

# Dual Duty Teaching Easel



## Assembly Guide FTT200\_2016\_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)

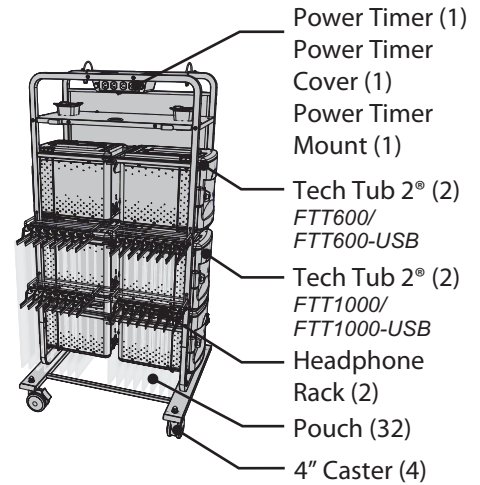
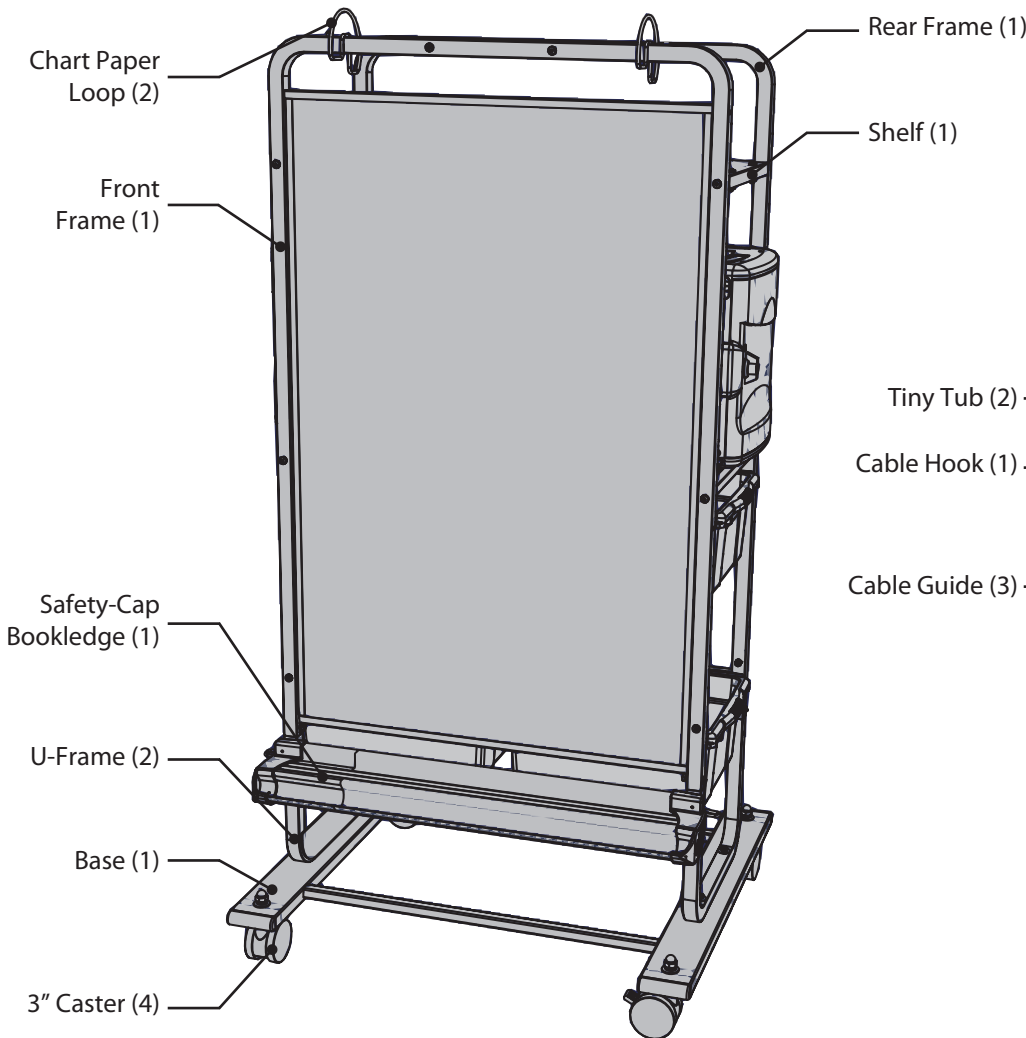
**Have your packing slip ready for reference**

### WARNING !

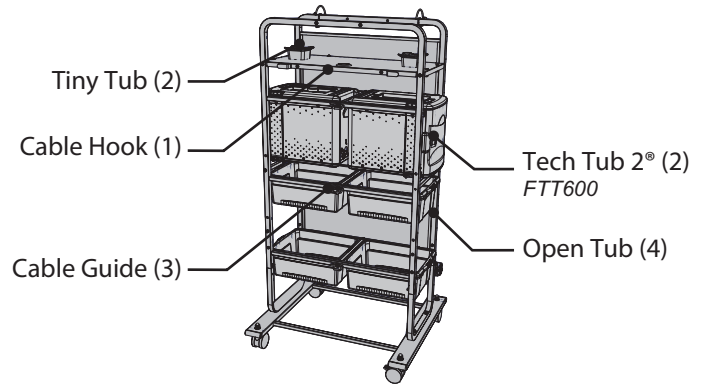
- This product is meant to be assembled by an adult.
- In its unassembled state, small parts present a hazard.
- To be used under direct supervision of an adult.



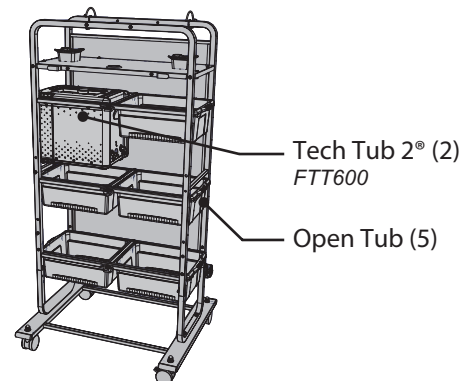
Don't forget to check out our tips for your whiteboard at:  
[www.copernicused.com](http://www.copernicused.com)



**FTT200/FTT200-USB**



**FTT201/FTT201-USB**



**FTT202**



# Dual Duty Teaching Easel



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

**Have your packing slip ready for reference**

Dear Educator,

Thank you for purchasing one of our products. I hope that the Dual Duty Teaching Easel is useful in your classroom.

If you have any questions, concerns, or ideas please contact us by telephone at 1-800-267-8494 or email at [info@copernicused.com](mailto:info@copernicused.com).

Jim Phillips  
Chief Cook and Bottle Washer



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

**Life Time**

Tech Tub 2  
Warranty

**Life Time**

Tub  
Warranty

**5 Year**

Frame  
Warranty

**1 Year**

Electrical  
Components  
Warranty

### 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.



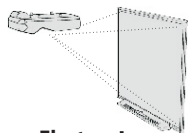
Indoor Use Only

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 x1



### FTT200-0



Front Frame  
x1



Rear Frame  
x1

### Hardware Actual Size

(A)

M12 Flat Washer  
x12



(B)

M8 x 65mm (x4)



(D)

M6 x 40mm (x11)



(C)

M6 Star Washer  
x37



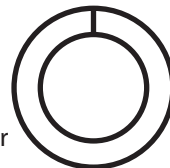
(E)

M6 x 35mm (x6)



(F)

M12 Lock Washer  
x4



(G)

M6 x 30mm (x7)



(H)

M8 Nut  
x4



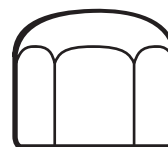
(I)

M6 Nut  
x13



(J)

M12 Cap Nut  
x4



(K)

M8 Star Washer  
x8



### FTT200-1

U-Frame  
x2



Tiny Tub  
x2  
(CC4072)

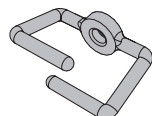


M5/M6/M8 Hex Wrench  
x2

Chart Paper Loop  
x2



Cable Guide  
x3

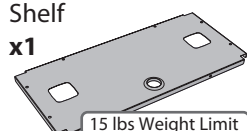


4" Caster Wrench  
x1

Cable Hook  
x1

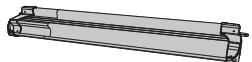


Shelf  
x1

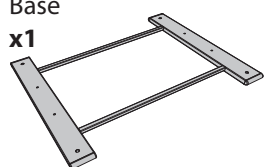


3" Caster Wrench  
x1

Safety Cap Bookledge  
x1



Base  
x1



Centre Stretcher  
x3



Side Stretcher  
x2



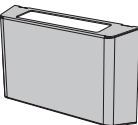
Shelf Stretcher  
x2



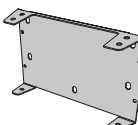
In FTT200-1

### FTT200-2

Power Timer Cover  
x1



Power Timer Mounting Bracket  
x1



Power Timer Stretcher  
x2

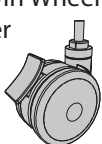


In FTT200-2

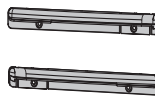
Headphone Rack  
x2



4" Twin Wheel Caster  
x4



Tub Rails Left  
x4



Right  
x4

### Hardware Actual Size

(L)

M5 Thumb Nut  
x4



(M)

M6 x 15mm Thumb Screw  
x2



(D)

M6 x 40mm  
x4

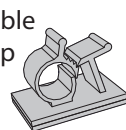


(G)

M6 x 30mm  
x4



Cable Clip  
x1



(I)  
M6 Nut  
x4



(C)  
M6 Star Washer  
x16

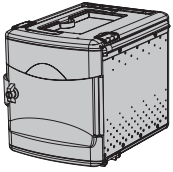




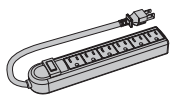
**FTT200**

# Dual Duty Teaching Easel

**FTT600-A (x1)**

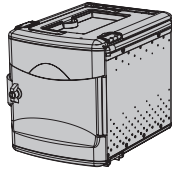


Tech Tub 2®  
(FTT600-A)  
**x1**

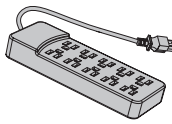


6 outlet  
Power Strip  
**x1**  
(25515)

**FTT600-B (x2)**

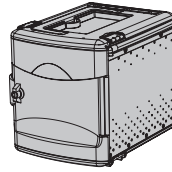


Tech Tub 2®  
(FTT600-B)  
**x1**



10 Outlet  
Power Strip  
**x1**  
(255159)

**FTT600-D (x1)**



Tech Tub 2®  
(FTT600-D)  
**x1**

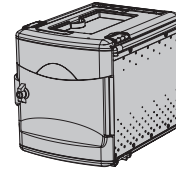


Power  
Timer  
**x1**  
(25526)



Power  
Timer  
Cable  
**x1**

**FTT600-E (x1)**



Tech Tub 2®  
(FTT600-E)  
**x1**

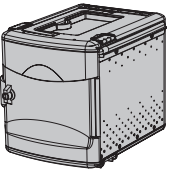


Pouch  
x32  
(HU2200-0)

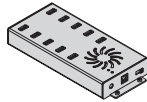
**FTT200-USB**

# Dual Duty Teaching Easel

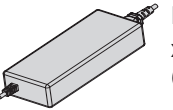
**FTT600-C (x4)**



Tech Tub 2®  
(FTT600-C)  
**x1**



10 Port USB Hub  
**x1**  
(255144)



Power Adapter  
**x1**  
(255145)

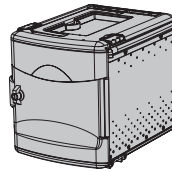


USB "B" Cable  
**x1**



Power Cord  
**x1**  
North American  
power cord shown.

