Copernicus educational products

Assembly Guide
VRC300_2018_A

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

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.**

Handle (2)

Headset Tub (3)

Device Charging Tub (1)

Router Pocket (1)

Teacher Tablet Pocket (1)

4" Caster:
Locking Twin Wheel (4)

Please Recycle

Copernicus
educational products

Assembly Guide
VRC300_2018_A

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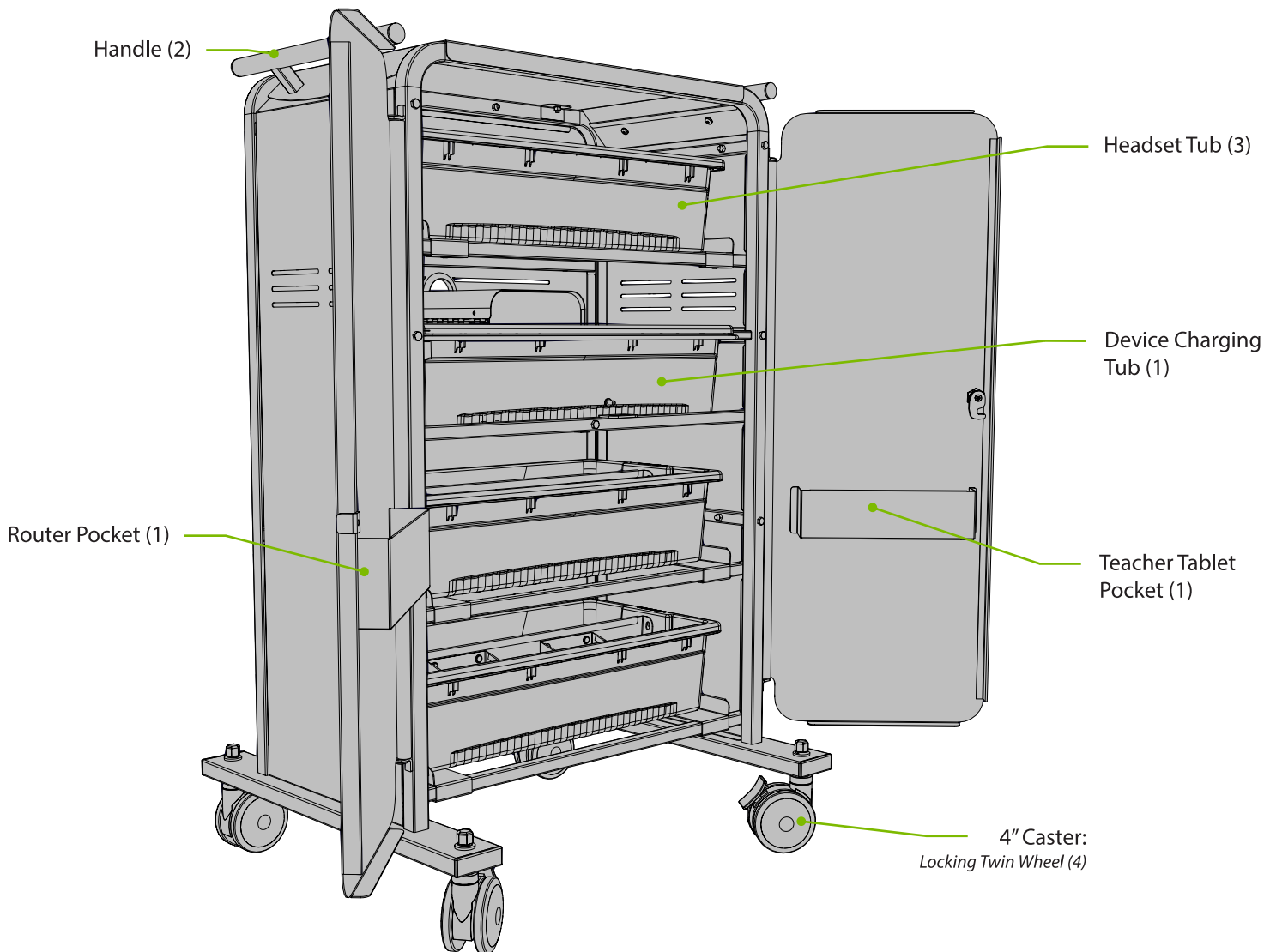For assistance, please contact us:

1-800-267-8494

Email info@copernicused.com
Have your packing slip ready for reference

Dear Educator,

Thank you for purchasing one of our products. I hope that the VR Storage Cart for 30 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.

Enjoy using your new product and happy teaching.

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

5 Year Frame Warranty

Life Time Tub Warranty

1 Year Electrical Components Warranty

Validate Your Warranty

To validate your warranty, submit the ON-LINE form at **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.
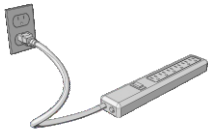
Adult Supervision

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.
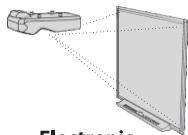
Electronic Equipment

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

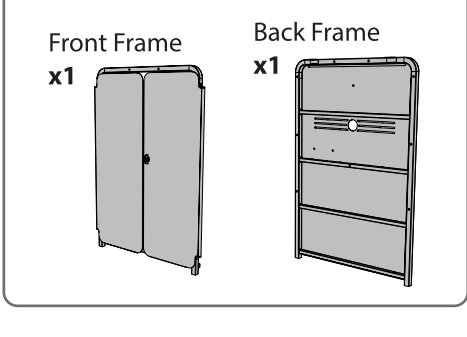Do not climb on, hang from or suspend objects from any components of your product unless otherwise specified.

Before beginning, you should have:

Additional tools required:
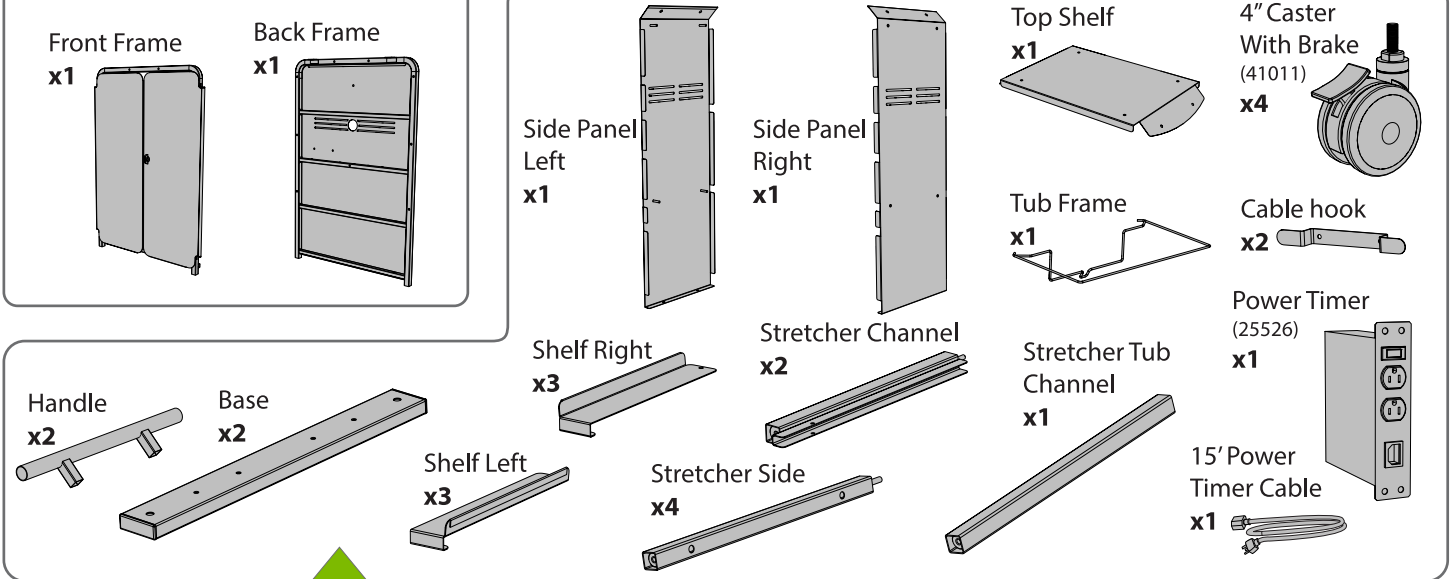
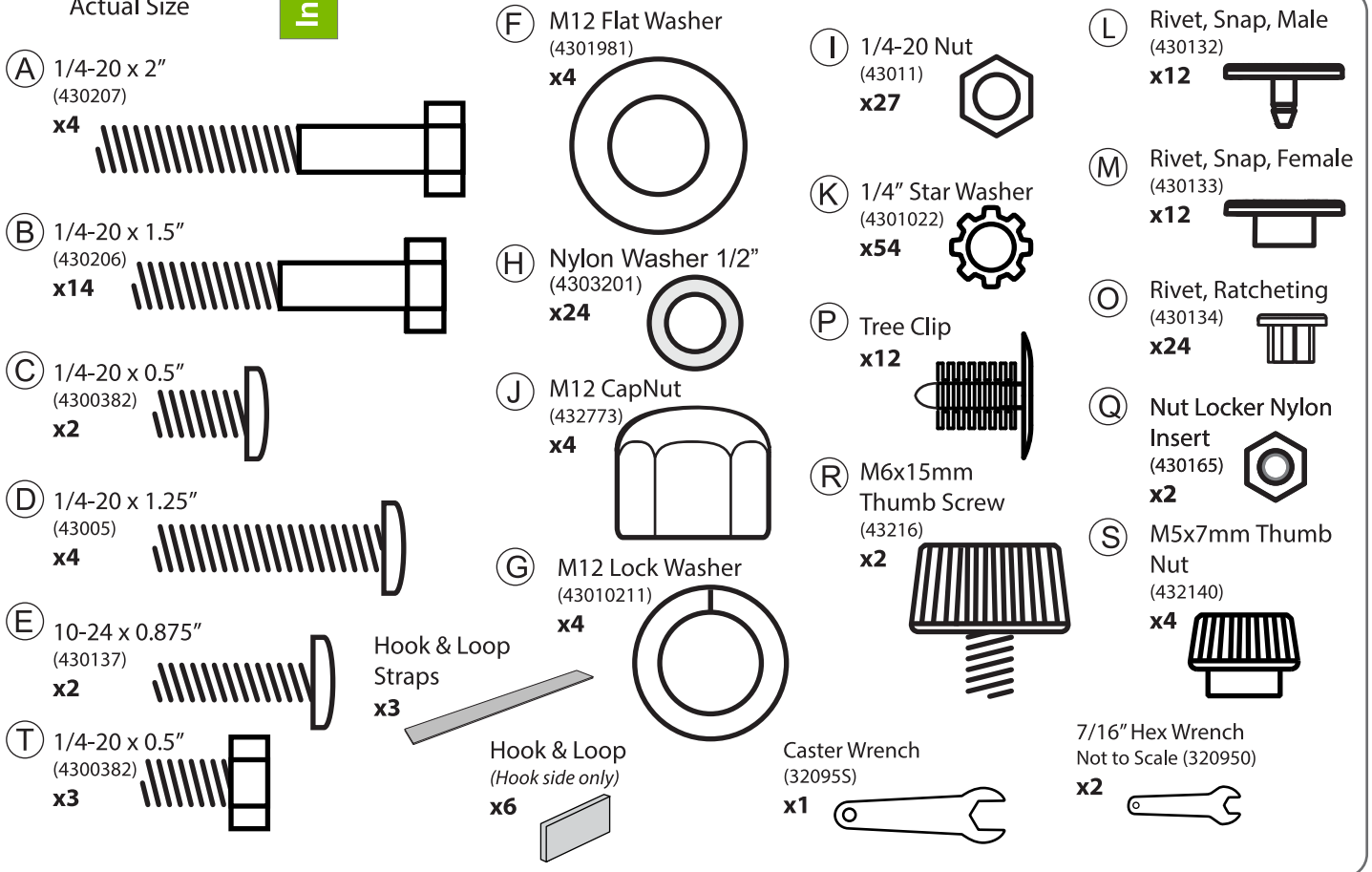Adjustable wrench x2 **+** Pliers **+** Rubber Mallet x1 **+** Screwdriver ⊕ OR ▭

