

**Assembly Guide**

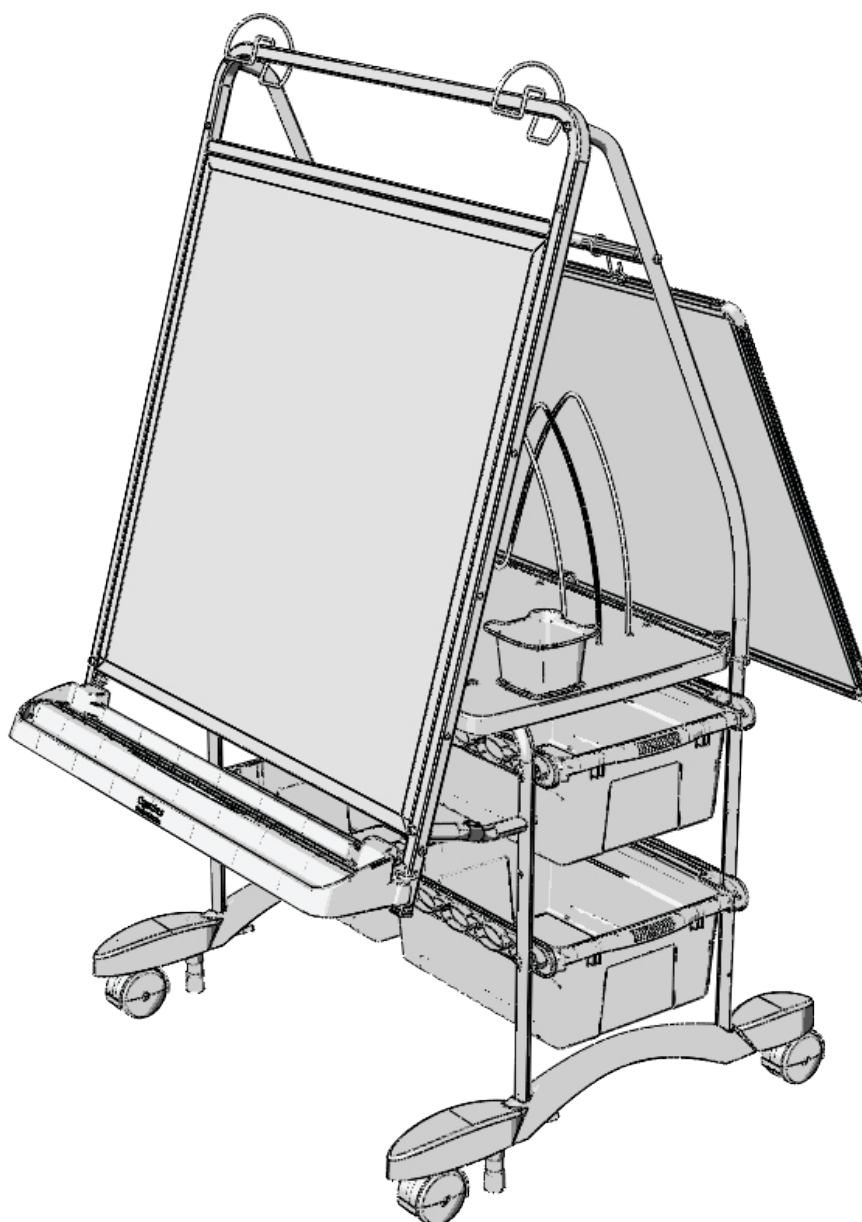
RC105_2019_A

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

For assistance, please contact us:

1-800-267-8494Email 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.





Assembly Guide

RC105_2019_A

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Have your packing slip ready for reference

Dear Educator,

Thank you for purchasing the Royal 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.

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

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.



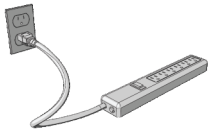
Adult
Supervision

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



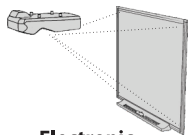
Indoor Use
Only

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.



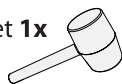
Climb Hazard

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:

