

Vertiflex™ Products

ERGOTWIST™

MODEL 950

ASSEMBLY INSTRUCTIONS

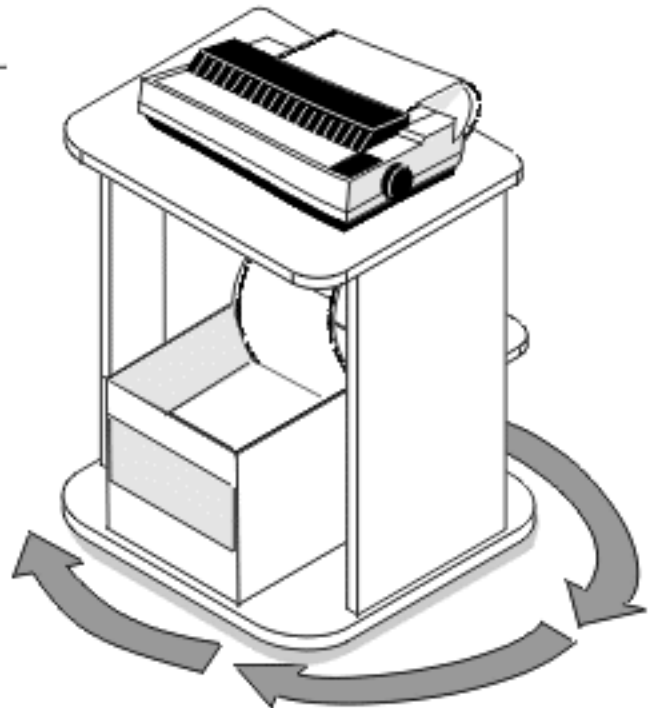
GENERAL INSTRUCTIONS

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.**

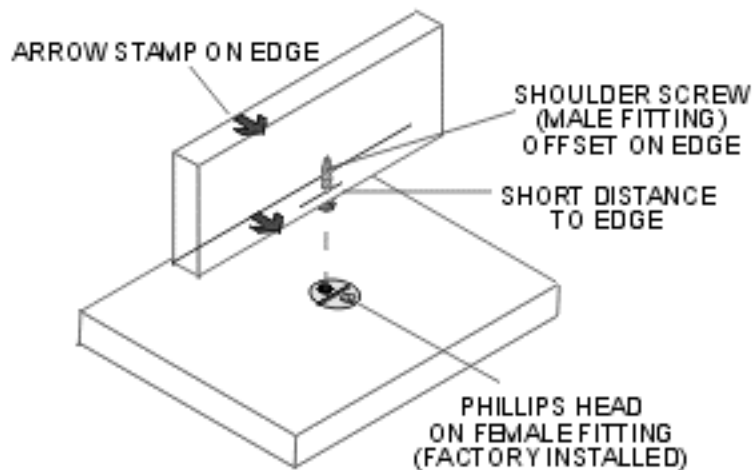
IMPORTANT

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.

