

RC005

Classic Royal® Reading Writing Center



Assembly Guide

RC005_2019_A

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

For assistance, please contact us:

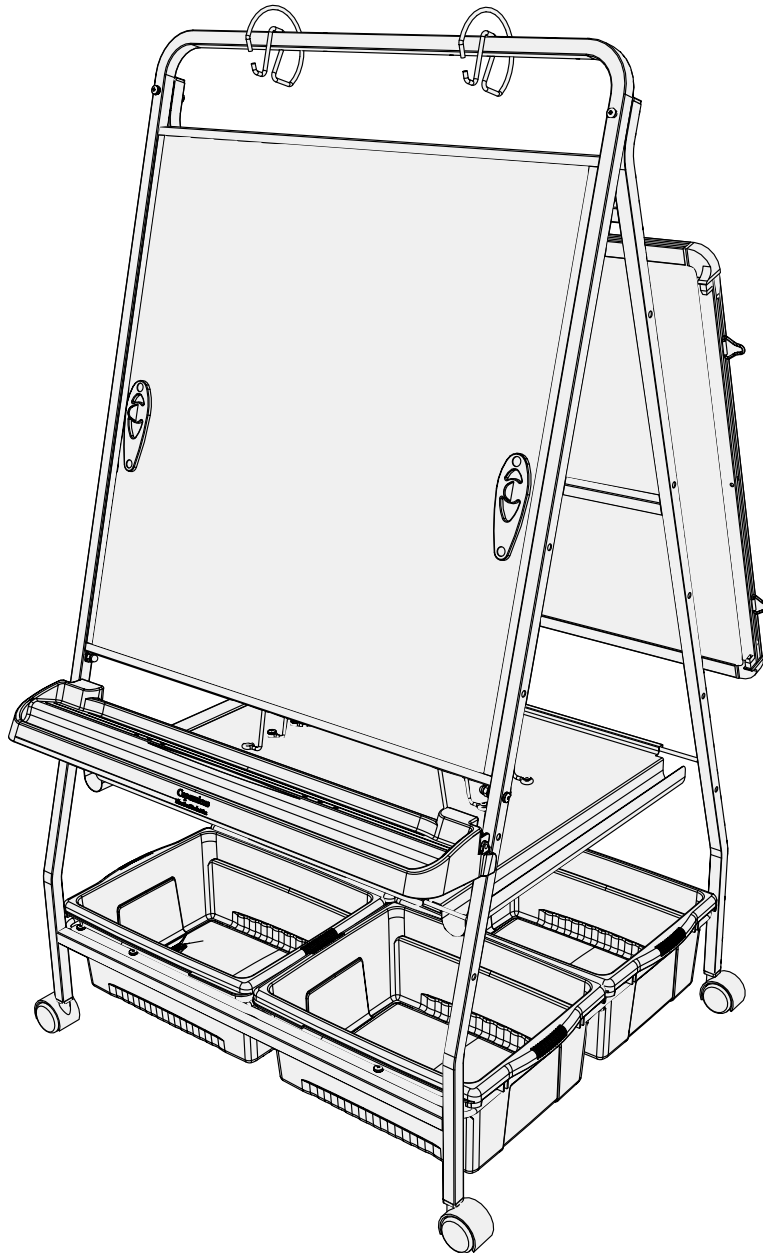
1-800-267-8494

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.





Assembly Guide

RC005_2019_A

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Dear Educator,

Thank you for purchasing the Royal Reading Writing Center. We hope it meets all your expectations and you and your students enjoy using it at your school.

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.

Happy teaching,

Kaylyn Belcourt-McCabe
 President

We do not inherit the earth from our ancestors, we borrow it from our children.

NORTH 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



Validate Your Warranty

To validate your warranty, submit the ON-LINE form at www.copernicused.com
Enter a draw to win a Copernicus Product for your classroom at the same time!



Warning! Hazard Risks!

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.



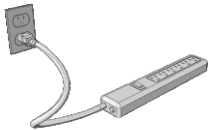
Adult Supervision

This product is to be used under the supervision of an adult.



