

Vertiflex™ Products

PRINTER STAND

ASSEMBLY INSTRUCTIONS

50110 MAH (Mahogany)

50242 OAK (Medium Oak)

NOTES ON ASSEMBLY

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

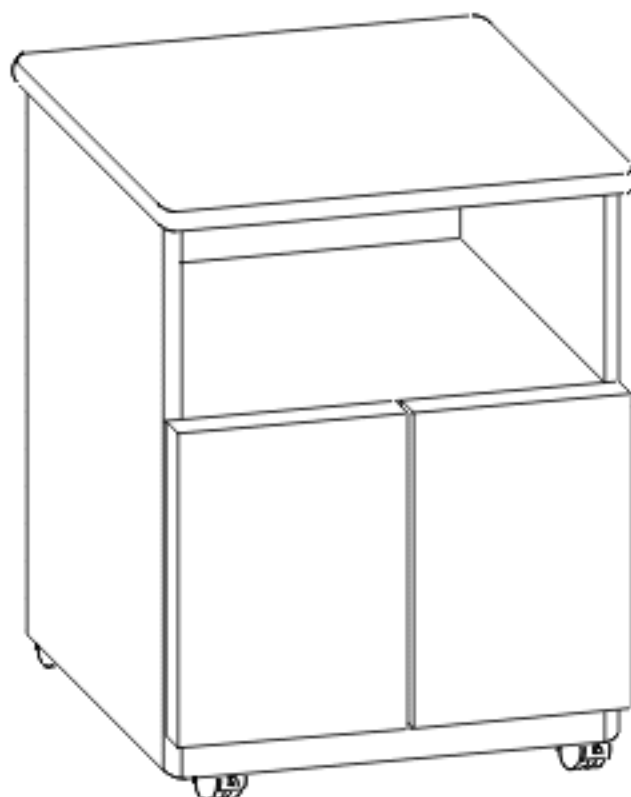
Remove staples from carton and use carton to set parts on during assembly. A **WOOD BLOCK** has been provided to use on edges that need to be hammered.

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 full scale drawings of the screws used to help as an identification guide.

POWER TOOLS ARE NOT RECOMMENDED.

