

# Dual Duty Teaching Easel



## Assembly Guide

FTT300 Series\_Frame\_2019\_B

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**

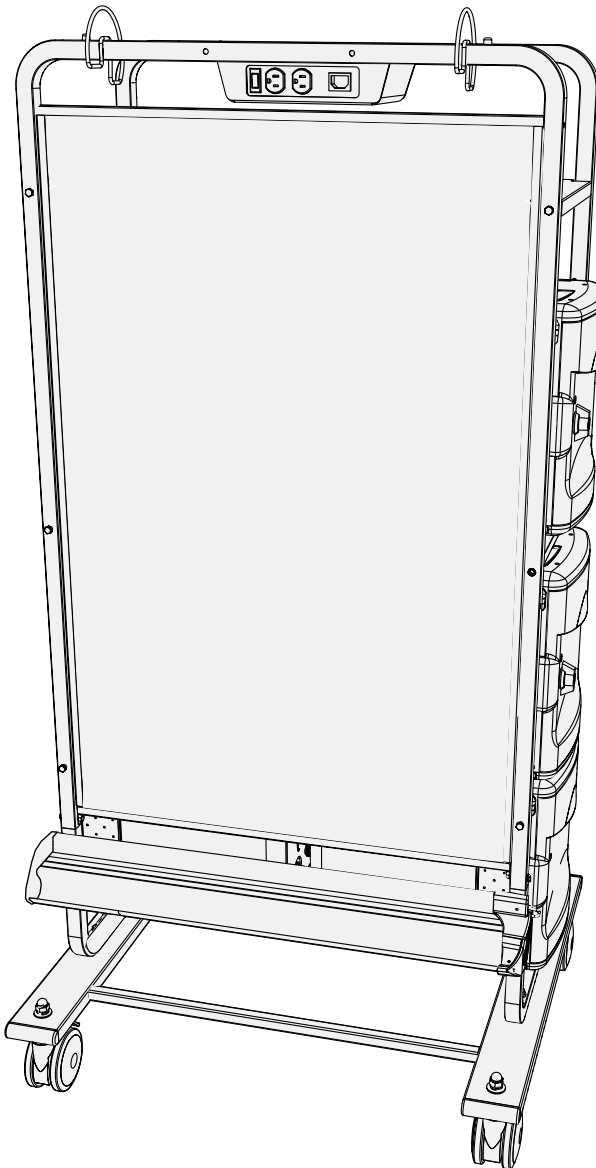
### WARNING



- 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.



**This assembly guide is for the frame assembly only! Please look inside one of the boxes listed in the table below for SKU specific instructions:**



SKU	BOX LABEL:
FTT300	FTT300-CB
FTT301	FTT301-CB
FTT302	FTT302-CB
FTT320	FTT320-CB
FTT324	FTT324-CB



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

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



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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.



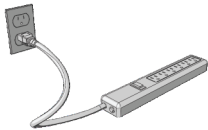
Adult  
Supervision

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



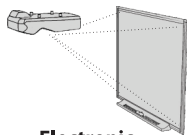
Indoor Use  
Only

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.

# Dual Duty Teaching Easel

## Before beginning, you should have:

Additional tools required:



Rubber Mallet  
1x



Adjustable Wrench  
1x

OR

19mm wrench  
1x

### FTT200-0



Front  
Frame  
1x

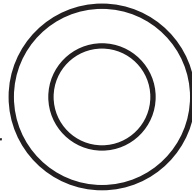


Rear  
Frame  
1x

### Hardware Actual Size

(A)

M12  
Flat  
Washer  
8x



(B)

M8 x 65mm 4x



(D)

M6 x 40mm x11



(C)

M6 Star  
Washer  
x40



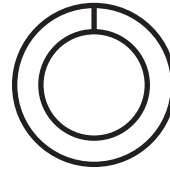
(E)

M6 x 35mm 6x



(F)

M12  
Lock  
Washer  
4x



(G)

M6 x 30mm 7x



(H)

M8  
Nut  
4x



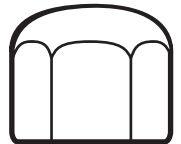
(I)

M6  
Nut  
x13



(J)

M12  
Cap  
Nut  
4x



(K)

M8 Star  
Washer  
8x



### FTT200-1

U-Frame  
2x



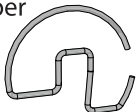
Tiny Tub  
2x  
(CC4072)



