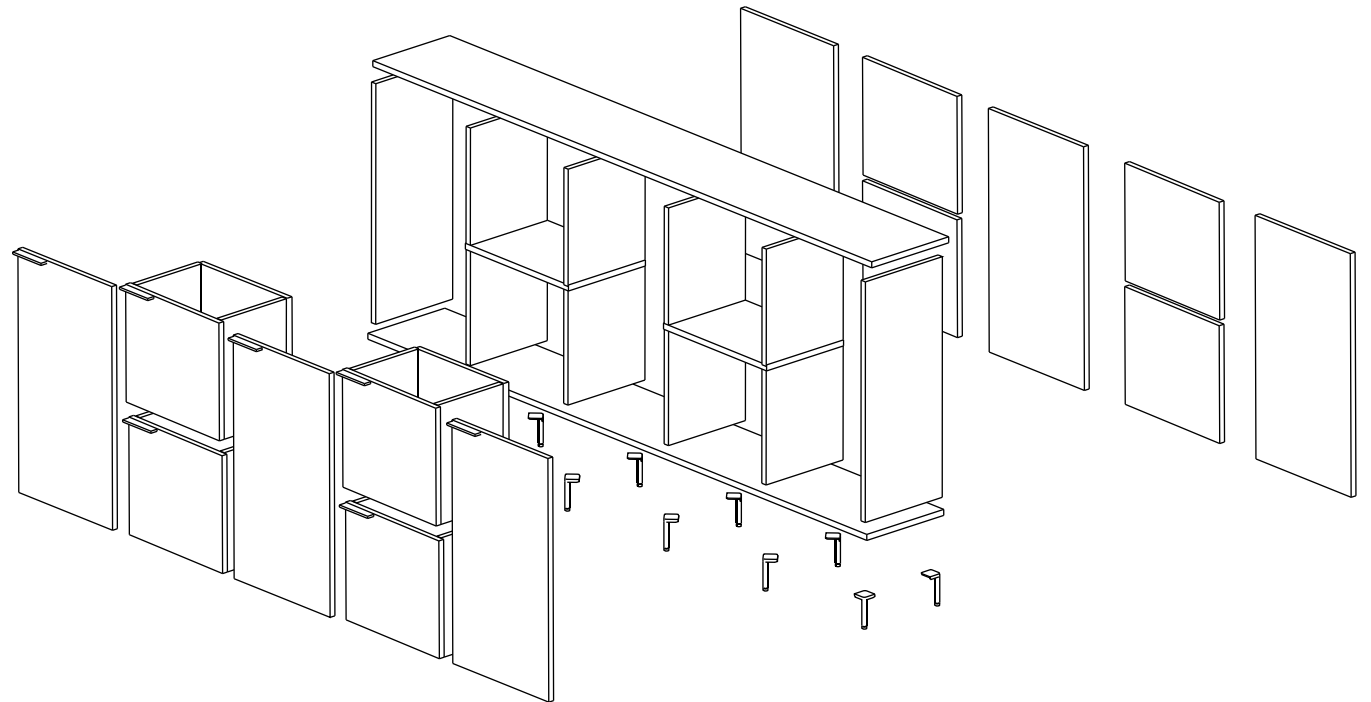


# Disassembling low furniture by module and part by part





In this document you'll find useful information to help with disassembling your low furniture.

We'll explain how to disconnect the modules of your furniture unit, as well as how to disassemble by individual elements. Discover the best practices for dismantling your Tylko shelves!

**If you get stuck or need any additional information, please get in touch – we're happy to help with your questions.**

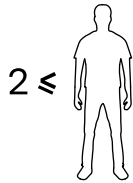
EN +44 800 102 6747  
DE +49 (0) 80 000 10484  
FR +33 805 10 35 65

[hello@tylko.com](mailto:hello@tylko.com)

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How to separate a low unit _____	5
Removing doors _____	6
Removing drawers _____	7
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Dismantling plinth _____	22
Dismantling legs _____	25
How to protect elements for transport _____	26
Reassembly in modules - low units _____	27
Let's stay in touch! _____	30

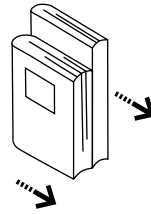
# Safety first

## Read before you begin



### Find helpers

You'll need **at least two competent adults** to assist as you disassemble your unit.



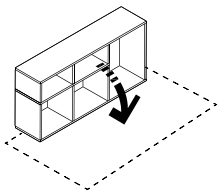
### Prepare the space

**Empty your shelf** before disassembling. Move any close-by furniture away from the disassembly area, and arrange the packaging materials you will need for protection of the modules or loose elements.



### Children and pets

Take care to **keep children and pets out of the disassembly area for their safety.**



### Protect the floor

To prevent any damage, **protect your floor** before beginning the disassembly.



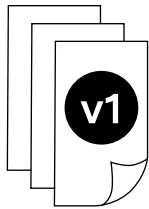
### Safety first

**Wear protective boots** and be especially careful if **climbing a ladder**. Remember that furniture elements can be heavy.



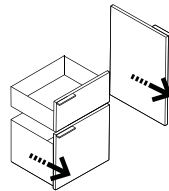
# How to separate a low unit

Moving somewhere new? Take your Tylko with you – we've got all the tips and tricks to make it easy!



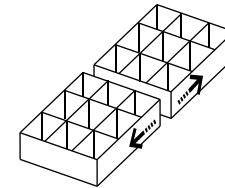
- 1 Before taking your furniture apart, we recommend **requesting a sticker set** from our Customer Services to label your furniture and make reassembly much easier.

You can also ask for a felt-covered protective board and/or key to be sent to you.

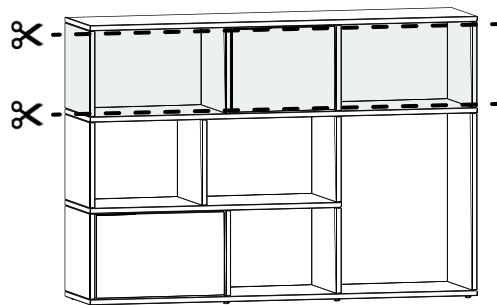


- 2 Before disassembling your shelf, make sure it's completely empty. Remove all doors and drawers, then detach the legs or plinth.

Carefully lay the unit face down on a protective surface to prevent damage to the unit or floor.

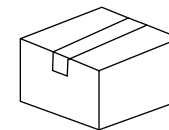


- 3 For shelves wider than 240cm that are made of two or more parts, you'll need to disconnect the individual parts first (see page 9 for more information).



- 4 Once you have disconnected the parts for units wider than 240cm, disassemble the furniture into rows by disconnecting the verticals from the horizontals.

**Tip:** Don't forget to make sure the pieces fit into your vehicle (see configuration examples on the page 16).



- 5 Once the shelves are divided into sections, remember to secure them carefully for transportation. For more info, see **'How to protect elements for transport'**.

**Remember:** Never transport a module with 'loose' verticals as they're likely to break. Additionally, be very careful with double-height verticals!

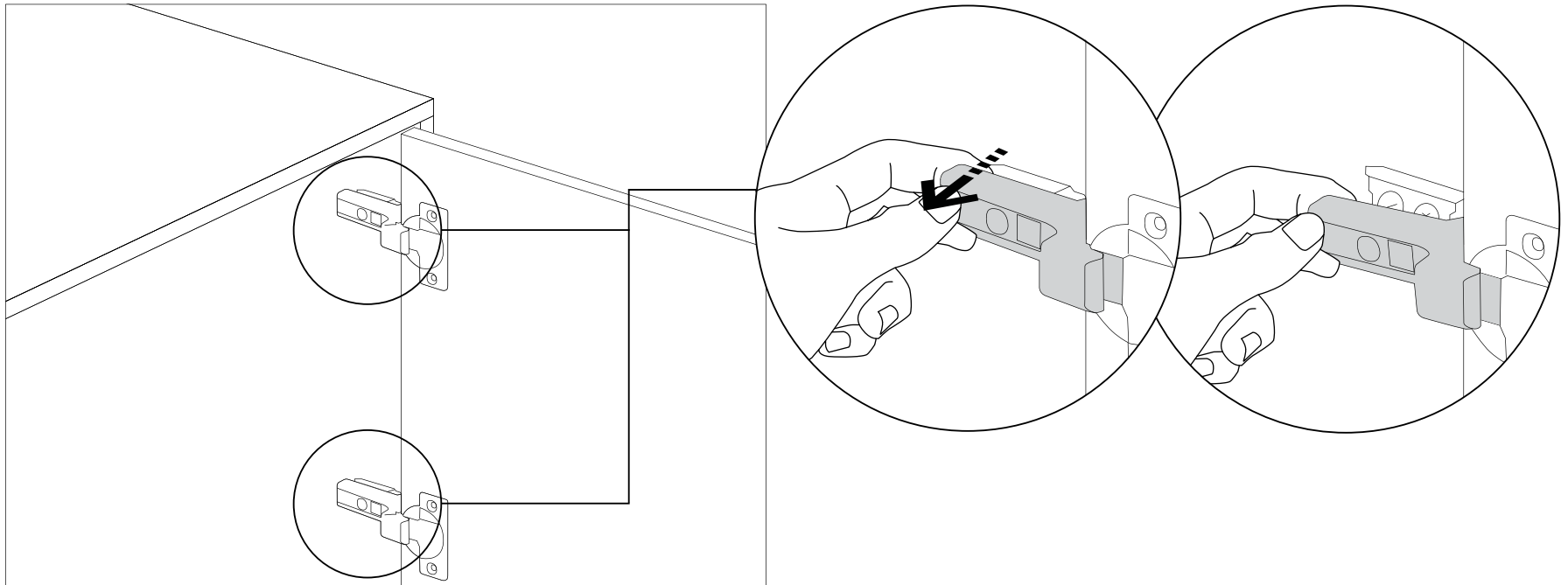
# Removing doors

Scan the QR code to see how it works:



QR codes not your thing? Visit:

<https://youtu.be/faPW084U79g>



1

To remove a door, find the ends of the hinges located on the vertical. While holding the door in one hand, use the other one to lift up the ends of the hinges.

2

Once the door is released from both hinges, you can safely remove it from the unit.

# Removing drawers

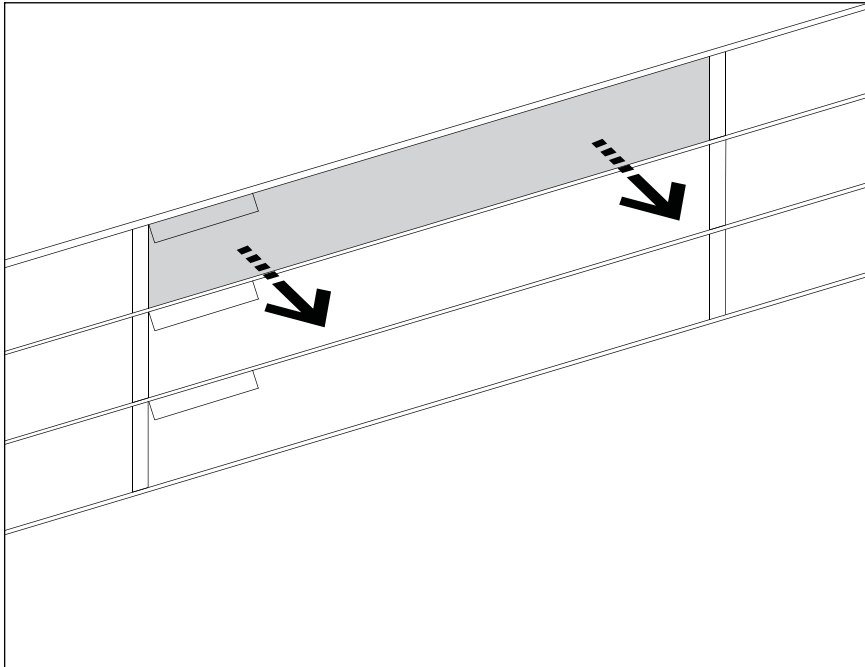
Scan the QR code to see how it works:



Page 1/2

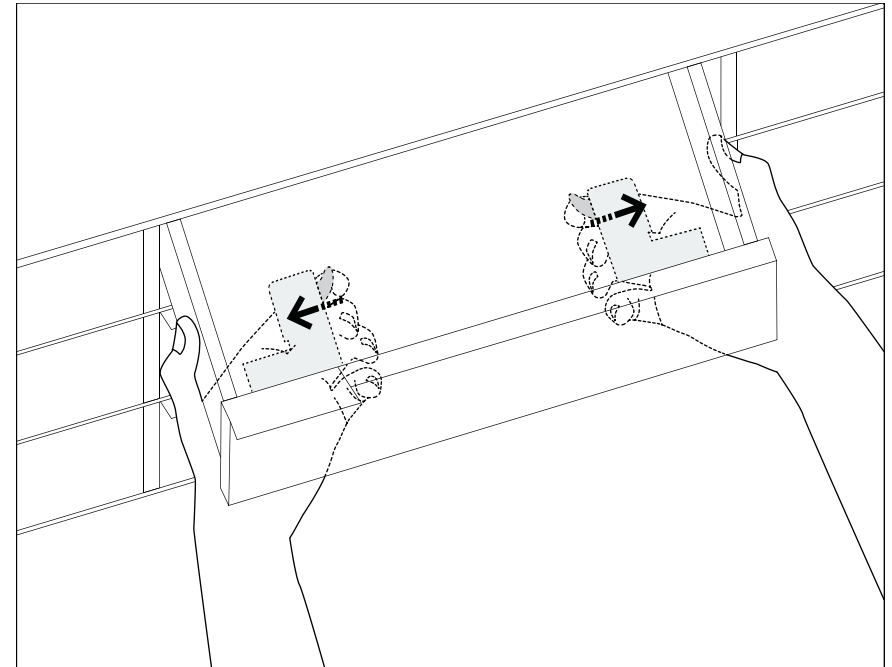
QR codes not your thing? Visit:

<https://youtu.be/hWDpACJiRWY>



1

First, pull out the drawer.



