

RC105

# Royal<sup>®</sup> Reading/Writing Center



## Assembly Guide

RC105\_2021\_A

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

For assistance, please contact us:

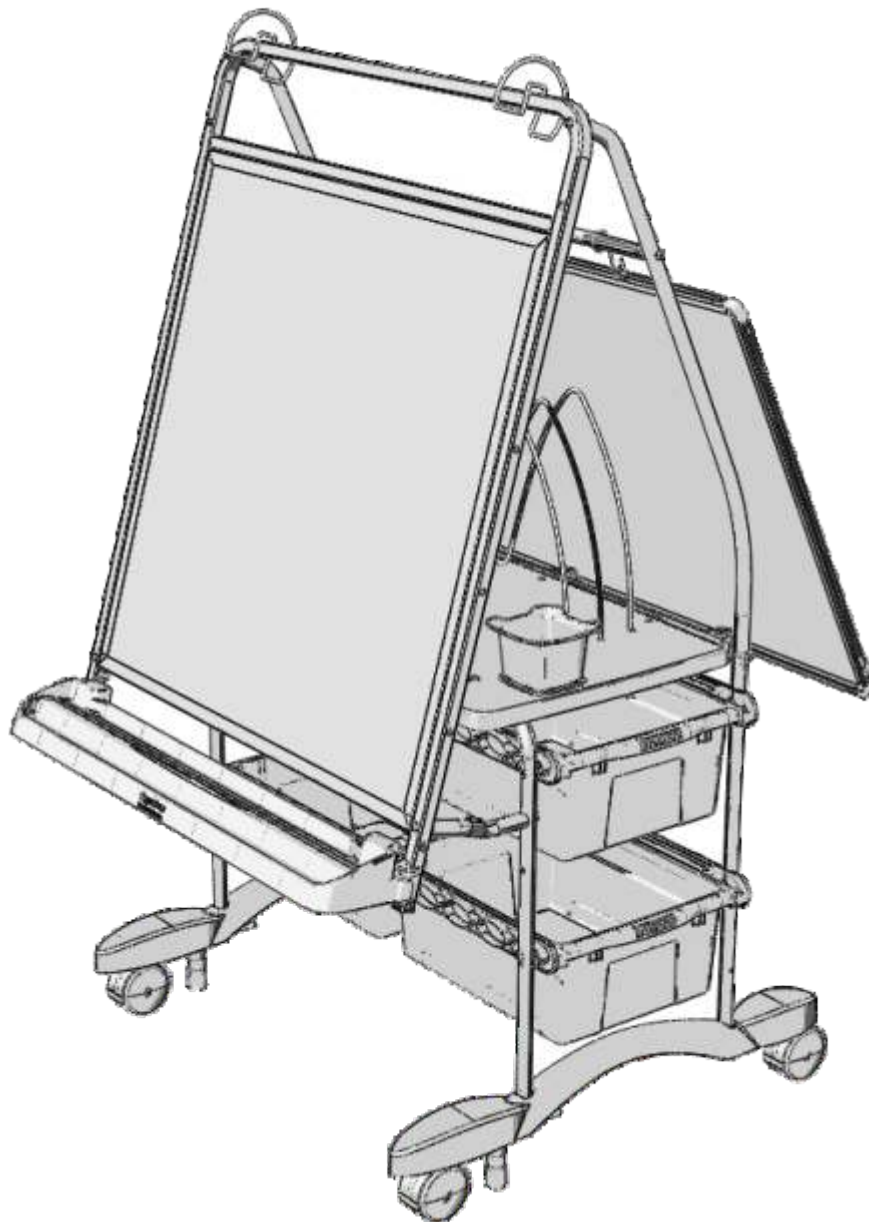
**1-800-267-8494**

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

**Have your packing slip ready for reference**

## 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.



Dear Educator,

Thank you for purchasing the 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**  
Easel Component  
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  
Replacement  
Program

### 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.



### 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.

**Before beginning, you should have:**

Additional tools required:



**RC105-0**

Base  
**2x**



Shelf  
**1x**



Front Frame  
**1x**



Center Frame  
**1x**



Ultra Safe Premium Book Ledge  
**1x**



Stretcher  
**2x**



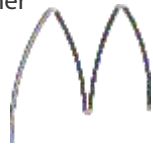
Lower Frame  
*1 Left, 1 Right*  
**2x**



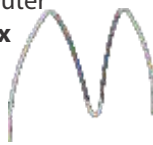
Upper Frame  
*1 Left, 1 Right*  
**2x**



