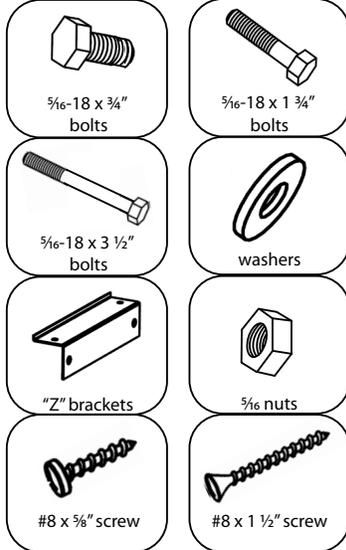


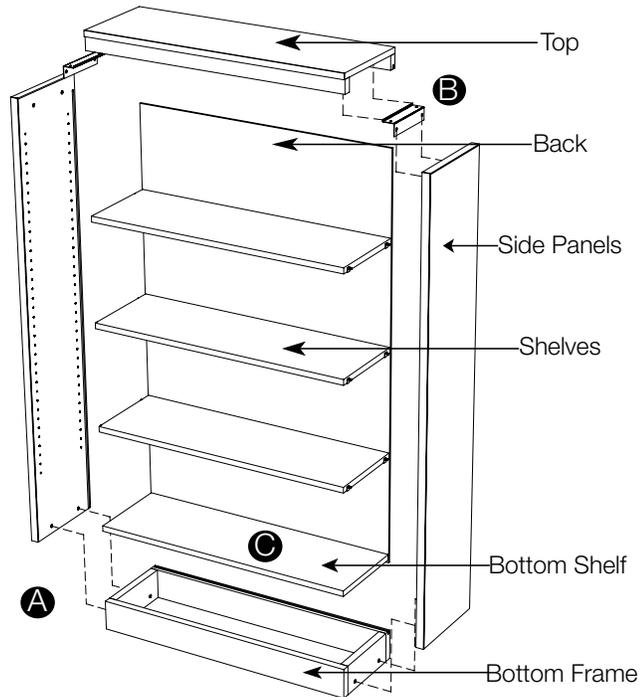
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Tools Required:
Two 5/16 wrenches
Philips head screwdriver

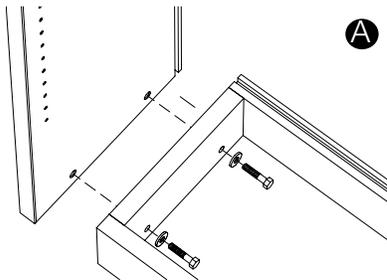
Parts Included:



Shelving



ATTENTION: UNITS ARE ASSEMBLED STANDING UP

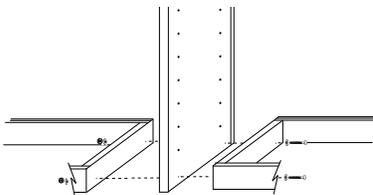
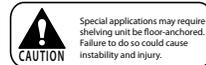


STEP 1 - Attaching the bottoms to the sides

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.

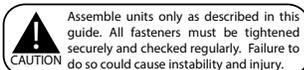
- Save second end panel for the end of run- if assembling stand alone unit attach second end panel now.
- Position bottom frame with groove facing up and align with groove in side panel.



For Adder Units:

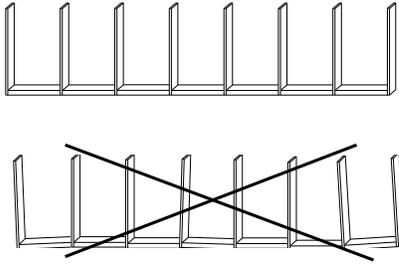
Attach one bottom frame to the intermediate panel and the next bottom frame with 5/16 -18 x 3 1/2" bolts and washers

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



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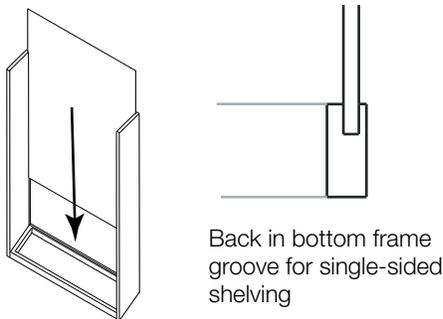
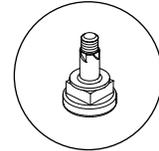
Shelving



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

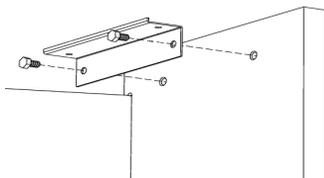


Back in bottom frame groove for single-sided shelving

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.

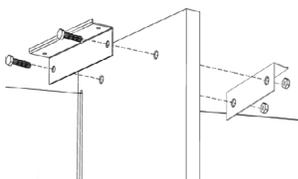
- Start sliding the back into the groove at a height in which the width of the back will fit in the grooves so as not to scratch the side panels.



B

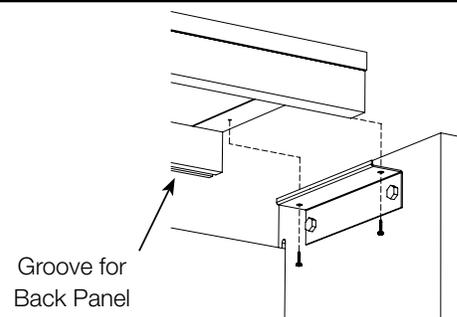
STEP 3 - Attaching the "Z" brackets (For units taller than 72" skip to STEP 5) For Initial Bookshelf Unit:

Loosely attach the (2) "Z" brackets to the sides using the (4) $\frac{5}{16}$ -18 x $\frac{3}{4}$ " bolts.



