

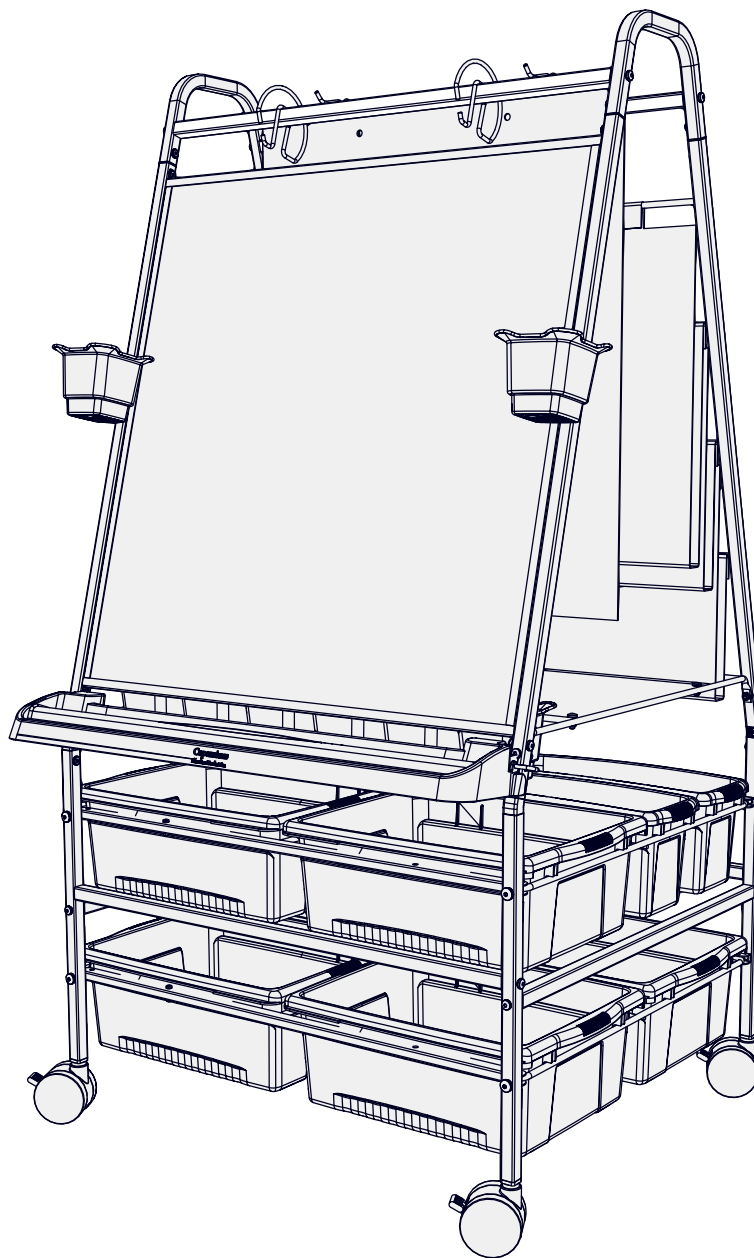


## Assembly Guide

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 Reading Writing Center. 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)

**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 & Tub  
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.

**5 Year**

Whiteboard  
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).

### 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.



### Climb Hazard

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



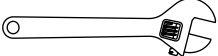

### Indoor Use Only

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

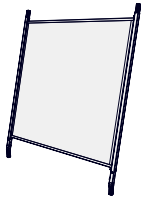
## Before beginning, you should have:

Additional tools required:

Adjustable Wrench **1x**  OR 10mm Wrench **1x** + Rubber Mallet **1x** 

### RC200-0

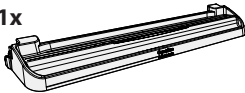
Whiteboard Frame  
**1x**



Frame Riser  
**2x**



Ultra Safe Book Ledge  
**1x**



3" Twin Wheel  
Locking Caster  
**4x**

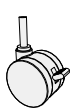


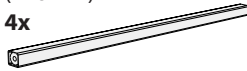
Chart Paper Loop  
Hook  
**2x**



Short Stretcher  
(635mm)  
**2x**



Long Stretcher  
(718mm)  
**4x**



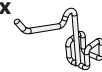
Bottom Frame  
(Left)  
**2x**



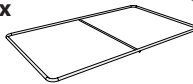
Bottom Frame  
(Right)  
**2x**



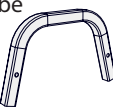
Chart Paper Peg Hook  
**2x**



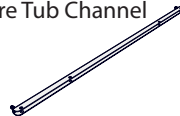
Tub Rack  
**2x**



Top Tube  
**2x**



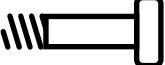
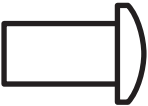





Wire Tub Channel  
**4x**



Inside

### Hardware Actual Size

- (A) M6 x 40mm Screw (43240) **12x** 
- (B) Fast Lead Screw 15mm (43060) **8x** 
- (C) M4 x 19mm Shoulder Bolt (433062) **4x** 
- (D) M6 Barrel Nut **8x** 
- (E) M8 Lock Washer **8x** 
- (F) M6 Lock Washer **12x** 
- (G) M4 Lock Nut (4320924) **4x** 

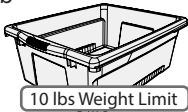
### Tools

(Not to Scale)

- 7mm Hex Wrench (43324) **1x** 
- 4mm Allen Key (432810) **1x** 
- 3mm Allen Key (432812) **1x** 

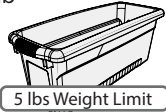
### RC200-CB1

Open Tub  
**6x**  
(CC4068)



10 lbs Weight Limit

Small Tub  
**4x**  
(CC4070)

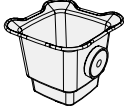


5 lbs Weight Limit

Chart Paper Hang  
Tags  
**40x**

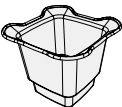


Magnetic Marker  
Holder  
**1x**



### RC200-1

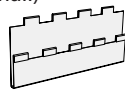
Tiny Tub  
**6x**



Magnetic Marker  
Holder  
**1x**



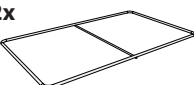
Book Folder  
(Small)  
**2x**



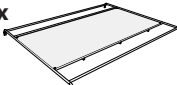
Book Folder  
(Large)  
**1x**



Tub Rack  
**2x**





Shelf Assembly  
**1x**



Back Wire Rods  
**4x**

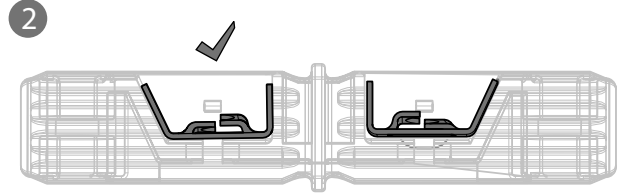
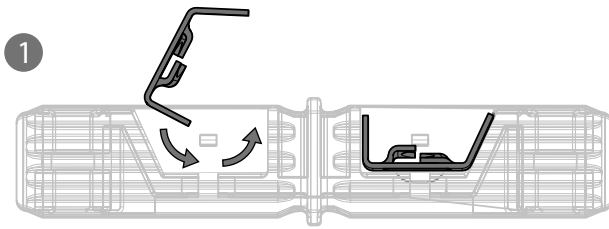


