



Assembly Guide

RC107_2017_A

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

For assistance, please contact us:

1-800-267-8494

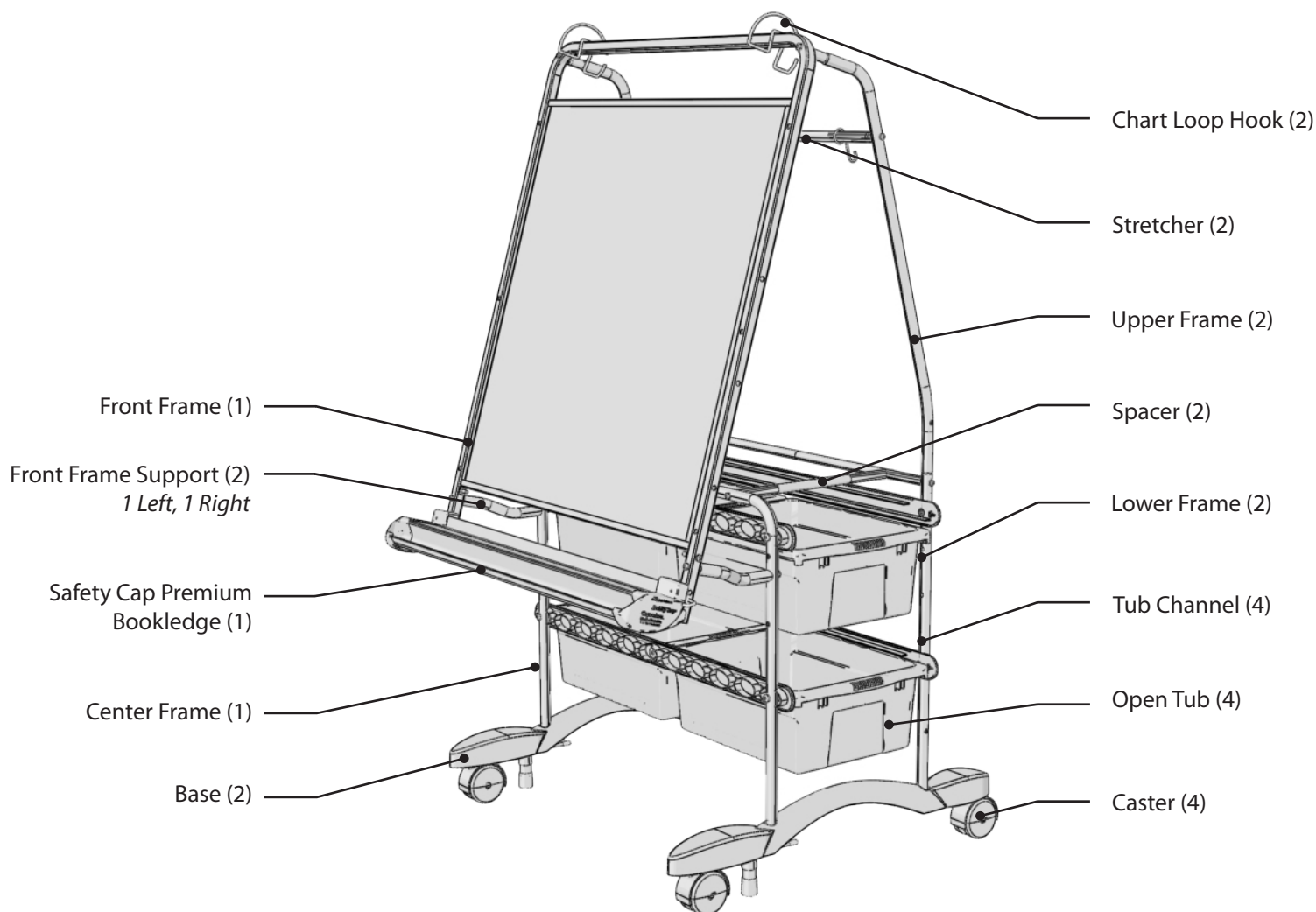
Email info@copernicused.com

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.



Please Recycle

**Assembly Guide**

RC107_2017_A

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1-800-267-8494

Email info@copernicused.com

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Dear Educator,

Thank you for purchasing one of our products. I hope that the Regal™ Reading and Writing Center is useful in your classroom.