M-Rack Inner  
**1x**



M-Rack Outer  
**2x**



Tub Channel  
**4x**



Front Frame Support  
*1 Left, 1 Right*  
**2x**



Rear Whiteboard Hooks  
**2x**



Rear Whiteboard  
**1x**



3" Caster  
**4x**

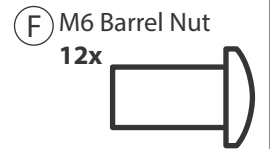
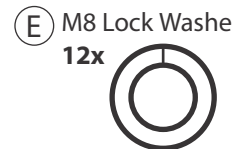


Chart Loop Hook  
**2x**



**Hardware**

*Actual Size*



**In Box 1**

**Tools**

*Not to Scale*



**C68-4-1A**

*Open Book Tubs*

Open Tub  
**4x**



Tiny Tub  
**2x**



**OR**

**PTP-5**

*Premium Tub Pack Upgrade*

Stubby Tubby  
**4x**



Open Tub  
**2x**



Tiny Tub  
**2x**



Tub Channel  
**2x**



(E) M8 Lock Washer **4x**



(F) M6 Barrel Nut **4x**



1

You will need: (Not to Scale)

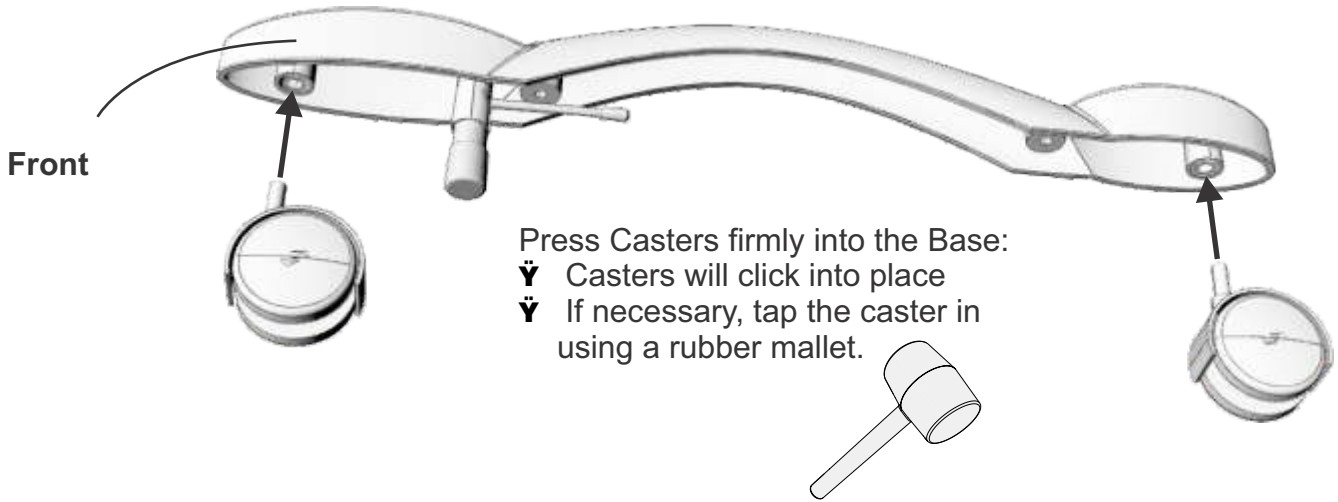
Base  
2x



3" Caster  
4x



### Install Casters



2

Actual Size:

(A) M6 x 35mm  
4x



(D) M6 Lock Washer  
4x



You will need: (Not to Scale)

