

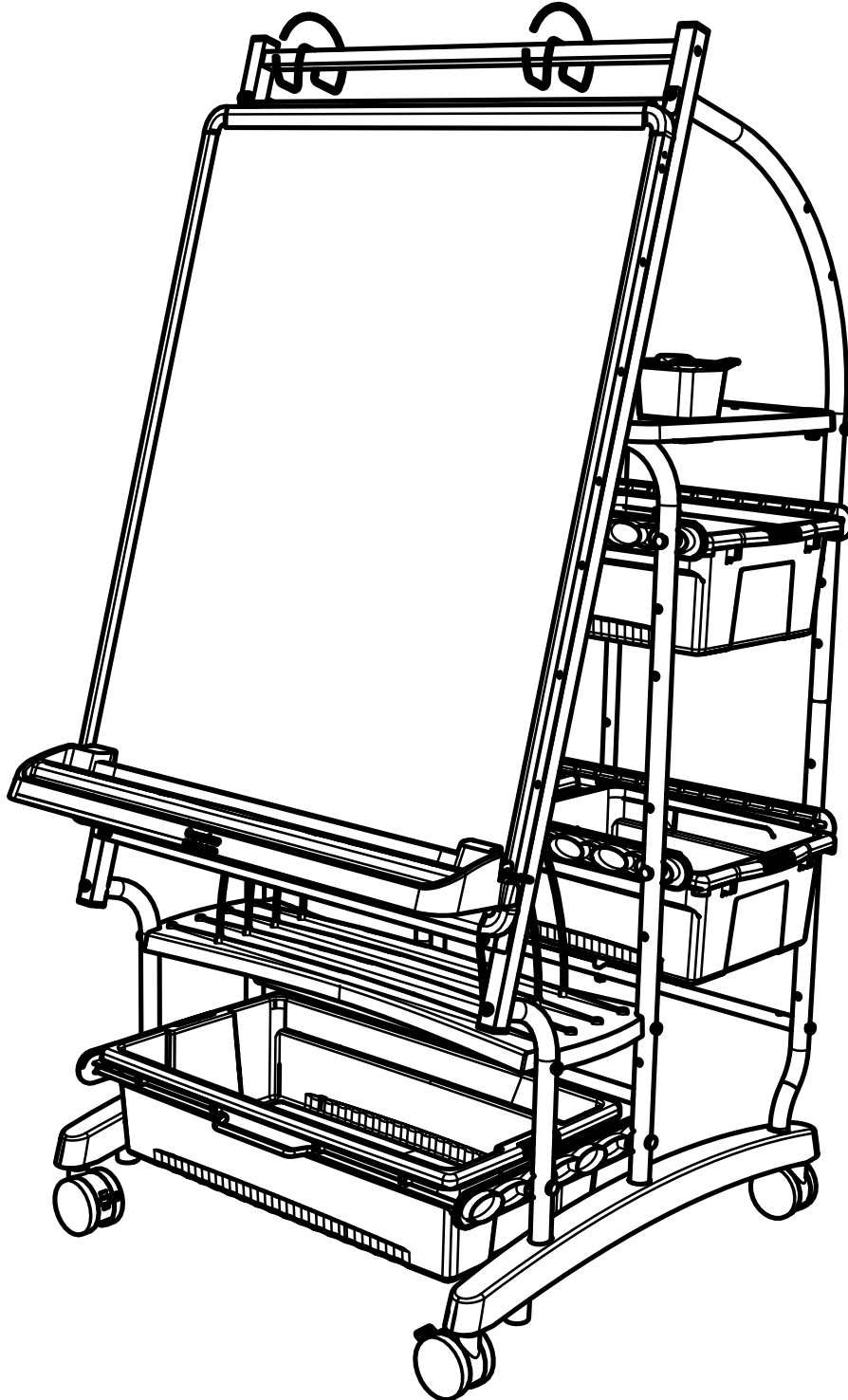


## Assembly Guide

Check out our other products online at [www.copernicused.com](http://www.copernicused.com)

For assistance, please contact us by telephone at **1-800-267-8494** or email at [info@copernicused.com](mailto:info@copernicused.com).

Have your packing slip ready for reference.



# Customer Service & Warranty Information

Dear Educator,

Thank you for purchasing the Standard Royal Inspiration Station. We hope it meets your expectations and you and your students enjoy using it at your school. Every day we see and hear stories of teachers going above and beyond to help students thrive. Thank you so much for all you do – you are awesome, and you make a difference. Thank you for inspiring us.

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, President  
[kaylyn@copernicused.com](mailto:kaylyn@copernicused.com)



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

- NATIVE 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

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

Please contact Customer Service, where we will be happy to help.  
Telephone: 1-800-267-8494, Monday - Friday 8:00am - 4:30 pm EST  
Email: [info@copernicused.com](mailto:info@copernicused.com)  
applicable\*

**Need Support?  
Have a Question?**



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

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



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

**Lifetime**  
Frame Warranty

### Register your Product

Registering your warranty ensures we have all the information we need to make any future warranty claims quick and easy. Please visit [www.copernicused.com/warranty](http://www.copernicused.com/warranty) and complete the form within 10 business days from product assembly. By registering your product, you will be entered into a draw to win Copernicus product.

