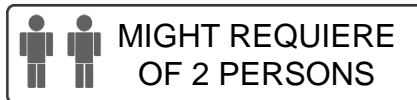
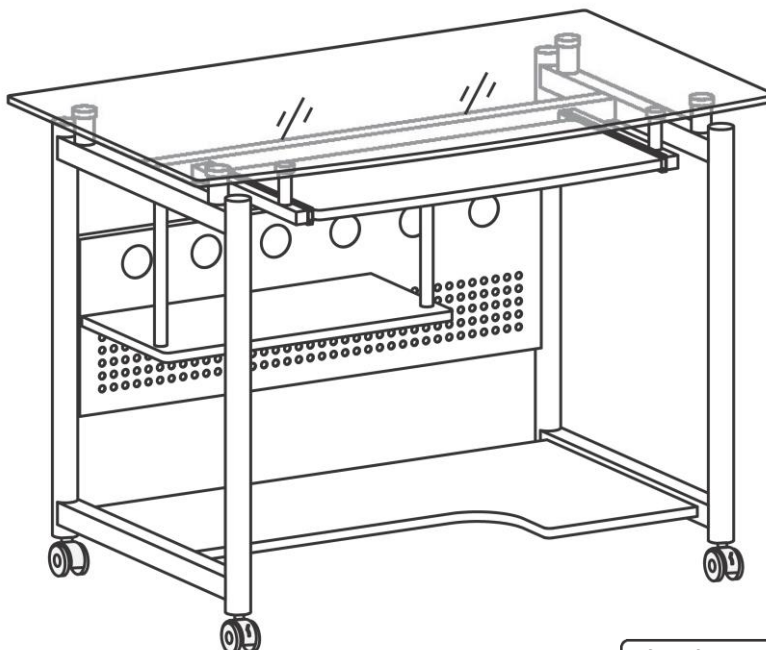


## MODEL RTA-3788

### 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.

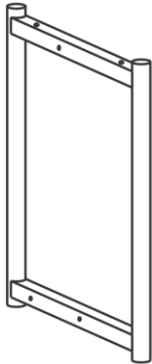


Imported By

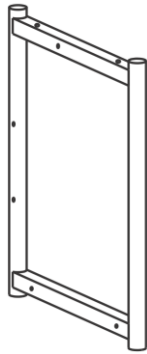


MAIN PARTS LIST

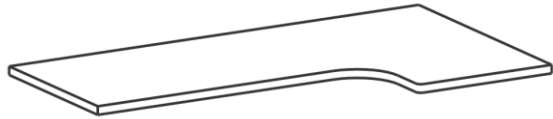
#1L Left structure  
x1



#1R Right structure  
x1



#2 Lower panel  
x1

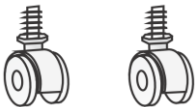


#3 Casters:  
x4

2 locking



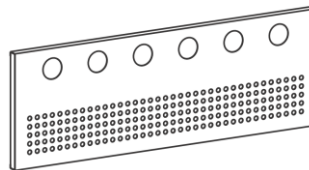
2 non-locking



#4 Horizontal tube  
x1



#5 Back panel  
x1



#6 Vertical tubes  
x2



#7 Auxiliary panel  
x1



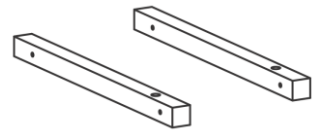
#8 Support tubes  
x4 (for glass top)



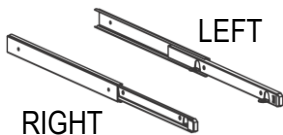
#9 Support tubes  
x2 (for keyboard tray)



#10 Slider bases  
x2



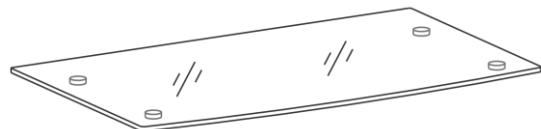
#11 Keyboard sliders  
x1 SET:



