

Chart Caddy Center *Premium*



Assembly Guide BTHC2_2013_A

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

For assistance, please contact us:

1-800-267-8494

Email 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

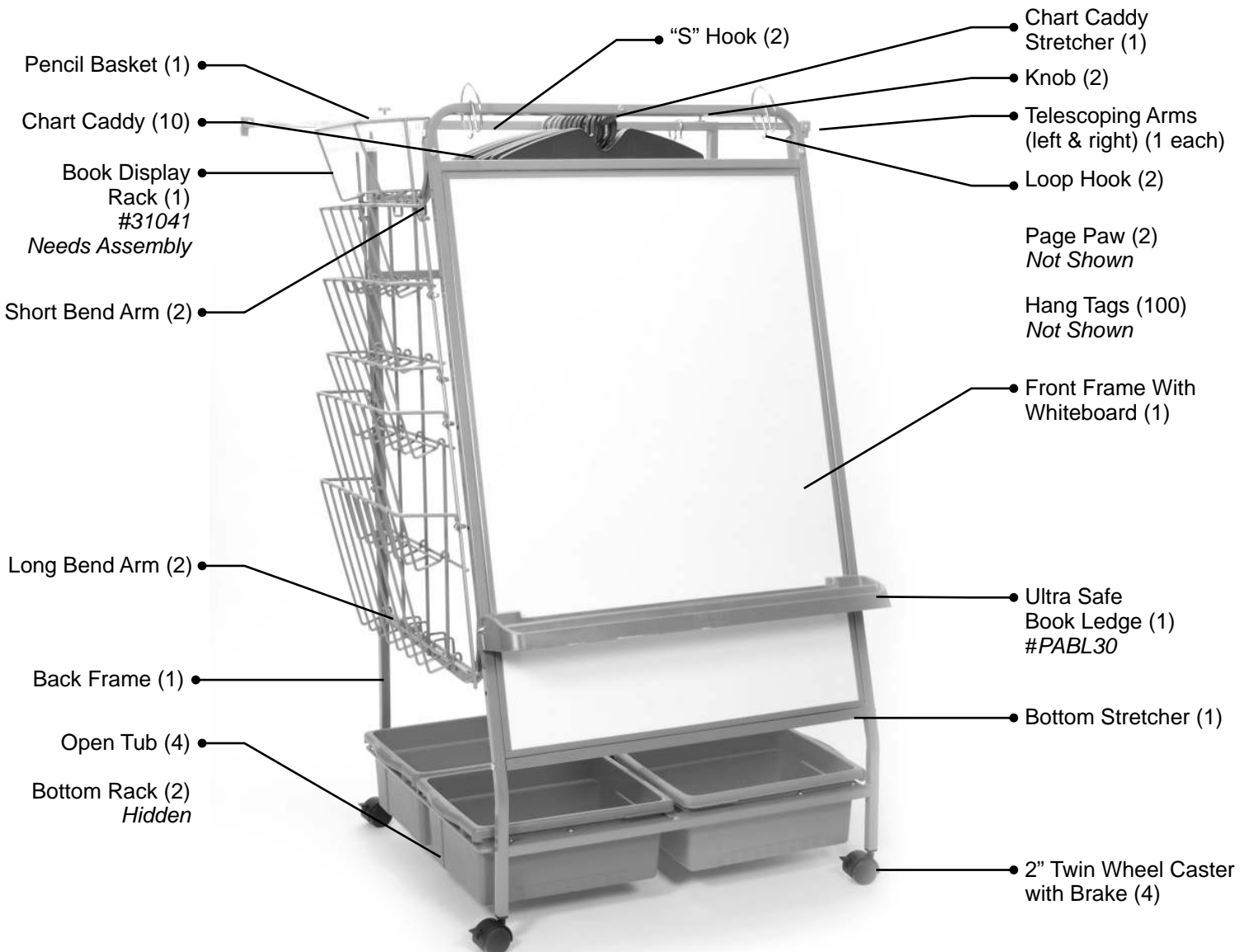


Chart Caddy Center - Premium Parts

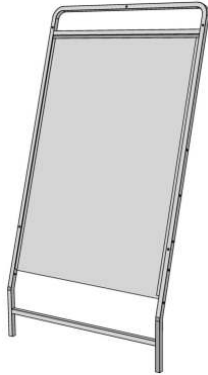
Before beginning, you should have:

Additional tools required:



Contents - Box 1

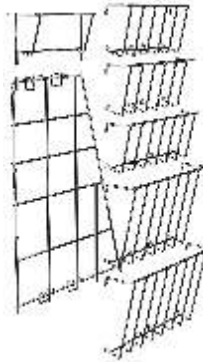
Front Frame with Whiteboard
1x



Back Frame
1x



Book Display Rack (#31041)
needs assembly
1x



Long Bend Arm
2x



Short Bend Arm
2x



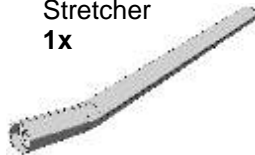
"S" Hook
2x



2" Twin Wheel Caster with brake
4x



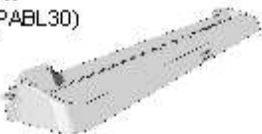
Chart Caddy Stretcher
1x



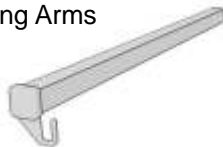
Page Paw
2x



Ultra Safe Book Ledge
1x
(PABL30)



