

Vertiflex™ Products

ULTRAVIEW

MODEL 360

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.

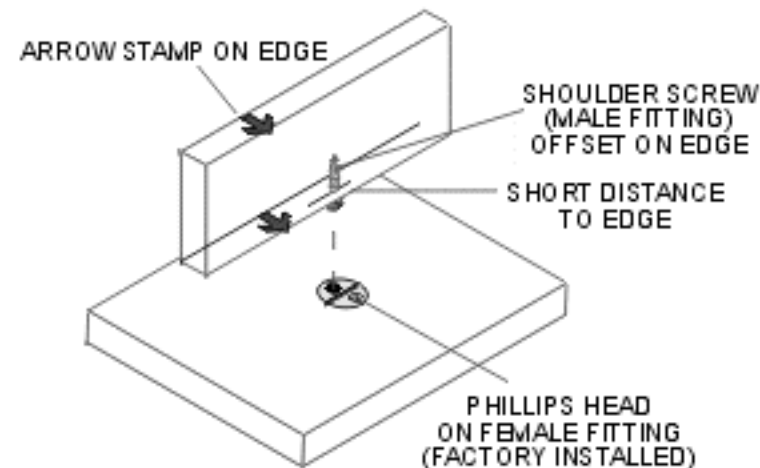
If the panels need to be taken apart, simply reverse the procedure. **Care must be taken, however, so as not to damage the fittings.**

IMPORTANT

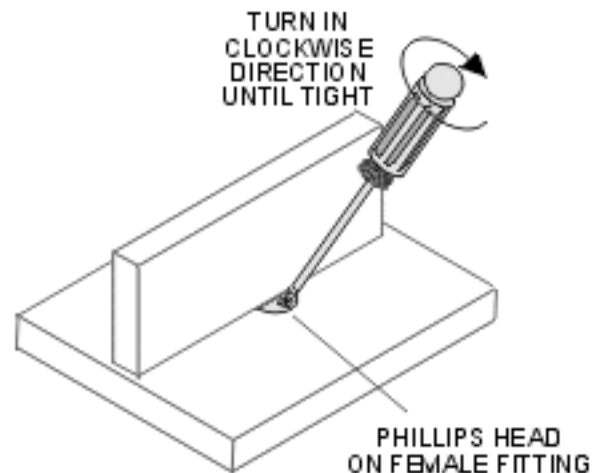
SHOULDER SCREWS (male fittings) mounted on the edges of the panels are **NOT CENTERED** (See figure below). The portion which has the shortest distance to the edge of the panel **MUST** be adjacent to the phillips screw head on the female fitting. To aid in assembly, parts have been stamped with an **ARROW**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



