

Vertiflex™ Products

PEANUT MODEL 300 ASSEMBLY INSTRUCTIONS

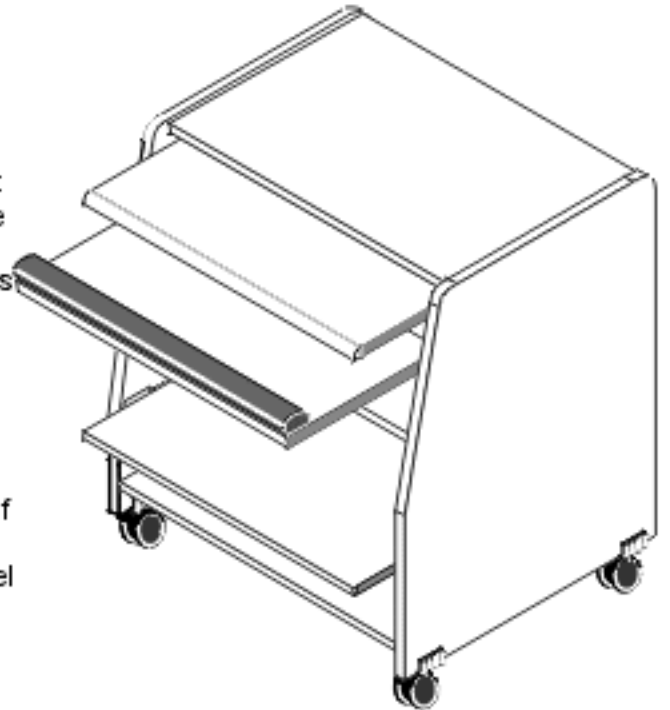
GENERAL INSTRUCTIONS

To facilitate the assembly of this product, special fittings have been pre-mounted on some panels. After installation of **SHOULDER SCREWS** onto the edges of some panels, all that is needed to fasten the panels is to match the male and female fittings, tap the panels gently to insure a good fit and **turn the phillips head on the female fitting clockwise**, using a phillips screwdriver.

If the panels need to be taken apart, simply reverse the procedure. **Care must be taken, however, so as not to damage the fittings.**

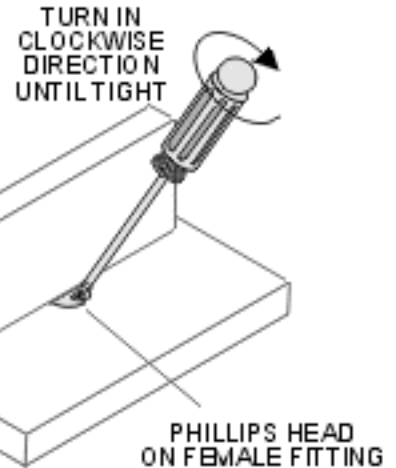
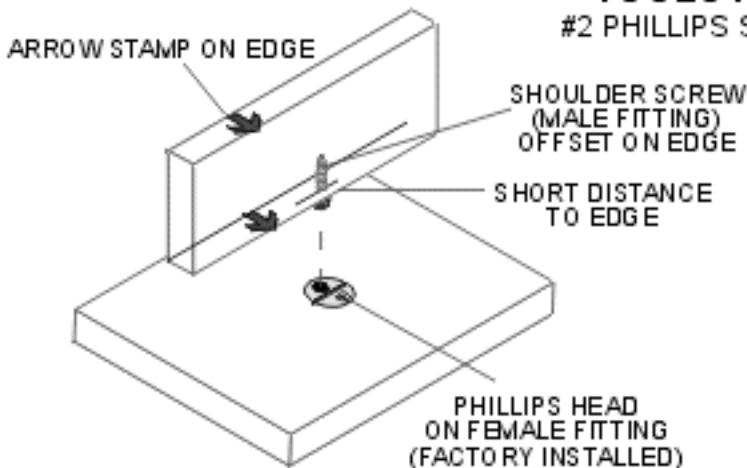
IMPORTANT

SHOULDER SCREWS (male fittings) mounted on the edges of the panels are **NOT CENTERED** (See figure below). The portion which has the shortest distance to the edge of the panel **MUST** be adjacent to the phillips screw head on the female fitting. To aid in assembly, parts have been stamped with an **ARROW** on the **EDGE** to indicate direction of this offset.



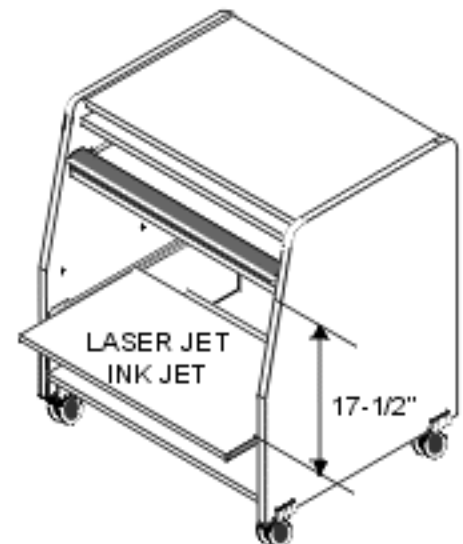
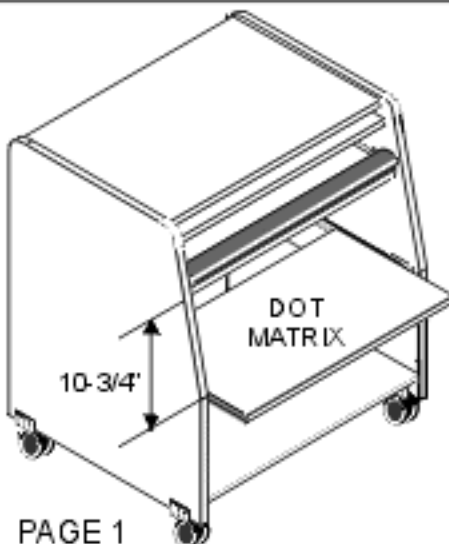
TOOLS REQUIRED