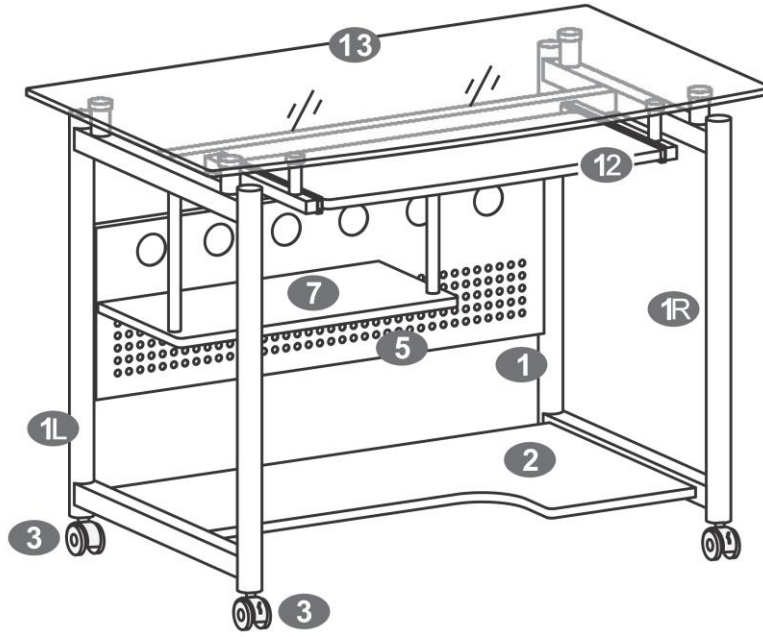
#12 Keyboard panel  
x1



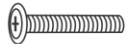








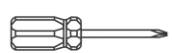
#13 Glass tabletop  
x1



MAIN PARTS LAYOUT (FOR REFERENCE):



SCREWS LIST:

PART	QTY.	ITEM		PART	QTY.	ITEM	
<b>A</b>	4	6X35 MM		<b>F</b>	4	4X23 MM	
<b>B</b>	4	6X65 MM		<b>G</b>	4	4X14 MM	
<b>C</b>	4	6X85 MM		<b>H</b>	4	6X65 MM	
<b>D</b>	8	6X50 MM			1		
<b>E</b>	2	6X20 MM			1		