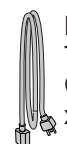
**FTT600-D (x1)**



Tech Tub 2®  
(FTT600-D)  
**x1**

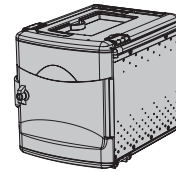


Power  
Timer  
**x1**



Power  
Timer  
Cable  
**x1**

**FTT600-E (x1)**



Tech Tub 2®  
(FTT600-E)  
**x1**



Pouch  
**x32**  
(HU2200-0)

# Dual Duty Teaching Easel

## Before beginning, you should have:

Additional tools required:

Rubber Mallet x1



### FTT200-0



Front Frame  
x1



Rear Frame  
x1

### Hardware Actual Size

(A)

M12 Flat Washer  
x12



(B)

M8 x 65mm (x4)



(D)

M6 x 40mm (x11)



(C)

M6 Star Washer  
x37



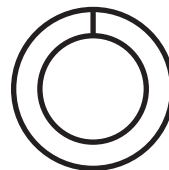
(E)

M6 x 35mm (x6)



(F)

M12 Lock Washer  
x4



(G)

M6 x 30mm (x7)



(H)

M8 Nut  
x4



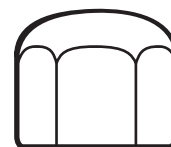
(I)

M6 Nut  
x13



(J)

M12 Cap Nut  
x4



(K)

M8 Star Washer  
x8

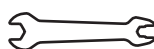


### FTT200-1

U-Frame  
x2



Tiny Tub  
x2  
(CC4072)

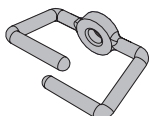


M5/M6/M8 Hex Wrench  
x2

Chart Paper Loop  
x2



Cable Guide  
x3

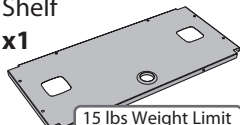


4" Caster Wrench  
x1

Cable Hook  
x1



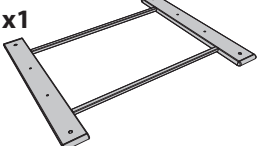
Shelf  
x1



Safety Cap Bookledge  
x1



Base  
x1



3" Caster Wrench  
x1

Centre Stretcher  
x3



Side Stretcher  
x2

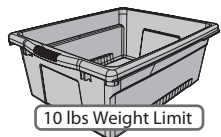


Shelf Stretcher  
x2

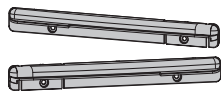


In FTT200-1

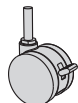
### FTT201-CB



Open Tub  
x4

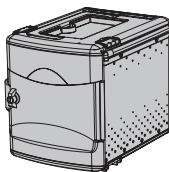


Tub Rails  
Left x2  
Right x2

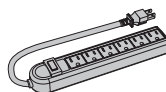


3" Twin Wheel Caster  
x4

### FTT600-A (x2)



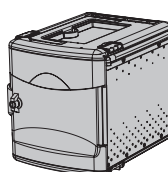
Tech Tub 2®  
(FTT600-A)  
x1



6 outlet Power Strip  
x1  
(25515)

FTT201 Only

### FTT600-C (x2)



Tech Tub 2®  
(FTT600-C)  
x1

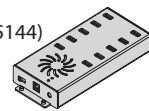


Power Cord  
x1  
North American power cord shown.

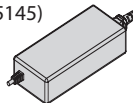


USB "B" Cable  
x1

10 Port USB Hub  
x1  
(255144)



Power Adapter  
x1  
(255145)



FTT201-USB Only

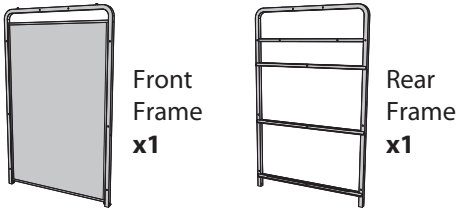
# Dual Duty Teaching Easel

## Before beginning, you should have:

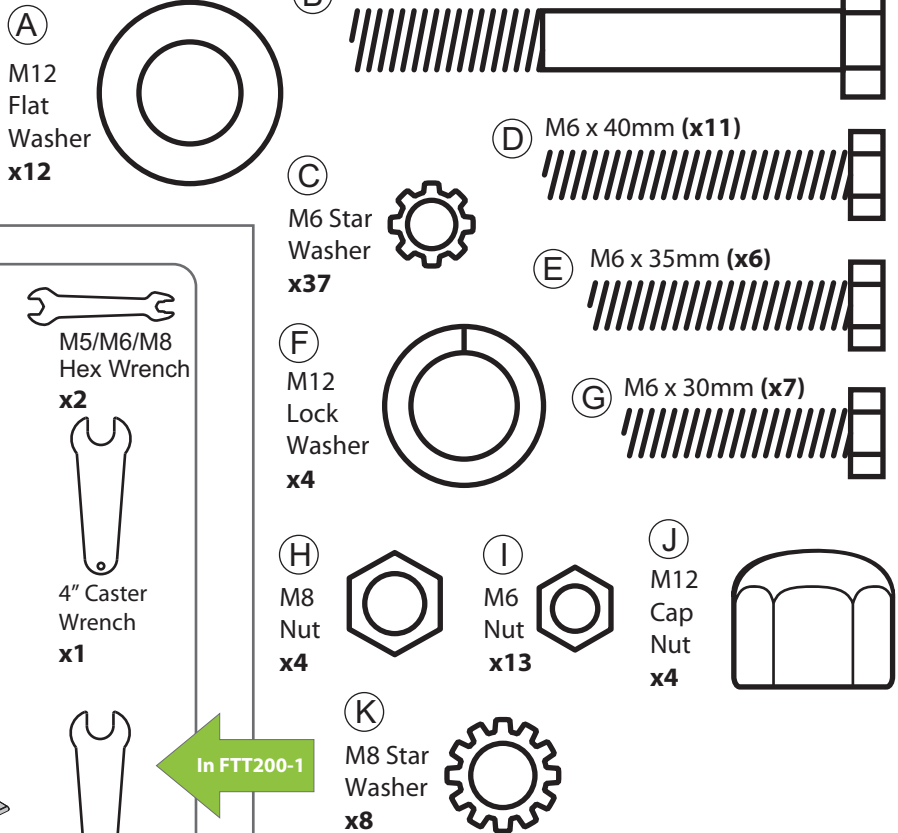
Additional tools required:



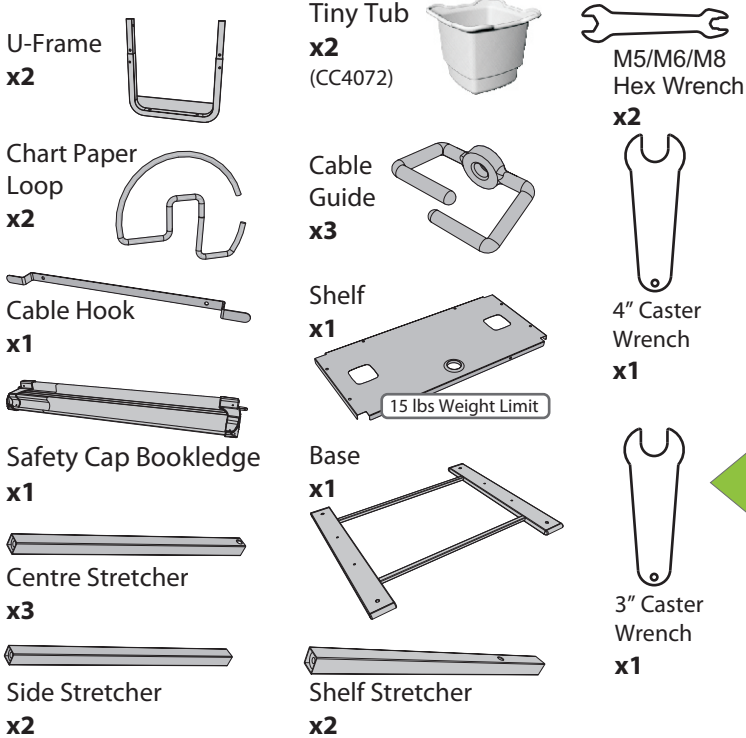
### FTT200-0



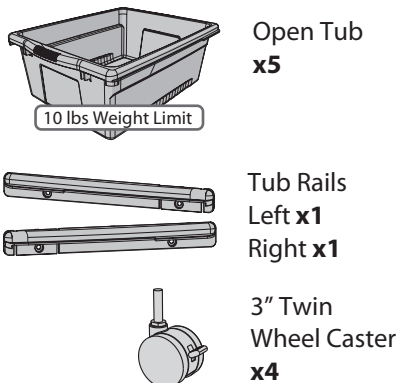
### Hardware Actual Size



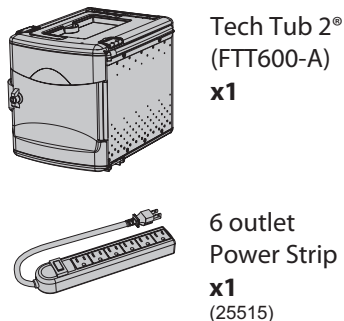
### FTT200-1



### FTT202-CB



### FTT600-A (x2)



# 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)

**Need Tech Support?  
Have a Question?**



Email our Tech Support Service

1

Actual Size:

(E) M6 x 35mm  
x2



(C) M6 Star Washer  
x4

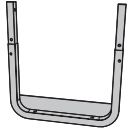


(I) M6 Nut  
x2



2-Person Task

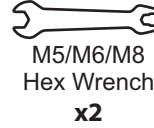
You will need: (Not to Scale)



U-Frame  
x2



Rear  
Frame  
x1



M5/M6/M8  
Hex Wrench  
x2

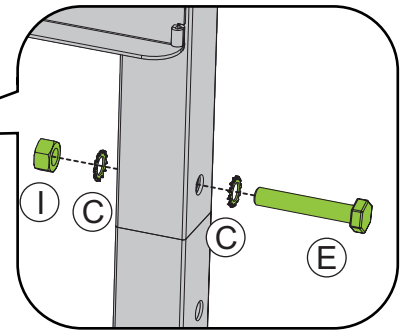
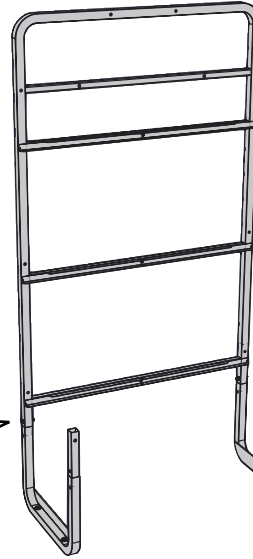
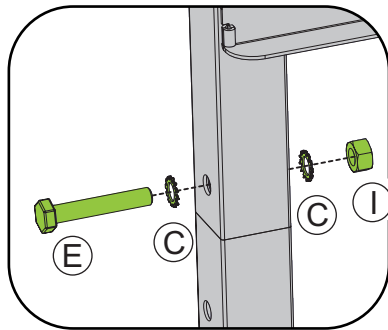
Rubber  
Mallet x1



## Assemble Rear Frame to U-Frame

**!** 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  
x4



2

You will need: (Not to Scale)

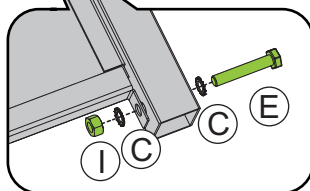
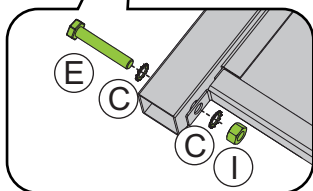


