

# Standard Royal<sup>®</sup> Inspiration Station



## Assembly Guide

IS2\_2016\_C

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



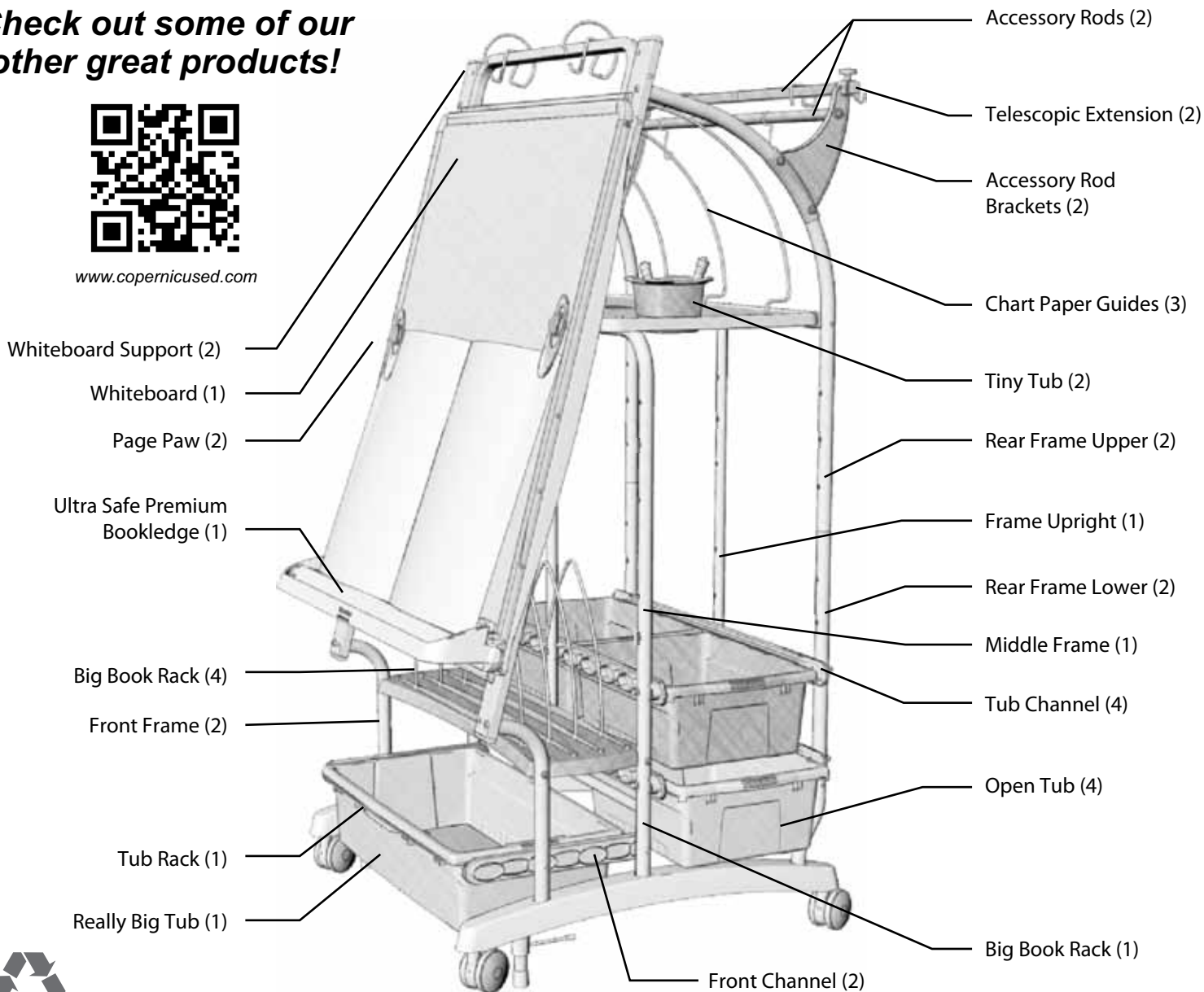
- This product is meant to be assembled by an adult.
- In its unassembled state, small parts present a hazard.
- To be used under direct supervision of an adult.

Don't forget to check out our tips for your whiteboard at:  
[www.copernicused.com](http://www.copernicused.com)

Check out some of our other great products!



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



Please Recycle



## Assembly Guide

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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](mailto: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](http://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:



OR

10mm (3/8")  
Wrench

+

Rubber Mallet

**Contents - IS2-0**

Whiteboard  
**1x**  
(32104)



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



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



Square  
Accessory Rod  
**1x**  
(33027)



Whiteboard  
Support  
**2x**  
(23211)



Frame Upright - 32"  
**1x**  
(33033)



Round  
Accessory Rod  
**1x**  
(33028)



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



Chart Paper  
Guide  
**3x**  
(31059)



Front Frame  
**2x**  
(33029)



Base  
**2x**  
(23210)



Big Book Rack  
**1x**  
(23205)



Big Book  
Divider  
**4x**  
(31060)



Rear Frame  
Lower  
**2x**  
(33030)



Chart Paper  
Hooks  
**2x**  
(310171)



Page Paw  
**2x**  
(AC450-0)  
Individual



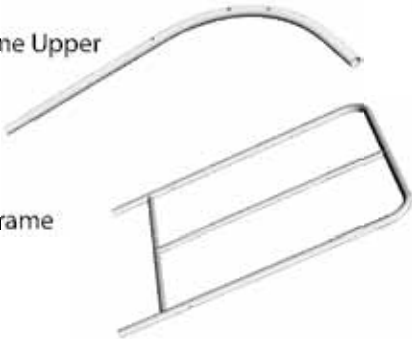
Top Shelf  
**1x**  
(23206)



S-Hook  
**2x**  
(31018)  
Individual



Rear Frame Upper  
**2x**  
(33031)



Tub Rack  
**1x**  
(31058)



Tub Channel  
**4x**  
(23208)



Middle Frame  
**1x**  
(33032)

Rear Hanging  
Hook  
**2x**  
(31061)



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



Chart Paper  
Support  
**1x**  
(33034)



## 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)



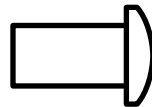
E

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)



10 lbs Weight Limit

Tiny Tub  
**2x**  
 (CC4072)



Really Big Tub  
**1x**  
 (CC4073)



15 lbs Weight Limit



# 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](mailto:info@copernicused.com)

**Need Tech Support?  
Have a Question?**



Email our Tech Support Service



1

Actual Size:



You will need: (Not to Scale)



