

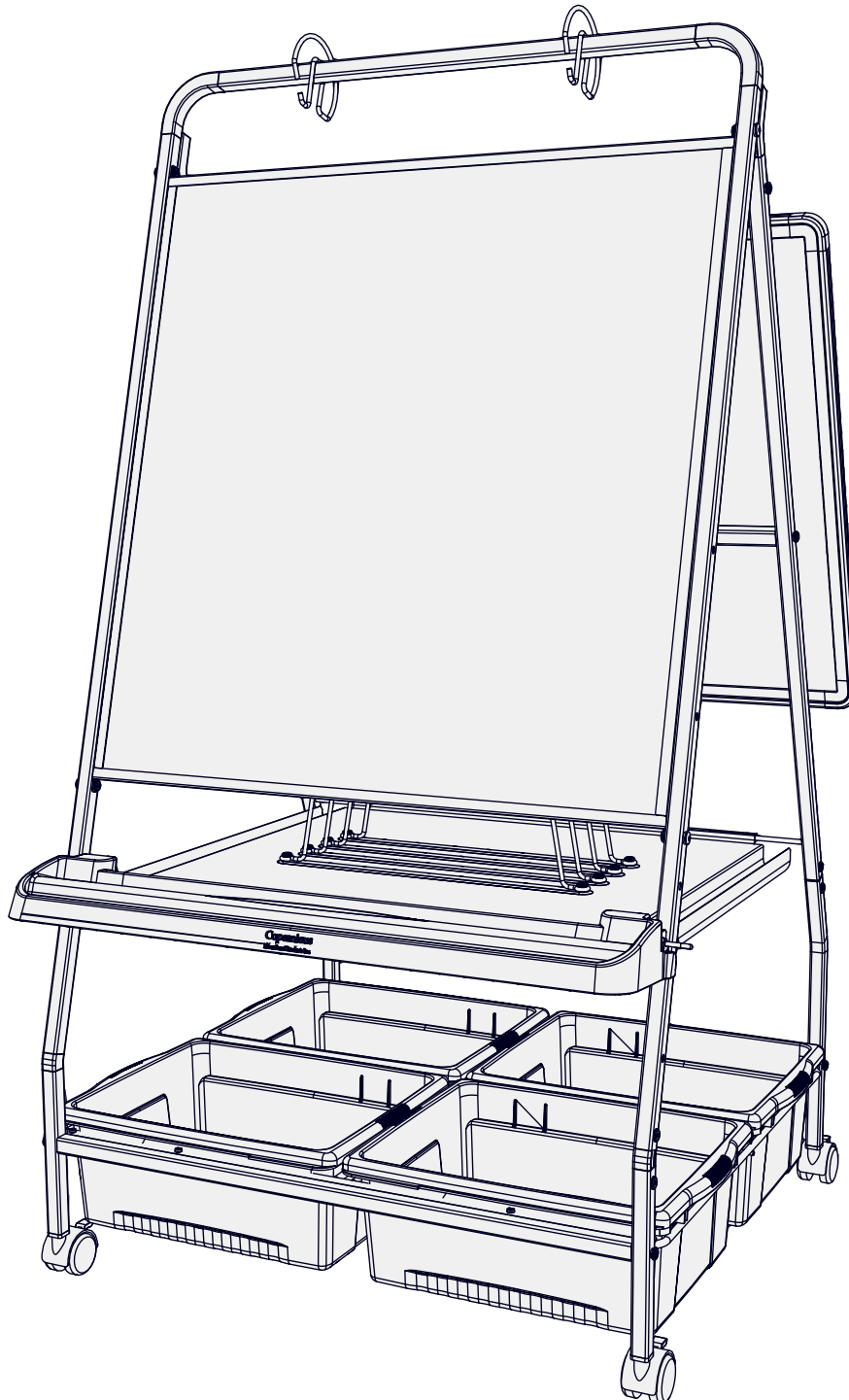


## Assembly Guide

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 Classic Royal® 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 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

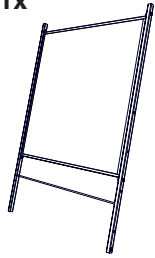
## Before beginning, you should have:

Additional tools required:

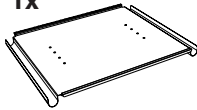
Adjustable Wrench **2x**  OR 7mm Wrench **1x**, 10mm Wrench **1x** + Rubber Mallet **1x** 

RC005-0

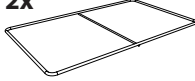
Front Frame  
**1x**



Metal Shelf  
**1x**



Tub Rack  
**2x**



Big Book Divider  
**4x**



In Box 1

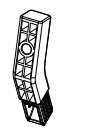
'S' Hooks  
**2x**



Chart Loop Hooks  
**2x**



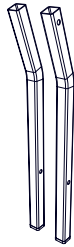
Connector 1  
**2x**



Back Riser  
(Left & Right)  
**2x**



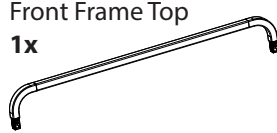
Back Feet  
(Left & Right)  
**2x**



Frame Wire  
**1x**



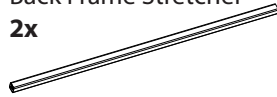
Front Frame Top  
**1x**



Front Feet  
(Left & Right)  
**2x**



Back Frame Stretcher  
**2x**



Tub Channel  
**2x**



Lined Magnetic  
Dry Erase Board  
**1x**



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



Ultra Safe Book Ledge  
**1x**



Hardware  
Actual Size

(A) M6 x 40mm Screw  
(43240)  
**8x**



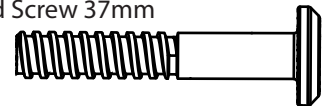
(C) M6 x 19mm Screw  
**8x**



(D) M4 x 19mm Shoulder Bolt  
**8x**



(E) Fast Lead Screw 37mm  
(43061)  
**2x**



(F) Fast Lead Screw 15mm  
(43060)  
**6x**



(I) M6 Lock Washer  
**8x**



(J) M4 Lock Nut  
**8x**



(K) M6 Lock Nut  
**8x**



Tools  
(Not to Scale)

