21 SERIES SHELVING

INSTALLATION GUIDE

media™ technologies

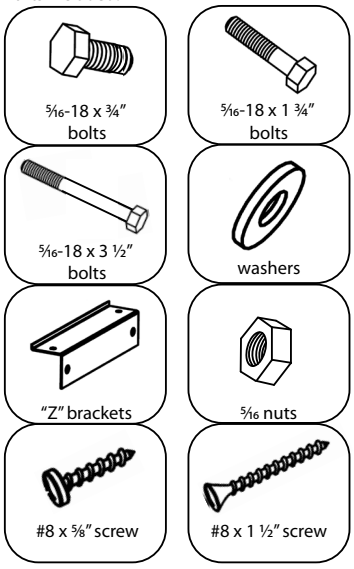
21 SERIES - BOOKMARK

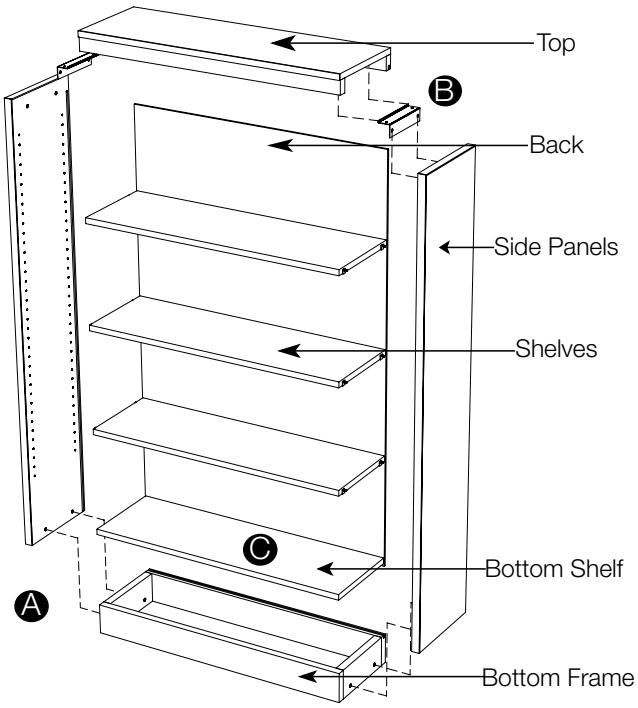
INSTALLATION GUIDE

21-Series – Bookmark – Single Faced

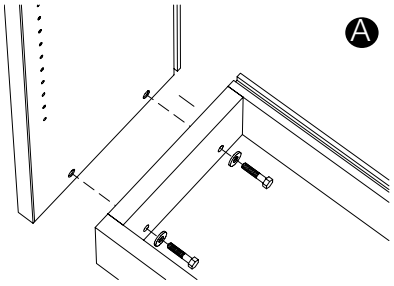
Tools Required:
Two 5/16 wrenches
Philips head screwdriver

Parts Included:





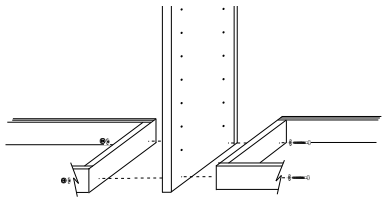
ATTENTION: UNITS ARE ASSEMBLED STANDING UP



STEP 1 - Attaching the bottoms to the sides
For Initial Bookshelf Unit:
Attach the bottom frame to one end panel with the (4) $^{5}/_{16}$ -18 x $1^{3}/_{4}$'' bolts and washers.

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

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



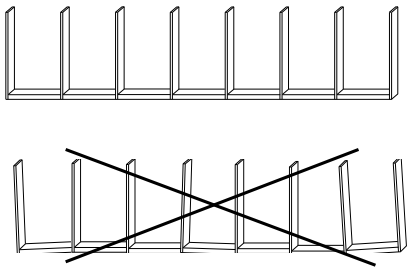
For Adder Units:
Attach one bottom frame to the intermediate panel and the next bottom frame with $^{5}/_{16}$ -18 x $3^{1}/_{2}$'' bolts and washers

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

21 SERIES - BOOKMARK

INSTALLATION GUIDE

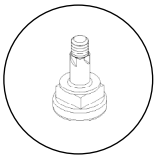
21-Series – Bookmark – Single Faced

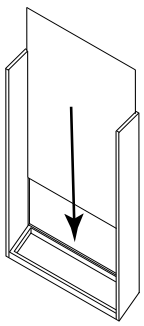


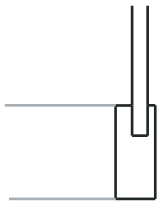
Lay out all initial, adder and end units but **DO NOT** tighten bolts, yet.

