

Double Sided Art Easel



Assembly Guide

PDR11_2018_A

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

For assistance, please contact us:

1-800-267-8494

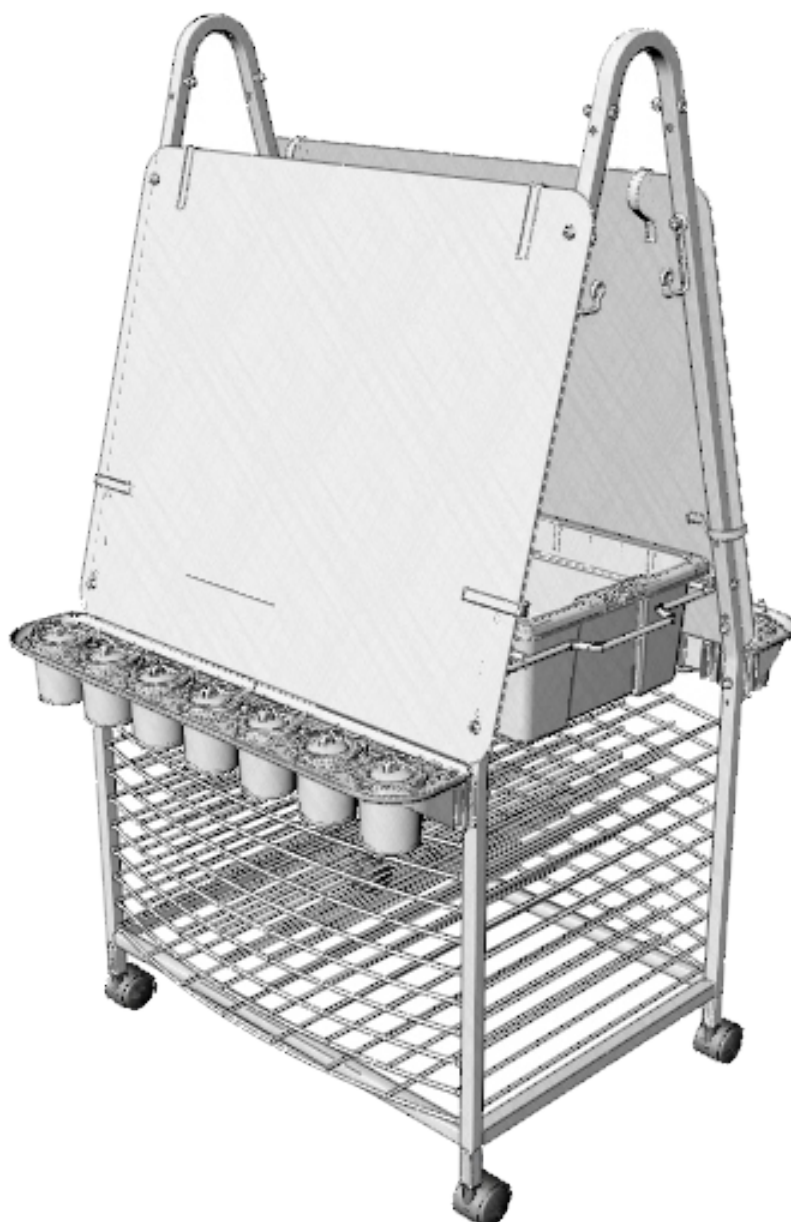
Email info@copernicused.com

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

Double Sided Art Easel



Assembly Guide

PDR11_2018_A

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

For assistance, please contact us:

1-800-267-8494

Email info@copernicused.com

Have your packing slip ready for reference

Dear Educator,

Thank you for purchasing one of our products. I hope that the Double Sided Art 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.

Enjoy using your new product and happy teaching.

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
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.



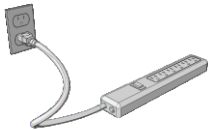
Adult
Supervision

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



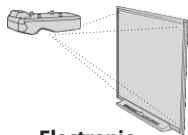
Indoor Use
Only

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.

