

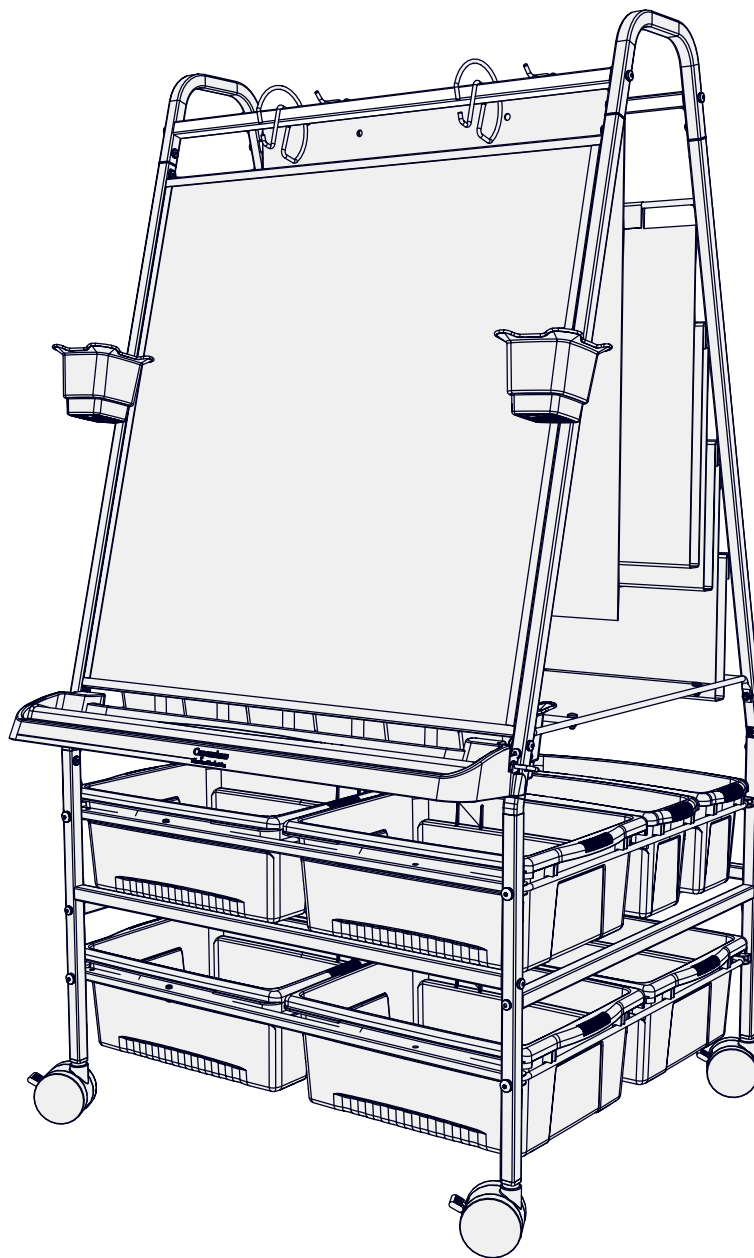


Assembly Guide

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

For assistance, please contact us by telephone at **1-800-267-8494** or email at info@copernicused.com.

Have your packing slip ready for reference.



Customer Service & Warranty Information

Dear Educator,

Thank you for purchasing the 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](mailto:info@copernicused.com)

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



www.copernicused.com

Lifetime
Frame & Tub
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
Warranty

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.



Climb Hazard

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



Indoor Use Only

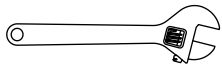
This product is intended for indoor commercial use only. To reduce the risk of fire or electric shock, do not expose this product to rain or moisture. The internal components are not sealed from the environment.

Parts

Before beginning, you should have:

Additional tools required:

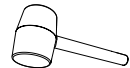
Adjustable Wrench **1x**



OR 10mm Wrench **1x**

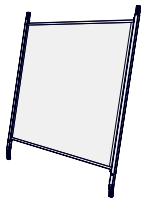


Rubber Mallet **1x**

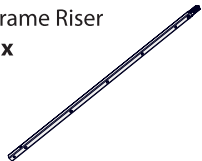


RC200-0

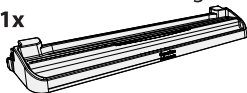
Whiteboard Frame
1x



Frame Riser
2x



Ultra Safe Book Ledge
1x



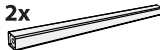
3" Twin Wheel
Locking Caster
4x



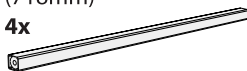
Chart Paper Loop
Hook
2x



Short Stretcher
(635mm)
2x



Long Stretcher
(718mm)
4x



Bottom Frame
(Left)
2x



Bottom Frame
(Right)
2x



Chart Paper Peg Hook
2x



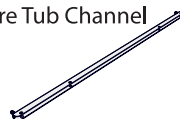
Tub Rack
2x



Top Tube
2x



Wire Tub Channel
4x



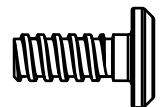
Inside

Hardware Actual Size

(A) M6 x 40mm Screw
(43240)
12x



(B) Fast Lead Screw 15mm
(43060)
8x



(C) M4 x 19mm Shoulder Bolt
(433062)
4x



(D) M6 Barrel Nut
8x



(E) M8 Lock
Washer
8x



(F) M6 Lock
Washer
12x

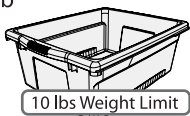


(G) M4 Lock
Nut
(4320924)
4x



RC200-CB1

Open Tub
6x
(CC4068)



Small Tub
4x
(CC4070)

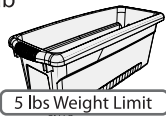
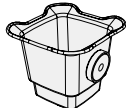


Chart Paper Hang
Tags
40x

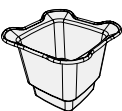


Magnetic Marker
Holder
1x



RC200-1

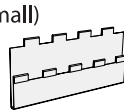
Tiny Tub
6x



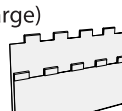
Magnetic Marker
Holder
1x



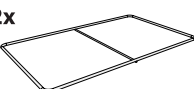
Book Folder
(Small)
2x



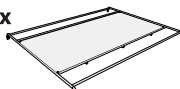
Book Folder
(Large)
1x



Tub Rack
2x



Shelf Assembly
1x



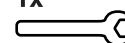
Back Wire Rods
4x



Inside

Tools (Not to Scale)