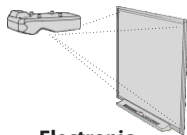
Indoor Use Only

This product is intended for indoor 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.



Power Strip Specifications

Read your power strip electrical specifications. Only plug in devices that are approved for use with this power strip. Connect the supplied power strip directly to a wall outlet. **Do not connect to another power strip or use an extension cord.** Unplug when not in use. **Do not leave this product plugged in for more than 72 consecutive hours.** Turn off power strip before unplugging.



Electronic Equipment

Read the electrical specifications of any electronic equipment you are using with your Copernicus products. Failure to read these specifications and follow their instructions could result in damage to your equipment or personal injury.



Cable Trip Hazard

Ensure that any cables extending across the floor to your product are properly bundled and marked to avoid tripping or falling which may lead to personal injury.



Electrical Shock

Do not install or use the electrical components of this unit during a lightning storm.


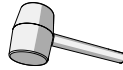


Climb Hazard

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

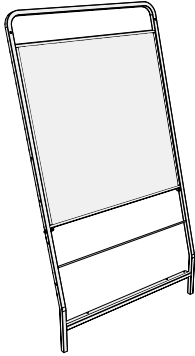
Before beginning, you should have:

Additional tools required:

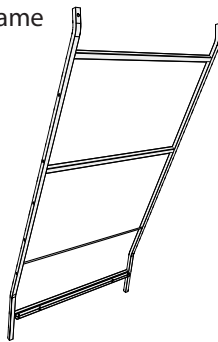
Adjustable wrench x2  OR 7mm(x2), 10mm(x2) Wrench **+** Rubber Mallet x1 

Contents - Box 1

Front Frame Assembly x1

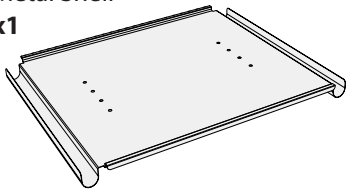


Rear Frame x1

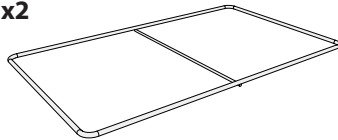


In Box 1

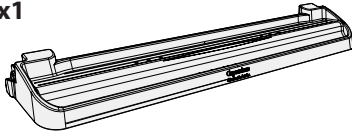
Metal Shelf x1



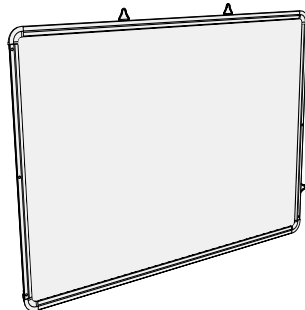
Tub Rack x2



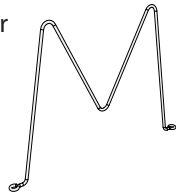
Ultra Safe Book Ledge x1



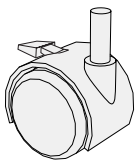
Lined Magnetic Dry Erase Board x1 (AC455)



Big Book Divider x4



2" Twin Wheel Locking Caster x4



Page Paw x2

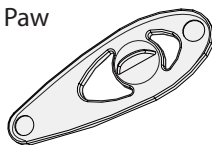
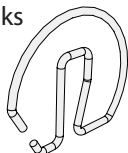
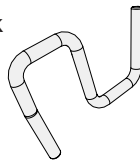









Chart Loop Hooks x2



'S' Chart Hook x2



Hardware Actual Size

- (A) M6 x 45mm Screw x2 
- (B) M6 x 19mm Screw x8 
- (C) M4 x 19mm Shoulder Bolt x8 
- (D) M6 Acorn Nut x2 
- (E) M6 Lock Washer x2 
- (F) M4 Lock Nut x8 
- (G) M6 Lock Nut x8 

Tools

(Not to Scale)

Allen Key (for M6 Hardware) x1



Allen Key (for M4 Hardware) x1



Contents - Box 2

PTP1



Small Tub x8

5 lbs Weight Limit

OR

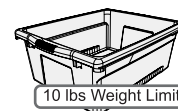


Open Tub x4

10 lbs Weight Limit

OR

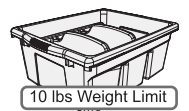
PTP2



Open Tub x1



Small Tub x2



Divided Tub x2

Tips for Assembly

Watch for These Helpful Symbols

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



Watch for this symbol throughout the Assembly Guide. 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

- 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.