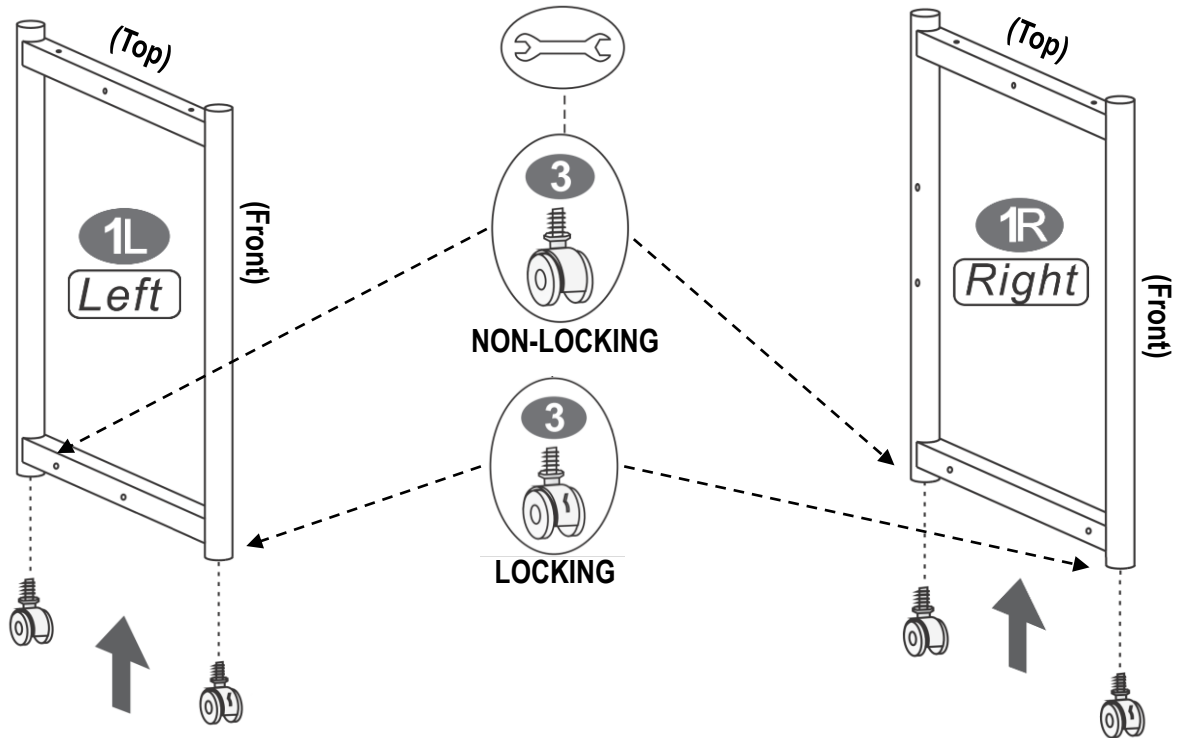
**BEFORE YOU START THE ASSEMBLY, PLEASE READ THE FOLLOWING TIPS AND WARNINGS.**

- 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

Following the orientation of the structures (1L) and (1R) as shown, install the casters (3) on the bottom of the structures with the locking at the front and the non-locking at the back.



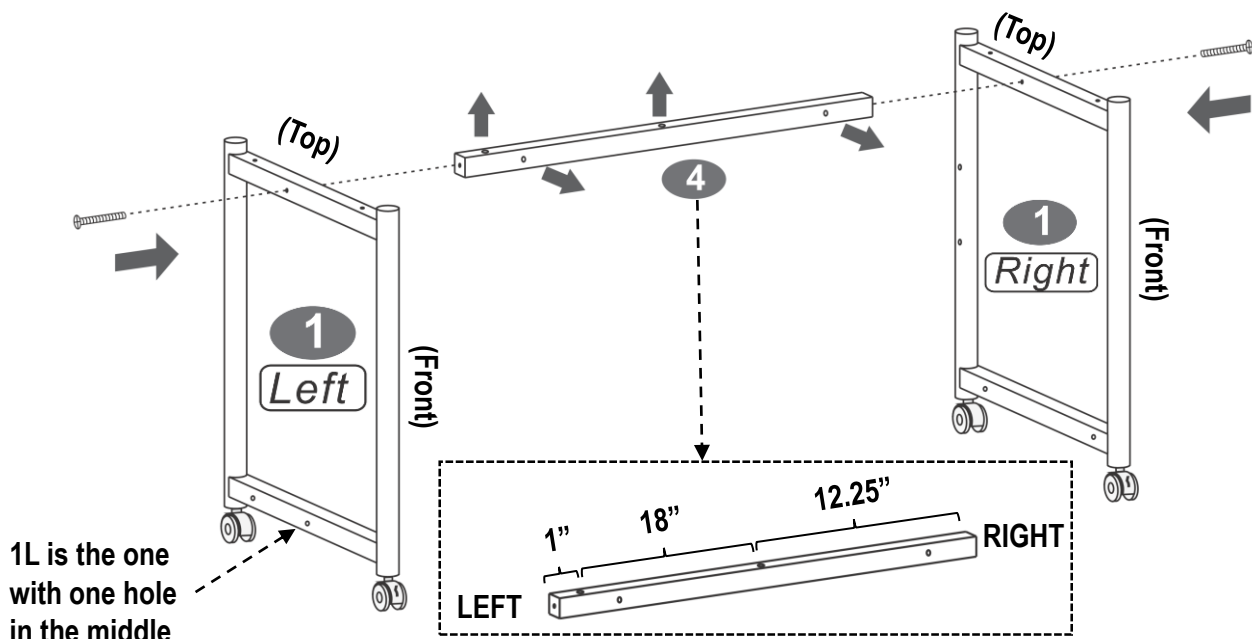
STEP 2

Use screws D to assemble the horizontal tube (4) between the left and right structures (1L), (1R).