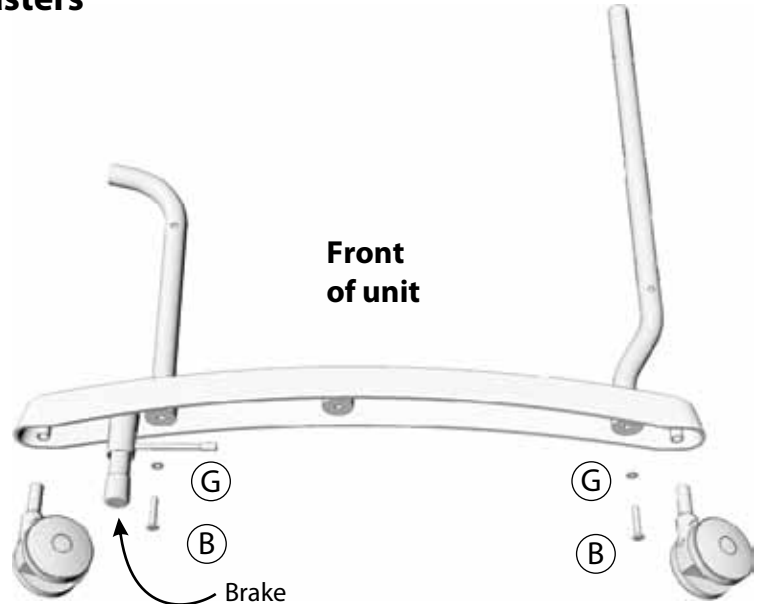
### Install Front Frame, Rear Frame Lower & Casters

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



**Top View**

Ensure frame pieces are square with the base.



**Front of unit**

Brake

**!** Note orientation

**!** 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:



You will need: (Not to Scale)

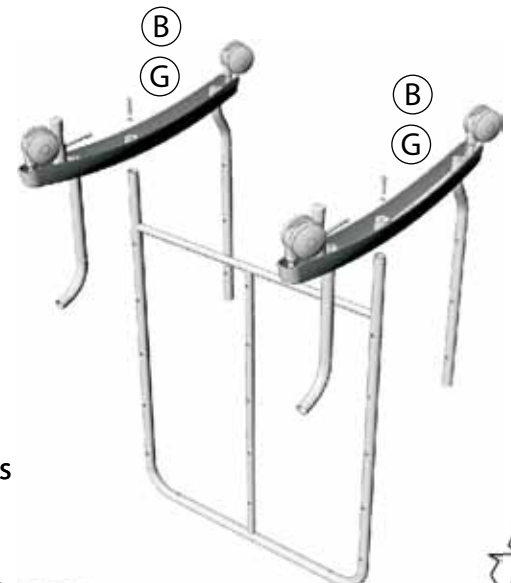


2 Person Task

Middle Frame x 1



Allen Key x 1



### 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

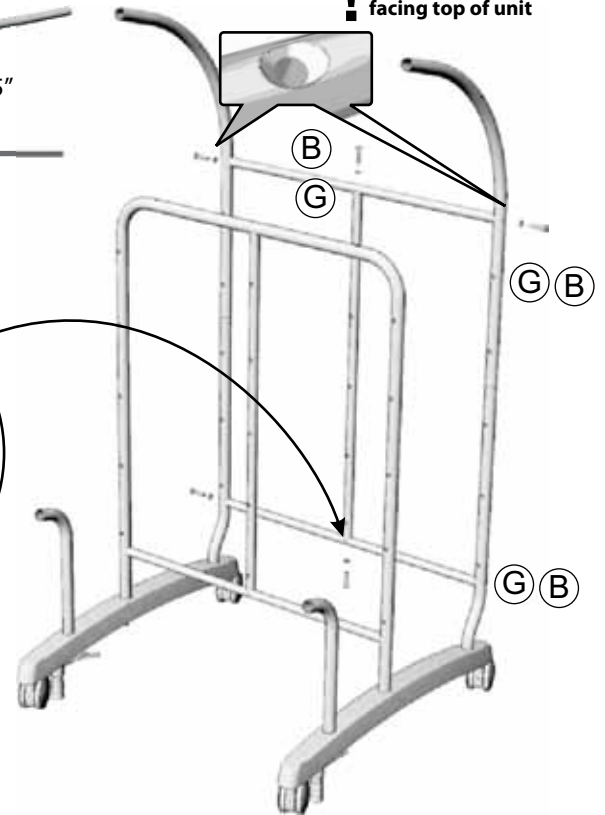
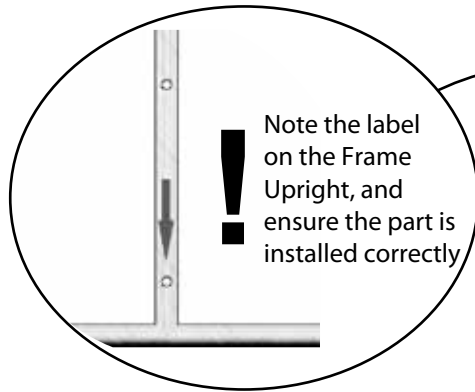
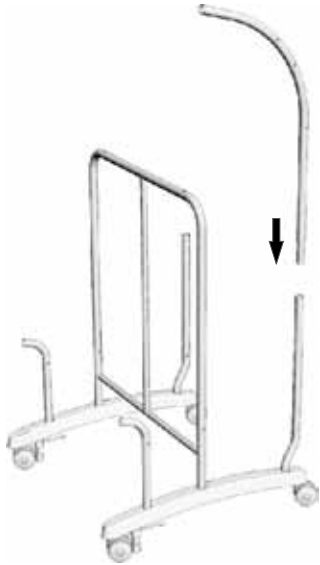


Stretcher - 27.5" x 2

! Indents on stretcher facing top of unit



### Build Rear Frame



★ DO NOT tighten the bolts

4

Actual Size:



(B) x 4



(G) x 4



Allen Key x 1



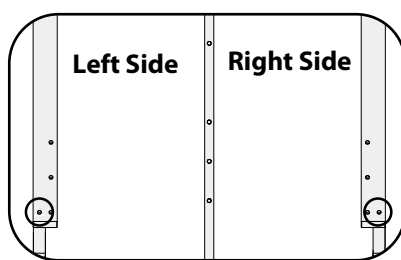
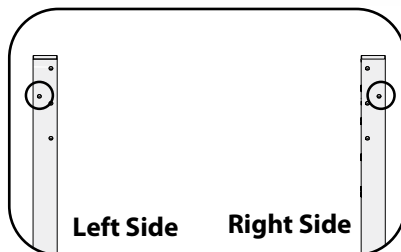
2 Person Task

