11 SERIES SHELVING

INSTALLATION GUIDE

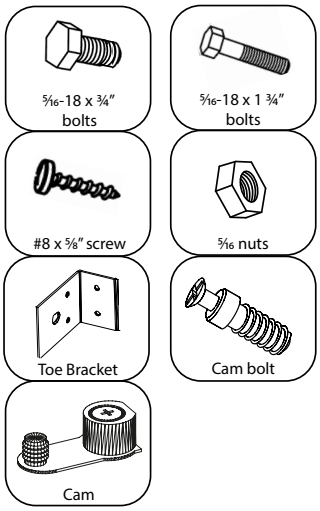
media™ technologies

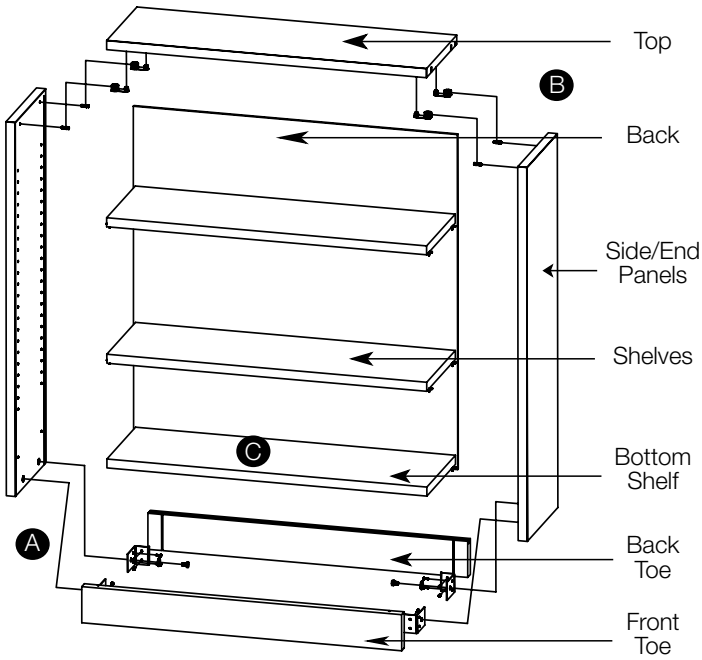
11 Series – Benchmark – Single Faced

Tools Required:

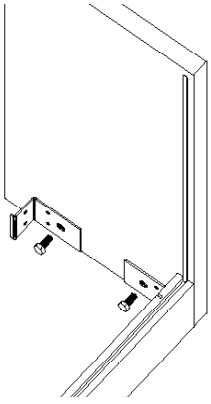
- Two 5/16 Wrenches,
- Phillips Screwdriver

Parts Included:



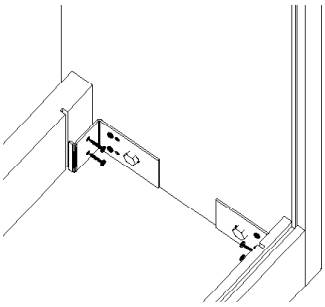


ATTENTION: UNITS ARE ASSEMBLED STANDING UP



STEP 1 - Loosely Attach Z Brackets to end panels.
Using 5/16-18 x 3/4" bolts, flush bracket with bottom of end panel. Finger tight only for now.

11 Series – Benchmark – Single Faced



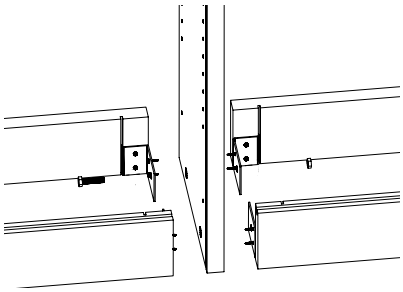
A

Step 2 - Attaching the toes to the sides
For Initial Bookshelf Unit:
Slide a toe-bracket into the groove on the back toe and the front toe. Make sure bracket is flush with toe. Screw into both toes using #8 x 5/8" screws.