Telescoping Arms
1x Left
1x Right



Knob
2x



Bottom Rack
2x



Loop Hook
2x



Bottom Whiteboard Stretcher
1x



Hardware Actual Size

(A) M6x15mm Bolt
10x



(B) M6x20mm Bolt
8x



(C) M6x35mm Bolt
8x



(D) M6x45mm Bolt
4x



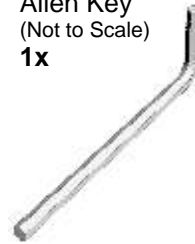
(E) M6 Lock Washer
22x



(F) M6 Acorn Nut
10x



Allen Key
(Not to Scale)
1x



(G) M6 Lock Nut
8x



(H) M6 Nut
4x

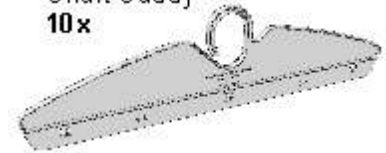


Contents - Box 2

Pencil Basket (#1607)
1x



Chart Caddy
10x



Open Tub
4x
(CC4068)



Hang Tags
100x



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

**Life
Time**

Parts
Warranty





**Life
Time**

Frame
Warranty

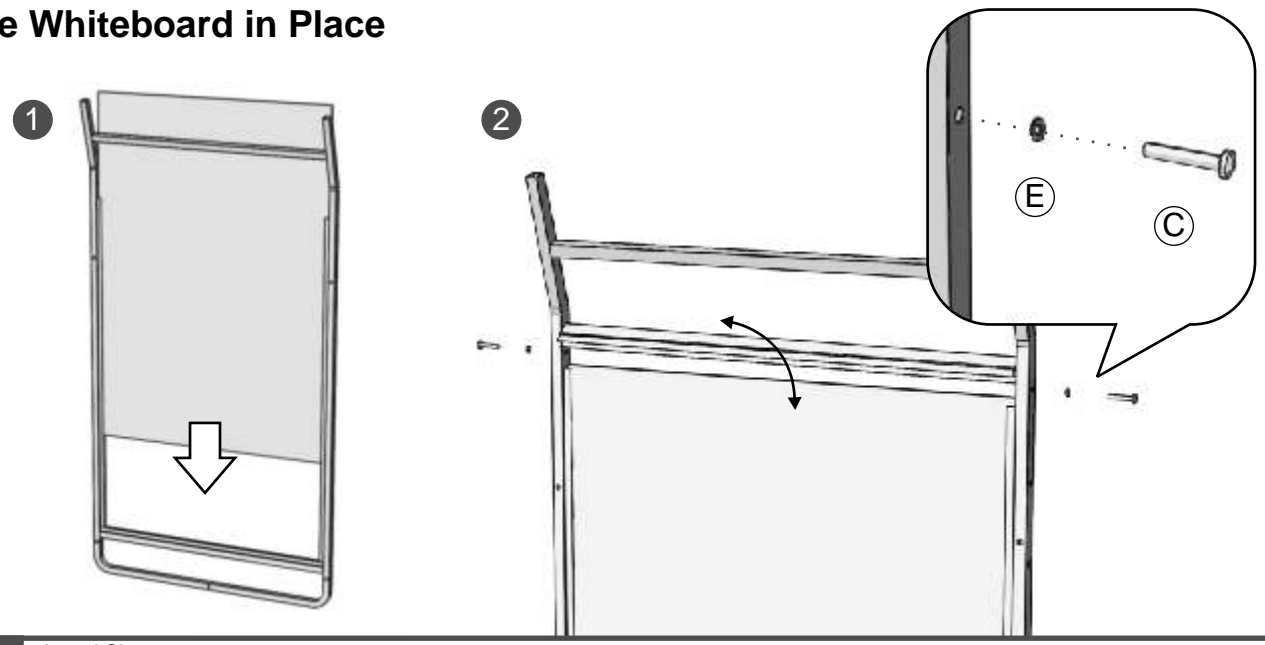
Validate Your Warranty On-Line




