Vertiflex™ Products
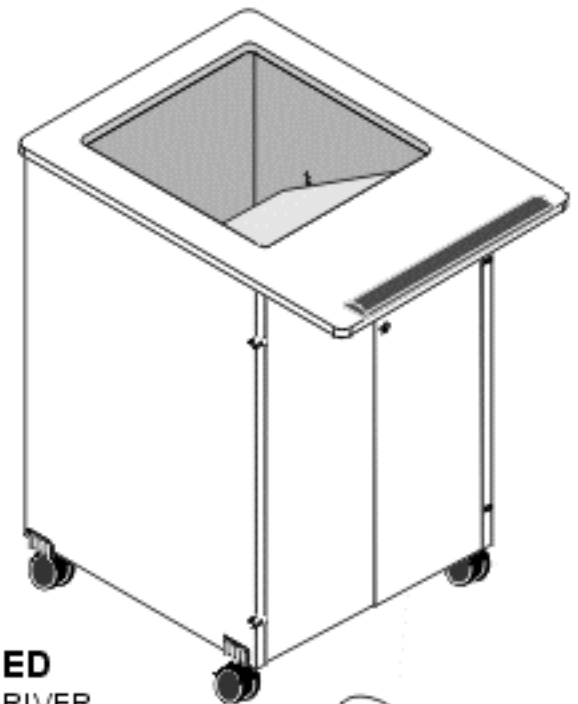
STAND 'N VIEW
MODEL 110
ASSEMBLY INSTRUCTIONS

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.**
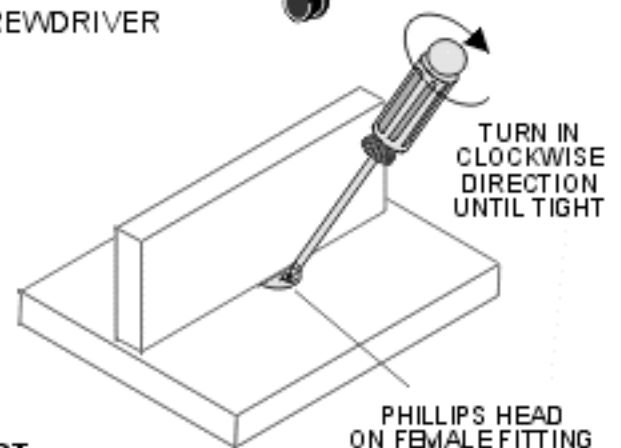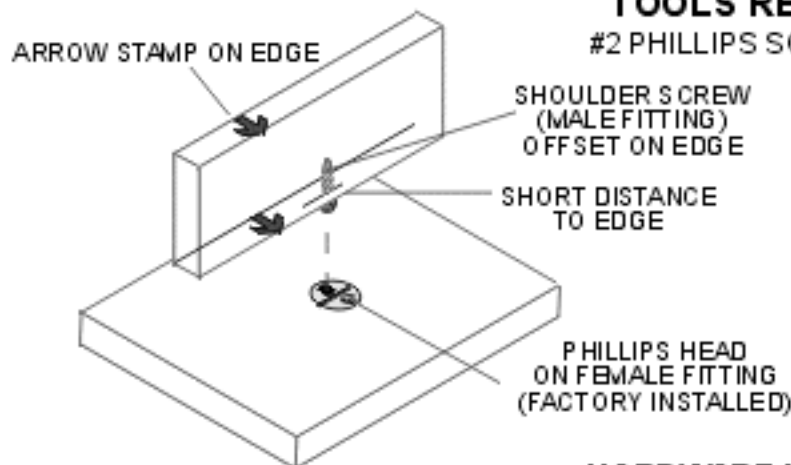
IMPORTANT

