

# Standard Royal<sup>®</sup> Inspiration Station



## Assembly Guide IS2\_2013\_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**

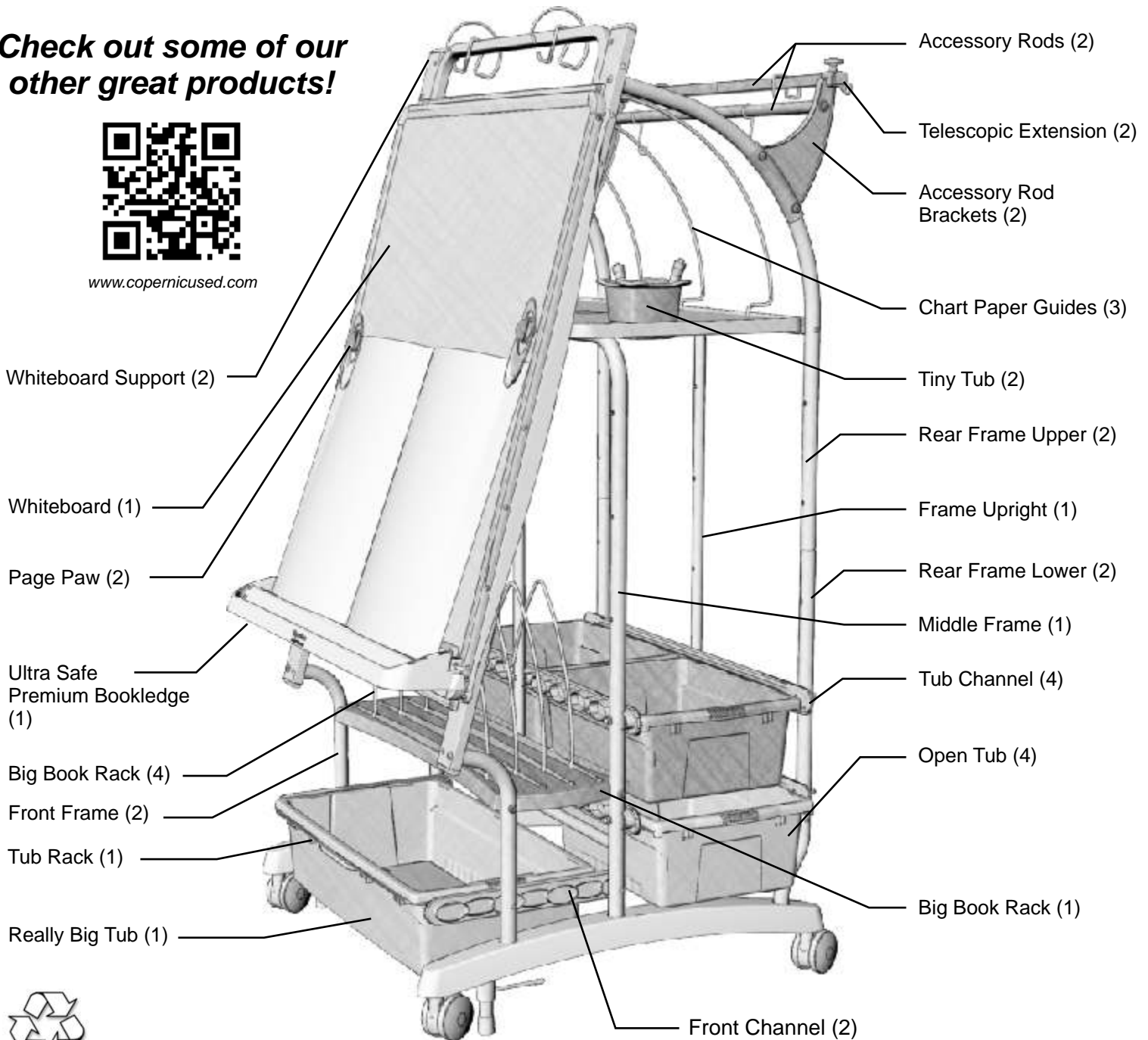
### WARNING

- 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.

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



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



**Please Recycle**

# Royal<sup>®</sup> Inspiration Station - Parts

## Before beginning, you should have:

Additional tools required (Not to Scale):

Adjustable wrench



Rubber mallet



## Contents - Box 1

(numbers in brackets are individual part numbers)

Whiteboard  
**1x**  
(32104)



Stretcher - 27.5"  
1 Bottom, 1 Top  
**2x**  
(33035)



Accessory Rod  
Brackets & Knob  
1 Left, 1 Right  
**2x**  
(23207 - Set)  
(23207L)  
(23207R)



Square  
Accessory  
Rod  
**1x**  
(33027)



Whiteboard  
Support  
**2x**  
(23211)



Frame Upright - 32"  
**1x**  
(33033)



Round  
Accessory  
Rod  
**1x**  
(33028)



Book Ledge  
**1x**  
(PABL30)



Telescoping  
Extension  
1 Left, 1 Right  
**2x**  
(330141 - Set)



Chart Paper  
Guide  
**3x**  
(31059)



Front  
Frame  
**2x**  
(33029)



Base  
**2x**  
(23210)



Big Book  
Divider  
**4x**  
(31060)



Rear Frame  
Lower  
**2x**  
(33030)

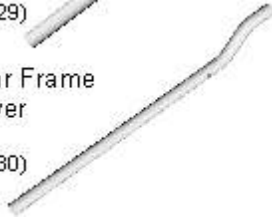


Chart Paper  
Hooks  
**2x**  
(310171)



Big Book  
Rack  
**1x**  
(23205)



Page Paw  
**2x**  
(AC450-0)  
Individual



Rear Frame  
Upper  
**2x**  
(33031)



Top Shelf  
**1x**  
(23206)



S-Hook  
**2x**  
(31018)  
Individual



Middle Frame  
**1x**  
(33032)



Tub Rack  
**1x**  
(31058)



Tub Channel  
**4x**  
(23208)



Chart Paper  
Support  
**1x**  
(33034)



Rear Hanging  
Hook  
**2x**  
(31061)



Front  
Channel  
1 Left, 1  
Right  
**2x**  
(23209 - Set)  
(23209R)  
(23209L)

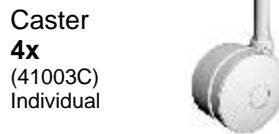
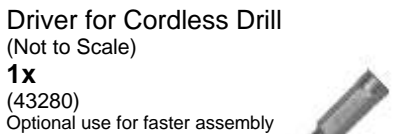
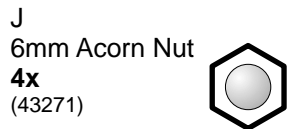
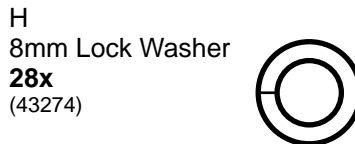
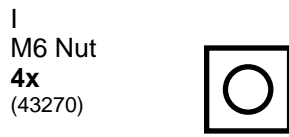
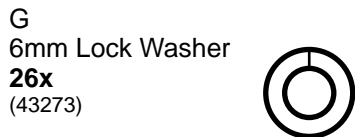


## Continued:

### Hardware Actual Size - Box 1

Bag = (43201)

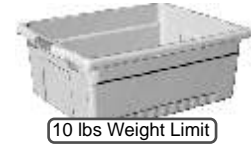
(numbers in brackets are individual part numbers)



### Contents - Box 2

Open Tub

**4x**  
(1xCC4068-C)  
(1xCC4068-R)  
(1xCC4068-Y)



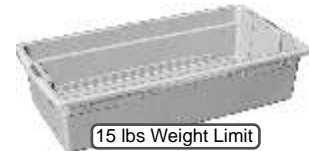
Tiny Tub

**2x**  
(1xCC4072-G)  
(1xCC4072-O)



Really Big Tub

**1x**  
(CC4073-B)



# Tips for Assembly - Using this Manual



2 Person

## Watch for These Helpful Symbols

- This symbol denotes a 2 Person Task. For safety, please ensure that there are two people working on steps displaying this symbol



- Watch for this symbol throughout the Assembly Instructions. Wherever you see it, pay close attention. The symbol denotes a step needing extra attention to ensure it is done correctly.