If you have any questions, concerns, or ideas please contact us by telephone at 1-800-267-8494 or email at info@copernicused.com.

Enjoy using your new product and happy teaching.

Jim Phillips
 Chief Cook and Bottle Washer

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.



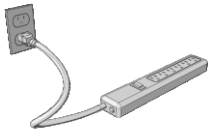
Adult
Supervision

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



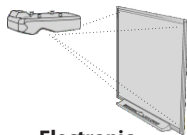
Indoor Use
Only

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:

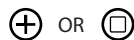
Adjustable
Wrench

OR

10mm
Wrench

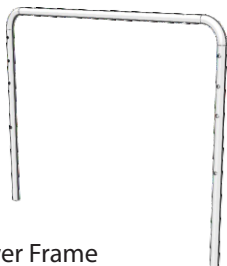
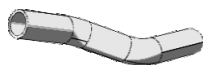
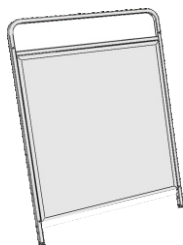
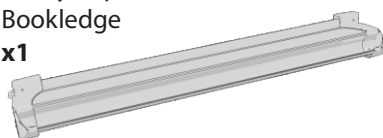
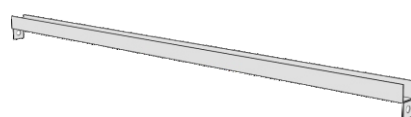
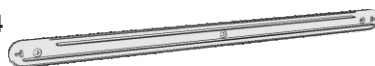
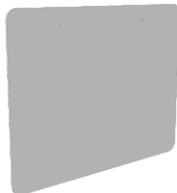
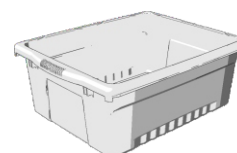
+

Screwdriver



+

(Optional)

Rubber Mallet
x1**Contents - Box 1**Base
x2Center Frame
1xLower Frame
1 Left, 1 Right
x2Upper Frame
1 Left, 1 Right
x2Front Frame Support
1 Left, 1 Right
x23" Caster
x4Chart Loop Hook
x2Rear Whiteboard Hook
x2Front Frame
x1Safety Cap Premium
Bookledge
x1Stretcher
x2Spacer
No Thru Holes
x2Whiteboard Channel
x1Tub Channel
x4Removable Rear Whiteboard
x1**In Box 1****Hardware**
*Actual Size*A M6 x 15mm
x10B M6 x 35mm
x16C M5 x 35mm
x2D M6 Barrel Nut
x10E M6 Lock Washer
x18F M8 Lock Washer
x10Hex Socket Driver
(Not to Scale)
x1Allen Key
(Not to Scale)
x2**Contents - Box 2**Open Tub
x4

Tips for Assembly

Watch for These Helpful Symbols

This symbol denotes a 2- or 3- 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)



Base
x2

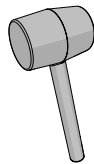
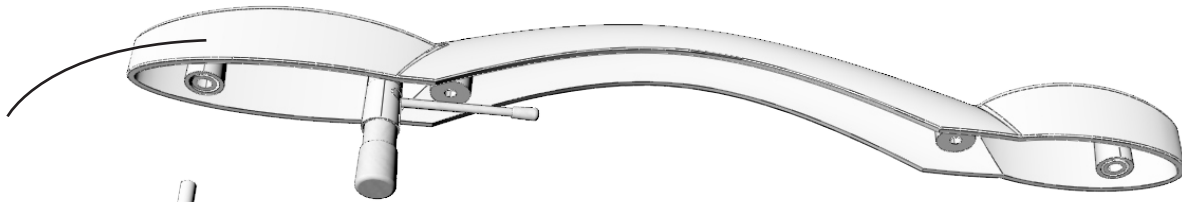


Caster
x4

Install Casters

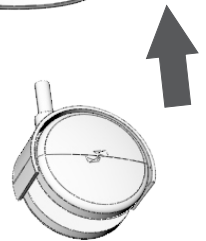
You should begin the installation with the brakes in the UP Position

Front



Press Casters firmly into the Base:

- Casters will click into place
- If necessary, tap the caster in using a rubber mallet.



