



Assembly Guide

RC107_2020_A

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

For assistance, please contact us:

1-800-267-8494

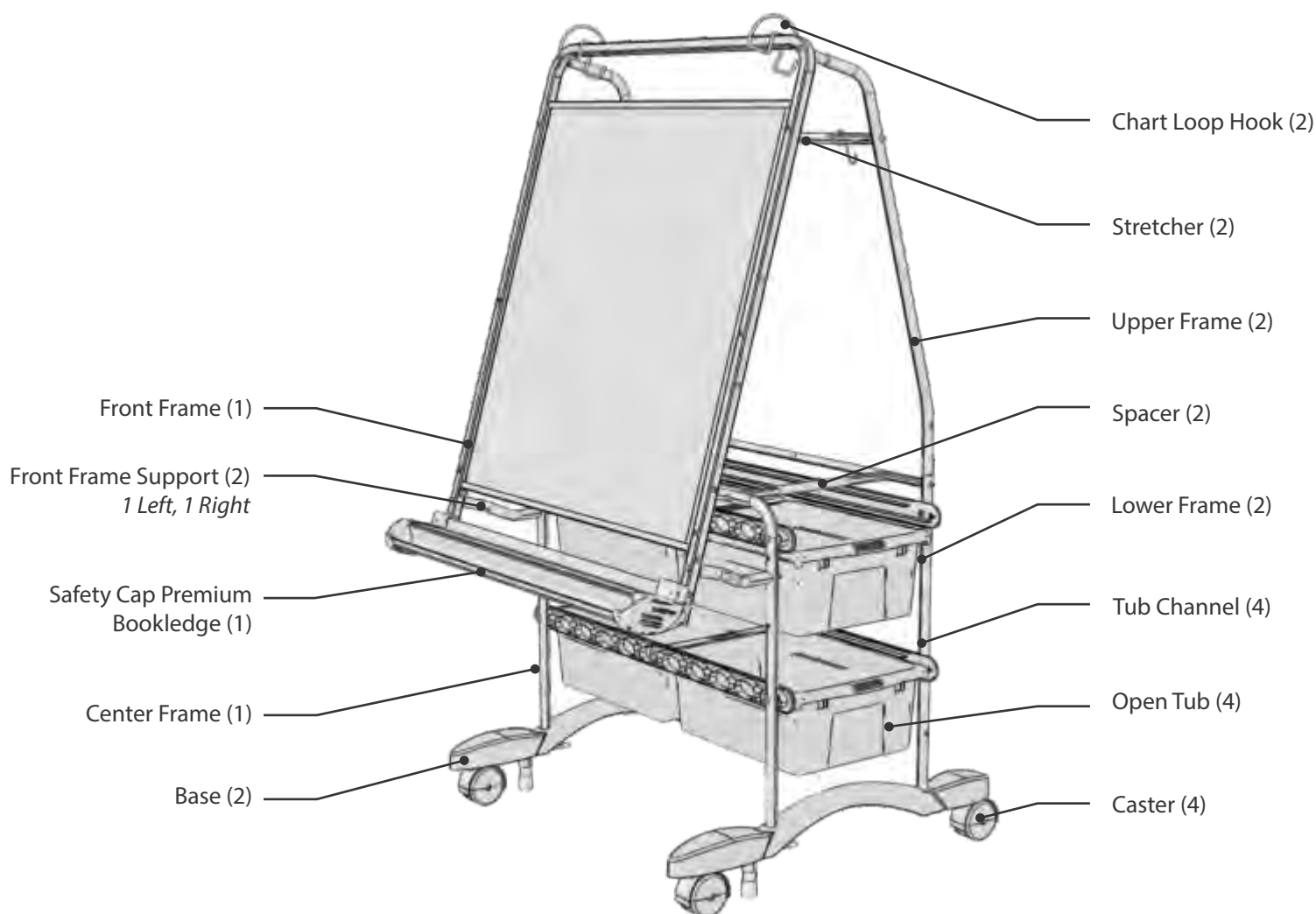
Email info@copernicused.com

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.



**Assembly Guide**

RC107_2020_A

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

Dear Educator,

Thank you for purchasing the Regal Reading/Writing Center. We hope it meets all your expectations and you and your students enjoy using it in your school.

