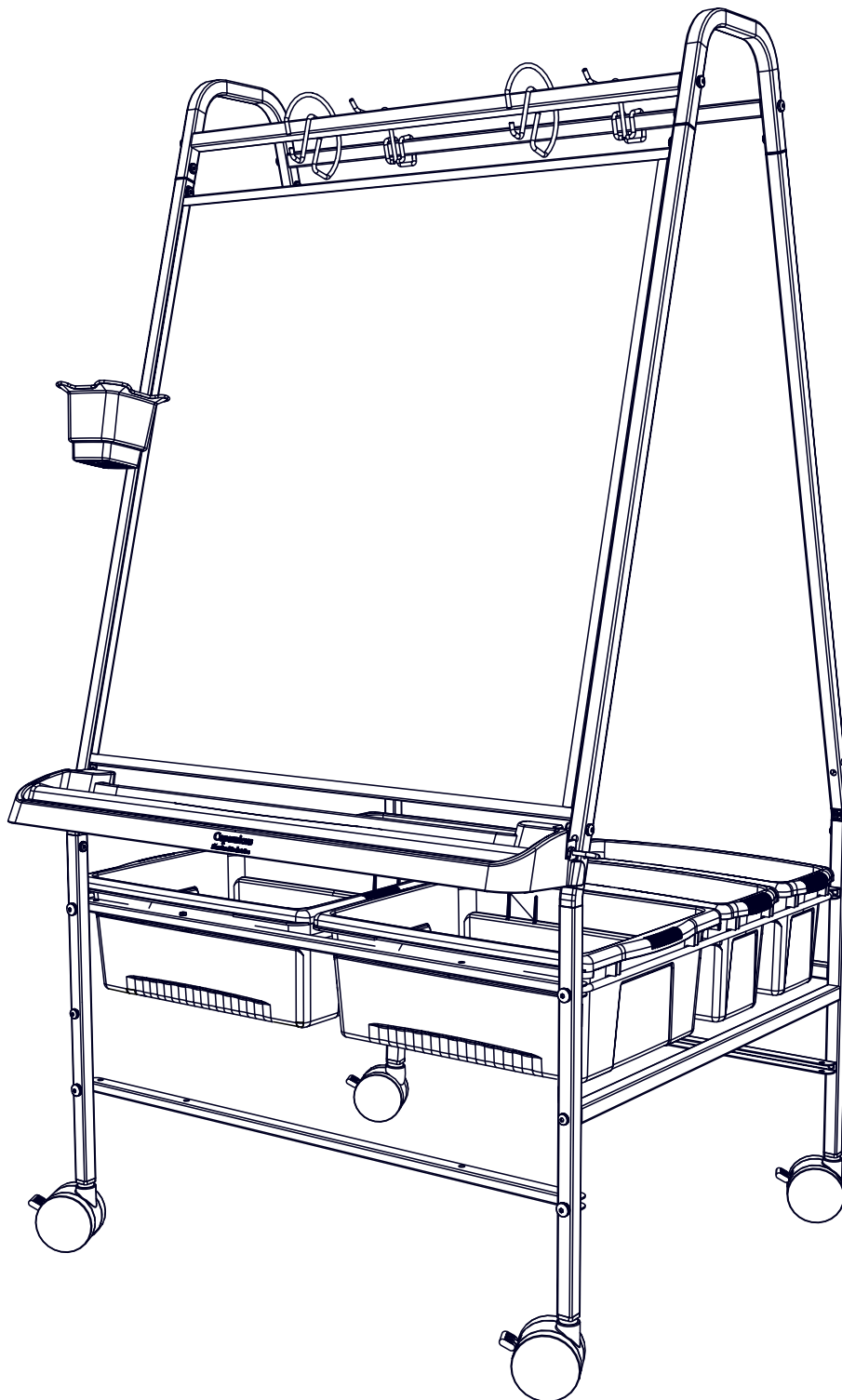




## Assembly Guide

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

For assistance, please contact us by telephone at **1-800-267-8494** or email at [info@copernicused.com](mailto:info@copernicused.com).  
Have your packing slip ready for reference.



# Customer Service & Warranty Information

Dear Educator,

Thank you for purchasing the Reading Writing Center. 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](mailto:info@copernicused.com).

Happy teaching,

Kaylyn Belcourt, President  
[kaylyn@copernicused.com](mailto: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](mailto:info@copernicused.com)

**Need Support?  
Have a Question?**



Email Customer Service

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



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

**Lifetime**  
Frame & Tub  
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](http://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.

**5 Year**  
Whiteboard  
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](mailto:info@copernicused.com) to start your warranty claim. Proof of purchase will be required upon warranty claim (i.e. copy of invoice).

### 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](mailto: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.



### Climb Hazard

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



### Indoor Use Only

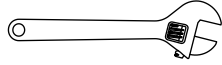
This product is intended for indoor commercial use only. To reduce the risk of fire or electric shock, do not expose this product to rain or moisture. The internal components are not sealed from the environment.

