



Assembly Guide RC138_2014_A

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

For assistance, please contact us:

1-800-267-8494

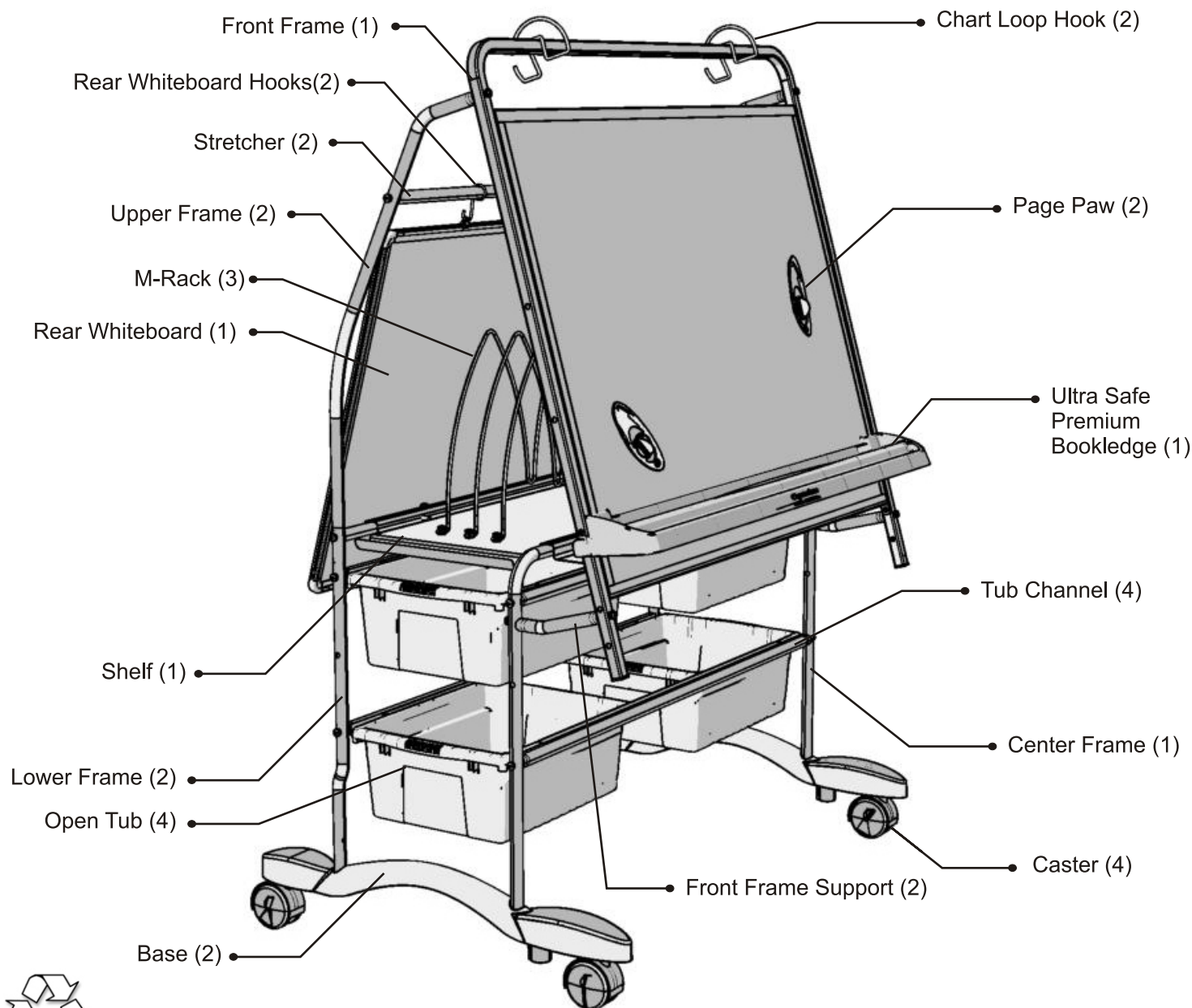
Email info@copernicused.com

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.

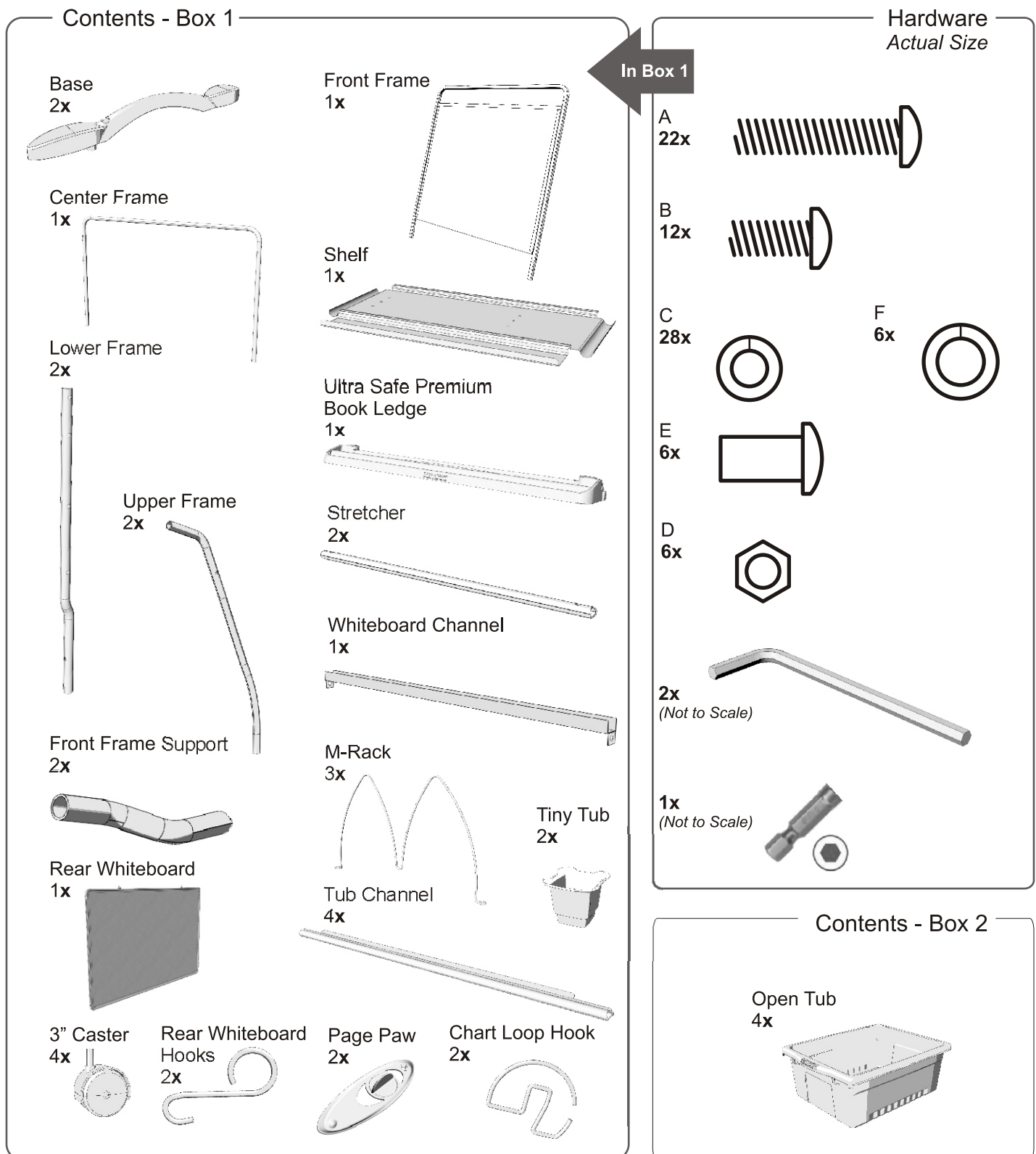
Don't forget to check out our tips for your whiteboard at:
www.copernicused.com



