

FTT301, FTT301-USB  
FTT302, FTT320

# Dual Duty Teaching Easel



## Assembly Guide

FTT301,301-USB,302,320\_2019\_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**

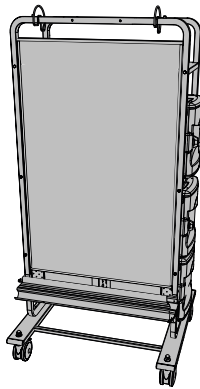
## WARNING



- 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.

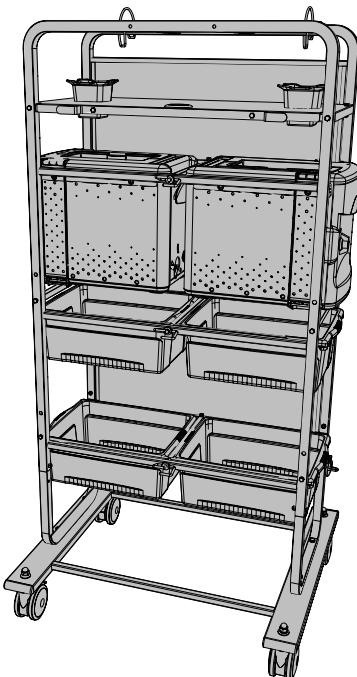


Please follow the frame assembly guide first (found in Box FTT200-1).  
This guide covers the remaining assembly steps for the following SKUs:

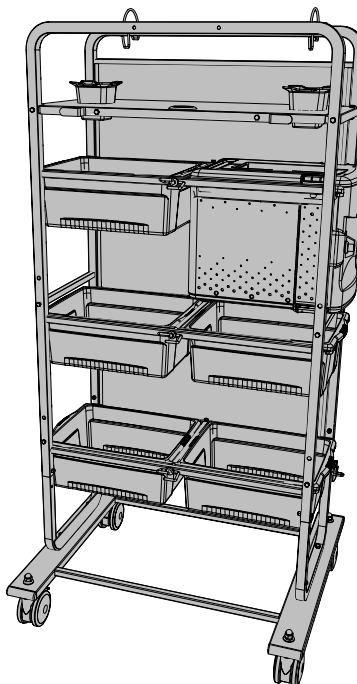


Don't forget to check out our tips for your whiteboard at:  
[www.copernicused.com](http://www.copernicused.com)

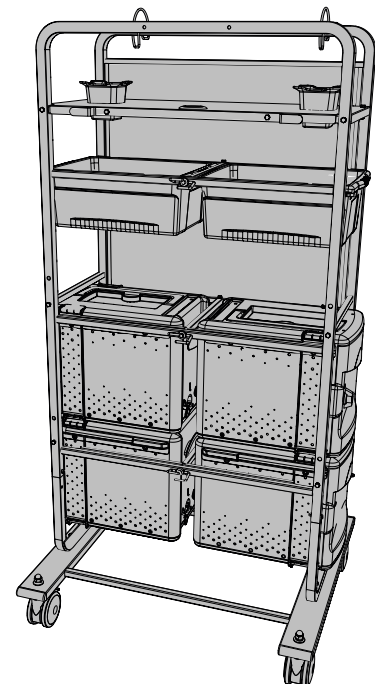
FTT301/FTT301-USB



FTT302



FTT320



Please Recycle

# Dual Duty Teaching Easel



## Assembly Guide FTT301,301-USB,302,320\_2019\_A

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**Have your packing slip ready for reference**

Dear Educator,

Thank you for purchasing the Dual Duty Teaching Easel. We hope it meets all your expectations and you and your students enjoy using it at your school.

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](mailto:info@copernicused.com).

Happy teaching,

Kaylyn Belcourt-McCabe  
President

We do not inherit the earth from our ancestors, we borrow it from our children.

NORTH 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



### Validate Your Warranty

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

**Enter a draw to win a Copernicus Product for your classroom at the same time!**



# Warning! Hazard Risks!

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.



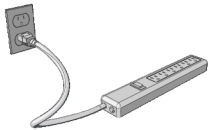
Adult Supervision

This product is to be used under the supervision of an adult.