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 screwhead on the female fitting. To aid in assembly, parts have been stamped with an **ARROW** on the **EDGE** to indicate direction of this offset.
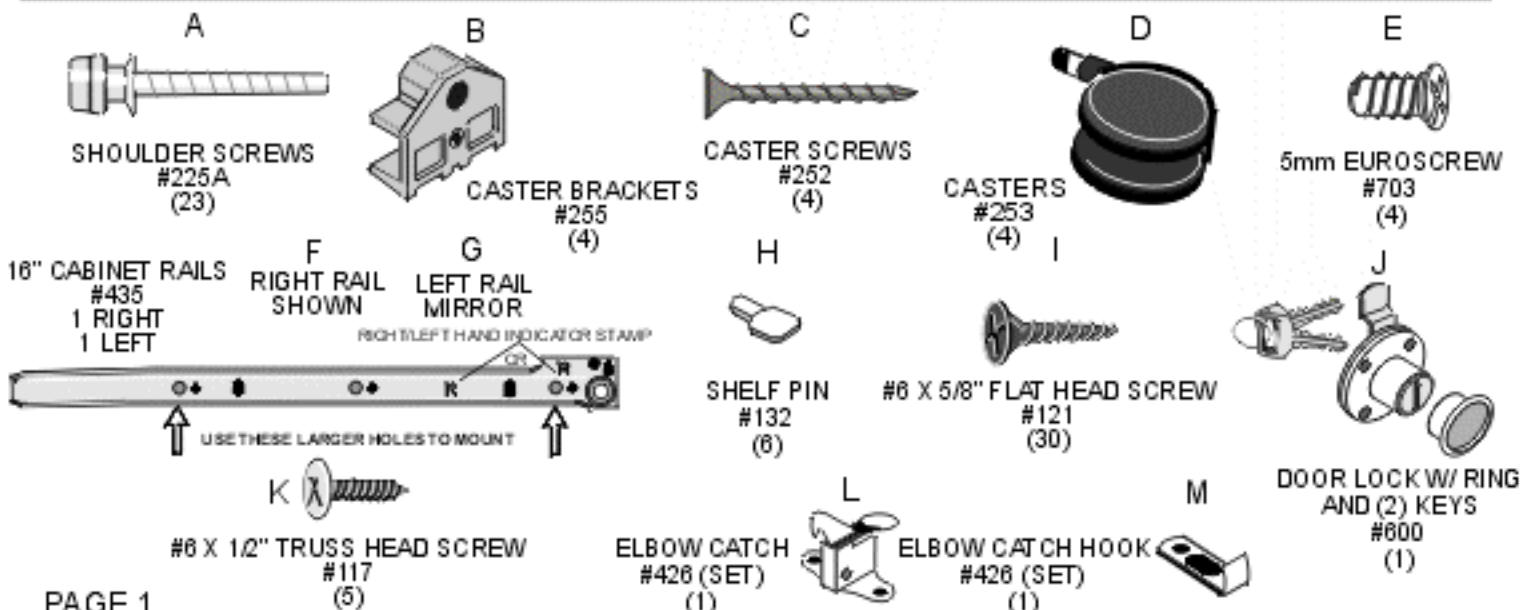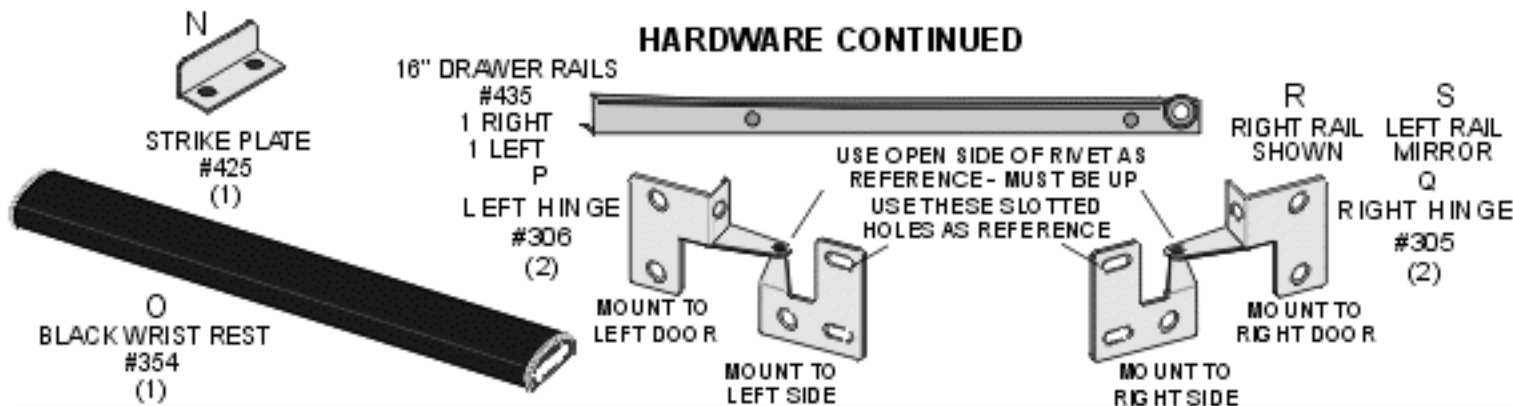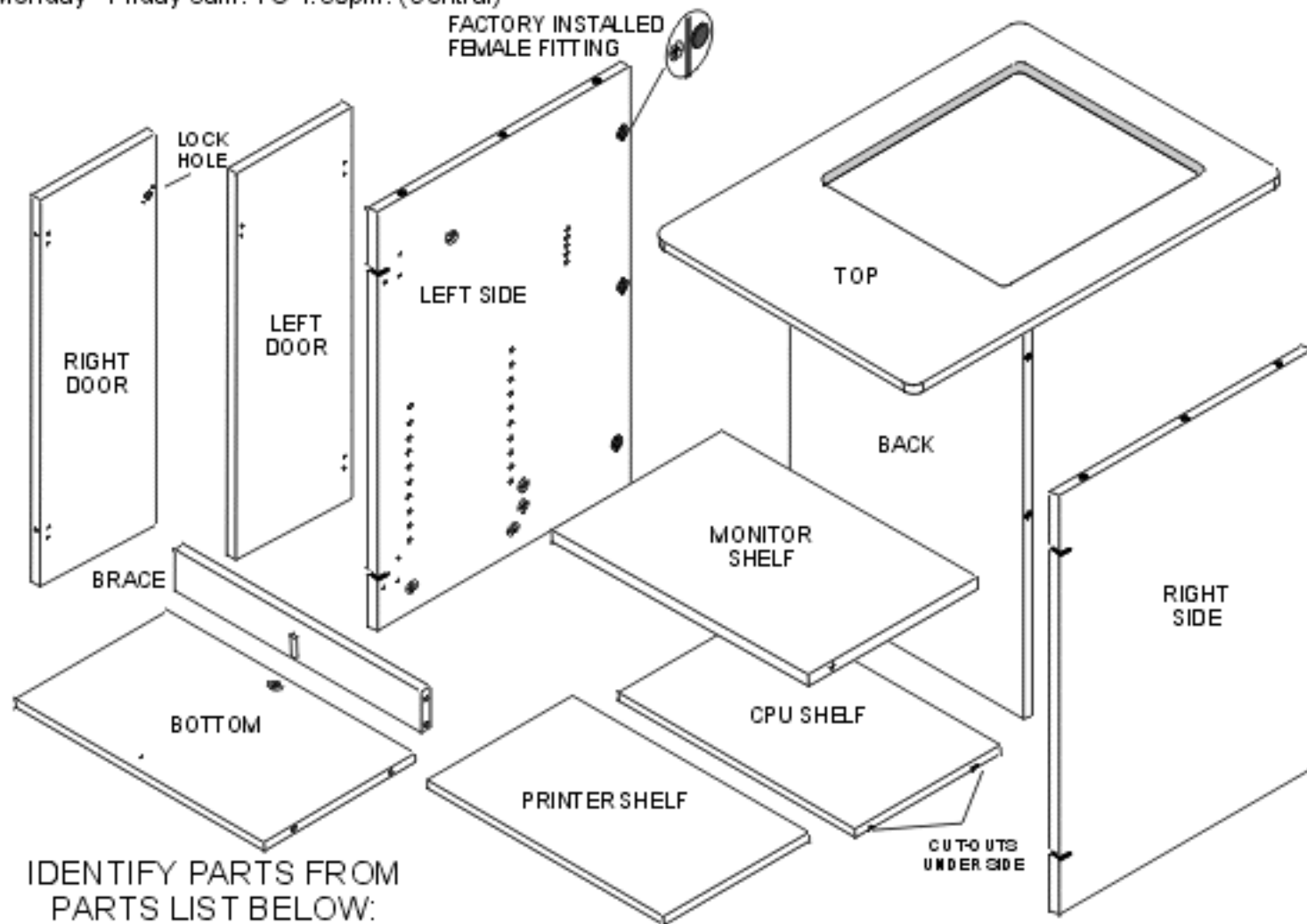
TOOLS REQUIRED
#2 PHILLIPS SCREWDRIVER

ARROW STAMP ON EDGE

SHOULDER SCREW (MALE FITTING) OFFSET ON EDGE

SHORT DISTANCE TO EDGE

PHILLIPS HEAD ON FEMALE FITTING (FACTORY INSTALLED)

TURN IN CLOCKWISE DIRECTION UNTIL TIGHT

PHILLIPS HEAD ON FEMALE FITTING

HARDWARE LIST

A SHOULDER SCREWS #225A (23)

B CASTER BRACKETS #255 (4)

C CASTER SCREWS #252 (4)

D CASTERS #253 (4)

E 5mm EUROSCREW #703 (4)

16" CABINET RAILS #435 1 RIGHT 1 LEFT
F RIGHT RAIL SHOWN
G LEFT RAIL MIRROR
RIGHT/LEFT HAND INDICATOR STAMP
USE THESE LARGER HOLES TO MOUNT

H SHELF PIN #132 (6)

I #6 X 5/8" FLAT HEAD SCREW #121 (30)

J DOOR LOCK W/ RING AND (2) KEYS #600 (1)

K #6 X 1/2" TRUSS HEAD SCREW #117 (5)

L ELBOW CATCH #426 (SET) (1) ELBOW CATCH HOOK #426 (SET) (1)

M

CONTINUED NEXT PAGE ➡

HARDWARE CONTINUED

N

STRIKE PLATE
#425
(1)