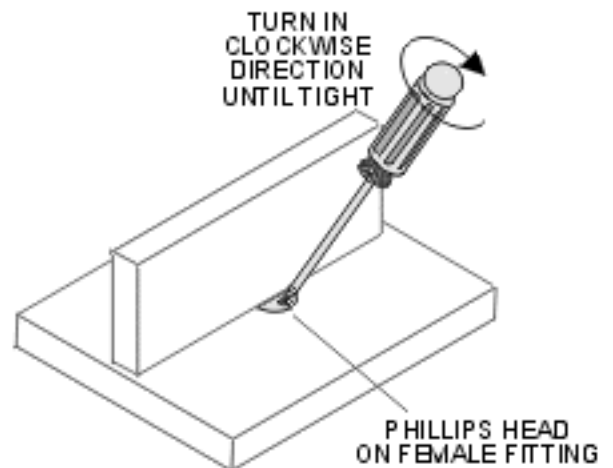


TOOLS REQUIRED

#2 PHILLIPS SCREWDRIVER



POWER TOOLS NOT RECOMMENDED FOR ASSEMBLY OR TIGHTENING OF FITTINGS



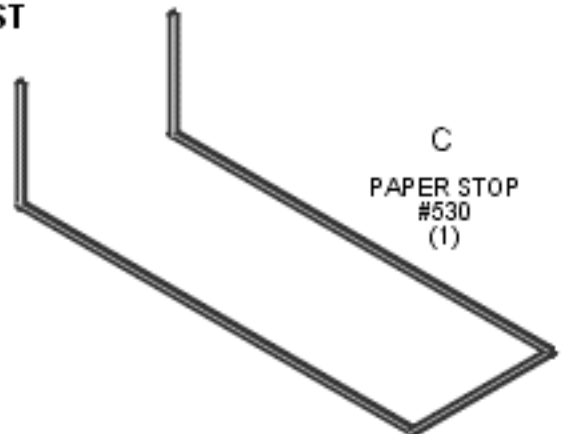
HARDWARE LIST



SHOULDER SCREWS
#225A
(16)



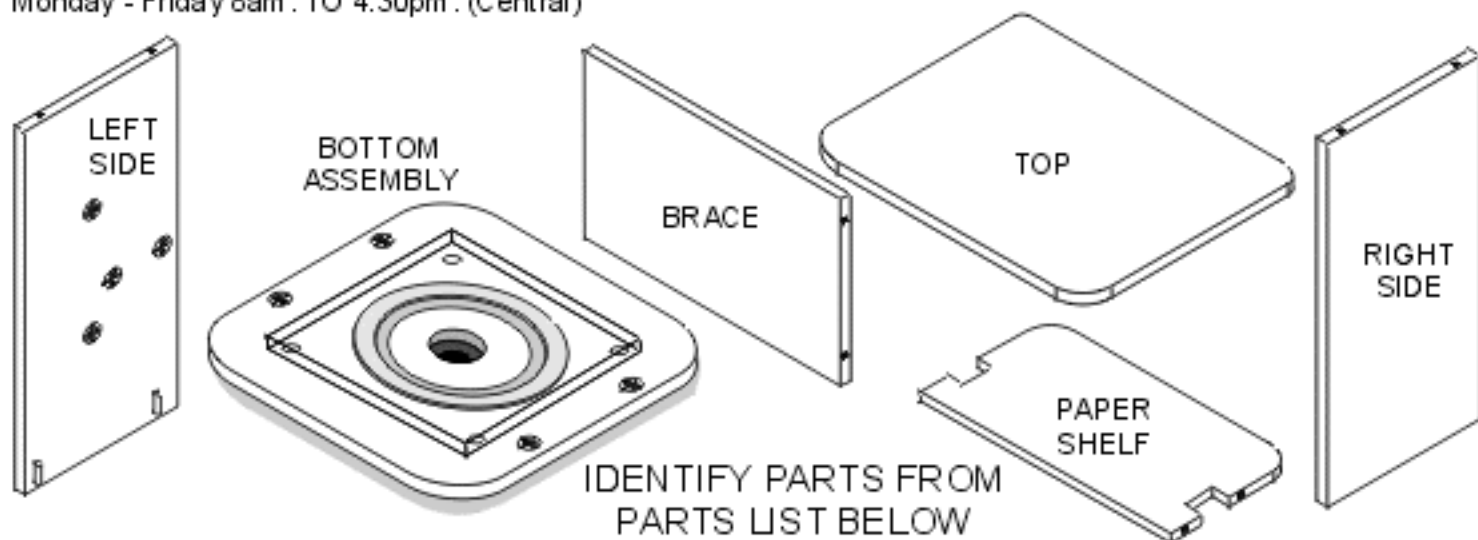
LEVELER LEGS
#530
(4)



PAPER STOP
#530
(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)