! Please note that in its unassembled state, this product contains parts that can be hazardous to small children. This product 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 labels 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.

Customer Service - FAQ's



For missing parts and other issues regarding this product:

Please call Copernicus Customer Service, where we will be happy to help.
1-800-267-8494. Monday - Friday 8:30am - 4:30 pm EST.

OR

Email our Tech Support Service at info@copernicused.com

Need Tech Support?

Have a Question?



Email our Tech Support Service

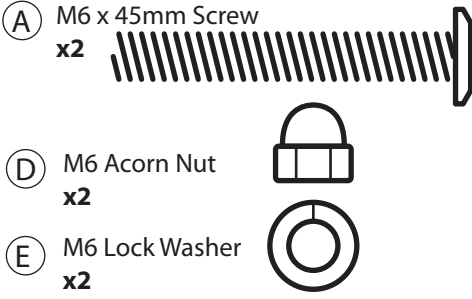
Check out some of our other great products!



www.copernicused.com

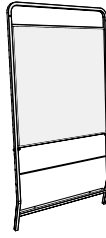
1

Actual Size:

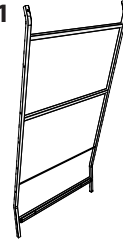


You will need: (Not to Scale)

Front Frame Assembly x1



Rear Frame x1



Adjustable Wrench or 10mm Wrench x1



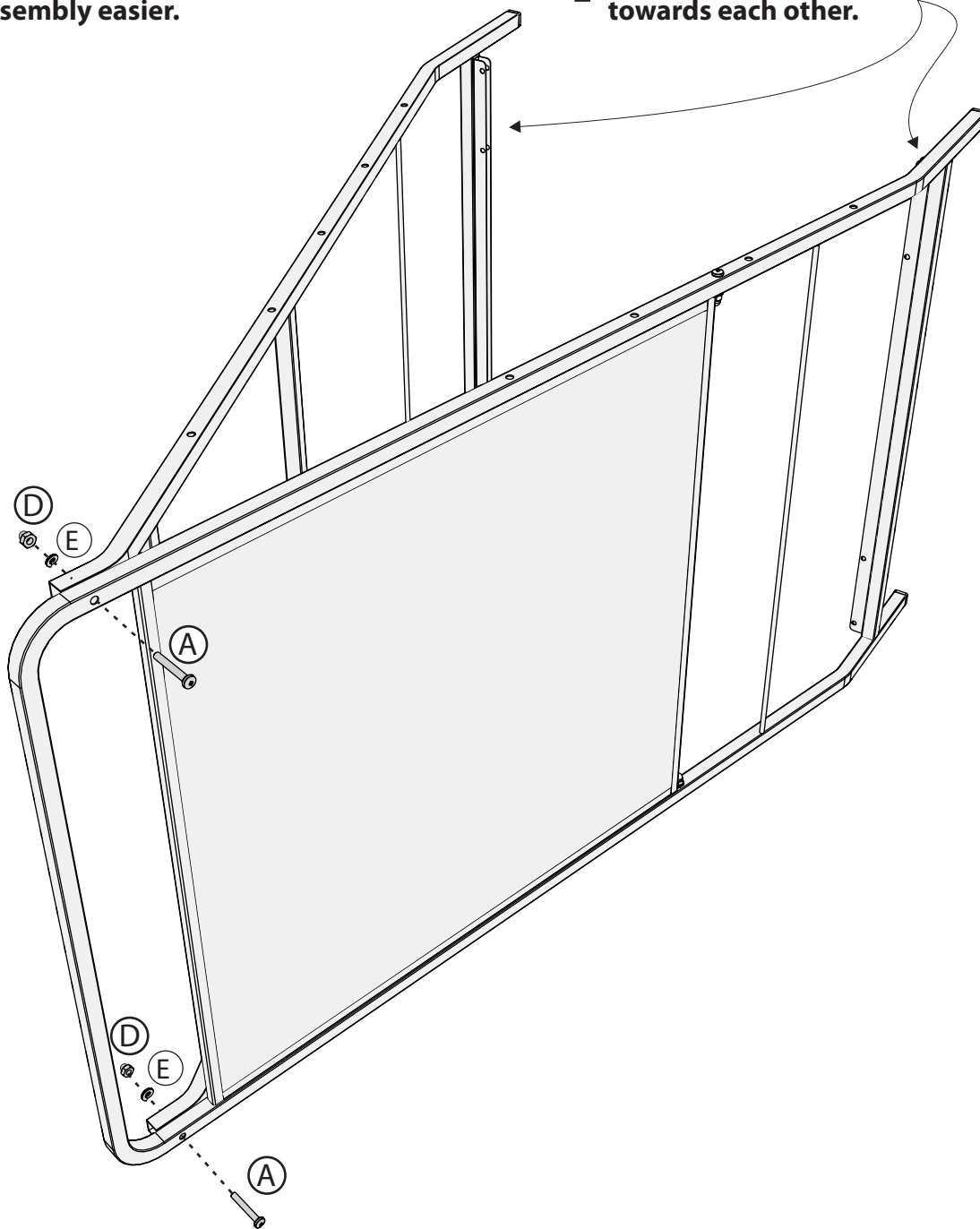
Allen Key x1



Fasten Front Frame Assembly & Rear Frame Together

Note:
Placing the unit on its side will make this assembly easier.

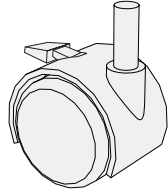
Note:
Ensure bottom channels are facing in towards each other.



2

You will need: (Not to Scale)

2" Twin Wheel Locking Caster x4

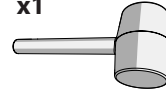


Optional

Adjustable wrench x2

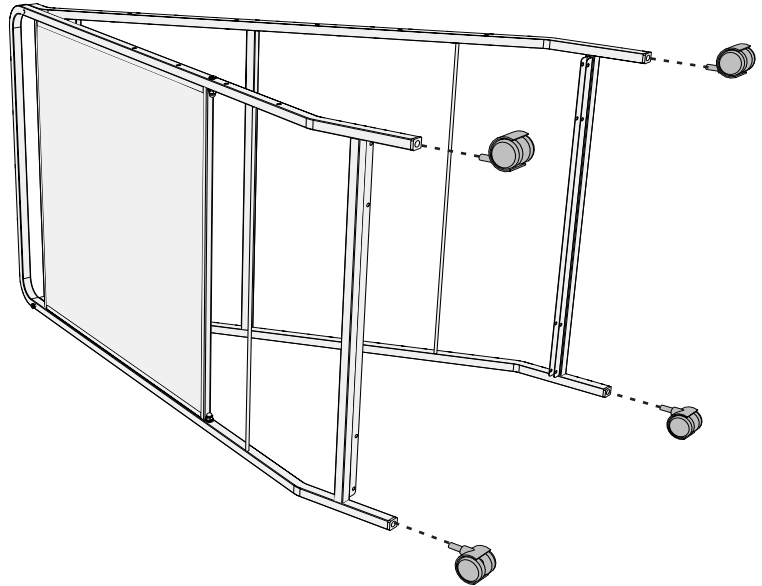
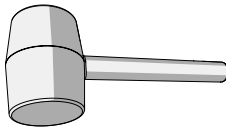


Rubber Mallet x1



Install Casters

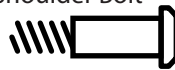
★ If you cannot push the casters in by hand, try placing an adjustable wrench between caster wheels and then tapping with a rubber mallet.