16" DRAWER RAILS
#435
1 RIGHT
1 LEFT
P

LEFT HINGE
#306
(2)

USE OPEN SIDE OF RIVET AS
REFERENCE - MUST BE UP

USE THESE SLOTTED
HOLES AS REFERENCE

MOUNT TO
LEFT DOOR

MOUNT TO
LEFT SIDE

R
RIGHT RAIL
SHOWN

S
LEFT RAIL
MIRROR

Q
RIGHT HINGE
#305
(2)

MOUNT TO
RIGHT DOOR

MOUNT TO
RIGHT SIDE

O
BLACK WRIST REST
#354
(1)

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)

FACTORY INSTALLED
FEMALE FITTING

LOCK
HOLE

RIGHT
DOOR

LEFT
DOOR

LEFT SIDE

TOP

BACK

MONITOR
SHELF

RIGHT
SIDE

BRACE

BOTTOM

CPU SHELF

PRINTER SHELF

CUT-OUTS
UNDER SIDE

IDENTIFY PARTS FROM PARTS LIST BELOW:

NO.	WOOD PART LIST	WOOD PART SIZES			WOOD PART NUMBERS
		THICKNESS	WIDTH	LENGTH	
1	RIGHT SIDE	5/8"	X 24'	X 34'	110-RSIDE + COLOR
1	LEFT SIDE	5/8"	X 24'	X 34'	110-LSIDE
1	BOTTOM	5/8"	X 14'	X 22'	110-BOTTOM
1	TOP	5/8"	X 24 1/16"	X 32'	110-TOP
1	BRACE	5/8"	X 4'	X 22'	110-BRACE
1	MONITOR SHELF	5/8"	X 14'	X 22'	110-MONSHELF
1	PRINTER SHELF	5/8"	X 15-1/2'	X 21"	110-PRNSHLF
1	CPU SHELF	5/8"	X 14'	X 22'	110-CPUSHELF
1	BACK	5/8"	X 22'	X 34'	110-BACK
2	DOORS	5/8"	X 10-7/8'	X 32-1/8'	110-DOORS

2. CASTER BRACKET AND CASTER INSTALLATION

Lay RIGHT and LEFT SIDES on a flat, non-scratch surface, assembly fittings facing up. **ALIGN** CASTER BRACKETS (B) with hole on bottom edge of panel. NOTE: Large hole on CASTER BRACKET must be to inside (fitting side) of panel. Start BRACKET onto board at one corner first . Push BRACKET all the way onto panel. **ATTACH** with CASTER SCREW (C) through mounting hole. **INSERT** CASTER stem into larger mounting hole in BRACKET and push until it "CLICKS" into place. (FIG. 2) - SEE BELOW FOR LARGER VIEW OF SIDE.

INSIDE OF SIDE PANELS

ALIGN   **ATTACH**   **INSERT**

FIG. 2
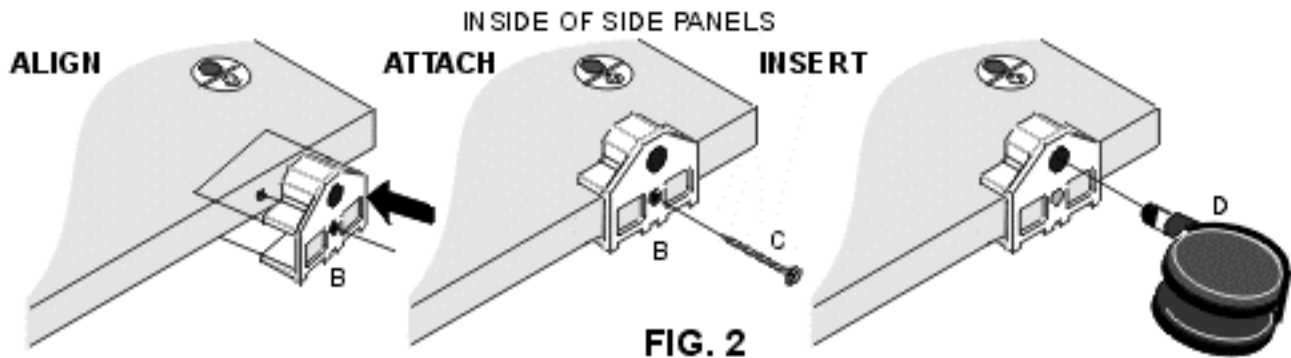
3. DETERMINE POSITION OF SHELVES

Decide the best internal shelf arrangement for equipment to be used in the unit. A series of pre-drilled holes on SIDES have been provided to allow for maximum flexibility of CPU and PRINTER SHELF configurations.

Determine mounting position of printer shelf rails based on printer to be used. Measure over-all height of printer, including paper guides and/or tractor feed assembly, if any. For DOT MATRIX printers, BOTTOM of unit may be used for input paper storage. For LASER JET or INK JET printers, shelf rail may be mounted at lowest position in series of holes on SIDES for maximum access. Measure height of CPU to determine position for CPU SHELF on adjustable SHELF PINS. Consider DEPTH of CPU and any possible contact with underside of MONITOR SHELF.

FIG. 3 shows configuration with CPU above PRINTER. This arrangement may be reversed by mounting PRINTER SHELF RAILS at higher position and CPU SHELF below.

PROCEED TO PAGE 4 - HARDWARE INSTALLATION

RIGHT SIDE

MONITOR SHELF

CPU SHELF (SHELF PINS)

CPU HEIGHT

PRINTER SHELF (RAIL)

