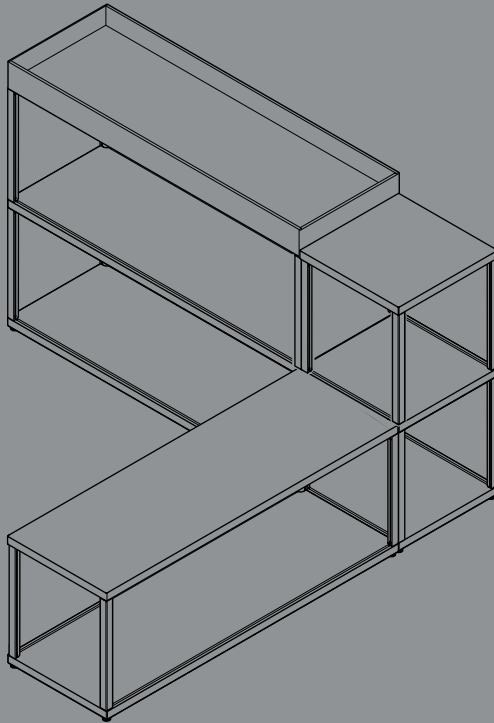


– INSTRUCTION MANUAL –

NEW ORDER

SHELVING SYSTEM



DESIGN BY STEFAN DIEZ

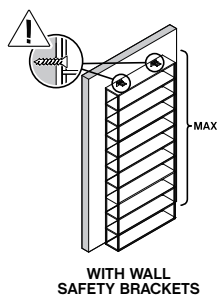
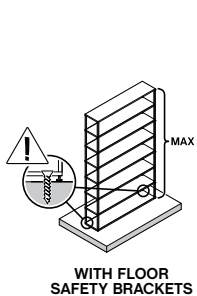
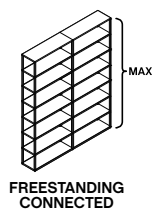
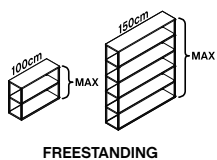
HAY

- TABLE OF CONTENTS -

SAFETY INSTRUCTIONS	4
INSTRUCTIONS SHELVING SYSTEM	5-13
INSTRUCTIONS WALL SAFETY BRACKET	14-18
INSTRUCTIONS FLOOR SAFETY BRACKET	19-22
INSTRUCTIONS WALL BRACKET SHELF / TRAY	23-26
GUIDELINE WALL MOUNTING	27
ACCESSORIES	
INSTRUCTIONS WHEELS	28-30
INSTRUCTIONS BENCHTOP	31-33
INSTRUCTIONS BOOK DIVIDER	34-35
CARE AND MAINTENANCE	36



MAX BUILDING HEIGHT



ALWAYS USE SAFETY BRACKETS IN THE FOLLOWING CASES



Public places



Trains, ships etc.

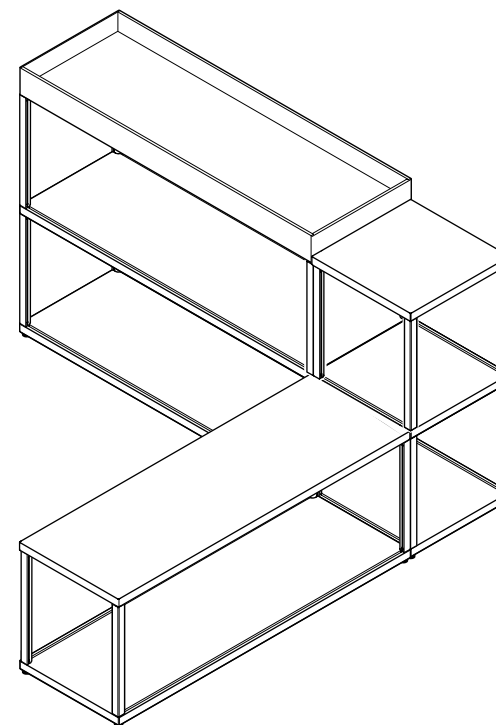


Airports, lobbies,
medical centres etc.