3

Actual Size:

(C) M4 x 19mm Shoulder Bolt x8



(F) M4 Lock Nut x8



2 Person Task

You will need: (Not to Scale)

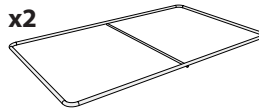
Allen Key (for M4 Hardware) x1



Adjustable Wrench or 7mm Wrench x1

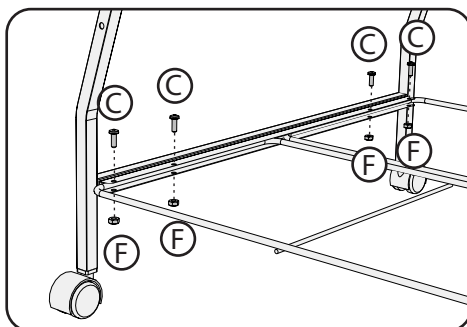


Tub Rack x2

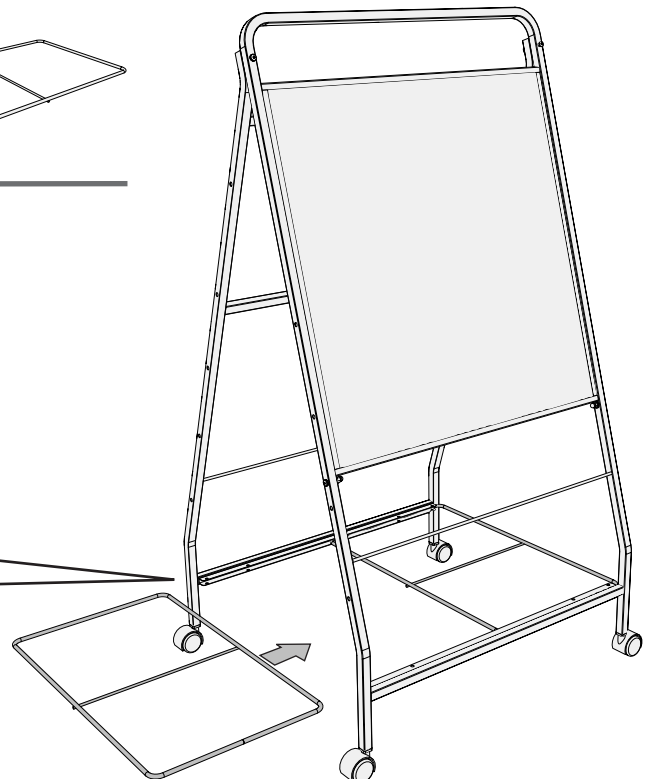


Install Bottom Racks into Frame Channels

- ! **Note:**
- **Install Bottom Racks before fastening screws.**
- **Do not over tighten or Tub Racks will not slide.**

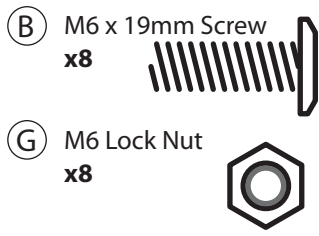


Repeat on the other side with remaining fasteners.



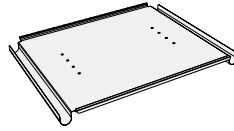
4

Actual Size:



You will need: (Not to Scale)