Rubber Mallet **1x**

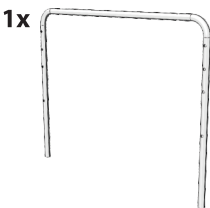


RC105-0

Base
2x



Center Frame
1x



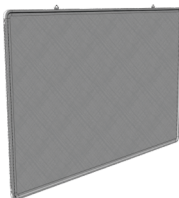
Lower Frame
1 Left, 1 Right
2x



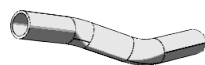
Upper Frame
1 Left, 1 Right
2x



Rear Whiteboard
1x



Front Frame Support
1 Left, 1 Right
2x



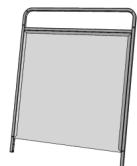
3" Caster
4x



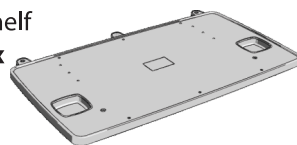
Chart Loop Hook
2x



Front Frame
1x



Shelf
1x



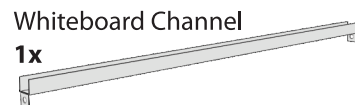
Ultra Safe Premium
Book Ledge
1x



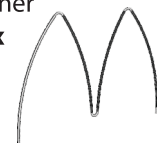
Stretcher
2x



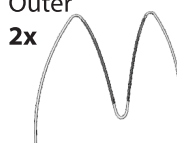
Whiteboard Channel
1x



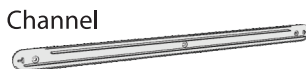
M-Rack
Inner
1x



M-Rack
Outer
2x



Tub Channel
4x



Rear Whiteboard Hooks
2x



Tiny Tub
2x



Page Paws
2x



In Box 1

Hardware

Actual Size

(A) M6 x 35mm
12x



(B) M5 x 35mm
2x



(C) M6 x 15mm
14x



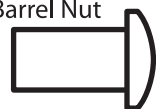
(D) M6 Lock Washer
14x



(E) M8 Lock Washer
14x



(F) M6 Barrel Nut
14x



Tools

Not to Scale

Allen Key
2x



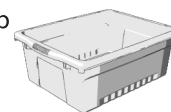
Hex Drive Drill Bit
1x



C68-4-1

Open Book Tubs

Open Tub
4x



OR

PTP-5

Premium Tub Pack Upgrade

Stubby Tubby
4x



Open Tub
2x



Tub Channel
2x



(C) M6 x 15mm
4x



(E) M8 Lock Washer
4x



(F) M6 Barrel Nut
4x



Tips for Assembly

Watch for These Helpful Symbols

This symbol denotes a 2-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

You will need: (Not to Scale)

Base
2x

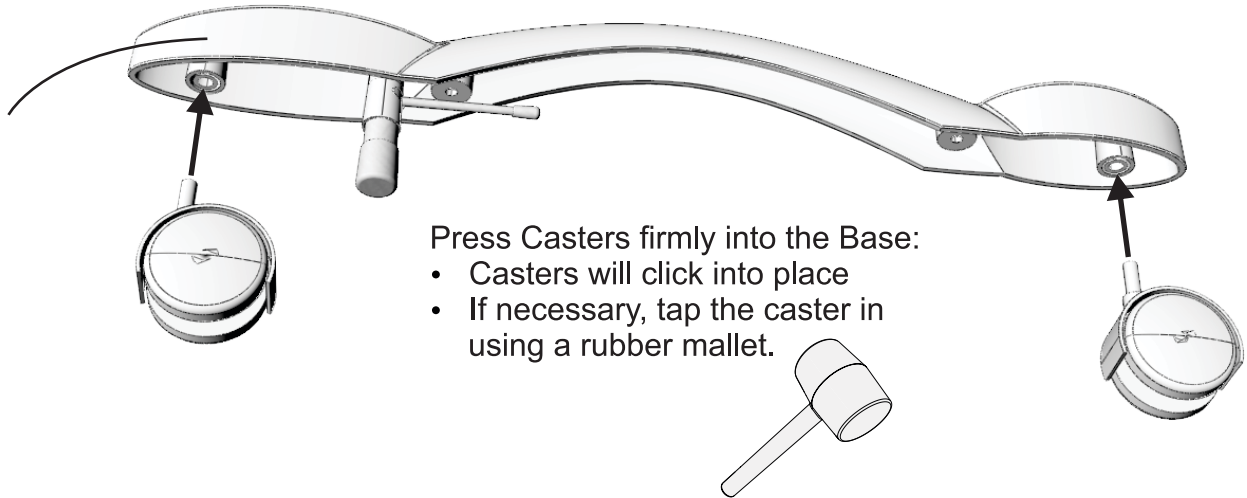


3" Caster
4x



Install Casters

Front



2

Actual Size:

(A) M6 x 35mm
4x



(D) M6 Lock Washer
4x

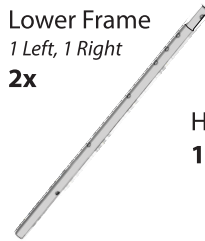


You will need: (Not to Scale)

Center Frame
1x



Lower Frame
1 Left, 1 Right
2x



Hex Drive Drill Bit
1x



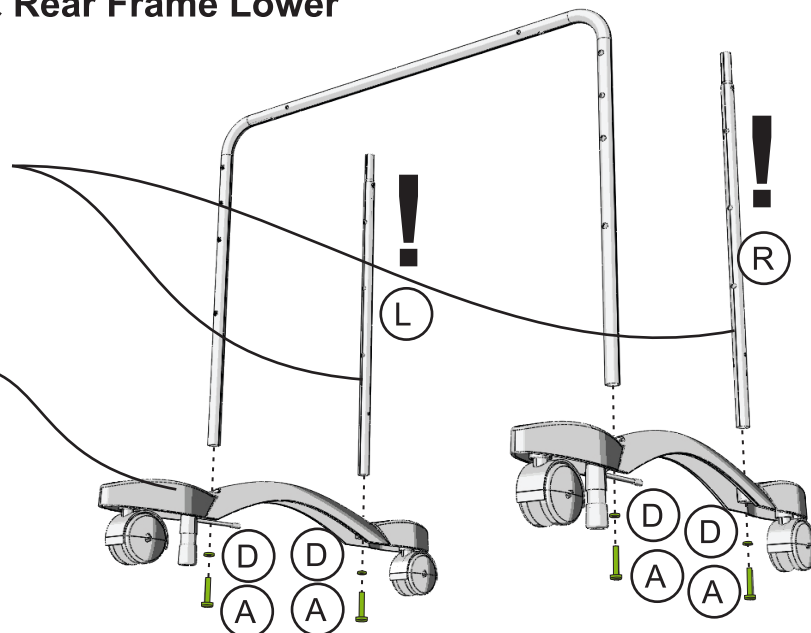
Install Center Frame & Rear Frame Lower



Note - L & R stickers on the frames

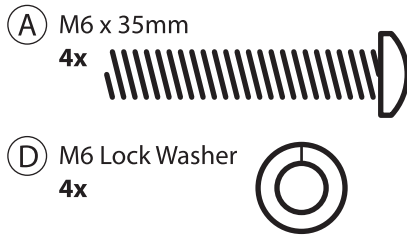


Note - Front of base is the end with the brake



3

Actual Size:

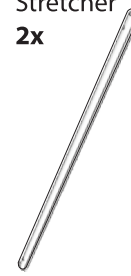


You will need: (Not to Scale)

Rear Whiteboard Hooks
2x



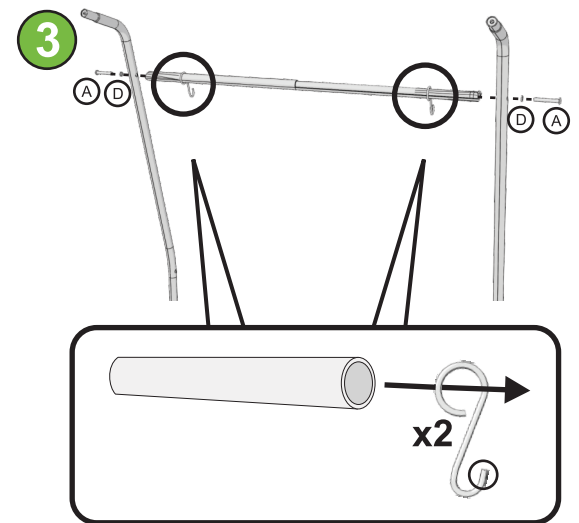
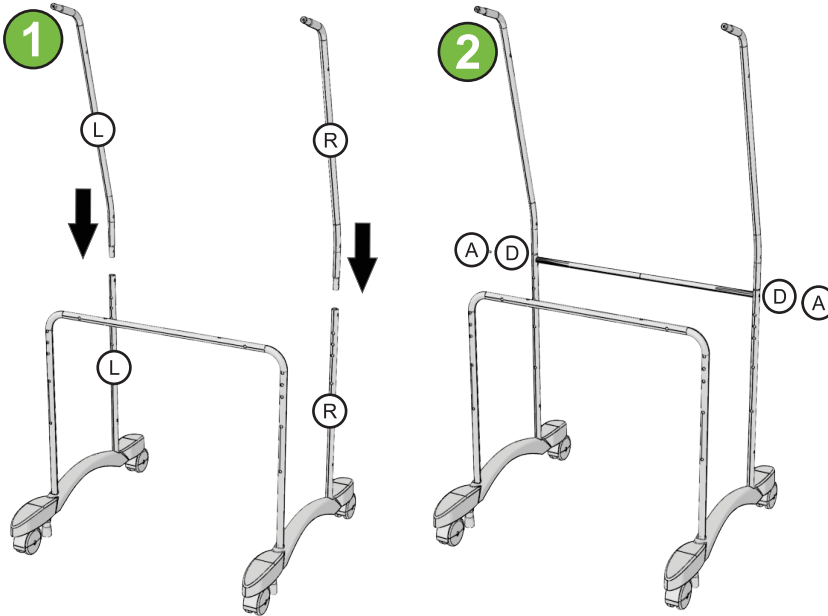
Stretcher
2x



Upper Frame
1 Left, 1 Right
2x



Build Rear Frame



Note - install Rear Whiteboard Hooks on top Stretcher before fastening to frame. Ensure hooks face back of unit!

4

Actual Size:



You will need: (Not to Scale)

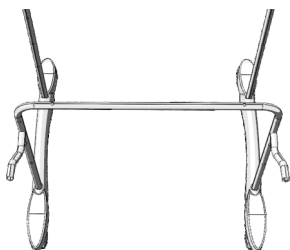
Front Frame Support
1 Left, 1 Right
2x



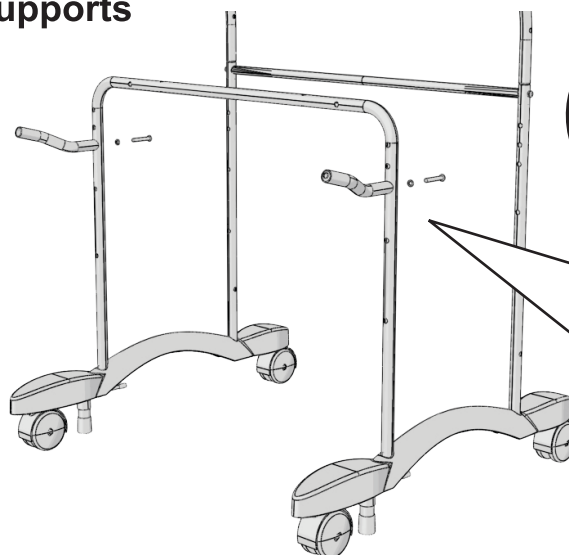
Hex Drive Drill Bit
1x



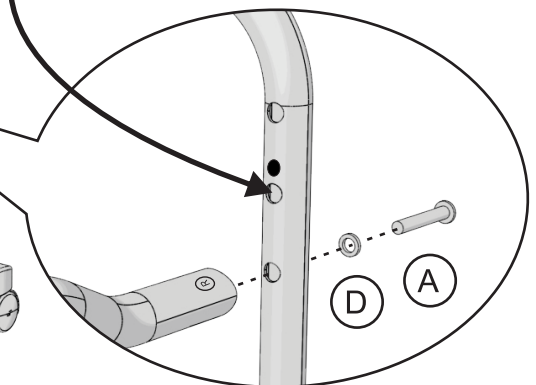
Install Front Frame Supports



Note - Front Frame Supports angle outward



Use labels to help you assemble correctly



5A

Actual Size:

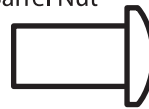
(C) M6 x 15mm
8x



(E) M8 Lock Washer
8x



(F) M6 Barrel Nut
8x



You will need: (Not to Scale)

Tub Channel

4x

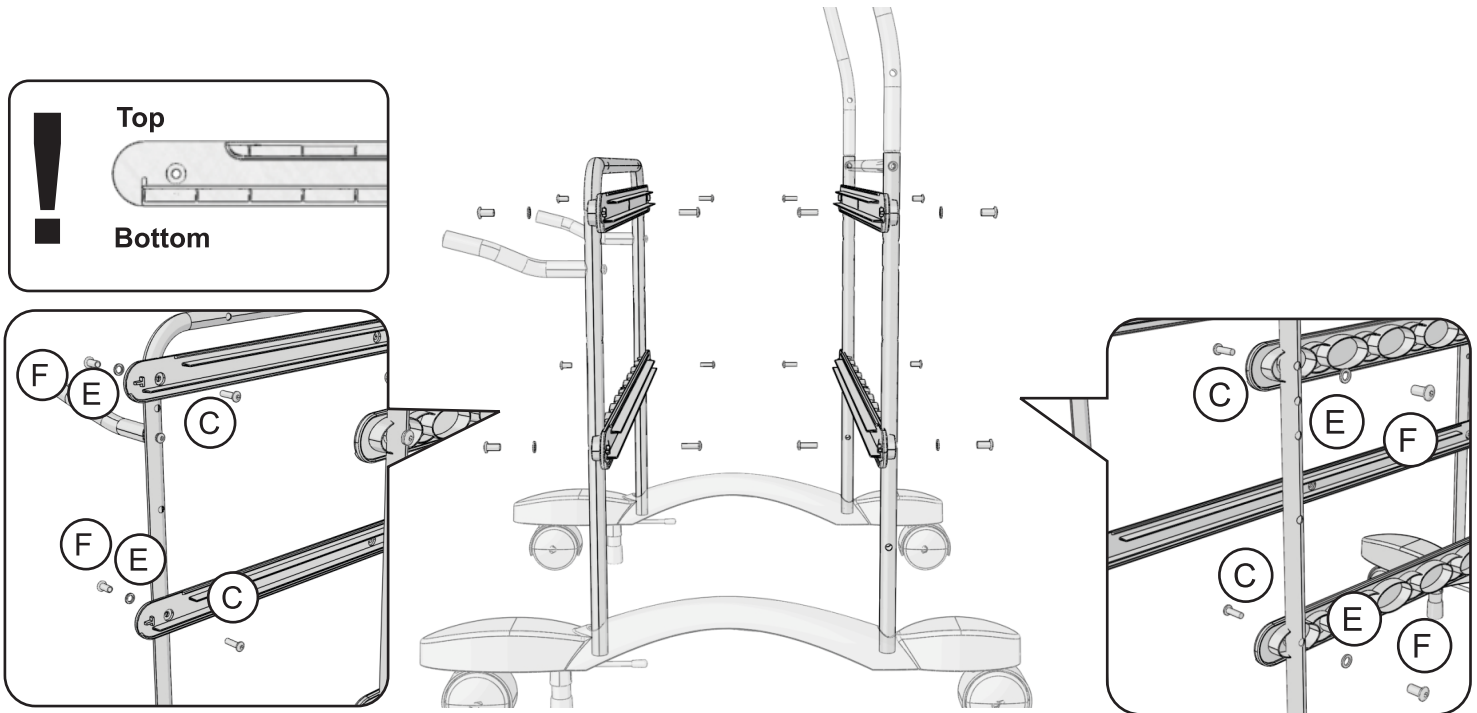


Allen Key

2x



Install Top and Bottom Tub Channels



5B PTP-5 ONLY

! For RC105 PTP-5 setup please look inside box labelled “PTP-5” for parts and assembly instructions. Complete this before proceeding to step 6.

! If you purchased the PTP-5 separately as an upgrade kit you can install the parts on an already assembled RC105.

6

Actual Size:

(C) M6 x 15mm

4x



(E) M8 Lock Washer

4x



(F) M6 Barrel Nut

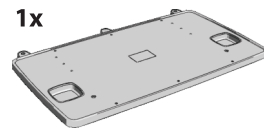
4x



You will need: (Not to Scale)

