

# SERIES XXI<sup>®</sup>

FILING & STORAGE



# Lateral & Pedestal Files



Series XXI marries heavy-gauge steel construction with a simple clean design to create files and storage solutions of unsurpassed quality and function for the modern office. With lateral files, vertical files, pedestals, kiosks, bookcases, and design-your-own systems all included in the family, you are sure to find a perfect fit for your needs.

The workhorse of the filing storage team, Series XXI's lateral files can hold all the most commonly used media. Preconfigured files contain 2-6 drawers in 30", 36", or 42" widths. Standard drawer height is 12", but 10½" drawers are also available. Drawers can accept legal, letter, and metric-size hanging folders. The 18- to 20-gauge cold-rolled steel construction ensures their long life; counterbalance weights and interlock mechanisms ensure their safe use.

Pedestals are the go-anywhere, hold-a-little-of-everything discrete storage solution for users. Select from freestanding, worksurface-supporting, and mobile models. Standard peds fit under 20", 24", or 30" deep worksurfaces. Configurations contain combinations of 3" (pencil), 6" (box), and 12" (file) drawer heights to accommodate media, office supplies, and personal items.

The pedestal's welded box frame construction provides a sturdy mount for drawers. Drawers open and close smoothly using heavy-duty ball-bearing suspensions. Like lateral files, locking drawers are standard and are available with a key-alike option.



**Roll-Out Shelves** - give users easy access to contents of upper "drawers" in 5- & 6-drawer lateral files.



**Glide Adjustment** - can be made from inside with a ¼" socket wrench to precisely level cabinets.



**Interlock Mechanism** - prevents more than one lateral file drawer from opening at a time for enhanced safety.



**Pencil Tray** - stores and organizes small, frequently used office supplies in pedestal drawers.



**Dividers** - support the back of side-by-side hanging files to keep them all in place when pedestal drawers are opened.



**Receding Door Mechanism** uses nylon glides to prevent metal-to-metal contact, allowing smooth motion.



Banks of Series XXI vertical files provide maximum storage density for documents. Available in letter and legal widths (15" and 18"), the cabinets come in 2-, 3-, 4-, and 5-drawer configurations. Drawers can be specified with folder bars for hanging-file storage or compressor followers for traditional tab folder storage. Vertical files also feature adjustable glides for stability, an interlock mechanism for safety, and locks for security.

As durable as they are functional, vertical files are constructed of heavy-gauge steel with a welded internal box frame. Additional strength is provided by top and bottom bracing and a hidden brace welded inside the front of the 5-drawer unit.

Series XXI kiosks provide users with an all-in-one personal storage tower. They combine a wardrobe and 3-drawer lateral file with an open bookcase or storage cabinet to make a place for coats, documents, reference materials, personal items, and mementos. Kiosks are available in 24" depths and right or left configurations—referring to the wardrobe location. Bookcase-top kiosks include the open bookcase storage unit, while cupboard-top kiosks include the enclosed storage cabinet.

Versatility is baked in to Series XXI storage cabinets. They are available in 18" depths, 30", 36", and 42" widths and an array of heights to match the exterior dimensions of Series XXI lateral files for a uniform look. Every storage cabinet contains 2 full-height locking doors and interior shelves that can be adjusted in 1" increments. This gives them the flexibility to store oversized materials and media neatly and securely.



**Folder Bars** - create hanging-file storage in lateral and vertical file drawers.



**Legal Size** - 18"-wide vertical file cabinets accommodate 8½" x 14" documents.

### Vertical Files & Kiosks



**Glide Adjustment** - from inside the cabinet makes installation even easier.



**Compressor Followers** - are adjusted by pulling up and moving them forward or back in 1" increments.



**Add-On Wardrobe** - is 9" wide, 18" deep and just over 65 1/4" high to match a 5-drawer Series XXI lateral file.



**Kiosk Options** - include an enclosed storage cabinet (cupboard-top) or open shelf component (bookcase-top).

# Bookcases & Design Your Own Solutions



Series XXI bookcases are at home in any office setting. In addition to being front and center in bookcase-top kiosks, their versatility makes them the go-to solution for storing frequently used reference materials from books to binders. They are available in 12" and 15" depths and 30" and 36" widths to fit a variety of locations. You can specify bookcases with 2, 3, 4, or 5 levels of storage to suit your needs as well as your reach

When housing a personal collection, bookcases are also the perfect place to display photos and mementos without taking up real estate on the worksurface. Their shelves adjust in 1" increments to accommodate a range of contents, and you can even make them do double duty by specifying them with a laminate top to match your worksurface and using them as a place for your printer or other equipment.

If you still haven't found the storage solution that's right for you, you can create it with the Series XXI design-your-own (DYO) system. Anything goes when it comes to DYO. The basic shells in the system are based on our lateral files and share their construction, and depth and width options, but DYO solutions are available in 40 heights from just under 18" to just over 77½".

Bookcase, cupboard, and lateral drawer inserts can be combined in the DYO system to give you the precise solution you need. Drawers are available in 3" to 15" heights. Accessories include: posting shelves for note-taking; locking tie bars for additional security; roll-out shelves and receding doors for accessibility; and binder hanging bars, compressor followers, shelf dividers, reel inserts, and coat rods to accommodate any kind of contents.

Whichever Series XXI solution you choose, one thing is certain—organization has never looked so good.



**Book End Supports** - can be set anywhere along the width of a bookcase shelf.



**Book Shelf Adjustment** - in 1" height increments to accommodate a variety of materials.



**Posting Shelf** - extends from a 1½" opening in a lateral file, for impromptu note taking.



**3" Drawers** - are perfect for map or large paper storage in design-your-own systems.



# SERIES XXI<sup>®</sup>

FILING & STORAGE