

RC201  
RC200

# Reading Writing Center



## Assembly Guide

RC201\_200\_2019\_A

Check out our other products online at  
[www.copernicused.com](http://www.copernicused.com)

For assistance, please contact us:

**1-800-267-8494**

Email [info@copernicused.com](mailto:info@copernicused.com)

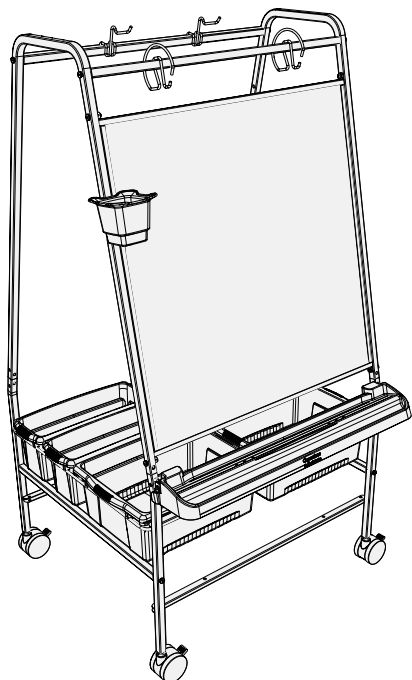
**Have your packing slip ready for reference**

## WARNING

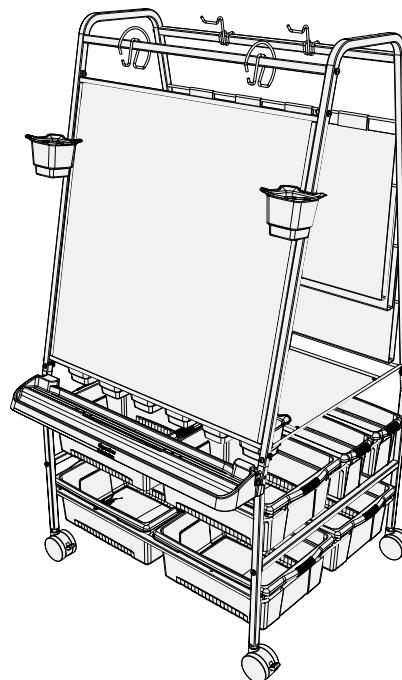


- This product is meant to be assembled by an adult.
- In its unassembled state, small parts present a hazard.
- To be used under direct supervision of an adult.

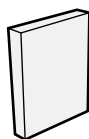
**RC201 - BASIC  
READING WRITING CENTER**



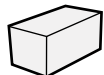
**RC200- PREMIUM ROYAL  
READING WRITING CENTER**



**!** If you have **2 Boxes** you will be building the **RC201**

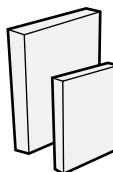


**1x** RC200-0 Frame Box 1  
(for RC200/RC201)



**1x** RC200-CB (tub pack)

**!** If you have **4 Boxes** you will be building the **RC200**



**1x** RC200-0 Frame Box 1  
(for RC200/RC201)

**1x** RC200-1 Frame Box 2  
(for RC200)



**2x** RC200-CB (tub pack)



**Please Recycle**



## Assembly Guide RC201\_200\_2019\_A

Check out our other products online at  
[www.copernicused.com](http://www.copernicused.com)

For assistance, please contact us:

**1-800-267-8494**

Email [info@copernicused.com](mailto:info@copernicused.com)

**Have your packing slip ready for reference**

Dear Educator,

Thank you for purchasing the Reading Writing Center. We hope it meets all your expectations and you and your students enjoy using it at your school.

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](mailto:info@copernicused.com).

Happy teaching,

Kaylyn Belcourt-McCabe  
President

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](http://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.



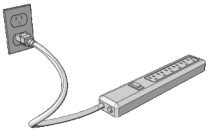
Adult  
Supervision

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



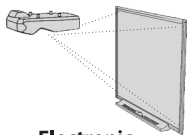
Indoor Use  
Only

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.

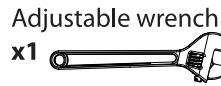
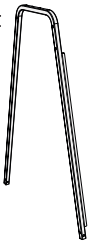
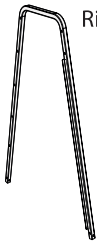
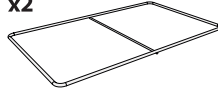
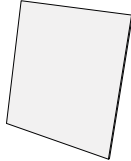
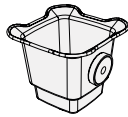
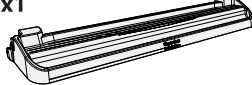
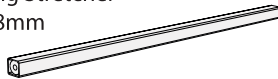


Climb Hazard

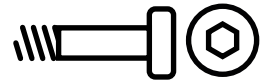
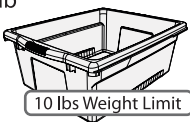
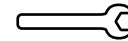
Do not climb on, hang from or suspend objects from any components of your product unless otherwise specified.

**Before beginning, you should have:**

Additional tools required:

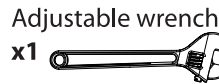
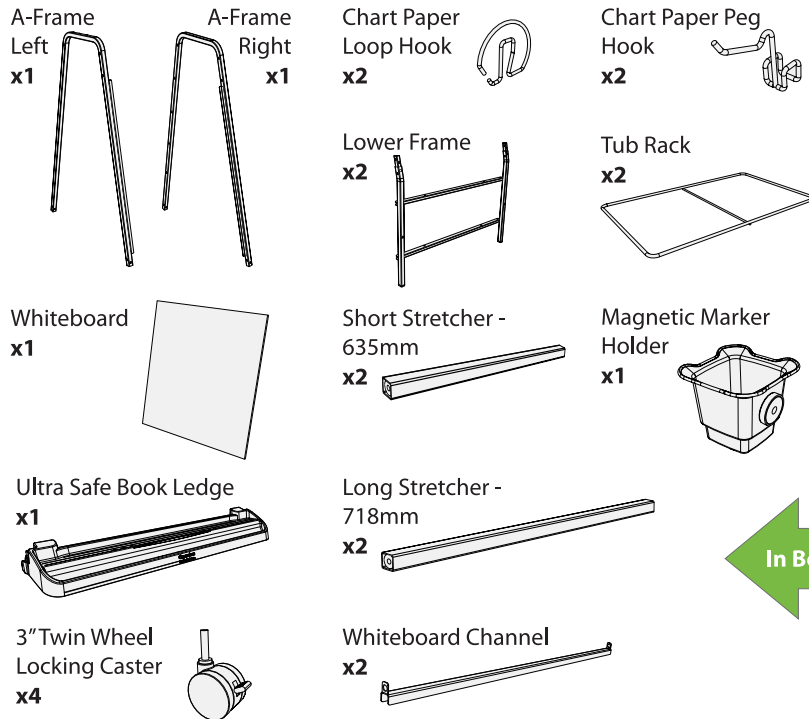
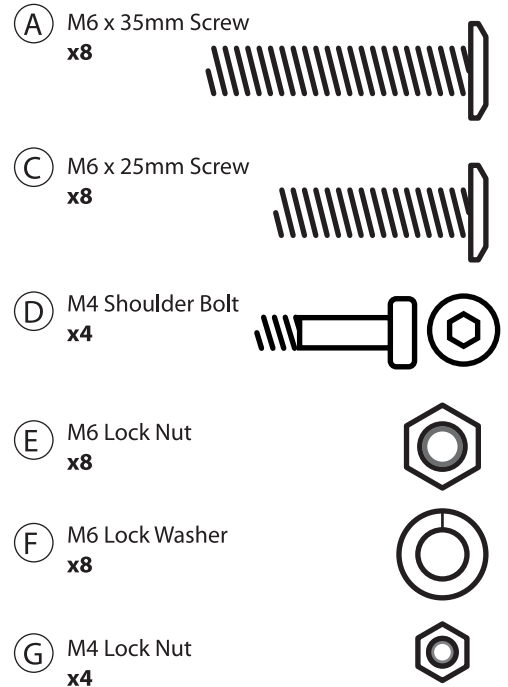
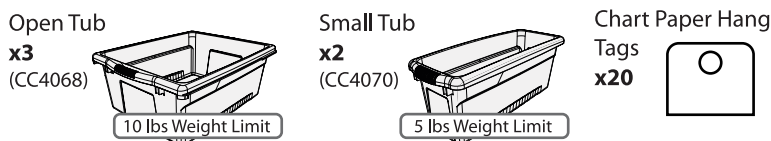
**RC200-0 Frame Box 1 (For RC200/RC201)**A-Frame  
Left  
x1A-Frame  
Right  
x1Chart Paper  
Loop Hook  
x2Chart Paper Peg  
Hook  
x2Lower Frame  
x2Tub Rack  
x2Whiteboard  
x1Short Stretcher -  
635mm  
x2Magnetic Marker  
Holder  
x1Ultra Safe Book Ledge  
x1Long Stretcher -  
718mm  
x23" Twin Wheel  
Locking Caster  
x4Whiteboard Channel  
x2