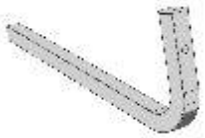

To validate your warranty submit the ON-LINE form at **www.copernicused.com**



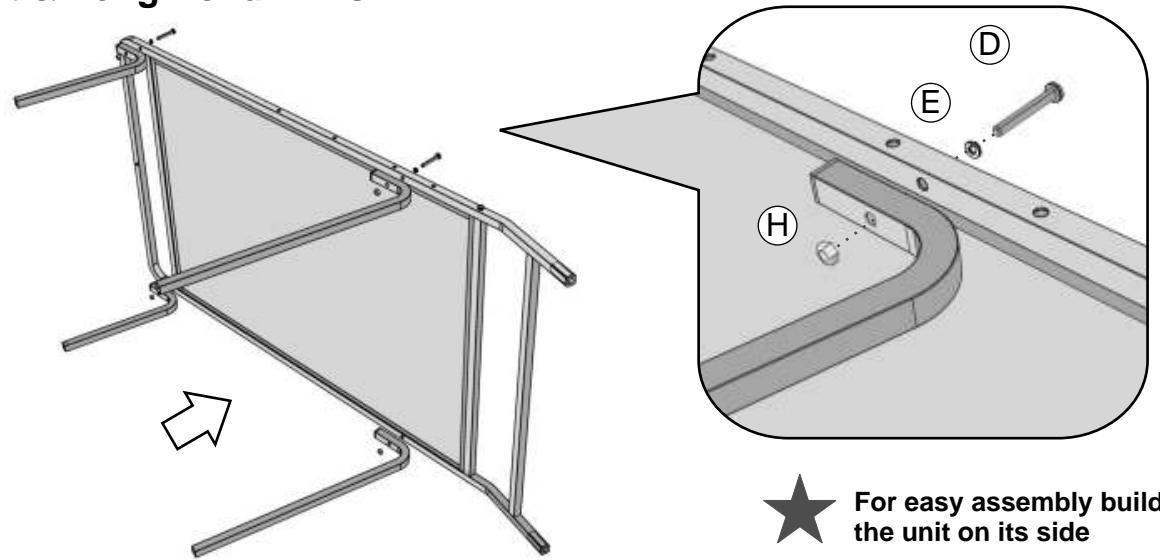
1	Actual Size:		ⓐ M6x35mm Bolt x 2		ⓔ M6 Lock Washer x 2
	You will need: (Not to Scale)		Front Frame with Whiteboard 1x		Bottom Whiteboard Stretcher 1x

Secure Whiteboard in Place



2	Actual Size:		ⓓ M6x45mm Bolt x 4		ⓔ M6 Lock Washer x 4		ⓓ M6 Nut x 4
	You will need: (Not to Scale)		Short Bend Arm 2x		Long Bend Arm 2x		

Install Short & Long Bend Arms



★ For easy assembly build the unit on its side



3

Actual Size:



Ⓒ
M6x35mm Bolt
x 4



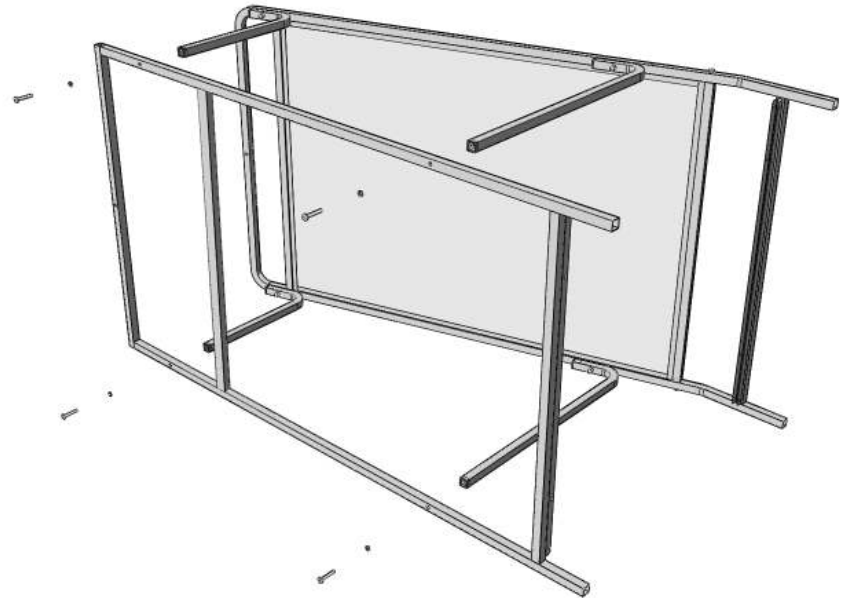
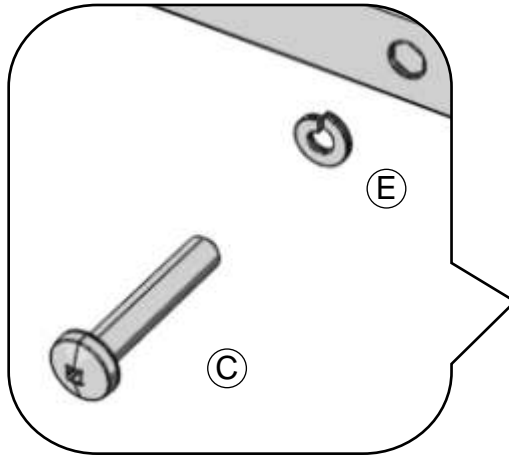
Ⓔ
M6 Lock Washer
x 4