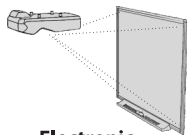
Indoor Use Only

This product is intended for indoor 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.



Power Strip Specifications

Read your power strip electrical specifications. Only plug in devices that are approved for use with this power strip. Connect the supplied power strip directly to a wall outlet. **Do not connect to another power strip or use an extension cord.** Unplug when not in use. **Do not leave this product plugged in for more than 72 consecutive hours.** Turn off power strip before unplugging.



Electronic Equipment

Read the electrical specifications of any electronic equipment you are using with your Copernicus products. Failure to read these specifications and follow their instructions could result in damage to your equipment or personal injury.



Cable Trip Hazard

Ensure that any cables extending across the floor to your product are properly bundled and marked to avoid tripping or falling which may lead to personal injury.



Electrical Shock

Do not install or use the electrical components of this unit during a lightning storm.



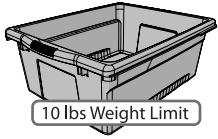
Climb Hazard

Do not climb on, hang from or suspend objects from any components of your product unless otherwise specified.

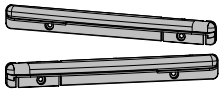
**FTT301**  
**FTT301-USB**

# Dual Duty Teaching Easel

**FTT301-CB**

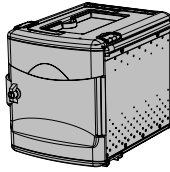


Open Tub  
**4x**

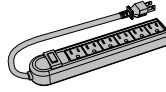


Tub Rails  
Left **2x**  
Right **2x**

**FTT700 (2x)**



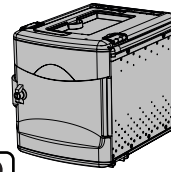
Tech Tub 2°  
6 Device Tub  
**1x**



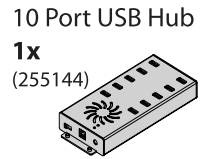
6 outlet  
Power Strip  
**1x**  
(25515)

**FTT301 Only**

**FTT700-C (2x)**



Tech Tub 2°  
6 Device Tub  
**1x**



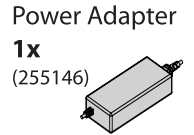
10 Port USB Hub  
**1x**  
(255144)



Power Cord  
**1x**



USB "B" Cable  
**1x**



Power Adapter  
**1x**  
(255146)

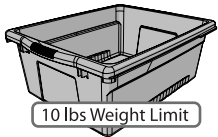
**FTT301-USB Only**

**OR**

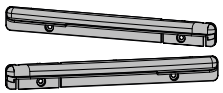
**FTT302**

# Dual Duty Teaching Easel

**FTT302-CB**

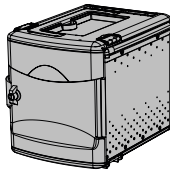


Open Tub  
**5x**

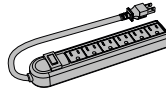


Tub Rails  
Left **1x**  
Right **1x**

**FTT700 (1x)**



Tech Tub 2°  
6 Device Tub  
**1x**

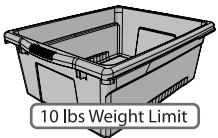


6 outlet  
Power Strip  
**1x**  
(25515)

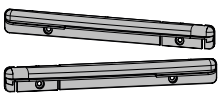
**FTT320**

# Dual Duty Teaching Easel

**FTT320-CB**

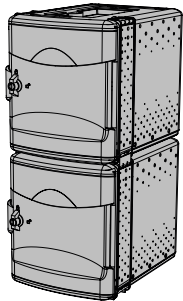


Open Tub  
**2x**

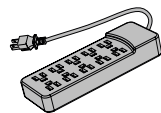


Tub Rails  
Left **2x**  
Right **2x**

**FTT1100 (2x)**



Tech Tub 2°  
10 Device Tub  
**1x**



10 outlet  
Power Strip  
(255159)  
**1x**

# Tips for Assembly

## Watch for These Helpful Symbols

- This symbol denotes a 2 Person Task. For safety, please ensure that there are the suggested number of people working on steps displaying this symbol.
- Watch for this symbol throughout the Assembly Guide. 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

- 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.



