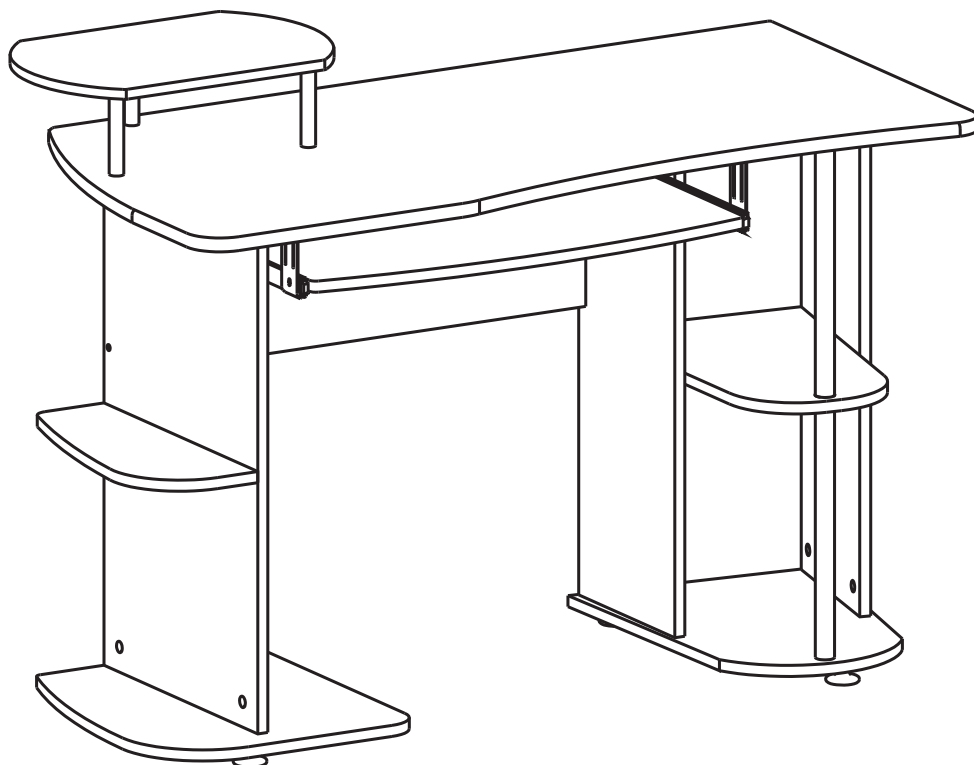


English

ASSEMBLY INSTRUCTIONS



Thanks for purchasing one of our products.
Please read carefully the assembly instructions before the installation.
Please save this manual for future reference.



MODEL RTA-8104

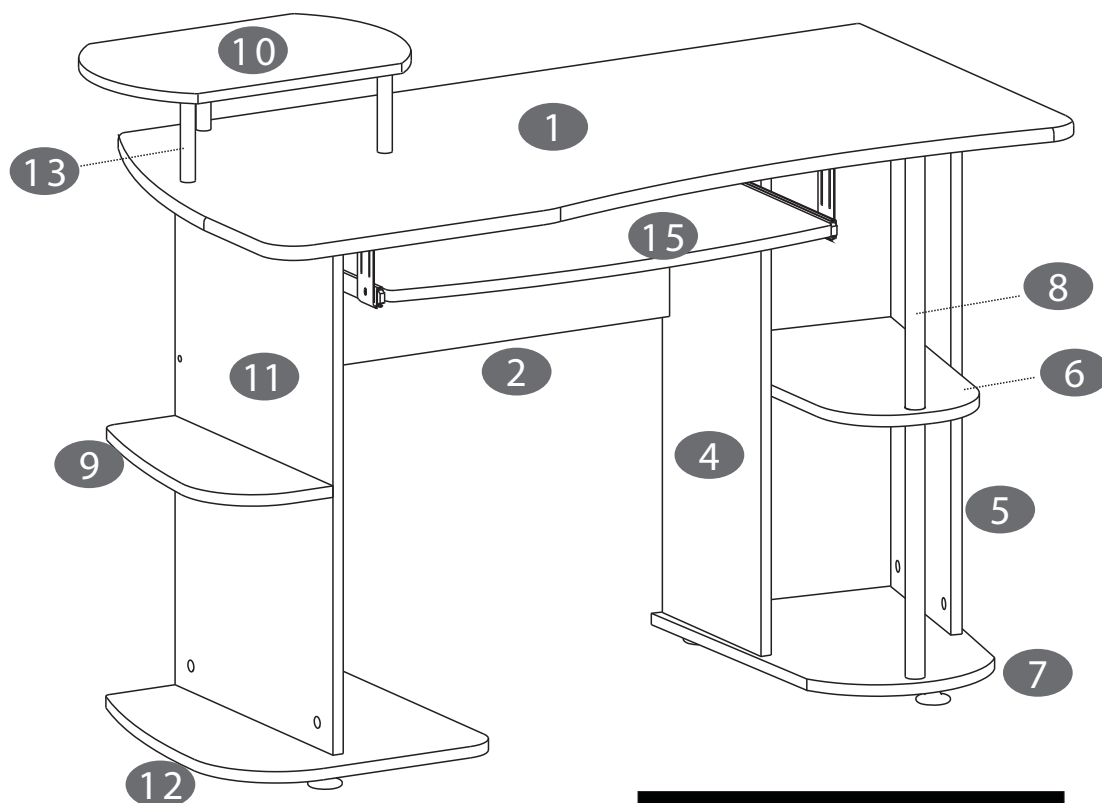


Spanish

INSTRUCCIONES DE ENSAMBLAJE.



Gracias por comprar uno de nuestros productos.
Por favor lea cuidadosamente las instrucciones de ensamblaje antes de instalar la unidad.
Por favor guarde este manual para referencias futuras.

