

**Assembly Guide**

LLS300 2019 Rev A

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

For assistance, please contact us:

1-800-267-8494Email info@copernicused.com

Have your packing slip ready for reference

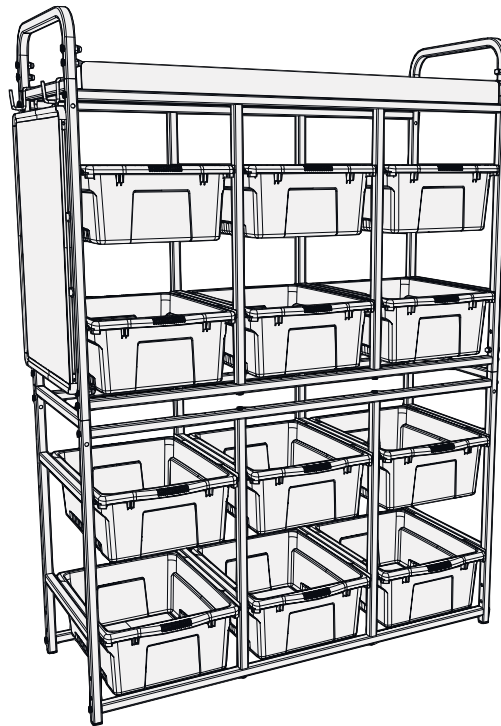
WARNING

- 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.

Assemble your Storage Room Organizer to suit your individual space!**Assembly Option A:
Full Height Version**

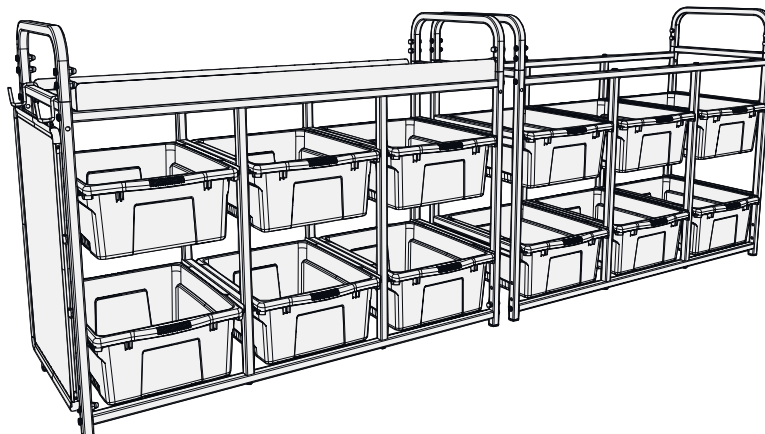
Steps 1A-7A

Starting on page 5

**OR****Assembly Option B:
Half Height Version**

Steps 1B-7B

Starting on page 13

**Please Recycle**



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Validate Your Warranty



To validate your five year frame & lifetime tub warranty, submit the ON-LINE form at www.copernicused.com. Enter a draw to win a Copernicus Product for your classroom at the same time!

Tips for Assembly - Using this Manual



2 Person

Watch for These Helpful Symbols

- This symbol denotes a 2 Person Task. For safety, please ensure that there are two people working on steps displaying this symbol.



- Watch for this symbol throughout the Assembly Instructions. 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

- Layout and identify all of the included parts
- The hardware has been packed according to hardware type
- Read the assembly instructions over once to familiarize yourself with them
- Please note that in its unassembled state, this product contains parts that can be a hazard to small children; it 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 labeling 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.

After Assembly; Before Use

- Remove the plastic film from the Whiteboard before writing on it
- Clean the Whiteboard surface well with soapy water and then rinse clean

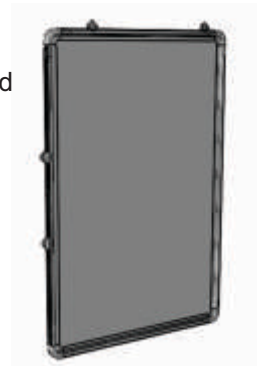
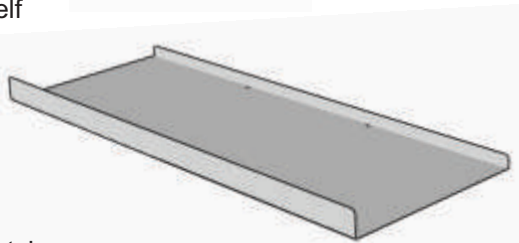
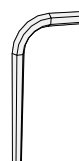
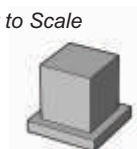
Customer Service - FAQ's



For missing parts and other issues regarding the frame:

*Please call Copernicus Customer Service, where we will be happy to help.
1-800-267-8494. Monday - Friday 8:00am - 4:30 pm EST.*

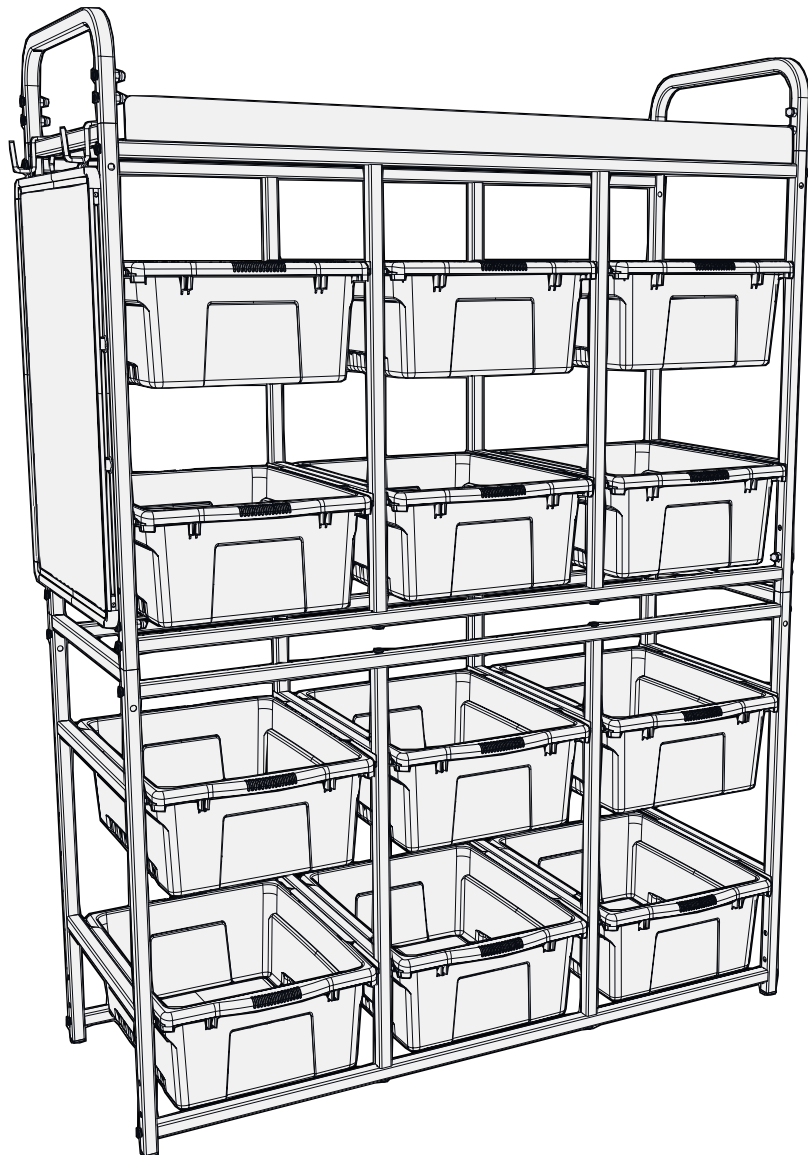
“The beautiful thing about learning is that no one can take it away from you.” - B. B. King

Before beginning, you should have:**Contents - Box 1****Pre-Assembled
End Frame
2x****Middle
Frame
4x****End Cap
2x****Side
Whiteboard
1x****Top
Shelf
1x****Stretcher
8x****Accessory
Hooks
2x****Contents - Box 2****Open
Tub
12x***Colours may vary***(10 lbs Weight Limit)****Hardware
(Actual Size)****(A) M6 x 35mm bolt
32x****(D) M6 lock washer
48x****(C) M6 x 25mm bolt
16x****(E) M6 acorn nut
16x****Assembly Wrench
1x
Not To Scale****(F) Glide
8x
Not to Scale**

**! THIS FURNITURE MUST BE
SECURED TO THE WALL**
Match the fastener to the wall material.
Do not open more than one drawer at a
time to prevent unit from toppling over.