Front  
Frame  
x1

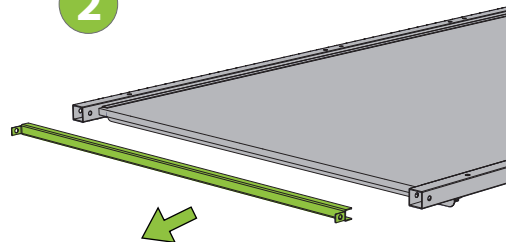
M5/M6/M8  
Hex Wrench  
x2

## Disassemble Bottom Channel and Remove

1



2



**!** Do not throw these hardware components away. You will use them in Step 4.

3

Actual Size:

(E) M6 x 35mm x2



(C) M6 Star Washer x4



(I) M6 Nut x2



You will need: (Not to Scale)

Rubber Mallet x1



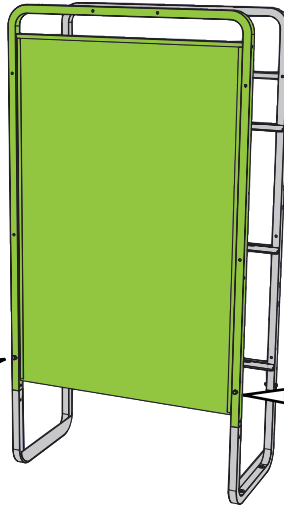
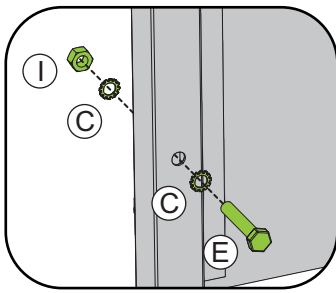
Front Frame x1

M5/M6/M8 Hex Wrench x2

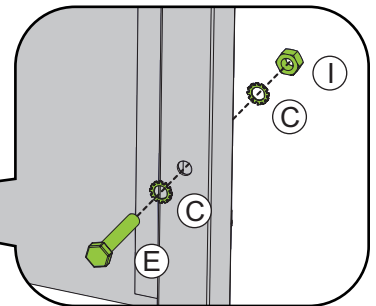
### Assemble Base to U-Frame

**Important electrical safety component.**

(C) M6 Star Washer x4



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



4

Actual Size:

(E) M6 x 35mm x2



(C) M6 Star Washer x4



(I) M6 Nut x2



**Use hardware from Step 2.**



You will need: (Not to Scale)

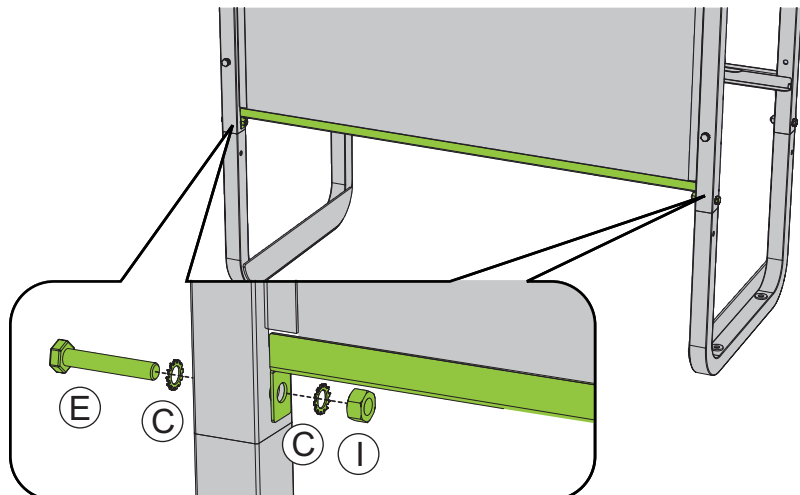
Bottom Channel x1

M5/M6/M8 Hex Wrench x2

### Reinstall Bottom Channel

**Important electrical safety component.**

(C) M6 Star Washer x4

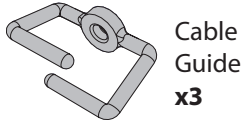
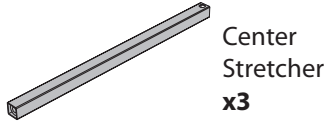


5

Actual Size:



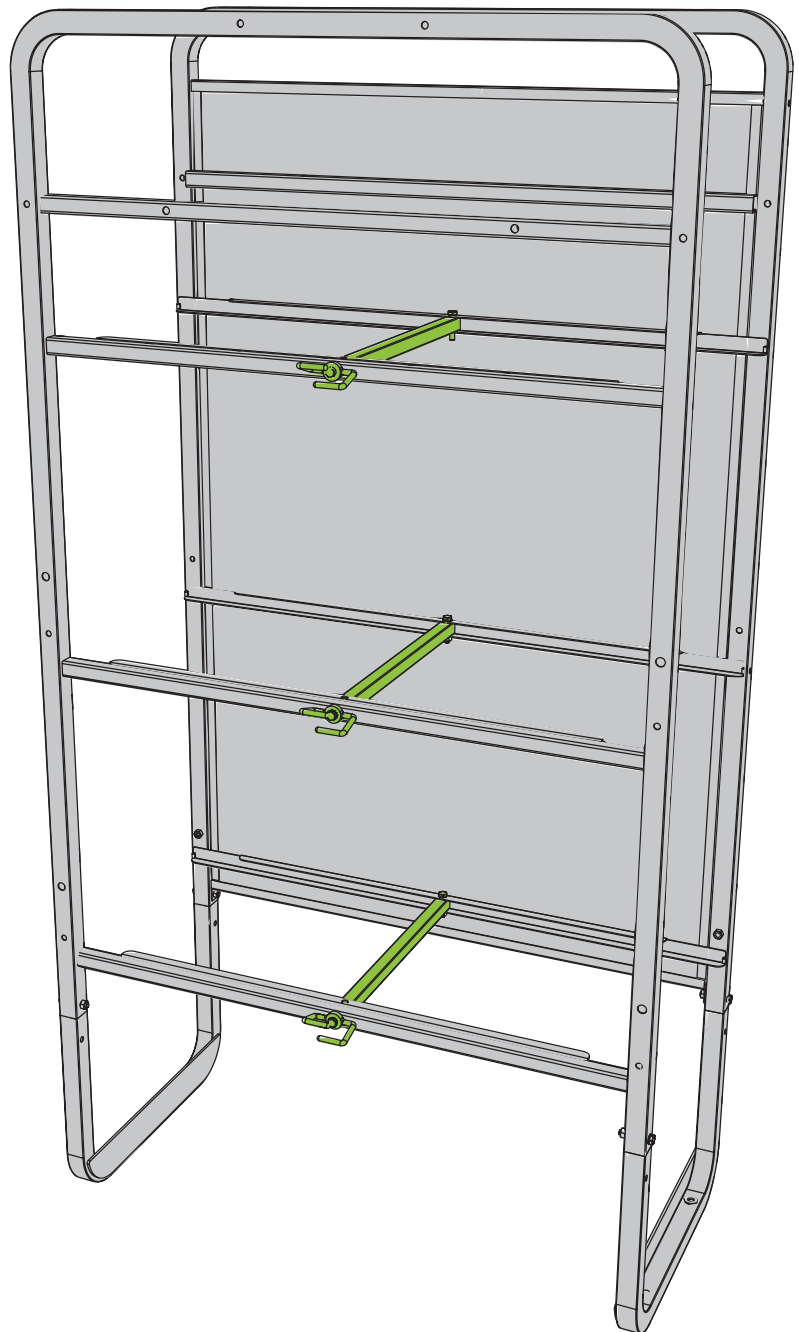
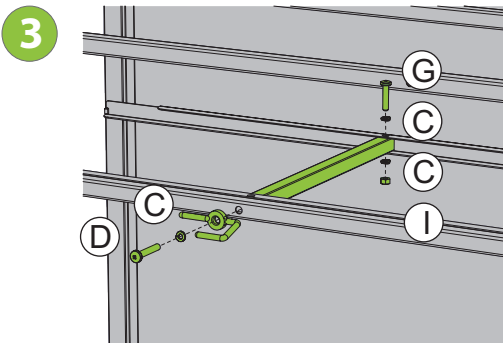
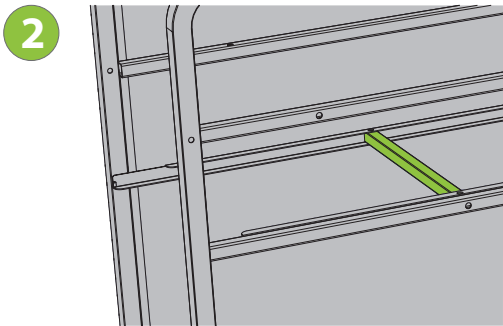
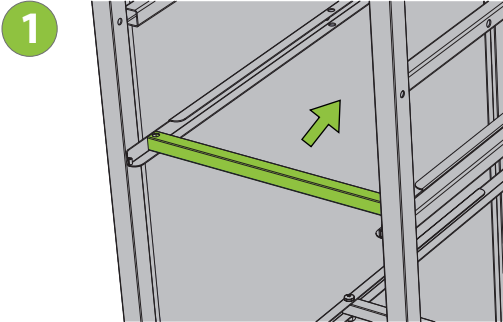
You will need: (Not to Scale)



### Assemble Center Stretcher and Cable Guides

 **Important electrical safety component.**

(C)  M6 Star Washer x9

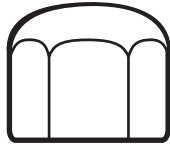




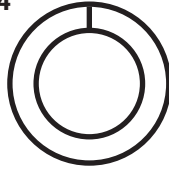
6

Actual Size:

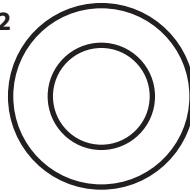
(J) M12 Cap Nut x4



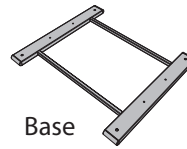
(F) M12 Lock Washer x4



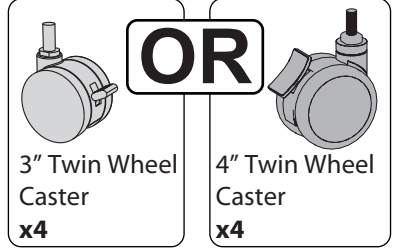
(A) M12 Flat Washer x12



You will need: (Not to Scale)

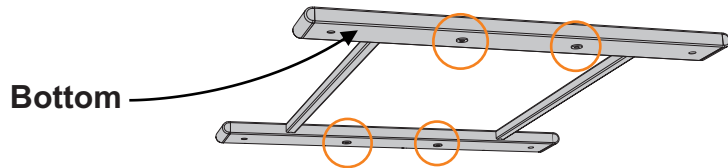


Base x1



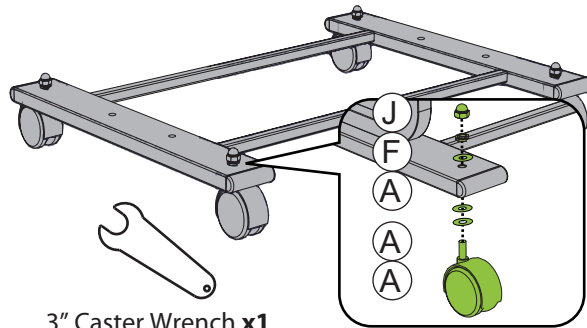
### Assemble Casters to Base

Before attaching casters, ensure that the base is oriented with the welded on washers on the bottom (as shown)



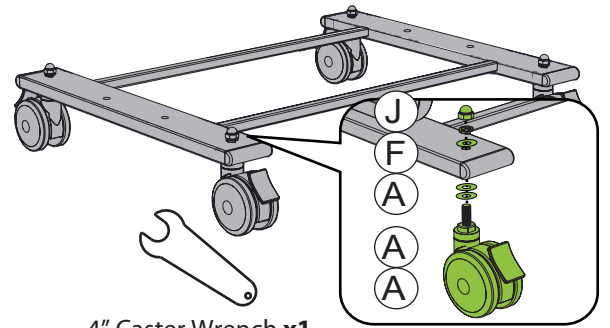
Bottom

The 3" twin wheel casters are only intended for moving the easel within a classroom. Tighten all casters using supplied Caster Wrench. Keep wrench with unit. Casters must be tightened every 6 months for proper maintenance.



