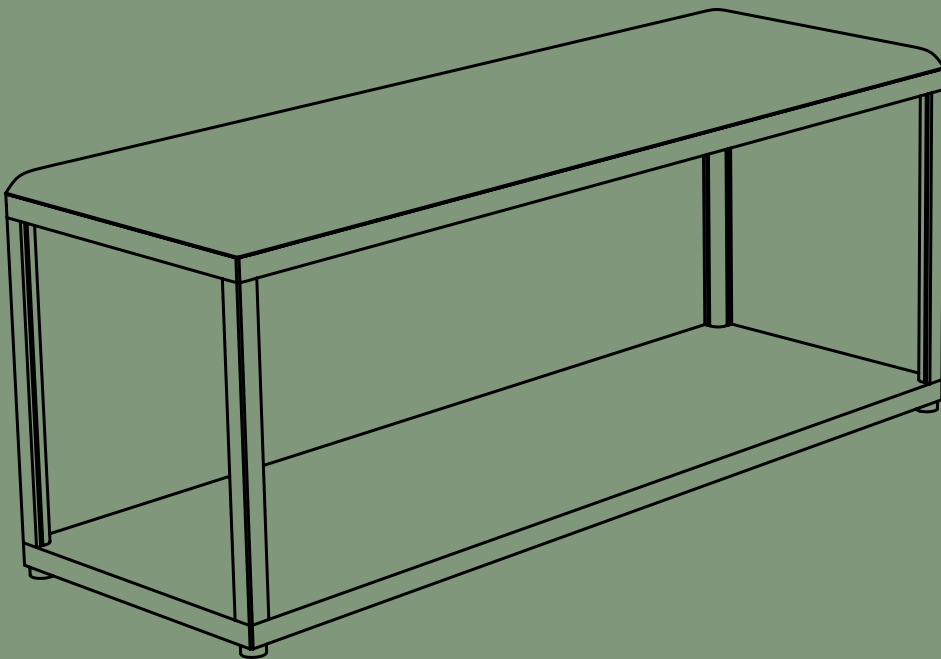


> INSTRUCTIONS MANUAL <

NEW ORDER BENCH



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.

CAUTION

With a little care you can prolong the life of your furniture and keep the materials in good condition.

The information below is only intended as a general guideline. For more information on how to remove specific stains, please inquire where you bought the furniture.

- Always remove stains quickly before they can do any permanent damage to the furniture.

- Avoid placing the furniture in direct sunlight or near a strong heat source to reduce changes.

- When you move the furniture, make sure to lift it rather than pulling or pushing it to avoid damaging the floor, legs and mountings.

- Tighten up the screws after one to two months' use.

- Avoid improper use such as putting your feet on the furniture or standing on the it.

- Be careful not to scratch or damage the surface with sharp objects.

- Smooth out creases and wrinkles with your hand after use to even out the fabric and prevent seam lines from being skewed.

FABRICS

- Vacuum the benchtop regularly to remove dust and avoid fluff and pilling.

- Straighten the fabric with your hands from time to time. Wrinkles in the fabric can be straightened using a steamer.

- Soak up spilled liquids immediately with an absorbent napkin or cloth by dabbing gently towards the centre of the stain.

- Most stains can be removed with lukewarm water on a clean lint-free cloth. If necessary, add a little neutral detergent. Avoid rubbing the material hard as this could result in loss of colour and damage the fabric. It may also be necessary to use a hairdryer to avoid leaving an outline.

- Never use concentrated detergents or bleach, ammonia or soap intended for hard surfaces.

- HAY only uses top-quality fabrics but all fabrics fade, and seams weaken, when exposed to strong heat or sunlight.

SILK LEATHER

- Silk is an aniline leather, which means that it has no or only a light surface treatment to preserve the leather's natural surface and soft touch.

- Vacuum regularly using the upholstery nozzle. Be careful not to scratch the leather.

- All natural markings, such as scars and insect bites, will be visible on aniline leather, which contributes to the leather's exclusive appearance.

- This kind of leather is very susceptible to dirt, and over time it will patinate and become slightly darker.

- Aniline leather is demanding to maintain, and we recommend that you keep a cleaner and care product suitable for this type of leather at hand.

- Using water may leave a permanent stain on the surface.

- Do not use sharp objects, strong detergents or solvents on the leather.

- HAY only uses top-quality leathers but all leathers fade, and seams weaken, when exposed to strong heat or sunlight.

