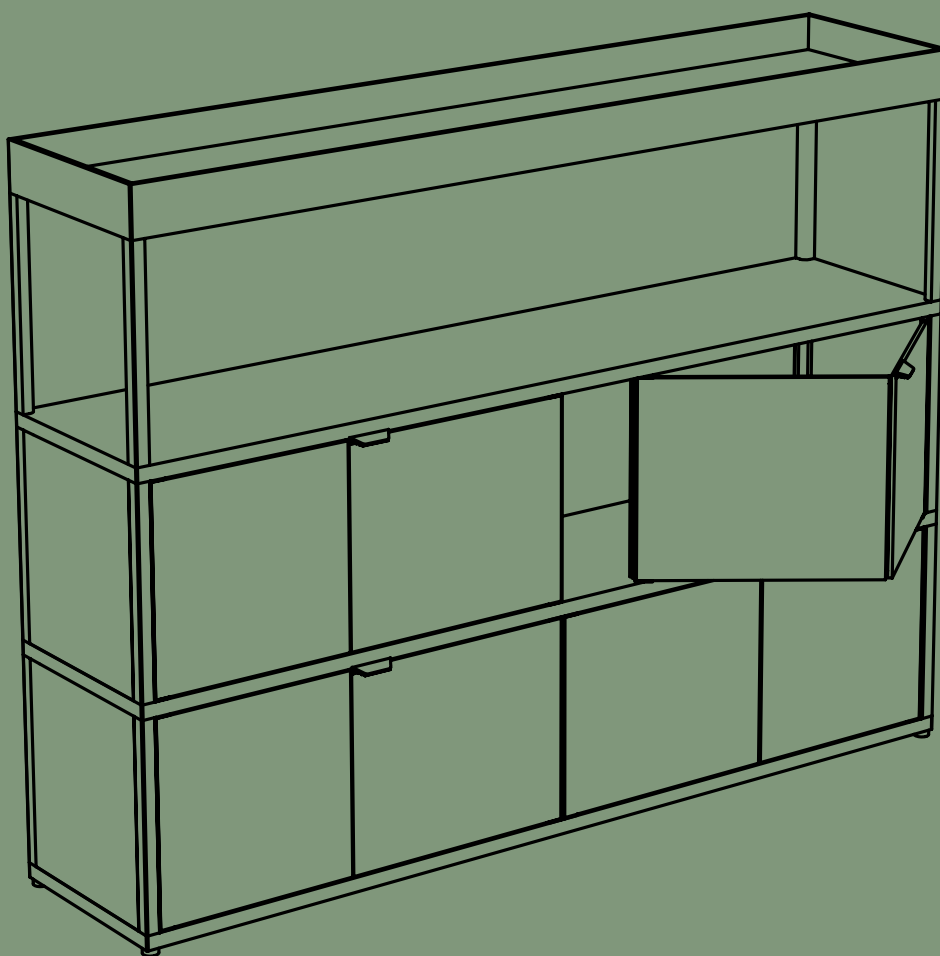


> INSTRUCTIONS MANUAL <

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# NEW ORDER

SHELVING SYSTEM



By STEFAN DIEZ

# HAY



New Order is born of 100% industrial production, reflecting our ambition to create uncompromising and high-precision quality products. At first glance, the system architecture is ultra-simple, but on closer acquaintance it proves quite complex in its multi-purpose versatility. New Order can be tall or short, wide or narrow, open or closed – or any combination in between.

New Order's simple grid and innovative elements that are up to 2 metres long let you build airy, open compositions or closed constructions with side panels and folding doors. By adding panels all around you can achieve a wall-like expression. The functionality is exceptional, with doors, back panels and side panels that can be clicked on and off without the use of tools.

Shelving and storing units form the backbone of New Order Workspace Elements. Attached or detached tables in different heights for sitting as well as standing enable an almost infinite number of customized configurations.



## > CARE AND MAINTENANCE <

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When you move the shelving system make sure to lift it rather than pulling or pushing it, as that would damage the mountings. We recommend that you tighten up the screws after one to two months' use. Wood is a natural material, which may change in colour and will patinate over time. To reduce changes avoid placing the shelving system in direct sunlight or near a heat source. To avoid permanent stains and scratches, use coasters under damp, hot or sharp objects. Always remove stains quickly before they can do any permanent damage to the surface.

### CLEANING

*Powder-coated aluminium / Clean with a damp cloth wrung in a solution of water and a neutral detergent. Remove soap residue immediately using a clean, dry cloth. Avoid using scouring cream or scouring pads, as they may scratch the surface.*

*Lacquered or stained wood / For daily maintenance, wipe the surface with a clean, dry cloth. For cleaning, use a clean cloth wrung in water or in a solution of water and a neutral detergent (soap flakes) or a care product suited especially for lacquered or stained wood. Remove soap residue immediately using a clean, dry cloth. To remove stains, use a clean, damp cloth wrung in luke-warm water with one part vinegar to nine parts water. Follow up immediately with a clean dry cloth. If the surface is*

*scratched or appears matt, use lacquer care. Avoid using detergents containing silicone, as that would seal the stain in and make subsequent repairs more difficult. Avoid using scouring cream or scouring pads, as they may scratch the surface.*

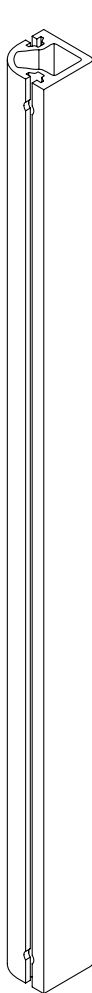
*Untreated wood / For daily maintenance, wipe the table with a clean, dry cloth. For cleaning, use a clean cloth wrung in water or in a solution of water and a neutral detergent (soap flakes) or a care product suited especially for untreated wood. Remove soap residue immediately using a clean, dry cloth. To remove stains, clean and scrub using a thick solution of soap flakes that is not allowed to stay on the wood for more than 2 minutes. Then remove the remaining soap residue using a damp cloth. If the grain of the wood rises after cleaning, gently sand down the wood using fine-grit sandpaper (No. 220), always going with the grain.*

> PARTS <

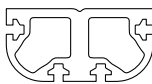
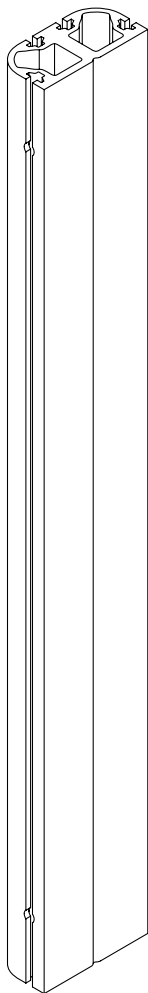
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PROFILE

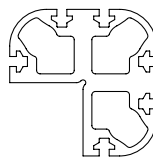
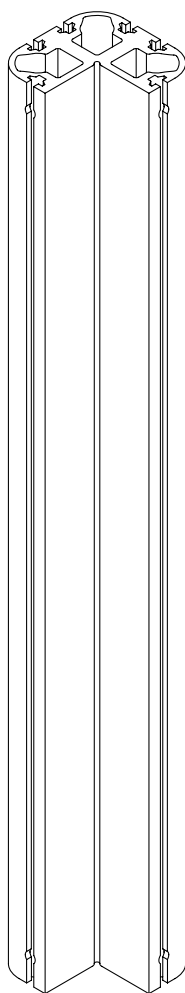
The profiles are used to link the Shelves/Trays together. There are three types of profiles:  
Single, Double, and Corner.



Single



Double

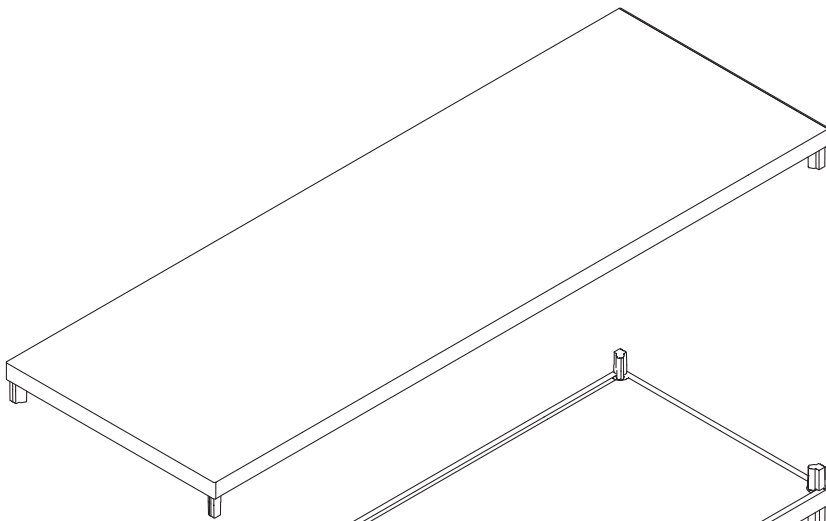


Corner

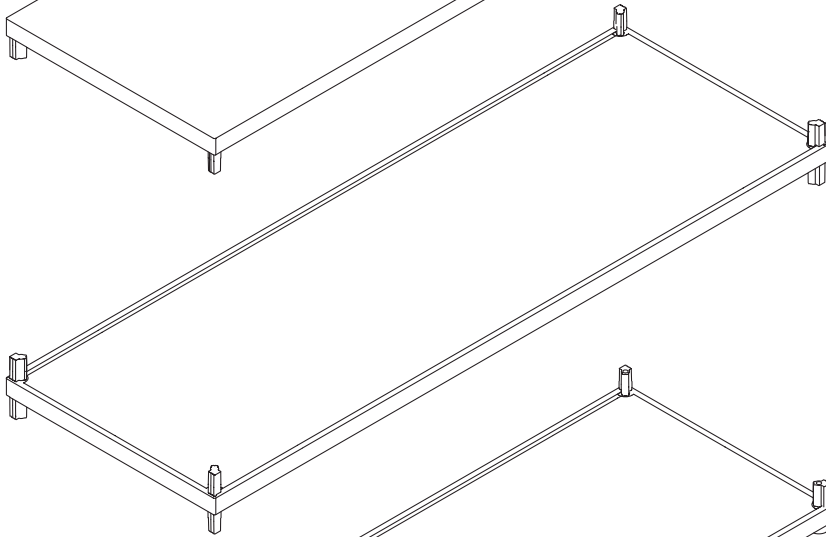
## SHELF

There are three different types of shelves:

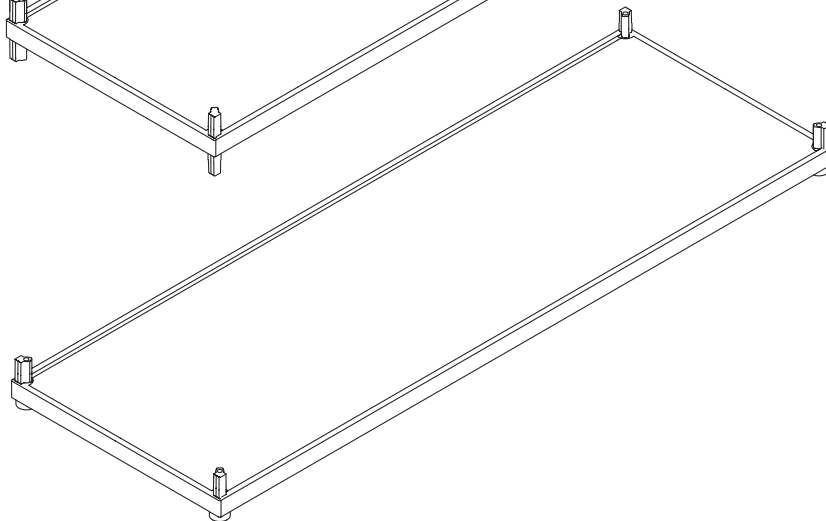
Top, Middle, and Bottom



Shelf Top



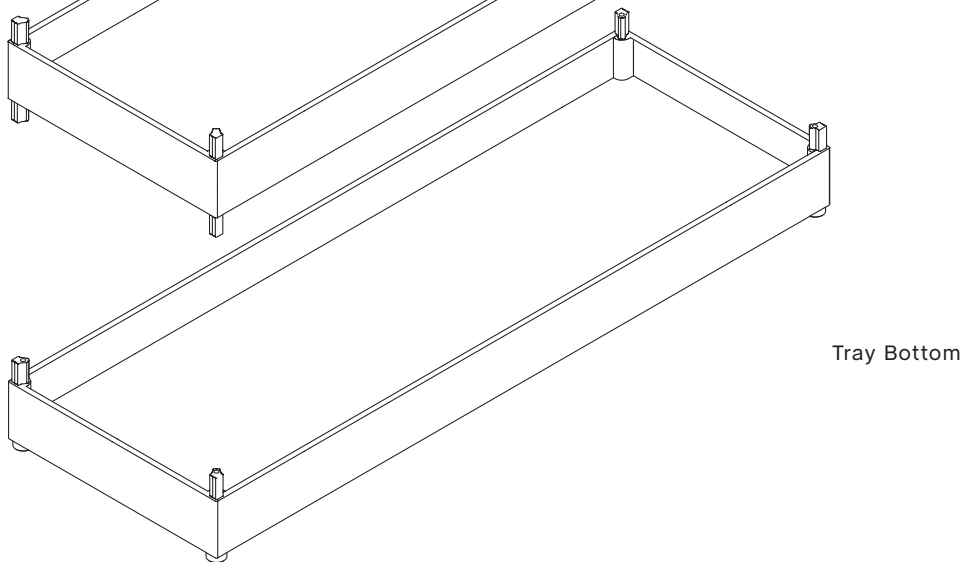
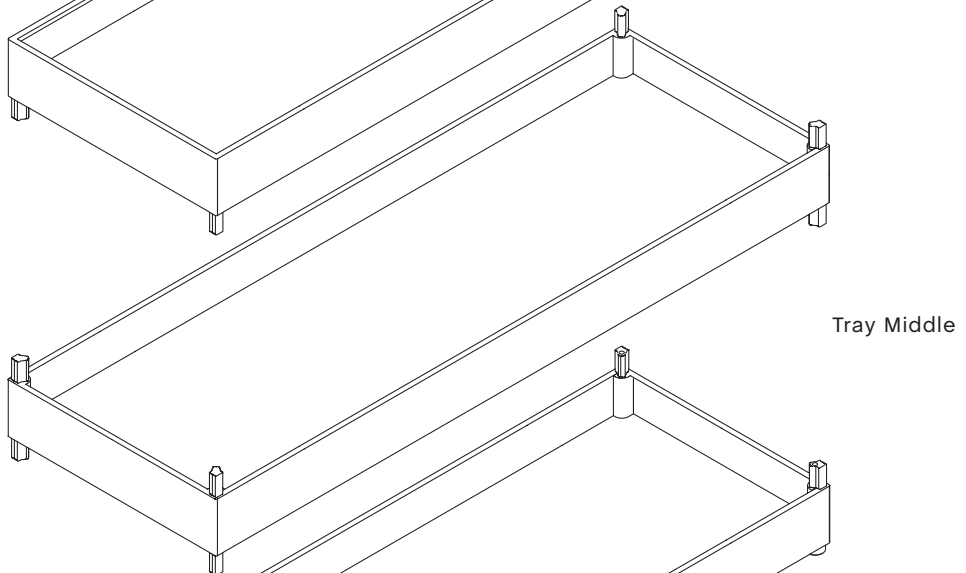
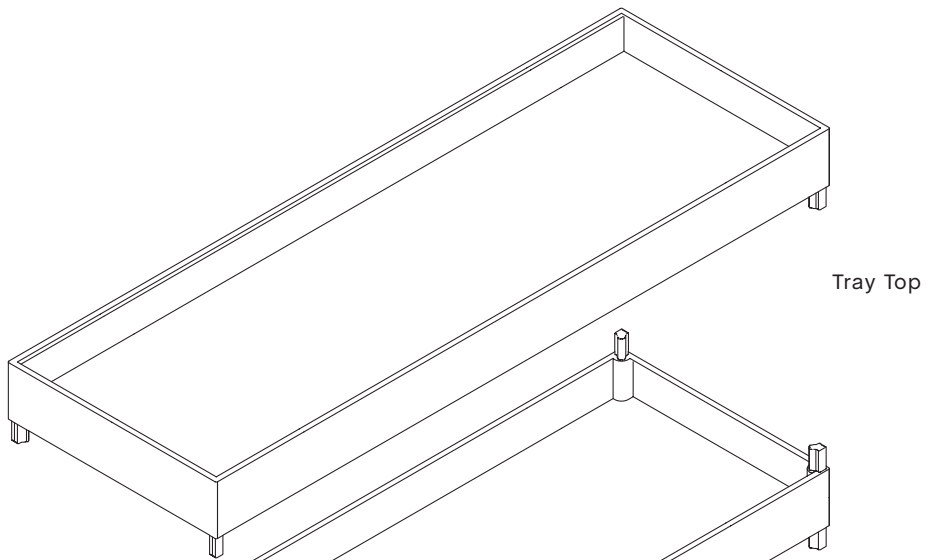
Shelf Middle



Shelf Bottom

## TRAY

There are three different types of trays:  
Top, Middle, and Bottom

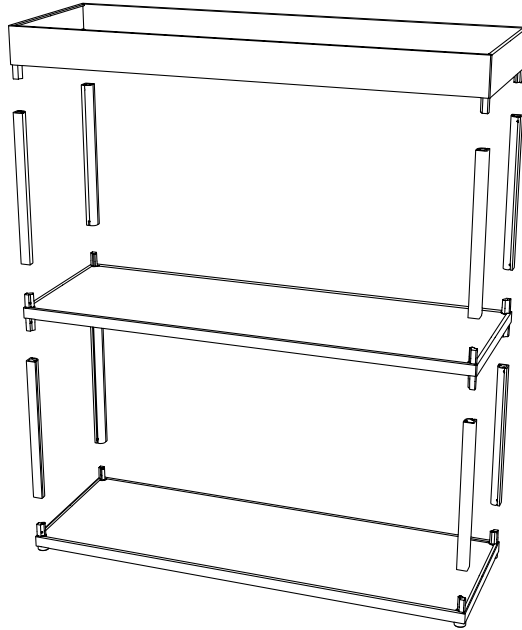




### SHELF SHELF TRAY

The New Order System shown below is made from the following elements:

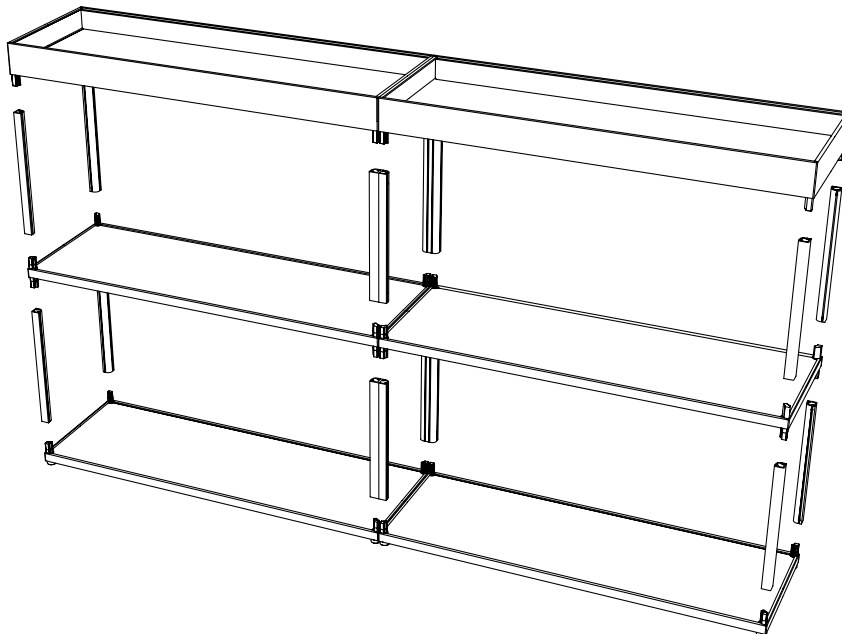
1 x Shelf Bottom 1m, 1 x Shelf Middle 1m, 1 x Tray Top 1m, 2 x Single Profile Sets



### DOUBLE SHELF SHELF TRAY

The New Order System shown below is made from the following elements:

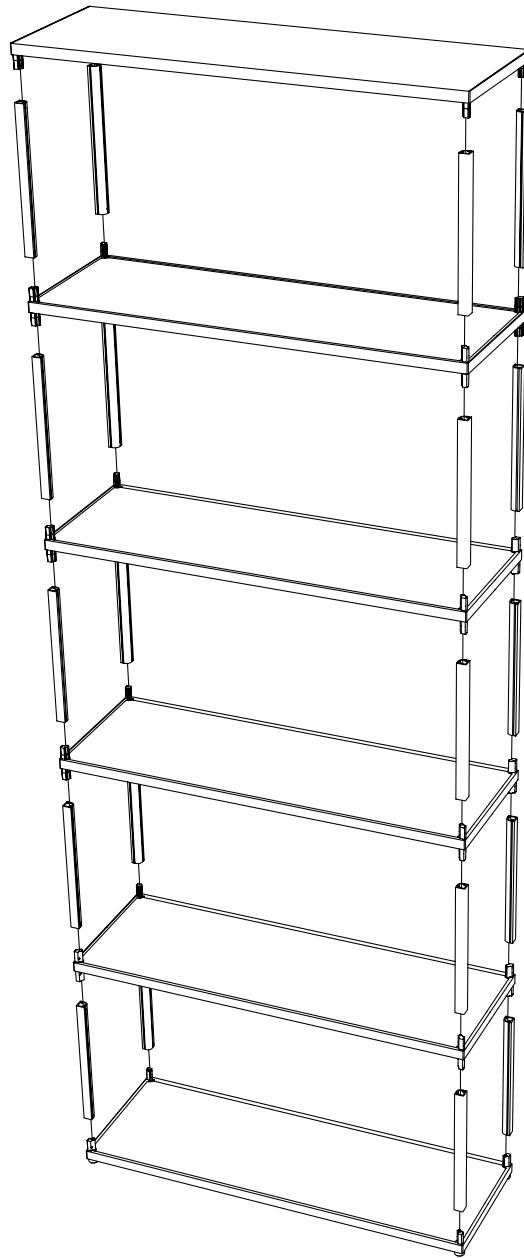
2 x Shelf Bottom 1m, 2 x Shelf Middle 1m, 2 x Tray Top 1m, 2 x Single Profile Sets, 2 x Double Profile Sets