Allen Key  
(for M6 Hardware)  
**1x**

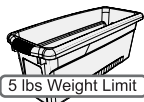


Allen Key  
(for M4 Hardware)  
**1x**



### Container Box Options

PTP-1



5 lbs Weight Limit

Small Tub  
**8x**

C68-4-1



10 lbs Weight Limit

Open Tub  
**4x**

OR

PTP-2



10 lbs Weight Limit

Open Tub  
**1x**



5 lbs Weight Limit

Small Tub  
**2x**



10 lbs Weight Limit

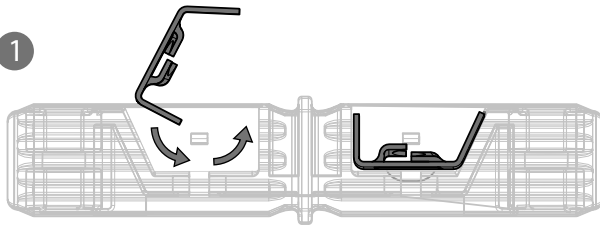
Divided Tub  
**2x**



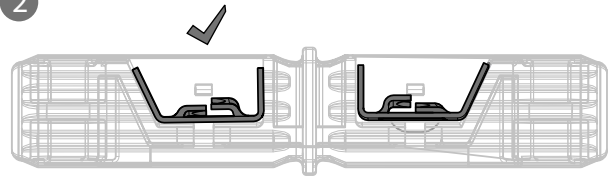
**In case your wedge nut becomes dislodged from the connector, follow these steps to reinstall.**

**To help keep the wedge nut in place, do not remove the paper cover until you are ready to assemble the connector.**

1



2



1

You will need: (Not to Scale)

Front Frame Top  
1x



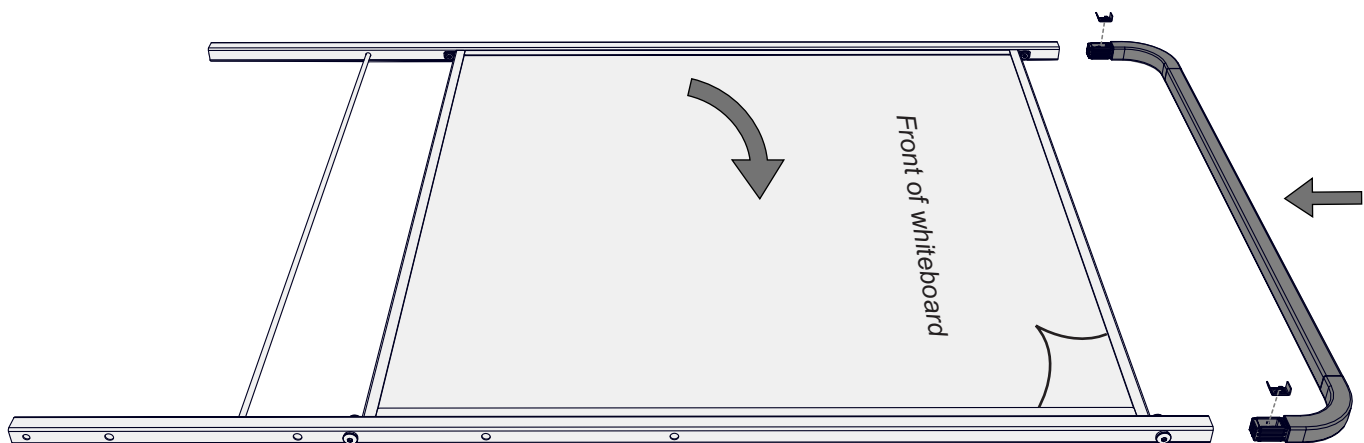
Front Frame  
1x



Rubber Mallet  
1x

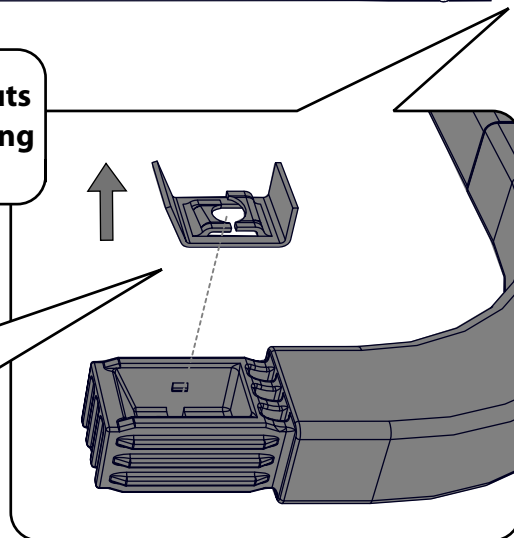


## Attach Front Frame Top to Front Frame



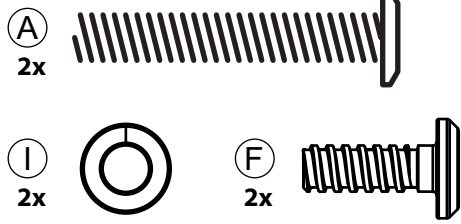
**! ATTENTION - Wedge nuts can move when installing the connectors**

**! Make sure both wedge nuts are installed and facing up**  
*See page #5 for details*



2

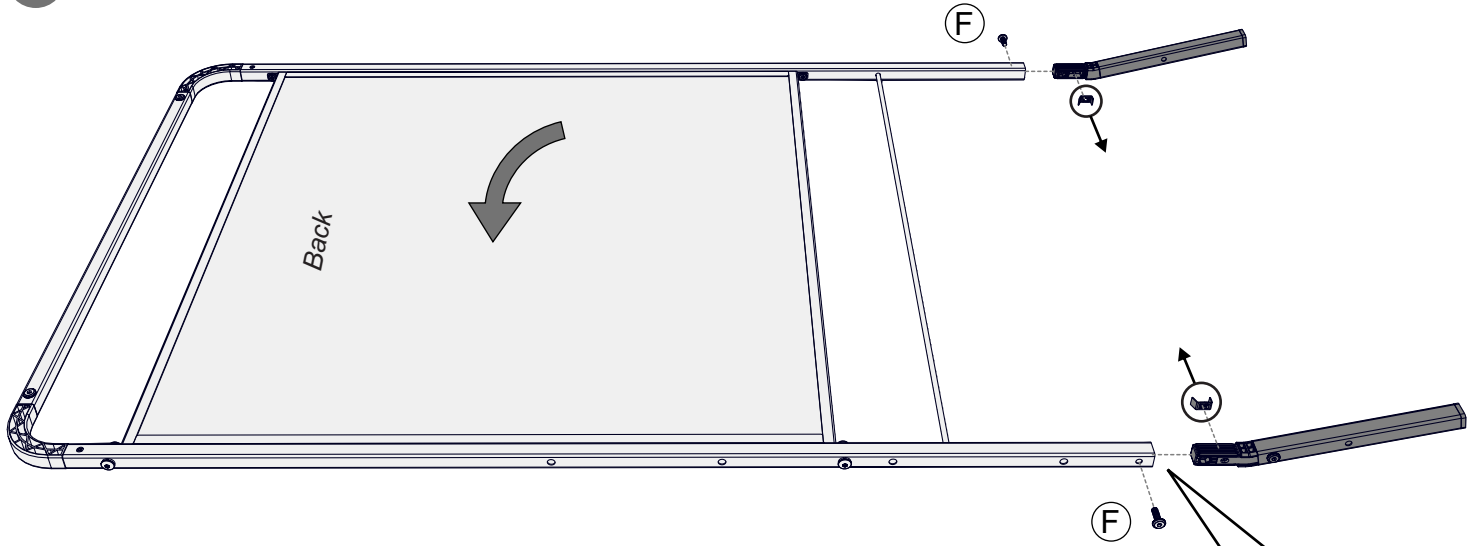
Actual Size:



You will need: (Not to Scale)

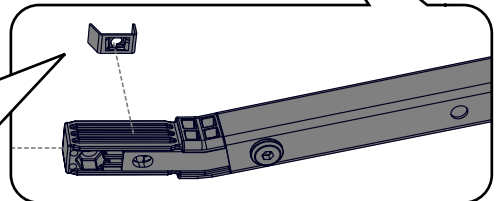


### 1 Install Front Feet

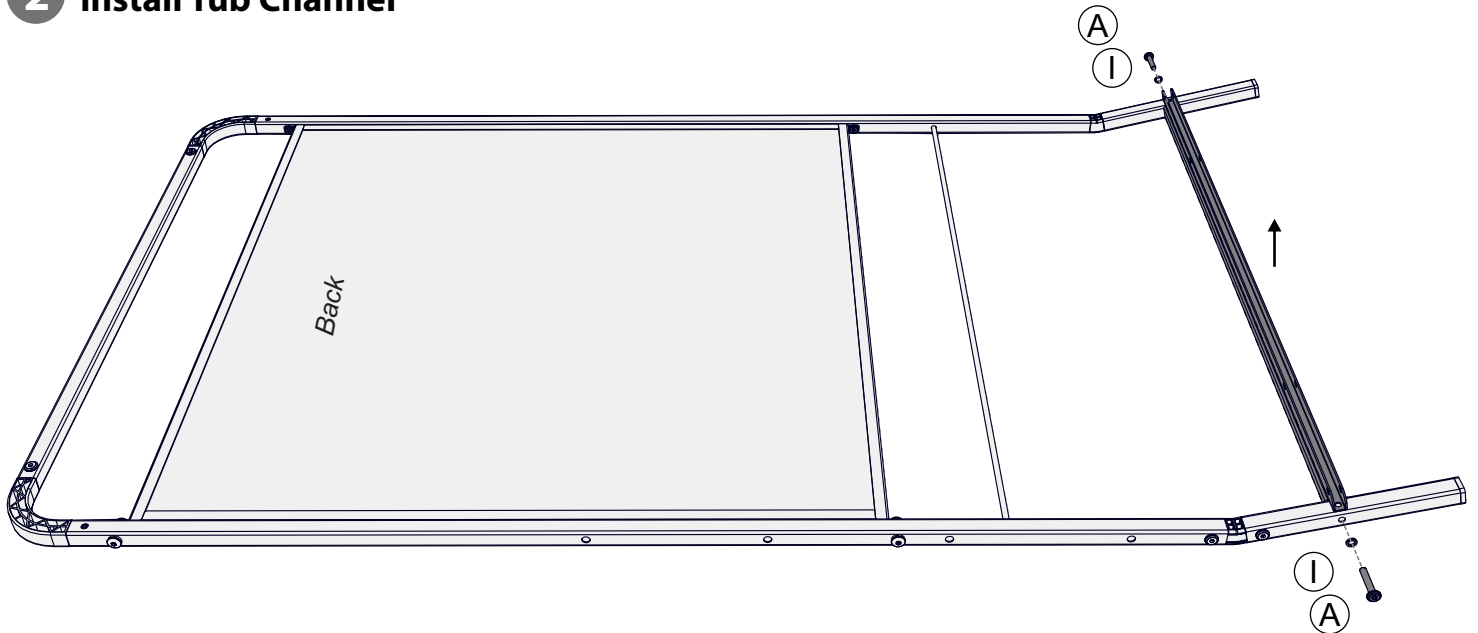


**ATTENTION**  
 Wedge nuts can move when installing the feet

**Make sure both wedge nuts are installed and facing in**  
 See page #5 for details

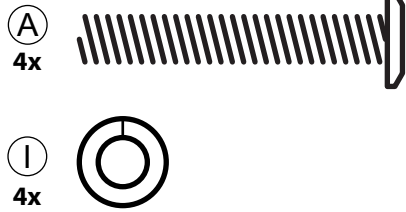


### 2 Install Tub Channel

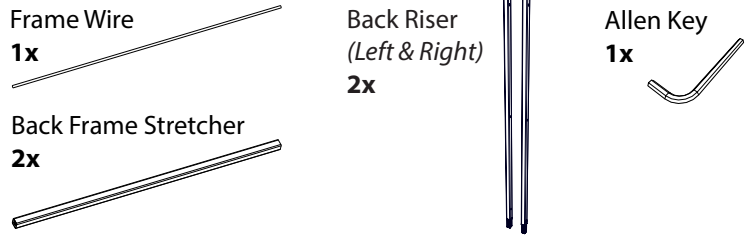


3

Actual Size:



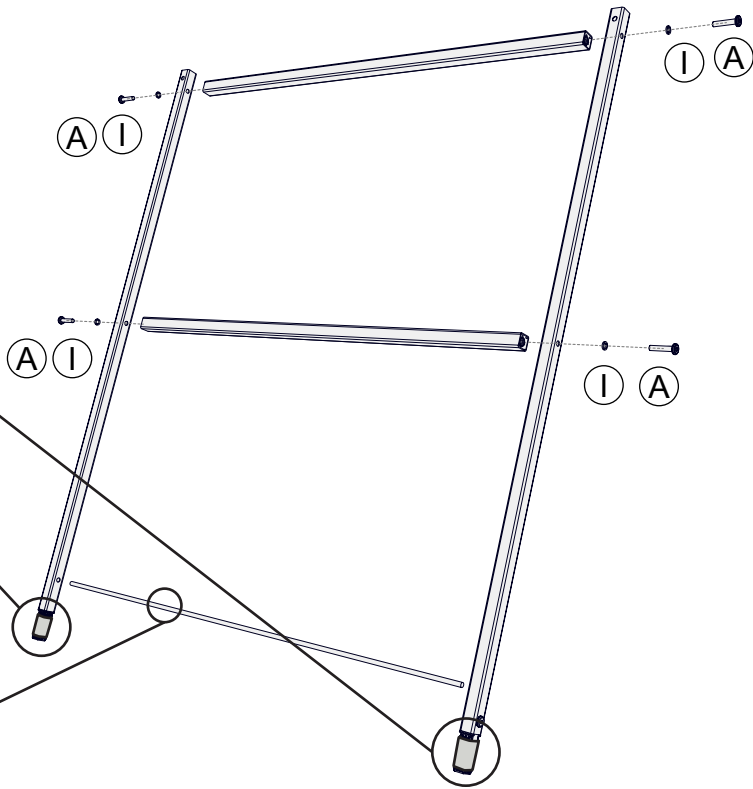
You will need: (Not to Scale)



