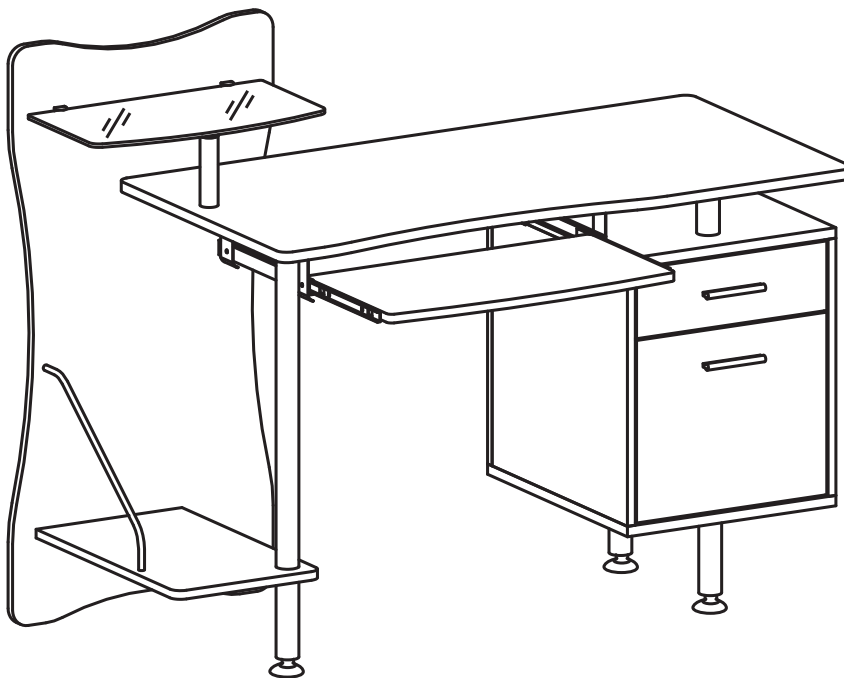


# ASSEMBLY INSTRUCTIONS

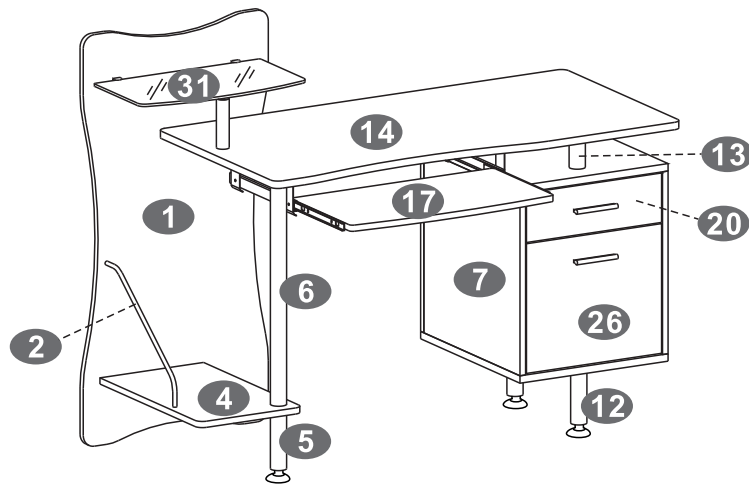





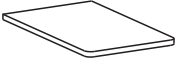


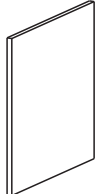
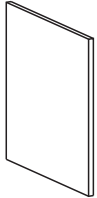
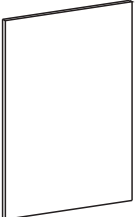
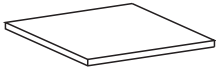
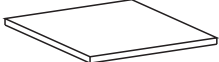
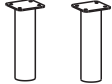


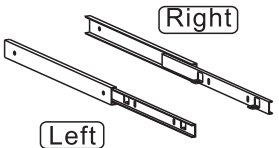
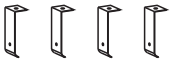
MODEL RTA - 325




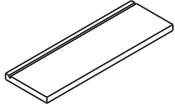
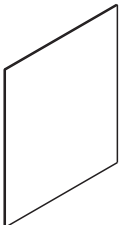
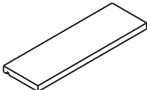
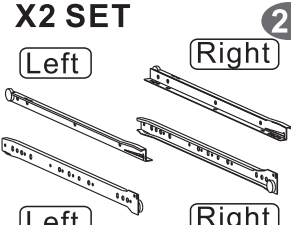
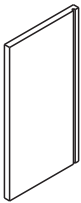

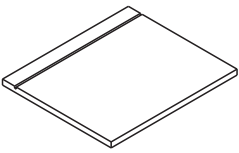
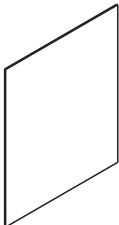
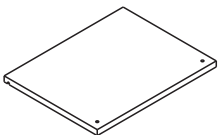





Thanks for purchasing one of our products.  
Please read carefully the assembly instructions before the installation.  
Do not discard this manual or any of the packaging material until the unit  
has been completely assembled.





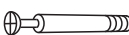










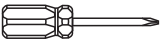

▪ PARTS LIST



 <p>1 ▪ Left Back Panel</p>	 <p>2 ▪ CPU Tube</p>	 <p>3 ▪ Screw stud X3</p>	 <p>4 ▪ CPU Panel</p>
 <p>5 ▪ Short Tube</p>	 <p>6 ▪ Long Tube</p>	 <p>7 ▪ Left Panel</p>	 <p>8 ▪ Right Panel</p>
 <p>9 ▪ Right Back Panel</p>	 <p>10 ▪ Bottom Panel</p>	 <p>11 ▪ Cabinet Top Panel</p>	 <p>12 ▪ Long Support Tube X2</p>
 <p>13 ▪ Short Support Tube</p>	 <p>14 ▪ Main Table Top</p>	 <p>15 ▪ Keyboard Slider X1 SET</p>	 <p>16 ▪ Slider Base X4</p>

<p>17</p>  <p>▪ Keyboard Panel</p>	<p>18</p>  <p>▪ Small Drawer Left Panel</p>	<p>19</p>  <p>▪ Small Drawer Right Panel</p>	<p>20</p>  <p>▪ Small Drawer Front Panel</p>
<p>21</p>  <p>▪ Small Drawer Bottom Panel</p>	<p>22</p>  <p>▪ Small Drawer Back Panel</p>	<p>X2 SET</p>  <p>Left Right Left Right</p> <p>▪ Drawer Slider</p>	<p>24</p>  <p>▪ File Drawer Left Panel</p>
<p>25</p>  <p>▪ File Drawer Right Panel</p>	<p>26</p>  <p>▪ File Drawer Front Panel</p>	<p>27</p>  <p>▪ File Drawer Bottom Panel</p>	<p>28</p>  <p>▪ File Drawer Back Panel</p>
<p>29</p>  <p>X2</p> <p>▪ File Drawer Tube</p>	<p>30</p>  <p>X2</p> <p>▪ Handle</p>	<p>31</p>  <p>▪ Top Glass</p>	<p>32</p>  <p>▪ Top Support Tube</p>
<p>33</p>  <p>X2</p> <p>▪ Metal Fitting</p>			