- Position back toe with groove facing up and align with groove in side panel.
- Save second end panel for the end of run- if assembling stand alone unit attach second end panel now.

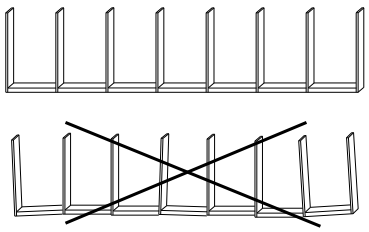
CAUTION

Special applications may require shelving unit be floor-anchored. Failure to do so could cause instability and injury.



For Adder Units:
Attach toe-bracket to both sides of intermediate panel. **THEN** bolt through one toe-bracket, intermediate panel and next z-bracket using 5/16-18 x 1-3/4" bolts and nuts. Finger tight.

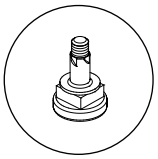
- Grooves on all initial and adder units should be installed toward the bookshelf back.

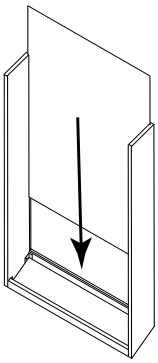


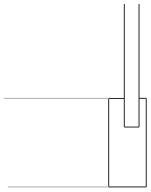
Lay out all initial, adder and end units but **DO NOT** tighten bolts, yet.

- All bottoms must be level relative to each other. Adjust leveling kits if needed.

Leveling Kit



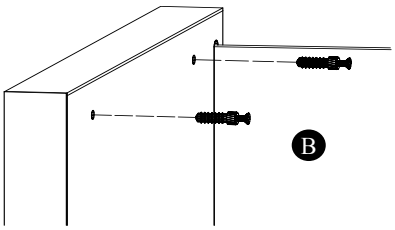




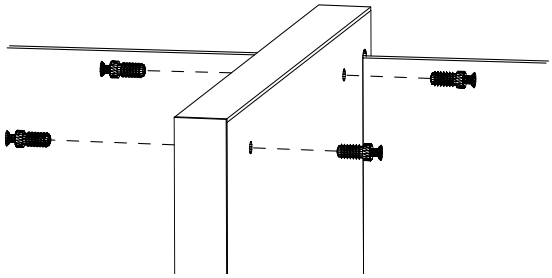
Back fits in back toe groove.

STEP 3 - Attaching the backs
Slip the back into the grooves in the side panels and bottom frame. The side panels will push outward because the bolts on the bottom frame are not tightened.
Start sliding the back into the groove at a height in which the width of the back will fit in the grooves so as not to scratch the side panels.

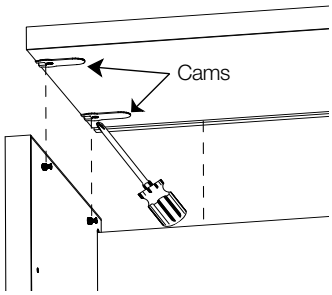
11 Series – Benchmark – Single Faced



STEP 4 - Attaching the cams
Screw cam bolts into pre-bored holes in top of side panels.



For Adder Units:
Screw cam bolts into pre-bored holes in both sides of top of intermediate panels.



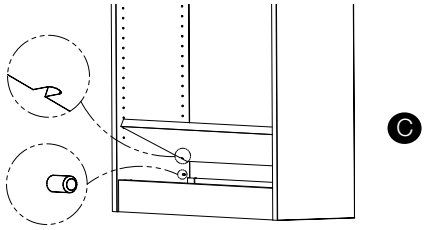
STEP 5 - Attaching the tops
Insert cams into pre-drilled holes in top, then align cams onto the studs and tighten about ¼ turn clockwise.
A groove in the rear of a single-sided top captures the back panel.

***Do not use a screw gun!**



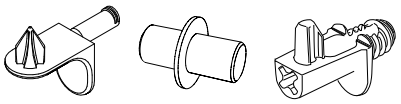


STEP 6 - Now tighten all bolts!
Go back and tighten Z Brackets from Step 1 and all bolts from steps 2 & 3.



