

Vertiflex™ Products

NOTES ON ASSEMBLY

INSTRUCTOR STAND

ASSEMBLY INSTRUCTIONS

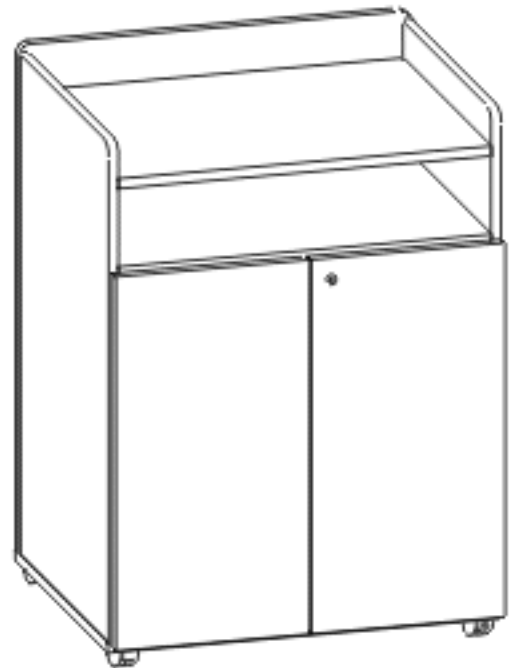
500B4C MAHOGANY
50245C OAK

- An assistant will be helpful in the assembly of this unit.
- 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.

