

Expanded Storage Royal® Reading / Writing Centre



Educational Products Inc.

...making teaching a little easier

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

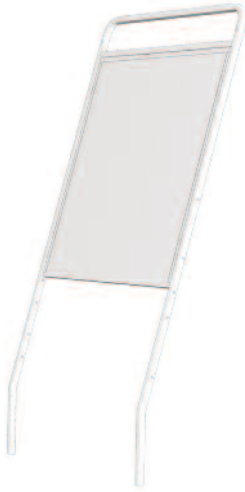
1-800-267-8494

Have your packing slip ready for reference

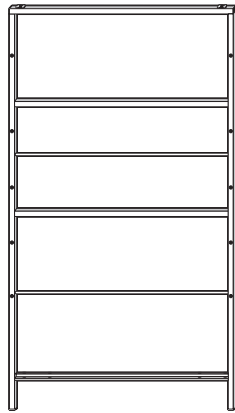
or email info@copernicused.com



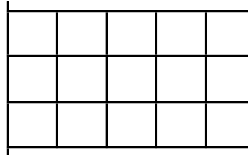
Box 1



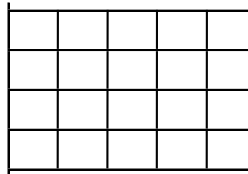
Front Frame
1x



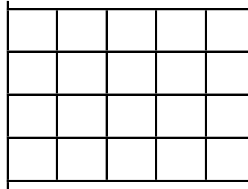
Rear Frame
1x



upper wire rack
x 1



middle wire rack
x 1

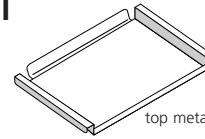


bottom wire rack
x 1

Ultra-Safe book ledge
PABL30

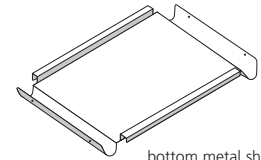


x 1



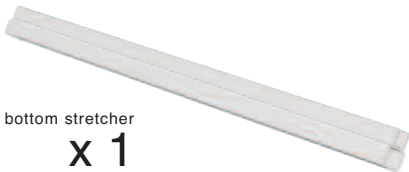
top metal shelf

x 1

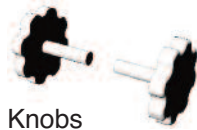


bottom metal shelf

x 1



bottom stretcher
x 1



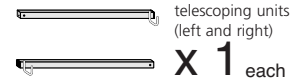
Knobs
2x



assembly wrench
x 1



bottom rack
x 2



telescoping units
(left and right)
x 1 each



short bent arm
x 2



long bent arm
x 2



accessory
hooks
x 3



loop hooks
x 2



Instructions
x 1

Save your plastic hardware bag for hook assembly.

ACTUAL SIZE



M6 x 45mm
bolt
4x



M6 x 40mm
Bolt
6x



M6 x 20mm
Bolt
8x



M6 Nut
4x



M6 Lock
Nut
8x



M6 Lock
Washers
10x

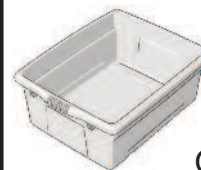


2" twin wheel casters
with brakes
x 4

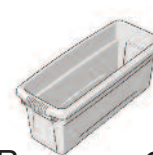


page paw
x 2

Contents of Box 2



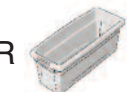
Open Tub
4x



Small Tub
8x



Open
Tub
1x



Small
Tub
2x

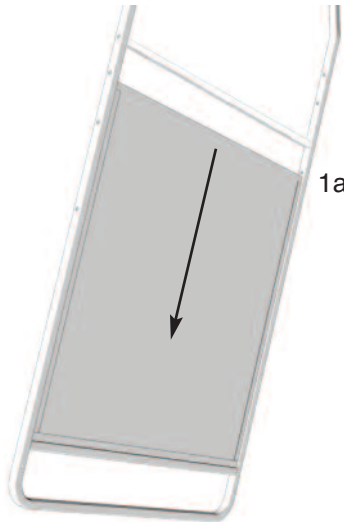
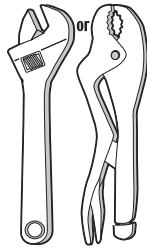


Divided
Tub
2x

To validate your ten year frame warranty and life time tub warranty, submit the ON-LINE form at www.copernicused.com
User name: quality
Password: safety#1

Tools required:

Adjustable wrench or vice grips.



