

Vertiflex™ Products

NOTES ON ASSEMBLY

- Use caution during assembly, unbanded edges can be sharp and may chip if mishandled.
- Remove staples, (if any) from carton and use carton to set parts on during assembly.
- Page two of this instruction sheet contains an illustrated parts list and phone number to call in case of missing hardware. The parts list also contains drawings of the screws and other hardware as an easy identification guide.

TOOLS REQUIRED

#2 PHILLIPS SCREWDRIVER – CAM BOLT
#6 FLAT SCREWDRIVER – CAM
HAMMER

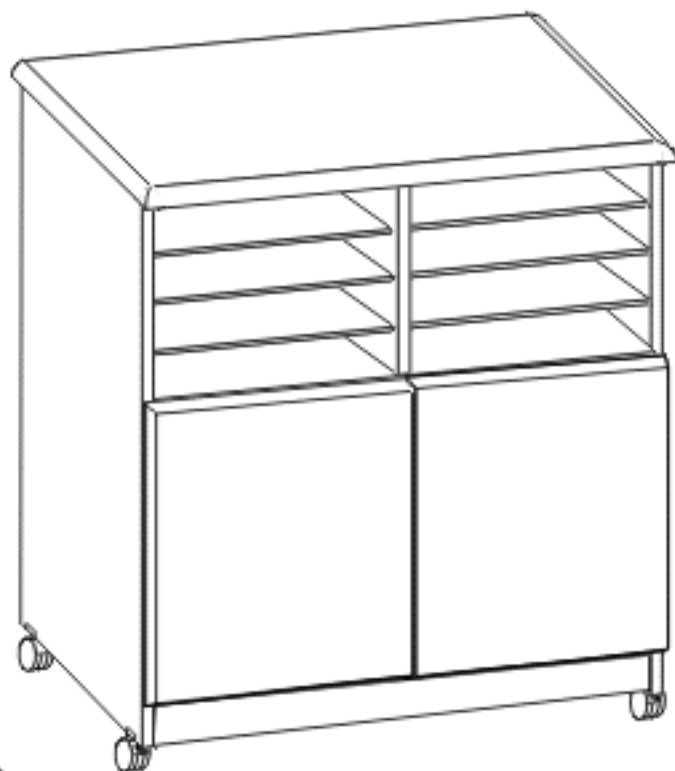
POWER TOOLS ARE NOT RECOMMENDED

DELUXE FAX STAND

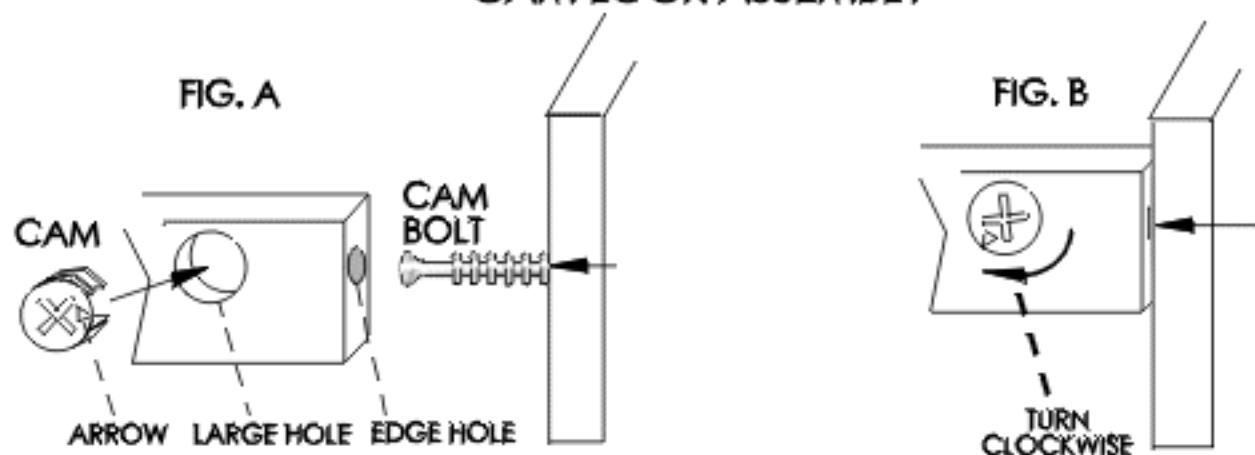
ASSEMBLY INSTRUCTIONS

50091C GRAY

50092C OAK



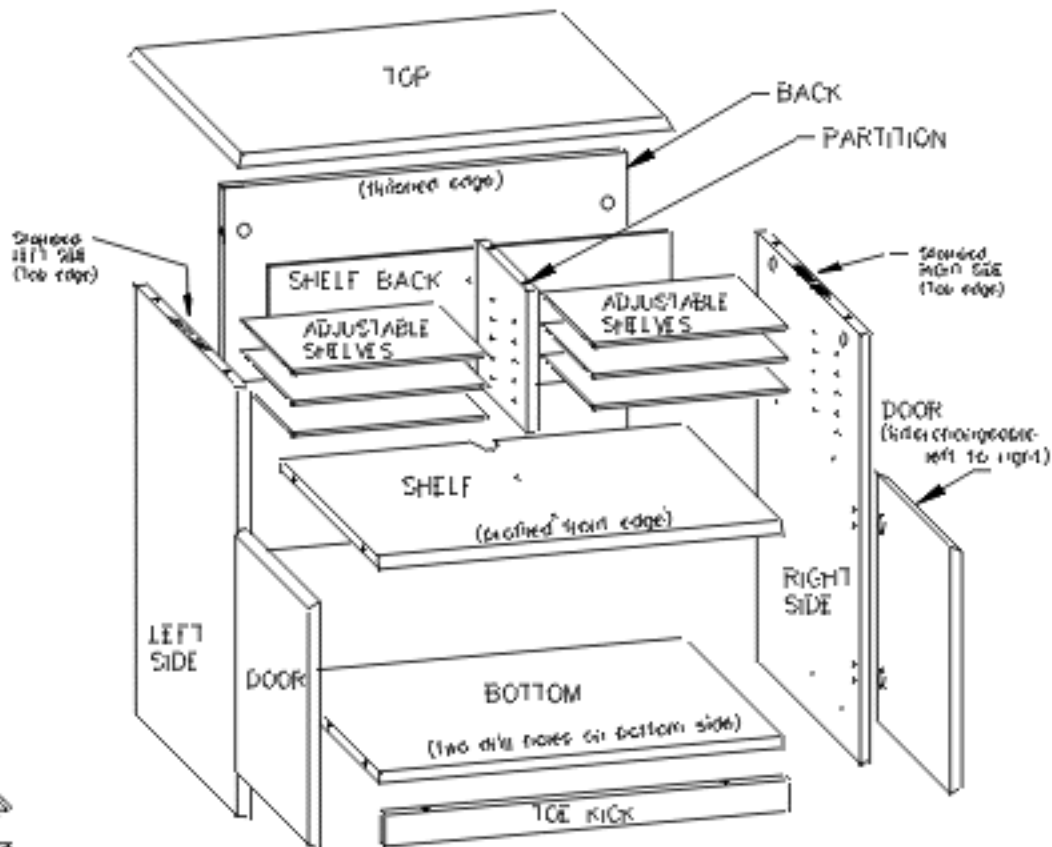
CAM LOCK ASSEMBLY



- Insert CAM, with arrow pointing to edge hole, into large hole in face of panel as shown in FIG. A
- Fully insert CAM BOLT, installed on adjoining panel, into edge hole as shown in FIG. A and FIG. B