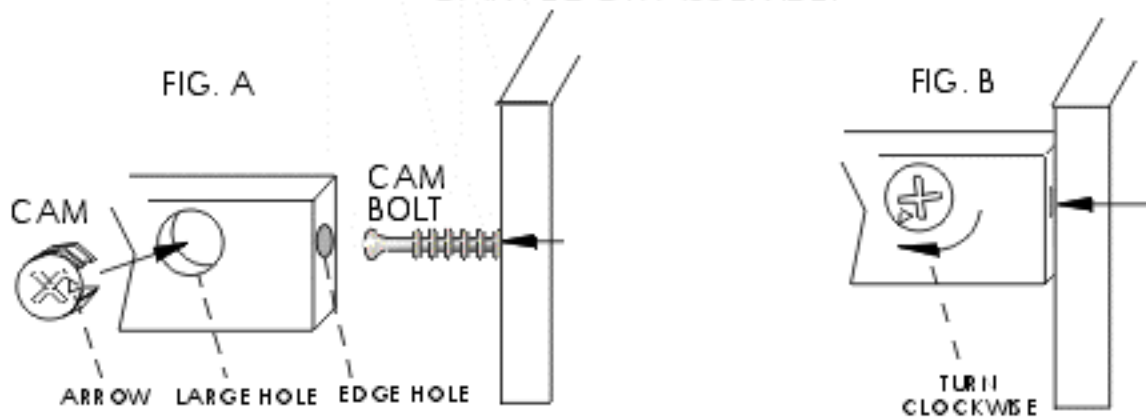
TOOLS REQUIRED

#2 PHILLIPS SCREWDRIVER - CAM BOLT
#6 FLAT SCREWDRIVER - CAM
HAMMER
ADJUSTABLE WRENCH
HEX WRENCH - PROVIDED

POWER TOOLS ARE NOT RECOMMENDED



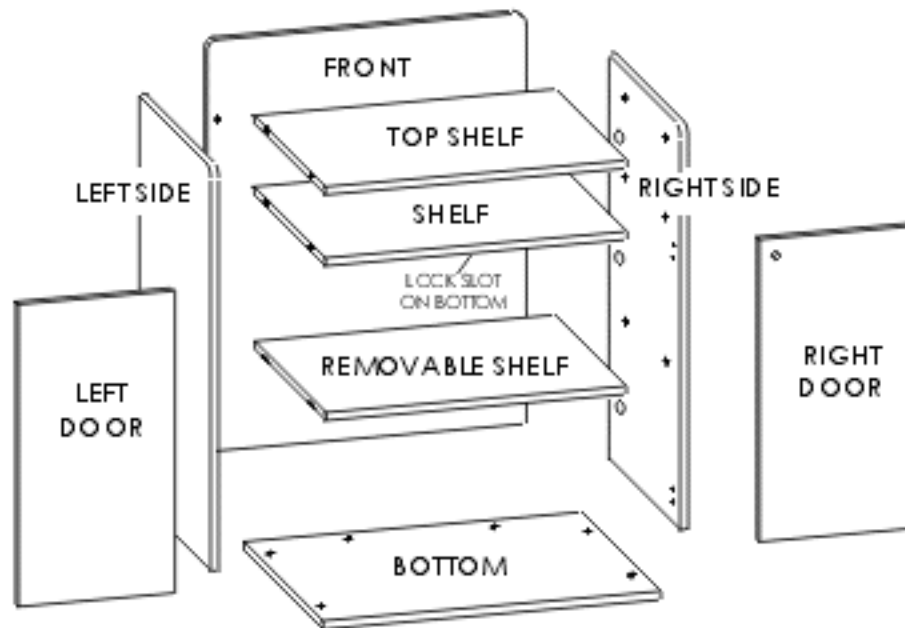
CAM LOCK ASSEMBLY



- 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. SEE FIG. B. For additional security, CAM may be turned another 1/4 turn.

1. IDENTIFY ALL PARTS.

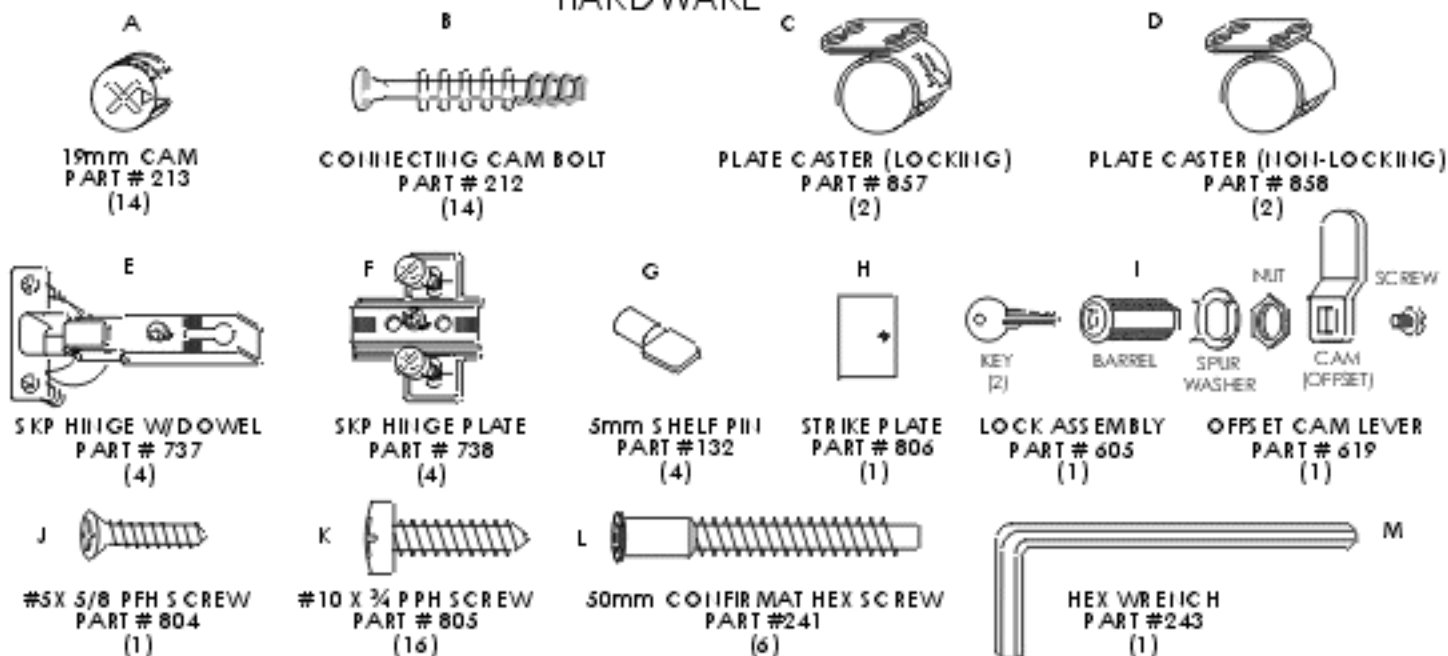
If any parts are missing OR you have questions about assembly, please call
 CUSTOMER SERVICE 1-800-966-5511 Monday - Friday 8am. TO 4:30pm. (Central)