TOOLS REQUIRED

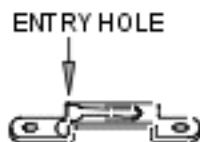
#2 PHILLIPS SCREWDRIVER
HAMMER



ASSEMBLY OF SLIPLOCK FASTENERS

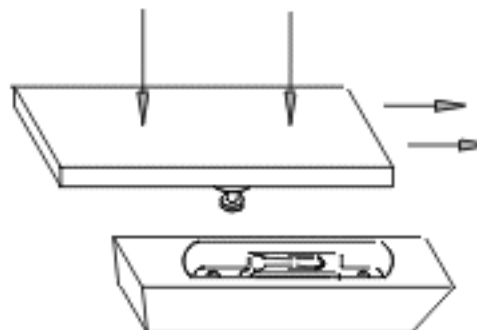


SHOULDER
SCREW



ENTRY HOLE

MOD-EEZ CLIP



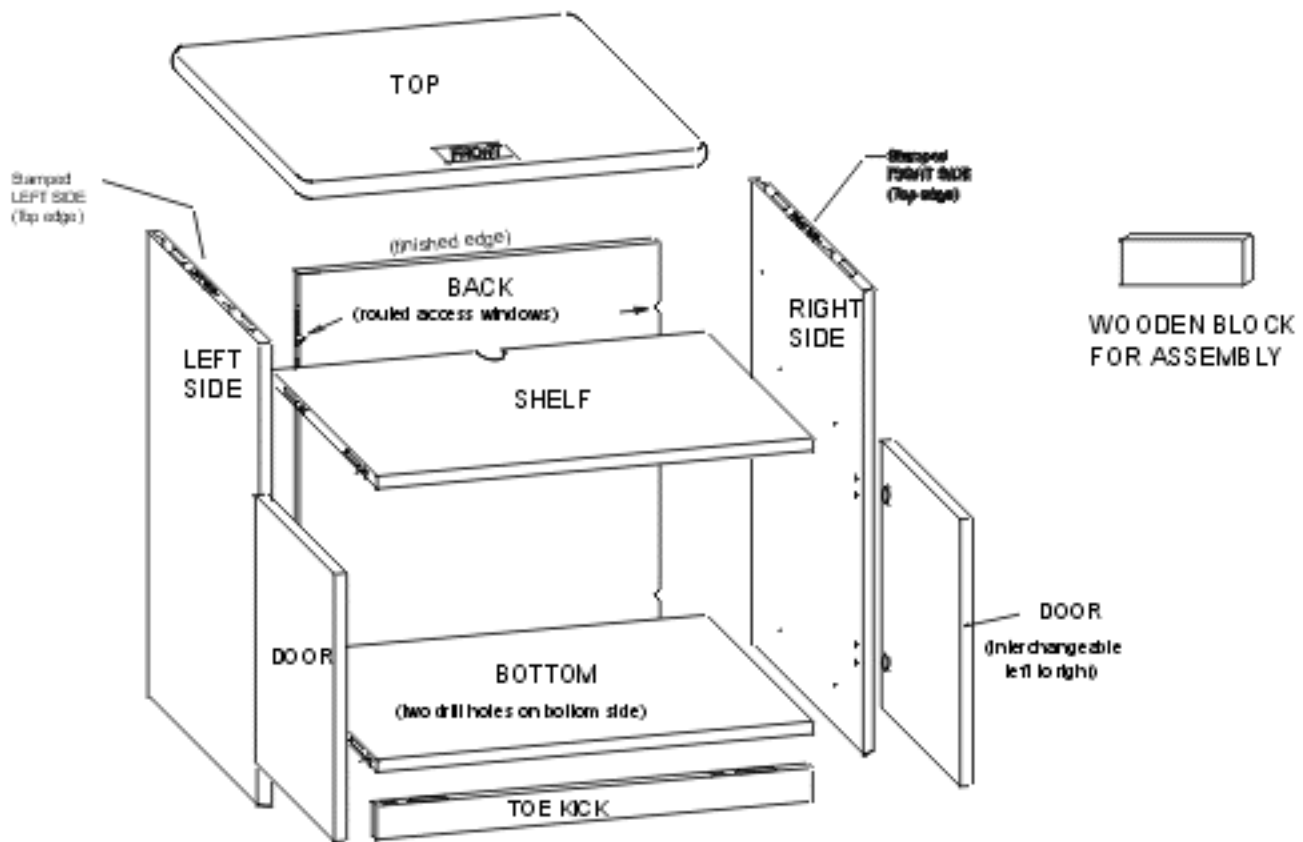
PANELS ARE LOCKED TOGETHER BY:

