

# STEM Maker Station



## Assembly Guide

STEM100\_STEM102\_2019\_B

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

For assistance, please contact us:

**1-800-267-8494**

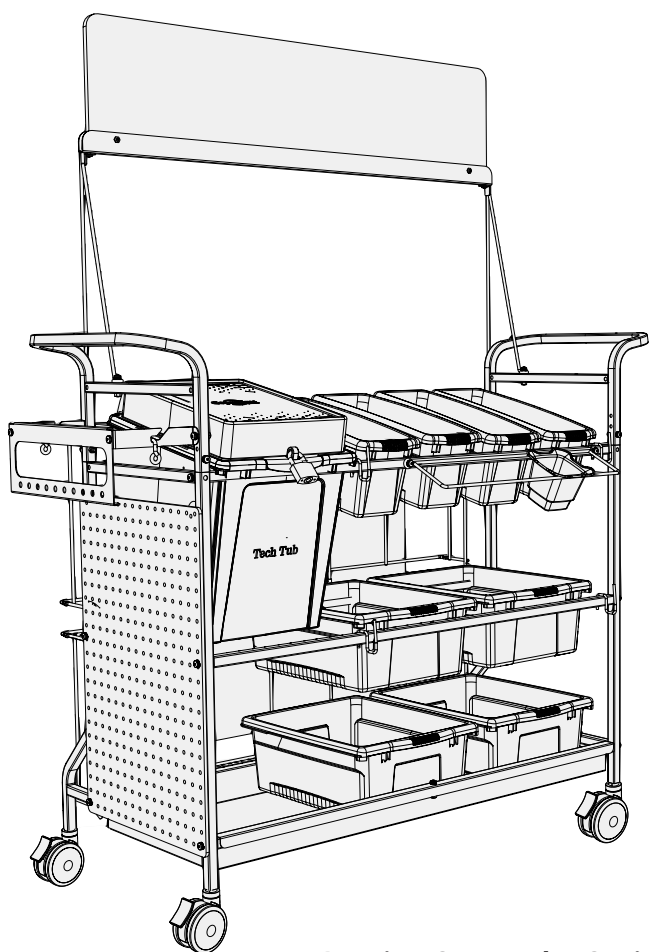
Email [info@copernicused.com](mailto:info@copernicused.com)

**Have your packing slip ready for reference**

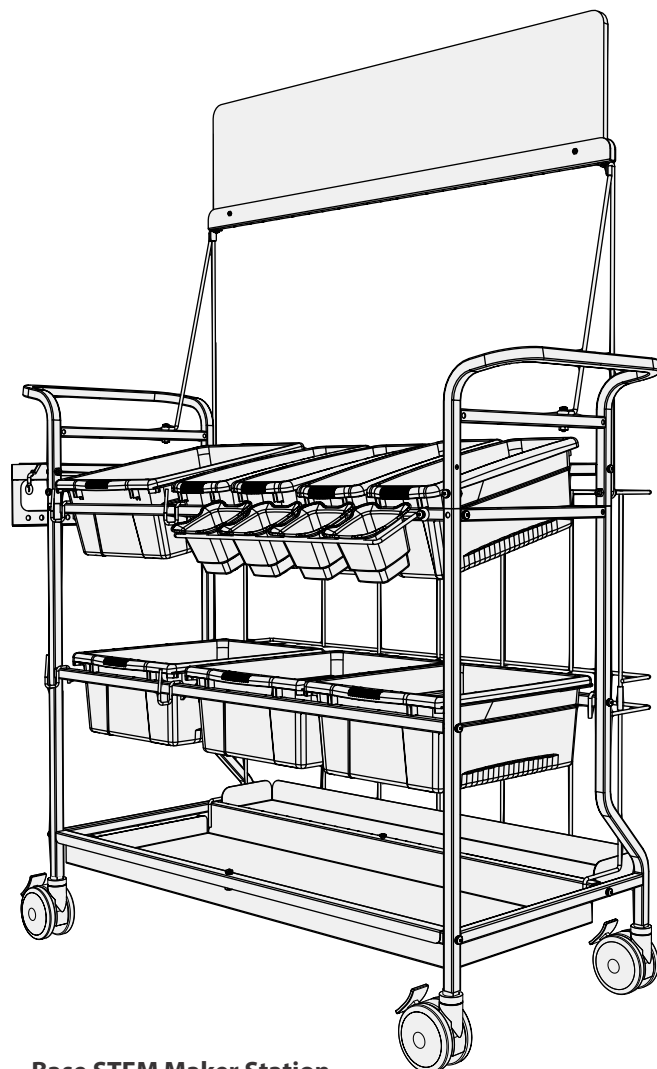
## WARNING



- 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.



**Premium STEM Maker Station  
(STEM100)**



**Base STEM Maker Station  
(STEM102)**



**Please Recycle**



## Assembly Guide

STEM100\_STEM102\_2019\_B

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**Have your packing slip ready for reference**

Dear Educator,

Thank you for purchasing the STEM Maker Station. 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

Quality schools are the  
result of quality teachers  
going above and beyond  
the call of duty.

VICKI CARUANA

In everyone's life at some  
time our inner fire goes  
out. It is then burst into  
flame by an encounter  
with another human  
being. We should all be  
thankful for those people  
who rekindle the inner  
spirit.

ALBERT SCHWEITZER

My idea of education is  
to unsettle the minds of  
the young and inflame  
their intellects.

ROBERT MAYNARD  
HUTCHINS

Nothing has a better  
effect upon children than  
praise.

SIR PHILLIP SIDNEY

**Life  
Time**

Tech Tub  
Warranty

**Life  
Time**

Open Tub  
Warranty

**10  
Year**

Frame  
Warranty

## 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.



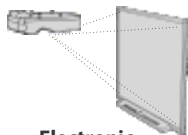
Indoor Use  
Only

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.



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

# 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 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 your 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)

### Need Tech Support? Have a Question?



Email our Tech Support Service

### Check out some of our other great products!



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

## Before beginning, you should have:

Additional tools required:

Adjustable wrench **x1**

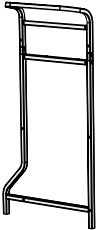
OR

10mm Wrench **x1**

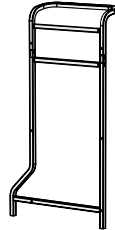


### STEM100-0

Side Frame - Left  
**x1**



Side Frame - Right  
**x1**



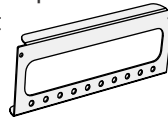
Stretcher  
**x5**



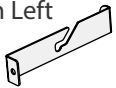
Top Front Stretcher  
(Has 2 brass inserts)  
**x1**



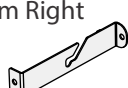
Tape Dispenser  
Front  
**x1**



Tape Dispenser  
Arm Left  
**x1**



Tape Dispenser  
Arm Right  
**x1**



Tape Spool  
**x1**



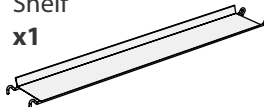
Lower Shelf  
**x1**



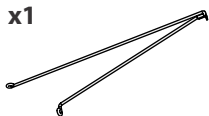
Tiny Tub Holder  
**x1**



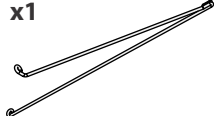
Cardboard Holder  
Shelf  
**x1**



Sign Rod - Left  
**x1**



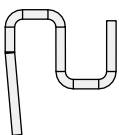
Sign Rod - Right  
**x1**



Coroplast Sign  
**1x**



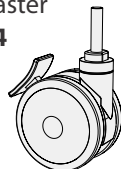
'S' Hooks  
**x4**  
(31018)



