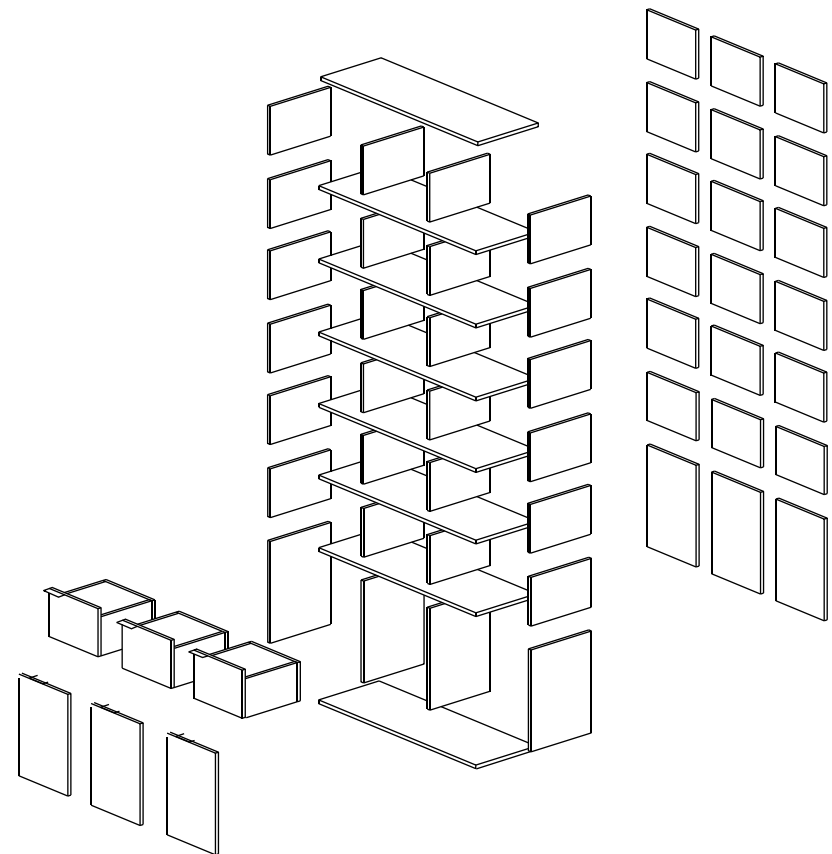


# Disassembling tall furniture by module and part by part





In this document you'll find useful information to help with disassembling your tall 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.**

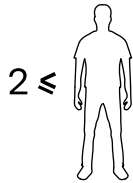
EN +44 800 102 6747  
DE +49 (0) 80 000 10484  
FR +33 805 10 35 65

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

Safety first _____	4
How to separate a high unit _____	5
Removing doors _____	6
Removing drawers _____	7
Disconnecting two parts unit - on an example of a high unit _____	9
Disassembling modules: how to separate rows – high units _____	11
Vertical element disassembly - from bottom to top _____	17
Removing inserts _____	18
Removing inserts with felt-covered protective key _____	19
Disassembly of back panels - high units _____	20
How to protect elements for transport _____	25
Reassembly in modules - high units _____	26
Let's stay in touch! _____	33

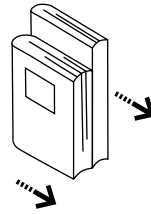
# Safety first

## Read before you begin



### Find helpers

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



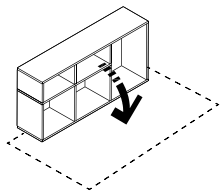
### Prepare the space

**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.



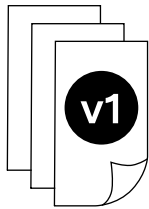
### Safety first

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



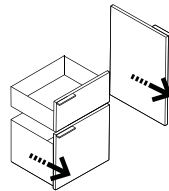
# How to separate a high unit

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



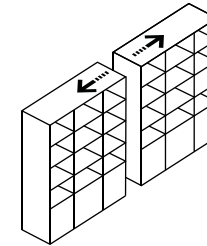
- 1 Before taking your furniture apart, we recommend requesting a sticker set from our Customer Services to label your furniture and make reassembly much easier.

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

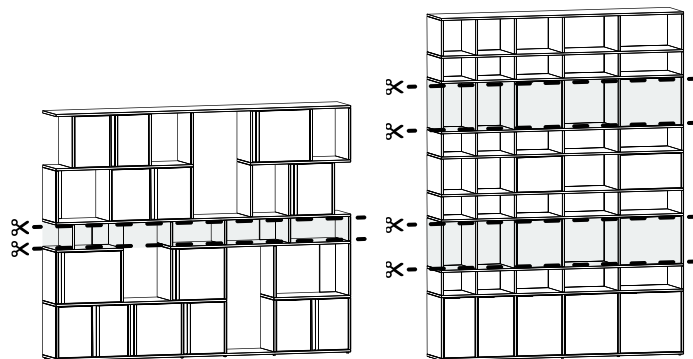


- 2 Before disassembling your shelf, make sure it's completely empty. Remove all doors and drawers, then detach the legs or plinth.

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

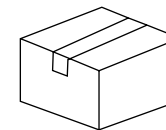


- 3 For shelves wider than 240cm that are made of two or more parts, you'll need to disconnect the individual parts first (see page 9 for more information).



- 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:** Furniture up to 2m tall can be divided into two sections, or three sections if it's over 2m high. Don't forget to make sure the pieces fit into your vehicle (see configuration examples on the page 11).



- 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!

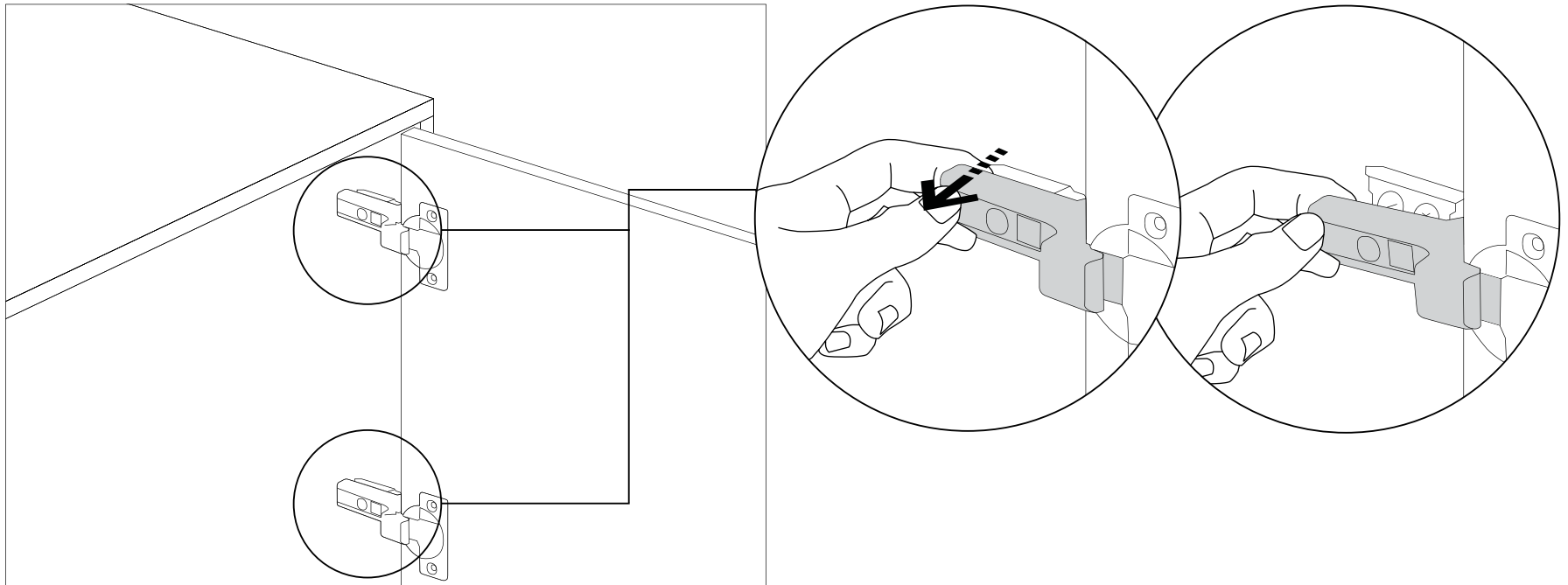
# Removing doors

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

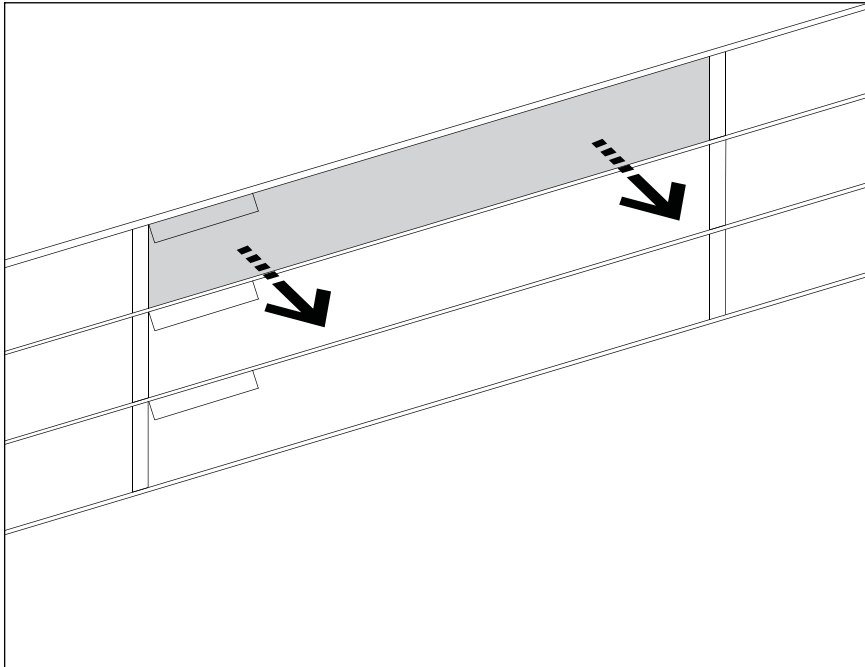
Scan the QR code to see how it works:



Page 1/2

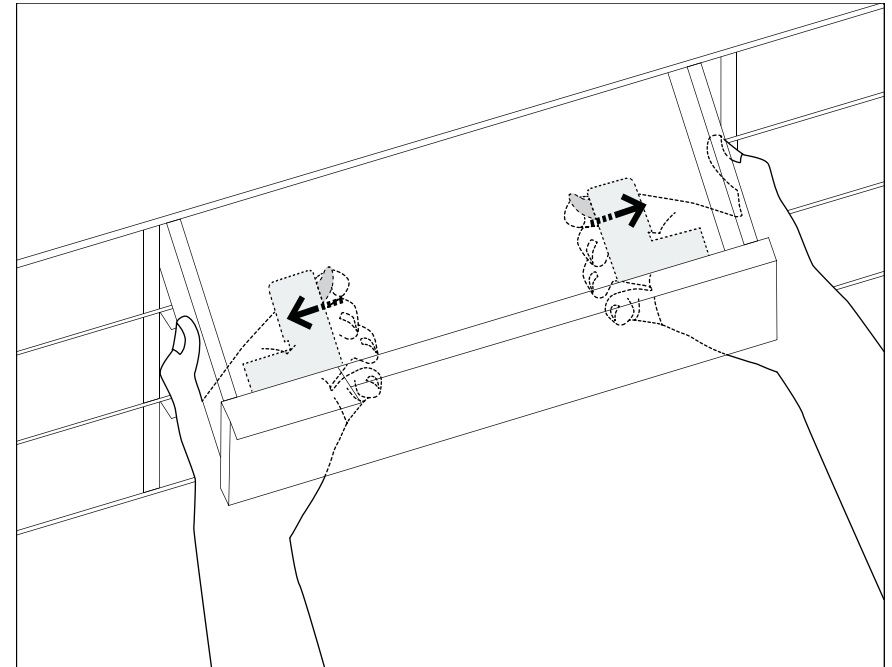
QR codes not your thing? Visit:

<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

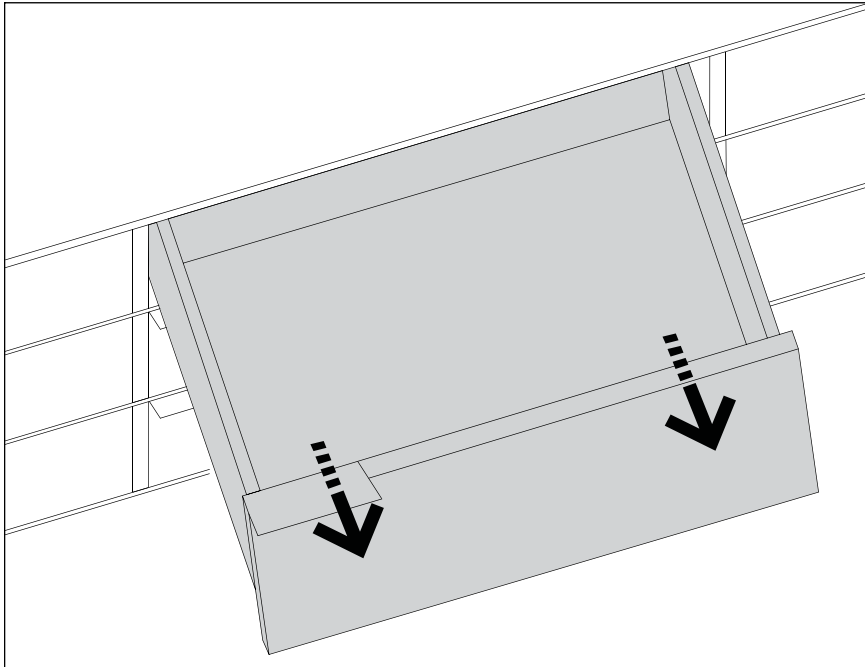
Scan the QR code to learn how to disassembly a drawer:



Page 2/2

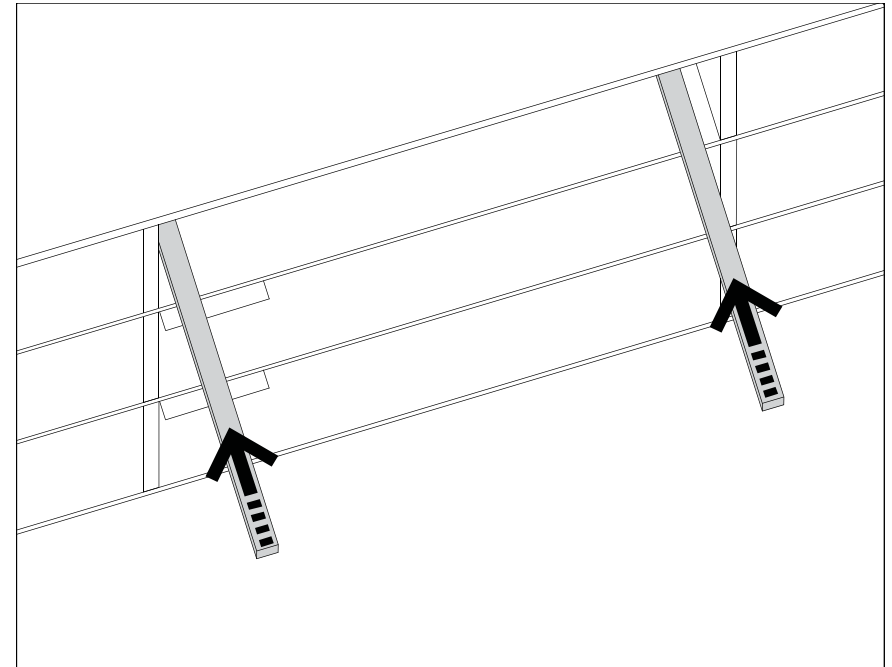
QR codes not your thing? Visit:

<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 high unit

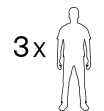
Page 1/2

BEFORE YOU START,  
PREPARE:

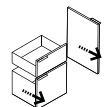


ALLEN KEY

ALSO:



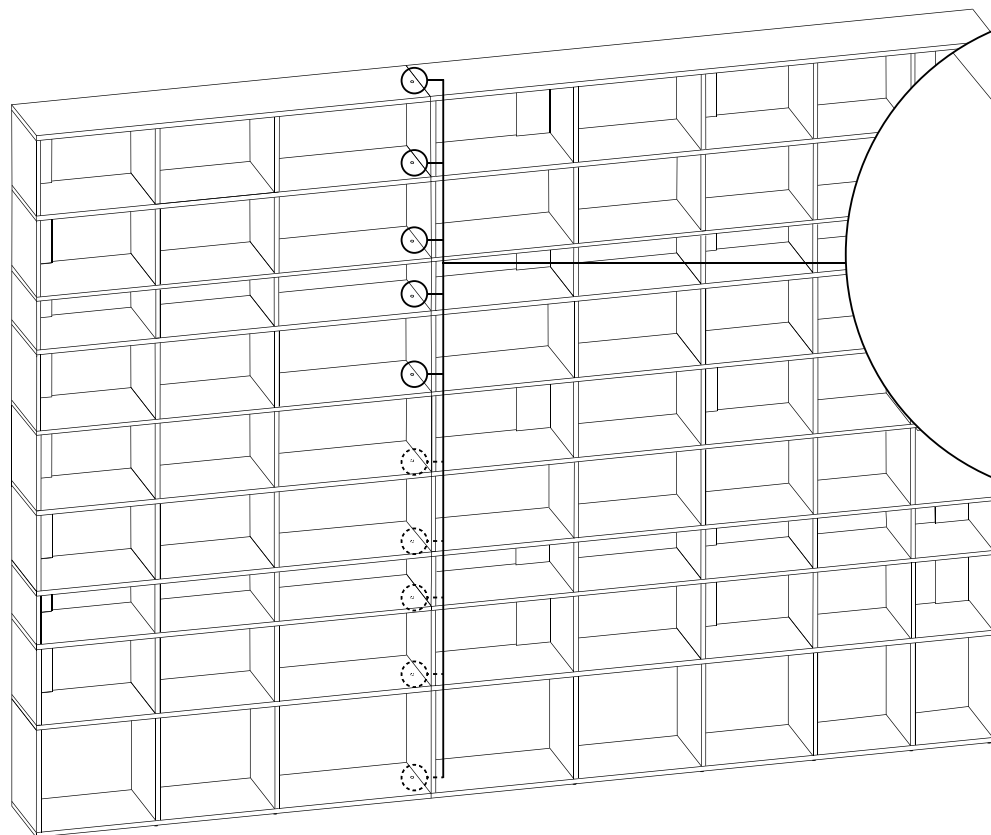
3X GROUP OF 3  
COMPETENT  
ADULTS



REMOVE ALL  
DOORS AND  
DRAWERS



DETACH  
FROM WALL



1

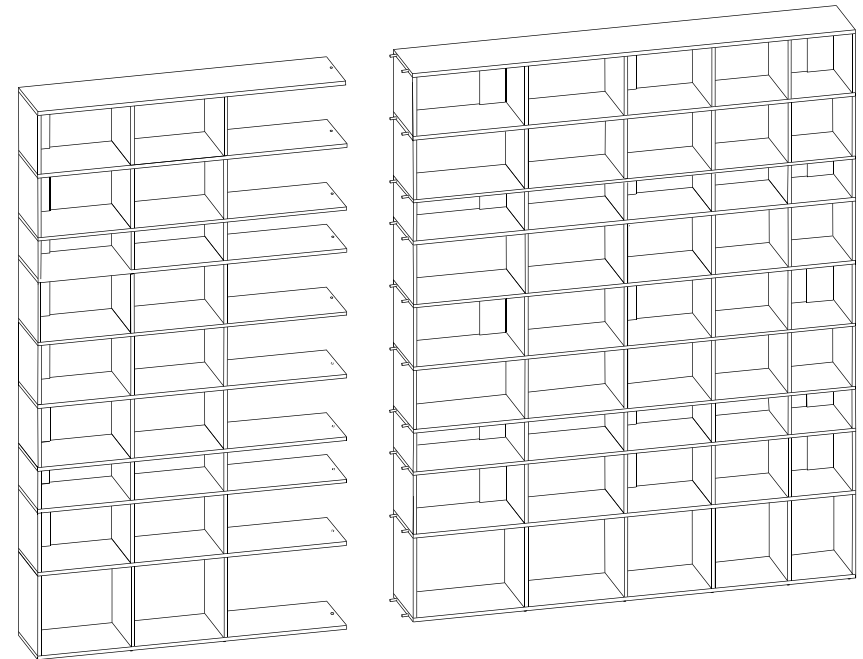
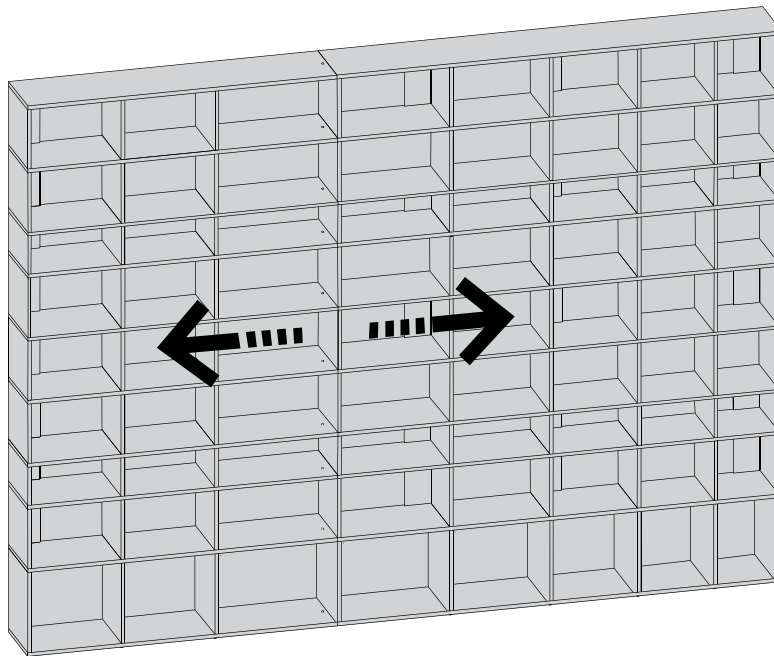
To disconnect two part units,  
locate the drilled holes  
in the horizontals.

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 high unit

Page 2/2



3

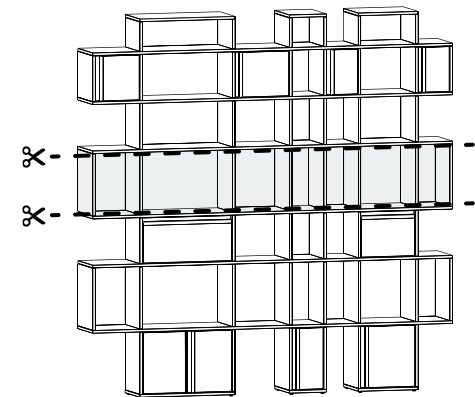
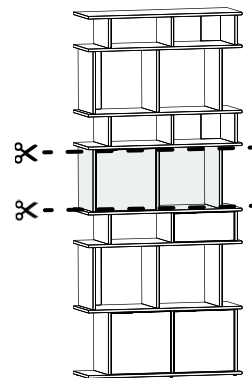
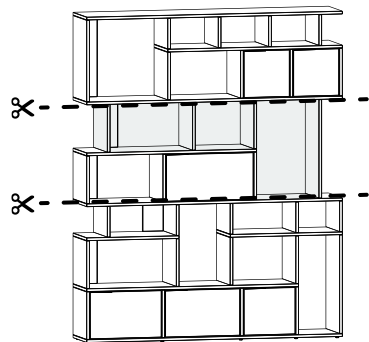
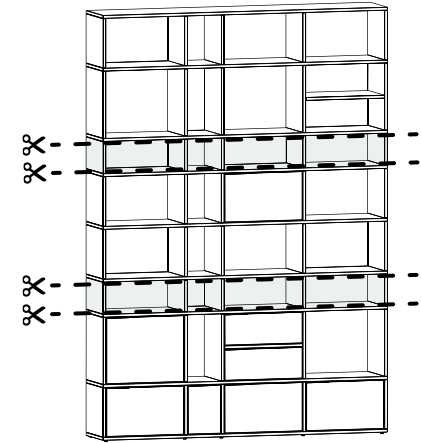
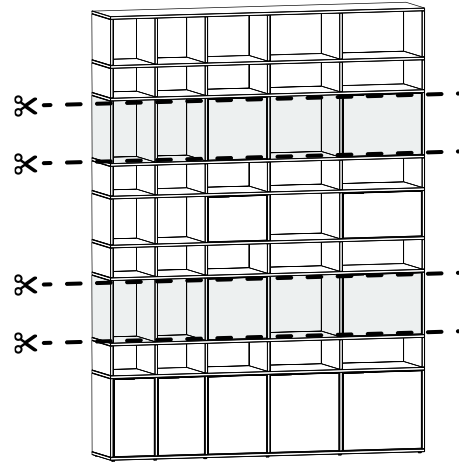
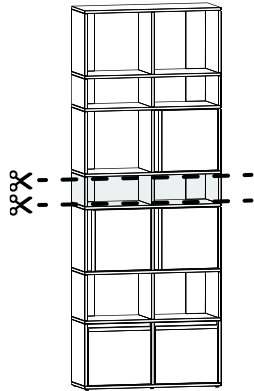
Now gently pull them apart (with a minimum of two competent adults supporting the units on either side).

