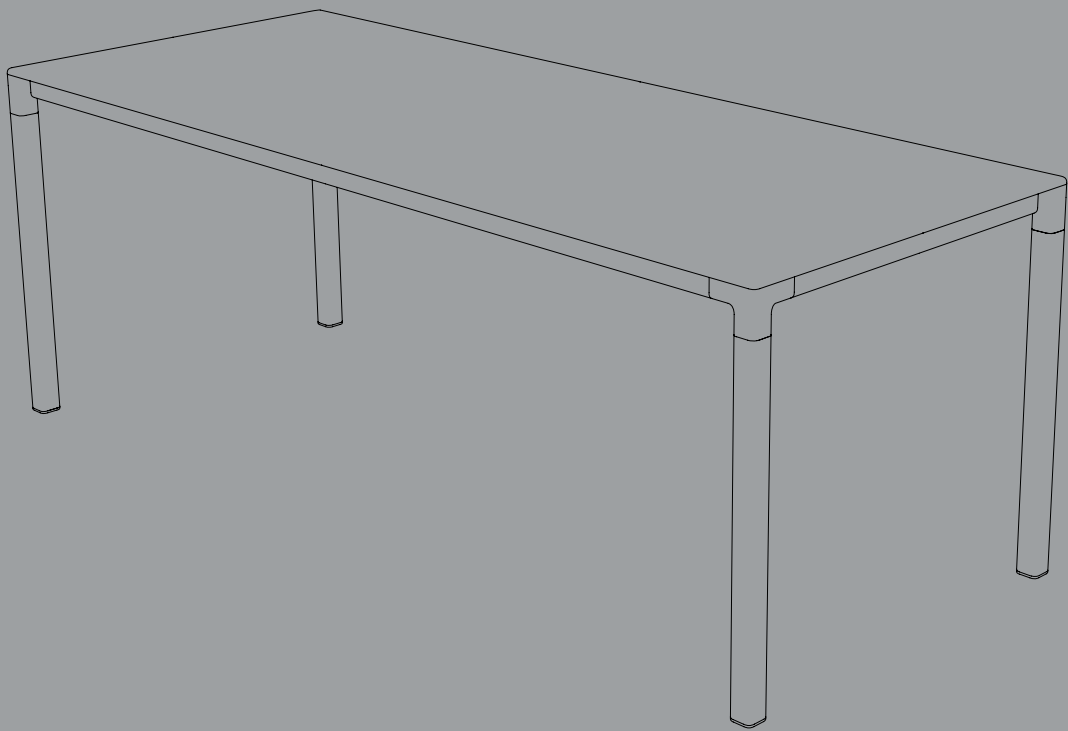


INSTRUCTION MANUAL

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# T12



By HAY

**HAY**

## INTRODUCTION

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Defined by its pure functionality, HAY's T12 Table serves as a dining or work table in a tight composition and a clear aesthetic. Fundamental to the table's design are the legs, which are positioned in the corners to seat as many people as possible, and the generous size which offers optimal working space. These factors make it particularly suitable for using in meeting rooms or as a dining table for larger families.

## CARE AND MAINTENANCE

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### CAUTION

With a little care you can prolong the life of your furniture. Follow the instructions for the materials of your specific product to make sure that it stays in the best shape for as long as possible.

The information below is only intended as a general guideline. For more information on how to remove specific stains, please enquire 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. As linoleum is a natural material, it will change in colour and will patinate over time.
- When you move your furniture, make sure you 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 and whenever required.
- Avoid improper use such as putting your feet on the table or standing on it.
- Use coasters under damp, hot or coloured objects to avoid permanent stains.
- Avoid partially covering the surface, for example with tablecloths or place mats, as colour variances may appear.
- Be careful not to scratch or damage the surface with sharp objects.

## CARE AND MAINTENANCE

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### LAMINATE

- Wipe 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.
- Stains may be carefully removed using household ammonia or with a clean, damp cloth or a nano sponge wrung in warm water. Never use the nano sponge dry. Follow up immediately with a clean, dry cloth.
- Avoid using scouring cream or scouring pads, as they may scratch the surface.

### LINOLEUM

- Wipe with a clean cloth wrung in water or in a solution of water and a neutral detergent or soap flakes. Remove soap residue immediately using a clean, dry cloth.
- If the surface is scratched or appears matt, use a care product especially suited to linoleum.

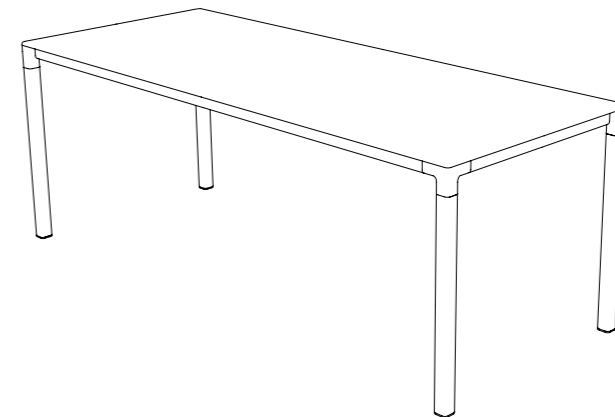
- Stains may be carefully removed using white spirit (mineral spirit) or a damp nano sponge dipped in lukewarm water or linoleum care product. Follow up immediately with a clean, dry cloth. Never use the nano sponge dry.
- Avoid alkaline detergents such as soft (yellow) soap, washing soda, lye and scouring powder.

### POWDER COATED ALUMINIUM

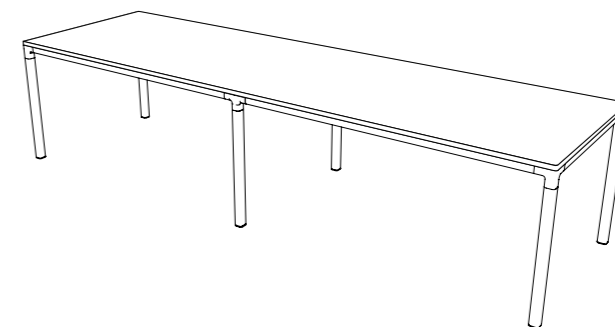
- Wipe with a clean cloth wrung in water or in a solution of water and a neutral detergent. Remove soap residue immediately using a clean, dry cloth.
- Avoid using scouring cream or scouring pads, as they may scratch the surface.

## CONTENTS

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PAGE 08 - 17  
L160 / L200 / L250 cm



PAGE 18 - 30  
L320 / L400 cm

# INSTRUCTION MANUAL

L 160 x W 80 / L 200 x W 95 / L 200 x W 120  
L 250 x W 95 / L 250 x W 120 cm



## PARTS



A X 1



B X 2



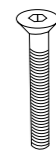
C X 2



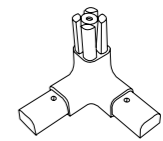
D X 4



K X 16



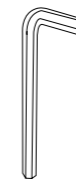
J X 16  
(J X 20 / W 120cm)



