

# Primary Teaching Easel



## Assembly Guide PTE78\_2016\_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 !

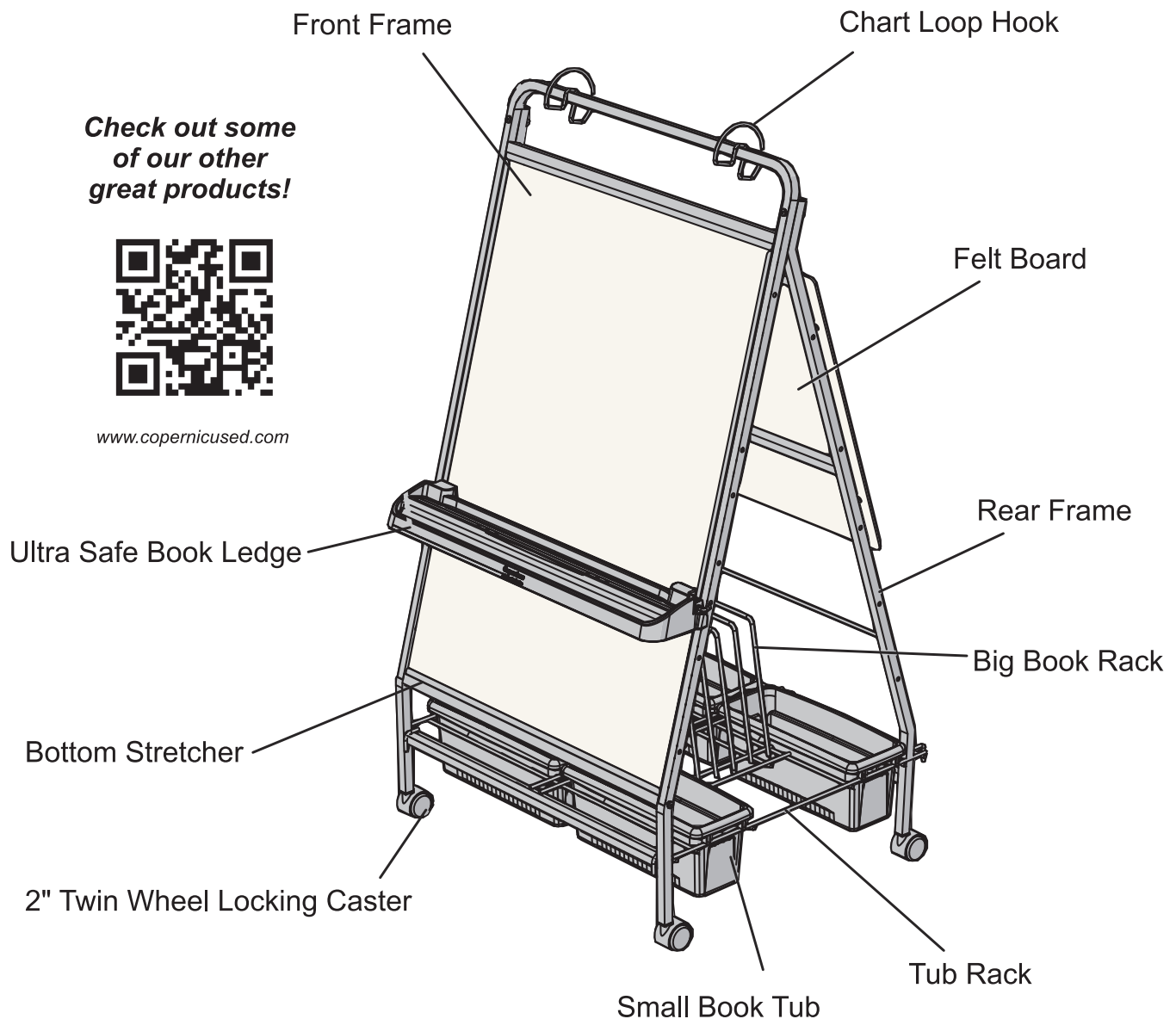
- This product is meant to be assembled by an adult.
- In its unassembled state, small parts present a hazard.
- To be used under direct supervision of an adult.

