

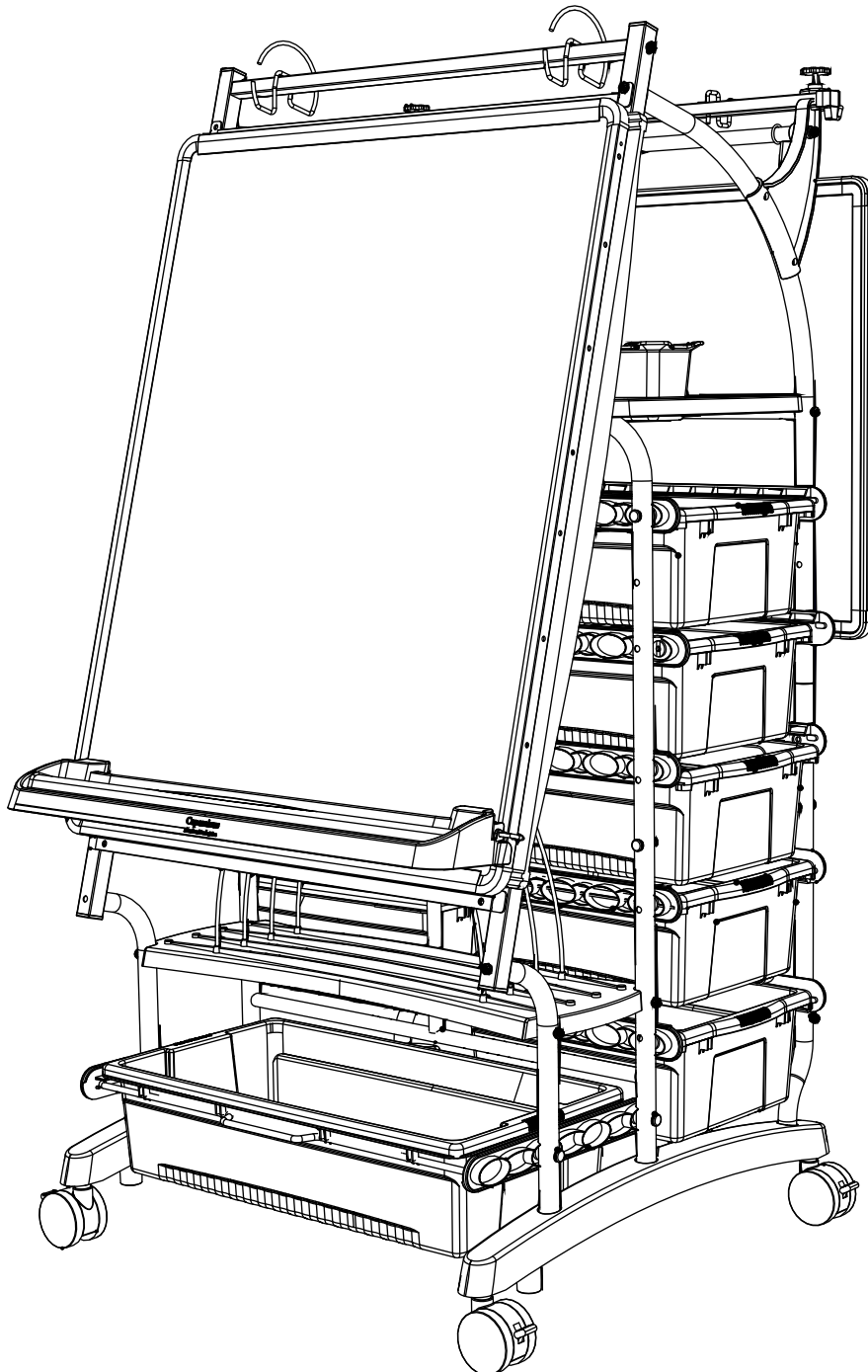


Assembly Guide

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 Premium Royal Inspiration Station. 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
applicable*

**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 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.

Lifetime
All Components
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).

5 Year
Whiteboard
Warranty

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.



No Maintenance

This product does **NOT** require maintenance. Repairs should only be performed by authorized personnel. Please contact customer service if repairs are required.



Climb Hazard

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



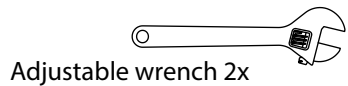
Indoor Use Only

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:

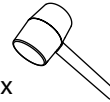


OR

10mm wrench

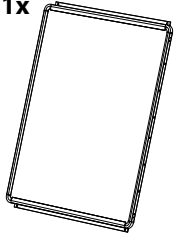
+

Rubber Mallet 1x

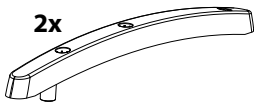


IS3-0

Whiteboard
1x



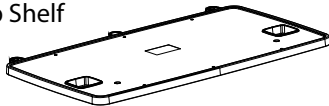
Base
2x



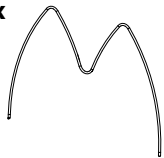
Square Accessory Rod
1x



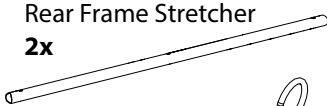
Top Shelf
1x



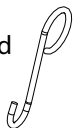
Big Book Rack
4x



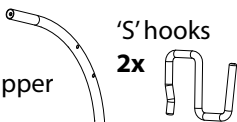
Rear Frame Stretcher
2x



Whiteboard Hooks
2x



Rear Upper Frame
2x



'S' hooks
2x



Chart paper loops
2x



Tub Channel
4x



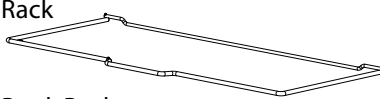
Locking Caster
4x



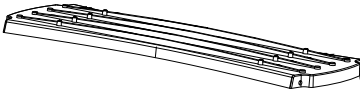
Front Tub Channel
1 Left, 1 Right
2x



Tub Rack
4x



Big Book Rack
1x



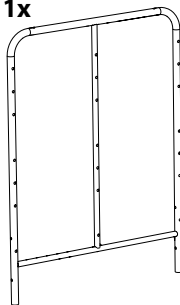
Telescoping Rod
1 Left, 1 Right
1x



Round Accessory Rod
1x



Middle Frame
1x



Rear Lower Frame
2x



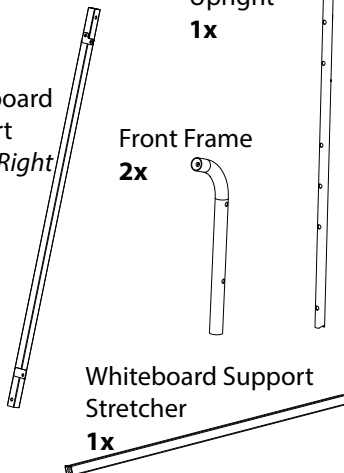
Rear Frame Upright
1x



Front Frame
2x



Whiteboard Support Stretcher
1x



Hardware

(A) M6 x 40mm Bolt
22x
(43240)