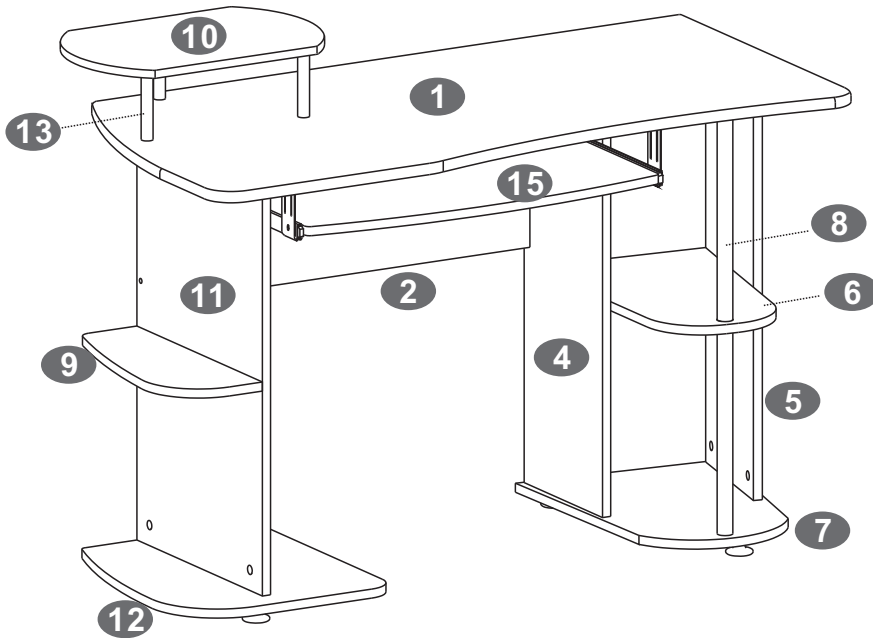


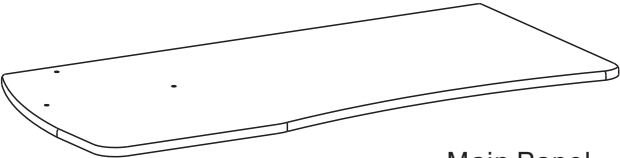

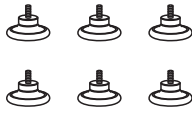

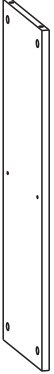



MODELO RTA-8104



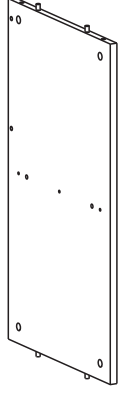




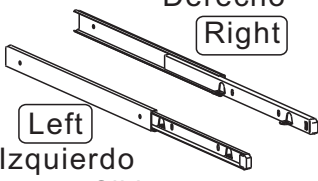




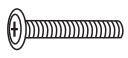





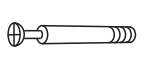
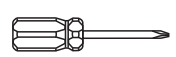

▪PARTS LIST ▪LISTA DE PARTES



<p>1</p>  <p>▪ Main Panel ▪ Panel Principal</p>	<p>2</p>  <p>▪ Back Panel ▪ Panel Posterior</p>	<p>3</p>  <p>▪ Studs ▪ Topes x6</p>	
<p>4</p>  <p>▪ Left Vertical Panel ▪ Panel Vertical Izquierdo</p>	<p>5</p>  <p>▪ Right Vertical Panel ▪ Panel Vertical Derecho</p>	<p>6</p>  <p>▪ Auxiliary Panel ▪ Panel Auxiliar</p>	<p>8</p>  <p>▪ Vertical Tube ▪ Tobo Vertical</p>
		<p>7</p>  <p>▪ Bottom Panel ▪ Panel de Fondo</p>	

<p>9</p>  <ul style="list-style-type: none"> ▪ Horizontal Panel ▪ Panel Horizontal 	<p>10</p>  <ul style="list-style-type: none"> ▪ Printer Panel ▪ Panel de Impresora 	<p>11</p>  <ul style="list-style-type: none"> ▪ CPU Vertical Panel ▪ Panel Vertical de CPU 	<p>12</p>  <ul style="list-style-type: none"> ▪ CPU Bottom Panel ▪ Panel de Fondo de CPU
<p>13</p>  <ul style="list-style-type: none"> ▪ Supporting Tube x3 ▪ Tubo de Soporte 	<p>14</p>  <ul style="list-style-type: none"> ▪ Slider's Base x4 ▪ Base de los Deslizadores 		<p>15</p>  <ul style="list-style-type: none"> ▪ Keyboard Panel ▪ Panel de Teclado
<p>16</p>  <p>Derecho Right</p> <p>Left Izquierdo</p> <ul style="list-style-type: none"> ▪ Slider ▪ Deslizadores 			

▪SCREWS LIST ▪LISTA DE TORNILLOS

PART	QTY.	ITEM		PART	QTY.	ITEM	
A	4	6X35 MM		F	4	6X12 MM	
B	4	4X4 MM		G	4	4X14 MM	
C	4	6X25 MM		H	2	Φ 16 MM	
D	20	6X40 MM			1		
E	6	6X50 MM					

HOW TO ASSEMBLE USING BOLTS AND CAM LOCKS: CÓMO ENSAMBLAR USANDO LOS PERNOS Y CERRAJES:



▪ Cam bolt
▪ Perno



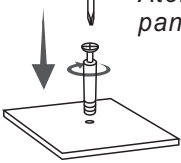
▪ Cam lock
▪ Cerraje

1.

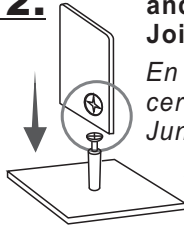


Screw the bolt into the corresponding panel.

Atornille el perno al panel correspondiente.



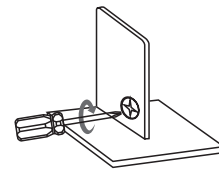
2.



In the other panel, insert and align the cam lock. Join the panels.

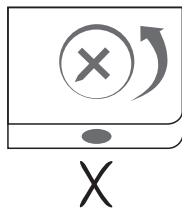
En el otro panel, inserte el cerraje y alineeelo. Junte los paneles.

3.



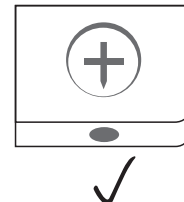
Turn the cam lock.
Gire el cerraje.