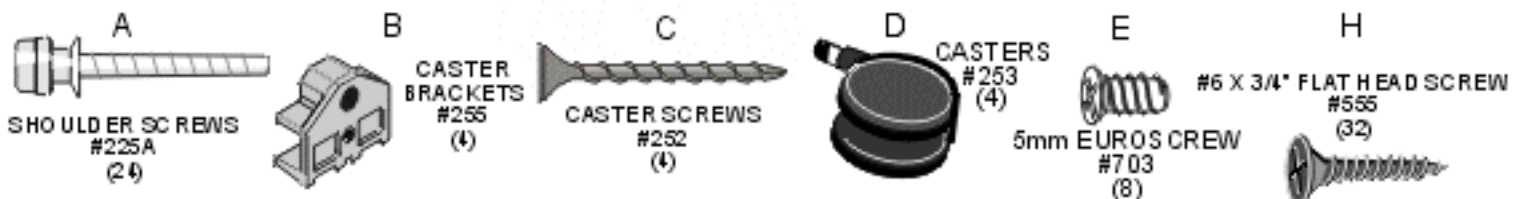
TOOLS REQUIRED #2 PHILLIPS SCREWDRIVER



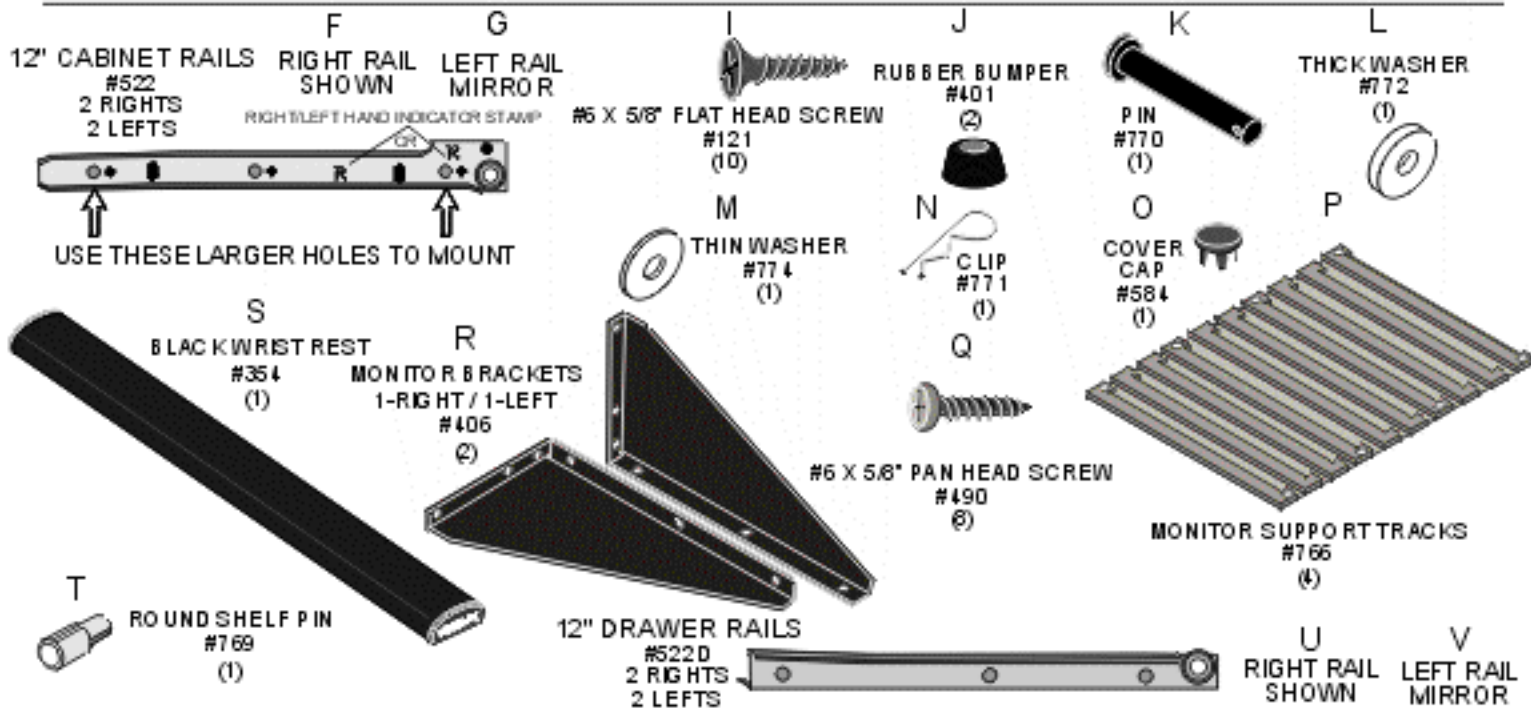
POWER TOOLS NOT RECOMMENDED FOR ASSEMBLY OR TIGHTENING OF FITTINGS



HARDWARE LIST



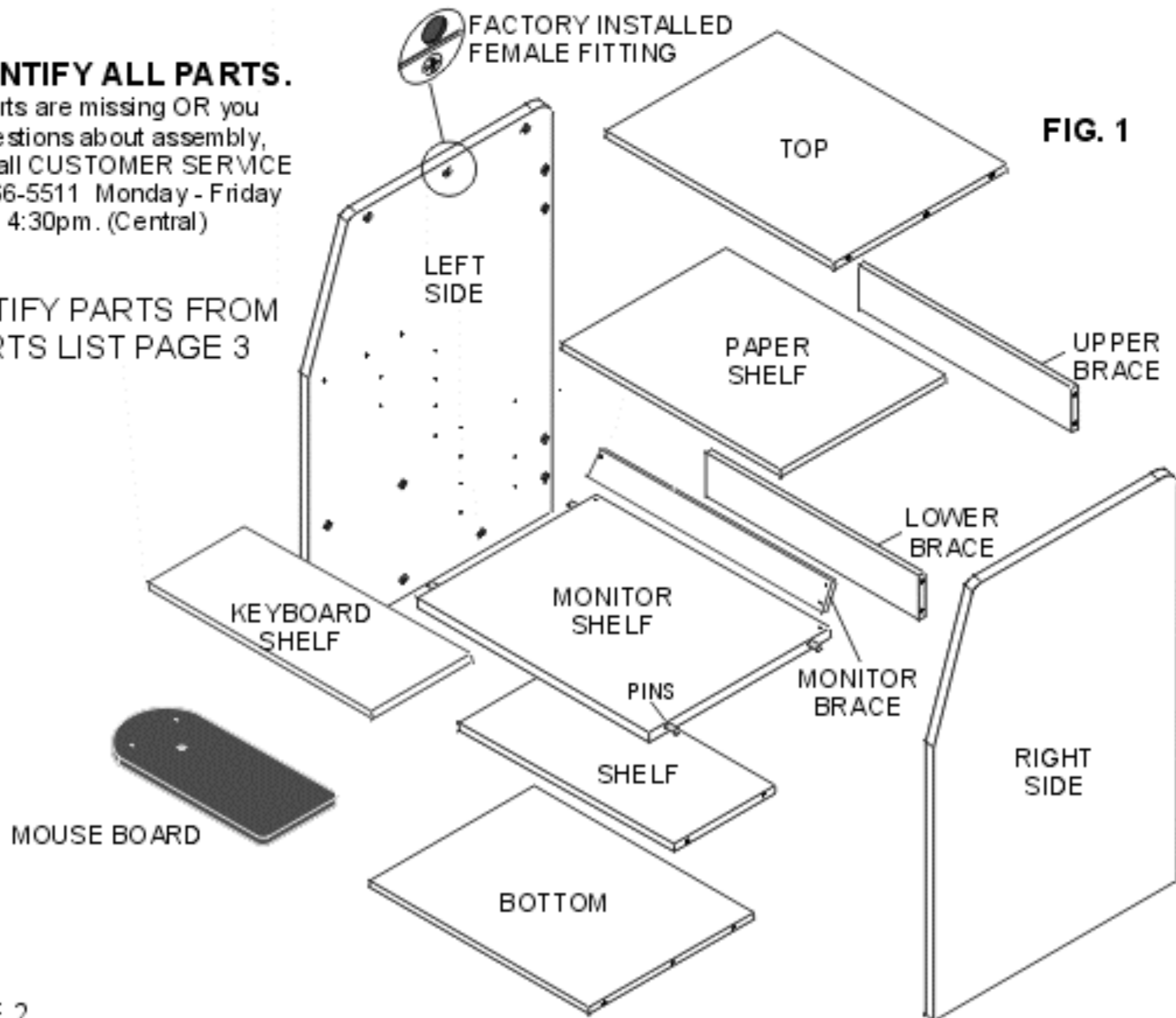
HARDWARE LIST CONTINUED



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 PAGE 3



1. IDENTIFY ALL PARTS. CONTINUED

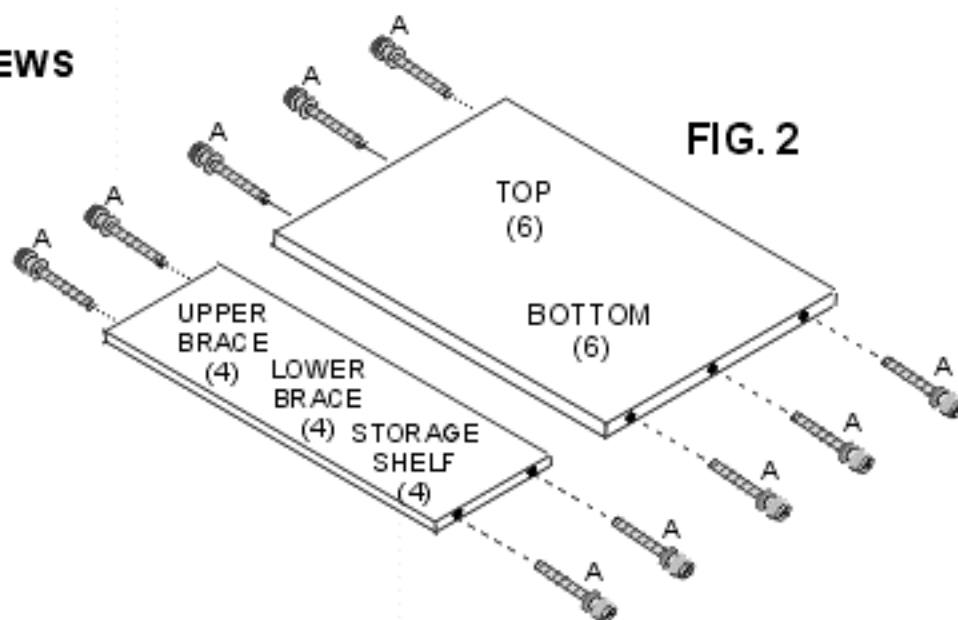
Identify parts by size as illustrated on PAGE 2.