Contents - VRC300 - 0

Front Frame **x1**

Back Frame **x1**

Contents - VRC300 - 1

Side Panel Left **x1**

Side Panel Right **x1**

Top Shelf **x1**

4" Caster With Brake (41011) **x4**

Tub Frame **x1**

Cable hook **x2**

Shelf Right **x3**

Stretcher Channel **x2**

Stretcher Tub Channel **x1**

Power Timer (25526) **x1**

Handle **x2**

Base **x2**

Shelf Left **x3**

Stretcher Side **x4**

15' Power Timer Cable **x1**

In Box

Hardware
Actual Size

- (A) 1/4-20 x 2" (430207) **x4**
- (B) 1/4-20 x 1.5" (430206) **x14**
- (C) 1/4-20 x 0.5" (4300382) **x2**
- (D) 1/4-20 x 1.25" (43005) **x4**
- (E) 10-24 x 0.875" (430137) **x2**
- (T) 1/4-20 x 0.5" (4300382) **x3**

- (F) M12 Flat Washer (4301981) **x4**
- (H) Nylon Washer 1/2" (4303201) **x24**
- (J) M12 CapNut (432773) **x4**
- (G) M12 Lock Washer (43010211) **x4**

Hook & Loop Straps **x3**

Hook & Loop (Hook side only) **x6**

- (I) 1/4-20 Nut (43011) **x27**
- (K) 1/4" Star Washer (4301022) **x54**
- (P) Tree Clip **x12**
- (R) M6x15mm Thumb Screw (43216) **x2**

Caster Wrench (32095S) **x1**

- (L) Rivet, Snap, Male (430132) **x12**
- (M) Rivet, Snap, Female (430133) **x12**
- (O) Rivet, Ratcheting (430134) **x24**
- (Q) Nut Locker Nylon Insert (430165) **x2**
- (S) M5x7mm Thumb Nut (432140) **x4**

7/16" Hex Wrench Not to Scale (320950) **x2**

Before beginning, you should have:

Additional tools required:

Adjustable wrench x2 **+** Pliers **+** Rubber Mallet x1 **+** Screwdriver ⊕ OR ▢

Contents - VRC300 - CB

Device Tub
x1
(CC4073)
15 lbs Weight Limit
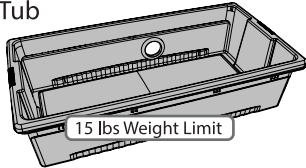
Foam Device Holder
x1
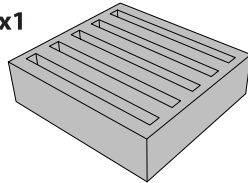
Headset Tub
x3
(CC4073)
15 lbs Weight Limit
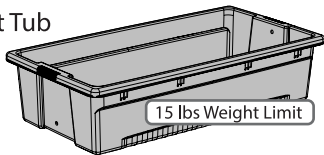
Contents - VRC300 - AC

Headset Divider Bent
x12
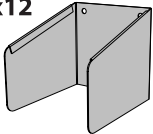
Headset Divider Long
x3
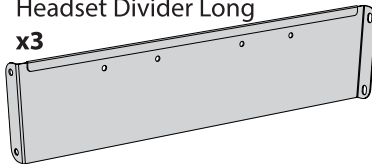
Power Timer Cover
(32101)
x1
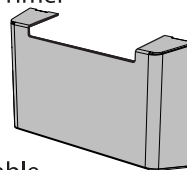
Power Timer Mounting Bracket
(321012)
x1
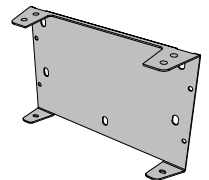
Power Cord
x1

North American power cord shown.

USB Cover
x1
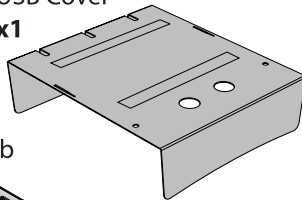
USB "B" Cable
x1

Cable Housing
x1
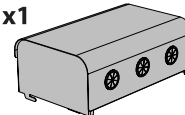
10 Port USB Hub
(255144)
x3
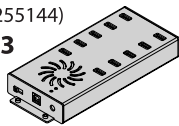
Power Adapter
(255146)
x3
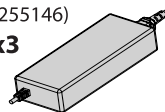
Foam Tablet Holder
x1
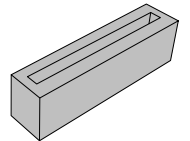
Tips for Assembly

Watch for These Helpful Symbols

This symbol denotes a 2- or 3- Person Task. For safety, please ensure that there are the suggested number of people working on steps displaying this symbol.

2-Person Task   **3-Person Task**

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

1

Actual Size:

Ⓘ x6   Ⓚ x6

You will need: (Not to Scale)

Side Stretcher **x4**
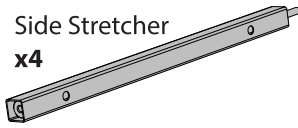
Channel Stretcher **x2**
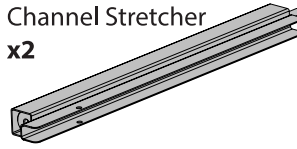
Attach Side Stretchers and Channel Stretcher to Back Frame

Finger tighten hardware by hand only.

Side Stretcher

Channel Stretchers

Side stretcher

Ⓚ Ⓘ

Ⓚ Ⓘ

Ⓚ Ⓘ

Ⓚ Ⓘ

Ⓚ Ⓘ
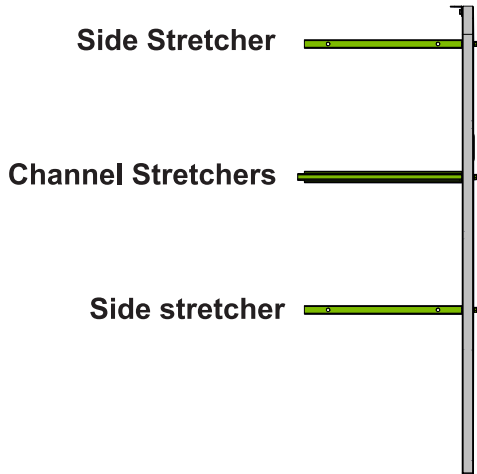
! **Pay attention to hole orientation.**

! **Important electrical safety component.**
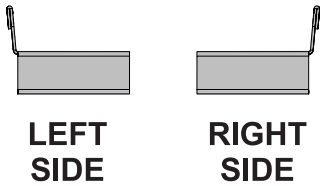Ⓚ 1/4" Star Washer **x6**

2

Actual Size:

Ⓑ x6   Ⓚ x6
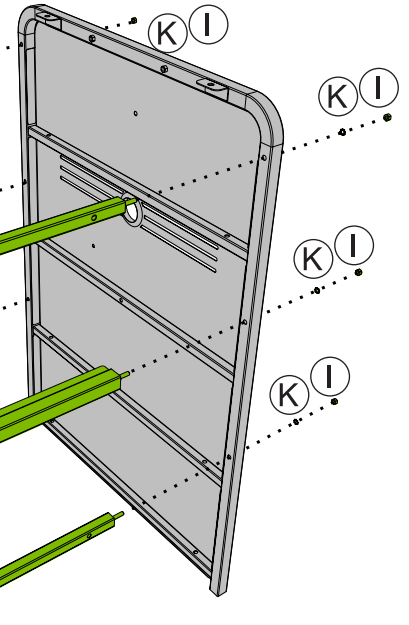
You will need: (Not to Scale)

Front Frame **x1**
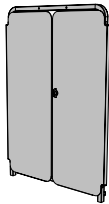
Open Doors on front frame and attach to stretchers

Finger tighten hardware only.

! **Important electrical safety component.**
Ⓚ 1/4" Star Washer **x6**

Ⓑ Ⓚ

Ⓚ

Ⓑ

Ⓑ Ⓚ

Ⓚ

Ⓑ

Ⓑ Ⓚ

Ⓚ

Ⓑ

Ⓑ Ⓚ

3

Actual Size:

(P) x6

You will need: (Not to Scale)

Shelf Left **x3**

Shelf Right **x3**

Rubber Mallet x1
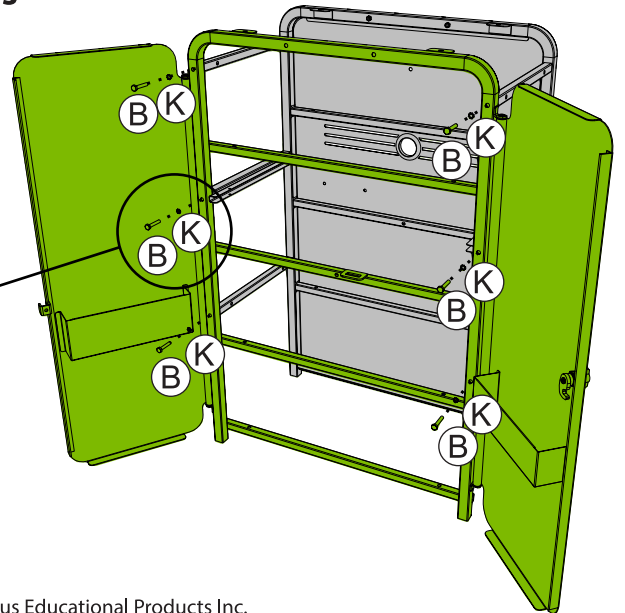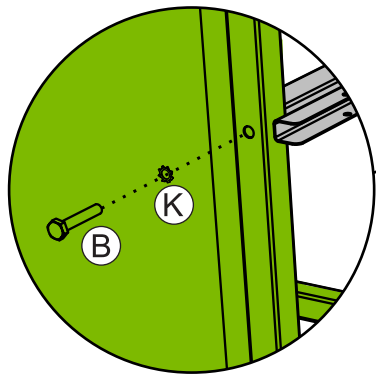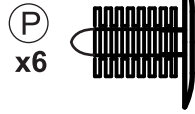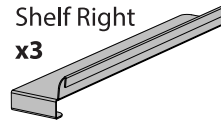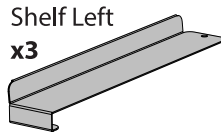
Hook Tub Shelves on to stretchers of Front Frame, attach with fastener

Check Shelf orientation.