7mm
Hex Wrench
(43324)
1x



4mm Allen Key
(432810)
1x



3mm Allen Key
(432812)
1x



(H) M6 x 30mm Screw
4x



(C) M4 x 19mm Shoulder Bolt
(433062)
4x



(I) M6 Lock
Nut
4x



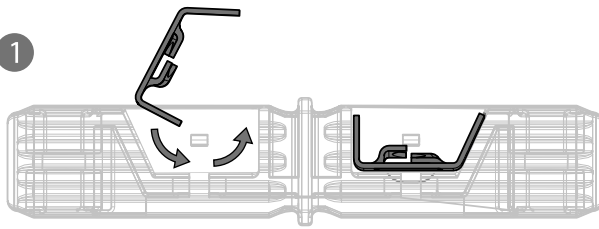
(G) M4 Lock Nut
(4320924)
4x



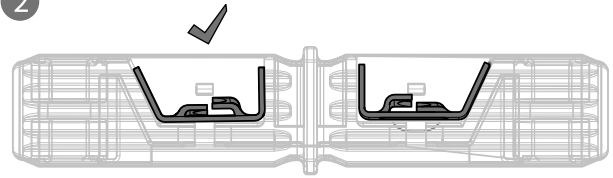


In case your wedge nut becomes dislodged from the connector, follow these steps to reinstall.
To help keep the wedge nut in place, do not remove the paper cover until you are ready to assemble the connector.

1



2



1

Actual Size:

(A)
4x

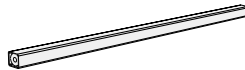


(F)
4x



You will need: (Not to Scale)

Long Stretcher
(718mm)
2x



Bottom Frame
(Left)
2x



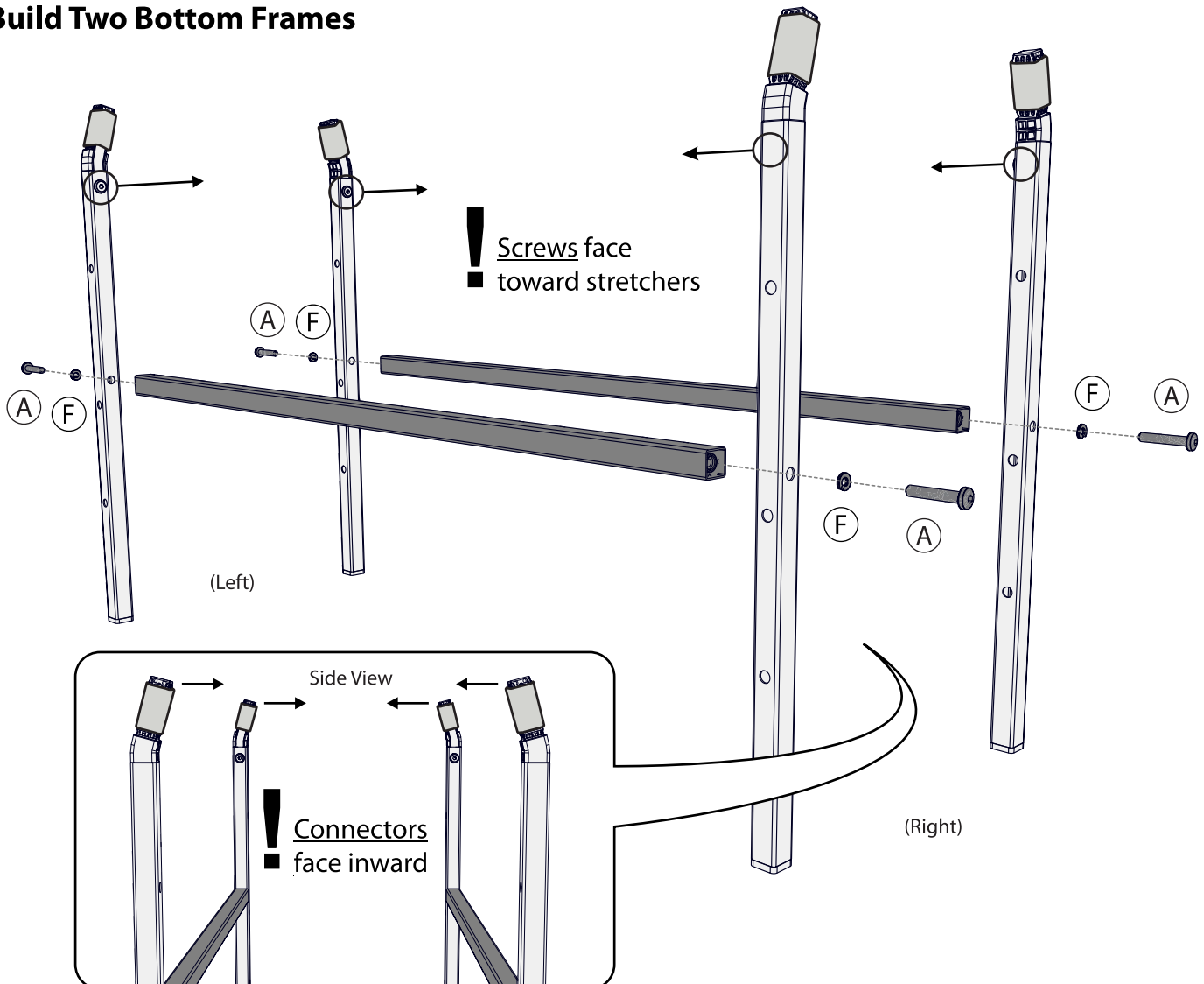
Bottom Frame
(Right)
2x



4mm Allen Key
1x



Build Two Bottom Frames



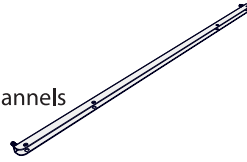
2

Actual Size:



You will need: (Not to Scale)

