



Assembly Guide

IS2_2016_C

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.

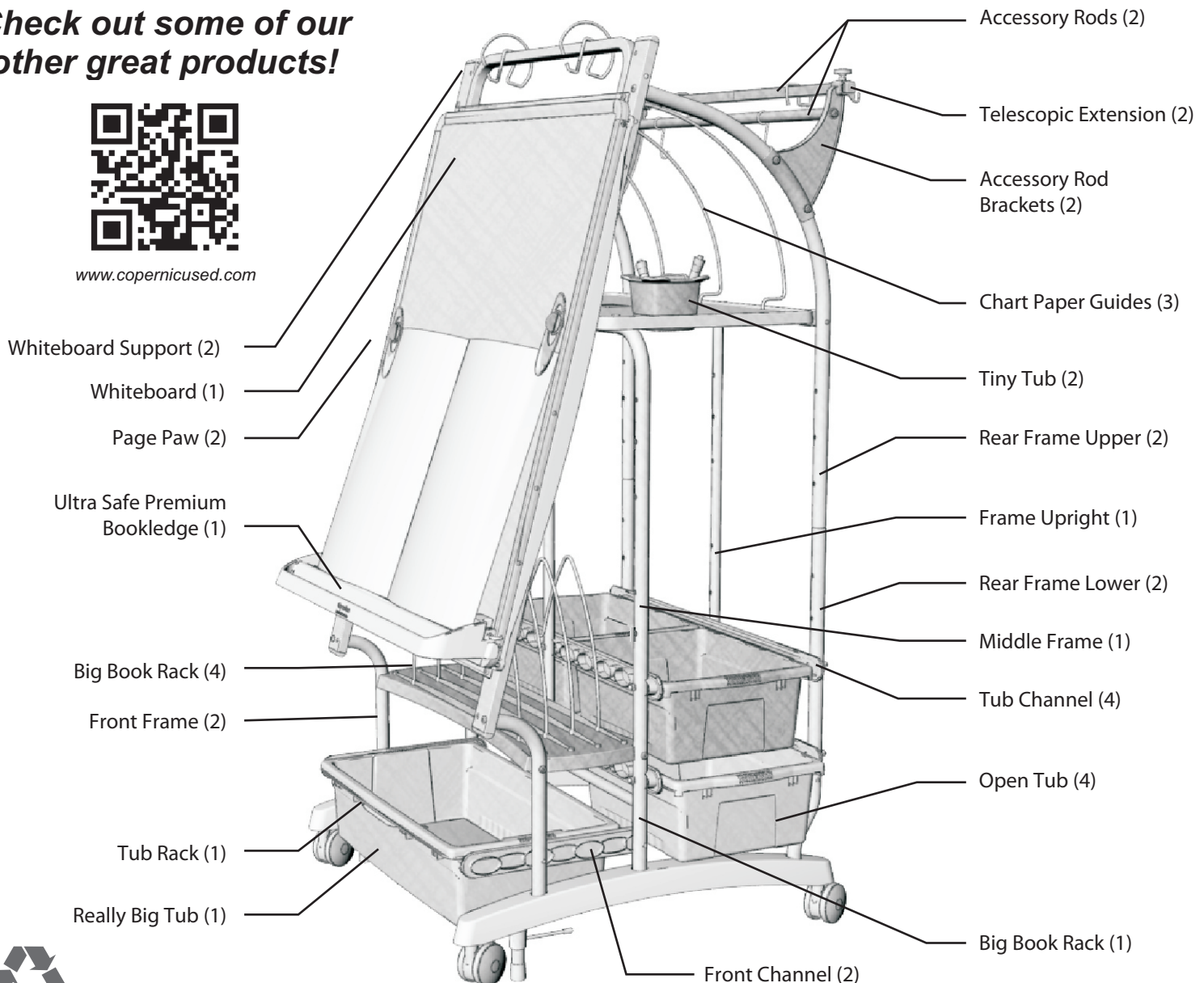
Don't forget to check out our tips for your whiteboard at:

www.copernicused.com

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



www.copernicused.com



Please Recycle



Assembly Guide IS2_2016_C

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www.copernicused.com

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1-800-267-8494

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Dear Educator,

Thank you for purchasing one of our products. I hope that the Standard Royal® Inspiration Station 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

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

**Life
Time**

Frame
Warranty

**Life
Time**

Tub
Warranty

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!



Before beginning, you should have:

Additional tools required:



Adjustable wrench

OR

10mm (3/8")
Wrench

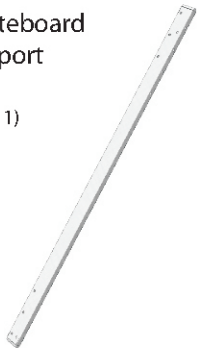
Rubber Mallet

**Contents - IS2-0**

Whiteboard
1x
(32104)



Whiteboard
Support
2x
(32211)



Front Frame
2x
(33029)



Rear Frame
Lower
2x
(33030)



Rear Frame Upper
2x
(33031)



Middle Frame
1x
(33032)

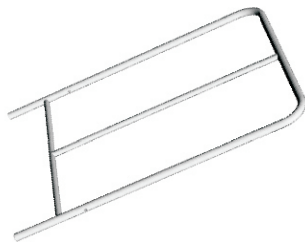


Chart Paper
Support
1x
(33034)



Stretcher - 26-15/16"
2x
(33035)



Frame Upright - 32"
1x
(33033)



Ultra Safe Premium
Bookledge
1x
(PABL30)



Base
2x
(23210)



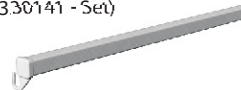
Chart Paper
Hooks
2x
(310171)



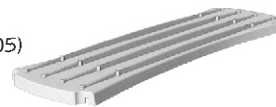
Accessory Rod
Brackets & Knob
1 Left, 1 Right
2x
(23207 - Set)
(23207L)
(23207R)



Telescoping
Extension
1 Left, 1 Right
2x
(330141 - Set)



Big Book Rack
1x
(23205)



Top Shelf
1x
(23206)



Tub Rack
1x
(31058)



Rear Hanging
Hook
2x
(31061)



Square
Accessory Rod
1x
(33027)



Round
Accessory Rod
1x
(33028)



Chart Paper
Guide
3x
(31059)



Big Book
Divider
4x
(31060)



Page Paw
2x
(AC450-0)
Individual



S-Hook
2x
(31018)
Individual



Tub Channel
4x
(23208)



Front Channel
1 Left, 1
Right
2x
(23209 - Set)
(23209R)
(23209L)



Continued:

In IS2-0

Hardware

(A)

M6 x 65mm Bolt
4x
(43265)



(B)

M6 x 40mm Bolt
20x
(43240)



(C)

M6 x 30mm Bolt
4x
(43230)



(D)

M6 x 25mm Bolt
6x
(43225)



(E)

M6 x 20mm Bolt
20x
(43220)



(F)

M6 Barrel Nut
28x
(43272)



(G)

M6 Lock Washer
26x
(43273)



(I)

M6 Nut
4x
(43270)



(H)

M8 Lock Washer
28x
(43274)



(J)

M6 Acorn Nut
4x
(43271)



Driver for Cordless Drill
(Not to Scale)
1x
(43280)
Optional use for faster assembly



Caster
4x
(41003C)
Individual



Allen Key
2x
(43281)



Contents - IS2-CB

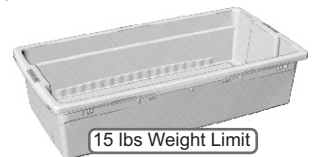
Open Tub
4x
(CC4068)



Tiny Tub
2x
(CC4072)



Really Big Tub
1x
(CC4073)



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.



