

Welcome to the
big kid desk.

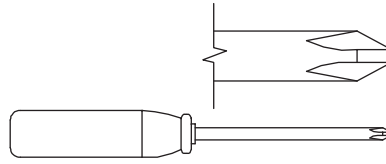
Vertex Sit/Stand Desk

Model 5422624

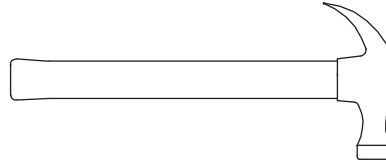
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Assembly Tools Required

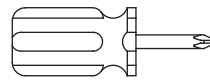
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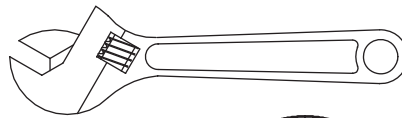
No. 2 Phillips Screwdriver
Tip Shown Actual Size



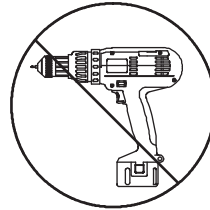
Hammer
Not actual size 😊



Short Screwdriver



Adjustable Wrench



Skip the power trip.
This time.

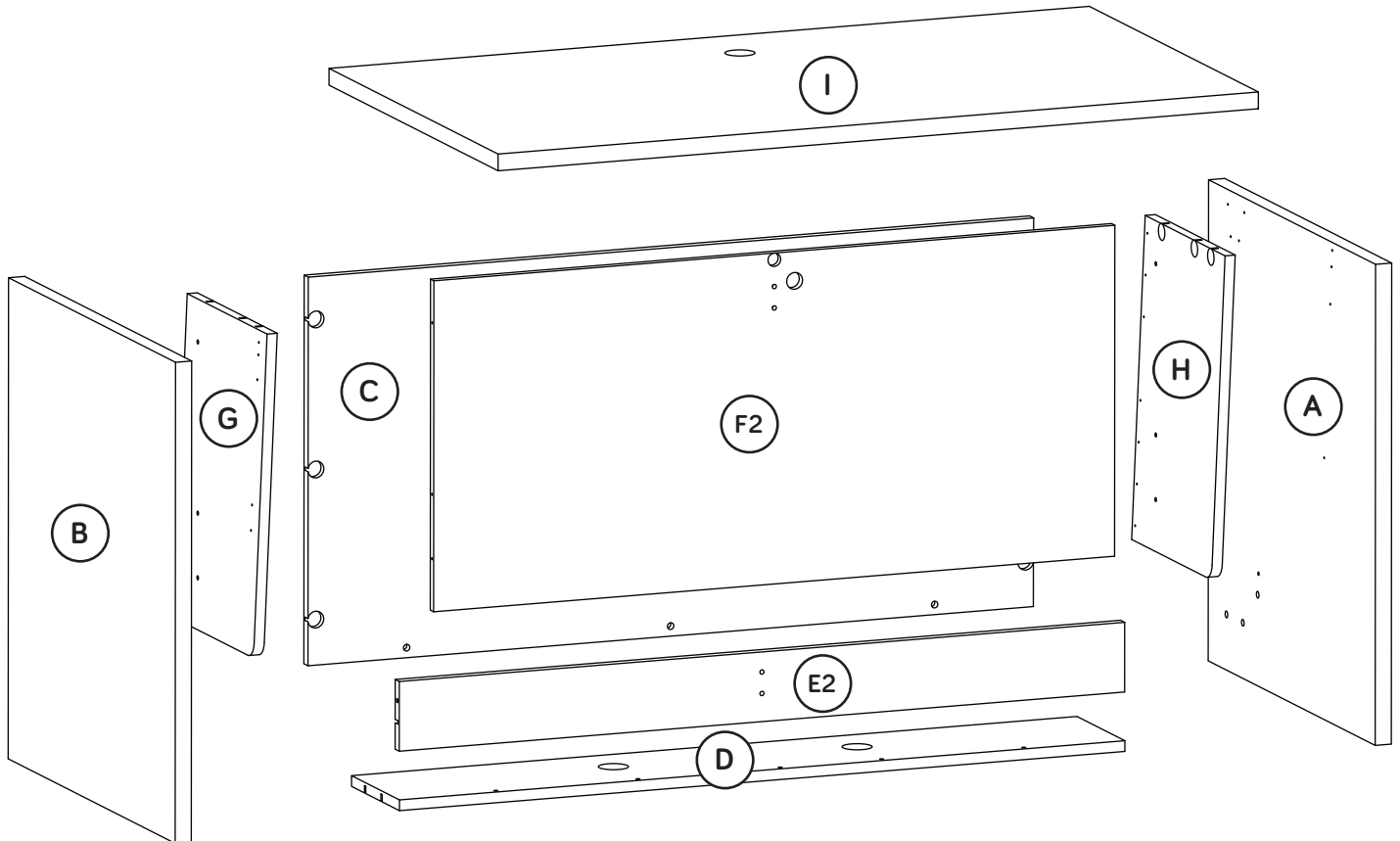
Part Identification

Now you know
our ABCs.

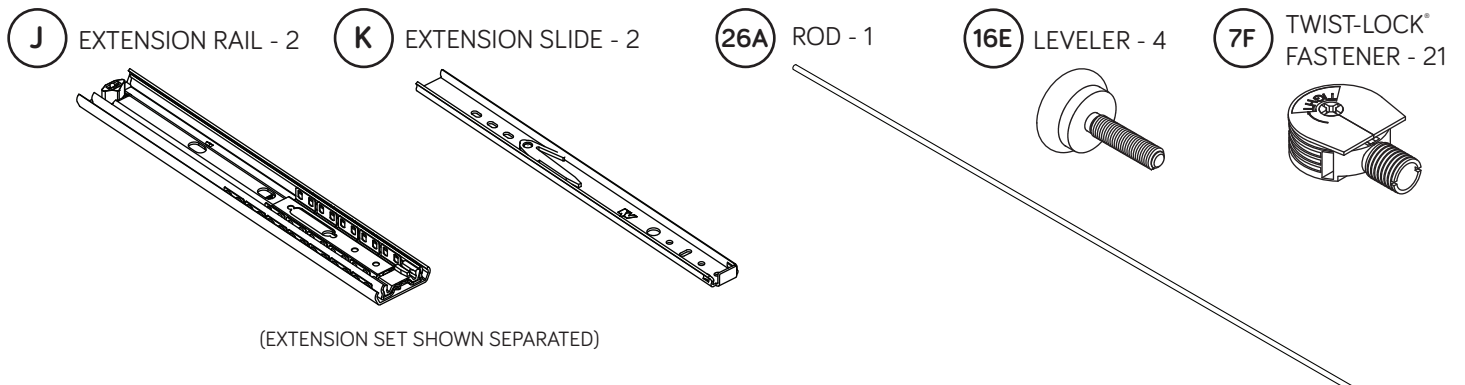


While not all parts are labeled, some of the parts will have a label or an inked letter on the edge to help distinguish similar parts from each other. Use this part identification to help identify similar parts.

A	RIGHT END (1)	D	SHELF (1)	G	LIFT TOP LEFT END (1)
B	LEFT END (1)	E2	UPRIGHT (1)	H	LIFT TOP RIGHT END (1)
C	MODESTY PANEL (1)	F2	LIFT TOP BACK (1)	I	LIFT TOP (1)

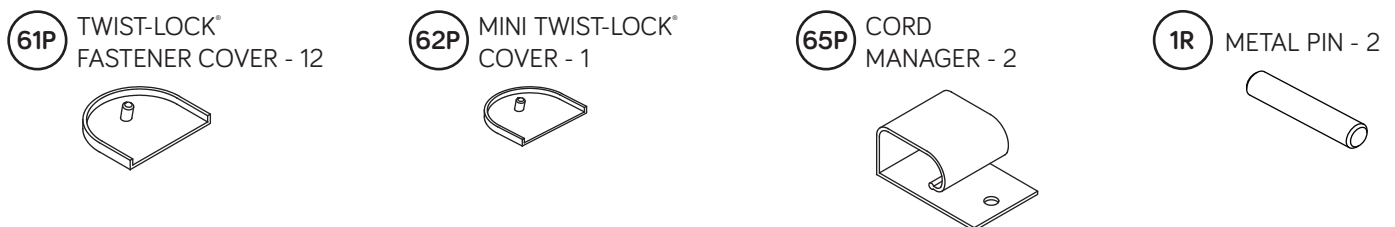
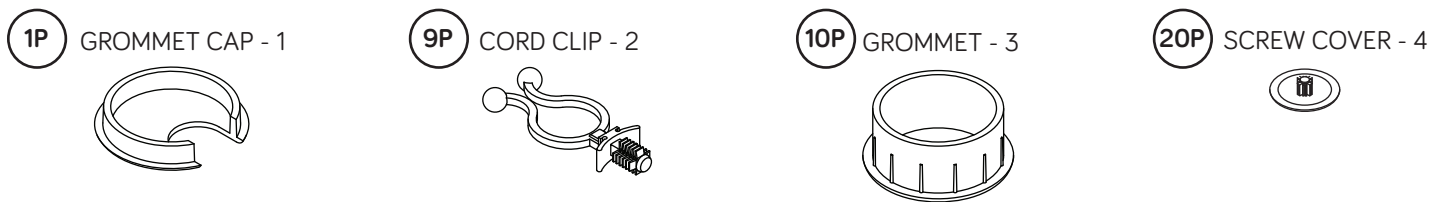
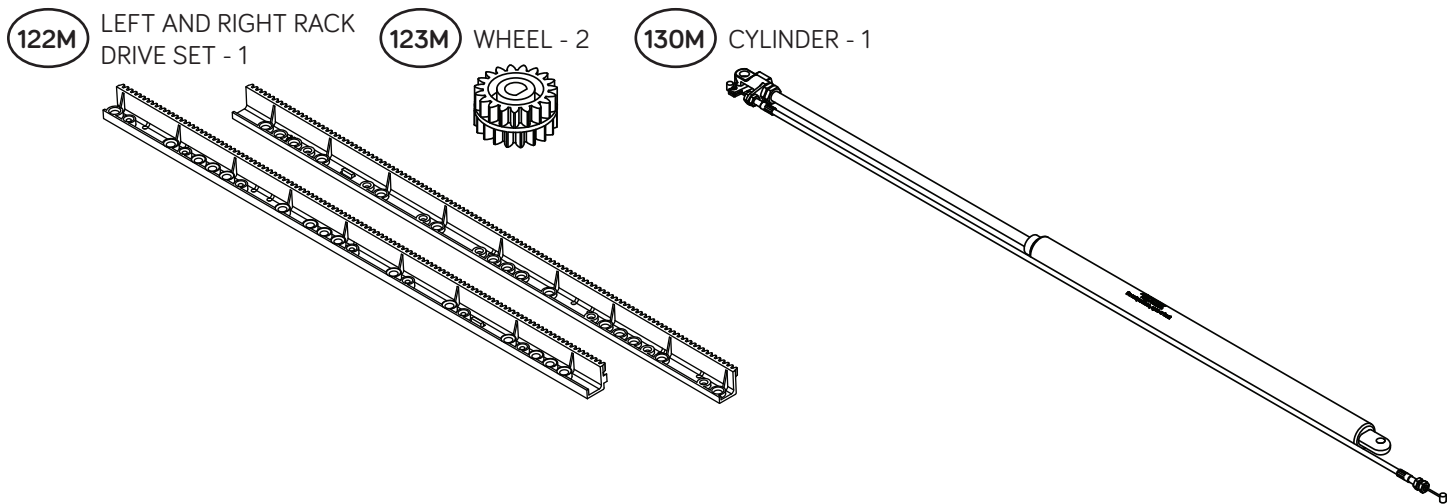
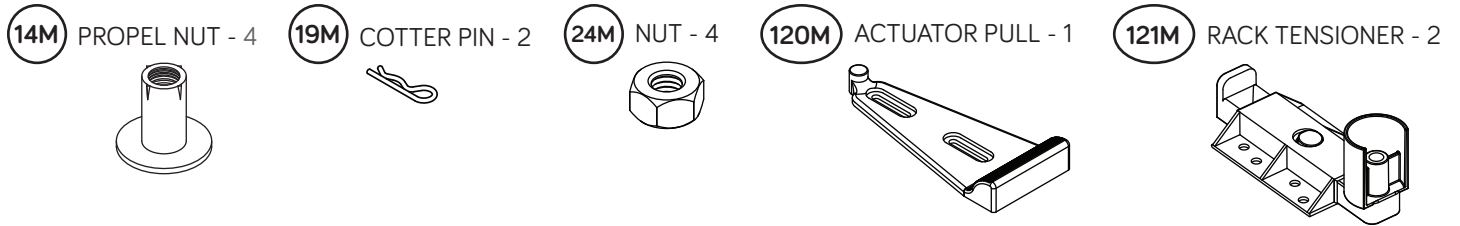
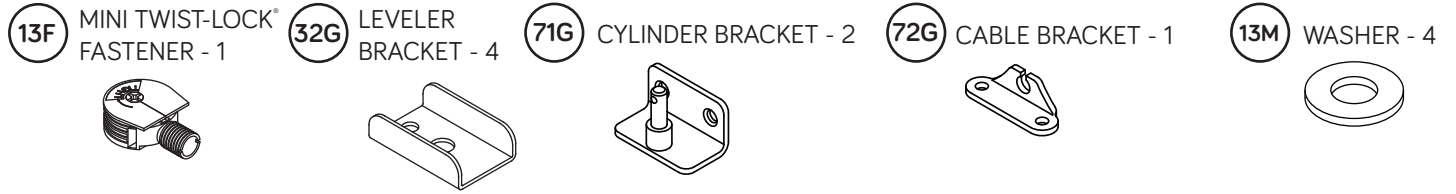


Hardware Identification



Hardware Identification

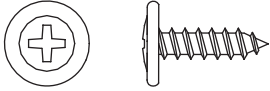
† Screws are shown actual size. You may receive extra hardware with your unit.