If the panel already comes with the cam lock inserted, make sure is aligned:
Si los paneles ya vienen con los cerrajes, asegúrese que estén alineados:



**MISALIGNED:
TURN CAM LOCK
TO POINT TOWARDS
THE HOLE**

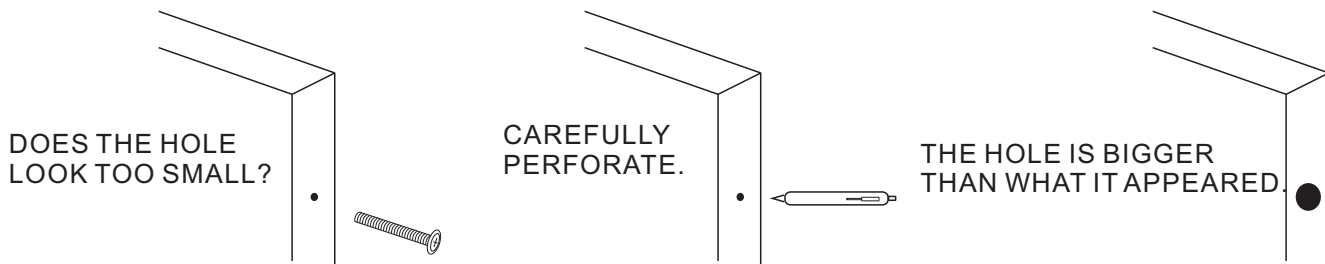
*DESALINEADO:
GIRE EL CERRAJE
PARA QUE APUNTE
HACIA EL HOYO.*



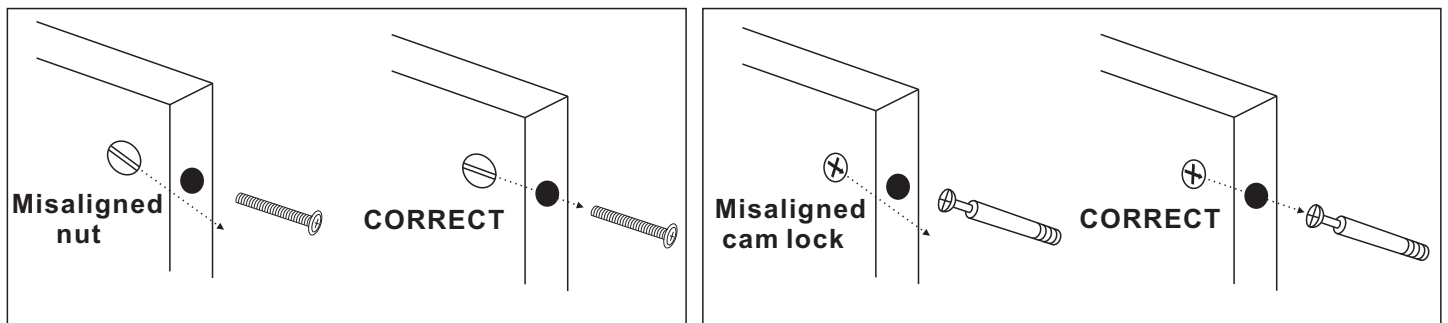
**CORRECT
CORRECTO**

GENERAL ASSEMBLY TIPS AND TROUBLESHOOTING DURING ASSEMBLY:

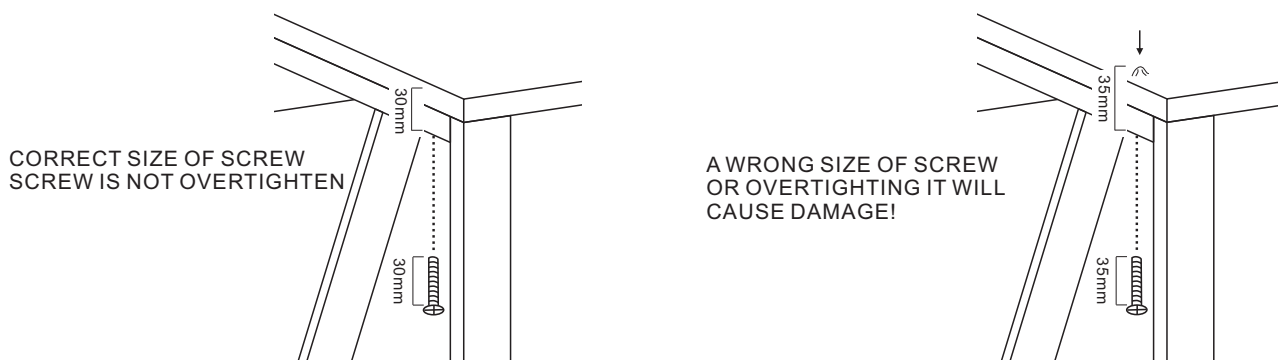
- *Before you start assembling, make sure you have all the parts and necessary hardware by doing a quick inventory.
- *Follow the assembly instructions step by step, and do not skip any unless advised to do so by RTA PRODUCTS' Customer Service.
- *On each step, and to avoid misalignments, always leave screws loose, and do not tighten them until all are in place.
- *In wood panels, the laminate might be covering the holes.
If there are no visible holes: Pass the tip of your finger around the area where the hole should be, and press against the surface to feel the indentation.
If the hole looks too small for the screw or bolt: carefully perforate the laminate with the tip of a pen.



- *In wood panels, some might have inserts that look like screws. Those inserts are either nuts or cam locks. Make sure they are aligned to receive the screws or bolts.

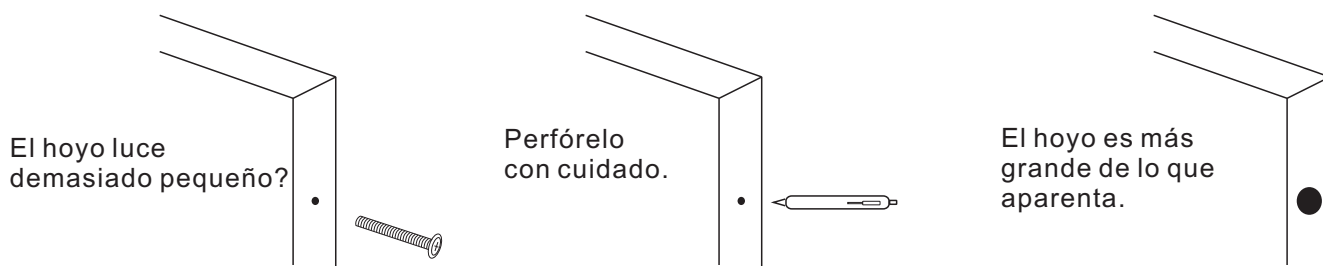


- *Make sure to use the correct screws or bolts, and do not overtighten them. Using wrong screws or overtightening them might cause damage to the parts, and such damage is not covered by the product's warranty.

