

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

1-800-267-8494 or email info@copernicused.com

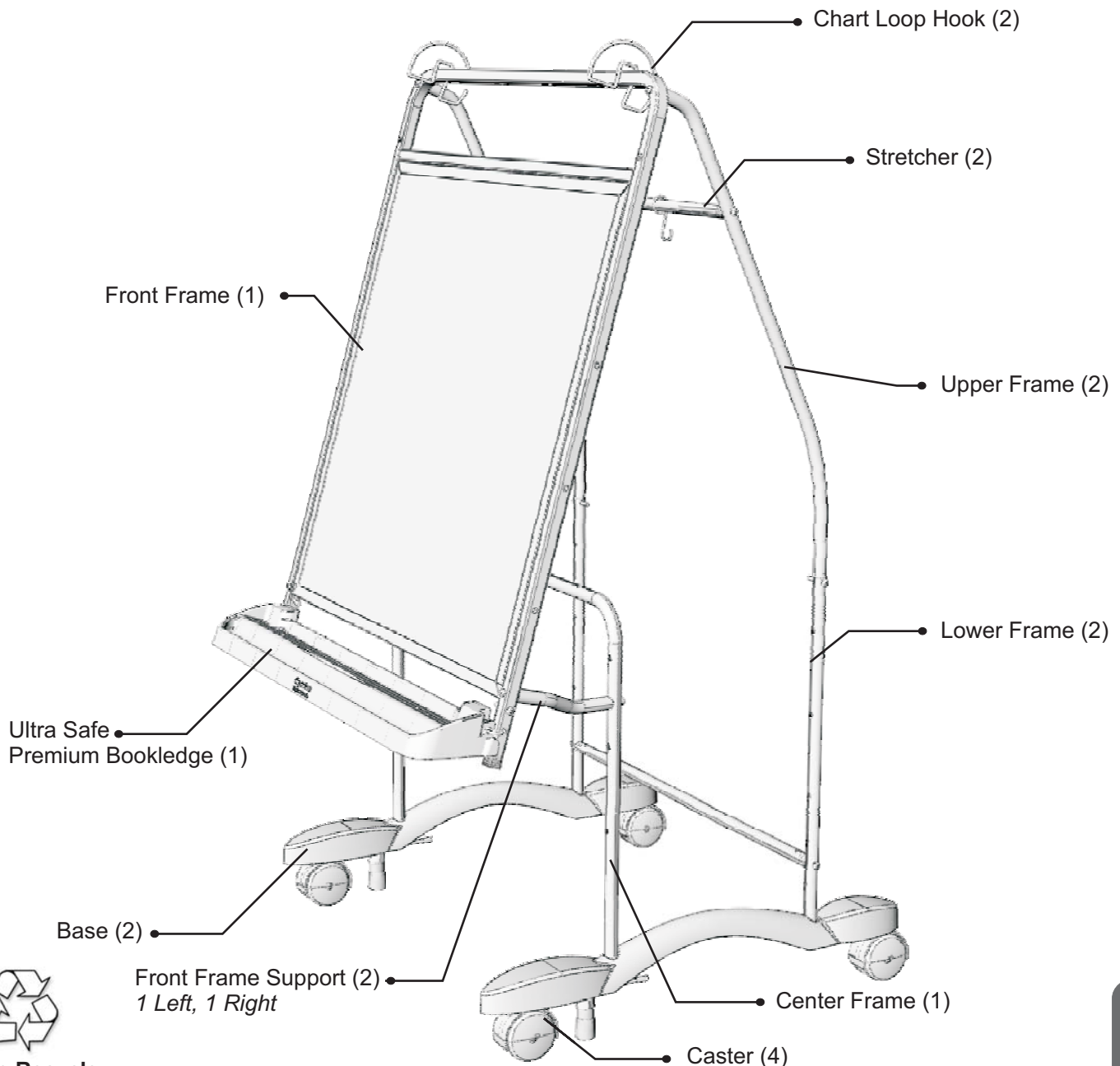
Have your packing slip ready for reference



RC106_2009_B

This assembly guide provides instructions to build the Standard Reading Writing Center. Check out our full line of products at www.copernicused.com

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



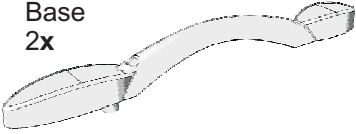
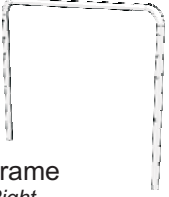




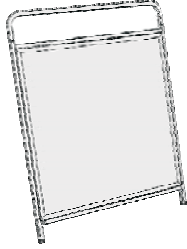
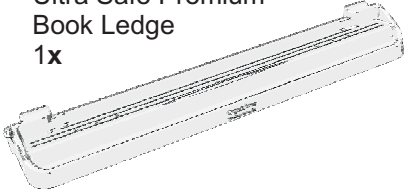