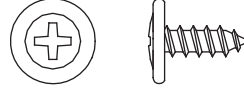
Hardware Identification

† Screws are shown actual size. You may receive extra hardware with your unit.

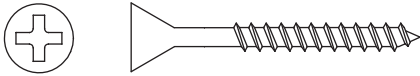
1S BLACK 9/16" LARGE HEAD SCREW - 12



6S BROWN 7/16" LARGE HEAD SCREW - 2



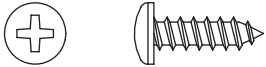
14S BROWN 1-1/2" FLAT HEAD SCREW - 6



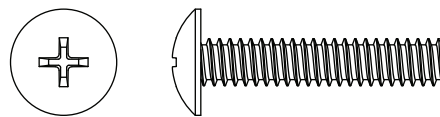
23S SILVER 5/8" FLAT HEAD SCREW - 20



51S BLACK 9/16" PAN HEAD SCREW - 14



93S BLACK 1-1/4" MACHINE SCREW - 4

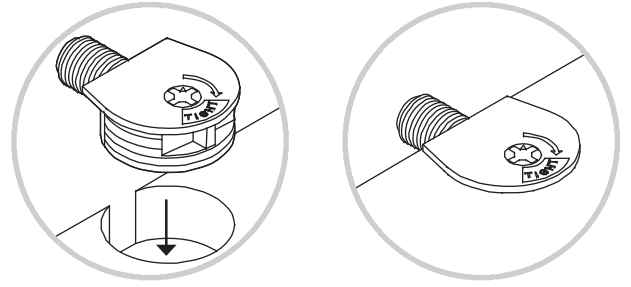


113S BLACK 1-15/16" FLAT HEAD SCREW - 5

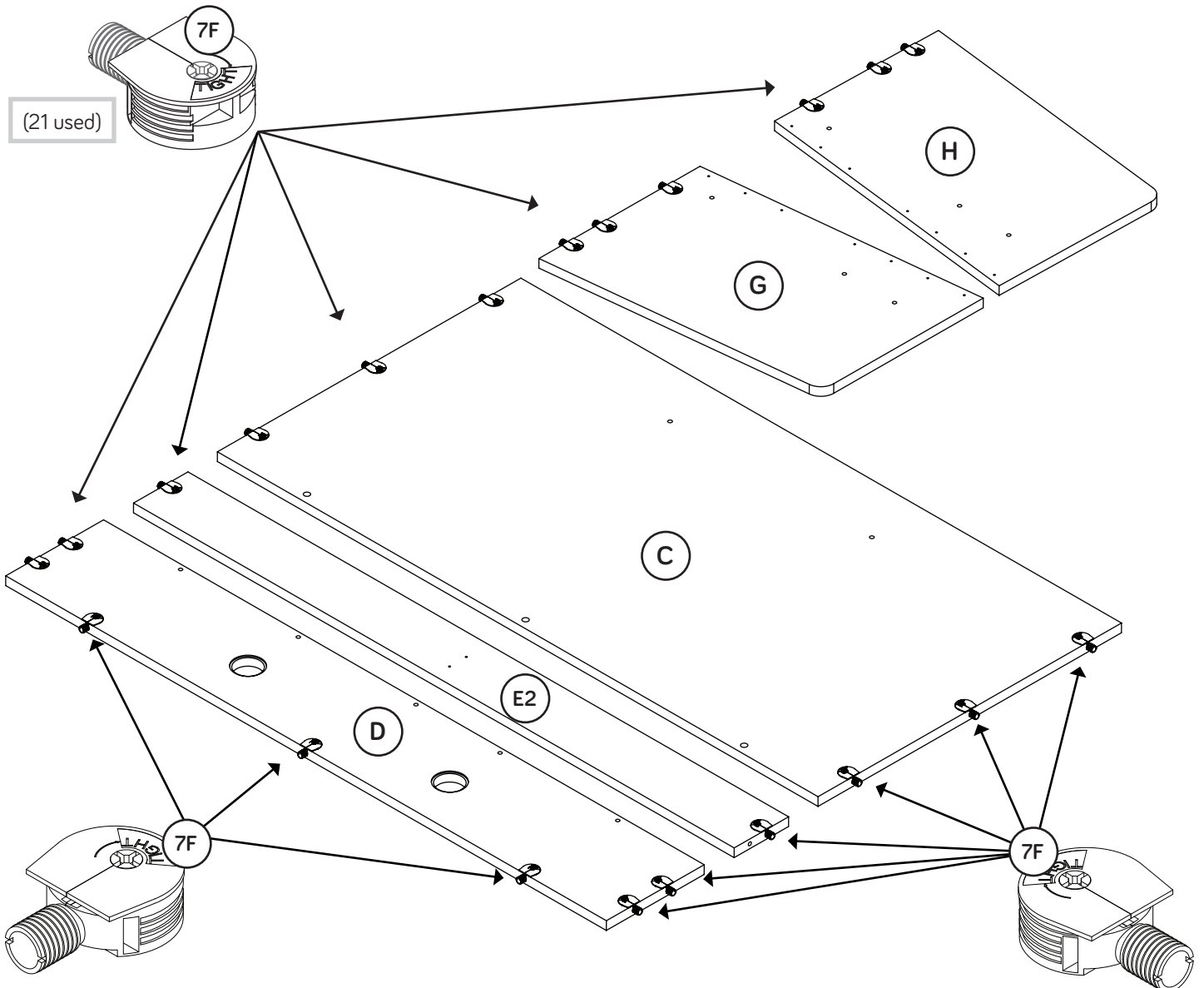


Step 1

- ✦ Assemble your unit on a carpeted floor or on the empty carton to avoid scratching your unit or the floor.
- ✦ To begin assembly, push a SAUDER TWIST-LOCK® FASTENER (7F) into the large holes in the MODESTY PANEL (C), SHELF (D), UPRIGHT (E2), and LIFT TOP ENDS (G and H).



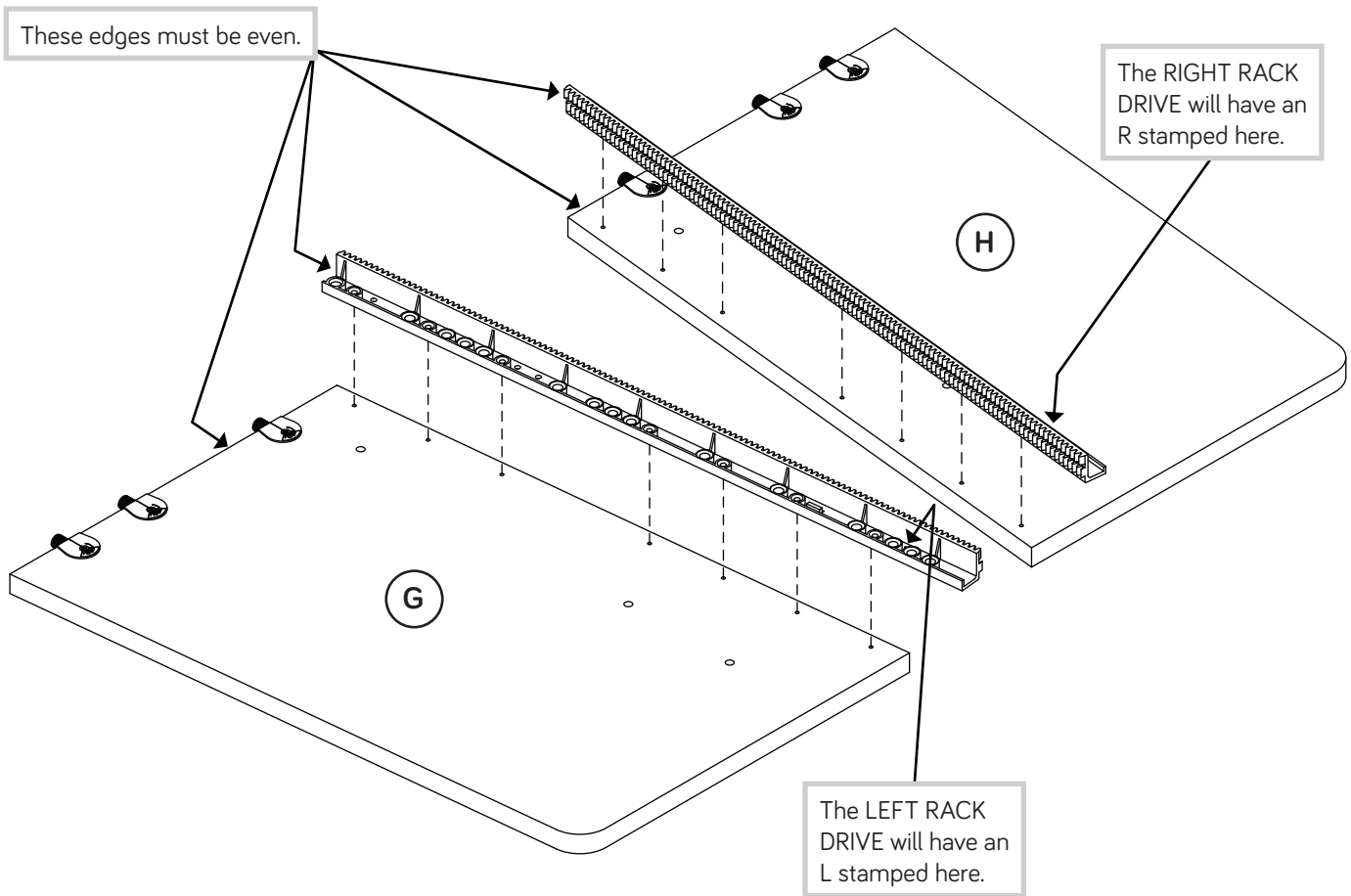
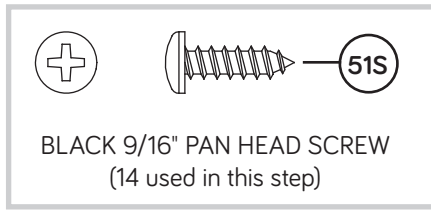
Do not tighten the TWIST-LOCK® FASTENERS in this step.



Step 2

Fasten the LEFT RACK DRIVE to the LIFT TOP LEFT END (G) and the RIGHT RACK DRIVE to the LIFT TOP RIGHT END (H). Use fourteen BLACK 9/16" PAN HEAD SCREWS (51S).

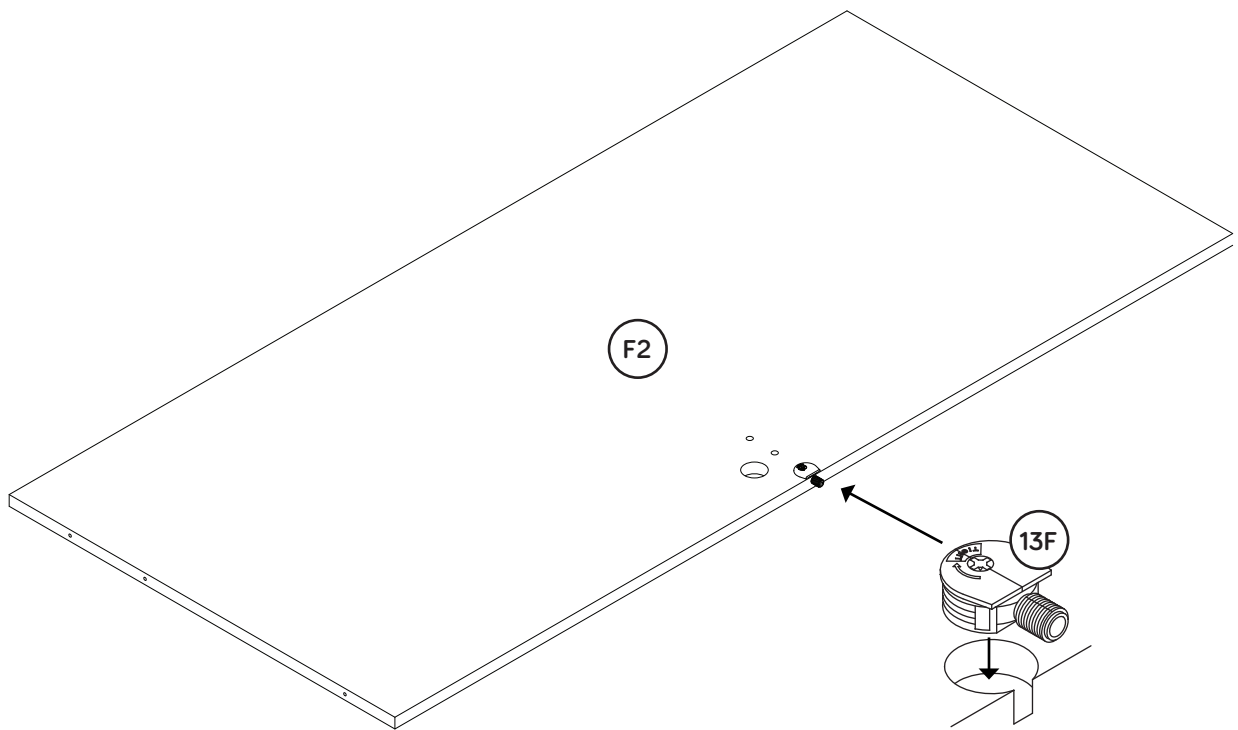
NOTE: Be sure to use the exact holes with dashed lines.



Step 3

- Push a SAUDER MINI TWIST-LOCK® FASTENER (13F) into the hole in the LIFT TOP BACK (F2).