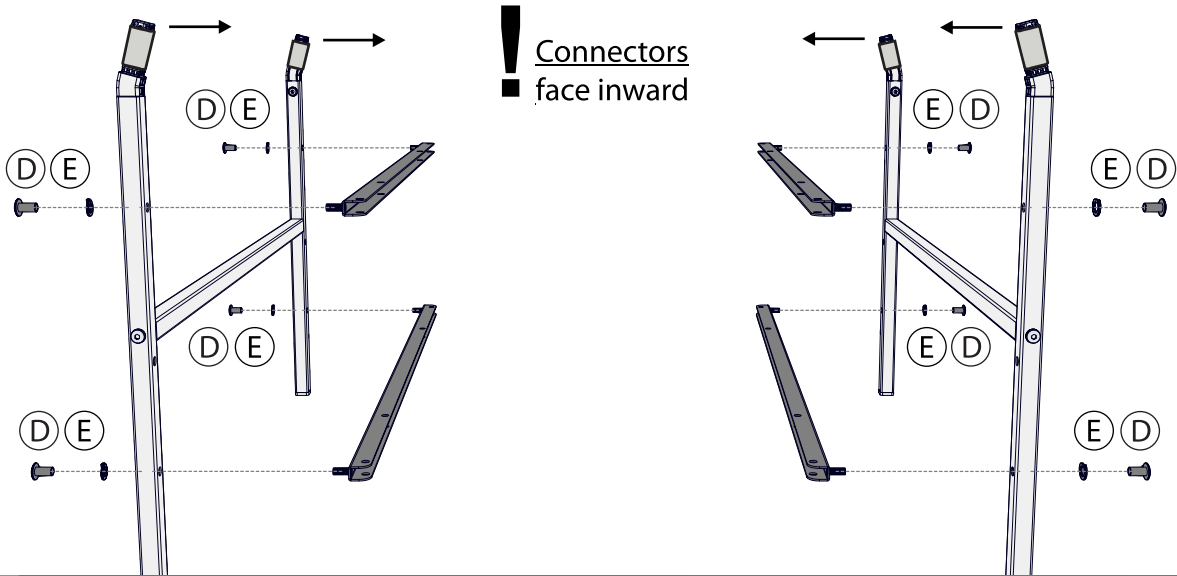
Wire Tub Channels
4x



4mm Allen Key
1x



Attach Wire Tub Channels



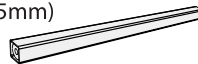
3

Actual Size:



You will need: (Not to Scale)

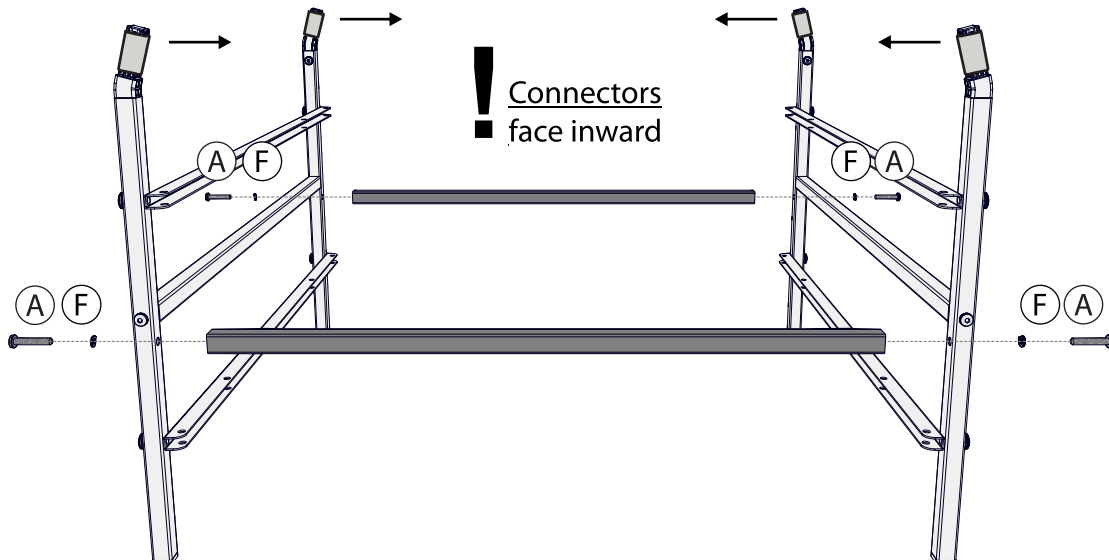
Short Stretcher (635mm)
2x



4mm Allen Key
1x



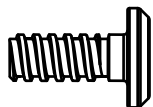
Install Short Stretchers



4

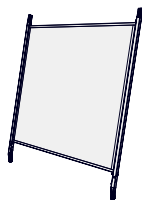
Actual Size:

(B)
4x

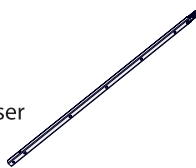


You will need: (Not to Scale)

Whiteboard Frame
1x



Frame Riser
2x



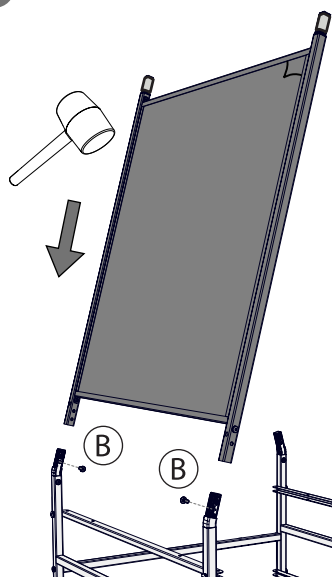
4mm Allen Key
1x



Rubber Mallet
1x



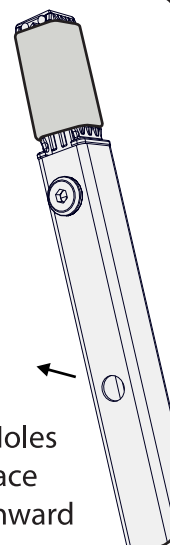
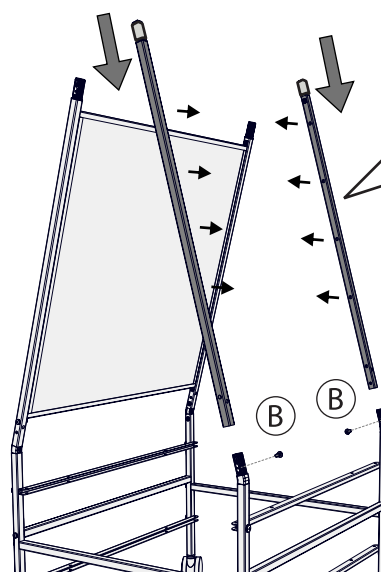
1 Attach Whiteboard Frame



