clear)



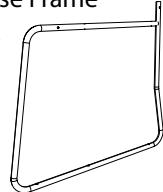
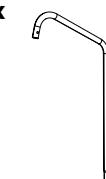
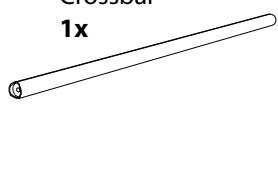
OR

**1**

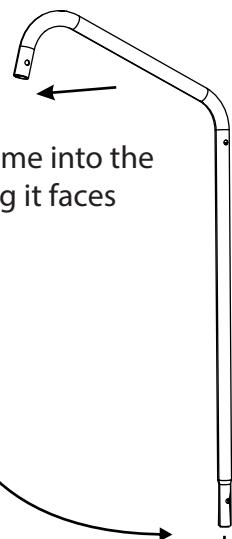
Actual Size:

M6 x 35mm  
2xM6 Lock Washer  
2x

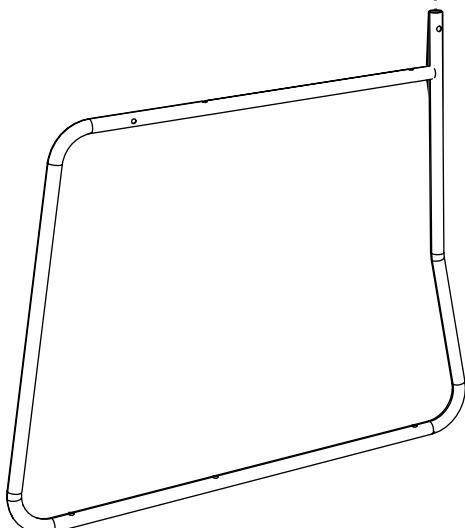
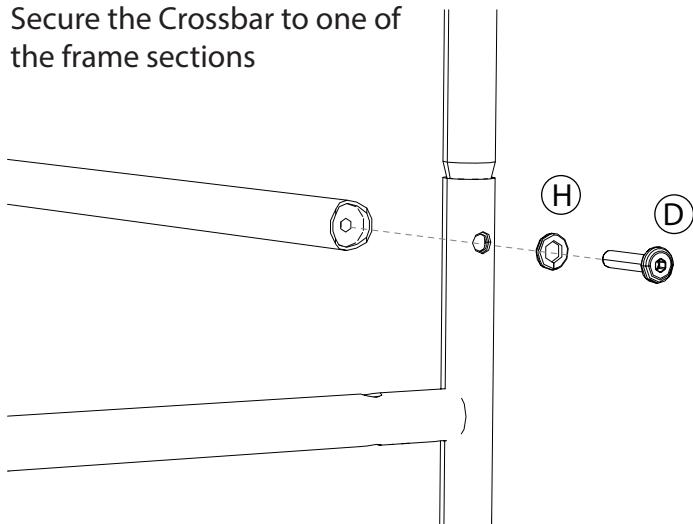
You will need: (Not to Scale)

Base Frame  
2xUpper Frame  
2xCrossbar  
1x**Insert Upper Frame into Base Frame.****1**

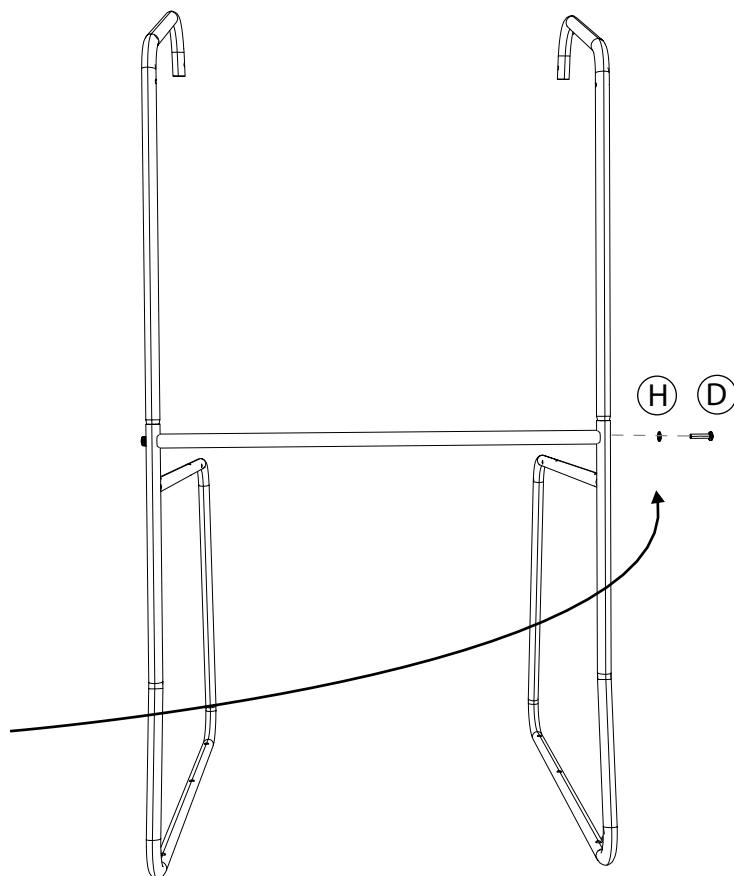
Insert the Upper Frame into the Base Frame, ensuring it faces front direction.