2

On the bottom of the drawer you'll find yellow catches. Grab the sides of the drawer and push both catches simultaneously.

# Removing drawers

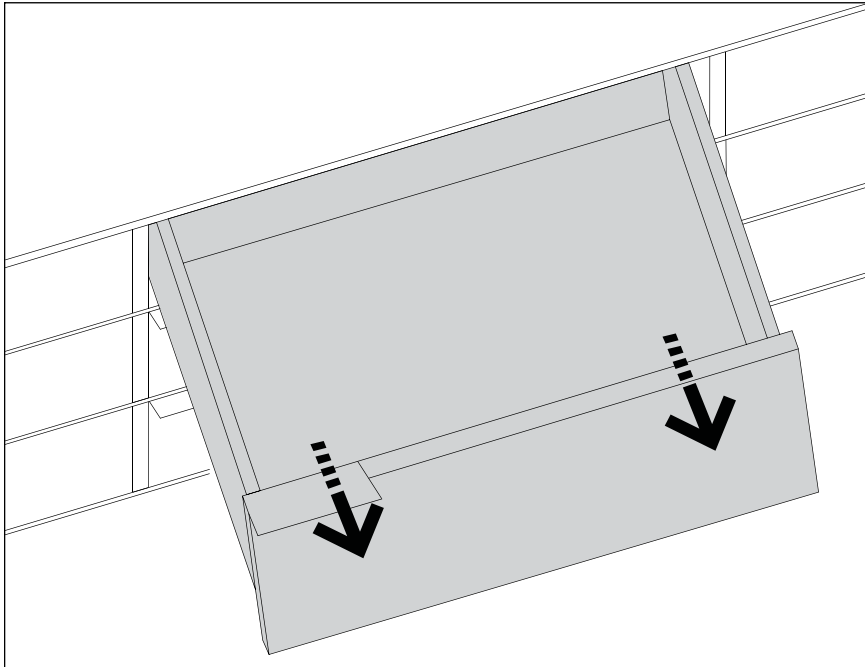
Scan the QR code to learn how to disassembly a drawer:



Page 2/2

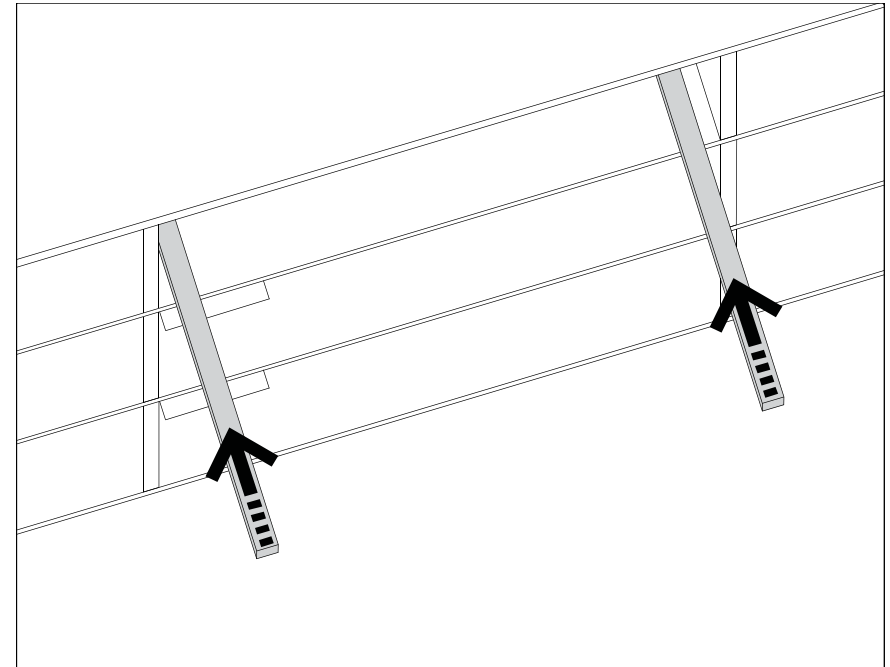
QR codes not your thing? Visit:

<https://youtu.be/nQP5VWmSs3k>



3

While keeping your fingers pressed on the catches, pull the drawer towards yourself while lifting it slightly. This should allow you to separate it from the drawer sliders.



4

Push the drawer sliders back into the unit.

# Disconnecting two parts unit - on an example of a low unit

Scan the QR code to  
see how it works:

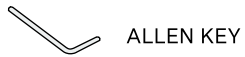


Page 1/2

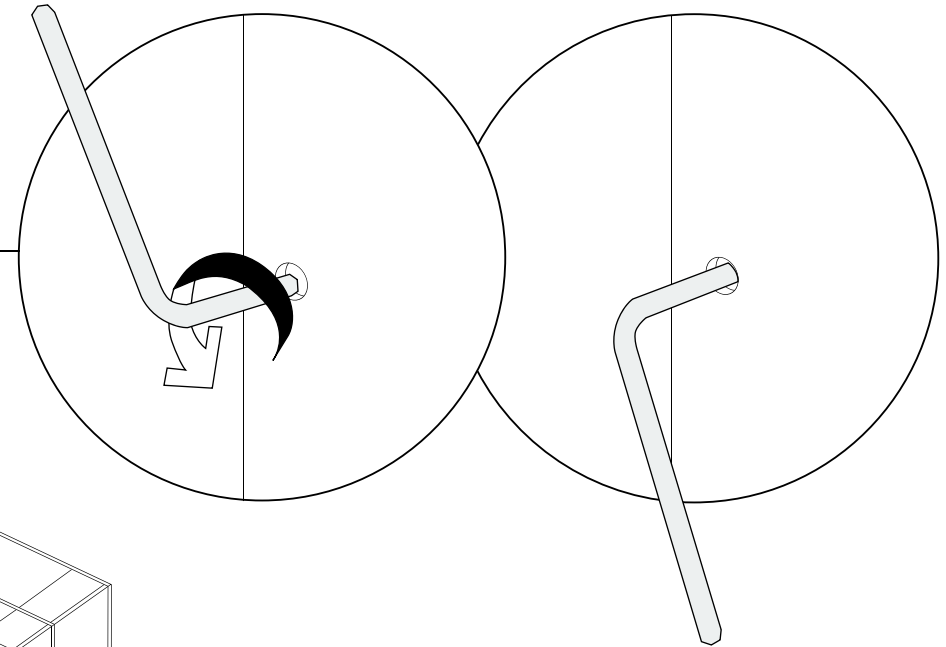
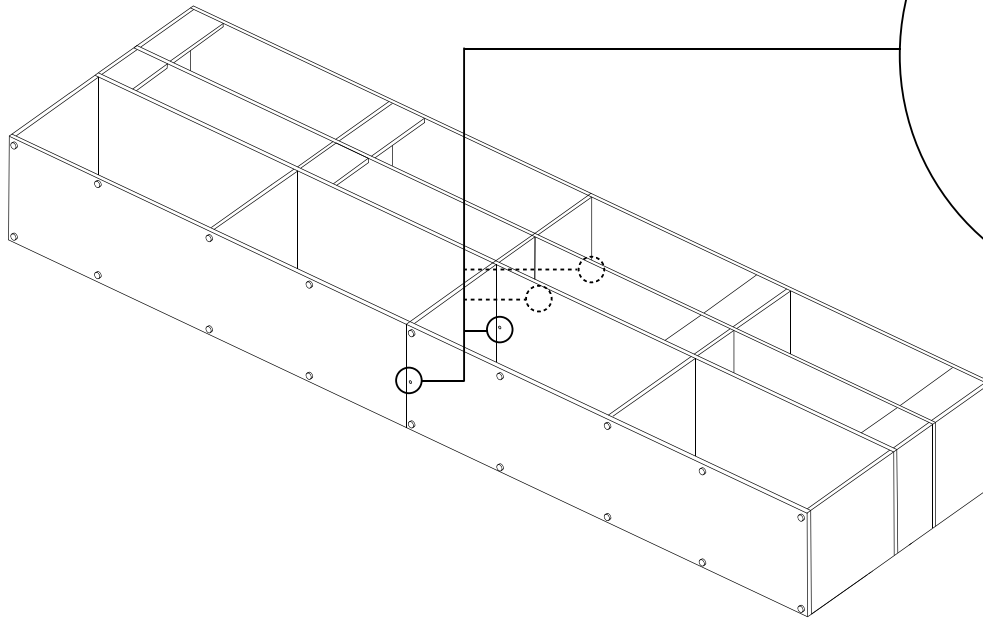
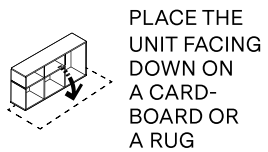
QR codes not your  
thing? Visit:

<https://youtu.be/7fkFU6Tz4DA>

BEFORE YOU START,  
PREPARE:



ALSO:



1

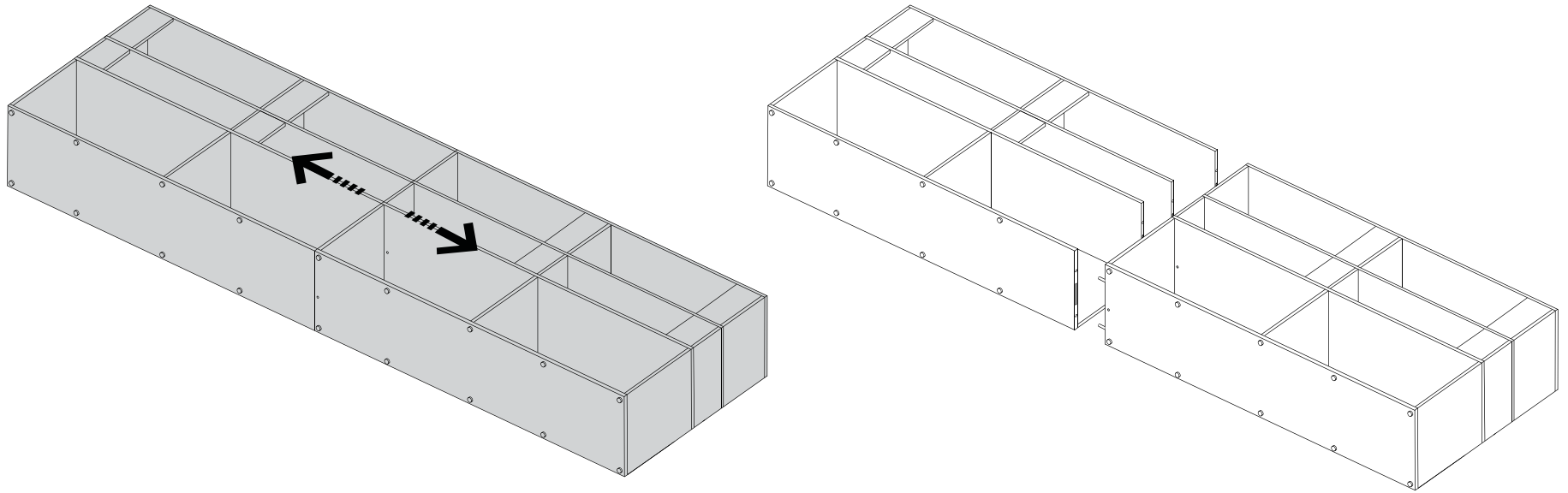
To disconnect two part units,  
locate the drilled holes  
in the horizontals.

2

Place an Allen key in each hole and  
turn it twice counter-clockwise.  
Repeat this action for each  
individual horizontal.

# Disconnecting two parts unit - on an example of a low unit

Page 2/2



4

Now gently pull them apart (with a minimum of two competent adults supporting the units on either side).

