

# Vertiflex™ Products

## FAX STAND WITH SORTER

ASSEMBLY INSTRUCTIONS

50093C GRAY

50094C OAK

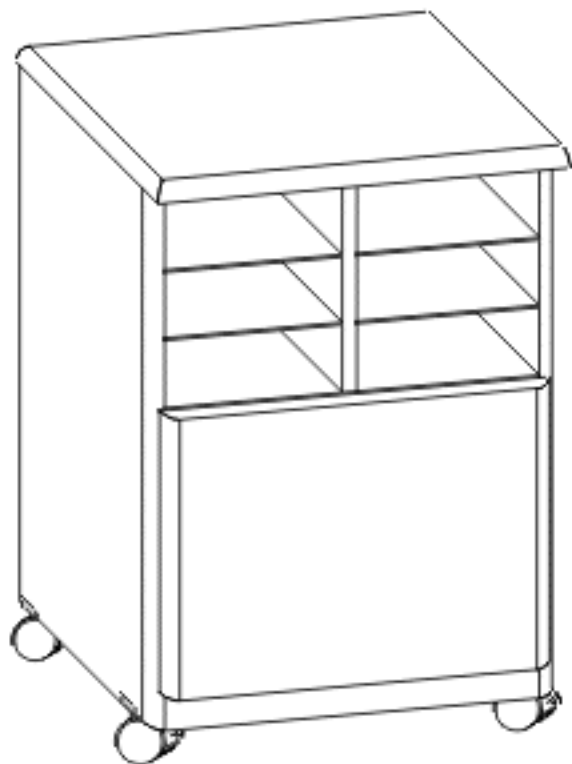
### NOTES ON ASSEMBLY

- 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.