Inside

- (H) M6 x 30mm Screw **4x** 
- (C) M4 x 19mm Shoulder Bolt (433062) **4x** 

- (I) M6 Lock Nut **4x** 
- (G) M4 Lock Nut (4320924) **4x** 

**!** In case your wedge nut becomes dislodged from the connector, follow these steps to reinstall.  
**■** To help keep the wedge nut in place, do not remove the paper cover until you are ready to assemble the connector.



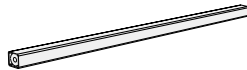
**1**

Actual Size:



You will need: (Not to Scale)

Long Stretcher  
(718mm)  
2x



Bottom Frame  
(Left)  
2x



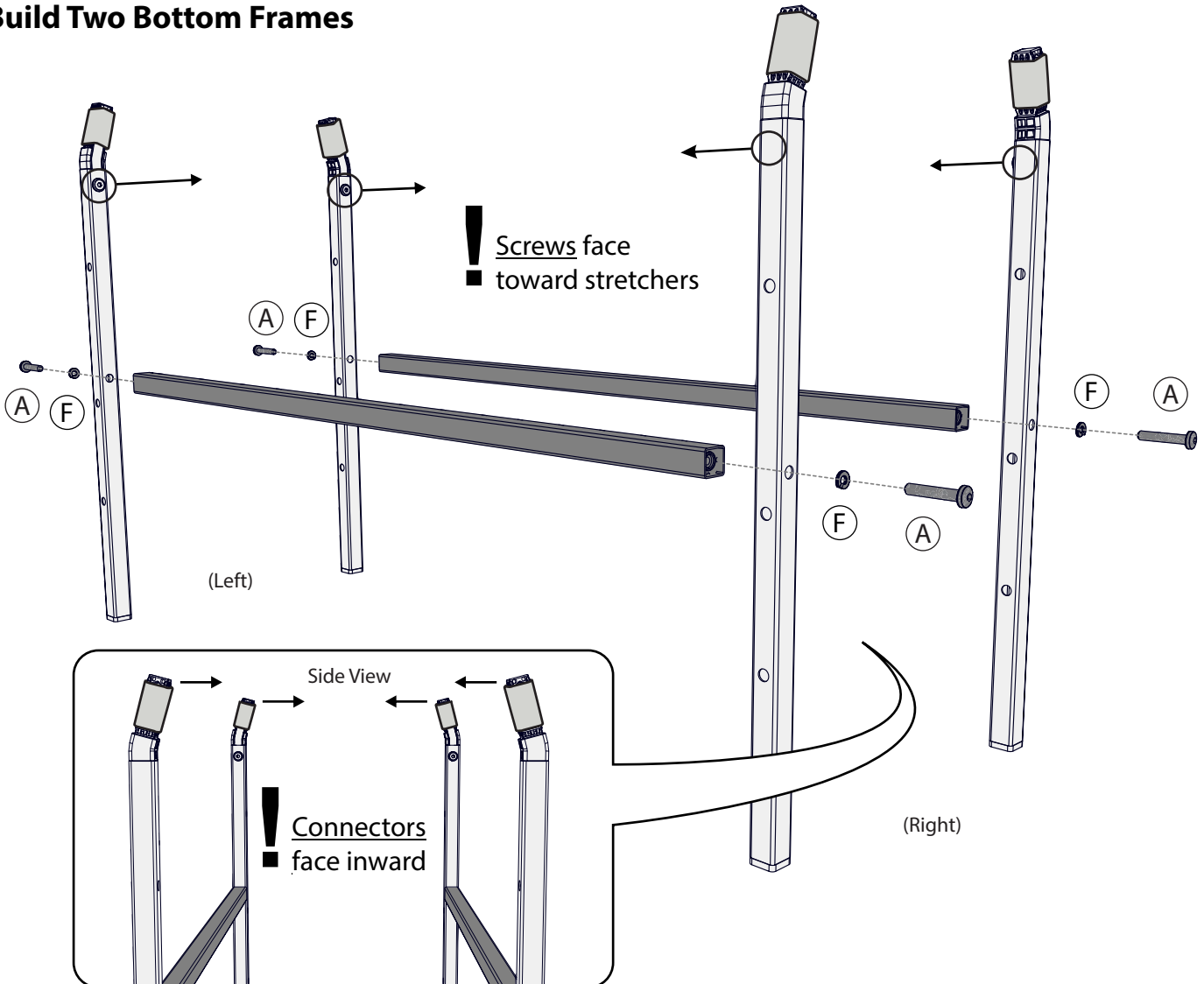
Bottom Frame  
(Right)  
2x



4mm Allen Key  
1x



## Build Two Bottom Frames



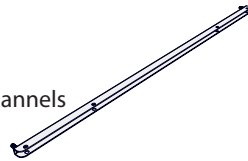
2

Actual Size:



You will need: (Not to Scale)