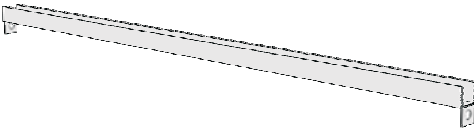
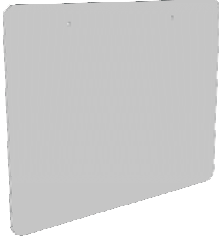


Please Recycle



Standard Reading Writing Center - Parts







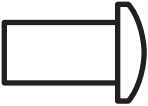

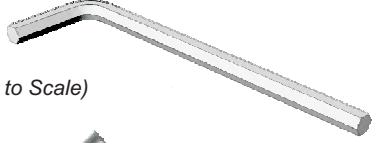

Before beginning, you should have:

Contents - Box 1

- Base 2x 
- Center Frame 1x 
- Lower Frame 1 Left, 1 Right 2x 
- Upper Frame 1 Left, 1 Right 2x 
- Front Frame Support 2x (1 Left, 1 Right) 
- 3" Caster 4x 
- Front Frame 1x 
- Ultra Safe Premium Book Ledge 1x 
- Stretcher 2x 
- Whiteboard Channel 1x 
- Removable Rear Whiteboard 1x 
- Rear Whiteboard Hooks 2x 
- Chart Loop Hook 2x 

Hardware Actual Size

In Box 1

- A 12x 
- B 2x 
- C 2x 
- D 2x 
- E 16x 
- F 2x 
- G 2x 
- H 2x 
- I 2x (Not to Scale) 
- J 1x 

★ **Additional tools required: Adjustable wrench** 



Tips for Assembly - Using this Manual

Watch for These Helpful Symbols

This symbol denotes a 2 Person Task. For safety, please ensure that there are two people working on steps displaying this symbol



2 Person Task

Watch for this symbol throughout the Assembly Instructions. 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

- Layout and identify all of the included parts
- The hardware has been packed according to size, separate them based on those sizes
- Read the assembly instructions over once to familiarize yourself with them
- Please note that in its unassembled state, this product contains parts that can be a hazard to small children; it should be assembled by an adult
- If you have a cordless drill, a hex head driver bit has been included for use. This will help to speed up assembly. Make sure that the torque is on a low setting, to ensure the bolt head does not get stripped



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 labeling 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
- Clean the Whiteboard surface well with soapy water and then rinse clean



★ Do not tighten any fasteners, unless instructed

1

Actual Size:

You will need: (Not to Scale)



