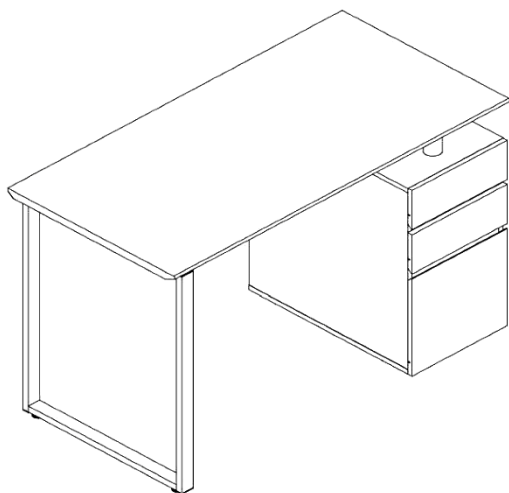


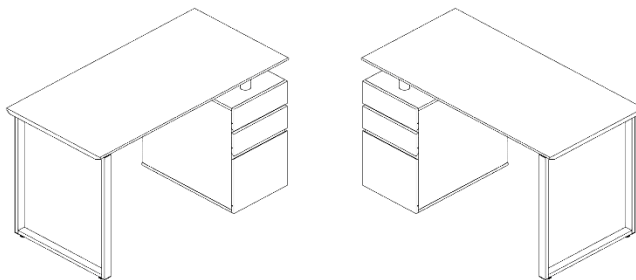
MODEL RTA-1305

ASSEMBLY INSTRUCTIONS

Thank you 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.



Cabinet and metal frame are interchangeable:

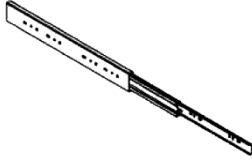


Imported By

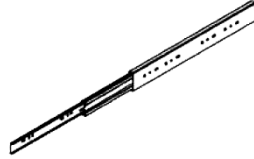


MAIN PARTS LIST

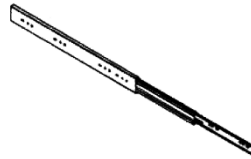
1 Small drawer left slider
x2



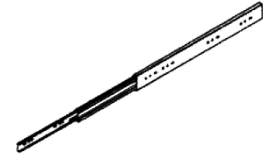
2 Small drawer right slider
x2



3 File drawer left slider
x1



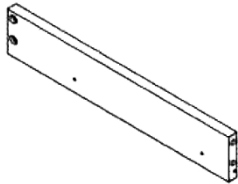
4 File drawer right slider
x1



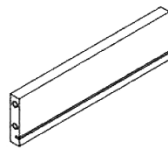
NOTE: Parts 1 and 2 are interchangeable

NOTE: Parts 3 and 4 are interchangeable

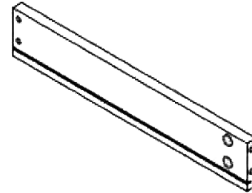
5 Small drawer left panel
x2



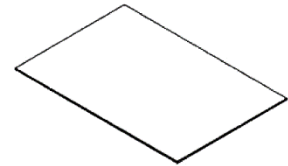
6 Small drawer back panel
x2



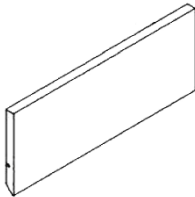
7 Small drawer right panel
x2



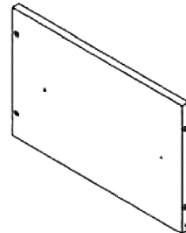
8 Drawers bottom panel
x3



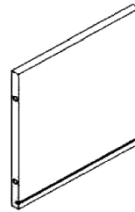
9 Small drawer front panel
x2



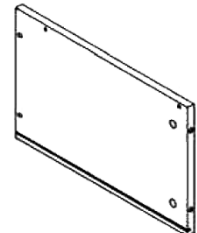
10 File drawer left panel
x1



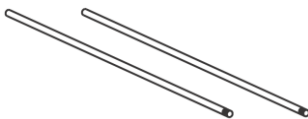
11 File drawer back panel
x1



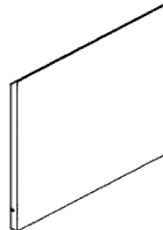
12 File drawer right panel
x1



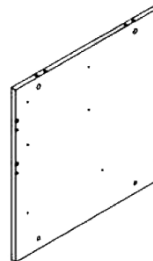
13 Hanging files tubes
x1 SET
(Set of 2 pcs)



14 File drawer front panel
x1



15 Left panel
x1



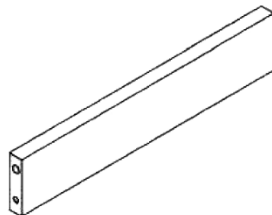
16 Right panel
x1



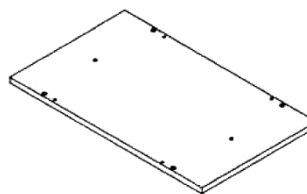
17 Back panel
x1



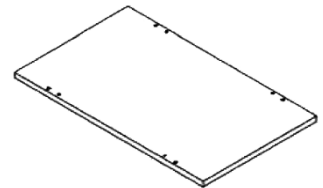
18 Horizontal panel
x2



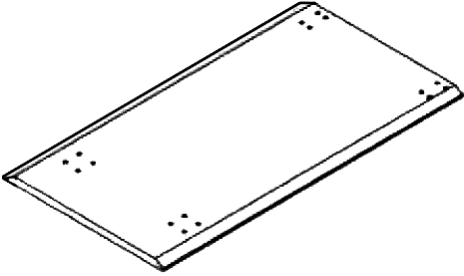
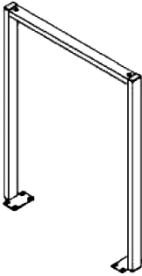
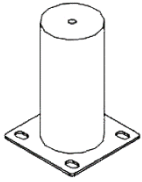
19 Cabinet top panel
x1