# Parts

## Before beginning, you should have:

Additional tools required:

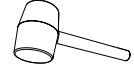
Adjustable Wrench **1x**



OR 10mm Wrench **1x**



Rubber Mallet **1x**



### RC200-0

Whiteboard Upright

**2x**



Whiteboard Channel

**2x**

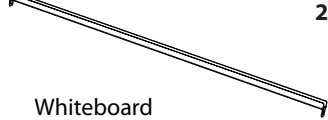


Chart Paper Loop

**Hook**

**2x**



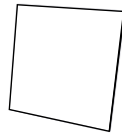
Rear Upright

**2x**



Whiteboard

**1x**



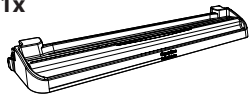
Wire Tub Channel

**4x**



Ultra Safe Book Ledge

**1x**



Short Stretcher

(635mm)

**2x**



Chart Paper Peg Hook

**2x**



3" Twin Wheel

Locking Caster

**4x**



Long Stretcher

(718mm)

**2x**



Bottom Frame

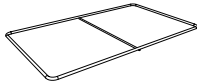
(Left)

**2x**



Tub Rack

**2x**



Top Tube

**2x**



Bottom Frame

(Right)

**2x**



Inside

### Hardware Actual Size

(A)

M6 x 40mm Screw  
(43240)

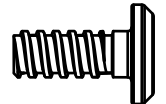
**8x**



(B)

Fast Lead Screw 15mm  
(43060)

**10x**



(C)

M4 x 19mm Shoulder Bolt  
(433062)

**4x**



(D)

M6 Barrel Nut  
**8x**



(E)

M8 Lock  
Washer

**8x**



(F)

M6 Lock  
Washer

**8x**



(G)

M4 Lock  
Nut  
(4320924)

**4x**



(H)

M6 Lock  
Nut

**2x**



(I)

M6 x 25mm Screw  
**2x**



### RC201-CB1

Open Tub

**3x**

(CC4068)



Small Tub

**2x**

(C4070)



Magnetic Marker

Holder

**1x**



Chart Paper Hang

Tags

**20x**

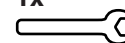


### Tools

(Not to Scale)

7mm  
Hex Wrench  
(43324)

**1x**



4mm Allen Key  
(432810)

**1x**

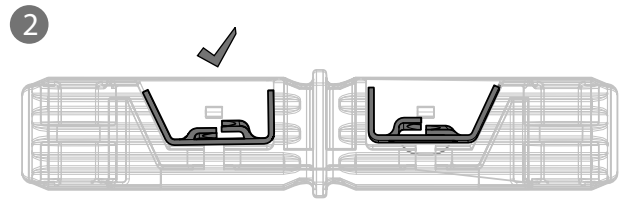
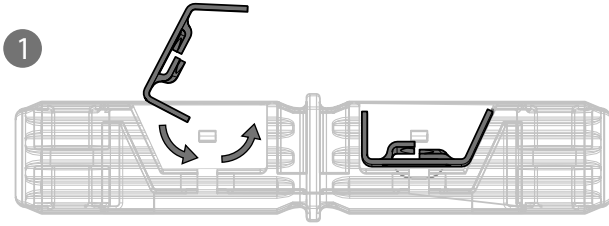


3mm Allen Key  
(432812)

**1x**



**!** In case your wedge nut becomes dislodged from the connector, follow these steps to reinstall.  
**■** To help keep the wedge nut in place, do not remove the paper cover until you are ready to assemble the connector.



1

Actual Size:



You will need: (Not to Scale)

Bottom Frame  
(Left)  
2x



Bottom Frame  
(Right)  
2x



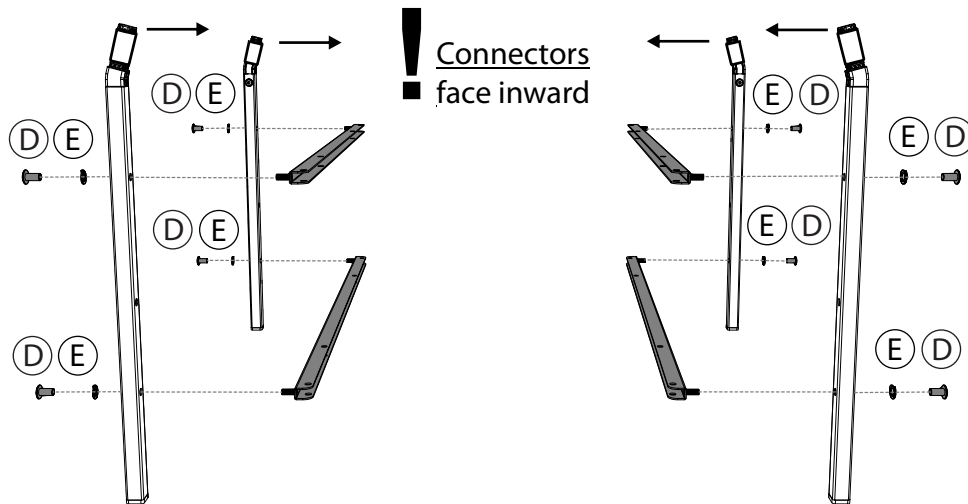
Wire Tub Channels  
4x



4mm Allen Key  
1x



## Attach Wire Tub Channels



2

Actual Size:



You will need: (Not to Scale)

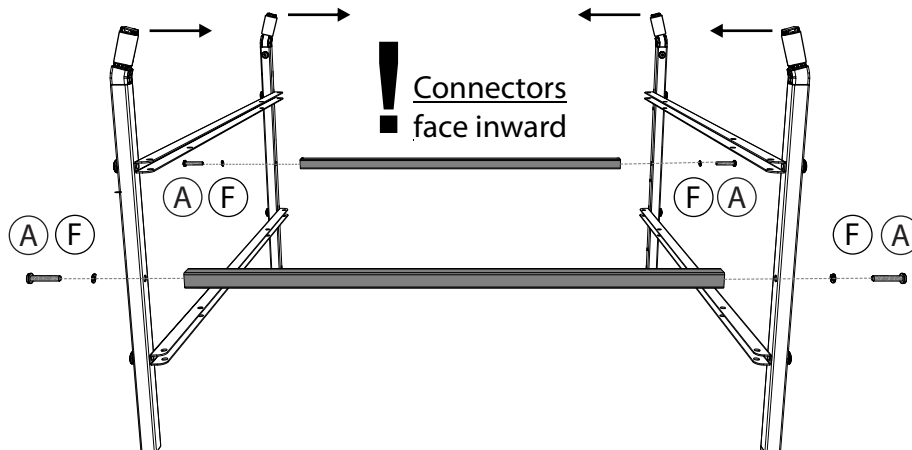
Short Stretcher (635mm)  
2x



4mm Allen Key  
1x



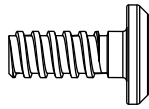
## Install Short Stretchers



3

Actual Size:

(B)  
2x



You will need: (Not to Scale)

Whiteboard Upright  
2x



4mm Allen Key  
1x



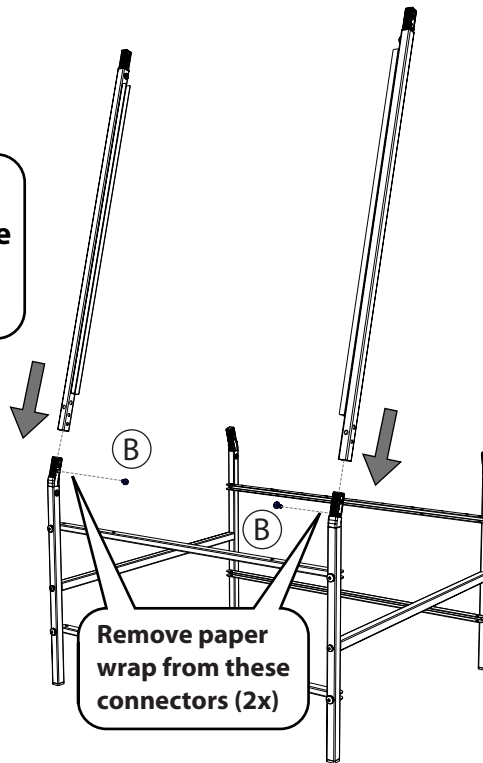
Rubber Mallet  
1x



## Install Whiteboard Uprights



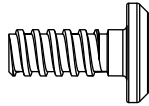
**ATTENTION:**  
Wedge nuts move  
when tapping in  
the frame



4

Actual Size:

(B)  
2x



You will need: (Not to Scale)

Rear Upright  
2x



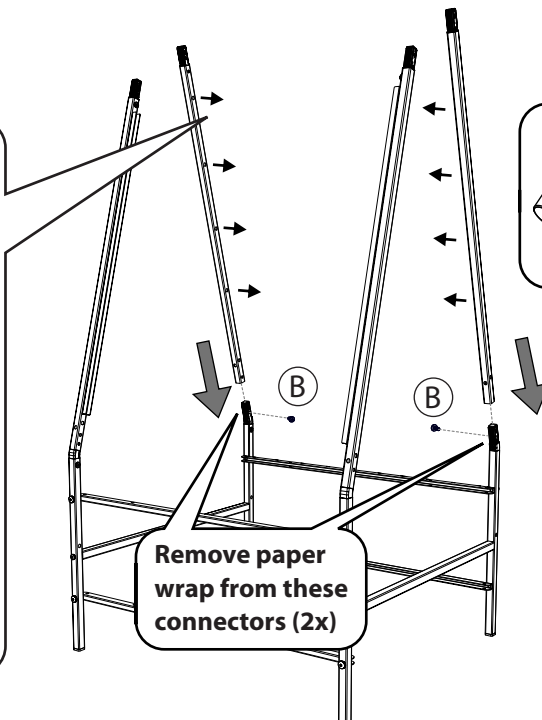
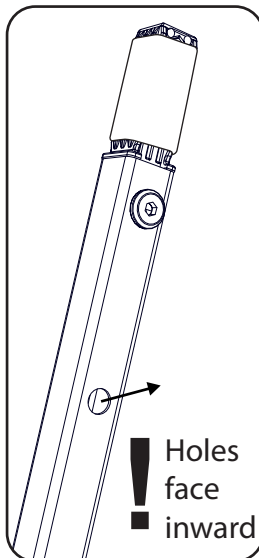
4mm Allen Key  
1x