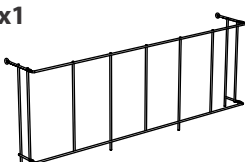
Rear hanging  
Hooks  
(31061)  
**x2**



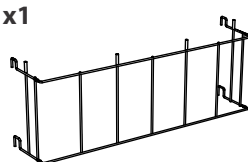
4" Twin Wheel  
Caster  
**x4**



Cardboard Holder Top  
**x1**



Cardboard Holder Bottom  
**x1**



### Hardware Actual Size

(A) M6 x 50mm  
**x12**



(B) M6 x 35MM  
**x2**



(C) M6 x 30mm  
**x7**



(D) M6 x 19mm  
**x2**



(E) M5 x 15mm  
**x2**



(F) M6 x 10mm  
**x2**



(G) M6 Lock Washer  
**x14**



(H) M6 Lock Nut  
**x11**



(I) M5 Lock Washer  
**x2**



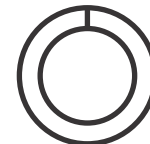
(J) M6 Flat Washer  
**x4**



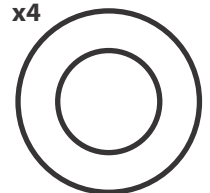
(K) Nylon Ring  
**x2**



(L) M12 Lock Washer  
**x4**



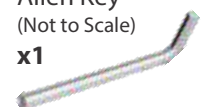
(M) M12 Flat Washer  
**x4**



Caster Wrench  
**x1**



Allen Key  
(Not to Scale)  
**x1**



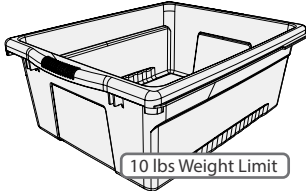
In Box 1

# STEM Maker Station - Parts

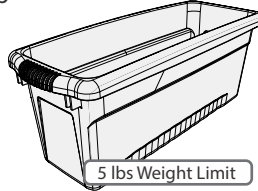
**Before beginning, you should have:**

## STEM-CB1

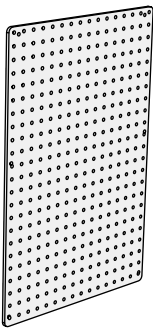
Open Tub  
**x4**  
(CC4068)



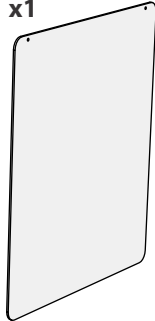
Small Tub  
**x4**  
(CC4070)



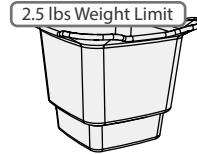
Peg Board  
**x1**



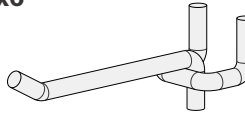
White Board  
**x1**



Tiny Tub  
**x4**  
(CC4072)

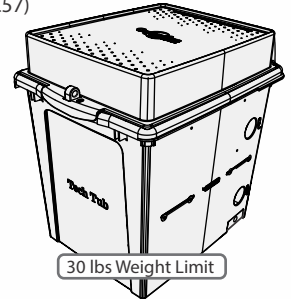


Pegboard Hooks  
**x6**



## TEC57-0

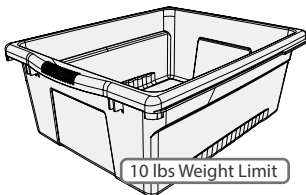
Tech Tub™  
**x1**  
(TEC57)



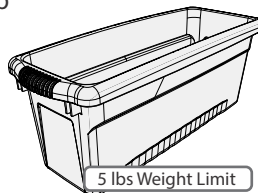
# STEM Maker Station - Parts

## STEM-CB2

Open Tub  
**x4**  
(CC4068)



Small Tub  
**x4**  
(CC4070)



Tiny Tub  
**x4**  
(CC4072)



# 1A

Actual Size:



(A)  
x9



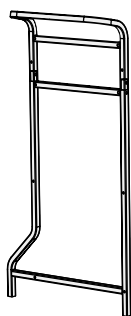
(G)  
x9



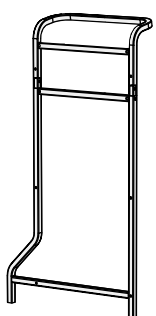
(J)  
x4

STEM100

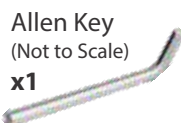
You will need: (Not to Scale)



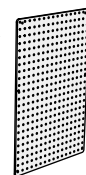
Side Frame  
- Left  
x1



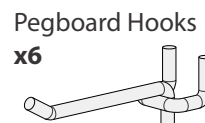
Side Frame  
- Right  
x1



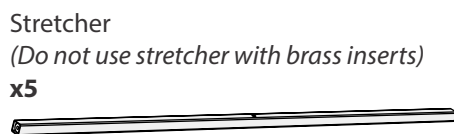
Allen Key  
(Not to Scale)  
x1



Peg Board  
x1



Pegboard Hooks  
x6

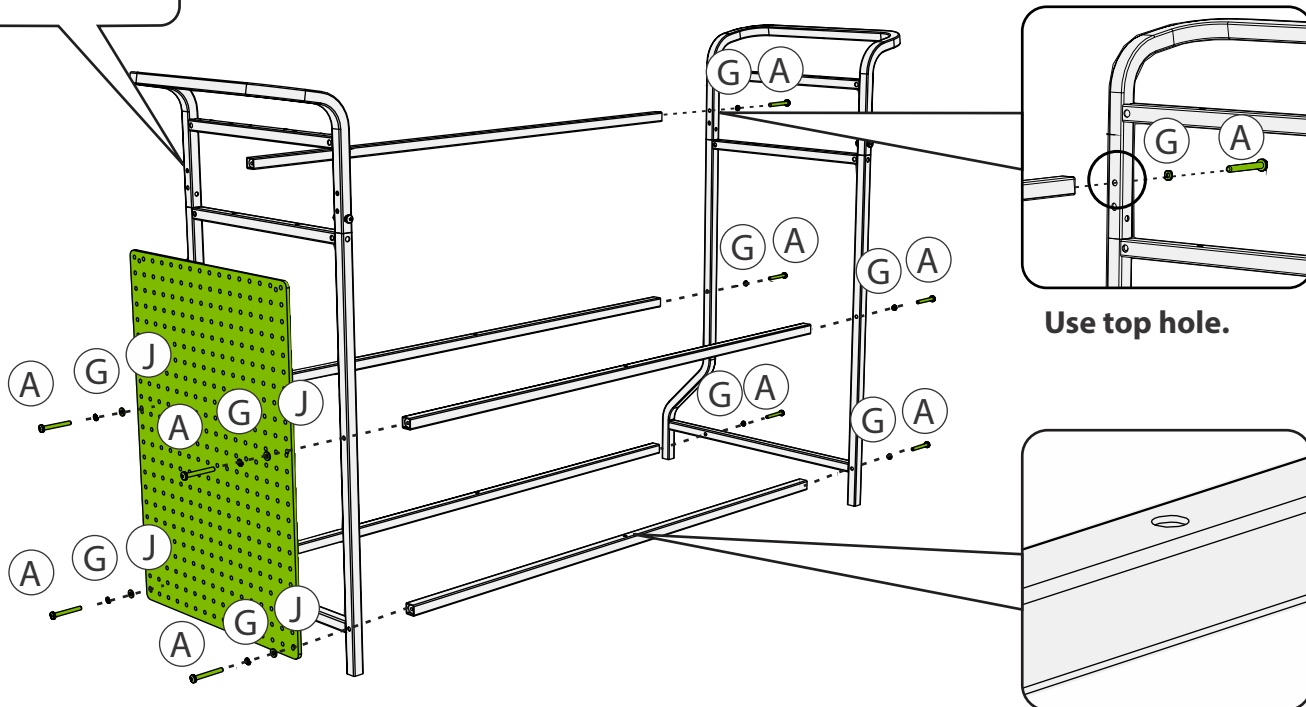


Stretcher  
(Do not use stretcher with brass inserts)  
x5

## Premium Version: Attach Stretchers and Peg Board to Frame

**!** Note: Proceed to Step 1B if you are assembling STEM102 (Base).  
All images will be showing the Premium STEM Maker Station (STEM100) unless otherwise stated.