Center Frame  
1x



Lower Frame  
1 Left, 1 Right  
2x



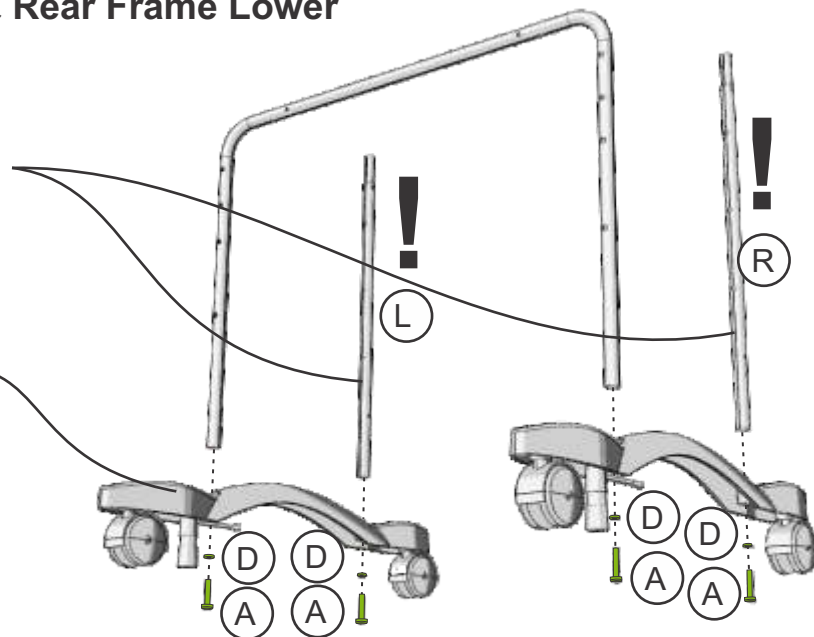
Hex Drive Drill Bit  
1x



### Install Center Frame & Rear Frame Lower

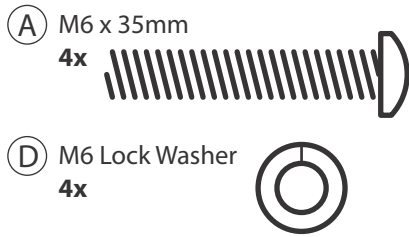
! Note - L & R stickers on the frames

! Note - Front of base is the end with the brake



3

Actual Size:



You will need: (Not to Scale)

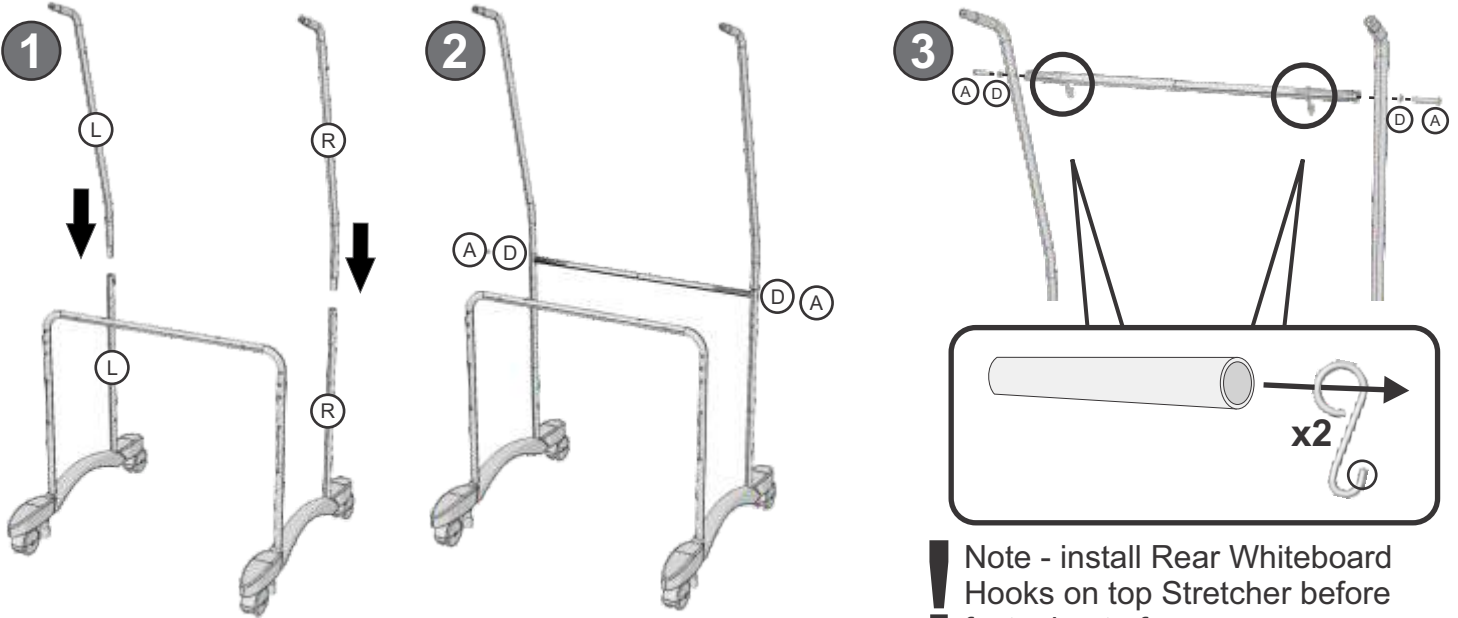
Rear Whiteboard Hooks  
2x

Stretcher  
2x

Upper Frame  
1 Left, 1 Right  
2x

Hex Drive Drill Bit  
1x

### Build Rear Frame



**!** Note - install Rear Whiteboard Hooks on top Stretcher before fastening to frame. Ensure hooks face back of unit!

4

Actual Size:

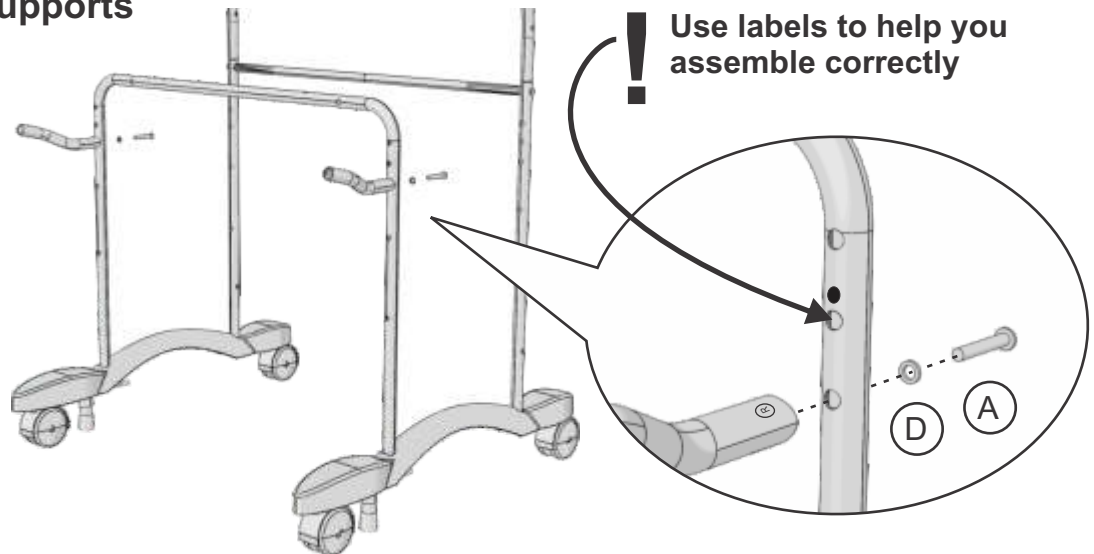
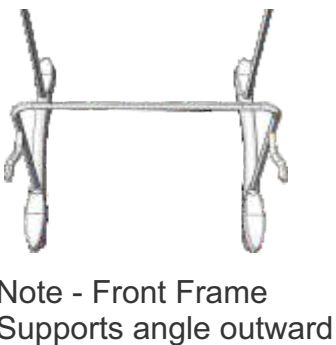


You will need: (Not to Scale)

Front Frame Support  
1 Left, 1 Right  
2x

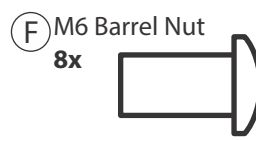
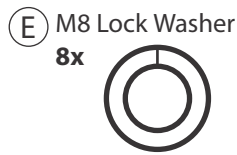
Hex Drive Drill Bit  
1x

### Install Front Frame Supports



# 5A

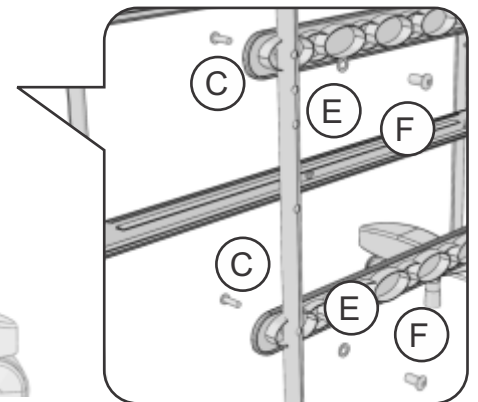
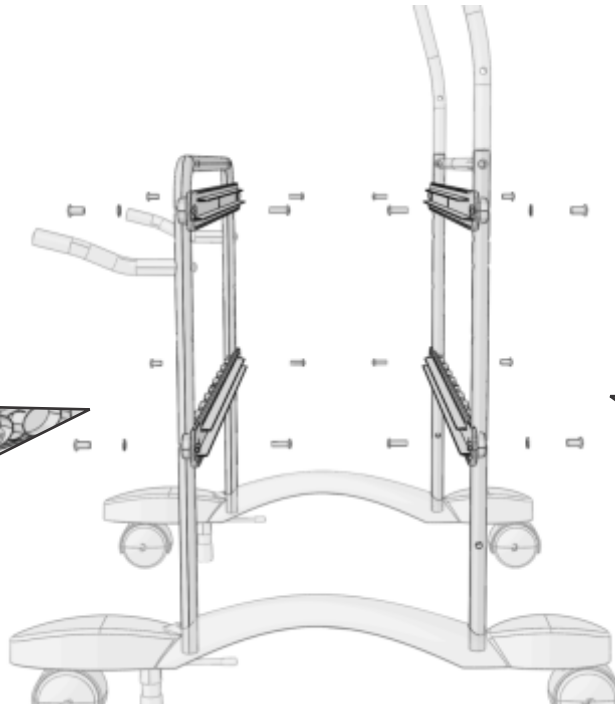
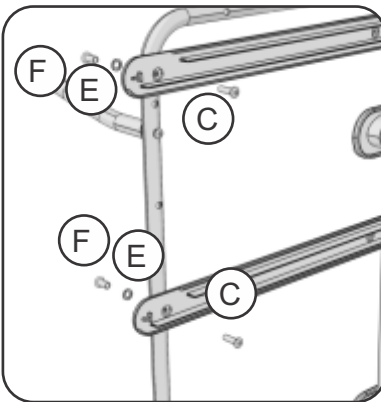
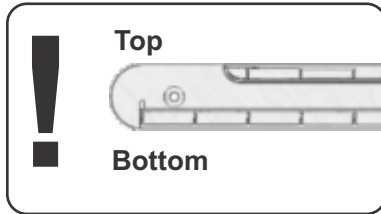
Actual Size:



You will need: (Not to Scale)



## Install Top and Bottom Tub Channels



# 5B PTP-5 ONLY

**!** For RC105 PTP-5 setup please look inside box labelled “PTP-5” for parts and assembly instructions. Complete this before proceeding to step 6.

**!** If you purchased the PTP-5 separately as an upgrade kit you can install the parts on an already assembled RC105.

6

Actual Size:

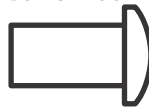
(C) M6 x 15mm  
4x



(E) M8 Lock Washer  
4x

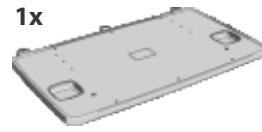


(F) M6 Barrel Nut  
4x

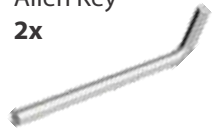


You will need: (Not to Scale)

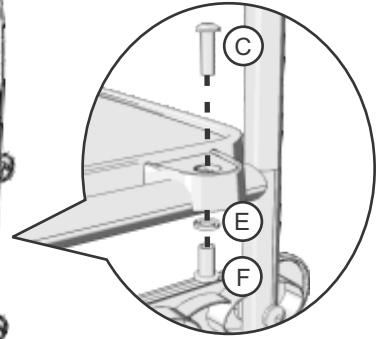
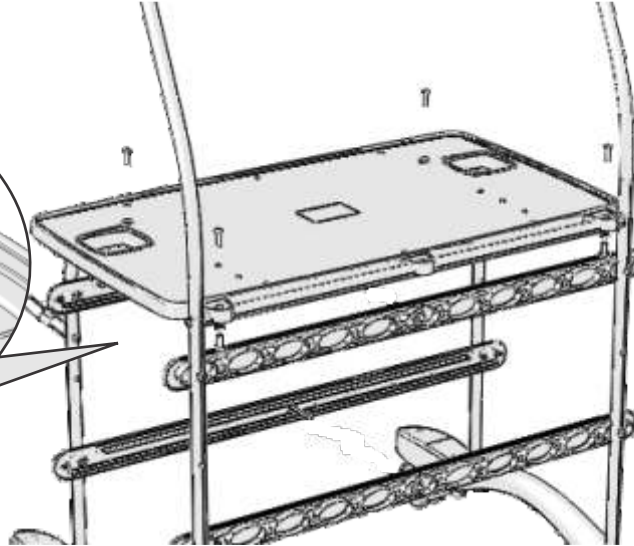
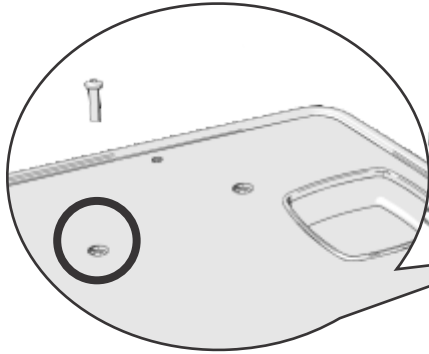
Shelf  
1x



Allen Key  
2x



### Install Shelf



**!** Ensure correct hole is used

7

Actual Size:

(A) M6 x 35mm  
2x



(B) M5 x 35mm  
2x

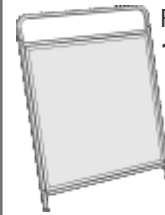


(D) M6 Lock Washer  
4x



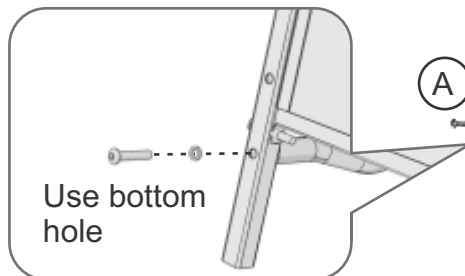
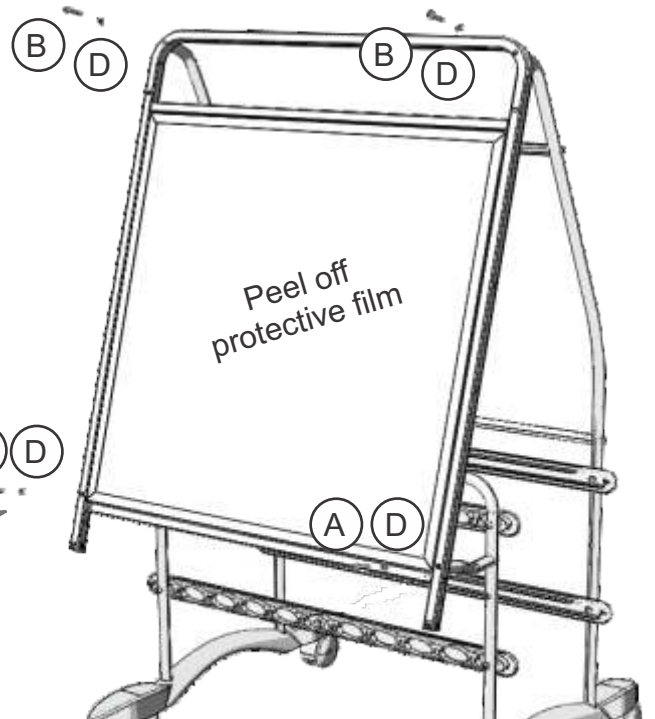
You will need: (Not to Scale)

Front Frame  
1x



### Attach Whiteboard

1. Put brakes in the LOCKED / DOWN position to help hold unit steady.
2. Fasten top fasteners first, then bottom.



Use bottom hole



8

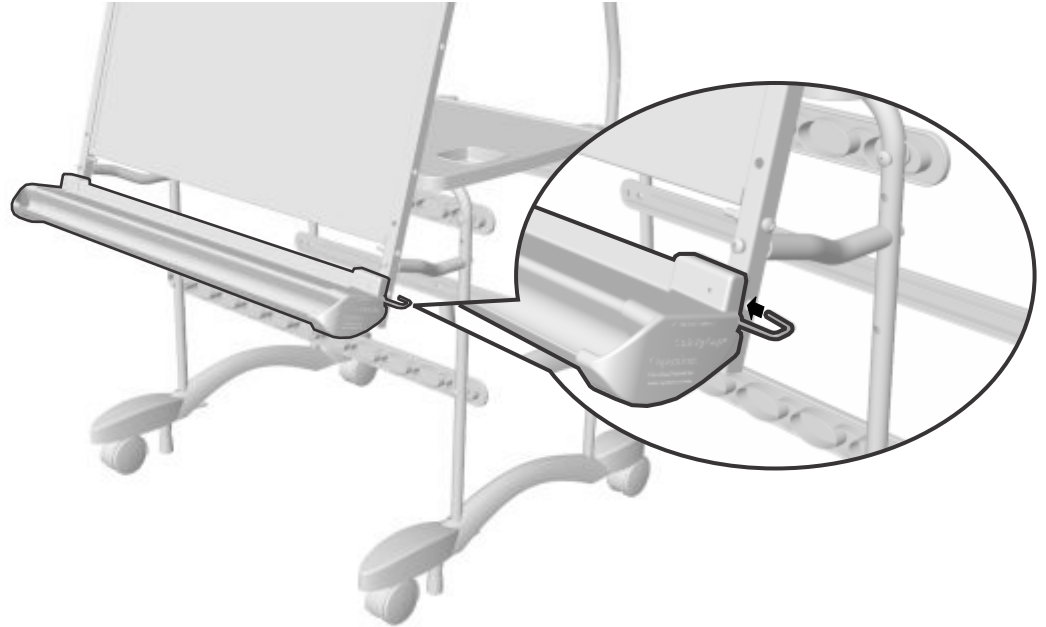
You will need: (Not to Scale)



Ultra Safe Premium Book Ledge  
1x

### Install Book Ledge

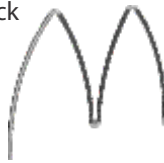
**!** Note - the spring tension is designed to discourage children from unhooking the book ledge



9

You will need: (Not to Scale)

