

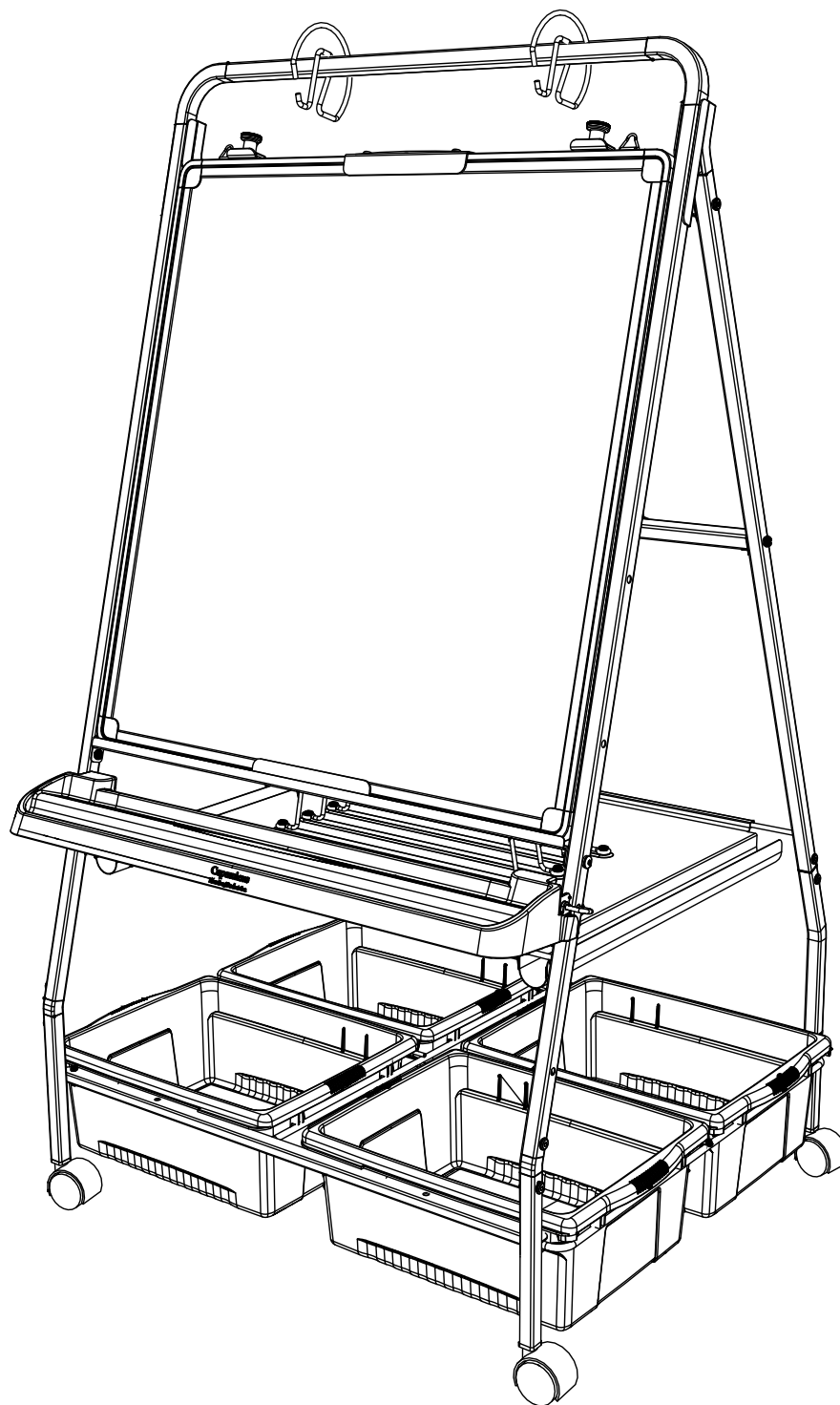


Assembly Guide

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

For assistance, please contact us by telephone at **1-800-267-8494** or email at info@copernicused.com.

Have your packing slip ready for reference.



Customer Service & Warranty Information

Dear Educator,

Thank you for purchasing the 2-in-1 Royal Teaching Easel with Portable Whiteboard . We hope it meets your expectations and you and your students enjoy using it at your school.

Every day we see and hear stories of teachers going above and beyond to help students thrive. Thank you so much for all you do – you are awesome, and you make a difference.

Thank you for inspiring us.

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.

Happy teaching,

Kaylyn Belcourt, President
kaylyn@copernicused.com



We do not inherit the earth
from our ancestors, we
borrow it from our children.

- NATIVE 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

For missing parts and other issues regarding your product:

Please contact Customer Service, where we will be happy to help.

Telephone: 1-800-267-8494, Monday - Friday 8:00am - 4:30 pm EST

Email: info@copernicused.com

**Need Support?
Have a Question?**



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

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



www.copernicused.com

Lifetime
Frame Warranty

Register your Product

Registering your warranty ensures we have all the information we need to make any future warranty claims quick and easy. Please visit www.copernicused.com/warranty and complete the form within 10 business days from product assembly. By registering your product, you will be entered into a draw to win Copernicus product.

Lifetime
All Components
Warranty

Make a Warranty Claim

We offer a Lifetime Warranty on almost everything we make. Please call 1-800-267-8494 or email info@copernicused.com to start your warranty claim. Proof of purchase will be required upon warranty claim (i.e. copy of invoice).

5 Year
Whiteboard
Warranty

Replace your Whiteboard

Have a well-used whiteboard that needs replacing? Our whiteboards carry a five-year warranty and replacement parts program after the warranty period. Please call 1-800-267-8494 or email info@copernicused.com to get a new whiteboard for your Copernicus product!

Tips for Assembly

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.

As You Assemble the Unit:

- Follow the steps in sequence.
- Before beginning each step, find the part(s) that you need for that step.
- The title of each step states what you will be doing. Review the text and the pictures as you build the unit.

Watch for These Helpful Symbols:



2-Person Task

For safety, please have someone help you when working on steps displaying this symbol.



The symbol denotes a step needing extra attention to ensure it is done correctly.



Important Information! Warning!

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.



No Maintenance

This product does **NOT** require maintenance. Repairs should only be performed by authorized personnel. Please contact customer service if repairs are required.



Climb Hazard

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



Indoor Use Only

This product is intended for indoor commercial 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.

