

# Royal<sup>®</sup> Reading / Writing Center - Assembly Guide

If parts are missing or you require assistance, please call:

**1-800-267-8494** or email [info@copernicused.com](mailto:info@copernicused.com)

Have your packing slip ready for reference



## RC005-2008-E

This Assembly Guide provides instructions to build the Royal Reading / Writing Center. For a full color photographic guide go to: [www.copernicused.com/assemblyinstructions.aspx](http://www.copernicused.com/assemblyinstructions.aspx)

**WARNING** This product is meant to be assembled by an adult  
In its unassembled state, small parts present a hazard  
Not intended for use by children



Please Recycle



# Royal® Reading / Writing Center - Parts

**Before beginning, you should have:**

**Contents - Box 1**

Front Frame 1x

Do not remove packaging

Metal Shelf 1x

Lined Magnetic Dry Erase Board (AC455) 1x

Big Book Divider 4x

2" Twin Wheel Locking Caster 4x

Chart Loop Hooks 2x

Rear Frame 1x

Bottom Rack 2x

Ultra Safe Book Ledge 1x

Bottom Stretcher 1x

Page Paw 2x

'S' Chart Hook 2x

**Hardware Actual Size**

**In Box 1**

M6 x 50mm Thumb Screws 2x

M6 x 40mm 2x

M6 x 20mm 16x

Wing Nut 2x

Lock Washer 12x

Lock Nut 16x

Allen Key (Not to Scale) 1x

**Contents - Box 2**

PTP1

Open Tub 4x

Small Tub 8x

OR

PTP2

Open Tub 1x

Small Tub 2x

Divided Tub 2x

★ **Additional tools required: Adjustable wrench**



★ **DO NOT TIGHTEN ANY FASTENERS UNLESS INSTRUCTED**

**1**

Actual Size:

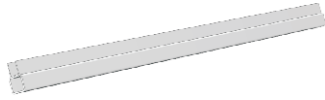


40 mm  
x 2

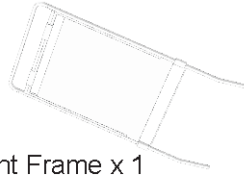


6 mm  
x 2

You will need: (Not to Scale)



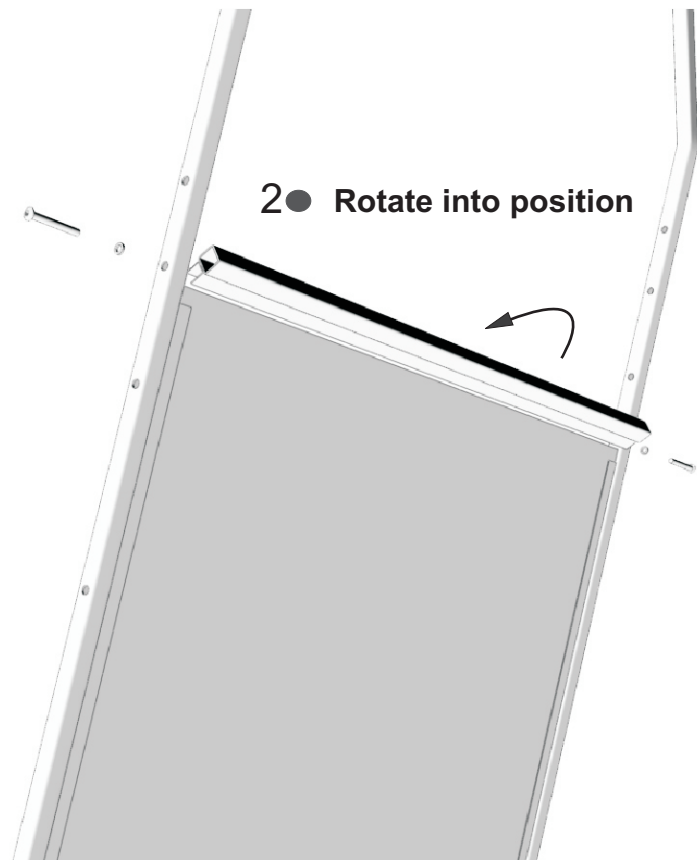
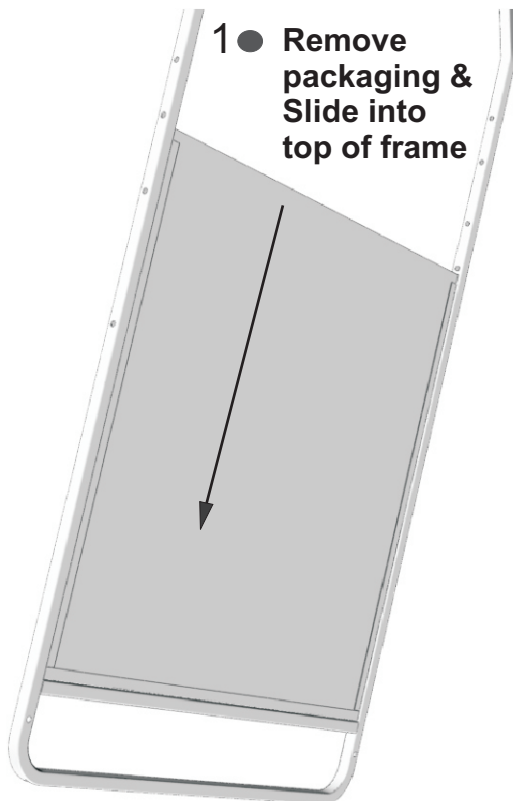
Bottom Stretcher x 1