PRINTER HEIGHT

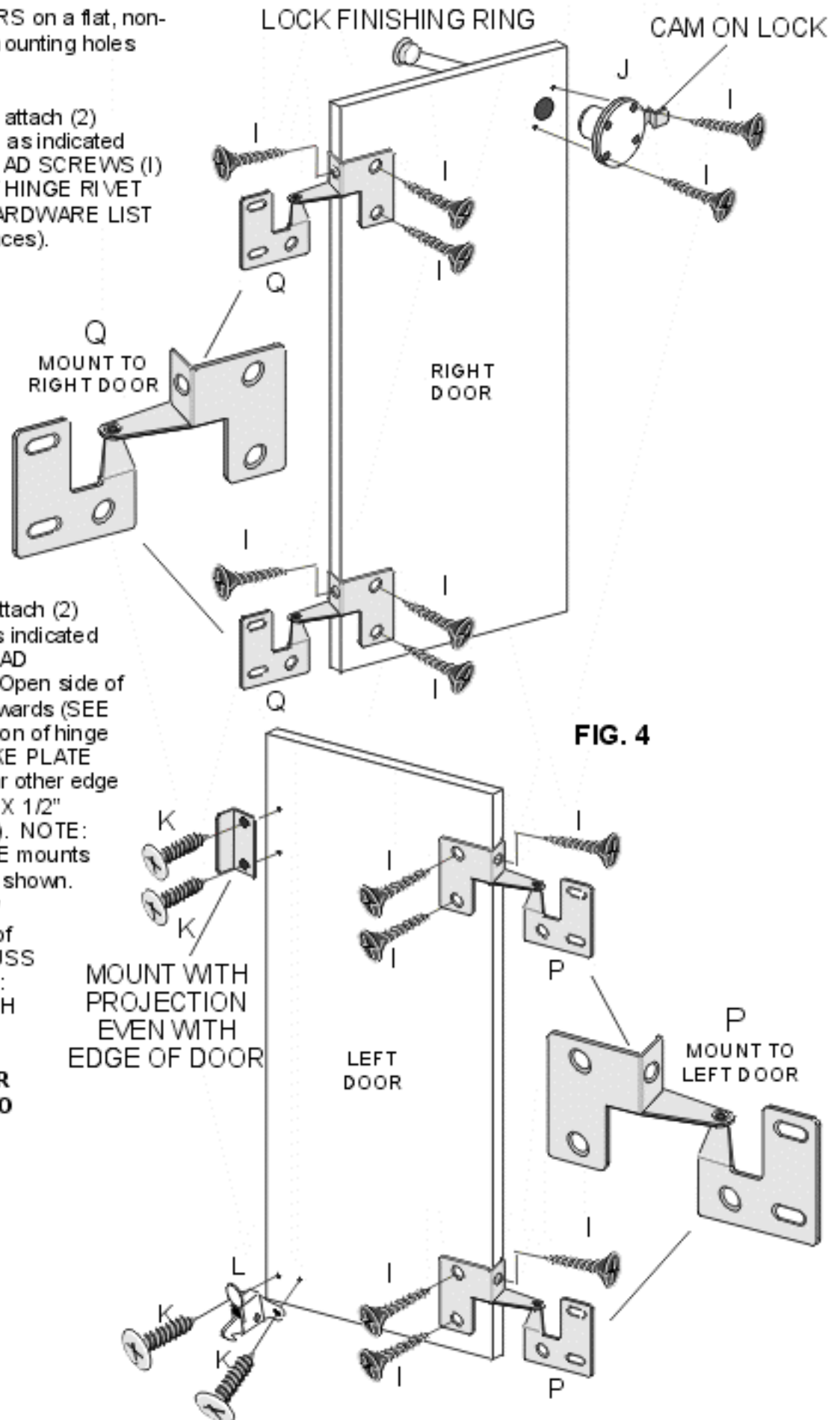BOTTOM (& BRACE)

FIG. 3
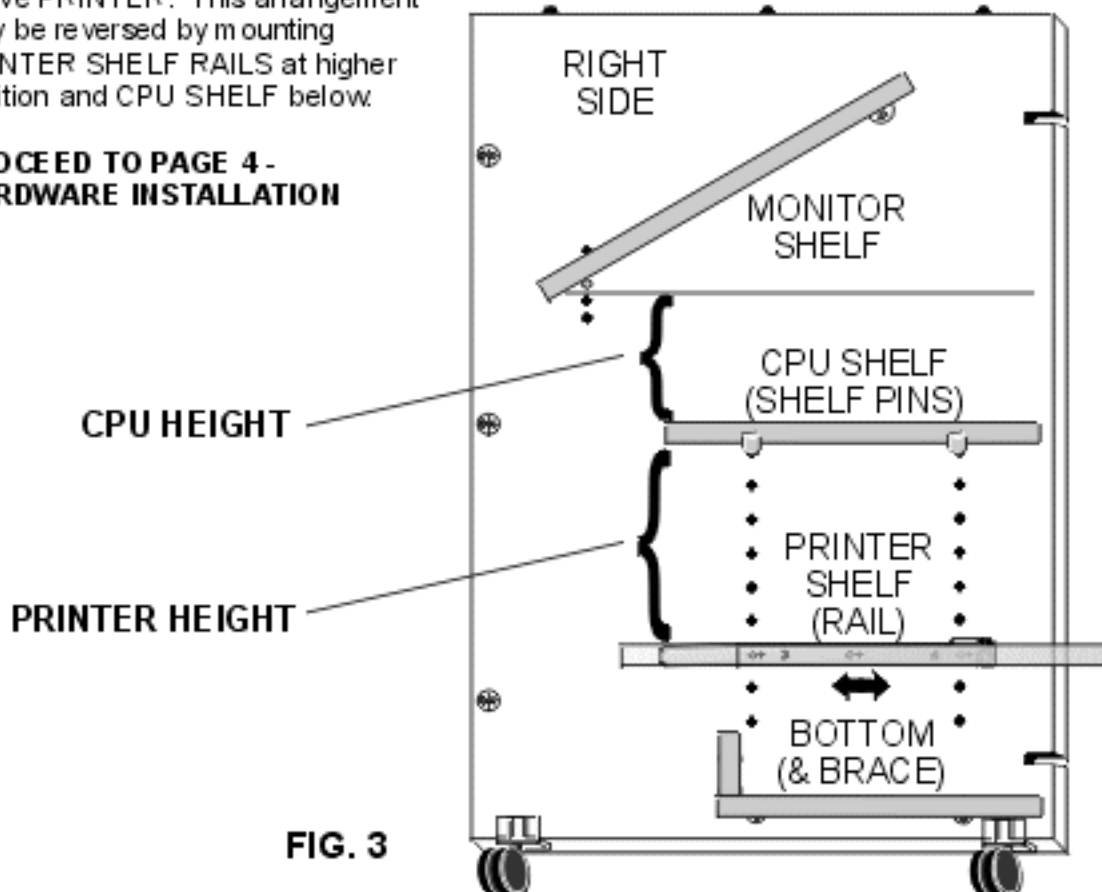
4. PREPARE DOORS

Lay RIGHT and LEFT DOORS on a flat, non-scratch surface, hardware mounting holes facing up. FIG. 4

On RIGHT DOOR align and attach (2) RIGHT DOOR HINGES (Q) as indicated using (3) #6 X 5/8" FLAT HEAD SCREWS (I) each. **NOTE:** Open side of HINGE RIVET must face upwards (SEE HARDWARE LIST for direction of hinge references).

Align (1) DOOR LOCK (J) with large mounting hole in RIGHT DOOR as shown. Press-fit DOOR LOCK FINISHING RING over barrel of DOOR LOCK from opposite side. NOTE: Insure CAM on lock faces in opposite direction of hinges. Attach with (2) #6 X 5/8" FLAT HEAD SCREWS (I)

On LEFT DOOR align and attach (2) LEFT DOOR HINGES (P) as indicated using (3) #6 X 5/8" FLAT HEAD SCREWS (I) each. NOTE: Open side of HINGE RIVET must face upwards (SEE HARDWARE LIST for direction of hinge references). Align (1) STRIKE PLATE with (2) pre-drilled holes near other edge of LEFT DOOR using (2) #6 X 1/2" TRUSS HEAD SCREWS (K). NOTE: Projection on STRIKE PLATE mounts even with edge of DOOR as shown.

Align and attach (1) ELBOW CATCH (L) to lower portion of door using (2) #6 X 1/2" TRUSS HEAD SCREWS (K). NOTE: Projection on ELBOW CATCH faces downward.

SET DOORS ASIDE FOR LATER ATTACHMENT TO SIDES.