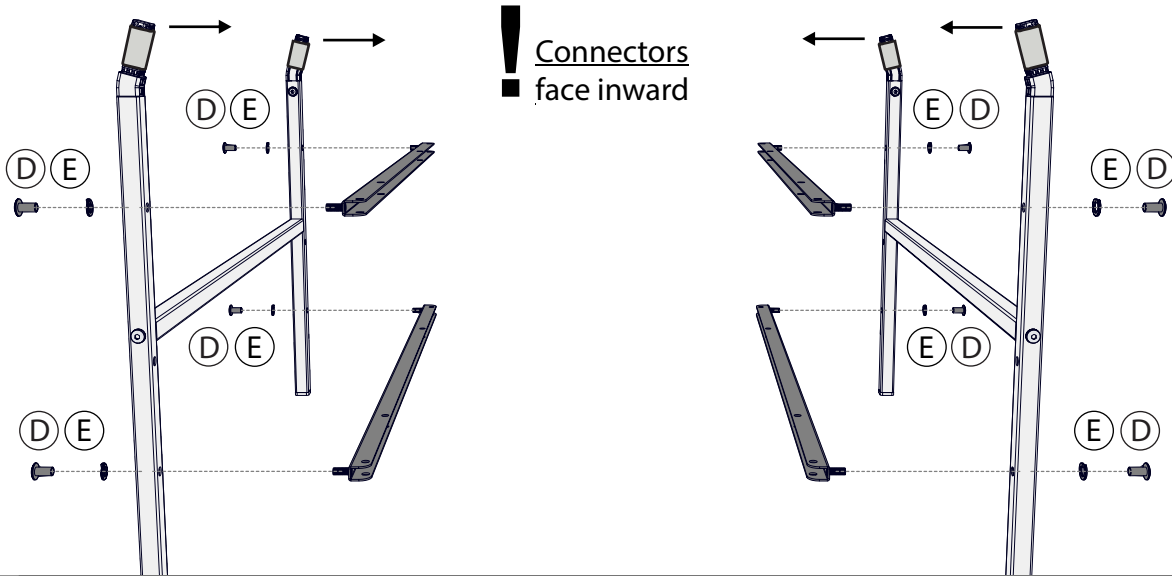
Wire Tub Channels  
4x



4mm Allen Key  
1x



### Attach Wire Tub Channels



3

Actual Size:



You will need: (Not to Scale)

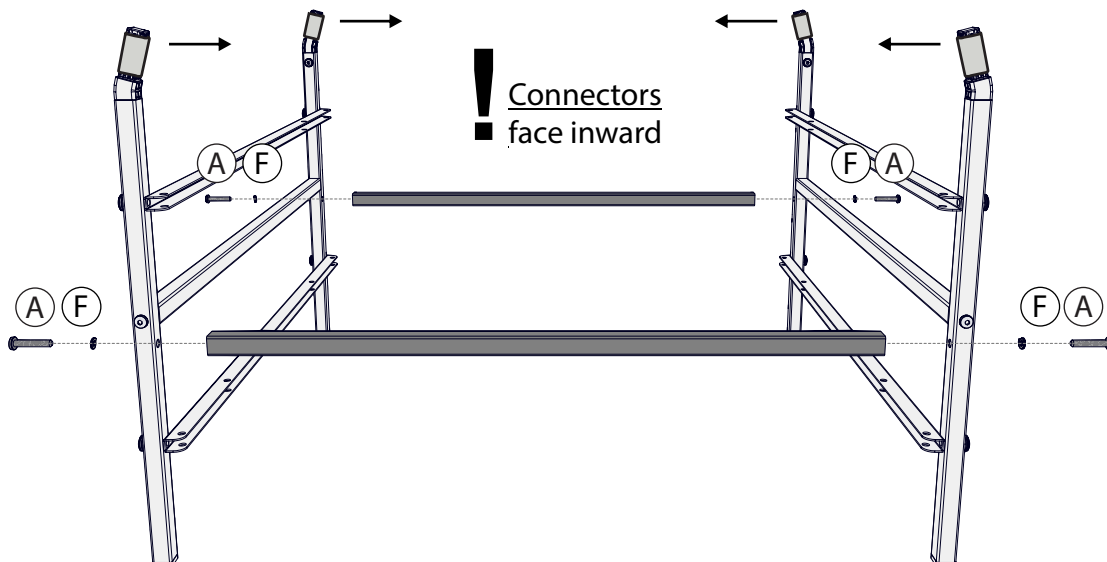
Short Stretcher (635mm)  
2x



4mm Allen Key  
1x



### Install Short Stretchers



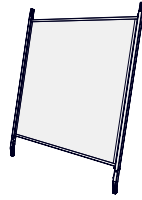
4

Actual Size:

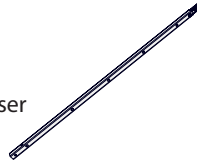


You will need: (Not to Scale)

Whiteboard Frame  
1x



Frame Riser  
2x



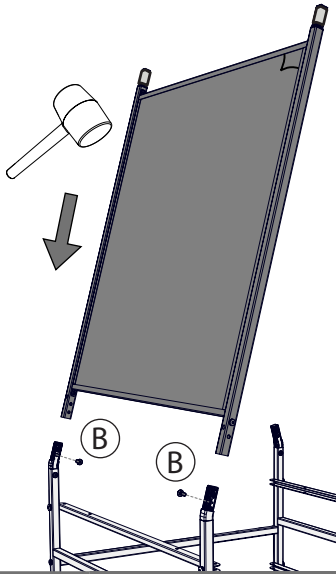
4mm Allen Key  
1x



Rubber Mallet  
1x



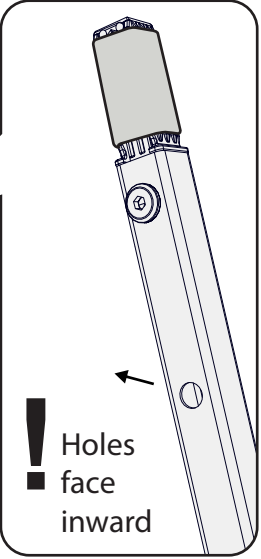
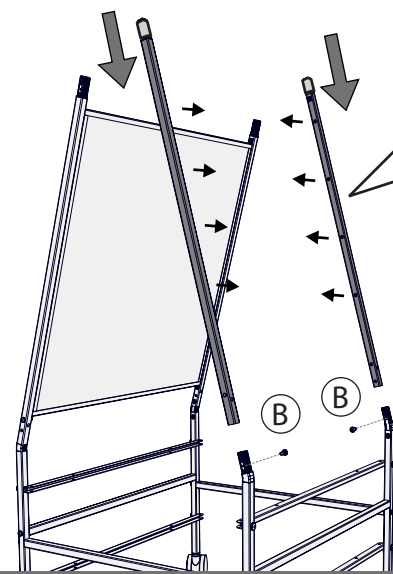
1 Attach Whiteboard Frame



**ATTENTION:**  
Wedge nuts move when tapping in the frame

Remove paper wrap from these connectors (4x)