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

We do not inherit the earth from our ancestors, we borrow it from our children.

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.

Education is the most powerful weapon which you can use to change the world.

NELSON MANDELA

NORTH AMERICAN

PROVERB

PERICLES

Lifetime
 Easel Components
 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!



Warning! Hazard Risks!

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.



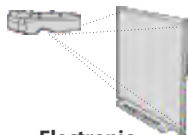
Indoor Use
Only

This product is intended for indoor 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.



Power Strip
Specifications

Read your power strip electrical specifications. Only plug in devices that are approved for use with this power strip. Connect the supplied power strip directly to a wall outlet. **Do not connect to another power strip or use an extension cord.** Unplug when not in use. **Do not leave this product plugged in for more than 72 consecutive hours.** Turn off power strip before unplugging.



Electronic
Equipment

Read the electrical specifications of any electronic equipment you are using with your Copernicus products. Failure to read these specifications and follow their instructions could result in damage to your equipment or personal injury.



Cable Trip
Hazard

Ensure that any cables extending across the floor to your product are properly bundled and marked to avoid tripping or falling which may lead to personal injury.



Electrical Shock

Do not install or use the electrical components of this unit during a lightning storm.

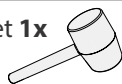
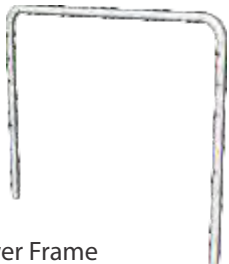
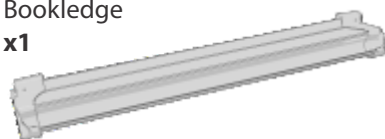
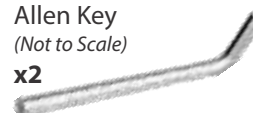


Climb Hazard

Do not climb on, hang from or suspend objects from any components of your product unless otherwise specified.

Before beginning, you should have:

Additional tools required:

Rubber Mallet **1x****Contents - Box 1**Base
x2Center Frame
x1Lower Frame
1 Left, 1 Right
x2Upper Frame
1 Left, 1 Right
x2Front Frame Support
1 Left, 1 Right
x23" Caster
x4Chart Loop Hook
x2Front Frame
x1**In Box 1**Safety Cap Premium
Bookledge
x1Stretcher
x2Spacer
No Thru Holes
x2Tub Channel
x4Removable Rear Whiteboard
x1Rear Whiteboard Hook
x2**Hardware**
*Actual Size*A M6 x 15mm
x8B M6 x 35mm
x16C M5 x 35mm
x2D M6 Barrel Nut
x8E M6 Lock Washer
x18F M8 Lock Washer
x8Hex Socket Driver
(Not to Scale)
x1Allen Key
(Not to Scale)
x2**Contents - Box 2**Open Tub
x4

Tips for Assembly

Watch for These Helpful Symbols

This symbol denotes a 2-Person Task. For safety, please ensure that there are the suggested number of people working on steps displaying this symbol.



Watch for this symbol throughout the Assembly Guide. 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

- 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.



! Please note that in its unassembled state, this product contains parts that can be hazardous to small children. This product 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 labels 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.

Customer Service - FAQ's



For missing parts and other issues regarding this product:

Please call Copernicus Customer Service, where we will be happy to help.
1-800-267-8494. Monday - Friday 8:30am - 4:30 pm EST.

OR

Email Customer Service at info@copernicused.com

**Need Support?
Have a Question?**



Email Customer Service

**Check out some of our
other great products!**



www.copernicused.com

1

Actual Size:

You will need: (Not to Scale)



Base
x2

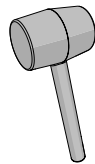


Caster
x4

Install Casters

You should begin the installation with the brakes in the UP Position

Front



Press Casters firmly into the Base:

- Casters will click into place
- If necessary, tap the caster in using a rubber mallet.