- All bottoms must be level relative to each other.
- Leveling glide kits are available for all shelving. If optional leveling glides are purchased they will be installed in the factory and may need to be spun to level. Adjust leveling kits if needed. If leveling kits are not ordered, shim if necessary.

Leveling Kit





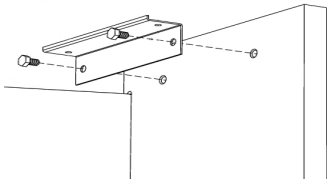


Back in bottom frame groove for single-sided shelving

STEP 2 - Attaching the backs

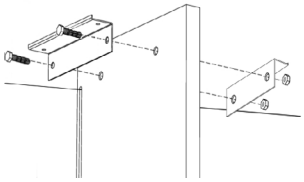
Slip the back into the grooves in the side panels and bottom frame. The side panels will push outward because the bolts on the bottom frame are not tightened.

- 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.

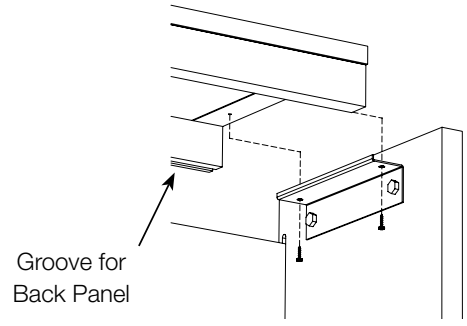


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STEP 3 - Attaching the "Z" brackets
(For units taller than 72" skip to STEP 5)
For Initial Bookshelf Unit:
Loosely attach the (2) "Z" brackets to the sides using the (4) $^{5}/_{16}$-18 x $^{3}/_{4}$" bolts.



For Adder Units:
Use (2) $^{5}/_{16}$ -18 x $1^{3}/_{4}$" bolts and nuts to bolt through both "Z" brackets on either side of each end panel



Groove for Back Panel

STEP 4 - Attaching the tops
Properly position the top slightly below top edge of side panels and fasten it to the "Z" brackets using the (4) #8 x $^{5}/_{8}$" screws.

- A groove in the rear valance of a single-sided top captures the back panel.
- Make sure back edge of top is flush with back edge of end panel

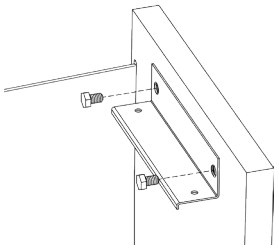
21-Series – Bookmark – Single Faced

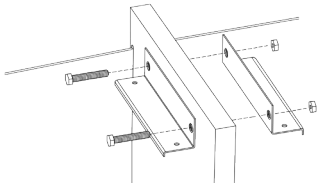
For Attaching Common Tops: See last page of these instructions
Note: Common tops span multiple bookcases and a slightly modified bookcase design is used for units receiving common tops.

- End panels do not receive edgebanding on top edge.
- End panels will have threaded inserts near top edge for attaching the valance box.

For single faced units, common top aligns flush with back of unit and overhangs on front and side edges.

Note: Common tops for longer runs of bookcases may be manufactured in sections. Sectioned tops will be assembled using tight joints and splines.





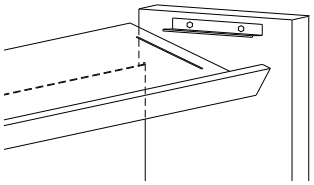
(For units 72" and shorter skip to STEP 7)

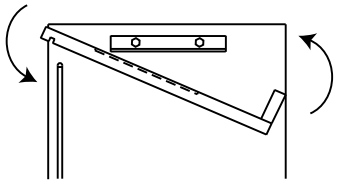
STEP 5 - Attaching "Z" brackets - units taller than 72"

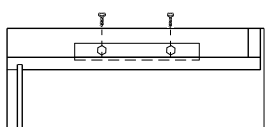
For Initial Bookshelf Unit:
The smallest arm of the "Z" bracket should be pointing down as you screw it LOOSELY to the end panels using the $^{5}/_{16}$-18 x $^{3}/_{4}$" bolts.