2 Attach Frame Risers



5

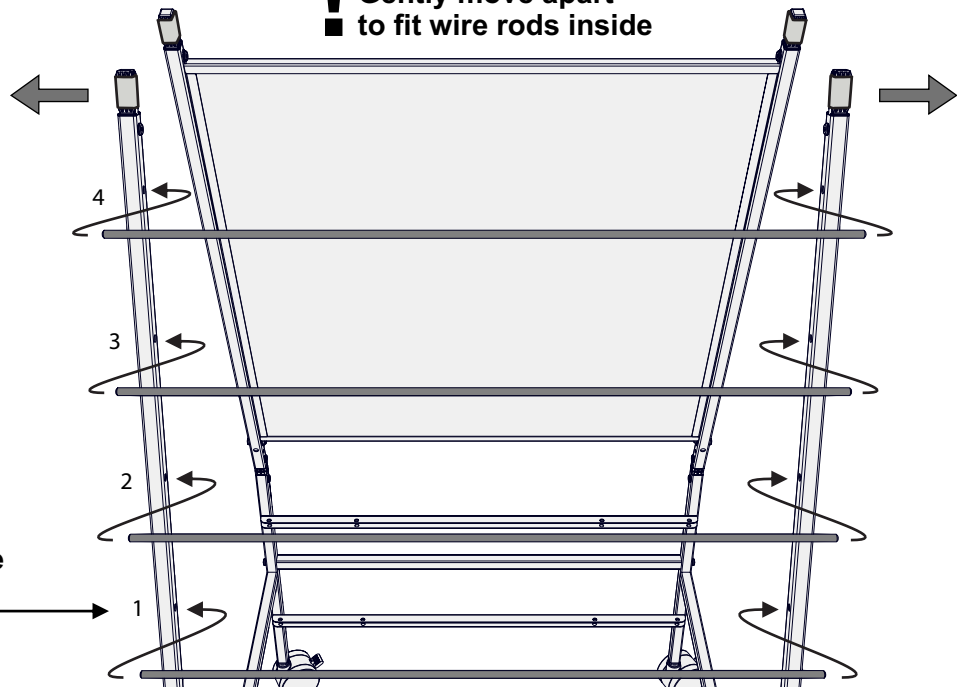
You will need: (Not to Scale)

Back Wire Rods  
4x



Install Back Wire Rods

**ATTENTION:**  
Gently move apart to fit wire rods inside



**ATTENTION:**  
For easier installation start with bottom hole and go upward

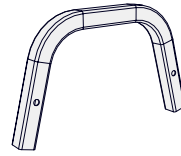
6

Actual Size:



You will need: (Not to Scale)

Top Tube  
2x



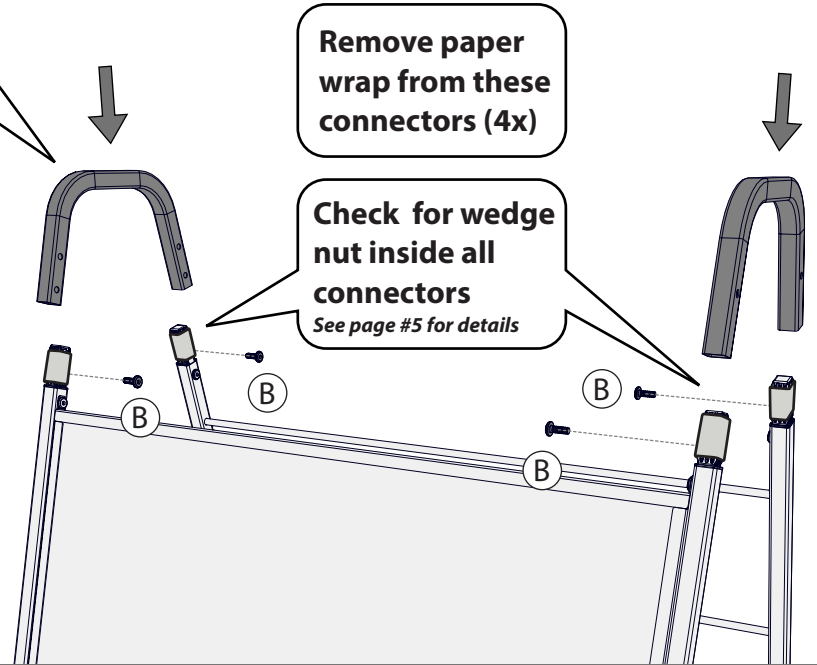
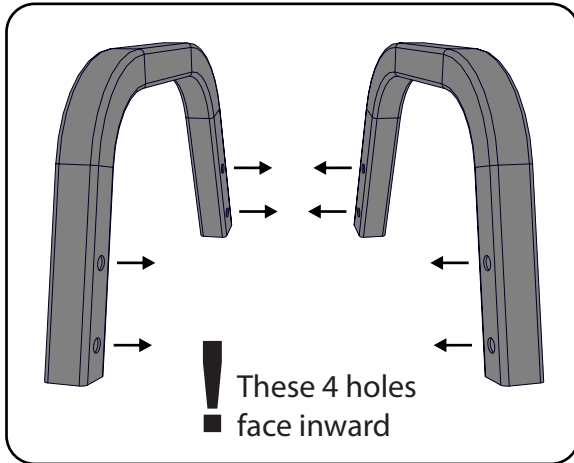
4mm Allen Key  
1x



Rubber Mallet  
1x



### Attach Top Tubes



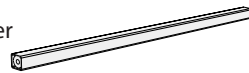
7

Actual Size:



You will need: (Not to Scale)

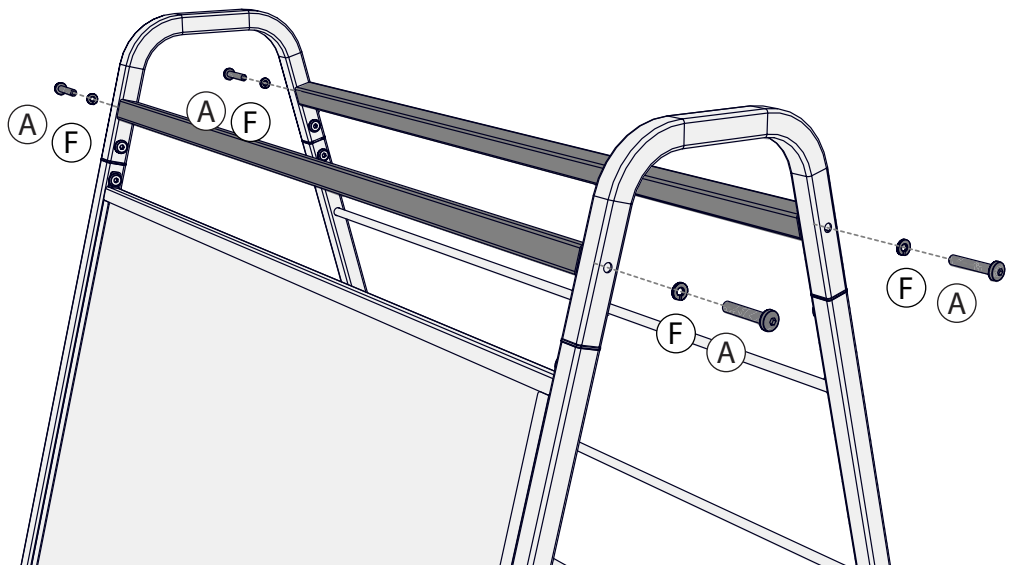
Long Stretcher  
2x



4mm Allen Key  
1x



### Install Long Stretchers

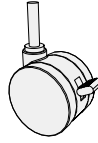




8

You will need: (Not to Scale)