Screws:

<b>D</b>	6x50mm	2 pcs
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**PAY ATTENTION TO THE CORRECT ORIENTATION OF ALL THE PARTS.**



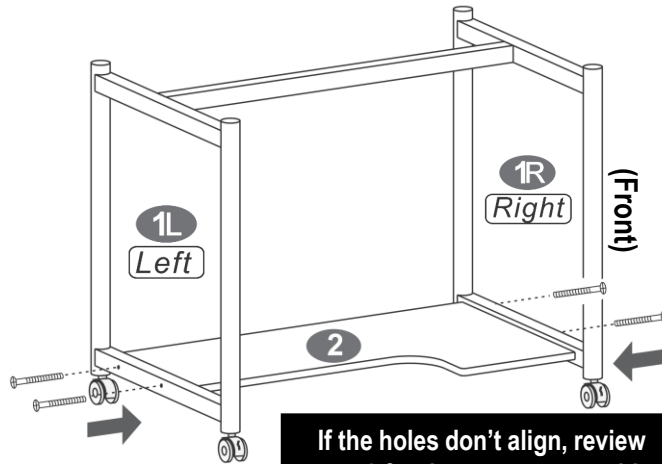
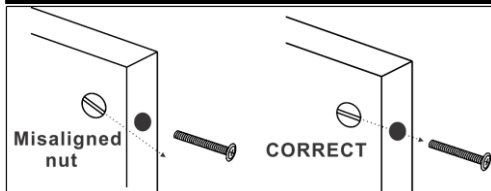
**STEP 3**

Use screws H to assemble the lower panel (2) to the structures (1L) and (1R) as shown.

**Screws:**

<b>H</b>	6x65mm	4
		pcs

The panel has insert nuts for the screws. If alignment is needed, use a flat head screwdriver and turn the nut to align it so it can properly receive the screw.



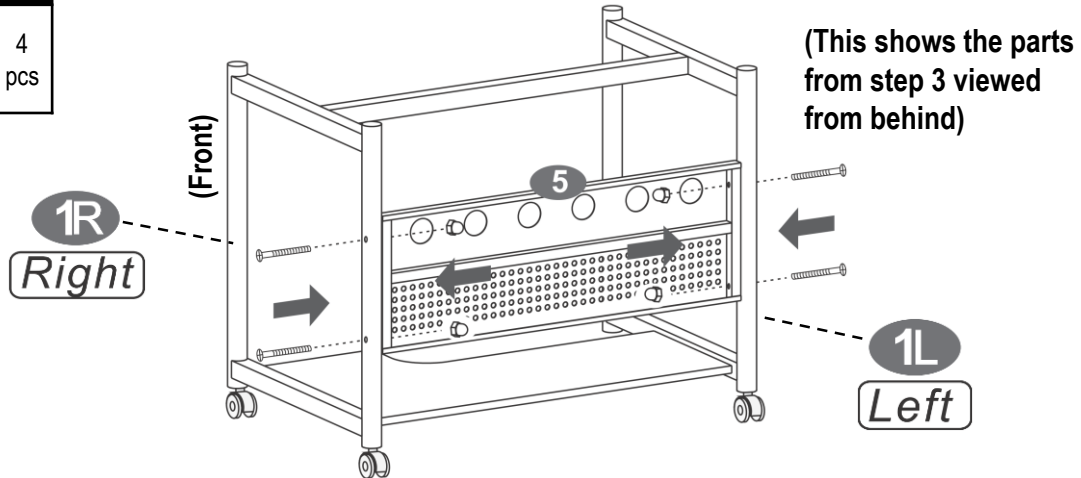
If the holes don't align, review step 2 for the correct assembly and orientation of the structures.

**STEP 4**

Use screws and nuts B to assemble the back panel (5) to the main structures (1L), (1R) as shown. Note that the screws enter from the outside of the structures.

**Screws:**

<b>B</b>	6x65mm	4
		pcs

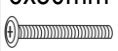


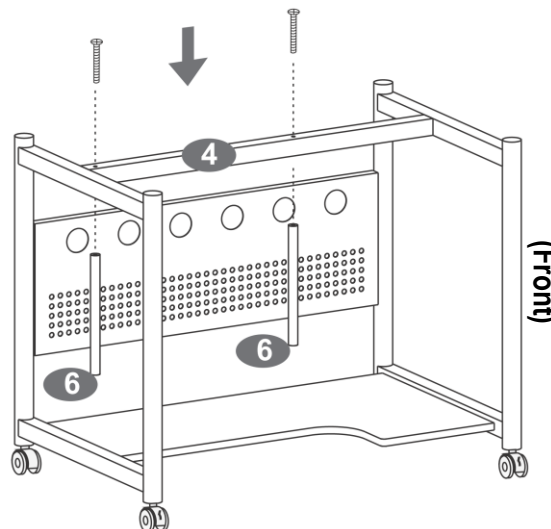
(This shows the parts from step 3 viewed from behind)

**STEP 5**

Use screws D to assemble the vertical tubes (6) to the horizontal tube (4).