2

Actual Size:

(B)

M6 x 35mm
x4



(E)

M6 Lock Washer
x4

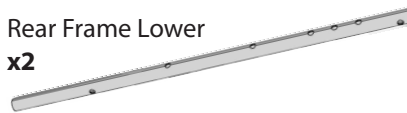


You will need: (Not to Scale)

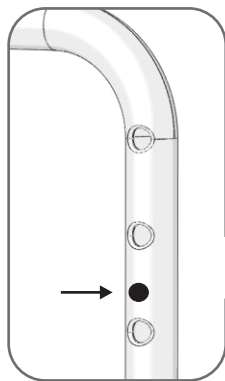


Center Frame
x1

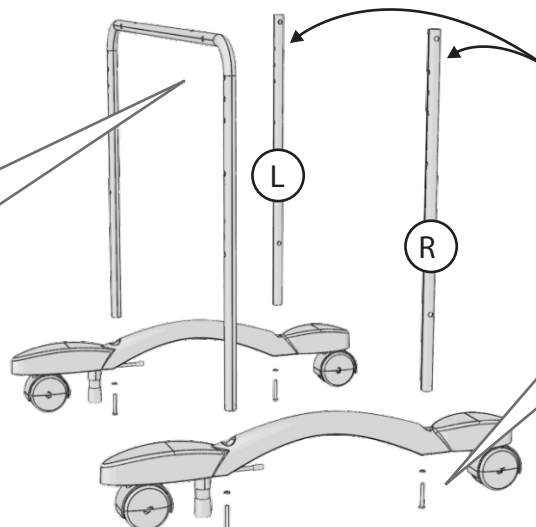
Rear Frame Lower
x2



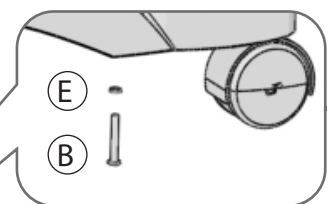
Install Center Frame & Rear Frame Lower



! Black sticker & indents
always face outward



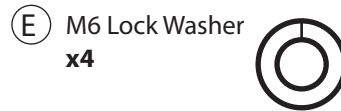
! Note - Left & Right
stickers on the frames



! Tighten bolts

3

Actual Size:

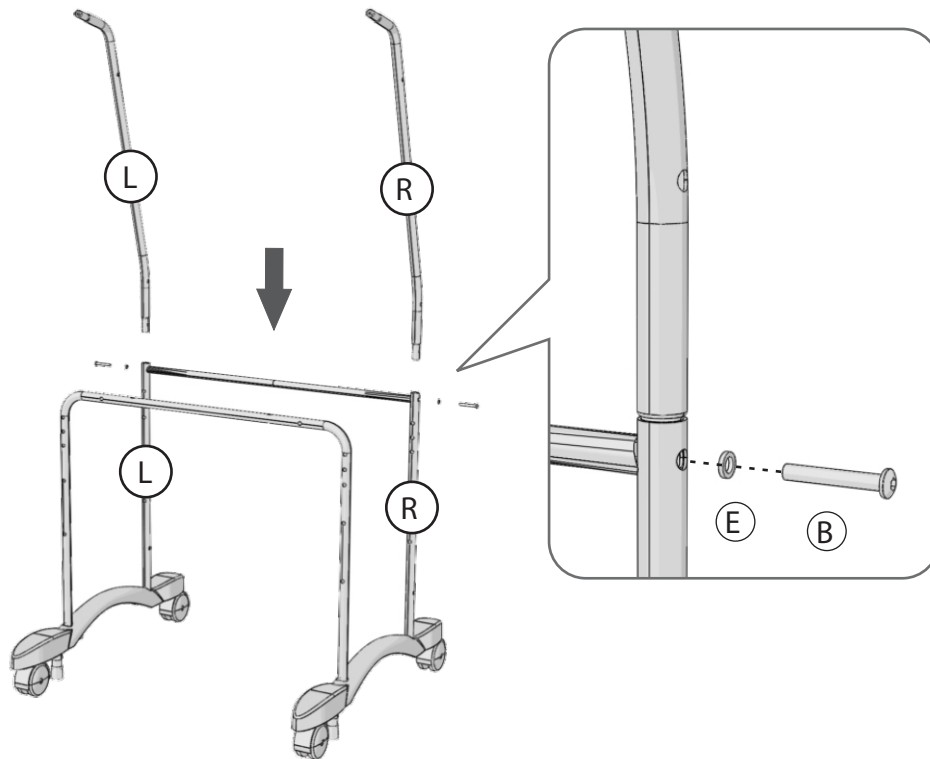


You will need: (Not to Scale)



