

SYSTEM XXI[®]

PANEL
SYSTEMS
FURNITURE

INSTALLATION INSTRUCTIONS (Book 2)



Worksurface Installation

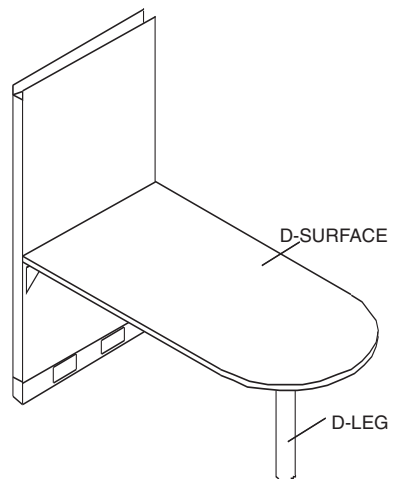
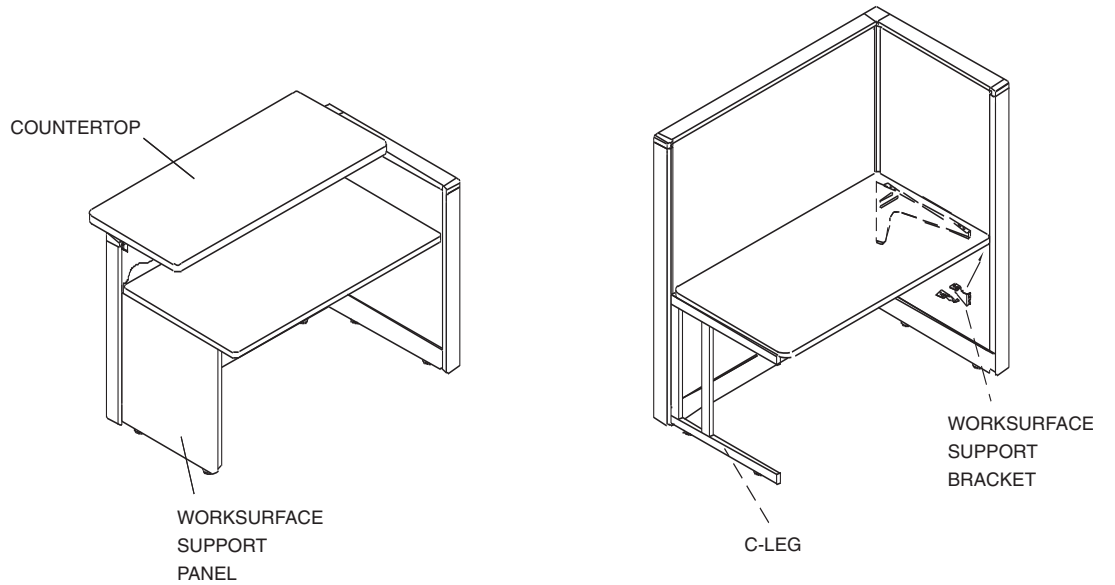
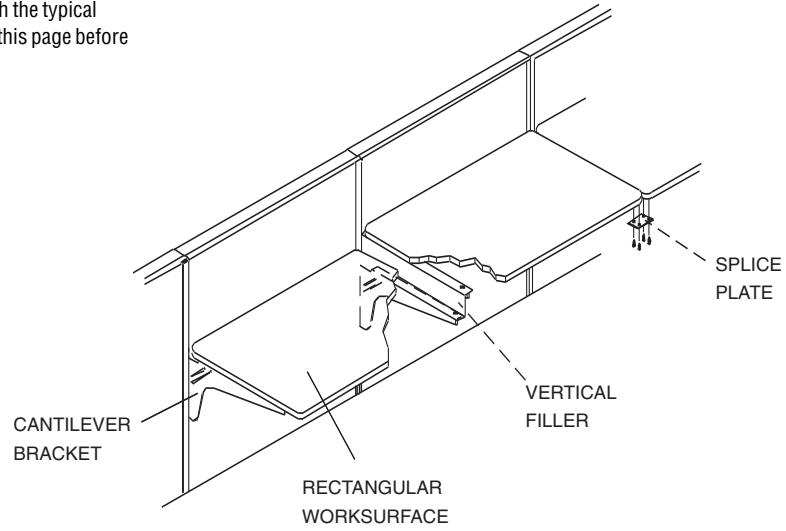
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Worksurface Installation

PARTS IDENTIFICATION

1. Become familiar with the typical worksurface parts on this page before beginning installation.



Worksurface Installation

CANTILEVER BRACKETS

1. Cantilever brackets are attached to the panels by inserting the teeth along the rear edge into the slotted trimrail on the panel. Cantilever brackets are height adjustable in 1" increments. Each worksurface will be supported by at least (2) cantilever brackets (1 left, 1 right).

2. On the left end of the panel the worksurface is going to be attached to, determine the desired height of the worksurface (typically about 29½" to 30" above the floor).

3. Locate the trimrail slot approximately 2¼" below the desired worksurface height.

4. Holding the front edge of a left hand cantilever bracket (stamped with an "L") higher than the rear edge with the teeth, slide the top safety tooth into the trimrail slot you located in step 3 (Figure 1).

5. Pivot the cantilever bracket down until all the teeth are in the slots and the top of the cantilever bracket is approximately horizontal.

DO NOT FORCE THE CANTILEVER BRACKET. FORCING MAY CAUSE DAMAGE TO THE TOP SAFETY TOOTH, OR THE PANEL FABRIC.

6. Push the cantilever bracket down about ¼" so all the teeth are engaged in the slots.

7. Repeat the steps with a right hand cantilever bracket (stamped with an "R") on the right end of the panel.

NOTE: On worksurfaces 60" or longer and on 90° corner worksurfaces, a second "L" cantilever bracket is installed in the panel joint near the center of the worksurface (Figure 3).

8. Set the worksurface on the cantilever brackets and line up the worksurface pilot holes with the slots on the cantilever brackets. Secure the worksurface to the brackets using (2) #14 x ¾" screws in each bracket (Figure 2).

CAUTION: To remove a cantilever bracket from a panel, the worksurface must be removed. After removing the worksurface, push up on the bottom of the cantilever bracket about ¼". Grasp the bottom of the bracket and rotate it up and towards you until the top-back corner of the bracket almost touches the panel. Pull the bracket straight out towards you.

DO NOT FORCE THE CANTILEVER BRACKET. FORCING MAY CAUSE DAMAGE TO THE TOP SAFETY TOOTH, OR THE PANEL FABRIC.

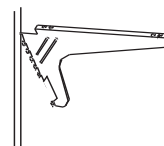


FIG. 1

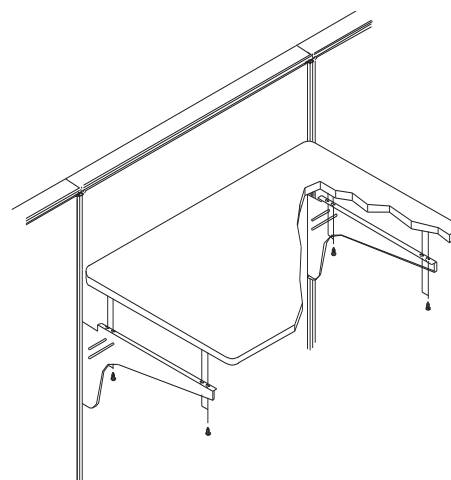


FIG. 2

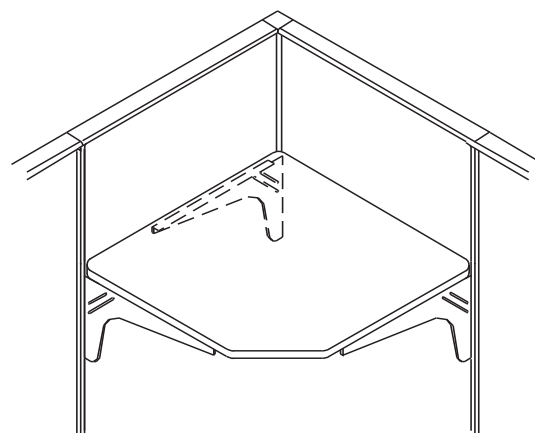


FIG. 3

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Worksurface Installation

WORKSURFACE SUPPORT PANELS (WSSP) & C-LEGS

Worksurface Support Panel

1. Attach support panel bracket to top of worksurface support panel with (4) #14 x 3/4" tapping screws into the pre-drilled holes (Figure 1).

2. Retract the glides on the worksurface support panel completely. Insert the teeth of the support panel into the trim rail grooves so that the top of the support panel is approximately 28 3/8" from the floor. Adjust the glides down to the floor to lock the support panel teeth in place. Using a pry bar to lift the support panel into full engagement will make adjusting the glides easier.

3. Mount the worksurface on the worksurface support panel. Attach the worksurface to the cantilever bracket and the support panel bracket using (4) #14 x 3/4" tapping screws (Figure 2).

C-Leg Worksurface Support

1. Retract the glides on the C-leg completely into the bottom leg. Insert the teeth on the C-leg into the slots in the trimrail groove so the top of the C-leg is about 28 3/8" from the floor. Adjust the glides down to the floor to lock the C-leg in place. Using a pry bar to lift the C-leg into full engagement will make adjusting the C-leg easier. The upward pointing teeth should engage into the trimrail slots.

2. Mount the worksurface on the C-leg, and align the C-leg so it is straight, front to back, below the worksurface. Attach the worksurface to the C-leg using (3) 2 3/4" screws that go through the holes in the C-leg top tube, and into the worksurface.

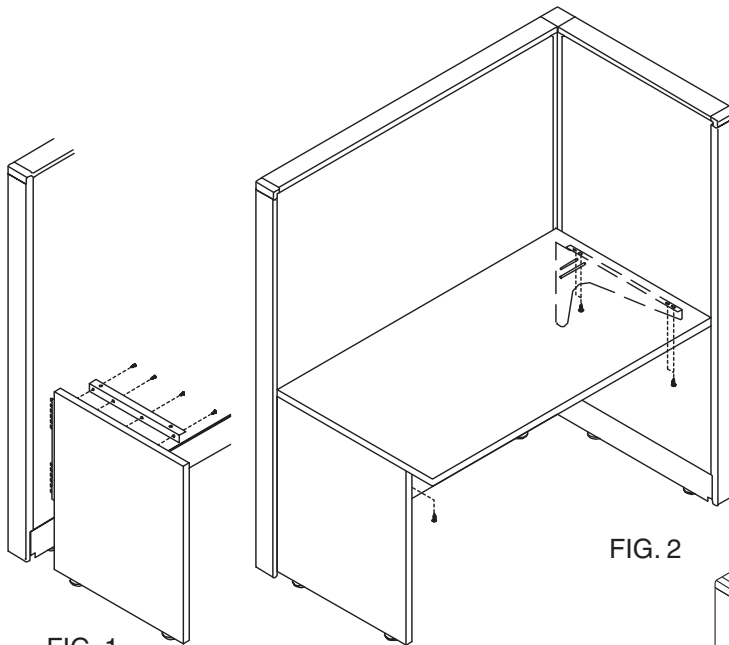
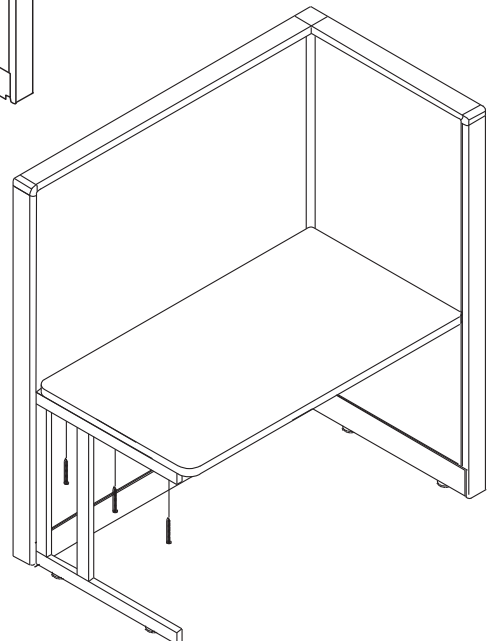


