

Vertiflex™ Products

FILE ROVER- with Locking Cover

ASSEMBLY INSTRUCTIONS

50357 BLACK

50433 OAK

GENERAL INSTRUCTIONS

To facilitate the assembly of this product, special fittings have been pre-mounted on some panels. After installation of SHOULDER SCREWS onto the edges of some panels, all that is needed to fasten the panels is to match the male and female fittings, tap the panels gently to insure a good fit and **turn the phillips head on the female fitting clockwise**, using a phillips screwdriver.

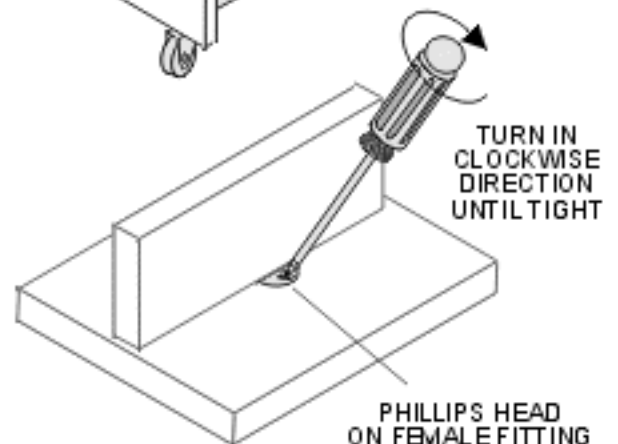
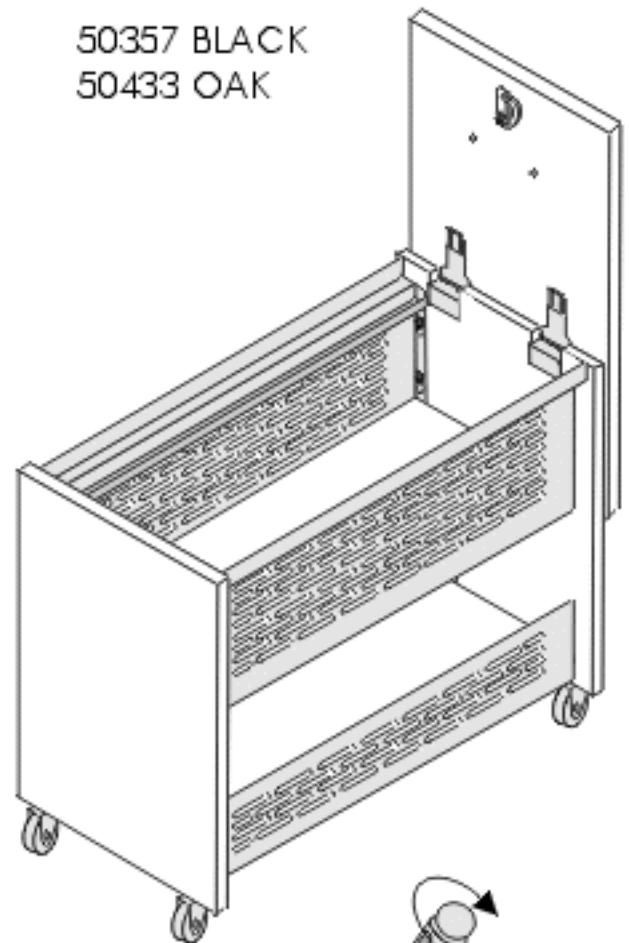
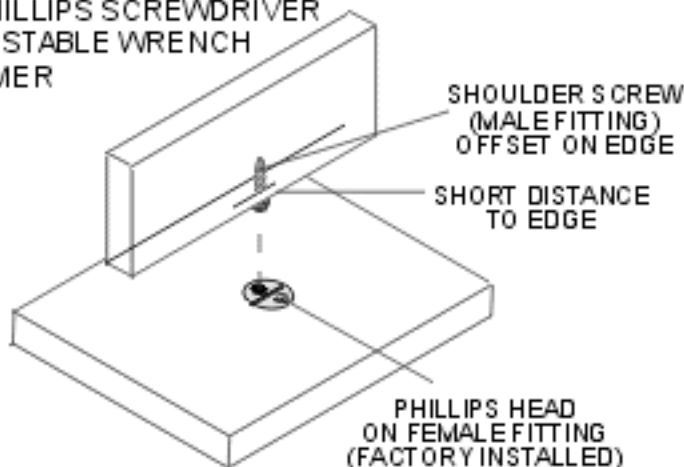
If the panels need to be taken apart, simply reverse the procedure. **Care must be taken, however, so as not to damage the fittings.**