3" Caster Wrench x1

OR



4" Caster Wrench x1

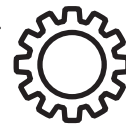
7

Actual Size:

(B) M8 x 65mm x4



(K) M8 Star Washer x8



(H) M8 Nut x4



2-Person Task

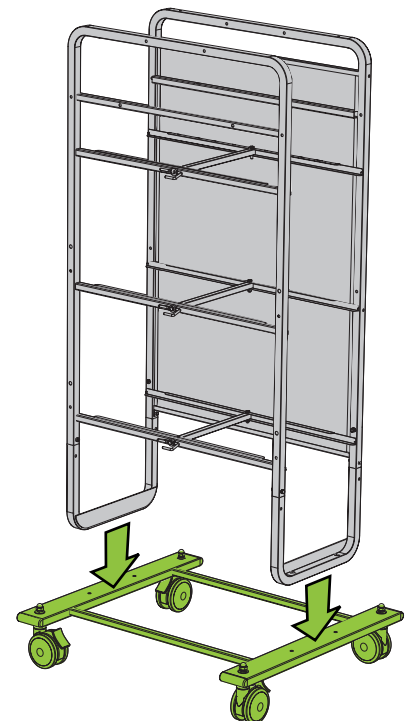
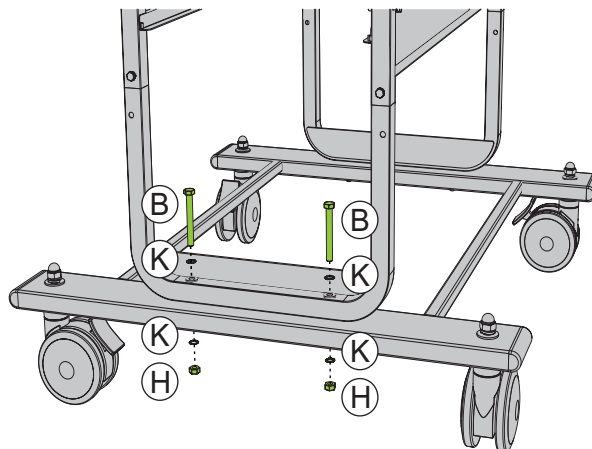
You will need: (Not to Scale)



M5/M6/M8 Hex Wrench x2

### Assemble Main Frame to Base

Important electrical safety component. (K) M8 Star Washer x8



8

Actual Size:

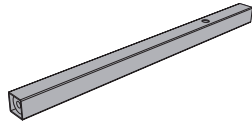
(D) M6 x 40mm  
x4



(C) M6 Star  
Washer  
x4



You will need: (Not to Scale)



Shelf  
Stretcher  
x2

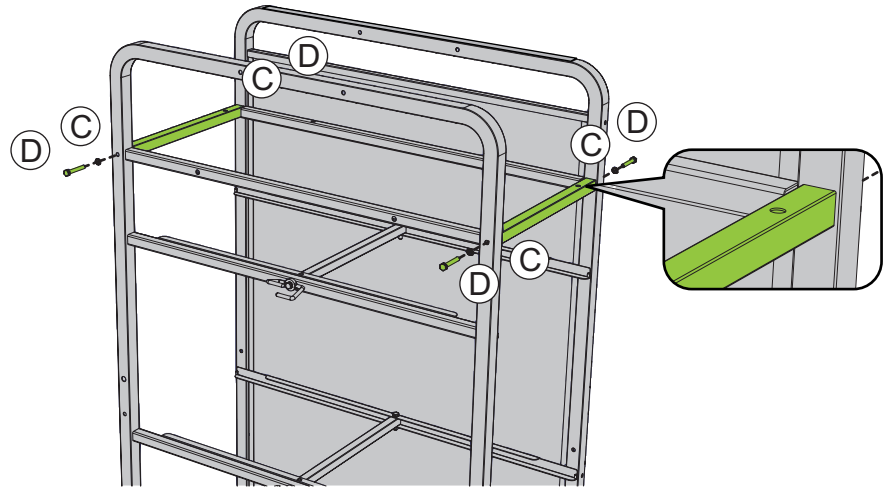


M5/M6/M8  
Hex Wrench  
x1

### Assemble Shelf Stretchers

**Important electrical  
safety component.**

(C) M6 Star  
Washer  
x4



9

Actual Size:

(G) M6 x 30mm  
x4



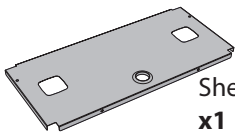
(C) M6 Star  
Washer  
x8



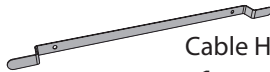
(I) M6 Nut  
x4



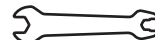
You will need: (Not to Scale)



Shelf  
x1



Cable Hook  
x1

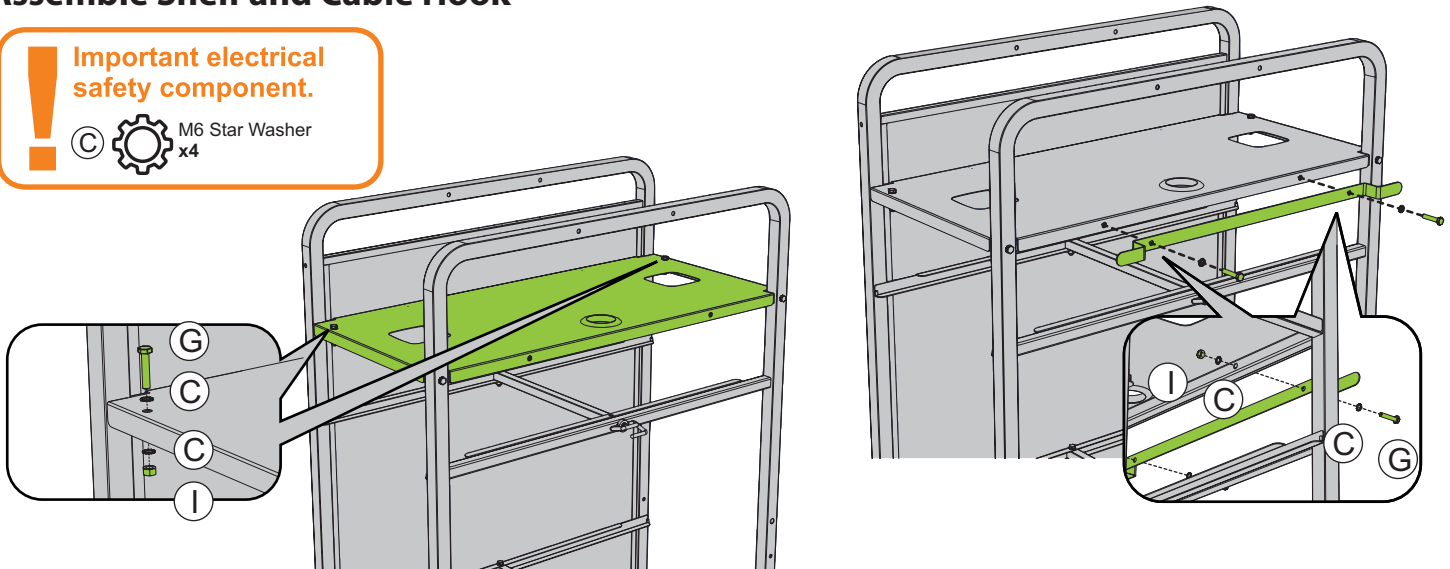


M5/M6/M8  
Hex Wrench  
x2

### Assemble Shelf and Cable Hook

**Important electrical  
safety component.**

(C) M6 Star  
Washer  
x4



10

Actual Size:

(D) M6 x 40mm  
x4

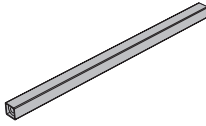


(C)

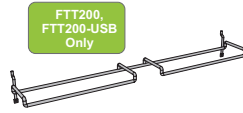
M6 Star  
Washer  
x4



You will need: (Not to Scale)



Side  
Stretcher  
x2

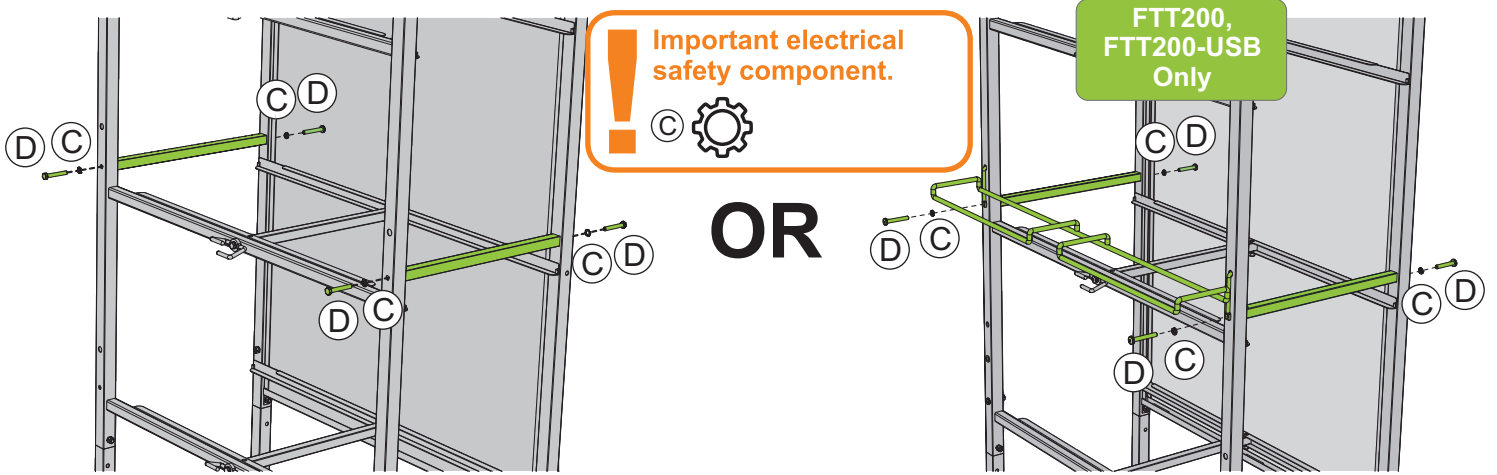


Headphone Rack  
x1



M5/M6/M8  
Hex Wrench  
x1

### Assemble Side Frame Stretchers



11

Actual Size:

(E) M6 x 35mm  
x2



(C)

M6 Star  
Washer  
x4

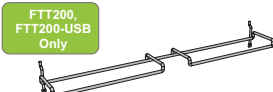


(I)

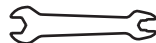
M6 Nut  
x2



You will need: (Not to Scale)

