

# Vertiflex™ Products

NOTES ON ASSEMBLY

## MICROSTATION

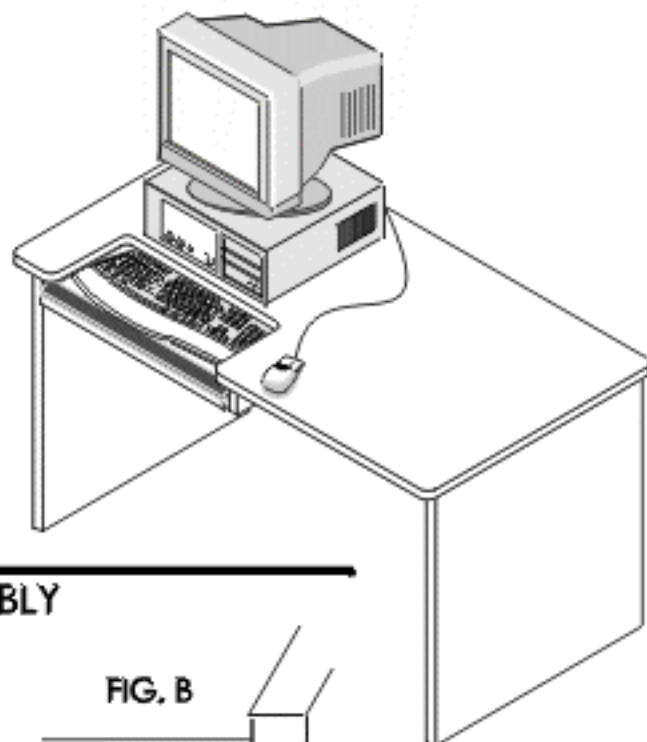
MODEL 670

### ASSEMBLY INSTRUCTIONS

• 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.

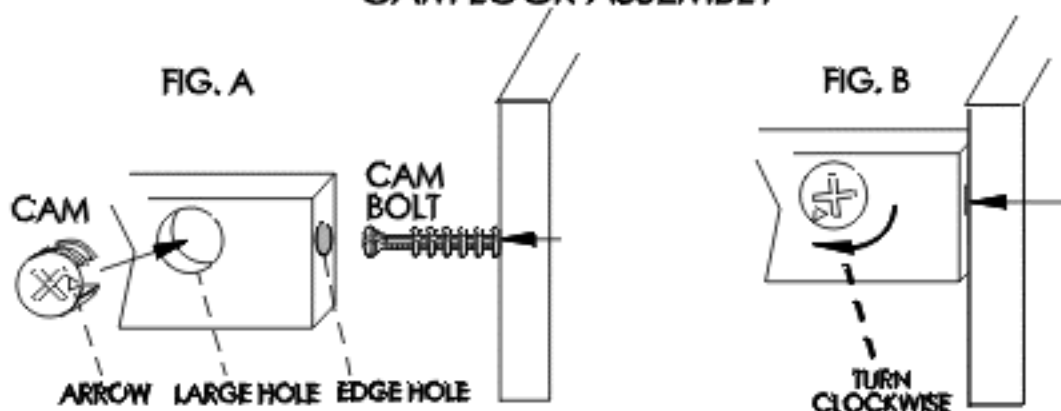
• Page two of this instruction sheet contains an illustrated parts list and phone number to call in case of missing hardware. The parts list also contains drawings of the screws and other hardware as an easy identification guide.



POWER TOOLS ARE NOT RECOMMENDED

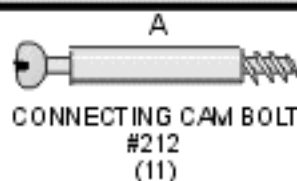
**TOOLS REQUIRED**  
#2 PHILLIPS SCREWDRIVER  
#6 FLAT SCREWDRIVER  
HAMMER

### CAM LOCK ASSEMBLY

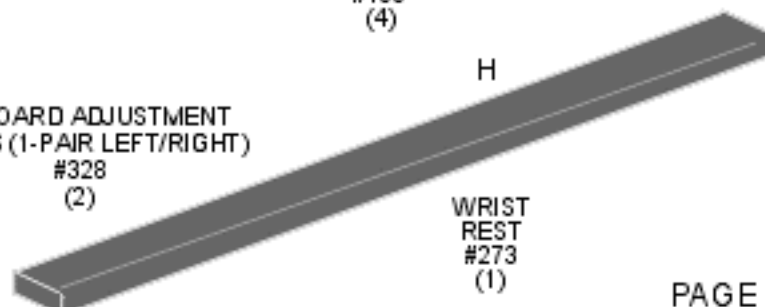


- Insert CAM, with arrow pointing to edge hole, into large hole in face of panel as shown in FIG. A
- Fully insert CAM BOLT, installed on adjoining panel, into edge hole as shown in FIG. A and FIG. B
- Turn CAM clockwise 1/3 rotation to lock panels together. FIG. B. For additional security, CAM may be turned another 1/4 turn.

