

# Double Sided Bamboo Teaching Easel



## Assembly Guide BE1 2021 Rev 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.



Don't forget to check out our tips for your whiteboard at:  
**[www.copernicused.com](http://www.copernicused.com)**



Please Recycle



# Double Sided Bamboo Teaching Easel - Parts

## Before beginning, you should have:

Additional tools required:

Adjustable wrench

Contents - Box 1

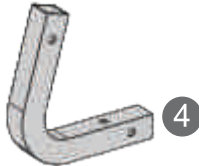


Note some parts are labeled with a numbered sticker

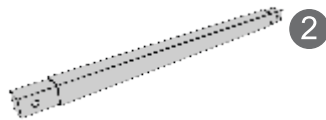
Bamboo Stretcher - Long  
2x



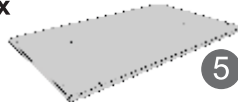
Bottom Metal Elbow  
4x



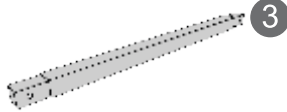
Bamboo Stretcher - Short  
2x



Bamboo Shelf  
1x



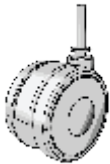
Bamboo Stretcher - Top  
1x



Front Frame  
1x



3" Caster With Brake  
4x



Back Frame  
1x



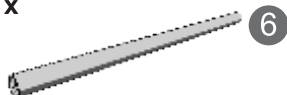
Big Book Divider  
2x Outer  
1x Inner



Whiteboard Stretcher  
2x



Tub Support Stretcher  
1x



Ultra Safe Premium Book  
Ledge  
1x



Tub Support  
2x



Chart Hook  
2x



Page Paw  
2x



Hardware (Actual Size)

(A) M6x65mm Bolt  
4x



(B) M6x45mm Bolt  
2x



(C) M6x35mm Bolt  
6x



(D) M6x30mm Bolt  
4x



(E) M6x25mm Bolt  
4x



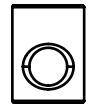
(F) M6x19mm Bolt  
6x



(G) M6 Barrel Nut  
10x



(H) M6 Cross Dowel  
6x



(I) M5 Washer  
12x



(J) M5 Kepps Nut  
6x



(K) M8 Washer  
4x



(L) M8 Lock Washer  
4x



(M) M8 Acorn Nut  
4x



Allen Key  
(Not to Scale)  
2x



Caster Wrench 13mm  
(Not to Scale)  
2x



Contents - Box 2

Recycled Open Tub  
4x  
(CC4068-ECO-G)



10 lbs Weight Limit



# 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 by step
- 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

Don't forget to check out our tips for your whiteboard at:  
**[www.copernicused.com](http://www.copernicused.com)**

**Life  
Time**

Tub  
Warranty

**3  
Year**




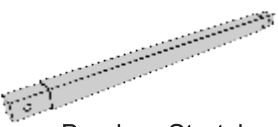

Frame  
Warranty

## Validate Your Warranty On-Line

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

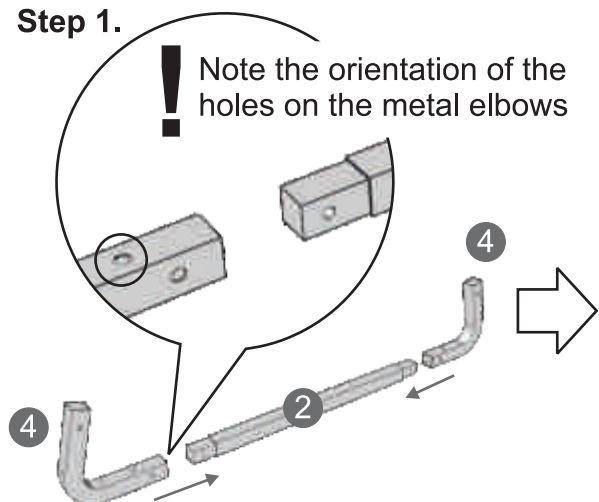
“The beautiful thing about learning is that no one can take it away from you.” - B. B. King



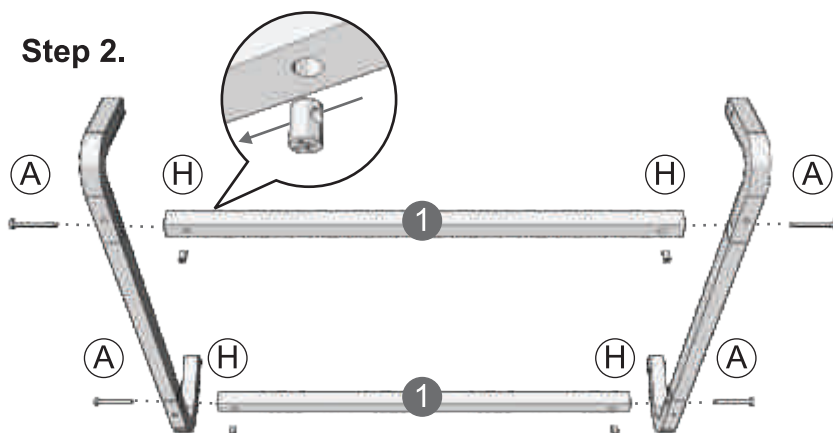
1	<p>Actual Size:  (A) M6x65mm Bolt x 4</p> <p> (H) M6 Cross Dowel x 4</p>
	<p>You will need: (Not to Scale)</p> <p> (4) Bottom Metal Elbow x 4</p> <p> (2) Bamboo Stretcher - Short x 2</p> <p> (1) Bamboo Stretcher - Long x 2</p>