**Lifetime**  
All Components  
Warranty

### Make a Warranty Claim

We offer a Lifetime Warranty on almost everything we make. Please call 1-800-267-8494 or email [info@copernicused.com](mailto:info@copernicused.com) to start your warranty claim. Proof of purchase will be required upon warranty claim (i.e. copy of invoice).

**5 Year**  
Whiteboard  
Warranty

### Replace your Whiteboard

Have a well-used whiteboard that needs replacing? Our whiteboards carry a five-year warranty and replacement parts program after the warranty period. Please call 1-800-267-8494 or email [info@copernicused.com](mailto:info@copernicused.com) to get a new whiteboard for your Copernicus product!

# Tips for Assembly

## 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.

## As You Assemble the Unit:

- Follow the steps in sequence.
- Before beginning each step, find the part(s) that you need for that step.
- The title of each step states what you will be doing. Review the text and the pictures as you build the unit.

## Watch for These Helpful Symbols:



2-Person Task

For safety, please have someone help you when working on steps displaying this symbol.



The symbol denotes a step needing extra attention to ensure it is done correctly.



# Important Information! Warning!

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.



### No Maintenance

This product does **NOT** require maintenance. Repairs should only be performed by authorized personnel. Please contact customer service if repairs are required.



### Climb Hazard

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



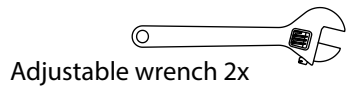
### Indoor Use Only

This product is intended for indoor commercial 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.

# Parts

## Before beginning, you should have:

Additional tools required:

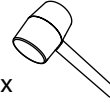


OR

10mm  
wrench

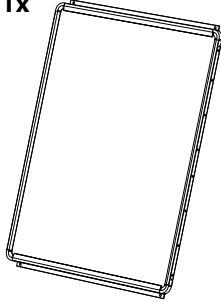
+

Rubber Mallet 1x



### IS2-0

Whiteboard  
1x



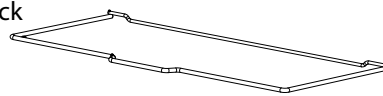
Tub Channel  
4x



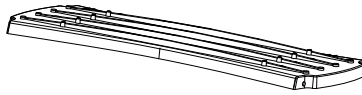
Front Tub Channel  
2x  
1 Left, 1 Right



Tub Rack  
4x



Big Book Rack  
1x



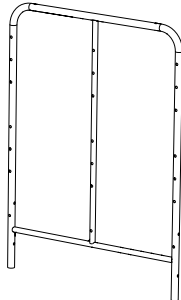
Base  
2x



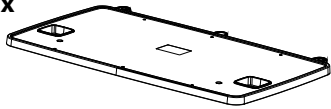
Locking Caster  
4x



Middle Frame  
1x



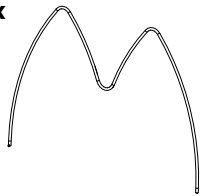
Top Shelf  
1x



Rear Lower  
Frame  
2x



Big Book Rack  
4x



Front Frame  
2x



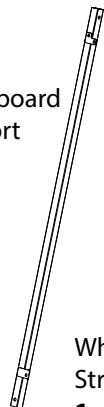
Rear Frame  
Upright  
1x



Rear Frame Stretcher  
2x



Whiteboard  
Support  
2x



Rear Upper  
Frame  
2x

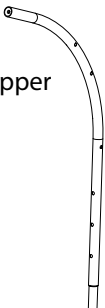
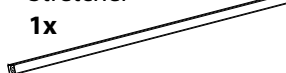


Chart paper  
loops  
2x



Whiteboard Support  
Stretcher  
1x



### Hardware

(A) M6 x 40mm Bolt  
22x  
(43240)



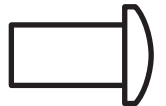
(B) M6 x 19mm Bolt  
20x  
(43220)



(C) M6 x 10mm Bolt  
4x  
(4321403)



(D) M6 Barrel Nut  
20x  
(43272)



(E) M6 Nut  
4x  
(43270)



(F) M8 Lock Washer  
20x  
(43274)



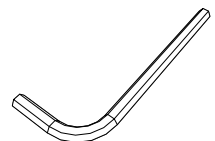
(G) M6 Lock Washer  
22x  
(43273)



(H) M6 Lock Nut  
4x  
(43275)



Allen Key  
2x  
(43281)