LOCK FINISHING RING

CAM ON LOCK

J

Q

MOUNT TO RIGHT DOOR

RIGHT DOOR

Q

FIG. 4

K

K

MOUNT WITH PROJECTION EVEN WITH EDGE OF DOOR

P

P
MOUNT TO LEFT DOOR

LEFT DOOR

L

K

K

P

HARDWARE INSTALLATION TO DESIRED CONFIGURATION

Assemby of CABINET RAILS and shelf pins determined to your desired configuration and may vary slightly from figures as shown.
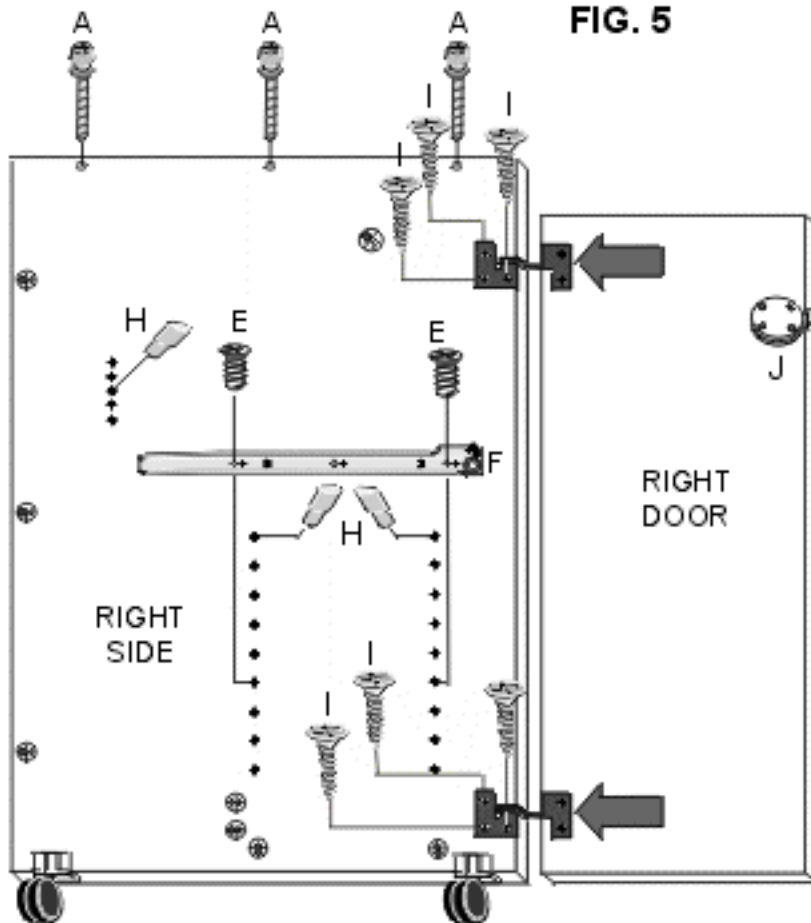
DETAIL

RIGHT/LEFT HAND INDICATOR STAMP

USE THESE HOLES FOR MOUNTING

FIG. 5

5. RIGHT SIDE

Insert (1) SHELF PIN (H) into middle hole in series of (5) holes near back-upper portion of panel. FIG. 5 Align and attach (1) 16" RAIL (F) at desired position using (2) 5mm EUROSCREWS (E). Insert (2) SHELF PINS (H) for desired location of CPU SHELF.

Align and attach (1) RIGHT DOOR to RIGHT SIDE using (3) #6 x 5/8" FLAT HEAD SCREWS (I). Insure that LOCK is in position as shown in relation to RIGHT SIDE.

Install (3) SHOULDER SCREWS (A) along top edge of SIDE as shown. Tighten until snug. **DO NOT OVER-TIGHTEN.**

RIGHT DOOR

RIGHT SIDE

6. LEFT SIDE

Insert (1) SHELF PIN (H) into middle hole in series of (5) holes near back-upper portion of panel. FIG. 6 Align and attach (1) 16" LEFT CABINET RAIL (G) at desired position using (2) 5mm EUROSCREWS (E). Insert (2) SHELF PINS (H) for desired location of CPU SHELF at same level as RIGHT SIDE.

Align and attach (1) LEFT DOOR using (3) #6 x 5/8" FLAT HEAD SCREWS (I).

Install (3) SHOULDER SCREWS (A) along top edge of SIDE as shown. Tighten until snug. **DO NOT OVER-TIGHTEN.**
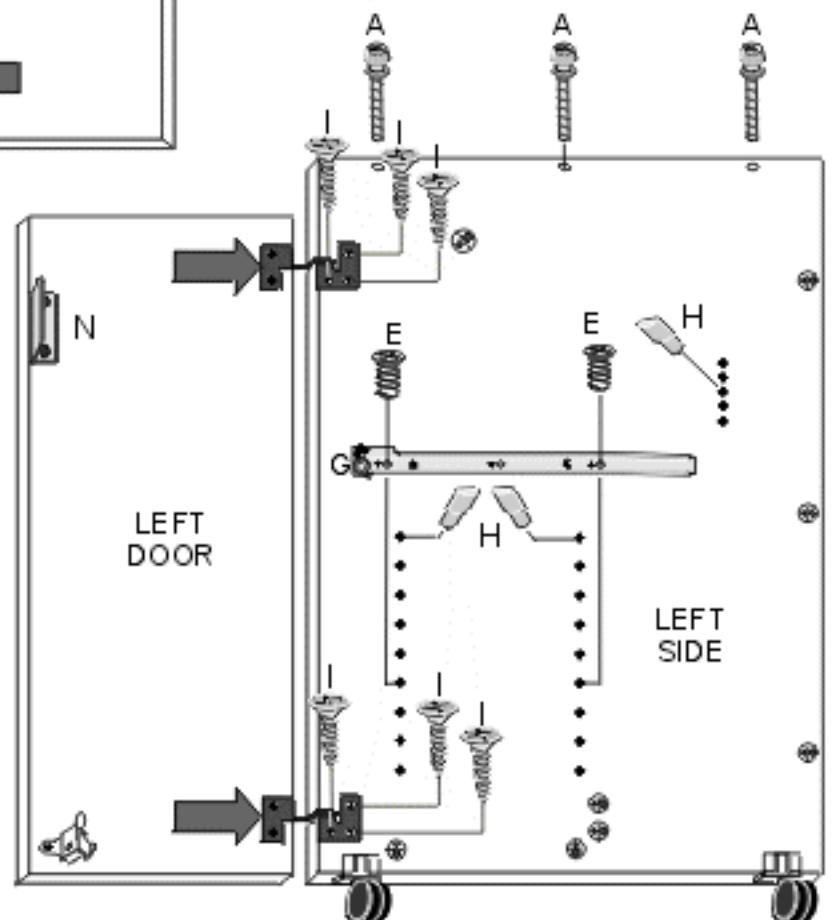
LEFT DOOR