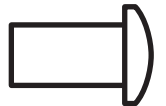
(B) M6 x 19mm Bolt
38x
(43220)



(C) M6 x 10mm Bolt
4x
(4321403)



(D) M6 Barrel Nut
42x
(43272)



(E) M6 Nut
4x
(43270)



(F) M8 Lock Washer
42x
(43274)



(G) M6 Lock Washer
24x
(43273)



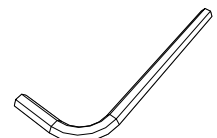
(H) M6 Acorn Nut
4x
(43271)



(I) M6 x 25mm Bolt
6x
(43225)



Allen Key
2x
(43281)



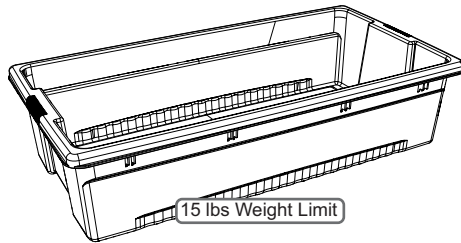
In Box

Parts

IS3-CB

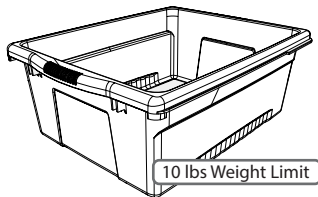
Really Big Tub

1x
(CC4073-B)



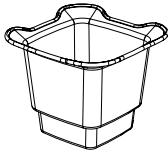
Open Tub

10x
(CC4068)



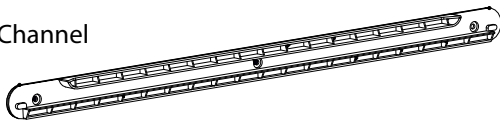
Tiny Tub

1x
(CC4072-O)



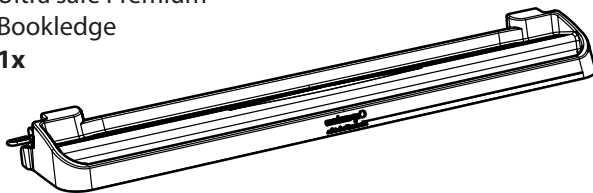
Tub Channel

6x



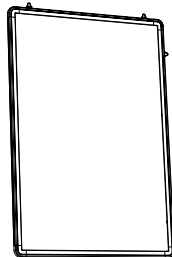
Ultra safe Premium
Bookledge

1x



Magnetic Lined
Dry Erase Board

1x
(AC455)

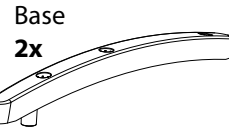
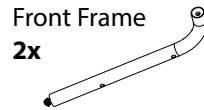
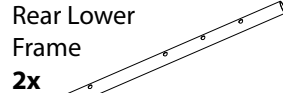
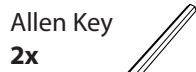


1

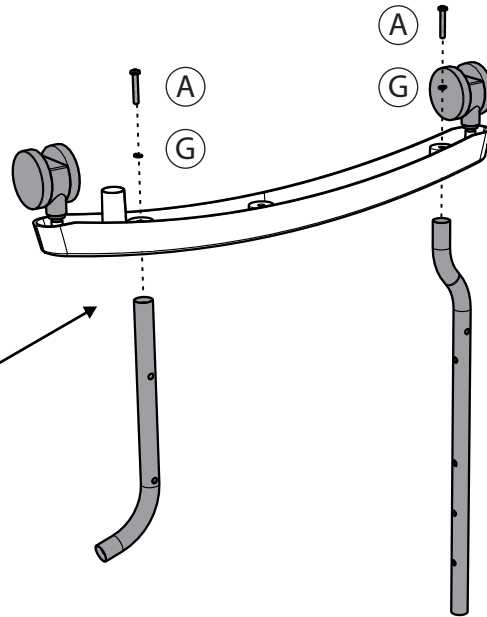
Actual Size:



You will need: (Not to Scale)



Install Front Frame, Rear Frame Lower & Casters



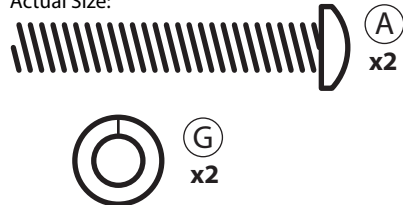
! Note orientation of base and frame components

! Press Casters firmly into the base:
 - Casters will click into place
 - If necessary, place a wrench between the wheels & tap in with a rubber mallet

! DO NOT tighten any fasteners unless prompted

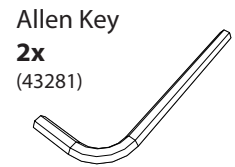
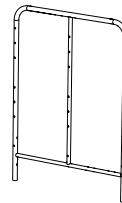
2

Actual Size:



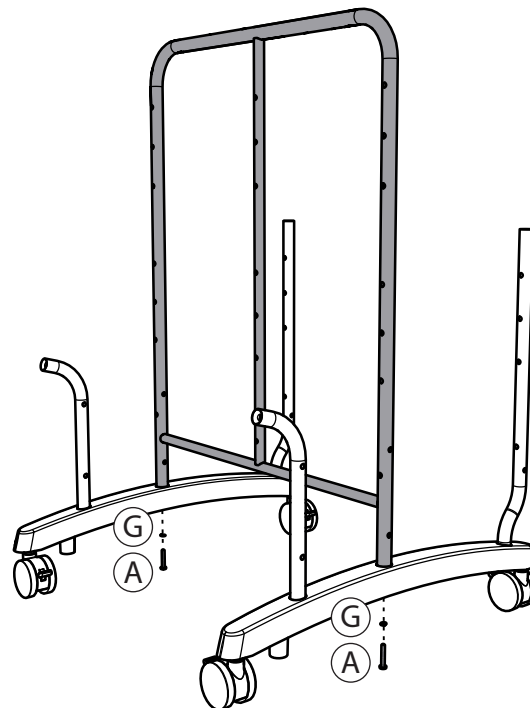
You will need: (Not to Scale)