# Disassembling modules: how to separate rows – high 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 – high units

Page 1/5

BEFORE YOU START,  
PREPARE:



RUBBER  
MALLET



FELT-  
COVERED  
PROTECTIVE  
BOARD



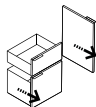
PACKING  
ADHESIVE  
TAPE

ALSO:

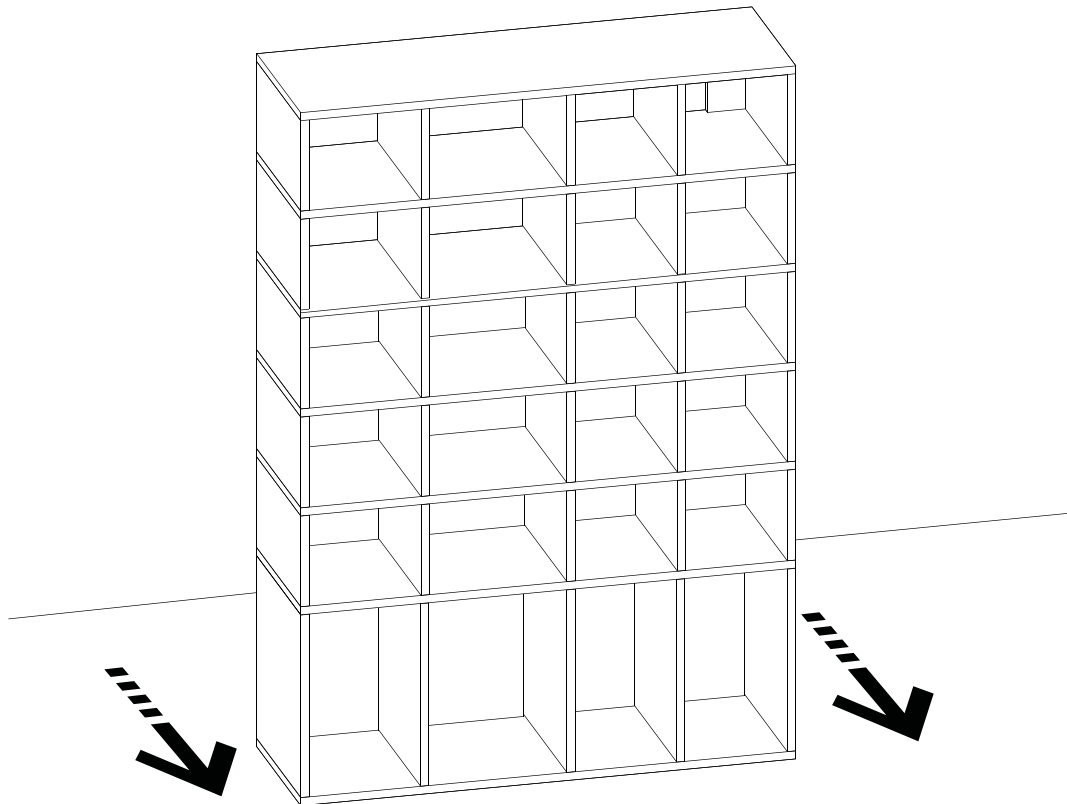
3x



GROUP OF 3  
COMPETENT  
ADULTS



REMOVE ALL  
DOORS AND  
DRAWERS



Scan the QR code to  
see how it works  
(technique 2):



QR codes not your  
thing? Visit:

[https://youtu.be/\\_yjSDPmH4s8](https://youtu.be/_yjSDPmH4s8)

1

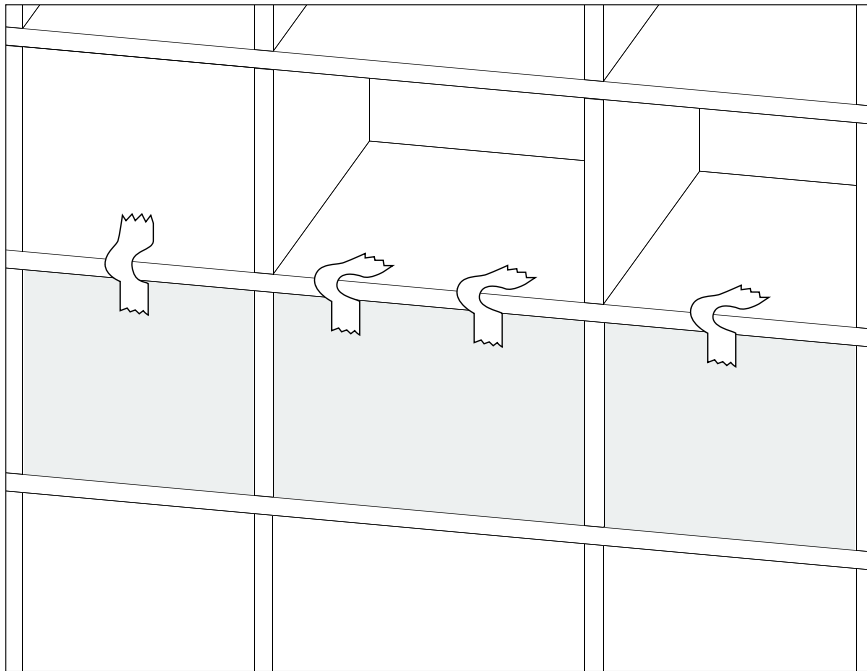
To disassemble a tall unit in modules, unfasten the shelf from the wall and move it forward. This will create space behind for you to stand, disassemble, and move freely.

**Remember:** The unit is heavy! Make sure you have people on hand to help.



# Disassembling modules: how to separate rows – high units

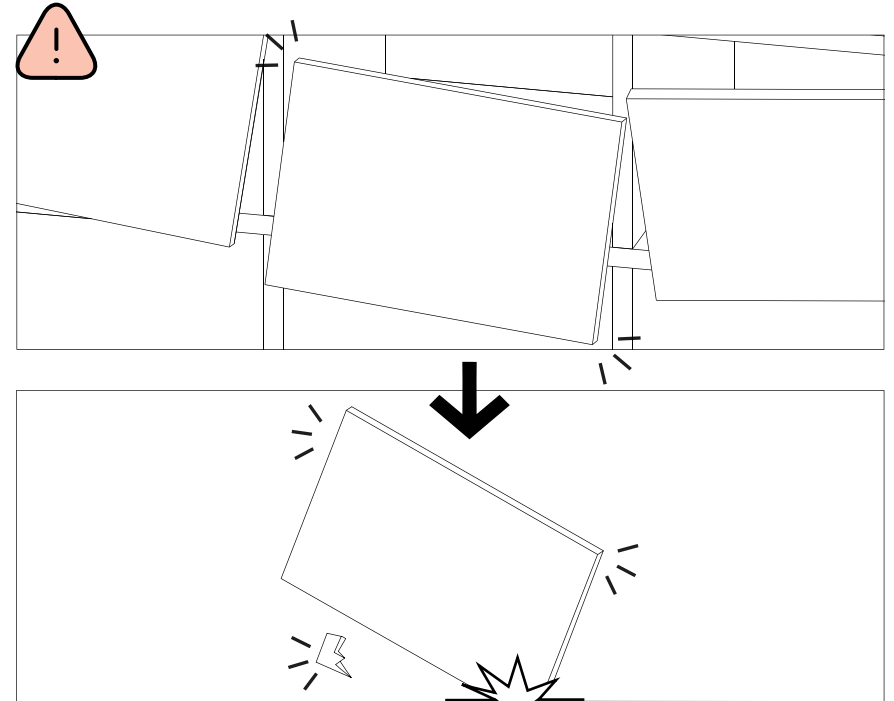
Page 2/5



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.

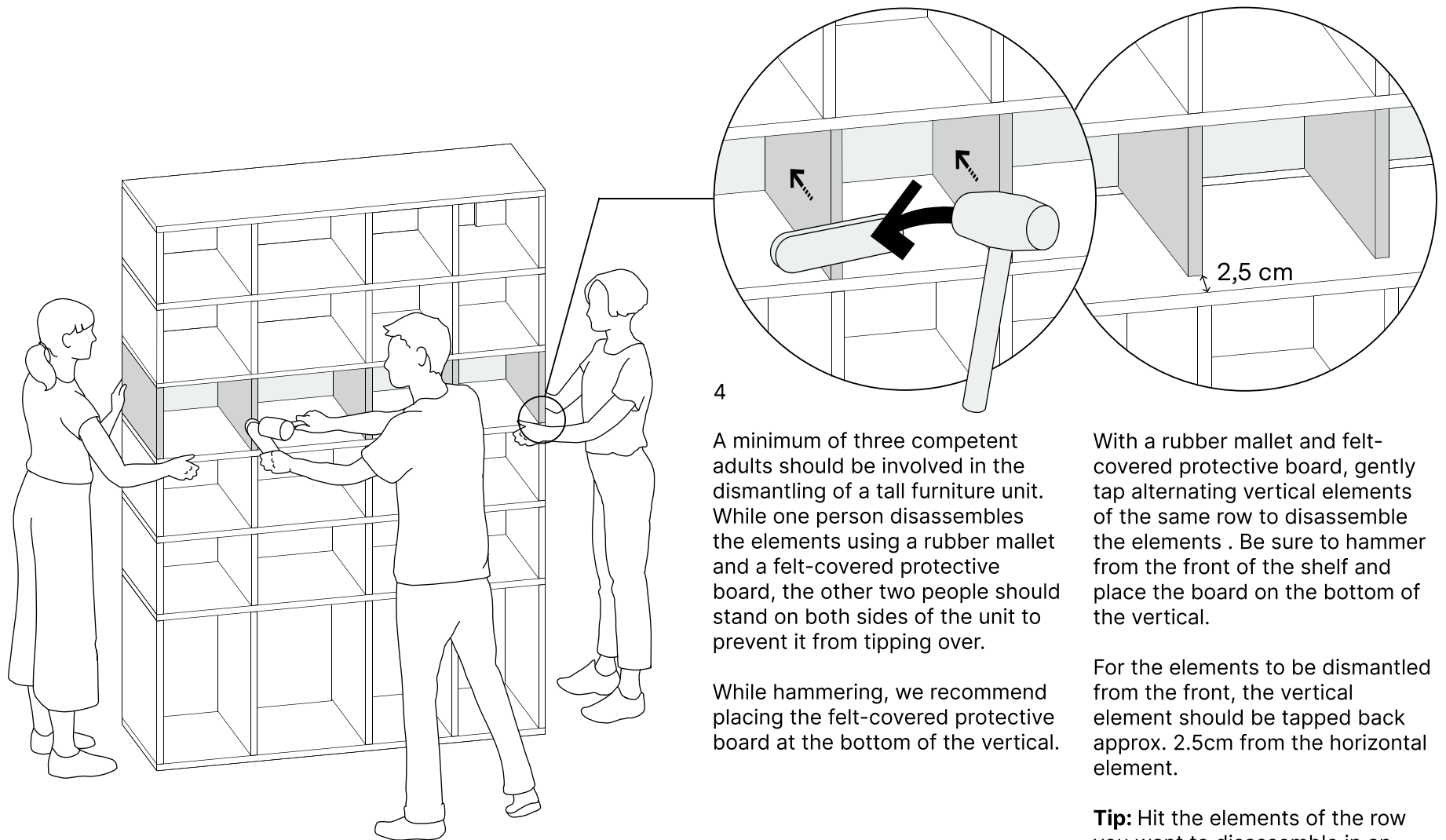


3

Securing the back panels with tape is essential to prevent damage or injury.

# Disassembling modules: how to separate rows – high units

Page 3/5



4

A minimum of three competent adults should be involved in the dismantling of a tall furniture unit. While one person disassembles the elements using a rubber mallet and a felt-covered protective board, the other two people should stand on both sides of the unit to prevent it from tipping over.

While hammering, we recommend placing the felt-covered protective board at the bottom of the vertical.

With a rubber mallet and felt-covered protective board, gently tap alternating vertical elements of the same row to disassemble the elements. Be sure to hammer from the front of the shelf and place the board on the bottom of the vertical.

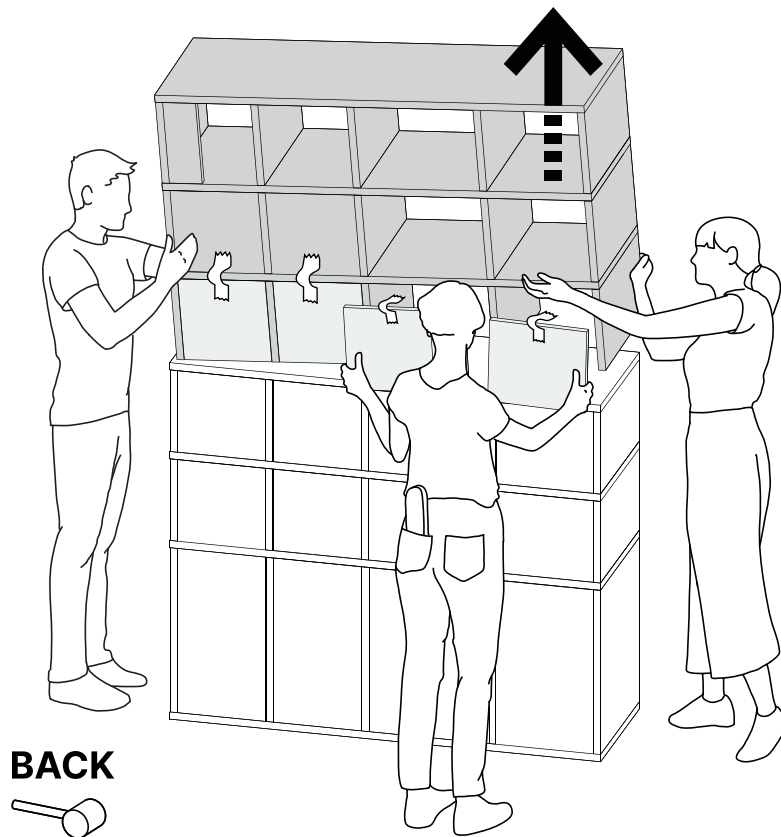
For the elements to be dismantled from the front, the vertical element should be tapped back approx. 2.5cm from the horizontal element.