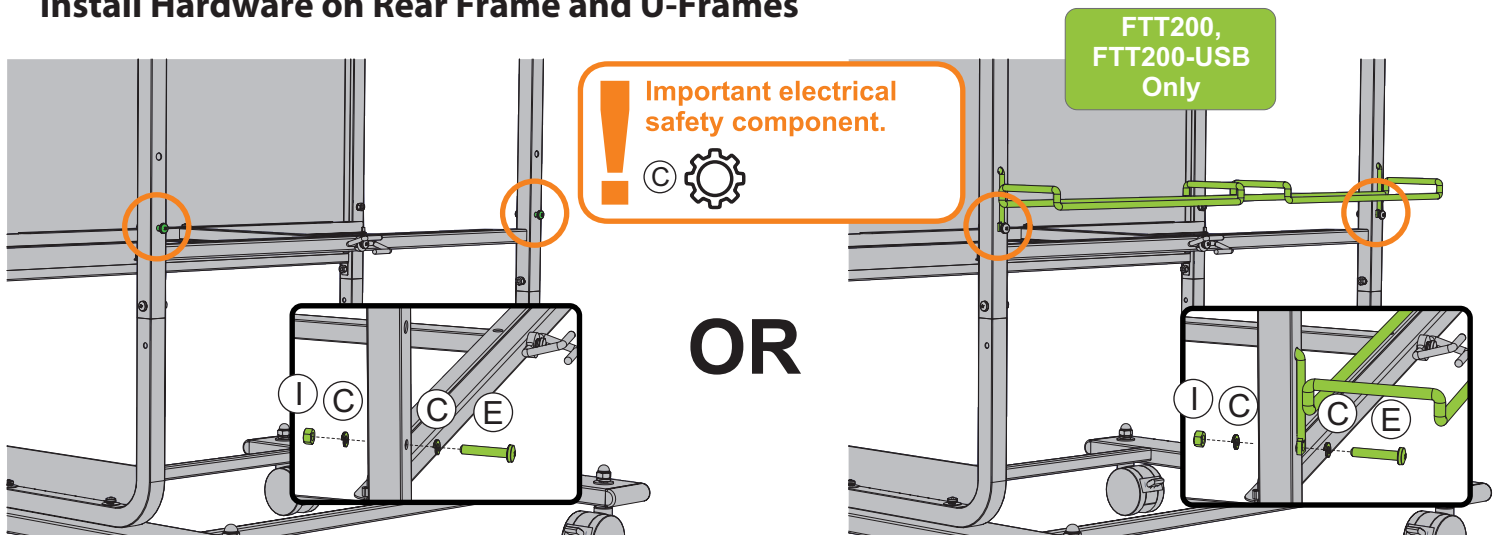


Headphone Rack  
x1



M5/M6/M8  
Hex Wrench  
x2

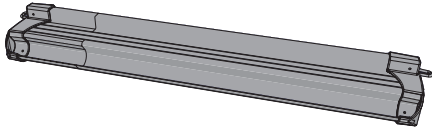
### Install Hardware on Rear Frame and U-Frames



12

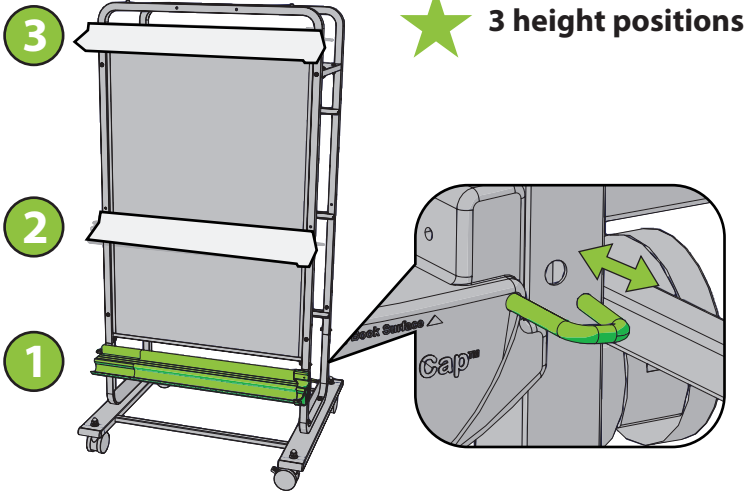
Actual Size:

You will need: (Not to Scale)



Safety Cap Bookledge x1

### Install Bookledge



13

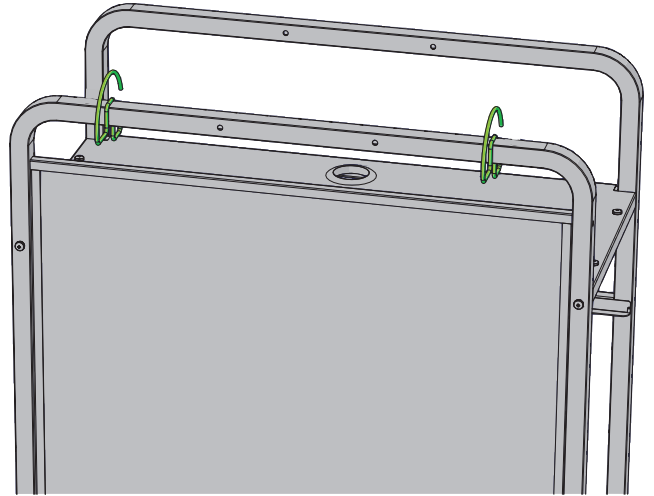
Actual Size:

You will need: (Not to Scale)



Chart Paper Loop x2

### Add Chart Paper Loops



14

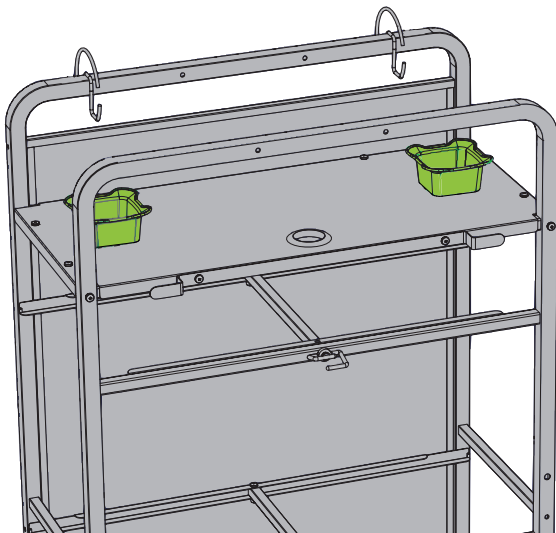
Actual Size:

You will need: (Not to Scale)



Tiny Tub x2 (CC4072)

### Add Tiny Tubs

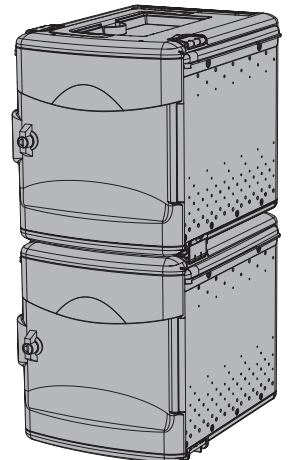
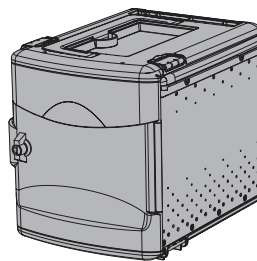


15

Actual Size:

You will need: (Not to Scale)

### Assemble and Setup Your Tech Tub<sup>2</sup>

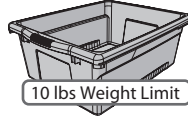


Follow the assembly instructions provided with your Tech Tub 2!

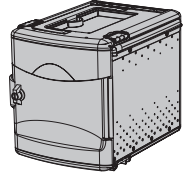
FTT201,  
FTT201-USB  
FTT202

You will need: (Not to Scale)

Open Tub x4  
OR  
Open Tub x5

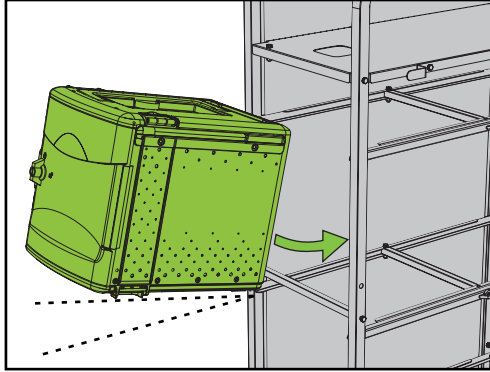


Tech Tub<sup>2</sup>® x1  
OR  
Tech Tub<sup>2</sup>® x2

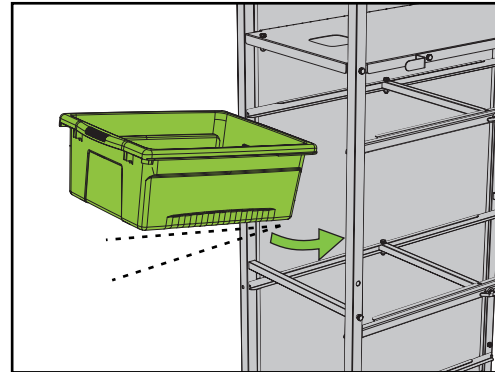


### Install All Tech Tub<sup>2</sup>® and Open Tubs

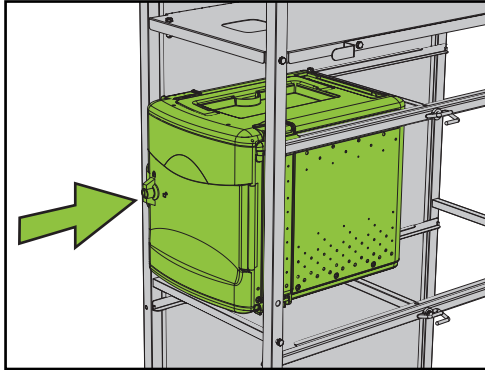
1 Insert Tech Tub<sup>2</sup>® into Rails on an Angle



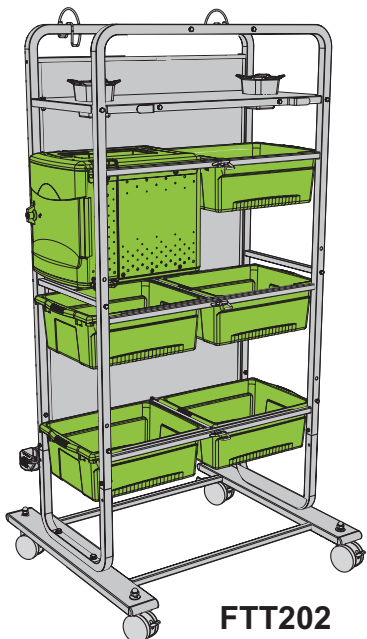
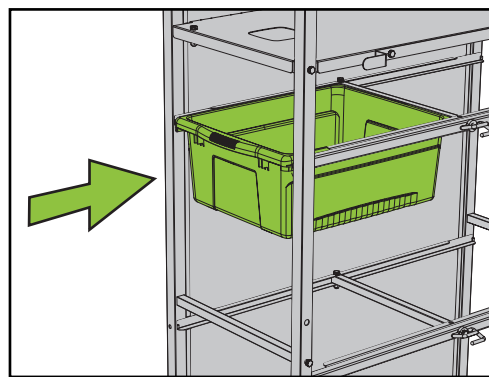
1 Insert Open Tub into Rails on an Angle



