

Royal® Inspiration Station



Assembly Guide IS2_2010_E

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

For assistance, please contact us:

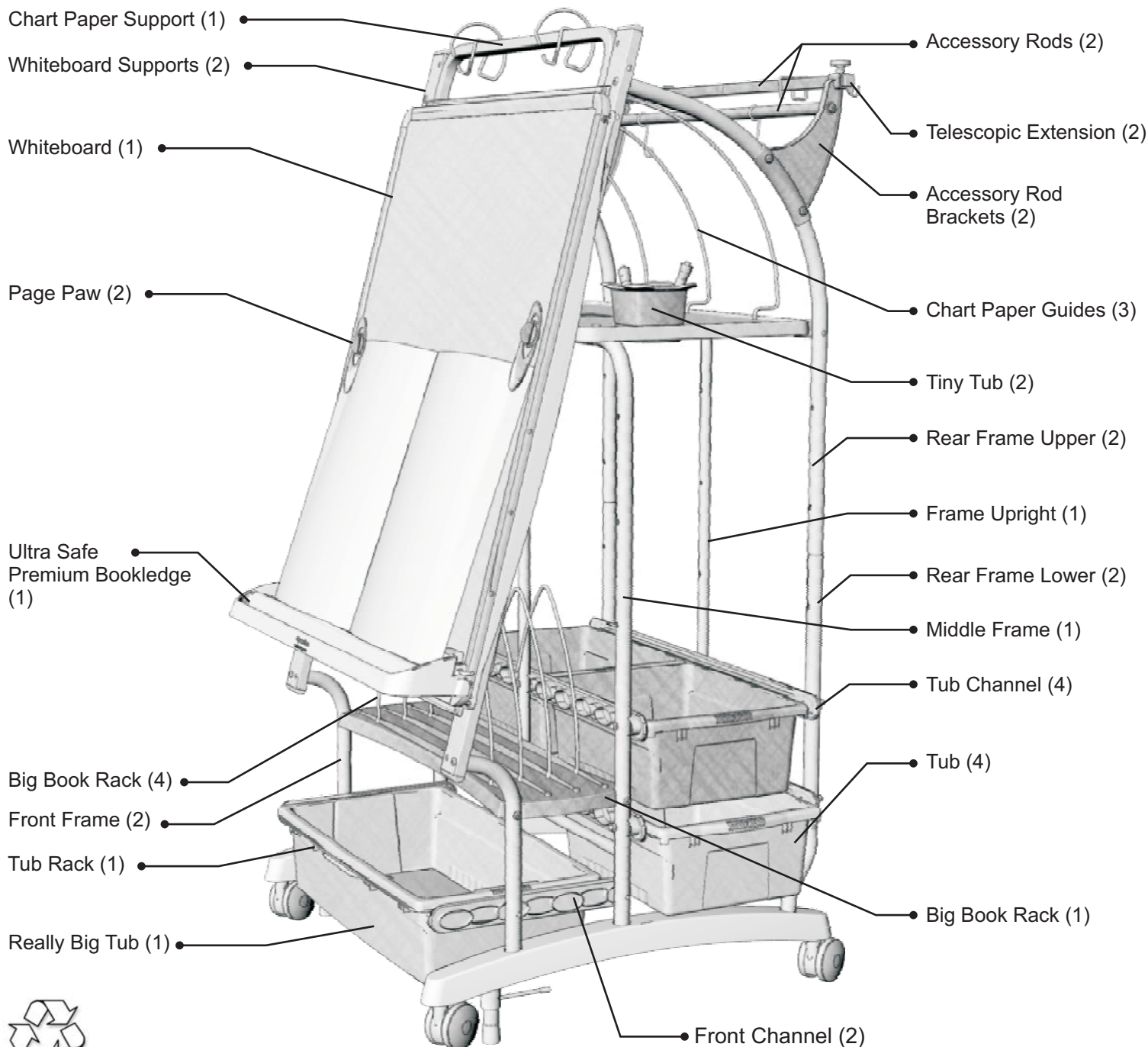
1-800-267-8494

Email info@copernicused.com

Have your packing slip ready for reference

WARNING

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



Please Recycle

Royal[®] Inspiration Station - Parts

Before beginning, you should have:

Additional tools required (Not to Scale):

Adjustable wrench



Rubber mallet



Contents - Box 1

(numbers in brackets are individual part numbers)

Whiteboard
1x
(32104)



Stretcher - 27.5"
1 Bottom, 1 Top
2x
(33035)



Accessory Rod
Brackets & Knob
1 Left, 1 Right
2x
(23207 - Set)
(23207L)
(23207R)



Square
Accessory
Rod
1x
(33027)



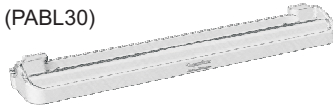
Round
Accessory
Rod
1x
(33028)



Whiteboard
Supports
2x
(23211)



Book Ledge
1x
(PABL30)



Telescoping
Extension
1 Left, 1 Right
2x
(330141 - Set)

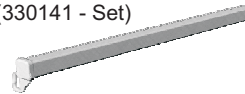


Chart Paper
Guide
3x
(31059)



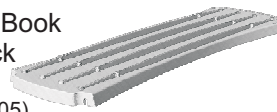
Base
2x
(23210)



Front
Frame
2x
(33029)



Big Book
Rack
1x
(23205)



Big Book
Divider
4x
(31060)



Page Paw
2x
(AC450-0)
Individual



Rear Frame
Lower
2x
(33030)

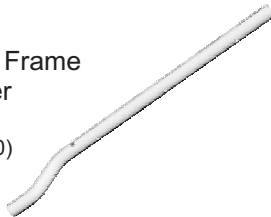
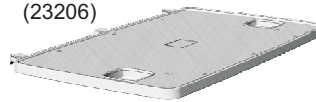


Chart Paper
Hooks
2x
(310171)
Individual



Top Shelf
1x
(23206)



S-Hook
2x
(31018)
Individual



Rear Frame
Upper
2x
(33031)



Tub Rack
1x
(31058)



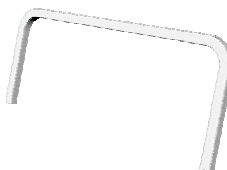
Tub Channel
4x
(23208)



Middle Frame
1x
(33032)



Chart Paper
Support
1x
(33034)



Rear Hanging
Hook
2x
(31061)



Front
Channel
1 Left, 1
Right
2x
(23209 - Set)
(23209R)
(23209L)



Royal Inspiration Station - Parts

Continued:

Hardware Actual Size - Box 1

Bag = (43201)

(numbers in brackets are individual part numbers)

A

M6 x 65mm Bolt

Bag of 4

(43265)



B

M6 x 40mm Bolt

Bag of 20

(43240)



K

M6 x 30mm Bolt

Bag of 4



C

M6 x 25mm Bolt

Bag of 6

(43225)



D

M6 x 20mm Bolt

Bag of 20

(43220)

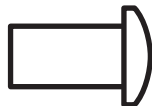


E

M6 Barrel Nut

Bag of 28

(43272)



F

6mm Lock Washer

Bag of 26

(43273)



H

Square Nut

Bag of 4

(43270)



G

8mm Lock Washer

Bag of 28

(43274)



I

M6 Nut

Bag of 4

(430110)



Driver for Cordless Drill

(Not to Scale)

1x

(43280)

Optional use for faster assembly



J

Caster

Bag of 4

(41003C)

Individual



Allen Key

2x

(43281)



Bag of extra

hardware

1x



Contents - Box 2

Divided Tub

1x

(CC4069)



Open Tub

3x

(CC4068)



Tiny Tub

2x

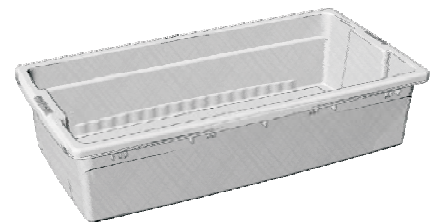
(CC4072)



Really Big Tub

1x

(CC4073)



Tips for Assembly - Using this Manual



2 Person

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



- 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.

