

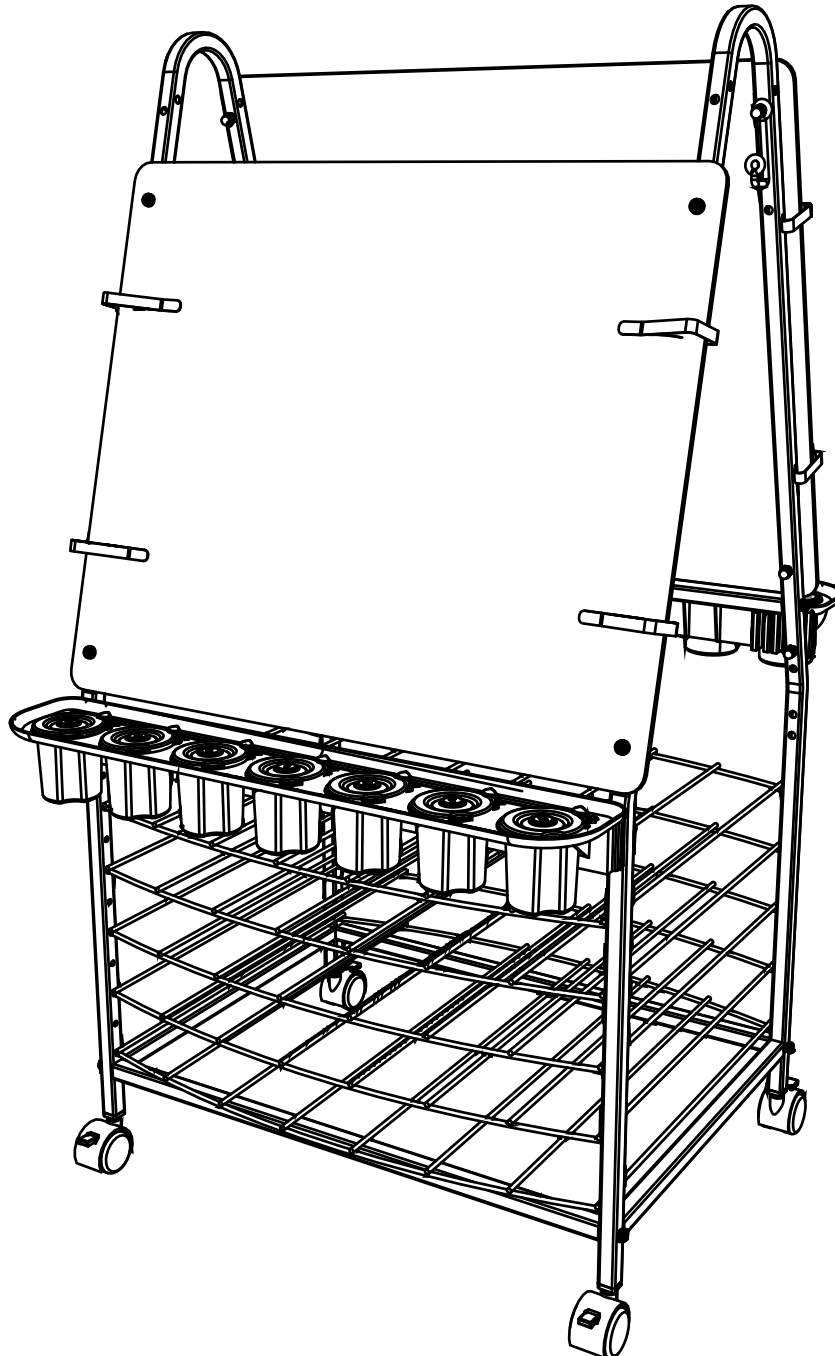


Assembly Guide

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 Double Sided Art Easel Base Model. 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

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.

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).

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

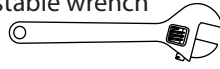
This product is intended for indoor commercial use only. To reduce the risk of fire or electric shock, do not expose this product to rain or moisture. The internal components are not sealed from the environment.

