

RC200
RC201

Premium Royal® Reading Writing Center Basic Reading Writing Center

Assembly Guide

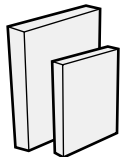
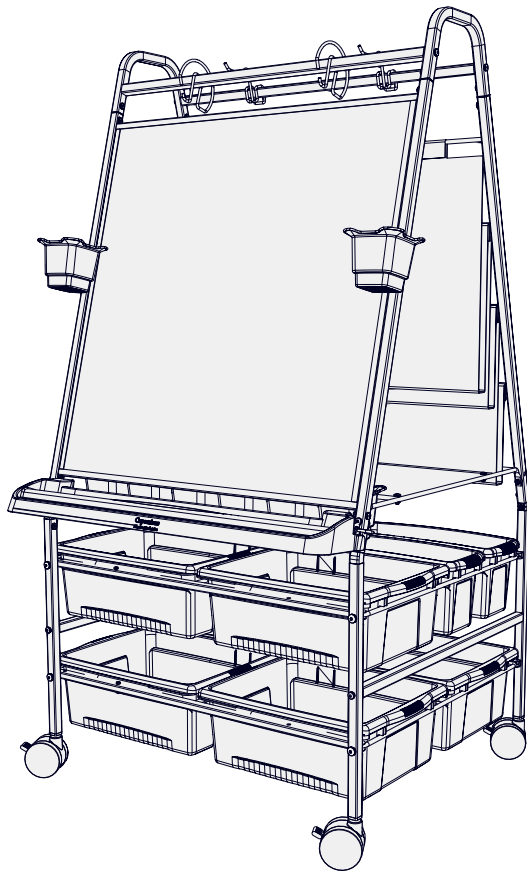


Check out our other products online at www.copernicused.com

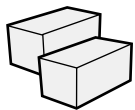
For assistance, please contact us by telephone at **1-800-267-8494** or email at info@copernicused.com.

Have your packing slip ready for reference.

**Premium Royal® Reading Writing Center
(RC200)**

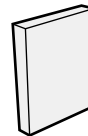
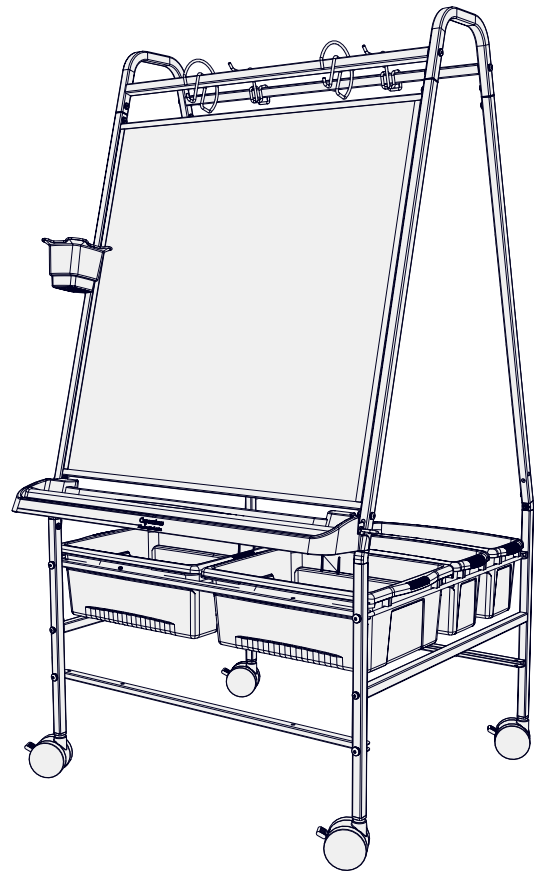


Frame Box 1 (RC200-0) x1
Frame Box 2 (RC200-1) x1

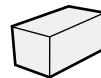


Tub Pack (RC200-CB) x2

**Basic Reading Writing Center
(RC201)**



Frame Box 1 (RC200-0) x1



Tub Pack (RC200-CB) x1



Please Recycle

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.

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

**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 & 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 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 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 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.



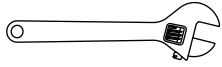
Indoor Use Only

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.

Before beginning, you should have:

Additional tools required:

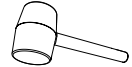
Adjustable Wrench **1x**



OR 10mm Wrench **1x**

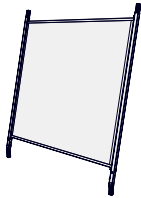
+

Rubber Mallet **1x**

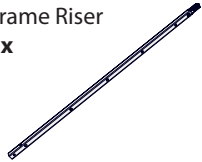


RC200-0

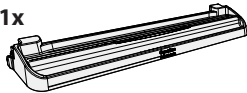
Whiteboard Frame
1x



Frame Riser
2x



Ultra Safe Book Ledge
1x



3" Twin Wheel
Locking Caster
4x

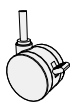


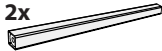
Chart Paper Loop
Hook
2x



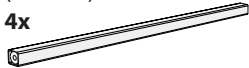
Magnetic Marker
Holder
1x



Short Stretcher
(635mm)
2x



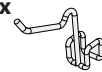
Long Stretcher
(718mm)
4x



Bottom Frame
(Left)
2x



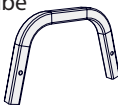
Chart Paper Peg Hook
2x



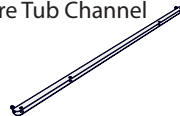
Tub Rack
2x



Top Tube
2x



Wire Tub Channel
4x



Bottom Frame
(Right)
2x



Inside

Hardware Actual Size

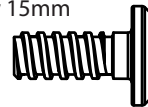
(A)

M6 x 40mm Screw
12x



(B)

Fast Lead Screw 15mm
8x



(C)

M4 x 19mm Shoulder Bolt
4x



(D)

M6 Barrel Nut
8x



(E)

M8 Lock
Washer
8x



(F)

M6 Lock
Washer
12x



(G)

M4 Lock
Nut
4x



RC200-CB

Open Tub
3x
(CC4068)



Small Tub
2x
(CC4070)

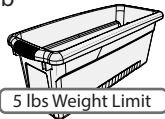
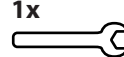


Chart Paper Hang
Tags
20x



Tools (Not to Scale)

7mm
Hex Wrench
1x



4mm Allen Key
1x



3mm Allen Key
1x



Before beginning, you should have:

Additional tools required:

Adjustable Wrench **1x**  OR 10mm Wrench **1x** + Rubber Mallet **1x** 

RC200-0

Whiteboard Frame
1x

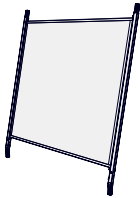


Chart Paper Loop Hook
2x



Chart Paper Peg Hook
2x



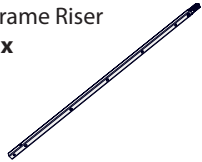
Magnetic Marker Holder
1x



Tub Rack
2x



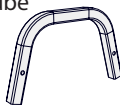
Frame Riser
2x



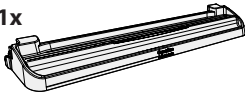
Short Stretcher (635mm)
2x



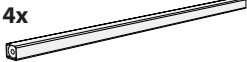
Top Tube
2x



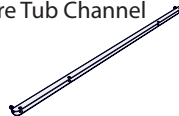
Ultra Safe Book Ledge
1x



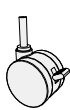
Long Stretcher (718mm)
4x



Wire Tub Channel
4x



3" Twin Wheel Locking Caster
4x



Bottom Frame (Left)
2x

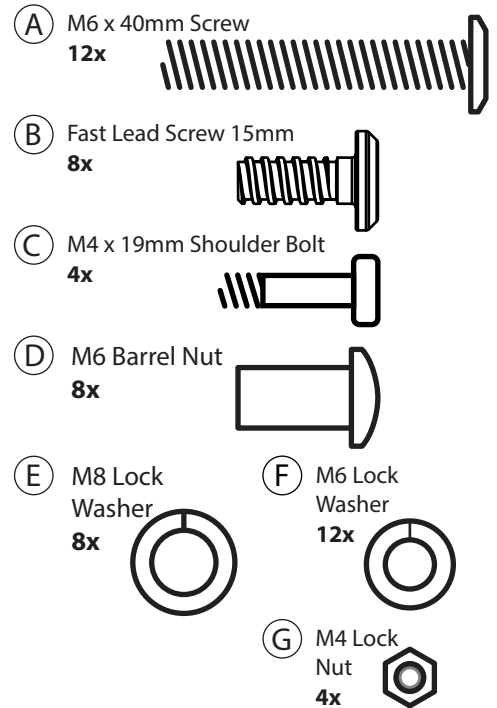


Bottom Frame (Right)
2x



Inside

Hardware Actual Size



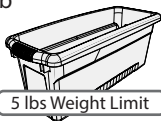
RC200-CB

Open Tub
3x
(CC4068)



10 lbs Weight Limit

Small Tub
2x
(CC4070)



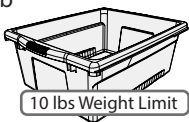
5 lbs Weight Limit

Chart Paper Hang Tags
20x



RC200-CB

Open Tub
3x
(CC4068)



10 lbs Weight Limit

Small Tub
2x
(CC4070)



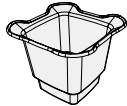
5 lbs Weight Limit

Chart Paper Hang Tags
20x

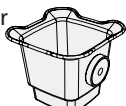


RC200-1

Tiny Tub
6x



Magnetic Marker Holder
1x



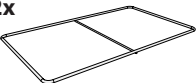
Book Folder (Small)
2x



Book Folder (Large)
1x



Tub Rack
2x



Shelf Assembly
1x



Back Wire Rods
4x

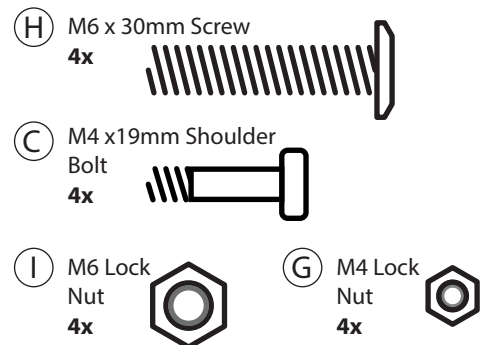


Inside

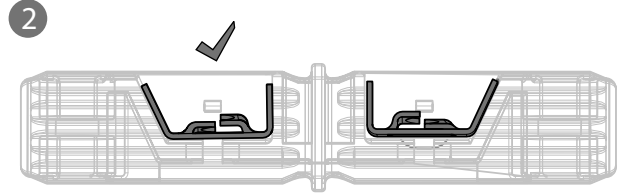
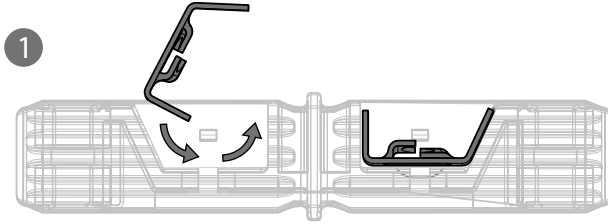
Tools (Not to Scale)



Hardware Actual Size

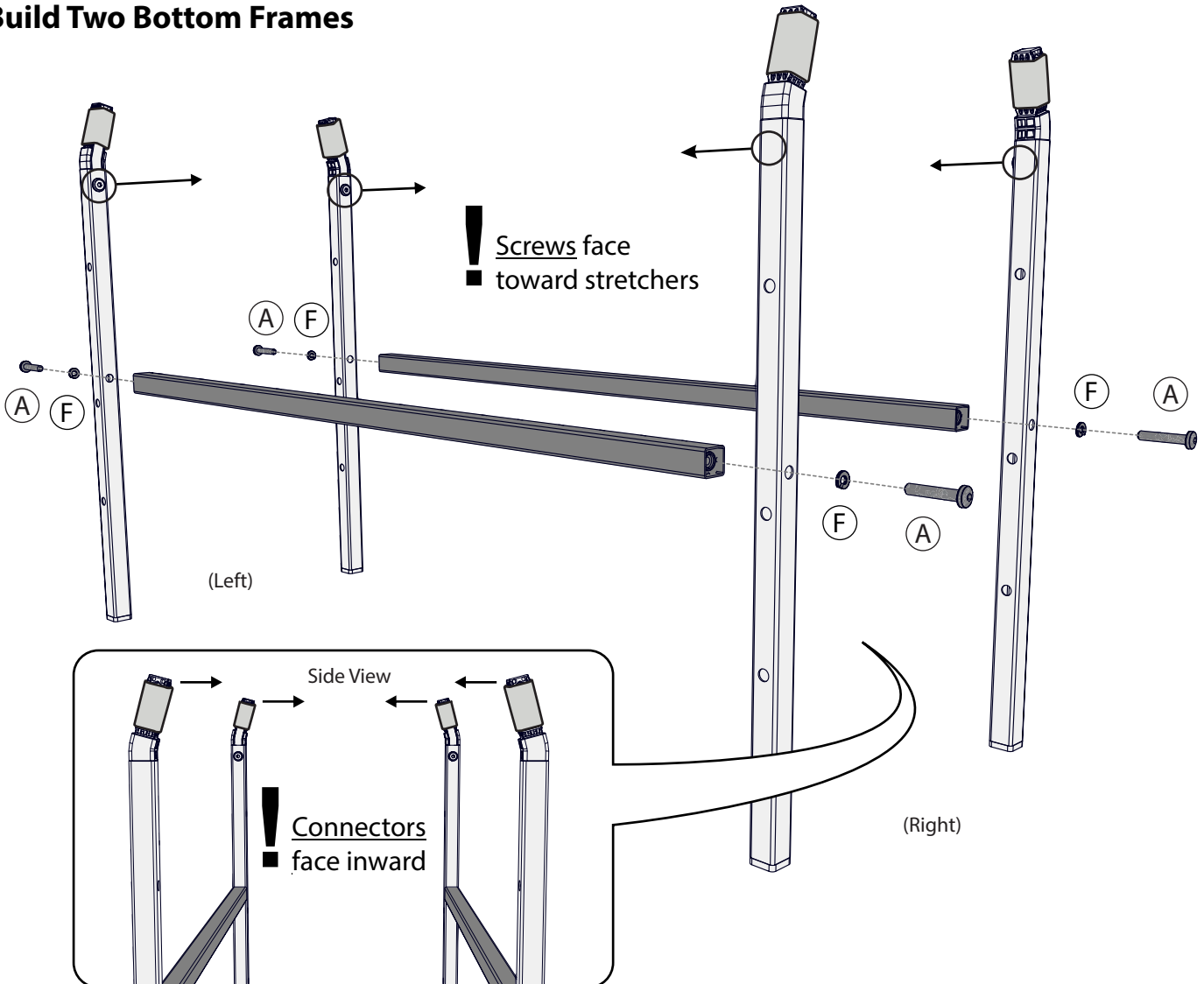


! In case your wedge nut becomes dislodged from the connector, follow these steps to reinstall.
■ To help keep the wedge nut in place, do not remove the paper cover until you are ready to assemble the connector.