## Assemble Base

### Step 1.

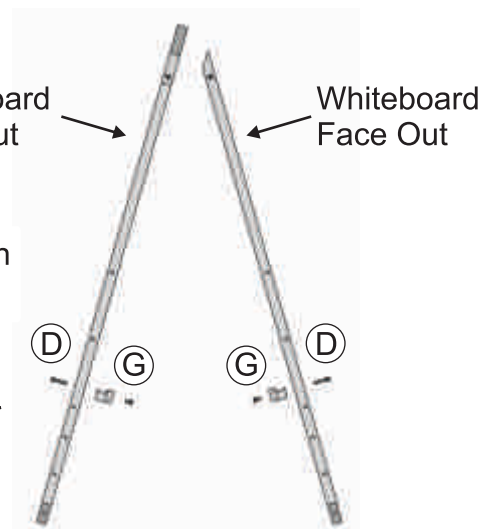
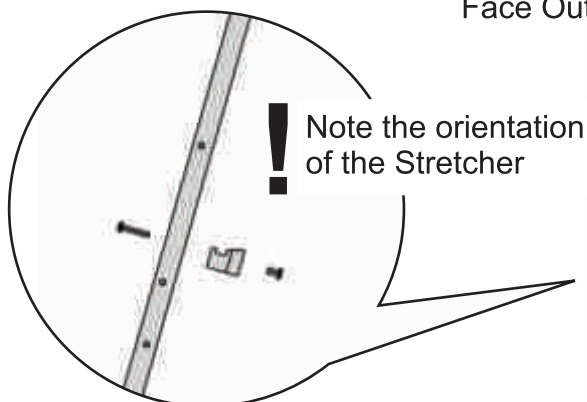


### Step 2.



2	<p>Actual Size:  (D) M6x30mm Bolt x 4</p> <p> (G) M6 Barrel Nut x 4</p>
	<p>You will need: (Not to Scale)</p> <p> Whiteboard Stretcher x 2</p>

## Attach Whiteboard Stretcher to the Front & Back Frames



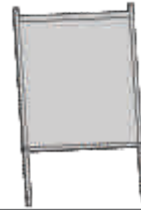
3

Actual Size:

You will need: (Not to Scale)



Front Frame  
x 1

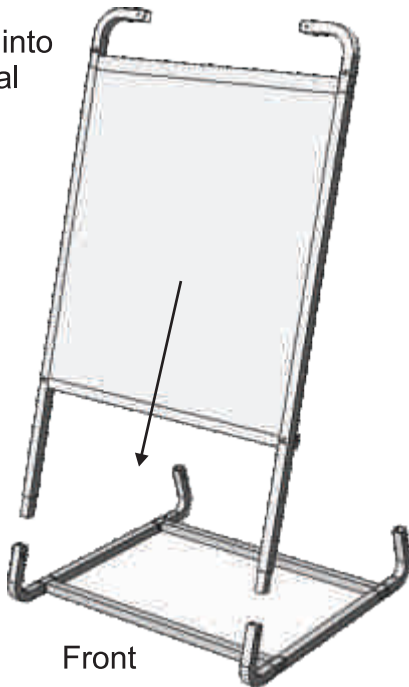


Back Frame  
x 1

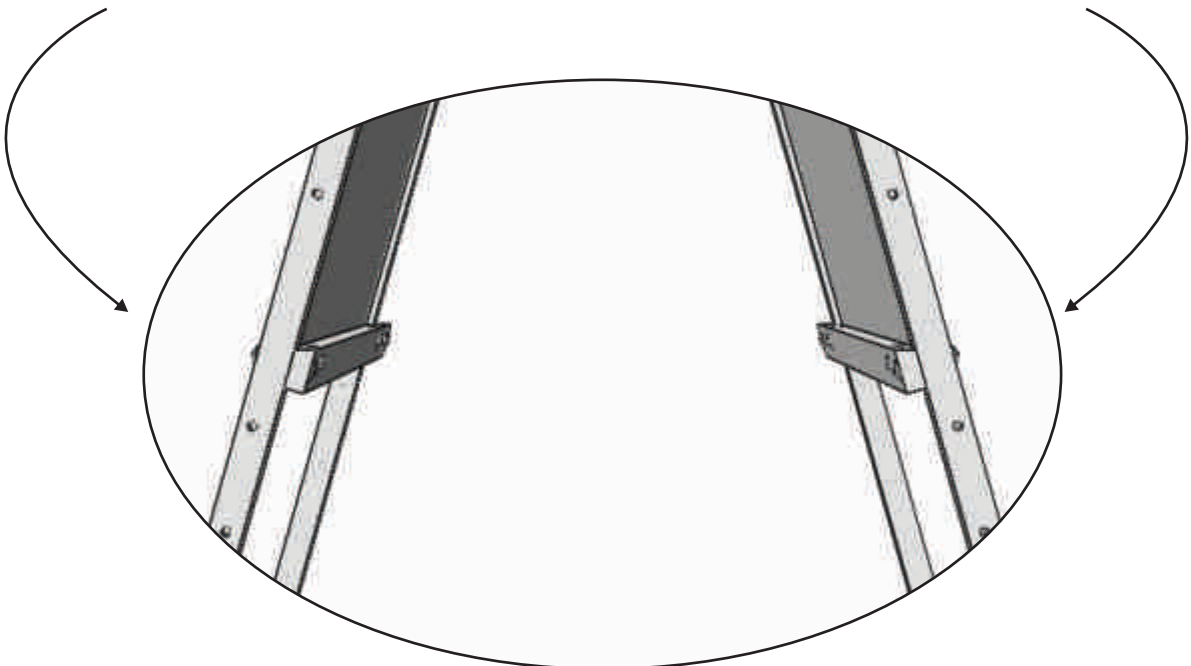
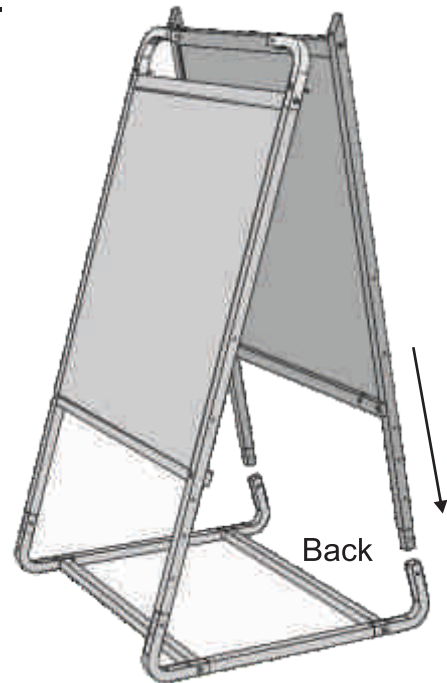
## Attach Front & Back Frames