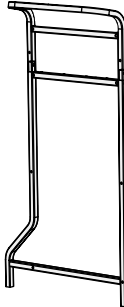
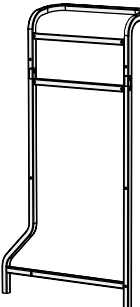


**!** Do not install hardware here.



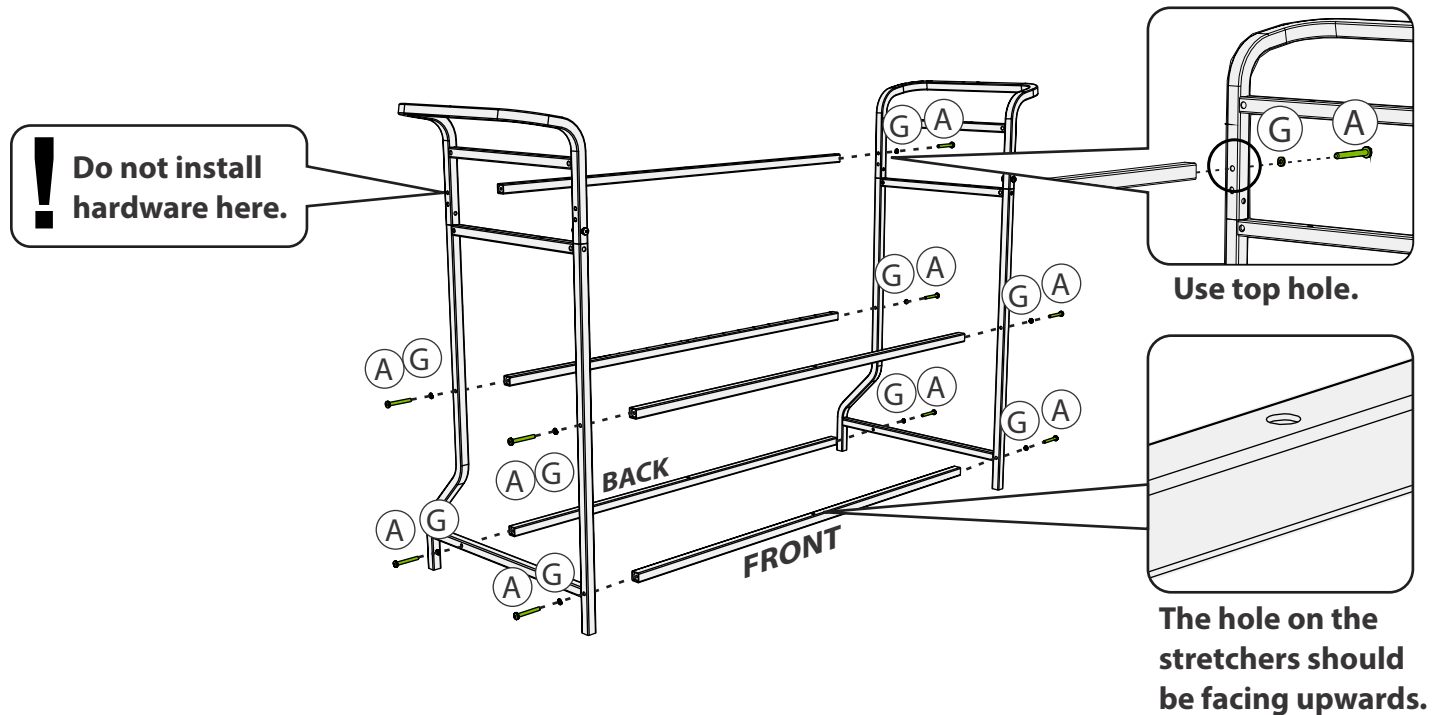
★ Align pegboard mounting holes before installation.





The hole on the stretchers should be facing upwards.



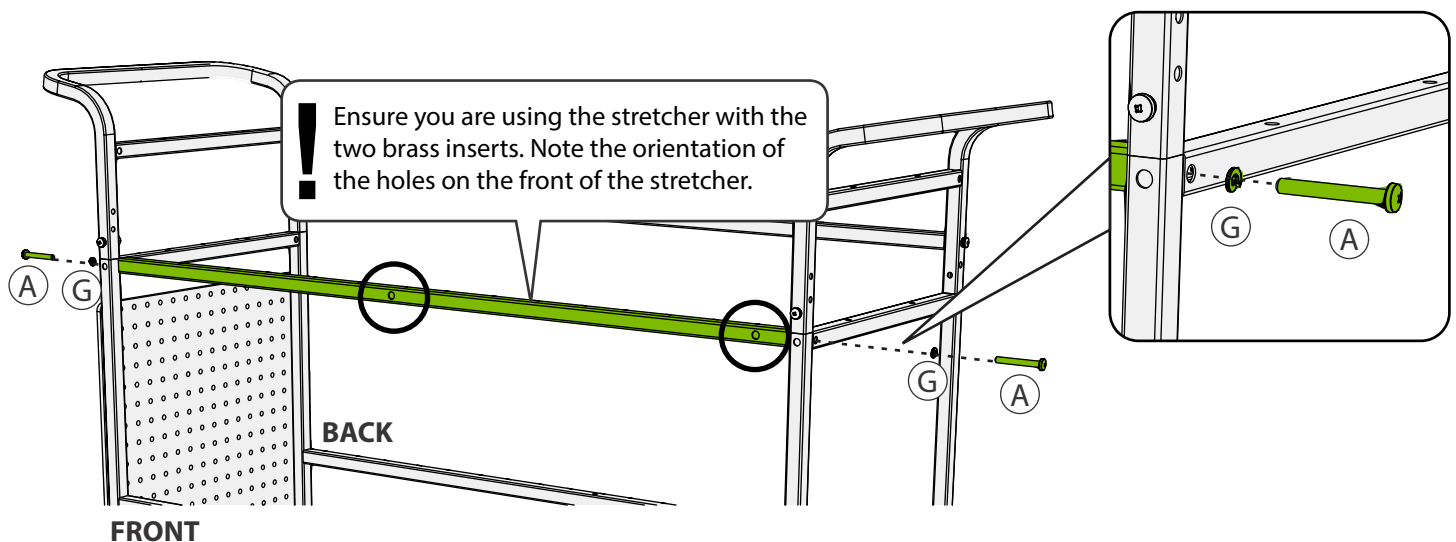
<b>1B</b>	<p>Actual Size:</p>  	 
<b>STEM102</b>	<p>You will need: (Not to Scale)</p> <p>Allen Key x1</p>  <p>Stretcher (Do not use stretcher with brass inserts) x5</p> 	

## Base Version: Attach Stretchers to Frame



<b>2</b>	<p>Actual Size:</p>  	<p>You will need: (Not to Scale)</p> <p>Top Front Stretcher (Has 2 brass inserts) x1</p>  <p>Allen Key x1</p> 
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## Install Top Front Stretcher



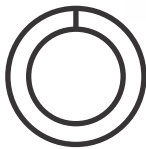


3

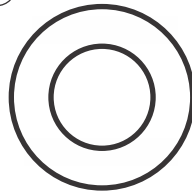


Actual Size:

(L) x4

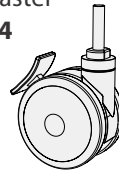


(M) x4

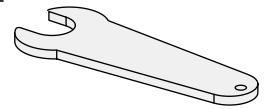


You will need: (Not to Scale)

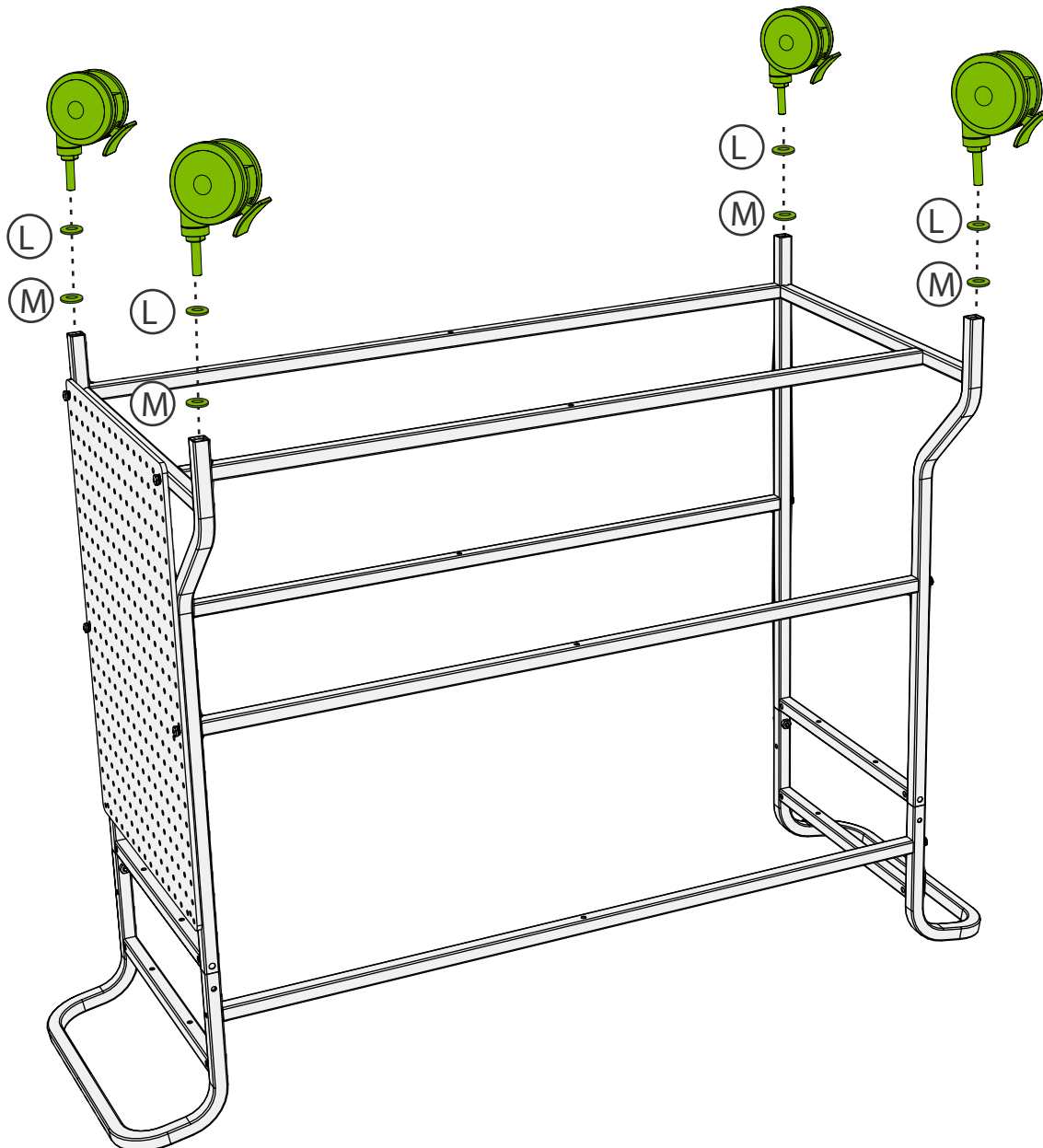
4" Twin Wheel  
Caster  
x4



Caster Wrench  
x1



## Insert Casters Into Bottom of Frame



**PLEASE KEEP WRENCH WITH UNIT.**

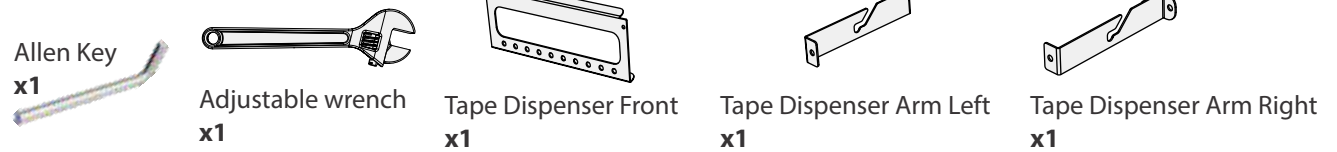
**Castors need to be tightened every 6 months for proper maintenance.**

4

Actual Size:

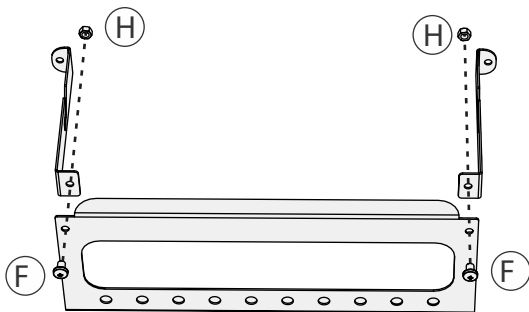


You will need: (Not to Scale)