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

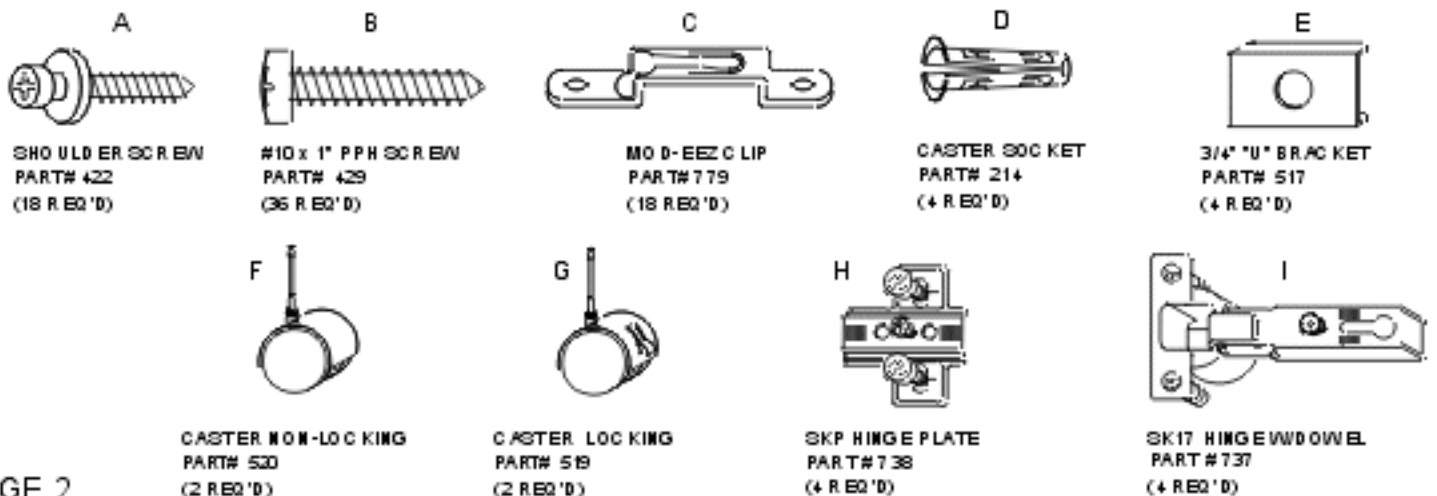
SECOND, HOLDING THE WOOD BLOCK ON THE EDGE OF THE DIRECTED PANEL, GENTLY HAMMER BLOCK FORCING SHOULDER SCREW TO SLIDE INTO LOCKED POSITION.

1 PARTS LIST

If any parts are missing OR you have questions about assembly, PLEASE CALL
 CUSTOMER SERVICE 1 (800) 966-5511 MONDAY-FRIDAY 8AM TO 4:30 PM (Central)



NO.	WOOD PART LIST	WOOD PART SIZES	WOOD PART NUMBERS BY (CABINET COLOR)	
			(MAHOGANY)	(MEDIUM OAK)
1	Back	3/4" x 26" x 23-1/2"	110MAH-BACK	242 OAK-BACK
1	Bottom	3/4" x 17-7/8" x 26"	110MAH-BOTTOM	242 OAK-BOTTOM
2	Door	3/4" x 13-7/16" x 15-7/8"	110MAH-DOOR	242 OAK-DOOR
1	Left Side	3/4" x 18-3/4" x 27-1/2"	110MAH-LSIDE	242 OAK-LSIDE
1	Right Side	3/4" x 18-3/4" x 27-1/2"	110MAH-RSIDE	242 OAK-RSIDE
1	Shelf	3/4" x 17-7/8" x 26"	110MAH-SHELF	242 OAK-SHELF
1	Toe Kick	3/4" x 2" x 26"	110MAH-TKICK	242 OAK-TKICK
1	Top	3/4" x 19-7/8" x 28-1/16"	110MAH-TOP	242 OAK-TOP

