

VRC300

# VR Storage Cart for 30 Devices



## Assembly Guide

VRC300\_2020\_A

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

For assistance, please contact us:

**1-800-267-8494**

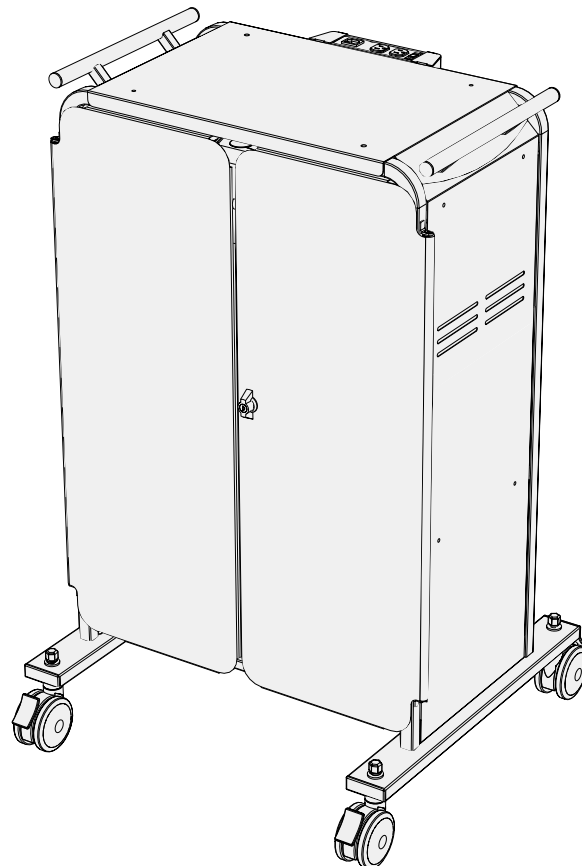
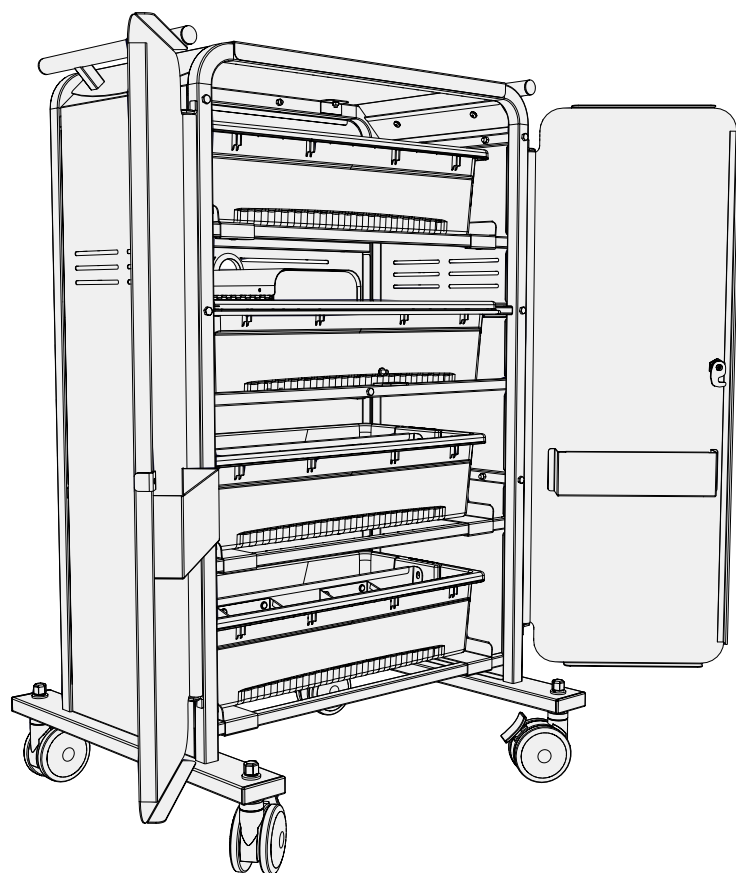
Email [info@copernicused.com](mailto:info@copernicused.com)

**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.



**Please Recycle**

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Dear Educator,

Thank you for purchasing the VR Storage Cart. 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

We do not inherit the  
earth from our ancestors,  
we borrow it from our  
children.

NORTH 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



## Validate Your Warranty

To validate your warranty, submit the ON-LINE form at [www.copernicused.com](http://www.copernicused.com)

**Enter a draw to win a Copernicus Product for your classroom at the same time!**



# 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.



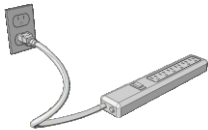
Adult  
Supervision

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



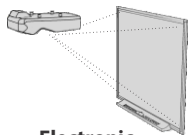
Indoor Use  
Only

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.

# VR Storage Cart for 30 Devices

## Before beginning, you should have:

Additional tools required:



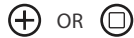
Pliers



Rubber Mallet x1



Screwdriver



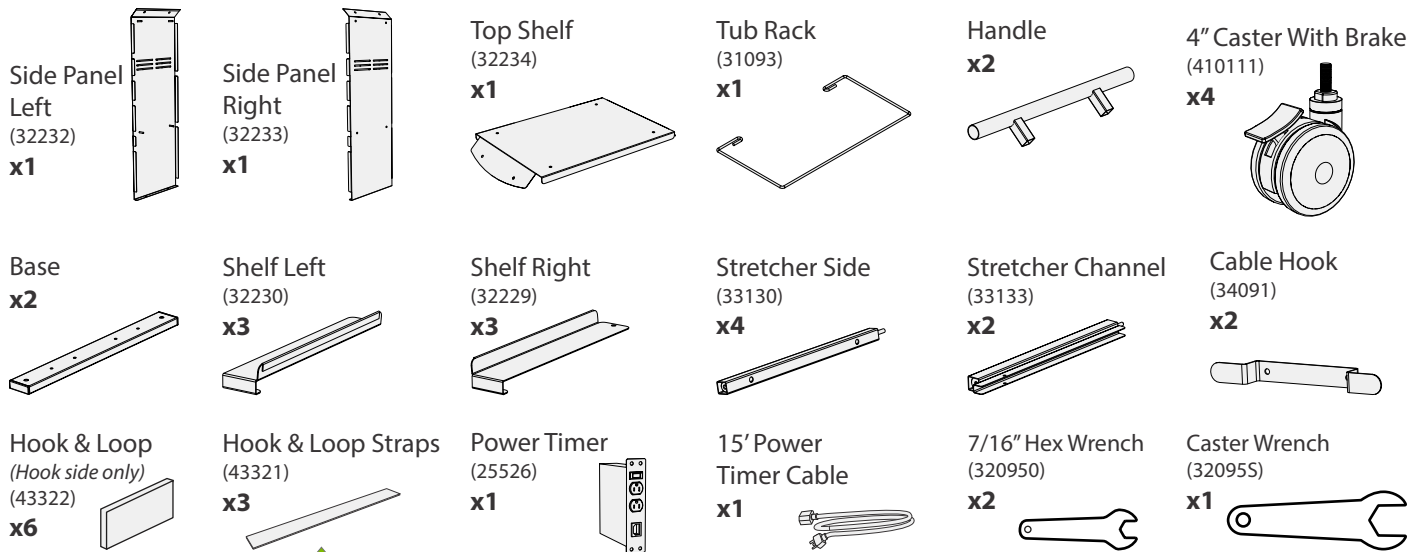
OR



Adjustable wrench x1

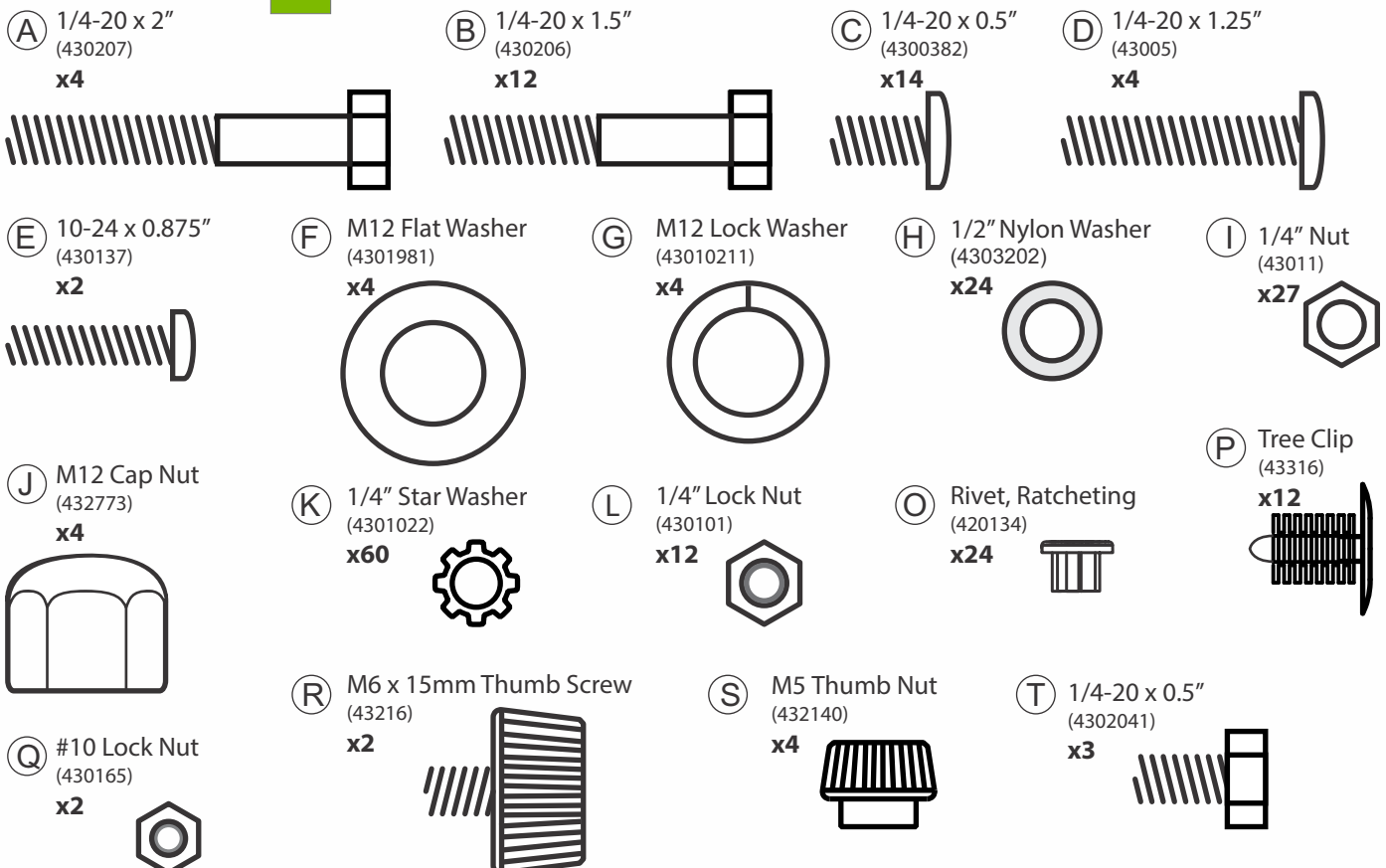
OR 3/8" wrench (x1)