IMPORTANT

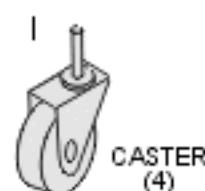
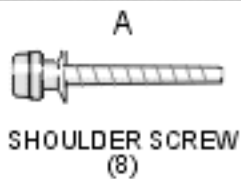
SHOULDER SCREWS (male fittings) mounted on the edges of the panels are **NOT CENTERED** (See figure below). The portion which has the shortest distance to the edge of the panel **MUST** be adjacent to the phillips screw head on the female fitting.

TOOLS REQUIRED

#2 PHILLIPS SCREWDRIVER
ADJUSTABLE WRENCH
HAMMER

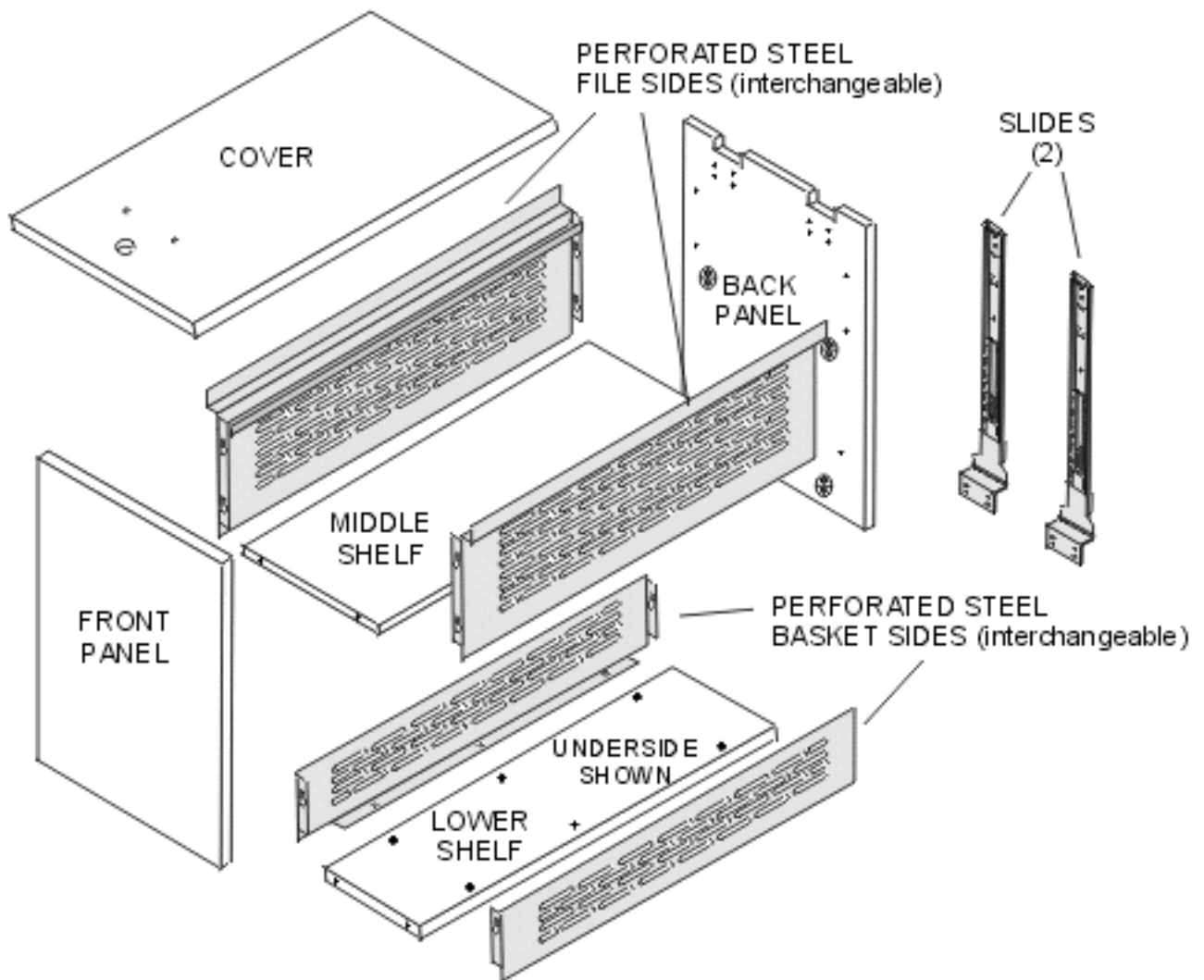


HARDWARE LIST



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