Parts

Before beginning, you should have:

Additional tools required:

Adjustable wrench
x1



OR

10mm Wrench
x1

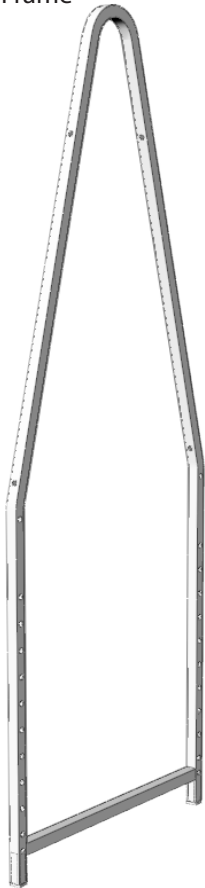
+

Rubber Mallet
x1



PDR05-0

Side Frame
x2



Stretcher
x4



In Box 1









White Board
x2



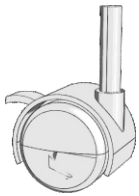
Drying Rack
x5



Hardware
Actual Size

- (A) M6 x 40mm Screw x2 
- (B) M6 x 35mm Screw x8 
- (C) M6 x 30mm Screw x6 
- (E) M6 Lock Washer x20 
- (F) M6 Flat Washer x8 
- (G) M6 Acorn Nut x12 
- (H) M6 x 30mm Shoulder Bolt x4 
- Allen Key (Not to Scale) x1 

Caster
x4



Apron Hook
x2

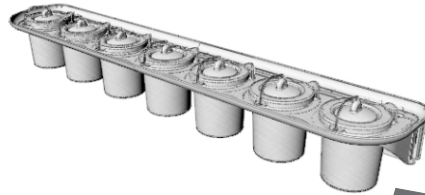


Art Clip
x8



PDR05-CB

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



Holder for Low Position
Packed inside one pot
x4

inside



Holder for High Position
Packed inside one pot
x4

inside



1

Actual Size:



You will need: (Not to Scale)