Shelf

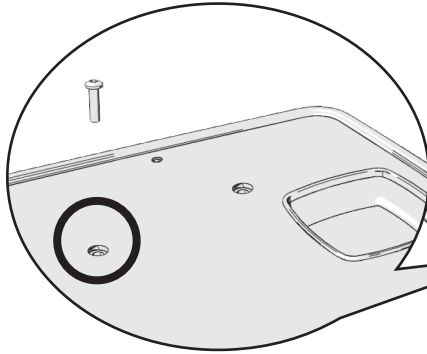
1x



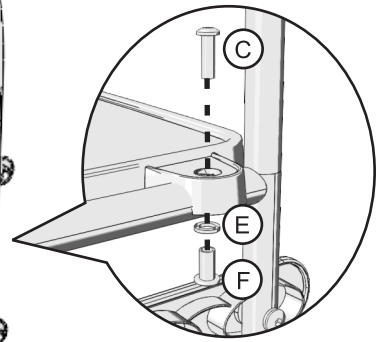
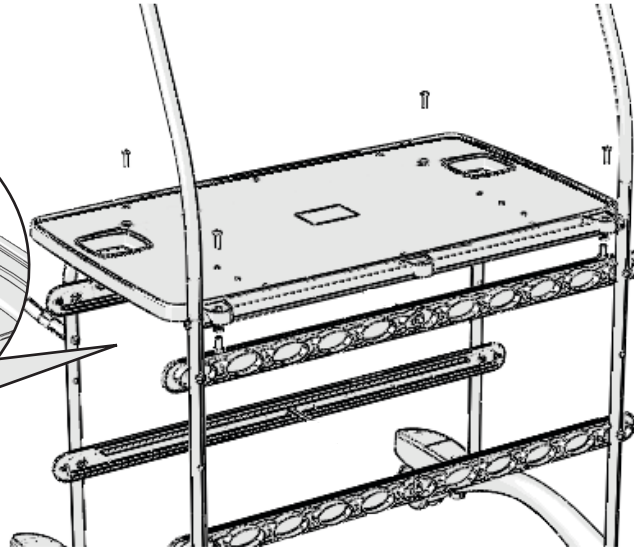
Allen Key
2x



Install Shelf



Ensure correct hole is used



7

Actual Size:

(C) M6 x 15mm

2x



(E) M8 Lock Washer

2x



(F) M6 Barrel Nut

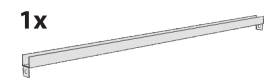
2x



You will need: (Not to Scale)

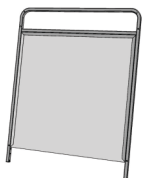
Whiteboard Channel

1x



Front Frame

1x



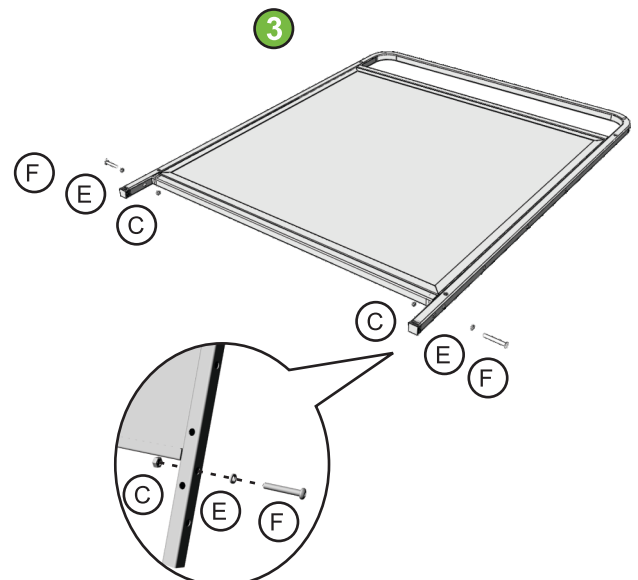
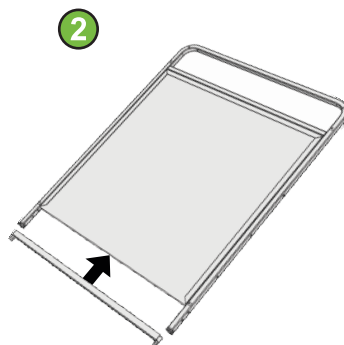
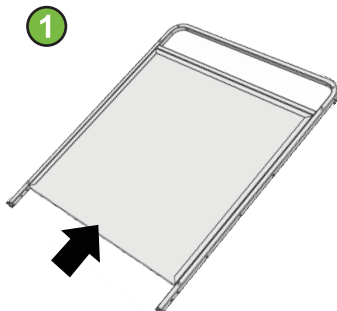
Allen Key

2x



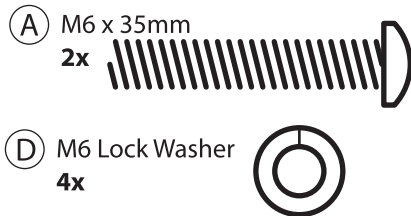
Build Front Frame Assembly

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.

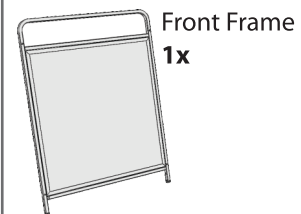


8

Actual Size:

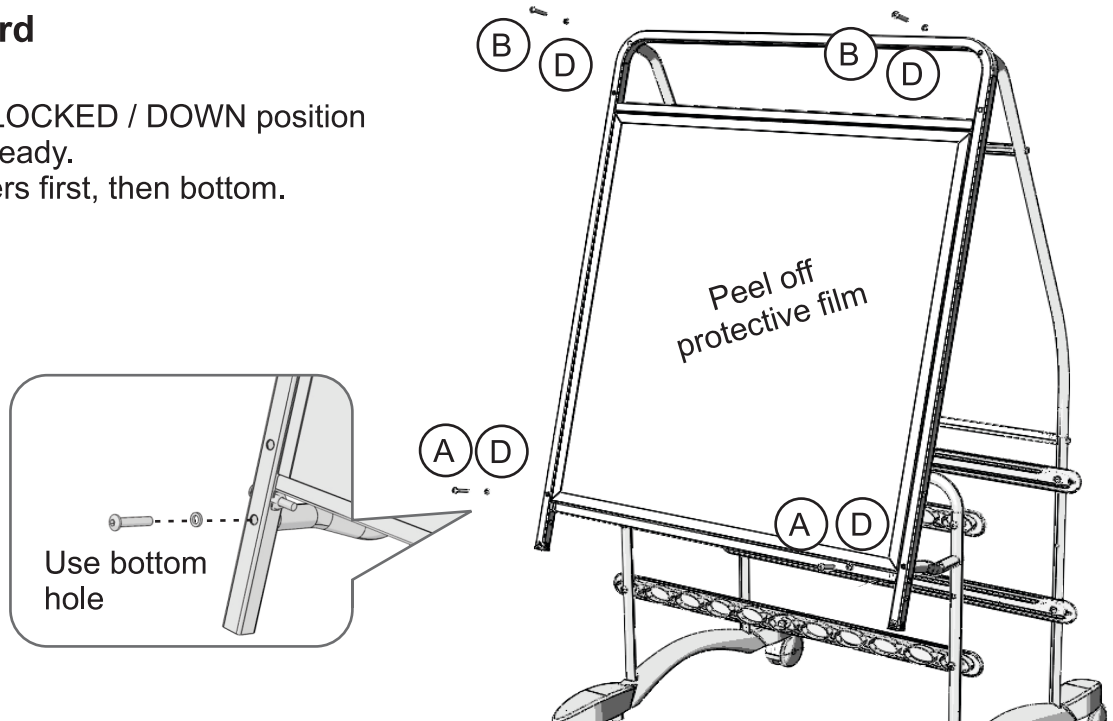


You will need: (Not to Scale)



Attach Whiteboard

1. Put brakes in the LOCKED / DOWN position to help hold unit steady.
2. Fasten top fasteners first, then bottom.



9

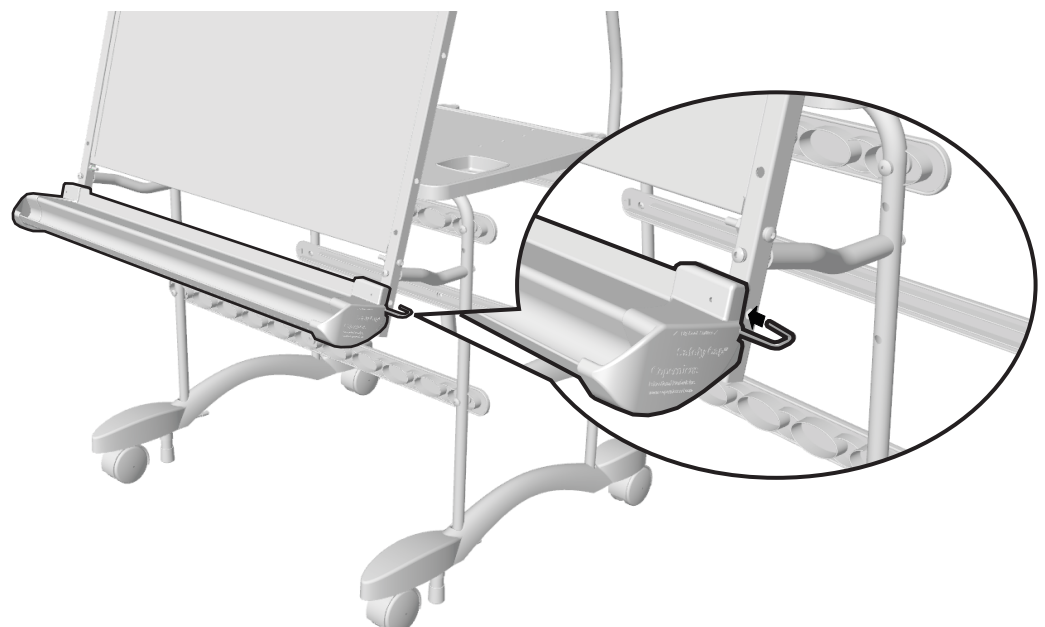
You will need: (Not to Scale)



Ultra Safe Premium
Book Ledge
1x

Install Book Ledge

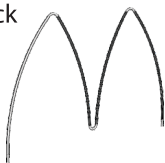
- ! Note - the spring tension is designed to discourage children from unhooking the book ledge



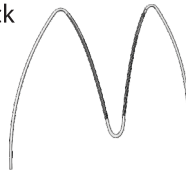
10

You will need: (Not to Scale)