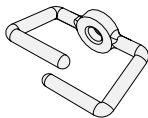
10mm, 13mm  
Hex Wrench  
2x



Chart Paper  
Loop  
2x



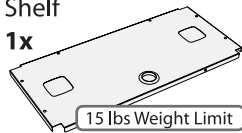
Cable  
Guide  
3x



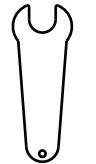
Cable Hook  
1x



Shelf  
1x



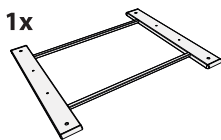
4" Caster  
Wrench  
1x



Safety Cap Bookledge  
1x



Base  
1x



In FTT200-1

Centre Stretcher  
3x



4" Twin Wheel  
Caster  
4x



Side Stretcher  
2x



Shelf Stretcher  
2x



# 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

### 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

Actual Size:

(E) M6 x 35mm  
2x



(C) M6 Star Washer  
x4



(I) M6 Nut  
2x

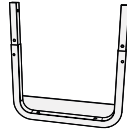


2-Person Task

You will need: (Not to Scale)

U-Frame

2x



Rear Frame  
1x



10mm, 13mm  
Hex Wrench  
2x



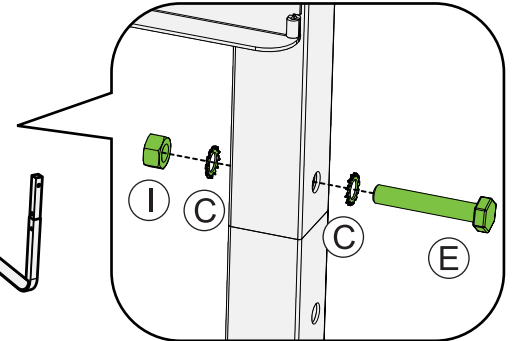
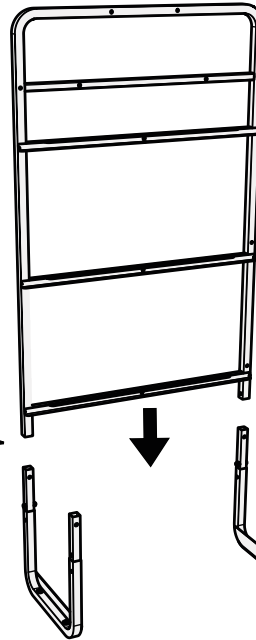
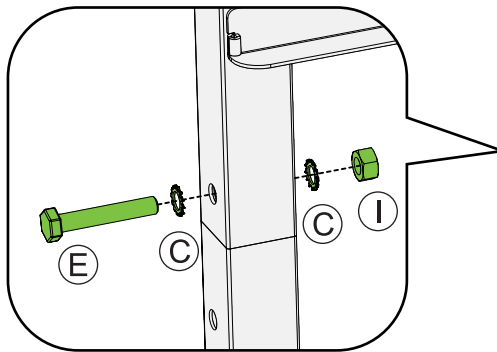
Rubber Mallet 1x



### Assemble Rear Frame to U-Frames

**!** 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.

(C) M6 Star Washer  
4x



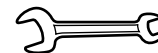
2

You will need: (Not to Scale)

Front Frame  
1x

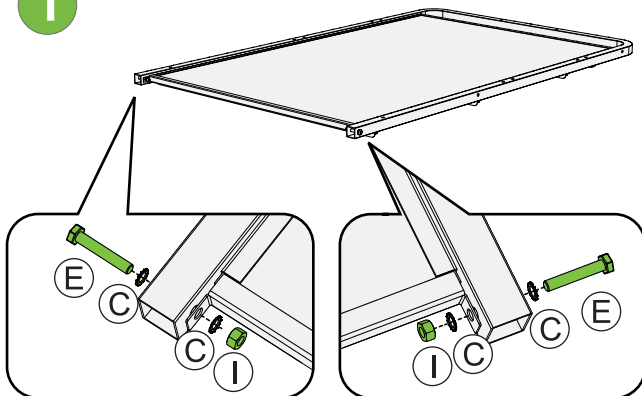


10mm, 13mm  
Hex Wrench  
2x

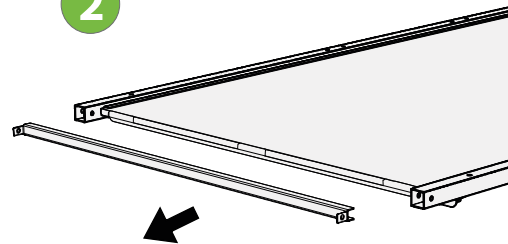


### Disassemble Bottom Channel

1



2



**!** Handle the whiteboard with caution!  
At this point in the assembly process, it can still slide out of the frame.

**!** Do not throw the hardware or Channel away. You will use them again in Step 4.

3

Actual Size:

(E) M6 x 35mm  
2x



(C) M6 Star  
Washer  
x4



(I) M6 Nut  
2x



You will need: (Not to Scale)

