

BE1
BE1-RCY

Double Sided Bamboo Teaching Easel

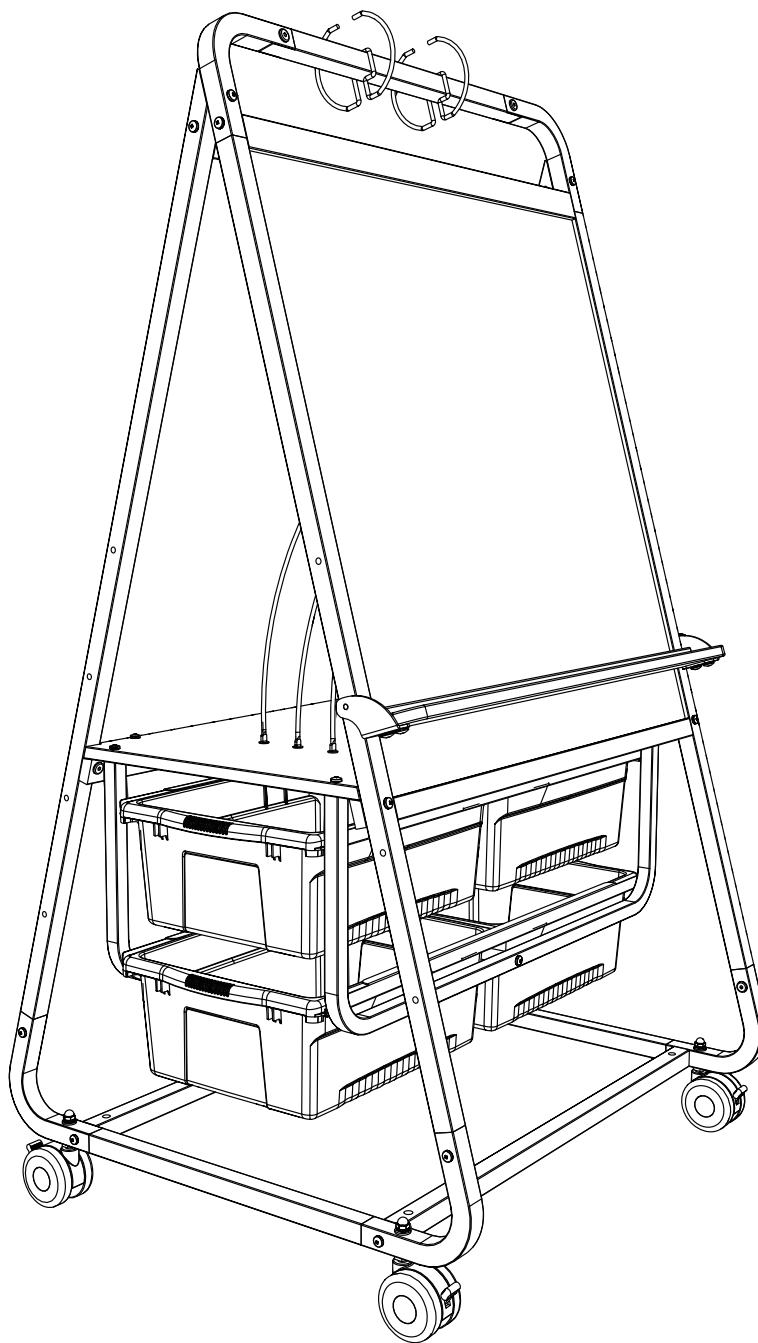


Assembly Guide

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 Double Sided Bamboo 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**

**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!

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.



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.



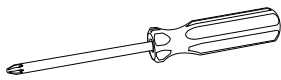
Indoor Use Only

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:



Screwdriver



BE1-0



Bamboo Bookledge
(PABL-BLG)
1x

Caster With
Brake
4x

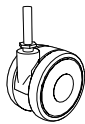
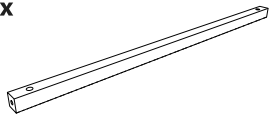


Chart
Hook
2x



In Box 1

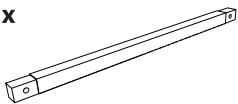
Long Stretcher
2x



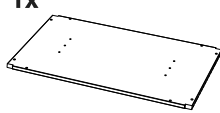
Short Stretcher
2x



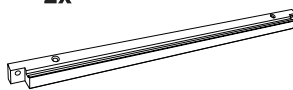
Top Stretcher
1x



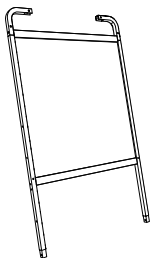
Shelf
(39015)
1x



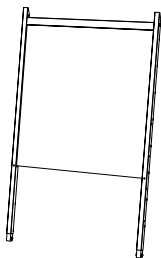
Whiteboard
Stretcher
2x



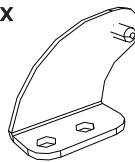
Front Frame
1x



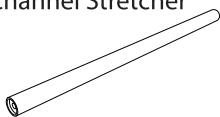
Rear Frame
1x



Bracket A
1x



Tub Channel Stretcher
1x



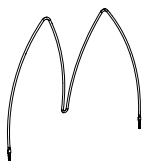
Tub Channel Frame
2x



Big Book Divider - Inner
1x



Big Book Divider - Outer
2x



Bracket B
1x



BE1-CB / C68-4-RCY

Open Tub
4x
(CC4068)