Build Rear Frame

1



2



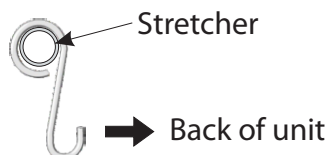
Note - Before securing the stretcher, install hooks directly onto stretcher through the loop end.



3

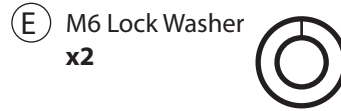


Note - When installing the stretcher on the upper frame, ensure hooks face back of unit!



4

Actual Size:

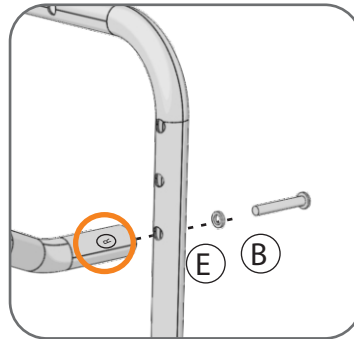


You will need: (Not to Scale)

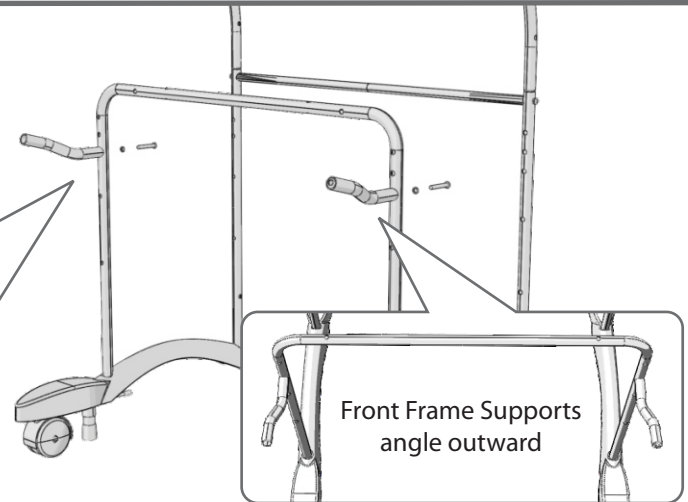
Front Frame Support
1 Left, 1 Right



Install Front Frame Supports

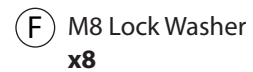
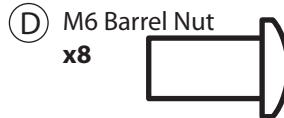


! Note left and right labels
to ensure correct assembly



5

Actual Size:



You will need: (Not to Scale)