Front Frame x 1

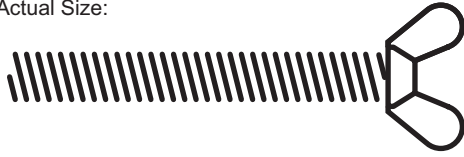
## Install Bottom Stretcher

- 1● Turn Front Frame upside down, remove the packaging material and carefully slide the Whiteboard all the way into the channel at the top of the Front Frame
- 2● Position the Bottom Stretcher
  - Angle the Bottom Stretcher into the bottom of the Whiteboard and rotate into position to align with bolt holes
  - Fasten with two M6 x 40mm Bolts & Lock Washers



2

Actual Size:



50 mm  
Thumbscrew  
x 2

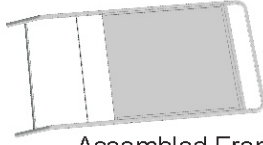


6 mm  
x 2

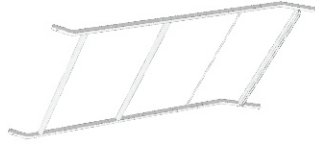


Wing Nut  
x 2

You will need: (Not to Scale)



Assembled Front Frame x 1

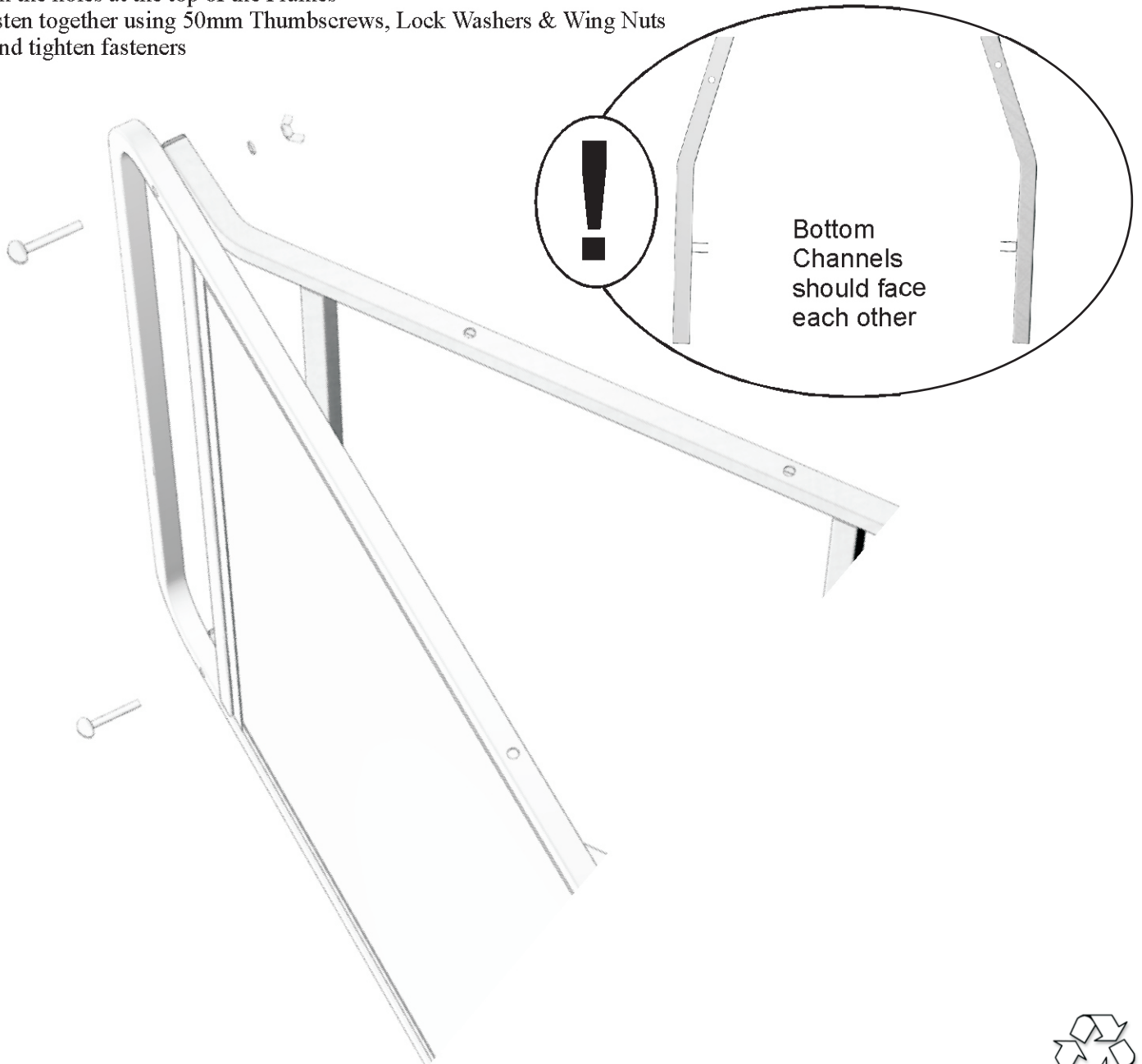


Rear Frame x 1

## Fasten Front & Rear Frame Together

! Place Front & Rear Frames onto their sides with the channels facing each other

- Align the holes at the top of the Frames
  - Fasten together using 50mm Thumbscrews, Lock Washers & Wing Nuts
  - Hand tighten fasteners