2-Person Task

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.

After Assembly; Before Use

- Remove the plastic film from the Whiteboard before writing on it.

Customer Service - FAQ's



For missing parts and other issues regarding the frame:

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



1

Actual Size:

Ⓑ_{x 4}Ⓖ_{x 4}

You will need: (Not to Scale)



Base x 2



Front Frame x 2



Rear Frame Lower x 2



Caster x 4



Allen Key x 1

Install Front Frame, Rear Frame Lower & Casters

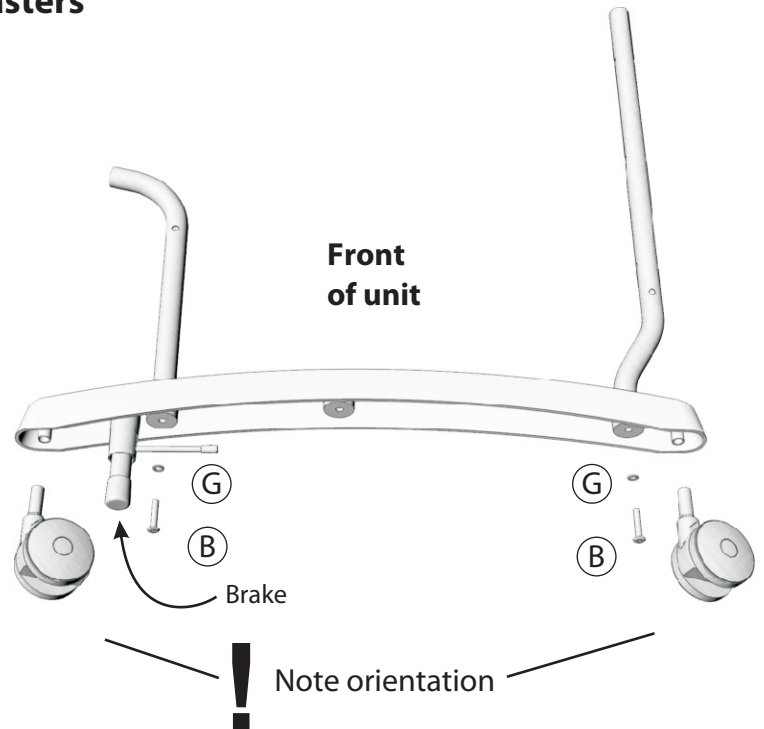
! You should begin the installation with the brakes in the up position.



Top View

Ensure frame pieces are square with the base.

! 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



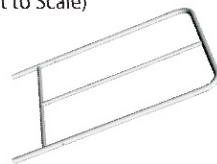
★ Note: Do not tighten any fasteners unless prompted

2

Actual Size:

Ⓑ_{x 2}Ⓖ_{x 2}

You will need: (Not to Scale)



Middle Frame x 1



Allen Key x 1

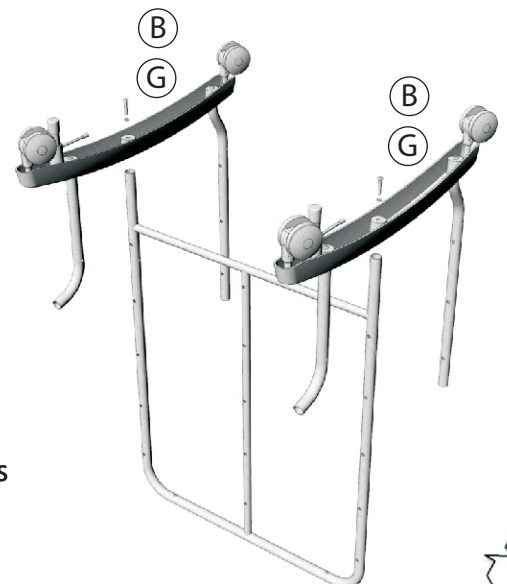


2 Person Task

Install Middle Frame

! Stand unit right side up

★ DO NOT tighten the bolts



3

Actual Size:



(B)

x 6



(G)

x 6



Allen Key x 1

You will need: (Not to Scale)



Rear Frame Upper
x 2

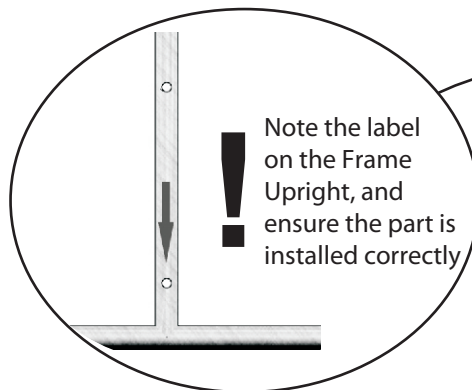
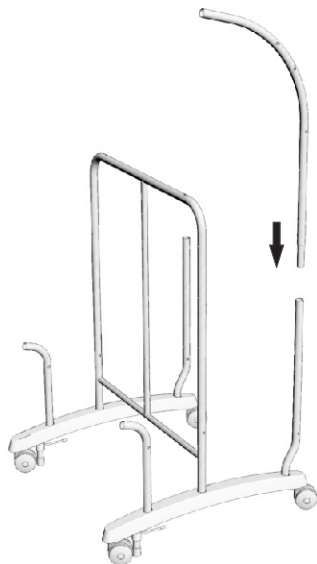


Frame Upright - 32"
x 1

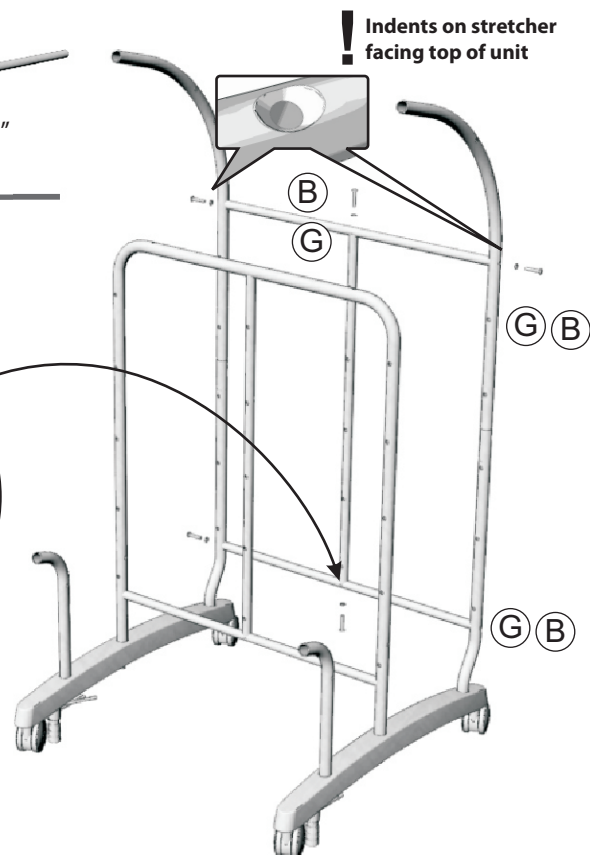


Stretcher - 27.5"
x 2

Build Rear Frame



DO NOT tighten the bolts



4

Actual Size:



(B)

x 4



(G)

x 4



Allen Key x 1



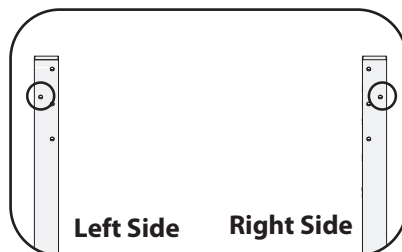
2 Person Task

You will need: (Not to Scale)

Whiteboard Support
x 2

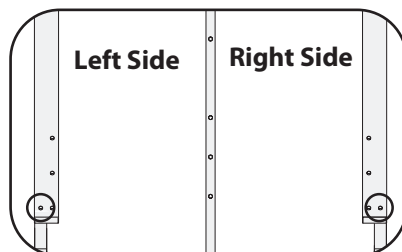


Install Whiteboard Supports



Left Side

Right Side



Left Side

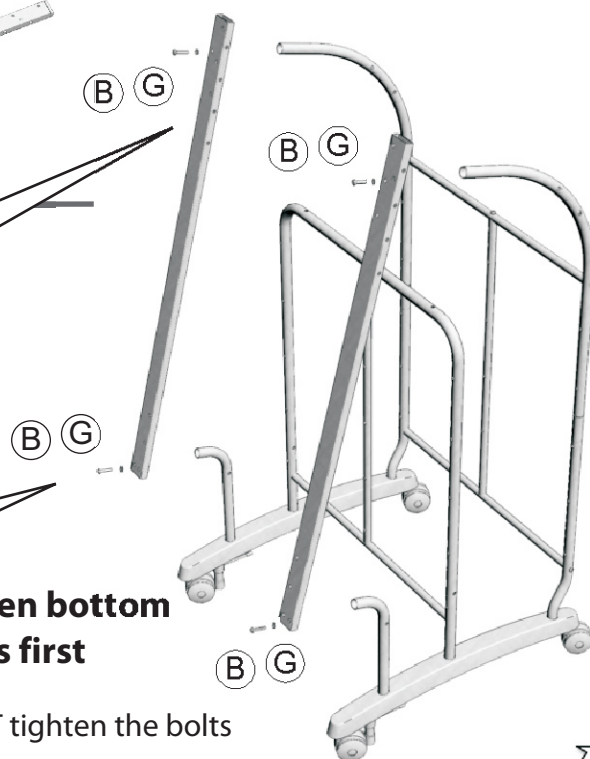
Right Side



Fasten bottom
bolts first



DO NOT tighten the bolts



5

Actual Size:



Allen Key x 1



2 Person Task

You will need: (Not to Scale)

Whiteboard
x 1

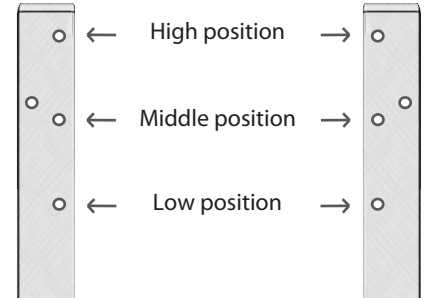


Adjustable wrench

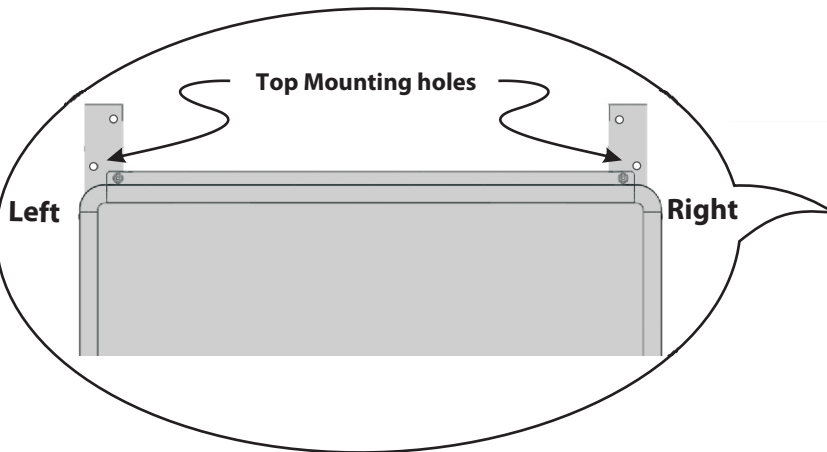
OR 10mm (3/8")
Wrench



Whiteboard Height & Orientation

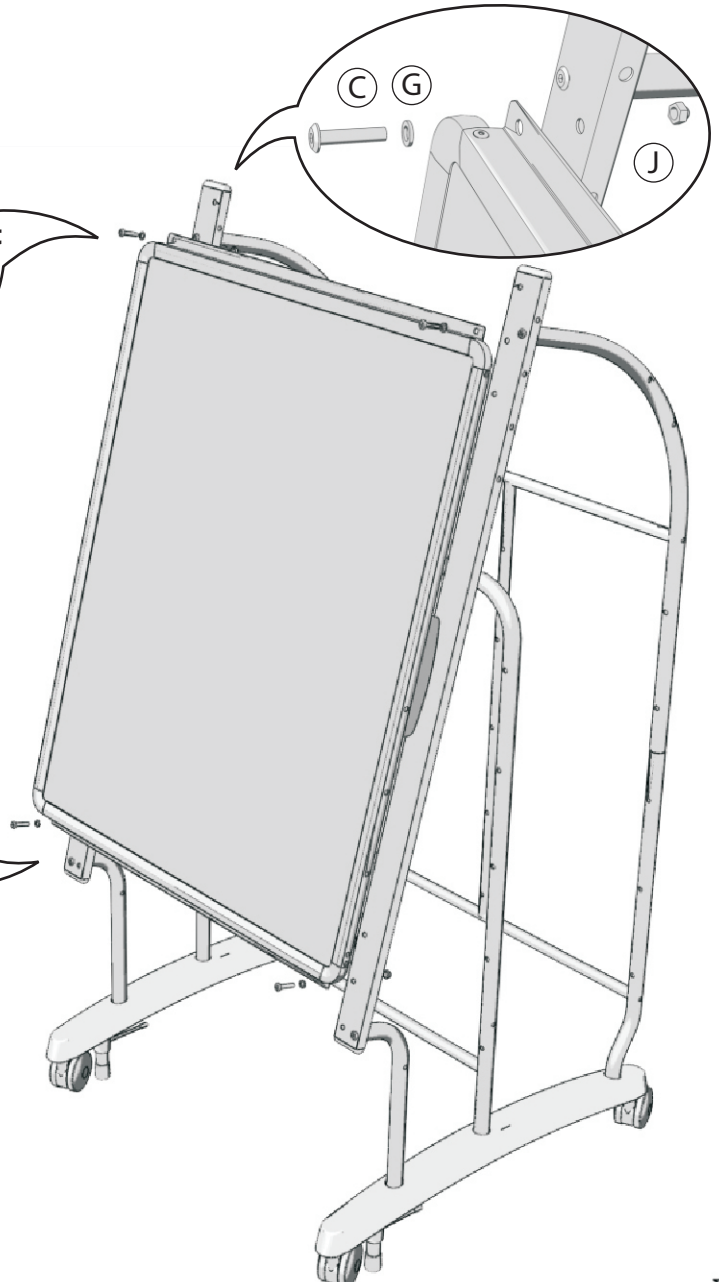
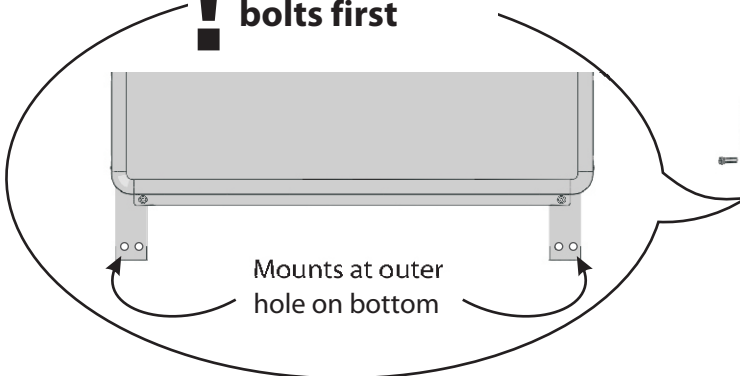