Hardware
Actual Size

A M6 x 65mm Screw
(43265)



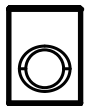
B M6 x 45mm Screw
(43245)



C M6 x 35mm Screw



H M6 Cross Dowel
6x



D M6 x 30mm Screw



J M5 Kepps Nut
6x



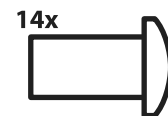
E M6 x 25mm Screw
(43225)



F M6 x 19mm Screw
(43219)



G M6 Barrel Nut
(43272)



L M8 Lock Washer
(43274)
8x



I M5 Washer
12x



O M6 x 10mm Screw
4x



K M8 Flat Washer
(43277)



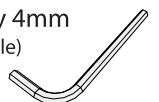
M M8 Acorn Nut
4x

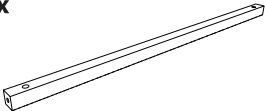


Caster Wrench
(32129)
2x

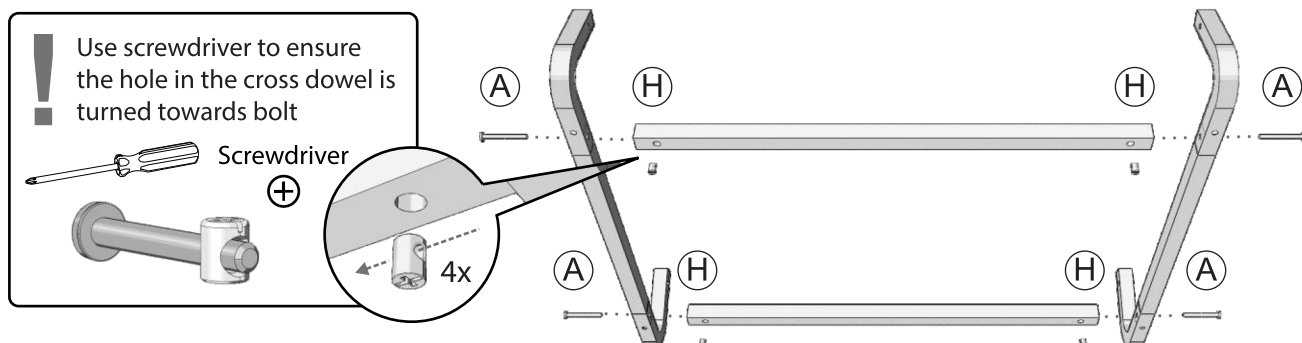


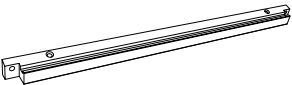
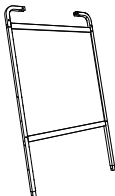
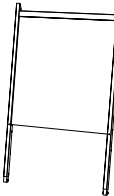
Allen Key 4mm
(Not to Scale)
(43281)
2x



1	Actual Size:  (A) M6x65mm Bolt x 4  (H) M6 Cross Dowel x 4
	You will need: (Not to Scale) Long Stretcher 2x  Short Stretcher 2x 