POWDER COATED ALUMINIUM

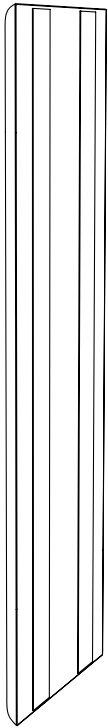
- Clean with a clean cloth wrung in water or in a solution of water and a neutral detergent. Remove soap residue immediately using a clean, dry cloth.

- Avoid using scouring cream or scouring pads, as they may scratch the surface.

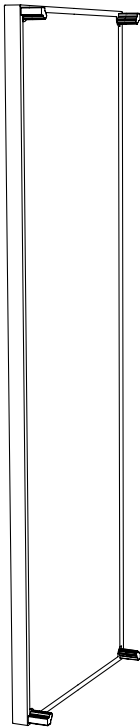
> PARTS <



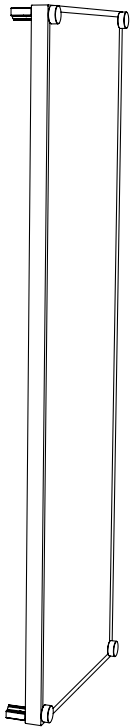
Single Profile
x4



Cushion
x1



Shelf Top
x1



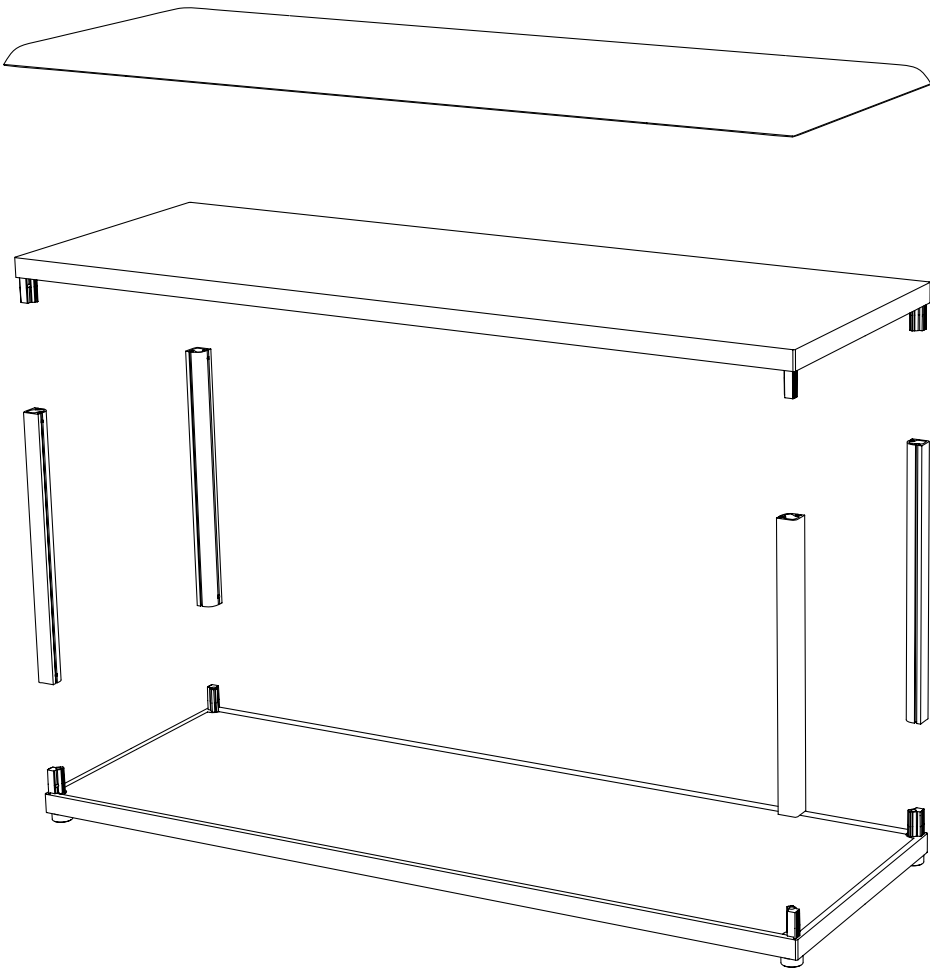
Shelf Bottom
x1



Allen key



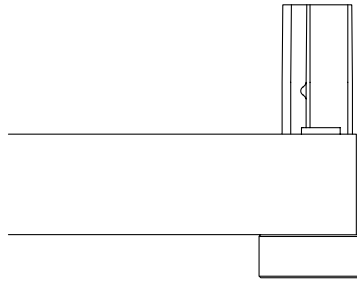
DISCLAIMER
This instructions manual shows the assembly of a free standing New Order Bench. If your bench is part of a larger system, please check the instructions for New Order Shelving System.



