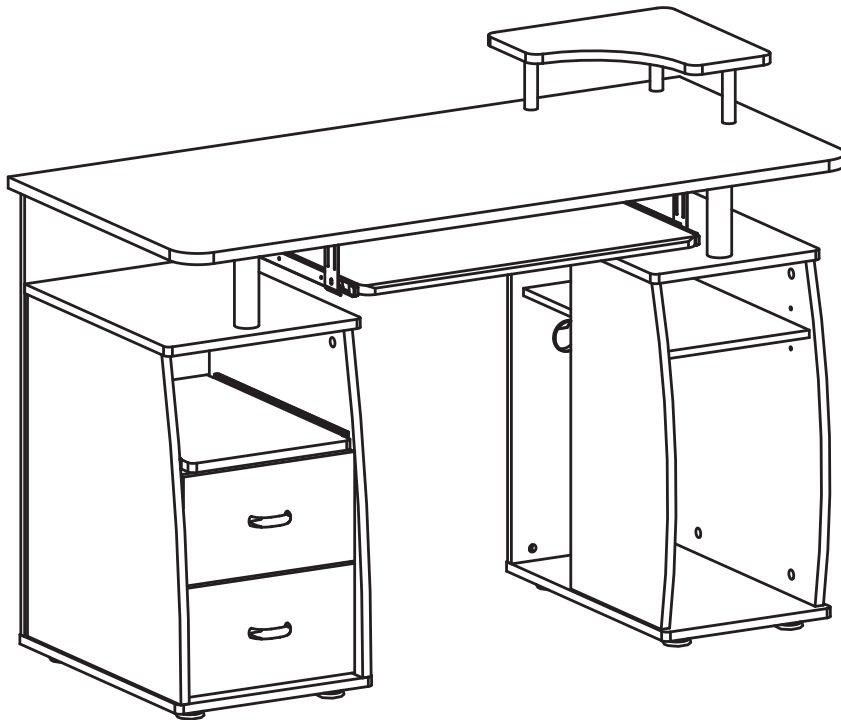




MODEL RTA-8211

ASSEMBLY INSTRUCTIONS

Thank you for purchasing our product.



Scan QR Code to view
Full assembly video



REV.062021-9



- 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.

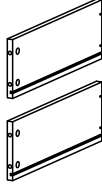
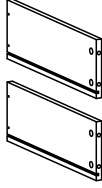
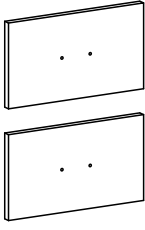
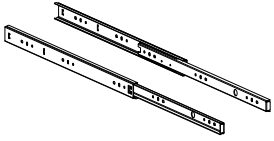
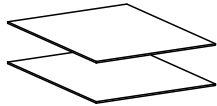
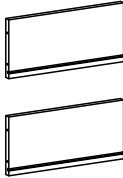
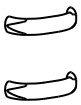
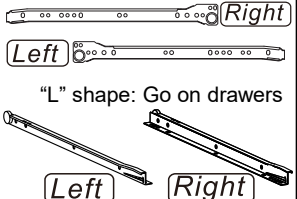
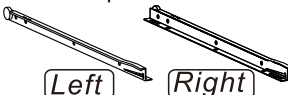

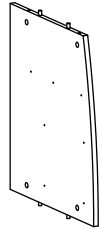
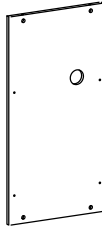
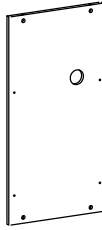
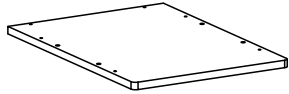
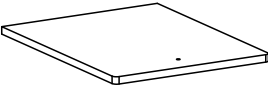


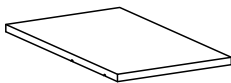

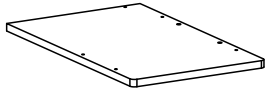


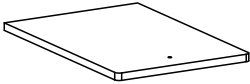
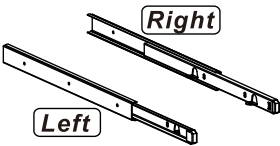

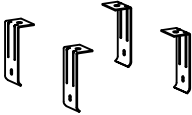
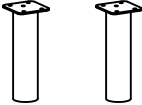

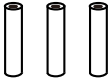

- Scan QR Code to view full assembly and step video.



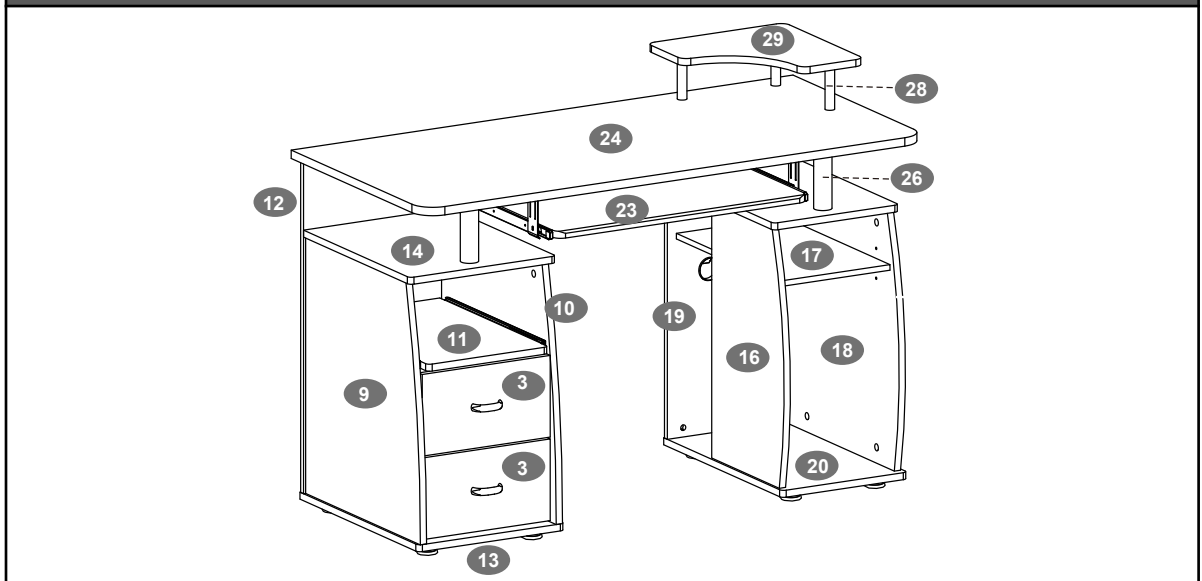
- Might require two people.

