

Assembly Instructions

MyPlace™ Curved Shelving

June 2023

MyPlace Curved Shelving Overview

Important: The assistance of a second person is required to assemble MyPlace curved shelving.

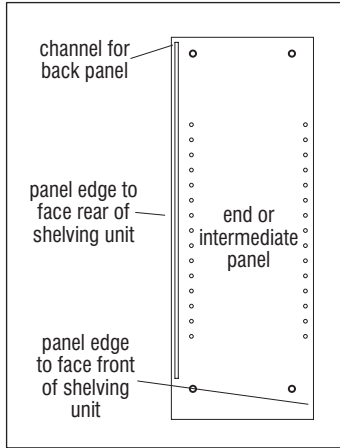
Note: The assembly of the curved shelving should be performed at the final location where the shelving will be used. Carefully unpack and place components on a soft, protective surface.

End Panels Installation

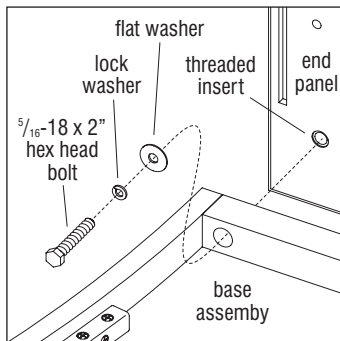
1. If the shelving unit being assembled is a stand-alone unit, carefully place the base assembly in the desired installation location (Figure 1). If the shelving unit being assembled contains a starter and adder, arrange all the base assemblies to the approximate final installation location, leaving a gap in between the base assemblies for a shared intermediate panel (Figure 2).

Note: The end and intermediate panels must be installed in a specific orientation, with the channel for the back panel to be oriented to face inside the shelf unit and at the rear of the shelf. Also, the channel must end closer to the top of the panel at the top, to have a larger gap below it at the bottom of the panel (Figures 1 & 2). If end, or intermediate panels are not installed in the correct orientation, the panels will not fit the base assembly correctly and disassembly and re-assembly will be required (Figures 1 & 2 & Detail A).

2. First orient end panels as noted above, then align the threaded inserts on the bottom of the end panel to the mounting holes on the designated side of the base assembly, based on your configuration. Place a lock washer and flat washer on each of the two $\frac{5}{16}$ -18 x 2" hex head bolts. Using a bolt in each base assembly mounting hole location, secure the end panel to the base assembly. If the unit being assembled is a stand-alone unit, repeat this process to install the second end panel, then proceed to "Base Shelf Installation" instructions on page 3. If the unit being assembled is a starter and adder configuration, repeat this process to install the second end panel to the designated side of the second base assembly (Figures 1 & 2 & Detail B).