#2 PHILLIPS SCREWDRIVER



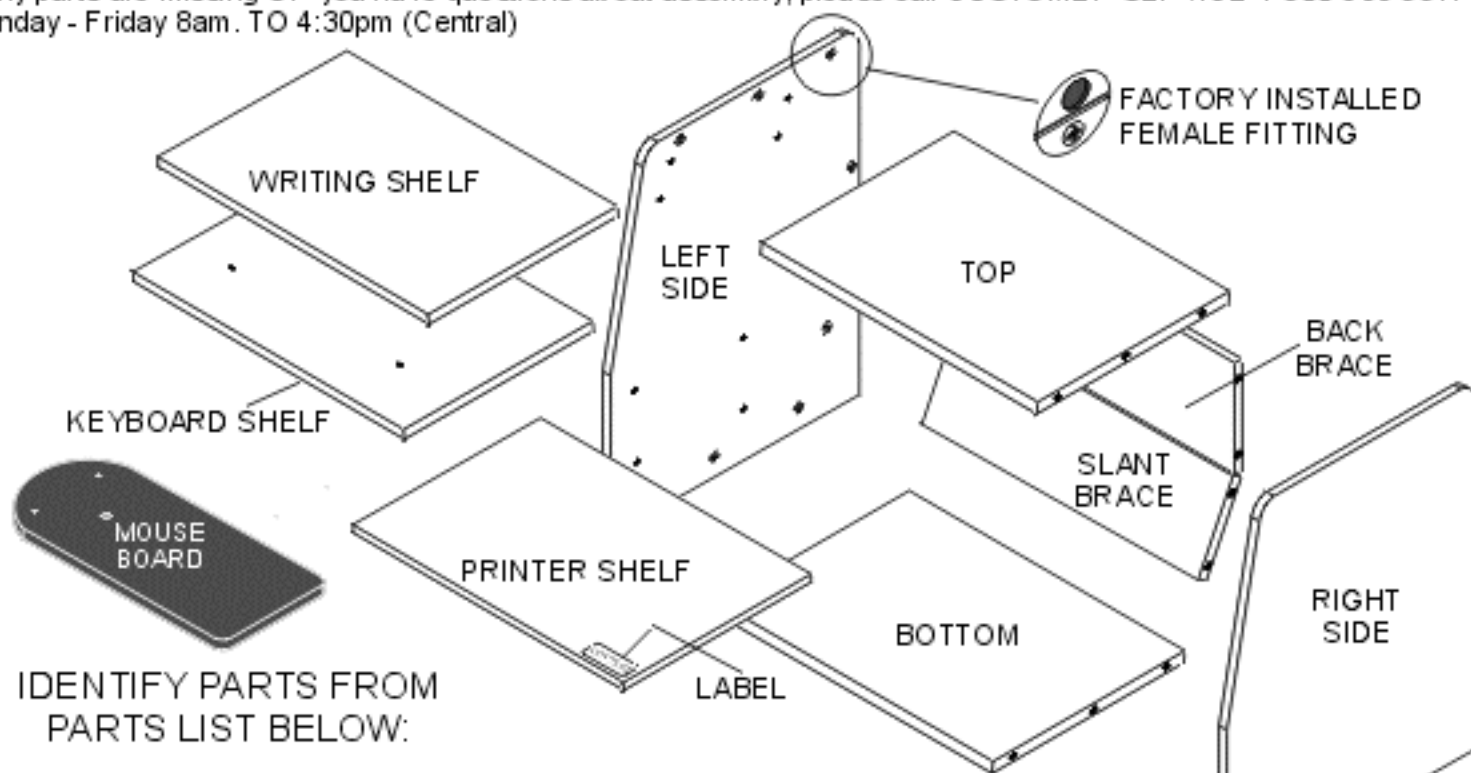
ASSEMBLY OPTION

By selecting the placement of rails in **STEP 3** of the assembly instructions, printer shelf may be positioned for dot matrix type printers or laser / ink jet printers. Before installing rails, measure the overall height of your particular printer (paper guides extended) to determine the best arrangement for your specific needs.



1. IDENTIFY ALL PARTS.

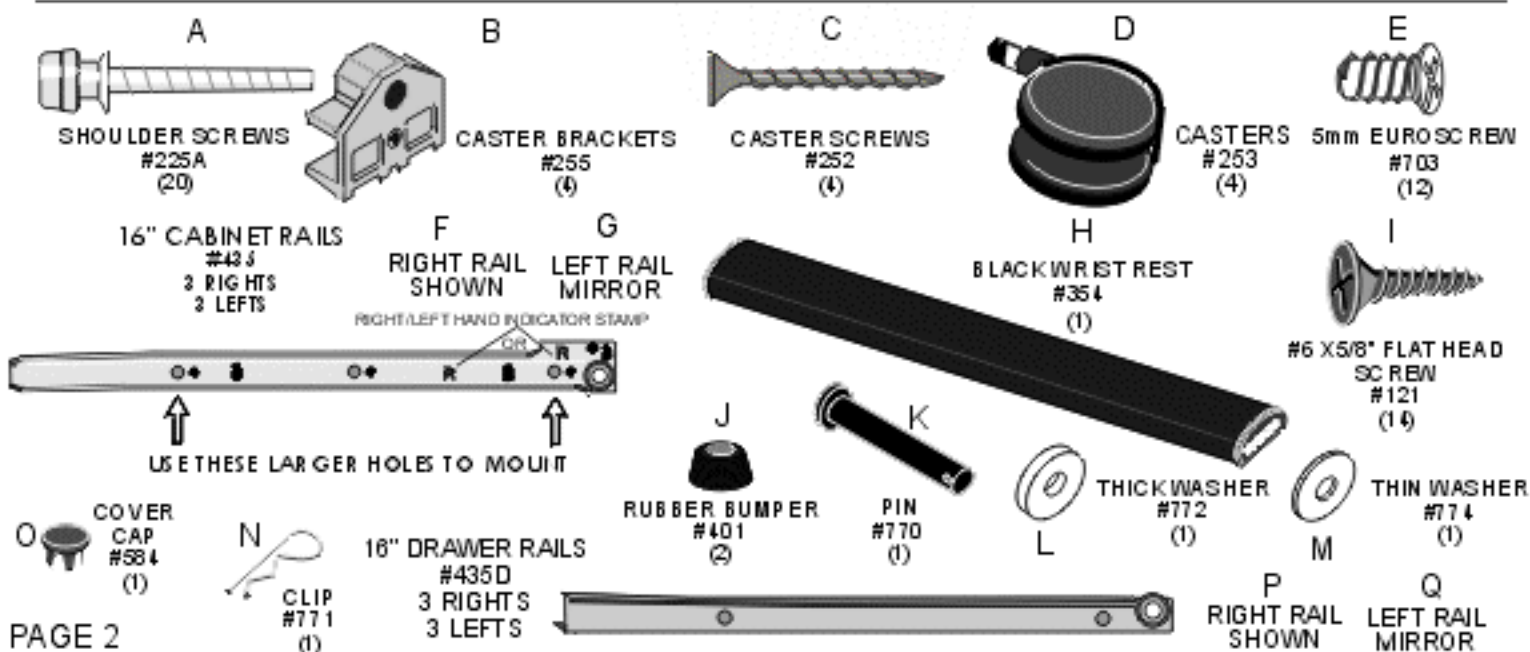
If any parts are missing OR you have questions about assembly, please call CUSTOMER SERVICE 1-800-966-5511 Monday - Friday 8am. TO 4:30pm (Central)