1	Actual Size:	 (A) 4x	 (F) 4x	
	You will need: (Not to Scale)	 Long Stretcher (718mm) 2x	 Bottom Frame (Left) 2x	 Bottom Frame (Right) 2x

Build Two Bottom Frames



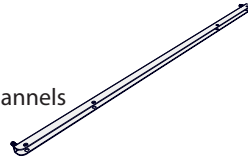
2

Actual Size:



You will need: (Not to Scale)

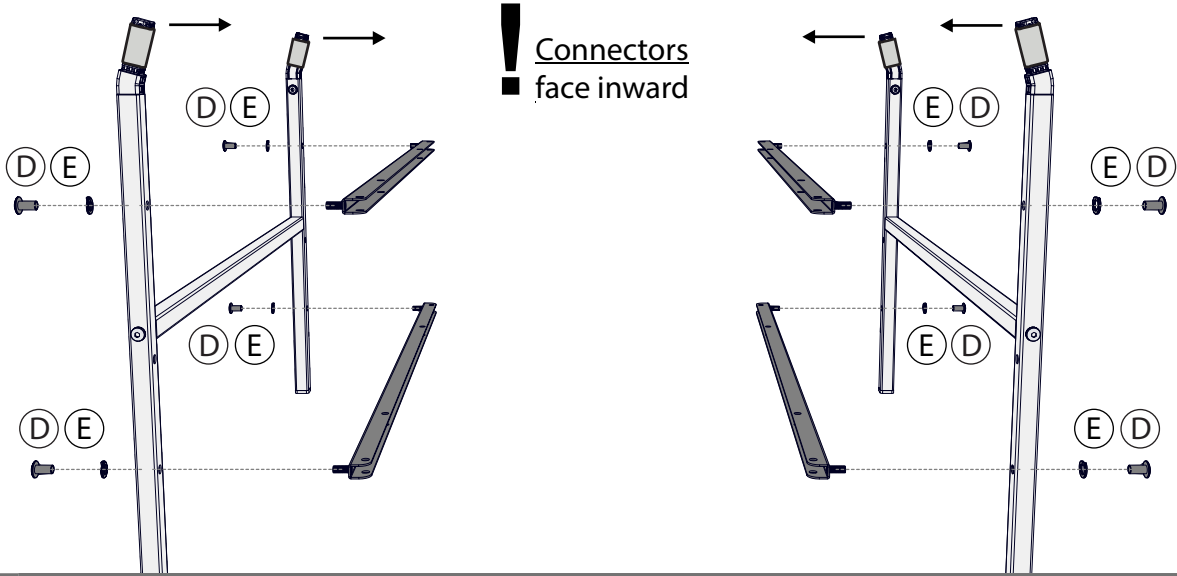
Wire Tub Channels
4x



4mm Allen Key
1x



Attach Wire Tub Channels



3

Actual Size:



You will need: (Not to Scale)

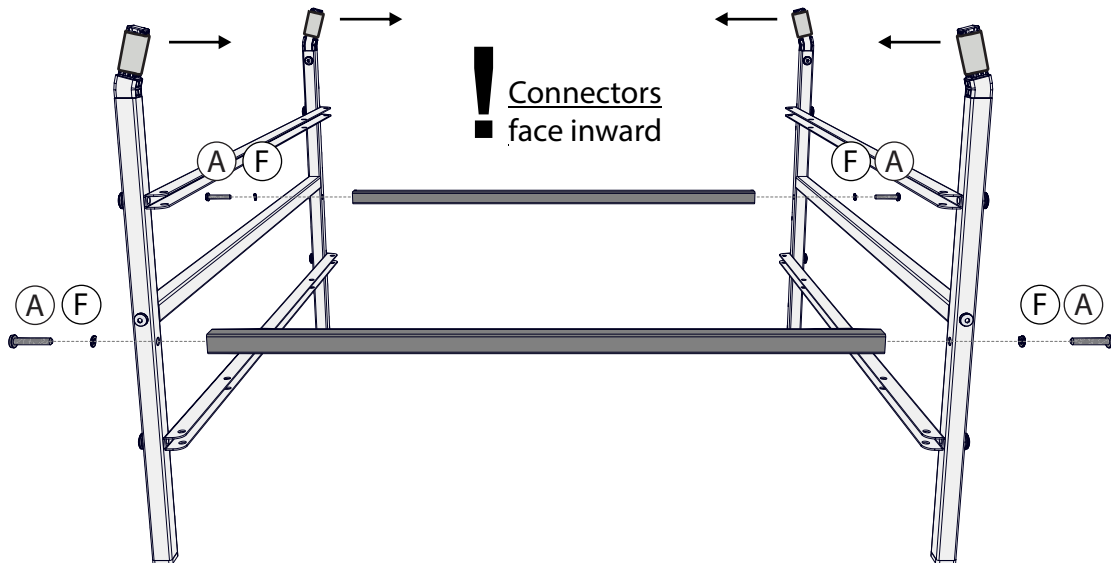
Short Stretcher (635mm)
2x



4mm Allen Key
1x



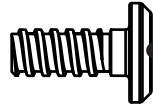
Install Short Stretchers



4

Actual Size:

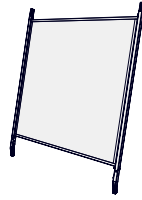
(B)
4x



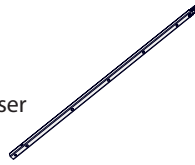
! Use Hardware From Step #5 Hardware Bag

You will need: (Not to Scale)

Whiteboard Frame
1x



Frame Riser
2x



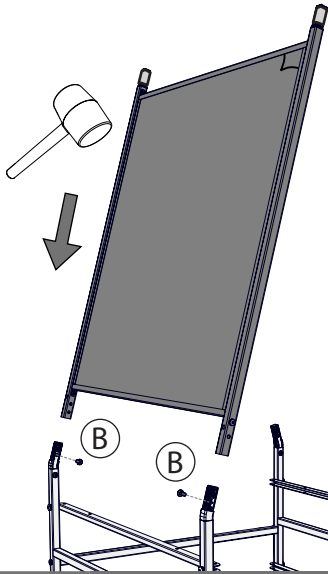
4mm Allen Key
1x



Rubber Mallet
1x



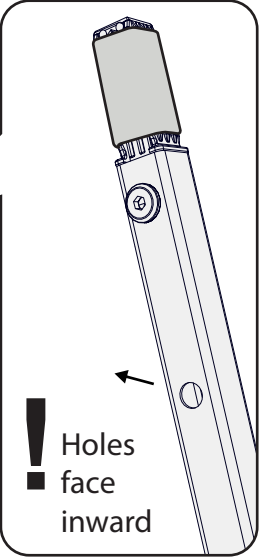
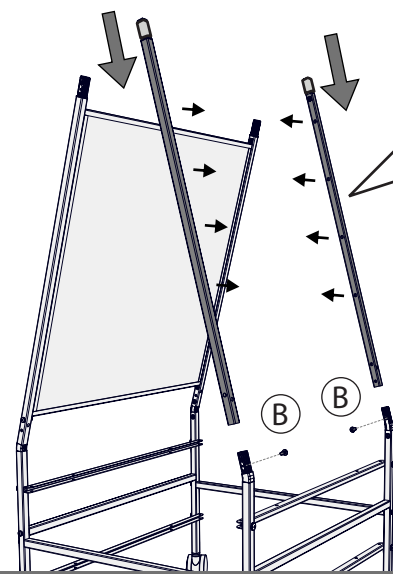
1 Attach Whiteboard Frame