### HARDWARE



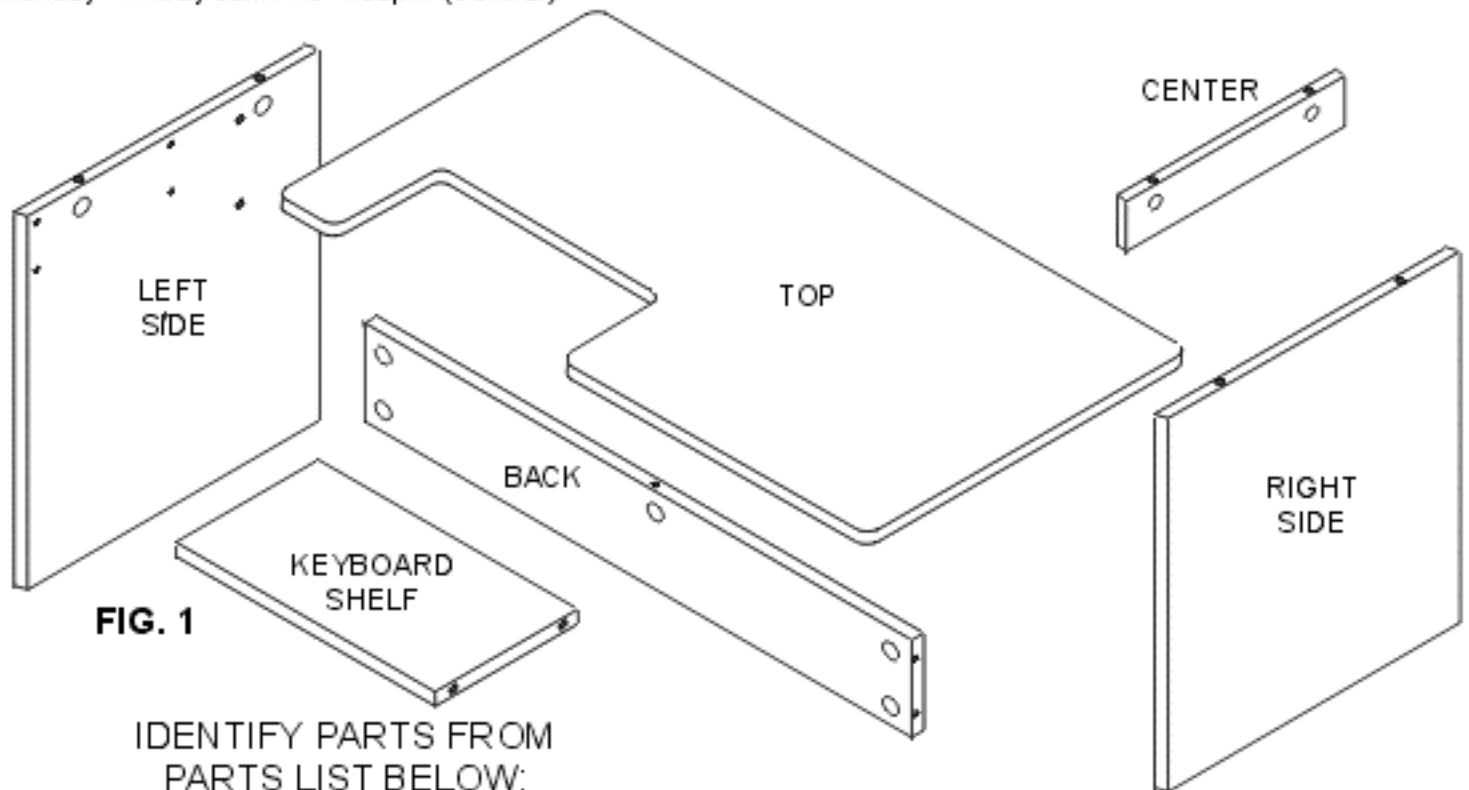
KEYBOARD ADJUSTMENT  
PLATES (1-PAIR LEFT/RIGHT)  
#328  
(2)



