

PTE80

Bamboo Primary Teaching Easel

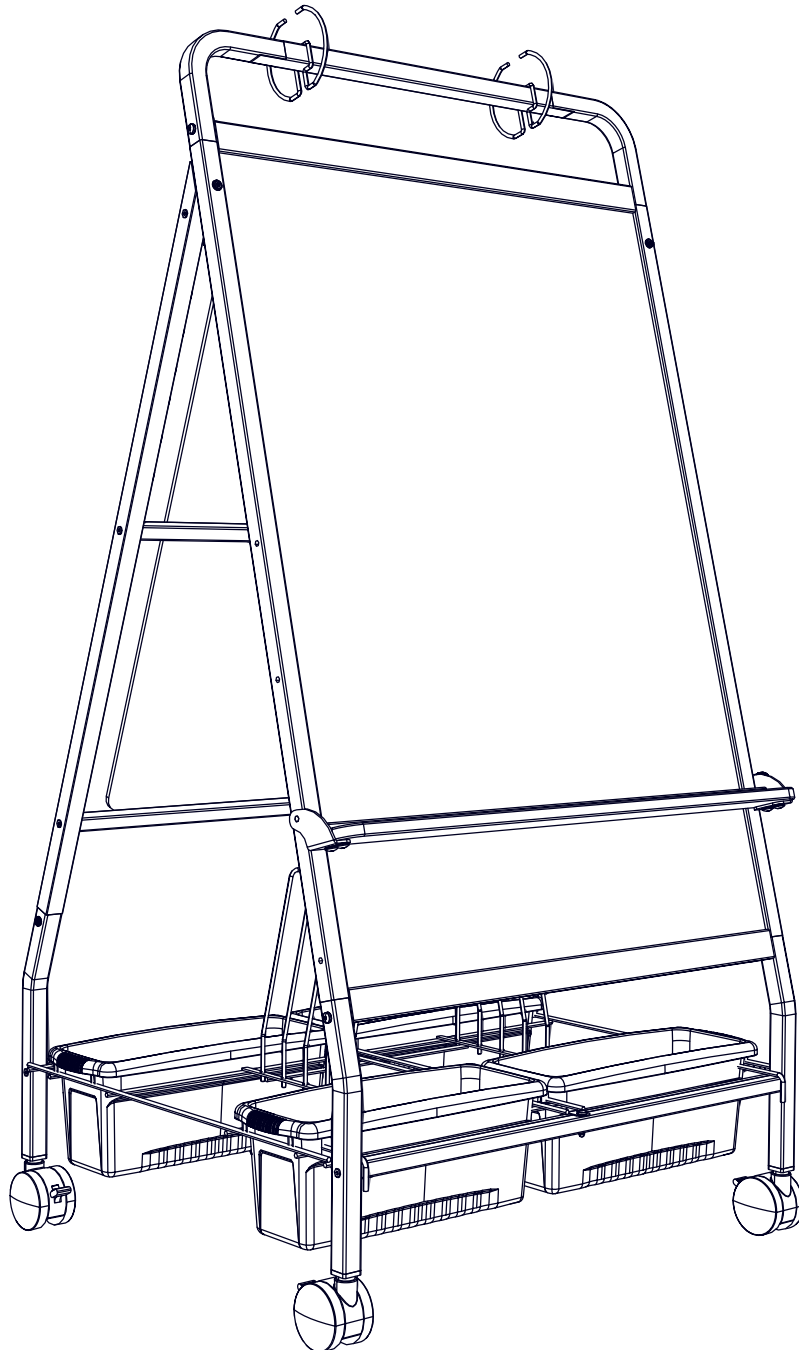


Assembly Guide

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.



Please Recycle

Customer Service & Warranty Information

Dear Educator,

Thank you for purchasing the Bamboo Primary Teaching Easel. 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:CustomerService)

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



www.copernicused.com

Lifetime
All Components
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.

5 Year
Whiteboard
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).

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!

Bamboo Variations

Bamboo has natural variations that are considered normal and are not covered under warranty (i.e. grain irregularities, knots, color). For more information, visit our website at www.copernicused.com/lifetime-warranty.

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:



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.



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.