Detail A



Detail B - End Panel

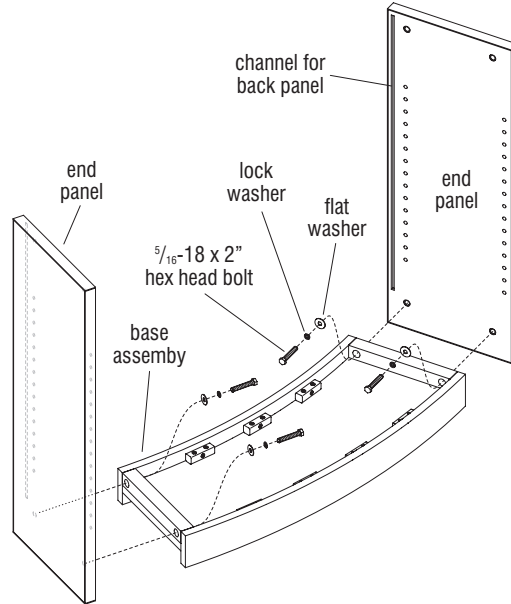


Figure 1 - Stand-Alone Curved Shelving

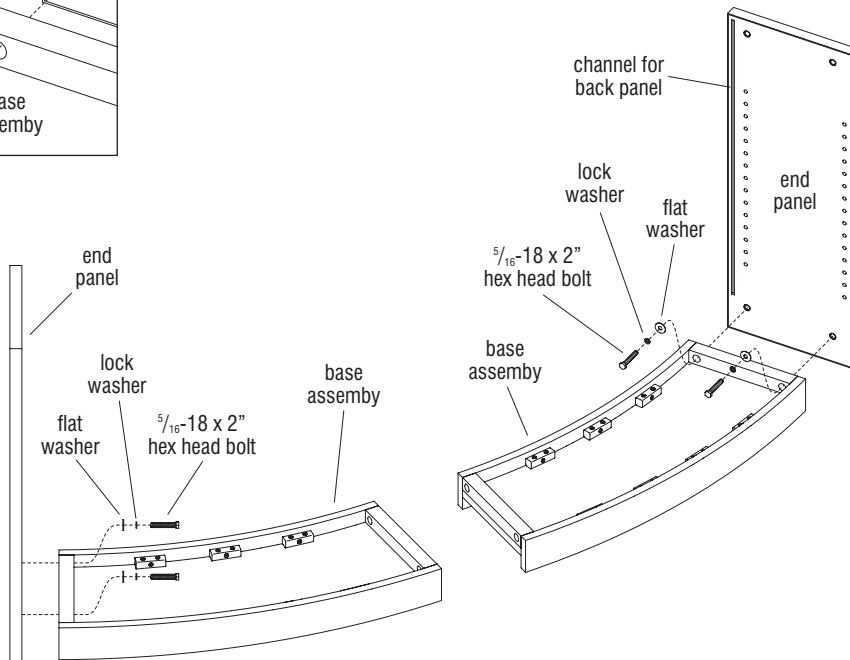


Figure 2 - Starter & Adder Curved Shelving



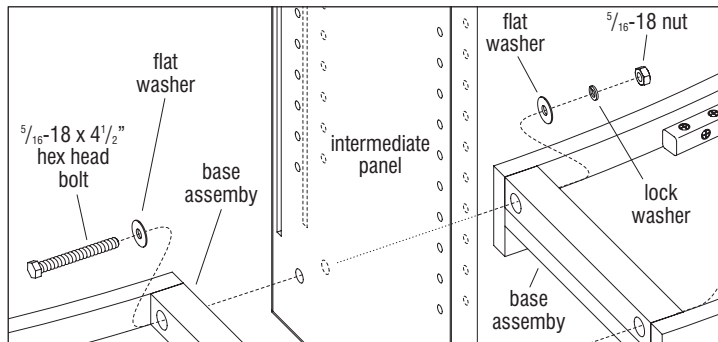
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.



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Intermediate Panel Installation

3. If the shelving being assembled contains an adder shelving unit, place a properly positioned intermediate panel in between two base assemblies, aligning the mounting holes on the panel with both bases. Place a flat washer on each of the two $\frac{5}{16}$ -18 x $4\frac{1}{2}$ " hex head bolts, and insert a bolt into each base assembly mounting hole location to be connected. At the threaded end of each bolt, add a flat washer and a lock washer, then twist a $\frac{5}{16}$ -18 nut on until snug. Hold the hex head bolt in place using a $\frac{7}{16}$ " wrench while tightening the nut using a $\frac{7}{16}$ " wrench. Only tighten the nut until the flat washer begins to press into the base assembly (Figure 3 & Detail C).



Detail C - Intermediate Panel

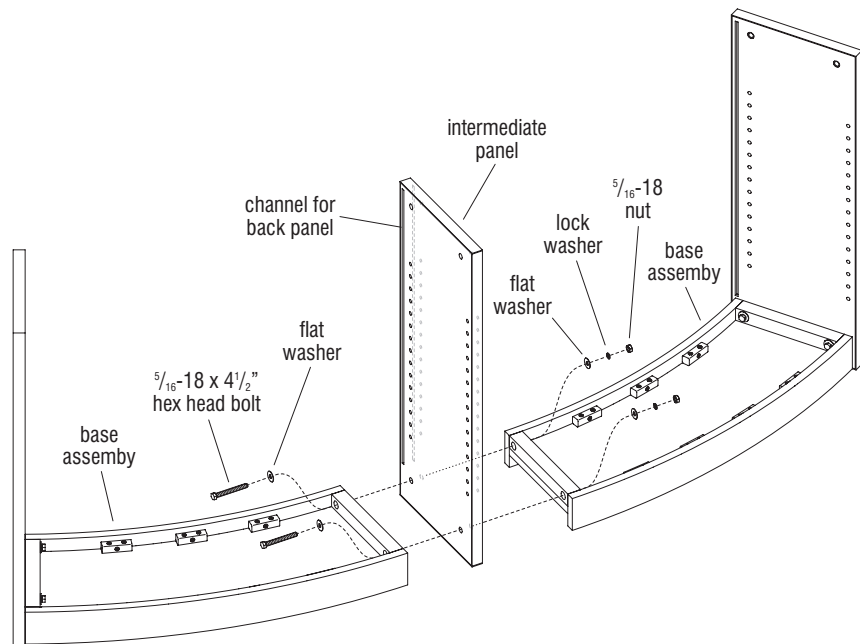
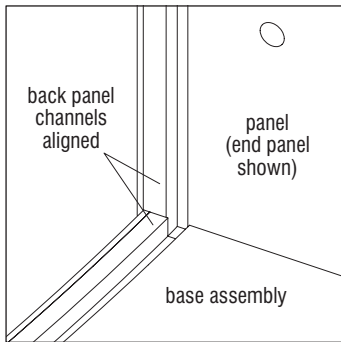