Rubber Mallet  
1x



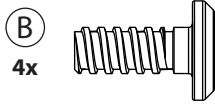
## Install Rear Uprights



**ATTENTION:**  
Wedge nuts move  
when tapping in  
the frame

5

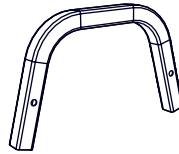
Actual Size:



4x

You will need: (Not to Scale)

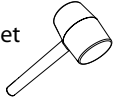
Top Tube  
2x



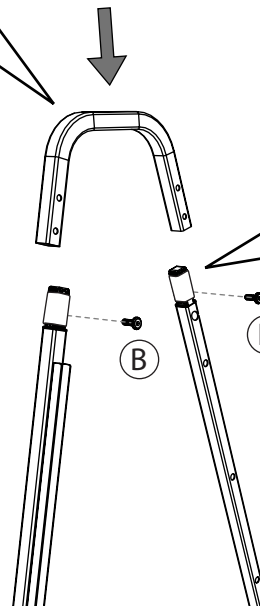
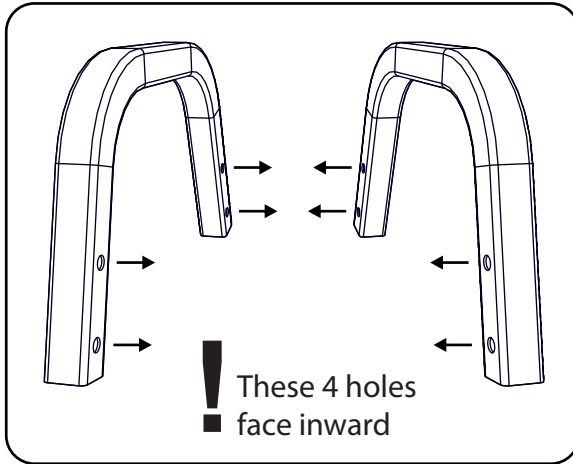
4mm Allen Key  
1x



Rubber Mallet  
1x

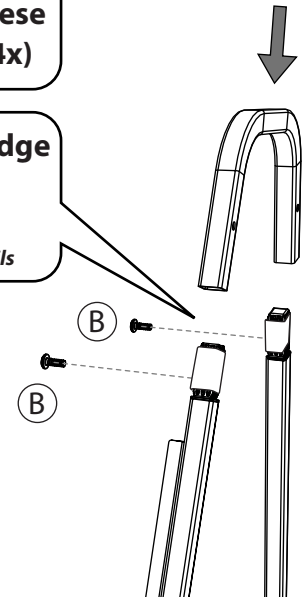


## Attach Top Tubes



Remove paper wrap from these connectors (4x)

Check for wedge nut inside all connectors  
See page #5 for details



6

Actual Size:



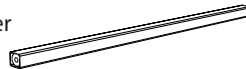
2x



2x

You will need: (Not to Scale)