IDENTIFY PARTS FROM SIZE LISTING BELOW

NO.	WOOD PART LIST	WOOD PART SIZES		WOOD PART NUMBERS BY COLOR	
		WIDTH	LENGTH	MAHOGANY	OAK
1	FRONT	29-7/8"	X38-3/8"	84CMAH-FRONT	245COAK-FRNT
1	BOTTOM	19-1/2"	X29-7/8"	84CMAH-BOTTM	245COAK-BTTM
1	LEFT DOOR	14-7/16"	X28-1/8"	84CMAH-LDOOR	245COAK-LDOR
1	LEFT SIDE	18-7/8"	X37-1 1/16"	84CMAH-LSIDE	245COAK-LSID
1	RIGHT DOOR	14-7/16"	X28-1/8"	84CMAH-RDOOR	245COAK-RDOR
1	REMOVABLE SHELF	18-7/16"	X27-7/8"	84CMAH-RSHLF	245COAK-RSLF
1	RIGHT SIDE	18-7/8"	X37-1 1/16"	84CMAH-RSIDE	245COAK-RSID
1	SHELF	18-5/8"	X28"	84CMAH-SHELF	245COAK-SHLF
1	TOP SHELF	18-5/8"	X28"	84CMAH-TSHLF	245COAK-TSLF

HARDWARE



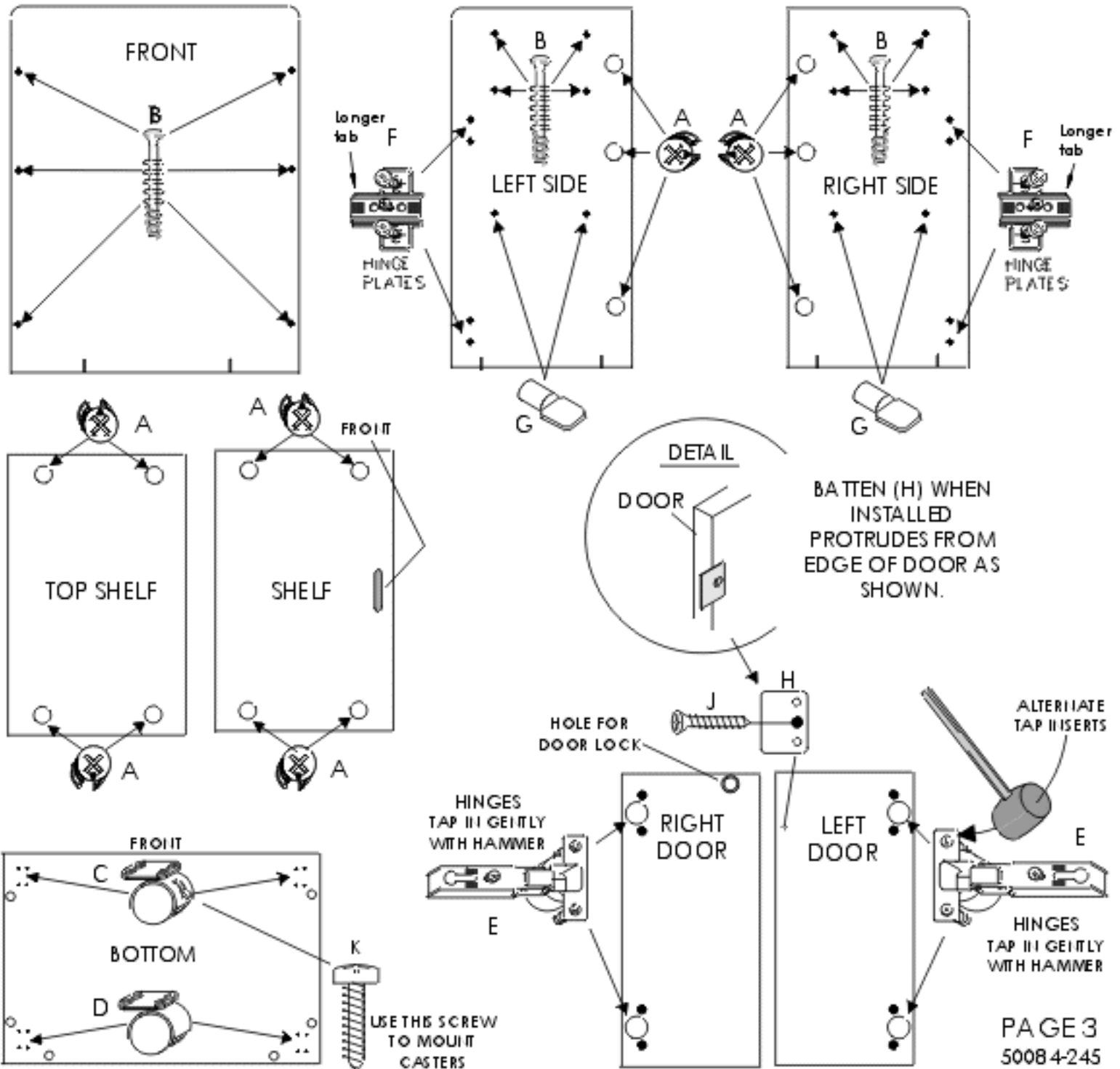
2 BEGIN ASSEMBLY BY INSTALLING HARDWARE AS SHOWN BELOW.