## 6 x SHELF

The New Order System shown above is made from the following elements:

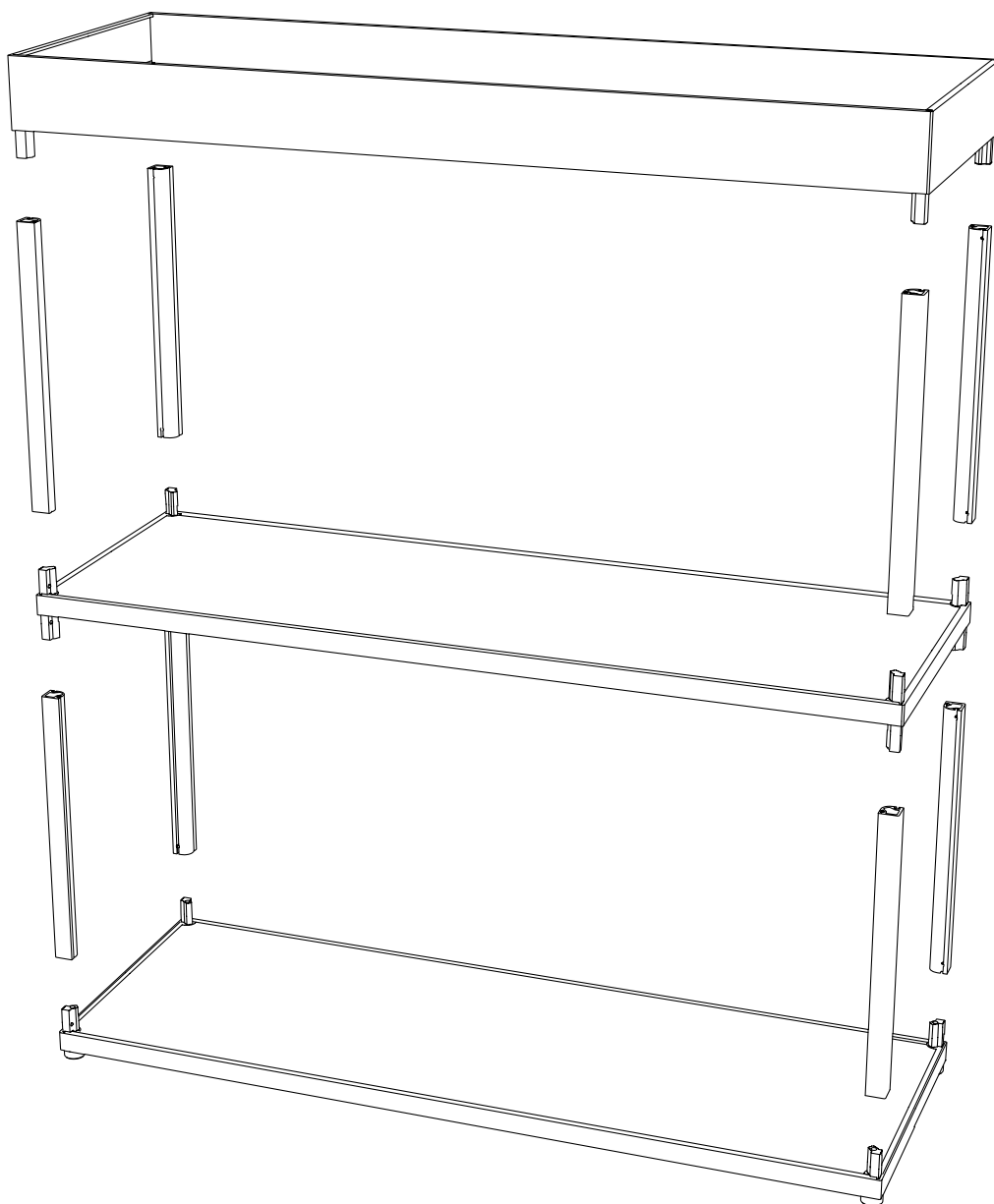
1 x Shelf Bottom 1m, 4 x Shelf Middle 1m, 1 x Shelf Top 1m, 5 x Single Profile Sets





#### DISCLAIMER

The assembly instructions is to be used as a guide showcasing the concept of the system. It will not necessarily be equal to the system you have acquired.



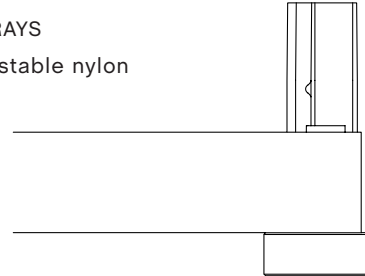
## > ALUMINIUM PARTS <

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1.

### IDENTIFYING BOTTOM SHELVES/TRAYS

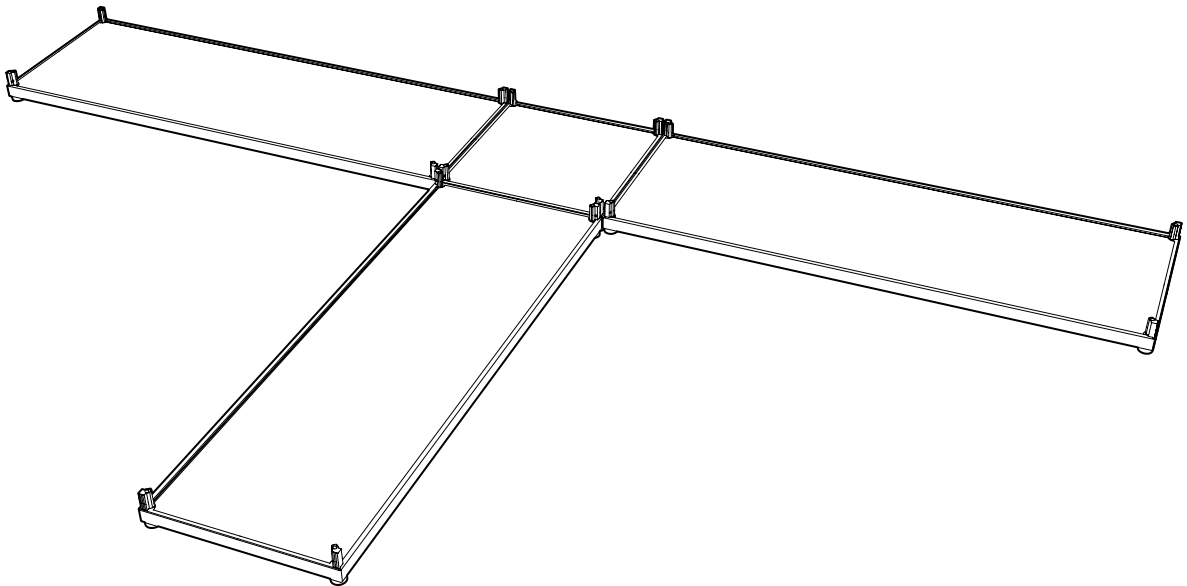
The bottom Shelves/Trays have black adjustable nylon feet mounted in each corner.



2.

### PLACING BOTTOM SHELVES/TRAYS

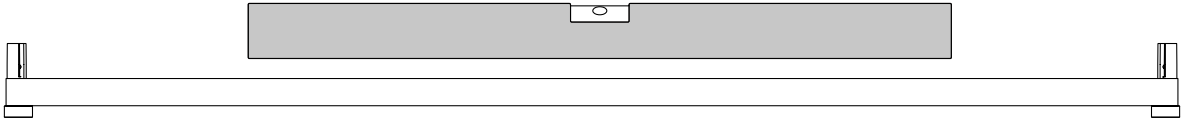
Place the bottom Shelves/Trays in the desired position and formation.



3.

#### GETTING THE BASE LEVEL

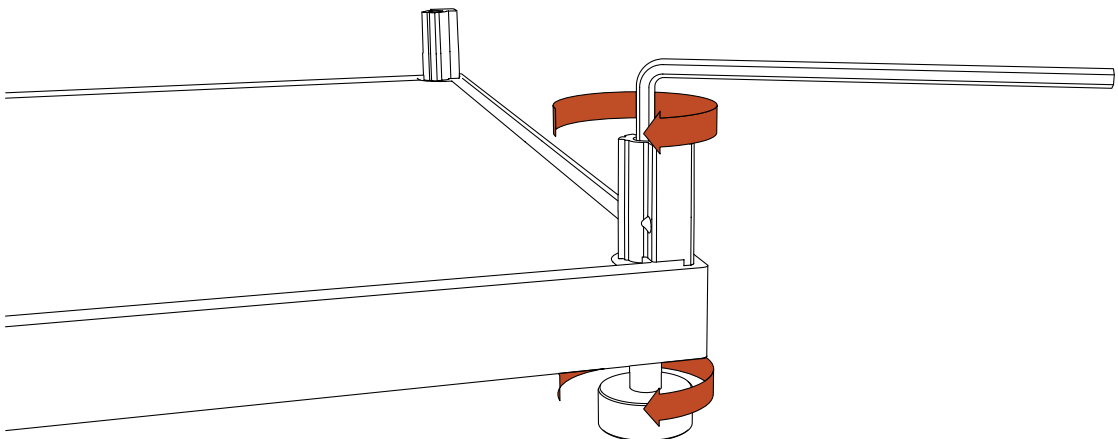
Place a spirit level on the bottom Shelves/Trays in order to check whether the base is level. A perfectly leveled base is essential to achieve a satisfying end result.



4.

#### LEVELING USING THE FEET

If the New Order bottom Shelves/Trays are not level, adjust them by unscrewing the four adjustable feet. They can either be adjusted by unscrewing by hand or with an allen key.

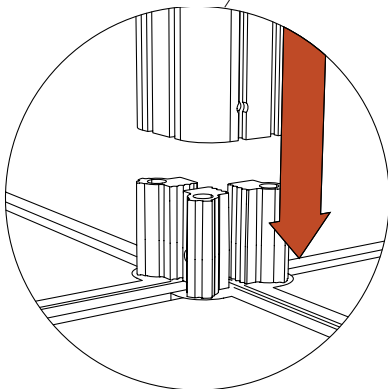
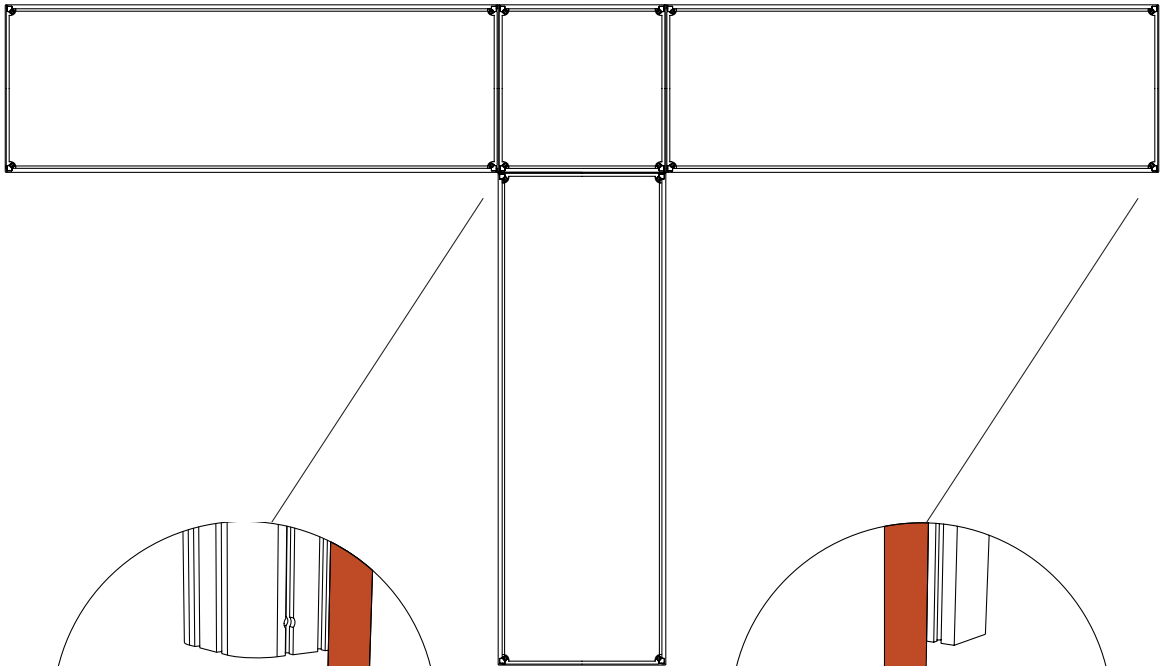
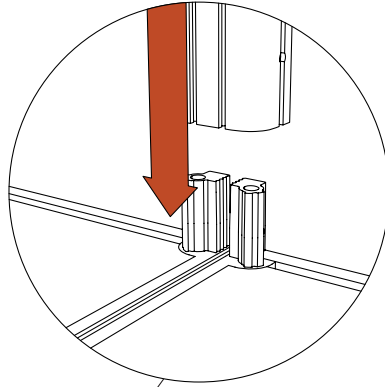


5.

## MOUNT PROFILE

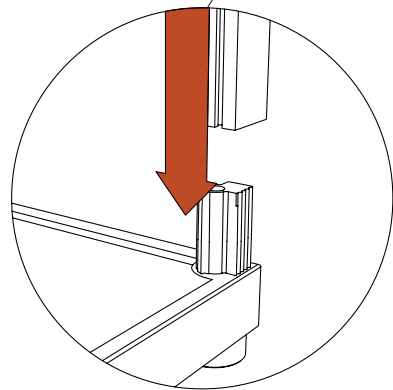
### DOUBLE PROFILE

Mount the Double Profile where two Shelves/Trays need to be connected.



### CORNER PROFILE

Mount the Corner Profile where three Shelves/Trays need to be connected.

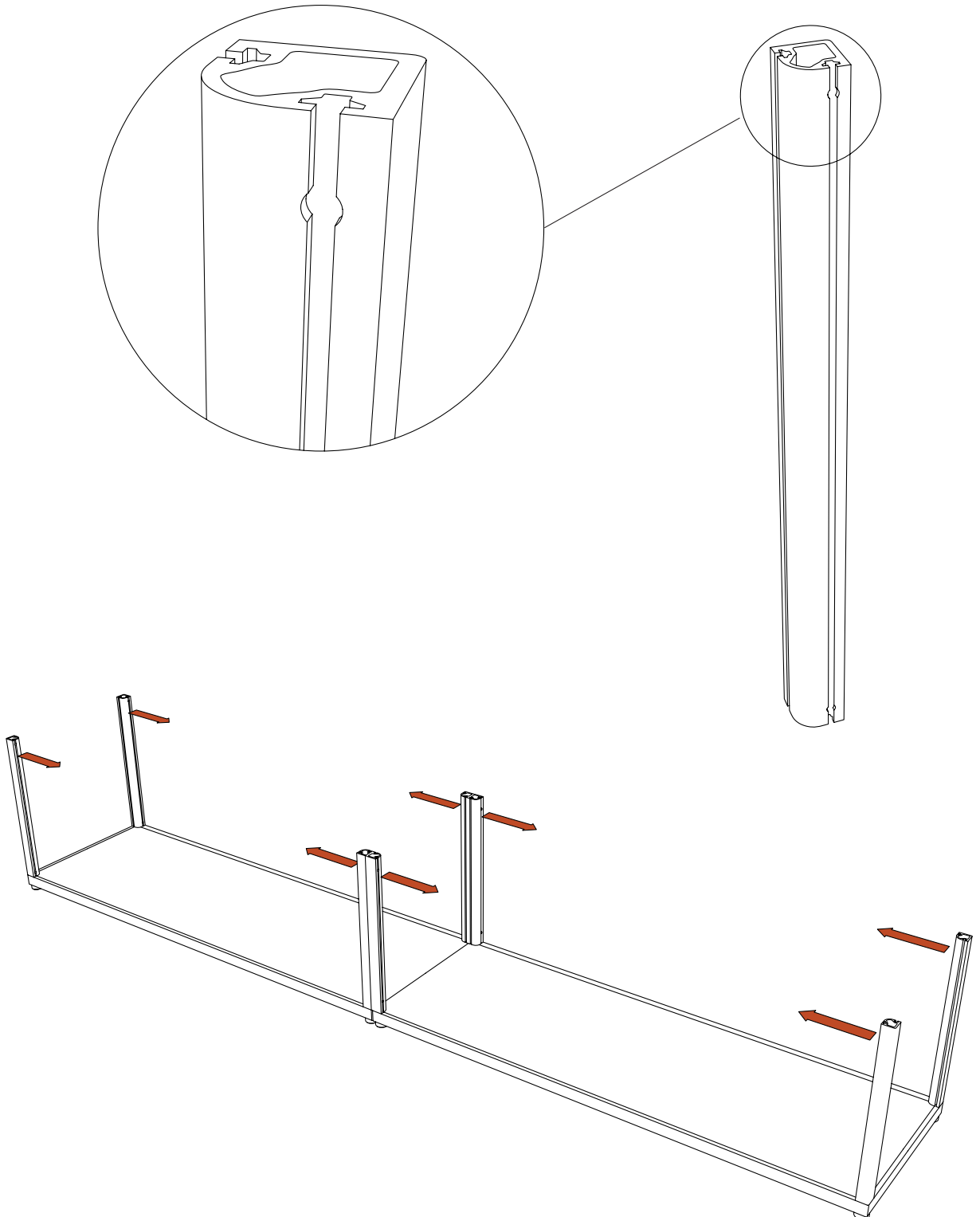


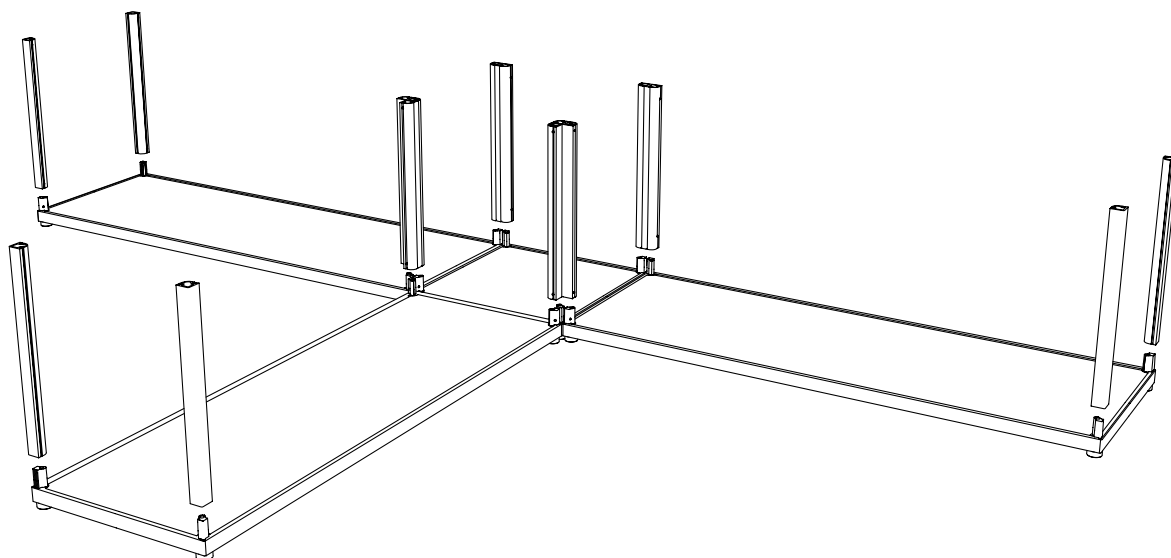
### SINGLE PROFILE

Mount the Single Profile in each outer corner of the system.

### SET SCREW PLACEMENT

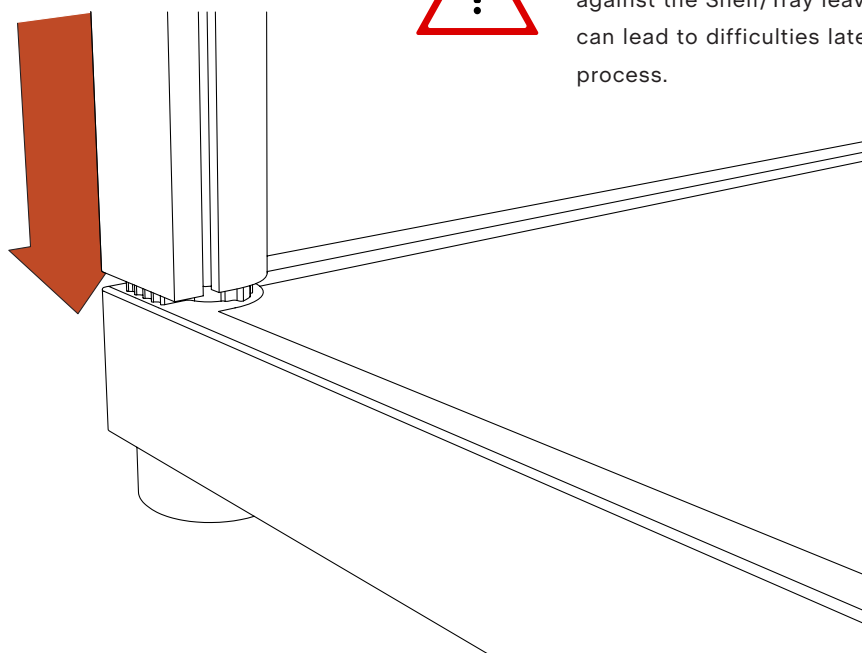
When mounting the profiles to the Shelf/Tray make sure that the set screws are pointing towards the middle of the Shelf/Tray.





#### AVOIDING GAPS

Make sure that the profiles are pressed firmly against the Shelf/Tray leaving no gaps. Any gaps can lead to difficulties later on in the assembly process.