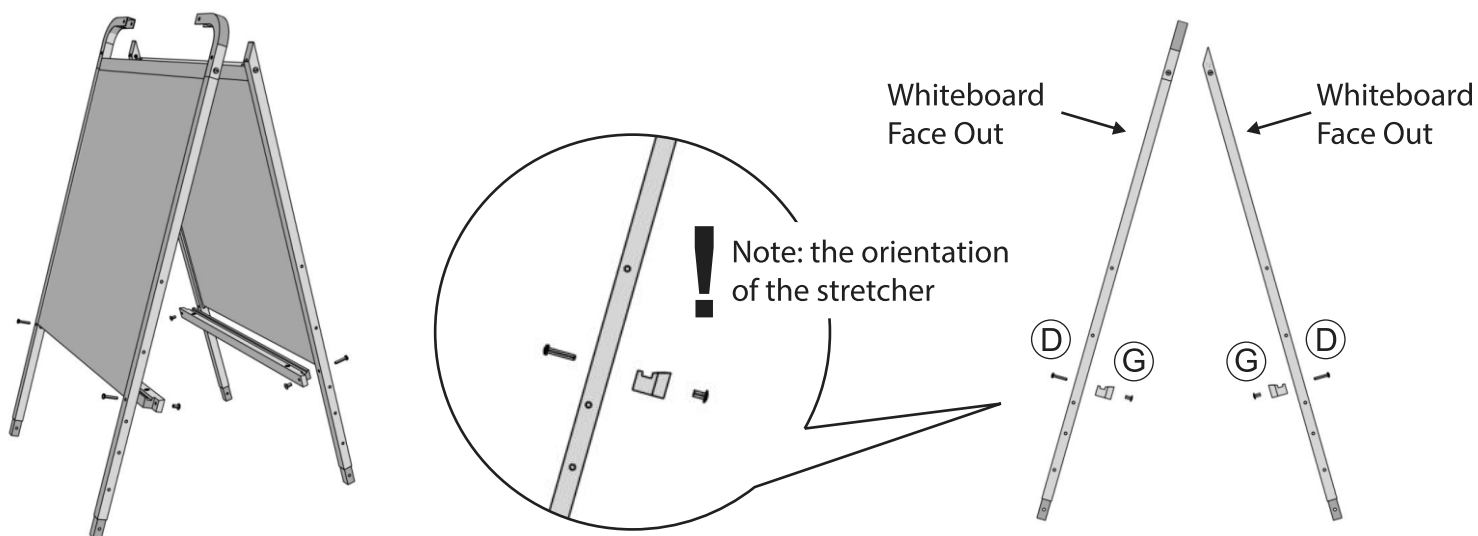
Assemble Base



2	Actual Size:  (D) M6x30mm Bolt x 4  (G) M6 Barrel Nut x 4
	You will need: (Not to Scale) Whiteboard Stretcher 2x  Front Frame 1x  Rear Frame 1x 

Attach Whiteboard Stretcher to the Front & Back Frames

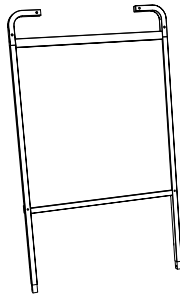
! Note: The whiteboard is loose in the frame, handle it carefully to avoid dropping and damaging it.



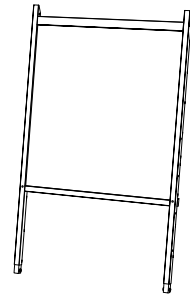
3

You will need: (Not to Scale)

Front Frame
1x

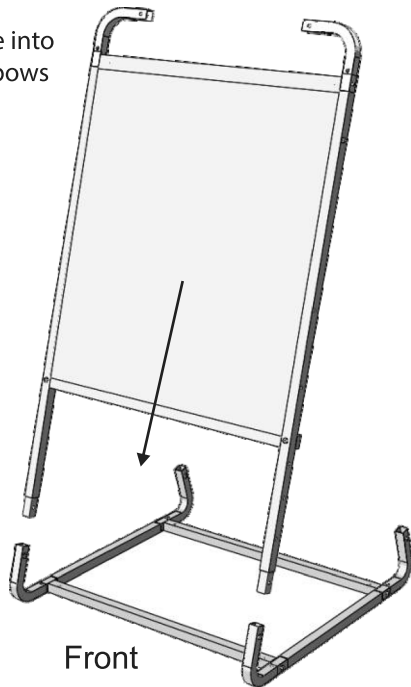


Back Frame
1x

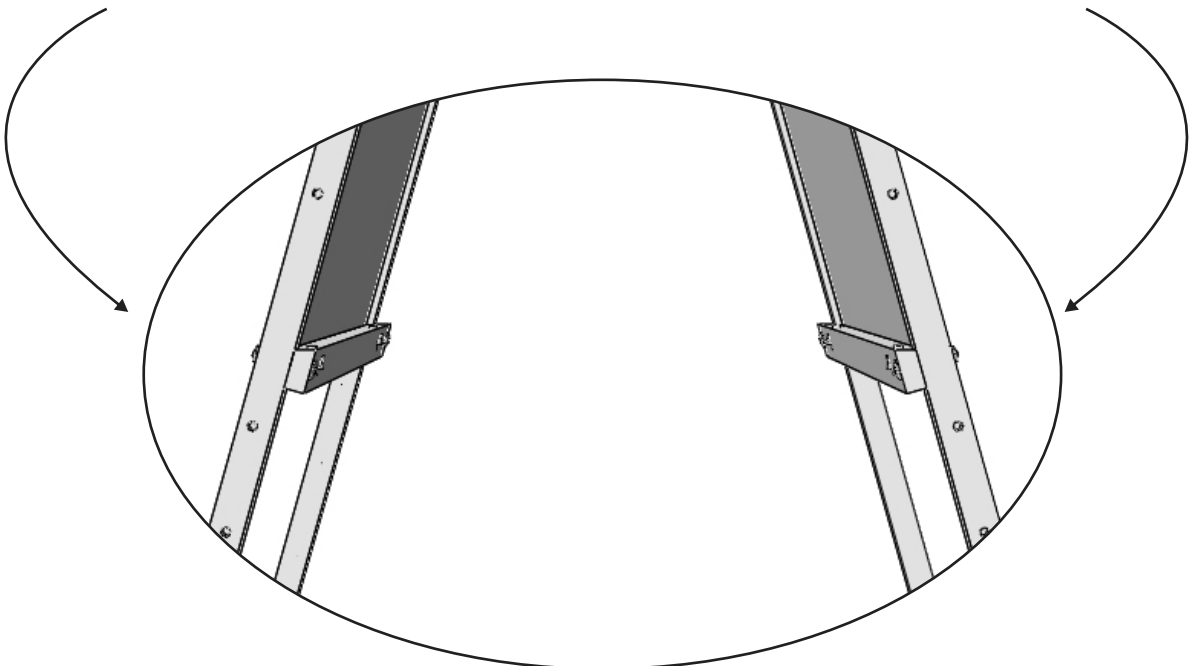
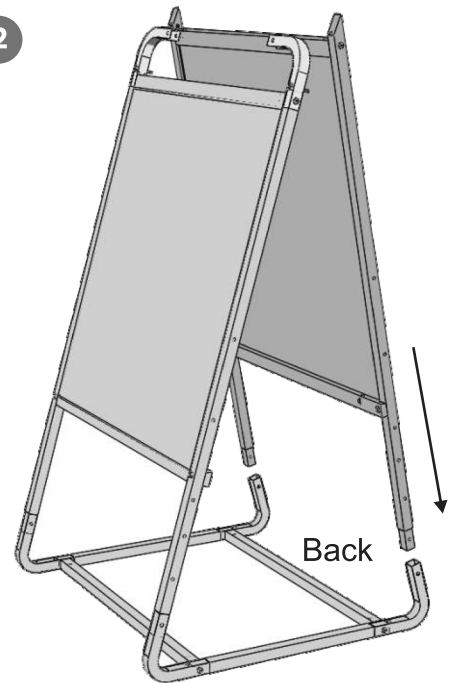