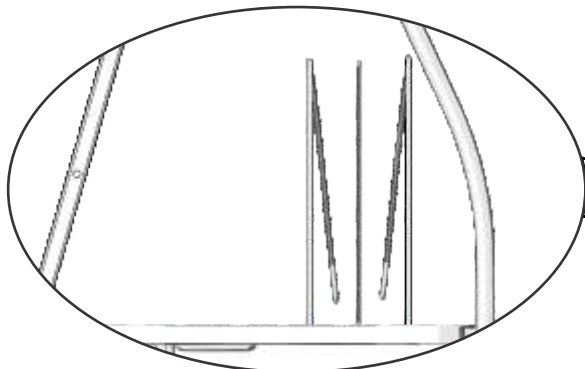
M-Rack Inner  
1x



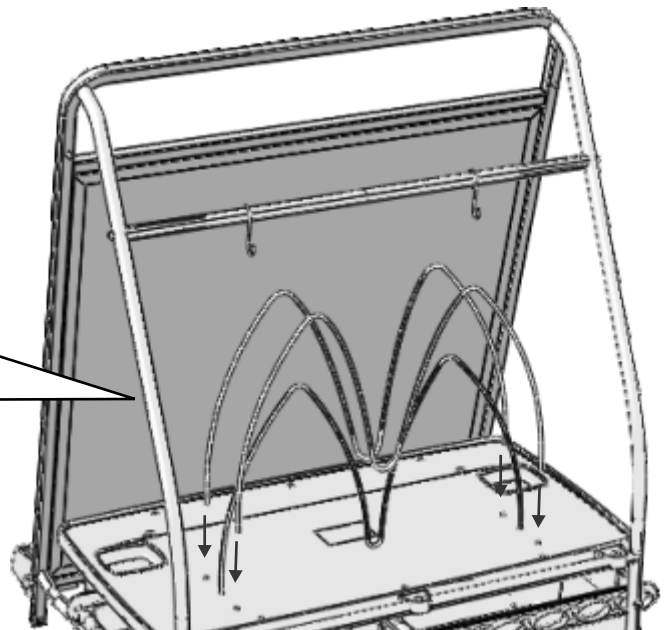
M-Rack Outer  
2x



### Install Big Book Rack Divider M-Racks



Note the orientation of the M-Racks



10

You will need: (Not to Scale)

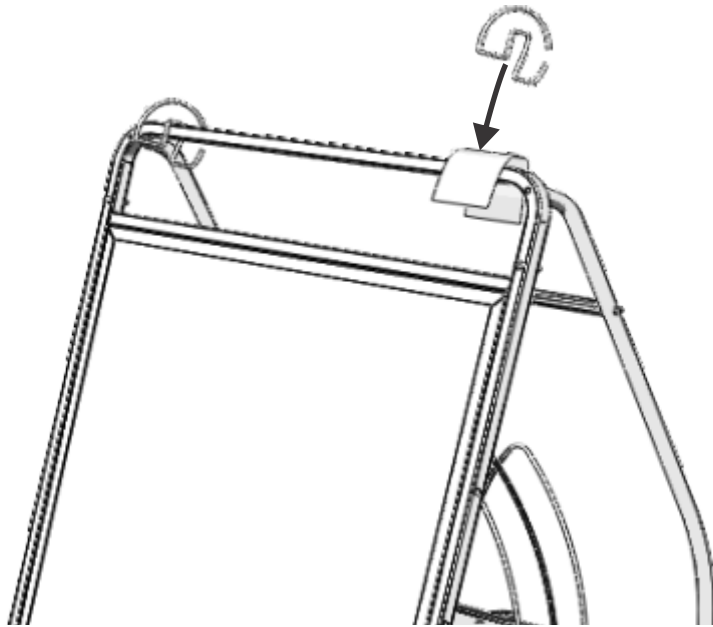
Chart Loop Hook

2x



### Attach Chart Paper Hooks

- ! Place an empty hardware bag over the frame to avoid scratching the paint.



11

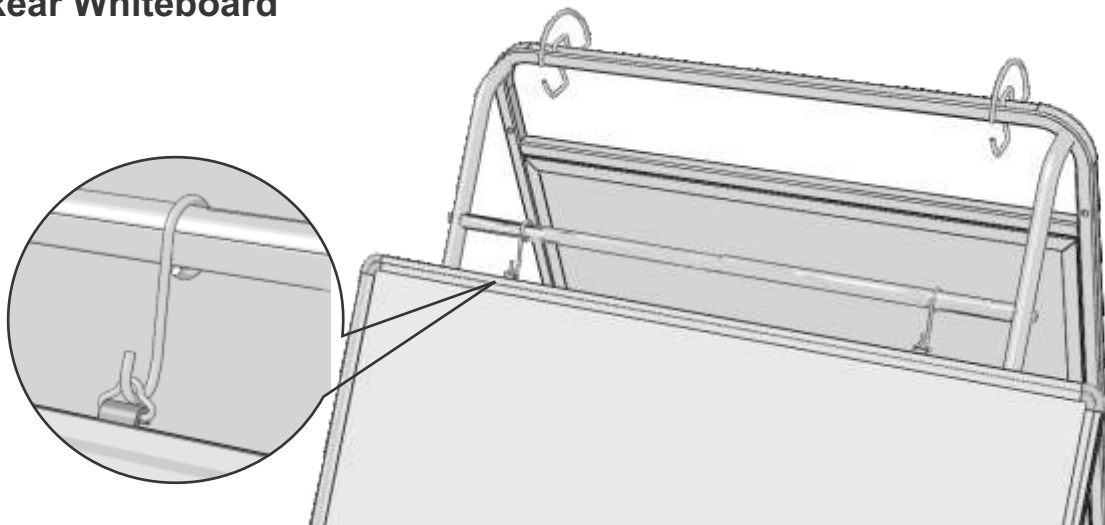
You will need: (Not to Scale)