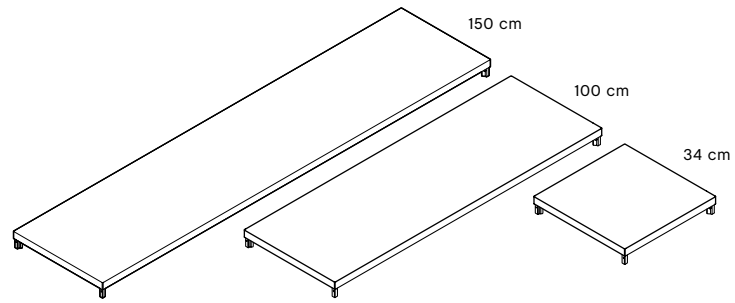


Environments
with children

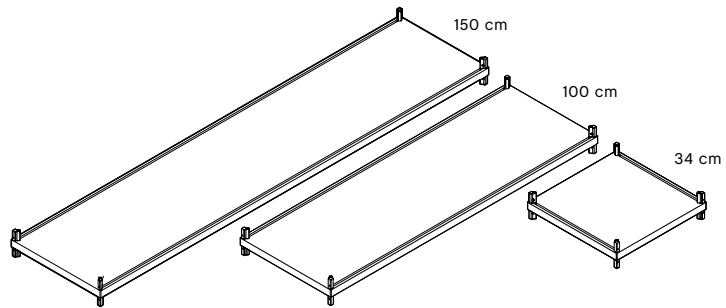
SHELVING SYSTEM



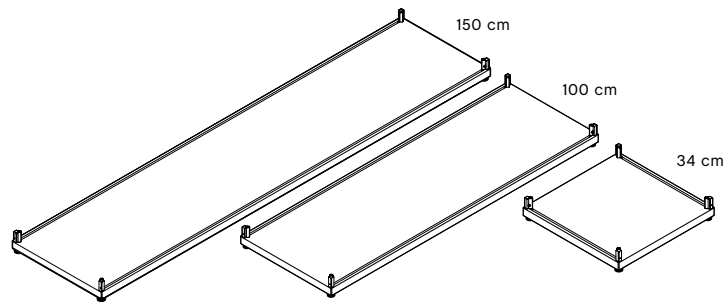
- PARTS -



A Top shelves

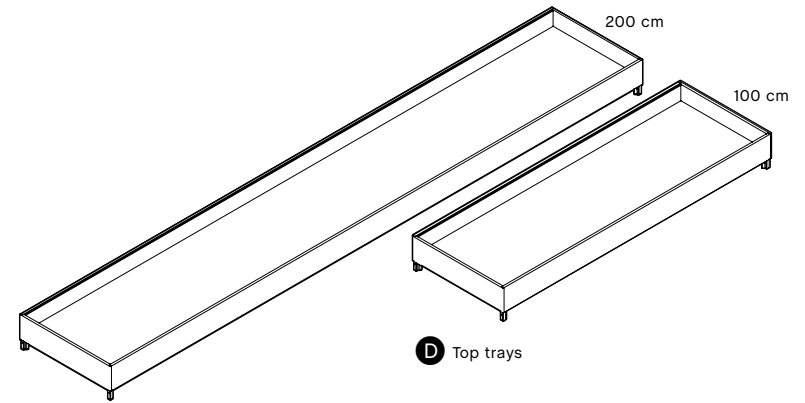


B Middle shelves

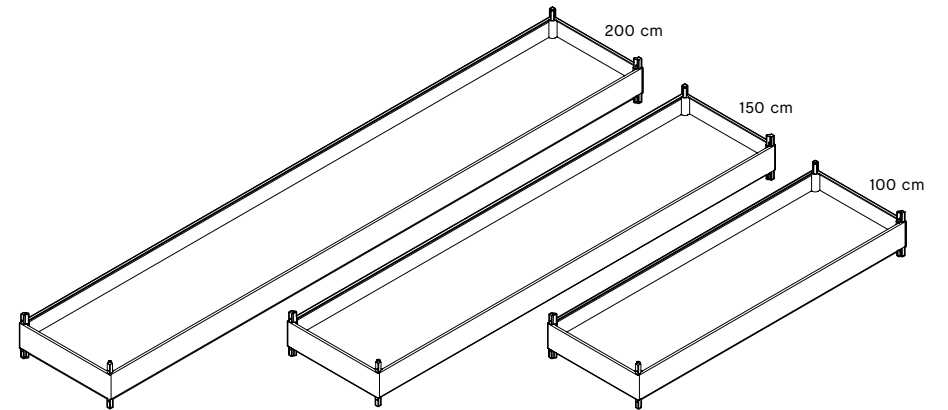


C Bottom shelves

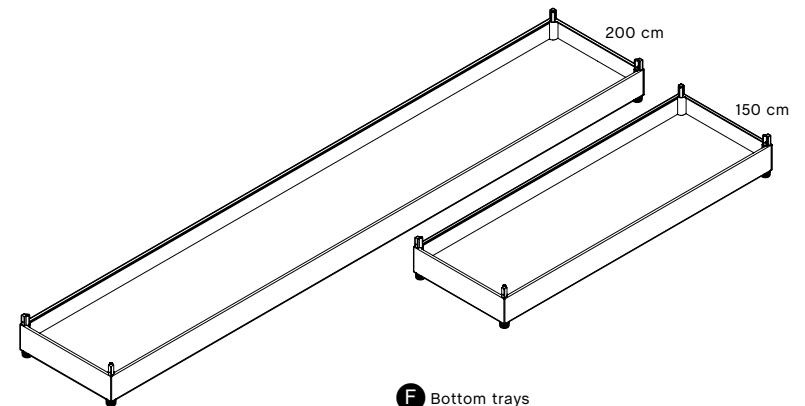
- PARTS -



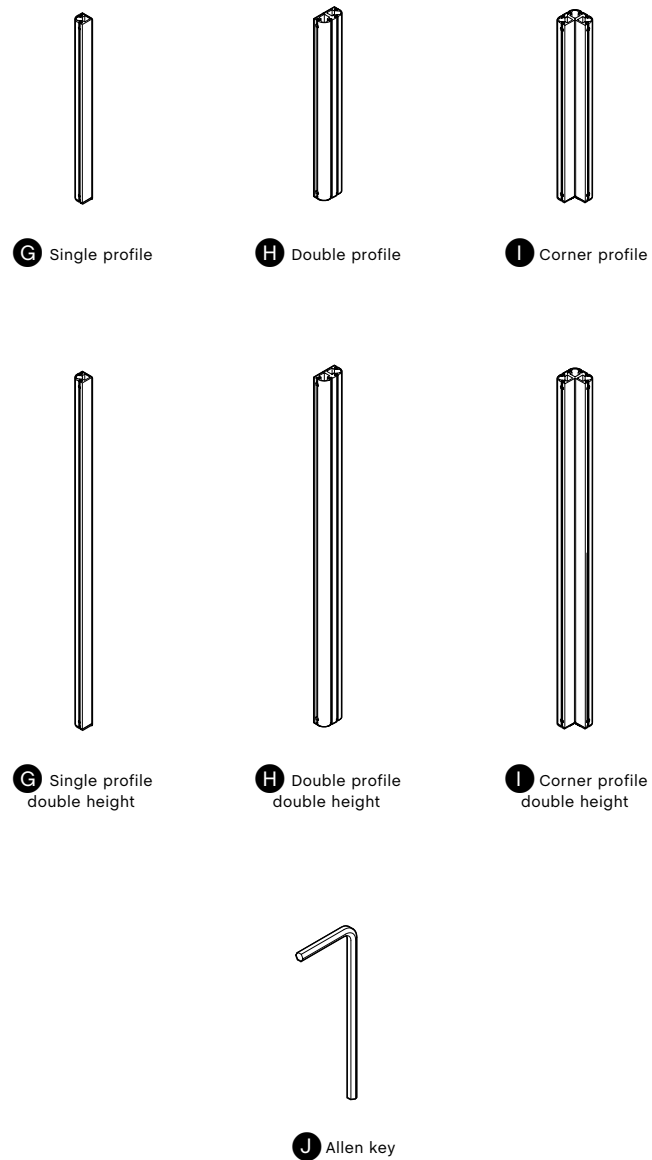
D Top trays



E Middle trays

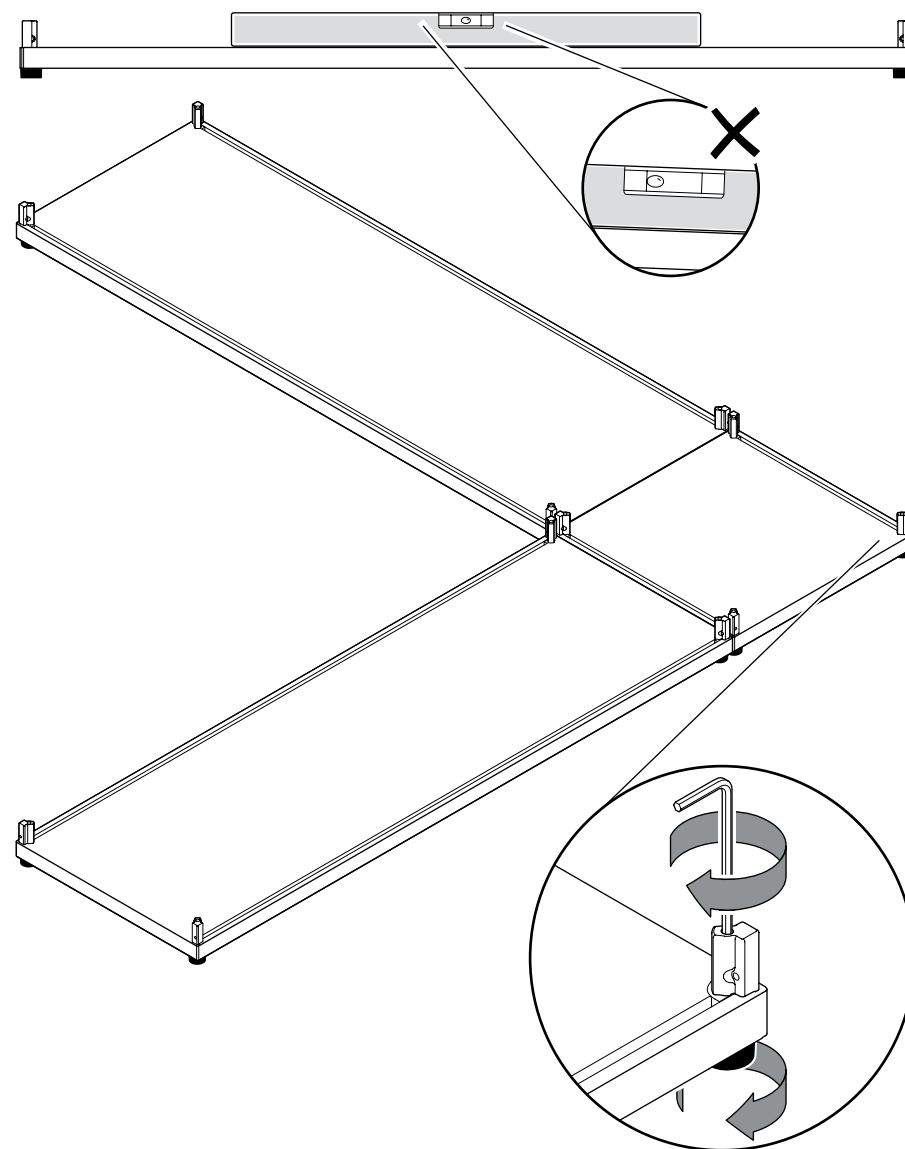


F Bottom trays



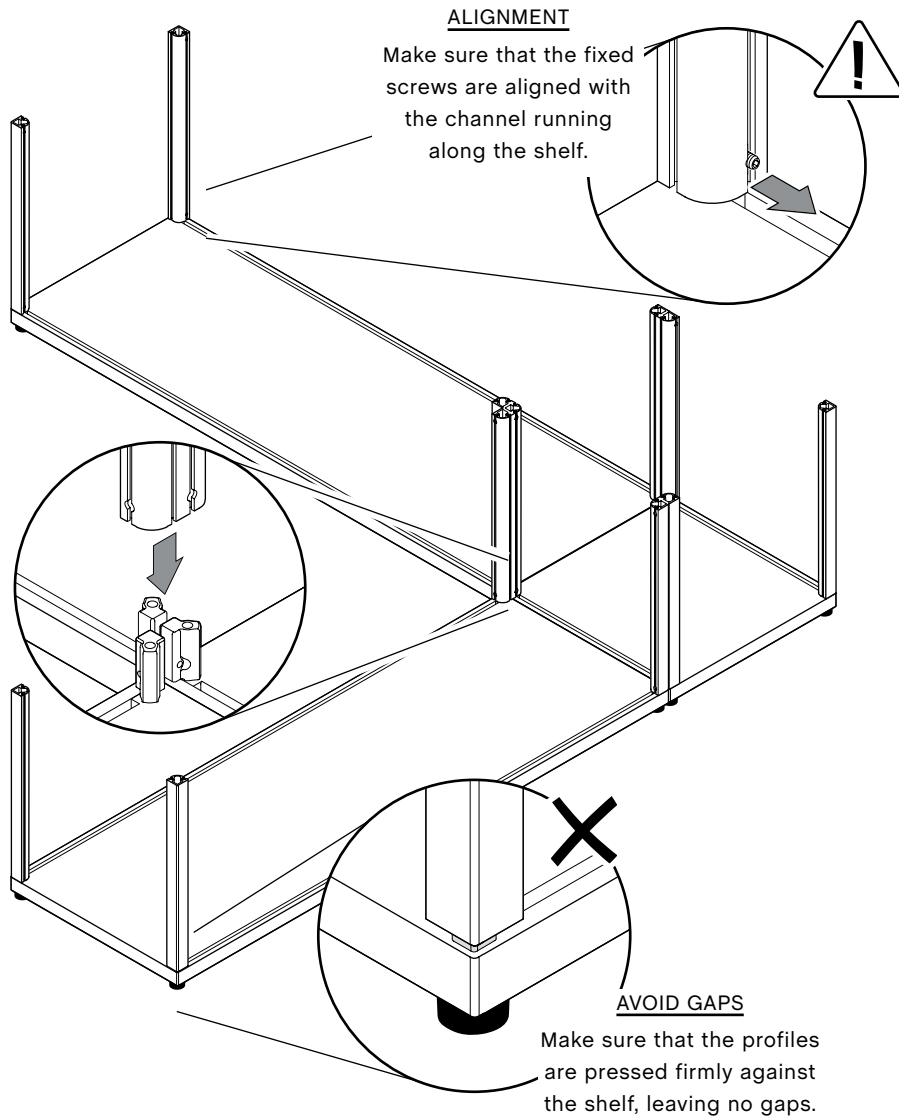
1.