3

Actual Size:

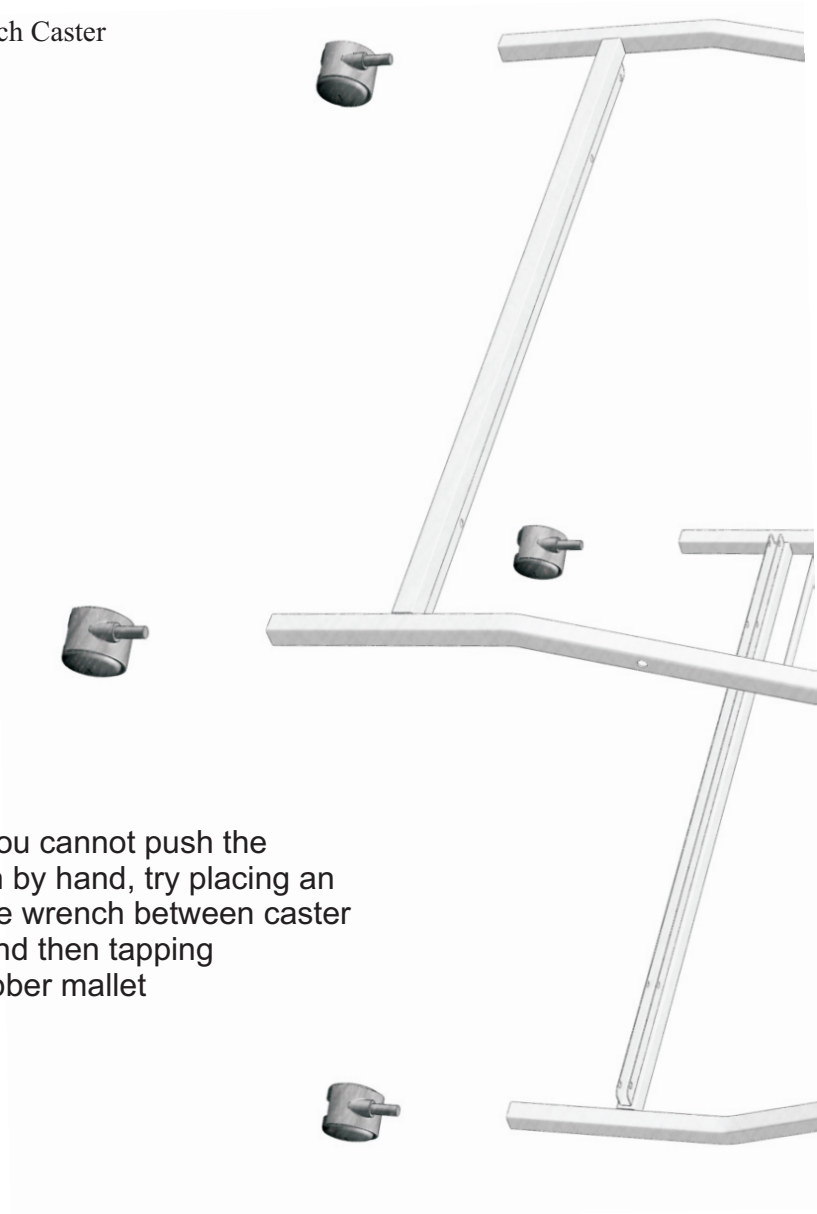
You will need: (Not to Scale)



2" Caster x 4

## Install Casters

- Leave the Frames lying on their sides
  - Push Caster stem into the caster insert in the bottom of the legs
  - Tap in with a rubber mallet if required
- Repeat for each Caster



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



4

Actual Size:



20 mm  
x 8



Lock Nut  
x 8



2 Person Task

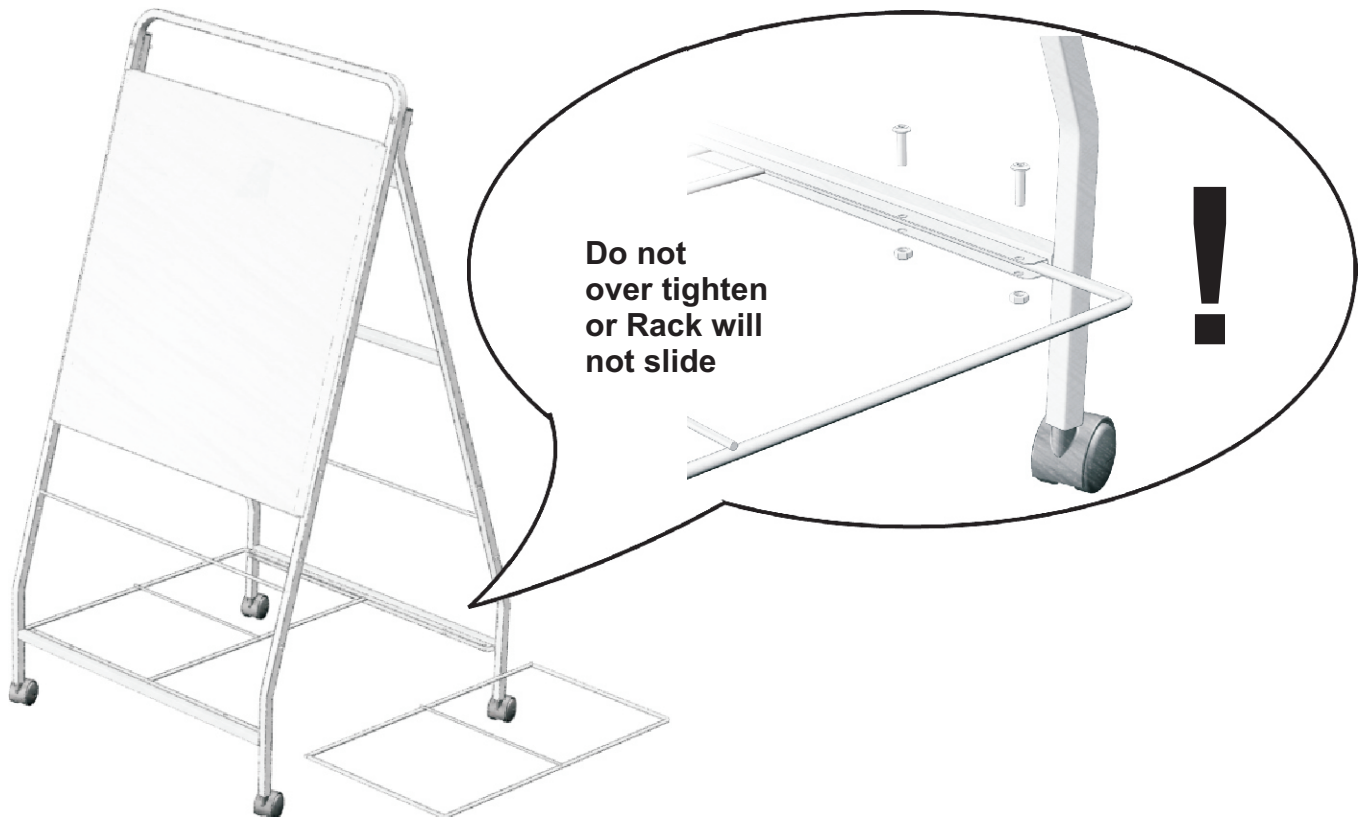
You will need: (Not to Scale)



Bottom Rack x 2

## Install Bottom Racks into Frame Channels

- Raise the Unit to the standing position
- Slide one of the Racks all the way into the Frame channels
- Insert M6 x 20mm Bolts through the four holes in the channels
  - Fasten using M6 Nuts
  - ! - **Be careful to not over tighten the fasteners, otherwise Racks will not slide**
- Repeat for other side



5

Actual Size:



20 mm  
x 8

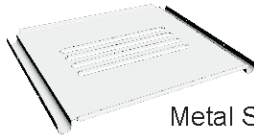


6 mm  
x 8



Lock Nut  
x 8

You will need: (Not to Scale)



Metal Shelf x 1



Big Book Divider x 4 (Optional)

**The Big Book Dividers provided are optional.**

You may prefer to lie your books flat for storage, rather than standing.