IDENTIFY PARTS FROM PARTS LIST BELOW:

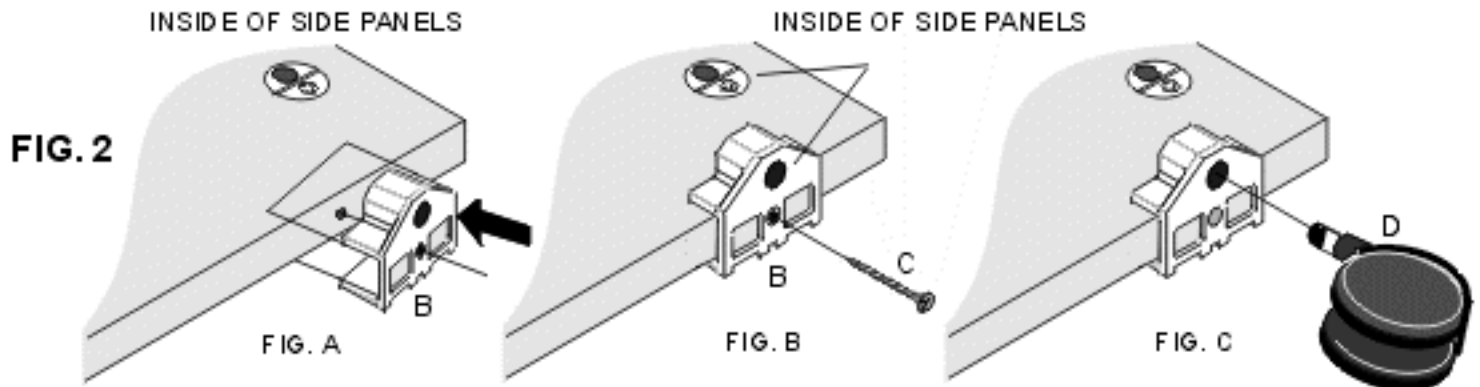
NO.	WOOD PART LIST	WOOD PART SIZES			WOOD PART NUMBERS
		THICKNESS	WIDTH	LENGTH	
1	RIGHT SIDE	5/8"	X 22"	X 29"	300-RSIDE + COLOR
1	LEFT SIDE	5/8"	X 22"	X 29"	300-LSIDE
1	BOTTOM	5/8"	X 15-1/2"	X 24 1/2"	300-BOTTOM
1	TOP	5/8"	X 15-1/2"	X 24 1/2"	300-TOP
1	BACK BRACE	5/8"	X 7-1/2"	X 24 1/2"	300-BAKBRCE
1	SLANT BRACE	5/8"	X 7-1/2"	X 24 1/2"	300-SLNTBRCE
1	KEYBOARD SHELF	5/8"	X 15-1/2"	X 23-1/2"	300-KEYBRD
1	PRINTER SHELF	5/8"	X 15-1/2"	X 23-1/2"	300-PRNSHLF
1	WRITING SHELF	5/8"	X 15-1/2"	X 23-1/2"	300-WRITSHLF
1	MOUSE BOARD	5/8"	X 8"	X 16"	300-MOUSBRD

HARDWARE LIST



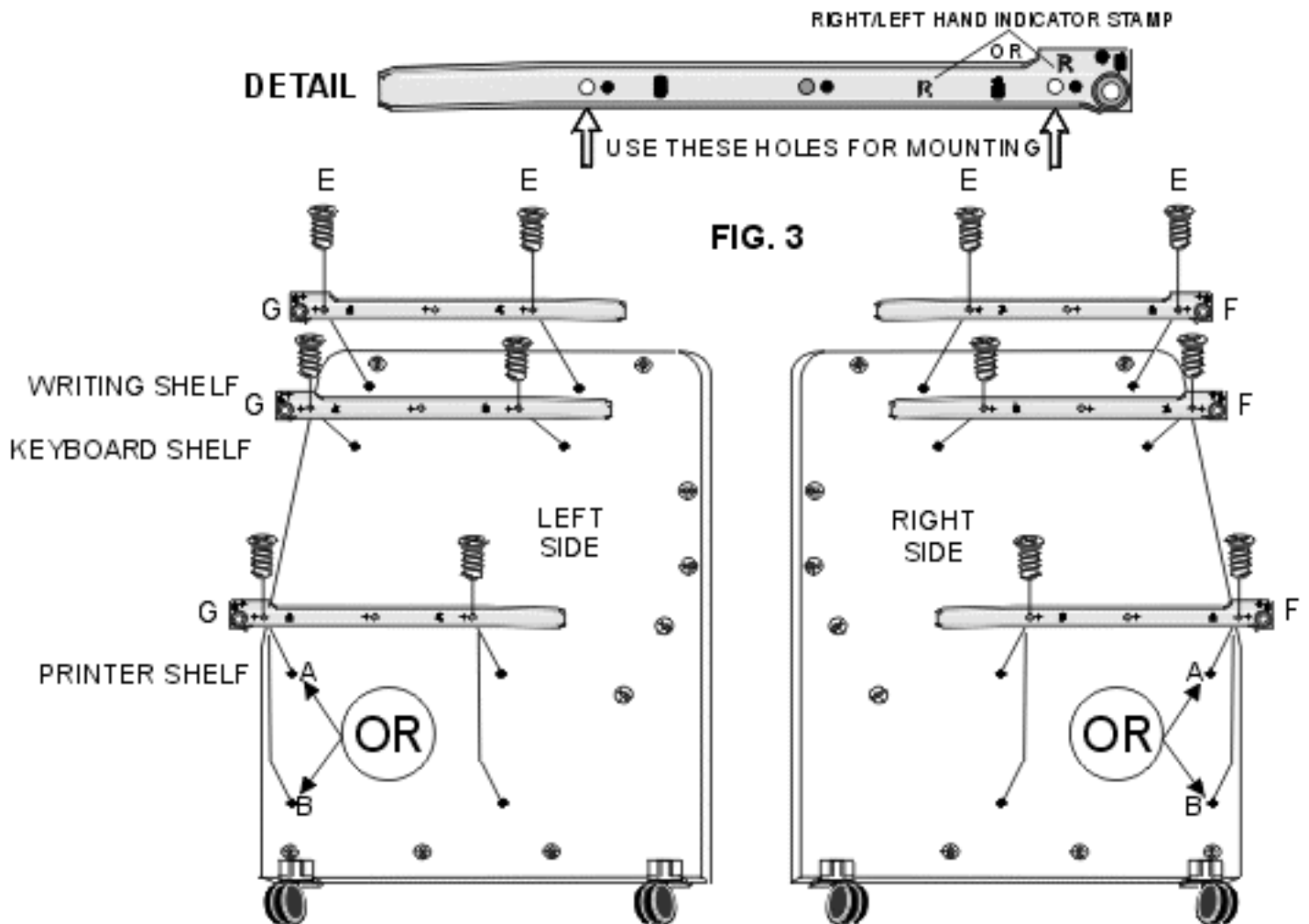
2. CASTER BRACKET AND CASTER INSTALLATION