1.

IDENTIFYING BOTTOM SHELF

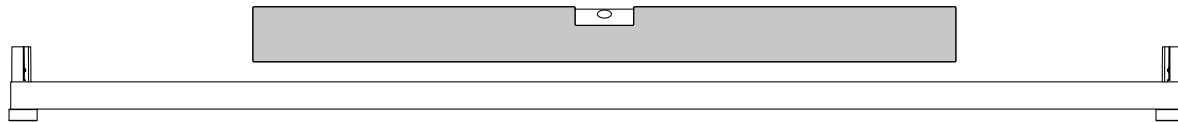
The bottom shelf has black adjustable nylon feet mounted in each corner.



2.

GETTING THE BASE LEVEL

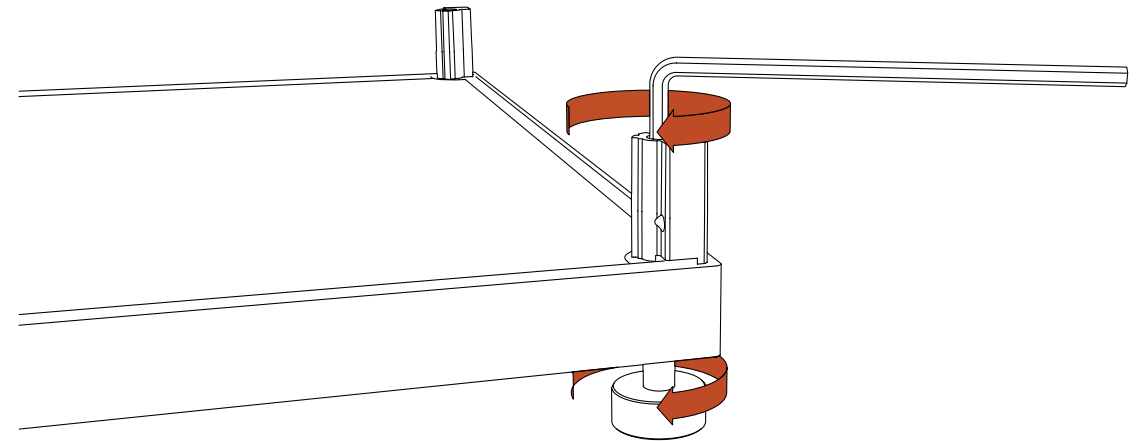
Place a spirit level on the bottom shelf in order to check whether the base is level. A perfectly leveled base is essential to achieve a satisfying end result.



3.

LEVELING USING THE FEET

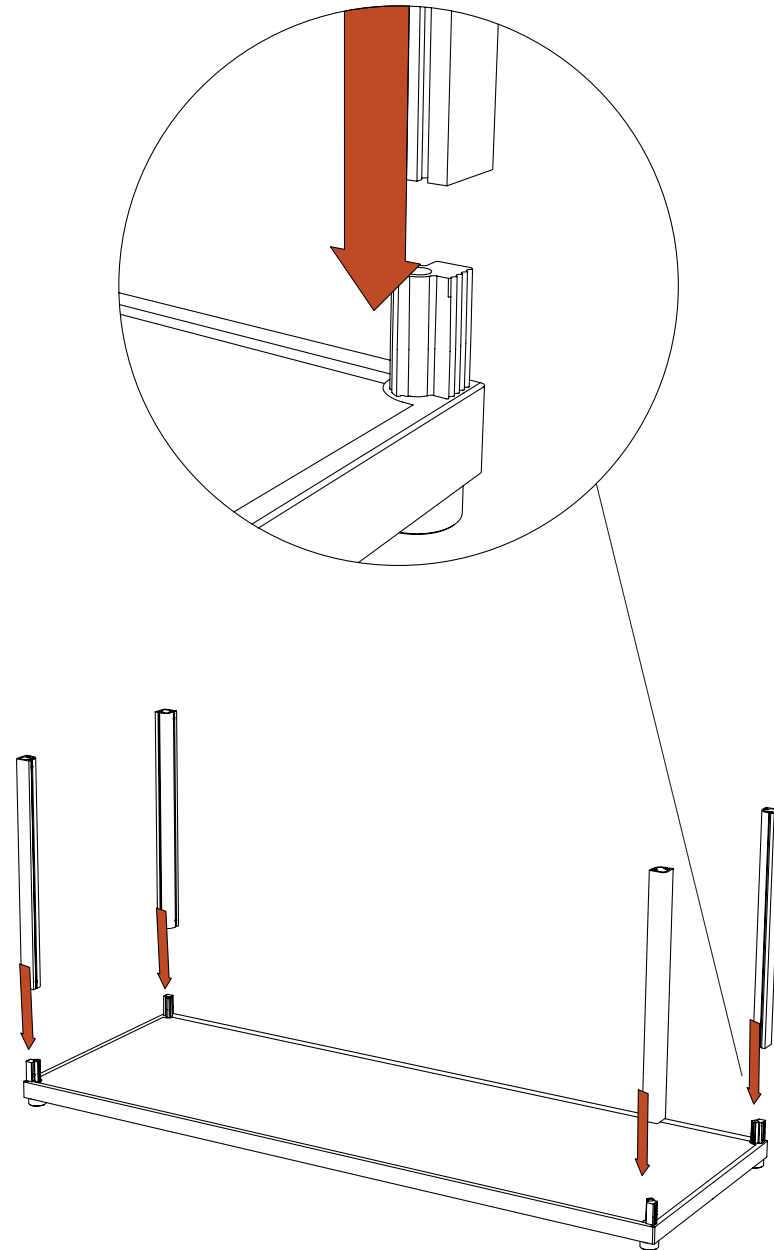
If the New Order bottom shelf is not level, adjust it by partly unscrewing the four adjustable feet. They can either be adjusted by unscrewing by hand or with an allen key.