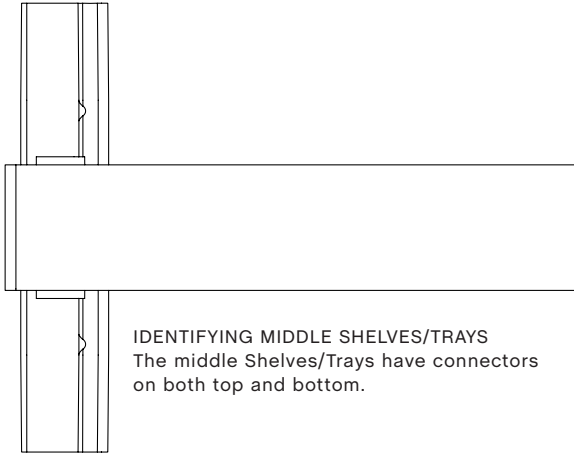




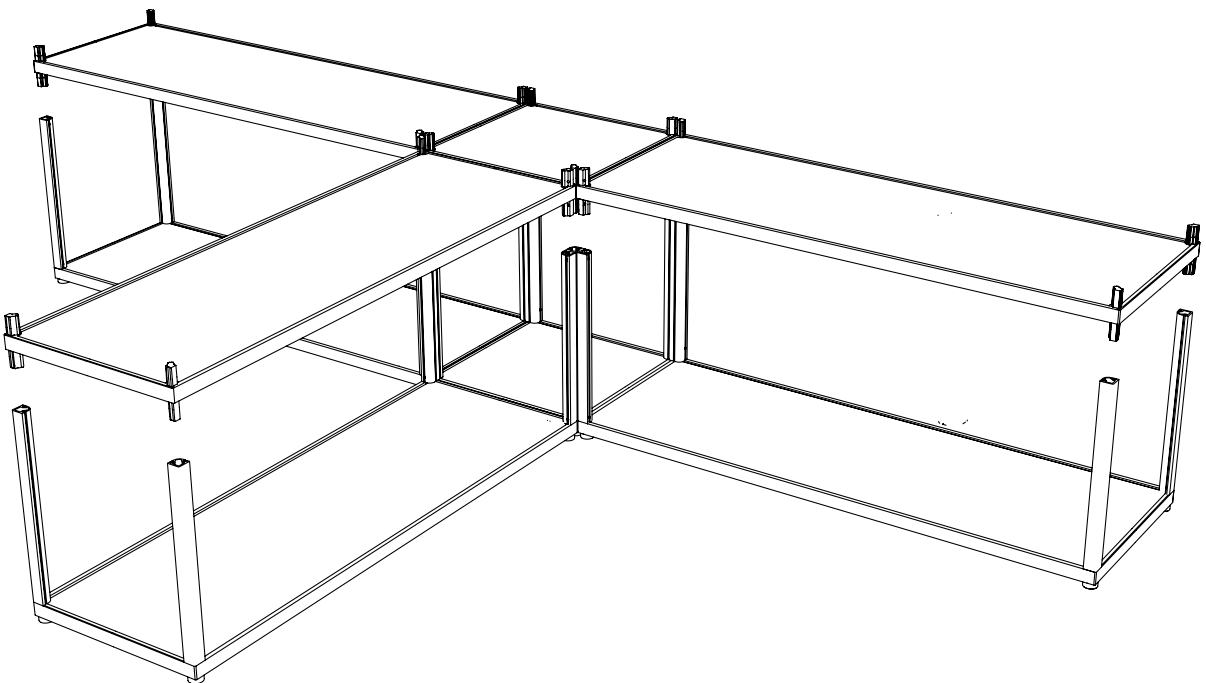
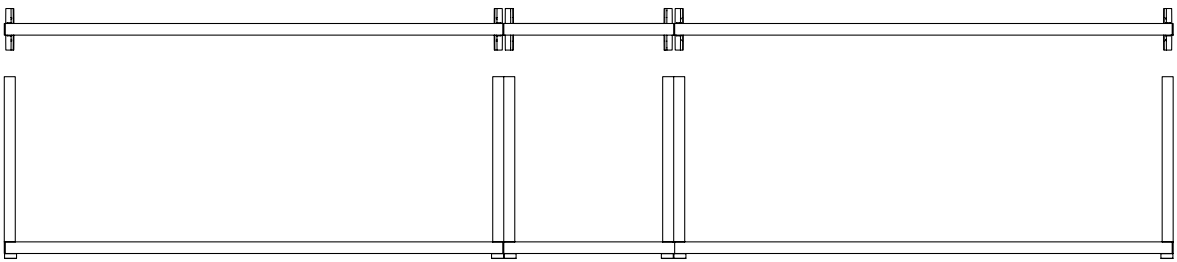
6.

#### MIDDLE SHELVES/TRAYS

The New Order System is constructed in a way that requires you to assemble one complete layer at a time. When a layer is finished you can move on to the next. Alternating between profiles and Shelves/Trays until you reach the top.



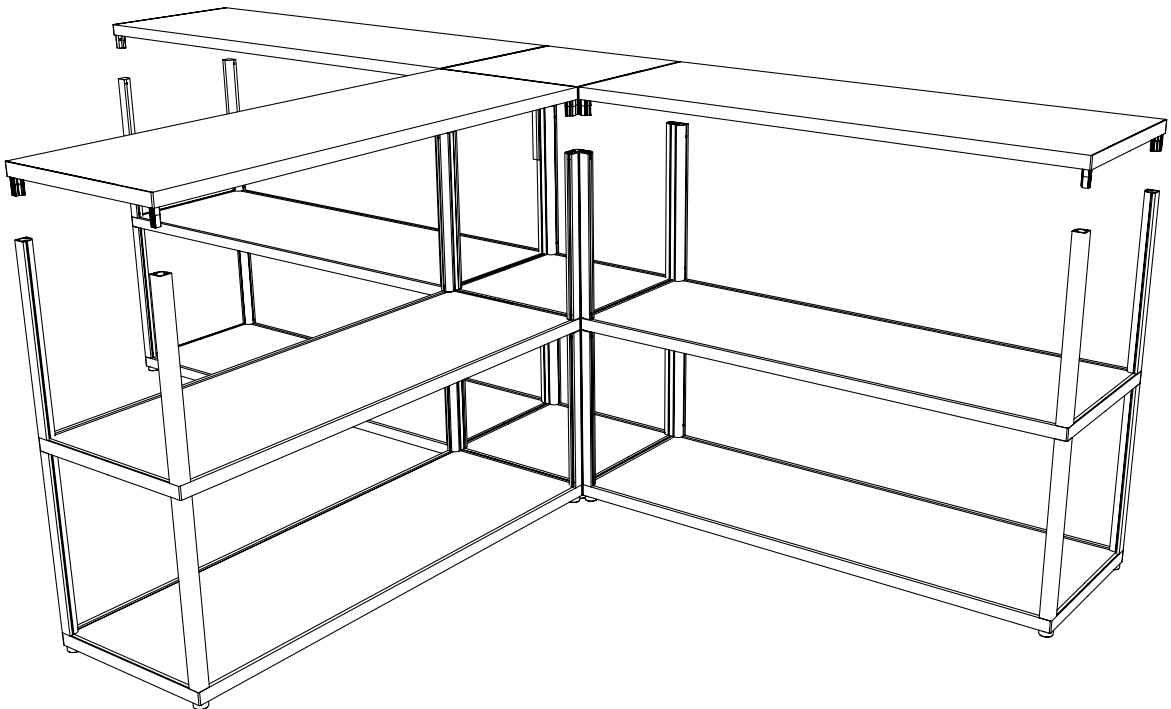
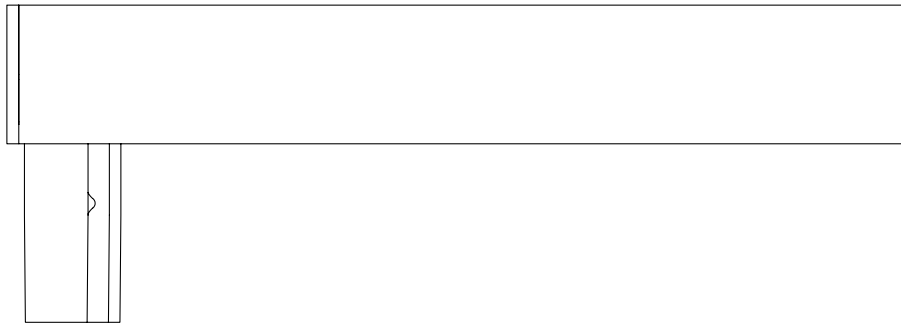
IDENTIFYING MIDDLE SHELVES/TRAYS  
The middle Shelves/Trays have connectors  
on both top and bottom.



7.

#### IDENTIFYING TOP SHELVES/TRAYS

The Top Shelves/Trays have only a connector on the bottom side and a clean top.

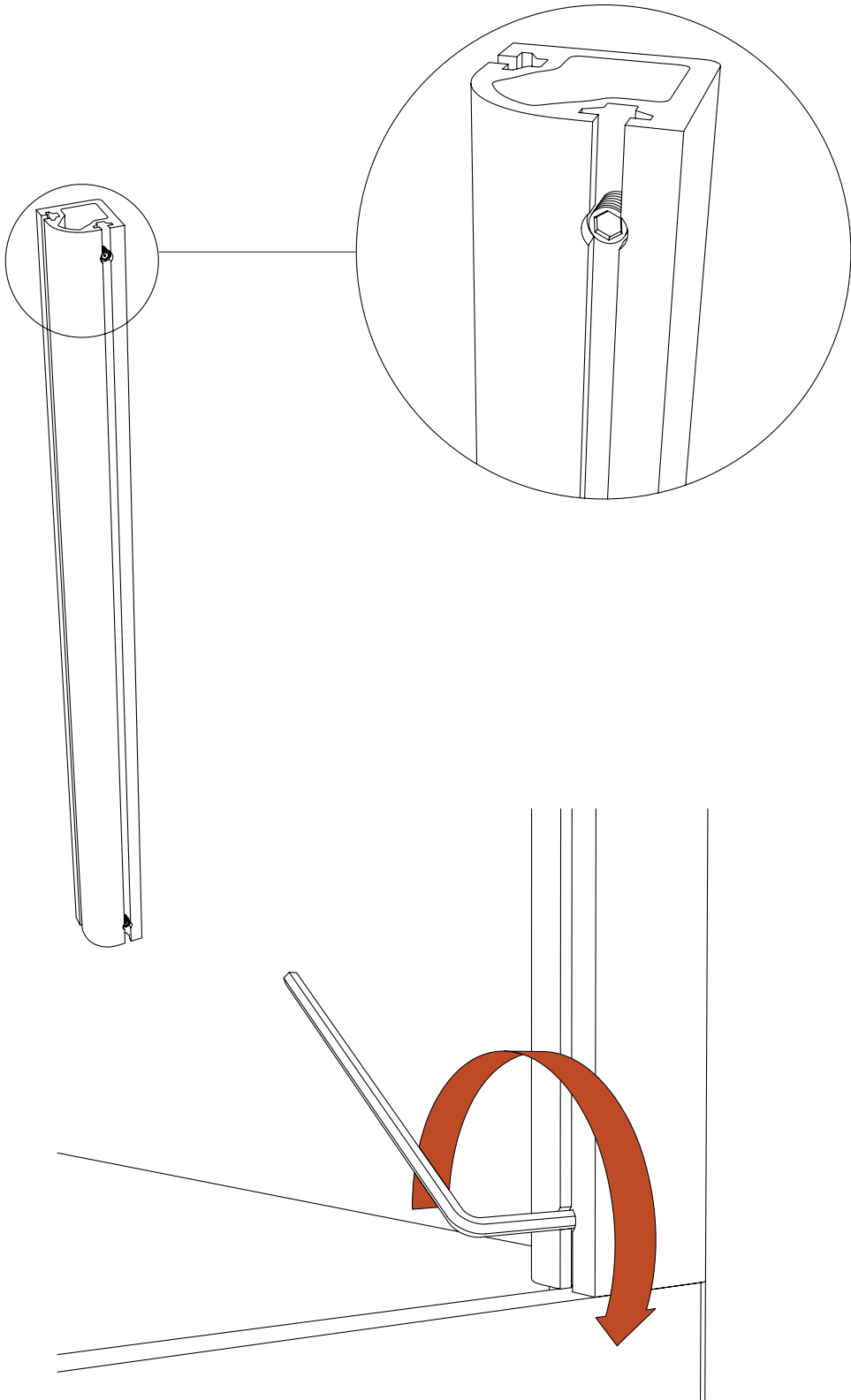


8.

#### SET SCREW PLACEMENT

Each profile contains set screws that lock into the Shelf/Tray in order to stabilize the construction.

When you have finished building the New Order system make sure to tighten all set screws.



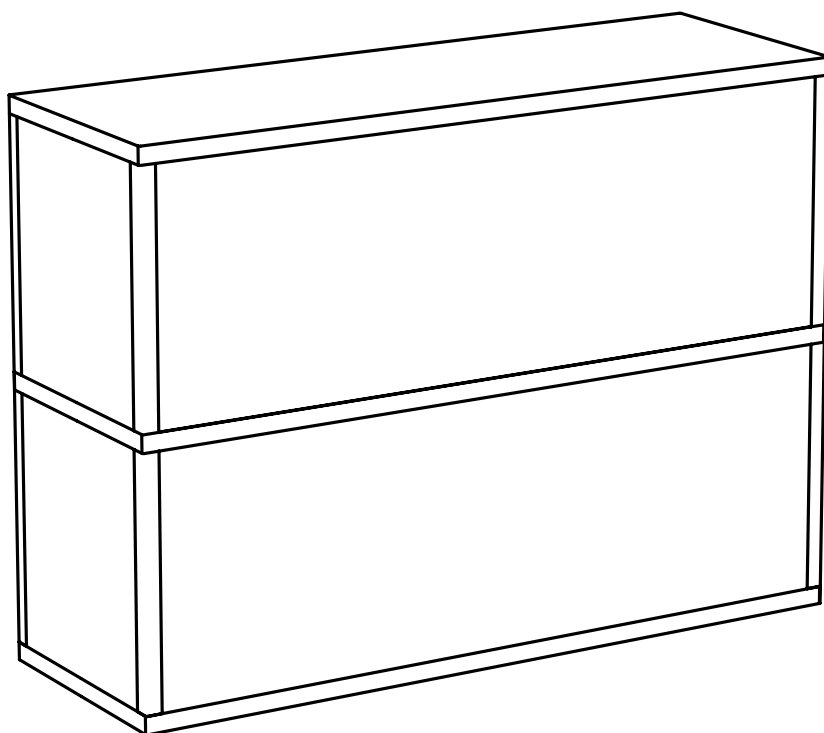


> INSTRUCTIONS MANUAL <

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# NEW ORDER

PANELS



By STEFAN DIEZ

# HAY

> PARTS <

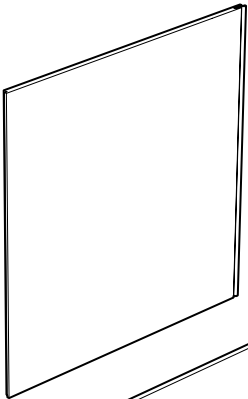
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PANELS FOR SHELF

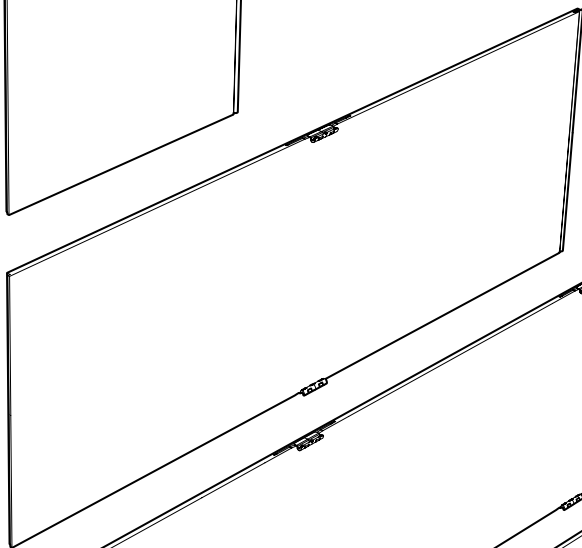
There are four different types of panels:

Side Panel, Back Panel 1m, Back Panel 1.5m, Back Panel 2m

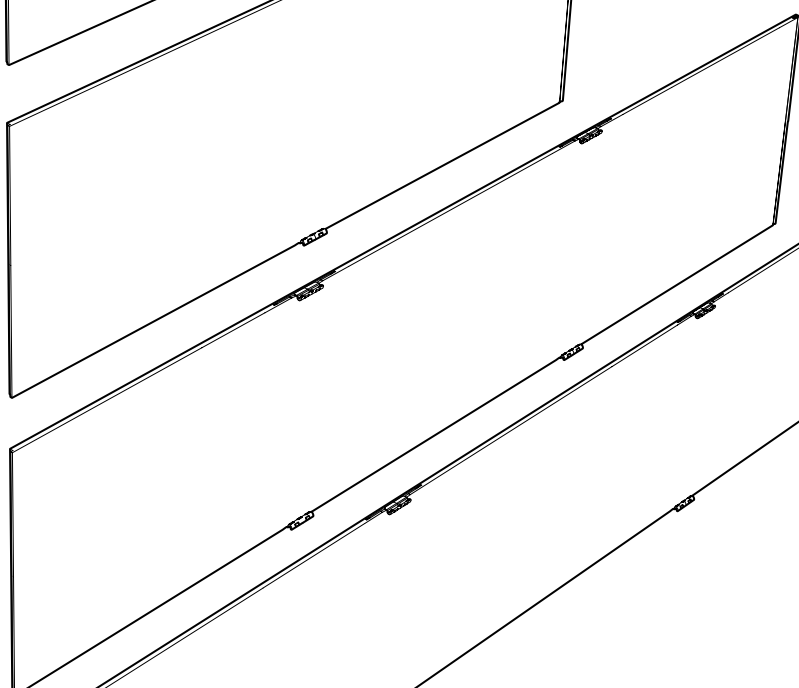
SIDE PANEL



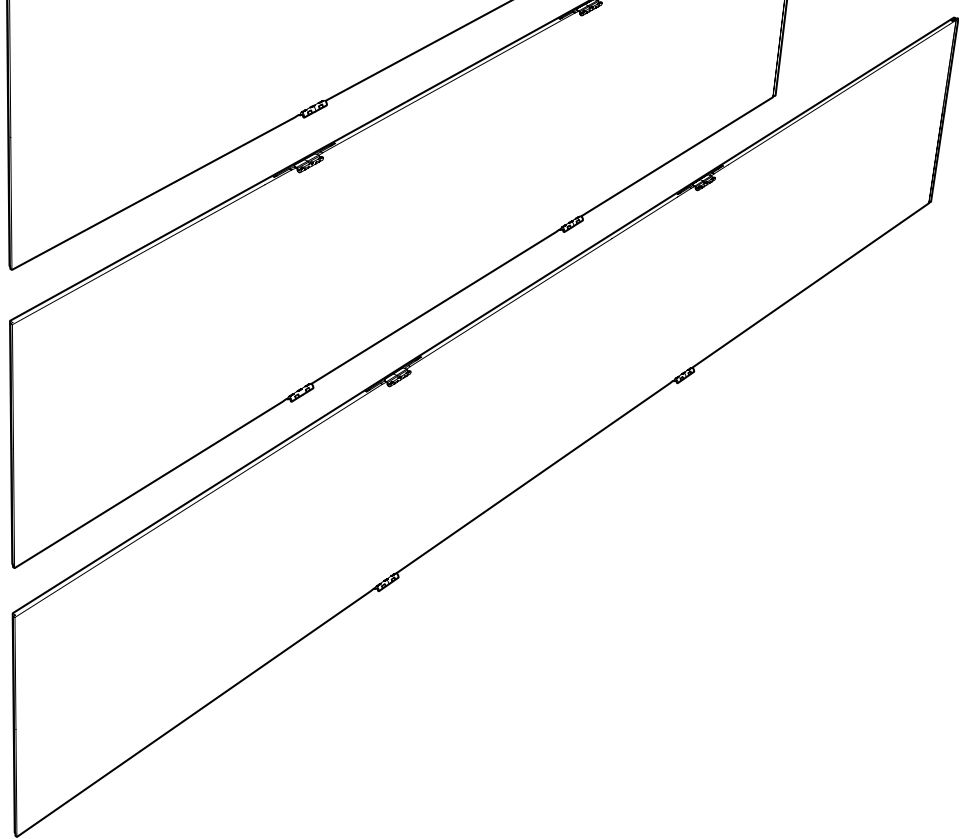
BACK PANEL 1m



BACK PANEL 1.5m



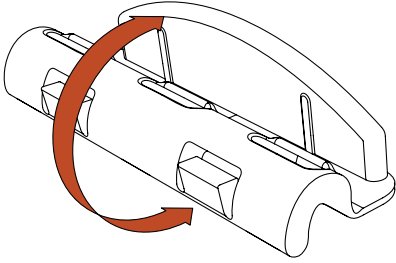
BACK PANEL 2m



1.