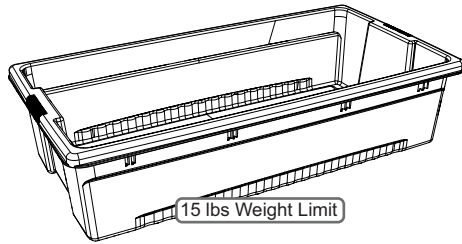


In Box

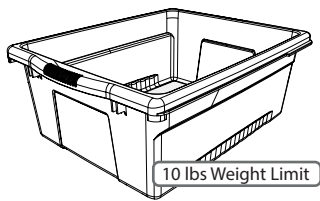
# Parts

IS2-CB

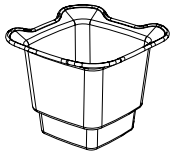
Really Big Tub  
**1x**  
(CC4073-B)



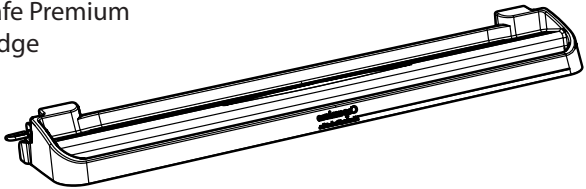
Open Tub  
**4x**  
(CC4068)



Tiny Tub  
**1x**  
(CC4072-O)



Ultra safe Premium  
Bookledge  
**1x**

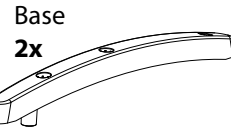
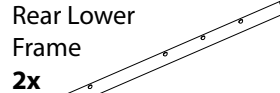
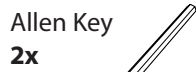


1

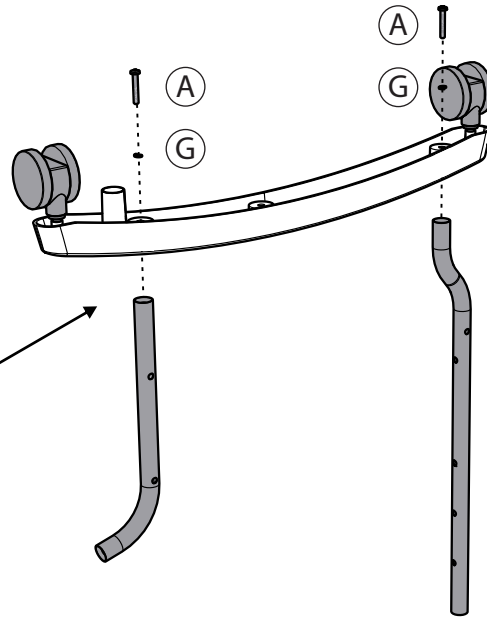
Actual Size:



You will need: (Not to Scale)



### Install Front Frame, Rear Frame Lower & Casters



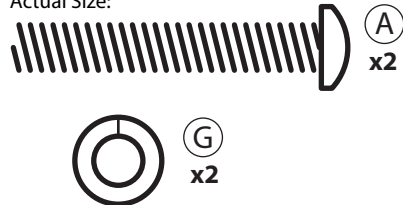
**!** Press Casters firmly into the base:  
 - Casters will click into place  
 - If necessary, place a wrench between the wheels & tap in with a rubber mallet

**!** Note orientation of base and frame components

**!** DO NOT tighten any fasteners unless prompted

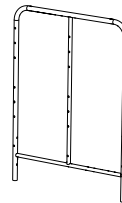
2

Actual Size:

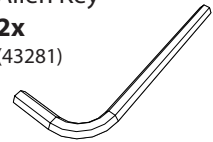


You will need: (Not to Scale)

Middle Frame 1x

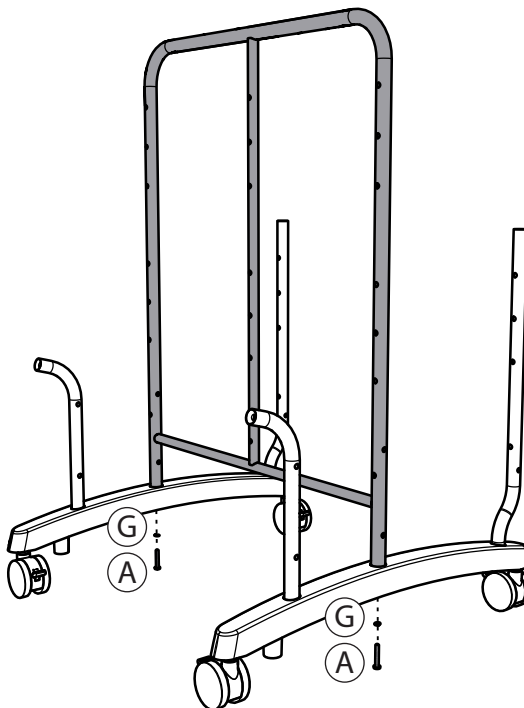


Allen Key 2x (43281)



### Install Middle Frame

**!** DO NOT fully tighten the bolts



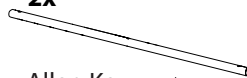
3

Actual Size:



You will need: (Not to Scale)