Parts

Before beginning, you should have:

Additional tools required:

Adjustable Wrench **2x**

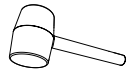


OR

7mm Wrench **1x**,
10mm Wrench **1x**

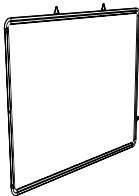
+

Rubber Mallet **1x**



RC2IN1-0

PGW01
1x



Big Book Divider
4x

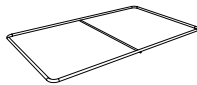


Chart Loop Hooks
2x

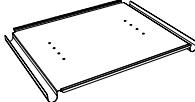


In Box 1

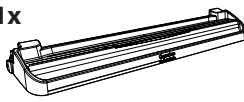
Tub Rack
2x



Metal Shelf
1x



Ultra Safe Book Ledge
1x



Front Risers
(Left & Right)
2x



Back Risers
(Left & Right)
2x



Front Frame Top
1x



Tub Rails
2x



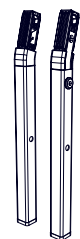
Frame Wire
2x



Back Frame Stretcher
2x



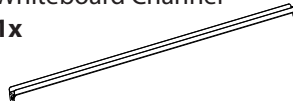
Front Feet
(Left & Right)
2x



Back Feet
(Left & Right)
2x



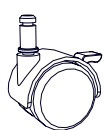
Whiteboard Channel
1x



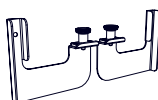
Connector 1
2x



2" Twin Wheel
Locking Caster
4x



Whiteboard Brackets
(Left & Right)
2x



C68-4-VB

Open Tub
4x

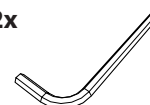


Hardware Actual Size

- (A) M6 x 40mm Screw **8x**
- (B) M6 x 15mm Screw **2x**
- (C) M6 x 19mm Screw **8x**
- (D) M4 x 19mm Shoulder Bolt **8x**
- (E) Fast Lead Screw 37mm **2x**
- (F) Fast Lead Screw 15mm **8x**
- (G) M6 Barrel Nut **2x**
- (H) M8 Lock Washer **2x**
- (I) M6 Lock Washer **8x**
- (J) M4 Lock Nut **8x**
- (K) M6 Lock Nut **8x**

Tools (Not to Scale)

Allen Key
(for M6 Hardware)
2x



Allen Key
(for M4 Hardware)
1x



Small Wrench
1x



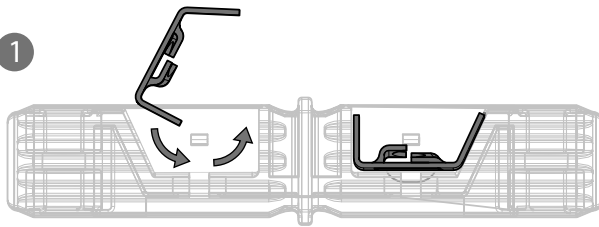


In case your wedge nut becomes dislodged from the connector, follow these steps to reinstall.

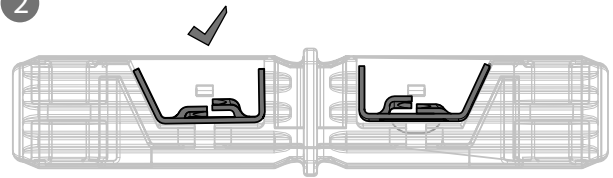


To help keep the wedge nut in place, do not remove the paper cover until you are ready to assemble the connector.

1



2



1

Actual Size:



(B)
2x



(G)
2x



(H)
2x

You will need: (Not to Scale)

