

RC005

Classic Royal® Reading Writing Center



Assembly Guide

RC005_2021_A

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

For assistance, please contact us:

1-800-267-8494

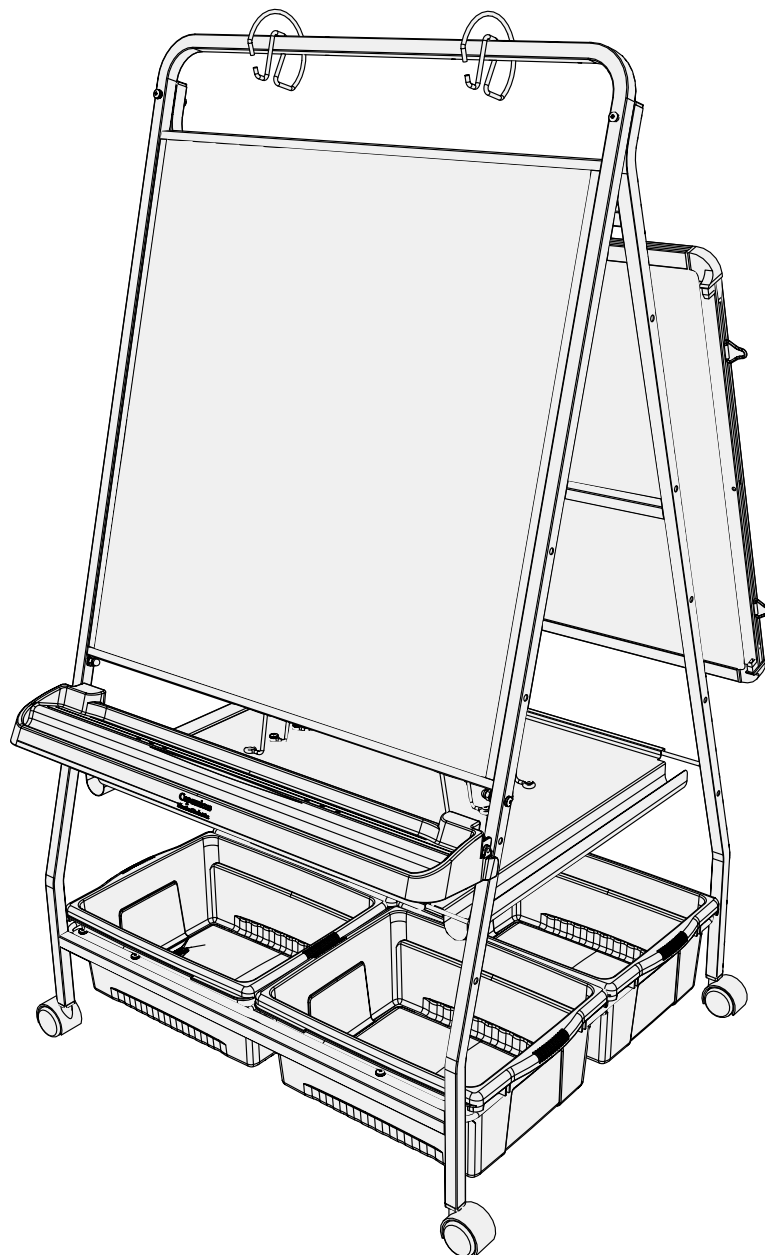
Email info@copernicused.com

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.



Dear Educator,

Thank you for purchasing the Classic 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.

Happy teaching,

Kaylyn Belcourt, President
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

**Need Support?
Have a Question?**



Email Customer Service

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



www.copernicused.com

Lifetime
Frame 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 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 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 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:

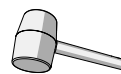
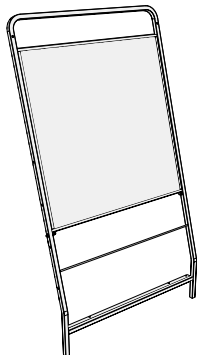
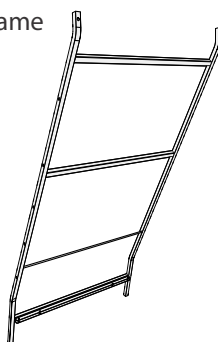
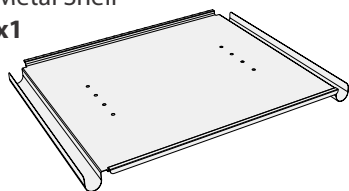
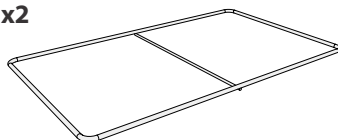
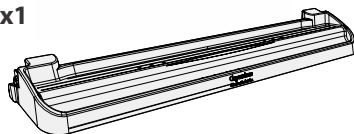
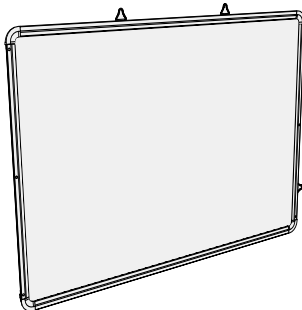
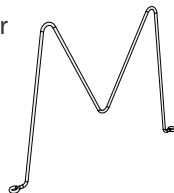
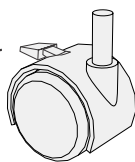
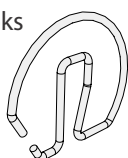
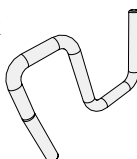
Adjustable wrench x2



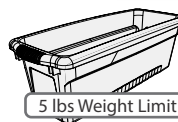
OR

7mm(x2),
10mm(x2)
Wrench

Rubber Mallet x1

**Contents - Box 1**Front Frame
Assembly
x1Rear Frame
x1Metal Shelf
x1Tub Rack
x2Ultra Safe Book Ledge
x1Lined Magnetic
Dry Erase Board
x1
(AC455)Big Book Divider
x42" Twin Wheel
Locking Caster
x4Chart Loop Hooks
x2'S' Chart Hook
x2**In Box 1****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**

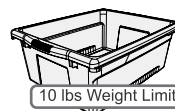
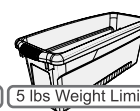
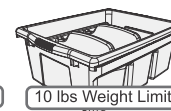
(Not to Scale)

Allen Key
(for M6 Hardware)
x1Allen Key
(for M4 Hardware)
x1**Contents - Box 2**
PTP1Small Tub
x8

OR

Open Tub
x4

OR

PTP2Open Tub
x1Small Tub
x2Divided Tub
x2

1

Actual Size:

(A) M6 x 45mm Screw
x2



(D) M6 Acorn Nut
x2

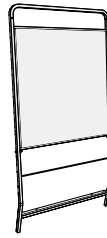


(E) M6 Lock Washer
x2

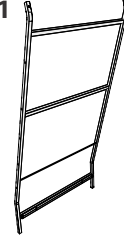


You will need: (Not to Scale)