**Screws:**

<b>D</b>	6x50mm	2
		pcs





(This shows the parts from step 4 viewed from the front)

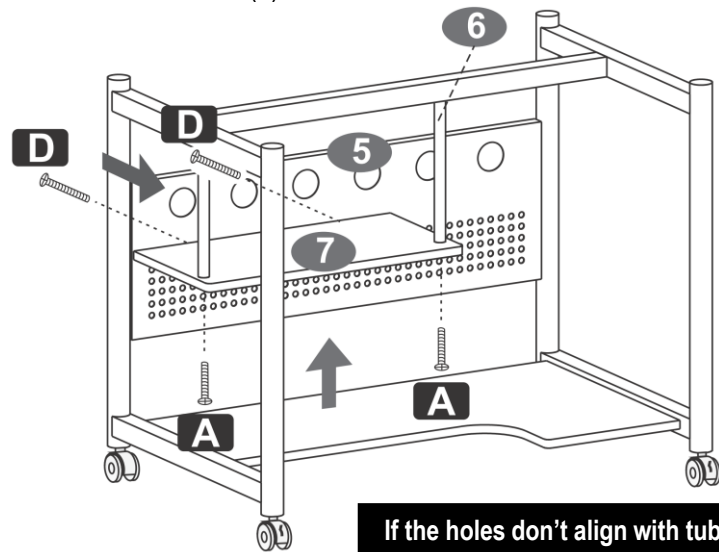
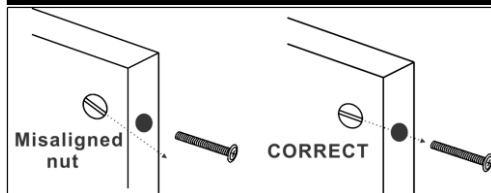
**STEP 6**

Assemble the auxiliary panel (7) to the unit using:  
 - Screws D to assemble it to the back panel (5) from behind the unit;  
 - Screws A to assemble it to the vertical tubes (6) from underneath.

**Screws:**

<b>A</b>	6x35mm 	2 pcs
<b>D</b>	6x50mm 	2 pcs

The panel has insert nuts for the screws.  
 If alignment is needed, use a flat head screwdriver and turn the nut to align it so it can properly receive the screw.




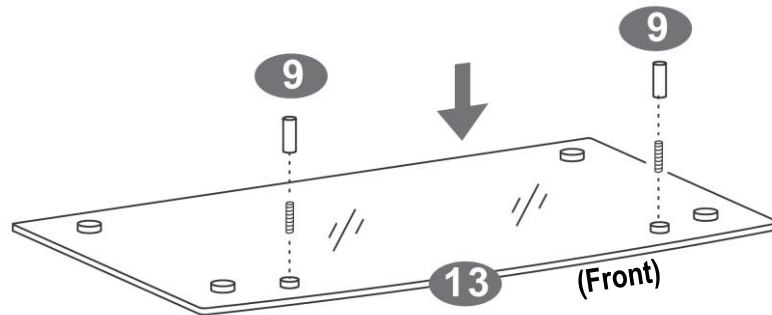
If the holes don't align with tubes (6), review steps 2 and 5 for the correct assembly and orientation of the parts.

**STEP 7**

Use screws E to assemble the support tubes (9) to the glass tabletop (13) as shown.