## ▪SCREWS LIST

PART	QTY.	ITEM		PART	QTY.	ITEM	
<b>A</b>	18	3X15 MM		<b>I</b>	2	6X35 MM	
<b>B</b>	27	6X40 MM		<b>J</b>	4	4X20 MM	
<b>C</b>	20	4X14 MM		<b>K</b>	1	6X25 MM	
<b>D</b>	1	8X60 MM		<b>L</b>	8	4X35 MM	
<b>E</b>	4	6X50 MM		<b>M</b>	3	Washer	
<b>F</b>	2	6X25 MM		<b>N</b>	1	Washer	
<b>G</b>	4	6X12 MM			1		
<b>H</b>	4	4X4 MM					

► This unit uses cam bolts and locks. The following explains how to use them. This is not an assembly step; it is a guide for when you are actually doing the assembly using this kind of hardware.

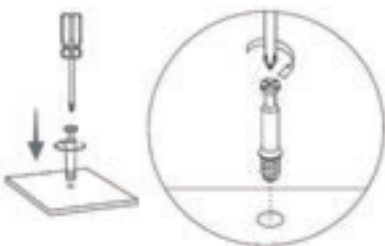
Cam Bolt



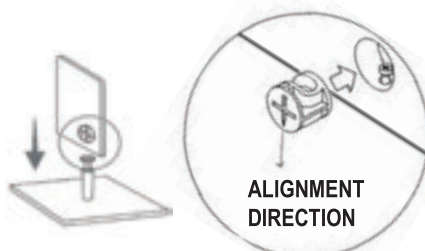
Cam Lock



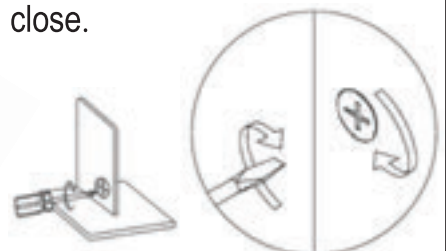
1. Screw the bolt into the corresponding panel.



2. In the other panel, insert the cam lock and align it so it can properly receive the bolt, then join both panels.



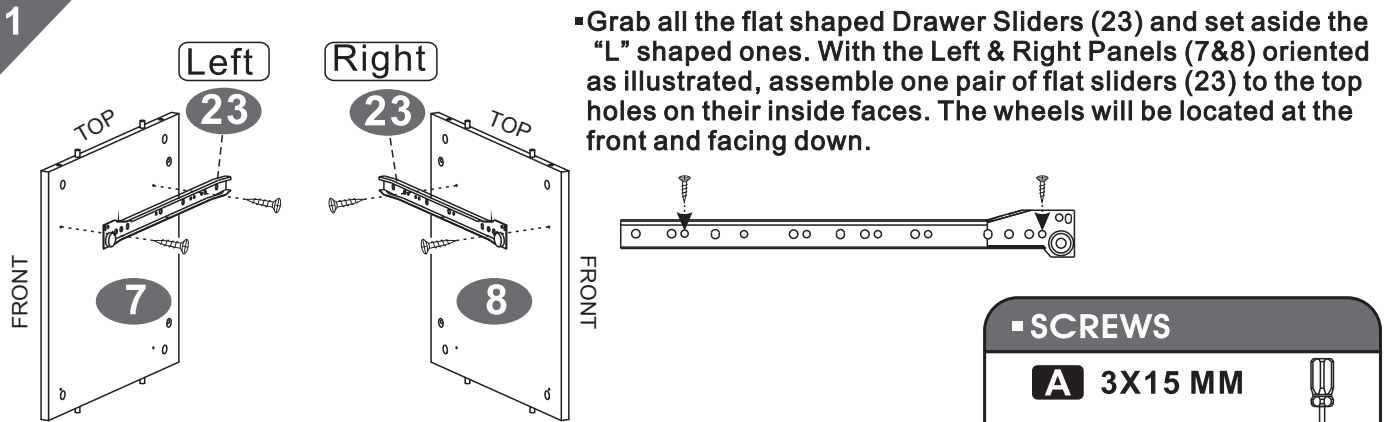
3. The panels might have a very small gap which is normal; turn the camlock clockwise to lock the parts together and the gap will also close.



**BEFORE YOU START THE ASSEMBLY, PLEASE READ THE FOLLOWING TIPS AND WARNINGS.**

- Do a quick inventory to make sure the product contains all the parts and hardware.
- Missing, damaged and defective parts can be replaced at no cost to you. Please refer to the CONTACT card included with the product.
- The replacement parts service is limited to the continental United States. If you reside in Hawaii, Puerto Rico, U.S. Dependencies or other countries, please contact the supplier from where the unit was purchased.
- If during assembly you find an issue or need clarification, please contact our Customer Service for assistance. Please refer to the CONTACT card included with the product.
- On each step read the instructions and analyze the illustrations thoroughly before proceeding to do the assembly.
- Make sure you understand which hardware will be used on each step. Using the wrong size of screw, bolt or pin might strip the threads or cause damage to the part in which it is being used.
- To avoid misalignments, always leave the screws loose and tighten them until all pieces are positioned correctly.
- Do not overtighten or force the screws as they might break, strip, damage the threads of the holes or get stuck inside the part.
- Sometimes the laminate might cover partially or entirely the hole on a panel, but the hole should still be located under the laminate.
- If there is no visible hole for the screw, pass and press the tip of your finger over the area where the hole should be located to feel the indentation, and once found, carefully pierce the laminate to reveal the hole underneath.
- If the hole seems too small for the screw, first make sure you are using the correct size of screw and that it's been installed in the correct hole. If the hole still appears to be too small, carefully pierce the laminate to reveal the hole's actual size.