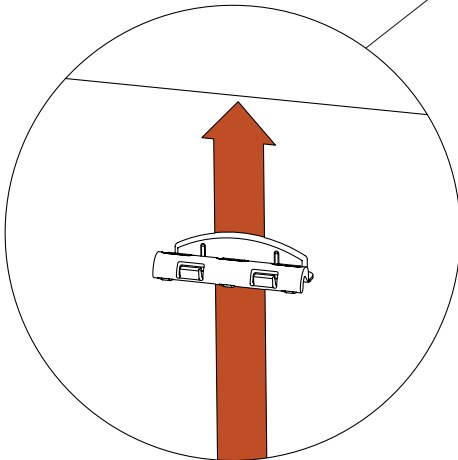
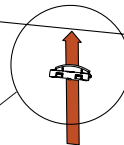
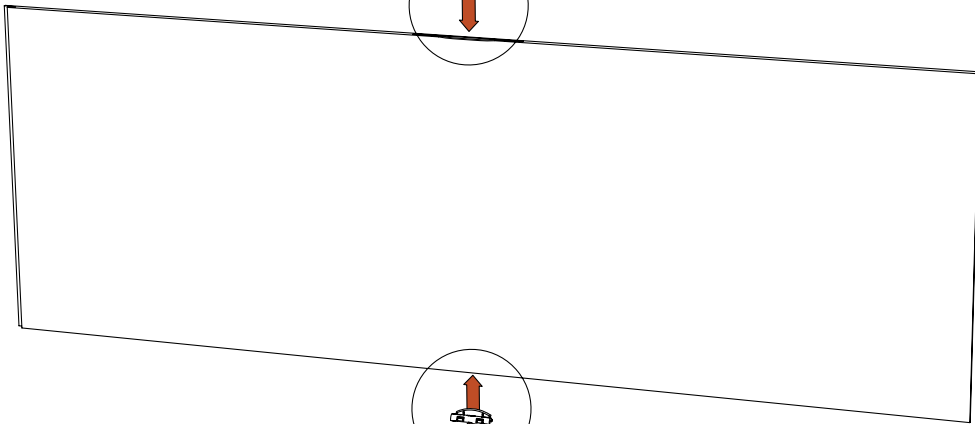
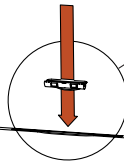
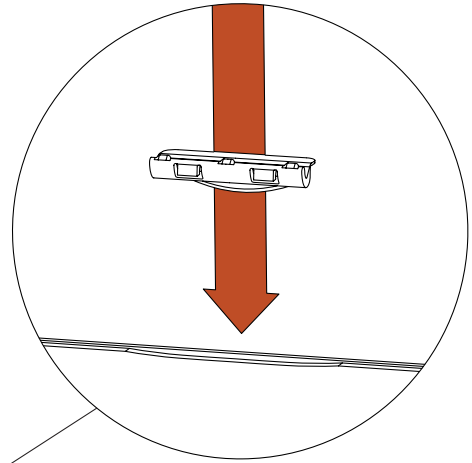
#### INSERT THE PANEL CLIPS

Mount the clips in the grooves on the top and bottom of the panel.



#### SOFTENING THE PLASTIC

The plastic panel clip needs a small wiggle in order for the plastic to soften thereby making it easier to mount the profile and panel.

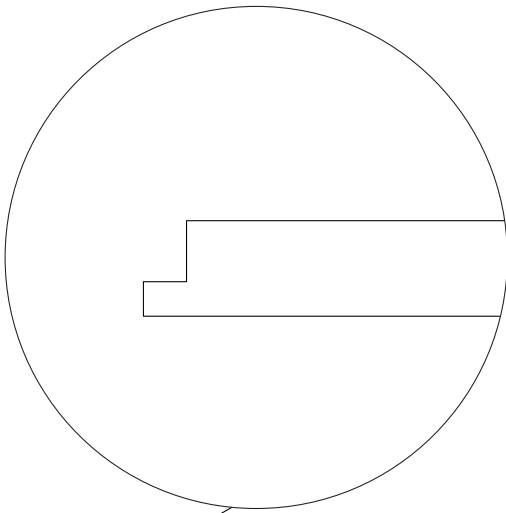


2.

## INSERTING THE PANELS

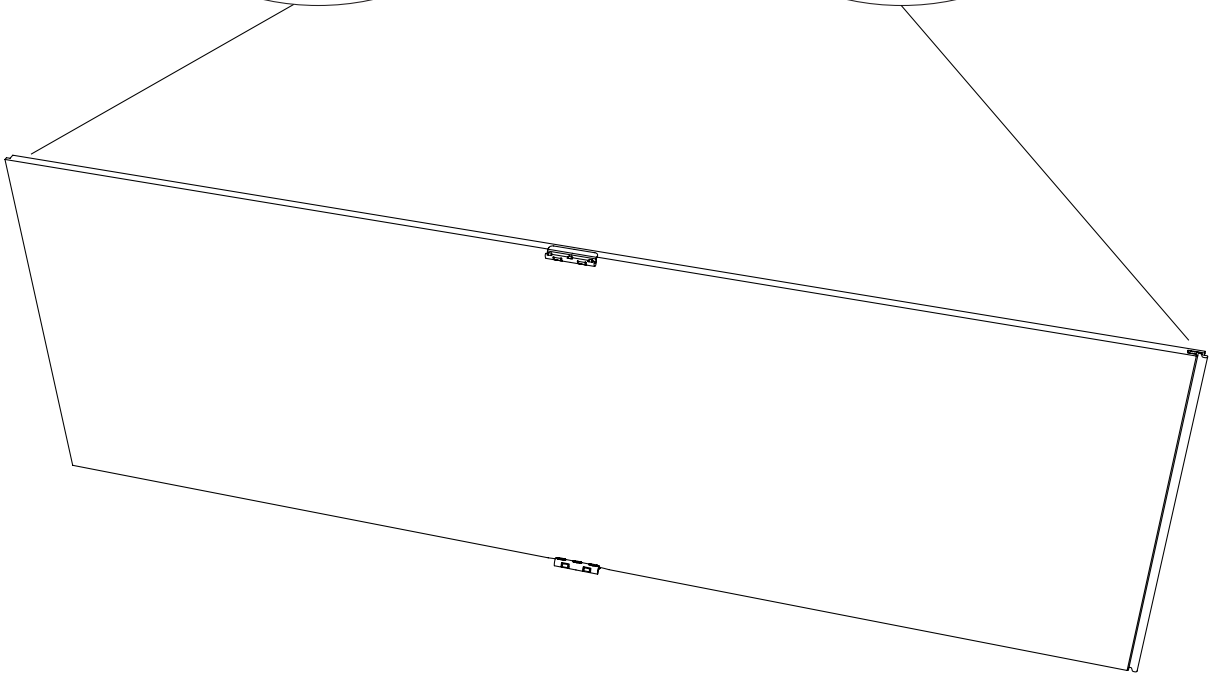
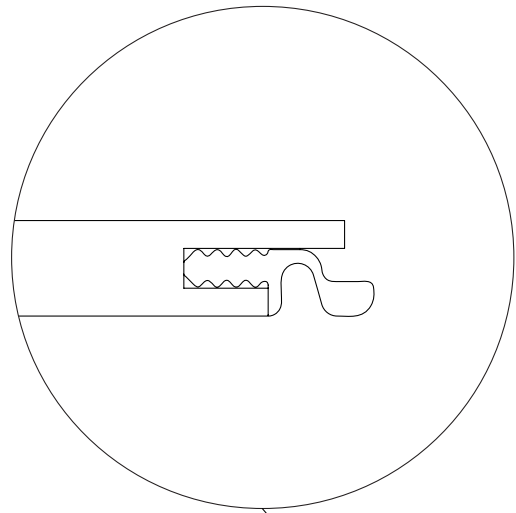
### WOODEN PANEL END FIRST

Insert the end of the panel made from wood  
into the profile first.



### PLASTIC PANEL END SECOND

Insert the end of the panel made from plastic  
into the other profile.

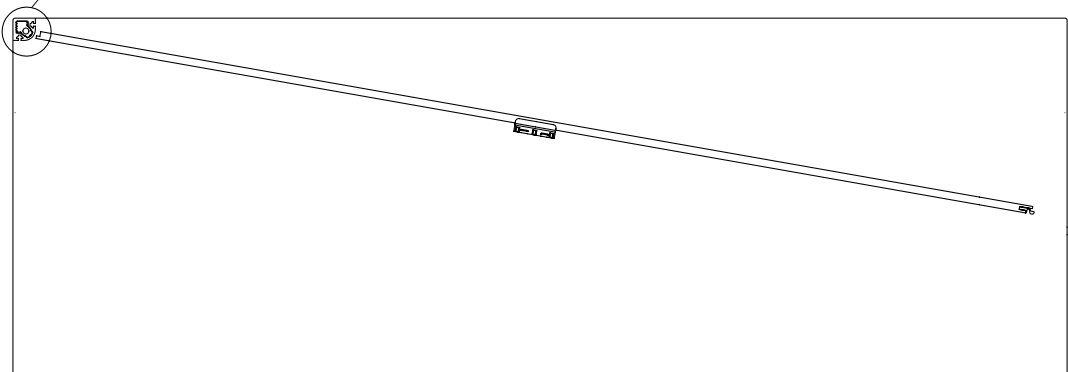
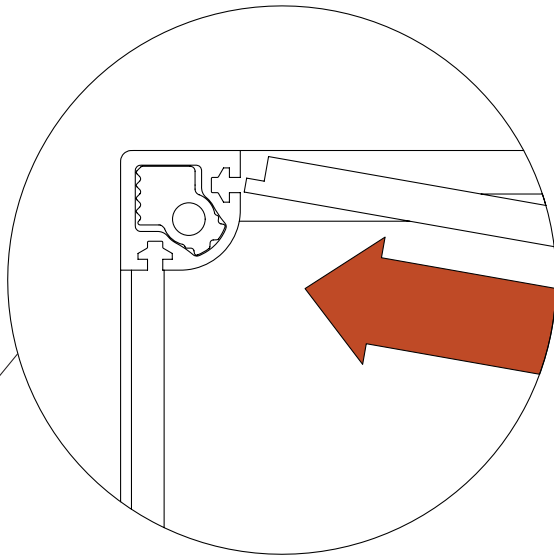
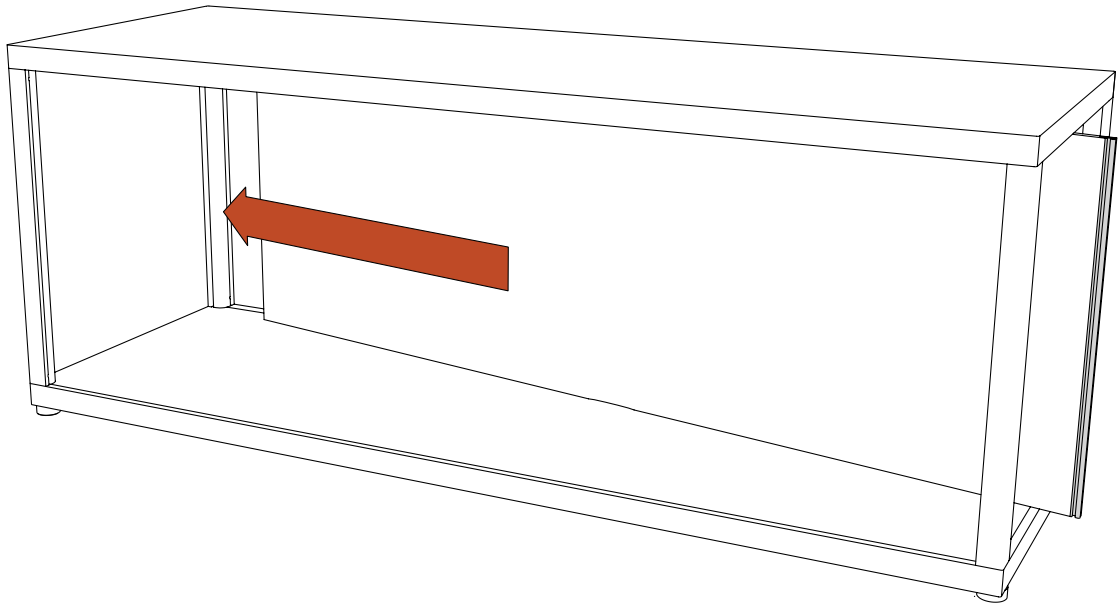




3.

### INSERT THE PANEL CLIPS

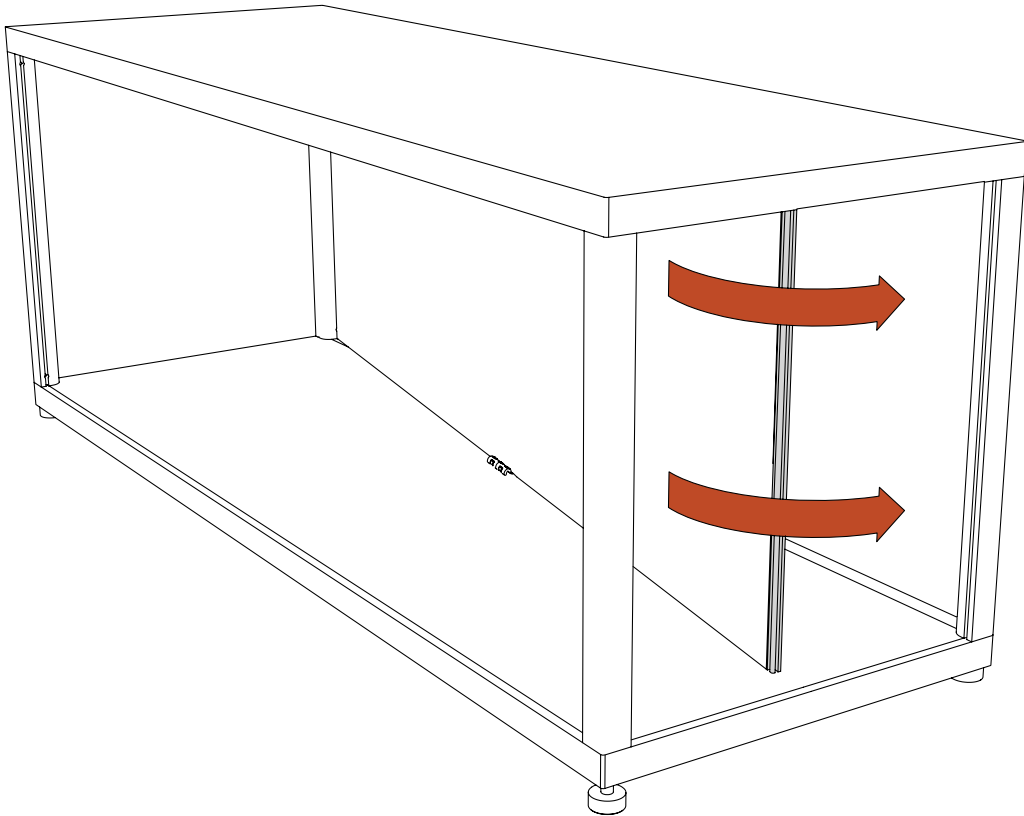
Mount the clips in the grooves on the top and bottom of the panel.



4.

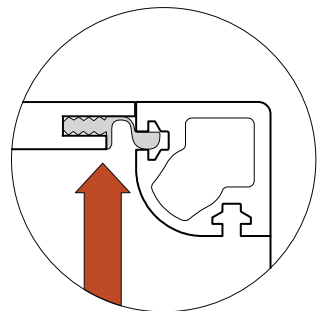
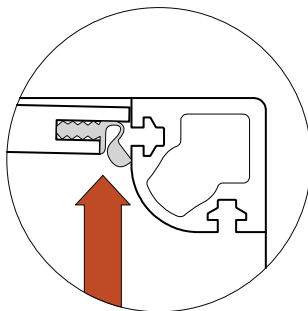
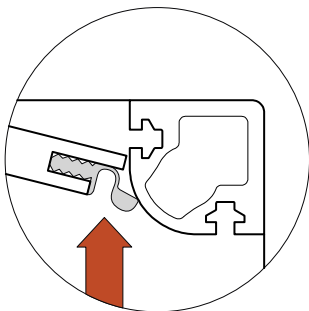
#### MOUNTING THE PLASTIC SNAP LOCK

After the wooden end of the panel is inserted in the profile move the plastic end of the panel to the second profile



#### SNAPPING INTO PLACE

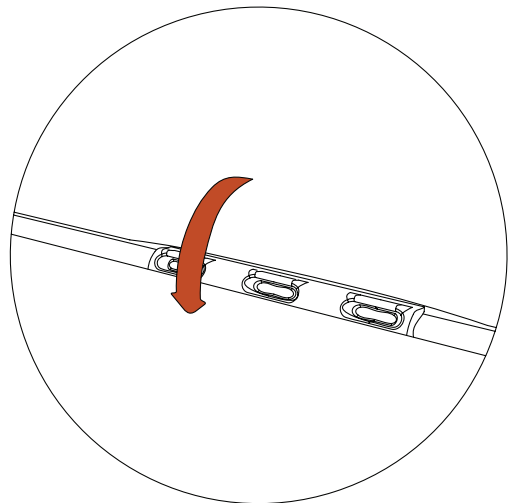
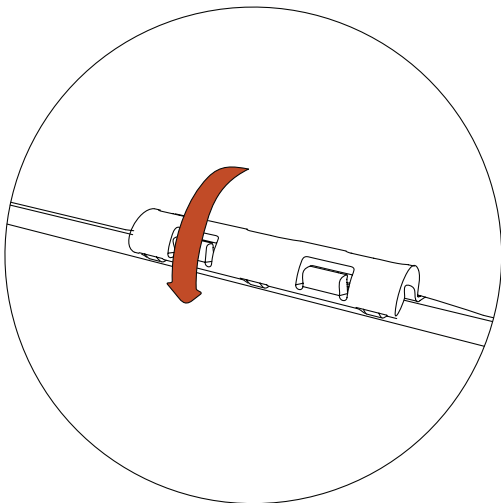
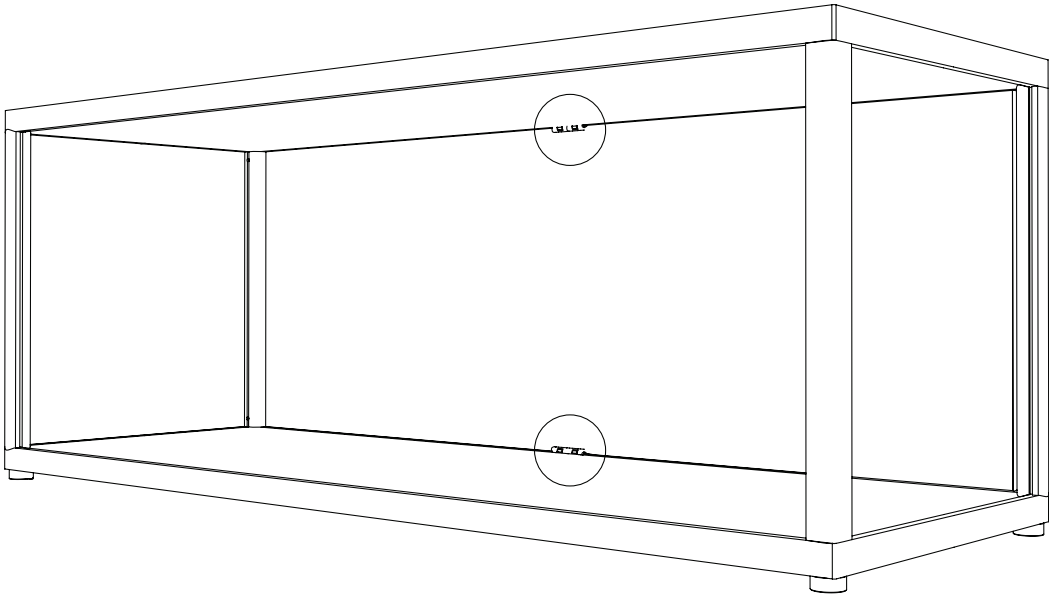
The plastic end of the panel is made to bend thereby snapping into place in the groove in the profile. Don't be afraid to apply pressure to the top and bottom of the panel in order to secure the panel in the profile.



5.

#### SECURE THE PANEL IN PLACE

Secure the panel in place with the clips between the panel and profile.

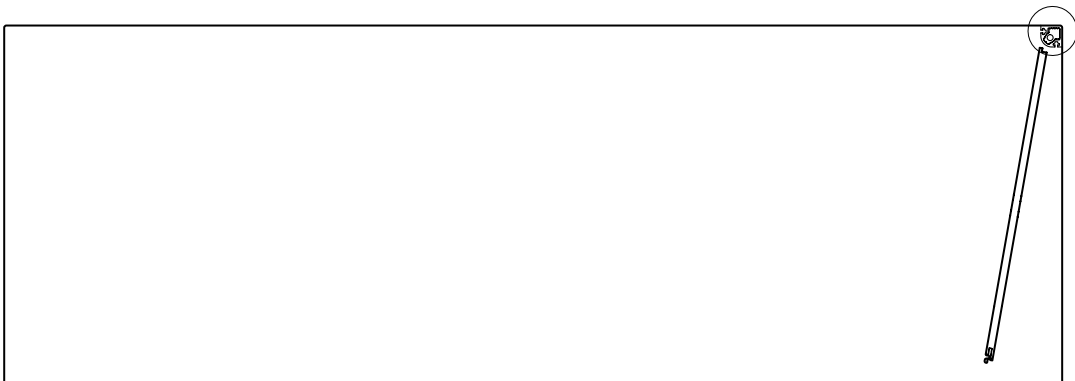
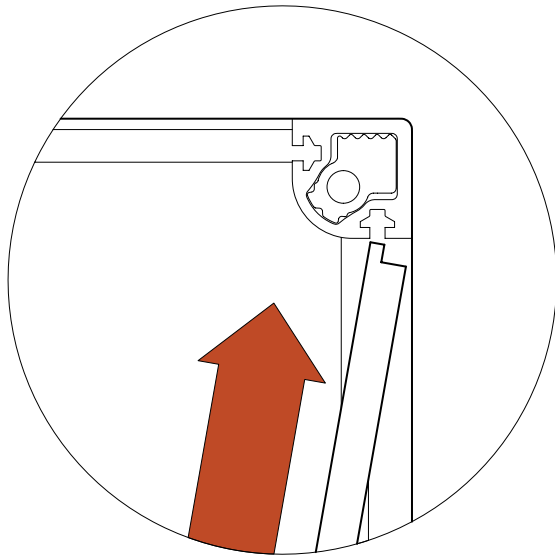
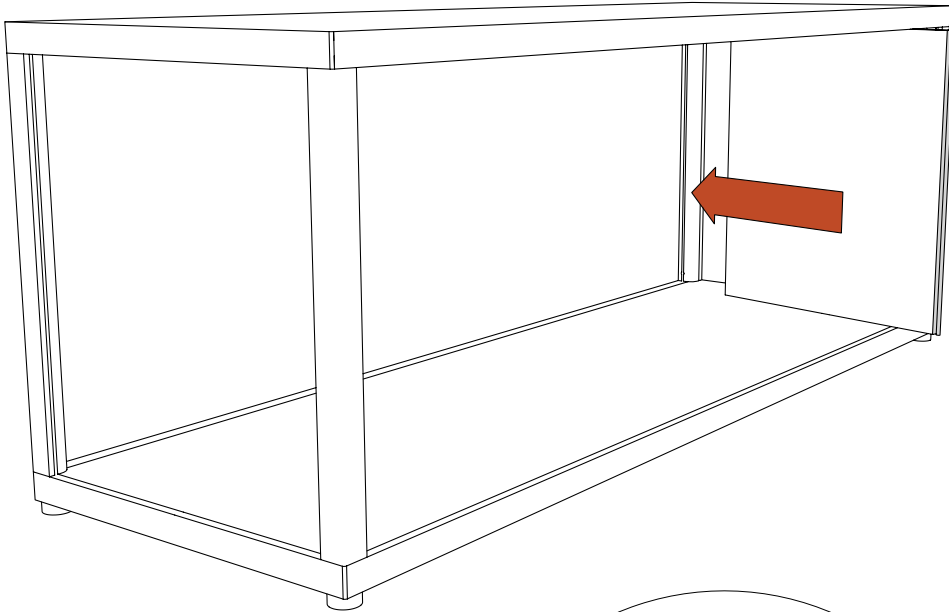


6.