**Tip:** Hit the elements of the row you want to disassemble in an alternating pattern.

**FRONT**

# Disassembling modules: how to separate rows – high units

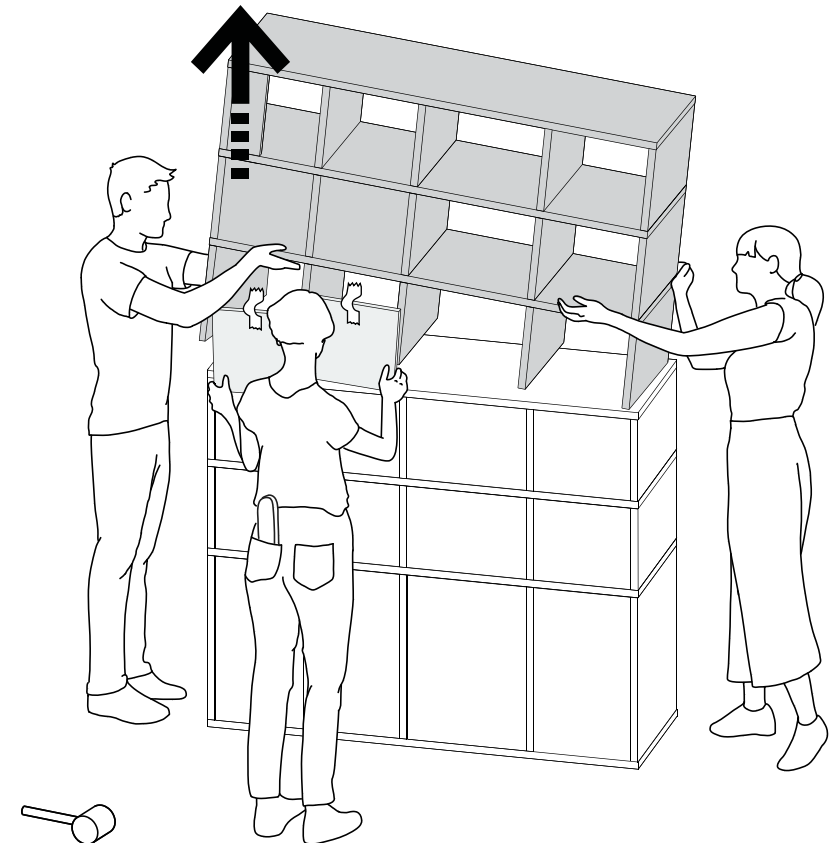
Page 4/5



5

To disassemble the module, slightly lift one side of of the disconnected part of the module. This helps the person behind the shelf to remove the back panels.

Lift the elements slowly so that the back panels do not fall out.



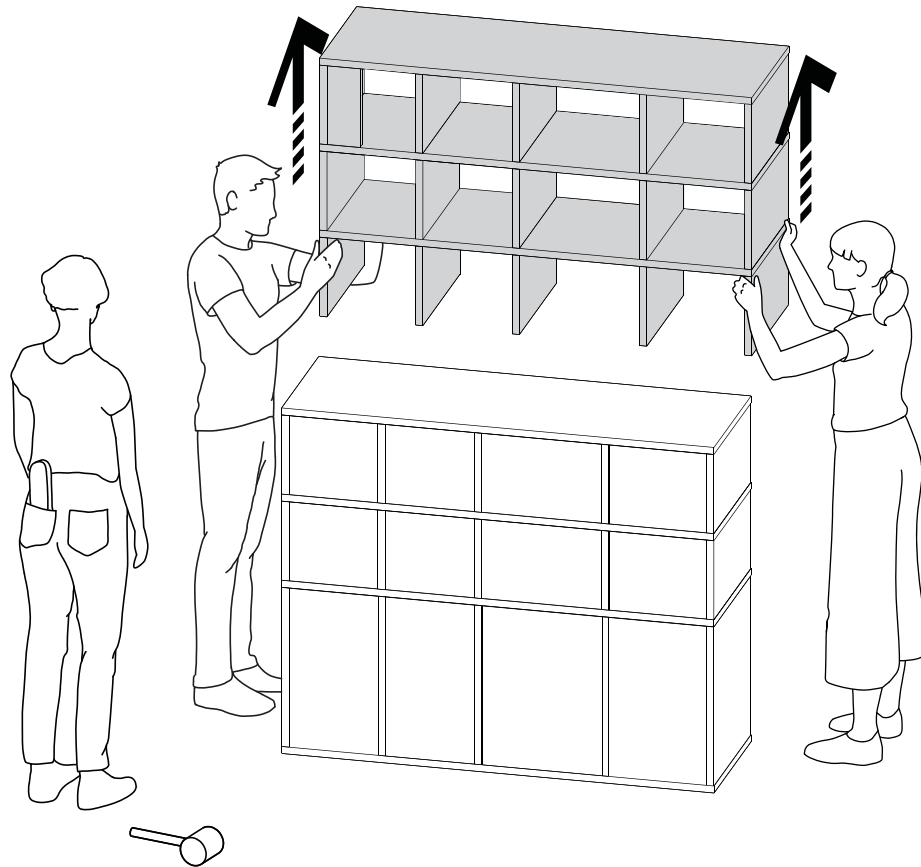
6

Next, slightly lift the other side of of the disconnected section of the module . The person behind the shelf can now remove the rest of the back panels.

# Disassembling modules: how to separate rows

## – high units

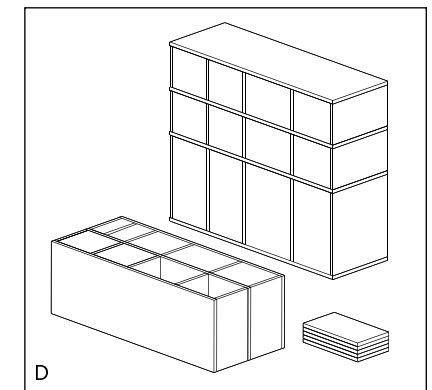
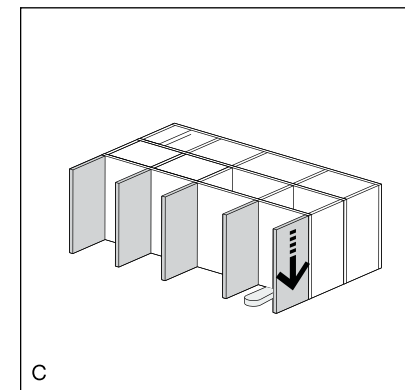
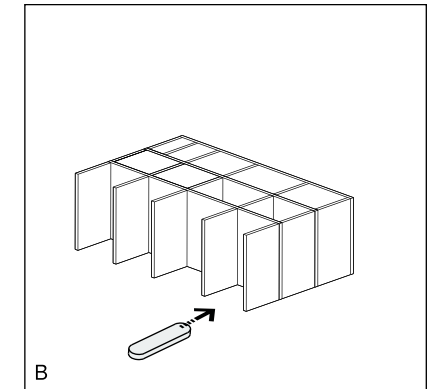
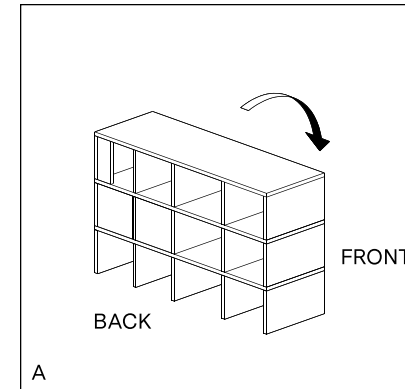
Page 5/5



7

Remember: The shelf is heavy, so make sure you've organised an area where you can safely place the modules where they cannot tip over or cause injury.

To remove the module, lift the element on both sides at the same time. Place it on the floor, making sure not to damage the verticals.



8

Place the unit face down. Lift it slightly and slide the felt-covered protective board under the horizontal element as close to the vertical you want to dismount as possible. Now press down the vertical elements. Disassemble all the verticals in a row this way. If required, this section might be useful: **'How to protect elements for transport'**.

# Vertical element disassembly - from bottom to top

Scan the QR code to see how it works:



QR codes not your thing? Visit:

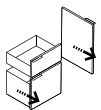
<https://youtu.be/71SSgWoiwE>

BEFORE YOU START, PREPARE:

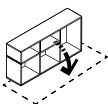


FELT-COVERED PROTECTIVE BOARD

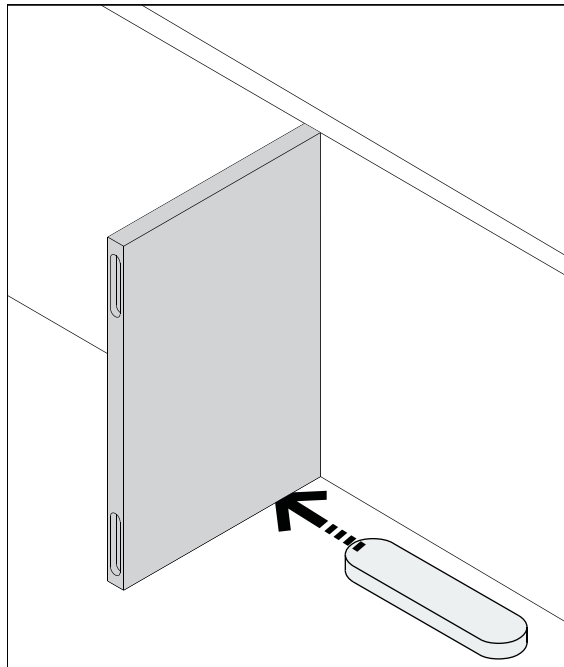
ALSO:



REMOVE ALL DOORS AND DRAWERS

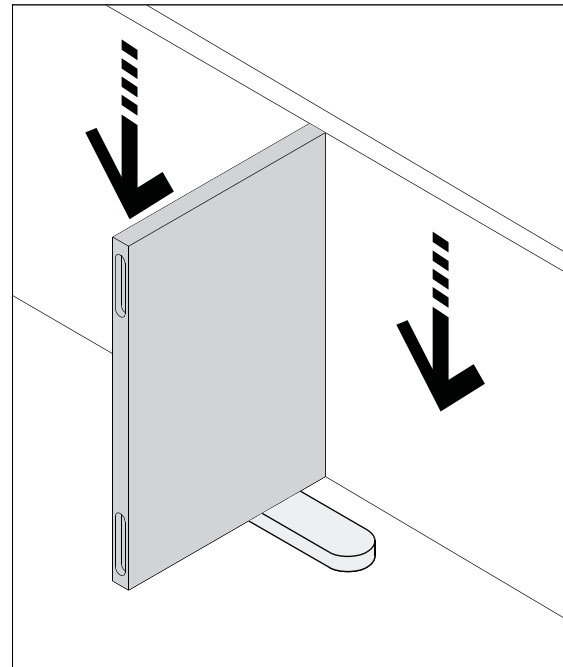


PLACE THE UNIT FACING DOWN ON A CARD-BOARD OR A RUG



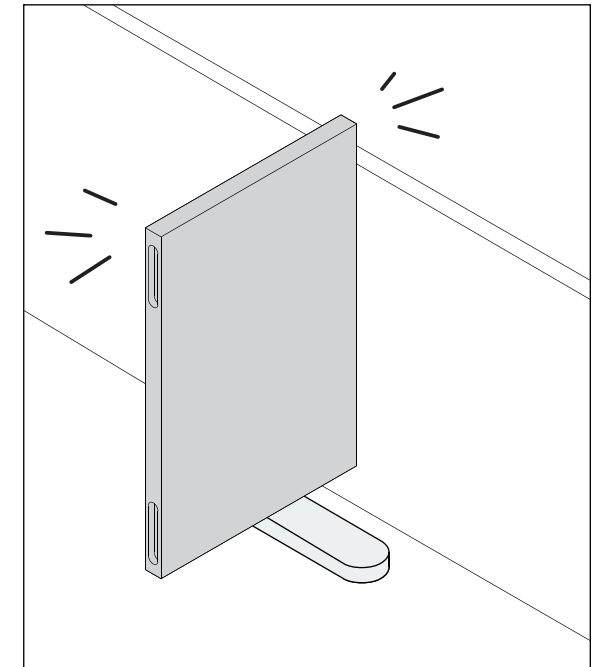
1

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.