FIG. 2



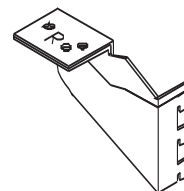
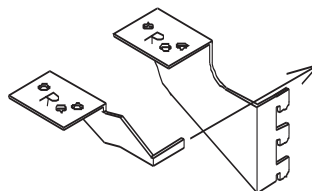
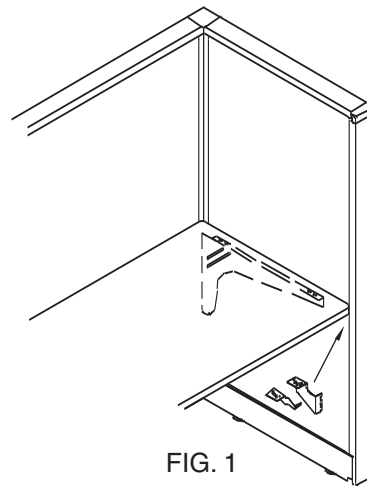
Worksurface Installation

WORKSURFACE SUPPORT BRACKETS (WSB)

1. Worksurface support brackets are used at the front corners of worksurfaces when excessive loads are going to be placed on a worksurface, and the worksurface is wrapped with a panel the same depth as the worksurface.
2. Install the worksurface on the cantilever brackets in the usual way (see page 2-1-2).
3. While lifting the front edge of the worksurface slightly, slide the teeth on the WSB into the trimrail slot so the top of the WSB is the same height as the bottom of the worksurface (Figure 1).

NOTE: The WSB bracket and the lock clip are “handed” and are stamped with either an “L” or an “R.”

4. The WSB will drop down about $\frac{1}{4}$ " when the teeth are fully engaged.
5. Slide the thin tab on the WSB lock clip into the remaining slot opening above the top tooth of the WSB (Figure 2) until the bracket and the lock clip mate together (Figure 3).
6. Drive (1) #14 x $\frac{3}{4}$ " screw through the holes in the bracket and the lock clip to attach them to the worksurface bottom.



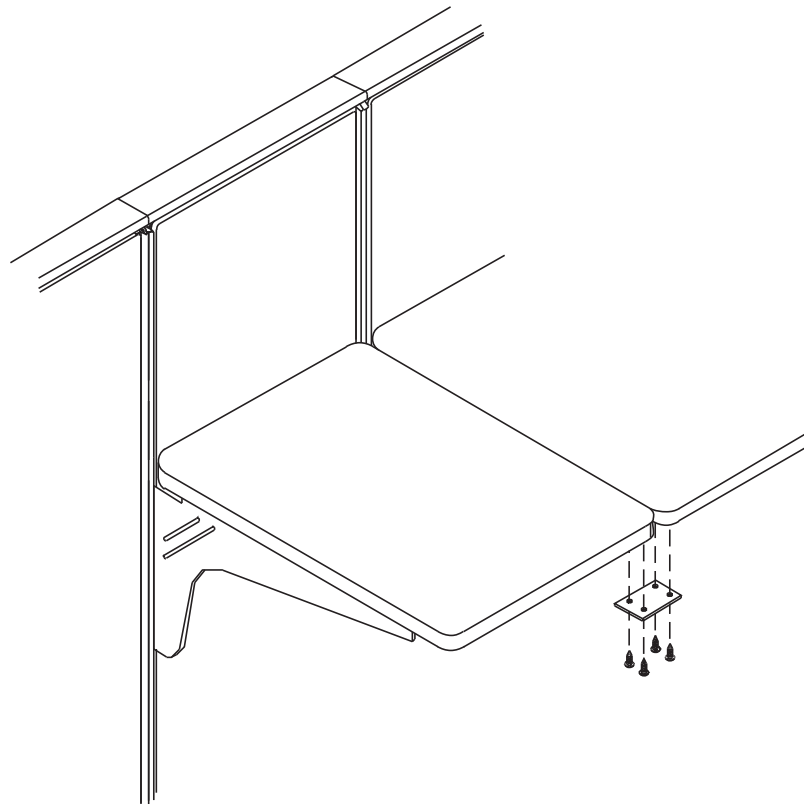
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Worksurface Installation

SPLICE PLATES

Note: Adjacent worksurfaces should always be connected with a splice plate.

1. Position a splice plate on the bottom of (2) adjacent worksurfaces near the front so that (2) holes are under each worksurface.
2. If pilot holes do not exist, mark the holes and drill (4) pilot holes for the #14 x $\frac{3}{4}$ " screws. Holes should be $\frac{3}{16}$ " dia. x $\frac{5}{8}$ " deep.
3. Making sure the (2) worksurfaces are aligned, tighten the screws through the splice plate and into the bottom of the worksurface.

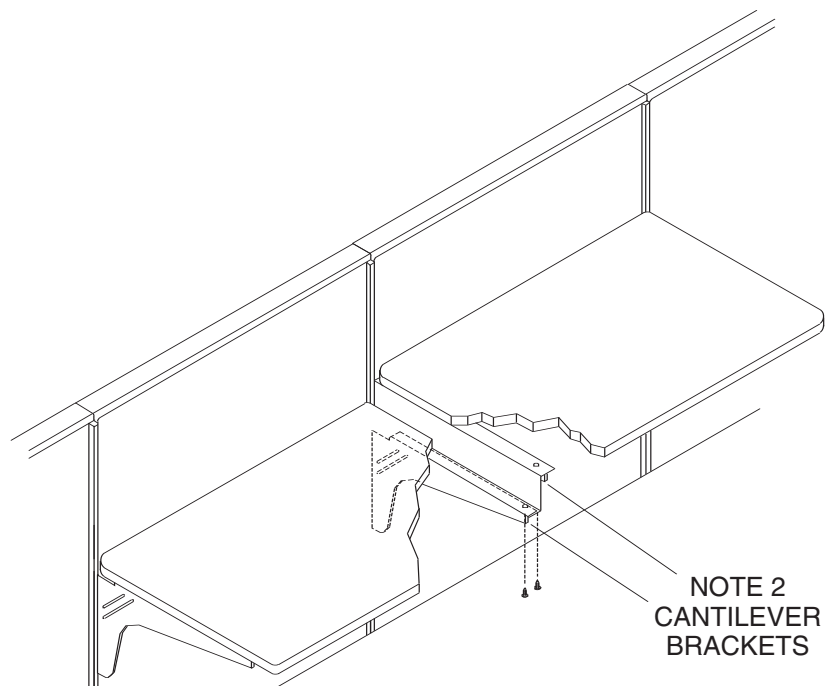


Worksurface Installation

VERTICAL FILLER PLATE

Worksurfaces to be joined with a vertical filler plate must be positioned as shown with 3" difference in height, and be supported by cantilever brackets.

1. Remove (2) screws from each cantilever bracket beside the gap to receive the filler plate.
2. Slide filler plate from the front towards the rear of the worksurface with flanges of filler over the top of each cantilever bracket. Position the cantilever brackets and filler plate so the holes align with original pilot holes in the bottom of each worksurface and refasten using the original screws.



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Worksurface Installation

COUNTERTOPS

Countertop Surface (see page 2-1-8 if installing on a 32" panel)

1. Included with each countertop is a right-hand and left-hand countertop bracket and lock bracket. Parts are stamped with an "R" or an "L" to help with identification. Brackets are installed on the inside of the workstation.
2. With the top cap still on the panel, insert the right-hand countertop bracket into the panel trimrail so that the top tooth on the bracket is in the top slot of the trimrail. Tap the countertop bracket down with a hammer until it is fully seated (Figure 1 - Step 1).
3. Slide a right-hand countertop lock bracket into the remaining space in the top trimrail slot while holding the lock bracket (Figure 1 - Step 2). When lock bracket is fully installed, the holes should line up on both brackets (Figure 1 - Step 3).
4. Repeat procedure with left-hand bracket on opposite end of panel.

5. Set the countertop on the (2) brackets and drive (4) #12 x 1" screws into the pre-drilled holes in the countertop. Note that when properly installed, the countertop will extend approximately 4" over the panel on the outside of the workstation (Figure 2).

6. If (2) countertops are adjoining each other, mount a splice plate in the pre-drilled holes on the inside of the station, and secure with (4) #12 x 1" screws.

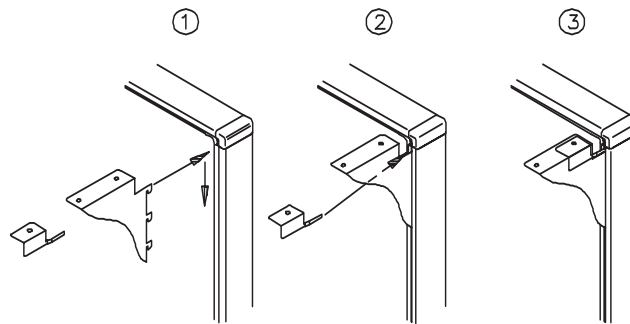


FIG. 1

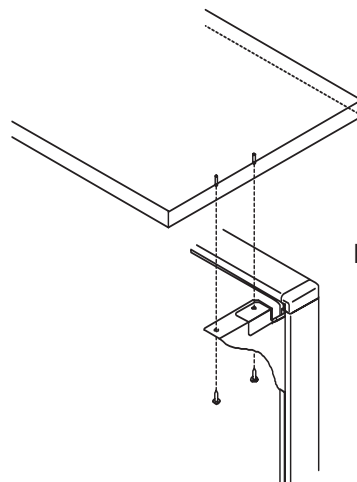


FIG. 2

Worksurface Installation

COUNTERTOPS ON 32" PANELS

Countertop Surface on a 32" Panel

Note: The configuration shown in this instruction portrays the cantilever bracket/support panel combination. Your specific worksurface configuration may vary depending on different space planning needs.

1. On the side opposite the worksurface (outside the workstation), mount the ADA outer countertop brackets to the panel trimrail grooves so that mounting flanges are at the same height as panel top. The right and left brackets will be different. Notice that the mounting flanges face inward as installed to the panel (Figure 1).
2. Mount the ADA inner countertop brackets to the panel trimrail grooves at the same height as the outer brackets but on the side that the worksurface will be installed on (inside the workstation). Orient these also with the mounting flange facing inward. (Figure 1).

NOTE: The inner lock clip is an important part of the bracket assembly which will be installed later when countertop surface is installed.