NO.	WOOD PART LIST	WOOD PART SIZES			WOOD PART NUMBERS
		THICKNESS	WIDTH	LENGTH	
1	RIGHT SIDE	5/8"	X24"	X35-1/8"	360-RSIDE + COLOR
1	LEFT SIDE	5/8"	X24"	X35-1/8"	360-LSIDE
1	BOTTOM	5/8"	X18-1/2"	X24"	360-BOTTOM
1	TOP	5/8"	X15-3/4"	X24"	360-TOP
1	UPPER BRACE	5/8"	X4"	X24"	360-UPBRACE
1	LOWER BRACE	5/8"	X6-1/4"	X24"	360-LOBRACE
1	PAPER SHELF	5/8"	X22"	X22-7/8"	360-PAPSHLF
1	KEYBOARD SHELF	5/8"	X12-3/8"	X22-7/8"	360-KEYBRD
1	MONITOR SHELF	3/4"	X18"	X23"	360-MONSHLF
1	MONITOR BRACE	3/4"	X4"	X23"	360-MONBRACE
1	STORAGE SHELF	5/8"	X10-3/8"	X24"	360-STORSHLF
1	MOUSE BOARD	5/9"	X 8"	X 16"	360-MOUSBORD

2. INSTALL SHOULDER SCREWS

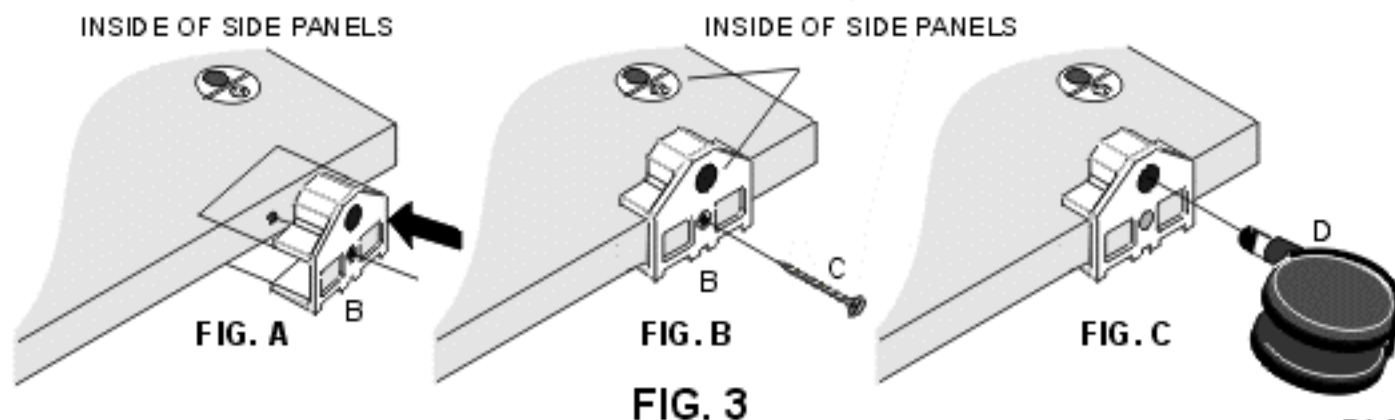
Install SHOULDER SCREWS (A) into pre-drilled holes in edges of panels as shown, using a phillips screwdriver. Install (6) SHOULDER SCREWS each into TOP and BOTTOM. Install (4) each in panels UPPER BRACE, LOWER BRACE and STORAGE SHELF. FIG. 2. Tighten SHOULDER SCREWS until snug against edge of panel. **DO NOT OVER-TIGHTEN.**

SET THESE PANELS ASIDE FOR LATER INSTALLATION.



3. CASTER BRACKET AND CASTER INSTALLATION

Lay RIGHT and LEFT SIDES on a flat, non-scratch surface, assembly fittings facing up. 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 PAGE 4 FOR LARGER VIEW OF SIDE.

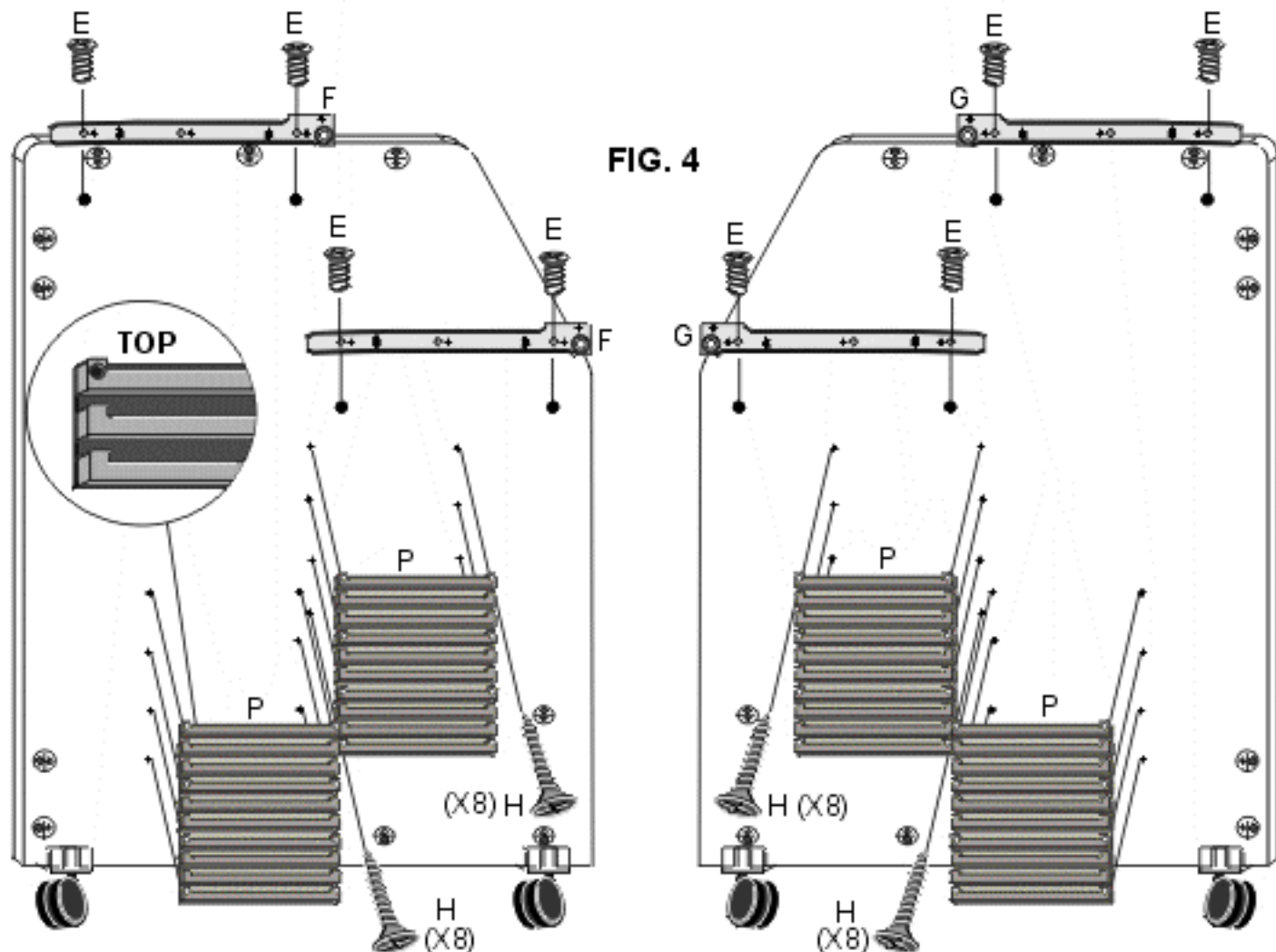
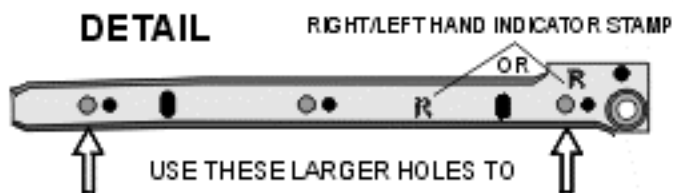


4. INSTALL HARDWARE

With RIGHT SIDE laying on a flat, non-scratch surface, align and attach (2) 12" RIGHT RAILS (F) as shown in FIG. 4 using (2) 5mm EUROSCREWS (E). Align LARGER MOUNTING HOLES with holes on panel (SEE DETAIL)

Repeat for LEFT SIDE using (2) 12" LEFT RAILS (G) as shown.