# Removing inserts

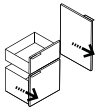
Scan the QR code to see how it works:



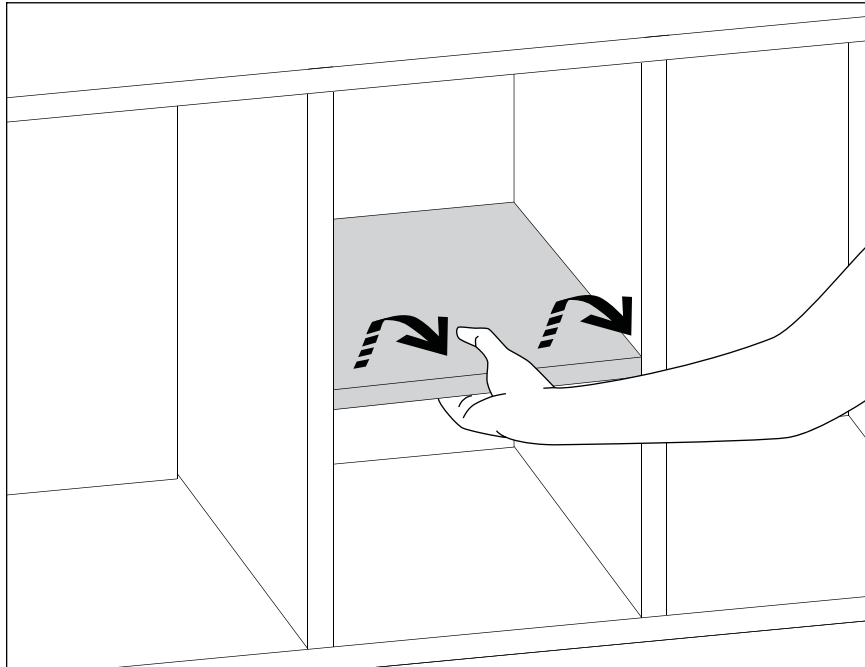
QR codes not your thing? Visit:

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

BEFORE YOU START,  
PREPARE:

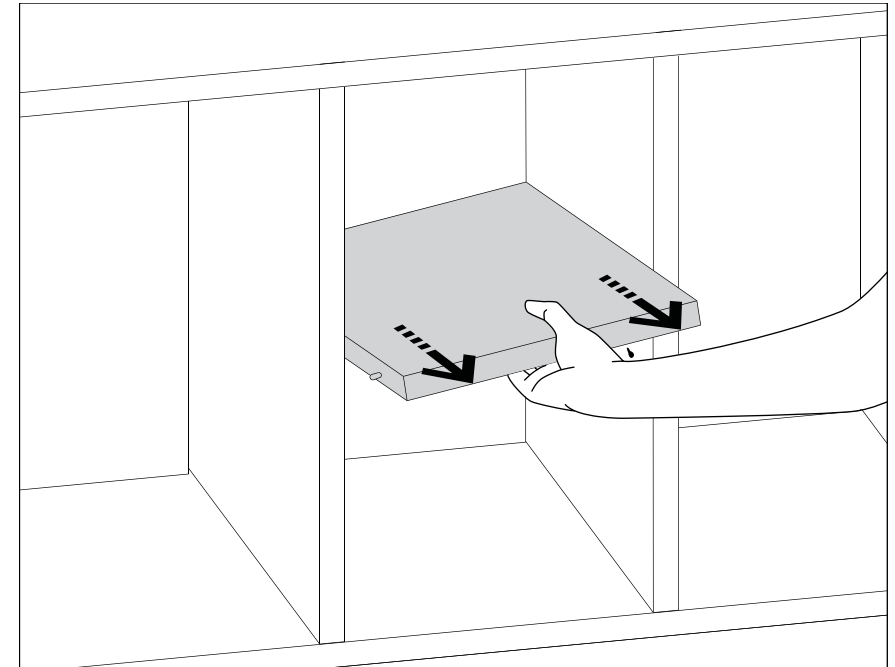


REMOVE ALL  
DOORS AND  
DRAWERS



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:

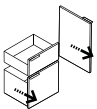
<https://youtu.be/1eMum5ec0ig>

BEFORE YOU START,  
PREPARE:

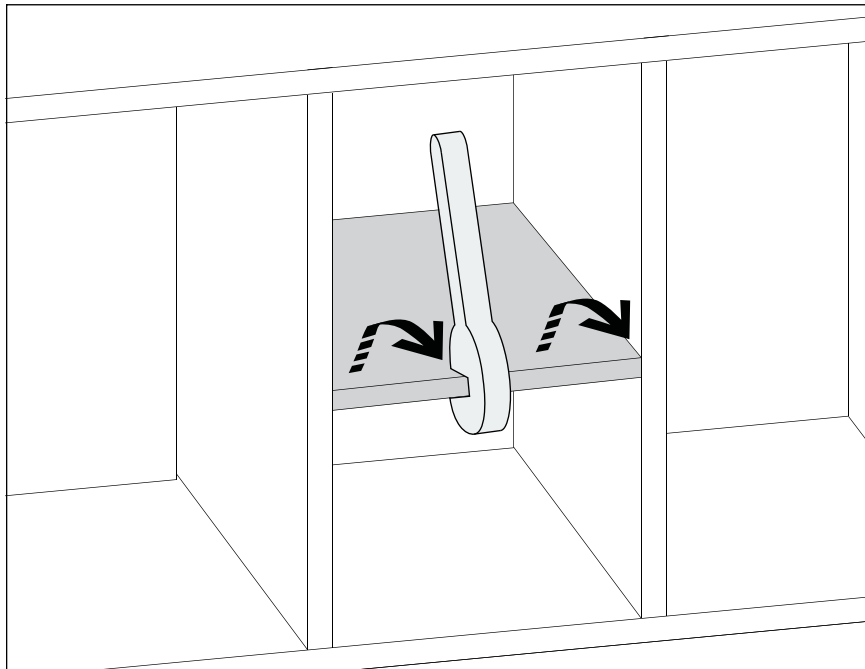


FELT-  
COVERED  
PROTECTIVE  
KEY

ALSO:

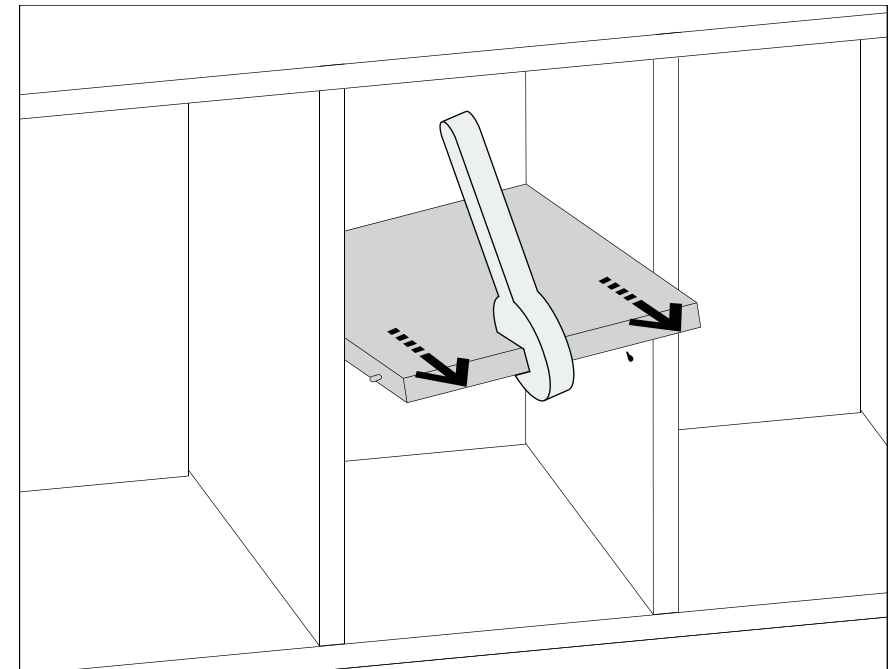


REMOVE ALL  
DOORS AND  
DRAWERS



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.

# Disassembly of back panels - high units

Scan the QR code to see how it works (technique 2):



Page 1/5

BEFORE YOU START,  
PREPARE:



RUBBER  
MALLET



FELT-  
COVERED  
PROTECTIVE  
BOARD



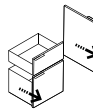
PACKING  
ADHESIVE  
TAPE

ALSO:

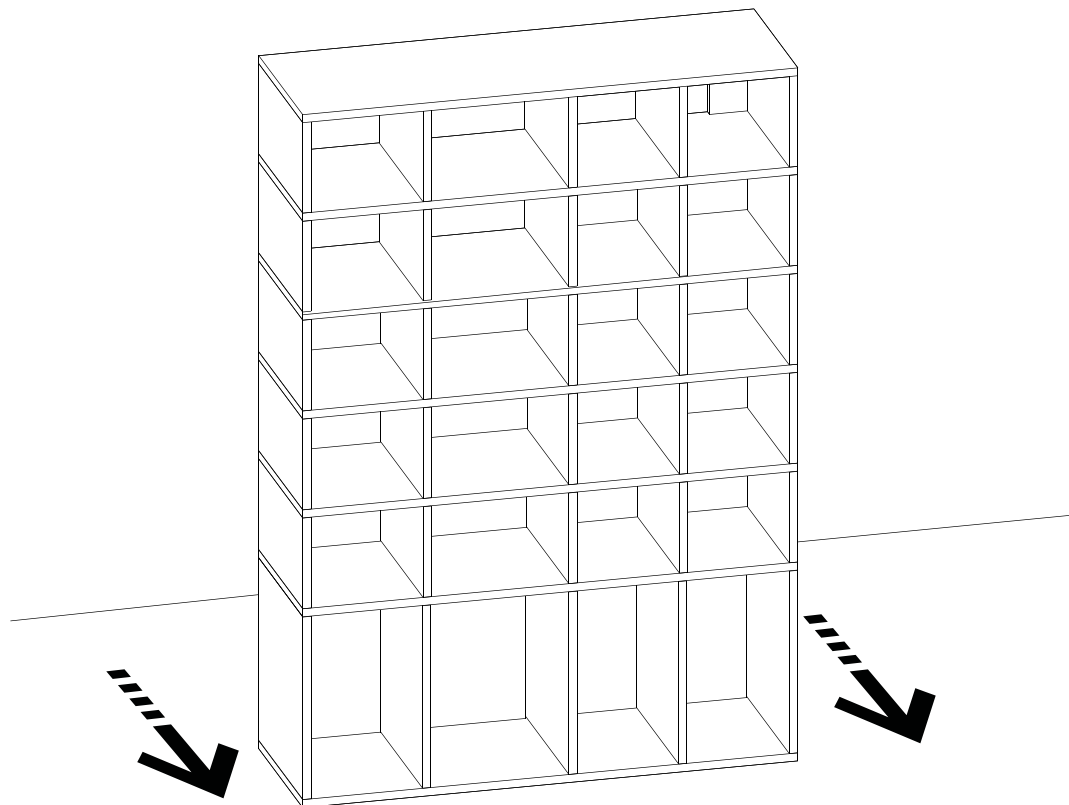
3x



GROUP OF 3  
COMPETENT  
ADULTS



REMOVE ALL  
DOORS AND  
DRAWERS



1

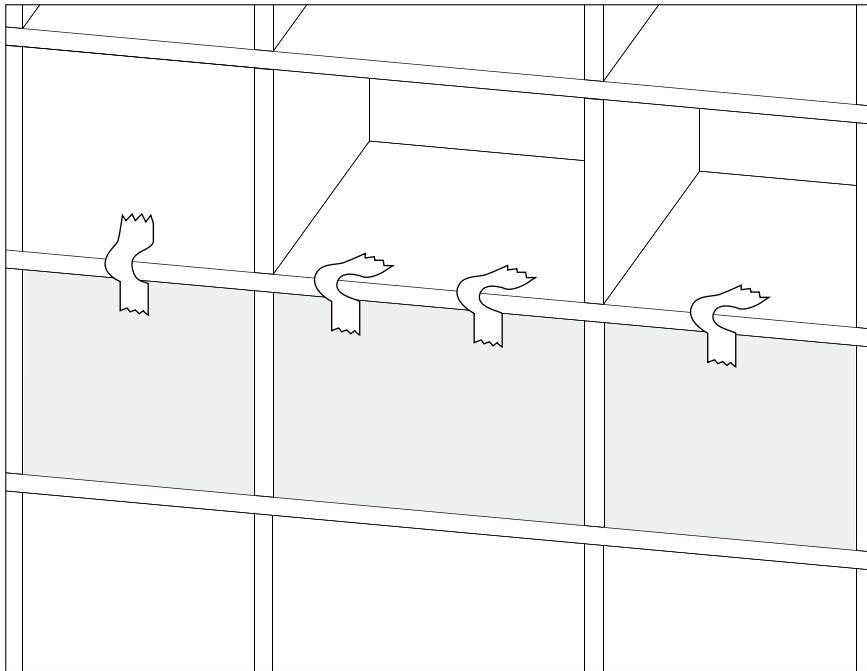
To remove the back panels in a tall unit, unfasten the shelf from the wall and move it forward. This will create space behind for you to stand, disassemble, and move freely.

**Remember:** The unit is heavy!  
Make sure you have people around to help.



# Disassembly of back panels - high units

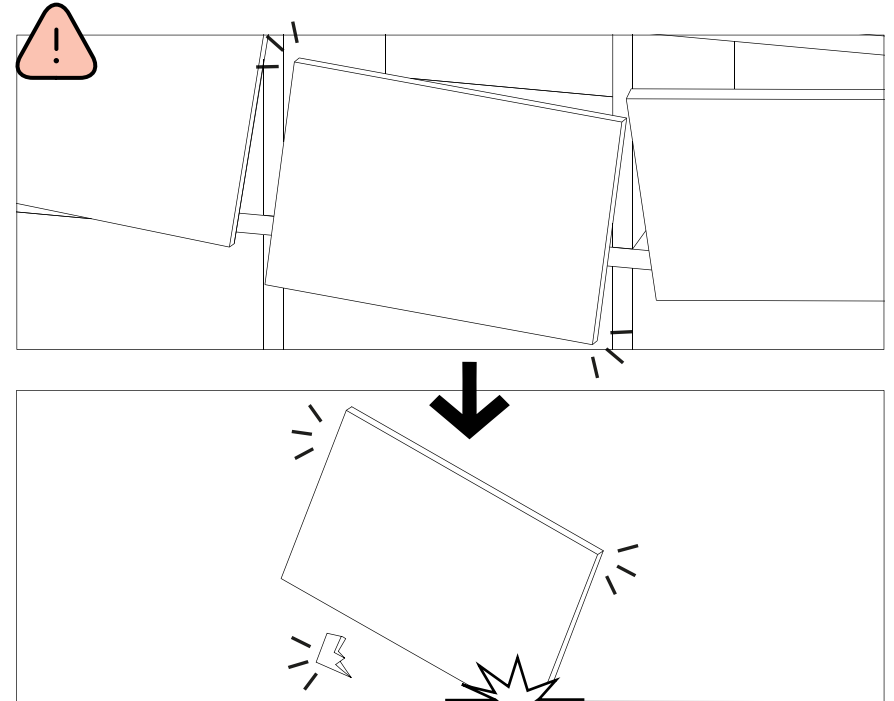
Page 2/5



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.