! ATTENTION:
Wedge nuts move when tapping in the frame

Remove paper wrap from these connectors (4x)

2 Attach Frame Risers



5

You will need: (Not to Scale)

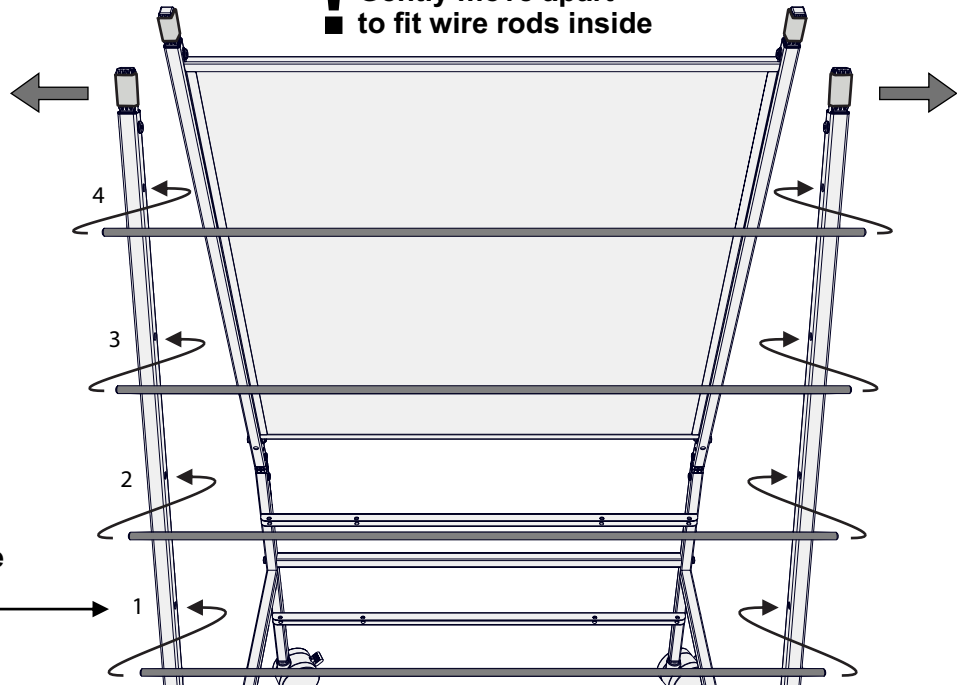
! RC200 Only

Back Wire Rods
4x



Install Back Wire Rods

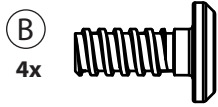
! Gently move apart to fit wire rods inside



! For easier installation start with bottom hole and go upward

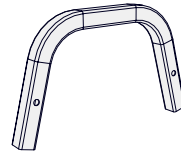
6

Actual Size:



You will need: (Not to Scale)

Top Tube
2x



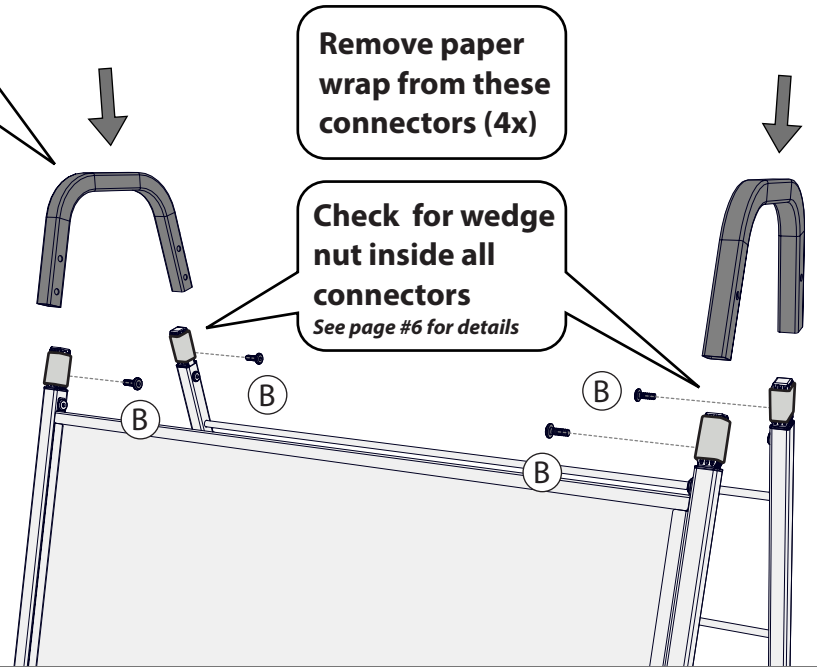
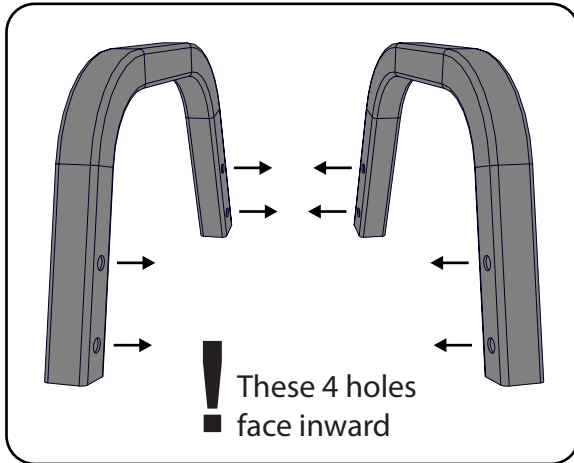
4mm Allen Key
1x



Rubber Mallet
1x



Attach Top Tubes



7

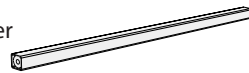
Actual Size:



! Use Hardware From Step #8 Hardware Bag

You will need: (Not to Scale)