Before starting assembly, use a spirit level to ensure the bottom shelves **C** are level. Adjust the feet if the bottom shelves need levelling by unscrewing the adjustable feet, either by hand or with the Allen key **J** from the top.



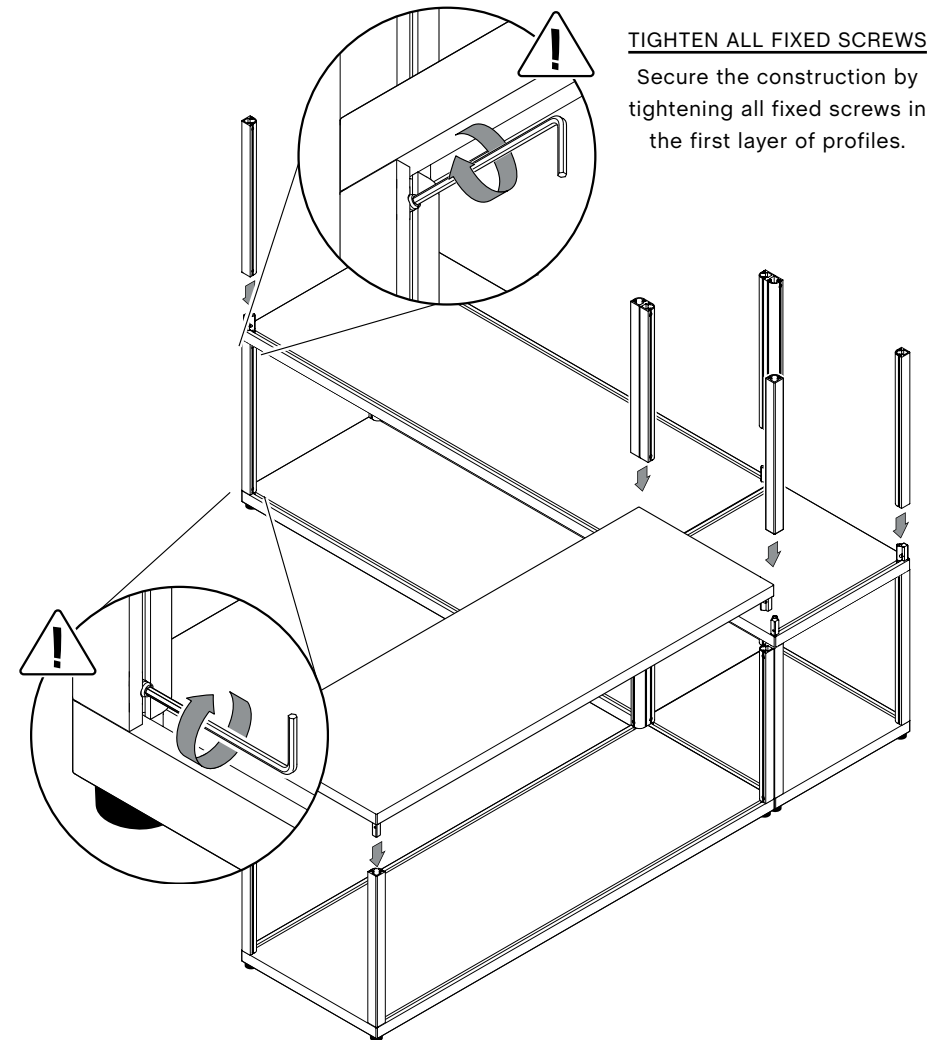
2.

Mount the profiles **G**, **H** and **I** onto the bottom shelves **C**.



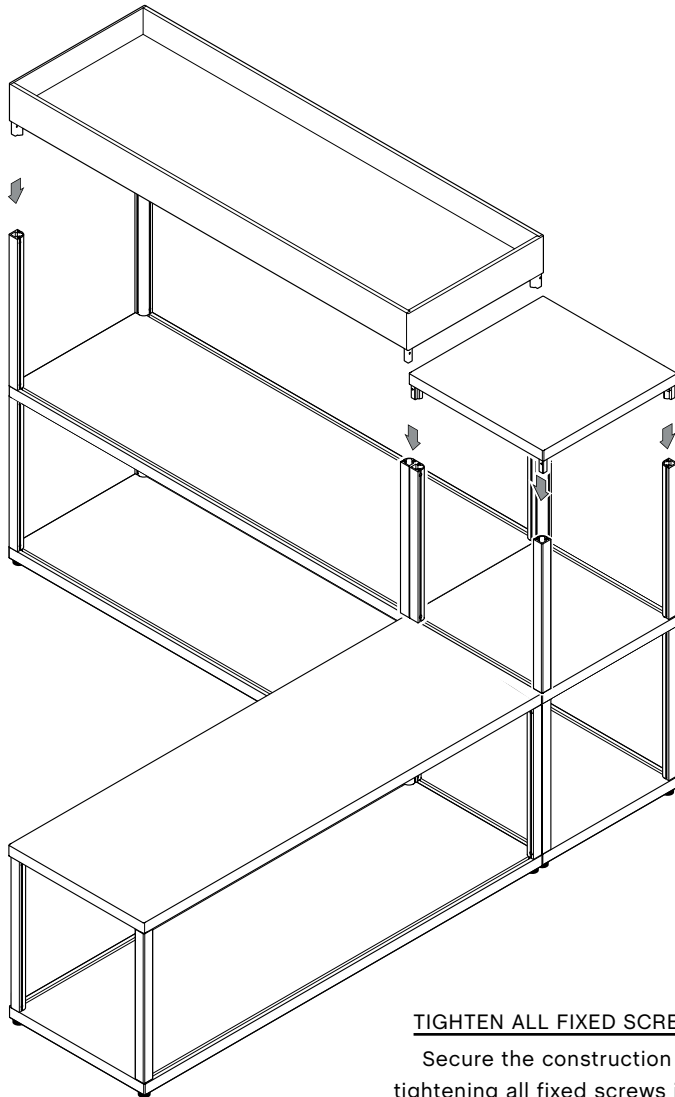
3.

Add the middle shelves **B** and the top shelves **A**. Then tighten all fixed screws in both ends of the profiles with the Allen key **J** to secure the construction.
Then add the next layer of profiles.



4.

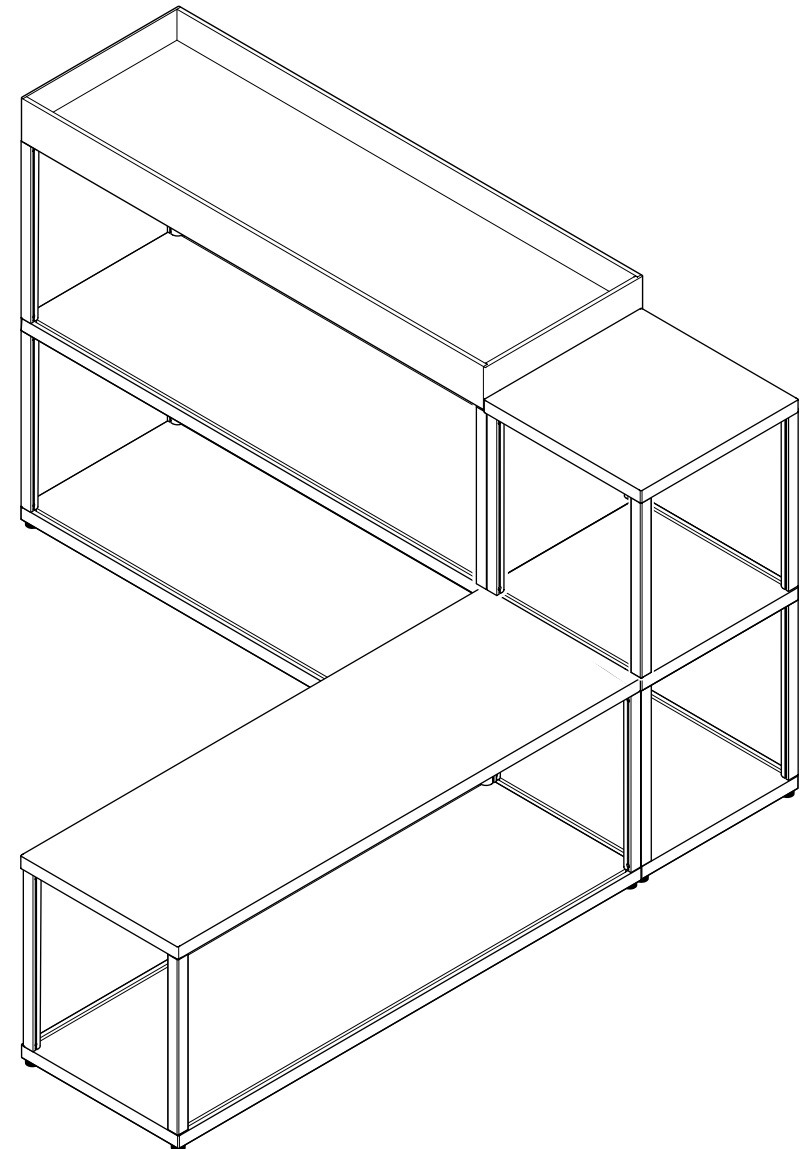
Add the top tray **D** and the top shelves **A**. Then tighten all fixed screws in both the top and bottom of the profiles.



