

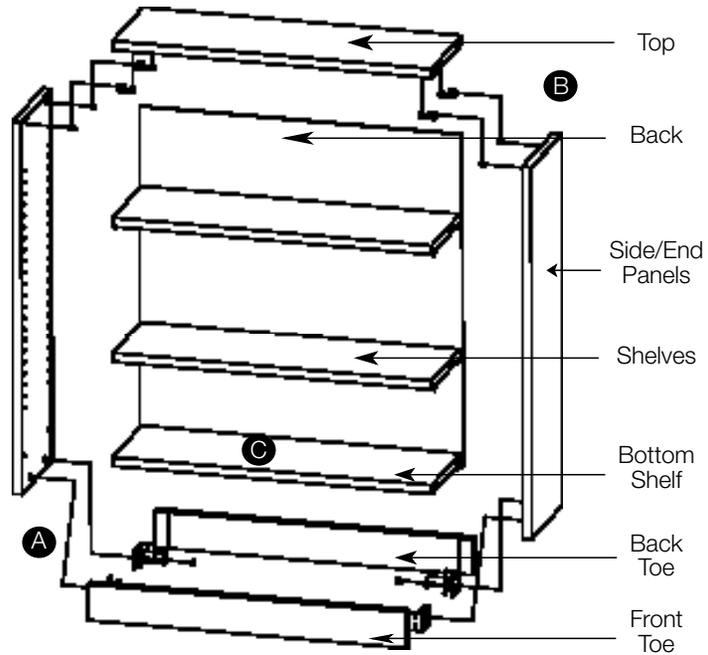
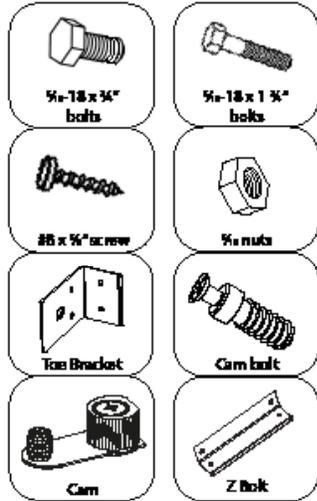
# 11 Series – Benchmark – Single Faced

## Shelving

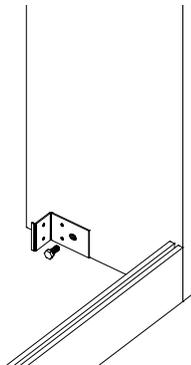
### Tools Required:

- Two 5/16 Wrenches,
- Phillips Screwdriver

### Parts Included:



### ATTENTION: UNITS ARE ASSEMBLED STANDING UP

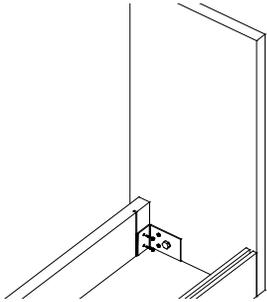


**STEP 1 - Loosely Attach Z Brackets to end panel.**  
Finger tight only for now.



# 11 Series – Benchmark – Single Faced

## Shelving



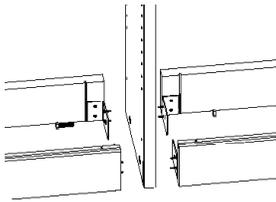
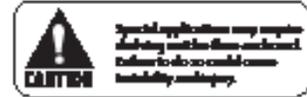
A

### 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. **THEN** bolt toe-brackets to end panel using 5/16-18 x 3/4" bolts. Finger tight for now.

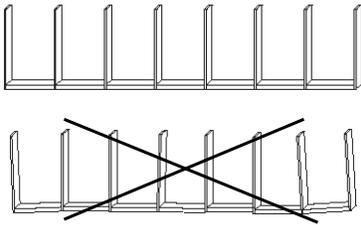
- Position back toe with groove facing up and align with groove in side panel.
- Save second end panel for the end of run- if assembling stand alone unit attach second end panel now.



