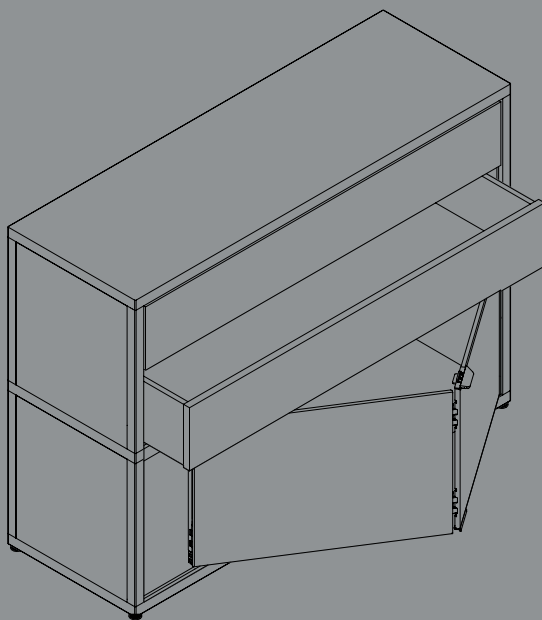


- INSTRUCTION MANUAL -

# NEW ORDER

STEEL PARTS



DESIGN BY STEFAN DIEZ

# HAY



- TABLE OF CONTENTS -

SAFETY INSTRUCTIONS	4
INSTRUCTIONS STEEL PANELS	5-12
INSTRUCTIONS TEXTILE PANELS	13-20
INSTRUCTIONS ADJUSTABLE SHELVES	21-25
INSTRUCTIONS STEEL DOORS	26-35
INSTRUCTIONS DRAWERS	36-50
<b>ACCESSORIES</b>	
INSTRUCTIONS MIDDLE BAR / LOCK BAR	51-54
INSTRUCTIONS WALL SAFETY BRACKET	55-59
INSTRUCTIONS FLOOR SAFETY BRACKET	60-63
GUIDELINE WALL MOUNTING	64
INSTRUCTIONS TRAY ADAPTER	65-66
INSTRUCTIONS TRAY ADAPTER FOR BACK PANEL	67-68
CARE AND MAINTENANCE	69



MAX WEIGHT  
30 KG / PER LAYER

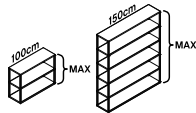


DRAWERS =  
SAFETY BRACKETS

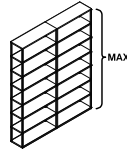


DO NOT CLIMB

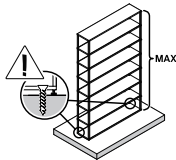
### MAX BUILDING HEIGHT



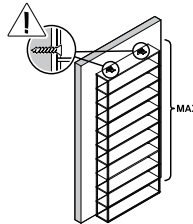
FREESTANDING



FREESTANDING  
CONNECTED



WITH FLOOR  
SAFETY BRACKETS



WITH WALL  
SAFETY BRACKETS



### ALWAYS USE SAFETY BRACKETS IN THE FOLLOWING CASES



Public places



Trains, ships etc.



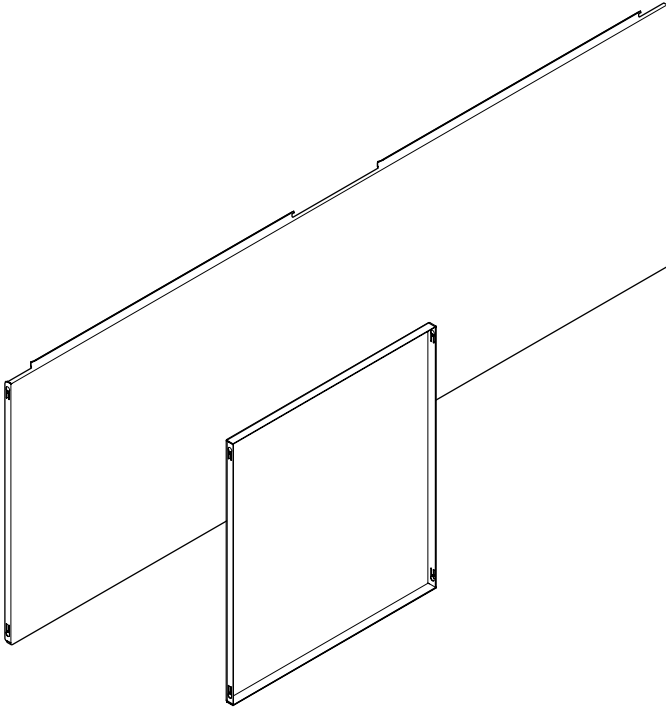
Airports, lobbies,  
medical centres etc.



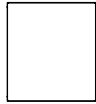
Environments  
with children

MORE INFO AT [HAY.COM](http://HAY.COM)

# STEEL PANELS



- STEEL PANELS OVERVIEW -



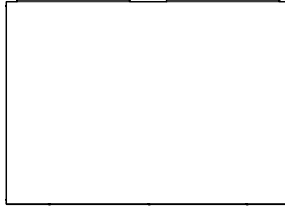
Side panel 34



Back panel 100



Side panel  
double height 34



Back panel  
double height 100



Back panel 150



Wall panel 100



Wall panel 150

- STEEL PANELS OVERVIEW -

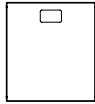


Table panel 34

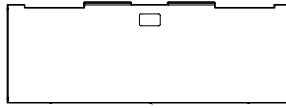


Table back panel 100

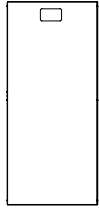


Table panel  
double height 34

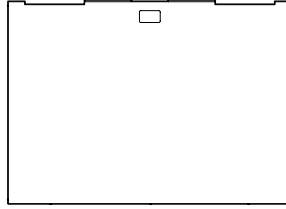


Table back panel  
double height 100

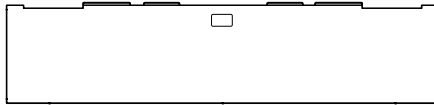
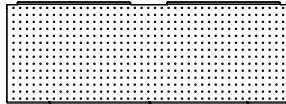
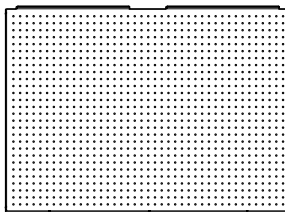


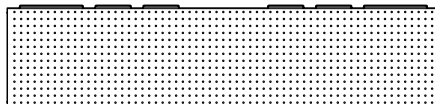
Table back panel 150



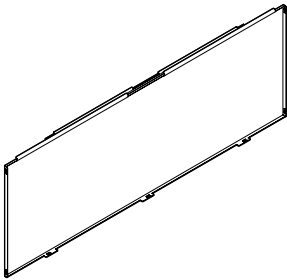
Perforated back panel 100



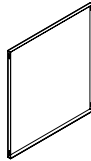
Perforated back panel  
double height 100



Perforated back panel 150



**A** Back panel



**B** Side panel

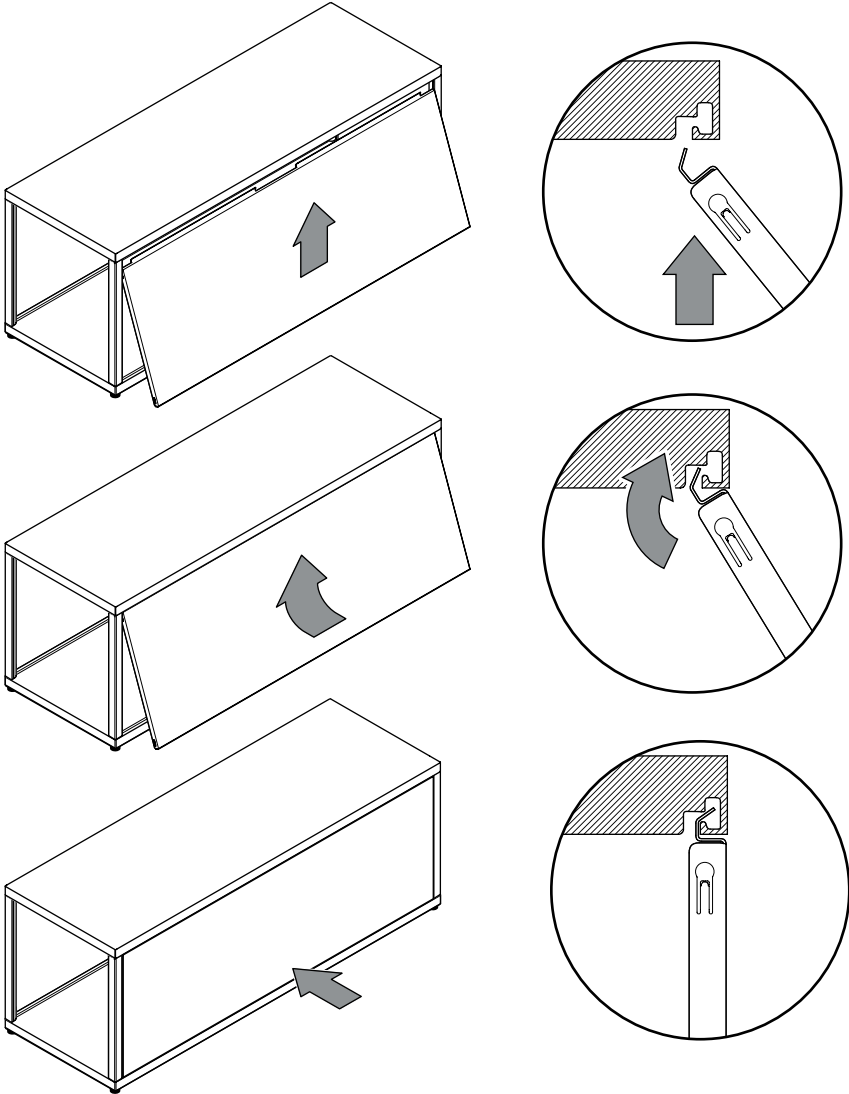


**C** Allen key



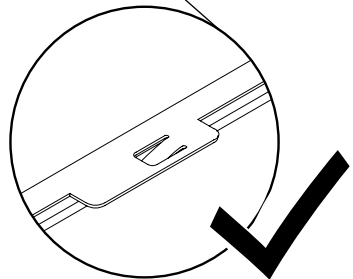
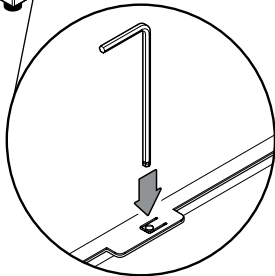
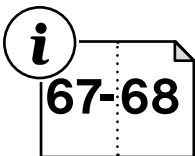
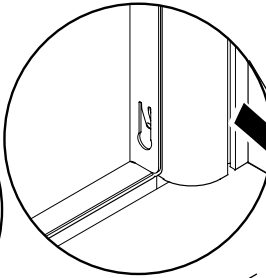
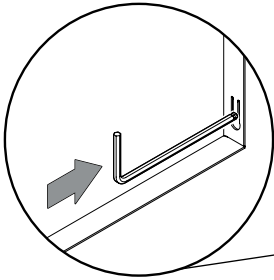
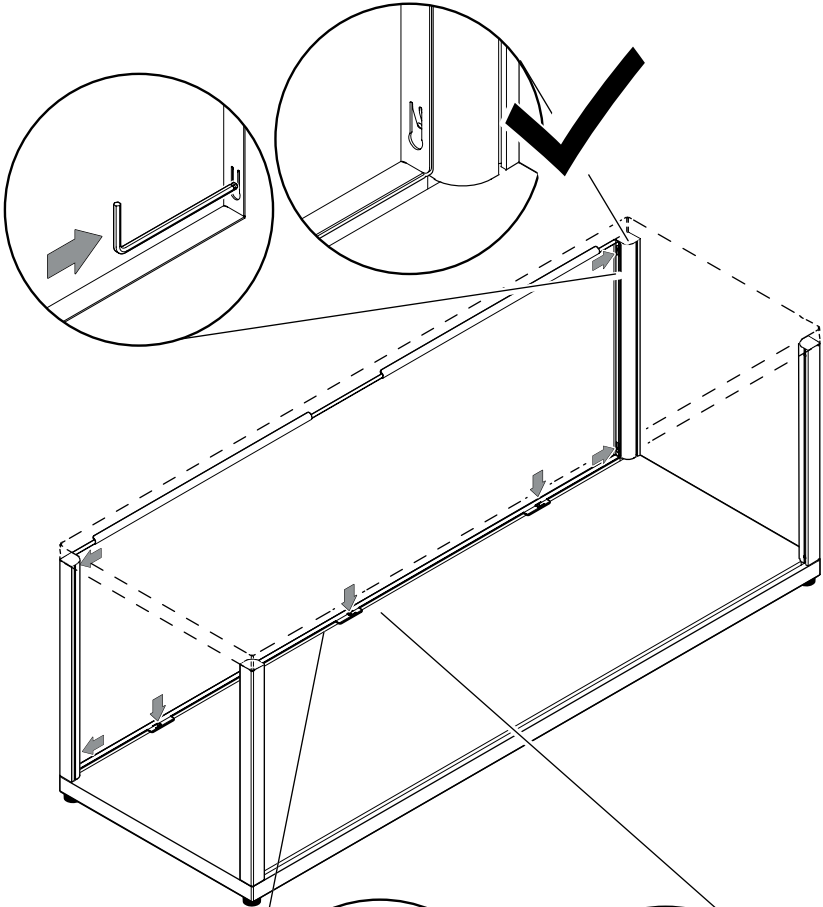
1.

Mount the back panel **A** by inserting the bent edge into the channel running along the bottom of the top shelf. Hold the shelf at an angle when inserting it and then slowly turn it, pushing the bottom edge of the panel into place.



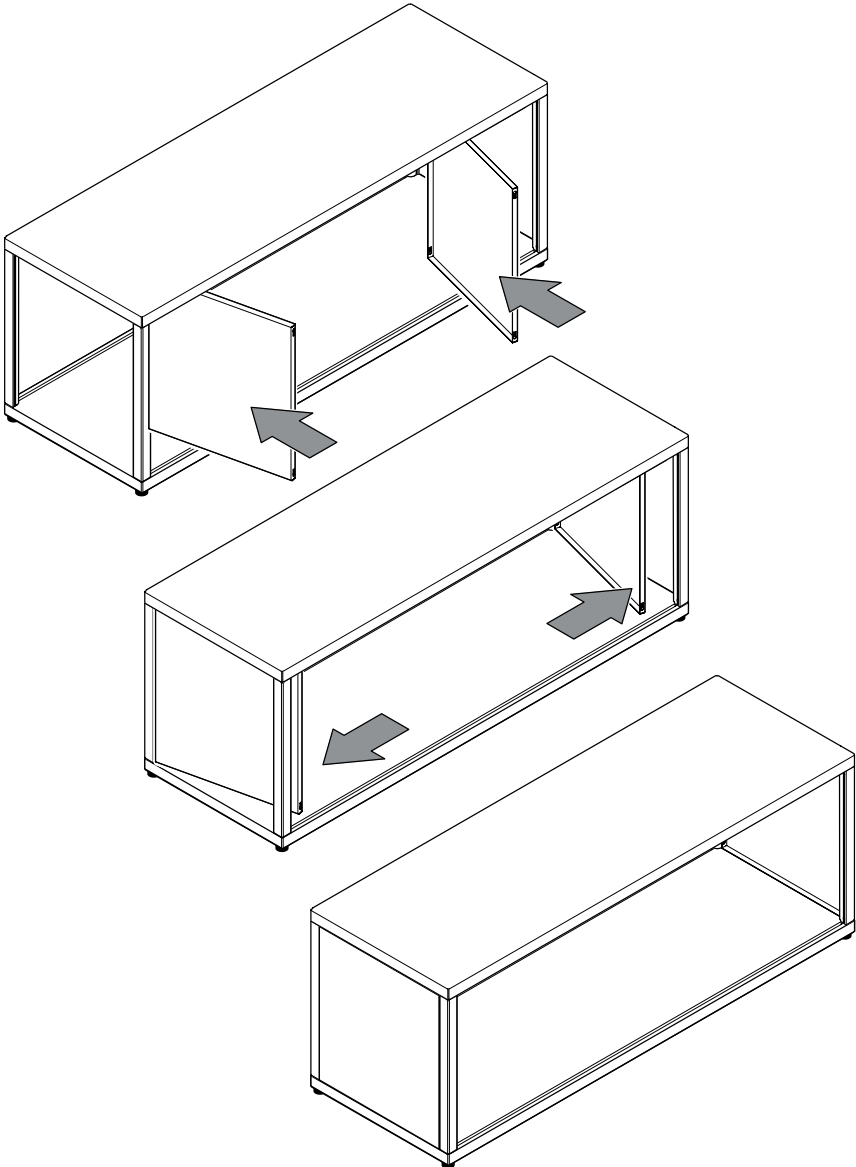
2.

Working inside the shelf, use the Allen key **C** to push the small pins in the edges of the panel into the channel of both the bottom shelf and the corner profiles.