2

Actual Size:

(B)

M6 x 35mm
x4



(E)

M6 Lock Washer
x4

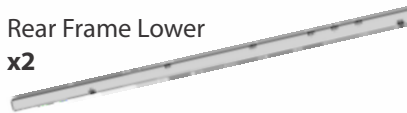


You will need: (Not to Scale)

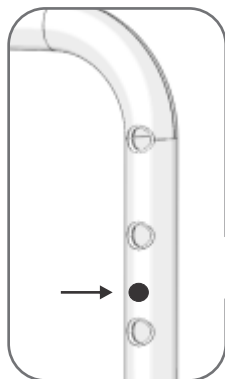


Center Frame
x1

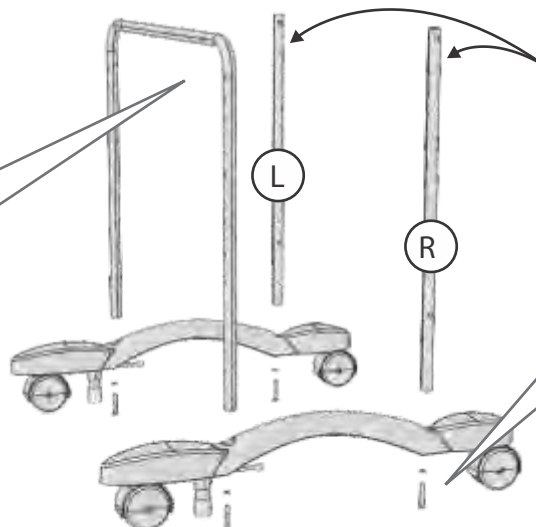
Rear Frame Lower
x2



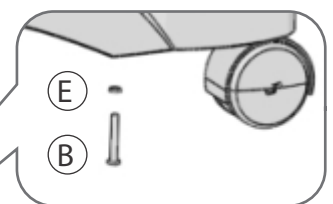
Install Center Frame & Rear Frame Lower



! Black sticker & indents
always face outward



! Note - Left & Right
stickers on the frames



! Tighten bolts

3

Actual Size:

(B)

M6 x 35mm
x4



(E)

M6 Lock Washer
x4



You will need: (Not to Scale)