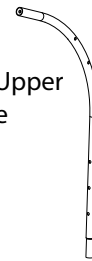
Rear Frame Stretcher  
2x



Allen Key  
2x



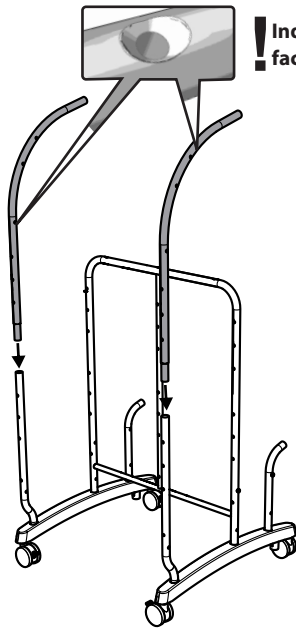
Rear Upper  
Frame  
2x



Rear Frame  
Upright  
1x



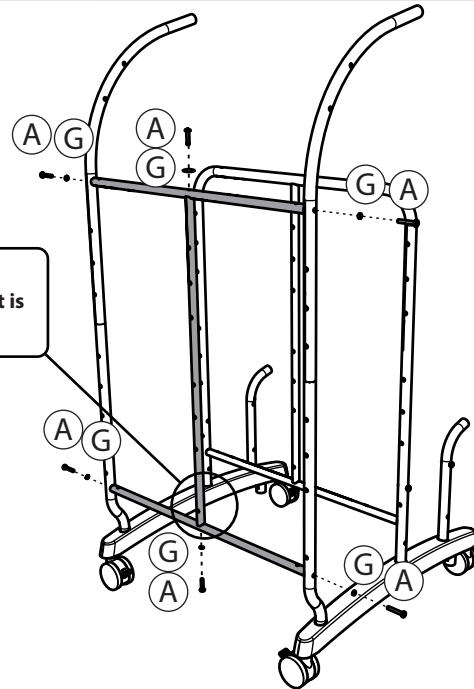
### Build Rear Frame.



Indented holes  
face outwards

★ Note the label on the Frame Upright, and ensure the part is installed correctly.

! DO NOT fully tighten the bolts



4

Actual Size:



You will need: (Not to Scale)

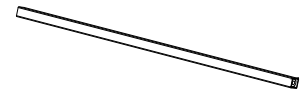
Allen Key  
2x



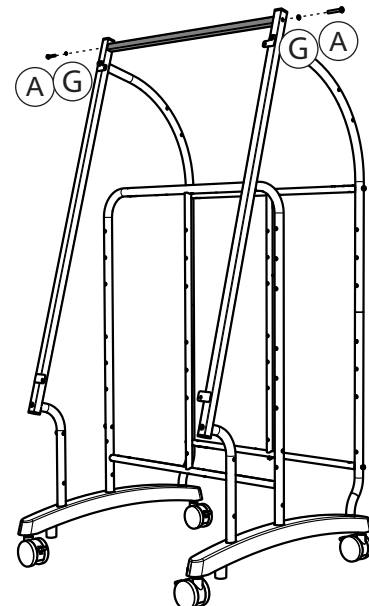
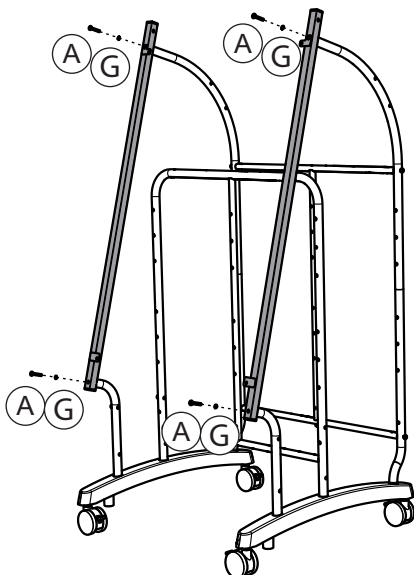
Whiteboard  
Support  
2x



Whiteboard Support  
Stretcher  
1x



### Install Whiteboard supports.



5

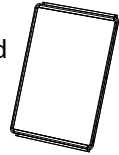
Actual Size:



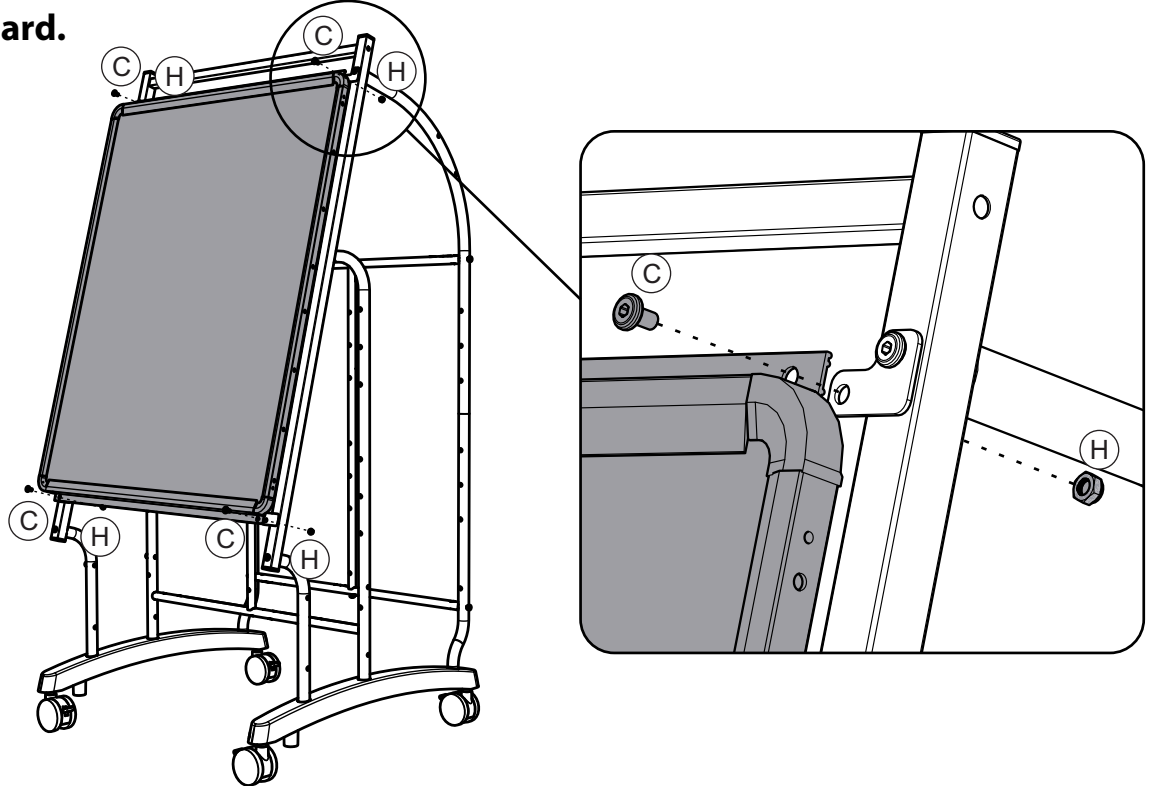
You will need: (Not to Scale)



Whiteboard  
1x

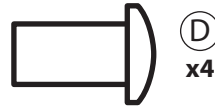


### Install Whiteboard.



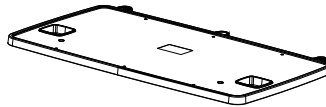
6

Actual Size:



You will need: (Not to Scale)

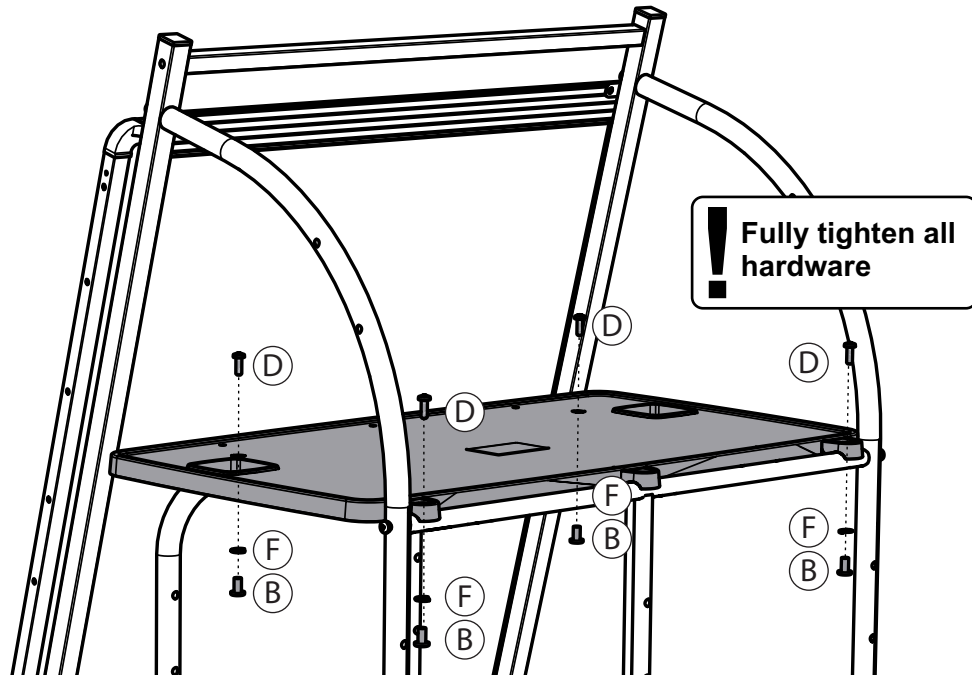
Top Shelf  
1x



Allen Key  
2x



### Install Top Shelf.





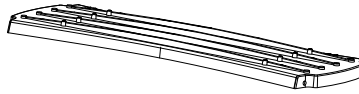
7

Actual Size:



You will need: (Not to Scale)