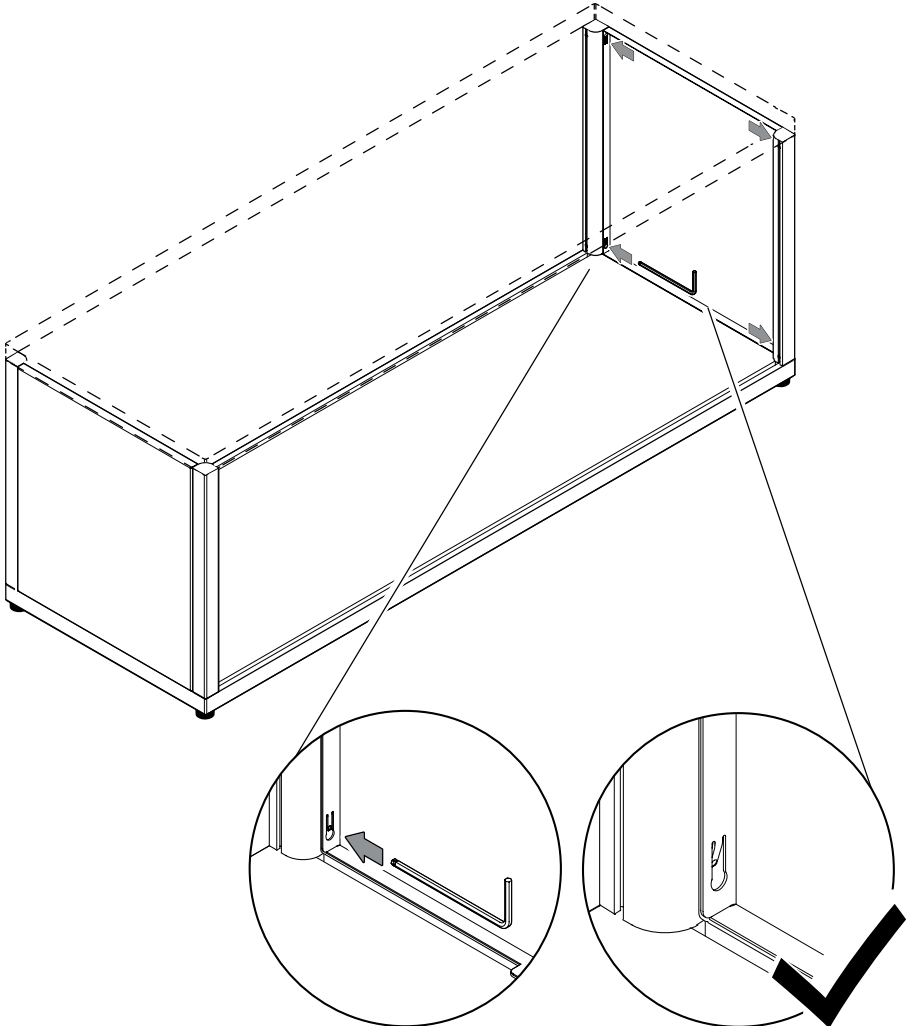
3.

Insert the side panels **B** from the long side of the shelf, and turn them into place.

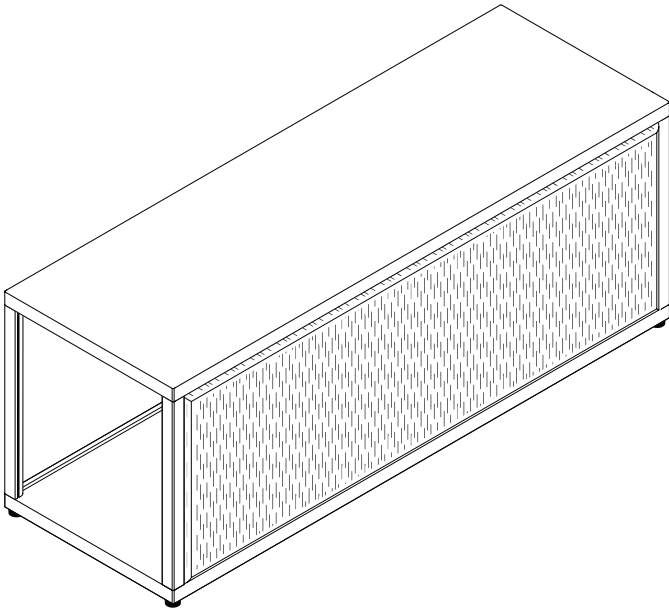


4.

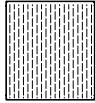
Lock the panels in place by pushing the small pins into the channel of the corner profiles.



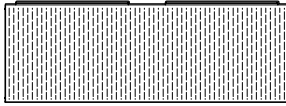
# TEXTILE PANELS



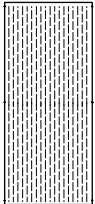
- TEXTILE PANELS OVERVIEW -



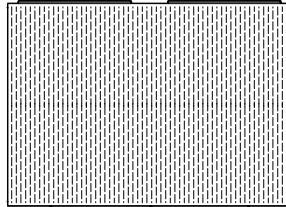
Textile side panel 34



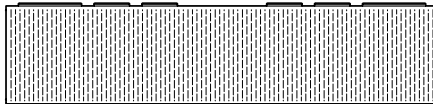
Textile back panel 100



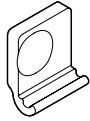
Textile side panel  
double height 34



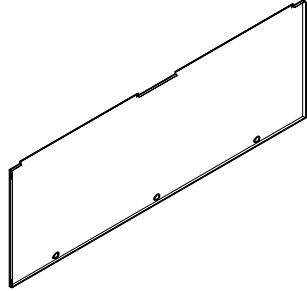
Textile back panel  
double height 100



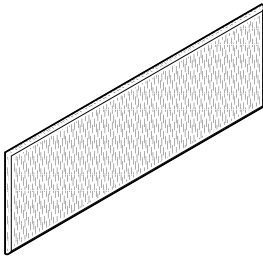
Textile back panel 150



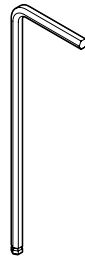
**A** Textile panel clip



**B** Textile steel panel



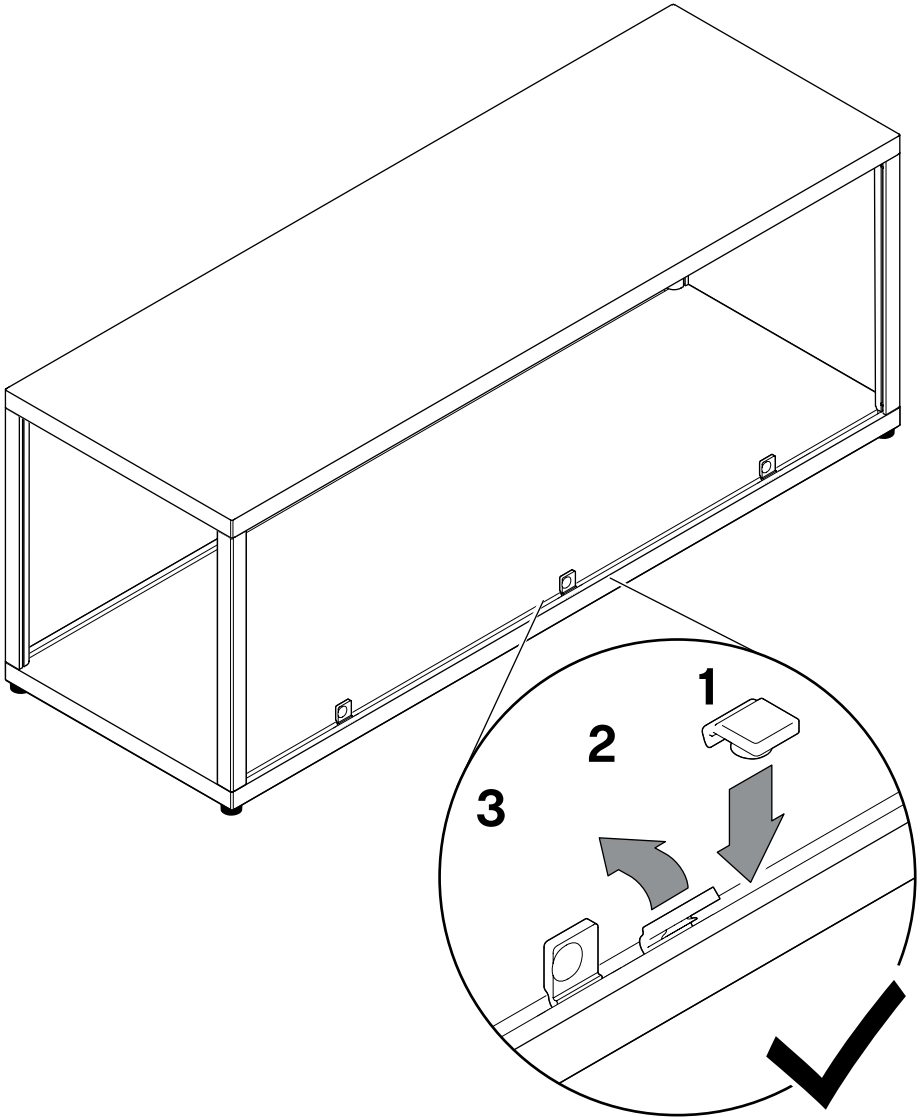
**C** Textile insert



**D** Allen key

1.

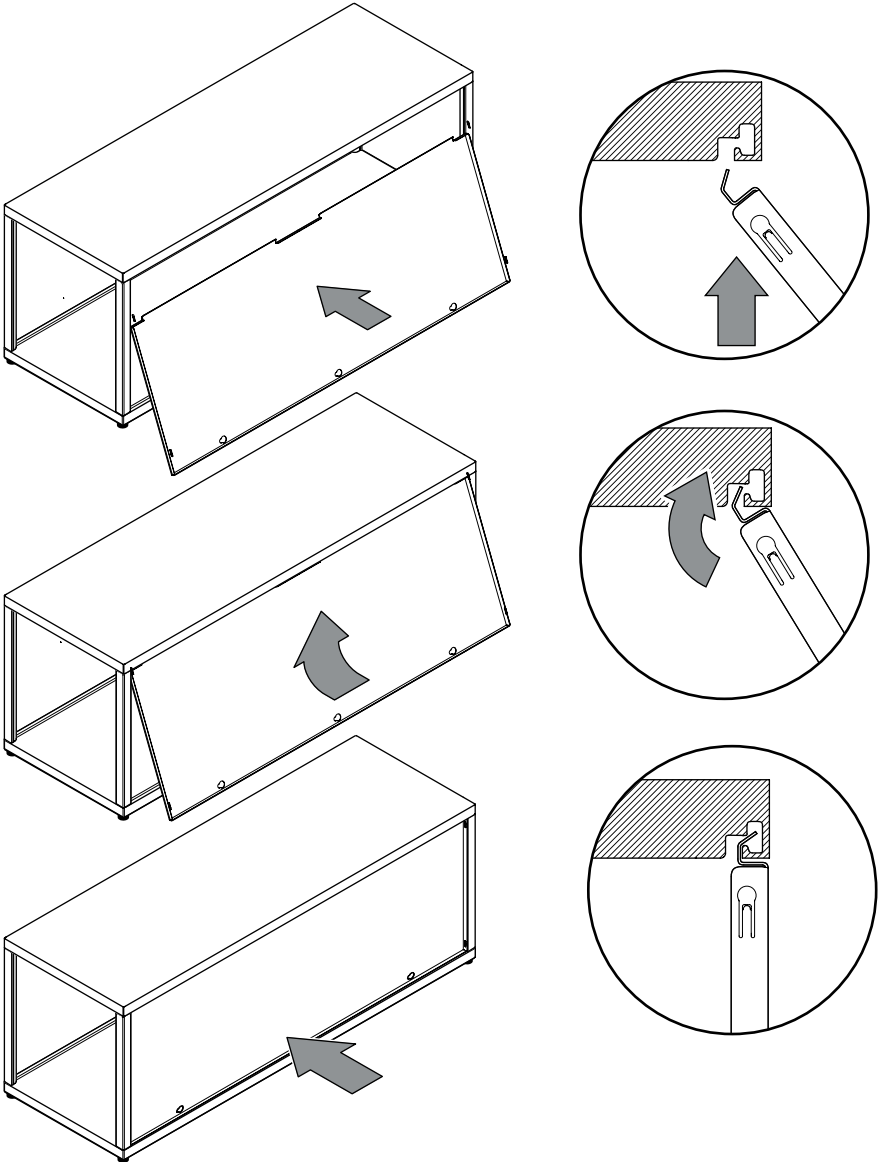
Insert the textile panel clips **A** into the channel running along the bottom shelf. Make sure the round dot on the clip is facing outwards.





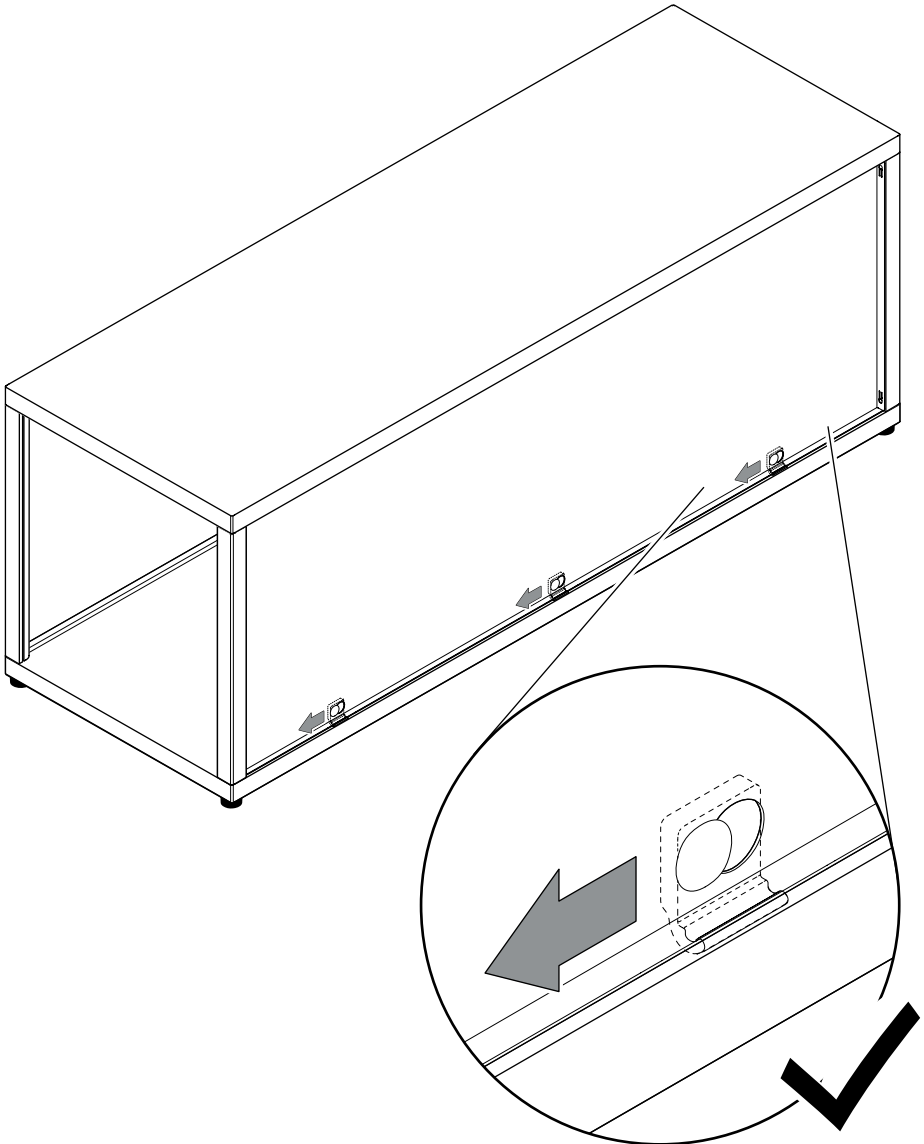
2.

Mount the textile steel panel **B** by inserting the bent edge into the channel running along the bottom of the top shelf. Hold the shelf at an angle when inserting it and then slowly turn it, pushing the bottom edge of the panel into place.



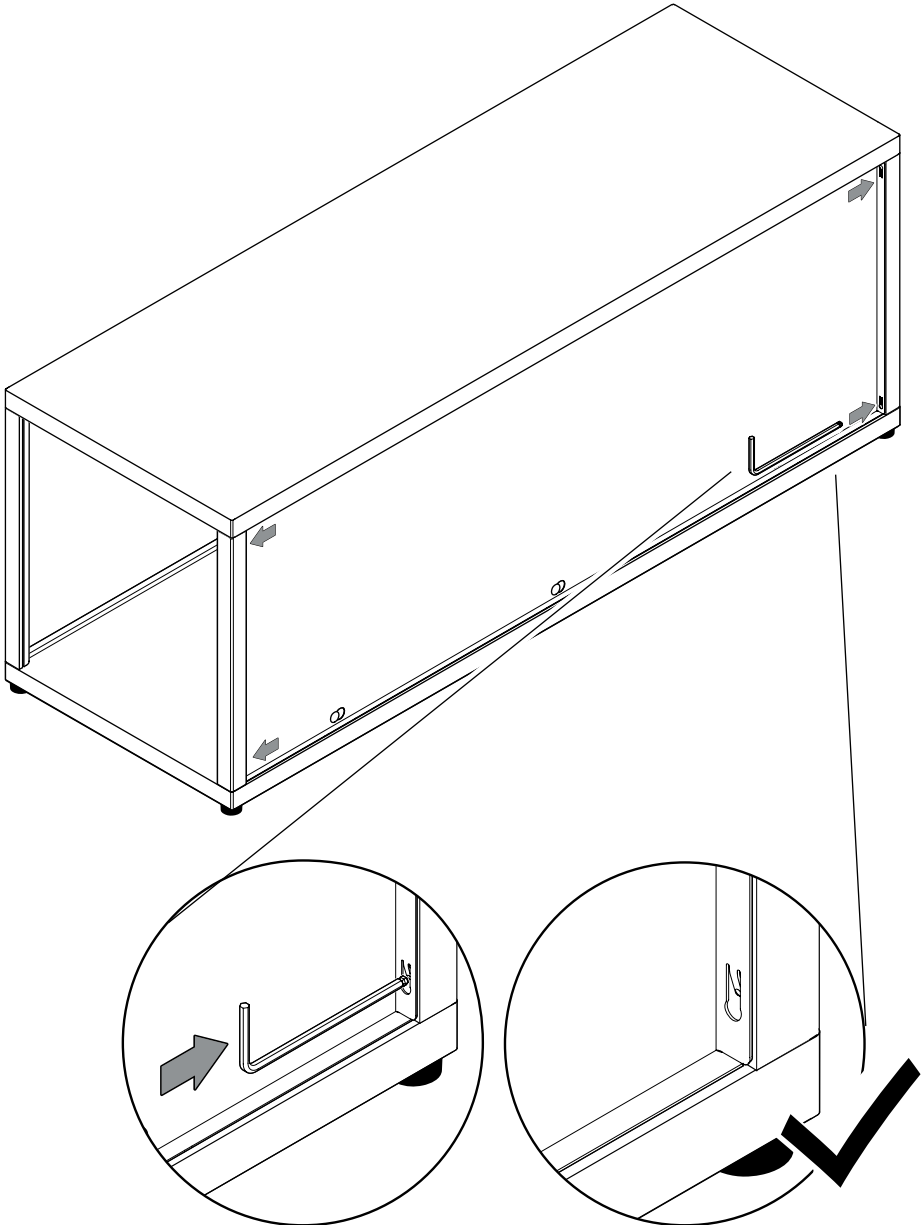
3.

Push the round dot on the textile clip **A** through the hole in the panel **B**. Then slide the clip to the side, locking it in place.