! ATTENTION:
Wedge nuts move
when tapping in
the frame

Remove paper
wrap from these
connectors (4x)

2 Attach Frame Risers



5

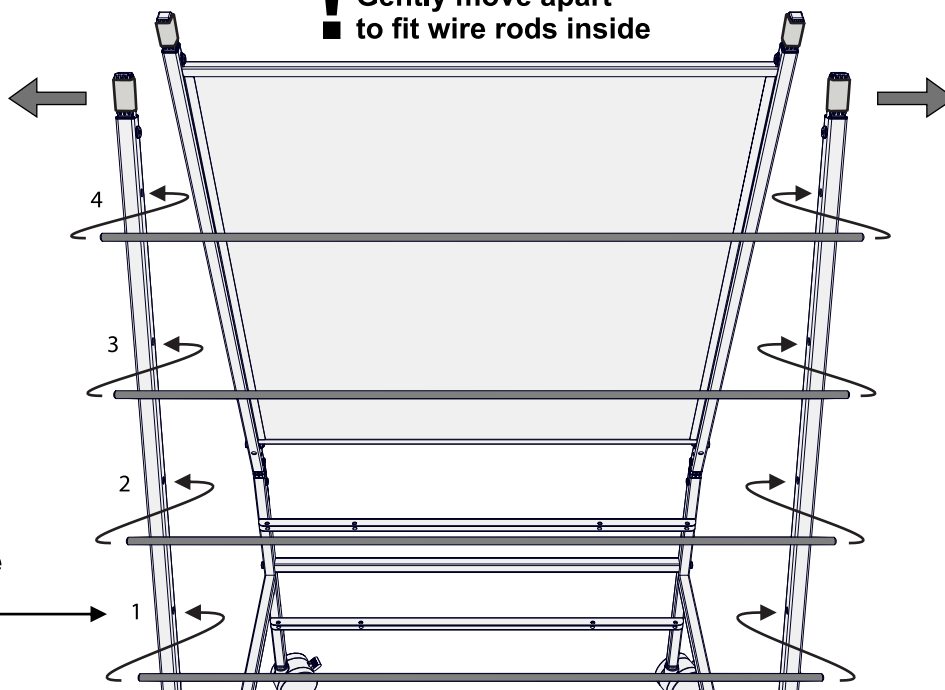
You will need: (Not to Scale)

Back Wire Rods
4x



Install Back Wire Rods

! Gently move apart
to fit wire rods inside



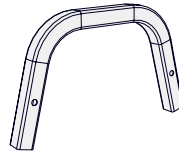
! For easier installation
start with bottom hole
and go upward

6

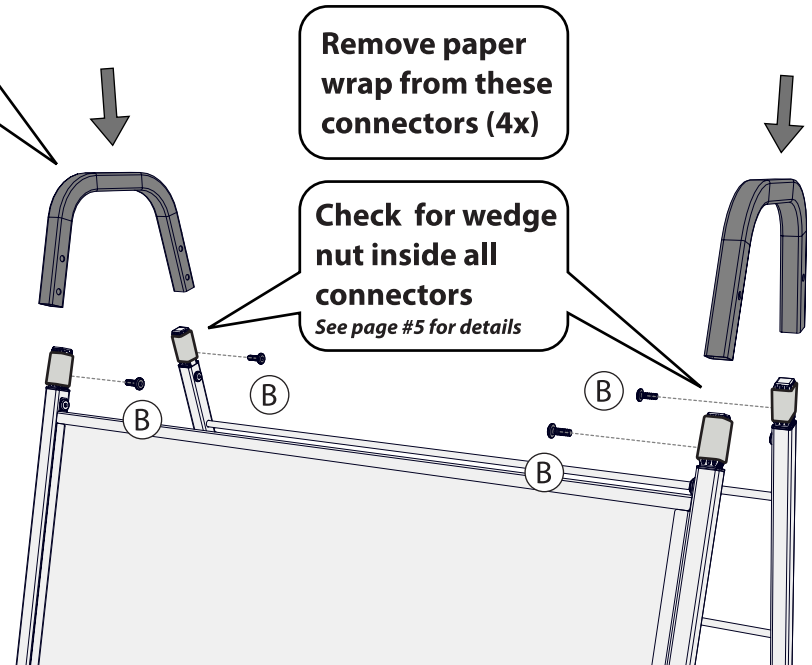
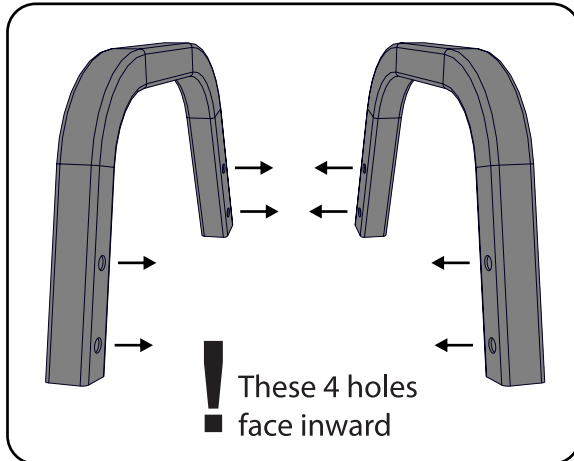
Actual Size:



You will need: (Not to Scale)