#### For Adder Units:

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

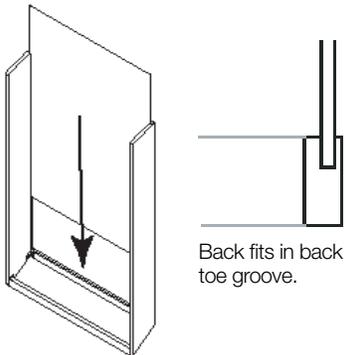
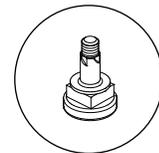
- Grooves on all initial and adder units should be installed toward the bookshelf back.



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. If leveling kits are not ordered, shim if necessary.

#### Leveling Kit



### STEP 3 - Attaching the backs

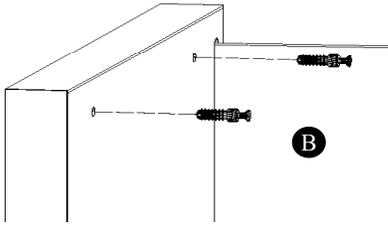
Slip the back into the grooves in the side panels and bottom frame. The side panels will push outward because the bolts on the bottom frame are not tightened.

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.



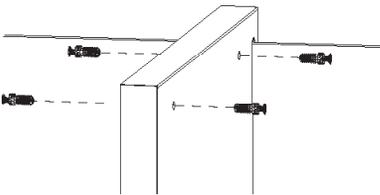
# 11 Series – Benchmark – Single Faced

## Shelving



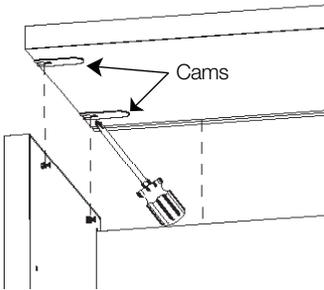
### STEP 4 - Attaching the cams

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!**



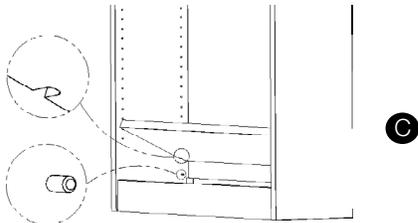
**Do Not Use  
Screw Gun**



**REMEMBER  
STEP 6** →

### STEP 6 - Now tighten all bolts!

Go back and tighten Z Brackets from Step 1 and all bolts from steps 2 & 3.



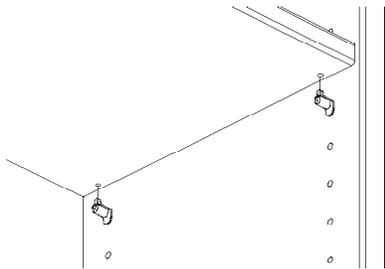
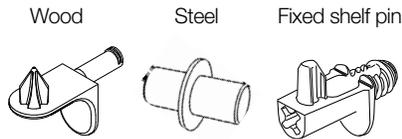
### STEP 7 - Attaching the bottom shelf

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

## Shelving



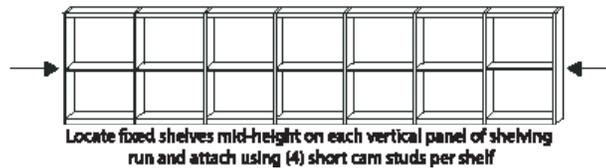
### STEP 8 - Installing shelves

**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).

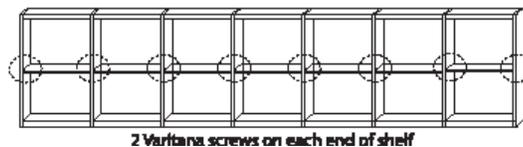
### For fixed wood shelves on units taller than 48":

On shelving units taller than 48" 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.