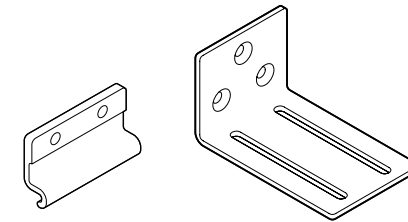
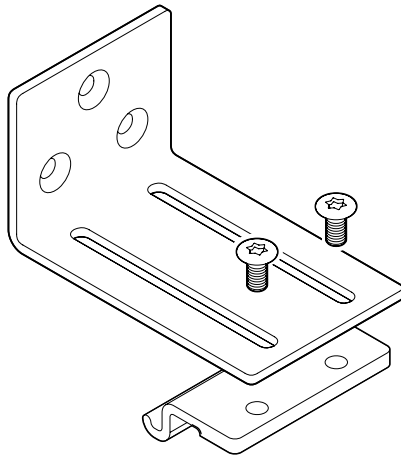
TIGHTEN ALL FIXED SCREWS
Secure the construction by tightening all fixed screws in the second layer of profiles.

5.

Make sure all fixed screws are tightened.



WALL SAFETY BRACKET

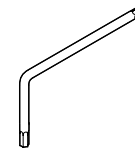


A Bracket holder

B Bracket



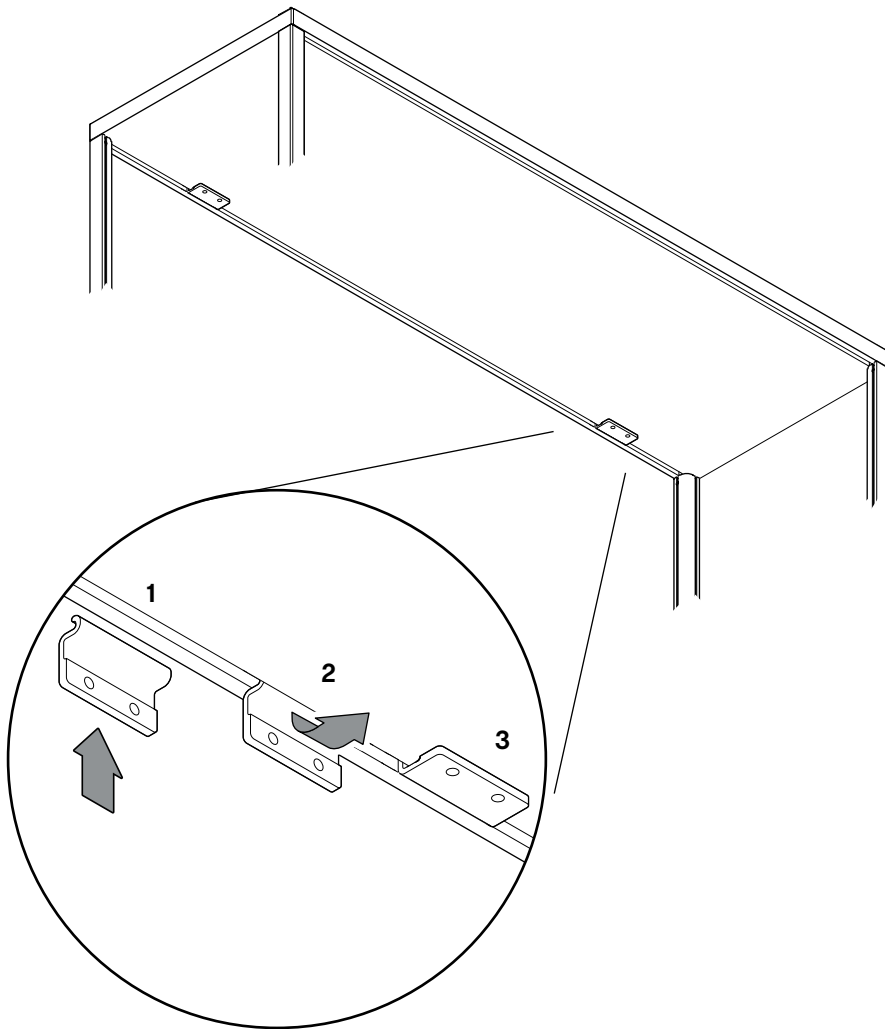
C Screw



D Torx key

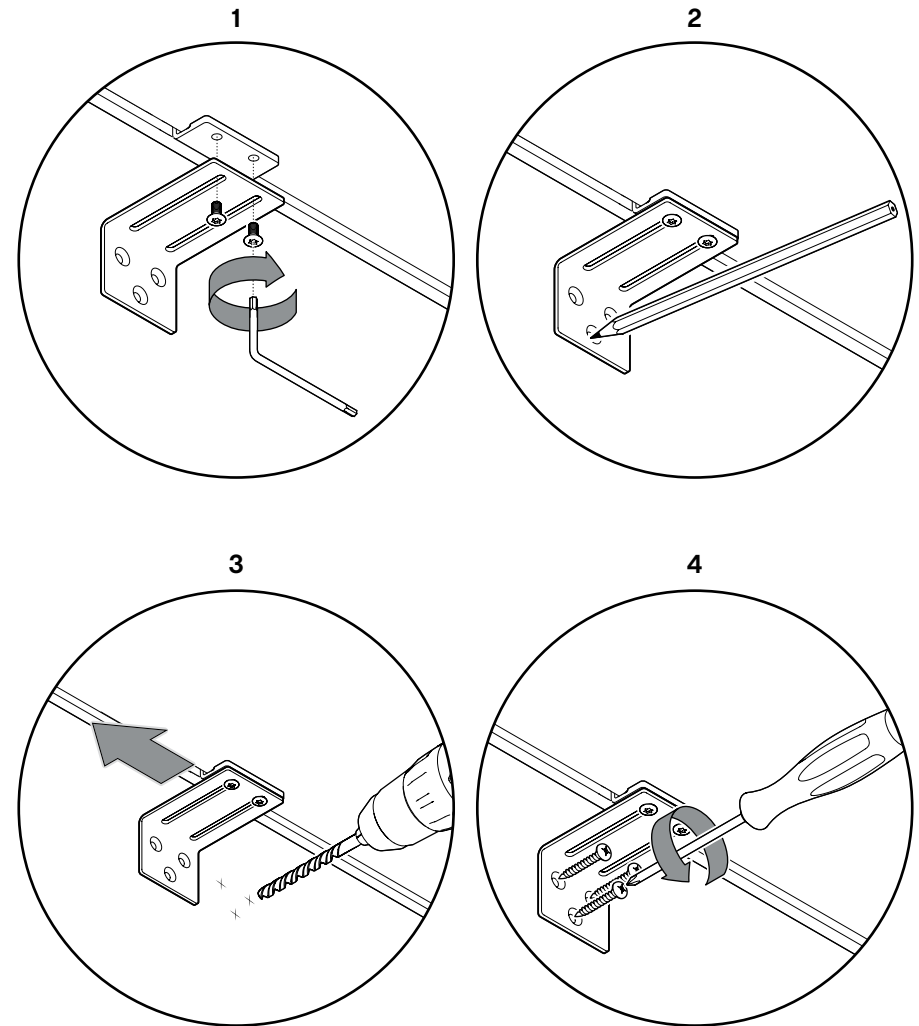
1.

Always mount wall panels and wall brackets under the top shelf.
Place the bracket holder **A** in the channel running along the shelf
and flip it down by following the steps 1, 2 and 3 below.



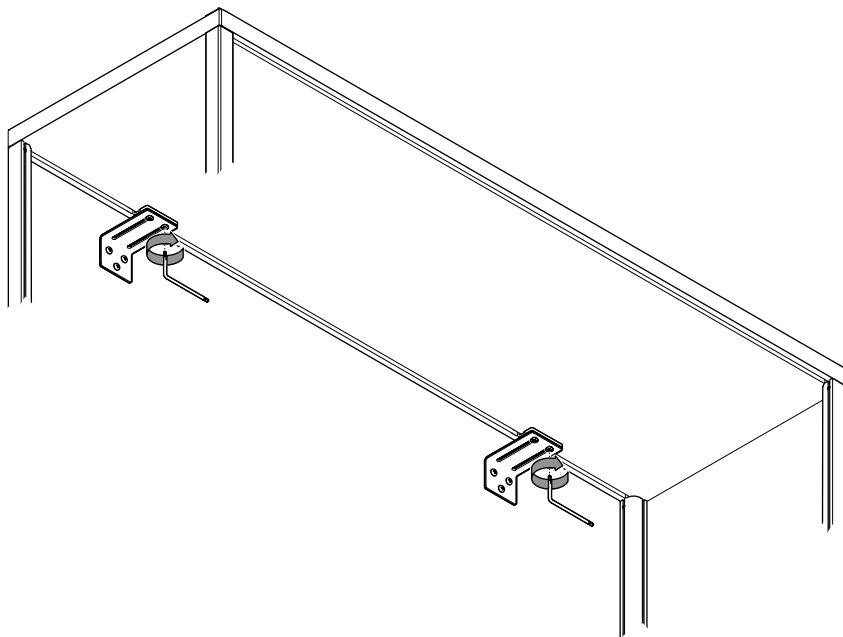
2.