In Box 1

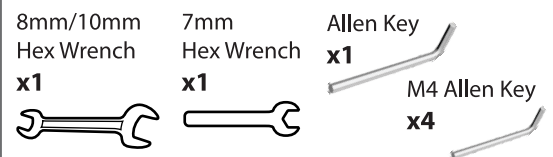
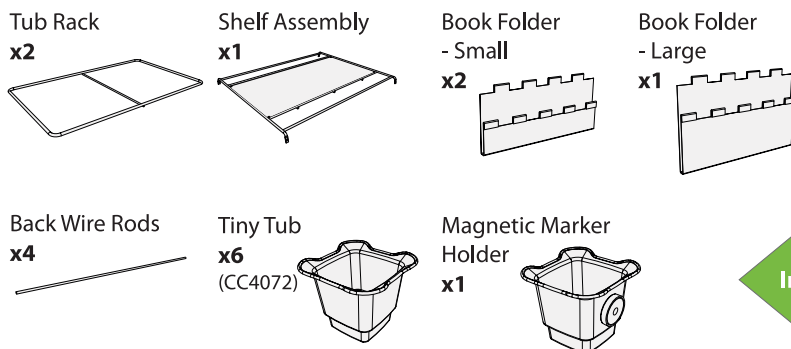
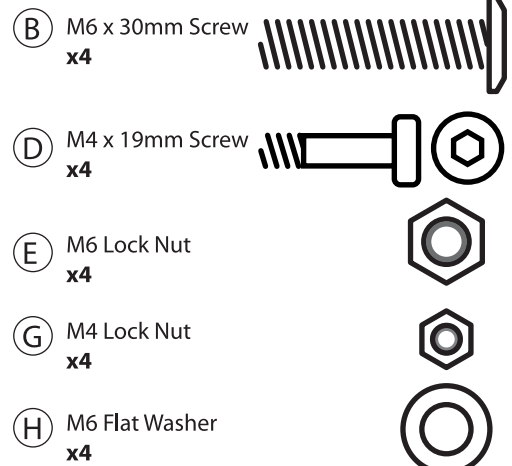
**Hardware  
Actual Size**A M6 x 35mm Screw  
x8C M6 x 25mm Screw  
x8D M4 Shoulder Bolt  
x4E M6 Lock Nut  
x8F M6 Lock Washer  
x8G M4 Lock Nut  
x4**RC200-CB x1**Open Tub  
x3  
(CC4068)Small Tub  
x2  
(CC4070)Chart Paper Hang  
Tags  
x20**Not to Scale:**8mm/10mm  
Hex Wrench  
x17mm  
Hex Wrench  
x1Allen Key  
x1M4 Allen Key  
x4

**Before beginning, you should have:**

Additional tools required:

**RC200-0 Frame Box 1 (For RC200/RC201)****In Box 1****Hardware  
Actual Size****RC200-CB x2**

Not to Scale:

**RC200-1 Frame Box 2 (For RC200)****In Box 2****Hardware  
Actual Size**

# 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](mailto:info@copernicused.com)

### Need Tech Support? Have a Question?



Email our Tech Support Service

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



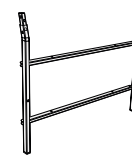
[www.copernicused.com](http://www.copernicused.com)

1

Actual Size:

(A) M6 x 35mm Screw  
x4(F) M6 Lock Washer  
x4

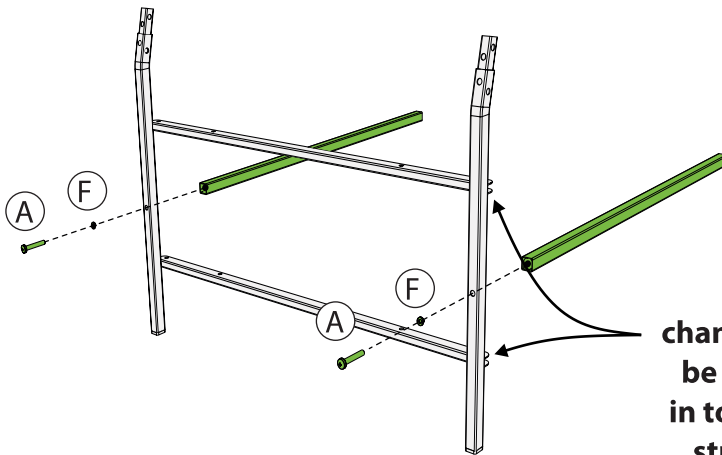
You will need: (Not to Scale)

Allen Key  
x1Lower Frame  
x2Short Stretcher -  
635mm  
x2

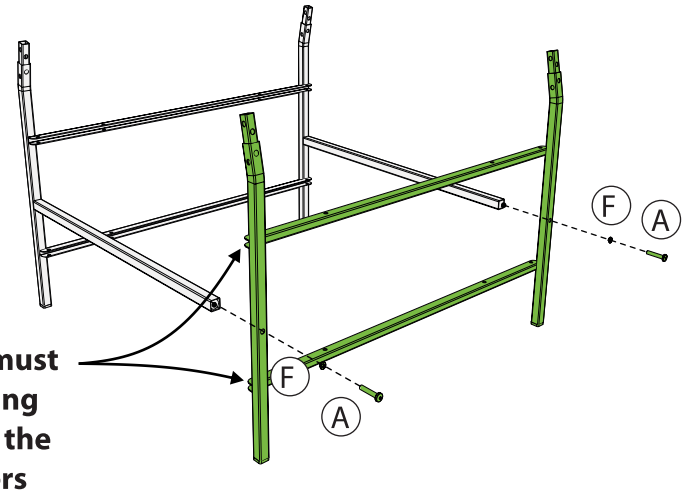
## Build Lower Frame Assembly

**Note:**  
HAND TIGHTEN ONLY, DO NOT FULLY TIGHTEN FASTENERS UNTIL STEP 4 IS COMPLETED.

### 1 Fasten Stretchers to First Lower Frame

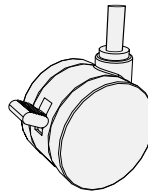


### 2 Fasten Second Lower Frame to Stretchers



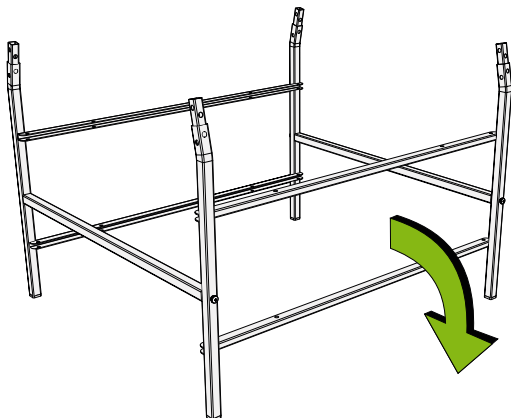
2

You will need: (Not to Scale)