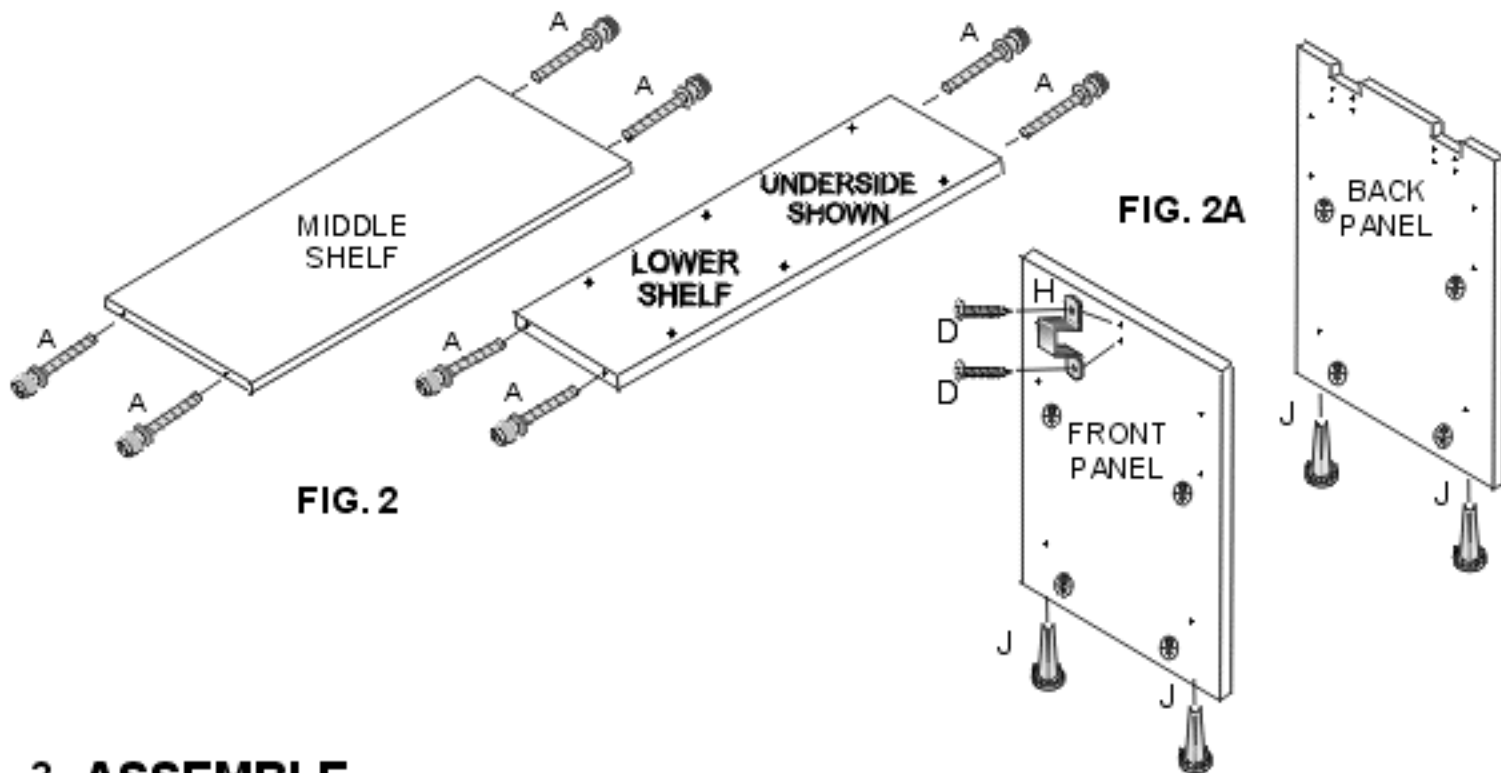
NO.	WOOD PART LIST	WOOD PART SIZES			IDENTIFIER
		THICKNESS	WIDTH	LENGTH	
1	BACK	3/4"	X 14-3/4'	X 24 1/4'	(CUT-OUTS ON TOP EDGE)
1	COVER	1/2"	X 14-3/4'	X 26-1/8'	(LOCK HOLE THRU)
1	FRONT	3/4"	X 14-3/4'	X 24 1/4'	(SIZE OF BACK, NO-CUT OUTS)
1	LOWER SHELF	3/4"	X 12-3/4'	X 24 11/16	(BY SIZE, 6 FACE HOLES)
1	MIDDLE SHELF	3/4"	X 13-3/8'	X 24 11/16	(BY SIZE, NO FACE DRILLING)
2	BASKET SIDE (STEEL)		X 4'	X 24 11/16"	(BY SIZE, NOTE ILLUSTRATION)
2	FILE SIDE (STEEL)		X 11-3/4'	X 24 11/16"	(BY SIZE, NOTE ILLUSTRATION)