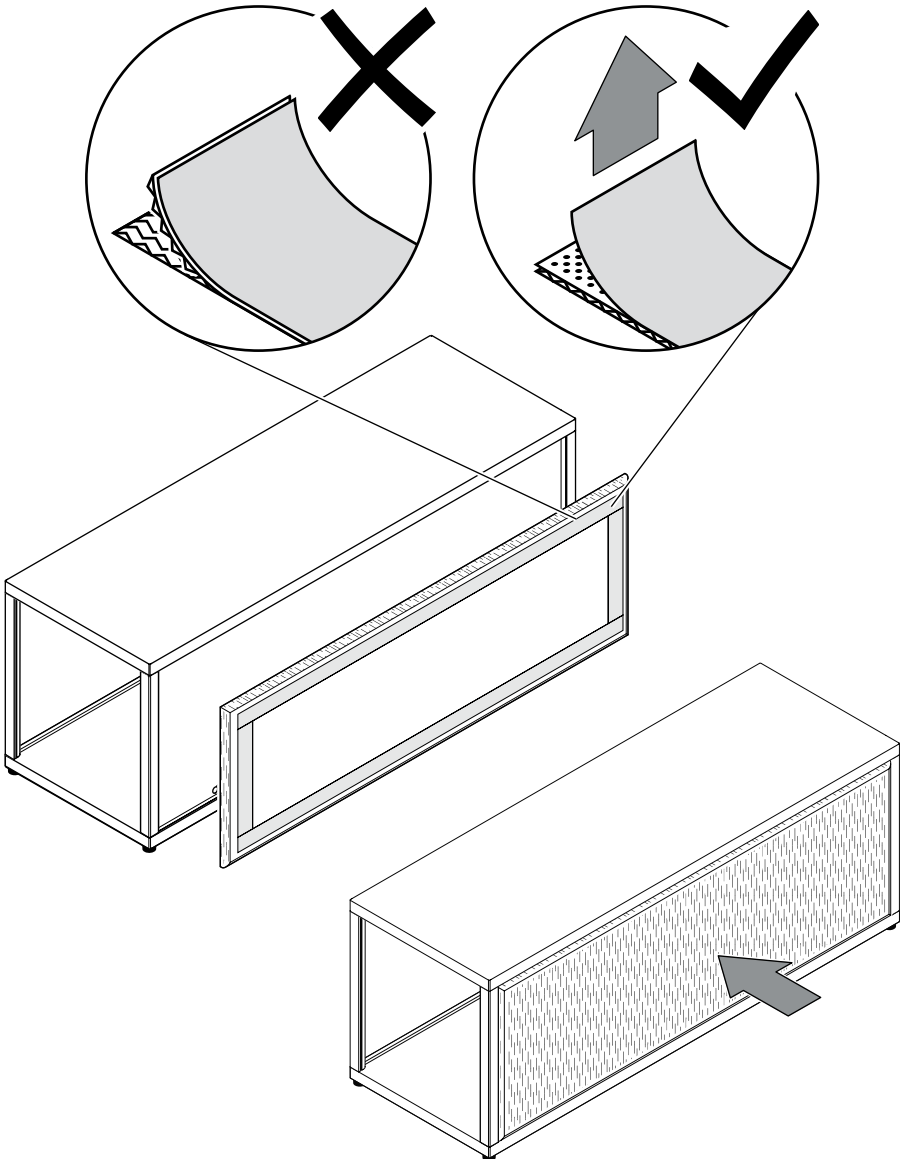
4.

Use the Allen key **D** to push the small pins in the edges of the panel into the channel of the corner profiles.

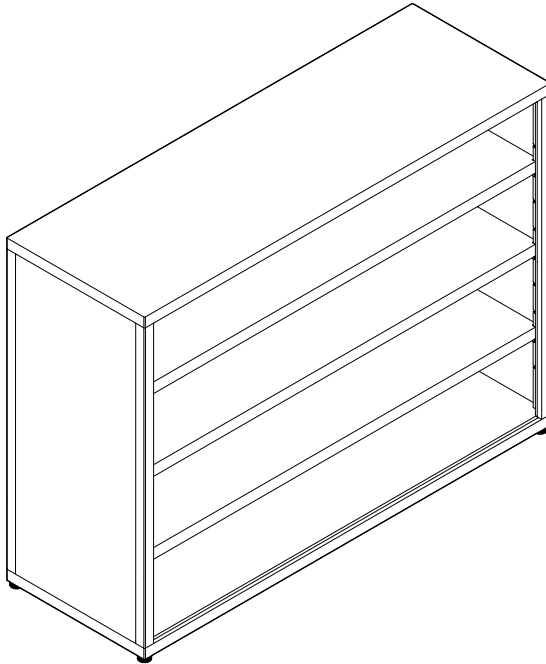


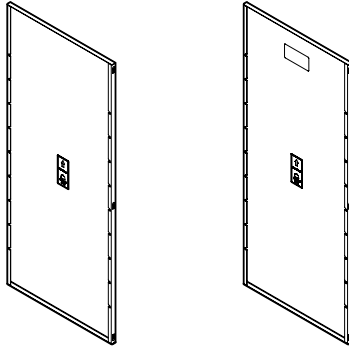
5.

Remove the protective film of the adhesive strips on the back of the textile insert . Make sure not to separate the velcro parts. Then mount the textile insert onto the steel panel by pushing it into place.

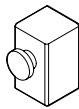


# ADJUSTABLE SHELVES

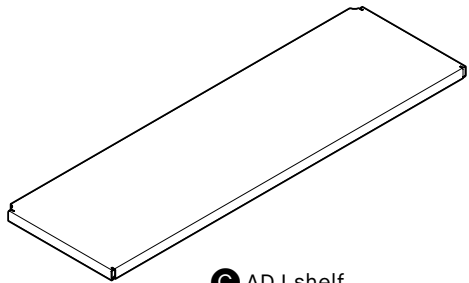




**A** ADJ side panel / ADJ side panel for table



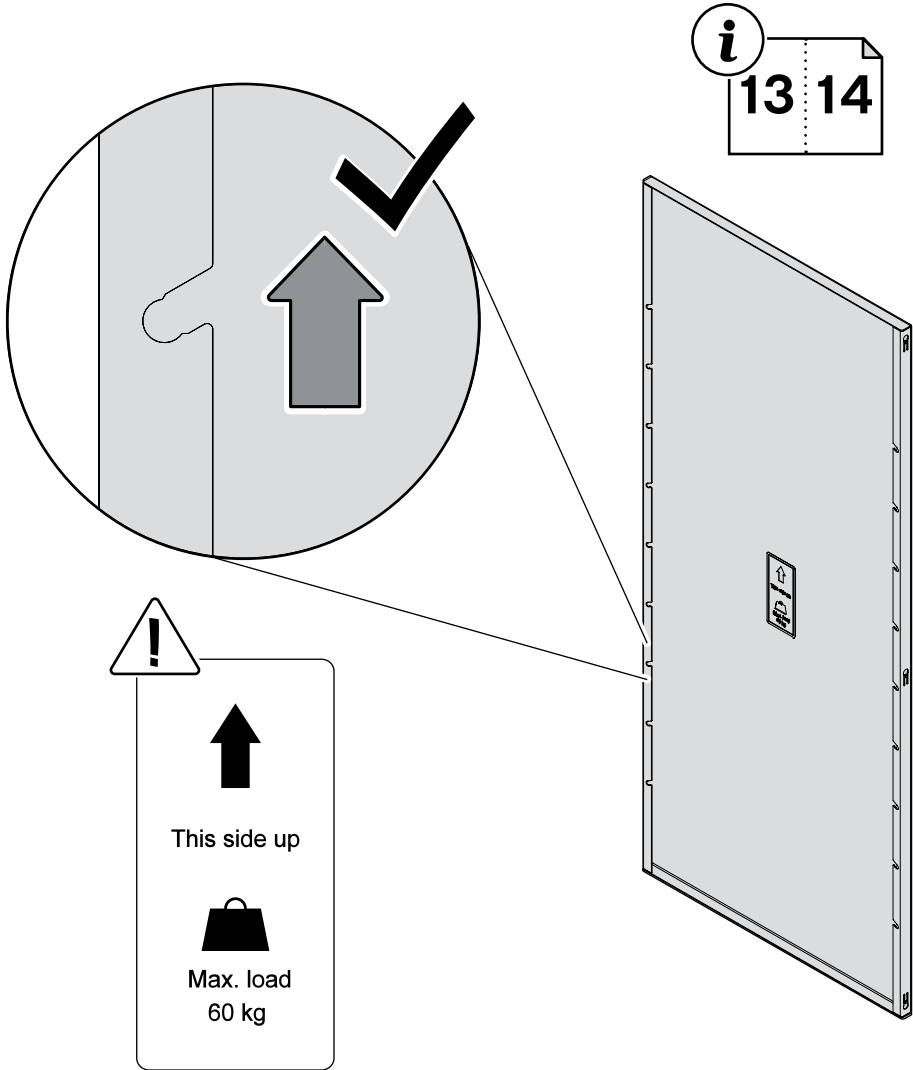
**B** Shelf pin



**C** ADJ shelf

1.

Mount both of the adjustable side panels **A** according to the instructions on **pages 13-14**. Mount the panels according to the direction of the mounting label.

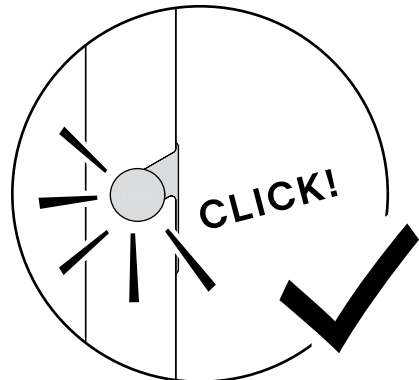
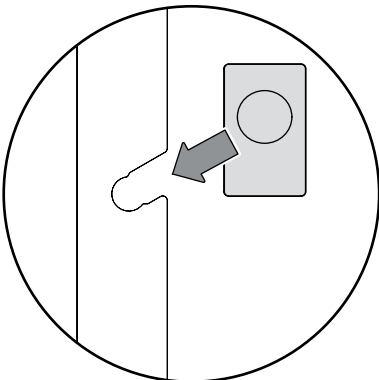
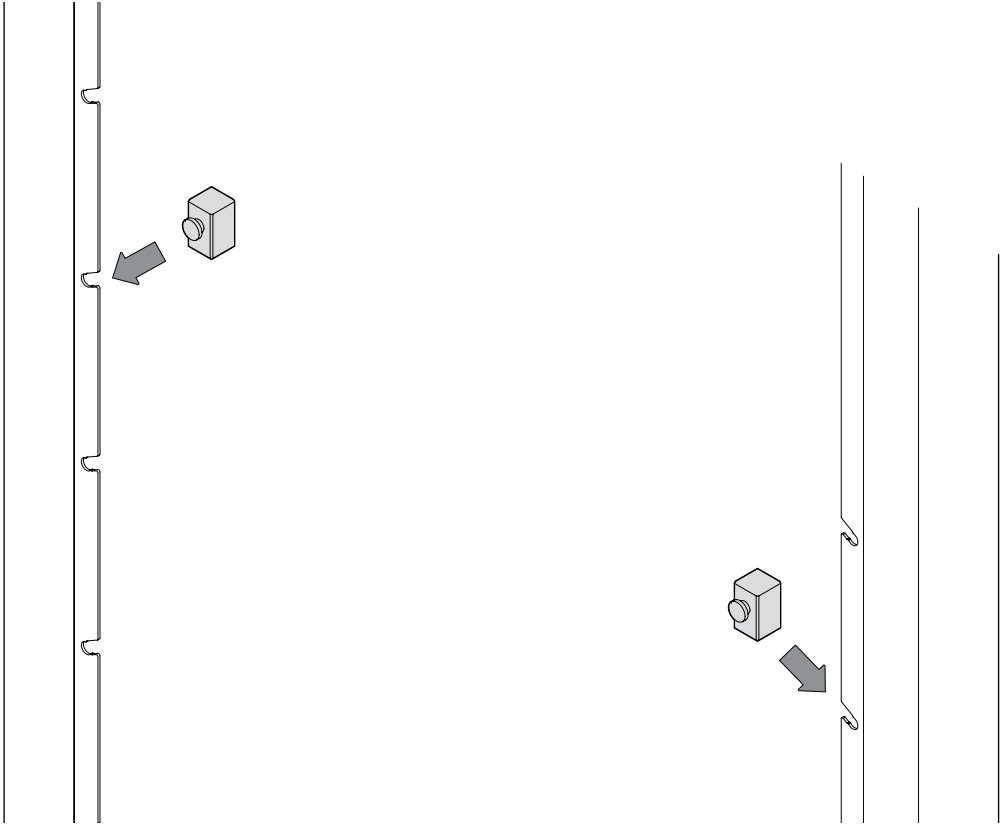


**NOTICE**

Mount the panels according to the direction of the mounting label.

2.

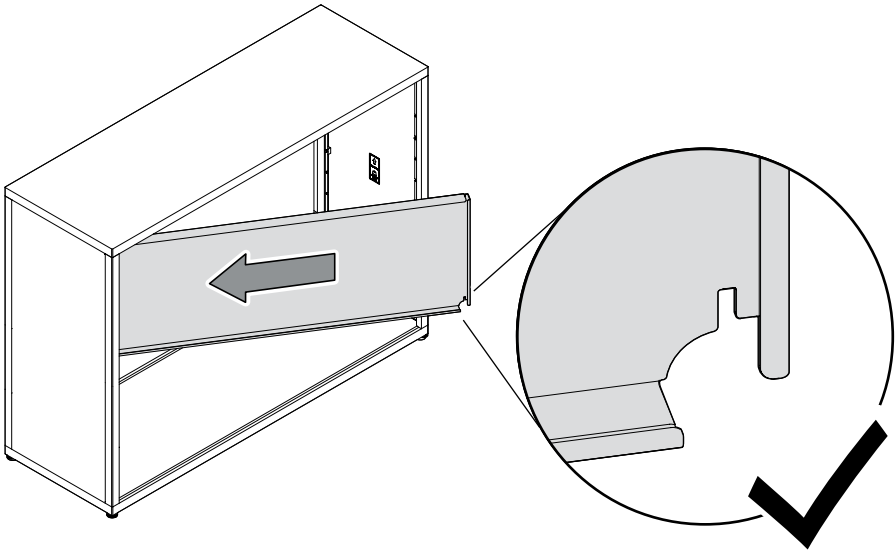
Insert the shelf pins **B** (4 per/shelf) in the grooves inside the side panels at the desired height. The pins are supplied with adjustable shelf **C** packages.





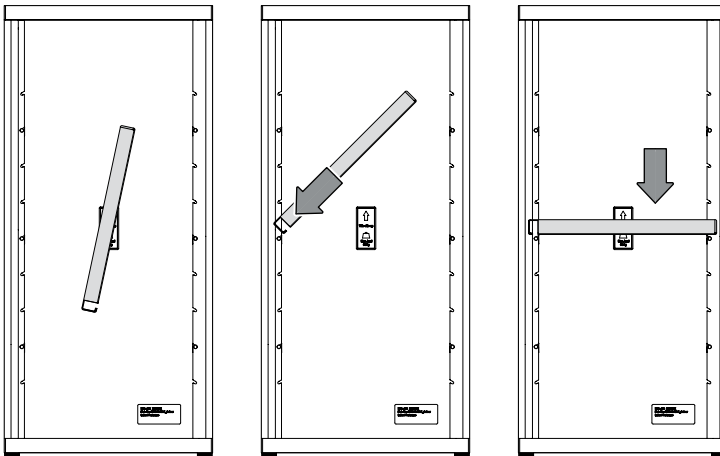
3.

Insert each adjustable shelf **C** upright with the bottom facing outwards and angling it into one of the inside corners, as shown in the illustration below.

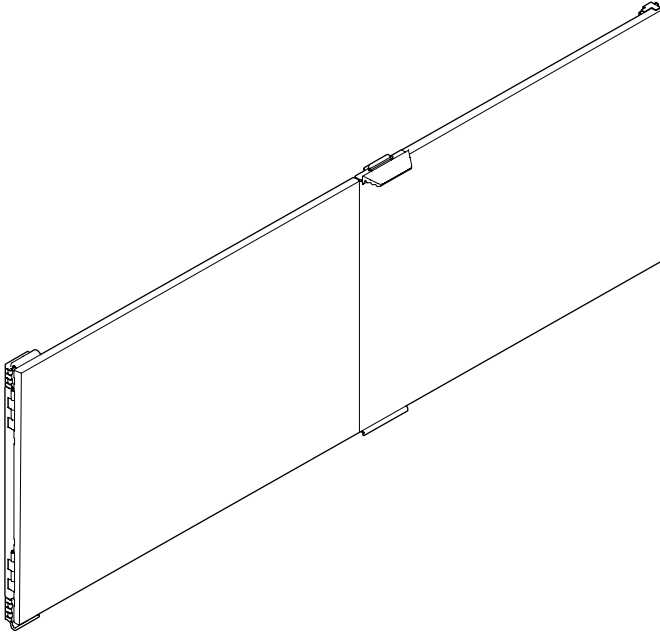


4.

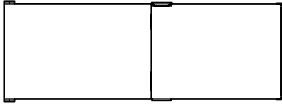
Place the back edge against the shelf pins **B** at the back and rotate the shelf forward so the top faces up.