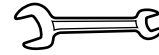
Rubber  
Mallet 1x



Front  
Frame  
1x



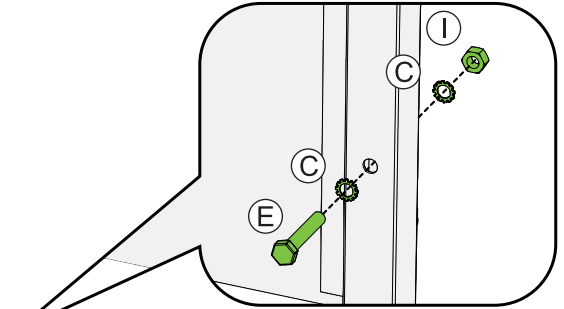
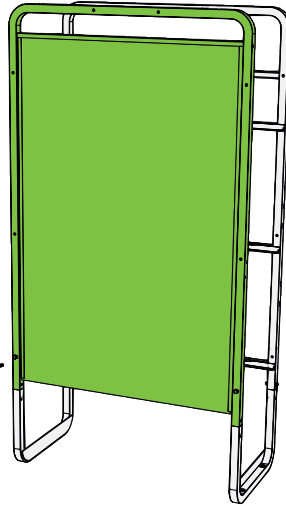
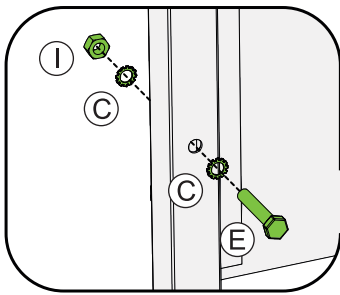
10mm, 13mm  
Hex Wrench  
2x



### Assemble Front Frame to U-Frames

**Important electrical  
safety component.**

(C) M6 Star  
Washer  
4x



**Whiteboard may not stay in place  
until channel is reinstalled in step 4.**

4

Actual Size:

(E) M6 x 35mm  
2x



(C) M6 Star  
Washer  
4x



(I) M6 Nut  
2x

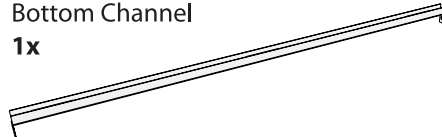


**Use hardware  
from Step 2.**



You will need: (Not to Scale)

Bottom Channel  
1x



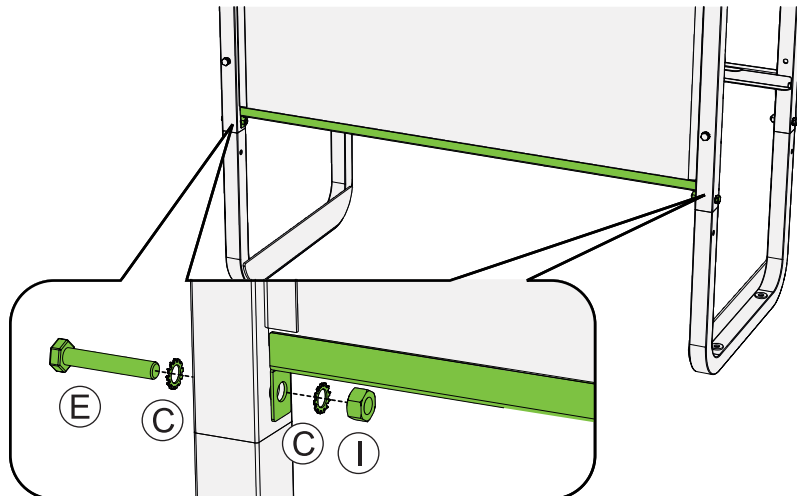
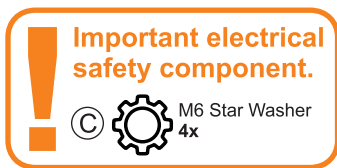
10mm, 13mm  
Hex Wrench  
2x



### Reinstall Bottom Channel

**Important electrical  
safety component.**

(C) M6 Star  
Washer  
4x

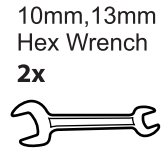
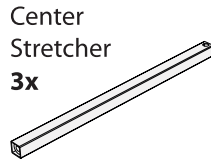


5

Actual Size:

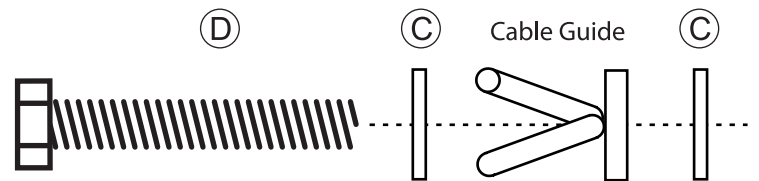
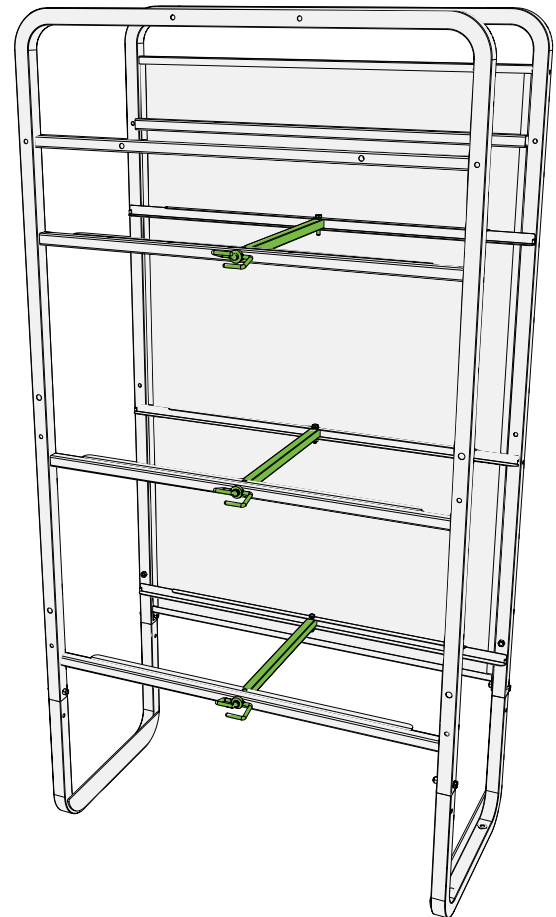
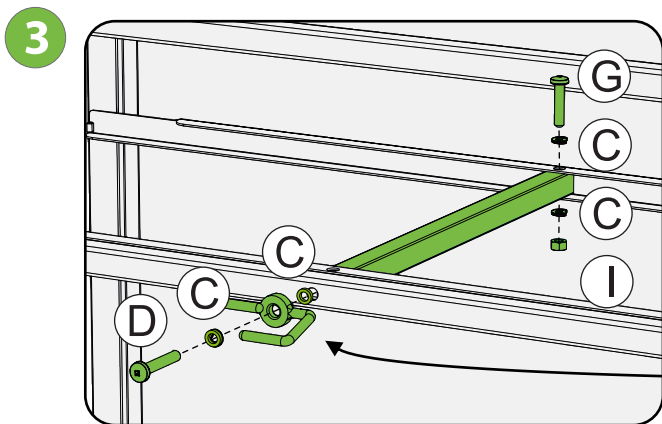
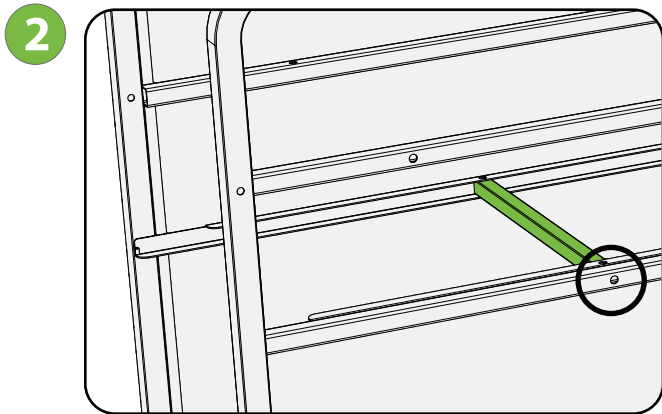
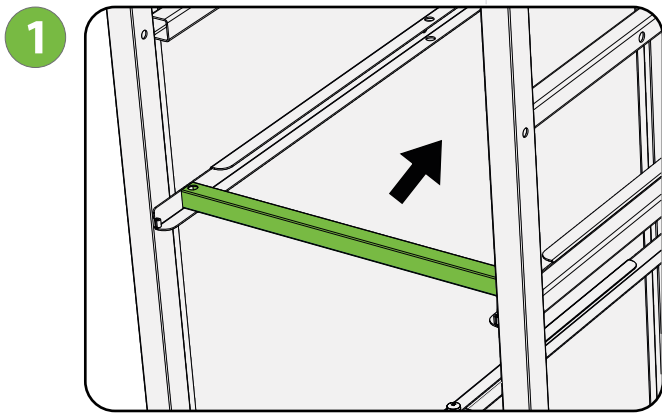


You will need: (Not to Scale)



### Assemble Center Stretchers and Cable Guides

**Important electrical safety component.**  
(C)  M6 Star Washer 12x

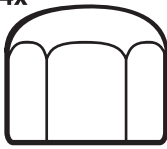




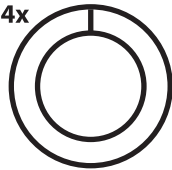
6

Actual Size:

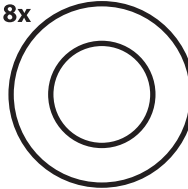
(J) M12 Cap Nut  
4x



(F) M12 Lock Washer  
4x



(A) M12 Flat Washer  
8x



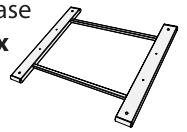
You will need: (Not to Scale)

4" Twin Wheel  
Caster  
4x

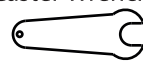


Base

1x



4" Caster Wrench  
1x



Adjustable  
Wrench  
1x

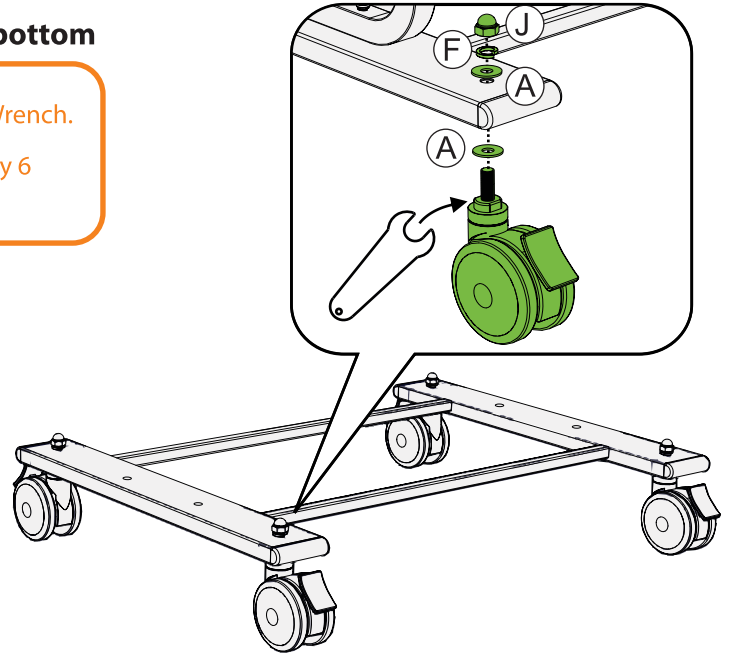
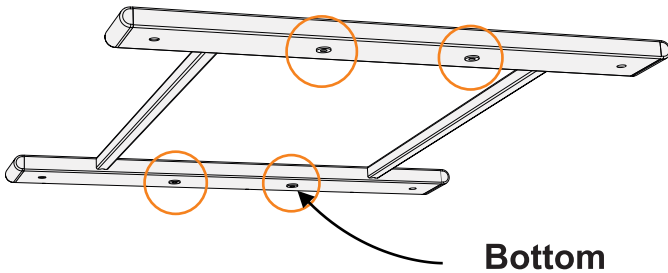


OR 19mm  
Wrench  
1x

### Assemble Casters to Base

Ensure Base is oriented with welded on washers on bottom

- ! Tighten M12 cap nuts using an Adjustable Wrench or 19mm Wrench.
- ! Keep Caster Wrench with unit. Casters must be tightened every 6 months for proper maintenance.



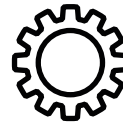
7

Actual Size:

(B) M8 x 65mm  
4x



(K) M8 Star  
Washer  
8x



(H) M8 Nut  
4x



2-Person Task

You will need: (Not to Scale)

10mm, 13mm  
Hex Wrench  
2x



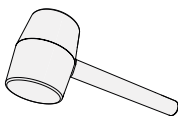
### Assemble Main Frame to Base

! Important electrical  
safety component.

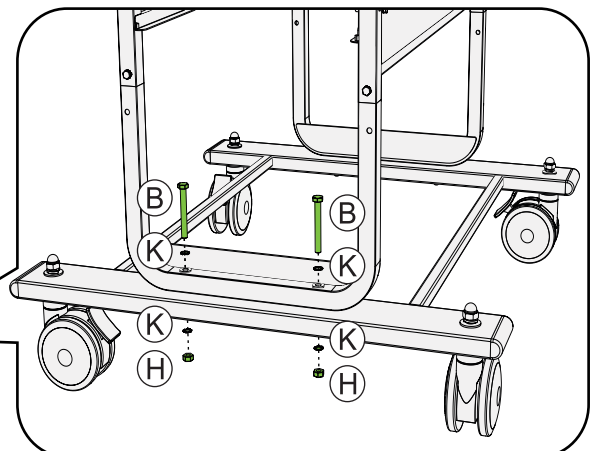
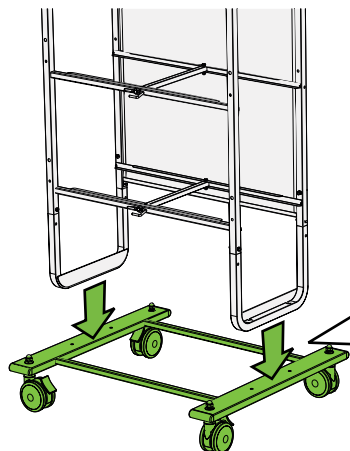
(K) M8 Star  
Washer  
8x



★ Rubber  
Mallet 1x



Sometimes you need to  
tap in the bolts to go  
through the holes.