Assembly Option A: Full Height Version

Steps 1A-7A
Starting on page 5



1A

Actual Size:

**2-Person Task**

You will need: (not to scale)



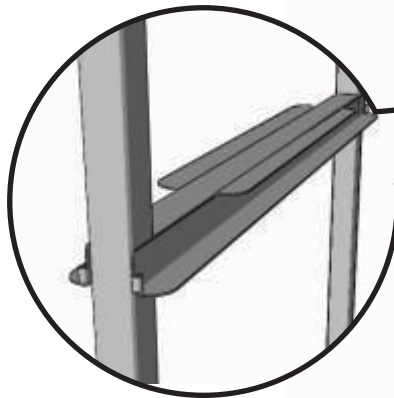
Middle Frame x 4



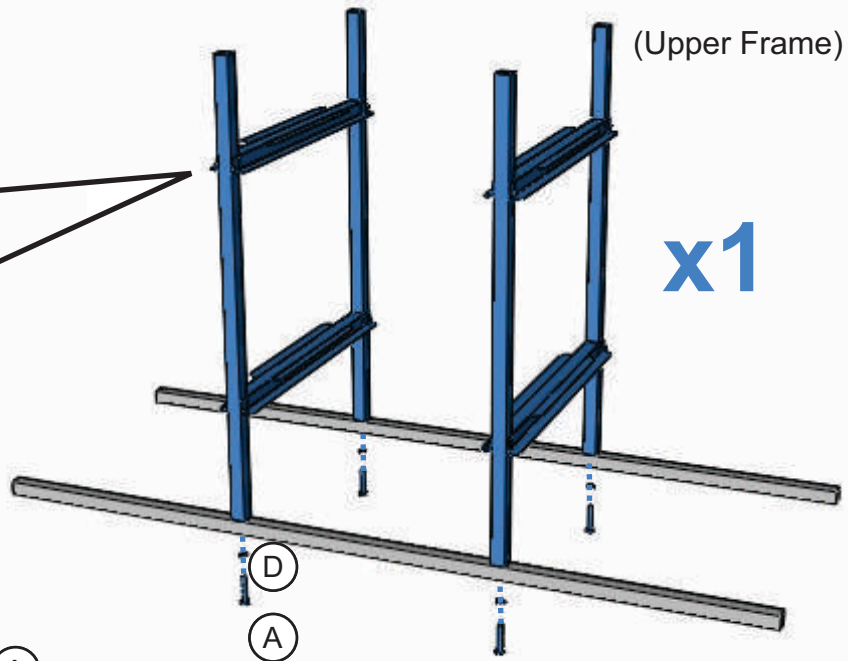
Stretcher x 6

★ ASSEMBLY OPTION A - FULL HEIGHT UNIT

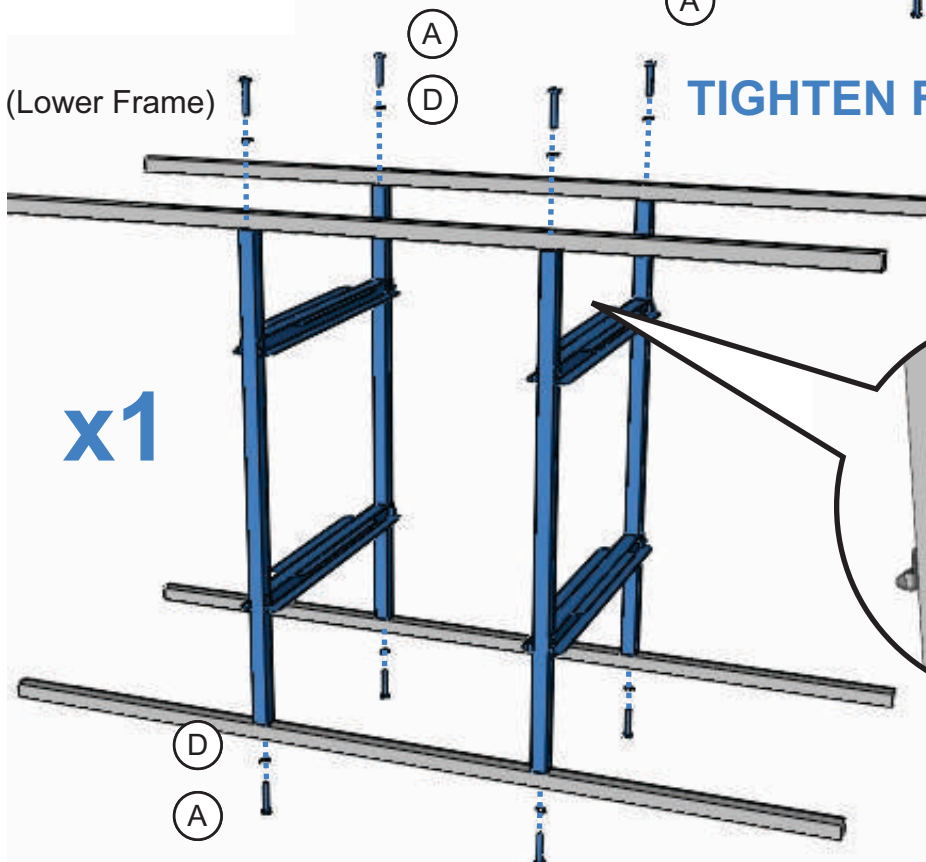
Build Middle Section



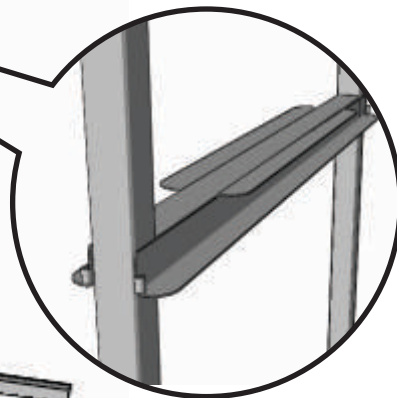
! Note orientation of channel when installing middle frames.



(Lower Frame)

**TIGHTEN FIRMLY**

! Note orientation of channel when installing middle frames.