Stretcher
x2



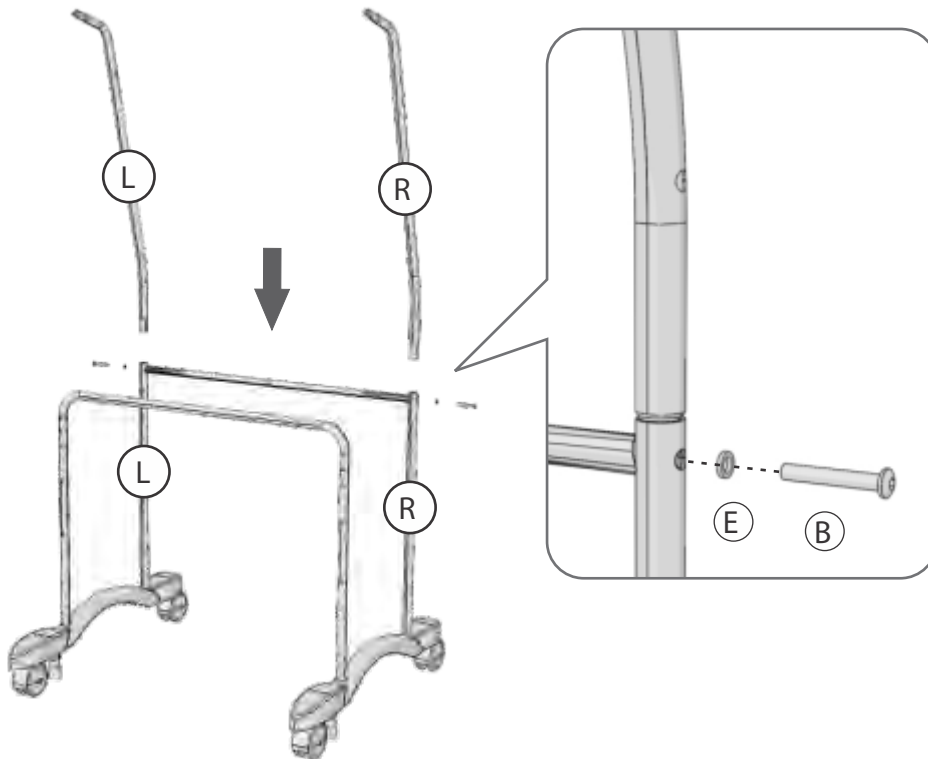
Upper Frame
1 Left, 1 Right
x2



Rear Whiteboard
Hook
x2

Build Rear Frame

1



2



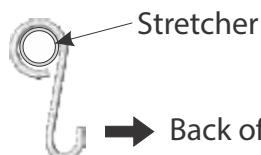
Note - Before securing the stretcher, install hooks directly onto stretcher through the loop end.



3



Note - When installing the stretcher on the upper frame, ensure hooks face back of unit!



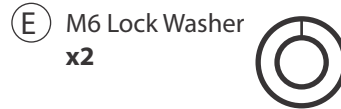
Stretcher

➔ Back of unit



4

Actual Size:

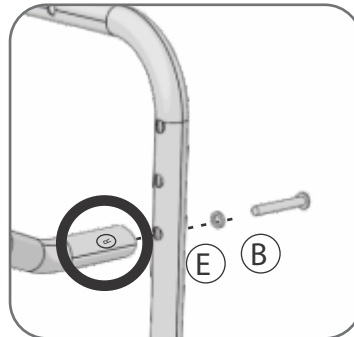


You will need: (Not to Scale)

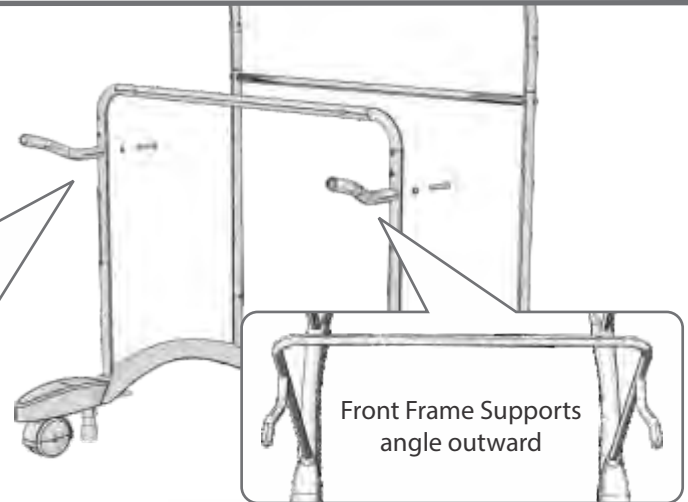
Front Frame Support
1 Left, 1 Right



Install Front Frame Supports

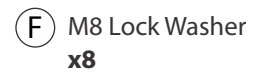
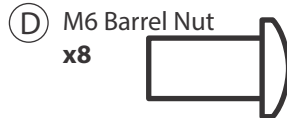


! Note left and right labels
to ensure correct assembly



5

Actual Size:



You will need: (Not to Scale)

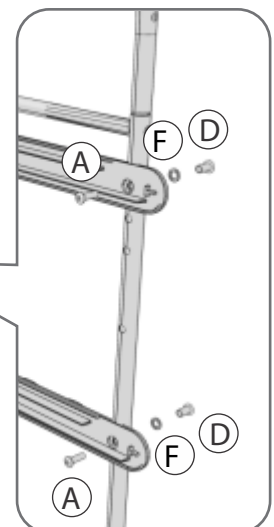
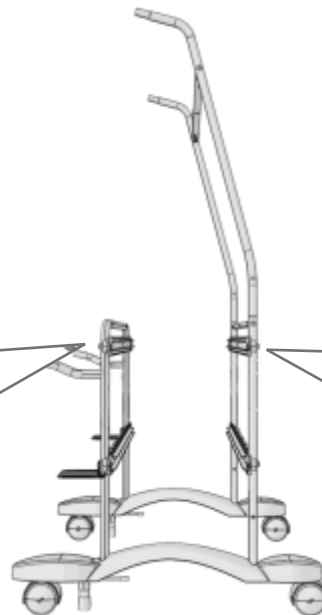
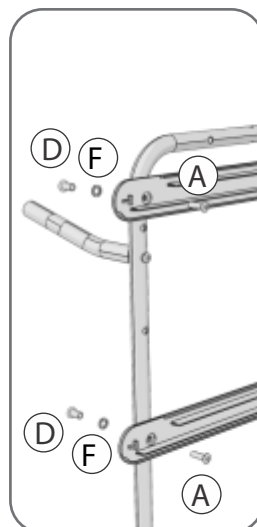
Tub Channels
x4