**Screws:**

<b>E</b>	6x20mm 	2 pcs
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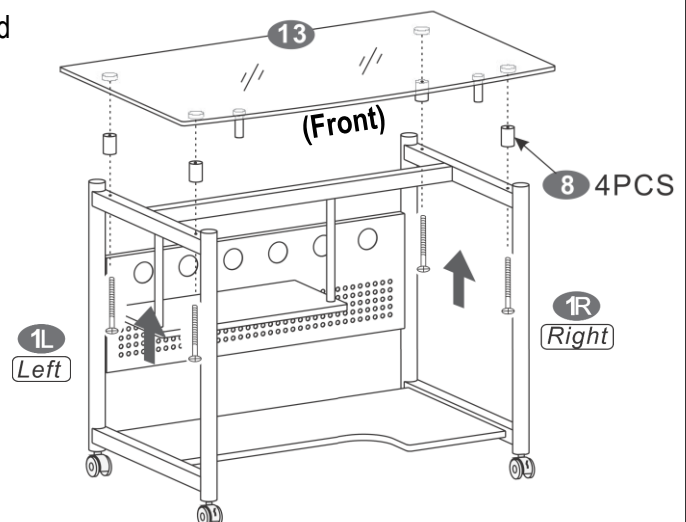
**STEP 8**

First place the support tubes (8) over the holes of the structures (1L) and (1R), then carefully and with the help of another person, place the glass tabletop (13) over the tubes, and finally secure the top using screws C from underneath as shown.

**Screws:**

<b>C</b>	6x85mm 	4 pcs
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 **MIGHT REQUIRE OF 2 PERSONS**

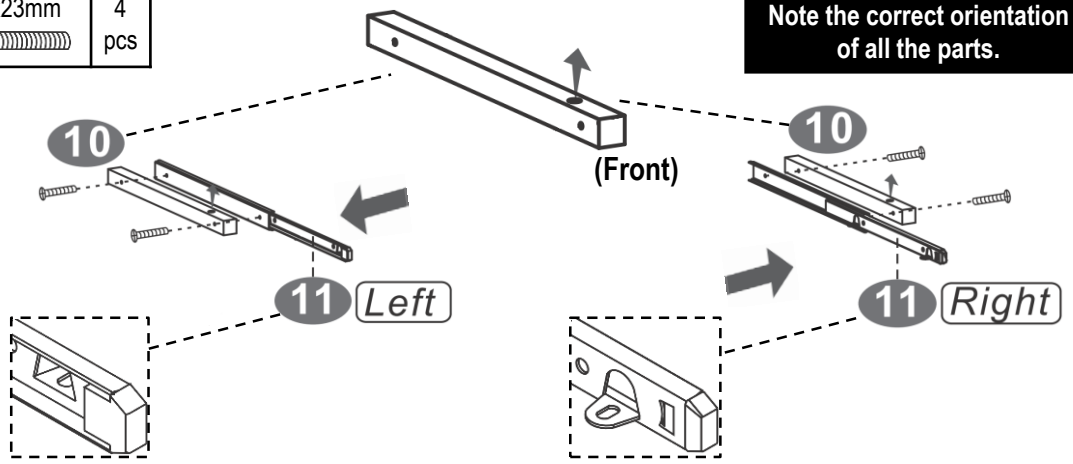


**STEP 9**

Use screws F to assemble the sliders (11) to the slider bases (10) as shown. Note that the screw enter thru the tube and into the slider, not from the slider into the tube.

**Screws:**

<b>F</b>	4x23mm 	4 pcs
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**STEP 10**

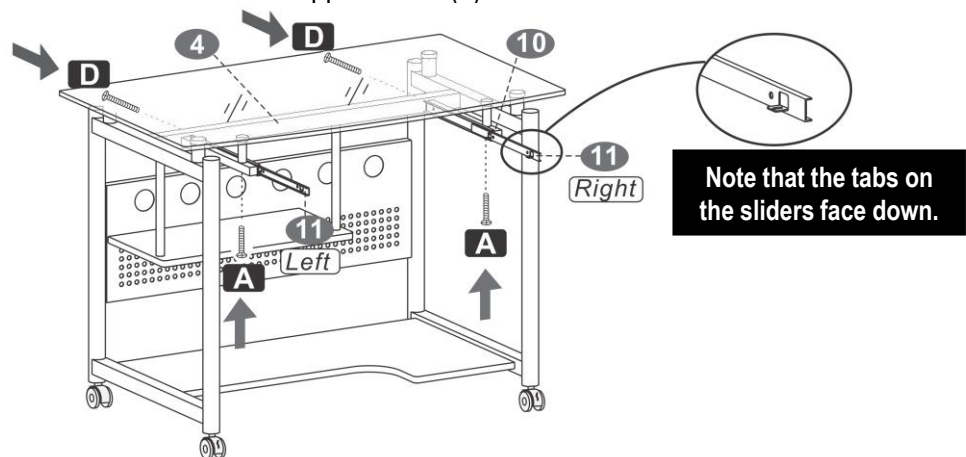
Assemble the slider bases (10) to the unit using:

- Screws D to assemble it to the horizontal tube (4) from behind the unit;
- Screws A to assemble it to the support tubes (9) from underneath.