ALL CORNER MOUNTING HOLES COUNTERSUNK THIS SIDE

# 1. IDENTIFY ALL PARTS.

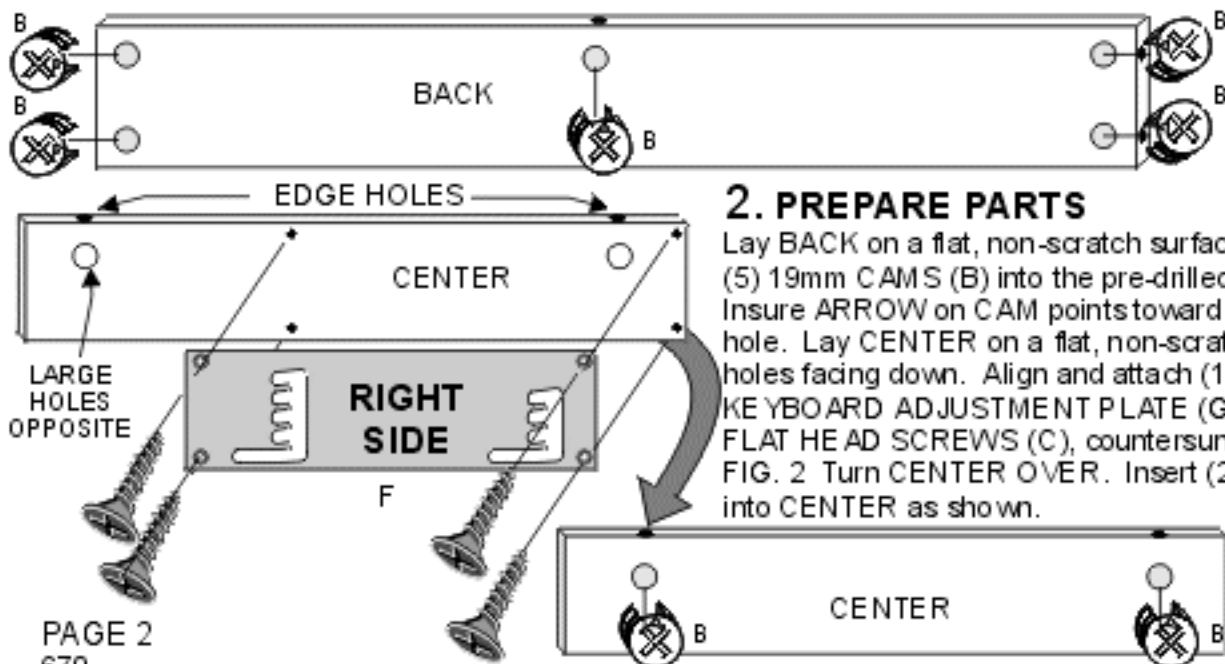
If any parts are missing OR you have questions about assembly, please call CUSTOMER SERVICE 1-800-966-5511 Monday - Friday 8am . TO 4:30pm (Central)



**FIG. 1**

IDENTIFY PARTS FROM PARTS LIST BELOW:

NO.	WOOD PART LIST	WOOD PART SIZES			WOOD PART NUMBERS
		THICKNESS	WIDTH	LENGTH	
1	RIGHT SIDE	3/4"	X23-1/4"	X 28-1/2"	670-RSIDE + COLOR
1	LEFT SIDE	3/4"	X23-1/4"	X 28-1/2"	670-LSIDE
1	BACK	3/4"	X7-3/4"	X 44"	670-BACK
1	TOP	3/4"	X24"	X 47-3/4"	670-TOP
1	CENTER	3/4"	X3-3/8"	X 16-1/4"	670-CENTER
1	KEYBOARD SHELF	3/4"	X10-1/4"	X 23-1/8"	670-KYBRD