★ Select Your Whiteboard Height & Orientation



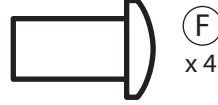
★ DO NOT tighten the bolts

**Fasten bottom
bolts first**

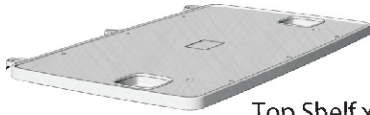


6

Actual Size:



You will need: (Not to Scale)



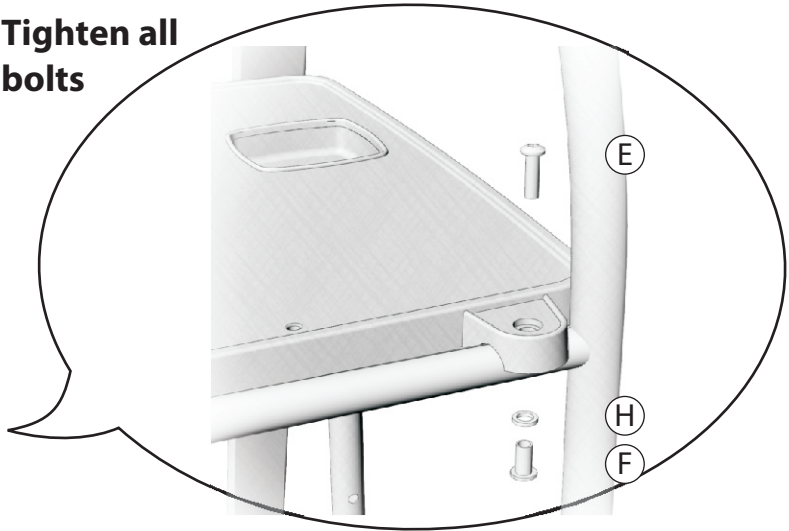
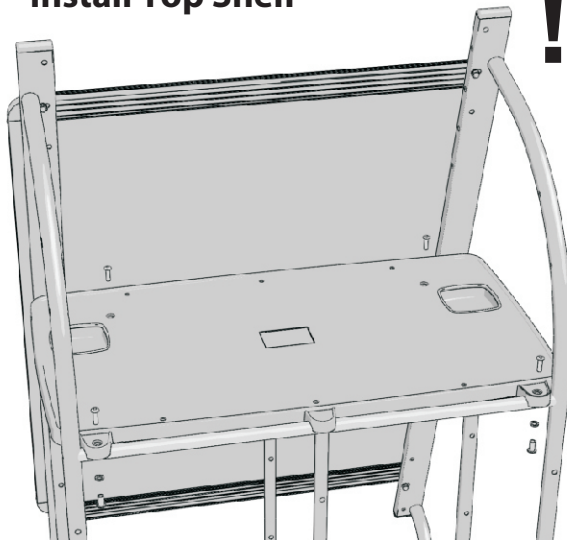
Top Shelf x 1



Allen Key x 2

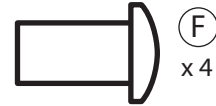
Install Top Shelf

! Tighten all bolts



7

Actual Size:

A
x 4H
x 4F
x 4

You will need: (Not to Scale)

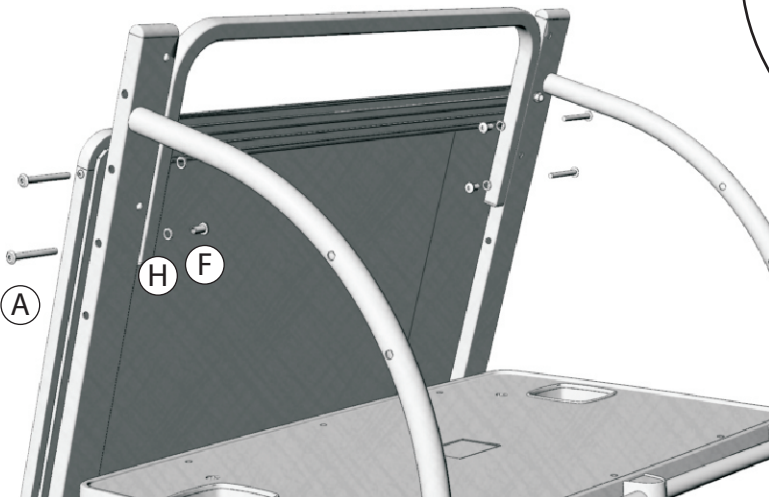
Chart Paper
Support
x 1



Allen Key x 1



Install Chart Paper Support



Top 2 - High

Middle 2 - Medium

Bottom 2 - Low



Note: You should align your chart paper support so that it corresponds with the whiteboard height.