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

Validate Your Warranty On-Line



To validate your five year frame warranty & lifetime tub warranty, submit the ON-LINE form at www.copernicused.com

“My idea of education is to unsettle the minds of the young and inflame their intellects.” - Robert Maynard Hutchins



1

Actual Size:



B
x 4



F
x 4

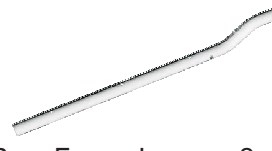
You will need: (Not to Scale)



Base x 2



Front Frame x 2



Rear Frame Lower x 2



Caster x 4

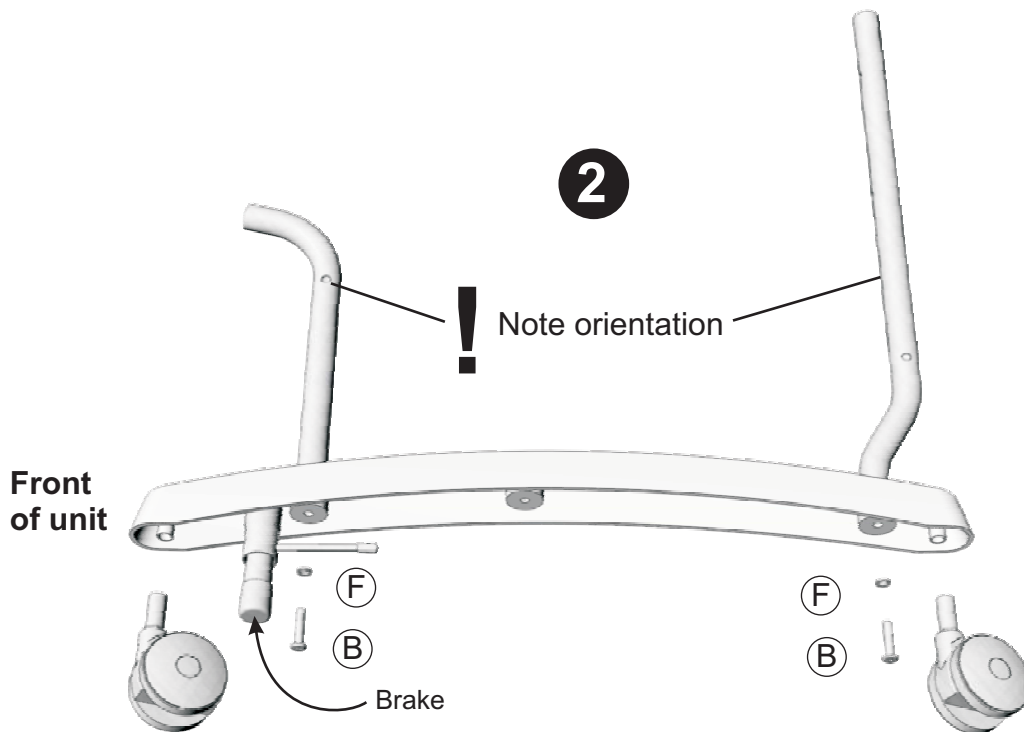
★ **Note: Do not tighten any fasteners unless prompted**

Install Front Frame, Rear Frame Lower & Casters

Top View - Looking Down on Unit



Ensure Frame
pieces are square
with the Base



1 Install Casters first

! **You should begin the installation with the brakes in the up position**

Press Casters firmly into the Base:

- Casters will click into place
- If necessary, place a wrench between the wheels & tap in with a rubber mallet



2

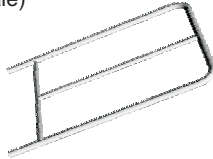
Actual Size:

B
x 2F
x 2

2 Person Task

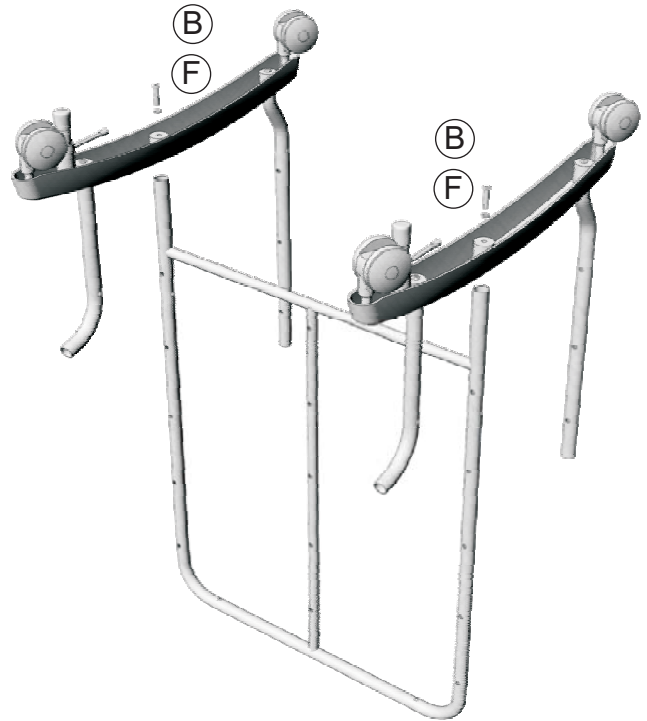
You will need: (Not to Scale)