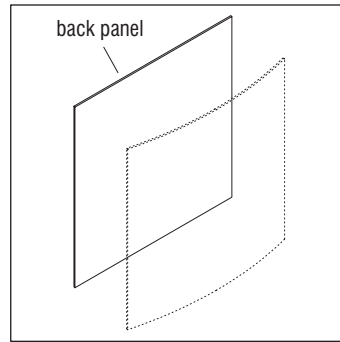
Figure 3 - Adder Curved Shelving



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Detail D



Detail E

Base Shelf Installation

Note: Although the figures on this page and for the rest of this instructions illustrate the assembly of a MyPlace shelving with a starter and adder unit, the instructions apply to stand-alone units as well. Your configuration may vary.

- Place the base shelf onto the base assembly, in between two end or between an end and intermediate panel. Adjust the base shelf so the channel for back panel on the base shelf aligns with the channels on the end or intermediate panels. Repeat this process to install any additional base shelves (Figure 4 & Detail D).

Back Panel Installation

- With the assistance of a second person, have each person take hold of one side of the back panel and slightly curve the panel to roughly match the curve of the channel on top of the base shelf (Detail E).

- Lift the back panel above the two end, or end and intermediate panels which the back panel will install between. Slightly spread the end or intermediate panels away from each other at the top, to allow enough space to lower the bottom of the back panel into the channels on each side of the end and intermediate panels. Slide the back panel evenly down the channel to avoid the panel binding on one, or both sides causing it to get jammed (Figure 4).

- Once the back panel has been lowered on top of the base shelf, gently push on the back of the back panel to make it bend to fit into the channel on the base shelf. Push the top of the back panel down firmly to ensure the back panel is seated in the channel of the bottom shelf. If the back panel is not fully seated, the top shelf cannot be installed properly (Figure 5).