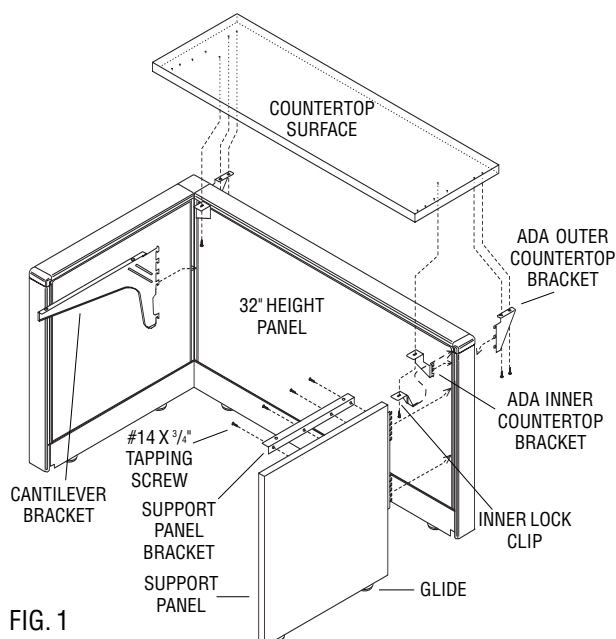
3. Turn countertop surface upside down on a soft protective surface. Follow the instructions on the *ADA Bracket Hole Location Template for 32" High Countertop* that is packed with the countertop, to add mounting holes to the underside of the countertop surface.

4. Turn countertop surface face up onto top of 32" panel. Align holes of ADA outer countertop brackets with corresponding (2) holes at each end of countertop surface. Attach brackets to underside of worksurface with (2) #12 x 1" screws each side. Do not tighten at this time (Figure 1).

5. Install the worksurface cantilever brackets as shown on page 2-1-2 BEFORE screwing countertop in place. Worksurface is screwed in place in step 10.

6. Take right and left side inner lock clips (inside the workstation) and orient pin ends into panel trimrail grooves at top tooth of installed inner countertop brackets. Make sure mounting flanges face inward and that the mounting holes of the lock clip line up with the mounting holes of the bracket. Attach bracket and lock clip to countertop surface at each end of panel with (1) #12 x 1" screw each side. Tighten all inner and outer screws at this time (Figure 1).

NOTE: If your configuration does not include the installation of a worksurface support panel, disregard instructions 6 through 9. Go on to number ten and install a cantilever bracket where support panel is depicted in Figure 1.



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Worksurface Installation

COUNTERTOPS ON 32" PANELS (cont.)

7. Take the support panel and the support panel mounting bracket in hand. Position the mounting bracket against the mounting holes **down one set**. Drive (4) #14 x 3/4" tapping screws into the pre-drilled holes and tighten. There will be (2) support bracket holes where no pilot holes are drilled in the support panel. Drill pilot holes into support panel through support panel bracket holes with a 9/64" (.140) drill bit. Insert and tighten (2) remaining screws (Figure 2).

8. Attach support panel bracket to top of worksurface support panel with (4) #14 x 3/4" tapping screws (Figure 2).

9. Retract the glides on the worksurface support panel completely. Insert the teeth of the support panel into the trimrail grooves so that the top of the support panel is approximately 28 3/8" from the floor. Adjust the glides down to the floor, pushing the panel and teeth up to lock the support panel in place (Approximately 28 9/16" from floor) (Figure 1, page 2-1-8).

10. Position the worksurface on the cantilever bracket and the worksurface support panel (or cantilever bracket). Attach the worksurface to the cantilever bracket and the support panel using (4) #14 x 3/4" tapping screws (Figure 3).

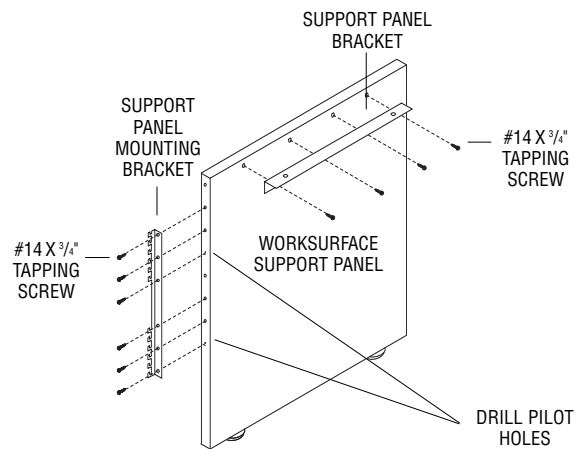


FIG. 2

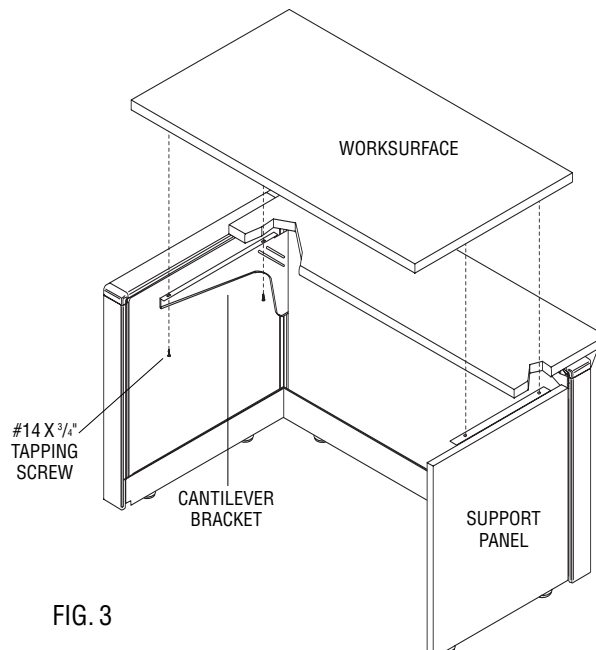


FIG. 3

Worksurface Installation

D-SURFACES

D-Shaped Worksurfaces

Column Leg

1. Place worksurface bottomsides up on a soft surface.
2. Fasten D-leg column to round end of worksurface with (4) tapping screws provided (Figure 1).
3. Thread the leveler glide into upward end of column (it can be adjusted downwards if, and when, required).

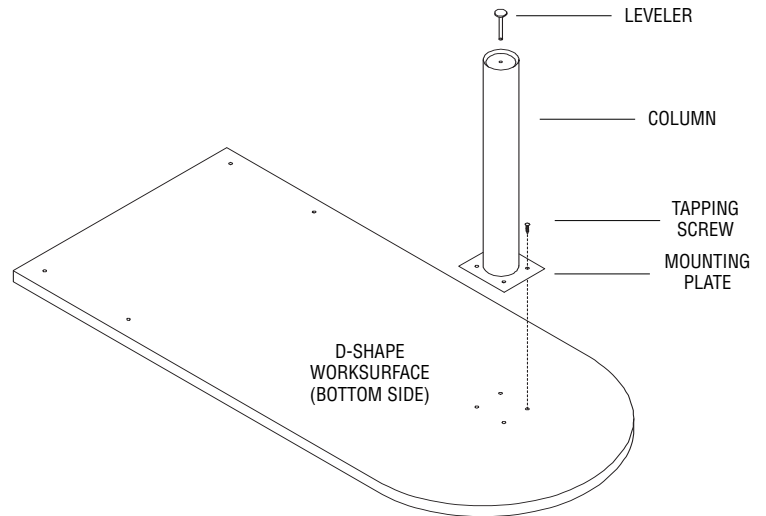


FIG. 1

Mounting to a Panel

1. When the square end of a "D" worksurface is to be attached to a panel (Figure 2), you will use the two Worksurface Support Brackets and lock clips that are included with the worksurface. See page 2-1-4 for WSB install instructions.

Mounting to Another Worksurface

1. When the square end of a "D" worksurface is to be attached to an adjacent worksurface (Figure 3), you will use the large splice plate and screws that are included with the worksurface. The "D" worksurface is pre-drilled to accept the splice plate. Due to the wide variety of locations where the "D" worksurface might be attached to the adjacent worksurface, pilot holes will need to be drilled once the final location is determined. Pilot holes should be $\frac{3}{16}$ " dia. x $\frac{5}{8}$ " deep.

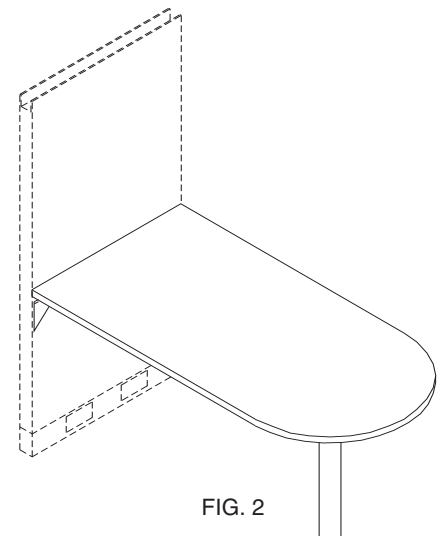


FIG. 2

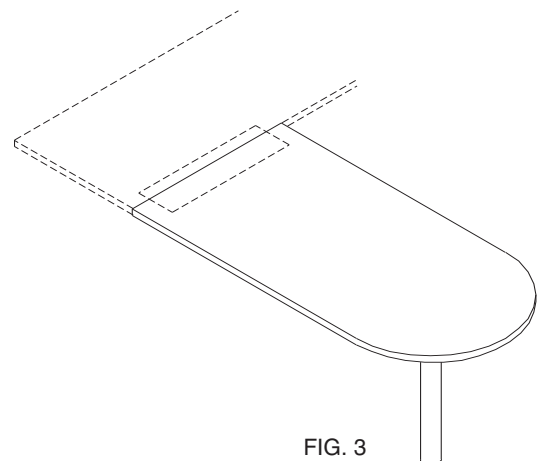


FIG. 3

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Worksurface Installation

**KEYBOARDS, CENTER
DRAWER, CPU HOLDERS**

Installation instructions for the products listed at left are included in the carton with each product.

Hang-on Storage

Laminate End Overheads, Shelves and Coat Racks	2-2-1
Laminate End Overhead Shelf Back	2-2-3
Laminate End Storage Unit Shelf Divider	2-2-3
Radiused Universal Overheads	2-2-4
Radiused Universal Shelves	2-2-6
Radiused Universal Shelf Dividers	2-2-8
Laminate End Hang-on Lateral Files	2-2-9
Panel Trim/Bracket Interference	2-2-11
Corner Bookshelf	2-2-12

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Hang-on Storage

LAMINATE END OVERHEADS, LAMINATE END OVERHEAD UNITS, SHELVES AND COAT RACKS

1. On each of the two end panels back out the screws, noted in Figure 1, (2) full turns.

NOTE: These screws will be located on the inside of the overhead unit when it is assembled.

2. Decide on the panel height where you want to locate the overhead unit. Holding the front edge of the end panel higher than the rear edge (Figure 1), slide the top safety tooth into the appropriate slot on the panel trimrail.

NOTE: Typically the top of the end panels are mounted at about 65" from the floor. This height would use the top slot on a 66" panel trimrail.