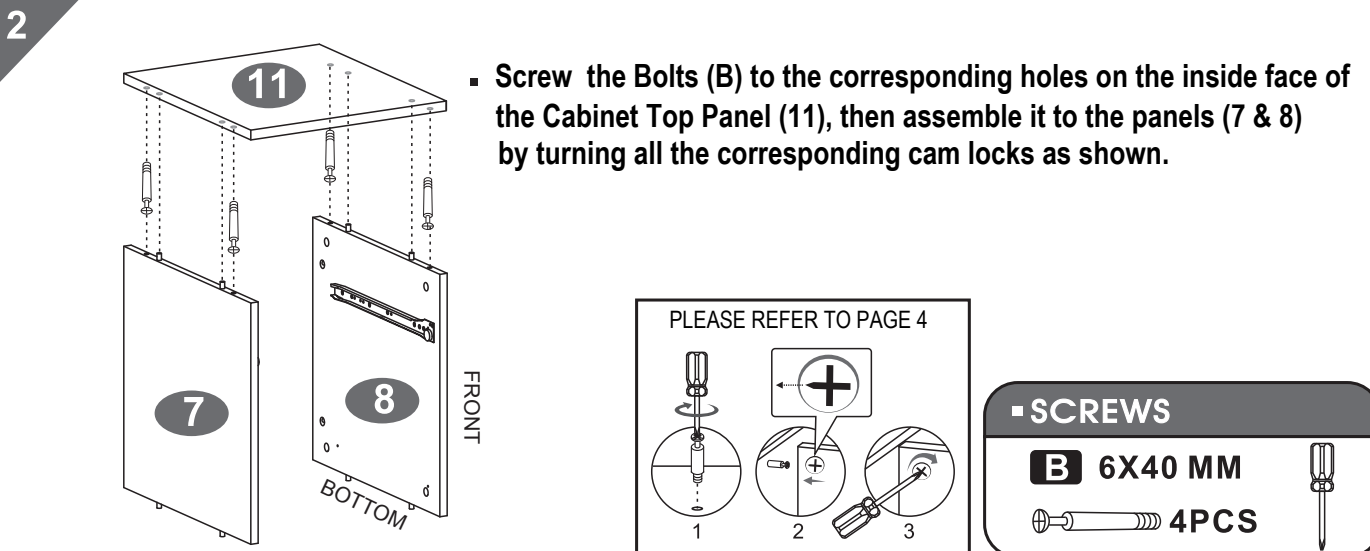
## ASSEMBLY STEPS:



### SCREWS

**A** 3X15 MM

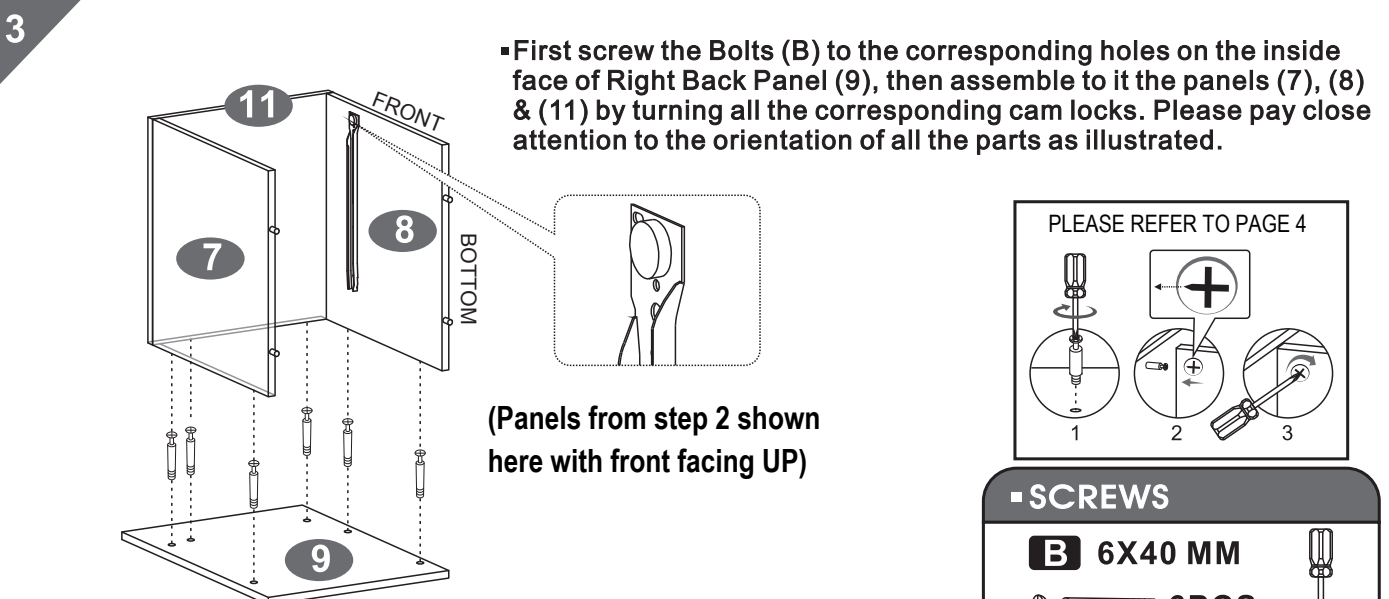
4PCS



### SCREWS

**B** 6X40 MM

4PCS

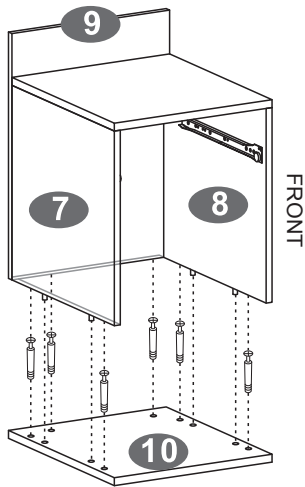


### SCREWS

**B** 6X40 MM

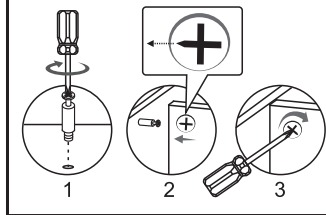
6PCS

4



▪ Screws the Bolts (B) to the corresponding holes on the inside face of Bottom Panel (10), then assemble the Bottom Panel (10) to (7), (8) & (9) by turning all the corresponding cam locks. Please pay close attention to the orientation of all the parts as illustrated.

PLEASE REFER TO PAGE 4



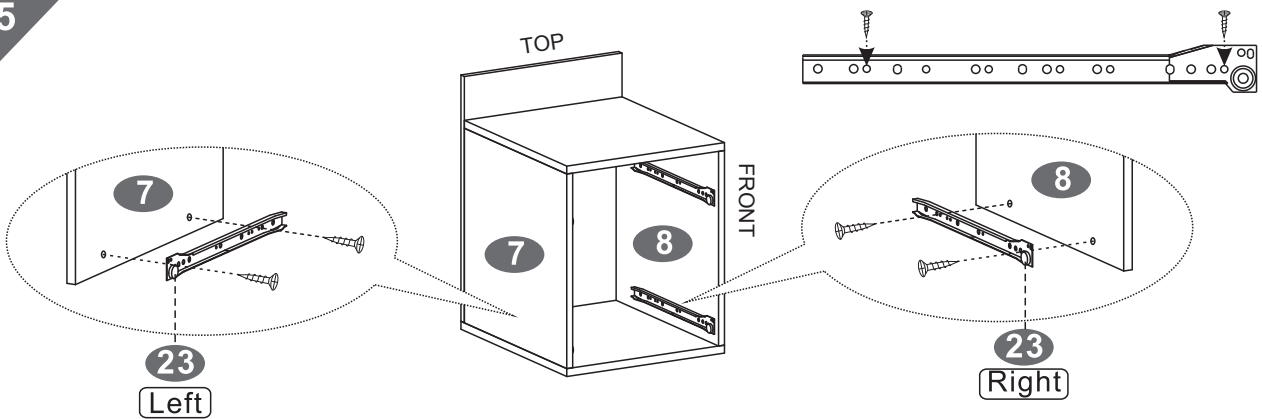
▪ SCREWS

**B** 6X40 MM

6PCS



5



▪ Assemble the other pair of flat sliders to the inside face of the Left & Right Side Panels (7&8). The wheels will be located at the front and facing down.