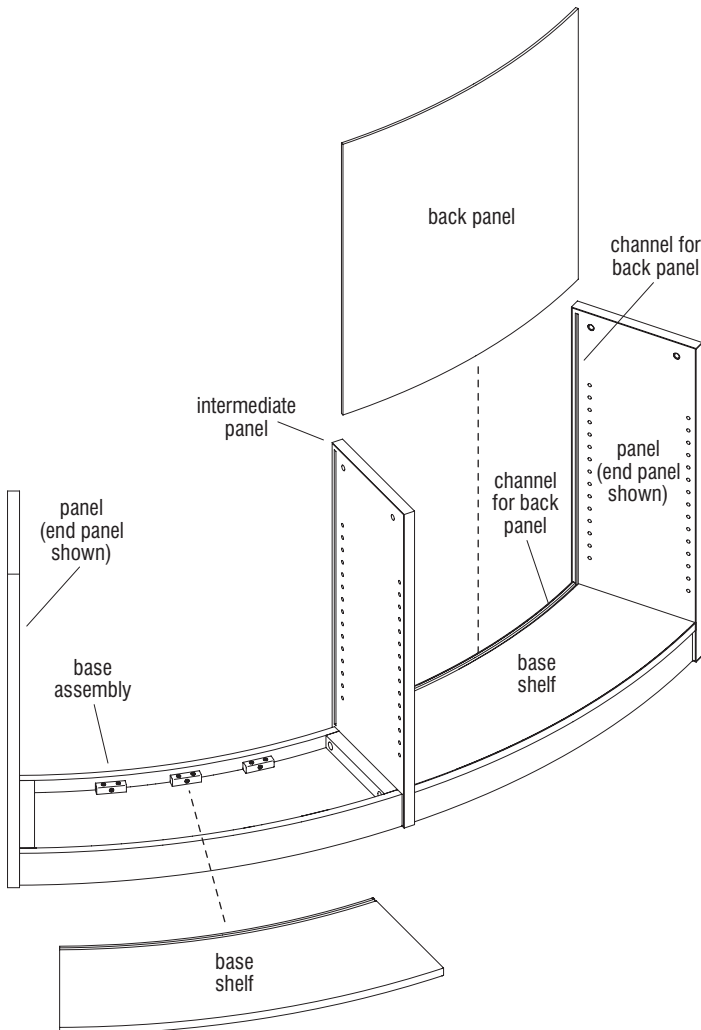


Figure 4

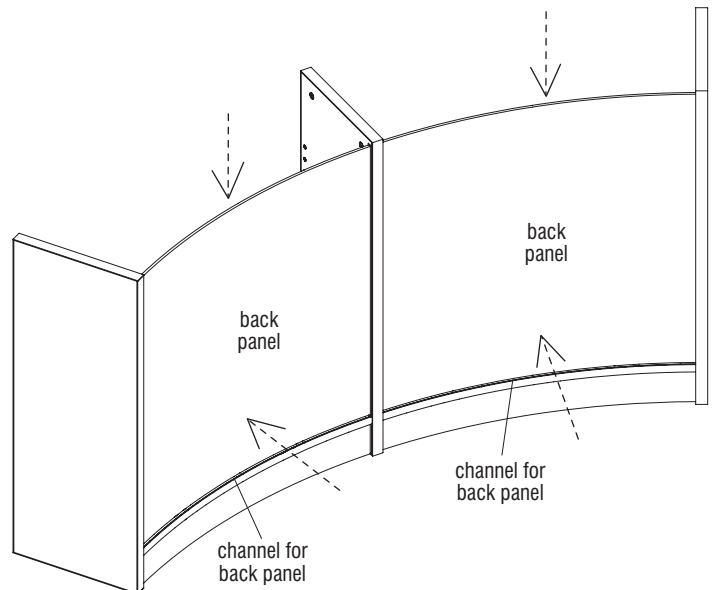


Figure 5



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Top Shelf Installation

8. First locate the $\frac{5}{16}$ -18 x 2" and the $\frac{5}{16}$ -18 x 4 $\frac{1}{2}$ " hex head top shelf mounting bolts. Add a locking and flat washer to each 2" long bolt and a flat washer to each 4 $\frac{1}{2}$ " long bolt. The 2" long bolts are to be used for top shelf to end panels. The 4 $\frac{1}{2}$ " bolts are used for attaching a top shelf through an intermediate panel, and through another top shelf.
9. With the assistance of a second person, have one person lower a top shelf assembly down on top of the back panel, in between the top of both end and intermediate panels, and hold in position. The second person is to take a $\frac{5}{16}$ -18 x 2" hex head bolt with locking and flat washers and press it through the mounting holes at the inside, front of the top shelf, then twist it into the end panel at the top. Then take in hand a $\frac{5}{16}$ -18 x 4 $\frac{1}{2}$ " hex head bolt with flat washer and press it through the mounting holes at the front inside, of the top shelf, then through the intermediate panel at the top. Repeat the process above to set in place and loosely secure the second top shelf assembly using a $\frac{5}{16}$ -18 x 2" hex head bolt with locking and flat washers at the end panel side, then completely press through the $\frac{5}{16}$ -18 x 4 $\frac{1}{2}$ " hex head bolt with flat washer through the top shelf mounting hole to hold the second top shelf loosely at the intermediate panel (Figures 6 & 7, Details F & G).
10. With the assistance of a second person, push and work the top of each back panel into the channel at the underside of each top shelf assembly in place. Each top shelf will drop slightly when the back panel is fully seated in the channel of the top shelf assembly (Figure 6).
11. Have one person hold each top shelf assembly down in place at the rear and press in the appropriate 2" and 4 $\frac{1}{2}$ " bolts with washers into place at the mounting holes at the rear mounting locations. At the threaded end of each $\frac{5}{16}$ -18 x 4 $\frac{1}{2}$ "

hex head bolt, add a flat and locking washer, then twist a $\frac{5}{16}$ -18 nut on until snug. Hold the bolt head in place using a $\frac{7}{16}$ " wrench while tightening the hex nut using a $\frac{7}{16}$ " wrench. Only twist the nut until

the flat washer begins to press into the top shelf assembly. Tighten all remaining nuts and bolts securing the top shelf assembly to the end or intermediate panels (Figure 7 & Details H & I).

