

RC107, RC108,
RC109, RC110

Regal™ Reading/Writing Center



Assembly Guide RC107_2014_D

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

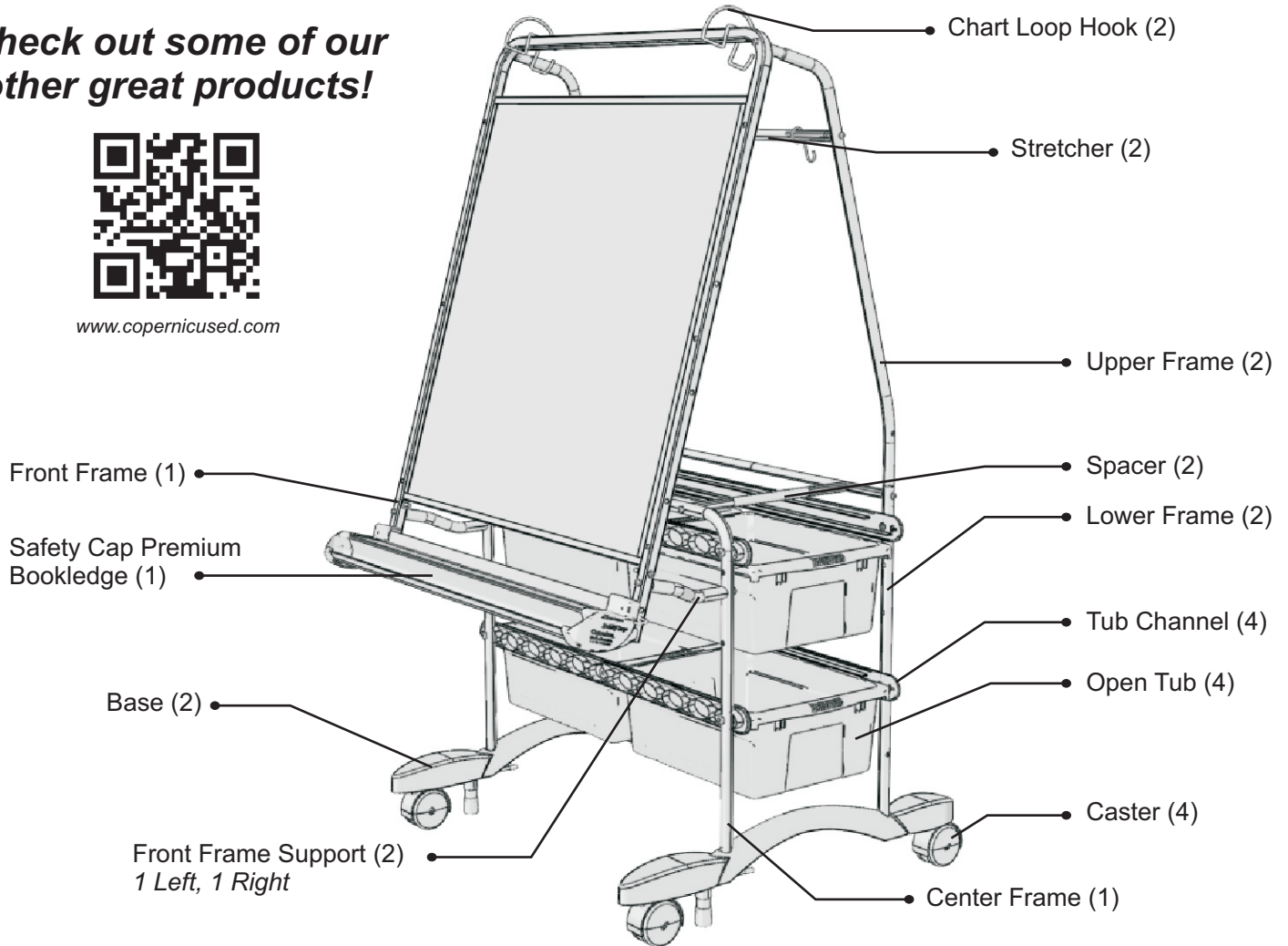
- This product is meant to be assembled by an adult.
- In its unassembled state, small parts present a hazard.
- To be used under direct supervision of an adult.

Don't forget to check out our tips for your whiteboard at:
www.copernicused.com

Check out some of our
other great products!



www.copernicused.com



Life Time
Tub
Warranty

10 Year
Frame
Warranty

Validate Your Warranty On-Line

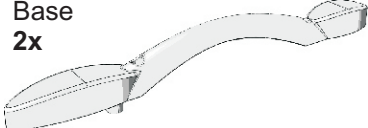
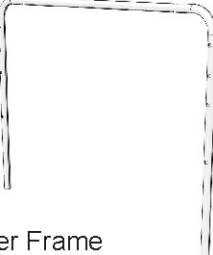

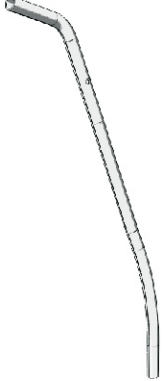




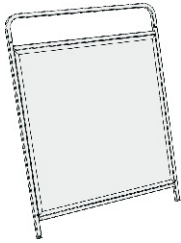
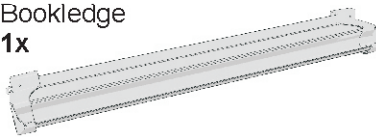