You will need: (Not to Scale)

Whiteboard Support x 2

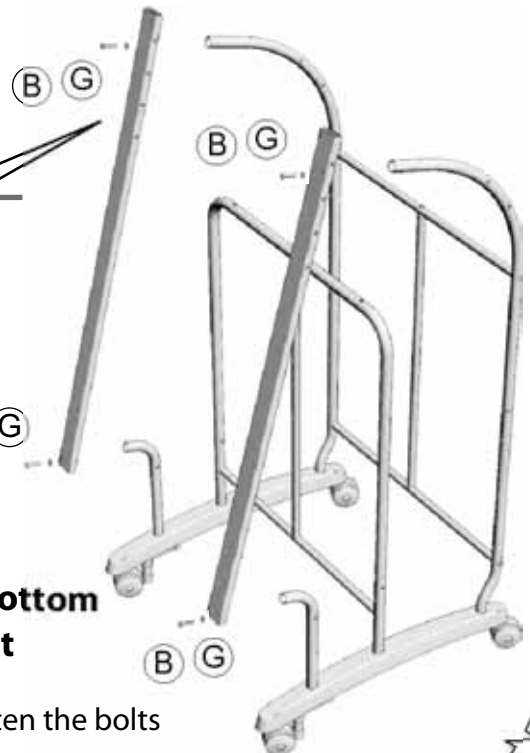


### Install Whiteboard Supports



! Fasten bottom bolts first

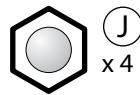
★ DO NOT tighten the bolts





5

Actual Size:



Allen Key x 1



2 Person Task

You will need: (Not to Scale)

Whiteboard  
x 1

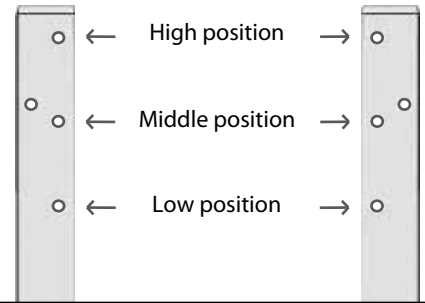


Adjustable wrench

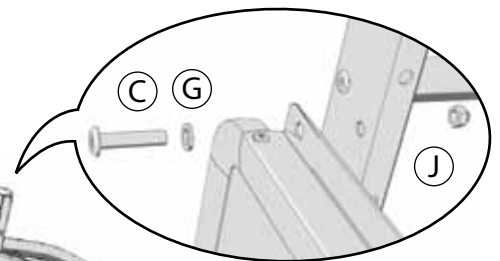
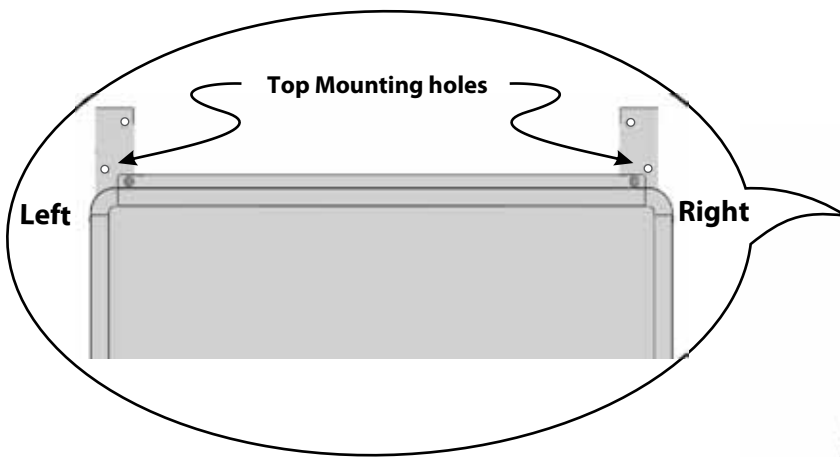
OR  
10mm (3/8")  
Wrench



### Whiteboard Height & Orientation

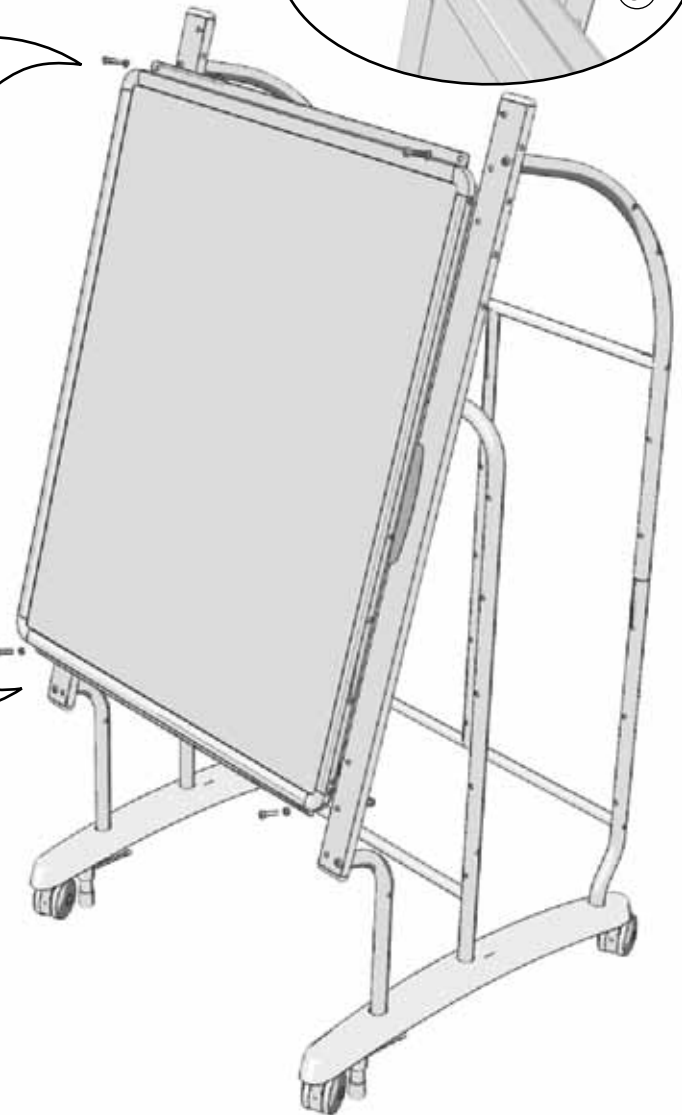
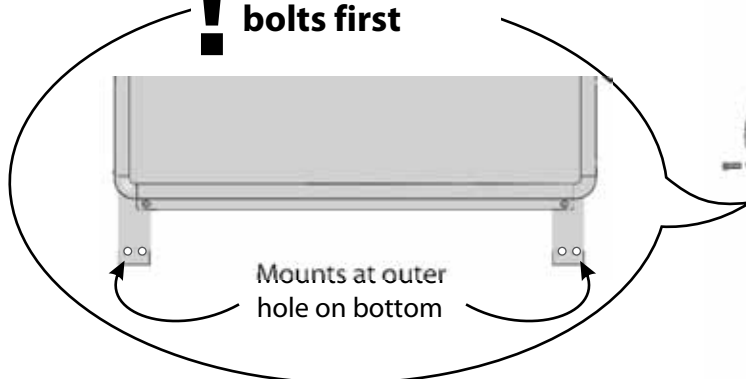