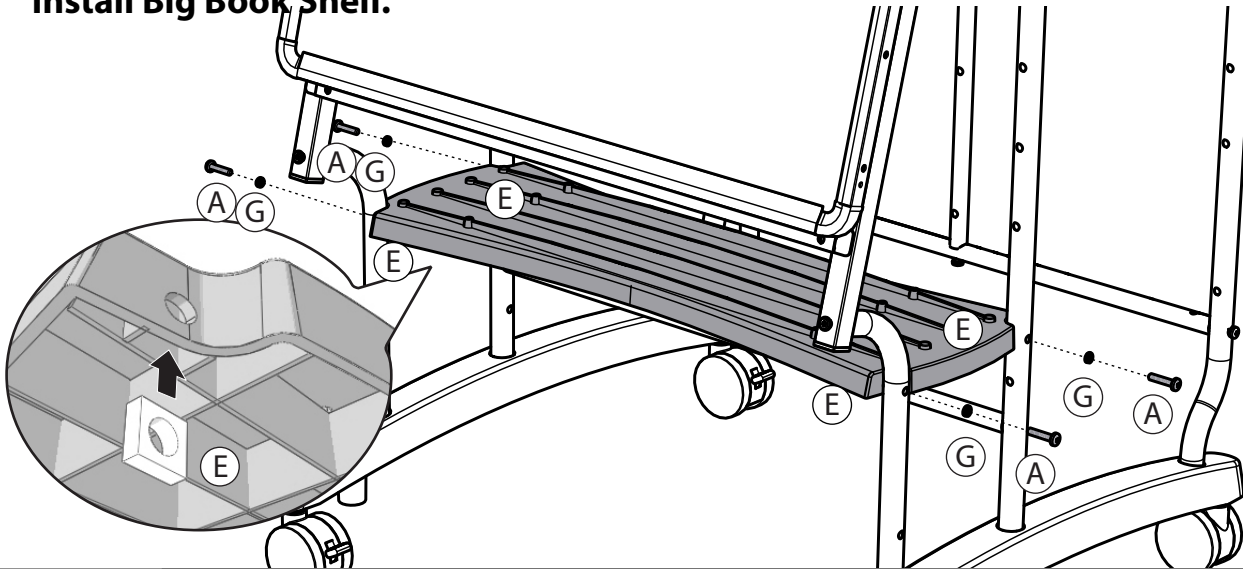
Big Book Rack  
1x



Allen Key  
2x



### Install Big Book Shelf.



8

Actual Size:



You will need: (Not to Scale)

Tub Channel  
4x



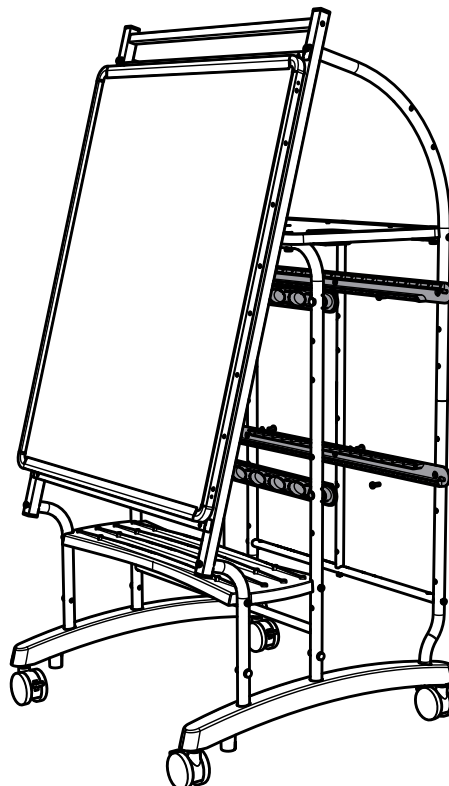
Allen Key  
2x



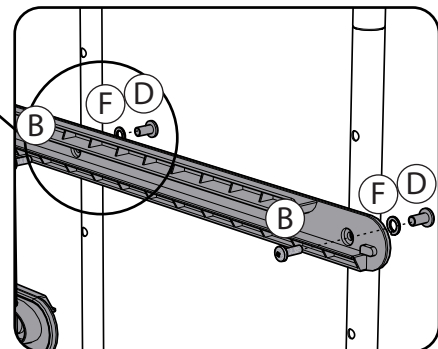
### Install Tub Channels.

There are 7 different channel placement options. Choose positions for the channels that will organize the tubs best for you.