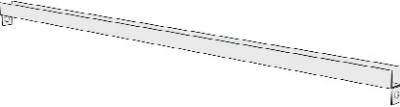

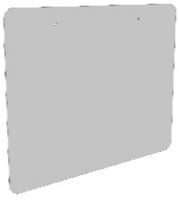
To validate your warranty submit the ON-LINE form at www.copernicused.com



Please Recycle

Before beginning, you should have:










Contents - Box 1


- Base**
2x 
- Center Frame**
1x 
- Lower Frame**
1 Left, 1 Right
2x 
- Upper Frame**
1 Left, 1 Right
2x 
- Front Frame Support**
1 Left, 1 Right
2x 
- 3" Caster**
4x 
- Chart Loop Hook**
2x 
- Rear Whiteboard Hook**
2x 
- Front Frame**
1x 
- Safety Cap Premium Bookledge**
1x 
- Stretcher**
2x 
- Spacer**
No Thru Holes
2x 
- Whiteboard Channel**
1x 
- Tub Channel**
4x 
- Removable Rear Whiteboard**
1x 

Hardware

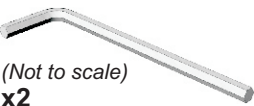
Actual Size

In Box 1

- (A) M6 x 15mm
10x 
- (B) M6 x 20mm
2x 
- (C) M6 x 25mm
2x 
- (D) M6 x 35mm
16x 
- (E) M5 x 35mm
2x 
- (F) M6 Barrel Nut
12x 
- (G) M6 Acorn Nut
2x 
- (H) M6 Lock Washer
20x 
- (i) M8 Lock Washer
12x 

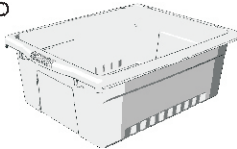


x1



(Not to scale)
x2

Contents - Box 2

- Open Tub**
4x 

★ **Additional tools required: Adjustable wrench** 





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.



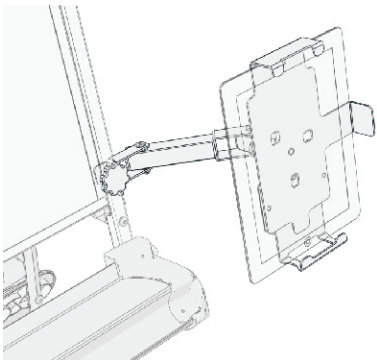
As You Assemble the Unit

- 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

Suggested Products



iPad® Mount

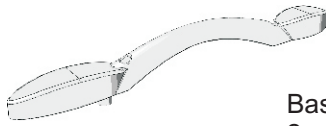
Securely attach your iPad® to this easel for group learning activities, to give students the opportunity to share their work with classmates, create guided reading centers, story board presentations, literacy activities, allow students to record themselves and even for creating class podcasts.

Works with new RC105, 106, 107 models. Included with RC108, 109, 110 models. For more information visit: www.copernicused.com or call 1-800-267-8494.

1

Actual Size:

You will need: (Not to Scale)



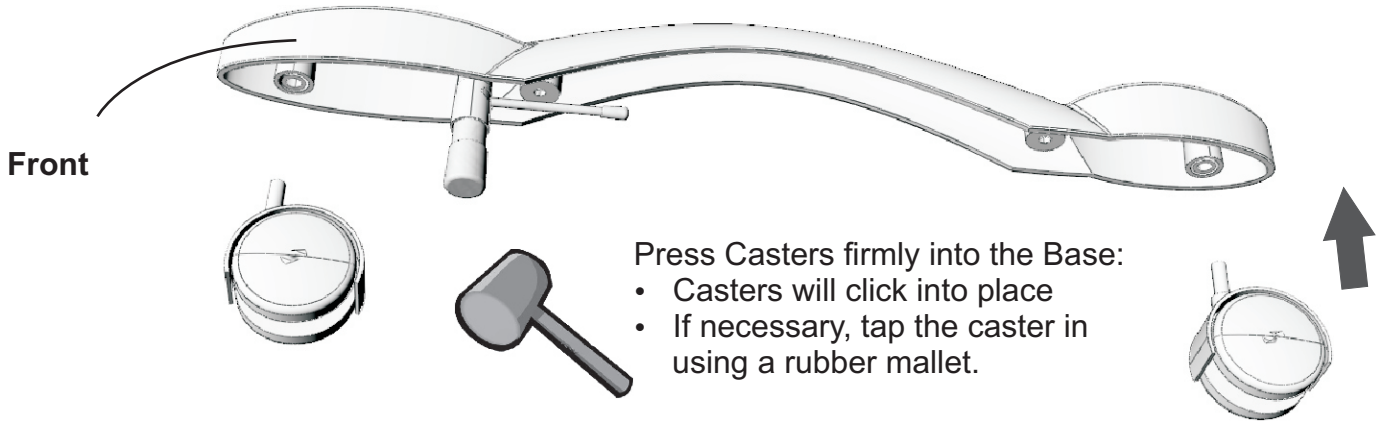
Base
2x



Caster
4x

Install Casters

You should begin the installation with the brakes in the UP Position



2

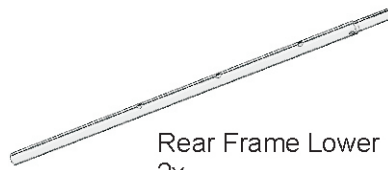
Actual Size:



You will need: (Not to Scale)

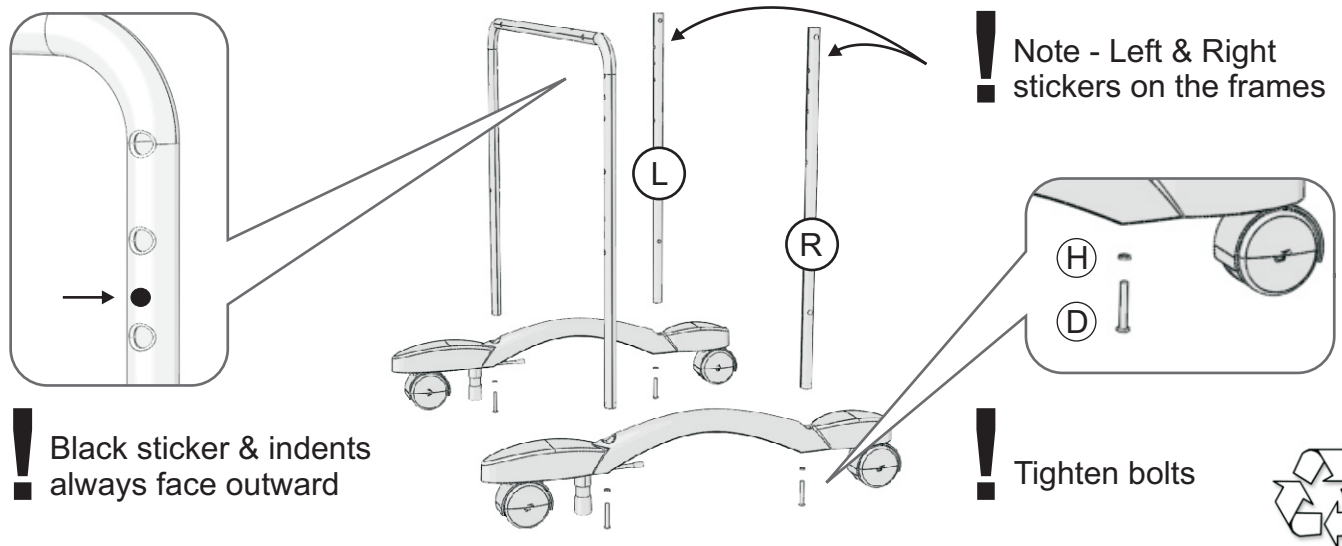


Center Frame
1x



Rear Frame Lower
2x

Install Center Frame & Rear Frame Lower



3

Actual Size:



C 2x



D 4x

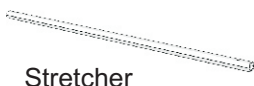


H 4-6x



G 2x

You will need: (Not to Scale)



Stretcher
2x



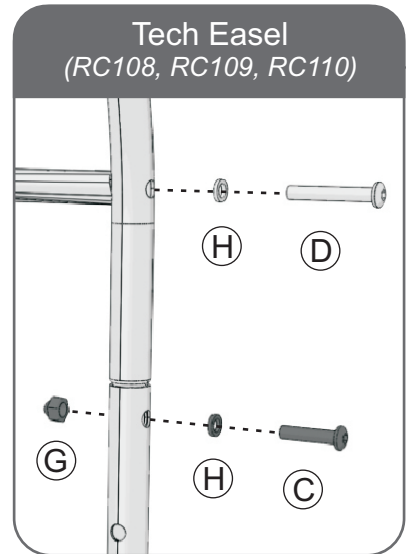
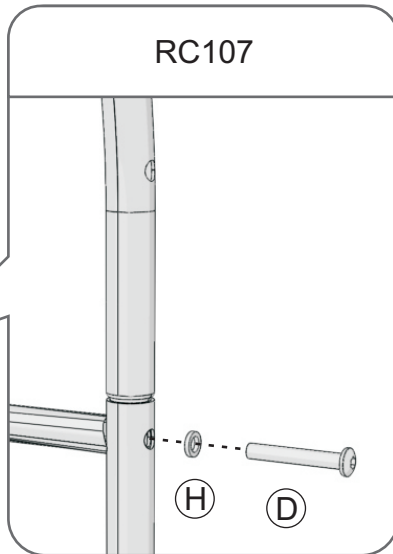
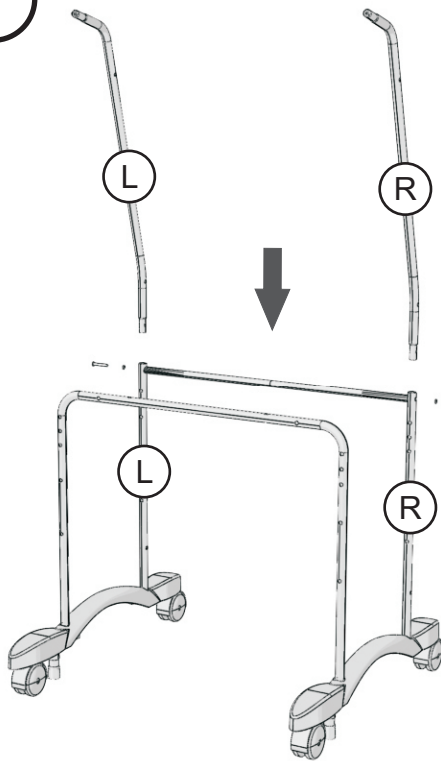
Upper Frame
1 Left, 1 Right
2x