Lay RIGHT and LEFT SIDES on a flat, non-scratch surface, assembly fittings facing up. FIG. 2 Align CASTER BRACKETS (B) with hole on bottom edge of panel. NOTE: Large hole on CASTER BRACKET must be to inside (fitting side) of panel. Start BRACKET onto board at one corner first (FIG. A). Push BRACKET all the way onto panel and secure with CASTER SCREW (C) through mounting hole (FIG. B). Insert CASTER stem into larger mounting hole in BRACKET and push until it "CLICKS" into place. (FIG. C) - SEE BELOW FOR LARGER VIEW OF SIDE.



3. INSTALL HARDWARE

With RIGHT SIDE laying on a flat, non-scratch surface, align and attach (3) 16" RIGHT CABINET RAILS (F) as shown in FIG. 3 using (2) 5mm EUROSCREWS (E) each. Align LARGER MOUNTING HOLES with holes on panel (SEE DETAIL) NOTE: Lowest set of RAILS for PRINTER SHELF may be mounted A) at upper position for dot matrix printers or B) lower position for laser / ink jet printers. Repeat for LEFT SIDE using (3) 16" LEFT CABINET RAILS (G) as shown.



4. INSTALL DRAWER RAILS

Lay all SHELVES (KEYBOARD, PRINTER and WRITING) on a flat, non-scratch surface, holes along edges facing up. FIG. 4 Align and attach (1) 16" RIGHT DRAWER RAIL (P) as shown using (3) #6 X 5/8" FLAT HEAD SCREWS (I). Insure that the end of the RAIL without the wheel is to the FRONT of the SHELF and EVEN with the edge as shown. Repeat for (1) 16" LEFT DRAWER RAIL (Q) using (3) #6 X 5/8" FLAT HEAD SCREWS (I)