- Bottom two holes for Lowest Board Height
- Middle two holes for Middle Board Height
- Top two holes for Highest Board Height

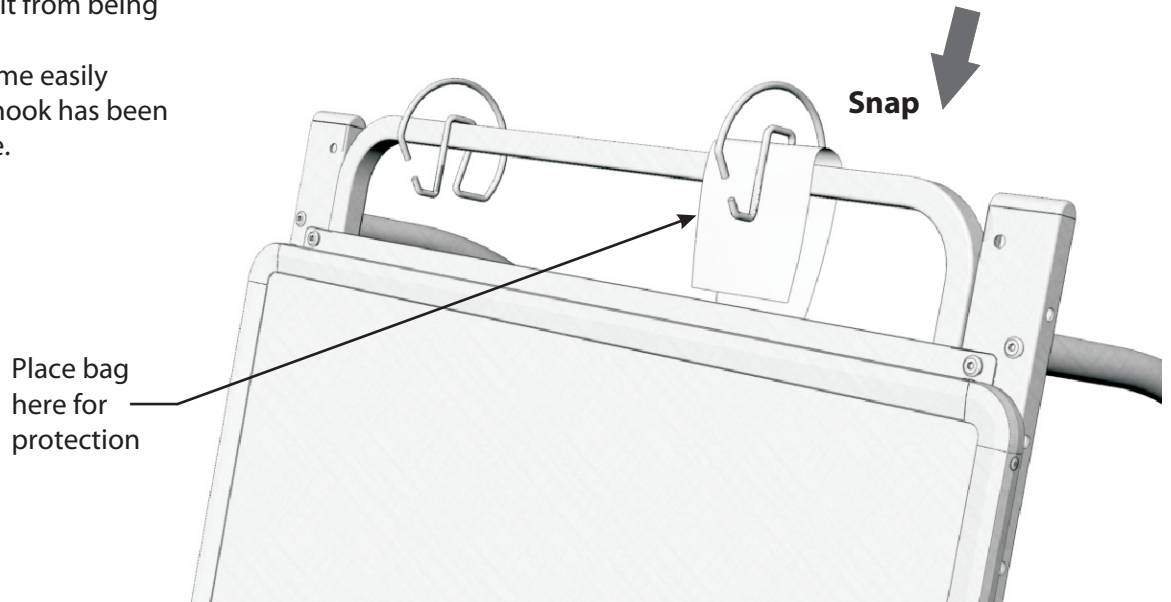




Chart Paper Hooks x 2

Attach Chart Paper Hooks

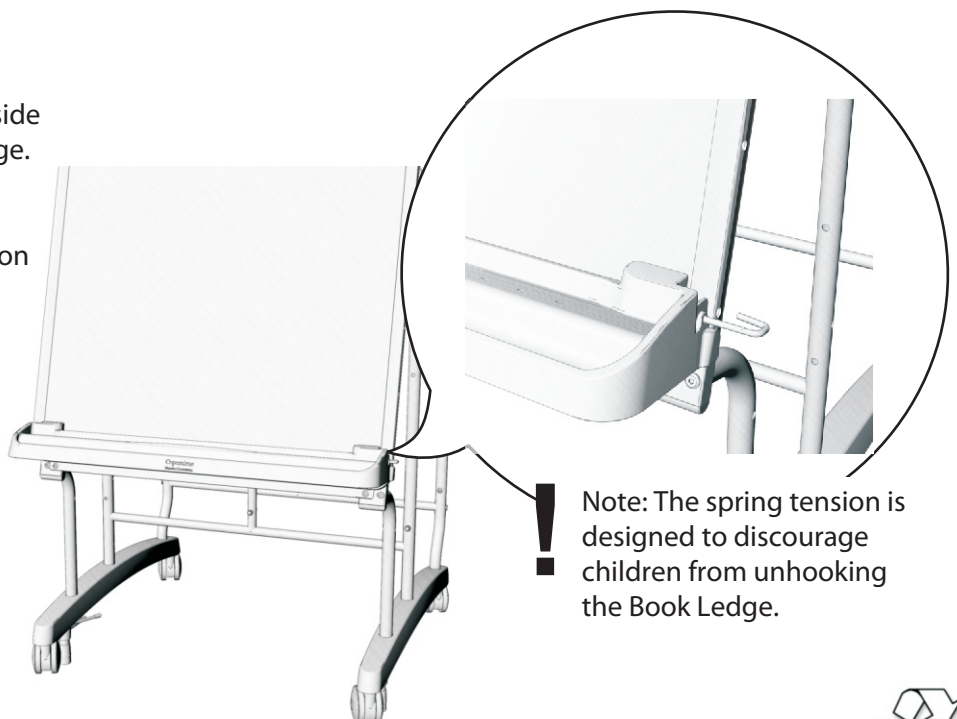
- Place an empty hardware bag over the frame to prevent the unit from being scratched
- Hooks snap onto the frame easily
- Slide bag free once the hook has been snapped onto the frame.



Ultra Safe Premium Bookledge 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 for your classroom.
- Insert one hook into the appropriate hole on one side of the Whiteboard Frame.
- Pull out the opposite hook & snap into corresponding hole.



10

Actual Size:



(B)

x 4



(G)

x 4



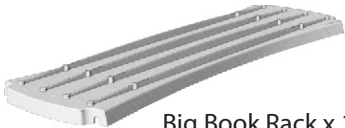
(I)

x 4



2 Person Task

You will need: (Not to Scale)



Big Book Rack x 1

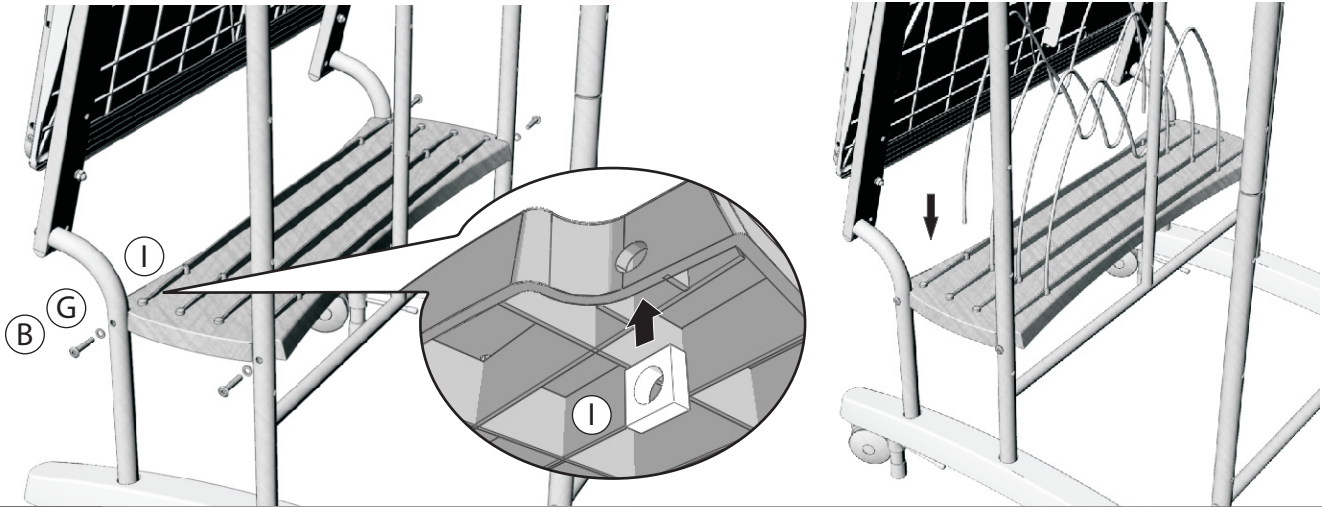


Big Book Rack Divider x 4



Allen Key x 1

Install Big Book Rack & Dividers



11

You will need: (Not to Scale)