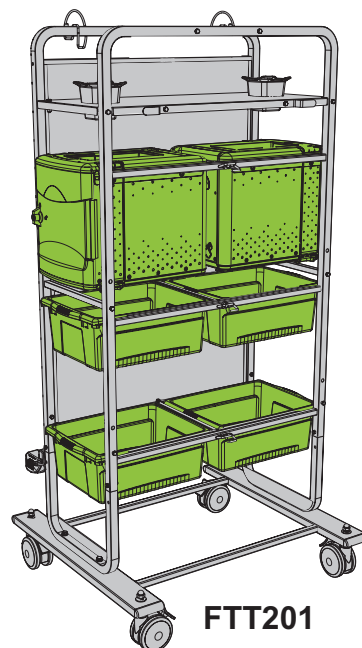
2 Slide the Tech Tub<sup>2</sup>® in until it Stops



2 Slide the Open Tub in until it Stops



FTT202

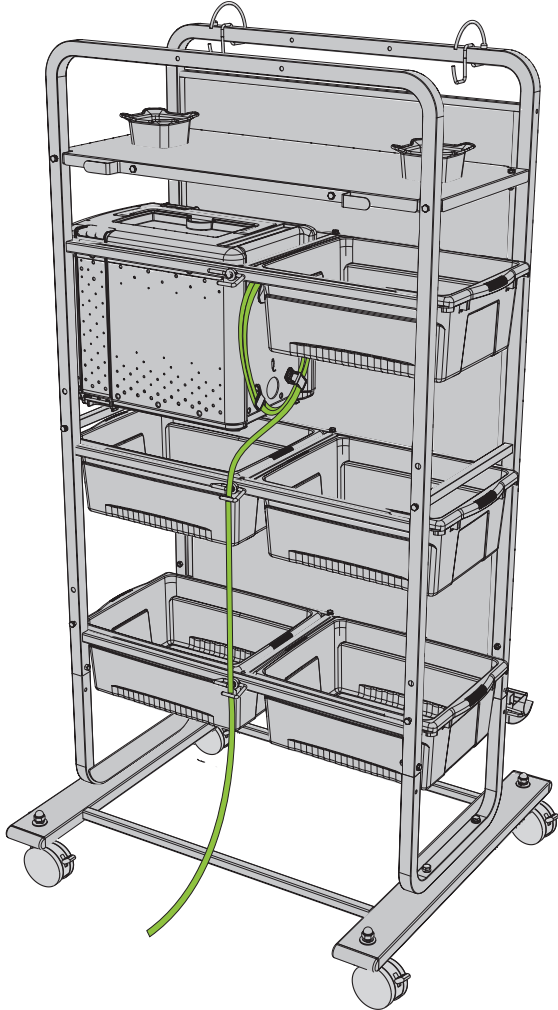


FTT201

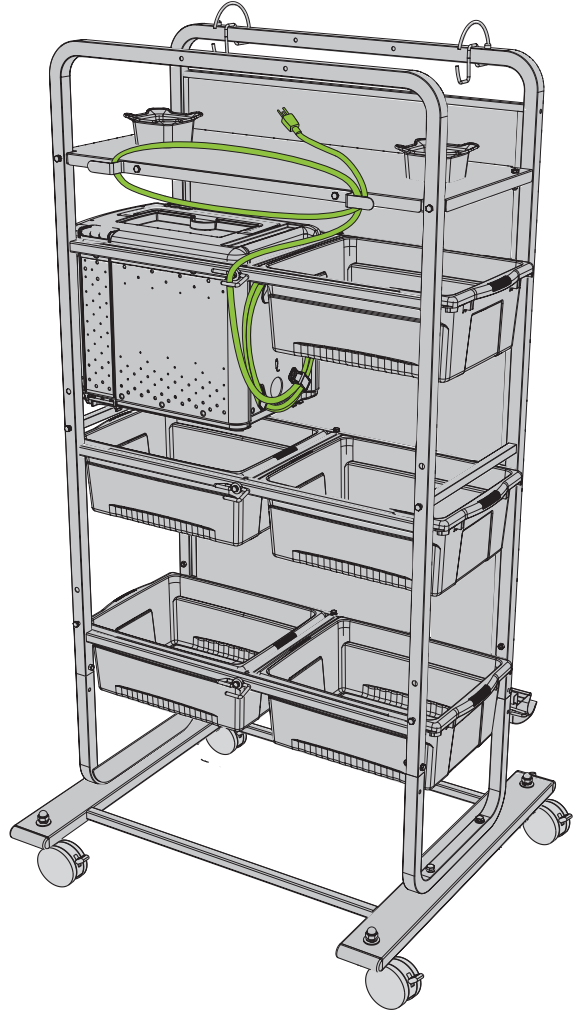


You will need: (Not to Scale)

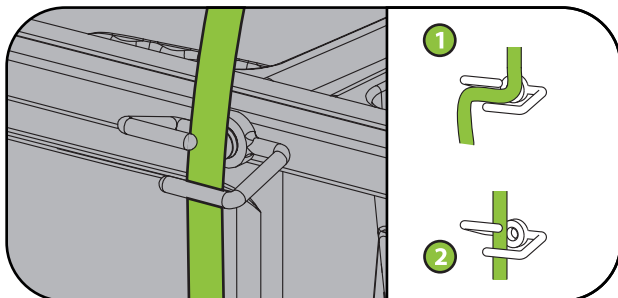
### Setup for Charging



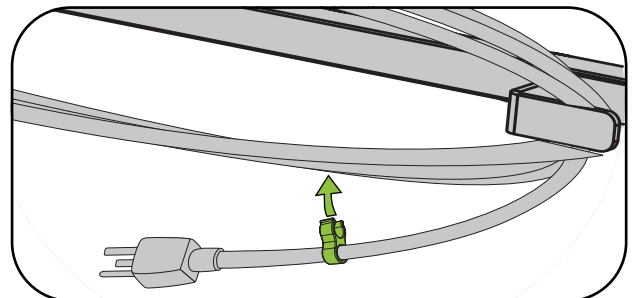
### Setup for Moving



**1** Insert power cables into Cable Guides



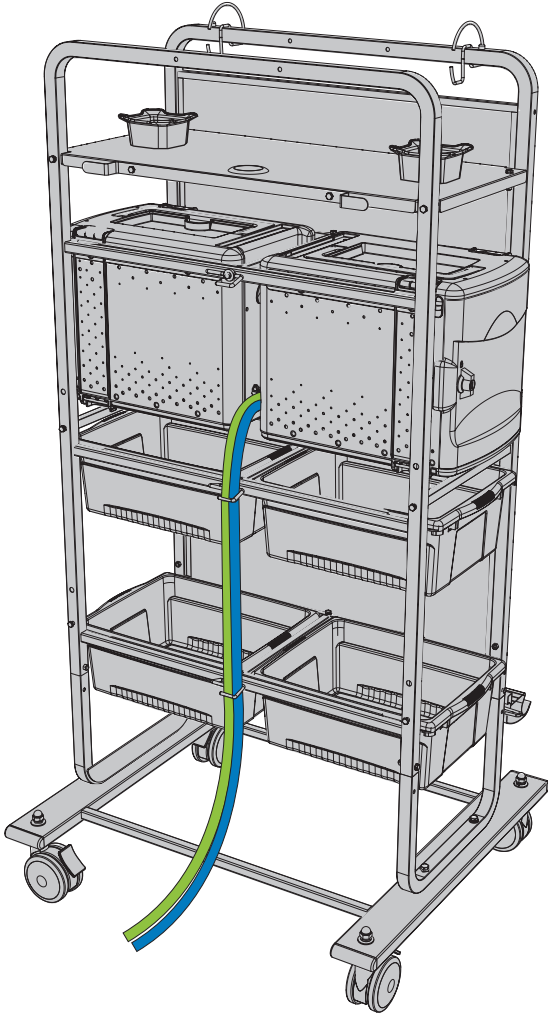
**2** Secure end of power cable with cable clip



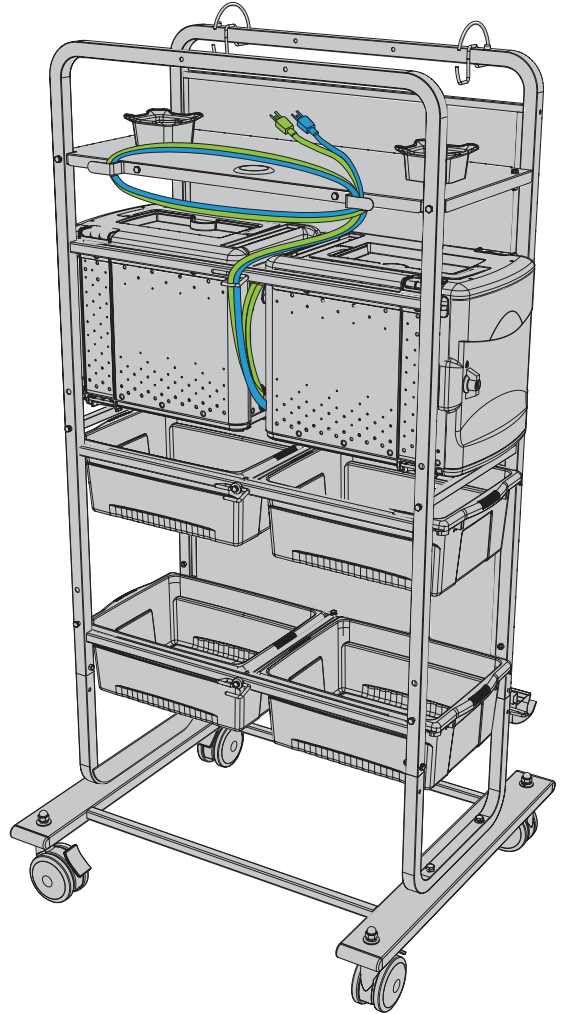
FTT201,  
FTT201-USB

You will need: (Not to Scale)

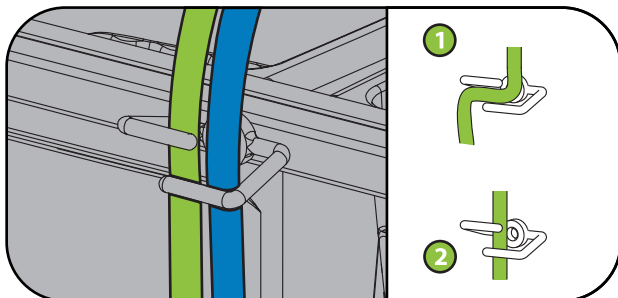
### Setup for Charging



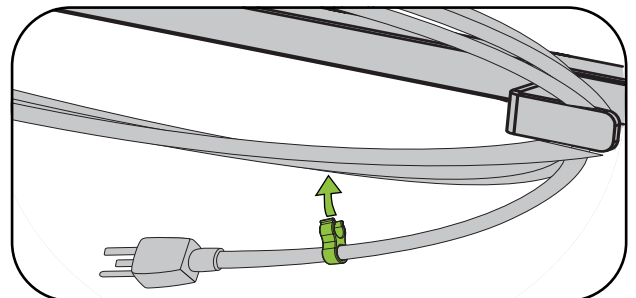
### Setup for Moving



1 Insert power cables into Cable Guides



2 Secure end of power cable with cable clip





19

Actual Size:

**G** M6 x 30mm  
x4



**C** M6 Star  
Washer  
x8

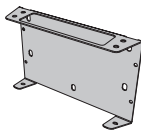


**I** M6 Nut  
x4



FTT200,  
FTT200-USB  
Only

You will need: (Not to Scale)