### Step 1.

Slide frame into  
Bottom Metal  
Elbows



### Step 2.

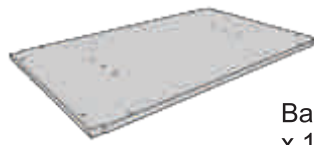




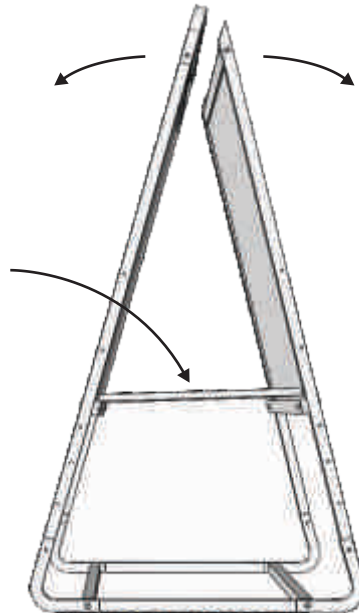
4

Actual Size:

You will need: (Not to Scale)



5

Bamboo Shelf  
x 1**Position Bamboo Shelf**

To help install the shelf you  
may pull the Front & Back  
Frames slightly apart



Do not fasten  
Bamboo Shelf with  
any hardware at  
this time

5

Actual Size:



B

M6x45mm Bolt  
x 2

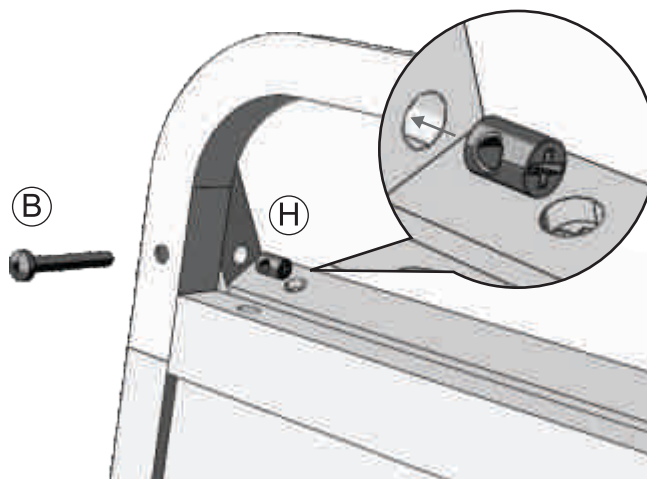
H

M6 Cross Dowel  
x 2

You will need: (Not to Scale)

**Bolt Front & Back Frame Together**

Ensure the hole in the Cross  
Dowel is turned towards the bolt



6

Actual Size:

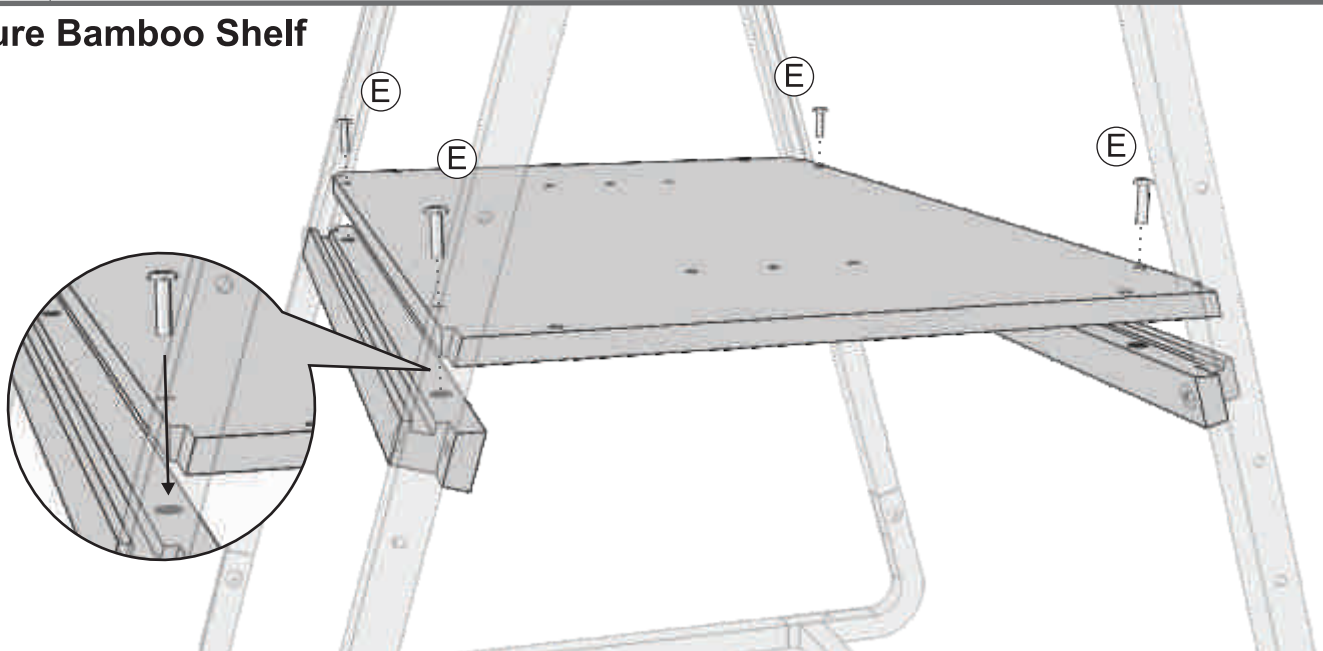


Ⓔ

M6x25mm Bolt  
x 4

You will need: (Not to Scale)

## Secure Bamboo Shelf



7

Actual Size:



Ⓕ

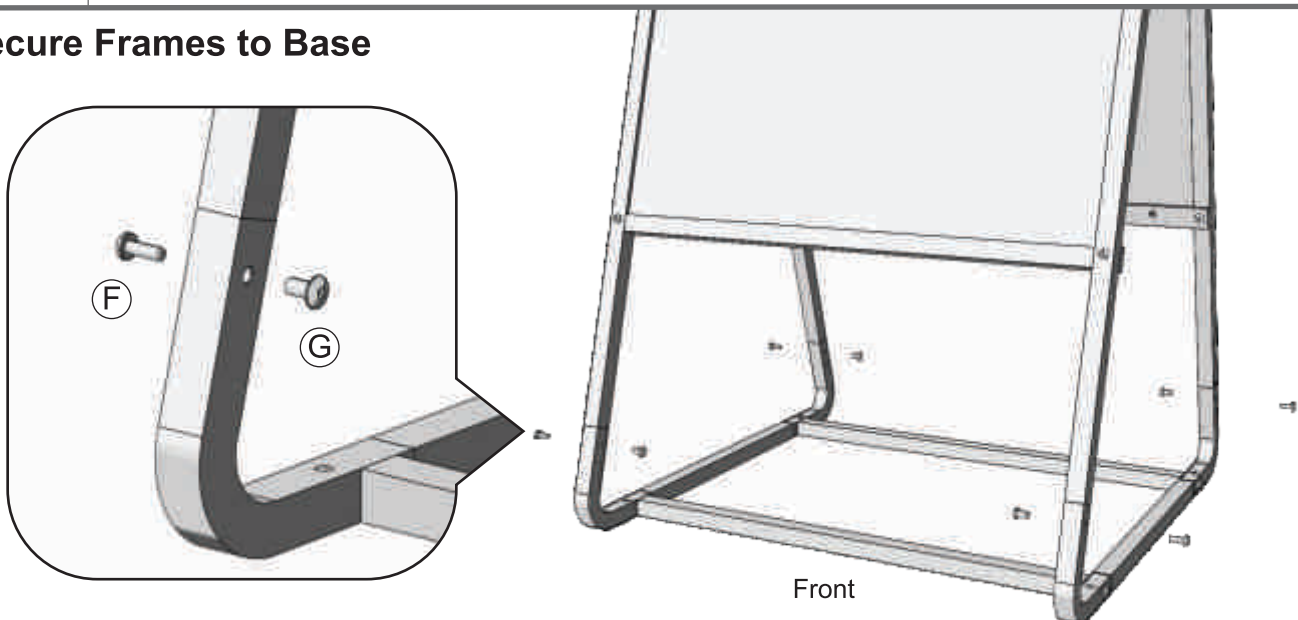
M6x19mm Bolt  
x 4

Ⓖ

M6 Barrel Nut  
x 4

You will need: (Not to Scale)

## Secure Frames to Base



Front



8

Actual Size:



(K)

M8 Washer  
x 4

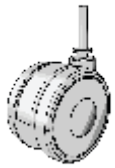
(L)

M8 Lock Washer  
x 4

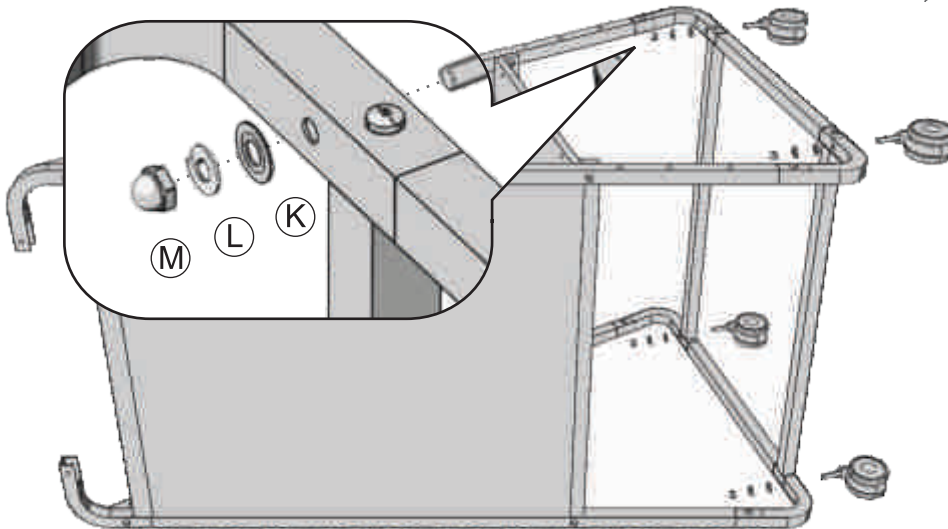
(M)