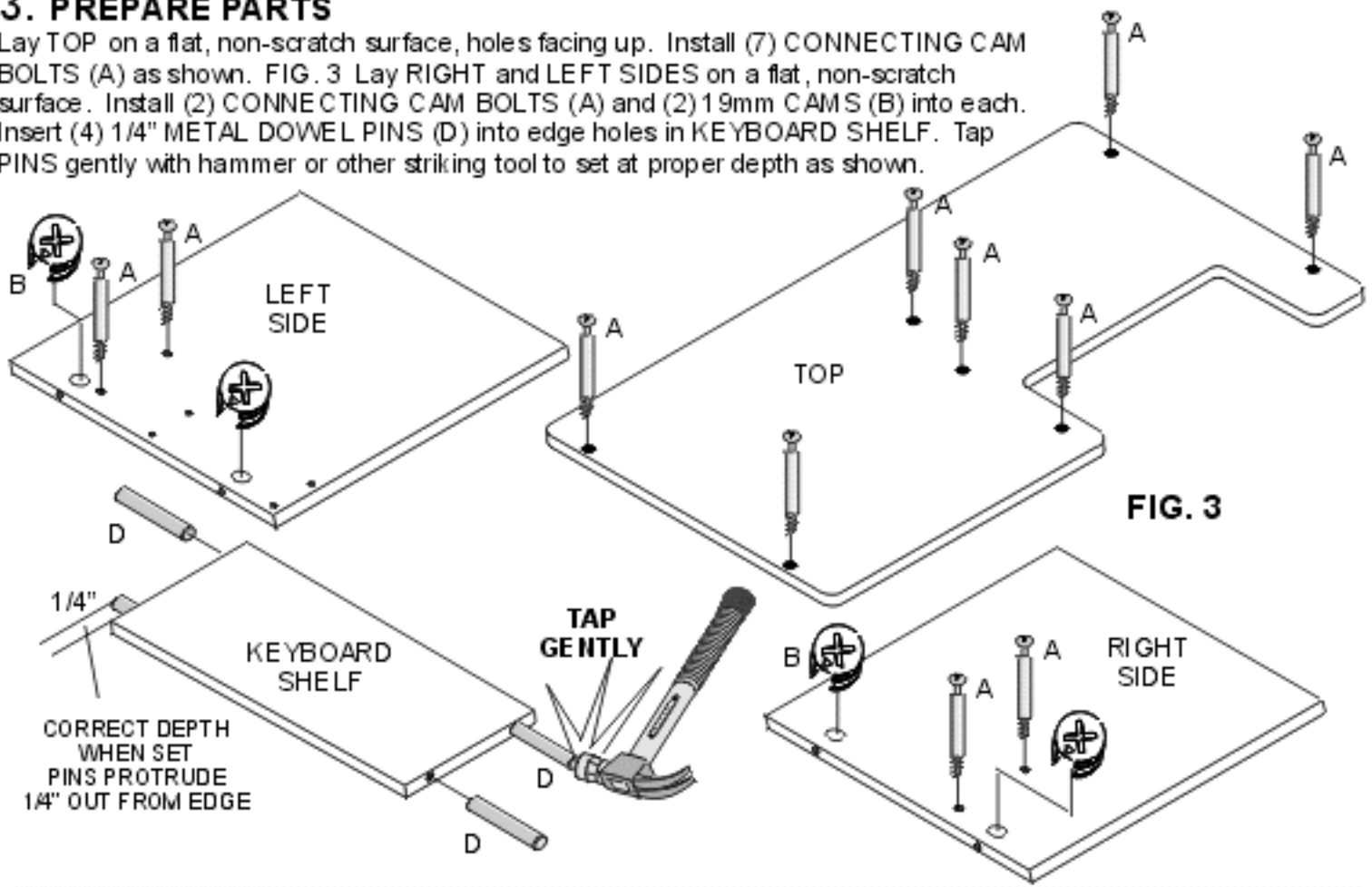
**FIG. 2**

## 2. PREPARE PARTS

Lay BACK on a flat, non-scratch surface. FIG. 2 Install (5) 19mm CAMS (B) into the pre-drilled holes as shown. Insure ARROW on CAM points toward corresponding edge hole. Lay CENTER on a flat, non-scratch surface, CAM holes facing down. Align and attach (1) RIGHT KEYBOARD ADJUSTMENT PLATE (G) using (4) #6 X 5/8" FLAT HEAD SCREWS (C), countersunk hole facing out. FIG. 2 Turn CENTER OVER. Insert (2) 19mm CAMS (B) into CENTER as shown.