2. INSTALL HARDWARE - USE HARDWARE LIST TO IDENTIFY ALL PARTS

Lay MIDDLE SHELF and LOWER SHELF on a flat, non-scratch surface. FIG. 2 Install (4) SHOULDER SCREWS (A) each in edges as shown. DO NOT OVER-TIGHTEN.

Align and attach (1) LOCK CATCH (H) to the pre-drilled holes near top edge of FRONT using (2) #8 x 5/8 TRUSS HEAD SCREWS (D). FIG.2A

Gently TAP (2) CASTER SOCKETS (J) each into holes in bottom edge of FRONT and BACK PANEL. FIG. 2A

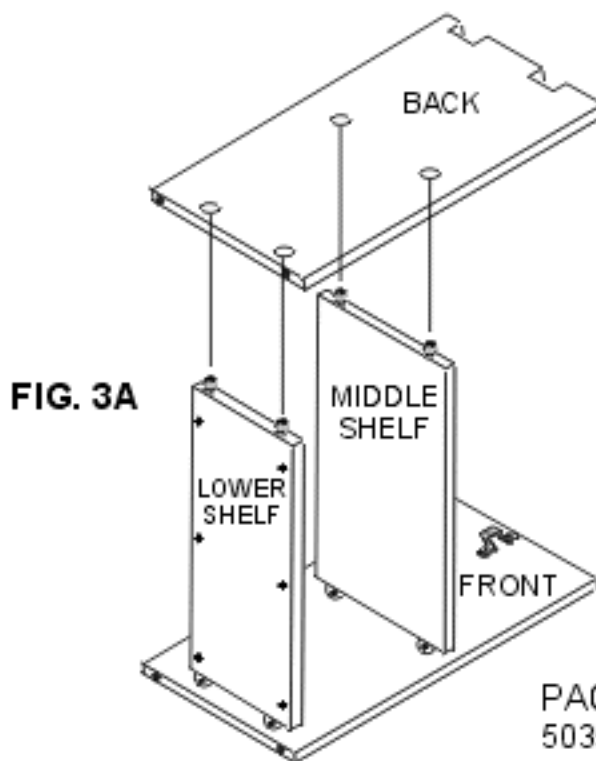
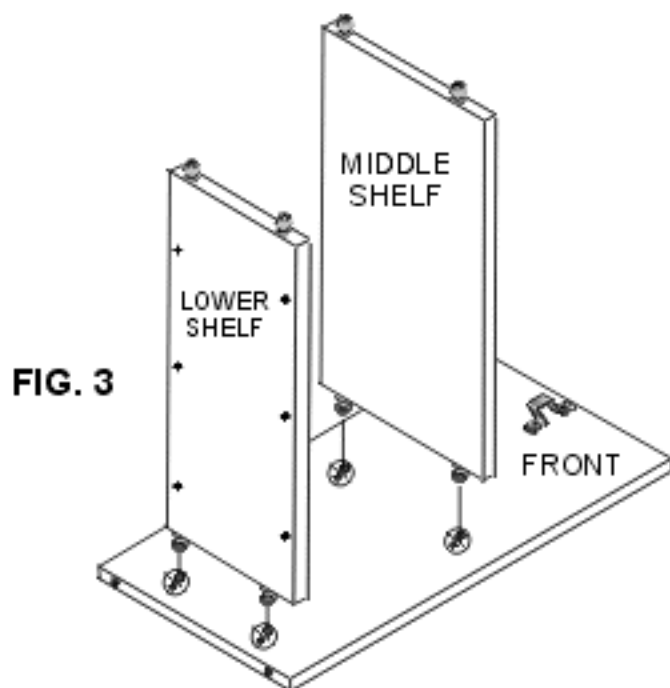