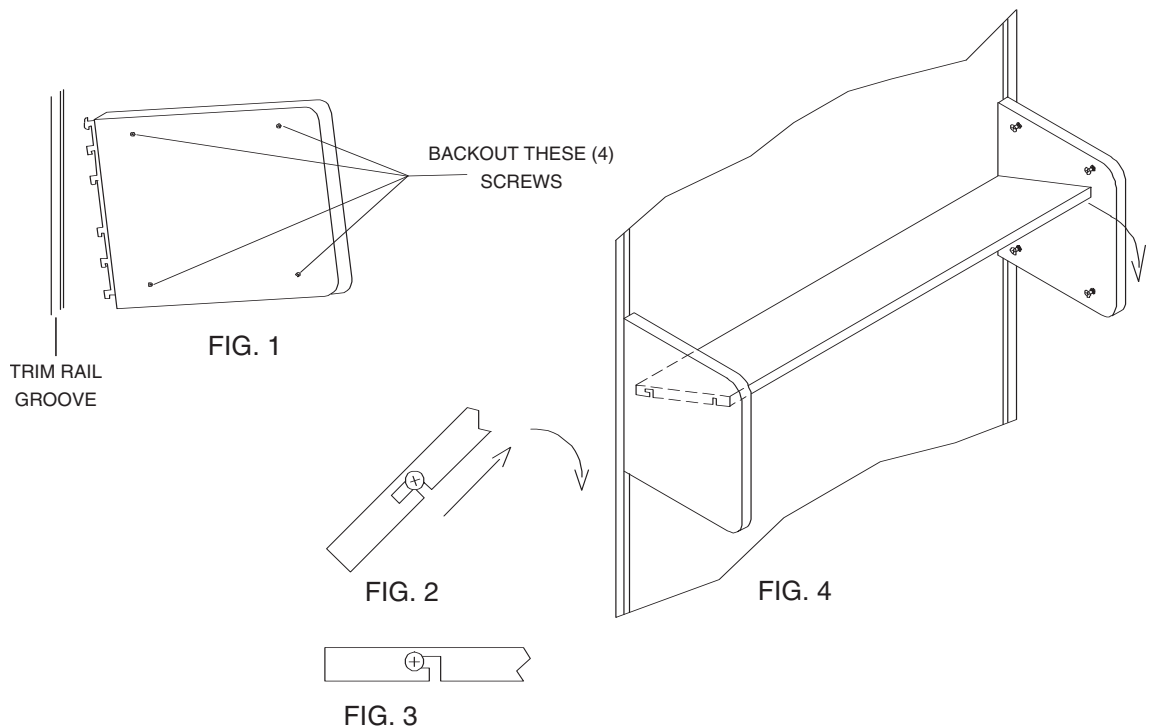
3. Pivot the end panel down until all the teeth are in the slots and the top of the end panel is approximately horizontal. **DO NOT FORCE THE END PANEL. DAMAGE TO THE TOP SAFETY TOOTH MAY OCCUR IF EXCESSIVE FORCE IS USED.**

4. Push the end panel down about 1/4" so all the teeth are engaged in the slots.

NOTE: To remove an end panel from the trimrail, push the end panel up about 1/4" and rotate the lower edge away from the panel until the top-back corner of the end panel almost touches the trimrail. Pull the end panel straight out. **DO NOT FORCE THE END PANEL. DAMAGE TO THE TOP SAFETY TOOTH MAY OCCUR IF EXCESSIVE FORCE IS USED.**

5. Repeat the procedure with the other end panel at the same height.

CAUTION: Failure to properly install the end panels may cause cabinet failure and personal injury.



Hang-on Storage

LAMINATE END OVERHEADS, SHELVES AND COAT RACKS (CONT.)

6. Holding a shelf so the sets of (3) holes are along the back edge, place the shelf over the back set of the lower height screws (Figure 2). Pull the shelf forward and then pivot it down until all the screws are fully engaged in the shelf slots (Figure 3). DO NOT tighten the screws at this time.

7. Place the shelf/door assembly (with the end slots and door as shown in Figure 5) over the front upper set of screws (Figure 6). Push the shelf/door assembly back so the rear shelf slots slide over the rear set of screws (Figure 7).

8. Tighten all (4) screws on each end panel to secure the shelves.

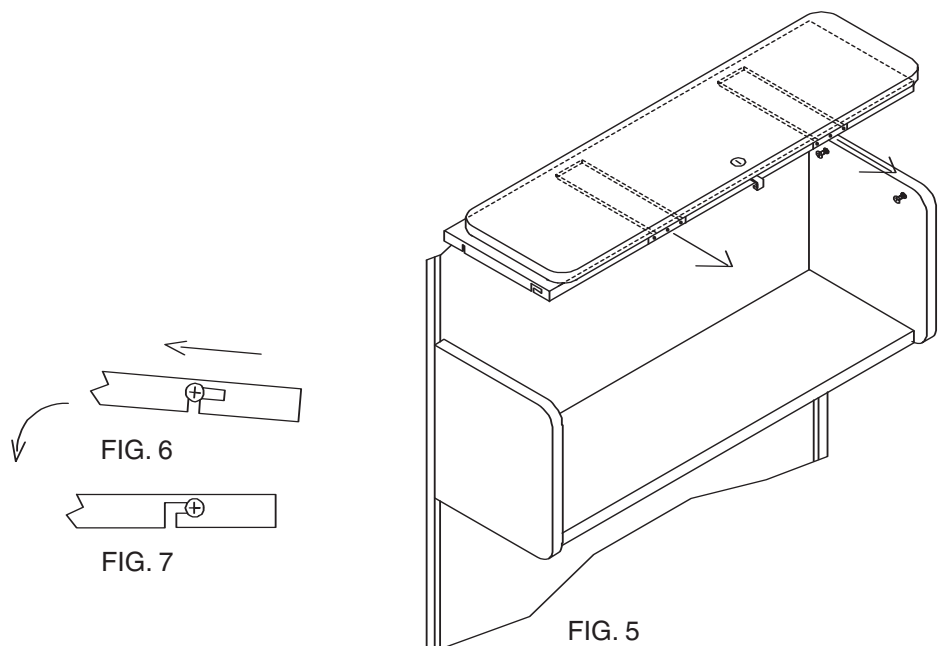
9. On some thicker fabric situations, it may be necessary to adjust the door side to side so it does not rub on an adjacent panel when being opened or closed. Loosen but DO NOT REMOVE the (3) screws in each hinge mechanism along the front edge of the top shelf. Slide the door away from the adjacent panel until it does not rub. Tighten all the screws.

Laminate End Regular and Low Shelves

1. For the installation of shelf units follow steps 1-6 for Laminate End Overhead Units. The difference is that there will only be (2) screws per end panel, and the ends are typically installed so the bottom edge is the same height as any overhead units nearby.

Laminate End Coat Rack

1. For the installation of Coat Rack units follow steps 1-6 for laminate end overhead units. The difference is that there will only be (2) screws per end panel, and before installing the shelf in place, the coat rod should be set in the round pockets in each end panel. When the (4) shelf screws are tightened, the rod will be held in place.



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Hang-on Storage

LAMINATE END OVERHEAD SHELF BACK AND LAMINATE END STORAGE UNIT SHELF DIVIDER

Laminate End Overhead Shelf Back

1. Carefully slide bottom of "shelf back" between the panel fabric and the bottom shelf (Figure 1).

2. Push hem of "shelf back" onto lip of the top shelf (Figure 2).

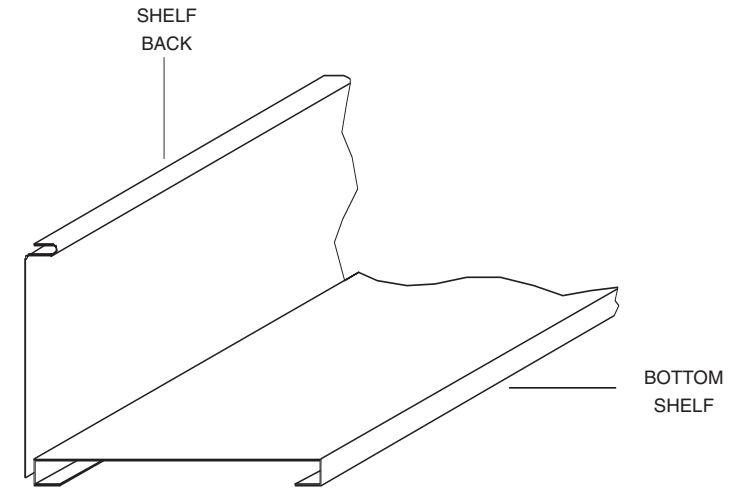


FIG. 1

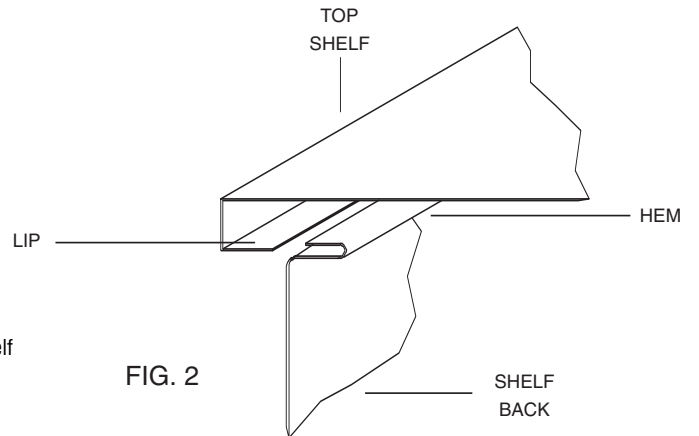


FIG. 2

Laminate End Storage Unit Shelf Divider

The "shelf divider" can be located at any point along the shelf (Figure 3).

1. Clip the hooked end of the divider over the front edge of the bottom shelf.

2. Tuck rear edge of shelf divider between the panel fabric and the shelf.

Note: To change the location of the divider, remove it from the shelf and reinstall it at the desired location. Sliding it may cause scratches.

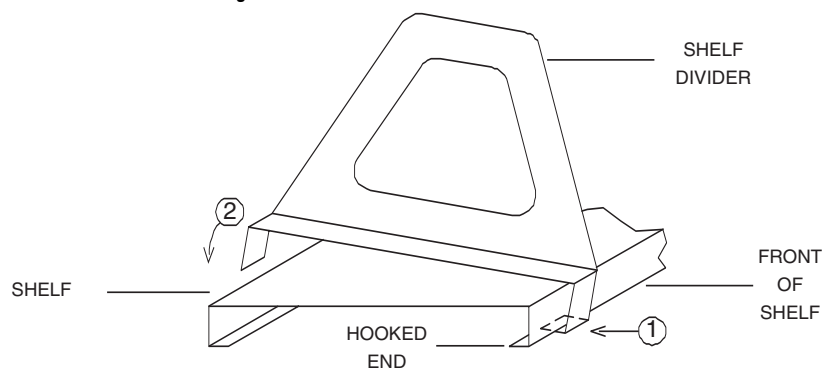


FIG. 3

Hang-on Storage

RADIUSED UNIVERSAL OVERHEADS

Radiused Universal Overheads

1. Assemble the cabinet back, the left and right side panels and the mounting brackets together by inserting the holes in the side panels and mounting brackets over the studs on the cabinet back (Figure 1). Loosely fasten the parts together with (6) flange nuts. DO NOT tighten the nuts at this time.

2. Set the bottom shelf into position by locating the side flanges of the shelf into the lower support flanges of the side panels (Figure 2).