Screw the bracket **B** into place using the screws **C** and torx key **D**. Do not tighten the screws completely. Mark the holes, and slide the bracket to the side and drill holes in the wall. Fasten the bracket with the screws.

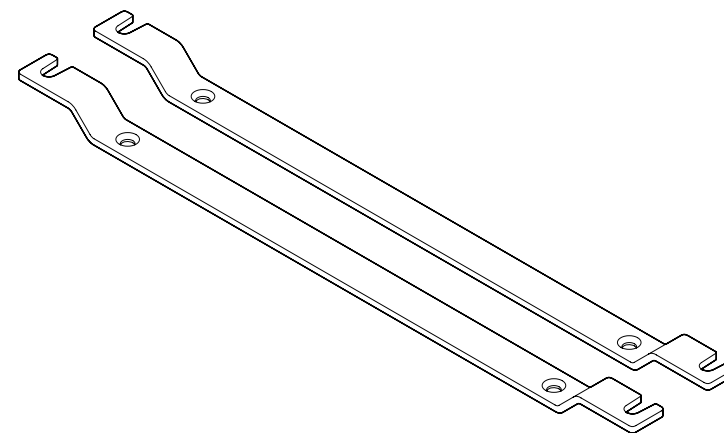


3.

Tighten the screws **C** completely.

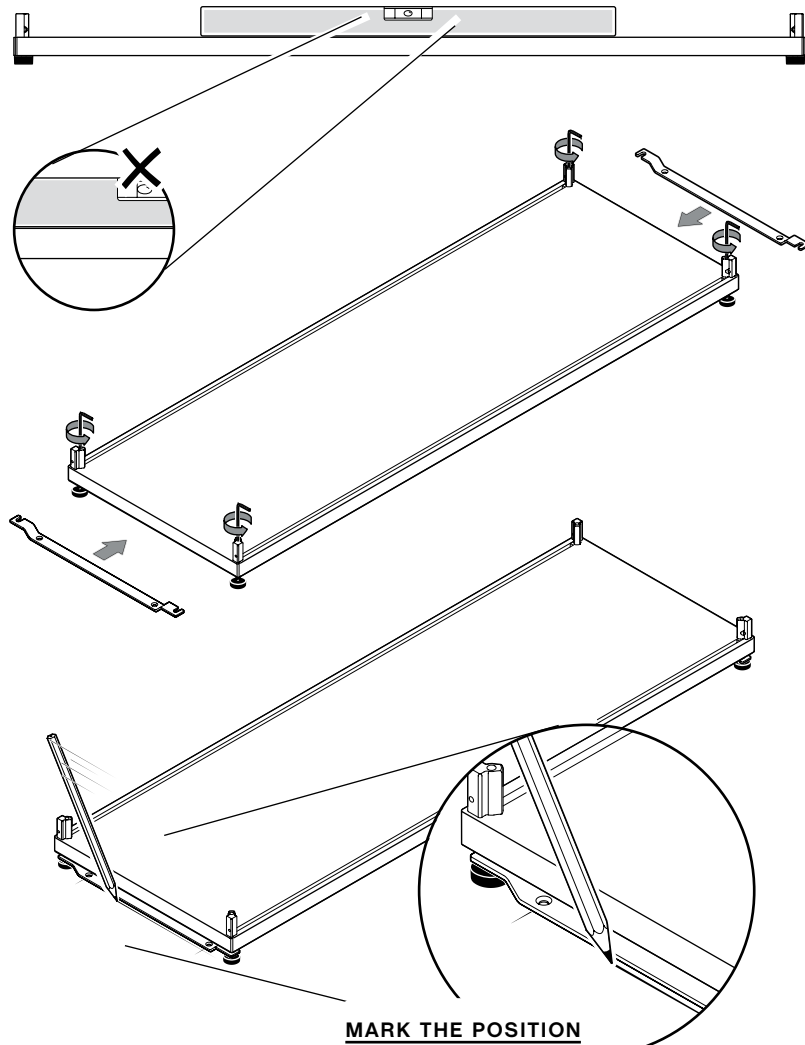


FLOOR SAFETY BRACKET



1.

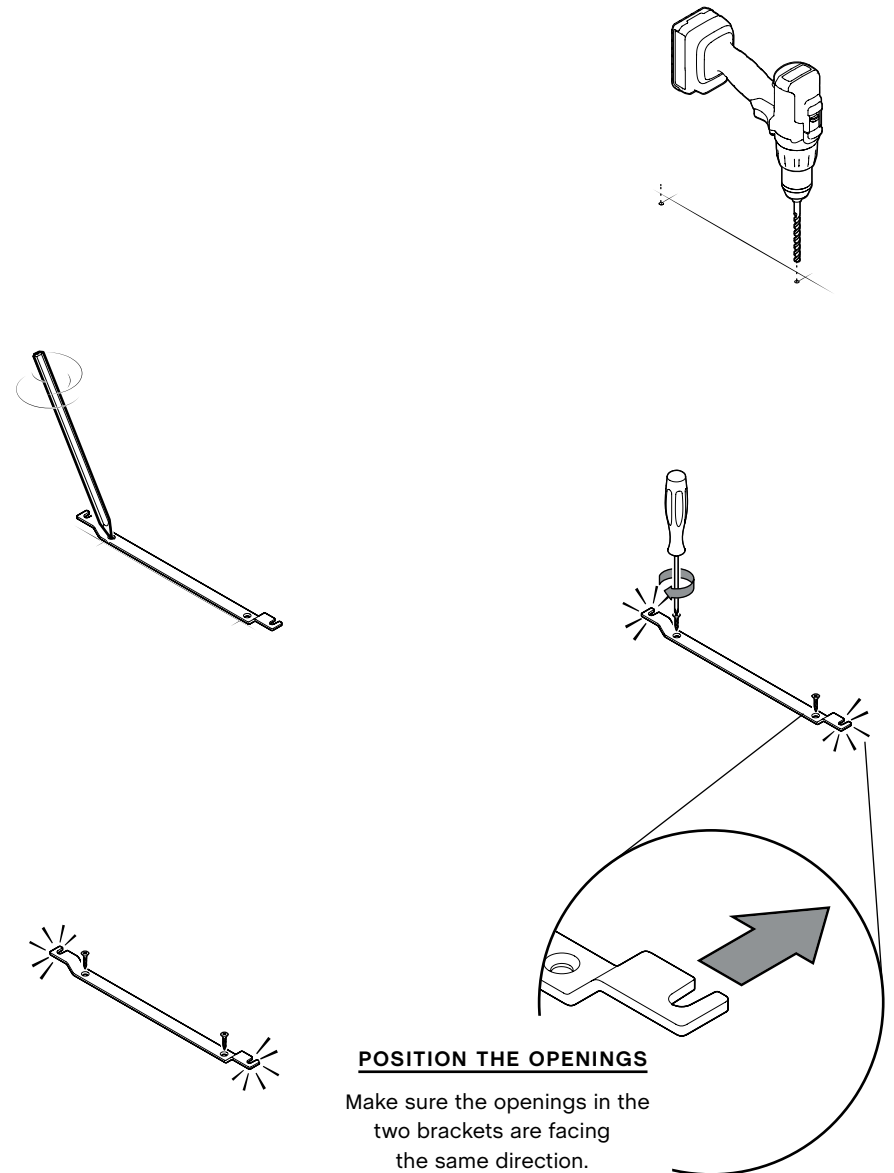
Make sure the shelf is level. Adjust the feet with the Allen key if needed.
Slide the brackets in from the sides and mark their position.



MARK THE POSITION
Mark the position of the brackets
on both sides.

2.

Drill holes where marked. Position the brackets and screw them into place.
Make sure the openings at the ends are facing the same direction.