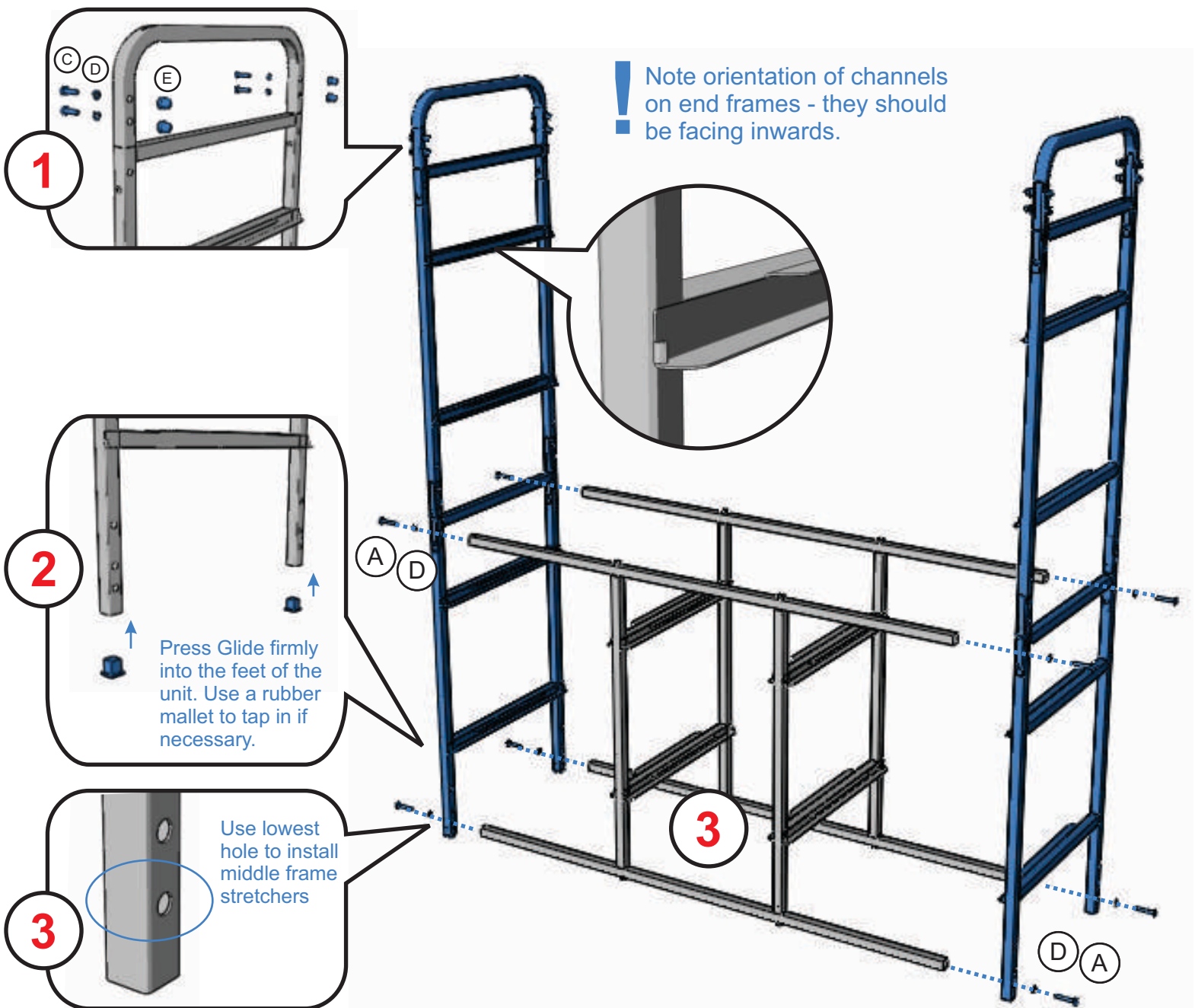


| | |
|---|---|
| <div>2A</div> <div> 2-Person Task </div> | Actual Size: <div> (A) 8x </div> <div> (C) 8x </div> <div> (D) 16x </div> <div> (E) 8x </div> |
| | You will need: (not to scale) <div> Pre-assembled End Frame x 2 </div> <div> Glide x 4 </div> |

★ ASSEMBLY OPTION A - FULL HEIGHT UNIT

Build Bottom Half of Frame

Fit the lower middle frame built in the previous step in between end frames.



3A

Actual Size:



2-Person Task

You will need: (not to scale)

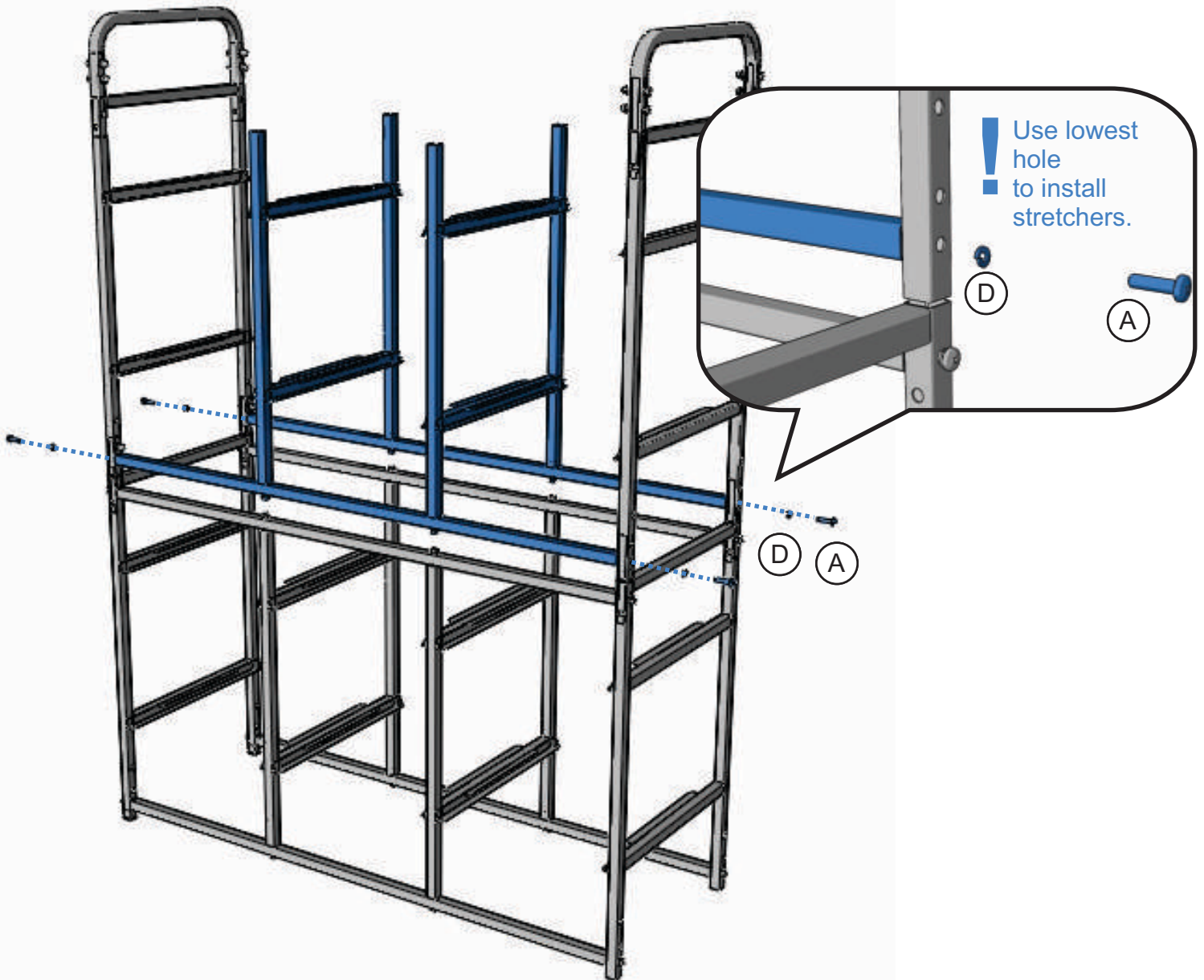


Upper Frame (Step 1A) x 1

★ ASSEMBLY OPTION A - FULL HEIGHT UNIT

Attach Upper Middle Frame to End Frames

Fit the upper frame built in the Step 1A in between both end frames.



4A

Actual Size:



2-Person Task

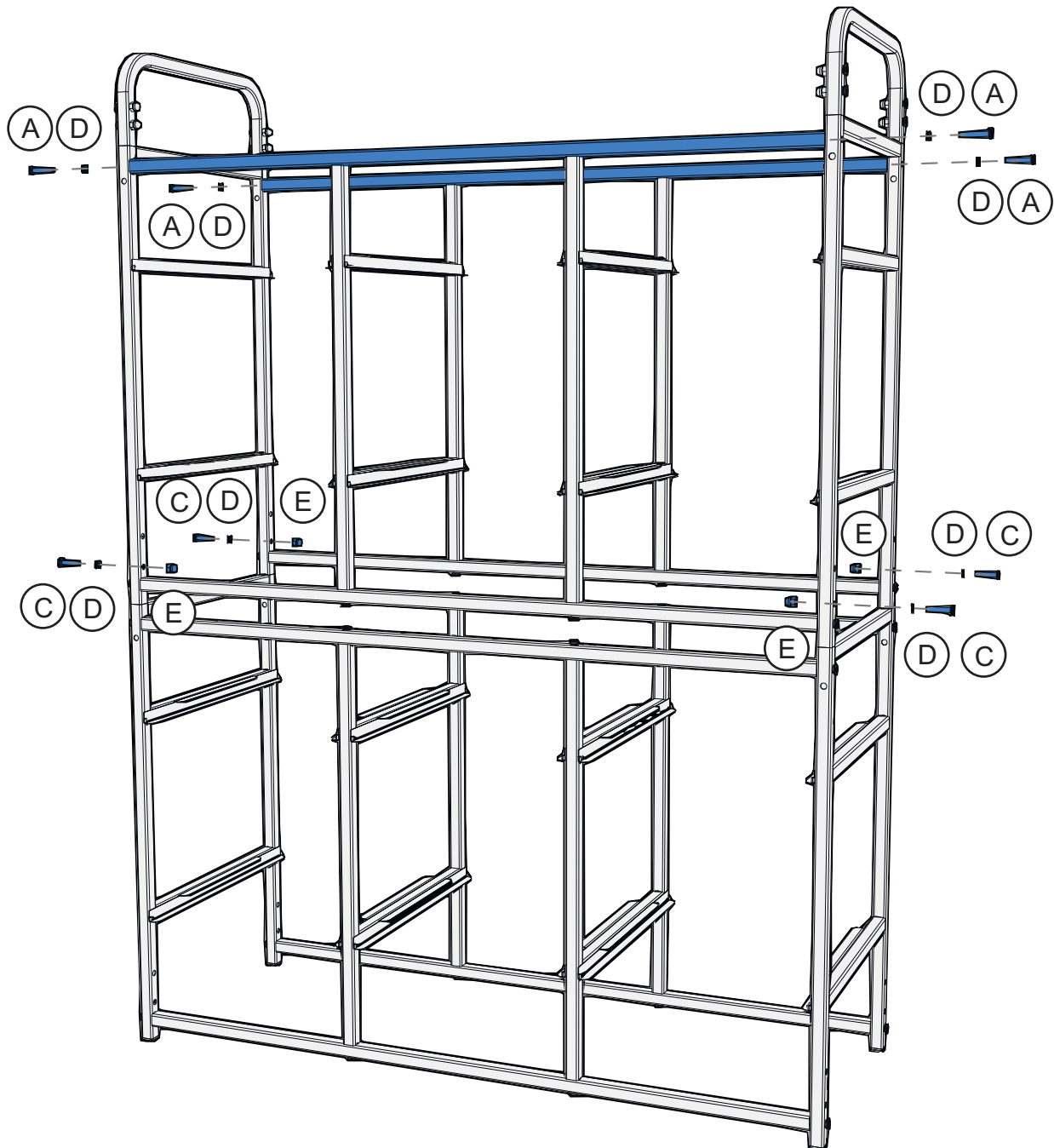
You will need: (not to scale)



Stretcher x 2

★ ASSEMBLY OPTION A - FULL HEIGHT UNIT

Install Top Stretchers & Secure End Frames

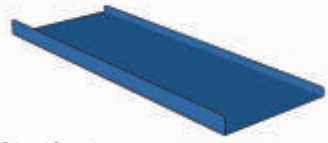


5A

Actual Size:



You will need: (not to scale)



Top Shelf x 1

★ ASSEMBLY OPTION A - FULL HEIGHT UNIT

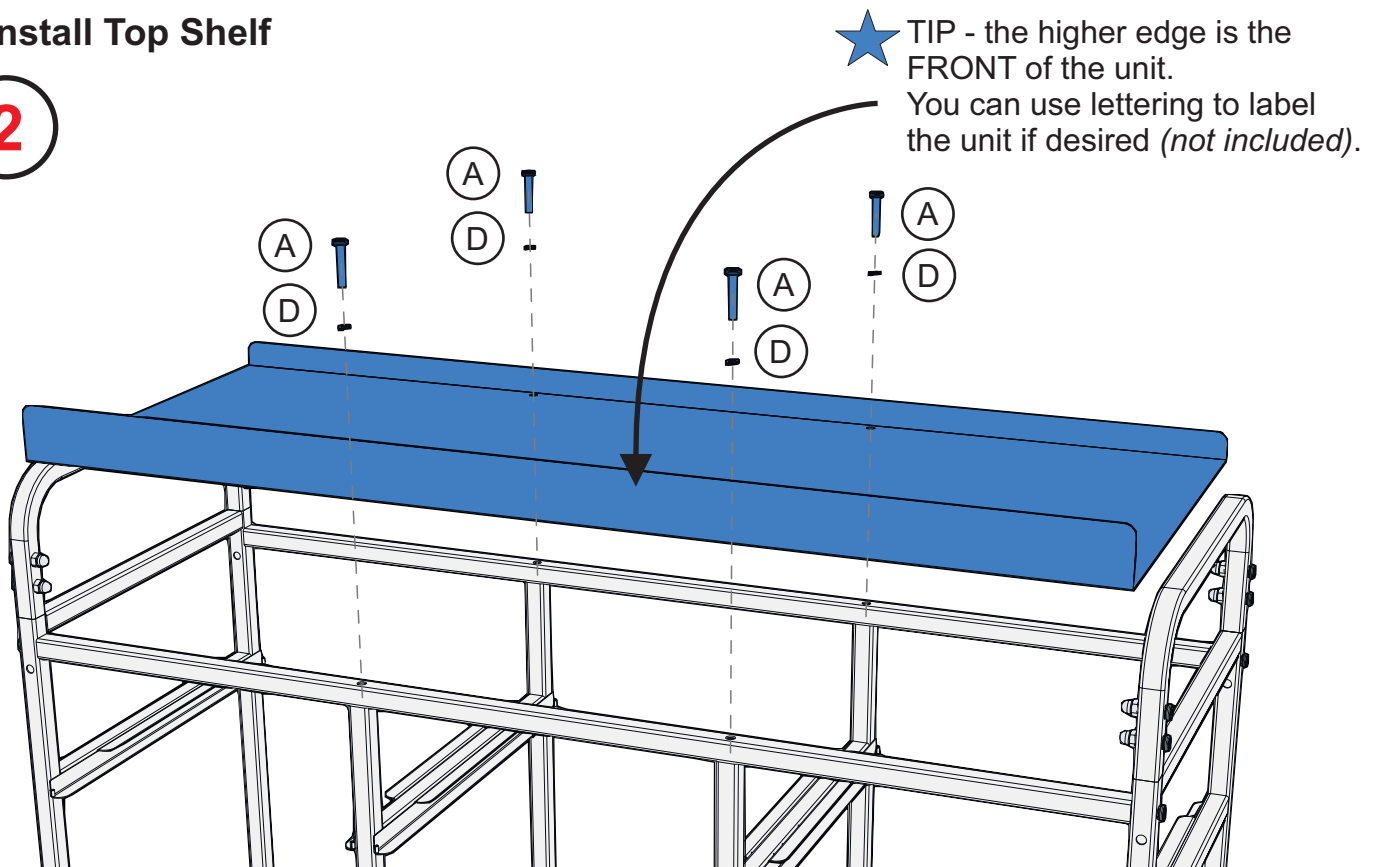
This is the time to secure furniture to the wall

1

! THIS FURNITURE MUST BE SECURED TO THE WALL
USE PROPER HARDWARE DEPENDING ON WALL MATERIAL.

Do not open more than one drawer at a time to prevent unit from toppling over.