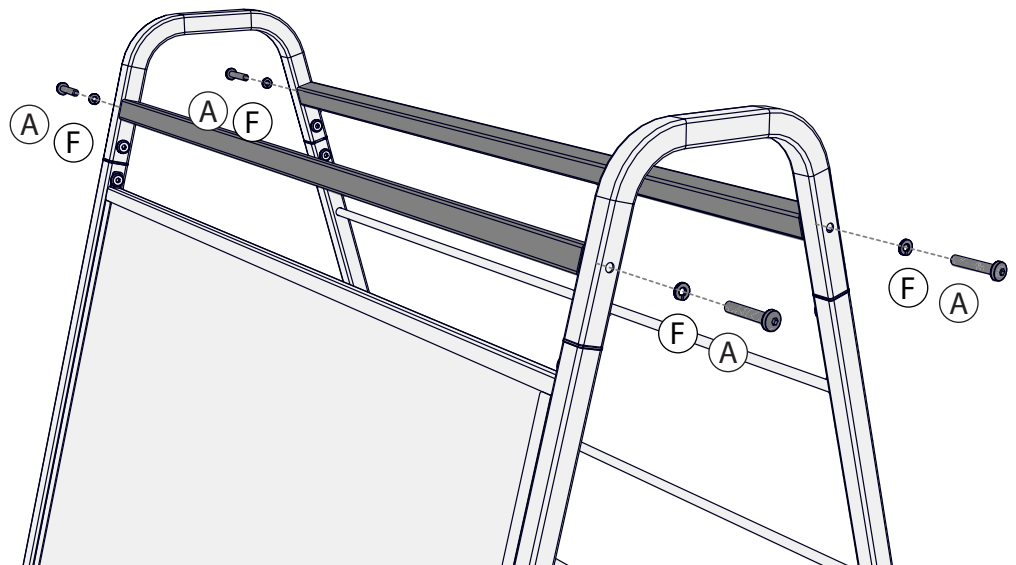
Long Stretcher
2x



4mm Allen Key
1x



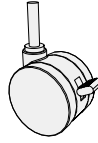
Install Long Stretchers



8

You will need: (Not to Scale)

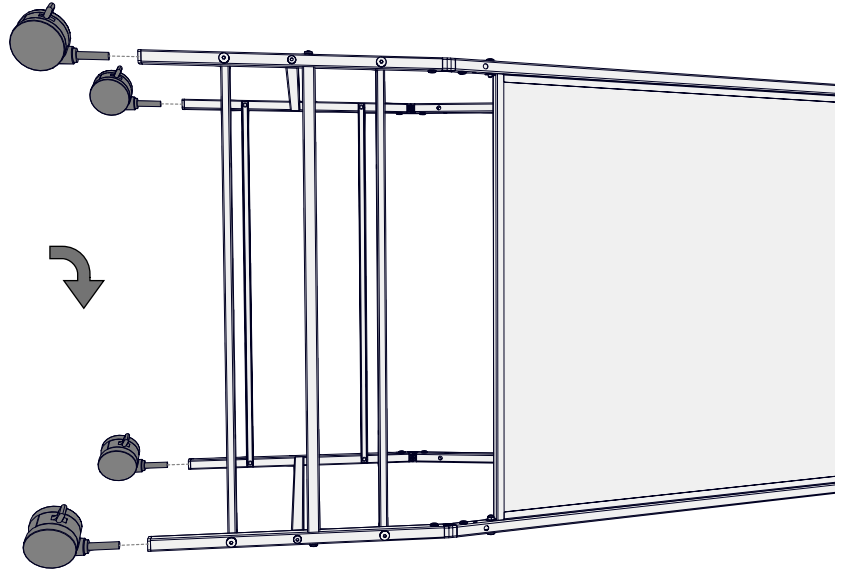
3" Twin Wheel Locking Caster
4x



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.



9

Actual Size:

(H)
4x



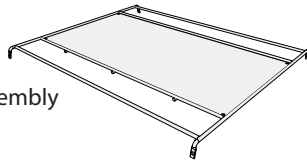
(I)
4x



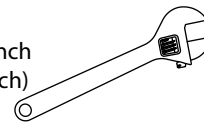
! RC200
■ Only

2-Person Task

Shelf Assembly
1x



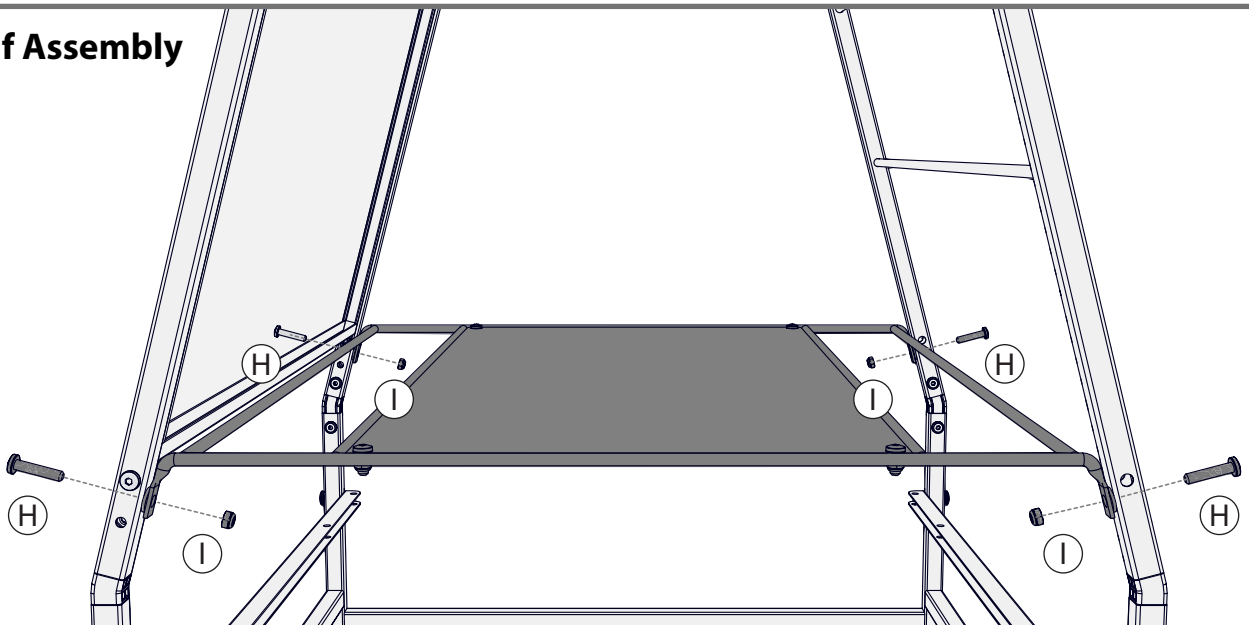
Adjustable Wrench
(or 10mm Wrench)
1x



4mm Allen Key
1x



Attach Shelf Assembly

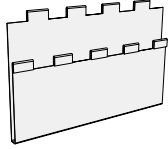


10

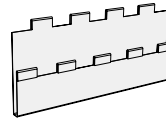
You will need: (Not to Scale)