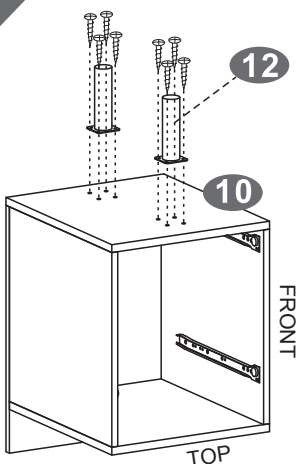
▪ SCREWS

**A** 3X15 MM

4PCS



6



**12** 2PCS

(Parts from step 5 shown here upside-down)

▪ SCREWS

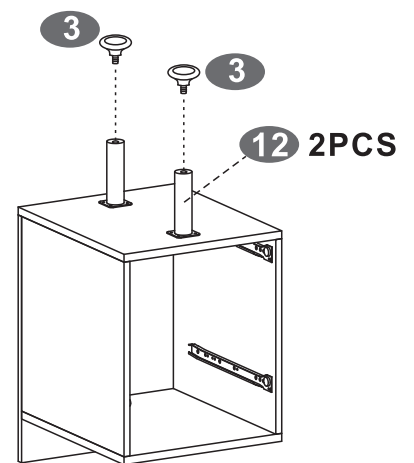
**C** 4X14 MM

8PCS



▪ Use Screws (C) to attach the Long Support Tubes (12) to the underside of the Bottom Panel (10).

7



**12** 2PCS

▪ Screw the Studs (3) to the Long Support Tubes (12).

**8**

**M** 2PCS

**SCREWS**  
**D** 8X60 MM  
 1PC

▪Use Screws (D) to assemble the Short Tube (5) and Long Tube (6) to the CPU Panel (4) with the plastic washers (M) in between the tubes and the panel. Then screw the Stud (3) to the short Tube (5). Please follow the illustration for the correct assembly order and orientation of the parts.

**9**

TOP  
LEFT

**SCREWS**  
**E** 6X50 MM  
 2PCS

▪Use Screws (E) to assemble the CPU Panel (4) to the Left Back Panel (1).

**10**

**SCREWS**  
**F** 6X25 MM  
 2PCS

▪Use Screws (F) to attach the CPU Tube (2) to the Left Back Panel (1) & CPU Panel (4).  
 Note: If part (2) seems misaligned, or a little too short/long, unscrew and loosen panel (4) from panel (1) to allow some flexibility and this will allow part (2) to reach both holes.

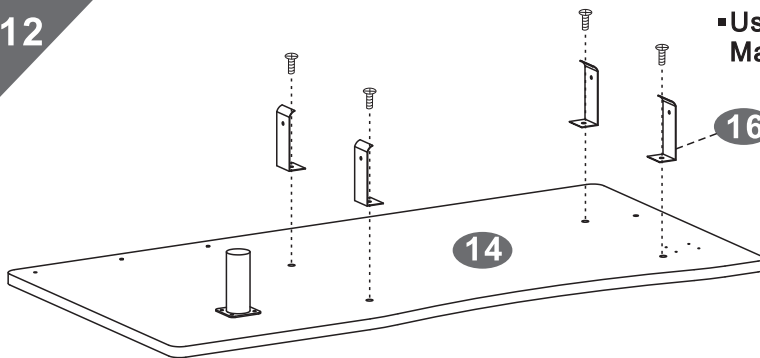
**11**

**SCREWS**  
**C** 4X14 MM  
 4PCS

▪Use Screws (C) to affix the Short Support Tube (13) to the Main Panel (14).



12



Use Screws (G) to affix the Slider Bases (16) to the Main Panel (14).

16 4PCS

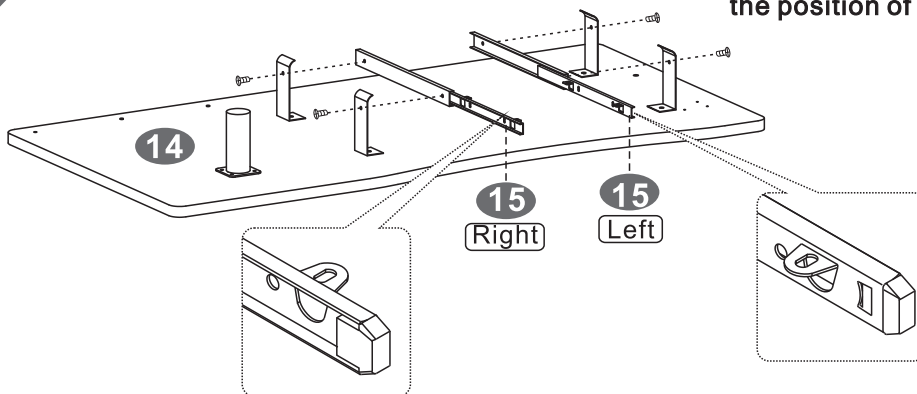
SCREWS

G 6X12 MM

4PCS



13



Use Screws (H) to fix the Keyboard Slider (15) to the Slider Bases (16) as illustrated. Please note the position of the tabs on the sliders.