Align and attach (2) MONITOR SUPPORT TRACKS (P) to pre-drilled series of holes as shown.. Insure that the first open track faces to the top of the SIDE panel. Secure using (8) #6 x 3/4" FLAT HEAD SCREWS (H) per each TRACK. Repeat for both panels. FIG. 4

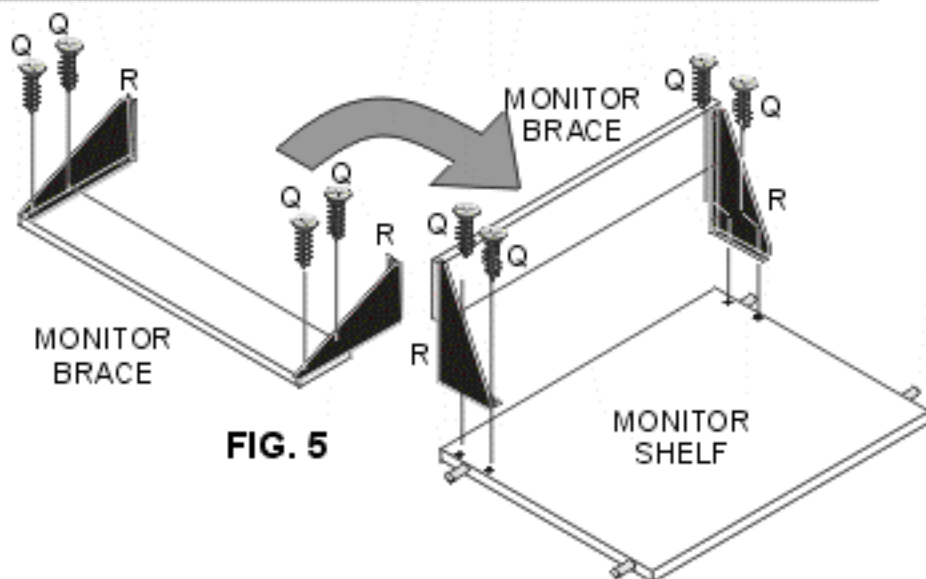


5. INSTALL HARDWARE

Lay MONITOR BRACE on a flat surface, face drilled holes facing up. Align and attach (2) MONITOR BRACKETS (R) using (2) #6 x 5/8" PAN HEAD SCREWS (Q) each. FIG. 5 NOTE: Screws go to the inside -mounting flanges face each other.

Lay MONITOR SHELF on a flat surface, face drilled holes facing up. Align and attach MONITOR BRACKETS (R) using (4) #6 x 5/8" PAN HEAD SCREWS (Q).

SET ASIDE FOR LATER INSTALLATION



6. ASSEMBLE CABINET

With RIGHT SIDE laying on a flat, non-scratch surface, align and attach TOP as shown in FIG. 6. Tighten fittings. **NOTE:** DIRECTION OF ARROWS STAMPED ON EDGE FACE INSIDE OF UNIT. Align and attach UPPER BRACE. Tighten fittings.

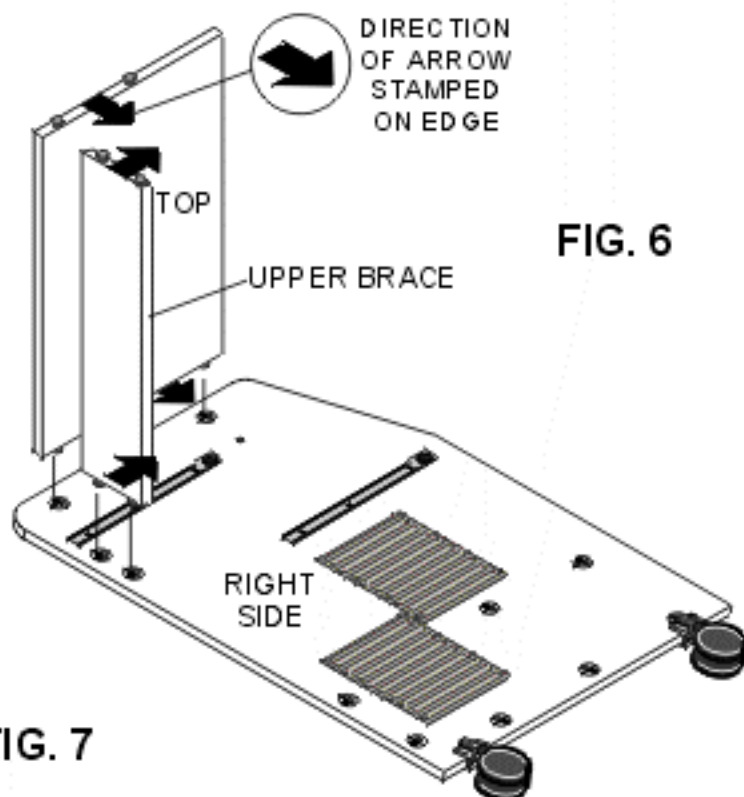


FIG. 6

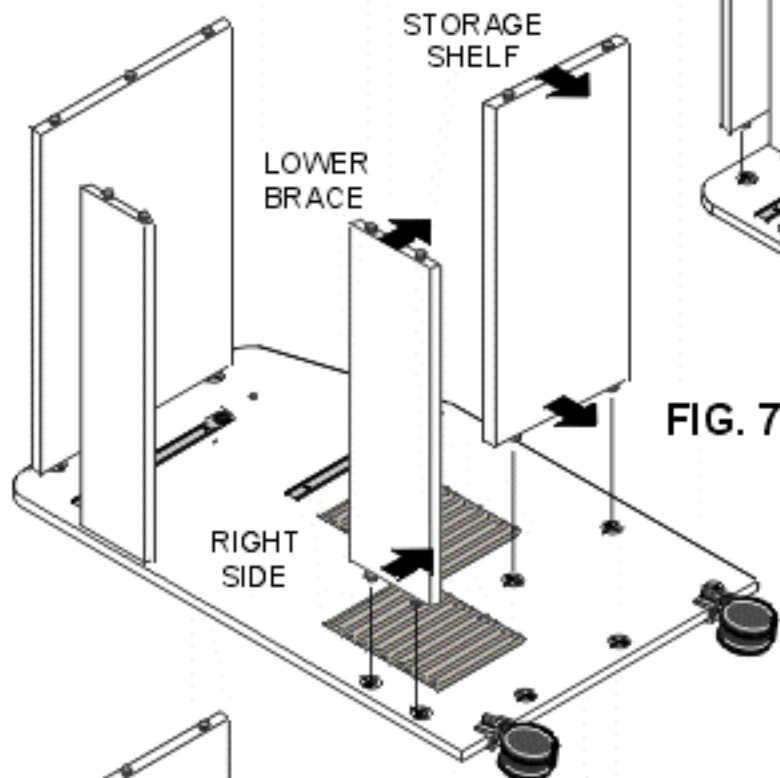


FIG. 7

7. ASSEMBLE CABINET

Align and attach STORAGE SHELF to RIGHT SIDE as shown, ARROWS pointing to the bottom of the unit. FIG.7 Tighten fittings. Align and attach LOWER BRACE to RIGHT SIDE, ARROWS to inside. Tighten fittings.