E X 4



F X 4



G X 1



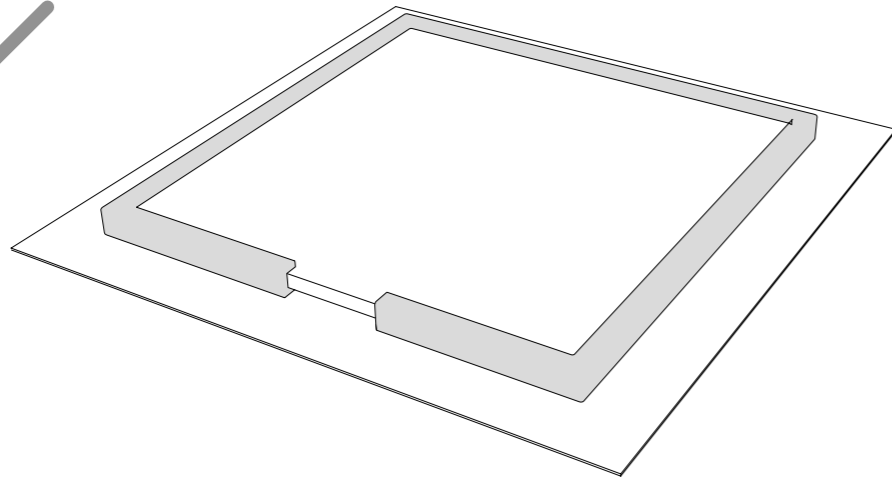
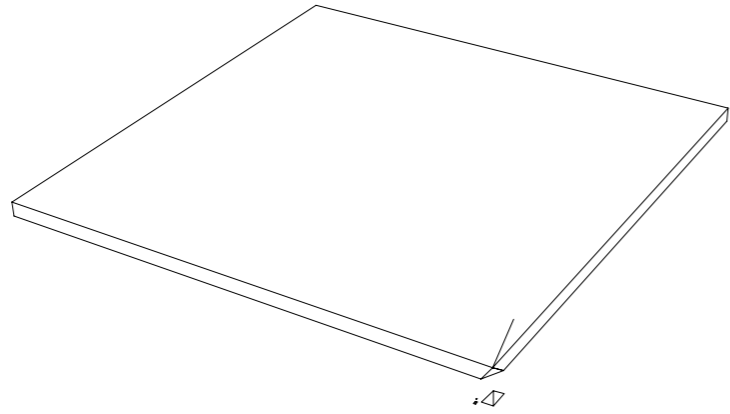
H X 1



I X 1

1.

While assembling, keep the table inside the cardboard box with foam edge in order to protect the tabletop from scratches etc. Make sure that all parts are included.



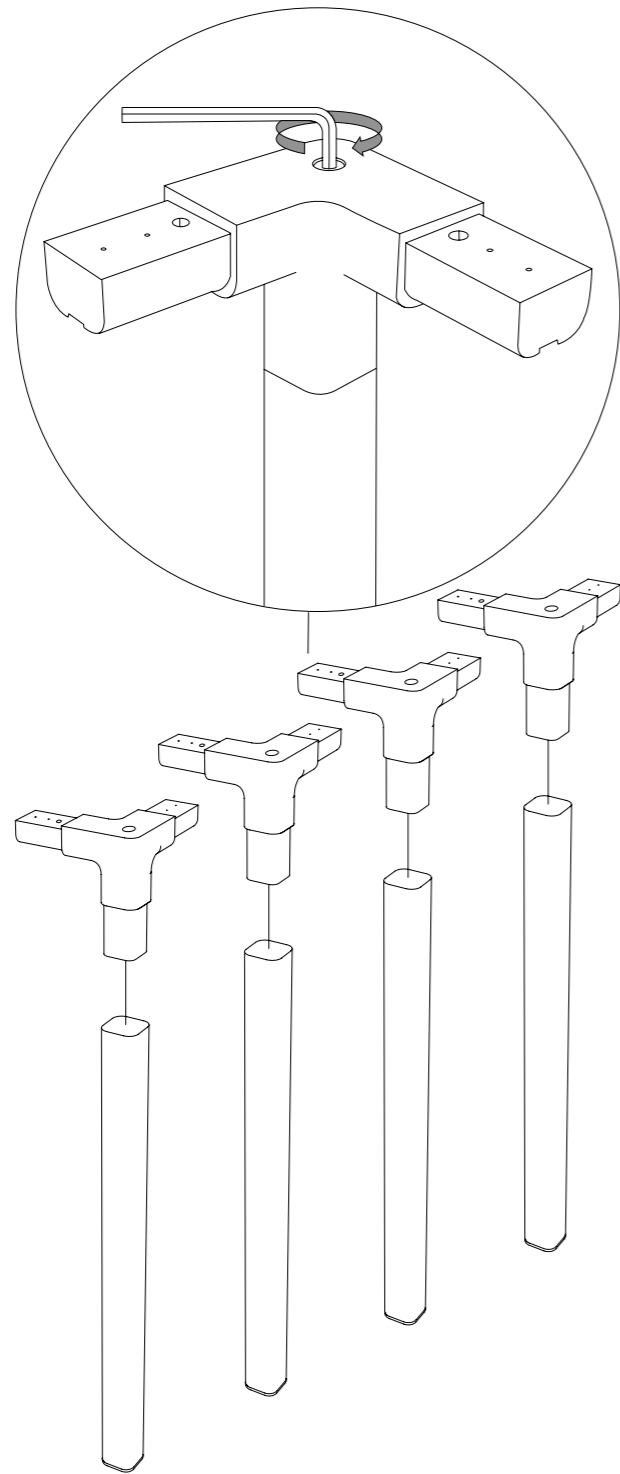
2.

Slide the F part into the D part.  
Repeat this step for all 4 x D parts.



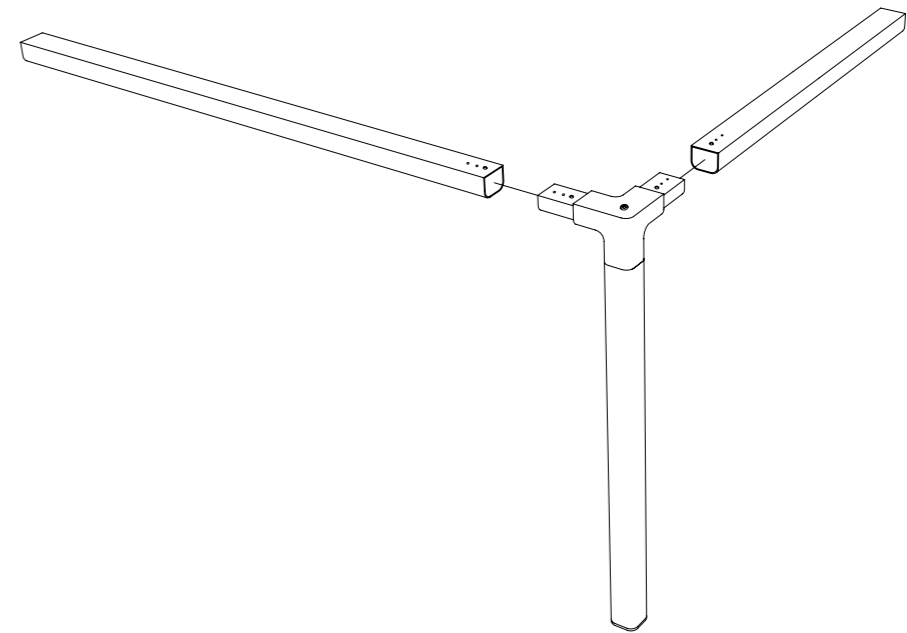
2.

Screw the E part onto the D part, using the G part.  
Repeat this step for all 4 x E parts.