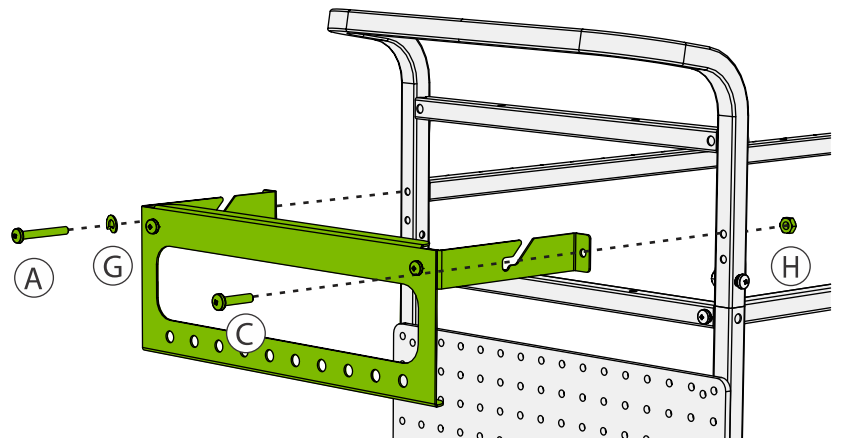


## Assemble the Tape Roller Then Attach to the Side of Frame

### 1 Attach tape dispenser arms to tape dispenser front



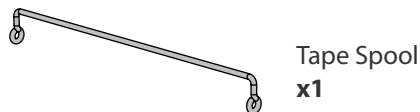
### 2 Attach tape dispenser to frame



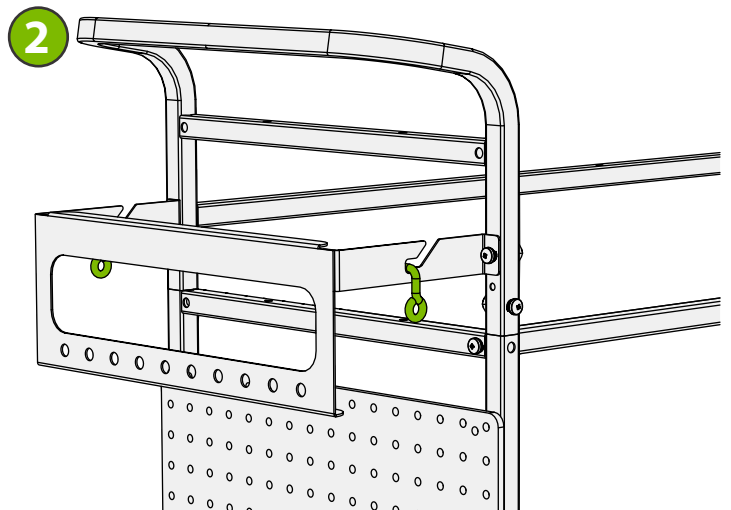
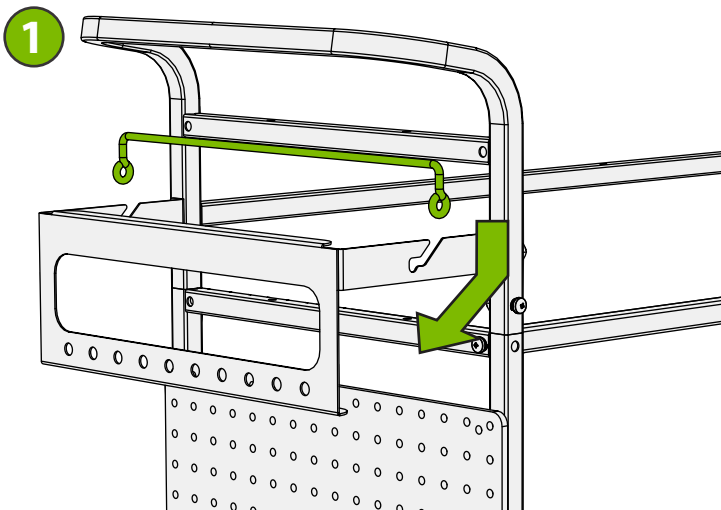
5

Actual Size:

You will need: (Not to Scale)



## Install Tape Spool Into Slot on Tape Dispenser

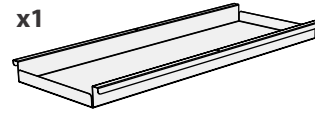


6

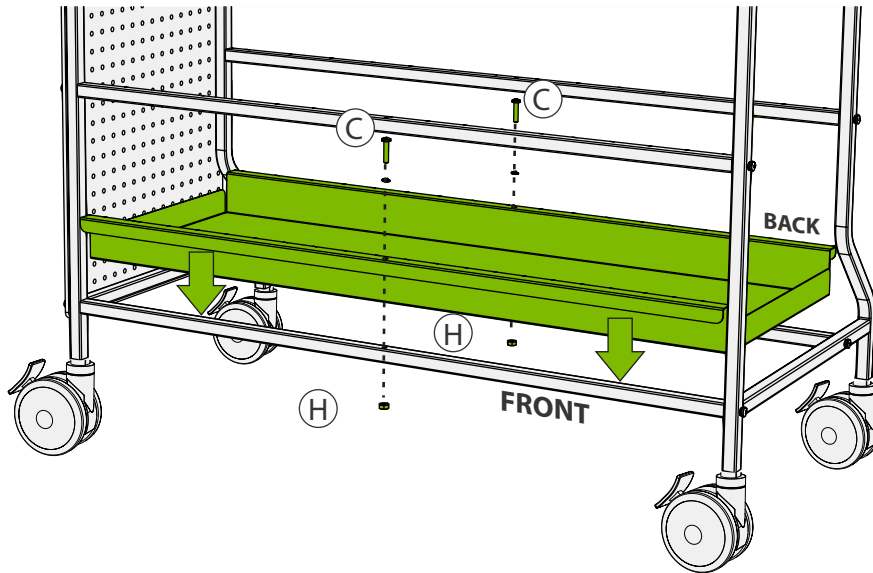
Actual Size:

C  
x2H  
x2

You will need: (Not to Scale)

Allen Key  
x1Adjustable wrench  
x1Lower Shelf  
x1

## Install Lower Shelf Onto Bottom Stretchers

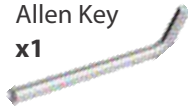
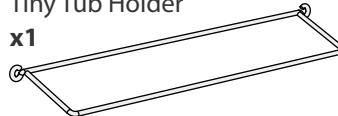


7

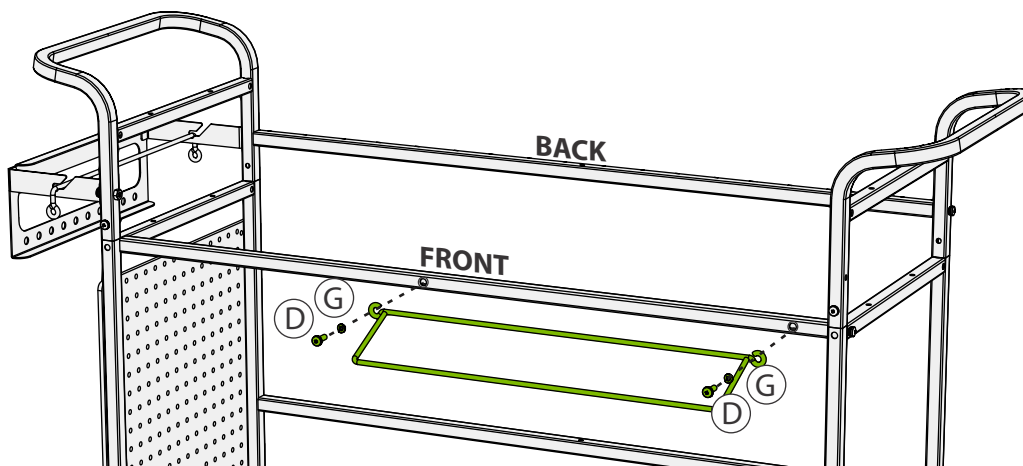
Actual Size:

D  
x2G  
x2

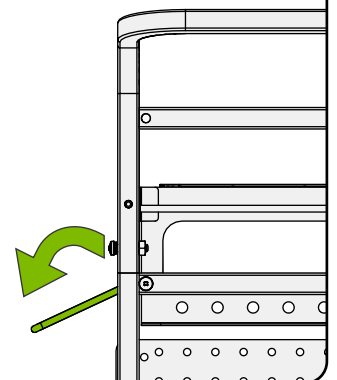
You will need: (Not to Scale)

Allen Key  
x1Tiny Tub Holder  
x1

## Attach Tiny Tub Holder



**Tiny Tub Holder  
angles downwards.**



8

Actual Size:



C

x4



H

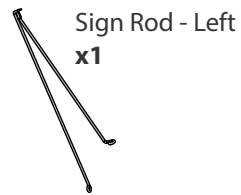
x4

You will need: (Not to Scale)