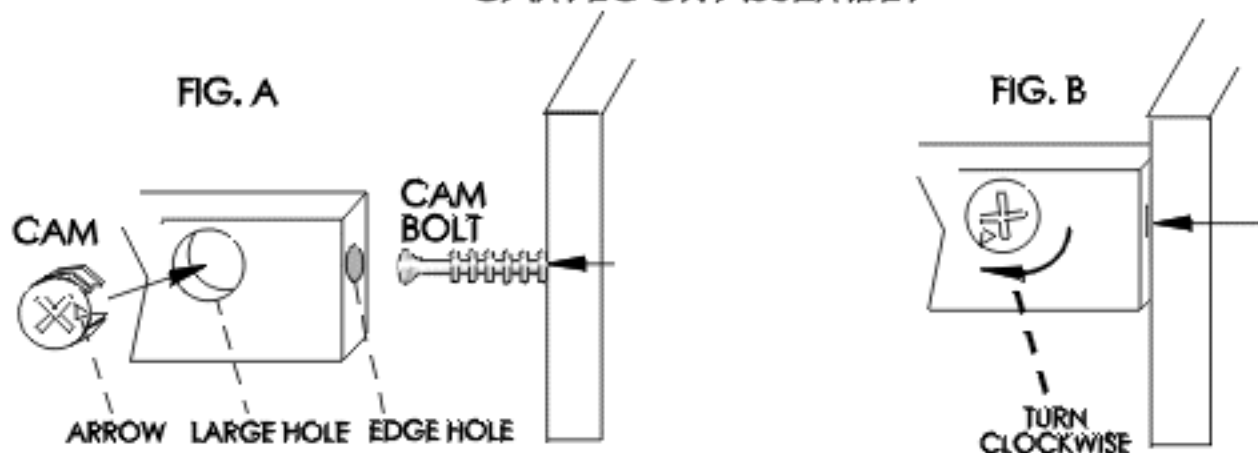
### TOOLS REQUIRED

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

POWER TOOLS ARE NOT RECOMMENDED



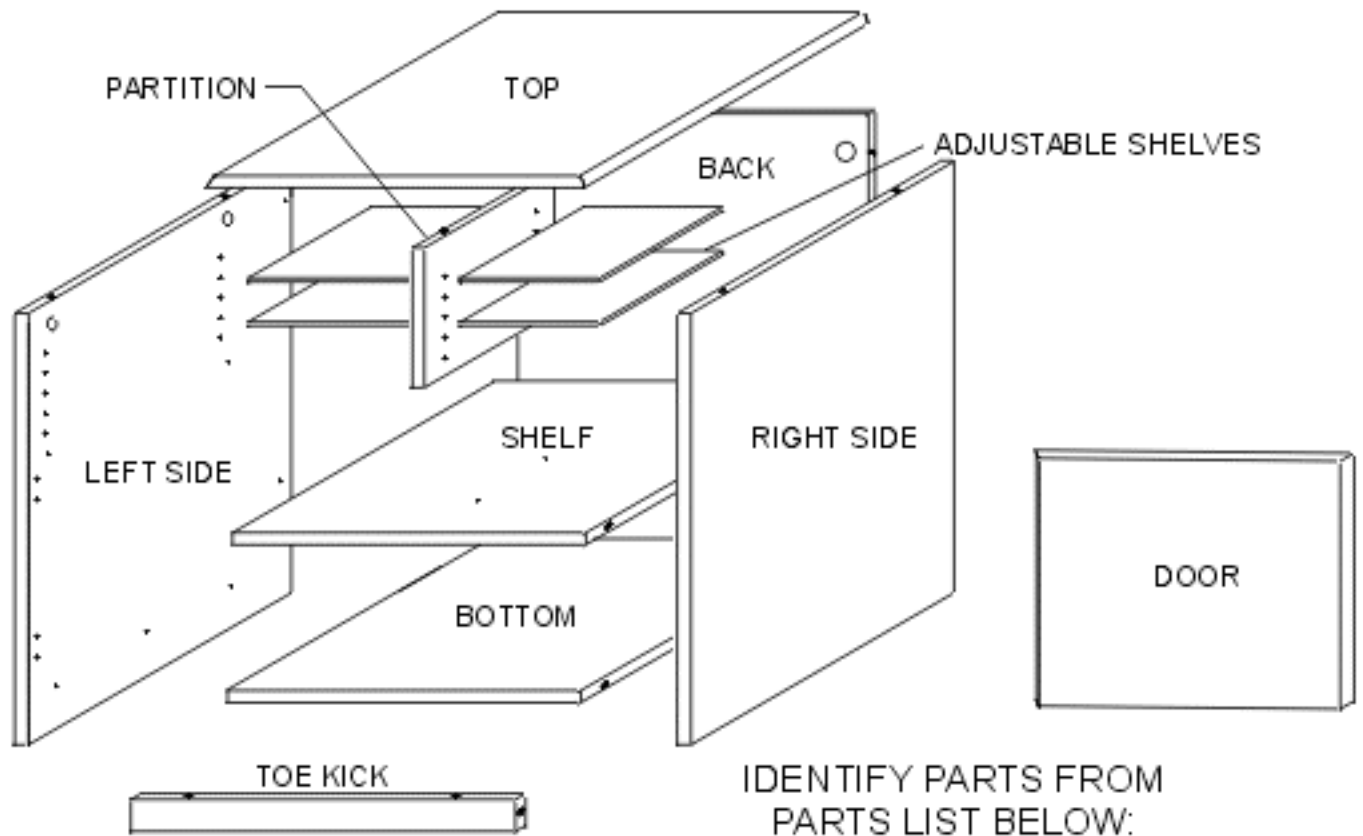
### CAM LOCK ASSEMBLY



- 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 PARTS LIST BELOW:

NO.	WOOD PART LIST	WOOD PART SIZES			WOOD PART NUMBERS BY COLOR	
		THICK	WIDTH	LENGTH	GRAY	OAK
1	BACK	3/4" X	18-1/8"	X 25-3/4"	93CGY-BACK	94COK-BACK
1	BOTTOM	3/4" X	14-3/4"	X 18-1/8"	93CGY-BOTTM	94COK-BOTTM
1	DOOR	3/4" X	14 1/2"	X 18-3/8"	93CGY-DOOR	94COK-DOOR
1	LEFT SIDE	3/4" X	15-3/4"	X 27-3/4"	93CGY-LSIDE	94COK-LSIDE
1	PARTITION	3/4" X	10-3/8"	X 13-3/4"	93CGY-PART	94COK-PART
1	RIGHT SIDE	3/4" X	15-3/4"	X 27-3/4"	93CGY-RSIDE	94COK-RSIDE
1	SHELF	3/4" X	14-3/4"	X 18-1/8"	93CGY-SHELF	94COK-SHELF
4	ADJUST. SHELF	.220 X	8-5/8"	X 14-5/8"	93CGY-ADSHLF	94COK-ADSHLF
1	TOE KICK	3/4" X	2"	X 18-1/8"	93CGY-TKICK	94COK-TKICK
1	TOP	3/4" X	14-3/4"	X 18-1/8"	93CGY-TOP	94COK-TOP

## HARDWARE LIST



19mm CAM  
#213  
(22)



CONNECTING CAM BOLT  
#212  
(22)



8mm WOOD DOWEL  
#307  
(4)

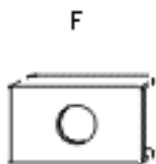


5mm SHELF PIN  
#132  
(16)

## HARDWARE LIST CONTINUED



**E**  
CASTER SOCKET  
#214  
(4)



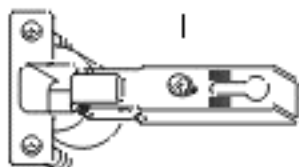
**F**  
3/4" "U" BRACKET  
#517  
(4)



