

# Basic Chart Stand - Assembly Guide



## Assembly Guide BCS1\_2013\_A

Check out our other products online at  
[www.copernicused.com](http://www.copernicused.com)

For assistance, please contact us:

**1-800-267-8494**

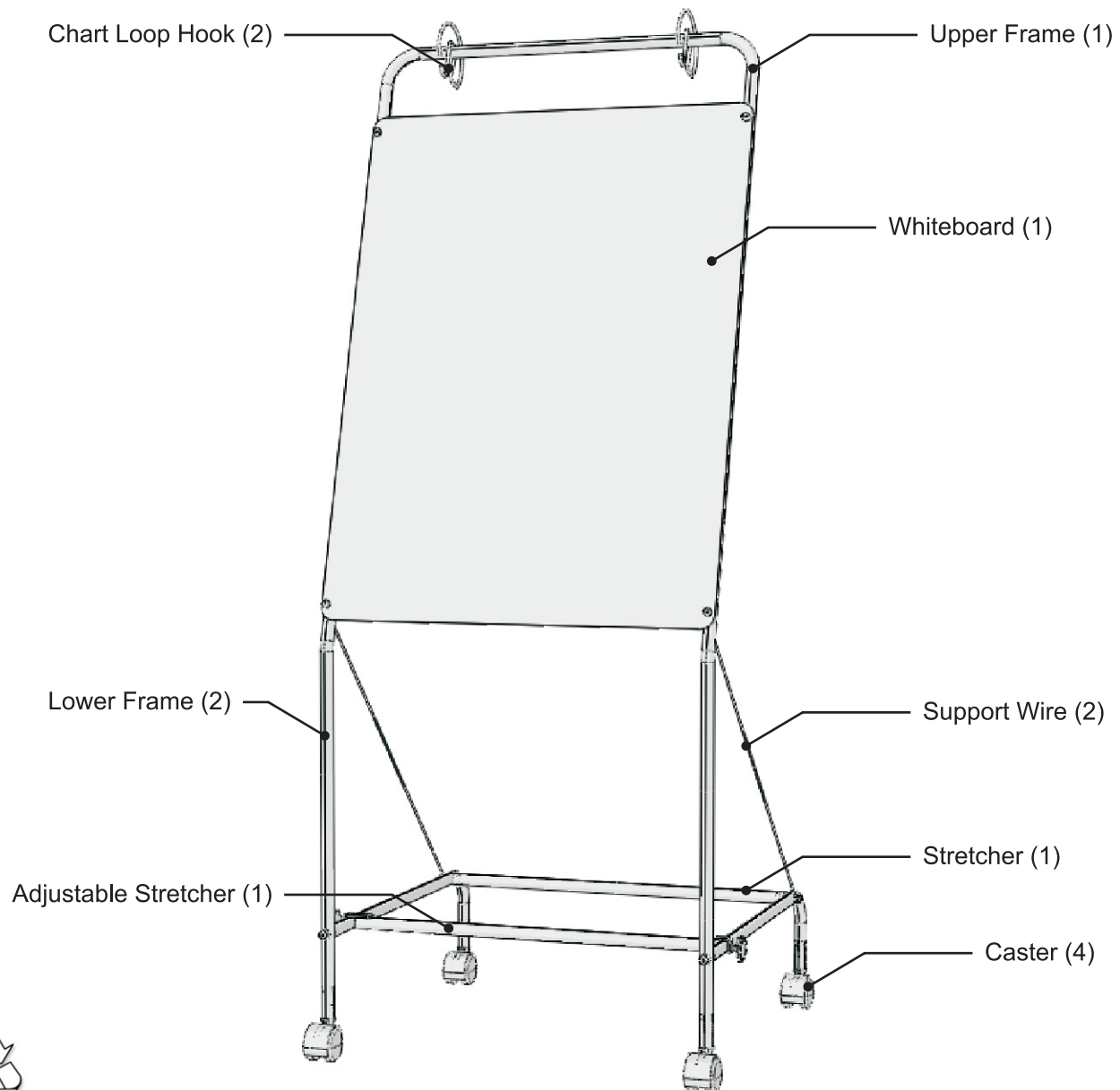
Email [info@copernicused.com](mailto:info@copernicused.com)

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.