Rear Whiteboard
Hook
2x

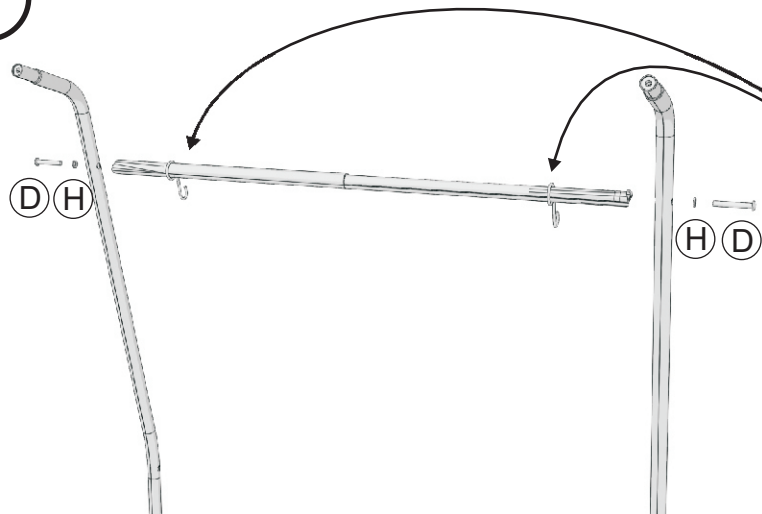
Build Rear Frame

1



Choose stretcher location based on which unit you are building.

2



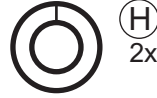
! Note - install Rear Whiteboard Hook before screwing stretcher into place

Ensure hook faces back of unit!



4

Actual Size:



You will need: (Not to Scale)

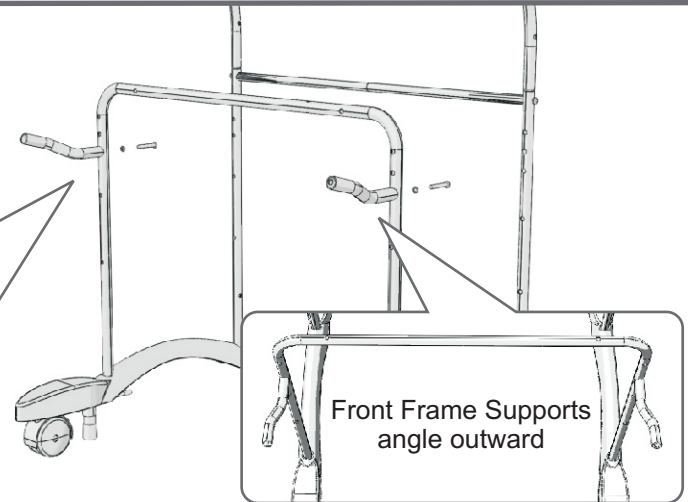
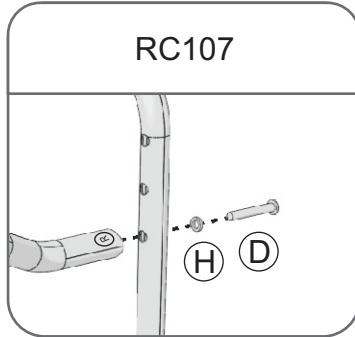
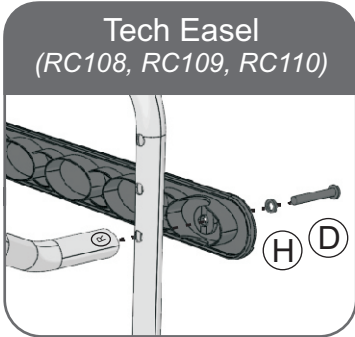


Front Frame Support
1 Left, 1 Right
2x



Tub Channel
1x

Install Front Frame Supports

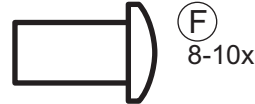


Choose hardware size based on which unit you are building. Same location for both units.

! Use labels to help you assemble correctly

5

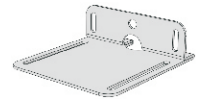
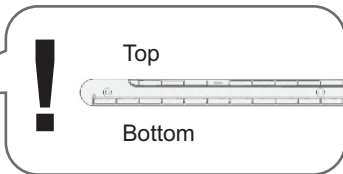
Actual Size:



You will need: (Not to Scale)