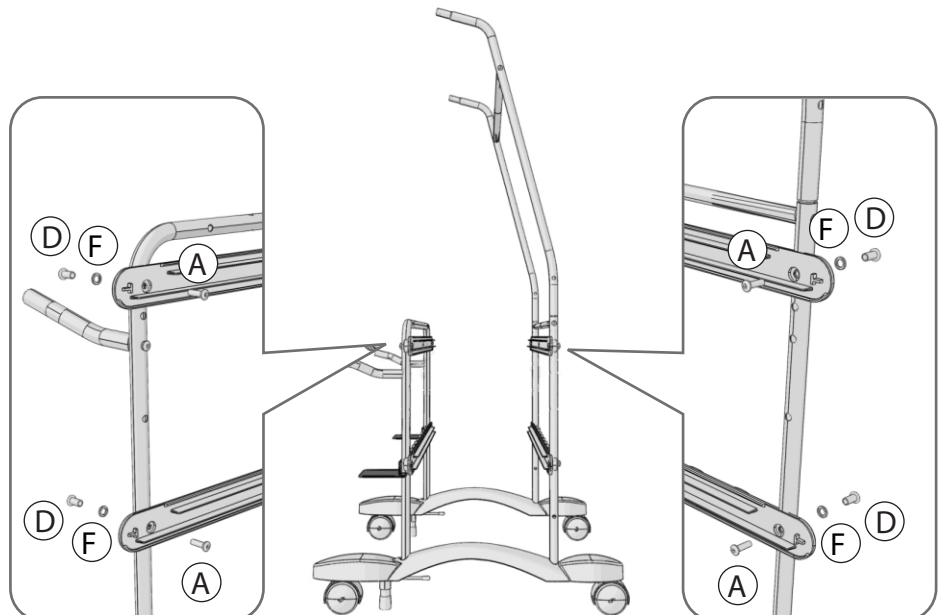
Tub Channels
x4



Top
Bottom

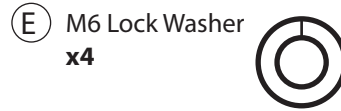
Install Tub Channels

! Note:
Fasten both ends of
each Tub Channel



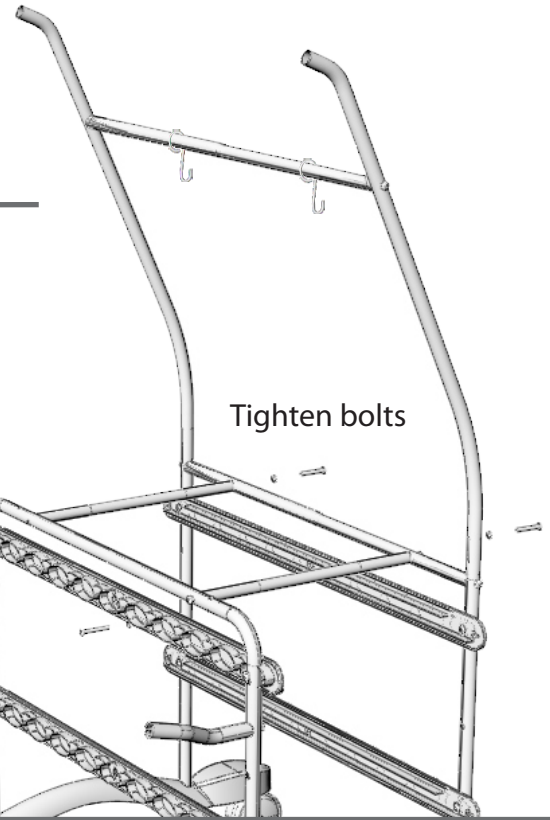
6

Actual Size:



You will need: (Not to Scale)

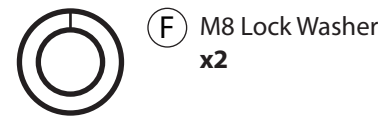
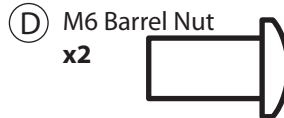
Spacer
No Thru Holes
x2



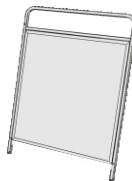
Install Spacers

7

Actual Size:



You will need: (Not to Scale)



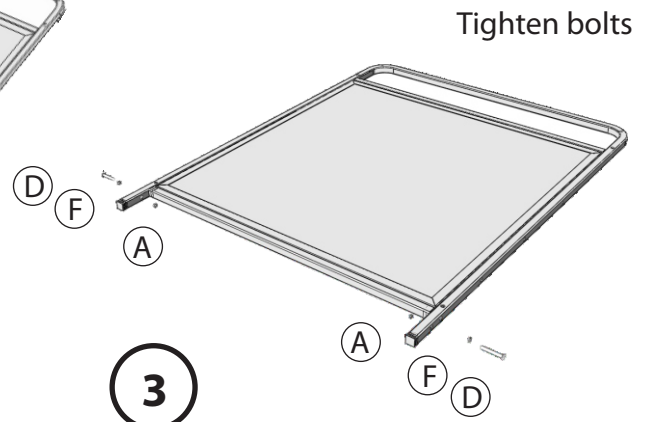
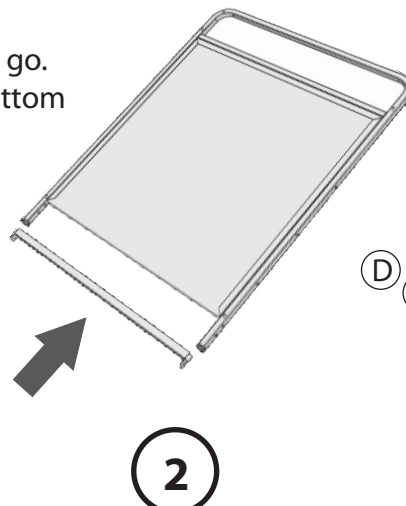
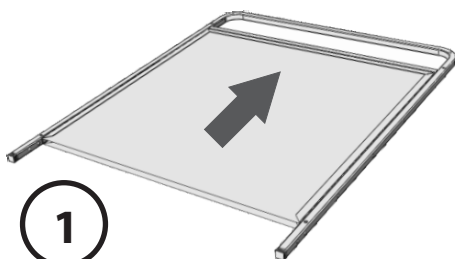
Front Frame Assembly
x1