MAIN PARTS LIST









<p>1 x2</p> <p>Drawer left panel</p> 	<p>2 x2</p> <p>Drawer right panel</p> 	<p>3 x2</p> <p>Drawer front panel</p> 	<p>4 x2</p> <p>Sliders for scanner (Black, lots of holes, not threaded)</p> 
<p>5 x2</p> <p>Drawer bottom panel</p> 	<p>6 x2</p> <p>Drawer back panel</p> 	<p>7 x2</p> <p>Handle</p> 	<p>8 X2</p> <p>Sliders for drawer Sets Flat: Go inside the unit Left Right "L" shape: Go on drawers Left Right</p> 
<p>9 x1</p> <p>Left panel for drawers' cabinet</p> 	<p>10 x1</p> <p>Right panel for drawers' cabinet</p> 	<p>11 x1</p> <p>Scanner panel</p> 	<p>12 x1</p> <p>Back panel for drawers' cabinet</p> 
<p>13 x1</p> <p>Bottom panel for drawers' cabinet</p> 	<p>14 x1</p> <p>Top panel for drawers' cabinet</p> 	<p>15 x8</p> <p>Glide studs</p> 	<p>16 x1</p> <p>Left panel for CPU cabinet</p> 
<p>17 x1</p> <p>Adjustable panel</p> 	<p>18 x1</p> <p>Right panel for CPU cabinet</p> 	<p>19 x1</p> <p>Back panel for CPU cabinet</p> 	<p>20 x1</p> <p>Bottom panel for CPU cabinet</p> 


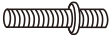

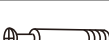


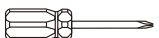
P.3		RTA-8211		P.3	
21 x1	Top panel for CPU cabinet	22 x1 set	Sliders for keyboard panel (Silver with threaded holes)	23 x1	Keyboard panel
					24 x1
					Tabletop
25 x4	Base bracket for sliders	26 x2	Thick support tubes for tabletop	27 x1	Central back panel
					28 x3
					Thin support tubes for corner shelf
					29 x1
					Corner shelf
					

MAIN PARTS LAYOUT (FOR REFERENCE):

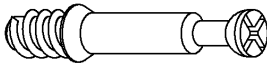



LIST OF HARDWARE, SCREWS AND FITTINGS

PART	QTY	ITEM	
A	16	M6x40 (cam bolt)	
B	26	ST3x15	
C	8	ST4x35	
D	4	M4x20	
E	12	ST4x14	
F	4	M6x12	
G	4	M4x4	
H	5	M6x35	

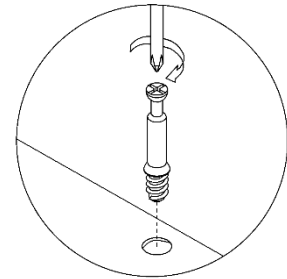
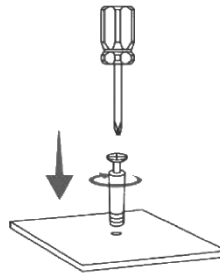
PART	QTY	ITEM	
I	2	Ø40x1.5 (Plastic washer)	
J	3	M6x30	
K	6	ST5x40 (euro)	
L	20	M6x25 (cam bolt)	
M	4	Ø5x17 (Metal pin)	
N	2	Grommet	
		Screwdriver	

☛ 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.

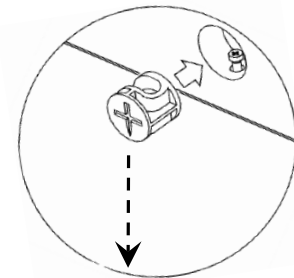
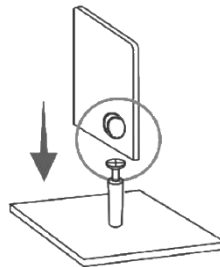
Cam Bolt 

Cam Lock 

1. Screw the bolt into the corresponding panel.

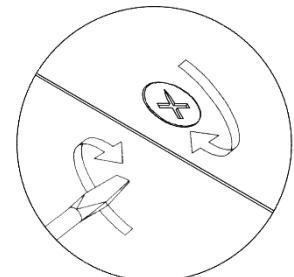
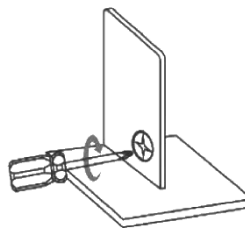


2. Place the other panel over the panel with the bolt, then insert the cam lock to join the bolt's head. If the cam lock does not want to enter, check its proper alignment. There might be a very small gap between the panels which is normal.



Alignment: The cross points towards the panel with the bolt.

3. Turn the cam lock clockwise. This will lock the parts together and will close any gaps.

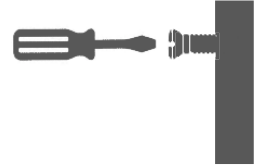


BEFORE YOU START THE ASSEMBLY, PLEASE READ THE FOLLOWING TIPS AND WARNINGS.

1 Do a quick inventory to make sure the package contains all the parts and hardware listed in the assembly instructions.



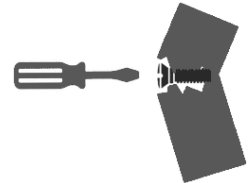
7 To avoid misalignments, always leave the screws loose and tighten them until all pieces are positioned correctly.



2 Missing, damaged and defective parts can be replaced at no cost to you. Please refer to the last pages on this manual.



8 Do not overtighten or force the screws as they might break, strip, damage the threads of the holes or get stuck inside the part.



3 The replacement parts service is limited to the 48 contiguous United States. If you reside in Alaska, Hawaii, Puerto Rico, U.S. Territories or other countries, please contact the supplier from where the unit was purchased.



9 Sometimes the laminate might cover partially or entirely the hole on a panel. 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.



4 If during assembly you find an issue or need clarification, please contact our Customer Service for assistance. Please refer to the last pages on this manual.