4.

MOUNT SINGLE PROFILE

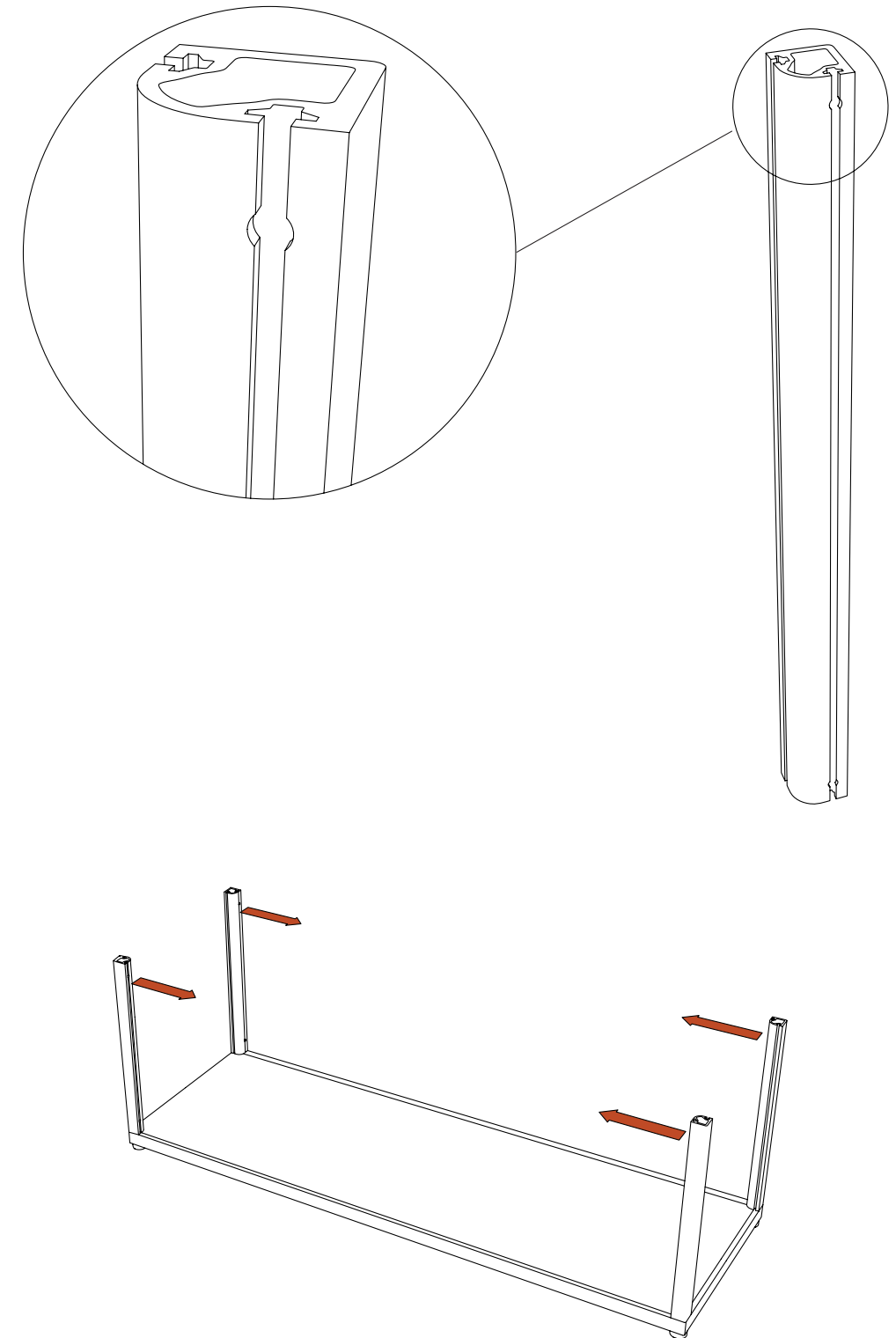
Mount the single profile in each corner of the shelf.