LEFT SIDE

RIGHT SIDE

4

Actual Size:

(A) x4

(K) x4

You will need: (Not to Scale)

2-Person Task

Foot **x2**

Caster Wrench (32095S) **x1**

Attach Foot on the frame, tighten hardware fully

Flip over cart. Make sure side frame stretchers are loose to allow for feet to be attached.
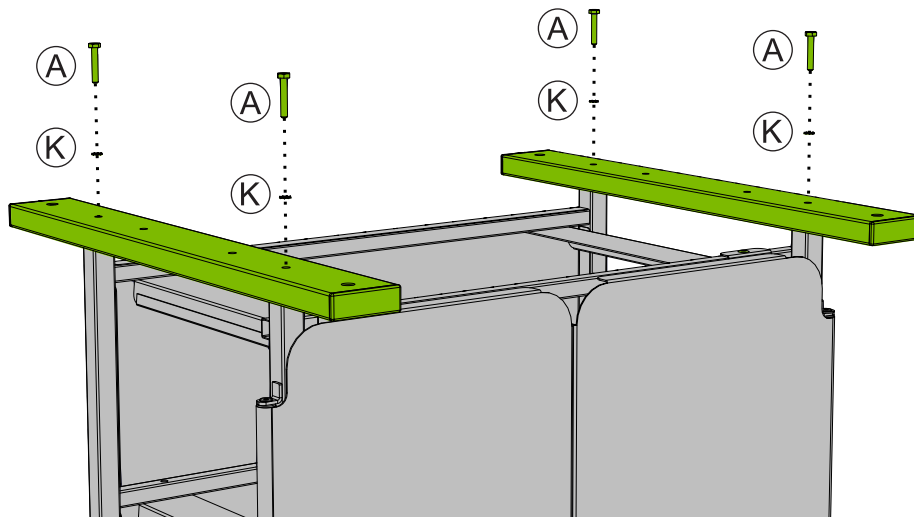
First thread each bolt 3 full turns, once all 4 bolts are in place. Fully tighten hardware.

Important electrical safety component.

(K) 1/4" Star Washer **x4**

5

Actual Size:

P **x6**
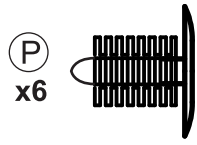
You will need: (Not to Scale)

Rubber Mallet x1

Using a mallet, hammer the bottoms of the Tub Shelves into the bottom of the stretcher

Make sure the holes on the Tub shelves line up with the holes on the stretcher.

P P

P P

P P

P

6

Actual Size:

J **x4**

F **x4**

G **x4**
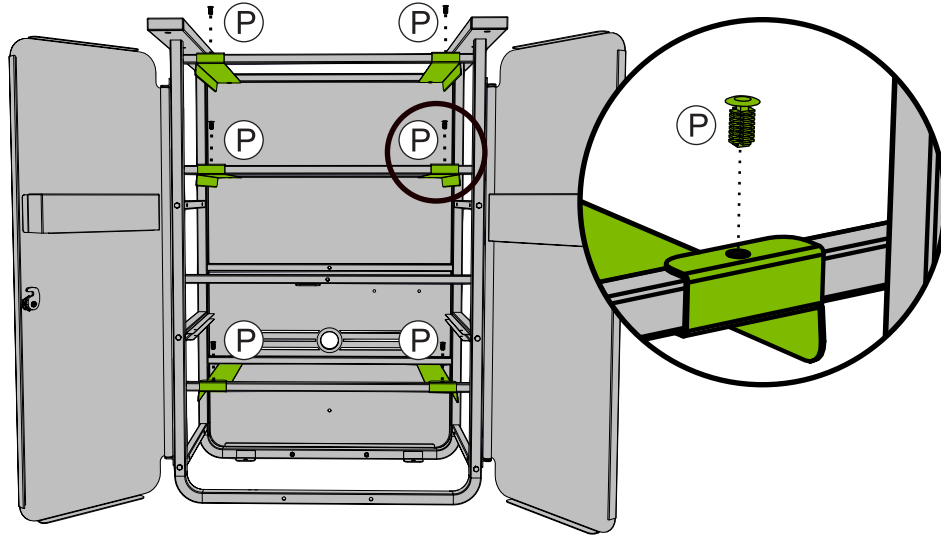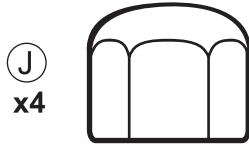
You will need: (Not to Scale)

4" Caster with Brake
(41011)
x4
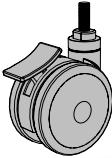
Caster Wrench
(32095S)
x1
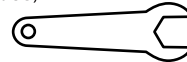
Attach Casters to Frame

F
G
J

F

G

F

J

F
G
J

F
G
J
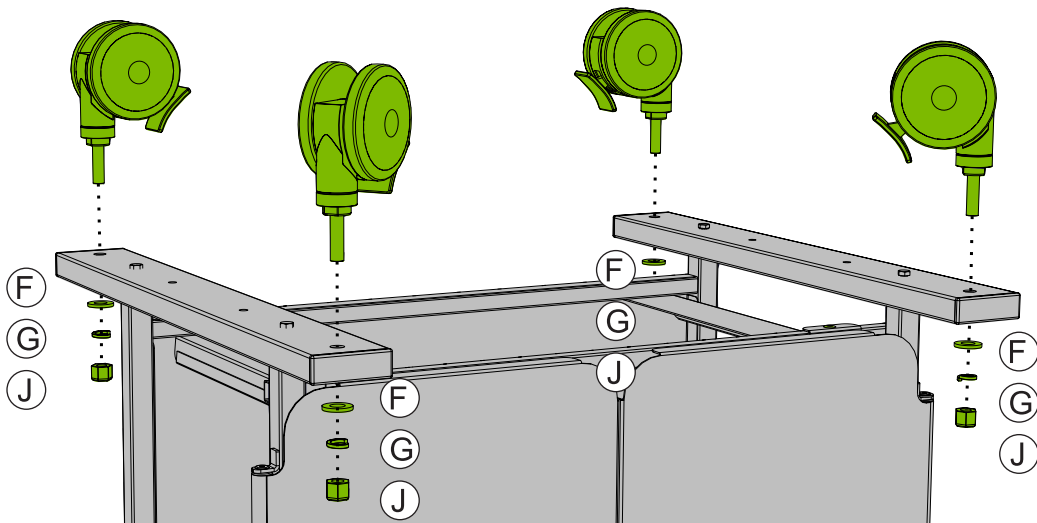
7	Actual Size:
	You will need: (Not to Scale)

Fully tighten hardware on front and back of frame
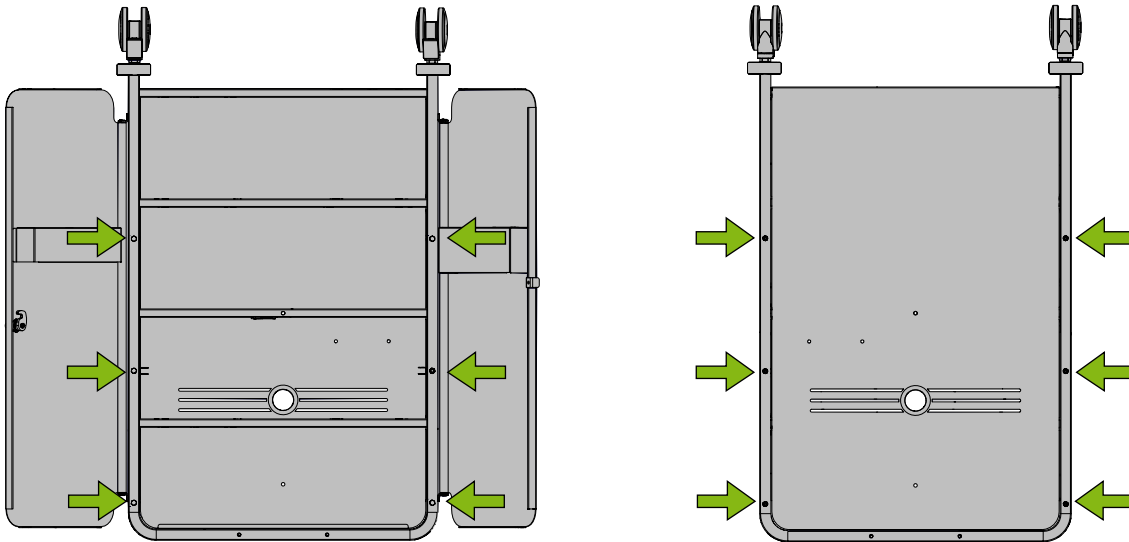
8	Actual Size:
	(T) x2 (I) x2 (K) x2
2-Person Task	**You will need:** (Not to Scale) Cable hook x2
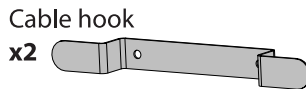
Flip cart right side up. Attach Cable Hooks to Back Frame
Loosely attach one side of the cable hooks first, then the other.
Fully tighten hardware.

! Important electrical safety component.
(K) 1/4" Star Washer x2

9

Actual Size:

(I) x12

(K) x12

(B) x4
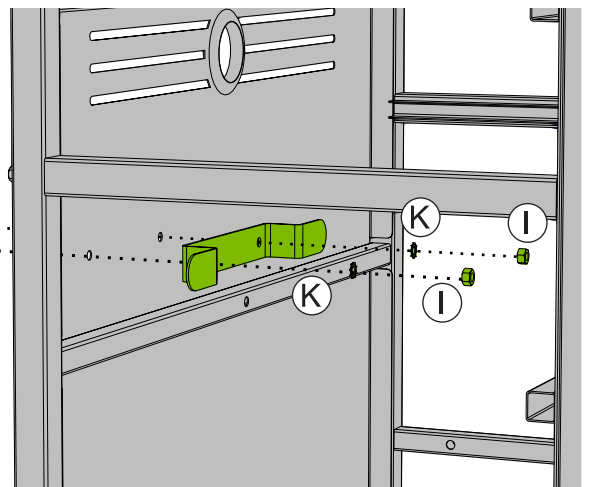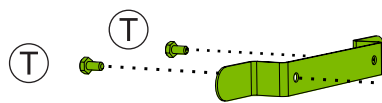
You will need: (Not to Scale)

Side Panel Left **x1**

Side Panel Right **x1**
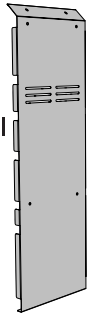
Attach Side Panels to Frame

Slide studs on Side Panels through holes on frame stretchers. Fully tighten hardware.

Note Orientation of Side Panels.

! Important electrical safety component.