Bamboo Maintenance

When needed, wipe down with mild soapy water. A mild disinfectant can be used. A mild bleach water solution (1:50) can also be used. Wipe cleaning solution off after application.

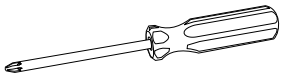
Recommended cleaning frequency is once monthly, and at minimum, once per school year.

DO NOT leave standing water or cleaning solutions on the bamboo surface.
DO NOT use harsh chemicals to clean surfaces.

Parts

Before beginning, you should have:

Additional tools required:



Screwdriver
⊕

Rubber Mallet
1x



PTE80-0

Wire Rack
Support Stretcher
2x

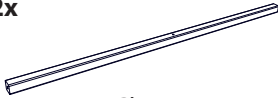
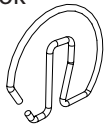
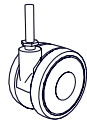


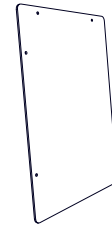
Chart Loop
Hook
2x



Casters
4x



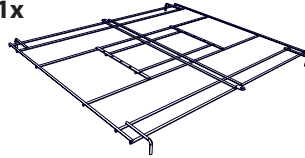
Felt Board
1x



S Hook
2x



Tub Rack
1x



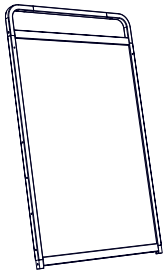
Front Leg
2x



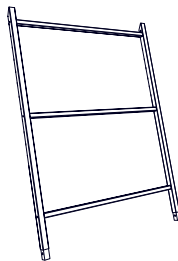
Rear Leg
(Larger Size)
2x



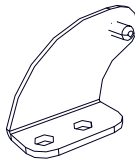
Front Frame
1x



Rear Frame
1x



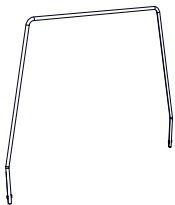
Bracket A
1x



Bracket B
1x



Big Book Rack- Wire Loops
5x



Bamboo Bookledge
(PABL-BLG)
1x



In Box 1

Hardware Actual Size

(A) M7 x 48 Self Tapping Screw
4x



(B) M6 x 45mm Screw
(43245)
2x



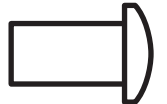
(C) M6 x 19mm Screw
(43219)
2x



(M) M6 x 10mm Screw
4x



(D) M6 Barrel Nut
(43272)
6x



(E) M5 Washer
10x



(F) M5 Lock Washer
10x



(L) M8 Lock Washer
(43274)
4x



(G) M5 Acorn Nut
10x



(J) M6 Acorn Nut
2x



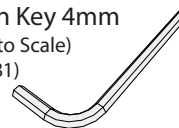
(H) M6 Cross Dowel
2x



(I) M 25mm Screw
2x

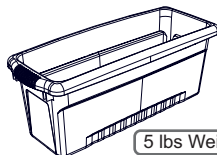


Allen Key 4mm
(Not to Scale)
(43281)
2x



PTE80-CB

Small Book Tub
4x



5 lbs Weight Limit

1

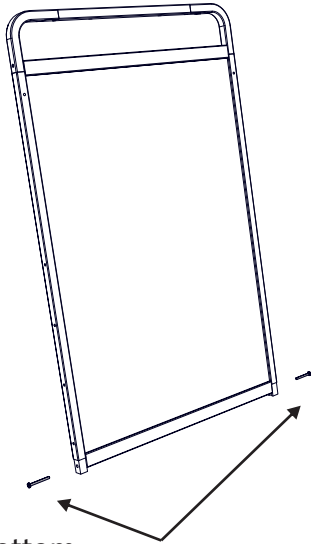


You will need: (Not to Scale)