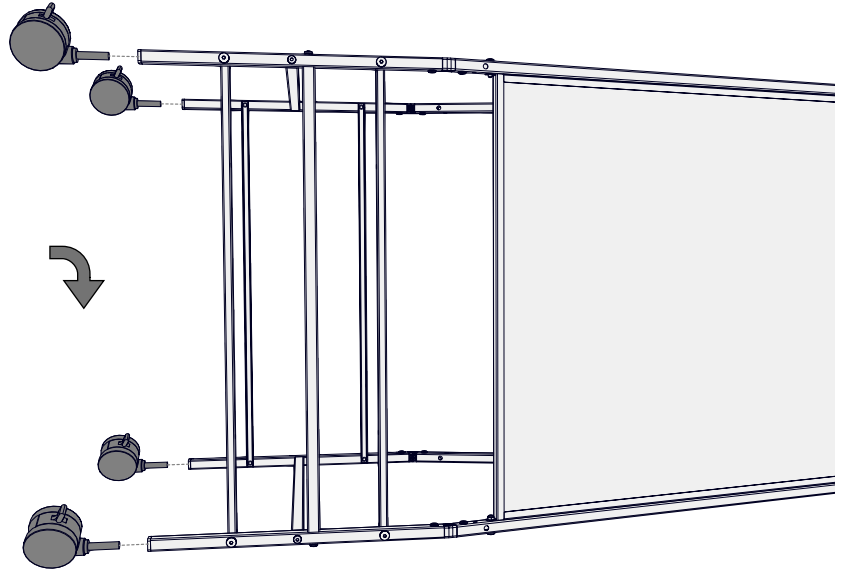
3" Twin Wheel Locking Caster  
4x



### Install Casters

**!** Make sure the casters are  
■ locked before standing unit up

**!** If you cannot push the casters in  
■ by hand, try placing an adjustable  
wrench between caster wheels and  
then tapping with a rubber mallet.



9

Actual Size:

(H)  
4x



(I)  
4x

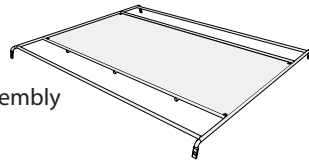


You will need: (Not to Scale)

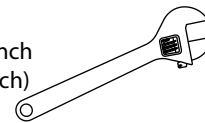


2-Person Task

Shelf Assembly  
1x



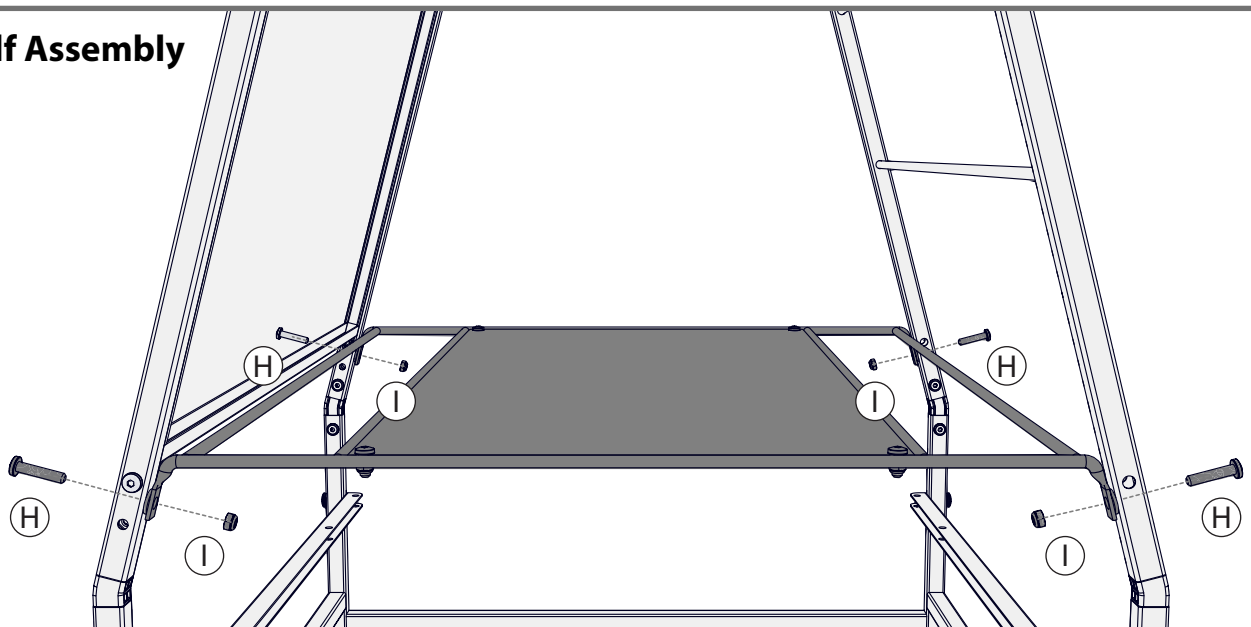
Adjustable Wrench  
(or 10mm Wrench)  
1x



4mm Allen Key  
1x



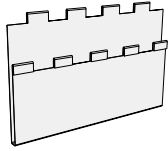
### Attach Shelf Assembly



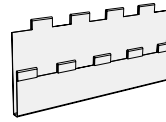
# 10

You will need: (Not to Scale)