#### INSERT THE SIDE PANEL

Slide the panel from the inside of the shelving system.

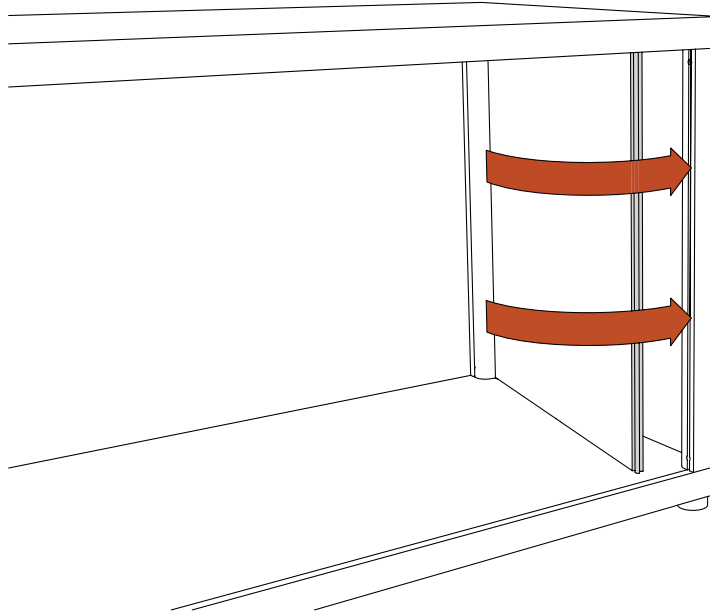
Insert the wooden end of the panel into the groove in the profile. Make sure that the recess is pointing outwards.



7.

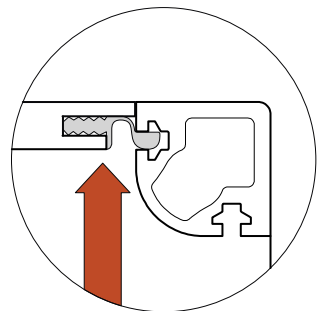
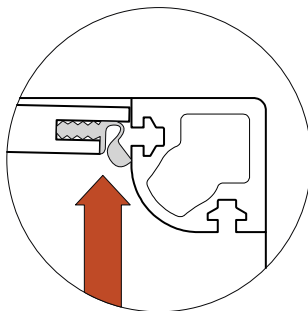
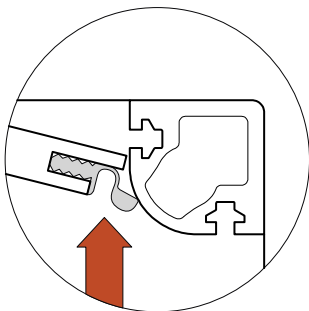
#### INSERT THE PANEL CLIPS

Mount the clips in the grooves on the top and bottom of the panel.



#### SNAPPING INTO PLACE

The plastic end of the panel is made to bend thereby snapping into place in the groove in the profile. Don't be afraid to apply pressure to the top and bottom of the panel in order to secure the panel in the profile.



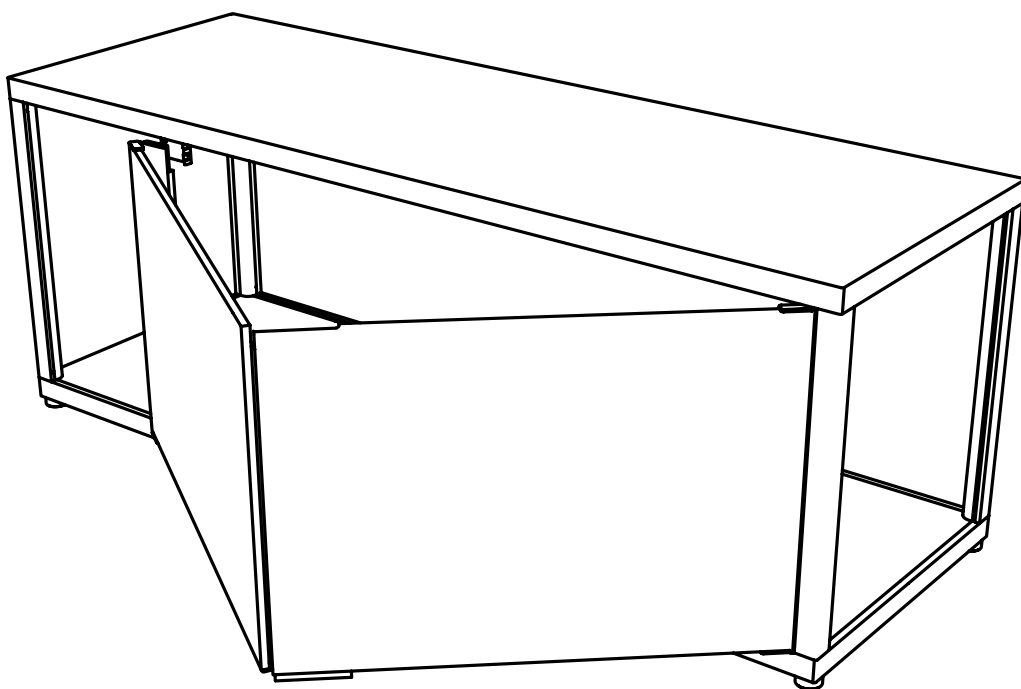


> INSTRUCTIONS MANUAL <

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# NEW ORDER

SLIDING DOORS



By STEFAN DIEZ

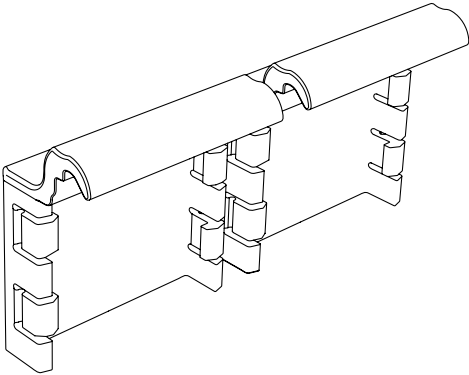
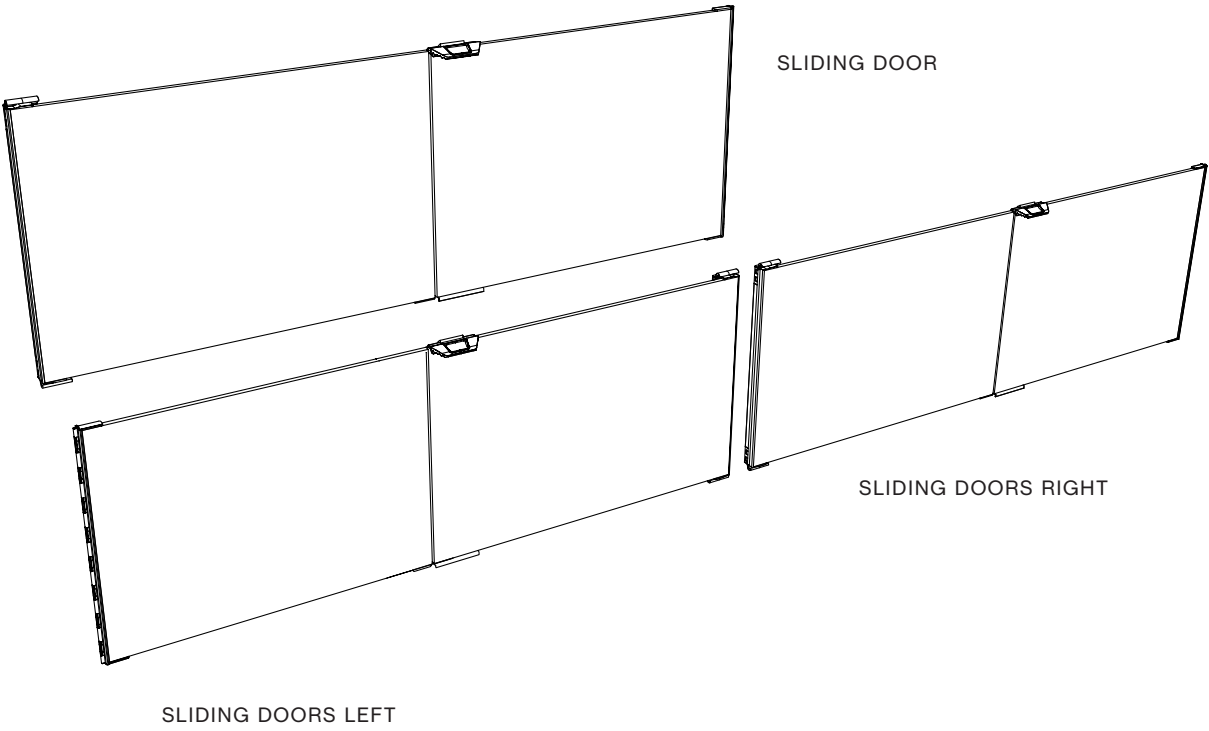
# HAY

> PARTS <

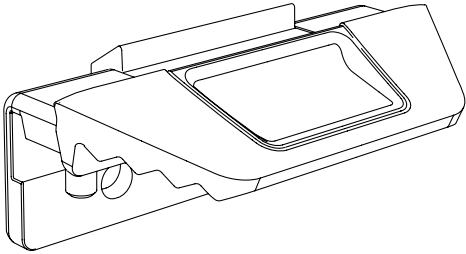
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SLIDING DOOR/DOORS

There are two different door setups depending on your New Order dimensions. Systems 1m and below use a single Sliding Door whereas systems longer than 1m use two Sliding Doors.



DOOR GLIDER



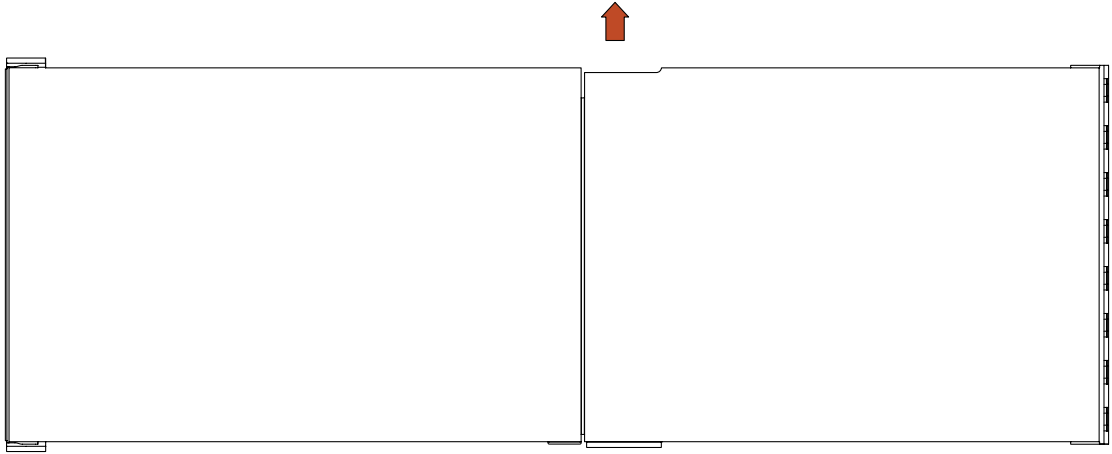
HANDLE



1.

#### INSERT THE DOORS

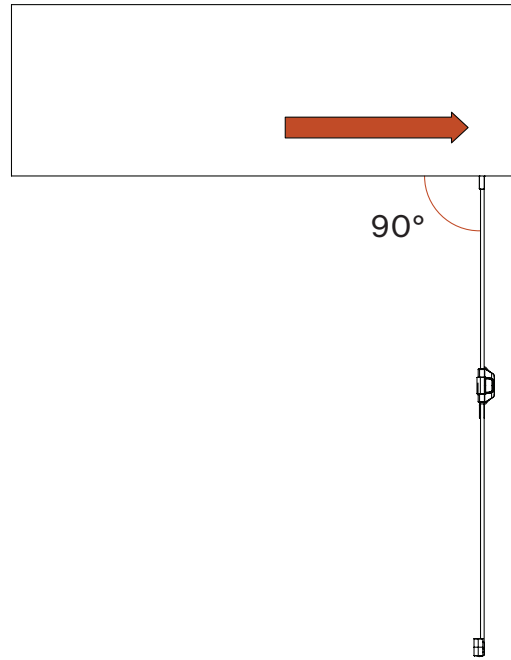
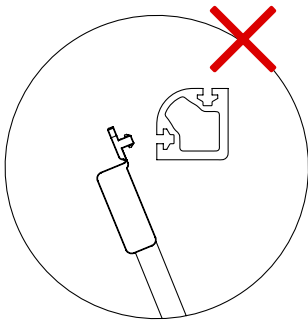
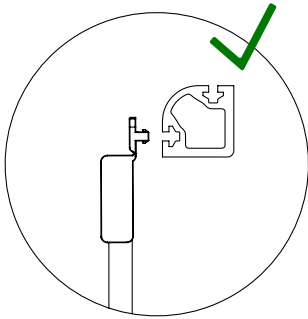
The cut out must be facing up when mounting the sliding doors



2.

#### MOUNTING SLIDING DOOR

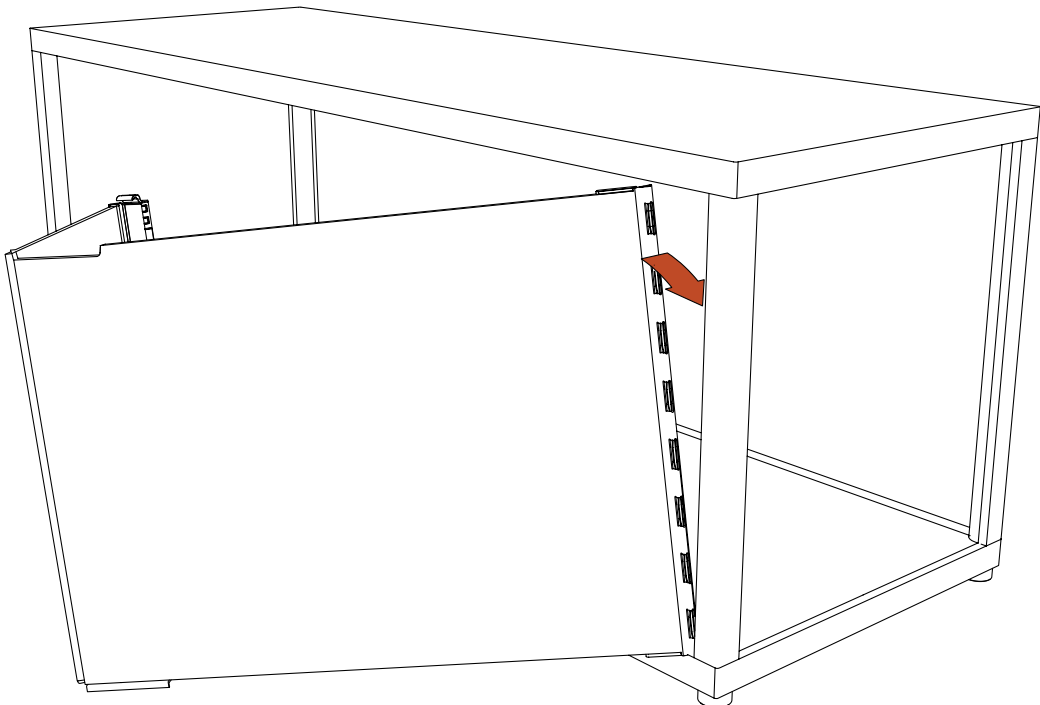
The plastic panels snap into the groove in the profile securing the Sliding Door.



3.

#### BOTTOMS UP

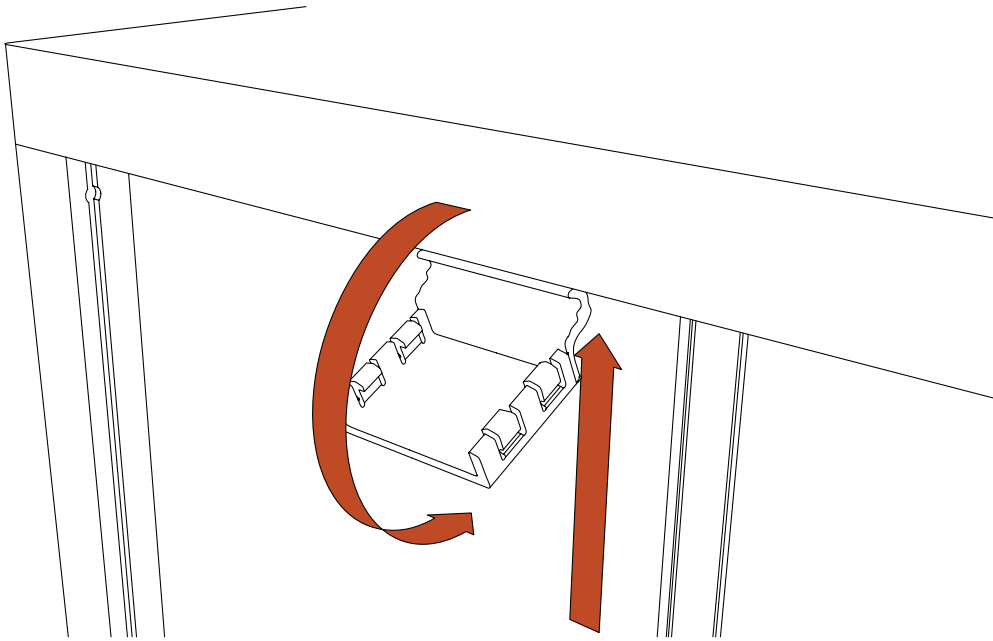
Begin by inserting the bottom part of the plastic part into the groove in the profile and apply pressure moving upwards..



4.

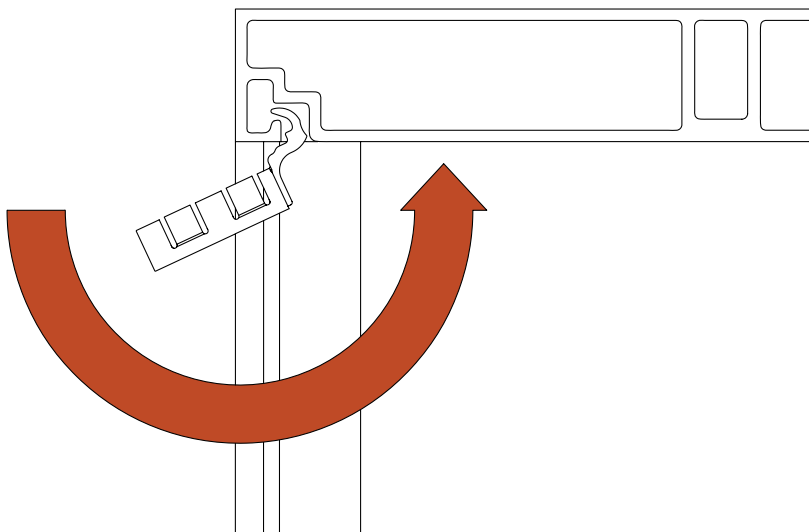
#### TOP GLIDER

Push the Glider in the groove on the top Shelf/Tray. Rotate it to hang the glider securely from the Shelf/Tray.



#### HANGING THE TOP GLIDER

Insert and rotate the Glider in the groove.

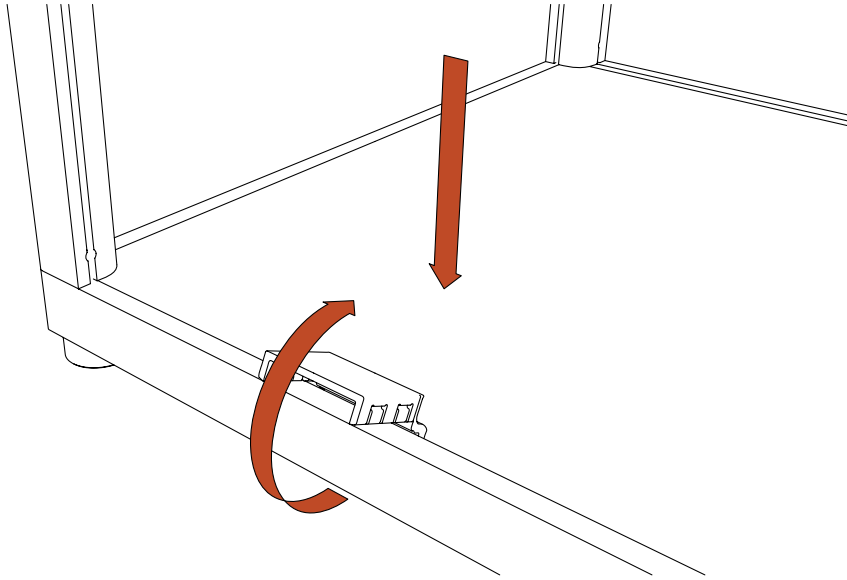


5.

#### BOTTOM GLIDER

Push the glider in the groove on the bottom Shelf/Tray.

Rotate it to secure the Glider to the Shelf/Tray.



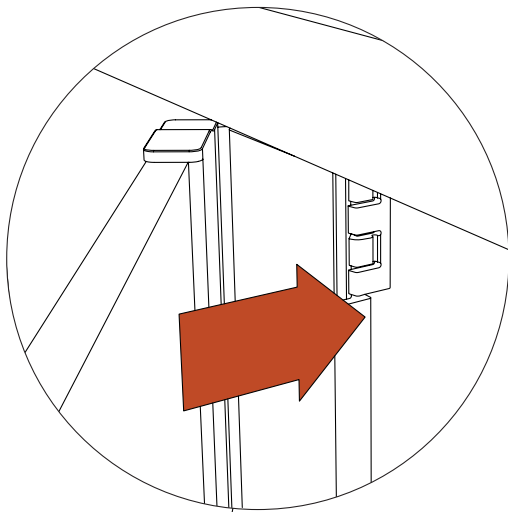
6.