Middle Frame x 1



Install Middle Frame

! Stand unit right side up



3

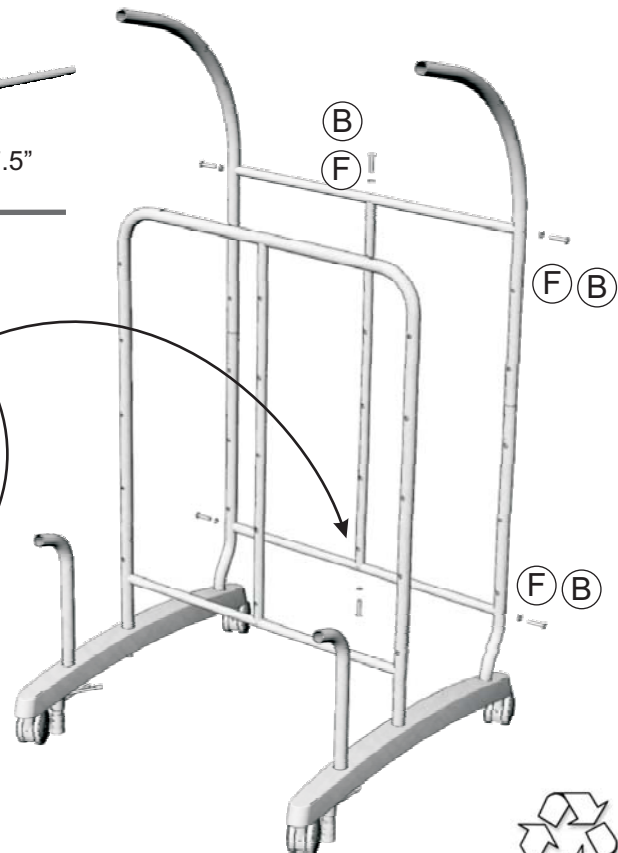
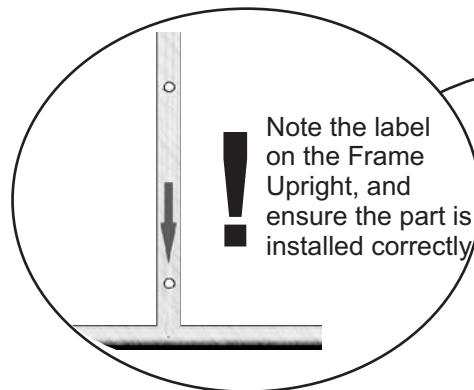
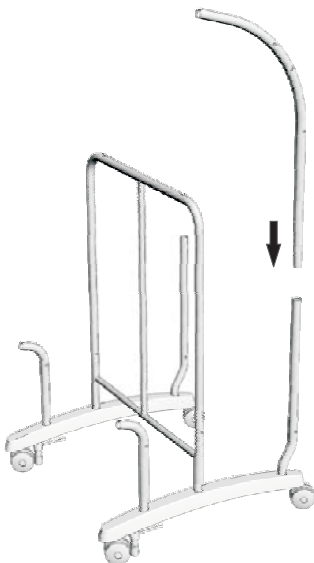
Actual Size:

B
x 6F
x 6

You will need: (Not to Scale)

Rear Frame Upper
x 2Frame Upright - 32"
x 1Stretcher - 27.5"
x 2

Build Rear Frame



4

Actual Size:



B
x 4



F
x 4

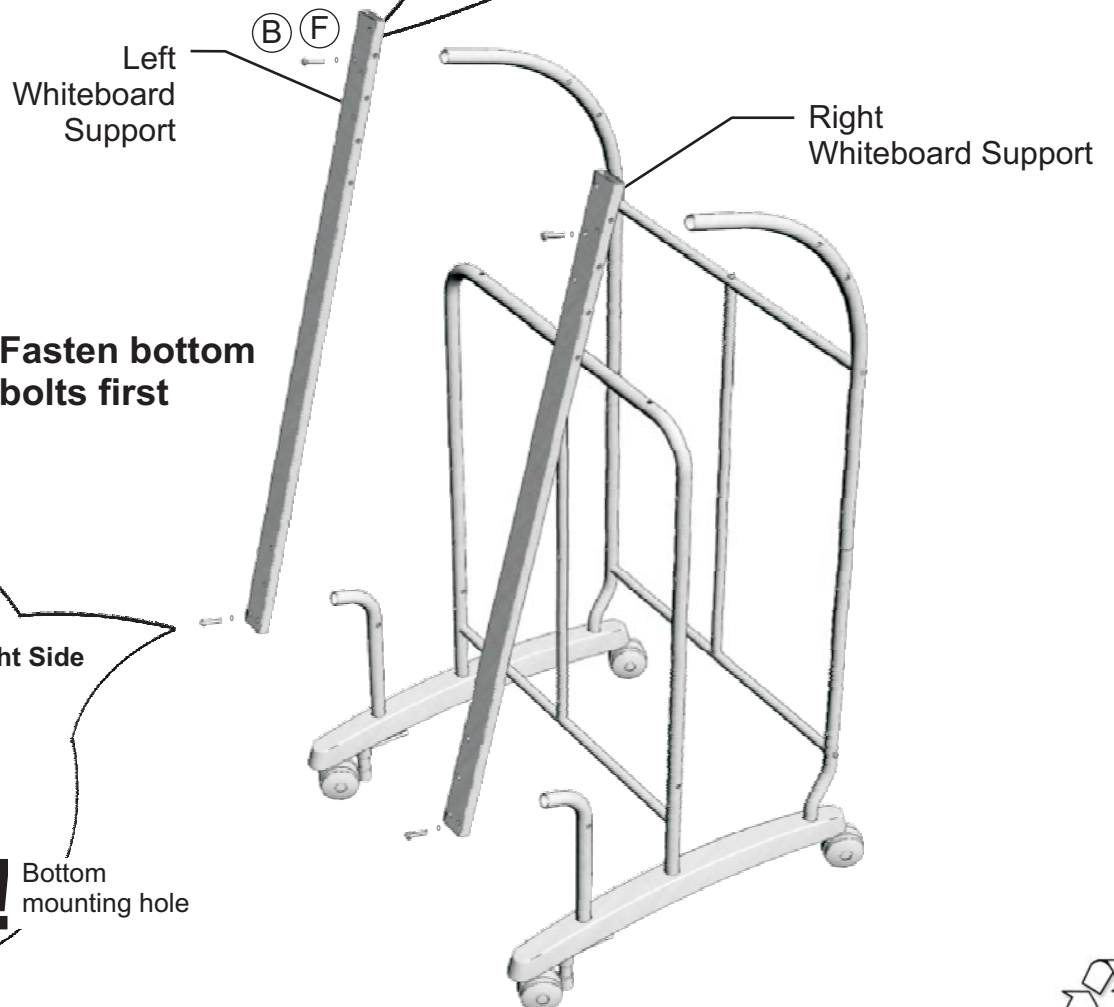
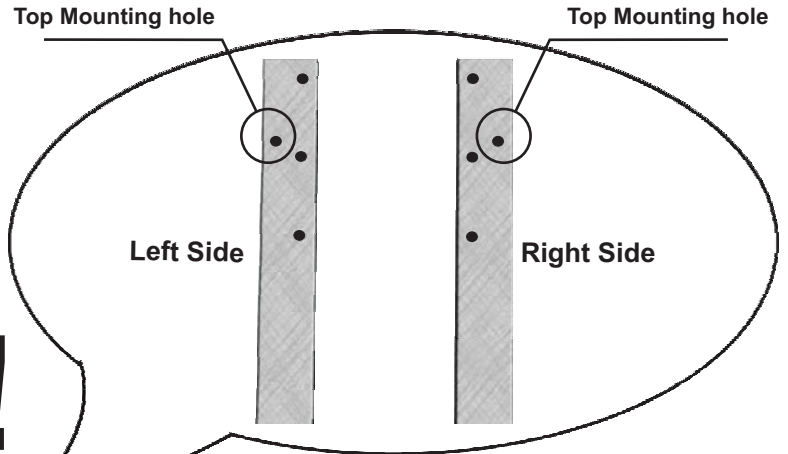
You will need: (Not to Scale)