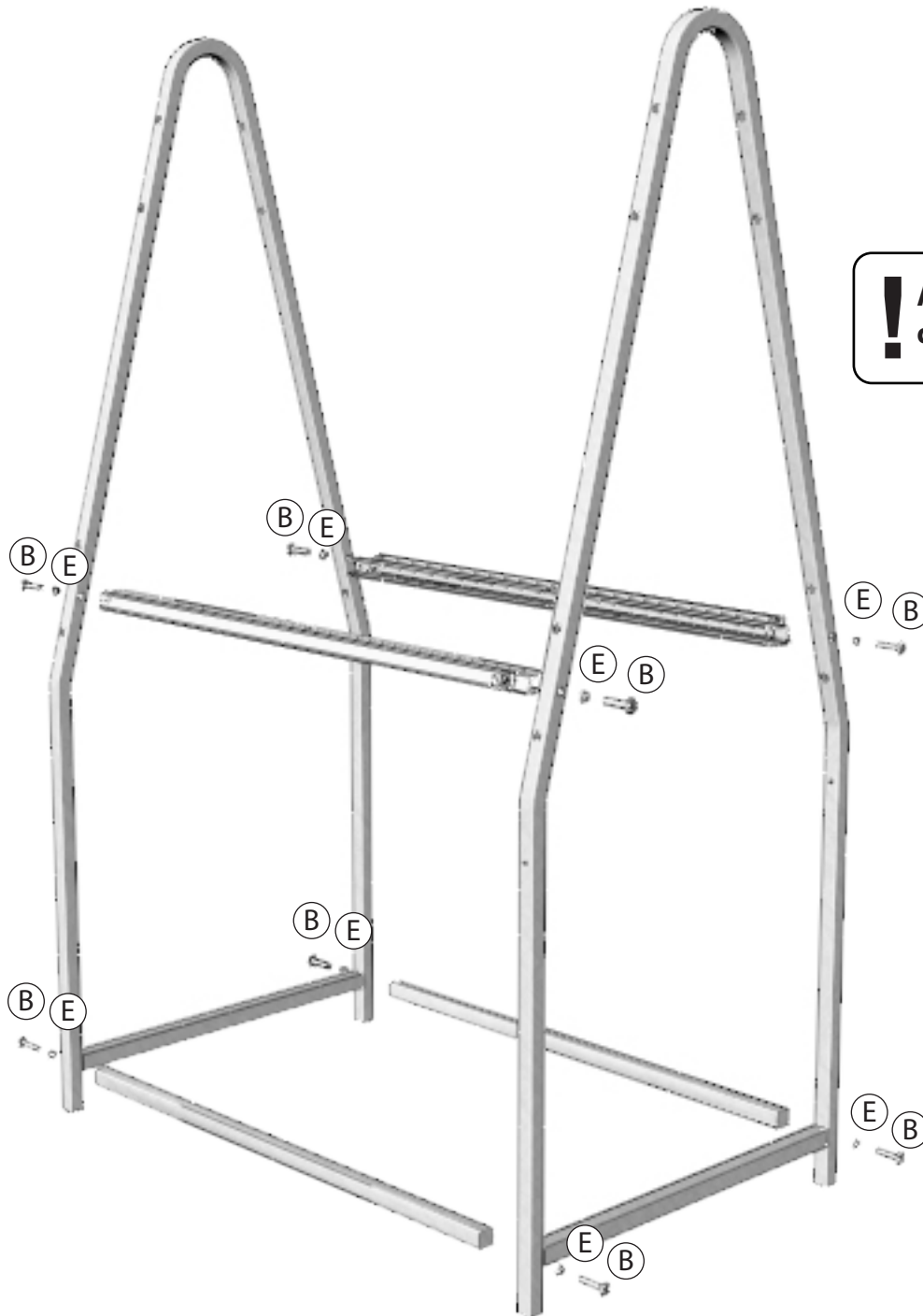
Side Frame
x2



Bottom Stretcher
x4



Attach Stretchers to Side Frames



! Assemble fully but do not tighten.

2

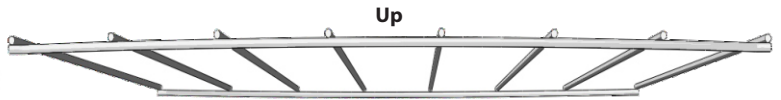
You will need: (Not to Scale)

Drying Rack
x5



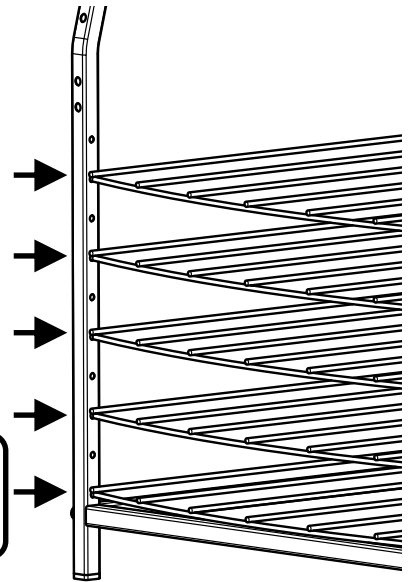
Insert Drying Racks

! 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

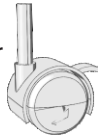
! Install racks every other hole starting at the bottom hole