LEFT SIDE

FIG. 6

7. INSTALL SHOULDER SCREWS

Install SHOULDER SCREWS (A) into pre-drilled holes in edges of panels as shown. FIG. 7 **DO NOT OVER-TIGHTEN.** Install (1) ELBOW CATCH HOOK (M) to pre-drilled hole on face of BOTTOM using (1) #6 x 1/2" TRUSS HEAD SCREW (K). **BEFORE** tightening screw completely, hold PLATE back into position (perpendicular to edge) and against screw as shown.
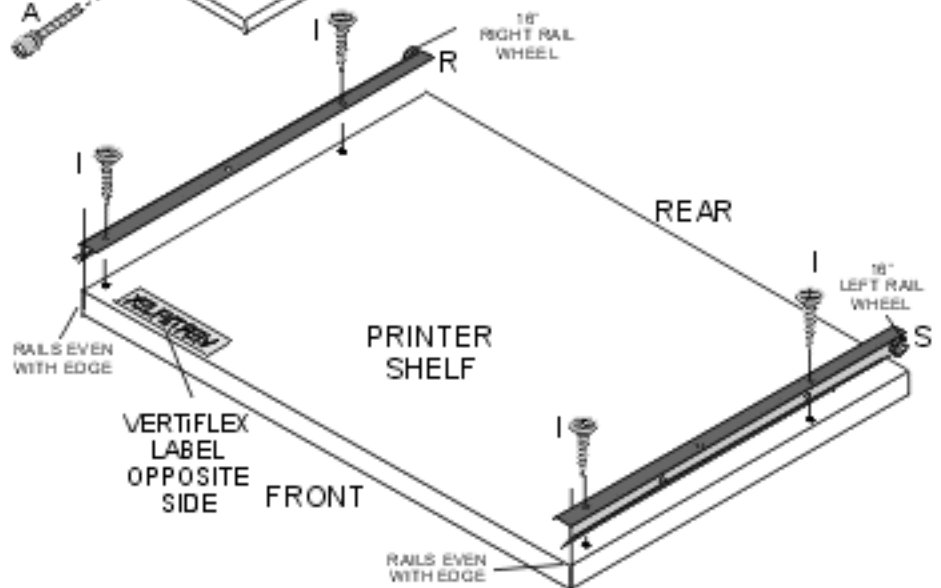
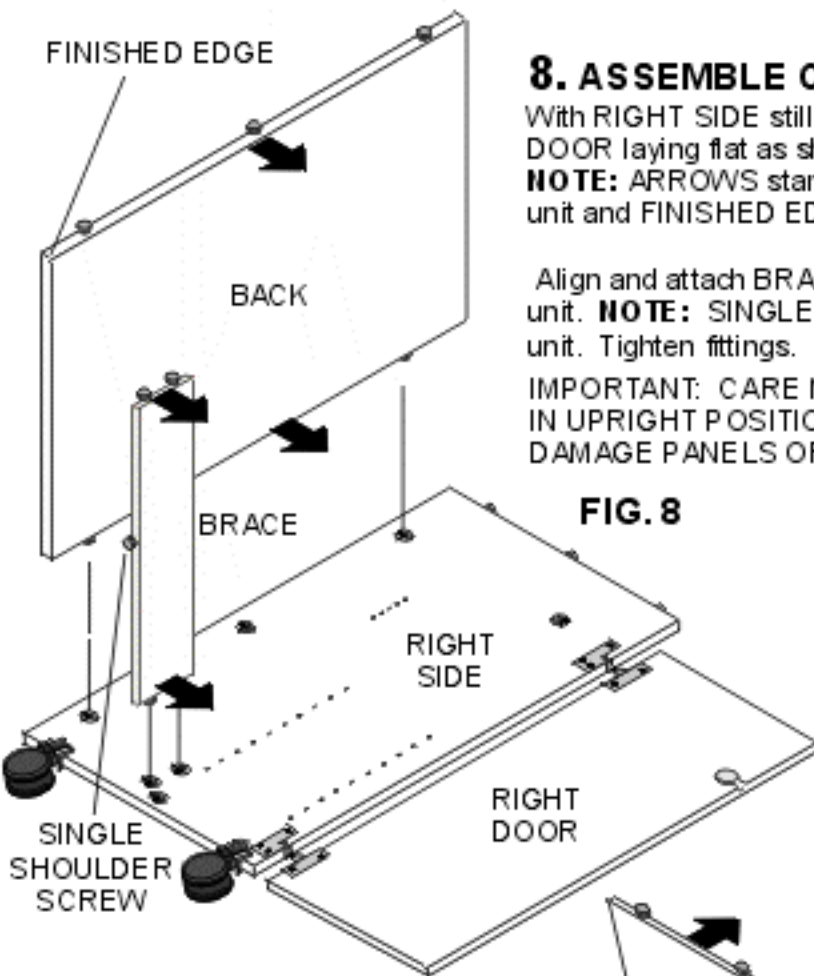**FIG. 7**

BOTTOM

K

M
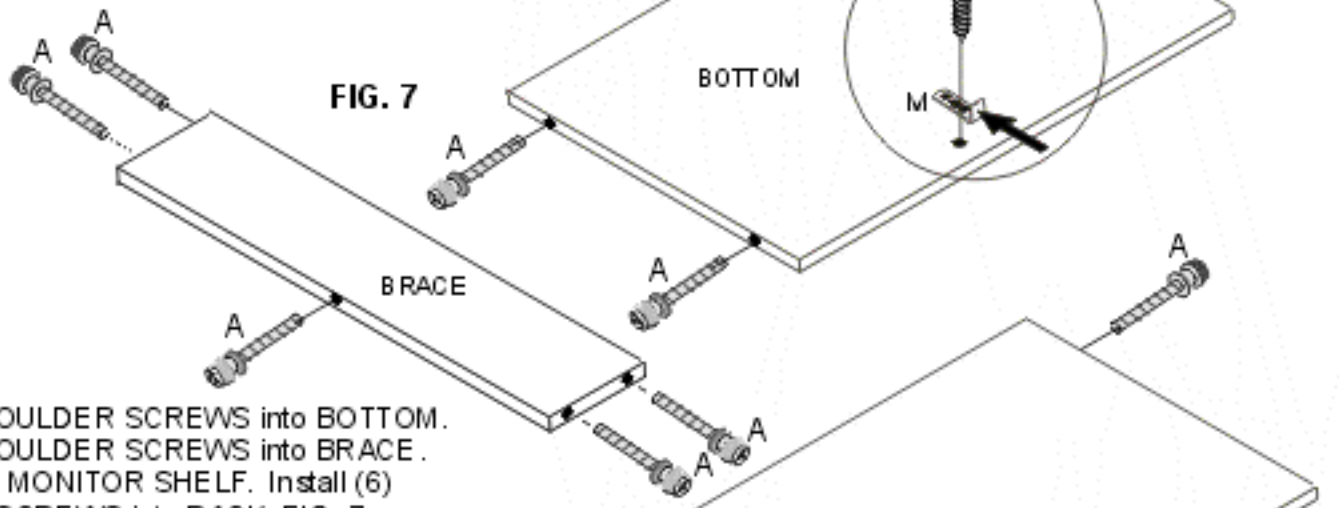
BRACE

Install (4) SHOULDER SCREWS into BOTTOM.
Install (5) SHOULDER SCREWS into BRACE.
Install (2) into MONITOR SHELF. Install (6)
SHOULDER SCREWS into BACK. FIG. 7