Please Recycle

Queen Royal® Reading Writing Center - Parts

Before beginning, you should have:



★ **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

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

**Life
Time**

Tub
Warranty

**Life
Time**

Frame
Warranty

Validate Your Warranty On-Line

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

★ Do not tighten any fasteners, unless instructed

1

Actual Size:



A
x 4



C
x 4

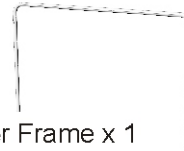
You will need: (Not to Scale)



Base x 2



Caster x 4



Center Frame x 1

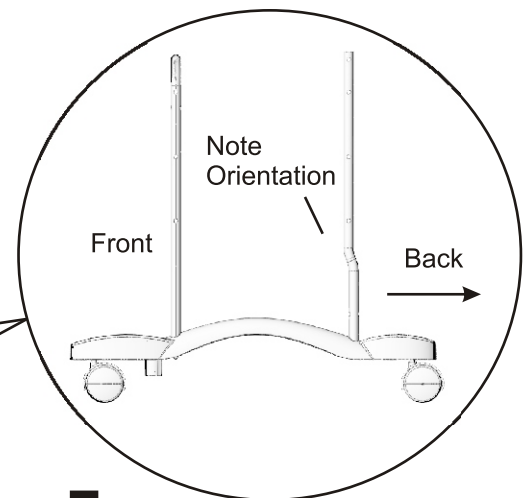
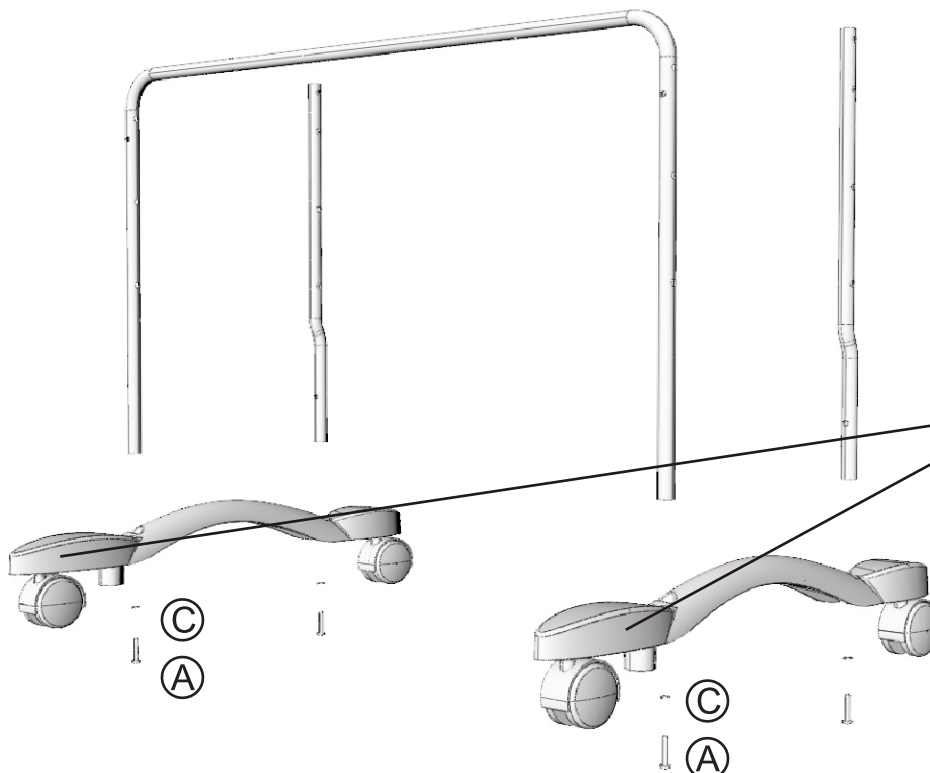
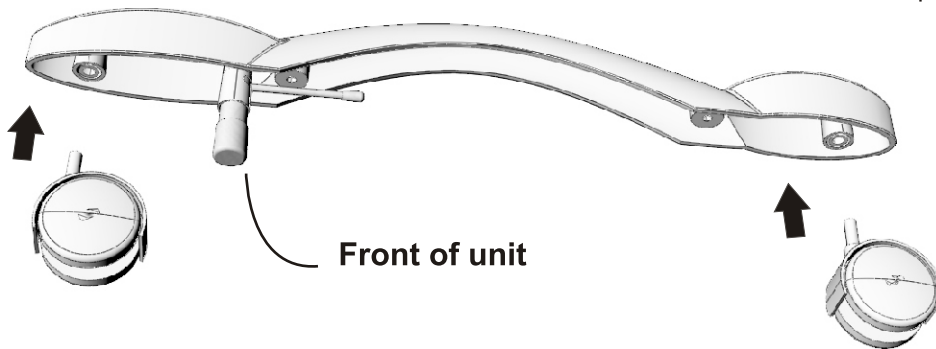


Lower Frame x 2

Install Casters, Center Frame & Rear Frame Lower

! You should begin the installation with the brakes in the UP position.

! 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



! Note - Front of base is the end with the brake

2

Actual Size:



A
x 8



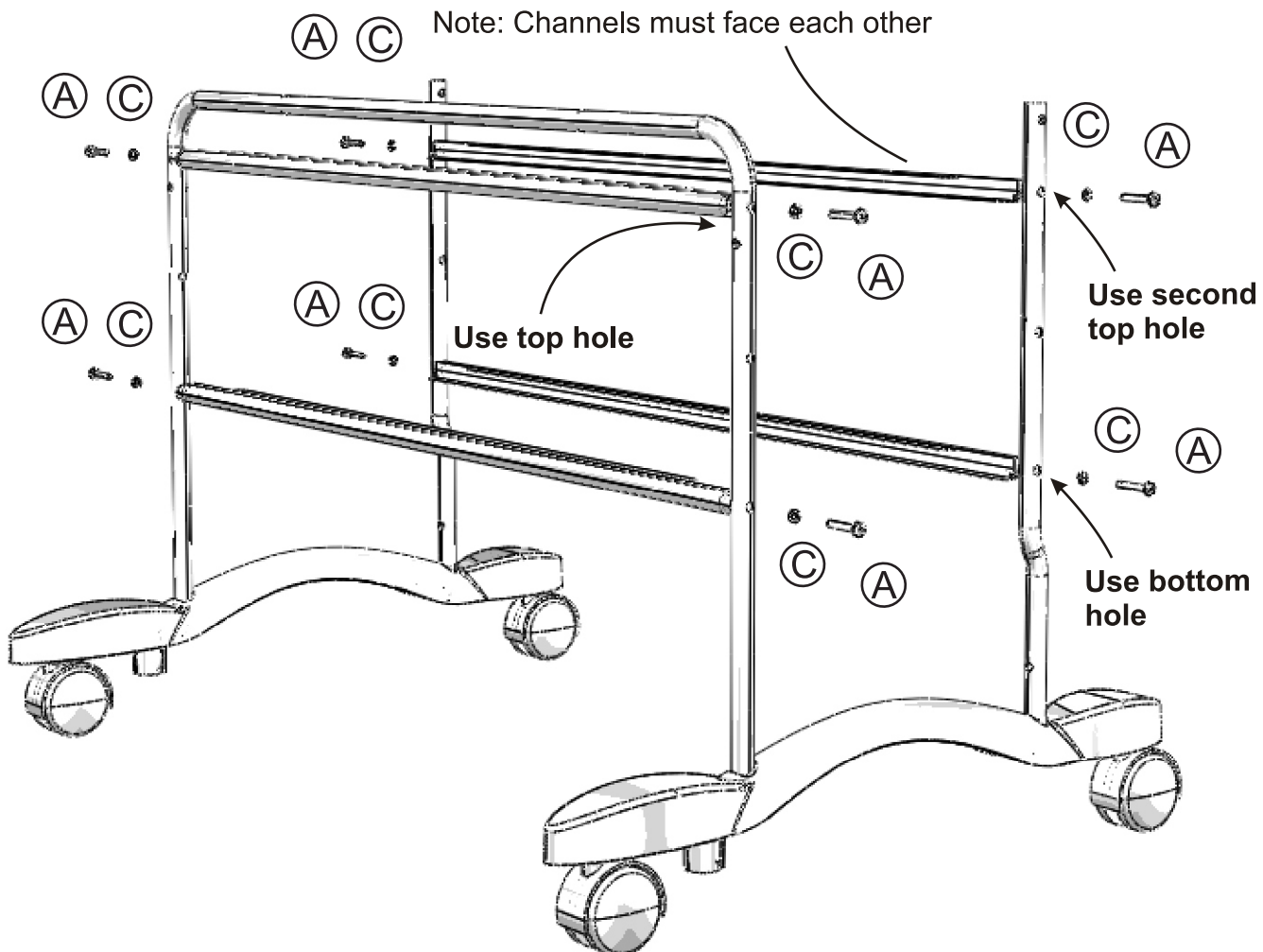
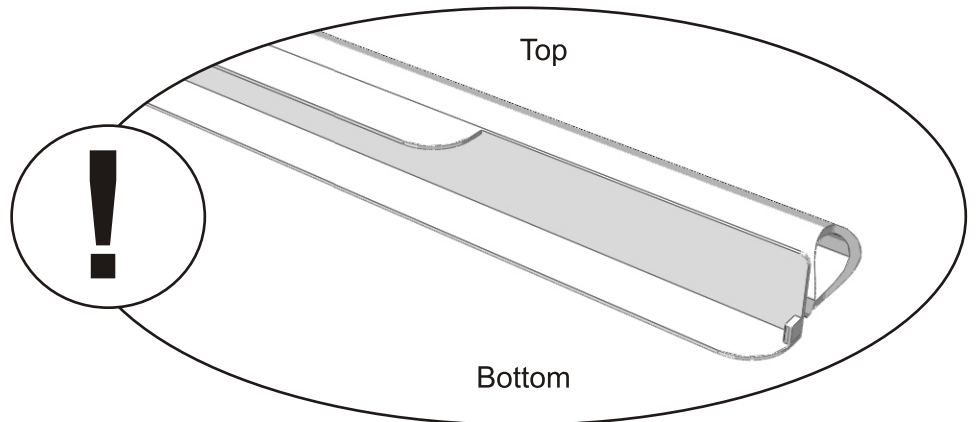
C
x 8

You will need: (Not to Scale)



Tub Channel x 4

Install Tub Channels



3

Actual Size:

A
x 4C
x 4

You will need: (Not to Scale)



Stretcher x 2



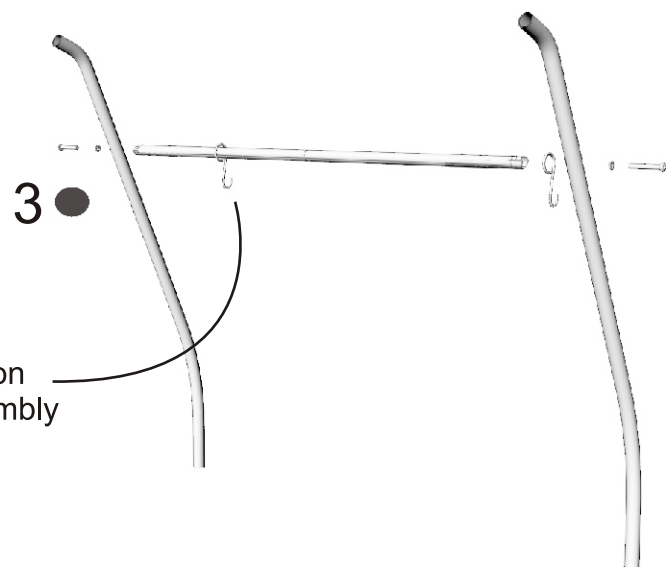
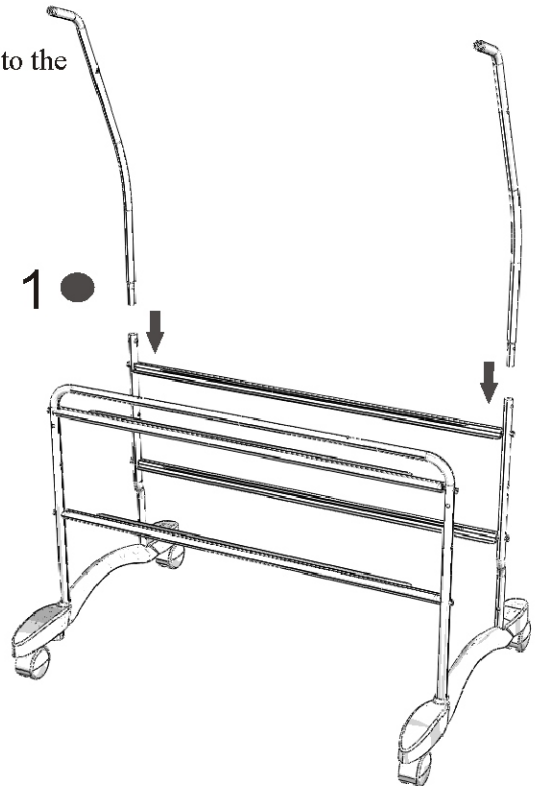
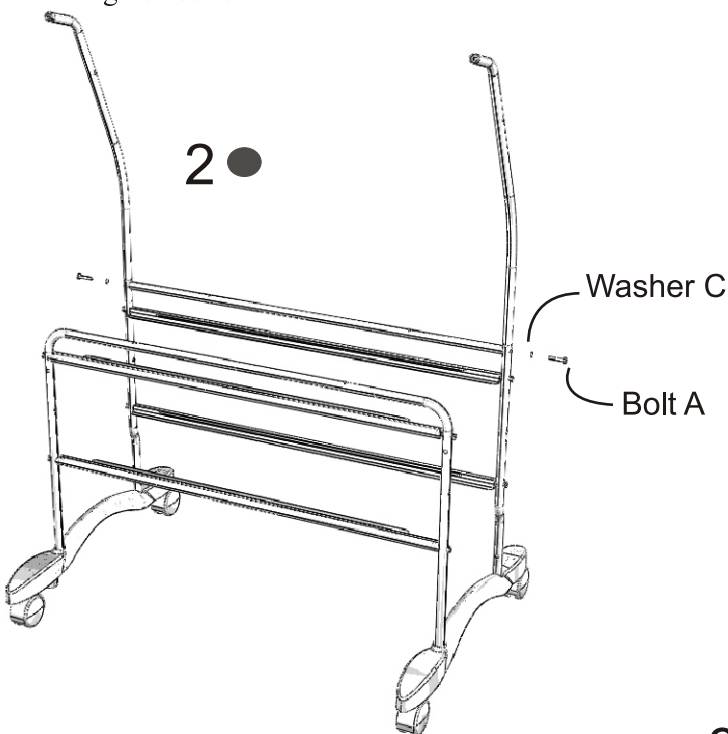
Upper Frame x 2