M8 Acorn Nut  
x 4

You will need: (Not to Scale)

3" Caster With Brake  
x 4Caster Wrench 13mm  
2x

## Install Casters

You may rest the unit on its  
side when installing casters

9

Actual Size:



(I)

M5 Washer  
x 12

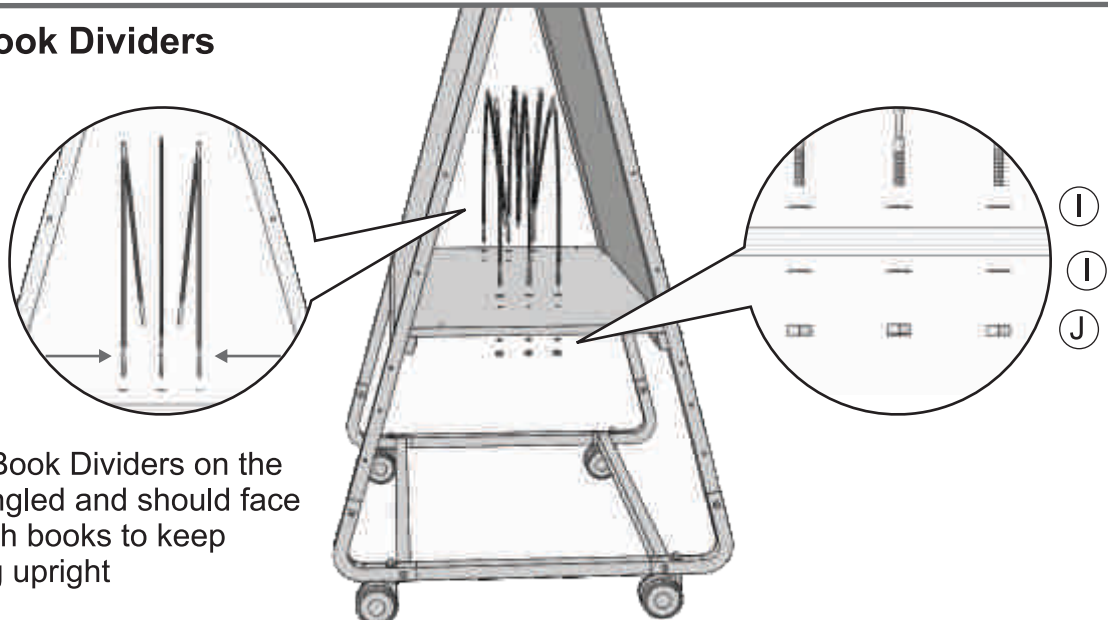
(J)

M5 Kepps Nut  
x 6

You will need: (Not to Scale)

Big Book Divider  
x 2 *Outer*  
x 1 *Inner*

## Install Big Book Dividers



**!** Note the Big Book Dividers on the  
outside are angled and should face  
inward to pinch books to keep  
them standing upright





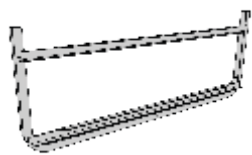
10

Actual Size:



M6x35mm Bolt  
x 4

You will need: (Not to Scale)

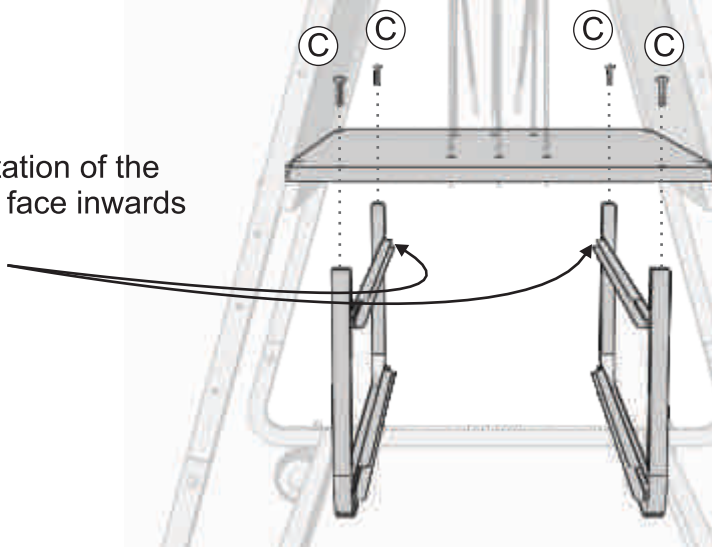


Tub Support  
x 2

## Install Tub Supports



Note the orientation of the channels, they face inwards



11

Actual Size:



M6x35mm Bolt  
x 2

You will need: (Not to Scale)