- Turn CAM clockwise 1/3 rotation to lock panels together. FIG. B. For additional security, CAM may be turned another 1/4 turn.

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 SIZE LISTING BELOW

NO.	WOOD PART LIST	WOOD PART SIZES			WOOD PART NUMBERS BY COLOR	
		THICK	WIDTH	LENGTH	GRAY	OAK
1	BACK	3/4" X	26"	X 23-1/2"	91CGRY-BACK	92COAK-BACK
1	SHELF BACK	.220 X	9"	X 26-15/16"	91CGRY-SBACK	92COAK-SBACK
1	BOTTOM	3/4" X	17-7/8"	X 26"	91CGRY-BOTTOM	92COAK-BOTTOM
2	DOOR	3/4" X	13-1/2"	X 15-7/8"	91CGRY-DOOR	92COAK-DOOR
1	LEFT SIDE	3/4" X	18-13/16"	X 27-1/2"	91CGRY-LSIDE	92COAK-LSIDE
1	PARTITION	3/4" X	9-3/4"	X 9-1/8"	91CGRY-PART	92COAK-PART
1	RIGHT SIDE	3/4" X	18-13/16"	X 27-1/2"	91CGRY-RSIDE	92COAK-RSIDE
1	SHELF	3/4" X	17-7/8"	X 26"	91CGRY-SHELF	92COAK-SHELF
6	ADJUST. SHELF	.220 X	9-1/4"	X 12-1/2"	91CGRY-ASHELF	92COAK-ASHELF
1	TOE KICK	3/4" X	2"	X 26"	91CGRY-TKICK	92COAK-TKICK
1	TOP	3/4" X	19-13/16"	X 28"	91CGRY-TOP	92COAK-TOP