3. ASSEMBLE

Lay FRONT on a flat, non-scratch surface, assembly fittings facing up. FIG.3 Align and attach MIDDLE SHELF to fittings near middle of FRONT, refer to page 1 on positioning of offset shoulder screws. Tighten fittings.

Keeping face drilling as shown FIG.3, Align and attach LOWER SHELF to fittings near bottom edge of FRONT. Tighten fittings.

Align and attach fittings on BACK to shoulder screws on MIDDLE SHELF and LOWER SHELF as shown FIG.3A. Tighten all fittings from under side.



4. ASSEMBLE - NOTE BASKET SIDES ARE INTERCHANGEABLE

Using 2 people, Carefully flip unit over to rest on top edges of FRONT and BACK. Align and attach (2) PERFORATED STEEL BASKET SIDES to LOWER SHELF using (4) #8 x 7/16" WASHER HEAD SCREWS (B) and (2) #8 x 7/16" TRUSS HEAD SCREWS (C) as shown FIG.4. Install (4) CASTERS (I) into CASTER SOCKETS, some force may be required to "click" into place. FIG.4

Using 2 people, Carefully flip unit over to rest on CASTERS. Complete BASKET SIDE assembly using (4) #8 x 7/16" WASHER HEAD SCREWS (B) to fasten bent flanges to pre-drilled holes on FRONT and BACK.

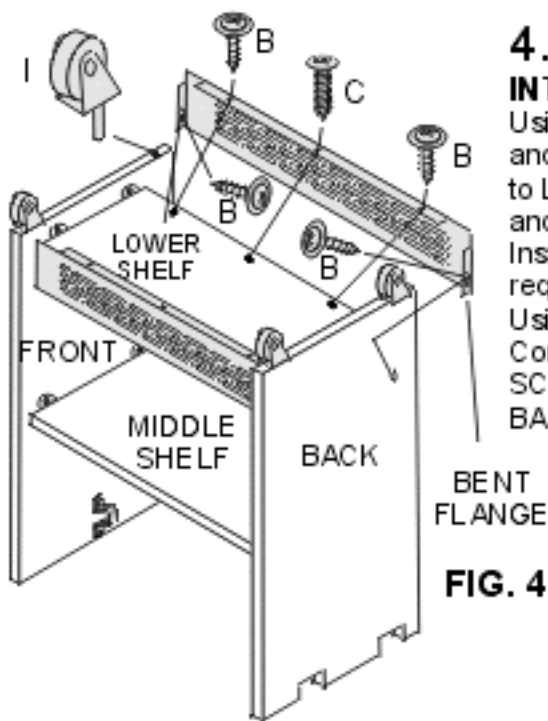


FIG. 4

5. ASSEMBLE - NOTE FILE SIDES ARE INTERCHANGEABLE

Align and attach (2) PERFORATED STEEL FILE SIDES to FRONT and BACK PANELS using (4) #8 x 7/16" WASHER HEAD SCREWS (B) as shown FIG.5. For proper installation flange on FILE SIDES should rest on top surface of MIDDLE SHELF.