Rear Whiteboard Hook x 2

Build Rear Frame

- 1 ● Slide Rear Frame Upper Assembly onto Rear Frame Lower Assembly
- 2 ● Align one of the Stretchers with the holes that will connect the Lower Frame to the Upper Frame
 - Fasten with two Bolt A's & Washer C's
 - Tighten bolts
- 3 ● Align the remaining Stretcher with the holes in the Upper Frame
 - Slide Rear Whiteboard Hooks on before fastening
 - Fasten with two Bolt A's & Washer C's
 - Tighten bolts

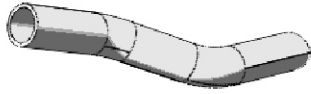


4

Actual Size:

A
x 2C
x 2

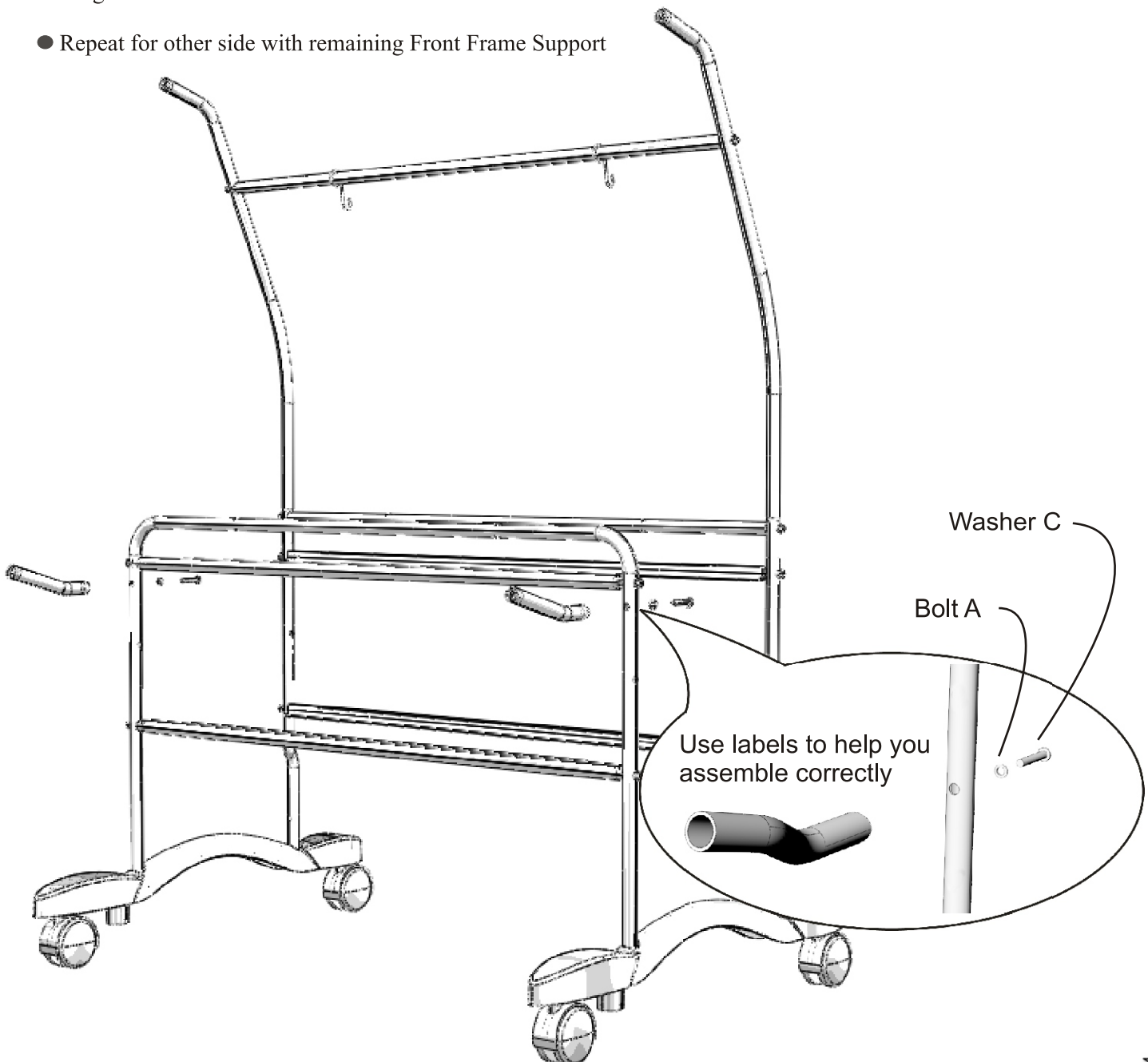
You will need: (Not to Scale)



Front Frame Support x 2

Install Front Frame Supports

- Align the end of one Front Frame Support marked with a dot with the hole in the Center Frame also marked with a dot sticker.
 - Fasten with one Bolt A & Washer C
 - Tighten bolt
- Repeat for other side with remaining Front Frame Support



5

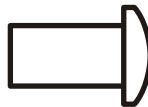
Actual Size:



B
x 4

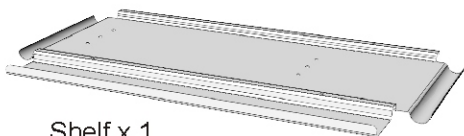


F
x 4



E
x 4

You will need: (Not to Scale)

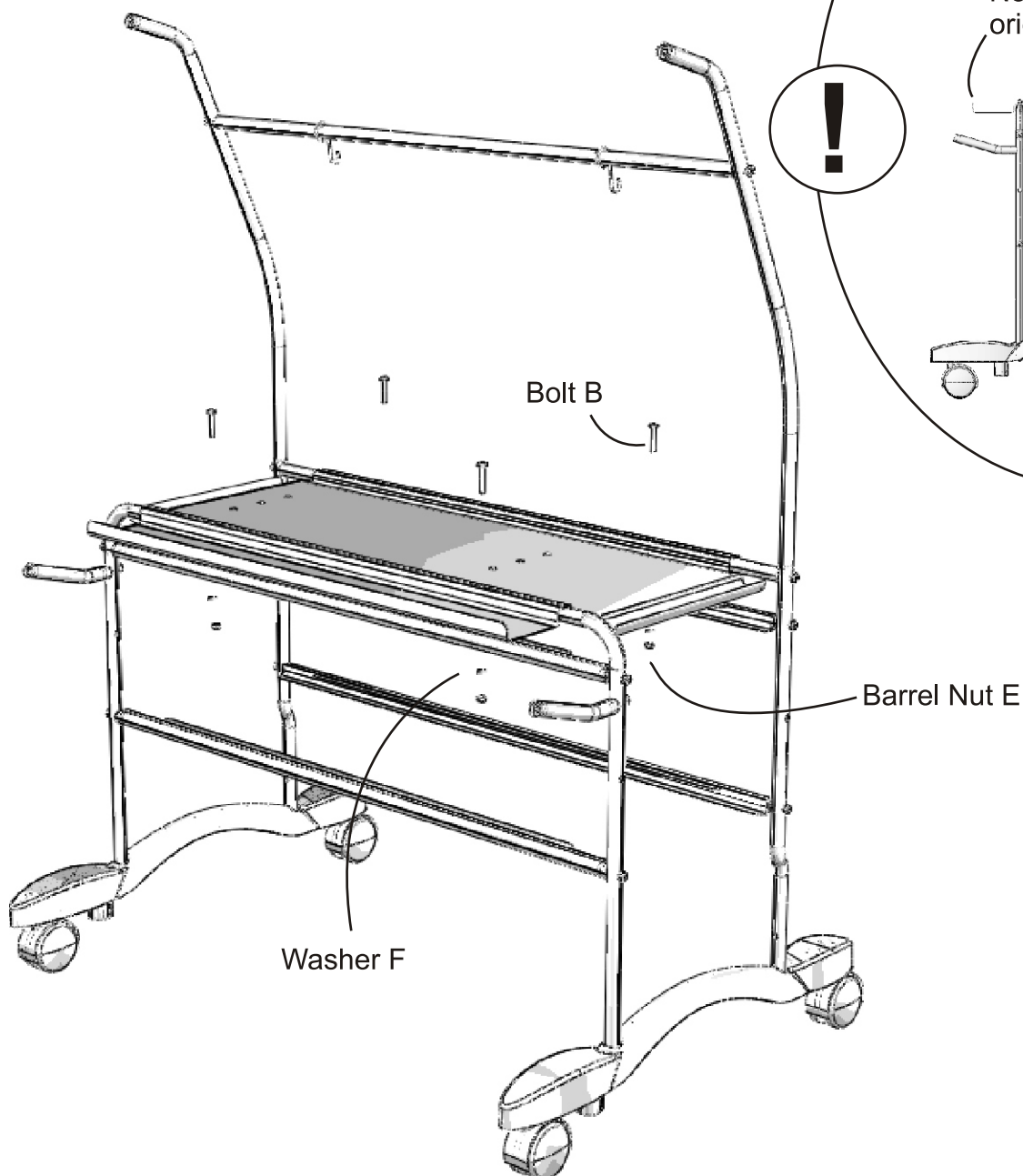


Shelf x 1

Install Shelf

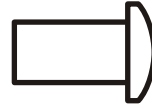
- Align the holes in the Shelf with the holes in the Assembled Frame
 - Fasten with four Bolt A's, Washer C's & Nut D's
 - Tighten bolts

! Note the orientation of the Shelf when you assemble it

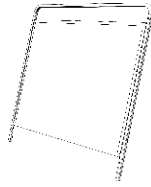


6

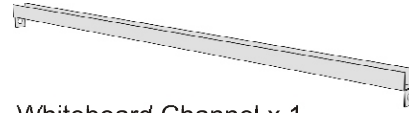
Actual Size:

B
x 2F
x 2E
x 2

You will need: (Not to Scale)