Power Timer  
Mounting Bracket  
x1

Power Timer  
Stretcher  
x2

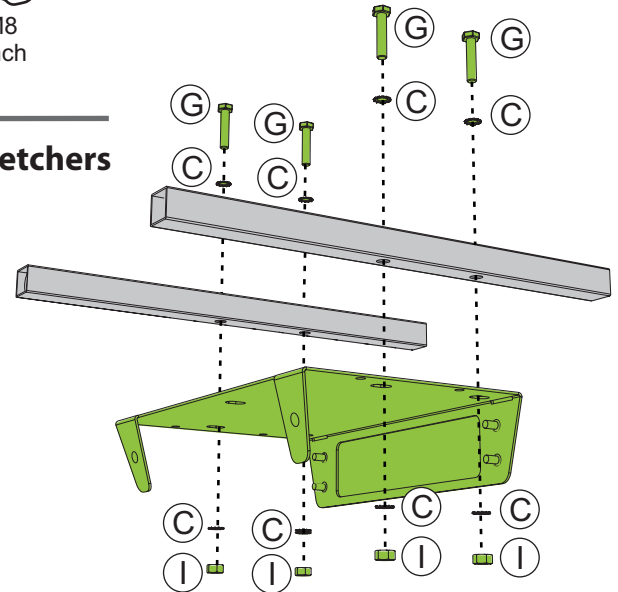
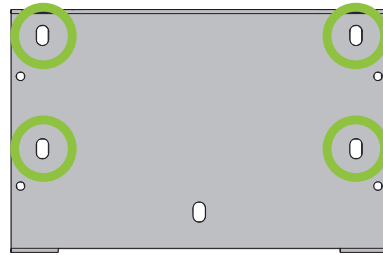


M5/M6/M8  
Hex Wrench  
x2

### Bolt Power Timer Mounting Bracket to Power Timer Stretchers

**Important electrical safety component.**

**C** M6 Star Washer  
x8



20

Actual Size:

**C** M6 Star  
Washer  
x4



**L** M5 Thumb  
Nut  
x4



FTT200,  
FTT200-USB  
Only

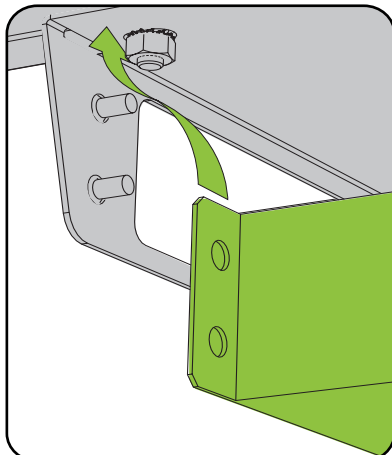
You will need: (Not to Scale)

Power  
Timer  
x1

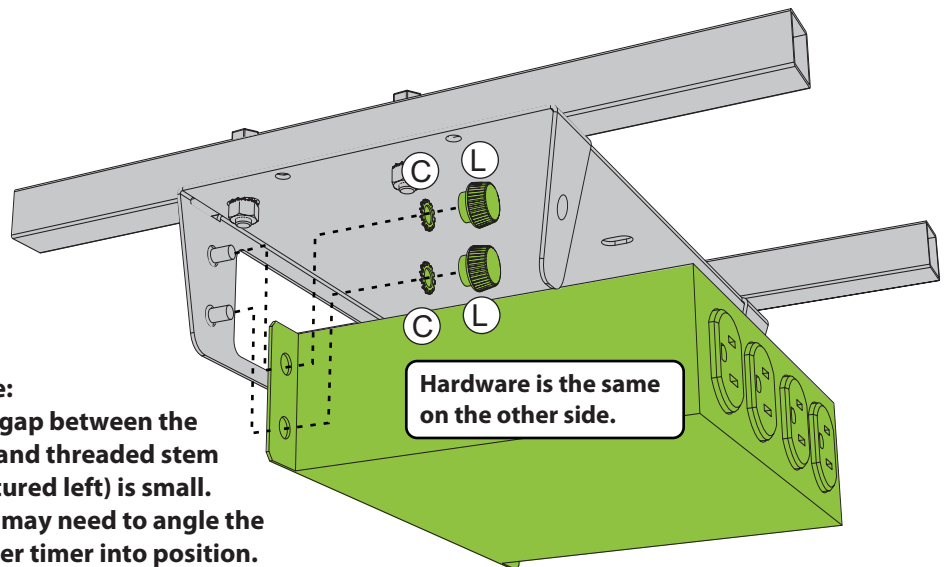
### Mount Power Timer to Power Timer Mounting Bracket

**Important electrical safety component.**

**C** M6 Star Washer  
x4



**Note:**  
The gap between the nut and threaded stem (pictured left) is small. You may need to angle the power timer into position.



21

Actual Size:

(D) M6 x 40mm  
x4

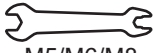


(C) M6 Star  
Washer  
x4



FTT200,  
FTT200-USB  
Only

You will need: (Not to Scale)



M5/M6/M8  
Hex Wrench  
x1

### Assemble Power Timer Assembly

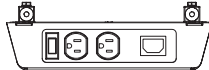
**Important electrical safety component.**

(C) M6 Star Washer  
x8

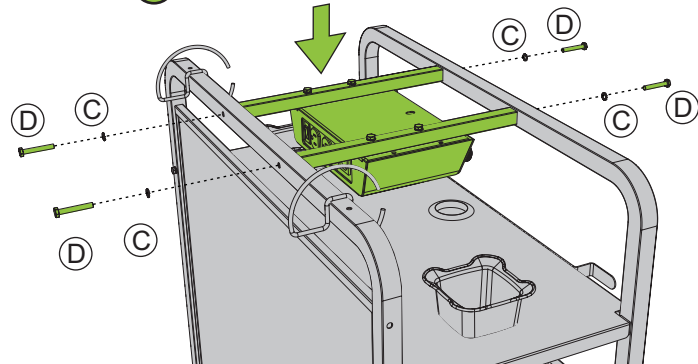


**Note:**  
Ensure the front of the  
Power Timer is facing the  
same way as the whiteboard.

FRONT OF POWER TIMER



1 Lower Power Timer into Position

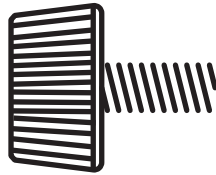


2 Bolt Power Timer Stretchers to Frame

22

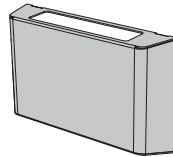
Actual Size:

(M) M6 x 15mm  
Thumb Screw  
x2



FTT200,  
FTT200-USB  
Only

You will need: (Not to Scale)



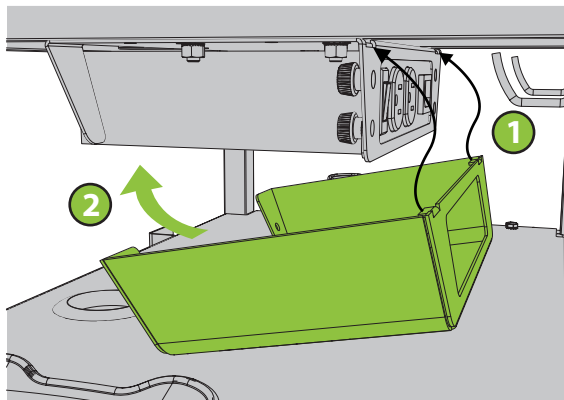
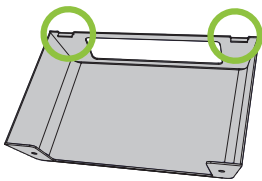
Power Timer  
Cover  
x1

### Install Power Timer Cover

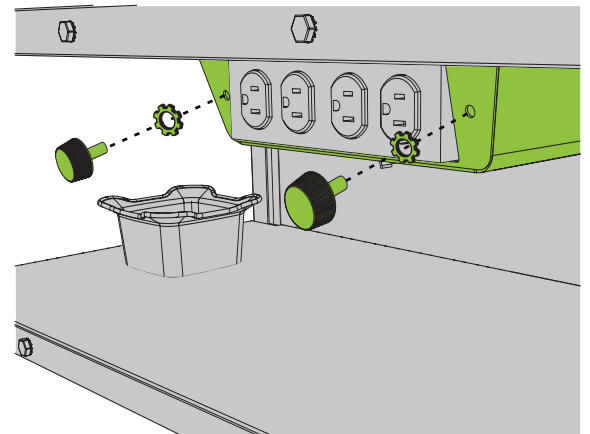
1 Hook tabs onto Power Timer Mount (as shown)

3 Secure Power Timer Cover with Thumb Screws

TABS ON  
POWER TIMER  
COVER



2 Swing bottom of Power Timer Cover Up

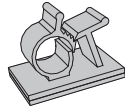


23

Actual Size:

FTT200,  
FTT200-USB  
Only

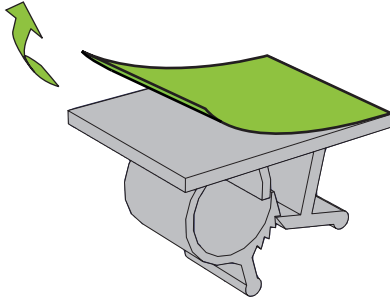
You will need: (Not to Scale)



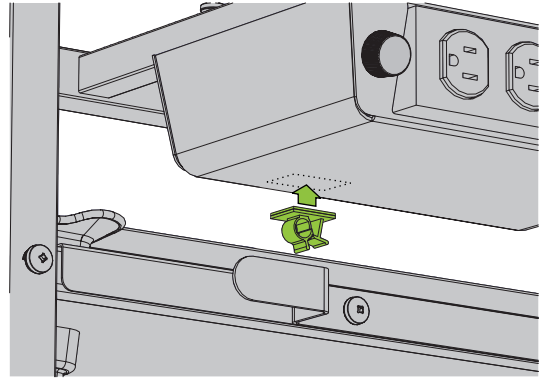
Cable  
Clip  
x1

### Install Power Timer Cable and Cable Clip

1 Remove Paper Covering Adhesive Back of Cable Clip



2 Stick Cable Clip to Power Timer as Shown Below

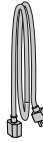


24

Actual Size:

FTT200,  
FTT200-USB  
Only

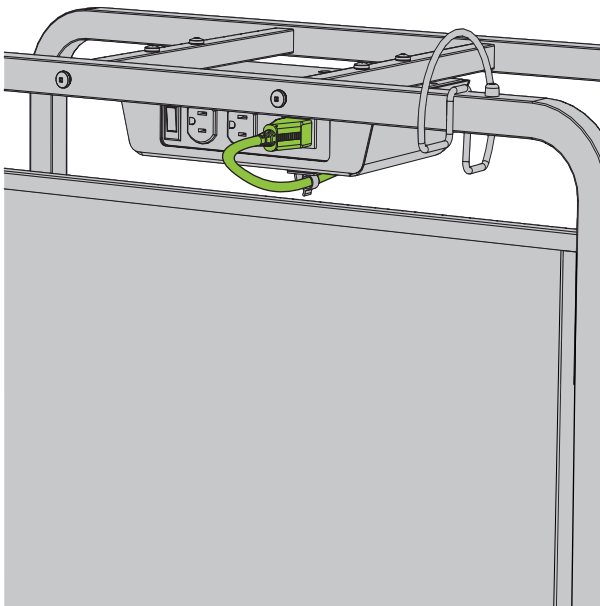
You will need: (Not to Scale)