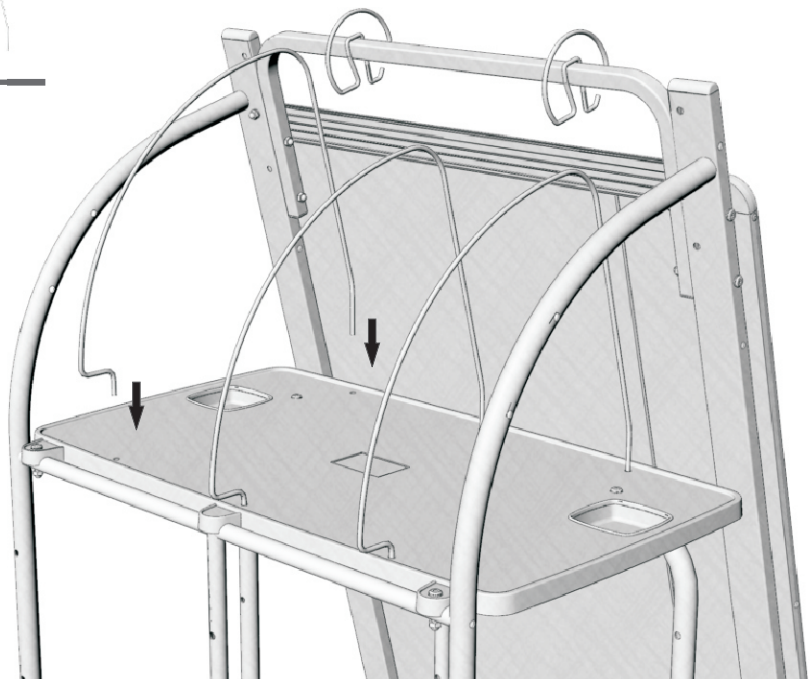


Chart Paper Guide x 3

Install Chart Paper Guides

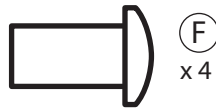
- Install the Chart Paper Guides into the holes in the Top Shelf
- Press Chart Paper Guides firmly into place

! Ensure guides are secure



12

Actual Size:



2 Person Task

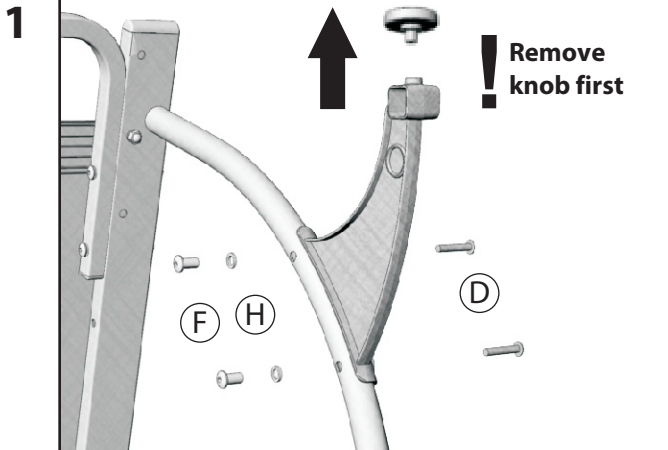
You will need: (Not to Scale)

Accessory
Rod Brackets
& Knobs x 2Round Accessory
Rod x 1Square Accessory
Rod x 1Rear Whiteboard
Hook x 2

Allen Key x 2



Install Accessory Rods

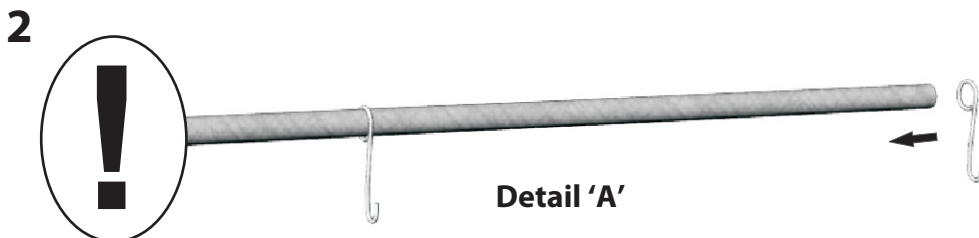


1. Unfasten the Knob from the bracket and put aside. Align **one** Accessory Rod Bracket with the holes in the Upper Rear Frame. Fasten.

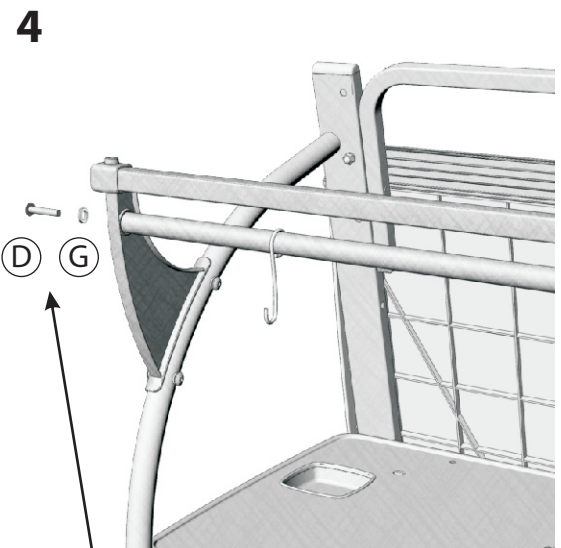
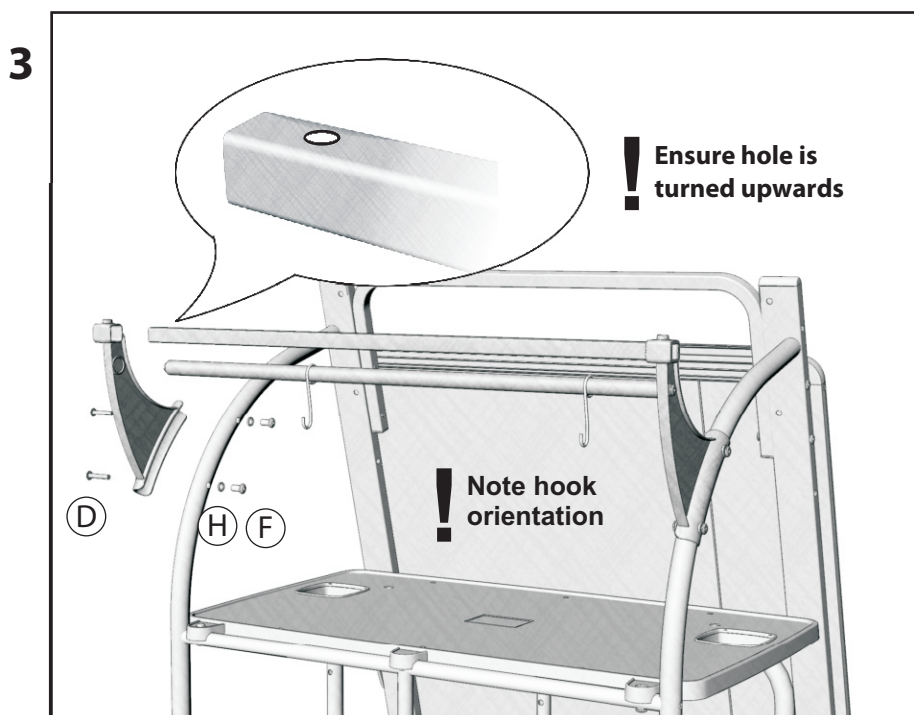
2. Slide the Rear Whiteboard Hooks onto the Round Accessory Rod (**Detail 'A'**)

3. Slide the Square Accessory Rod and the Round Accessory Rod into their locations, ensuring hole on square rod is turned upwards and Rear Whiteboard Hooks are facing away from the unit. Cap the other end with the second Accessory Rod Bracket. Fasten.