Whiteboard Channel
x1



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:

(B)

M6 x 35mm

x2



(C)

M5 x 35mm

x2



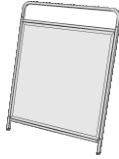
(E)

M6 Lock Washer

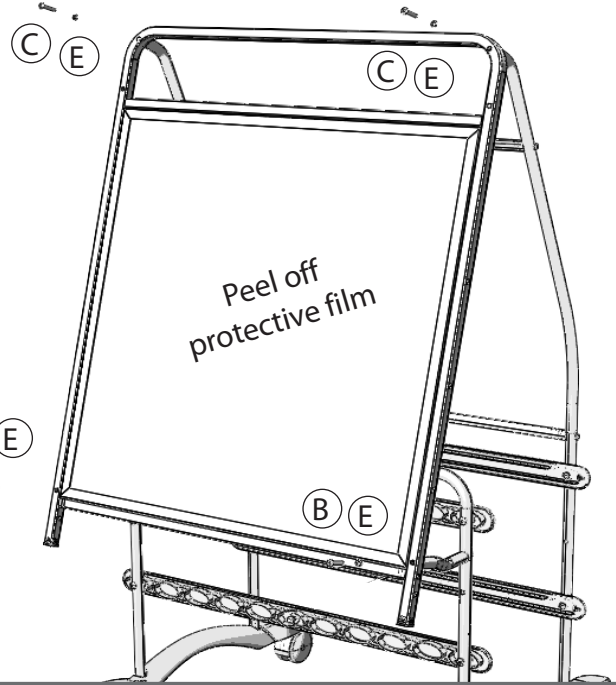
x4



You will need: (Not to Scale)