**!** Please note that in its unassembled state, this product contains parts that can be hazardous to small children. This product should be assembled by an adult.

**!** Please note, star washers are critical components for electrical safety. Star washers must be included and fasteners fully tightened to prevent the risk of electric shock..



## 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 labels 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.

# Customer Service - FAQ's



### For missing parts and other issues regarding this product:

Please call Copernicus Customer Service, where we will be happy to help.  
1-800-267-8494.

Monday - Friday 8:30am - 4:30 pm EST.  
OR

Email our Tech Support Service at  
[info@copernicused.com](mailto:info@copernicused.com)

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



[www.copernicused.com](http://www.copernicused.com)

### Need Tech Support? Have a Question?



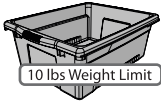
Email our Tech Support Service

1

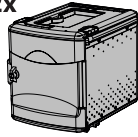
You will need: (Not to Scale)

**FTT301/FTT301-USB**

Open Tub  
4x

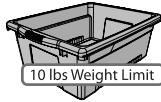


Tech Tub<sup>2</sup><sup>®</sup>  
6 Device Tub  
2x

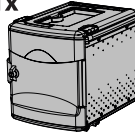


**FTT302**

Open Tub  
5x

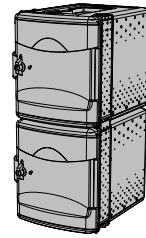
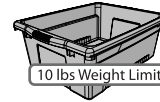


Tech Tub<sup>2</sup><sup>®</sup>  
6 Device Tub  
1x



**FTT320**

Open Tub  
2x



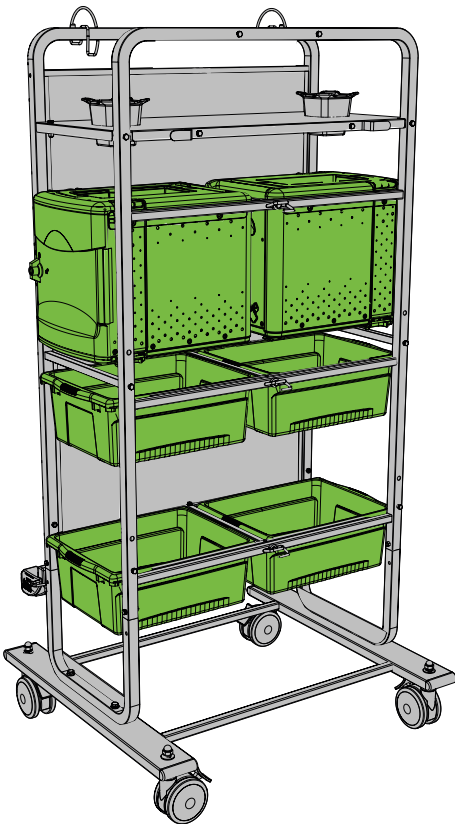
Tech Tub 2<sup>®</sup>  
10 Device  
Main Body  
2x

**Install All Tech Tub<sup>2</sup><sup>®</sup> and Open Tubs into Rails in the Dual Duty Easel**

**!** Follow the Tech Tub<sup>2</sup><sup>®</sup> assembly guide (located inside the Tech Tub<sup>2</sup><sup>®</sup>) before continuing:

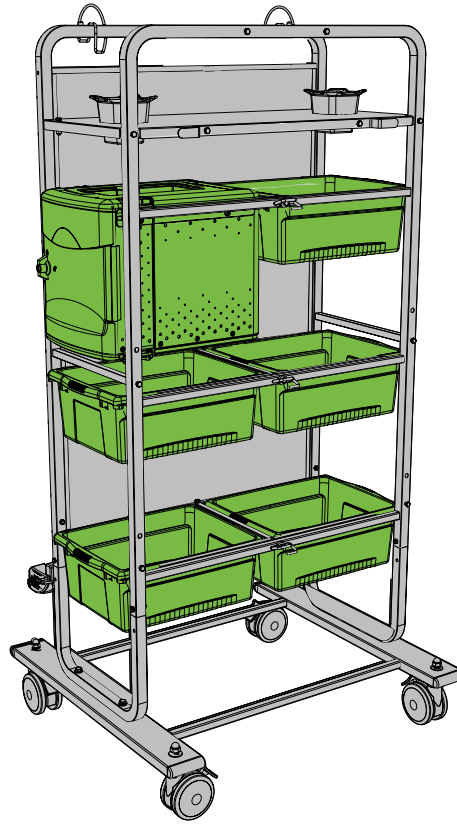
**FTT301**

(2x 6 device Tech Tubs  
4x Open Tubs)