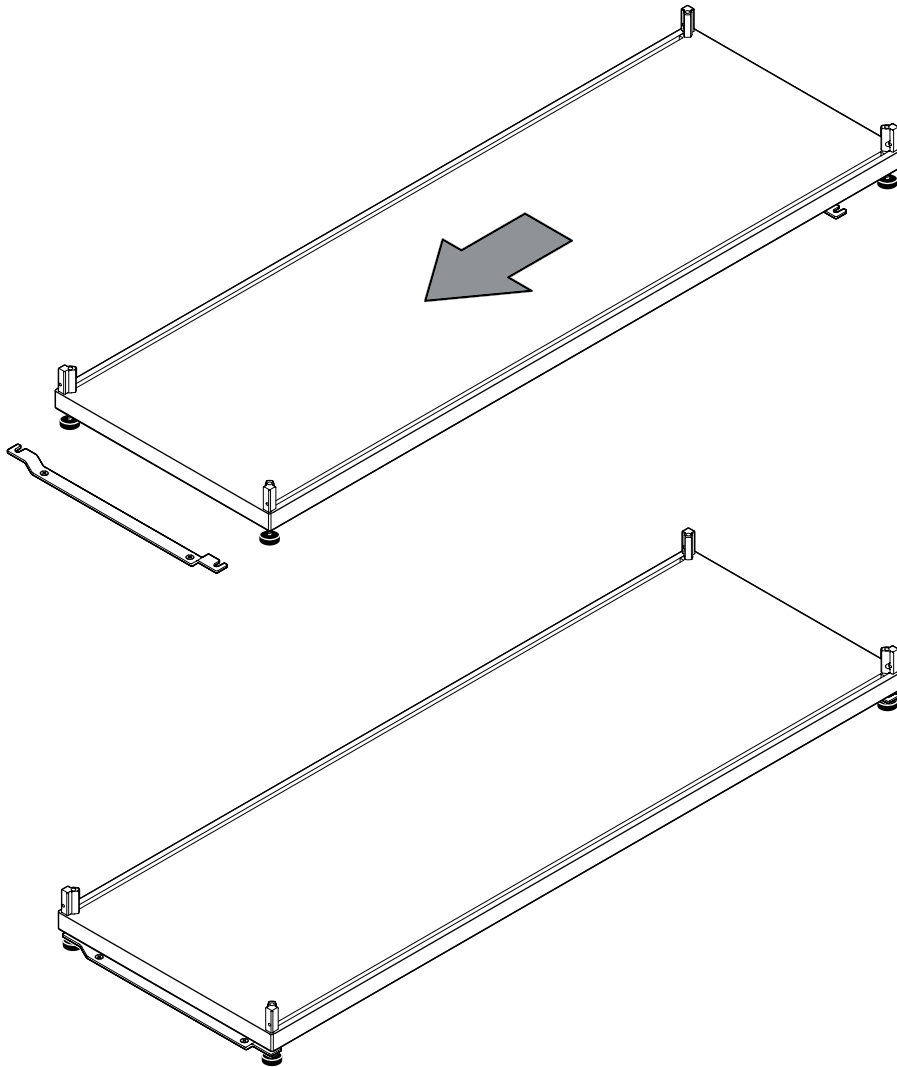


POSITION THE OPENINGS

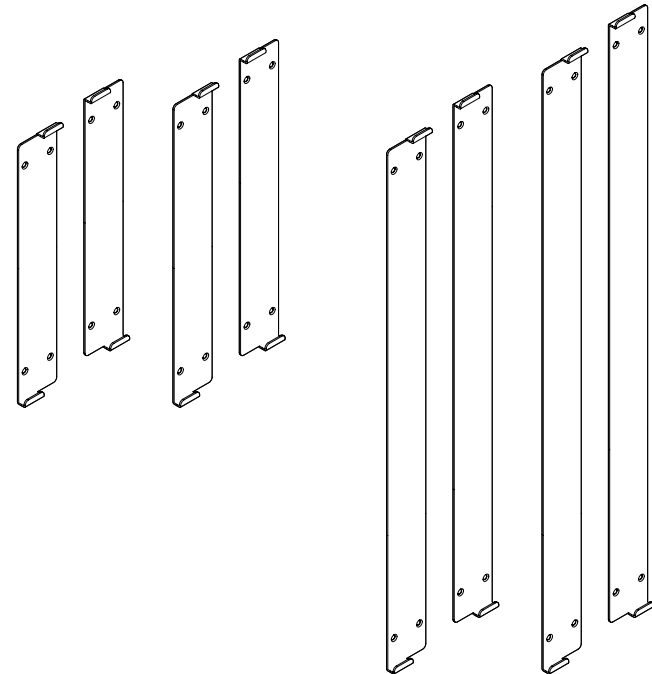
Make sure the openings in the
two brackets are facing
the same direction.

3.

Slide the shelf into position.

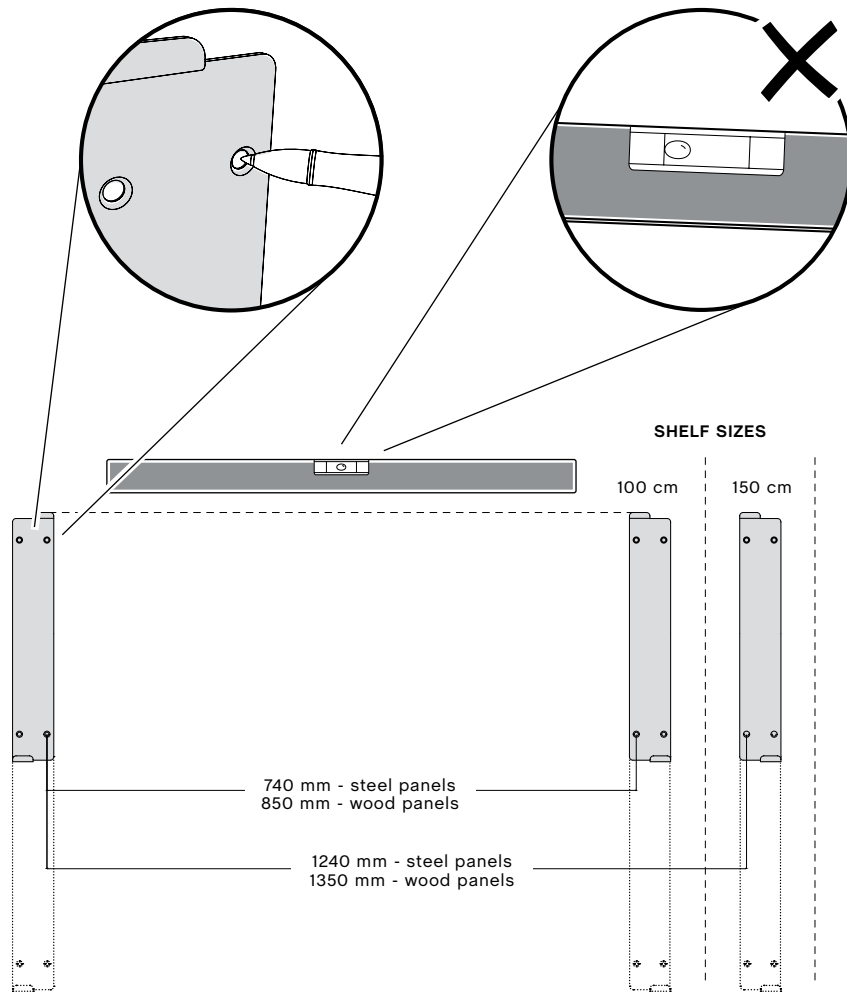


WALL BRACKET SHELF / TRAY



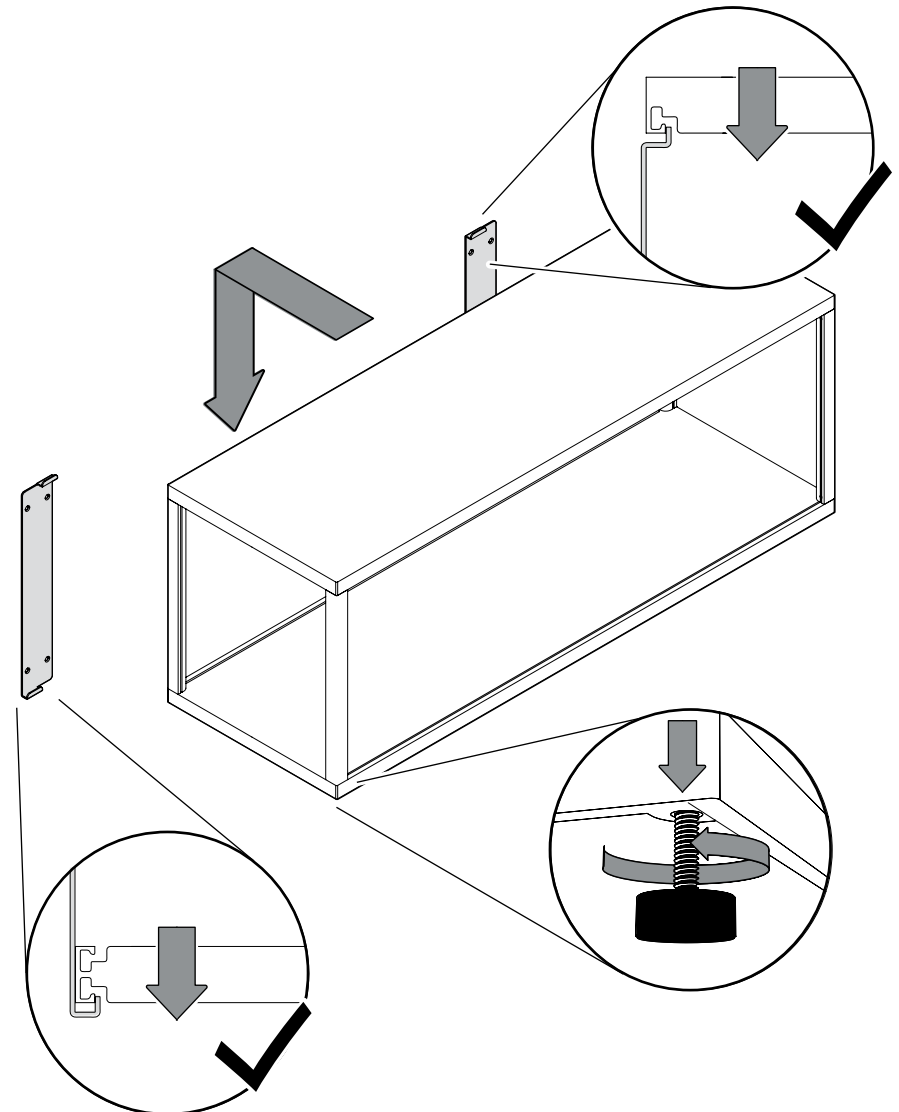
1.