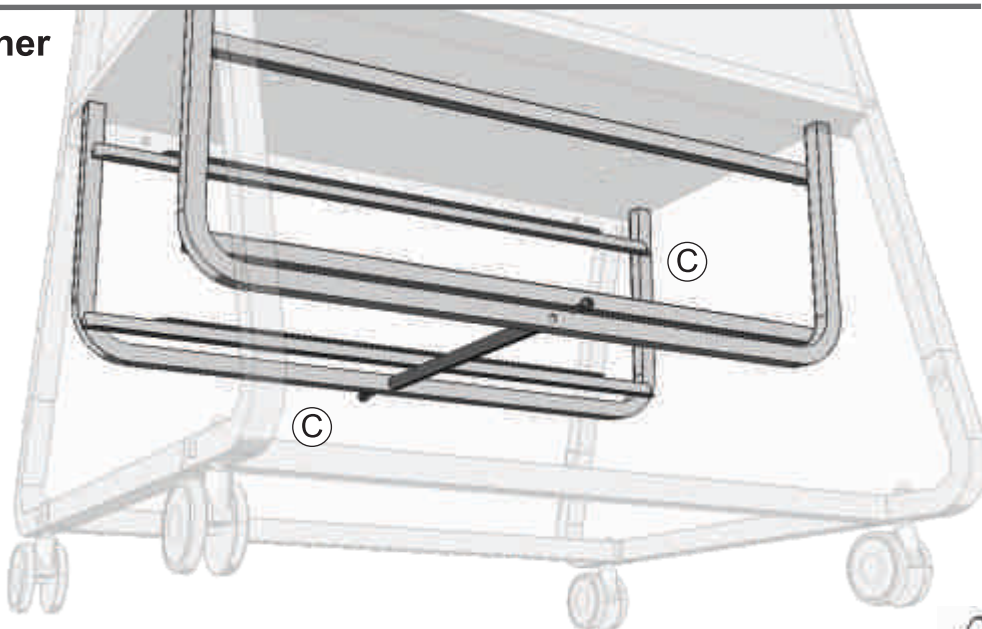


Tub Support Stretcher  
x 1

## Install Tub Support Stretcher



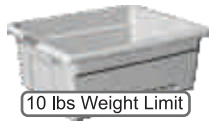
Tighten all bolts now



12

Actual Size:

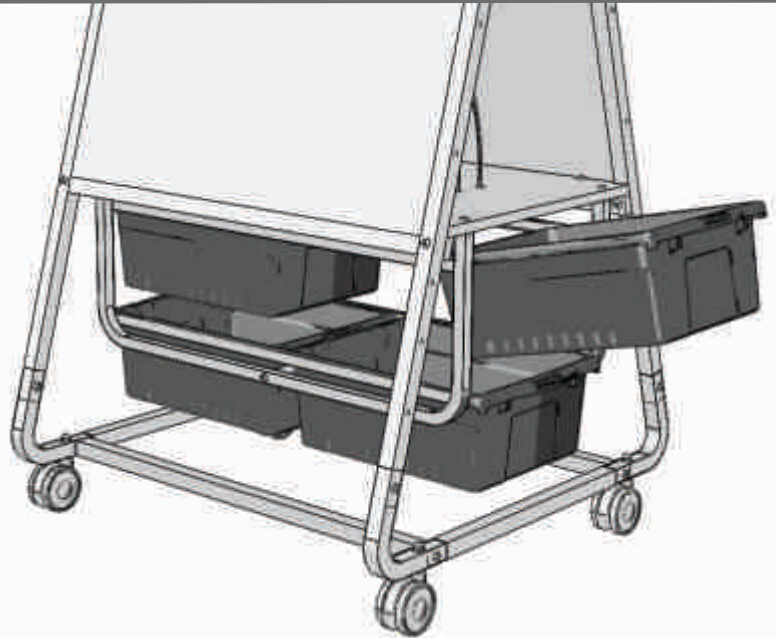
You will need: (Not to Scale)



Recycled Open Tub  
x 4

## Install Recycled Tubs

Angle the Recycled Tubs as you slide them in to get over the tub stop



13

Actual Size:

You will need: (Not to Scale)



Ultra Safe Premium Book Ledge  
x 1

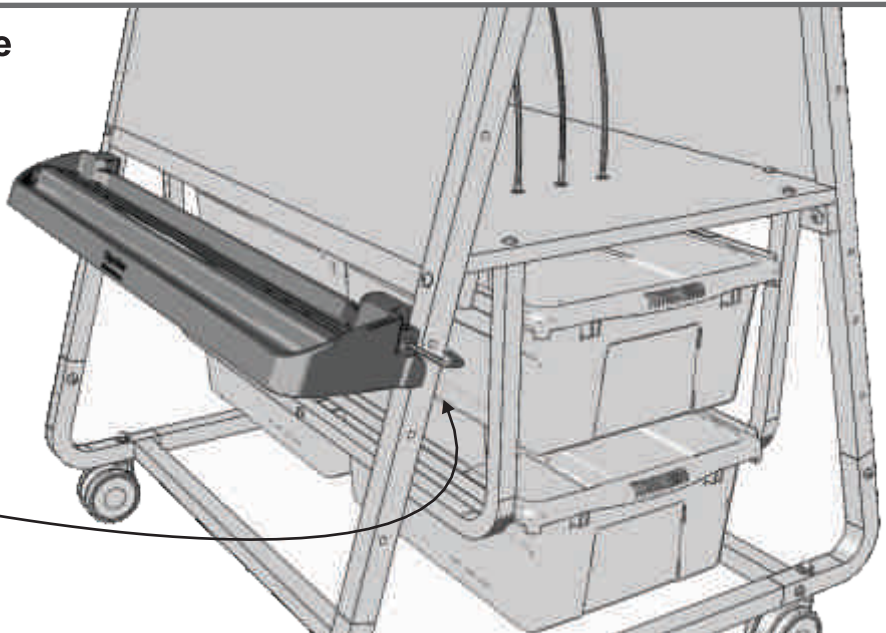
## Attach Premium Book Ledge



You can attach the Ultra Safe Premium Book Ledge at various height positions



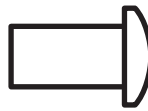
Please note the spring tension is designed to discourage kids from removing the Book Ledge