Base x 2



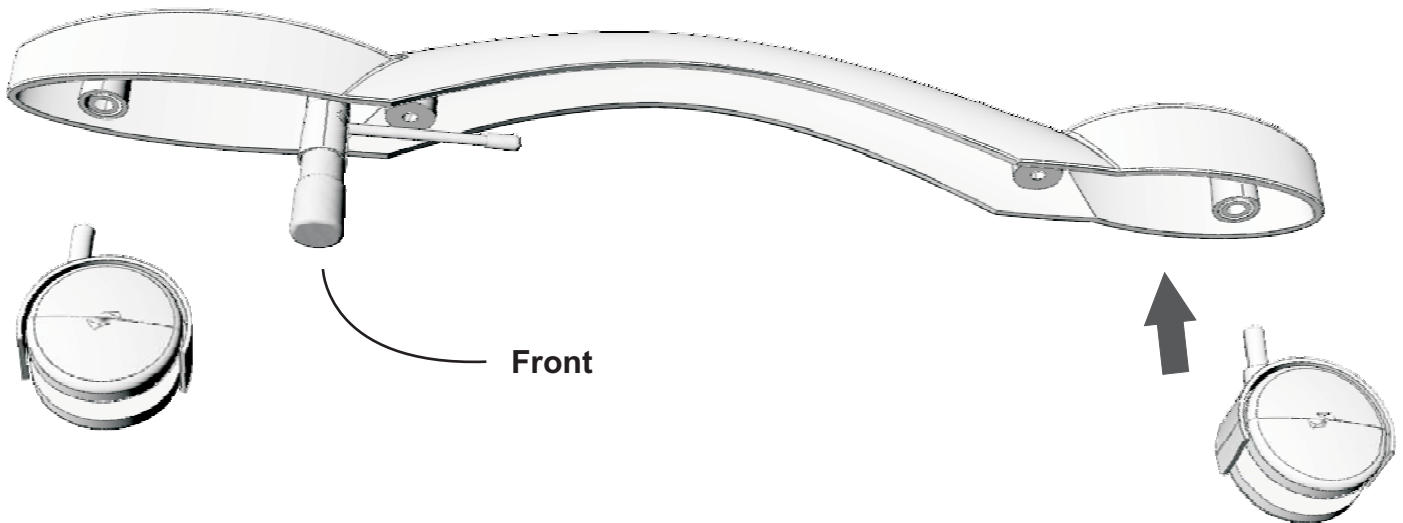
Caster x 4

Install Casters

! You should begin the installation with the brakes in the UP position

Note: The front of the Base is the end with the brake mechanism

- Press Casters firmly into the base
 - Caster will click into place
 - If necessary, place a wrench between the wheels & tap in with a rubber mallet.
- Repeat for remaining Base



2

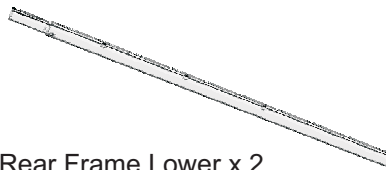
Actual Size:



You will need: (Not to Scale)



Center Frame x 1



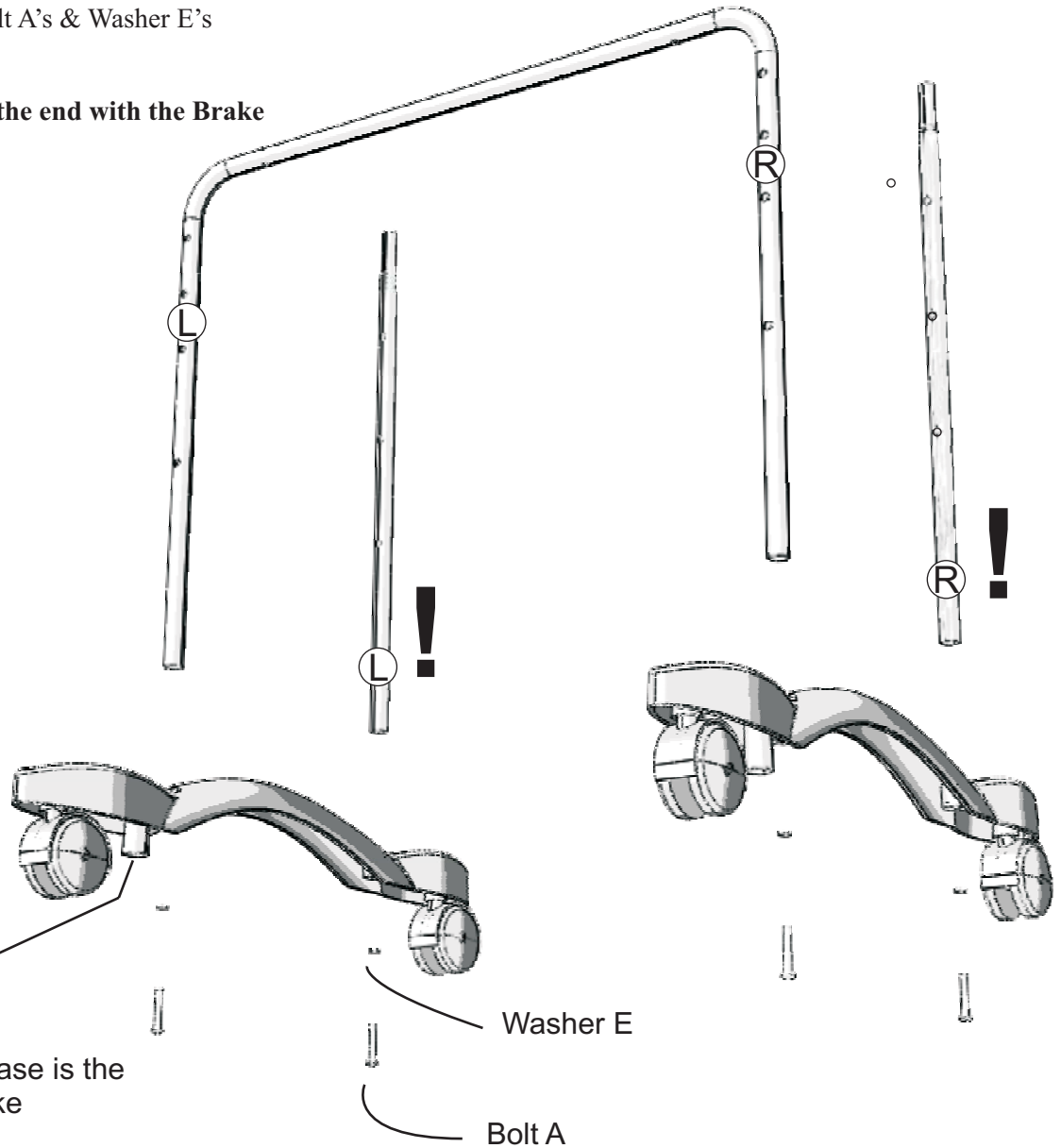
Rear Frame Lower x 2

Install Center Frame & Rear Frame Lower

! Use L & R stickers on the Rear Frame Lower to help you distinguish the Left & Right side of the unit when looking at it from the Front