Front Frame Assembly
x1



Rear Frame
x1



Adjustable Wrench
or
10mm Wrench
x1



Allen Key
x1



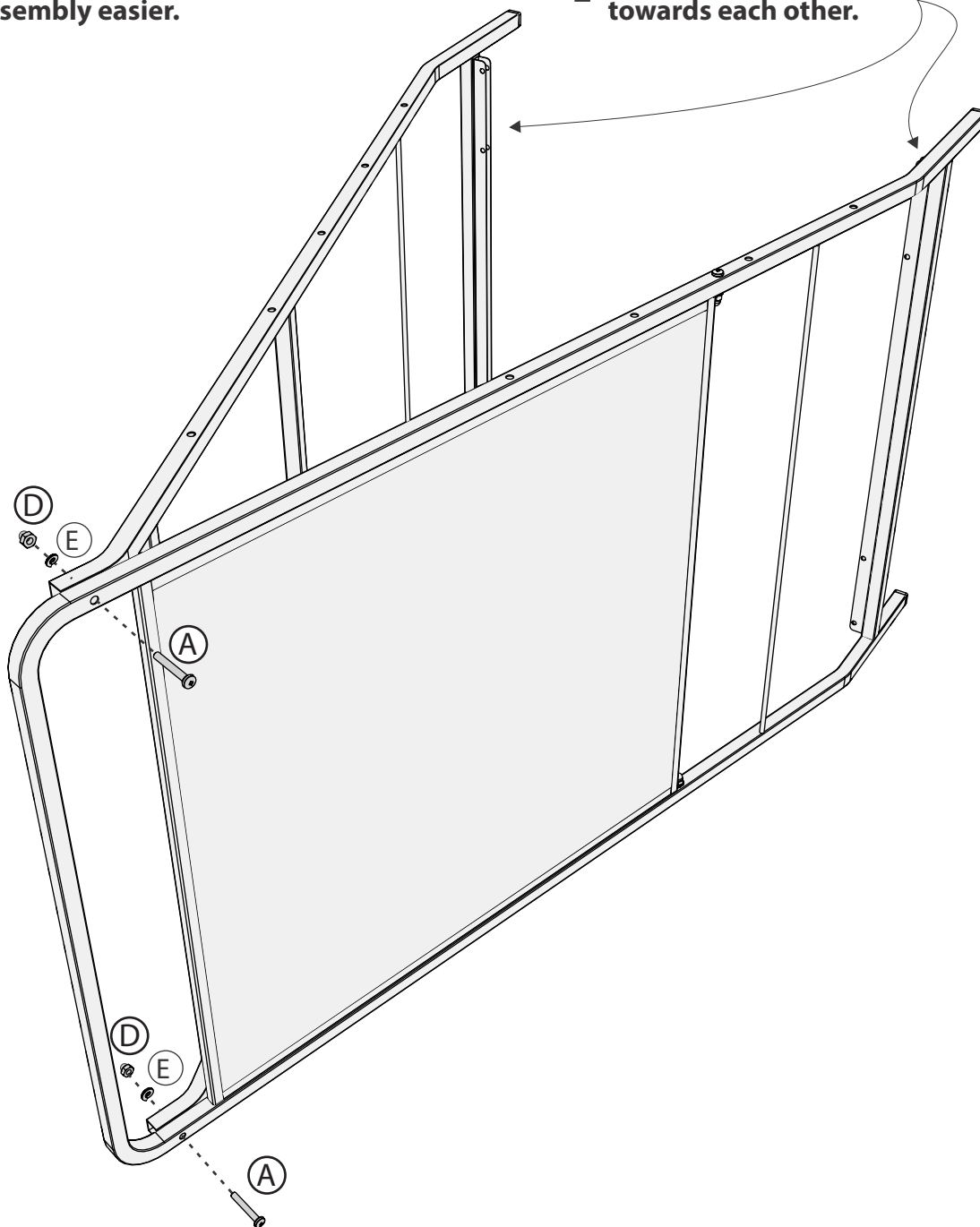
Fasten Front Frame Assembly & Rear Frame Together

Note:

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

Note:

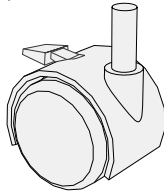
Ensure bottom channels are facing in towards each other.



2

You will need: (Not to Scale)

2" Twin Wheel
Locking Caster
x4

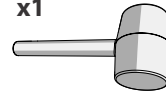


Optional

Adjustable wrench
x2



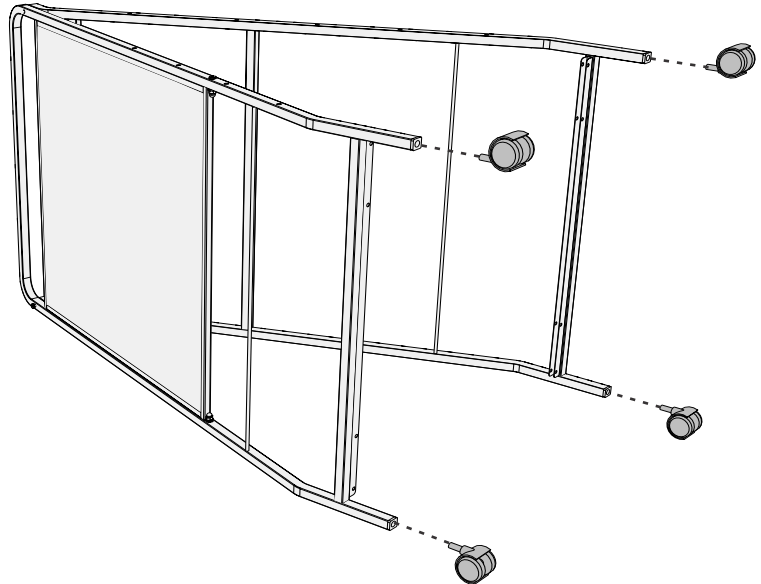
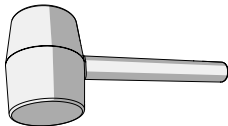
Rubber Mallet
x1