A



19mm CAM
PART# 213
(22)

B



CONNECTING CAM
BOLT
PART# 212
(22)

C



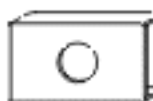
8mm WOOD DOWEL
PART# 307
(4)

D



CASTER SOCKET
PART# 214
(4)

E



3/4" "U" BRACKET
PART# 517
(4)

F



CASTER NON-LOCKING
PART# 520
(2)

G



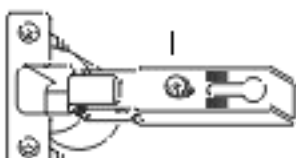
CASTER LOCKING
PART# 519
(2)

H



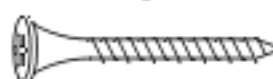
SKP HINGE PLATE
PART# 738
(4)

I



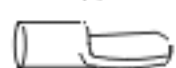
SK17 HINGE W/ DOWEL
PART# 737
(4)

J



DRYWALL SCREW
PART# 252
(2)

K



5mm SHELF PIN
PART# 132
(24)

2 BEGIN ASSEMBLY BY INSTALLING HARDWARE AS SHOWN BELOW.

- The LETTERS next to the hardware shown refer to the same letters next to the hardware in the Parts List.
- When installing CAM BOLTS, be sure to tighten until shoulder rests on panel surface, as shown in FIG. C. Cams are inserted with CAM ARROWS pointing to the corresponding edge with the edge hole.

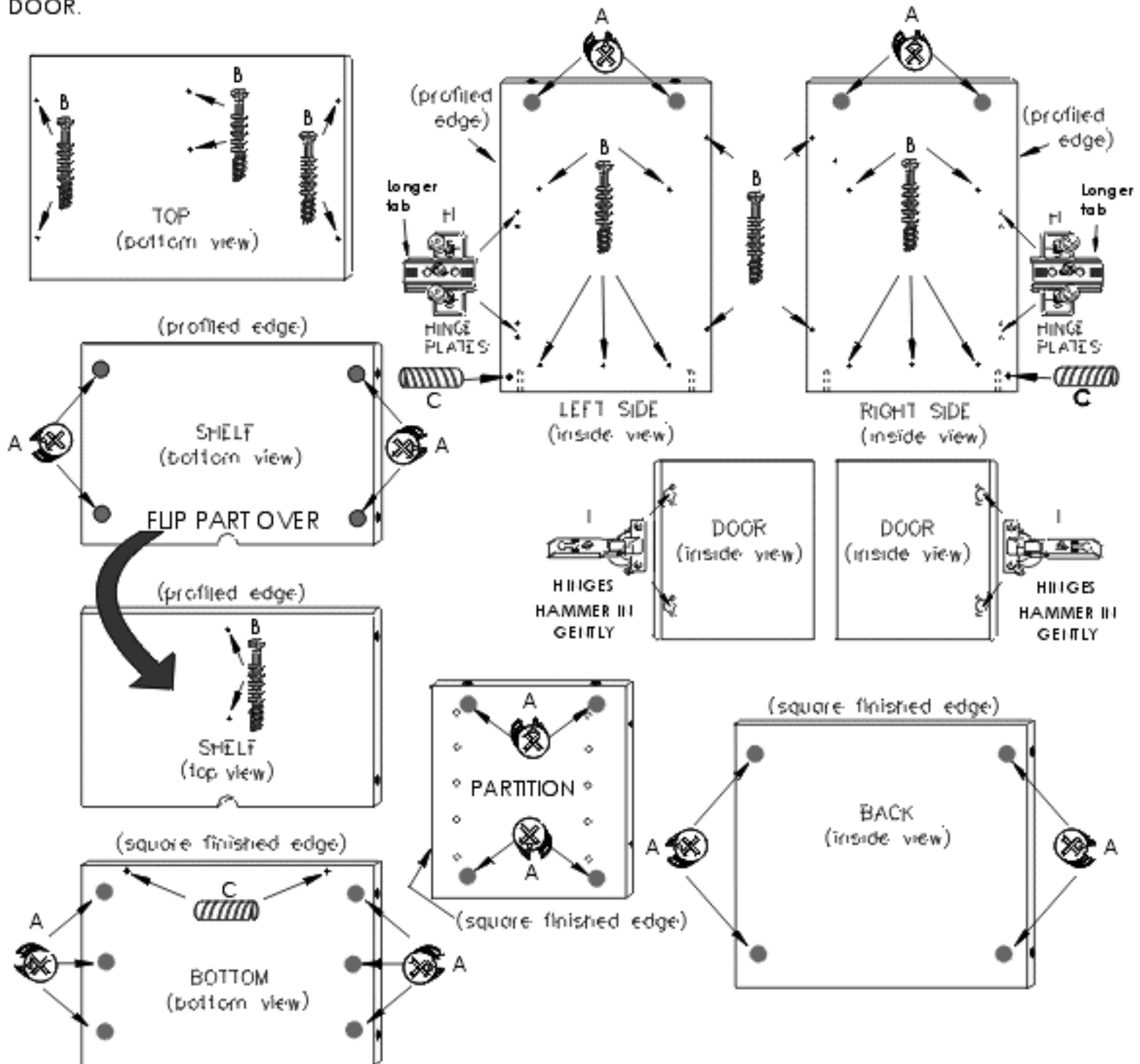
NOTE:

Mounting screws are captive on the HINGE PLATES (H) and can be screwed directly to the SIDES (Note direction of longer tab). DOOR HINGES (I) are mounted on DOORS by aligning the nylon inserts over pre-drilled holes and gently hammering from one insert to the other until HINGE is flush to the DOOR.

FIG. C

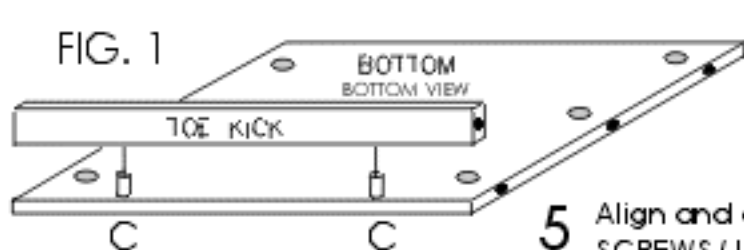
SHOULDER

CAM ARROW



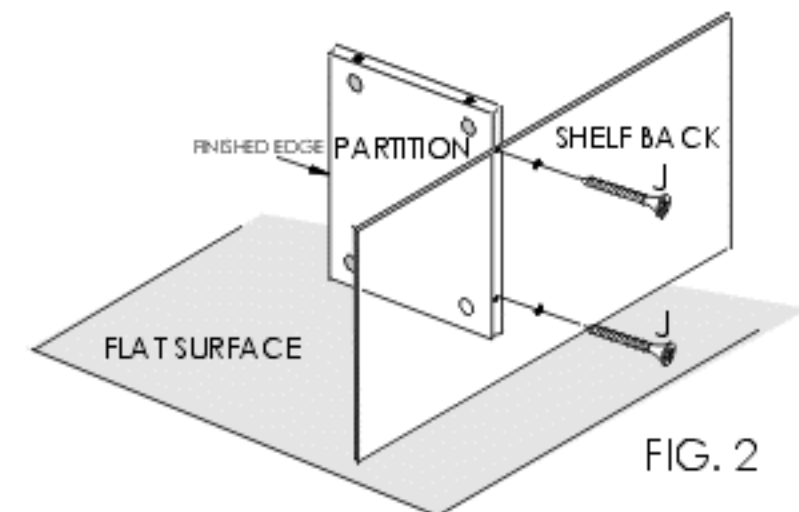
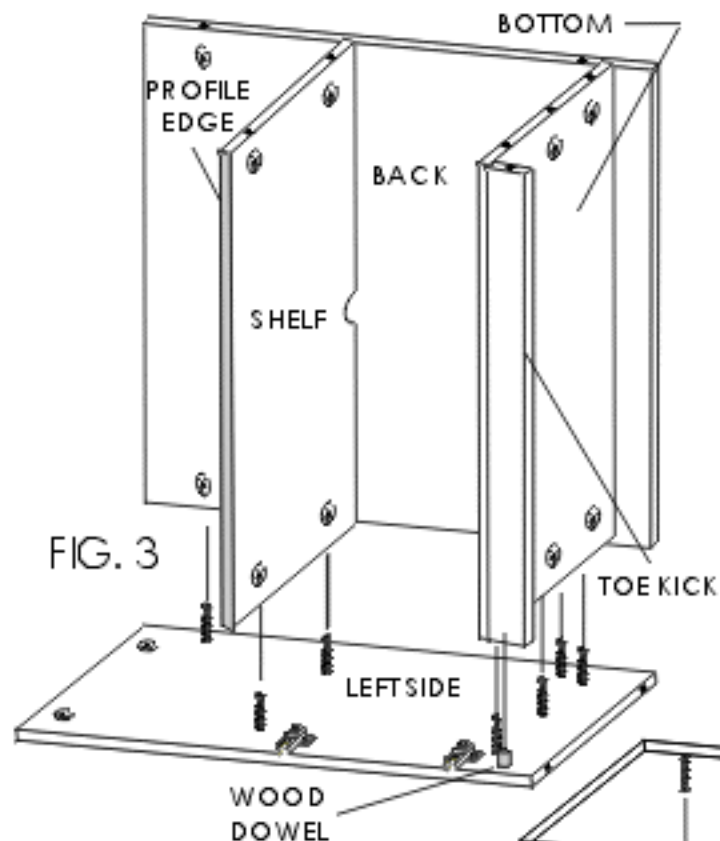
3 ASSEMBLY OF CABINET

NOTE: THE ARROW ON THE CAM MUST POINT TO THE CAM BOLT AS PANELS ARE ALIGNED FOR FASTENING. DO NOT PUT STRESS ON VERTICAL PANELS DURING ASSEMBLY. KEEP PANELS SUPPORTED DURING FASTENING. WHENEVER POSSIBLE, USE 2 PEOPLE FOR A SSEMBLY.



4 Lay BOTTOM on flat, non-scratch surface, with CAMS and WOOD DOWELS facing up as shown. (FIG. 1). Attach TOE KICK to BOTTOM by aligning WOOD DOWELS with holes on edge of TOE KICK. Press TOE KICK down so that it lays flat against BOTTOM.

5 Align and attach SHELF BACK to PARTITION using (2) DRYWALL SCREWS (J) as shown. (FIG. 2) Set aside for later installation on unit.



6 Lay LEFT SIDE on a flat, non-scratch surface as shown (FIG. 3). Align and attach SHELF to CAM BOLTS on LEFT SIDE. NOTE profile edge. Tighten CAMS. Align and attach BACK to CAM BOLTS on LEFT SIDE. Tighten CAMS. Align and attach BOTTOM / TOE KICK ASSEMBLY to CAM BOLTS and WOOD DOWEL on LEFT SIDE. Tighten all CAMS.

7 Align and attach CAM BOLTS and WOOD DOWEL on RIGHT SIDE to BACK, SHELF and BOTTOM /TOE KICK assembly. (FIG.4) Tighten CAMS.