3. Press the bottom shelf down and adjust until the (4) screw holes in the shelf side flanges are visible through the slots in the side panel lower support flanges.

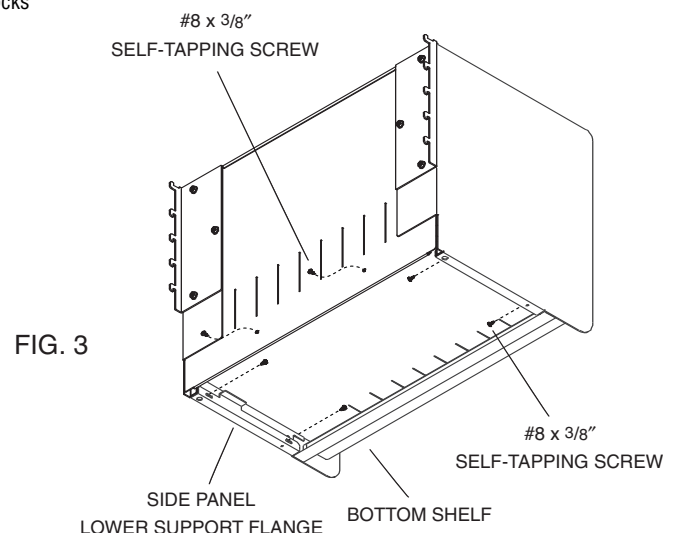
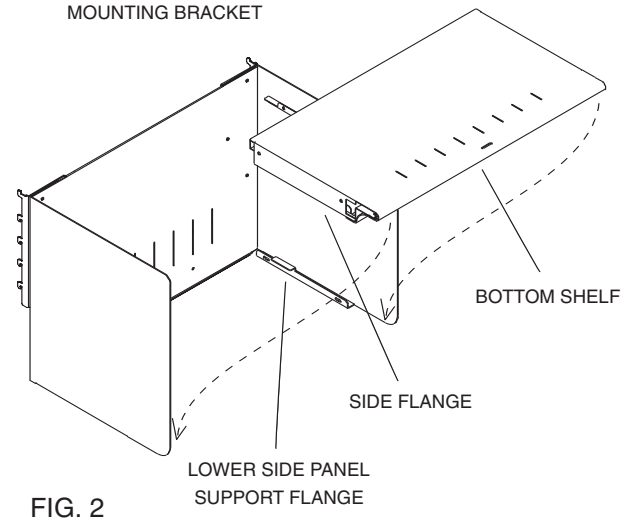
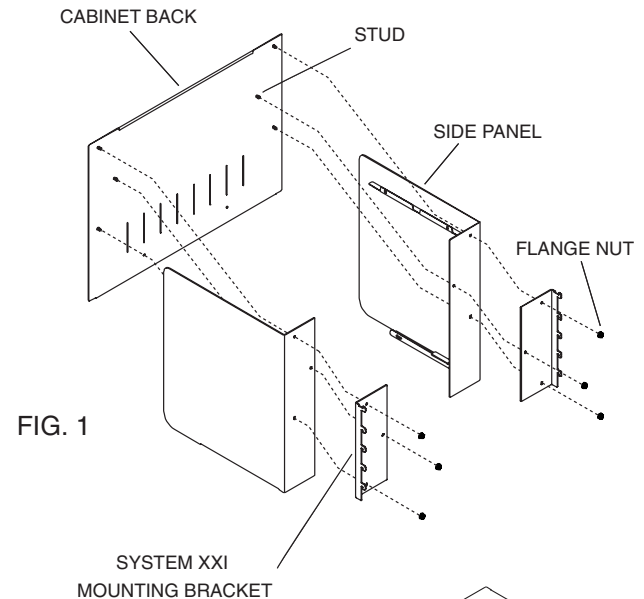
4. From under the cabinet, install (4) #8 x 3/8" self-tapping screws through the slots in the side panel support flanges (Figure 3). DO NOT tighten the screws down completely.

5. At the lower edge of the cabinet, install (2) #8 x 3/8" self-tapping screws through the back and into the shelf (Figure 3). DO NOT tighten the screws down completely.

6. Place the overhead top shelf/door assembly into the upper support flanges of the side panels (Figure 4, page 2-2-5). Push the shelf/door down and align the round front edge of the shelf with the matching round top-front corner on the side panels. Install and tighten (4) #8 x 3/8" self-tapping screws through the (4) larger oblong holes in the rack and pinion door mechanism inside the shelf/door assembly (Figure 4, page 2-2-5).

7. The recessed door may now be pulled out and lowered to its closed position. Adjust the bottom shelf so the door hangs straight and flush with the end panels. Tighten the (4) screws that attach the bottom shelf to the side panels, the (2) screws that attach the cabinet back to the shelf and the (6) flange nuts.

8. Using the key, test the lock mechanism to assure the door locks properly.



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Hang-on Storage

RADIUSED UNIVERSAL OVERHEADS (cont.)

Hanging the Overhead Unit

NOTE: It is recommended that two people work together to install an overhead unit.

1. Decide on the panel height where you want to locate the overhead unit. Holding the front edge of the overhead unit higher than the rear edge (Figure 5), slide the top safety teeth into the appropriate slots on the panel trimrails.

NOTE: Typically the top of the overhead unit will be about 65" from the floor. This height would use the top slot on a 66" panel trimrail.

2. Pivot the overhead unit down until all the teeth are in the slots and the top of the overhead unit is approximately horizontal. **DO NOT FORCE THE OVERHEAD UNIT. DAMAGE TO THE TOP SAFETY TOOTH MAY OCCUR IF EXCESSIVE FORCE IS USED.**

3. Push the overhead unit down about $\frac{1}{4}$ " so all the teeth are engaged in the slots.

NOTE: To remove an overhead unit from the trimrail, push up on the ends about $\frac{1}{4}$ " and rotate the lower edge away from the panel until the entire unit can be lowered to disengage the top safety tooth. DO NOT FORCE THE OVERHEAD UNIT. DAMAGE TO THE TOP SAFETY TOOTH MAY OCCUR IF EXCESSIVE FORCE IS USED.

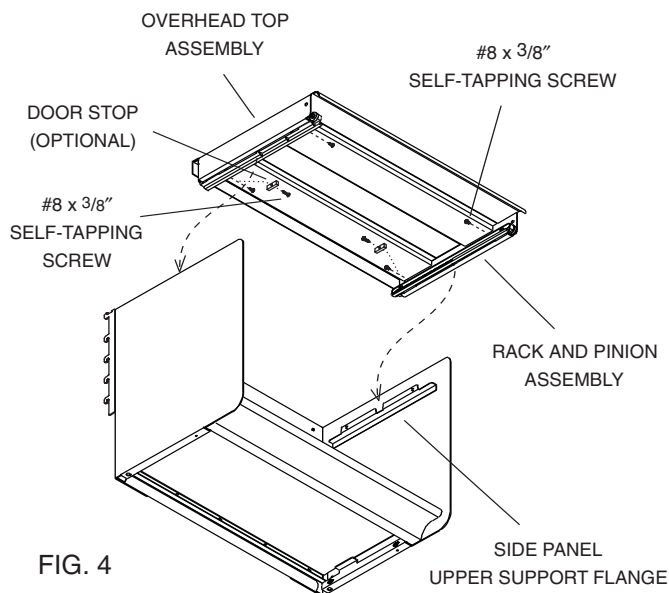


FIG. 4

4. When (2) or more overhead units are installed next to each other, secure them together with a ganger plate. The ganger plate is an oval shaped plate with (2) holes that is attached near the front edge of the end panels on the adjacent overhead units, using (2) #8 x $\frac{5}{8}$ " black screws. (Figure 1, page 2-2-8).

Door Stops

NOTE: For those users who wish to leave the key in the lock when the door is opened and stored, there is a set of door stops that may be installed to prevent the door from receding beyond the key location. If the door is opened with the key in the lock and the door stops not installed, damage to the front edge of the top shelf or the key may occur.

1. To install the door stops, open the door and push it all the way into the cabinet.

2. Pull the door out about 4" to allow the installation of the door stops.

3. Remove the rear #8 x $\frac{3}{8}$ " screw (installed in step 6 on page 2-2-4).

4. Insert a #8 x $\frac{3}{4}$ " self-tapping screw through the oval shaped door stop, and attach the door stop to the rack mechanism where the rear screw was just removed (Figure 4).