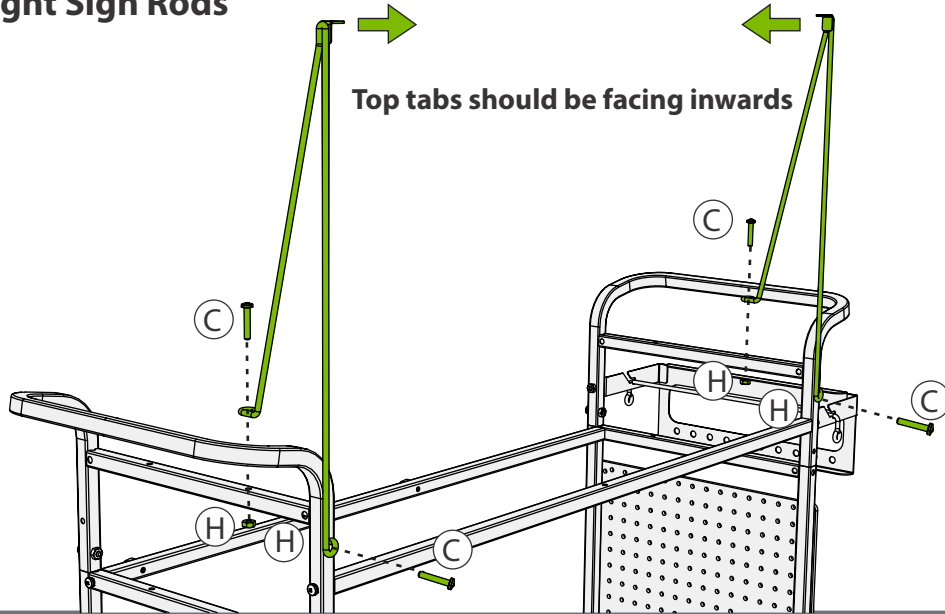
Allen Key  
x1

Adjustable wrench

x1

Sign Rod - Left  
x1Sign Rod - Right  
x1

## Attach Left and Right Sign Rods



9

Actual Size:



E

x2



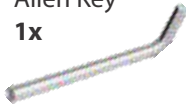
I

x2



2-Person Task

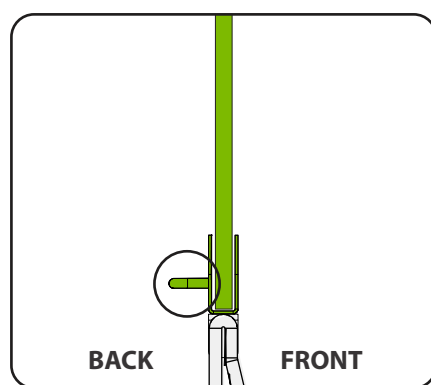
You will need: (Not to Scale)

Allen Key  
1x

Not Dry Erase

Coroplast Sign  
x1

## Attach the Top Metal Channel to the Sign Rods

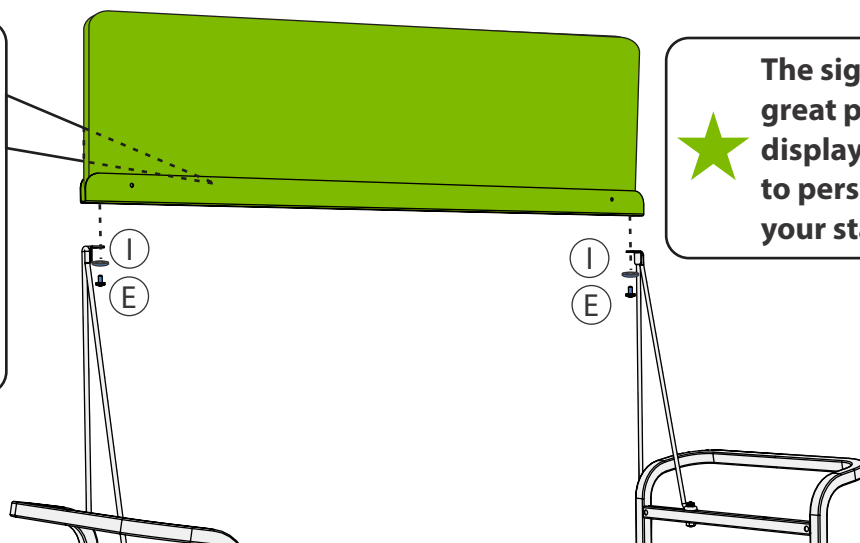


BACK

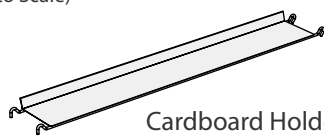
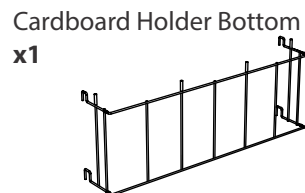
FRONT

★ The sign is a great place to display work or to personalize your station.

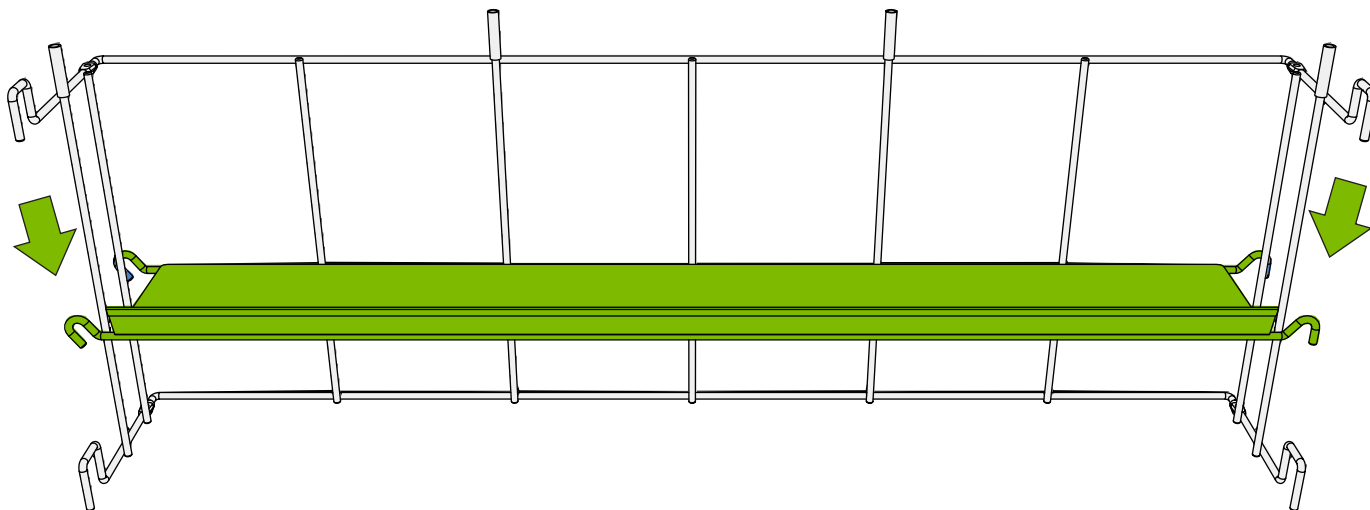
! Install sign so metal loops are facing back of cart.



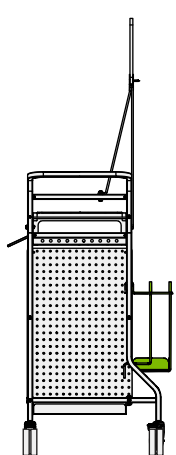
You will need: (Not to Scale)