#### DOOR TO GLIDER

Align the end of the door that is not fixed to the shelving system to the Gliders.

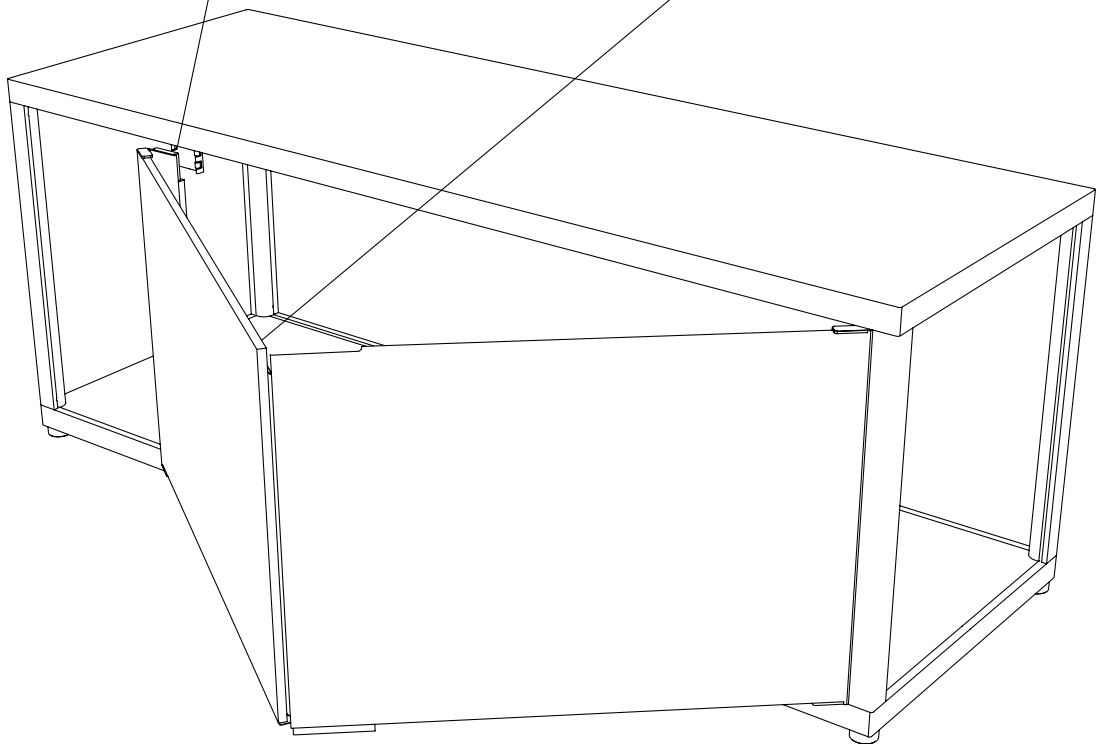
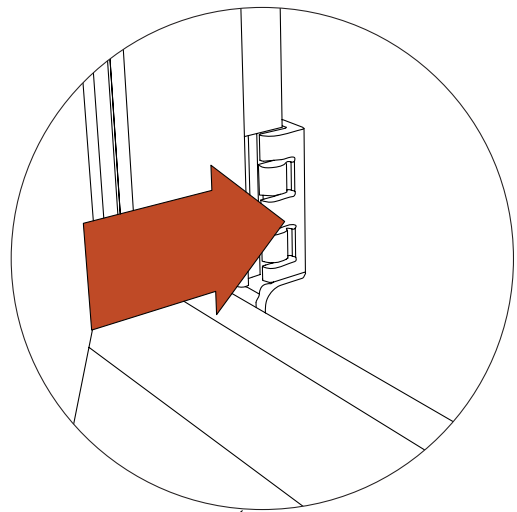
##### TOP GLIDER

Start by pressing the Sliding Door into the top Glider.



##### BOTTOM GLIDER

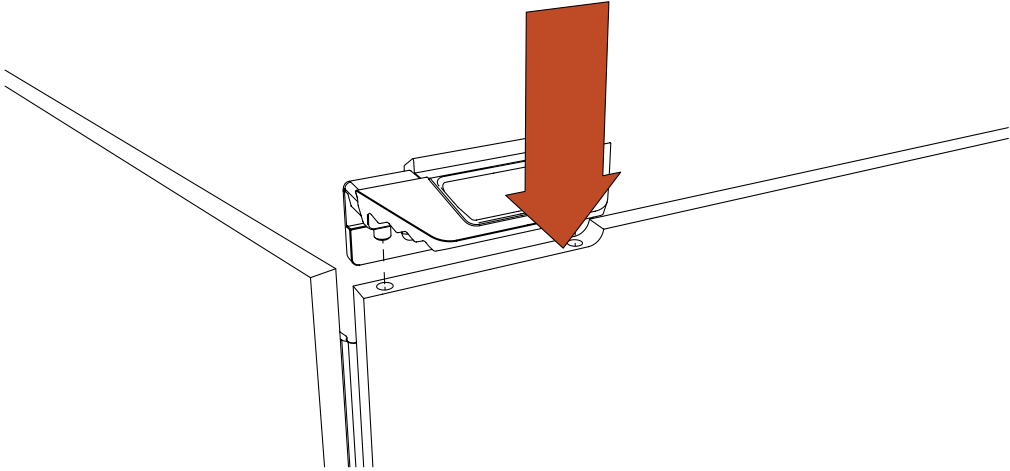
When the top part is secure proceed to the bottom Glider and repeat.



7.

#### MOUNTING THE HANDLE

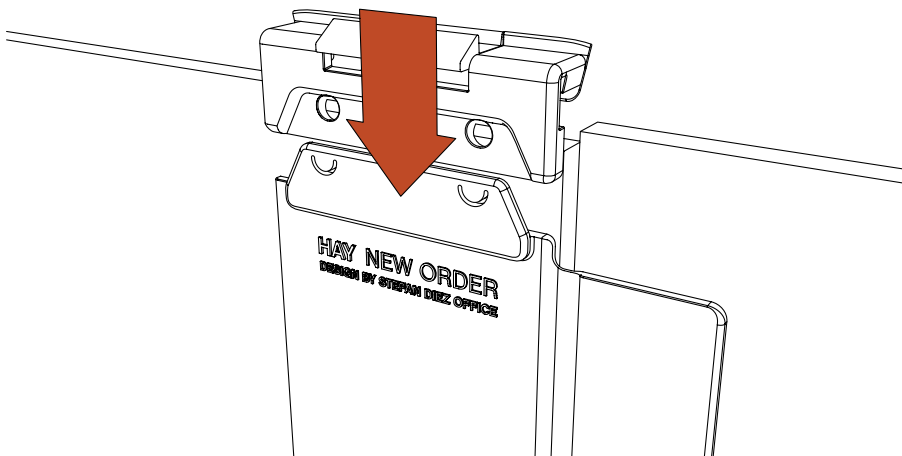
Align the Handle with the holes in the recessed part of the Sliding Door.  
The Handle should be facing out relative to the shelving system.



8.

#### HANDLE SNAPPING

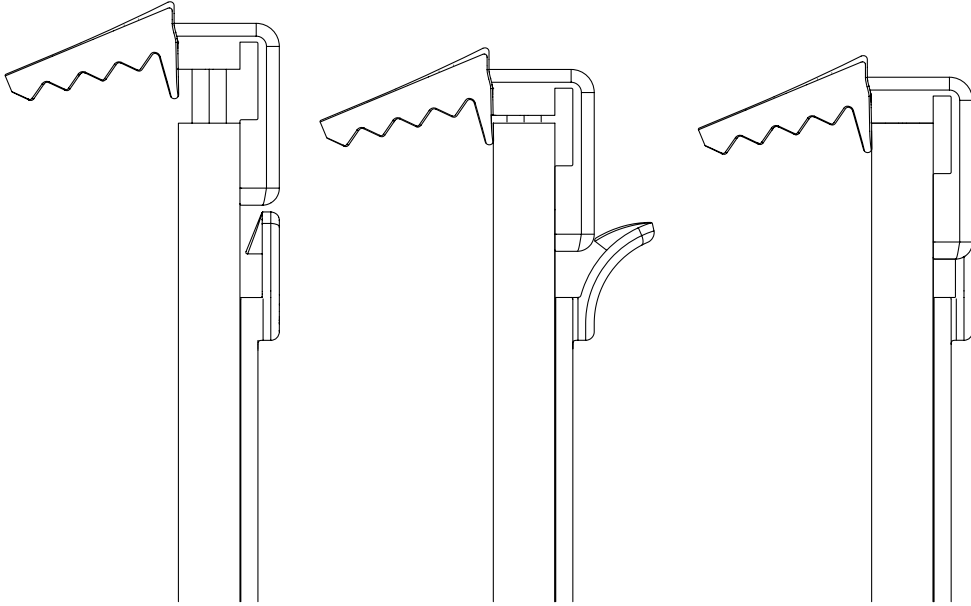
Press the Handle all the way to the bottom of the Sliding Door allowing it to snap into the plastic bracket.



9.

#### DOUBLE SECURITY

Press the pins into the Sliding Doors and allow the plastic bracket on the rear of the Sliding Door to snap to the Handle.





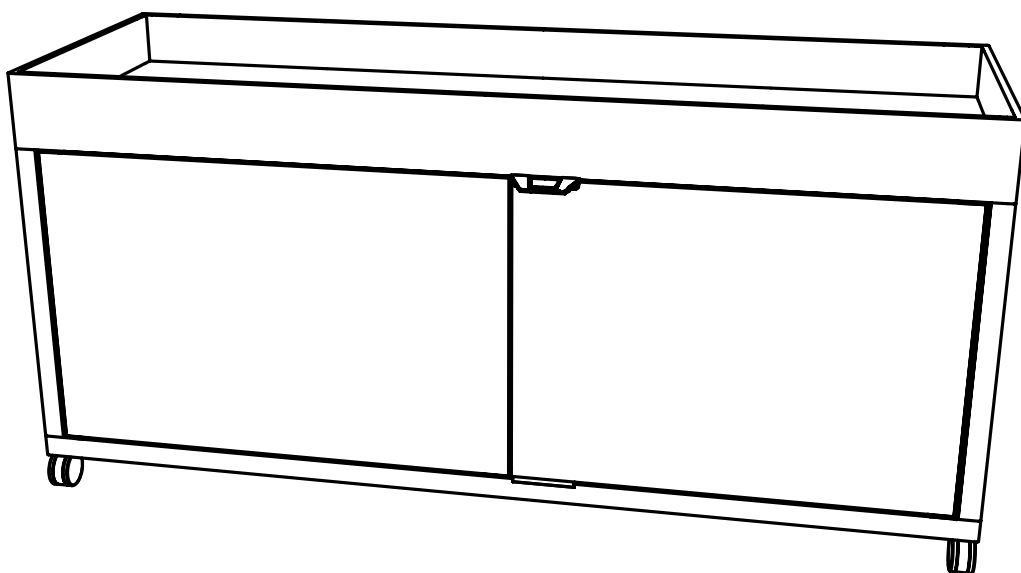


> INSTRUCTIONS MANUAL <

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# NEW ORDER

WHEELS



By STEFAN DIEZ

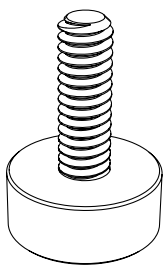
# HAY

> PARTS <

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WHEELS

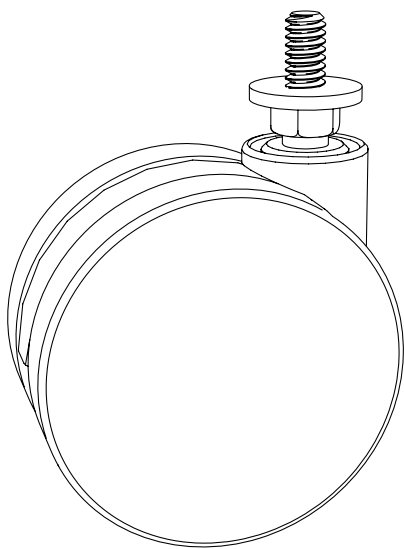
There are two different types of wheels:  
Wheel with brake, Wheel without brake



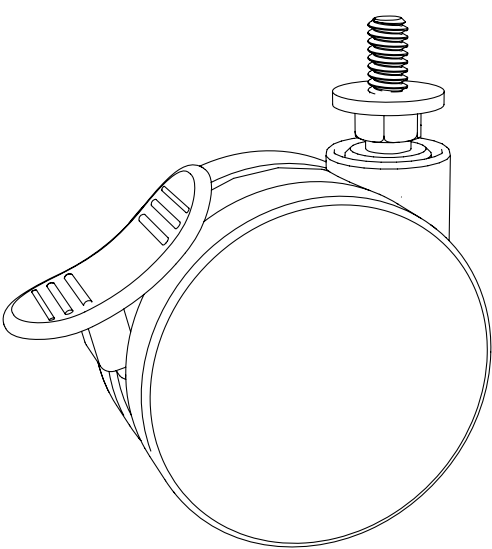
STANDARD FEET



DISCLAIMER  
To insure stability, wheels must only be  
mounted and used on systems with one level.



WHEEL

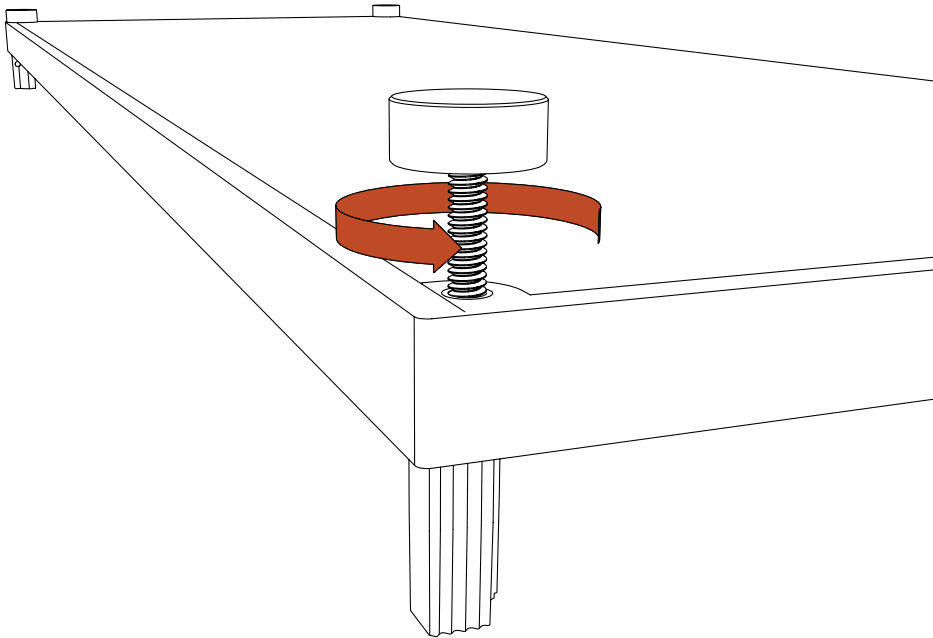


WHEEL WITH BRAKE

1.

#### UNSCREW FEET

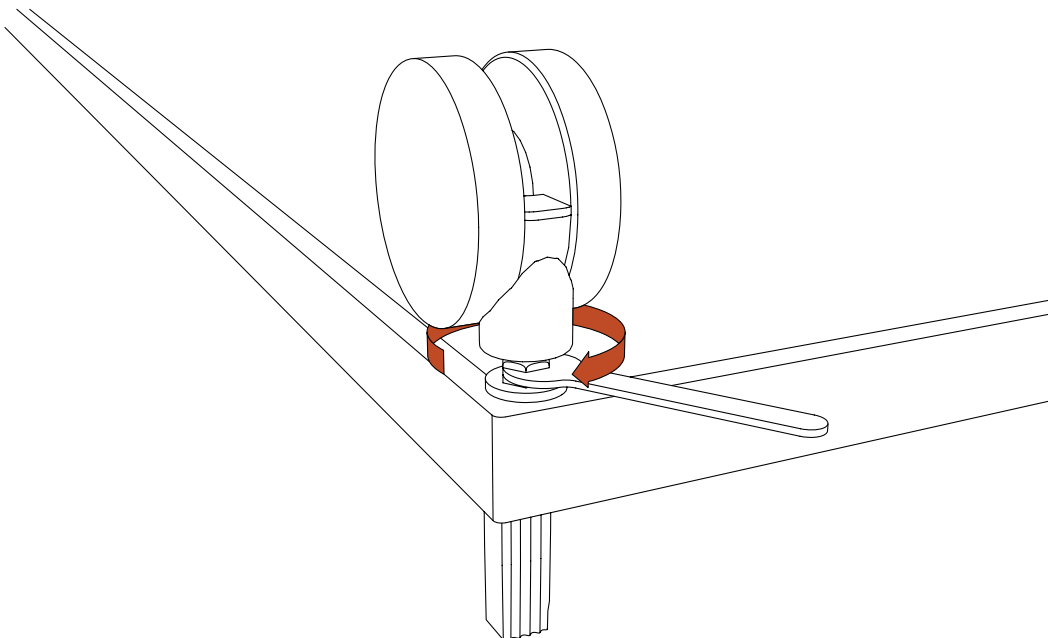
Turn the bottom Shelf/Tray over and unscrew the feet from the base.



2.

#### MOUNTING WHEELS

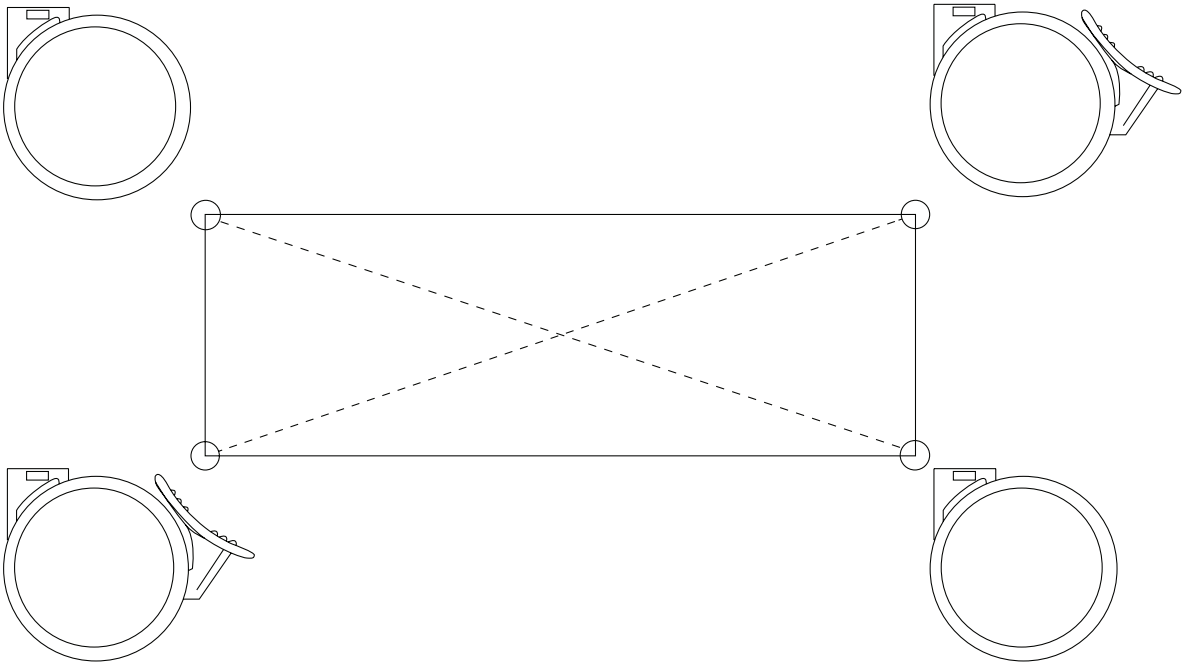
Mount the wheels using the supplied wrench.



3.

#### DIAGONAL MOUNTING

Mount identical wheels diagonally to ensure optimal stability.



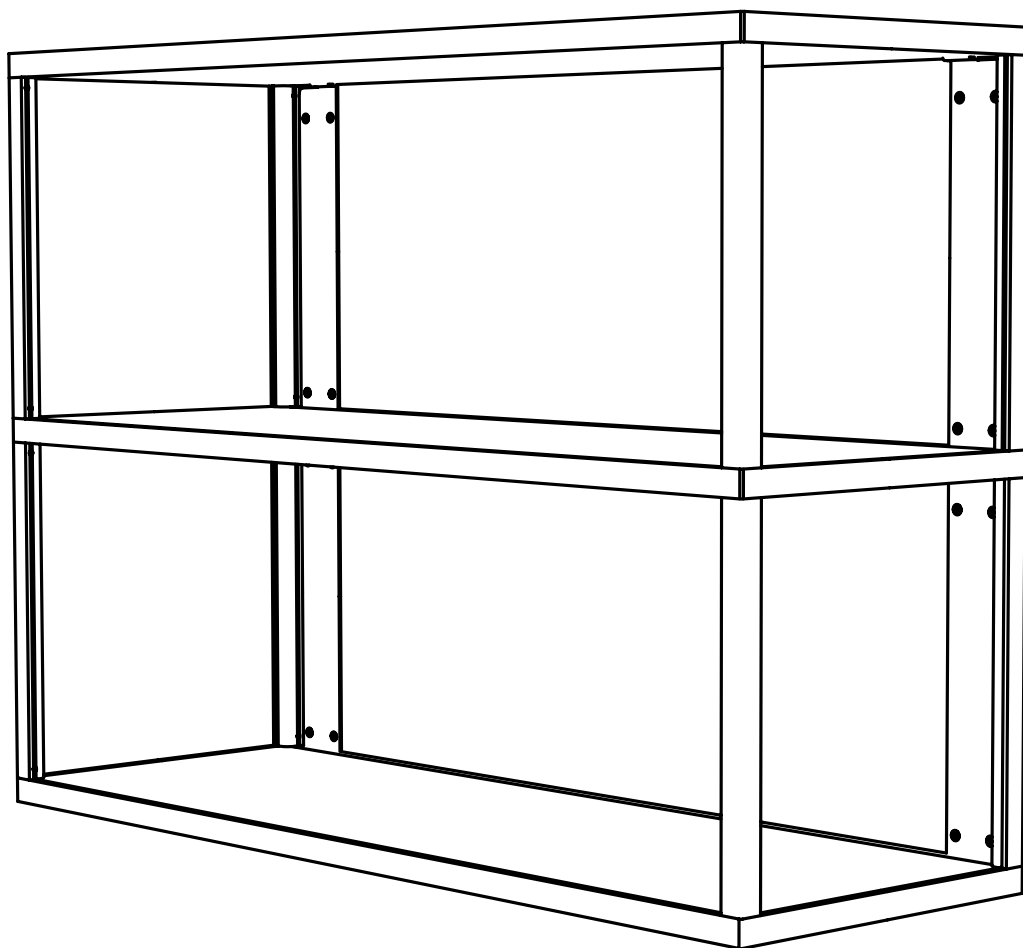
Retighten all wheels three to four weeks after assembly.