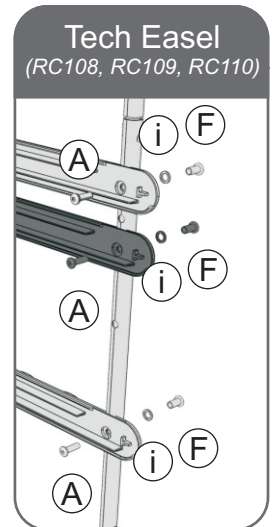
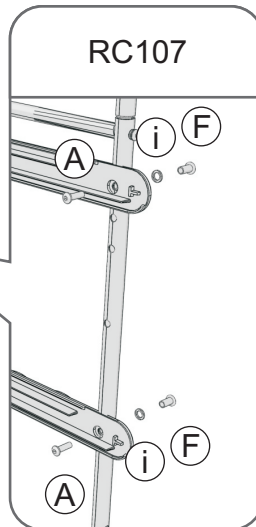
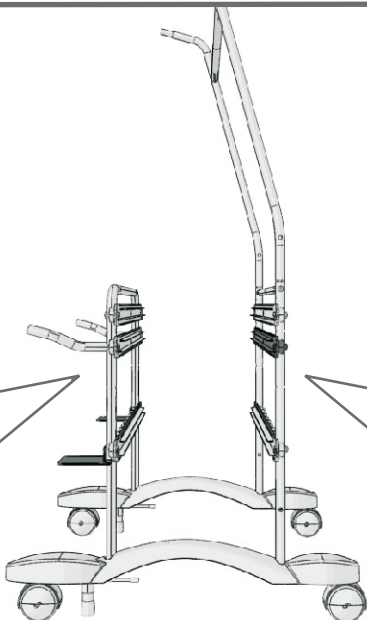
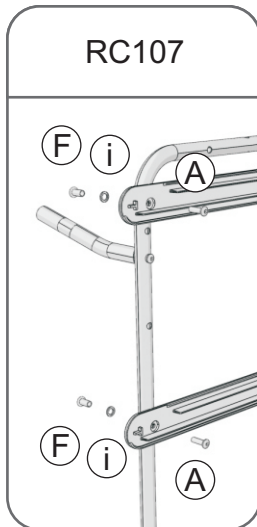
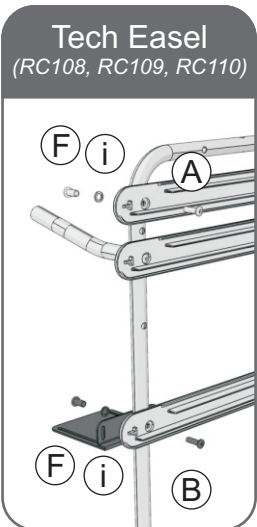


Tub Channels
RC107 x 4
RC108/109/110 x 6



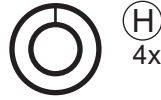
Speaker Shelf 2x

Install Tub Channels



6

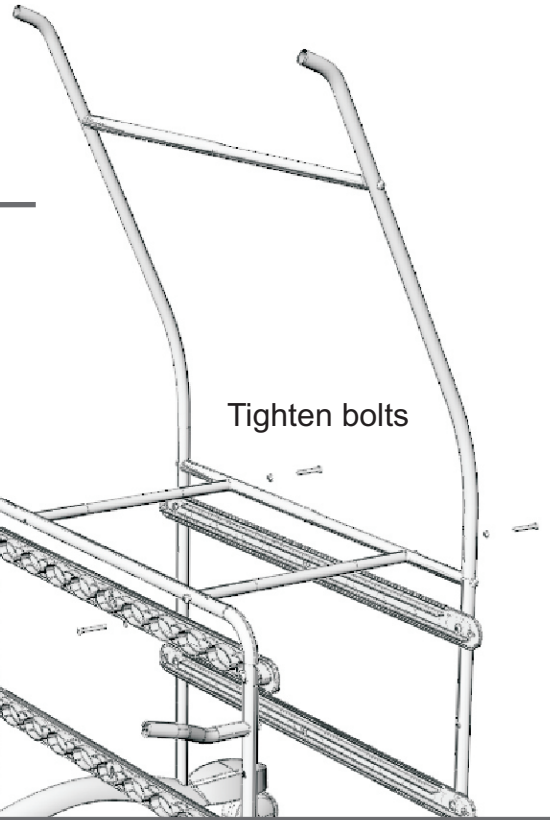
Actual Size:



You will need: (Not to Scale)



Spacer
No Thru Holes
2x

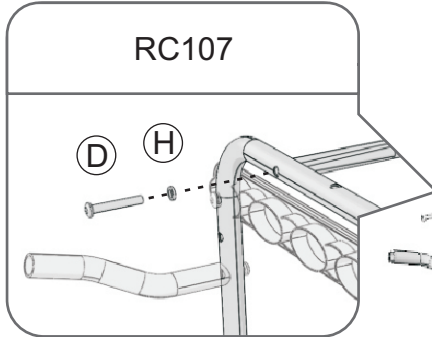


Install Spacers

Tech Easel
(RC108, RC109, RC110)

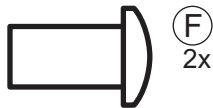
Do NOT install Spacers if building a Tech Easel. Move onto the next step.