- There are 2 "Z" brackets on single-sided units

For Adder Units:
Use (2) $^{5}/_{16}$ -18 x $1^{3}/_{4}$" bolts and nuts to bolt through both "Z" brackets on either side of each end panel.







STEP 6 - Attaching the tops to units taller than 72"

Angle the back of the top higher than the front to slide it under the "Z" brackets and over the back panel.

Lower the back of the top so the groove in the rear cornice of a single-sided top captures the back panel. At the same time, raise the front of the top so that the "Z" brackets slip into the grooves on either end of the top of the top.

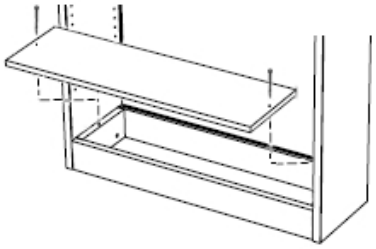
Screw into place using the (4) #8 x $^{5}/_{8}$" screws.

Make sure the back edge of the top is flush with the back edge of the end panels then tighten the $^{5}/_{16}$-18 bolts.

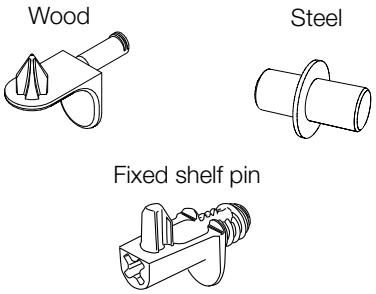
21-Series – Bookmark – Single Faced



STEP 7 - Now tighten all bolts!
Go back and tighten all bolts from previous steps.



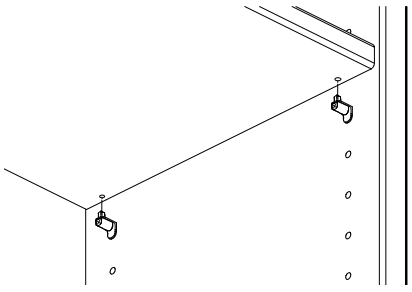
STEP 8 - Attaching the bottom shelf
Position the bottom shelf onto the toe frame with the back edge flush to the back panel and the finished front edge slightly overhanging the front of the toe frame. Screw down using the (2) #8 x $1^{1}/_{2}$" screws. Toe frames are pre-drilled to receive the screws.

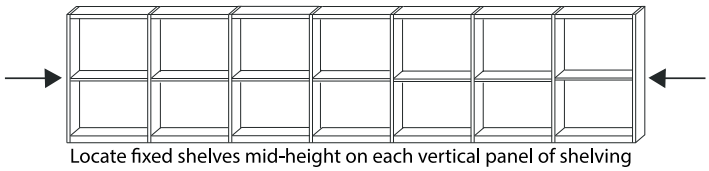


STEP 9 - Installing shelves
For wood shelves: Slip round pin of shelf clips into appropriate line holes in side panels and lower shelf into place so pointed portion of shelf clip is inserted into pre-drilled holes on underside of shelf.

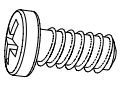
For steel shelves: Slip shouldered pins into aligned holes in side panels and install shelves (4 pins per shelf).

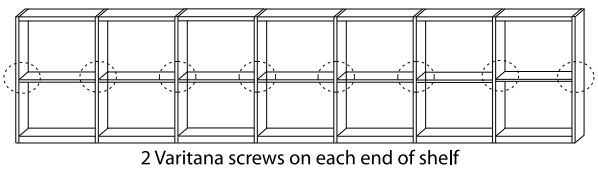
For fixed wood shelves on units 42"H and taller:
On shelving units 42”H and taller a fixed shelf will be installed at mid-height of each bookcase in the run (as shown below). Fixed shelves should be placed mid-height of bookcase and attached to the panels using fixed shelf pins tightened into the pre-drilled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