1a. Remove packaging & slide to top of frame



1b. Rotate into position

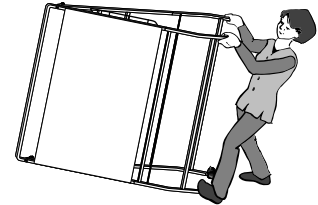
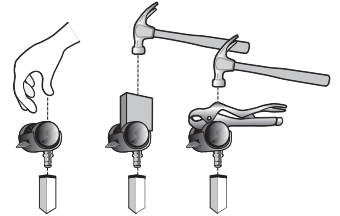
Assembly:

- 1a. 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.
- 1b. 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. Place front and back frames on sides making sure holes for wire racks are to inside. Attach short bent arms to back frame using M6 x 40mm bolts and lock washers. For front frame use M6 x 45mm bolts, lock washers and nuts as shown. Hand tighten only.

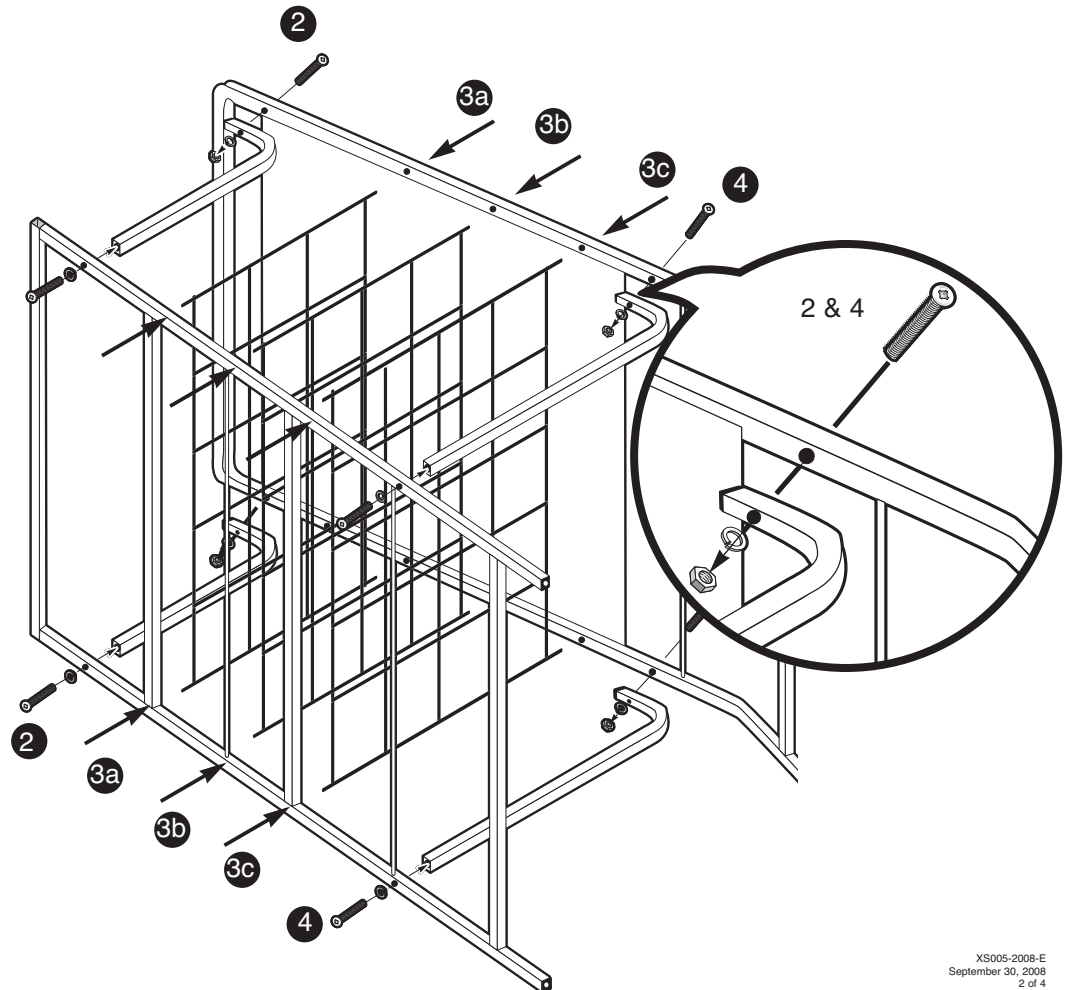
3. Working from the top, place upper, middle and lower wire rack prongs into the corresponding holes.