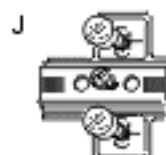
**G**  
CASTER NON-LOCKING  
#520  
(2)



**H**  
CASTER LOCKING  
#519  
(2)



**I**  
HINGE W/D OWEL  
#737  
(2)



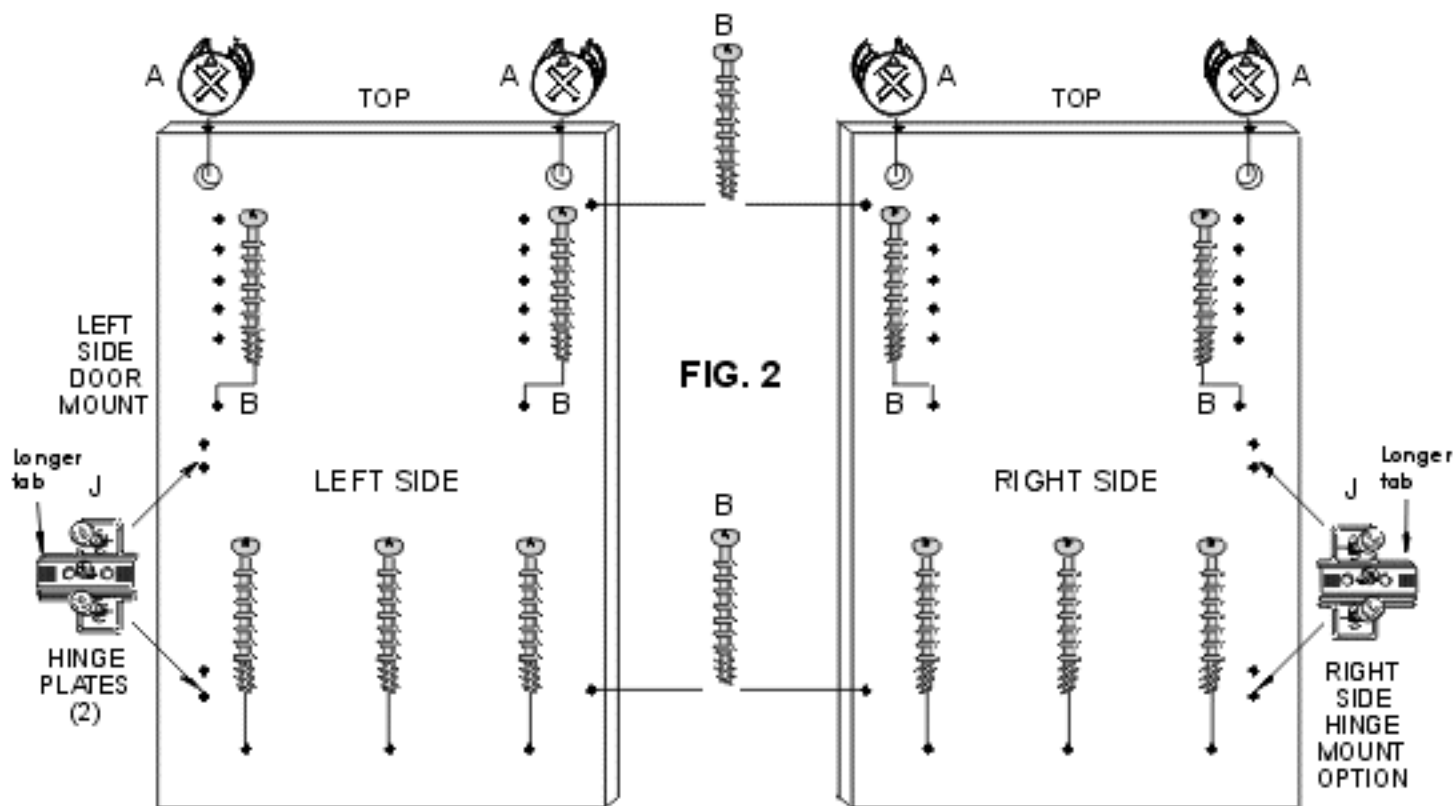
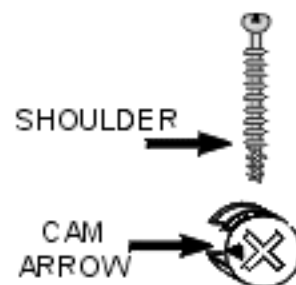
**J**  
HINGE PLATE  
#738  
(2)

## 2. INSTALL HARDWARE

**NOTE:** When installing CAM BOLTS, be sure to tighten until shoulder rests on panel surface, as shown in FIG. to the right. CAMS are inserted with CAM ARROWS pointing to the corresponding edge with the edge hole.