# How to begin disassembly (including back panels) - low units

Page 1/3

BEFORE YOU START,  
PREPARE:



RUBBER  
MALLET

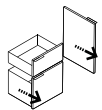


FELT-  
COVERED  
PROTECTIVE  
BOARD

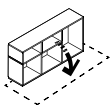


PACKING  
ADHESIVE  
TAPE

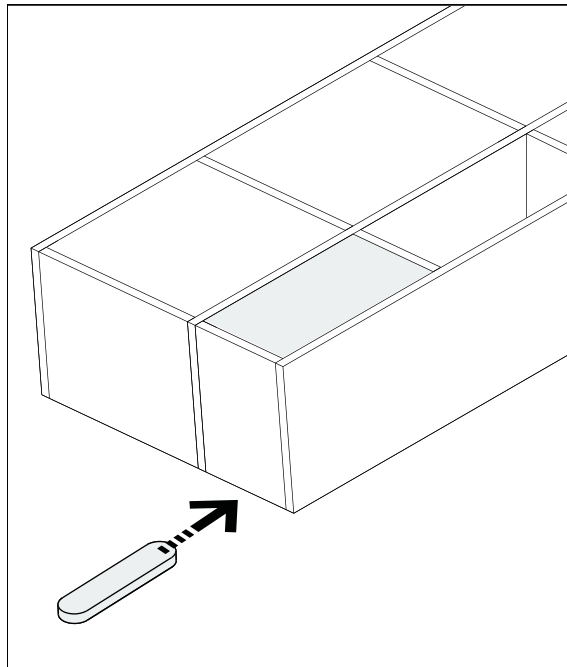
ALSO:



REMOVE ALL  
DOORS AND  
DRAWERS

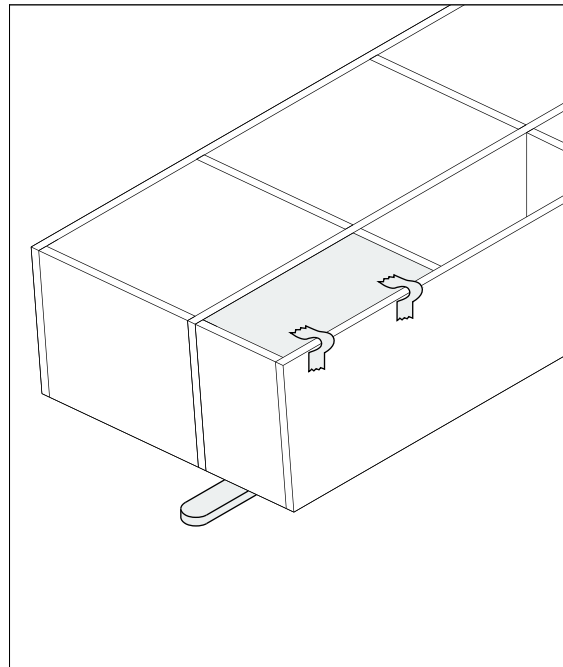


PLACE THE  
UNIT FACING  
DOWN ON  
A CARD-  
BOARD OR  
A RUG



1

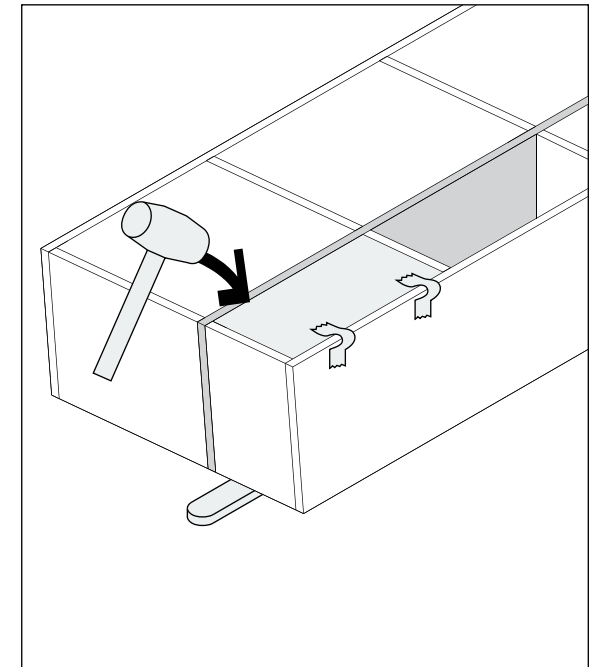
To dismantle the back panels in a low unit, lift the furniture slightly and slide the felt-covered protective board under the first vertical element in the row.



2

Secure the back panels with the tape, making sure it isn't overly tight, so components won't fall out, become damaged, or cause injury.

**Tip:** For larger back panels, secure the piece with two or three pieces of tape as needed.

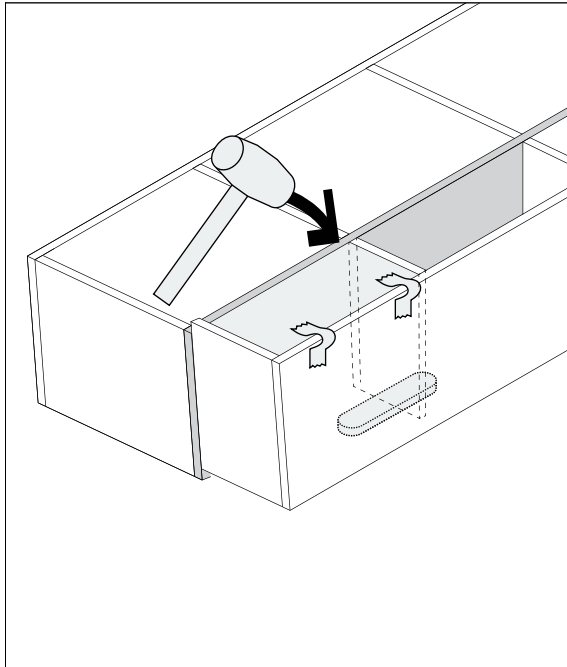


3

To disassemble the components, gently tap the horizontal element below the back panel you wish to disassemble with a rubber mallet with enough force to loosen it.

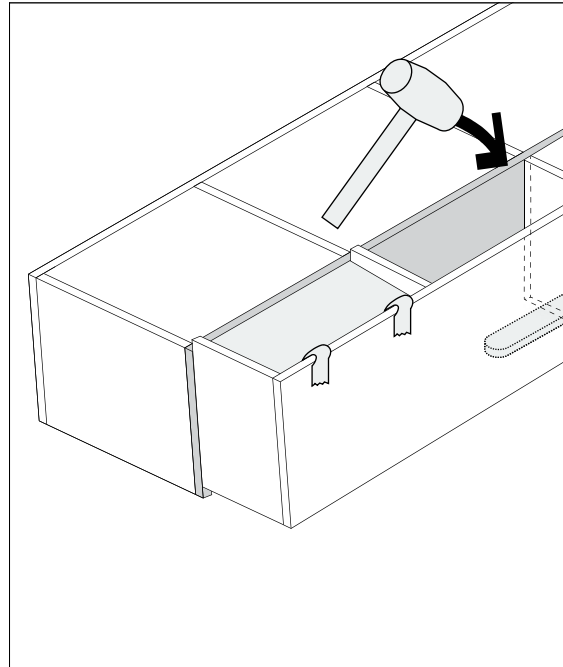
# How to begin disassembly (including back panels) - low units

Page 2/3



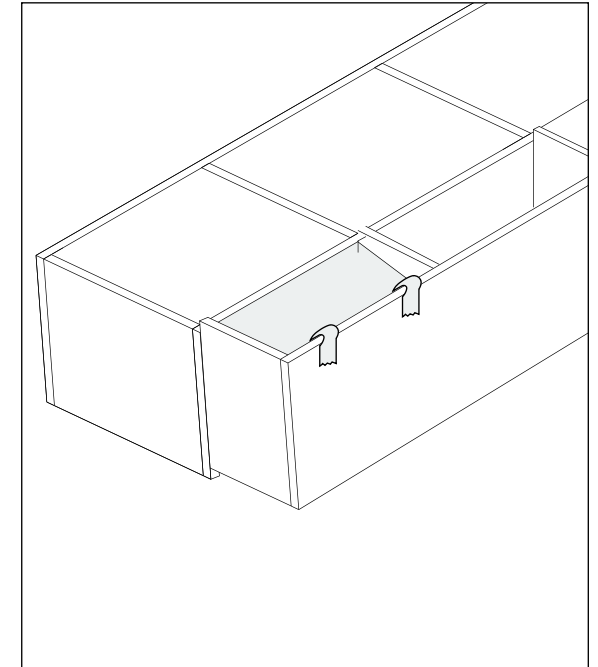
4

Once you have partially disconnected the first element, place the felt-covered protective board under the next closest vertical element and hit it gently with the rubber mallet.



5

Once you have partially disconnected the next element, place the felt-covered protective board under the next vertical element and gently hit it with the rubber mallet.



6

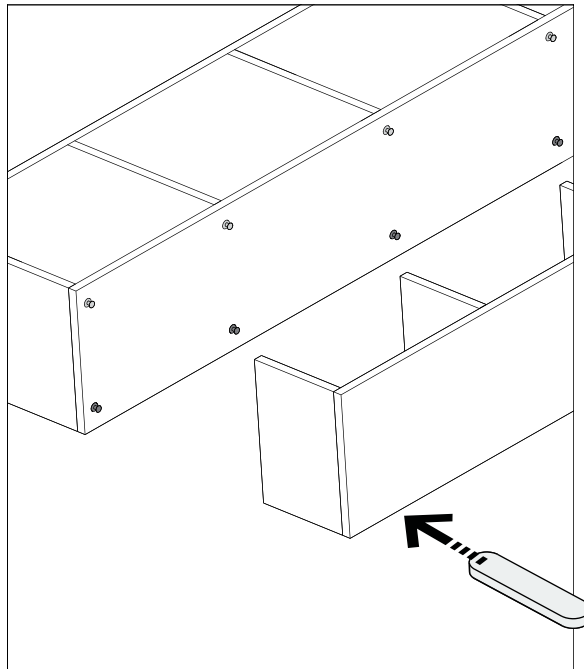
Repeat by removing alternating horizontal and vertical elements in the row until the back panel is freed from the pins. As they are removable, these pins will fall into the centre of the rack.

**Tip:** This action must be repeated on all the elements in the row.



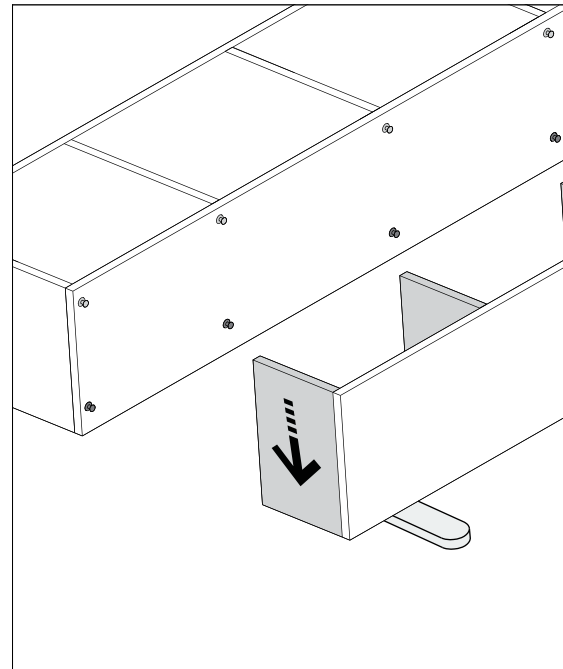
# How to begin disassembly (including back panels) - low units

Page 3/3



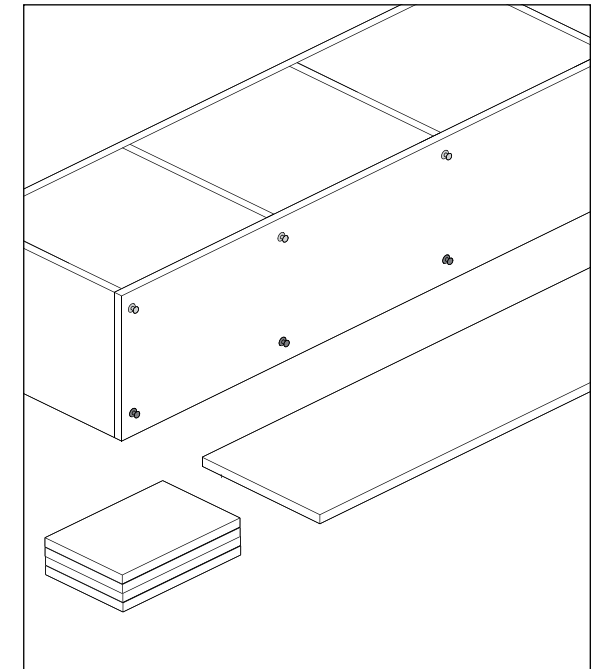
7

To dismantle the verticals in a low unit, lift the furniture slightly and slide the felt-covered protective board under the horizontal element.



8

Slide the board under the horizontal nearest the vertical you want to dismantle. Press the vertical element to release it.



9

Repeat this process to disassemble all the verticals within the row.