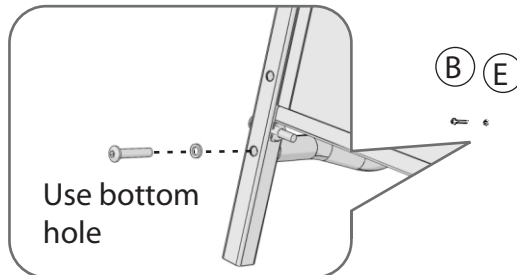
Front Frame Assembly
x1

Tighten bolts

Peel off
protective film

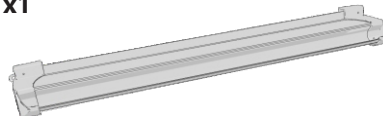
Attach Whiteboard

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

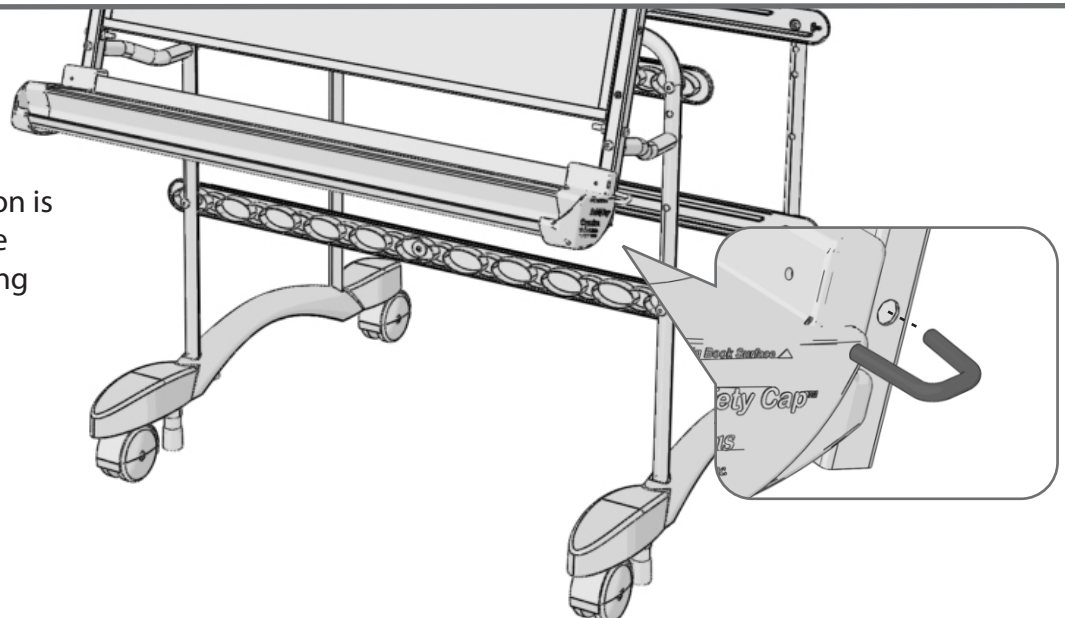
9

You will need: (Not to Scale)

Safety Cap Premium Bookledge
x1

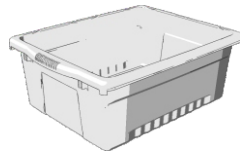
Install Book Ledge

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



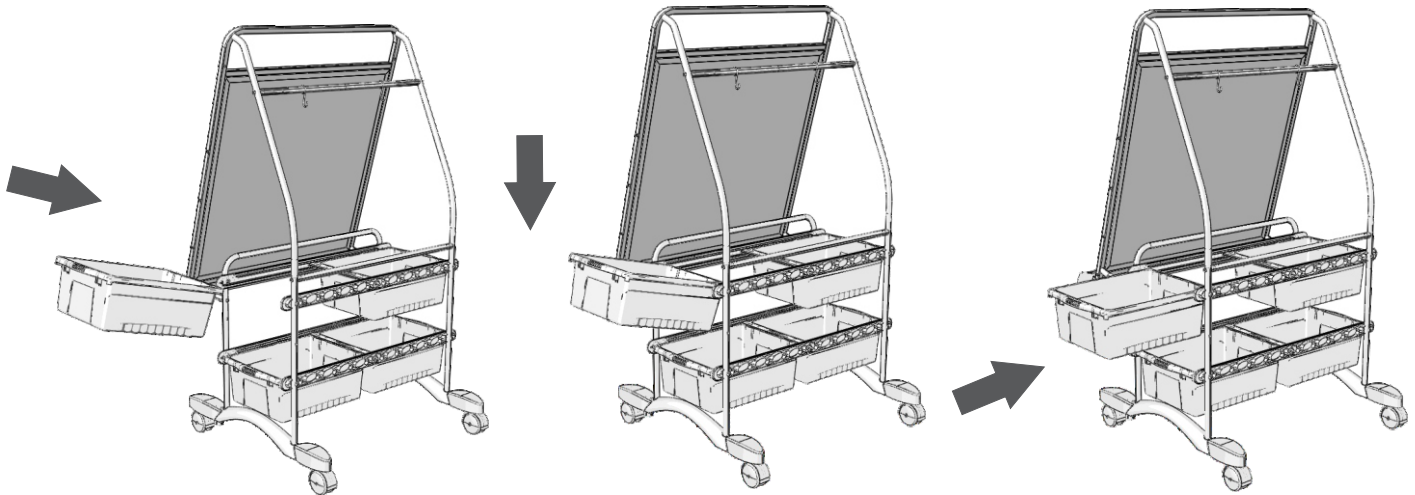
10

You will need: (Not to Scale)