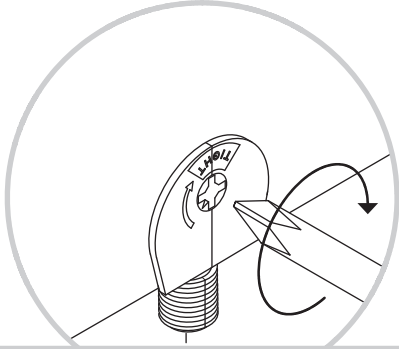
Do not tighten the MINI TWIST-LOCK® FASTENER in this step.



Step 4

- Fasten the LIFT TOP BACK (F2) to the LIFT TOP (I).
- Tighten the MINI TWIST-LOCK® FASTENER.

 Remember:
Righty tighty.
Lefty loosey.

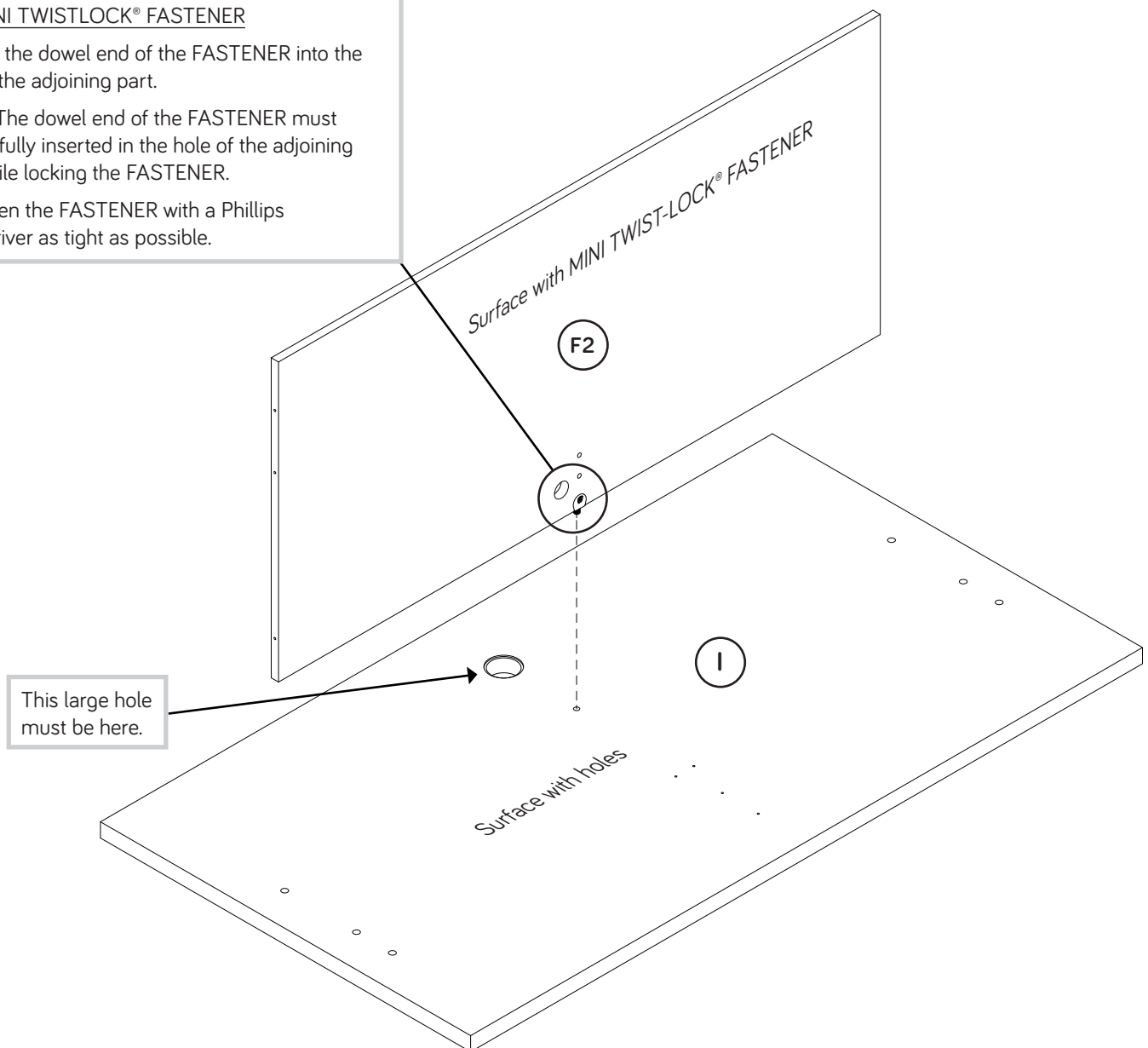


How to use the SAUDER TWIST-LOCK® FASTENER and MINI TWISTLOCK® FASTENER

1. Insert the dowel end of the FASTENER into the hole of the adjoining part.

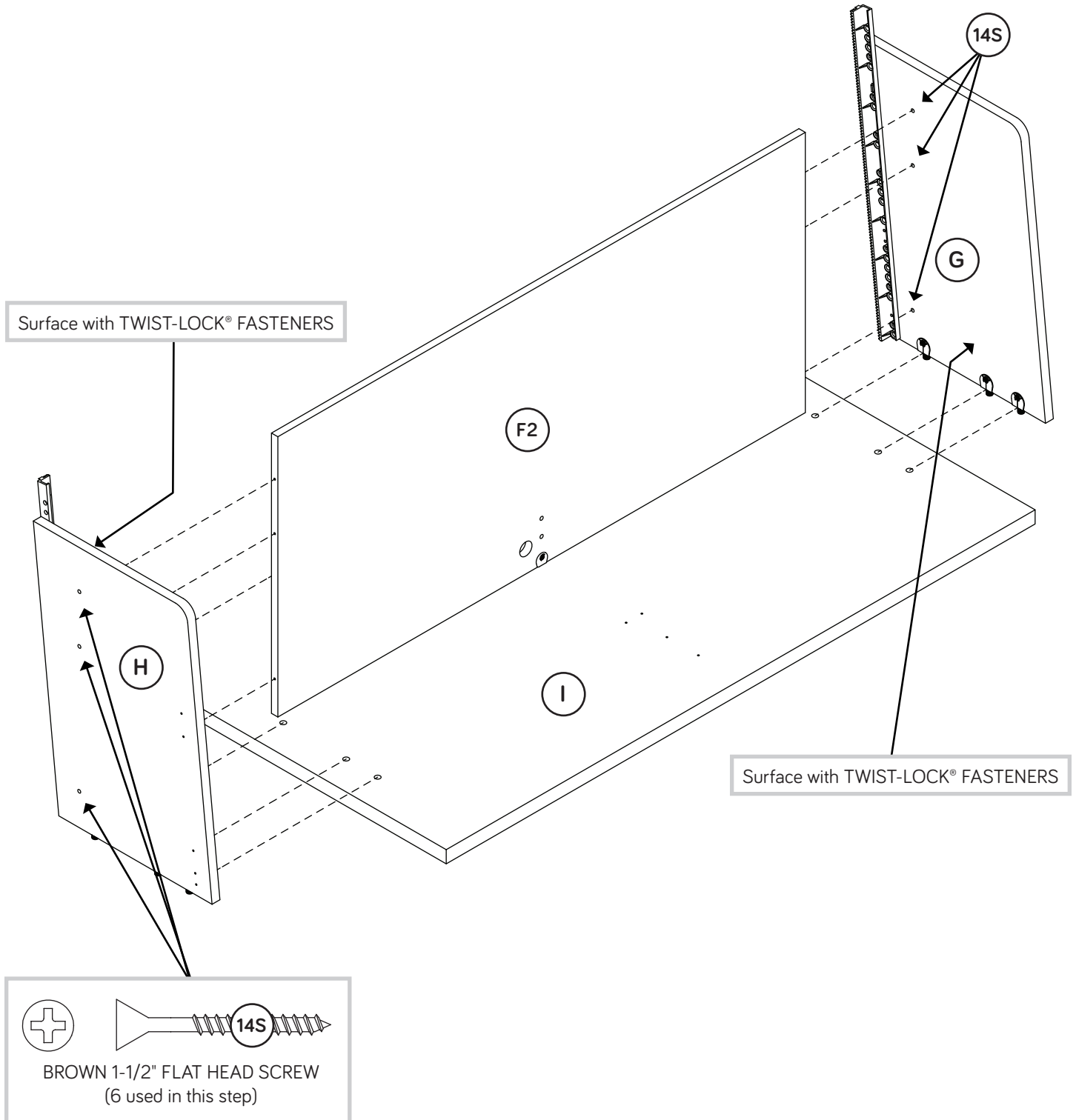
NOTE: The dowel end of the FASTENER must remain fully inserted in the hole of the adjoining part while locking the FASTENER.

2. Tighten the FASTENER with a Phillips screwdriver as tight as possible.



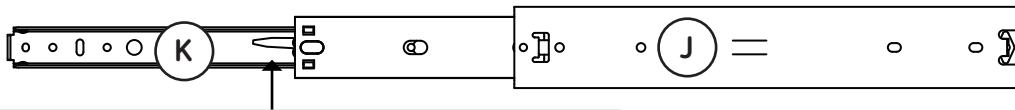
Step 5

- Fasten the LIFT TOP ENDS (G and H) to the LIFT TOP (I). Tighten six TWIST-LOCK® FASTENERS.
- Fasten the LIFT TOP ENDS (G and H) to the LIFT TOP BACK (F2). Use six BROWN 1-1/2" FLAT HEAD SCREWS (14S).

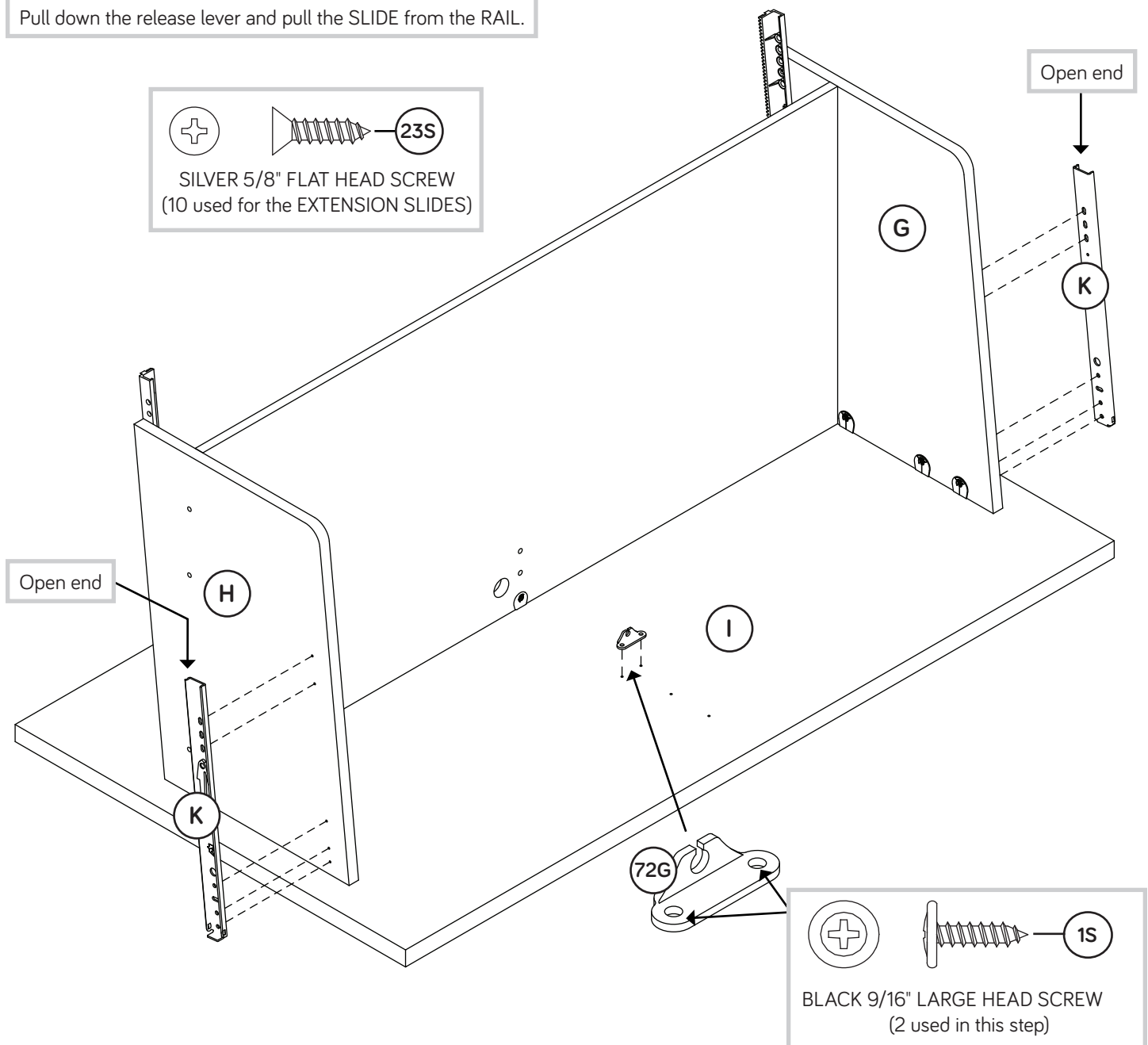


Step 6

- ✦ Separate the EXTENSION SLIDES (K) from the EXTENSION RAILS (J) as shown in the upper diagram below. Be prepared, the parts are greasy.
- ✦ Fasten the EXTENSION SLIDES (K) to the LIFT TOP ENDS (G and H). Use ten SILVER 5/8" FLAT HEAD SCREWS (23S).
- ✦ Fasten the CABLE BRACKET (72G) to the LIFT TOP (I). Use two BLACK 9/16" LARGE HEAD SCREWS (1S).

