

# Vertiflex™ Products

## DESK AIDE

### ASSEMBLY INSTRUCTIONS

50098 MAH (MAHOGANY)

50240 OAK

#### NOTES ON ASSEMBLY

Use **CAUTION** during assembly. Board edges can be sharp and may chip if mishandled.

Remove staples from carton and use carton to set parts on during assembly. A **WOOD BLOCK** has been provided to use on edges that need to be hammered

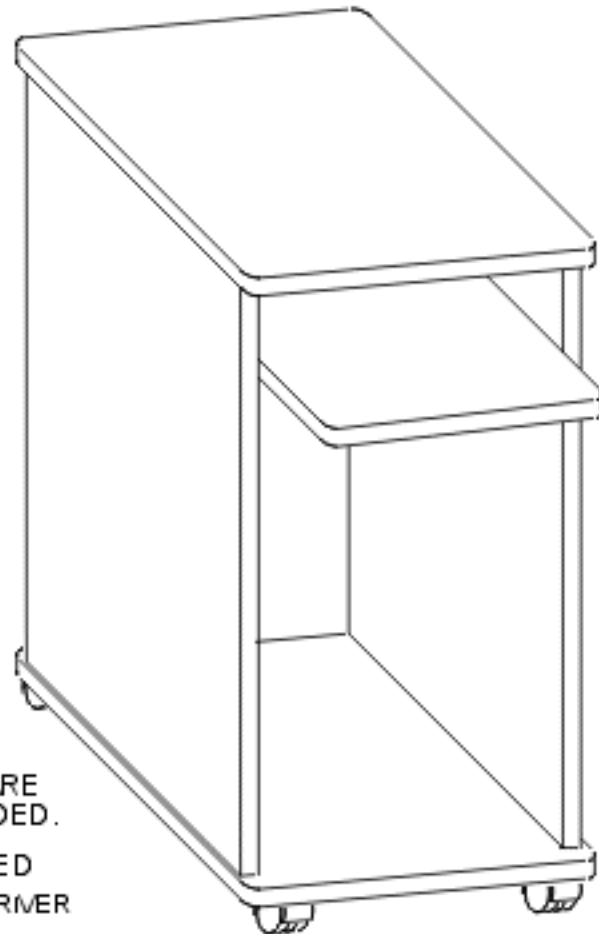
Page two of this instruction sheet contains an illustrated parts list

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.