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

*Check out some  
of our other  
great products!*



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Dear Educator,

Thank you for purchasing one of our products. I hope that the Primary Teaching Easel is useful in your classroom.

If you have any questions, concerns, or ideas please contact us by telephone at 1-800-267-8494 or email at [info@copernicused.com](mailto:info@copernicused.com).

Jim Phillips  
Chief Cook and Bottle Washer

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!**

# Primary Teaching Easel - Parts

## Before beginning, you should have:

Additional tools required:

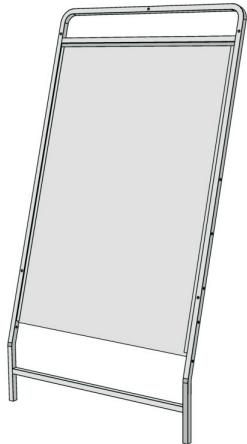


OR 8mm  
5/16"

Contents - PTE78 - 0

★ *Note some parts are labeled with a numbered sticker*

Front Frame with Whiteboard  
**1x**



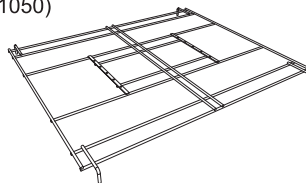
Rear Frame  
**1x**



Felt Board  
**1x**  
(AC262-0)



Tub Rack  
**1x**  
(31050)



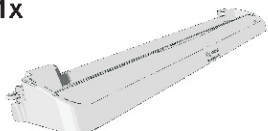
Bottom Stretcher  
**1x**



"S" Hook  
**2x**



Ultra Safe Book Ledge  
**1x**



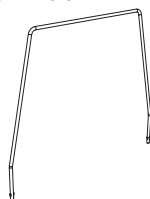
2" Twin Wheel Caster with  
brake  
**4x**  
(410011)



Loop Hook  
**2x**



Big Book Rack - Wire Hoops  
**5x**  
(31051)



Hardware  
Actual Size

(A) M6x50mm Bolt  
**2x**



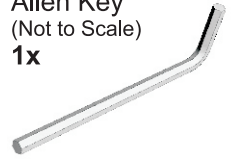
(B) M6x35mm Bolt  
**2x**



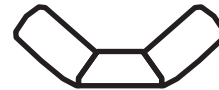
(C) M6 Lock Washer  
**4x**



Allen Key  
(Not to Scale)  
**1x**



(D) Wing Nut  
**2x**



(E) M5 Washer  
**x10**



(F) M5 Lock Washer  
**x10**

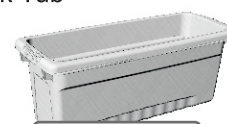


(G) M5 Acorn Nut  
**x10**



Contents - PTE78 - CB

Small Book Tub  
**4x**  
(CC4070)



5 lbs Weight Limit



# Tips for Assembly

## Watch for These Helpful Symbols

This symbol denotes a 2- or 3- 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 the frame:**

*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*

1

Actual Size:



(B)  
2x



(C)  
2x



2 Person

You will need: (Not to Scale)