5.

SET SCREW PLACEMENT

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



6.

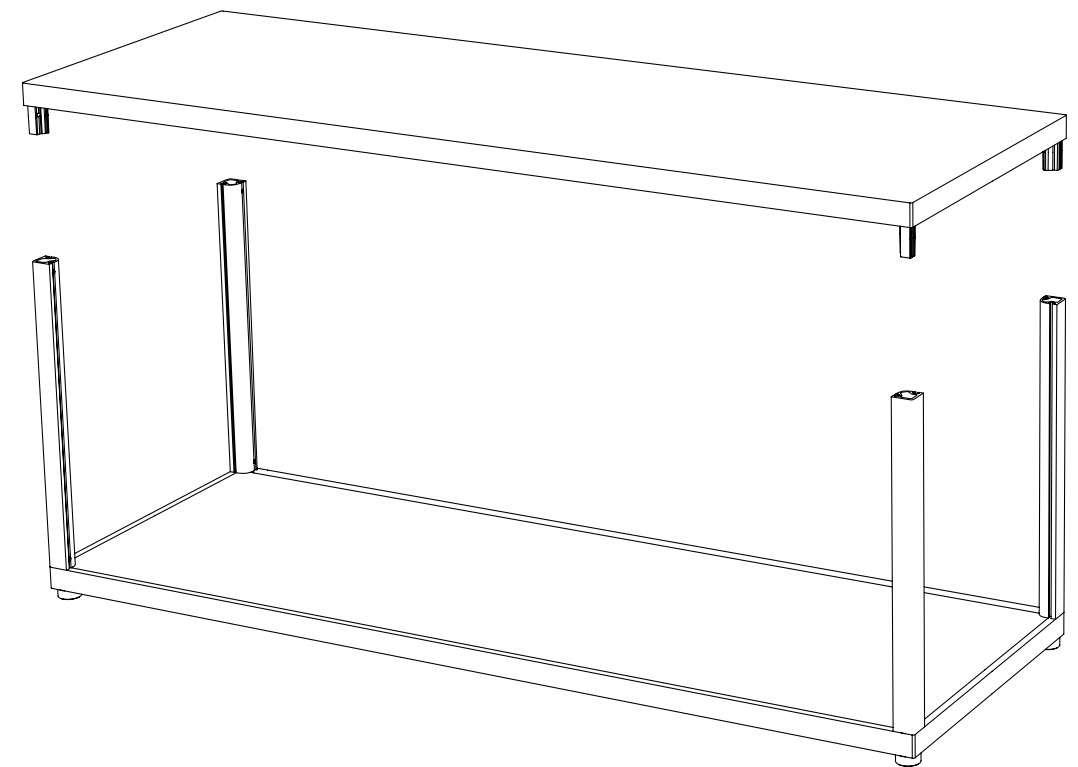
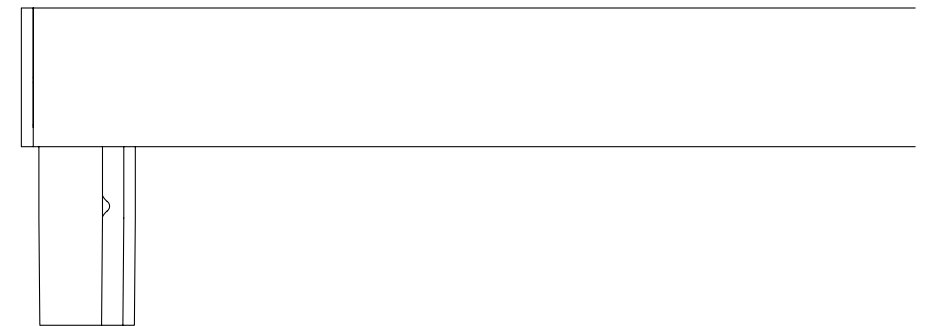
IDENTIFYING TOP SHELF

The top shelf has only connectors on the bottom side and a flat top.
Insert top shelf into all four profiles.