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)

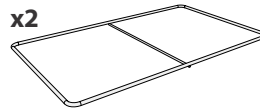
Allen Key
(for M4 Hardware)
x1



Adjustable Wrench
or
7mm Wrench
x1



Tub Rack
x2

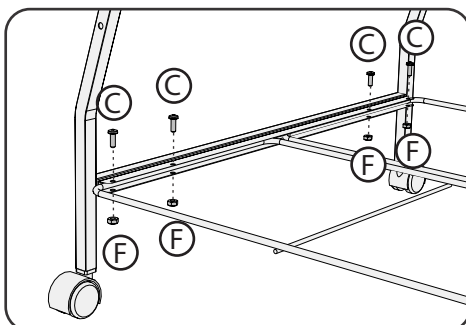


Install Bottom Racks into Frame Channels

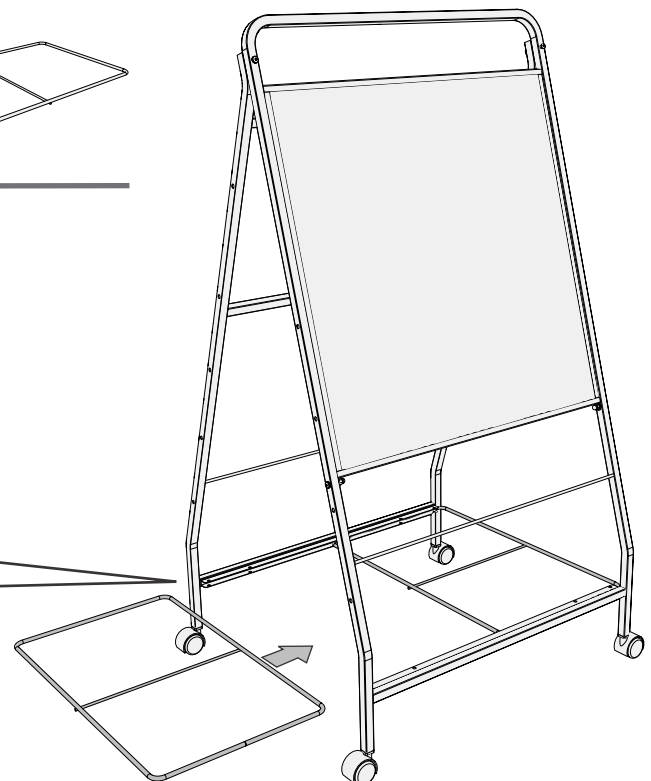
Note:

Install Bottom Racks before fastening screws.

Do not over tighten or Tub Racks will not slide.

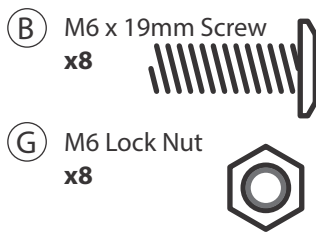


Repeat on the other side with remaining fasteners.



