

# SERIES XXI<sup>®</sup>

FILING & STORAGE



# LATERAL FILES



Combining simple, clean design with maximum quality and function, Series XXI filing and storage products are the right choice for the modern office. Selecting from Series XXI lateral files, pedestals, vertical files, kiosks, bookcases, and design-your-own filing systems makes perfect sense.

Featuring ample storage space, Series XXI's lateral files can hold most types of media. Sturdy construction ensures the long life of the product. Choose between preconfigured lateral files and files with 1-1/2" upright spacing for non-standard filing requirements. Drawer configurations include a range of interior options from traditional hanging files to storage for EDP requirements. Notched, heavy-gauge drawer sides can accept legal, letter, and metric-size hanging folders.



**Roll-Out Shelves** -  
Allows for easy access to internal contents.



**Glide Adjustment** - Use a 1/4" socket wrench to adjust glides from inside. The glides allow adjusting from inside or outside and allow accurate leveling of the cabinet.



**Interlock Mechanism** - The patented interlock mechanism promotes safety by preventing more than one drawer from opening at a time.



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



Series XXI pedestals are the solution to any office storage need and complement other files and office furnishings. Select from freestanding, worksurface supporting, and mobile models.

Series XXI pedestals are versatile and strong. Standard models fit under 20", 24", or 30" deep work-surfaces. Drawers are available in 3", 6" and 12" heights, accommodating most office supplies or computer printouts. Pedestals are made of 18- to 22-gauge cold-rolled steel.

The pedestals feature a welded box frame construction that provides a sturdy mount for drawers. Drawers open and close smoothly using heavy-duty, ball-bearing suspensions.

Random key-alike combination locks provide security for the end user. On-site custom keying is made possible with easily removed lock cores.



**Ped Cushion** - A cushioned pedestal top converts some heights of a standard mobile pedestal to a cushioned office side chair.

### PEDESTAL FILES



**Pencil Tray** - An optional pencil tray stores and organizes pens, pencils, paper clips and other office supplies.



**Dividers** - Provide back support for side-to-side hanging files. Pedestals feature heavy-duty, ball-bearing slide arm suspensions, allowing for smooth, yet durable operation.

# VERTICAL FILES



The simple design of Series XXI vertical files along with its perimeter cabinet dimensions echo that of the other Series XXI offerings.

The Series XXI vertical files feature: adjustable glides, safety interlock, and removable lock. The cabinets are available in letter and legal (15" and 18") widths; in two, three, four, and five drawer configurations. Drawers can be configured with folder bars for hanging file storage or compressor followers for traditional tab folder storage (or a combination of both).

As strong as it is versatile, the Series XXI vertical file is constructed of heavy-gauge steel and a welded internal box frame. Additional strength is provided by heavy top and bottom bracing and a hidden brace welded to the front of the five drawer unit.



**Legal Size -**  
Legal-sized vertical file cabinets are 18" wide.



**Glide Adjustment -**  
Glides that adjust from inside the cabinet make installation even easier.



**Compressor Followers -**  
User-friendly compressor followers adjust by pulling up and moving forward or backward in 1" increments.



**Folder Bars -**  
Hanging file storage is easily managed with field-installable folder bars.

Series XXI kiosks provide alternatives to ordinary filing systems. The kiosks were designed to provide multiple storage options in one comprehensive system: wardrobes to hold a coat or change of clothes; drawers for filing needs; open shelves to display items, or a closed cupboard for additional storage. Both the kiosk with open bookshelf and kiosk with hinged doors are constructed of 18- to 22- gauge steel. Kiosk units are available in 24" depths.

Series XXI bookcases are at home in any office setting. Their versatility is readily apparent in their available depths, widths, and heights, as well as in their adjustable shelves. The bookcases coordinate well with the lateral file line and come in both standard and accent finishes. Bookcases are available in 12" and 15" depths.

Versatility is also a feature of Series XXI storage cabinets. The cabinets accommodate shelf, wardrobe, and media storage requirements. Lateral files can be linked with cabinets to combine filing and storage functions. Cabinets can be configured as half lateral file and half storage cabinet, adding to their adaptability. Storage units are available in 18" depths to match Series XXI lateral files.

With so many options and a sharp image, Series XXI filing and storage products are clearly the right choice for today's office.



**Add-On Wardrobe -**  
The steel kiosk add-on wardrobe is 9" wide, 18" deep and 65-9/32" high to match a five-high Series XXI lateral file.



**Kiosk Options -**  
Shelving options include the kiosk with hinged doors and the kiosk with open book shelf.





### KIOSKS AND STORAGE UNITS



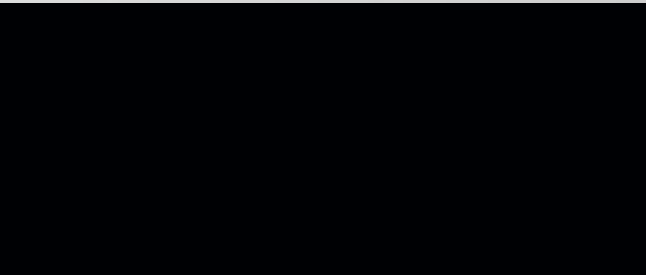
**Book Shelf Adjustment -**  
Shelves adjust in 1" increments allowing the user to adjust for specific needs.



**Book End Supports -**  
Supports move across the width of the shelf, accommodating the user's needs accordingly.

# DESIGN-YOUR-OWN FILING SOLUTIONS





Specify your own personal storage and filing configurations with the Series XXI design-your-own filing. Anything goes with the design-your-own system. Basic shells are available in 40 heights from 17-13/16" to 77-17/32". Drawers are available in 3" to 15" heights. Accessories include: posting shelves, locking tie bars, rollout shelves, receding doors, binder hanging bars, shelf dividers, reel inserts, compressor followers, and coat rods. The design-your-own filing system fits the user's specific and unique needs.

Quality Series XXI features are included in the design-your-own files—patented interlocks, single-bit locks, counterbalance weights, heavy-duty suspensions, internal bracing, and top and bottom reinforcements.



### **3" Drawers -**

Can be configured in the design-your-own system. Perfect for map/large paper storage.



**Posting Shelf** - Conveniently extends from the 1-1/2" opening of a lateral file, making note-taking possible at a moment's notice.



### **Media Drawer -**

Users can configure 6" drawer interiors to hold cds, dvds, jump drives, stationery and much more.

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## FABRICS AND FINISHES

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