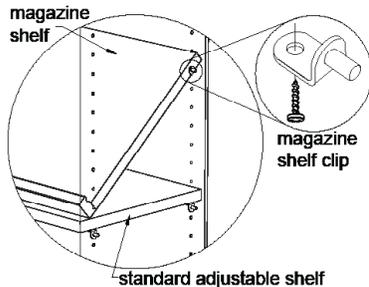


### For fixed STEEL SHELVES on units taller than 48":

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



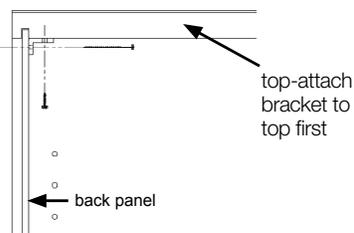
Varianta Screw



### 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.

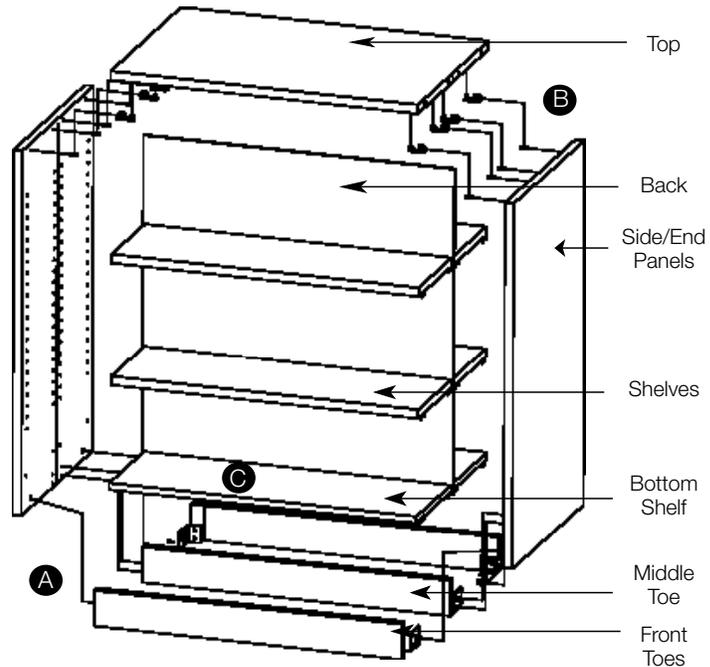
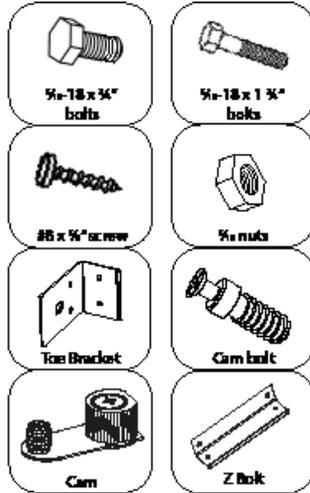
Next, position bracket with the longer tab against the underside of the top of the bookcase and make sure the shorter tab is flat against the back of the bookcase. Screw bracket into top of bookcase first using #8 X 5/8" PH screws, then screw into the wall through the back panel - using the appropriate anchor for the wall type.



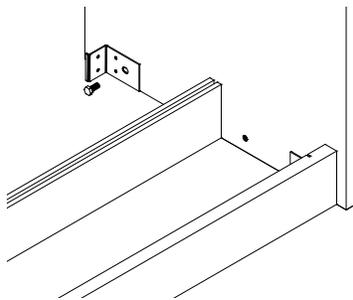
# 11 Series – Benchmark – Double Faced

## Shelving

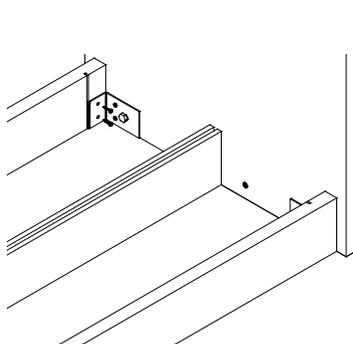
### Parts Included:



### ATTENTION: UNITS ARE ASSEMBLED STANDING UP



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



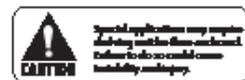
**A**

### STEP 2 - Attaching the toes to the sides

For Initial Bookshelf Unit:

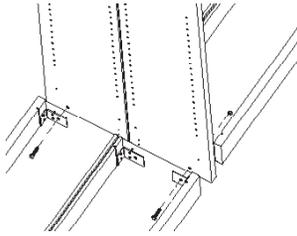
Slide a Z-bracket into the groove on each front toe and one side of the middle toe. Screw into all three toes and end panel using #8 x 5/8" pan head wood screws. **THEN** bolt both front toe Z-brackets to end panel using 5/16-18 x 3/4" bolts. Finger tight for now. The middle toe has no bolt.

- 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

## Shelving



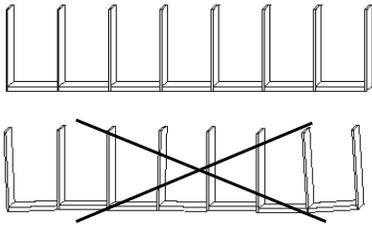
### For Adder Units:

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.

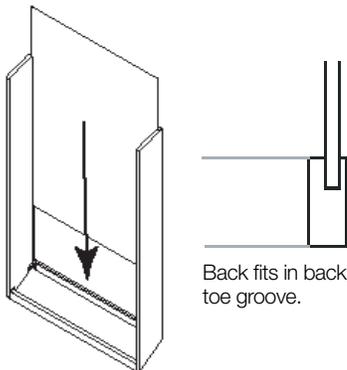
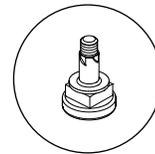
- Position middle toe with groove facing up and align with groove in side panel. Middle toe requires no bolt.

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). If leveling glide kits are not ordered, shim if necessary.



### Leveling Kit

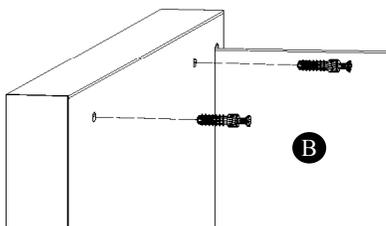


Back fits in back toe groove.

### 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.



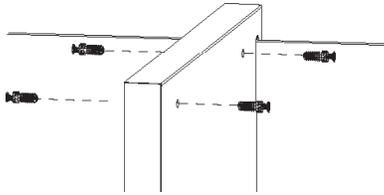
### STEP 4 - Attaching the cams

Screw cam bolts into pre-bored holes in top of side panels.



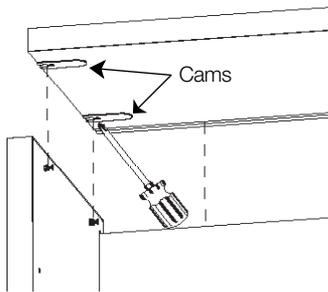
# 11 Series – Benchmark – Double Faced

## Shelving



### 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!**

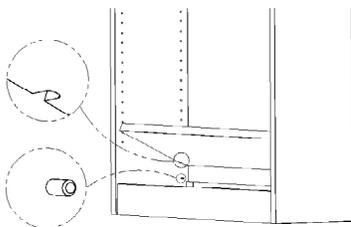


**REMEMBER  
STEP 6**



### STEP 6 - Now tighten all bolts!

Go back and tighten all bolts and Z-Brackets from Steps 1-3.