NO.	WOOD PART LIST	WOOD PART SIZES			WOOD PART NUMBERS
		THICKNESS	WIDTH	LENGTH	
1	RIGHT SIDE	5/8"	X 11-3/4"	X 26-1/2"	950-RSIDE + COLOR
1	LEFT SIDE	5/8"	X 11-3/4"	X 26-1/2"	950-LSIDE
1	BOTTOM	1-1/2" (2 PCS.)	X 24"	X 24"	950-BOTTOM
1	TOP	5/8"	X 16"	X 24"	950-TOP
1	BRACE	5/8"	X 11-3/4"	X 22"	950-BRACE
1	PAPER SHELF	5/8"	X 12"	X 22"	950-PAPER

2. INSTALL SHOULDER SCREWS

Install SHOULDER SCREWS (A) into pre-drilled holes in edges of panels, as shown FIG. 2, using a phillips screwdriver. Install (4) SHOULDER SCREWS (A) each into RIGHT SIDE, LEFT SIDE, BRACE, and PAPER SHELF. Tighten SHOULDER SCREWS until snug against edge of panel. **DO NOT OVER-TIGHTEN.**

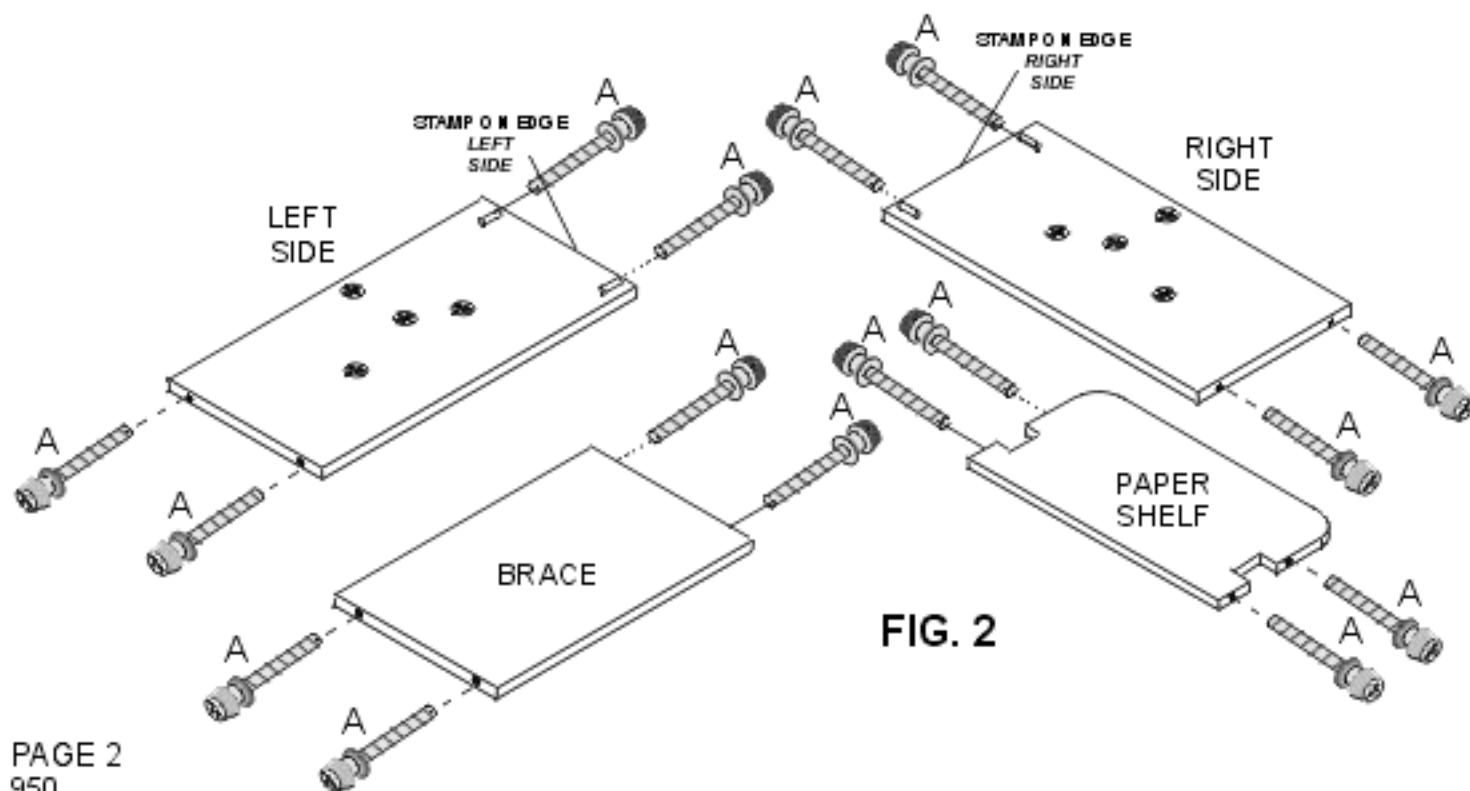
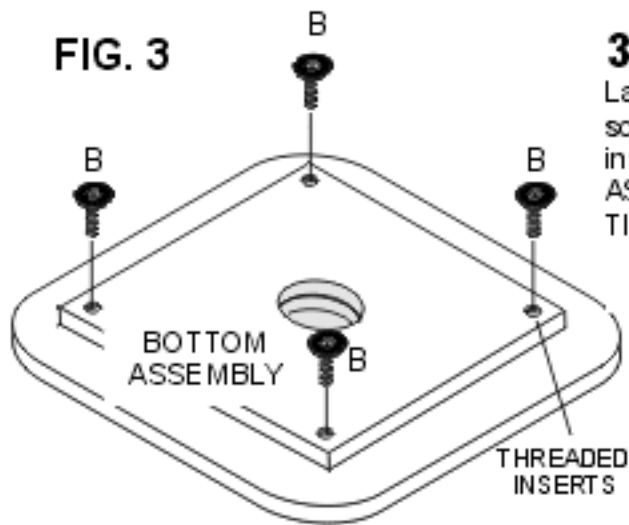