Top
Bottom

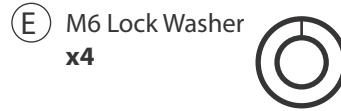
Install Tub Channels

! Note:
Fasten both ends of
each Tub Channel



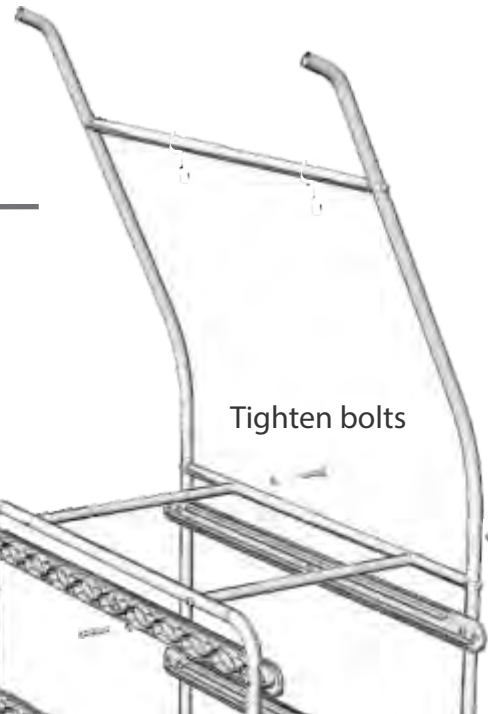
6

Actual Size:



You will need: (Not to Scale)

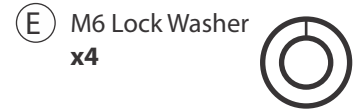
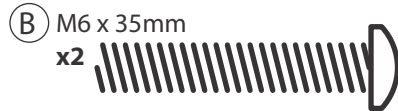
Spacer
No Thru Holes
x2



Install Spacers

7

Actual Size:

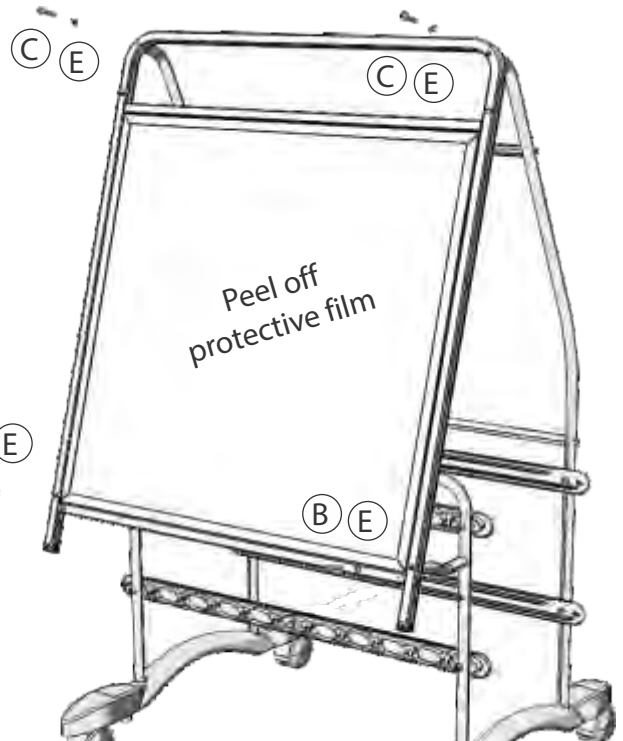


You will need: (Not to Scale)



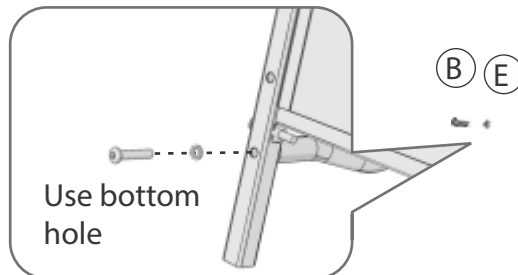
Front Frame Assembly
x1

Tighten bolts



Attach Whiteboard

1. Put brakes in the LOCKED / DOWN position to help hold unit steady.
2. It is easiest to fasten the top first and then the bottom.