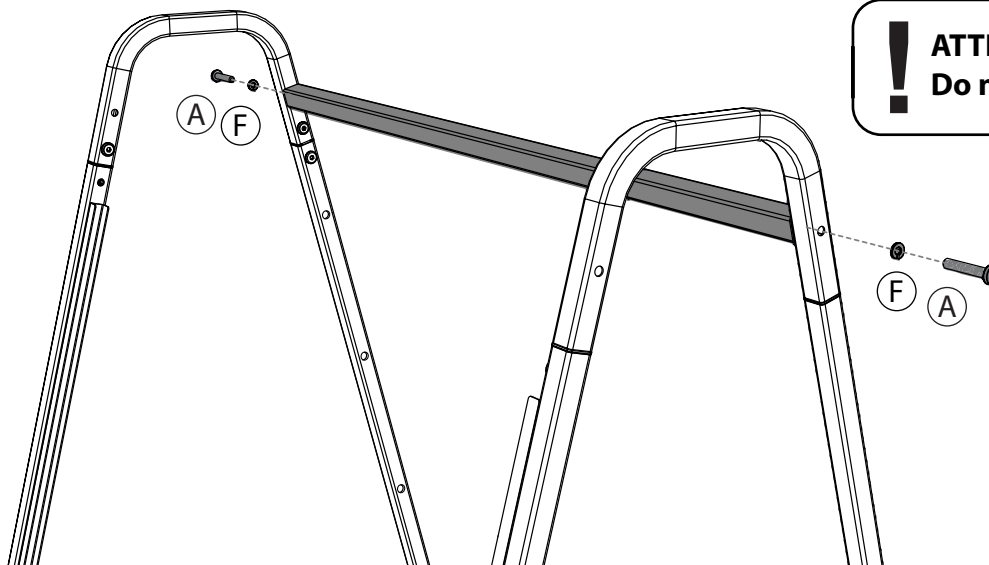
Long Stretcher  
1x



4mm Allen Key  
1x



## Install Long Stretcher




ATTENTION:  
Do not tighten hardware fully

7

Actual Size:


I

2x



H

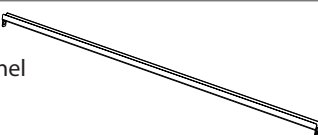
2x



You will need: (Not to Scale)


Whiteboard Channel

1x

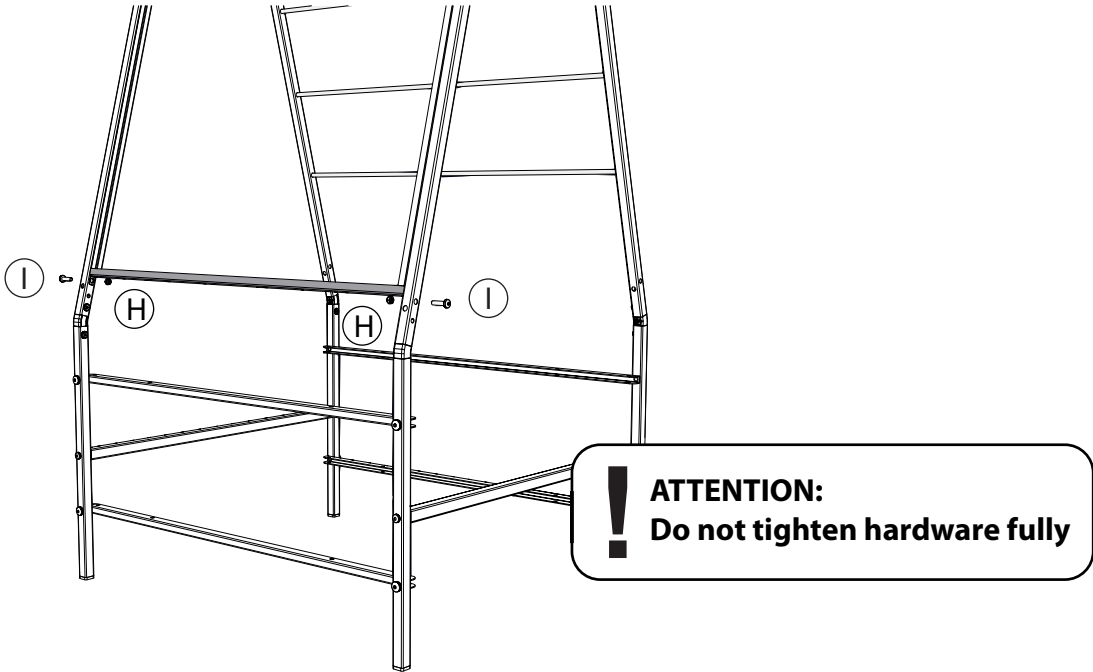


4mm Allen Key

1x



### Install Whiteboard Channel

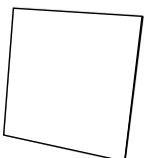


8

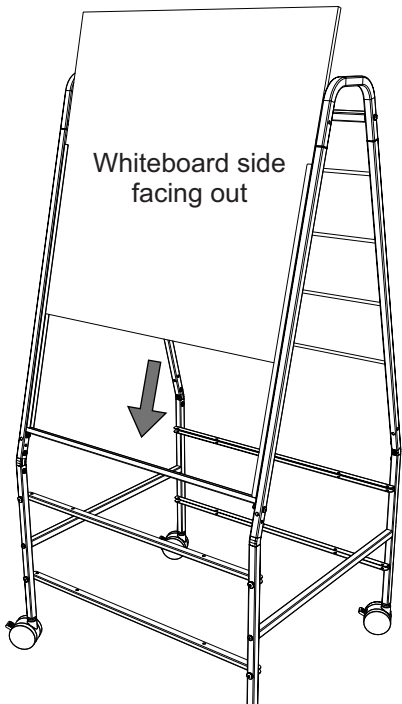
You will need: (Not to Scale)

Whiteboards

1x



### Install Whiteboard

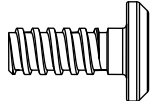


9

Actual Size:

B


2x



You will need: (Not to Scale)