(K) 1/4" Star Washer **x12**

Attach bottom of Side Panel.
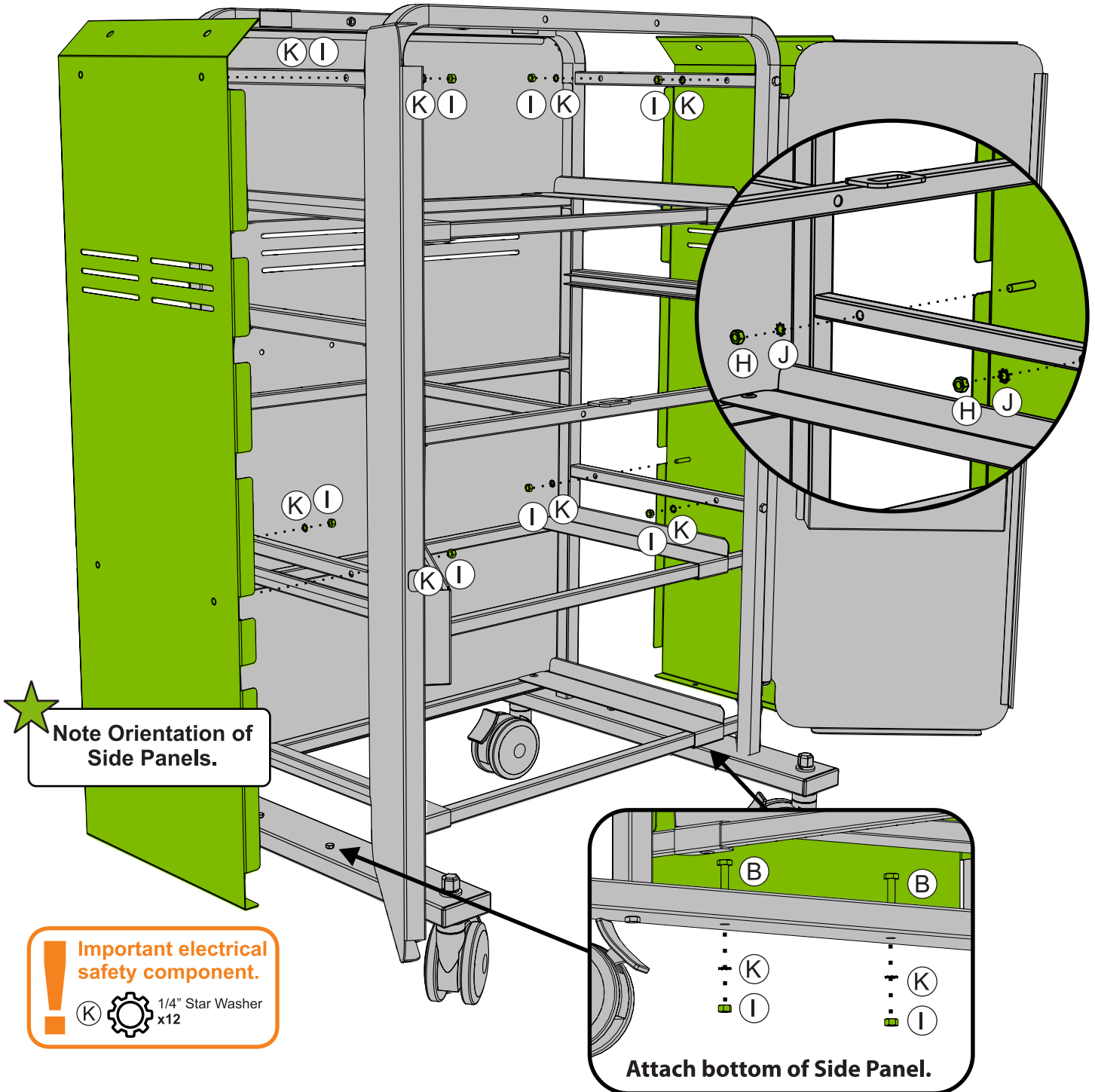
10 Actual Size:
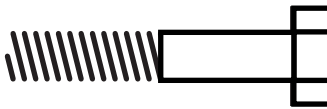
I x3   K x6   B x2   T x1

You will need: (Not to Scale)

Power Timer
Mounting Bracket
(321012)
x1
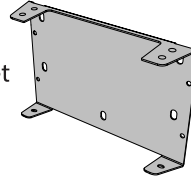
Attach Power Timer Mounting Bracket to Back Frame

Start top two bolts by hand to get placement of bracket before inserting third bolt.

! Important electrical safety component.

K 1/4" Star Washer **x6**

K I
K I
K I
B K
B K
T K
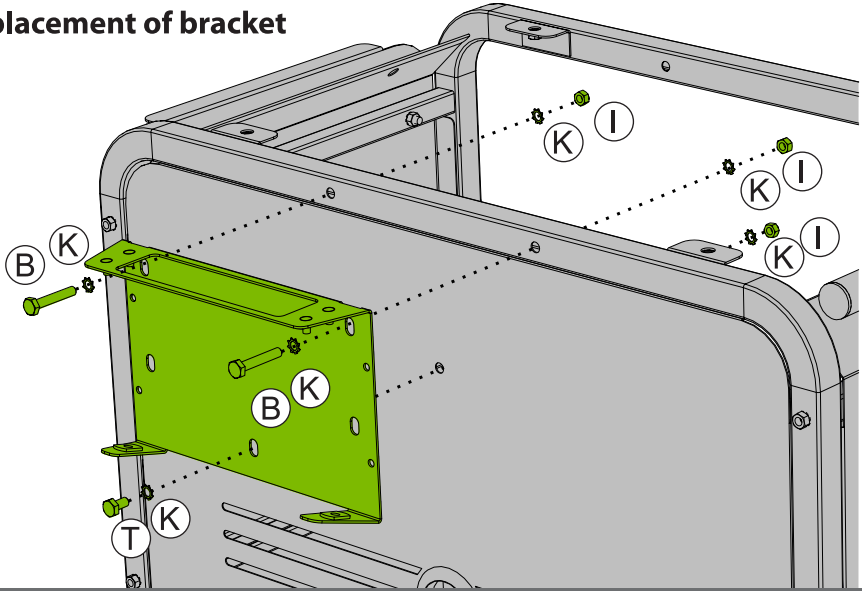
11 Actual Size:

I x4   K x4

You will need: (Not to Scale)
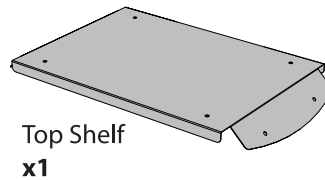
Top Shelf
x1

Attach Top Shelf to Frame

Studs on bottom of shelf fit threw holes on frame backet.

FRONT VIEW

Note Orientation of Top Shelf.

K I
K I
K I
K I
K I

K I   K I
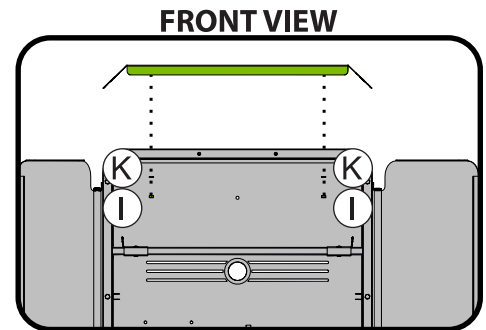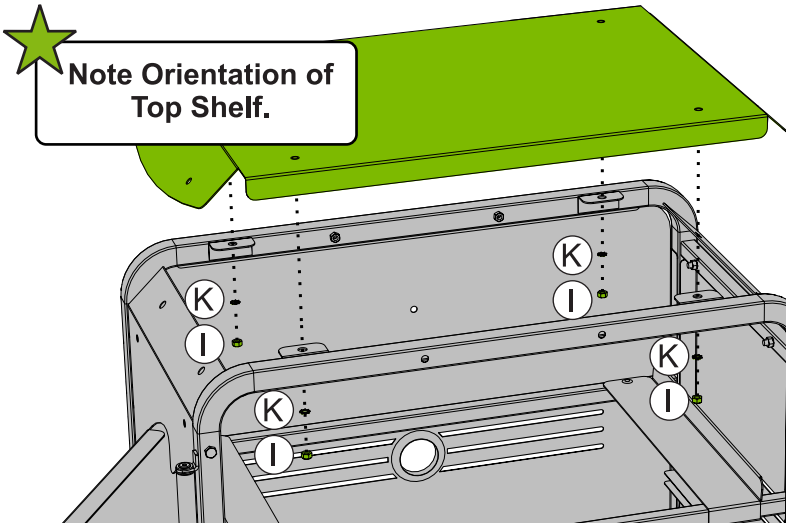
! Important electrical safety component.

K 1/4" Star Washer **x4**

12

Actual Size:

Ⓓ x4

Ⓚ x4

You will need: (Not to Scale)

Handle
x2
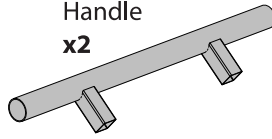
Attach Handles to cart

Ⓚ Ⓓ

Ⓚ Ⓓ

Ⓚ Ⓓ

Ⓚ Ⓓ
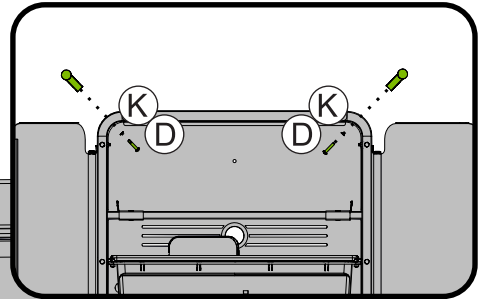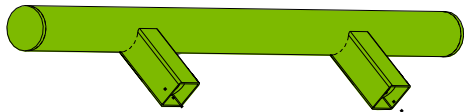
! Important electrical safety component.

Ⓚ 1/4" Star Washer **x4**

13

Actual Size:

Ⓚ x4

Ⓢ x4

You will need: (Not to Scale)
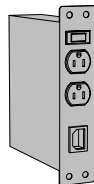
Power Timer
(25526)
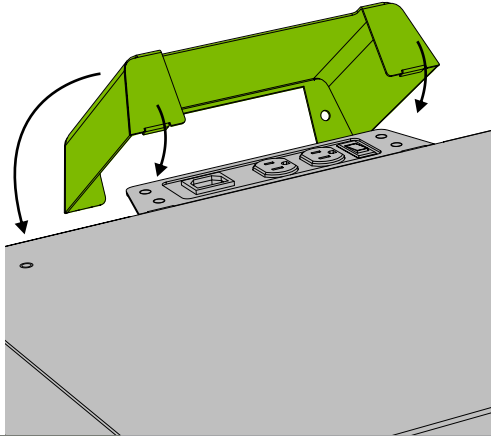**x1**

Install Power Timer onto Power Timer Bracket

Put power switch on left hand side.
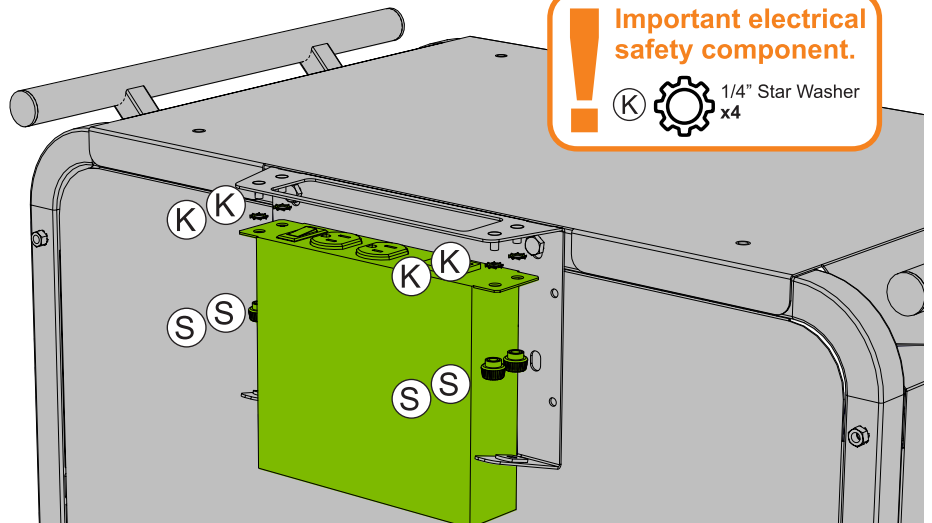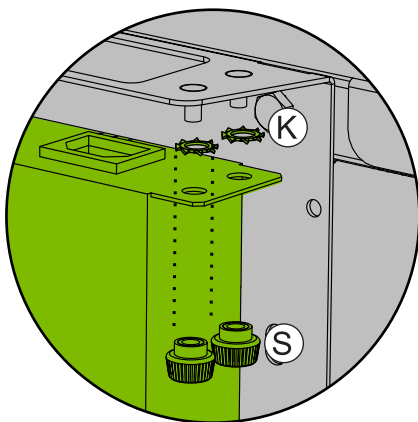
! Important electrical safety component.