### ★ Select Your Whiteboard Height & Orientation



★ DO NOT tighten the bolts

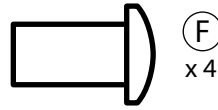
**! Fasten bottom bolts first**





6

Actual Size:



You will need: (Not to Scale)



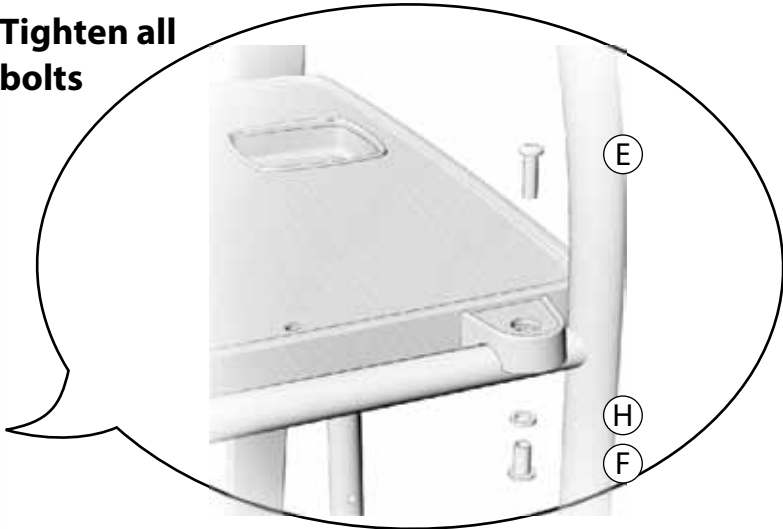
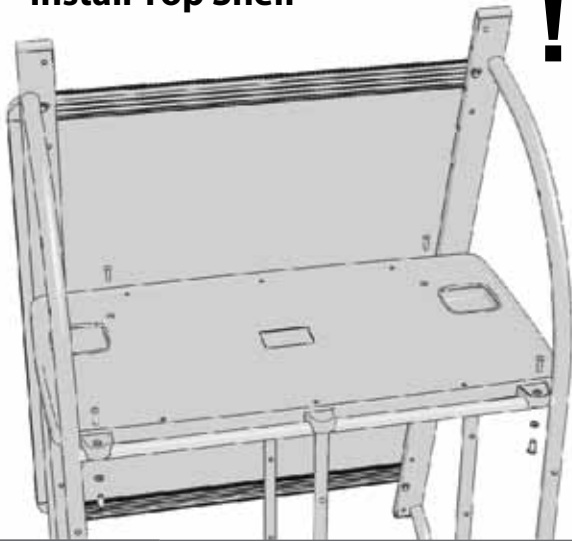
Top Shelf x 1



Allen Key x 2

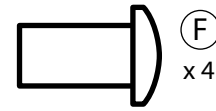
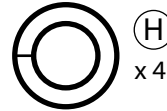
### Install Top Shelf

**! Tighten all bolts**



7

Actual Size:



You will need: (Not to Scale)

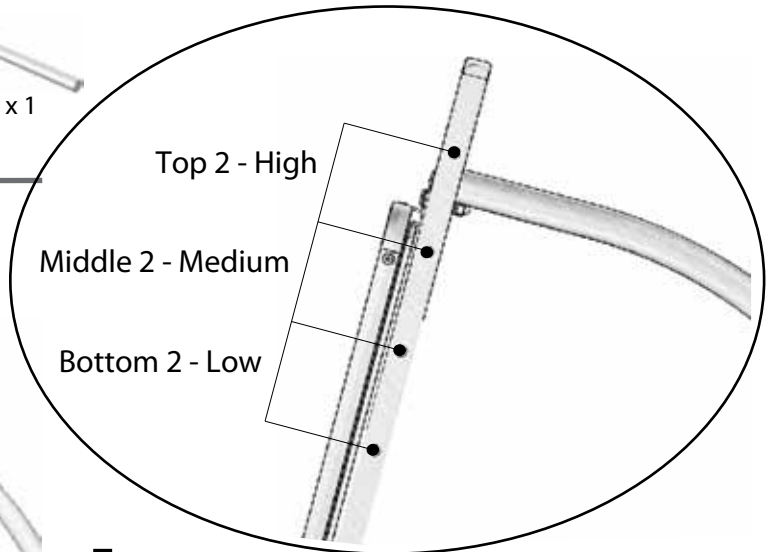
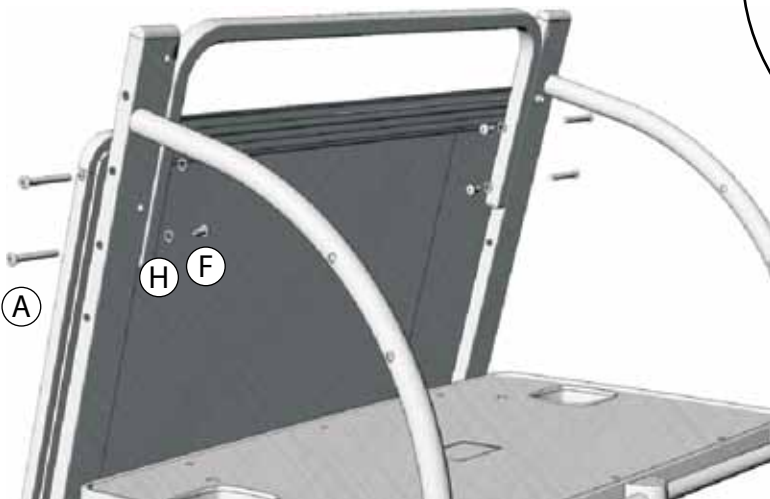