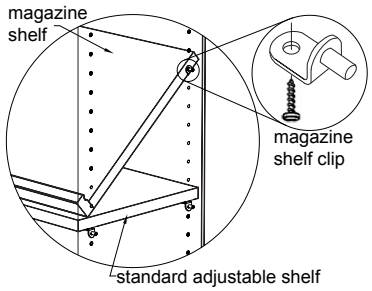

Locate fixed shelves mid-height on each vertical panel of shelving run and attach using (4) short cam studs per shelf

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


Varianta Screw


2 Varitana screws on each end of shelf

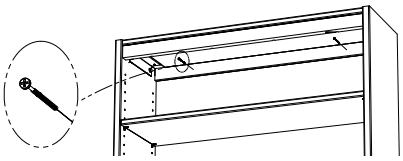
21-Series – Bookmark – Single Faced



STEP 10 - 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.



NOTE FOR STABILITY:

All single faced units 42”H and taller must be secured to the wall by screwing through the valance into the wall using the appropriate anchor for the wall type.

For all single faced units under"H we still recommend that they are secured to the wall with screws through the valance and into the wall.

21 SERIES - BOOKMARK

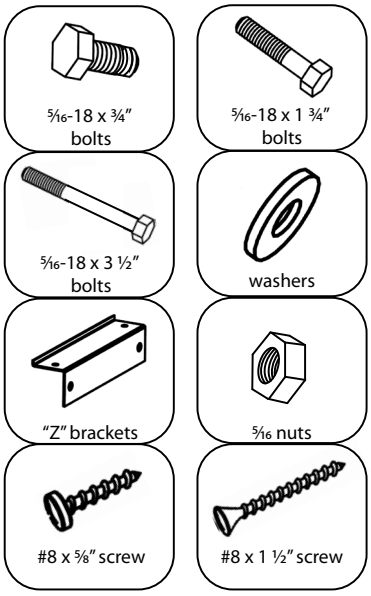
INSTALLATION GUIDE

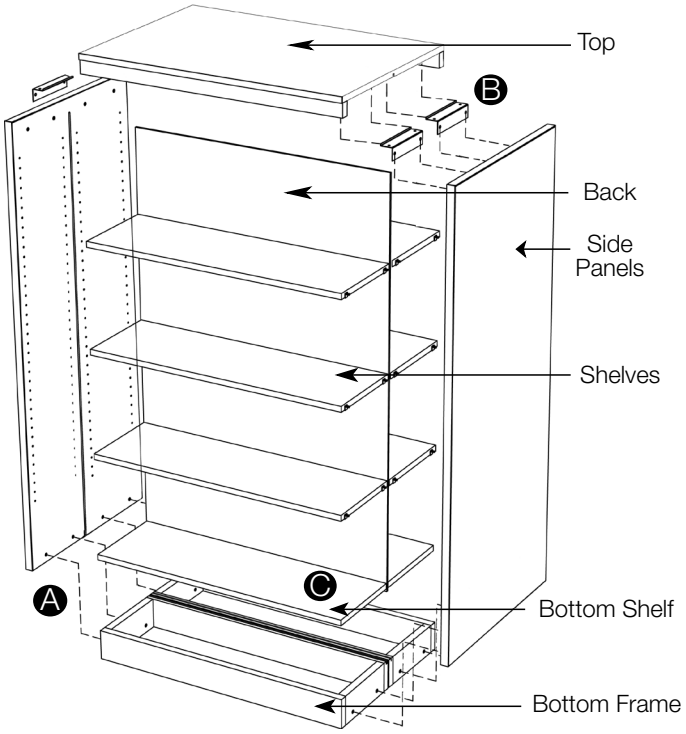
21 Series – Bookmark – Double Faced

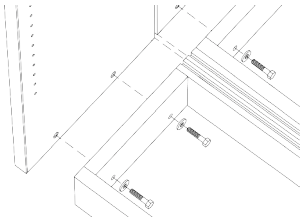
ATTENTION: UNITS ARE ASSEMBLED STANDING UP

Tools Required:
Two 5/16 wrenches
Philips head screwdriver

Parts Included:







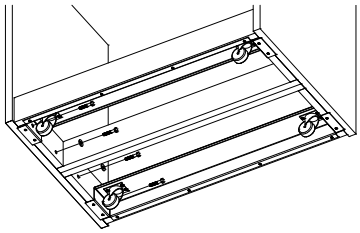
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CAUTION Special applications may require shelving unit be floor-anchored. Failure to do so could cause instability and injury.