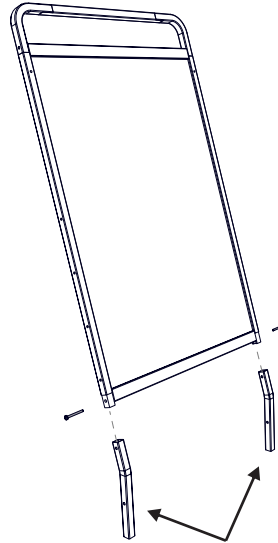
Front Leg
2x



Front Frame
1x

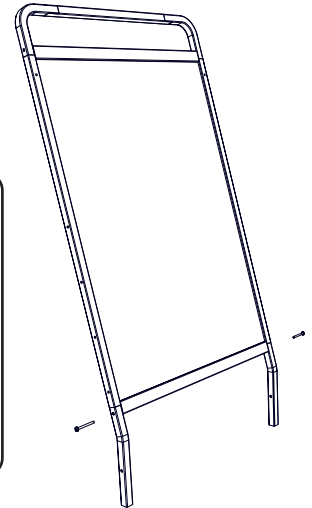
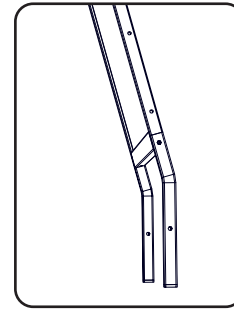


Unscrew the bottom hardware on the front frame.



Slide the Front leg in the bamboo.

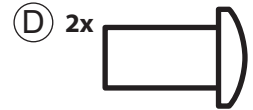
! Note the orientation.



Screw the hardware back into place.

2

Actual Size:

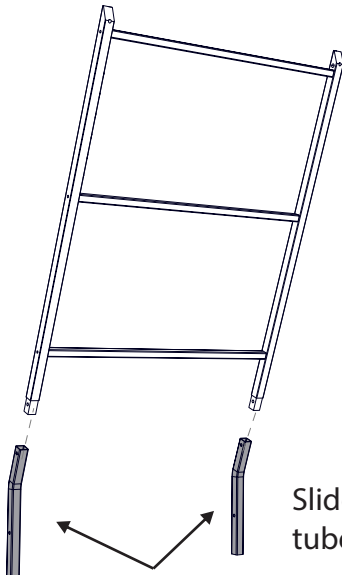
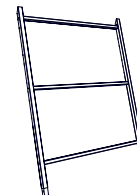


You will need: (Not to Scale)

Rear Leg
(Larger Size)
2x

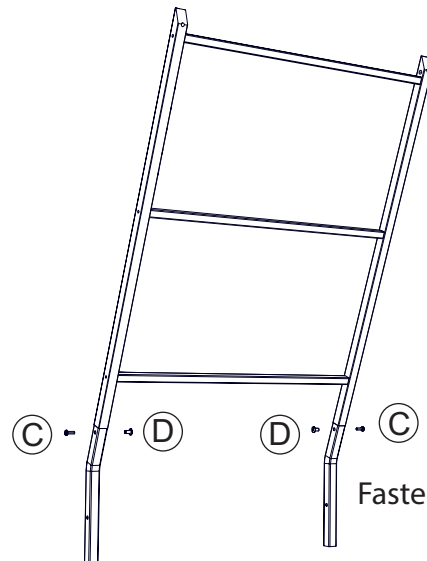
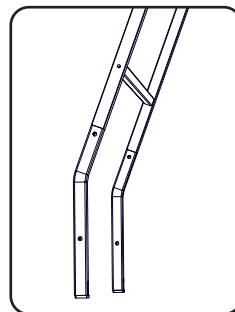


Rear Frame
1x



Slide the Front leg tube in the bamboo.

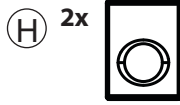
! Note the orientation.



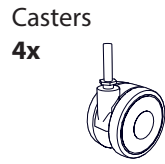
Fasten with hardware.

3

Actual Size:

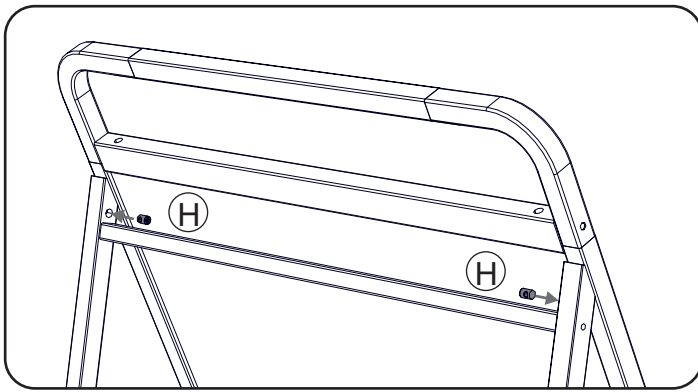


You will need: (Not to Scale)