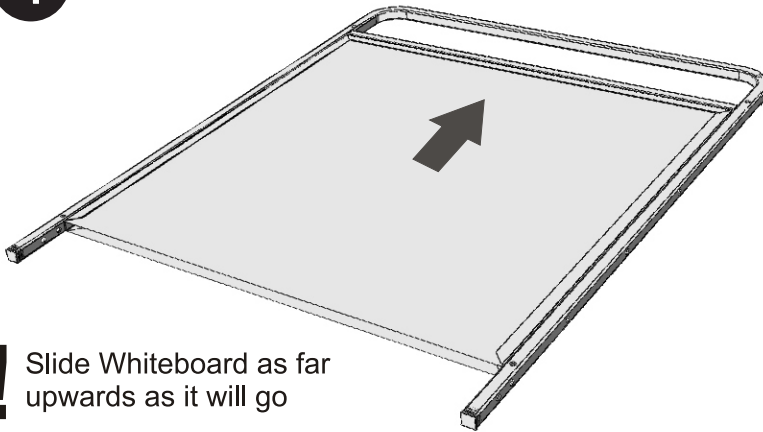
Front Frame Assembly x 1



Whiteboard Channel x 1

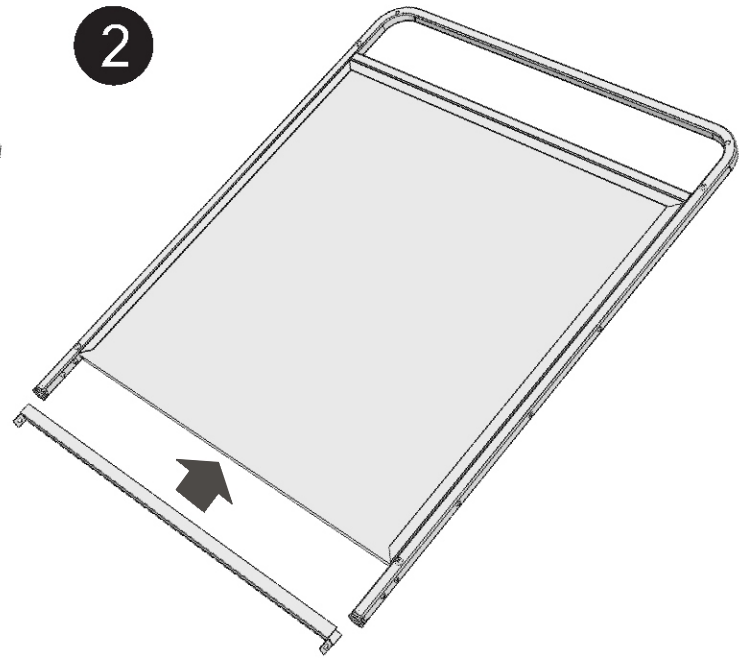
Build Front Frame Assembly

1

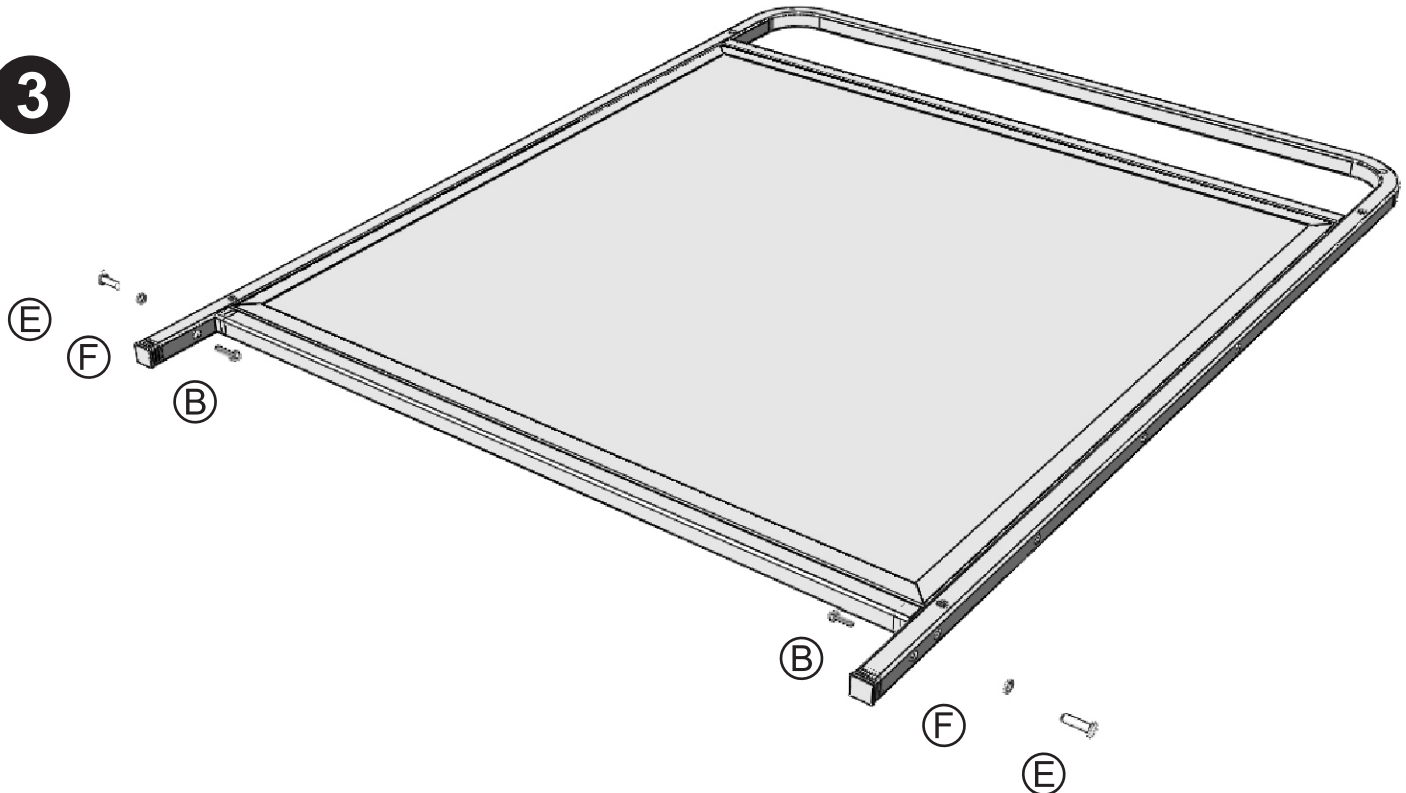


! Slide Whiteboard as far upwards as it will go

2



3



7

Actual Size:



You will need: (Not to Scale)



Front Frame Assembly x 1

Attach Whiteboard

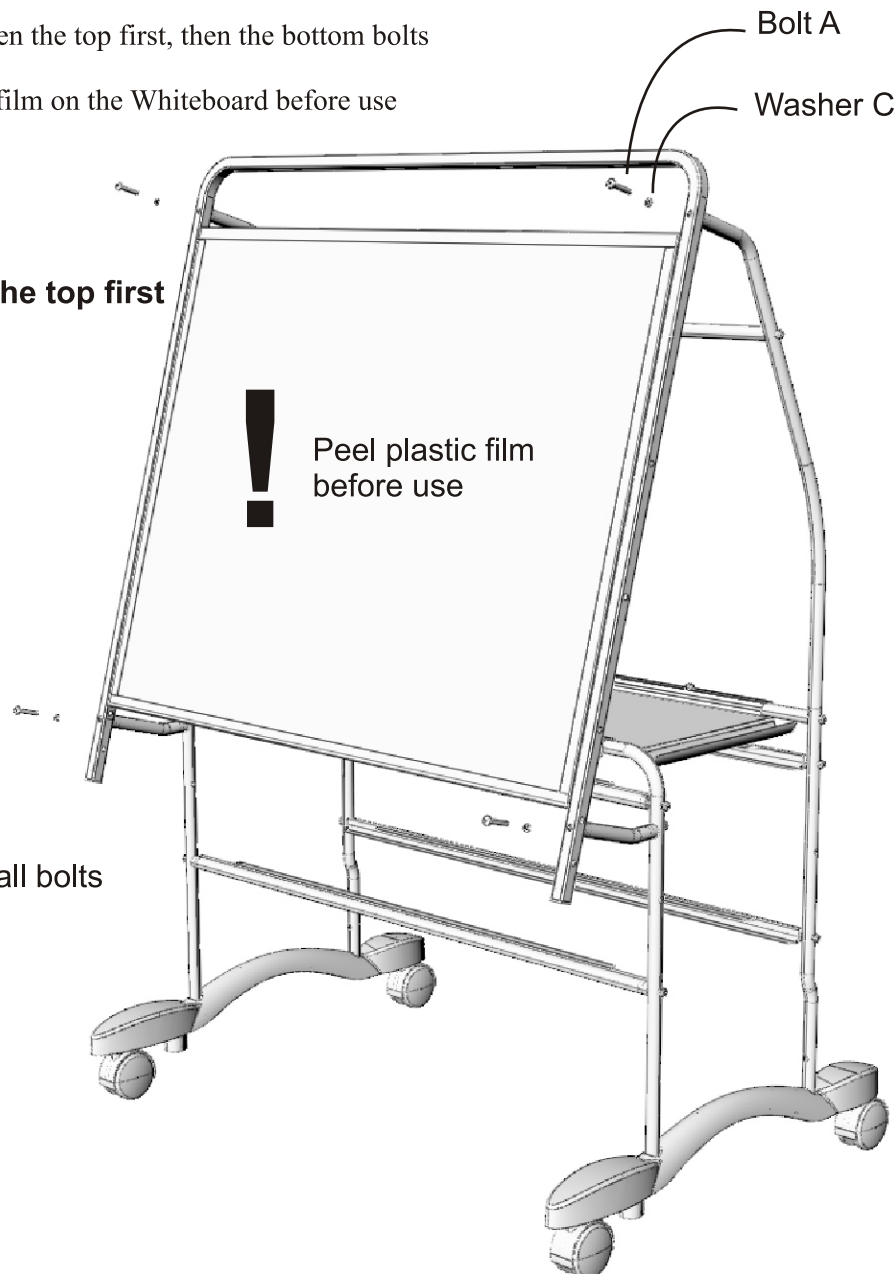
- Put Brakes in the locked/down position to hold the unit steady
- Align the holes in the Front Frame Assembly with the Rear Frame and the Front Frame Supports
 - Fasten with four Bolt A's & Washer C's
 - Tighten Bolts
 - It is easiest to fasten the top first, then the bottom bolts