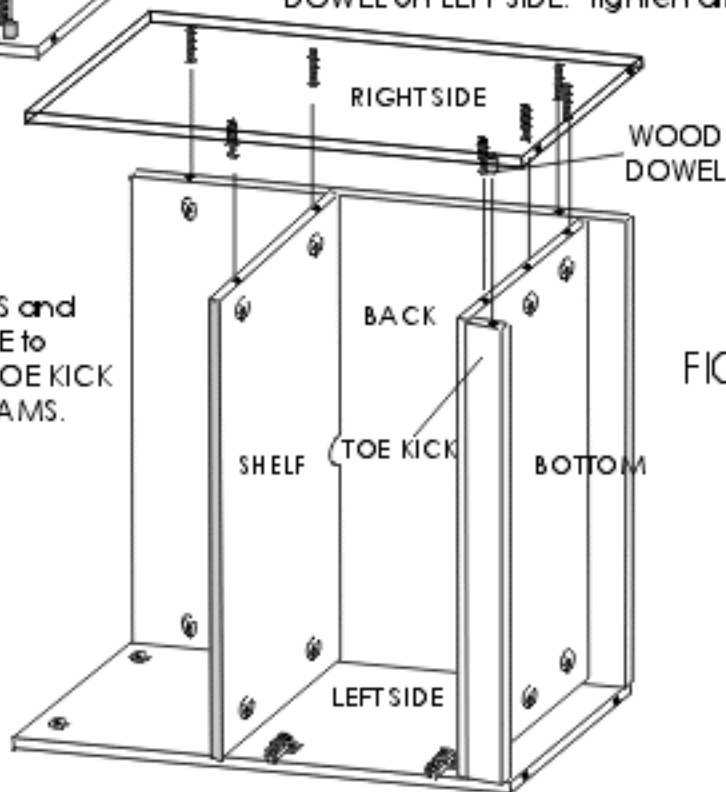


FIG. 4

- 8** Gently tip unit down to rest on the back edges of SIDES (FIG. 5) Align (4) U-BRACKETS (E) over holes in the bottom edges of SIDES, then lightly hammer in (4) CASTER SOCKETS (D). Lightly tap