Middle Frame
1x



Install Middle Frame

! DO NOT fully tighten the bolts



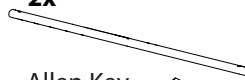
3

Actual Size:



You will need: (Not to Scale)

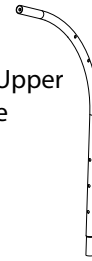
Rear Frame Stretcher
2x



Allen Key
2x



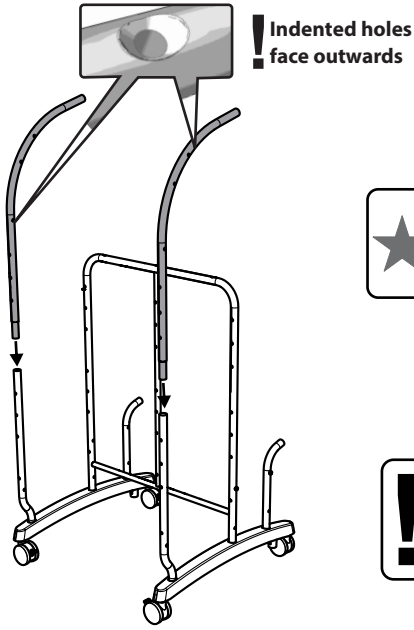
Rear Upper
Frame
2x



Rear Frame
Upright
1x

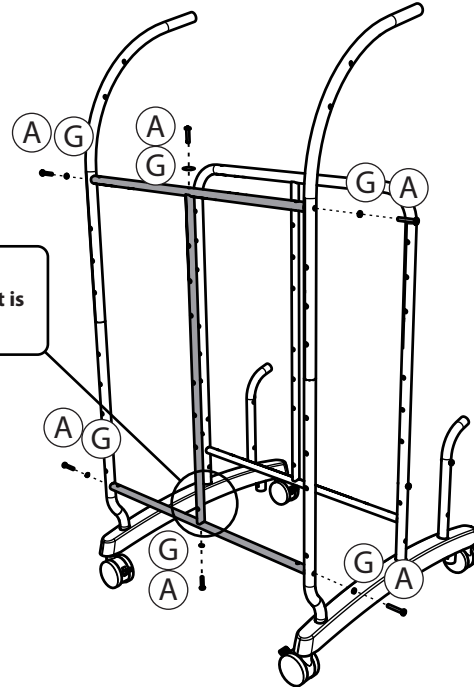


Build Rear Frame.



★ Note the label on the Frame Upright, and ensure the part is installed correctly.

! DO NOT fully tighten the bolts



4

Actual Size:



You will need: (Not to Scale)

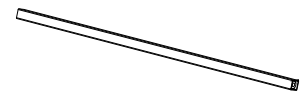
Allen Key
2x



Whiteboard
Support
2x

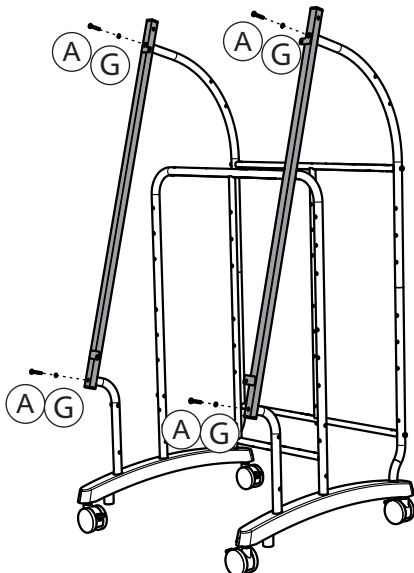


Whiteboard Support
Stretcher
1x

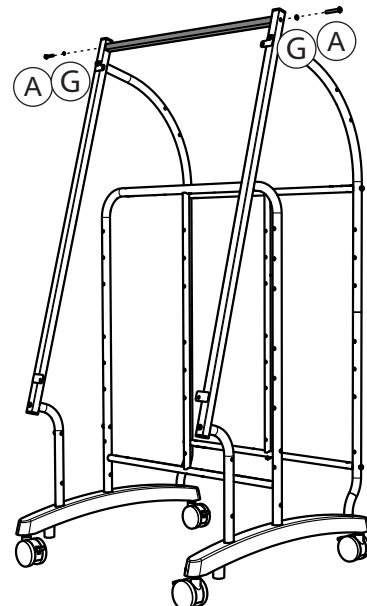


Install Whiteboard supports.

1



2



5

Actual Size:



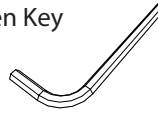
(C)
4x



(H)
4x

You will need: (Not to Scale)