Ⓚ 1/4" Star Washer **x4**

Ⓚ

Ⓢ

Ⓚ Ⓚ

Ⓚ Ⓚ

Ⓢ Ⓢ

Ⓢ Ⓢ

14

Actual Size:

(R) x4

(K) x2

You will need: (Not to Scale)

Power Timer Cover
(32101)
x1
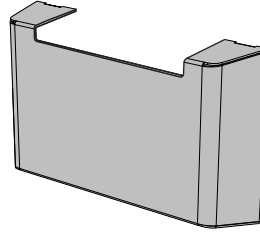
Power Timer Cable
x1

Install Power Front Time Cover

1 Hook top of cover onto mounting bracket then swing down into place.

2 Secure Power Timer Front Cover

! Important electrical safety component.

(K) 1/4" Star Washer **x2**
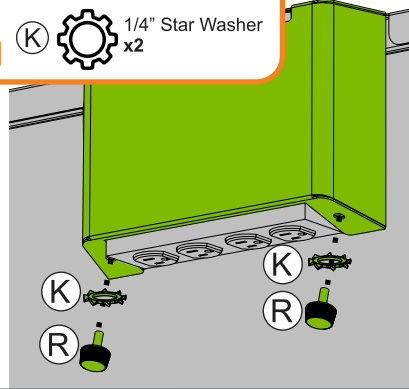
3 Insertl Power Timer Power Cable into Power Timer

(K)

(K)

(R)

(K)

(R)
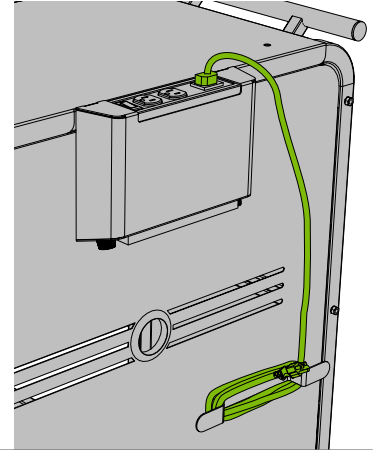
15

Actual Size:

(E) x2

(Q) x2

You will need: (Not to Scale)

Tub Frame
x1
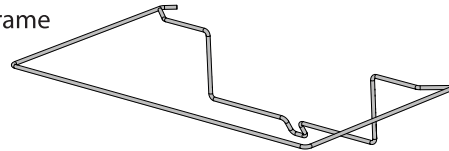
Install Tub Frame.

1 **First put Tub Frame ends in Channel**
Angle frame downwards and make sure you hook the bottom of the frame over the front stretcher.
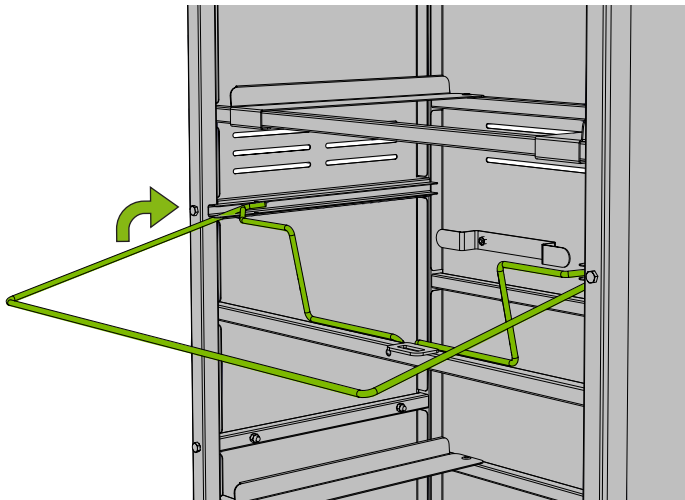
2 **Insert safety hardware into channels**
Add hardware to both sides of frame.

(E)

(Q)

16

Actual Size:

Ⓚ x2 Ⓑ x2
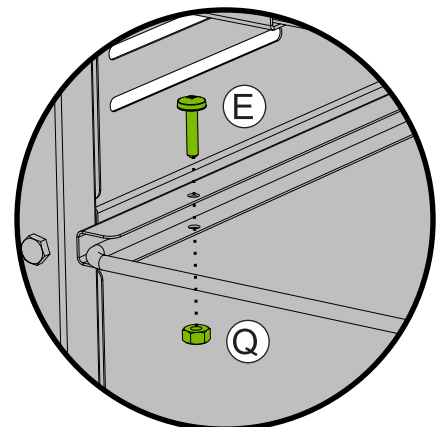
You will need: (Not to Scale)

Tub Channel Stretcher **x1**
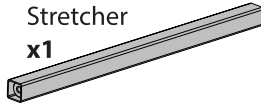
Attach the Tub Channel Stretcher inside the cart.

1 **First attach Tub Channel Stretcher from the front.**
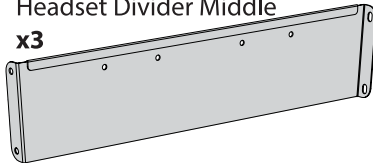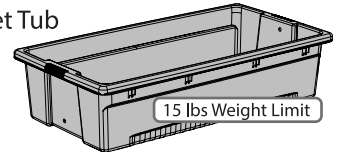
2 **Secondly attach from back of cart.**

Ⓚ Ⓑ

Ensure stretcher fits into dip on back of tub frame.

Ⓑ Ⓚ

! Important electrical safety component.

Ⓚ 1/4" Star Washer **x2**
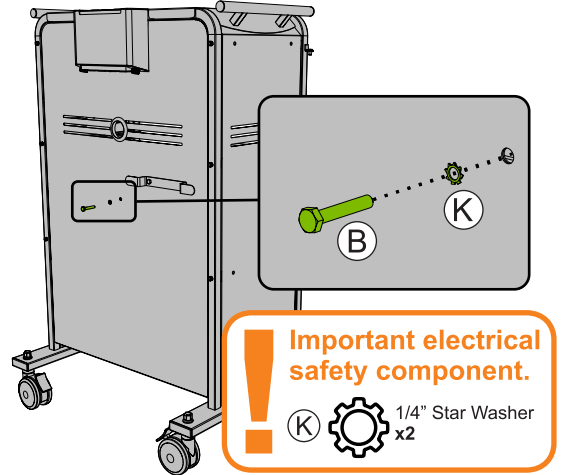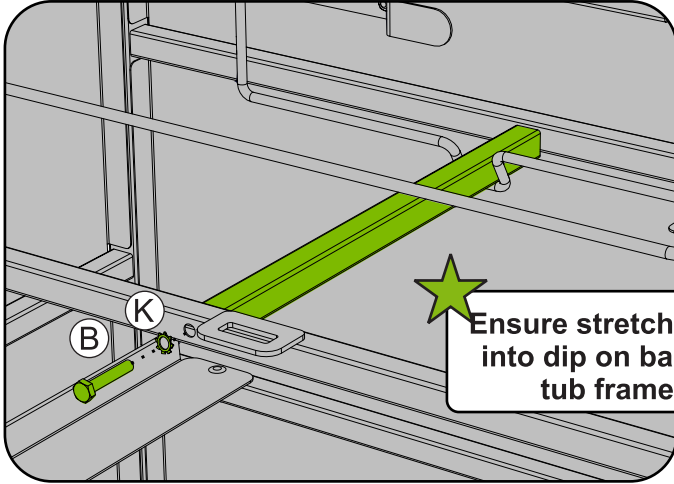
17

Actual Size:

You will need: (Not to Scale)

Headset Divider Middle **x3**

Headset Tub **x3** (CC4073)

15 lbs Weight Limit

Place Headset Divider Middle into the Headset Tub. Repeat step for all 3 tubs.

**The three Headset Tubs will have 2 holes on either end.**

18

Actual Size:

(L) x12 (M) x12 (H) x24 (O) x24

You will need: (Not to Scale)
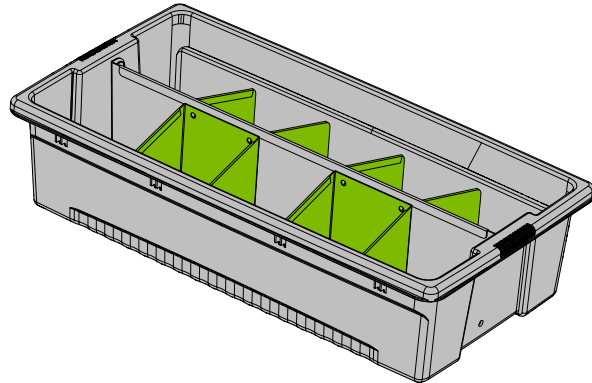
Pliers
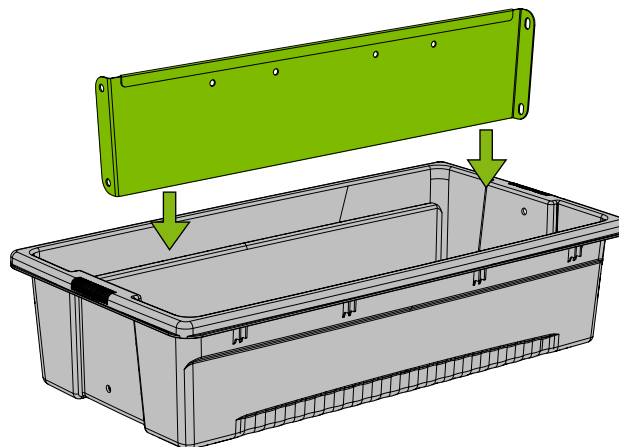
Headset Divider Middle
x3
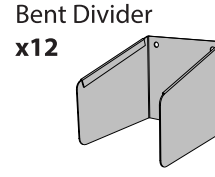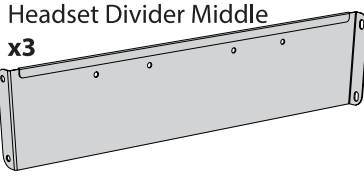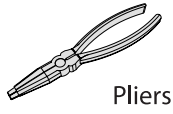
Bent Divider
x12