Top Tube
2x4mm Allen Key
1xRubber Mallet
1x

Attach Top Tubes

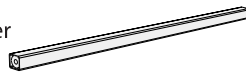


7

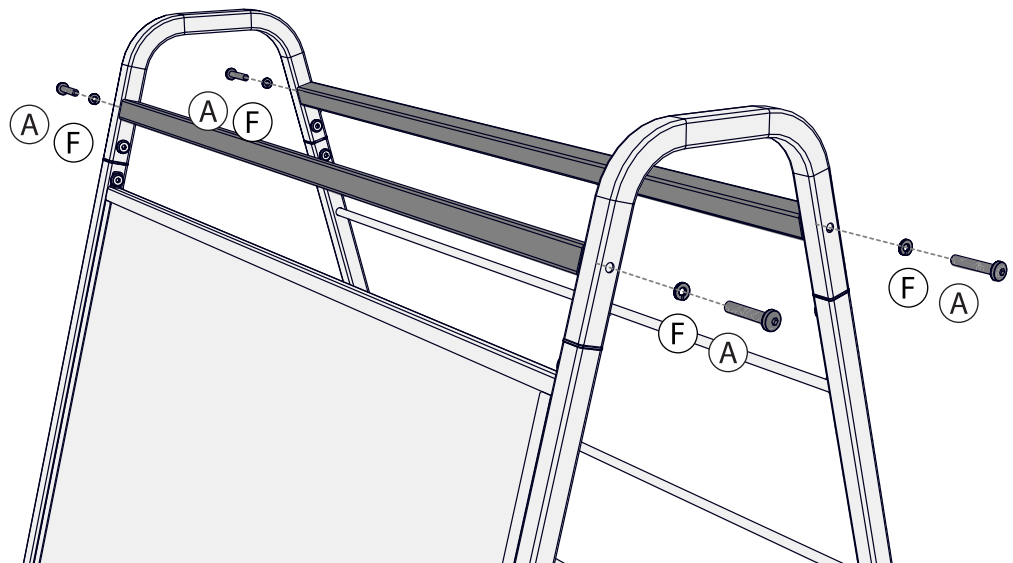
Actual Size:



You will need: (Not to Scale)

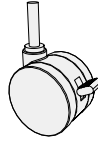
Long Stretcher
2x4mm Allen Key
1x

Install Long Stretchers



8

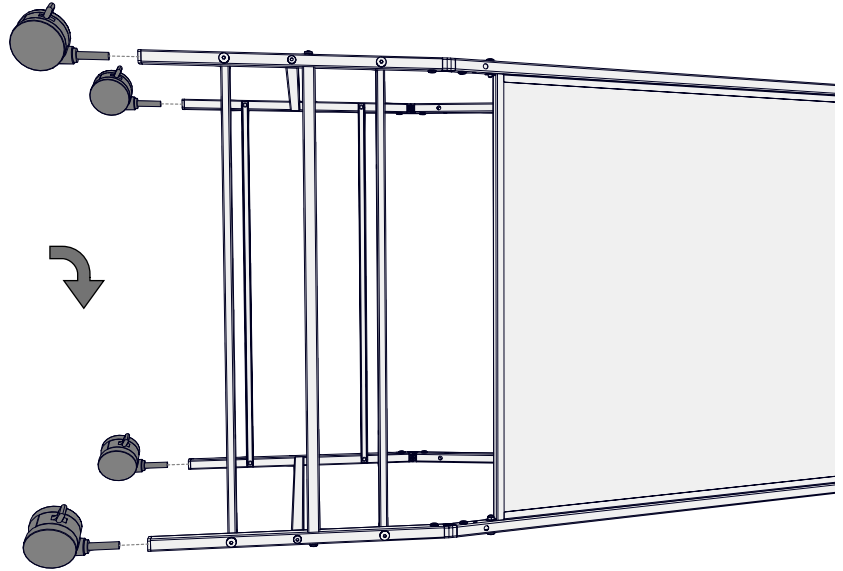
You will need: (Not to Scale)

3" Twin Wheel Locking Caster
4x

Install Casters

! Make sure the casters are
locked before standing unit up

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



9

Actual Size:

(H)
4x



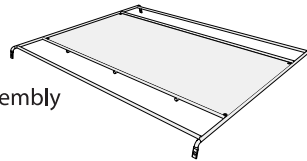
(I)
4x



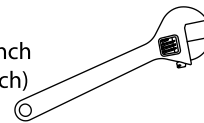
You will need: (Not to Scale)