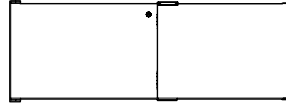
# STEEL DOORS



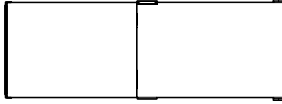
- STEEL DOORS OVERVIEW -



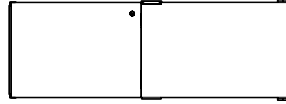
Steel door 100



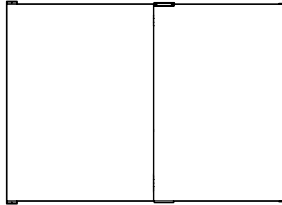
Steel door  
with lock 100



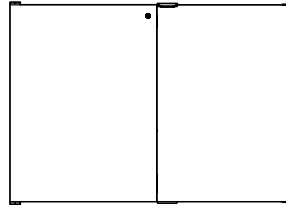
Steel door left 100



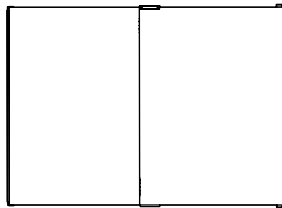
Steel door left  
with lock 100



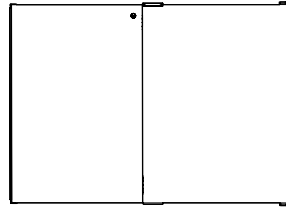
Steel door  
double height 100



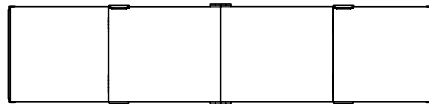
Steel door  
double height with lock 100



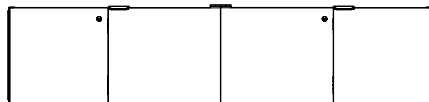
Steel door left  
double height 100



Steel door left  
double height with lock 100

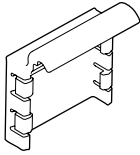


Steel door 150

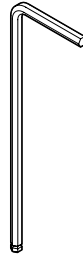


Steel door  
with lock 150

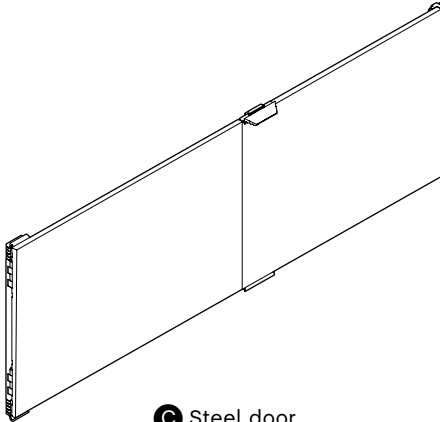
- PARTS -



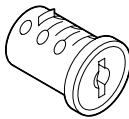
**A** Connector clip



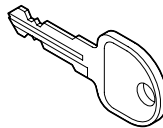
**B** Allen key



**C** Steel door



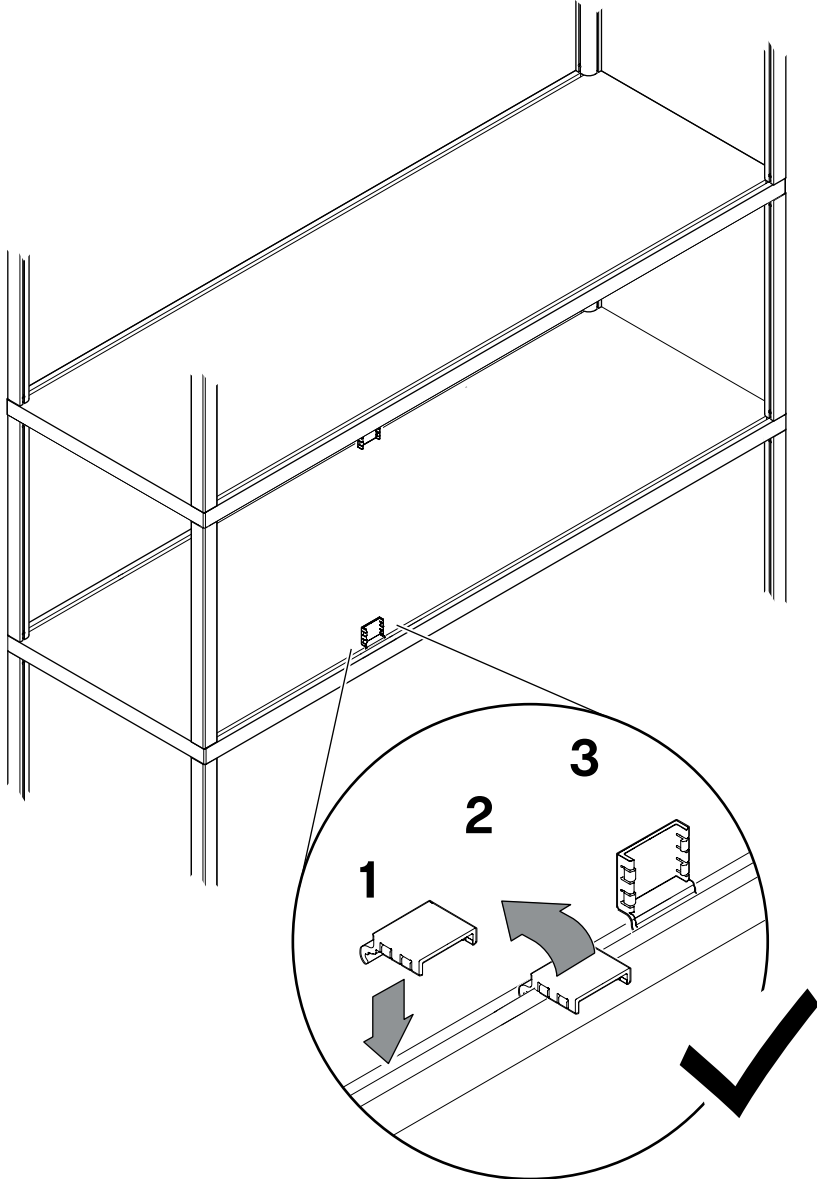
**D** Lock cylinder  
(doors with lock only)



**E** Key  
(doors with lock only)

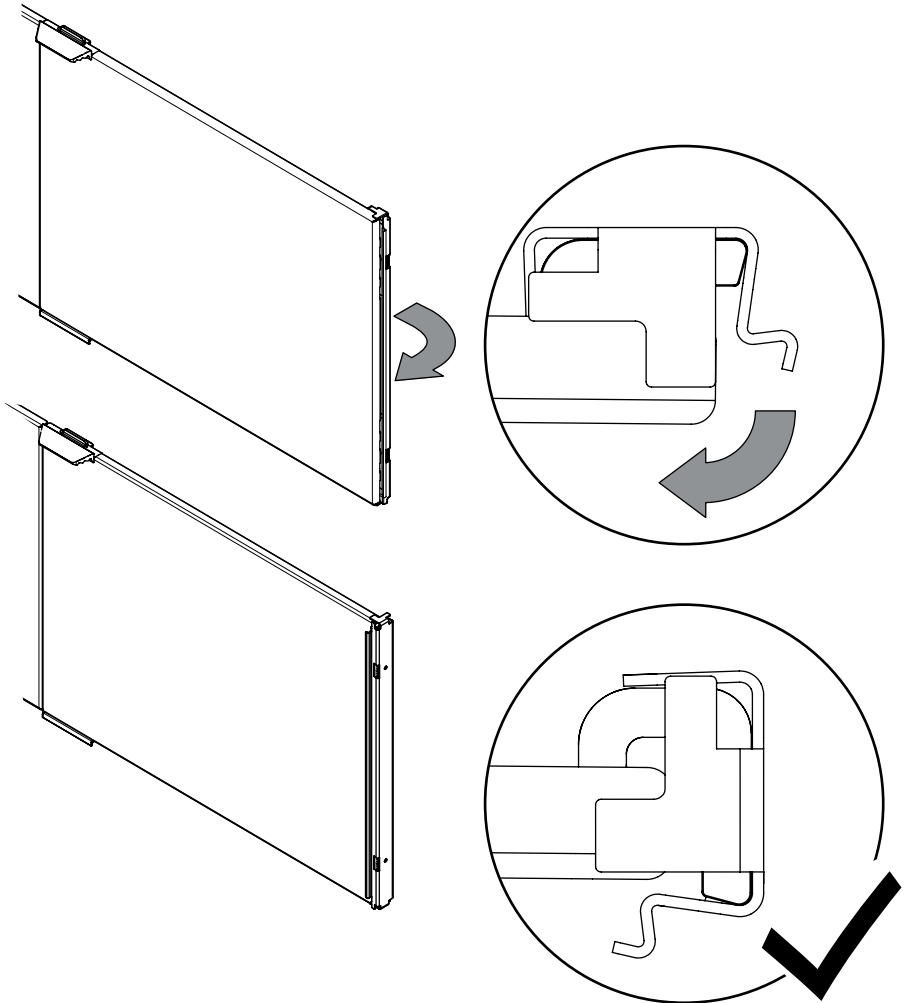
1.

Insert the connector clips **A** in the channel running along the shelf.  
Both on the top and underneath.



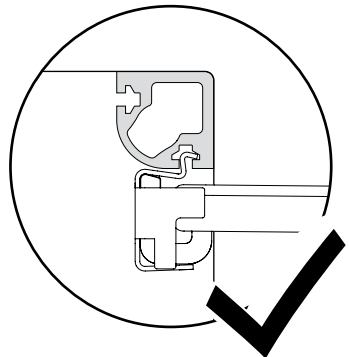
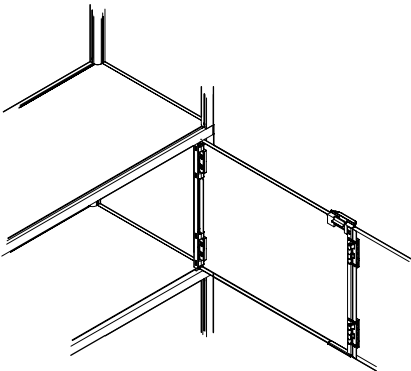
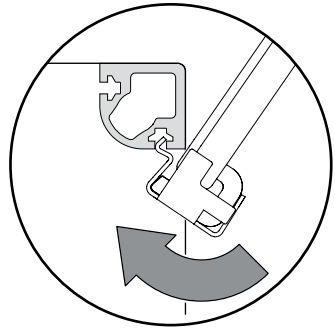
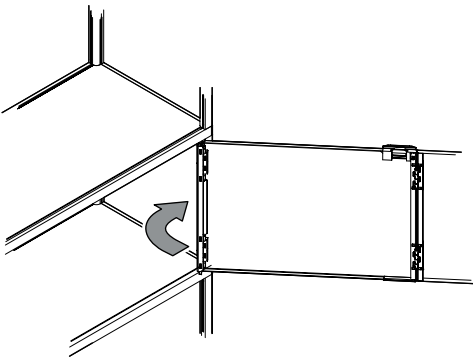
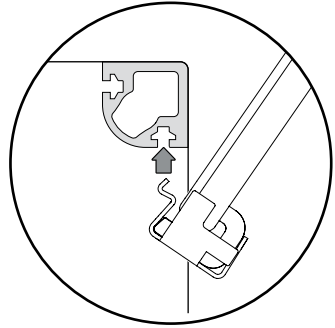
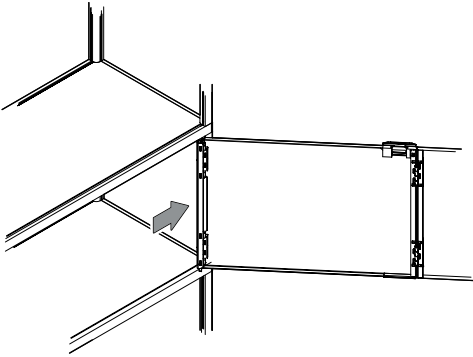
2.

Rotate the end fitting on the steel door **C** as shown in the illustration below.



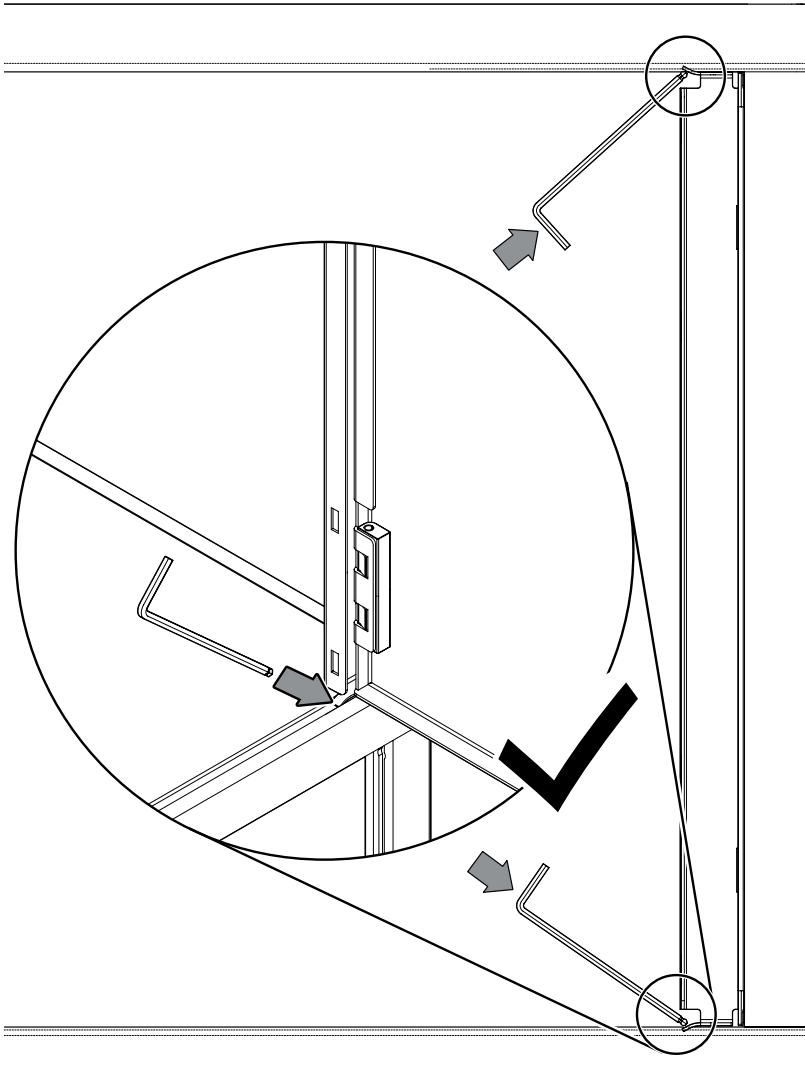
3.

Insert the fitting on the end of the steel door into the channel on the profile. Start with the door at an angle before rotating it into place.



4.

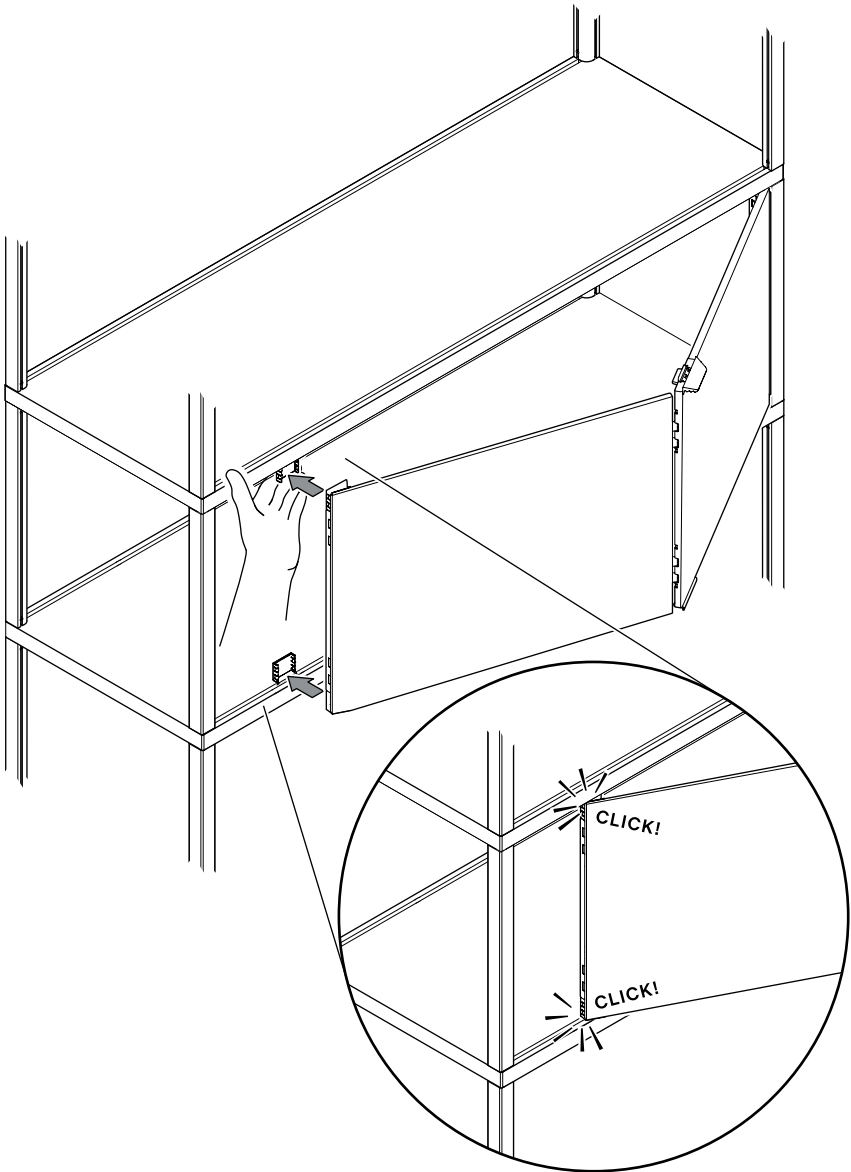
To lock the door in place, use the Allen key **B** to bend the small tap into the channels, both at the top and bottom.





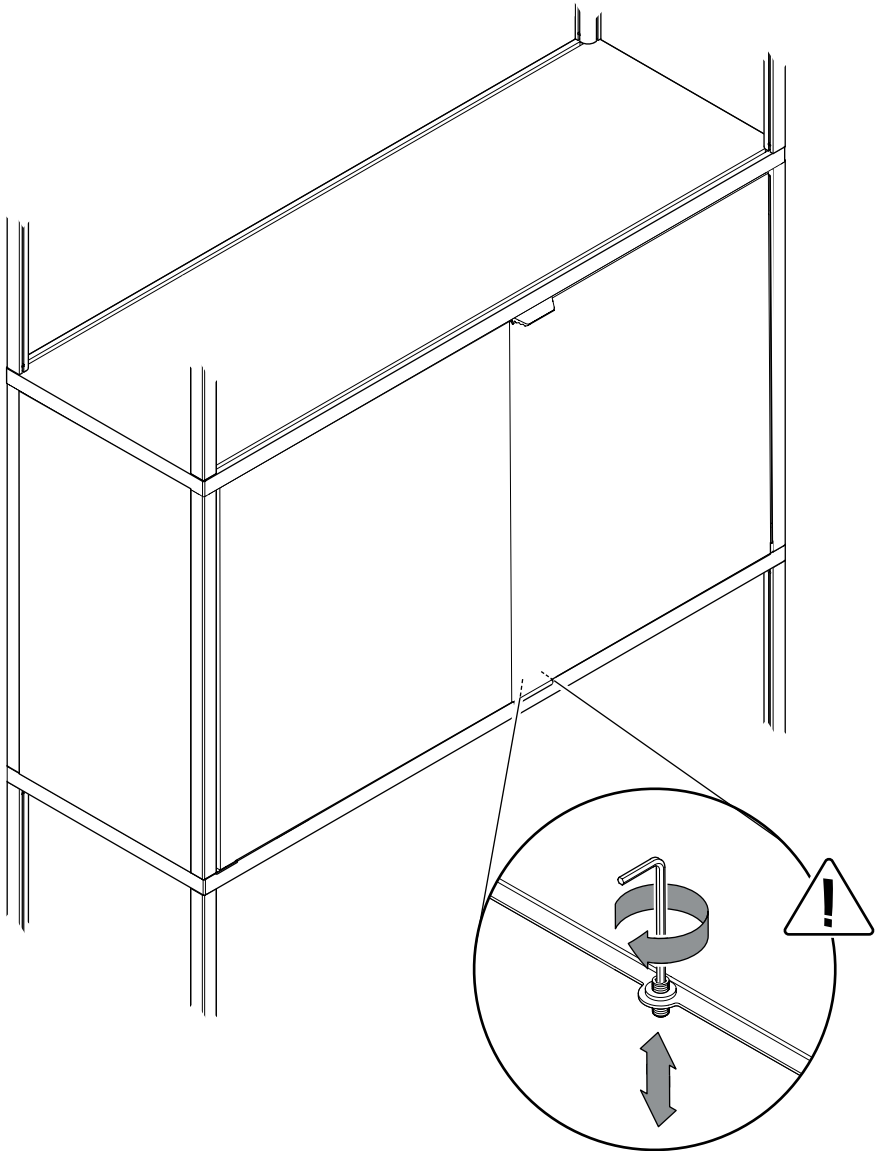
5.