STEP 7 - Attaching the bottom shelf
Slip pin into the holes located near the bottom back side of each side panel (see illustration left). Lower shelf into place so pin fits into groove on underside of shelf. Front of shelf rests on toe.

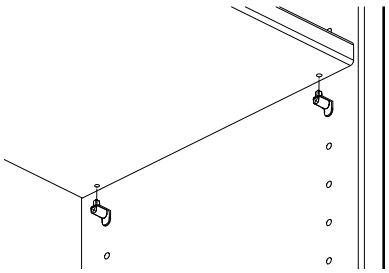
11 Series – Benchmark – Single Faced

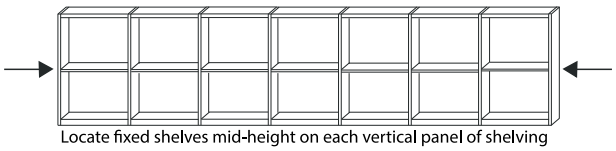


STEP 8 - Installing shelves
For wood shelves: Slip round pin of shelf clips into appropriate line holes in side panels and lower shelf into place so pointed portion of shelf clip is inserted into pre-drilled holes on underside of shelf.

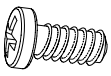
For steel shelves: Slip shouldered pins into aligned holes in side panels and install shelves (4 pins per shelf).

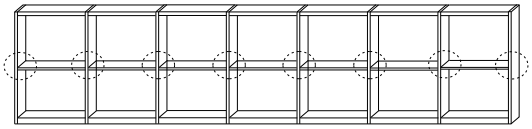
For fixed wood shelves on units 42”H and taller:
On shelving units 42"H and taller a fixed shelf will be installed in each bookcase of the run (as shown below). Fixed shelves should be placed mid-height of bookcase and attached to the panels using fixed shelf pins tightened into the pre-drilled holes.

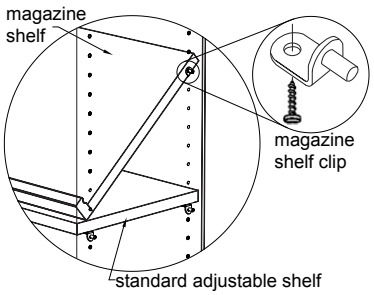



Locate fixed shelves mid-height on each vertical panel of shelving run and attach using (4) short cam studs per shelf

For fixed STEEL SHELVES on units 42”H and taller:
Substitute (4) Varianta screws for standard steel shelf pins on a middle shelf of each bookcase in the run

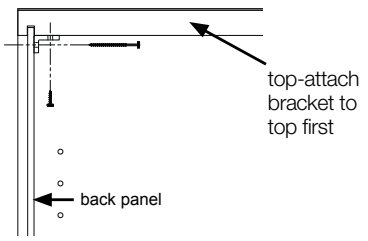

Varianta Screw


2 Varitana screws on each end of shelf



STEP 9 - Installing magazine shelves
Note: There is one less magazine/standard shelf combo per face than on a similar height standard shelving unit.

Insert one shelf clip into pre-drilled hole in underside of magazine shelf far enough forward so that shelf can rotate freely and secure with a small screw (#8 X 5/8" or equiv.) Place post of shelf clip into appropriate line hole. Now place post of second shelf clip into appropriate line hole on other side and position shelf onto clip. Attach second clip to underside of shelf.



Make sure bookstack is flat against wall from top to bottom.