Front Frame Risers
(Left & Right)
2x



Front Frame Top
1x



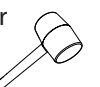
Frame Wire
1x



Whiteboard Channel
1x



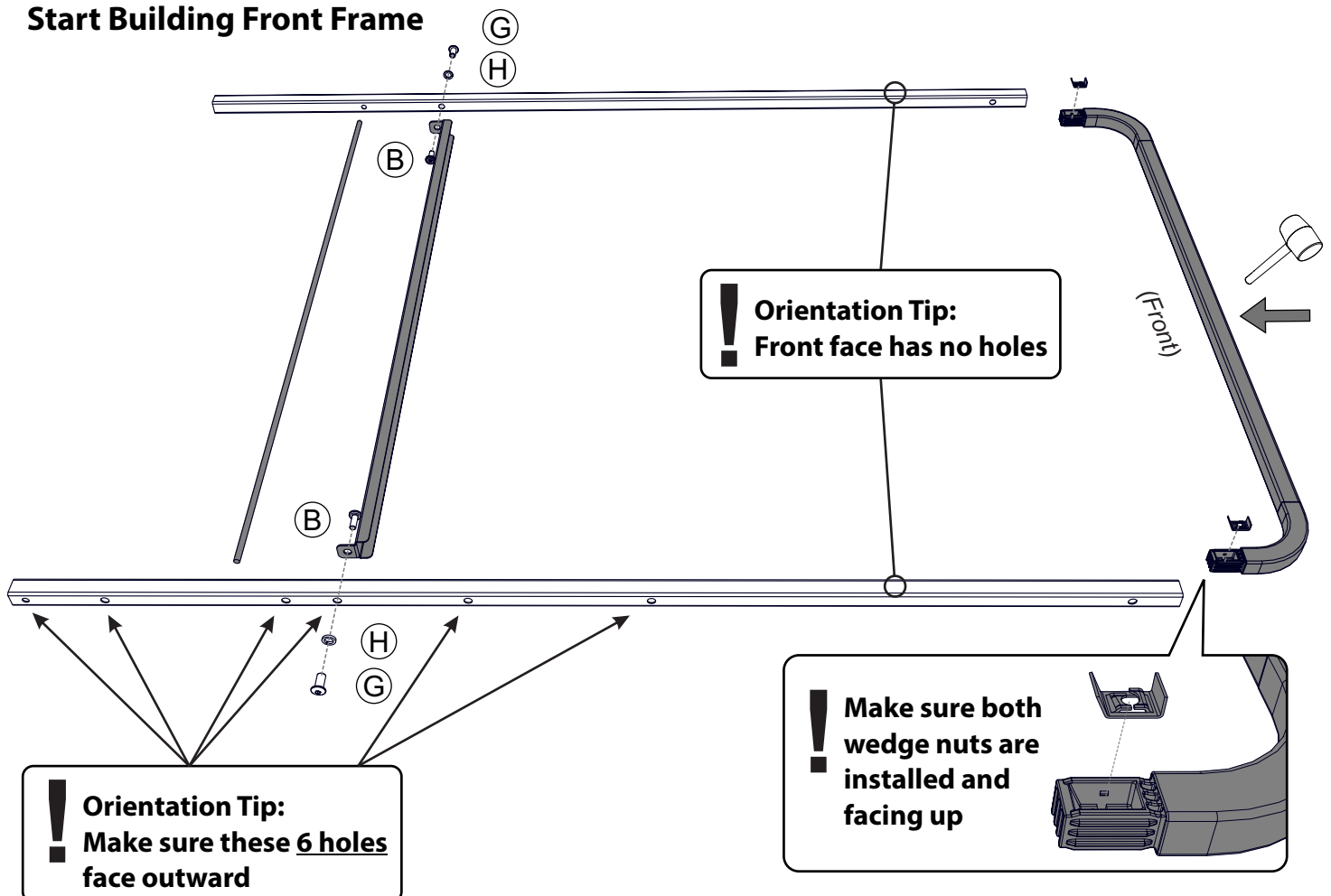
Rubber Mallet
1x



Allen Key
2x

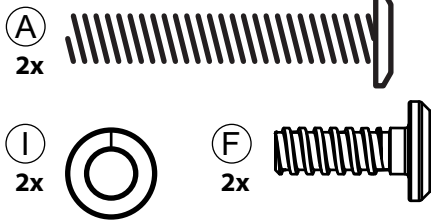


Start Building Front Frame

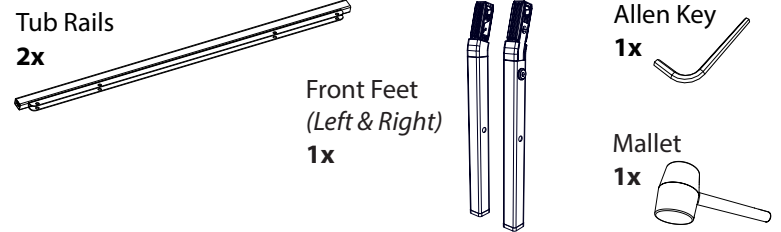


2

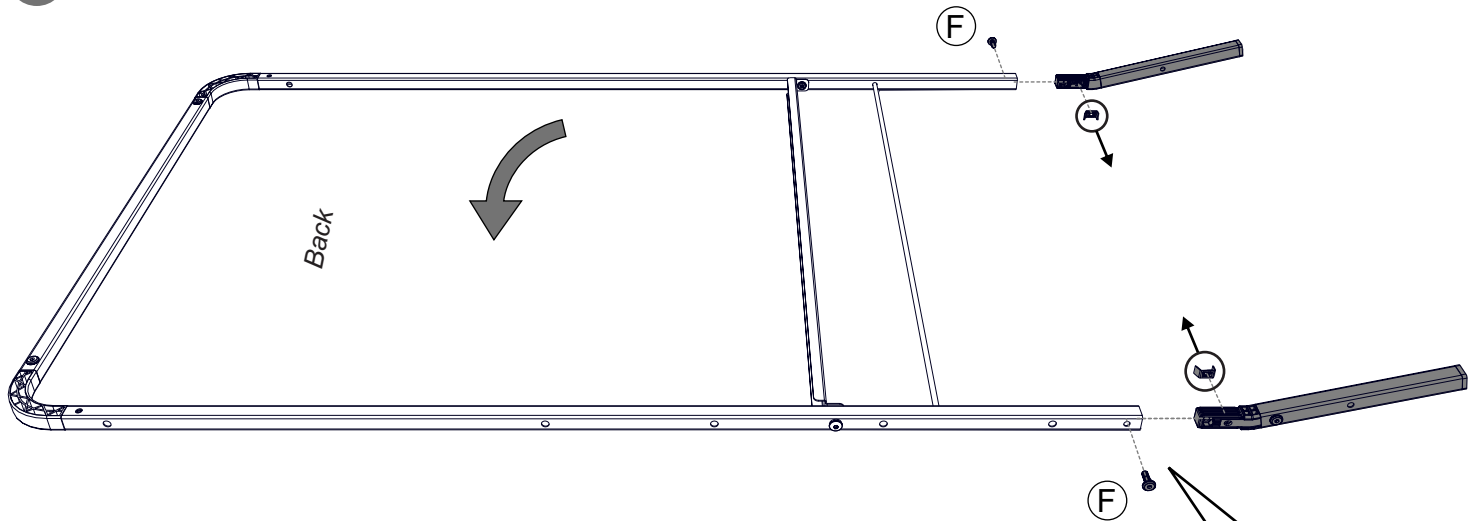
Actual Size:



You will need: (Not to Scale)



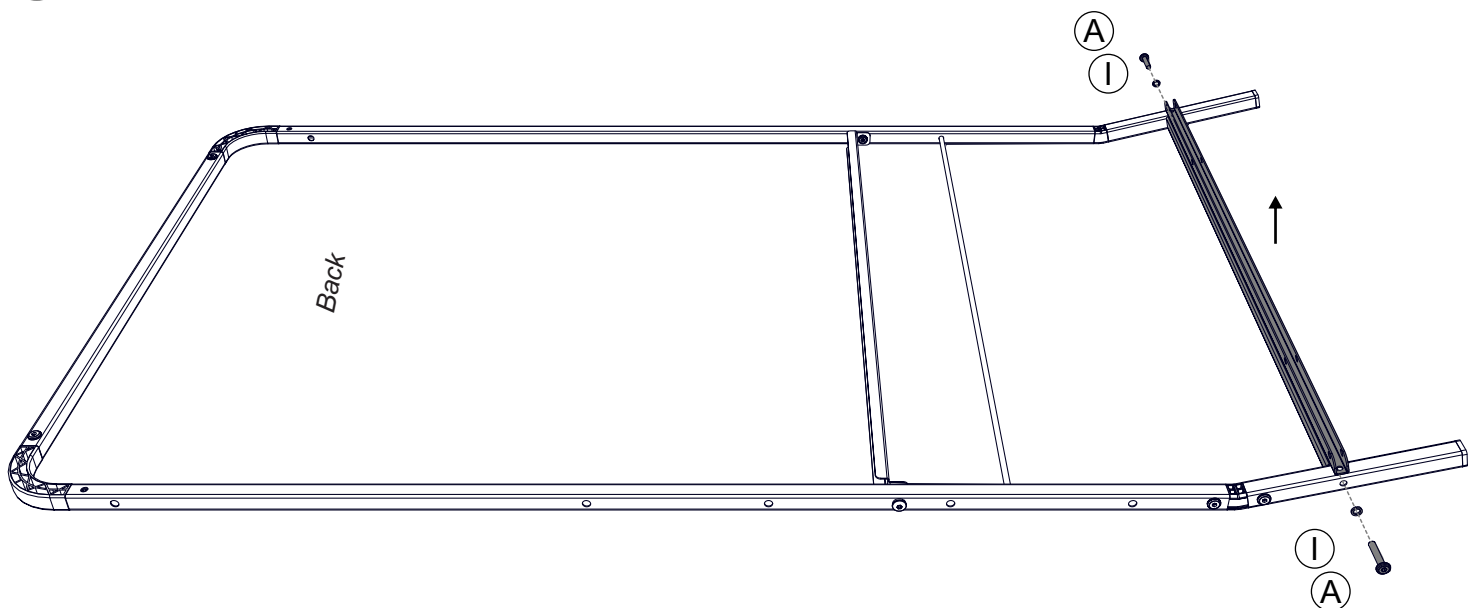
1 Install Front Feet



! ATTENTION
Wedge nuts can
move when installing
the feet

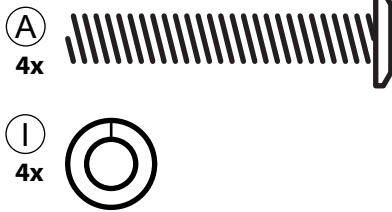
**! Make sure both wedge
nuts are installed and
facing in**
See page #5 for details

2 Install Tub Channel

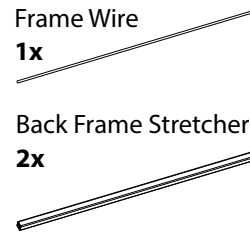


3

Actual Size:



You will need: (Not to Scale)