20 Bottom panel
x1



MAIN PARTS LIST

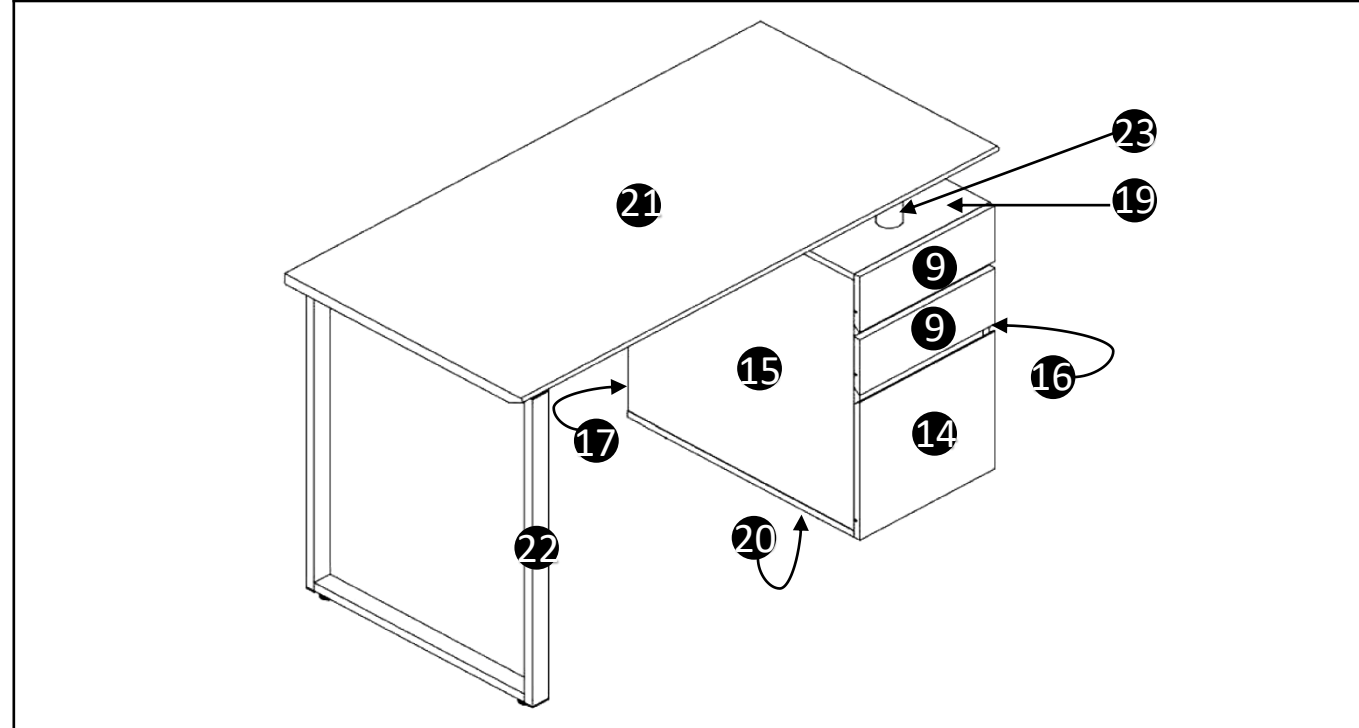
<p>21 Main panel x1</p> 	<p>22 Metal frame x1</p> 	<p>23 Support tube x2</p> 
--	--	--

HARDWARE/SCREWS LIST:

<p>A M5x60mm x16</p> 	<p>B Cam lock x24</p> 	<p>C Cam bolt x24</p> 	<p>D M4x12mm x24</p> 	<p>E ø6x30mm x12</p> 
<p>F Cabinet studs x4</p> 	<p>G M6x12mm x16</p> 	<p>H Frame studs x2</p> 	<p>I M6x30mm x2</p> 	<p>J Allen wrench x1</p> 

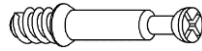
NOTE: You will need for the assembly a Phillips screwdriver and mallet/hammer (not included).

MAIN PARTS LAYOUT (FOR REFERENCE):



▣ 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.

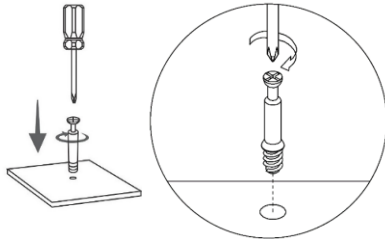
Cam Bolt



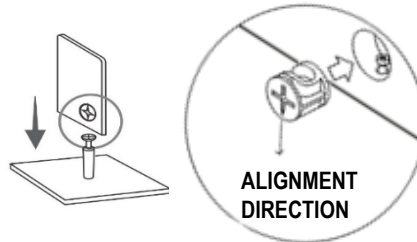
Cam Lock



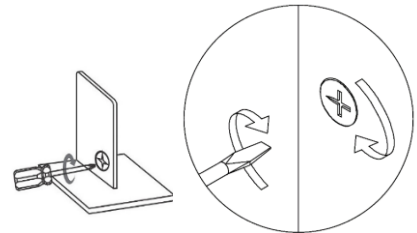
1. Screw the bolt into the corresponding panel.



2. In the other panel, insert the cam lock and align it so it can properly receive the bolt, then join both panels (the cam locks might come pre-installed in this unit).



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



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

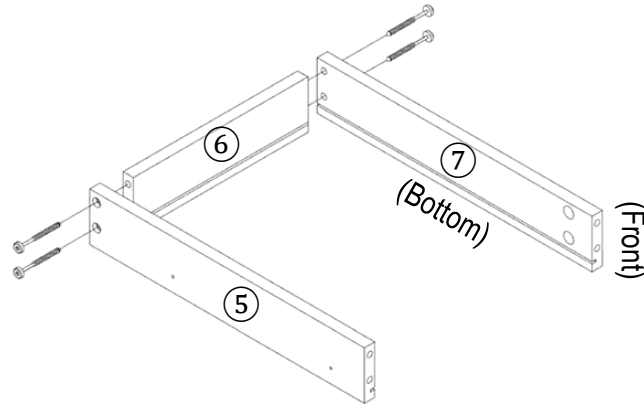
- Do a quick inventory to make sure the product contains all the parts and hardware.
- Missing, damaged and defective parts can be replaced at no cost to you. Please refer to the CONTACT card included with the product.
- The replacement parts service is limited to the continental United States. If you 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

STEP 1

Assemble the small drawer back panel (6) to the side panels (5) and (7) using screws (A) as shown.

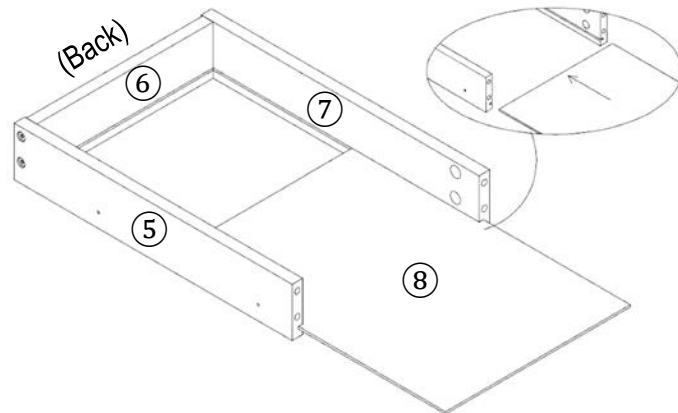
Hardware/Tools:



STEP 2

Insert the drawer bottom panel (8) in between the groves of panels (5), (6) and (7) as shown.