You will need: (Not to Scale)



Back Frame
1x

Install Back Frame



4

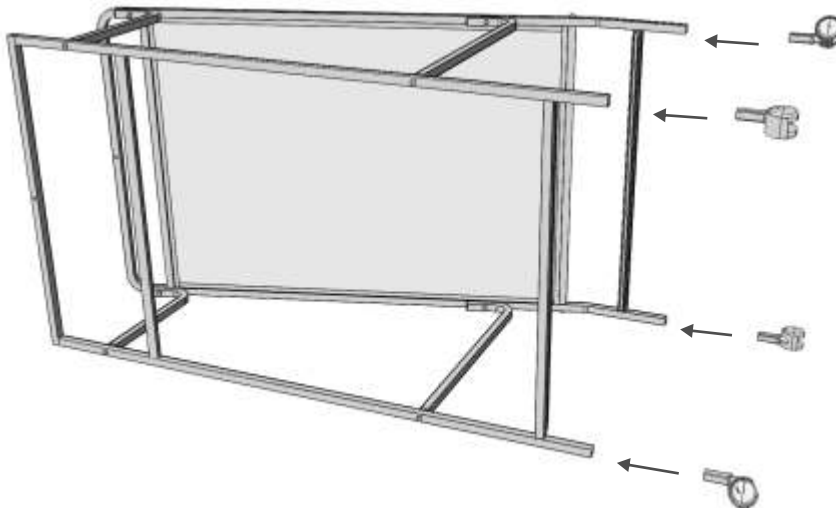
Actual Size:

You will need: (Not to Scale)



2" Twin Wheel Caster with Brake
4x

Install Casters



Press Casters firmly into the Base:

- Casters will click into place
- If necessary, tap the caster in using a rubber mallet.



5

Actual Size:



Ⓒ
M6x35mm Bolt
x 2



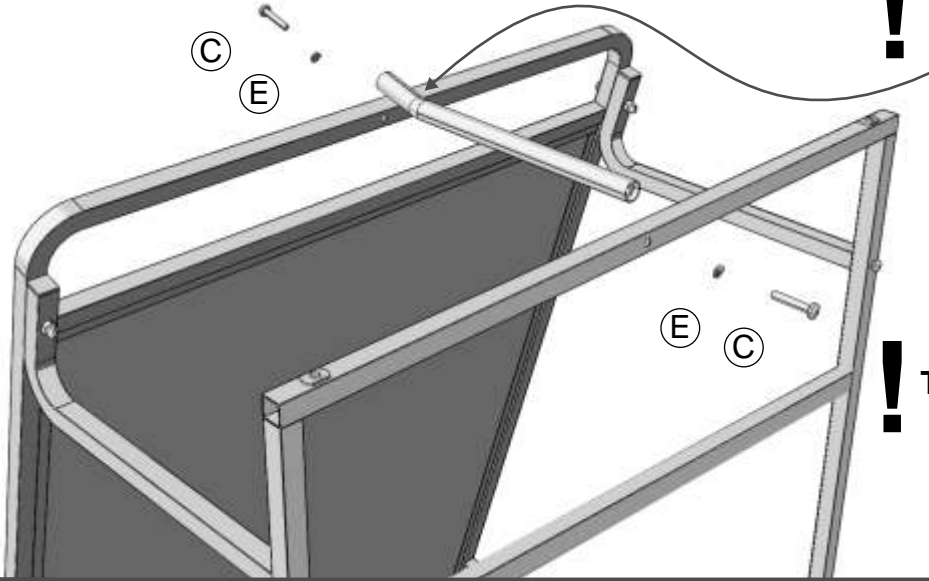
Ⓔ
M6 Lock Washer
x 2

You will need: (Not to Scale)



Chart Caddy Stretcher
1x

Install Chart Caddy Stretcher



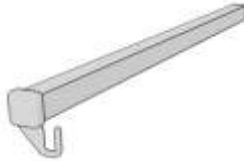
! Note the orientation of bend is toward the front of unit

! TIGHTEN ALL FASTENERS.

6

Actual Size:

You will need: (Not to Scale)