Chart Paper Support x 1



Allen Key x 1

### Install Chart Paper Support



**! 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



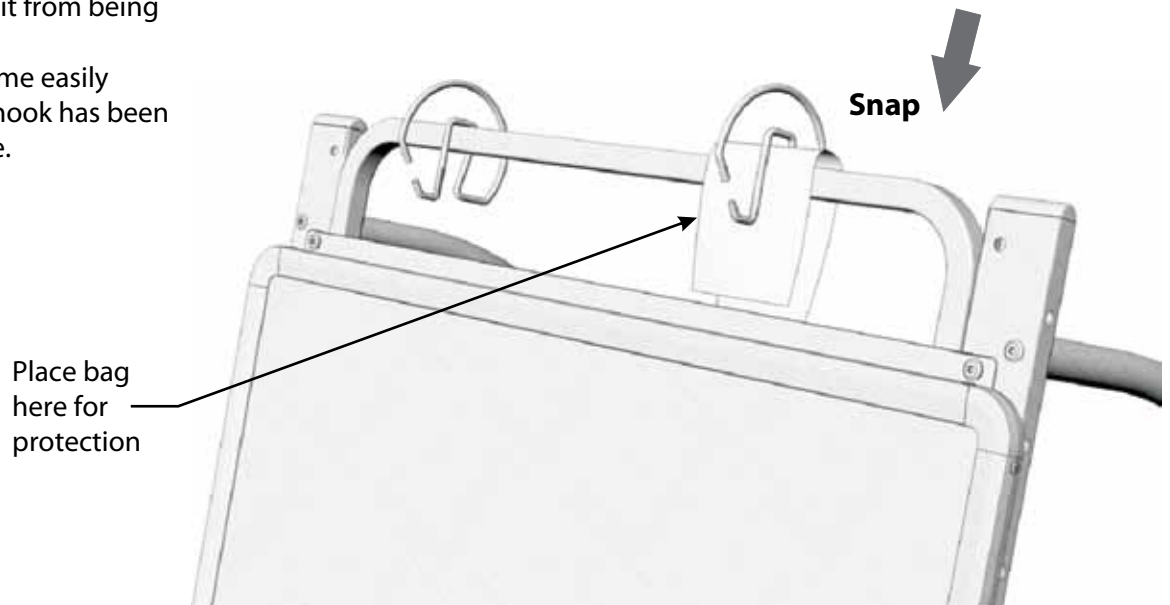
You will need: (Not to Scale)



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.



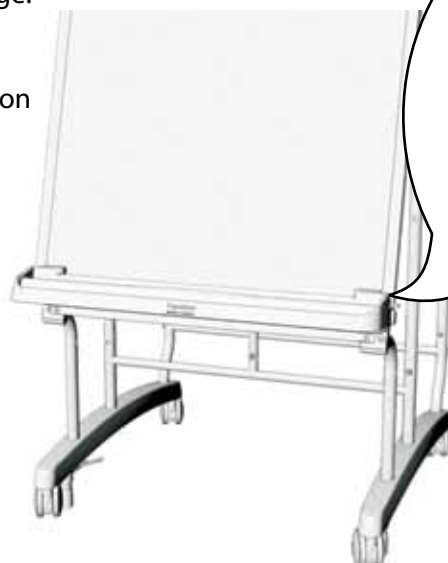
You will need: (Not to Scale)



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.

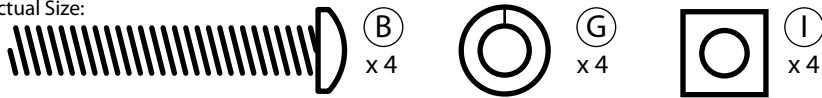


**!** Note: The spring tension is designed to discourage children from unhooking the Book Ledge.



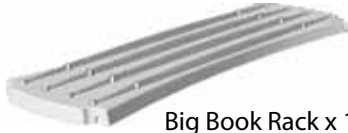
10

Actual Size:

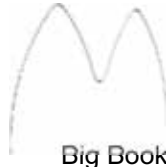


2 Person Task

You will need: (Not to Scale)



Big Book Rack x 1

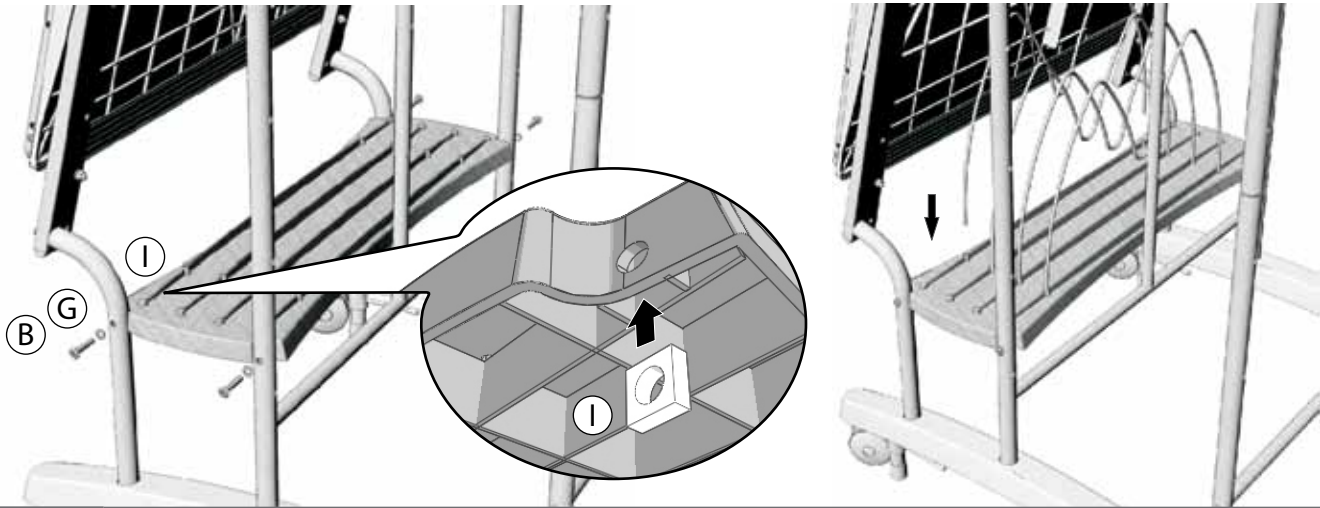


Big Book Rack Divider x 4



Allen Key x 1

### Install Big Book Rack & Dividers



11

You will need: (Not to Scale)