8

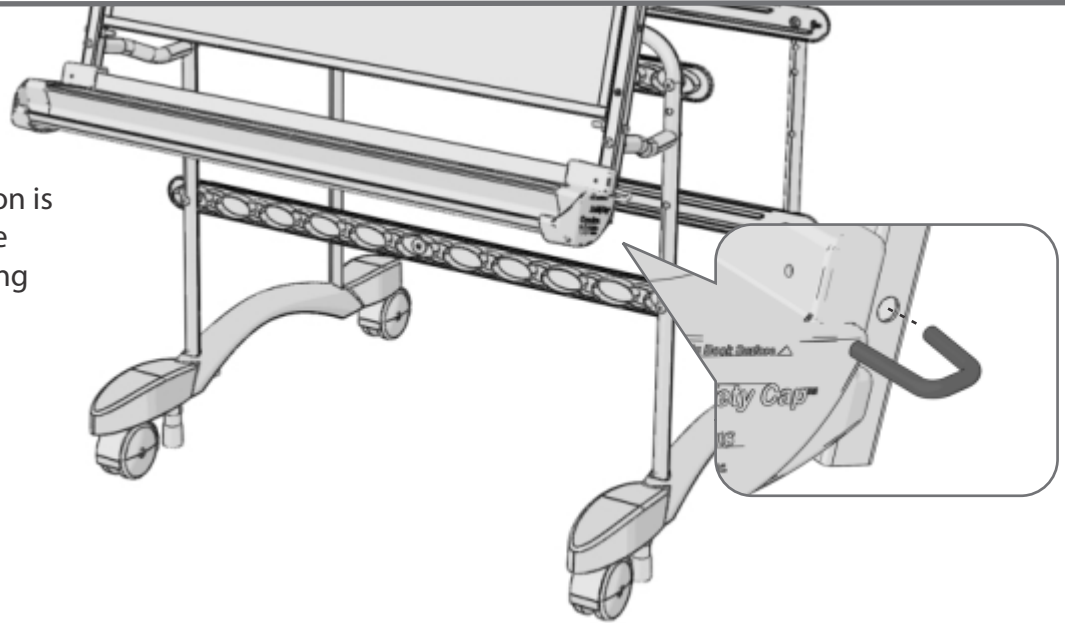
You will need: (Not to Scale)

Safety Cap Premium Bookledge
x1



Install Book Ledge

! Note - the spring tension is designed to discourage children from unhooking the book ledge