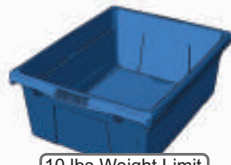
Install Top Shelf

2

6A

Actual Size:

You will need: (not to scale)



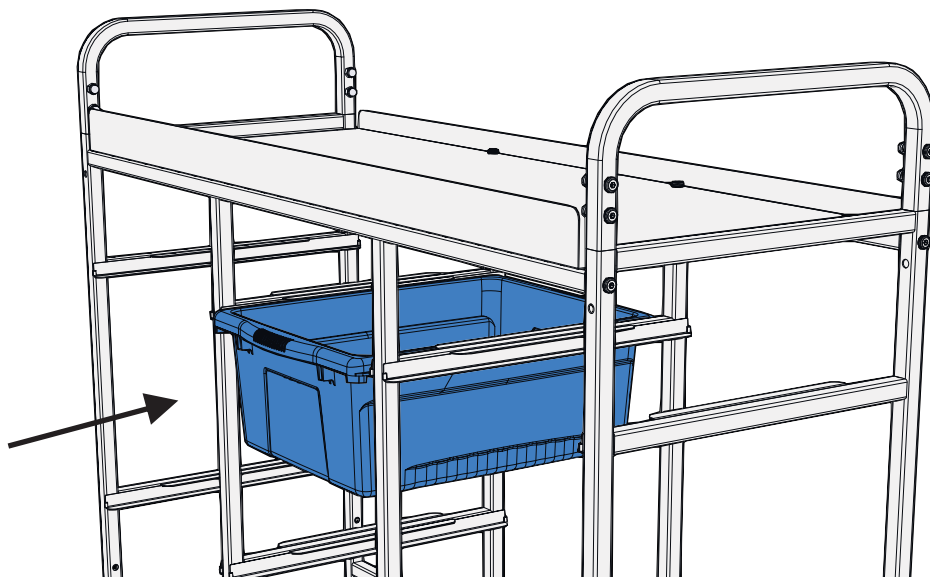
Open Tub x 12

(10 lbs Weight Limit)

★ ASSEMBLY OPTION A - FULL HEIGHT UNIT

Install Tubs

★ Install tubs into middle section **BEFORE** tightening bolts.



★ **TIGHTEN ALL HARDWARE NOW!**

7A

Actual Size:

You will need: (not to scale)



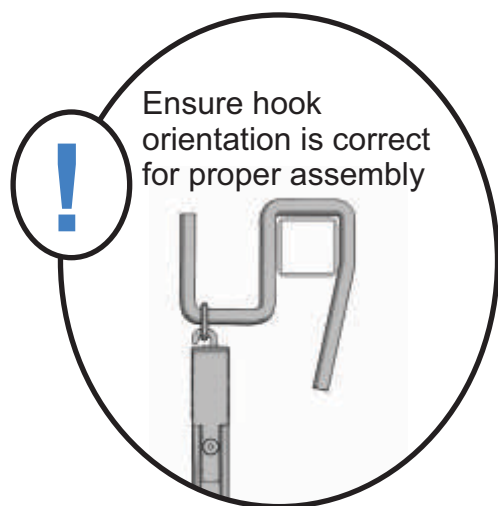
Accessory Hook x 2



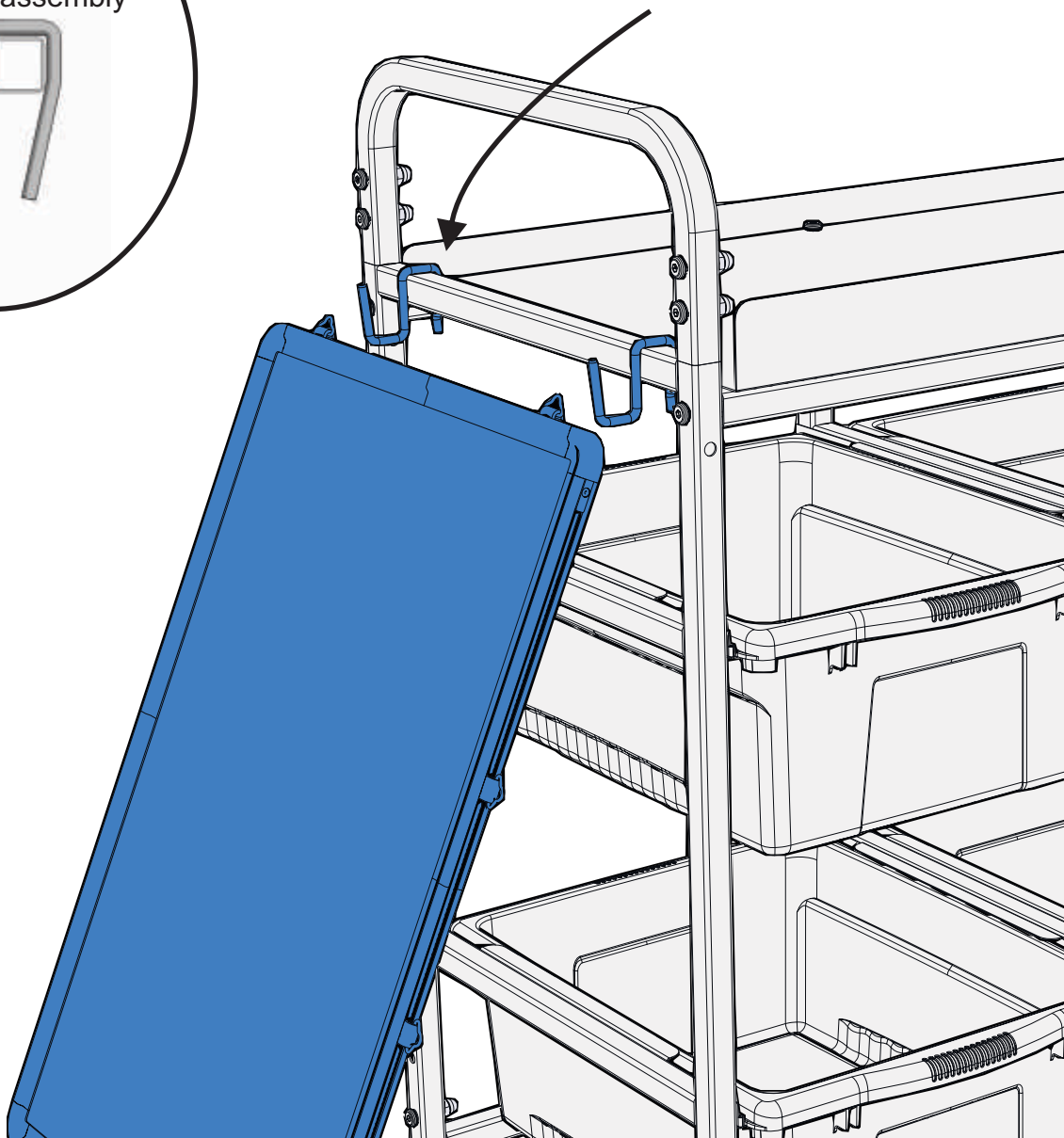
Side Whiteboard x 1

★ ASSEMBLY OPTION A - FULL HEIGHT UNIT

Attach Accessory Hooks and Side Whiteboard



Tip:
Place an empty hardware bag over the frame to prevent scratching while you snap the accessory hooks on. Remove bag once hooks are installed.