Actual Size:



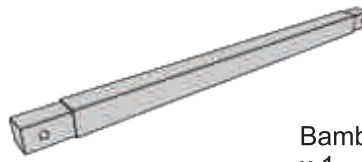
Ⓕ

M6x19mm Bolt  
x 2

Ⓖ

M6 Barrel Nut  
x 2

You will need: (Not to Scale)

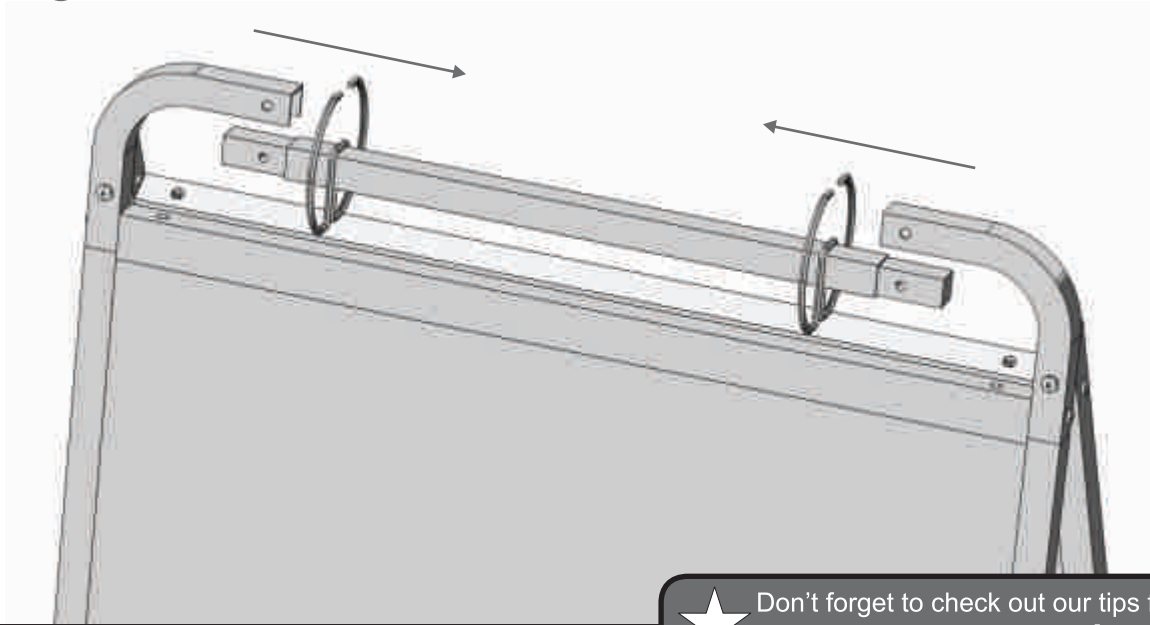
Chart Hook  
x 2

3

Bamboo Stretcher - Top  
x 1

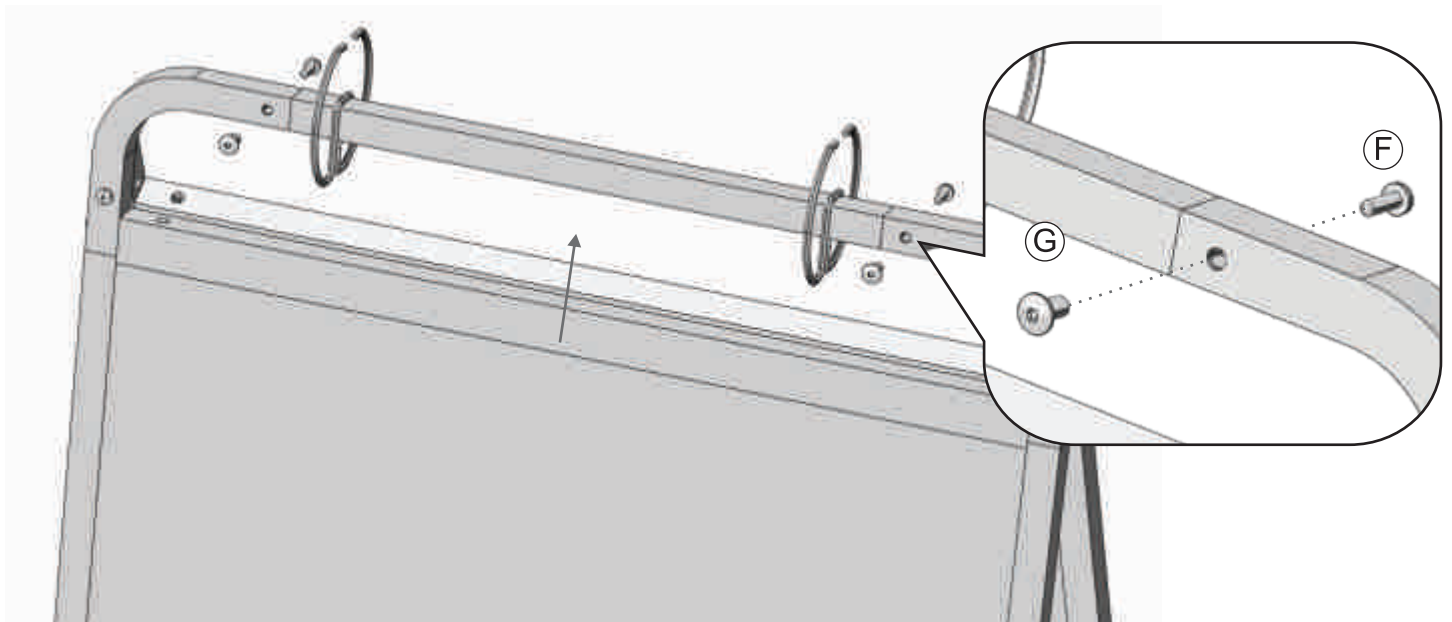
## Install Chart Hooks On Top Stretcher

### 1 Slide Chart Hooks Over Top Bamboo Stretcher



Don't forget to check out our tips for your whiteboard at:  
[www.copernicused.com](http://www.copernicused.com)

### 2 Fasten Top Bamboo Stretcher With Bolts



# Double Sided Bamboo Teaching Easel



## Challenge

We challenge you and your class to build the most amazing thing you can think of out of the shapes found on the inner carton faces of this Bamboo Easel.

Use your knowledge of geometry and simple machines and let your imagination run wild! Fasten your submission together using any kind of glue, tape or adhesive that you can find.

Be careful cutting (—) and scoring (---) these shapes! Make sure there is an adult helping you!

Take pictures of your creation and email them to [bambooproject@copernicused.com](mailto:bambooproject@copernicused.com)