Attach Headset Divider Middle to tub 3x

1 Attach the TOP of the divider first.
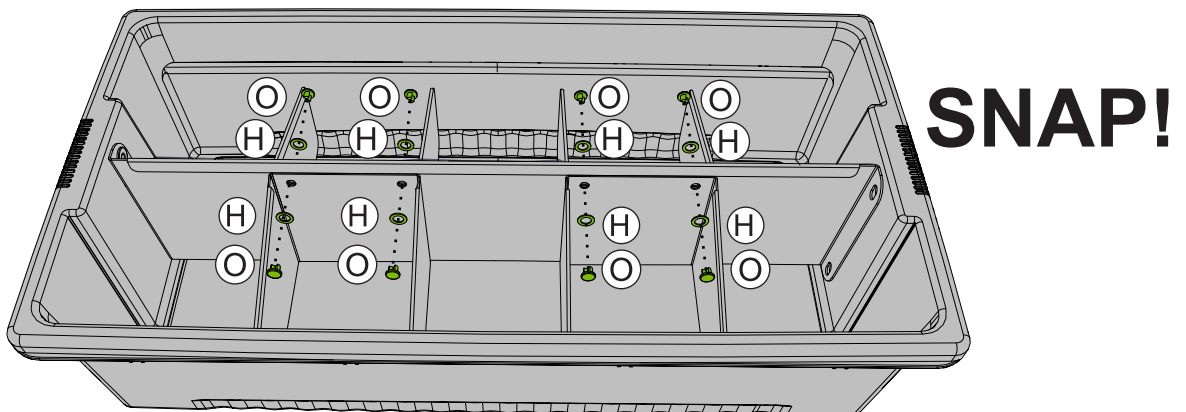You may have to push down slightly on the divider to get hardware in.

2 Now attach the BOTTOM of divider.
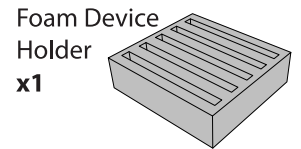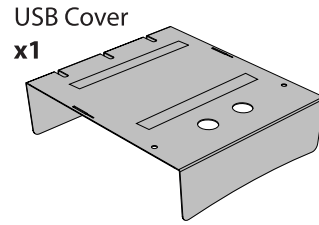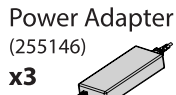You may have to push down slightly on the divider to get hardware in.
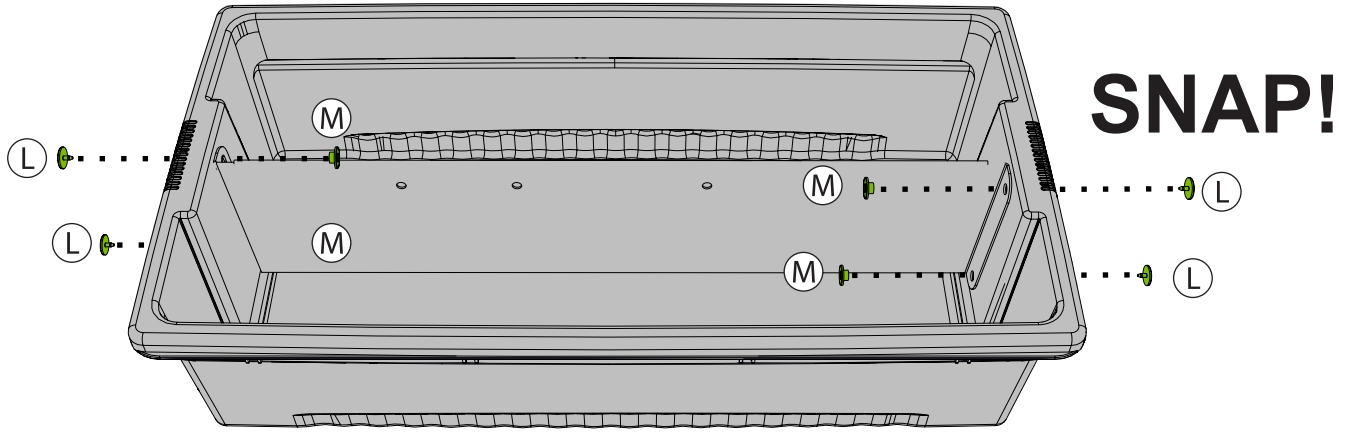
SNAP!

3 Place Bent Dividers into tub.
Holes on Bent Dividers will line up with holes on the Middle Divider.

4 Secure Bent Dividers to
Use pliers to help push the ratchet snaps (O) together.

SNAP!

19

You will need: (Not to Scale)

Power Cord
x3

Power Adapter
(255146)
x3

Device Tub
x1
(CC4073)

15 lbs Weight Limit
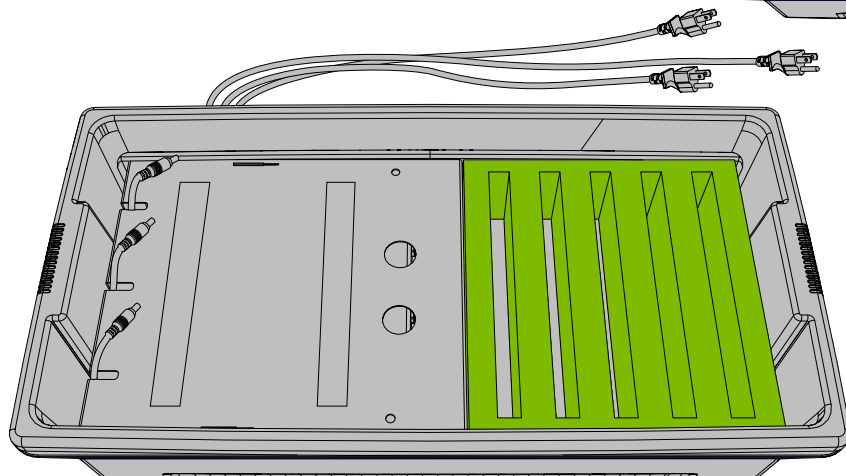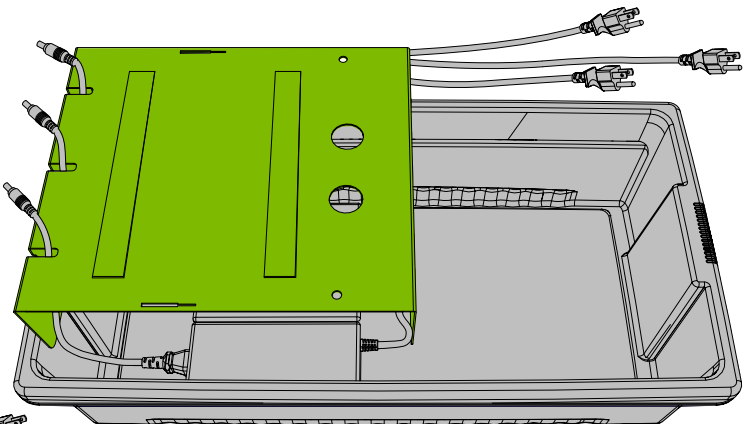
USB Cover
x1

Foam Device
Holder
x1
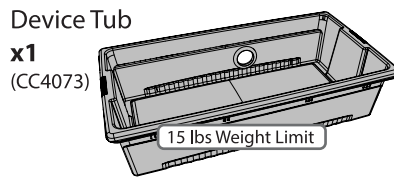
Assembly Device Charging Tub
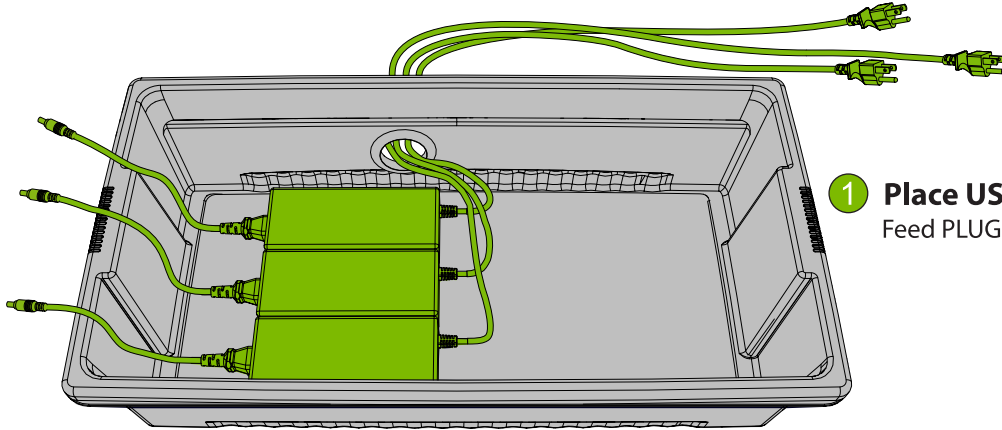
① Place USB Power Adapters into tub
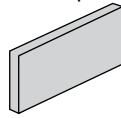Feed PLUG end of cable through grommet on tub.

② Place USB Cover over USB Power Adapters
Ensure cables are securely plugged into Power Adapter.
Feed Cable through holes on end of USB Cover.

③ Place Device Foam into Tub
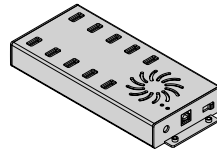The foam will fit snugly into tub

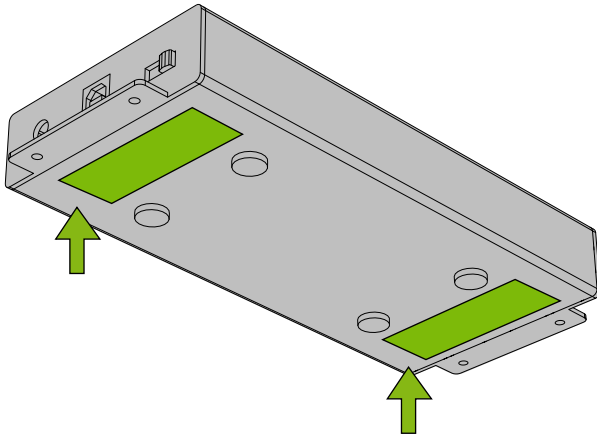You will need: (Not to Scale)