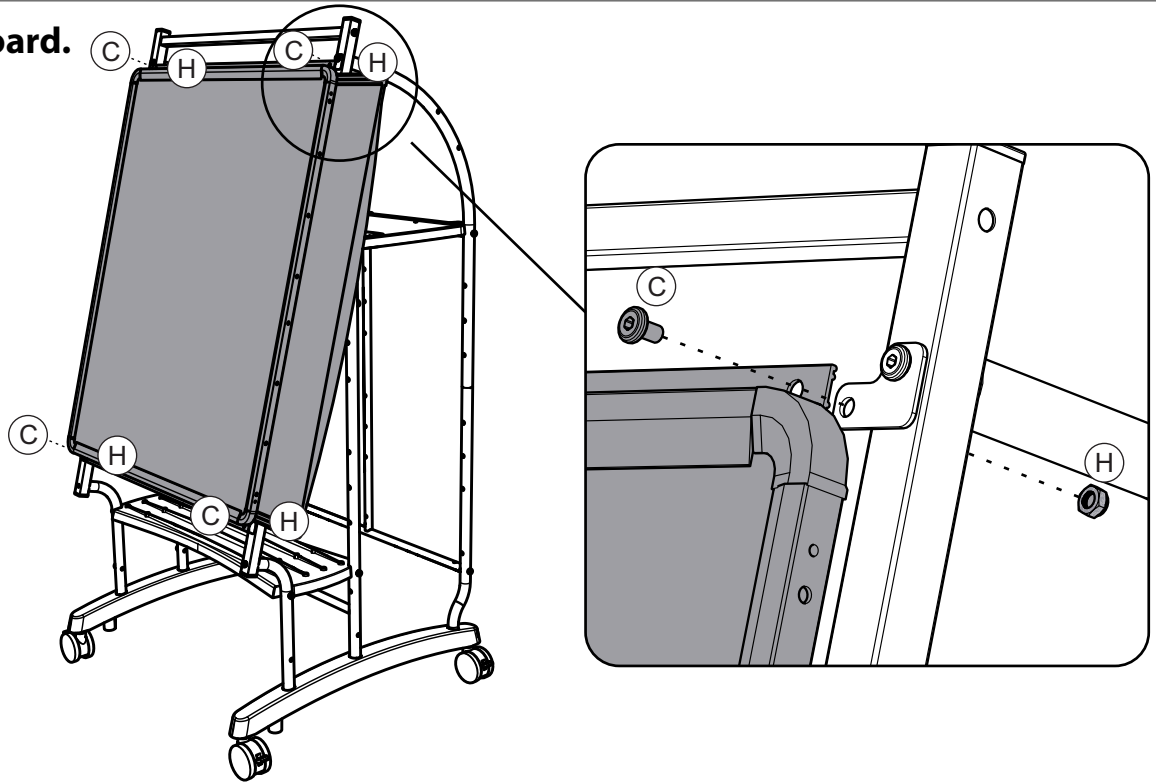
Allen Key
2x



Whiteboard
1x



Install Whiteboard.



6

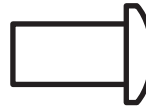
Actual Size:



(B)
x4



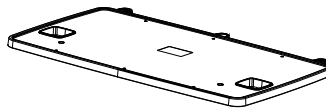
(F)
x4



(D)
x4

You will need: (Not to Scale)

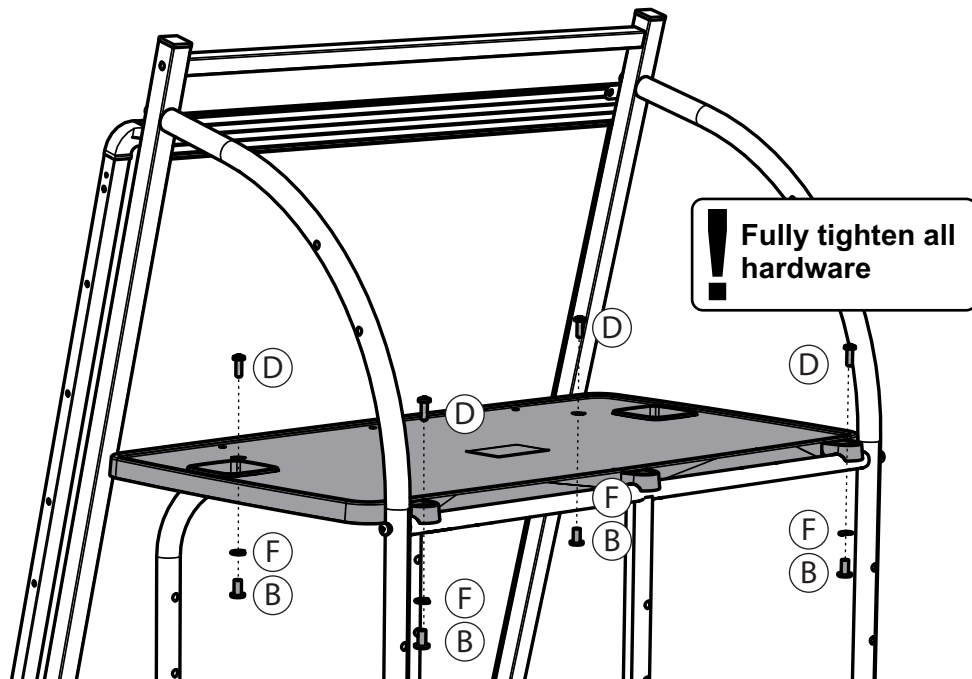
Top Shelf
1x



Allen Key
2x

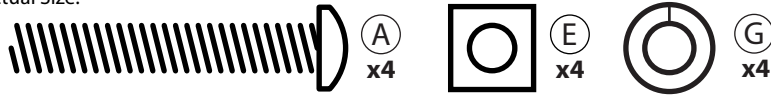


Install Top Shelf.



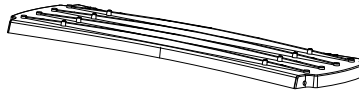
7

Actual Size:



You will need: (Not to Scale)

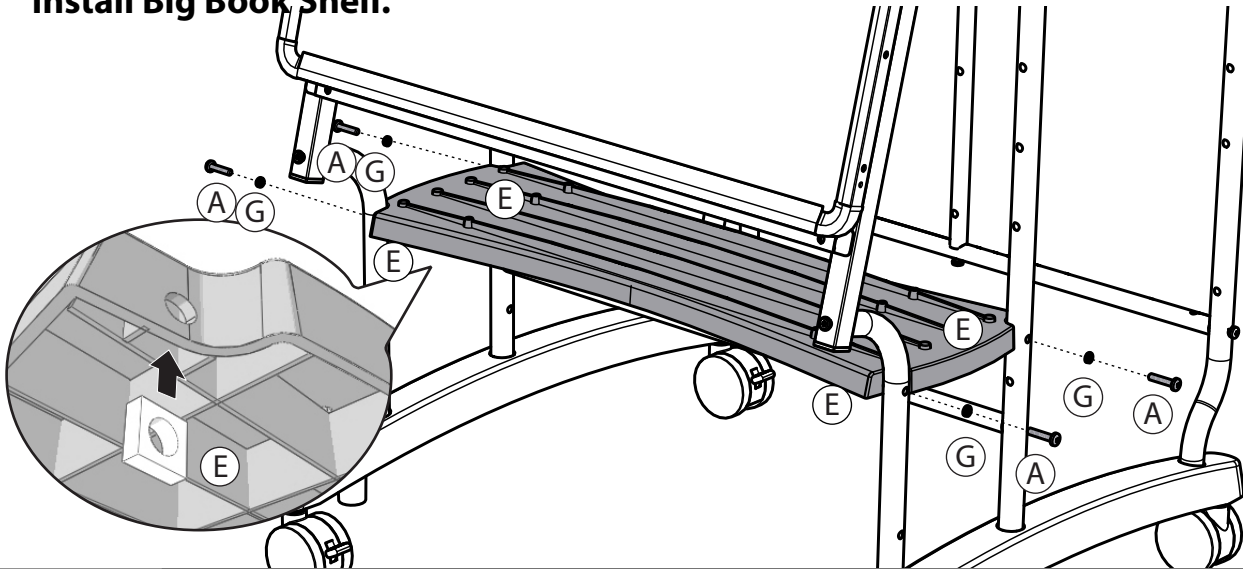
Big Book Rack
1x



Allen Key
2x



Install Big Book Shelf.