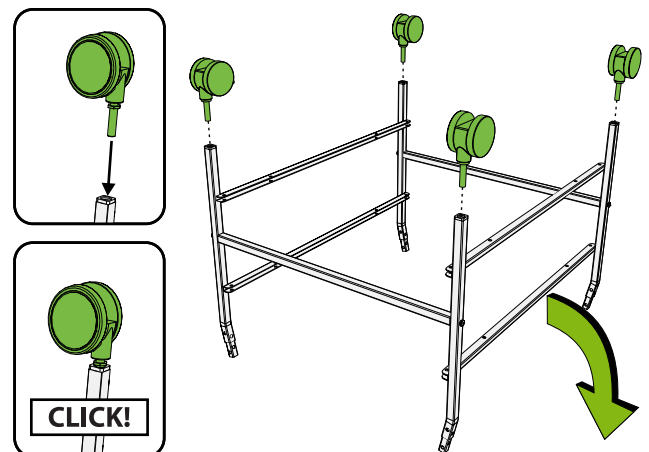
3" Twin Wheel  
Locking Caster  
x4

## Install Casters onto Lower Frame Assembly

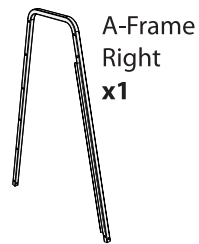
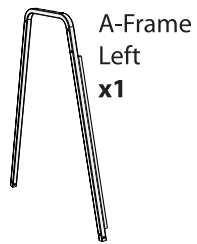
### 1 Flip Lower Frame Assembly Over



### 2 Install Casters and then Flip Back Upright





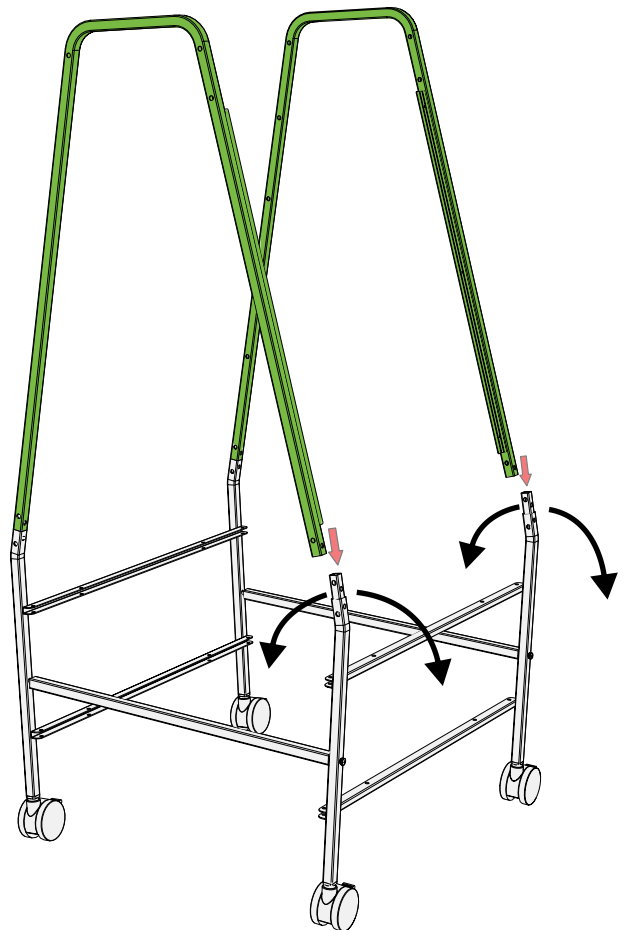
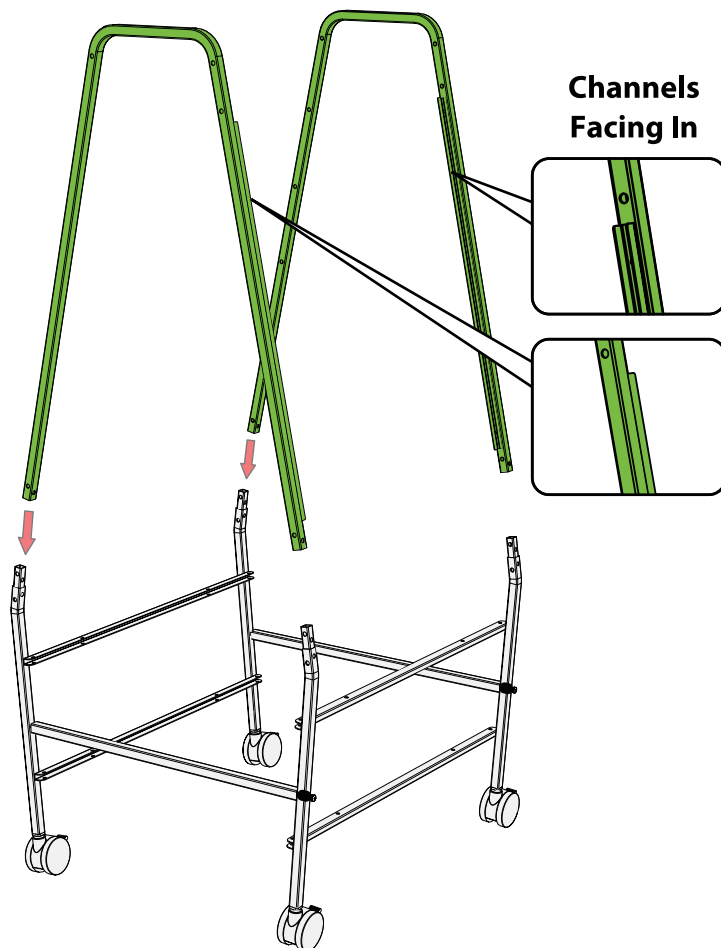


## Install A-Frames onto Lower Frame Assembly

### 1 Fit Back Side of A-Frames onto Lower Frame

### 2 Fit Front Side of A-Frames onto Lower Frame

**!** Note: Ensure the A-Frames are positioned as shown with the channels facing inward.



Move top part of the Lower Frames back and forth to help fit the A-Frame Tube over top of the Lower Frame connector tube.



# 4A RC201 ONLY

Actual Size:

(C) M6 x 25mm Screw  
x4



(E) M6 Lock Nut  
x4



You will need: (Not to Scale)

Allen Key  
x1

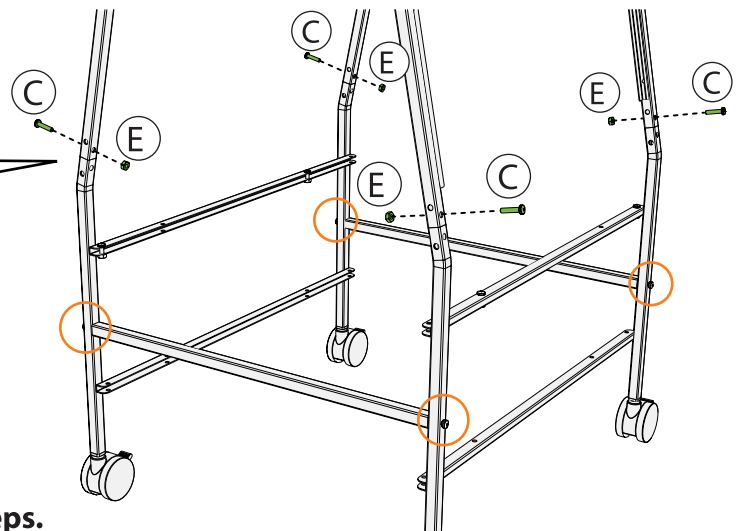
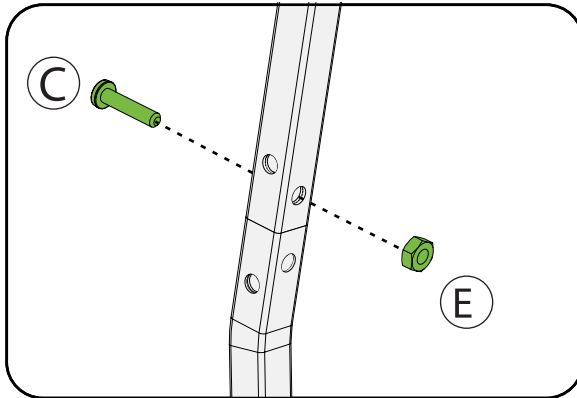


8mm/10mm Hex Wrench  
x1



## Fasten A-Frames to Lower Frame

Fasten both A-Frames to the Lower Frames.