- Slide Center Frame into the front holes of the Base & Lower Frames into the rear holes of the Base
 - Fasten with four Bolt A's & Washer E's
 - Tighten bolts

! Front of the Base is the end with the Brake



! Note - Front of base is the end with the brake



3

Actual Size:



You will need: (Not to Scale)



Stretcher x 2



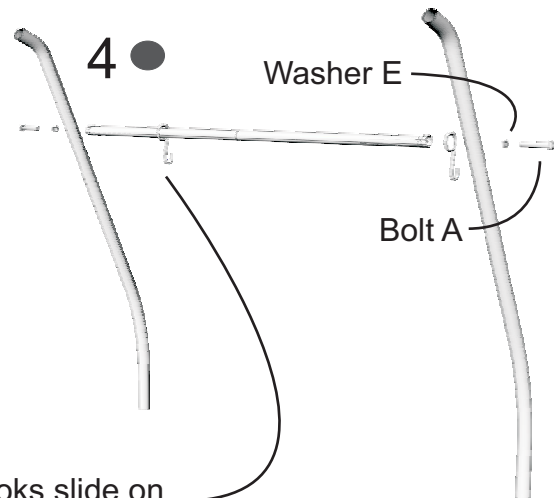
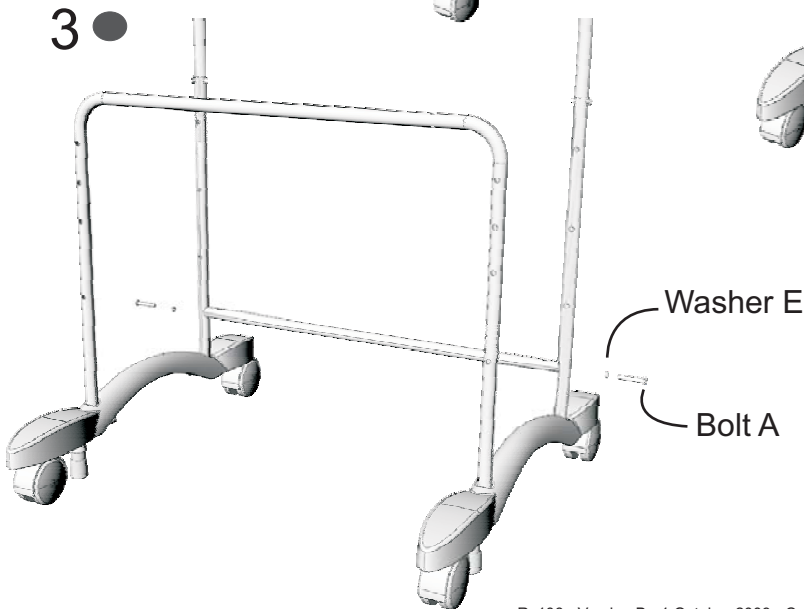
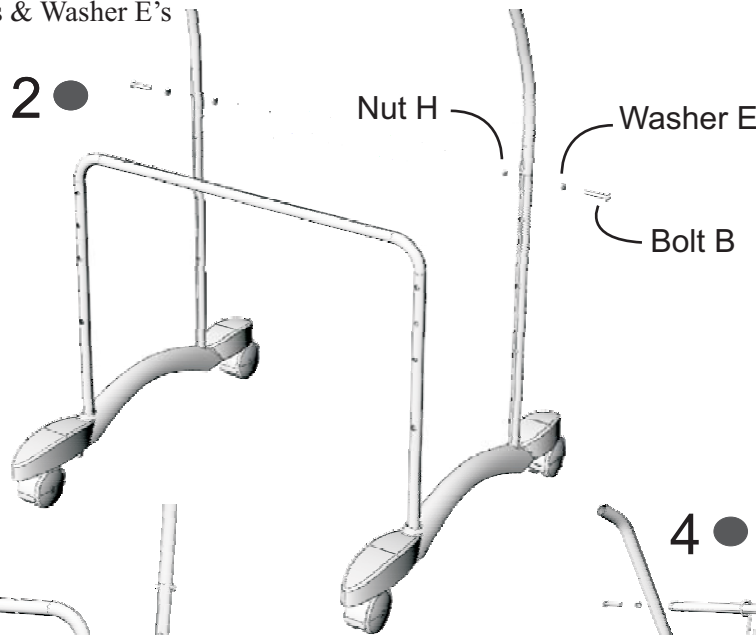
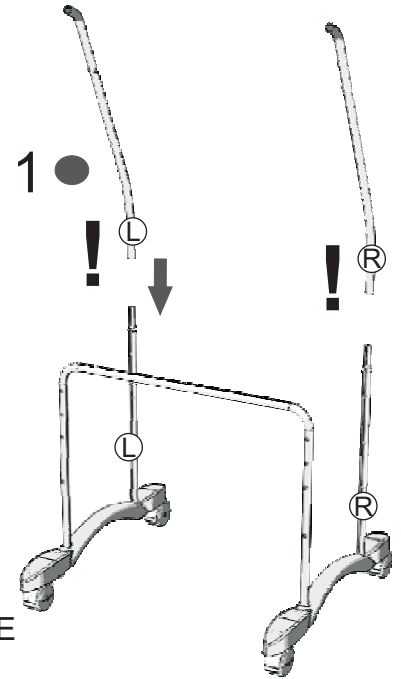
Rear Frame Upper x 2