### 3. PREPARE PARTS

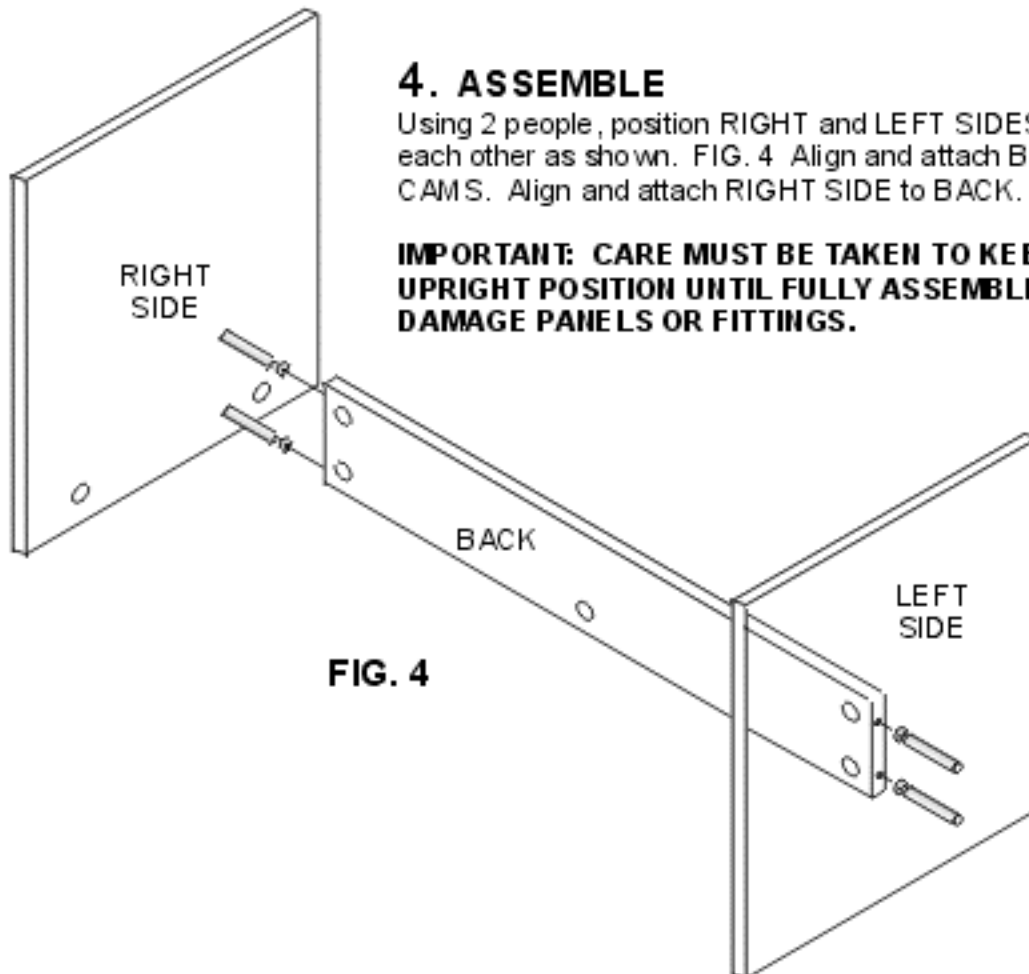
Lay TOP on a flat, non-scratch surface, holes facing up. Install (7) CONNECTING CAM BOLTS (A) as shown. FIG. 3 Lay RIGHT and LEFT SIDES on a flat, non-scratch surface. Install (2) CONNECTING CAM BOLTS (A) and (2) 19mm CAMS (B) into each. Insert (4) 1/4" METAL DOWEL PINS (D) into edge holes in KEYBOARD SHELF. Tap PINS gently with hammer or other striking tool to set at proper depth as shown.



### 4. ASSEMBLE

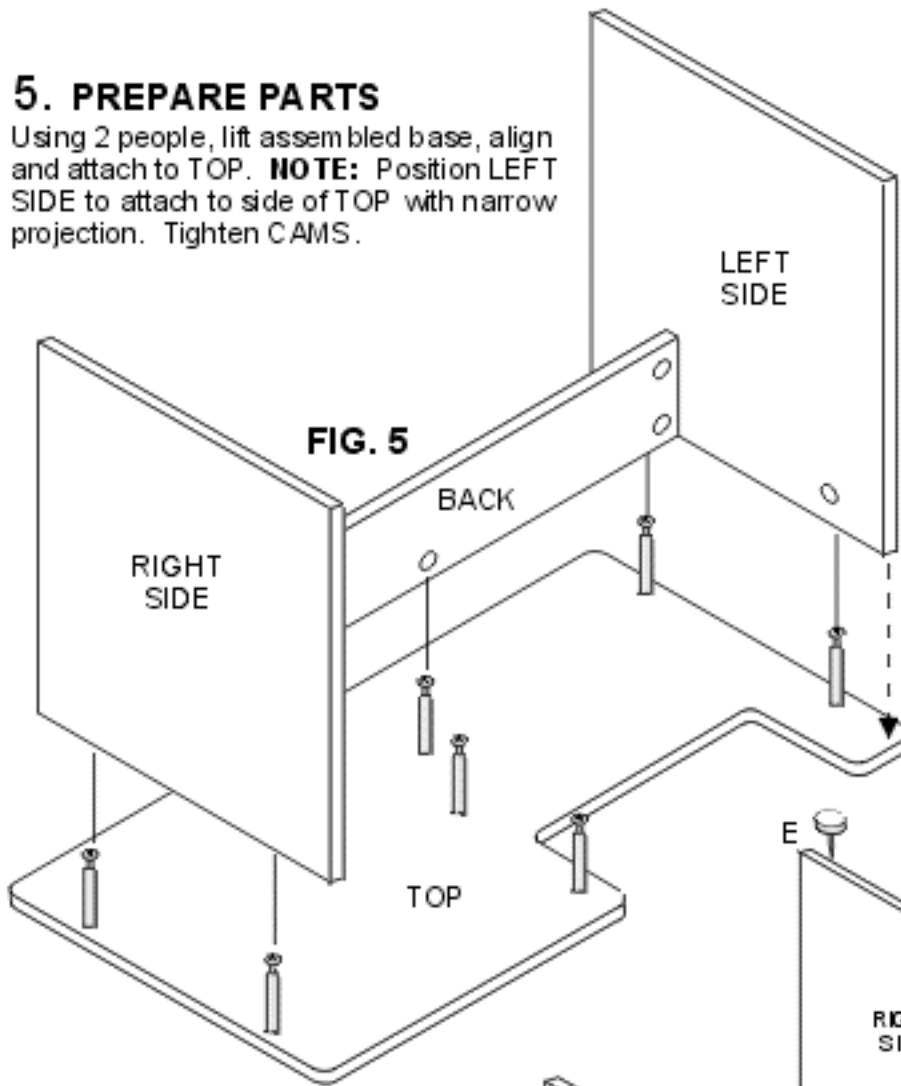
Using 2 people, position RIGHT and LEFT SIDES (UP-SIDE DOWN) opposite each other as shown. FIG. 4 Align and attach BACK to LEFT SIDE. Tighten CAMS. Align and attach RIGHT SIDE to BACK. Tighten CAMS.