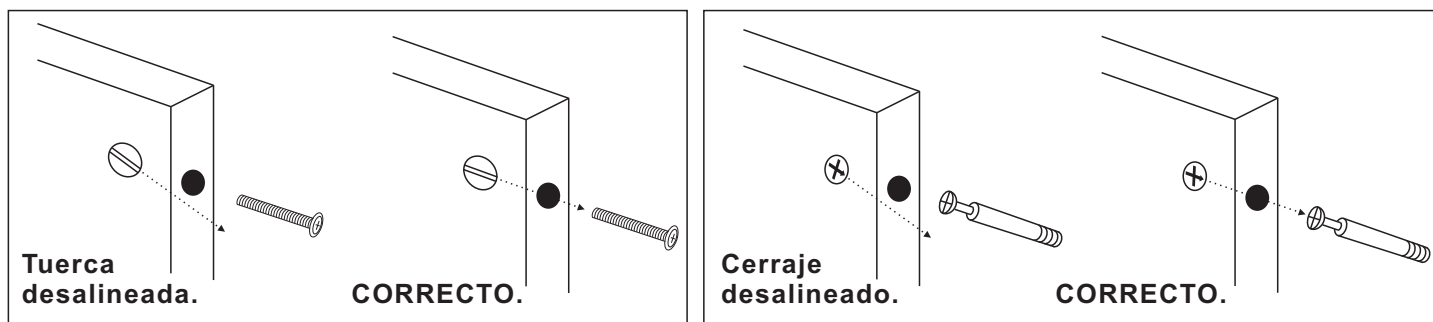


CONSEJOS PARA RESOLVER PROBLEMAS DURANTE EL ENSAMBLAJE:

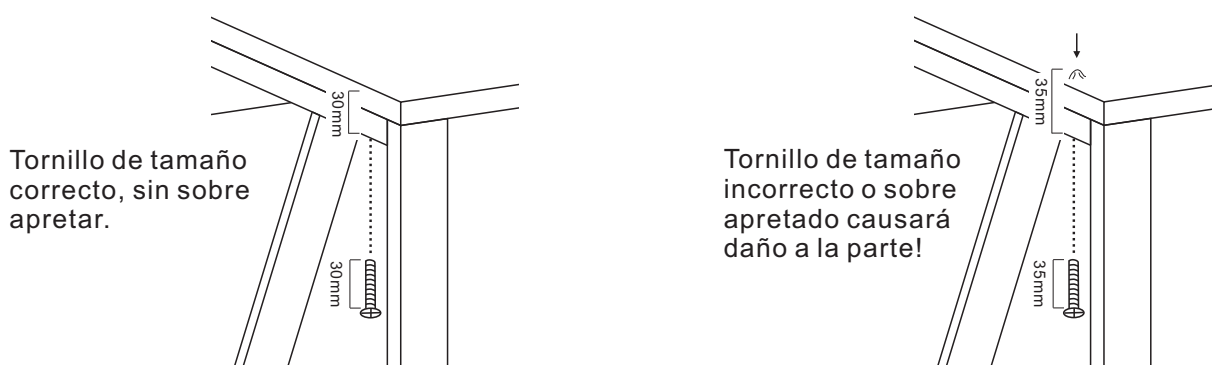
- *Antes de comenzar, haga un inventario rápido para asegurarse de tener todas las partes y tornillos necesarios.
- *Siga las instrucciones paso por paso, y no se salte ninguno a menos que se lo aconseje un representante de Servicio al Cliente de RTA PRODUCTS.
- *Para evitar desalineamientos, en cada paso que haga deje los tornillos medio puestos, y no los apriete hasta que todos estén colocados en sus lugares.
- *En paneles de madera, el laminado podría cubrir las perforaciones.
Si no ve los hoyos: Pase la punta del dedo por el area y presione contra la superficie para encontrar el hoyo.
Si el hoyo luce muy pequeño para el tornillo o perno: Con cuidado perforo el laminado con la punta de un lapicero (bolígrafo, pluma).



- *Algunos paneles pueden tener insertados lo que parecen tornillos, pero son tuercas o cerrajes: Asegúrese que estén alineados para recibir el tornillo o perno.



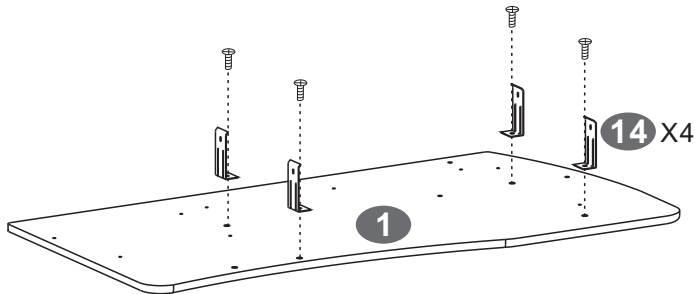
- *Asegúrese de usar los tornillos y pernos correctos, y no los apriete demasiado. Usar tornillos/pernos de tamaño incorrecto o sobre-apretarlos puede causar daño a las partes, lo cual no es cubierto por la garantía del producto.



ATTENTION: THE ASSEMBLY STARTS WITH THE PARTS UPSIDE-DOWN.
 ATENCIÓN: EL ENSAMBLANDO COMIENZA CON LAS PARTES AL REVÉS.

▪ Steps ▪ Pasos

1



- Use Screws (F) to assemble the Slider's Bases (14) to the back of Main Panel (1).
- Use Tornillos (F) para ensamblar las bases de los deslizadores (14) en el revés del Panel Principal (1).

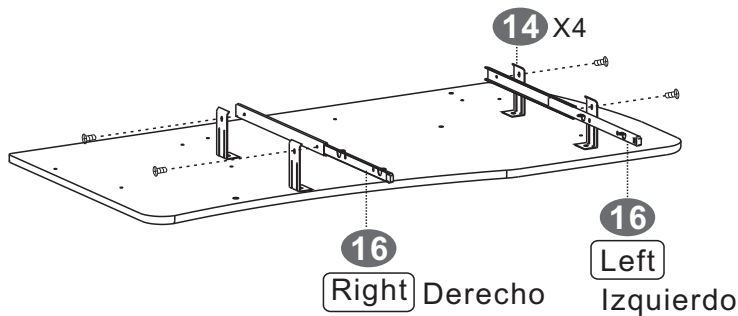
▪ SCREWS ▪ TORNILLOS

F 6X12 MM

4PCS



2



- Use Screws (B) to fix the Sliders (16) to the Bases (14).
- Use Tornillos (B) para fijar los Deslizadores (16) a las Bases de los Deslizadores (14).