- 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.
- Mounting screws are captive on HINGE PLATES (F) and may be screwed directly into sides (Note direction of longer tab). DOOR HINGES (E) are mounted on DOORS by aligning the nylon inserts over the pre-drilled holes and, with a hammer, tapping gently on the back of the HINGE insert. Tap one insert and then the other, alternating, until the HINGE is seated down onto 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. WHEN POSSIBLE, USE 2 PEOPLE FOR ASSEMBLY.

- NOTE: CAMS ON SHELVES face bottom of the unit, with finished edges as shown.

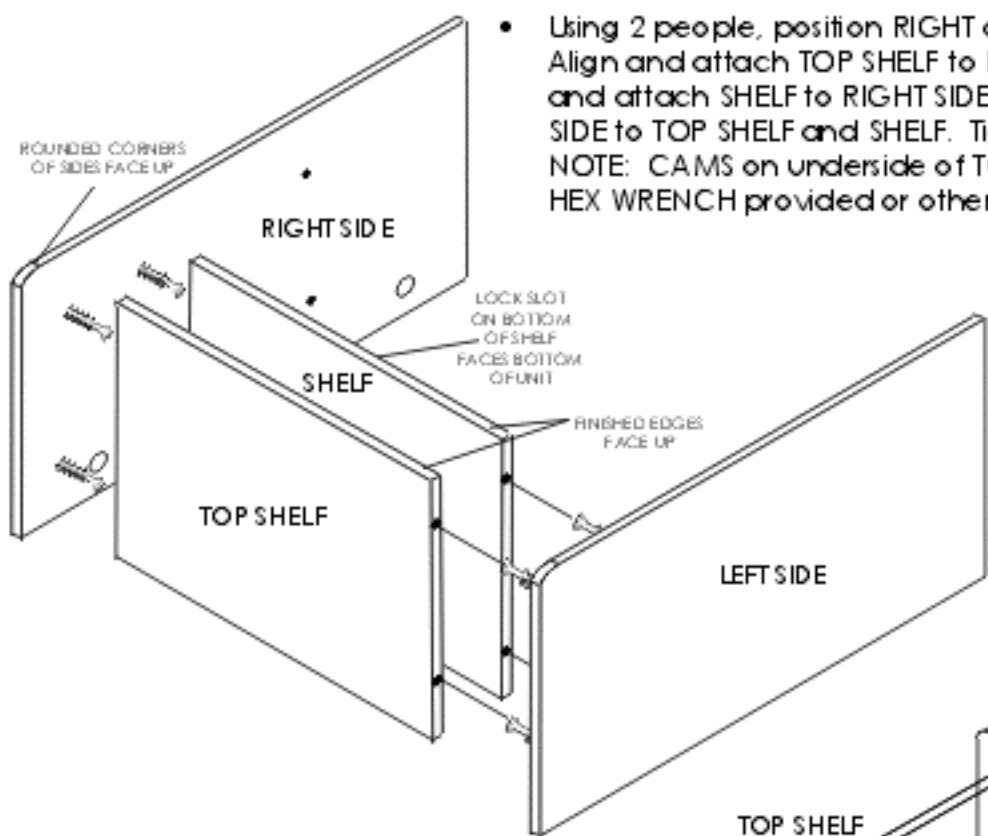


FIG. 1

- Using 2 people, position RIGHT and LEFT SIDES as shown in FIG 1. Align and attach TOP SHELF to RIGHT SIDE. Tighten CAMS. Align and attach SHELF to RIGHT SIDE. Tighten CAMS. Attach LEFT SIDE to TOP SHELF and SHELF. Tighten CAMS.