RC200 Only

Book Folder (Large) 1x

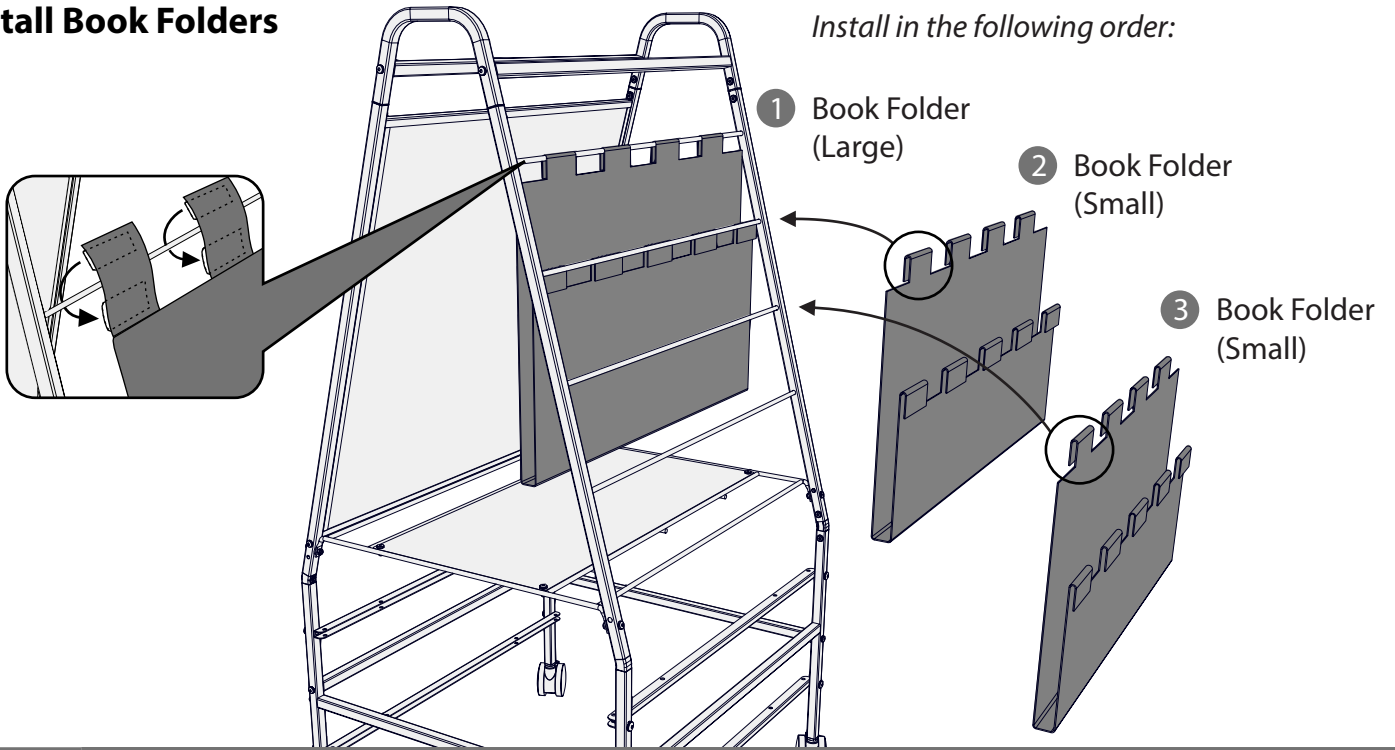


Book Folder (Small) 2x



Install Book Folders

Install in the following order:



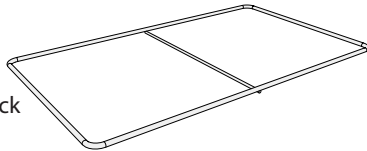
11

Actual Size:



You will need: (Not to Scale)

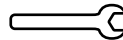
Tub Rack 2x



3mm Allen Key 1x

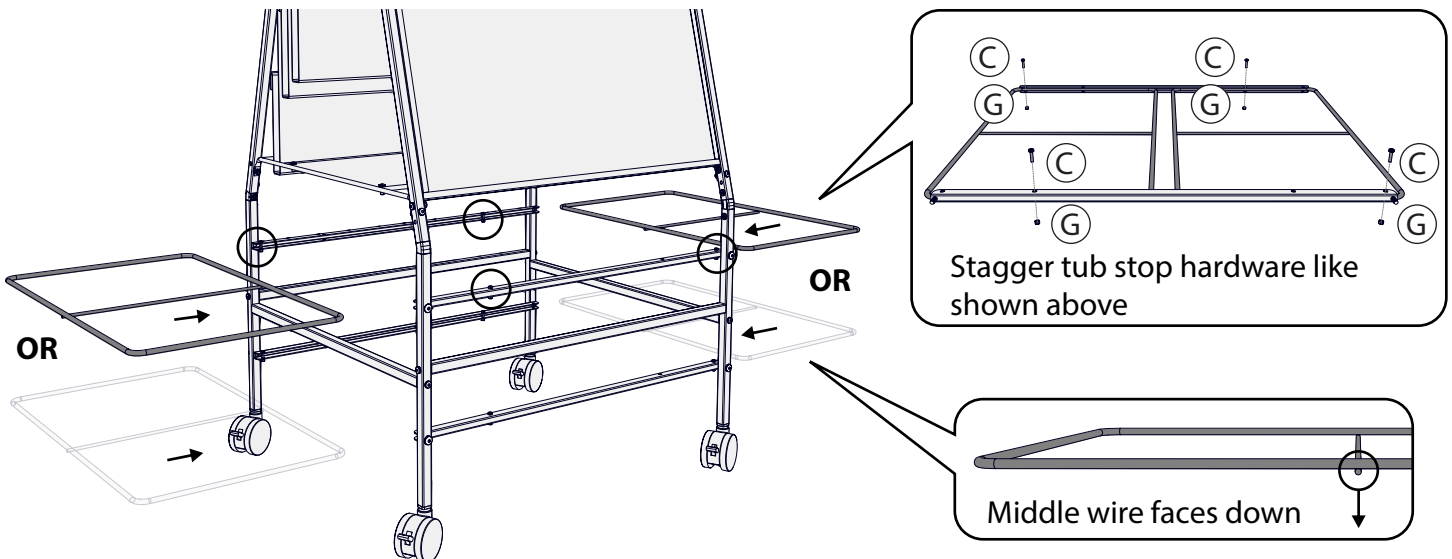


7mm Hex Wrench 1x



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

Install Tub Racks

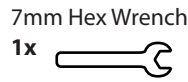


12

Actual Size:

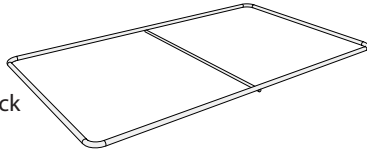


You will need: (Not to Scale)



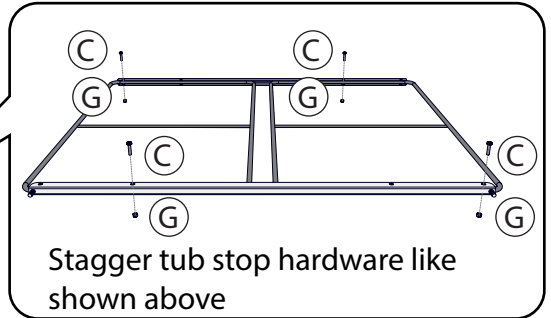
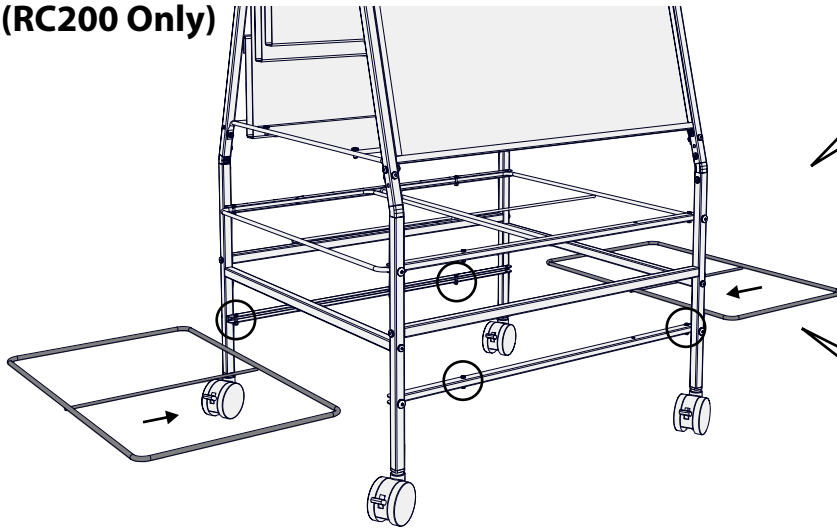
RC200 Only