Attach Front & Back Frames

1 Slide frame into bottom elbows



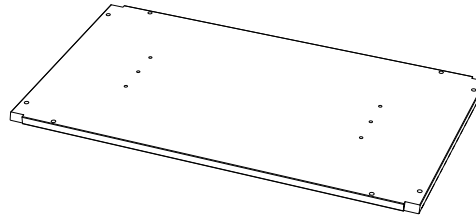
2



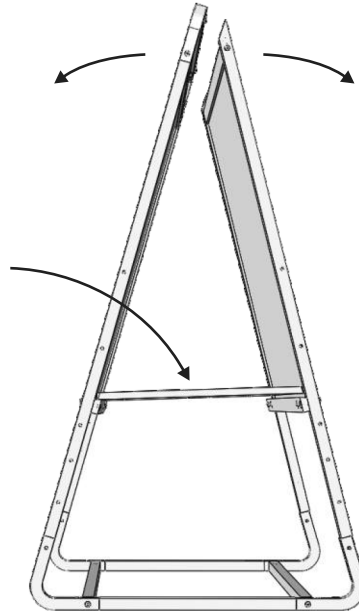
4

You will need: (Not to Scale)

Shelf
1x



Position Bamboo Shelf



To help install the shelf you may pull the front & back frames slightly apart



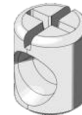
Do not fasten shelf with any hardware at this time

5

Actual Size:

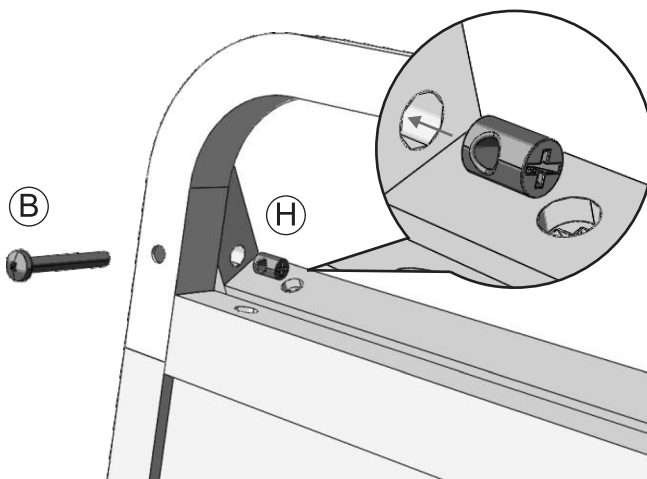


(B)
M6x45mm Bolt
x 2

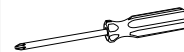


(H)
M6 Cross Dowel
x 2

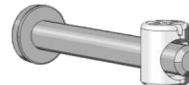
Bolt Front & Back Frame Together



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



Screwdriver



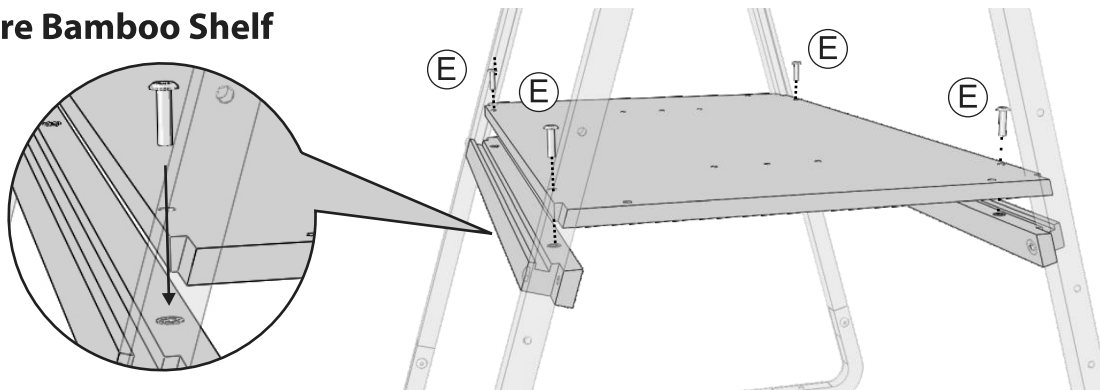
6

Actual Size:



(E)
M6x25mm Bolt
x 4

Secure Bamboo Shelf



7

Actual Size:

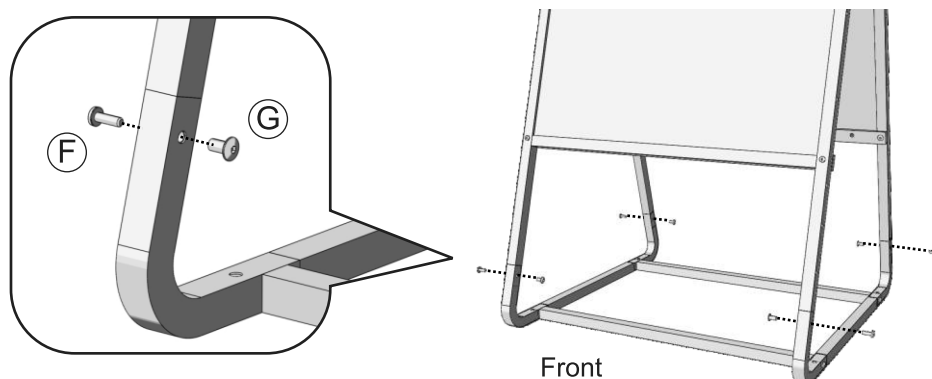


(F)
M6x19mm Bolt
x 4



(G)
M6 Barrel Nut
x 4

Secure Frames to Base



8

Actual Size:



(K)
M8 Washer
x 4

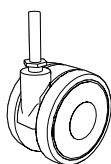


(L)
M8 Lock Washer
x 4



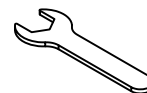
(M)
M8 Acorn Nut
x 4

You will need: (Not to Scale)

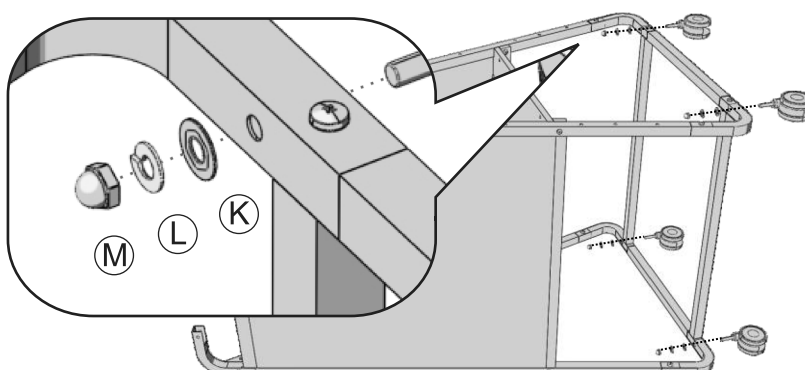


3" Caster With Brake
x 4

Caster Wrench
(32129)
2x



Install Casters



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

9

Actual Size:



Ⓢ

M5 Washer
x 12



ⓐ

M5 Kepps Nut
x 6

You will need: (Not to Scale)

Big Book Divider - Inner
1x

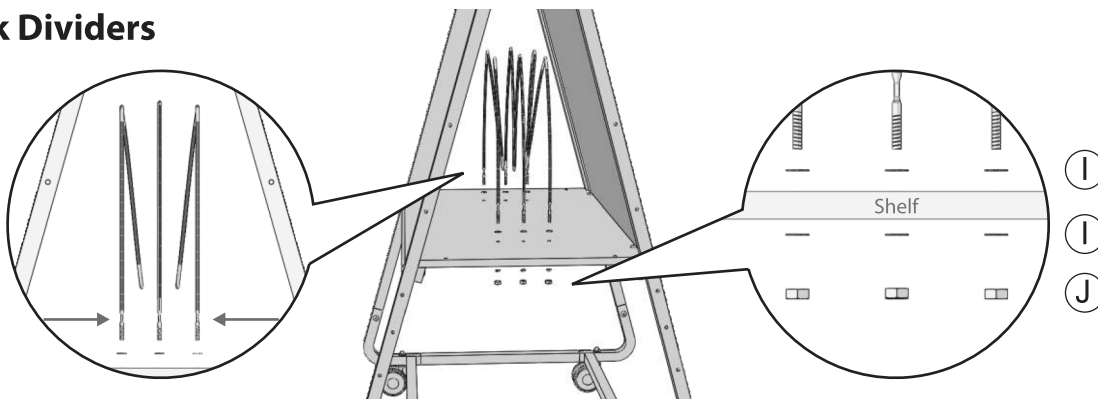


Big Book Divider - Outer
2x



Install Big Book Dividers

! Note: Ensure angled dividers are on outside and facing inward.