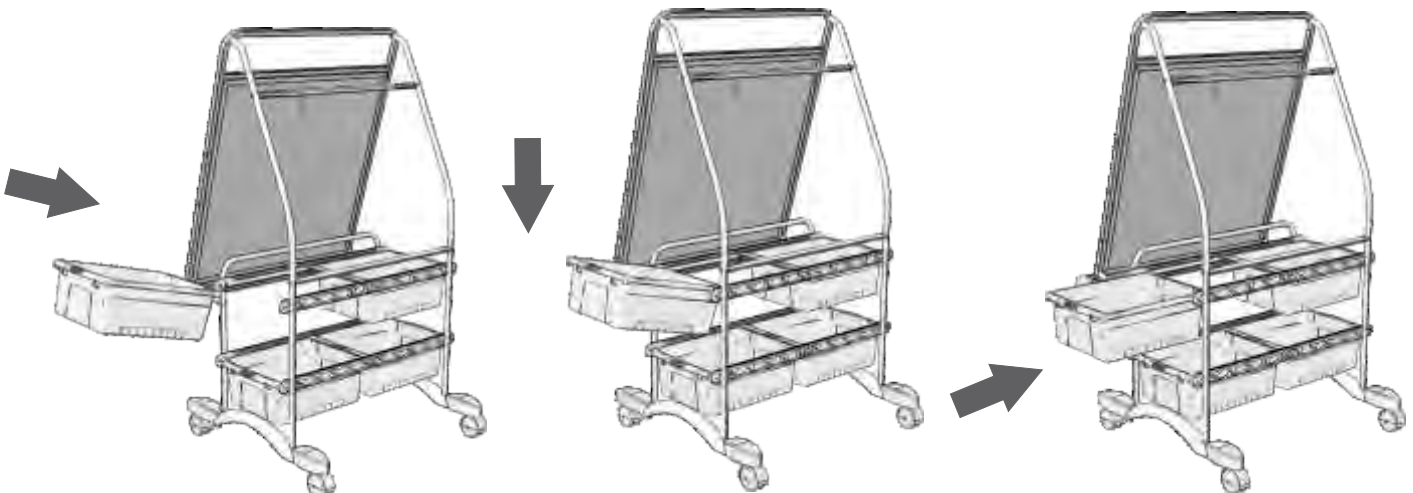
9

You will need: (Not to Scale)



Open Tub
x4

Place Tubs into Unit



10

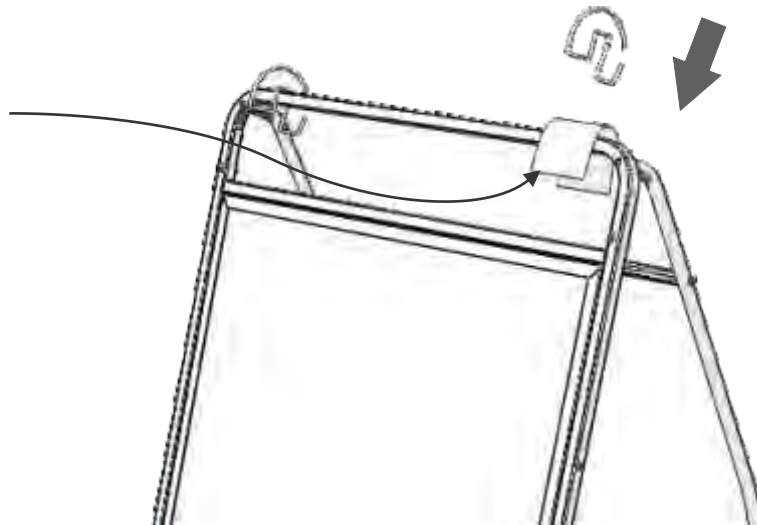
You will need: (Not to Scale)



Chart Paper Hooks
x2

Attach Chart Paper Hooks

! Place an empty hardware bag over the frame to avoid scratching the paint.



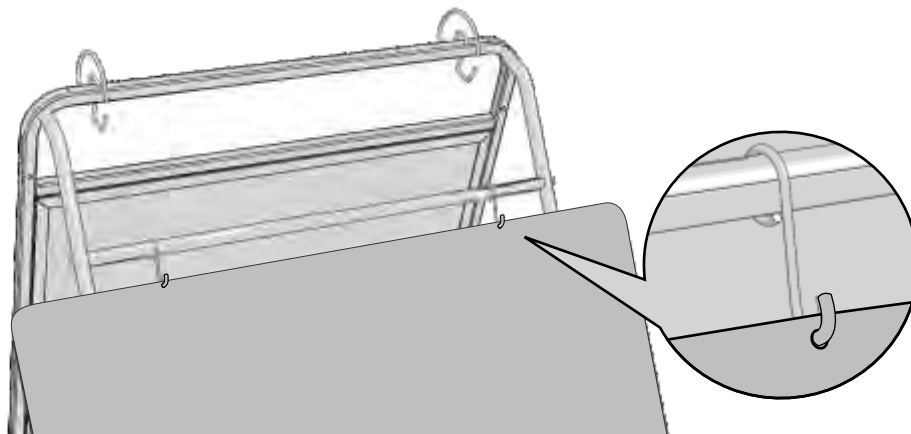
11

You will need: (Not to Scale)



Rear Whiteboard
x1

Hang Rear Whiteboard



Congratulations! Now you can go and enjoy your Regal™ Reading and Writing Center