### Build Back Frame

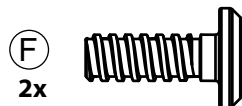
**!** Orient with connectors on the bottom

**!** Install wire before tightening hardware (Wire hole facing inside)

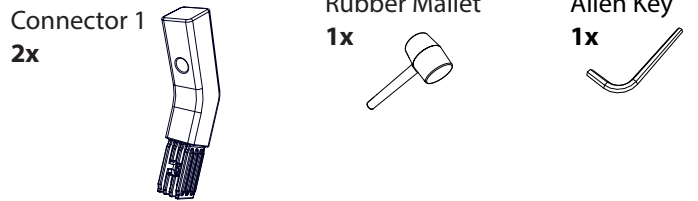


4

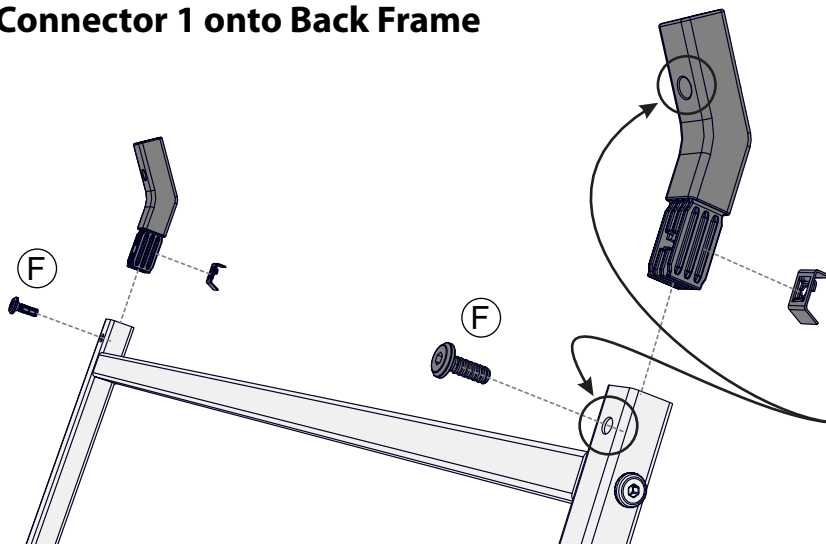
Actual Size:



You will need: (Not to Scale)



### Install Connector 1 onto Back Frame

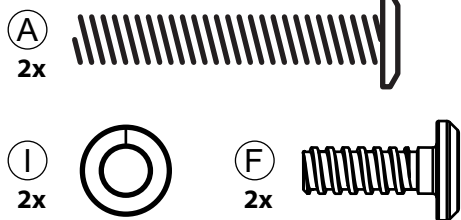


**Check for wedge nut inside all connectors**  
See page #5 for details

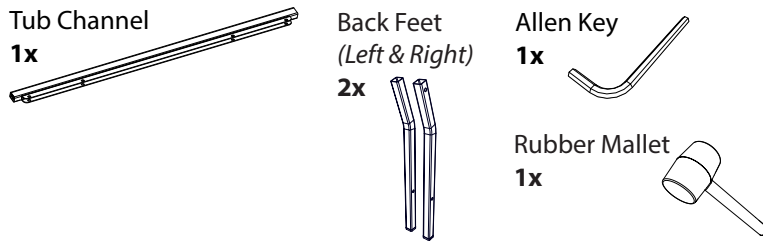
**!** Orient front of connector with hole on frame

5

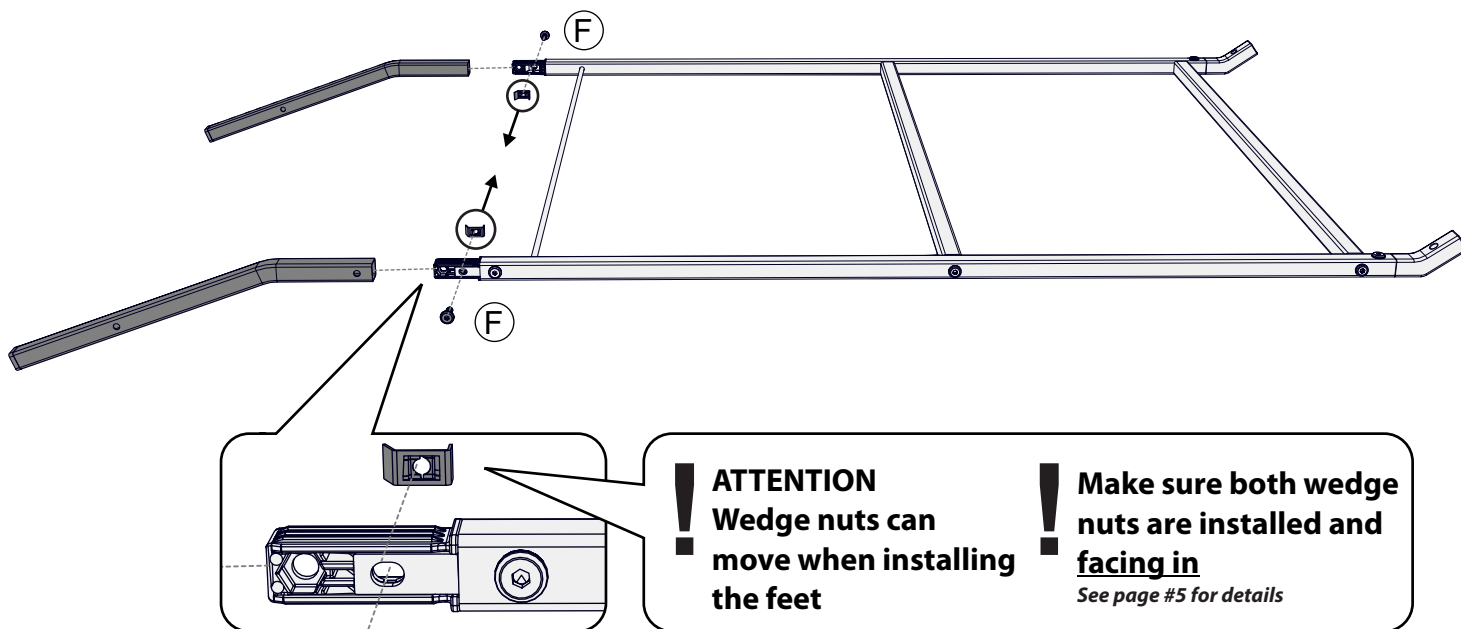
Actual Size:



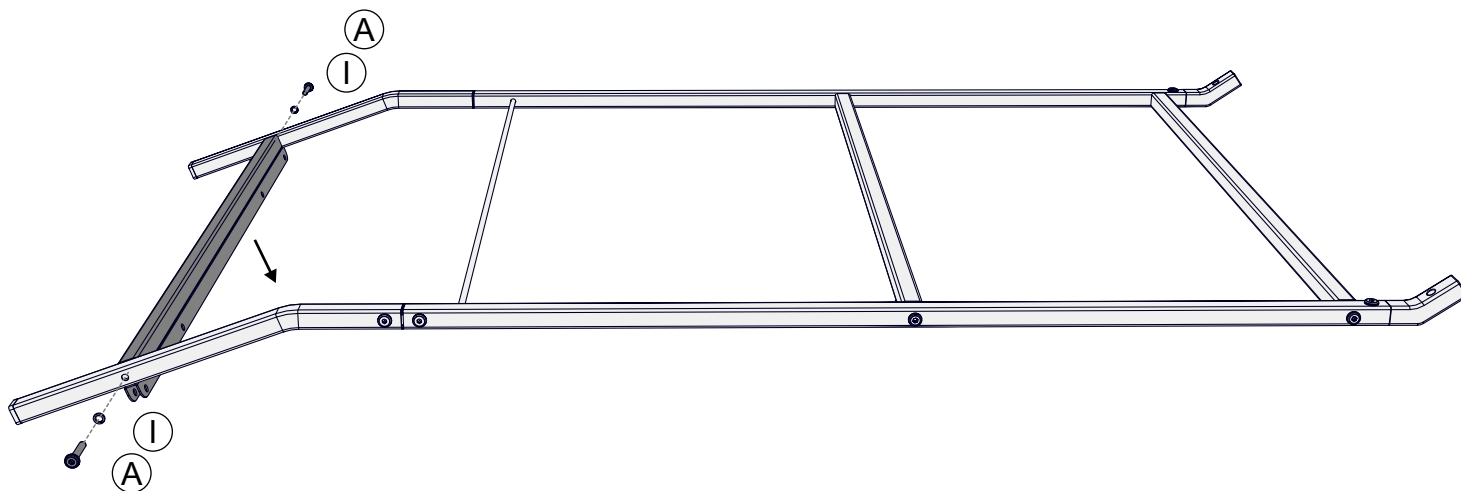
You will need: (Not to Scale)



### 1 Attach Back Frame Feet



### 2 Install Tub Channel





6

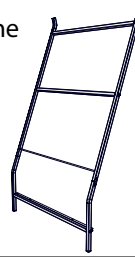
2-Person Task

Actual Size:

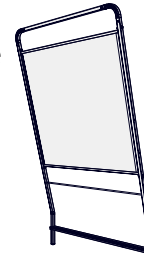


You will need: (Not to Scale)

Back Frame  
1x



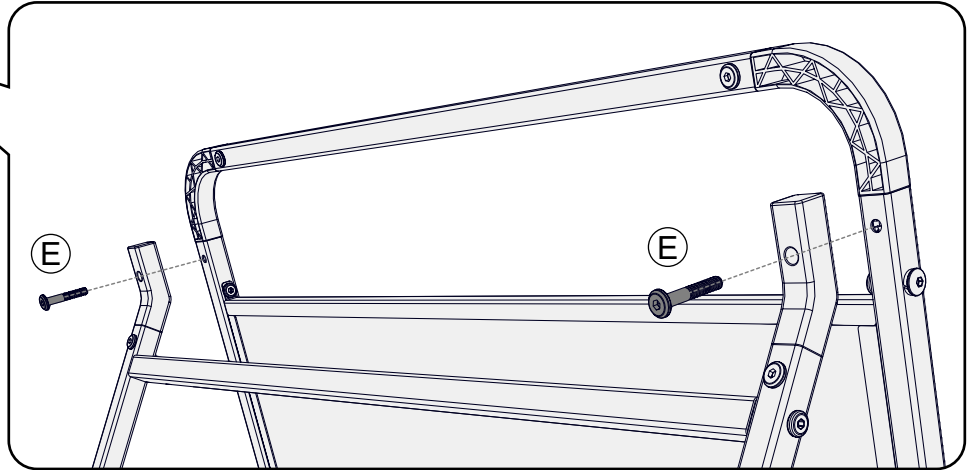
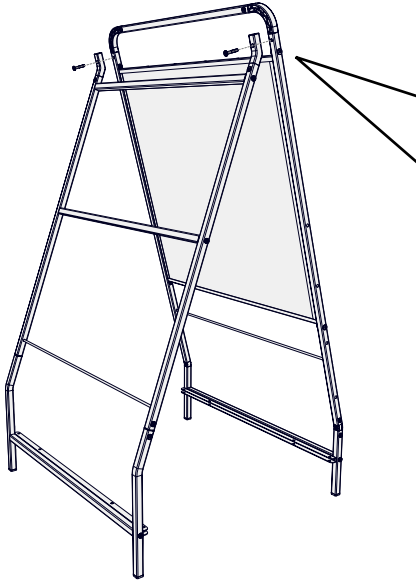
Front Frame  
1x



Allen Key  
1x



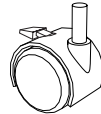
### Attach Front Frame and Back Frame



7

You will need: (Not to Scale)