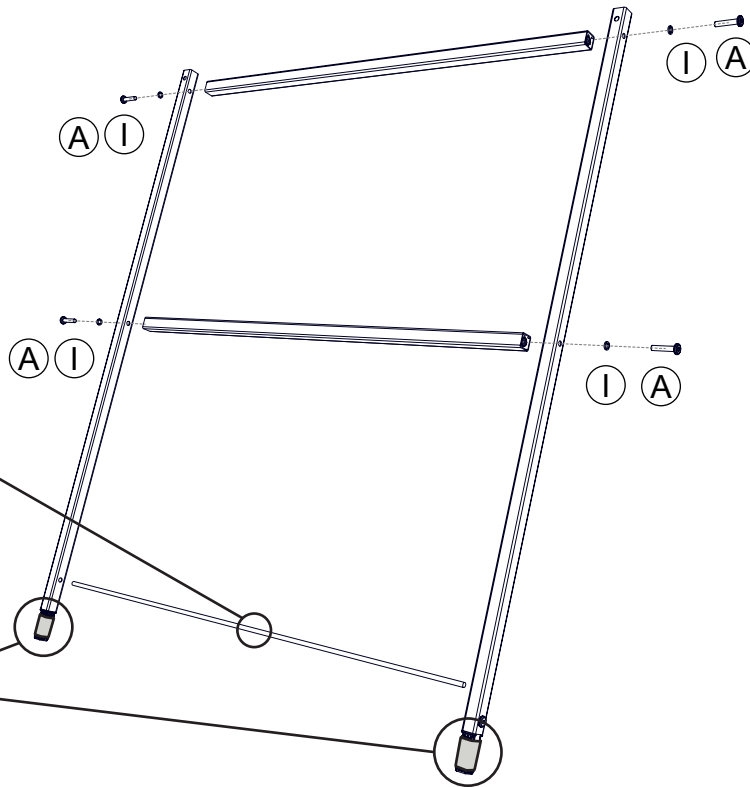
Back Risers
(Left & Right)
2x



Allen Key
1x



Build Back Frame

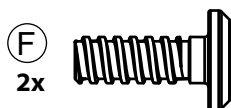


! Install wire before tightening hardware

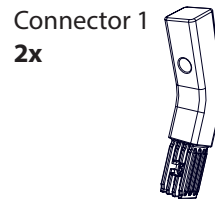
! Orient with connectors on the bottom

4

Actual Size:



You will need: (Not to Scale)



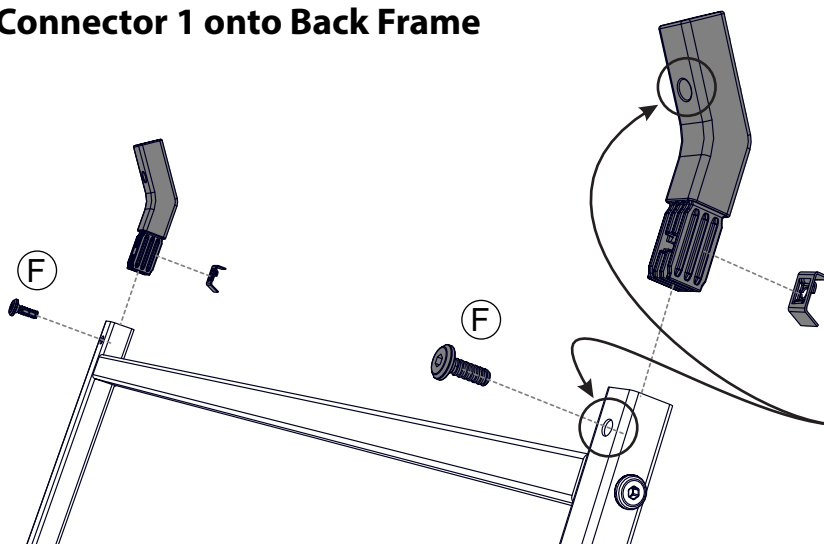
Rubber Mallet
1x



Allen Key
1x



Install Connector 1 onto Back Frame

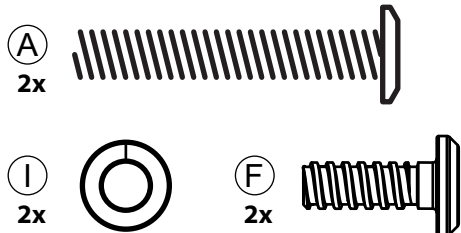


Check for wedge nut inside all connectors
See page #5 for details

! Orient front of connector with hole on frame

5

Actual Size:



You will need: (Not to Scale)