Book Folder  
(Large)  
1x

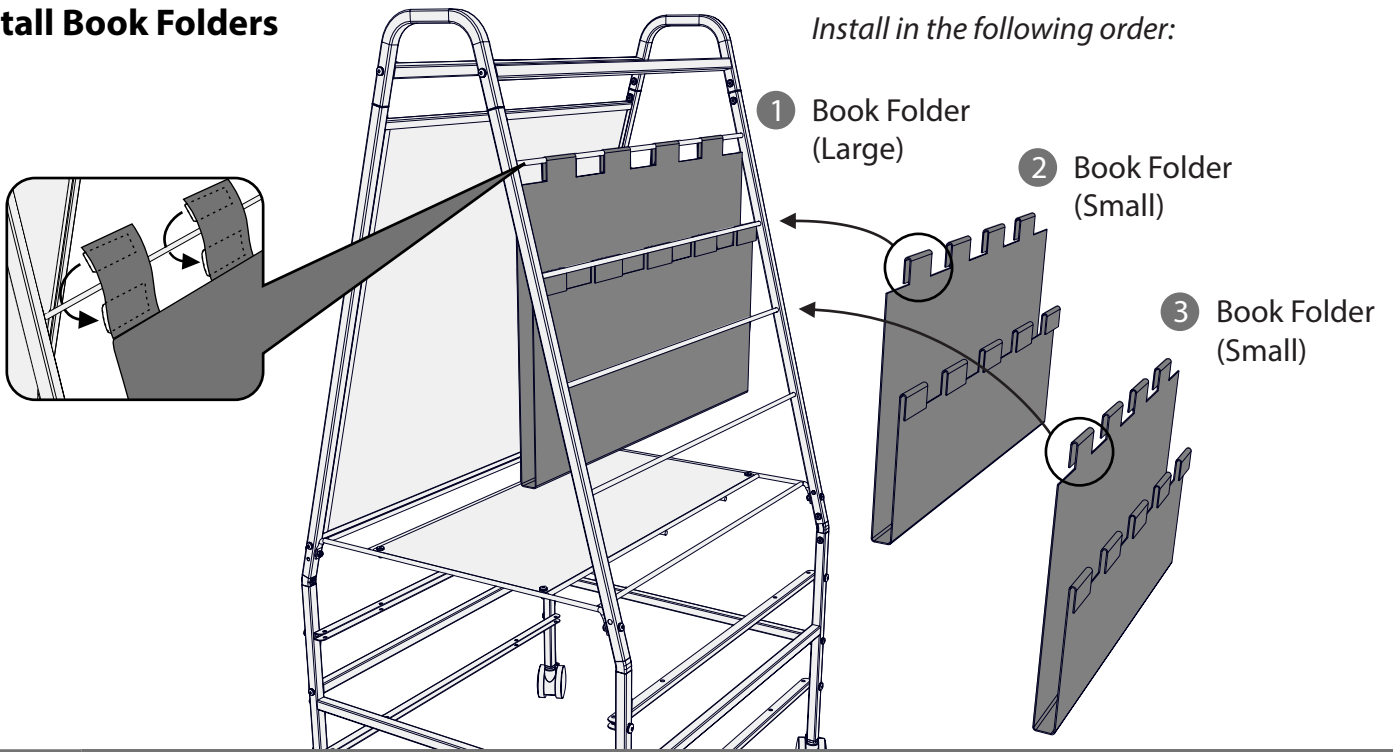


Book Folder  
(Small)  
2x



## Install Book Folders

Install in the following order:



# 11

Actual Size:



4x

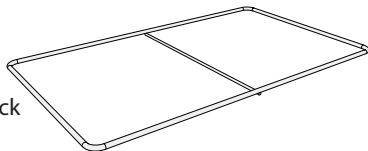


4x



You will need: (Not to Scale)

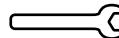
Tub Rack  
2x



3mm Allen Key  
1x

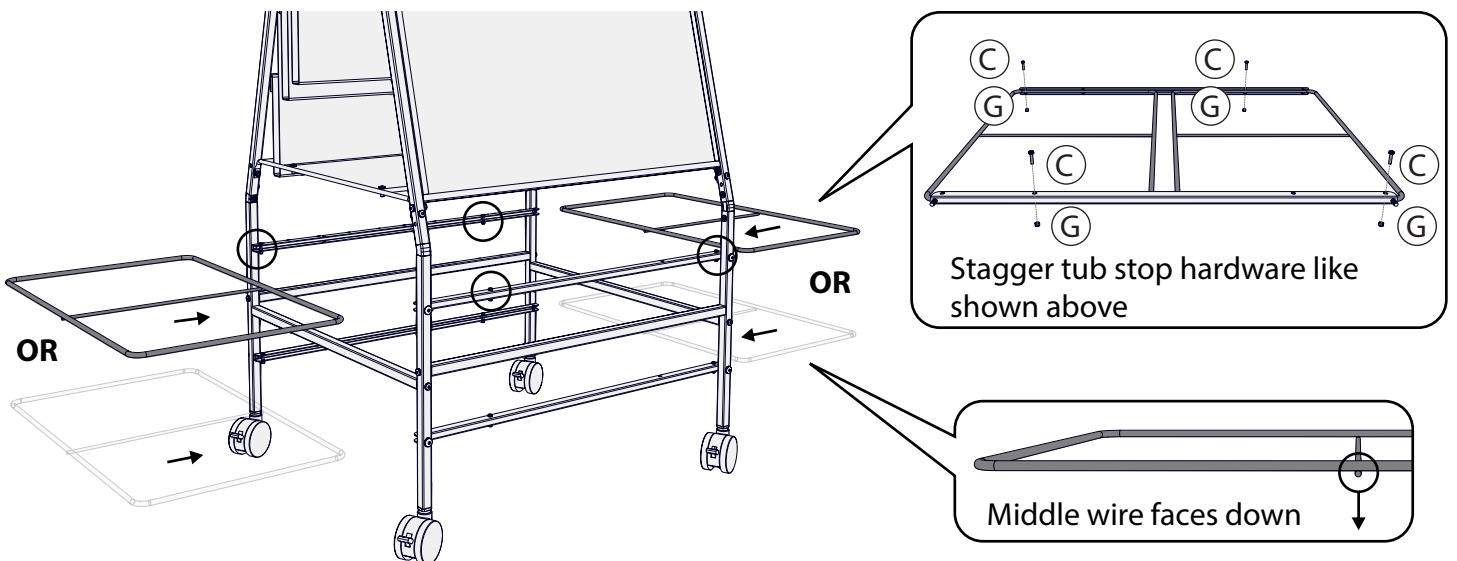


7mm Hex Wrench  
1x



**Do not over tighten  
Hardware or Tub Racks  
will not slide easily**

## Install Tub Racks



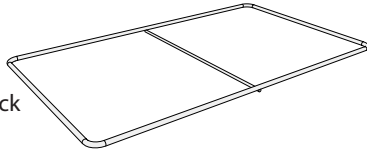
12

Actual Size:



You will need: (Not to Scale)