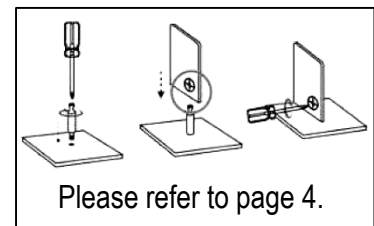
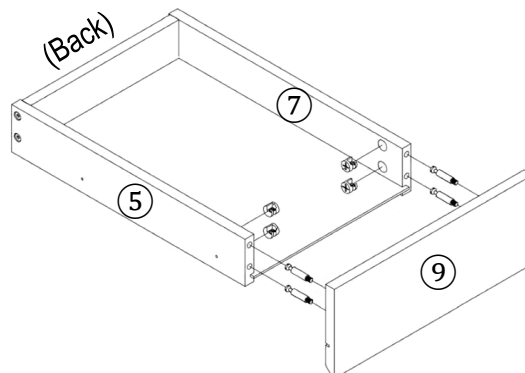
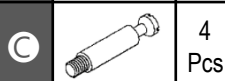
Tip: The laminate might be covering the groves, if this is the case, pierce first with the tip of a pen or screwdriver.



STEP 3

Assemble the drawer front panel (9) to the side panels (5) and (7) using cam locks (B) and cam bolts (C) as shown and explained in page 4.

Hardware/Tools:

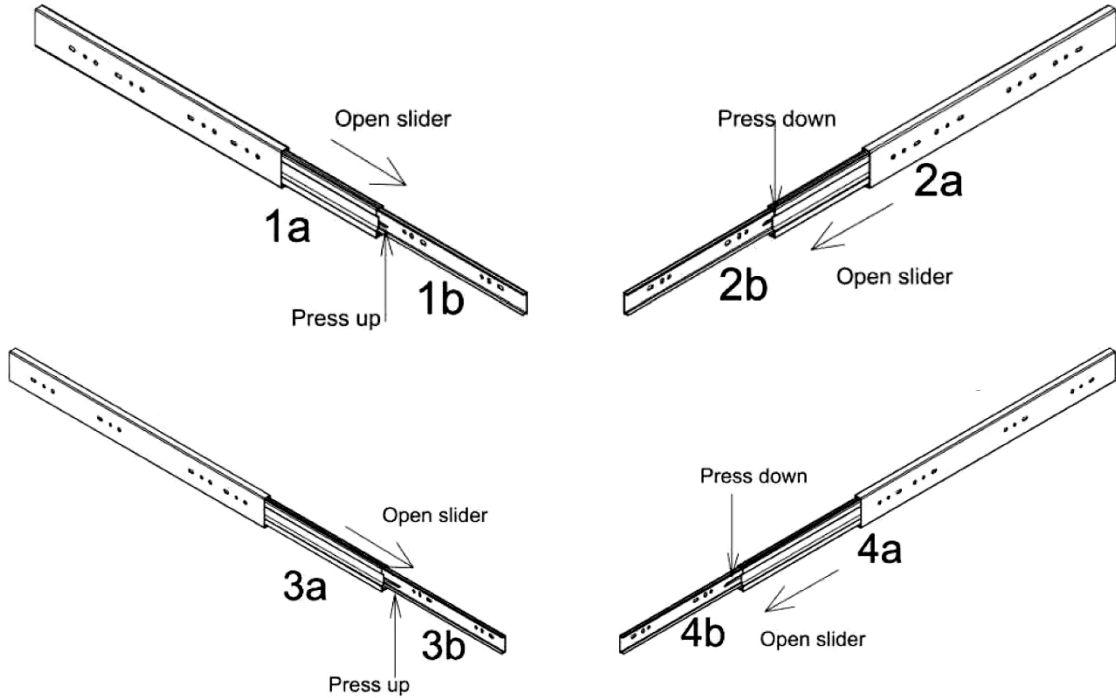


REPEAT STEPS 1, 2 AND 3 TO ASSEMBLE THE SECOND SMALL DRAWER.

STEP 4

Grab all the sliders ①, ②, ③ and ④ and detach the smaller part ⑥ on all of them by pressing up or down the lever as shown. Parts ⑥ will be used on steps 5 and 9, while parts ⑦ will be used on step 10.

Tip: Make sure the sliders are completely opened, and press hard by the thickest part of the lever, not the tip.



STEP 5

Assemble the rails ① ⑥ and ② ⑥ to the side panels ⑤ and ⑦ using screws ④ as shown.

Tip: Both rails are exactly the same.

Hardware/Tools:

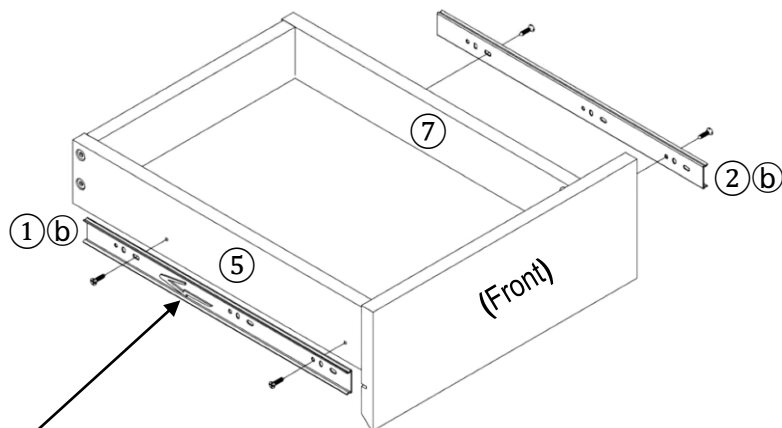
④



4 Pcs



(NOT INCLUDED)



PAY ATTENTION TO THE ORIENTATION OF THE SLIDERS



→ (Front)

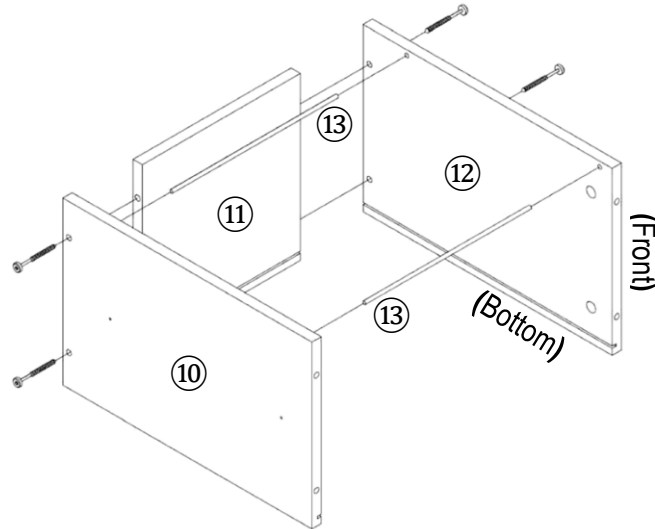
REPEAT THIS STEP FOR THE SECOND SMALL DRAWER.