**2x****2**

Secure the Crossbar to one of the frame sections

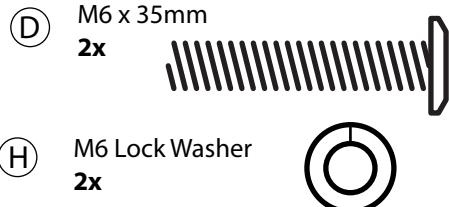
**3**

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

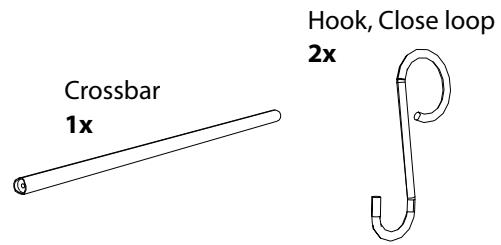


2

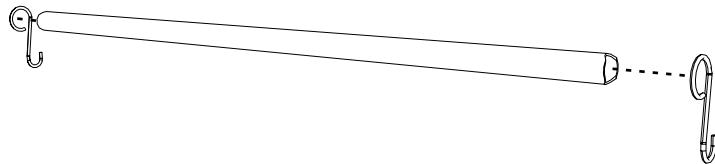
Actual Size:



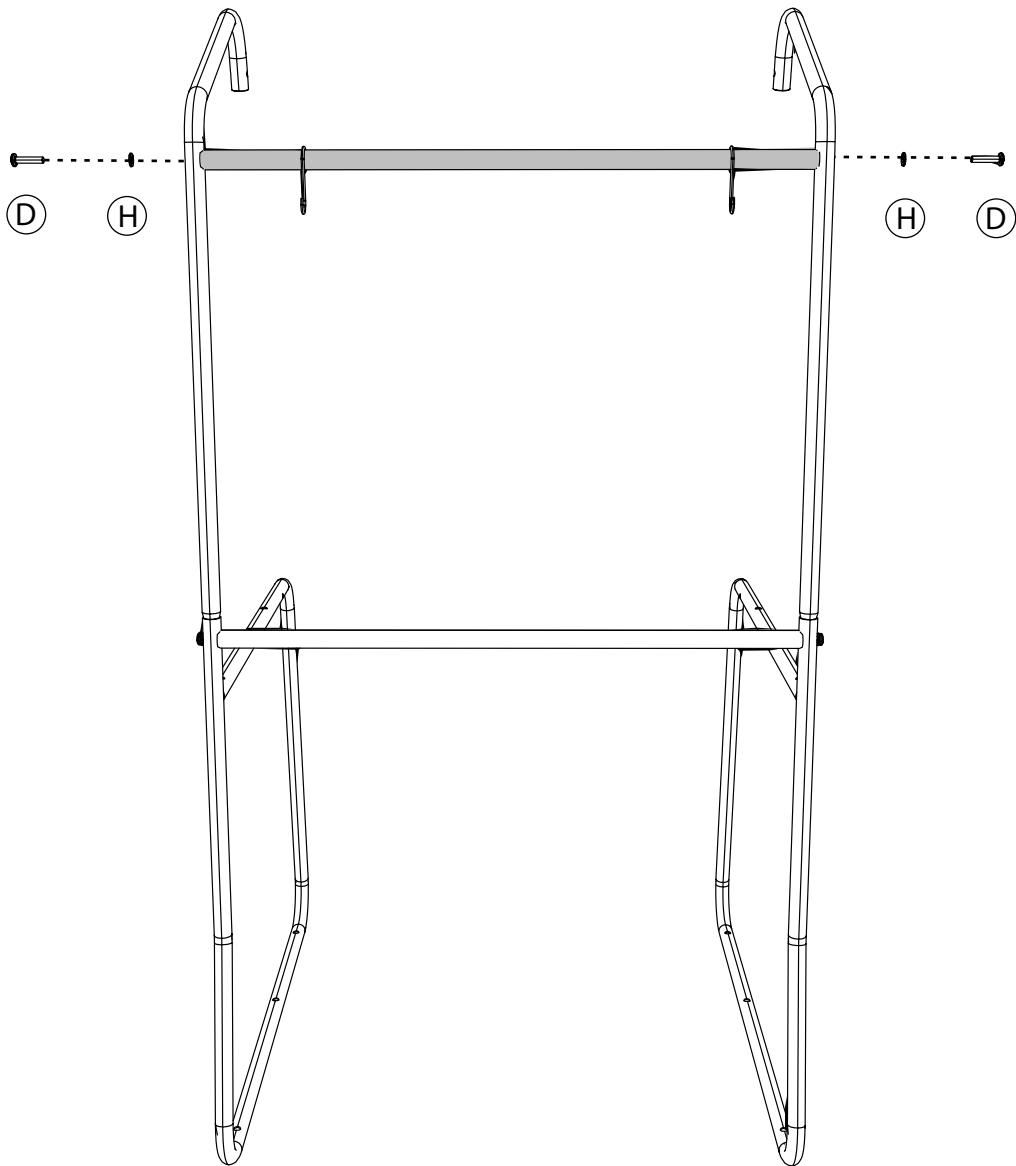
You will need: (Not to Scale)