NOTE: Long bars on racks are to be on top making items slide easier.

4. Now attach long bent arms to both back and front frame as in step one and shown in inset.
5. Insert caster stems into black caster inserts on frames. Push casters in by hand until they bottom out against lip on caster stem. If you find they are hard to push in, place a piece of wood or vice-grips between the two wheels directly over stem and tap the wood or vice grips with a hammer until caster bottoms out against lip on caster stem.
6. Lock casters. Turn upright by placing your foot on caster that is on the floor and pivot. Pull the unit upright by the top legs.

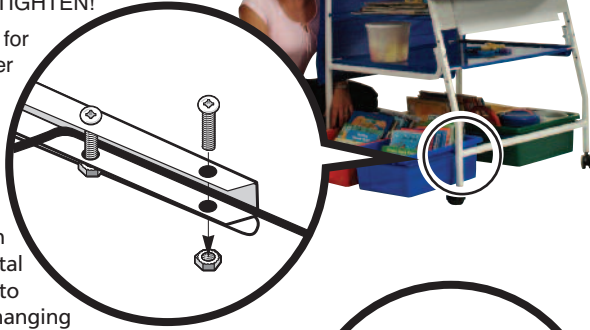


Pull upright by pivoting on bottom locked caster.

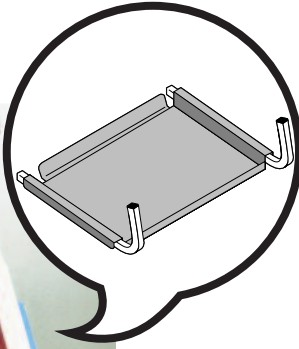


- Slide bottom racks into bottom channels. Next drop M6 x 20mm bolt into four holes and attach M6 lock nuts. These ensure the tubs don't fall out when accessing books. **DO NOT OVER TIGHTEN!**

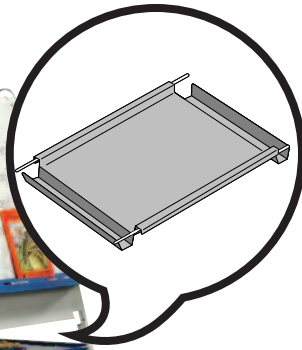
Repeat for the other side



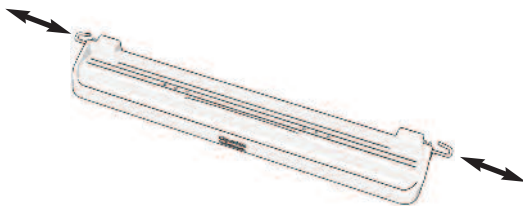
- Position top metal shelf into place, hanging it onto bent arms.



- Slide bottom metal shelf into place from back, hanging it onto front and back frame bars.



- Book ledge can be used on front or back. Attach (or adjust height) by pulling out spring loaded hooks and snapping into any of the five positions on the front or back frame.