For the next steps, go to section: **'How to protect elements for transport'**

# Vertical element disassembly - technique 1 - from bottom to top

Scan the QR code to  
see how it works:



QR codes not your  
thing? Visit:

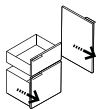
<https://youtu.be/71SSgWoiwE>

BEFORE YOU START,  
PREPARE:

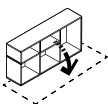


FELT-  
COVERED  
PROTECTIVE  
BOARD

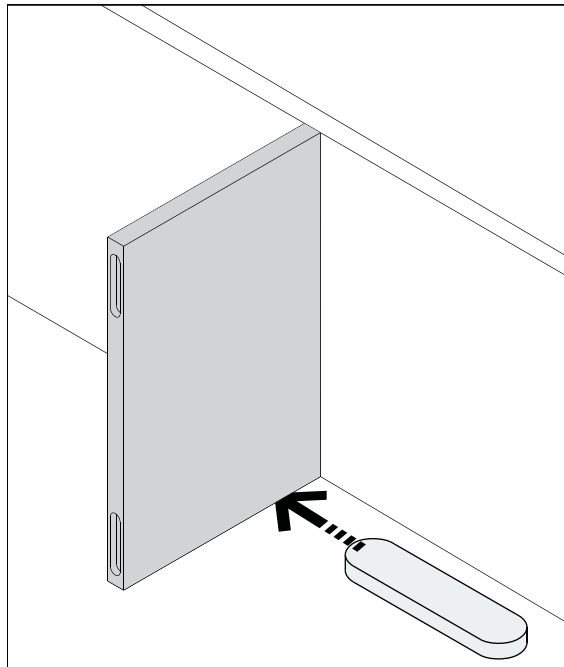
ALSO:



REMOVE ALL  
DOORS AND  
DRAWERS

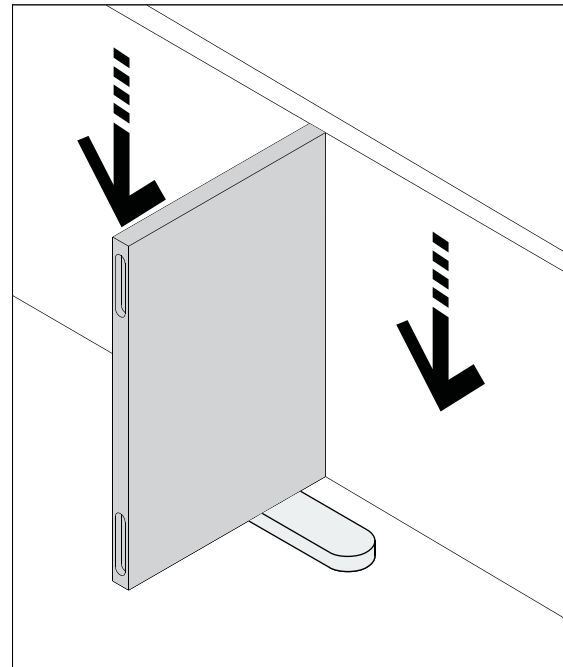


PLACE THE  
UNIT FACING  
DOWN ON  
A CARD-  
BOARD OR  
A RUG



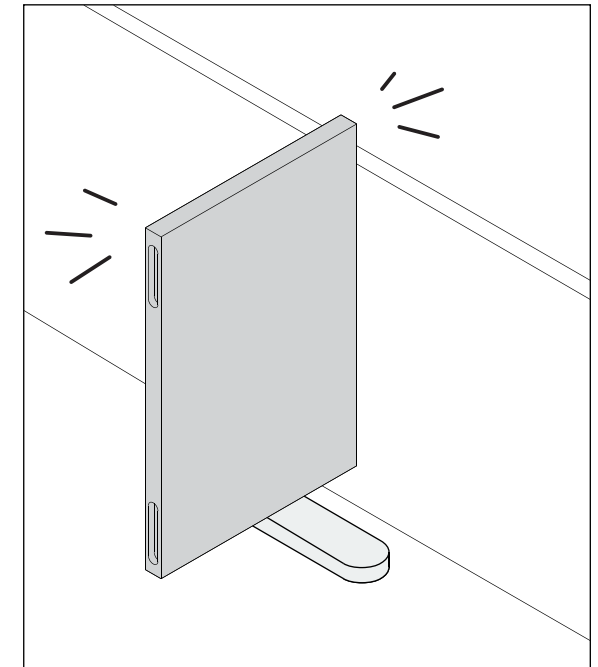
1

If you want to disconnect elements from the bottom row of the unit, place your furniture facing down. Slide the felt-covered protective board under the vertical you'd like to disconnect.



2

Press the horizontal element, placing your hands on both sides of the vertical.



3

The element can be removed easily once released from the connectors.

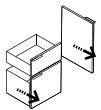
# Vertical element disassembly - technique 2 - from top to bottom

BEFORE YOU START,  
PREPARE:

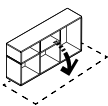


FELT-  
COVERED  
PROTECTIVE  
BOARD

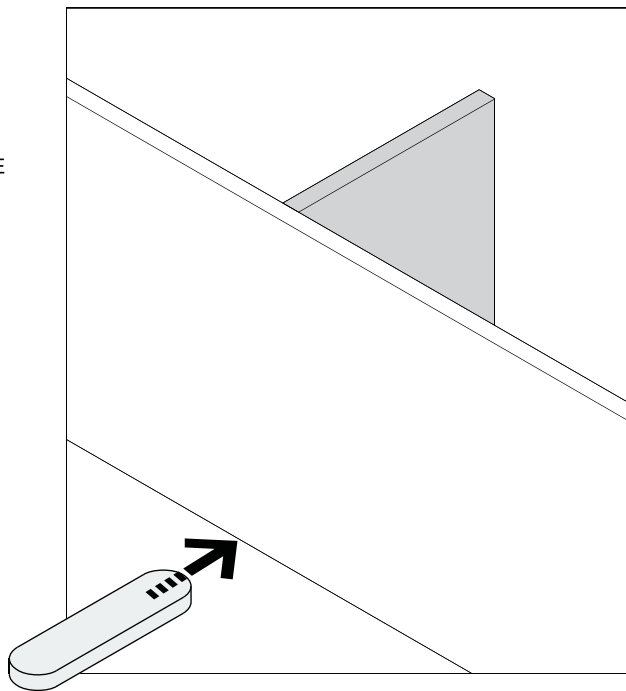
ALSO:



REMOVE ALL  
DOORS AND  
DRAWERS

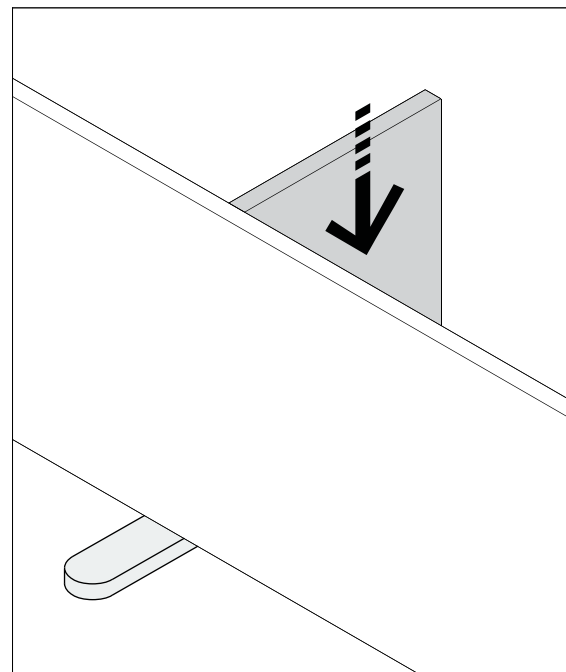


PLACE THE  
UNIT FACING  
DOWN ON  
A CARD-  
BOARD OR  
A RUG



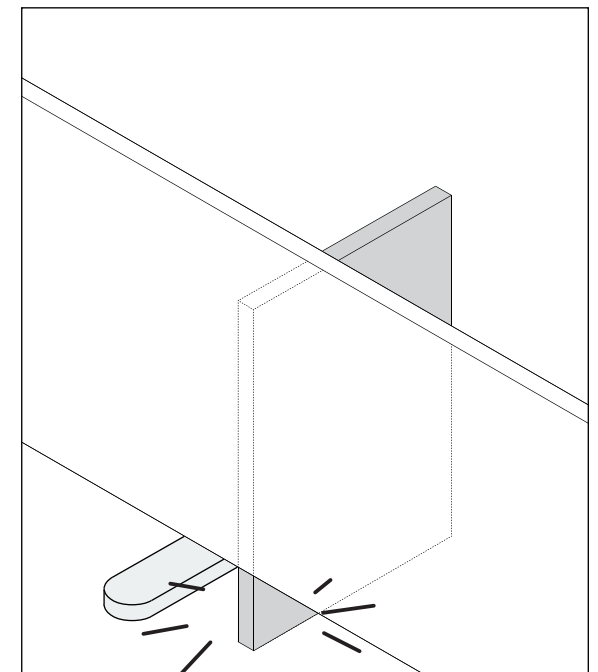
1

If you want to disconnect the elements from the row placed on top of the furniture, first of all, place your furniture face down. Then slide the felt-covered protective board under the first horizontal element from the top.



2

Press the vertical element.



3

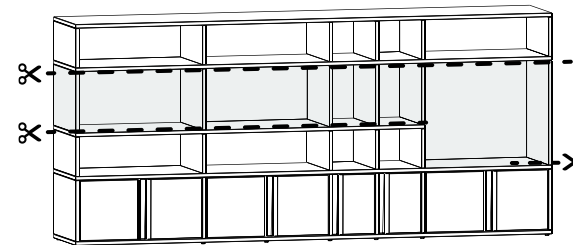
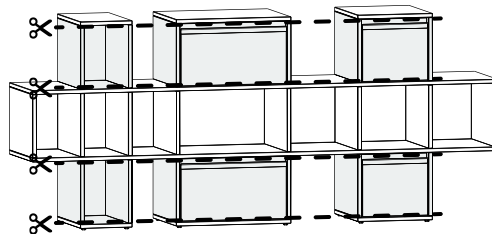
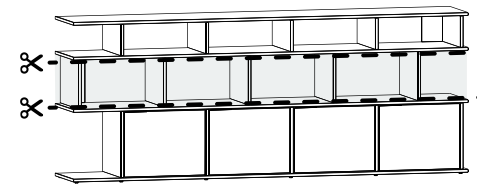
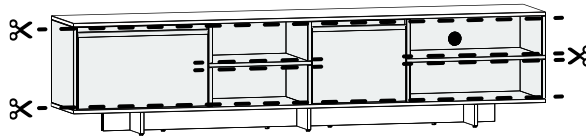
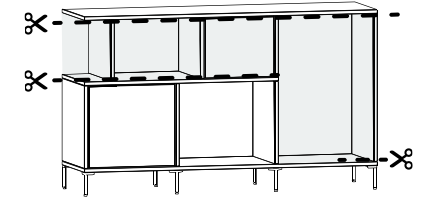
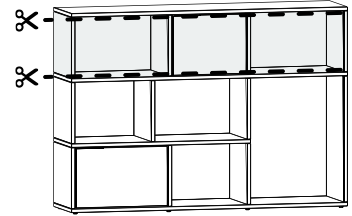
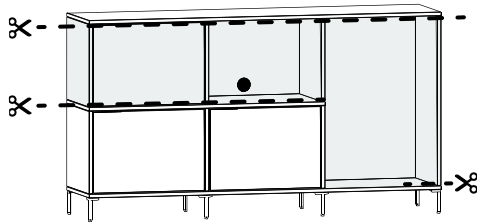
The element can be removed easily once released from the connectors.