Open Tub
x4

Place Tubs into Unit



11

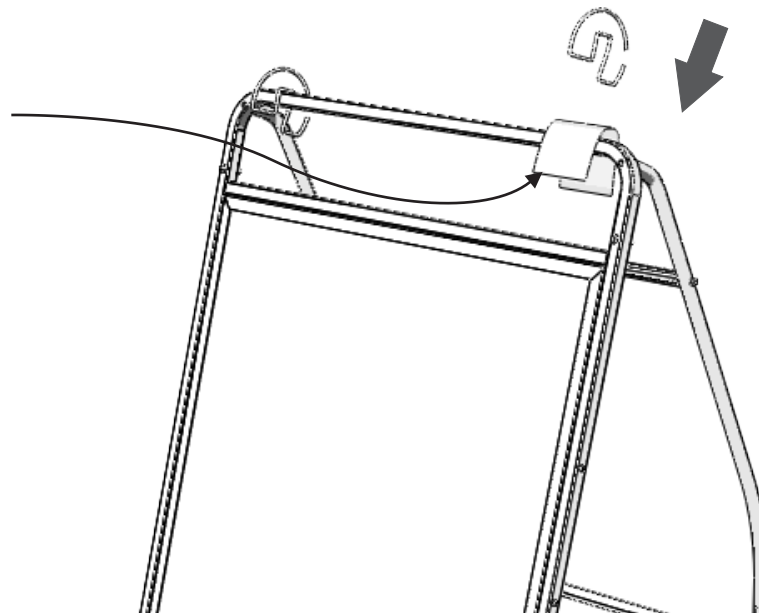
You will need: (Not to Scale)



Chart Paper Hooks
x2

Attach Chart Paper Hooks

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

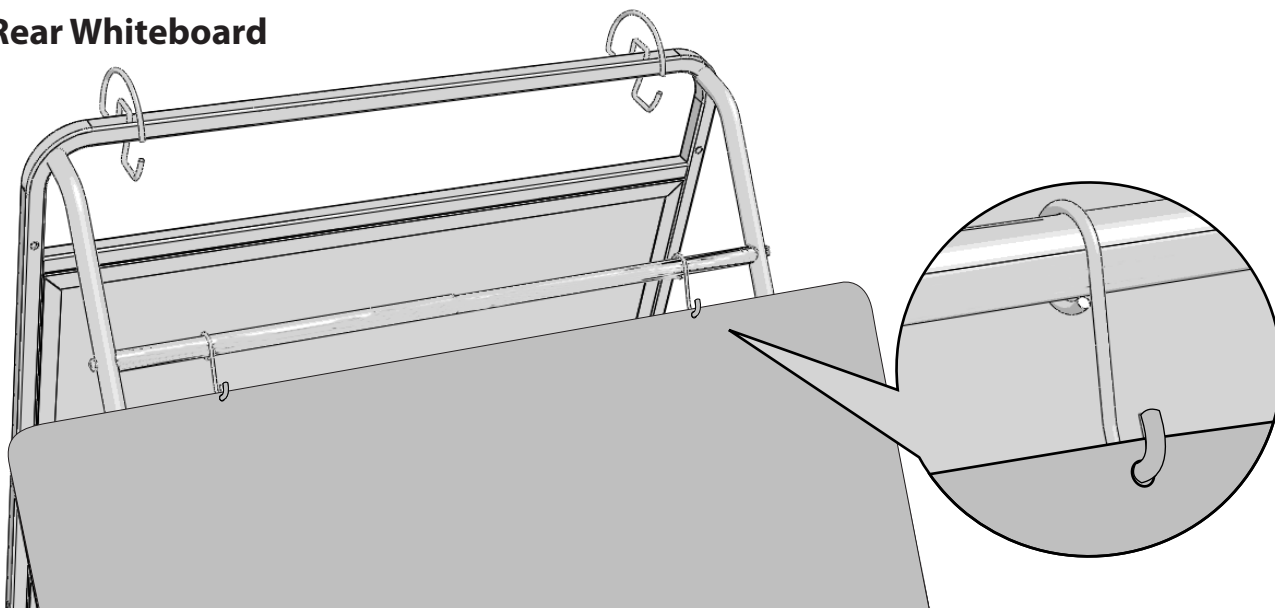


You will need: (Not to Scale)



Rear Whiteboard
x1

Hang Rear Whiteboard



**Congratulations! Now you can go and enjoy your
Regal[™] Reading and Writing Center**