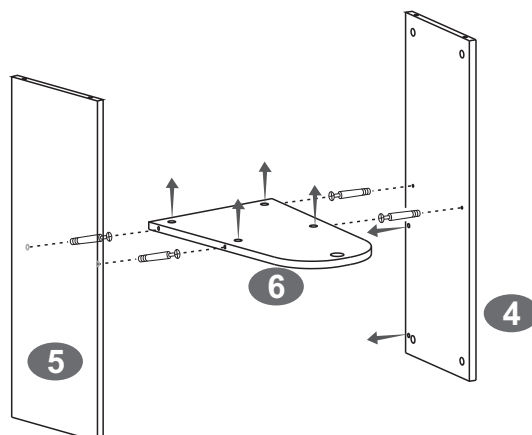
▪ SCREWS ▪ TORNILLOS

B 4X4 MM

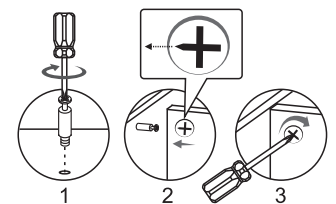
4PCS



3



- Insert the Bolts (D) in the holes of the Left & Right Vertical Panels (4&5) and tight them with the screwdriver, then place the Auxiliary Panel (6) over the Bolts and tight the cam locks on the inside face of the panels.
- Inserte los Pernos (D) en los agujeros de los Paneles Verticales Izquierdo e Derecho (4&5) y ajústelos con el destornillador, luego coloque el Panel Auxiliar (6), haciendo coincidir los agujeros laterales con los Pernos (D) y ajuste los cerrajes ubicadas en la cara interna de éste panel.



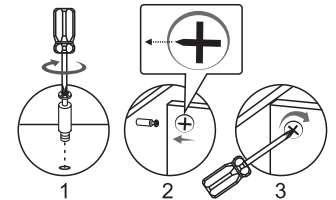
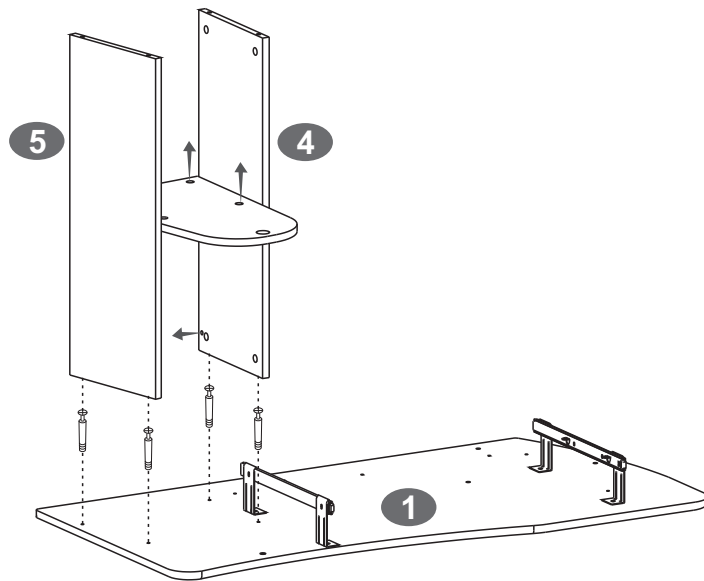
▪ SCREWS ▪ TORNILLOS

D 6X40 MM

4PCS



4



■ SCREWS ■ TORNILLOS

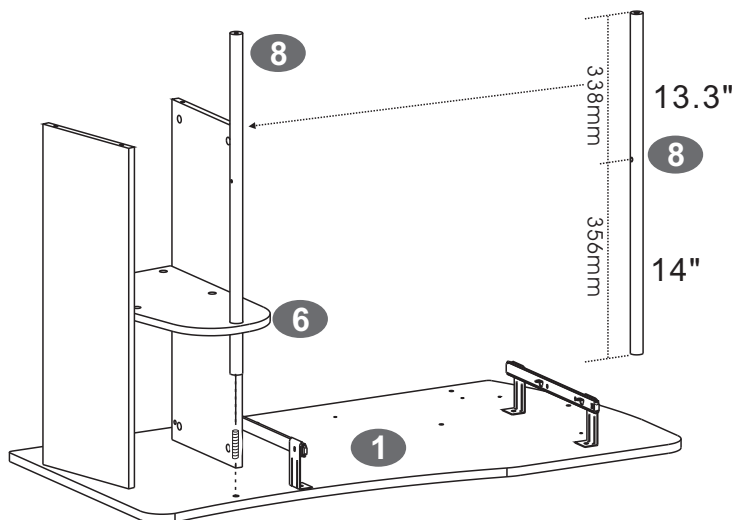
D 6X40 MM

4PCS



- Insert the Bolts (D) in the holes of the back side of Main Panel (1) and tight them with the screwdriver, then place the Left & Right Vertical Panels (4&5) over the Bolts (D) and tight the cam locks on the inside face of these panels.
- *Inserte los Pernos (D) en los agujeros de la parte posterior del Panel Principal (1) y ajuste con el destornillador, luego coloque los Paneles Verticales Derecho e Izquierdo (4&5) sobre los Pernos y ajuste los cerrajes colocadas en la cara interna de éstos paneles.*

5



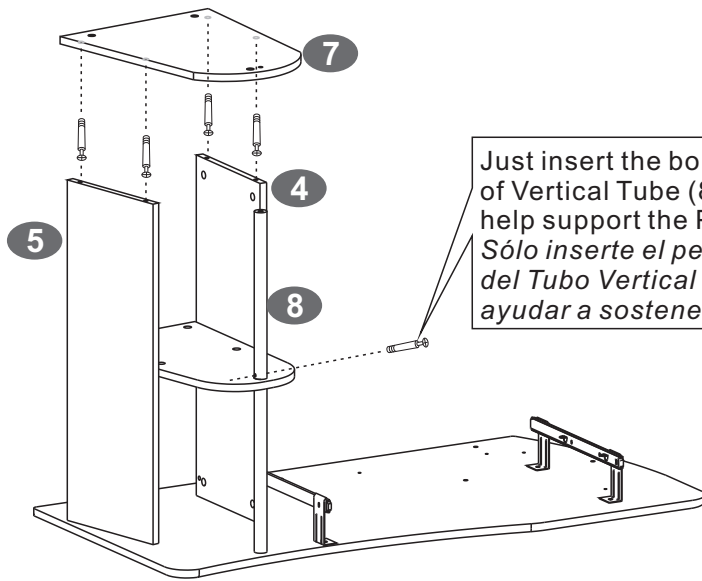
■ SCREWS ■ TORNILLOS

C 6X25 MM

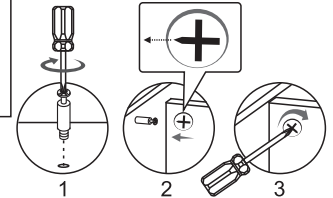
1PC

- Insert the Vertical Tube (8) through the Auxiliary Panel (6) and use Screws (C) to fit it to the back of the Main Panel (1).
- *Inserte el Tubo Vertical (8) a través del Panel Auxiliar (6) y use Tornillo (C) para fijarlo a la parte posterior del Panel Principal (1).*

6



Just insert the bolt through the hole of Vertical Tube (8). Its function is to help support the Panel (6).
 Sólo inserte el perno en el agujero del Tubo Vertical (8). Su función es ayudar a sostener el Panel (6).