8

Actual Size:



You will need: (Not to Scale)

Tub Channel
10x



Allen Key
2x

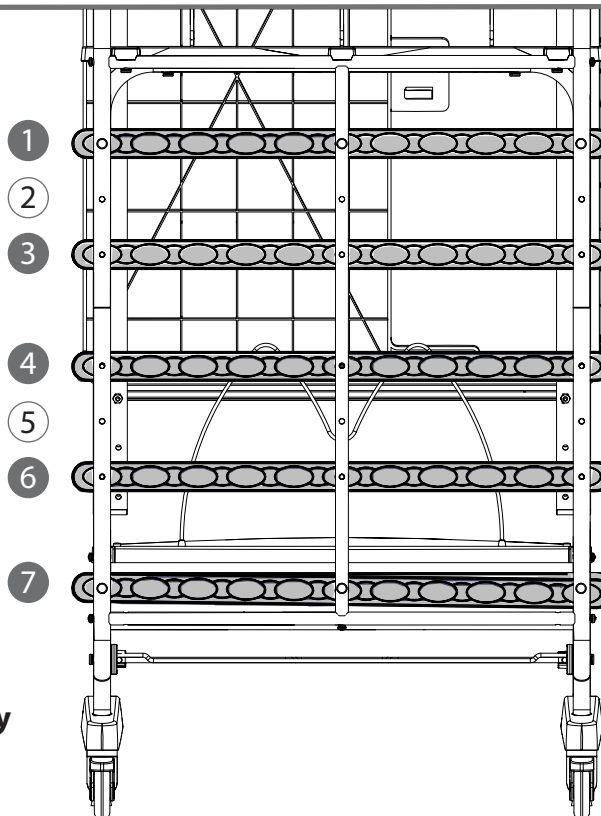


Install Tub Channels.

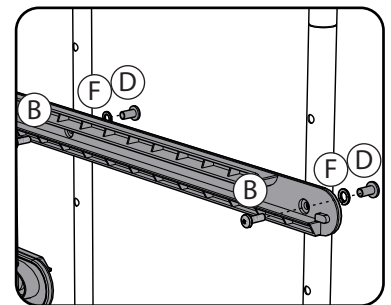
Align the tub channels with holes 1, 3, 4, 6, and 7 on the rear and middle frame. Refer to the image on the right.

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

Tighten fasteners.



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



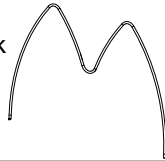
Note orientation of tub channel before installing.

★ Before installing tubs, tighten all fasteners firmly

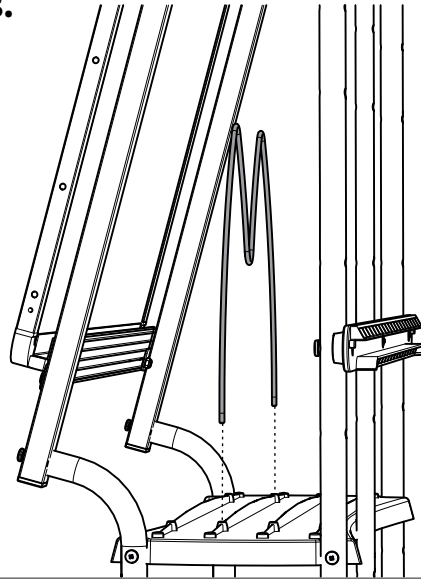
9

You will need: (Not to Scale)

Big Book Rack
4x



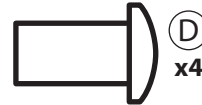
Install Big Book dividers.



4x

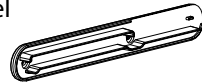
10

Actual Size:

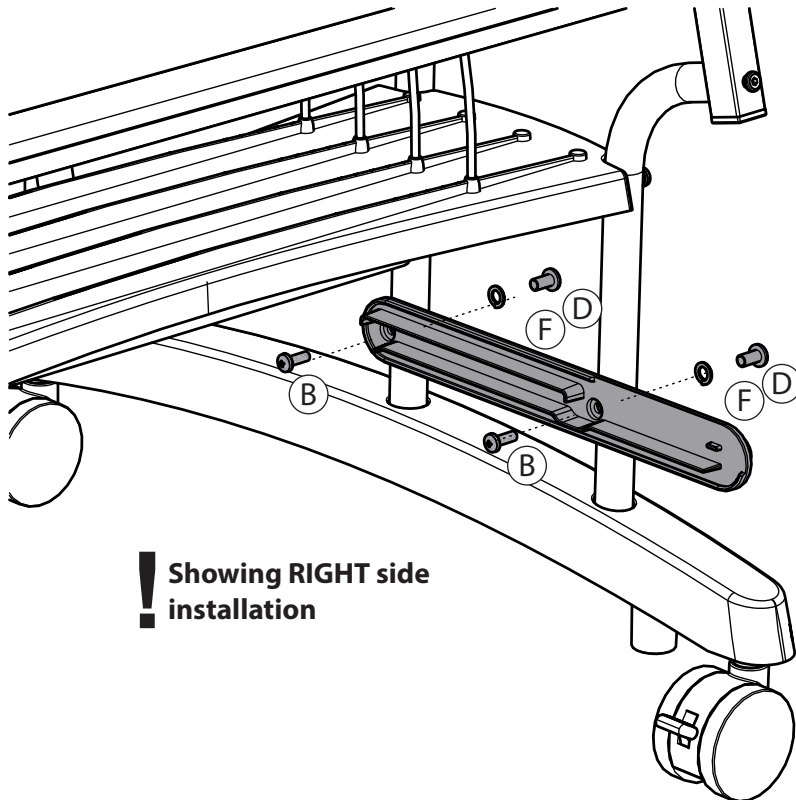


You will need: (Not to Scale)

Front Tub Channel
2x
1 Left, 1 Right

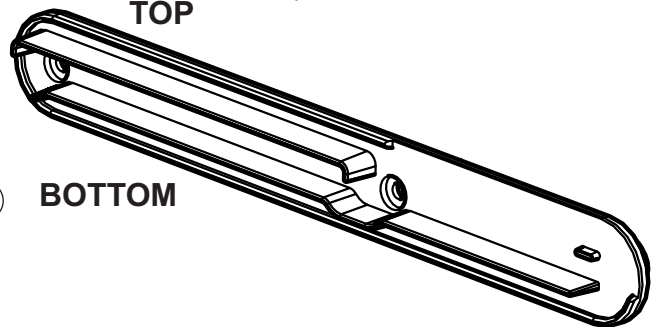


Install front tub channels.