STEP 1 - Attaching the bottoms to the sides
For Initial Bookshelf Unit:
Attach the bottom frame to one end panel with the (4) $^{5}/_{16}$ -18 x $1^{3}/_{4}$" bolts and washers.

- Save second end panel for the end of run- if assembling stand alone unit attach second end panel now.
- Double faced units- Use two bottom frames with groove facing up, and unfinished edges face to face. The seam between them aligns with groove in side panel.

Note: for mobile shelving, refer to Mobile toe assembly.

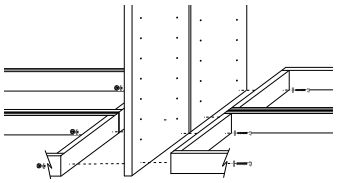


MOBILE TOE ASSEMBLY: Attaching caster frame and toe unit to the sides

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.***

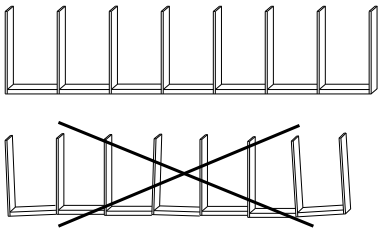
- ***Washers are used in the center locations only***
- Repeat for second side panel
- Set unit upright

21 Series – Bookmark – Double Faced



For Adder Units:
Attach two bottom frames to the intermediate panel and the next two bottom frames with $^{5}/_{16}$ -18 x $3^{1}/_{2}$" bolts, nuts and washers

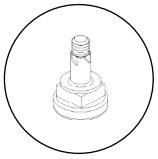
- The seam between two bottom frames aligns with groove in side panel.

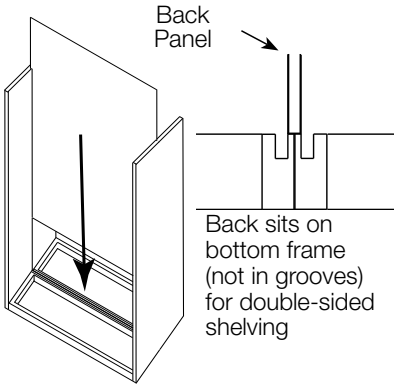


Lay out all initial, adder and end units but **DO NOT** tighten bolts, yet.

- All bottoms must be level relative to each other.
- Leveling glide kits are available for all shelving. If optional leveling glides are purchased they will be installed in the factory and may need to be spun to level. If leveling glide kit is not purchased, shim if necessary.

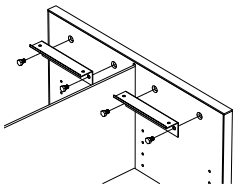
Leveling Kit





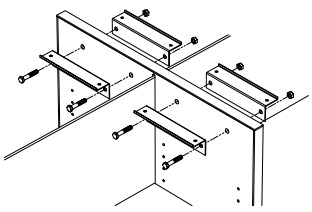
STEP 2 - Attaching the backs
(For units taller than 72" skip to STEP 5)
Slip the back into the grooves in the side panels and lower onto the top of the bottom frame. The back on double units is captured by the bottom shelves, not the grooves in the bottom frame. Therefore these backs are 1-$^{7}/_{16}$" shorter than singles.

- 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.



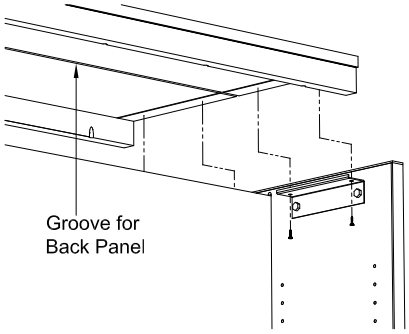
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STEP 3 - Attaching the "Z" brackets
For Initial Bookshelf Unit:
Loosely attach the (4) "Z" brackets to the sides using the (4) $^{5}/_{16}$ -18 x $^{3}/_{4}$" bolts.