MONITOR SHELF

BACK
(NOT TO SAME
SCALE AS OTHER
PARTS ON THIS PAGE)
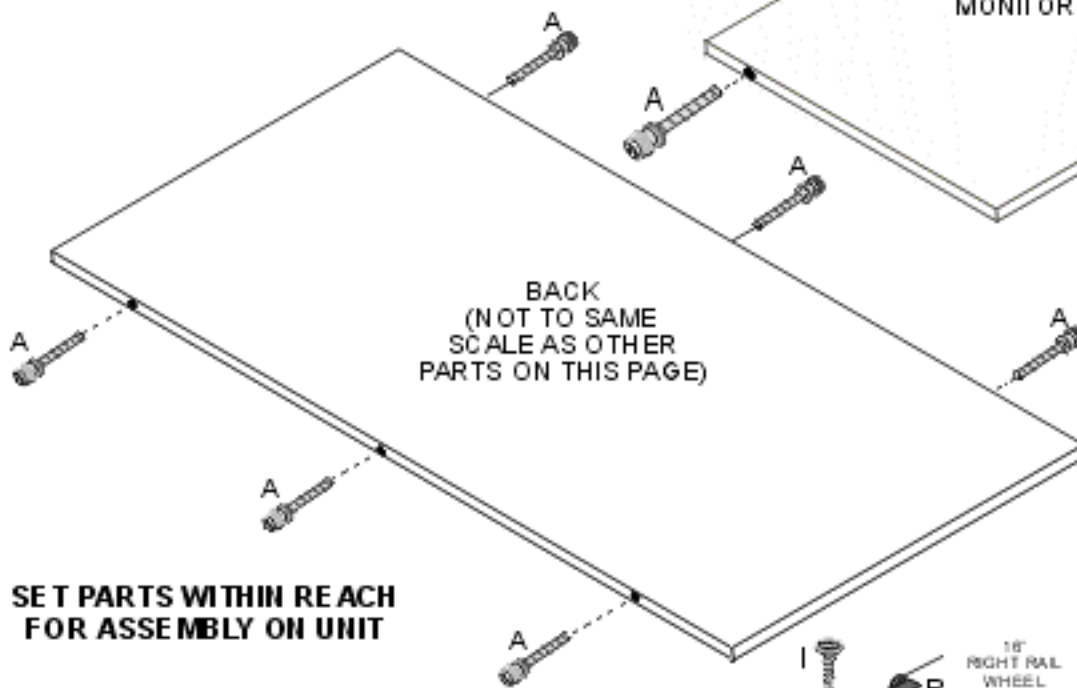
**SET PARTS WITHIN REACH
FOR ASSEMBLY ON UNIT**

Lay PRINTER SHELF on a flat, non-scratch surface, rail mounting holes facing up. Align and attach (2) 16" DRAWER RAILS as shown using (2) #6 X 5/8" FLAT HEAD SCREWS (I). NOTE: Position of WHEELS on DRAWER RAILS are to the REAR of the PRINTER SHELF. DRAWER RAILS mount even with FRONT edge of SHELF.

16"
RIGHT RAIL
WHEEL

R

I

REAR

I

16"
LEFT RAIL
WHEEL

RAILS EVEN
WITH EDGE

VERTiFLEX
LABEL
OPPOSITE
SIDE

PRINTER
SHELF

S

I

FRONT

RAILS EVEN
WITH EDGE

FINISHED EDGE

8. ASSEMBLE CABINET

With RIGHT SIDE still laying on a flat, non-scratch surface, RIGHT DOOR laying flat as shown, align and attach BACK to RIGHT SIDE. **NOTE:** ARROWS stamped on edge of panel must face toward front of unit and FINISHED EDGE as shown.. FIG. 8 Tighten fittings.

Align and attach BRACE to RIGHT SIDE, ARROWS facing to front of unit. **NOTE:** SINGLE SHOULDER SCREW on edge faces bottom of unit. Tighten fittings.

IMPORTANT: CARE MUST BE TAKEN TO KEEP ATTACHED PANELS IN UPRIGHT POSITION UNTIL FULLY ASSEMBLED SO AS TO NOT DAMAGE PANELS OR FITTINGS.

BACK

BRACE

FIG. 8

RIGHT SIDE

RIGHT DOOR

SINGLE SHOULDER SCREW

9. ASSEMBLE CABINET

Align and attach BOTTOM to RIGHT SIDE and then to BRACE. **NOTE:** ARROWS stamped on edge of panel must face toward top of unit. FIG. 9 Tighten fittings.

Align and attach MONITOR SHELF, ARROWS on edge facing as shown, to RIGHT SIDE.. Tighten fittings.

FIG. 9

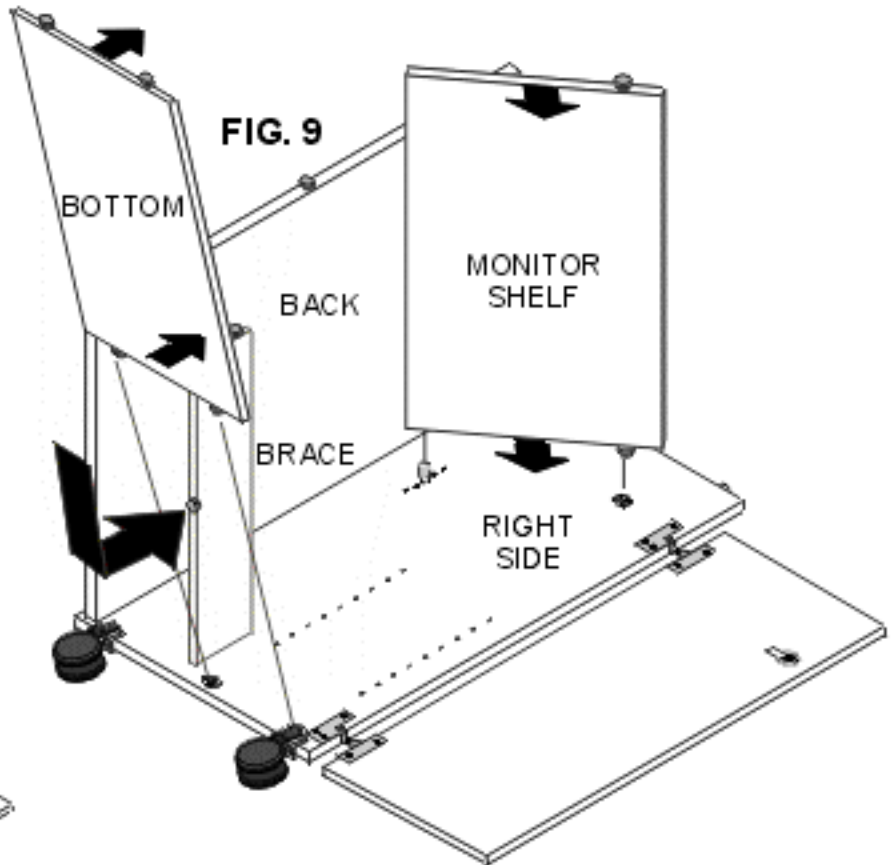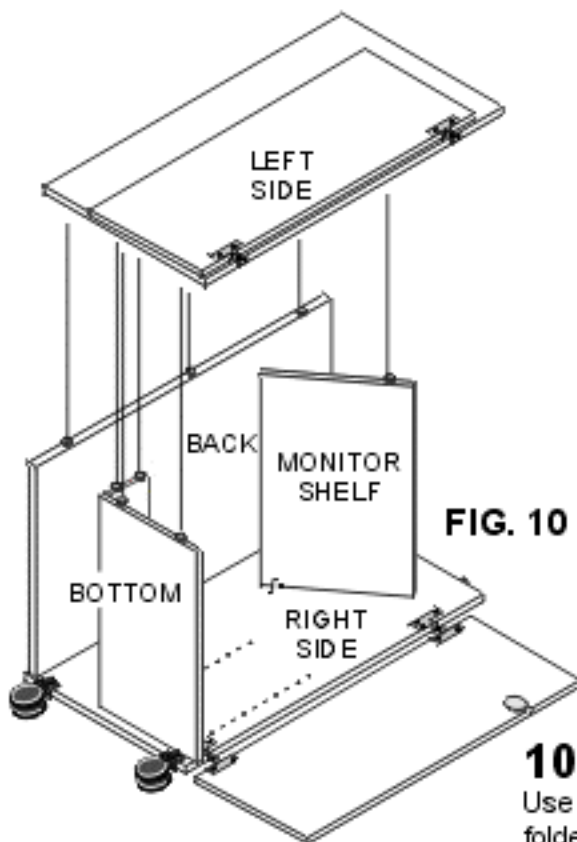BOTTOM