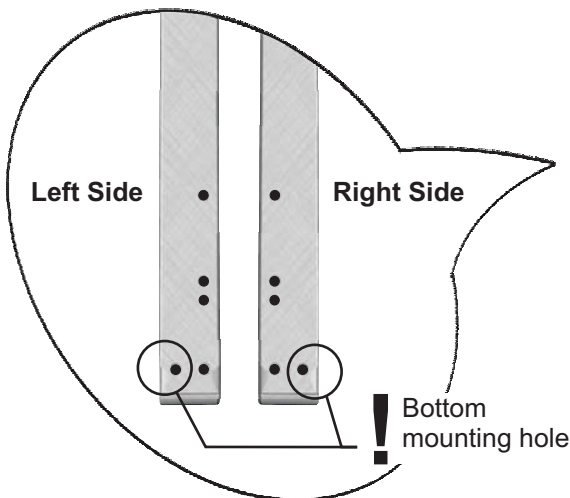
Whiteboard Support x 2

Install Whiteboard Supports

- ! Identify the Right and Left Whiteboard Support.
- Fasten bottom bolts first
DO NOT OVER TIGHTEN!

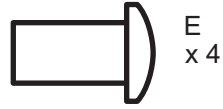


- ! Fasten bottom bolts first

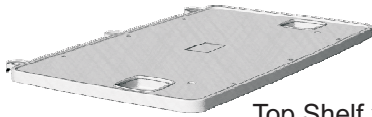


5

Actual Size:

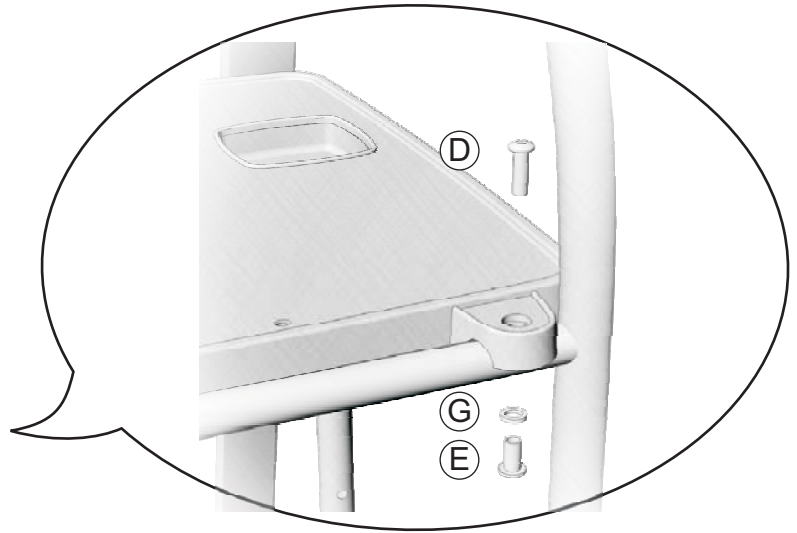


You will need: (Not to Scale)



Top Shelf x 1

Install Top Shelf



6

Check Your Progress

- Ensure that all bolts are securely tightened
- Ensure that the unit is stable and that each component fits tight to one another. If not, retrace your steps to ensure that everything is correct and make sure that all fasteners are tight.

! Once all fasteners are tightened, unit should look like this.



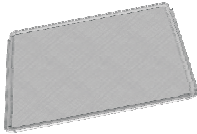
7

Actual Size:



2 Person Task

You will need: (Not to Scale)



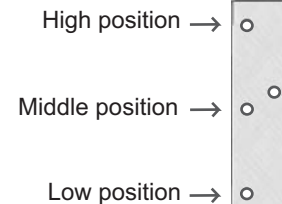
Whiteboard x 1



★ Select Your Whiteboard Height & Orientation

- 1 Select a Whiteboard position to suit the height that works best for your classroom:

- Early childhood and primary teachers may prefer a lower position
 - Junior & intermediate teachers may prefer a higher position
- Note the holes that work best for you; there are three options on the Inspiration Station



Right Side

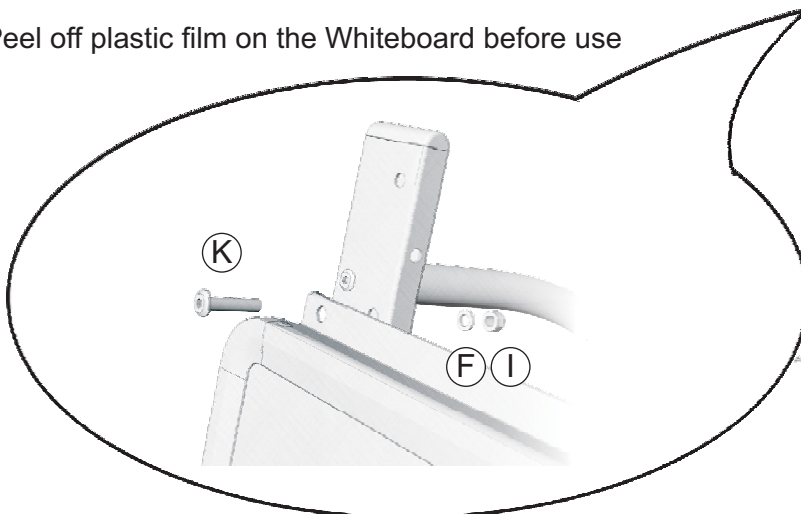
- 2 You may attach the Whiteboard so that the Sliding Whiteboard slides out to the left or to the right. Note the label on the Whiteboard that will help to determine how to attach the whiteboard so that the board slides out to the preferred side. Make sure the Sliding Board is oriented to the desired side when you attach it.

Attach Whiteboard

- ! Put brakes in the locked/down position to hold the unit steady

- 3 Using the holes that you selected as the correct height for your classroom (Step 1), secure the Whiteboard to the Whiteboard Supports
- Fasten using M6 30mm bolts, 6mm lock washers & acorn nuts
 - Tighten bolts

- 4 Peel off plastic film on the Whiteboard before use

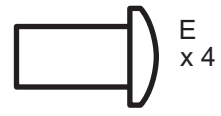


Lock Brakes !