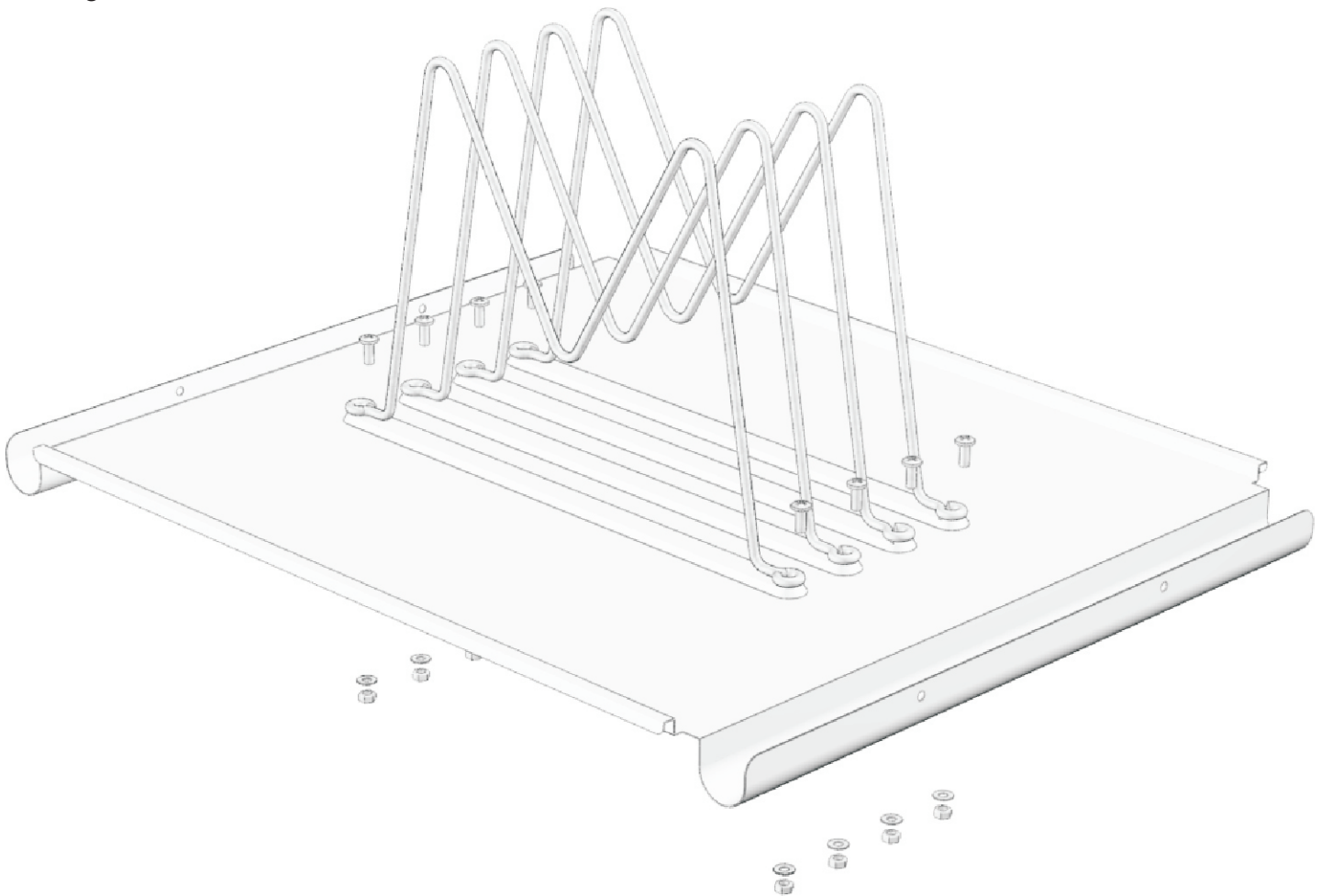
**NOTE**

If you choose to lie books down flat, you do not have to install the Big Book Dividers

**To leave your shelf open, skip this Step**

## Attach Big Book Dividers to Metal Shelf

- Align the loops on the Big Book Dividers with the raised holes in the Metal Shelf as shown
  - Fasten with eight M6 x 20mm Bolts , Lock Washers & Nuts
  - Tighten fasteners

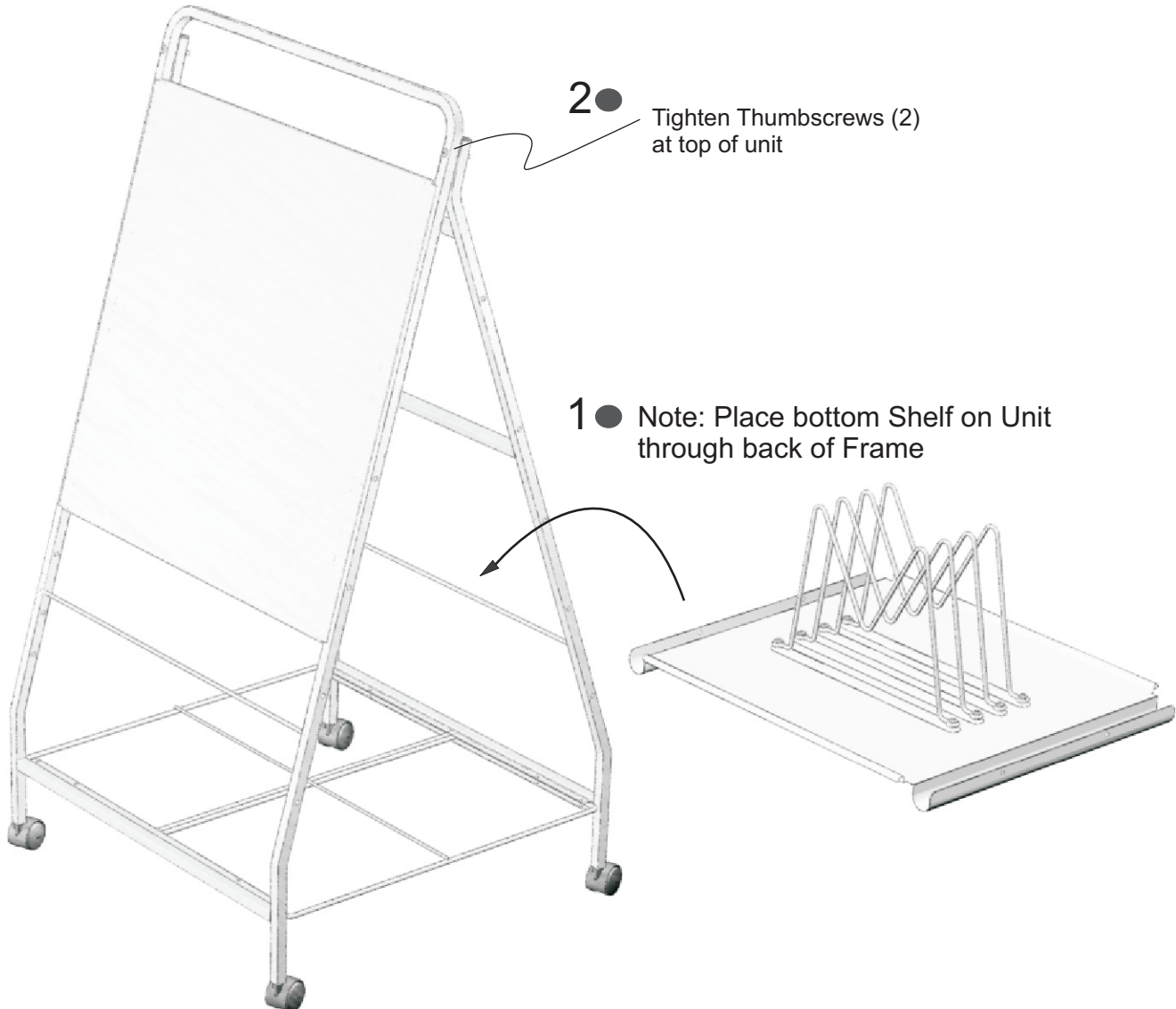


You will need: (Not to Scale)