Double Sided Art Easel - Parts

Before beginning, you should have:

Additional tools required:

Adjustable wrench
x1

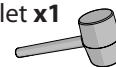


OR

10mm Wrench
x1



Rubber Mallet x1



Contents - Box 1

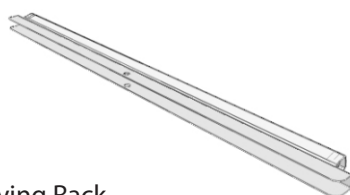
Side Frame
x2



Bottom Stretcher
x2



Tub Channel Stretcher
x2



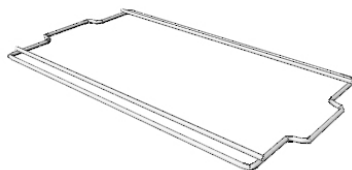
Drying Rack
x10



White Board
x2



Tub Sliding Rack
x1



In Box 1

Hardware Actual Size

(A) M6 x 40mm Screw
x2



(B) M6 x 35mm Screw
x8



(C) M6 x 30mm Screw
x6



(D) M6 x 25mm Screw
x2



(E) M6 Lock Washer
x22



(F) M6 Flat Washer
x8



(G) M6 Acorn Nut
x14



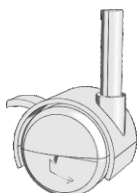
(H) M6 x 30mm Shoulder Bolt
x4



Allen Key
(Not to Scale)
x1



Caster
x4



Apron Hook
x2

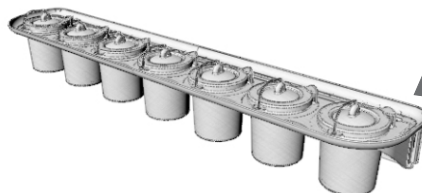


Art Clip
x8



Contents - Box 2

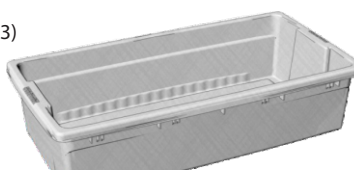
Paint Tray (each includes seven pots, seven spill-proof caps and seven lids)
x2



Holder for Low Position
Packed inside one pot
x4



Really Big Tub
x1
(CC4073)



Holder for High Position
Packed inside one pot
x4



15 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 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

Need Tech Support?

Have a Question?



Email our Tech Support Service

Check out some of our other great products!



www.copernicused.com

1

Actual Size:

(B)

M6 x 35mm Screw
x8



(E)

M6 Lock
Washer
x8



You will need: (Not to Scale)