in CASTERS, those with brakes (G) in upper SOCKETS, those without into the lower. Carefully stand unit up onto CASTERS.

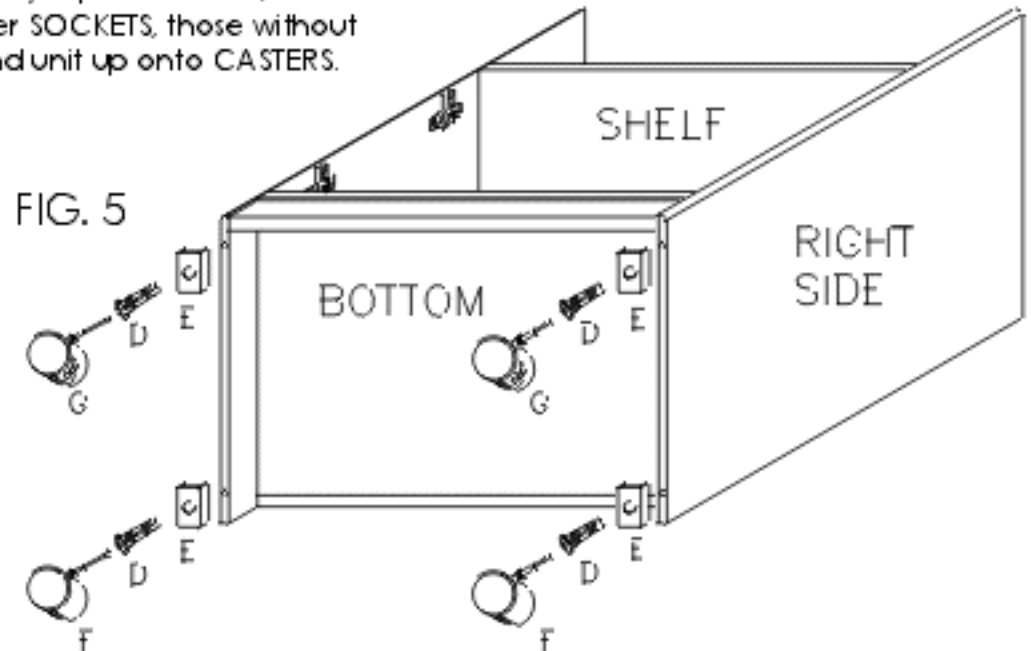
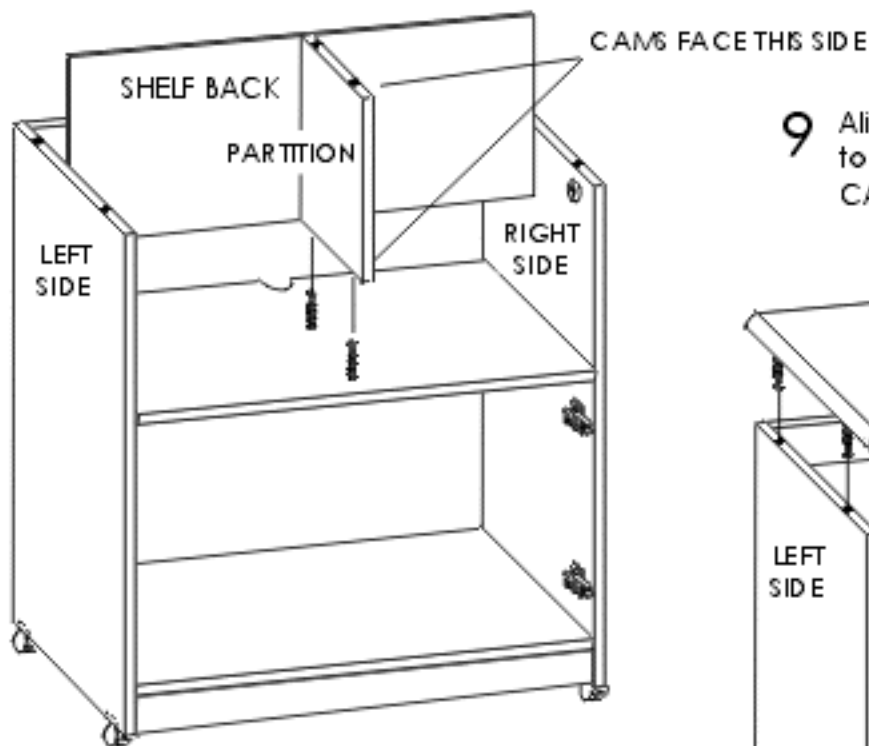
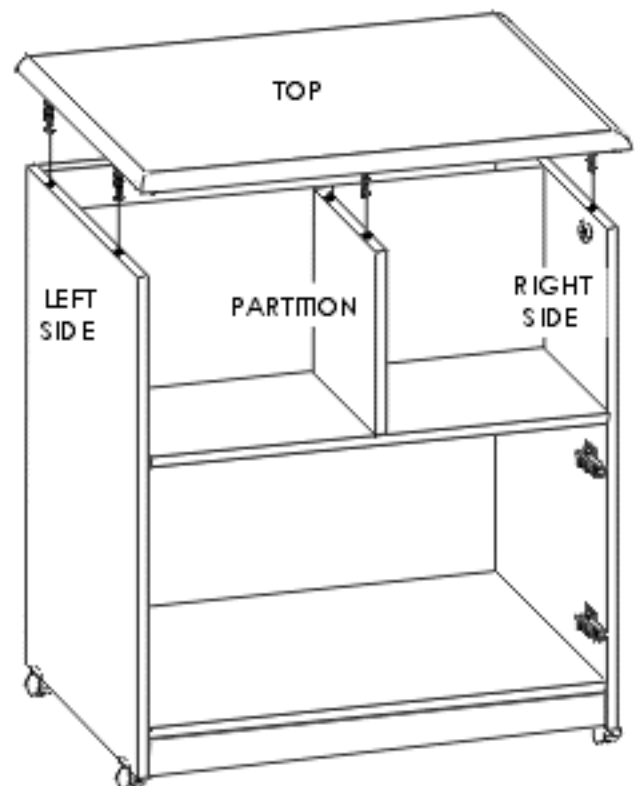