NOTE: CAMS on underside of TOP SHELF must be tightened with HEX WRENCH provided or other, appropriate, short screwdriver.

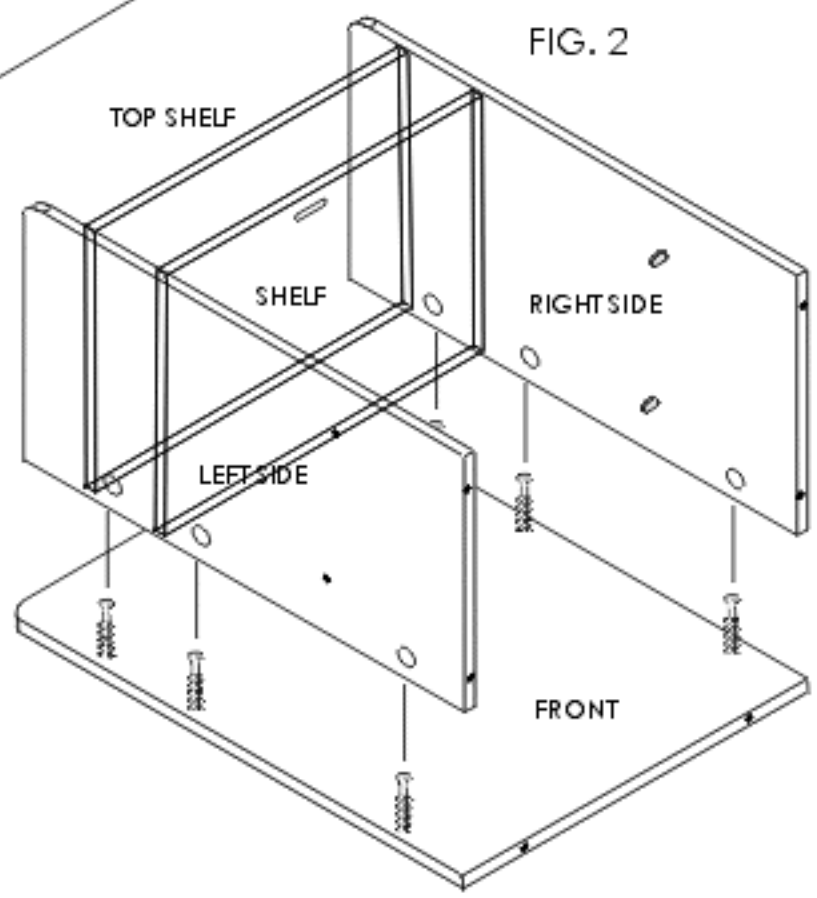
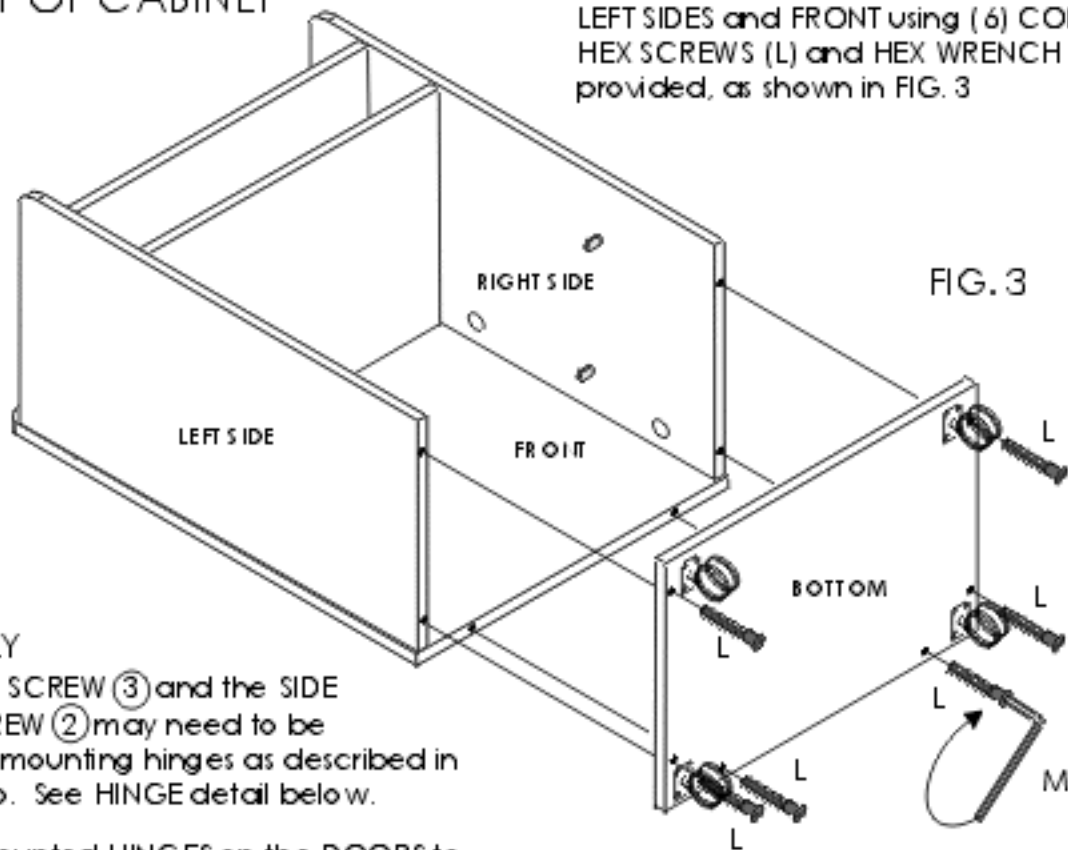