5. Repeat step 4 on the opposite end of the cabinet.

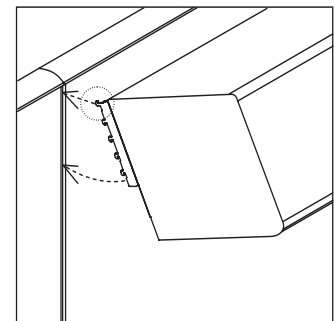


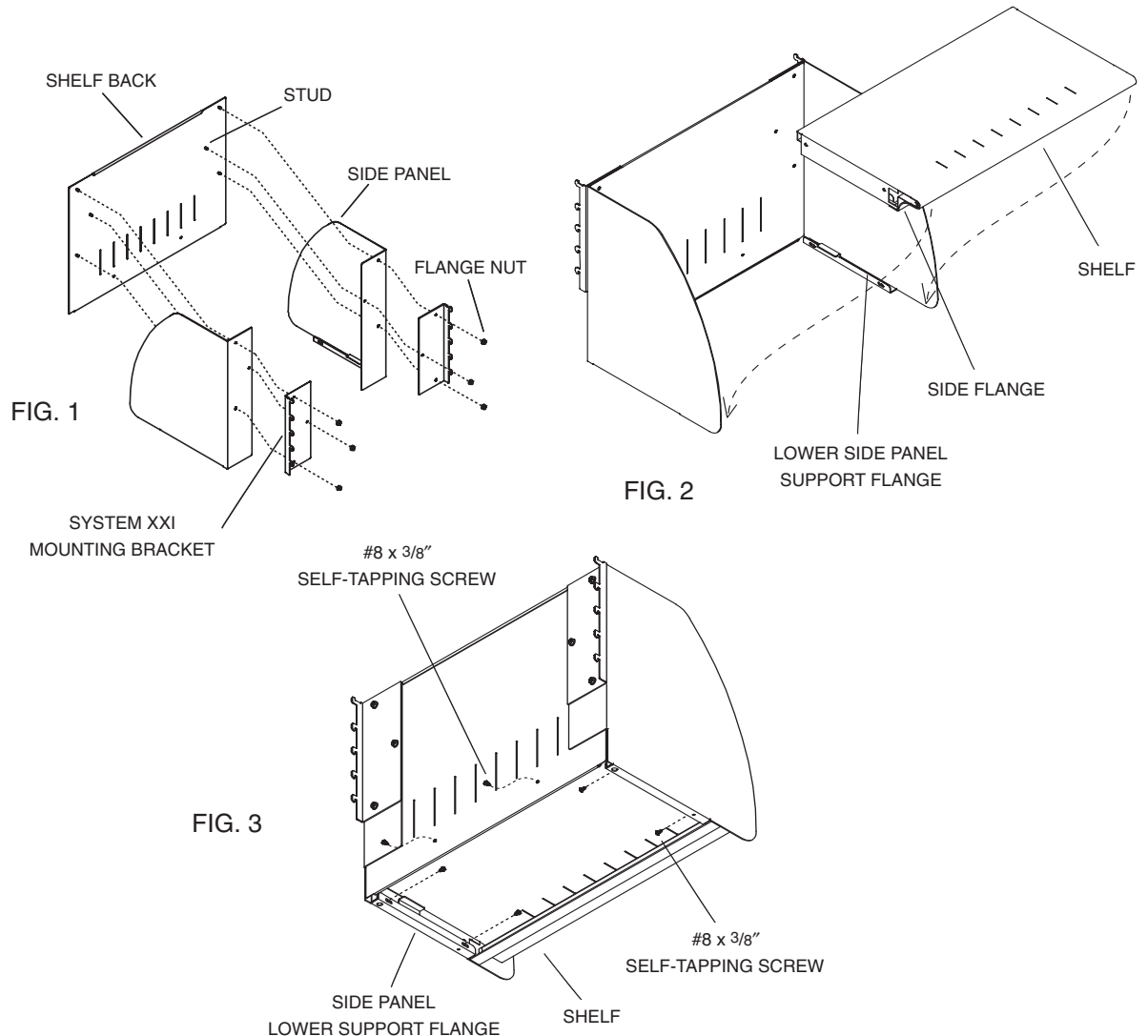
FIG. 5

Hang-on Storage

RADIUSED UNIVERSAL SHELVES

Radiused Universal Shelves

1. Assemble the cabinet back, the left and right side panels and the mounting brackets together by inserting the holes in the side panels and mounting brackets over the studs on the cabinet back (Figure 1 below). Loosely fasten the parts together with (6) flange nuts. DO NOT tighten the nuts at this time.
2. Set the shelf into position by locating the side flanges of the shelf into the lower support flanges of the side panels (Figure 2).
3. Press the shelf down and adjust until the (4) screw holes in the shelf side flanges are visible through the slots in the side panel lower support flanges.
4. From under the cabinet, install (4) #8 x 3/8" self-tapping screws through the slots in the side panel support flanges (Figure 3). DO NOT tighten the screws down completely.
5. At the lower rear edge of the cabinet, install (2) #8 x 3/8" self-tapping screws through the back and into the shelf (Figure 3).
6. Tighten all (6) screws and flange nuts.



System XXI

Hang-on Storage

RADIUSED UNIVERSAL SHELVES (CONT.)

Hanging the Shelf Unit

NOTE: It is recommended that two people work together to install a shelf unit.

1. Decide on the panel height where you want to locate the shelf unit. Holding the front edge of the shelf unit higher than the rear edge (Figure 4), slide the top safety teeth into the appropriate slots on the panel trimrails.
2. Pivot the shelf unit down until all the teeth are in the slots and the bottom edge of the shelf unit is approximately horizontal. **DO NOT FORCE THE SHELF UNIT. DAMAGE TO THE TOP SAFETY TOOTH MAY OCCUR IF EXCESSIVE FORCE IS USED.**
3. Push the shelf unit down about $\frac{1}{4}$ " so all the teeth are engaged in the slots.

NOTE: To remove a shelf unit from the trimrail, push up on the ends about $\frac{1}{4}$ " and rotate the lower edge away from the panel until the entire unit can be lowered to disengage the top safety tooth. DO NOT FORCE THE SHELF UNIT. DAMAGE TO THE TOP SAFETY TOOTH MAY OCCUR IF EXCESSIVE FORCE IS USED.

4. When (2) or more shelf units are installed next to each other, secure them together with a ganger plate. The ganger plate is an oval shaped plate with two holes that is attached near the front edge of the end panels on the adjacent shelf units, using (2) #8 x $\frac{5}{8}$ " black screws. (Figure 1 page 2-2-8).

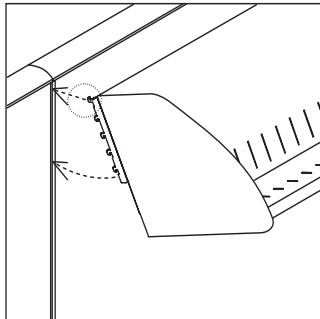


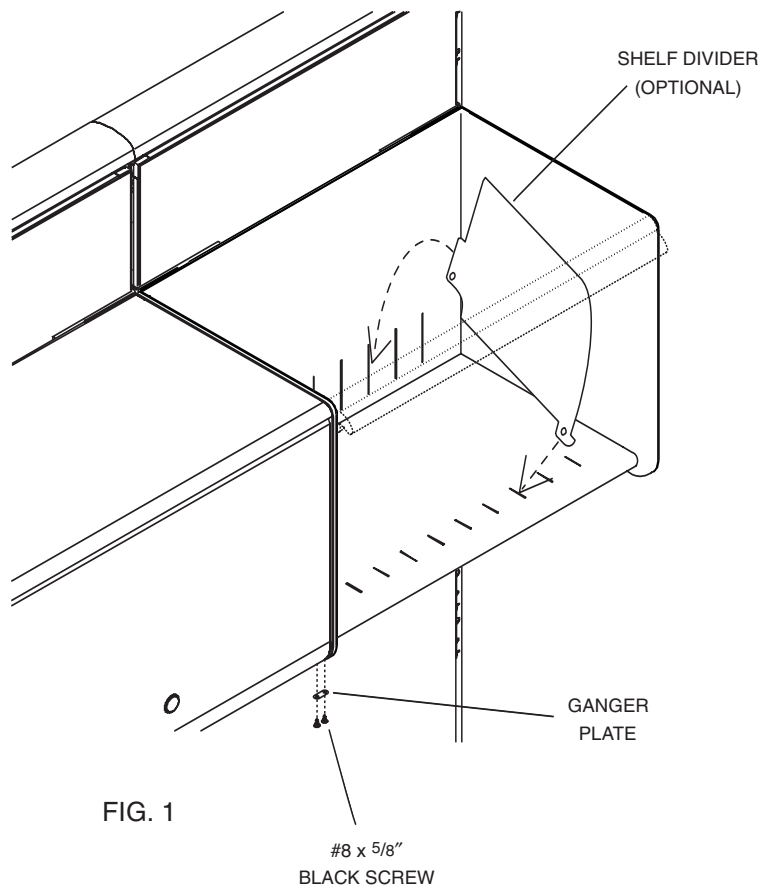
FIG. 4

Hang-on Storage

RADIUSED UNIVERSAL SHELF DIVIDERS

Radiused Universal Shelf Dividers

1. To install the optional shelf divider, place the front hook on the divider into the slot at the front of the shelf.
2. Rotate the rear of the divider down until the rear tab snaps into the vertical slot in the cabinet back (Figure 1).
3. To remove a divider, press lightly on the cabinet back to release the rear tab. Rotate the divider out of the cabinet and release the front hook.



System XXI

Hang-on Storage

LAMINATE END HANG-ON LATERAL FILES

Laminate End Hang-on Lateral Files

NOTE:

- a) Two people are required to install a hang-on lateral file.
- b) If "floor height" mounting is desired, see the special notes at the end of these instructions.
- c) Hang-on lateral files should be installed so the top of the unit is no higher than 48" from the floor.
- d) If two or more hang-on lateral files are to be installed on a panel, additional return panels must be used. See the Specification Guidelines for the recommendations on what size return panels to use.

1. Locate the height at which you would like to locate the top of the hang-on lateral file. Make a pencil mark on both panel trimrails at this height.
2. The end panels are mounted so the factory attached slides are facing each other.
3. Holding the front edge of the end panel higher than the rear edge (Figure 1) slide the top safety tooth into the appropriate trimrail slot.
4. Pivot the end panel down until all the teeth are in the slots and the top of the end panel is approximately horizontal (Figure 2).
5. Push the end panel down about 1/4" so all the teeth are engaged.

NOTE: To remove an end panel from the trimrail, push the end panel up about 1/4" and rotate the lower edge away from the panel until the top-back corner of the end panel almost touches the trimrail. Pull the end panel straight out. DO NOT FORCE THE END PANEL. DAMAGE TO THE TOP SAFETY TOOTH MAY OCCUR IF EXCESSIVE FORCE IS USED.

6. On each end panel there are (4) screws in a line near the top edge. Remove the (2) middle screws and back the (2) outside screws out (2) full turns.

7. Set the shelf on the (4) screws remaining in the end panels, so the edge of the shelf with the sets of (3) holes in it is against the panel.

8. Insert the (4) screws you removed in step 6 through the holes in the shelf ends, and tighten down all (8) screws.

9. Pull both slides all the way out on each end panel (Figure 3).

10. Lift the file drawer between the extended slides and fit the rear horizontal tabs on the drawer ends, into the vertical lances on the slides (Figure 4).

11. Fit the front vertical tabs into the horizontal lances at the front of the slides (Figure 5). Be sure the tabs are seated completely down in the lances.

12. Bend the two safety tabs out on the drawer ends so they fit into the notches on the slides (Figure 6).

NOTE: After bending the safety tabs, pull up on the file drawer to make sure it cannot be accidentally dislodged from the end panels.

13. Remove the backing paper from the back of the red lettered warning label, and adhere it to the front edge of the shelf.

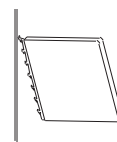


FIG. 1

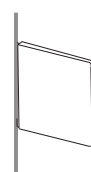


FIG. 2



FIG. 4

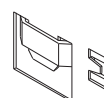


FIG. 5

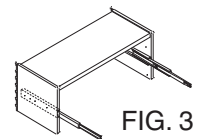


FIG. 3

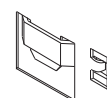


FIG. 6

Hang-on Storage

LAMINATE END HANG-ON LATERAL FILES (cont.)

Stacking Multiple Hang-on Lateral Files

1. Follow the guidelines in the specification guideline book for adding return panels.
2. Install the lowest file first.

Floor Height Hang-on Lateral Files

NOTE: If the Hang-on Lateral File option of being mounted at floor height is used, it will cover the raceway at the bottom of the panel. This eliminates access to the raceway area and the use of receptacles on that side of the panel.

1. To mount a Hang-on Lateral File at floor height, the end panel mounting brackets must be shortened. Remove the (5) screws that hold each mounting bracket on the end panels.
2. Measure $3\frac{7}{8}$ " from the bottom end (the non-safety tooth end) of each bracket and cut the bottom off with a hacksaw.
3. Reattach the brackets on the correct end panels in their original position (Figure 7).
4. Follow the usual assembly instructions.