**Note:**  
After bolting A-Frames to Lower Frames,  
fully tighten all fasteners from previous steps.

# 4B RC200 ONLY

Actual Size:

(B) M6 x 30mm Screw  
x4



(E) M6 Lock Nut  
x4

(H) M6 Flat Washer  
x4

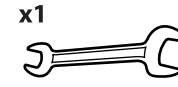


You will need: (Not to Scale)

Allen Key  
x1



8mm/10mm  
Hex Wrench  
x1



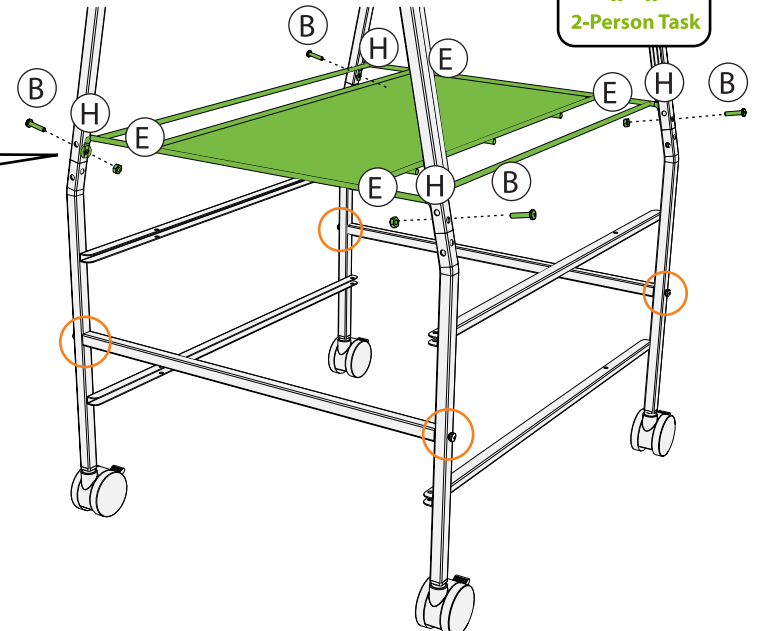
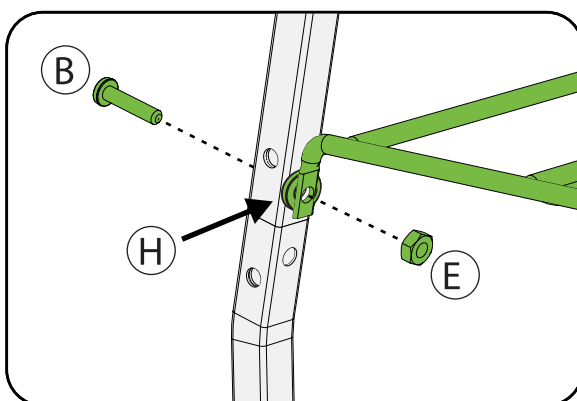
**RC200 ONLY**  
Shelf Assembly  
x1



Hardware packed in box RC200-1

## Fasten A-Frames to Lower Frame

Fasten the Shelf and both A-Frames to the Lower Frames.

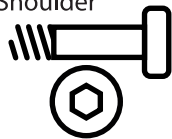


**Note:** After bolting A-Frames and  
Shelf to Lower Frames, fully tighten  
all fasteners from previous steps.

**5A**

Actual Size:

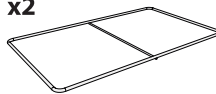
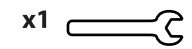
(D)

M4 Shoulder Bolt  
4x

(G)

M4 Lock Nut  
x4

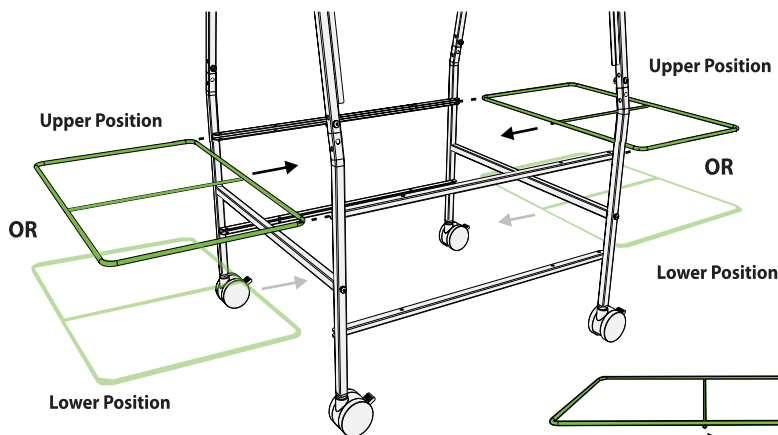
You will need: (Not to Scale)

Tub Rack  
x2M4 Allen Key  
x4Adjustable wrench  
x1**OR**7mm Hex Wrench  
x1

## Install Top Tub Racks

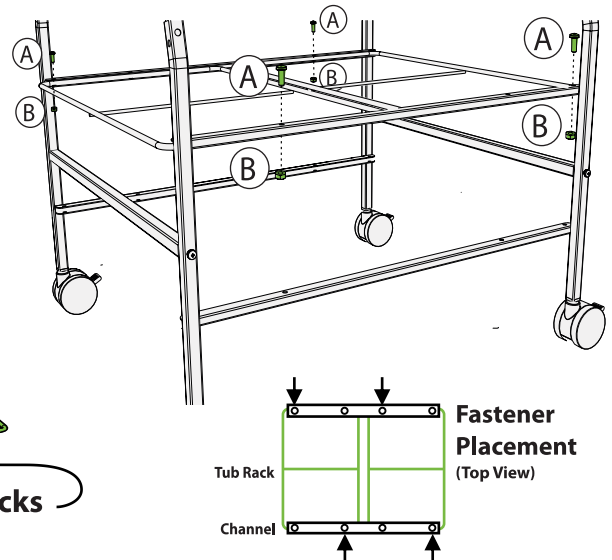
### 1 Slide Tub Racks Into Channels

★ On the RC201 you can install the Tub Racks in the upper or lower channels to suit your needs.



### 2 Install Tub Rack Hardware

! **Note: Two nuts and two bolts per rack.**  
■ **Do not over tighten fasteners.**

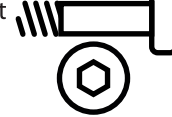


Ensure middle wire is pointing down when installing Tub Racks

**5B****RC200  
ONLY**

Actual Size:

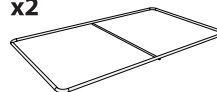
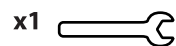
(D)

M4 Shoulder Bolt  
4x

(G)

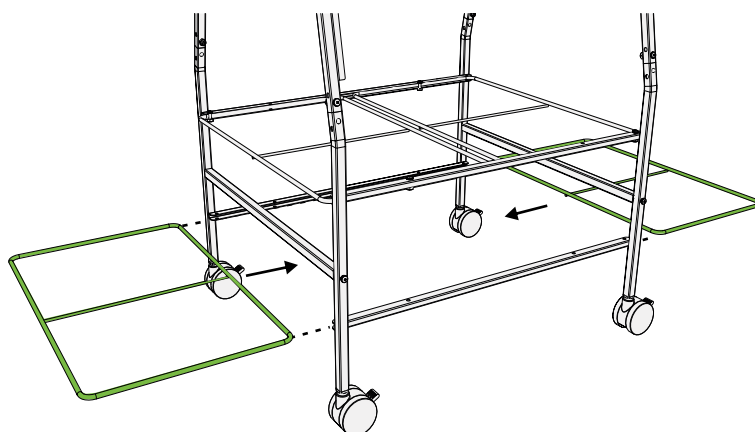
M4 Lock Nut  
x4

You will need: (Not to Scale)