- The Star symbol highlights an advisory note

## Before You Begin



- Layout and identify all of the included parts
- The hardware has been packed according to size, separate them based on those sizes
- Read the assembly instructions over once to familiarize yourself with them
- Please note that in its unassembled state, this product contains parts that can be a hazard to small children; it should be assembled by an adult.

## As You Assemble the Unit



- Follow the steps in sequence
- Before beginning each step, find the part(s) that you need for that step
- Pay attention to the labeling on the parts, they are there to help direct you at certain stages
- The title of each step states what you will be doing. Review the text and the pictures as you build the unit.

## After Assembly; Before Use

- Remove the plastic film from the Whiteboard before writing on it

Don't forget to check out our tips for your whiteboard at:  
[www.copernicused.com](http://www.copernicused.com)

**Life  
Time**

Frame  
Warranty

**Life  
Time**

Tub  
Warranty

## Validate Your Warranty On-Line

To validate your five year frame warranty & lifetime tub warranty, submit the ON-LINE form at  
[www.copernicused.com](http://www.copernicused.com)

“My idea of education is to unsettle the minds of the young and inflame their intellects.” - Robert Maynard Hutchins



1

Actual Size:



You will need: (Not to Scale)



Base x 2



Front Frame x 2



Rear Frame Lower x 2



Caster x 4

★ **Note: Do not tighten any fasteners unless prompted**

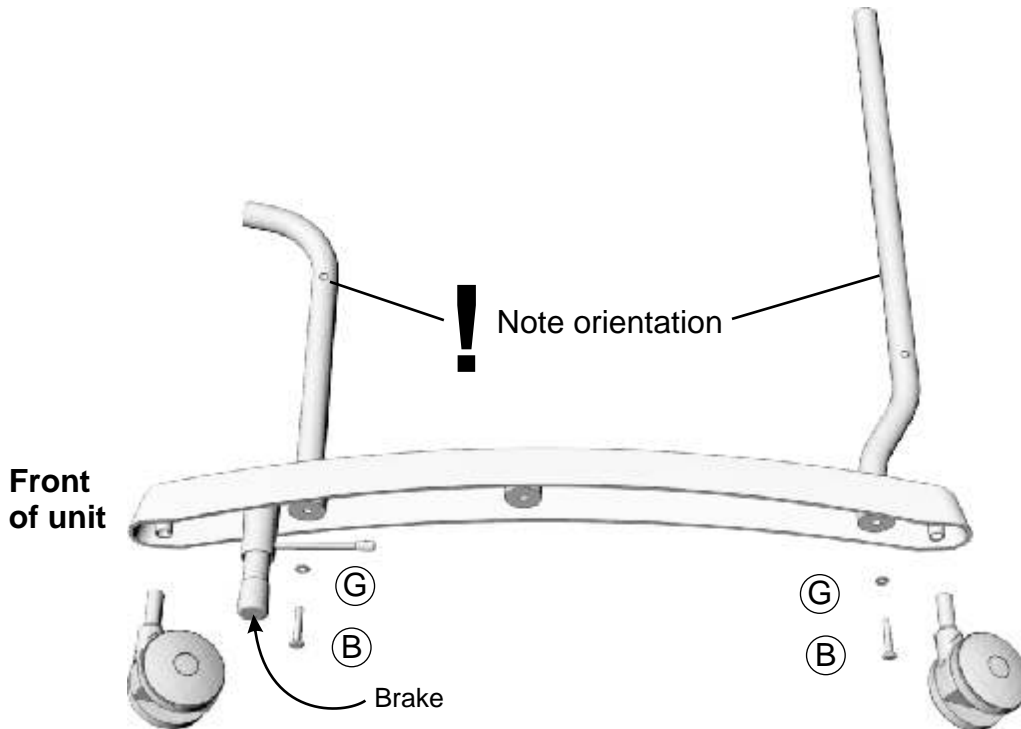
### Install Front Frame, Rear Frame Lower & Casters

! You should begin the installation with the brakes in the up position

#### Top View - Looking Down on Unit



Ensure Frame pieces are square with the Base



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



2

Actual Size:



B  
x 2



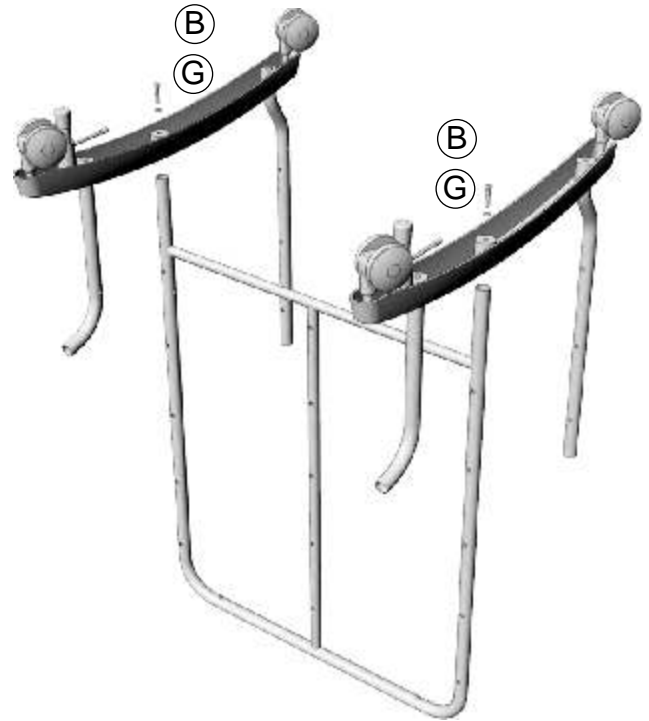
G  
x 2



2 Person Task

You will need: (Not to Scale)

Middle Frame x 1



### Install Middle Frame

**!** Stand unit right side up

3

Actual Size:



B  
x 6



G  
x 6

You will need: (Not to Scale)