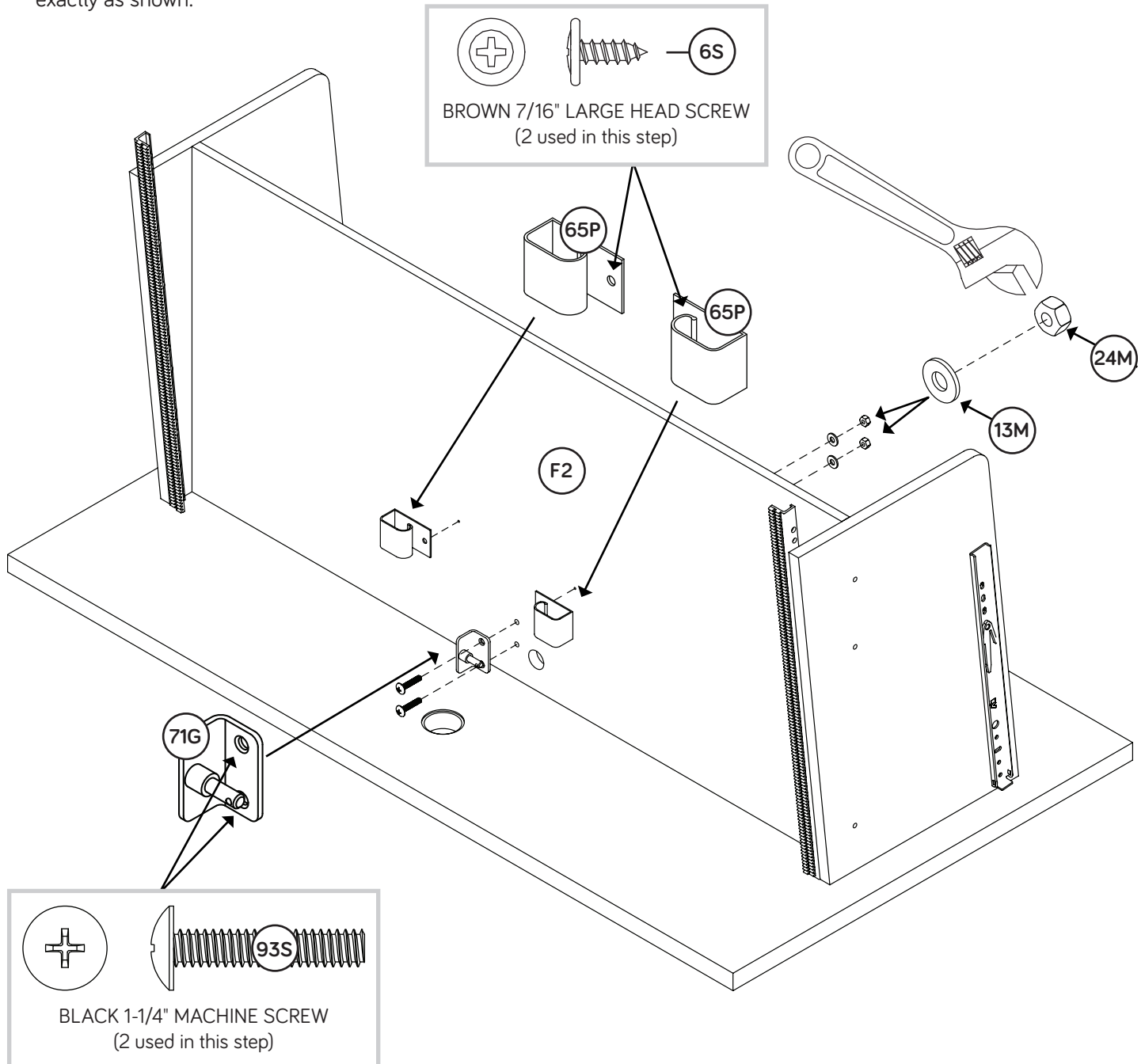


Pull down the release lever and pull the SLIDE from the RAIL.



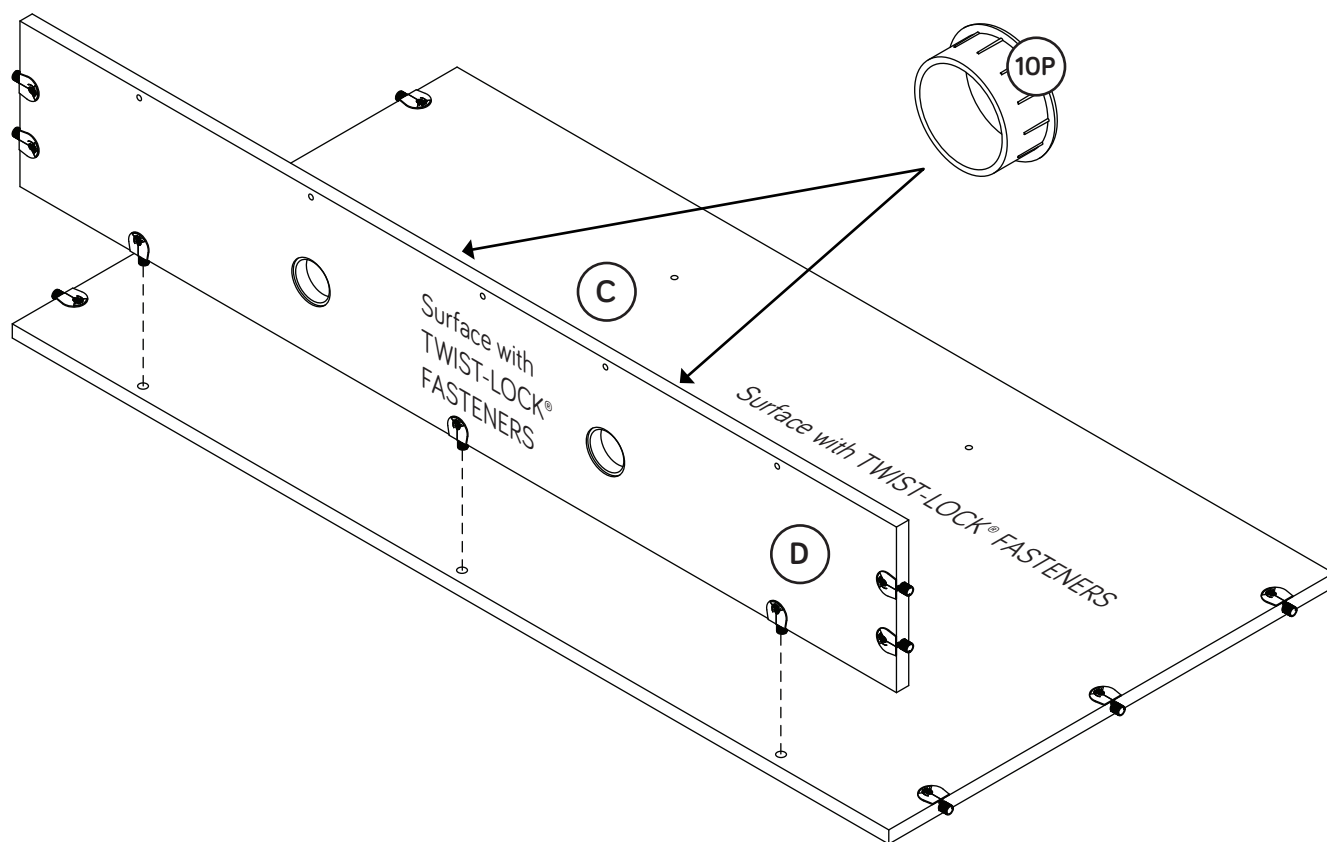
Step 7

- Fasten two CORD MANAGERS (65P) to the LIFT TOP BACK (F2). Use two BROWN 7/16" LARGE HEAD SCREWS (6S).
- Fasten a CYLINDER BRACKET (71G) to the LIFT TOP BACK (F2). Use two BLACK 1-1/4" MACHINE SCREWS (93S), two WASHERS (13M), and two NUTS (24M).
- NOTE:** Position the CORD MANAGERS and CYLINDER BRACKET exactly as shown.



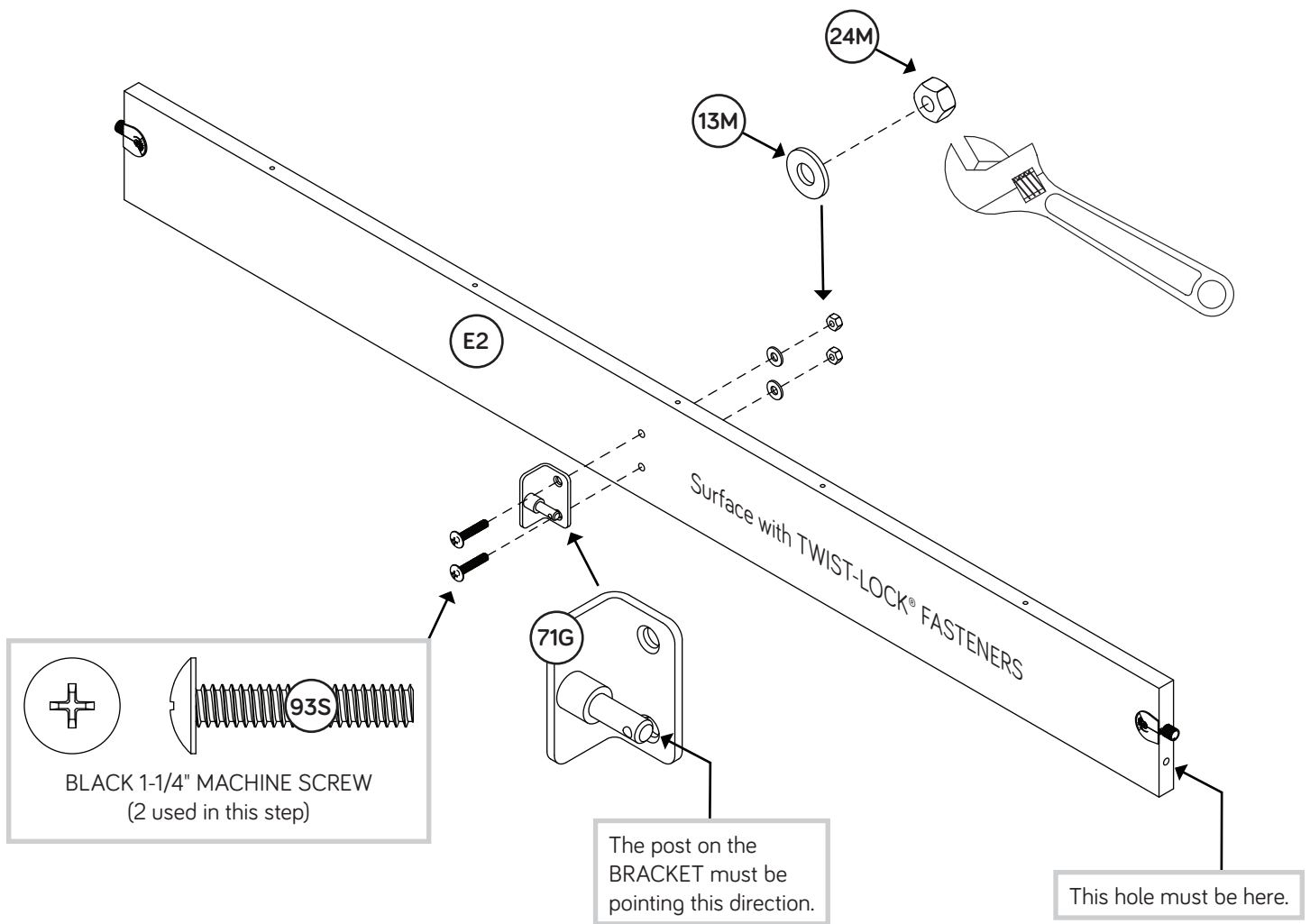
Step 8

- ✚ Fasten the SHELF (D) to the MODESTY PANEL (C).
Tighten three TWIST-LOCK® FASTENERS.
- ✚ Push two GROMMETS (10P) into the SHELF (D).



Step 9

- Fasten a CYLINDER BRACKET (71G) to the UPRIGHT (E2).
Use two BLACK 1-1/4" MACHINE SCREWS (93S), two WASHERS (13M), and two NUTS (24M).