Push the other end of the door into place by clicking the metal fitting into the connector clips **A** and supporting it with your hand.



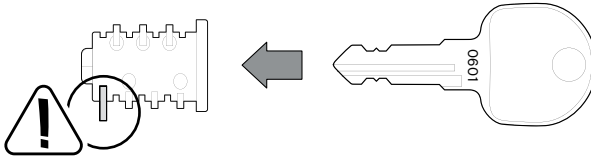
6.

If you experience problems with fully closing your double height door, adjust the fixed screw on the inside bottom of the door.



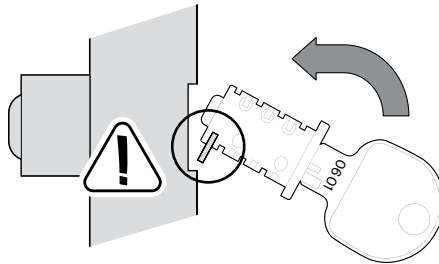
7.

Mounting lock cylinder (doors with lock only).



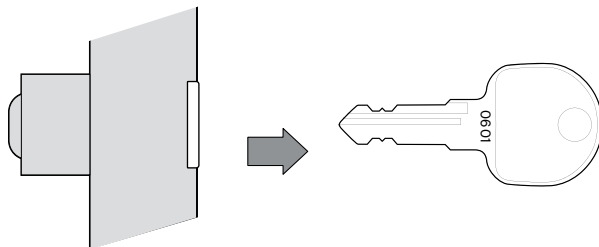
8.

Insert the matching key **E** in the lock cylinder **D**.  
Make sure the cylinder is turned so that the end pin is facing downwards.



9.

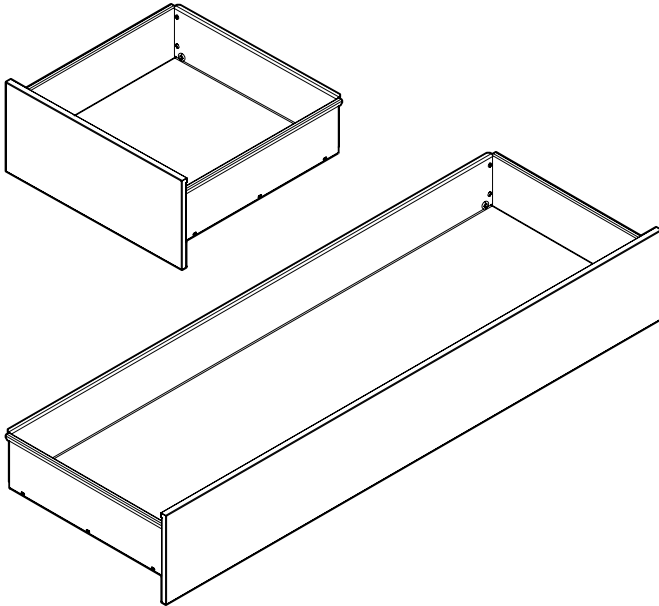
Insert the cylinder in the cylinder housing on the steel door **C**. Angle the lock cylinder slightly downwards to get the end pin in. Then push the lock cylinder all the way in.



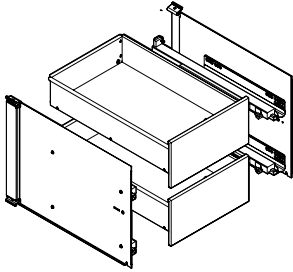
10.

Pull out the key **K**.

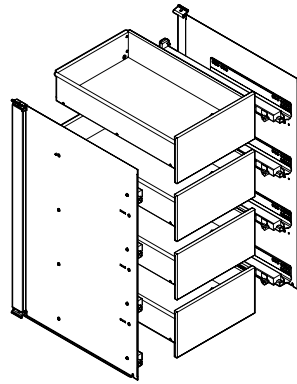
# DRAWERS



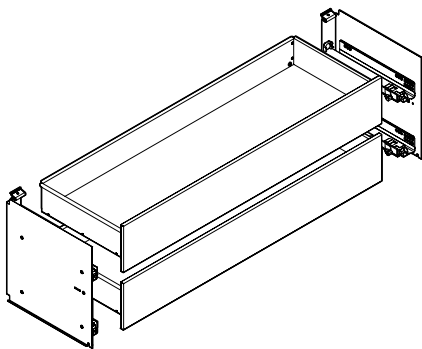
- DRAWERS OVERVIEW -



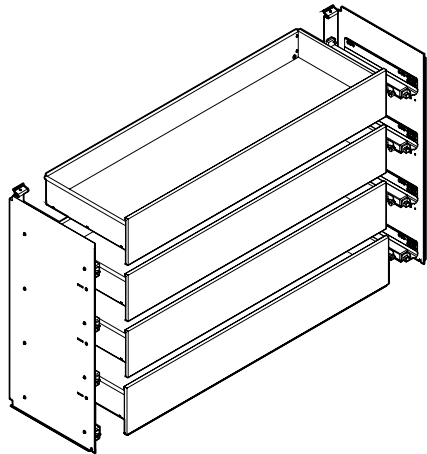
Drawer 34



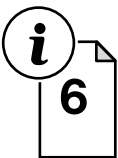
Drawer  
double height 34



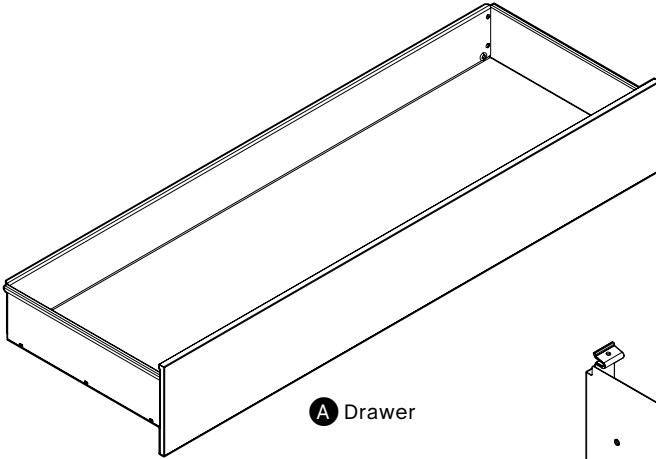
Drawer 100



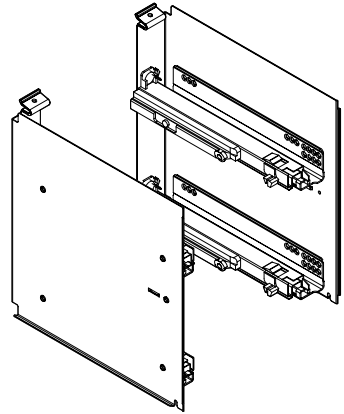
Drawer  
double height 100



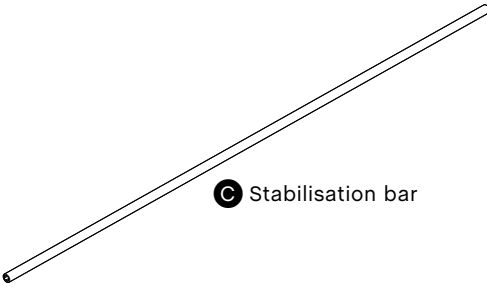
- PARTS -



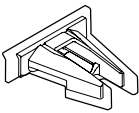
**A** Drawer



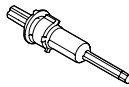
**B** Mounting panels  
right / left



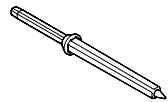
**C** Stabilisation bar



**D** Stabilisation connector



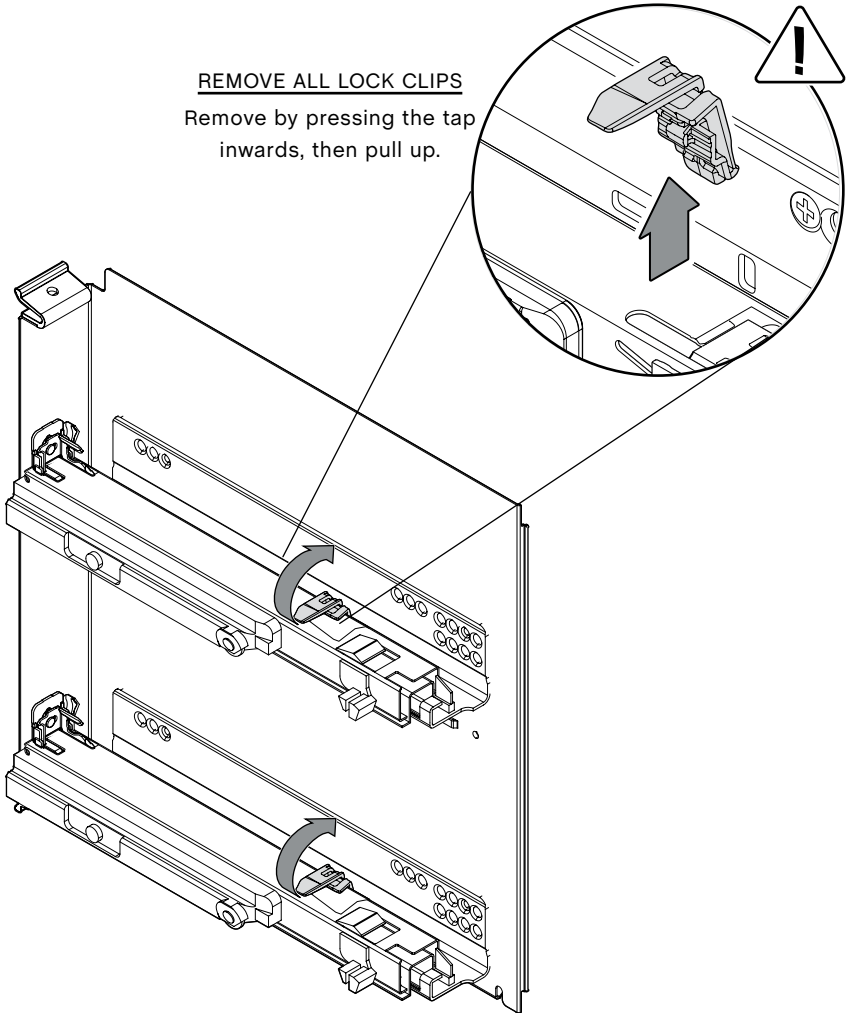
**E** Bar end 1



**F** Bar end 2

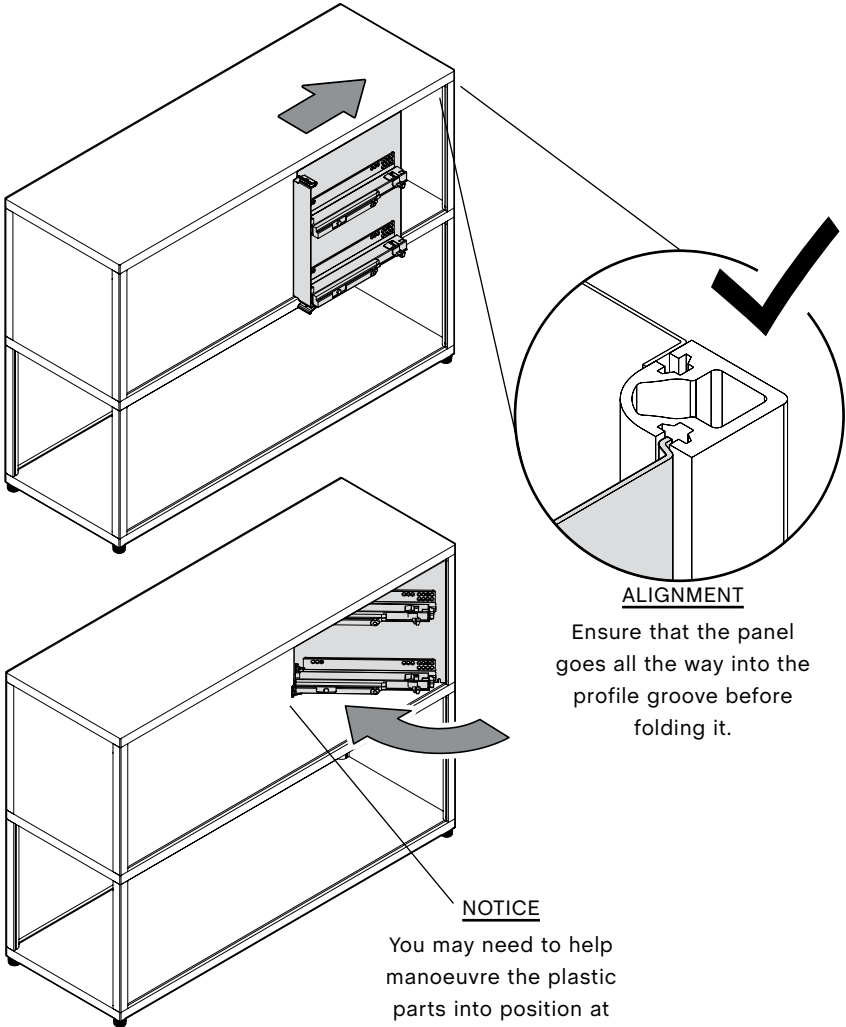
1.

Start by removing all of the yellow lock clips that are mounted on the top of each rail on the mounting panels **B**. The clips can then be discarded, sorted as hard plastic.



2.

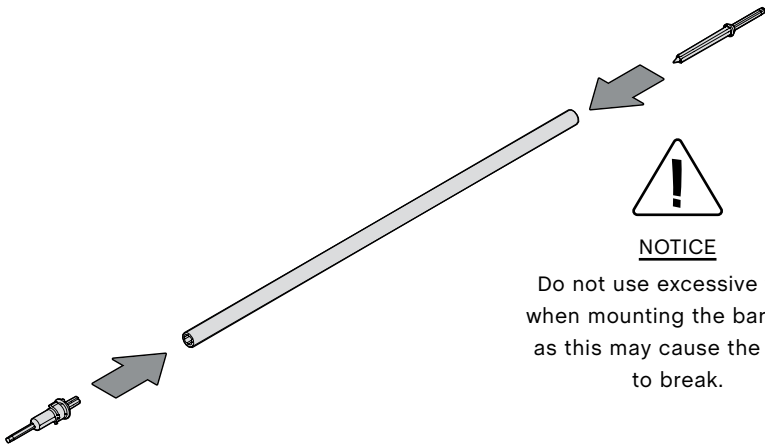
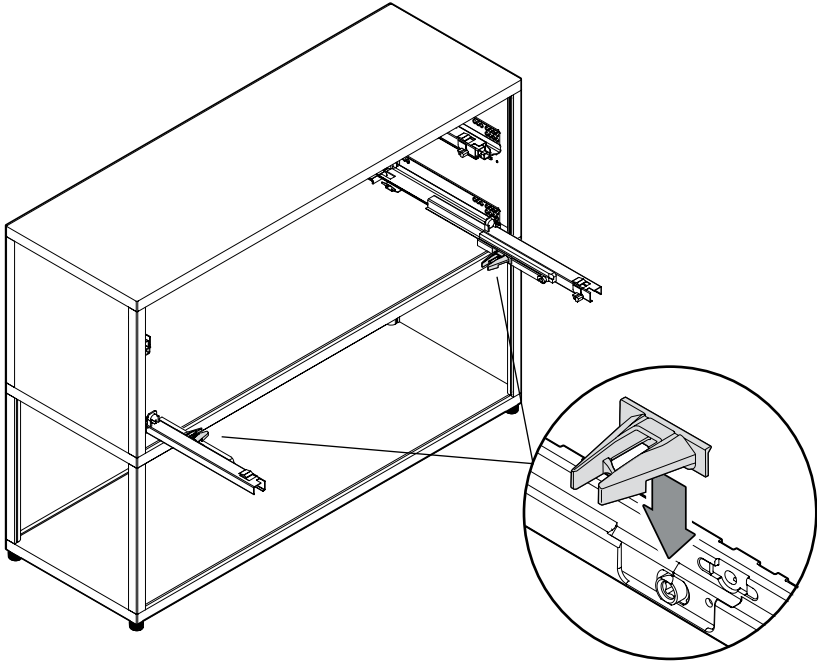
Start with the right side mounting panel **B** (sides are marked on the label). Assemble the panel by sliding it into the groove in the side profiles as illustrated below, and fold the panel inwards at an angle of 90 degrees. Proceed with the left side.





3.

Once the panels are mounted, pull out the rails and mount the stabilisation connector **D** on each side. Then assemble stabilisation bar **C** by mounting the bar end 1 **E** and 2 **F**.