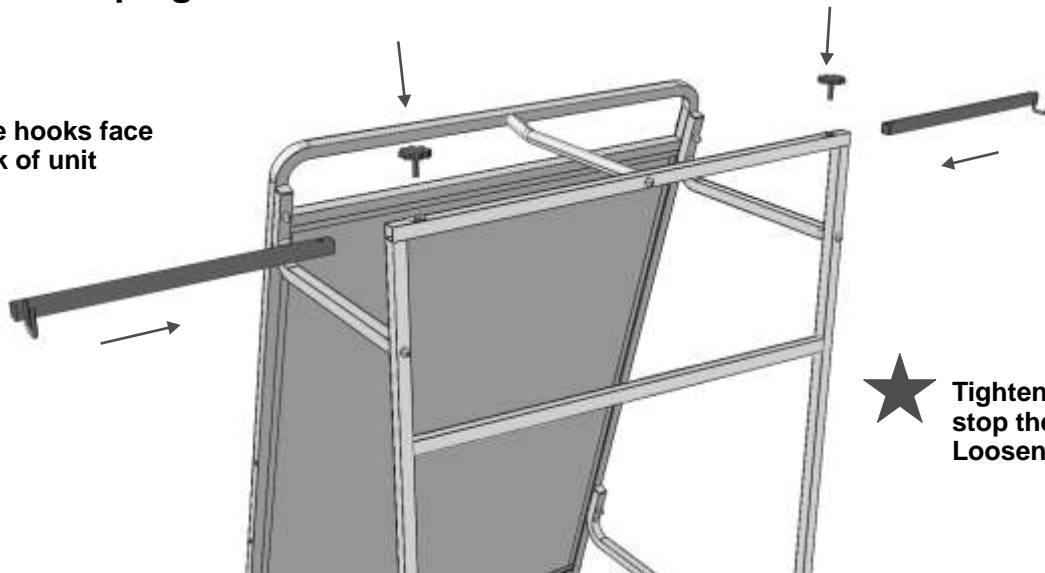
Telescoping Arms (left & right)
1x



Knob
2x

Install Telescoping Arms & Knobs

! Note the hooks face the back of unit



★ Tightening the knobs will stop the arms from sliding. Loosen knobs to adjust.



7

Actual Size:



(A)

M6x15mm Bolt x 10



(F)

M6 Acorn Nut x 10



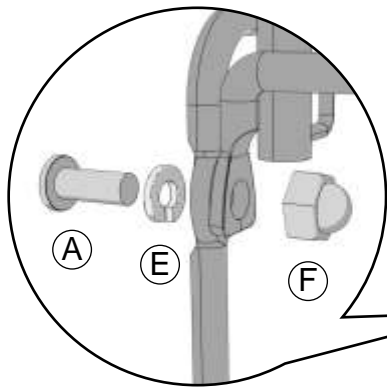
(E)

M6 Lock Washer x 10

You will need: (Not to Scale)