Start by marking where the mounting holes for the brackets should be placed using the template below. Also use a spirit level to ensure the brackets are level. Use the appropriate screws and plugs according to the following screw guide for wall mounting.



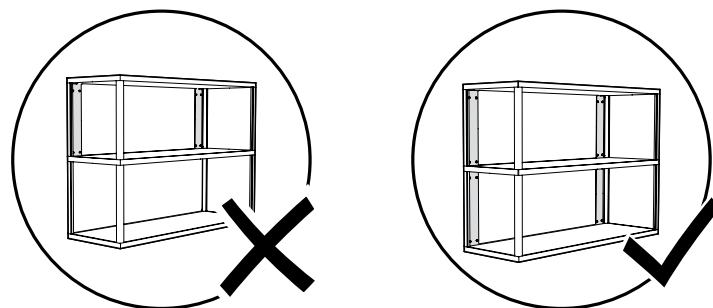
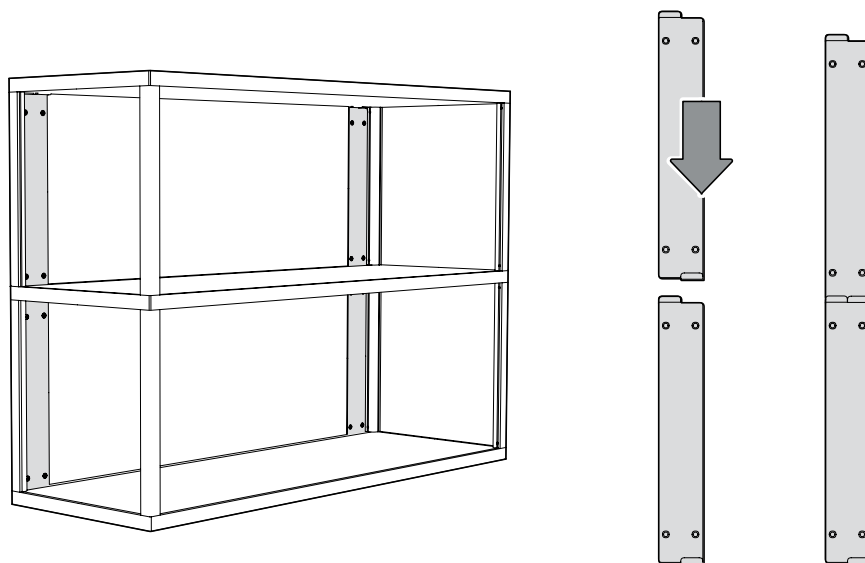
2.

Remove the feet from the bottom shelf or tray. Mount the shelving system onto the brackets by pushing the shelving system up against the wall and letting it slide down, hooking onto the wall brackets both on the top and bottom.



3.

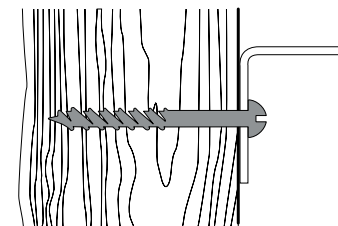
To build the wall brackets vertically, mount the brackets in each section and column.



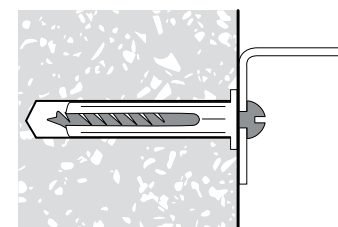
PLEASE NOTE

Use one set of wall brackets per shelf / tray layer.

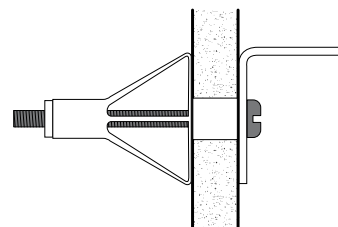
WALL MOUNTING



WOODEN WALLS
Use suitable wood screws.



CONCRETE OR BRICK WALLS
Use suitable screws and expansion plugs.

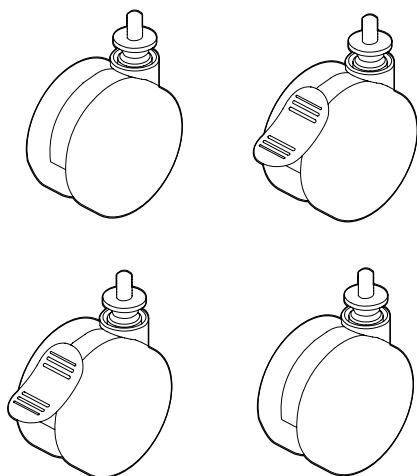


DRYWALL OR CHIPBOARD
Use suitable expanding bolts.

PLEASE NOTE

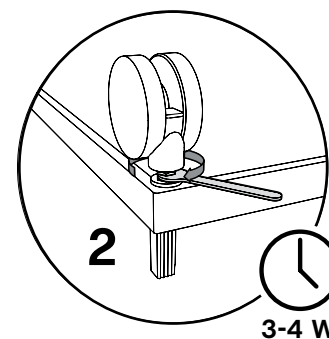
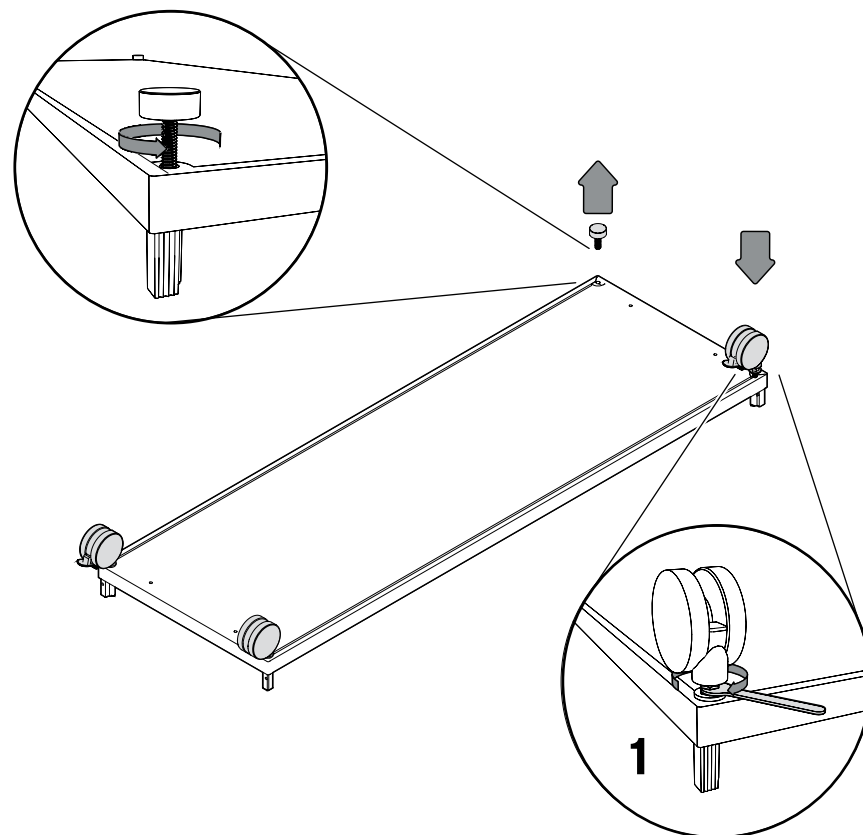
These are only intended as guidelines. The buyer is responsible for the wall's bearing capacity and for ensuring the correct mounting method is used.

WHEELS



1.

Start unscrewing the feet of the bottom shelf or tray.
Then mount the wheels with the braking wheels diagonally using the supplied wrench.