Don't forget to check out our tips for your whiteboard at:  
[www.copernicused.com](http://www.copernicused.com)



Please Recycle

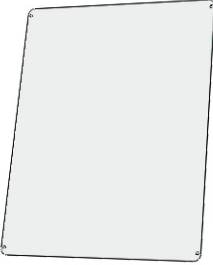


# Basic Chart Stand - Parts

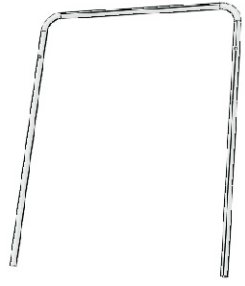
**Before beginning, you should have:**

**Contents - Box 1**


**Whiteboard**  
1x



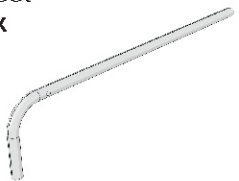
**Upper Frame**  
1x



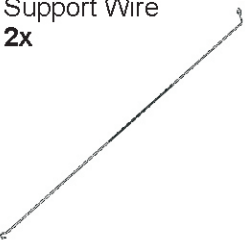
**Lower Frame**  
2x




**Foot**  
2x




**Support Wire**  
2x




**Adjustable Stretcher**  
1x




**Stretcher**  
1x



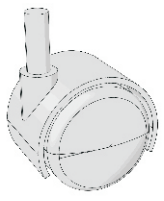
**Chart Loop Hooks**  
2x



**Knob**  
2x



**Caster**  
4x




**Hardware**  
*Actual Size*

**In Box 1**


(A)

M6 x 40mm  
4x




(B)

M6 x 35mm  
4x




(C)

M6 Lock  
Washer  
8x




(D)

M6 Nut  
4x




(E)

Contour Washer  
2x



Allen Key  
(Not to Scale)  
1x





# Tips for Assembly - Using this Manual



2 Person

## Watch for These Helpful Symbols

- This symbol denotes a 2 Person Task. For safety, please ensure that there are two people working on steps displaying this symbol



- Watch for this symbol throughout the Assembly Instructions. 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



- Layout and identify all of the included parts
- The hardware has been packed by step
- Read the assembly instructions over once to familiarize yourself with them
- Please note that in its unassembled state, this product contains parts that can be a hazard to small children; it 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 labeling 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.

## After Assembly; Before Use

- Remove the plastic film from the Whiteboard before writing on it

Don't forget to check out our tips for your whiteboard at:  
[www.copernicused.com](http://www.copernicused.com)

1  
Year

Frame  
Warranty

Life  
Time

Tub  
Warranty

## Validate Your Warranty On-Line

To validate your warranty submit the ON-LINE form at [www.copernicused.com](http://www.copernicused.com)

“The beautiful thing about learning is that no one can take it away from you.” - B. B. King



1

Actual Size:



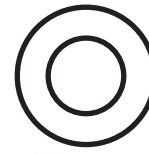
(A)

M6 x 40mm  
4x



(C)

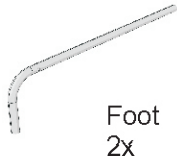
M6 Lock Washer  
4x



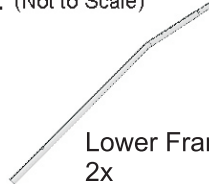
(E)

Contour Washer  
2x

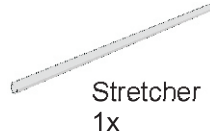
You will need: (Not to Scale)