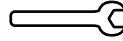
Tub Rack  
2x



3mm Allen Key  
1x

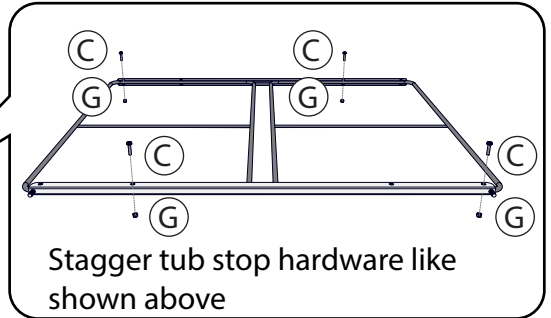
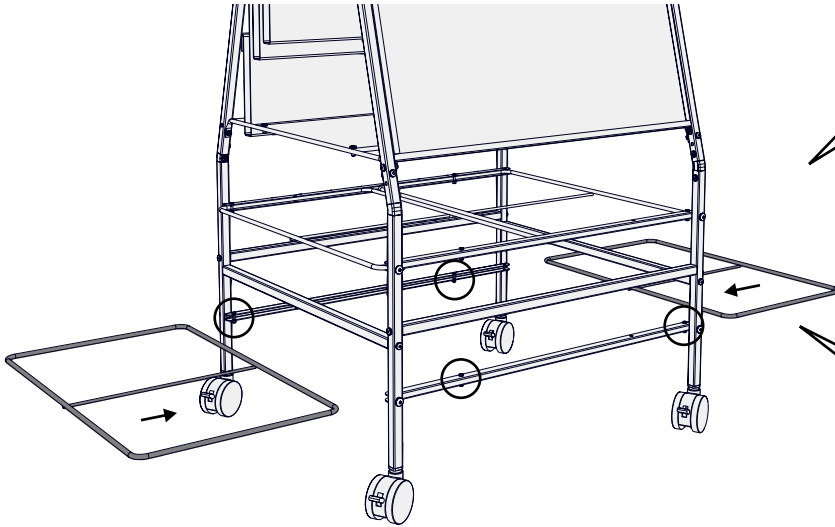


7mm Hex Wrench  
1x

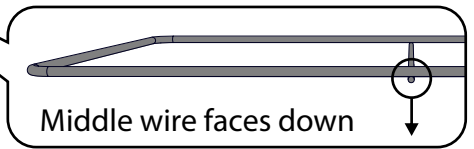


**Do not over tighten  
Hardware or Tub Racks  
will not slide easily**

### Installing Additional Tub Racks



Stagger tub stop hardware like shown above

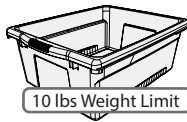


Middle wire faces down

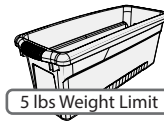
13

You will need: (Not to Scale)

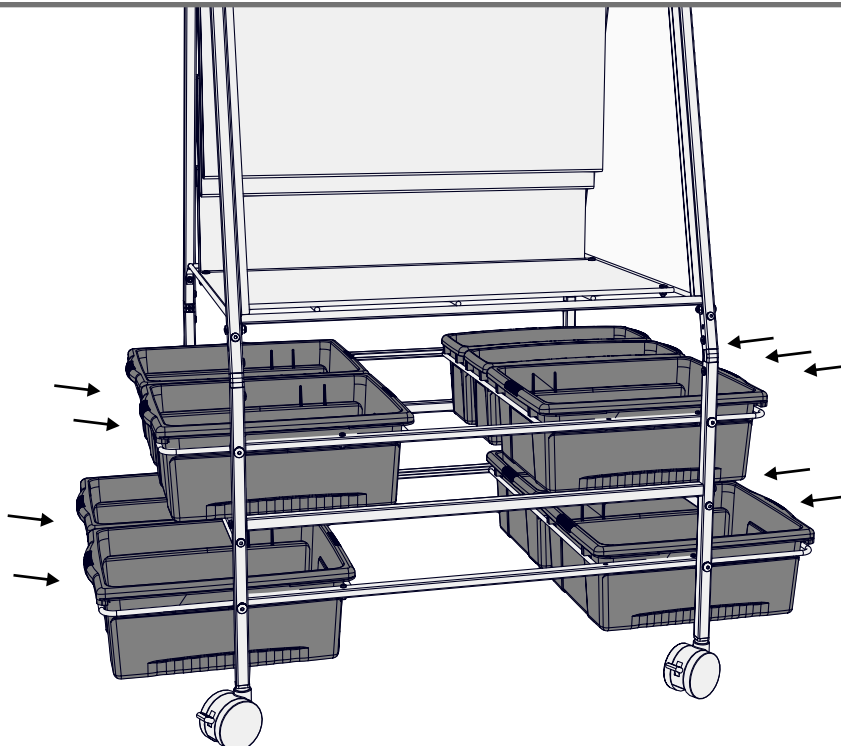
Open Tub  
6x



Small Tub  
4x



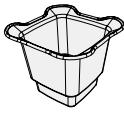
### Install Tubs



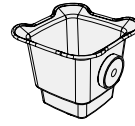
14

You will need: (Not to Scale)