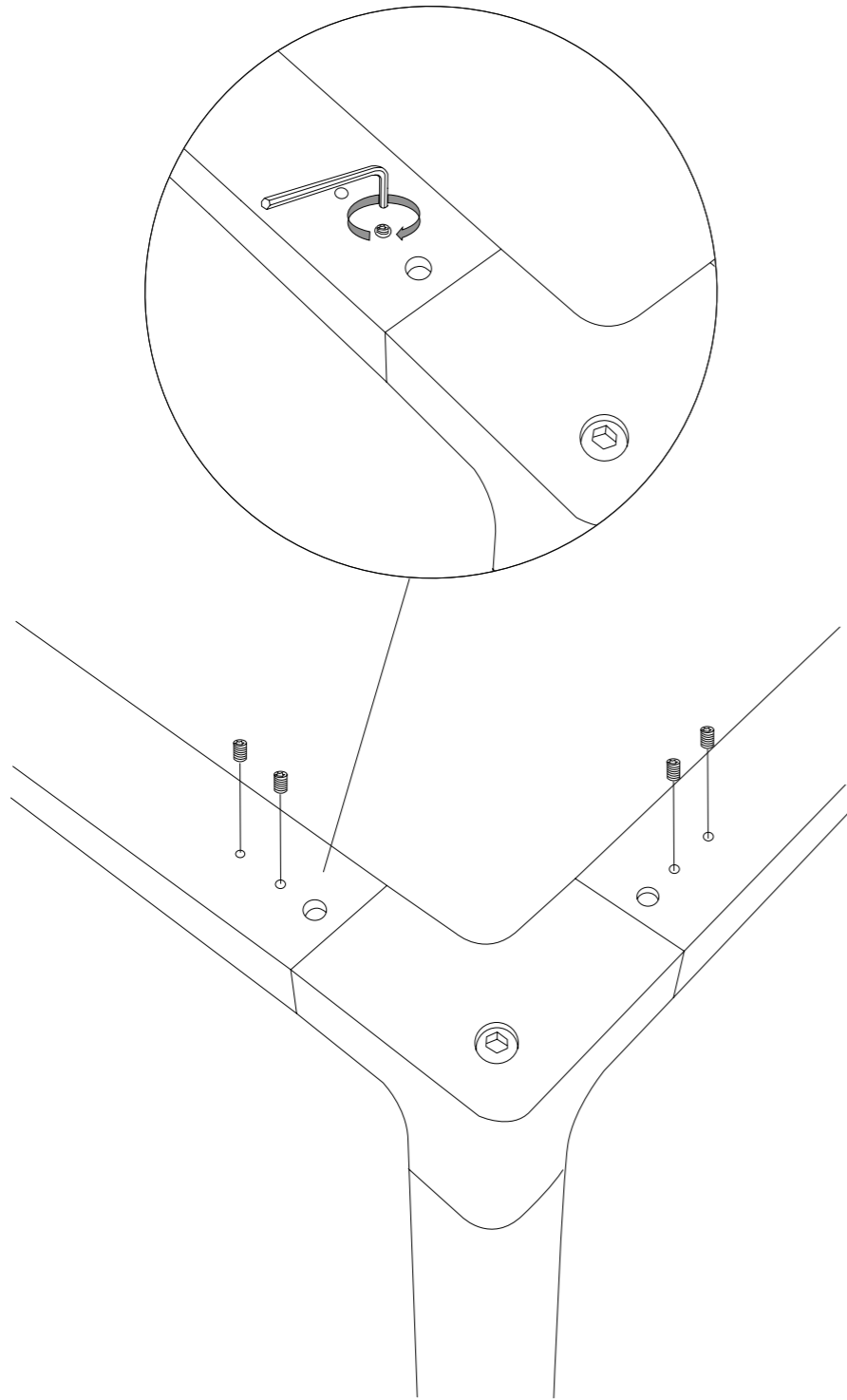
3.

Place B and C parts into the E part.  
Repeat this step for all 4 x E parts.



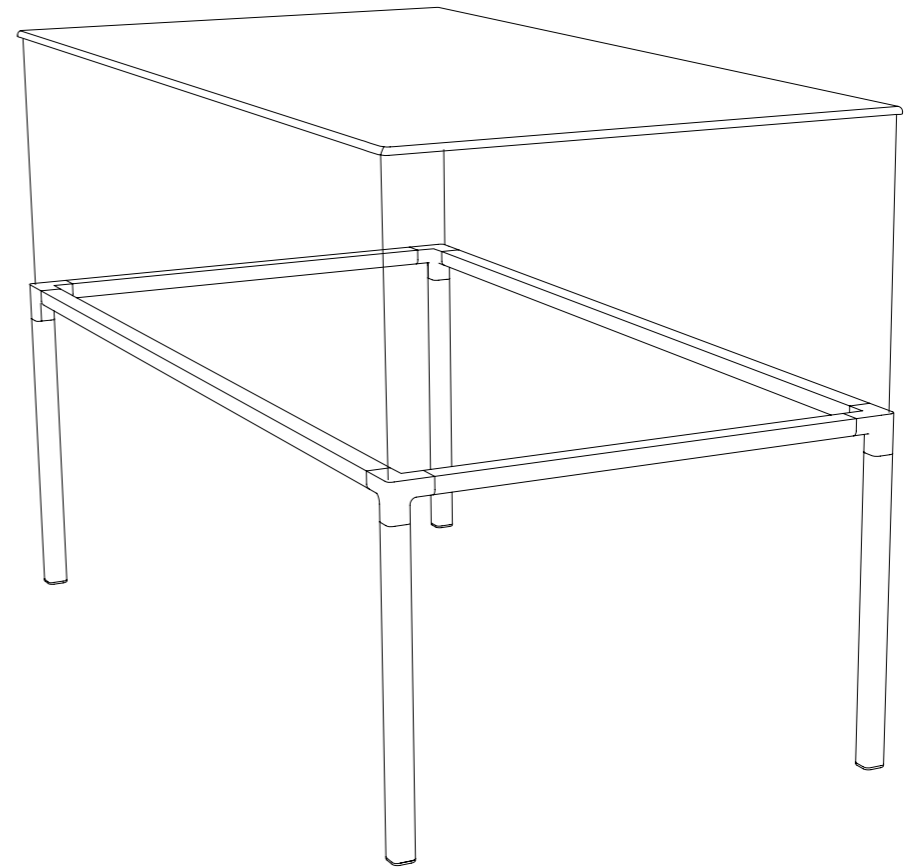
4.

Screw 4 x K parts using the I part.  
Repeat this step for all 4 x E parts.



5.

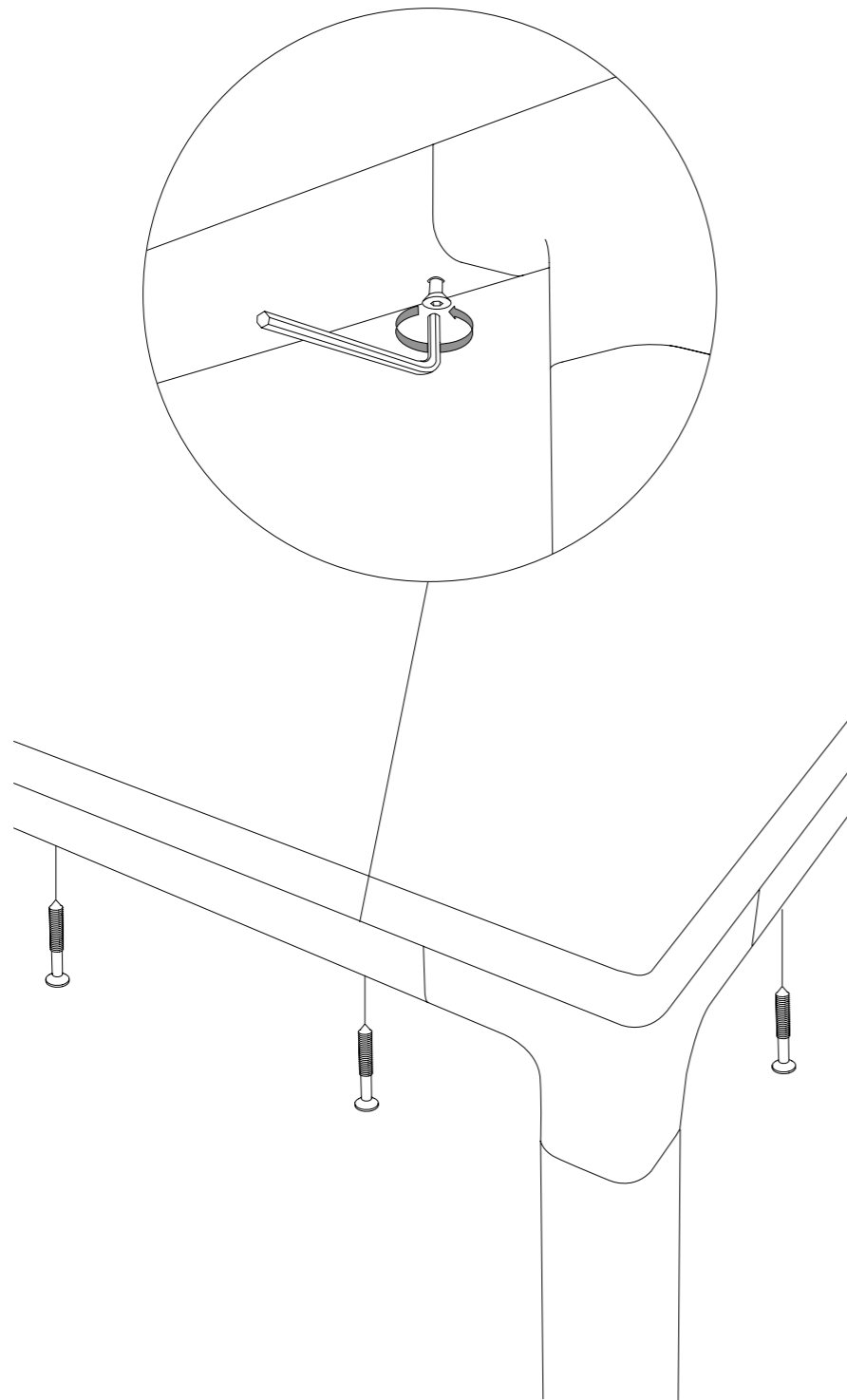
Place the tabletop (A) on top of the frame.