> INSTRUCTIONS MANUAL <

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# NEW ORDER

WALL MOUNTING BRACKET



By STEFAN DIEZ

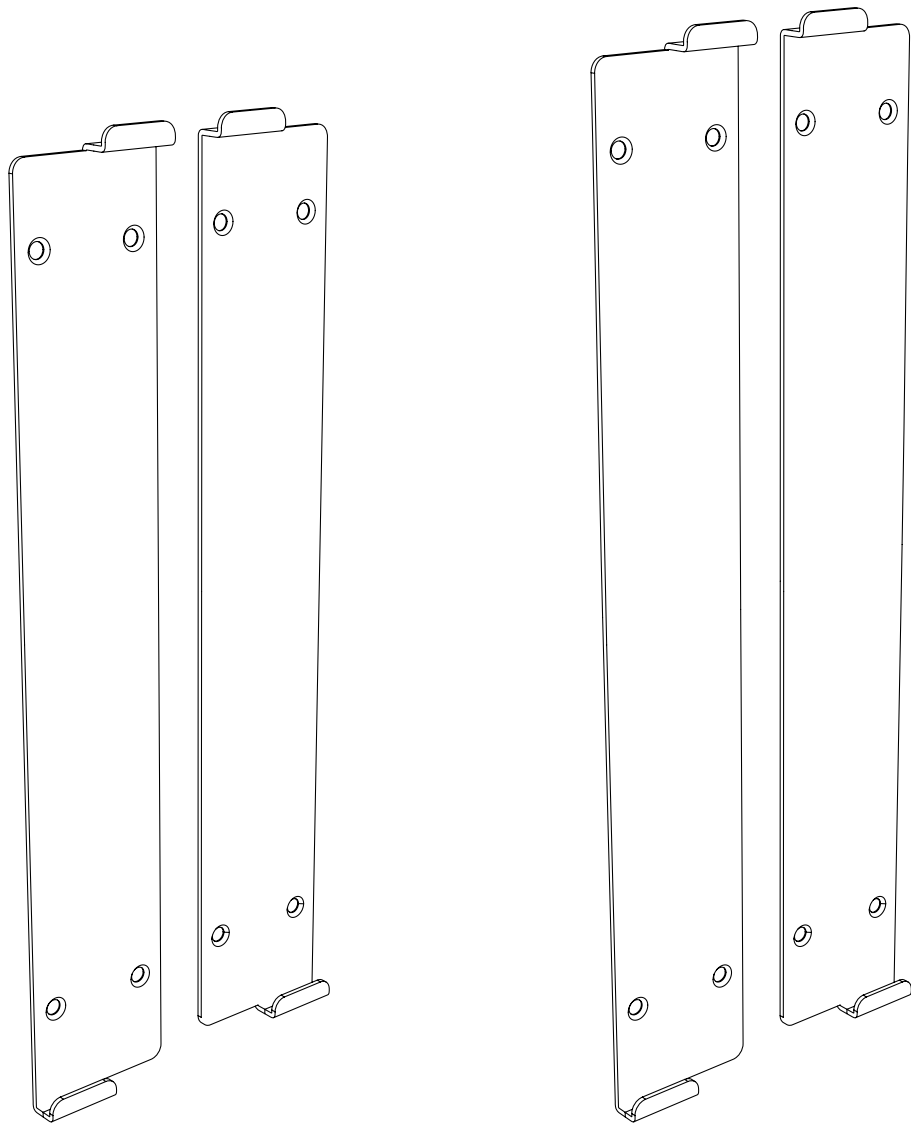
# HAY

> PARTS <

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WALL MOUNTING BRACKETS

There are two types of Wall Mounting Brackets:  
Brackets for Shelves and Brackets for Trays



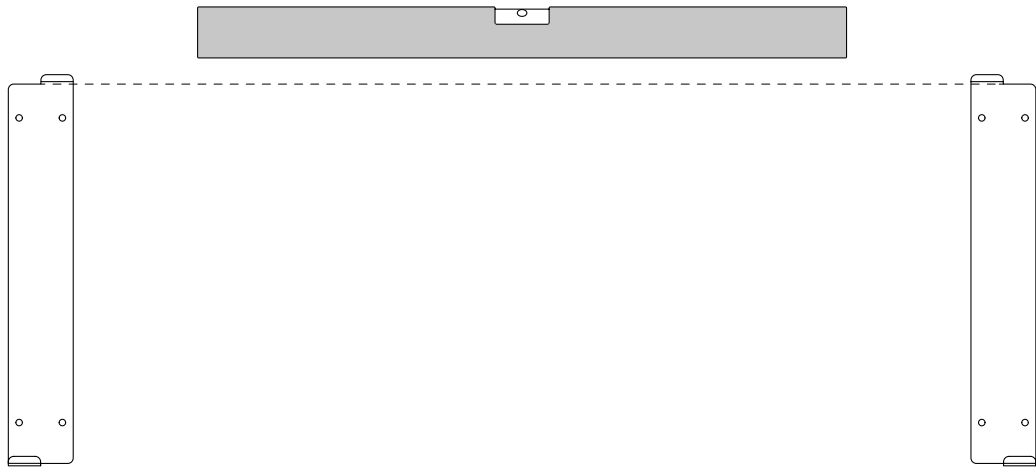
WALL MOUNTING BRACKETS SHELF

WALL MOUNTING BRACKETS TRAY

1.

#### LEVELING THE BRACKETS

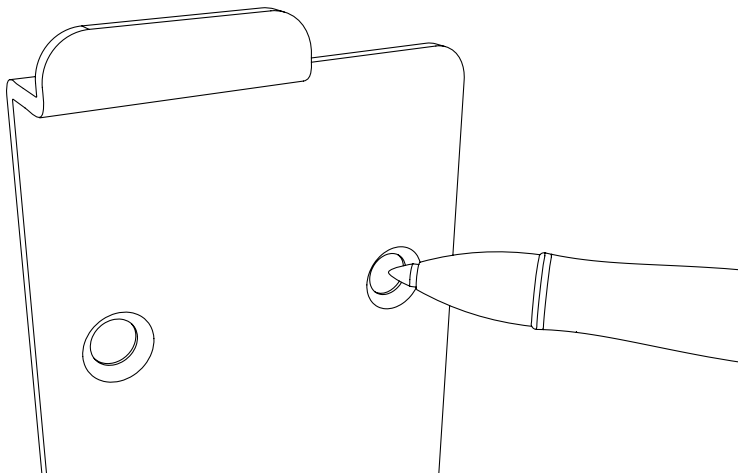
Use a spirit level to make sure the Wall Mounting Brackets are level prior to drilling.



2.

#### MARK HOLES

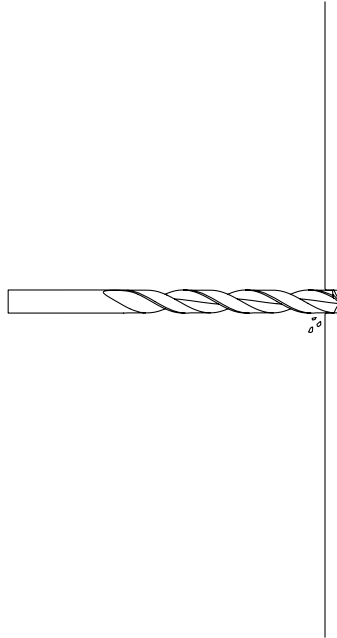
While the Wall Brackets are held in place mark the center of the holes using a pen.



3.

#### DRILL HOLES

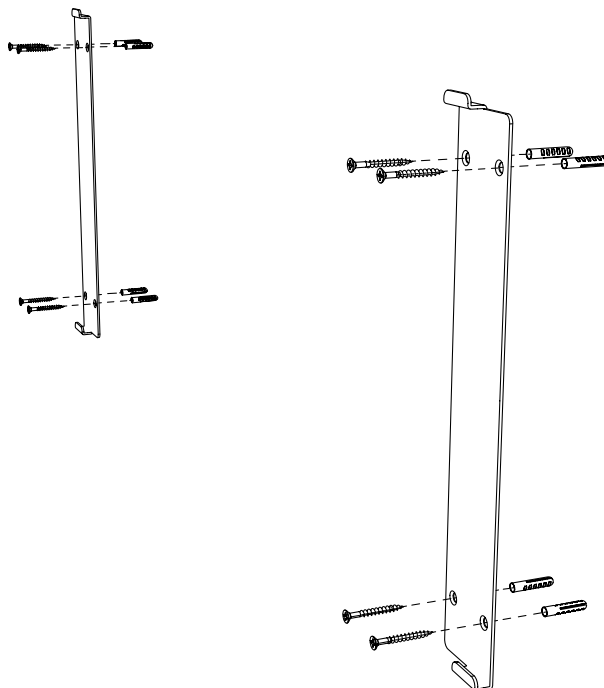
Remove the Wall Brackets and proceed to drill the holes using a drill for the supplied dowel and screws.



4.

#### DOWEL AND SCREWS

Insert the provided dowel in the drilled holes. Place the Wall Mount Brackets in place and secure them using the supplied screws and a power drill.

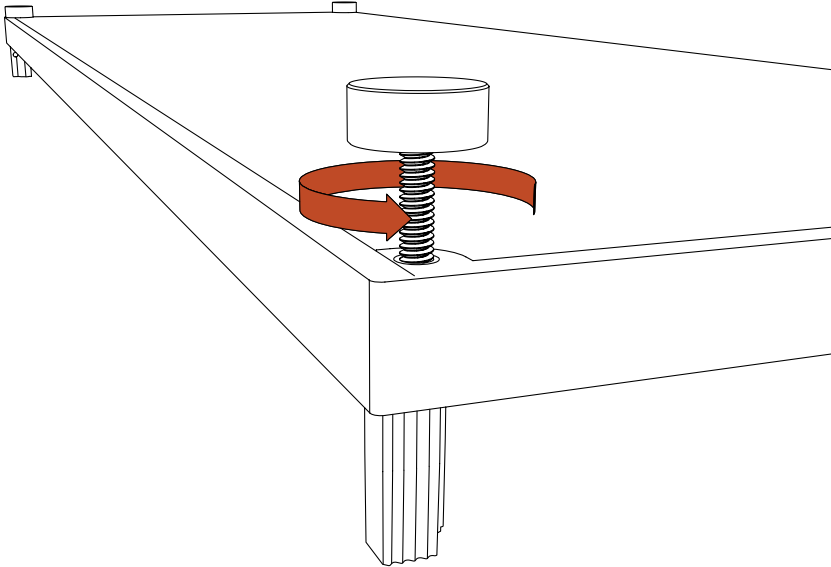




5.

#### UNSCREW FEET

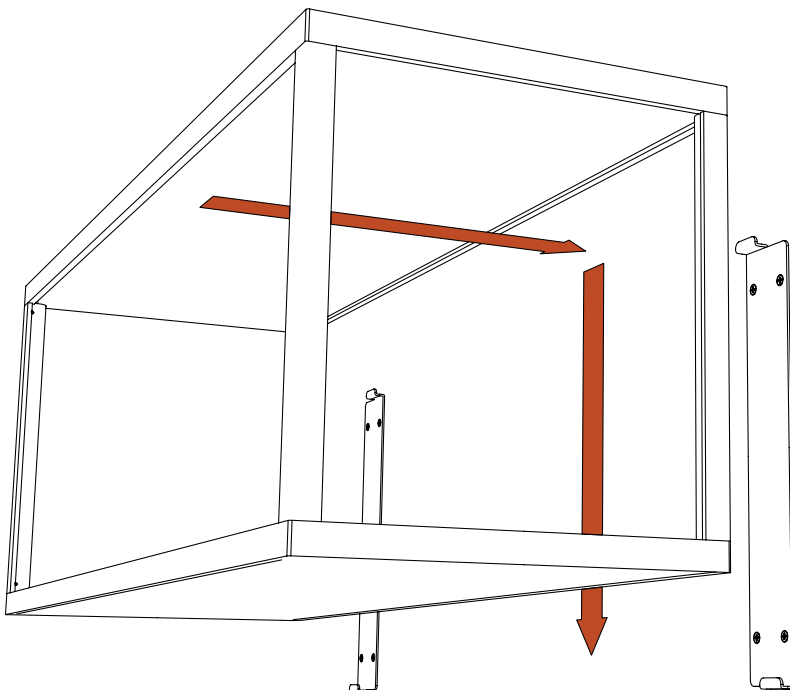
Remove feet or wheels before mounting the shelving system to the wall.  
Turn the bottom Shelf/Tray over and unscrew the feet from the base.



6.

#### MOUNTING THE SHELVING SYSTEM

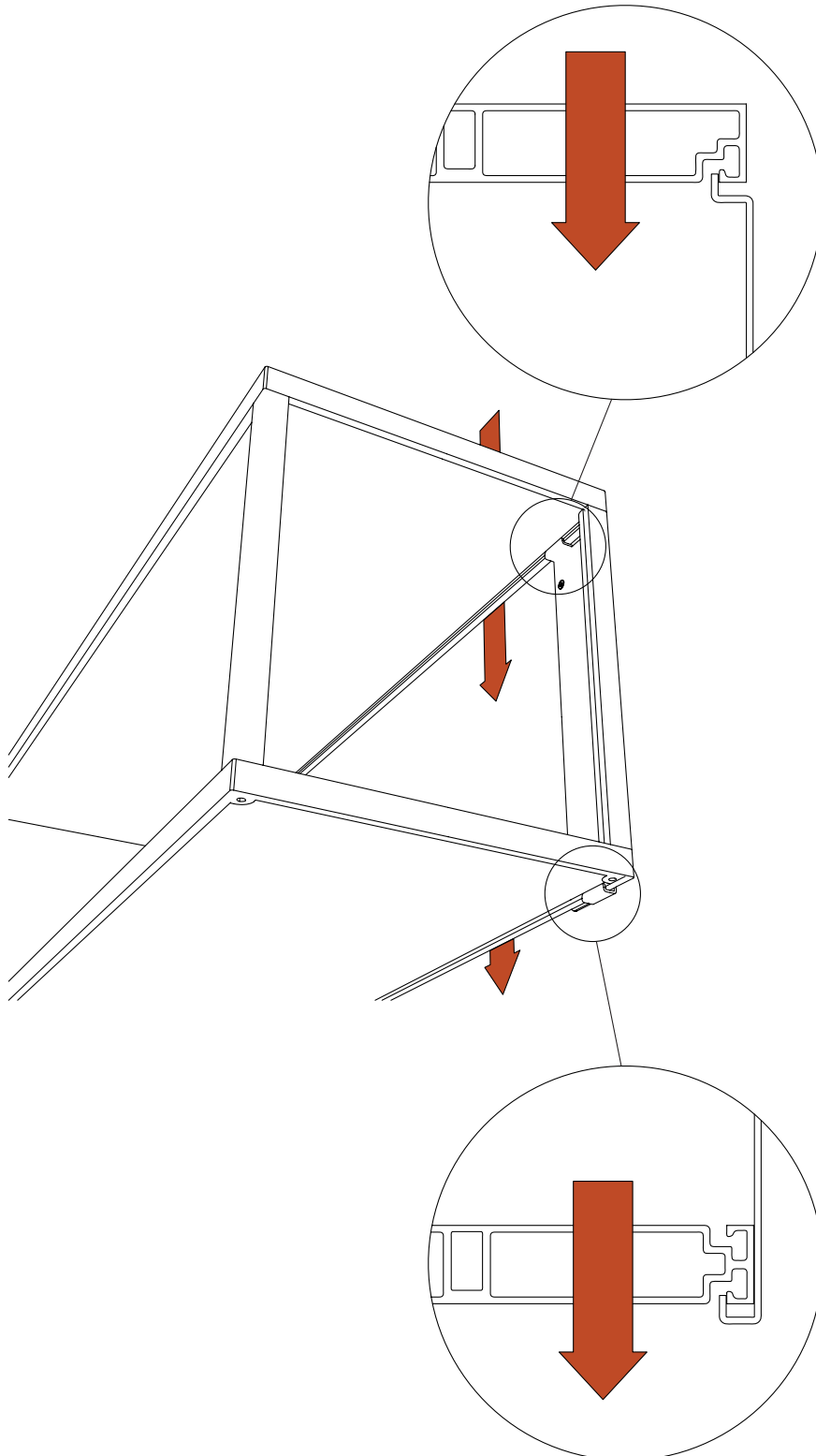
Push the Shelving system up against the wall and let it slide down hooking on to the Wall  
Mounting Brackets both on the top and bottom.



7.

#### MOUNTING THE SHELVING SYSTEM

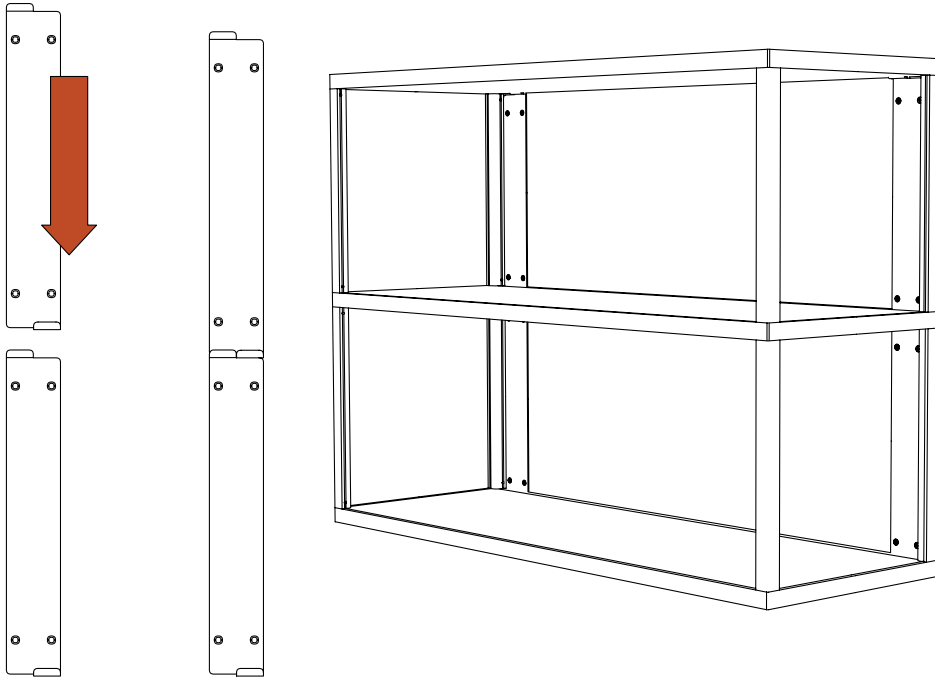
The grooves in the top and bottom Shelf/Tray will accommodate the Wall Mounting Bracket and secure it in place.



8.

#### BUILDING VERTICALLY

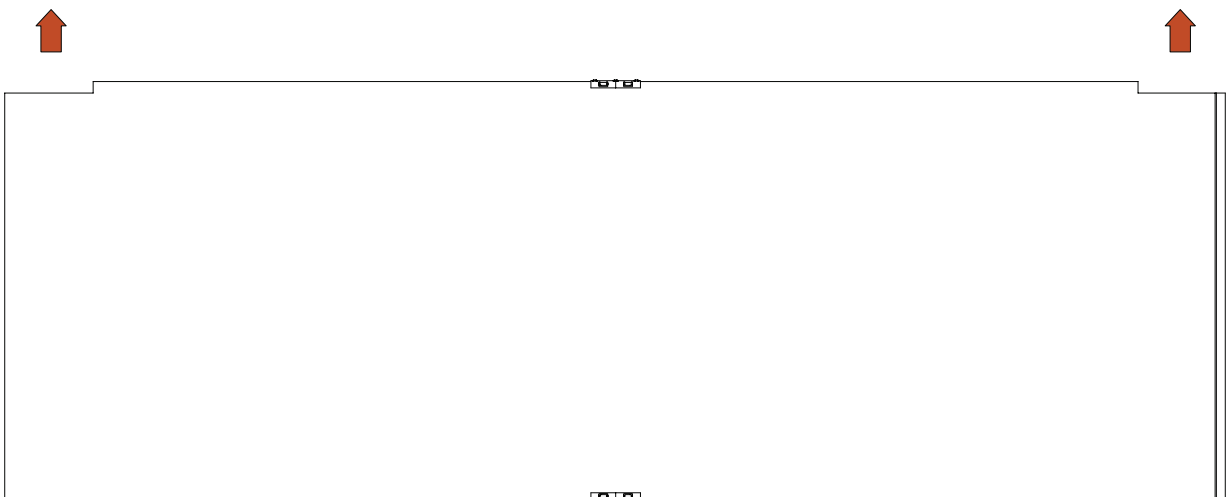
To build vertically with the Wall Mounting Bracket simply mount the desired amount of Wall Brackets in extension of each other.



9.

#### PANELS FOR WALL MOUNT

When mounting the special panel for the wall mounted New Order it is of great importance that the two cutouts point upwards. Otherwise they will not snap into place and the panel can not be mounted. The installation of the panel is otherwise identical to that of the standard panels.