15  
Right

15  
Left

SCREWS

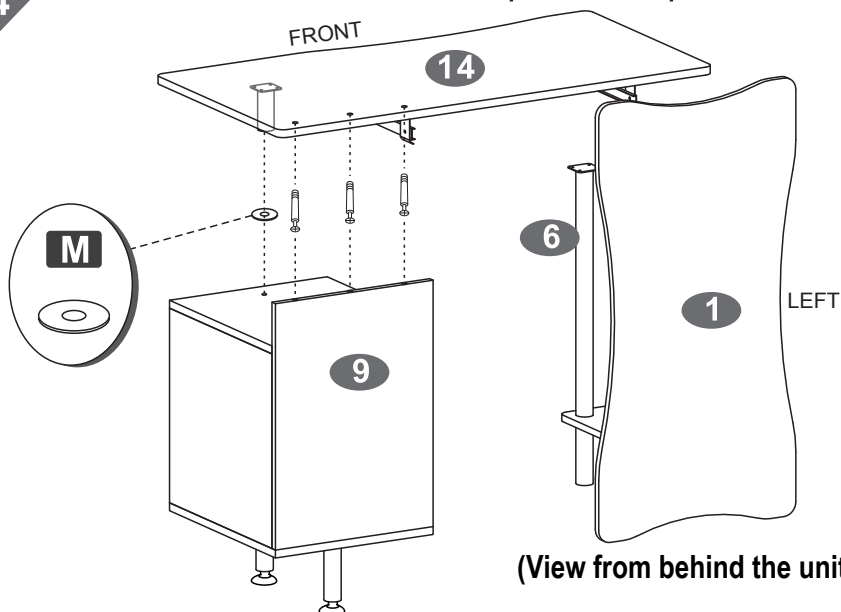
H 4X4 MM

4PCS



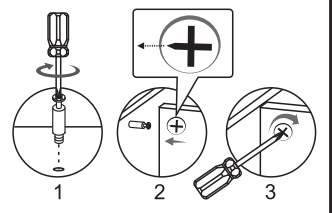
14

ATTENTION: A second person is required to assist with this step.



2 persons

PLEASE REFER TO PAGE 4



SCREWS

B 6X40 MM

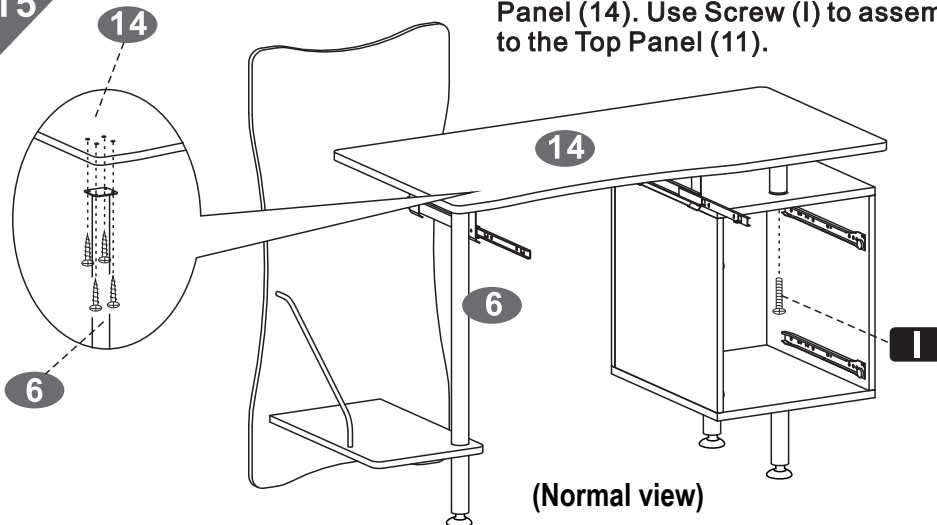
3PCS



First screw the Bolts (B) to the corresponding holes on the Main Table Top (14). Then, position both portions of the desk as shown in the illustration, and while the second person holds the cabinet, assemble the Main Table Top (14) to the Right Back Panel (9) as illustrated, place the plastic washer (M) in between the Short Support Tube (13) and the Top Panel (11), and finally turn the corresponding cam locks. The Long Tube (6) will hold the table top on that side, and will get assembled in the follow step.

15

■ Use Screws (C) to assemble the Long Tube (6) to the Main Panel (14). Use Screw (I) to assemble the Short Support Tube (13) to the Top Panel (11).



(Normal view)

■ SCREWS

**C** 4X14 MM

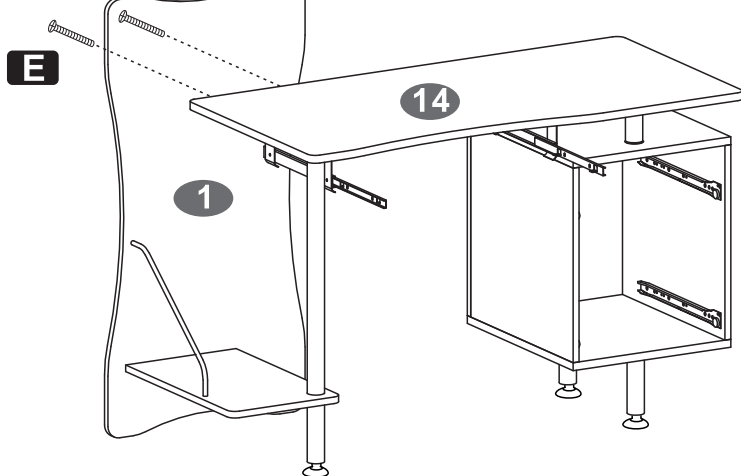
4PCS

**I** 6X35 MM

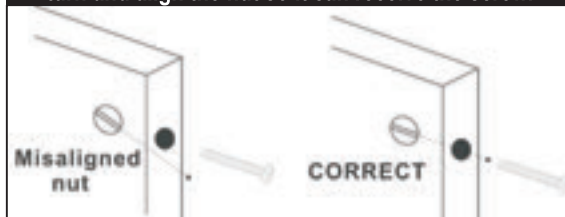
1PC

16

■ Use Screws (E) to assemble the Left Back Panel (1) to the Main Panel (14).



■ The panel in this step uses insert nuts, which threaded holes run in the same direction as the groove. If necessary, use a flat head screwdriver to turn and align the nut so it can receive the screw.



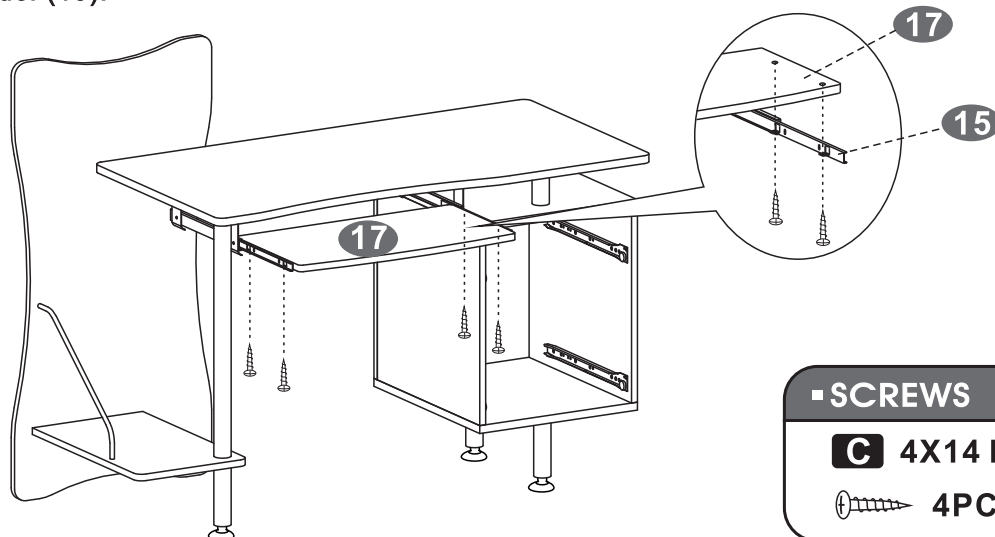
■ SCREWS

**E** 6X50 MM

2PCS

17

■ Use Screws (C) to assemble the Keyboard Panel (17) to the Keyboard Slider (15).