! Identify the right and left Front Channels

TOP



BOTTOM

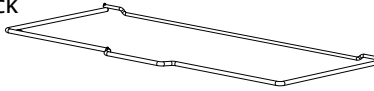
! Showing RIGHT side installation

- 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.

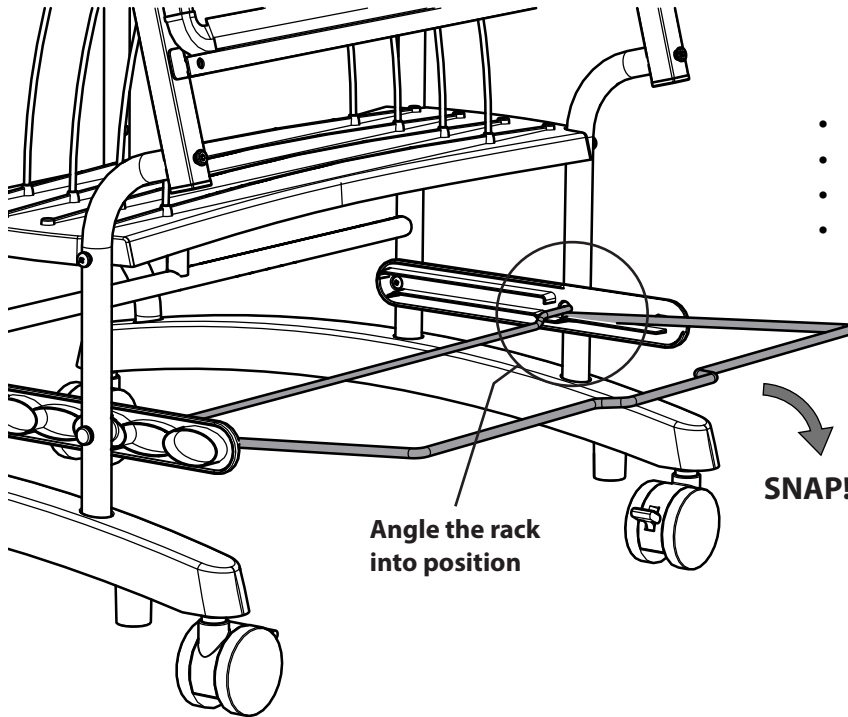
11

You will need: (Not to Scale)

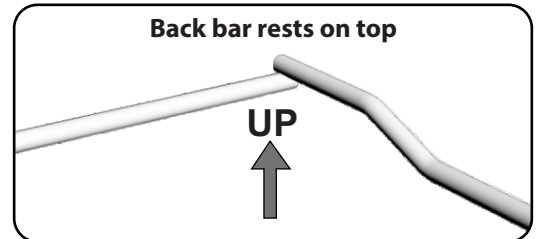
Tub Rack
4x



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.



12

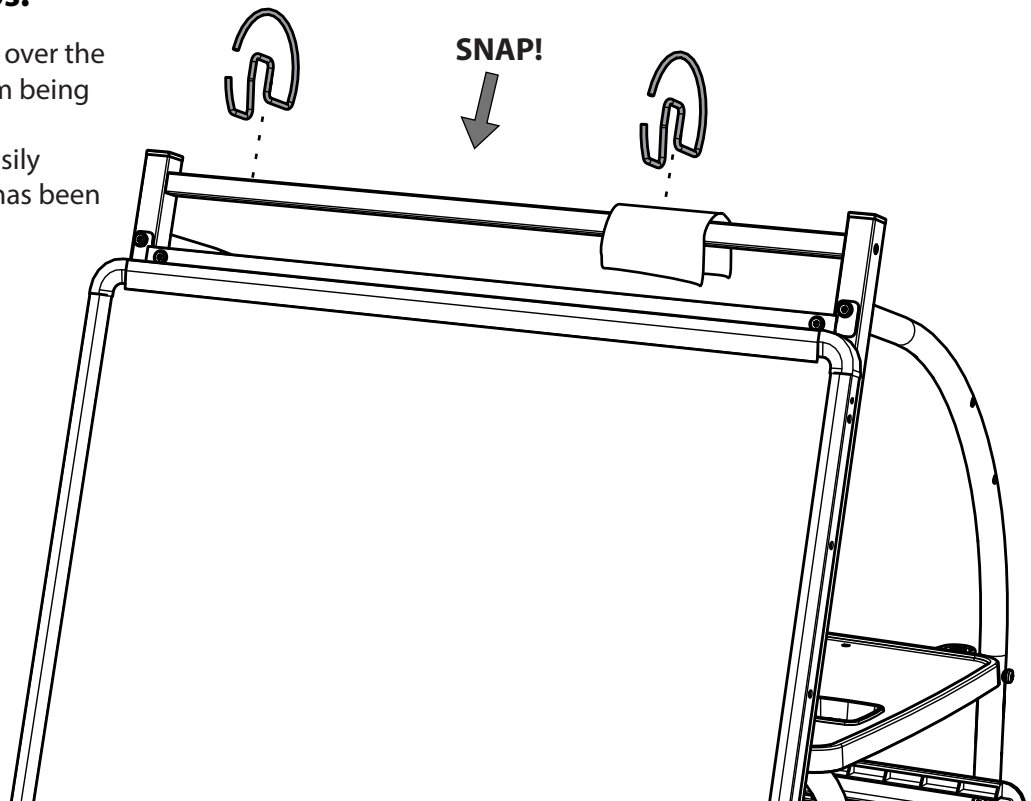
You will need: (Not to Scale)

Chart paper
loops
2x



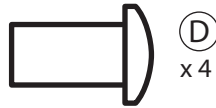
Attach chart paper loops.