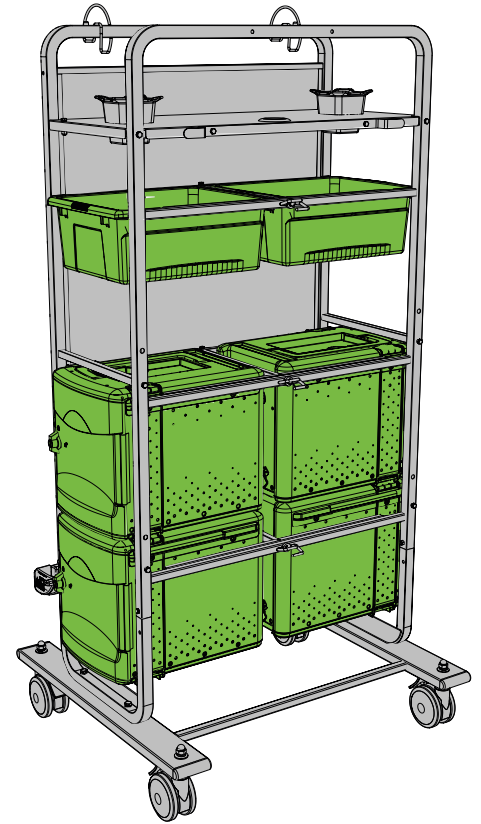
**FTT302**

(1x 6 device Tech Tub  
5x Open Tubs)



**FTT320**

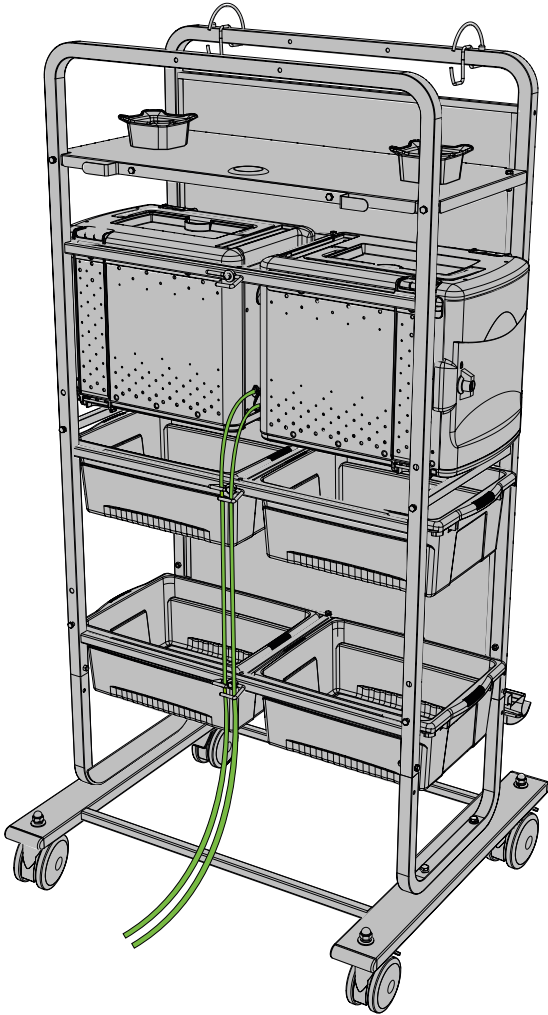
(2x 10 device Tech Tubs  
2x Open Tubs)