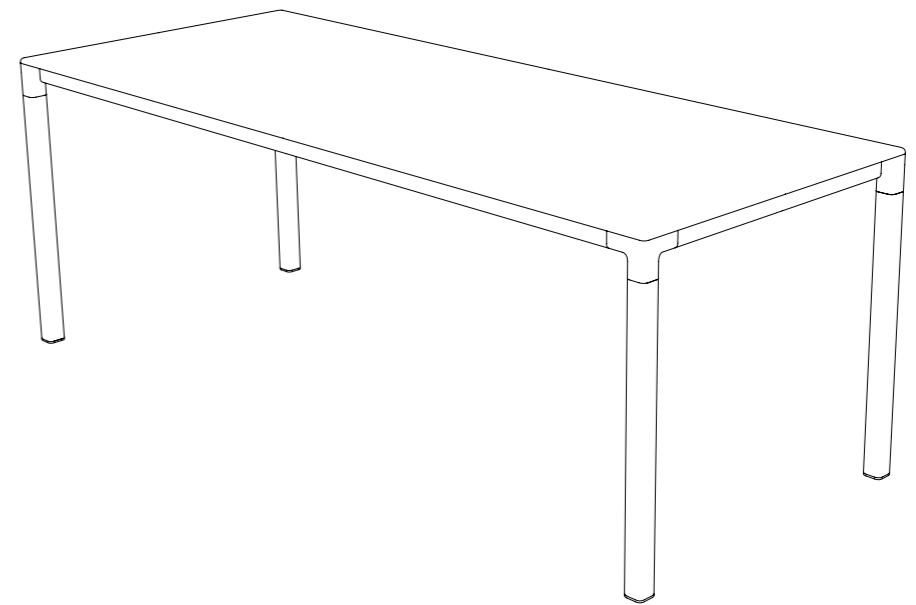


6.

Screw the C, D and E parts together with the J parts,  
using the H part to securely fasten the screws.

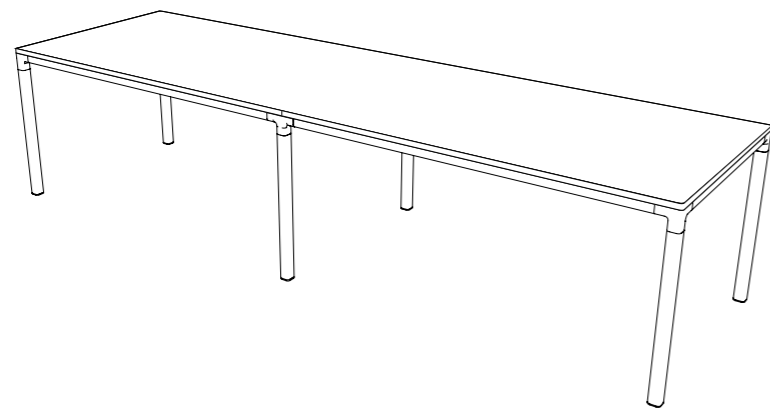


7.



# INSTRUCTION MANUAL

L 320 x W 95 / L 320 x W 120  
L 400 x W 95 / L 400 x W 120



## PARTS



A X 1 (A x 2 / L400 cm)



B X 4



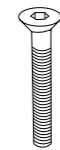
C X 2



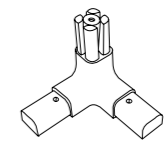
D X 6



L X 24



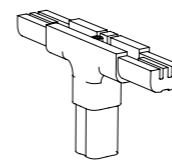
K X 32  
(I X 36 / W 120cm)



E X 4



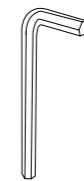
M X 1



F X 2



G X 6



H X 1



I X 1



J X 1

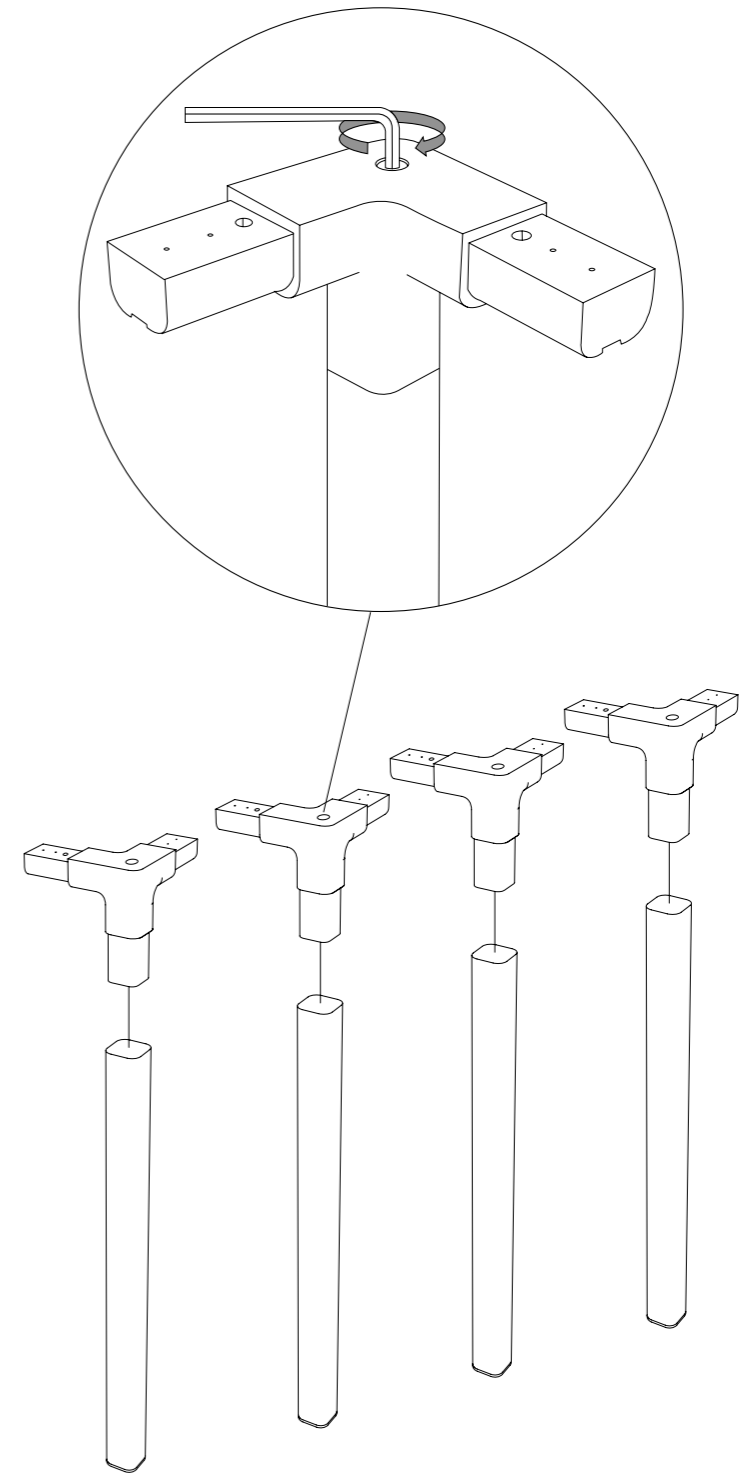
1.