### Insert Hooks in to a Crossbar

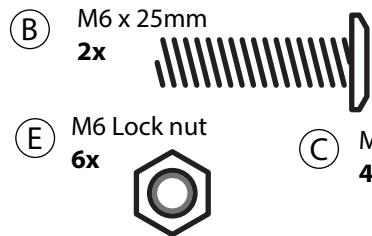


### Attach the Crossbar to the top of the Upper Frame

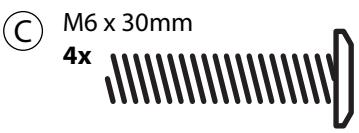


**3**

Actual Size:

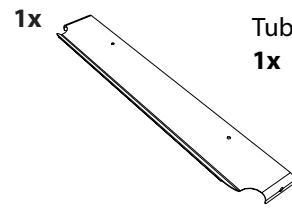


(C) M6 x 30mm  
4x

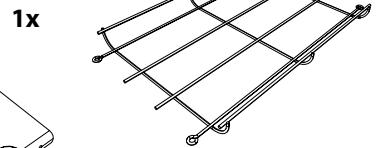


You will need: (Not to Scale)

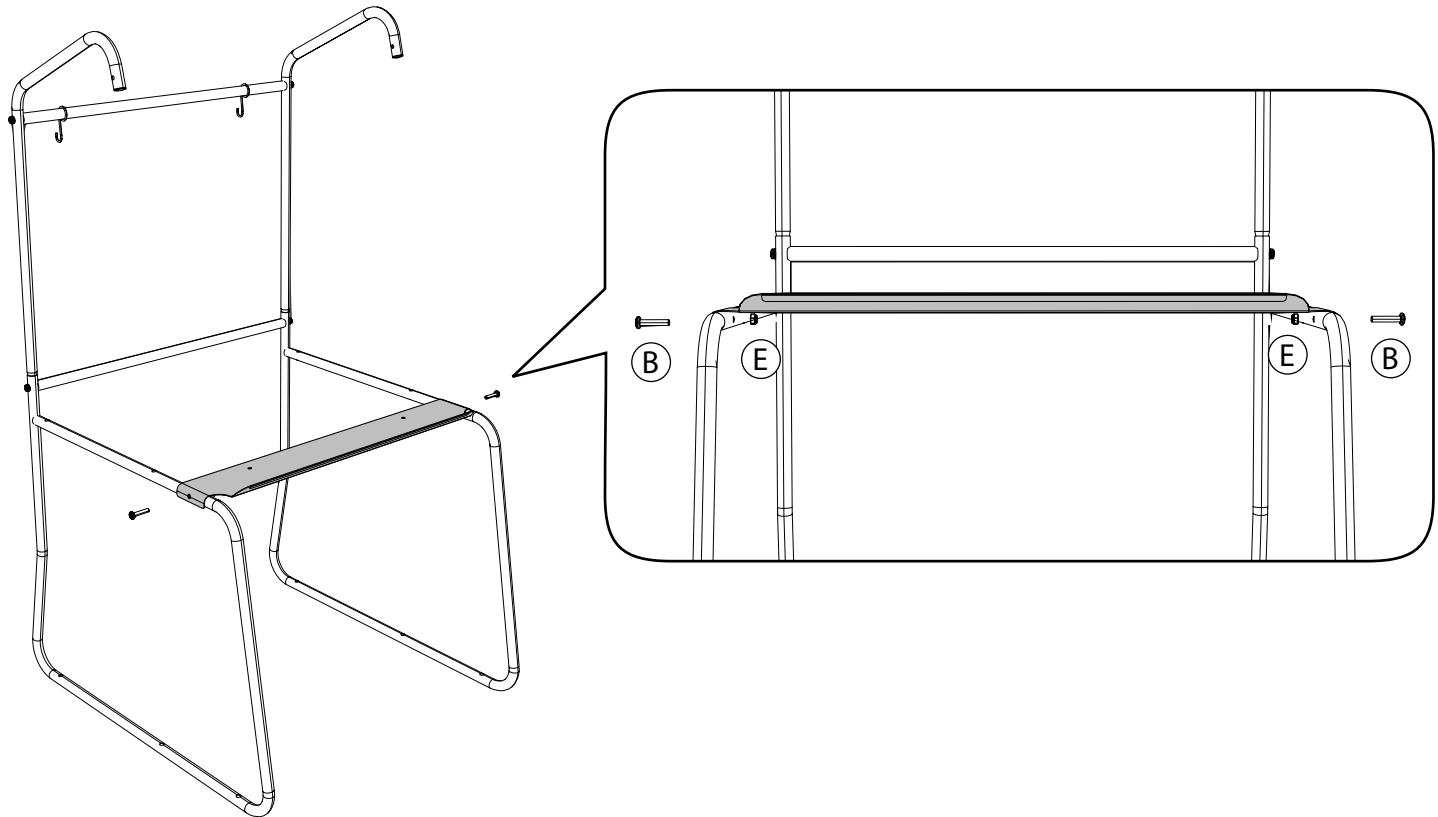
Bookledge



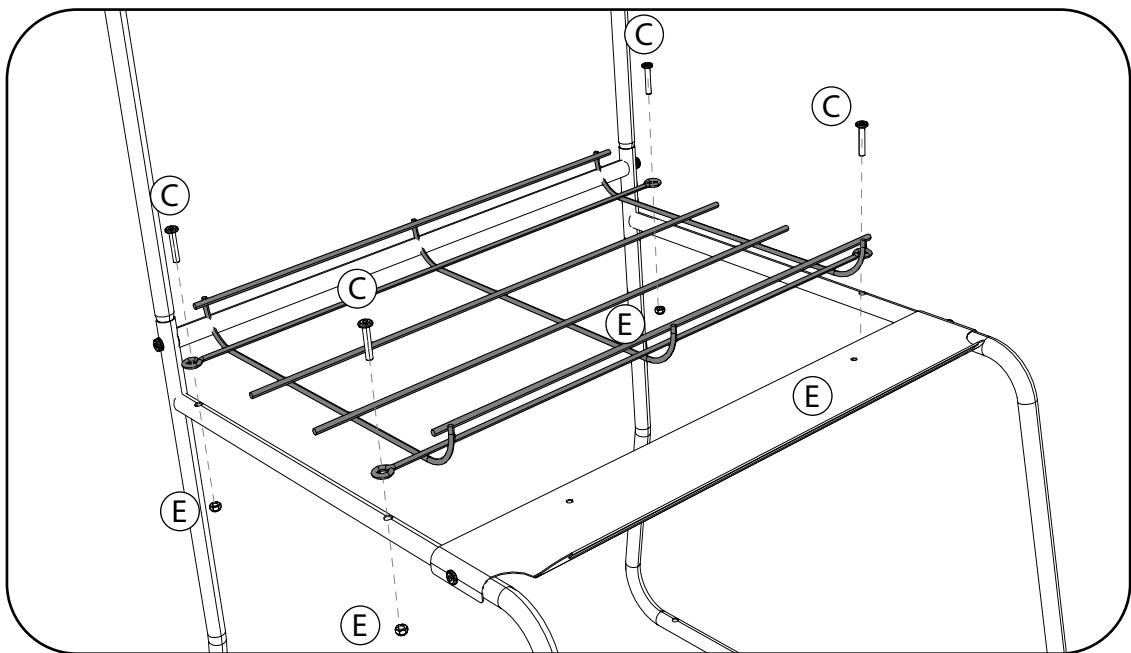
Tub Rack



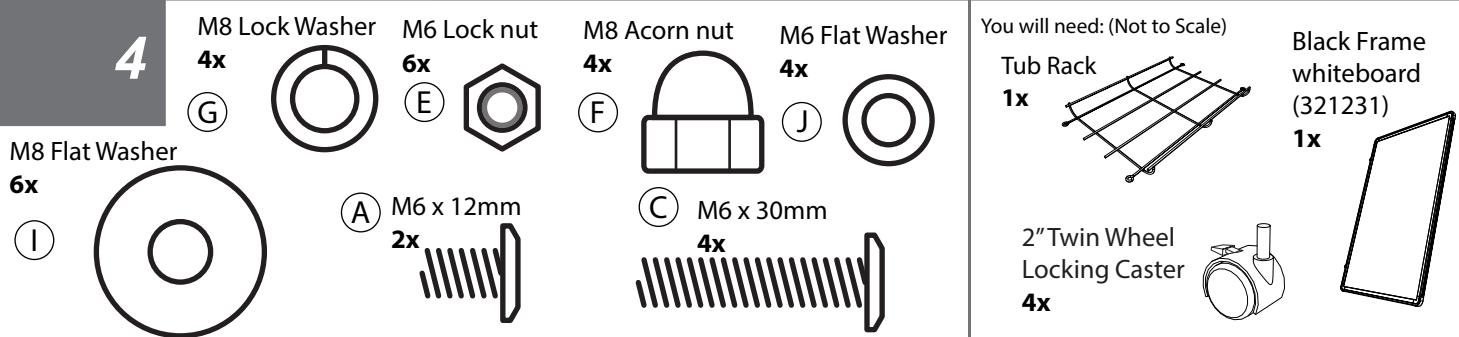