FIG. 2

- Lay FRONT on a flat surface, protecting surface from scratches, as shown in FIG. 2.
- Again, using 2 people, gently lift, align and attach ASSEMBLED SIDES to FRONT. Tighten all cams.

4 ASSEMBLY OF CABINET

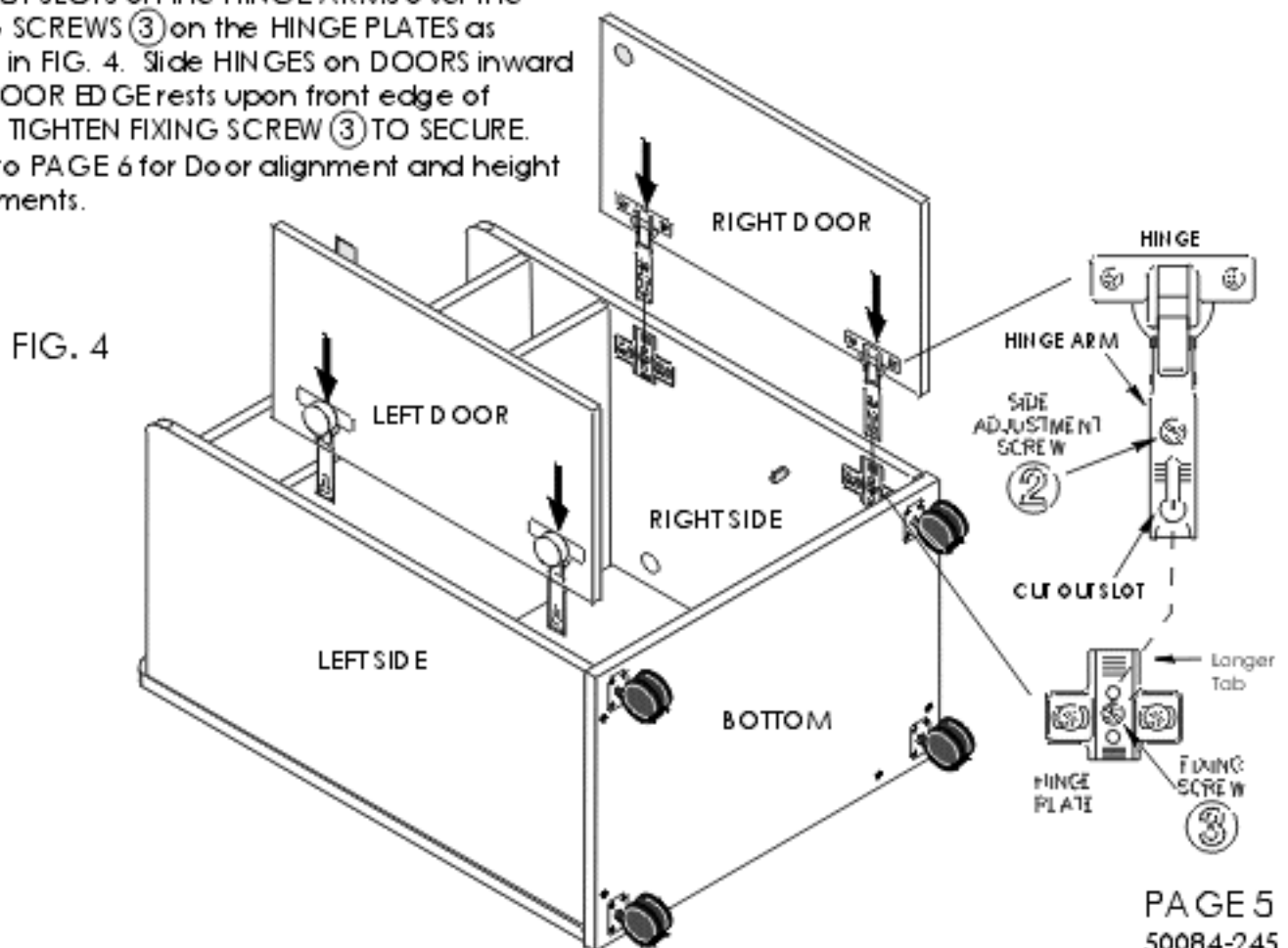
- Align and secure BOTTOM to RIGHT and LEFT SIDES and FRONT using (6) CONFIRMAT HEX SCREWS (L) and HEX WRENCH (M) provided, as shown in FIG. 3