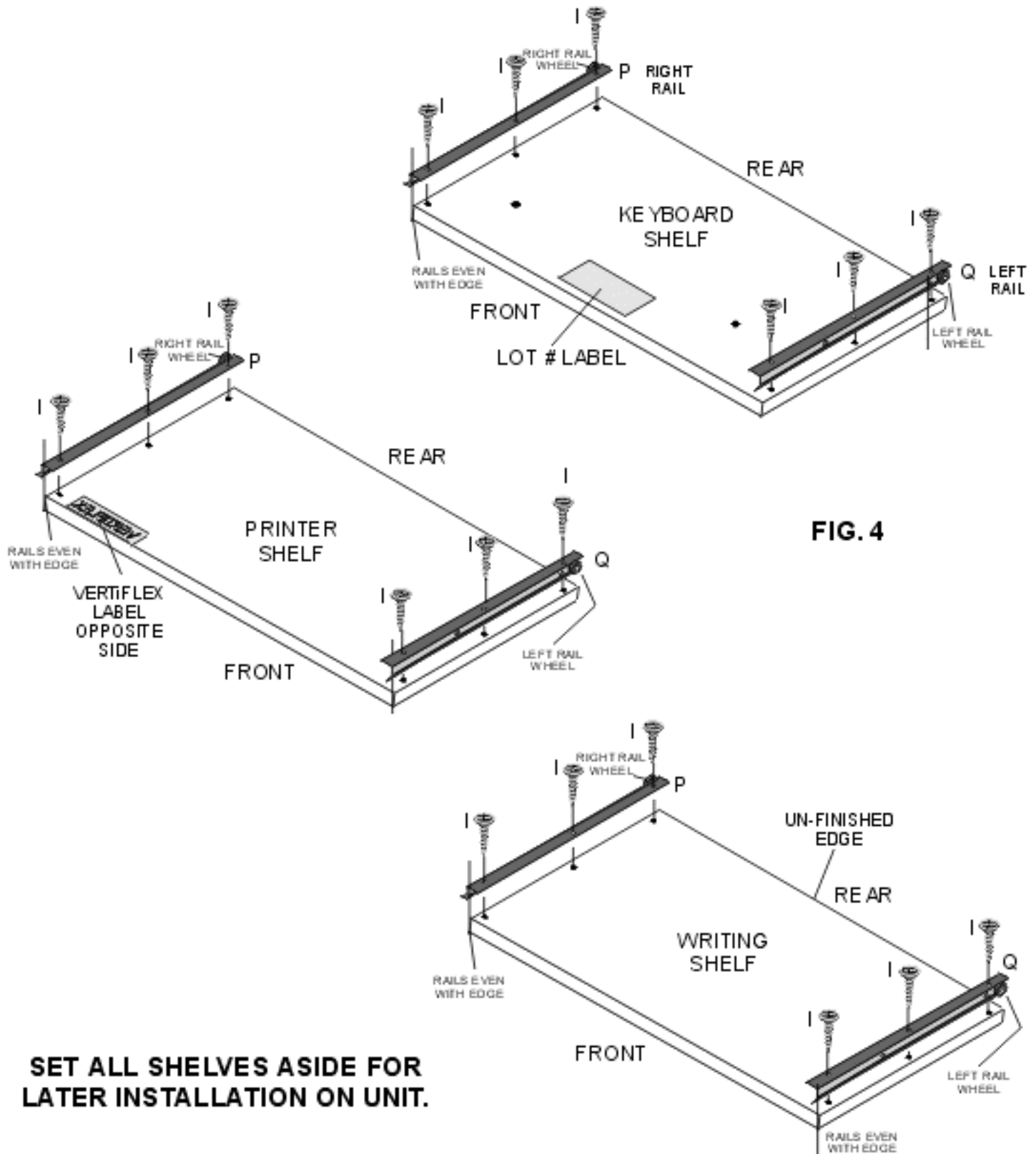
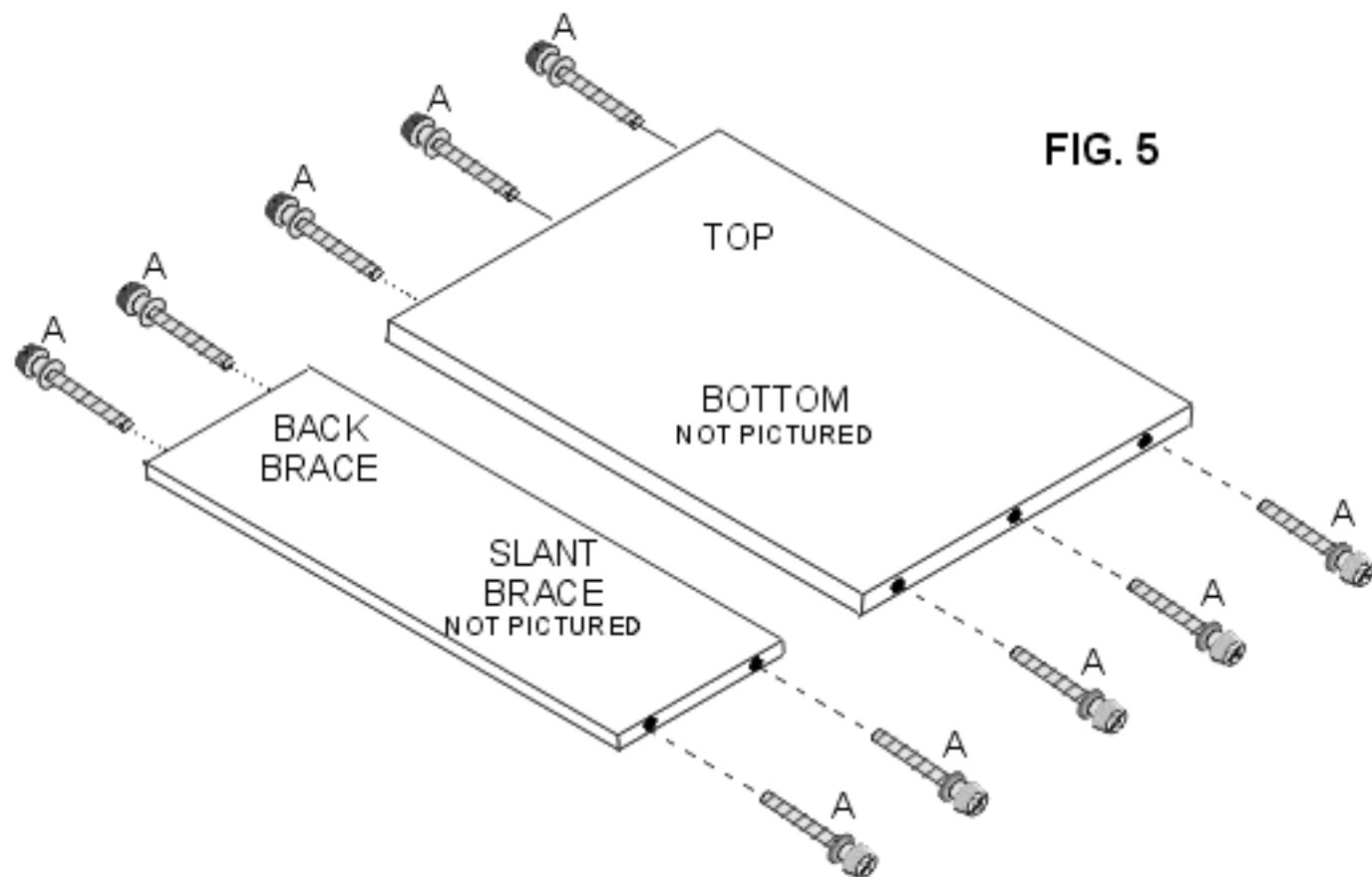


FIG. 4

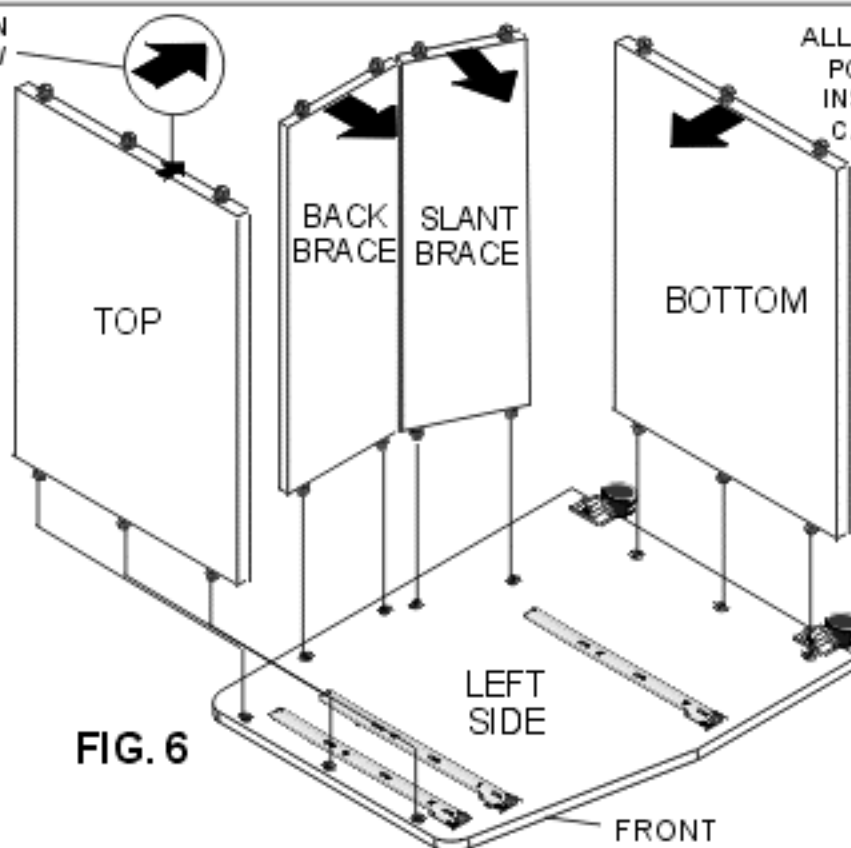
SET ALL SHELVES ASIDE FOR LATER INSTALLATION ON UNIT.