**POWER TOOLS ARE NOT RECOMMENDED.**

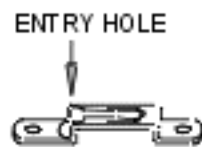
**TOOLS REQUIRED**  
#2 PHILLIP S S CREWDRIVER  
HAMMER



#### ASSEMBLY OF SLIPLOCK FASTENERS

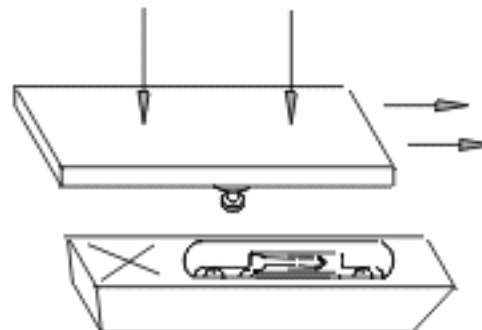


SHOULDER  
SCREW



ENTRY HOLE

MOD-EEZ CLIP



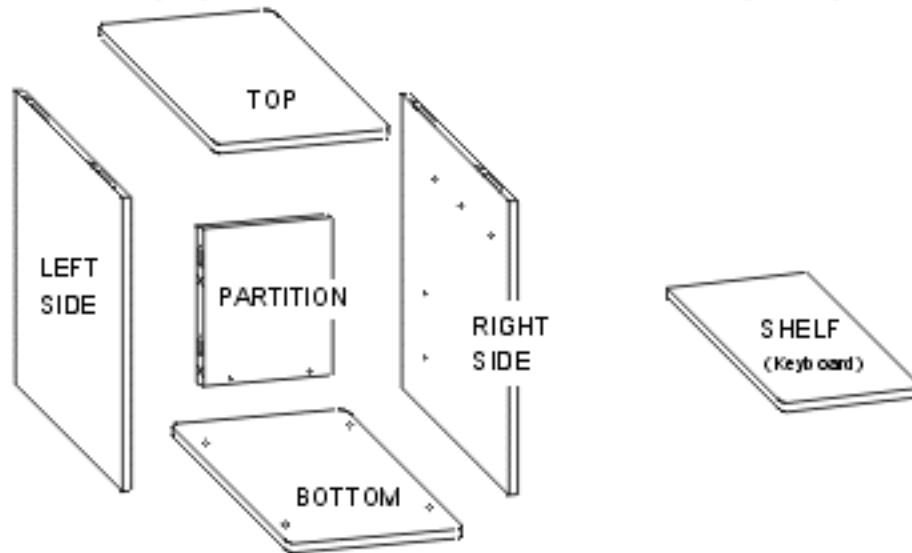
PANELS ARE LOCKED TOGETHER BY:

FIRST, ENGAGING THE SHOULDER SCREW ON ONE PANEL WITH THE MOD-EEZ CLIP ON THE PANEL TO BE JOINED.

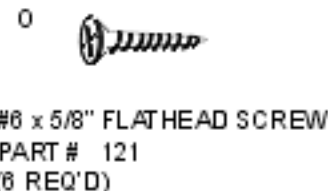
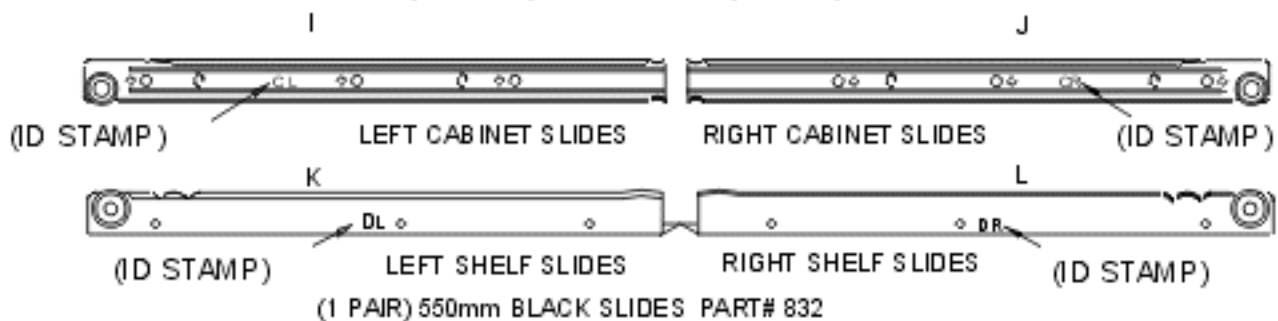
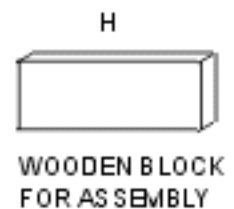
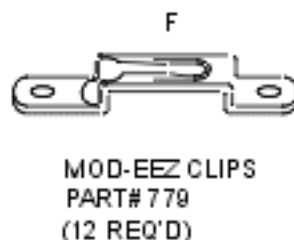
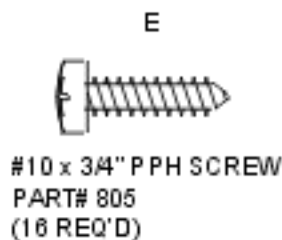
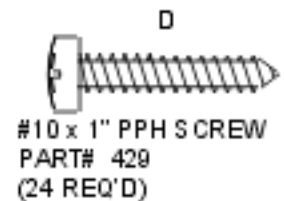
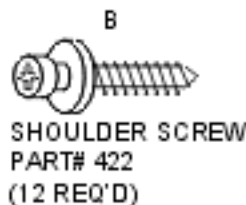
SECOND, HOLDING THE WOOD BLOCK ON THE EDGE OF THE DIRECTED PANEL, GENTLY HAMMER BLOCK FORCING SHOULDER SCREW TO SLIDE INTO LOCKED POSITION.