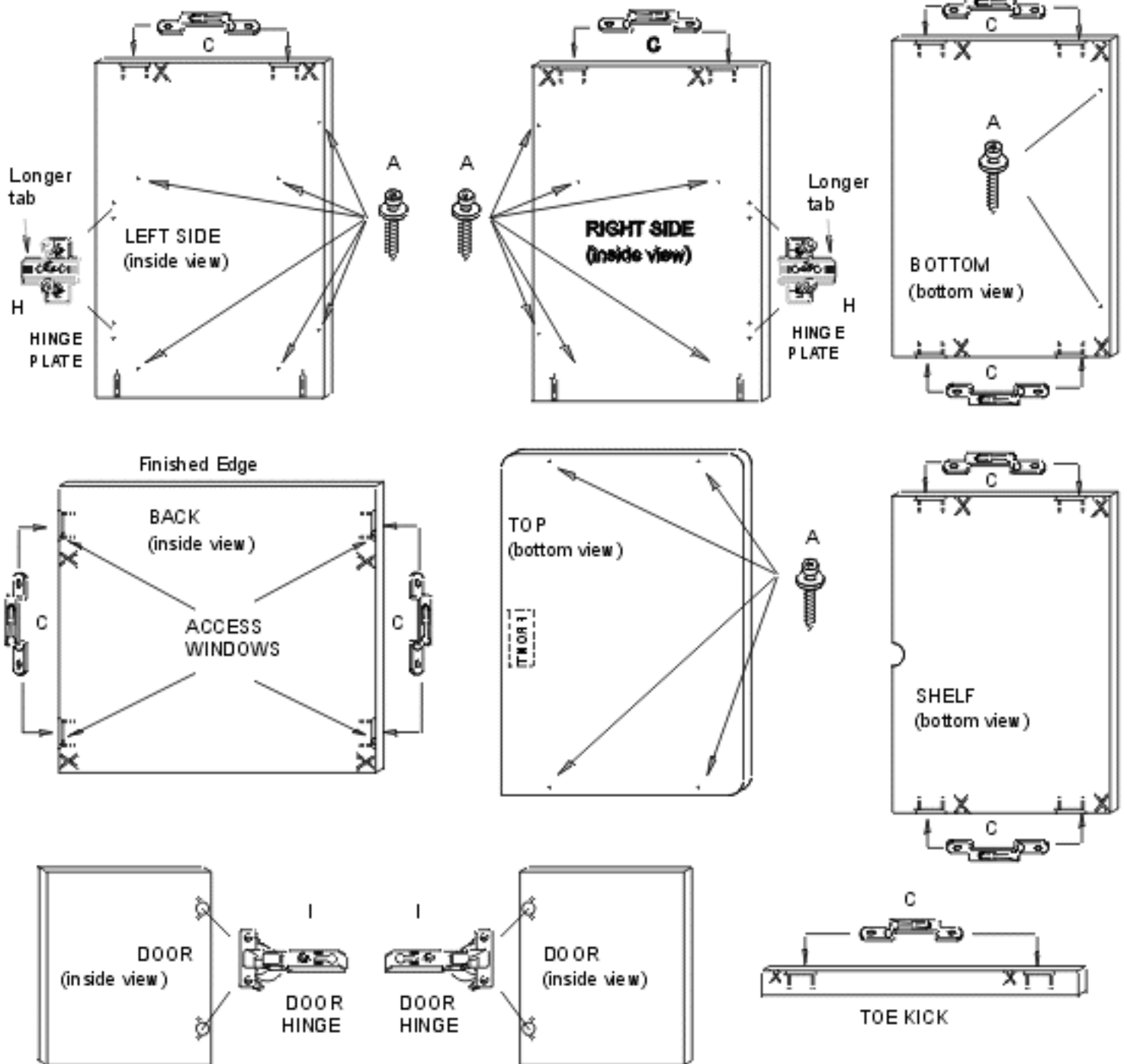
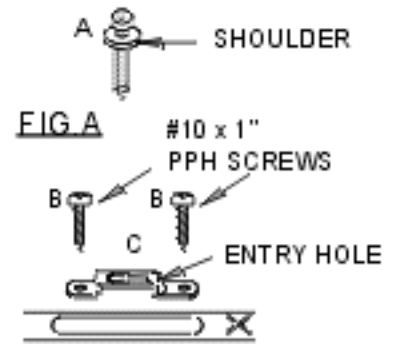


2 BEGIN ASSEMBLY BY INSTALLING HARDWARE AS SHOWN BELOW.

The LETTERS next to the hardware shown refer to the same LETTERS next to the hardware in the PARTS LIST.

When inserting MOD-EEZ CLIPS keep entry hole of clip pointing toward stamped X on panel. Fasten each clip using (2) # 10 x 1" PPH screws. when installing SHOULDER SCREWS be sure to tighten until shoulder rest on panel surface. (FIG. A)

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 end insert to the other until HINGE is flush to the DOOR.