Slide the G part into the D part.  
Repeat this step for all 6 x D parts.



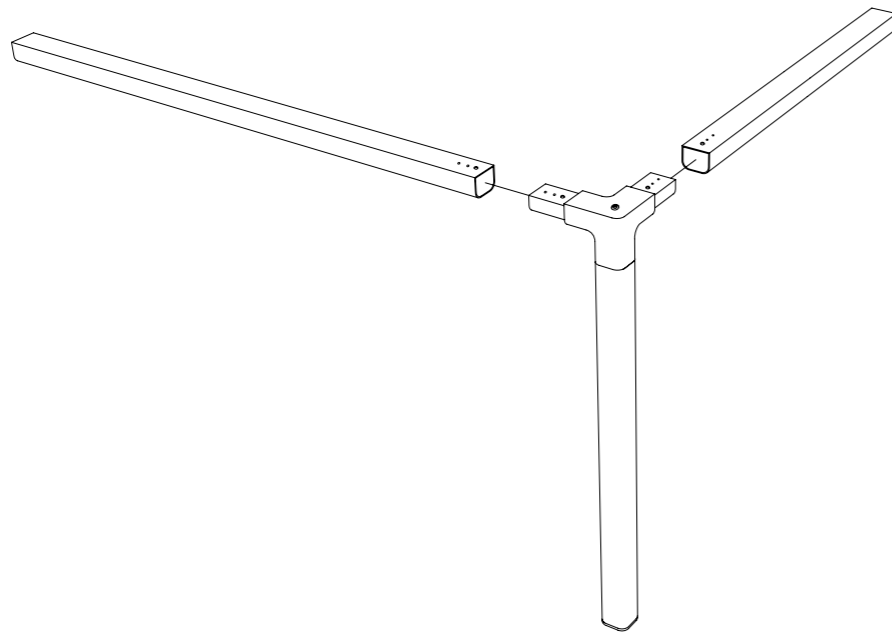
2.

Screw the E part onto the D part, using the H part.  
Repeat this step for all 4 x E parts.



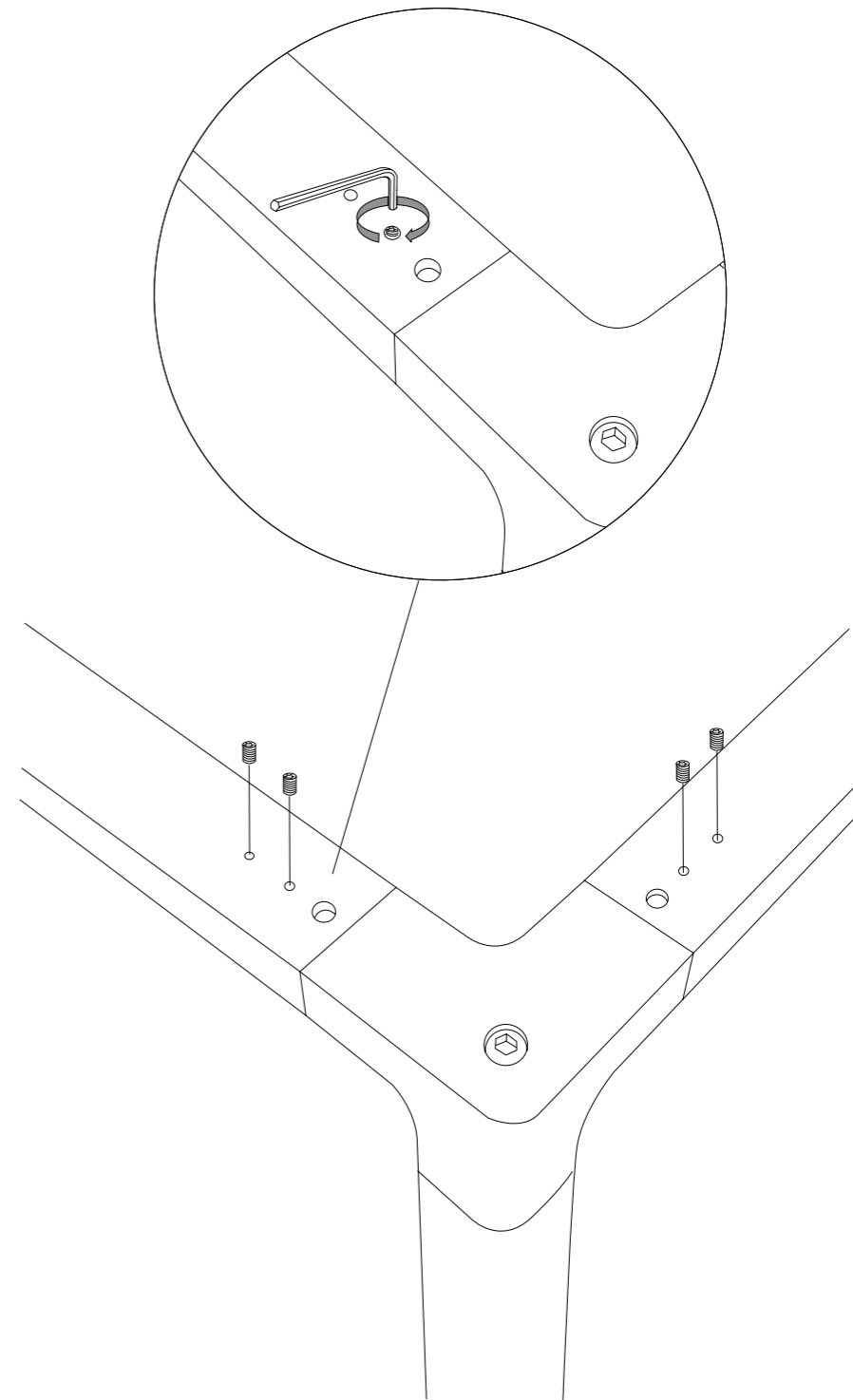
3.

Place B and C parts into the E part.  
Repeat this step for all 4 x E parts.