Tub Rack  
x2M4 Allen Key  
x4Adjustable wrench  
x1**OR**7mm Hex Wrench  
x1

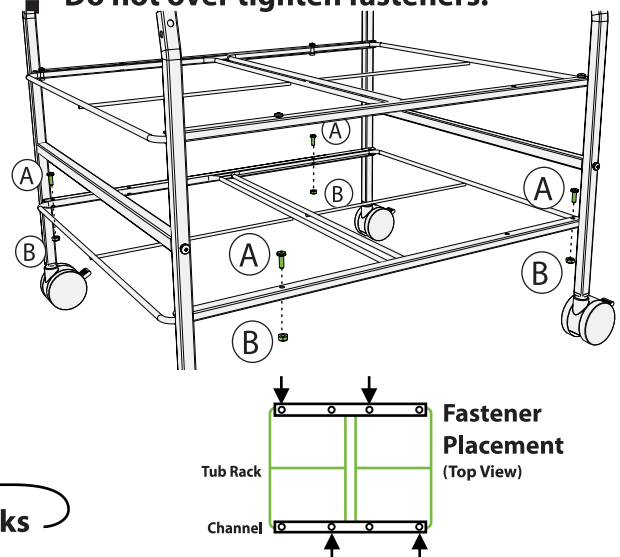
## Install Bottom Tub Racks

### 1 Slide Tub Racks Into Bottom Channels



### 2 Install Tub Rack Hardware

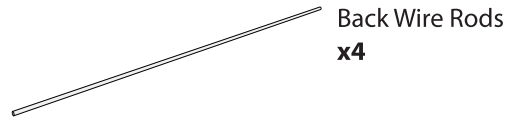
! **Note: Two nuts and two bolts per rack.**  
■ **Do not over tighten fasteners.**



Ensure middle wire is pointing down when installing Tub Racks

# 6 RC200 ONLY

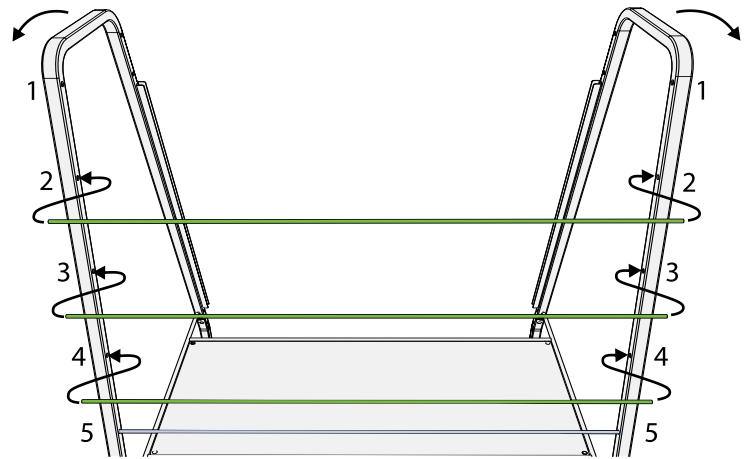
You will need: (Not to Scale)



## Install Back Wire Rods into Holes in A-Frames

① Start with the Lowest Hole Position (Hole 5)

② Continue From Bottom to Top (4,3,2)



★ Flex the A-Frames outward at the top to help get the Back Wire Rods Installed. Installing the first Back Wire Rod (in hole position 5) may be difficult for some people to do on their own. Please ask someone to help you with this step.

# 7

Actual Size:

Ⓐ M6 x 35mm Screw  
x2



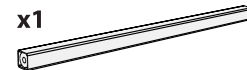
Ⓕ M6 Lock Washer  
x2



You will need: (Not to Scale)

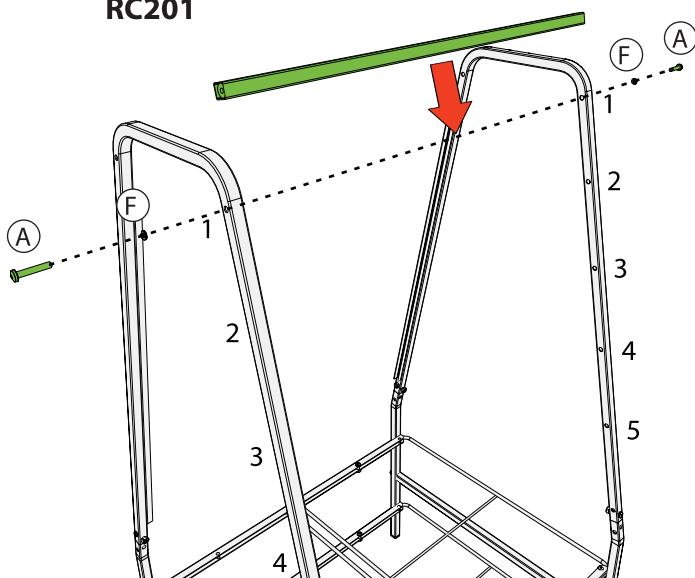
Long Stretcher -  
718mm

x1

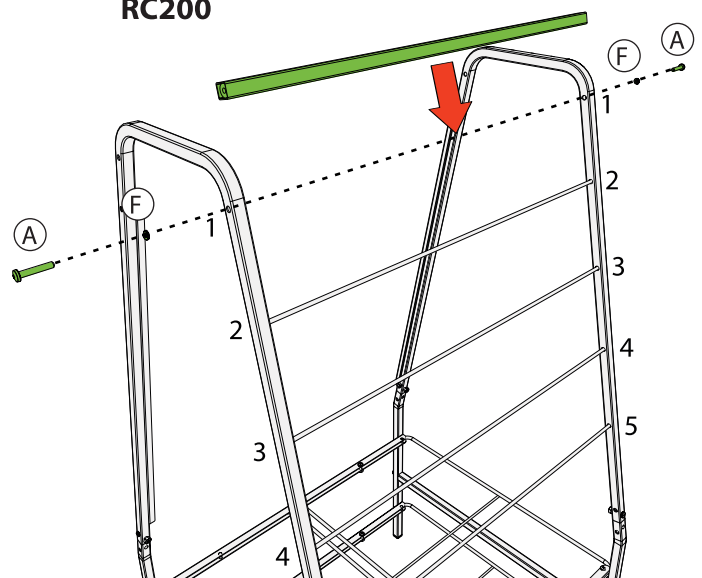


## Install Top Stretcher into Top Hole (Hole 1) on the Back Side of the A-Frames

RC201



RC200



8

Actual Size:

(C) M6 x 25mm Screw  
x2



(E) M6 Lock Nut  
x2



You will need: (Not to Scale)

Whiteboard Channel  
x1



BLACK FOAM INSIDE

Allen Key  
x1



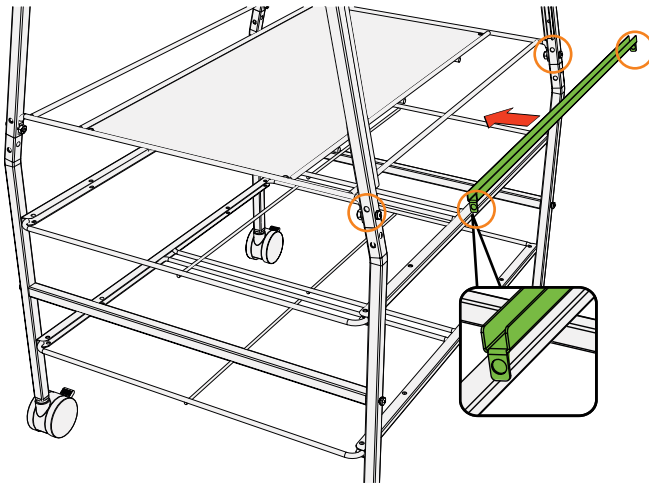
8mm/10mm Hex Wrench  
x1



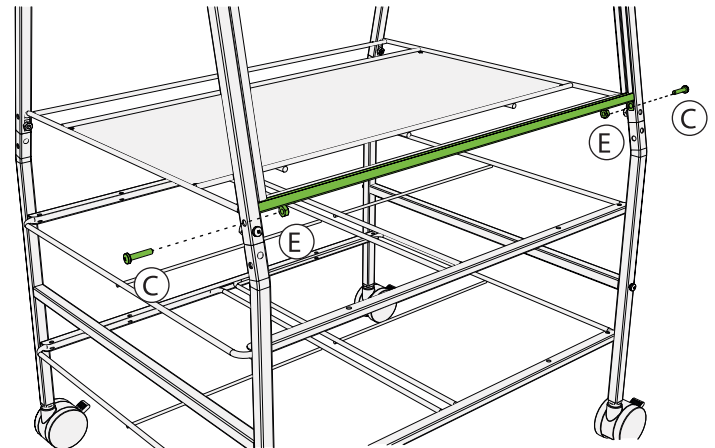
## Install Bottom Whiteboard Channel

**Note:** Use the Whiteboard Channel with black foam strips inside the channel. Ensure the tabs on the ends of the Whiteboard Channel are pointing DOWN.