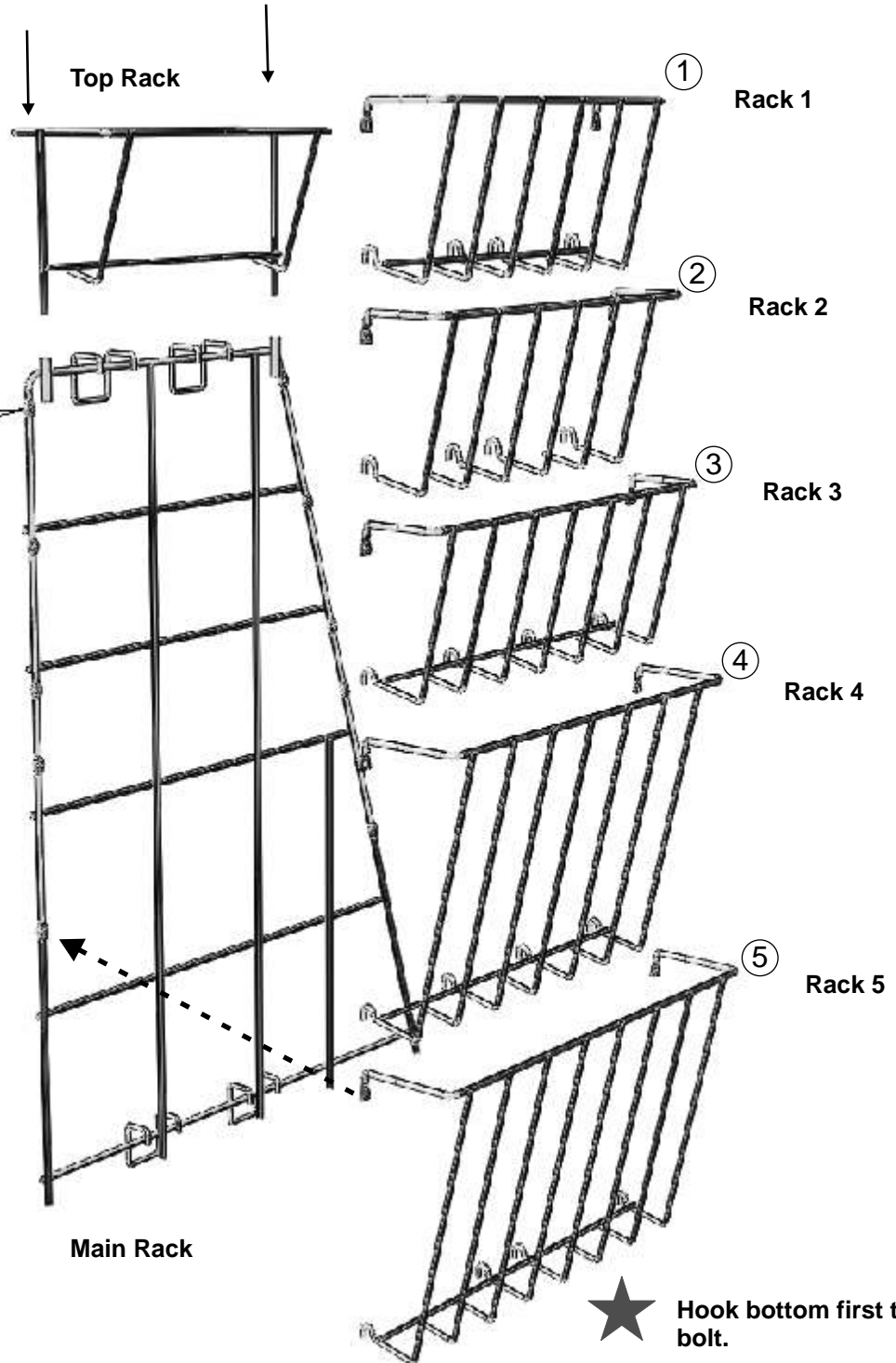
Assemble Book Display Rack

★ Tip, work from largest to smallest rack



! Bolt is threaded through the rear of the back frame.

! Tighten bolts securely.



★ Hook bottom first then bolt.



8

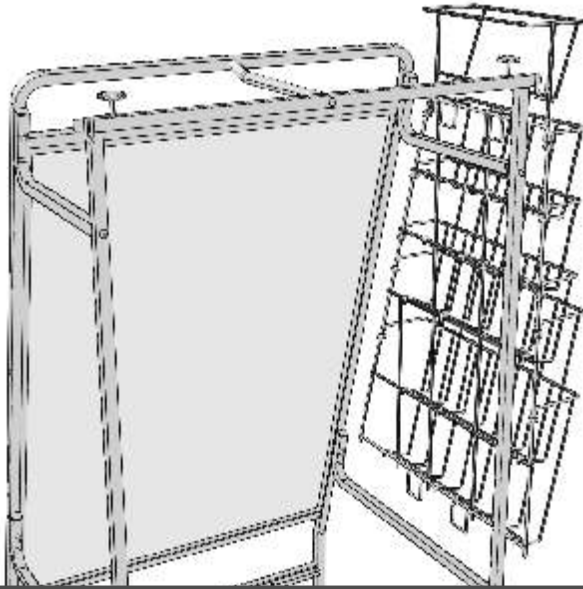
Actual Size:

You will need: (Not to Scale)

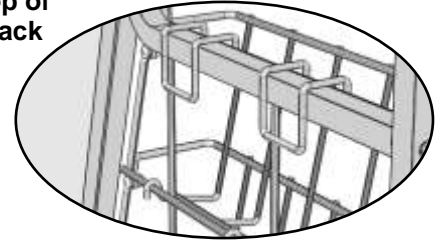


Book Display Rack
1x

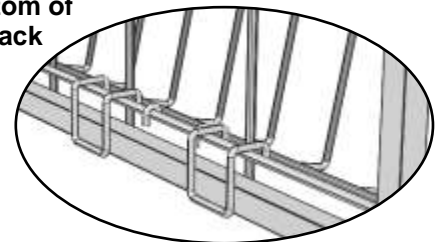
Install Book Display Rack



Top of Rack



Bottom of Rack



9

Actual Size:



(B)
M6x20mm Bolt
x 8



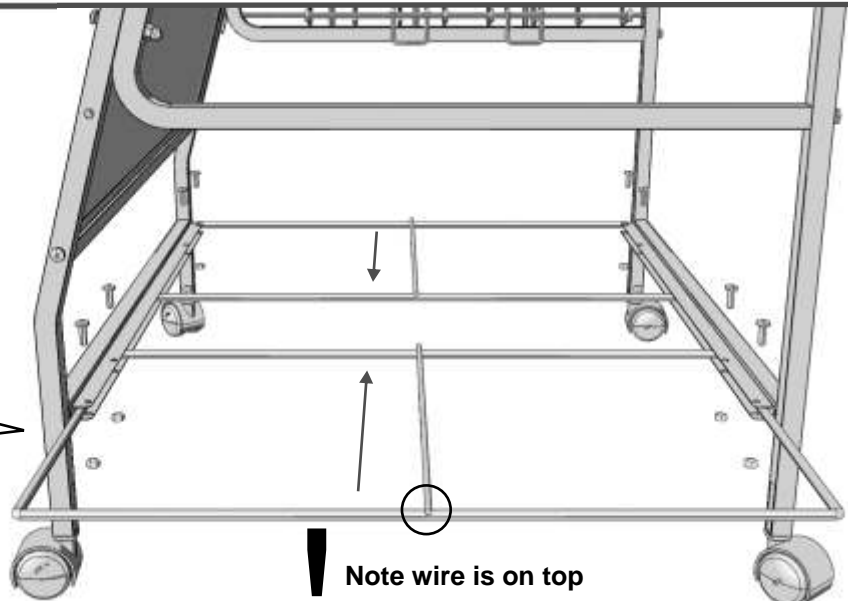
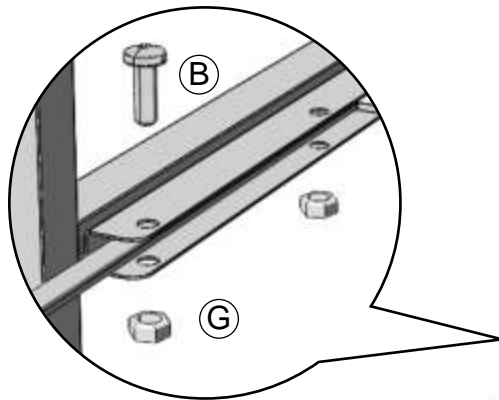
(G)
M6 Lock Nut
x 8