# 1 PARTS LIST

If any parts are missing OR you have questions about assembly, PLEASE CALL  
 CUSTOMER SERVICE 1 (800) 988-5511 MONDAY-FRIDAY 8AM TO 4:30PM (Central)

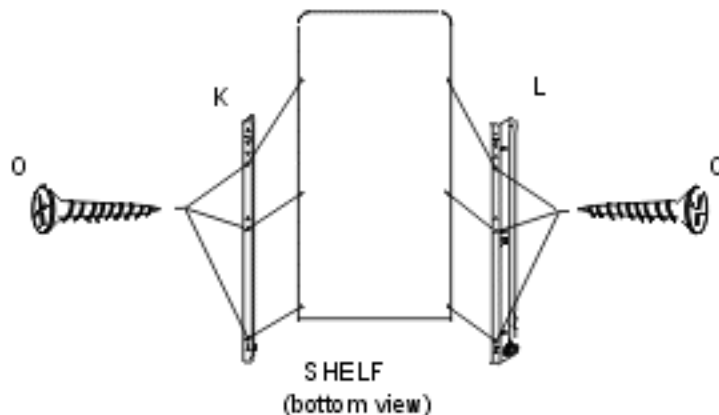
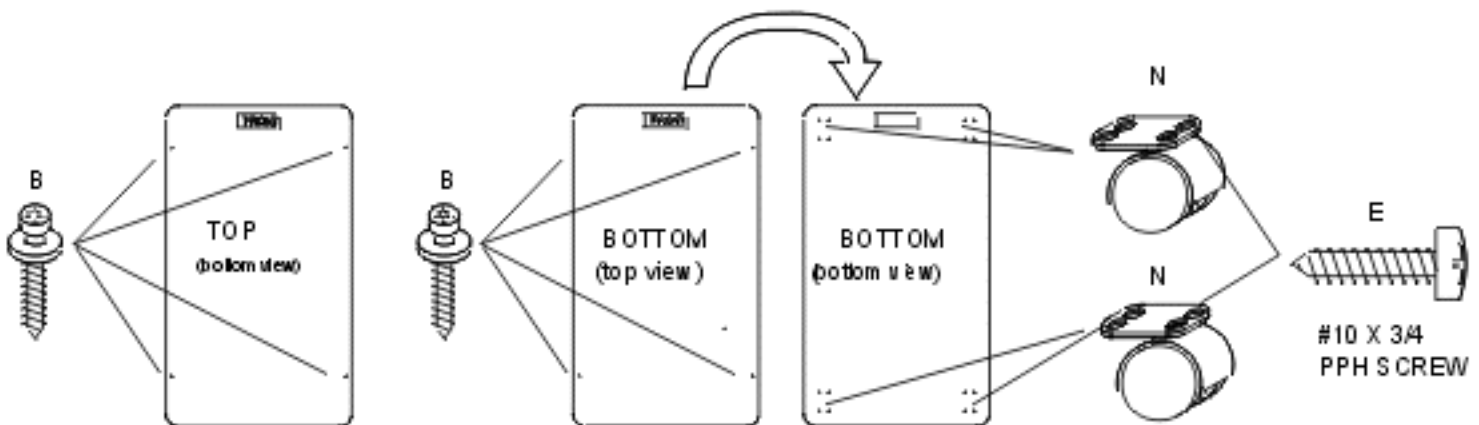
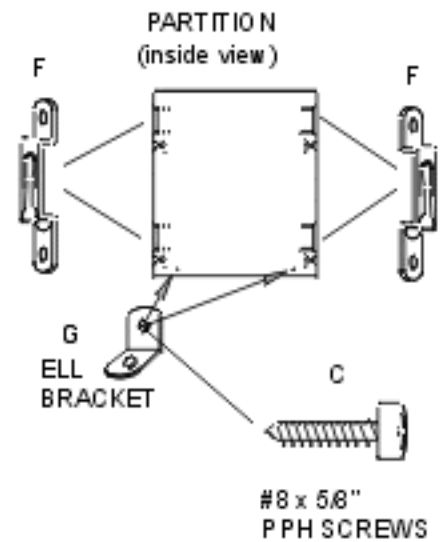
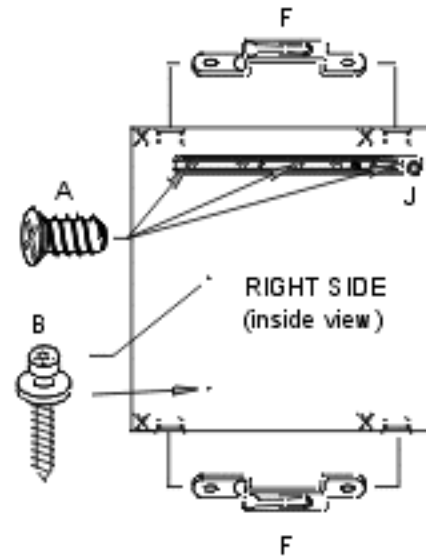
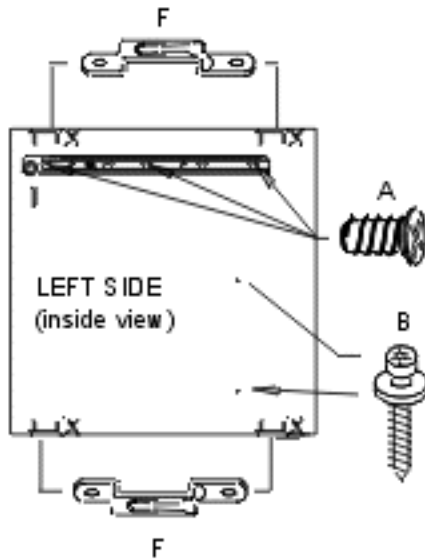
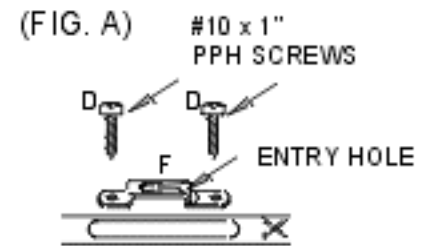
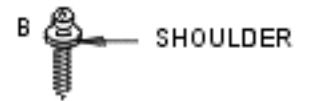