RC107

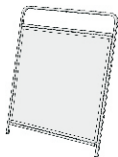


7

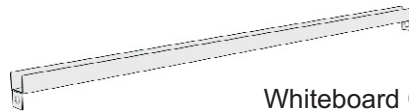
Actual Size:



You will need: (Not to Scale)



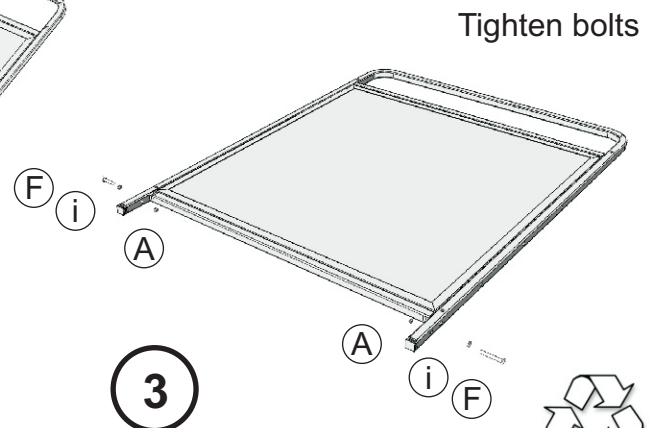
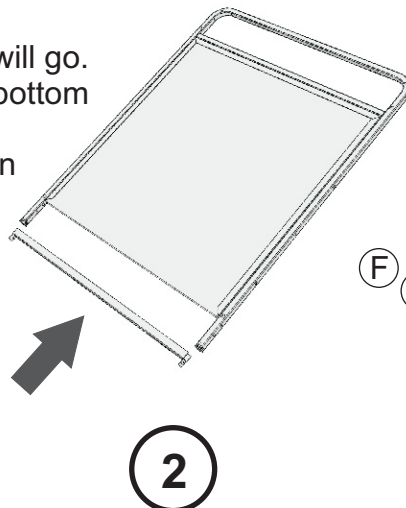
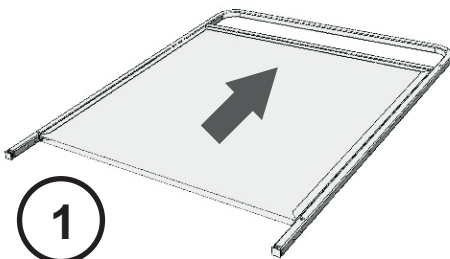
Front Frame Assembly
1x



Whiteboard Channel
1x

Build Front Frame Assembly

1. Slide whiteboard as far up as it will go.
2. Slide whiteboard channel up to bottom of whiteboard.
3. Fasten the whiteboard channel in place.

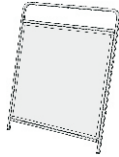


8

Actual Size:

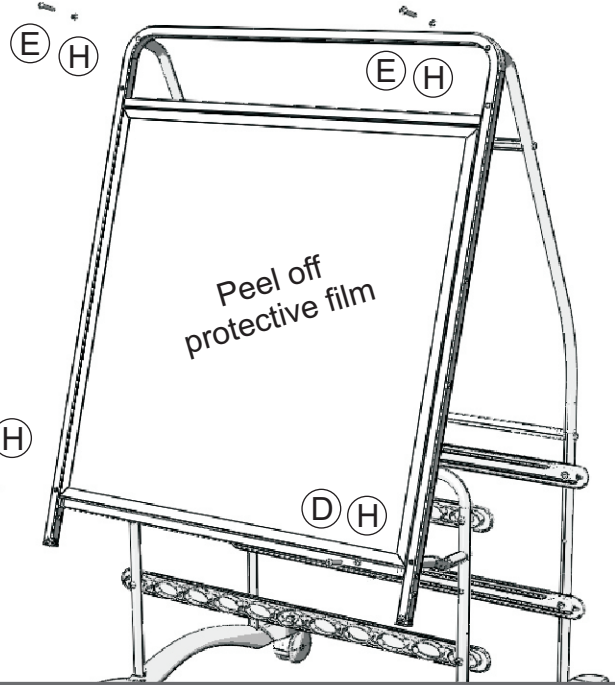


You will need: (Not to Scale)



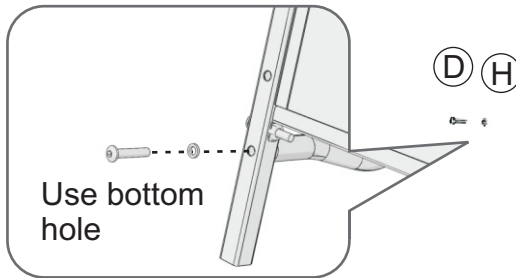
Front Frame Assembly
1x

Tighten bolts



Attach Whiteboard

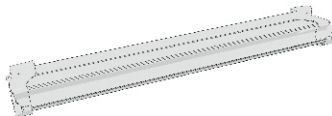
1. Put brakes in the LOCKED / DOWN position to help hold unit steady.
2. It is easiest to fasten the top first and then the bottom.