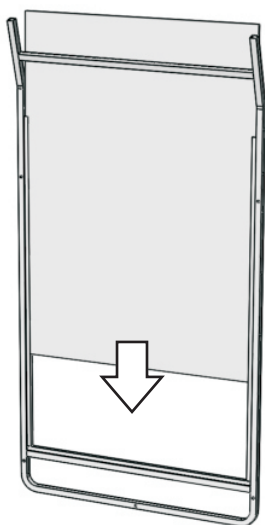
Front Frame with Whiteboard  
1x



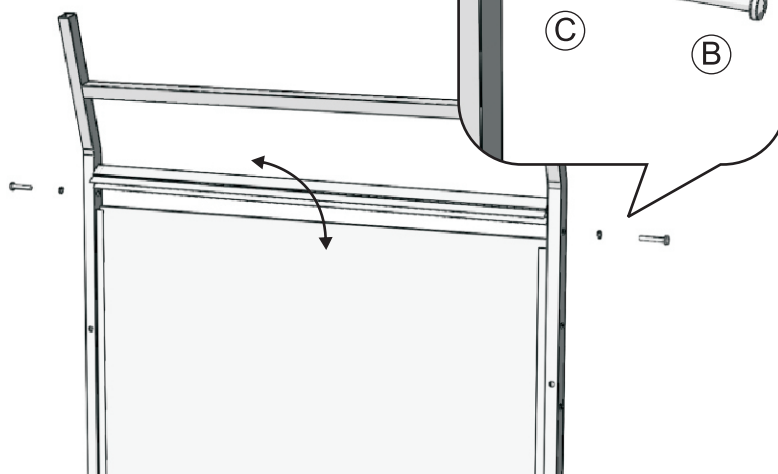
Bottom Stretcher  
1x

## Secure Whiteboard in Place

1



2



2

Actual Size:



(A)  
2x



(C)  
2x



(D)  
2x



2 Person

You will need: (Not to Scale)



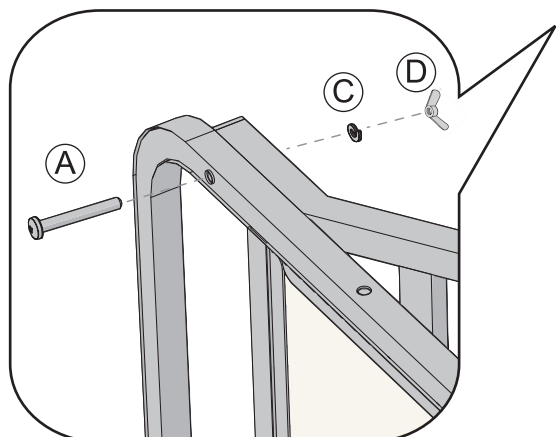
2" Twin Wheel Caster with brake  
4x



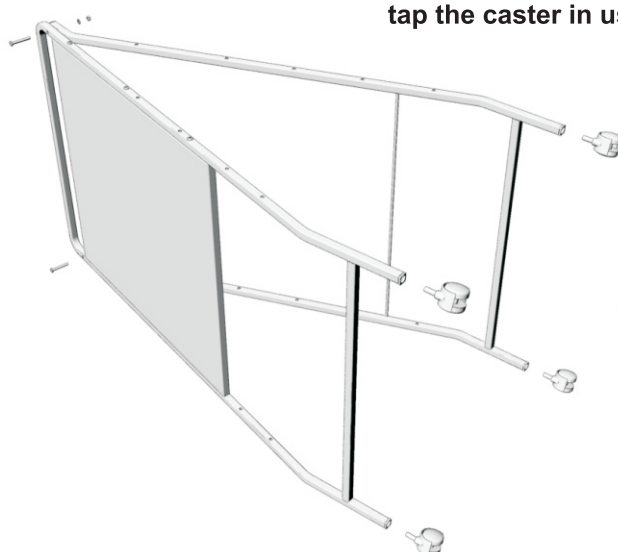
Rear Frame  
1x

## Assemble Frame and Install Casters

Press Casters firmly into the Base.  
Casters will click into place. If necessary,  
tap the caster in using a rubber mallet.



★ Do not fully tighten  
hardware at this step.



★ For easy  
assembly  
build the unit  
on its side.

3

Actual Size:



E  
10x



F  
10x

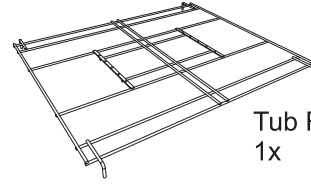


G  
10x

You will need: (Not to Scale)