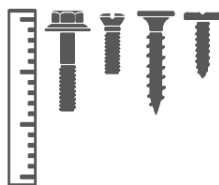
5 On each step read the instructions and analyze the illustrations thoroughly before proceeding to do the assembly.



10 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.




6 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.

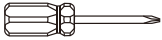


ASSEMBLY STEPS

STEP 1

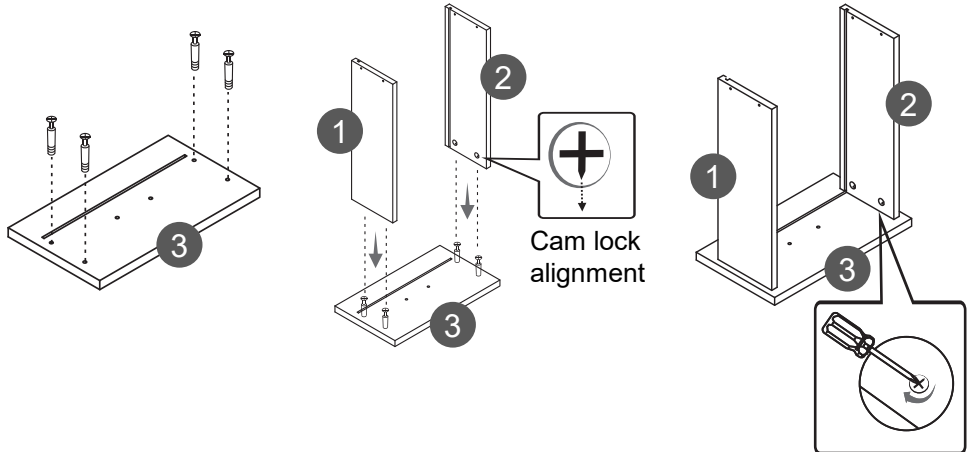
Hardware:

L		4 Pcs
	M6x25	

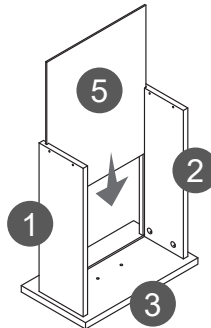


Scan QR Code to view this step

- Attach the bolts L to the drawer front panel **3**.
- Make sure the cam locks on panels **1** and **2** are aligned to receive the bolts, and attach the panels to panel **3**.
- Turn the cam locks to lock the pieces.
Please remember this procedure, which is also explained in page **4**.




- Slide the bottom panel **5** through the grooves of the side panels and into the groove of the front panel as shown.

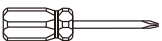


STEP 2

Hardware:

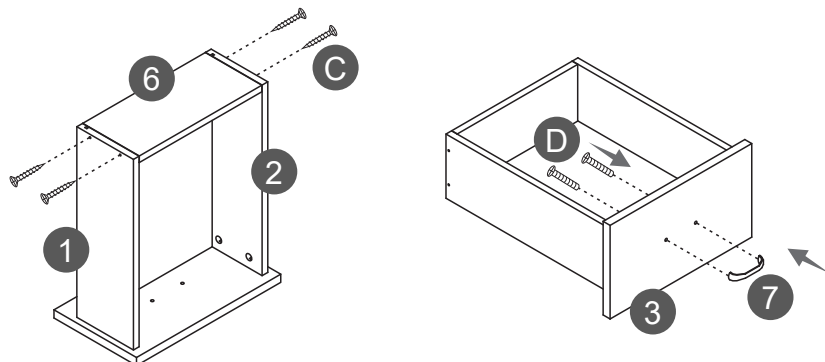
C		4 Pcs
	ST4x35	

D		2 Pcs
	M4x20	



Scan QR Code to view this step

- Assemble the drawer back panel **6** between the left and right panels **1** and **2** with screws **C**.
- Install the handle **7** to the front panel **3** with screws **D**.



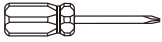
STEP 3

Hardware:

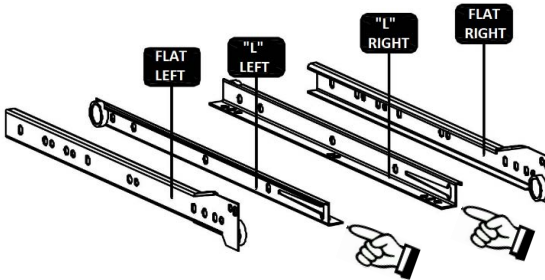
B



4 Pcs



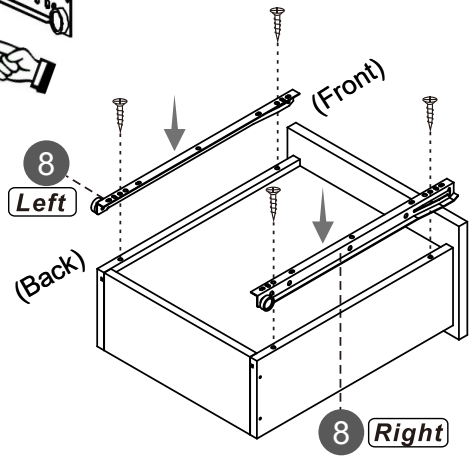
Scan QR Code to view this step



VERY IMPORTANT!

CORRECT:
Sliders don't protrude on the bottom.

INCORRECT:
Raises the drawer 1" and won't fit!



- Grab all the 8 pieces of sliders **8** and set aside the 4 "Flat" pieces as they will be used until next step.
- Flip the drawer and attach the "L" shaped sliders with screws **B**, making sure the wheel goes towards the back, and that the sliders don't protrude, otherwise, the drawers raise 1" and won't fit in the unit.
- Repeat steps 1 through 3 for the second drawer.

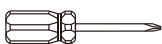
STEP 4

Hardware:

B



8 Pcs



Scan QR Code to view this step

Attach using these holes

These 3 holes are for the scanner slider in step 5

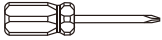
STEP 5

Hardware:

B



6 Pcs



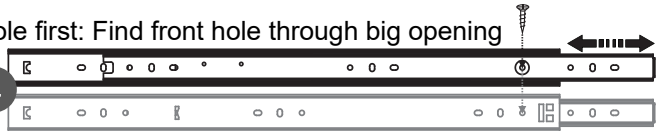
Scan QR Code to view this step

Important: Make sure you use in this step the correct sliders 4 which are black, longer, and have more holes than sliders 22.