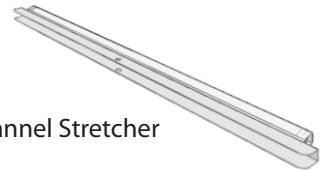
Side Frame
x2



Bottom Stretcher
x2

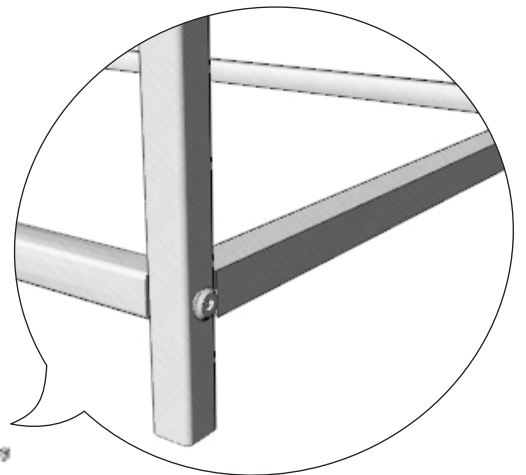
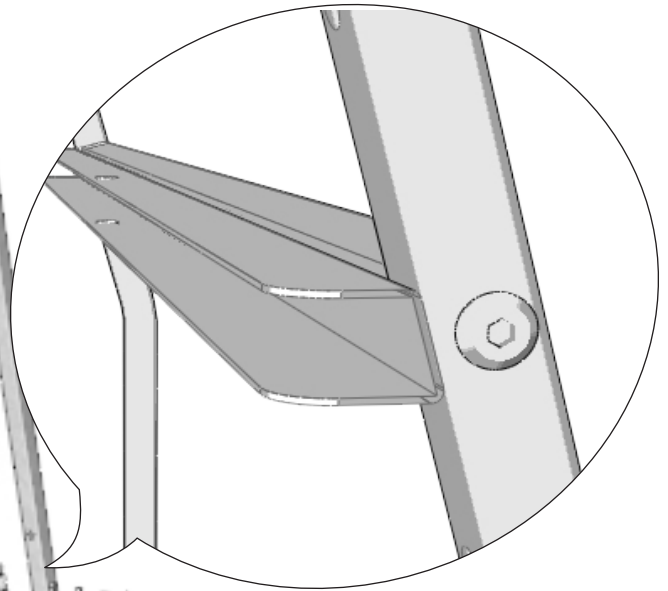
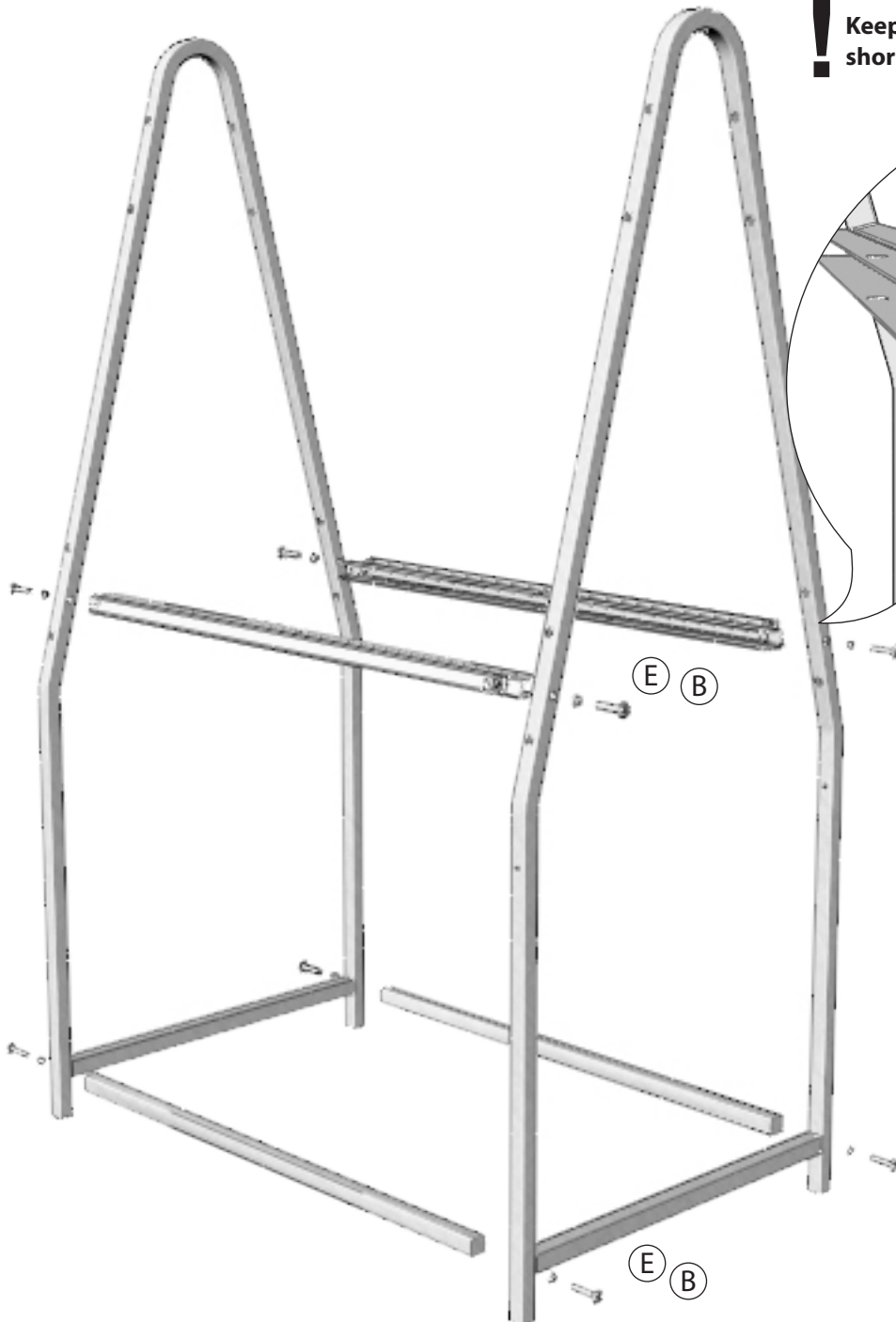


Tub Channel Stretcher
x2



Attach Stretchers to Side Frames

! Keep Tub Channel Stretcher assembly loose. Install short side facing upward.



! Assemble fully but do not tighten.

2

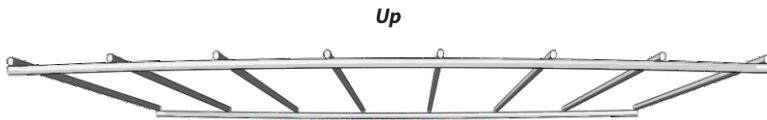
You will need: (Not to Scale)

Drying Rack
x10



Insert Drying Racks

! You may need to tighten slightly as you go up with the racks. Tighten all bolts (8) after all Drying Racks are assembled.