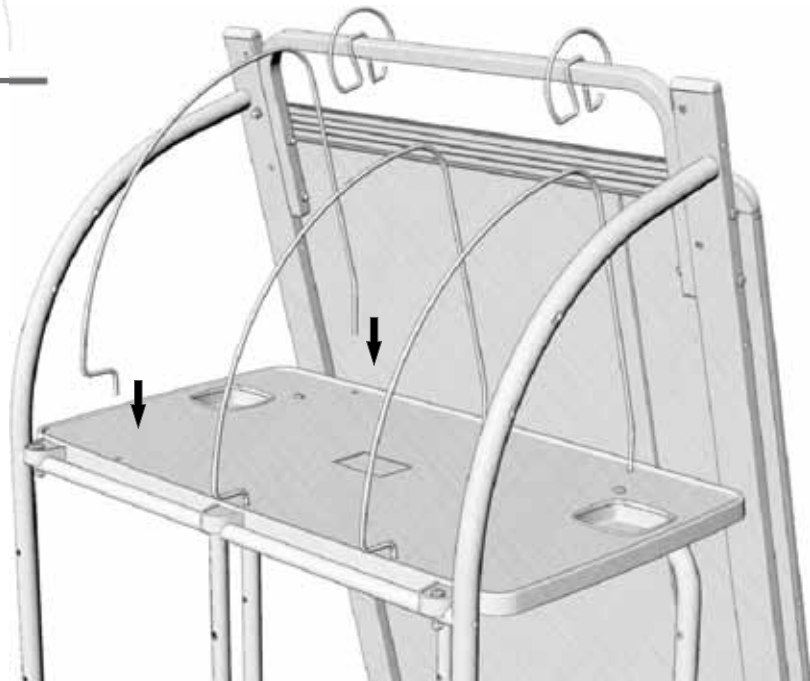


Chart Paper Guide x 3

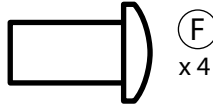
### Install Chart Paper Guides

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

**!** Ensure guides are secure



Actual Size:



2 Person Task

You will need: (Not to Scale)

Accessory Rod Brackets & Knobs x 2

Round Accessory Rod x 1

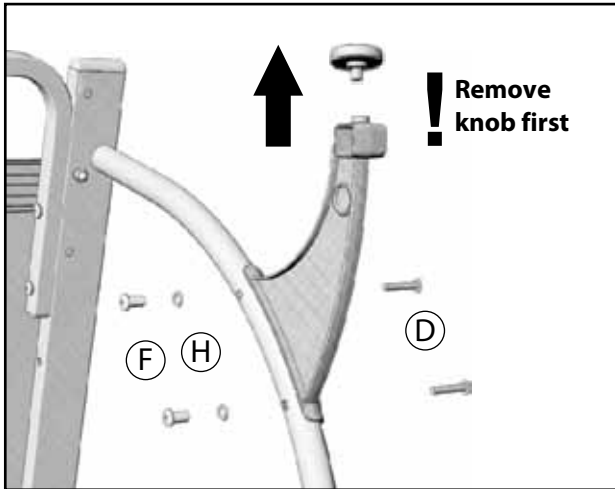
Square Accessory Rod x 1

Rear Whiteboard Hook x 2

Allen Key x 2

### Install Accessory Rods

1



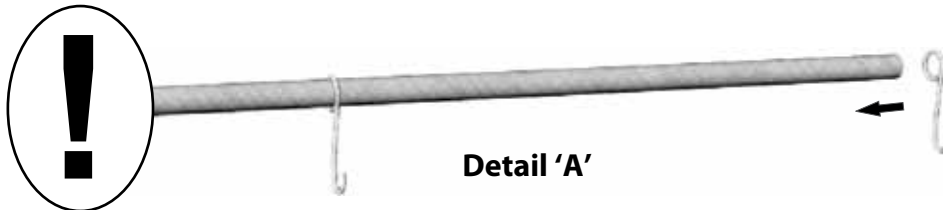
1. Unfasten the Knob from the bracket and put aside. Align **one** Accessory Rod Bracket with the holes in the Upper Rear Frame. Fasten.

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

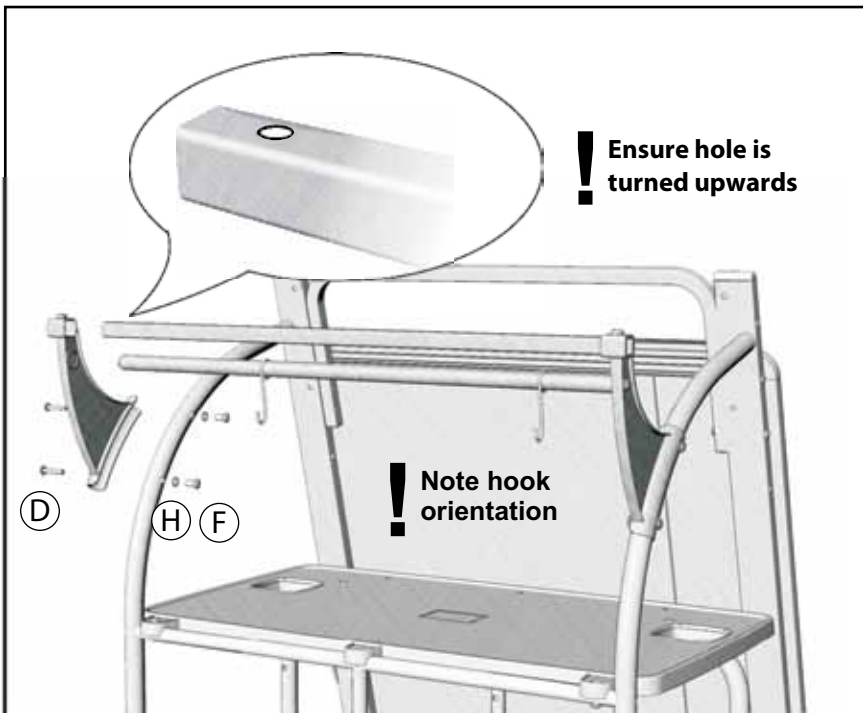
3. Slide the Square Accessory Rod and the Round Accessory Rod into their locations, ensuring hole on square rod is turned upwards and Rear Whiteboard Hooks are facing away from the unit. Cap the other end with the second Accessory Rod Bracket. Fasten.