# Disassembling modules: how to separate rows – low units

All Tylko shelves can be dismantled in rows. Here are a few examples on how to divide a shelf, depending on the style you have:



CONNECTORS,  
THAT MAY BE  
DISMANTLED



# Disassembling modules: how to separate rows – low units

Page 1/3

BEFORE YOU START,  
PREPARE:



RUBBER  
MALLET

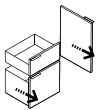


FELT-  
COVERED  
PROTECTIVE  
BOARD

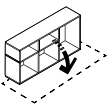


PACKING  
ADHESIVE  
TAPE

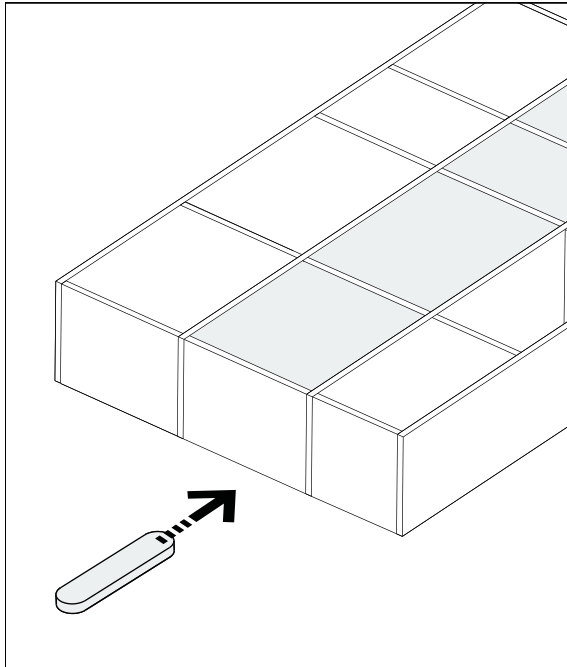
ALSO:



REMOVE ALL  
DOORS AND  
DRAWERS

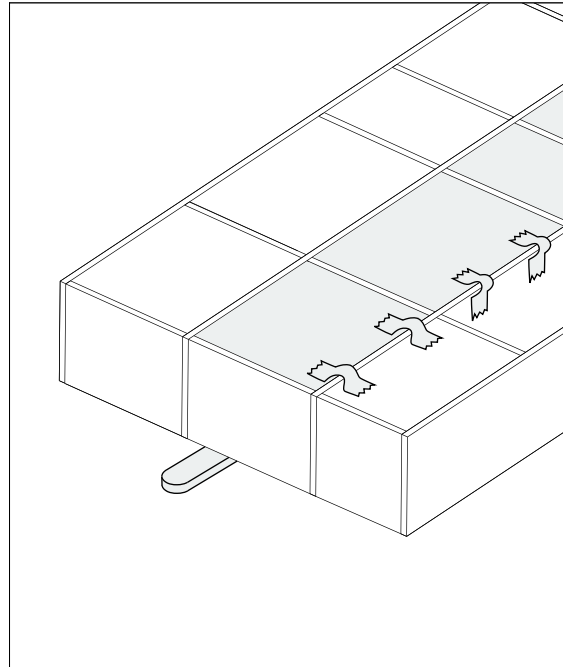


PLACE THE  
UNIT FACING  
DOWN ON  
A CARD-  
BOARD OR  
A RUG



1

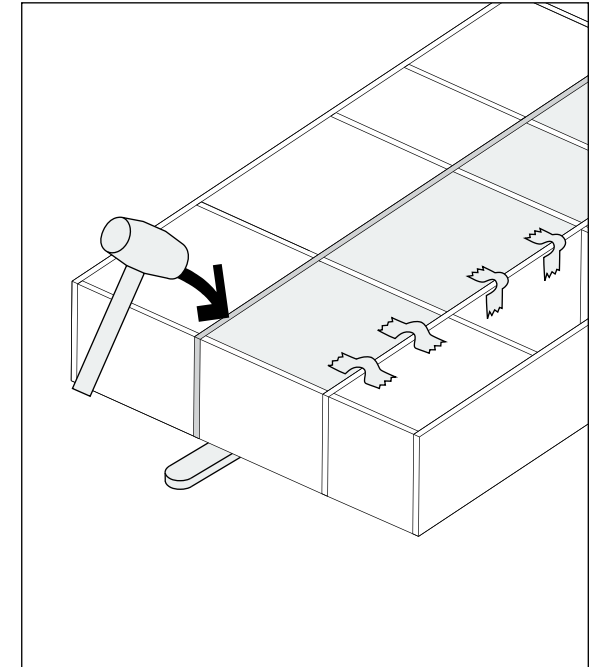
To separate rows in a low unit, lift the furniture slightly and slide the felt-covered protective board under the first vertical element in the row.



2

Secure the back panels with the tape, making sure it isn't overly tight, so components won't fall out, become damaged, or cause injury.

**Tip:** For larger back panels, secure the piece with two or three pieces of tape as needed.

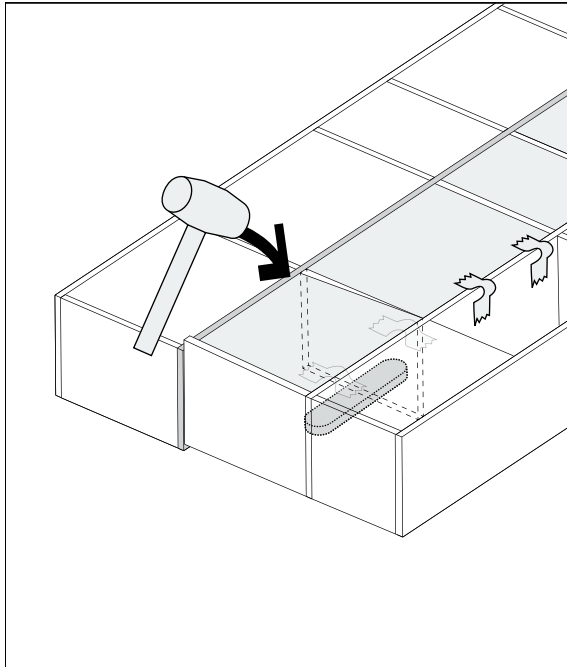


3

To disassemble the components, gently tap the selected horizontal element below the back panel with a rubber mallet, using enough force to loosen it.

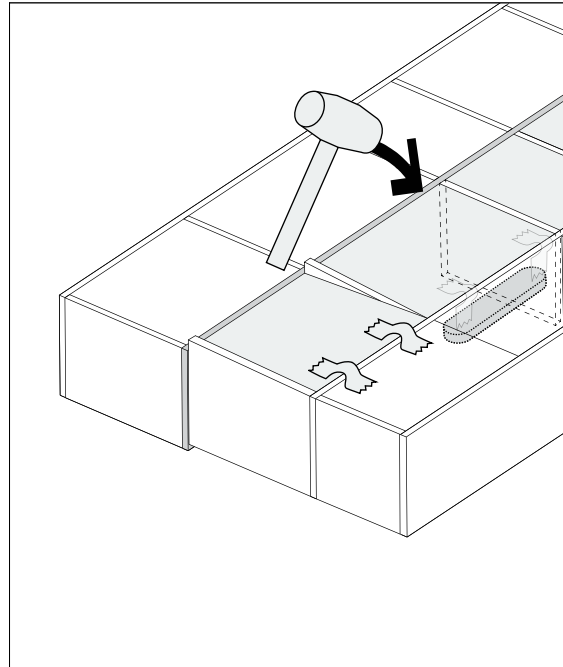
# Disassembling modules: how to separate rows – low units

Page 2/3



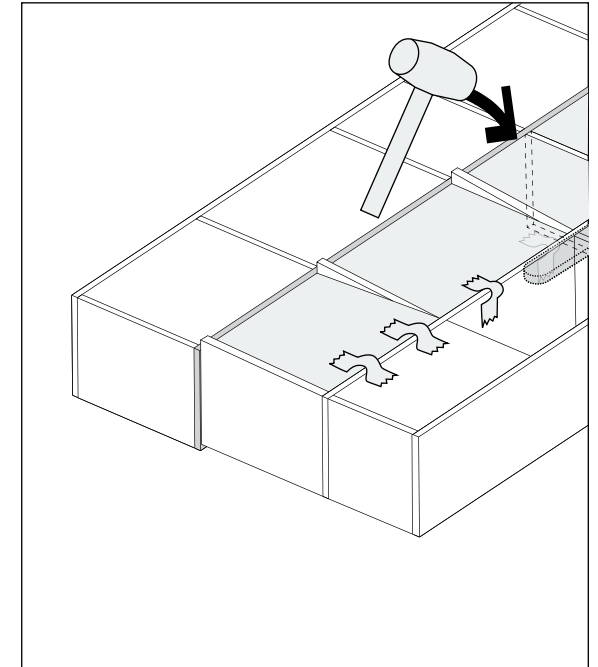
4

Once you have partially disconnected the first element, place the felt-covered protective board under the next closest vertical element and tap the horizontal gently with the rubber mallet.



5

Once you have partially disconnected it, place the felt-covered protective board under the next vertical element and gently hit the horizontal with the rubber mallet. Repeat this action on all elements within the row.

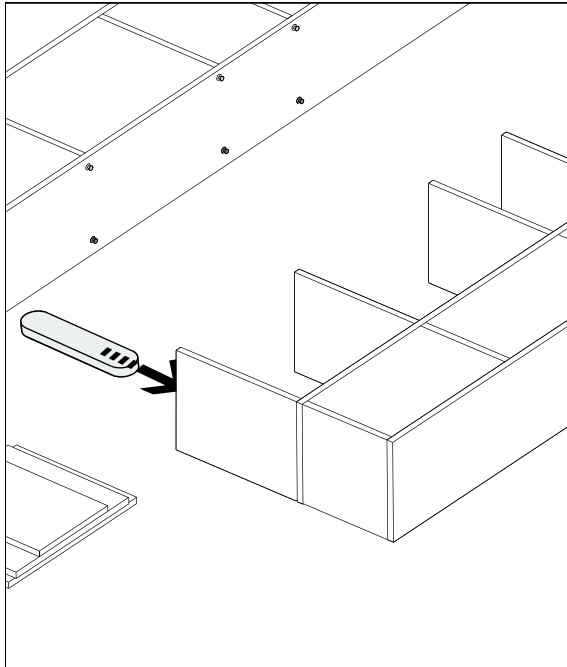


6

Repeat by removing all horizontal and vertical elements in the row until the back panel is freed from the pins. As they are removable, they will fall into the centre of the rack.

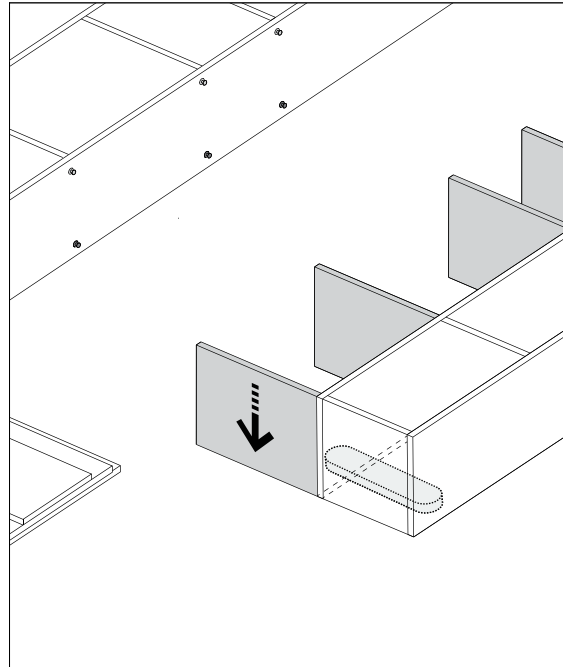
# Disassembling modules: how to separate rows – low units

Page 3/3



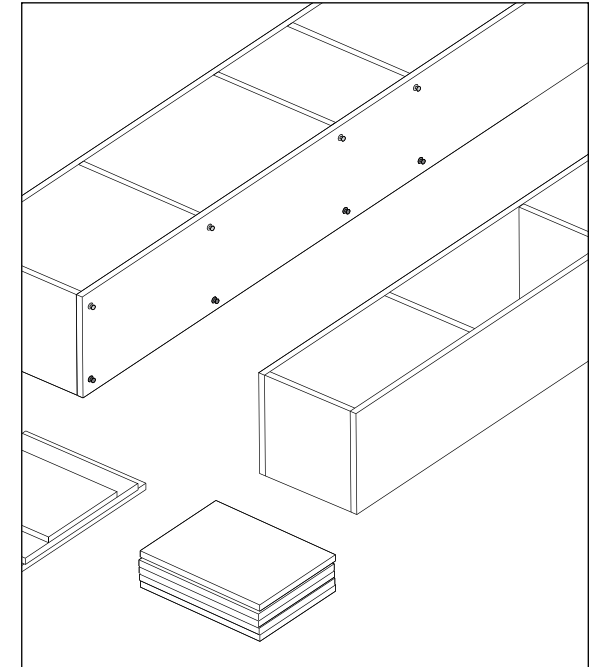
7

To dismantle the verticals, lift the furniture slightly and slide the felt-covered protective board under the horizontal element.



8

Slide the board under the horizontal nearest the vertical you want to dismount. Press the vertical element to release it.



9

Repeat this process to disassemble all the verticals within the row.

For the next steps, go to section: **'How to protect elements for transport'**.