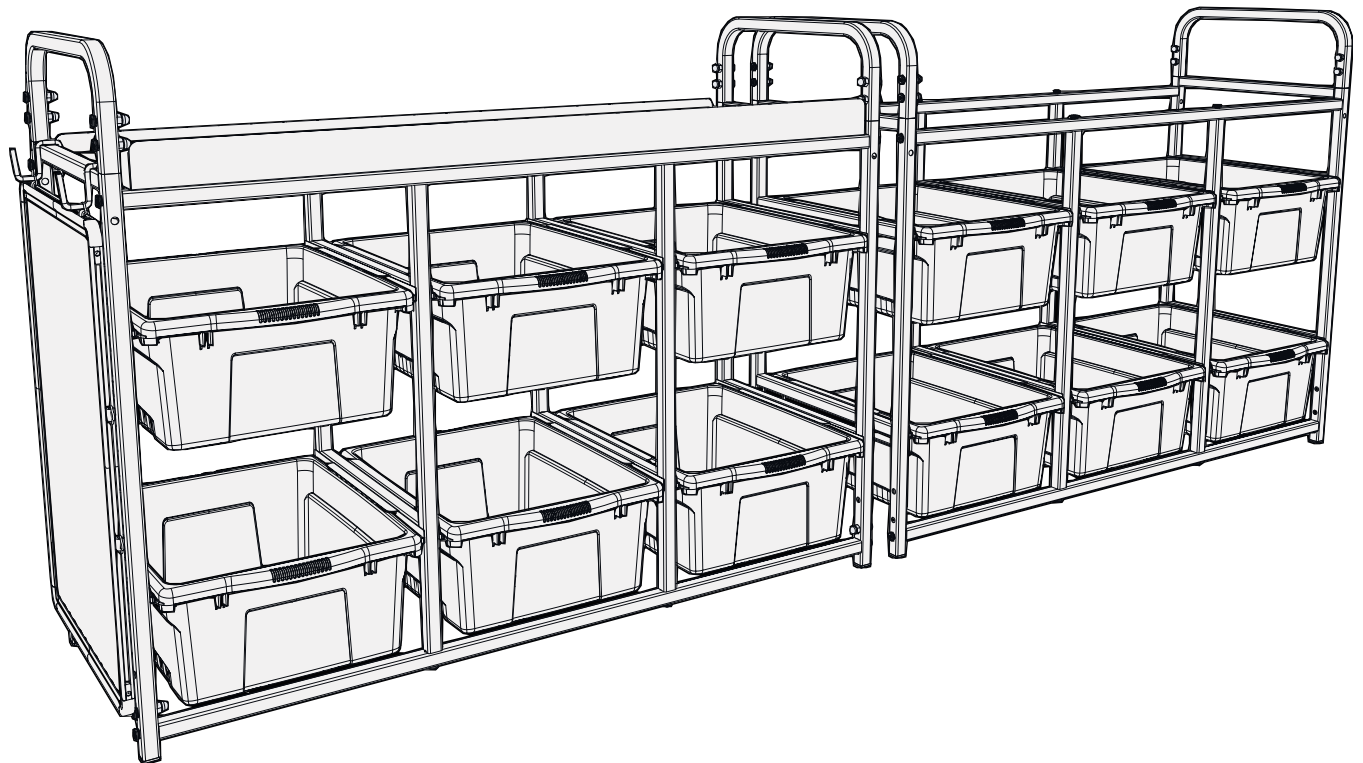


**! THIS FURNITURE MUST BE
SECURED TO THE WALL**
Match the fastener to the wall material.
Do not open more than one drawer at a
time to prevent unit from toppling over.

Assembly Option B: Half Height Version

Steps 1B-7B

Starting on page 13



1B

Actual Size:



2-Person Task

You will need: (not to scale)



Pre-assembled End Frame x 2



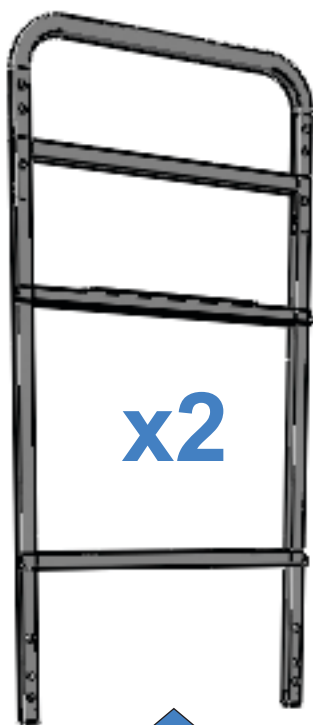
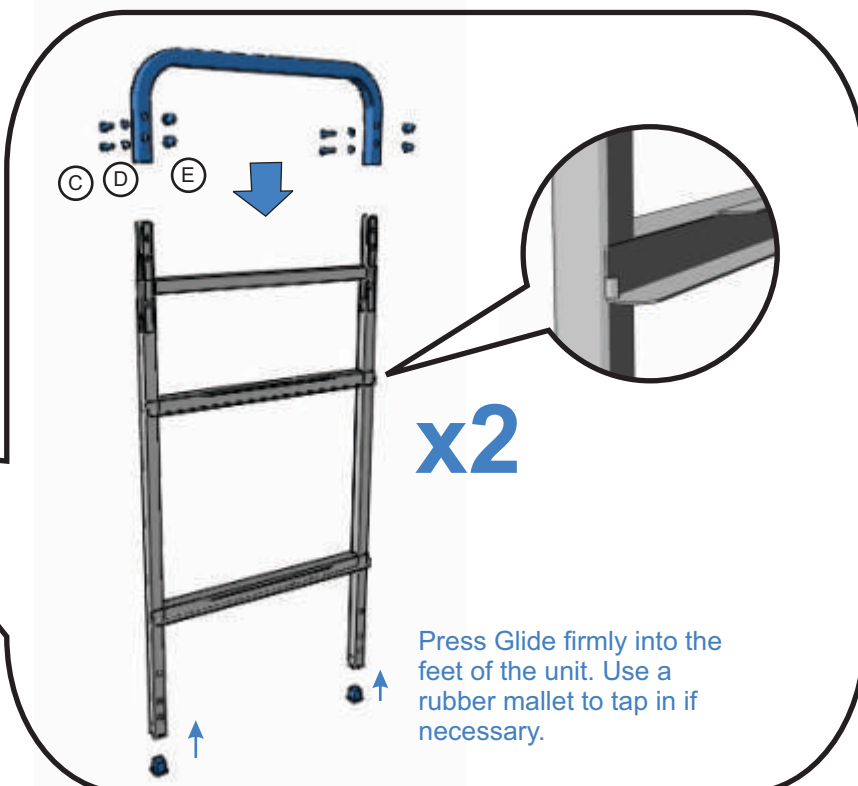
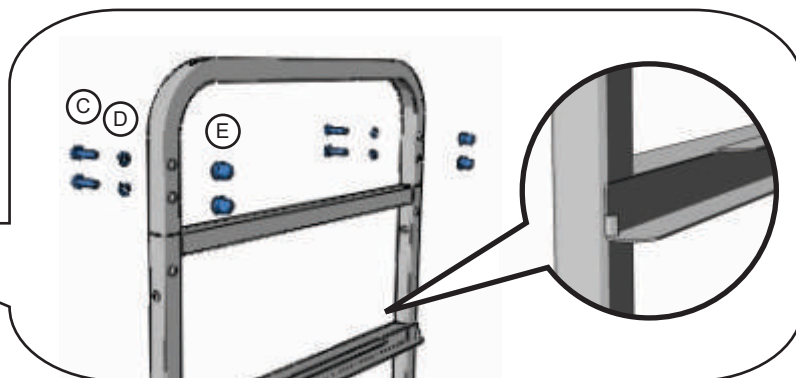
End Cap x 2



Glide x 8

★ **Do not tighten any fasteners, unless instructed**

Build four Half-Height End Frame

**x2****x2**

2B

Actual Size:



2-Person Task

You will need: (not to scale)

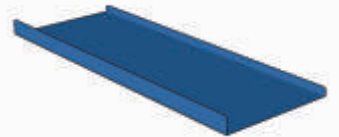
Middle Frame x 4



Stretcher x 8



Top Shelf x 1

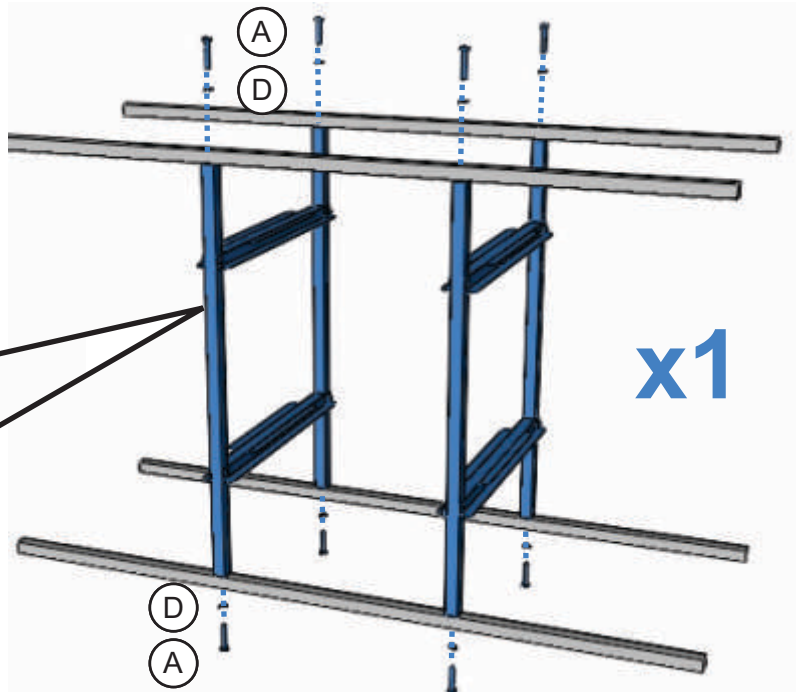
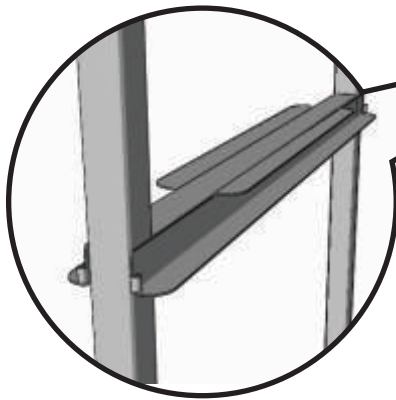