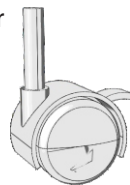


We recommend installing the racks with this side facing upwards - easier to slide paper off the rack

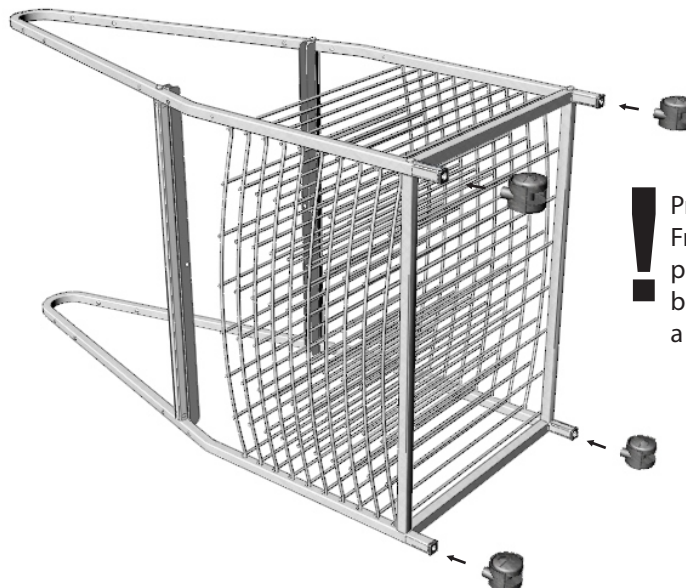
3

You will need: (Not to Scale)

Caster
x4



Install Casters



! Press Casters firmly into the Frame. Casters will click into place. If necessary, place a wrench between the wheels & tap in with a rubber mallet.



4

Actual Size:

(D) M6 x 25mm Screw
x2



(E) M6 Lock Washer
x2



(G) M6 Acorn Nut
x2

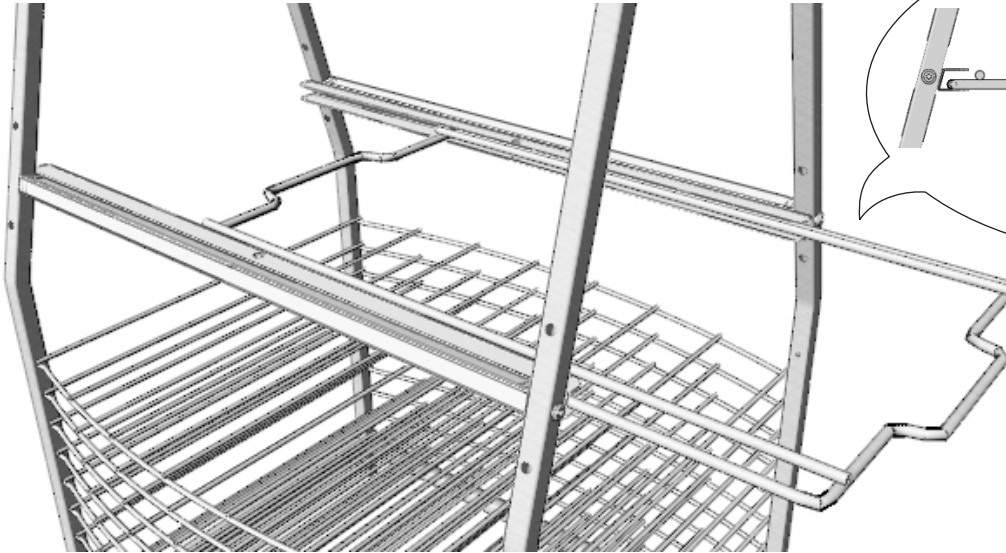


You will need: (Not to Scale)