DOOR ASSEMBLY

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. See HINGE detail below.

- 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 as shown in FIG. 4. Slide HINGES on DOORS inward until DOOR EDGE rests upon front edge of SIDES. TIGHTEN FIXING SCREW (3) TO SECURE.
- Refer to PAGE 6 for Door alignment and height adjustments.



5 ASSEMBLY OF CABINET

- Using 2 people, stand unit upright onto casters as shown in FIG. 5.
- Install REMOVABLE SHELF onto shelf pins previously installed on SIDES. Tip REMOVABLE SHELF at an angle to fit into cabinet.

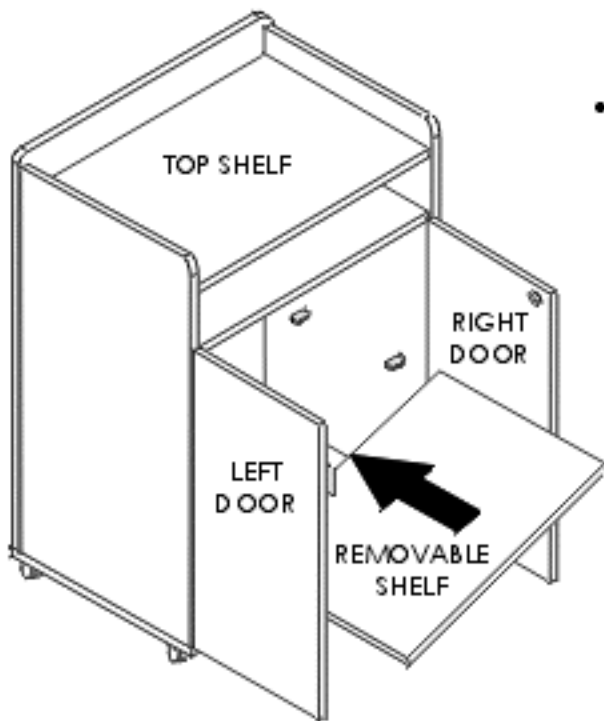
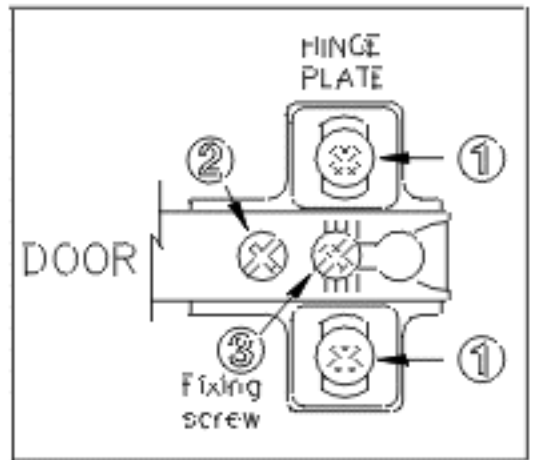


FIG. 5



If DOORS need to be adjusted, follow the instructions below. Use figure above of HINGE and HINGE PLATE ASSEMBLY to determine which screws to adjust.