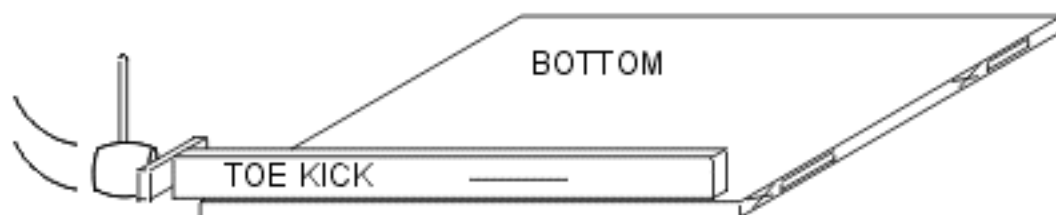


Hammer in gently
Door are reversible

3

Engage the TWO CLIPS in the edge of the TOE KICK onto the TWO SHOULDER SCREWS on the BOTTOM. With CLIPS engaged, use WOOD BLOCK and hammer TOE KICK until flush to edges of BOTTOM. (FIG. 1)

FIG. 1

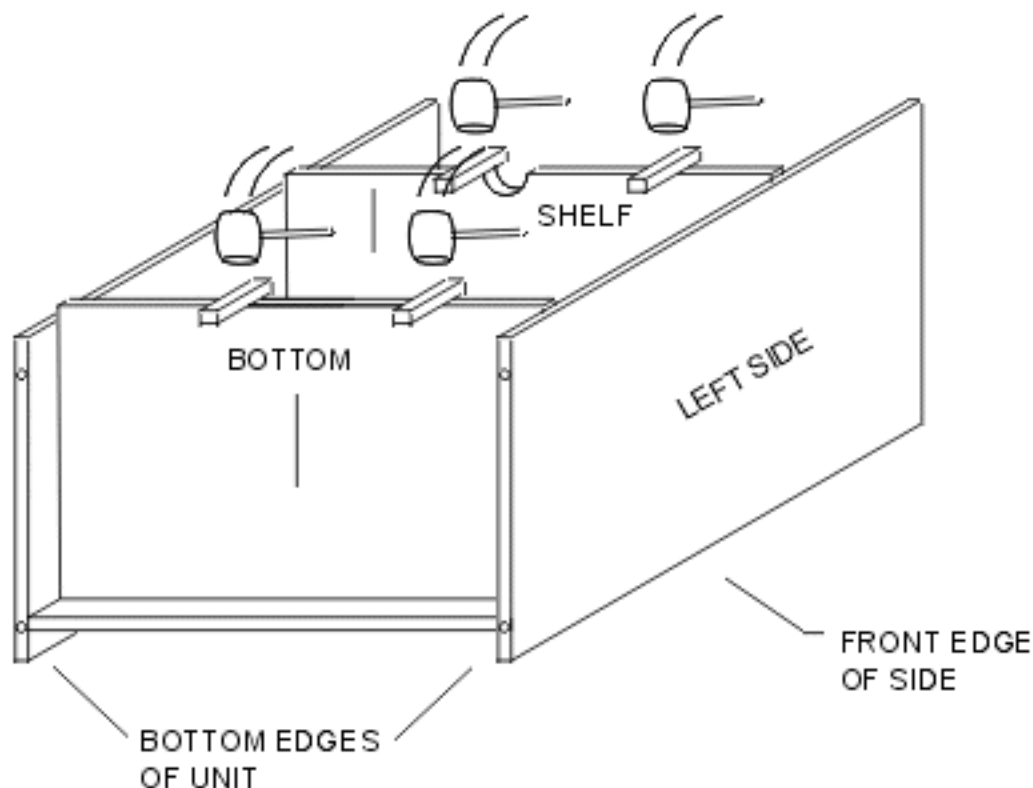


4

(Note: The mounted HINGE PLATES are nearest to the FRONT EDGES of SIDES)