For Adder Units:

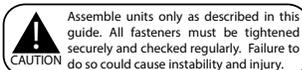
Use (2) $\frac{5}{16}$ -18 x $1\frac{3}{4}$ " bolts and nuts to bolt through both "Z" brackets on either side of each end panel



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 $\frac{5}{8}$ " 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



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Shelving

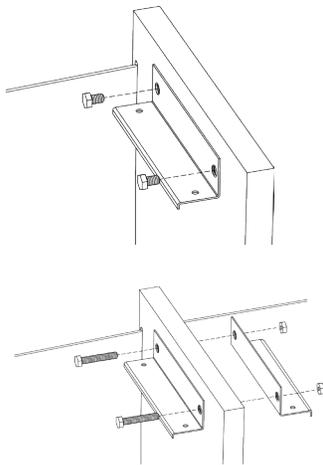
For Attaching Common Tops: See separate instruction sheet “21 Series – Bookmark – Common Tops”

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"

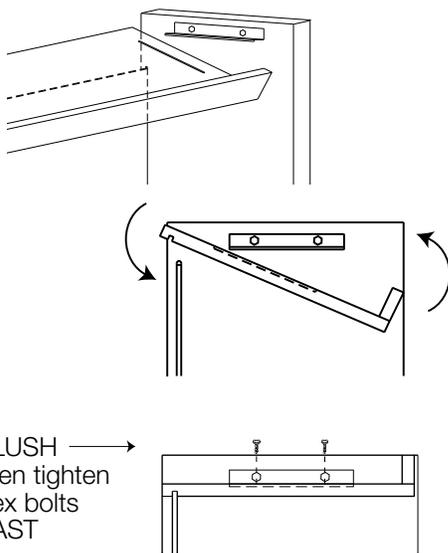
For Initial Bookshelf Unit:

The smallest arm of the “Z” bracket should be pointing down as you screw it LOOSELY to the end panels using the $\frac{5}{16}$ -18 x $1\frac{3}{4}$ " bolts.

- There are 2 “Z” brackets on single-sided units

For Adder Units:

Use (2) $\frac{5}{16}$ -18 x $1\frac{3}{4}$ " bolts and nuts to bolt through both “Z” brackets on either side of each end panel.



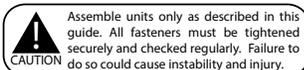
STEP 6 - Attaching the tops to units taller than 72"

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 $\frac{5}{8}$ " screws.

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



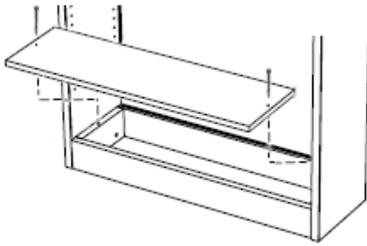
21-Series – Bookmark – Single Faced

Shelving



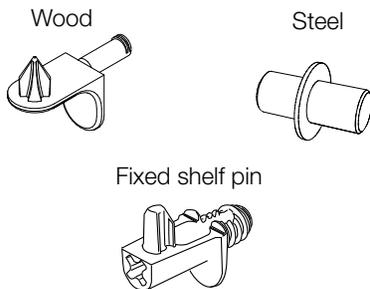
STEP 7 - Now tighten all bolts!

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.

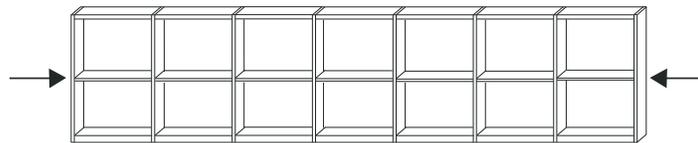
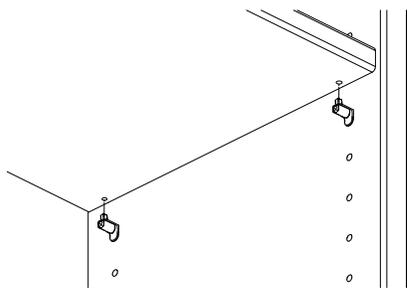


STEP 9 - Installing shelves

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).

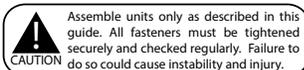
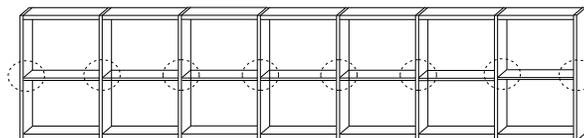
For fixed wood shelves on units taller than 48":
On shelving units taller than 48" a fixed shelf will be installed at mid-height of each bookcase in the run (as shown below). Fixed shelves should be placed mid-height of bookcase and attached to the panels using fixed shelf pins tightened into the pre-drilled holes.



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

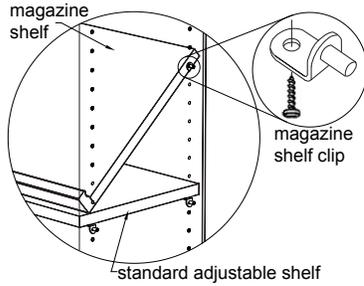
For fixed STEEL SHELVES on units taller than 48"

Substitute (4) Varianta screws for standard steel shelf pins on a middle shelf of the each book case in the run.



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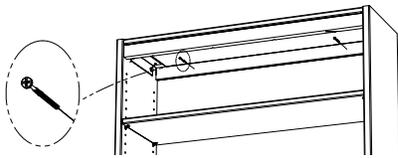
Shelving



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 $\frac{5}{8}$ " 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 48"H and higher 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 48"H we still recommend that they are secured to the wall with screws through the valance and into the wall.

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