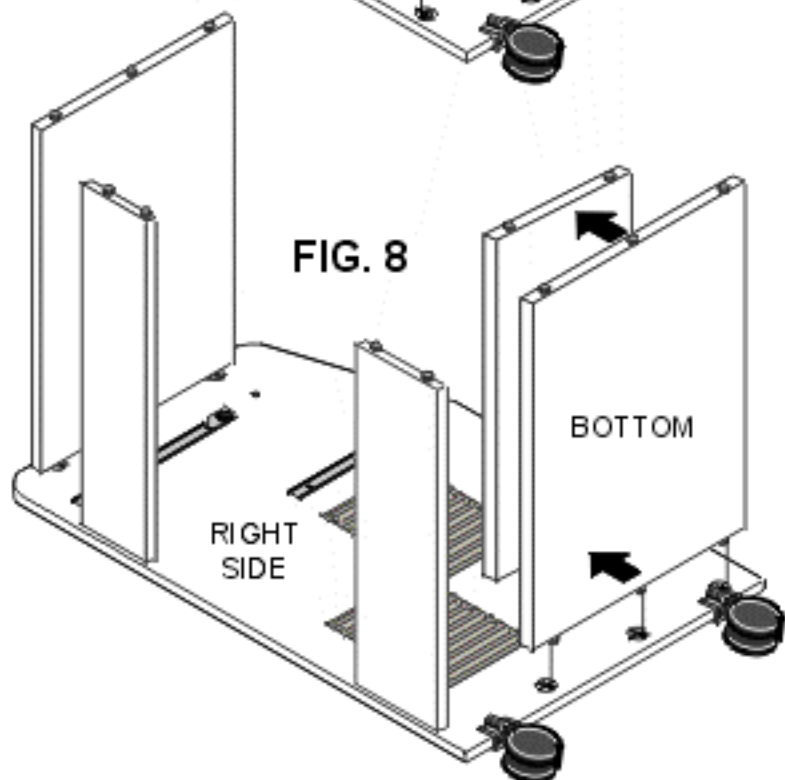


FIG. 8

8. ASSEMBLE CABINET

Align and attach BOTTOM to RIGHT SIDE as shown, ARROWS pointing to the top of the unit. FIG. 8 Tighten fittings.

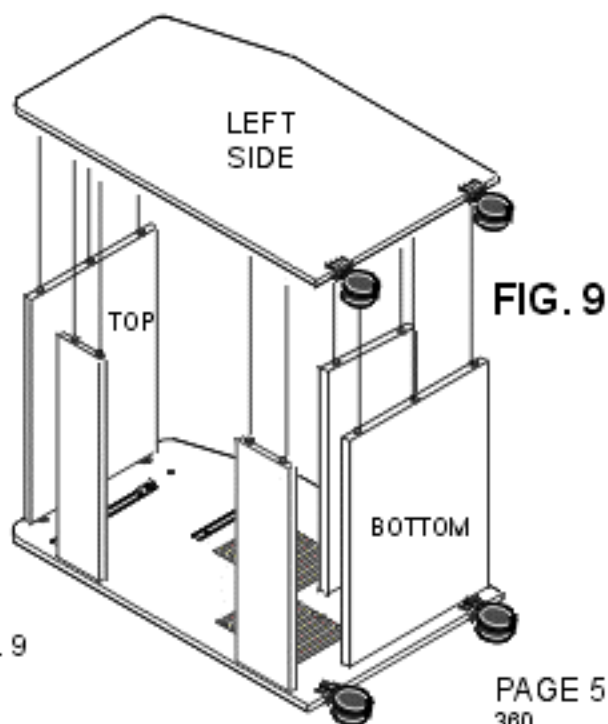


FIG. 9

9. ASSEMBLE CABINET

Align and attach LEFT SIDE to all internal panels as shown. FIG. 9 Tighten all fittings. **Carefully stand unit up-right onto casters.**

10. INSTALL MONITOR SHELF

Align and install MONITOR SHELF onto FRONT MONITOR SUPPORT TRACKS (P) FIG. 10. Engage REAR pins on edge of panel into track and slide back. Lift slightly to engage in second set of TRACKS as shelf is pushed in. Engage FRONT pins on SHELF onto FRONT MONITOR SUPPORT TRACKS. MONITOR SHELF may be left in horizontal position for loading monitor onto shelf.

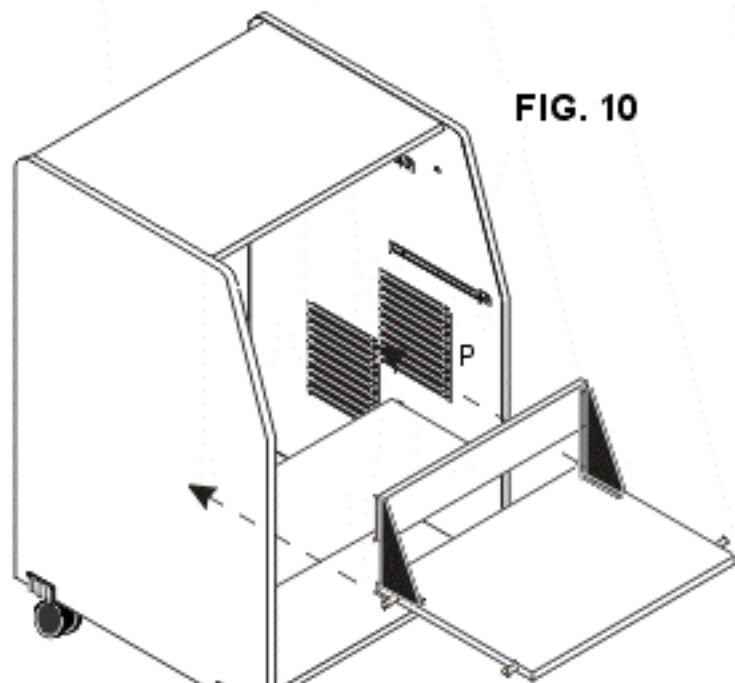


FIG. 10

11. INSTALL DRAWER RAILS

Lay KEYBOARD SHELF, drilled side facing up, on a flat, non-scratch surface. NOTE: Lot label indicates FRONT of KEYBOARD SHELF. Align and attach (1) 12" RIGHT DRAWER RAIL (U) to left side of panel, wheel on rail to the REAR, using (2) #6 X 5/8" FLAT HEAD SCREWS (I) as shown. FIG. 12 Align and attach (1) 12" LEFT DRAWER RAIL (V) to right side of panel, wheel on rail to the REAR, using (2) #6 X 5/8" FLAT HEAD SCREWS (I). NOTE: Front end of rails will sit back 1-1/4" from edge.