Engage the FOUR CLIPS in the edges of the SHELF & BOTTOM onto the FOUR SHOULDER SCREWS on the FACE of the RIGHT SIDE, (TOE KICK faces bottom of unit, FIG. 2). Engage the FOUR CLIPS in the opposite edges of the SHELF & BOTTOM onto the FOUR SHOULDER SCREWS on the FACE of the LEFT SIDE. With CLIPS engaged, use WOOD BLOCK and hammer SHELF & BOTTOM downward until the FRONT edges are flush to the FRONT edges of the SIDES. (FIG. 2)

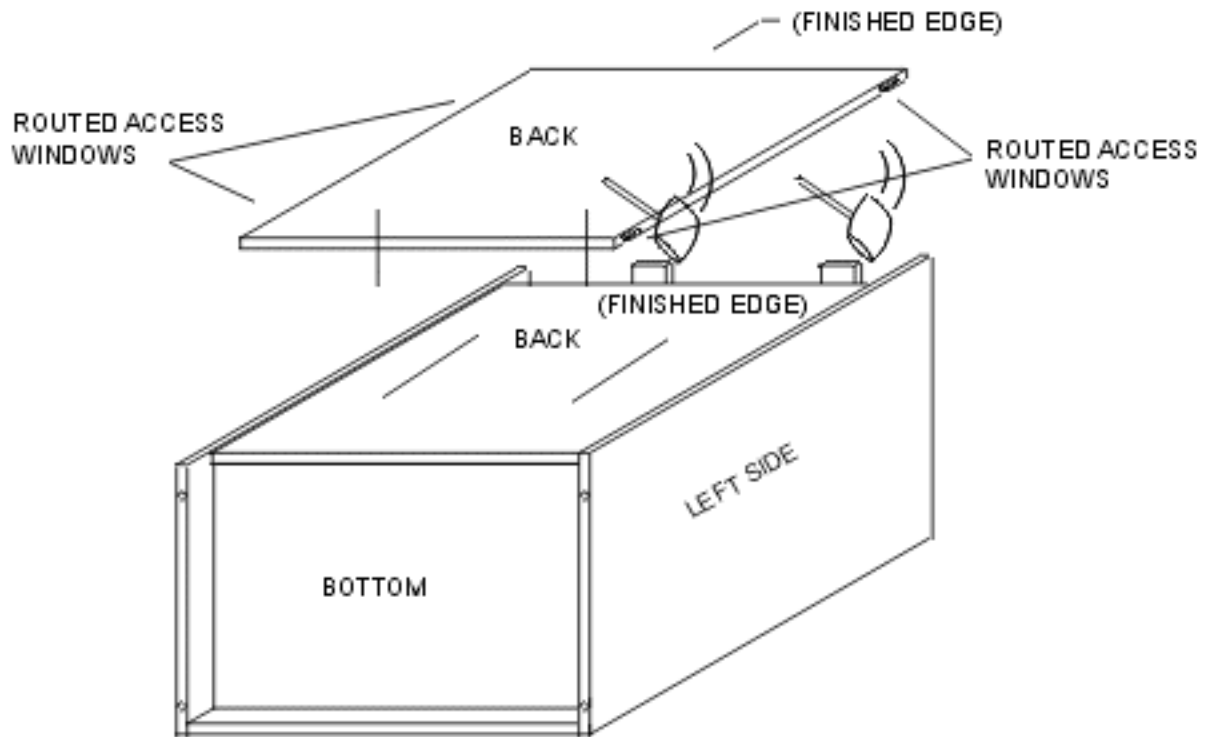
FIG. 2



5 NOTE: DO NOT FORCE PANELS WITH ROUTED ACCESS WINDOWS ONTO SHOULDER SCREWS, AS SHOULDER SCREWS COULD DAMAGE OPPOSITE SIDE OF PANEL.