▪ SCREWS ▪ TORNILLOS

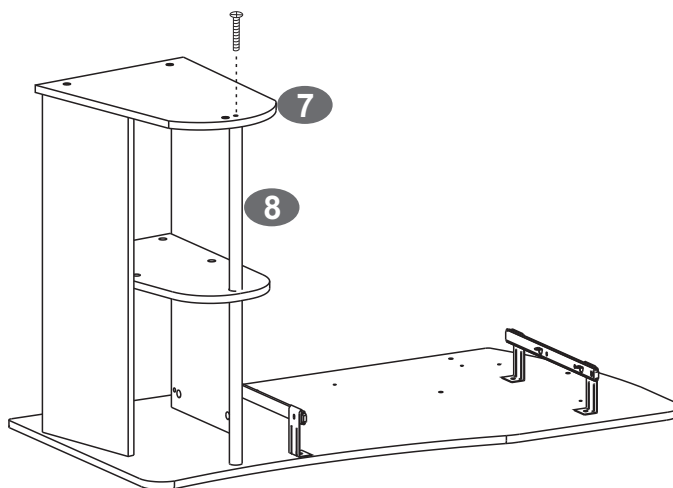
D 6X40 MM

5PCS



- Insert the Bolts (D) in the holes of the Bottom Panel (7) and tight them with the tool, then place it over the Left & Right Vertical Panels (4&5) and tight the cam locks on the inside face. Finally, insert the Bolt (D) into the Vertical Tube (8).
- Inserte los Pernos (D) en los agujeros del Panel de Fondo (7) y ajuste con el destornillador, luego coloquelo sobre los Paneles Verticales Derecho e Izquierdo (4&5) y ajuste los cerrajes colocadas en la cara interna de estos paneles. Inserte un Perno (D) en el Tubo Vertical (8).

7



▪ SCREWS ▪ TORNILLOS

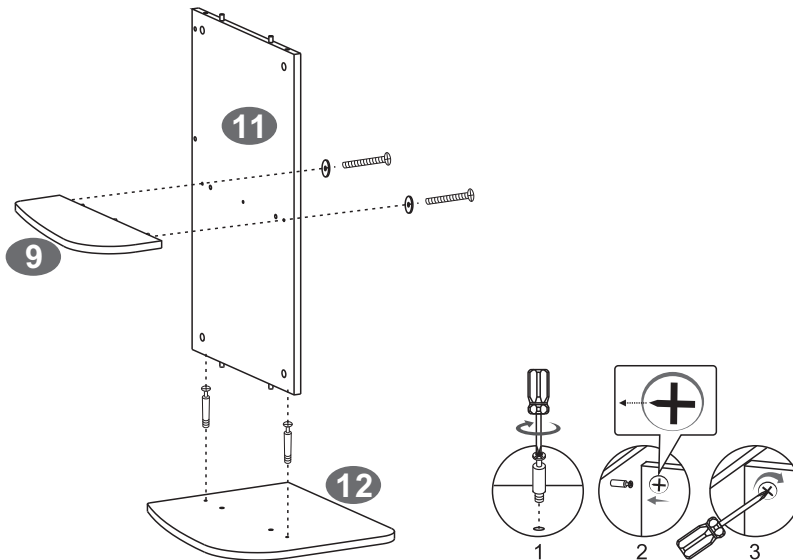
A 6X35 MM

1PC



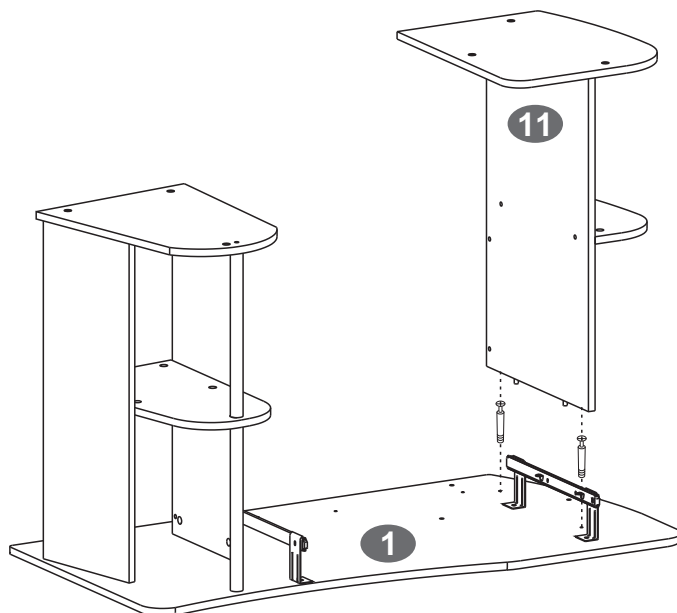
- Use Screw (A) to fix the Vertical Tube (8) to the Bottom Panel (7).
- Use Tornillo (A) para fijar el Tubo vertical (8) al Panel de Fondo (7).

8

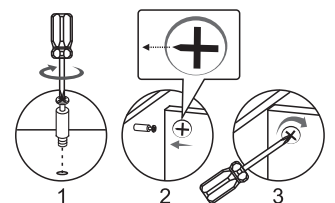


- Use Screws (E&H) to fix the Horizontal Panel (9) to the CPU Vertical Panel (11).
Insert Bolts (D) to the CPU Bottom Panel (12), then place the bolts into CPU Vertical Panel (11) and tight the cam locks on the CPU Vertical Panel (11).
- Use Tornillos y arandelas (E&H) para fijar el Panel Horizontal (9) al Panel Vertical de CPU (11) y ajuste los cerrajes en este panel.