Lay RIGHT and LEFT SIDE on a flat, non-scratch surface FIG. 2 Align and insert (2) 19mm CAMS (A) into larger holes in face of panel, near top, as shown. **NOTE:** ARROW on CAM must face edge of panel with corresponding hole. Install (7) CONNECTING CAM BOLTS (B) into small holes in face of each RIGHT and LEFT SIDES.

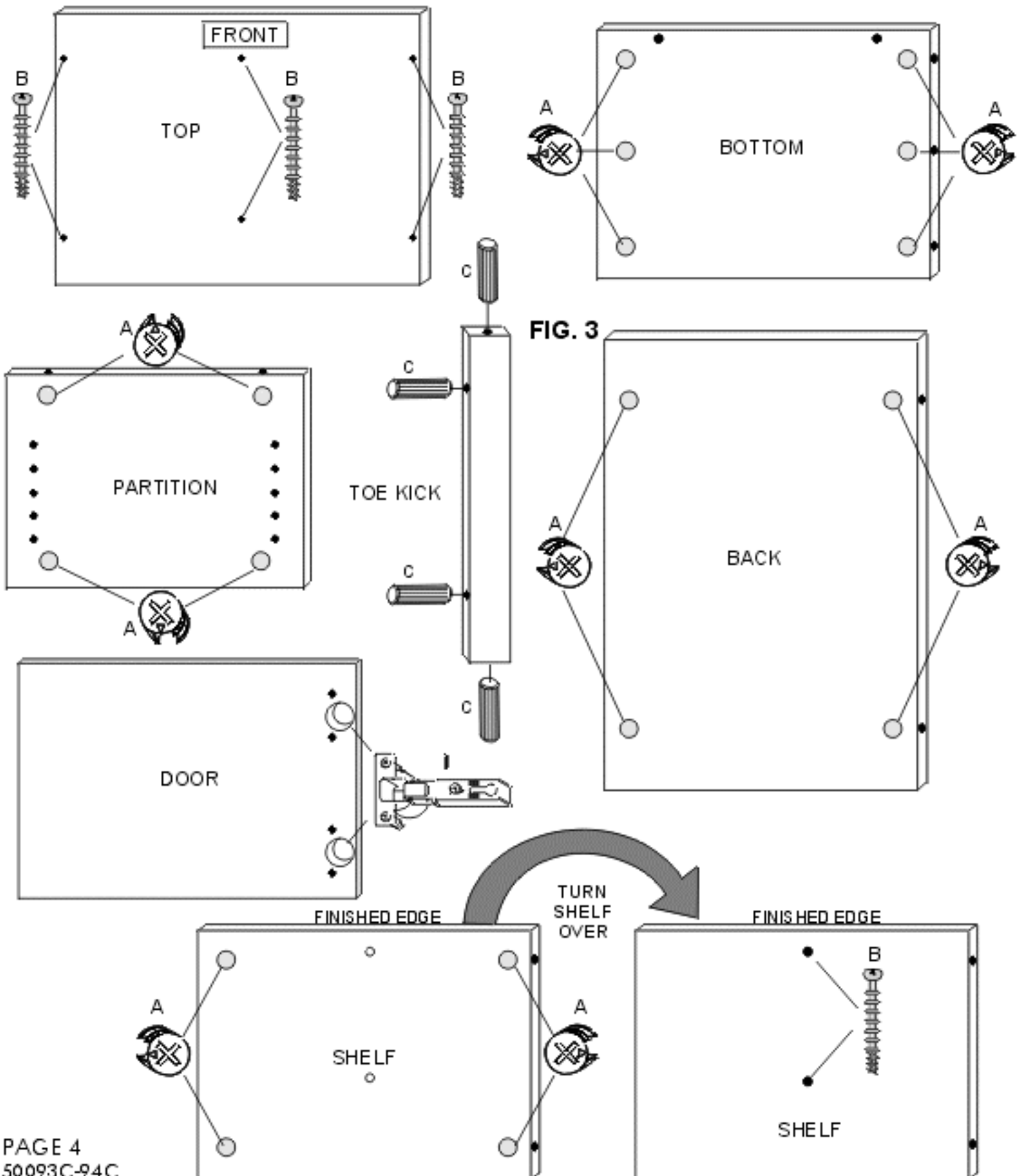
Mounting screws are captive on the HINGE PLATES (J) and can be screwed directly to the SIDES (Note direction of longer tab).



### 3. INSTALL HARDWARE

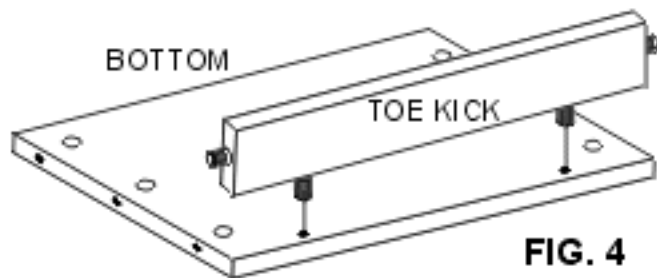
Lay TOP, BOTTOM, BACK, PARTITION, DOOR, SHELF and TOE KICK on a flat, non-scratch surface FIG. 3  
Install hardware as shown. Insure that ARROWS on CAMS point to corresponding holes on edges of panel.