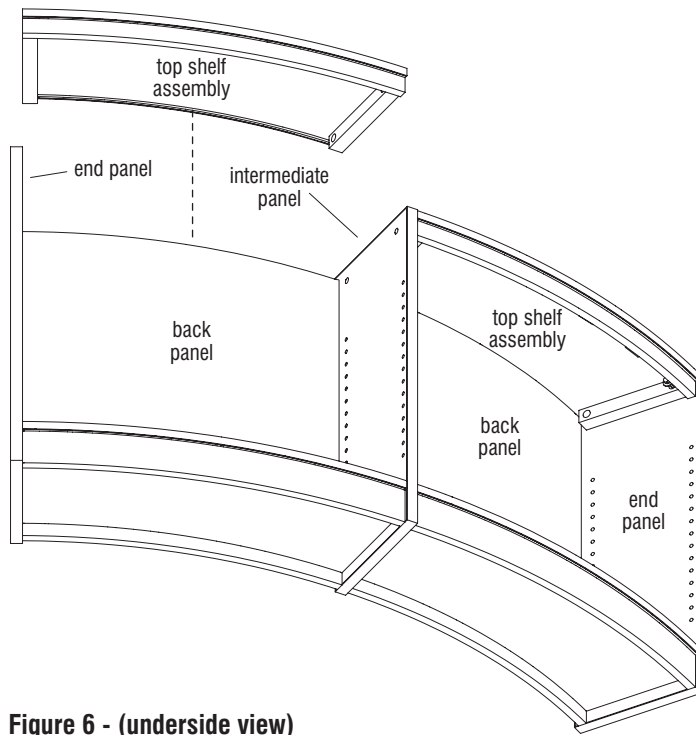


Figure 6 - (underside view)

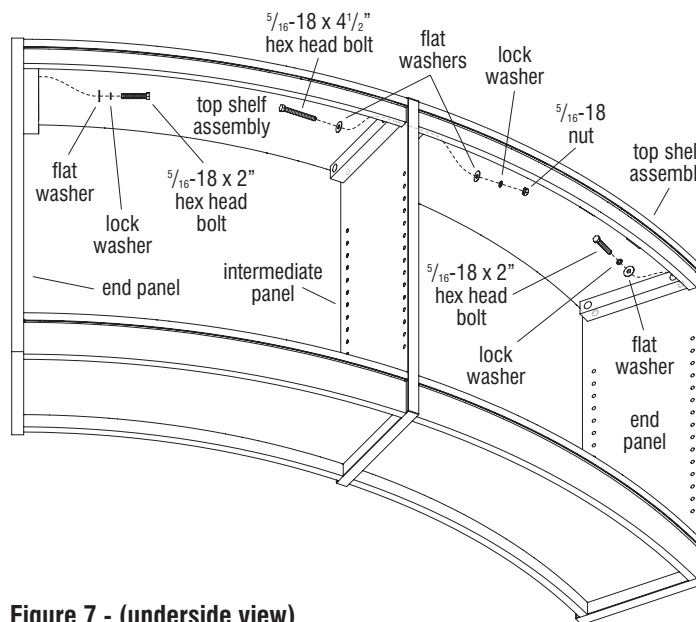
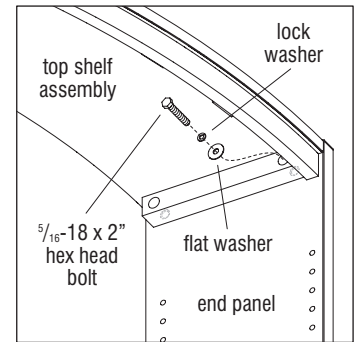
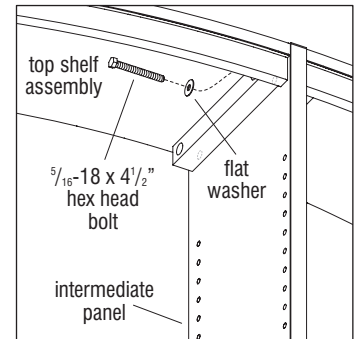