5. INSTALL SHOULDER SCREWS

Install SHOULDER SCREWS (A) into pre-drilled holes in edges of panels, as shown FIG. 5, using a phillips screwdriver. Install (6) SHOULDER SCREWS each into TOP and BOTTOM (not pictured). Install (4) each in panels BACK BRACE and SLANT BRACE (not pictured). FIG. 5. Tighten SHOULDER SCREWS until snug against edge of panel. **DO NOT OVER-TIGHTEN.**



DIRECTION
OF ARROW
STAMPED
ON EDGE



6. ASSEMBLE CABINET

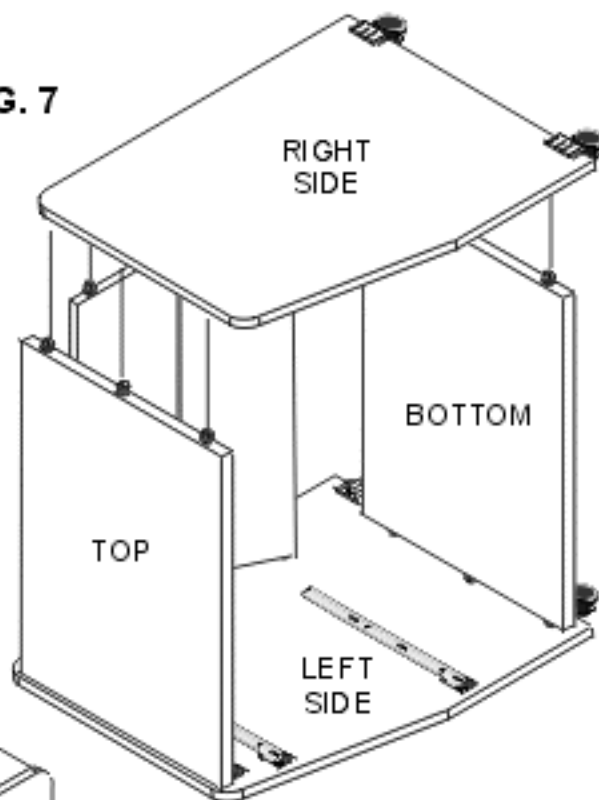
With LEFT SIDE laying on a flat, non-scratch surface, align and attach TOP as shown in FIG. 6. Tighten fittings.

NOTE: DIRECTION OF ALL ARROWS STAMPED ON EDGE FACE INSIDE OF UNIT. Align and attach BACK BRACE. Tighten fittings. Align and attach SLANT BRACE. Tighten fittings. Align and attach BOTTOM. Tighten fittings.

7. ASSEMBLE CABINET

Align and attach RIGHT SIDE to TOP, BOTTOM, BACK BRACE and SLANT BRACE as shown in FIG. 7.. Tighten all fittings. Carefully stand unit upright onto casters.

FIG. 7



8. INSTALL SHELVES

Align and install WRITING SHELF onto upper most set of RAILS on SIDES as shown in FIG. 8. Align and install PRINTER SHELF onto lowest set of RAILS on SIDES. To install SHELVES - position wheel on SHELF RAIL over and behind wheel on CABINET RAIL, then push shelf in.