4. Fasten the ends of the Round Accessory Rod to the Accessory Brackets Fasten.



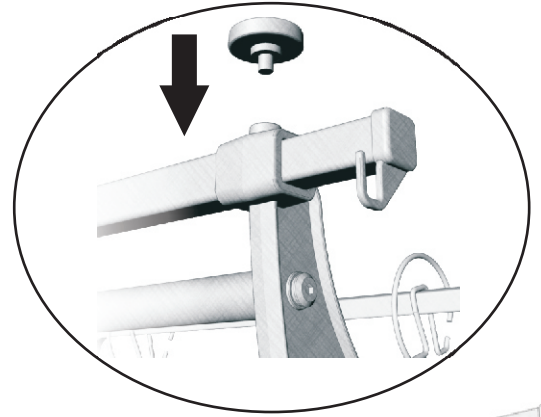
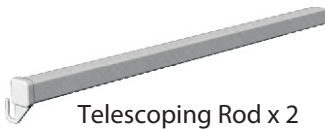
Detail 'A'



Repeat on other side.

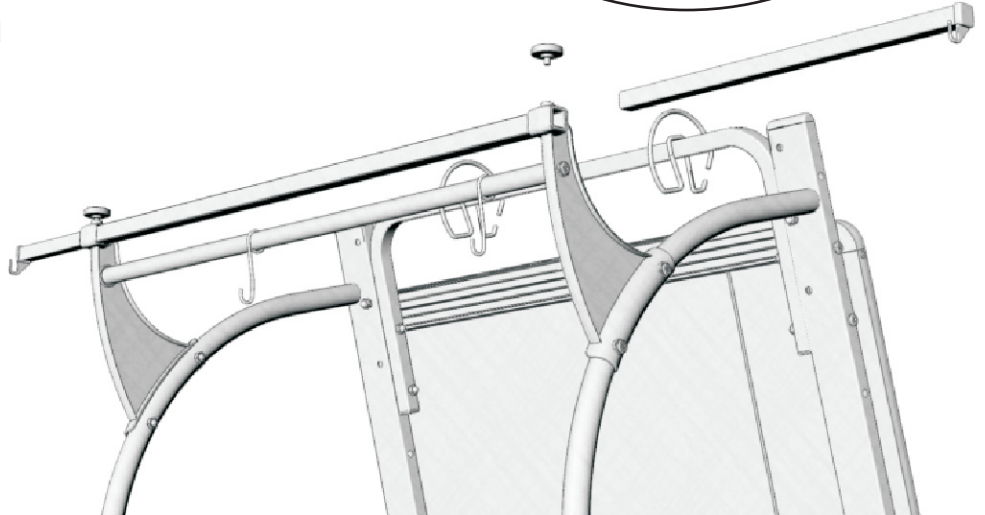


You will need: (Not to Scale)



Install Telescoping Rods

- Slide Telescoping Rods into the left and right side of the Square Accessory Rod.
- Insert Knobs into place on the Accessory Rod. Loosening these will allow for the rods to slide in or out, while tightening them will hold the rods at the desired location.

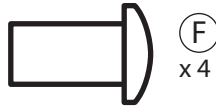


- ! Ensure that the correct hook is on the left and right side. Hooks should face towards the back of the unit.

Actual Size:



(E)
x 4



(F)
x 4



(H)
x 4

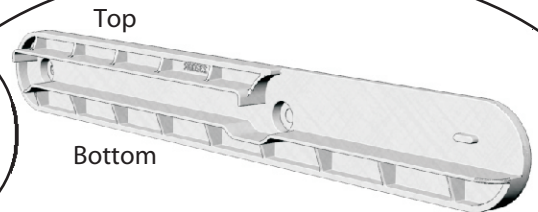
You will need: (Not to Scale)



Front Channel x 2
1 Left, 1 Right

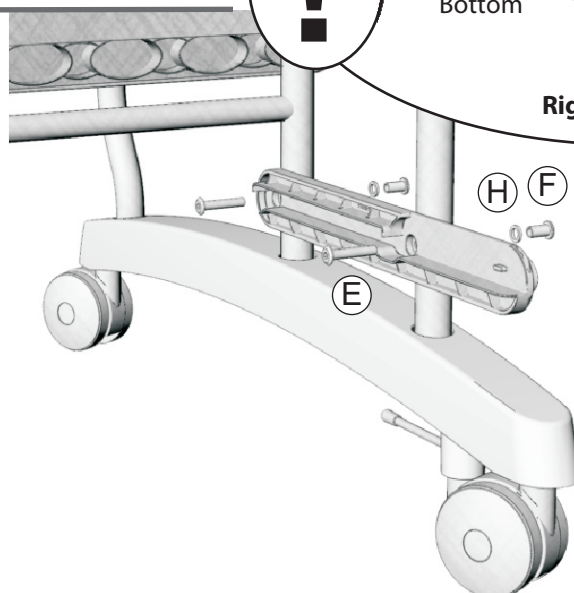


Allen Key x 2

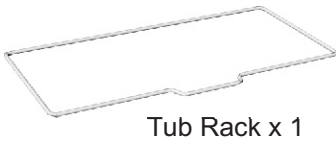


Install Front Channels

- ! Identify the right and left Front Channels
- Align the Front Channels with the bottom holes on the Middle and Front Frame
 - It may help to loosely install first, and tighten once both bolts are through the part.



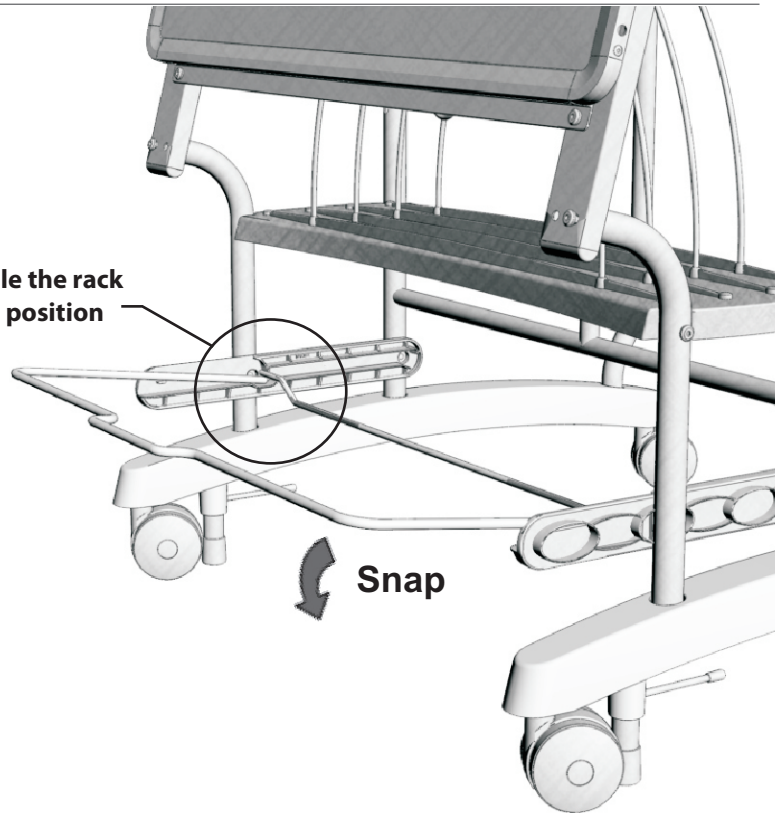
You will need: (Not to Scale)