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



## 5. PREPARE PARTS

Using 2 people, lift assembled base, align and attach to TOP. **NOTE:** Position LEFT SIDE to attach to side of TOP with narrow projection. Tighten CAMS.



## 6. PREPARE PARTS

Install (4) TACK GLIDES (E) to bottom edges of SIDES. FIG. 6 Position TACK GLIDES (E) 3/4" from CORNER and CENTERED on panel. Tap gently with hammer to set into place.

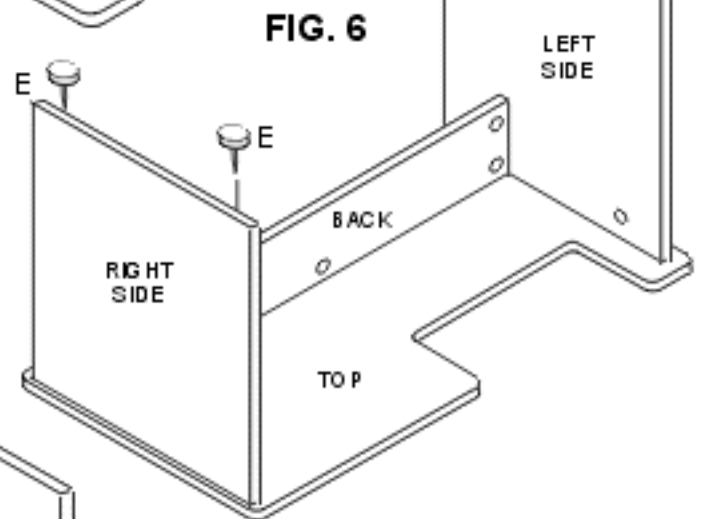
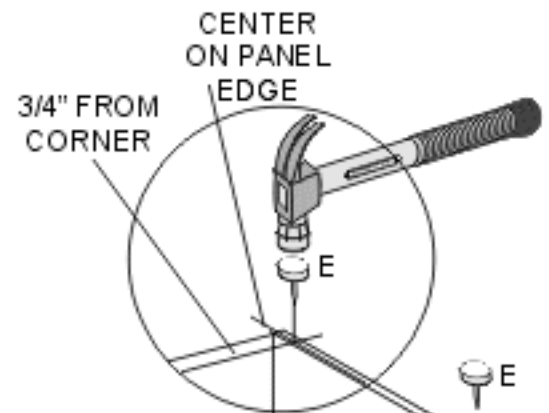
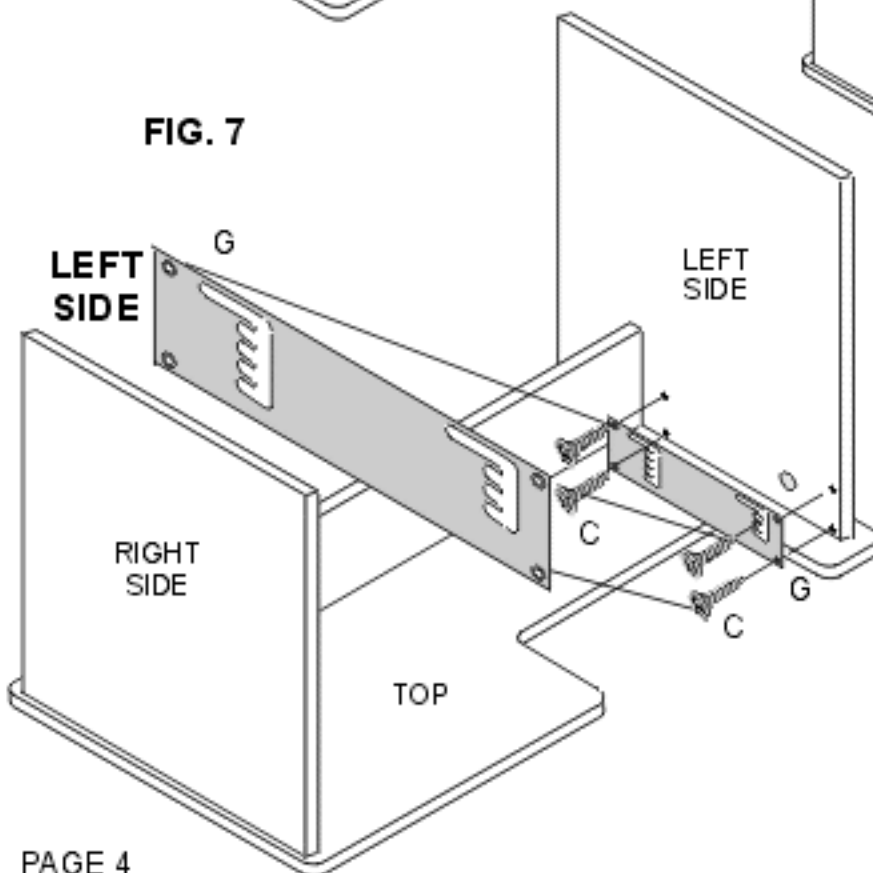