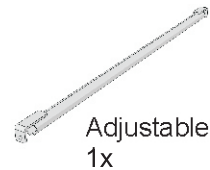
Foot  
2x



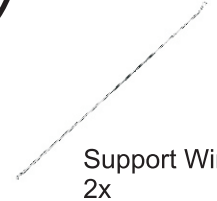
Lower Frame  
2x



Stretcher  
1x



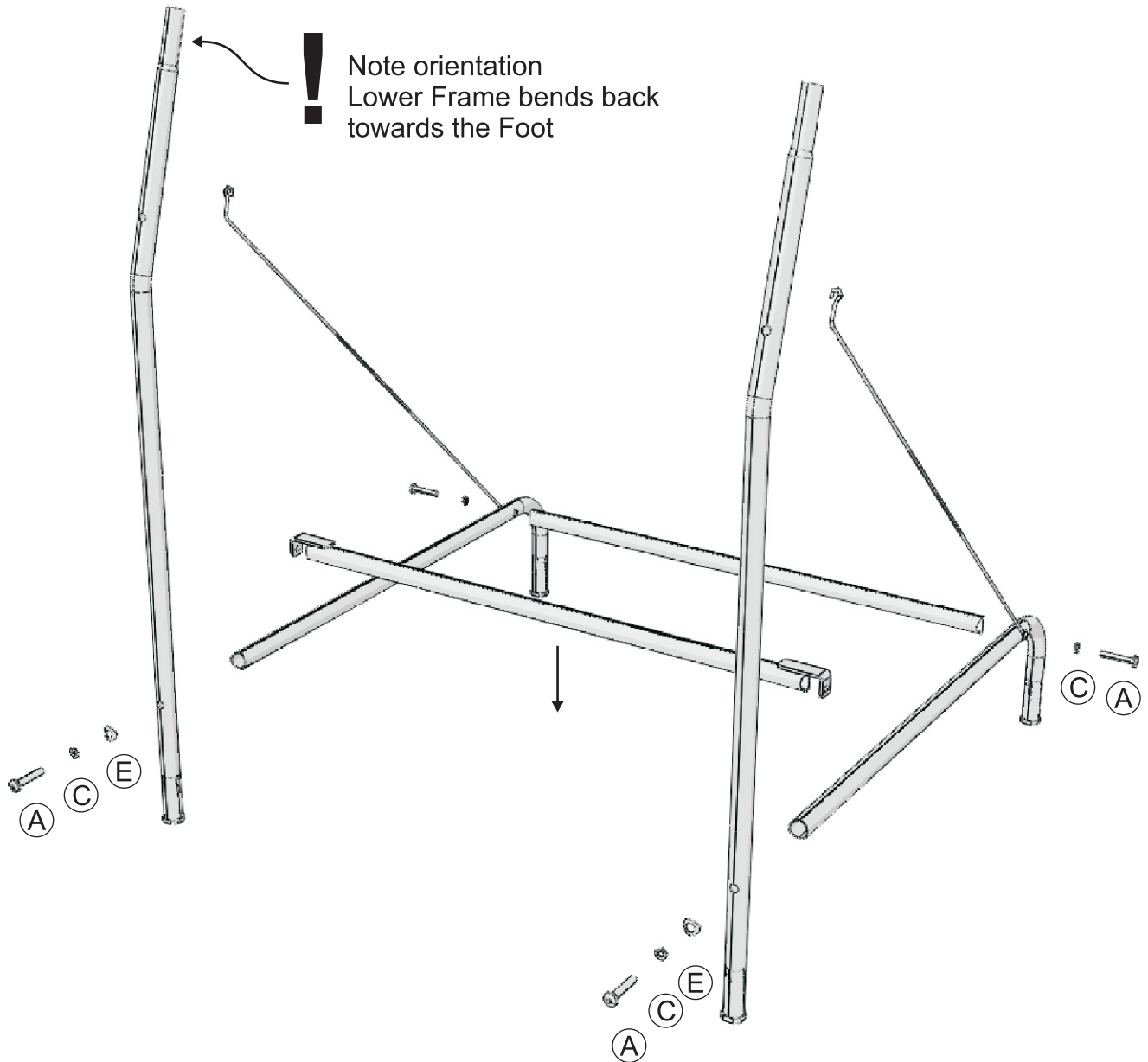
Adjustable Stretcher  
1x



Support Wire  
2x

## Assemble Feet and Lower Frame

★ Do not tighten any fasteners until instructed



2

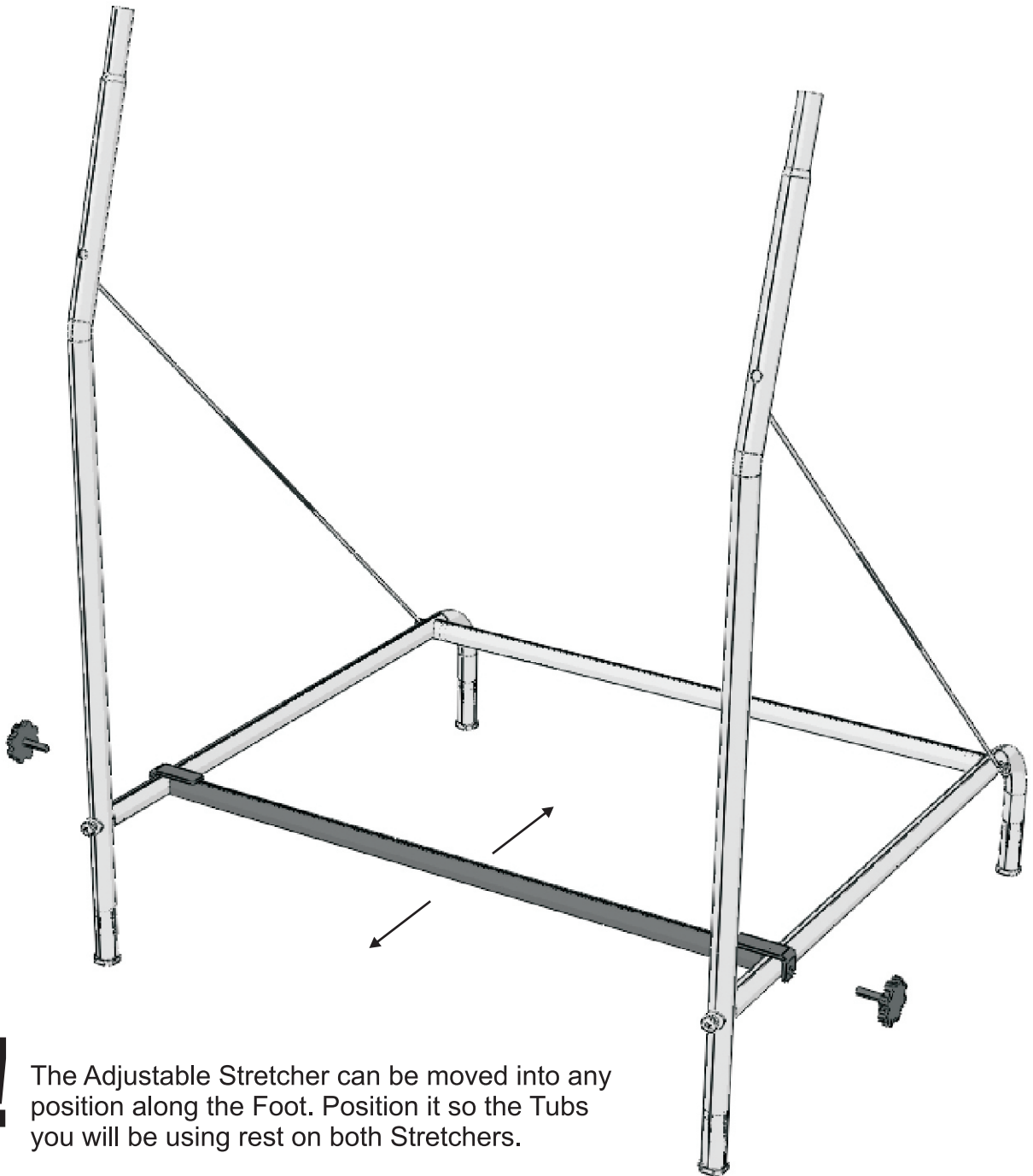
Actual Size:

You will need: (Not to Scale)



Knob  
2x

## Adjust Stretcher



**!** The Adjustable Stretcher can be moved into any position along the Foot. Position it so the Tubs you will be using rest on both Stretchers.



3

Actual Size:



(B)

M6 x 35mm  
4x



(C)

M6 Lock Washer  
4x



(D)

M6 Nut  
4x

You will need: (Not to Scale)