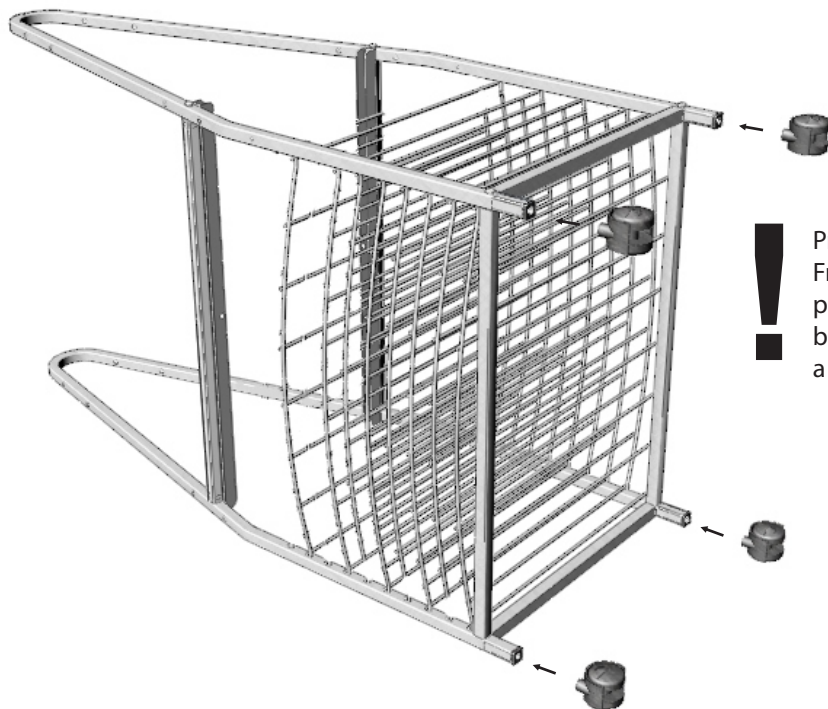
3

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:

C
x6



E
x6



F
x6



G
x6



You will need: (Not to Scale)

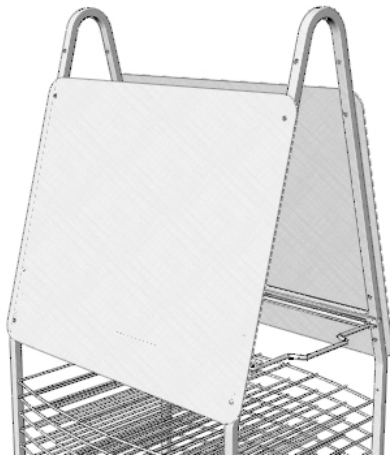
White Board
x2



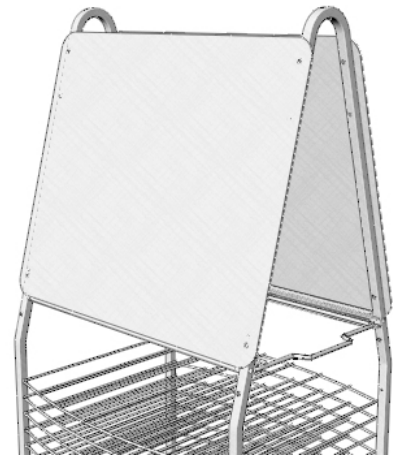
Attach White Board on front and back

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

Board in Low Position



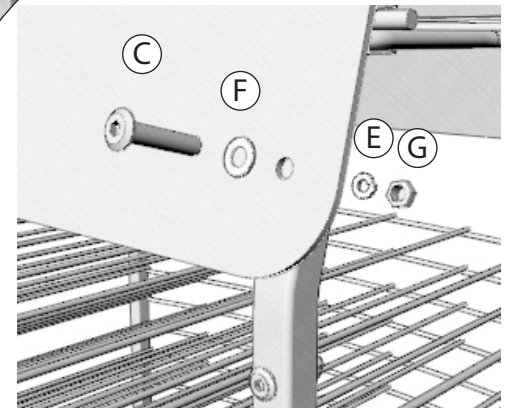
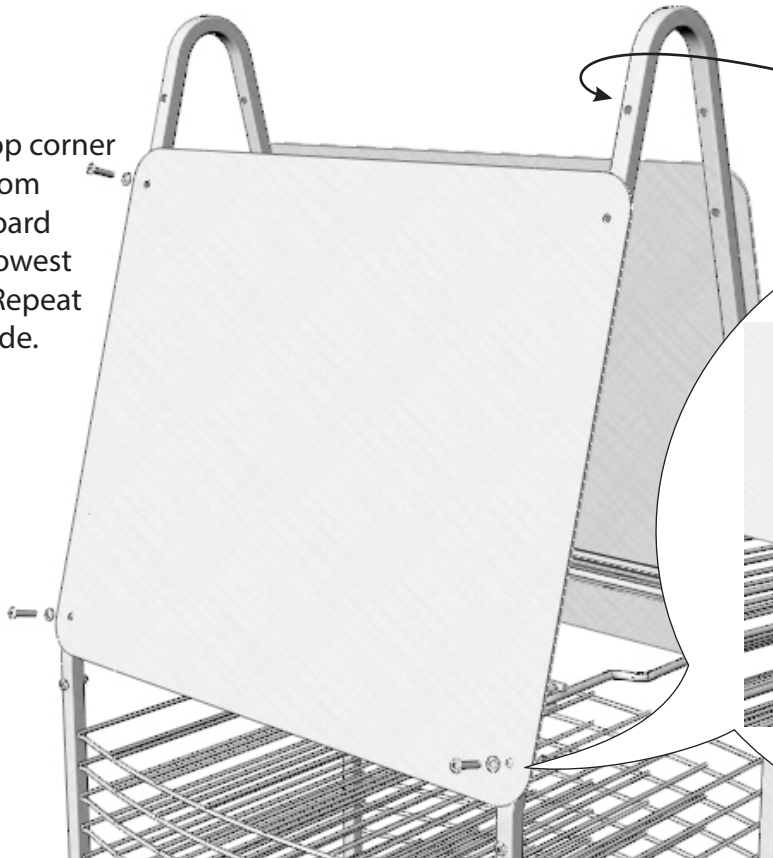
Board in High Position