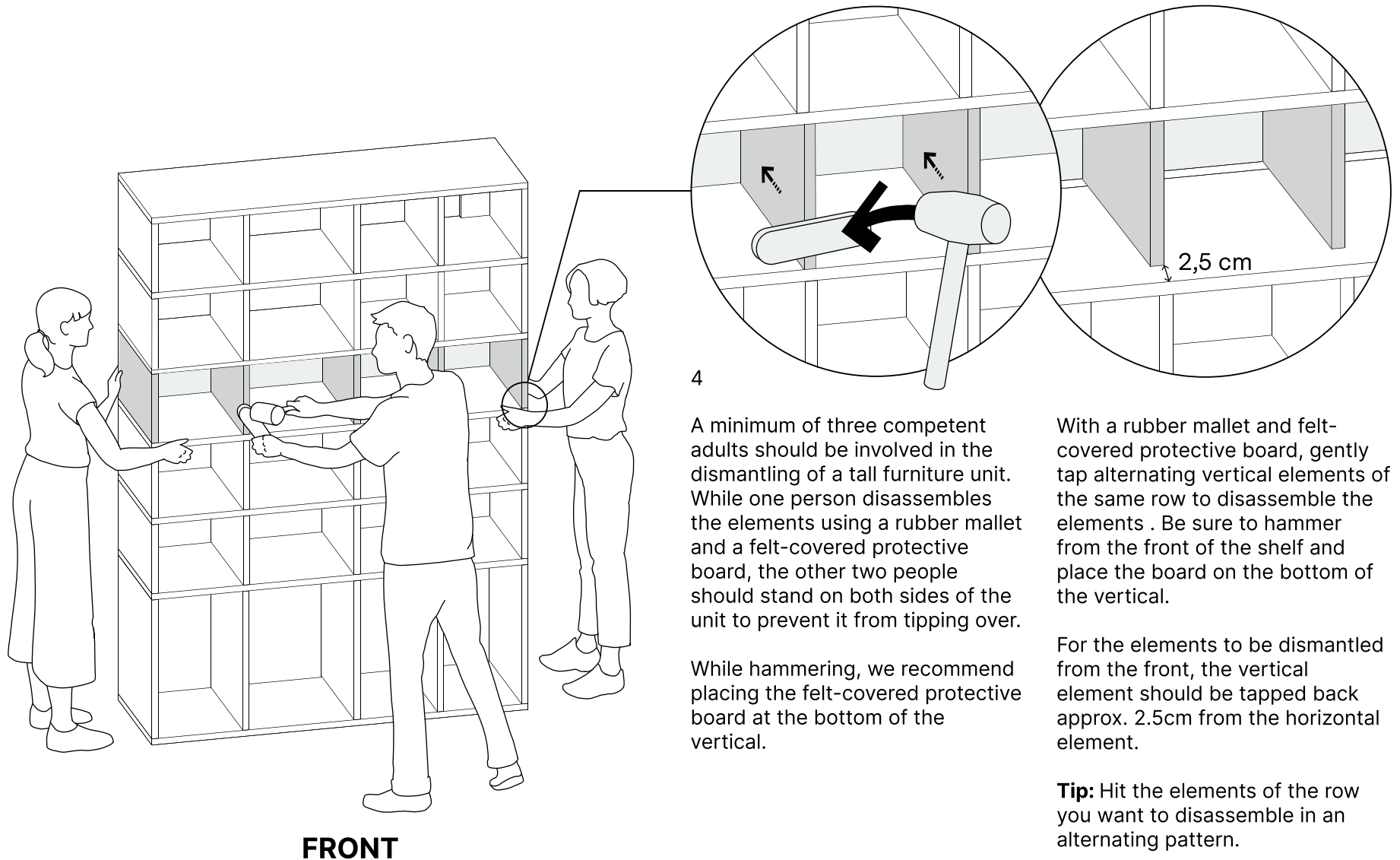


3

Securing the back panels with tape is essential to prevent damage or injury.

# Disassembly of back panels - high units

Page 3/5



4

A minimum of three competent adults should be involved in the dismantling of a tall furniture unit. While one person disassembles the elements using a rubber mallet and a felt-covered protective board, the other two people should stand on both sides of the unit to prevent it from tipping over.

While hammering, we recommend placing the felt-covered protective board at the bottom of the vertical.

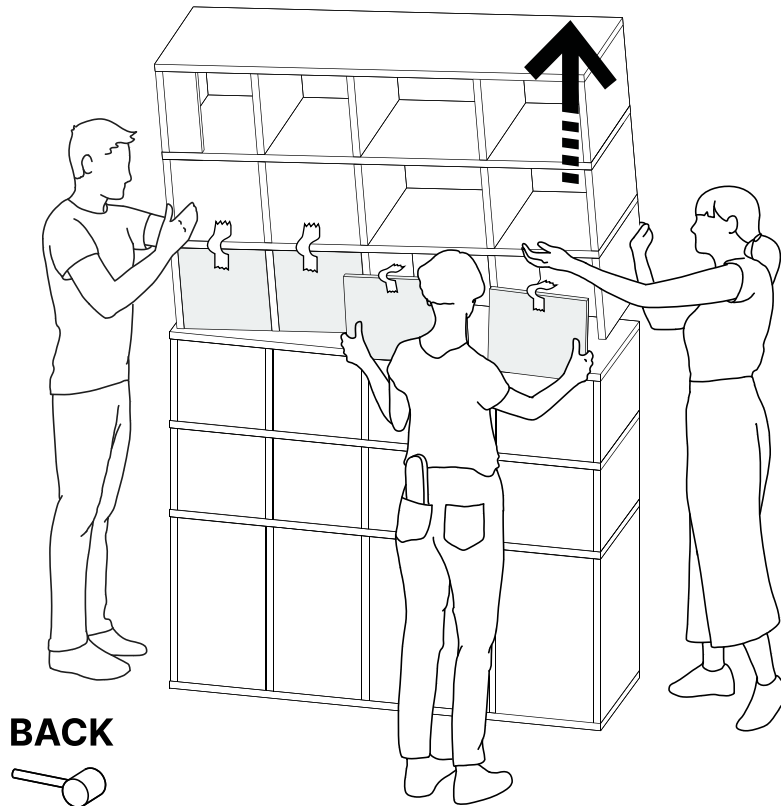
With a rubber mallet and felt-covered protective board, gently tap alternating vertical elements of the same row to disassemble the elements. Be sure to hammer from the front of the shelf and place the board on the bottom of the vertical.

For the elements to be dismantled from the front, the vertical element should be tapped back approx. 2.5cm from the horizontal element.

**Tip:** Hit the elements of the row you want to disassemble in an alternating pattern.

# Disassembly of back panels - high units

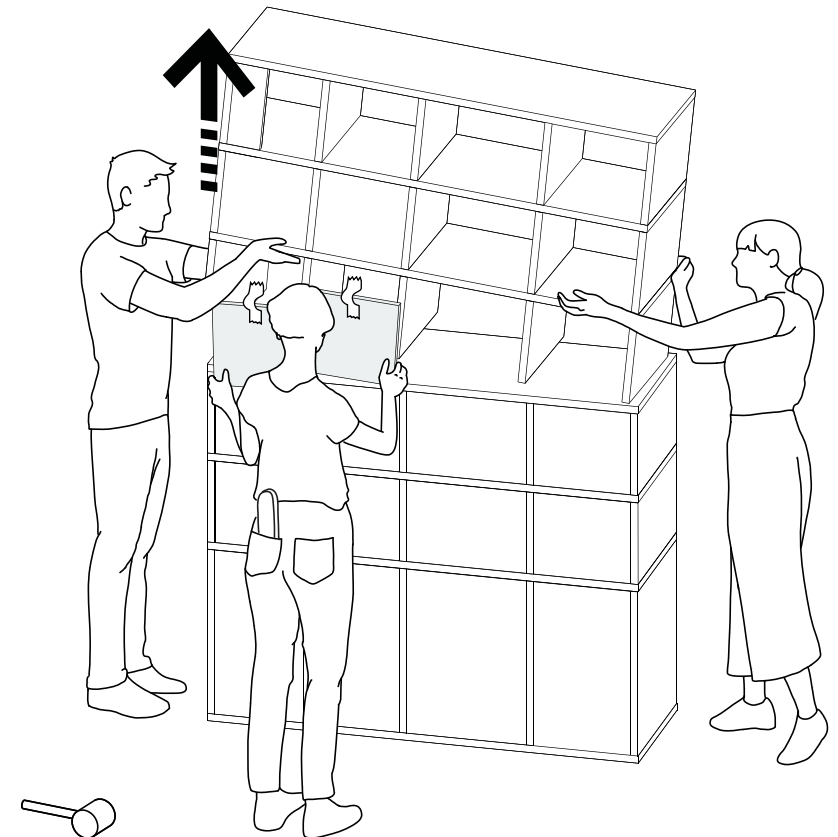
Page 4/5



5

To disassemble the module, slightly lift one side of of the disconnected part of the module. This helps the person behind the shelf to remove the back panels.

Lift the elements slowly so that the back panels do not fall out.

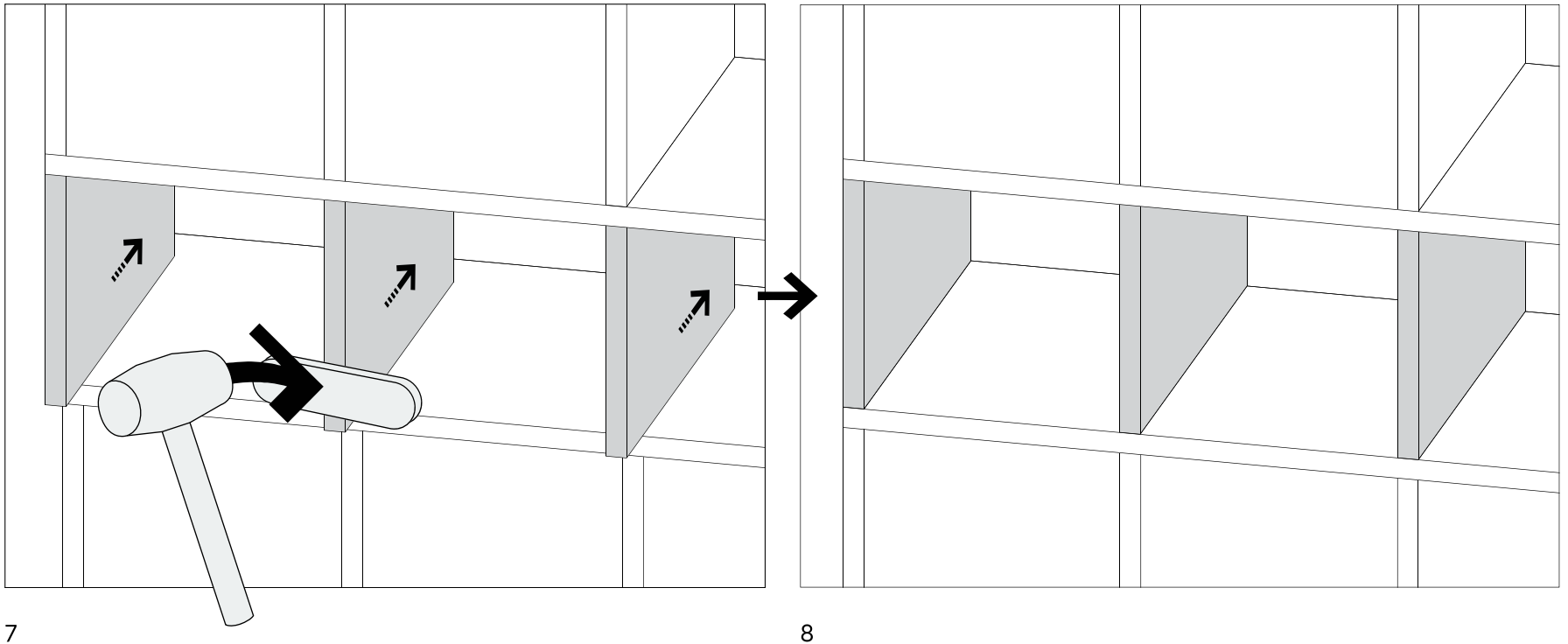


6

Next, slightly lift the other side of of the disconnected section of the module . The person behind the shelf can now remove the rest of the back panels.

# Disassembly of back panels - high units

Page 5/5



7

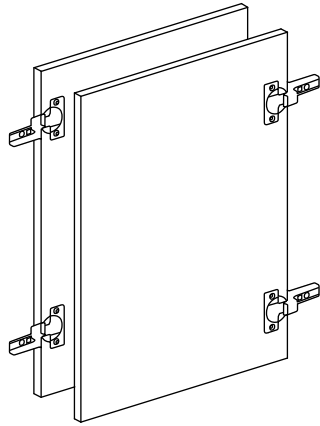
When you want to reassemble your rack, gently tap the vertical elements that need to be assembled in an alternating pattern with a rubber mallet. Hit from the back of the shelving unit.