! ● Peel off the plastic film on the Whiteboard before use

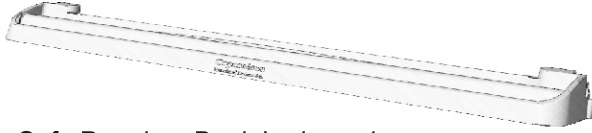
! Fasten the top first

! Peel plastic film before use

! Tighten all bolts Now



You will need: (Not to Scale)



Ultra Safe Premium 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 the best for your classroom.

- 1) Insert one hook into the appropriate hole on one side of the Whiteboard Frame
- 2) Pull out opposite hook
- 3) Snap into place

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

1

2

3





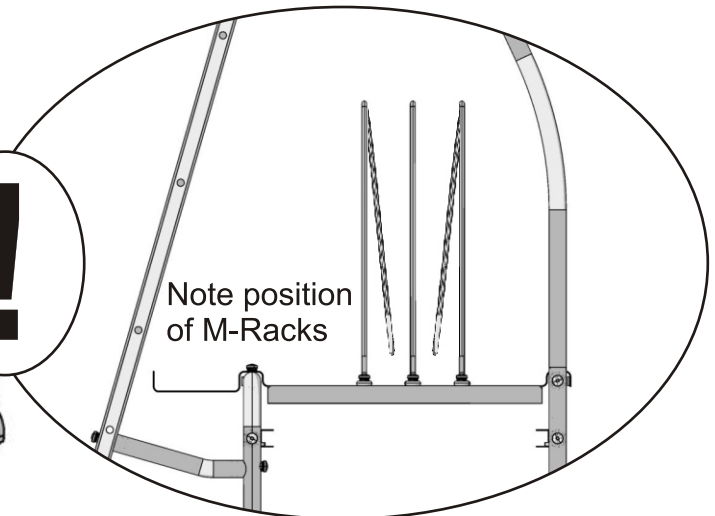
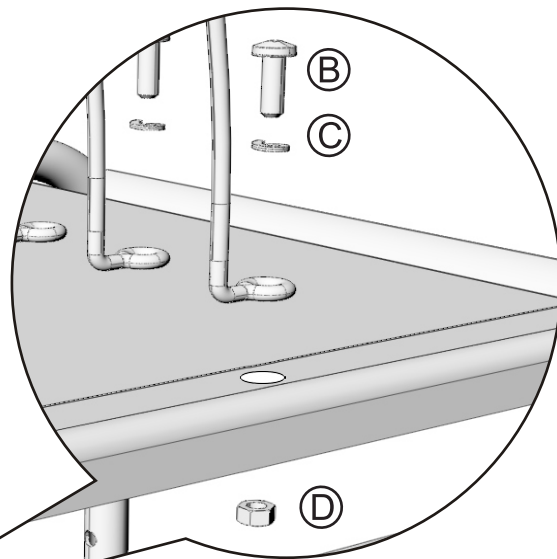
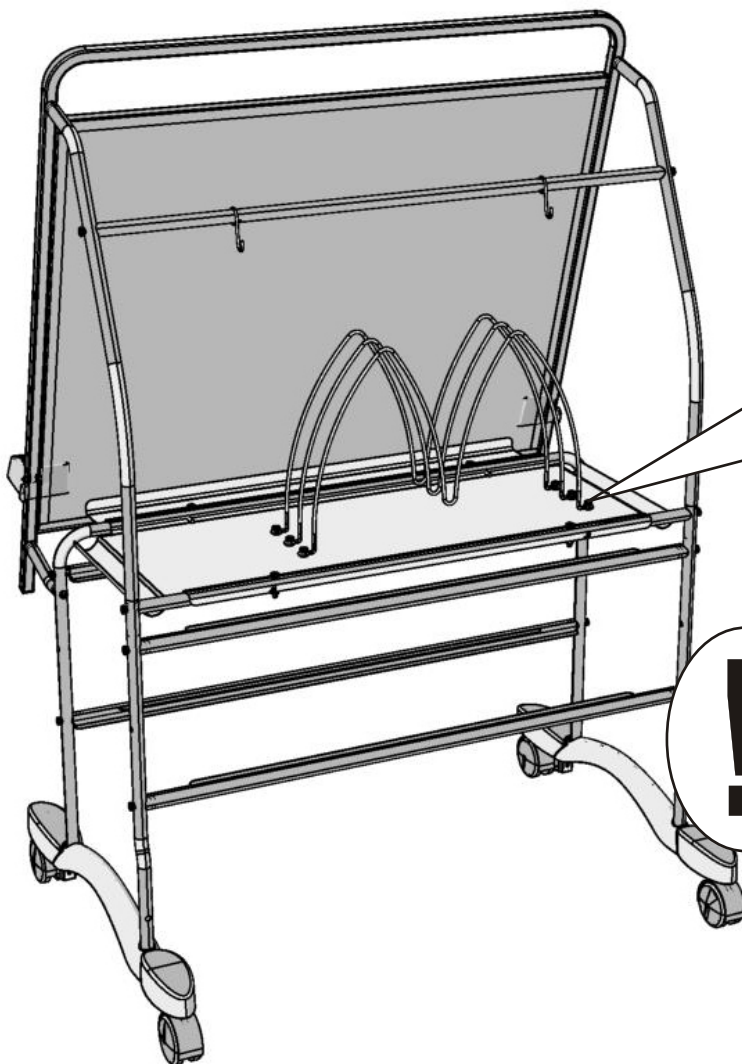
You will need: (Not to Scale)



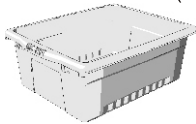
M-Rack x 3
(1 inner)
(2 outer)