Attaching Single Face Units To Wall

NOTE FOR STABILITY:
For all single faced units, an angle bracket is provided for attaching the bookstack to a wall. ***Note:*** *factory wall mounting hardware is for drywall/steel stud walls ONLY. If walls are a different material, customer must provide their own hardware.*

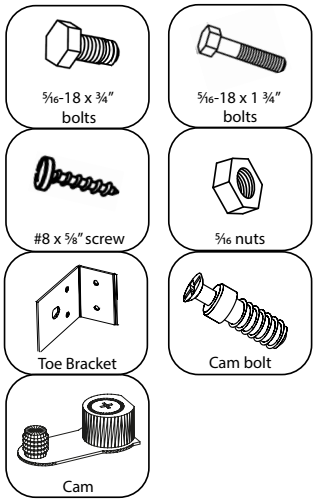
The bracket should be aligned to screw into a support or stud.
Next, position bracket with the longer tab against the underside of the top of the bookcase and make sure the shorter tab is flat against the back of the bookcase. Screw bracket into top of bookcase first using #8 X 5/8" PH screws, then screw into the wall through the back panel - using the approriate anchot for the wall type.

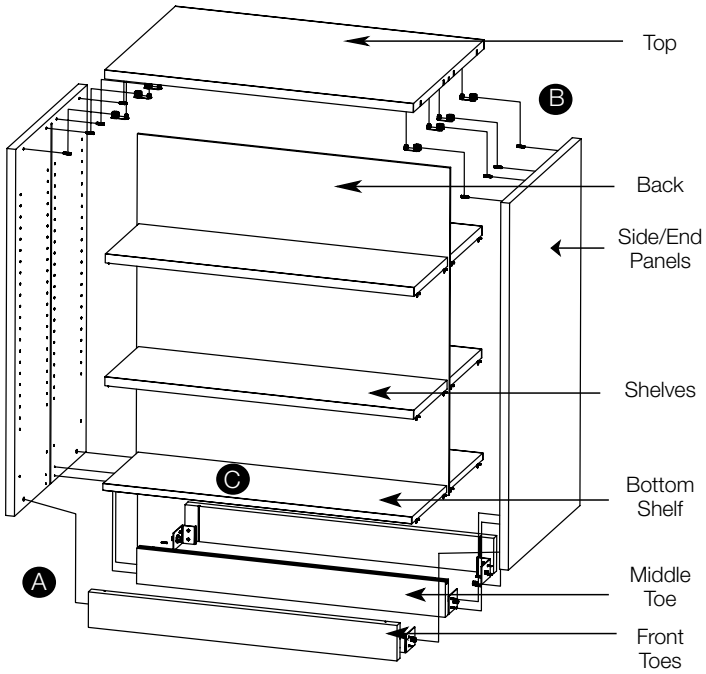
11 SERIES - BENCHMARK

INSTALLATION GUIDE

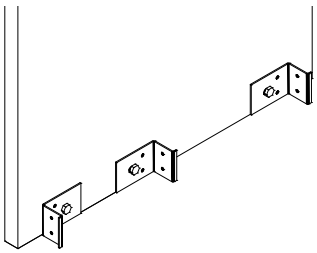
11 Series – Benchmark – Double Faced

Parts Included:

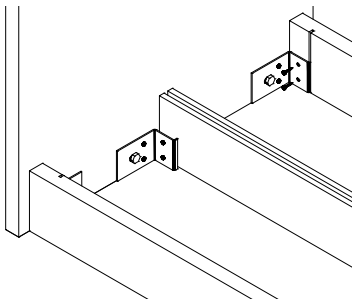




ATTENTION: UNITS ARE ASSEMBLED STANDING UP

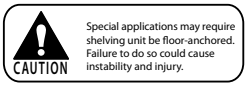


STEP 1 - Loosely Attach Z Brackets to end panel.
Finger tight only for now.

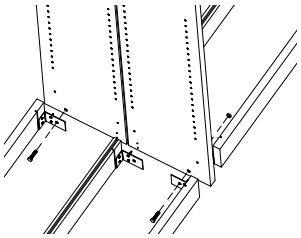


STEP 2 - Attaching the toes to the sides
For Initial Bookshelf Unit:
Slide a Z-bracket into the groove on each front toe and one side of the middle toe. Screw into all three toes and end panel using #8 x 5/8" pan head wood screws.

- Position middle toe with groove facing up and align with groove in side panel.
- Save second end panel for the end of run- if assembling stand alone unit attach second end panel now.