Tub Channel

1x



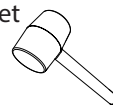
Back Feet
(Left & Right)
2x



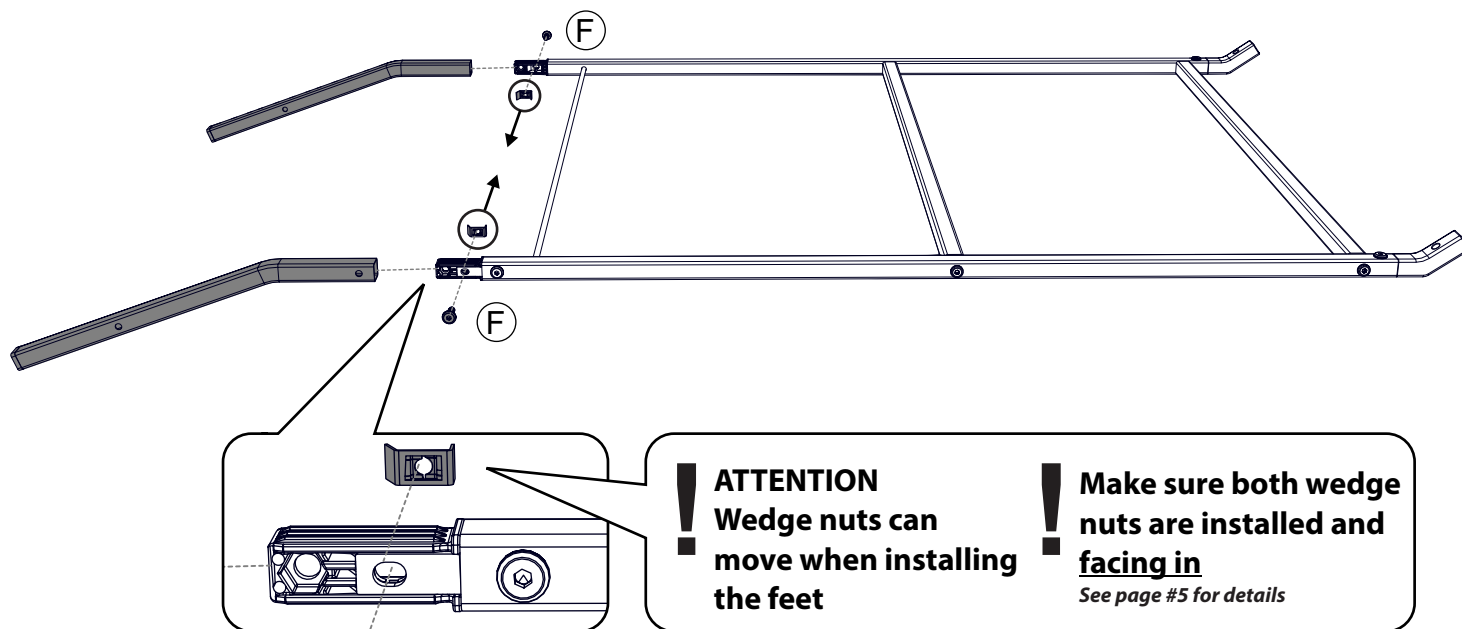
Allen Key
1x



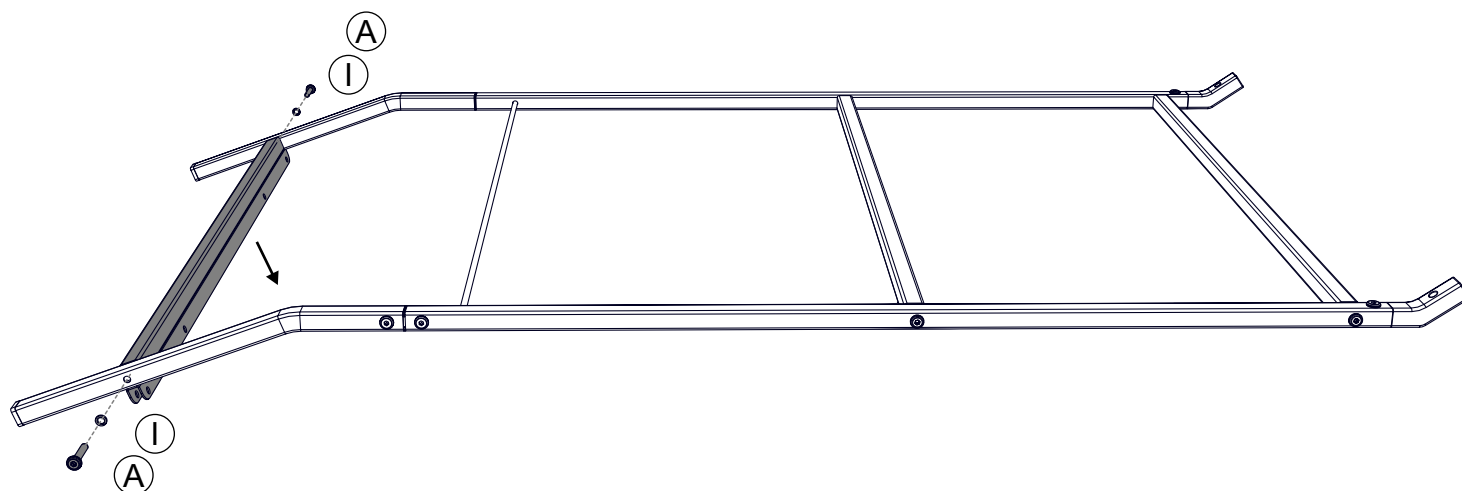
Rubber Mallet
1x



1 Attach Back Frame Feet



2 Install Tub Channel



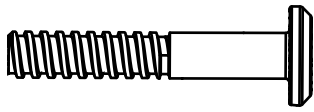
6



2-Person Task

Actual Size:

Ⓔ
2x

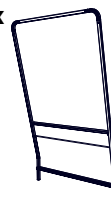


You will need: (Not to Scale)

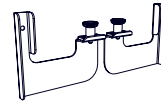
Back Frame
1x



Front Frame
1x



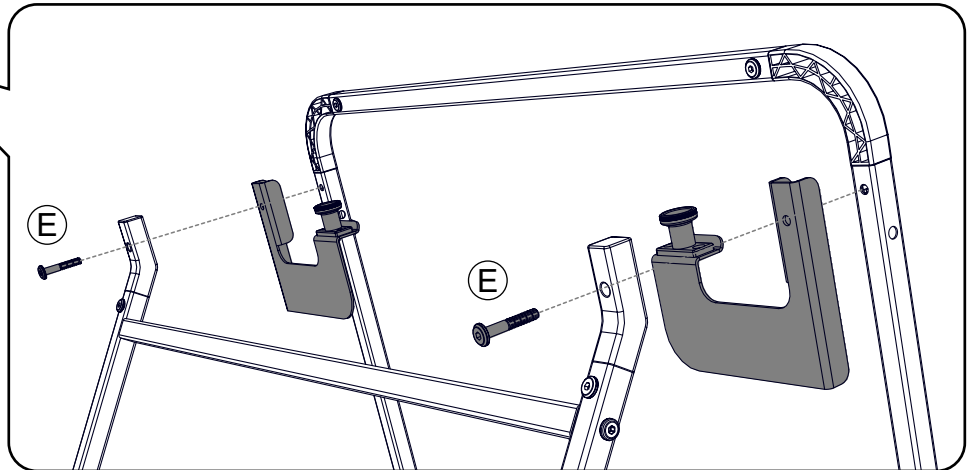
Whiteboard Bracket
(Left and Right)
2x



Allen Key
1x



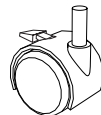
Attach Front Frame and Back Frame



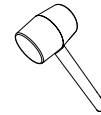
7

You will need: (Not to Scale)

Twin Wheeled
Locking Caster
4x



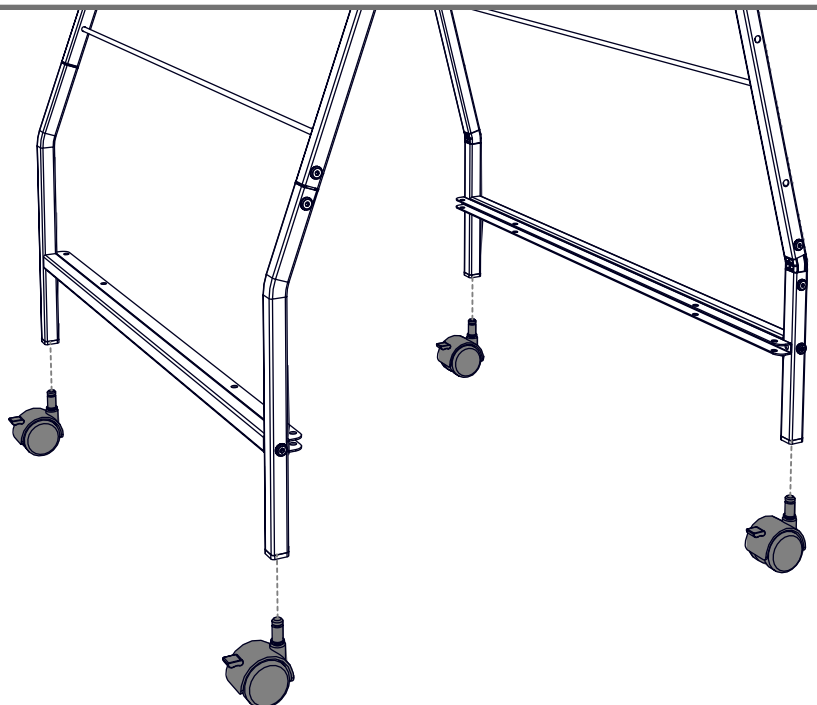
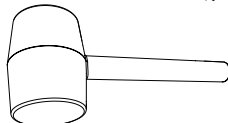
Mallet
1x



Install Casters

! Ensure the casters are locked when installing them.

! If you cannot push the casters in by hand, try placing an adjustable wrench between caster wheels and then tapping with a rubber mallet.