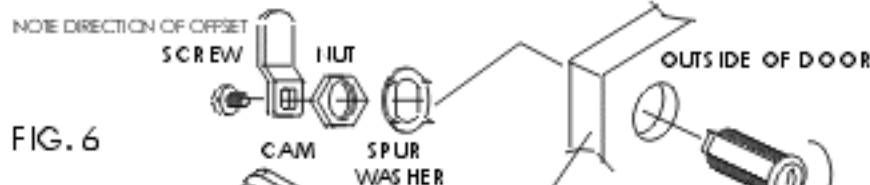
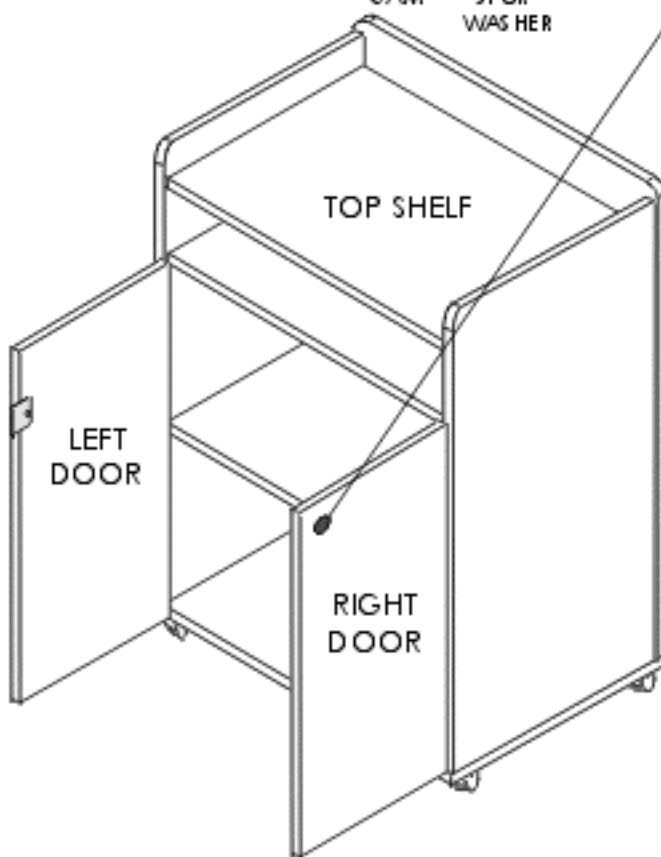
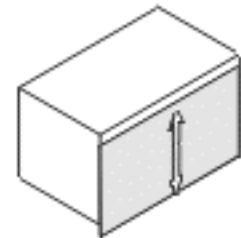


FIG. 6

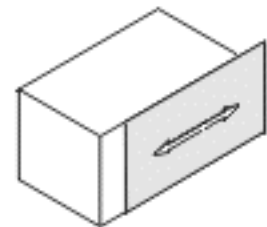


- Install LOCK ASSEMBLY onto RIGHT DOOR as shown in FIG. 6.
- Insert BARREL from outside of RIGHT DOOR. Fasten using hardware provided and outlined above.
- When installed correctly, LOCK will turn to the RIGHT to unlock. Insert KEY in BARREL as shown below, teeth up, during assembly.



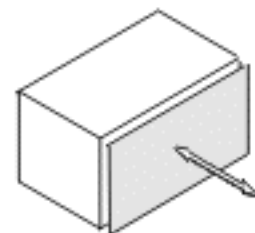
HEIGHT ADJUSTMENT (UP-DOWN)

Loosen height adjustment screws (1). Adjust door and re-tighten screws



SIDE ADJUSTMENT (SIDE-SIDE)

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



DEPTH ADJUSTMENT (IN-OUT)

Loosen screw (3), place hinge arm in the desired position and re-tighten screw.