8

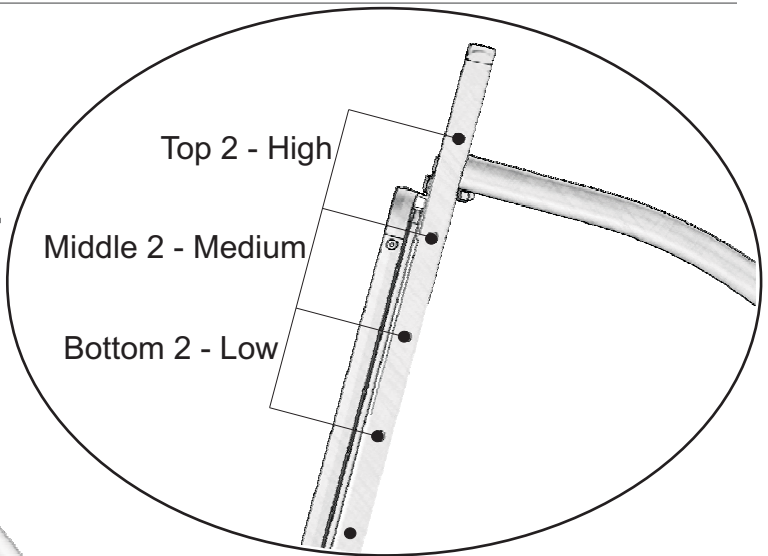
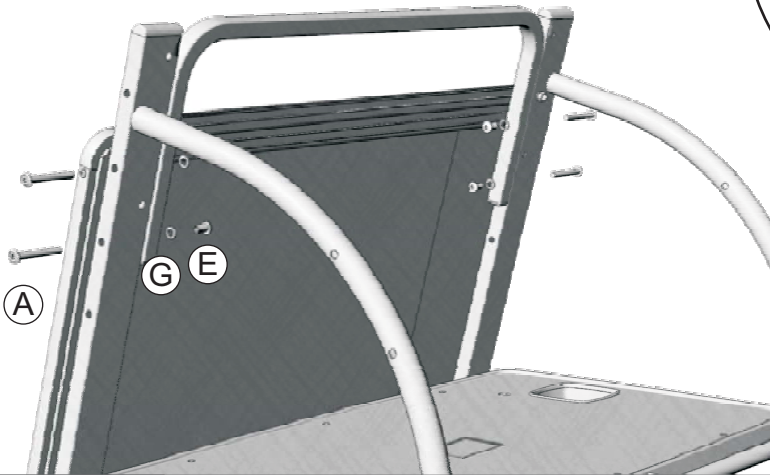
Actual Size:



You will need: (Not to Scale)

Chart Paper Support
x 1

Install Chart Paper Support



Note: You should align your Chart Paper Support so that it corresponds with the Whiteboard height.

- Bottom two holes for Lowest Board Height
- Middle two holes for Middle Board Height
- Top two holes for Highest Board Height

9

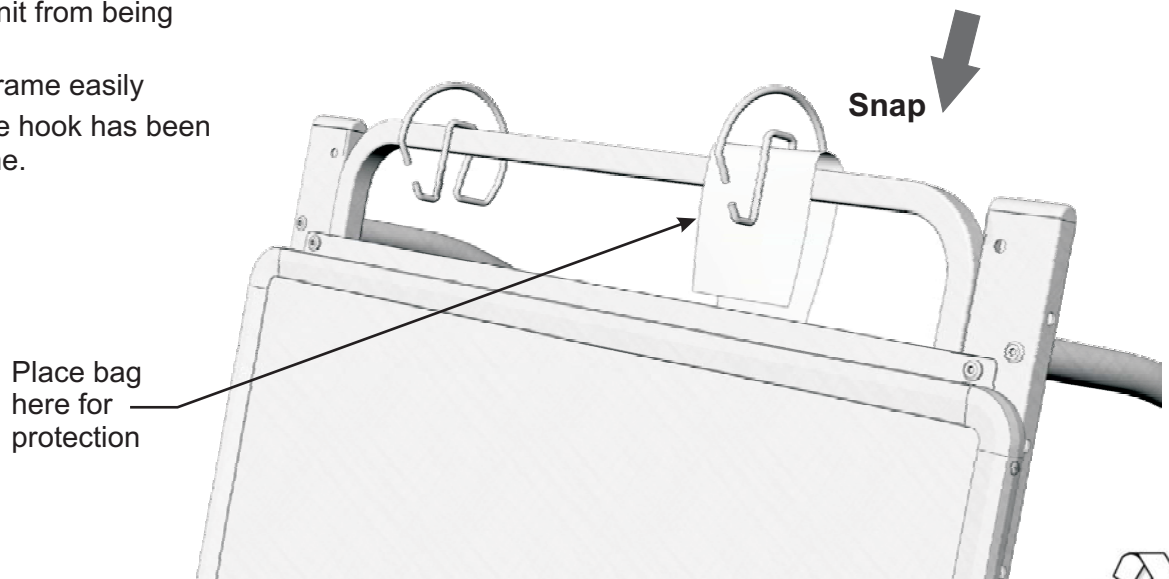
You will need: (Not to Scale)



Chart Paper Hooks x 2

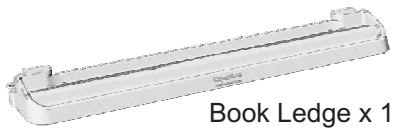
Attach Chart Paper Hooks

- 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.



10

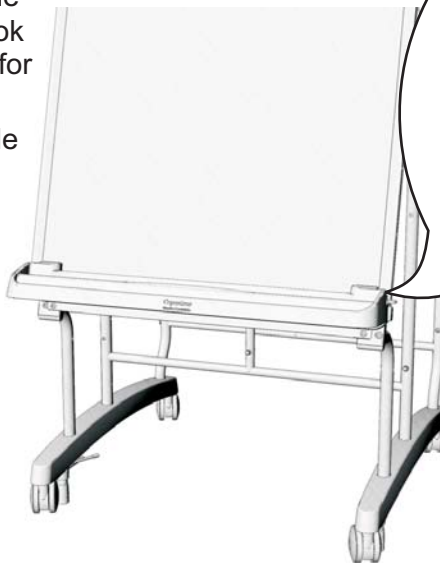
You will need: (Not to Scale)



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 for your classroom.
- Insert one hook into the appropriate hole on one side of the Whiteboard Frame.
- Pull out the opposite hook & snap into corresponding hole.



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

11

Actual Size:



B
x 4

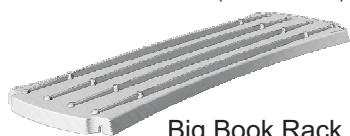


F
x 4



H
x 4

You will need: (Not to Scale)

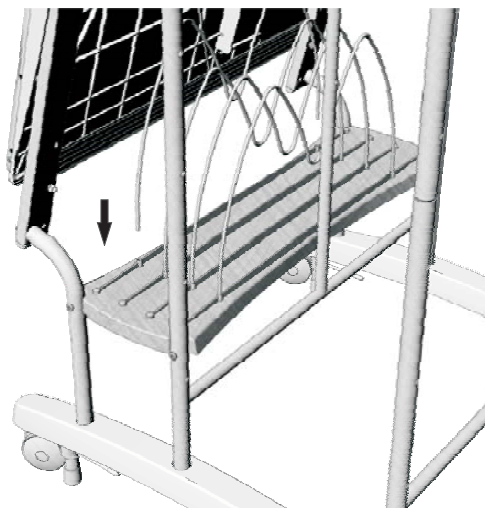
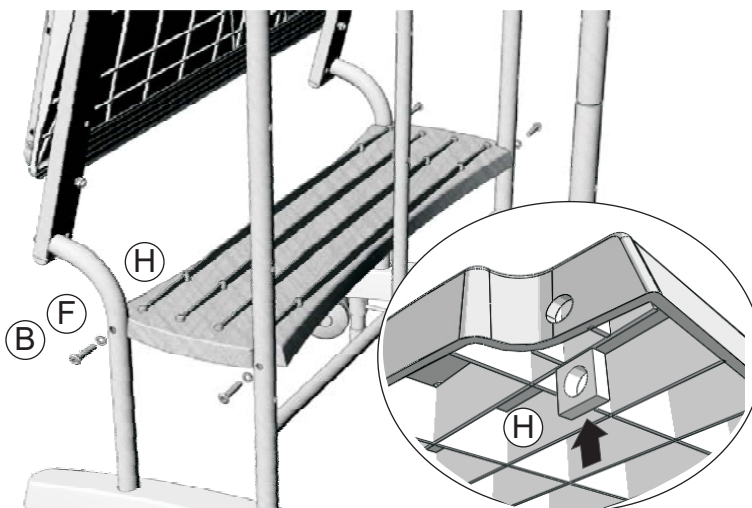