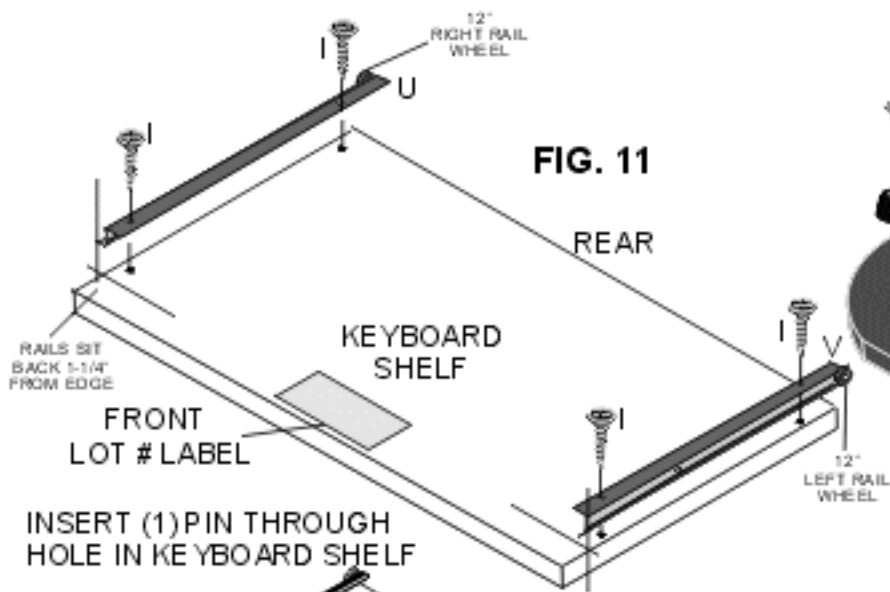


FIG. 11

12. PREPARE MOUSE BOARD

Align and attach (2) RUBBER BUMPERS (J) as shown. FIG. 12 Use (2) #6 X 5/8" FLAT HEAD SCREWS (I).

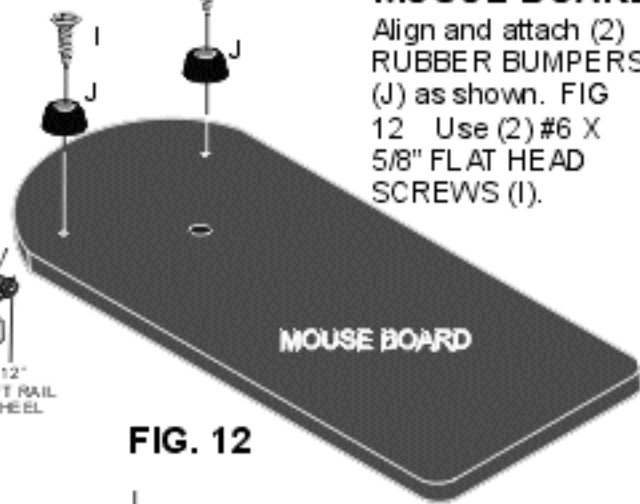


FIG. 12

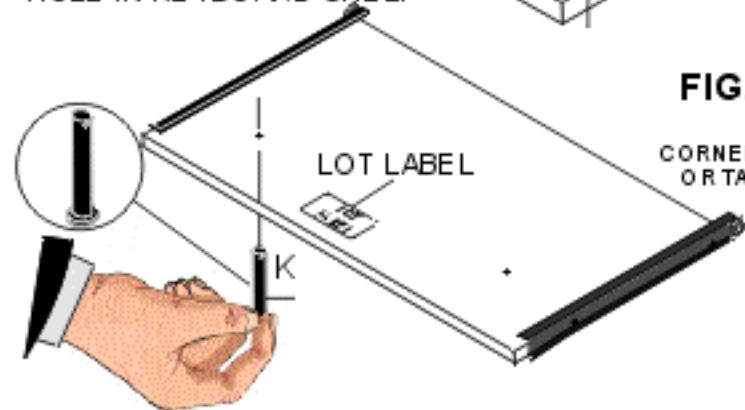


FIG. 13

13. ATTACH MOUSE BOARD

Insert PIN (K) through top surface of KEYBOARD SHELF. FIG. 13 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. Lay KEYBOARD SHELF (up-side down) on the corner of desk or table top to hold pin against SHELF surface. FIG. 13 PROTECT DESK OR TABLE TOP. Install THICK WASHER (L) as shown.

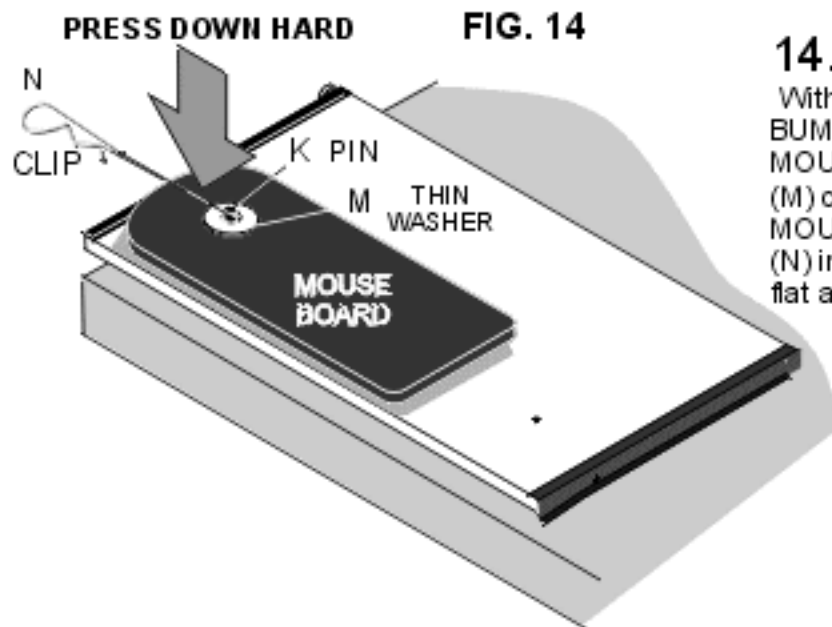


FIG. 14

14. ATTACH MOUSE BOARD

With MOUSE BOARD turned up-side down (RUBBER BUMPERS facing down), align and insert large hole in MOUSE BOARD onto PIN (K). Place THIN WASHER (M) over PIN. FIG. 14 Press down hard on end of MOUSE BOARD over RUBER BUMPERS. Insert CLIP (N) into small hole at end of PIN to retain. Lay CLIP flat against washer.

15. INSTALL PAPER SHELF RAILS

Lay PAPER SHELF, drilled side facing up, on a flat, non-scratch surface. NOTE: Front label indicates FRONT of KEYBOARD SHELF. Align and attach (1) 12" RIGHT DRAWER RAIL (U) to left side of panel, wheel on rail to the REAR, using (2) #6 x 5/8" FLAT HEAD SCREWS (I). FIG. 15 Align and attach (1) 12" LEFT DRAWER RAIL (V) to right side of panel, wheel on rail to the REAR, using (2) #6 X 5/8" FLAT HEAD SCREWS (I).