STEP 6

Using screws **(A)** assemble the left panel **(10)** and the right panel **(12)** to the back panel **(11)** with the file tubes **(13)** inserted in between the panels **(10)** and **(12)** as shown.

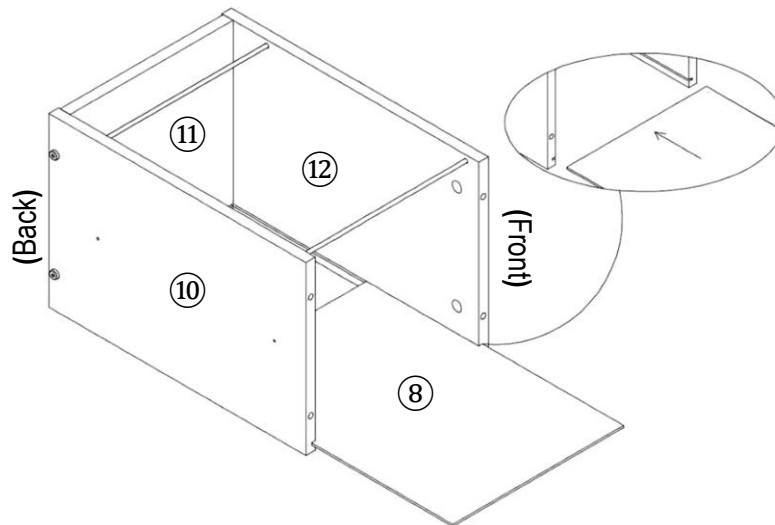
Hardware/Tools:**(A)**4
Pcs

Tip: This drawer is for archiving Letter-size files only, but it can also be used for regular storage if you leave it without the tubes **(13)**.

**STEP 7**

Insert the drawer bottom panel **(8)** in between the groves of panels **(10)**, **(11)** and **(12)**.

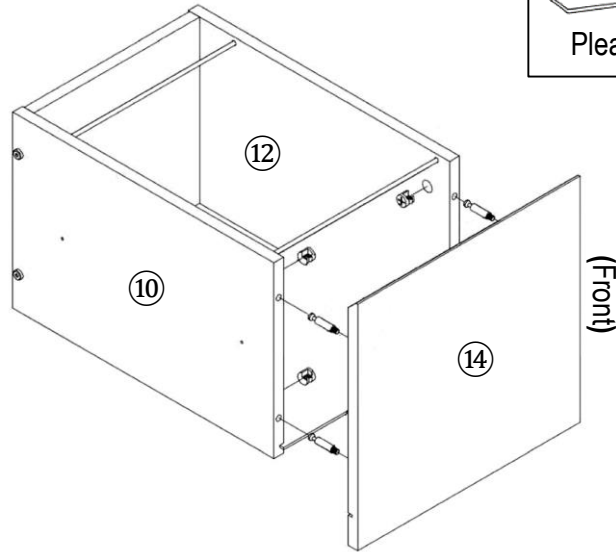
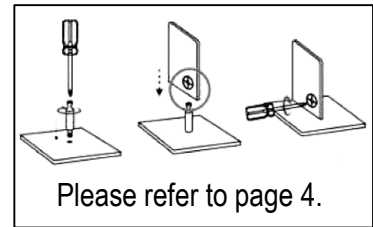
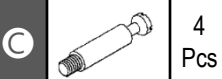
Tip: The laminate might be covering the groves, and if this is the case, pierce first with the tip of a pen or screwdriver.



STEP 8

Assemble the drawer front panel (14) to the side panels (10) and (12) using cam locks (B) and cam bolts (C) as shown and explained in page 4.

Hardware/Tools:

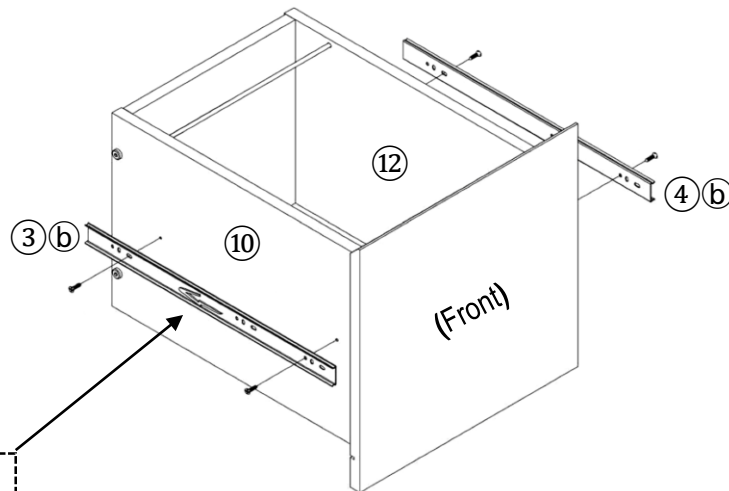
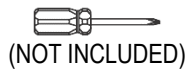


STEP 9

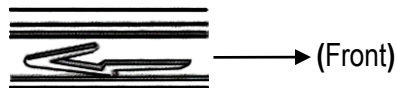
Assemble the sliders (3) (b) and (4) (b) to the side panels (10) and (12) using screws (D) as shown.

Tip: Both rails are exactly the same.