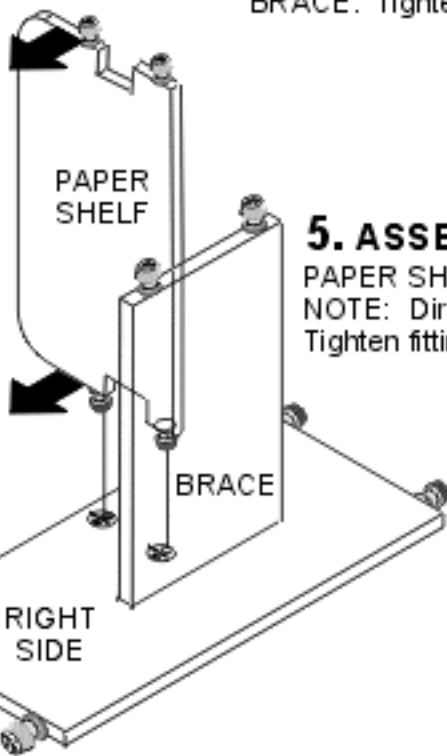
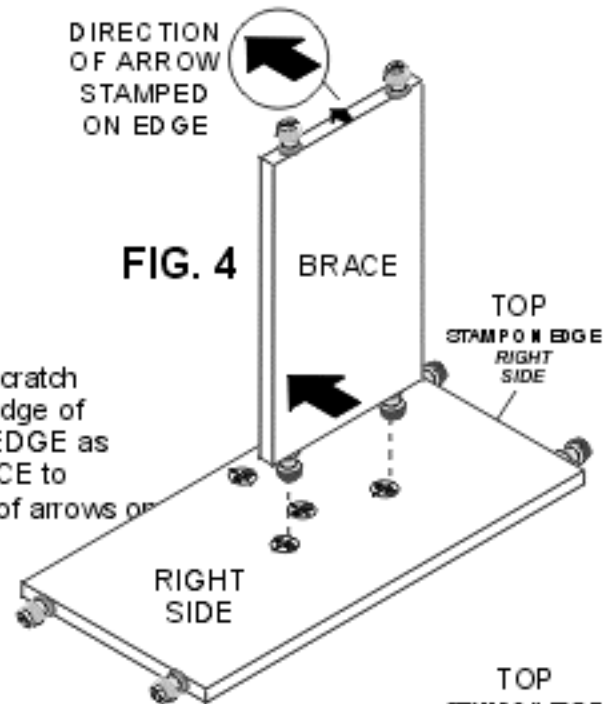
FIG. 3**3. INSTALL LEVELER LEGS**