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

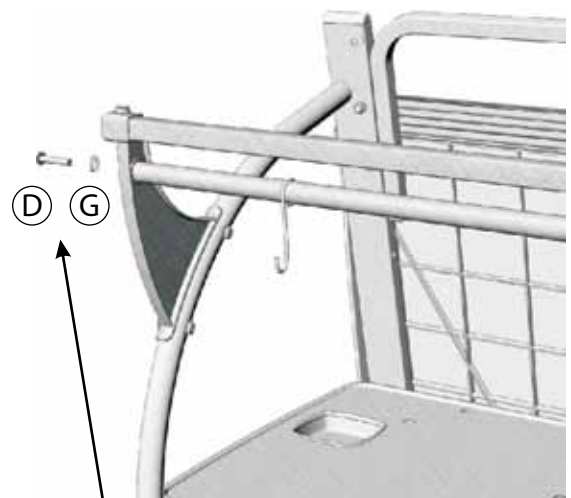
2



3



4



Repeat on other side.



13

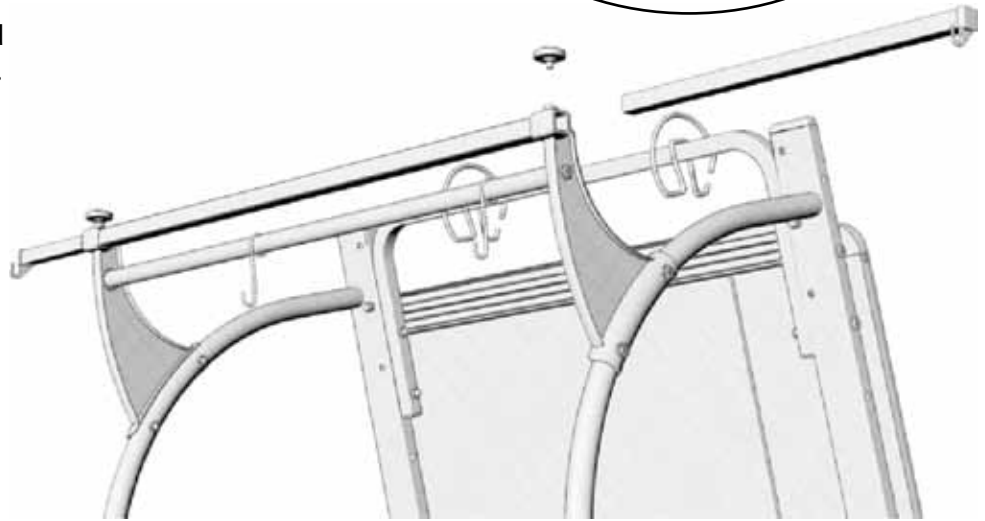
You will need: (Not to Scale)



### 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.

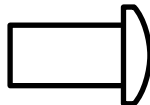


14

Actual Size:



(E)  
x 4



(F)  
x 4



(H)  
x 4

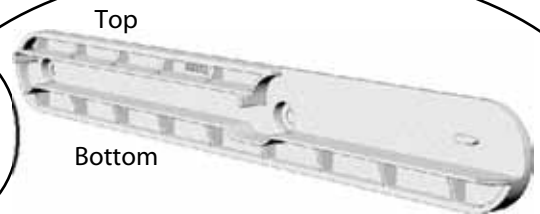
You will need: (Not to Scale)



Front Channel x 2  
1 Left, 1 Right



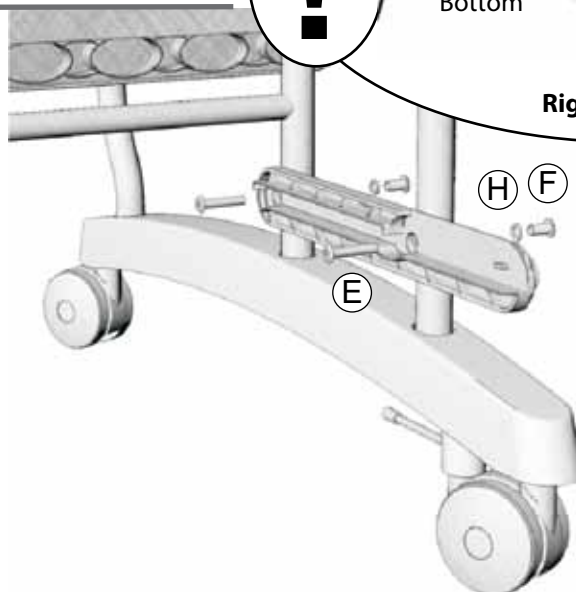
Allen Key x 2



Right Side

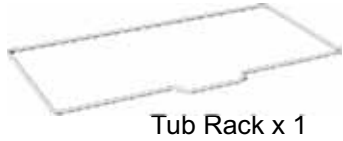
### Install Front Channels

- !** 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.





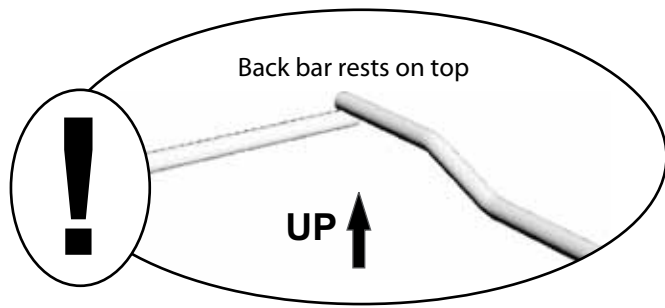
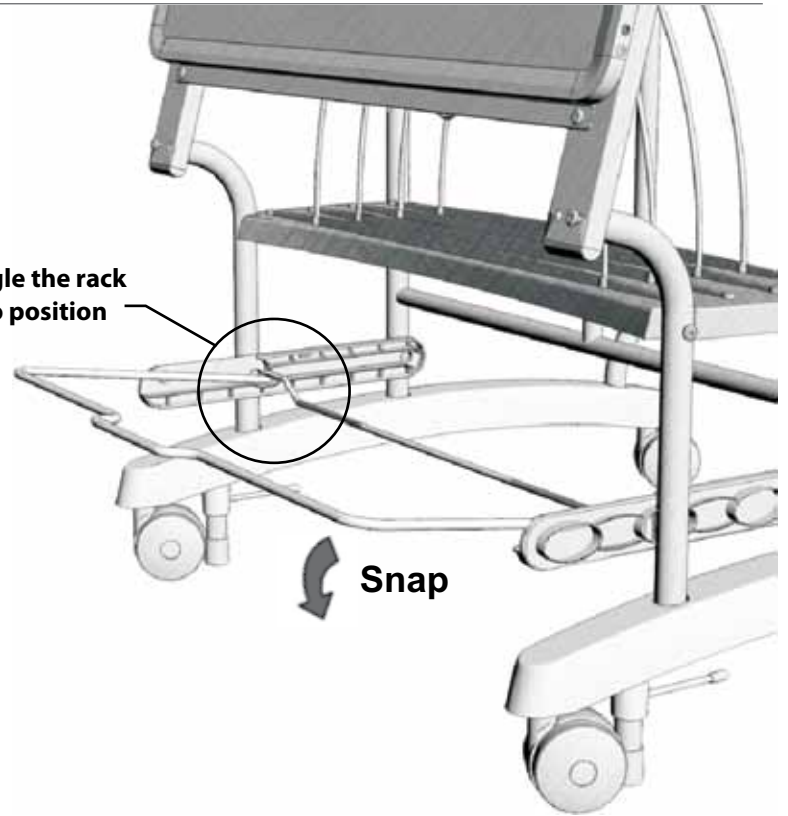
You will need: (Not to Scale)