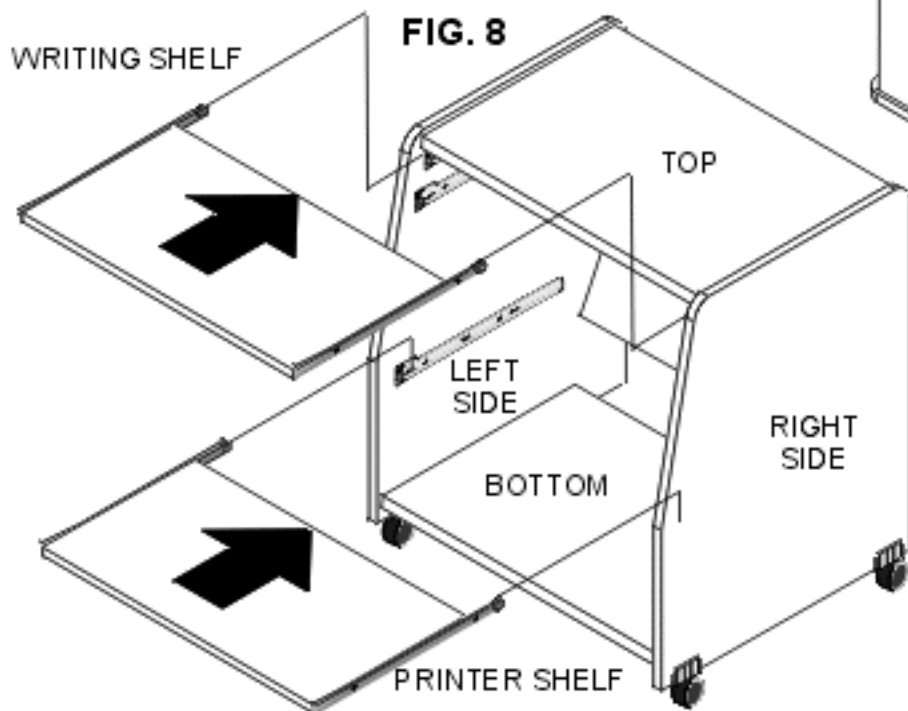
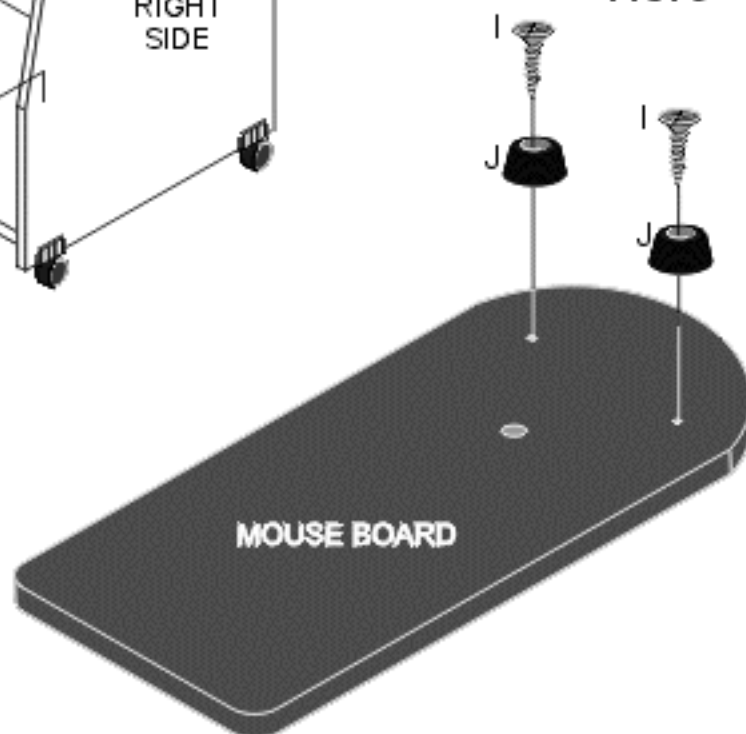


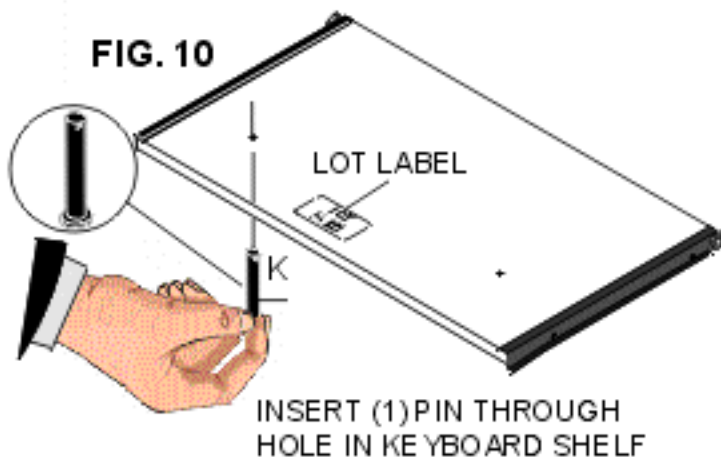
FIG. 8

FIG. 9



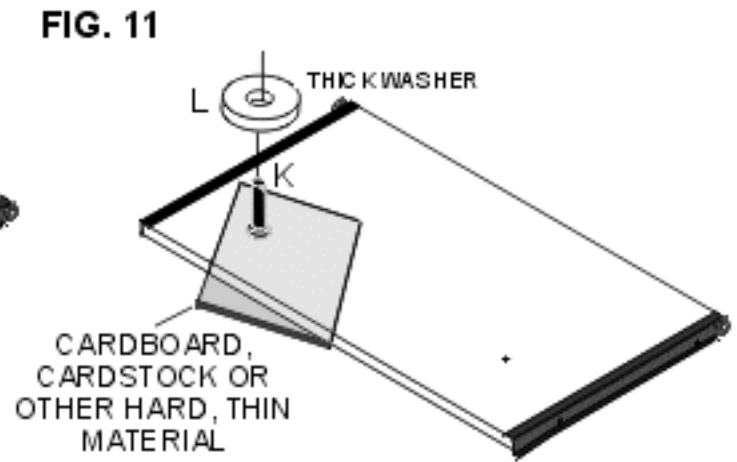
9. PREPARE MOUSE BOARD

Align and attach (2) RUBBER BUMPERS (J) as shown. (FIG. 9) Use (2) #6 X 5/8" FLAT HEAD SCREWS (I).