10

Actual Size:

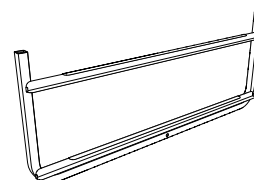


Ⓒ

M6x35mm Bolt
x 4

You will need: (Not to Scale)

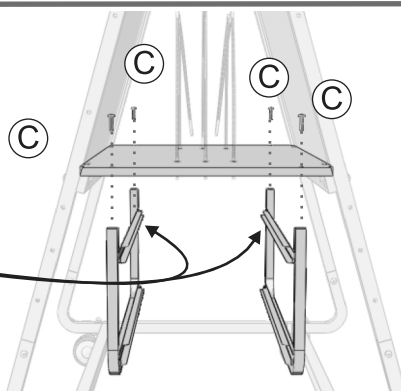
Tub Channel Frame
2x



Install Tub Channel Frames



Note: channels face inwards



11

Actual Size:

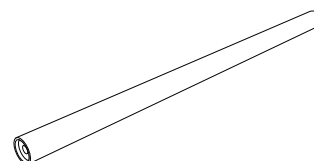


Ⓒ

M6x35mm Bolt
x 2

You will need: (Not to Scale)

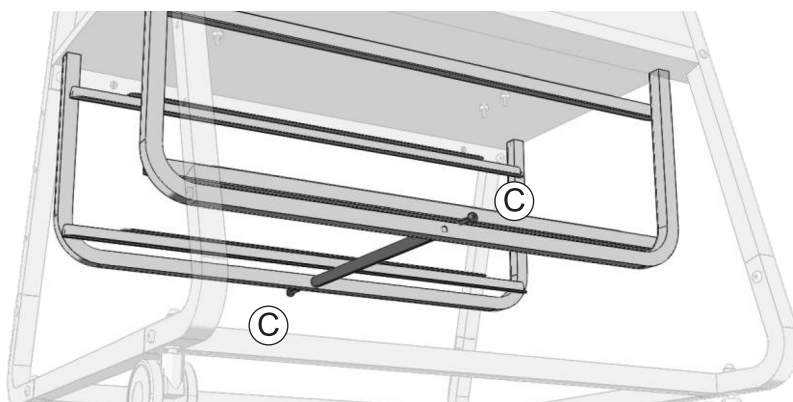
Tub Channel Stretcher
1x



Install Tub Channel Stretcher

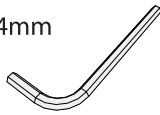


Tighten all bolts now

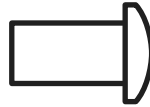


12

Allen Key 4mm
(43281)
2x



(G) M6 x 10mm Barrel Nut
4x



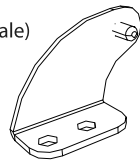
(L) M8 Lock Washer
4x



(O) M6 x 10mm Screw
4x



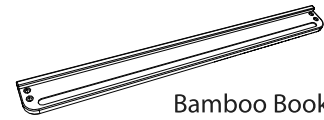
You will need: (Not to Scale)



Bracket A
1x



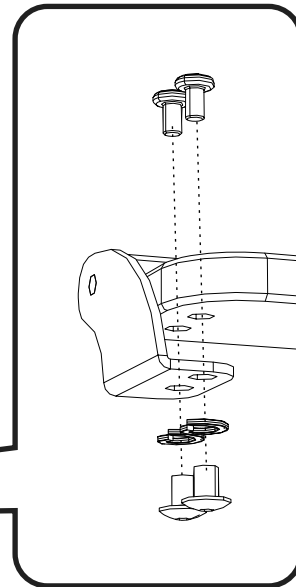
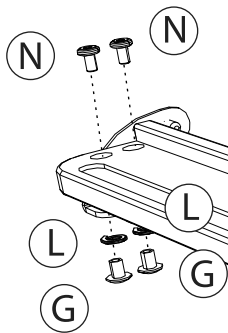
Bracket B
1x



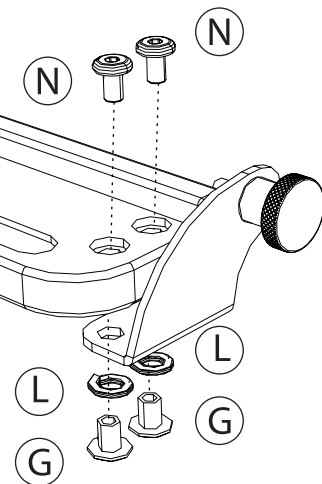
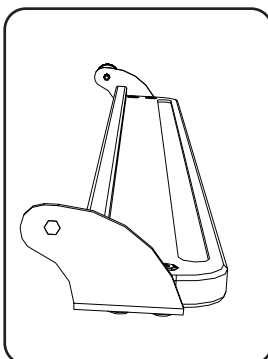
Bamboo Bookledge
(PABL-BLG)
1x

Assemble Book Ledge

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



! Note the orientation.