## Install Book Shelf into Assembled Frame

**!** At this point, your Shelf may or may not have Dividers installed on it, as per the decision made in the last step

- 1 ● Hook the Metal Shelf over the wire bars on the Frame
- 2 ● Once the Shelf is in place, tighten the Thumbscrews at the top of the Frame  
- 2 in total

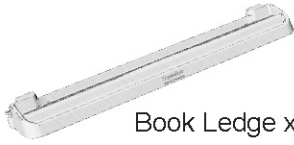




7

Actual Size:

You will need: (Not to Scale)



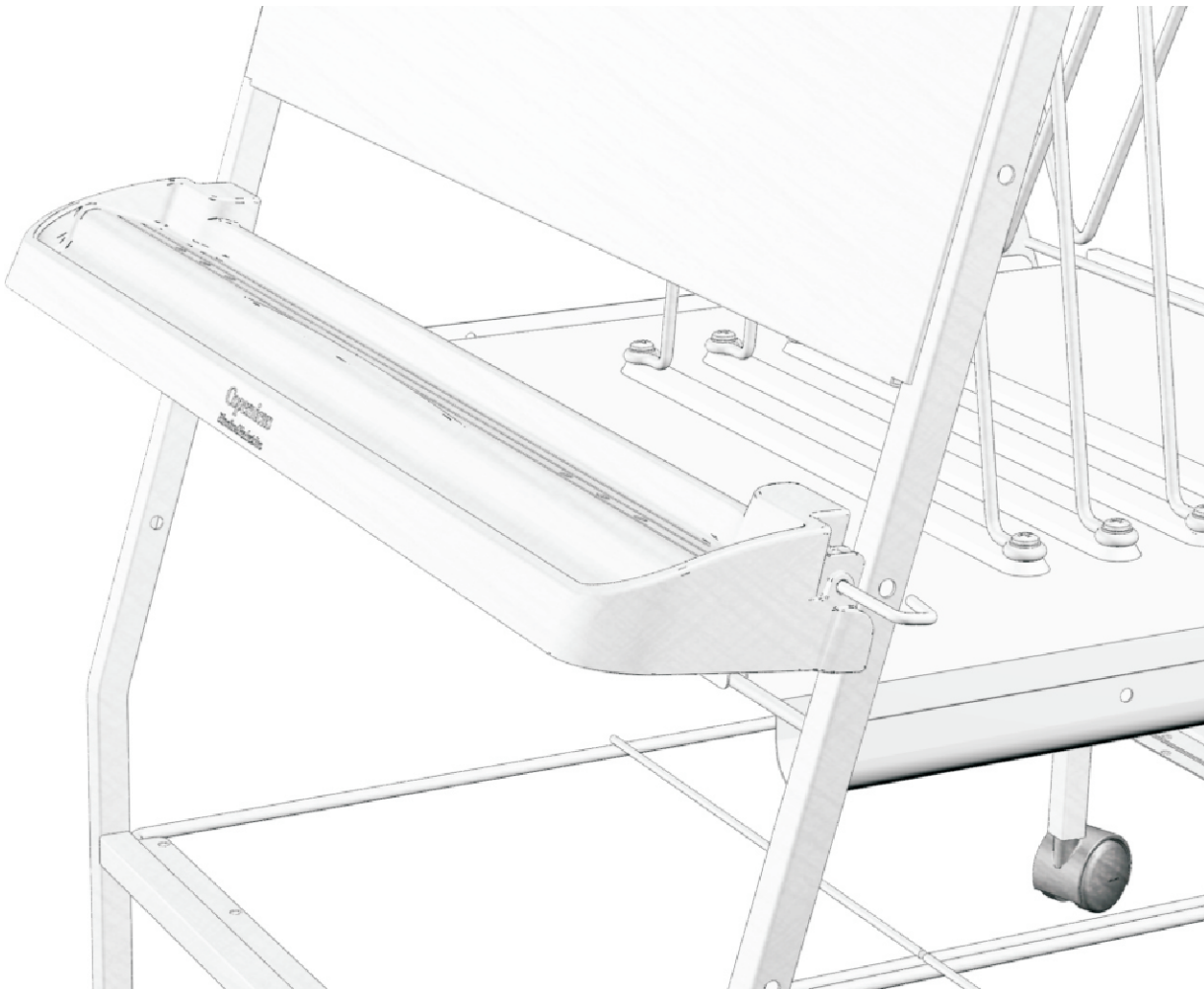
Book Ledge x 1

## Install Book Ledge

**!** There are 4 positions on the front and 5 on the back of the Unit for your convenience. Choose the one that works for you

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

- Insert one hook in the appropriate hole in one side of the Frame  
-Pull out the opposite hook and snap into place



You will need: (Not to Scale)