**Tip:** While hammering, place the felt-covered protective board at the bottom of the vertical.

8

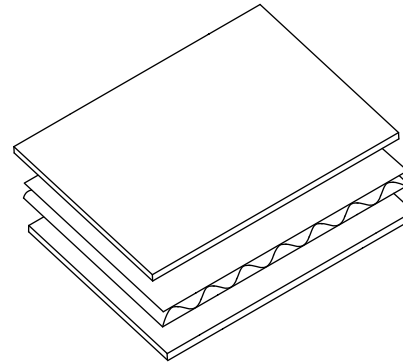
After reassembling, every vertical and horizontal element should be even and aligned in relation to each other.

# How to protect elements for transport

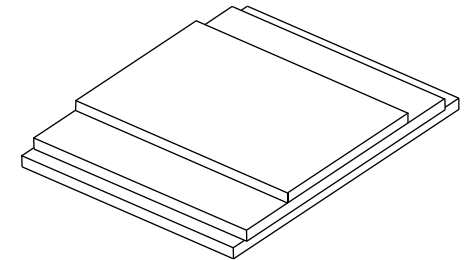


Components with hinges, slides and handles must be positioned so as not to scratch other elements. They must all be outside of each other, overlapping.

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 - high units

Scan the QR code to see how it works:



Page 1/6

BEFORE YOU START,  
PREPARE:



RUBBER  
MALLET



FELT-  
COVERED  
PROTECTIVE  
BOARD



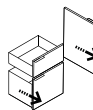
PACKING  
ADHESIVE  
TAPE

ALSO:

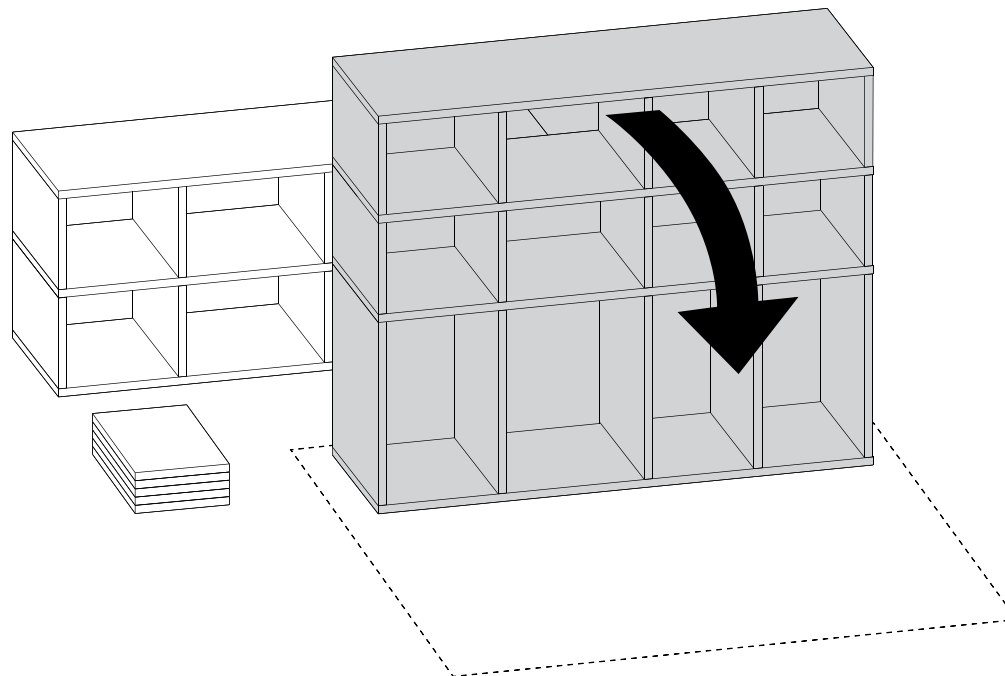
3x



GROUP OF 3  
COMPETENT  
ADULTS



REMOVE ALL  
DOORS AND  
DRAWERS

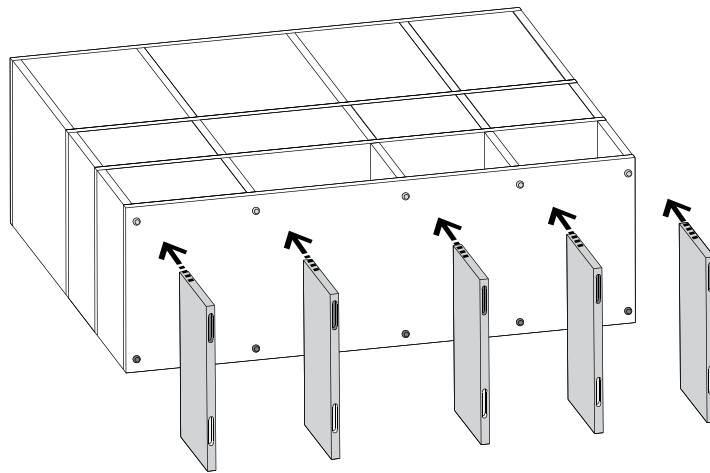


1

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

# Reassembly in modules - high units

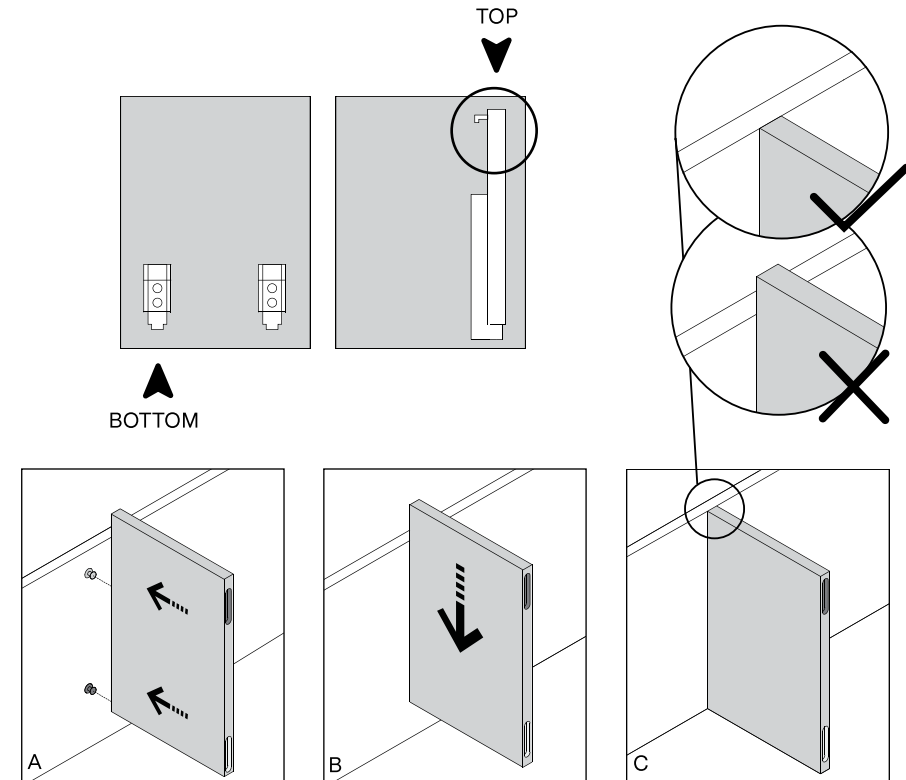
Page 2/6



2

Remember to secure the floor!

Place the module that is the bottom part of the furniture face down. Reinstall the verticals you removed before transporting.



3

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 - high units

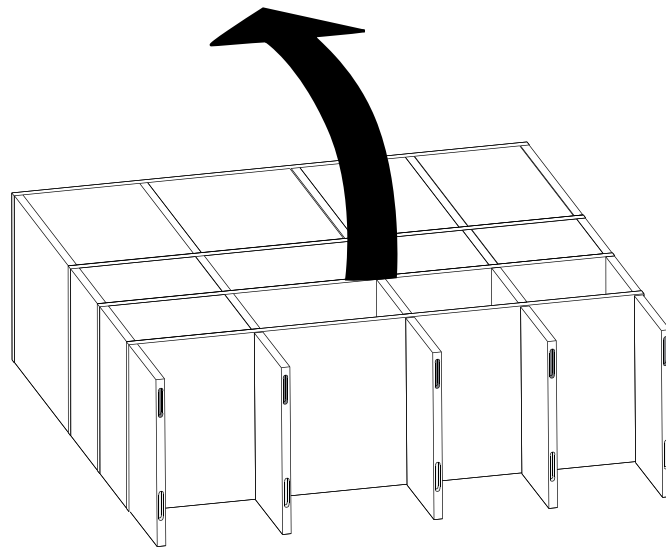
Scan the QR code to see how it works:



Page 3/6

QR codes not your thing? Visit:

<https://youtu.be/nO2MPDnBXDk>

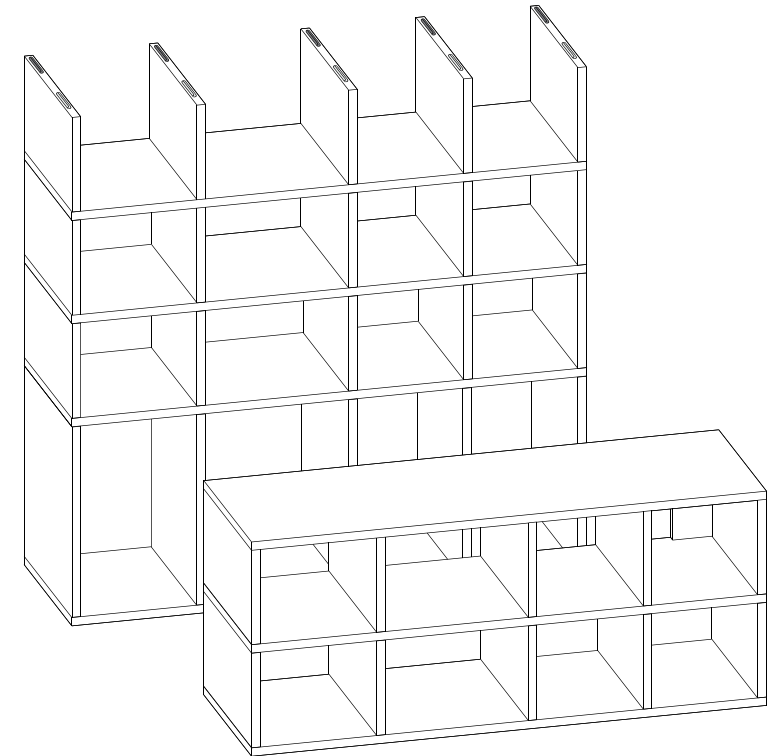


## TECHNIQUE 1

4A

Once all the verticals have been correctly fitted, lift up the shelving unit.

**Tip:** You can also fit the next module before lifting the furniture, although this will make the furniture heavier (see page 32). If you choose not to, continue to the next step.



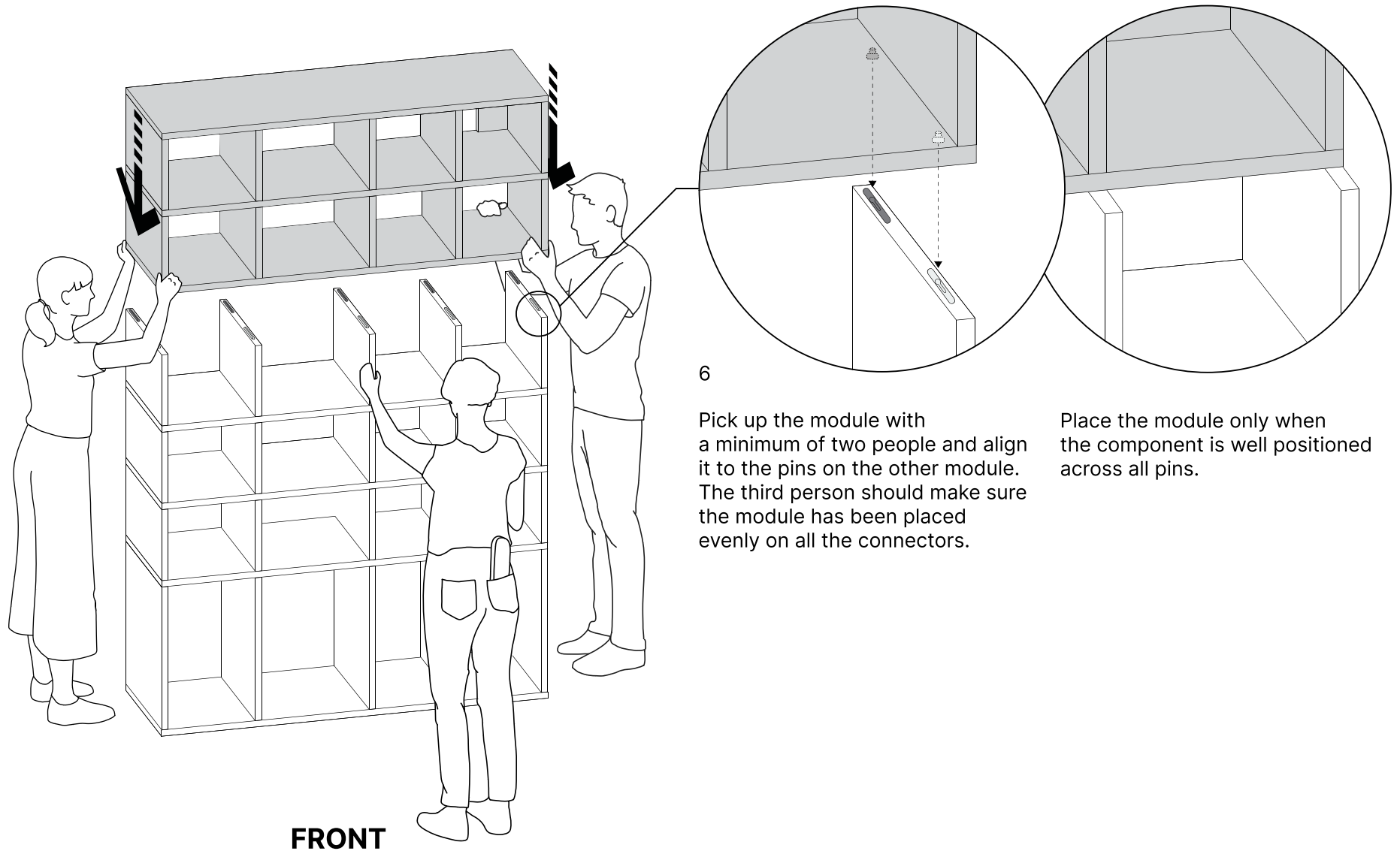
5A

Prepare the next module to be assembled.