- 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.



13

Actual Size:



2 Person Task

You will need: (Not to Scale)

Square
Accessory Rod
1x



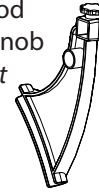
Round
Accessory Rod
1x



Whiteboard
Hooks
2x



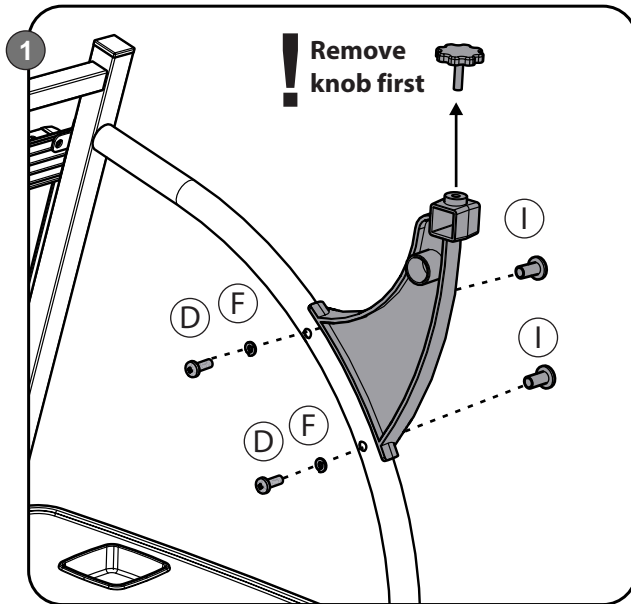
Accessory Rod
Brackets & Knob
1 Left, 1 Right
2x



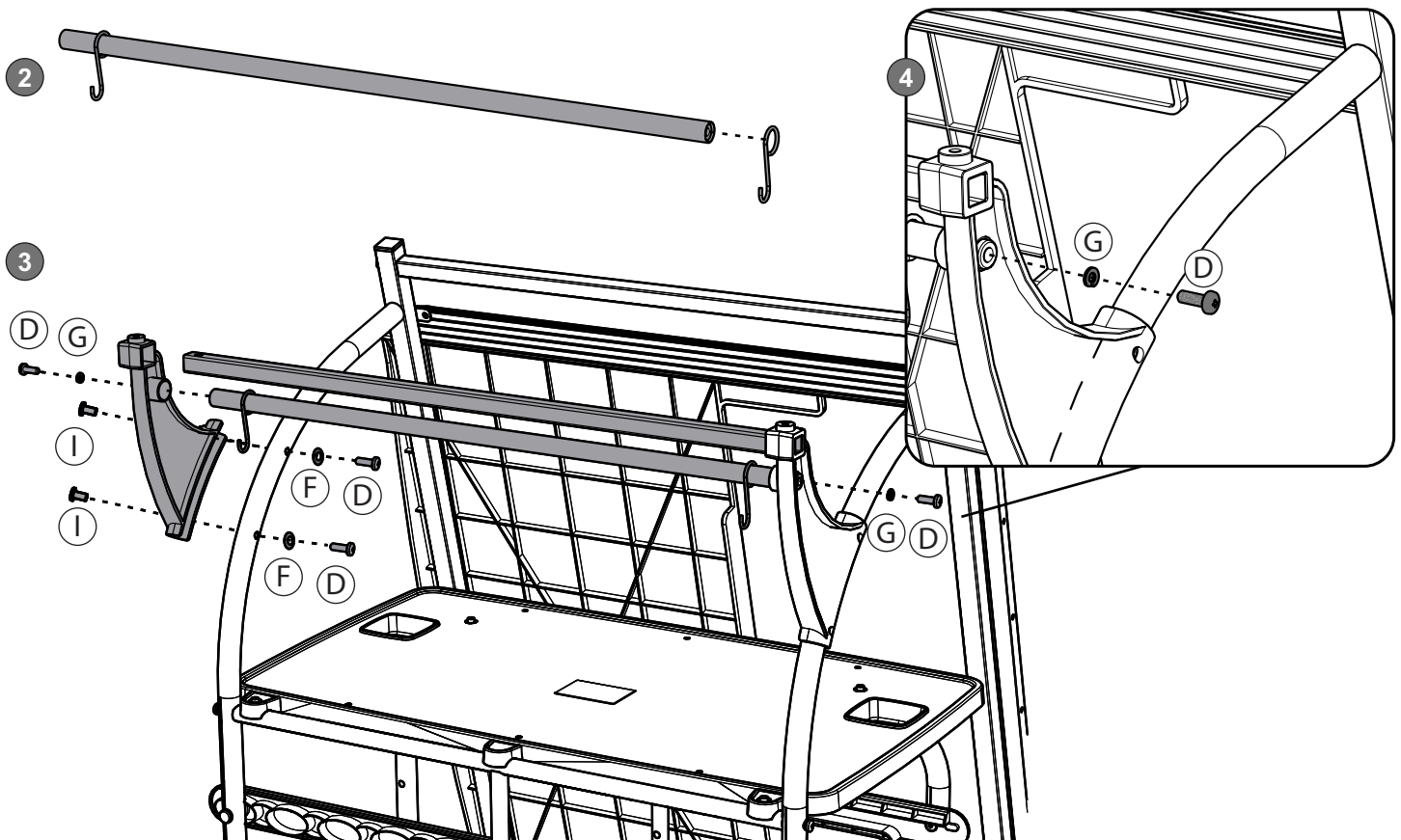
Allen Key
2x



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.