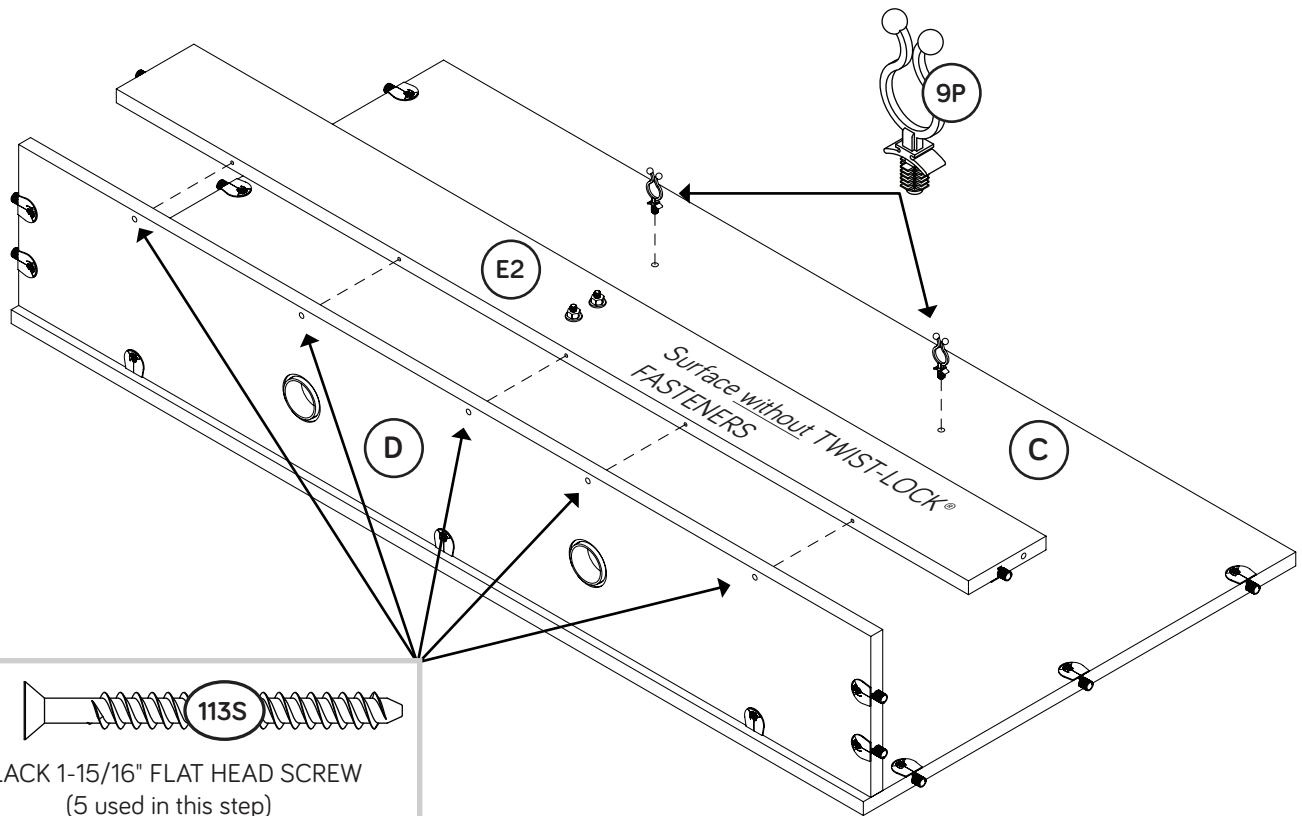


Step 10

- Fasten the UPRIGHT (E2) to the SHELF (D). Use five BLACK 1-15/16" FLAT HEAD SCREWS (113S).
- Push two CORD CLIPS (9P) into the MODESTY PANEL (C).



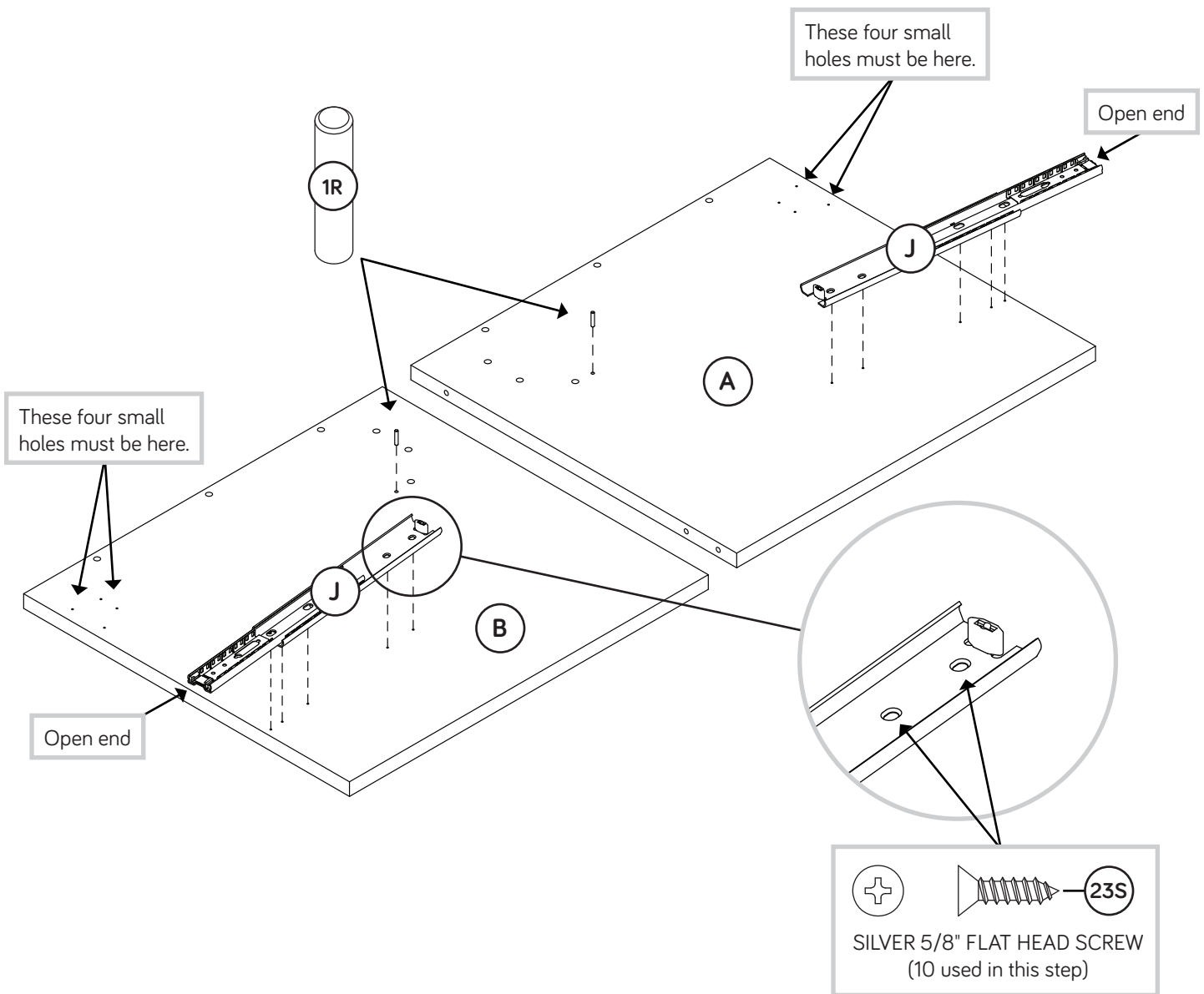
Now might be a good time to refresh your drink.



BLACK 1-15/16" FLAT HEAD SCREW
(5 used in this step)

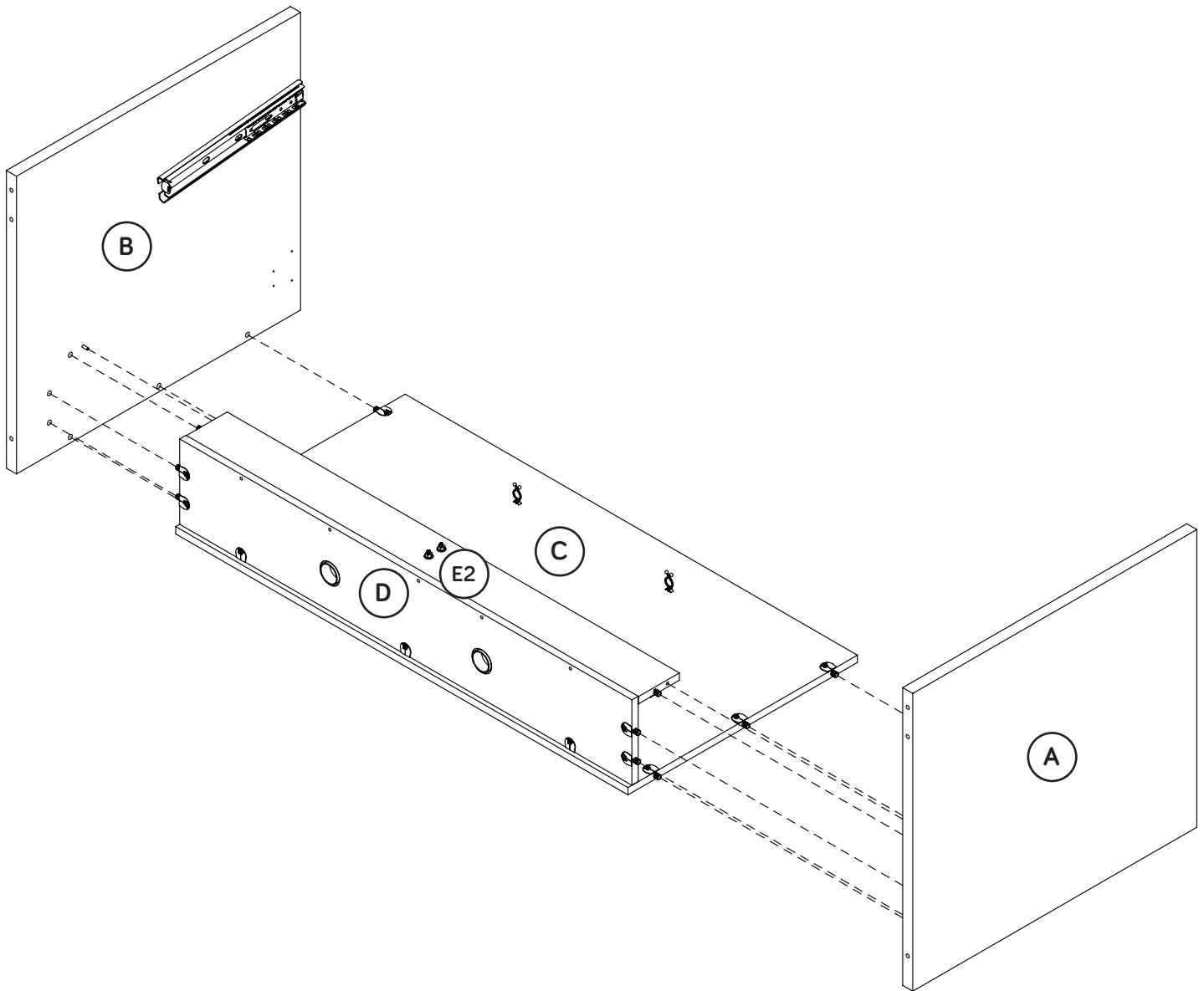
Step 11

- Fasten the EXTENSION RAILS (J) to the ENDS (A and B). Use ten SILVER 5/8" FLAT HEAD SCREWS (23S).
- NOTE:** For each EXTENSION RAIL, turn a SCREW into the holes shown in the enlarged diagram. Then, slide the inner cartridge of the EXTENSION RAIL in to find the other holes that lines up with the hole in the END. Turn a SCREW into these holes.
- Insert a METAL PIN (1R) into each END (A and B) as shown.



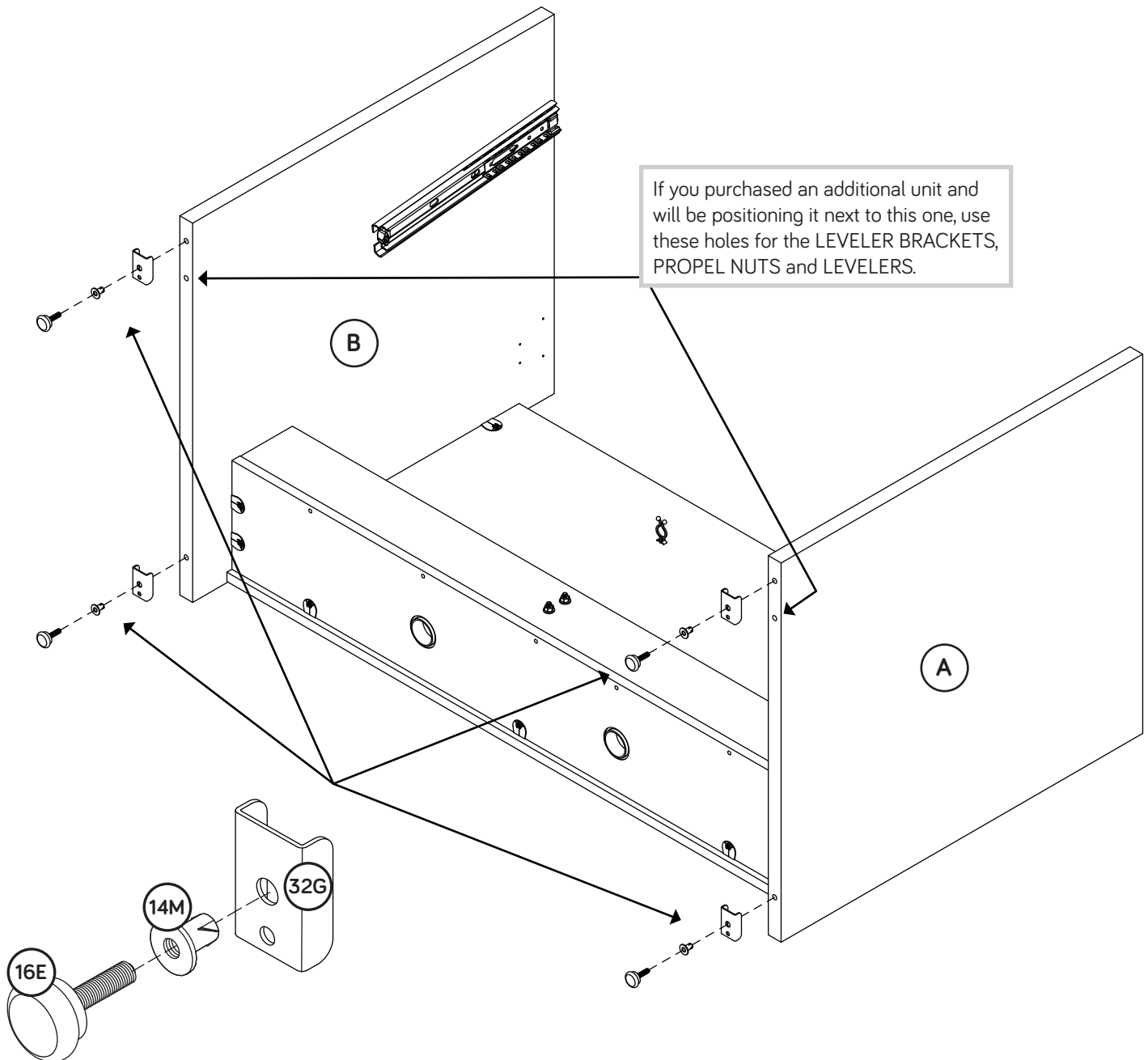
Step 12

- ✚ NOTE: You will need a short screwdriver in this step.
- ✚ Fasten the ENDS (A and B) to the MODESTY PANEL (C), SHELF (D), and UPRIGHT (E2). Tighten twelve TWIST-LOCK® FASTENERS.
- ✚ NOTE: Be sure the METAL PIN in each END inserts into the UPRIGHT (E2).