8

Actual Size:

ⓓ M4 x 19mm Shoulder Bolt
8x



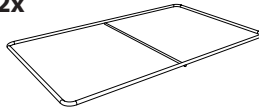
ⓙ M4 Lock Nut
8x



2-Person Task

You will need: (Not to Scale)

Tub Rack
2x



Allen Key
(for M4 Hardware)
1x

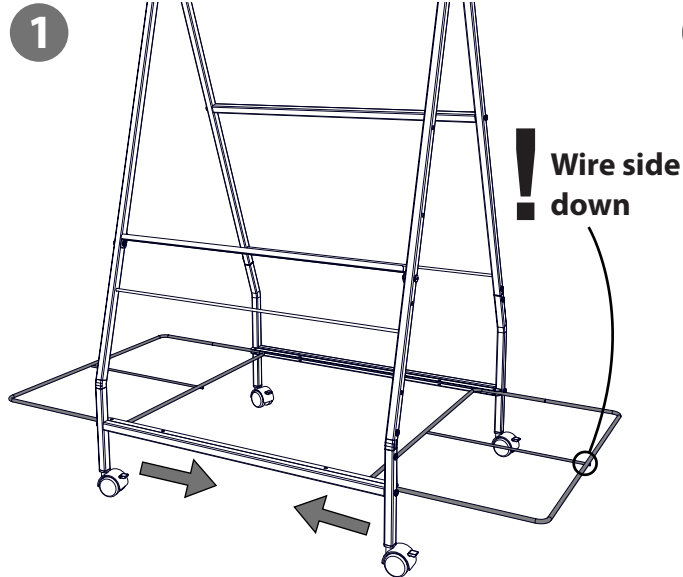


Adjustable Wrench
(or 7mm Wrench)
1x

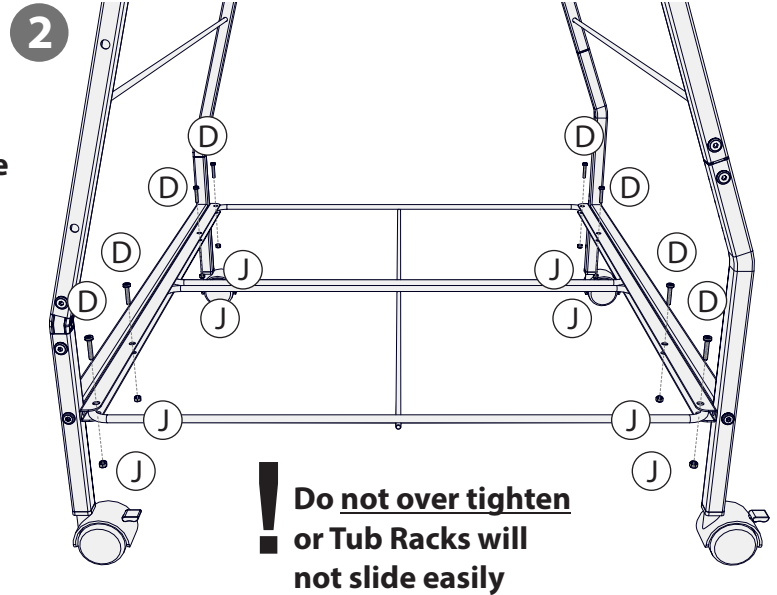


Install Tub Racks into Frame Channels

1



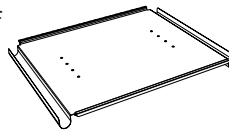
2



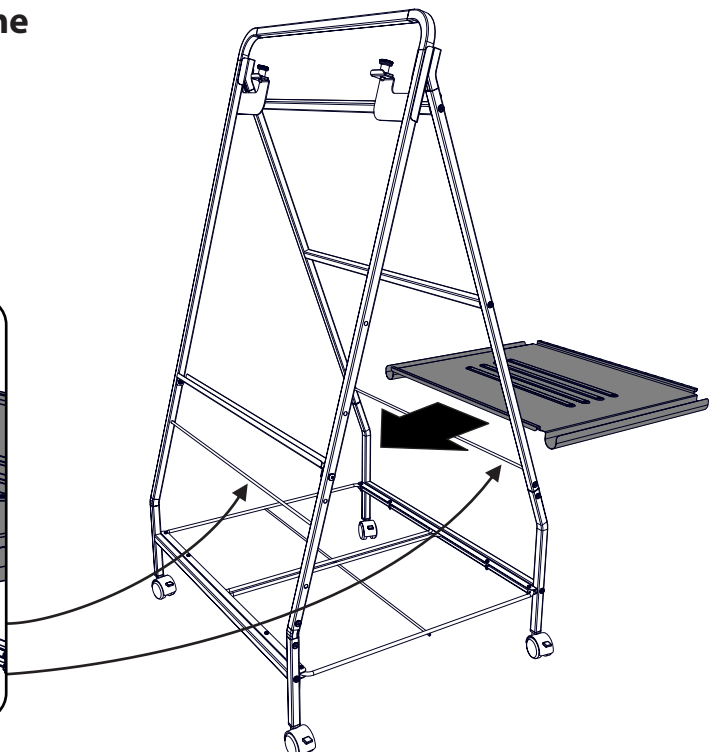
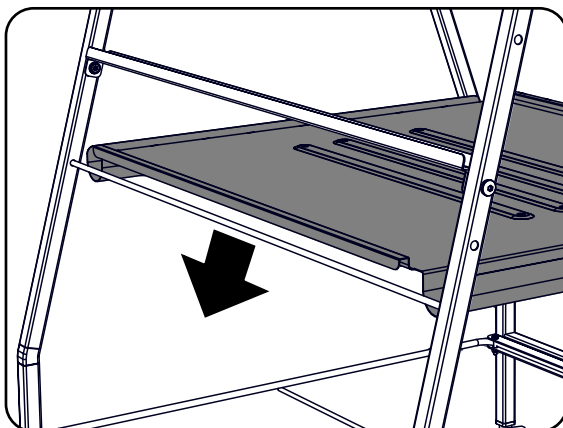
9

You will need: (Not to Scale)

Metal Shelf
1x

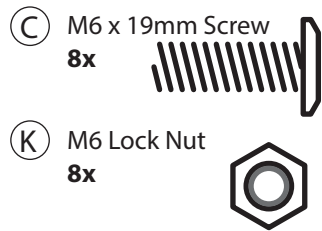


Install Metal Shelf onto Assembled Frame

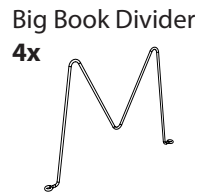


10

Actual Size:



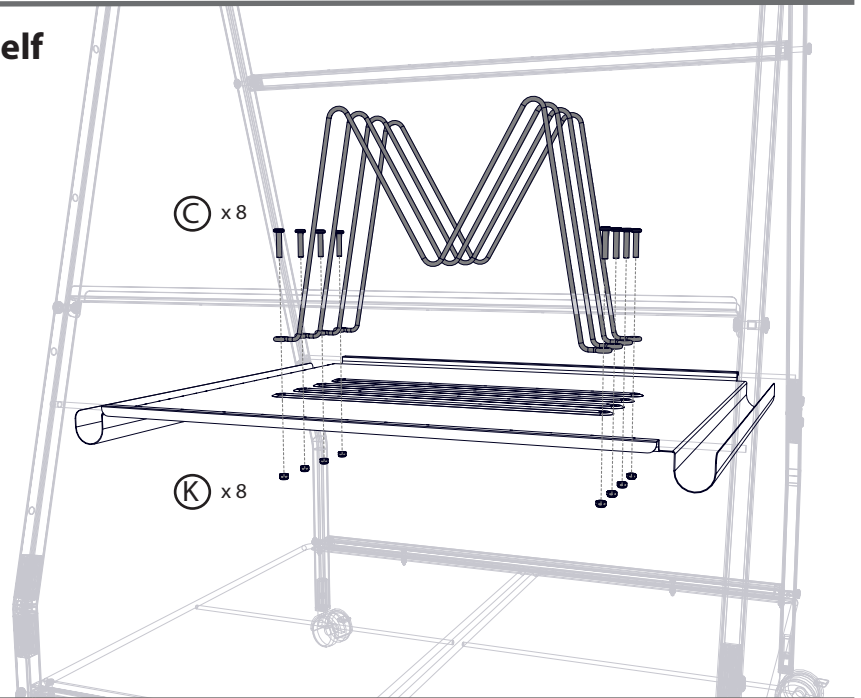
You will need: (Not to Scale)



Attach Big Book Dividers to Metal Shelf

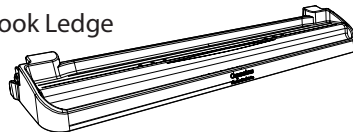
NOTE:

The Big Book Dividers provided are optional. If you prefer to leave your shelf open you can skip this step.