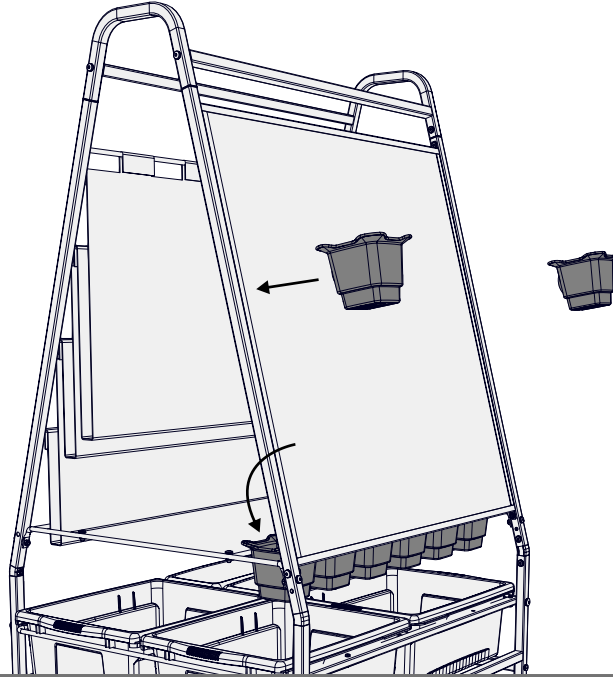
Tiny Tub  
6x



Magnetic Marker  
Holder  
2x



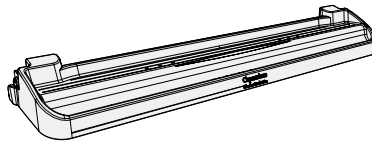
### Install Magnetic Tub Holder



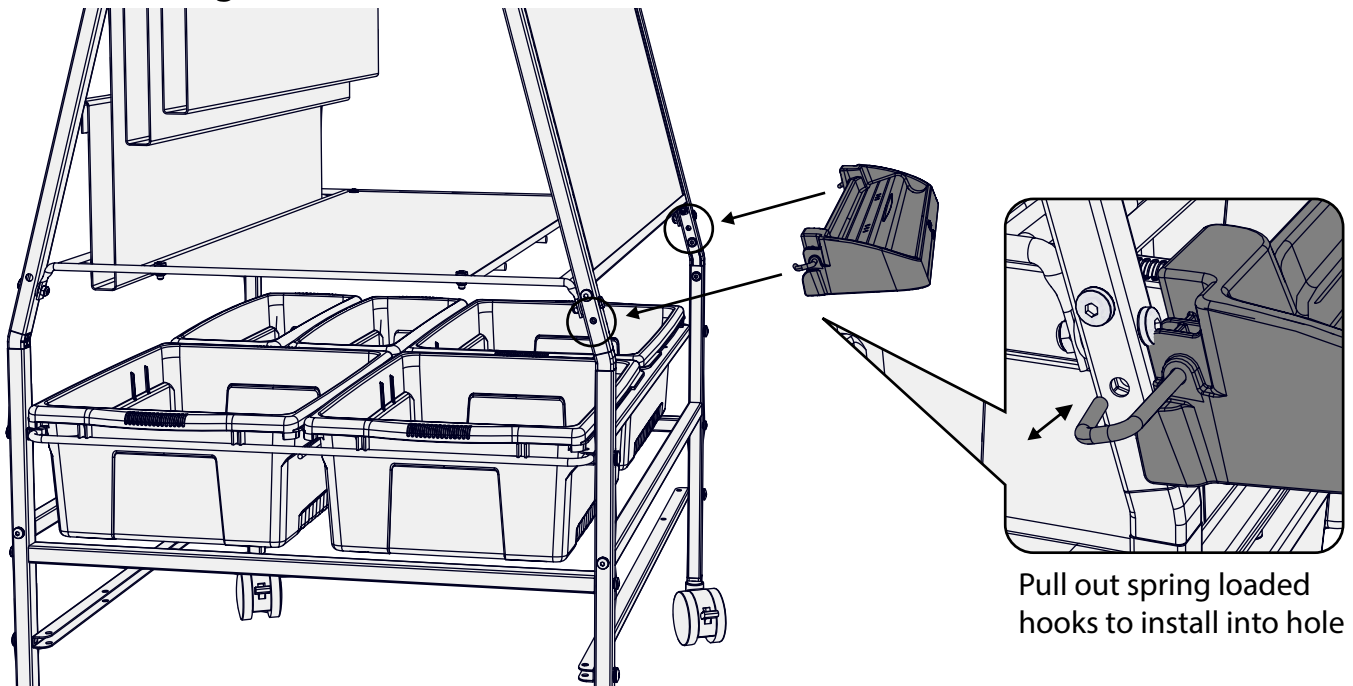
15

You will need: (Not to Scale)

Ultra Safe Book Ledge  
1x



### Install Book Ledge



16

You will need: (Not to Scale)

Chart Paper Loop  
Hook  
2x

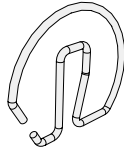
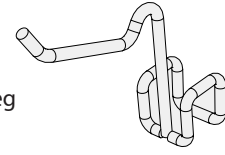
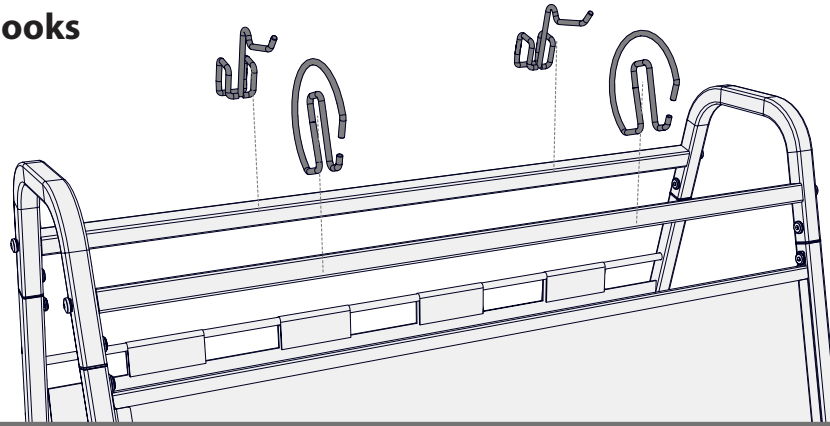


Chart Paper Peg  
Hook  
2x



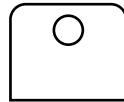
### Install Chart Paper Hooks



17

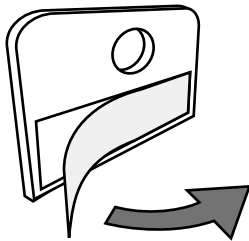
You will need: (Not to Scale)

Chart Paper Hang  
Tags  
40x



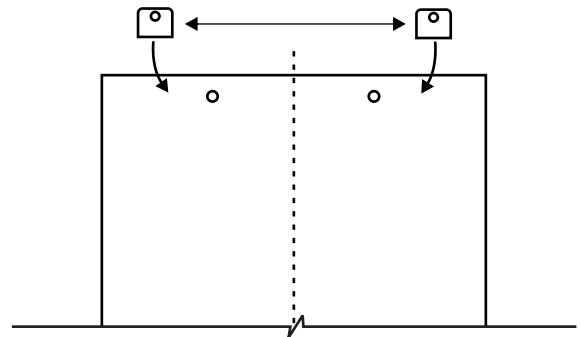
### Installs Chart Paper Hang Tags

1 Remove Backing From Hang Tags

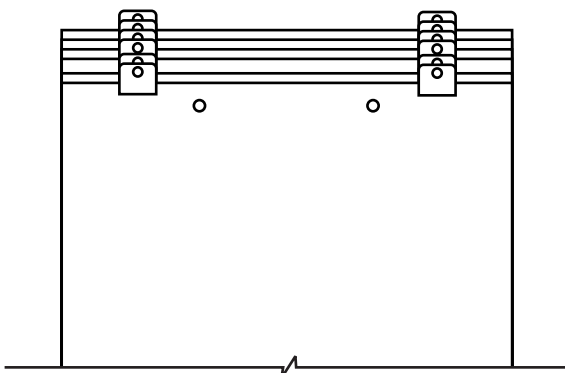


2 Press Hang Tags on Chart Paper (not included)

! Make sure the hang tags are spaced evenly from center of chart paper.



3 Use First Completed Chart Paper as Positioning Template For the Rest



4 Hang Chart Paper on Chart Paper Peg Hooks