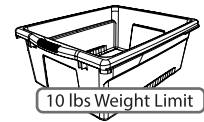


Bamboo Book Ledge
(Assembled)

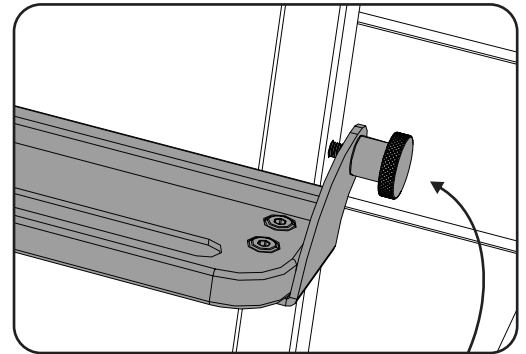
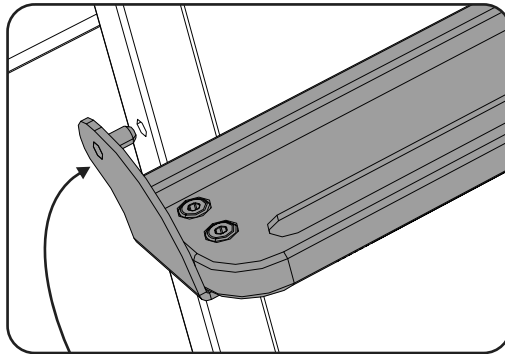
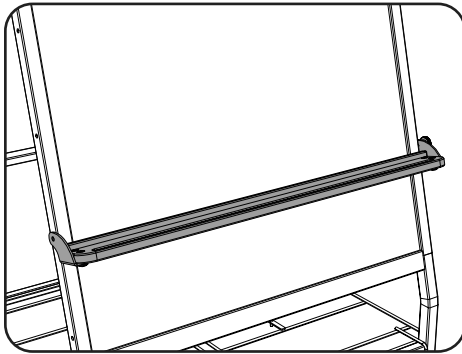
1x



Open Tub
4x



Install Book Ledge



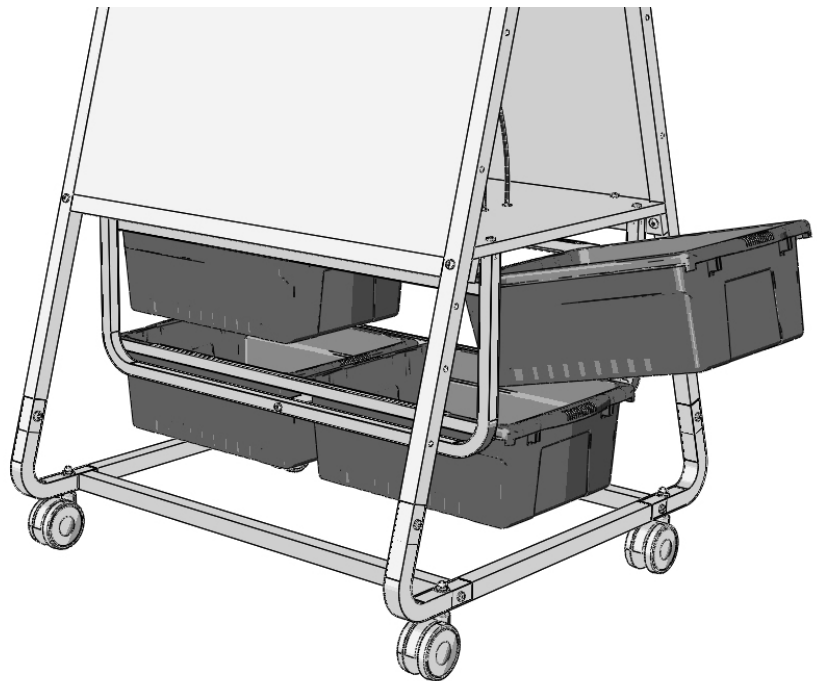
★ There are a number of positions to choose from. Determine the height of the bookledge that works best for your age range.

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

★ Screw the knob to tighten the bookledge.

Install Tubs

Angle the tubs as you slide them in to get over the tub stop



14

Actual Size:



(F)
M6x19mm Bolt
x 2



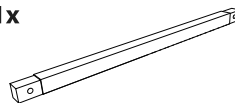
(G)
M6 Barrel Nut
x 2

You will need: (Not to Scale)