Rear Whiteboard Hook x 2

Build Rear Frame

- 1** ● Slide Rear Frame Upper Assembly onto Rear Frame Lower Assembly
 - Use the L & R stickers to help you determine which goes on which side
- 2** ● Fasten the Upper Frame to the Rear Frame Lower
 - At the connection point, fasten with two Bolt B's, Washer E's & Nut H's
 - Tighten bolts
- 3** ● Align one of the Stretchers with the holes at the bottom of the Rear Frame Lower
 - Fasten with two Bolt A's & Washer E's
 - Tighten bolts
- 4** ● Align the remaining Stretcher with the holes in the Upper Frame
 - Slide Rear Whiteboard Hooks on before fastening
 - Fasten with two Bolt A's & Washer E's
 - Tighten bolts



! Hooks slide on prior to assembly



4

Actual Size:



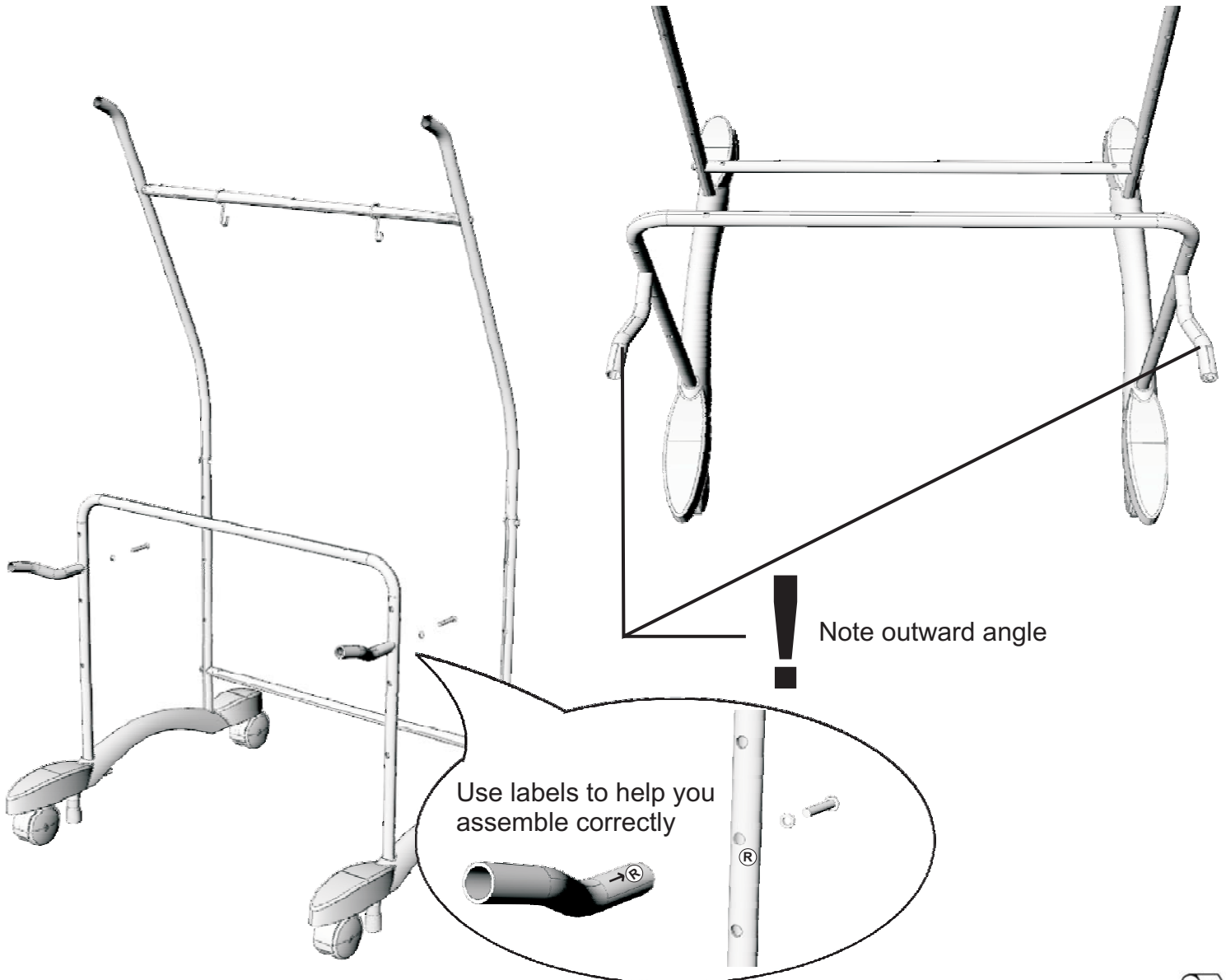
You will need: (Not to Scale)