8

Actual Size:

D M6 x 40mm  
4x

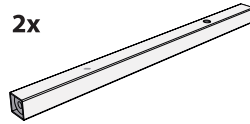


C M6 Star  
Washer  
4x

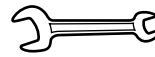


You will need: (Not to Scale)

Shelf Stretcher  
2x




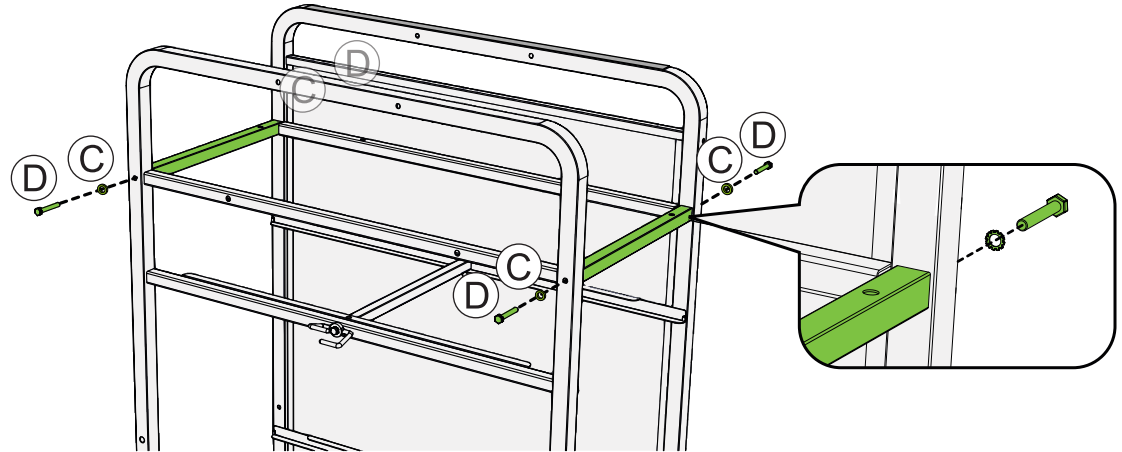
10mm, 13mm  
Hex Wrench  
2x



### Assemble Shelf Stretchers

**Important electrical safety component.**

C  M6 Star Washer  
4x



9

Actual Size:

G M6 x 30mm  
4x



C M6 Star  
Washer  
8x

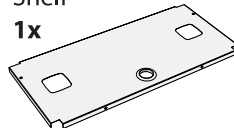


I M6 Nut  
4x



You will need: (Not to Scale)

Shelf  
1x



Cable Hook  
1x



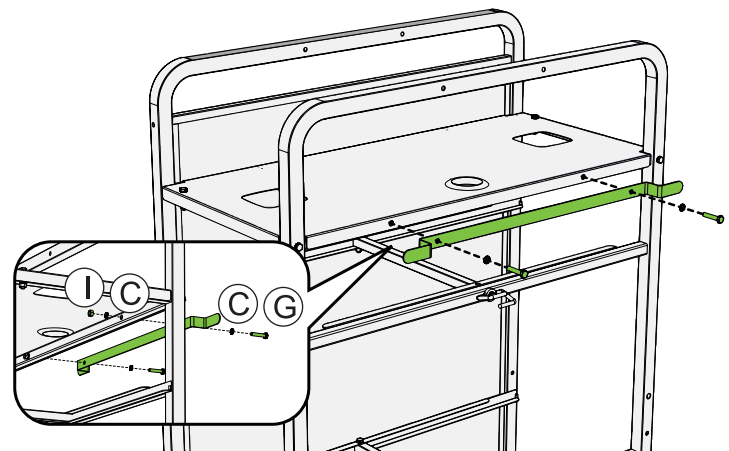
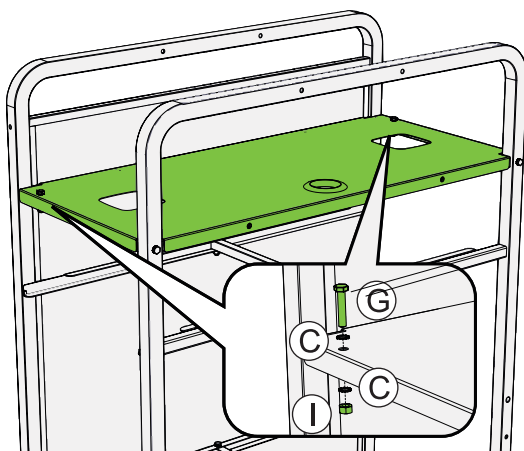
10mm, 13mm  
Hex Wrench  
2x