9



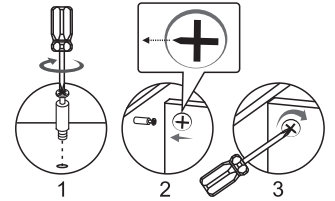
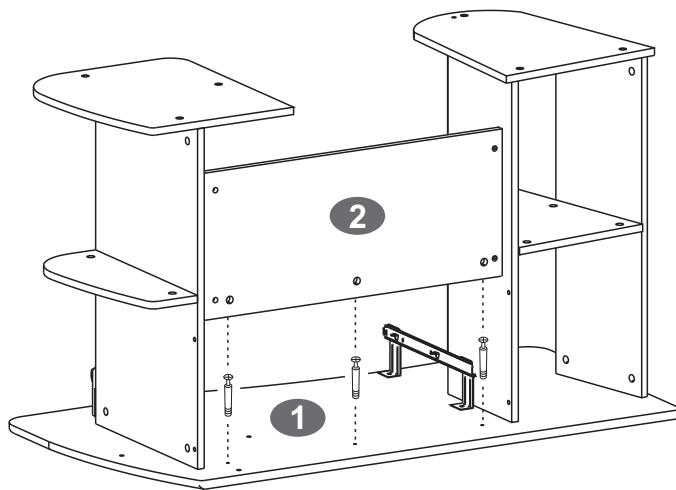
- Insert Bolts (D) to the back side of the Main Panel (1), then place the CPU Vertical Panel (11) to the bolts and tight the cam locks on the CPU Vertical Panel (11).
- Inserte los Pernos (D) en los agujeros de la parte posterior del Panel Principal (1), luego coloque el Panel Vertical de CPU (11) sobre los pernos, y ajuste los cerrajes del Panel Vertical de CPU (11).



-SCREWS - TORNILLOS

D 6X40 MM 2PCS

10



- SCREWS - TORNILLOS

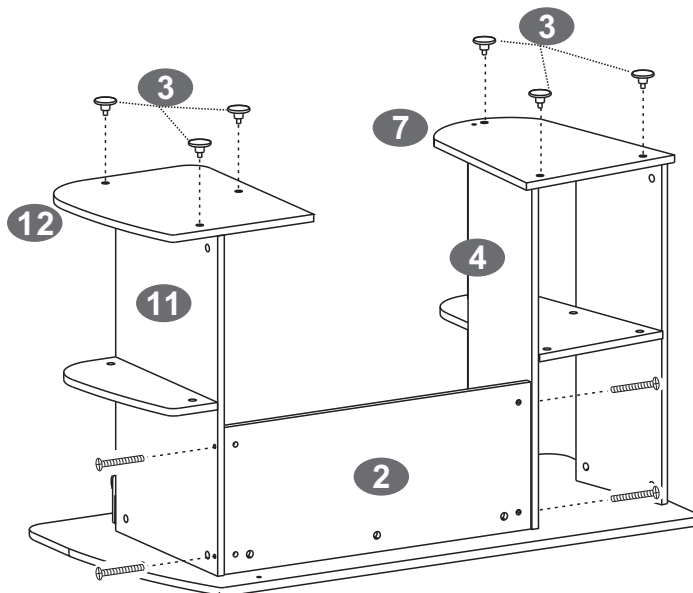
D 6X40 MM

3PCS



- Insert the Bolts (D) in the holes of the Main Panel (1) and tight them with the screwdriver, then place the Back Panel (2) over the Bolts and tight the cam locks on the Back Panel (2).
- Inserte los Pernos (D) en los agujeros del Panel Principal (1) y ajústelos con el destornillador, luego coloque el Panel Posterior (2) sobre los pernos, y ajuste los cerrajes en el Panel Posterior (2).

11



- SCREWS - TORNILLOS

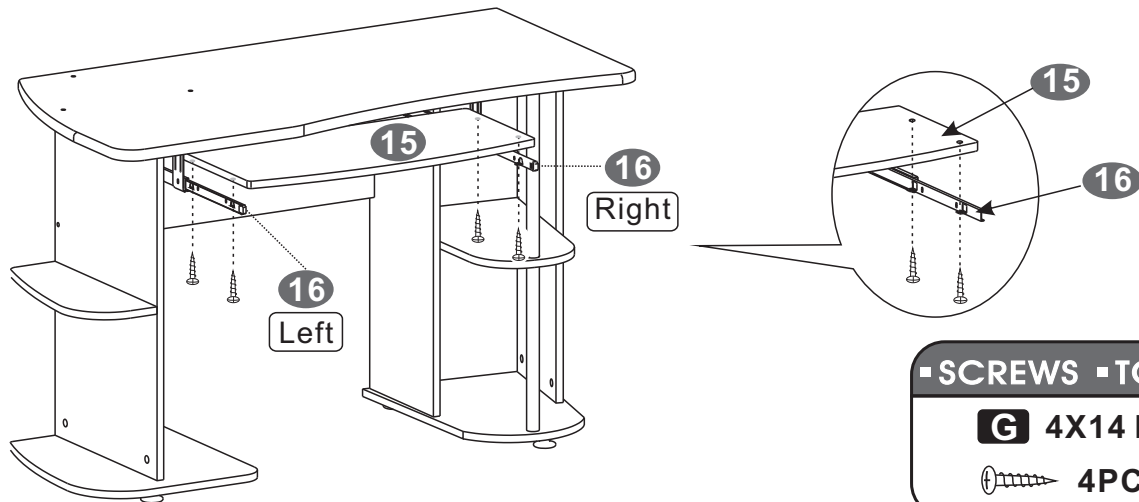
E 6X50 MM

4PCS



- Use Screws (E) to fix the Back Panel (2) between the Left Vertical Panel (4) & CPU Vertical Panel (11). Fix the Studs (3) to the back of the Bottom Panel (7) & the CPU Bottom Panel (12).
- Use Tornillos (E) para fijar el Panel Posterior (2) entre el Panel Vertical Izquierdo y el Panel Vertical de CPU (4&11). Fije los Topes (3) en la parte posterior del Panel de Fondo y del Panel de Fondo de CPU (7&12).

12



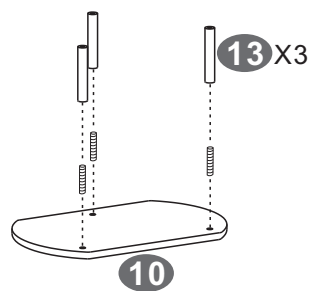
▪ SCREWS ▪ TORNILLOS

G 4X14 MM

 4PCS


- Carefully, and with the help of another person, turn the desk upright.
Use Screws (G) to fix the Keyboard Panel (15) to the Slider (16).
- Con mucho cuidado, y con la ayuda de otra persona, voltee el mueble hacia arriba.
Use Tornillos (G) para ensamblar el Panel de Teclado (15) con los Deslizadores (16).