2-Person Task

Shelf Assembly
1x



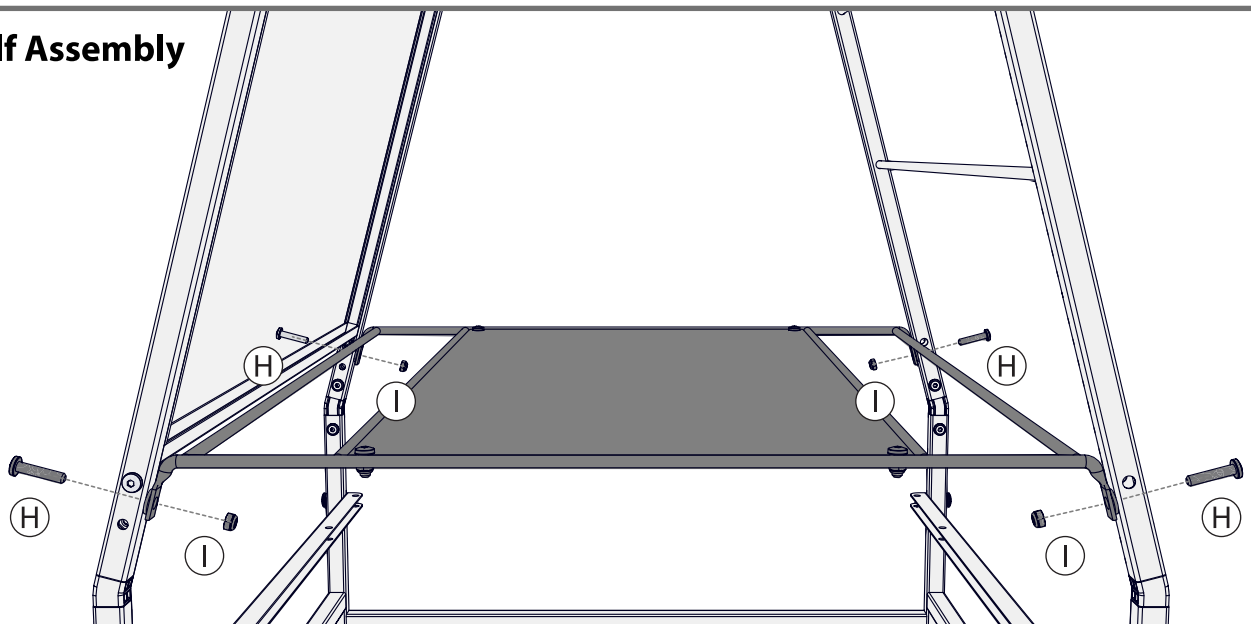
Adjustable Wrench
(or 10mm Wrench)
1x



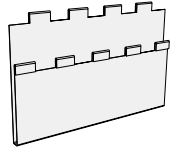
4mm Allen Key
1x



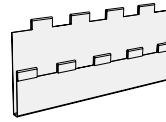
Attach Shelf Assembly



Book Folder
(Large)
1x

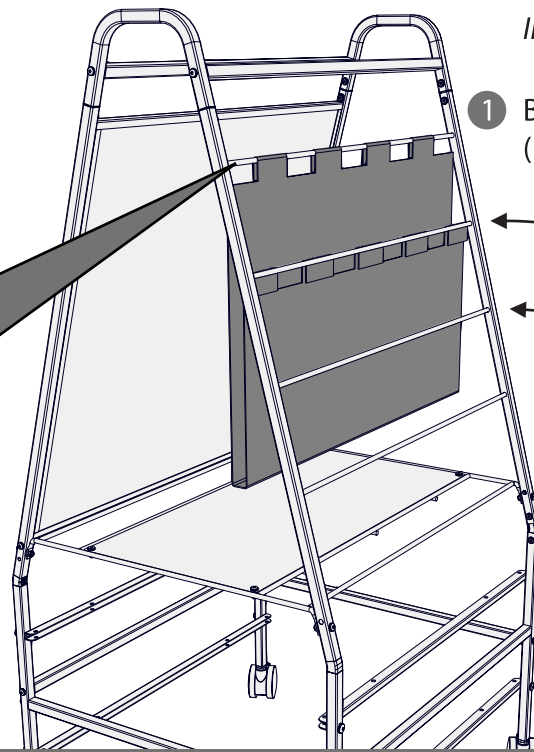
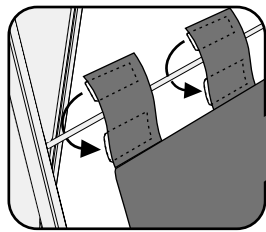


Book Folder
(Small)
2x



Install Book Folders

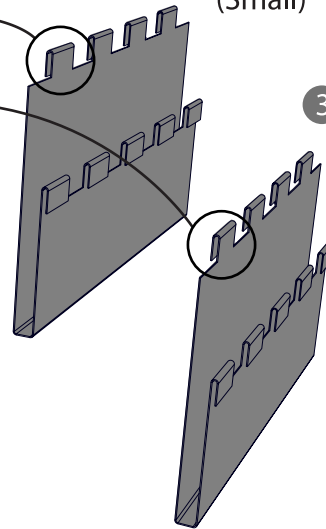
Install in the following order:



1 Book Folder
(Large)

2 Book Folder
(Small)

3 Book Folder
(Small)



Actual Size:

C
4x

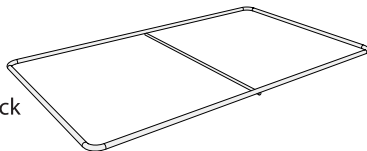


G
4x



You will need: (Not to Scale)

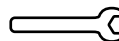
Tub Rack
2x



3mm Allen Key
1x

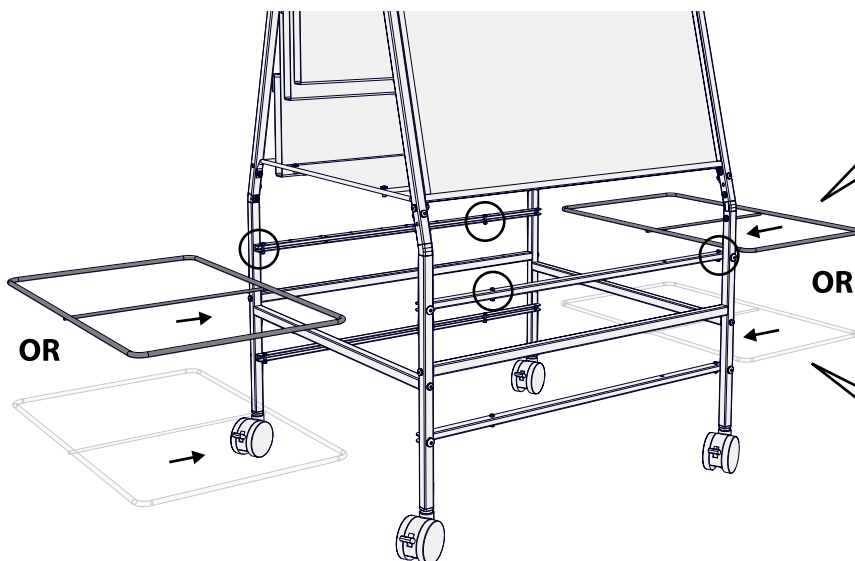


7mm Hex Wrench
1x

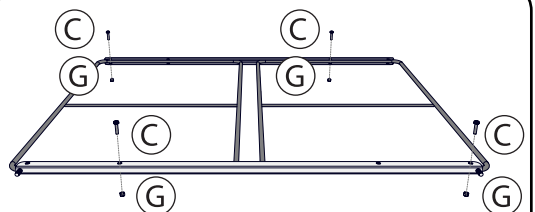


**Do not over tighten
Hardware or Tub Racks
will not slide easily**

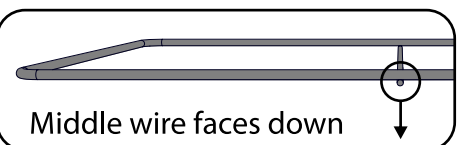
Install Tub Racks



OR



Stagger tub stop hardware like shown above



Middle wire faces down

12

Actual Size:



4x

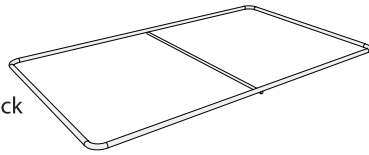


4x



You will need: (Not to Scale)