BACK

MONITOR SHELF

BRACE

RIGHT SIDE

LEFT SIDE

BACK

MONITOR SHELF

BOTTOM

FIG. 10

RIGHT SIDE

10. ASSEMBLE CABINET

Use 2 people to CAREFULLY lift LEFT SIDE with LEFT DOOR folded in open position as shown. Align and attach LEFT SIDE to MONITOR SHELF, BOTTOM, BRACE and BACK. FIG. 10 From under LEFT SIDE tighten all fittings.

11. CLOSE AND LOCK DOORS
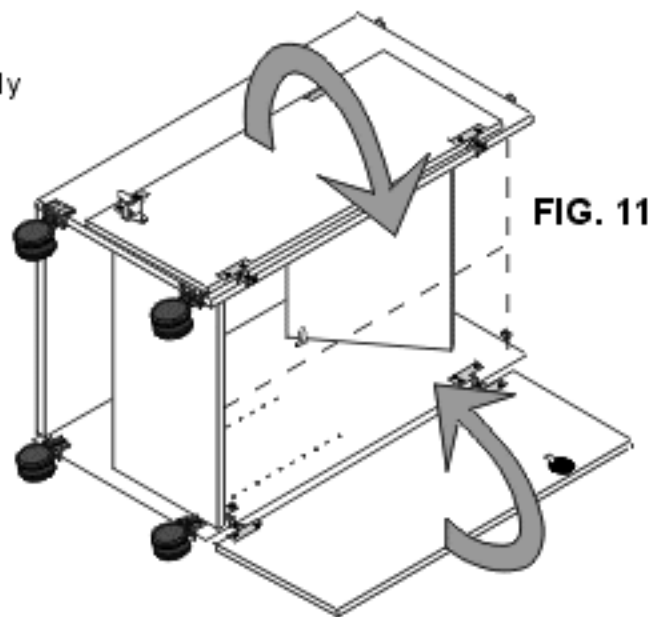Close and lock doors as shown. FIG. 11 Using 2 people, carefully stand unit up onto casters.
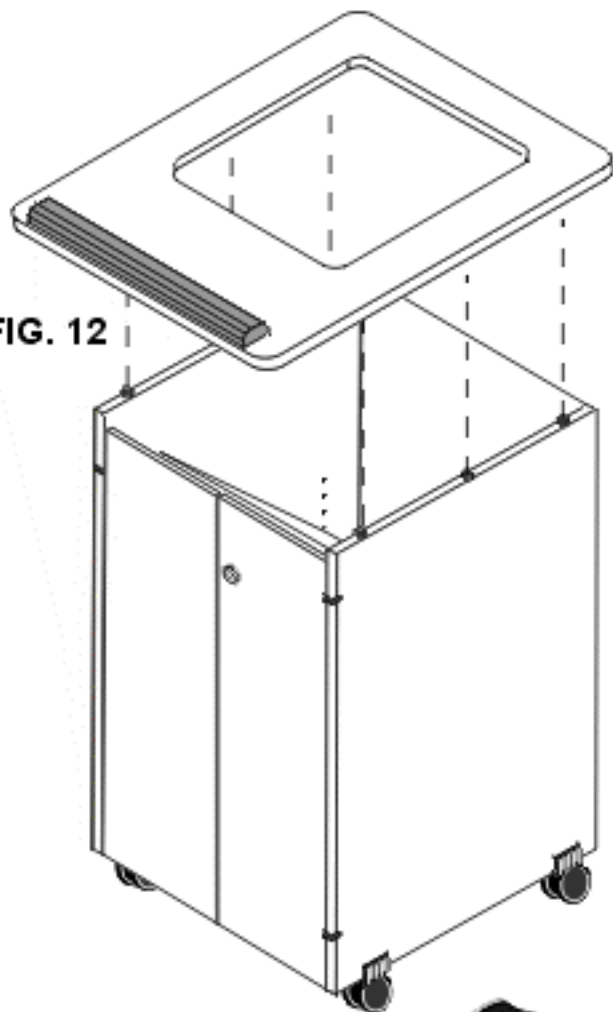
FIG. 11

FIG. 12

12. INSTALL TOP
Align and attach TOP to RIGHT and LEFT SIDES. FIG. 12
Open DOORS and tighten all fittings from under TOP.

FIG. 13

MONITOR SHELF

O
BLACK WRIST REST

REMOVE PAPER LINER

CPU SHELF

PRINTER SHELF

BOTTOM PAPER OR OTHER STORAGE

13. WRIST REST AND SHELVES
Install CPU SHELF onto SHELF PINS. Install PRINTER
SHELF onto RAILS. Align wheel on PRINTER SHELF
RAIL above and behind wheel on CABINET RAILS.
Push shelf in to engage RAILS.

NOTE: CARE MUST BE TAKEN IN POSITIONING WRIST REST
ONTO KEYBOARD AREA. ONCE ADHESIVE IS ACTIVATED,
WRIST REST MAY NOT BE REPOSITIONED.
Remove paper liner from adhesive strip on the back of
WRIST REST (O). FIG. 13 Carefully align WRIST
REST along front edge of KEYBOARD area of TOP -
centering it from side to side. Press WRIST REST onto
shelf to secure.