Rear Frame Upper  
x 2

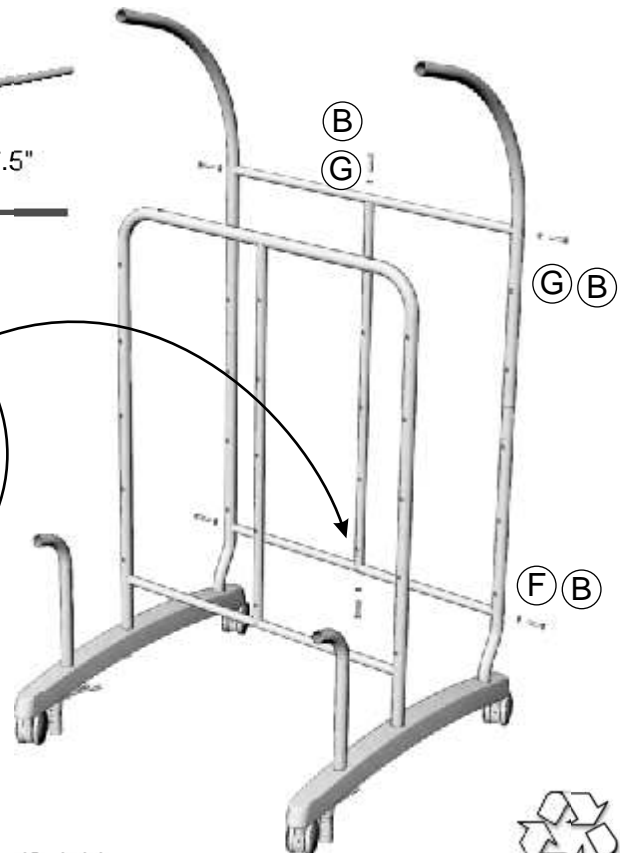
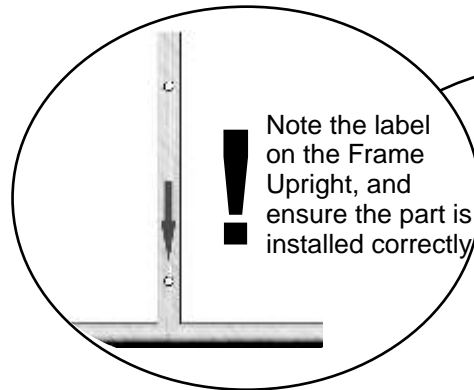
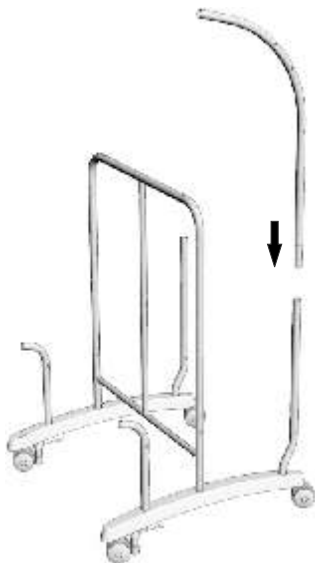


Frame Upright - 32"  
x 1



Stretcher - 27.5"  
x 2

### Build Rear Frame



4

Actual Size:



B  
x 4



G  
x 4



2 Person Task

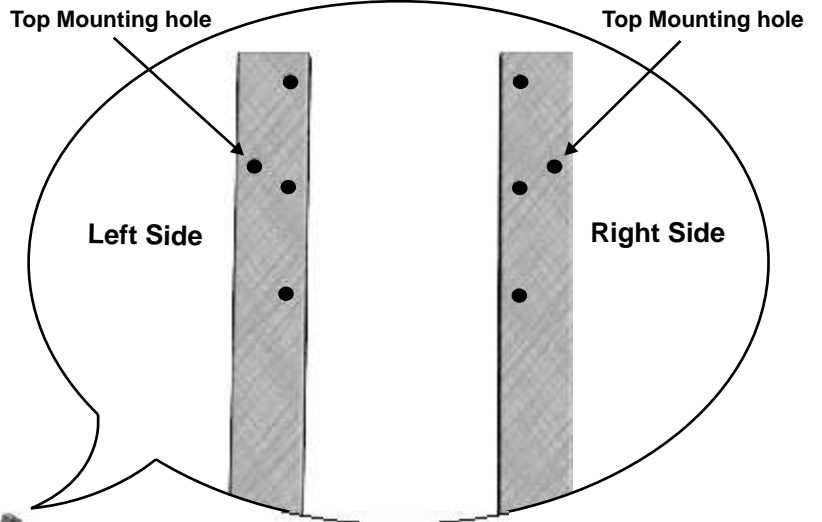
You will need: (Not to Scale)

Whiteboard Supports  
x 2



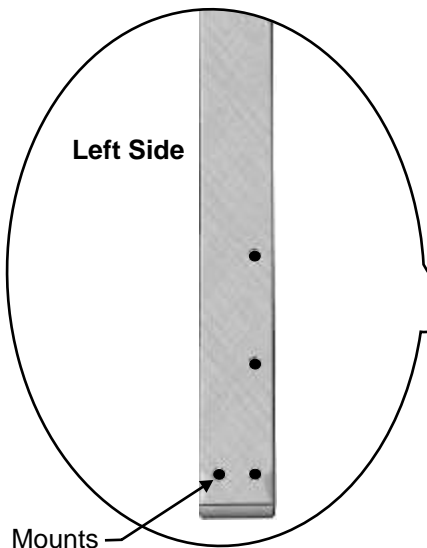
### Install Whiteboard Supports

**!** Fasten bottom bolts first



Left Whiteboard Support

Right Whiteboard Support



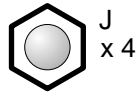
**!** Mounts at outer hole on bottom

(B) (G)



5

Actual Size:



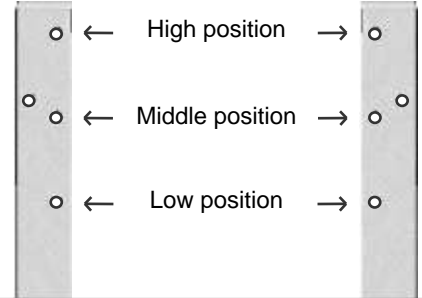
2 Person Task

You will need: (Not to Scale)