OR

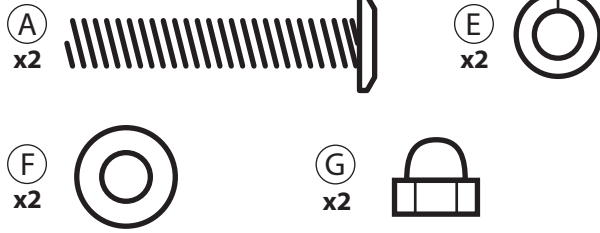
Use top holes for High position

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



5

Actual Size:

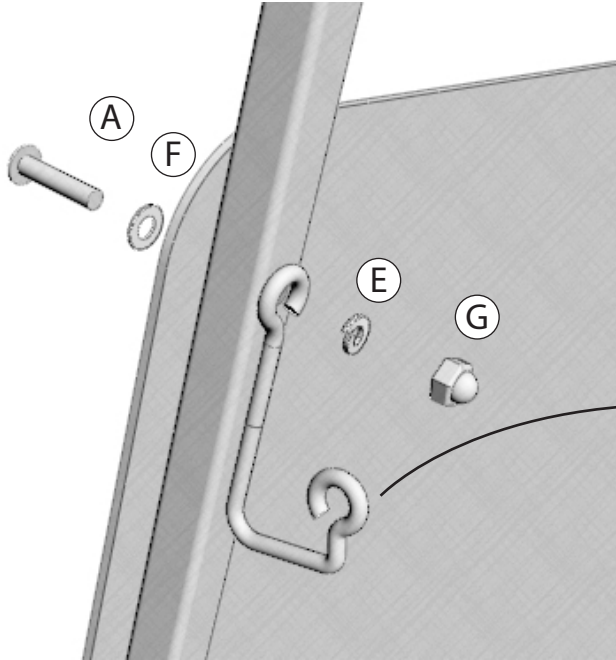


You will need: (Not to Scale)