Front Frame Support x 2
1 Left, 1 Right

Install Front Frame Supports

- Align the end of the Left Front Frame Support marked with a Left sticker with the hole marked with a dot sticker in the Center Frame on the left side.
 - Fasten with one Bolt A & Washer E
 - Tighten bolt
- Repeat for Right side
 - Ensure that the Front Frame Supports angle outward; there is a definite Left & Right, ensure that each is on the correct side



5

Actual Size:



C
x 2



F
x 2

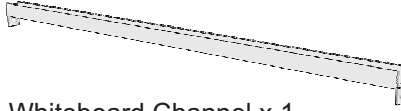


G
x 2

You will need: (Not to Scale)



Front Frame Assembly x 1

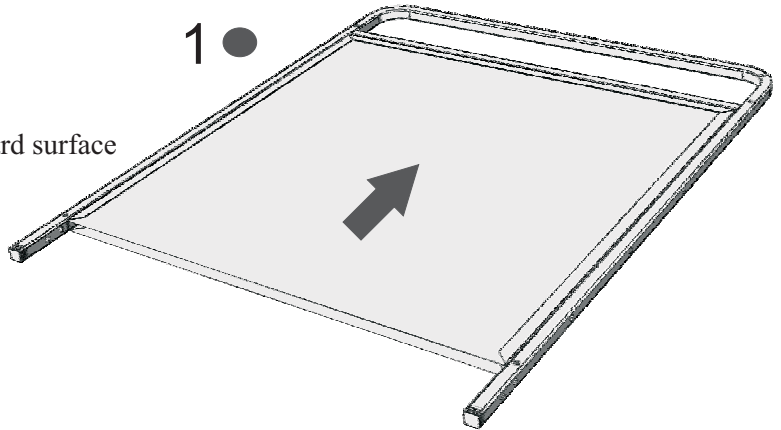


Whiteboard Channel x 1

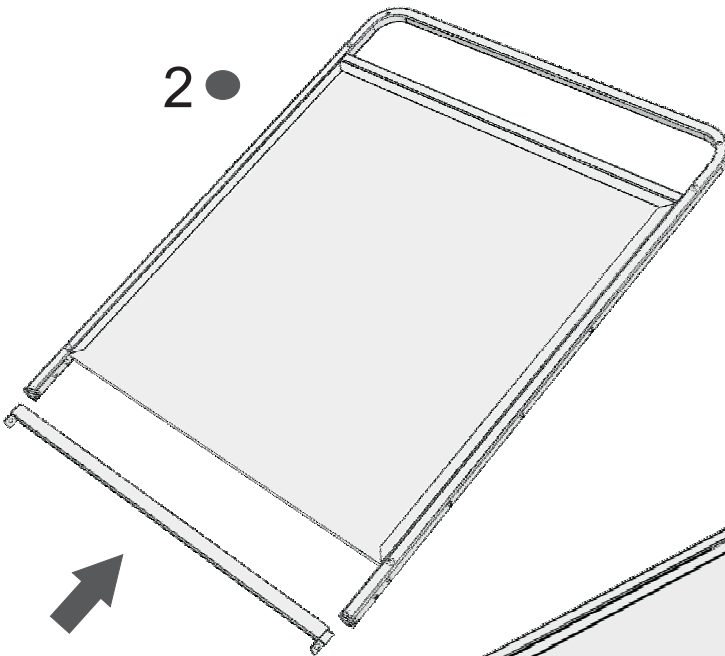
Build Front Frame Assembly

- Slide Whiteboard as far upwards as it will go
- Slide Whiteboard Channel up to the bottom of Whiteboard surface
- Fasten the Whiteboard Channel in place
 - Use two Bolt C's, Washer F's & Barrel Nut G's
 - Tighten fasteners