For Adder Units:
Use (2) $^{5}/_{16}$ -18 x $1^{3}/_{4}$" bolts and nuts to bolt through both "Z" brackets on either side of each end panel

21 Series – Bookmark – Double Faced



STEP 4 - Attaching the tops
Properly position the top slightly below top edge of side panels and fasten it to the "Z" brackets using the (8) #8 x $^{5}/_{8}$" screws.

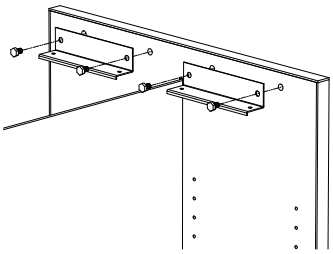
- A groove in the center of a double-sided top captures the back panel.

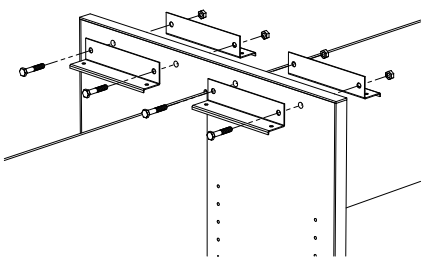
For Attaching Common Tops: See last page of these instructions
Note: Common tops span multiple bookcases and a slightly modified bookcase design is used for units receiving common tops.

- End panels do not receive edgebanding on top edge.
- End panels will have threaded inserts near top edge for attaching the valance box.

For double faced units, common top overhangs on all four edges.

Note: Common tops for longer runs of bookcases will be manufactured in sections. Sectioned tops will be assembled using tight joints and splines.





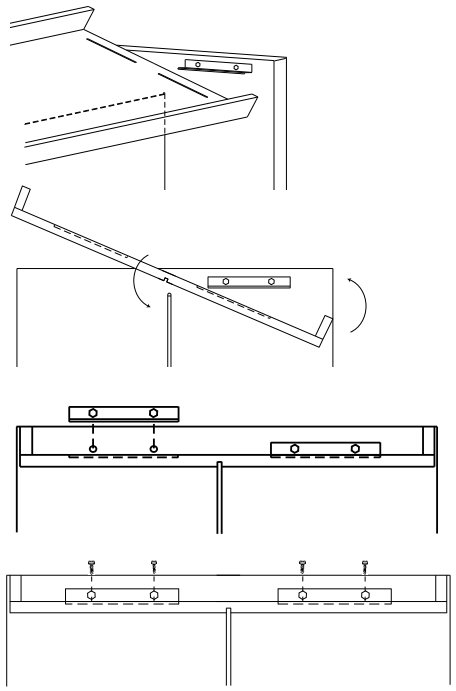
STEP 5 - Attaching "Z" brackets - units taller than 72"
(For units 72" and shorter skip to STEP 7)

For Initial Bookshelf Unit:
The smallest arm of the "Z" bracket should be pointing down as you screw it LOOSELY to the end panels using the $^{5}/_{16}$-18 x $^{3}/_{4}$" bolts.

- There are 4 "Z" brackets on double-sided units

For Adder Units:
Use (2) $^{5}/_{16}$ -18 x $1^{3}/_{4}$" bolts and nuts to bolt through both "Z" brackets on either side of each end panel. Do this on only one side of all double sided bookstacks.

21 Series – Bookmark – Double Faced



CENTER then tighten bolts LAST

STEP 6 - Attaching the tops to units taller than 72"
Angle one front edge of the top higher than the other slide it under the "Z" brackets and over the back panel.

Lower one front edge of the top so the groove in the middle of the double-sided top captures the back panel. At the same time, raise the other front edge of the top so that the "Z" brackets slip into the grooves on either end of the top of the top.

Now LOOSELY screw on the other 2 "Z" brackets to the double side of the bookstack using the $^{5}/_{16}$-18 x $^{3}/_{4}$" bolts.

- Make sure to slide "Z" bracket into groove in top.

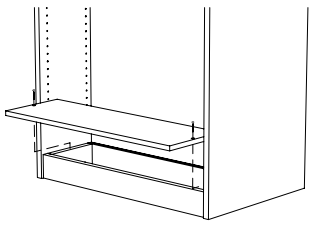
Screw all 4 "Z" brackets into place using the (4) #8 x $^{5}/_{8}$" screws.