★ ASSEMBLY OPTION B - HALF HEIGHT UNIT

Build Middle Sections

FRAME 1

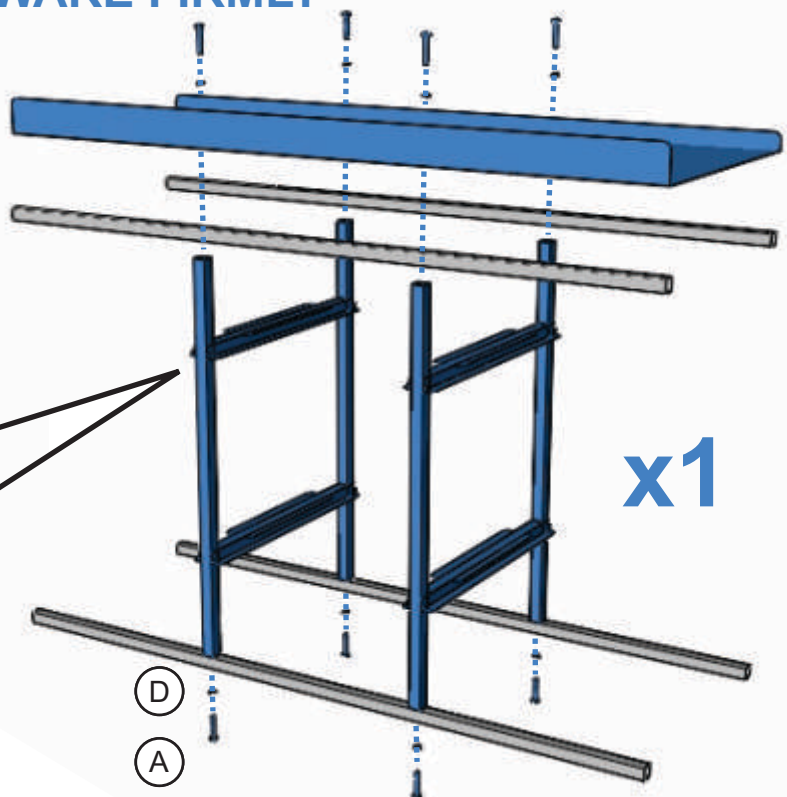
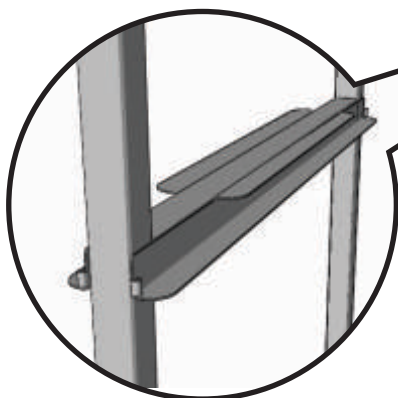
! Note orientation of channel when installing middle frames.



★ TIGHTEN ALL HARDWARE FIRMLY

FRAME 2

! Note orientation of channel when installing middle frames.



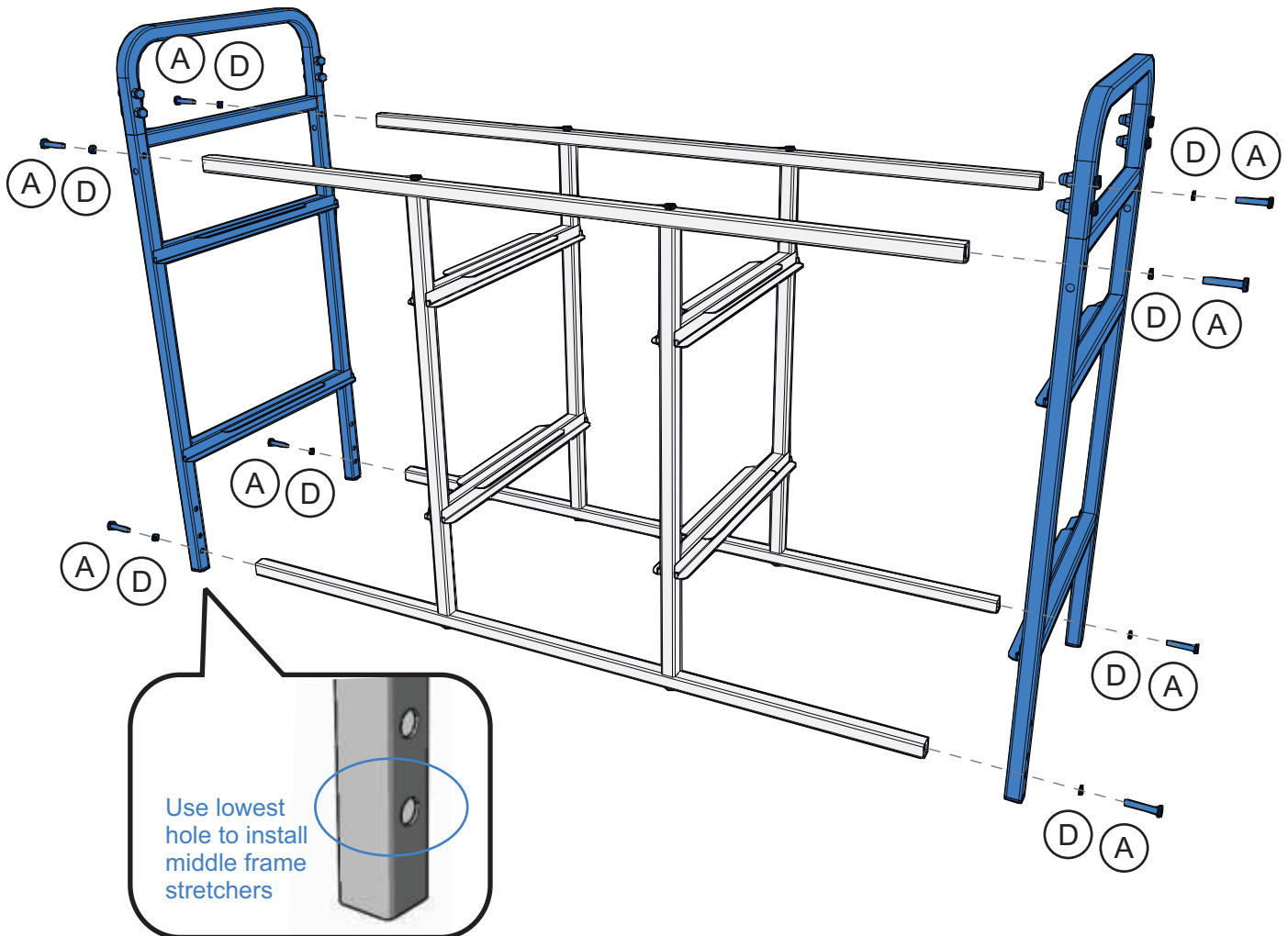
3B

Actual Size:



You will need: (not to scale)

★ ASSEMBLY OPTION B - HALF HEIGHT UNIT

Install Storage End Frames on FRAME 1

4B

Actual Size:

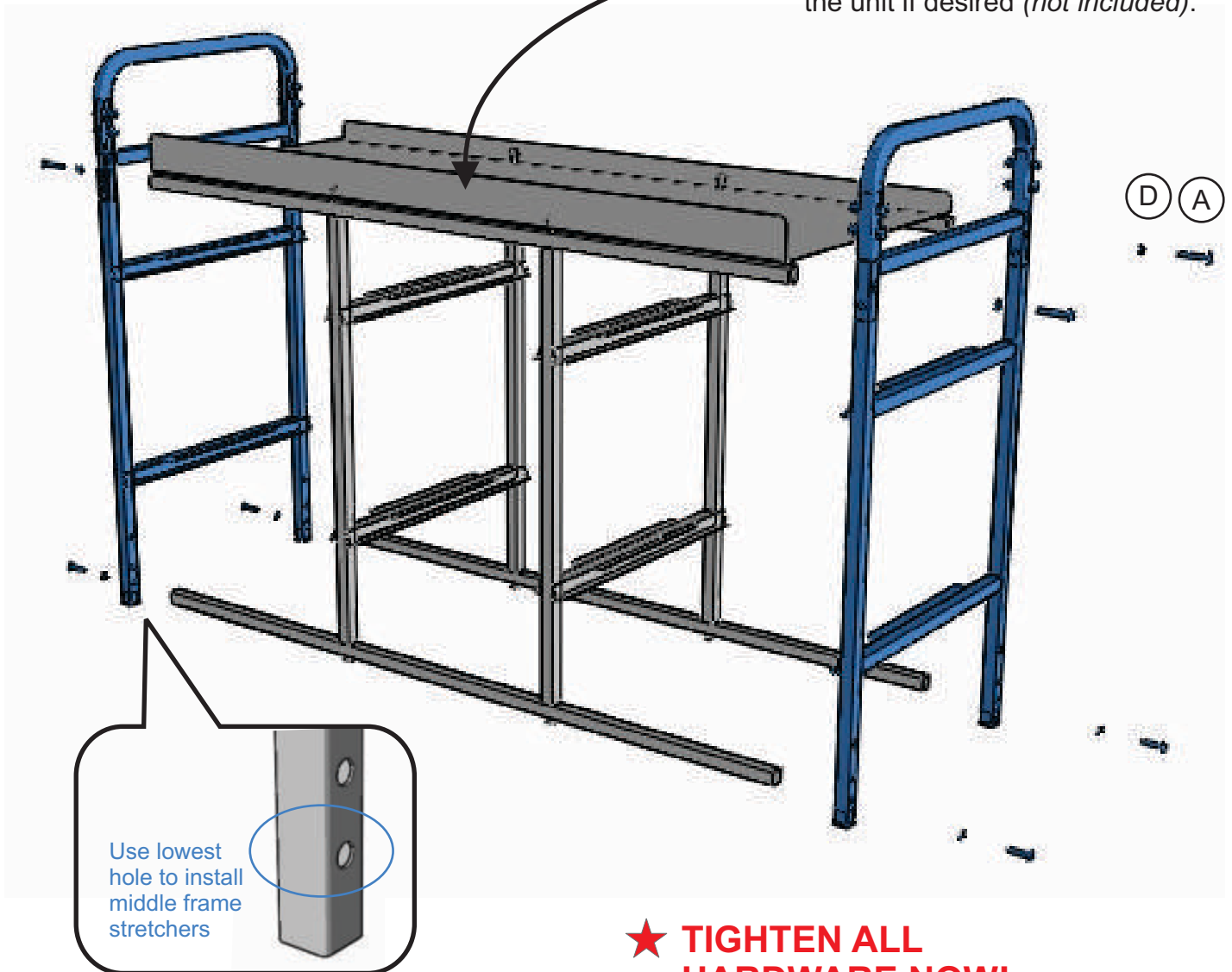


You will need: (not to scale)

★ ASSEMBLY OPTION B - HALF HEIGHT UNIT

Install Storage End Frames
on **FRAME 2**

★ TIP - the higher edge is the
FRONT of the unit.
You can use lettering to label
the unit if desired (*not included*).



5B

Actual Size:

You will need: (not to scale)



Open Tub x 12

10 lbs Weight Limit

★ ASSEMBLY OPTION B - HALF HEIGHT UNIT

This is the time to secure furniture to the wall

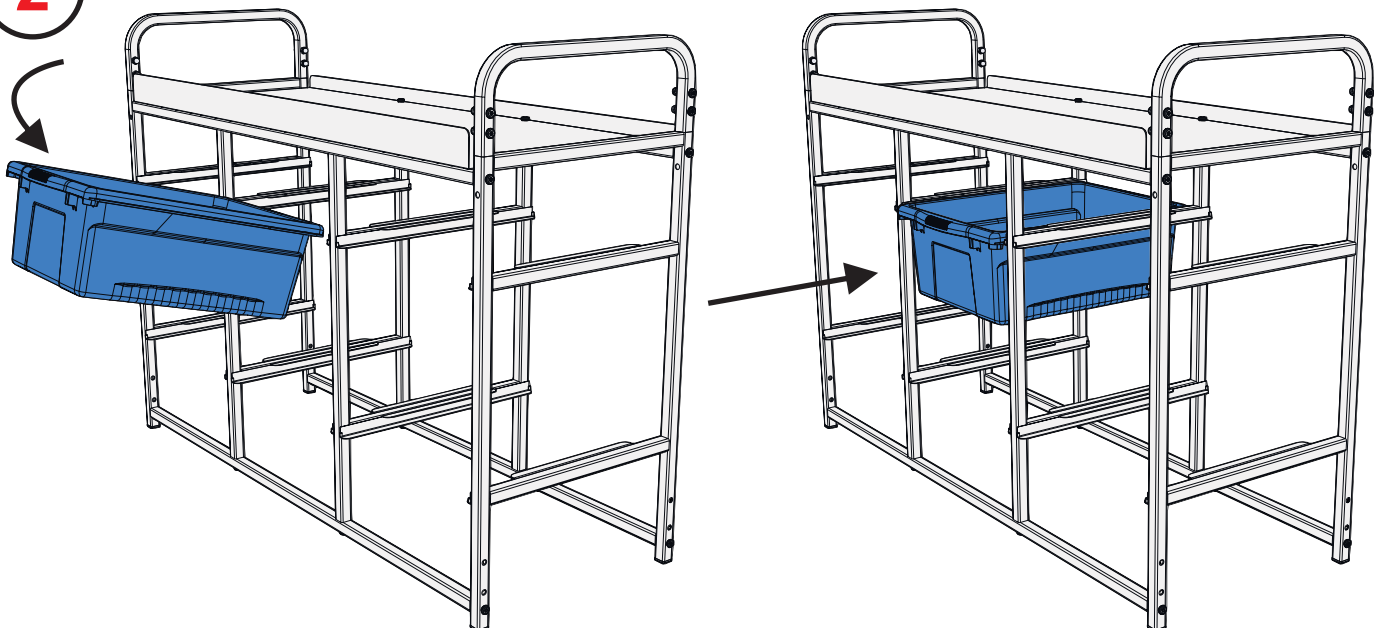
1

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Do not open more than one drawer at a time to prevent unit from toppling over.

Install Tubs

2



★ **Install tubs into middle section BEFORE tightening bolts. TIGHTEN ALL HARDWARE NOW!**

6B

Actual Size:

You will need: (not to scale)



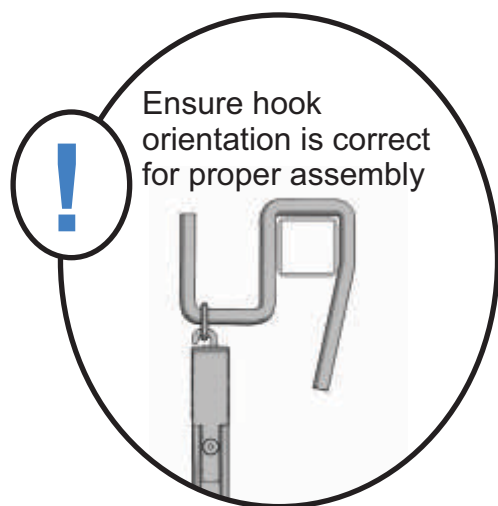
Accessory Hook x 2



Side Whiteboard x 1

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