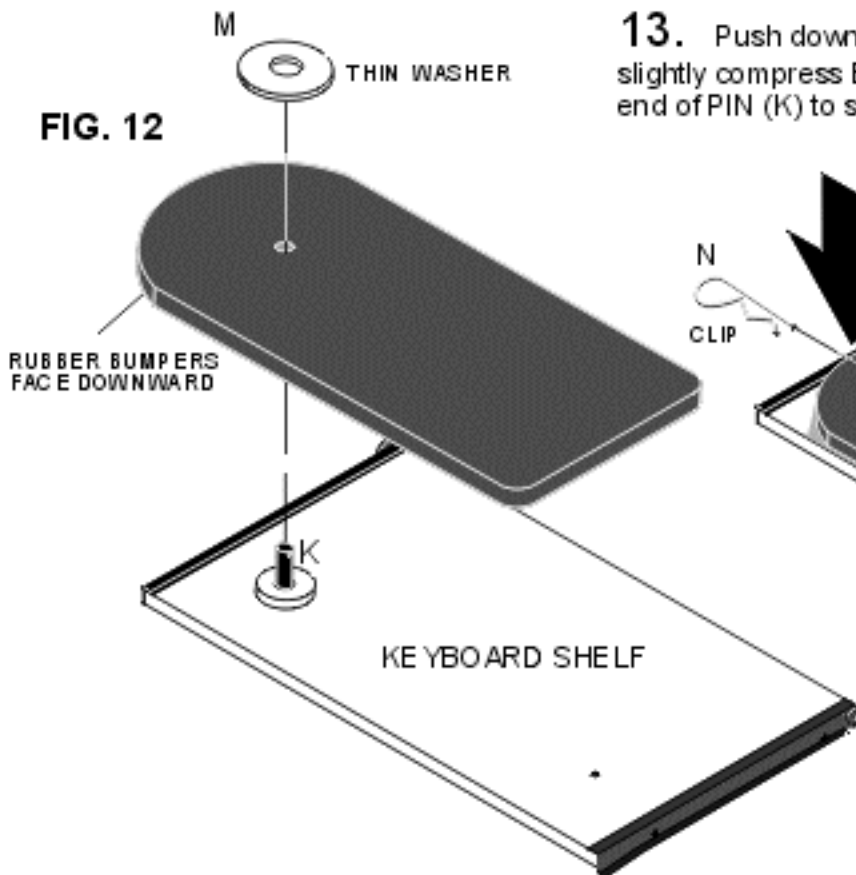
10. ATTACH MOUSE BOARD

Insert PIN (K) through top surface of KEYBOARD SHELF. (FIG. 10) NOTE: LOT LABEL references underside of KEYBOARD SHELF. WHEELS on RAILS indicate back of KEYBOARD SHELF. Left hole selection as shown mounts MOUSE BOARD in right hand position. Select other hole for left hand position.

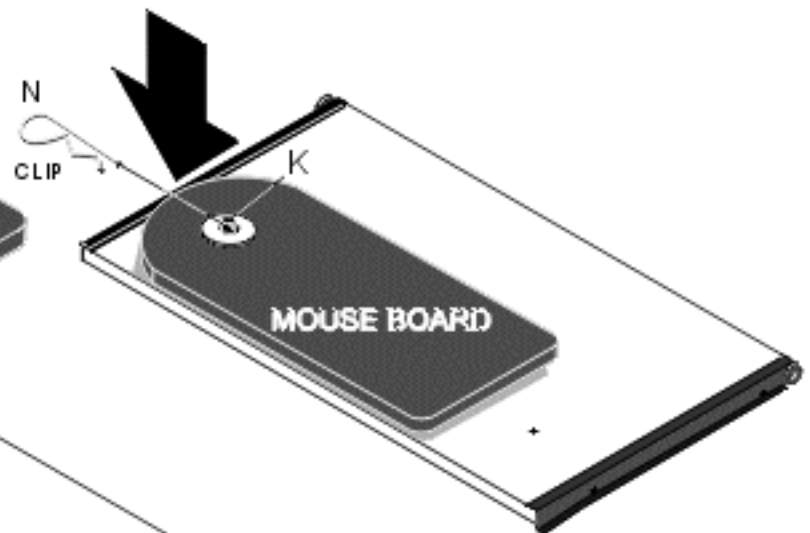


11. Lay KEYBOARD SHELF (up-side down) on flat, non-scratch surface to hold pin against SHELF surface. (FIG. 11) NOTE: It is helpful to put a small piece of cardboard or other thin solid material under pin to hold head of pin against SHELF surface. Install THICK WASHER (L) as shown.

12. With MOUSE BOARD turned up-side down (RUBBER BUMPERS facing down), align and insert large hole onto PIN (K). Place THIN WASHER (M) over PIN. (FIG. 12)



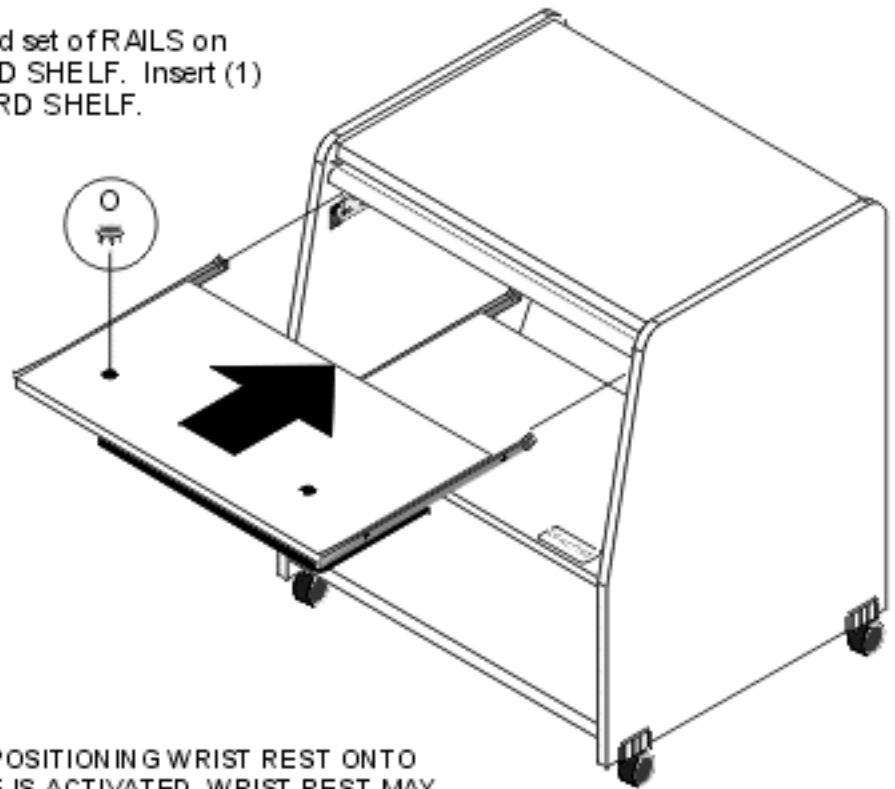
13. Push down on MOUSE BOARD, **hold down firmly** to slightly compress BUMPERS and insert CLIP (N) into hole at end of PIN (K) to secure. (FIG. 13)



14. INSTALL KEYBOARD SHELF

Align RAILS on KEYBOARD SHELF with 2nd set of RAILS on cabinet SIDES. (FIG. 14) Install KEYBOARD SHELF. Insert (1) cover cap (O) into unused hole on KEYBOARD SHELF.

FIG. 14



NOTE: CARE MUST BE TAKEN IN POSITIONING WRIST REST ONTO KEYBOARD AREA. ONCE ADHESIVE IS ACTIVATED, WRIST REST MAY NOT BE REPOSITIONED.

15. INSTALL WRIST REST

Remove paper liner from adhesive strip on the back of WRIST REST (H). (FIG. 15) Carefully align WRIST REST along front edge of KEYBOARD SHELF - centering it from side to side. Press WRIST REST onto shelf to secure.

FIG. 15