Cardboard Holder Shelf  
x1Cardboard Holder Bottom  
x1

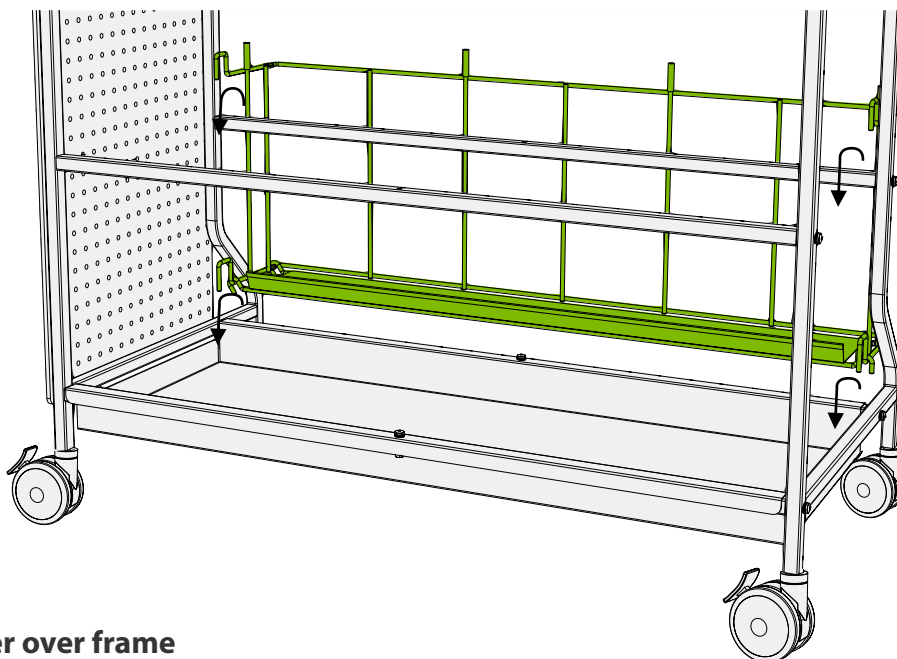
## Unfold Cardboard Holder Bottom and Slide Cardboard Holder Shelf Into Place



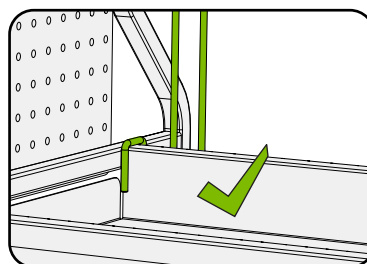
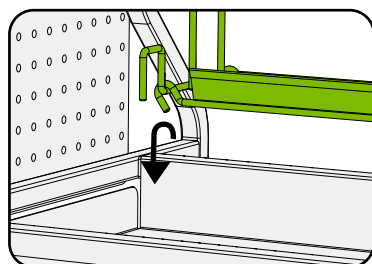
## Slide Cardboard Holder Bottom Over Stretchers



Side View



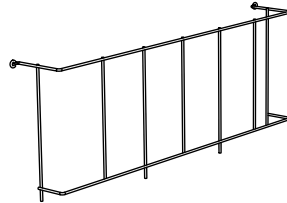
## Hook holder over frame



11

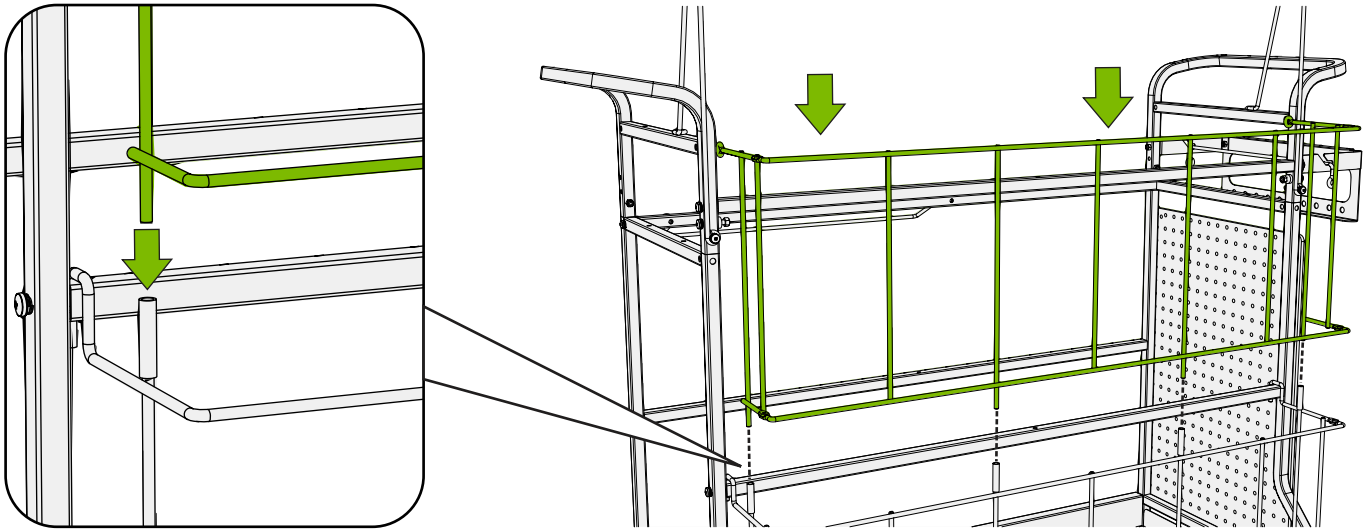
Actual Size:

You will need: (Not to Scale)



Cardboard Holder Top  
x1

## Unfold Cardboard Holder Top and Slide Into Place



12

Actual Size:



(B)  
x2



(H)  
x2



(K)  
x2

You will need: (Not to Scale)



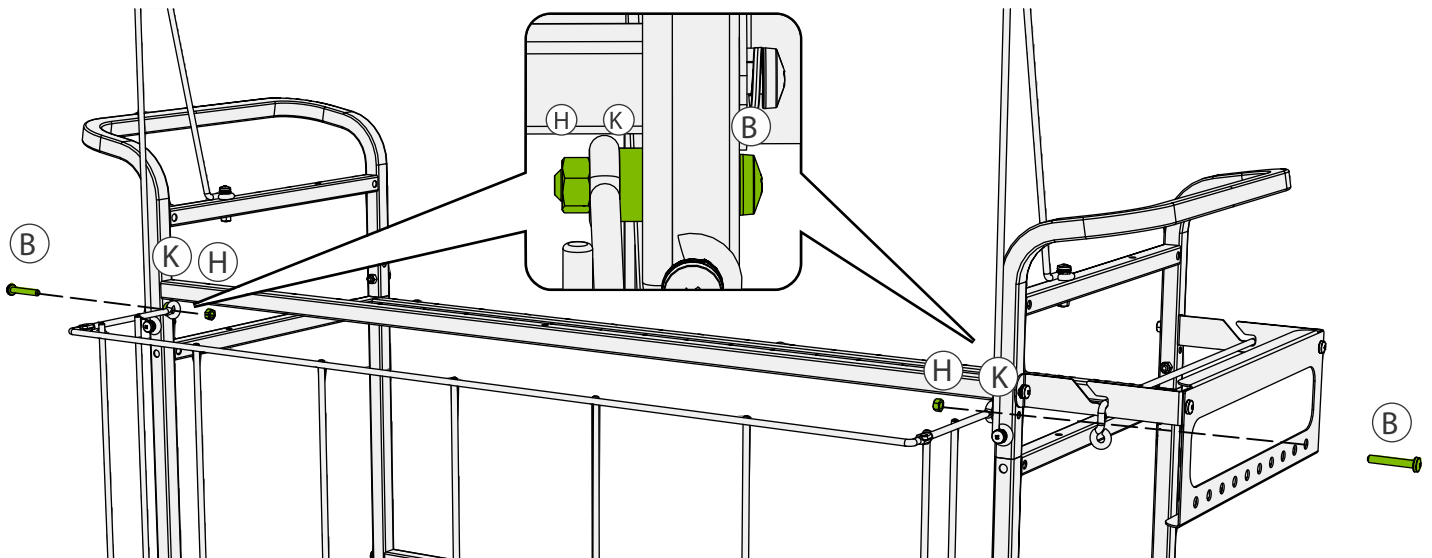
Allen Key  
x1

Adjustable wrench

x1



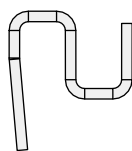
## Install Hardware to Secure Cardboard Holder to Frame