Use bottom hole

9

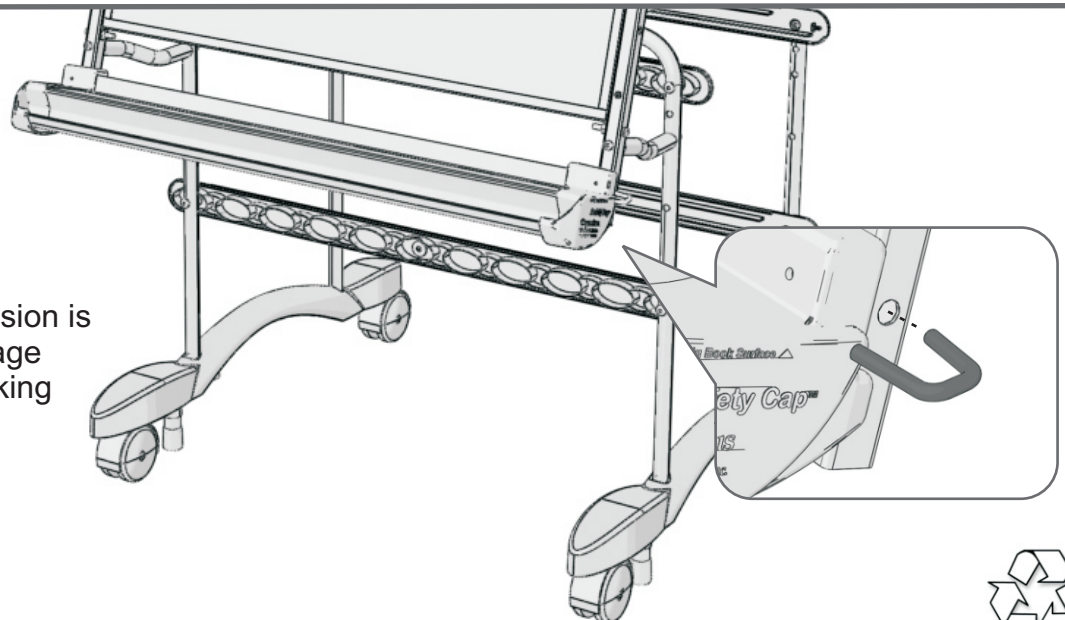
You will need: (Not to Scale)



Safety Cap Premium Bookledge
1x

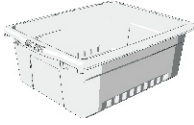
Install Book Ledge

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



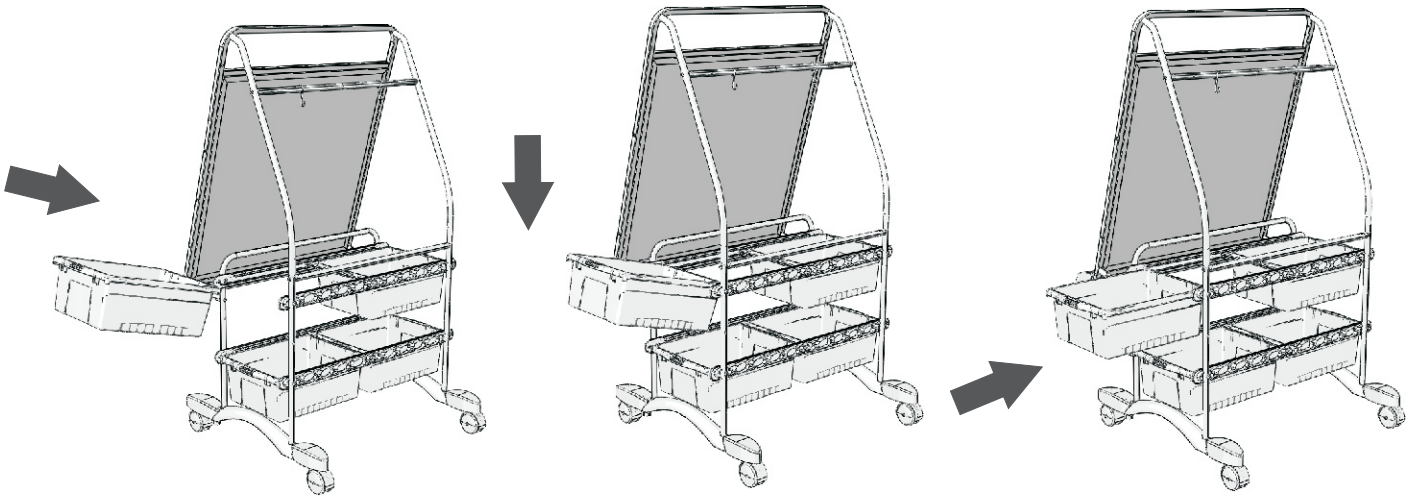
10

You will need: (Not to Scale)



Open Tub
4x

Place Tubs into Unit



11

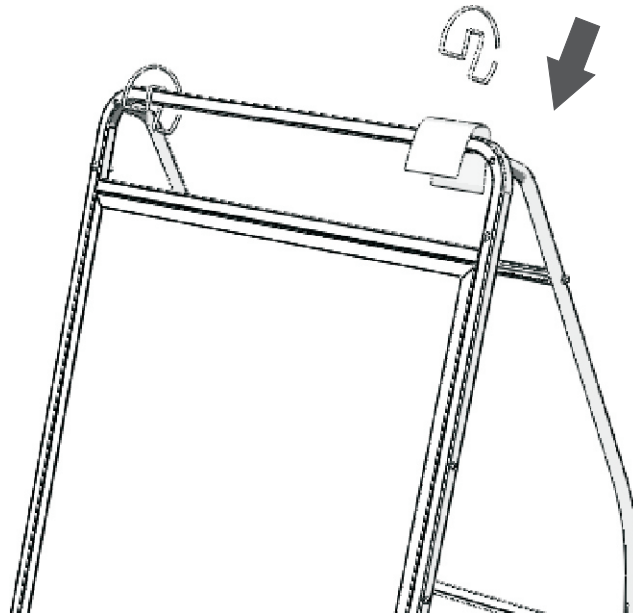
You will need: (Not to Scale)



