

Royal® Reading / Writing Center



Assembly Guide RC005_2011_B

Check out our other products online at
www.copernicused.com

For assistance, please contact us:

1-800-267-8494

Email info@copernicused.com

Have your packing slip ready for reference

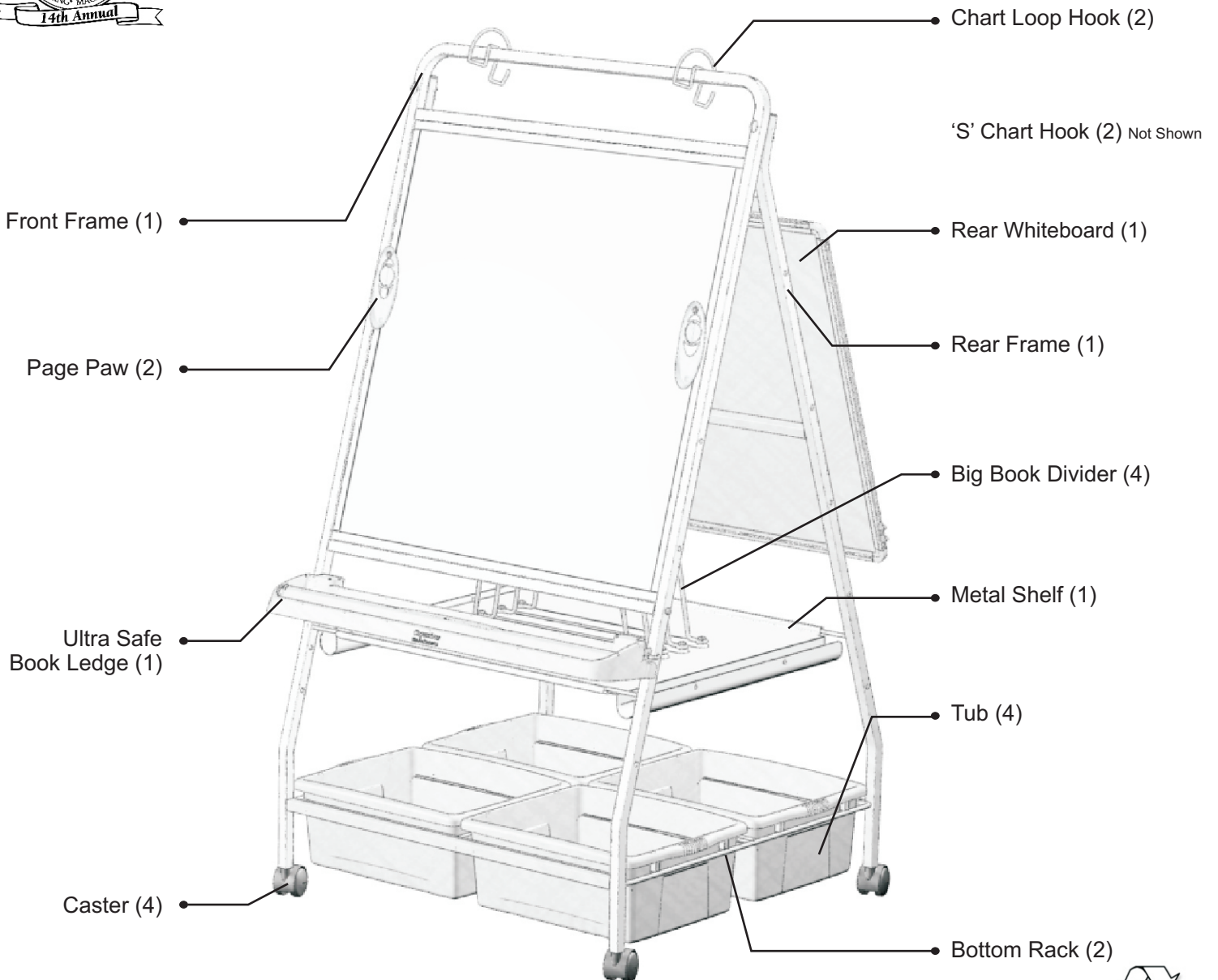
WARNING

- 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.