Make sure the top is centered over both sides of the book stack then tighten the $^{5}/_{16}$-18 bolts.



REMEMBER STEP 7 →

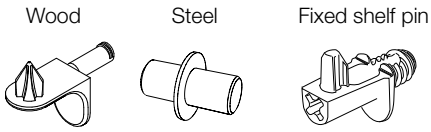
STEP 7 - Now tighten all bolts and brackets!

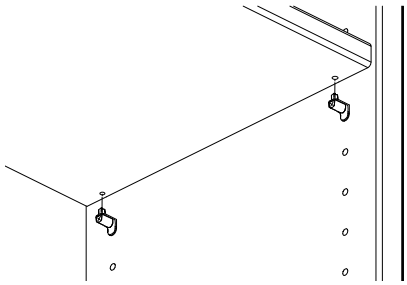


STEP 8 - Attaching the bottom shelf

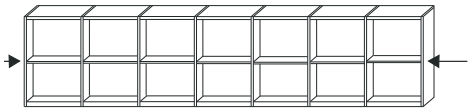
Position the bottom shelf onto the toe frame with the back edge flush to the back panel and the finished front edge slightly overhanging the front of the toe frame. Screw down using the (2) #8 x $1^{1}/_{2}$" screws. Toe frames are pre-drilled to receive the screws.

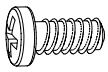
21 Series – Bookmark – Double Faced





Fixed shelf receives
routed holes to accept fixed shelf pin





Varianta Screw

End panels will bow if fixed shelves are not installed. Failure to install per instructions could result in void of warranty.

STEP 9 - 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.

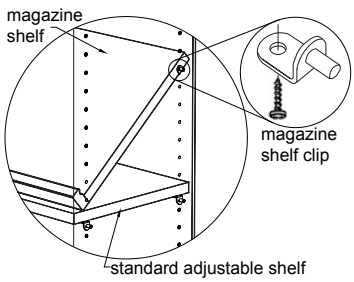
For steel shelves: Slip shouldered pins into aligned holes in side panels and install shelves (4 pins per shelf). Make sure shoulder is between shelf and end panel.

For fixed wood shelves on units taller than 42"H and taller:
On shelving units 42”H and taller a fixed shelf will be installed in each bookcase on one face 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. One fixed shelf should be used on each bookcase of the run. The fixed shelves may be located on either side of the double faced units.

Locate fixed shelves mid-height on each bookcase of shelving run and attach using (4) fixed shelf supports per shelf.

For fixed STEEL SHELVES on units taller than 42"H and taller:
Substitute (4) Varianta Screws for standard steel shelf pins on a middle shelf of each bookcase in the run. Fixed shelves should be installed on one side of double faced unit. Install Varianta Screw w/ #2 Pozi Drive.

FIXED SHELVES ARE REQUIRED ON MOBILE UNITS:
Install fixed wood or steel shelves as indicated above per mobile unit. Install a fixed shelf in each bookcase in the run.



STEP 10 - Installing magazine shelves
Note: There is one less magazine/standard shelf combo per face than on a similar height standard shelving unit.