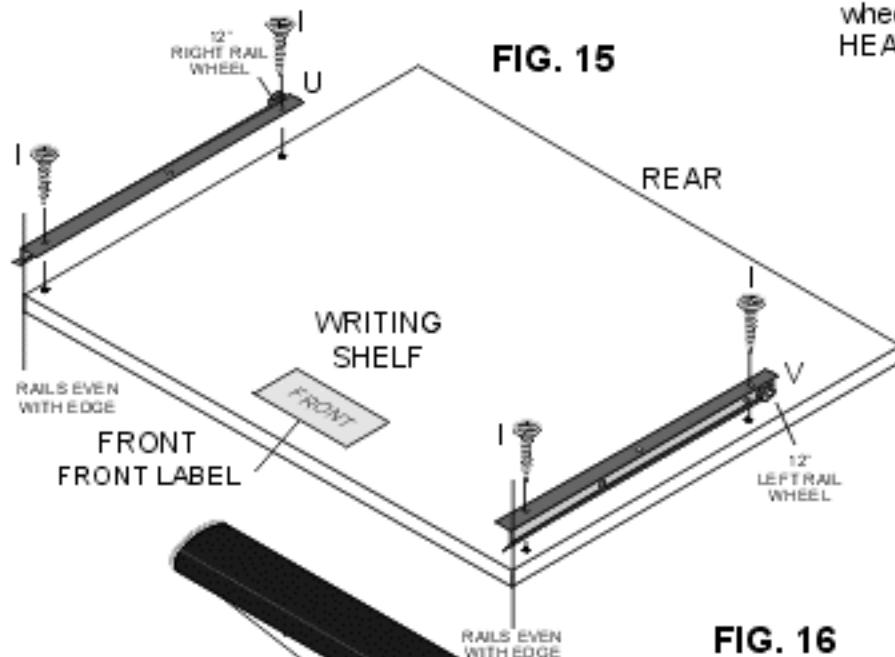


FIG. 15

16. INSTALL SHELVES

Align RAILS on KEYBOARD SHELF with lower set of RAILS on cabinet SIDES. FIG. 16 Install KEYBOARD SHELF. Insert (1) cover cap (O) into unused hole on KEYBOARD SHELF.

Install PAPER SHELF onto previously mounted upper 12" CABINET RAILS on unit, wheels first. FIG. 16 NOTE: Wheels on PAPER SHELF RAILS install onto upper set of CABINET RAILS. Align wheels over and behind wheels on CABINET RAILS, push in.

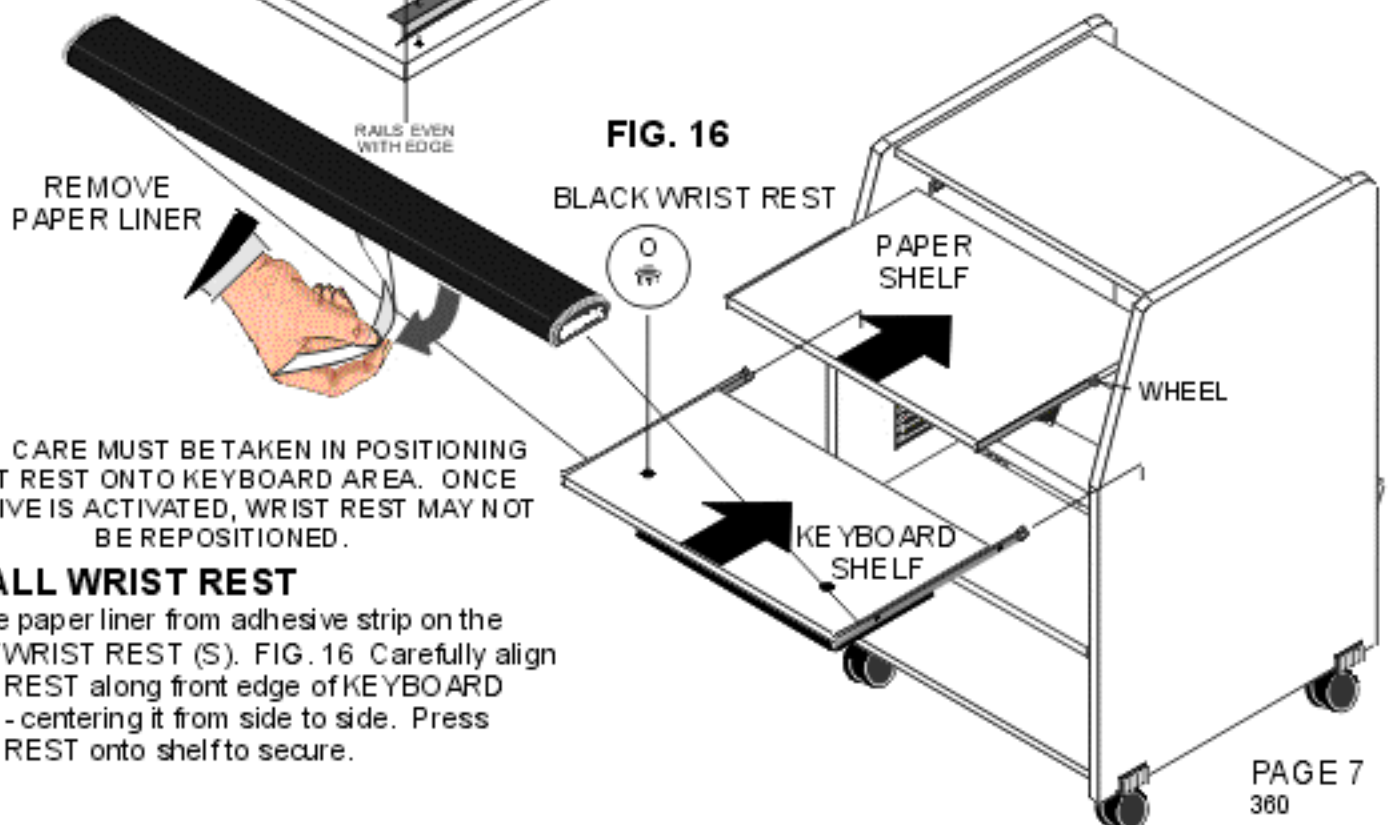


FIG. 16

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

INSTALL WRIST REST

Remove paper liner from adhesive strip on the back of WRIST REST (S). FIG. 16 Carefully align WRIST REST along front edge of KEYBOARD SHELF - centering it from side to side. Press WRIST REST onto shelf to secure.