Win **4** Large Tubs, made with 25% recycled content, with your submission. Limit one prize per class.

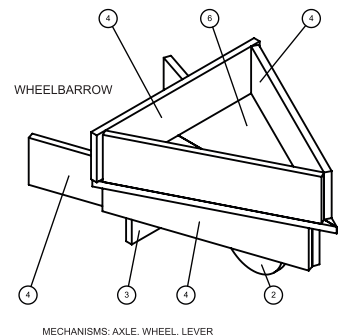
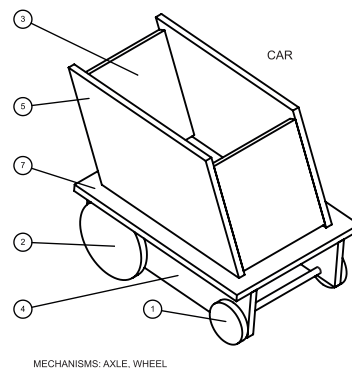
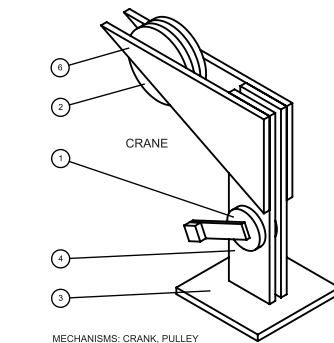
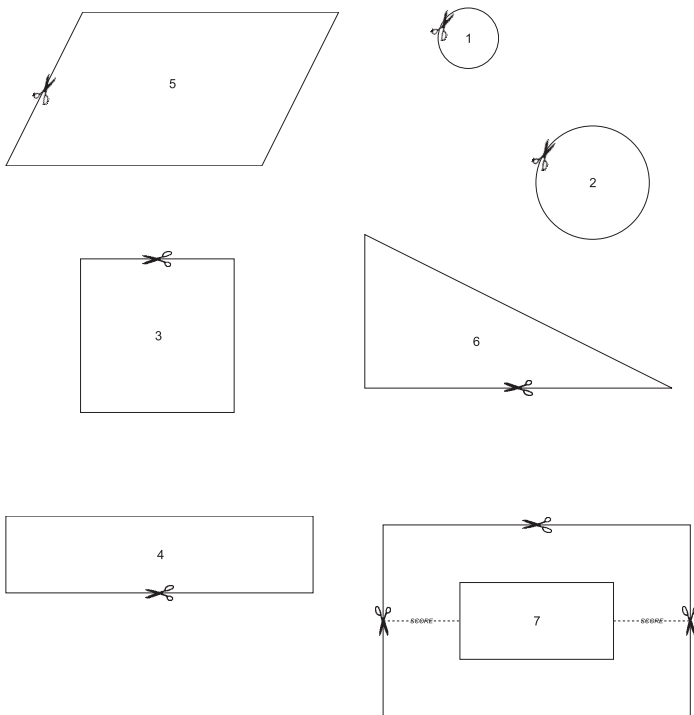
*Teachers and Administrators:*

Please visit [www.copernicused.com/educator-resources](http://www.copernicused.com/educator-resources) for additional ideas and activities.

Use these shapes



To build something like...



# Double Sided Bamboo Teaching Easel



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

**Have your packing slip ready for reference**

Dear Educator,

Thank you for purchasing one of our products.

I hope the assembly of your **Double Sided Bamboo Teaching Easel** went well.

If you have any questions, or concerns, or ideas for how we can improve, please call us at 1-800-267-8494, where someone will be happy to help.

Enjoy using your new product, and happy teaching,

Kaylyn Belcourt-McCabe  
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