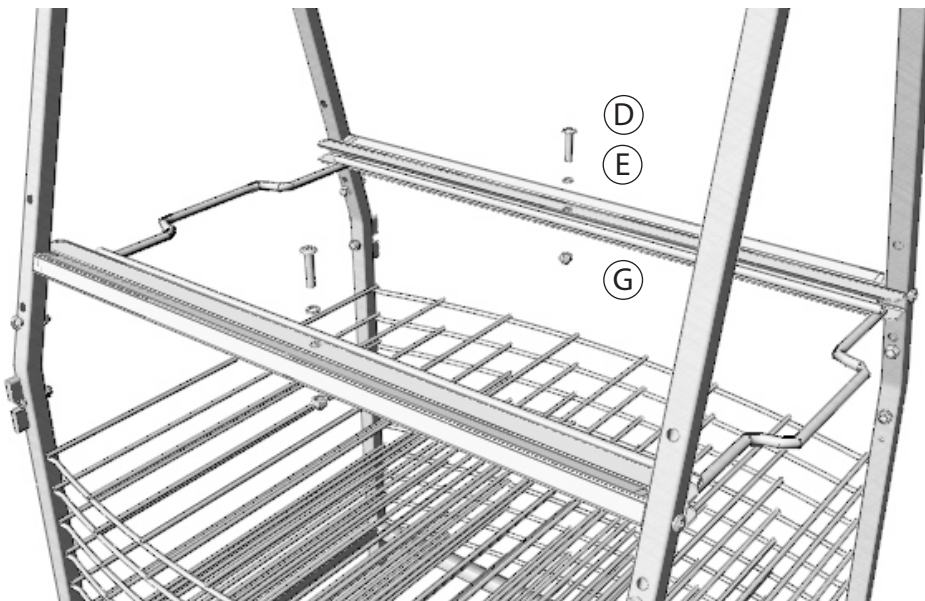
Tub Sliding Rack
x1



Insert Tub Sliding Rack



Secure Tub Sliding Rack with Fasteners



5

Actual Size: (C) M6 x 30mm Screw

x6



(E)

M6 Lock Washer

x6



(F)

M6 Flat Washer

x6



(G)

M6 Acorn Nut

x6



You will need: (Not to Scale)

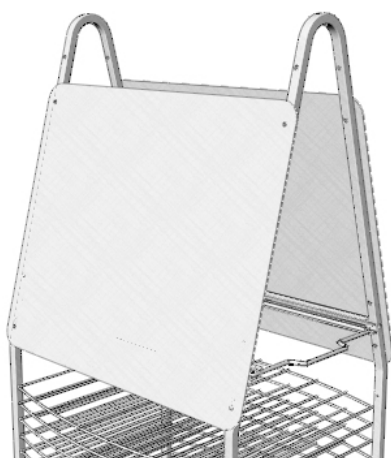
White Board
x2



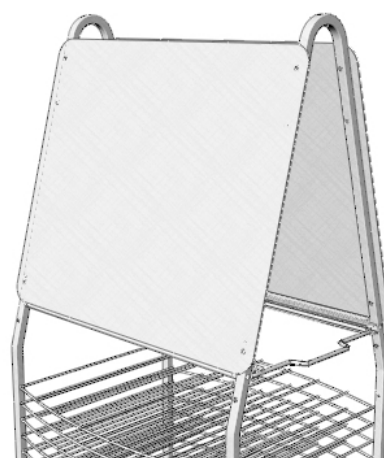
Attach White Board on front and back

Choose the low or high position for each White Board to suit your needs

Board in Low Position

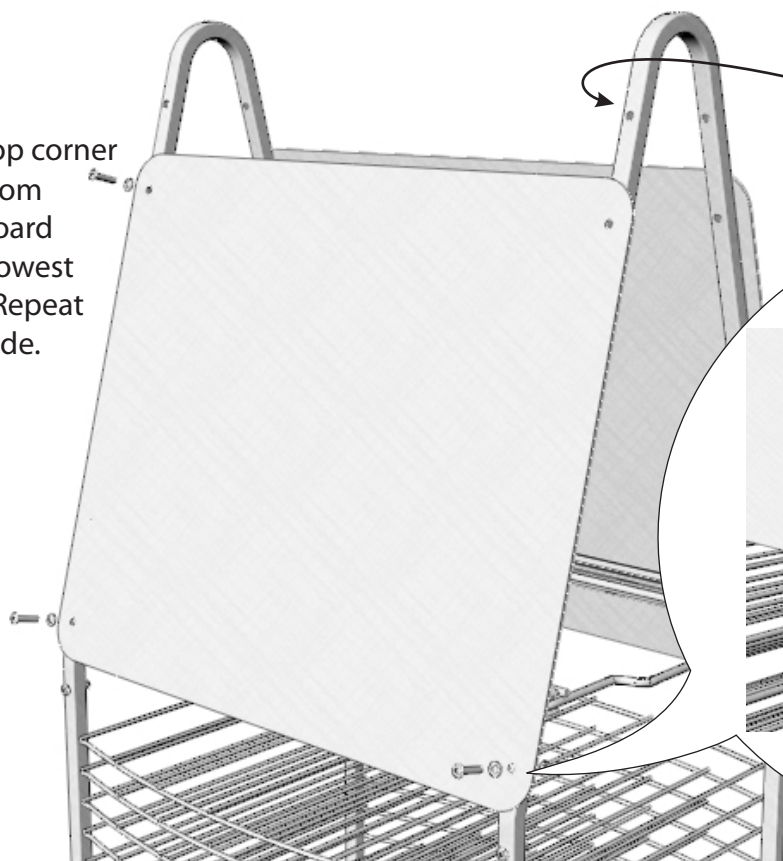


Board in High Position

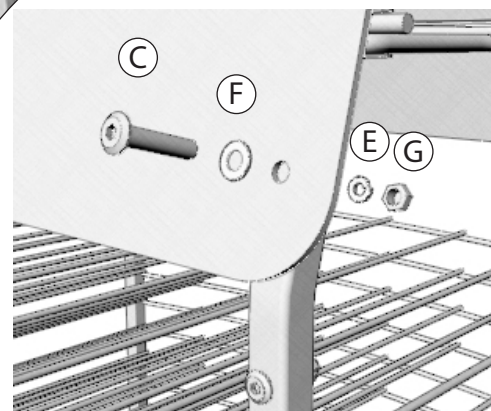


OR

! Attach 1 top corner and 2 bottom corners (board shown in lowest position). Repeat on other side.