- 1 Align Whiteboard Channel with holes on Left and Right A Frames

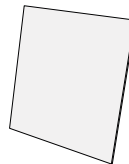


- 2 Fasten Whiteboard Channel To Frames



9

You will need: (Not to Scale)

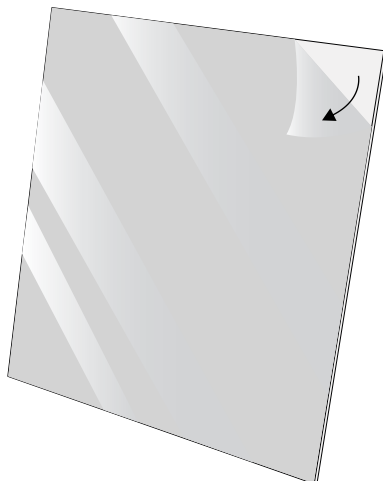


Whiteboard  
x1

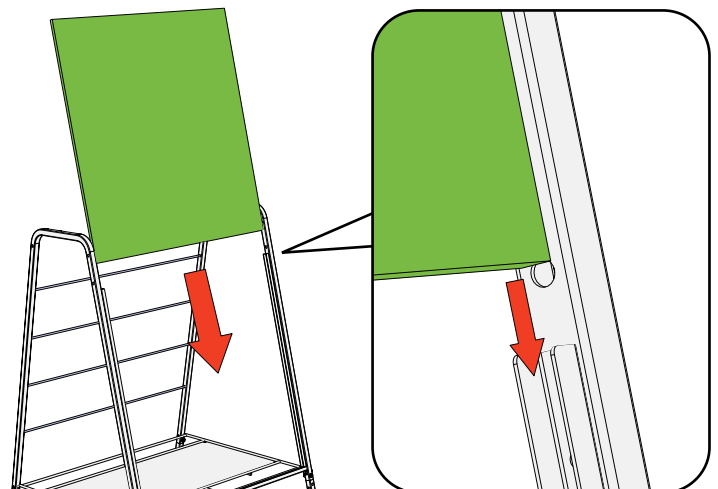
## Install Whiteboard Into A-Frames

**Caution:** Please be careful when handling the Whiteboard as the corners and edges can be sharp.

- 1 Remove protective film from Whiteboard



- 2 Slide Whiteboard into channels on A-Frames



10

Actual Size:

(C) M6 x 25mm Screw  
x2



(E) M6 Lock Nut  
x2



You will need: (Not to Scale)

Whiteboard Channel  
x1



Allen Key  
x1

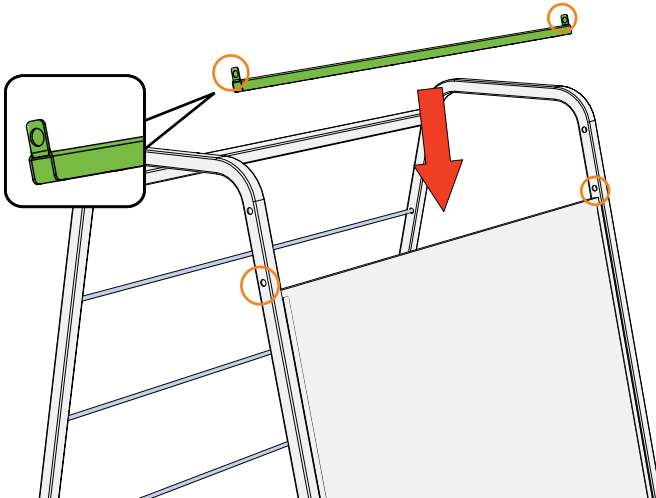


8mm/10mm Hex Wrench  
x1



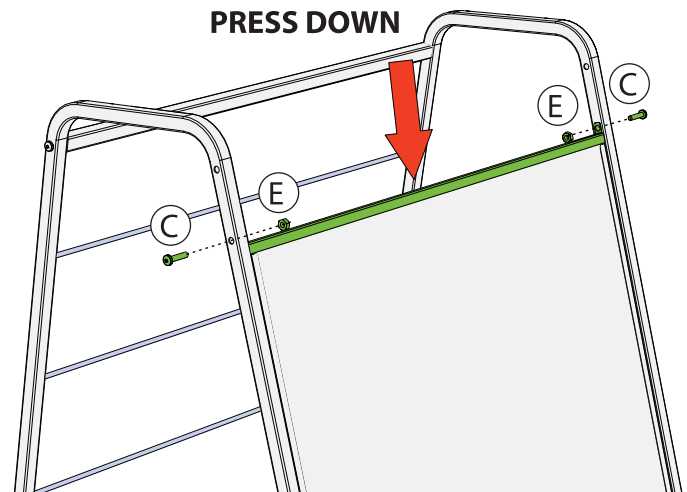
## Install Top Whiteboard Channel

1 Align Whiteboard Down Channel with holes on Left and Right A-Frames



**Note:** Ensure the tabs on the ends of the Whiteboard Channel are pointing UP.

2 Fasten Whiteboard Channel To Frames



**Note:** Press down on whiteboard channel to align holes and insert fasteners.

11

Actual Size:

(A) M6 x 35mm Screw  
x2

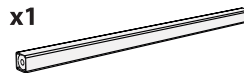


(F) M6 Lock Washer  
x2



You will need: (Not to Scale)

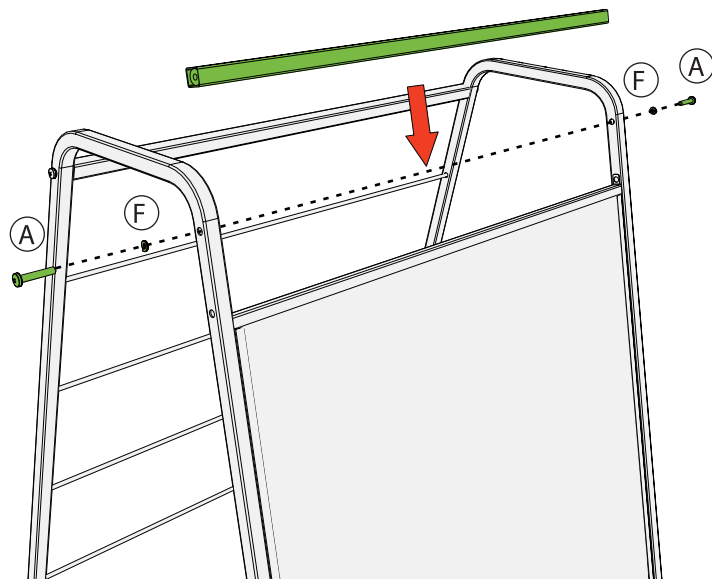
Long Stretcher -  
718mm  
x1



Allen Key  
x1



## Install Top Stretcher on the Front Side of the A-Frames

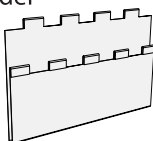




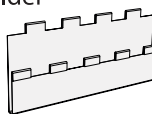
# 12 RC200 ONLY

You will need: (Not to Scale)