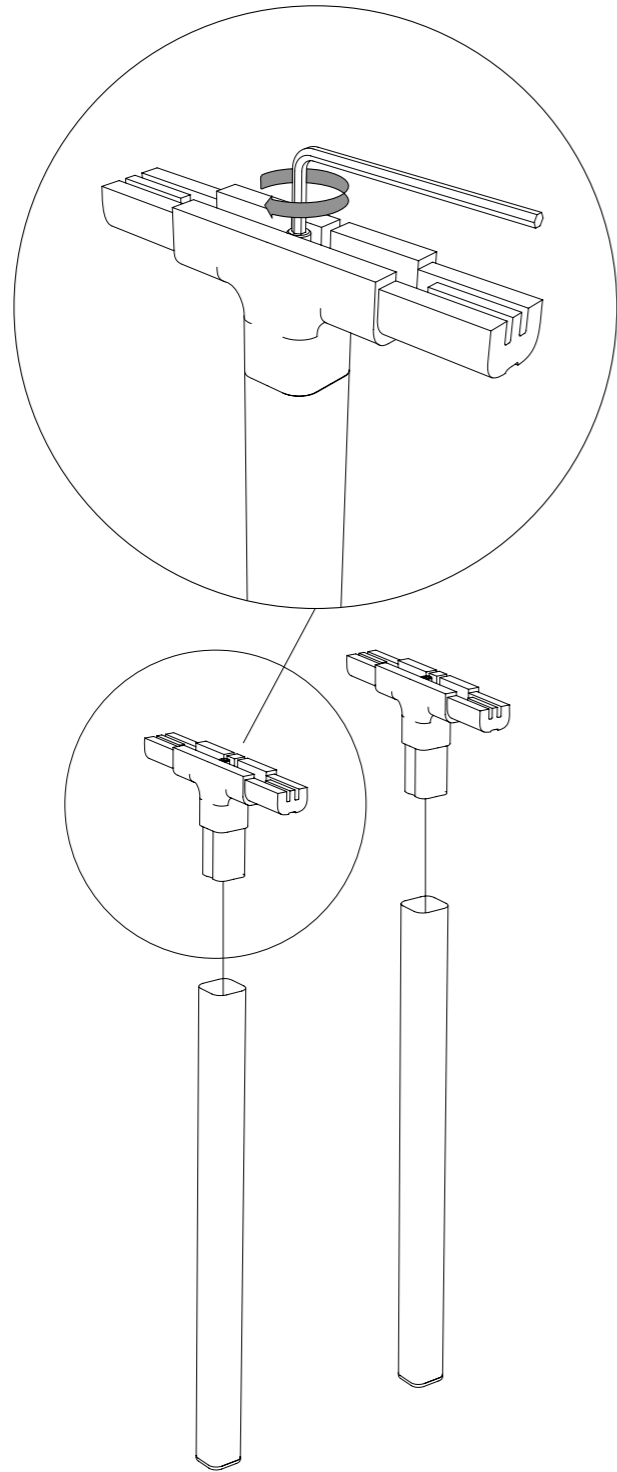
4.

Screw 4 x L parts using the J part.  
Repeat this step for all 4 x E parts.

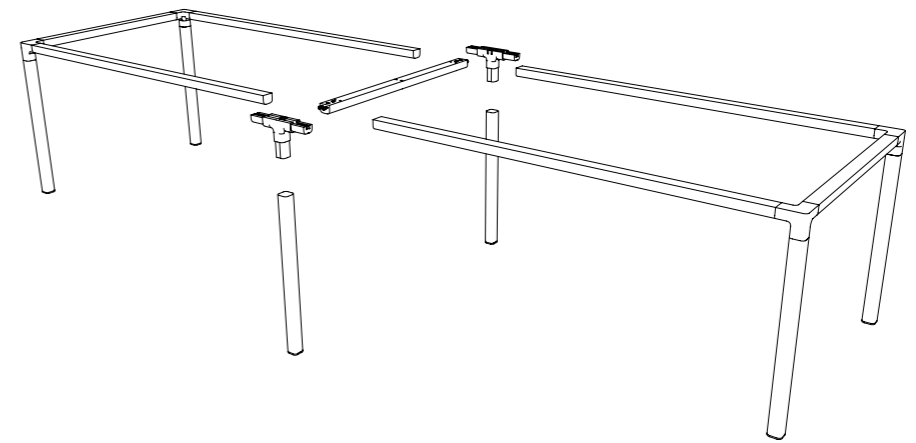


5.

Screw the F part to the D part, using the H part.  
Repeat this step for both F parts.

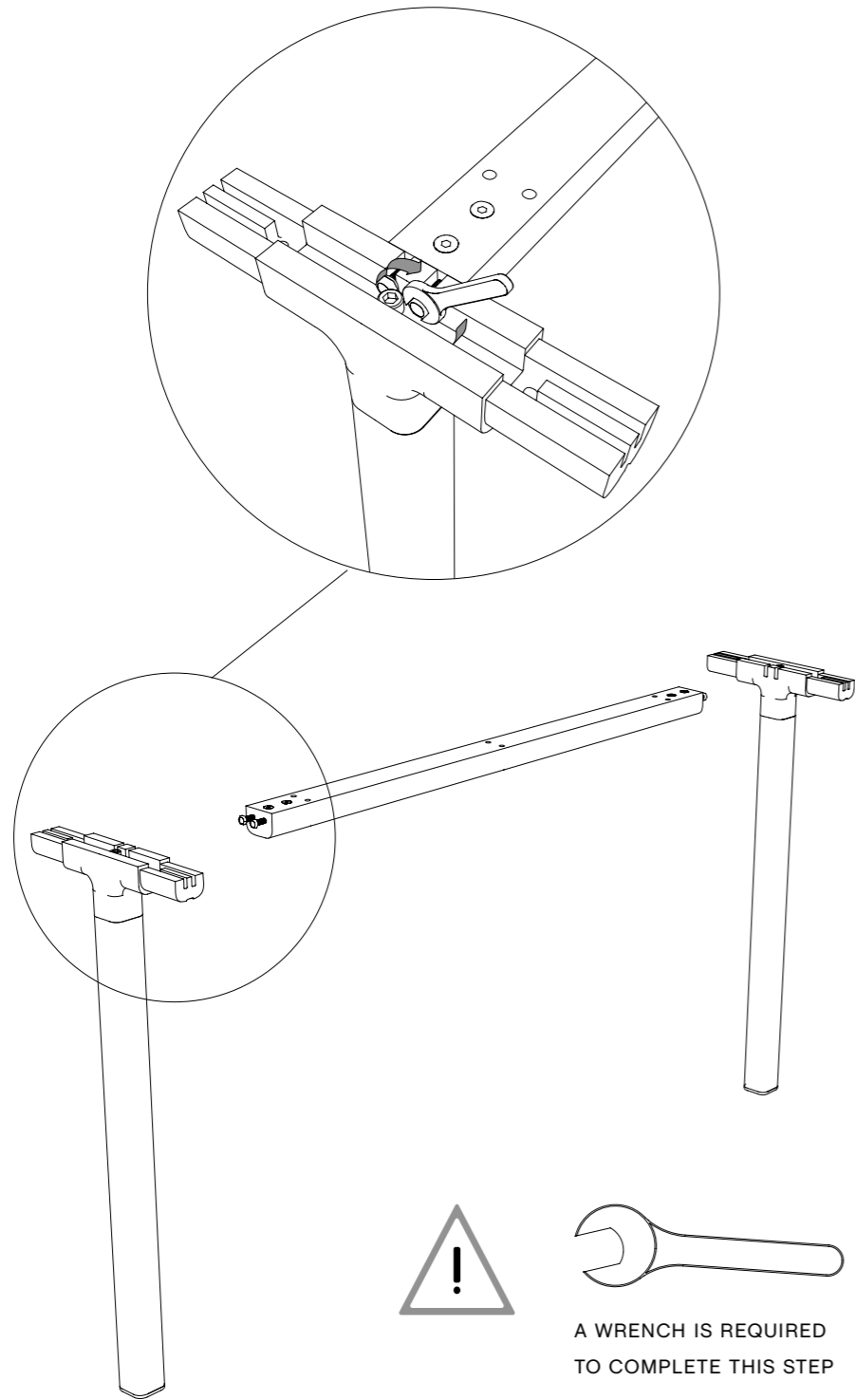


6.