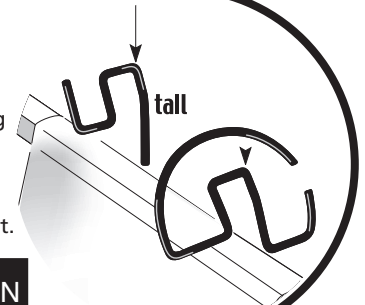
Please Note: the spring tension is designed to discourage children from unhooking the book ledge.

- Use the M6 knobs to fasten the telescoping units into top of back frame.



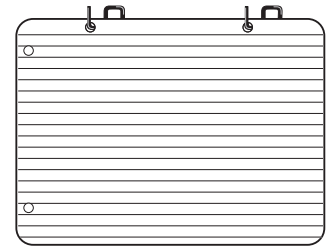
- Tighten all bolts.
- Place tubs into bottom rack.

- To hang chart paper or accessories use the appropriate size of hook. To prevent scratching paint when snapping the hooks on, place your empty hardware bag on frame and snap hooks on over it. Then simply slide the bag out.



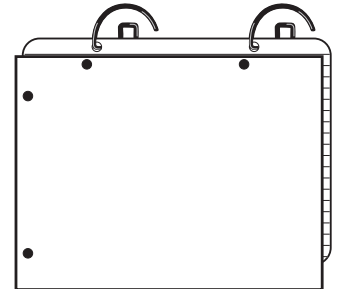
MUST BE SNAPPED ON

Accessory hooks are for hanging one item only. The loop hooks are for hanging two items such as chart paper and removable dry erase board or chart paper and pocket chart. If you have a dry erase board, it can also be used to support art paper, chart paper, big books etc.



Accessory hooks for one item.

Putting the "snap" back in your hooks; if hooks no longer snap into place apply pressure to "tail" of the hook. If vice grips aren't available tapping the tail with a rubber mallet or hammer will also work.



Loop hooks for two or more items.



Leveled Reading™ Book Spinner
SBC190

Leveled Reading Book Spinner Store and display your leveled books with our Leveled Reading™ Book Spinner. Revolves 360° on a center platform that can be easily removed to provide a mobile cart. Accommodates a multitude of books and features:

- Eight NEW Royal® Divided Book Tubs (patent pending) guaranteed for life
- Big book display rack on one side
- Standard size book display on the other side
- Four locking casters for stability or mobility
- Ten year frame warranty

To see other school products that may interest you, visit our web site: www.copernicused.com

Important Tips for Your White Board Surfaces

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.

User Tips

**We highly recommend Expo® brand dry erase markers (“low odor” markers are best for using around children, but may not erase as easily as regular “high odor” markers).

DO

- Erase after every use with a clean dry soft cloth or eraser (eraser should be specifically designed for white boards)
- Use white board cleaner as needed
- Replace your dry erase markers as needed to avoid “ghosting”

DON'T

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

Tips to Remove Permanent Marker

1. Using a dry erase marker, write over top of permanent marker. Let dry. Erase. Repeat a few times.
2. Try a 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 & Restorer is also perfect for removing permanent marker stains. Copernicus item # AC405.

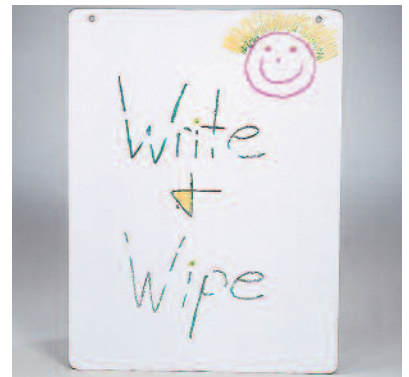
Note: Under no circumstances should cleaners which contain paint remover or thinner be used.



Cleans and restores whiteboards (AC405)



Lined Dry Erase Board (AC350)



Non-Magnetic Dry Erase Board (WB63)



Removable Lined Dry Erase Board (AC455)



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Have your packing slip ready for reference

or email info@copernicused.com

Keep these tips for future reference.