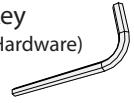
Metal Shelf
x1



Big Book Divider
x4



Allen Key
(for M6 Hardware)
x1

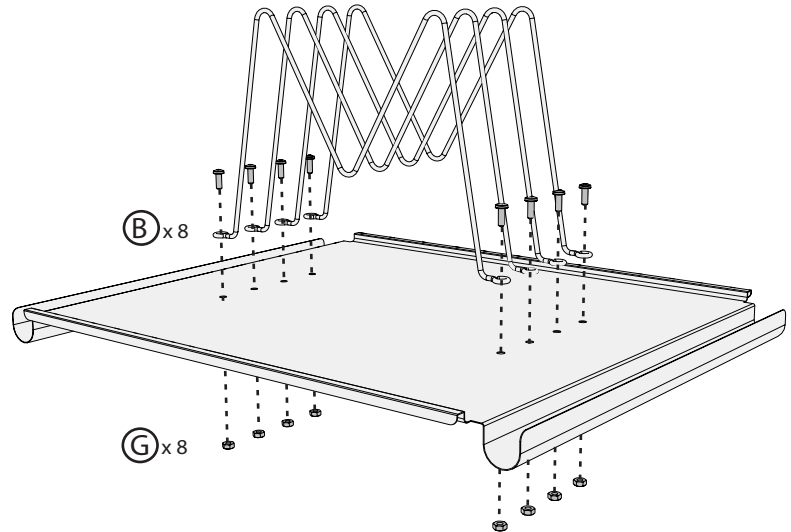


Adjustable Wrench or 10mm
Wrench
x1



Attach Big Book Dividers to Metal Shelf

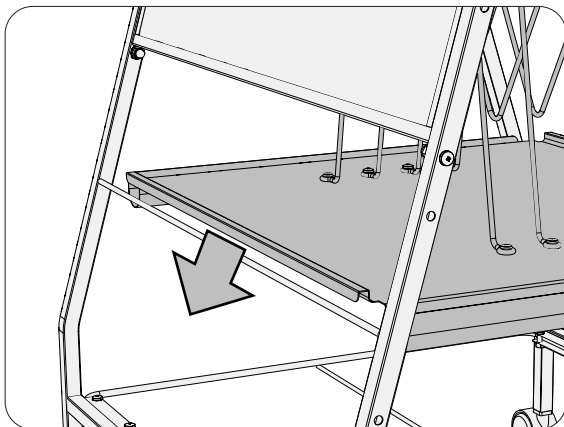
NOTE:
The Big Book Dividers provided are optional. If you prefer to leave your shelf open you can skip this step.



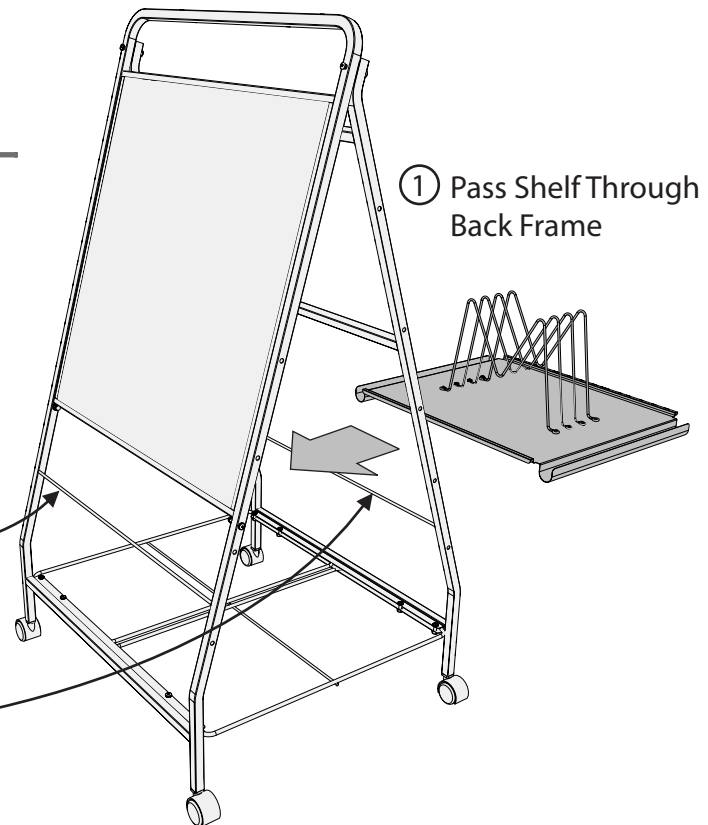
5

Install Book Shelf onto Assembled Frame

② Hook Shelf onto Front and Back Frames

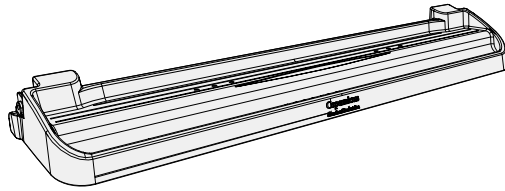


① Pass Shelf Through Back Frame



6

You will need: (Not to Scale)