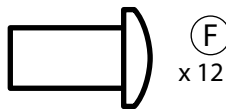
### Install Front Tub Rack

- **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.

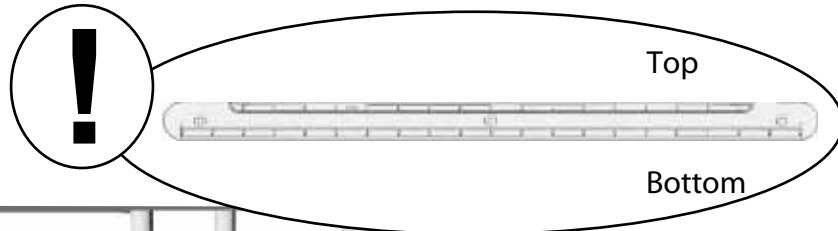
Angle the rack into position



Actual Size:



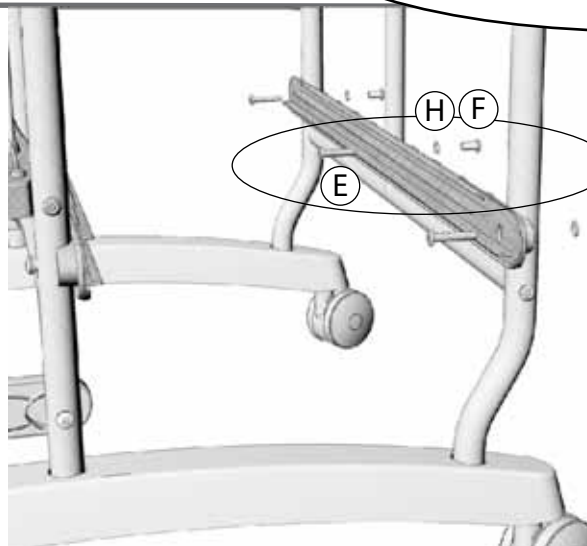
You will need: (Not to Scale)



### 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**





# 17

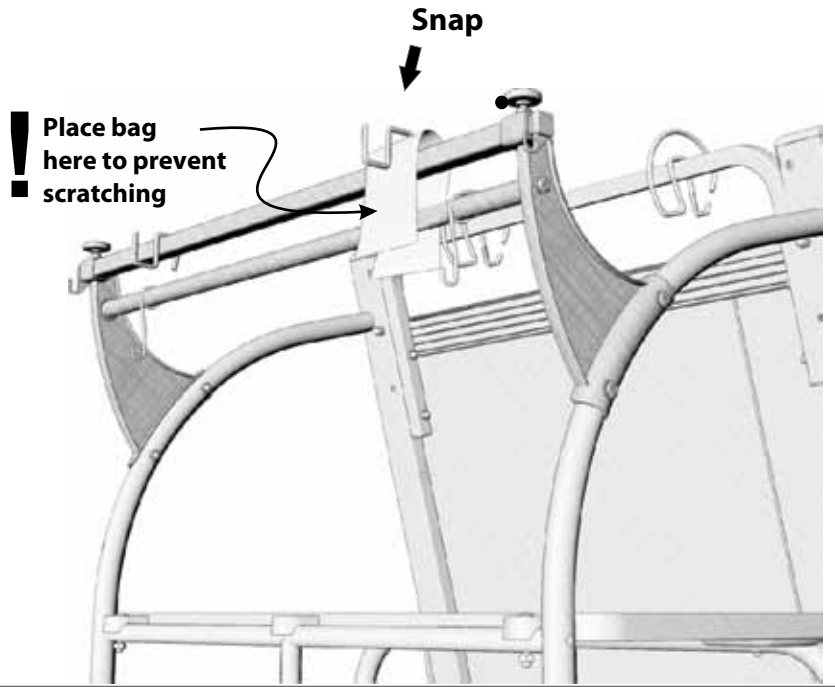
You will need: (Not to Scale)



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



# 18

You will need: (Not to Scale)



10 lbs Weight Limit

Open Tub x 4



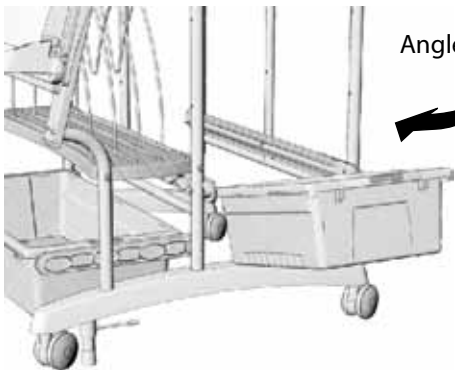
Tiny Tub x 2



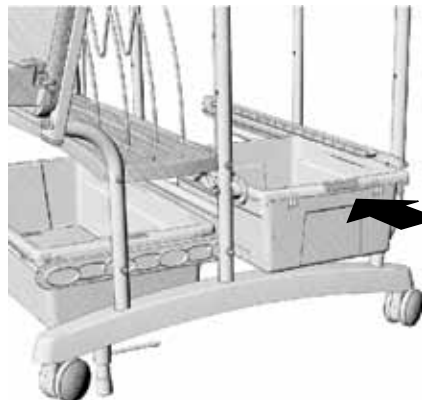
15 lbs Weight Limit

Really Big Tub x 1

## Insert Tubs



Angle tub into the channel



Slide