AVOIDING GAPS

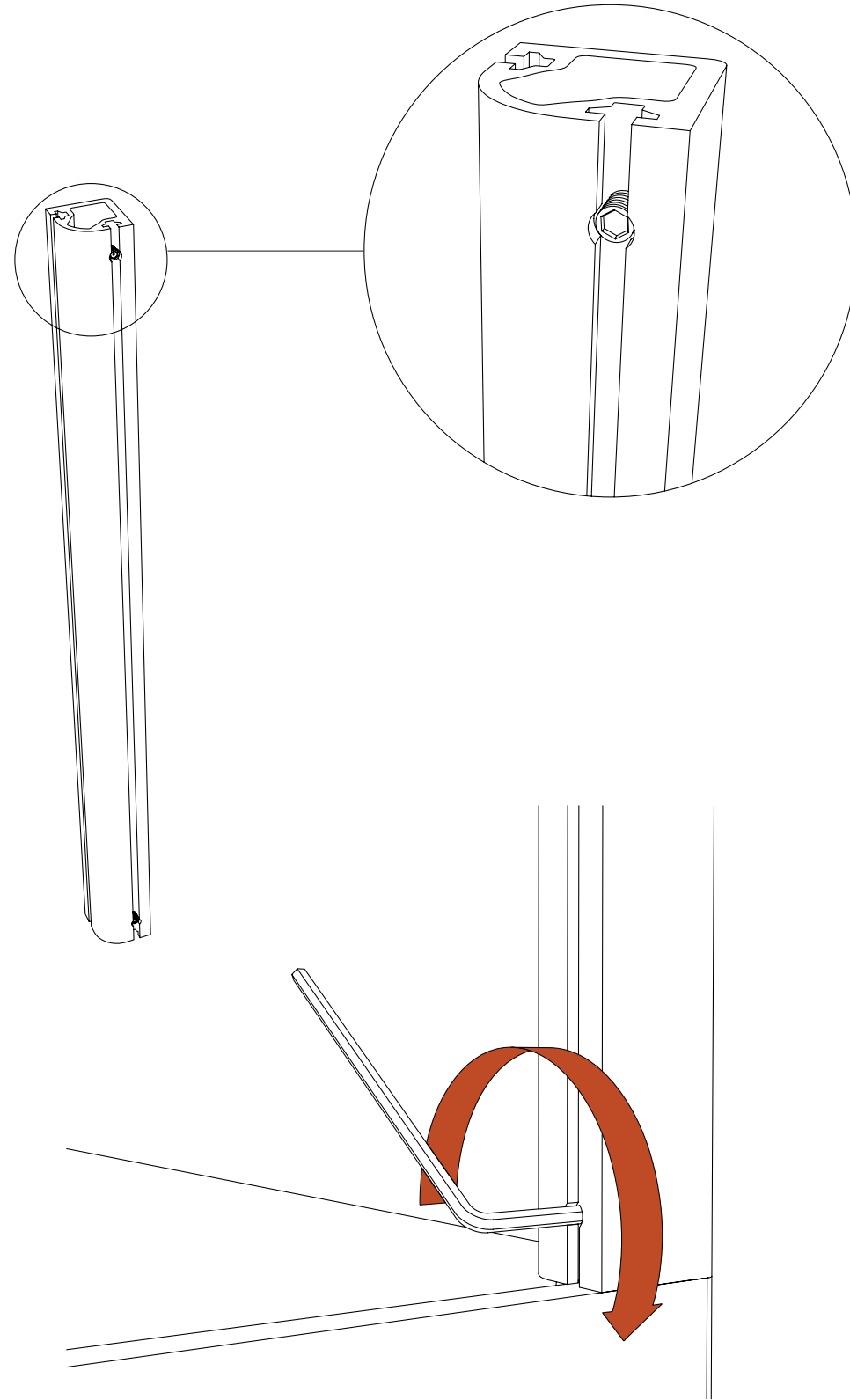
Make sure that the profiles are pressed firmly against the shelf leaving no gaps. Any gaps can lead to difficulties later on in the assembly process.



7.