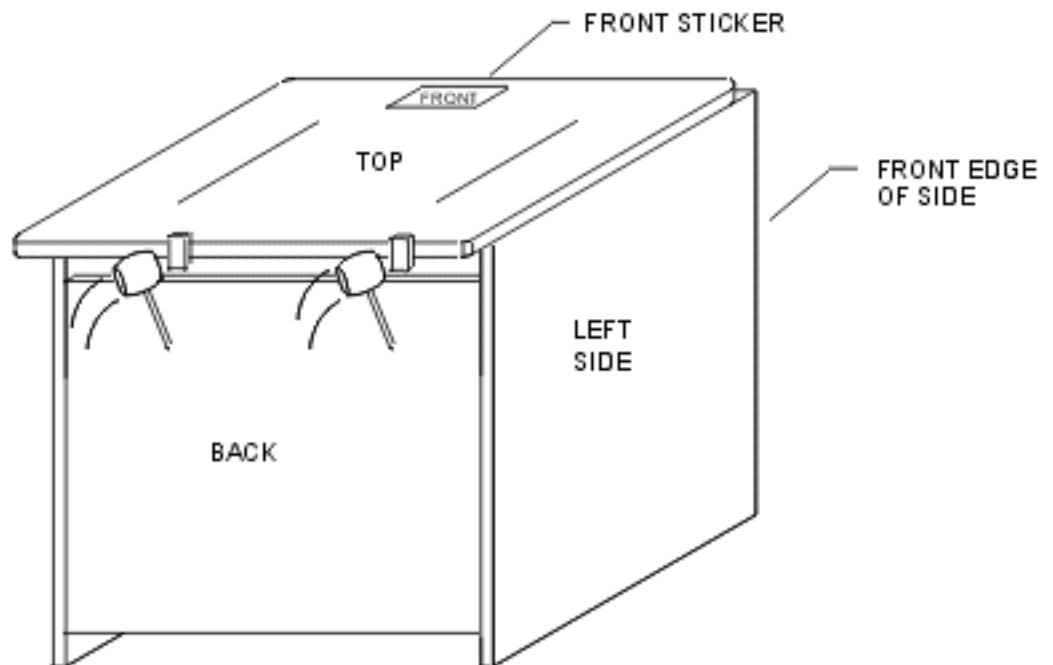
With FINISHED EDGE as shown (FIG. 3), align the FOUR ROUTED ACCESS WINDOWS on the BACK over the FOUR SHOULDER SCREWS on the FACES of the LEFT and RIGHT SIDES. GENTLY lower BACK downward and SLIDE toward BOTTOM of unit to engage CLIPS onto SHOULDER SCREWS. With CLIPS engaged, use WOOD BLOCK and hammer BACK, as DIRECTED (FIG. 3) until CLIPS are fully engaged. The BACK is recessed down from the TOP in locked position.

FIG. 3



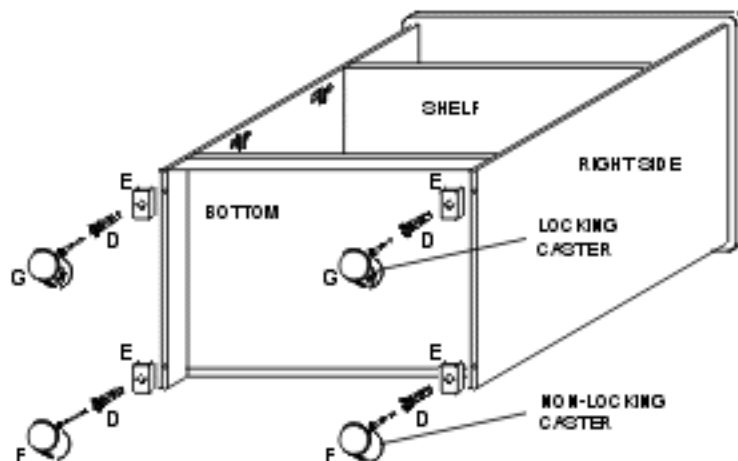
6 Stand up partial assembly. Engage the FOUR SHOULDER SCREWS on the bottom of the TOP (NOTE: FRONT STICKER), into the FOUR CLIPS in the top edges of the SIDES. With SHOULDER SCREWS engaged into CLIPS, use WOOD BLOCK and hammer TOP, as directed (FIG. 4), until SHOULDER SCREWS are fully locked into CLIPS. The TOP is approximately centered over SIDES in the locked position. (FIG 4).