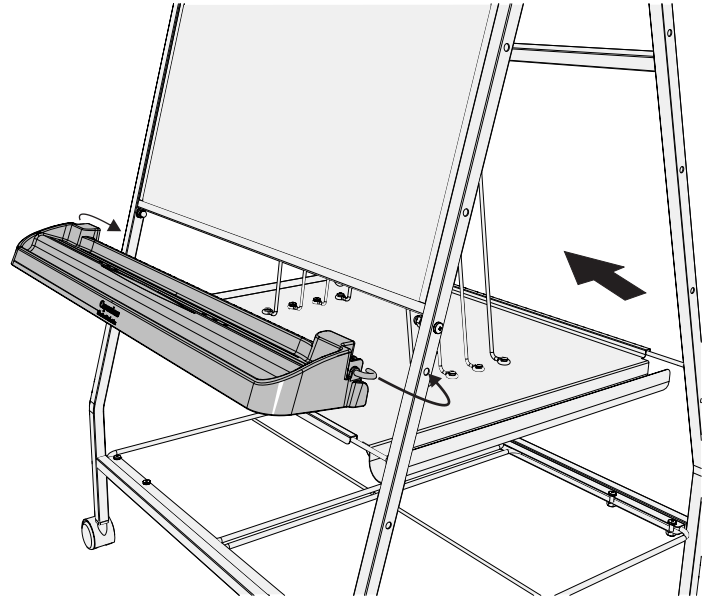
Ultra Safe Book Ledge
x1

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

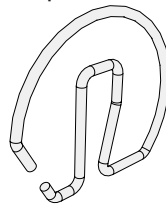
Note: The spring tension is designed to discourage children from unhooking the Book Ledge.



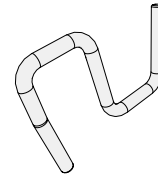
7

You will need: (Not to Scale)

Chart Loop Hooks
x2

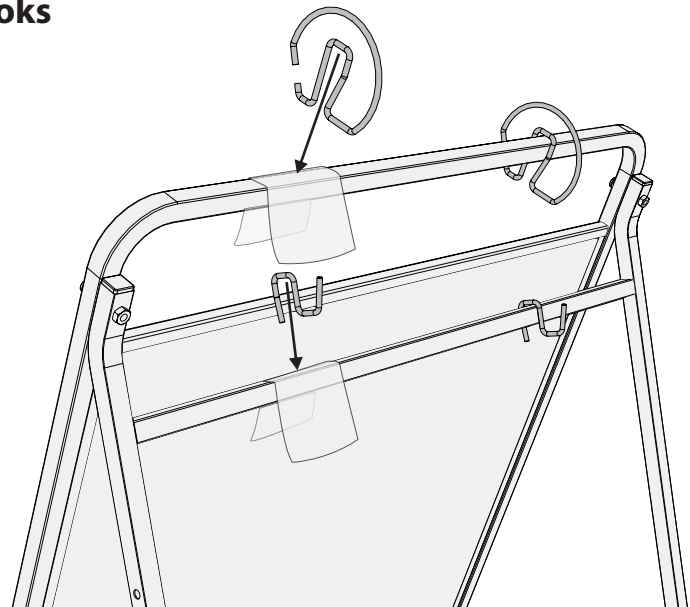


'S' Chart Hook
x2



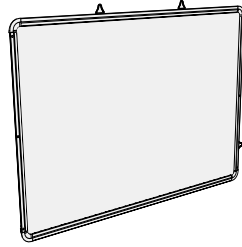
Attach 'S' Chart Hooks & Chart Loop Hooks