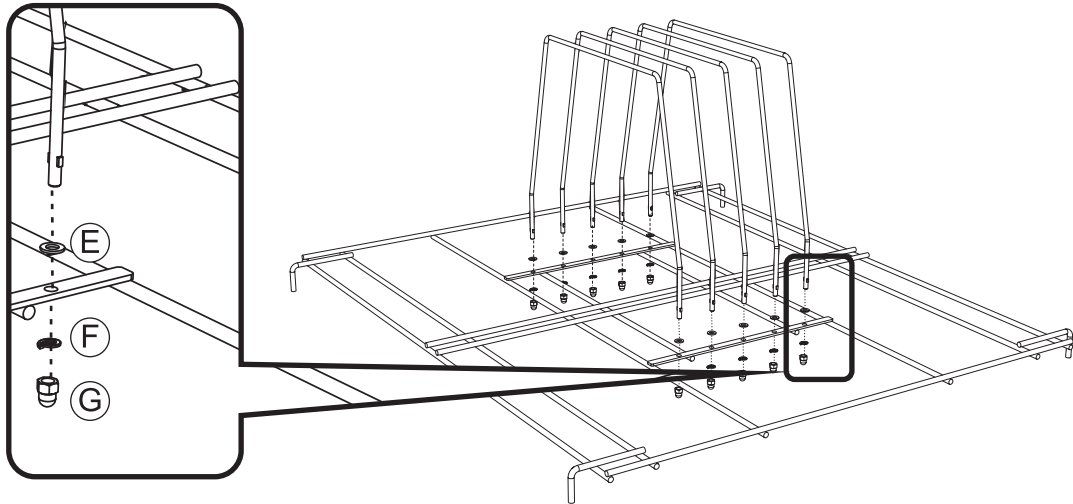
Big Book Rack  
- Wire Hoops  
5x



Tub Rack  
1x

## Assembly Big Book Rack - Wire Hoops onto Tub Rack

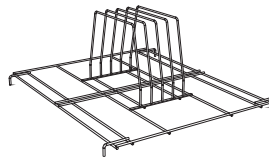
**!** Tighten  
Hardware



4

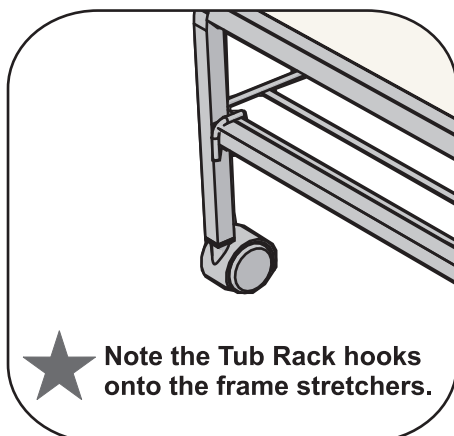
Actual Size:

You will need: (Not to Scale)



Assembled Tub Rack  
1x

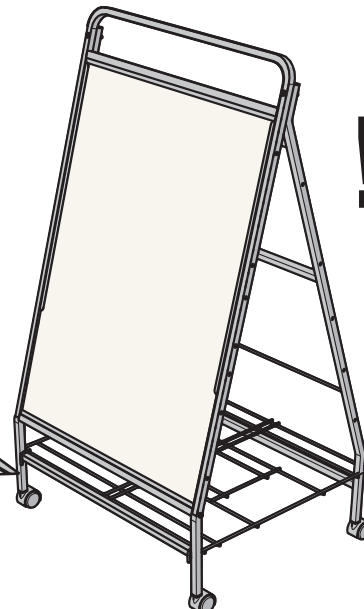
## Install Tub Rack



★ Note the Tub Rack hooks  
onto the frame stretchers.

**!** Tilt the Tub Rack  
when inserting it  
into the Frame.

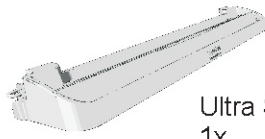
★ Tighten ALL  
Hardware



5

Actual Size:

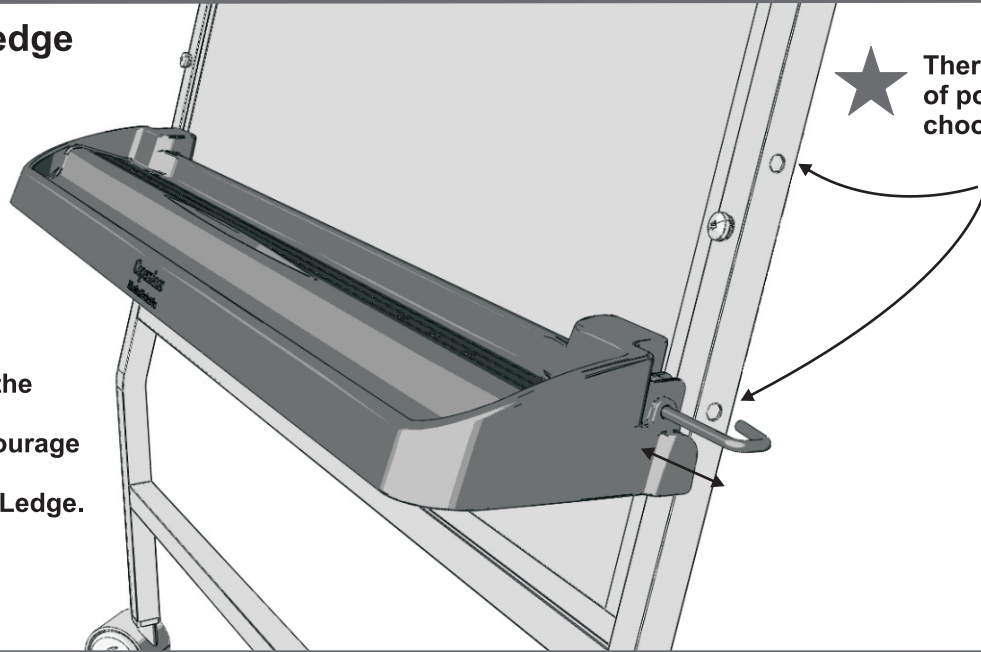
You will need: (Not to Scale)



Ultra Safe Book Ledge  
1x

## Install Book Ledge

**!** Please note that the spring tension is designed to discourage children from unhooking Book Ledge.



★ There are a number of positions to choose from.

6

Actual Size:

You will need: (Not to Scale)



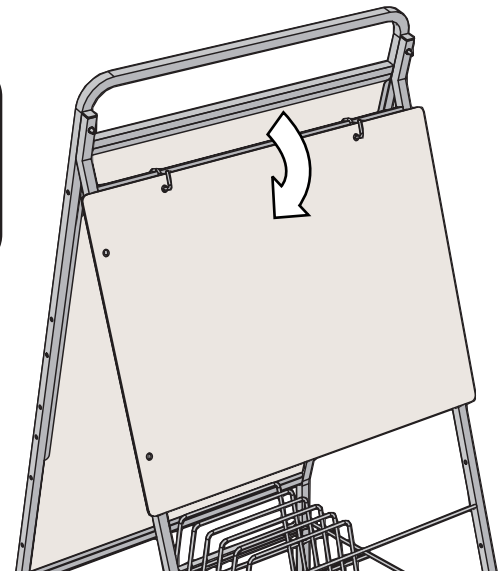
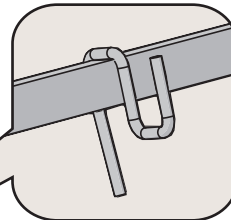
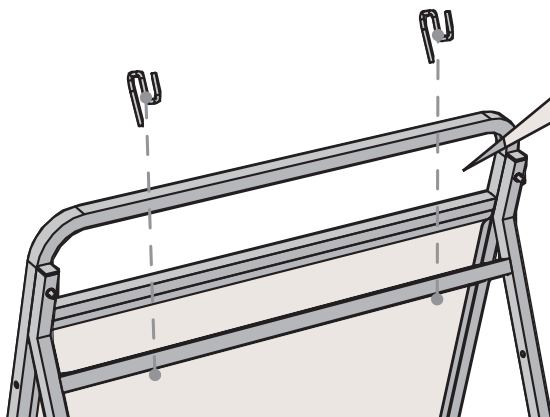
Felt Board  
1x



"S" Hook  
2x

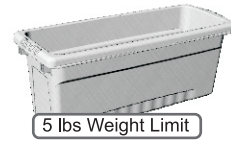
## Install "S" Hooks and hang Felt Board

★ Tip, to avoid scratching the frame place an empty hardware bag over the frame. Simply remove when finished.