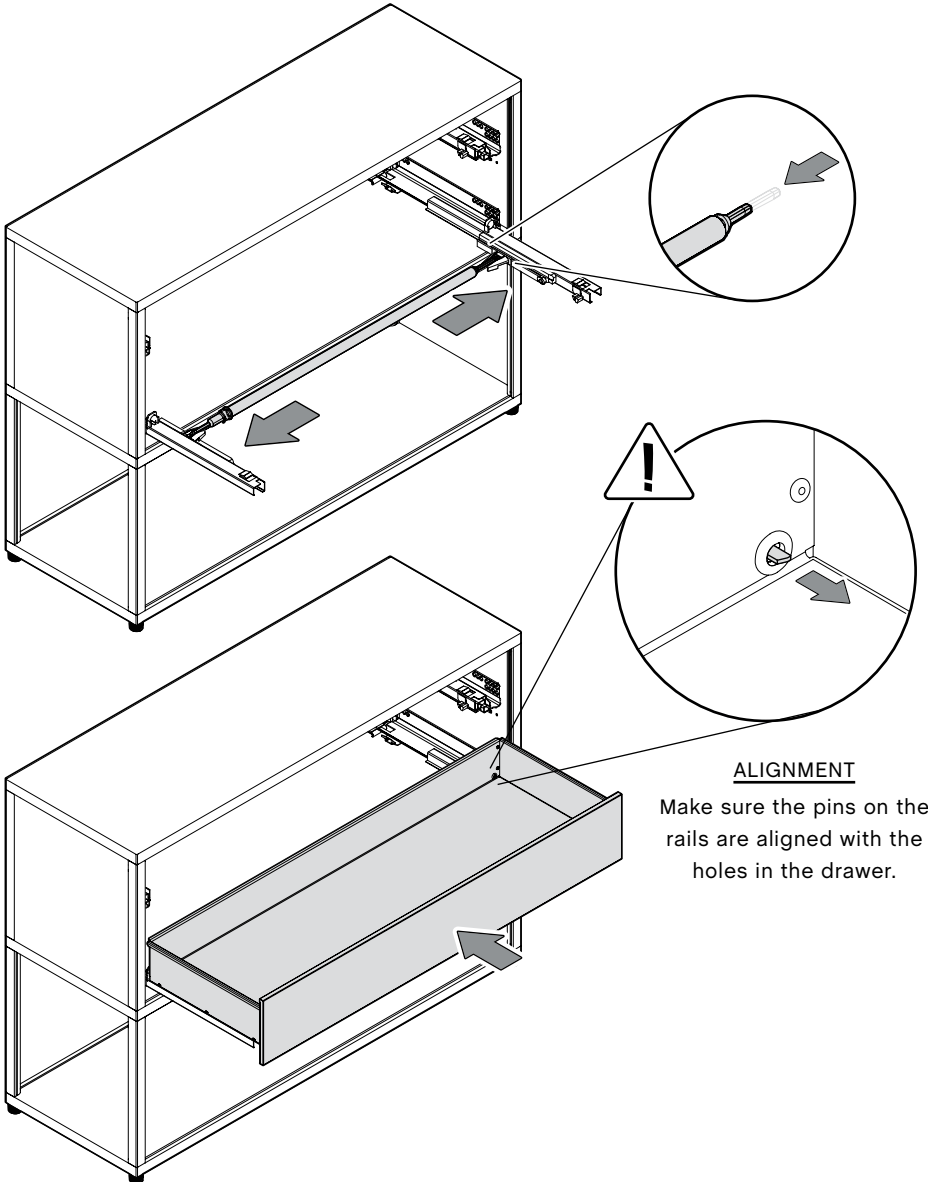


**NOTICE**

Do not use excessive force when mounting the bar ends, as this may cause the parts to break.

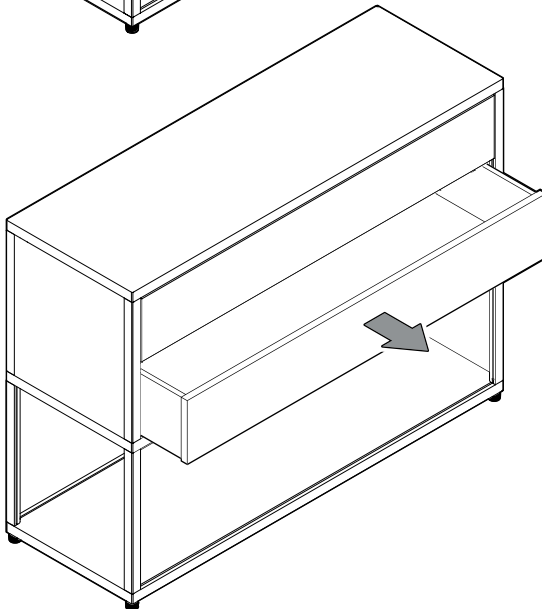
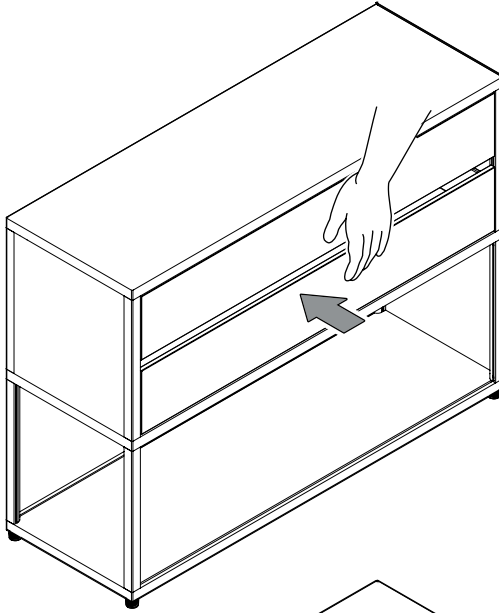
4.

Mount the stabilisation bar **C** between the stabilisation connectors **D**. Then mount the drawer **A** on top of the rails. Grab the stabilisation bar **C** from below to guide the drawer into place. A click sound confirms that the drawer is locked securely into place.

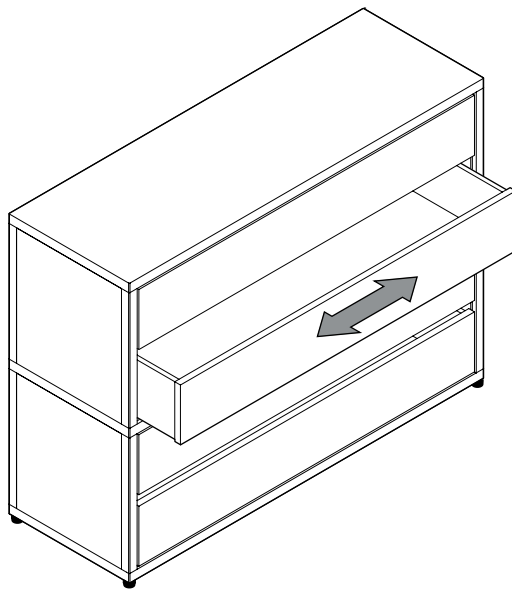


5.

Test the drawers by pushing on the front to open. Check that the drawers are flush and placed symmetrically. If not, proceed with the "DRAWERS ADJUSTMENT" section on pages 46-52.

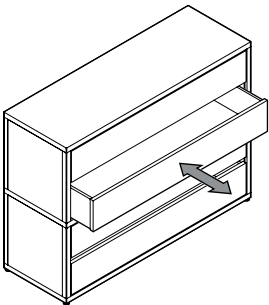
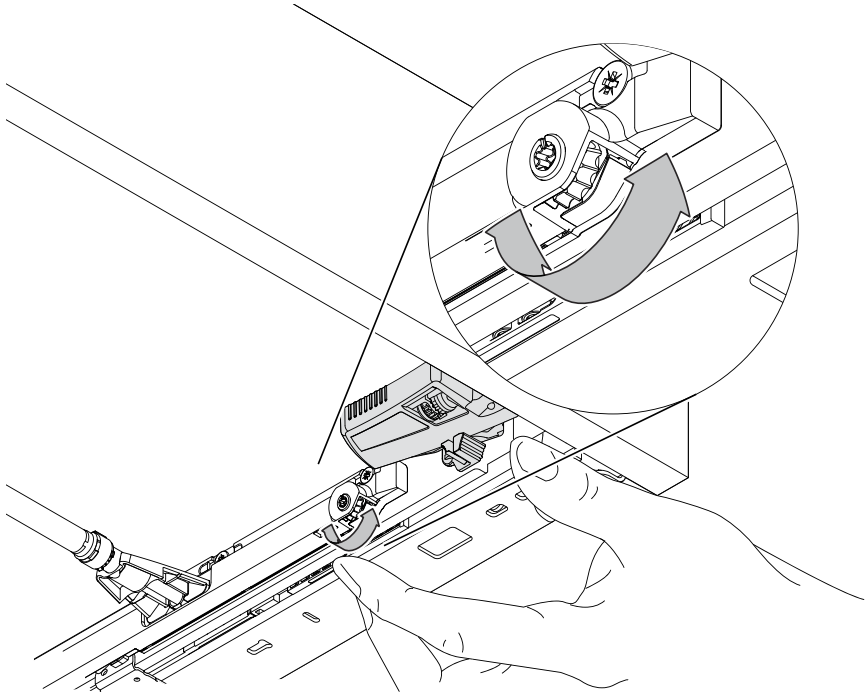


# DRAWERS ADJUSTMENT



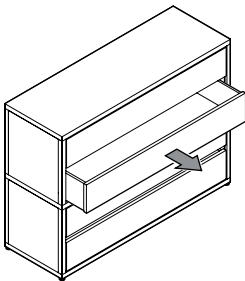
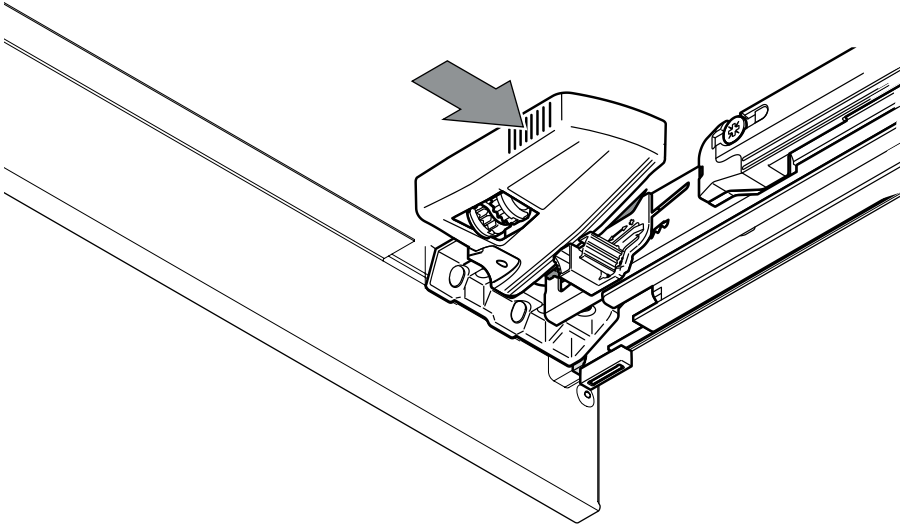
## ADJUSTING DRAWER BACKWARDS/FORWARDS

Turn the wheel to adjust the drawer forwards or backwards.  
(there is one on each side of the drawer)



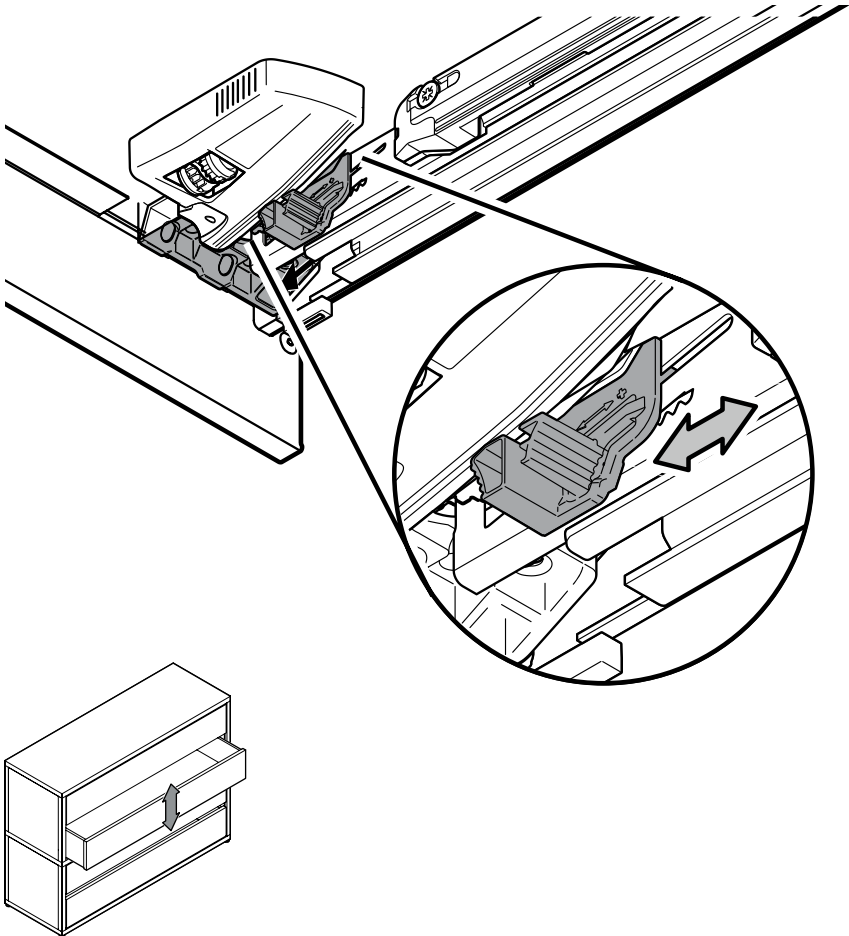
## REMOVING DRAWER

Push simultaneously on both sides to remove the drawer.



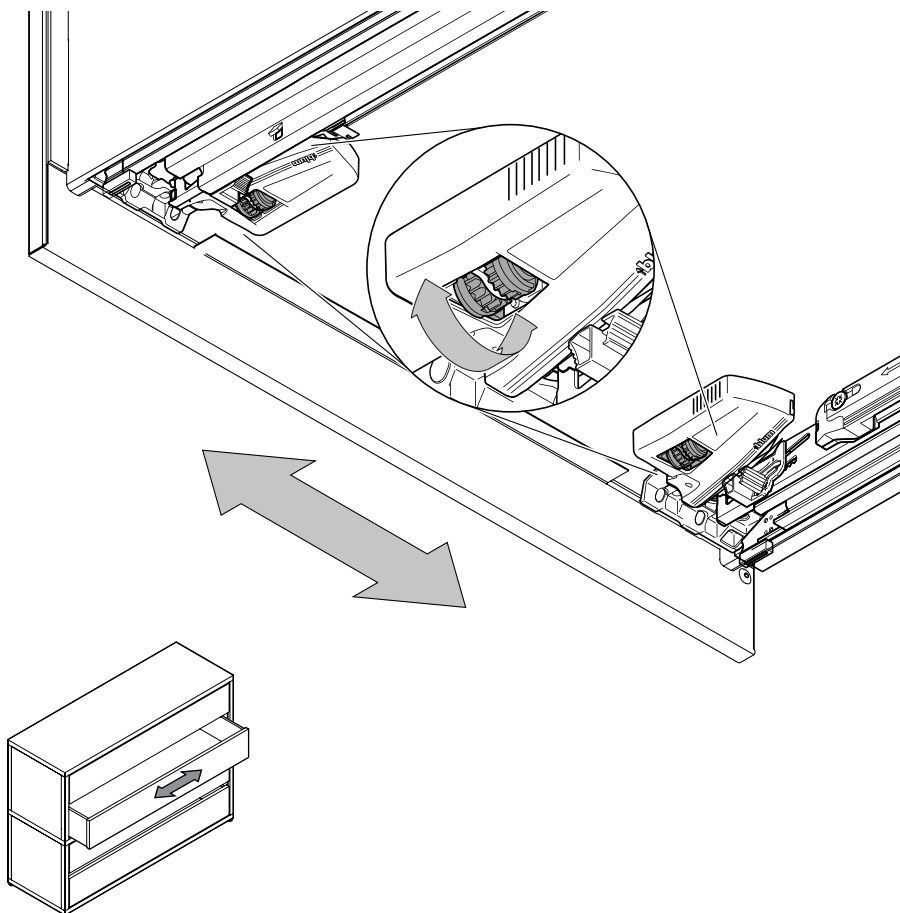
## ADJUSTING HEIGHT

Move the slider back or forth to adjust the height.



## ADJUSTING DRAWER SIDEWAYS IN FRONT

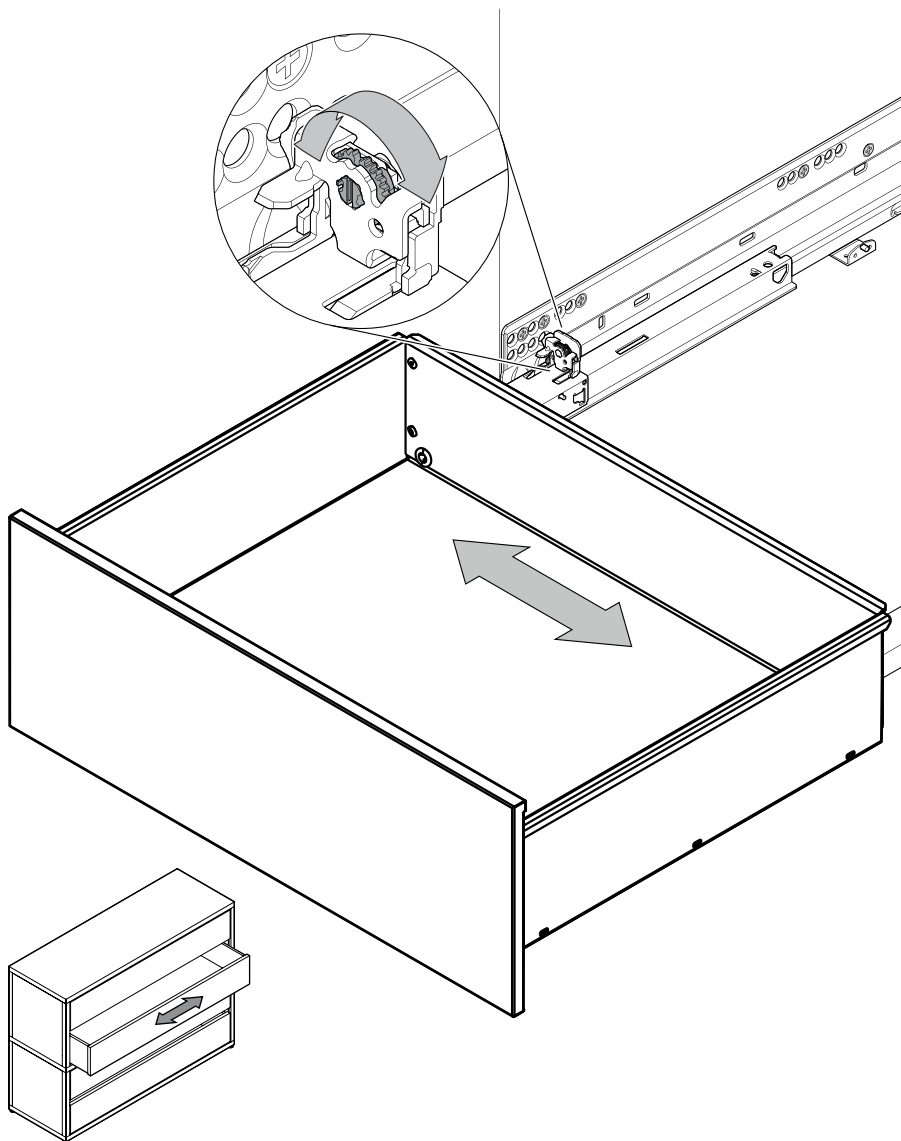
Turn the wheel to adjust the drawer sideways.