13

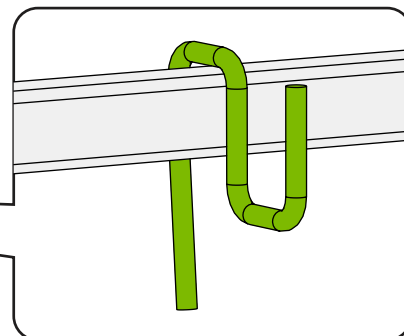
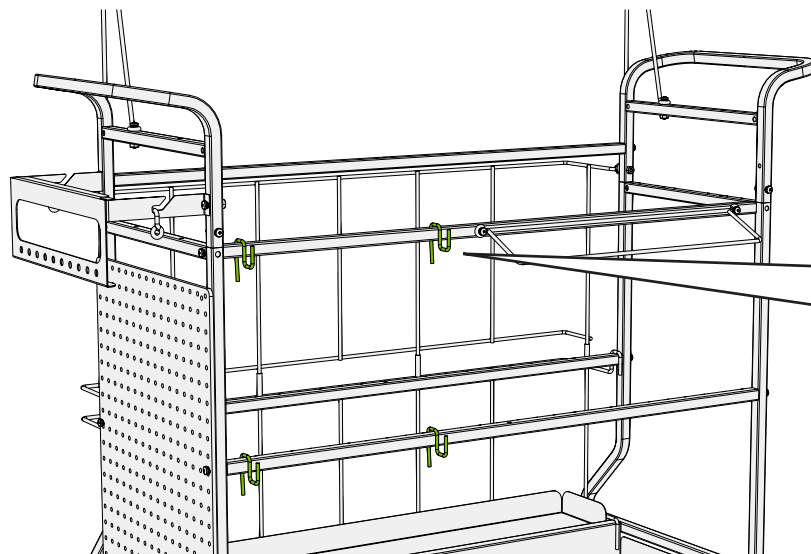
Actual Size:

You will need: (Not to Scale)



'S' Hooks  
(31018)  
4x

## Place 'S' hooks On Stretchers to Hold Tools or Other Useful Items

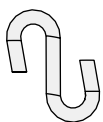


**Snap fit to secure hook!**

14

Actual Size:

You will need: (Not to Scale)

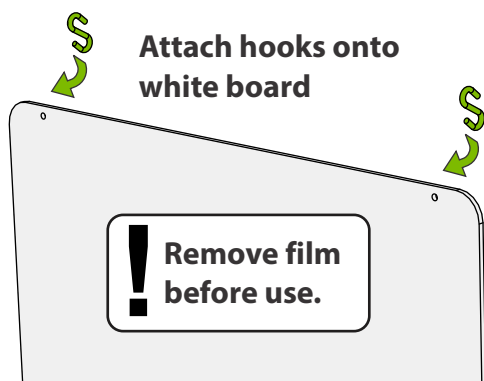


Rear hanging  
Hooks  
(31061)  
x2

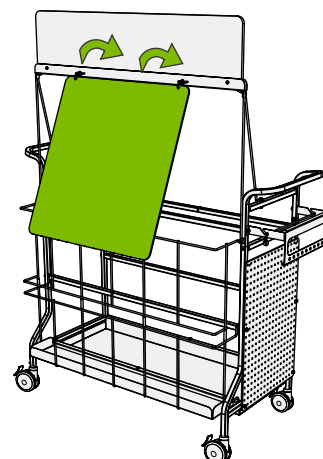


White Board  
x1

## Install White Board onto STEM Maker Station



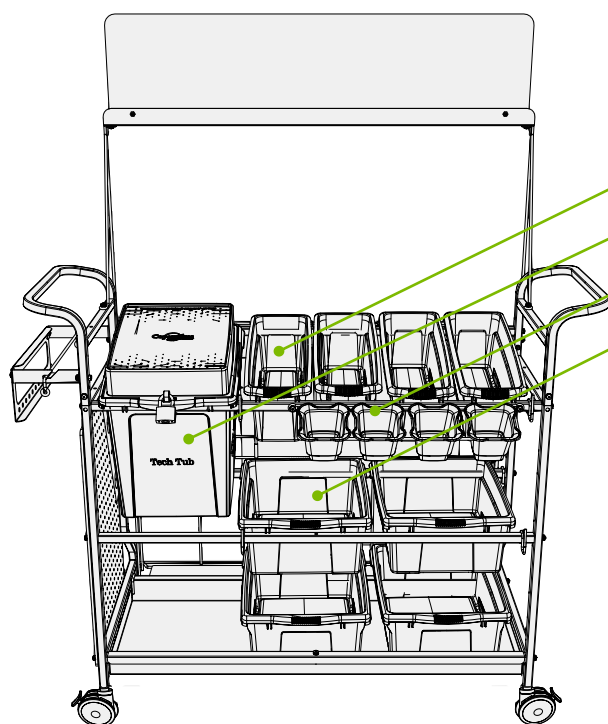
**Hook white board on lower hooks for student discussions and storage.**



**Hook white board on upper hooks for group learning and discussions.**



## Install Tubs into STEM Maker Station



STEM100

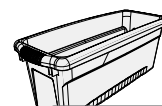
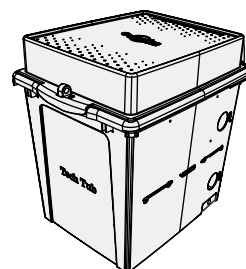
### Premium Tub Pack

4x Small Tub

1x Tech Tub

4x Tiny Tub

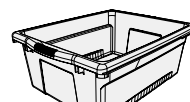
4x Open Tub



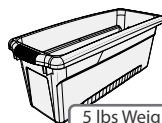
5 lbs Weight Limit



10 lbs Weight Limit



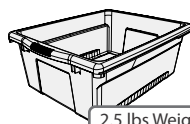
2.5 lbs Weight Limit



5 lbs Weight Limit



10 lbs Weight Limit



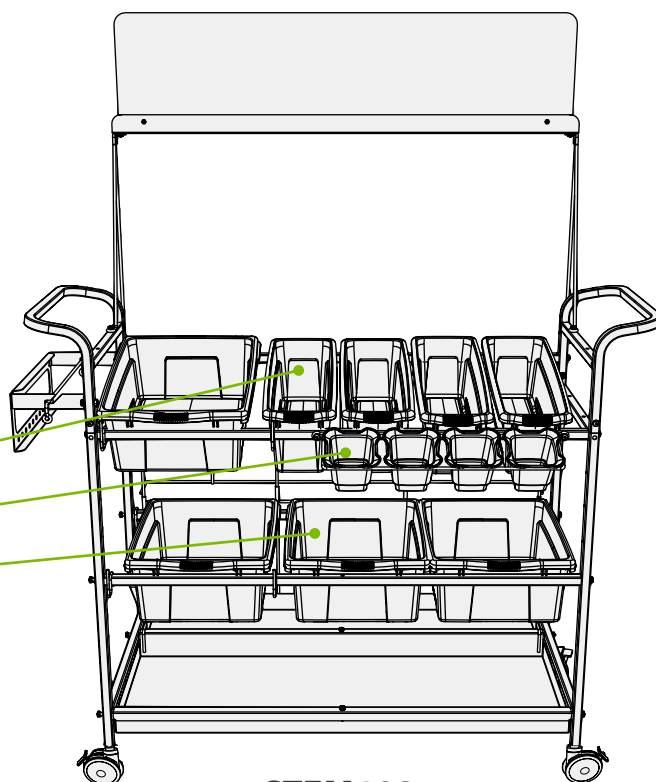
2.5 lbs Weight Limit

### Base Tub Pack

4x Small Tub

4x Tiny Tub

4x Open Tub



STEM102