Don't forget to check out our tips for your whiteboard at:

www.copernicused.com



Royal® Reading / Writing Center - Parts

Before beginning, you should have:

Contents - Box 1

Front Frame 1x
Do not remove packaging

Rear Frame 1x

Metal Shelf 1x

Bottom Rack 2x

Lined Magnetic Dry Erase Board (AC455) 1x

Ultra Safe Book Ledge 1x

Big Book Divider 4x

Bottom Stretcher 1x

2" Twin Wheel Locking Caster 4x

Page Paw 2x

Chart Loop Hooks 2x

'S' Chart Hook 2x

In Box 1

Hardware Actual Size

A 2x M6 x 50mm Thumb Screws

B 2x M6 x 40mm

C 16x M6 x 19mm

D 2x

E 12x

F (Lock Nut) 8x

G 8x

Allen Key (Not to Scale) 1x

Contents - Box 2

PTP1

OR

Open Tub 4x Small Tub 8x

PTP2

OR

Open Tub 1x Small Tub 2x Divided Tub 2x

★ **Additional tools required: Adjustable wrench**



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
- Clean the Whiteboard surface well with soapy water and then rinse clean

Validate Your Warranty On-Line



To validate your warranty submit the ON-LINE form at www.copernicused.com

“The beautiful thing about learning is that no one can take it away from you.” - B. B. King



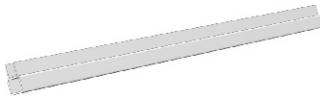
★ DO NOT TIGHTEN ANY FASTENERS UNLESS INSTRUCTED

1

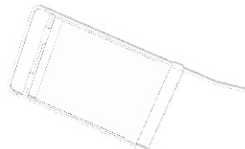
Actual Size:



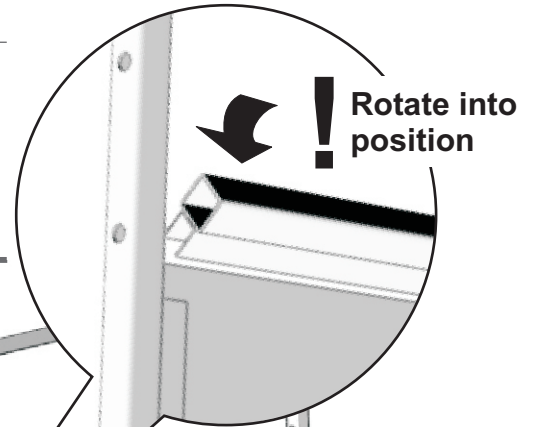
You will need: (Not to Scale)



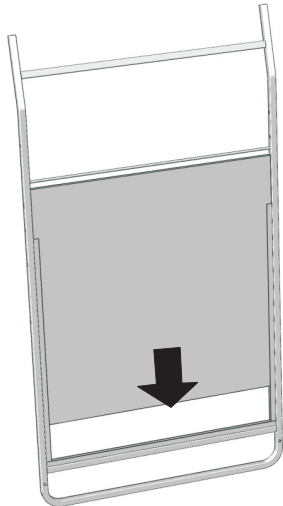
Bottom Stretcher x 1



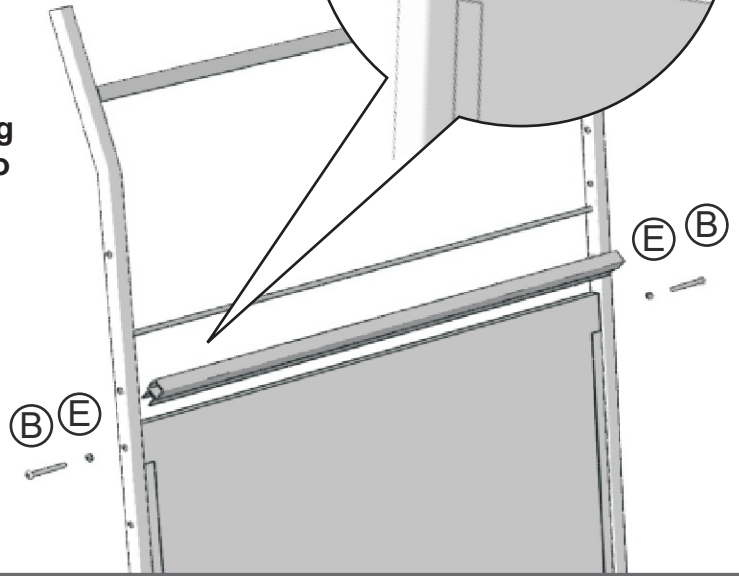
Front Frame x 1



Install Board's Bottom Stretcher



! Remove packaging and slide back into channel



2

Actual Size:



A x 2



E x 2



D x 2

You will need: (Not to Scale)



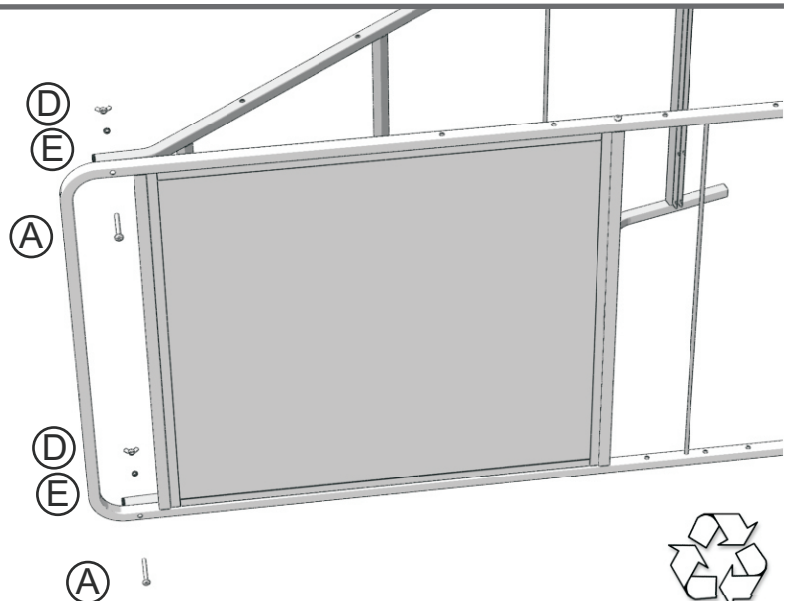
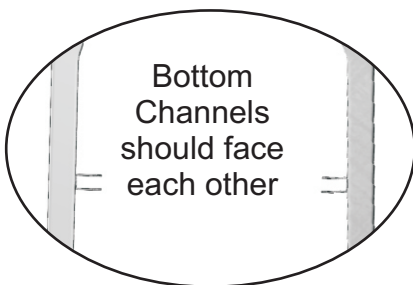
Assembled Front Frame x 1



Rear Frame x 1

Fasten Front & Rear Frame Together

! Note placing the unit on its side will make this assembly easier



3

Actual Size:

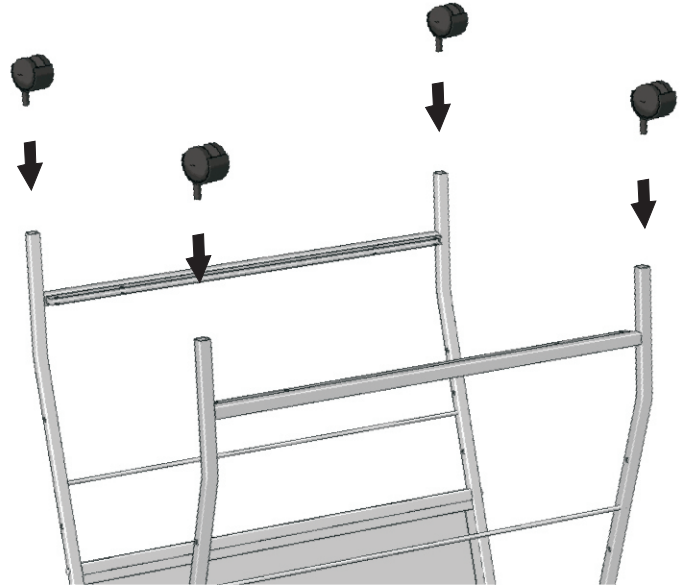
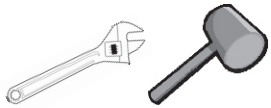
You will need: (Not to Scale)



2" Caster x 4

Install Casters

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



4

Actual Size:



C
x 8



F (lock nut)
x 8

You will need: (Not to Scale)