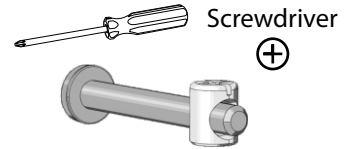


Bolt Front & Rear Frame Together

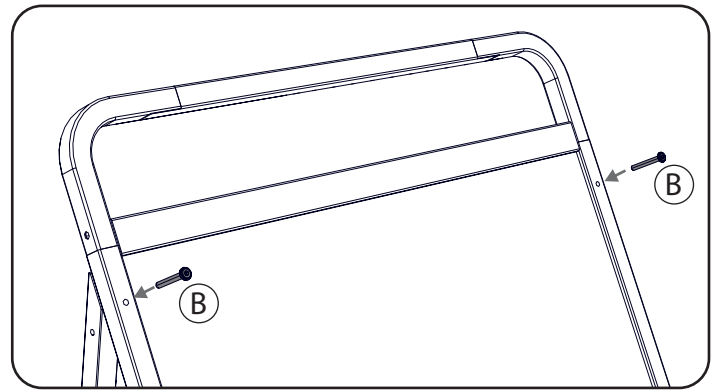
1



Use screwdriver to ensure the hole in the cross dowel is turned towards bolt



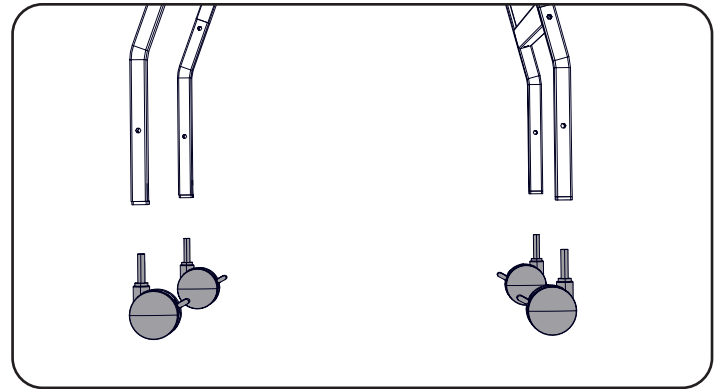
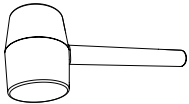
2



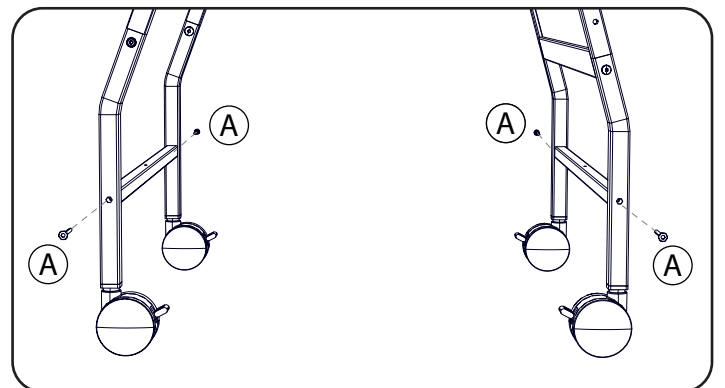
Install Casters

★ You may rest the unit on its side when installing casters

! If you cannot push the casters in by hand, try tapping with a rubber mallet.