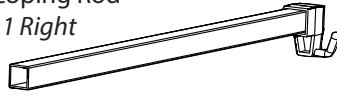
14

You will need: (Not to Scale)

Telescoping Rod

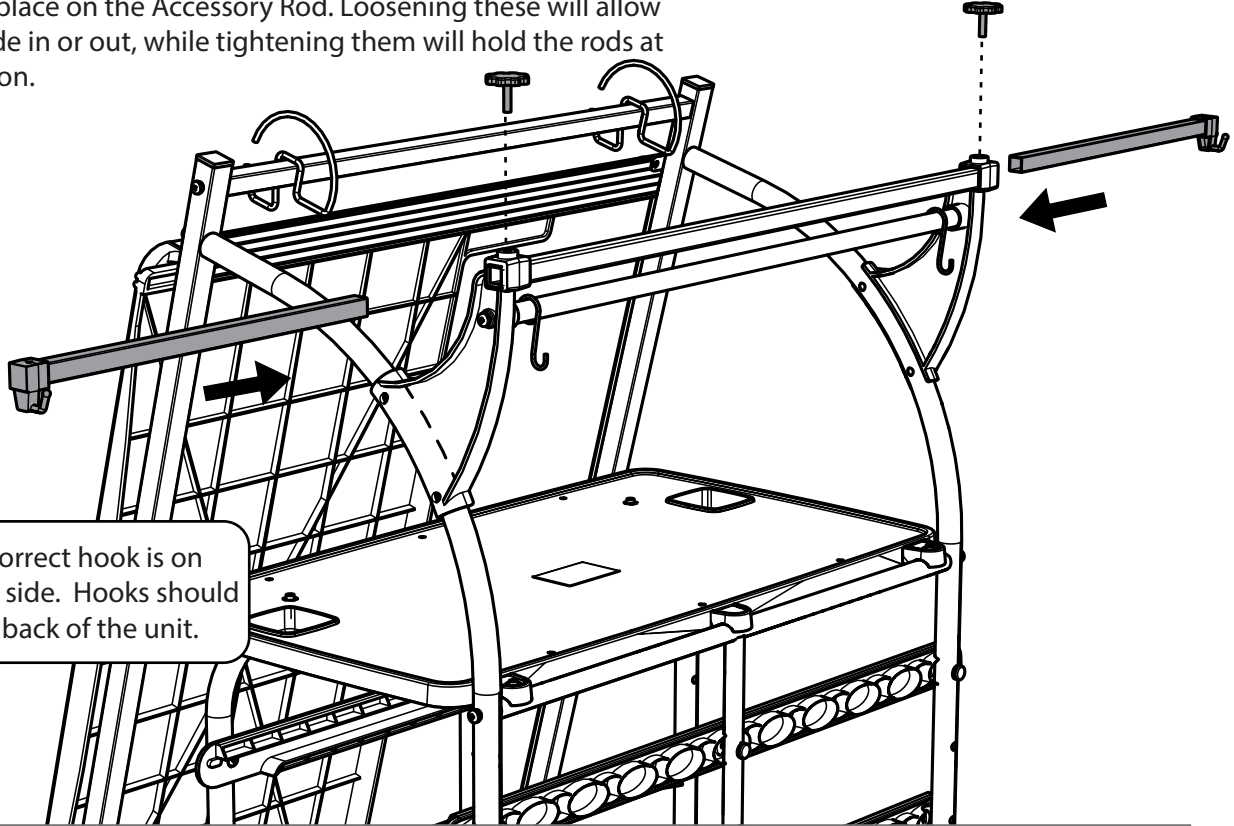
1 Left, 1 Right

1x



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.



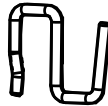
! Ensure that the correct hook is on the left and right side. Hooks should face towards the back of the unit.

15

You will need: (Not to Scale)

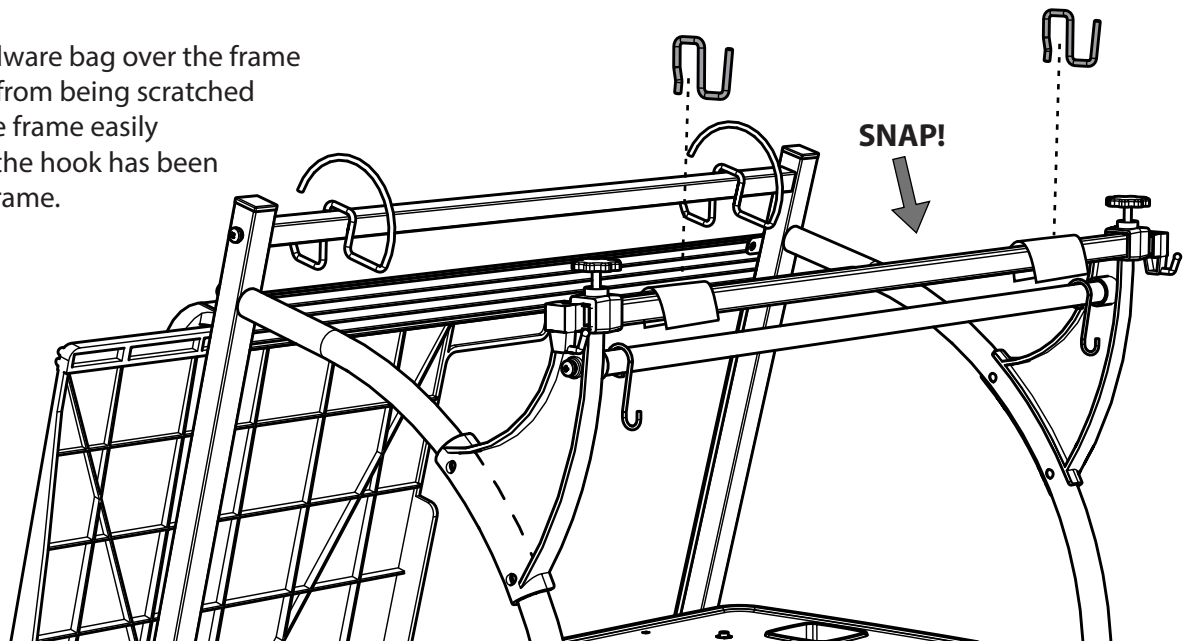
'S' hooks

2x



Install 'S' 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.



16

You will need: (Not to Scale)

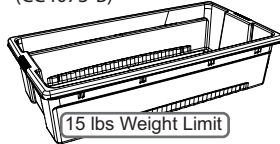
Allen Key
2x



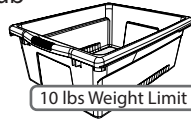
Tiny Tub
1x
(CC4072-O)



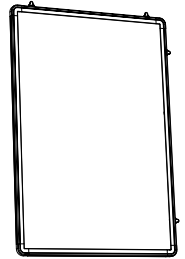
Really Big Tub
1x
(CC4073-B)



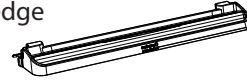
Open Tub
8x
(CC4068)



Magnetic Lined
Dry Erase Board
1x
(AC455)



Ultra safe Premium
Bookledge
1x



Add remainder of accessories.

Check entire assembly for loose parts; tighten all casters, bolts, screws and nuts

Press Casters firmly into the Base:



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