2 Person Task

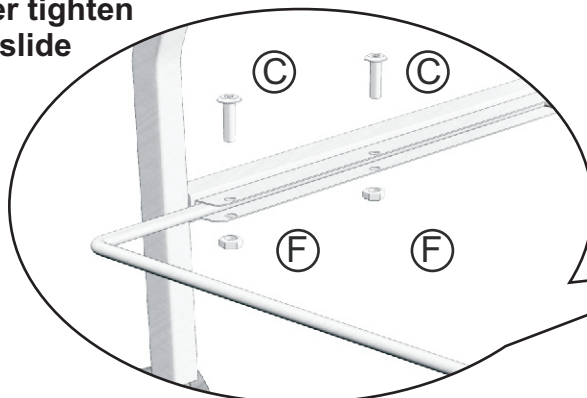


Bottom Rack x 2

Install Bottom Racks into Frame Channels

! Install Bottom Racks before fastening screws

Note: do not over tighten or Rack will not slide



5

Actual Size:



C x 8

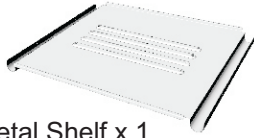


E x 8



G x 8

You will need: (Not to Scale)



Metal Shelf x 1



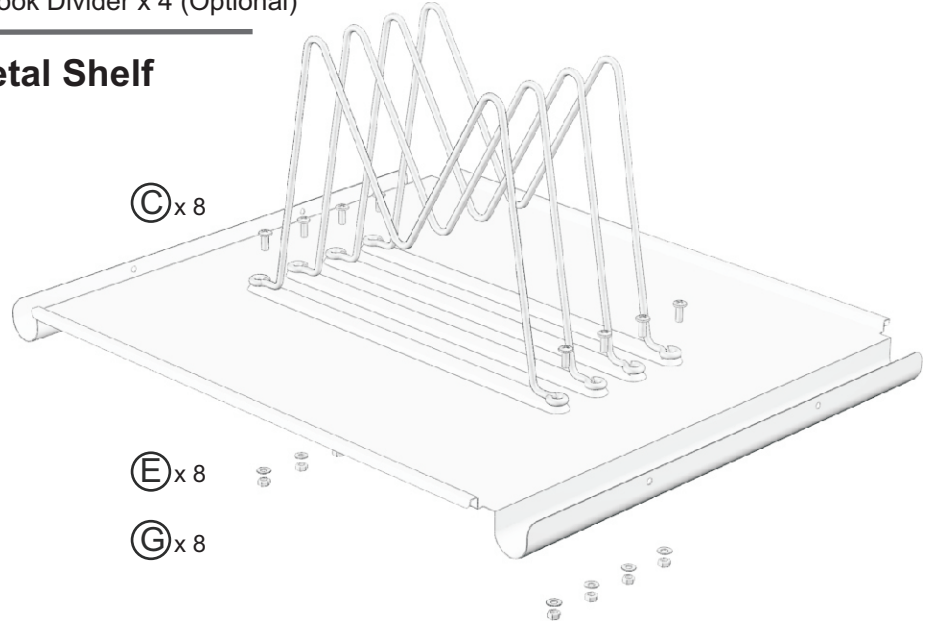
Big Book Divider x 4 (Optional)

Attach Big Book Dividers to Metal Shelf

NOTE: The Big Book Dividers provided are optional.

You may prefer to lay your books flat for storage, rather than standing.