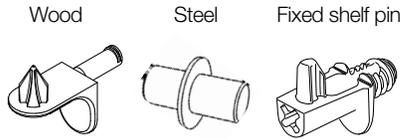
### STEP 7 - Attaching the bottom shelf

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

## Shelving



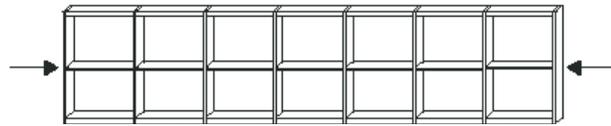
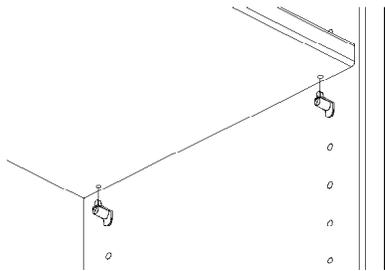
### STEP 8 - Installing shelves

**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 taller than 48":

On shelving units taller than 48" 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.



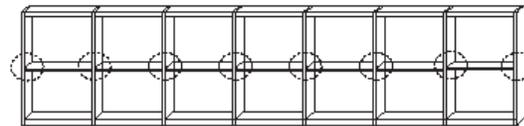
Locate fixed shelves mid-height on each vertical panel of shelving run and attach using (4) short cam studs per shelf

### For fixed STEEL SHELVES on units taller than 48":

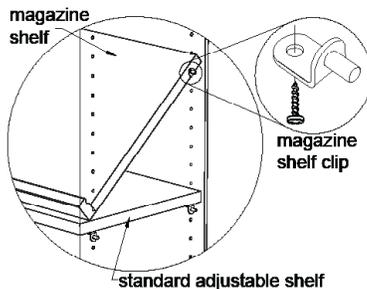
Substitute (4) Varianta screws for standard steel shelf pins on a middle shelf of each bookcase in the run