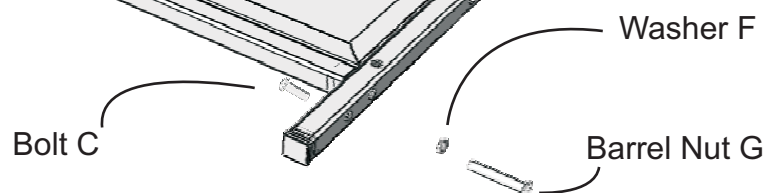
1 ●



2 ●



3 ●



6

Actual Size:



A
x 2

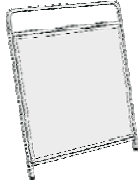


E
x 4



B
x 2

You will need: (Not to Scale)



Front Frame Assembly x 1

Attach Whiteboard

- Put Brakes in the locked/down position to hold the unit steady
 - Align the holes in the Front Frame Assembly with the Rear Frame and the Front Frame Supports
 - It is easiest to fasten the top first, then the bottom bolts
- For Top two Holes:**
- Fasten with two Bolt D's & Washer E's
 - Tighten Bolts
- For Bottom two Holes:**
- Fasten with two Bolt A's & Washer E's
 - Tighten Bolts

- ! ● Peel off the plastic film on the Whiteboard before use



Peel plastic film
before use

Top Two Holes:

Bolt D

Washer E

Bottom Two Holes:

Bolt A

Washer E



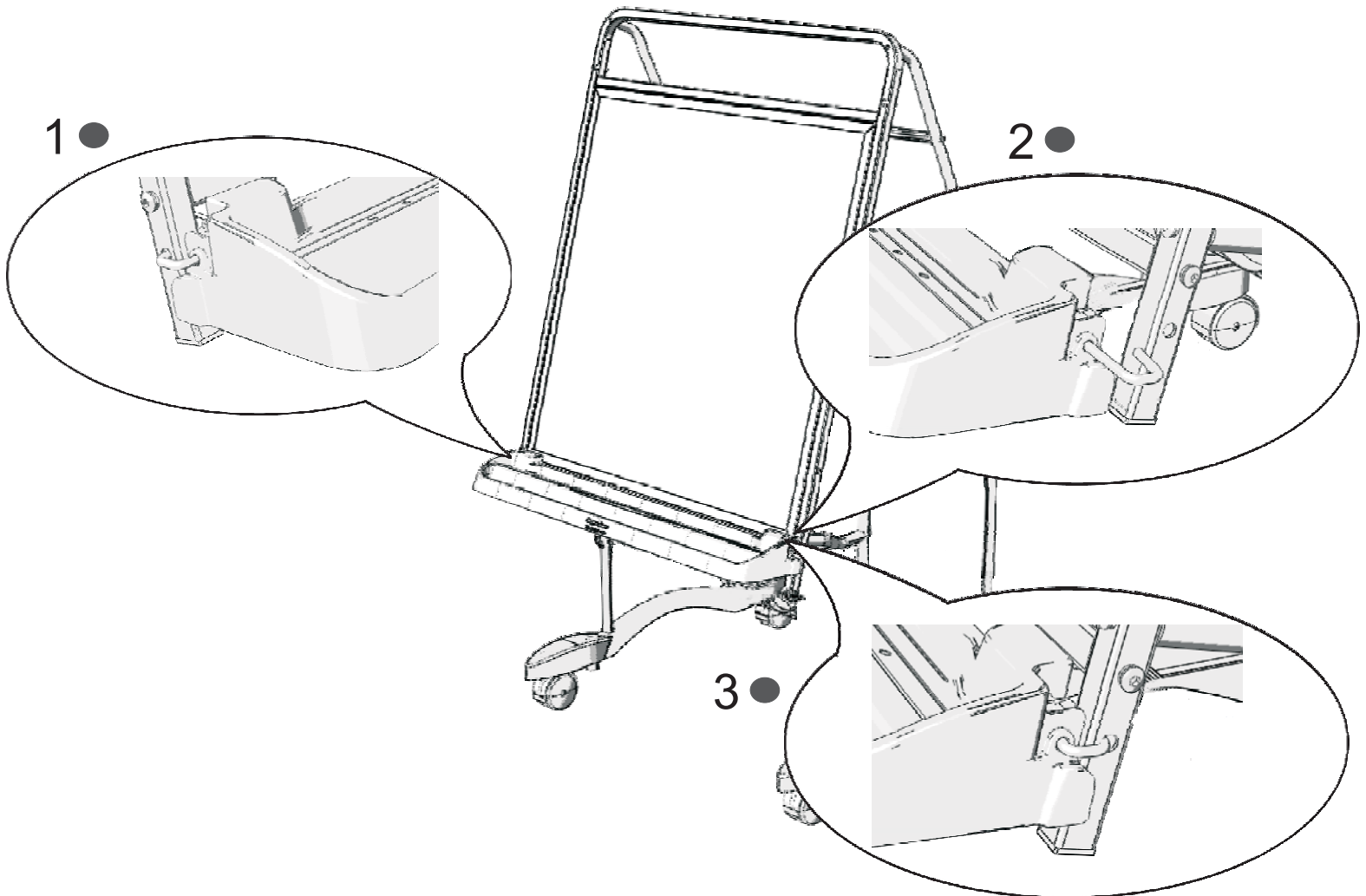
You will need: (Not to Scale)