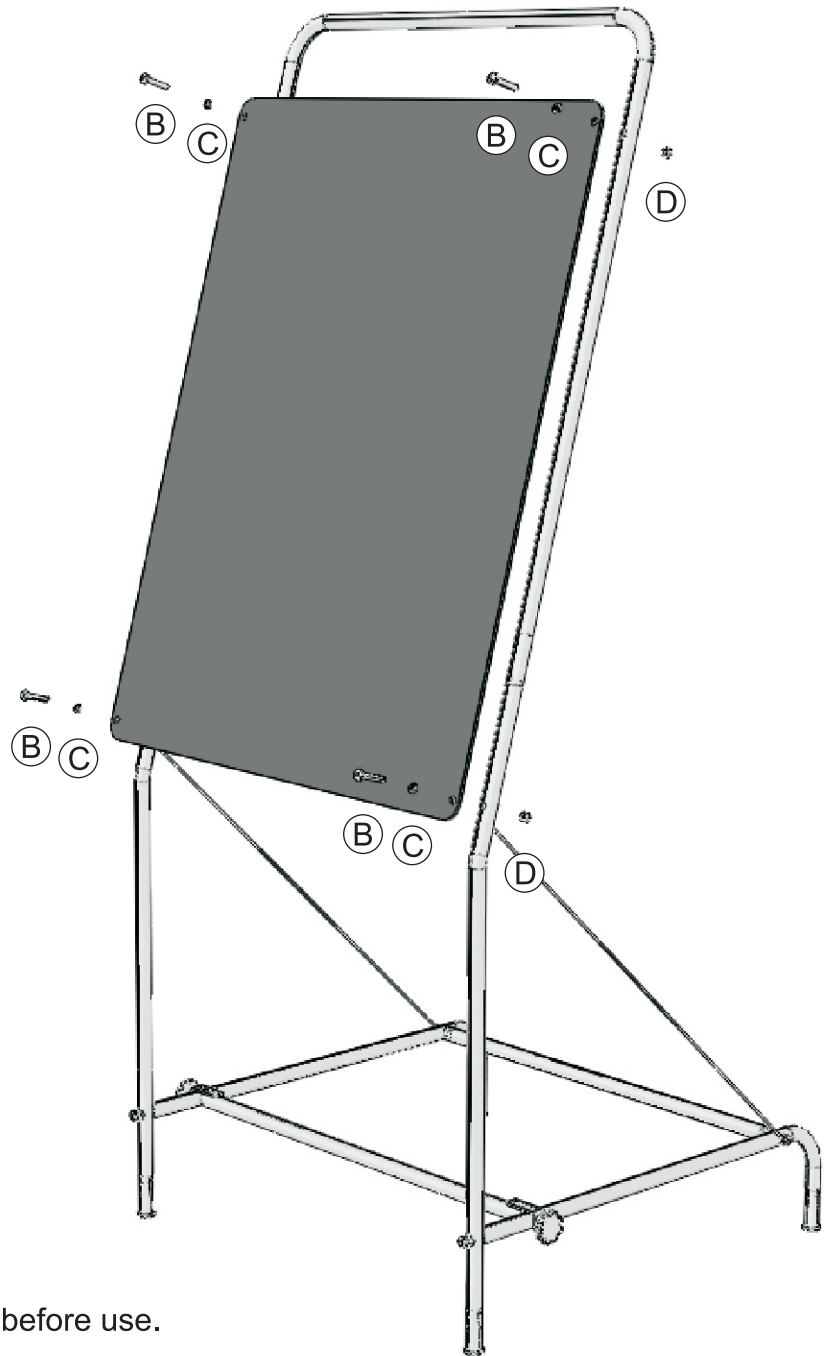
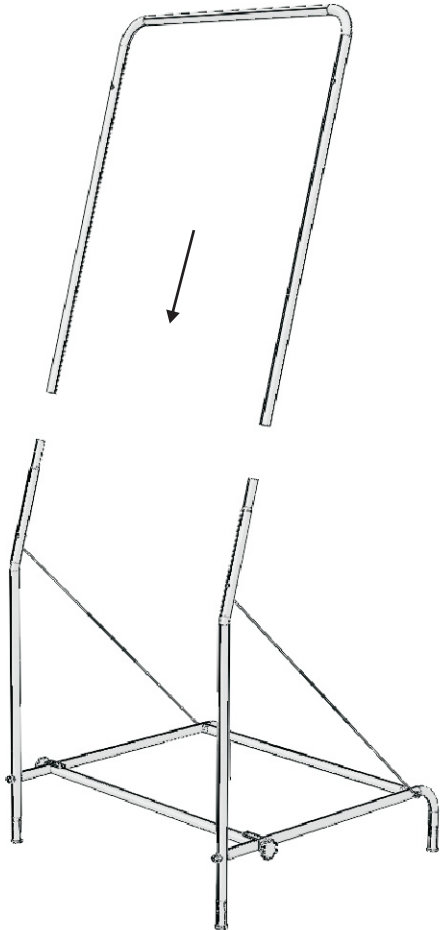