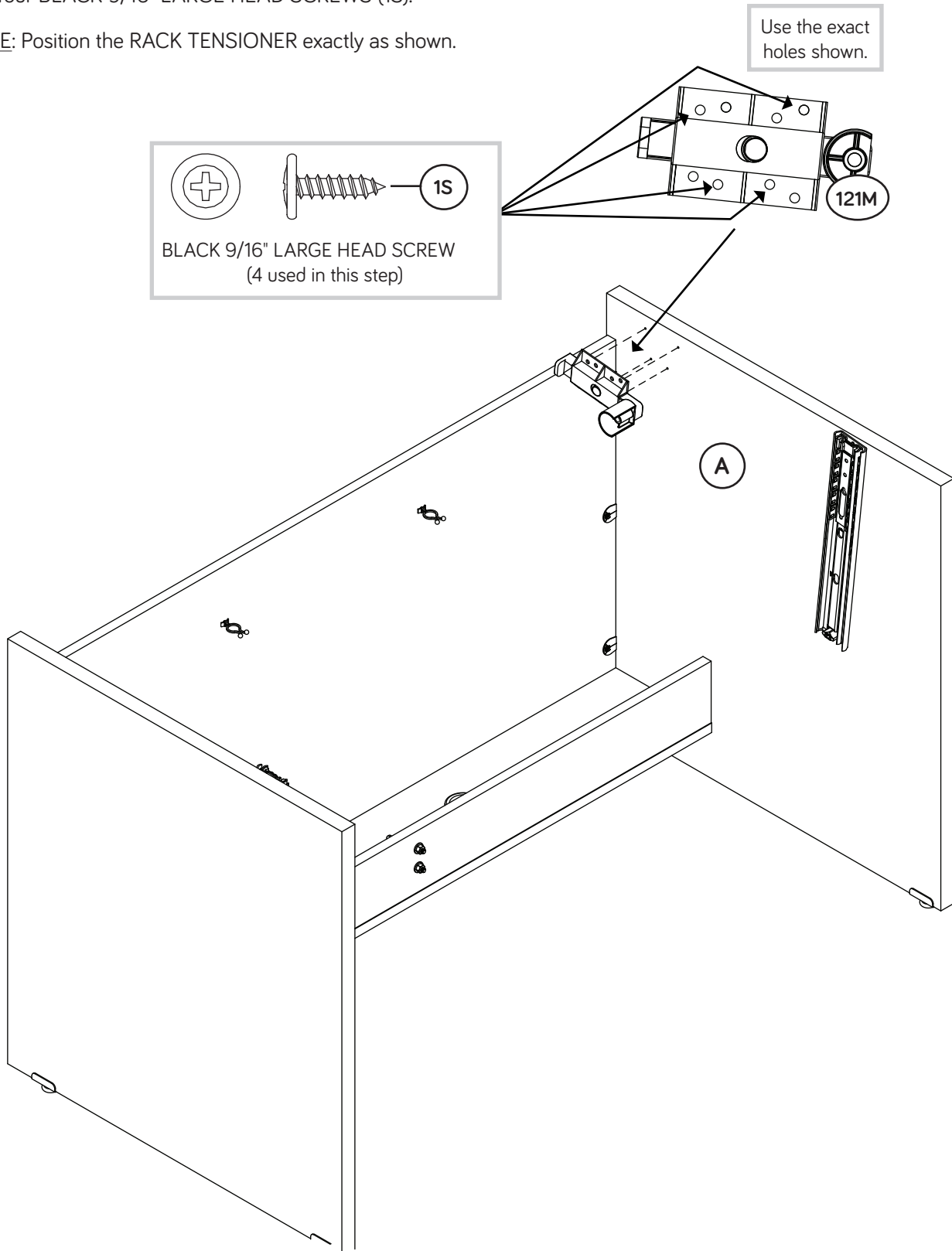
Step 13

- ✚ Push four LEVELER BRACKETS (32G) over the exact holes shown in the bottom edges of the ENDS (A and B).
- ✚ Using your hammer, gently tap a PROPEL NUT (14M) into the holes in the LEVELER BRACKETS (32G) and ENDS (A and B). Now, turn a LEVELER (16E) into each PROPEL NUT.
- ✚ NOTE: Position the BRACKETS exactly as shown.



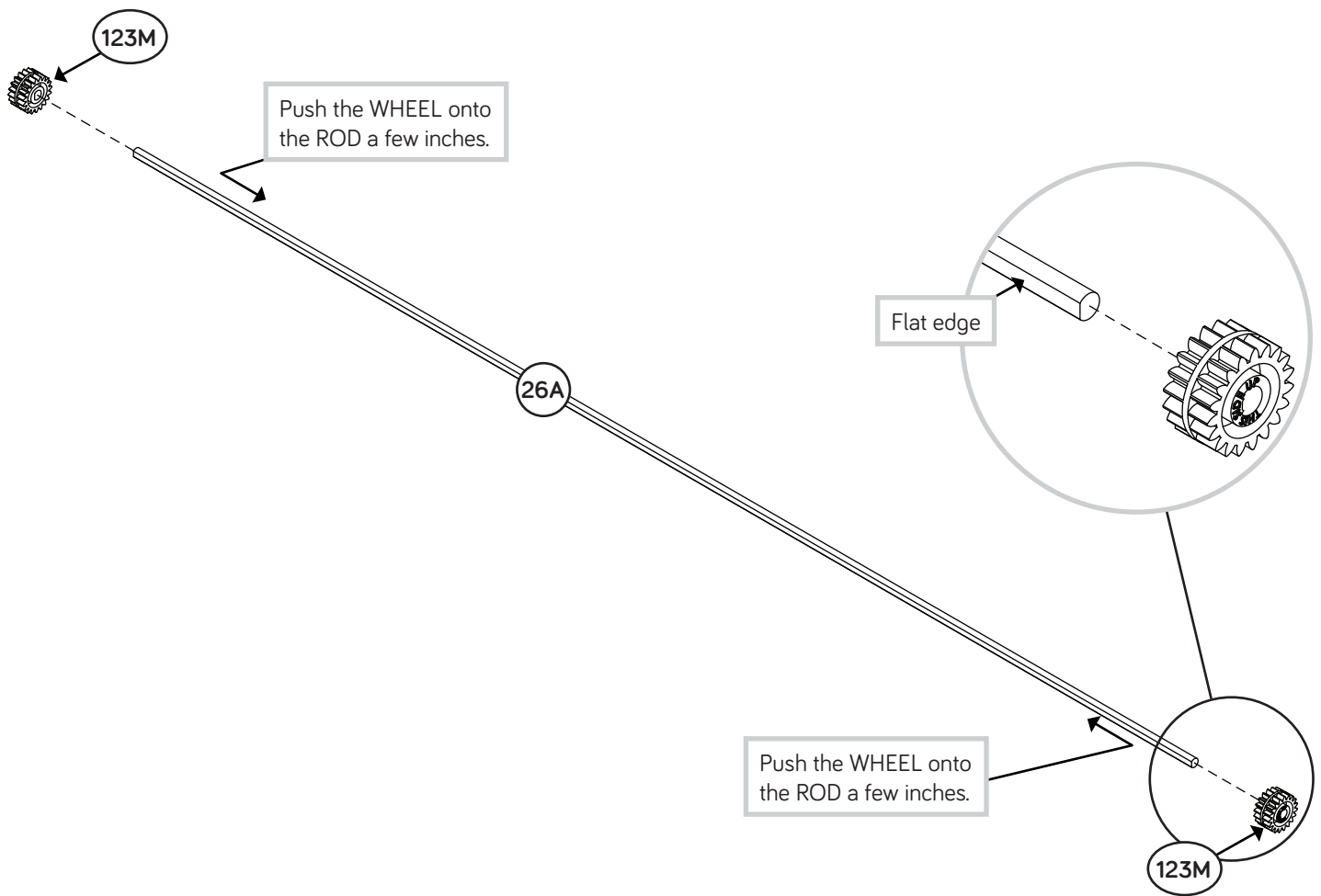
Step 14

- ✚ With someone's help, carefully stand your unit upright.
- ✚ Fasten a RACK TENSIONER (121M) to the RIGHT END (A). Use four BLACK 9/16" LARGE HEAD SCREWS (1S).
- ✚ NOTE: Position the RACK TENSIONER exactly as shown.



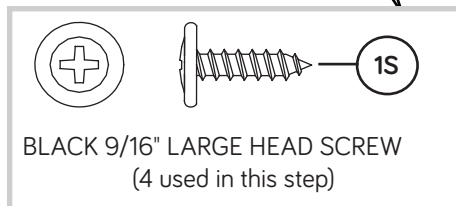
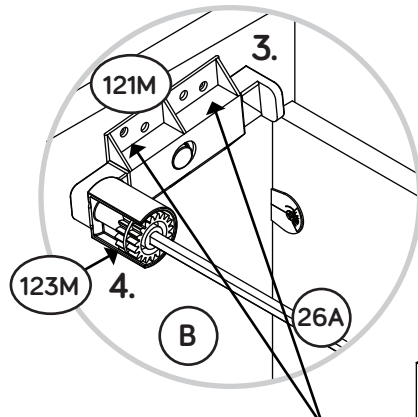
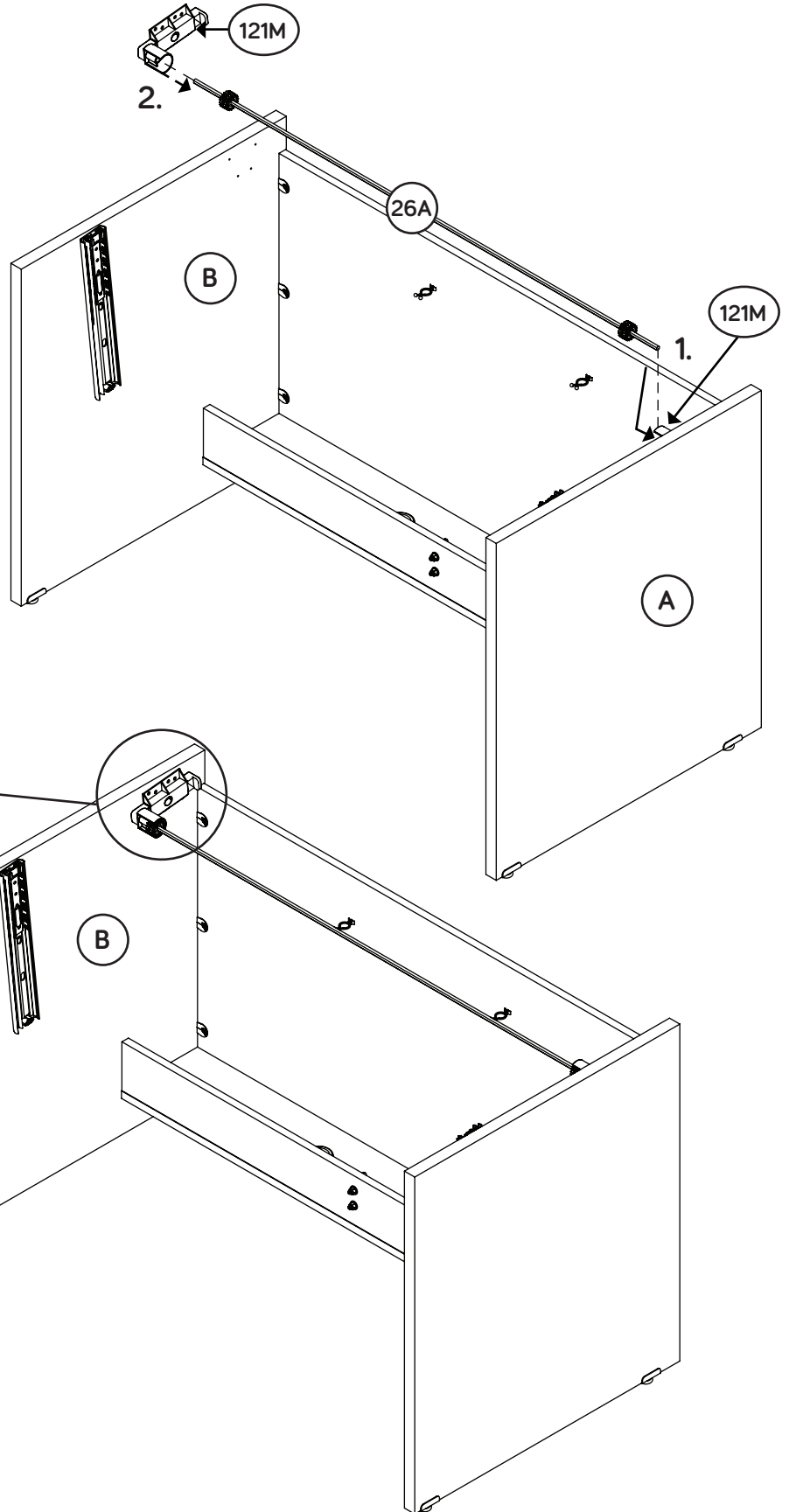
Step 15

- Push two WHEELS (123M) onto the ROD (26A) a few inches in from the end.