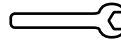
Tub Rack
2x



3mm Allen Key
1x

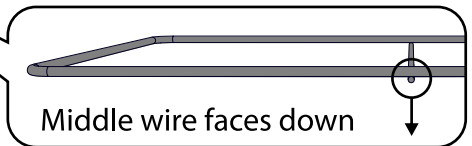
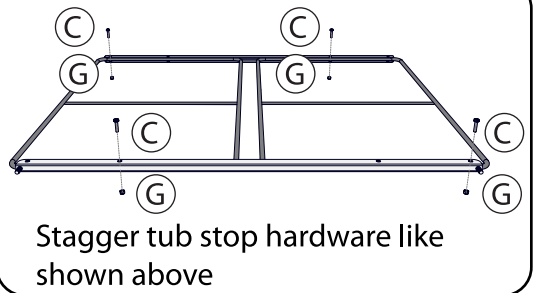
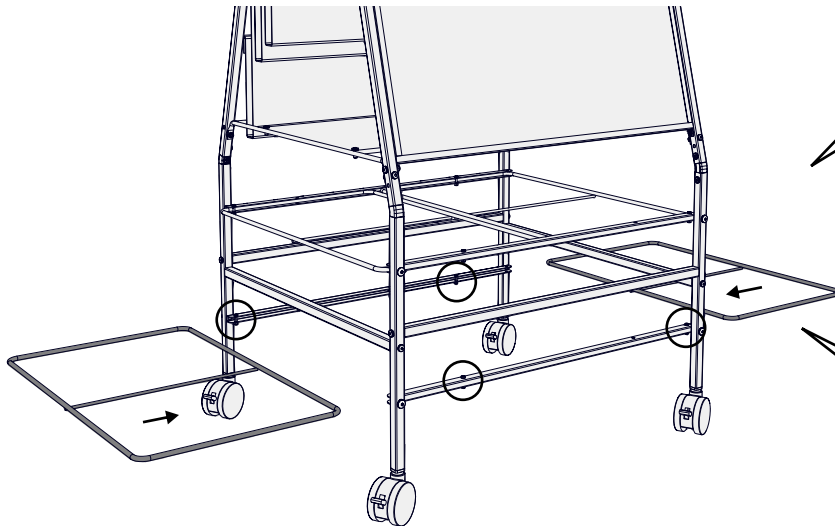


7mm Hex Wrench
1x



**Do not over tighten
Hardware or Tub Racks
will not slide easily**

Installing Additional Tub Racks



13

You will need: (Not to Scale)

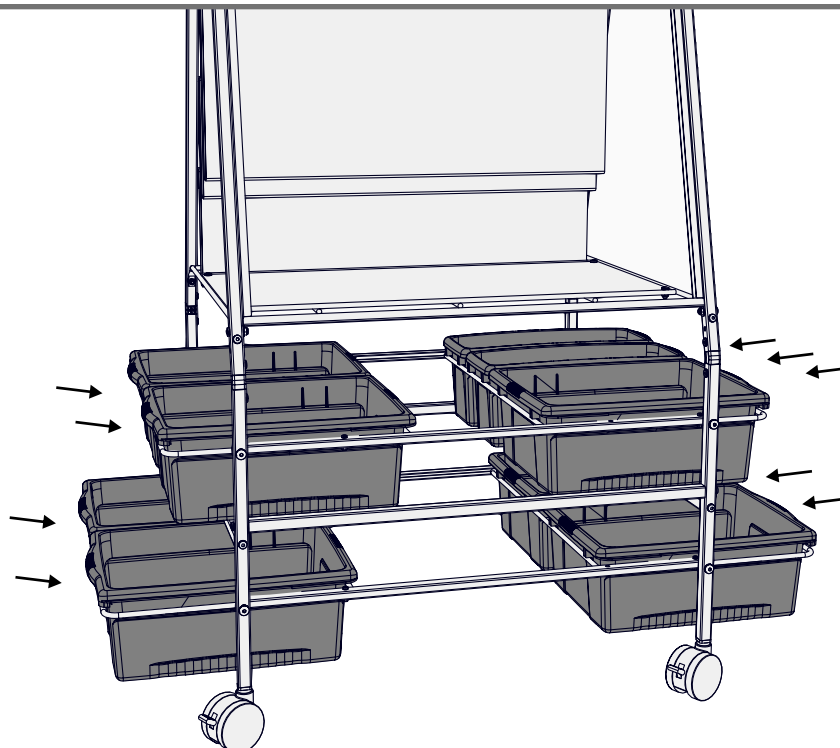
Open Tub
6x



Small Tub
4x



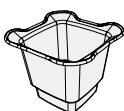
Install Tubs



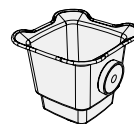
14

You will need: (Not to Scale)