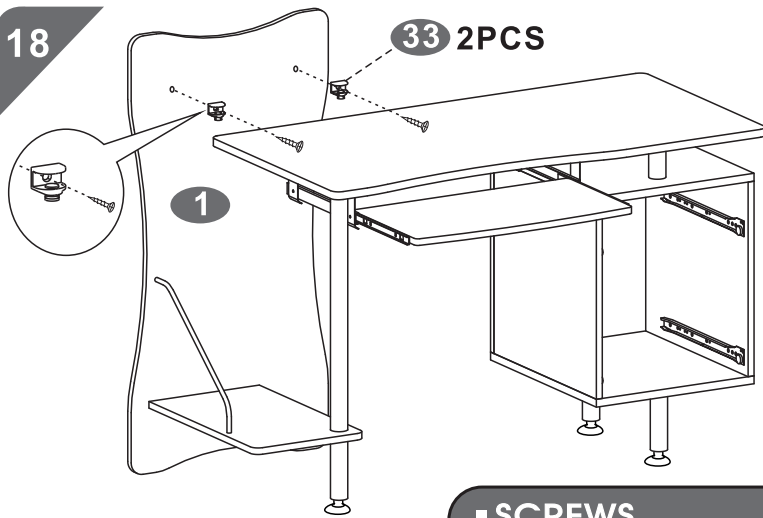


■ SCREWS

**C** 4X14 MM

4PCS

18



▪ Use Screws (A) to attach the Metal Fittings (22) to the Left Back Panel (1).

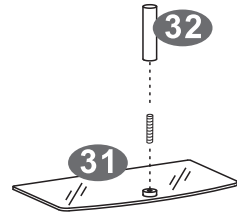
▪ SCREWS

**A** 3X15 MM

2PCS



19



▪ Use Screw (K) to assemble the Top Support Tube (32) to the Top Glass (31).

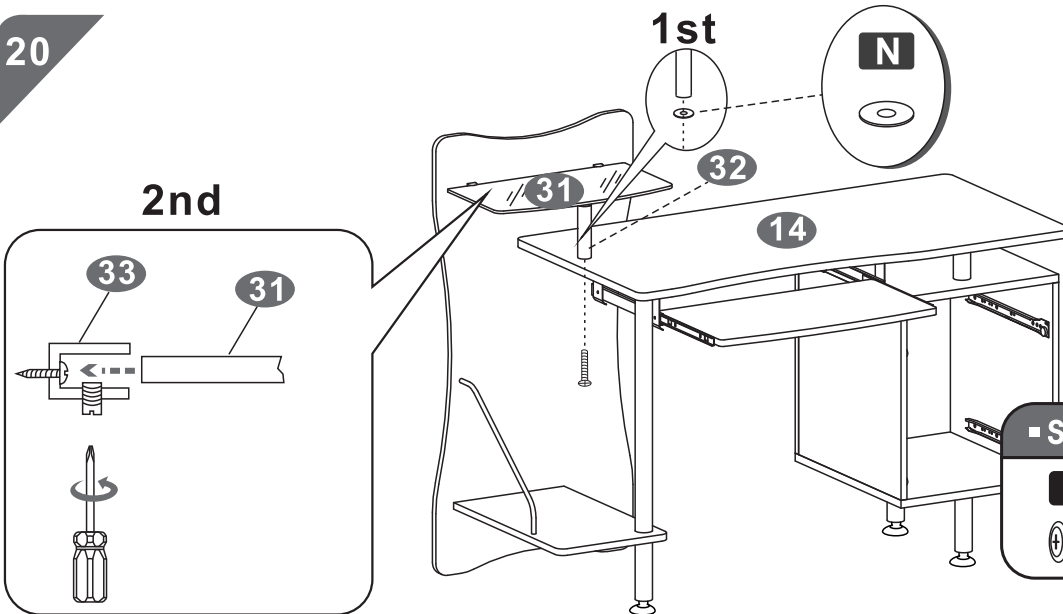
▪ SCREWS

**K** 6X25 MM

1PC



20



▪ Insert the Top Glass (31) into the Metal Fittings (33), but do not tighten their screws yet. Then, place the plastic washer (N) in between the Top Tube (32) and the Main Panel (14), and use Screw (I) to affix the Top Tube. Finally, secure the Top Glass (31) by tightening the screws in the Metal Fittings (33), but be careful not to overtighten.

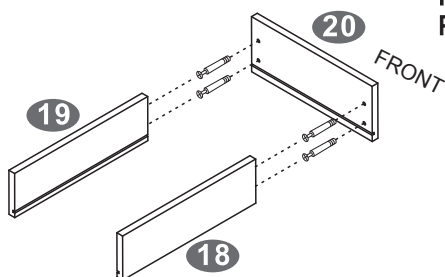
▪ SCREWS

**I** 6X35 MM

1PC

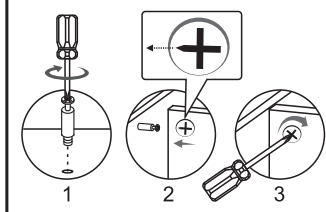


21



▪ Screw Bolts (B) to the holes on the inside face of Small Drawer Front Panel (20), then assemble the Small Drawer Left & Right Panels (18&19) as shown by turning the cam locks.

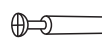
PLEASE REFER TO PAGE 4



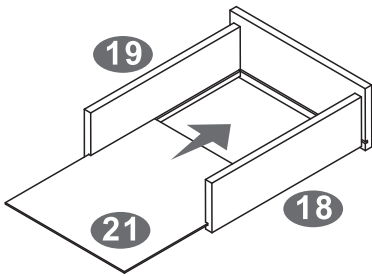
▪ SCREWS

**B** 6X40 MM

4PCS

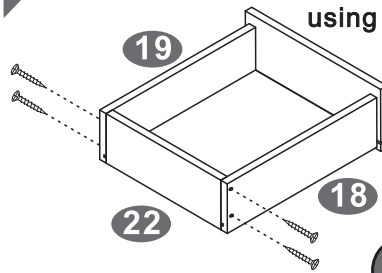


22



Slide the Small Drawer Bottom Panel (21) through the channels between panels (18) & (19) as shown. Make sure the panel fits inside all the channels.