Step 16

- ✦ Follow the numbered sequence.
- ✦ 1. Push the ROD (26A) into the RACK TENSIONER (121M) on the RIGHT END (A) as shown.
- ✦ 2. Push the ROD (26A) into the RACK TENSIONER (121M) on the left.
- ✦ 3. Continue holding the assembly intact. Fasten the RACK TENSIONER (121M) to the LEFT END (B). Use four BLACK 9/16" LARGE HEAD SCREWS (1S).
- ✦ 4. Push the WHEELS (123M) back into position inside the RACK TENSIONERS on each END (A and B). See the large diagram below for the final position of the ROD, WHEELS, and RACK TENSIONER on the LEFT END (B).

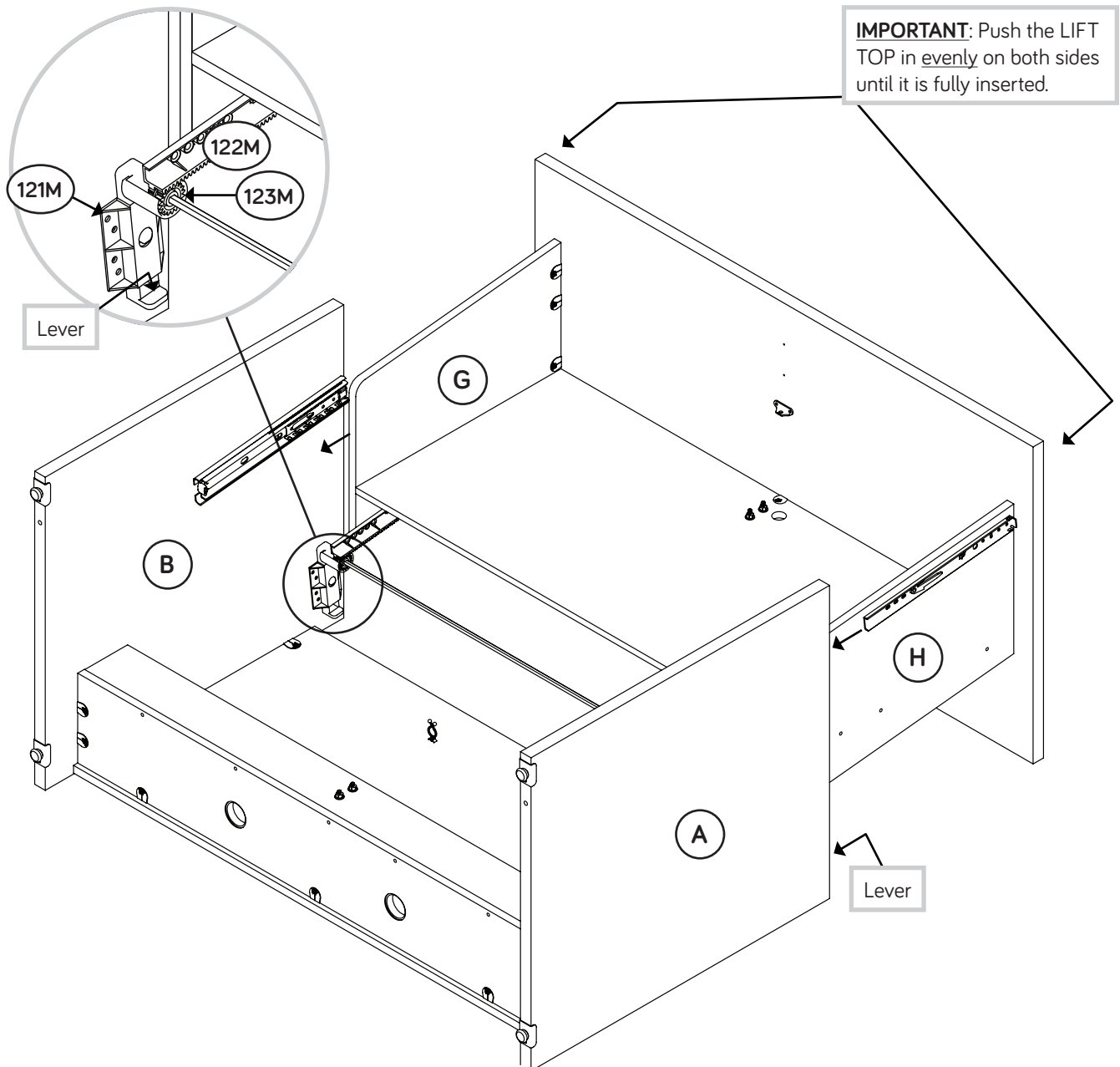


Step 17

- ✚ This is a two person step. Carefully lay your unit onto its back edges.
- ✚ Push down on both levers of the RACK TENSIONERS (121M) until you hear a click. This disengages the wheel from the LEFT and RIGHT RACK DRIVE SETS (122M) to prepare for insertion of the LIFT TOP.
- ✚ To insert the LIFT TOP assembly into your unit, carefully place the LEFT and RIGHT DRIVE SET (122M) onto the WHEELS (123M). Then, line up the EXTENSION SLIDES on the LIFT TOP ENDS (G and H) with the EXTENSION RAILS on the ENDS (A and B) and push the LIFT TOP assembly evenly into the unit until it is fully inserted.



Pro Tip: Lift with your legs. And, you know, your arms.



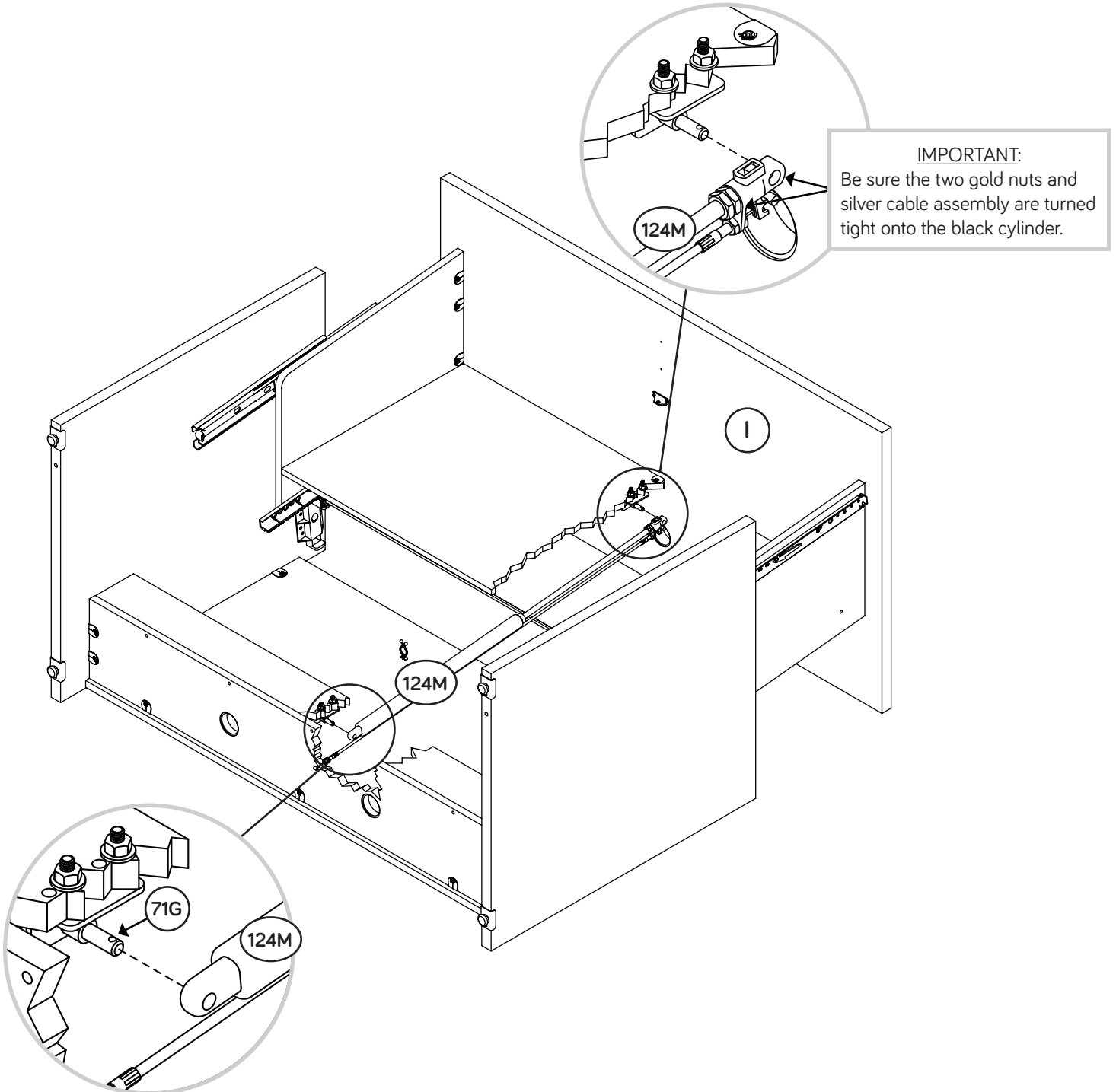
Step 18

✚ **IMPORTANT:** Before you fasten the CYLINDER (124M), be sure the two gold nuts and silver cable assembly are turned tight onto the black CYLINDER.

✚ Pull the LIFT TOP (I) open as shown below.

✚ Push the CYLINDER (124M) completely onto the posts of the CYLINDER BRACKETS (71G) as shown in both large views.

The MODESTY PANEL, SHELF, and UPRIGHT have been cut for clarity of assembly.



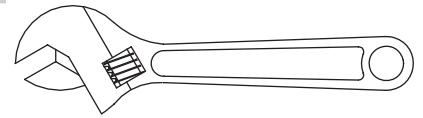
Step 19

- ✚ This is a two person step. Carefully stand your unit upright.
- ✚ Completely push two COTTER PINS (19M) into the holes in the CYLINDER BRACKETS (71G) as shown in each large diagram.
- ✚ The cable at the top of the CYLINDER will come assembled for optimal performance. With an adjustable wrench, you can adjust the two nuts on both sides of the cylinder bracket. The same length of threads should be on both sides of the nuts as shown in the upper large diagram. Be sure to tighten the nuts after making adjustments.
- ✚ Push the end of the cable through the large hole in the LIFT TOP BACK (F2) as shown in the upper large diagram.

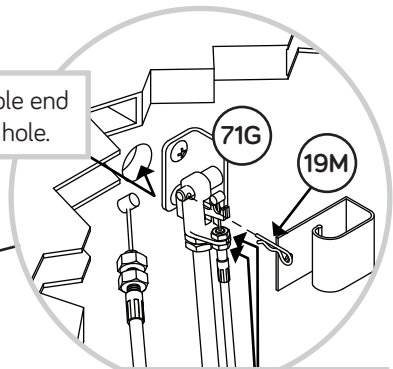


Pro Tip: Lift with your legs. And, you know, your arms.

The MODESTY PANEL and LIFT TOP have been cut for clarity of assembly.

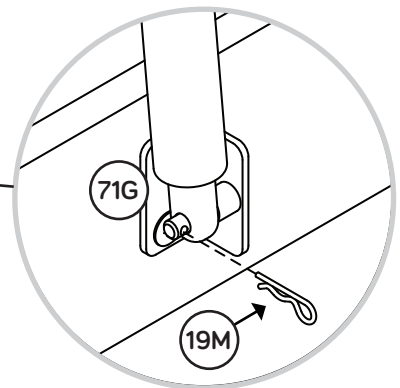


Push the cable end through this hole.