Apron Hook
x2



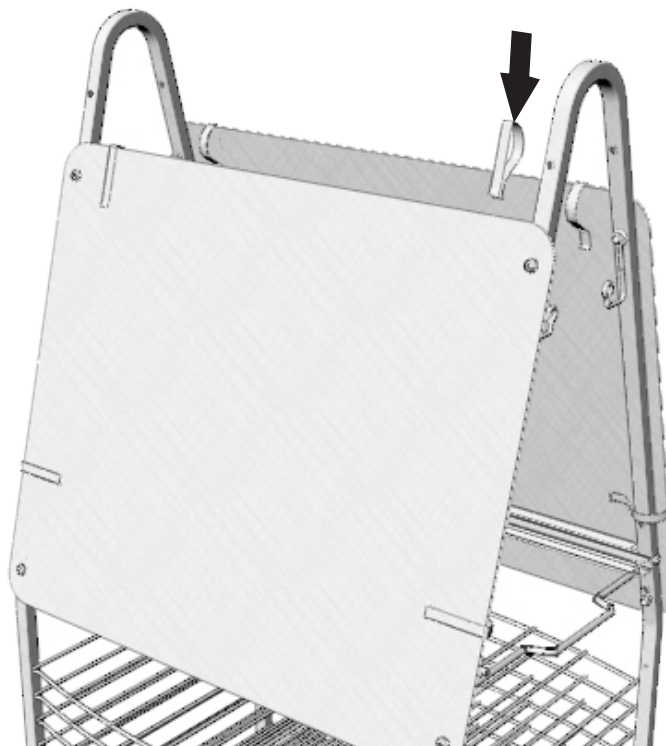
Attach Hook and Fourth Board Corner



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

6

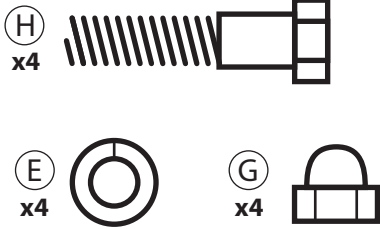
You will need: (Not to Scale)



★ Two Clips on the top, and a clip on either side will help to hold the students artwork in place.

7

Actual Size:



You will need: (Not to Scale)

Holder for Low Position x4



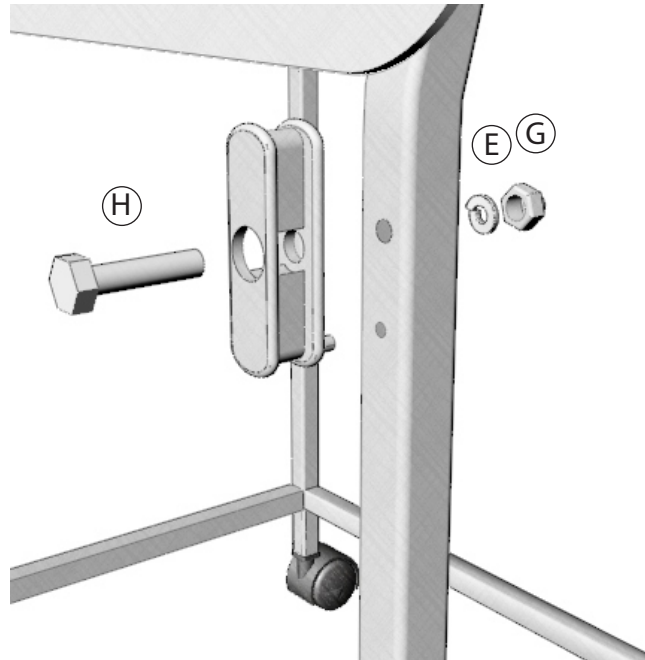
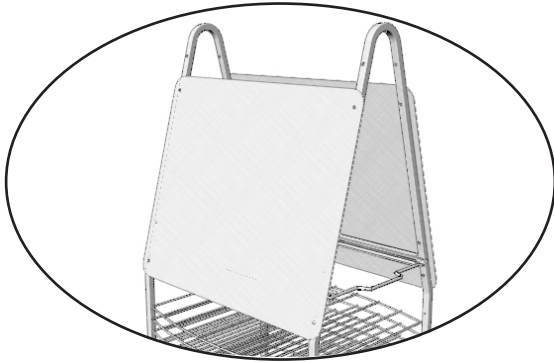
OR