Lay **BOTTOM ASSEMBLY** (assembly fitting side down) on a flat, non-scratch surface. **FIG. 3** Install (4) **LEVELER LEGS** into factory installed **THREADED INSERTS** on underside of **BOTTOM ASSEMBLY** by turning in clockwise direction. **DO NOT OVERTIGHTEN LEVELERS.**

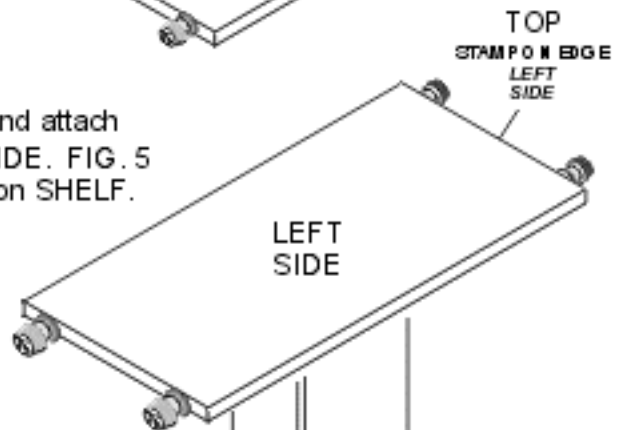
4. ASSEMBLE

Lay **RIGHT SIDE** on a flat, non-scratch surface. **FIG. 4** Reference top edge of **RIGHT SIDE** using **STAMP ON EDGE** as indicator. Align and attach **BRACE** to **RIGHT SIDE**. **NOTE:** Direction of arrows on **BRACE**. Tighten fittings.

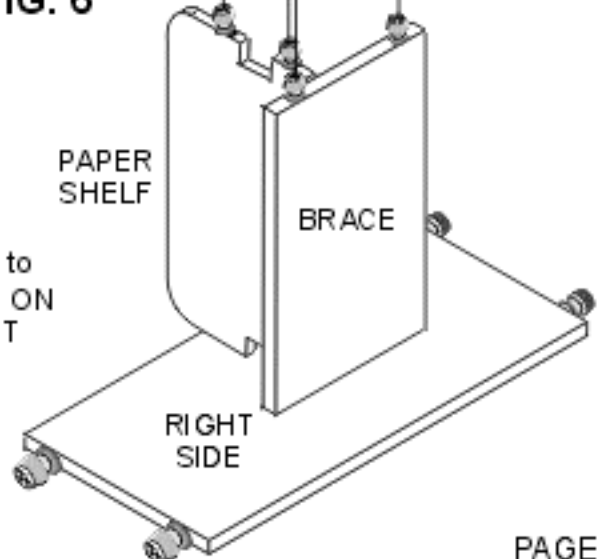
DIRECTION OF ARROW STAMPED ON EDGE

FIG. 4**FIG. 5**

5. ASSEMBLE Align and attach **PAPER SHELF** to **RIGHT SIDE**. **FIG. 5** **NOTE:** Direction of arrows on **SHELF**. Tighten fittings.

**FIG. 6**

6. ASSEMBLE Align and attach **LEFT SIDE** to **BRACE** and **PAPER SHELF**. **FIG. 6** Use **STAMP ON EDGE** to indicate **TOP** of panel. From under **LEFT SIDE**, tighten all fittings.



7. ASSEMBLE

Place BOTTOM ASSEMBLY on floor, fitting side facing up, as shown. FIG. 7 Using 2 people, lift assembled cabinet up, align and attach to BOTTOM ASSEMBLY as shown. Tighten fittings.