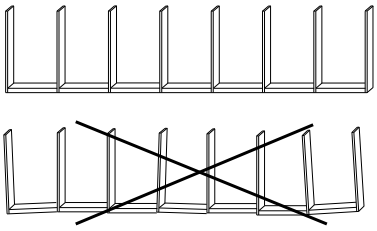


11 Series – Benchmark – Double Faced



For Adder Units:
Attach Z-bracket to toes and intermediate panel same as above. THEN bolt through one Z-bracket, intermediate panel and next Z-bracket with 5/16-18 x 1 3/4" bolts and nuts. Finger tight.

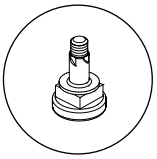
- Position middle toe with groove facing up and align with groove in side panel. Middle toe requires no bolt.

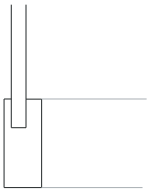


*Lay out all initial, adder and end units but **DO NOT** tighten bolts, yet.*

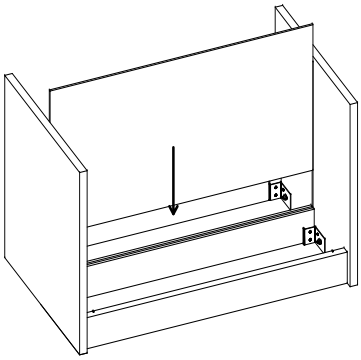
- All bottoms **must** be level relative to each other. Adjust leveling glides as needed (using mallet to install in bottom of panel).

Leveling Kit





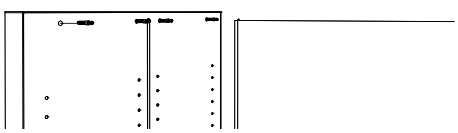
Back fits in back toe groove.



STEP3 - Attaching the backs
Slip the back into the grooves in the side panels and lower into the groove of the middle toe.

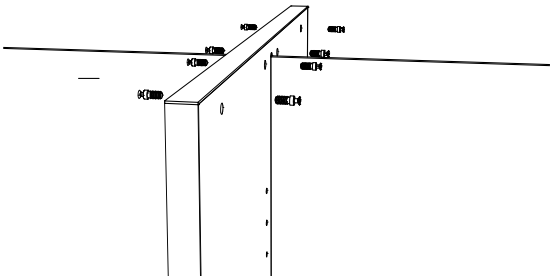
- The side panels will push outward because the bolts on the bottom frame are not tightened. Start sliding the back into the groove at a height in which the width of the back will fit in the grooves so as not to scratch the side panels.



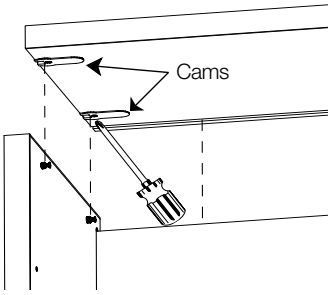


STEP 4 - Attaching the cams
Screw cam bolts into pre-bored holes in top of side panels.

11 Series – Benchmark – Double Faced



For Adder Units:
Screw cam bolts into pre-bored holes in both sides of top of intermediate panels.



STEP 5 - Attaching the tops
Insert cams into pre-drilled holes in top, then align cams onto the studs and tighten about ¼ turn clockwise.
A groove in the rear of a single-sided top captures the back panel.