23



Assemble the Small Drawer Back Panel (22) between the Small Drawer Left & Right Panels (18 & 19) using Screws (L) as shown.

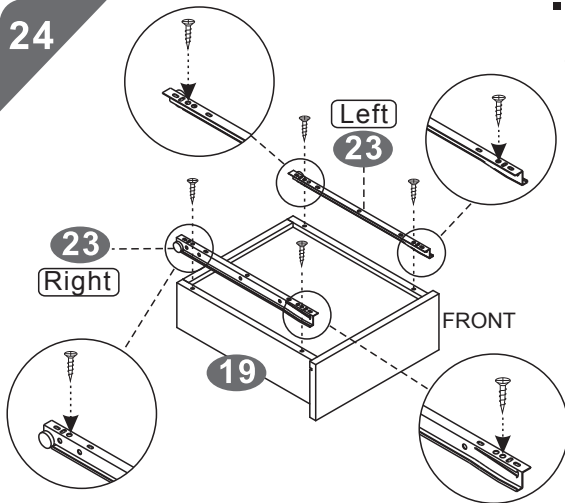
SCREWS

**L** 4X35 MM

4PCS

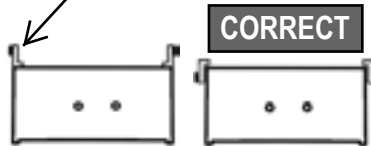


24



Place the small drawer upside-down. Grab the "L" shaped sliders (23) and assemble them to the drawer using Screws (A), with wheels facing towards the back of the drawer. Make sure the sliders are touching the side panels, and that they are not "up in the air".

INCORRECT! Will raise 1" more and drawer won't fit



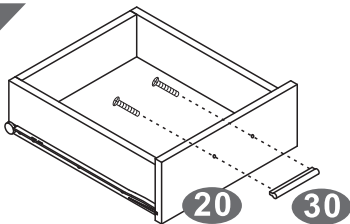
SCREWS

**A** 3X15 MM

4PCS



25



Assemble the Handle (30) to the Small Drawer Front Panel (20) using Screws (J) as shown.

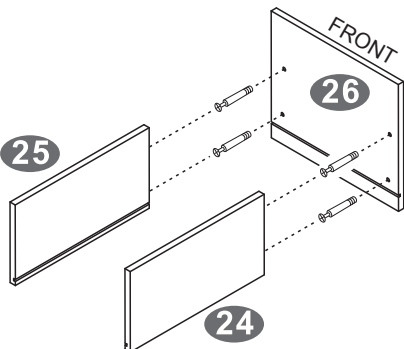
SCREWS

**J** 4X20 MM

2PCS

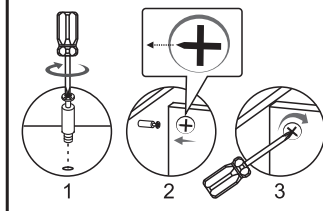


26



Screw Bolts (B) to the holes on the inside face of File Drawer Front Panel (26), then assemble the File Drawer Left & Right Panels (24 & 25) as shown by turning the cam locks.

PLEASE REFER TO PAGE 4



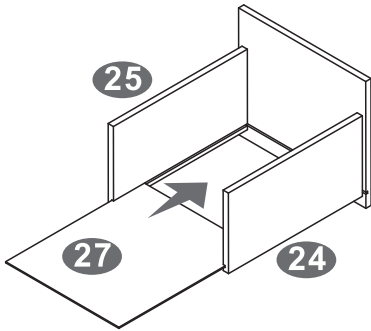
SCREWS

**B** 6X40 MM

4PCS

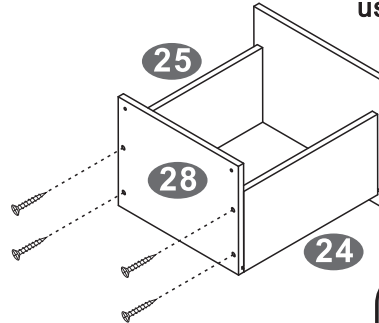


27



▪ Slide the File Drawer Bottom Panel (27) thru the channels between panels (24) & (25) as shown. Make sure the panel fits inside all the channels.

28



▪ Assemble the File Drawer Back Panel (28) to the File Drawer Left & Right Panels (24&25) using Screws (L) as shown.

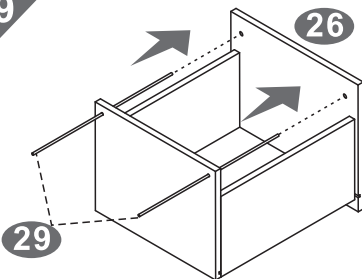
▪ SCREWS

**L** 4X35 MM

 4PCS

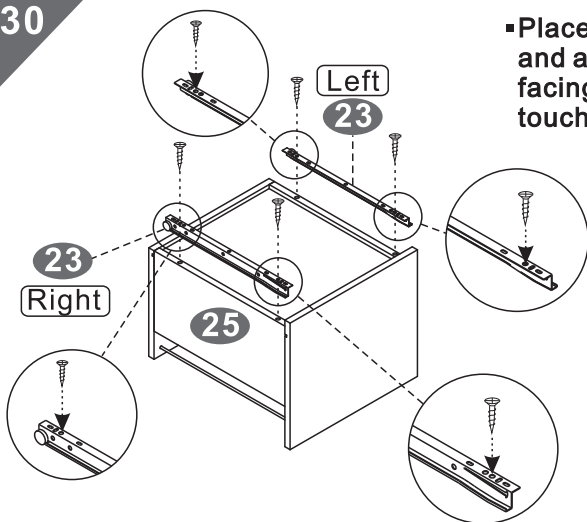


29



▪ Carefully insert the File Tubes (29) thru the Big Drawer Back Panel (28) and screw them into the insert of the Big Drawer Front Panel (26).  
**WARNING: DO NOT OVERTIGHTEN** the tubes as they may perforate and damage the front panel. Such damage is not covered by the product's warranty.

30



▪ Place the big drawer upside-down. Grab the "L" shaped sliders (23) and assemble them to the drawer using Screws (A), with the wheels facing towards the back of the drawer. Make sure the sliders are touching the side panels, and that they are not "up in the air".

**INCORRECT!** Will raise 1" more and drawer won't fit

**CORRECT**

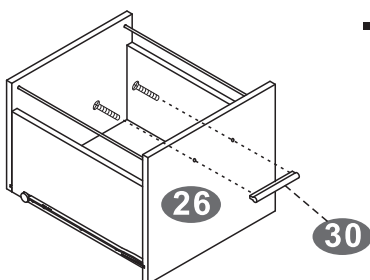
▪ SCREWS

**A** 3X15 MM

 4PCS



31



▪ Assemble the Handle (30) to the Big Drawer Front Panel (26) using Screws (J) as shown.