Book Ledge 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 the best for your classroom.
- Insert one hook into the appropriate hole on one side of the Whiteboard Frame
- Pull out opposite hook & snap into place
Note: The spring tension is designed to discourage children from unhooking the Book Ledge



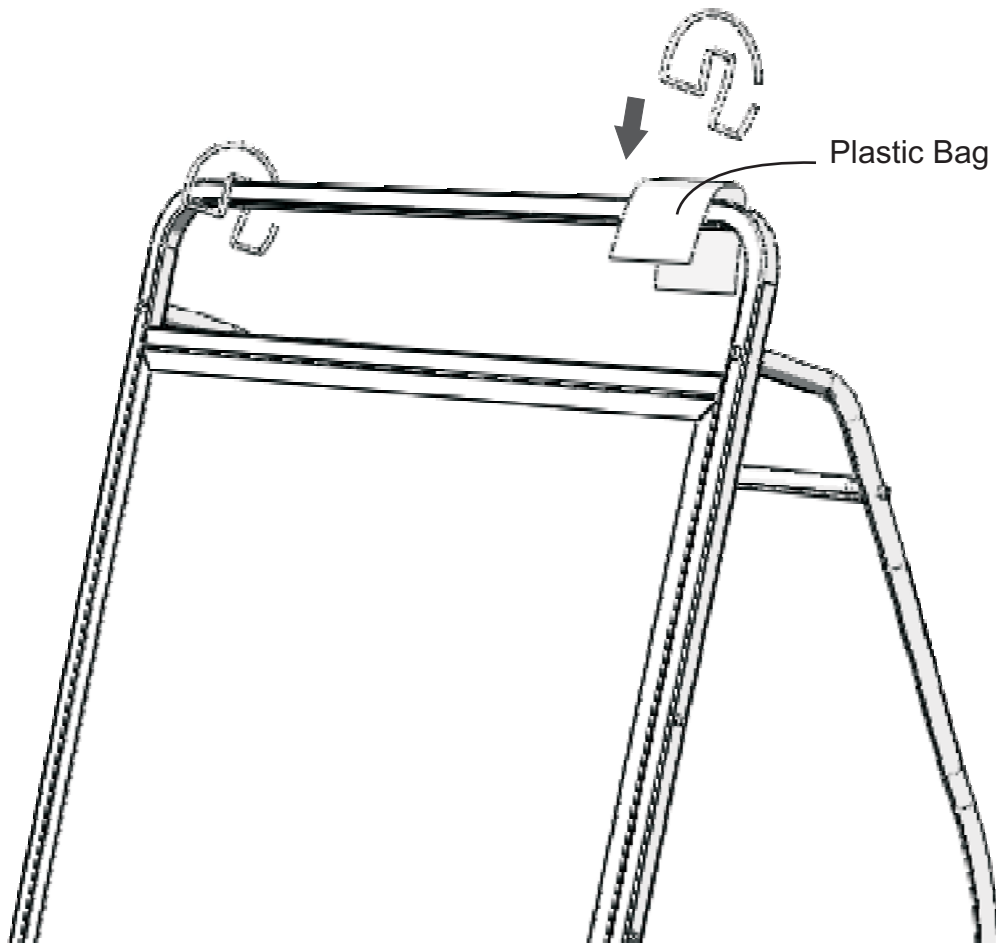
You will need: (Not to Scale)



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



9



Validate Your Warranty & Enter to Win!



To validate your ten year frame warranty, submit the ON-LINE form at www.copernicused.com

User Name: *quality*

Password: *safety#1*

Enter a draw to win a Copernicus Product for your Classroom at the same time

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

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

Enjoy using your new product, and happy teaching,

A handwritten signature in black ink, appearing to read "J. Phillips".

Jim Phillips
President

“The beautiful thing about learning is that no one can take it away from you.” - B. B.