# Removing inserts

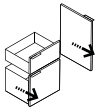
Scan the QR code to see how it works:



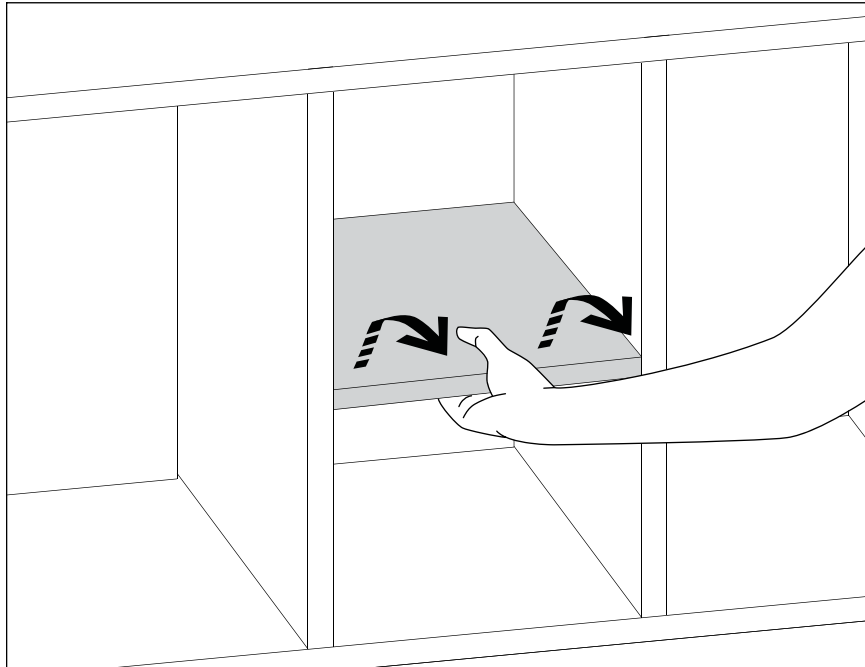
QR codes not your thing? Visit:

<https://youtu.be/1eMum5ec0ig>

BEFORE YOU START,  
PREPARE:

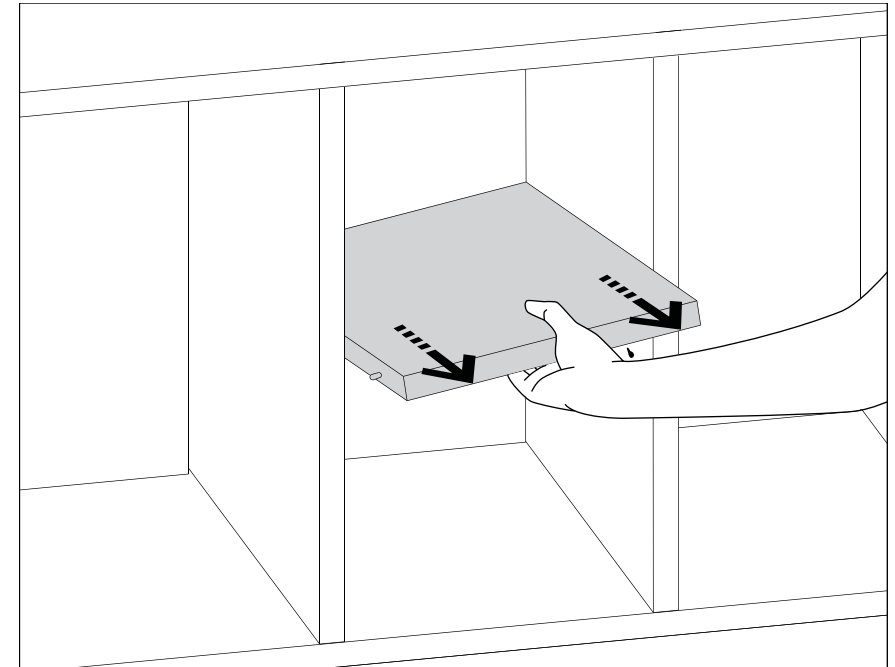


REMOVE ALL  
DOORS AND  
DRAWERS



1

To remove the insert using your hands, grab the front of the piece you want to dismantle and gently pull it up and towards you simultaneously.



2

Once disconnected, remove the insert by pulling it gently out of the unit.



# Removing inserts with felt-covered protective key

Scan the QR code to see how it works:



QR codes not your thing? Visit:

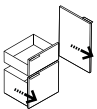
<https://youtu.be/nQP5VWmSs3k>

BEFORE YOU START,  
PREPARE:

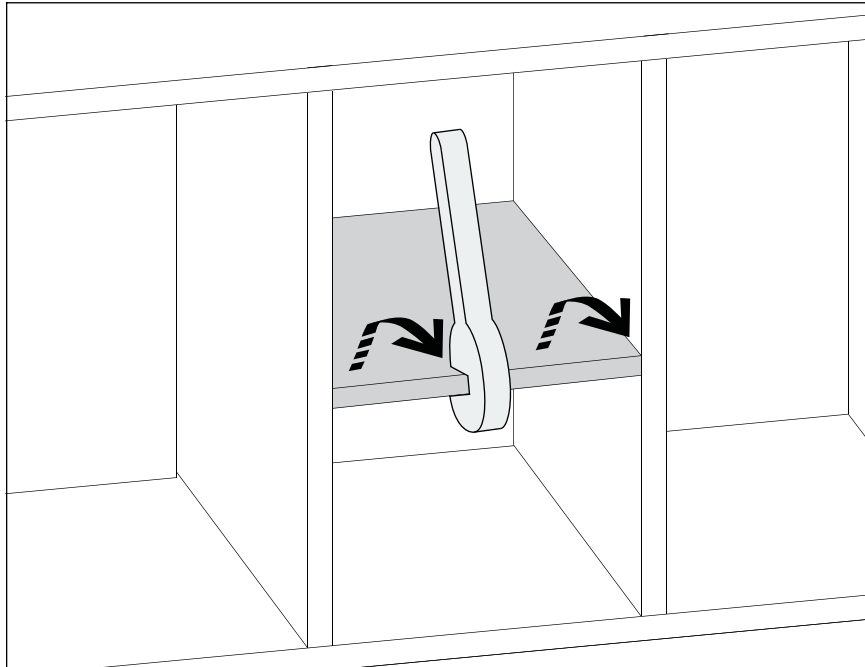


FELT-COVERED  
PROTECTIVE  
KEY

ALSO:

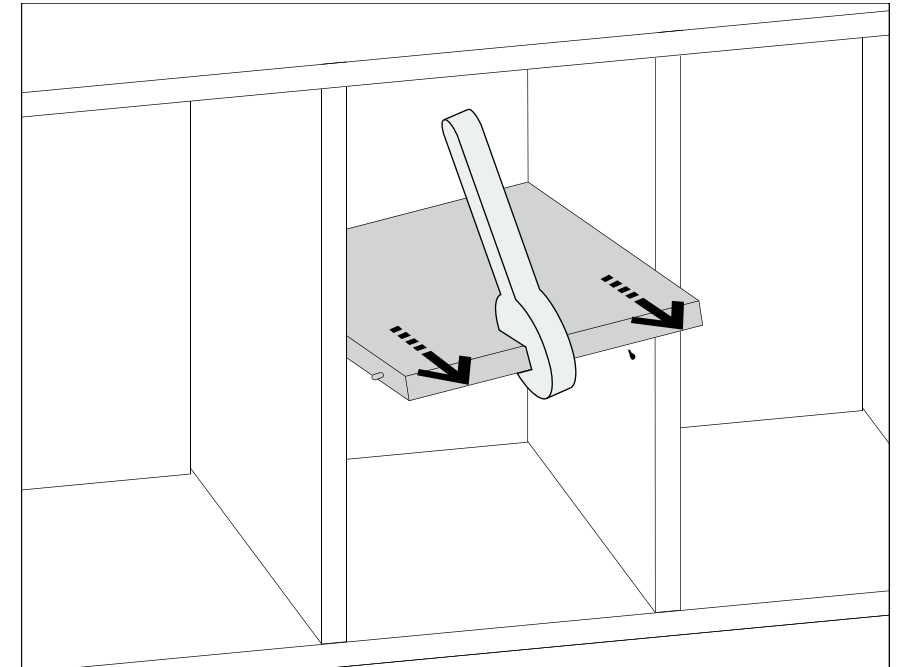


REMOVE ALL  
DOORS AND  
DRAWERS



1

To remove an insert, place the felt-covered key on the piece you wish to dismantle and pull it up and towards you simultaneously.



2

Once disconnected, pull the insert out of the unit.

# Dismantling plinth

Scan the QR code to see how it works:



Page 1/3

QR codes not your thing? Visit:

<https://youtu.be/IgHYY5T504w>

BEFORE YOU START,  
PREPARE:

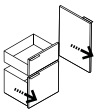


RUBBER  
MALLET

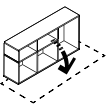


2X FELT-  
COVERED  
PROTECTIVE  
BOARDS

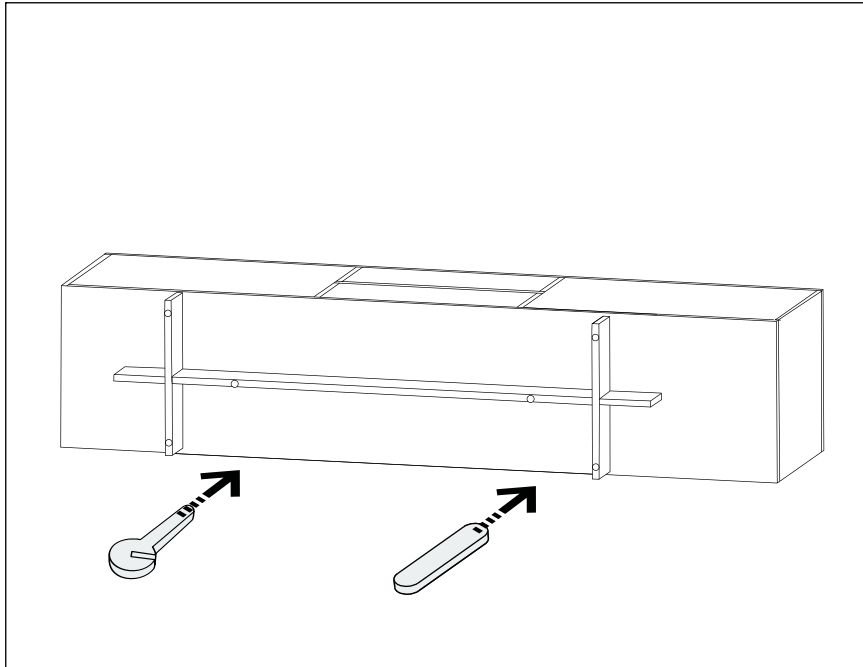
ALSO:



REMOVE ALL  
DOORS AND  
DRAWERS

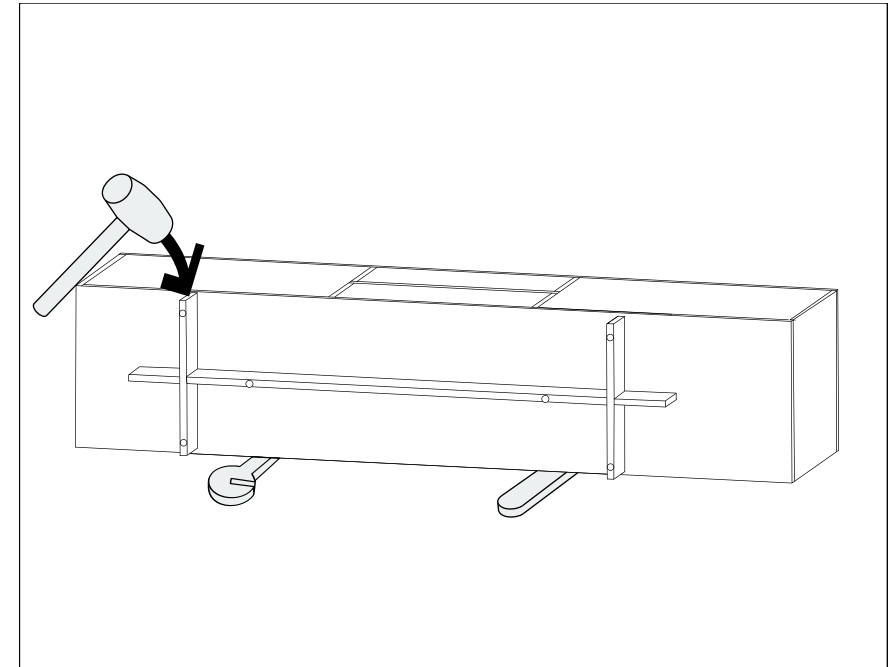


PLACE THE  
UNIT FACING  
DOWN ON  
A CARD-  
BOARD OR  
A RUG



1

Place two felt-covered boards underneath the bottom edge of the shelf.

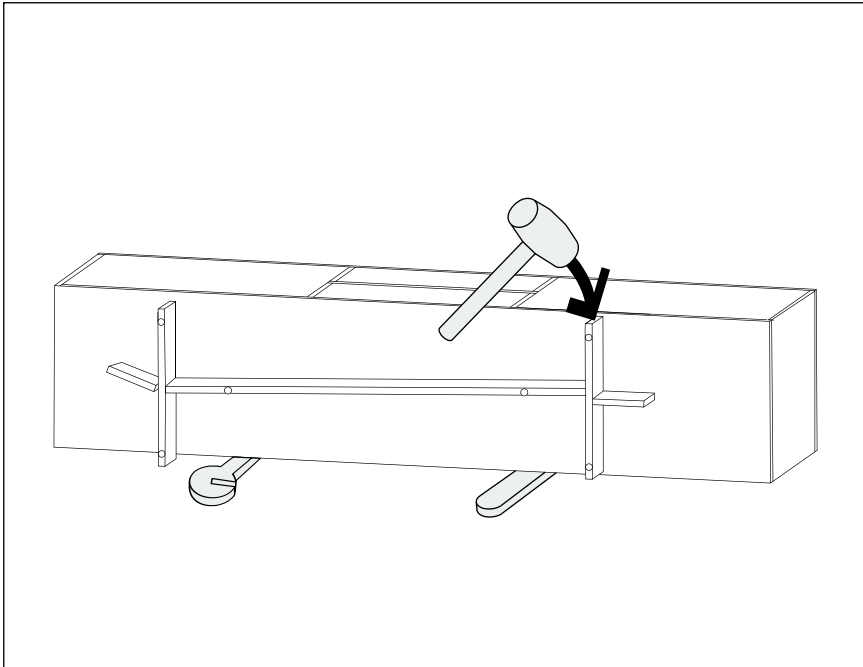


2

Using the rubber mallet, gently pat the smaller piece of the plinth to release the construction.