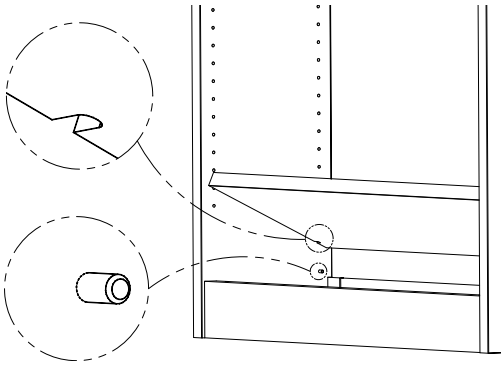
***Do not use a screw gun!**





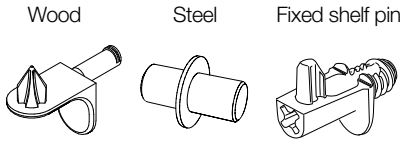
REMEMBER
STEP 6 →

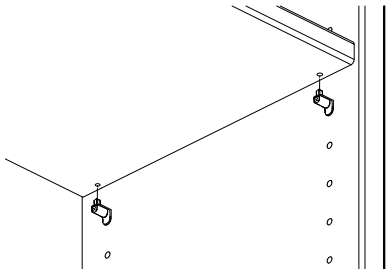
STEP 6 - Now tighten all bolts!
Go back and tighten all bolts and Z-Brackets from Steps 1-3.

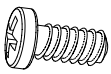


STEP 7 - Attaching the bottom shelf
Slip pin into the holes located near the bottom back side of each side panel (see illustration left). Lower shelf into place so pin fits into groove on underside of shelf. Front of shelf rests on toe.

11 Series – Benchmark – Double Faced





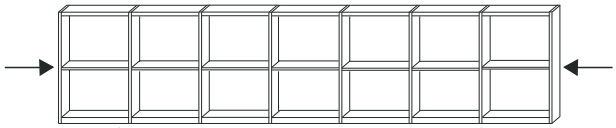


Varianta Screw

STEP 8 - Installing shelves
For wood shelves: Slip round pin of shelf clips into appropriate line holes in side panels and lower shelf into place so pointed portion of shelf clip is inserted into pre-drilled holes on underside of shelf.

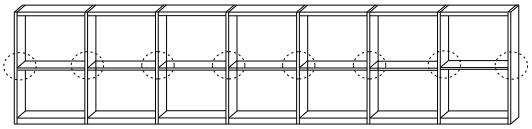
For steel shelves: Slip shouldered pins into aligned holes in side panels and install shelves (4 pins per shelf).

For fixed wood shelves on units 42”H and taller":
On shelving units 42”H and taller a fixed shelf will be installed in each bookcase of the run (as shown below). Fixed shelves should be placed mid-height of bookcase and attached to the panels using fixed shelf pins tightened into the pre-drilled holes.

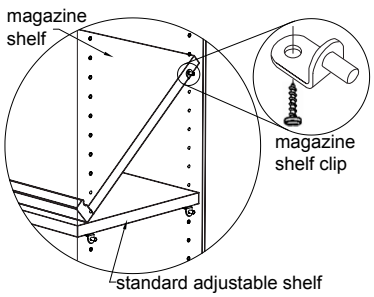


Locate fixed shelves mid-height on each vertical panel of shelving run and attach using (4) short cam studs per shelf

For fixed STEEL SHELVES on units 42"H and taller:
Substitute (4) Varianta screws for standard steel shelf pins on a middle shelf of each bookcase in the run



2 Varitana screws on each end of shelf



STEP 9 - Installing magazine shelves
Note: There is one less magazine/standard shelf combo per face than on a similar height standard shelving unit.

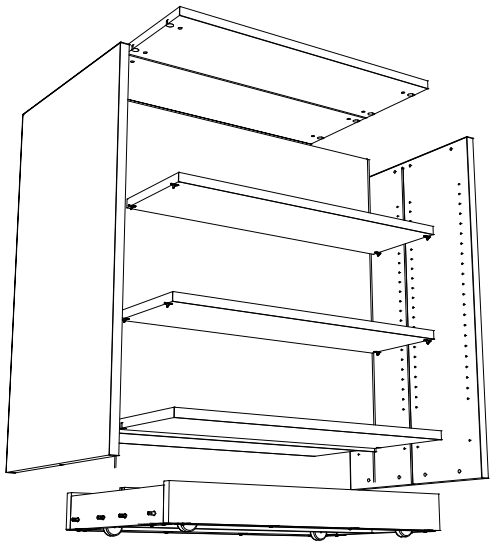
Insert one shelf clip into pre-drilled hole in underside of magazine shelf far enough forward so that shelf can rotate freely and secure with a small screw (#8 X 5/8" or equiv.) Place post of shelf clip into appropriate line hole. Now place post of second shelf clip into appropriate line hole on other side and position shelf onto clip. Attach second clip to underside of shelf.