You will need: (Not to Scale)



Bottom Rack
2x

Install Bottom Racks



! Note wire is on top



10

Actual Size:

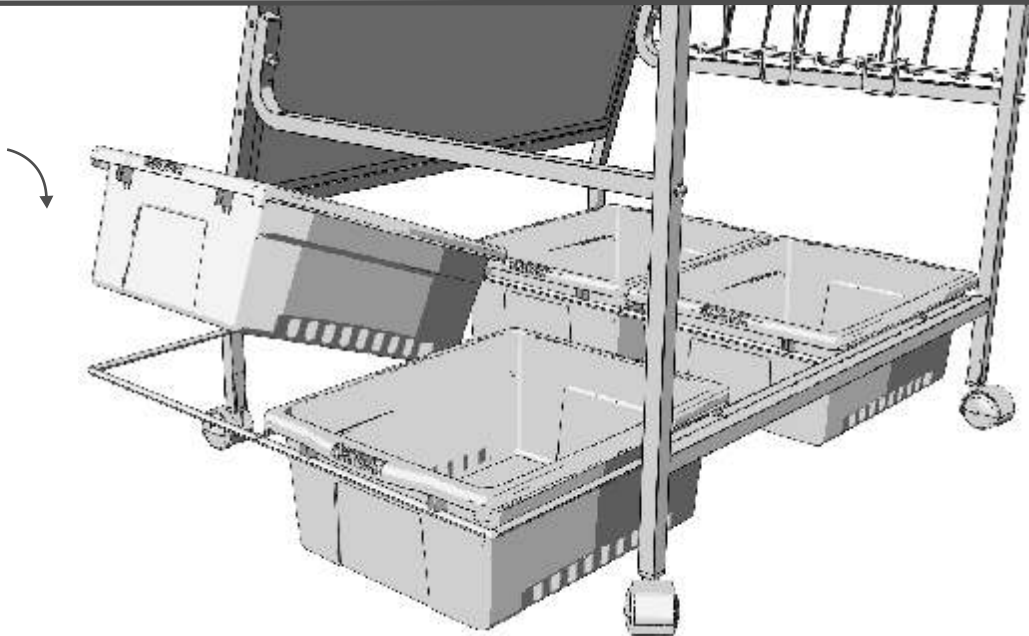
You will need: (Not to Scale)



10 lbs Weight Limit

Open Tub
4x

Install Tubs



11

Actual Size:

You will need: (Not to Scale)



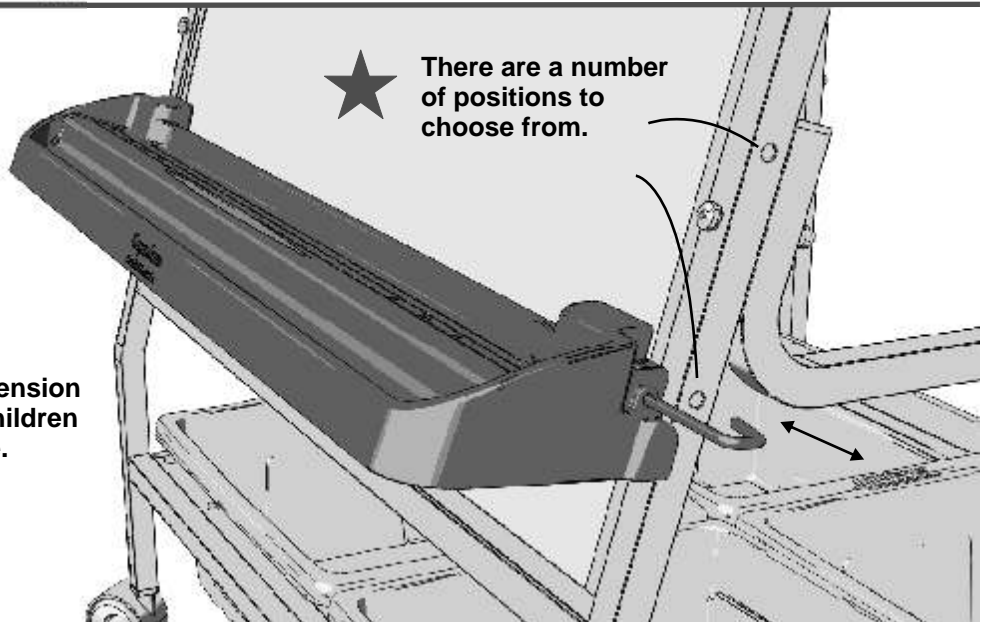
Ultra Safe Book Ledge
1x

Install Book Ledge



There are a number of positions to choose from.