Varianta Screw



2 Varianta 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.



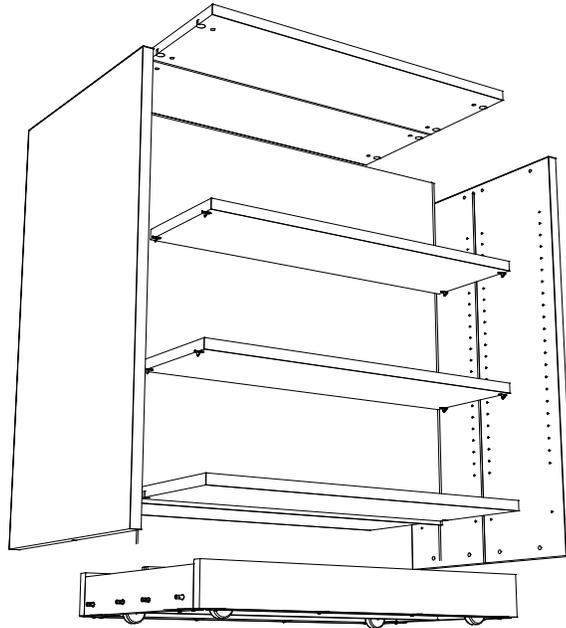
# 11 Series Mobile Shelving

Shelving

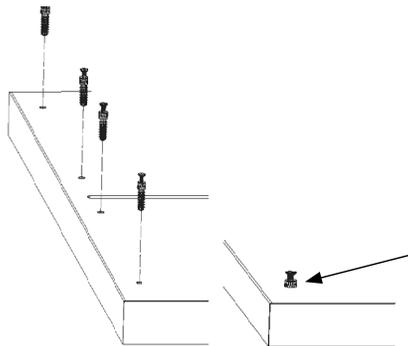
**ATTENTION: UNITS ARE INITIALLY ASSEMBLED LAYING ON SIDE**

**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.

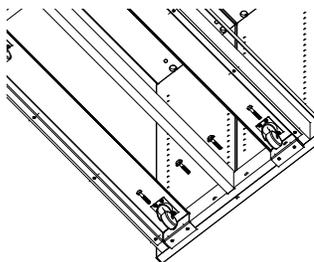


**STEP 1 - Attaching the cams**

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:**

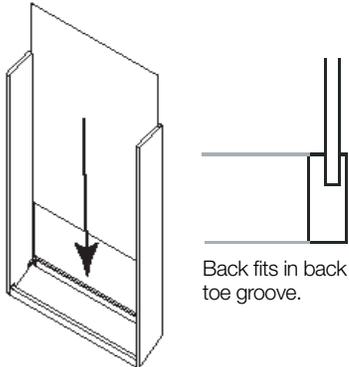
Bolt both caster frame and toe assembly to end panel using 5/16-18 x 1-3/4" bolts (1/2" hex head). **Finger tight for now.**

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



# 11 Series Mobile Shelving

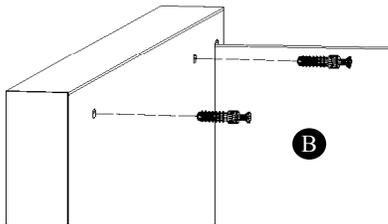
## Shelving



### STEP3 - Attaching the backs

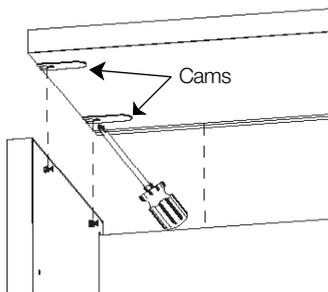
Slip the back into the grooves in the side panels and lower into the groove of the middle toe.

- 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!**



**Do Not Use  
Screw Gun**



**REMEMBER  
STEP 6**

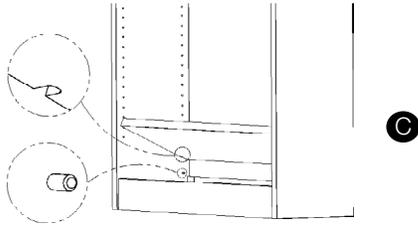


**STEP 6 - TIGHTEN ALL SCREWS AND BOLTS!**



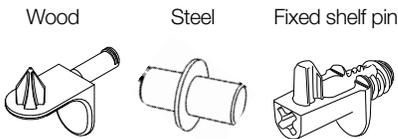
# 11 Series Mobile Shelving

## 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.



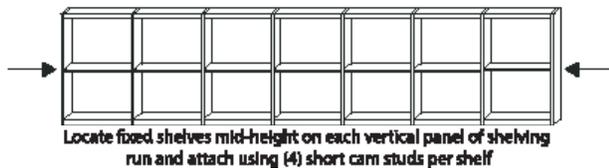
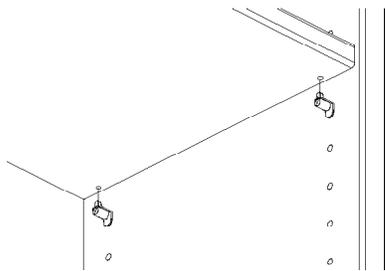
### STEP 8 - Installing shelves

**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 taller than 48":

On shelving units taller than 48" 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.

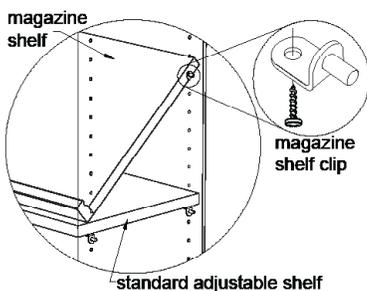
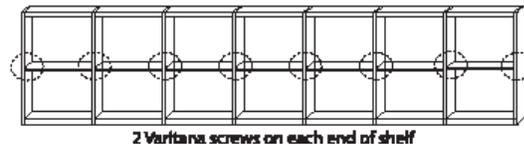


#### For fixed STEEL SHELVES on units taller than 48":

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



Varianta Screw



### 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-shelving-230710