### Contents - VRC300 - 1



### Hardware Actual Size

In Box

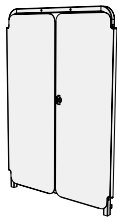


# VR Storage Cart for 30 Devices

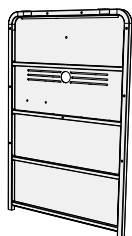
**Before beginning, you should have:**

## Contents - VRC300 - 0

Front Frame  
**x1**

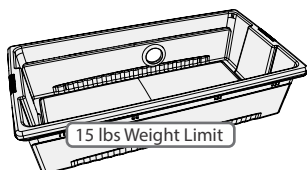


Back Frame  
**x1**

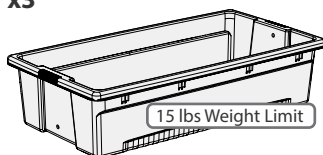


## Contents - VRC300 - CB

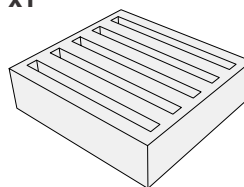
Device Tub  
**x1**



Headset Tub  
(CC4073-MOD)  
**x3**

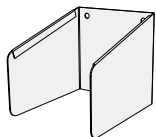


Foam Device Holder  
(32340)  
**x1**

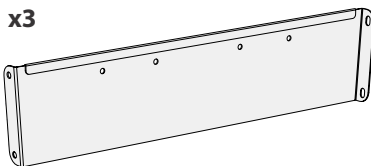


## Contents - VRC300 - AC

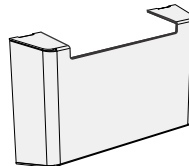
Headset Divider Bent  
(32238)  
**x12**



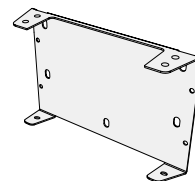
Headset Divider Long  
(32237)  
**x3**



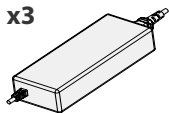
Power Timer Cover  
(32101)  
**x1**



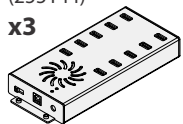
Power Timer Mounting Bracket  
(321012)  
**x1**



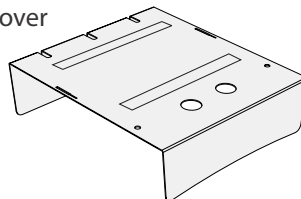
Power Adapter  
(255146)  
**x3**



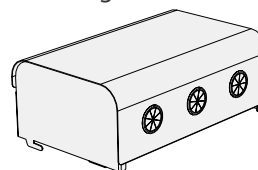
10 Port USB Hub  
(255144)  
**x3**



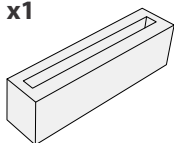
USB Cover  
**x1**



Cable Housing  
**x1**



Foam Tablet Holder  
(23241)  
**x1**



USB "B" Cable  
**x1**



Power Cord  
**x1**



North American  
power cord shown.

# Tips for Assembly

## Watch for These Helpful Symbols

This symbol denotes a 2-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

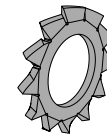
- Lay out and identify all of the included parts.
- The hardware has been packed in bulk.
- Read the assembly guide over once to familiarize yourself with them.



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.



Please note, star washers are critical components for electrical safety. Star washers must be included and fasteners fully tightened to prevent the risk of electric shock..



## 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](mailto:info@copernicused.com)

*Check out some of our  
other great products!*



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

1

Actual Size:

(I) 1/4" Nut  
6x

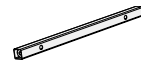


(K) 1/4" Star Washer  
6x



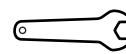
You will need: (Not to Scale)

Side Stretcher  
4x



7/16" Hex Wrench

1x



Back Panel

1x

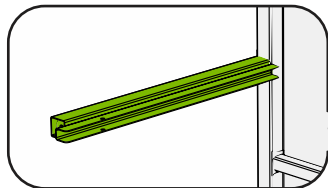


Channel Stretcher  
2x

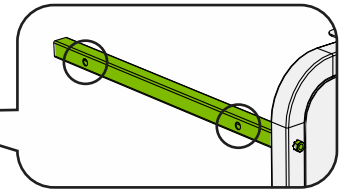
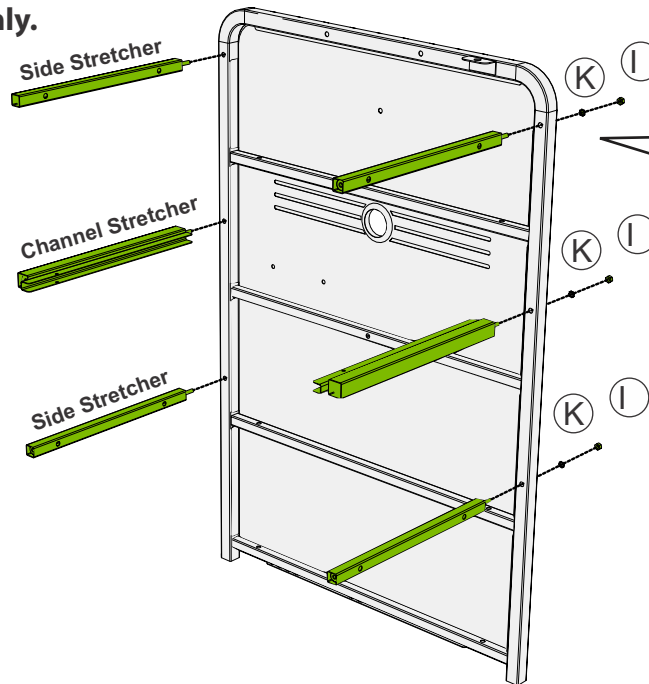


## Attach Stretchers to Back Frame

Finger tighten hardware only.



**!** Pay attention to channel orientation.



**!** Pay attention to hole orientation.

**!** Important electrical safety component.  
(K) 1/4" Star Washer x6

2

Actual Size:

(K) 1/4" Star Washer  
6x



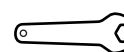
(B) 1/4-20 x 1.5"  
6x



You will need: (Not to Scale)

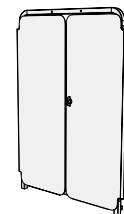
7/16" Hex Wrench

1x



Front Doors

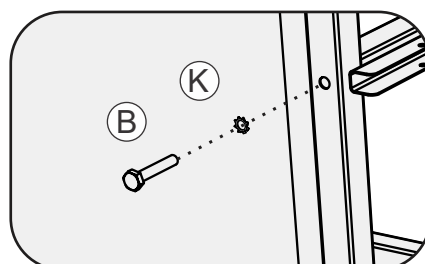
1x



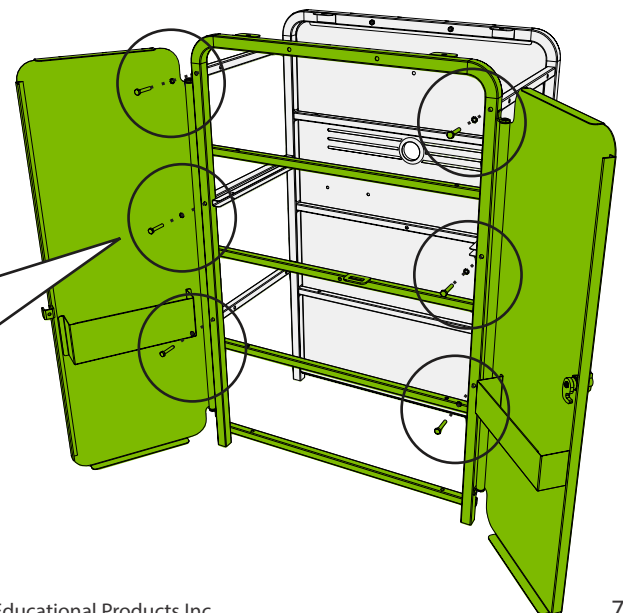
## Assemble Front Doors to Stretchers

Finger tighten hardware only.

**!** Important electrical safety component.  
(K) 1/4" Star Washer x6

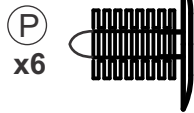


Repeat 6X

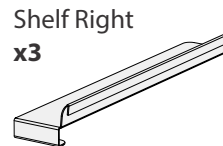
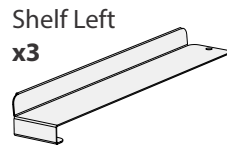


3

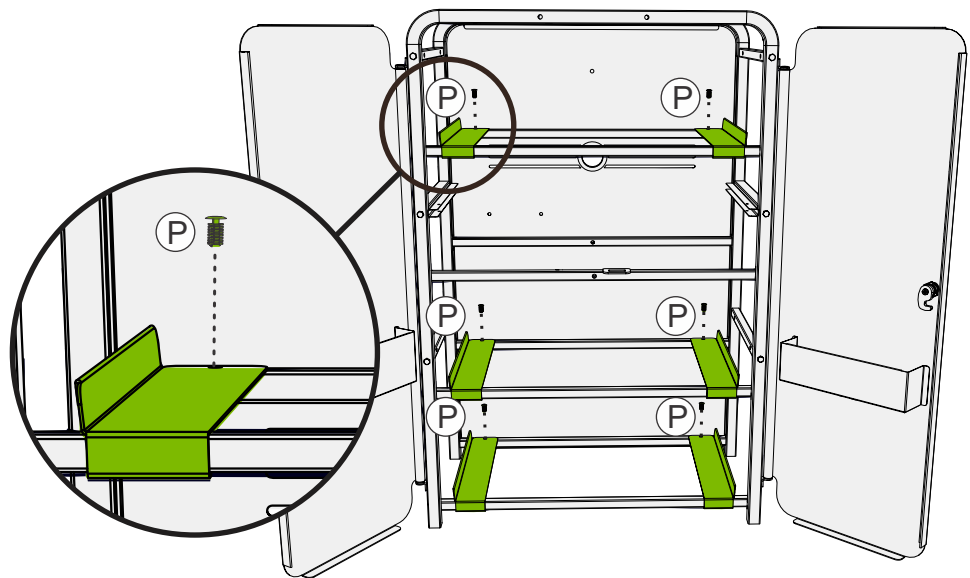
Actual Size:



You will need: (Not to Scale)

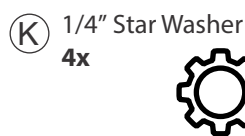


**Hook Tub Shelves on to stretchers of Front Frame, attach with fastener**  
**Check Shelf orientation.**

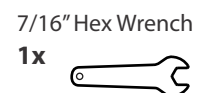
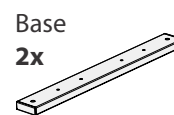


4

Actual Size:

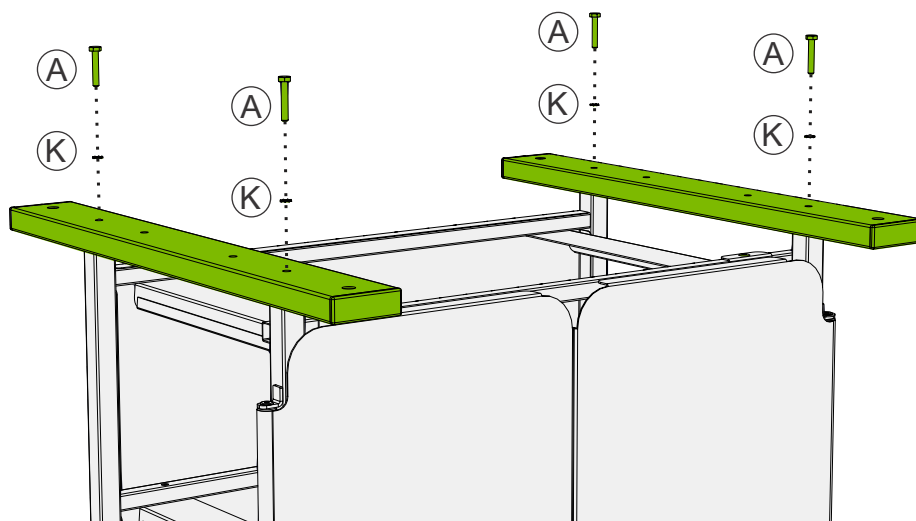


You will need: (Not to Scale)



**Assemble Bases to Frame**

**Flip over cart. Make sure side frame stretchers are loose to allow for feet to be attached.**



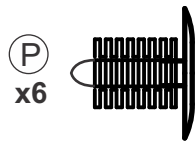
**★ First thread each bolt 3 full turns. Once all bolts are in place, fully tighten hardware.**

**! Important electrical safety component.**  
K 1/4" Star Washer x4



5

Actual Size:

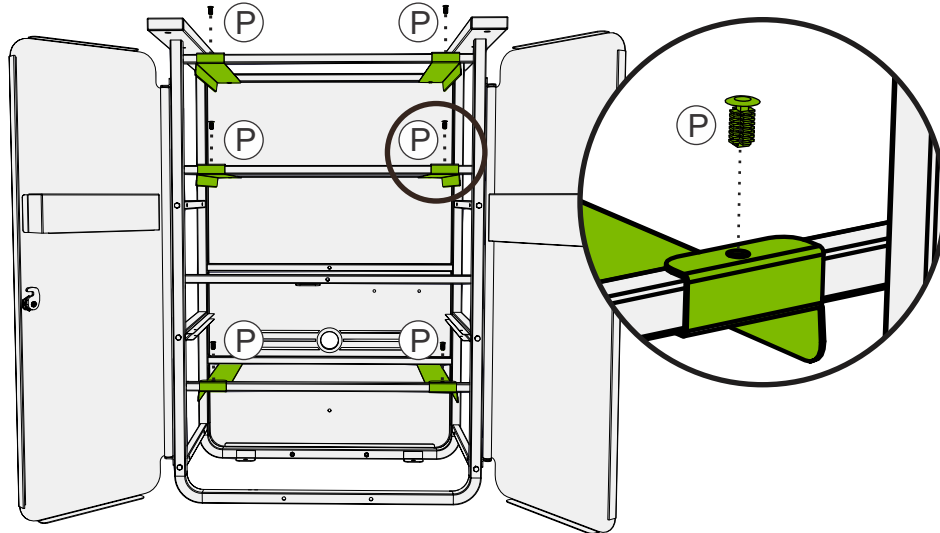


You will need: (Not to Scale)



Rubber Mallet x1

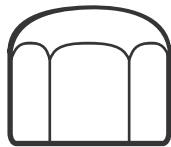
**Using a mallet, hammer the bottoms of the Tub Shelves into the bottom of the stretcher. Make sure the holes on the Tub shelves line up with the holes on the stretcher.**



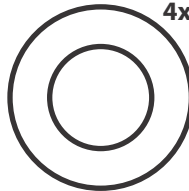
6

Actual Size:

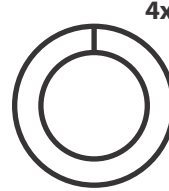
**J** M12 Cap Nut  
4x



**F** 1/2" Flat Washer  
4x

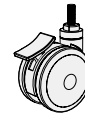


**G** 1/2" Lock Washer  
4x



You will need: (Not to Scale)

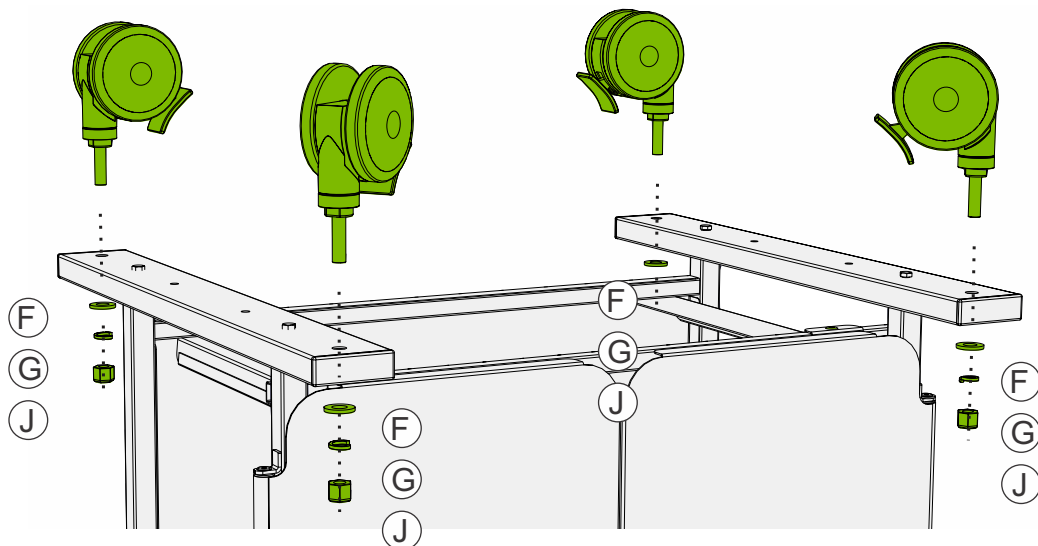
4" Caster  
With Brake  
4x



Caster Wrench  
1x



## Attach Casters to Frame



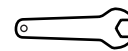
7

Actual Size:

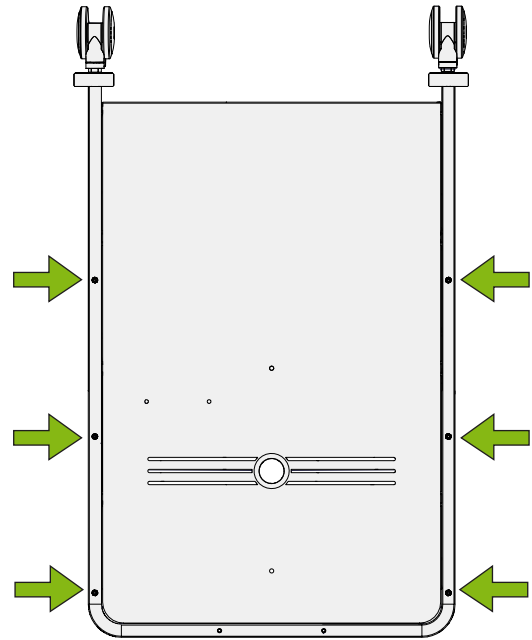
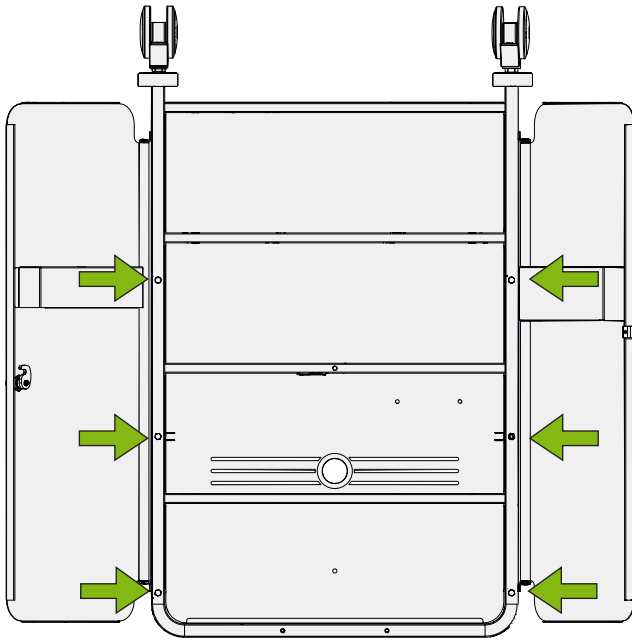
You will need: (Not to Scale)

7/16" Hex Wrench

1x



## Fully tighten hardware on front and back of frame



8

Actual Size:

(K) 1/4" Star Washer  
6x



(T) 1/4-20 x 0.5"  
2x



(I) 1/4" Nut  
2x



You will need: (Not to Scale)