11

Ultra Safe Book Ledge
1x

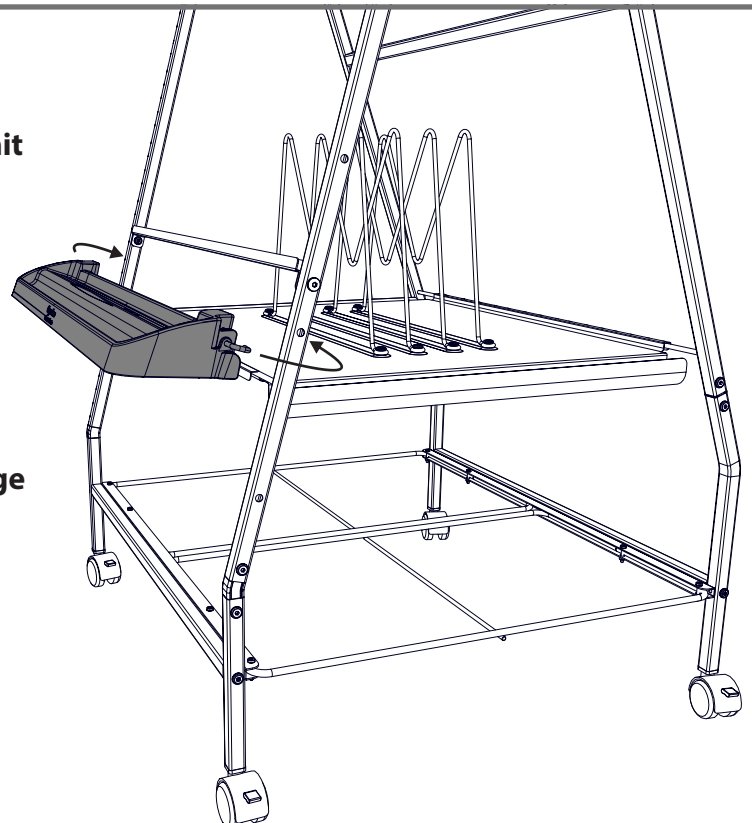


Install Book Ledge

There are four (4) positions on the front of the unit for your convenience. Choose the one that works best for your classroom.

- 1) Insert one hook into the appropriate hole on one side of the Whiteboard Frame
- 2) Pull out opposite hook & snap into place

Note: The spring tension is designed to discourage children from unhooking the Book Ledge.



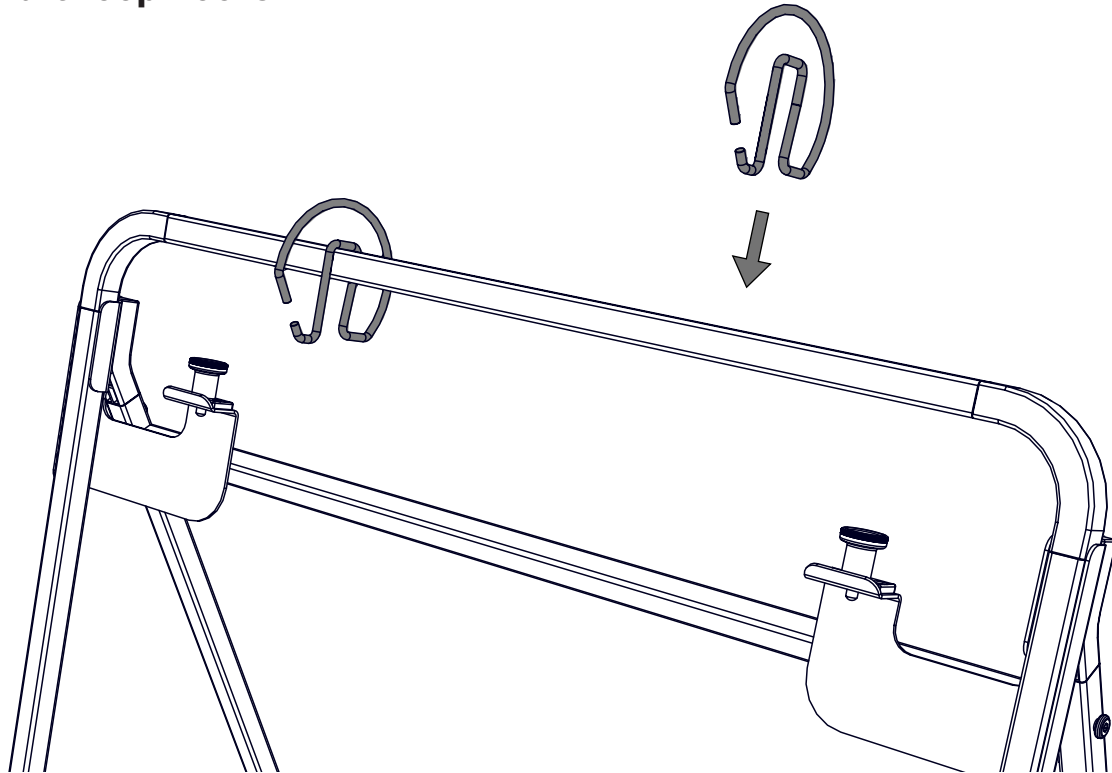
12

You will need: (Not to Scale)