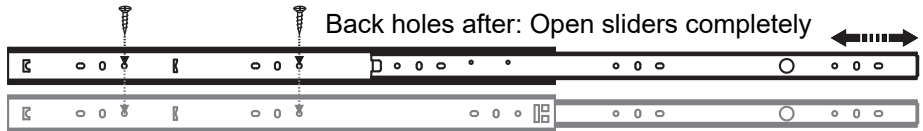
- Attach the sliders 4 to the top sets of holes on panels 9 and 10 with screws B, starting with the **front** holes first by opening the sliders slowly until you see the first hole through the big opening; then open the sliders completely and attach on the 2 back holes.

Front hole first: Find front hole through big opening

BLACK SLIDERS! 4

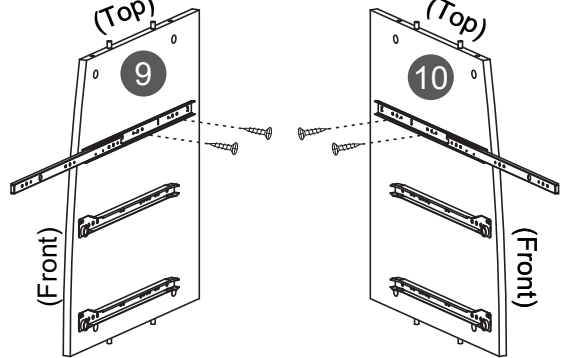
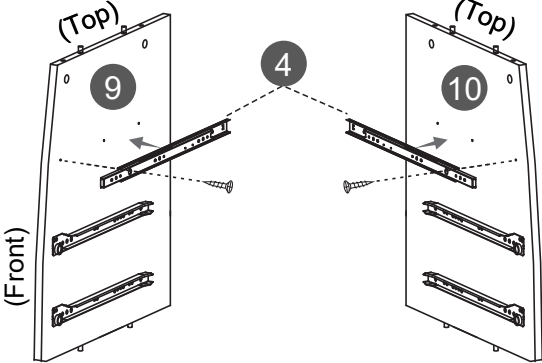


Back holes after: Open sliders completely



Front hole first

Back holes after



STEP 6

Hardware:

15

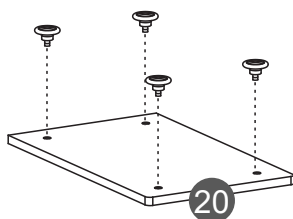
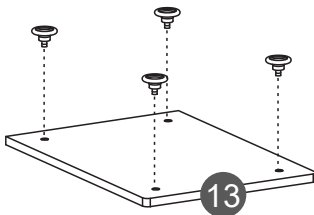


8 Pcs



Scan QR Code to view this step

Attach the glide studs 15 to the underside face of the panels 13 and 20 (the side with only 4 holes).



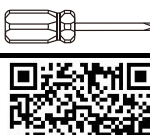
STEP 7

Hardware:

A

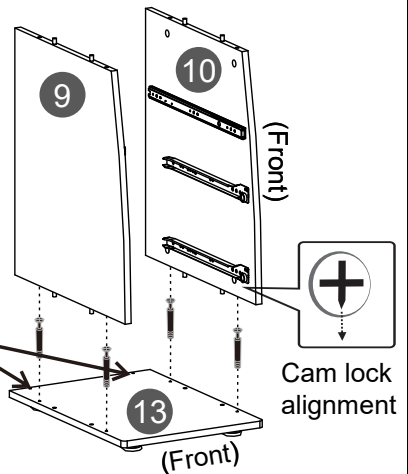


4 Pcs



Scan QR Code to view this step

Assemble the side panels 9 and 10 to the bottom panel 13 with bolts A as explained in page 4.






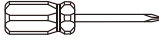

The back of panel 13 will have 2 free holes for next step

Cam lock alignment

STEP 8

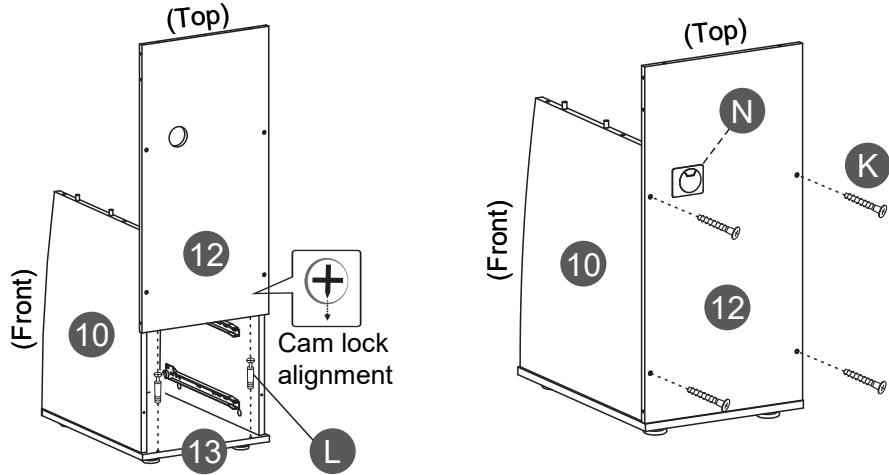
Hardware:

K	 ST5x40	4 Pcs
L	 M6x25	2 Pcs
N		1 pc

Scan QR Code to view this step

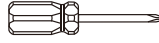

- Assemble the back panel **12** to the bottom panel **13** with bolts **L** as explained in page 4.
- Then secure the panel **12** to the side panels **9** and **10** with screws **K**.
- Finally attach the grommet **N** to the back panel **12**.