11 Series Mobile Shelving

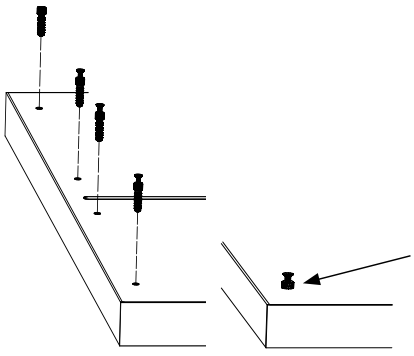
ATTENTION: UNITS ARE INITIALLY ASSEMBLED LAYING ON SIDE

Tools Required:

Two 5/16 wrenches
Philips head screwdriver



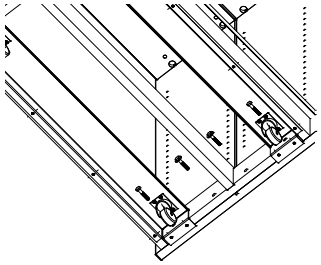
- Mobile 11 Series shelving is assembled in the same manner as standard, non-mobile 11 Series shelving with the exception of the toes and **mobile shelving requires one fixed shelf.**
- Individual toes and brackets are replaced by a toe frame, shipped assembled with casters and metal caster support frames.



STEP 1 - Attaching the cams
Lay end panels, outer face down, on a protected surface to avoid scratching. Screw cam bolts into pre-bored holes in top of side of both panels. Set one panel aside.

- The cam bolt must be installed so its shoulder is tight to the panel face. DO NOT OVERTIGHTEN and strip the wood.

Shoulder tight to panel face
DO NOT OVERTIGHTEN OR
STRIP (USE YOUR CLUTCH)

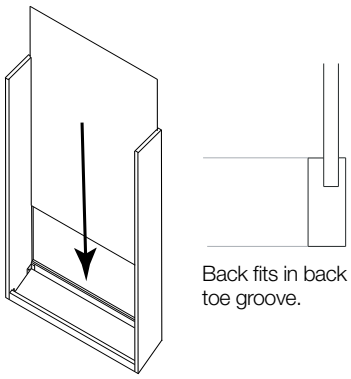


STEP 2 - Attaching the caster frame and toe unit to the sides for Mobile Bookshelf Unit:

Bolt both caster frame and toe assembly to end panel using 5/16-18 x 1-3/4" bolts (1/2" hex head). **Finger tight for now.**

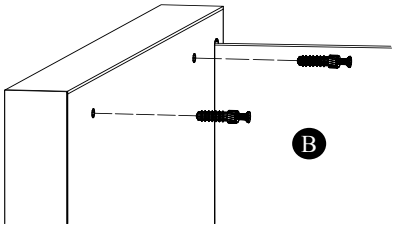
- **Washers are used in the center locations only.**
- Repeat for second side panel
- Set unit upright

11 Series Mobile Shelving

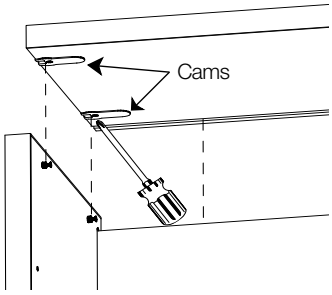


STEP3 - Attaching the backs
Slip the back into the grooves in the side panels and lower into the groove of the middle toe.

- The side panels will push outward because the bolts on the bottom frame are not tightened. Start sliding the back into the groove at a height in which the width of the back will fit in the grooves so as not to scratch the side panels.



STEP 4 - Attaching the cams
Screw cam bolts into pre-bored holes in top of side panels.