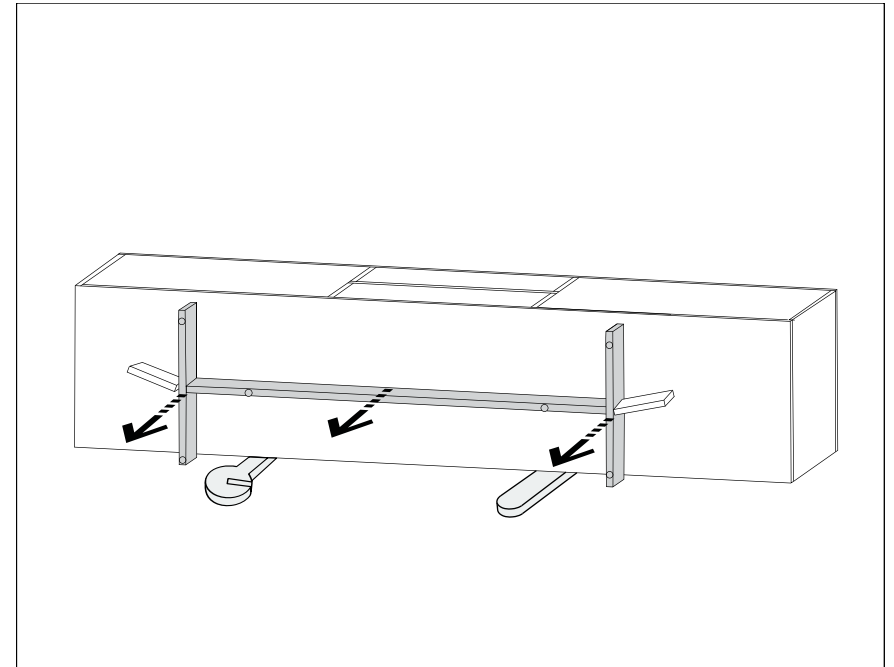
# Dismantling plinth

Page 2/3



3

Repeat the action on the other piece of the plinth until the construction is loose.

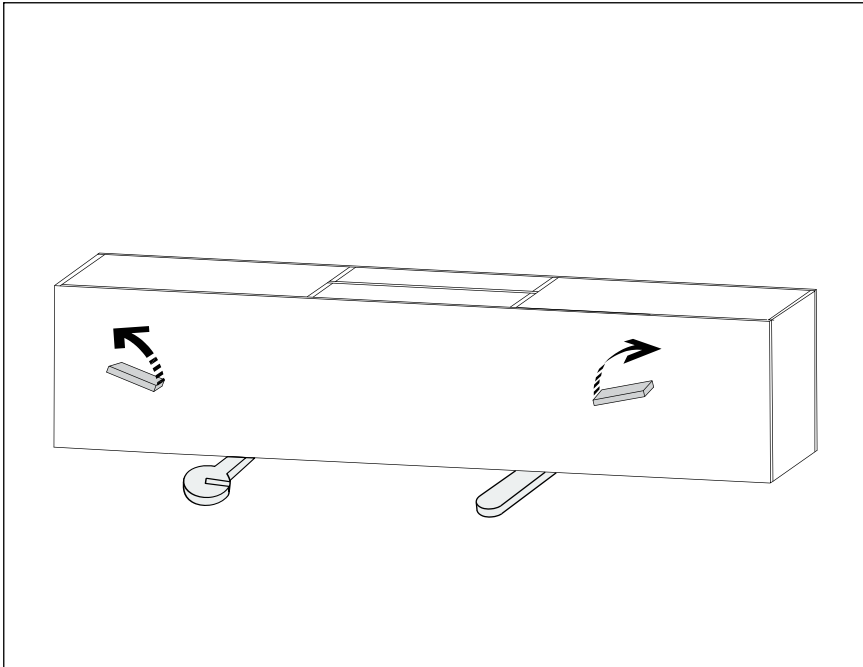


4

Gently pull out the horizontal pieces.

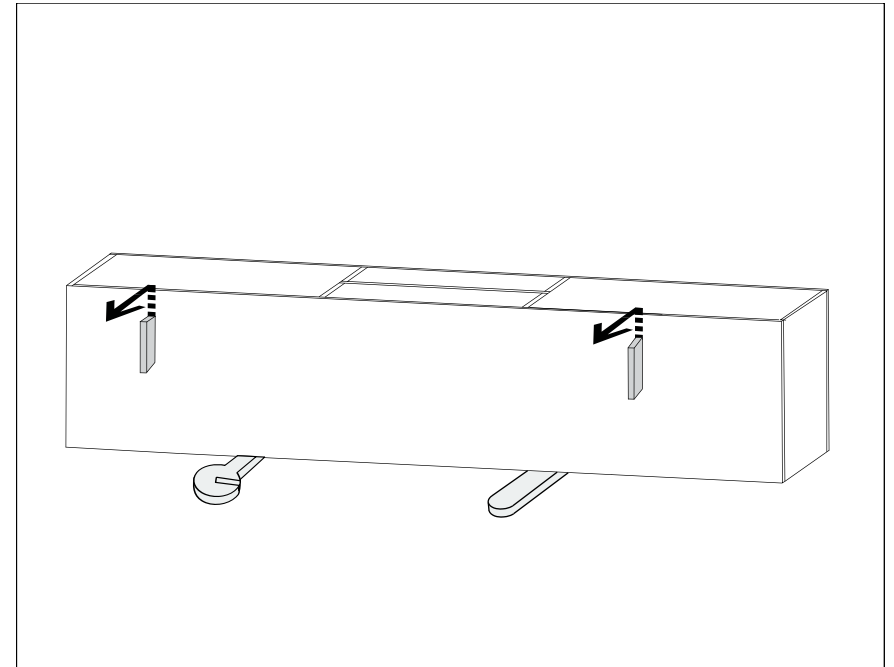
# Dismantling plinth

Page 3/3



5

Rotate the remaining smaller pieces in an outward motion, to place them in a vertical position again.



6

Gently slide the pieces up and follow with a pulling motion to detach them from the bottom of the shelf.

# Dismantling legs

Scan the QR code to see how it works:



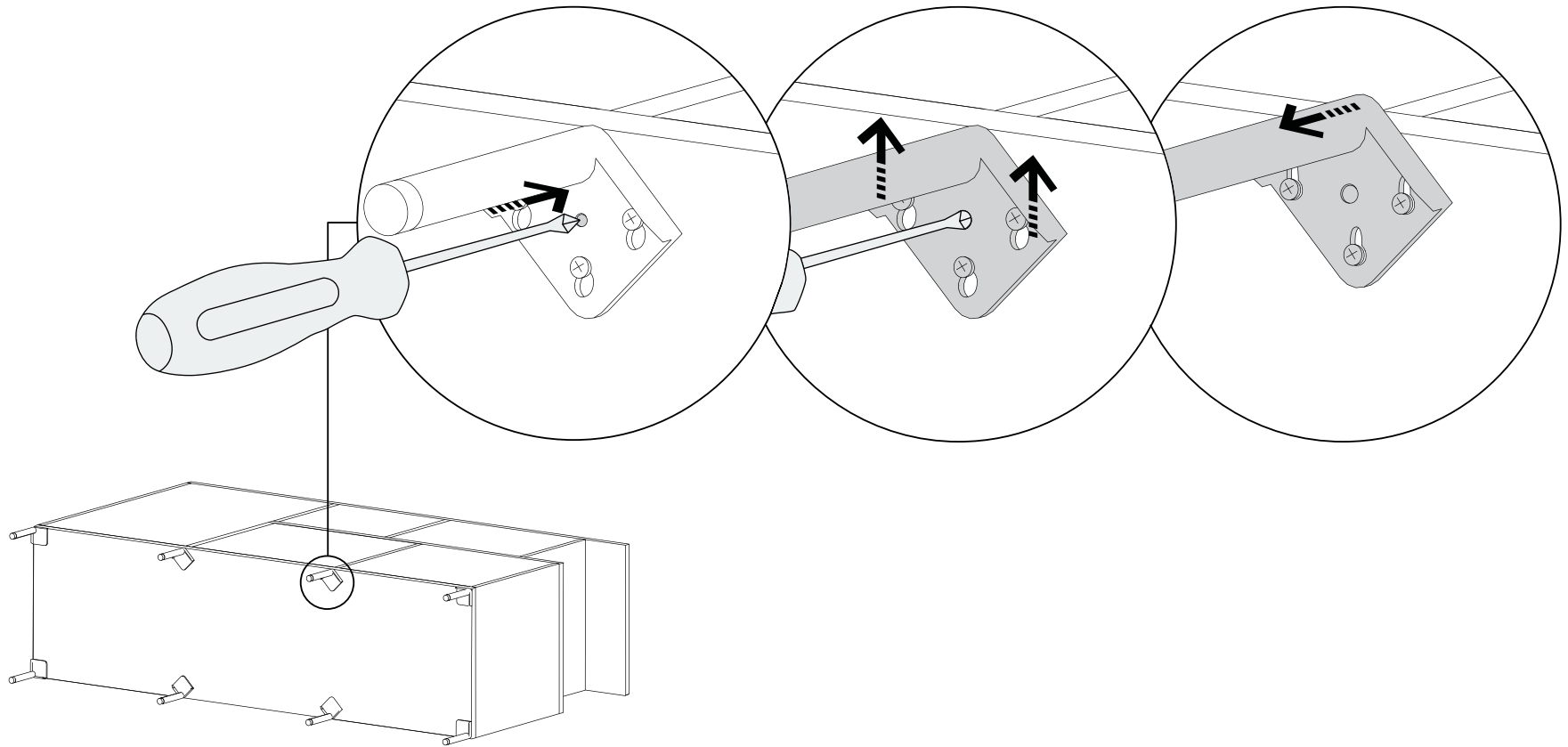
QR codes not your thing? Visit:

[https://youtu.be/y\\_6rMHwOlzo](https://youtu.be/y_6rMHwOlzo)

BEFORE YOU START,  
PREPARE:



ALSO:



1

To remove the legs, locate the small silver pin located in the middle of the element attaching the leg to the horizontal.

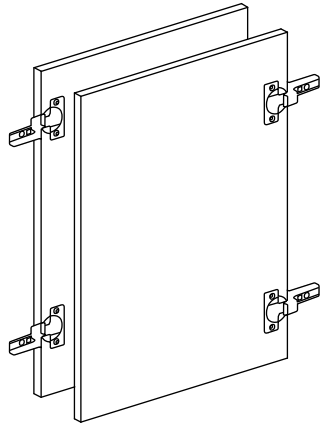
2

Press the pin using a screwdriver. While pressing, slide the element up.

3

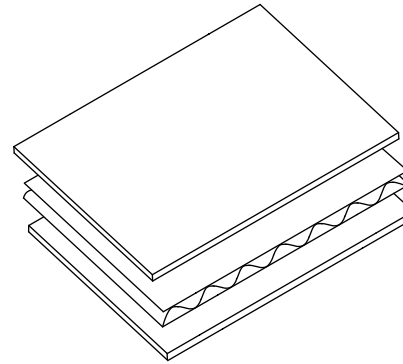
Release the pin and pull the leg out.

# How to protect elements for transport

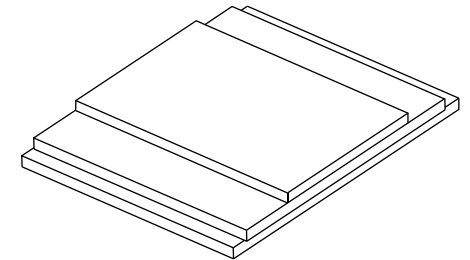


Components with hinges, slides and handles must be positioned so as not to scratch other elements. They must all be outside of each other, overlapping.

The hinges must be in the open position, i.e. the same as when they are about to be attached to the shelf



Secure the elements by wrapping with cardboard or foil. Place cardboard between each element, and cushion all metal connectors by wrapping them in bubble wrap.



Stack the components on top of each other as they lie on the floor.