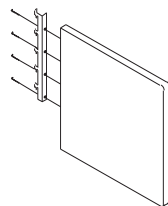


FIG. 7

System XXI

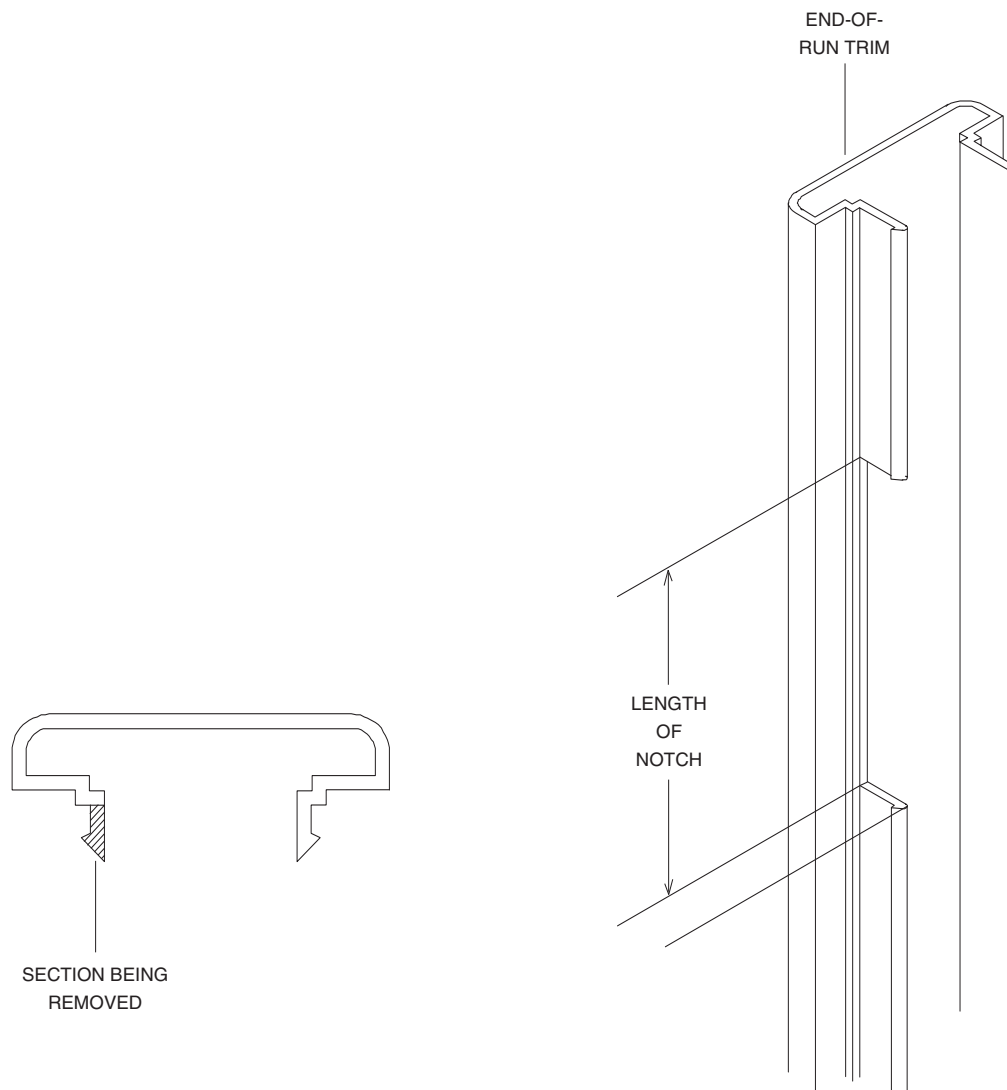
Hang-on Storage

PANEL TRIM/BRACKET INTERFERENCE

Bracket/End-of-Run Interference

When inserting any toothed bracket such as an auxiliary bracket, cantilever bracket, storage cabinet bracket, or a countertop bracket at the end of a panel run, it is necessary to notch the end-of-run trim around the bracket teeth.

1. Determine where bracket is to be mounted, and mark where bracket teeth would interfere with end-of-run trim.
2. Remove end-of-run trim, and notch it (score with utility knife and snap out section).
3. Replace end-of-run trim, and insert bracket.



Hang-on Storage

CORNER BOOKSHELF

Corner Bookshelf

1. Measure from the top of the panel down, and make a pencil mark on the trimrails at the height you would like the top of the corner bookshelf surface.

2. You will receive (3) 14" deep cantilever brackets with the corner bookshelf: (2) left-hand brackets and one right-hand. The right-hand bracket will install at the right end of the corner bookshelf. One of the left-hand brackets will install at the left end of the corner bookshelf, and the other left-hand bracket will install in the back corner off the right side panel (Figure 1).

3. Install the (3) cantilever brackets in the slotted trimrail about 2" below the pencil mark you made in step 1.

4. Holding the front edge of the cantilever bracket higher than the rear edge (Figure 2), slide the top safety tooth into the appropriate slot on the trimrail.

5. Pivot the cantilever bracket down until all the teeth are in the slots and the top of the cantilever bracket is approximately horizontal.

6. Push the cantilever bracket down about 1/4" so all the teeth are engaged in the slots.

NOTE: To remove a cantilever bracket from the trimrail, push the bracket up about 1/4" and rotate the lower rear edge away from the panel to about a 45° angle. Pull the bracket straight out. DO NOT FORCE THE CANTILEVER BRACKET. DAMAGE TO THE TOP SAFETY TOOTH MAY OCCUR IF EXCESSIVE FORCE IS USED.

7. Repeat the installation for all (3) cantilever brackets.

8. Set the corner bookshelf surface on the cantilever brackets and attach it to the brackets using (2) #12 x 1" screws in each bracket (Figure 3).

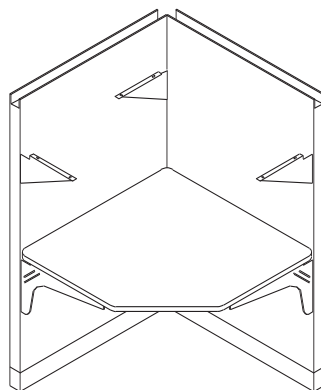


FIG. 1

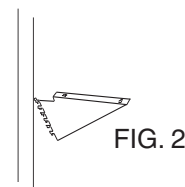


FIG. 2

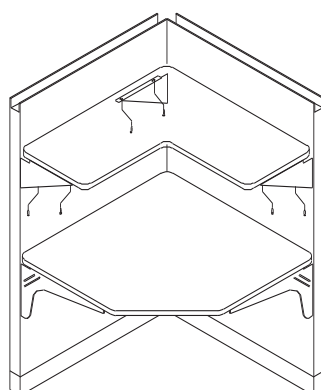


FIG. 3

Accessories

Panel Cord Manager	2-3-1
Cord Manager Below Worksurfaces	2-3-2
Tackboards	2-3-3
Task Lights	2-3-4
Coat Hook/Picture Hanger	2-3-5
Wall Track	2-3-6

System XXI

Accessories

PANEL CORD MANAGEMENT A panel cord management extrusion will accommodate either (1) task light cord and (1) flat telephone cable or (1) CRT coaxial and (1) flat telephone cable.

1. Determine desired location and length of the panel cord management extrusion.
2. Use a utility knife to cut this extrusion to length needed.
3. Press the cord(s) (see above introduction) into the large side of the panel cord management extrusion. Start at one end and slide your finger the full length. (Figure 1).
4. Press the panel cord management extrusion into the slot between the fabric core and the panel trim rail (Figure 2). Press into the slot, starting at the top and working your way down.

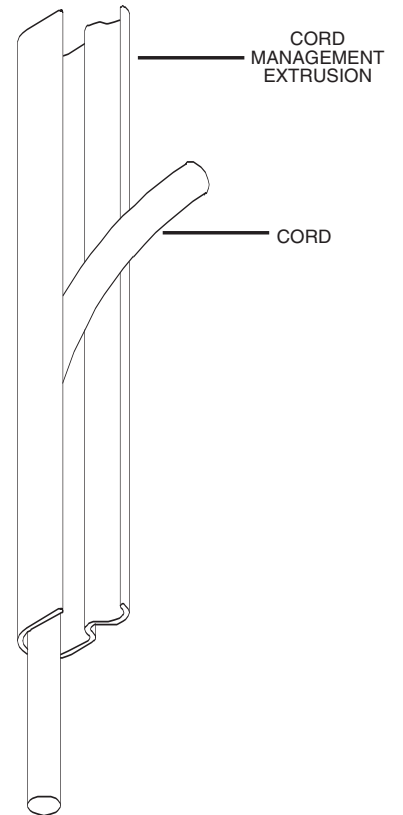


FIG. 1

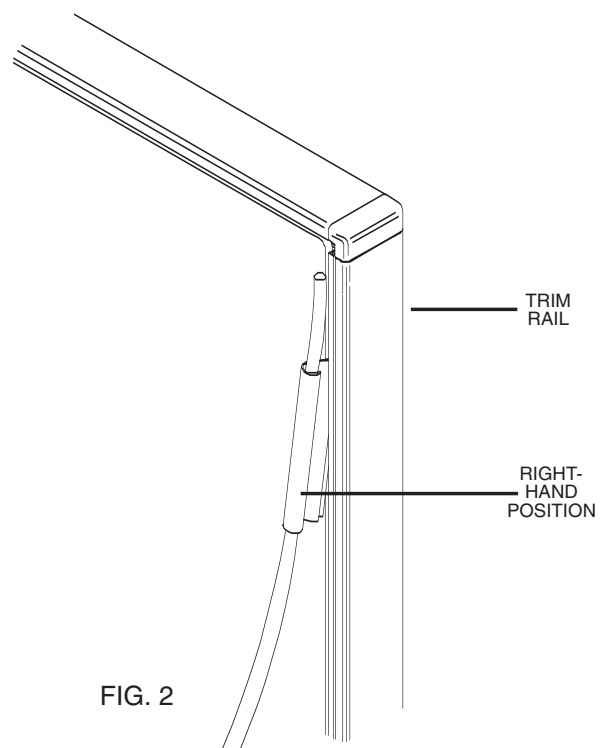


FIG. 2

Accessories

CORD MANAGER BELOW WORKSURFACES

1. Cord manager below the worksurface may be mounted at any location. There are no predrilled holes in the worksurface.
2. The worksurface cord manager is normally 18" shorter than the "called" length of the worksurface to prevent interference with the round grommets at the end of the worksurface. However, a longer cord manager may be mounted below the worksurface if desired. Example: The worksurface cord manager for a 42" worksurface is actually 24" long.
3. If the worksurface has round grommets, attach the worksurface cord manager so the screw attachment edge is closer to the panel. (Figure 1).
4. If the worksurface has edge grommets, attach the worksurface cord manager so the screw attachment edge is away from the panel. (Figure 2).
5. When cables or cords are laid into the worksurface cord manager, they may be held in place with plastic "zip ties" through the holes in the bottom of the cord manager.
6. Cables and cords may be allowed to exit the cord manager by routing them through the slots along the open edge of the cord manager. The slots prevent the cords from falling out of the cord manager.

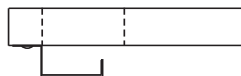
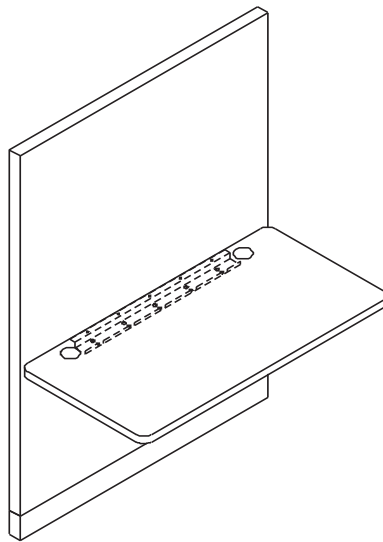


FIG. 1

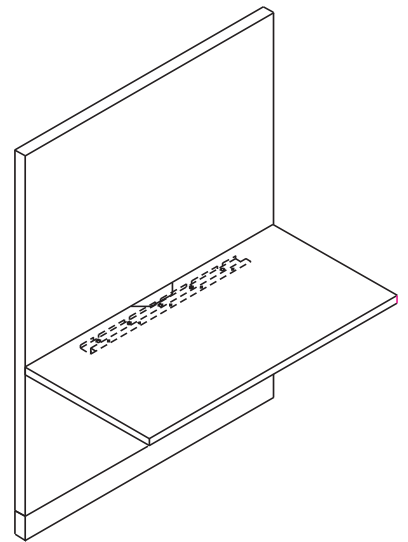


FIG. 2

System XXI

Accessories

TACKBOARDS

Depending on the height of the tackboard, one or two mounting brackets per side may be used on your tackboard. The correct number of brackets and hardware are included with each tackboard.