DOOR HINGES (I) are mounted on DOOR 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.



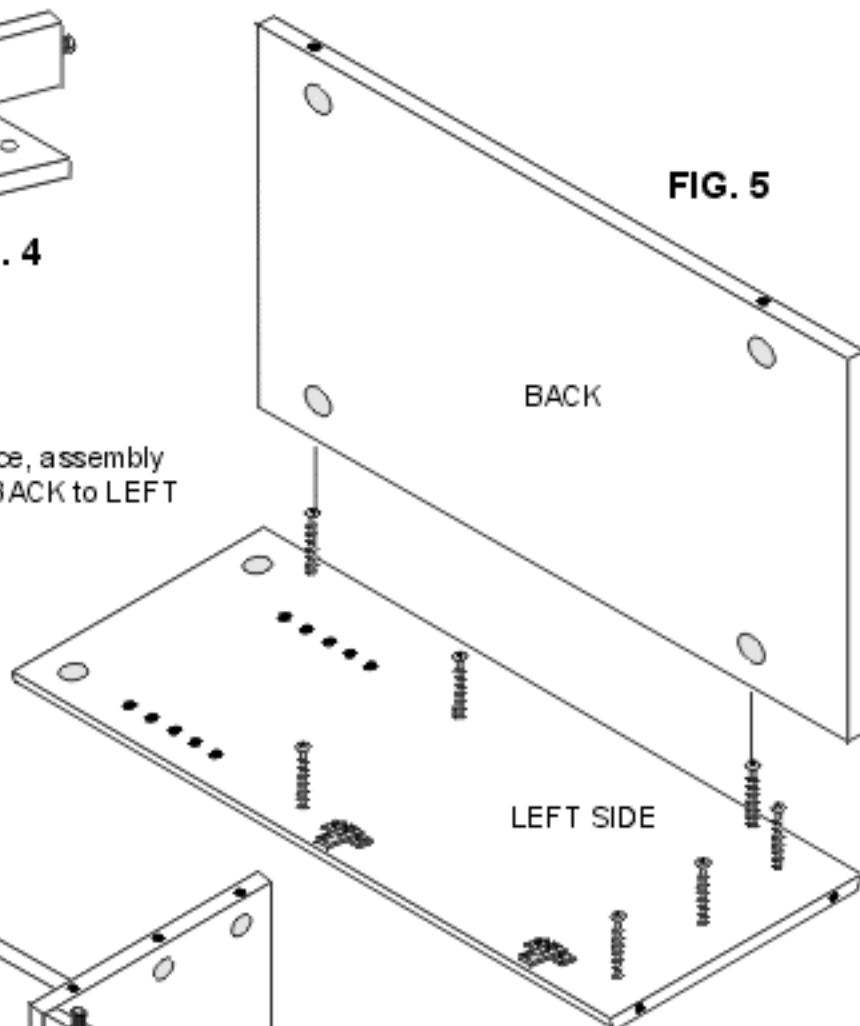
## 4. ASSEMBLE

Lay **BOTTOM** on a flat, non-scratch surface with **CAMS** in **BOTTOM** facing up. **FIG. 4** Align and insert (2) **WOOD DOWEL PINS** on **TOE KICK** into pre-drilled holes near edge of **BOTTOM**. Press-fit **TOE KICK** against **BOTTOM**. Set aside for later assembly on unit.