Whiteboard Channel

1x

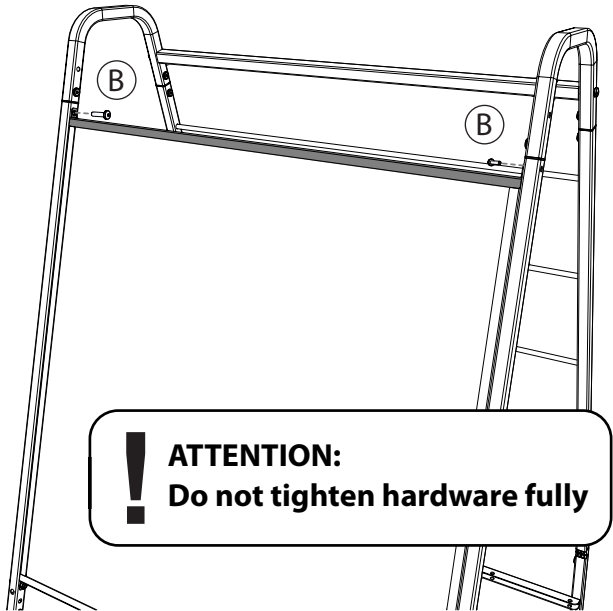


4mm Allen Key

1x



### Install Whiteboard Channel





10

Actual Size:

(A)  
2x

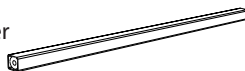


(F)  
2x



You will need: (Not to Scale)

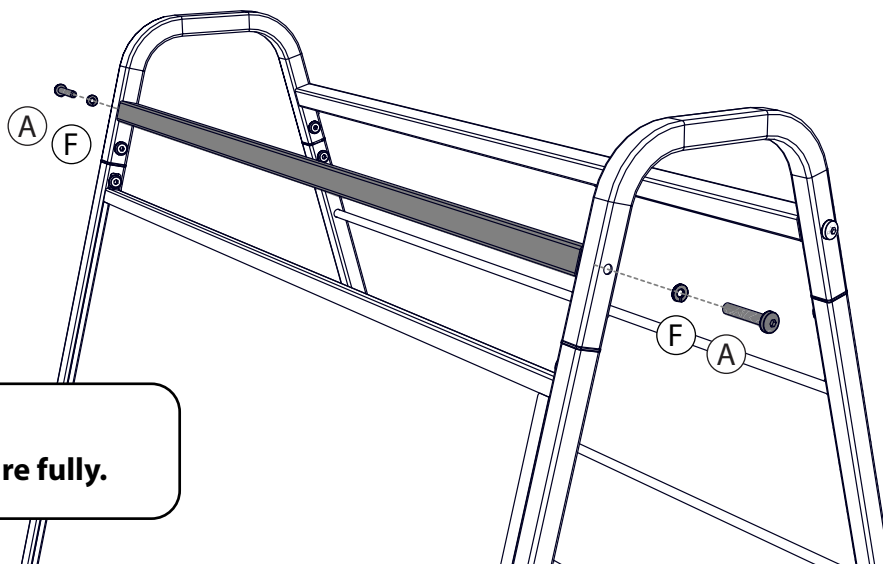
Long Stretcher  
1x



4mm Allen Key  
1x



## Install Long Stretcher

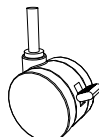


**ATTENTION:**  
Tighten all hardware fully.

11

You will need: (Not to Scale)

3" Twin Wheel Locking Caster  
4x



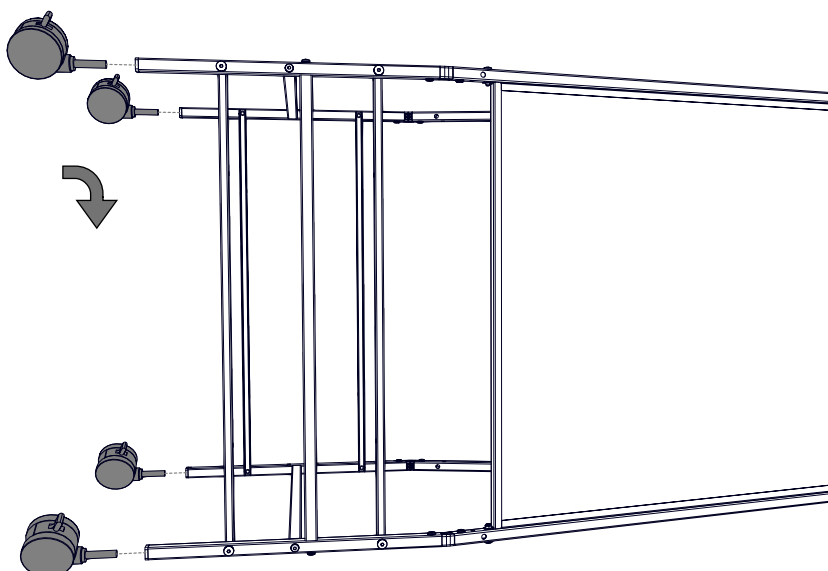
## Install Casters



Make sure the casters are  
locked before standing unit up



If you cannot push the casters in  
by hand, try placing an adjustable  
wrench between caster wheels and  
then tapping with a rubber mallet.