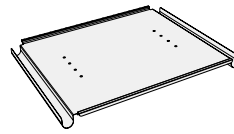
4

Actual Size:



You will need: (Not to Scale)

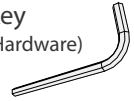
Metal Shelf
x1



Big Book Divider
x4



Allen Key
(for M6 Hardware)
x1



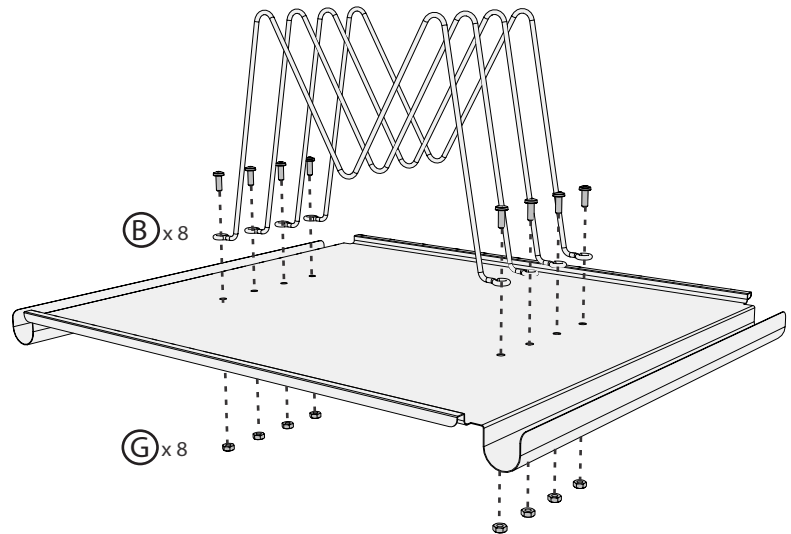
Adjustable Wrench or 10mm
Wrench
x1



Attach Big Book Dividers to Metal Shelf

NOTE:

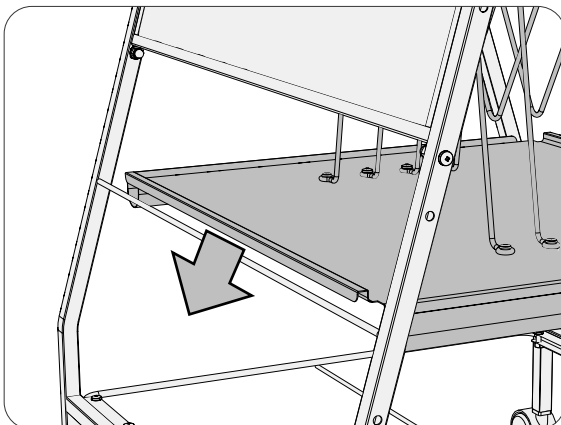
The Big Book Dividers provided are optional. If you prefer to leave your shelf open you can skip this step.