STEP 5 - Attaching the tops
Insert cams into pre-drilled holes in top, then align cams onto the studs and tighten about ¼ turn clockwise.
A groove in the rear of a single-sided top captures the back panel.

***Do not use a screw gun!**

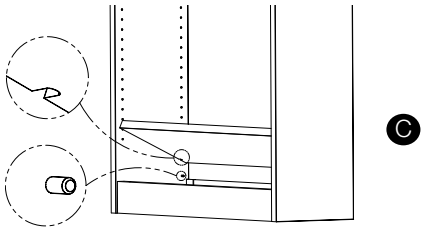




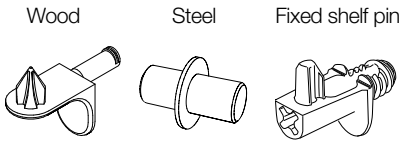
REMEMBER STEP 6 →

STEP 6 - TIGHTEN ALL SCREWS AND BOLTS!

11 Series Mobile Shelving



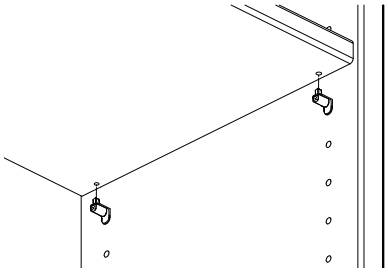
STEP 7 - Attaching the bottom shelf
Slip pin into the holes located near the bottom back side of each side panel (see illustration left). Lower shelf into place so pin fits into groove on underside of shelf. Front of shelf rests on toe.

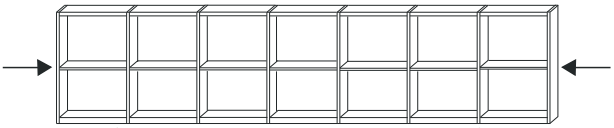


STEP 8 - Installing shelves
For wood shelves: Slip round pin of shelf clips into appropriate line holes in side panels and lower shelf into place so pointed portion of shelf clip is inserted into pre-drilled holes on underside of shelf.

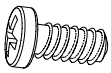
For steel shelves: Slip shouldered pins into aligned holes in side panels and install shelves (4 pins per shelf).

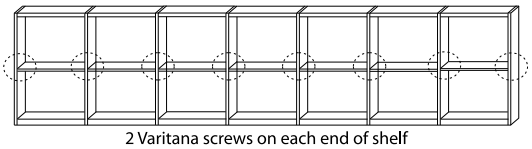
For fixed wood shelves on units 42"H and taller:
On shelving units 42"H and taller a fixed shelf will be installed in each bookcase of the run (as shown below). Fixed shelves should be placed mid-height of bookcase and attached to the panels using fixed shelf pins tightened into the pre-drilled holes.

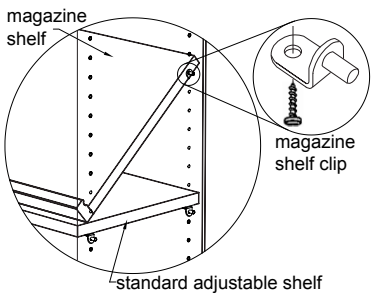



Locate fixed shelves mid-height on each vertical panel of shelving run and attach using (4) short cam studs per shelf

For fixed STEEL SHELVES on units 42”H and taller":
Substitute (4) Varianta screws for standard steel shelf pins on a middle shelf of each bookcase in the run


Varianta Screw


2 Varitana screws on each end of shelf



STEP 9 - Installing magazine shelves
Note: There is one less magazine/standard shelf combo per face than on a similar height standard shelving unit.

Insert one shelf clip into pre-drilled hole in underside of magazine shelf far enough forward so that shelf can rotate freely and secure with a small screw (#8 X 5/8" or equiv.) Place post of shelf clip into appropriate line hole. Now place post of second shelf clip into appropriate line hole on other side and position shelf onto clip. Attach second clip to underside of shelf.