FIG. 4



- 7** Gently tip unit down to rest on the back edge of TOP. Align U-BRACKETS (E) over holes in the bottom edges of SIDES and lightly hammer in CASTER SOCKETS (D), then lightly tap in (4) CASTERS into SOCKETS, LOCKING CASTERS (G) toward front of unit (FIG. 5). Lock CASTERS with brakes, then stand unit up on installed CASTERS.

FIG. 5



- 8** 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 8. 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. 6). Slide HINGES on DOORS inward until DOOR EDGE meets the FRONT EDGE of SIDE, then tighten down FIXING SCREW (3).

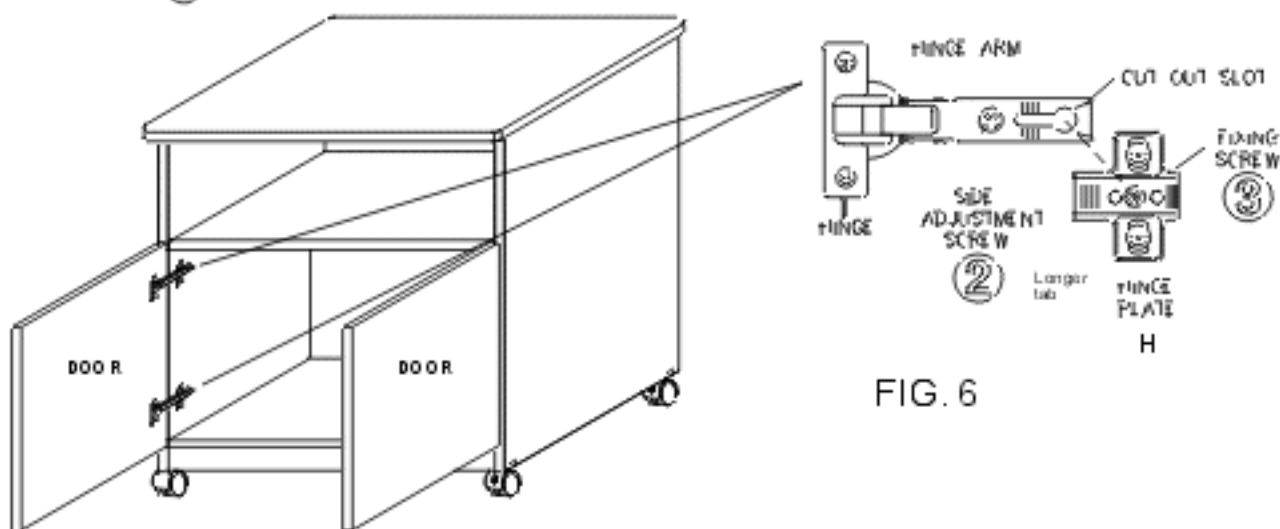
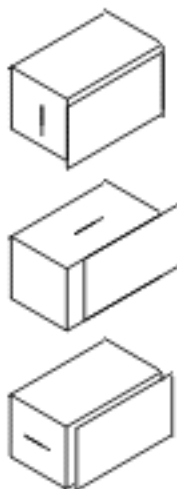


FIG. 6

- 9** Follow instructions below to ADJUST and SQUARE UP CABINET DOORS. All ADJUSTMENTS can be made INDEPENDENTLY (FIG. 7). UNLOCK previously locked casters to reposition cabinet.

FIG. 7



- ① HEIGHT ADJUSTMENT (UP-DOWN)
Loosen height adjustment screws (1) and adjust door and re-tighten.
- 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 arm in the desired position and re-tighten screw.