8. ASSEMBLE

Align and attach TOP to RIGHT and LEFT SIDE S. Insure that the edge with larger corner radii faces away from PAPER SHELF (OR to the front of the unit).

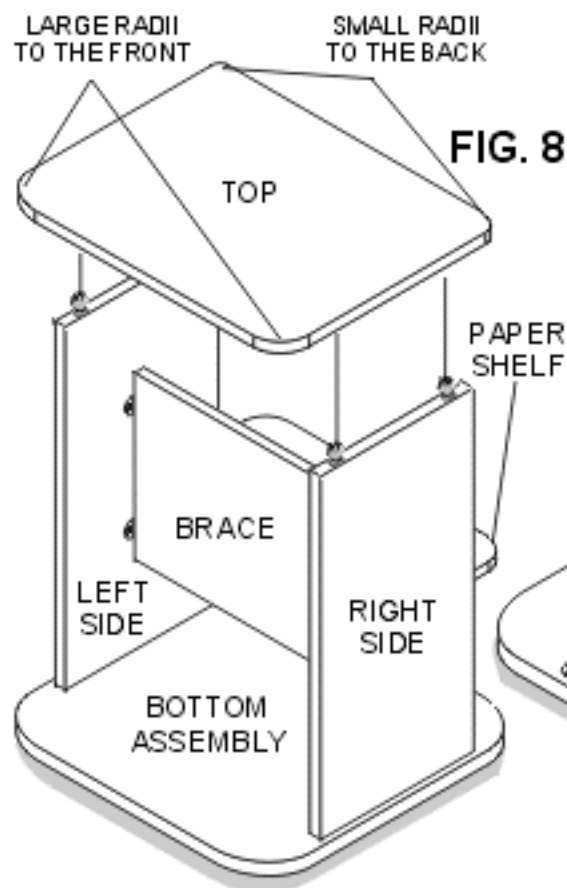


FIG. 8

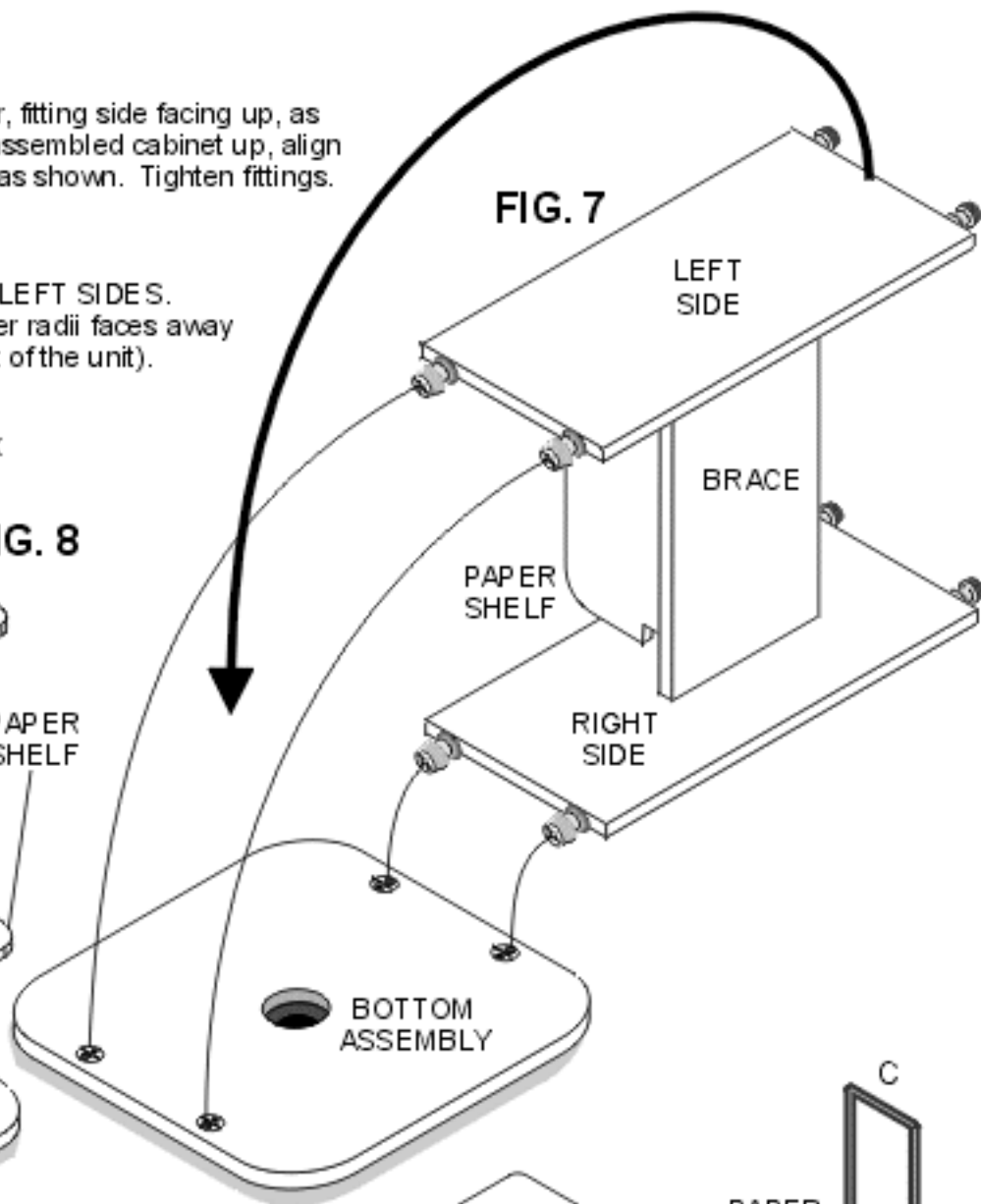


FIG. 7

9. FINISH

Align and install (1) PAPER STOP (C) onto the back edge of PAPER SHELF. FIG. 9 Align ends of wire PAPER STOP with factory drilled holes in rear edge of PAPER SHELF. Push in until secure.