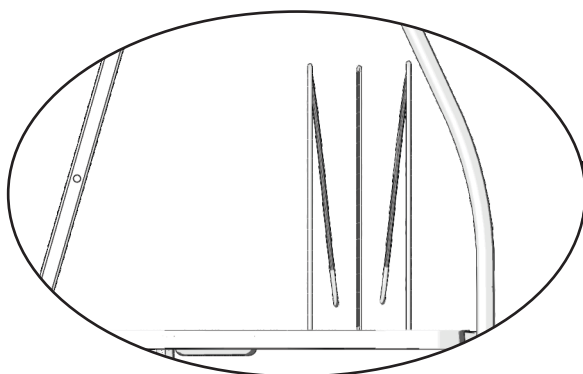
M-Rack
Inner
1x



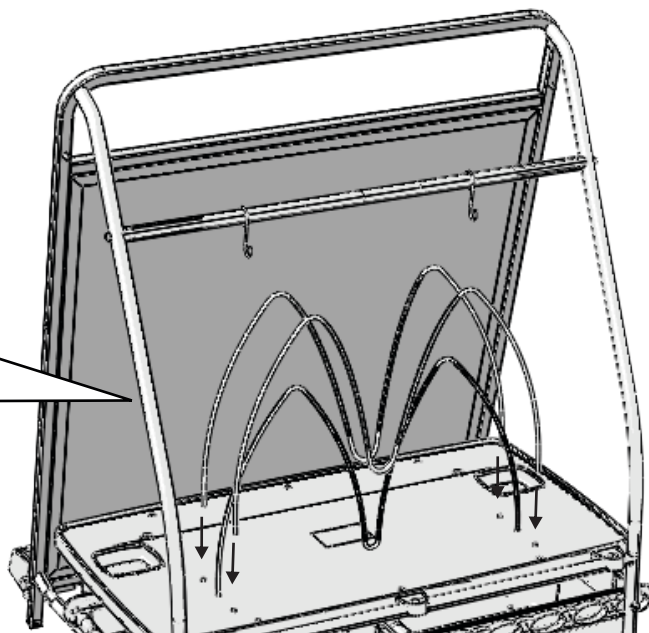
M-Rack
Outer
2x



Install Big Book Rack Divider M-Racks



Note the orientation of the M-Racks



11

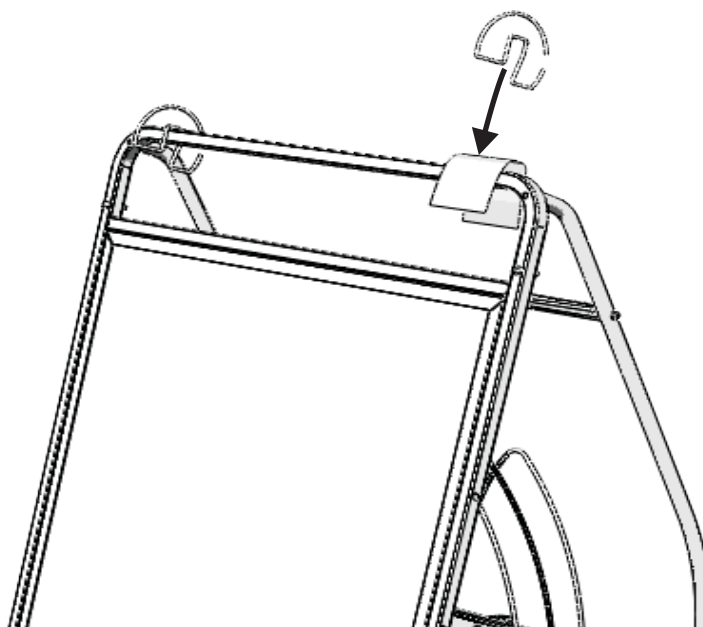
You will need: (Not to Scale)

Chart Loop Hook
2x



Attach Chart Paper Hooks

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



12

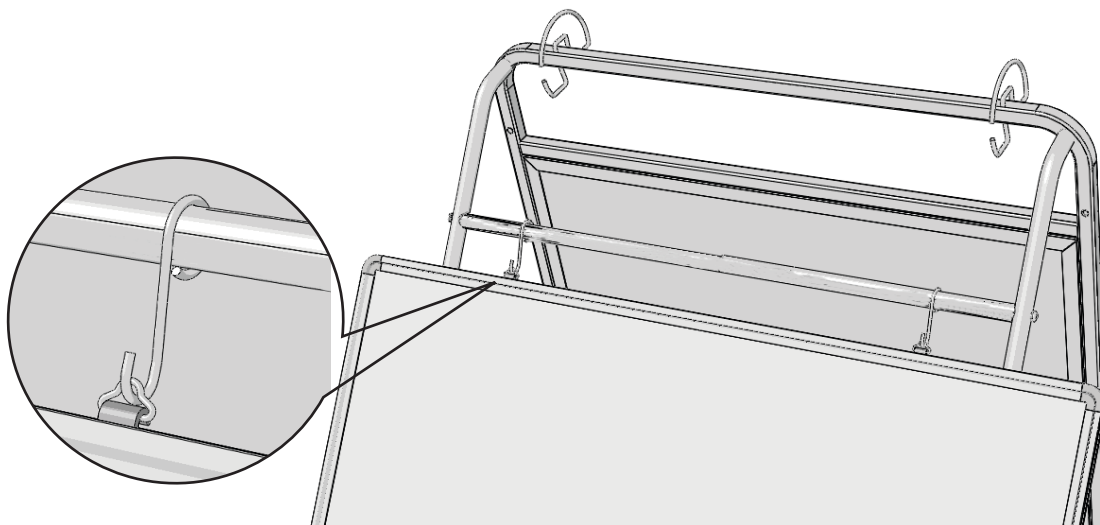
You will need: (Not to Scale)