★ **Before installing tubs, tighten all fasteners firmly**



! **Fasten middle bolt first, this will make the other two bolts easier to install.**

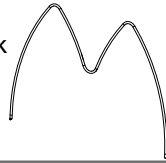


! **Note orientation of tub channel before installing.**

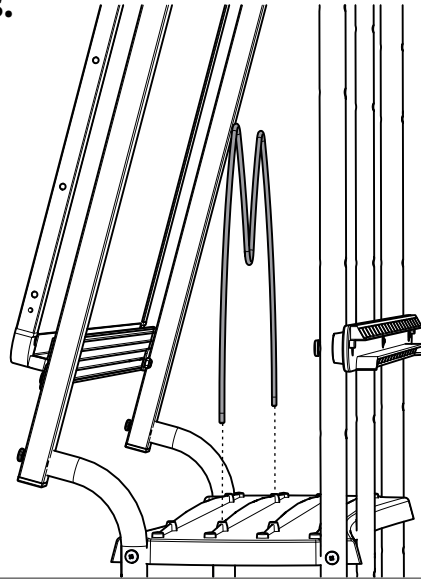
9

You will need: (Not to Scale)

Big Book Rack  
4x



### Install Big Book dividers.



4x

10

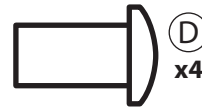
Actual Size:



B  
x4



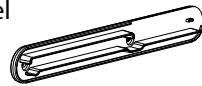
F  
x4



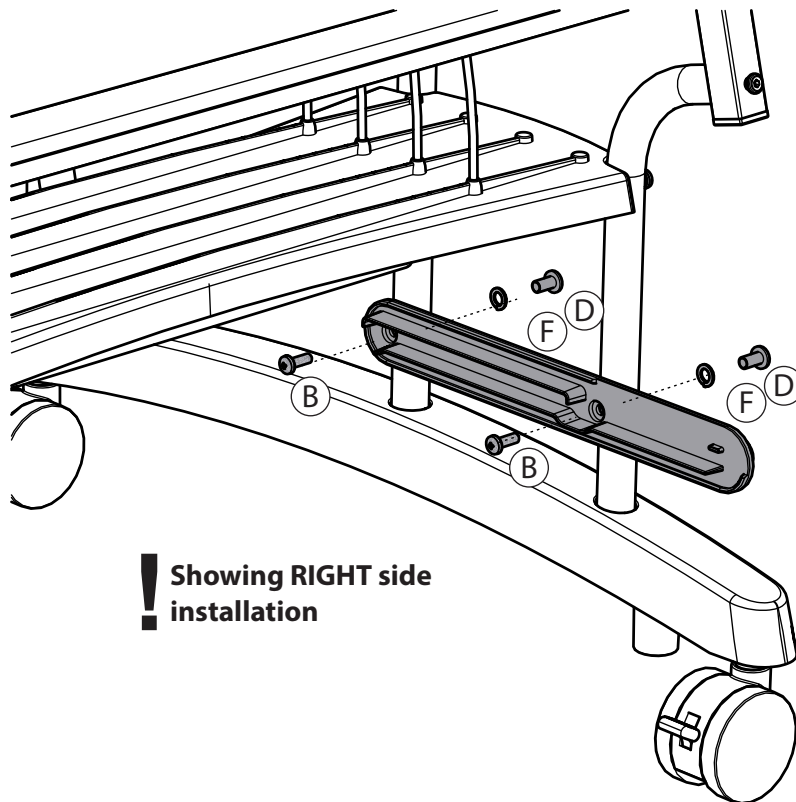
D  
x4

You will need: (Not to Scale)

Front Tub Channel  
2x  
1 Left, 1 Right



### Install front tub channels.



! Identify the right and left Front Channels

TOP

BOTTOM

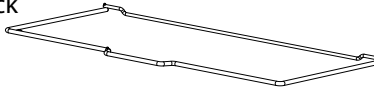
! Showing RIGHT side installation

- Align the Front Channels with the bottom holes on the Middle and Front Frame
- It may help to loosely install first, and tighten once both bolts are through the part.

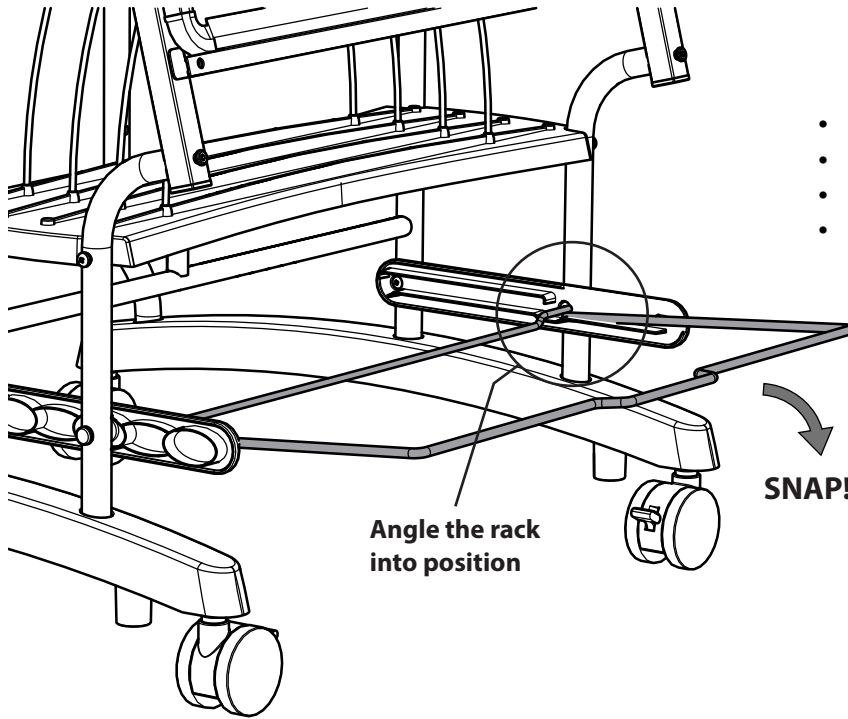
11

You will need: (Not to Scale)