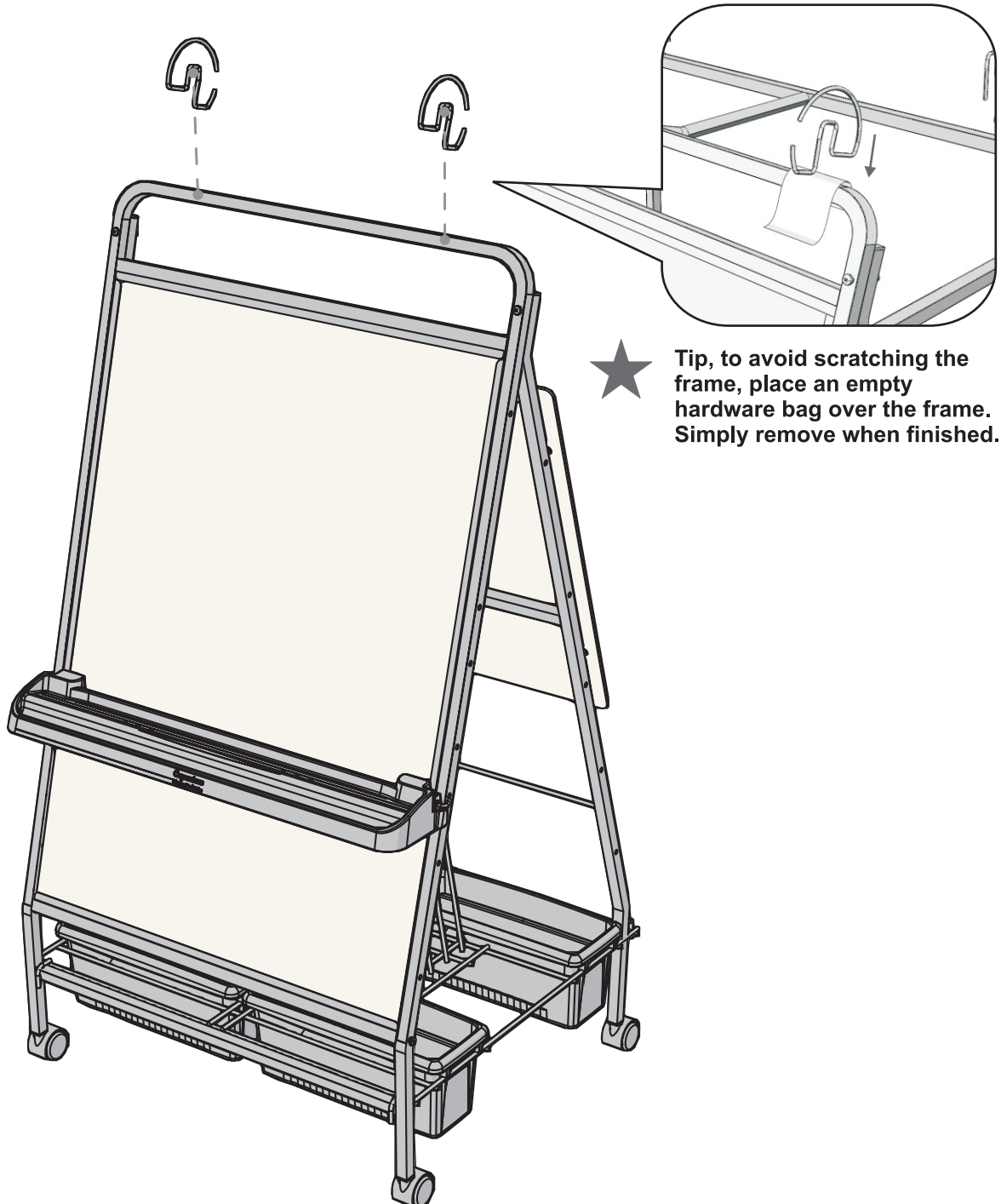




You will need: (Not to Scale)

Loop Hook  
2xSmall Book Tub  
4x

## Install Loop Hooks and Small Book Tubs



★ **Tip, to avoid scratching the frame, place an empty hardware bag over the frame. Simply remove when finished.**