Rear Whiteboard

1x



Hang Rear Whiteboard



13

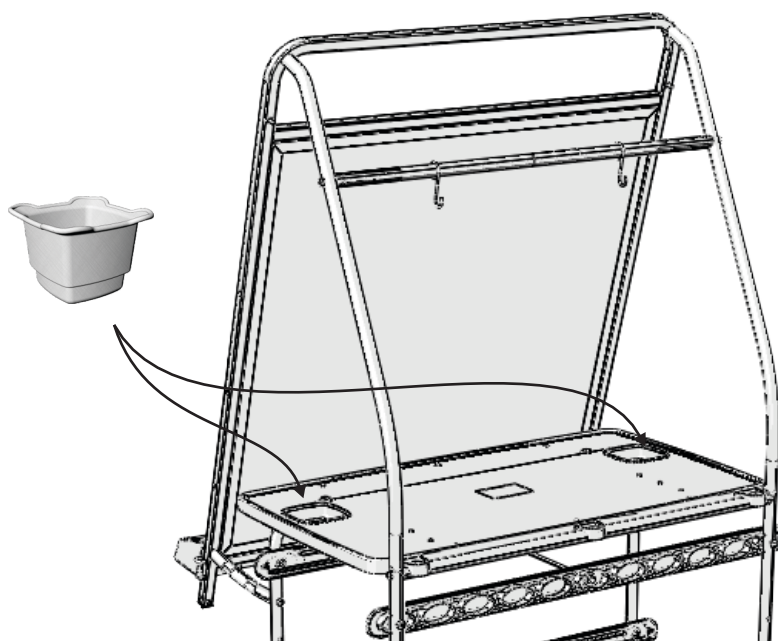
You will need: (Not to Scale)



Tiny Tub

2x

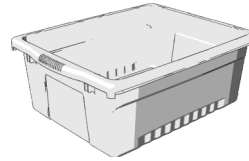
Place Tubs into Unit



14A

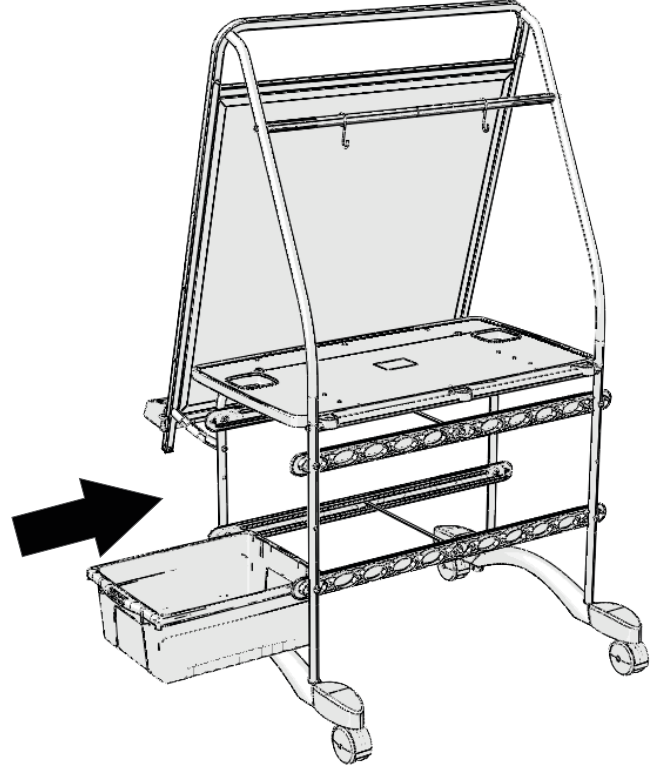
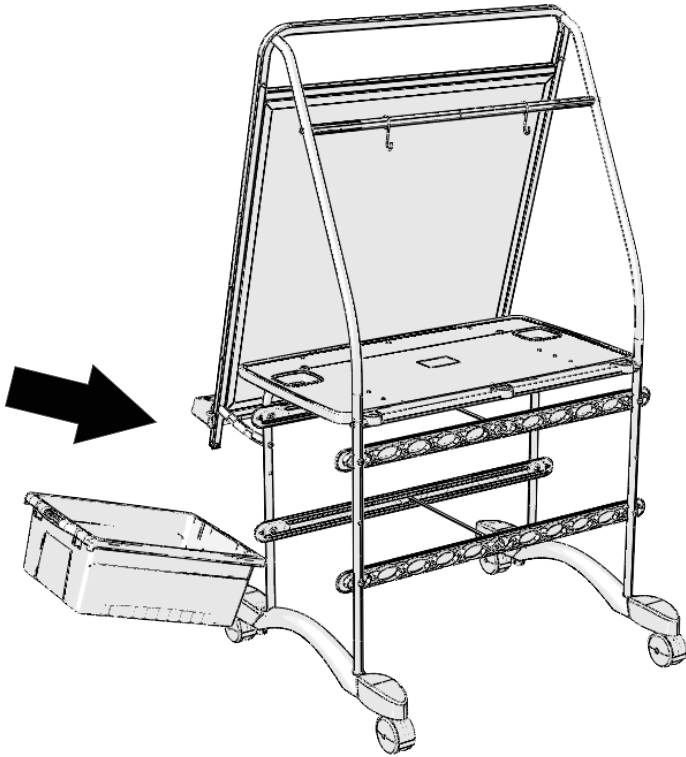
**RC105
ONLY**

You will need: (Not to Scale)



Open Tub
4x

Place Tubs into Unit



14B

**RC105
PTP-5
ONLY**

! Look inside box labelled “PTP-5”
for parts and assembly instructions.