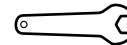
Cable Hook

2x



7/16" Hex Wrench

2x



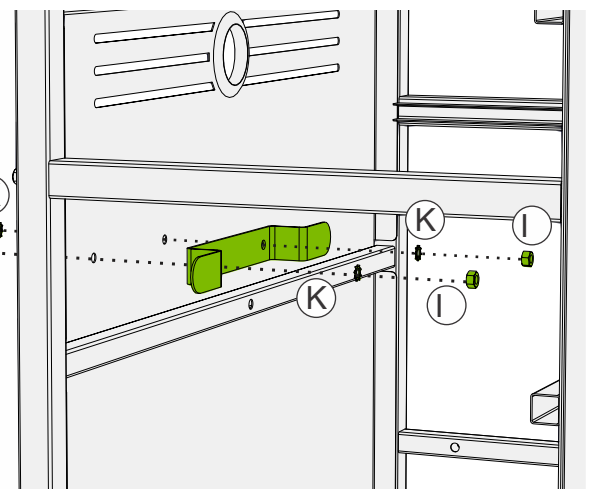
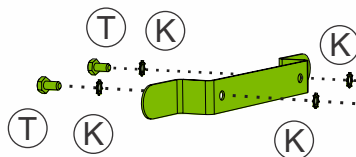
2-Person Task

## Flip cart right side up. Attach Cable Hooks to Back Frame Fully tighten hardware.



**Important electrical  
safety component.**

(K) 1/4" Star Washer  
x6



9

Actual Size:

(B) 1/4-20 x 1.5"

4x



(K) 1/4" Star Washer  
16x



(I) 1/4" Nut  
12x



You will need: (Not to Scale)

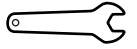
Side Panel  
Left  
1x



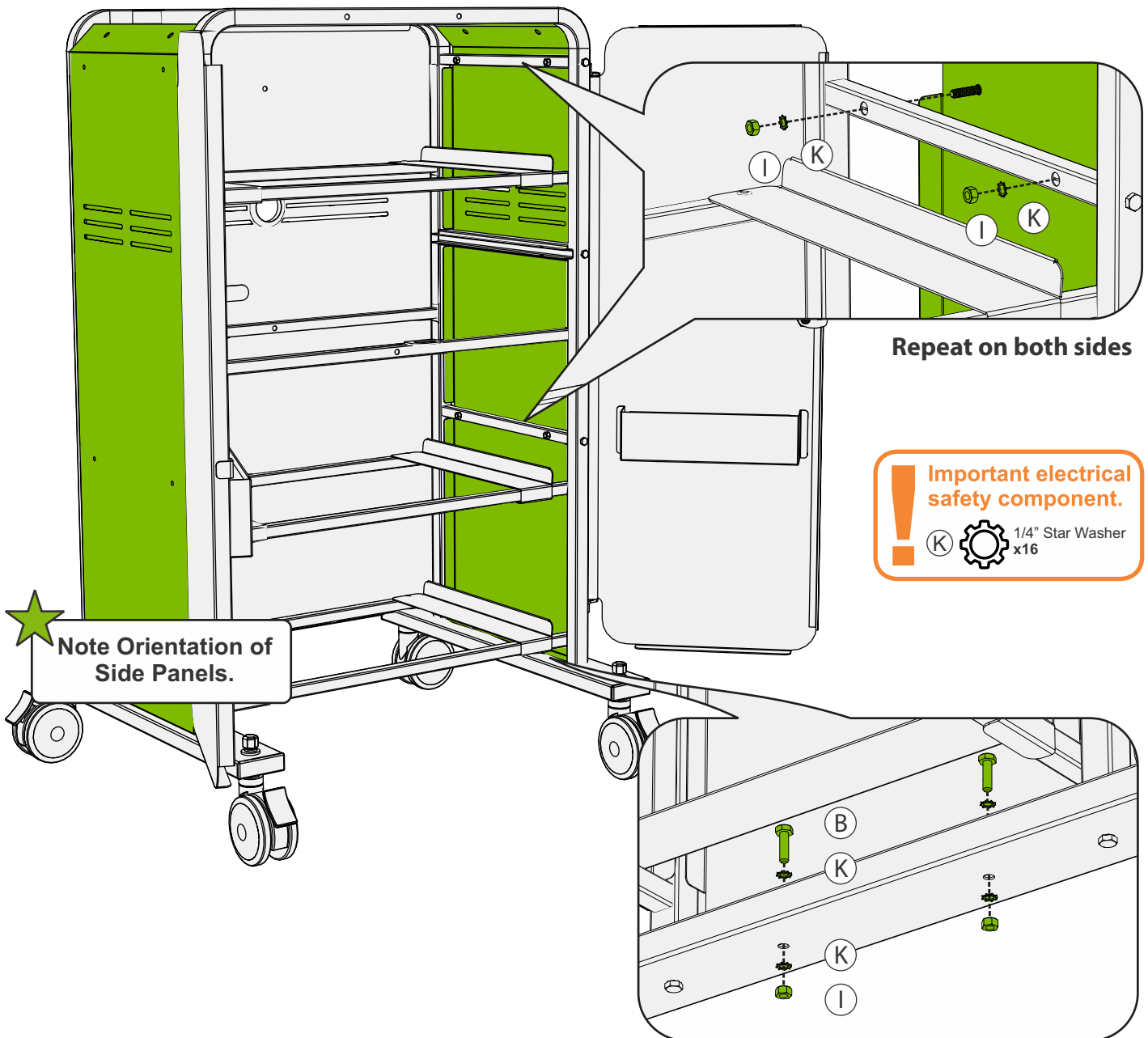
Side Panel  
Right  
1x



7/16" Hex Wrench  
2x



## Attach Side Panels to Frame



Repeat on both sides

**Important electrical safety component.**

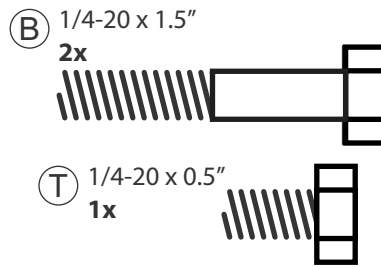
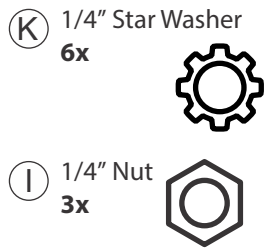
(K) 1/4" Star Washer  
x16

Repeat on both sides

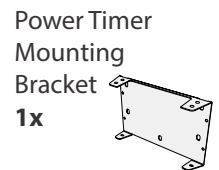
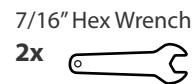
Note Orientation of  
Side Panels.

10

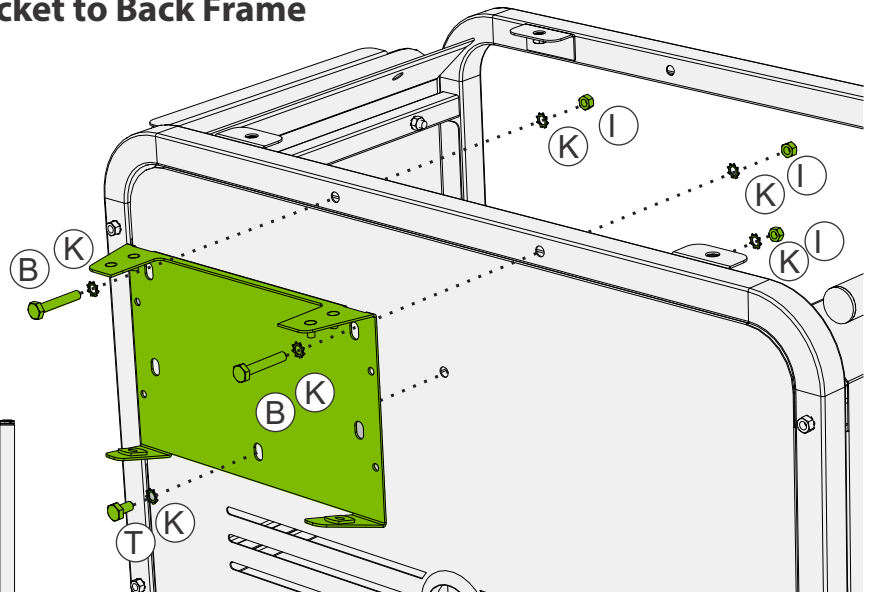
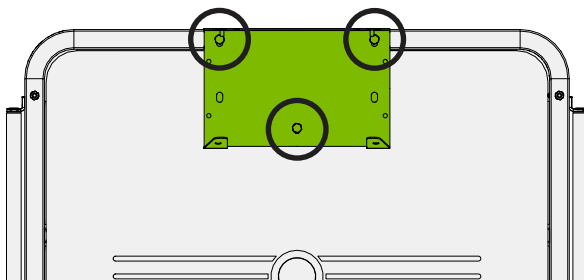
Actual Size:



You will need: (Not to Scale)

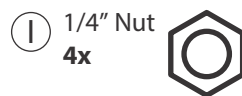


## Attach Power Timer Mounting Bracket to Back Frame



11

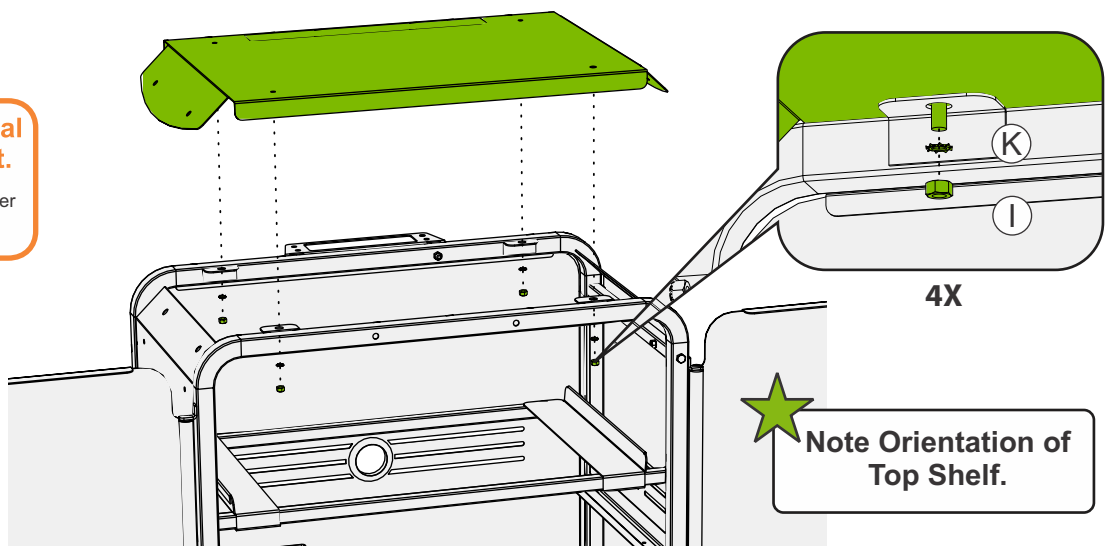
Actual Size:



You will need: (Not to Scale)



## Attach Top Shelf to Frame

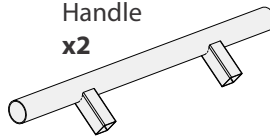


12

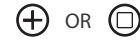
Actual Size:

ⓓ  
x4Ⓚ  
x4

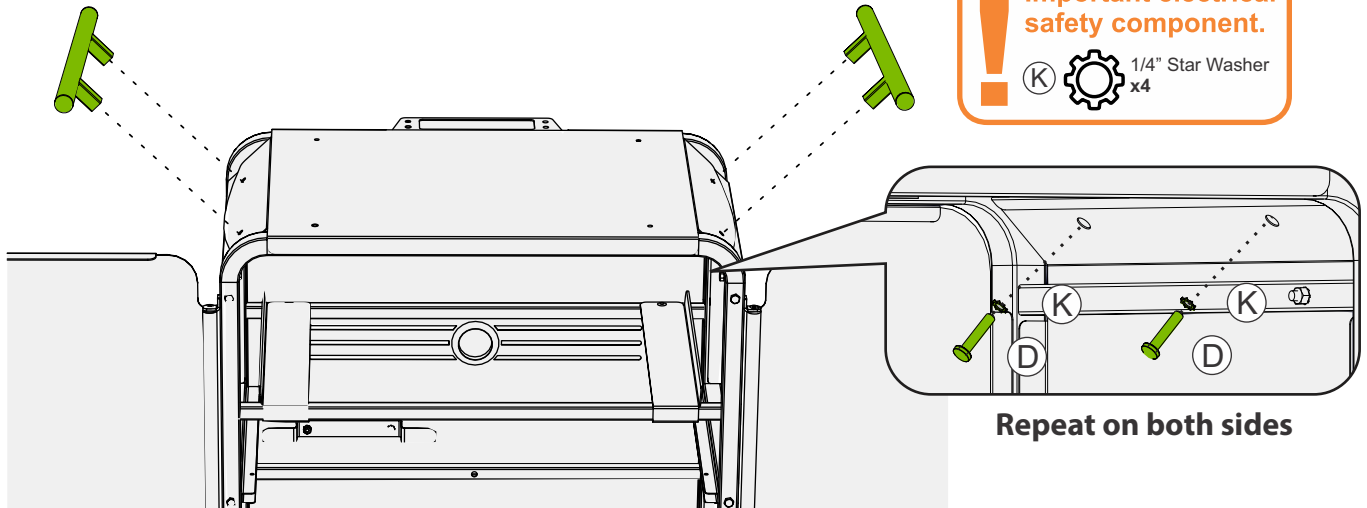
You will need: (Not to Scale)

Handle  
x2

Screwdriver



## Attach Handles to cart



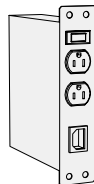
Repeat on both sides

13

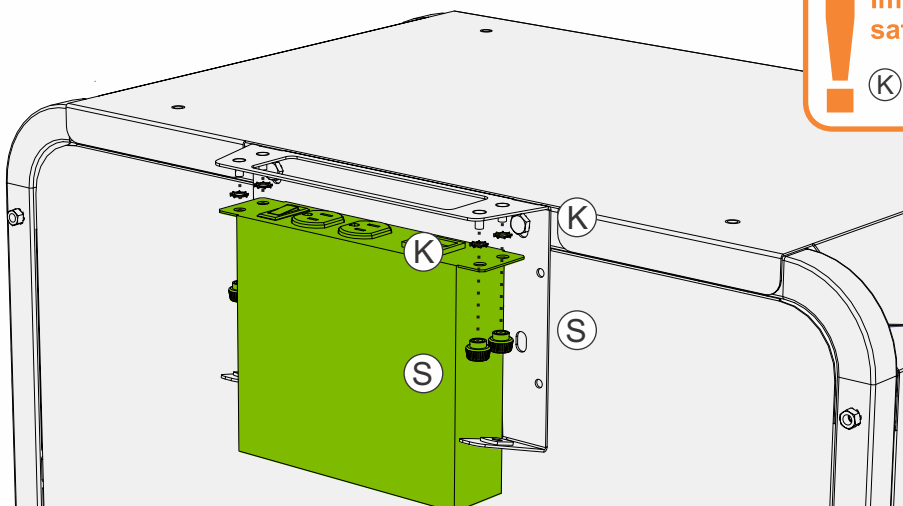
Actual Size:

Ⓚ  
x4Ⓢ  
x4

You will need: (Not to Scale)

Power  
Timer  
(25526)  
x1

## Install Power Timer onto Power Timer Bracket



14

Actual Size:

(R)  
x4

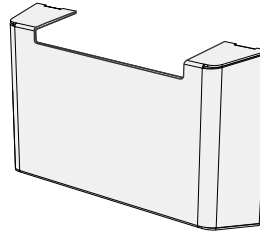


(K)  
x2



You will need: (Not to Scale)

Power Timer Cover  
(32101)  
x1

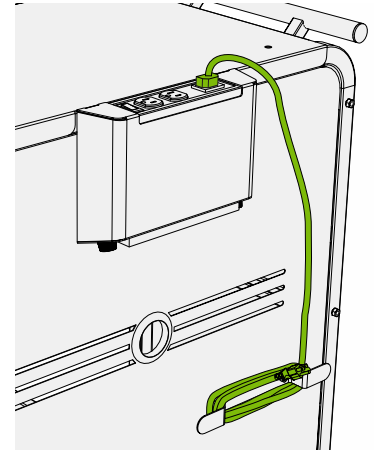
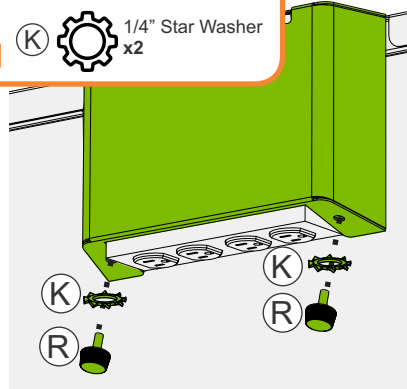
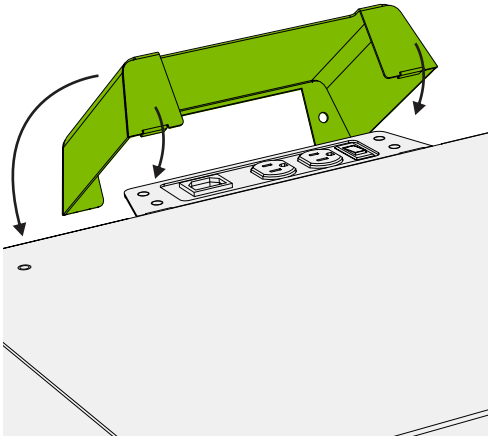


Power  
Timer  
Cable  
x1



## Install Power Front Time Cover

- 1 Hook top of cover onto mounting bracket then swing down into place.
- 2 Secure Power Timer Front Cover
- 3 Insert Power Timer Power Cable into Power Timer



15

Actual Size:

(E)  
x2

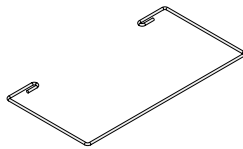


(Q)  
x2



You will need: (Not to Scale)

Tub Rack  
1x



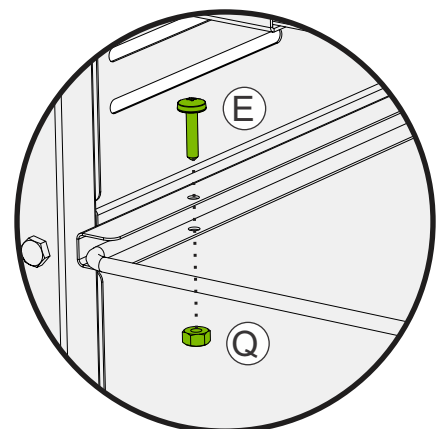
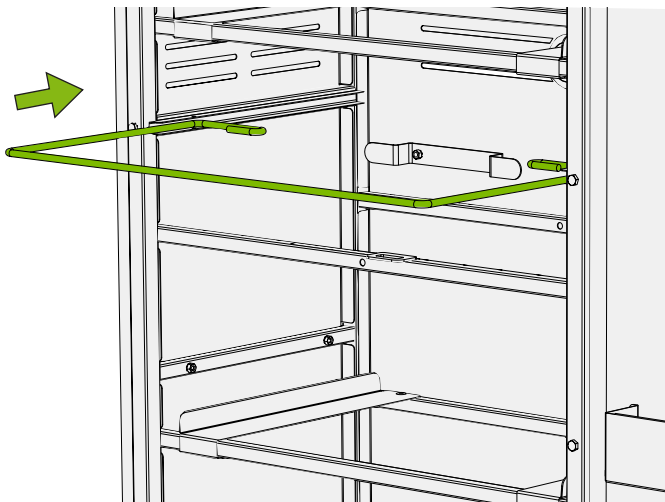
Screwdriver  
⊕ OR ⊖

Adjustable wrench x1

OR 3/8" wrench (x1)

## Install Tub Rack

- 1 Slide tub rack in channels
- 2 Insert safety hardware into channels



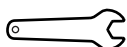
16

Actual Size:

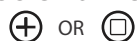


You will need: (Not to Scale)