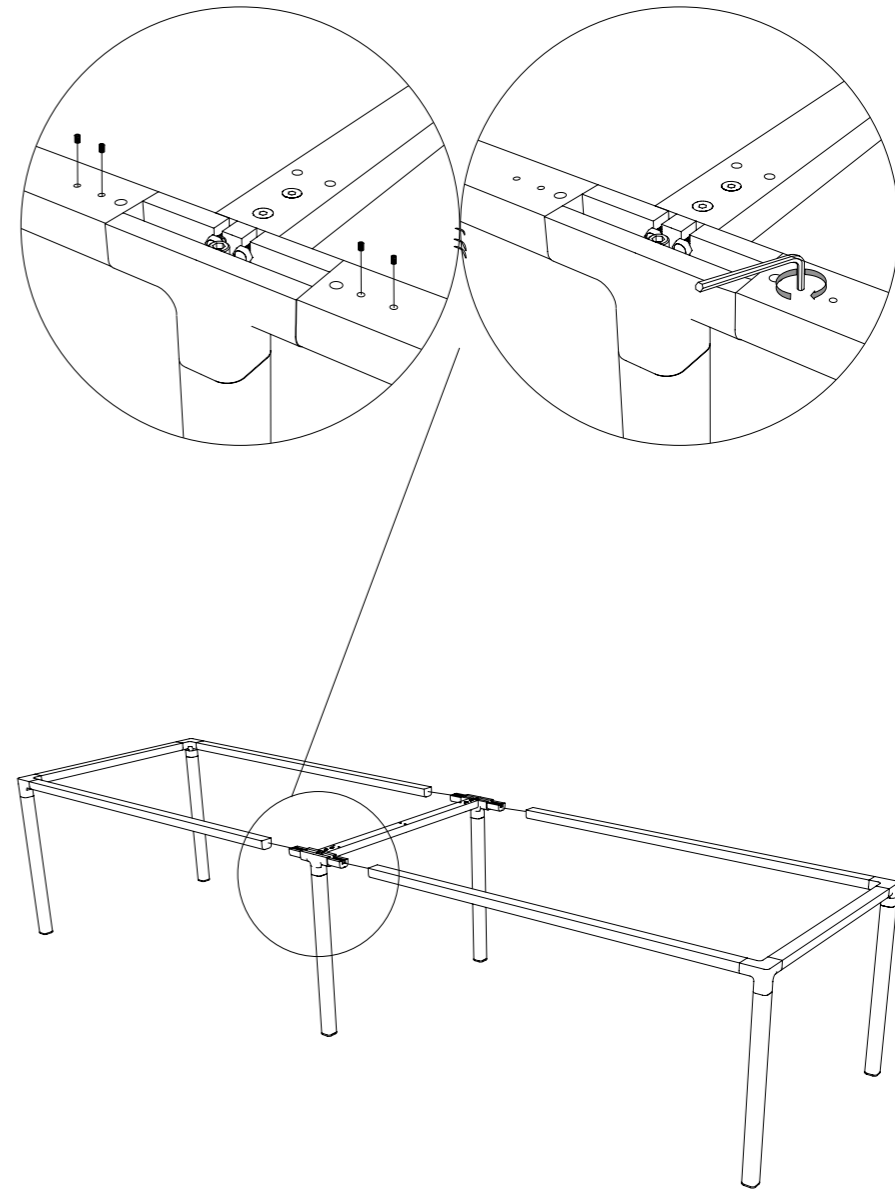
7.

Place the M part in the F parts and tighten the bolt.  
Repeat this step for both F parts.



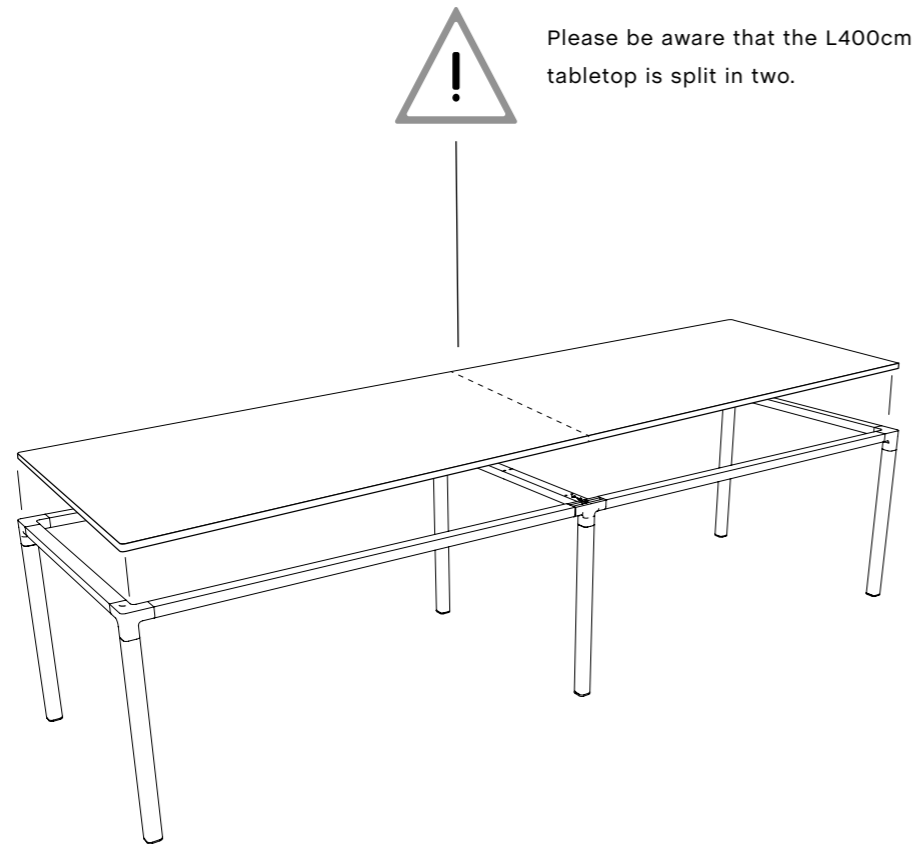
8.

Screw 4 x L parts using the J part.  
Repeat this step for both F parts.



9.