12

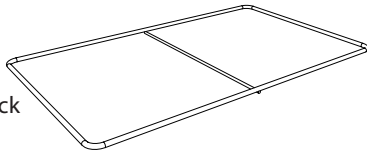
Actual Size:



**Use Hardware From Step #11 Hardware Bag**

You will need: (Not to Scale)

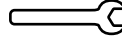
Tub Rack  
2x



3mm Allen Key  
1x

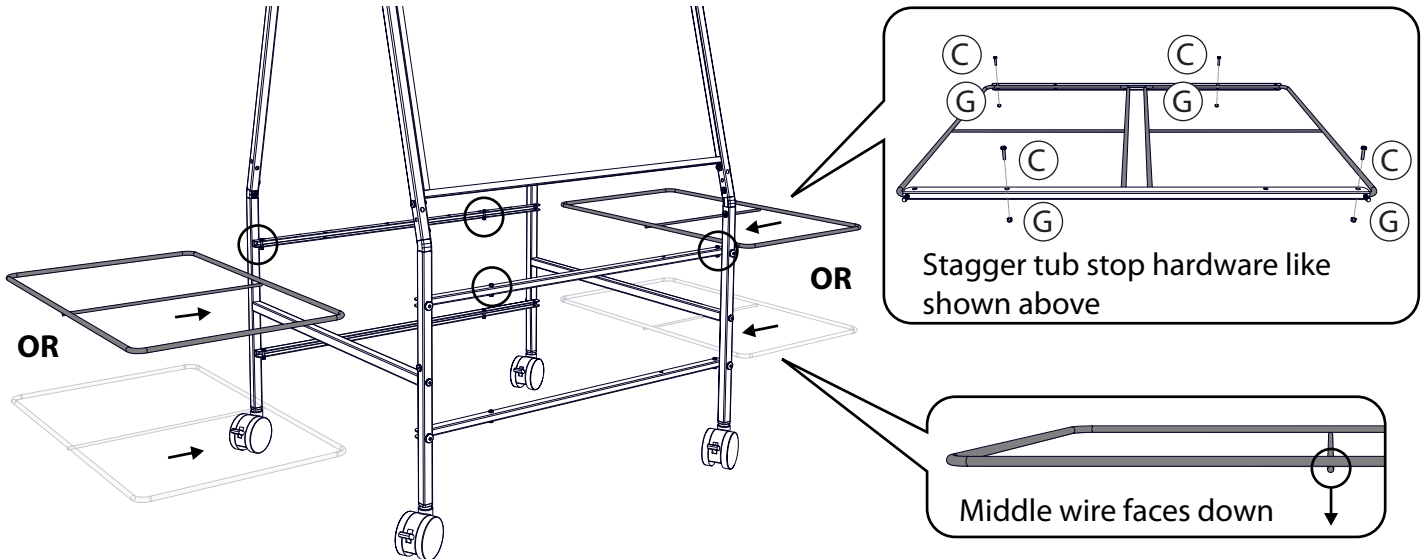


7mm Hex Wrench  
1x



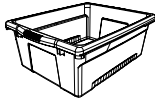
**Do not over tighten Hardware or Tub Racks will not slide easily**

## Install Tub Racks

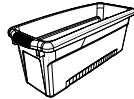


13

You will need: (Not to Scale)