SET SCREW PLACEMENT

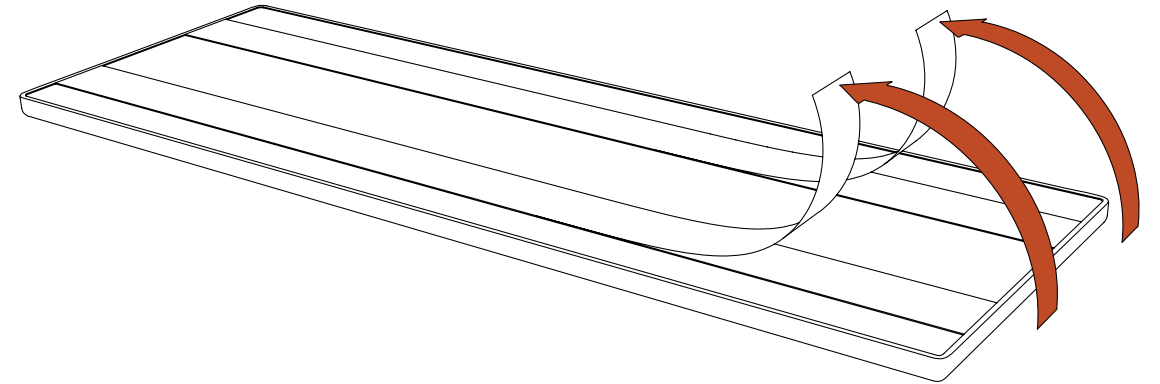
Each profile contains set screws that lock into the shelf in order to stabilize the construction.
When you have finished building the New Order Bench make sure to tighten all set screws.



8.

MOUNTING CUSHION

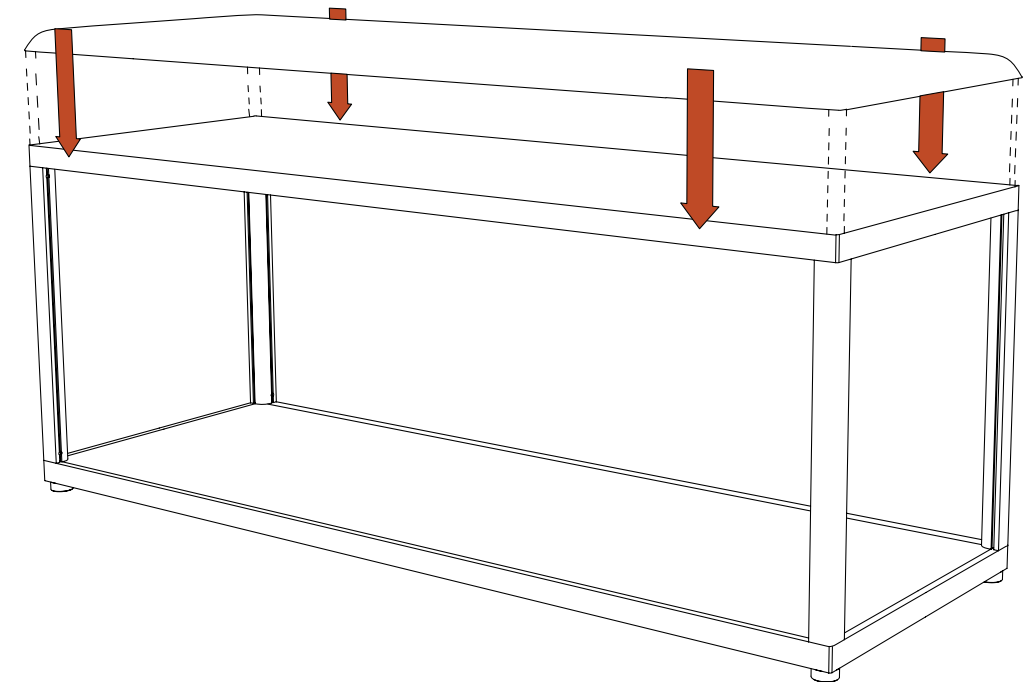
Peel off the paper protecting the adhesive tape.



9.

MOUNTING CUSHION

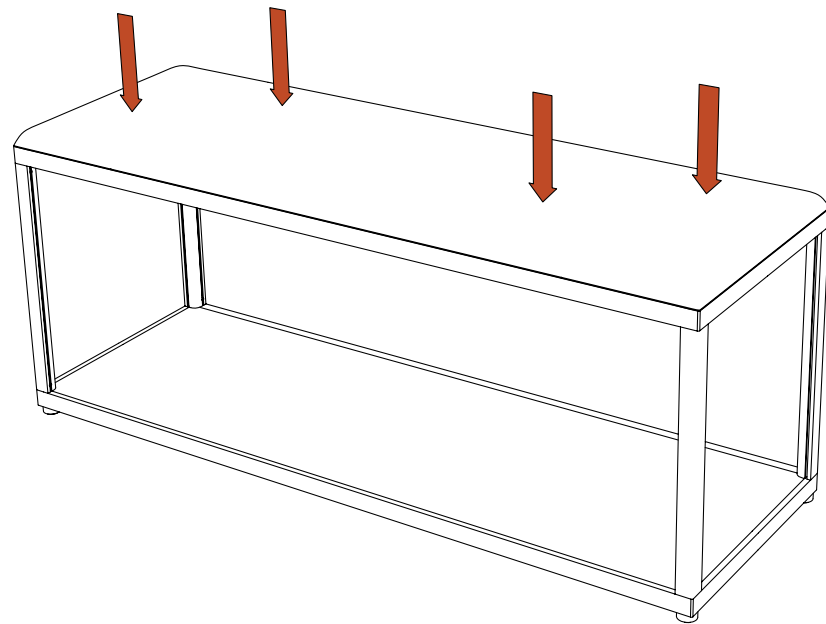
Apply the cushion to the shelf. Make sure that it is aligned with all four corners.