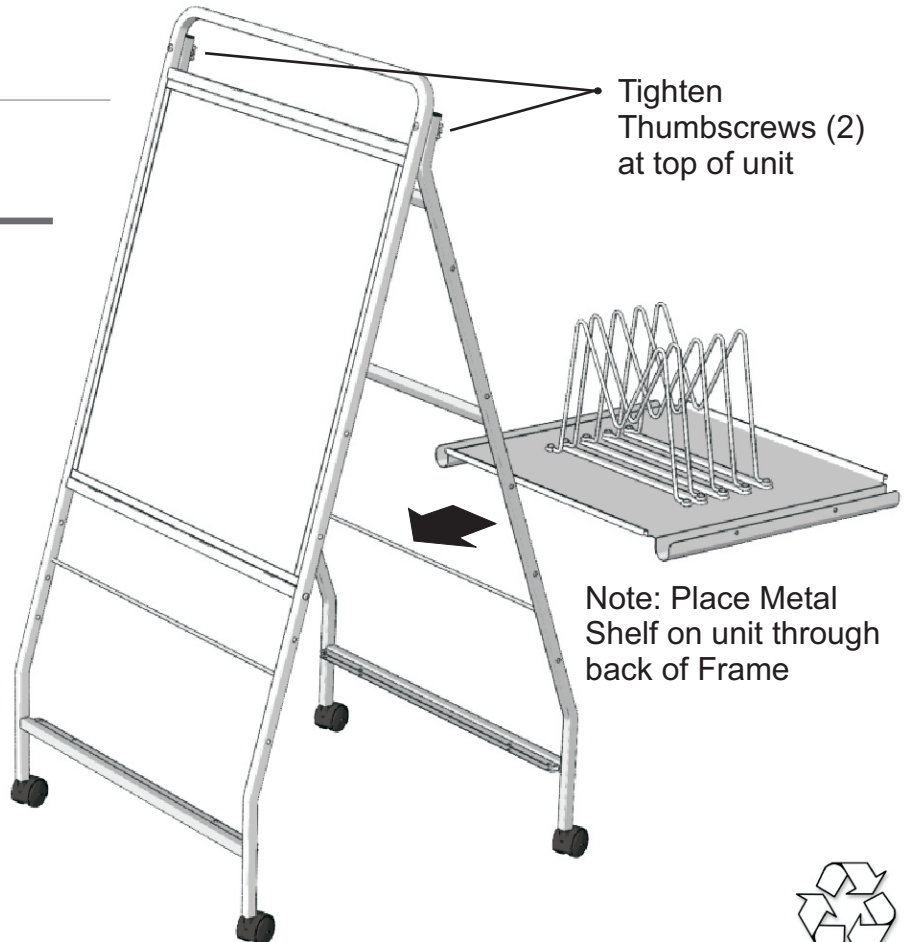
If you choose to lay books down flat, you do not have to install the Big Book Dividers. To leave your shelf open, skip this Step.



6

Install Book Shelf into Assembled Frame

At this point, your Shelf may or may not have Dividers installed on it, as per the decision made in the last Step.



Tighten Thumbscrews (2) at top of unit

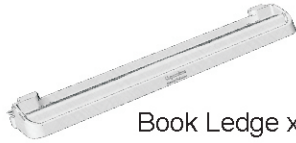
Note: Place Metal Shelf on unit through back of Frame



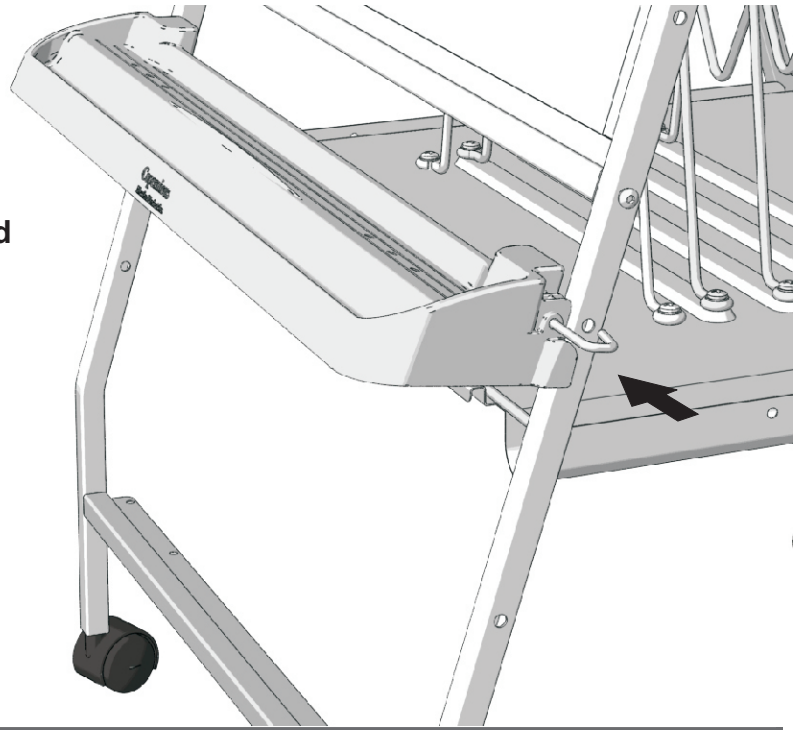
7

Actual Size:

You will need: (Not to Scale)



Book Ledge x 1



Install Book Ledge

There are four (4) positions on the front and five (5) on the back 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

8

Actual Size:

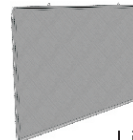
You will need: (Not to Scale)



'S' Chart Hooks x 2



Chart Loop Hooks x 2



Lined Magnetic Dry Erase Board x 1

Attach 'S' Chart Hooks & Chart Loop Hooks

Tip: place empty hardware bags over the frame to prevent scratching.