Use top holes for High position



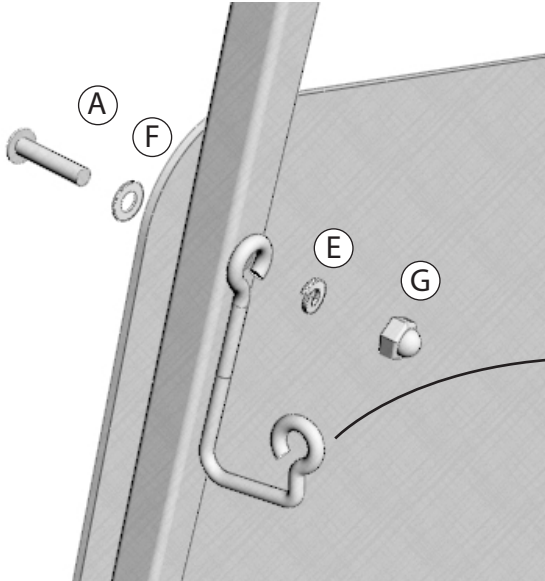
6

Actual Size: (A) M6 x 40mm Screw
x2(E) M6 Lock
Washer
x2(F) M6 Flat
Washer
x2(G) M6 Acorn
Nut
x2

You will need: (Not to Scale)

Apron
Hook
x2

Attach Hook and Fourth Board Corner



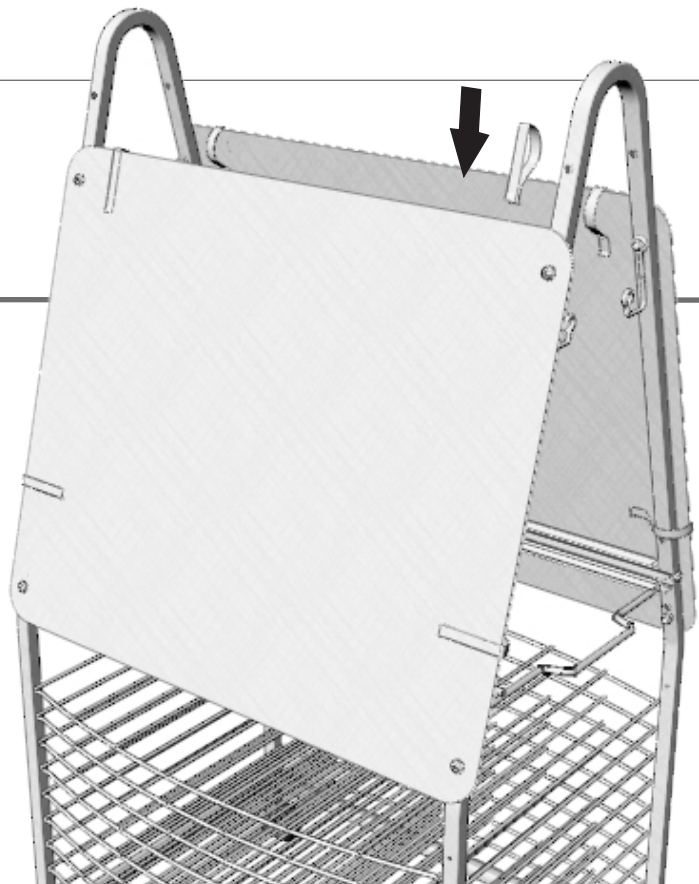
! Apron Hook installs with two longer bolts A on either side, at the same time as the Whiteboards.