Install Wire Rack Tub Stretchers



4

Actual Size:



E
10x



F
10x



G
10x

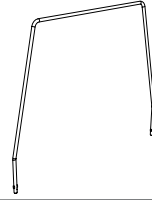
I 2x



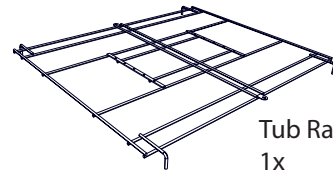
J 2x



You will need: (Not to Scale)



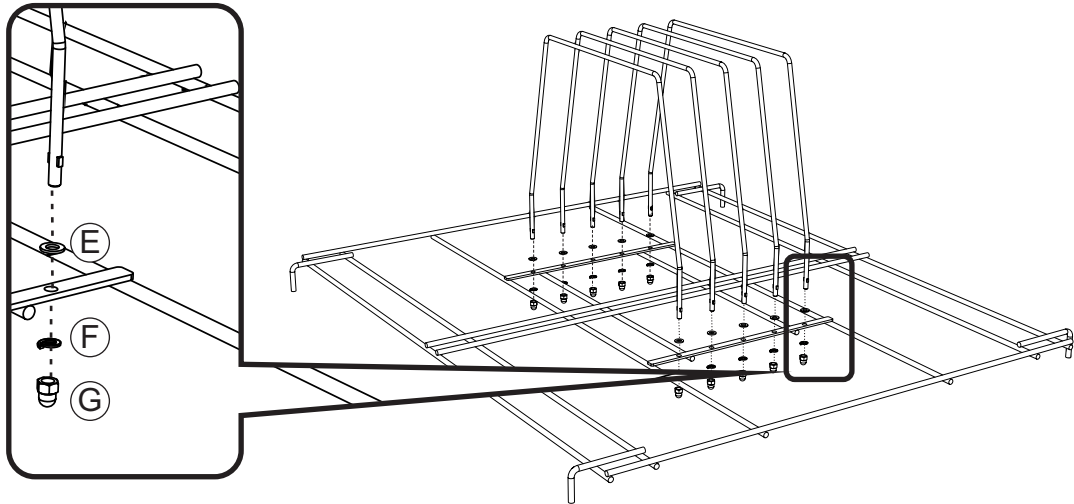
Big Book Rack
- Wire Loops
5x



Tub Rack
1x

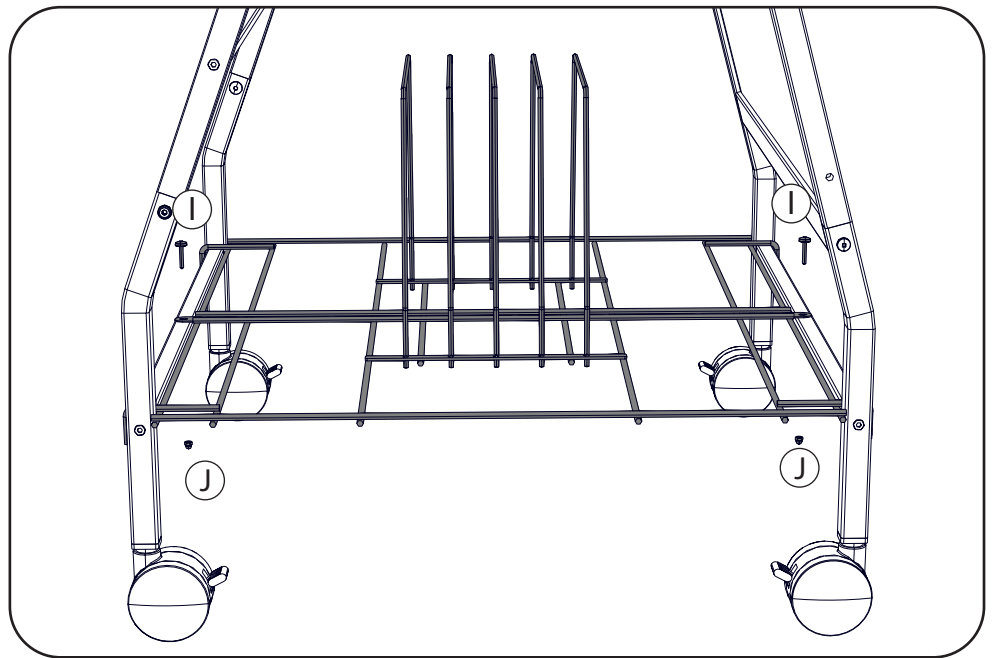
Assemble Big Book Rack - Wire Loops onto Tub Rack

! Tighten
Hardware



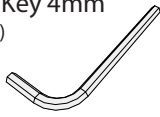
Install Tub Rack

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



5

Allen Key 4mm
(43281)