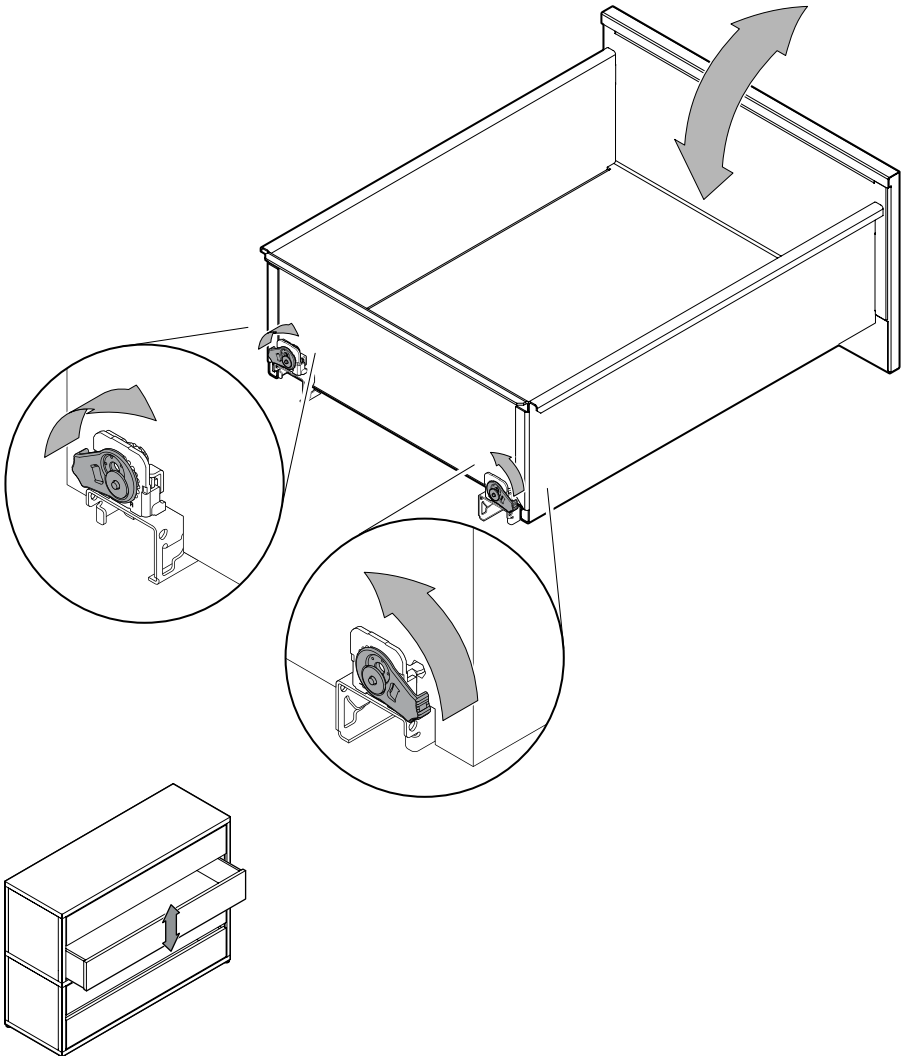
## ADJUSTING DRAWER SIDEWAYS IN FRONT

Turn the wheel to adjust the back of the drawer sideways.

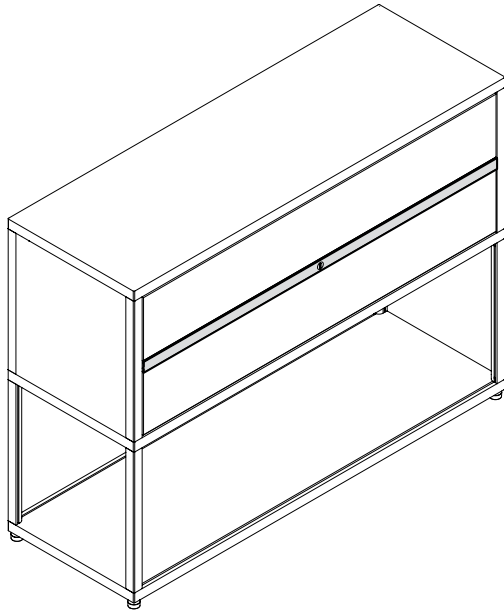


## TILTING DRAWER

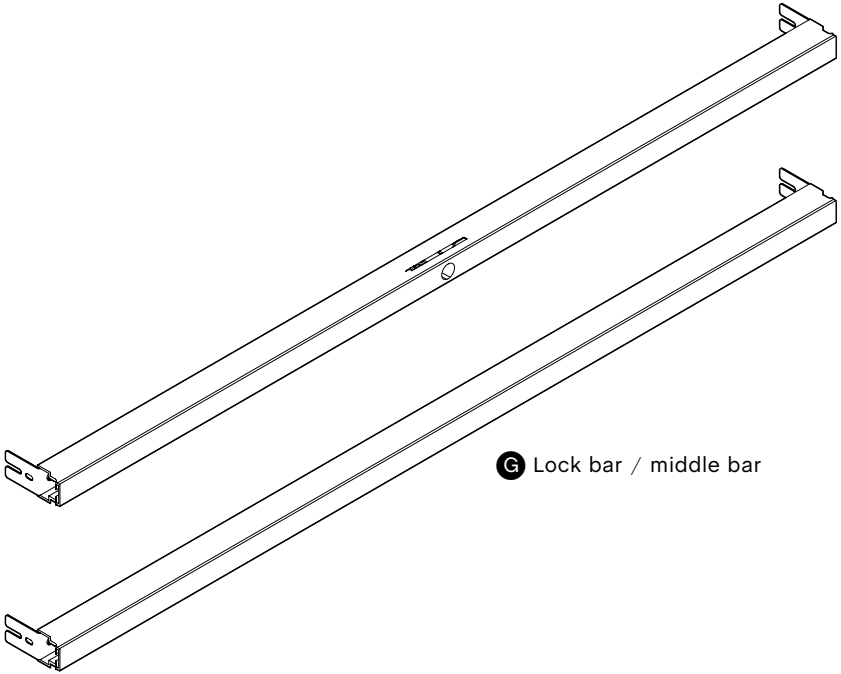
Turn the levels to adjust the tilting of the front.



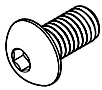
# MIDDLE BAR / LOCK BAR



- PARTS -



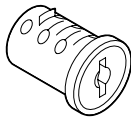
**G** Lock bar / middle bar



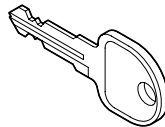
**H** Screw M5



**I** Allen key



**J** Lock cylinder  
(lock bar only)

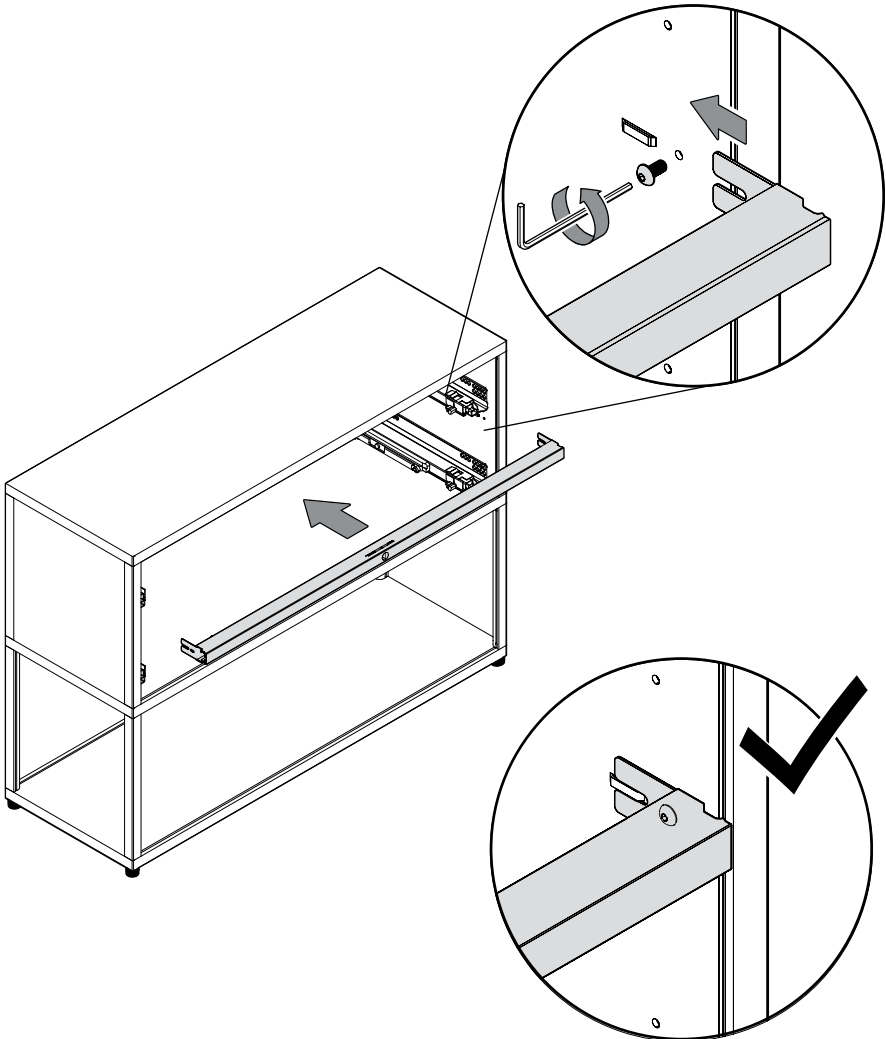


**K** Key  
(lock bar only)

1.

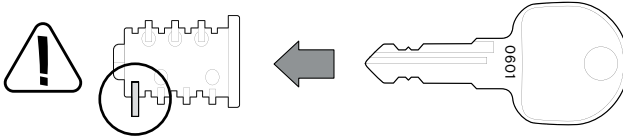
Remove the drawers **A** as instructed in the “DRAWERS ADJUSTMENT” section.

Then insert the lock / middle bar **G** straight into the guide grooves that are placed on each side of the mounting panels. Adjust until the bar is flush, before locking the bar with the two screws **H** using the Allen key **I**.



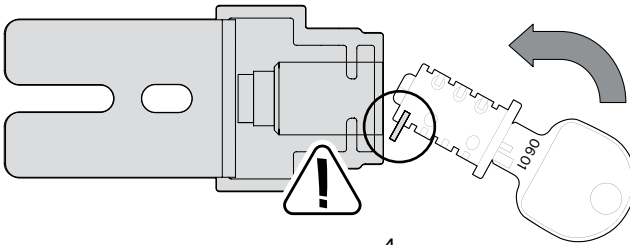
2.

Mounting lock cylinder (lock bar only).



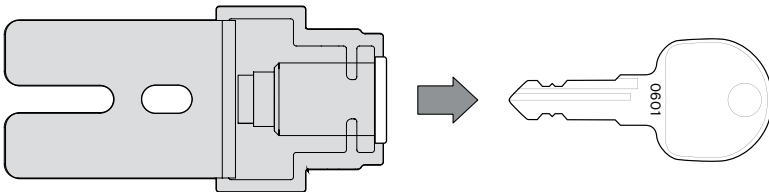
3.

Insert the matching key **A** in the lock cylinder **j**.  
Make sure the cylinder is turned so that the end pin is facing upwards.



4.

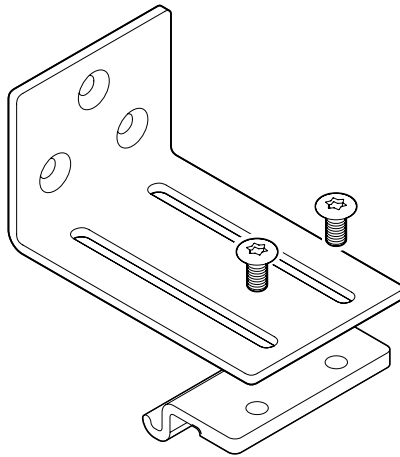
Insert the cylinder in the cylinder housing on the bar **G**, angle the lock cylinder slightly downwards to get the end pin in. Then push the lock cylinder all the way in.

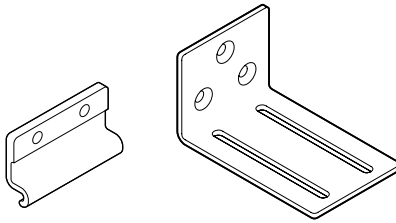


5.

Pull out the key **K**.

# WALL SAFETY BRACKET



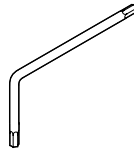


**A** Bracket holder

**B** Bracket



**C** Screw

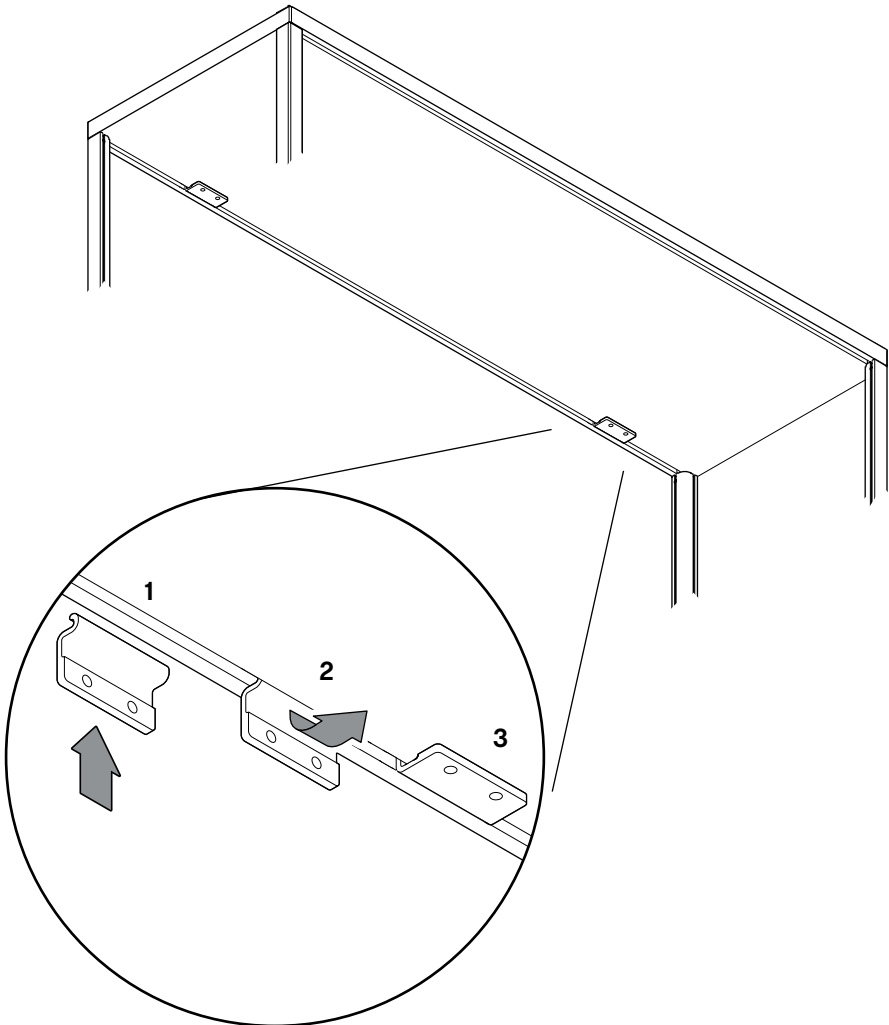


**D** Torx key



1.

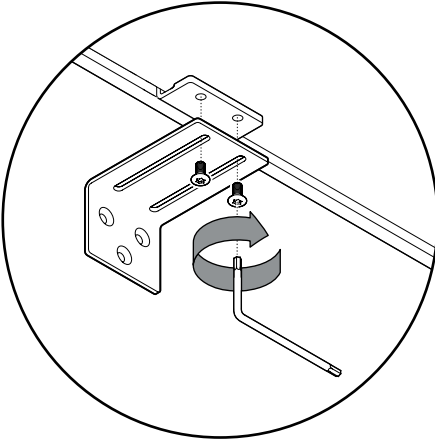
Always mount wall panels and wall brackets under the top shelf.  
Place the bracket holder **A** in the channel running along the shelf  
and flip it down by following the steps 1, 2 and 3 below.



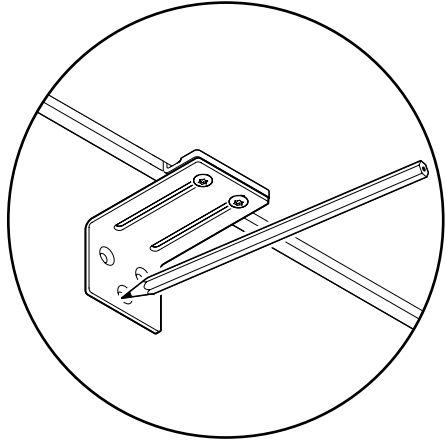
2.

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.