Upper Frame  
1x



Whiteboard  
1x

## Install Upper Frame & Whiteboard



**!** Tighten all bolts and peel off plastic film from Whiteboard before use.



4

Actual Size:

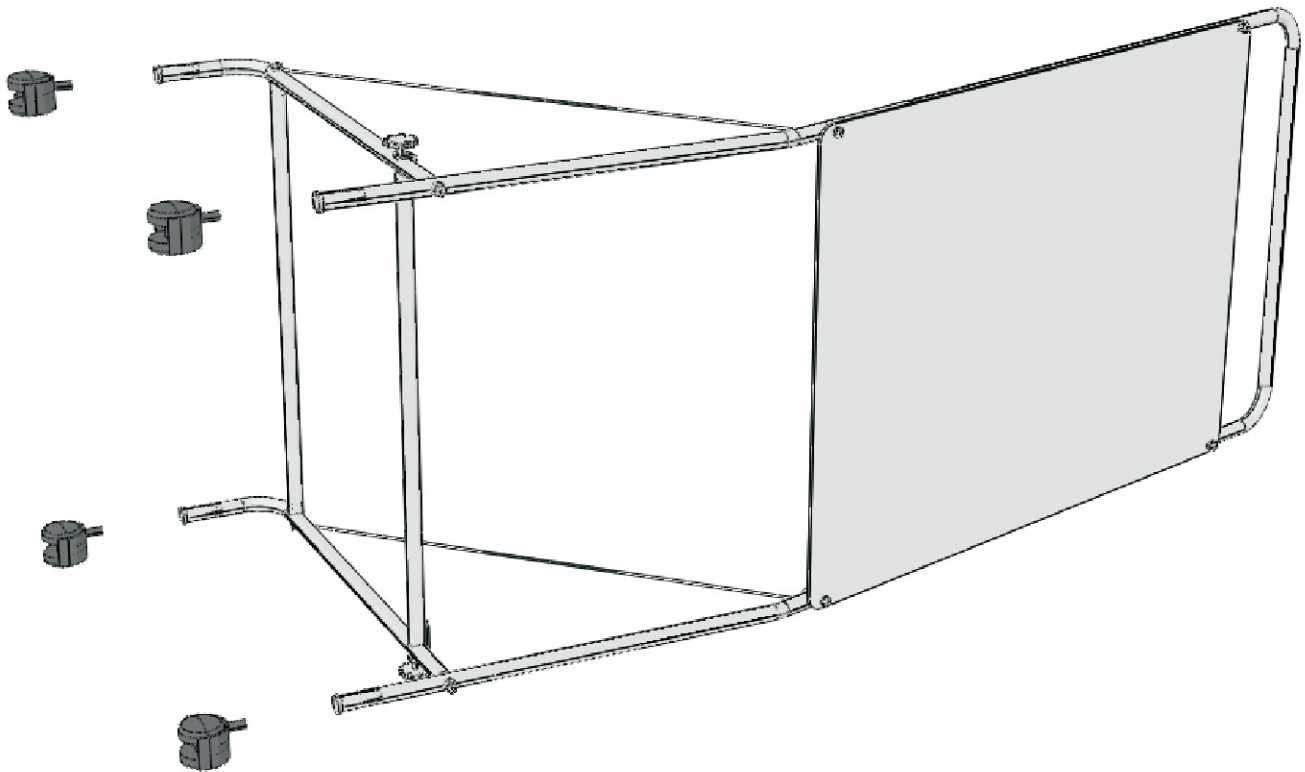
You will need: (Not to Scale)



Caster  
4x

## Install Casters

- ! Lay the unit on its side and press casters in. Casters will click into place, if they don't place a wrench between the wheel and tap with a rubber mallet.



5

Actual Size:

You will need: (Not to Scale)