Hardware/Tools:

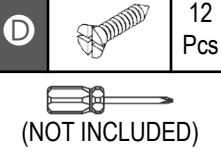


PAY ATTENTION TO THE ORIENTATION OF THE SLIDERS



STEP 10

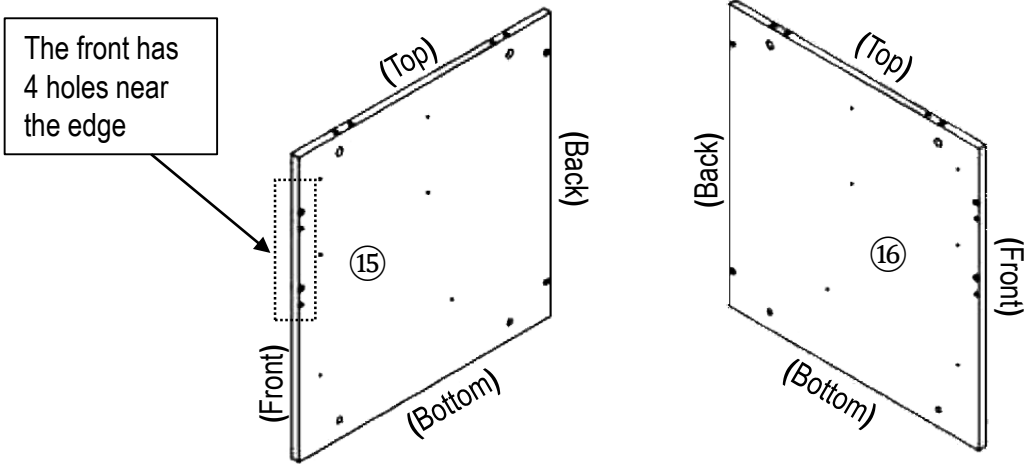
Hardware/Tools:



With the panels ⑮ and ⑯ positioned as shown, use screws D to assemble the sliders ①a and ②a to the 2 top sets of holes for the smaller drawers, and the sliders ③a and ④a to the bottom set of holes for the file drawer as shown.

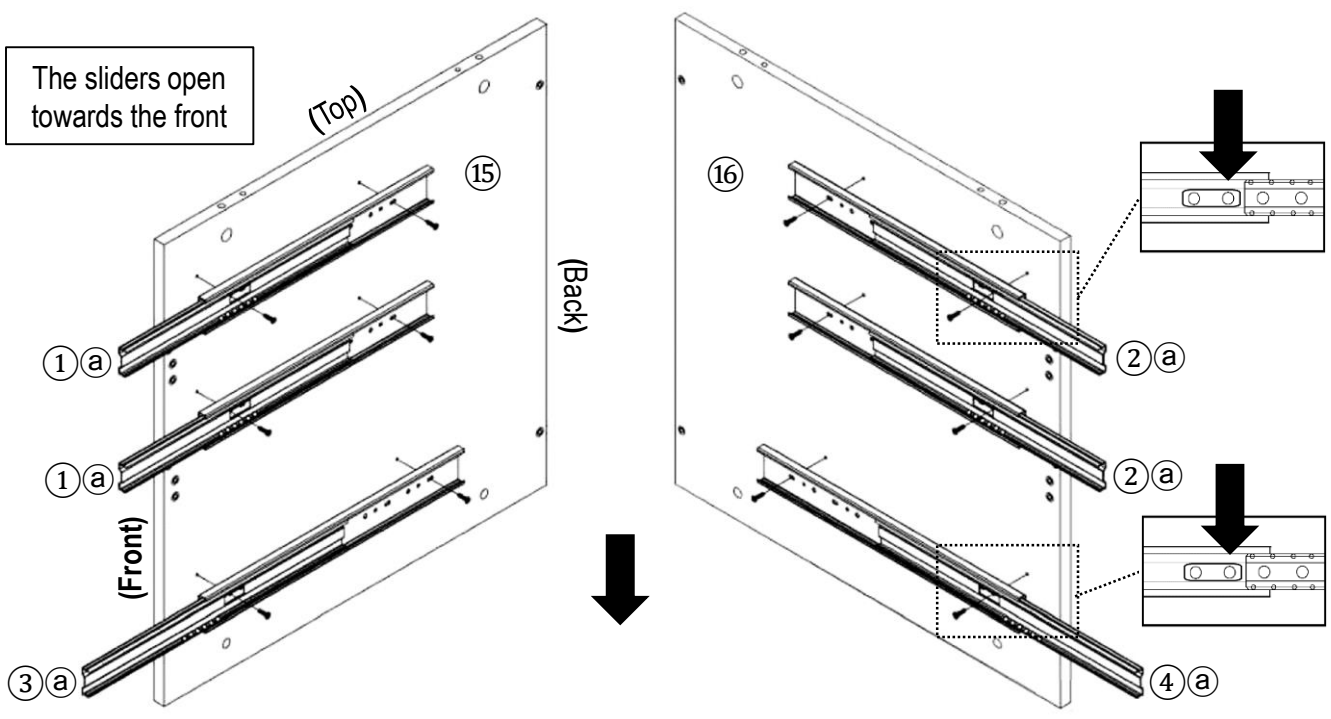
- Tip: Rails ①a and ②a are the same; ③a and ④a are the same.
- Assembly tip: Open the slider, attach first on the back, then close the slider and move away the ball bearings to screw on the front through the opening as shown.

First place the panels ⑮ and ⑯ oriented as shown below



Then assemble the sliders: ①a and ②a for the 2 top sets of holes, ③a and ④a for the bottom set of holes.



The sliders open towards the front

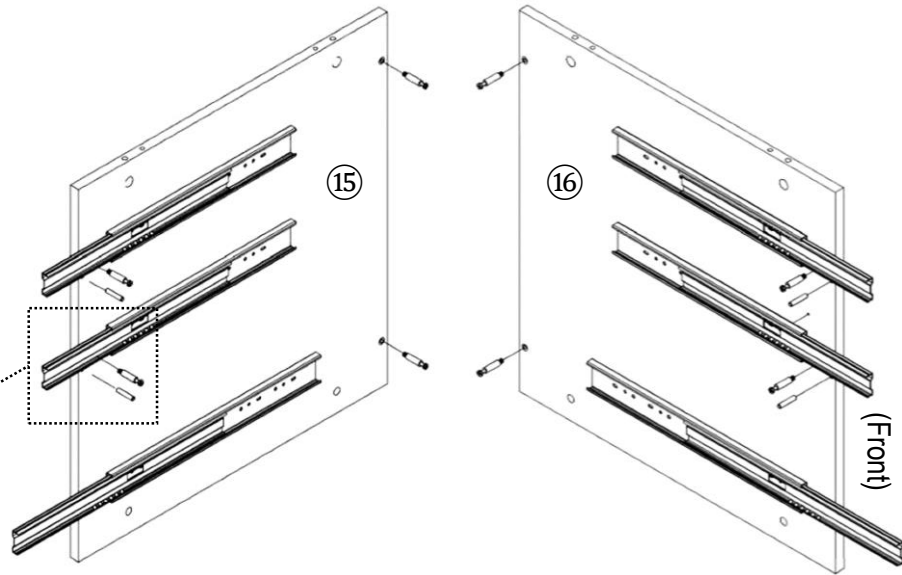
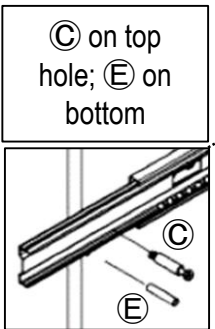
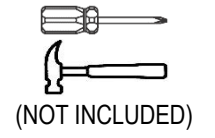


STEP 11

First attach the cam bolts (C) to the back holes of panels (15) and (16), then for the sets of holes at the front, attach the bolts (C) to the top holes and insert the wooden pins (E) into the bottom holes as shown.