Whiteboard  
x 1

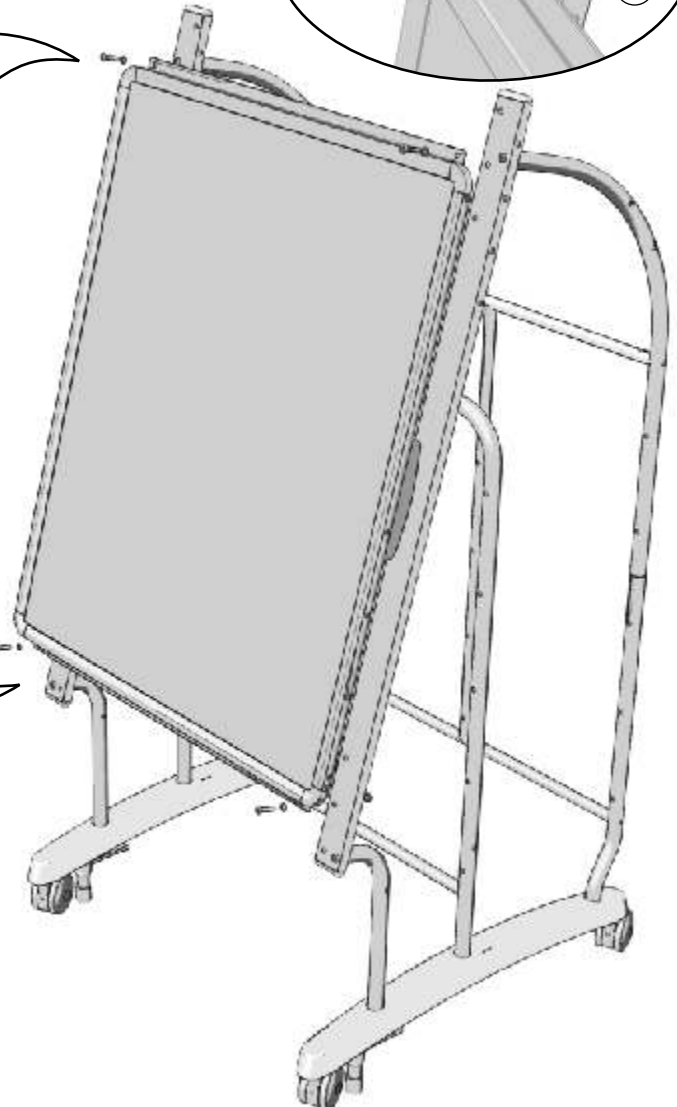
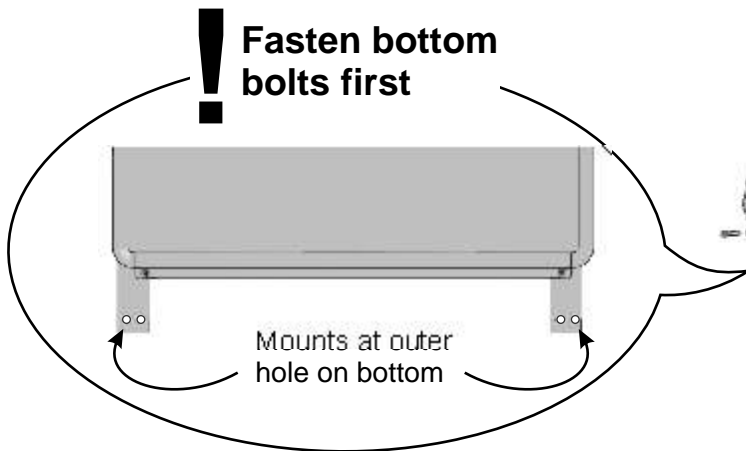
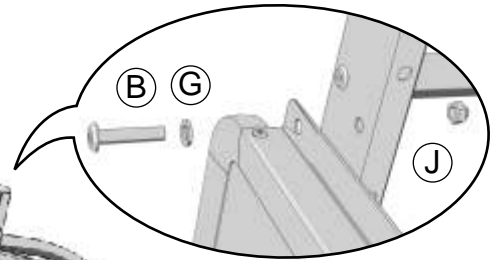
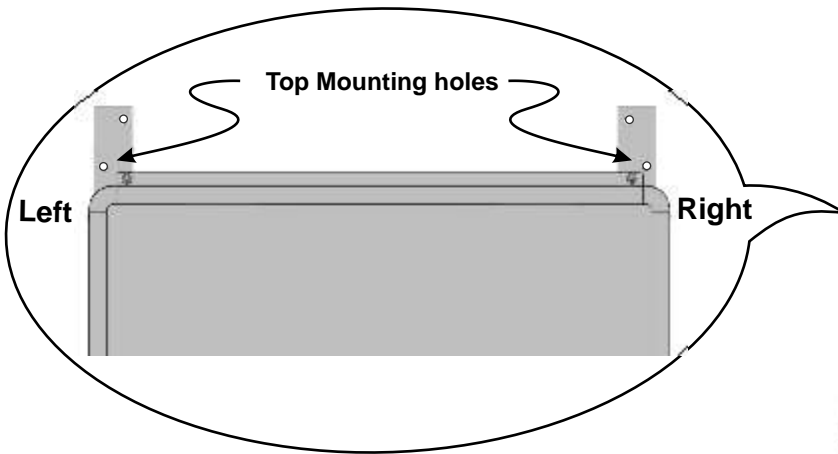


### Whiteboard Height & Orientation



### ★ Select Your Whiteboard Height & Orientation

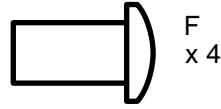
**! Fasten bottom bolts first  
DO NOT OVER TIGHTEN!**





6

Actual Size:

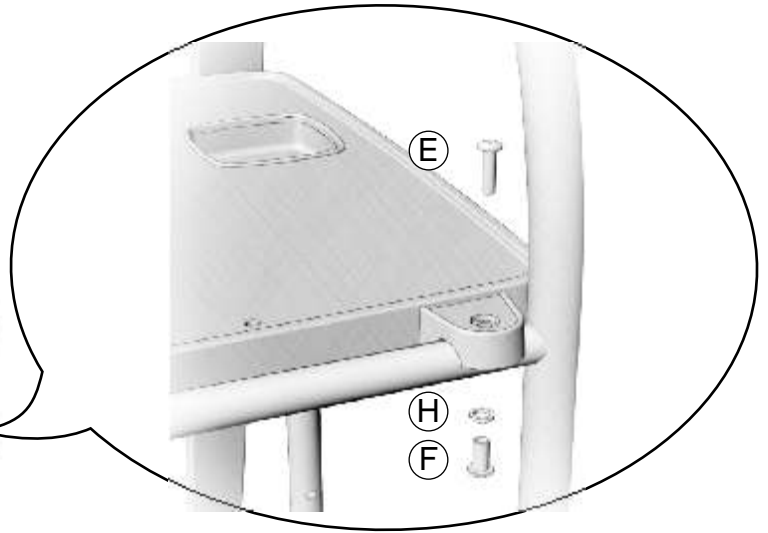
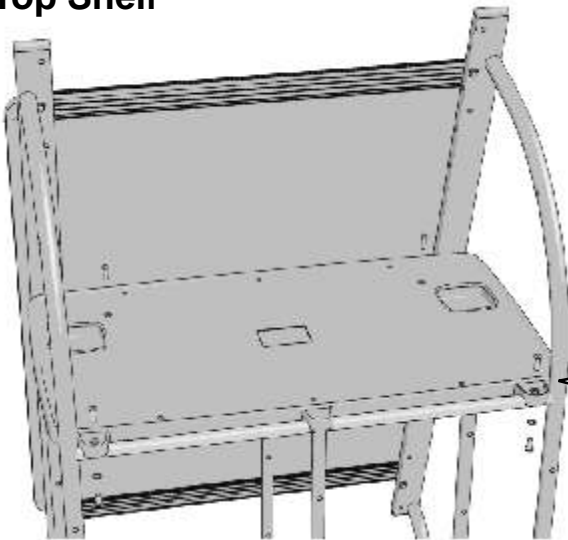


You will need: (Not to Scale)



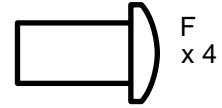
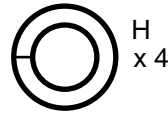
Top Shelf x 1

### Install Top Shelf



7

Actual Size:

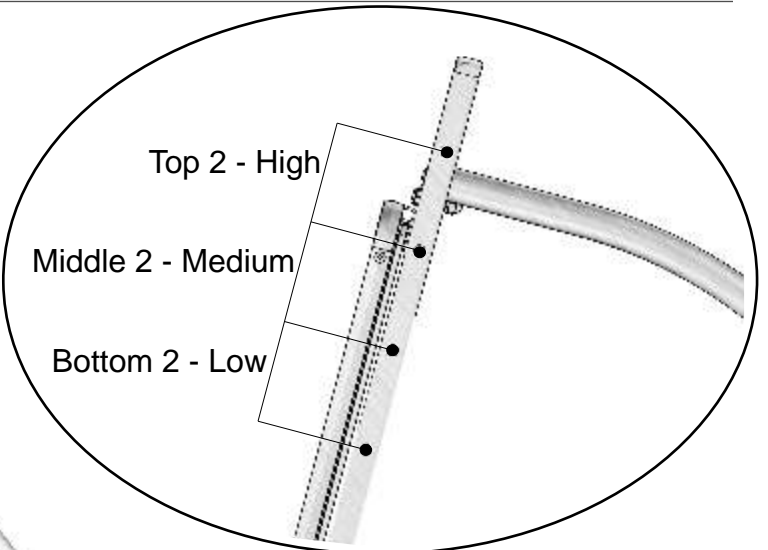
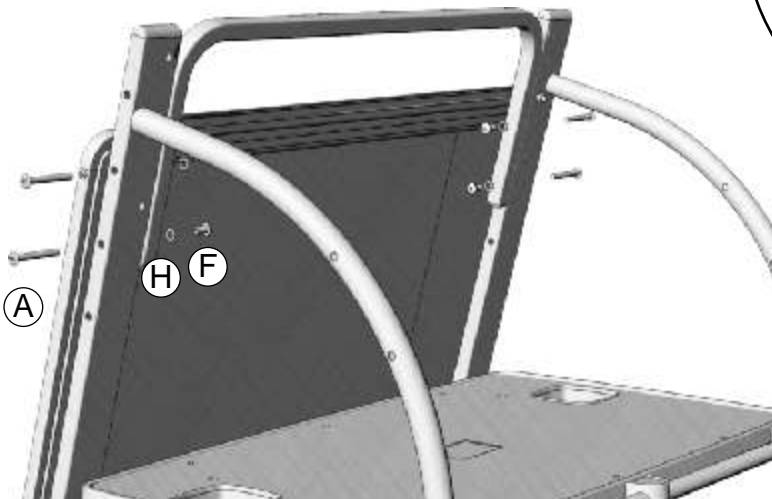