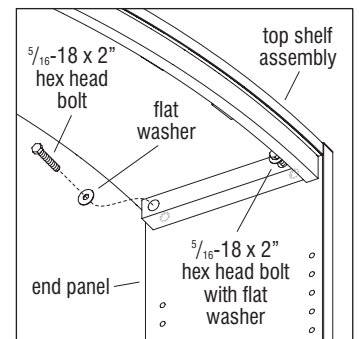
Figure 7 - (underside view)



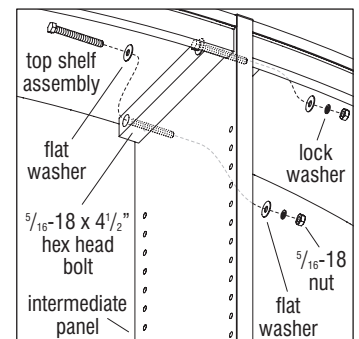
Detail F - (underside view)



Detail G - (underside view)



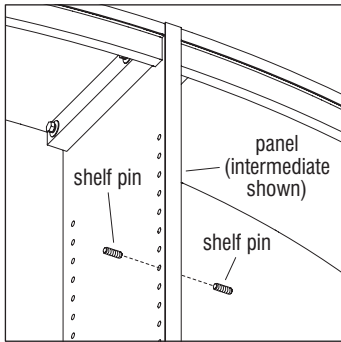
Detail H - (underside view)



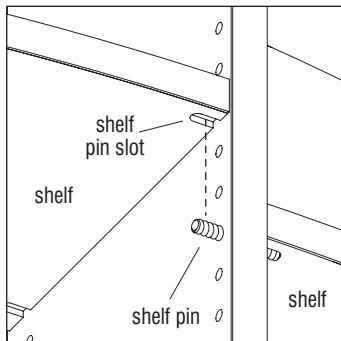
Detail I - (underside view)



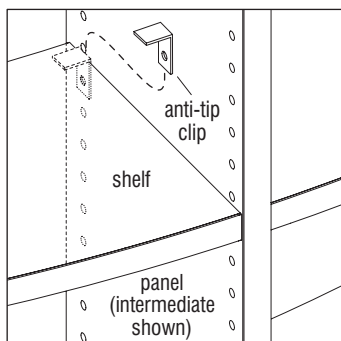
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Detail J - (underside view)



Detail K - (underside view)



Detail L

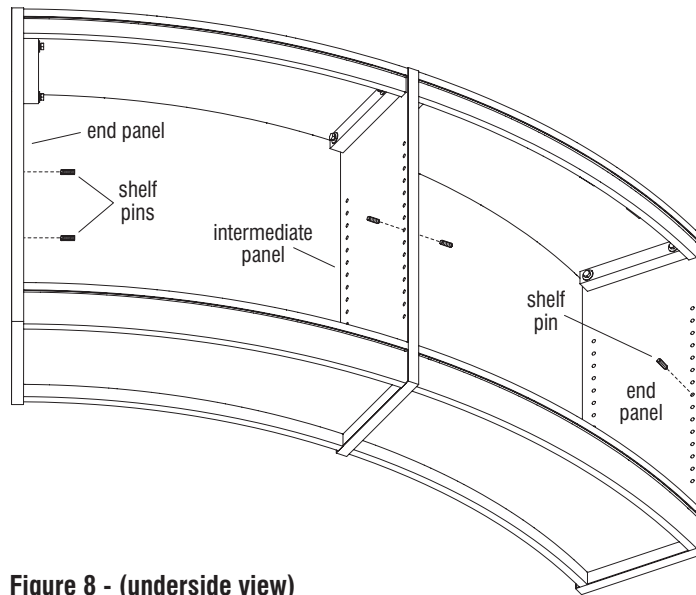


Figure 8 - (underside view)