Hardware/Tools:

C		8 Pcs
E		4 Pcs

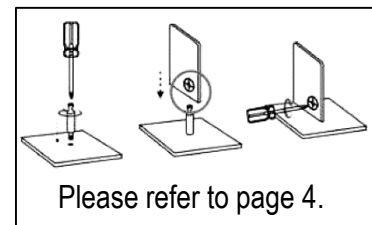
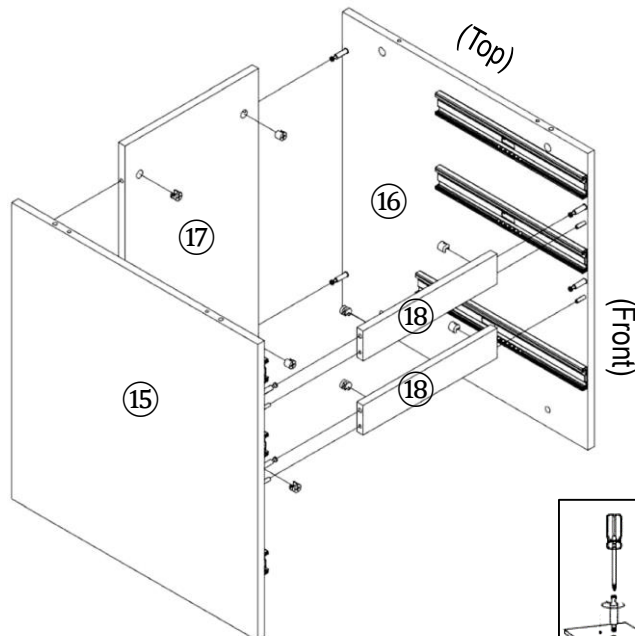


STEP 12

Insert the cam locks (B) into back panel (17) and into both panels (18) and assemble these panels in between the left panel (15) and the right panel (16) as shown and explained in page 4.

Hardware/Tools:



B		8 Pcs
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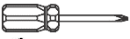


STEP 13

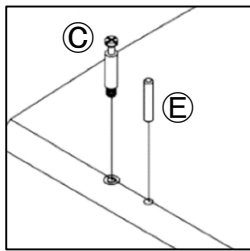
With the cabinet top panel ⑰ upside-down, attach the cam bolts ⑳ to the exterior holes and insert the wooden pins ㉑ into the interior holes as shown.

Hardware/Tools:

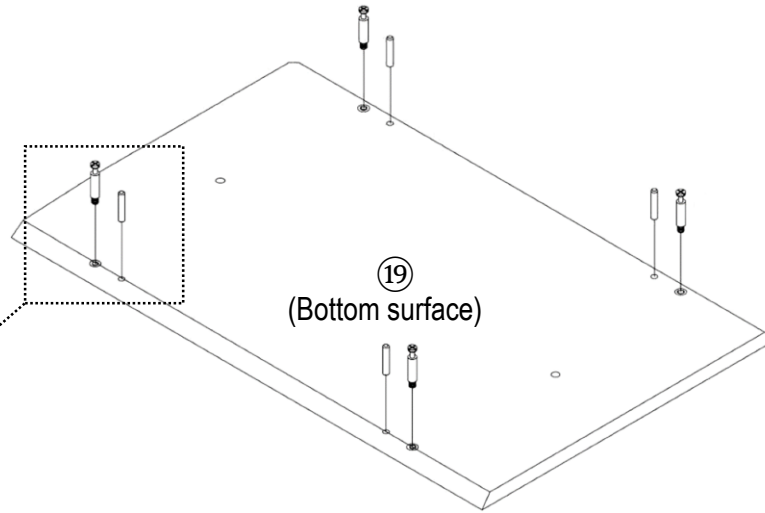
㉑		4 Pcs
㉑		4 Pcs



(NOT INCLUDED)



㉑ on exterior hole;
㉑ on interior



STEP 14

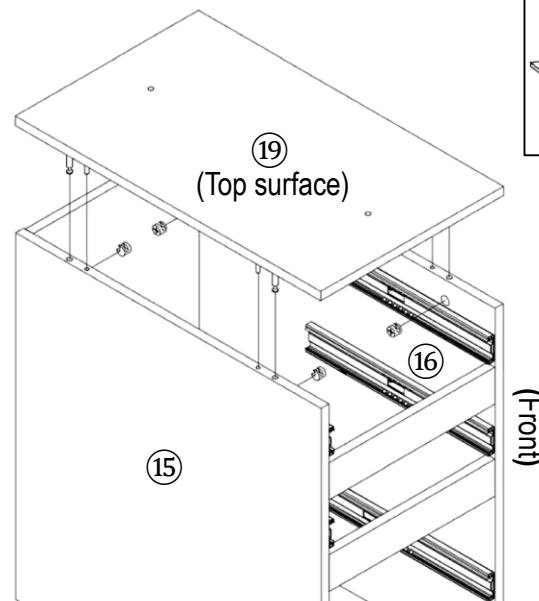
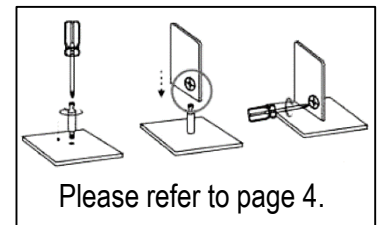
Assemble the cabinet top panel ⑰ to panels ⑮ and ⑯ using cam locks ㉒ as shown and explained in page 4.

Hardware/Tools:

㉒		4 Pcs
---	---	----------



(NOT INCLUDED)

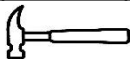


STEP 15

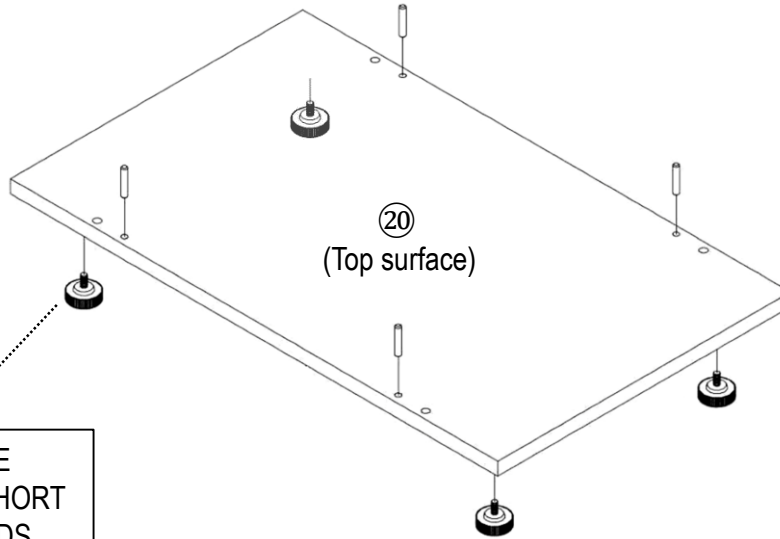
First attach the cabinet studs (F) to the bottom surface of bottom panel (20), then insert the pins (E) into the interior holes on the top surface as shown.