Book Folder  
- Large  
x1

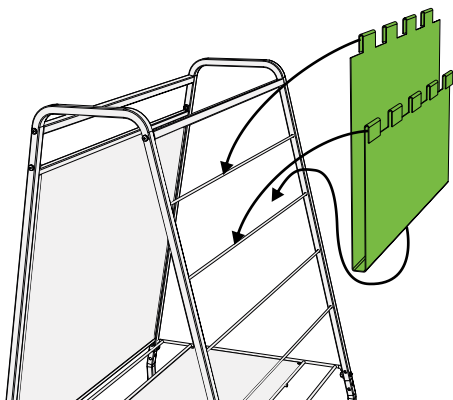


Book Folder  
- Small  
x2

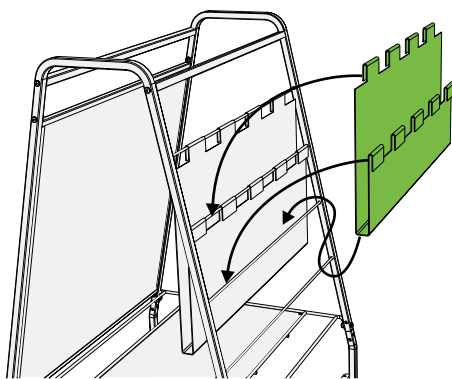


## Install Book Folders on Back Wire Rods Using Hook and Loop Tabs

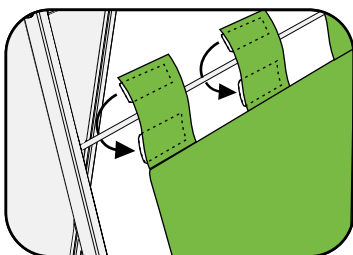
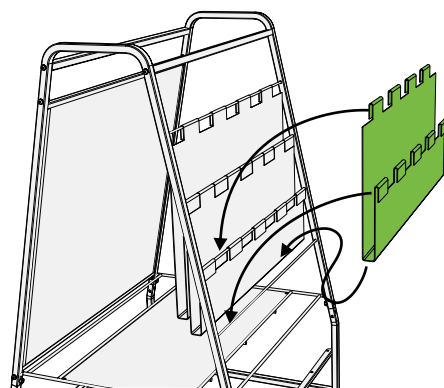
### 1 Install Large Book Folder



### 2 Install 1st Small Book Folder



### 3 Install 2nd Small Book Folder



#### NOTE:

To install book folders, fold tabs over Back Wire Rods and press the hook and loop strips together firmly. Repeat for top and bottom tabs of each book folder.

# 13

You will need: (Not to Scale)

## RC201

Open Tub  
x3



Small Tub  
x2



OR

You will need: (Not to Scale)

## RC200

Open Tub  
x6

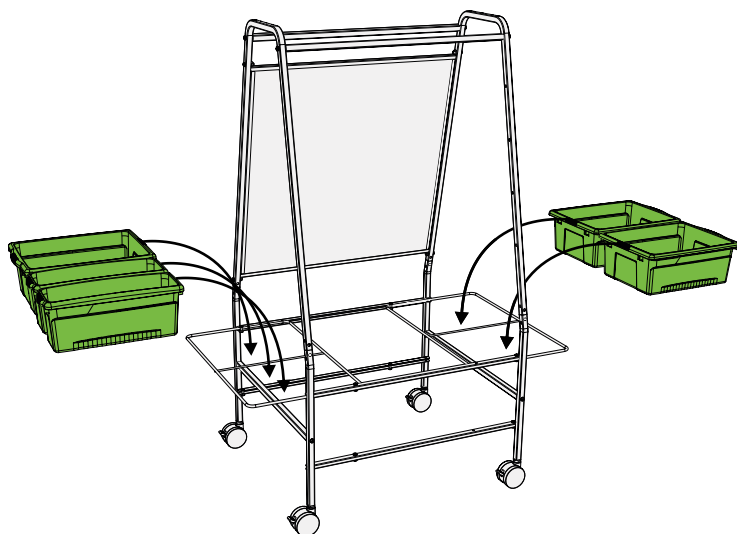


Small Tub  
x4



## Install Open Tubs

### RC201

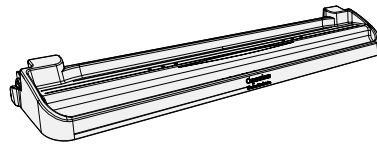


### RC200



14

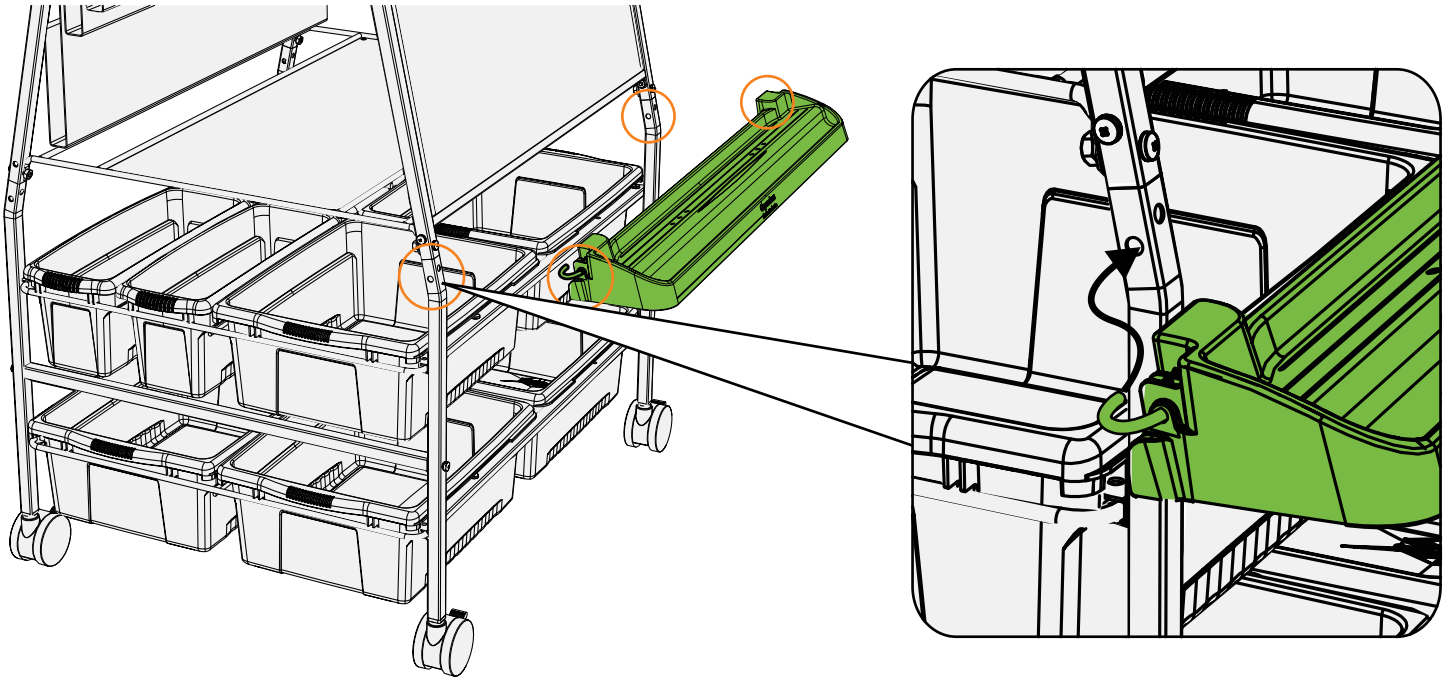
You will need: (Not to Scale)



Ultra Safe Book Ledge  
x1

## Install Ultra Safe Book Ledge

Hook the ends of the Ultra Safe Book Ledge Onto the Easel with the Chrome Hooks



15

You will need: (Not to Scale)