Twin Wheeled  
Locking Caster  
4x



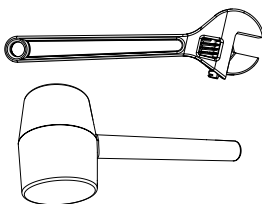
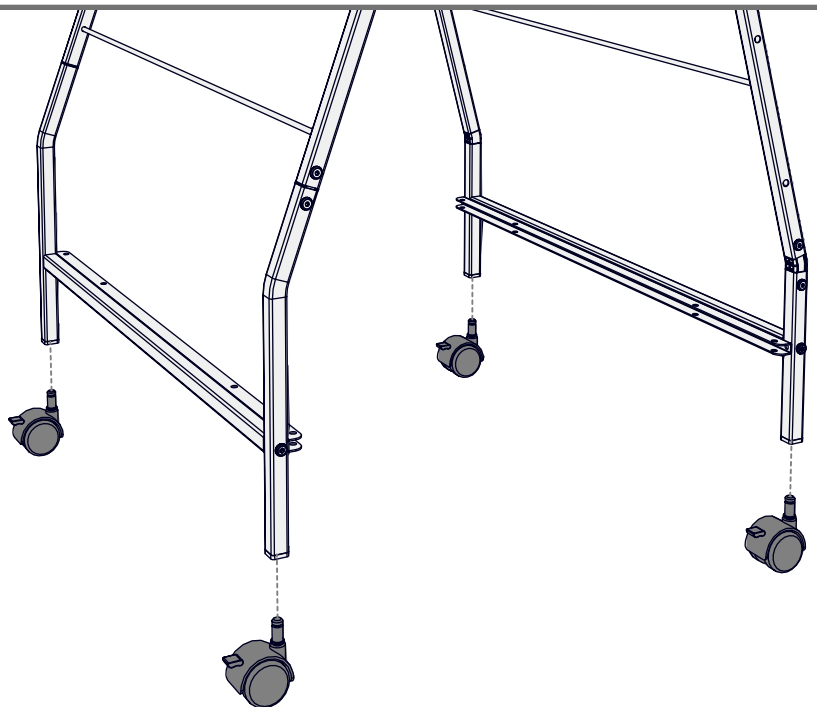
Mallet  
1x



### Install Casters

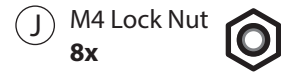
! Ensure the casters are locked when installing them.

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



8

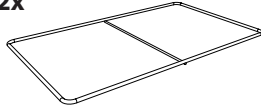
Actual Size:



2-Person Task

You will need: (Not to Scale)

Tub Rack  
2x



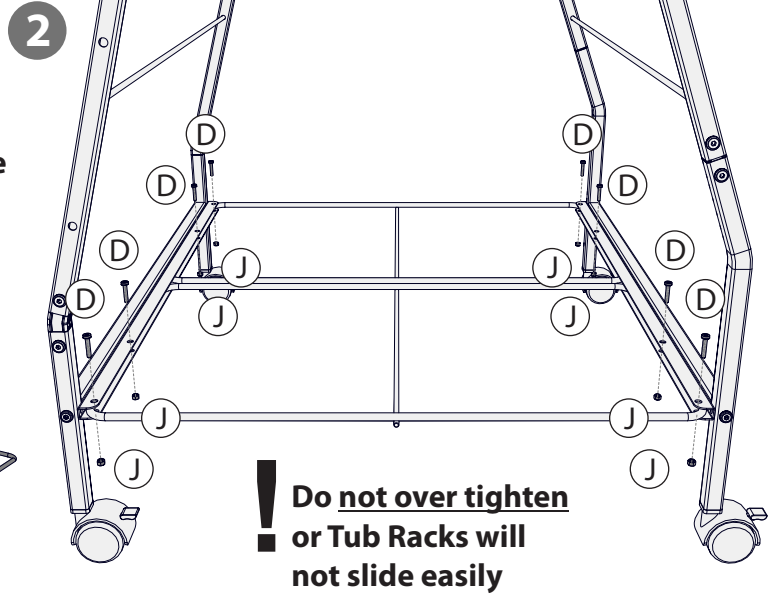
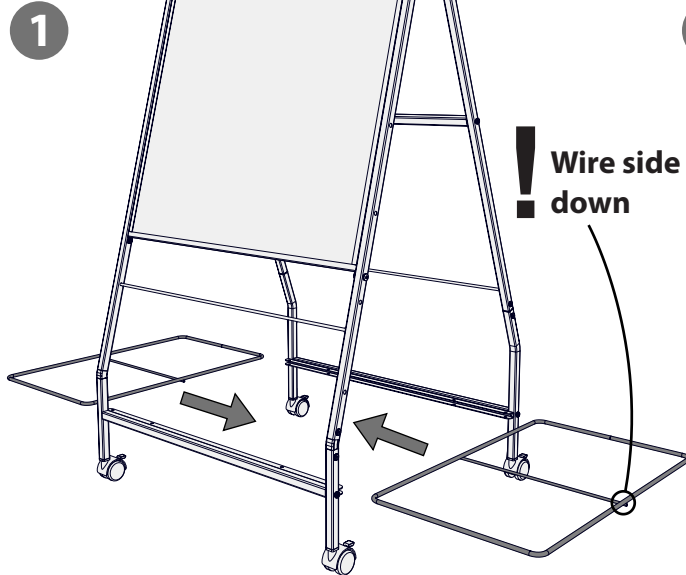
Allen Key  
(for M4 Hardware)  
1x



Adjustable Wrench  
(or 7mm Wrench)  
1x



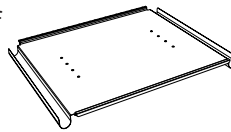
### Install Tub Racks into Frame Channels