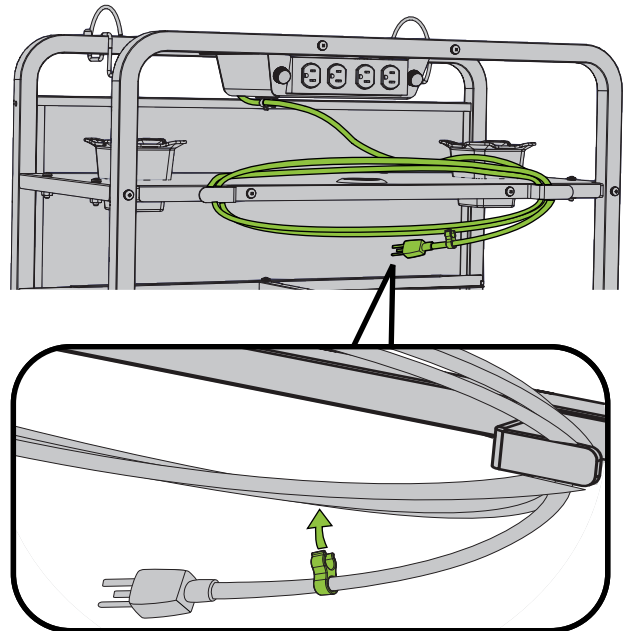
Power  
Timer  
Cable  
x1

### Install Power Timer Cable

1 Plug Power Timer Cable into Power Timer



2 Secure Power Timer Cable Before Moving Easel.



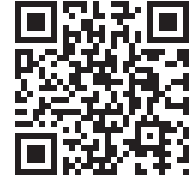
25A

Actual Size:

FTT200,  
FTT200-USB  
Only

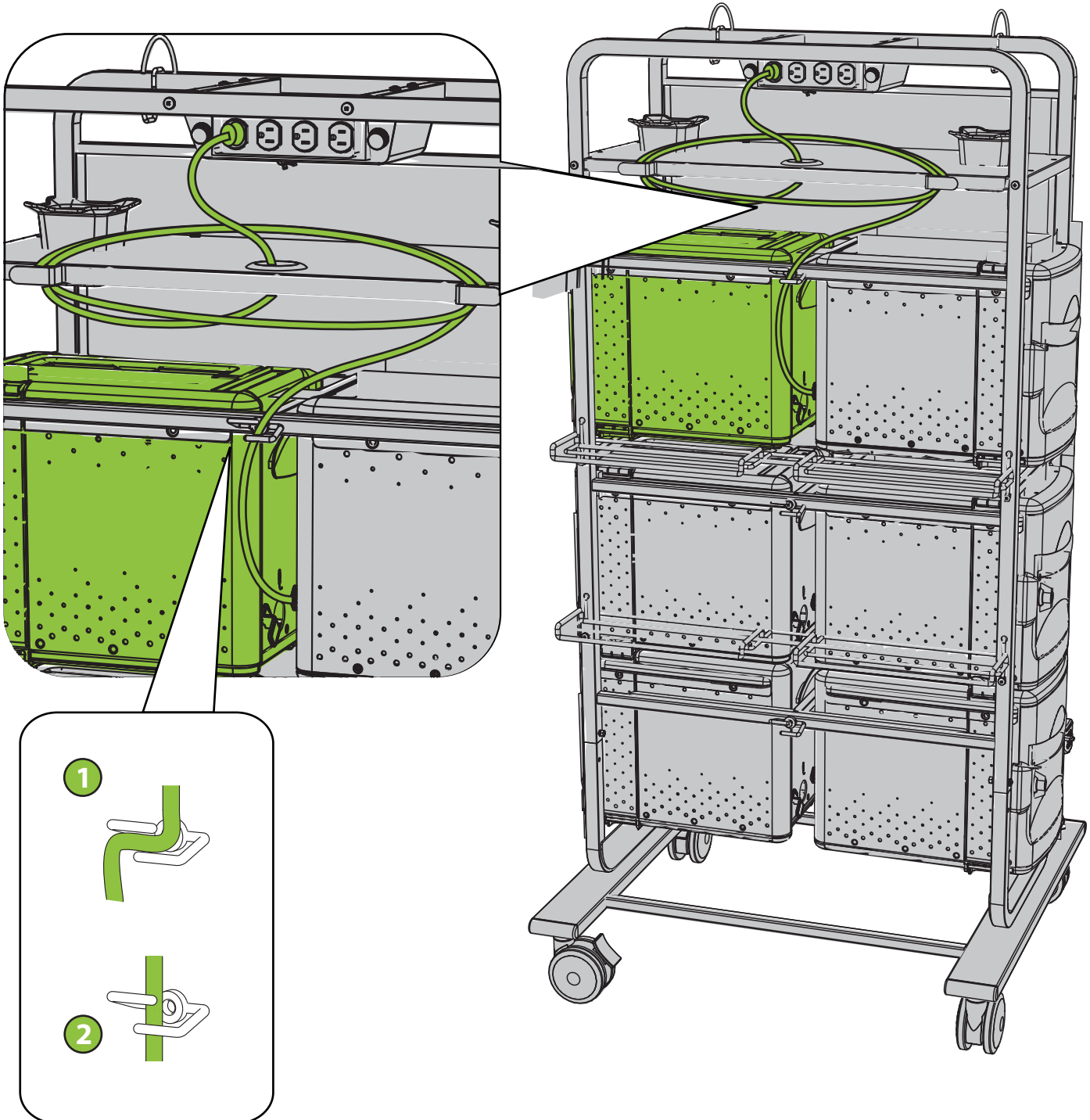
You will need: (Not to Scale)

**Watch this video to  
setup the cables on your  
Dual Duty Teaching Easel**



[www.copernicused.com/tech-tub2](http://www.copernicused.com/tech-tub2)

**Plug in Power Cable for 6 Device Tech Tub<sup>2</sup>**  
Repeat this process for the right side tub



25B

Actual Size:

FTT200,  
FTT200-USB  
Only

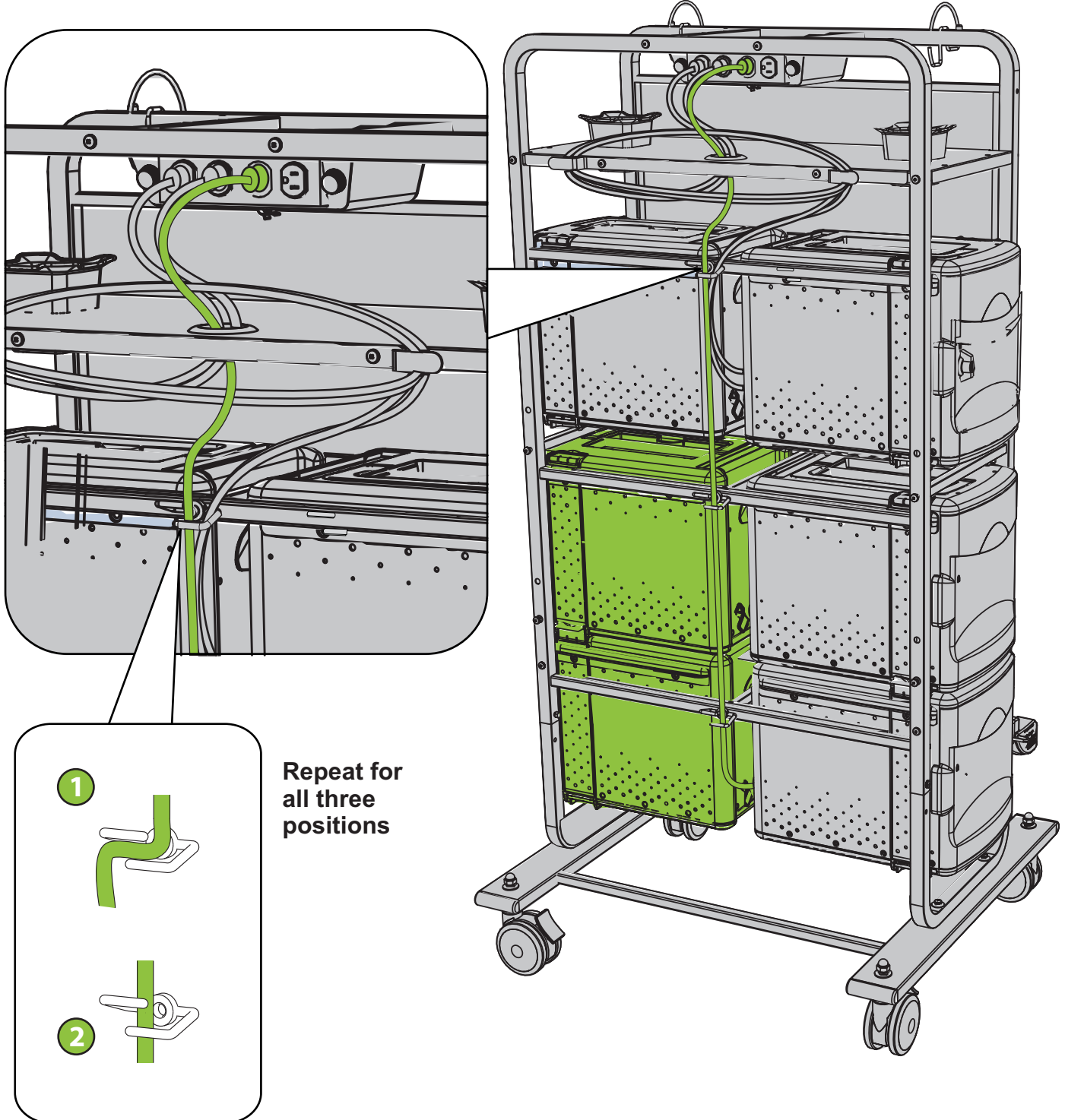
You will need: (Not to Scale)

Watch this video to  
setup the cables on your  
Dual Duty Teaching Easel



[www.copernicused.com/tech-tub2](http://www.copernicused.com/tech-tub2)

**Plug in Power Cable for 10 Device Tub<sup>2</sup>**  
Repeat this process for the right side tub





FTT200,  
FTT200-USB  
Only

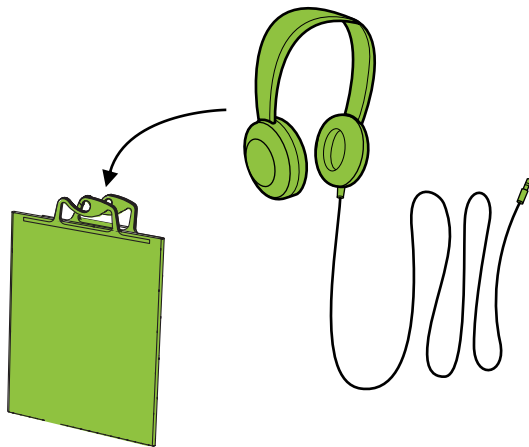
You will need: (Not to Scale)



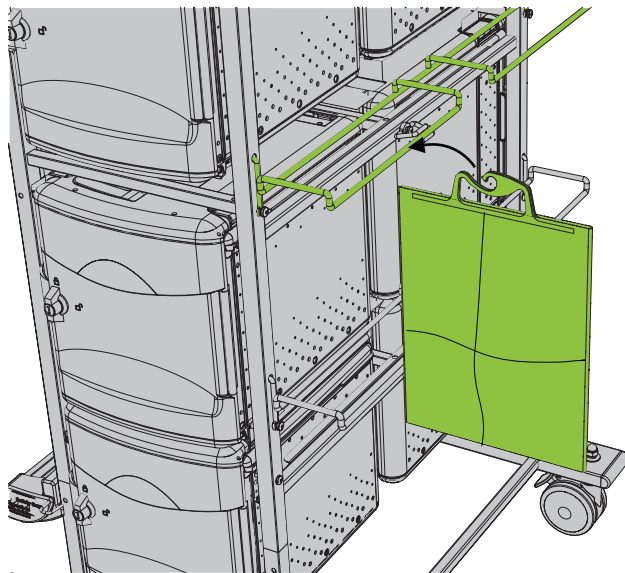
Pouch  
x32

## Hang Headphones On Headphone Racks

- 1 Place your headphones into the pouches provided. One pair of headphones per pouch.



- 2 Hang pouch on outer bar of rack (as shown).



- 3 Repeat steps 1 and 2 for the remaining pouches.