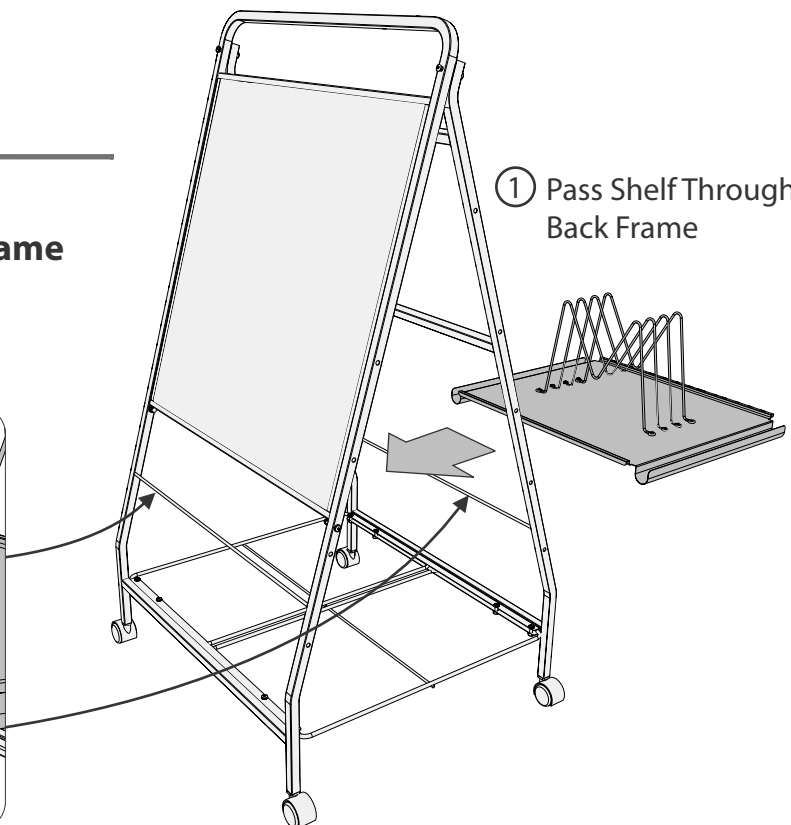
5

Install Book Shelf onto Assembled Frame

(2) Hook Shelf onto Front and Back Frames

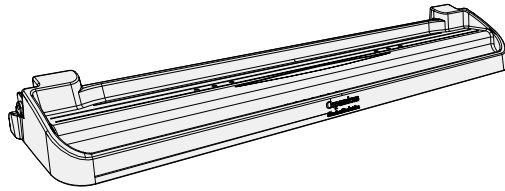


(1) Pass Shelf Through Back Frame



6

You will need: (Not to Scale)



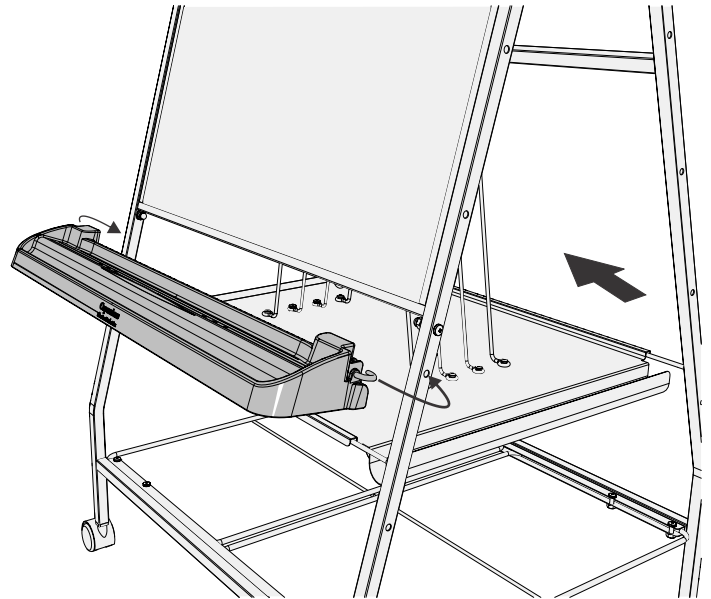
Ultra Safe Book Ledge
x1

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

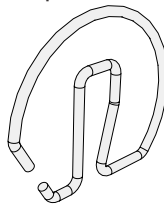
Note: The spring tension is designed to discourage children from unhooking the Book Ledge.



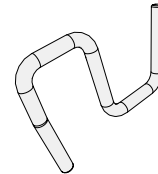
7

You will need: (Not to Scale)

Chart Loop Hooks
x2

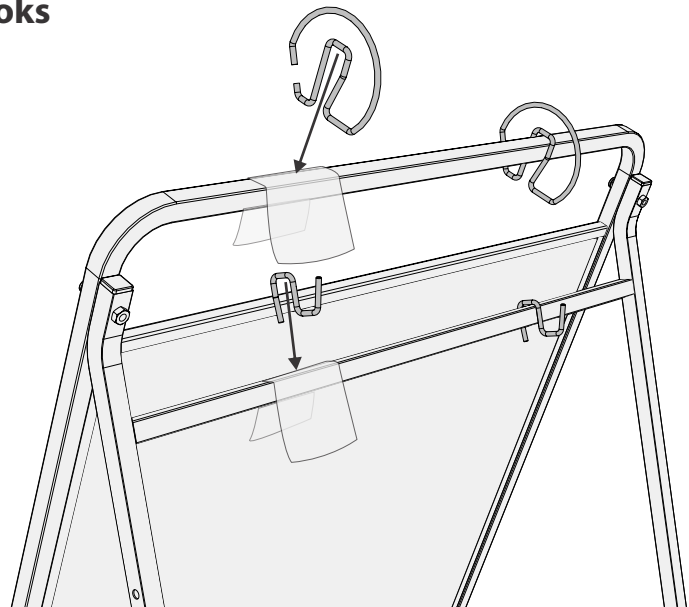


'S' Chart Hook
x2



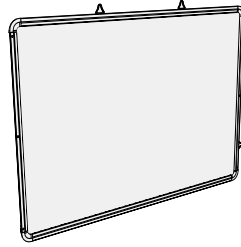
Attach 'S' Chart Hooks & Chart Loop Hooks