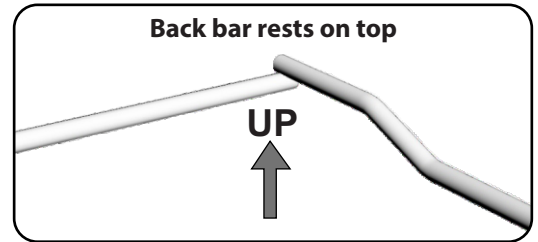
Tub Rack  
4x



### Install front tub rack.



- **Identify Tub Rack orientation**
- Angle the Front Tub Rack into the Front Channel.
- Press down firmly to snap into place.
- Once installed, rack should slide smoothly in channel.



12

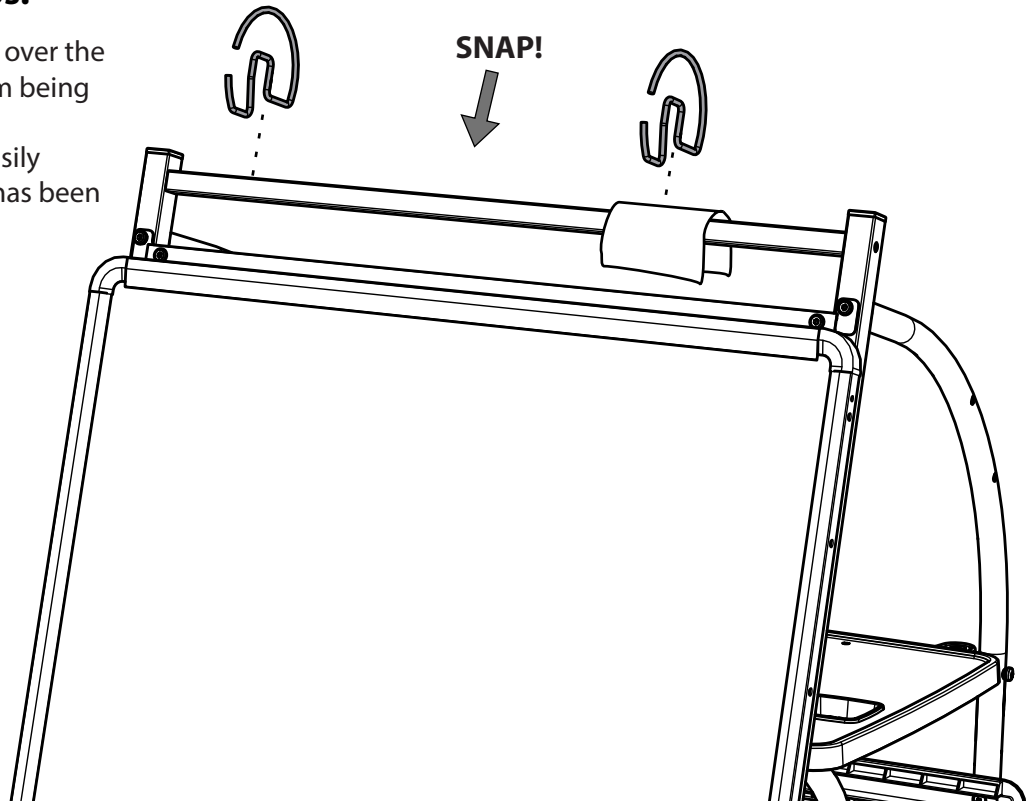
You will need: (Not to Scale)

Chart paper  
loops  
2x



### Attach chart paper loops.

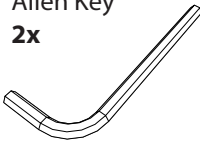
- Place an empty hardware bag over the frame to prevent the unit from being scratched
- Hooks snap onto the frame easily
- Slide bag free once the hook has been snapped onto the frame.



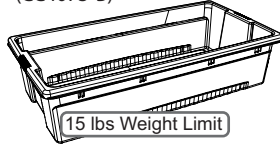
14

You will need: (Not to Scale)

Allen Key  
2x



Really Big Tub  
1x  
(CC4073-B)



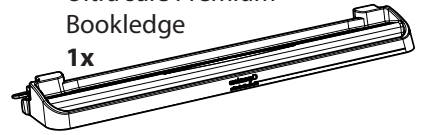
Open Tub  
8x  
(CC4068)



Tiny Tub  
1x  
(CC4072-O)



Ultra safe Premium  
Bookledge  
1x



**Add remainder of accessories.**

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

Press Casters firmly into the Base:



Casters will click into place  
If necessary, tap the caster in  
using a rubber mallet.