FIG. 6



- 9** Align and attach PARTITION / SHELF BACK to shelf. (FIG. 6) NOTE: Direction of CAMS. Tighten CAMS.

FIG. 7



- 10** Align and attach CAM BOLTS on TOP to RIGHT and LEFT SIDES, and PARTITION. Tighten all CAMS. (FIG. 7)

- 11** NOTE: The FIXING SCREW (3) and the SIDE ADJUSTMENT SCREW (2) may need to be loosened before mounting hinges as described in the following step 11.

Doors are interchangeable left to right. Attach the MOUNTED HINGES on the DOORS to the HINGE PLATES on the SIDES, by aligning the CUT OUT SLOTS on the HINGE ARMS over the FIXING SCREWS (3) on the HINGE PLATES (FIG. 8). Slide HINGES on DOORS inward until DOOR EDGE meets the FRONT EDGE of SIDES, then tighten down FIXING SCREW (3).

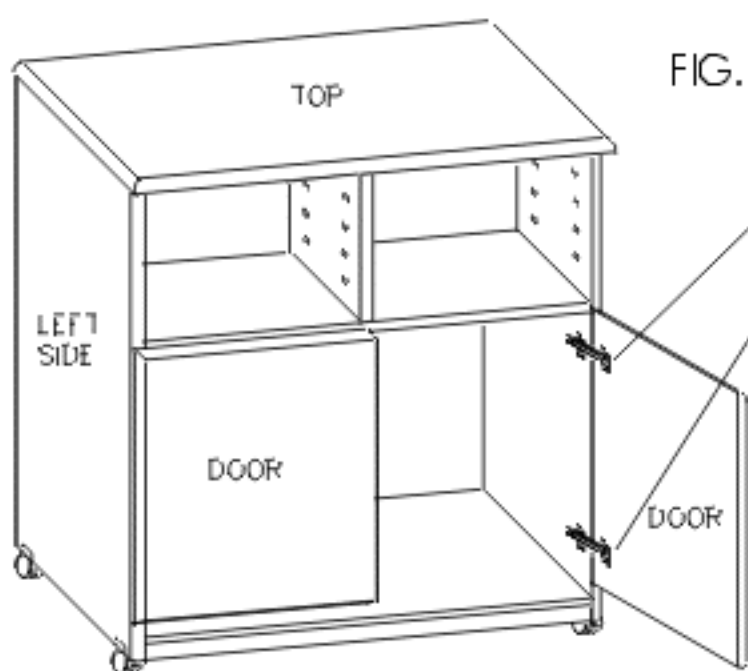


FIG. 8

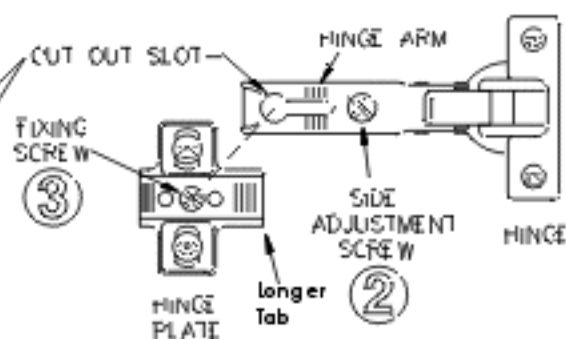
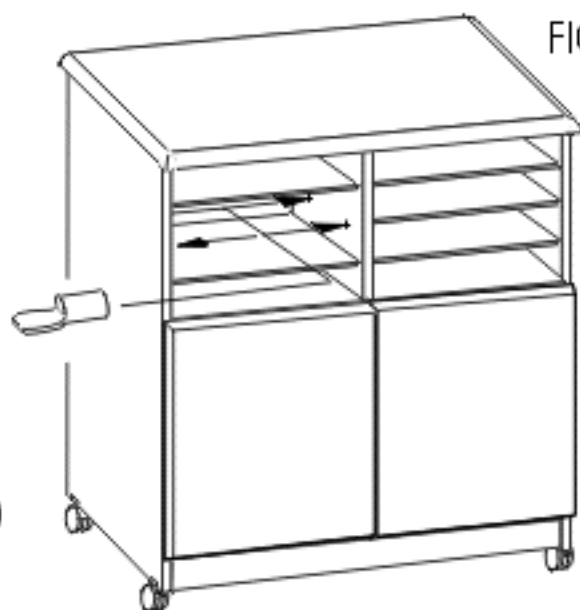
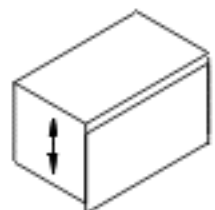


FIG. 9

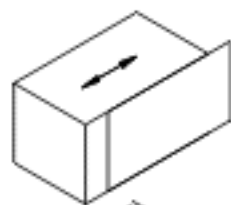


- 12** Insert (24) 5mm SHELF PINS (K) into desired holes in SIDES and PARTITION. Slide in (6) ADJUSTABLE SHELVES. Engage cut-outs on underside of SHELVES onto pins to secure. (FIG. 9)

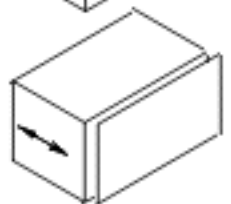
- 13** Follow instructions below to adjust and square up CABINET DOORS. All adjustments can be made independently. (FIG. 10)



- 1** HEIGHT ADJUSTMENT (UP-DOWN)
Loosen height adjustment screws (1), adjust door and retighten screws.



- 2** SIDE ADJUSTMENT (SIDE-SIDE)
Turn screw (2) as required. There is no need to loosen fixing screw (3).



- 3** DEPTH ADJUSTMENT (IN-OUT)
Loosen screw (3), place hinge arm in the desired position and retighten screw.

FIG. 10