Holder for High Position x4



Install Paint Tray Holders

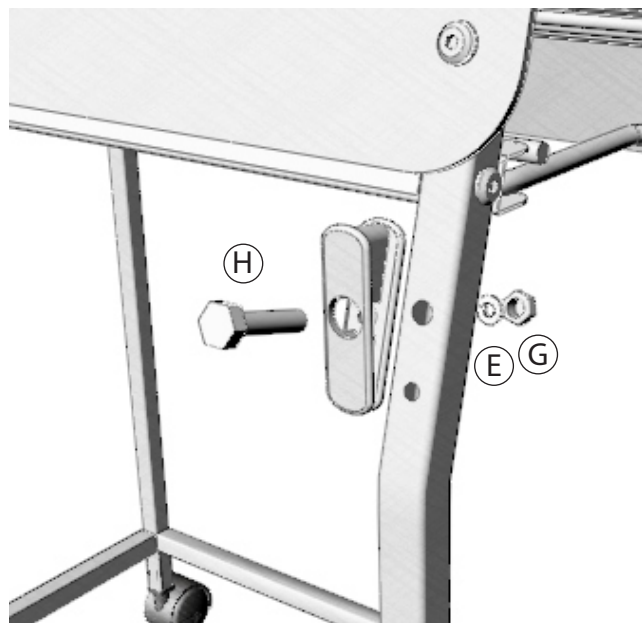
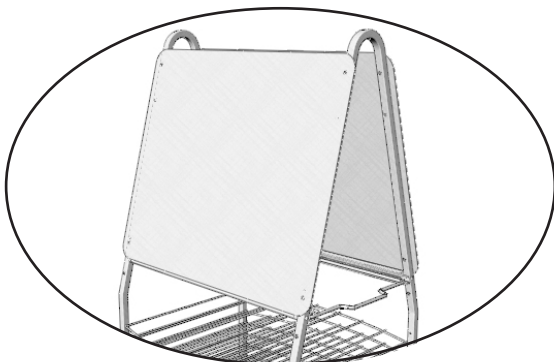
★ For board in Low Position



OR

Install Paint Tray Holder

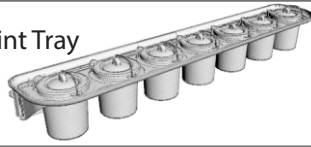
★ For board in High Position



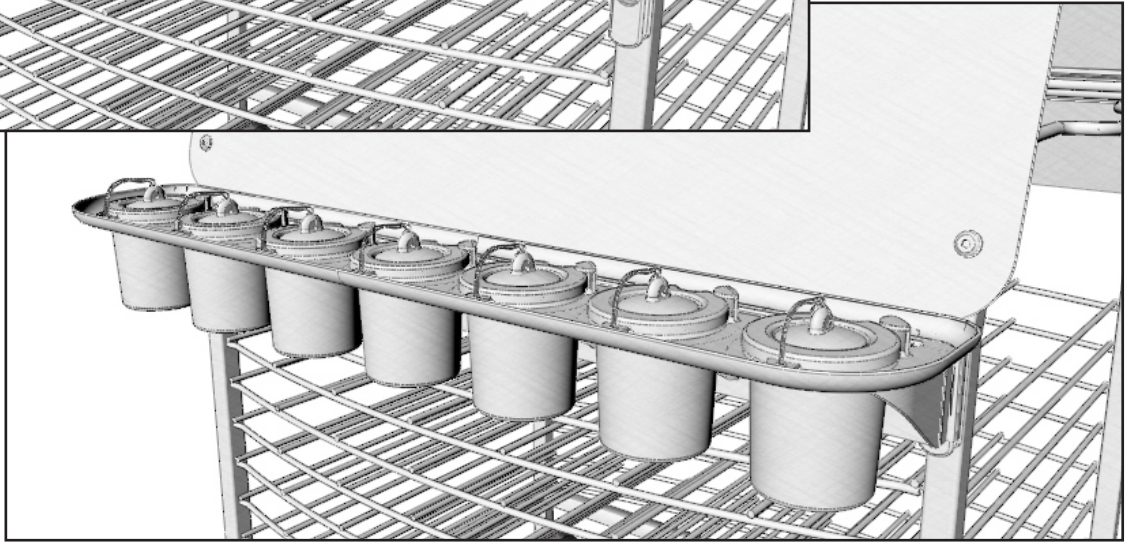
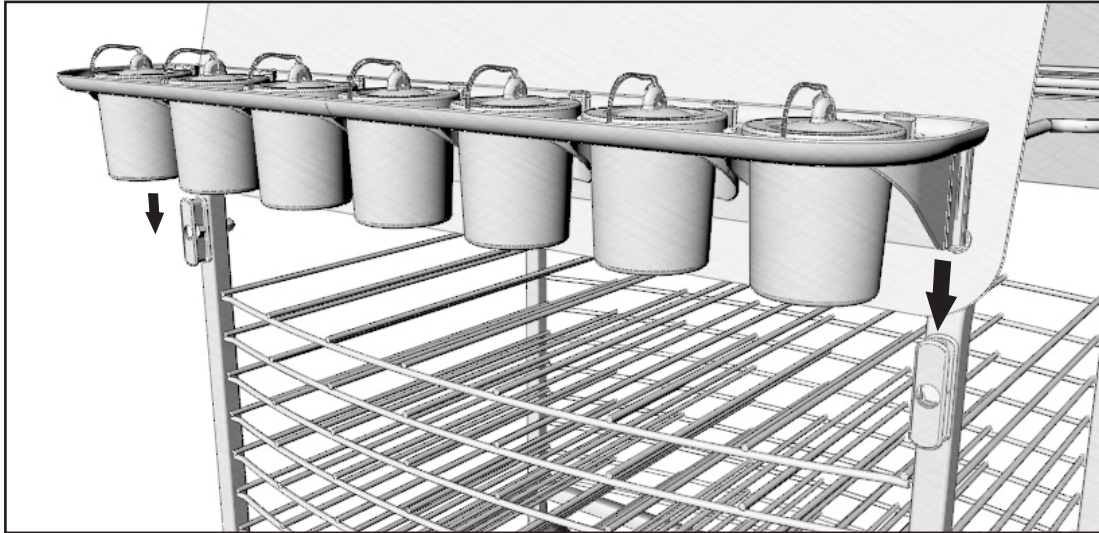
8