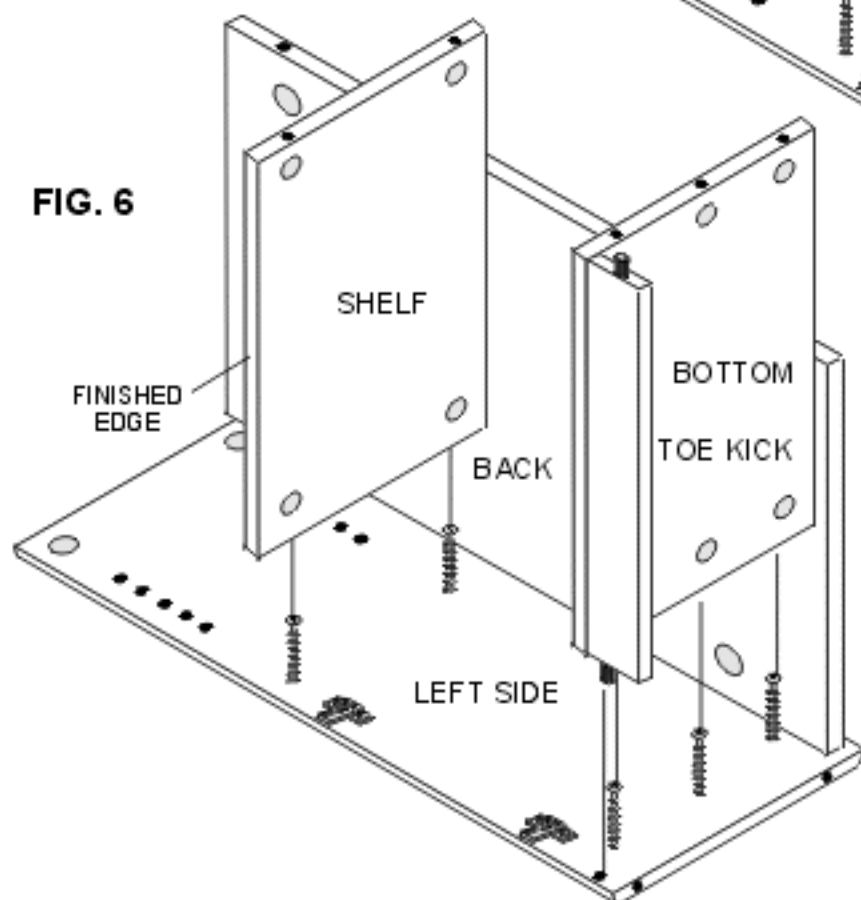


## 5. ASSEMBLE

Lay **LEFT SIDE** on a flat, non-scratch surface, assembly fittings facing up. **FIG. 5** Align and attach **BACK** to **LEFT SIDE**. Tighten **CAMS**.



**FIG. 6**

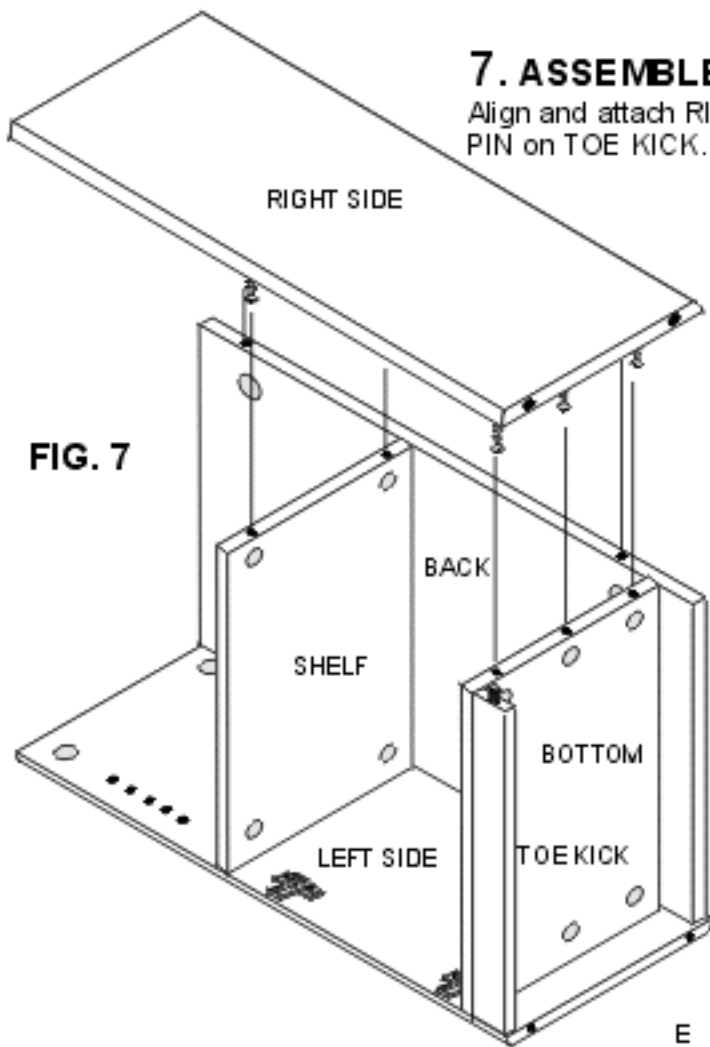


## 6. ASSEMBLE

Align and attach **SHELF** to **LEFT SIDE** as shown, finished edge facing out and **CAMS** facing to **BOTTOM** of unit. Tighten **CAMS**. Align and attach **BOTTOM** (**NOTE:** hold toe kick tight against **BOTTOM**), aligning **WOOD DOWEL PIN** with hole, to **LEFT SIDE**. **FIG. 6** Tighten **CAMS**.