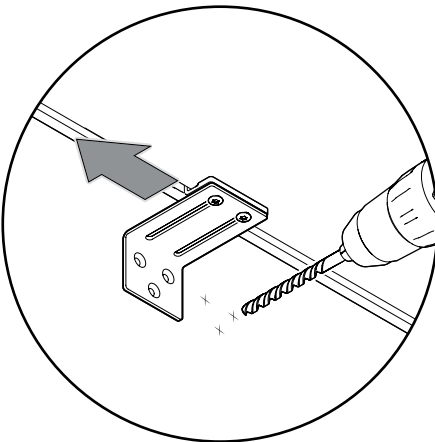
1



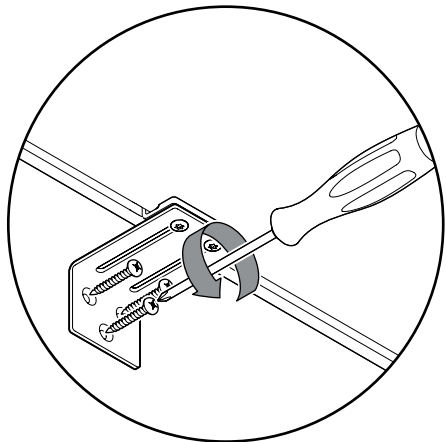
2



3

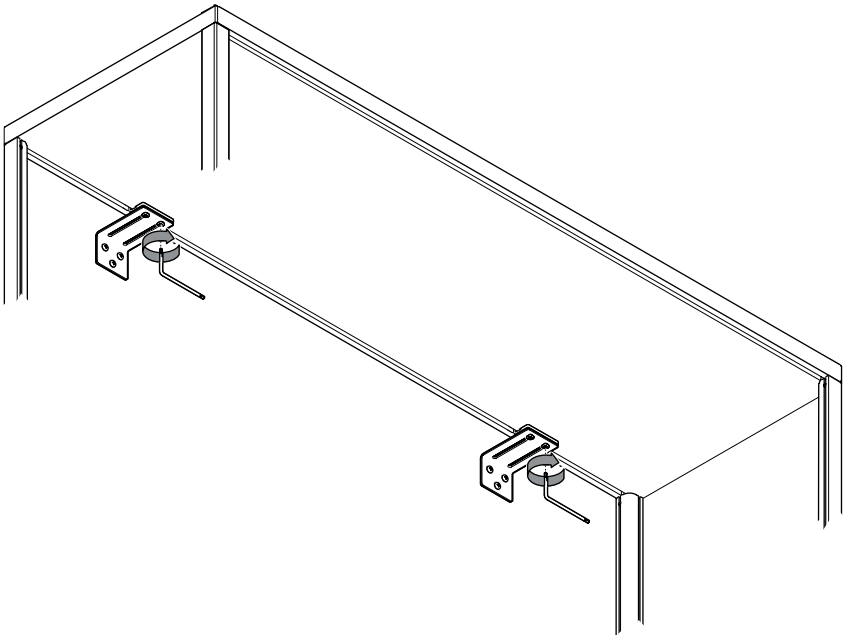


4

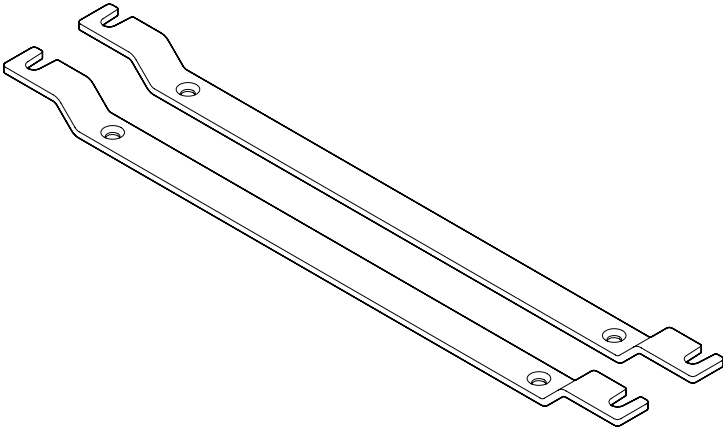


3.

Tighten the screws **C** completely.

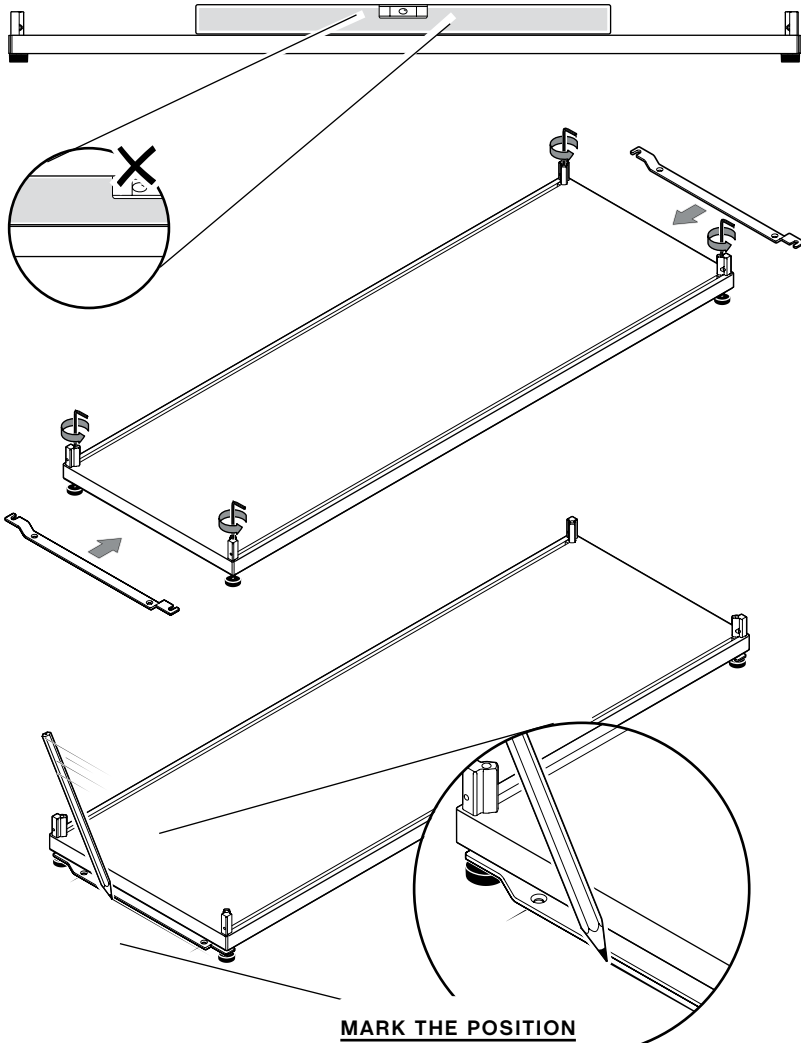


# FLOOR SAFETY BRACKET



1.

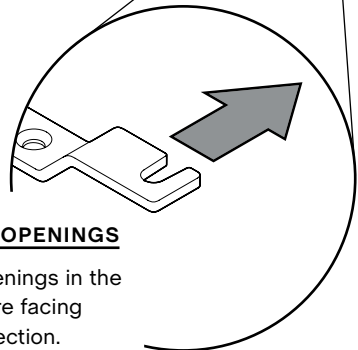
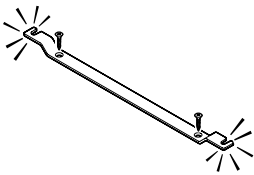
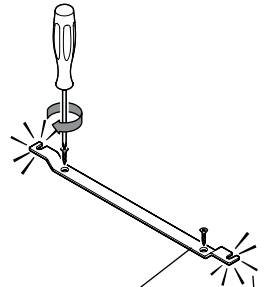
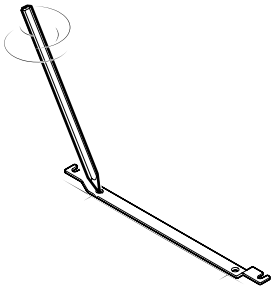
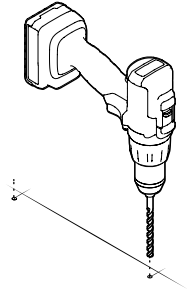
Make sure the shelf is level. Adjust the feet with the Allen key if needed.  
Slide the brackets in from the sides and mark their position.



**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.

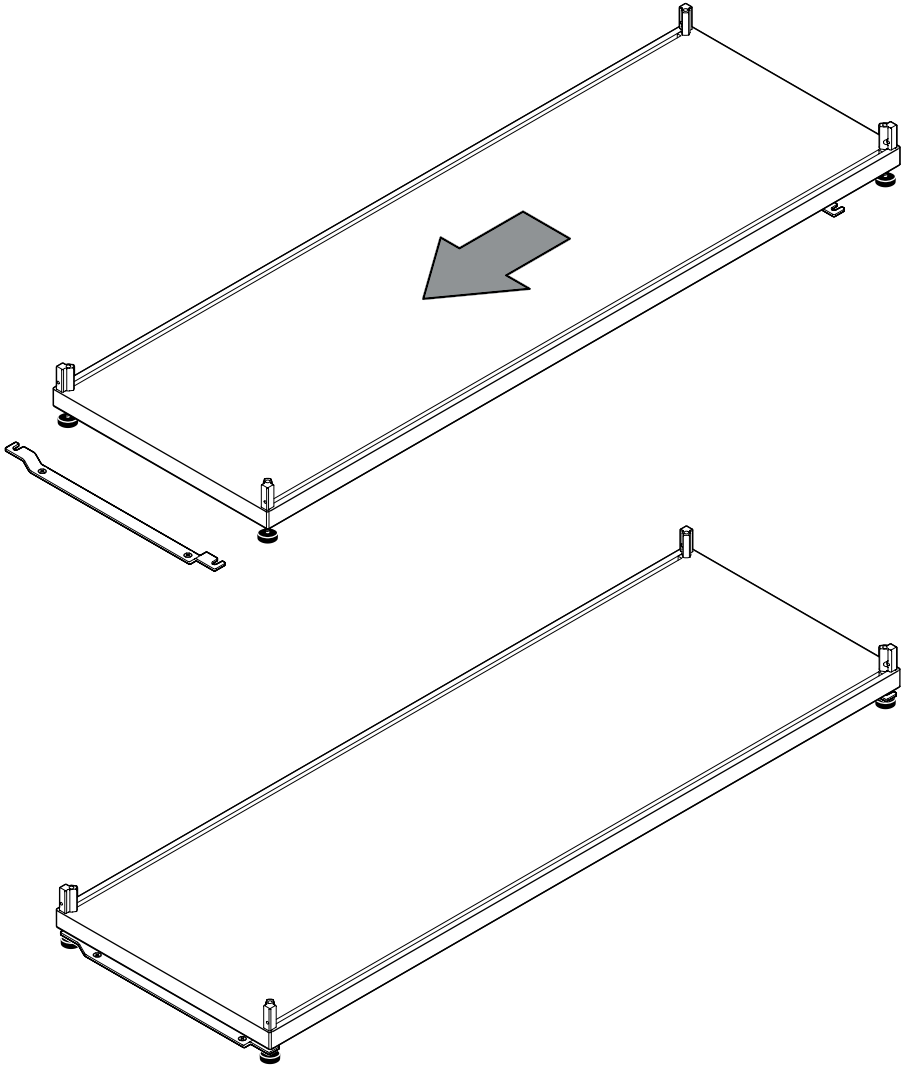


**POSITION THE OPENINGS**

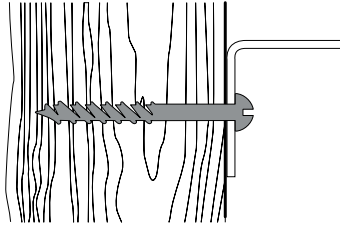
Make sure the openings in the two brackets are facing the same direction.

3.

Slide the shelf into position.

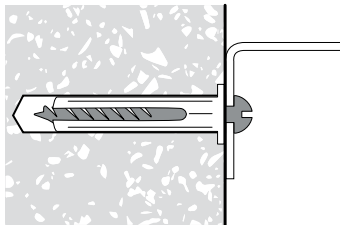


# WALL MOUNTING



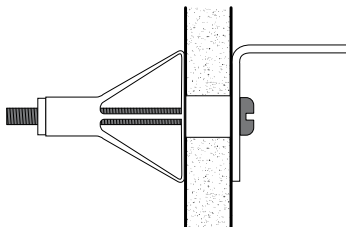
## WOOD WALLS

Use suitable wood screws.



## CONCRETE OR BRICK WALLS

Use suitable screws and expansion plugs.



## DRYWALL OR CHIPBOARD

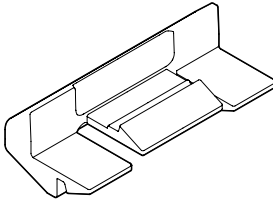
Use suitable expanding bolts.

### NOTICE

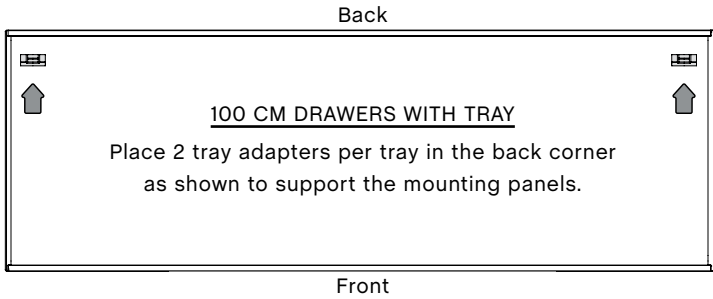
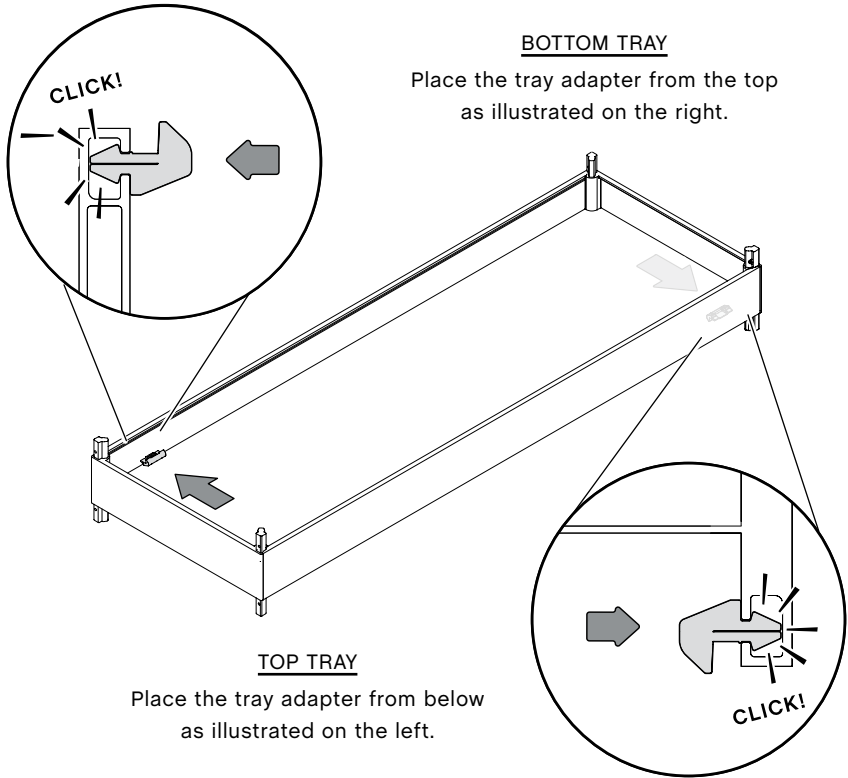
These are only intended as guidelines. The buyer is responsible for the wall's bearing capacity and for ensuring the correct mounting method is used.



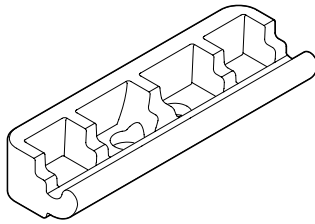
# TRAY ADAPTER



Use the tray adapter when mounting drawers in a system with trays. The adapter is easily mounted onto the groove inside the top or bottom of the tray.

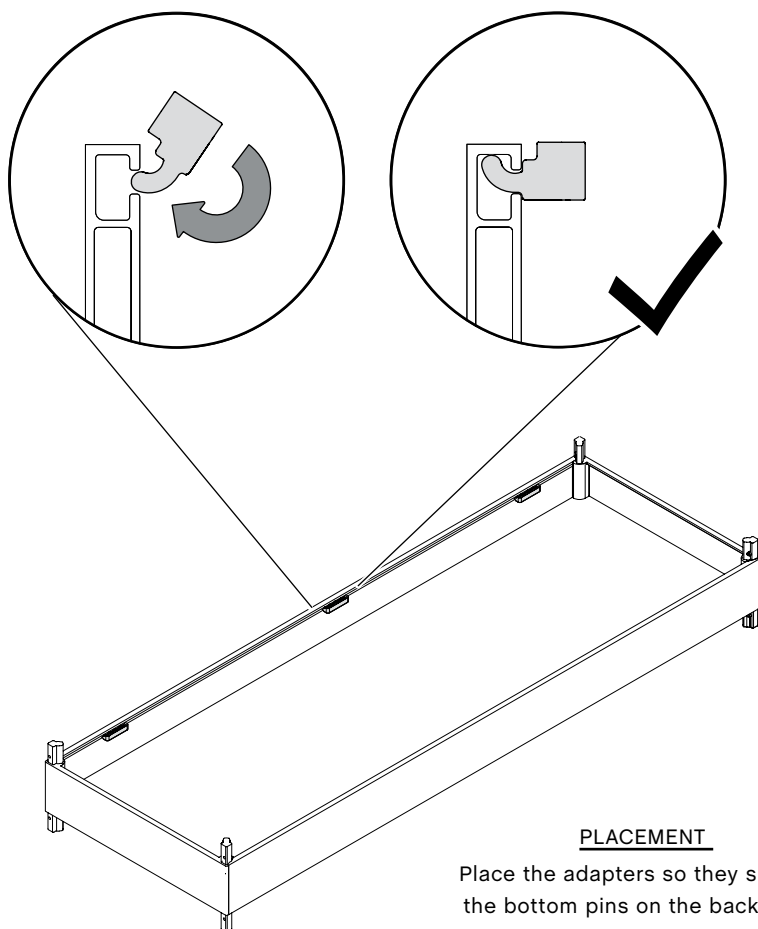


# TRAY ADAPTER FOR BACK PANEL



When mounting back panels above bottom trays, use the tray adapter to support the back panels in the middle.

The adapter is easily mounted onto the groove from inside, as shown in the illustration below.



PLACEMENT

Place the adapters so they support the bottom pins on the back panel.

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 by scanning the QR code

You can also find the same information here [hay.dk/downloads](http://hay.dk/downloads)





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10/01/2023

**HAY**

Item no. 850003



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