13



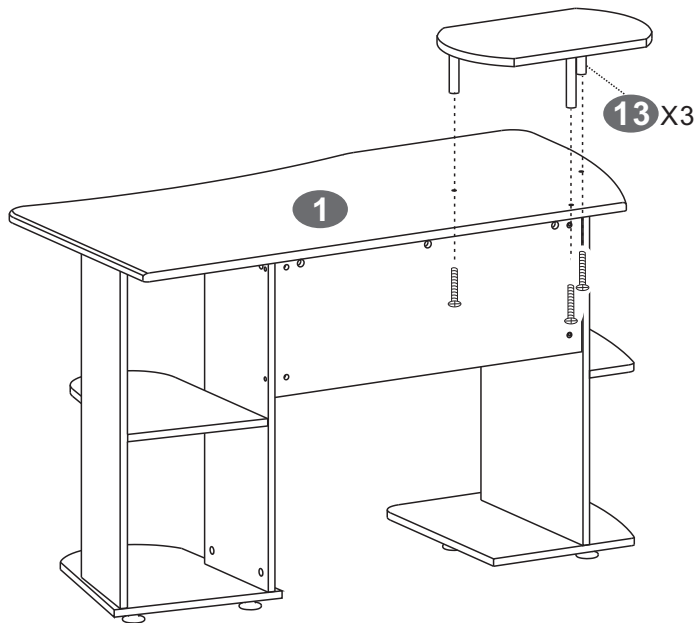
▪ SCREWS ▪ TORNILLOS

C 6X25 MM

 3PCS

- Use Screws (C) to fix the Supporting Tubes (13) to the Printer Panel (10).
- Use Tornillos (C) para fijar los Tubos de Soporte (13) al Panel de Impresora (10).

14



- Use Screws (A) to fix the Supporting Tubes (13) to the Main Panel (1).
- Use Tornillos (A) para fijar los Tubos de Soporte (13) al Panel Principal (1).

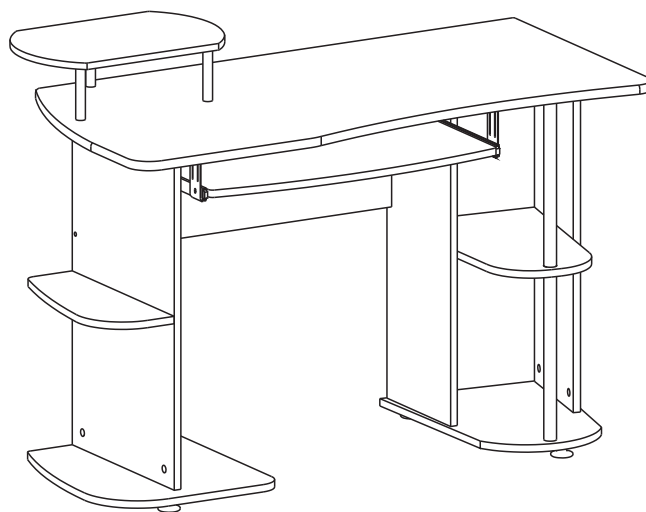
- SCREWS - TORNILLOS

A 6X35 MM

3PCS



15



- Tight all screws well and enjoy your unit.
- Apriete todos los tornillos y disfrute su unidad.

CARE AND MAINTENANCE

English

- DO NOT EXPOSE THE SURFACES TO DIRECT SUNLIGHT, OR EXTREME ENVIRONMENTAL CONDITIONS. EXPOSURE WILL DAMAGE THE PRODUCT, WHICH IS NOT COVERED BY THE WARRANTY.
- DO NOT USE SOLVENTS OVER SURFACES OR STRUCTURAL TUBES. SURFACES MUST BE CLEANED WITH A SOLUTION OF A SMOOTH SOAP AND WATER, THEN CLEARED WITH A DRY TOWEL.
- PRODUCTS THAT ARE HEAVY SHOULD BE LIFTED OR MOVED BY AT LEAST 2 PERSONS, AND ALL OBJECTS SHOULD BE REMOVED FROM THE PRODUCT.

Spanish

- NO EXPONGA LAS SUPERFICIES A LA LUZ SOLAR DIRECTA, O A CONDICIONES AMBIENTALES EXTREMAS. ESTE TIPO DE DAÑOS NO SON CUBIERTOS POR LA GARANTÍA DEL PRODUCTO.
- NO USE SOLVENTES SOBRE LAS SUPERFICIES O TUBOS ESTRUCTURALES. LAS SUPERFICIES DEBEN SER LIMPIADOS CON UN JABÓN SUAVE Y AGUA, Y SECADOS INMEDIATAMENTE CON UNA TOALLA LIMPIA Y SECA.
- PRODUCTOS QUE SON PESADOS DEBEN LEVANTARSE O MOVERSE POR AL MENOS 2 PERSONAS, Y TODOS LOS OBJETOS DEBEN SER REMOVIDOS DEL PRODUCTO.

PRODUCT WARRANTY

TECHNI MOBILI DESK WARRANTY LIMITED 5-YEAR WARRANTY



RTA Products, LLC warrants to the Original Purchaser who acquired a new product from RTA Products or its authorized resellers that this product will be free from defects in its workmanship and materials, under normal use and service conditions, as described herein. "Defects" as used in this warranty, is defined as any imperfections that impair the use of the furniture or product. RTA products will repair or replace, at its option, without charge to the original purchaser 'other than freight from purchaser to RTA Products, only the defective products or parts for a period of FIVE (5) Years.

Replacement parts can only be supplied if parts are available. Items out of production may be unavailable. This warranty will be effective for the applicable time period beginning the date of purchase on your original sales receipt. RTA product's obligation under this warranty is limited to repairing or replacing products or parts as provided herein. This product has been designed for and is intended for office and home-office use only. This warranty is Original Purchaser's sole remedy for product defects, and this warranty does not extend to any product, or damage to any product, caused by or attributed to abuse or misuse, products used for commercial or rental purposes, use modifications of, or attachments to the product, and products or parts not used, maintained, or extended hereunder is in lieu of any and all other warranties, express or implied, including without limitations any implied warranty or merchantability or of fitness for a particular purpose. Please note, all desks made with PVC Laminate surface should not be exposed to direct sunlight, as it may damage the material. Damage of this nature is not covered under this warranty.

RTA Products will not be responsible for indirect, special, incidental or consequential damages. This warranty is limited to merchandise purchased in the Continental United States. Some States do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations or exclusions may not apply to you. This warranty gives you specific legal rights. You may also have other rights that may vary from state to state.

RTA Products will advise you of the procedure to follow in making warranty claims. The following are the procedures for warranty claims:

- a. Call us Monday – Friday, from 9am-5pm (Eastern Time) at (866) 782-8262 to explain the defect and give your name, address and phone number. Please have ready the model number of our product, date and place of purchase. You can also write to us by e-mail to warranty@rtaproducts.com and include the same information.
- b. If we determine that replacement will remedy the situation, and in order to determine the extent or the cause of the defect, purchaser will need to send the part in question at purchaser's expense. Once we receive the part, we will examine it and determine whether the claim is valid (or not), and then proceed to send the replacement. We will ship the replacement at our expense.