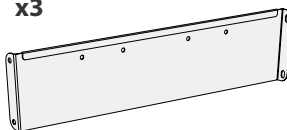
7/16" Hex Wrench  
2x



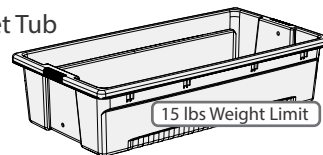
Screwdriver



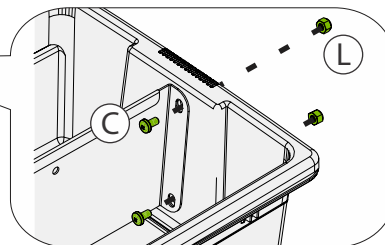
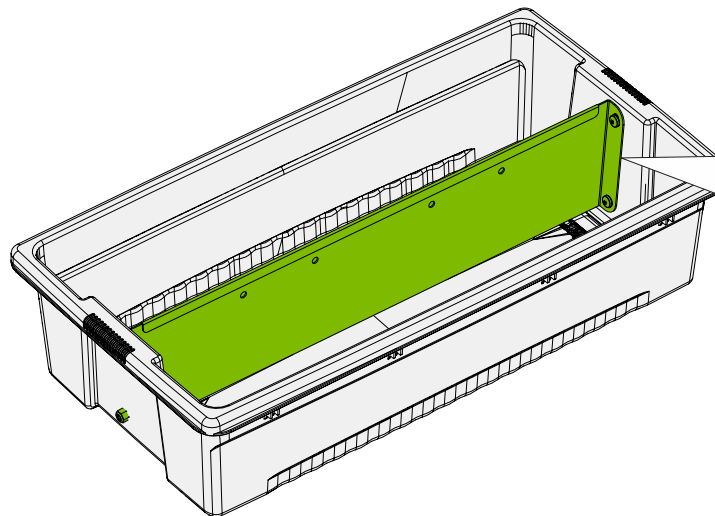
Headset Divider Middle  
x3



Headset Tub  
x3  
(CC4073)



## Assemble Headset Divider



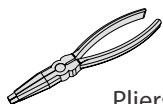
**!** Repeat on both sides for all tubs

17

Actual Size:

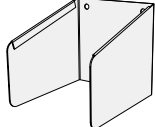


You will need: (Not to Scale)

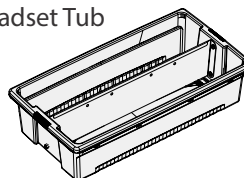


Pliers

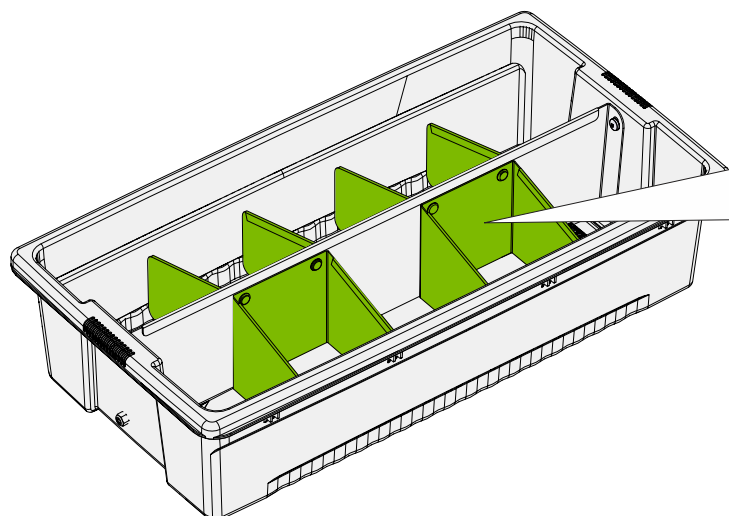
Bent Divider  
x12



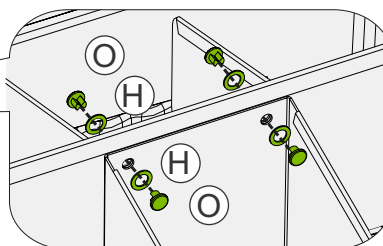
Headset Tub  
x3



## Attach Headset Divider Middle to tub 3x



Use pliers to help push the ratchet snaps Ⓢ together.



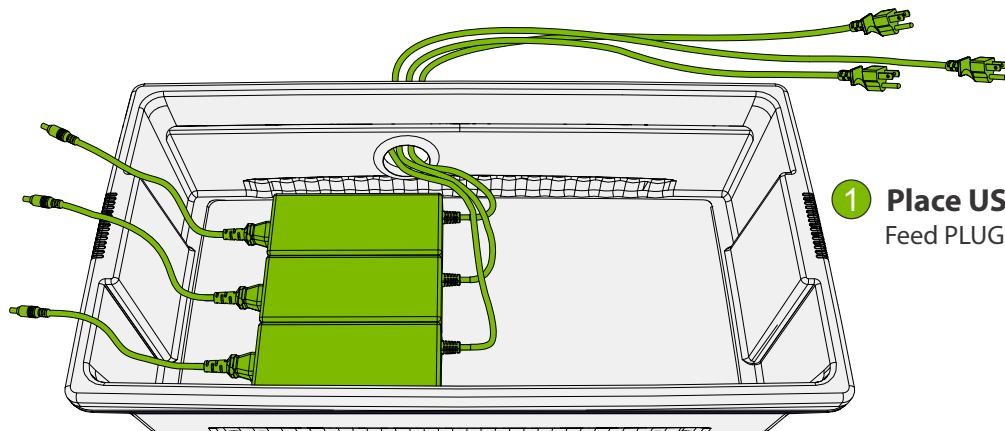
**!** Repeat 2x for all tubs



You will need: (Not to Scale)

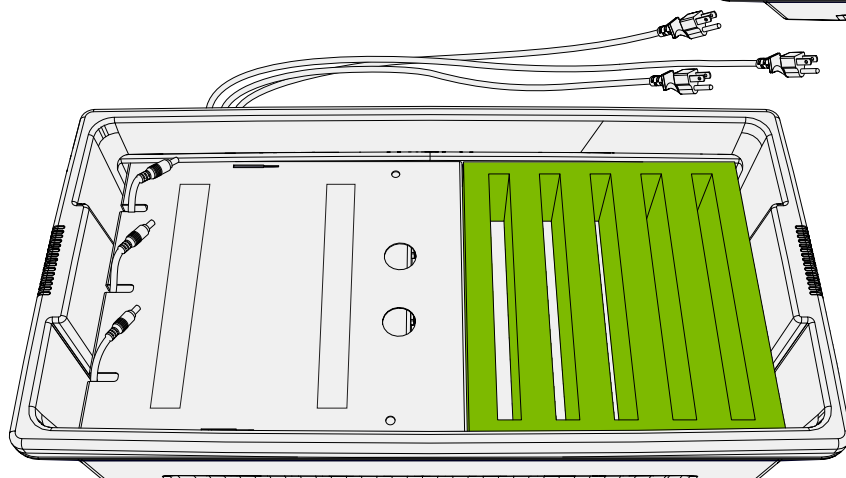
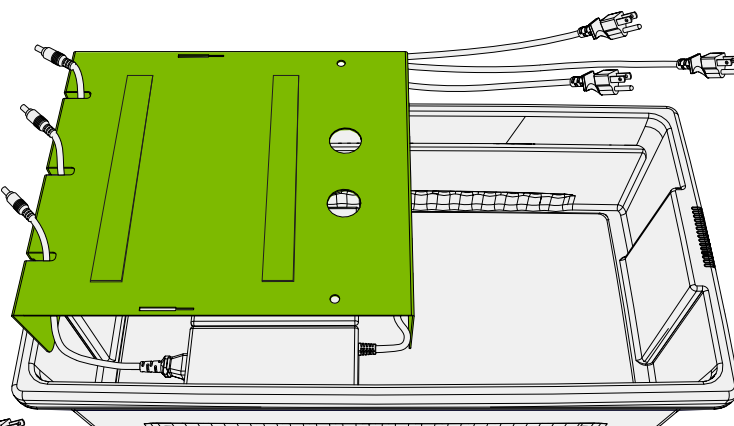


## Assembly Device Charging Tub



- 1 **Place USB Power Adapters into tub**  
Feed PLUG end of cable through grommet on tub.

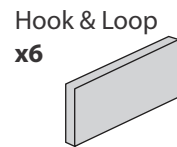
- 2 **Place USB Cover over USB Power Adapters**  
Ensure cables are securely plugged into Power Adapter.  
Feed Cable through holes on end of USB Cover.



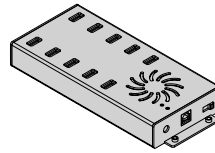
- 3 **Place Device Foam into Tub**  
The foam will fit snugly into tub



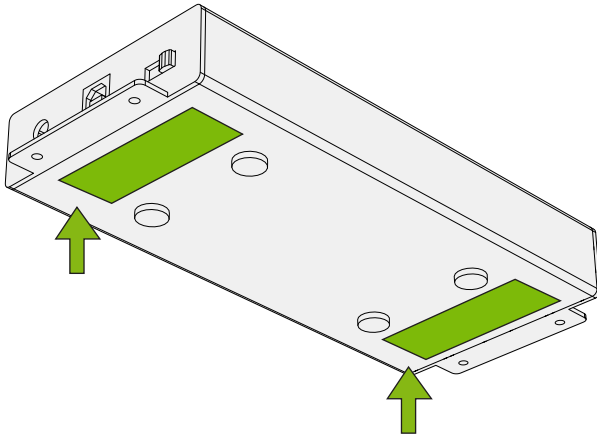
You will need: (Not to Scale)