## Attach Bookledge



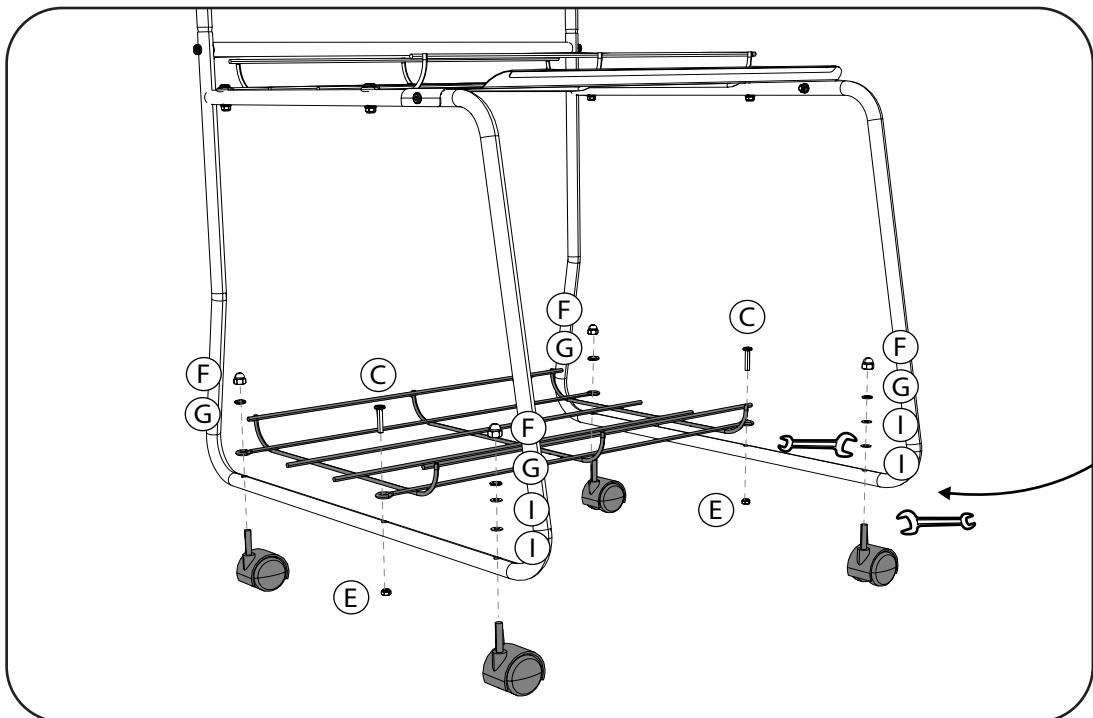
## Attach Tub Rack



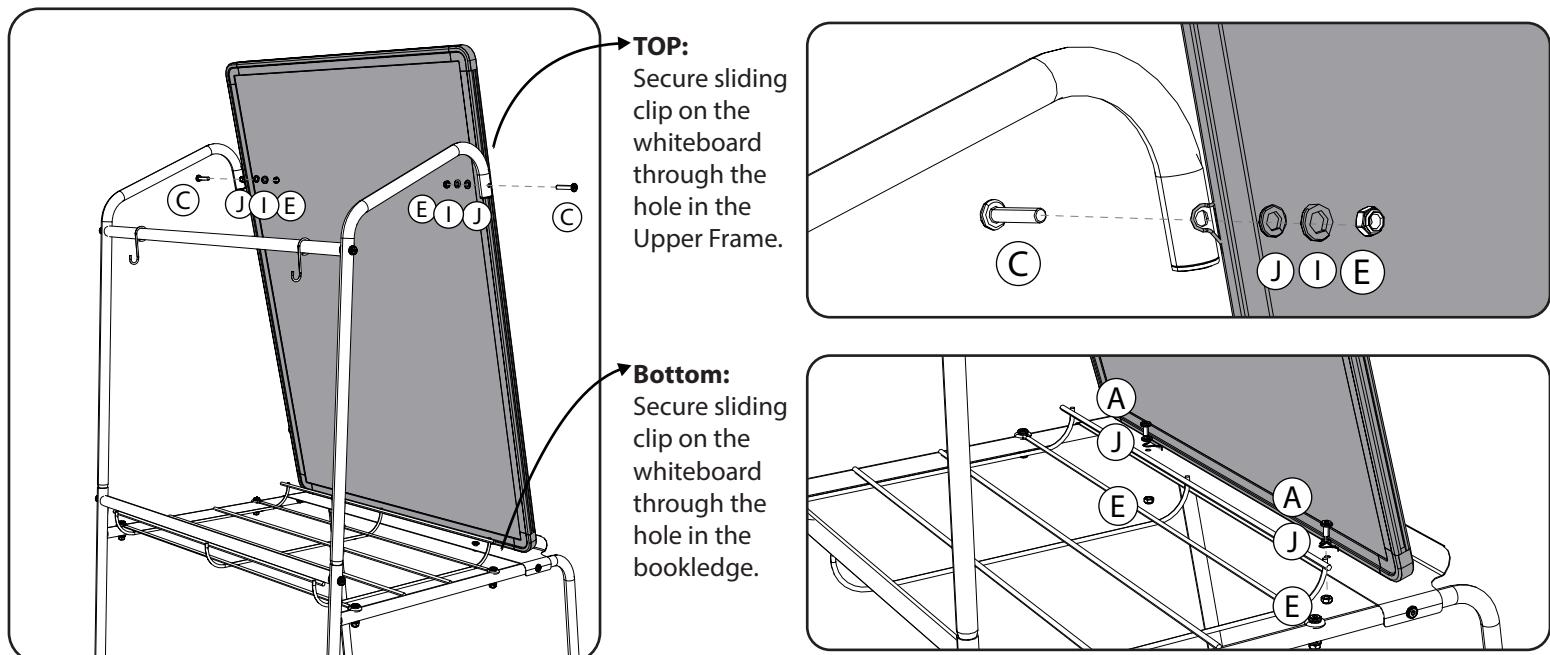
4



## Attach Casters and Tub Rack



## Attach Whiteboard



5

You will need: (Not to Scale)

#### Container Box Options

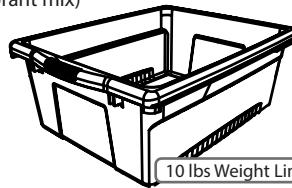
For VE552-VM and VE552-C units only

VE552-VM-CB

Open Tub

**4x**

(Vibrant mix)

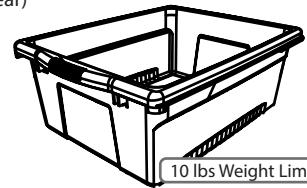


VE552-C-CB

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.