Make sure to install the pins into the interior holes, as the exterior holes are for screws on the next step.

Hardware/Tools:



(Not included)

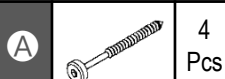


THESE ARE THE STUDS WITH SHORT THREADED RODS

STEP 16

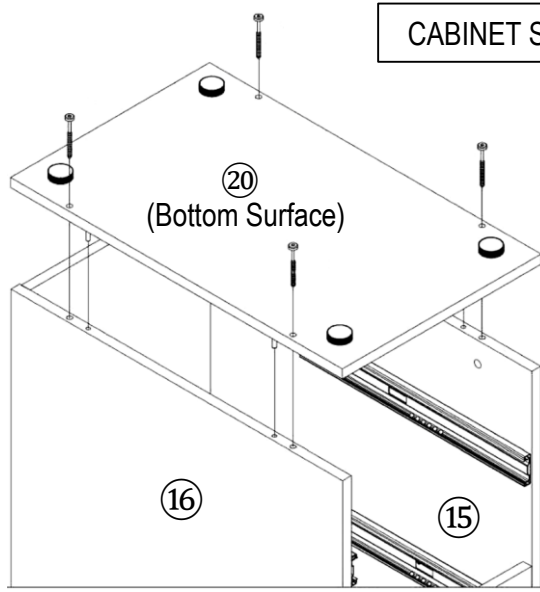
Place the parts assembled in step 14 upside-down, and assemble the bottom panel (20) to panels (15) AND (16) using screws (A) as shown.

Hardware/Tools:



(NOT INCLUDED)




CABINET SHOWN UPSIDE-DOWN

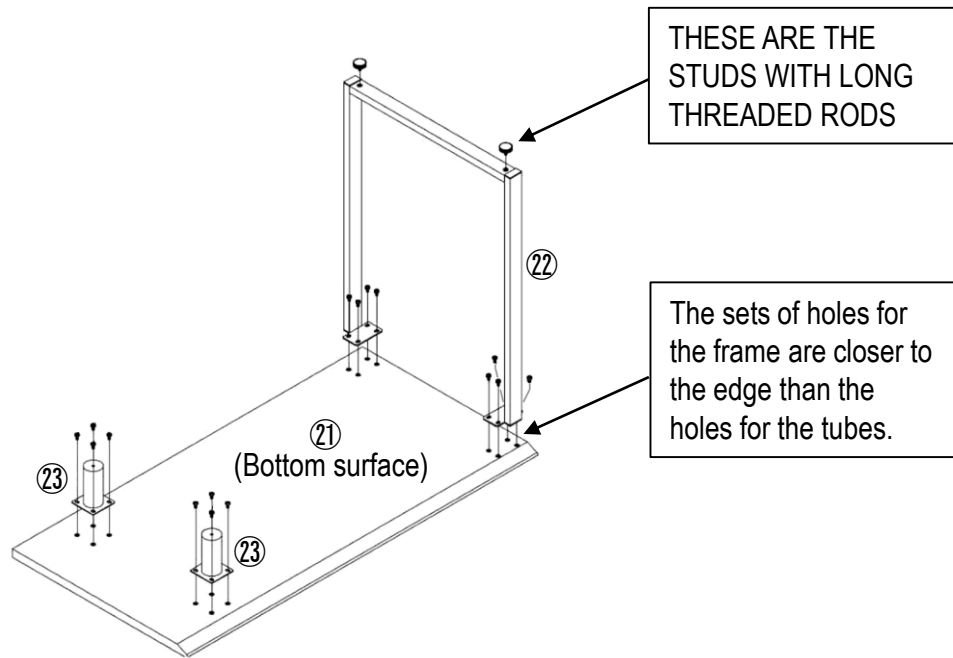


STEP 17

With the main panel ②① upside-down, first assemble the frame ②② and the support tubes ②③ using screws ②④, then attach the studs ②⑤ to the structure ②② as shown.

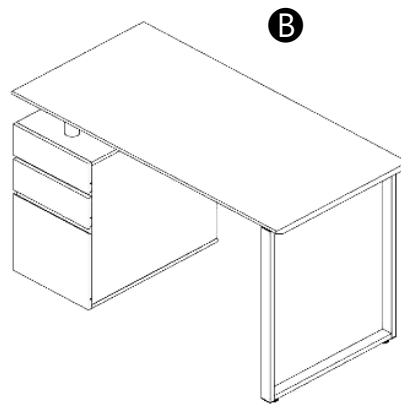
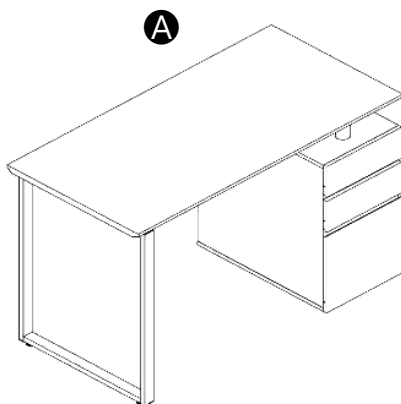
Hardware/Tools:

②④		16 Pcs
②⑤		2 Pcs
		



Next you will have 2 assembly options:

- A) Assemble with the drawers on the right side;
 - B) Assemble with the drawers on the left side.
- Choose your preference and proceed to step 18.