10.

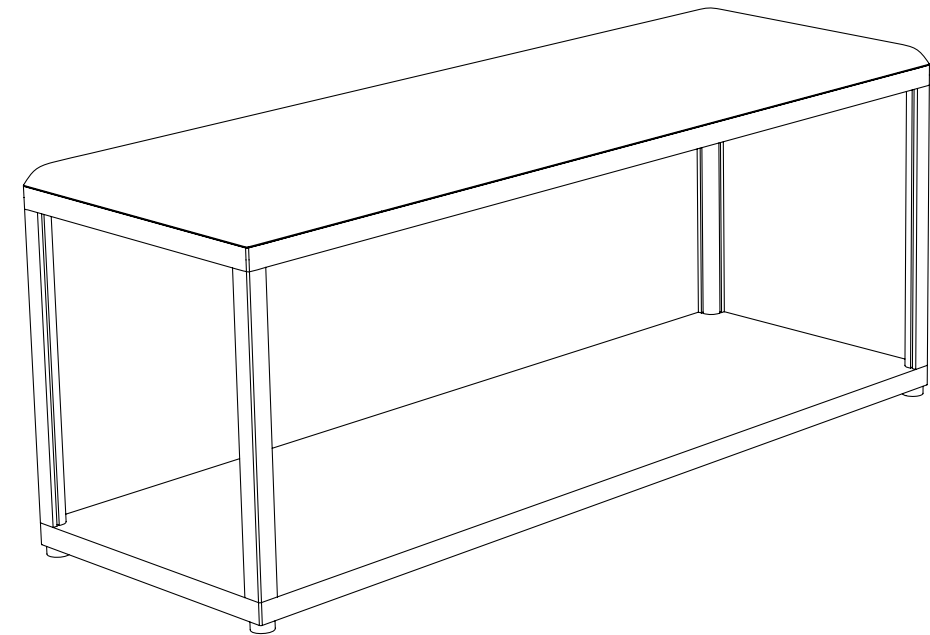
MOUNTING CUSHION

When in place, make sure to apply sufficient pressure along the adhesive strips so that they fasten completely to the top shelf.



11.

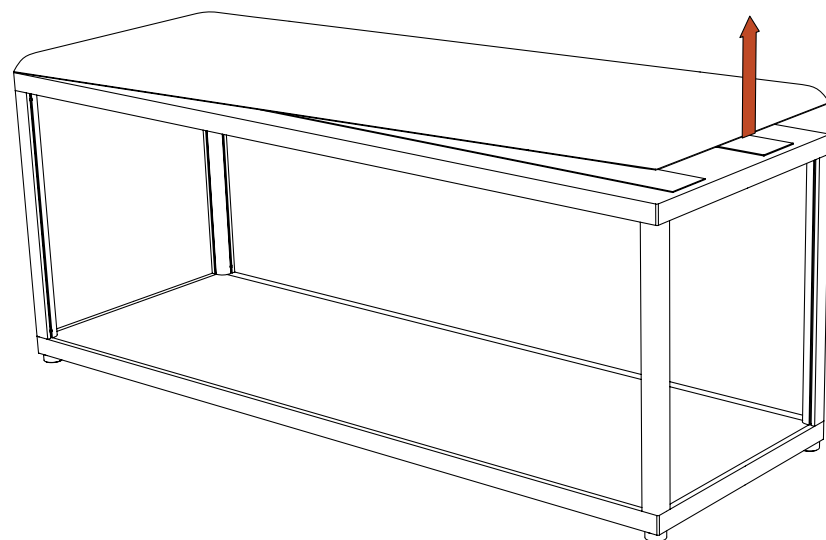
Ready for use.



11.

ADJUST CUSHION

In case of incorrect placement, adjust the cushion by lifting it up from the velcro and place it correctly according to the perimeter of the top shelf.





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