STEP 9

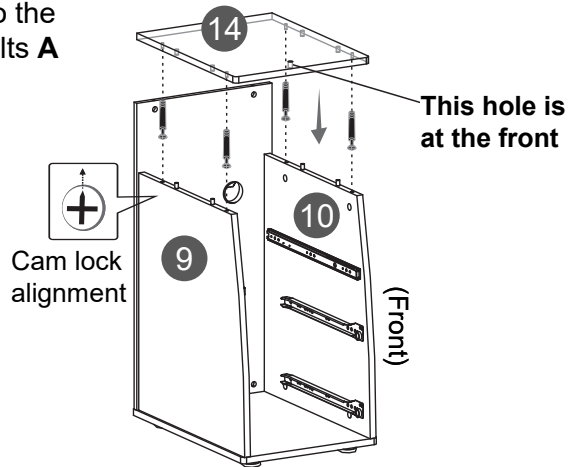
Hardware:

A	 M6x40	4 Pc
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Scan QR Code to view this step

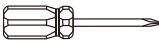
Assemble the top panel **14** to the side panels **9** and **10** with bolts **A** as explained in page 4.



STEP 10

Hardware:

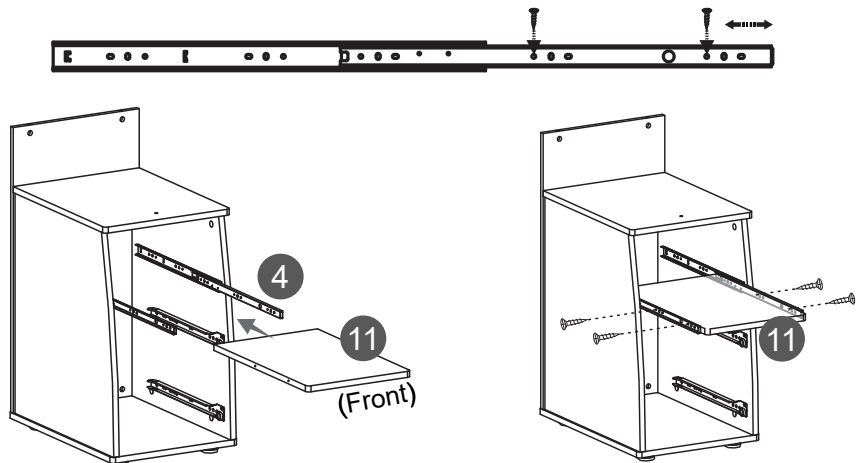
B	 ST3x15	4 Pcs
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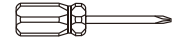
Scan QR Code to view this step

Slide out the sliders **4** and with the help of another person, assemble the scanner panel **11** with screws **B** from the sides.



STEP 11

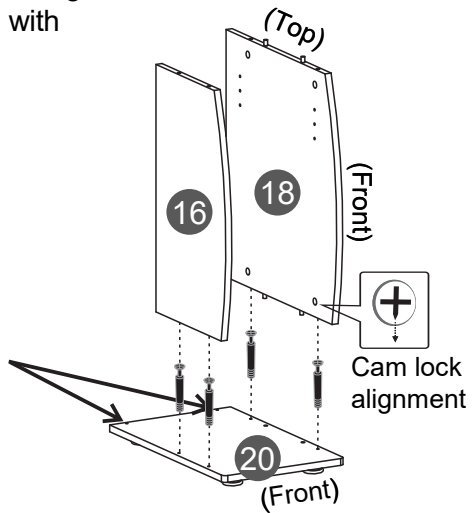
Hardware:



Scan QR Code to view this step

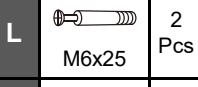
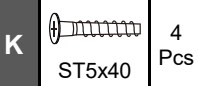
Assemble the left panel **16** and the right panel **18** to the bottom panel **20** with bolts **A** as explained in page 4.

The back of panel **20** will have 2 free holes for next step



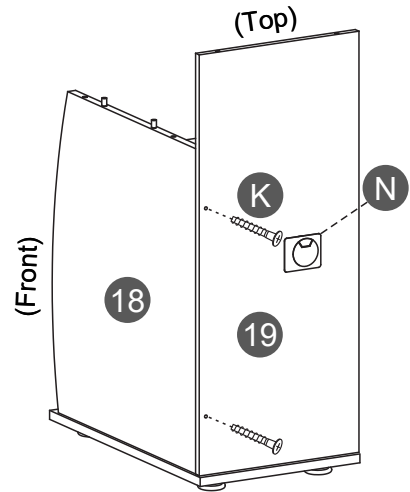
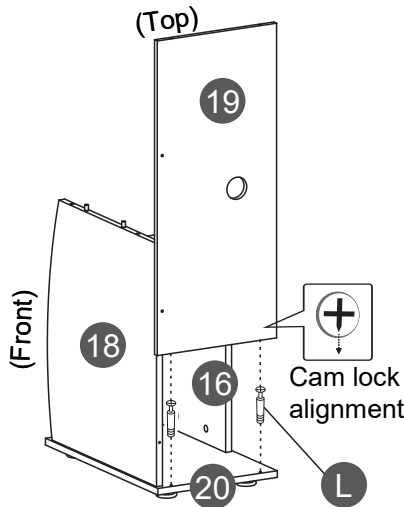
STEP 12

Hardware:



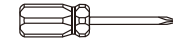
Scan QR Code to view this step

- Assemble the back panel **19** to the bottom panel **20** with bolts **L** as explained in page 4.
- Then secure the panel **19** to the side panel **18** with screws **K**.
- Finally attach the grommet **N** to the back panel **19**.



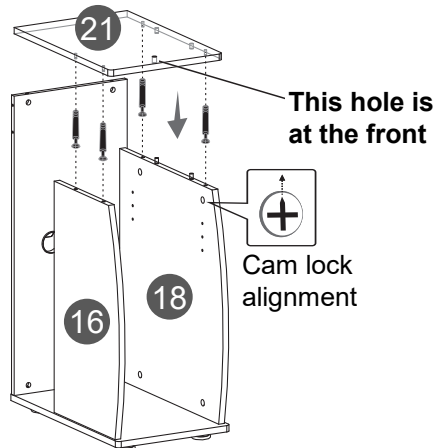
STEP 13

Hardware:




Scan QR Code to view this step

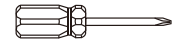
Assemble the top panel **21** to the side panels **16** and **18** with bolts **A** as explained in page 4.