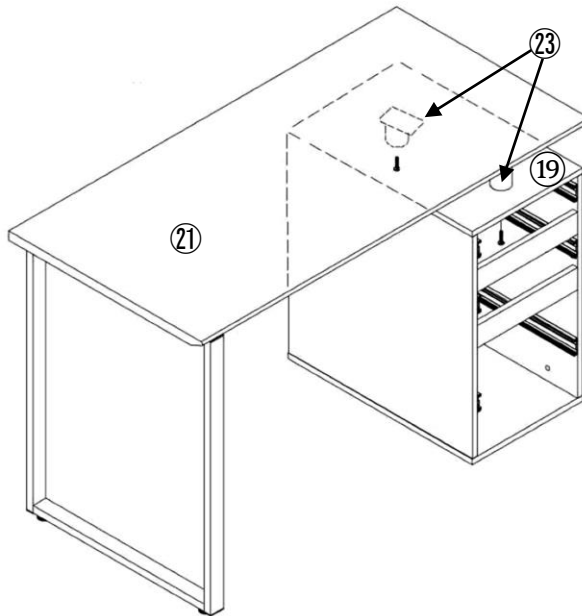
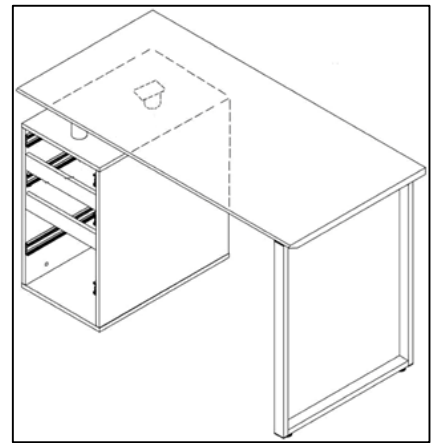
STEP 18**Hardware/Tools:**

I

2
Pcs

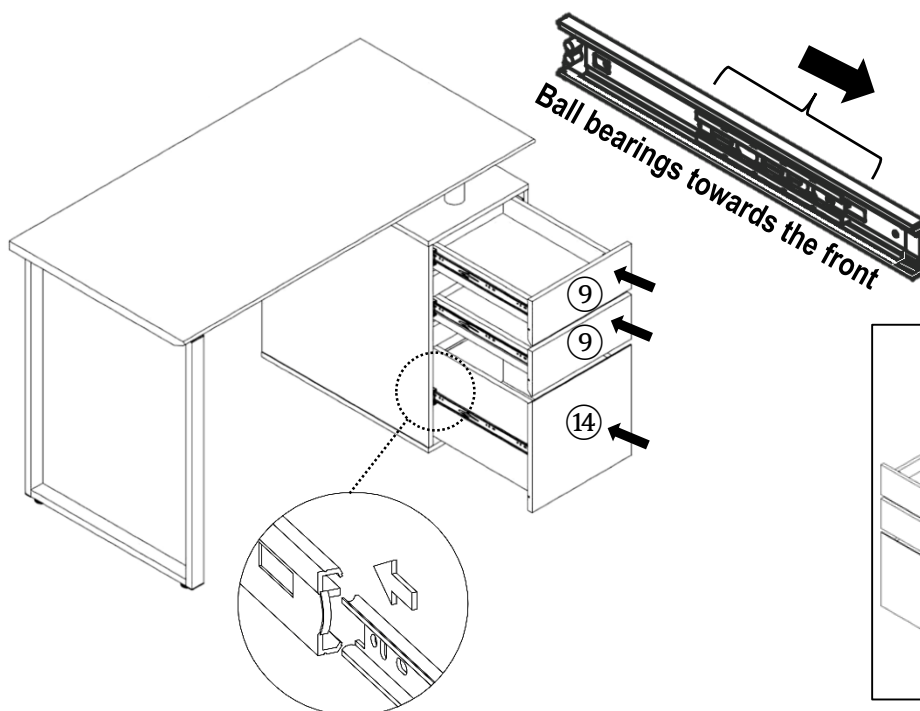
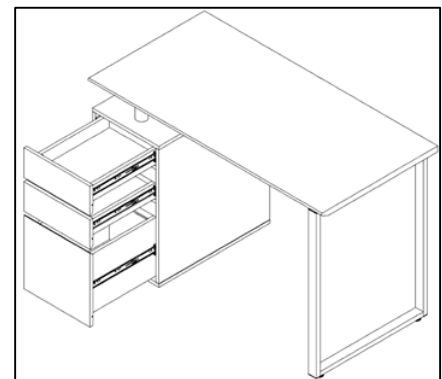
Place the top parts assembled in step 17 over the cabinet assembled in step 16, making the holes of the support tubes (23) align with the holes on panel (19), and assemble them from inside the cabinet using screws (1) as shown.

▣ Assembly tip: First screw loosely on the back support tube, then screw on the front support tube, and finally proceed to tighten both screws.

**OR:****STEP 19**

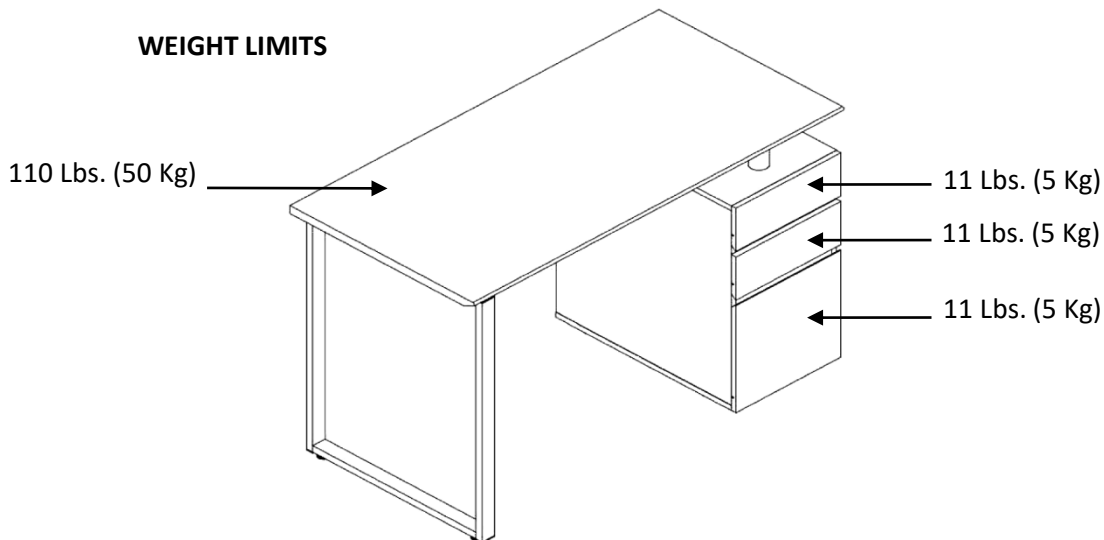
First make sure that the ball bearings on all the sliders inside the cabinet are all the way to the front, then insert the drawers very slowly, making sure their rails engage into the black plastic guide of the sliders on both sides.

▣ Assembly tip: First insert the bottom drawer, then the middle, and the top last.

**OR:**

**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.
- Do not allow small children to reach inside the drawers without your supervision.
- Do not drag the table to move it. It must be handled and lifted 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.
- 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. You may also disassemble it partially by following steps 18 and 19 in reverse order.
- 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.