Chart Paper Hooks
2x

Attach Chart Paper Hooks

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





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

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Email info@copernicused.com

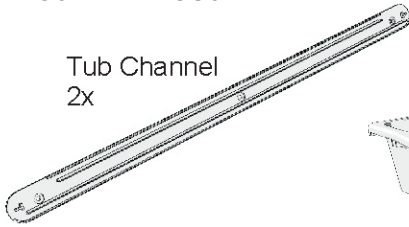
Have your packing slip ready for reference

WARNING

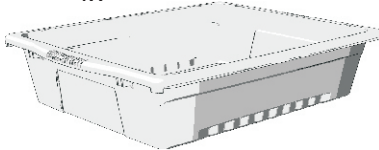
- This product is meant to be assembled by an adult.
- In its unassembled state, small parts present a hazard.
- To be used under direct supervision of an adult.

You Will Need:

Tub Channel
2x



Stubby Tubby
4x



Hardware:

Actual Size

A
4x



i
4x



F
4x



(Not to Scale)
2x

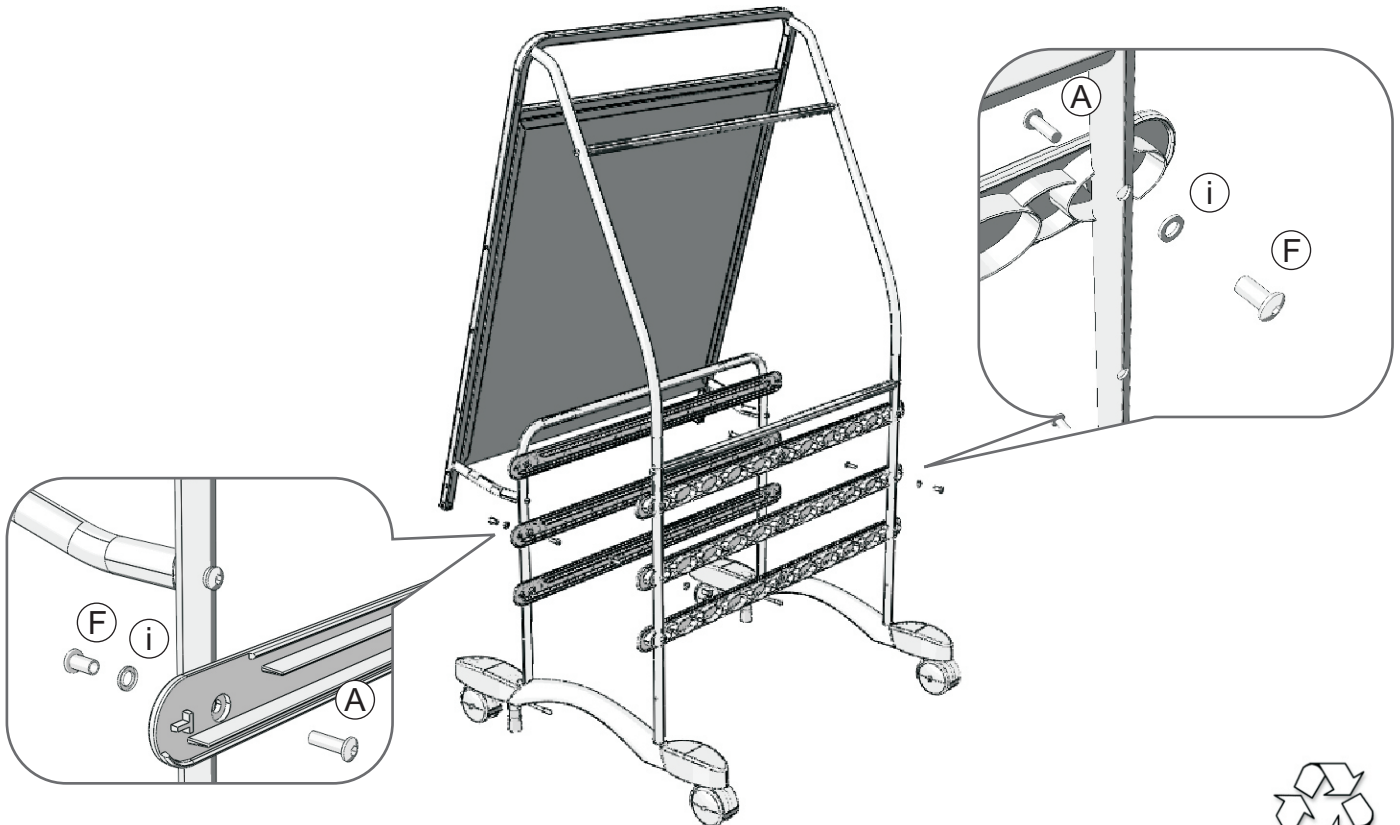


Top



Bottom

Tighten all fasteners





Assembly Guide RC107_2014_D

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www.copernicused.com

For assistance, please contact us:

1-800-267-8494

Email 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 **Regal™ Reading and Writing Center** 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