STEP 14

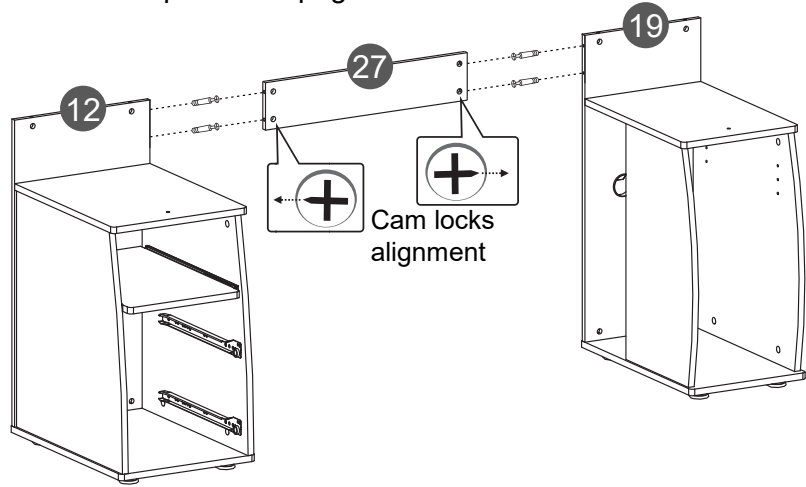
Hardware:

L		4
	M6x25	Pcs



Scan QR Code to view this step

Assemble the back panel **27** to the left panel **12** and the right panel **19** with bolts **L** as explained in page 4.

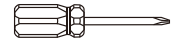


STEP 15

Hardware:

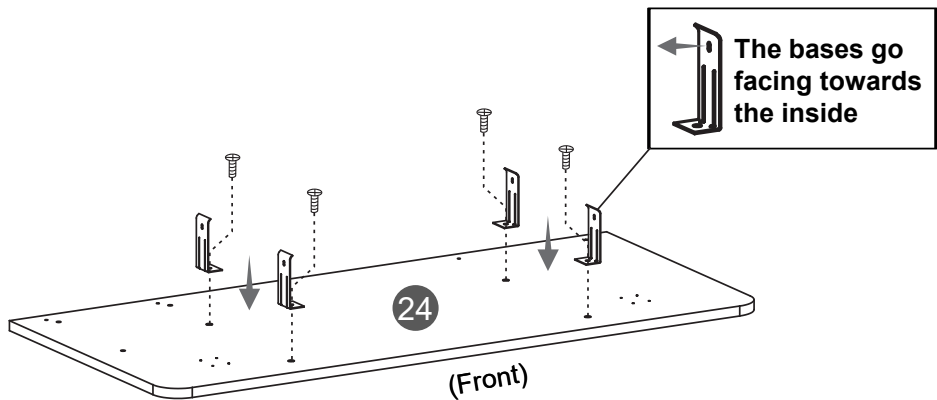
25		4
		Pcs

F		4
	M6x12	Pcs



Scan QR Code to view this step

Assemble the slider bases **25** to the center holes on the tabletop **24** with screws **F**. Make sure the bases face towards the inside.



STEP 16

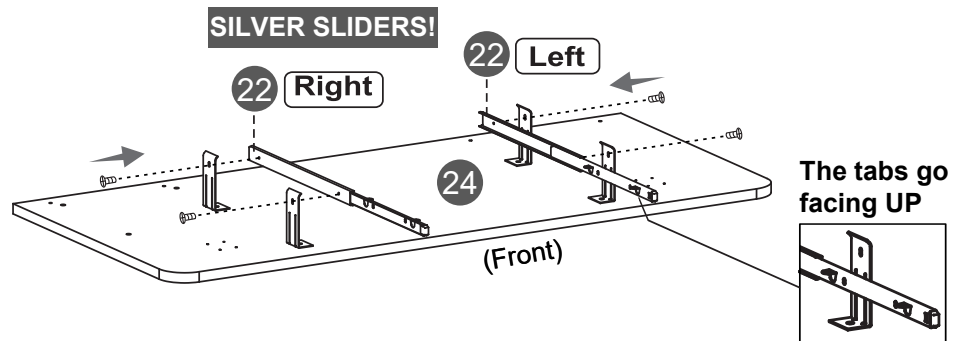
Hardware:

G		4
	M4x4	Pcs



Scan QR Code to view this step

- Assemble the keyboard sliders **22** to the bases **25**. The screws enter from the exterior through the bases and into the threaded holes on the sliders.
- If there are no threaded holes on the sliders, then you have used in step 5 the sliders **22** intended for this step instead of sliders **4**. Please go back to step number **5** and **switch the sliders**.

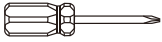


STEP 17

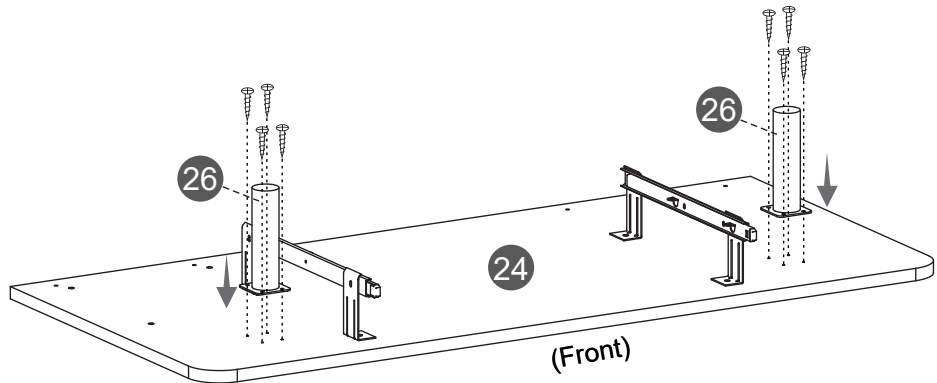
Hardware:

E



ST4x14
8
PcsScan QR Code
to view this step

Assemble the support tubes **26** to the tabletop **24** with screws **E**.