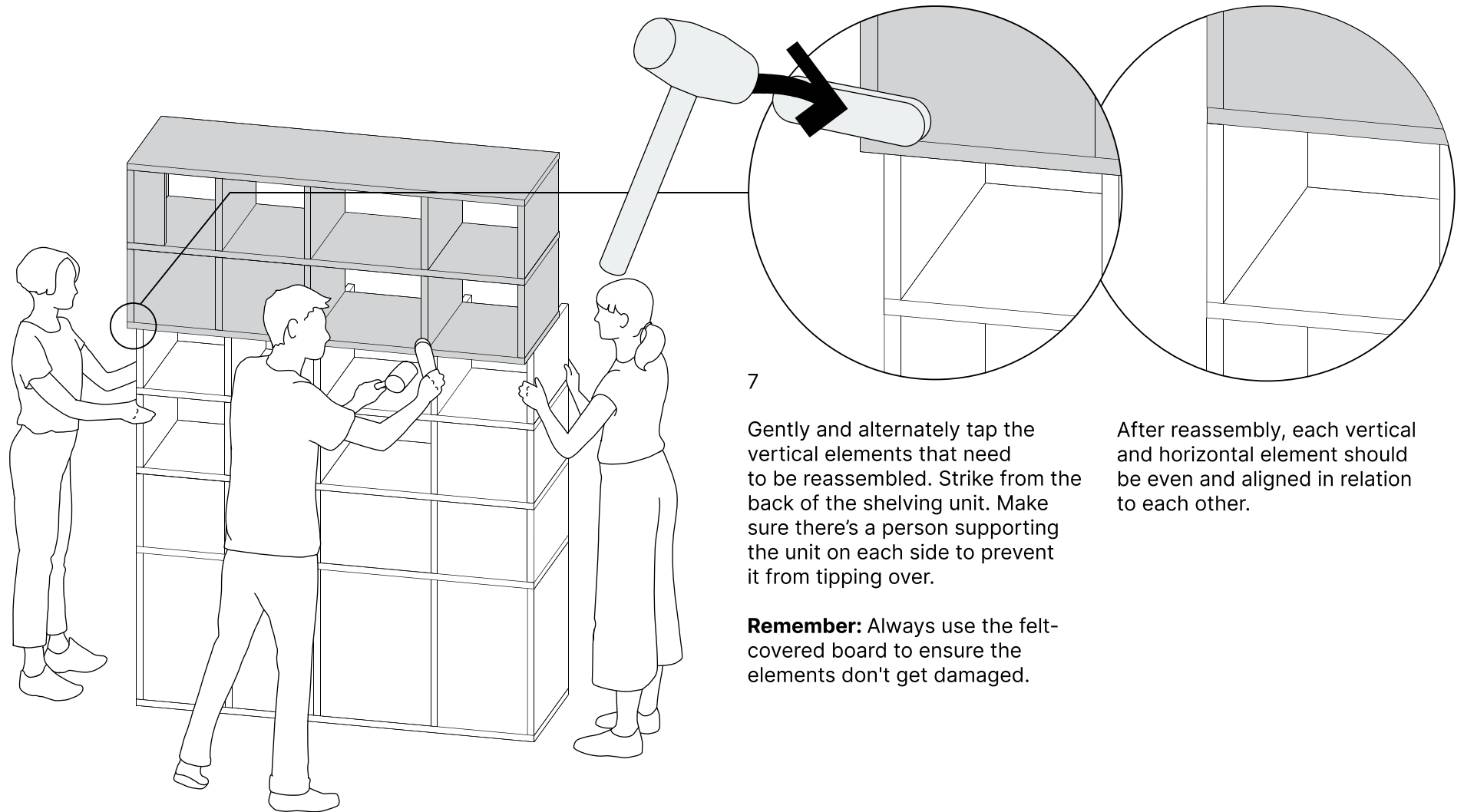
# Reassembly in modules - high units

Page 4/6



# Reassembly in modules - high units

Page 5/6



7

Gently and alternately tap the vertical elements that need to be reassembled. Strike from the back of the shelving unit. Make sure there's a person supporting the unit on each side to prevent it from tipping over.

After reassembly, each vertical and horizontal element should be even and aligned in relation to each other.

**Remember:** Always use the felt-covered board to ensure the elements don't get damaged.

**BACK**

# Reassembly in modules - high units

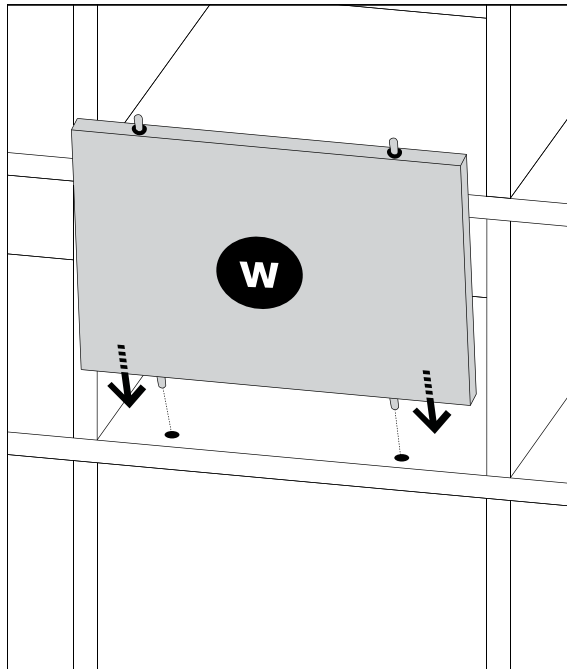
Scan the QR code to see how it works:



Page 6/6

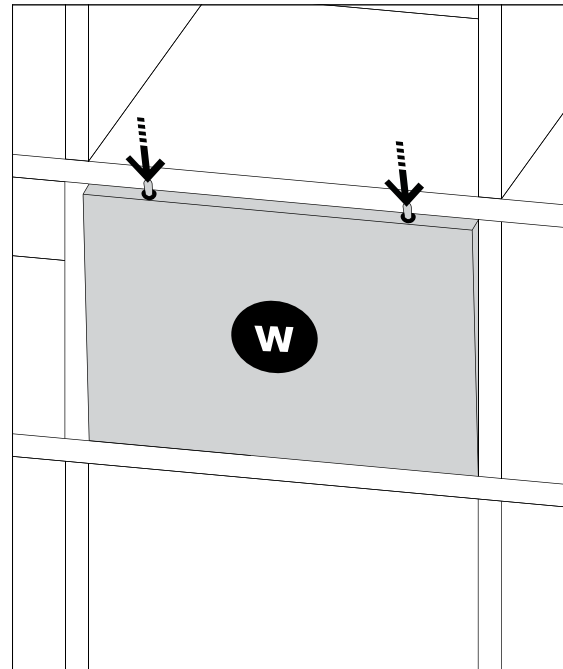
QR codes not your thing? Visit:

<https://youtu.be/blfcT3pgLCs>



8

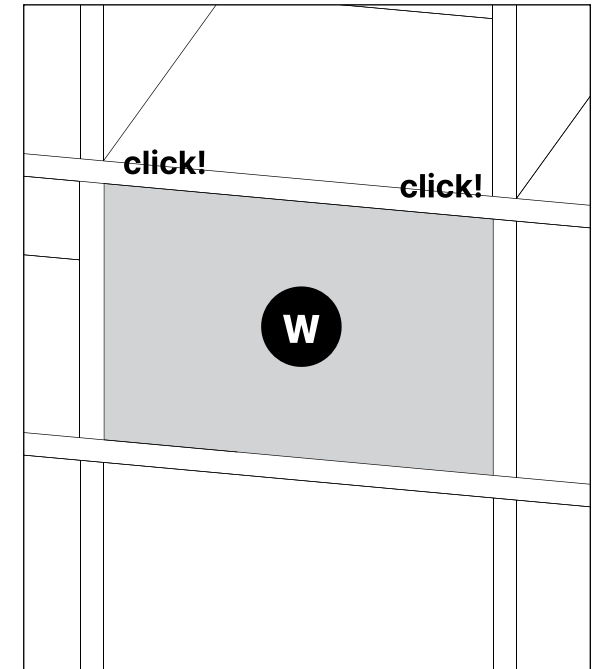
Place the bottom pins of the back panels in the drill holes on the horizontal elements.



9

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.

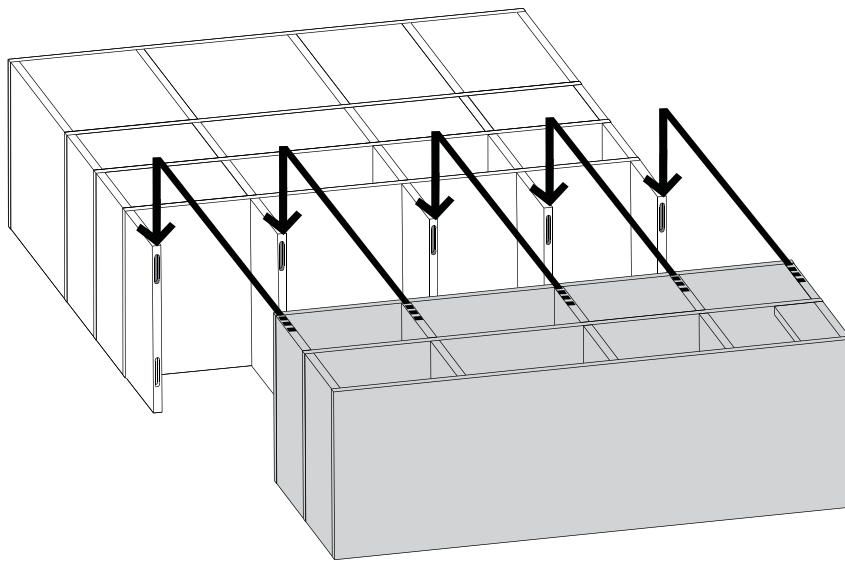
**Tip:** If the back panel doesn't fit or you are not able to press the pins, use the felt-covered protective board to gently adjust the opening by knocking, or use it to press in the spring pins as you guide the panel into place.



10

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

# Reassembly in modules - high units

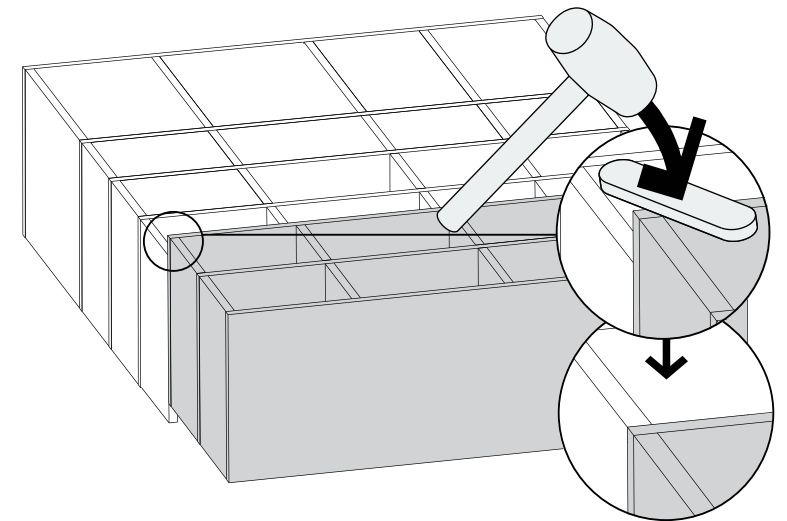


## TECHNIQUE 2

4B

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.



5B

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.

# Let's stay in touch!

Well done, not only did you design your own Tylko, you take great care of it — **to look great years later!**

Visit <http://tylko.com> to explore our full collection, and stay tuned for exciting new products.

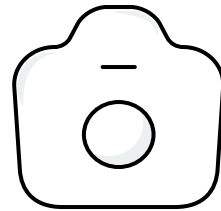
Take care,  
the Tylko team



## Tell a friend, get £90.

Scan the code, refer a friend, everyone wins.

QR codes not your thing?  
Check out the Tylko Referral Program  
here: [tylko.com/referral-program/](http://tylko.com/referral-program/)



## Spread the word

Take a picture and post it online with hashtag **#myTylko**, and share your review at **tylko.com**.



## Follow us on social media

For more design and interior inspiration follow us on our social media platforms.