Hook&Loop
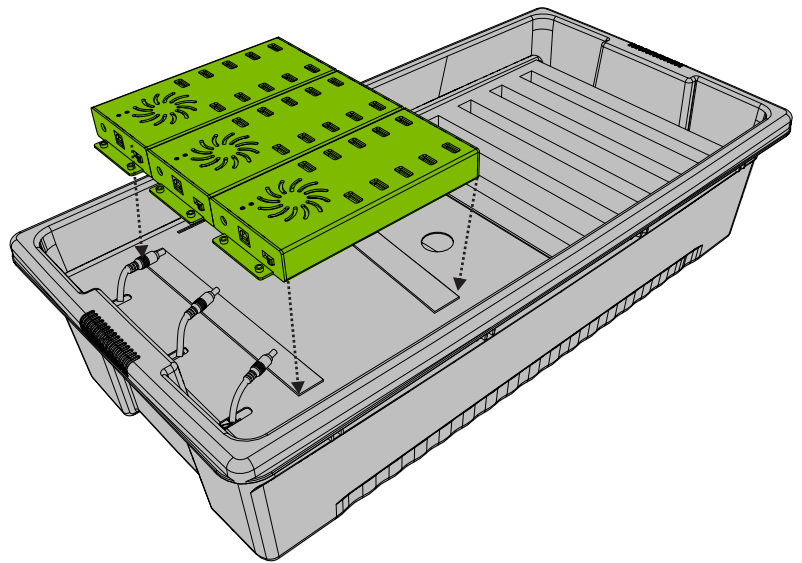**x6**

10 Port USB Hub
(255144)
x3

Attach USB Hubs to Charging tub assembly

1 **Apply adhesive Hook & Loop fastener**
Each USB Hub needs TWO pieces of Hook & Loop
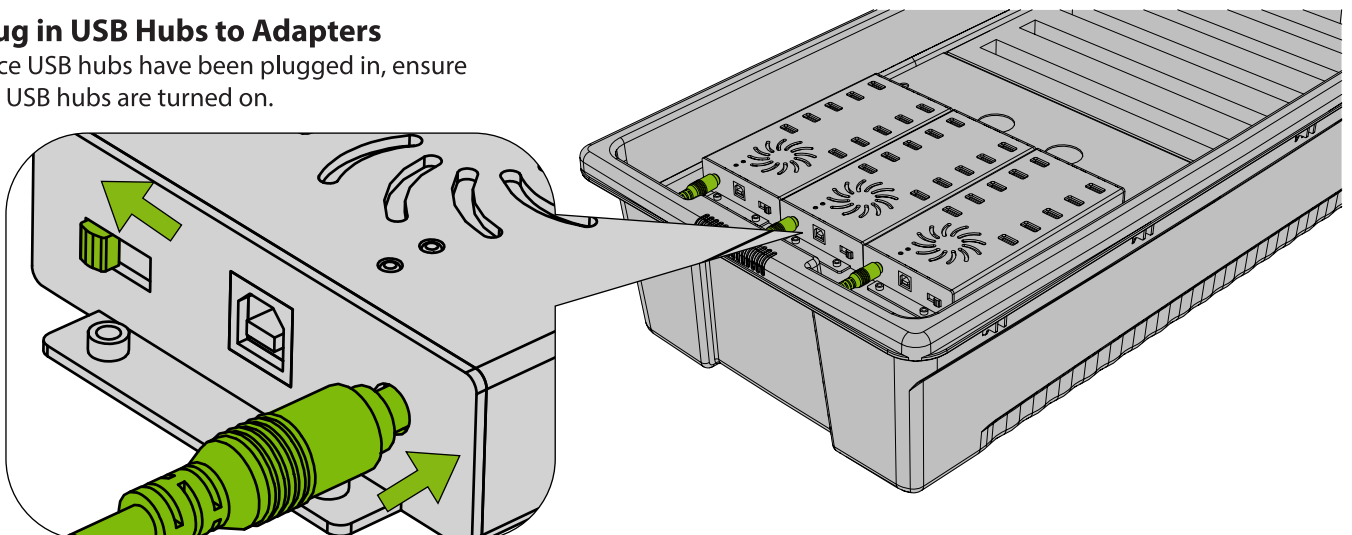applied to the bottom surface of the hub.

2 **Place USB Hubs onto metal USB Cover**
Attach the USB Hubs to the corresponding
Hook & Loop found on the metal USB Cover.

3 **Plug in USB Hubs to Adapters**
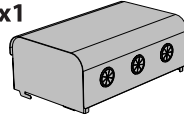Once USB hubs have been plugged in, ensure
the USB hubs are turned on.
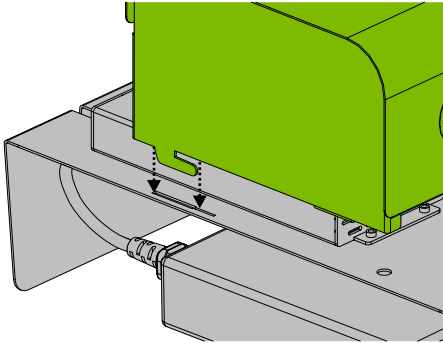
21

Actual Size:
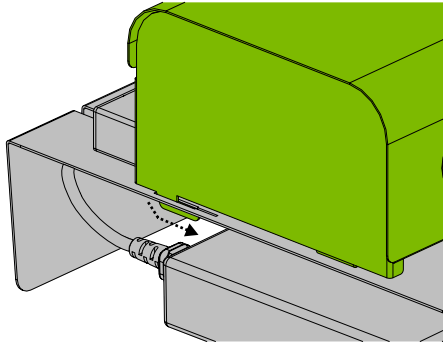
You will need: (Not to Scale)

Cable Housing
x1

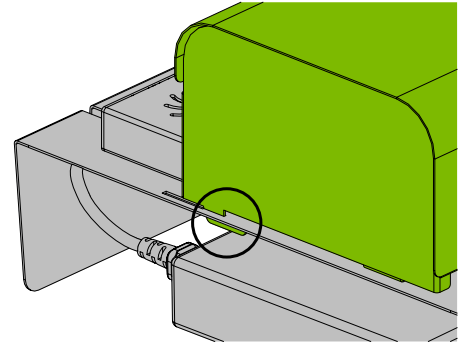## Place Cable Housing over USB Hubs

Slide foot on Cable Housing through slot on metal USB cover. View below does not show outer tub.

1 Place foot through slot
Start the foot of the Cable housing at the larger part of the slot.

2 Slide Cable Housing forward
Slide the foot towards the narrow part of the slot on USB Cover.

3 Housing is now in place
Foot will be all the way to the front of the slot.
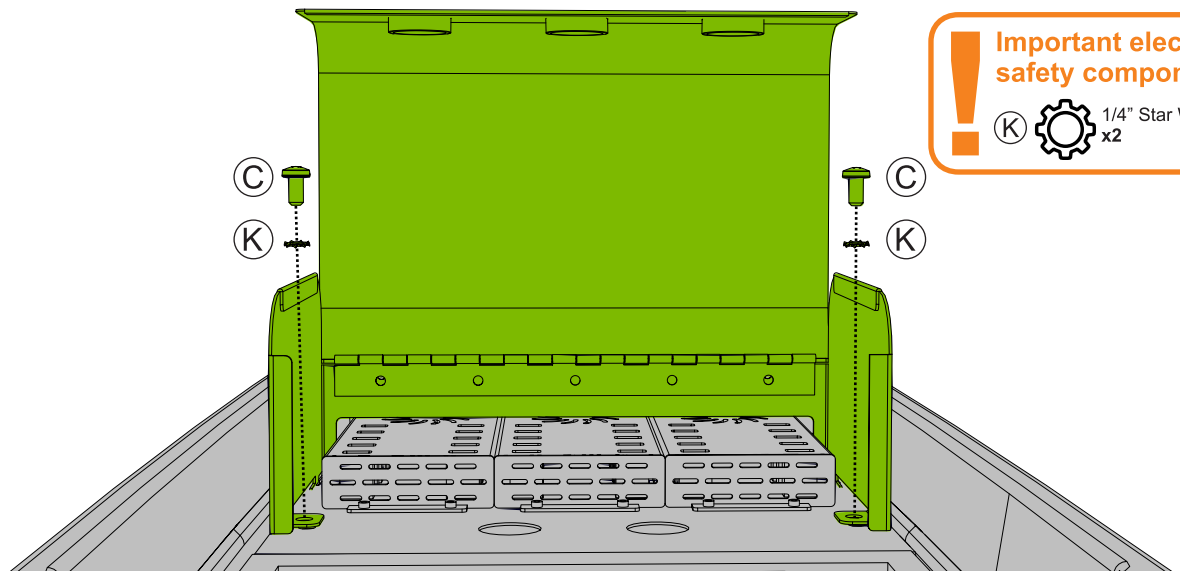
22

Actual Size:

C x2   K x4

You will need: (Not to Scale)

Screwdriver
⊕ OR ▢
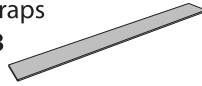
Attach Cable Housing to USB Cover

C   C

K   K

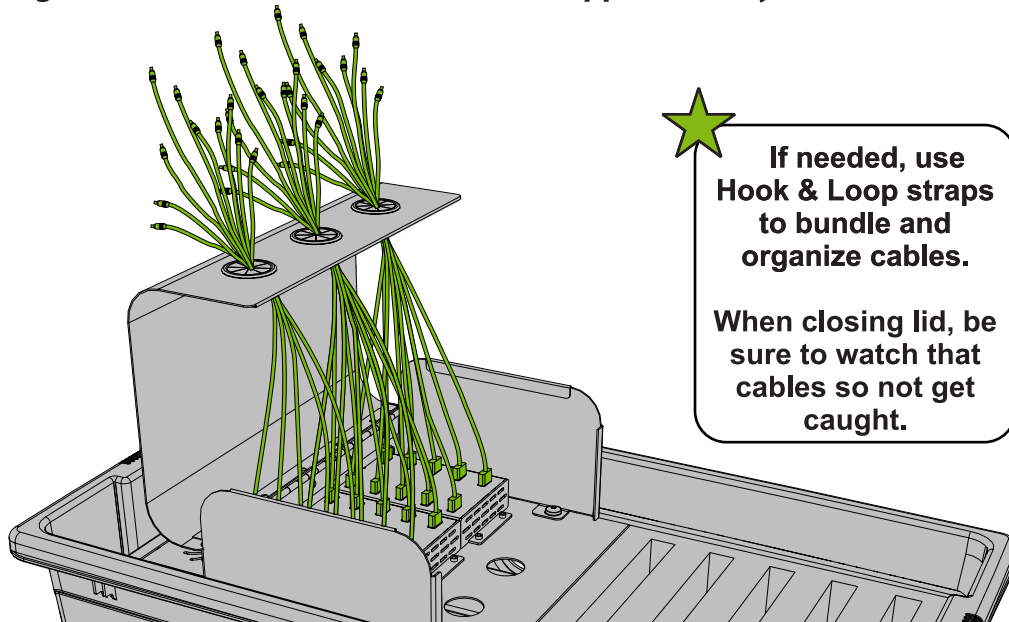**! Important electrical safety component.**