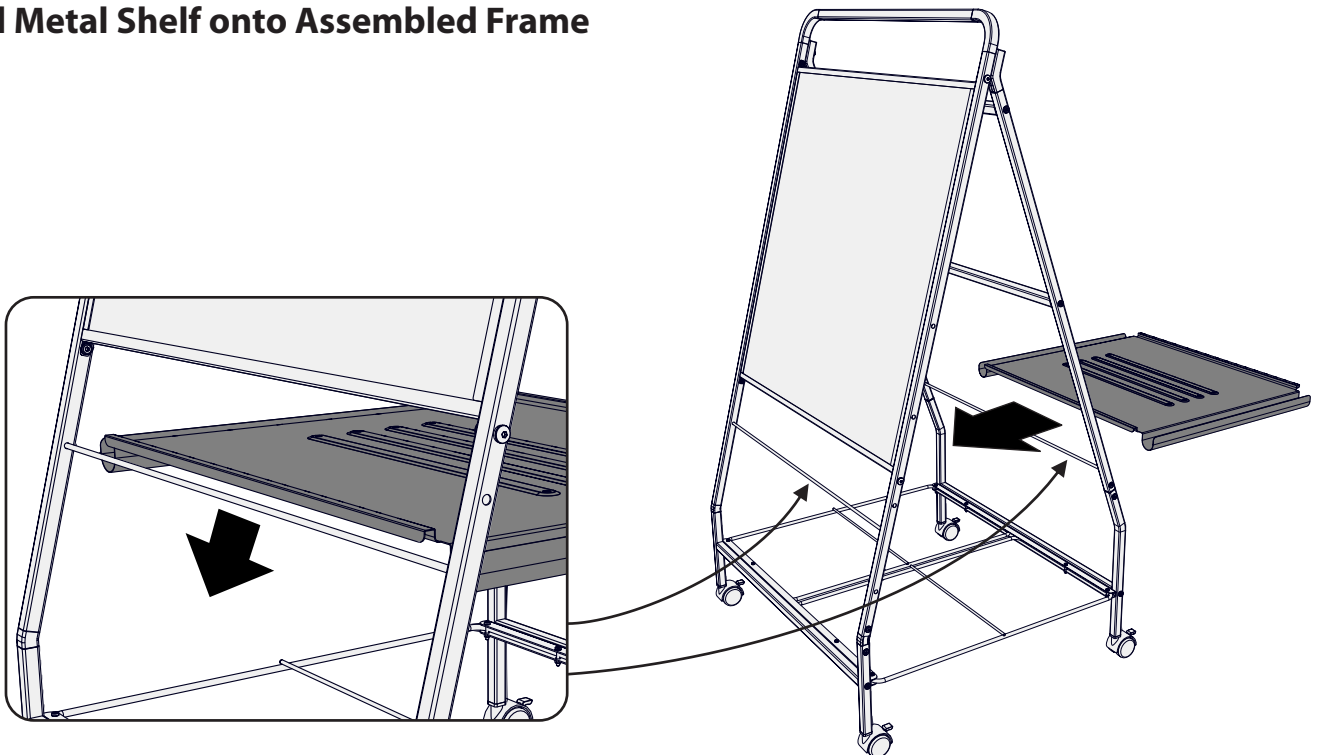
9

You will need: (Not to Scale)

Metal Shelf  
1x

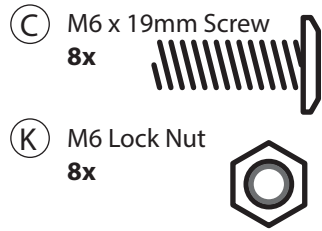


### Install Metal Shelf onto Assembled Frame

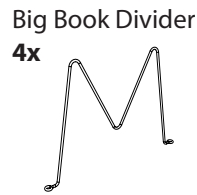


10

Actual Size:



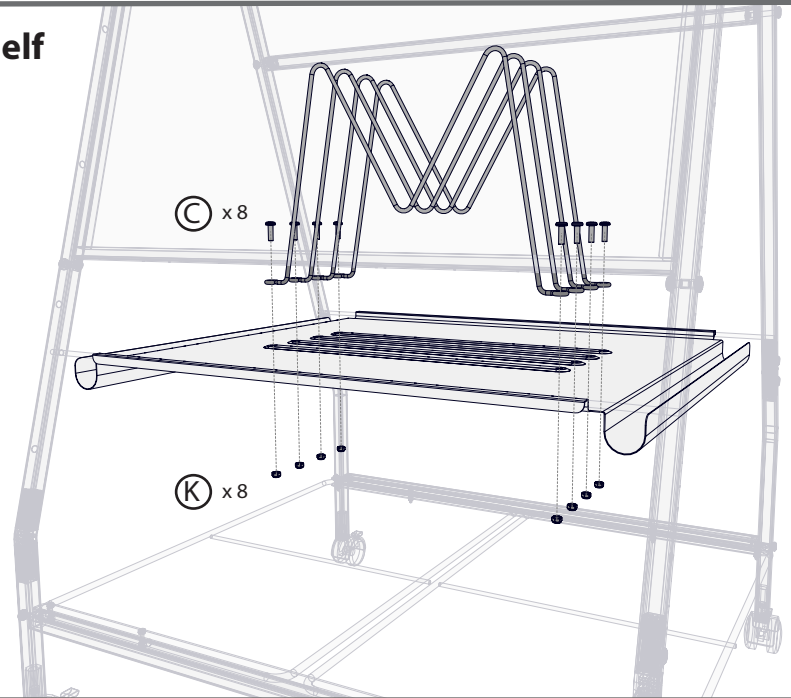
You will need: (Not to Scale)



## Attach Big Book Dividers to Metal Shelf

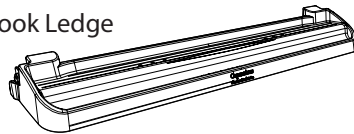
### NOTE:

The Big Book Dividers provided are optional. If you prefer to leave your shelf open you can skip this step.



11

Ultra Safe Book Ledge  
1x

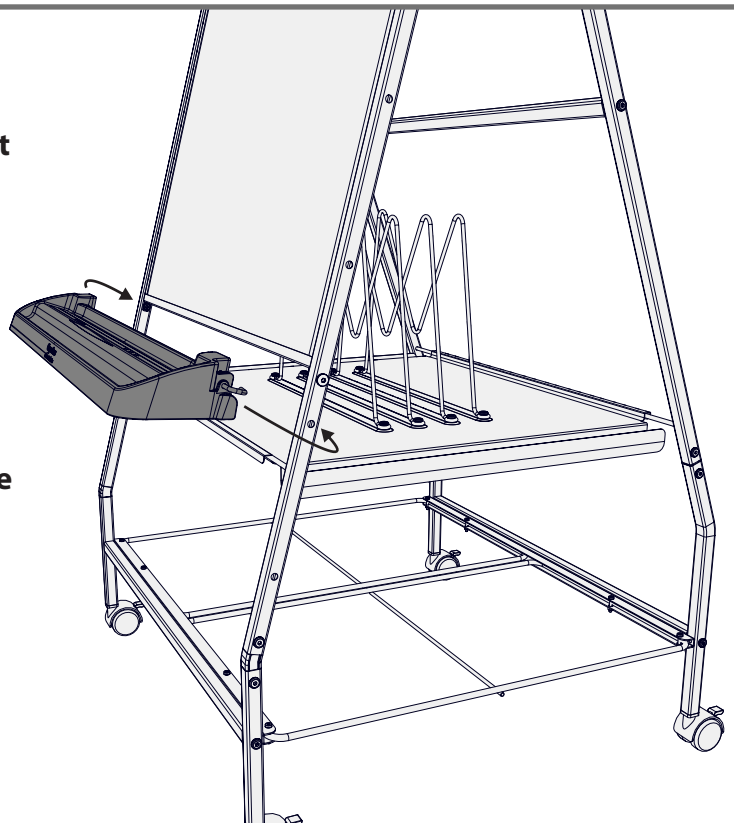


## Install Book Ledge

There are four (4) positions on the front of the unit for your convenience. Choose the one that works best for your classroom.