Install Front Tub Rack

- **Identify Tub Rack orientation**
- Angle the Front Tub Rack into the Front Channel.
- Press down firmly to snap into place.
- Once installed, rack should slide smoothly in channel.

Angle the rack into position



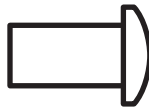
Back bar rests on top

UP ↑

Actual Size:



(E)
x 12



(F)
x 12



(H)
x 12

You will need: (Not to Scale)



Tub Channel x 4



Allen Key x 2



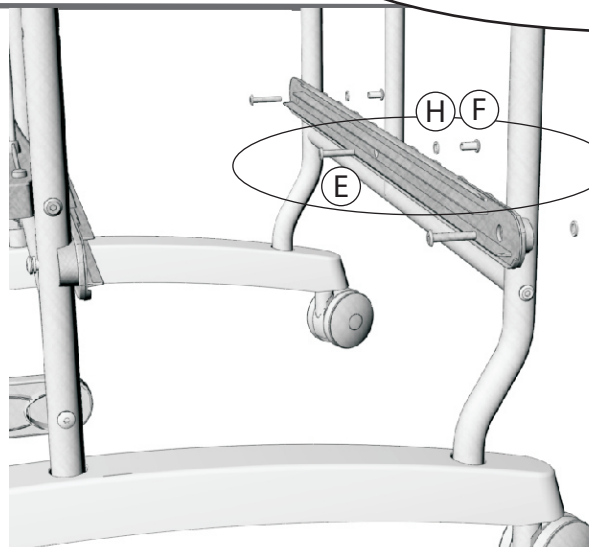
Top

Bottom

Install Tub Channels

There are 7 different channel placement options. Choose positions for the channels that will organize the tubs best for you.

You may always upgrade the Standard Inspiration Station to the Premium model if you need more tubs. See our website for more information.



Fasten middle bolt first, this will make the other two bolts easier to install.

★ **Before installing tubs, tighten all fasteners firmly**



You will need: (Not to Scale)

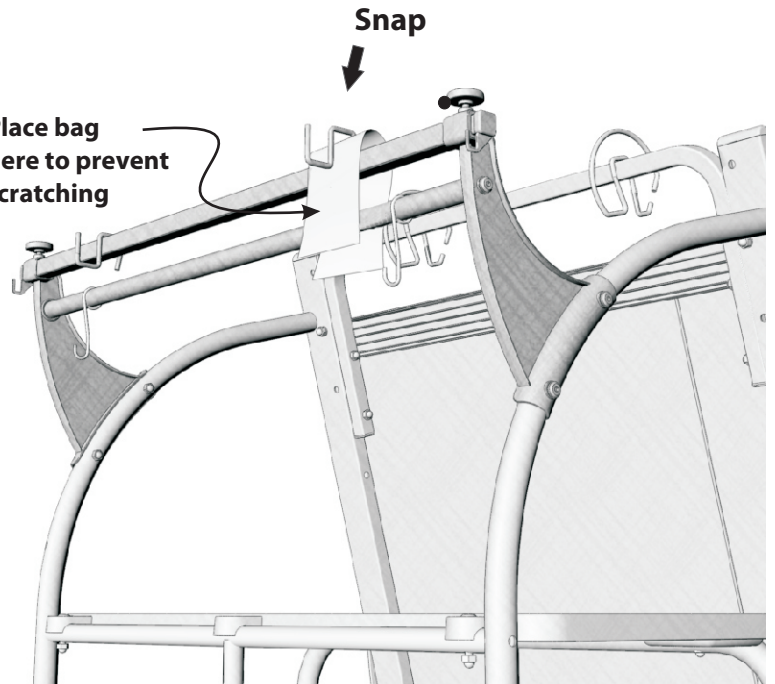


S-Hook x 2

Install 'S' Hooks

- Place an empty hardware bag over the frame to prevent the unit from being scratched
- Pull bag free once the hook has been snapped over the frame

! Place bag here to prevent scratching



You will need: (Not to Scale)

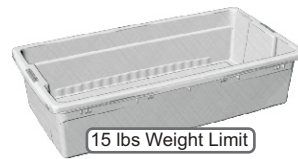


10 lbs Weight Limit

Open Tub x 4



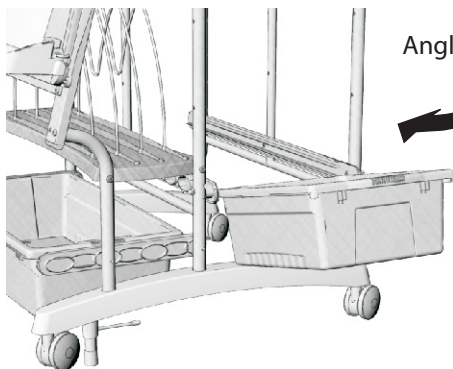
Tiny Tub x 2



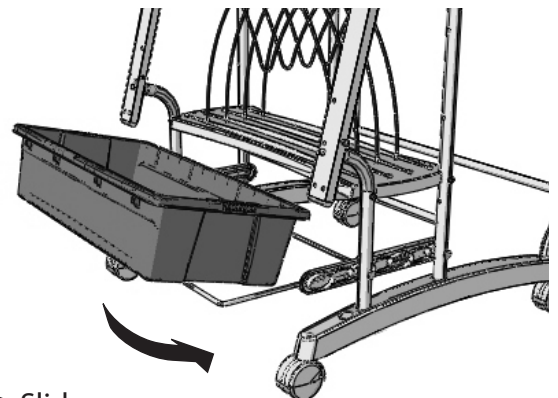
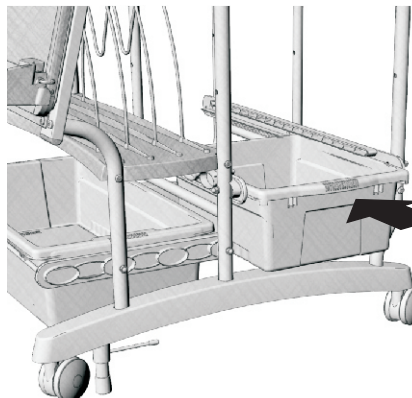
15 lbs Weight Limit

Really Big Tub x 1

Insert Tubs



Angle tub into the channel



Slide