(D) M6 Barrel Nut
4x



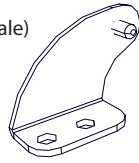
(L) M8 Lock Washer
4x



(M) M6 x 10mm Screw
4x



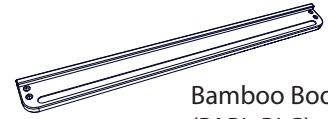
You will need: (Not to Scale)



Bracket A
1x



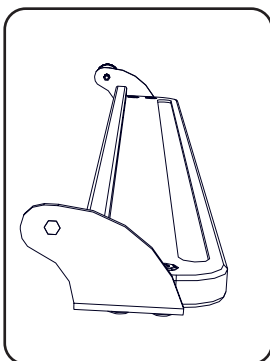
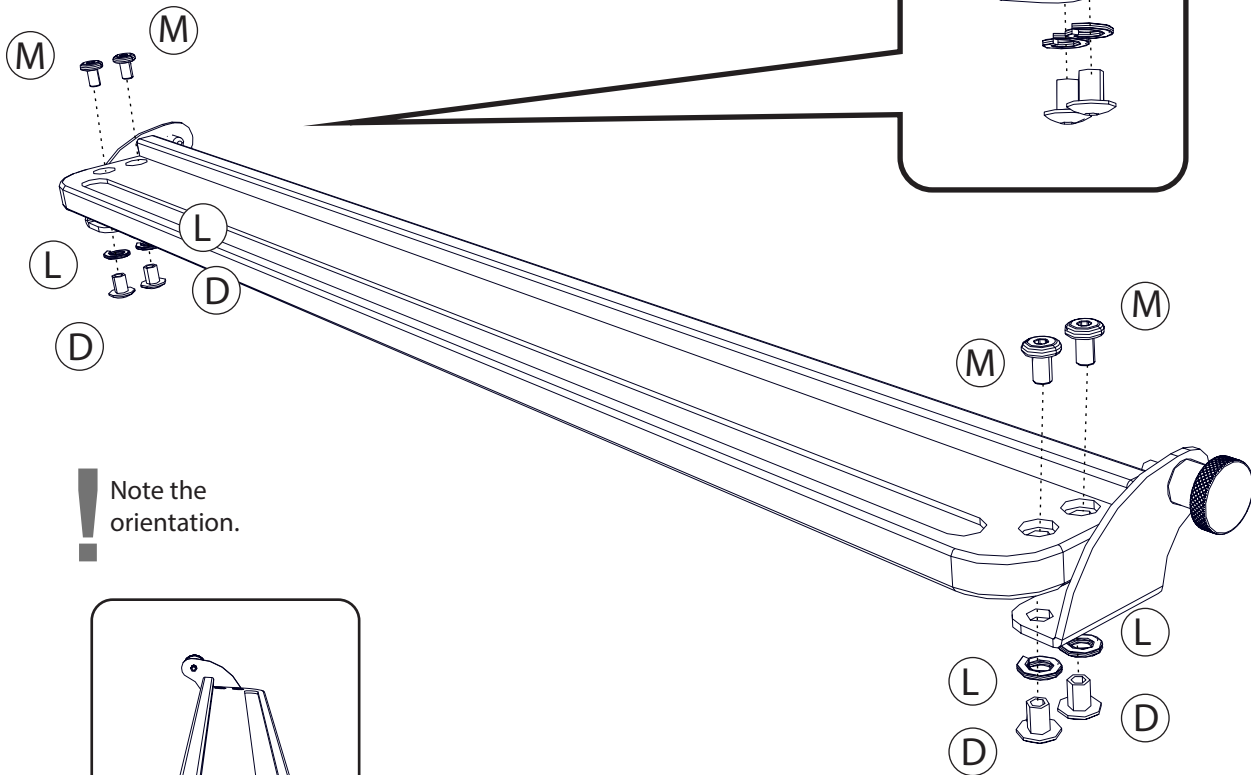
Bracket B
1x



Bamboo Bookledge
(PABL-BLG)
1x

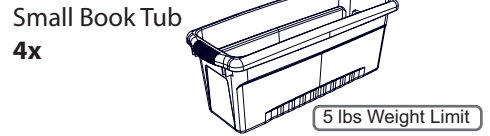
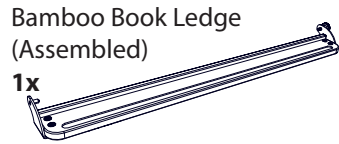
Assemble Book Ledge

Align the bottom holes in the bracket with the pilot holes in the bamboo bookledge.