NO.	WOOD PART LIST	WOOD PART SIZES		WOOD PART NUMBERS BY (CABINET COLOR)	
				(MAHOGANY)	(OAK)
1	Bottom	3/4" x 15-9/16"	x 26-13/16"	98MAH-BOTTOM	2400K-BOTTOM
1	Left Side	3/4" x 25-1/2"	x 25-1/2"	98MAH-LSIDE	2400K-LSIDE
1	Partition	3/4" x 13-3/4"	x 15-3/4"	98MAH-PART	2400K-PART
1	Right Side	3/4" x 25-1/2"	x 25-1/2"	98MAH-RSIDE	2400K-RSIDE
1	Shelf	3/4" x 12-3/4"	x 25-5/8"	98MAH-SHELF	2400K-SHELF
1	Top	3/4" x 15-9/16"	x 26-13/16"	98MAH-TOP	2400K-TOP

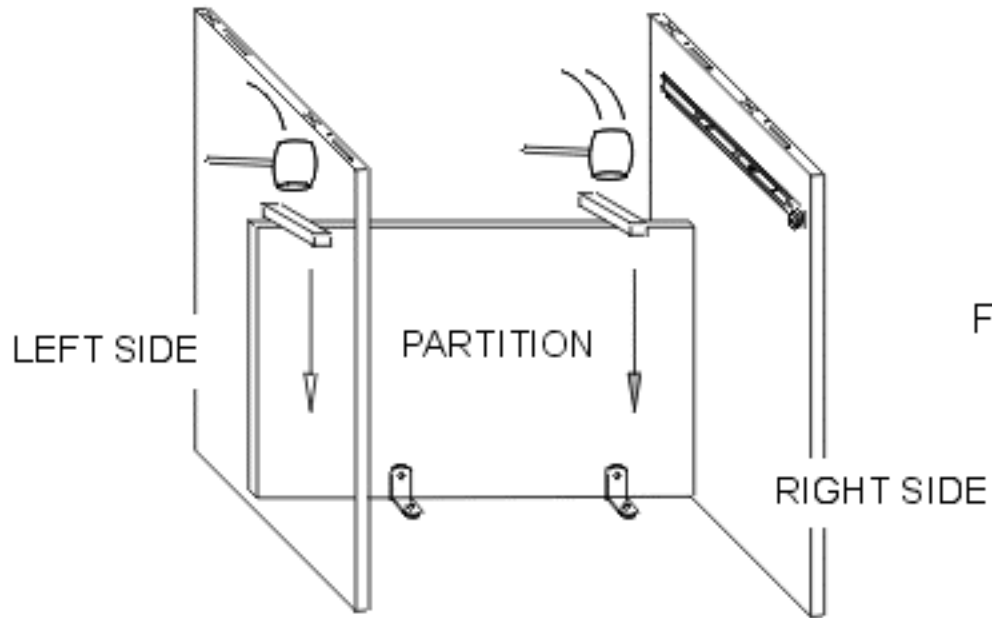


# 2 BEGIN ASSEMBLY BY INSTALLING HARDWARE AS SHOWN BELOW.

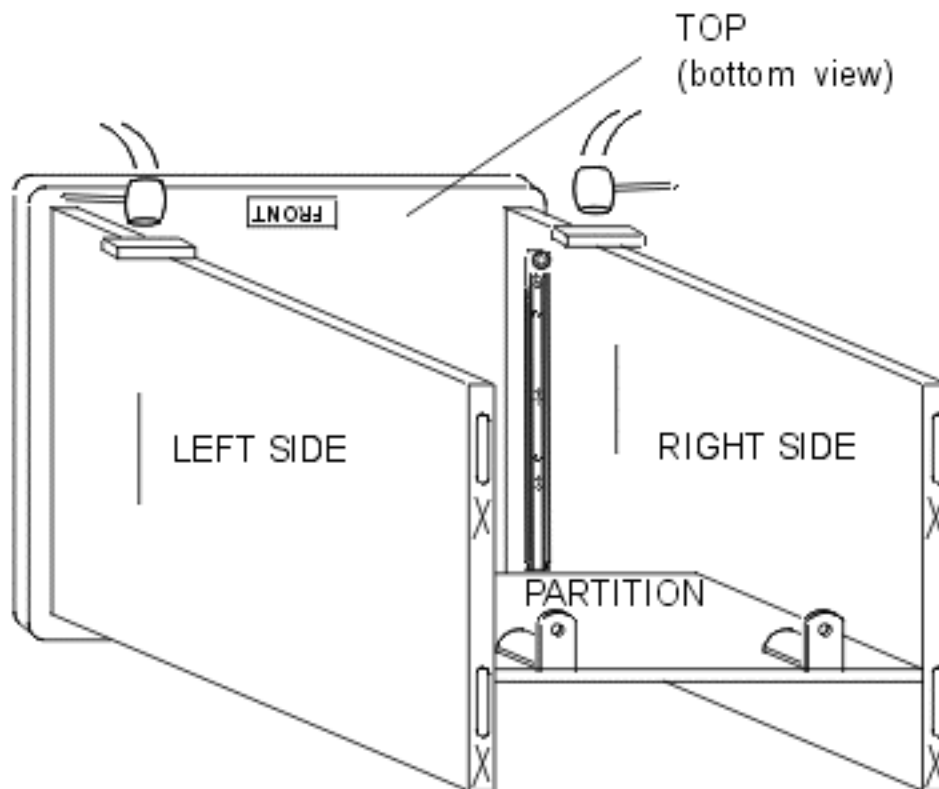
When inserting MOD-EEZ CLIPS (F) keep entry hole of clip pointing toward stamped X on panel. Fasten each clip using (2) #10 x 1" PPH screws (D). When installing SHOULDER SCREWS (B) be sure to tighten until shoulder rests on panel surface (FIG. A). Attach (2) ELL BRACKETS (G) to PARTITION using (2) #8 x 5/8" PPH SCREWS (C). Attach LEFT and RIGHT CABINET SLIDES (I,J) to LEFT and RIGHT SIDES with (8) 5mm EURO SCREWS (A). Attach LEFT and RIGHT SHELF SLIDES (K,L) to SHELF with (8) #6 x 5/8" FLATHEAD SCREWS (O). Attach (4) NON-LOCKING CASTERS (N) to BOTTOM using (16) #10 x 3/4" PPH SCREWS (E).