### Assemble Shelf and Cable Hook

**Important electrical safety component.**

C  M6 Star Washer  
4x



10

Actual Size:

(D) M6 x 40mm  
4x

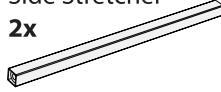


(C) M6 Star  
Washer  
4x

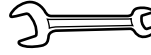


You will need: (Not to Scale)

Side Stretcher  
2x



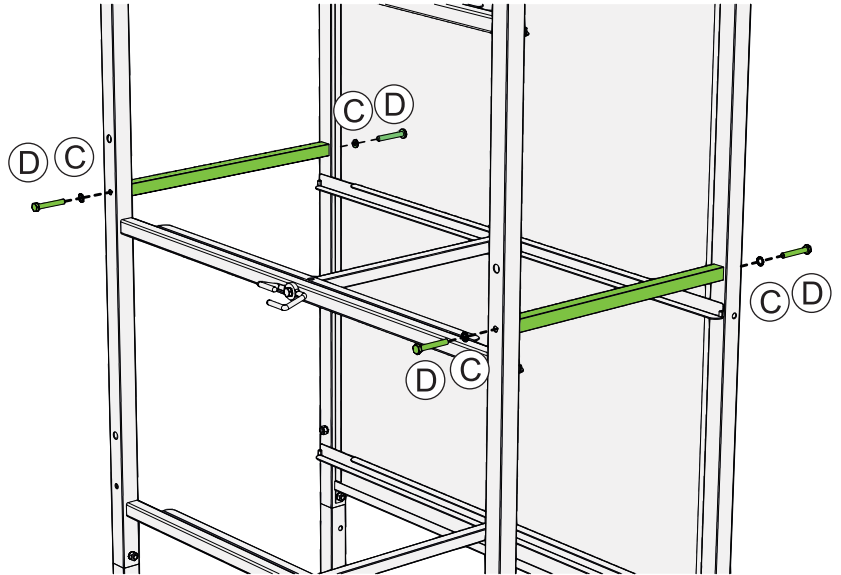
10mm, 13mm  
Hex Wrench  
2x



### Assemble Side Frame Stretchers

**Important electrical safety component.**

(C) M6 Star Washer  
4x



11

Actual Size:

(E) M6 x 35mm  
2x



(C) M6 Star  
Washer  
4x



(I) M6 Nut  
2x



You will need: (Not to Scale)

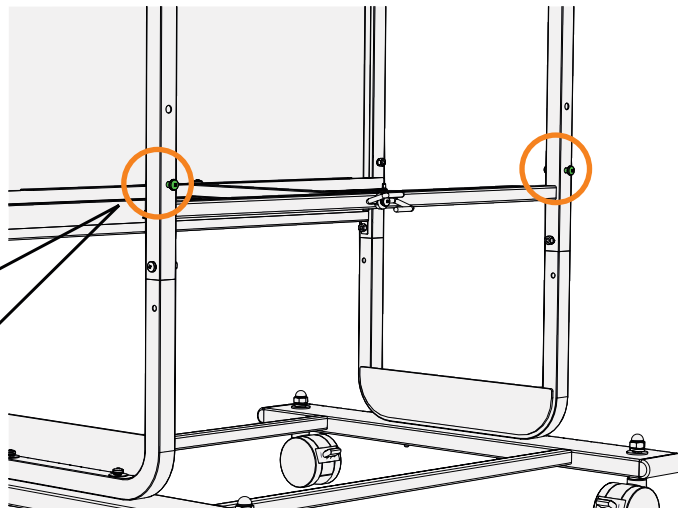
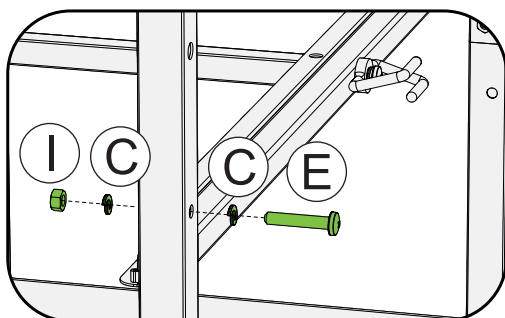
10mm, 13mm  
Hex Wrench  
2x