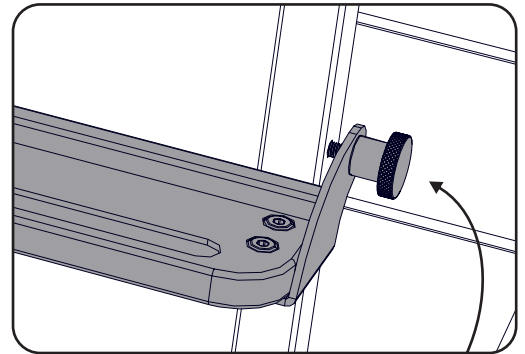
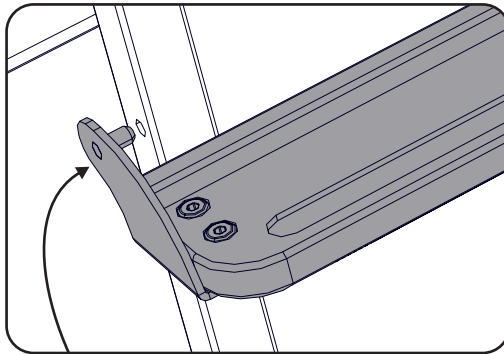
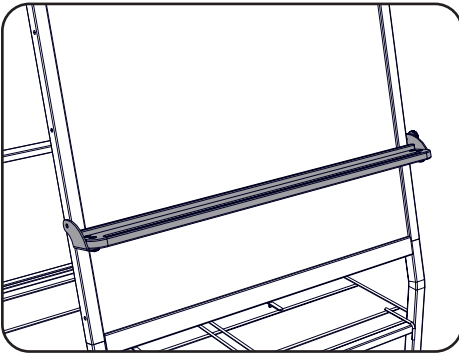


6

You will need: (Not to Scale)