Tub Rack
2x

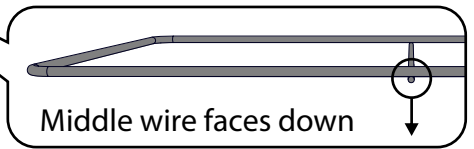


Do not over tighten Hardware or Tub Racks will not slide easily

Installing Additional Tub Racks (RC200 Only)



Stagger tub stop hardware like shown above



Middle wire faces down

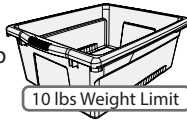
13

You will need: (Not to Scale)

RC201

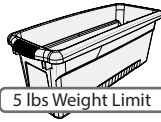
RC200

Open Tub
3x



10 lbs Weight Limit

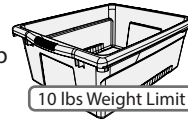
Small Tub
2x



5 lbs Weight Limit

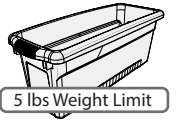
OR

Open Tub
6x



10 lbs Weight Limit

Small Tub
4x

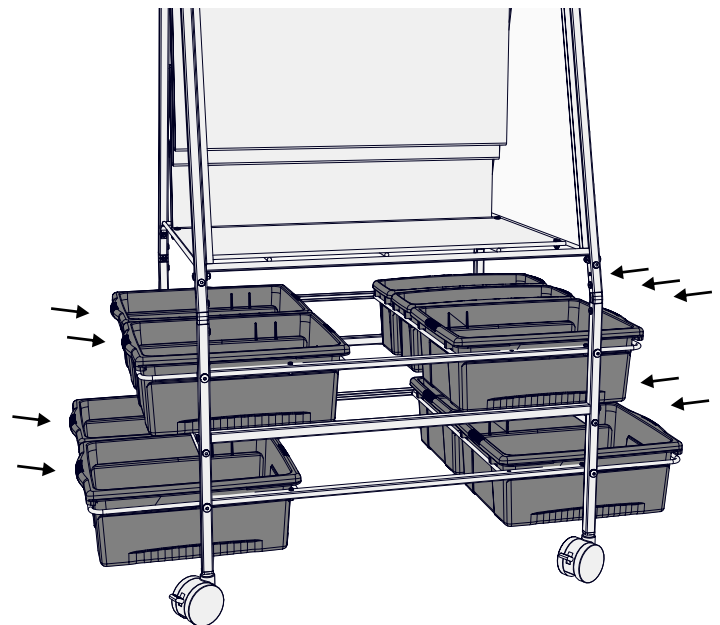
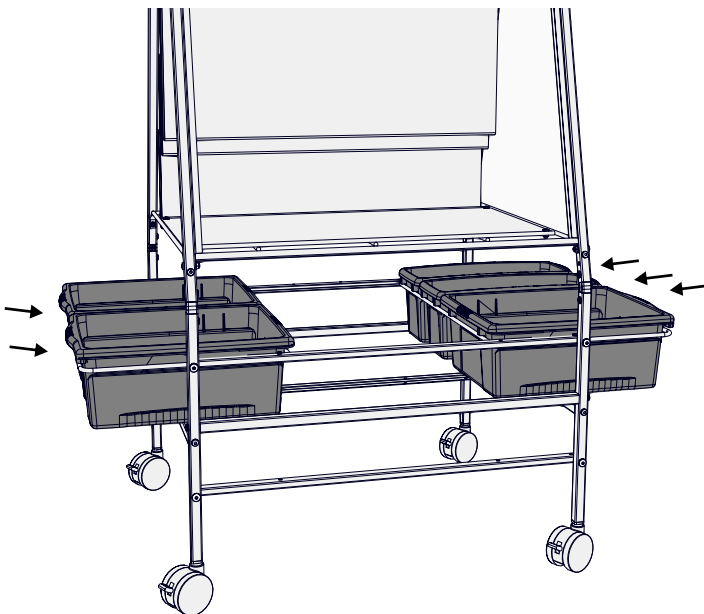


5 lbs Weight Limit

Install Tubs

RC201

RC200

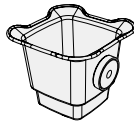


14

You will need: (Not to Scale)