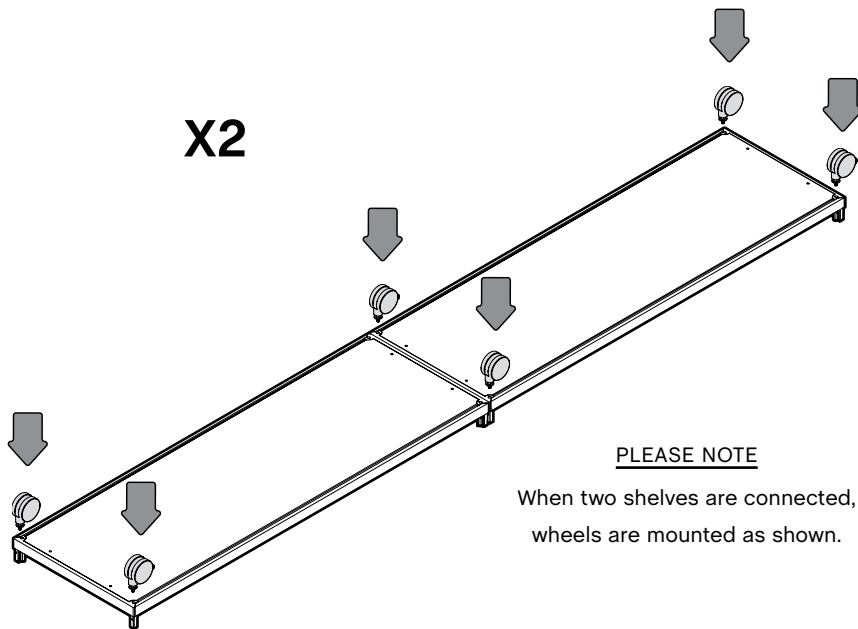
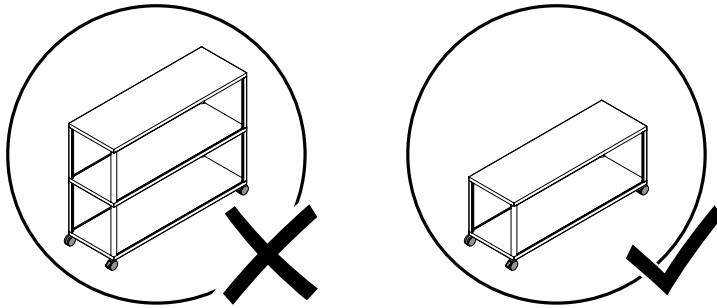


PLEASE NOTE

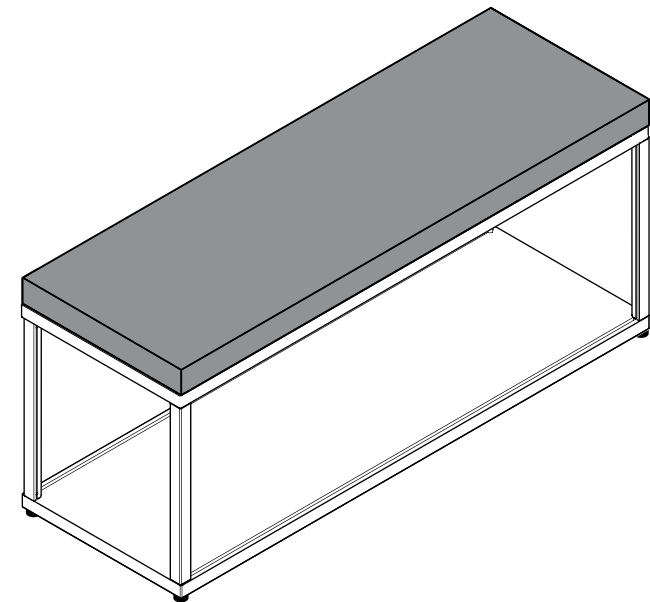
Retighten all wheels three to four weeks after assembly.

2.

Only mount wheels on shelves with two layers.

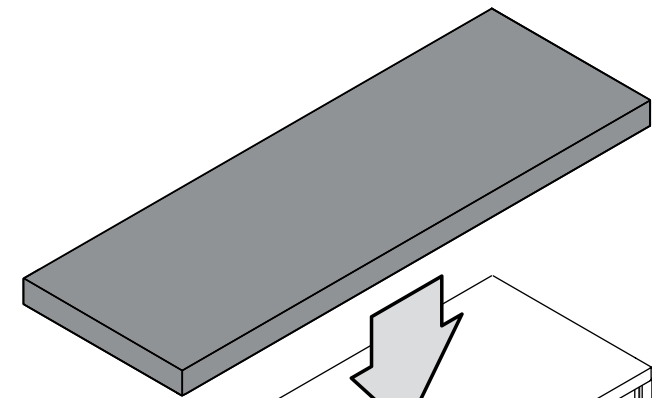
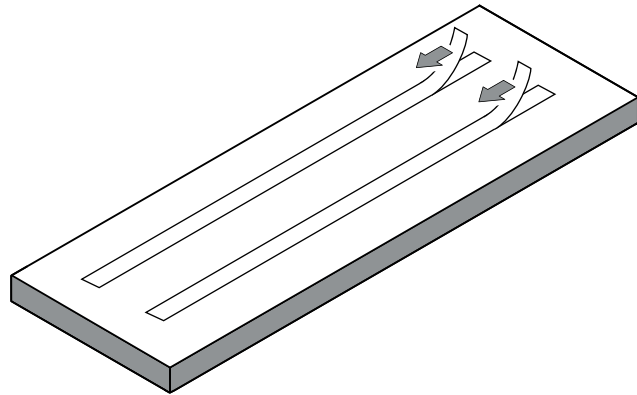
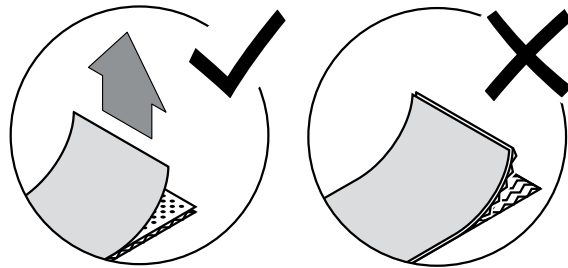


BENCHTOP



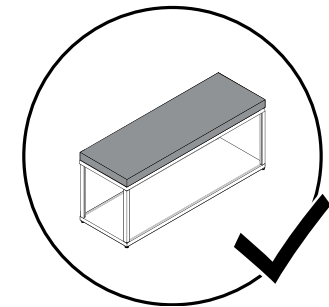
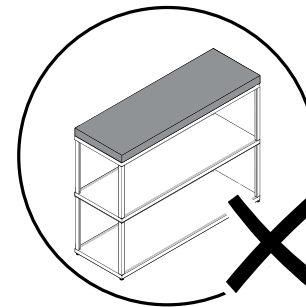
1.

Peel off the paper, protecting the adhesive tape of the velcro and apply the cushion to the shelf. Make sure that it is aligned with all four corners.



PLEASE NOTE

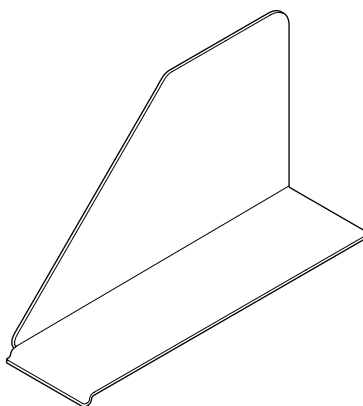
Apply sufficient pressure along the adhesive strips to fasten completely to the top shelf.



PLEASE NOTE

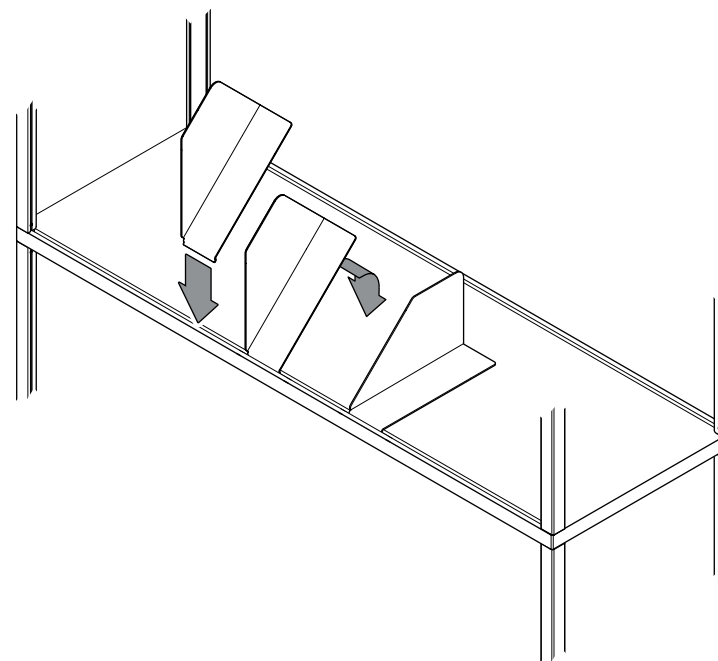
Only use the benchtop on the second layer.

BOOK DIVIDER



1.

Mount the book divider by tilting it 45 degrees and placing it in the channel running along the shelf. Then tilt the book divider downwards.



- CARE & MAINTENANCE -

Our Care & Maintenance offers guidance for optimal maintenance of your HAY product. It includes advice and instructions on cleaning and caring for specific materials to prolong the life of your furniture.



Please find our Care & Maintenance guide by scanning the QR code



You can find more relevant information on New Order Shelving System by scanning the QR code

You can also find the same information here
hay.dk/downloads



Havnen 3 8700 Horsens Denmark
+45 3164 6000 / hay@hay.com

13/02/2024

HAY