Install Book Ledge

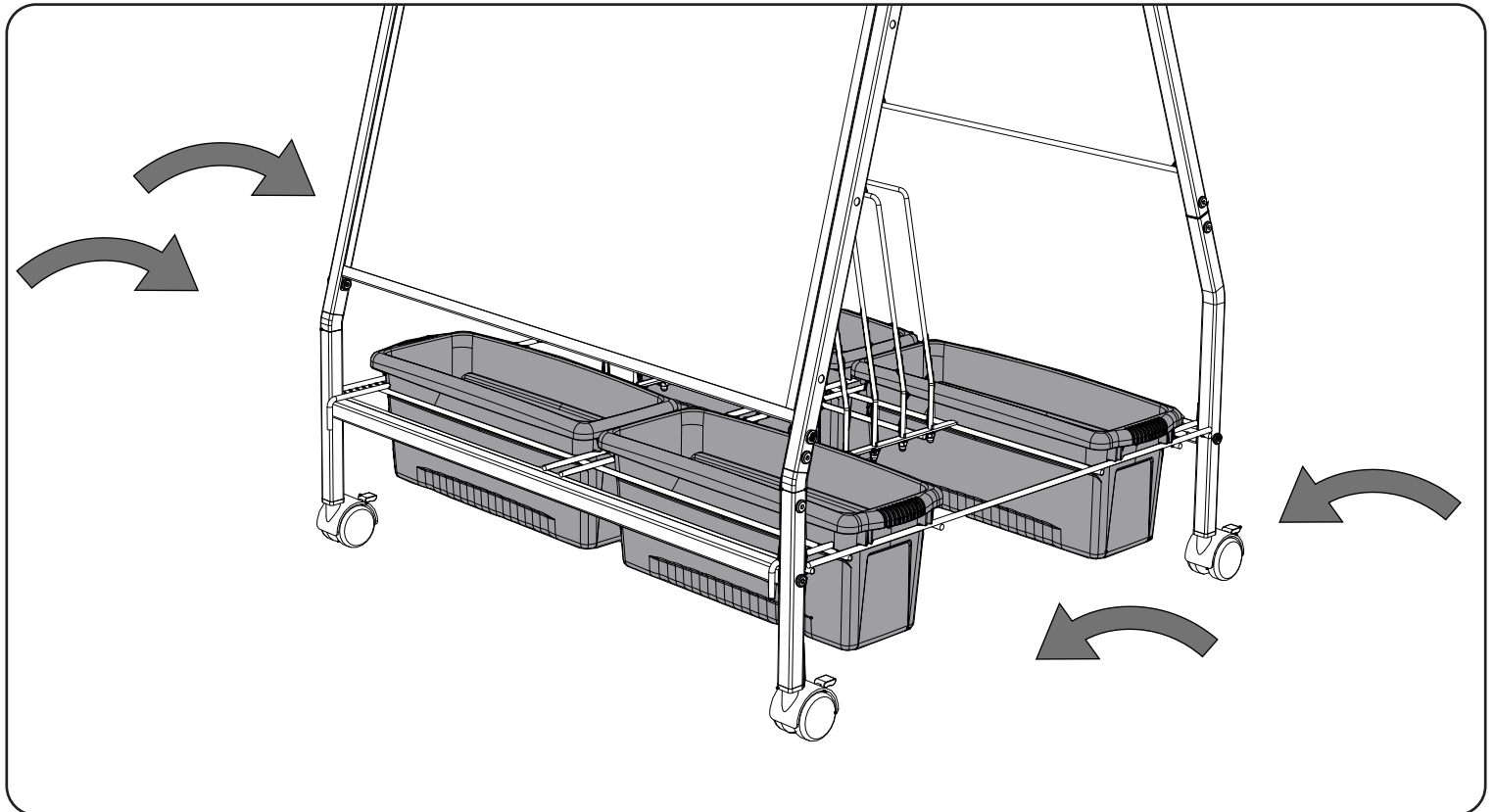


★ There are a number of positions to choose from. Determine the height of the bookledge that works best for your age range.

★ Hook the one side of the bookledge in the desired hole.

★ Screw the knob to tighten the bookledge.

Install Tubs



7

You will need: (Not to Scale)

Felt Board
1x

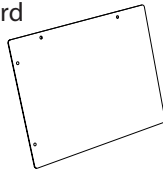
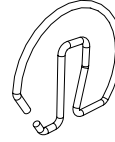
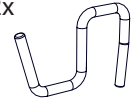


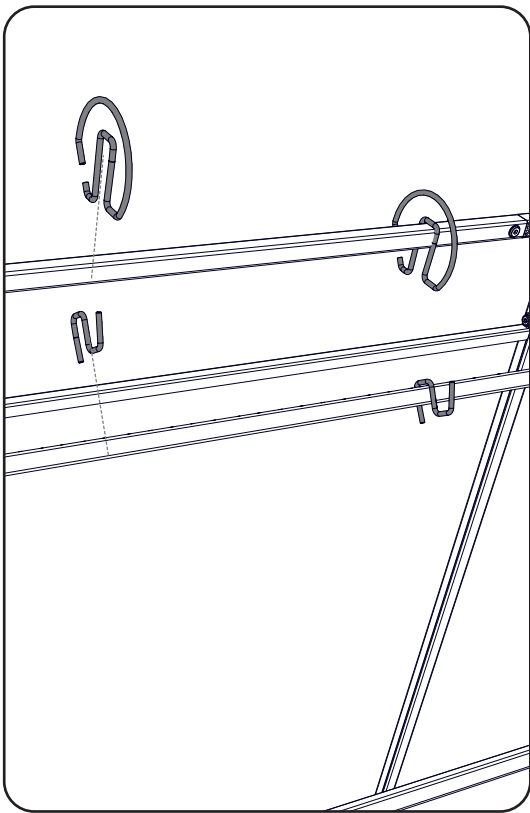
Chart Loop Hooks
2x



'S' Hooks
2x



Install Chart Loop Hooks, 'S' Hooks and Felt Board on backside of the easel.



! For younger learners, the felt board can be hung on a lower stretcher.