# Reassembly in modules - low units

Page 1/3

BEFORE YOU START,  
PREPARE:



RUBBER  
MALLET

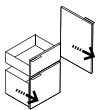


FELT-  
COVERED  
PROTECTIVE  
BOARD

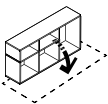


PACKING  
ADHESIVE  
TAPE

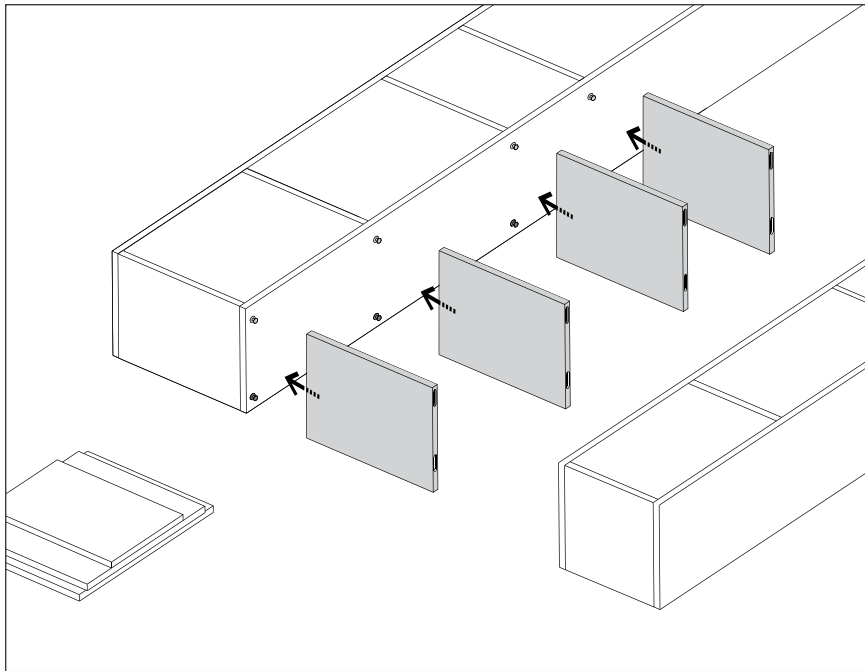
ALSO:



REMOVE ALL  
DOORS AND  
DRAWERS

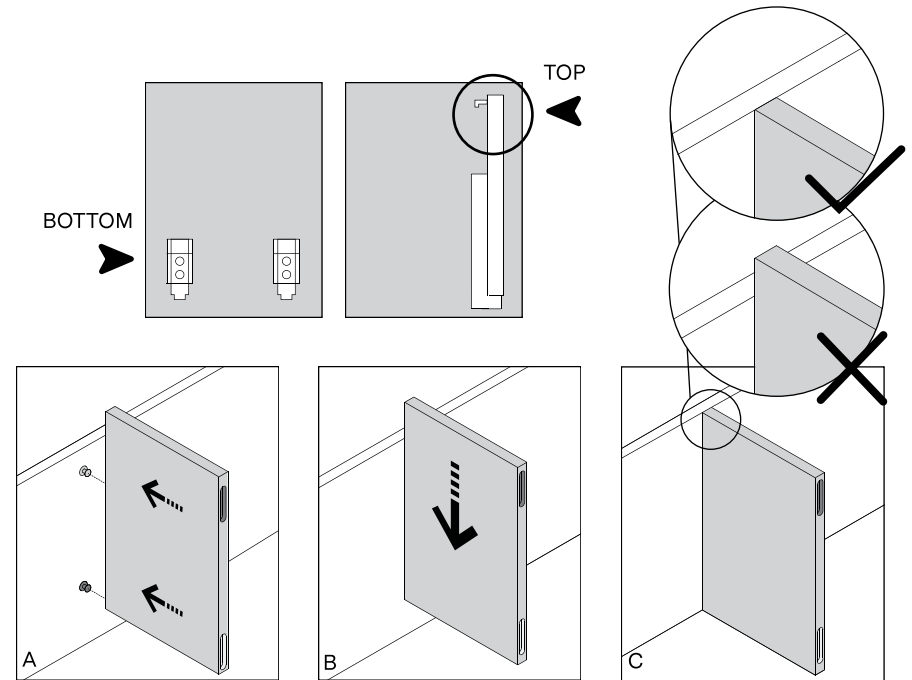


PLACE THE  
UNIT FACING  
DOWN ON  
A CARD-  
BOARD OR  
A RUG



1

Remember to protect your floor and shelf! Place the bottom module of your shelf face down on a protective surface.

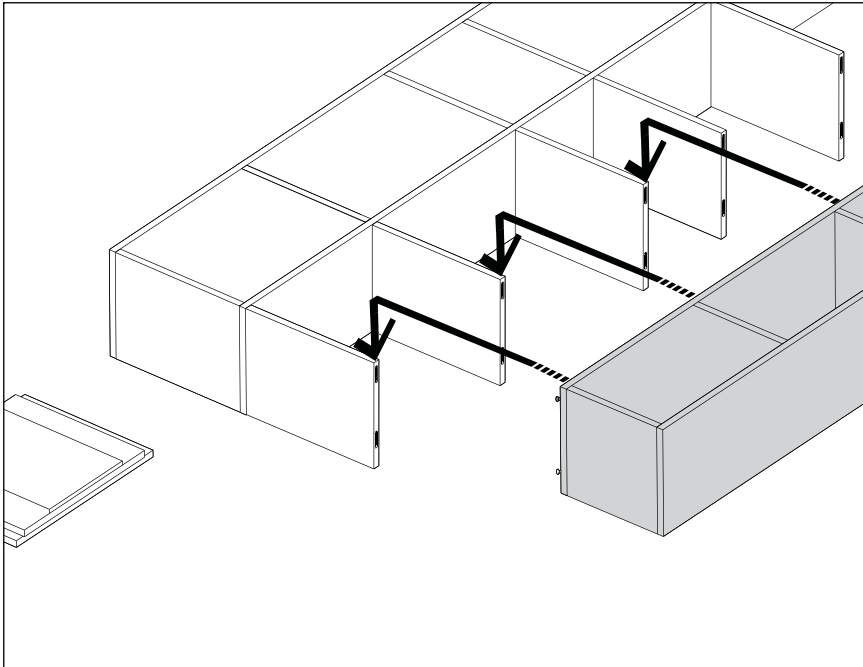


2

Attach the verticals to the horizontal on which the component is to be mounted. Once the connectors of the verticals and the horizontal are well positioned, press the vertical to fasten the elements securely together

# Reassembly in modules - low units

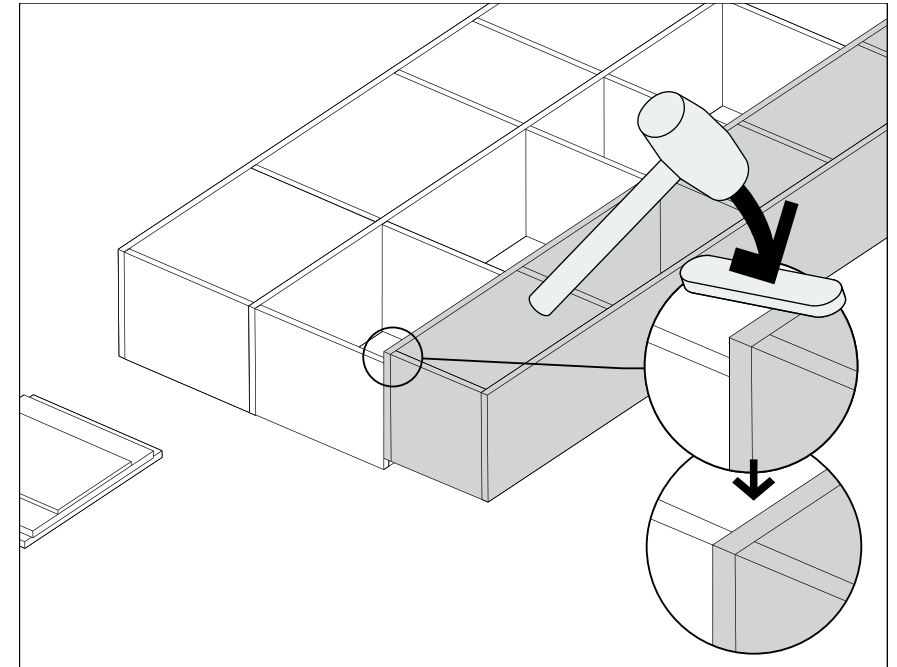
Page 2/3



3

Once all the verticals in a row are mounted, mount the next component by placing it gently over the verticals.

Lift the top shelf component you're assembling. One person should position the verticals and the top shelf component at the same time, so that the verticals connect properly with the component to be assembled.



4

Once the verticals and the component to be assembled have been correctly placed together, position the components in place. Gently tap the lower horizontal of the component to be connected with a rubber mallet.



# Reassembly in modules - low units

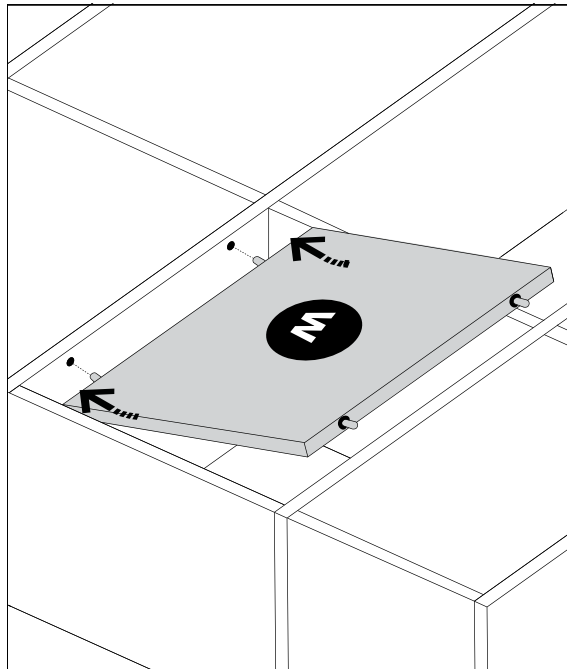
Scan the QR code to see how it works:



Page 3/3

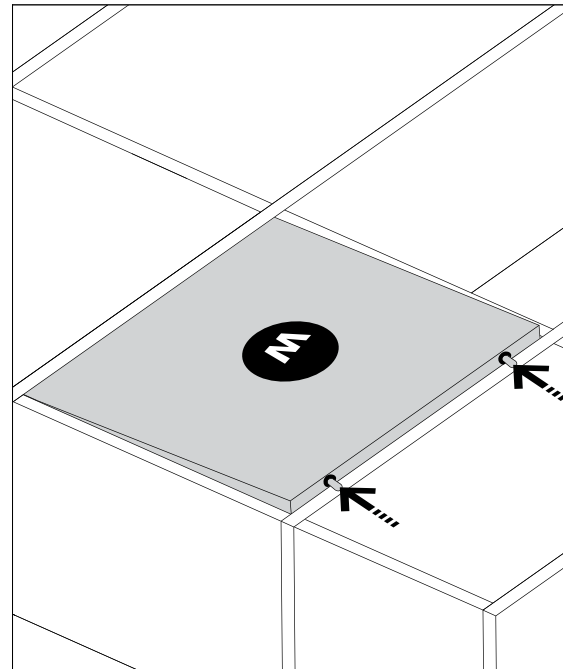
QR codes not your thing? Visit:

<https://youtu.be/blfct3pgLCs>



5

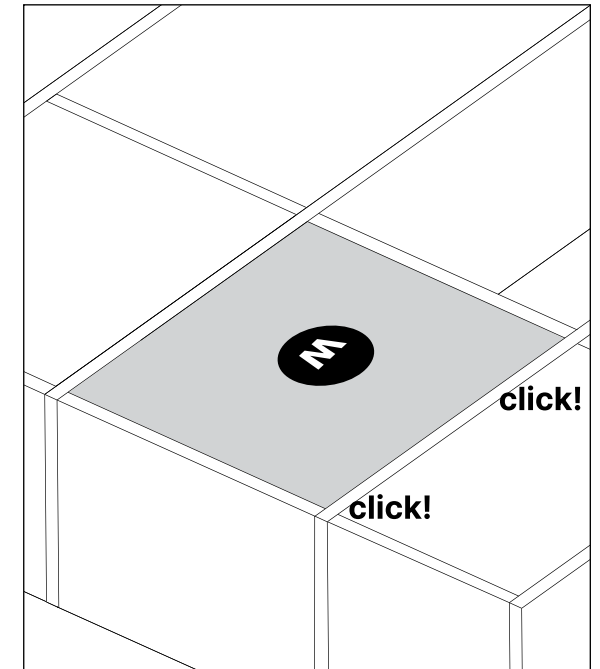
Place the bottom pins of the back panels in the drill holes on the horizontal elements.



6

Press in the spring pins at the top of the back panels and at the same time push them under the top horizontal to click them into place.

**Tip:** If the back panel doesn't fit or you are not able to press the pins, use the felt-covered protective board to gently adjust the opening by knocking, or use it to press in the spring pins as you guide the panel into place.



7

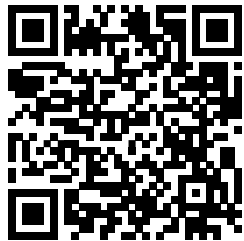
You'll know the back panel is correctly installed once you hear a 'click' on both sides and the pins have released.

# Let's stay in touch!

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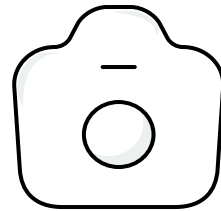
Take care,  
the Tylko team



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