6. ASSEMBLE - (IMPORTANT NOTE - SLIDE SCREWS CAN NOT BE LONGER THAN 7/16")

Lay COVER on a flat, non-scratch surface with (8) pre-drilled pilot holes facing upward. Align and attach (2) SLIDES to COVER using (8) #8 x 7/16" TRUSS HEAD SCREWS (C), (labeled 12mm in plastic bags). Align 1st hole on SLIDE nearest ROLLER END to pilot hole closest to edge of COVER. FIG.6 Move inner-slide to align for remaining SCREWS. Attach LOCK ASSEMBLY to COVER, refer to FIG.6, align SPUR WASHER to pre-drilled holes while tightening NUT. Keep CAM positioned as shown. Align and attach HANDLE (F) to COVER using (2) #8 x 3/4" PAN HEAD SCREWS (E). COVER is now ready to attach to unit.

Carefully support and align both brackets on SLIDES to pre-drilled holes on BACK. FIG.6A Attach SLIDES on COVER to BACK using (8) #8 x 5/8" TRUSS HEAD SCREWS (D). FIG.6A

Use care when lifting or sliding cover when aligning LOCK with LATCH

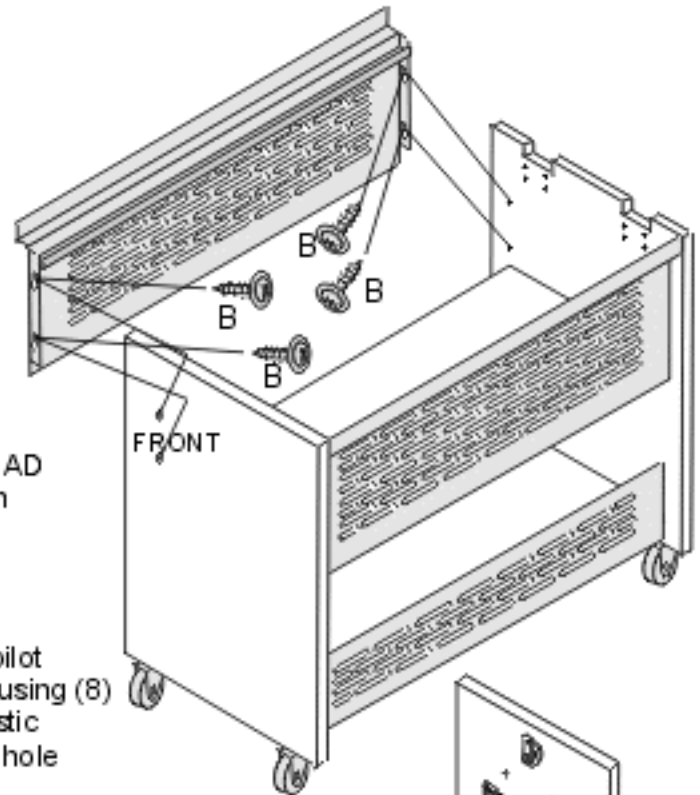


FIG. 5

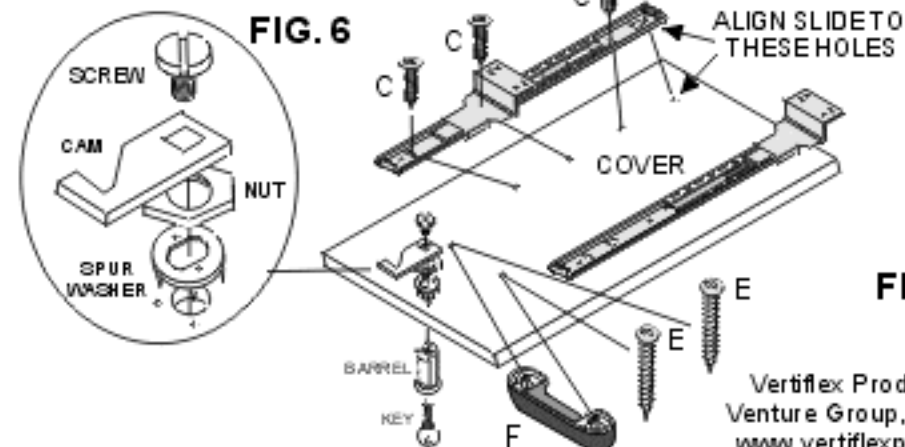


FIG. 6

FIG. 6A