- 1) Insert one hook into the appropriate hole on one side of the Whiteboard Frame
- 2) Pull out opposite hook & snap into place

**Note: The spring tension is designed to discourage children from unhooking the Book Ledge.**



12

You will need: (Not to Scale)

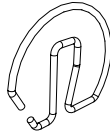
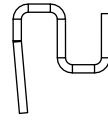


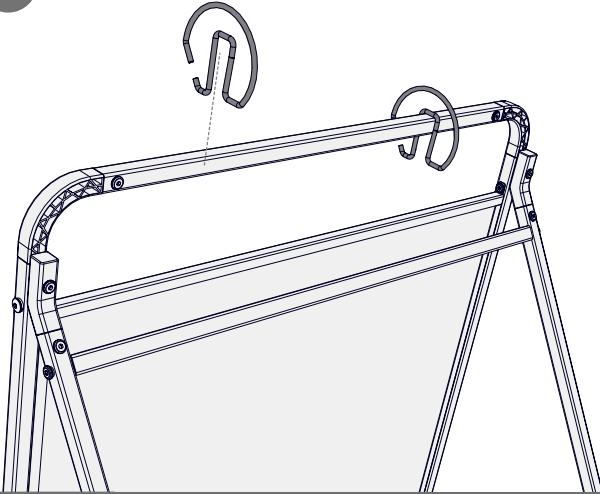
Chart Loop Hooks  
2x



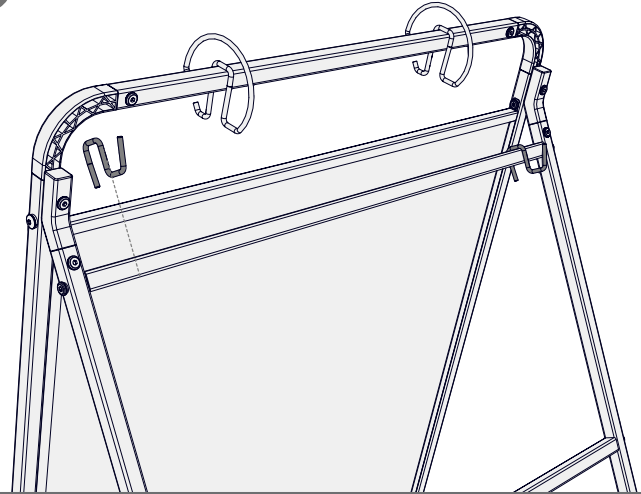
'S' Hooks  
2x

### Install Chart Loops and 'S' Hooks

1

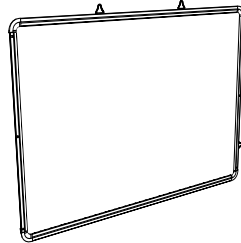


2



13

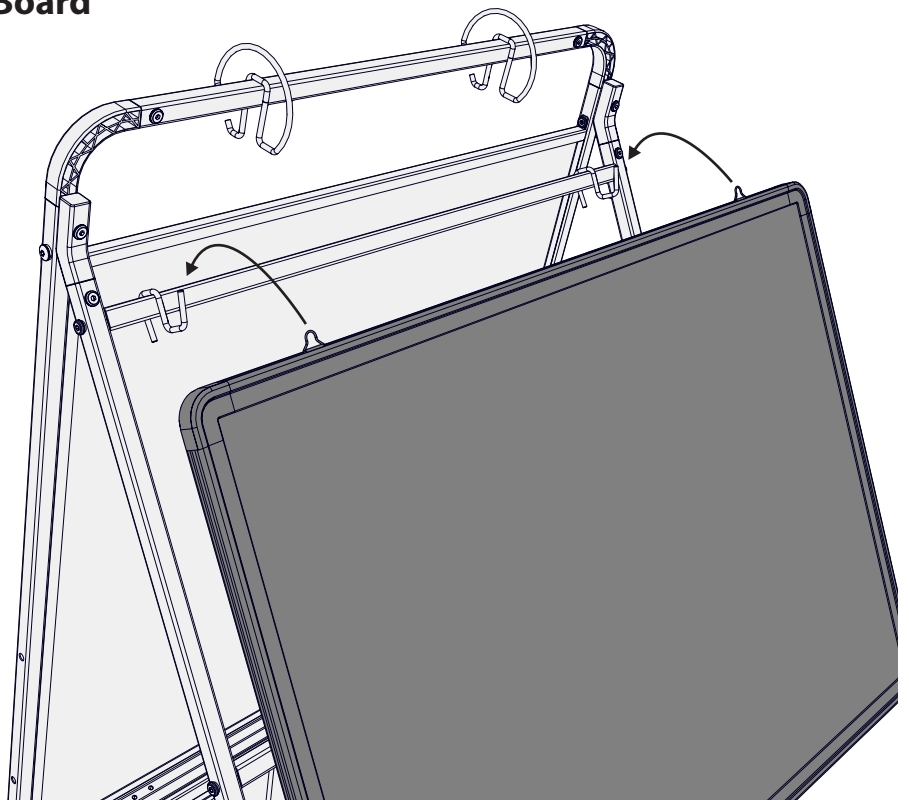
You will need: (Not to Scale)



Lined Magnetic  
Dry Erase Board  
1x

### Install Lined Magnetic Dry Erase Board

Use hooks on frame of Lined Magnetic Dry Erase Board to hang it on the back of the easel. You can hang it in landscape or portrait orientation.

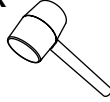


You will need: (Not to Scale)

Adjustable Wrench  
(10mm Wrench)  
(7mm Wrench)  
1x



Rubber Mallet  
1x

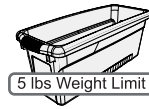


Allen Key  
1x



Container Box Options

PTP-1



Small Tub  
8x

OR

C68-4-1



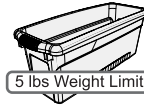
Open Tub  
4x

OR

PTP-2



10 lbs Weight Limit



5 lbs Weight Limit



10 lbs Weight Limit

Open Tub  
1x

Small Tub  
2x

Divided Tub  
2x

Add Tubs and Perform Final Assembly Checks

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