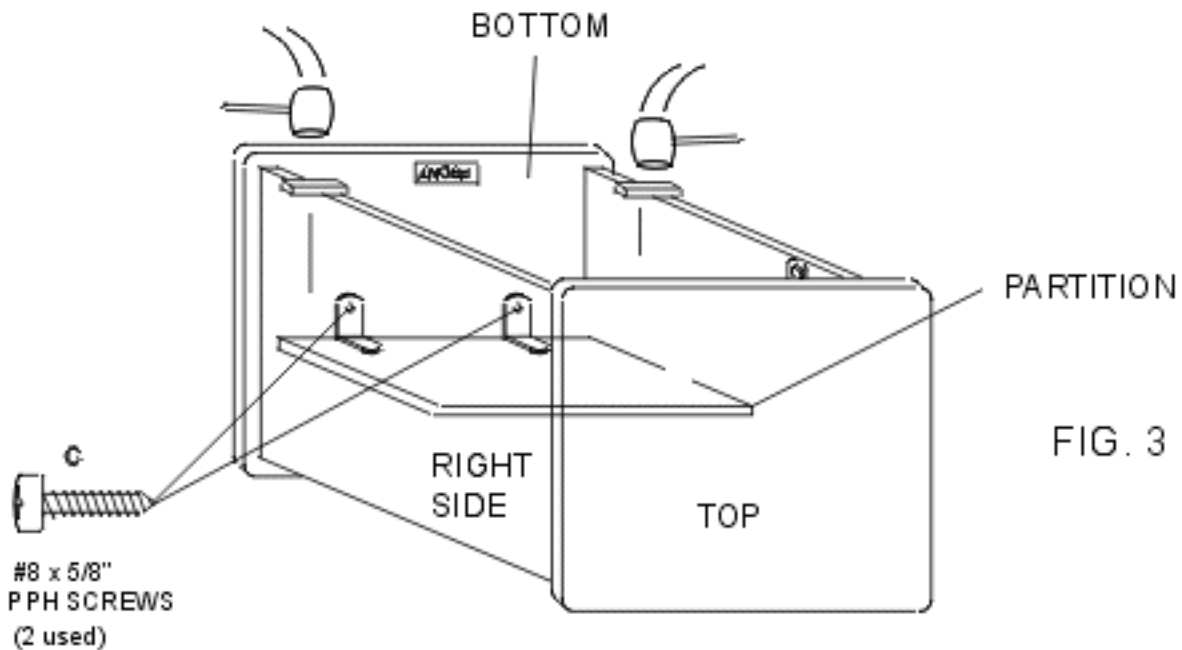
- 3** With ELL BRACKETS as shown (FIG. 1), engage the (2) CLIPS in right edge of the PARTITION onto the (2) SHOULDER SCREWS on the face of the RIGHT SIDE. Engage the (2) CLIPS in the opposite edge of the PARTITION onto the (2) SHOULDER SCREWS on the face of the LEFT SIDE. With CLIPS engaged and using WOOD BLOCK, hammer PARTITION downward until the MOD-EEZ CLIPS are fully engaged, bottom of PARTITION near flush to bottom of SIDES. (FIG. 1)



- 4** With FRONT STICKER on TOP as shown (FIG. 2), Tip back SIDES and engage the (4) CLIPS in the top edges of the LEFT & RIGHT SIDES onto the (4) SHOULDER SCREWS on the bottom of the TOP. With CLIPS engaged and using WOOD BLOCK, hammer SIDES downward until CLIPS are fully engaged (FIG. 2).



- 5** With FRONT STICKER on BOTTOM as shown (FIG. 3), Tip up SIDES and engage the (4) CLIPS in the bottom edges of the LEFT & RIGHT SIDES onto the (4) SHOULDER SCREWS on the top of the BOTTOM. With CLIPS engaged and using WOOD BLOCK, hammer SIDES downward until CLIPS are fully engaged, pre-drilled holes on BOTTOM will line up to holes in ELL BRACKETS on PARTITION. Secure ELL BRACKETS on PARTITION to BOTTOM using (2) #8 x 5/8" PPH SCREWS (FIG. 3).



- 6** Insert SHELF into cabinet by positioning WHEELS on SHELF SLIDES over WHEELS on CABINET SIDES. Tip SHELF up and SLIDE in (FIG. 4).

