

# Getting Started Guide

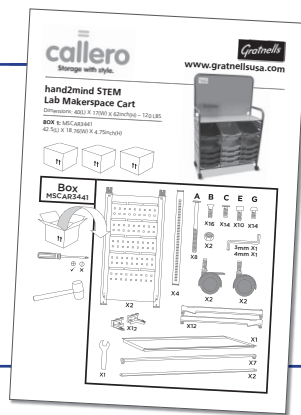
## STEM Lab Makerspace Cart

Thank you for purchasing the hand2mind STEM Lab Makerspace Cart! This short guide will help you get your new cart ready for student use quickly and easily. The first section explains how to label drawers, lock the wheels and insert the dividers once your cart is assembled. The second section walks you through how to load the cart with all the makerspace materials.

### Step 1

#### Build your cart

Refer to the hand2mind STEM Lab Makerspace Cart assembly instructions booklet included with your cart.



### Step 2

#### Lock the wheels

Lock both front wheels so that the cart doesn't accidentally roll while filling.

To lock, push the lever down with your foot



When the lever is down the wheel is in the locked position



### Step 3

#### Place the dividers in the drawers and hang the buckets

Place the dividers in the drawers according to the chart on the back side of this poster and hang the four buckets on the heavy duty hooks.



### Step 4

#### Place the labels on the drawers

The color of the gear on each label corresponds to the color of the drawer. Affix each label to the flat center panel of each drawer.

- Colored paper, craft foam, felt, tissue paper
- Building blocks
- Cardboard, Wikki Stix®
- Craft items
- Clothespins, skill sticks, spools, stir sticks
- Aluminum foil, cups, plastic wrap
- Pipe cleaners, sponges
- Balls, marbles
- Assorted craft sticks
- Balloons, corks, craft & sewing items



- Clay, compact disks, filters, plates
- Gears, magnets, wheels
- Dowels, toothpicks, washers
- Electrical items
- Cardboard tubes

Blank labels are included for easy customization of drawer contents.

#### Assembly Cart & Material Tips

- The top portion of the cart can be used as a white board and/or a magnetic board.
- The single and double hooks can be placed in a variety of places of your choice.
- The 4 colored hook magnets can be used at your discretion to hang materials of your choice.
- The copper tape is conductive and can be used for electrical activities.
- The coffee stirrers can be used as wheel axles for some of the wheels.



# Loading the drawers

Materials come prebagged by drawer. Load the drawer dividers according to the lettered drawer designations below.

Location	Item	KIT QTY
<b>Drawer A</b> No Divider	Construction Paper	100
	Craft Foam, Blue	6
	Craft Foam, Green	6
	Craft Foam, Purple	6
	Craft Foam, Red	6
	Craft Foam, White	6
	Craft Foam, Yellow	6
	Felt Cloth	12
Tissue Paper	20	
<b>Drawer B</b> No Divider	Blocks, Strictly Briks®	6 BAGS
<b>Drawer C</b> No Divider	Cardboard	40
	Wikki Stix®	336
<b>Drawer D</b> 6 slots	Beads, Alphabet	2 PKGS
	Beads, Assorted	1 PKG
	Buttons	1 LB
	Feathers	100
	Pom Poms	100
	Wiggly Eyes	200
<b>Drawer E</b> 6 slots	fill 2 slots Clothespins	54
	fill 2 slots Skill Sticks	300
	Spools	24
	Stir Sticks (Wheel Axles)	1000
<b>Drawer F</b> No Divider	Aluminum Foil	2
	Cups, Paper 3 ounce	100
	Cups, Paper 10 ounce	100
	Plastic Wrap	2
<b>Drawer G</b> No Divider	Pipe Cleaners	500
	Sponges	24
<b>Drawer H</b> No Divider	Balls, 1" Foam	144
	Balls, Rubber	12
	Balls, Table Tennis	24
	Marbles	50
<b>Drawer I</b> 6 slots	fill 2 slots Craft Sticks, Large	200
	fill 2 slots Craft Sticks	250
	fill 2 slots Tongue Depressors	200

Location	Item	KIT QTY	
<b>Drawer J</b> 6 slots	Balloons	50	
	Corks	50	
	fill 2 slots Cotton Balls	300	
	share a slot Needles, Embroidery	Needles, Embroidery	25
		Needles, Yarn	6
Thread	5 SPOOLS		
Plane Shapes™	152		
<b>Drawer K</b> No Divider	Clay	10 LBS	
	Coffee Filters	200	
	Compact Discs	24	
	Plates	180	
<b>Drawer L</b> 6 slots	fill 2 slots Gears	12 SETS	
	share a slot Magnet Tape	Magnet Tape	2 ROLLS
		Magnets, Disc	24
	Wheels, Geared	24	
	Wheels, Narrow	50	
	Wheels, Wood	60	
<b>Drawer M</b> 6 slots asst	Sandwich Picks	750	
	Toothpicks	500	
	Washers	100	
	Wood Dowels, 12"	40	
	Wood Dowels, 6"	100	
	Wood Dowels, 4"	75	
	Battery Holders	18	
<b>Drawer N</b> 6 slots	Buzzers	12	
	Copper Wire	2 ROLLS	
	LED Bulbs	1 PKG	
	Motors	12	
	Wire Leads	18	
	Cardboard Tubes	60	
ORGANIZER	share a slot Rubber Bands, Thick	Rubber Bands, Thick	2 PKG
		Rubber Bands, Thin	2 PKG

Location	Item	KIT QTY	
ORGANIZER	Binder Clips	24	
ORGANIZER	Wing Nuts	100	
ORGANIZER	Screws	100	
ORGANIZER	Nails, 2 ½"	50	
ORGANIZER	Lanyard Hooks	144	
ORGANIZER	share a slot Brass Fasteners, 1"	Brass Fasteners, 1"	200
		Brass Fasteners, ½"	200
ORGANIZER	Cable Ties	300	
ORGANIZER or Hook	place in center slot	Hole Punch	1
		Pliers	1
		Screwdriver, Phillips	1
		Screwdriver, Slotted	1
		Stopwatch	1
		Tape Measure	1
		Wire Stripper	1
HOOK	Glue Dots	1 BOX	
HOOK	Conductive Tape	2 ROLLS	
HOOK	Goggles	1	
HOOK	Hammer	1	
Use on cart	Magnetic Hooks	4	
TAPE BAR	Packing Tape	2 ROLLS	
TAPE BAR	Masking Tape	5 ROLLS	
Place in a bucket	share a bucket Makedo® Screws	Makedo® Screws	75
		Makedo® Toolkit	1 SET
Place in a bucket	Straws	250	
Place in a bucket	share a bucket	String, Cotton	2 BALLS
		String, Elastic	1 ROLL
		Yarn, Blue	1
	Yarn, Red	1	



For more information visit: [hand2mind.com/maker](http://hand2mind.com/maker)  
To order additional materials visit: [hand2mind.com/makerrefill](http://hand2mind.com/makerrefill)



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