STEP 18

Hardware:

H



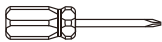
M6x35
4
Pcs

I

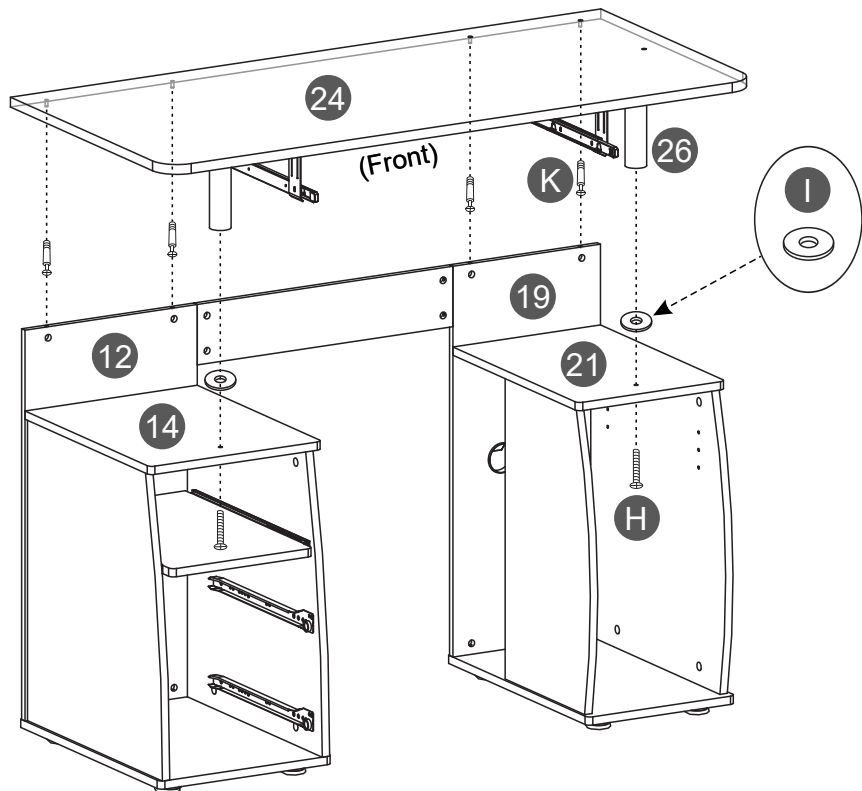
2
Pcs

L



M6x25
4
PcsScan QR Code
to view this step

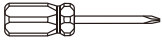
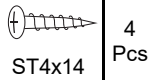
- Place the plastic washers **I** over the center of the holes on panels **14** and **21**.
- Attach the bolts **L** to the back holes of the tabletop **24**.
- With the help of another person, carefully place the tabletop **24** over the structure so the bolts enter into the back panels **12** and **19**.
- Secure the support tubes **26** to panels **14** and **21** with screws **H**.
- Secure the tabletop to the back panels by turning the cam locks.



STEP 19

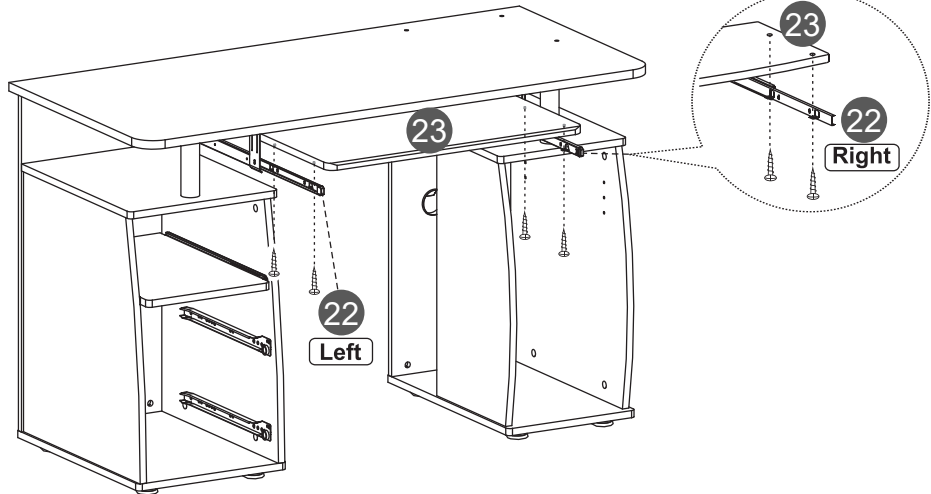
Hardware:

E



Scan QR Code to view this step

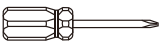
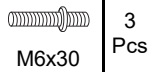
Slide out the sliders **22** and place the keyboard panel **23** over the tabs making the pre-drilled holes match, then secure the panel with screws **E** from underneath.



STEP 20

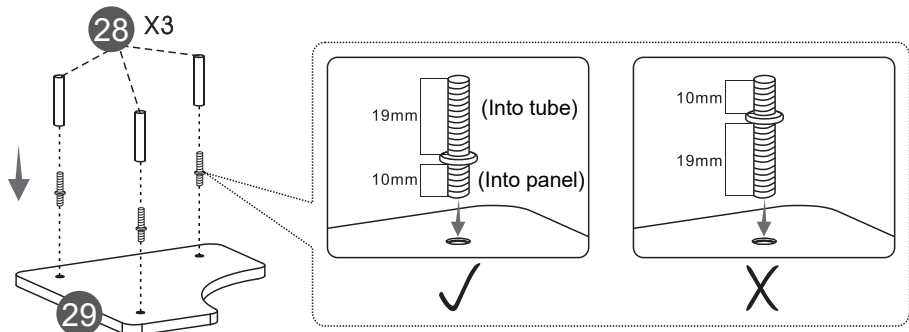
Hardware:

J



Scan QR Code to view this step

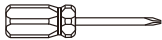
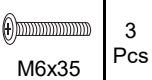
Insert the **long end** of the screws **J** into one end of the tubes **28**, then attach the tubes with the **short end** of the screws into panel **29**.



STEP 21

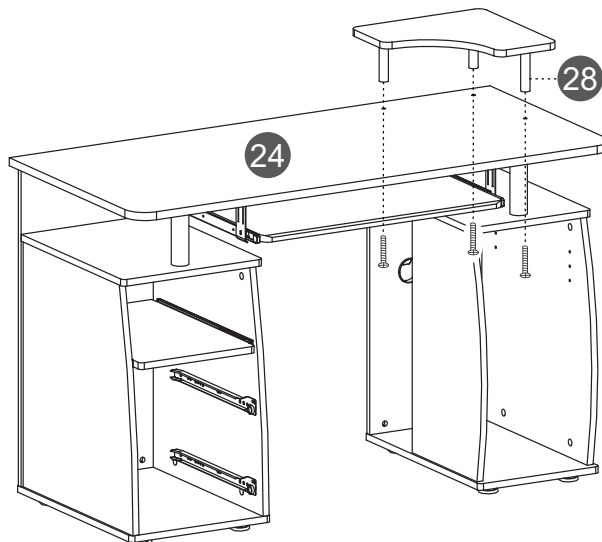
Hardware:

H



Scan QR Code to view this step

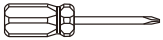
Attach the tubes **28** to the tabletop **24** with screws **H** from underneath.