17. FINISH ASSEMBLY

Insert (1) ROUND SHELF PIN (T) into hole in front of PAPER SHELF on RIGHT SIDE. This PIN is a retainer to keep PAPER SHELF from moving too far forward. FIG. 17

FIG. 17

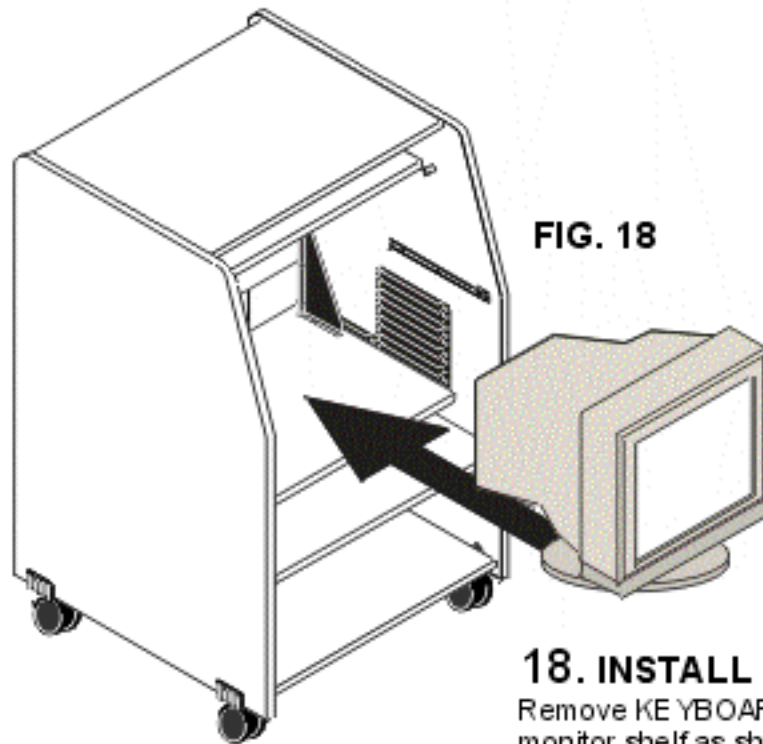
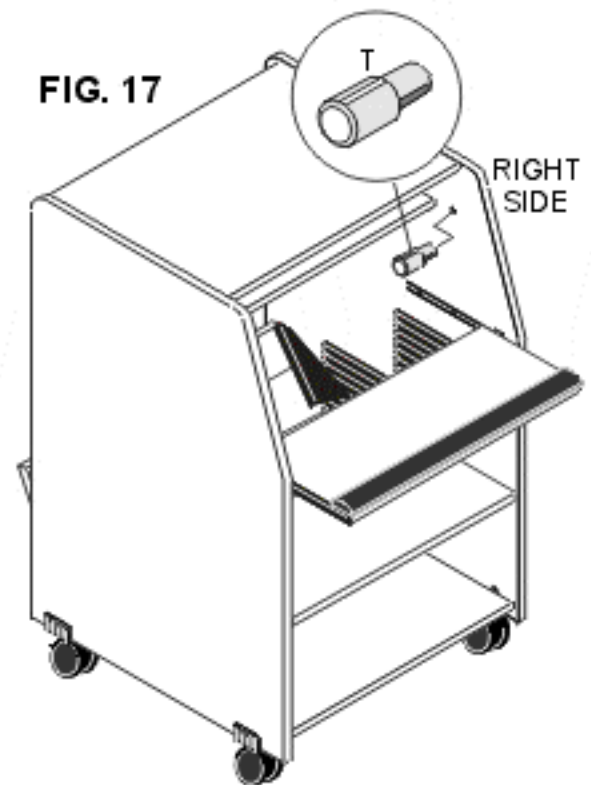


FIG. 18

18. INSTALL MONITOR

Remove KEYBOARD SHELF and set aside. Install monitor onto monitor shelf as shown FIG. 18. See last step of these instructions for adjusting the monitor angle. Replace KEYBOARD shelf.

19. ADJUSTING THE MONITOR

Adjust monitor by moving front and/or rear MONITOR SHELF position in MONITOR SUPPORT TRACKS as shown. FIG. 19 To adjust front: Using 2 people, pull shelf forward and out of track by lifting slightly. HOLD FRONT OF MONITOR SHELF SECURELY. Lift or lower monitor shelf to new position. Re-install shelf into track. Repeat front and rear until the appropriate angle is achieved. Insure that the KEYBOARD SHELF does not hit the monitor screen when in the closed position. Monitor may also be adjusted using monitor swivel base as shown.

PAPER SHELF is designed to handle input and output paper from a dot matrix printer. If this type of printer is not used, shelf may be removed and stored, or it may be used for single sheet paper storage for other types of printers.

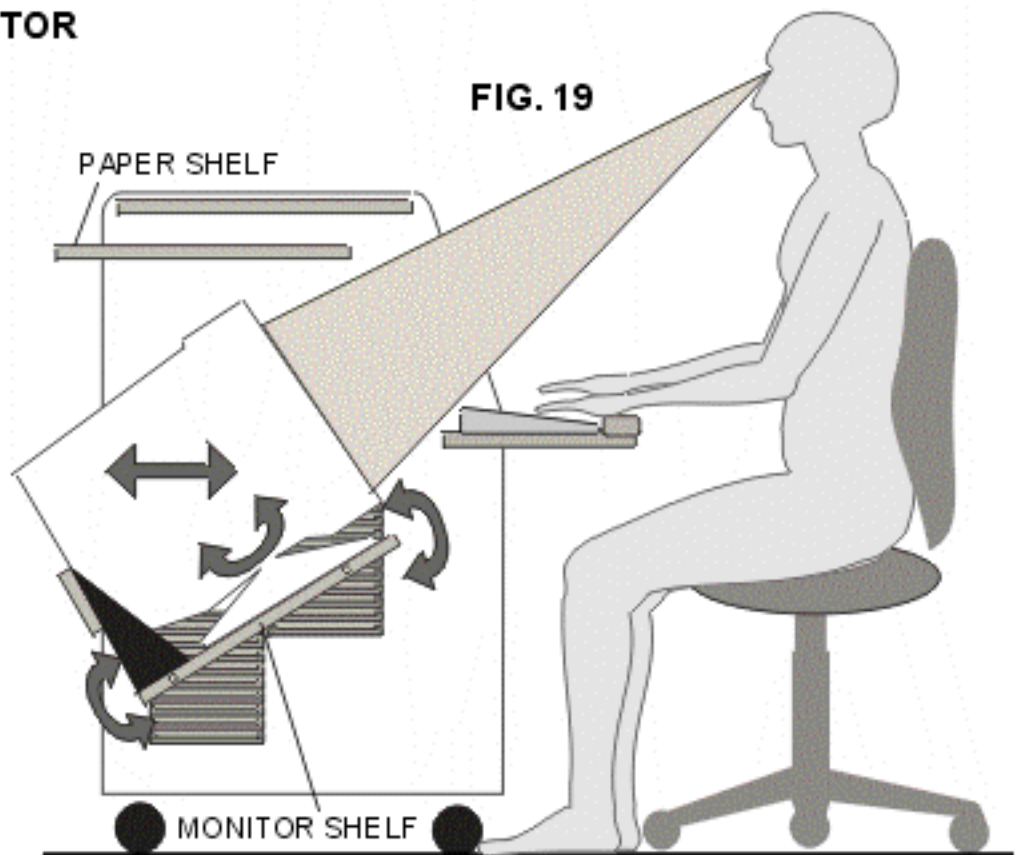


FIG. 19