Chart Paper  
Loop Hook  
x2

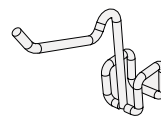
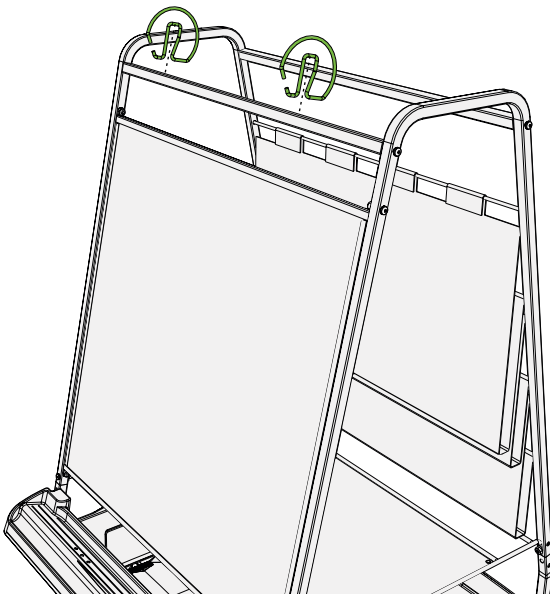
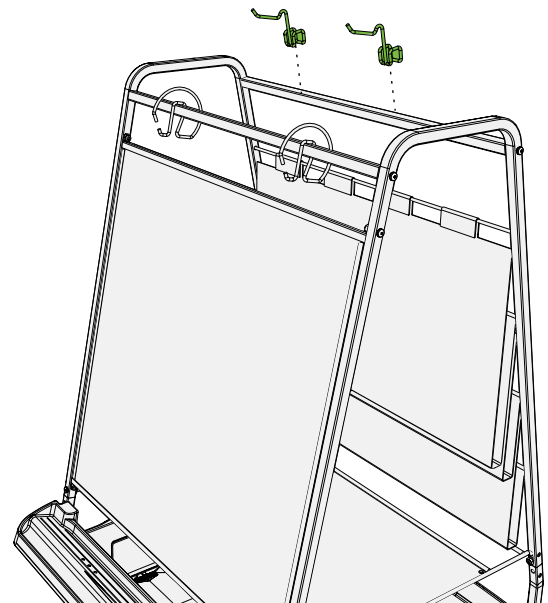


Chart Paper  
Peg Hook  
x2

## Install Chart Paper Loop Hooks



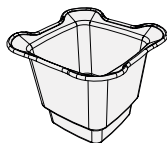
## Install Chart Paper Peg Hooks





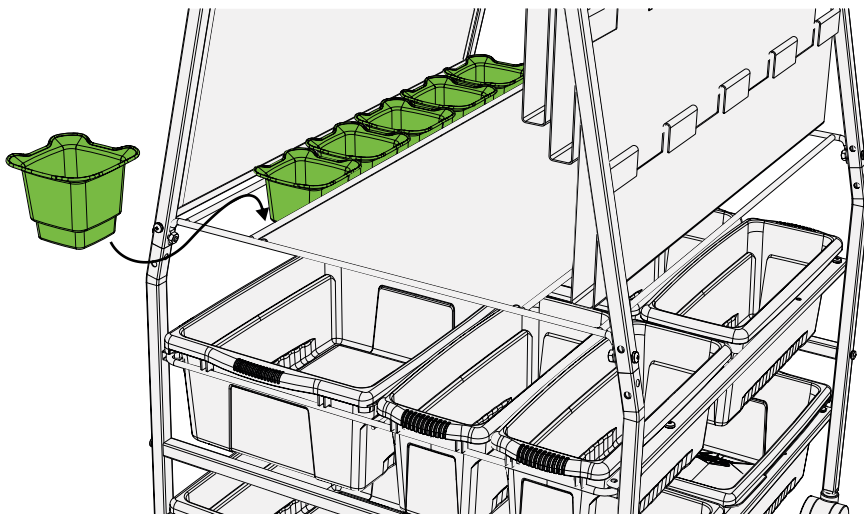
# 16 RC200 ONLY

You will need: (Not to Scale)



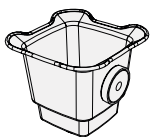
Tiny Tub  
x6

## Place Tiny Tubs on Rack Behind White Board



# 17

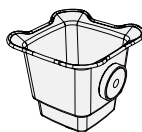
You will need: (Not to Scale)



**RC201**  
Magnetic Marker Holder  
x1

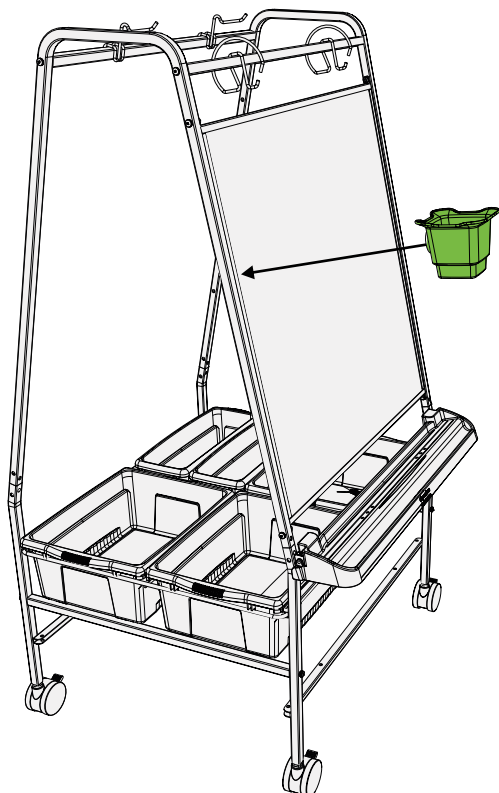
OR

You will need: (Not to Scale)

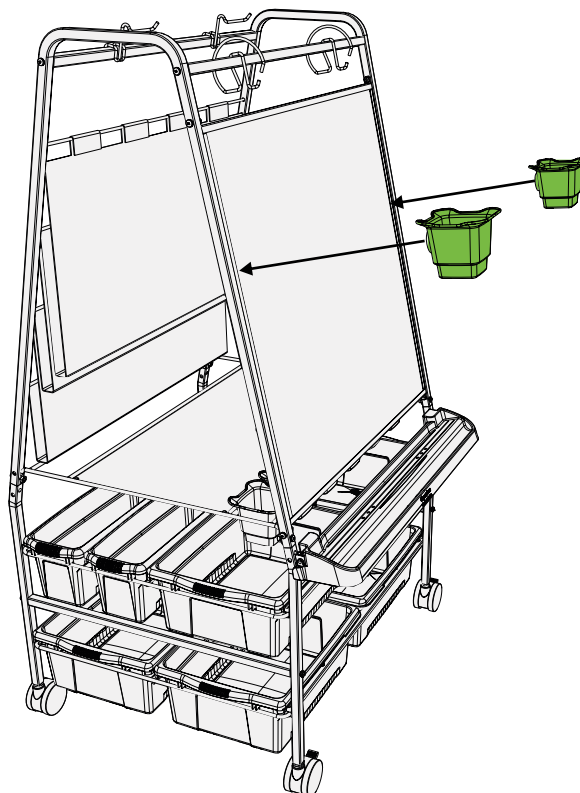


**RC200**  
Magnetic Marker Holder  
x2

## RC201 Install Magnetic Marker Holder



## RC200 Install Magnetic Marker Holders



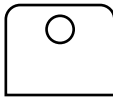
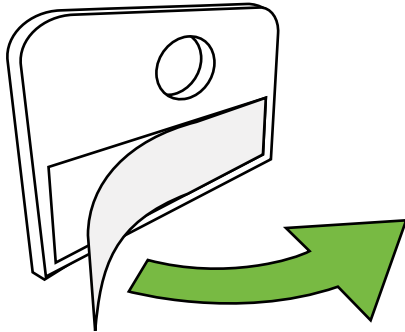


Chart Paper Hang Tags  
x20(RC201)  
x40(RC200)

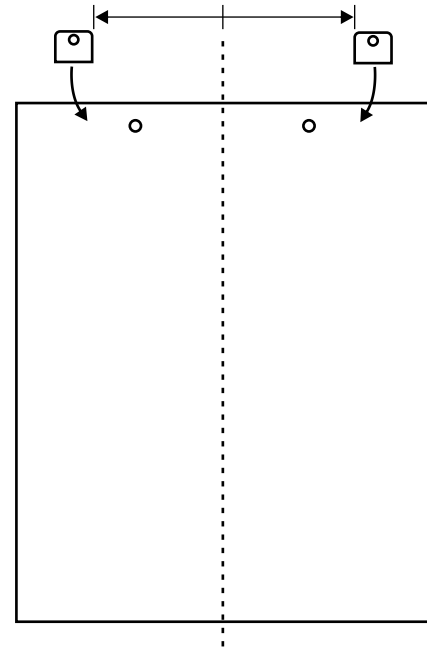
## Install Chart Paper Onto Chart Paper Hooks

### 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