Chart Hook
2x

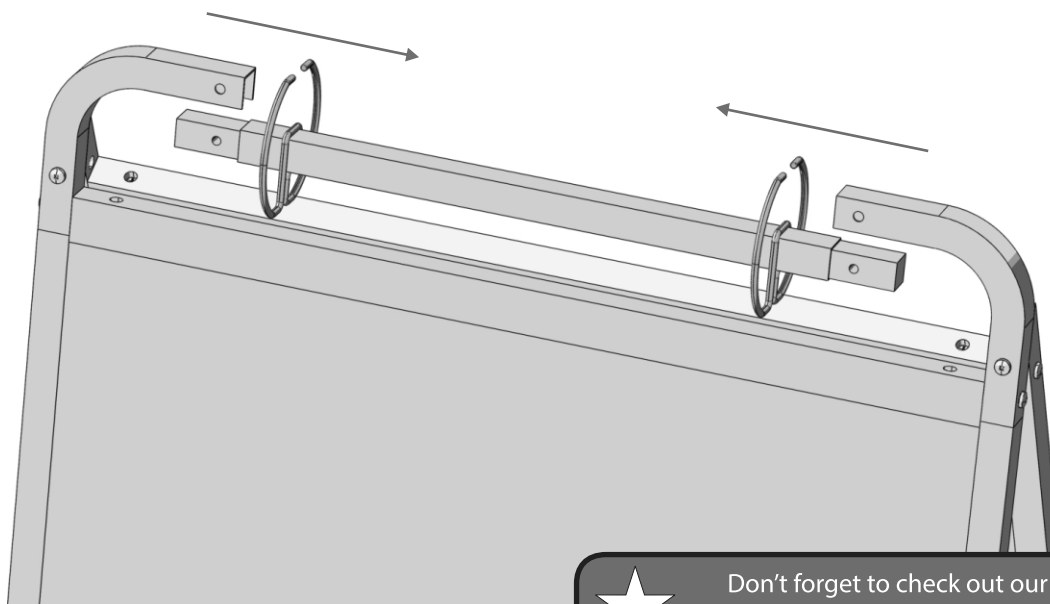


Top Stretcher
1x



Install Chart Hooks On Top Stretcher

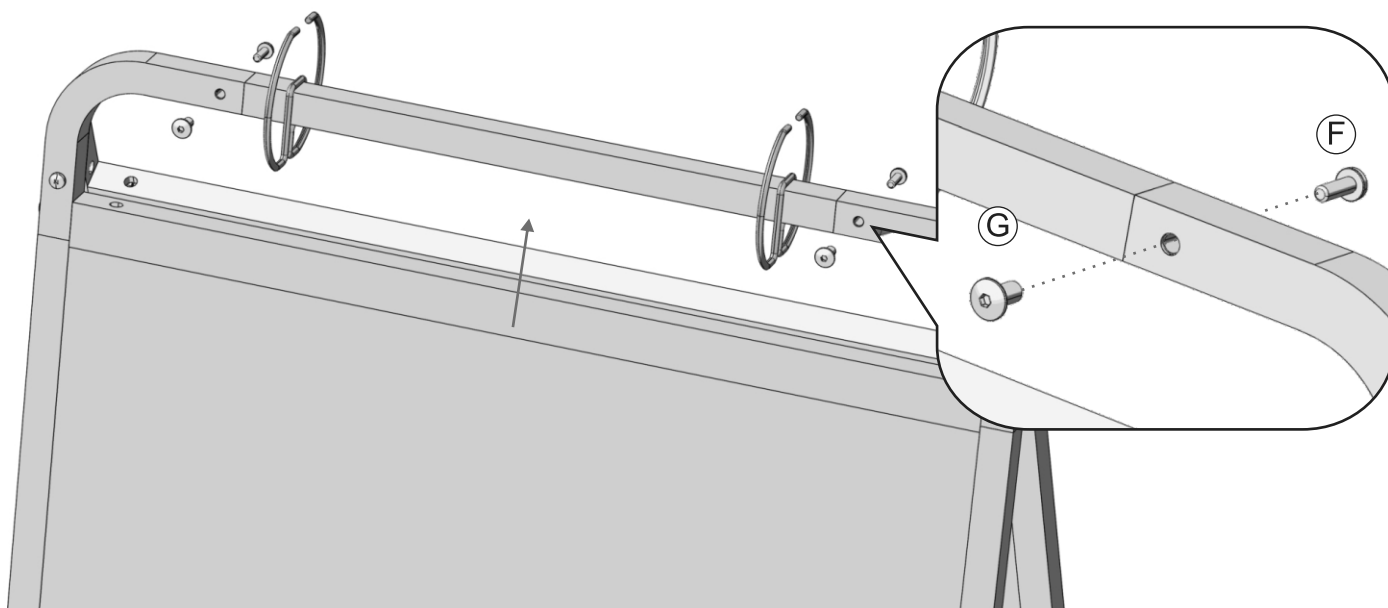
- 1 Slide chart hooks over top stretcher



Don't forget to check out our tips for your whiteboard at:

www.copernicused.com

- 2 Fasten top stretcher with bolts





Challenge

We challenge you and your class to build the most amazing thing you can think of out of the shapes found on the inner carton faces of this Bamboo Easel.

Use your knowledge of geometry and simple machines and let your imagination run wild! Fasten your submission together using any kind of glue, tape or adhesive that you can find.

Be careful cutting (—) and scoring (-----) these shapes! Make sure there is an adult helping you!

Take pictures of your creation and email them to bambooproject@copernicused.com

Win **4** Large Tubs, made with 25% recycled content, with your submission. Limit one prize per class.

Teachers and Administrators:

Please visit www.copernicused.com/educator-resources for additional ideas and activities.

Use these shapes



To build something like...