Install Big Book Rack Divider M-Racks

- Align the M Racks with the holes in the Shelf
 - Fasten with two Bolt B's, Washer C's, and Nut D's
 - Tighten Bolts
- Repeat for remaining two M-Racks



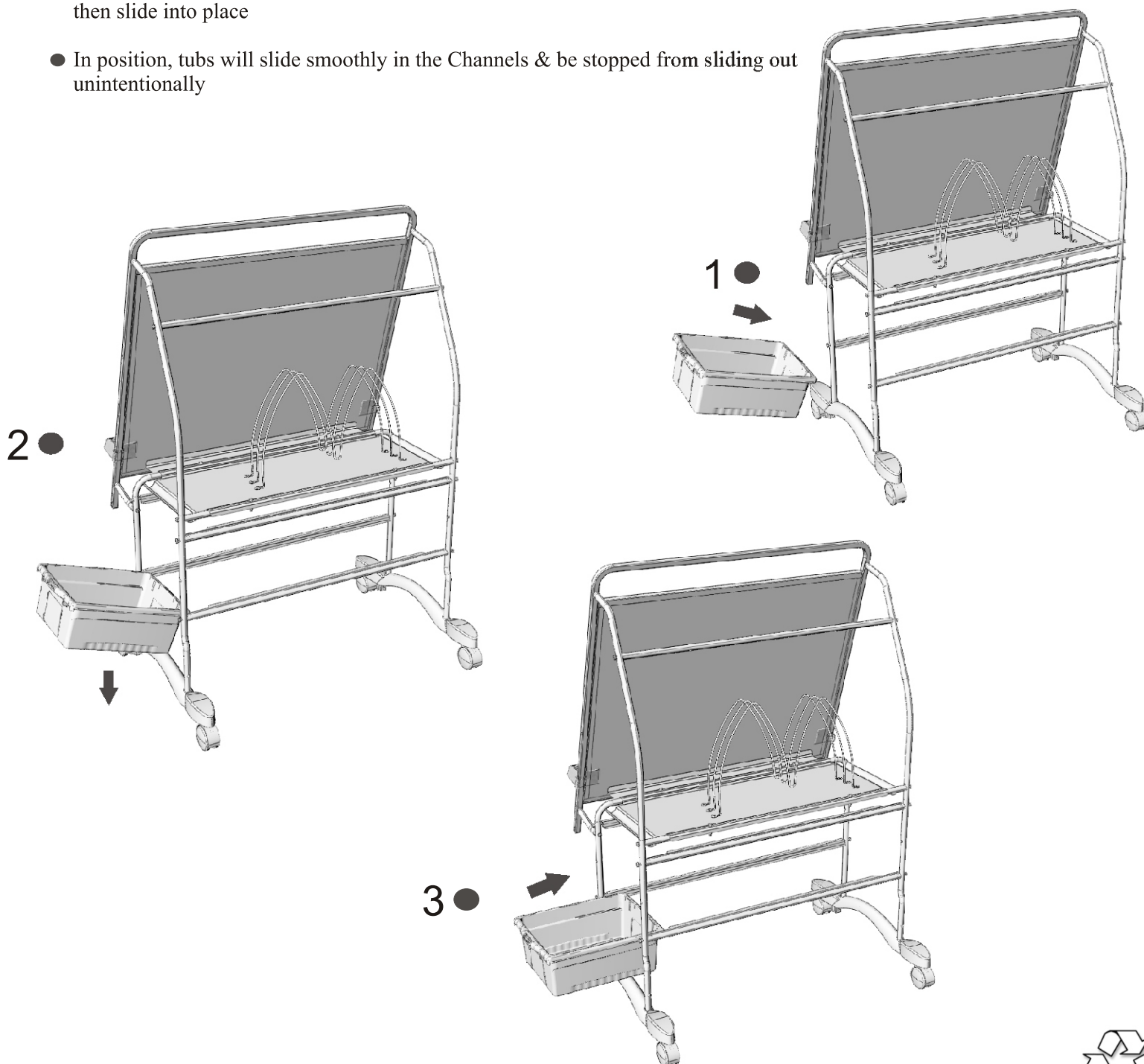
You will need: (Not to Scale)



Open Tub x 4

Place Tubs into Unit

- Angle the Tubs slightly when inserting into the Channel; tilt to fit over stop rib, and then slide into place
- In position, tubs will slide smoothly in the Channels & be stopped from sliding out unintentionally



11

You will need: (Not to Scale)

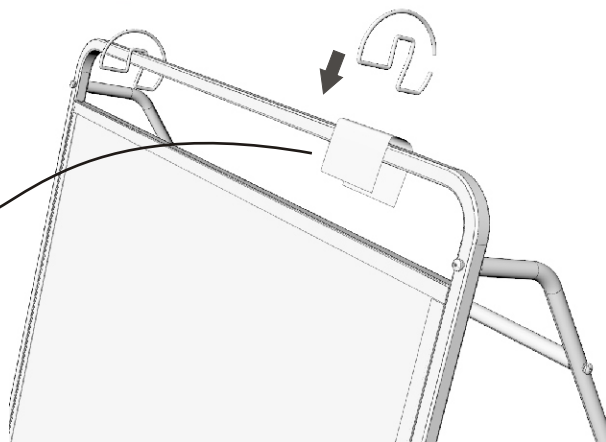


Chart Paper Hooks x 2

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

Plastic Bag



12

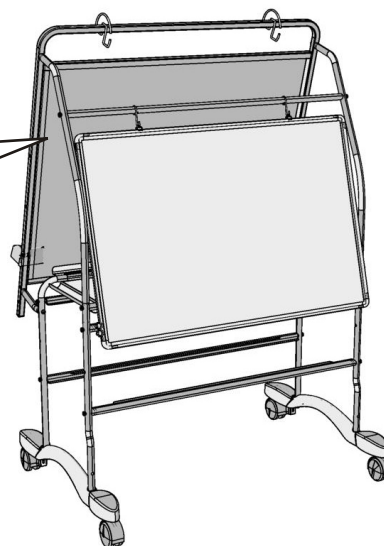
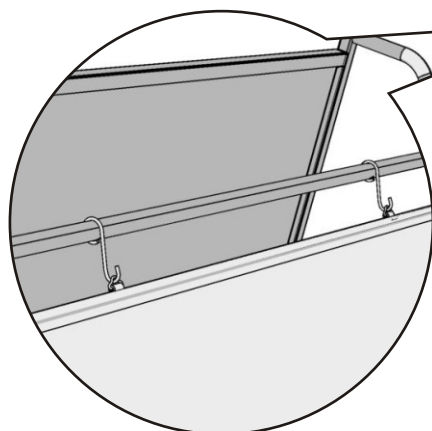
You will need: (Not to Scale)



Rear Whiteboard x 1

Install the Rear Whiteboard

- Use the Rear Whiteboard Hooks to Hang the Rear Whiteboard.





Validate Your Warranty & Enter to Win!



To validate your lifetime frame & lifetime tub 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

I hope that the assembly of your **NEW Queen Royal Reading Writing Center** went well.

If you have any questions, or concerns, 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

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