Big Book Rack x 1



Big Book Rack Divider x 4

Install Big Book Rack & Dividers



You will need: (Not to Scale)



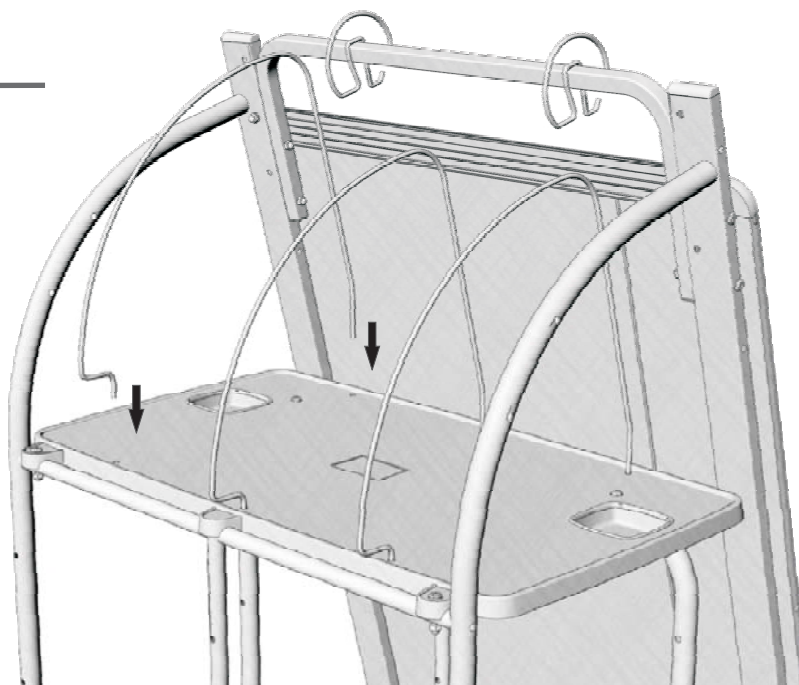
Chart Paper Guide x 3

Install Chart Paper Guides

- Install the Chart Paper Guides into the holes in the Top Shelf
- Press Guides firmly into place

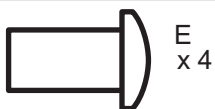


Ensure Guides are secure



13

Actual Size:



2 Person Task

You will need: (Not to Scale)



Accessory Rod Brackets & Knobs x 2



Round Accessory Rod x 1

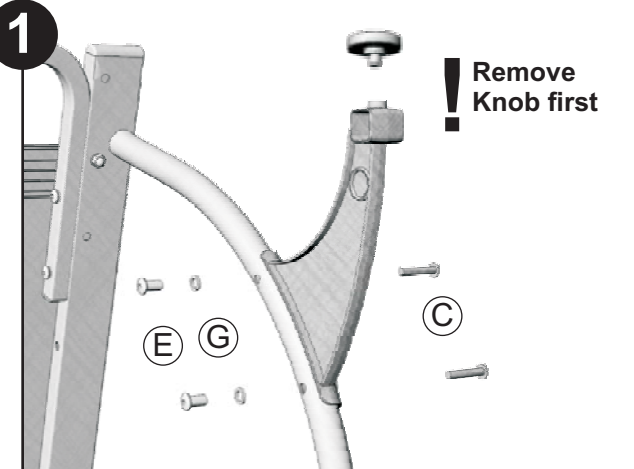


Square Accessory Rod x 1

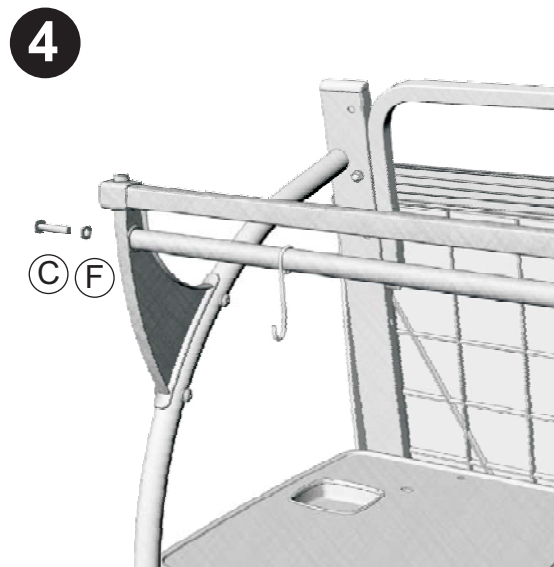
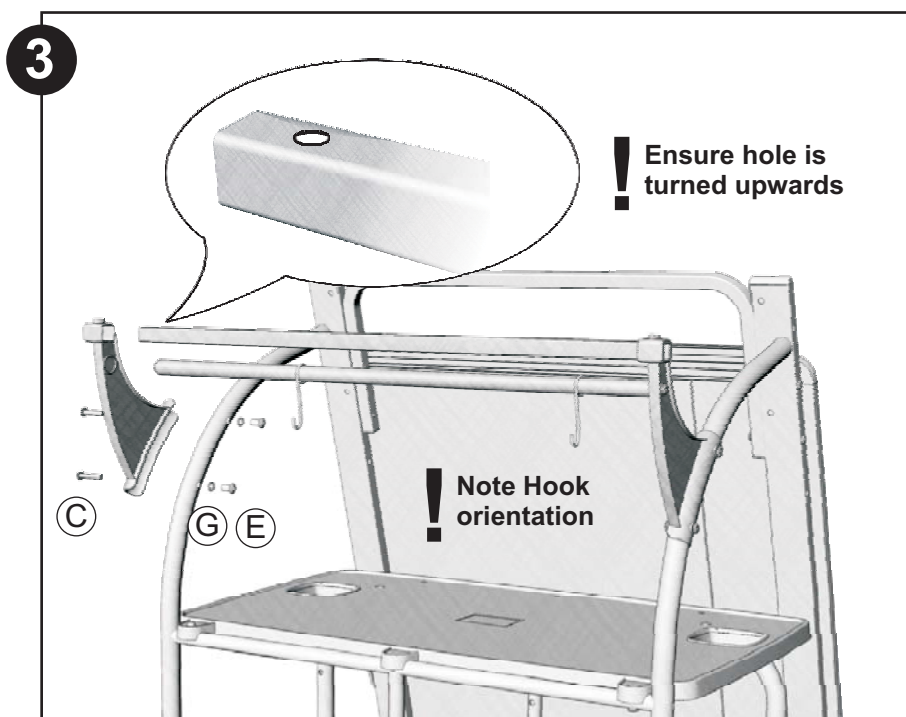
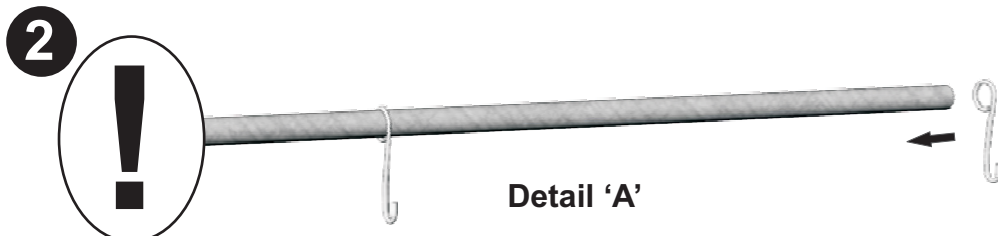