**Screws:**


<b>A</b>	6x35mm 	2 pcs
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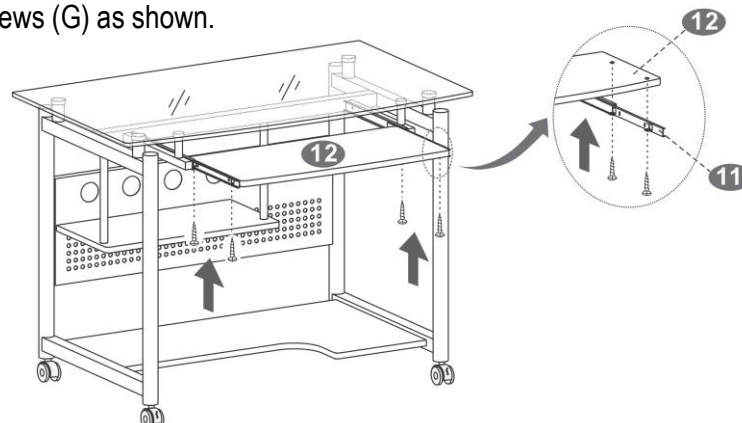
<b>D</b>	6x50mm 	2 pcs
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**STEP 11**

Place the keyboard panel over the tabs of the sliders (11) and assemble it from underneath using screws (G) as shown.

**Screws:**

<b>G</b>	4x14mm 	4 pcs
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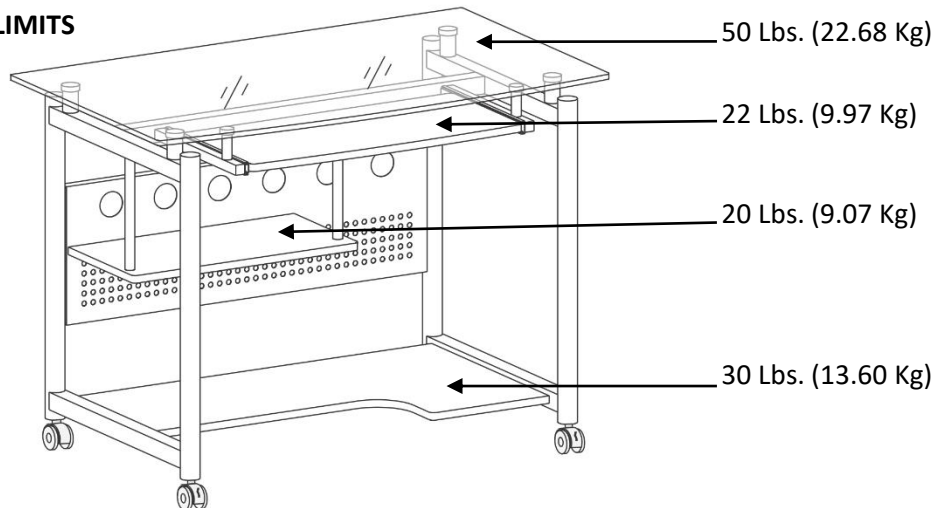


**DONE!** Before you start using the unit, make sure that all the screws, bolts, etc. are properly tightened, and read all the warnings in the next page.



**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 keyboard panel.
- Do not lean against the unit.
- Do not allow small children to play under or over the unit, or move/roll it.
- Before moving the unit, make sure that the front casters are unlocked, and remove any object that is heavy or might fall off.
- When transporting the unit to other places, protect and secure the unit to avoid damage in transit. Also make sure to block the casters to avoid unexpected rolling inside the transportation vehicle.
- 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.