You will need: (Not to Scale)



Chart Paper Support x 1

### Install Chart Paper Support



**Note:** You should align your Chart Paper Support so that it corresponds with the Whiteboard height.

- Bottom two holes for Lowest Board Height
- Middle two holes for Middle Board Height
- Top two holes for Highest Board Height



8

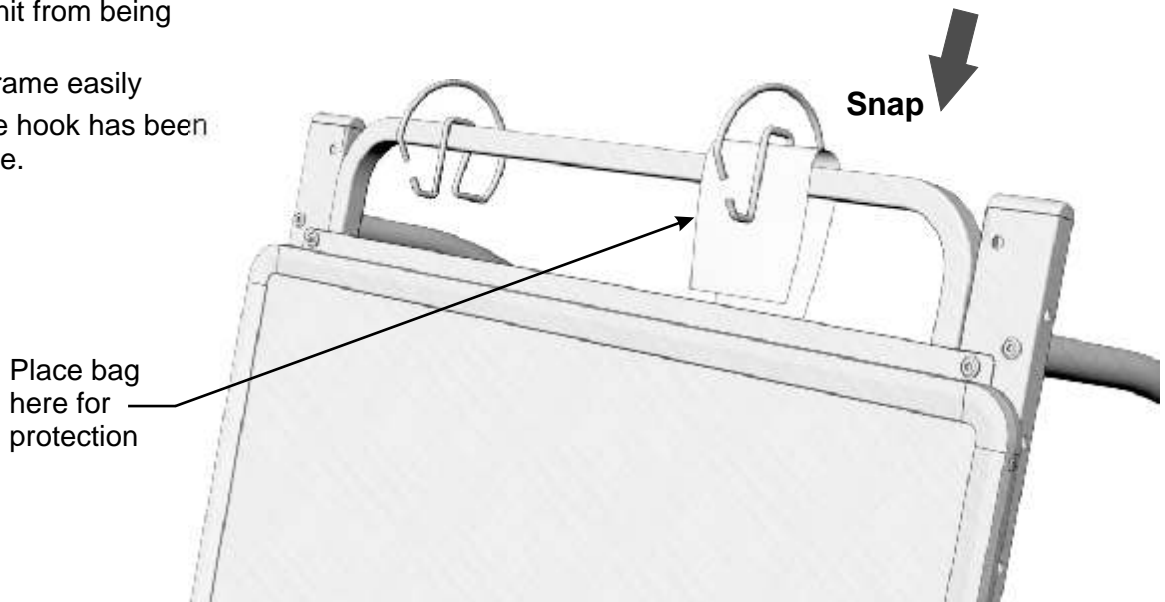
You will need: (Not to Scale)



Chart Paper Hooks x 2

### Attach Chart Paper Hooks

- 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.



9

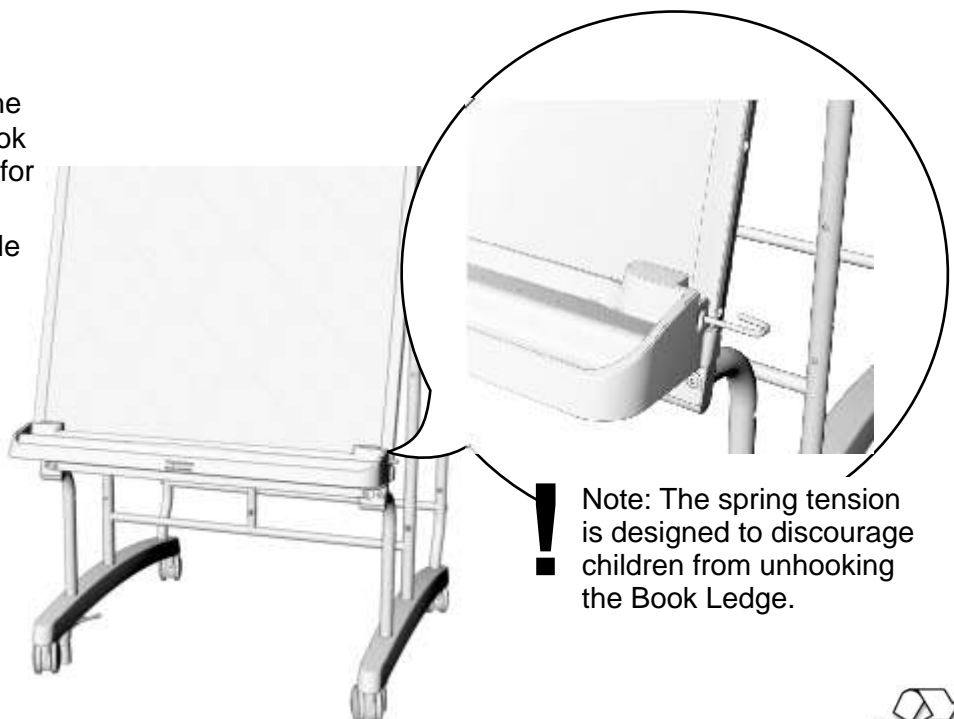
You will need: (Not to Scale)



Book Ledge x 1

### Install Book Ledge

- Note: There are multiple locations on the side of the Whiteboard to install the Book Ledge. Choose the location that works for your classroom.
- Insert one hook into the appropriate hole on one side of the Whiteboard Frame.
- Pull out the opposite hook & snap into corresponding hole.



10

Actual Size:



2 Person

You will need: (Not to Scale)

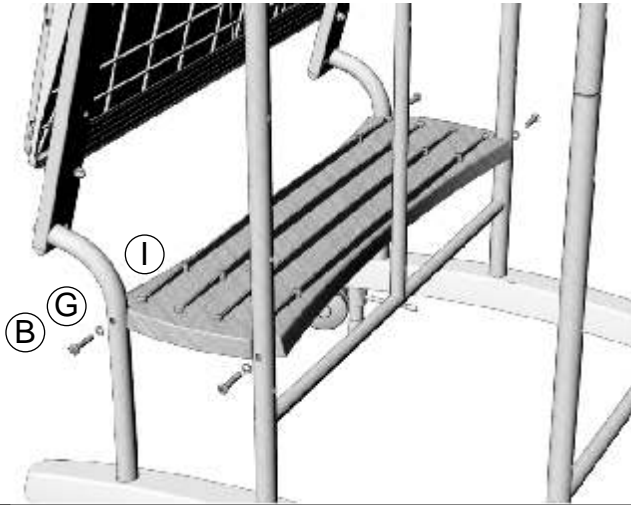


Big Book Rack x 1



Big Book Rack Divider x 4

### Install Big Book Rack & Dividers



11

You will need: (Not to Scale)