RC201

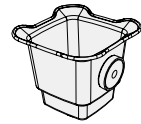
Magnetic Marker Holder
1x



OR

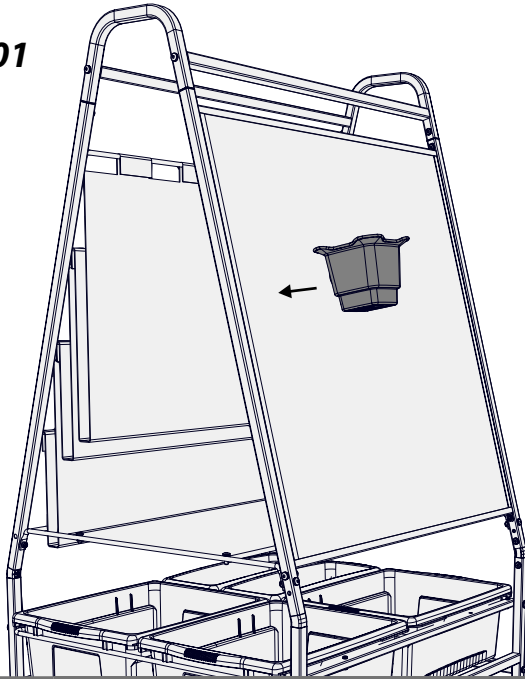
RC200

Magnetic Marker Holder
2x

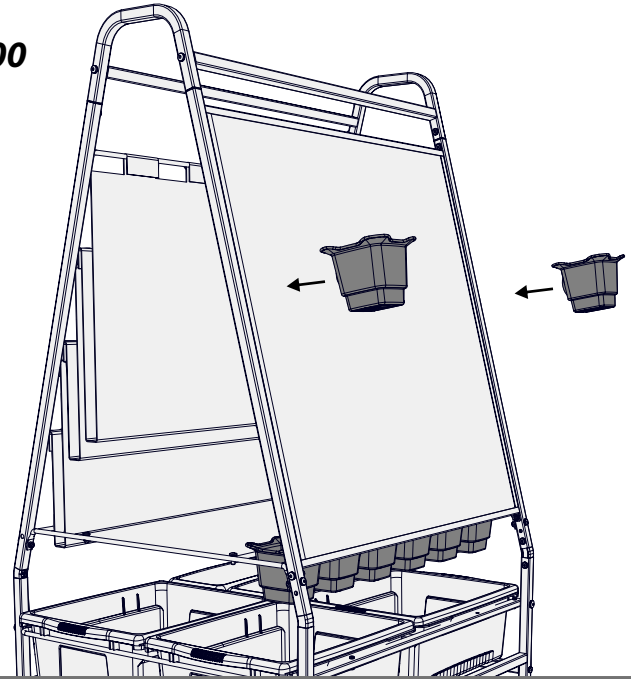


Install Magnetic Tub Holder

RC201



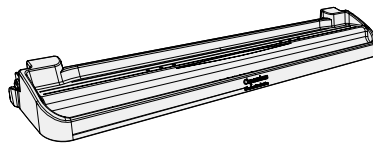
RC200



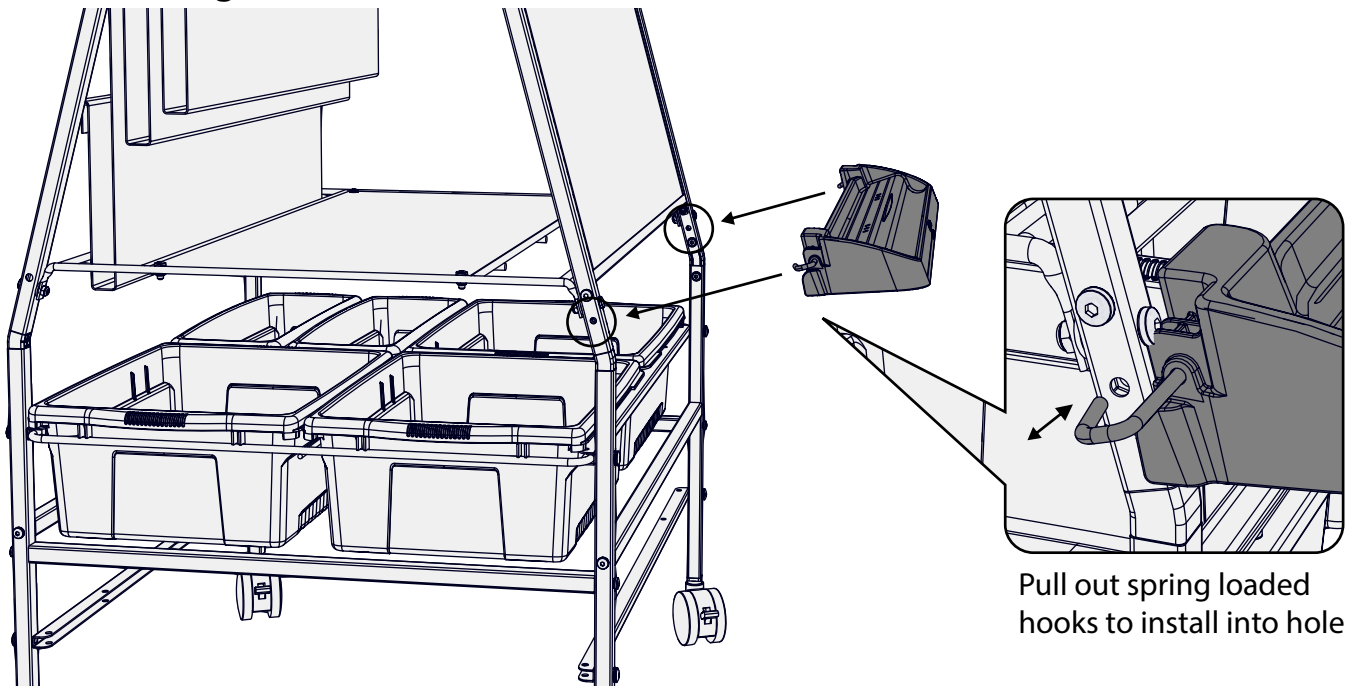
15

You will need: (Not to Scale)

Ultra Safe Book Ledge
1x



Install Book Ledge



Pull out spring loaded hooks to install into hole

16

You will need: (Not to Scale)

Chart Paper Loop Hook
2x

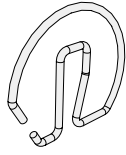
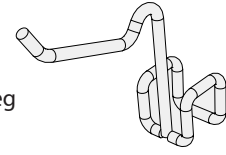
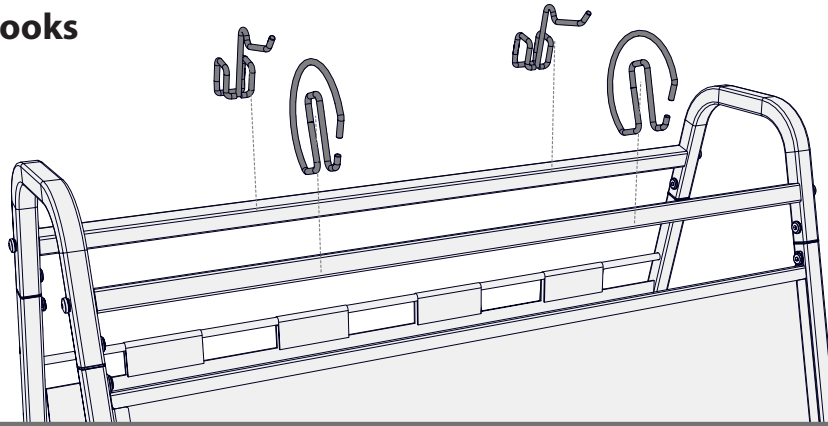


Chart Paper Peg Hook
2x



Install Chart Paper Hooks

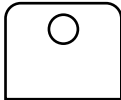


17

You will need: (Not to Scale)

RC201

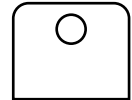
Chart Paper Hang Tags
20x



OR

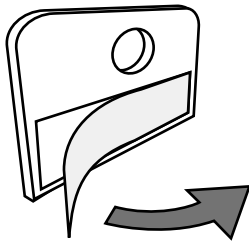
RC200

Chart Paper Hang Tags
40x



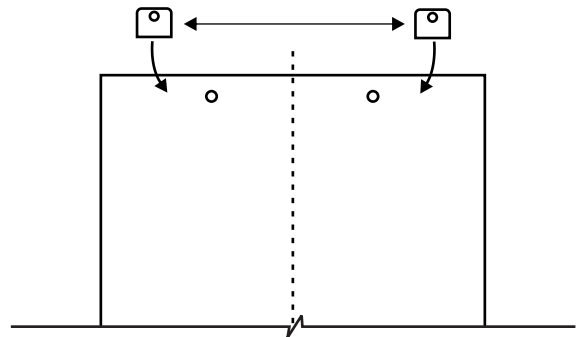
Installs Chart Paper Hang Tags

1 Remove Backing From Hang Tags

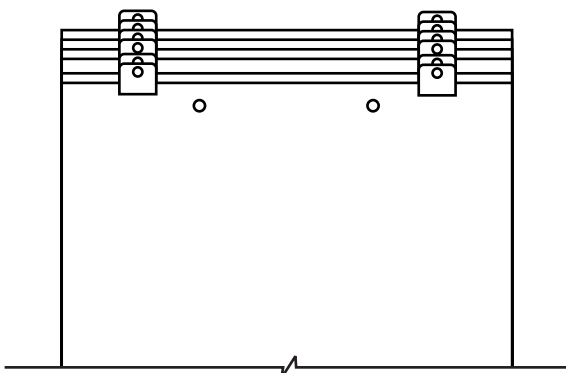


2 Press Hang Tags on Chart Paper (not included)

! 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