10 Port USB Hub  
(255144)  
x3

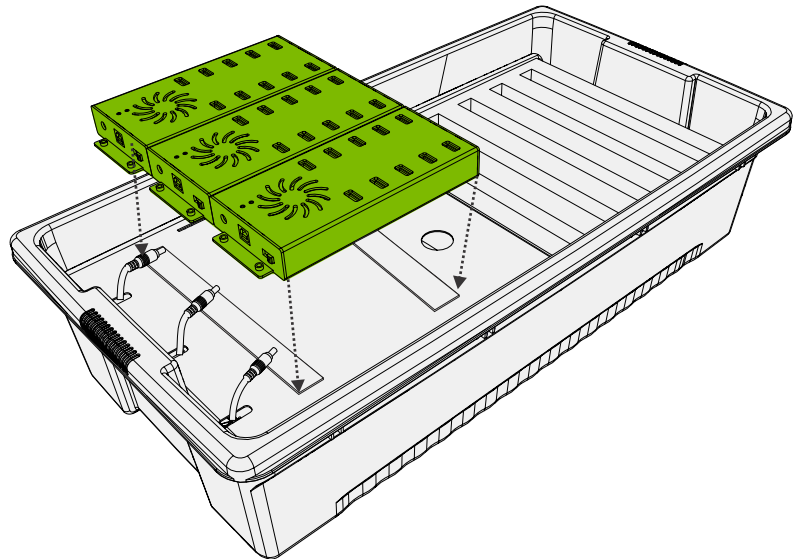


## Attach USB Hubs to Charging tub assembly

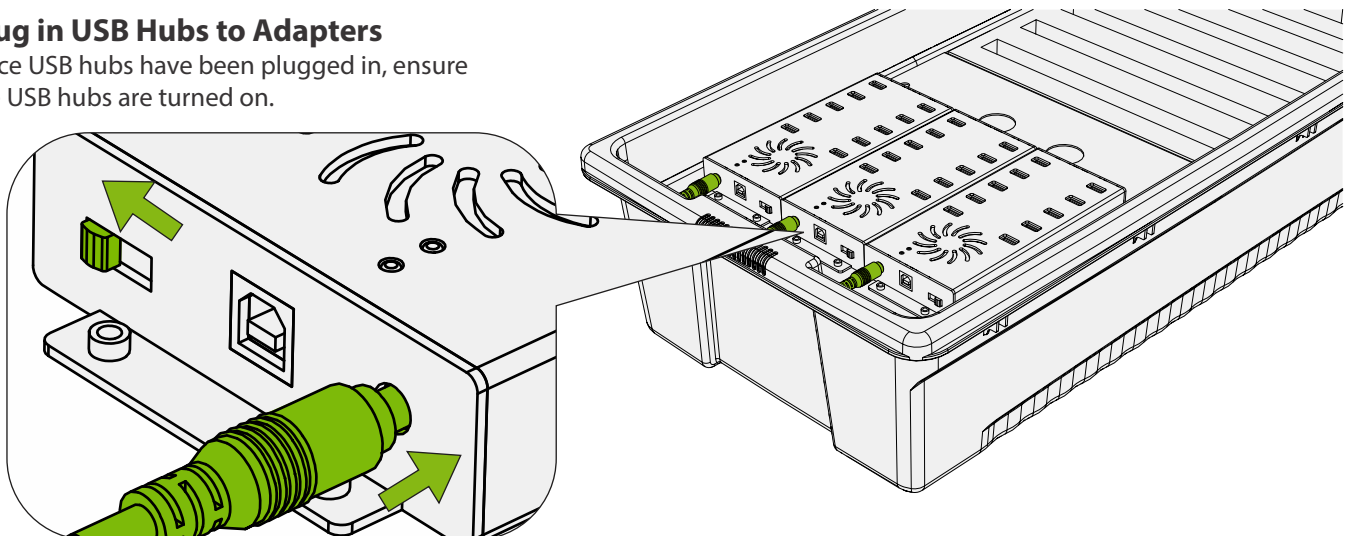


- 1 Apply adhesive Hook & Loop fastener**  
Each USB Hub needs TWO pieces of Hook & Loop applied to the bottom surface of the hub.

- 2 Place USB Hubs onto metal USB Cover**  
Attach the USB Hubs to the corresponding Hook & Loop found on the metal USB Cover.



- 3 Plug in USB Hubs to Adapters**  
Once USB hubs have been plugged in, ensure the USB hubs are turned on.



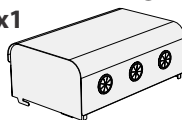
20

Actual Size:

You will need: (Not to Scale)

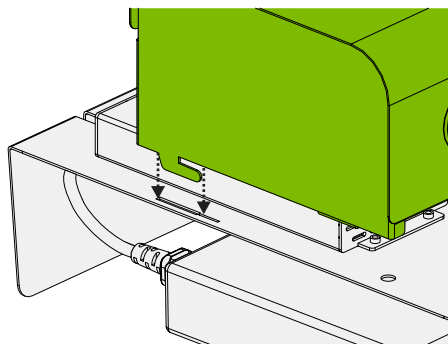
Cable Housing

x1

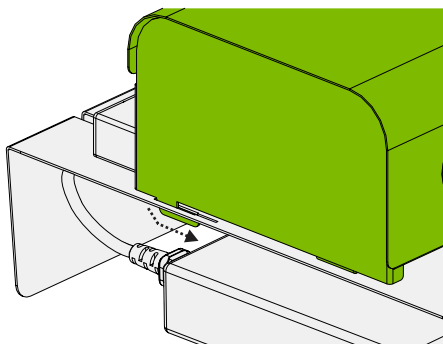


## Place Cable Housing over USB Hubs

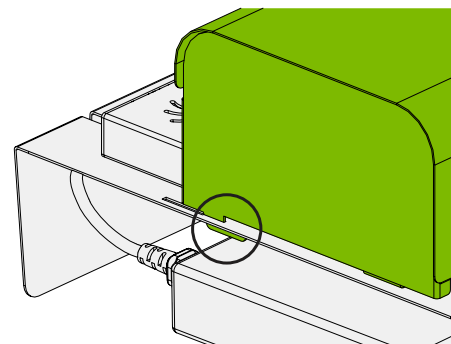
Slide foot on Cable Housing through slot on metal USB cover. View below does not show outer tub.



- 1 Place foot through slot**  
Start the foot of the Cable housing at the larger part of the slot.



- 2 Slide Cable Housing forward**  
Slide the foot towards the narrow part of the slot on USB Cover.



- 3 Housing is now in place**  
Foot will be all the way to the front of the slot.

21

Actual Size:

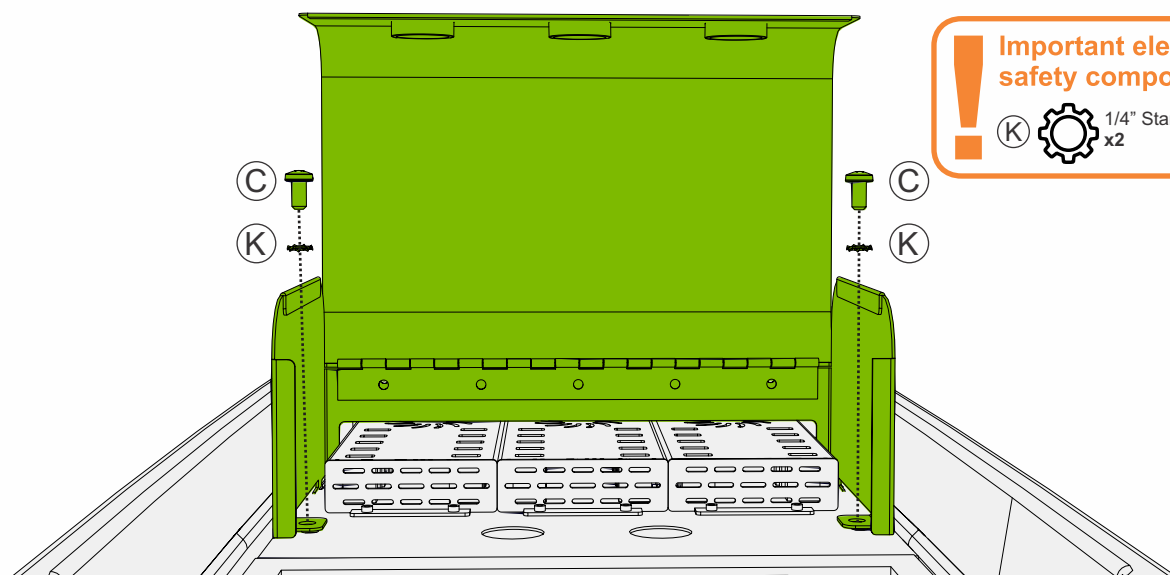
C  
x2K  
x2

You will need: (Not to Scale)

Screwdriver

⊕ OR ⊖

## Attach Cable Housing to USB Cover



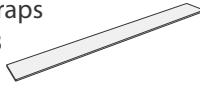
**Important electrical safety component.**

K

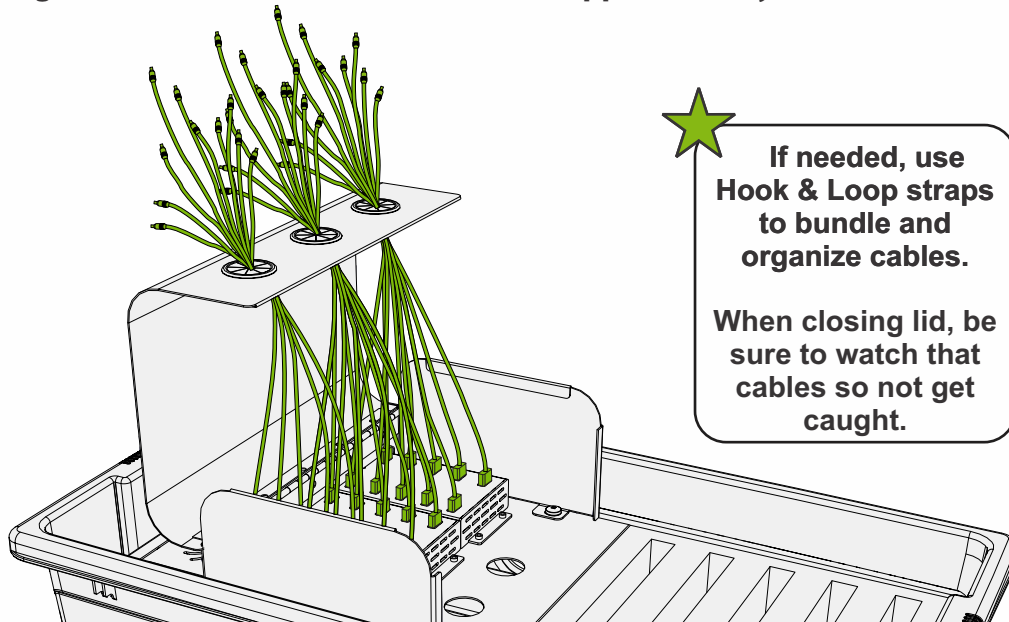
1/4" Star Washer  
x2

You will need: (Not to Scale)

Hook & Loop  
Straps  
x3



- 1 **Plug in and feed device charging cables through grommets on housing lid.**  
Allow for enough cable to reach the furthest device, approximately 8 inches.