K 1/4" Star Washer **x2**

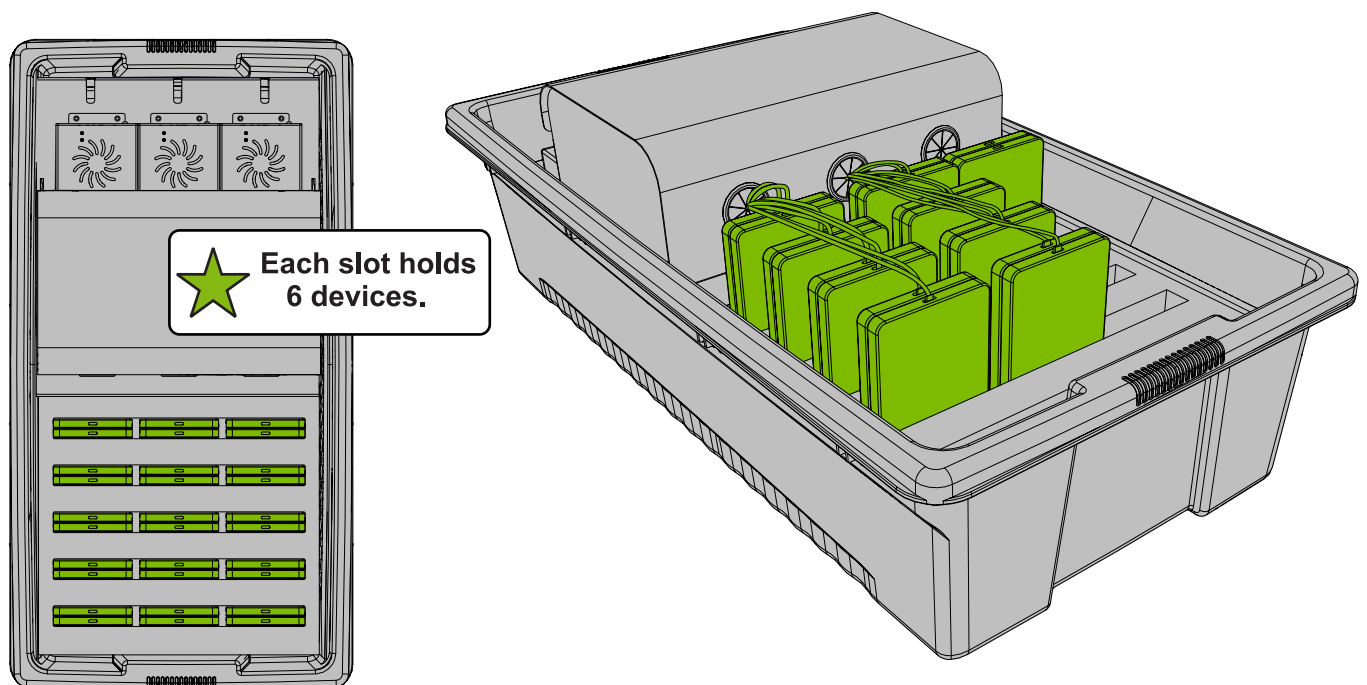You will need: (Not to Scale)

Hook & Loop
Straps
x3

1 **Plug in and feed device charging cables through grommets on housing lid.**

Allow for enough cable to reach the furthest device, approximately 8 inches.

If needed, use Hook & Loop straps to bundle and organize cables.

When closing lid, be sure to watch that cables so not get caught.

1 **Place devices in foam slots and plug in**

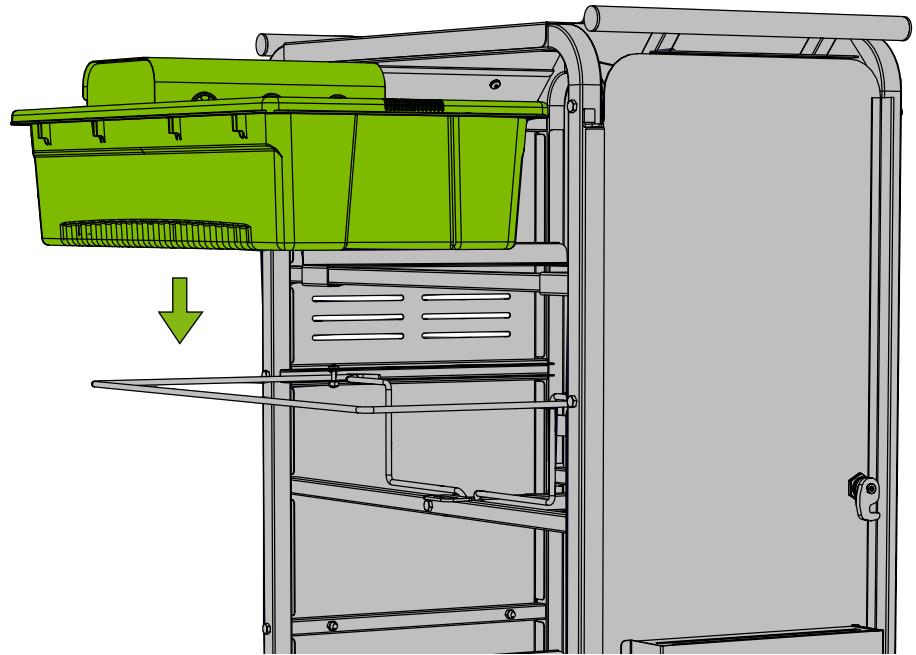**Each slot is 2 devices deep by 3 wide. Gently pull on cord from housing if more is needed to plug device in.**
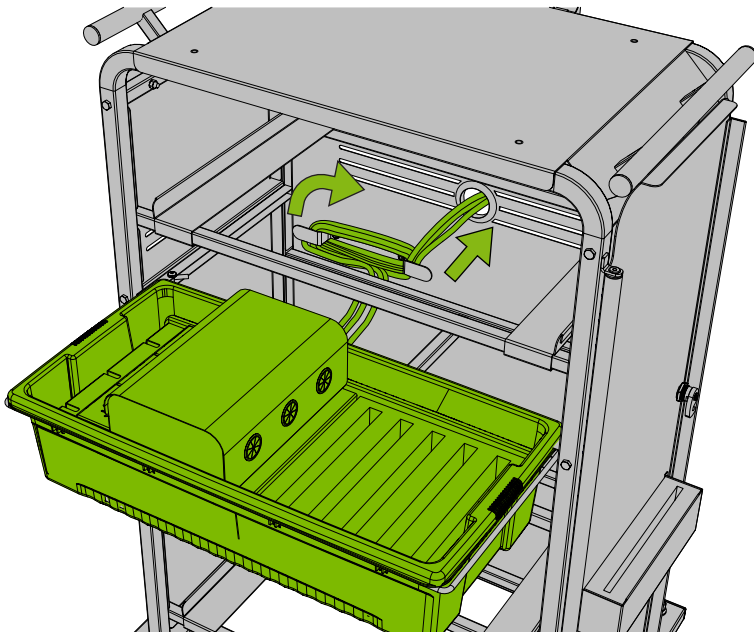
Each slot holds 6 devices.

You will need: (Not to Scale)

## Add Device Charging Tub to Cart Frame

1 **Place tub inside frame**
Pull our tub frame and place Device Charging Tub inside.

2 **Wrap Cables around Interior Cable hook**
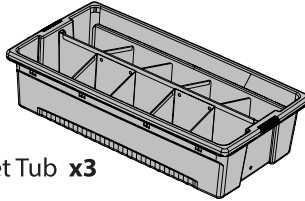Wrap each of the USB power cables around the blue cable hook on the inside of the VR Storage Cart.

3 **Plug USB Power Cables into Power Timer**
Feed cables through grommet and plug into outlets on bottom of Power Timer.
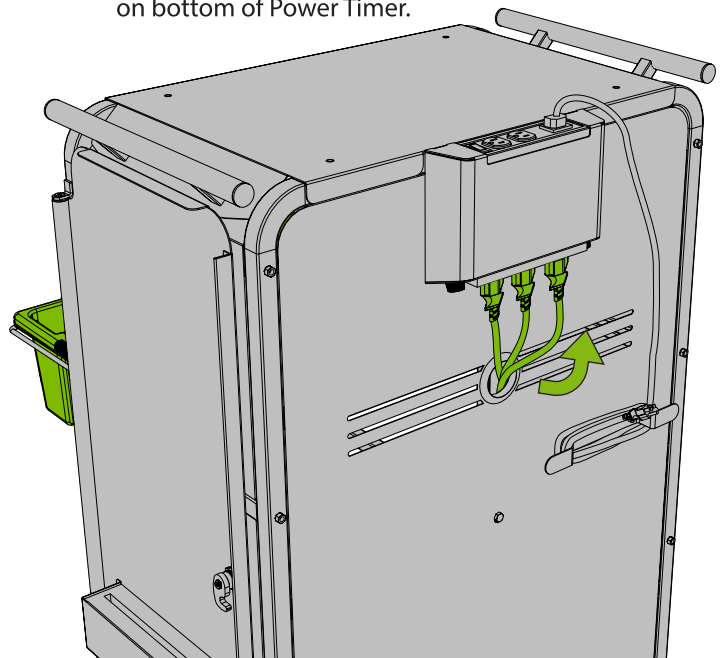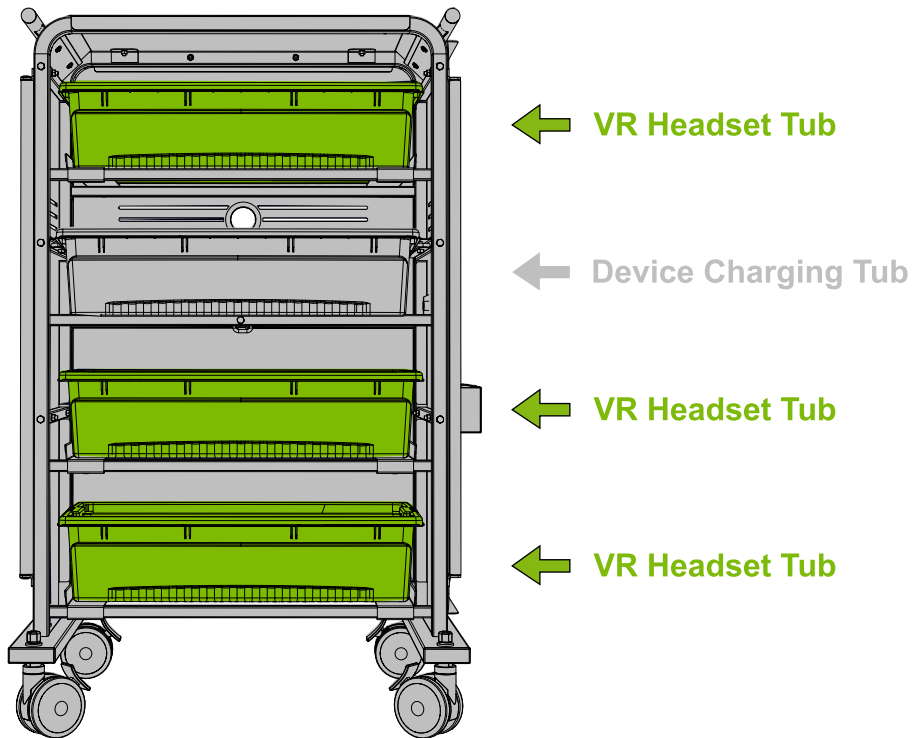
25

Actual Size:

You will need: (Not to Scale)
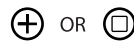
Headset Tub **x3**

Add Headset Tub to Cart Frame

← **VR Headset Tub**

← **Device Charging Tub**

← **VR Headset Tub**

← **VR Headset Tub**

26

You will need: (Not to Scale)

Adjustable wrench **x2**

+

Screwdriver

⊕ OR ▣

+

Caster Wrench **x1**

Check entire assembly for loose parts; tighten all casters, bolts, screws and nuts

! Tighten all casters using supplied Caster Wrench.

Keep wrench with unit. Casters must be tightened every 6 months for proper maintenance.