FIG. 7



## 7. ASSEMBLE

Position (1) LEFT KE YBOARD ADJUSTMENT PLATE (G) as shown. FIG. 7 Align and attach PLATE (G) to (4) pre-drilled holes on LEFT SIDE using (4) #6 X 5/8" FLAT HEAD SCREWS (C). **NOTE:** Insure that cut-out projections on KE YBOARD ADJUSTMENT PLATE point to the rear of the unit and COUNTERSUNK side of holes facing out.

## 8. ASSEMBLE

Align and insert (2) 1/4" METAL DOWEL PINS (D) on RIGHT EDGE of KEYBOARD SHELF into RIGHT KEYBOARD ADJUSTMENT PLATE (F) mounted to CENTER. FIG. 8 HOLD THESE (2) PARTS TOGETHER.

Lift parts together and insert (2) 1/4" METAL DOWEL PINS (D) on LEFT EDGE of KEYBOARD SHELF into LEFT KEYBOARD ADJUSTMENT PLATE (G) mounted to LEFT SIDE. Align and attach CENTER to underside of TOP. Tighten CAMS on outside of CENTER.

**NOTE: CARE MUST BE TAKEN IN POSITIONING WRIST REST ONTO KEYBOARD AREA. ONCE ADHESIVE IS ACTIVATED, WRIST REST MAY NOT BE REPOSITIONED.**

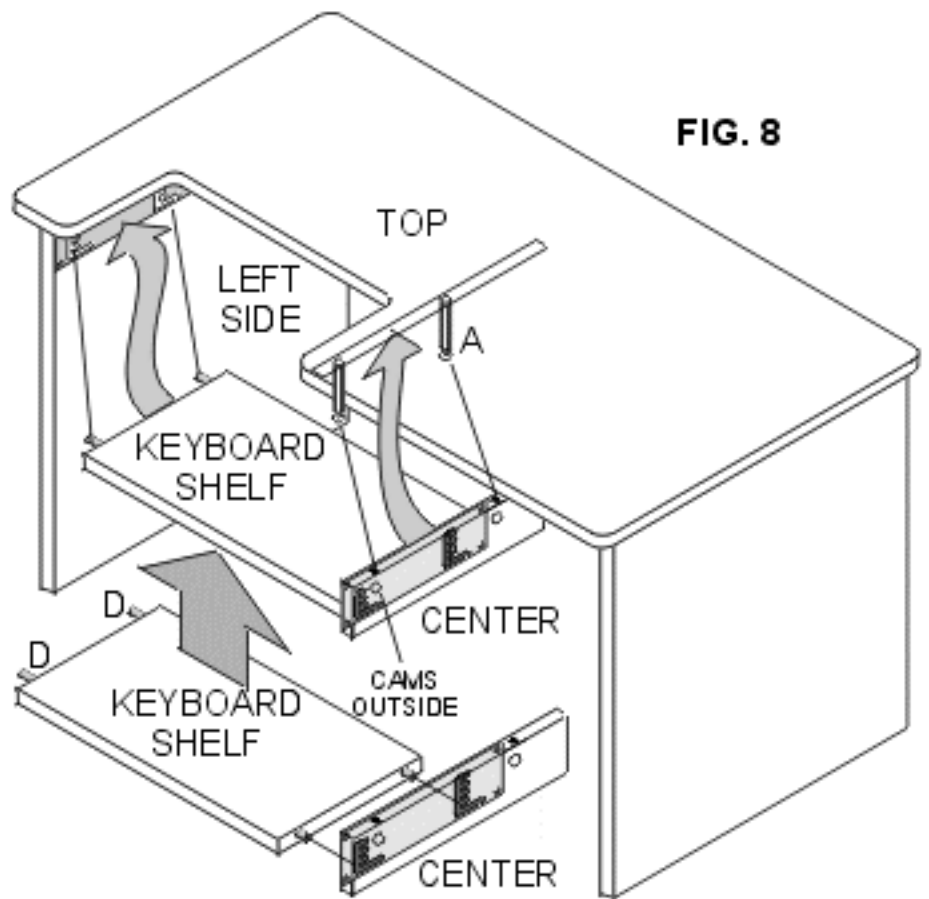


FIG. 8

## 9. INSTALL WRIST REST

Remove paper liner from adhesive strip on the back of WRIST REST (H). FIG. 9 Carefully align WRIST REST along front edge of PULL-OUT SHELF which will be used as KEYBOARD SHELF - centering it from side to side. Press WRIST REST onto shelf to secure.