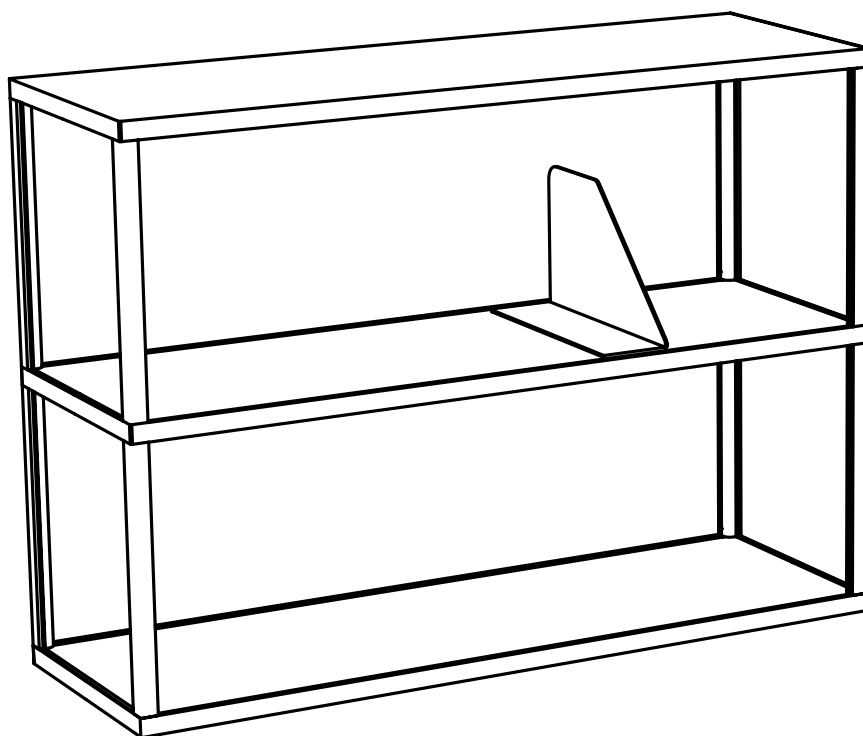


> INSTRUCTIONS MANUAL <

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# NEW ORDER

BOOKEND



By STEFAN DIEZ

# HAY

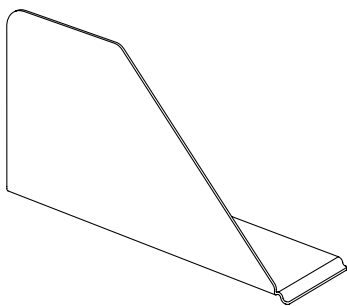
> PARTS <

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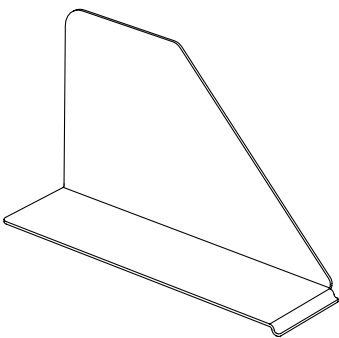
BOOKENDS

There are five types of Bookends:

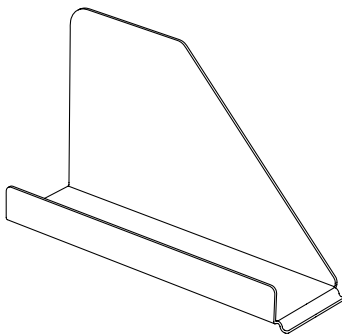
Shelf Book Divider Left, Shelf Book Display, Shelf Book Divider With Stopper,  
Shelf Book Divider Right and Tray Book Divider



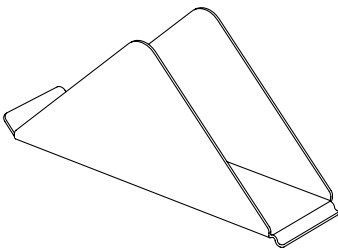
SHELF BOOK DIVIDER LEFT



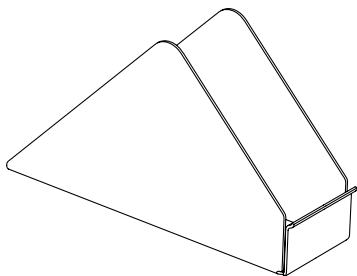
SHELF BOOK DIVIDER RIGHT



SHELF BOOK DIVIDER WITH STOPPER



SHELF BOOK DISPLAY

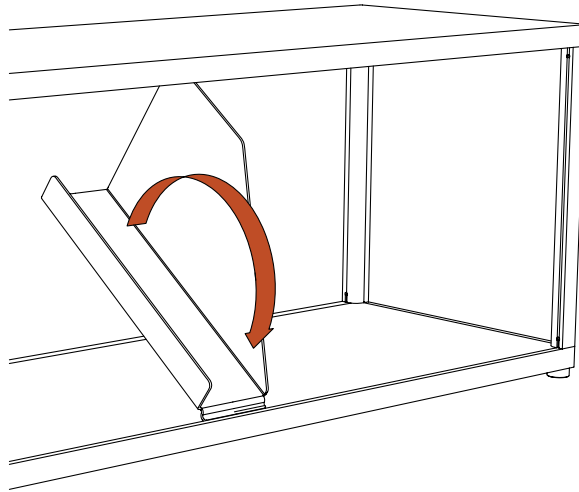


TRAY BOOK DIVIDER

1.

#### INSERTING THE BOOKEND

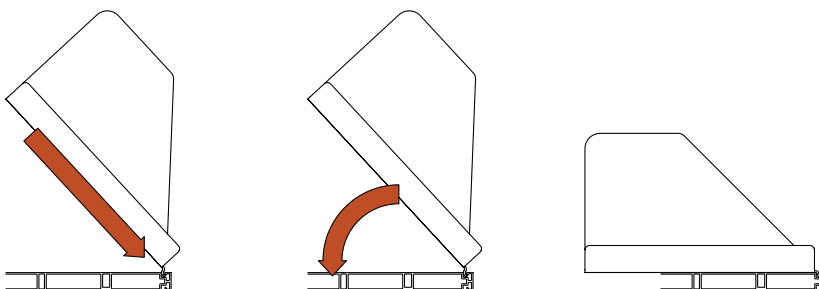
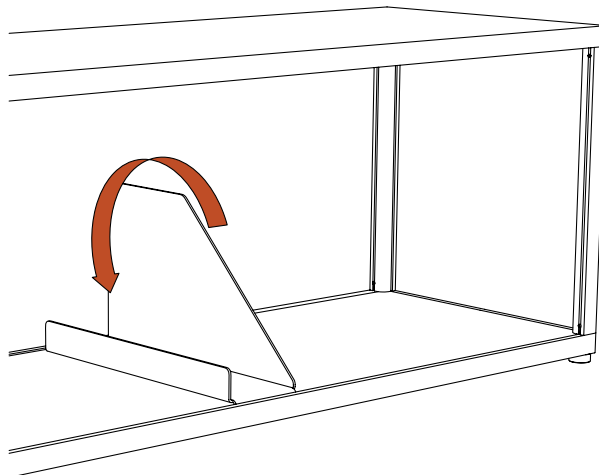
Start by inserting the Shelf Bookend in the groove in the Shelf.



2.

#### LOWERING INTO PLACE

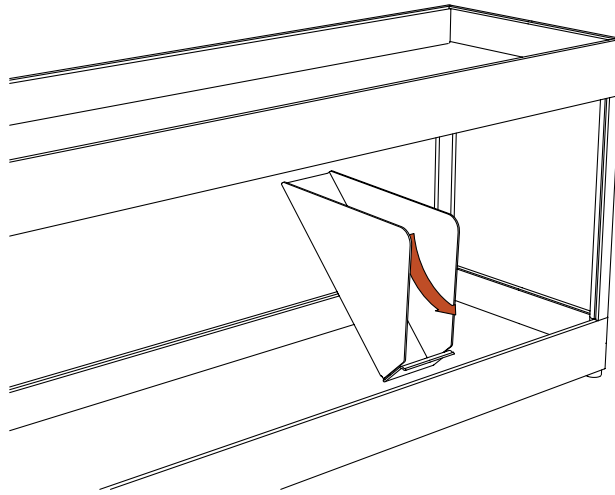
Having inserted the end of the Bookend in the groove lower it until it rests on the Shelf.



1.

#### INSERTING THE BOOKEND

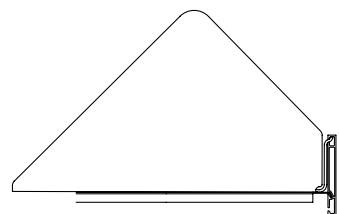
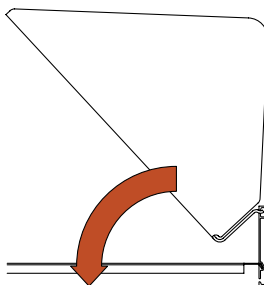
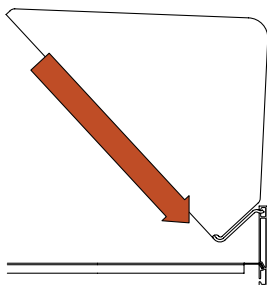
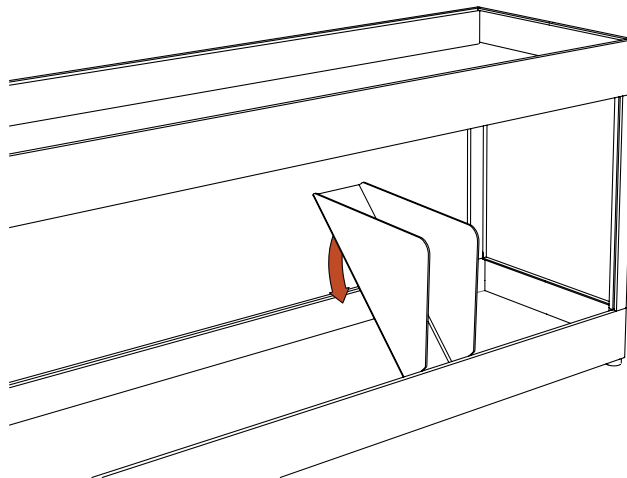
Start by inserting the Tray Bookend in the groove in the Tray.



2.

#### LOWERING INTO PLACE

Having inserted the end of the Bookend in the groove lower it until it rests on the Tray.









> INSTRUCTIONS MANUAL <

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# NEW ORDER

DISASSEMBLY

By STEFAN DIEZ

**HAY**

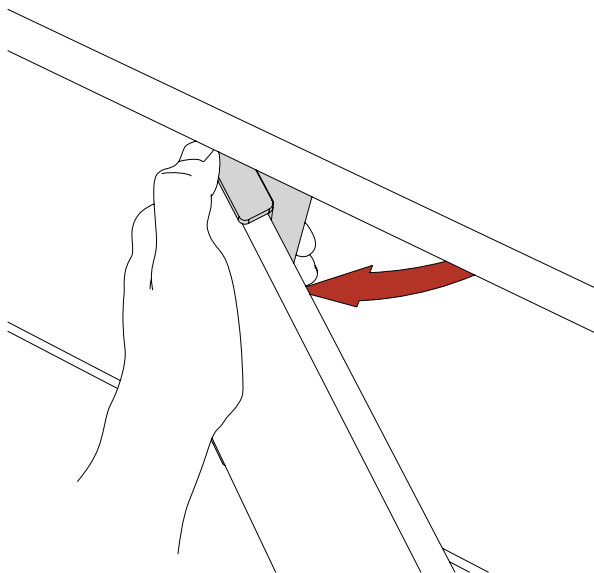
## > REMOVING DOOR <

---

1.

### UNHOOKING THE GLIDERS

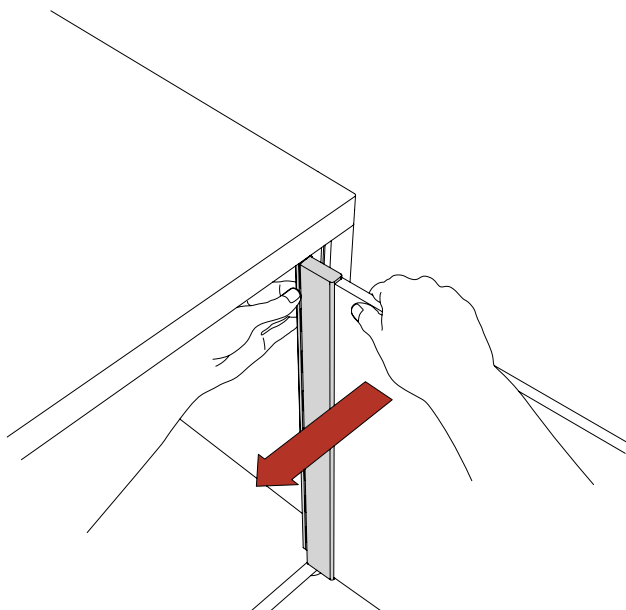
Begin by grasping the plastic part connected to the two glider. Close your hand firmly around the plastic hinge just beneath the top glider to snap it out. Repeat with the bottom glider.



2.

### PULLING OFF THE DOOR

Grab the door at the top on both sides of the plastic. With a firm pull, release it gradually while moving your hands towards the bottom of the profile.



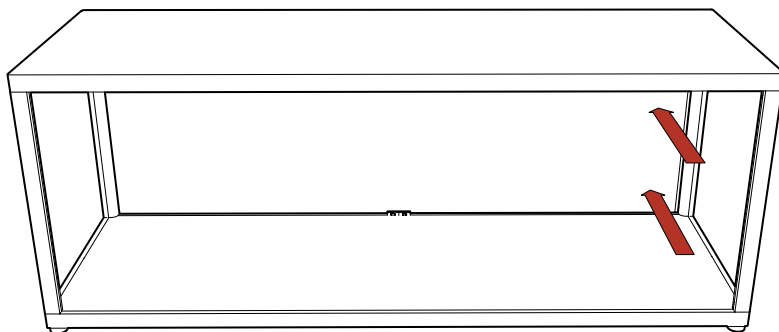
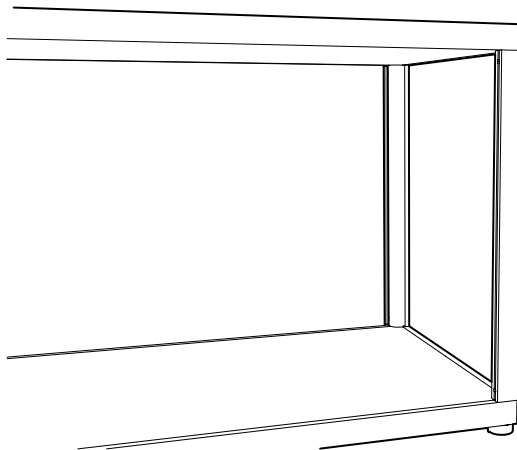
## > REMOVING PANEL <

---

1.

### LOCATE PLASTIC PANEL

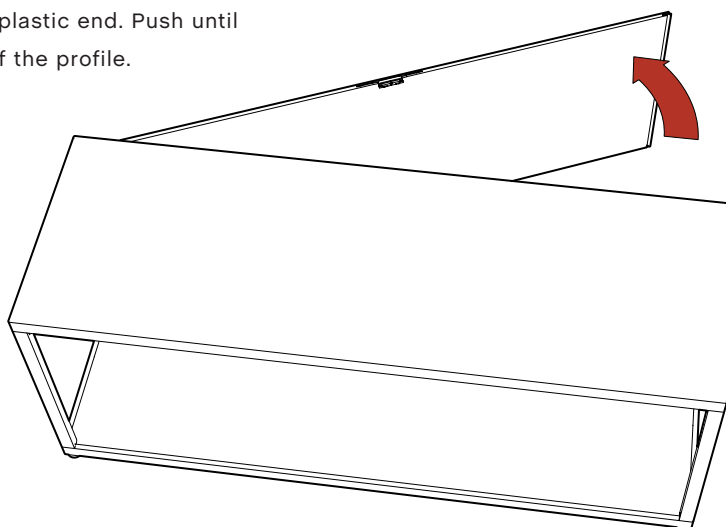
Begin the disassembly of the New Order System by locating the plastic part of the panel.



2.

### PRESS THE PANEL OUT

Apply pressure to the top and bottom part of the panel near the plastic end. Push until the panel snaps out of the profile.



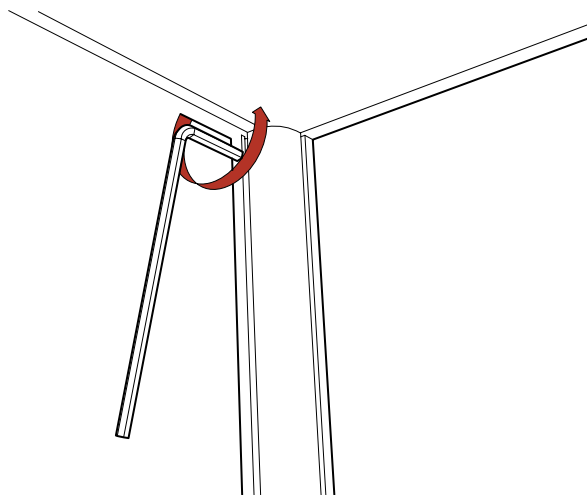
## > REMOVING TOP TRAY/SHELF <

---

1.

### UNSCREW SET SCREWS

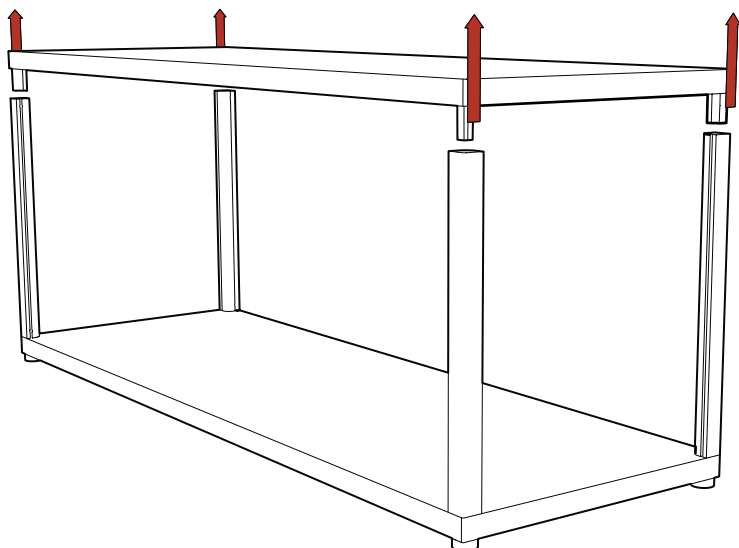
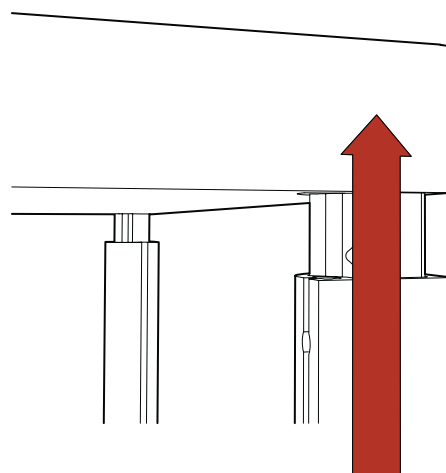
In order to release the Shelves/Trays from the profiles the set screws must be unscrewed. Make sure not to screw the set screws all the way out but leave them inside the profile thread.



2.

### LIFT SHELF/TRAY

Make sure that you lift the shelf/tray straight up in order to avoid damage to the shelving systems connector parts.



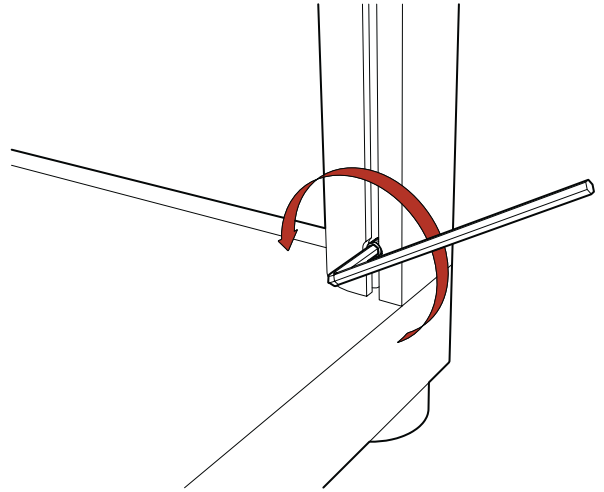
## > REMOVING PROFILE <

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1.

### UNSCREW SET SCREWS

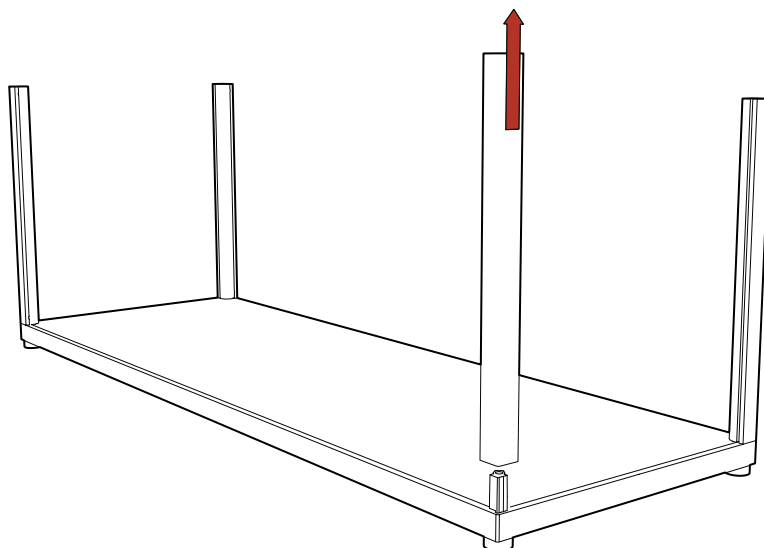
In order to release the profiles from the Shelves/Trays the set screws must be unscrewed. Make sure not to screw the set screws all the way out but leave them inside the profile thread.



2.

### LIFT PROFILE

Make sure that you lift the profile straight up from the shelf/tray in order to avoid damage to the shelving systems connector parts









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**HAY**