7

You will need: (Not to Scale)

Art Clip
x8

Install Art Clips



8

Actual Size:

(H) M6 x 30mm
Shoulder Bolt
x4



(E) M6 Lock
Washer
x4



(G) M6 Acorn
Nut
x4



You will need: (Not to Scale)

Holder for
Low Position
x4



OR

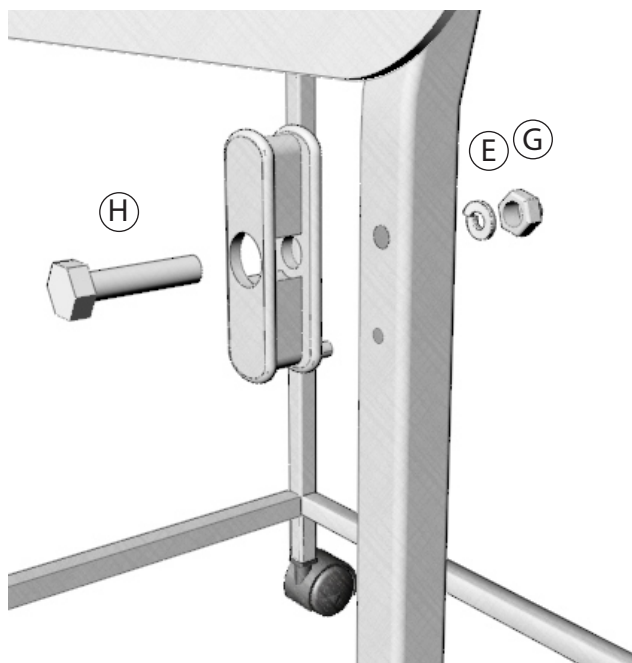
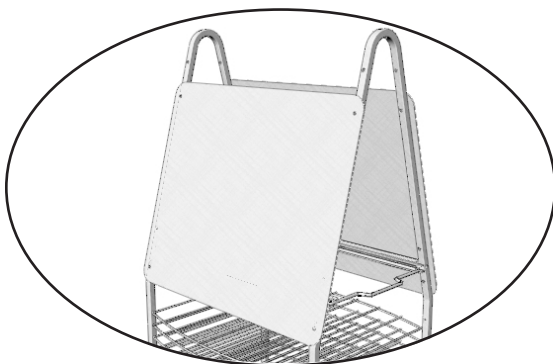
Holder for High
Position
x4



Install Paint Tray



For board in Low Position

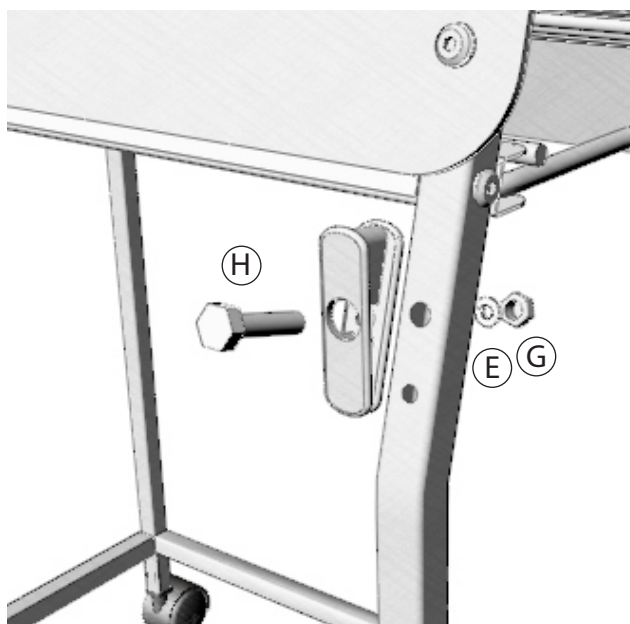
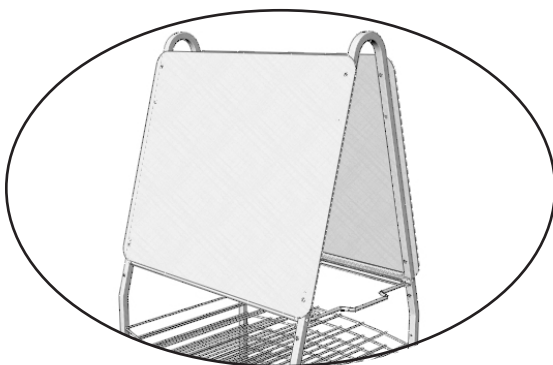