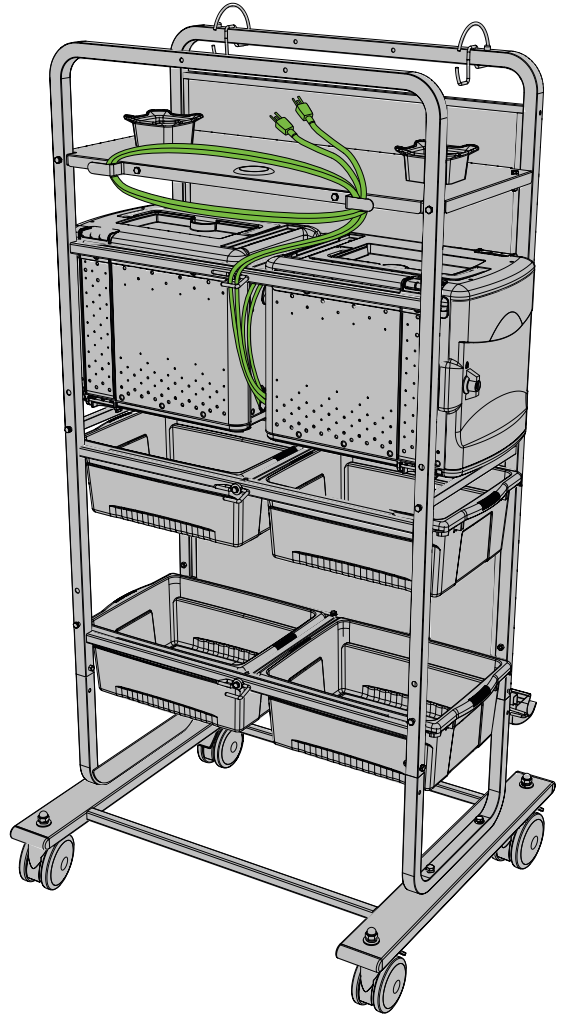


## Cable Management for FTT301/301-USB

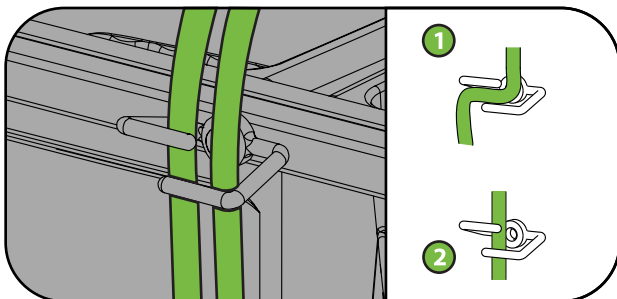
Setup Cable for Charging



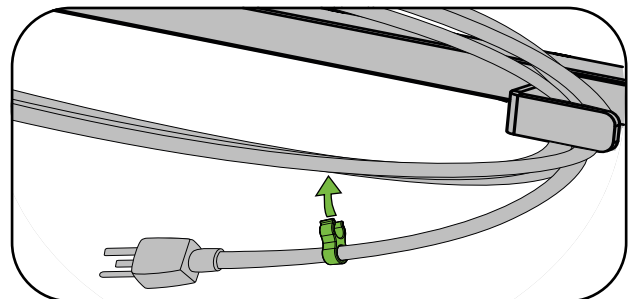
Setup Cable for Moving



1 Insert Power Cables into Cable Guides

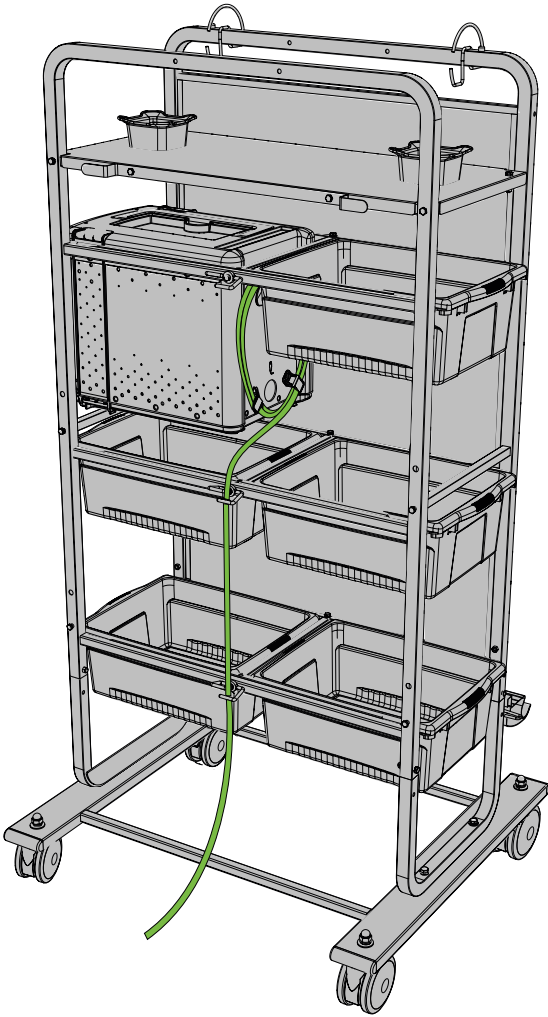