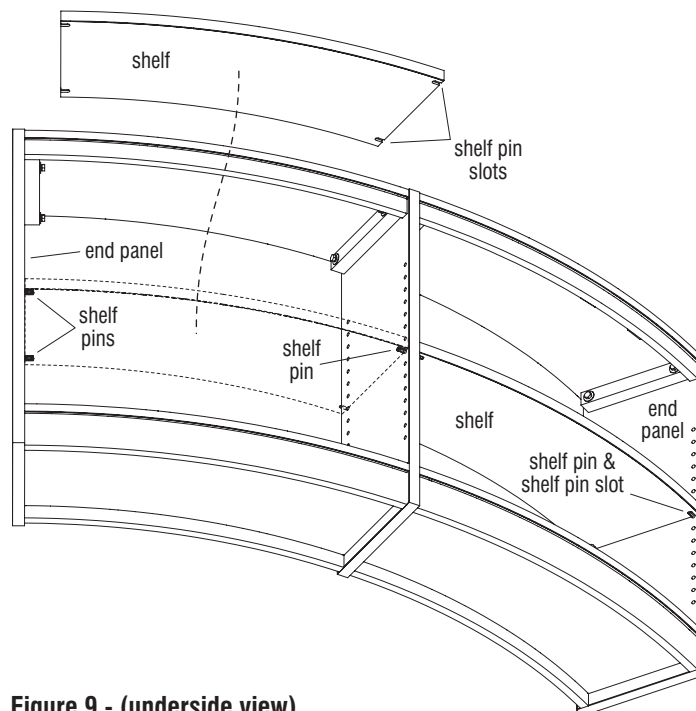


Figure 9 - (underside view)

Shelf Installation

Note: When inserting the shelf pins into the mounting holes on the end and intermediate panels, only insert two pins at the front and one in the back. The forth pin will be utilized when securing the shelf and anti-tip clip at a later step.

12. Determine the desired height of the internal shelf. Insert three shelf pins, in the mounting hole locations on the end and intermediate panels at the desired shelf height (Figure 8 & Detail J).
13. Align the shelf pin slots at the underside of the shelf with the shelf pins installed in the end and intermediate panels, then place the shelf on top of the three pins (Figure 9 & Detail K).
14. Insert the mounting hole end of the anti-tip clip down the side of the shelf that did not receive a back shelf pin. Align the mounting hole of the clip with the panel mounting hole (Detail L).

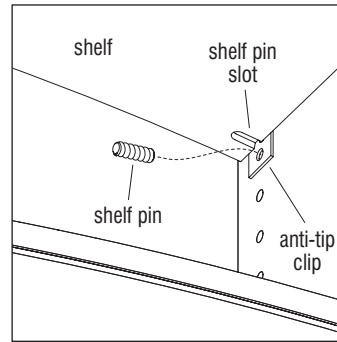


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Shelf Installation (cont.)

Note: The shelf pin slot prevents the final shelf pin from simply being inserted into the anti-tip clip and panel mounting hole. In order to gain clearance to insert the shelf pin, the opposite side of the shelf must be lifted up to angle the shelf pin slot, allowing the pin to be inserted without interference (Figure 10 & Detail M).

15. With the assistance of a second person, have one person lift the end of the shelf up without the anti-tip clip, while the second person inserts the shelf pin into the anti-tip clip and panel mounting hole. Once the pin is installed, the second person can lower the shelf to rest on top of the shelf pins (Figure 10 & Detail M).



Detail M - (underside view)

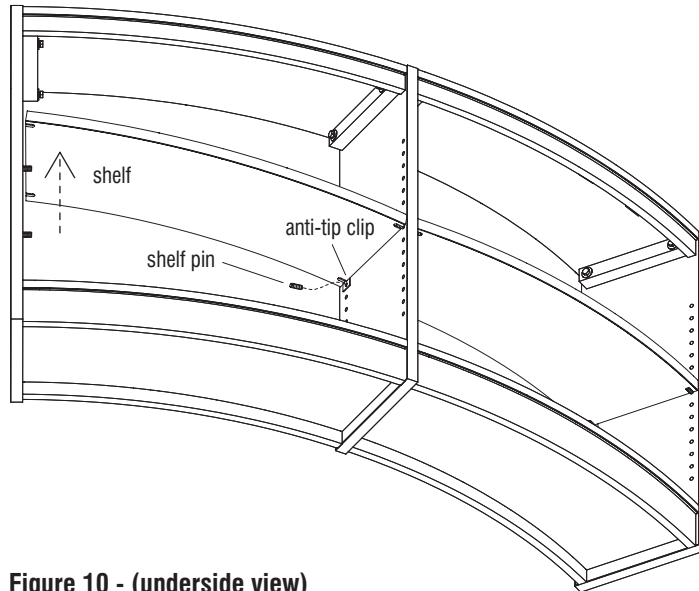


Figure 10 - (underside view)

■ **MyPlace™ Curved Shelving**
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