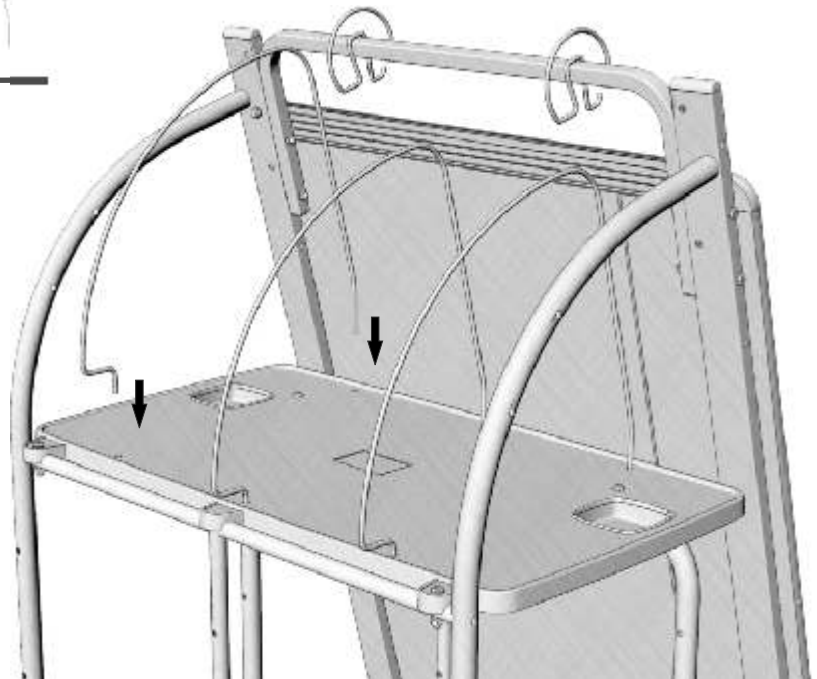


Chart Paper Guide x 3

### Install Chart Paper Guides

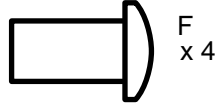
- Install the Chart Paper Guides into the holes in the Top Shelf
- Press Guides firmly into place

**!** Ensure Guides are secure



12

Actual Size:

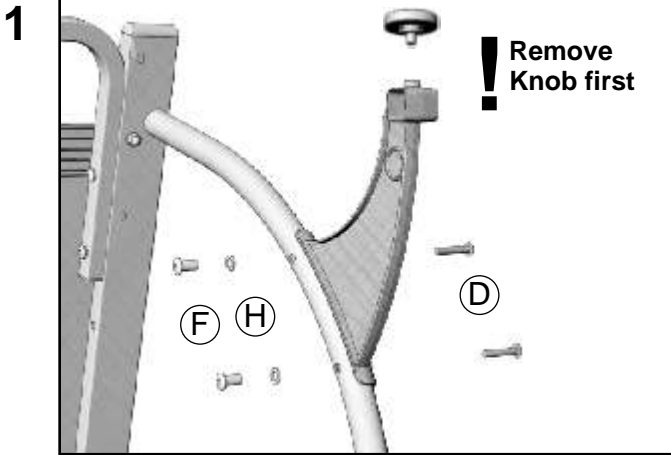


2 Person Task

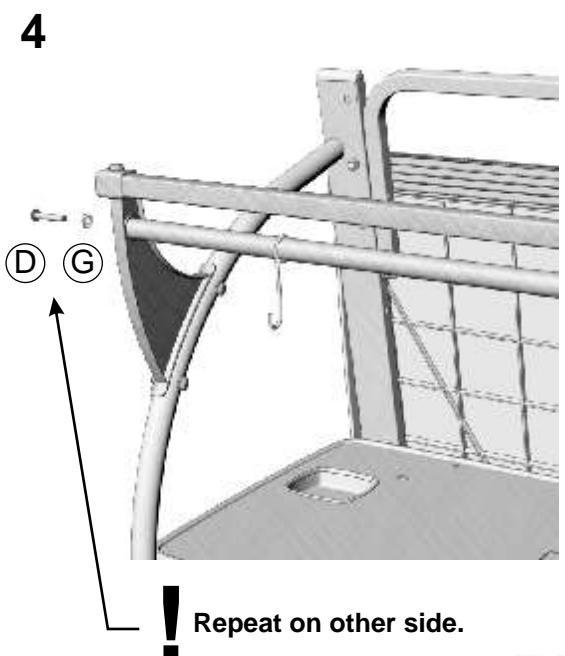
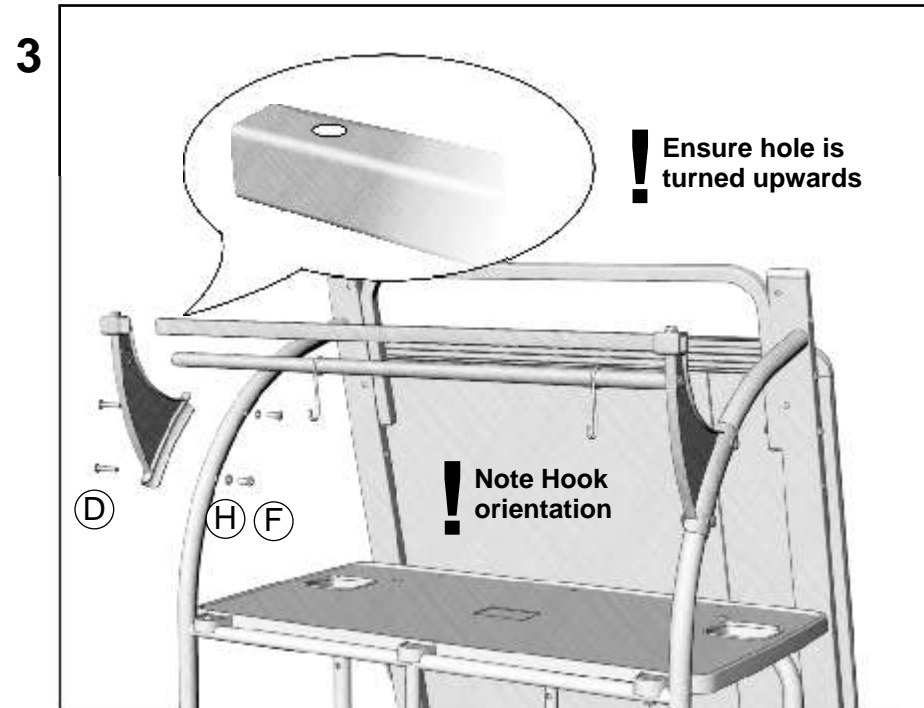
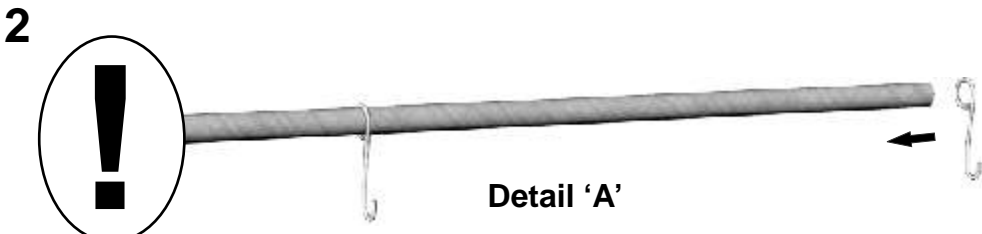
You will need: (Not to Scale)



### Install Accessory Rods



1. Unfasten the Knob from the bracket and put aside. Align **one** Accessory Rod Bracket with the holes in the Upper Rear Frame. Fasten.
2. Slide the Rear Whiteboard Hooks onto the Round Accessory Rod (**Detail 'A'**)
3. Slide the Square Accessory Rod and the Round Accessory Rod into their locations, ensuring hole on square rod is turned upwards and Rear Whiteboard Hooks are facing away from the unit. Cap the other end with the second Accessory Rod Bracket. Fasten.
4. Fasten the ends of the Round Accessory Rod to the Accessory Brackets Fasten.