Chart Loop Hooks
2x



Attach Chart Loop Hooks



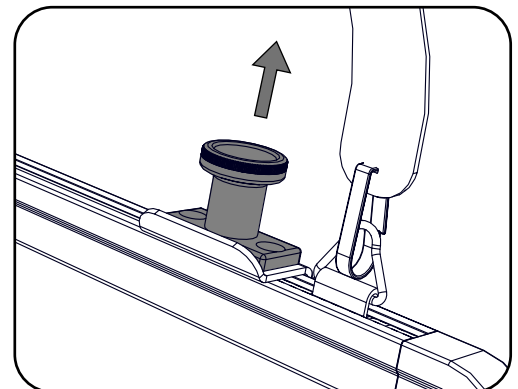
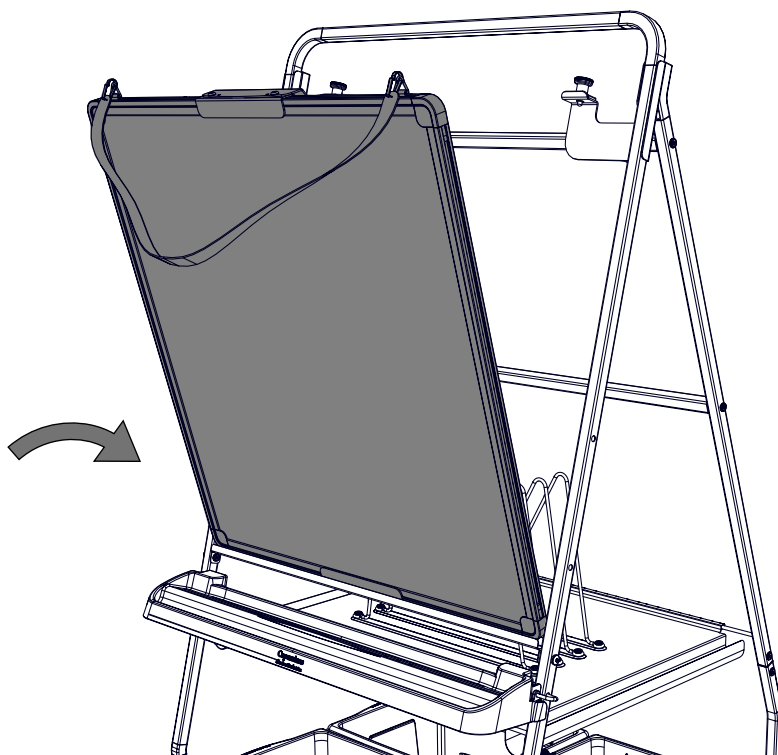
13

You will need: (Not to Scale)

PGW01
1x



Install Pack and Go Whiteboard



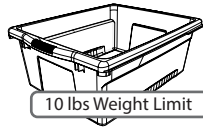
Lift plunger to secure or release whiteboard from bracket

★ Refer to [Page 14](#) for tips on how to use the PGW board

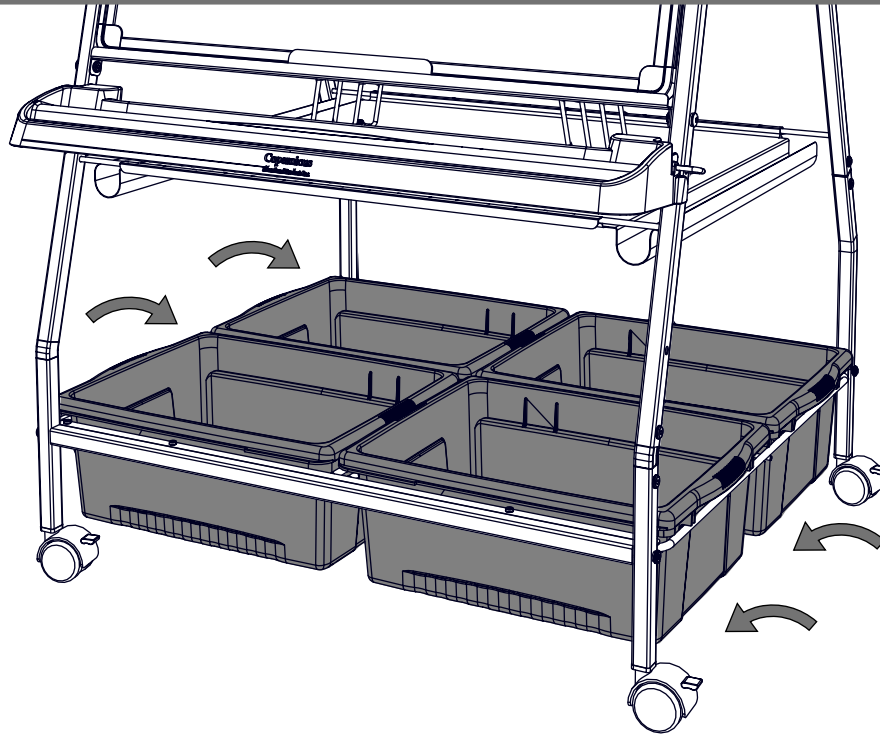
14

You will need: (Not to Scale)

Open Tub
4x



Add Tubs



15

You will need: (Not to Scale)

Adjustable Wrench
(7mm, 10mm Wrench)
1x



+

Rubber Mallet
1x



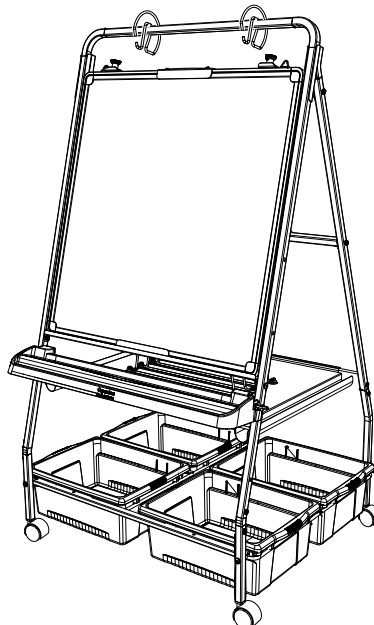
+

Allen Key
1x



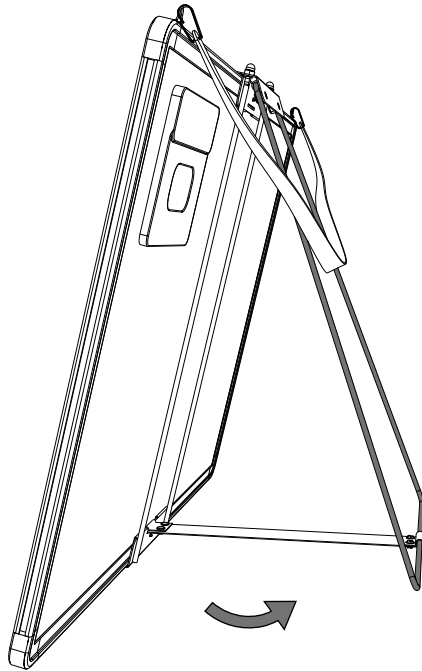
Final Assembly Checks

Check entire assembly for loose parts; bolts, screws and nuts

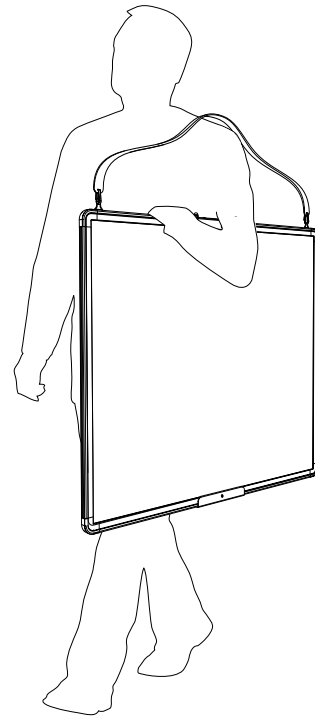


1 How to set up PGW01 on a surface

Pull out bottom of kick stand until tether is tight and place on surface

**2 How to carry the PGW01**

Adjust strap to appropriate length and carry over shoulder

**3 How to hang the Pack and Go Whiteboard Easel**

The shoulder strap can be use to hang on hooks, tree branches or fence post.