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



8

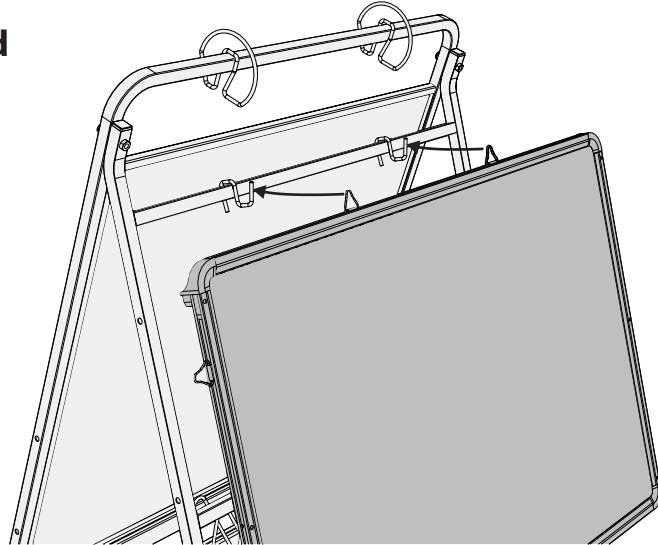
You will need: (Not to Scale)



Lined Magnetic Dry Erase Board
x1
(Ac455)

Install Lined magnetic Dry Erase Board

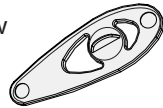
Use hooks on frame of Lined Magnetic Dry Erase Board to hang it on the back of the easel. You can hang it in landscape or portrait orientation.



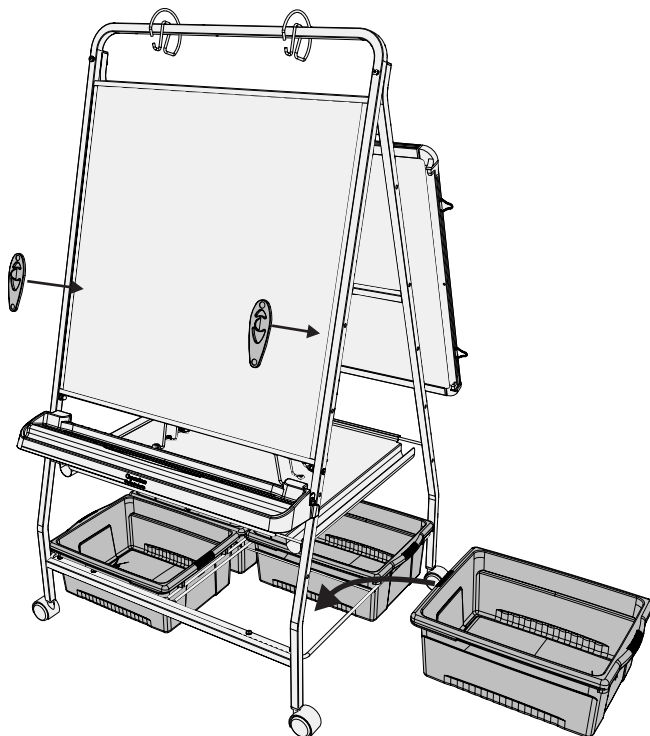
9

You will need: (Not to Scale)

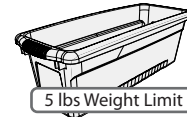
Page Paw
x2



Install Page Paws on Front Whiteboard



Contents - Box 2
PTP1



Small Tub
x8

5 lbs Weight Limit

OR



Open Tub
x4

10 lbs Weight Limit

OR

PTP2



Open Tub
x1

10 lbs Weight Limit



Small Tub
x2

5 lbs Weight Limit



Divided Tub
x2

10 lbs Weight Limit

Install Tubs into Tub Frames