! Please note that the spring tension is designed to discourage children from unhooking Book Ledge.



12

Actual Size:

You will need: (Not to Scale)

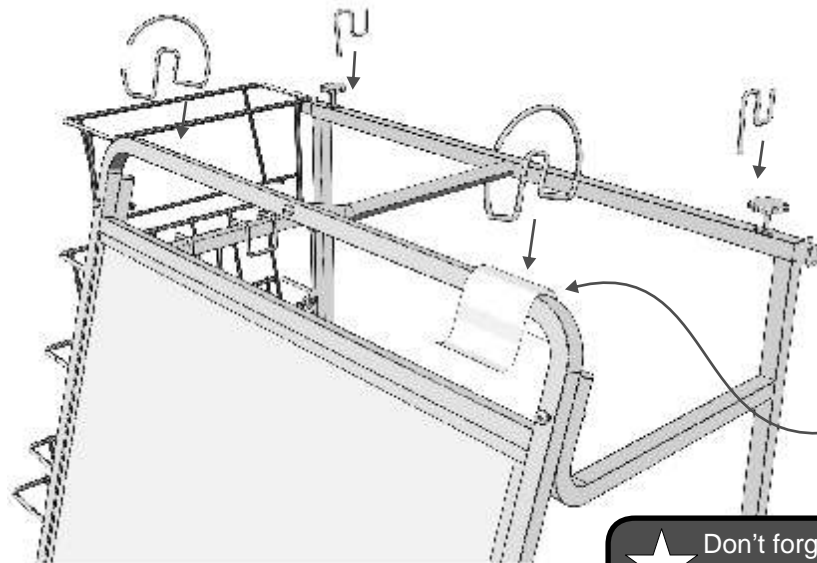


"S" Hook
2x



Loop Hook
2x

Install Loop Hook & "S" Hooks



Tip, to avoid scratching the frame place an empty hardware bag over the frame. Simply remove when finished.



Don't forget to check out our tips for your whiteboard at: www.copernicused.com

13

Actual Size:

You will need: (Not to Scale)

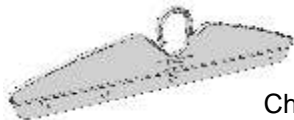
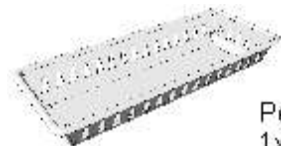


Chart Caddy
10x

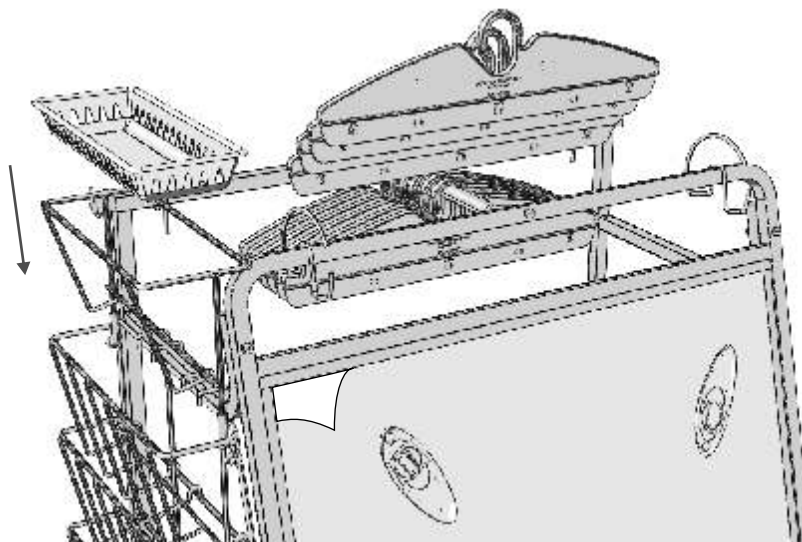


Page Paw
2x



Pencil Basket
1x

Attach Page Paws, Chary Caddies, & Pencil Basket



Don't forget to peel off your protective film from your whiteboard.



Chart Caddy Center *Premium*



Assembly Guide BTHC2_2013_A

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Email info@copernicused.com

Have your packing slip ready for reference

Dear Educator,

Thank you for purchasing one of our products.

I hope the assembly of your **Chart Caddy Center** 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 school 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