You will need: (Not to Scale)

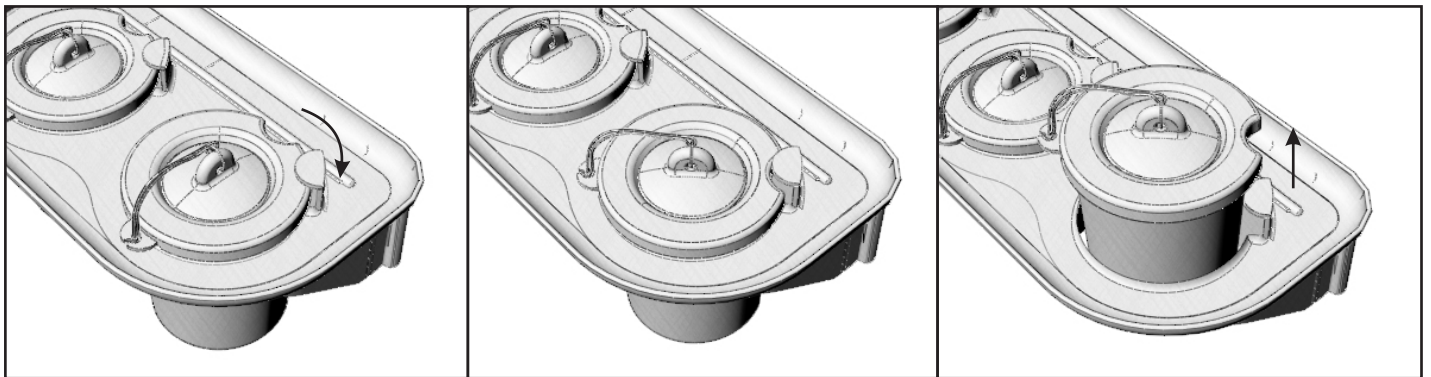
Paint Tray
x2



Slide Paint Tray on Holders

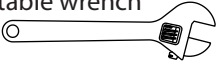


How to remove Pots from Paint Tray



9

You will need: (Not to Scale)

Adjustable wrench
x1 

OR

10mm Wrench
x1

+

Rubber Mallet
x1 

Final Assembly Checks

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