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



8

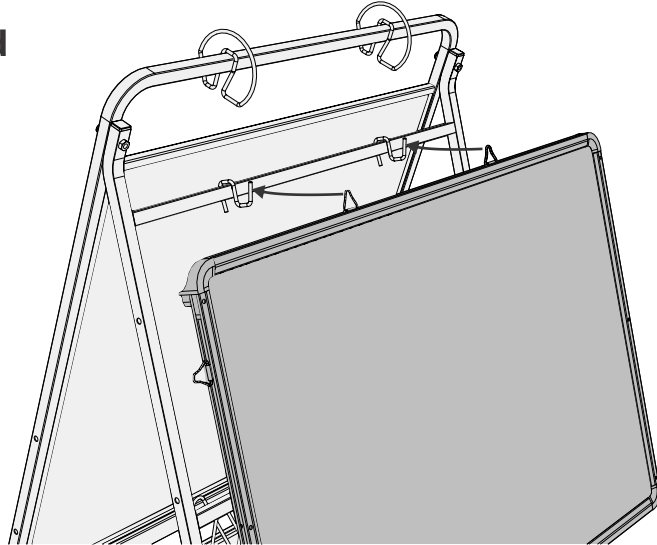
You will need: (Not to Scale)



Lined Magnetic
Dry Erase Board
x1
(Ac455)

Install Lined magnetic Dry Erase Board

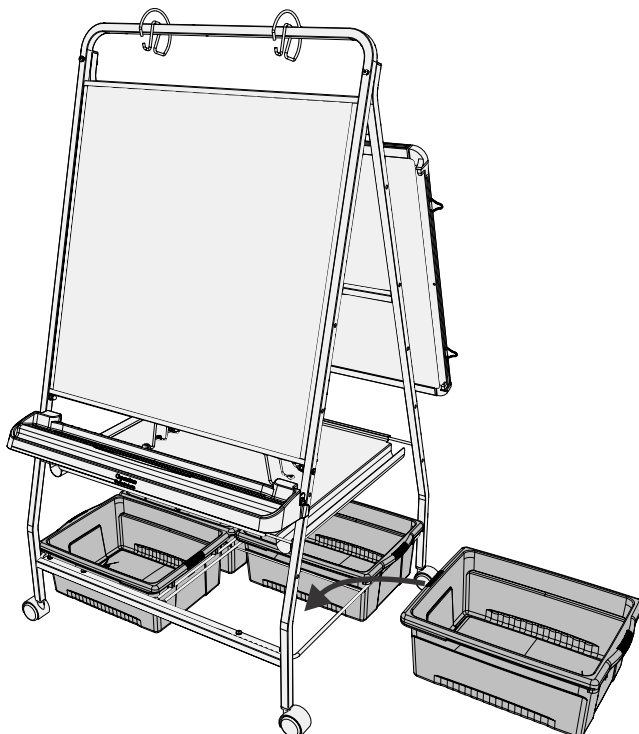
Use hooks on frame of Lined Magnetic Dry Erase Board to hang it on the back of the easel. You can hang it in landscape or portrait orientation.



9

You will need: (Not to Scale)

Install Tubs into Tub Frames



Contents - Box 2 **PTP1**



Small Tub
x8

5 lbs Weight Limit

OR



Open Tub
x4

10 lbs Weight Limit

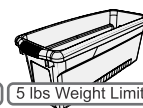
OR

PTP2



Open Tub
x1

10 lbs Weight Limit



Small Tub
x2

5 lbs Weight Limit



Divided Tub
x2

10 lbs Weight Limit