## 7. ASSEMBLE

Align and attach RIGHT SIDE to BACK, SHELF, BOTTOM and WOOD DOWEL PIN on TOE KICK. Tighten CAMS. FIG.7



## 8. INSTALL CASTERS

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

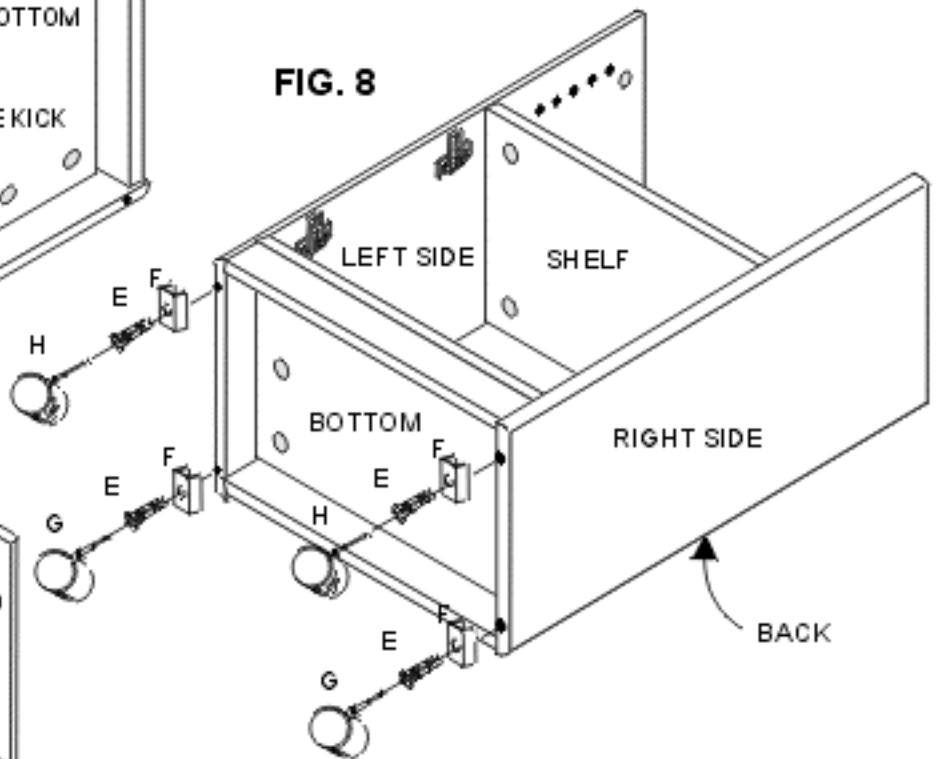
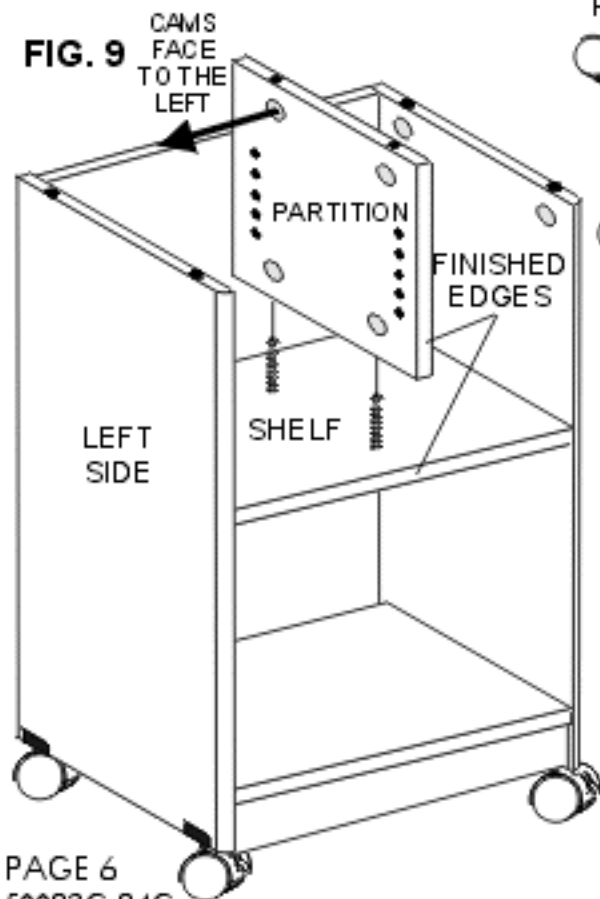