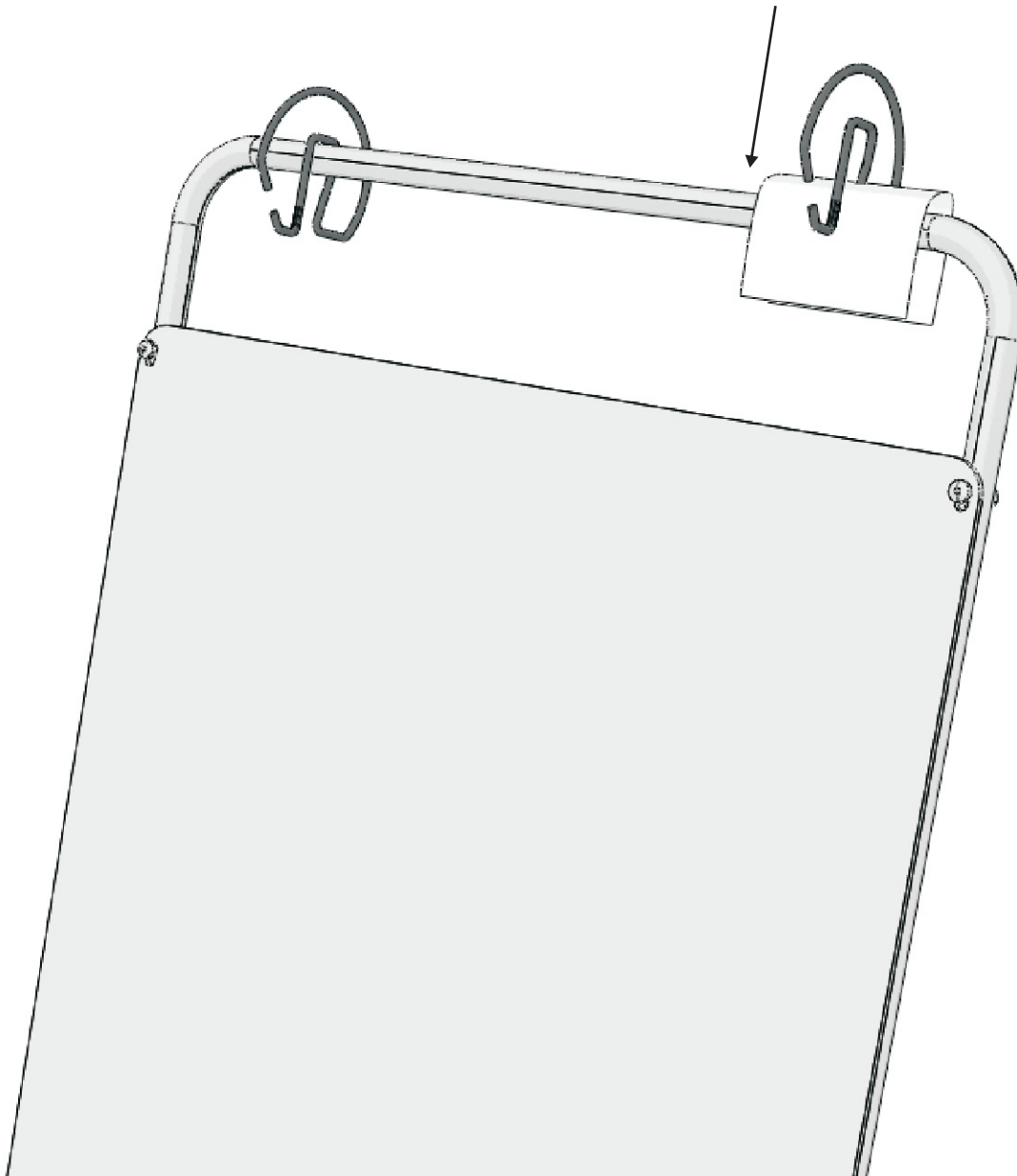


Chart Loop Hook  
2x

## Install Chart Loop Hooks



Place an empty hardware bag over the frame to prevent scratching the unit.  
Slide bag free once Chart Loop Hook has been snapped onto frame.







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Dear Educator,

Thank you for purchasing one of our products.

I hope the assembly of your **Basic Chart Stand** went well.

If you have any questions, or concerns, or ideas for how we can improve, please call us at 1-800-267-8494, where someone will be happy to help.

Enjoy using your new product, and happy teaching,

*Jim Phillips*  
President

Quality schools are the result of quality teachers going above and beyond the call of duty.

VICKI CARUANA

In everyone's life at some time our inner fire goes out. It is then burst into flame by an encounter with another human being. We should all be thankful for those people who rekindle the inner spirit.

ALBERT SCHWEITZER

My idea of education is to unsettle the minds of the young and inflame their intellects.

ROBERT MAYNARD  
HUTCHINS

Nothing has a better effect upon children than praise.

SIR PHILLIP SIDNEY