OR

Install Paint Tray

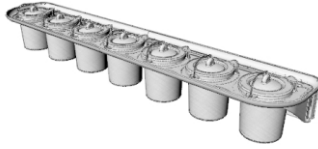


For board in High Position

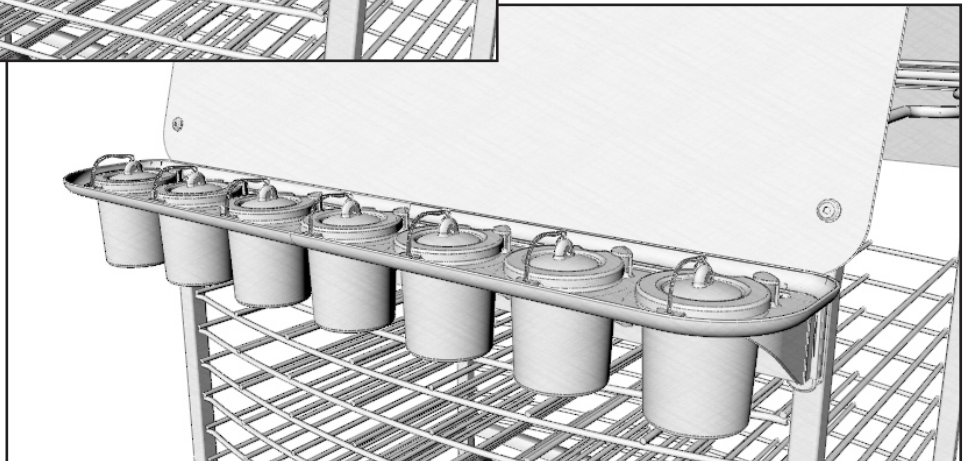
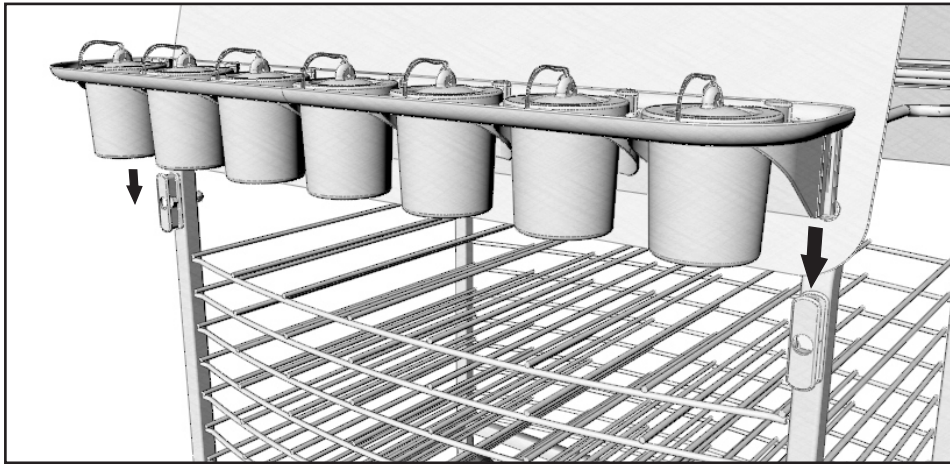


You will need: (Not to Scale)

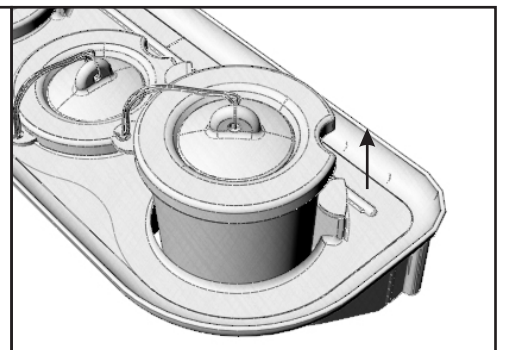
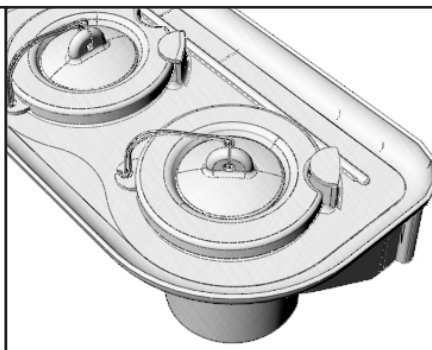
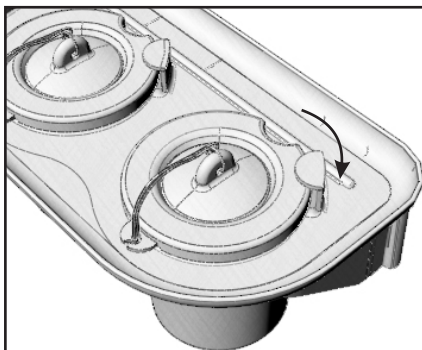
Paint Tray
x2



Slide Paint Tray on Holders

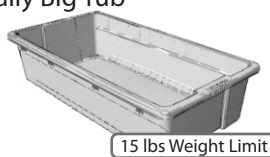


How to remove Pots from Paint Tray



You will need: (Not to Scale)

Really Big Tub
x1



Insert Tub