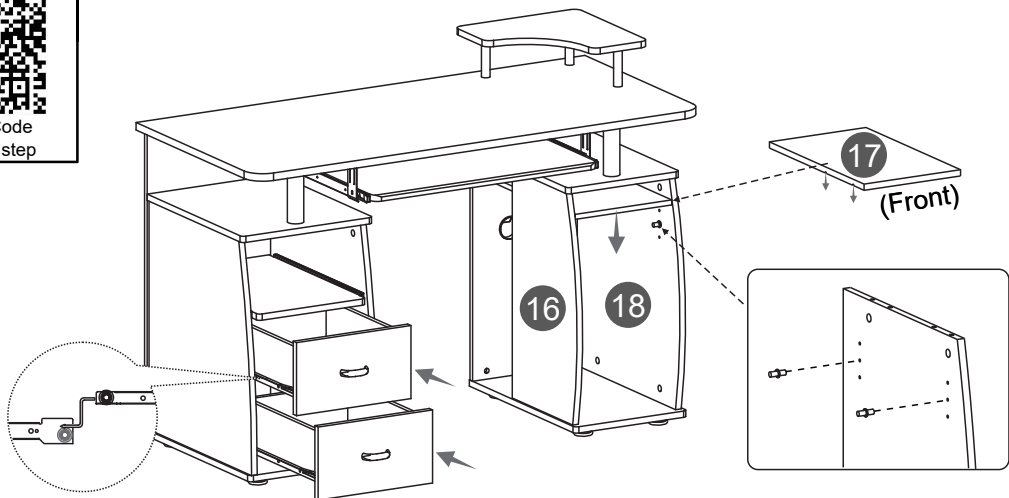
STEP 22

Hardware:

M

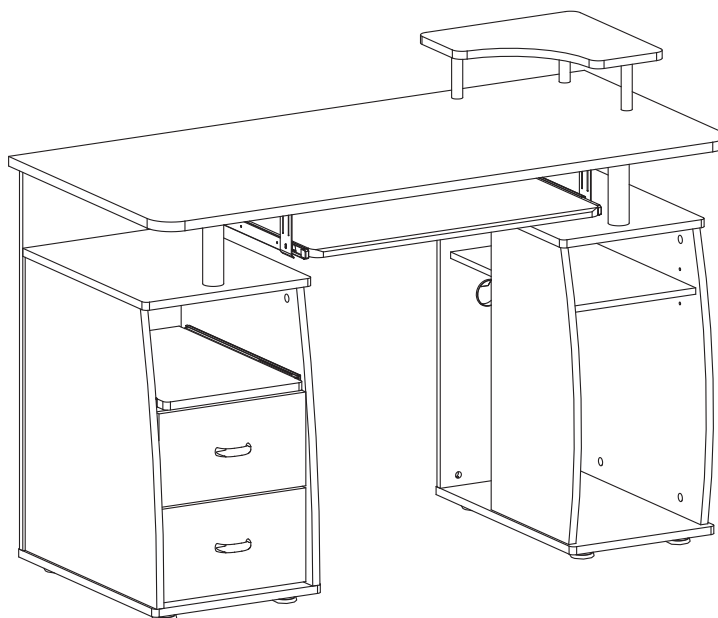
4
PcsScan QR Code
to view this step

- Insert the drawers into the left cabinet starting with the bottom one, then the top drawer. The top drawer might need to be inserted at an angle with its front facing down.
- Insert the pins **M** into one of the 3 sets of holes on the side panels **16** and **18** on the CPU cabinet, and install the adjustable panel **17**.



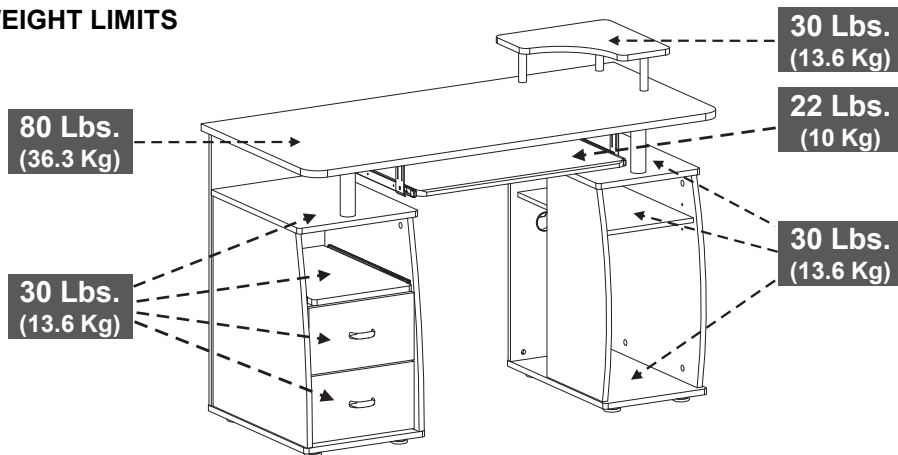
ALL DONE!

Give yourself a nice pat on the back. You did a great job!



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 sit 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 or compartments without your supervision.
- Do not pull, push or drag the unit to move it for more than 1 feet. The unit must be lifted by at least 2 persons when moving in the same or adjacent rooms.
- Before moving the unit, make sure to secure or 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.
- 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 last pages on this manual.
- 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.

TECHNI MOBILI WARRANTY
DESKS/LAPTOP CARTS/FILE CABINETS: LIMITED 5-YEAR WARRANTY
TV Stand/Entertainment Center: 2 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 LLC will replace any defective part, at its discretion, and without charge to the original purchaser other than the freight from the end consumer to RTA Products.

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) 782-5520 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.

FOR SEVERAL HELP OPTIONS INCLUDING REPLACEMENT PARTS ORDERS

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OR EMAIL US: SUPPORT@RTAPRODUCTS.COM