FIG. 9

CAMS  
FACE  
TO THE  
LEFT



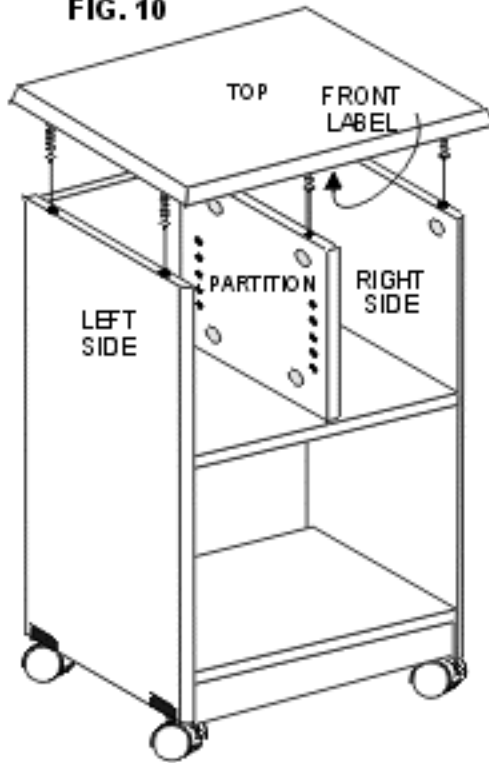
## 9. ASSEMBLE

Align and attach PARTITION to SHELF. NOTE: Direction of CAMS face to the LEFT SIDE and FINISHED EDGE faces to front of unit. FIG. 9 Tighten CAMS.

## 10. ASSEMBLE

Align and attach TOP to RIGHT SIDE, LEFT SIDE and PARTITION. NOTE: "FRONT" label on underside of TOP must be to front of unit. Tighten CAMS. FIG. 10

FIG. 10



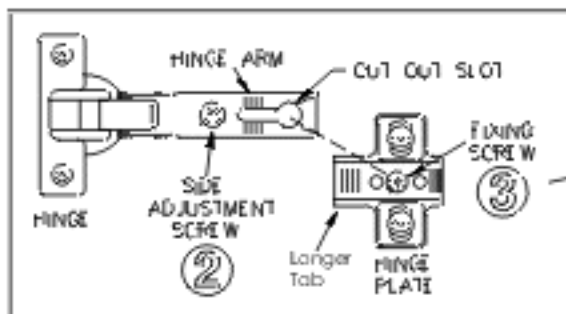
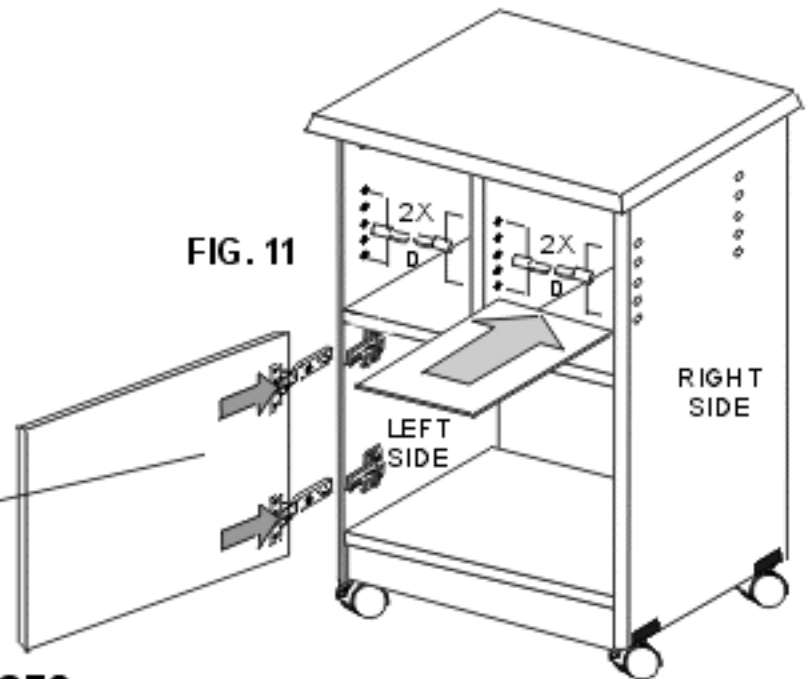
## 11. ATTACH DOOR

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.

Door is interchangeable left to right. Attach the MOUNTED HINGES on the DOOR 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. 11. Slide HINGES on DOORS inward until DOOR EDGE meets the FRONT EDGE of SIDE, then tighten down FIXING SCREW (3).

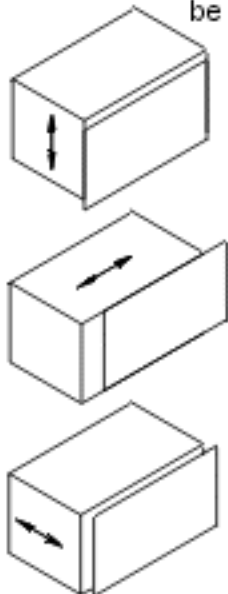
Install (16) 5mm SHELF PINS (D) on SIDES and PARTITION as shown. FIG. 11 Install ADJUSTABLE SHELVES with finished edge facing out.

FIG. 11



## 12. ADJUST DOOR HINGES

Follow instructions below to adjust and square up CABINET DOORS. All adjustments can be made independently. FIG. 12



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

DOOR

FIG. 12