1. The tackboard bracket may be used as either a right or left side bracket by simply turning it around.

2. Sub-assemble each mounting bracket with two screws and T-nuts as shown in (Figure 1). Only turn the screw into the T-nut a turn or two.

3. Set each bracket onto the tackboard as shown in (Figure 2), so both T-nuts fit into the keyhole slots on the tackboard.

4. Slide the brackets to the outside edge of the tackboard keyhole slots.

5. Tighten down the two screws on each bracket enough so the brackets are snug against the surface of the tackboard, but can still slide back and forth.

6. The trimrails on each panel are slotted to accept the tackboard brackets. Decide the height you want your tackboard mounted at, and position it so that the mounting brackets align with the trimrail slots (Figure 3). The easiest method to align the bracket teeth with the slots is to get the teeth on one side in the slot, and then move the tackboard side to side until the teeth on the other bracket align with their slot.

7. Once the brackets are aligned in the slots, the tackboard should drop down about $\frac{1}{8}$ " when fully seated. Pull out on each side of the tackboard to be sure the brackets are seated.

8. To remove a tackboard from a panel, push straight up on each end of the tackboard about $\frac{1}{8}$ " to unseat the brackets. Pull the tackboard straight out from the panel. **DO NOT FORCE THE TACKBOARD!** You may have pushed the tackboard up too far and the top of the bracket is catching in the slots.

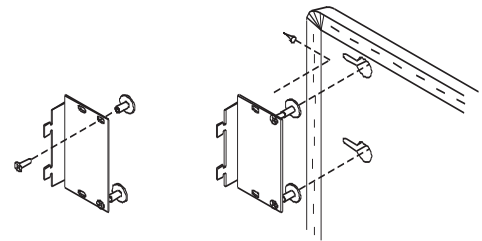


FIG. 1

FIG. 2

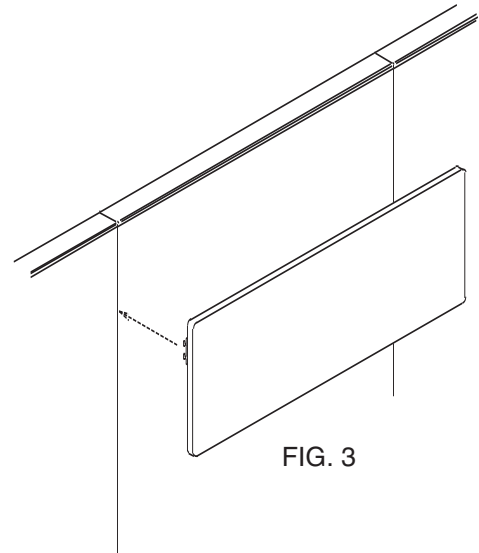


FIG. 3

Accessories

TASK LIGHTS

Under Shelf Task Lights

The task light is supported by flexible straps on each end and will fit under several different styles of shelves in the product line.

1. Assemble the task light by sliding the flexible straps that are included with the task light through the "belt loops" on each end of the light cabinet. (Figure 1).
2. Install the light under the shelf by fitting the front end of the straps (the end opposite the cord) into the flange along the front edge of the shelf. (Figure 2).
3. Pivot the back end of the task light/straps up as you flex the back end of the straps in towards the middle of the light. Flex the straps in enough so they will clear the flange along the back edge of the shelf.
4. Release the flexed straps so they rest on the rear shelf flange. (Figure 3).
5. Route the cord to either the right or left end of the light and snap the cord into the clip that is attached to the rear surface of the light.

NOTE: Cord managers are available to conceal the cord as it drops down to the raceway to be plugged in.

Under Counter Task Light

Note: The same task light that is used below shelves of overhead units is also used below countertops. You may discard the two flexible straps that are included with the light.

1. Remove the clear light lens by sliding it towards the front of the tasklight case until the rear edge can be pivoted out of the case.
2. Remove the light bulb from the case by turning the ends until the pins release from the pin holders.
3. Hold the task light up to the bottom side of the countertop so the cord is facing the panel and drive two #14 x 3/4 worksurface screws or other appropriate screws through the dimpled holes in the tasklight case, into the predrilled holes in the countertop.

4. Install the light bulb and the clear light lens back into the tasklight case.

5. Route the cord to either the right or left end of the light and snap the cord into the clip that is attached to the rear surface of the light.

NOTE: Cord managers are available to conceal the cord as it drops down to the raceway to be plugged in.

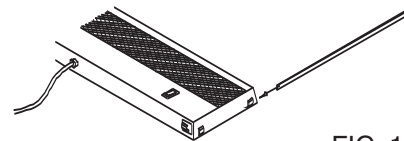


FIG. 1

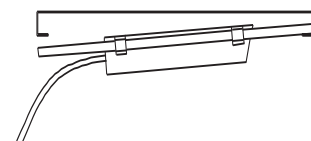


FIG. 2

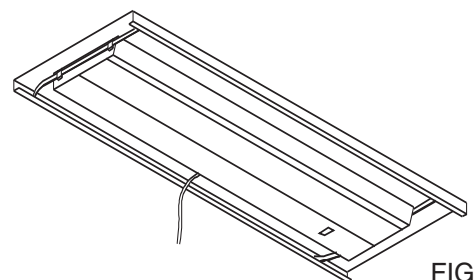


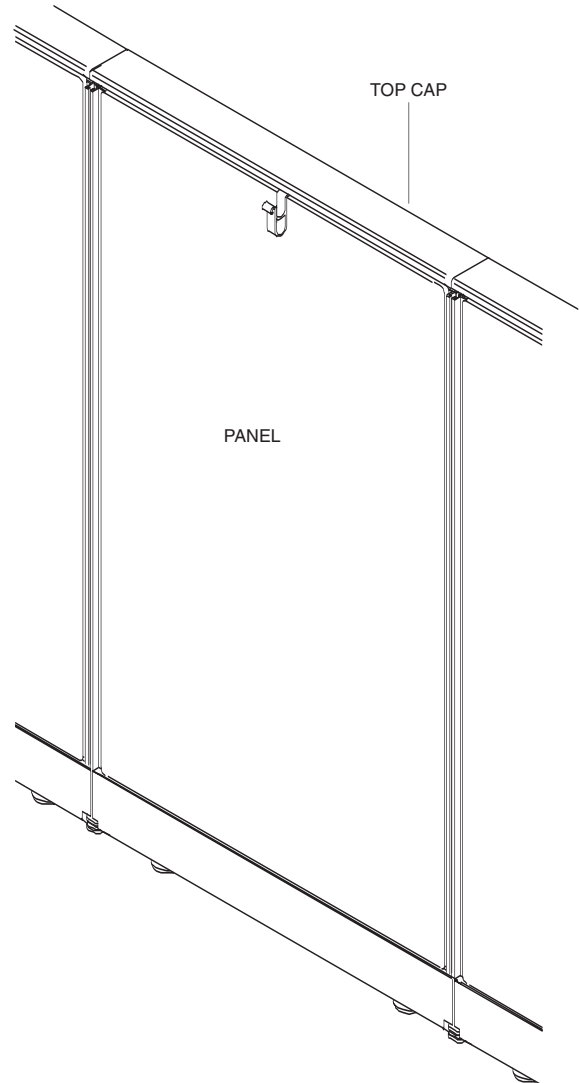
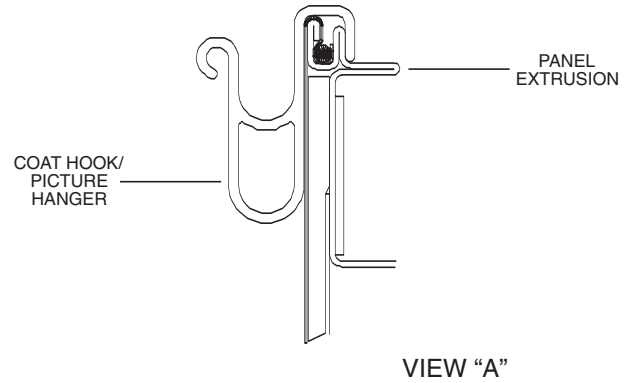
FIG. 3

System XXI

Accessories

COAT HOOK/ PICTURE HANGER

1. Remove the plastic top cap, if it has already been installed.
2. Attach coat hook/picture hanger as shown in view "A".
3. Reassemble top cap in its original position.



Accessories

WALL TRACK

Installation Instructions (Backing Required)

New Construction Recommendations

- The recommended wall structure must be one of the following:
 - Concrete Wall
 - A $\frac{3}{8}$ " plywood – $\frac{1}{4}$ " drywall wall (total $\frac{5}{8}$ " thick)
 - A drywall wall on which wall mount anchors can be attached directly into wood or metal wall studs.
- When mounting the wall track, use the following methods:
 - Concrete Wall – Use a good quality concrete anchor and install according to the manufacturer's specifications.
 - Plywood Backed Drywall – Use a good quality hollow wall anchor and install according to the manufacturer's specifications (Figure 1).
 - Drywall Utilizing studs:
 - Wood Stud – Drill $\frac{3}{32}$ " holes 2" deep into studs. Use a #10 x $2\frac{1}{2}$ " wood screw and tighten securely (Figure 2).

Note: All anchor holes on wall track should be used regardless of type of wall.

- Metal Stud – Drill hole through drywall and through stud; use a good quality sheet metal screw through wall track sheet rock and stud.

Existing Construction Recommendations

- When mounting the wall track, use the following methods:
 - Concrete Wall – Use a good quality anchor and install according to manufacturer's specifications.
 - Plywood Faced or Horizontal 1 x 3 Furring – Attach additional backer or horizontal furring strips to face of dry wall utilizing studs and proper anchors. Attach wall track to backer by anchoring through backer and drywall with proper anchors or through backer drywall and into stud with anchors. Anchors must be used to manufacturer's specifications.
- It is not recommended to anchor wall track with overhead units directly into drywall with no backer.

- When using wall track to mount any hang-on components, the minimum length of the wall track is 36".

- It is recommended that worksurface auxiliary brackets, or worksurface support panels, be used with all wall track mounted worksurfaces.

Wall Track – Spacing

- Spacing from the centerline of the slot on one wall track to the centerline of the next wall track should be $\frac{11}{16}$ " less than the "named" length of the product you are hanging on the wall track. Example: The slot to slot spacing to hang a 36" long overhead unit would be $35\frac{5}{16}$ " (36" minus $\frac{11}{16}$ ").
- If only one hang-on component is being hung on the wall track, the wall track may be spaced so the outside slots are used. (Figure 3).
- If more than one hang-on component is being hung on the wall track (side by side, not up and down) the wall track should be spaced so the adjacent hang-on components share one wall track. (Figure 4).