2 Secure end of Power Cable with Cable Clip

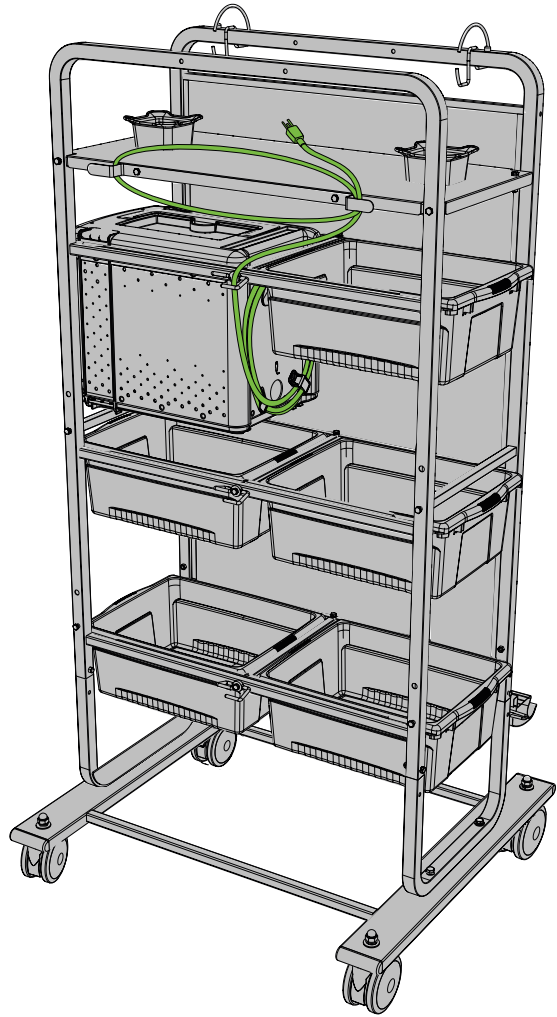


# Cable Management for FTT302

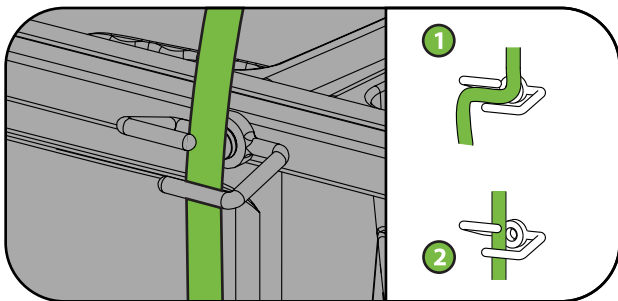
Setup Cable for Charging



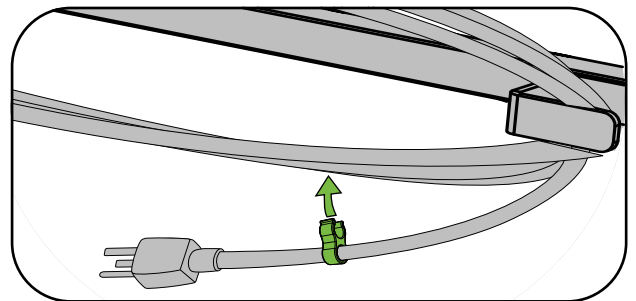
Setup Cable for Moving



1 Insert Power Cables into Cable Guides



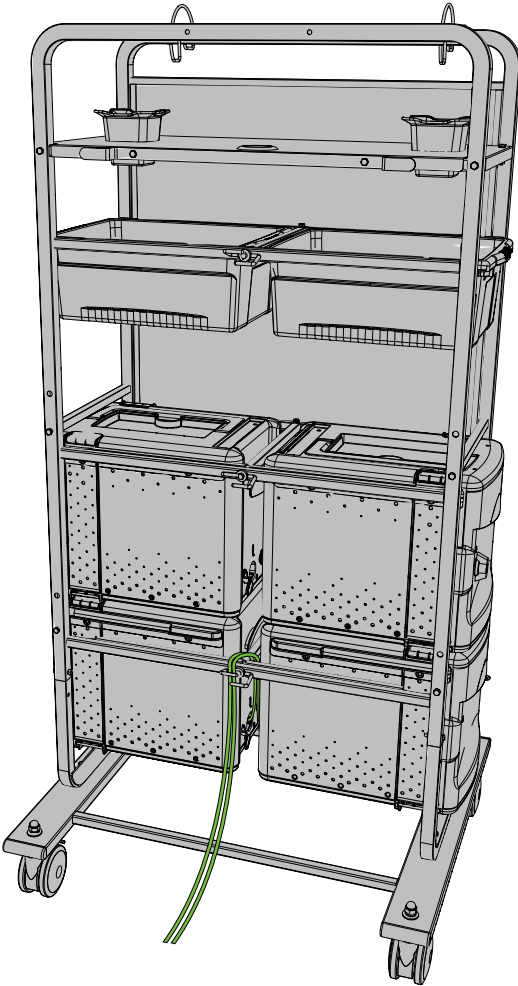