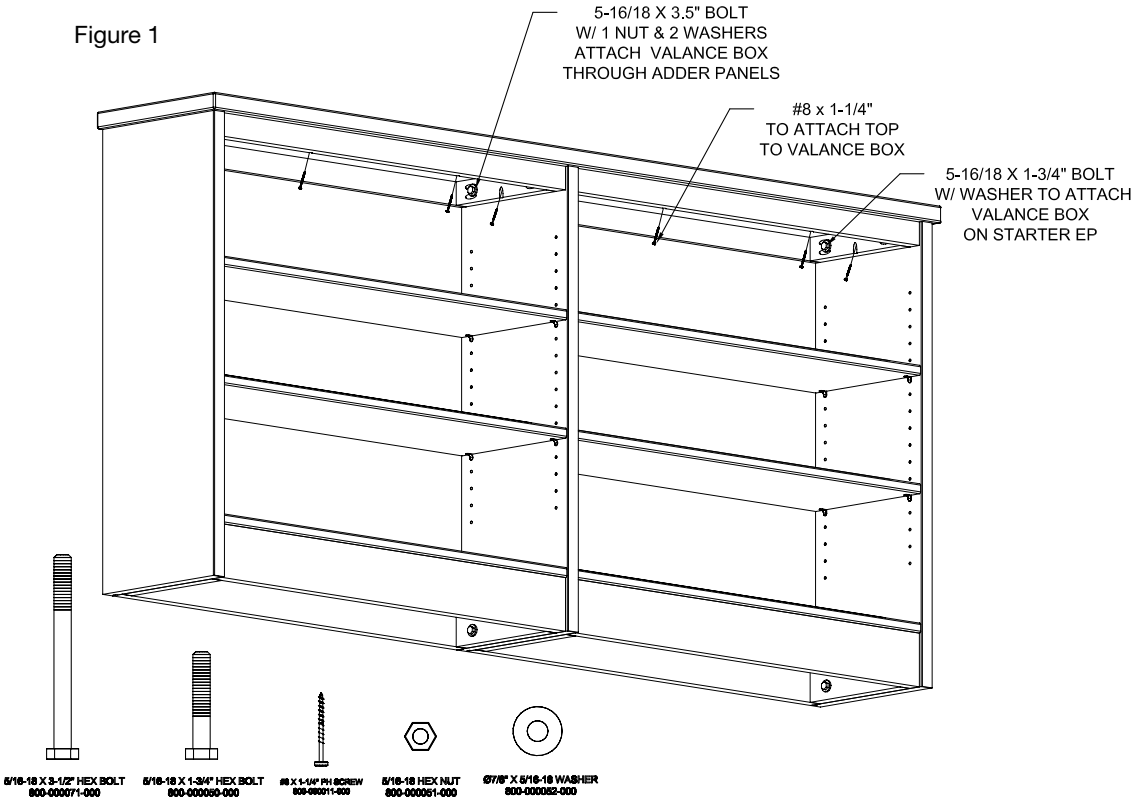
Insert one shelf clip into pre-drilled hole in underside of magazine shelf far enough forward so that shelf can rotate freely and secure with a small screw (#8 x $^{5}/_{8}$" or equiv.) Place post of shelf clip into appropriate line hole. Now place post of second shelf clip into appropriate line hole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

21 SERIES - BOOKMARK

INSTALLATION GUIDE

21 Series - Bookmark - Common Tops

Figure 1



Attaching Common Tops – Single Faced Units
Follow Steps 1 & 2 from 21 Series Bookmark Shelving Instructions

Step 1 – Install Valance Box:

There will be (1) valance box for each unit in a run;

- Position valance box so the groove on the rear side captures the back panel.
- The holes in the sides of the valance box will align with the threaded inserts in the end panels and holes in the intermediate panels.
- See figure 1 for hardware used.

Step 2 – Attach Common Top:

- Position common top so it aligns flush with back of unit and overhangs on front and side edges.
- Attach common top to valance box using (1) #8 x 1-1/4" screw for each pocket in valance box.

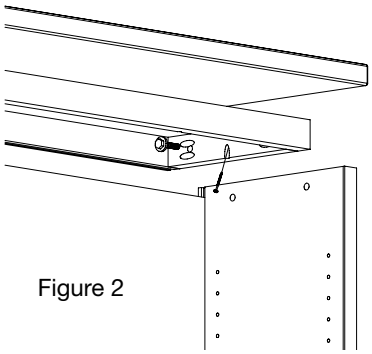


Figure 2

Attaching Common Tops – Single Faced Units
Follow Steps 1 & 2 from 21 Series Bookmark Shelving Instructions

Step 1 – Install Valance Box:
There will be (2) valance boxes for each unit in a run, one for each side of the double faced unit. For double faced units, valance boxes will receive a dado groove, but the back panel will be "sandwiched" between the valance box on each side of the unit instead of being captured in the dado.

- Position valance box so the holes in the sides of the valance box align with the threaded inserts in the end panels and holes in the intermediate panels.
- See figure 1 for hardware used.

Step 2 – Attach Common Top:

- Position common top so it overhangs on all sides 1/2".
- Attach common top to valance boxes using (1) #8 x 1-1/4" screw for each pocket in each valance box.