Rear Whiteboard Hook x 2

Install Accessory Rods

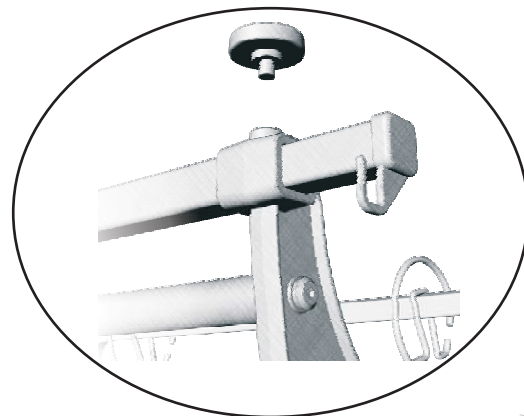
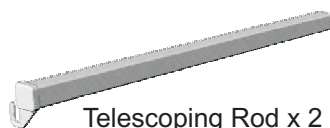


1. Unfasten the Knob from the bracket and put aside. Align one Accessory Rod Bracket with the holes in the Upper Rear Frame. Fasten.
2. Slide the Rear Whiteboard Hooks onto the Round Accessory Rod (**Detail 'A'**)
3. Slide the Square Accessory Rod and the Round Accessory Rod into their locations, ensuring hole on square rod is turned upwards and Rear Whiteboard Hooks are facing away from the unit. Cap the other end with the second Accessory Rod Bracket. Fasten.
4. Fasten the ends of the Round Accessory Rod to the Accessory Brackets Fasten.



14

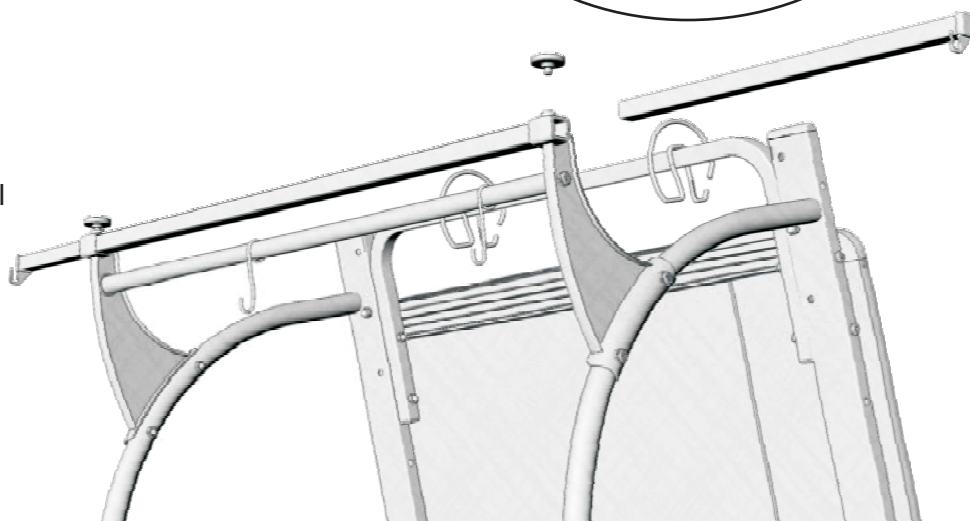
You will need: (Not to Scale)



Install Telescoping Rods

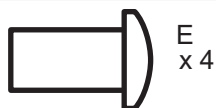
- Slide Telescoping Rods into the left and right side of the Square Accessory Rod.
- Insert Knobs into place on the Accessory Rod. Loosening these will allow for the rods to slide in or out, while tightening them will hold the rods at the desired location.

! Ensure that the correct hook is on the left and right side. Hooks should face towards the back of the unit.



15

Actual Size:

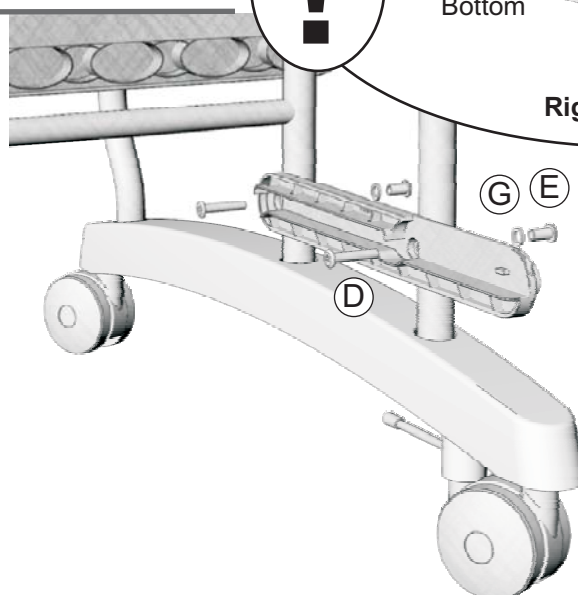
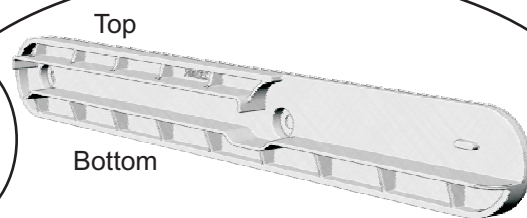


You will need: (Not to Scale)

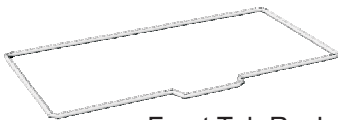


Install Front Channels

- ! Identify the right and left Front Channels
- Align the Front Channels with the bottom holes on the Middle and Front Frame
- It may help to loosely install first, and tighten once both bolts are through the part.
-



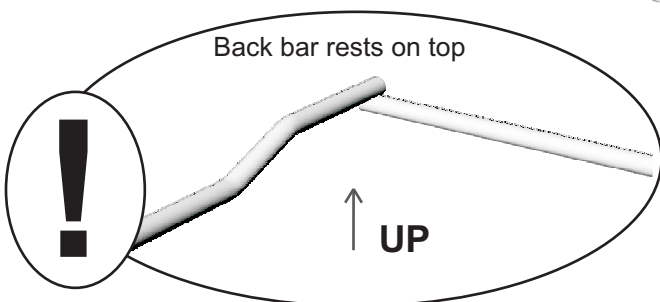
You will need: (Not to Scale)