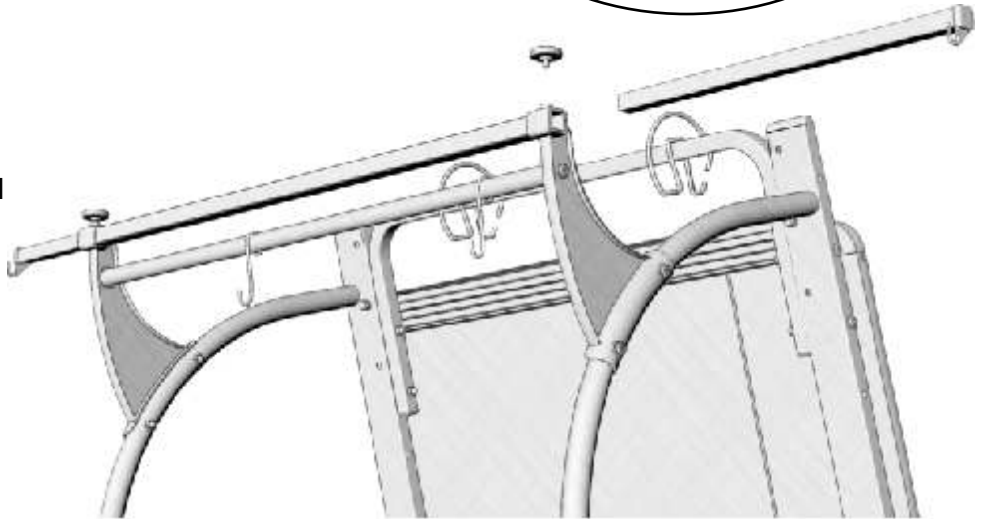
13

You will need: (Not to Scale)



### Install Telescoping Rods

- Slide Telescoping Rods into the left and right side of the Square Accessory Rod.
- Insert Knobs into place on the Accessory Rod. Loosening these will allow for the rods to slide in or out, while tightening them will hold the rods at the desired location.



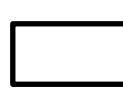
**!** Ensure that the correct hook is on the left and right side. Hooks should face towards the back of the unit.

14

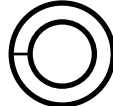
Actual Size:



E  
x 4



F  
x 4

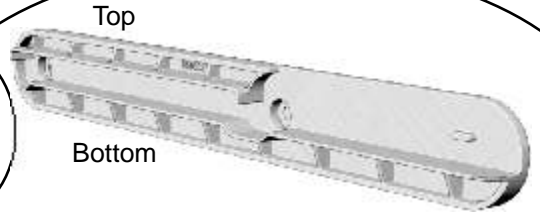


H  
x 4

You will need: (Not to Scale)



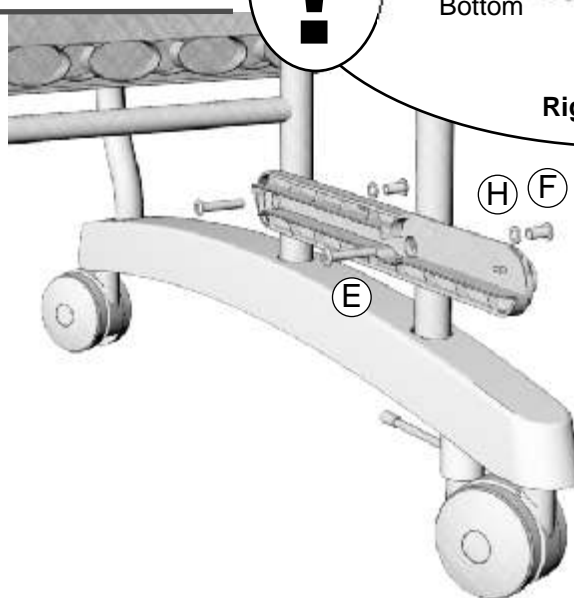
Front Channel x 2  
1 Left, 1 Right



Right Side

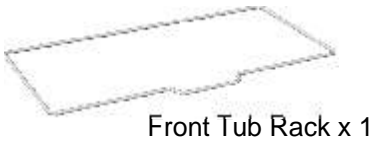
### Install Front Channels

- !** Identify the right and left Front Channels
- 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.
- 



# 15

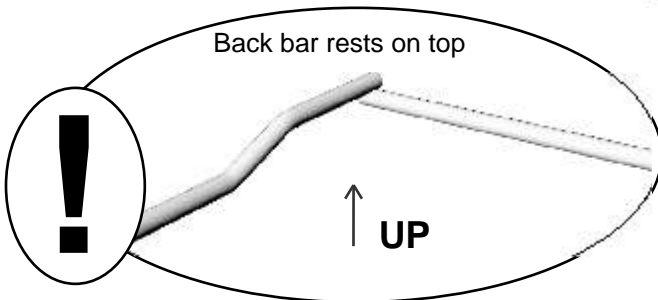
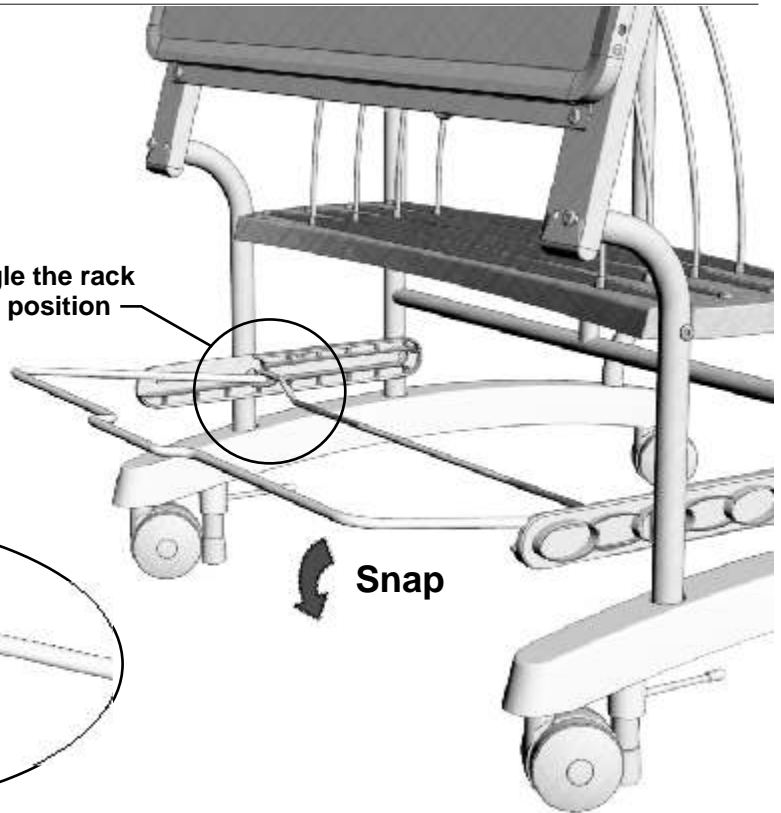
You will need: (Not to Scale)



## 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.

Angle the rack into position

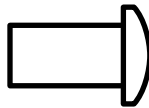


# 16

Actual Size:



E  
x 12

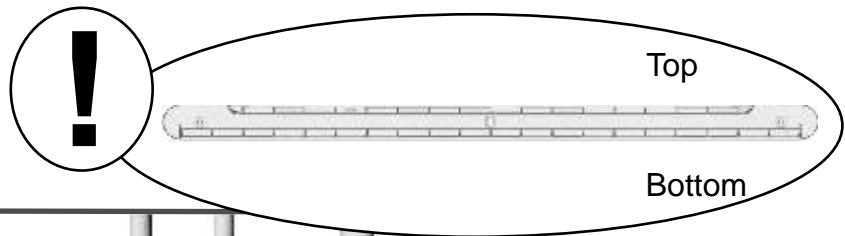


F  
x 12



H  
x 12

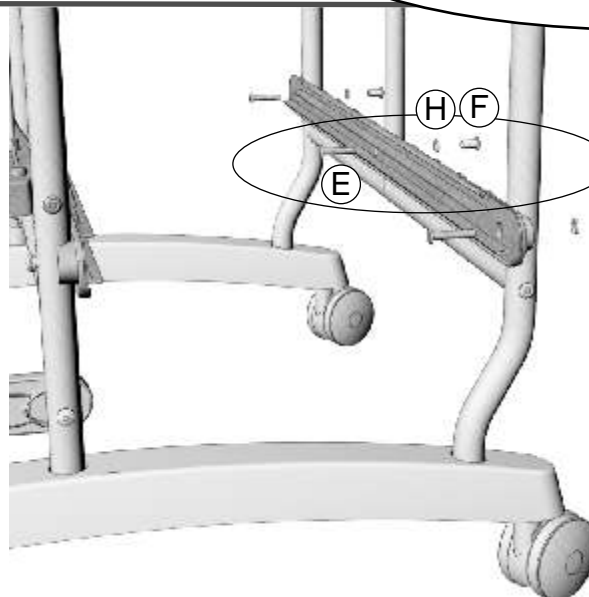
You will need: (Not to Scale)



## Install Tub Channels

There are 5 different channel placement options. Choose positions for the channels that will organize the tubs best for you.

You may always upgrade the Standard Inspiration Station to the Premium model if you need more tubs. See our website for more information.



Fasten middle bolt first, this will make the other two bolts easier to



# 17

You will need: (Not to Scale)

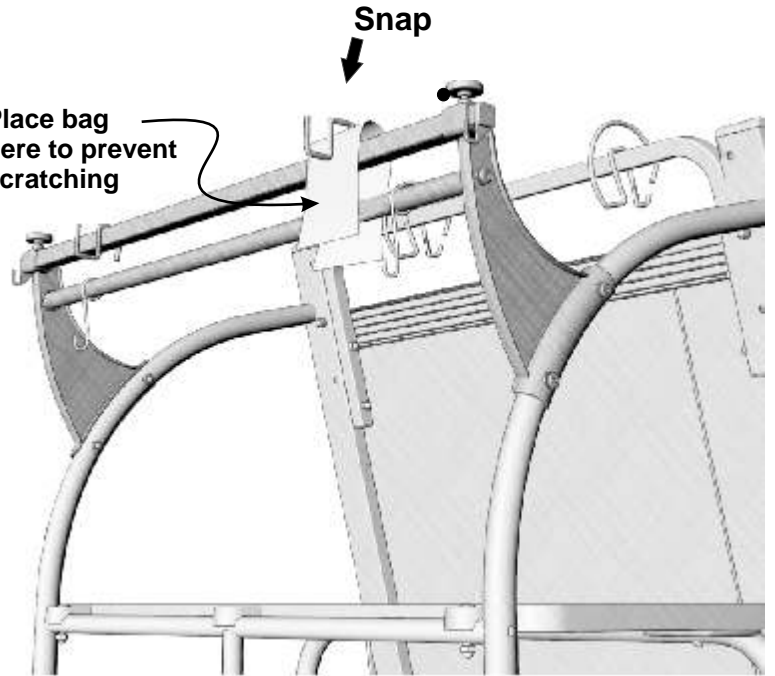


'S' Hook x 2

## Install 'S' Hooks

- Place an empty hardware bag over the frame to prevent the unit from being scratched
- Pull bag free once the hook has been snapped over the frame

! Place bag here to prevent scratching



# 18

You will need: (Not to Scale)



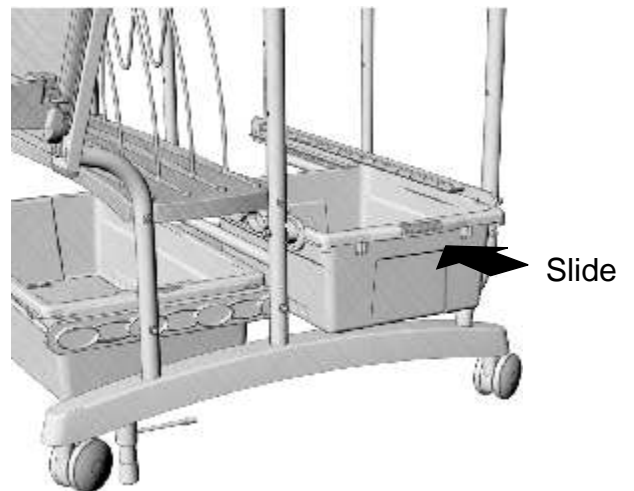
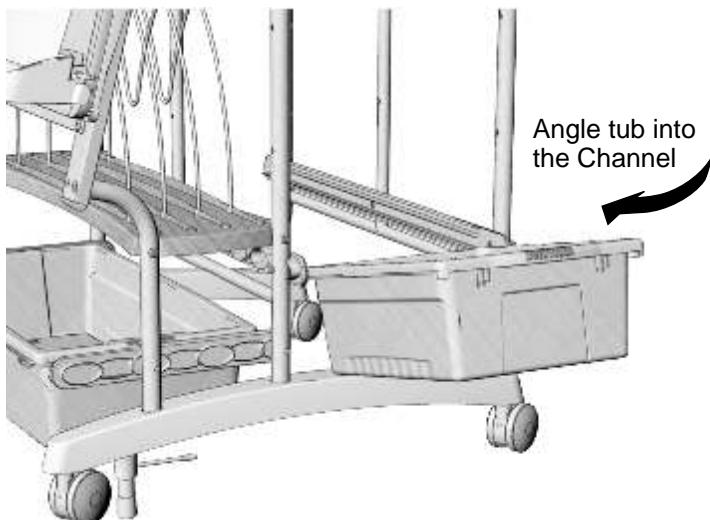
10 lbs Weight Limit

Open Tub x 4



Tiny Tub x 2

## Insert Tubs



# Standard Royal<sup>®</sup> Inspiration Station



## Assembly Guide IS2\_2013\_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**

Dear Educator,

Thank you for purchasing one of our products.

I hope the assembly of your **Standard Royal Inspiration Station** went well.

If you have any questions, or concerns, or ideas for how we can improve, please call us at 1-800-267-8494, where someone will be happy to help.

Enjoy using your new product, and happy teaching,

*Jim Phillips*  
President

Quality schools are the  
result of quality teachers  
going above and beyond  
the call of duty.

VICKI CARUANA

In everyone's life at some  
time our inner fire goes  
out. It is then burst into  
flame by an encounter  
with another human  
being. We should all be  
thankful for those people  
who rekindle the inner  
spirit.

ALBERT SCHWEITZER

My idea of education is  
to unsettle the minds of  
the young and inflame  
their intellects.

ROBERT MAYNARD  
HUTCHINS

Nothing has a better  
effect upon children than  
praise.

SIR PHILLIP SIDNEY