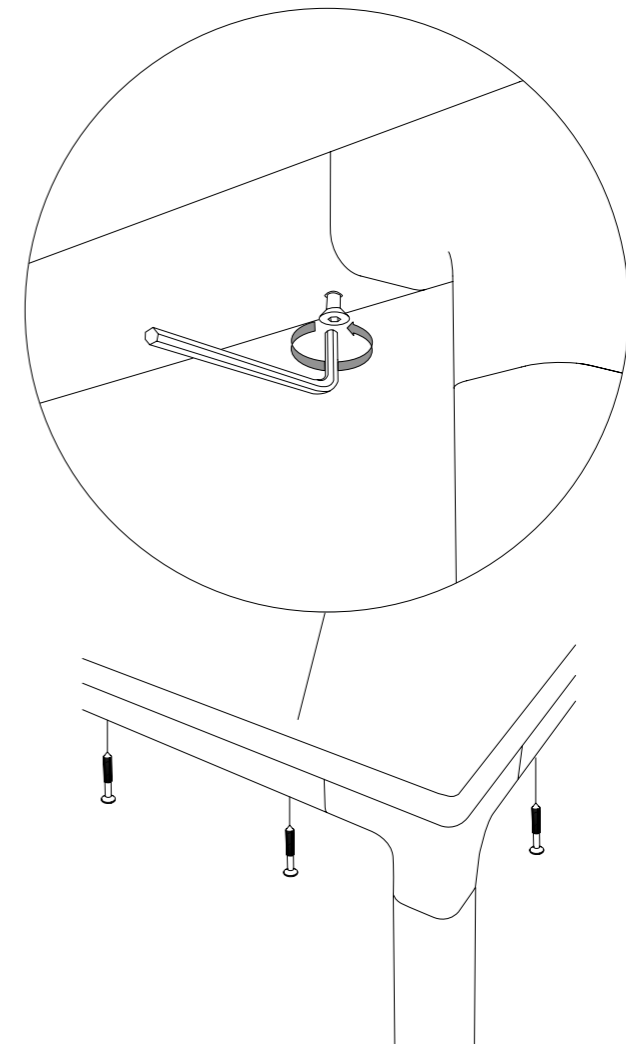
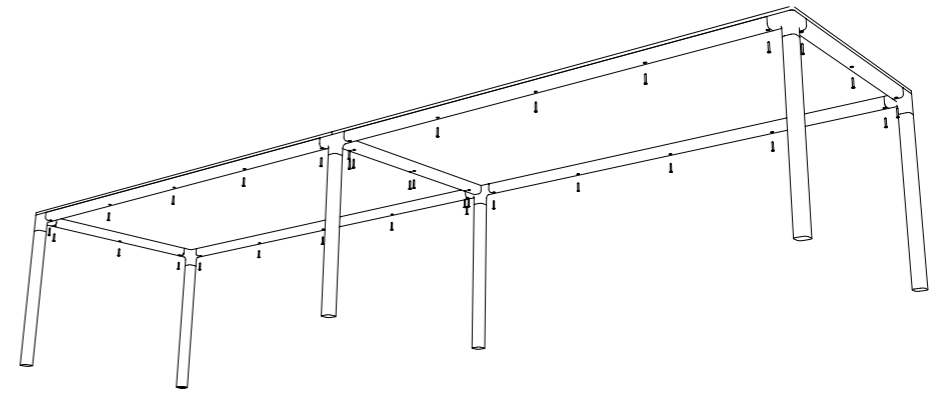
Place the tabletop (Ax2) on the frame.



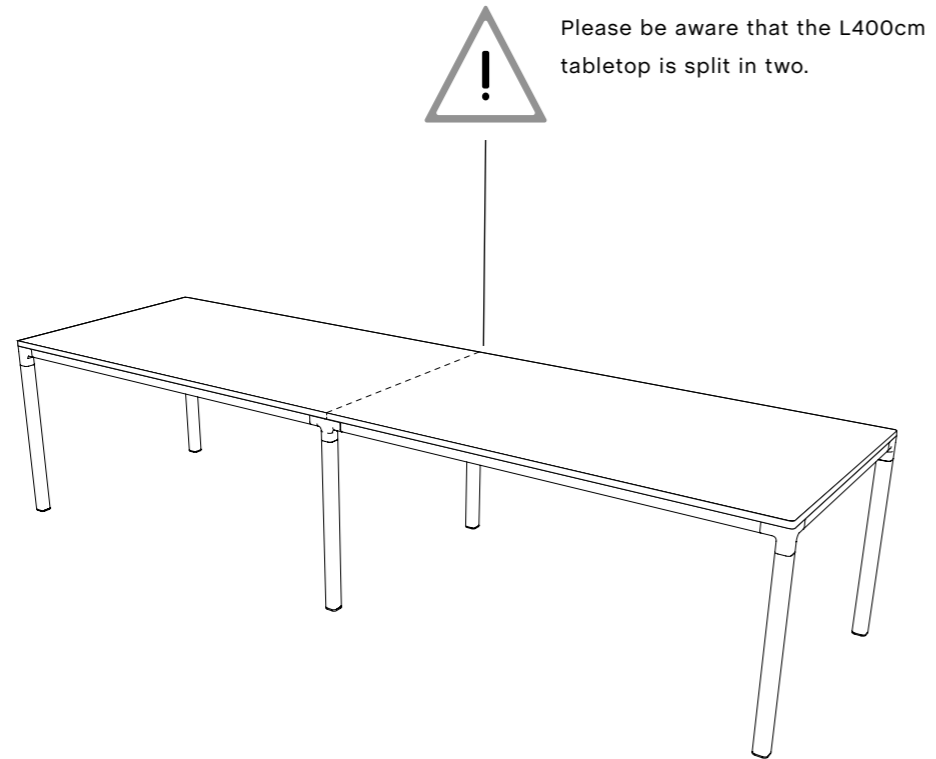
Please be aware that the L400cm  
tabletop is split in two.

10.

Screw the C, D and E parts onto the A part with the K parts,  
using the H part to securely fasten the screws.

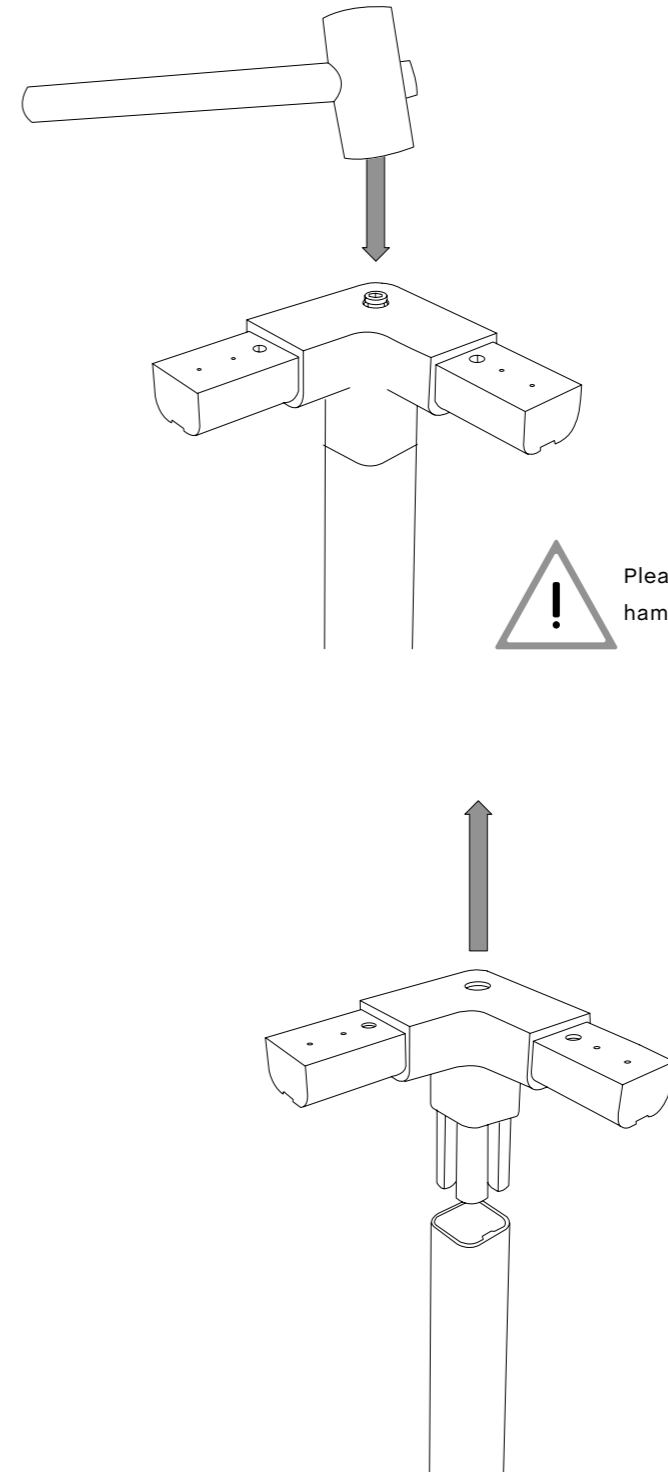


11.



### DISASSEMBLE

Please note: when disassembling the table, loosen the screws, bash firmly on the screw with a rubber head hammer or something similar that will not break the screw, and pull the leg.







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