Front Tub Rack x 1

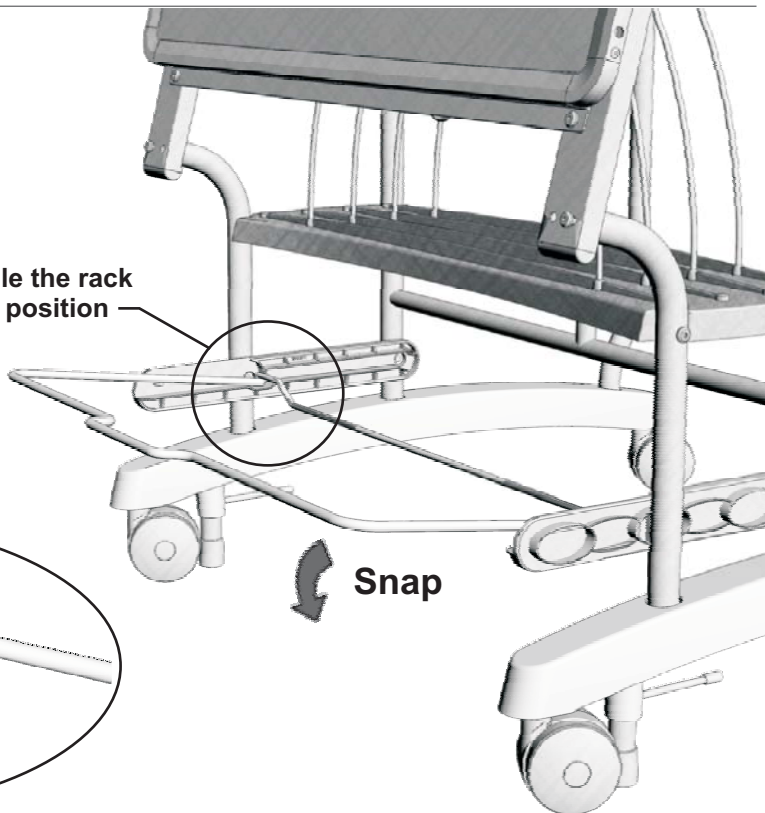
Install Front Tub Rack

- **Identify Tub Rack orientation**
- Angle the Front Tub Rack into the Front Channel.
- Press down firmly to snap into place.
- Once installed, rack should slide smoothly in channel.



Angle the rack into position

Snap



Actual Size:



D
x 12



E
x 12

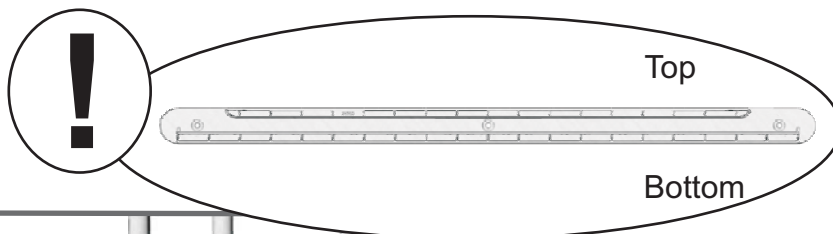


G
x 12

You will need: (Not to Scale)



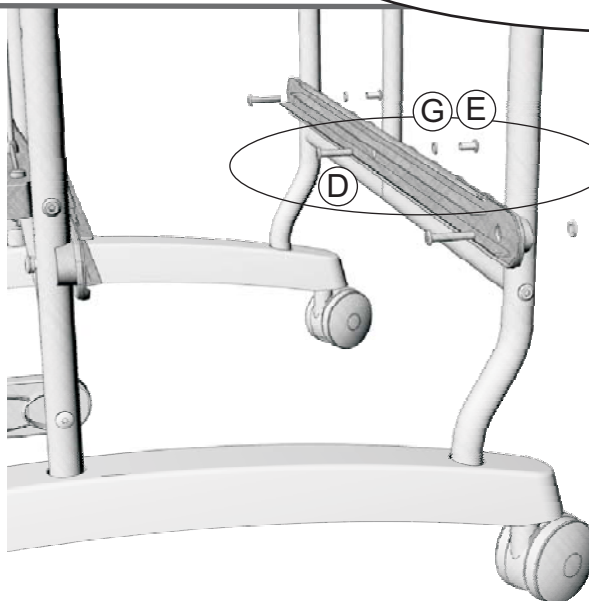
Tub Channel x 4



Install Tub Channels

There are 6 different channel placement options. Choose positions for the channels that will organize the tubs best for you.

You may always upgrade the Standard Inspiration Station to the Premium model if you need more tubs. See our website for more information.



Fasten middle bolt first, this will make the other two bolts easier to



18

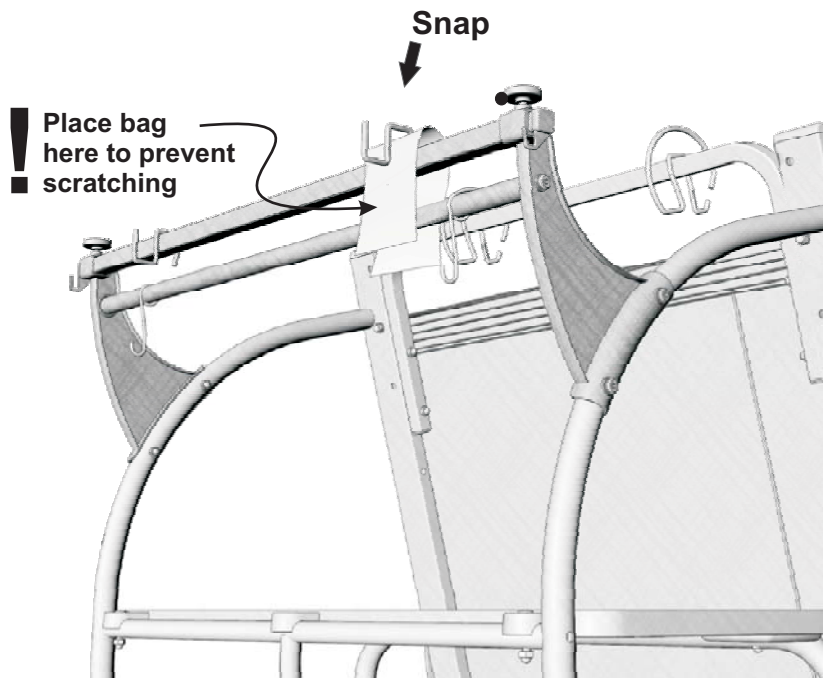
You will need: (Not to Scale)



'S' Hook x 2

Install 'S' Hooks

- Place an empty hardware bag over the frame to prevent the unit from being scratched
- Pull bag free once the hook has been snapped over the frame



19

You will need: (Not to Scale)



Open Tub x 3



Divided Tub x 1



Tiny Tub x 2

Insert Tubs