### Install hardware on Rear Frame and U-Frames

**Important electrical safety component.**

(C) M6 Star Washer  
4x

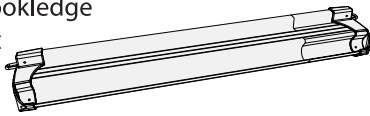


12

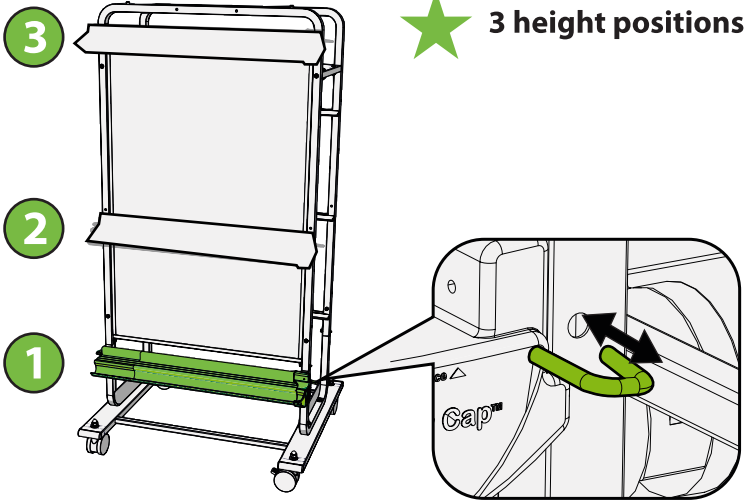
You will need: (Not to Scale)

Safety Cap  
Bookledge

1x



### Install Bookledge

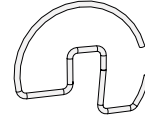


13

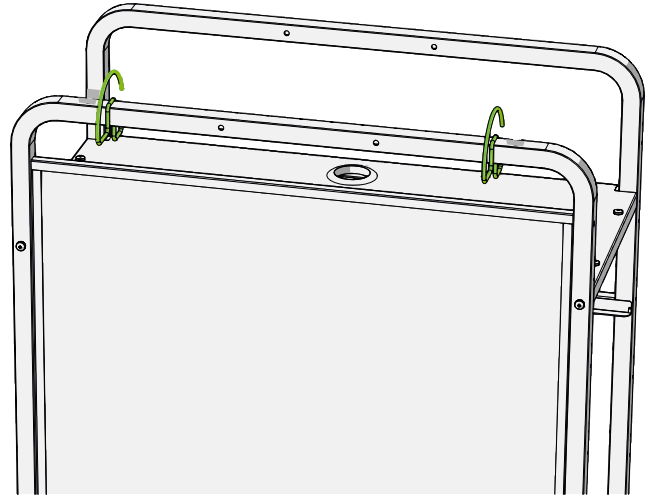
You will need: (Not to Scale)

Chart Paper  
Loop

2x



### Add Chart Paper Loops



14

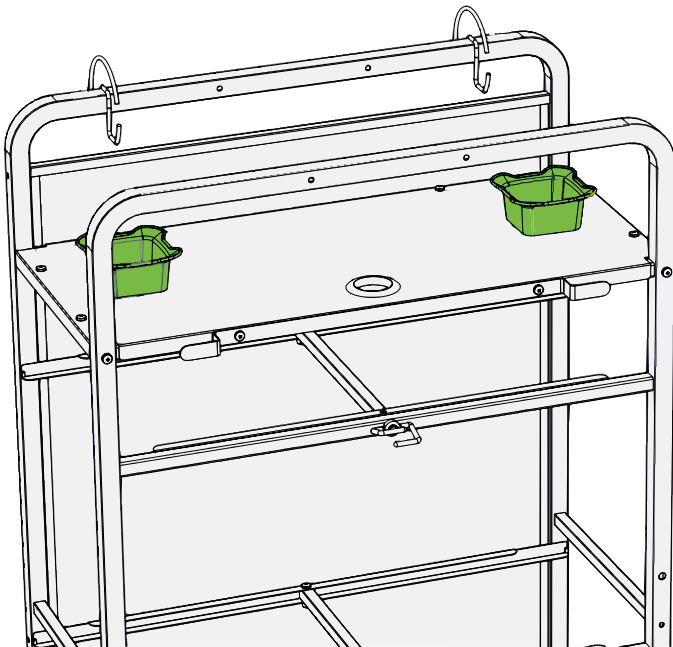
You will need: (Not to Scale)

Tiny Tub

2x



### Add Tiny Tubs



To continue the assembly please look for SKU specific assembly instructions inside one of the following boxes (you will only have one):

SKU	BOX LABEL:
FTT300	FTT300-CB
FTT301	FTT301-CB
FTT302	FTT302-CB
FTT320	FTT320-CB
FTT324	FTT324-CB