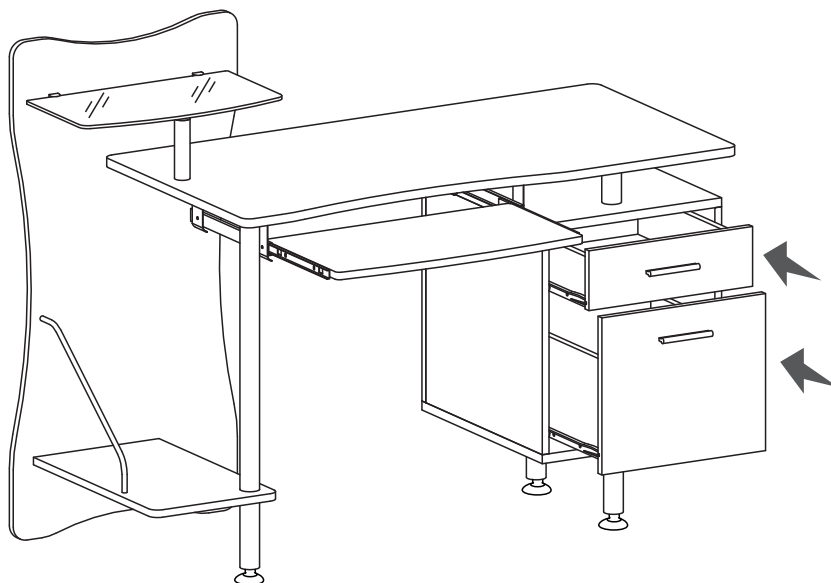
▪ SCREWS

**J** 4X20 MM

 2PCS

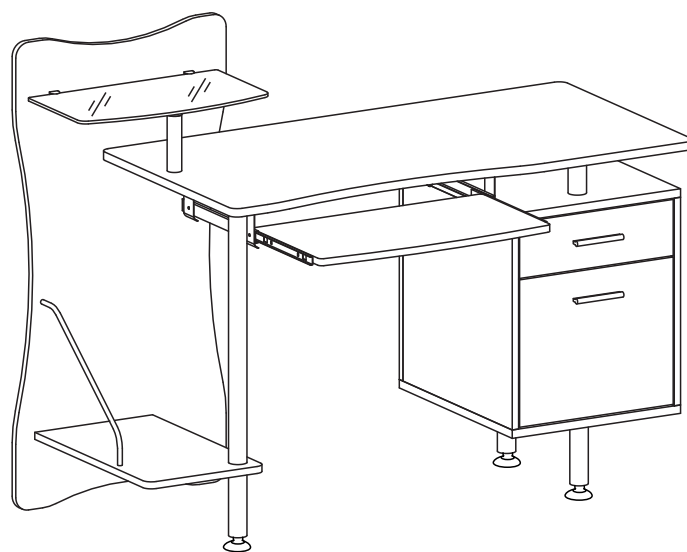


32



- Carefully insert all the drawers starting from the bottom. Make sure the wheels from the drawers engage and roll in the middle of the sliders.

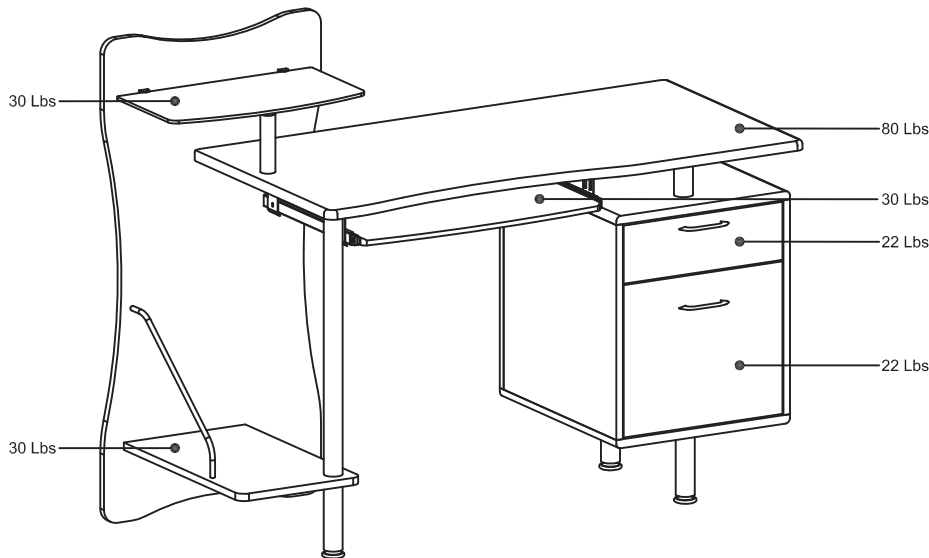
**DONE!** Before you start using the unit, make sure that all the screws, bolts, cam locks, etc. are properly tightened, and read all the warnings in the next page.



**ENJOY YOUR NEW UNIT!**

**AFTER THE ASSEMBLY IS DONE, PLEASE READ CAREFULLY THE FOLLOWING  
CARE AND MAINTENANCE WARNINGS:**

**WEIGHT LIMITS**



- Do not exceed the indicated weight limits.
- Do not expose the surfaces to direct sunlight or to extreme environmental conditions.
- Clean the surfaces preferable with a clean cloth damped in a solution of mild soap and water, then dry with a clean towel.
- Do not use solvents or abrasive materials to clean the unit.
- If you decide to use a cleaning agent, test first on an area hidden from view such as underneath the tabletop.
- Do not seat on the unit or lean against it.
- Do not allow small children to play under or over the unit, or inside the CPU cabinet.
- Do not allow small children to reach inside the drawers or CPU cabinet without your supervision.
- The unit must be handled by at least 2 persons when moving in the same or adjacent rooms.
- Before moving the unit, make sure to remove any object that is heavy or might fall off. Please note that lifting from the tabletop with too much weight on the product might lead to part damage/separation.
- When lifting the unit, use both hands and bend your knees, not your backs.
- When transporting the unit to places far away, protect and secure the unit to avoid damage in transit.
- The glass is made of safety tempered glass. The safety feature is that when breakage occurs, the glass shatters into many tiny pieces minimizing the risk of serious injuries. If the glass breaks, do not handle the pieces with your bare hands, take some pictures and contact Customer Service immediately. Please refer to the Contact Us card.
- Shall any part of the unit become defective during the warranty period, replacement parts might be available to you at no charge. Please refer to the WARRANTY card included with the product.
- The warranty does not extend to regular wear and tear, nor the manufacturer assumes liability for damages or consequences due to accidents, incorrect assembly, negligence, improper use, modifications, or not heeding the above warnings.
- The warranty is limited to the continental United States. If you reside in Hawaii, Puerto Rico, U.S. Dependencies or other countries, please contact the supplier from where the unit was purchased.