10. HOW IT WORKS

Cables from printer may be routed through cut-outs in PAPER SHELF and down through center cut-out in BOTTOM, and then to computer or power supply. Full boxes of paper may be held on the BOTTOM. PAPER SHELF is for continuous output paper storage. To retrieve printer output, swivel the unit 180 degrees, right or left and remove output. Twist unit back in the same direction to continue printing.

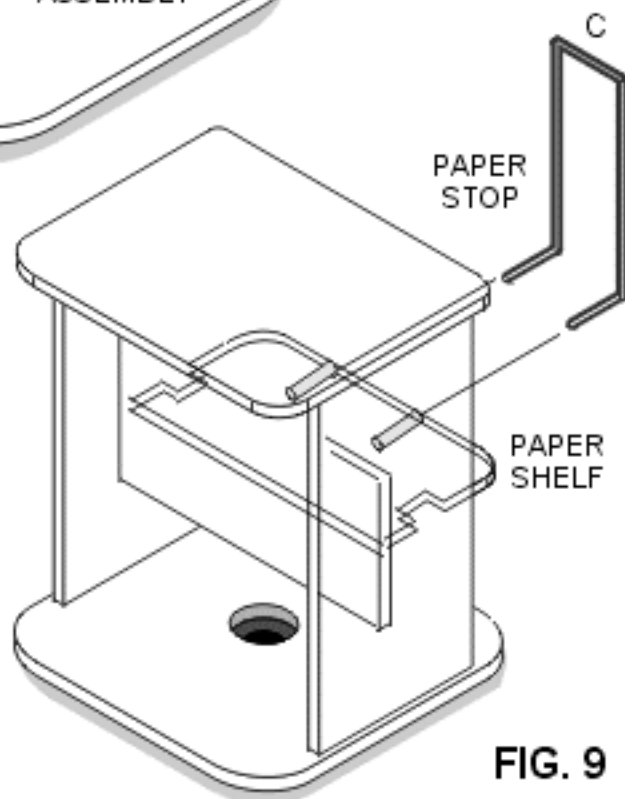


FIG. 9