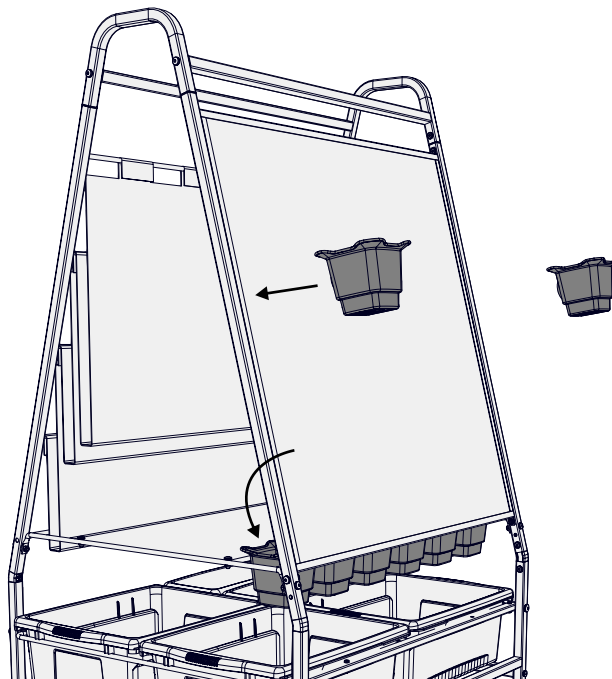
Tiny Tub
6x



Magnetic Marker
Holder
2x



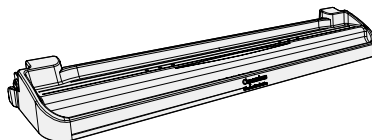
Install Magnetic Tub Holder



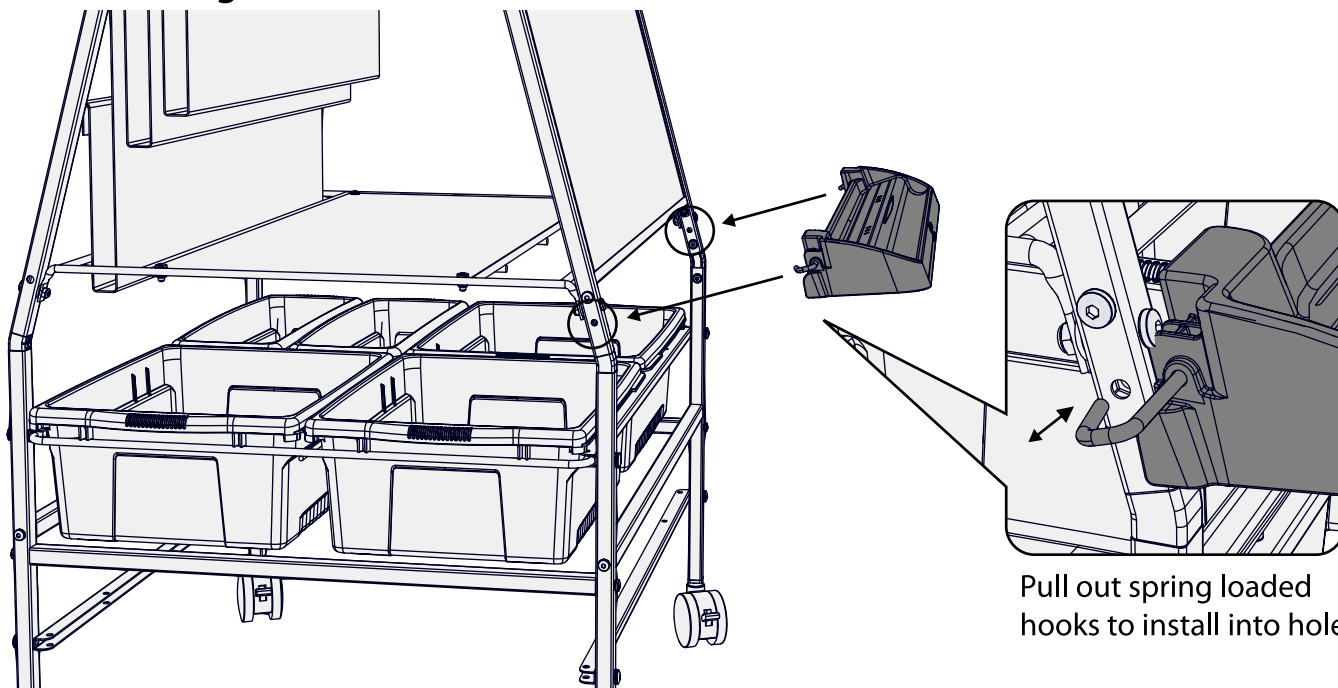
15

You will need: (Not to Scale)

Ultra Safe Book Ledge
1x



Install Book Ledge



Pull out spring loaded
hooks to install into hole

16

You will need: (Not to Scale)

Chart Paper Loop
Hook
2x

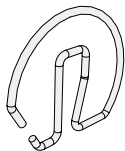
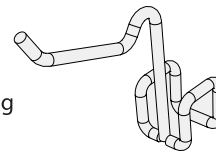
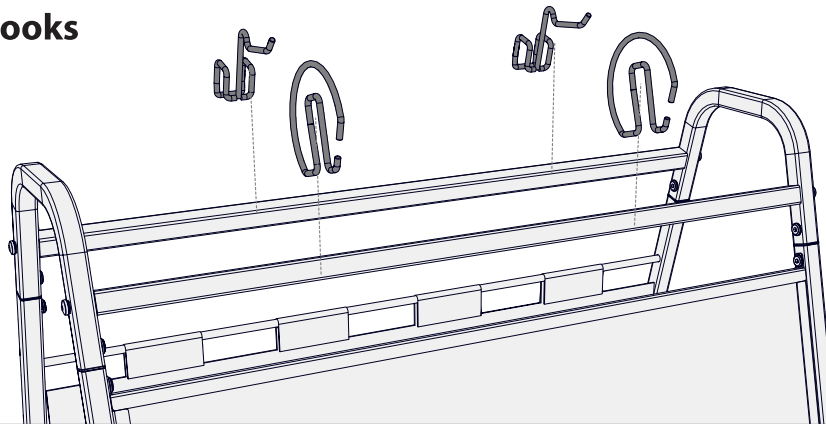


Chart Paper Peg
Hook
2x



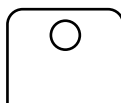
Install Chart Paper Hooks



17

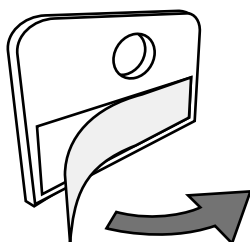
You will need: (Not to Scale)

Chart Paper Hang
Tags
40x



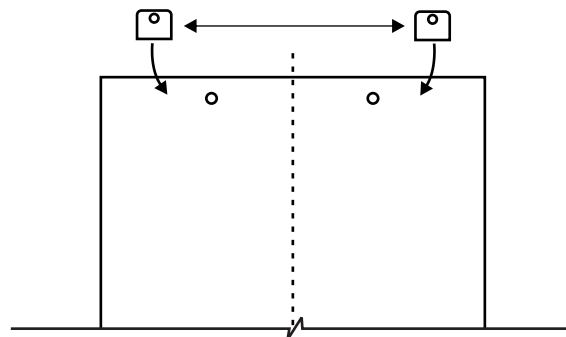
Installs Chart Paper Hang Tags

1 Remove Backing From Hang Tags

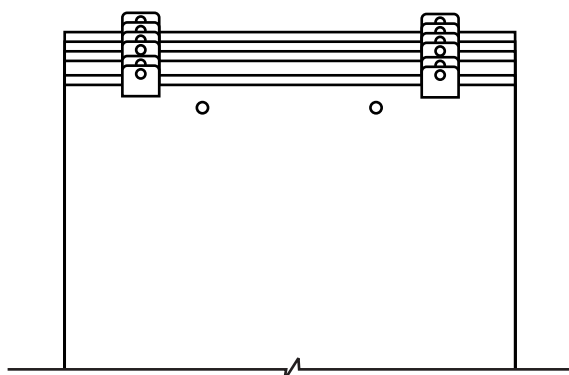


2 Press Hang Tags on Chart Paper (not included)

! Make sure the hang tags are spaced evenly from center of chart paper.



3 Use First Completed Chart Paper as Positioning Template For the Rest



4 Hang Chart Paper on Chart Paper Peg Hooks