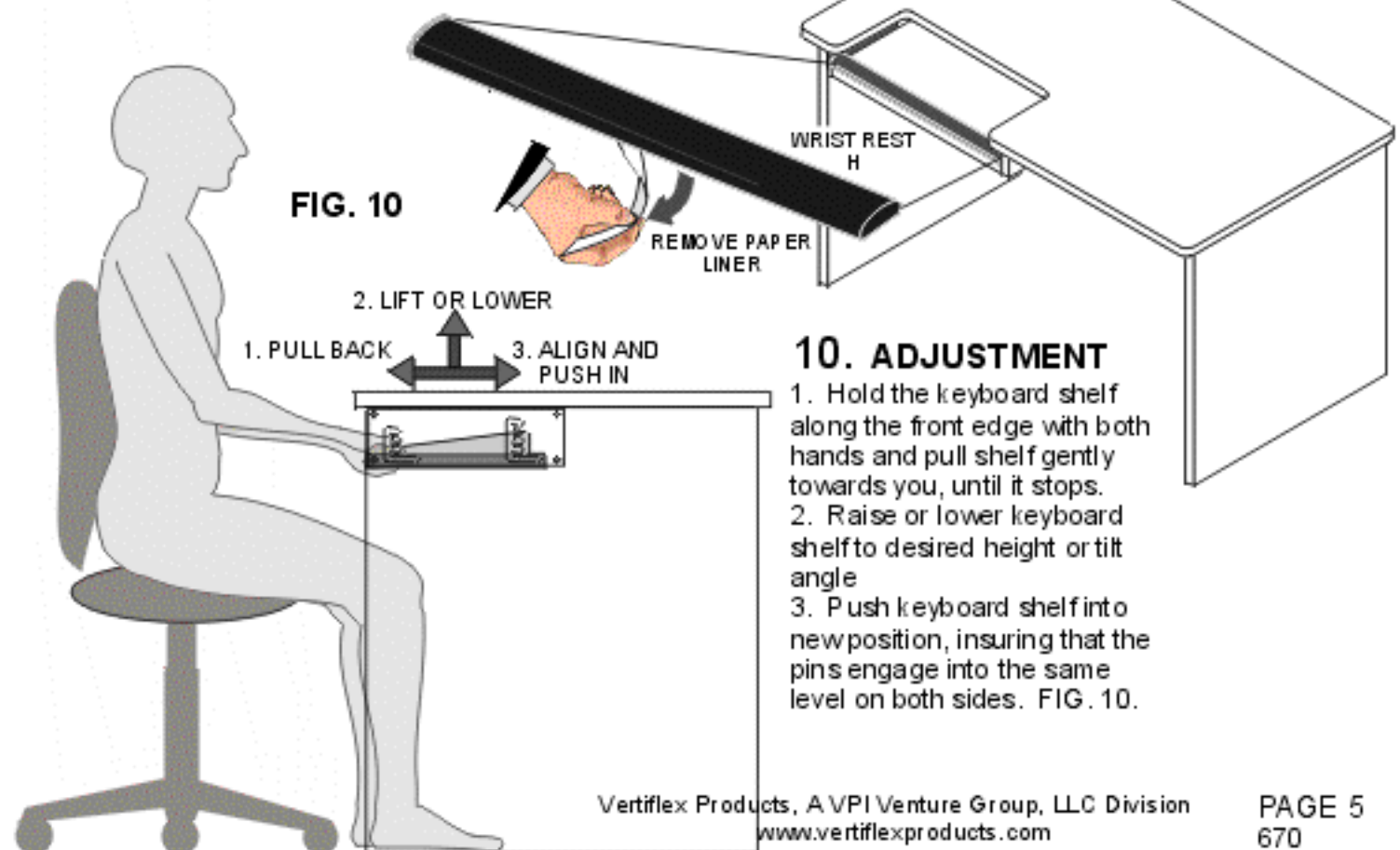


FIG. 9

## 10. ADJUSTMENT

1. Hold the keyboard shelf along the front edge with both hands and pull shelf gently towards you, until it stops.
2. Raise or lower keyboard shelf to desired height or tilt angle
3. Push keyboard shelf into new position, insuring that the pins engage into the same level on both sides. FIG. 10.