2 Secure end of Power Cable with Cable Clip



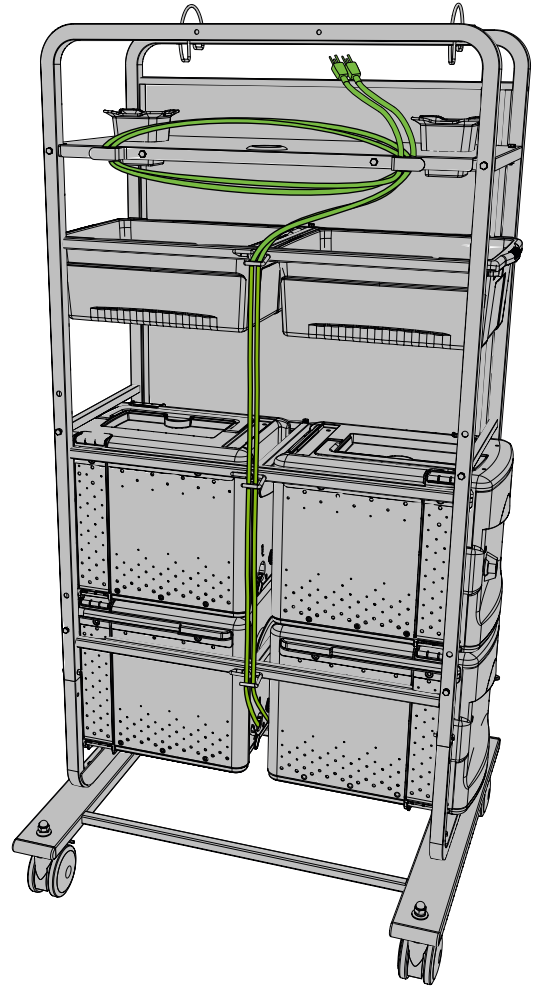


## Cable Management for FTT320

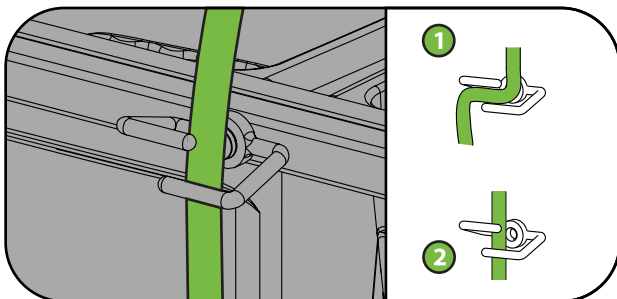
Setup Cable for Charging



Setup Cable for Moving



- 1** Insert Power Cables into Cable Guides



- 2** Secure end of Power Cable with Cable Clip