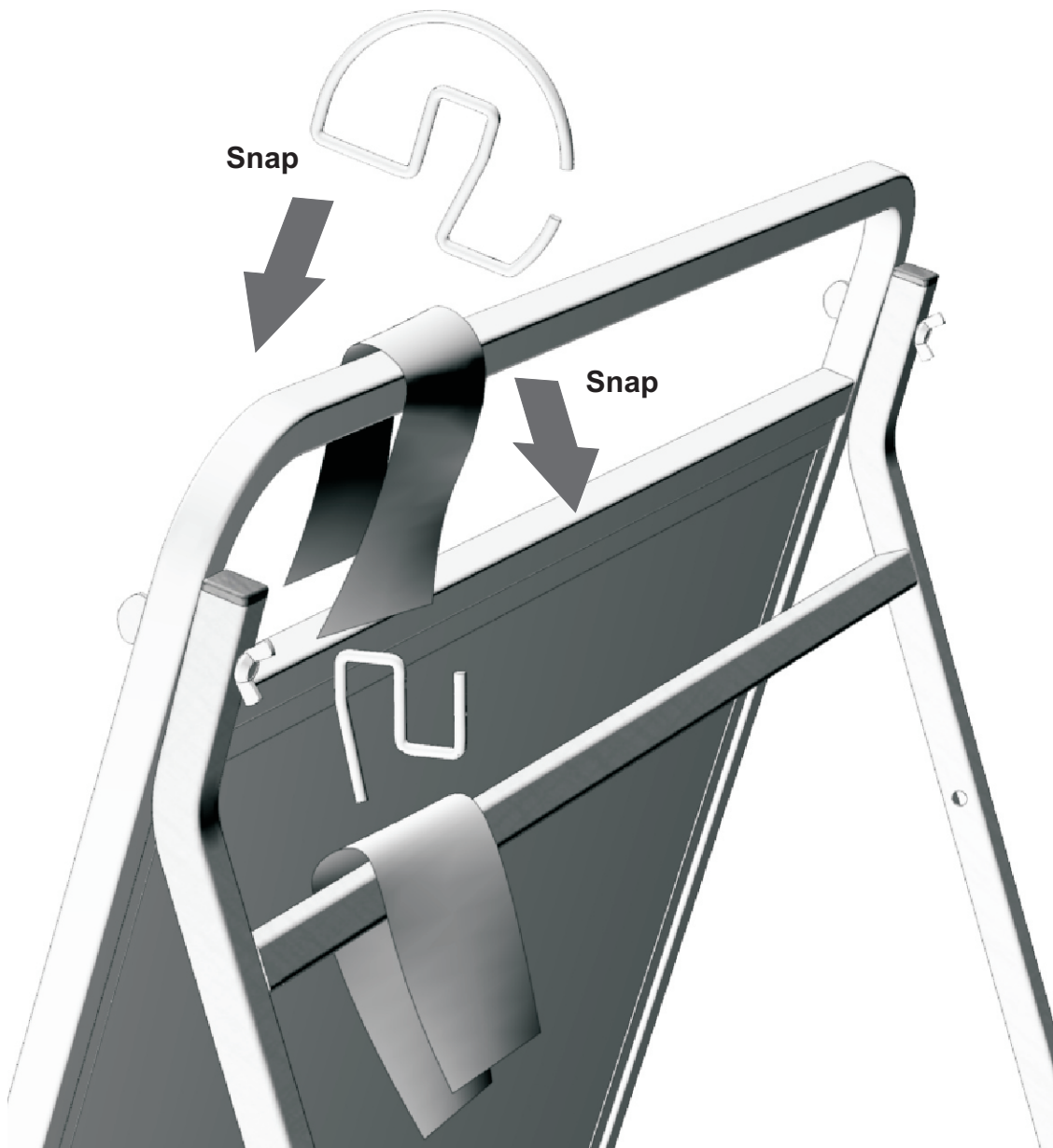
'S' Chart Hooks x 2



Chart Loop Hooks x 2

## Attach 'S' Chart Hooks & Chart Loop Hooks

- Hooks snap onto the Frame easily
  - Place an empty hardware bag over the frame to prevent the Unit from being scratched
- Pull bag free once the hooks have been snapped over the Frame



9

Actual Size:

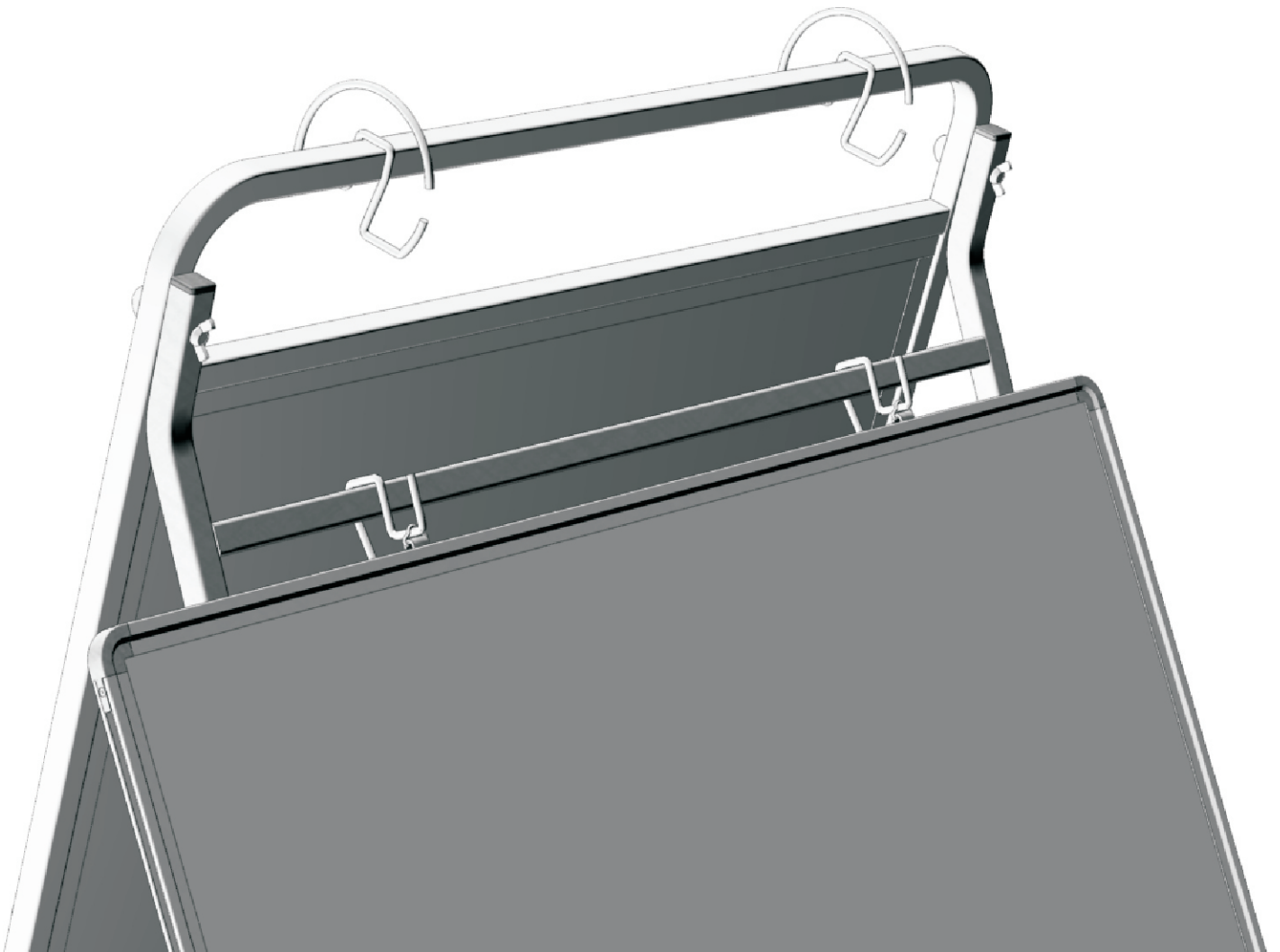
You will need: (Not to Scale)



Lined Magnetic Dry Erase Board x 1

## Attach Rear Whiteboard

- Use the sliding hooks on the Lined Magnetic Dry Erase Board and the 'S' Hooks to hang the board on the back of the center



**Validate Your Warranty & Enter to Win!**



To validate your lifetime frame & tub warranty, submit the ON-LINE form at [www.copernicused.com](http://www.copernicused.com)

User Name: *quality*  
Password: *safety#1*

**Enter a Draw to win a prize at the same time**

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I hope that the assembly of your **NEW Royal Reading Writing Center** went well.

If you have any questions, or concerns, please call us at 1-800-267-8494, and someone will be happy to help.

Enjoy using your new product, and happy teaching.

*Jim Phillips*  
*President*

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Use **Soy Safe** to help keep your Whiteboard  
Surface looking new!  
Copernicus Product #AC 405



“Quality schools are the result of quality teachers going above and beyond the call of duty.” - Vicki Caruana





# Whiteboard Tips

## Important Tips for Your Whiteboard Surface

### Before Use:

1. Some boards are shipped with a protective plastic film to prevent scratches. Be sure to remove this film prior to writing on the surface.
2. Spray your board with a white board cleaner and wipe with a soft cloth. Rinse with water and dry with a soft, dry cloth.

**Keep these tips for future reference!**

**1-800-267-8494**

### User Tips:

Low odor dry erase markers are highly recommended for use in day cares and schools. They reduce marker odor which some people might find irritating or disturbing. Low odor markers may not erase as easily as high odor markers and may ghost more but the odor reduction is quite significant. Expo brand provide good erase ability and are highly recommended.

### Do:

- Erase after every use with a clean, dry cloth or eraser (eraser should be specifically designed for white boards)
- Use white board cleaner at least two to three times a week. An alternative is 99% Isopropyl Alcohol (Rubbing Alcohol).  
Both of these items need to be kept out of reach of children.
- Replace your dry erase markers as needed to avoid 'ghosting'

### Don't:

- Use abrasive cleaners, erasers, sponges or rags
- Use a chalkboard eraser
- Use a wet eraser
- Use permanent marker - Keep them away from your whiteboards!

## Tips to Remove Permanent Marker

1. Using a dry erase marker, write over top of the permanent marker. Let dry. Erase. Repeat a few times.
2. Use a white pencil eraser. Try to use Pentel Brand Hi-Polymer pencil eraser.
3. With a very small amount of isopropyl alcohol (rubbing alcohol) on a soft cloth, clean stained area only. Rinse with water. Dry with soft cloth. Repeat a few times.
4. SoySafe white board cleaner and restorer is also perfect for removing permanent marker stains. (Copernicus Product # AC405)