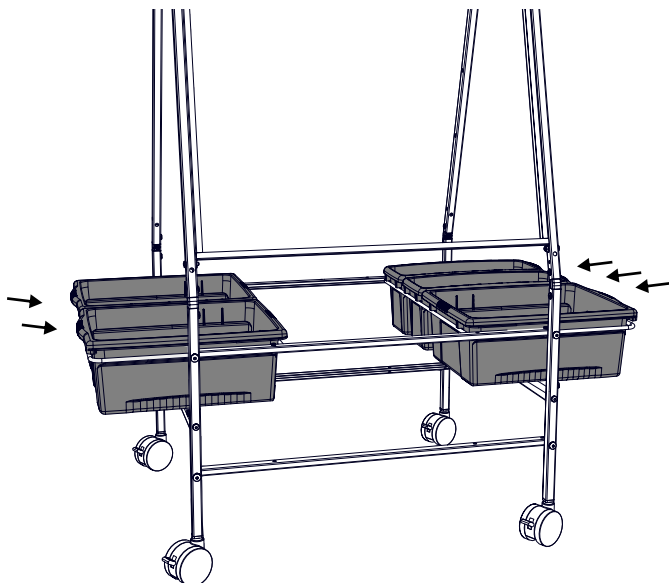


Open Tub  
3x



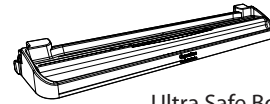
Small Tub  
2x

## Install Tubs



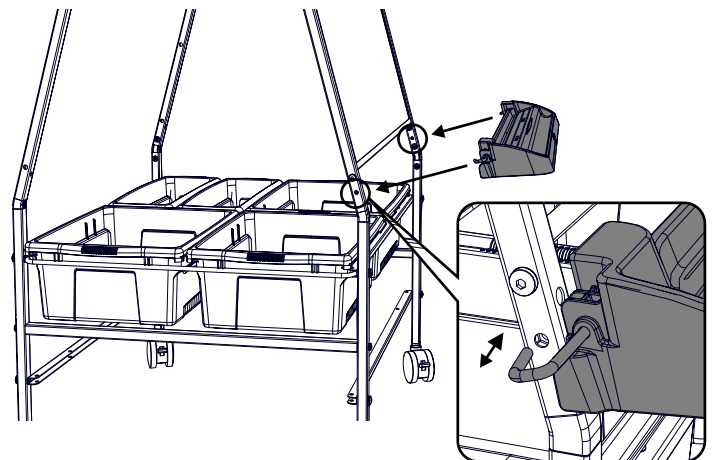
14

You will need: (Not to Scale)



Ultra Safe Book Ledge  
1x

## Install Book Ledge



Pull out spring loaded hooks to install into hole

15

You will need: (Not to Scale)

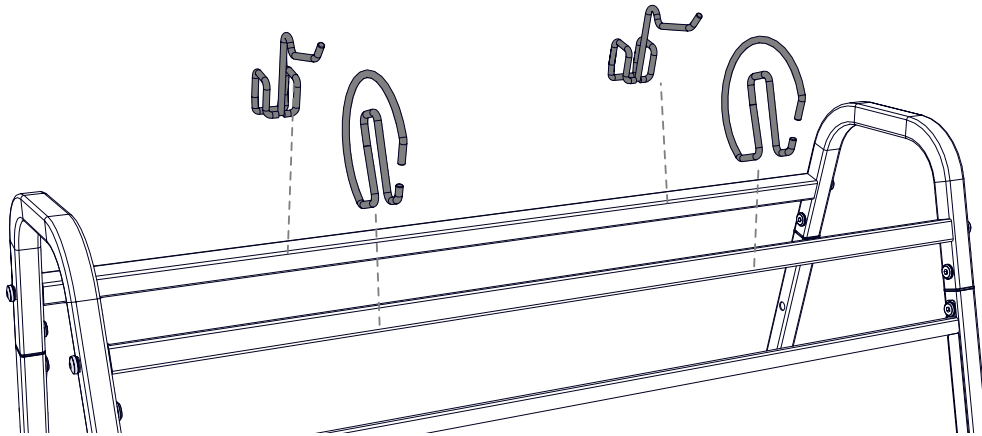
Chart Paper Loop Hook  
2x



Chart Paper Peg Hook  
2x



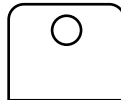
## Install Chart Paper Hooks



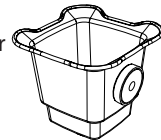
16

You will need: (Not to Scale)

Chart Paper Hang  
Tags  
20x

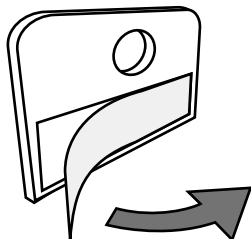


Magnetic Marker  
Holder  
1x



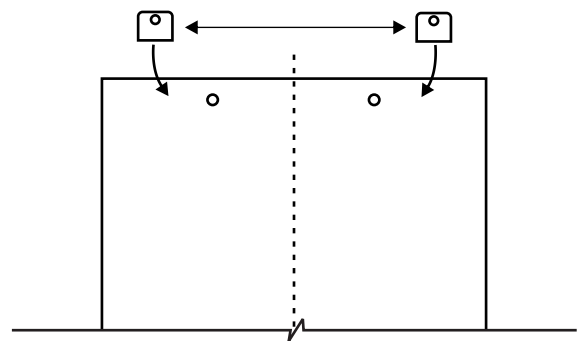
## Installs Chart Paper Hang Tags

### 1 Remove Backing From Hang Tags

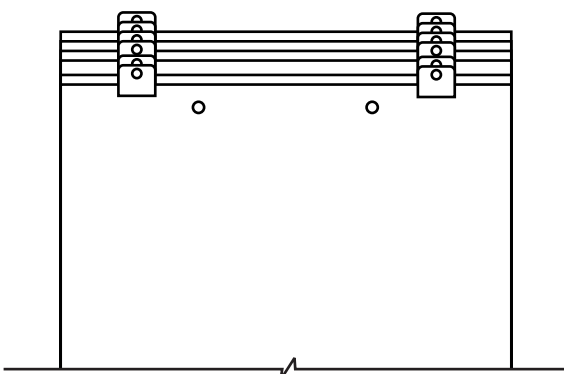


### 2 Press Hang Tags on Chart Paper (not included)

**!** 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