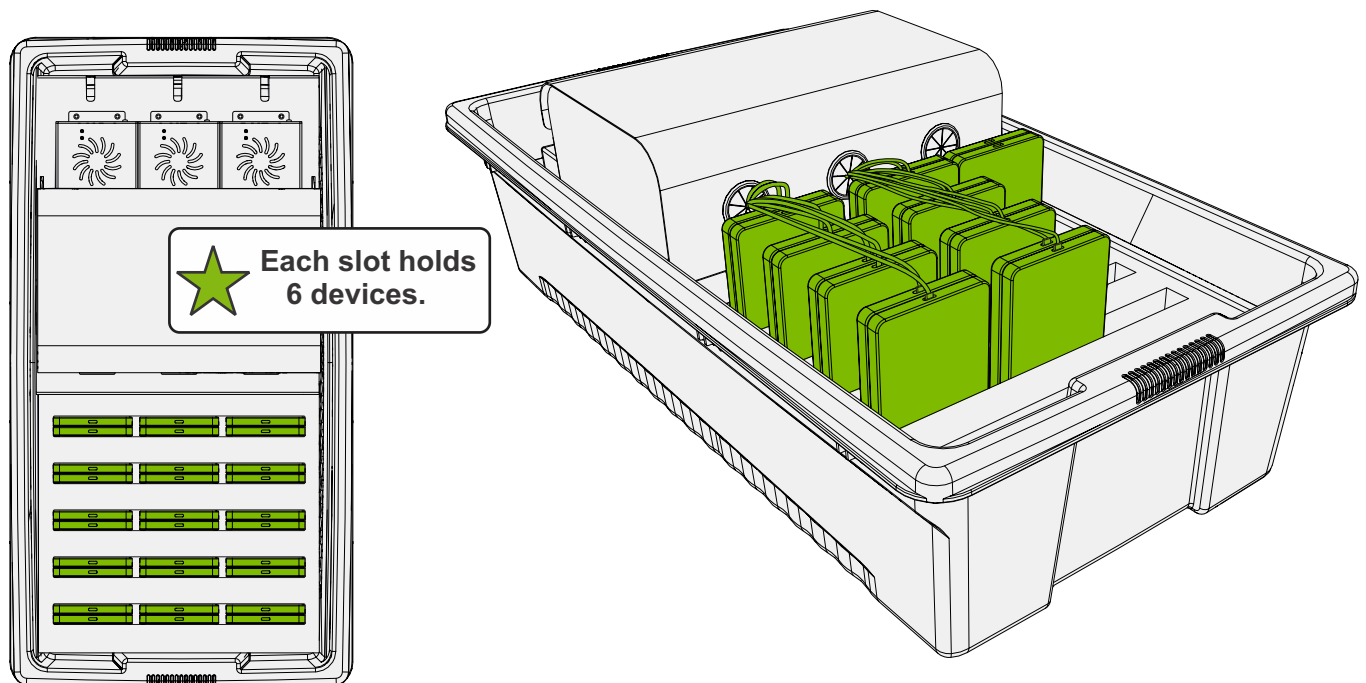


If needed, use  
Hook & Loop straps  
to bundle and  
organize cables.

When closing lid, be  
sure to watch that  
cables so not get  
caught.

- 1 **Place devices in foam slots and plug in**

Each slot is 2 devices deep by 3 wide. Gently pull on cord from housing if more is needed to plug device in.

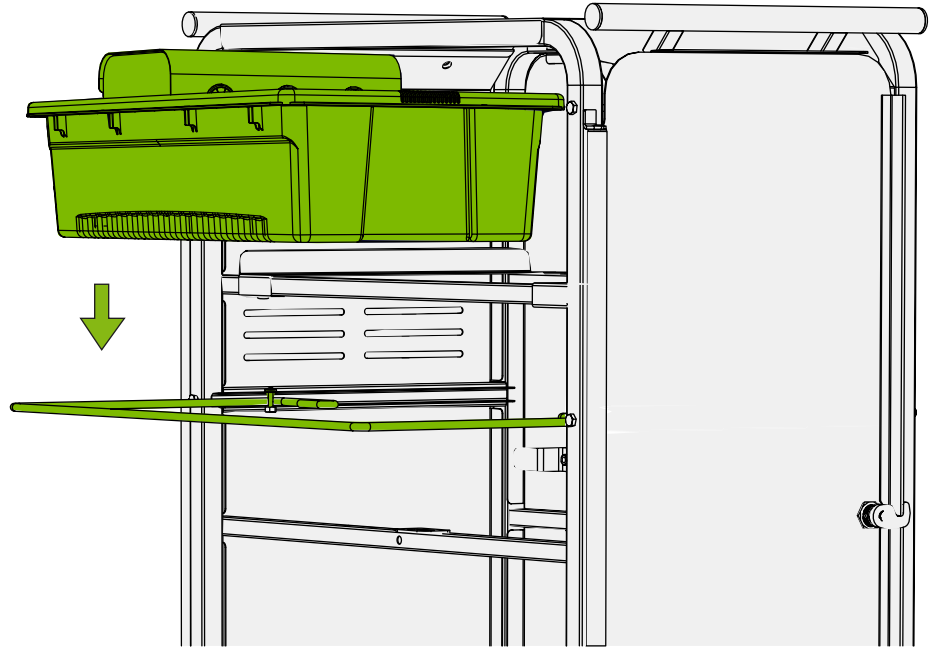


Each slot holds  
6 devices.

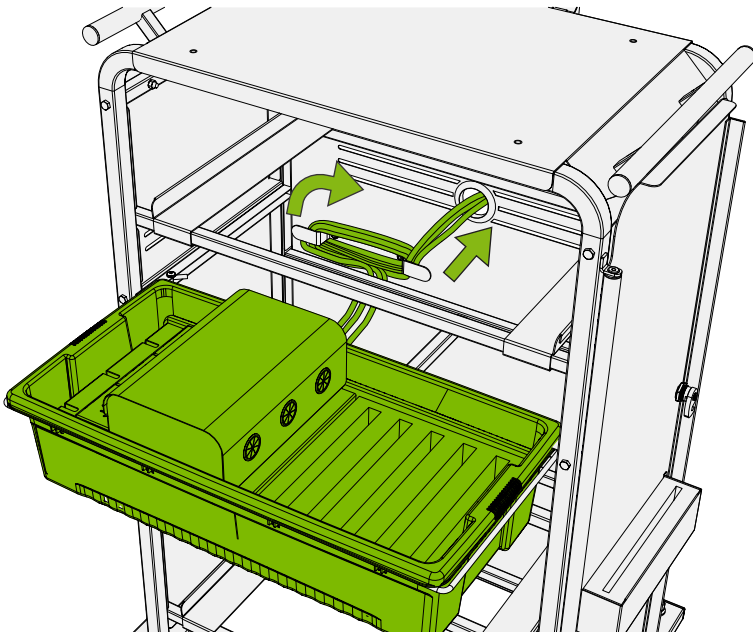
You will need: (Not to Scale)

## Add Device Charging Tub to Cart Frame

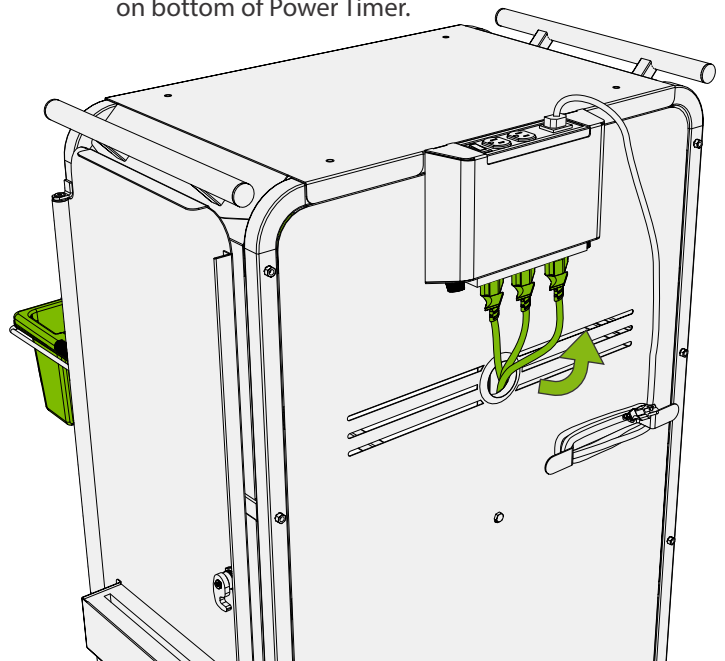
- 1 Place tub inside frame**  
Pull out tub frame and place Device Charging Tub inside.



- 2 Wrap Cables around Interior Cable hook**  
Wrap each of the USB power cables around the blue cable hook on the inside of the VR Storage Cart.



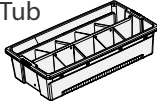
- 3 Plug USB Power Cables into Power Timer**  
Feed cables through grommet and plug into outlets on bottom of Power Timer.



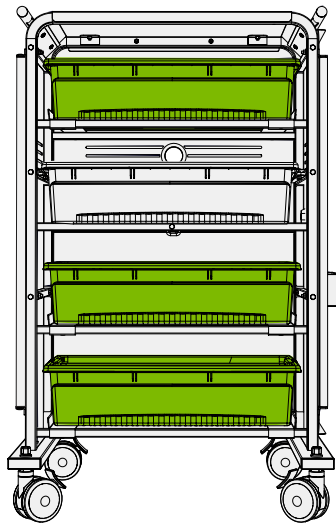
24

You will need: (Not to Scale)

Headset Tub  
x3



### Install headset tubs

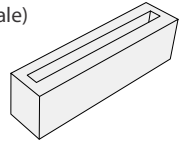


- ← VR Headset Tub
- ← Device Charging Tub
- ← VR Headset Tub
- ← VR Headset Tub

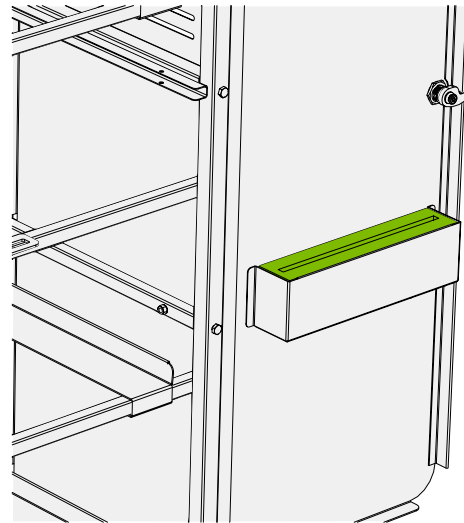
25

You will need: (Not to Scale)

Foam Tablet Holder  
x1



### Install foam tablet holder in door



26

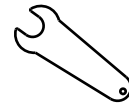
You will need: (Not to Scale)



+

Screwdriver  
⊕ OR ⊖

+



Caster Wrench x1

Adjustable wrench x2

### Check entire assembly for loose parts; tighten all casters, bolts, screws and nuts



Tighten all casters using supplied Caster Wrench.

Keep wrench with unit. Casters must be tightened every 6 months for proper maintenance.