Rear Whiteboard

1x



### Hang Rear Whiteboard



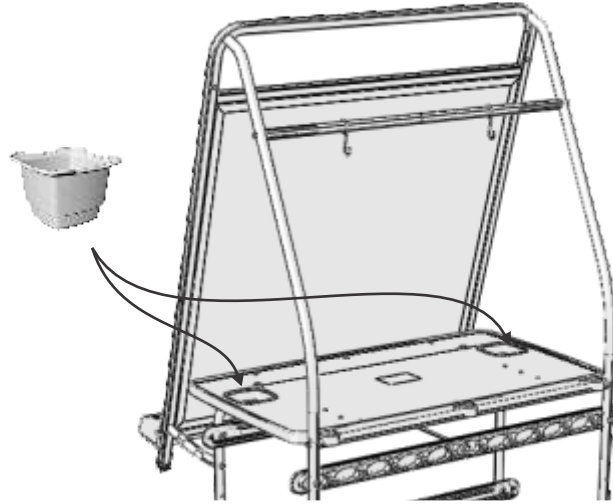
12

You will need: (Not to Scale)



Tiny Tub  
2x

**Place Tubs into Unit**



13A

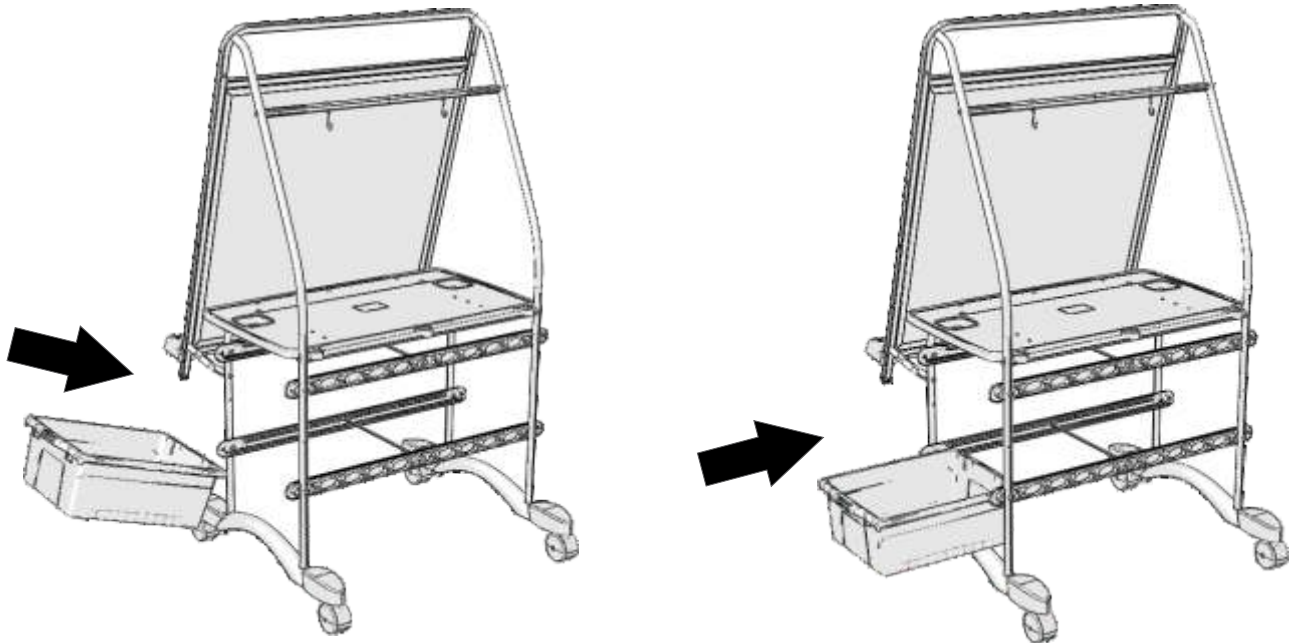
RC105  
ONLY

You will need: (Not to Scale)



Open Tub  
4x

**Place Tubs into Unit**



13B

RC105  
PTP-5  
ONLY



**Look inside box labelled "PTP-5" for parts and assembly instructions.**