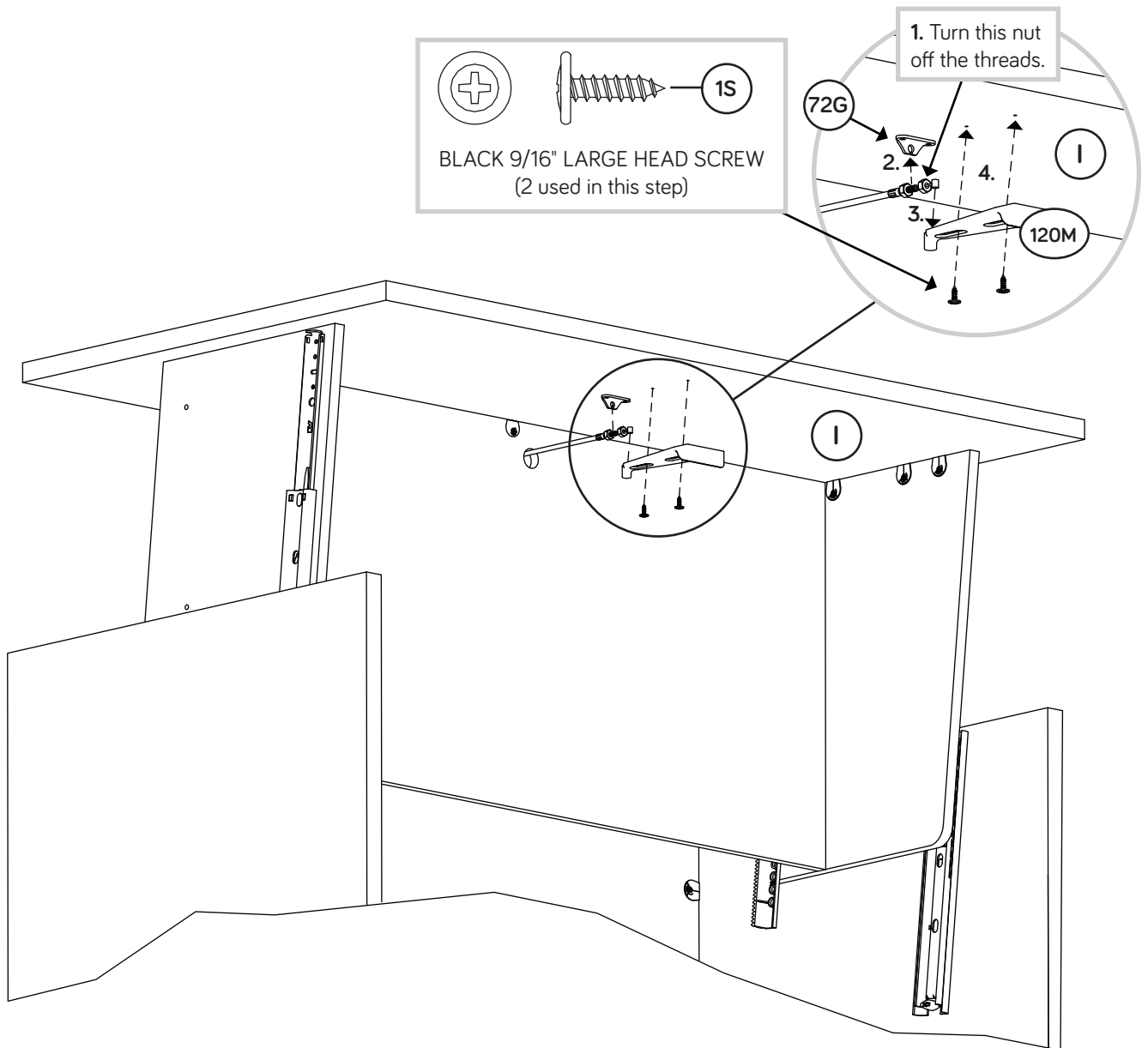
The two nuts on both sides of the cylinder bracket can be adjusted. For optimal performance, the same length of threads should be on both sides of each nut.

IMPORTANT: Use the CORD MANAGEMENT for excess cable.



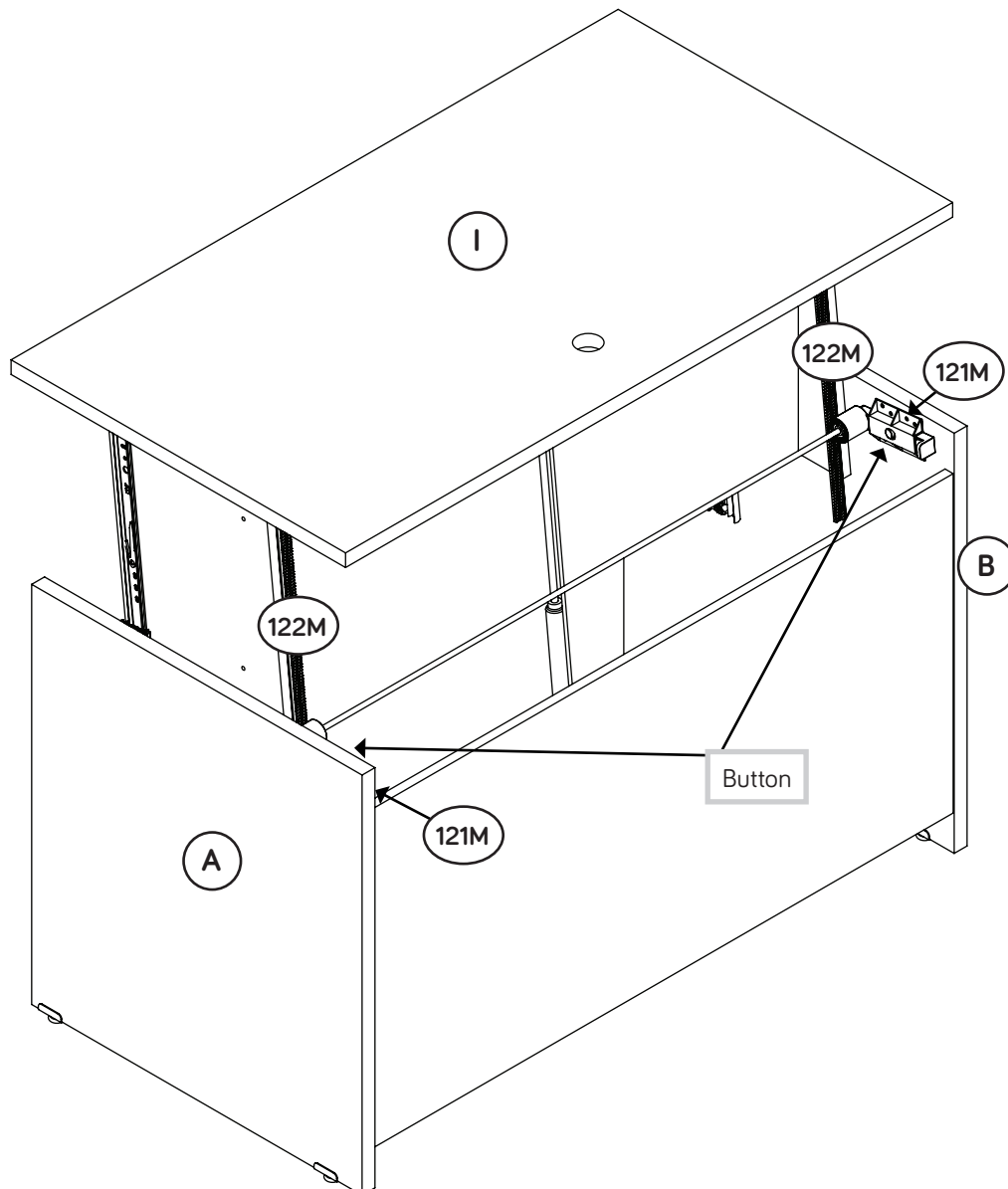
Step 20

- ✚ Follow the numbered diagram in numerical order and in the direction of the dashed arrows.
- ✚ 1. Turn the nut closest to the hammer end off the threaded area.
- ✚ 2. Slip the threaded portion of the cable through the opening in the CABLE BRACKET (72G). Turn the nut back onto the threaded end of the cable. Be sure both nuts are tight against the bar of the CABLE BRACKET (72G).
- ✚ 3. Push the hammer shaped end of the cable into the opening of the pointed end of the ACTUATOR PULL (120M).
- ✚ 4. While holding the ACTUATOR PULL (120M) and cable assembly together, fasten the ACTUATOR PULL (120M) to the LIFT TOP (I). Use two BLACK 9/16" LARGE HEAD SCREWS (1S).
- ✚ **NOTE:** The screws should be centered in the slotted holes and should not be completely tightened to allow the ACTUATOR PULL to slide back and forth.



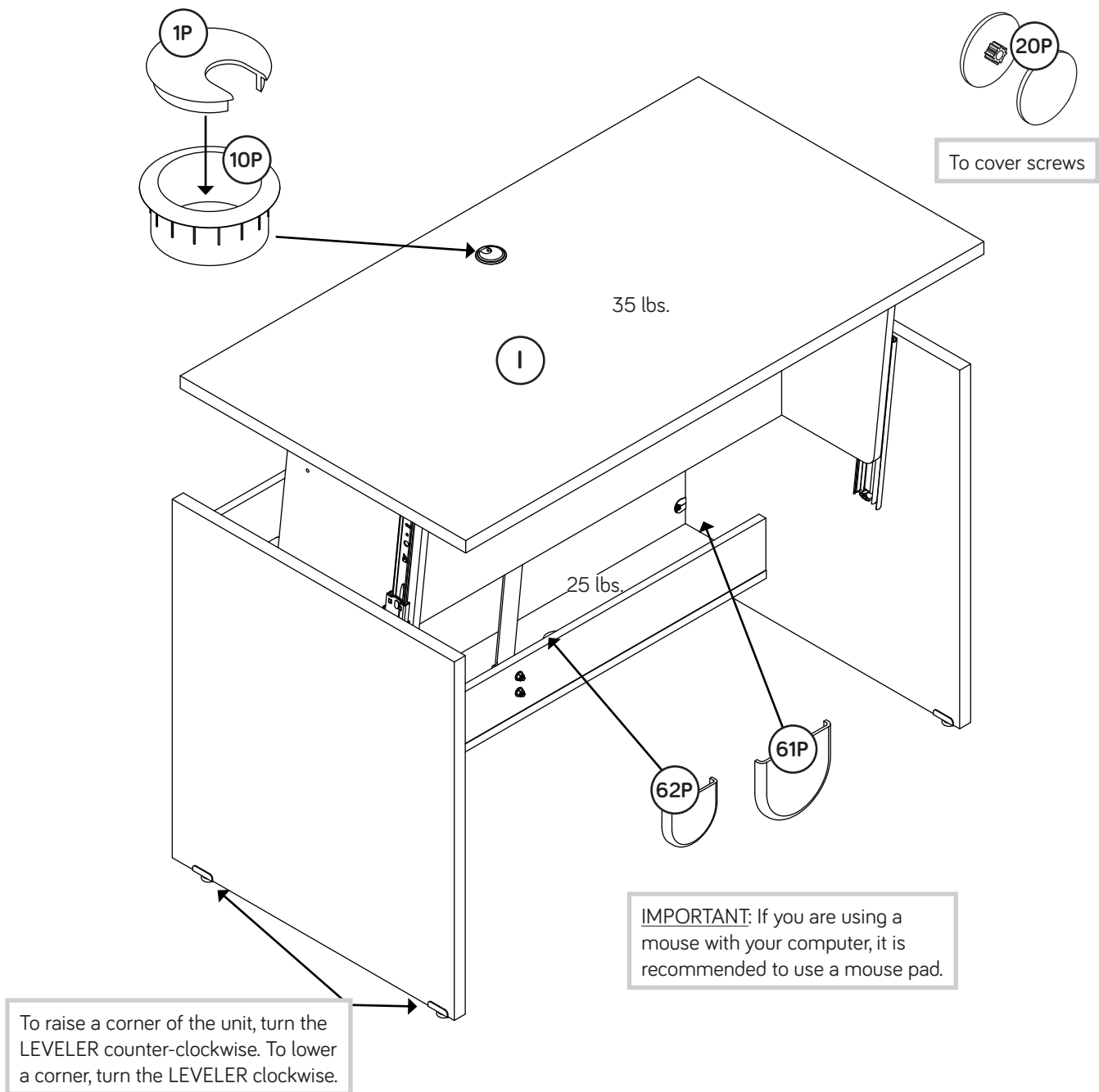
Step 21

- ✚ Push the LIFT TOP (I) down against the ENDS (A and B).
- ✚ With a screwdriver, push in the buttons on the RACK TENSIONERS (121M) to engage the wheels onto the tracks of the LEFT and RIGHT RACK DRIVES (122M).
- ✚ To raise and lower the LIFT TOP (I), pull the lever of the ACTUATOR PULL and allow the LIFT TOP (I) to raise. When you reach your desired position, release the lever.
- ✚ If your LIFT TOP is not functioning properly, refer back to steps 18, 19, and 20.



Step 22

- ✚ Cover the MINI TWIST-LOCK and TWIST-LOCKS with the TWIST-LOCK FASTENER COVERS (61P and 62P).
- ✚ Center a SCREW COVER (20P) over the head of each SCREW and gently tap in with your hammer.
- ✚ Insert the GROMMET (10P) and GROMMET CAP (1P) into the large hole in the LIFT TOP (I).
- ✚ NOTE: To raise a corner of the unit, turn the LEVELER counter-clockwise. To lower a corner, turn the LEVELER clockwise.
- ✚ NOTE: Please read the back pages of the instruction booklet for important safety information.
- ✚ This completes assembly. Clean with a damp cloth. Wipe dry.



⚠ WARNING

Please use your furniture correctly and safely. Improper use can cause safety hazards, or damage to your furniture or household items. ***Carefully read the following chart.***

Look out for:	What can happen:	How to avoid the problem:
<ul style="list-style-type: none">• Overloaded shelves or drawers.• Improper loading can cause the product to be top-heavy.	<ul style="list-style-type: none">• Risk of injury.• Top-heavy furniture can tip over.• Overloaded shelves and drawers can break.	<ul style="list-style-type: none">• Never exceed the weight limits shown in the instructions.• Work from bottom to top when loading shelves and drawers. Place the heavier items on the lower shelves or in lower drawers.
<ul style="list-style-type: none">• Improperly moving furniture that is not designed and equipped with casters.	<ul style="list-style-type: none">• Furniture can tip over or break if improperly moved.• Physical injury. Furniture can be very heavy.• Breakage of tops - particularly with double pedestal furniture (drawers at both ends).	<ul style="list-style-type: none">• Unload shelves and drawers from top to bottom before moving the unit.• Do not push furniture, especially on a carpeted floor. Have a friend help you lift the item and set it in place.• Provide support to the center section of the top when lifting the furniture.
<ul style="list-style-type: none">• Moving parts and pinch points.	<ul style="list-style-type: none">• Pinched body parts	<ul style="list-style-type: none">• Keep all body parts clear of the moveable connections when adjusting the product.
<ul style="list-style-type: none">• Placing TVs on furniture items that are not designed to support a television is hazardous.	<ul style="list-style-type: none">• Risk of injury or death. TVs can be very heavy. Plus the weight and location of the picture tube tends to make TVs unbalanced and prone to tipping forward.	<ul style="list-style-type: none">• This product is not designed to support a television.