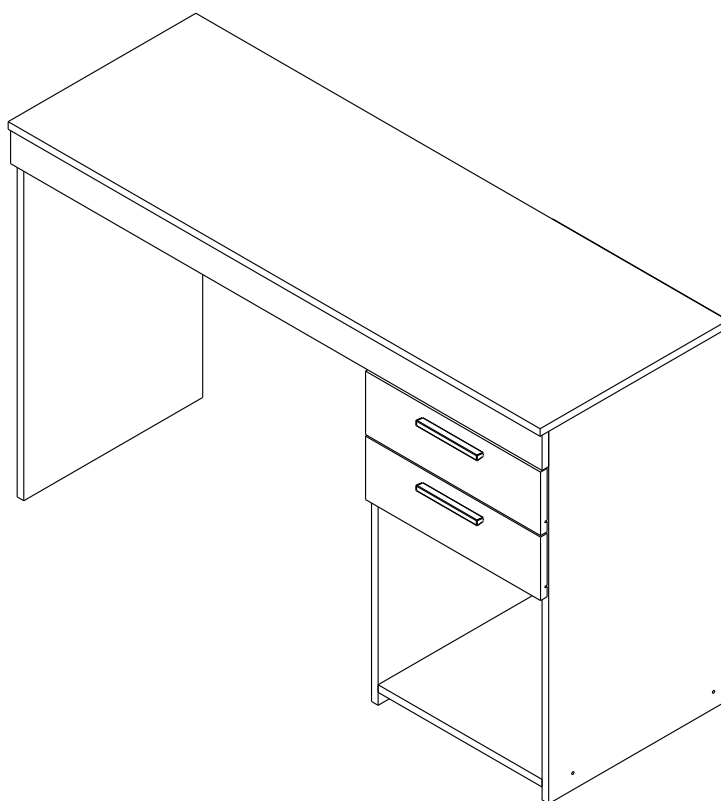


HOME OFFICE WORKSTATION WITH STORAGE

MODEL RTA-913D

ASSEMBLY INSTRUCTIONS

REV.NTL-7315-0423



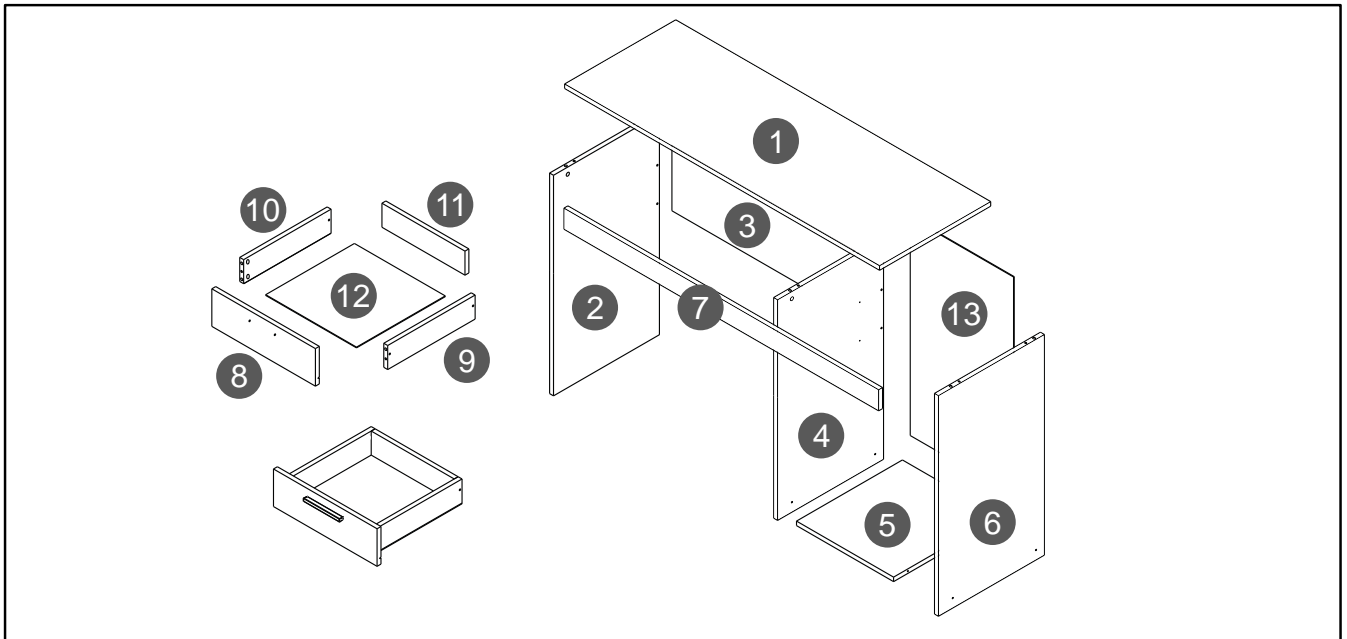
Thank you for purchasing our product

VIDEO


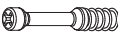

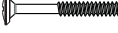
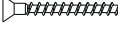

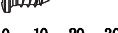
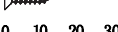
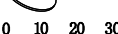
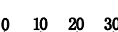






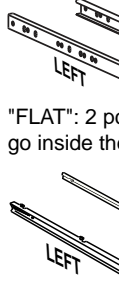
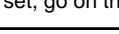
**Scan QR to view full
assembly video**

MAIN PARTS LAYOUT (For reference)



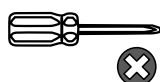
HARDWARE LIST

PART	QTY	SIZE	ITEM
A	10	M6x30 Wooden dowel	
B	14	M5x31 Bolt	
C	14	M12x9 Cam lock	
D	8	M3.5x40 (Flanged head)	
E	4	M3.5x40 (Flat head)	
F	4	M3.5x25	
G	16	M4x12	
H	16	M3x12	
I	14	15mm plastic adhesive cover	
J	40	M4x23 Nails	

K	6	12x12x6mm Glide stud	
L	2	128mm Handle	
M	1	Touch-up	
N	4	15x15x40mm Angle bracket	
O	2 Sets	13.75" Drawer metal sliders, Set of 4 pcs	 <p>"FLAT": 2 pcs per set, go inside the cabinet</p> <p>"L shape": 2 pcs per set, go on the drawers</p>
P	1	Mark eraser	

TOOLS REQUIRED BUT NOT INCLUDED

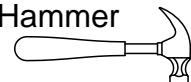
Phillips Screwdriver or power
drill with Phillips drill bit



Or



Hammer

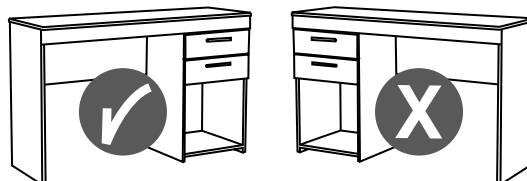


Pencil



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

- The product assembles **ONLY** as shown in the front page, with the drawers on the **RIGHT** side. The drawers cannot install on the **LEFT** side.



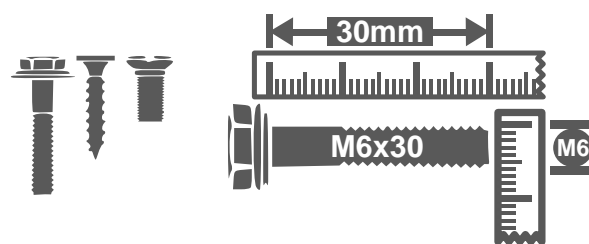
- Do not discard this manual or any of the packaging material until the unit is completely assembled.
- Please read the assembly instructions thoroughly and follow step by step.



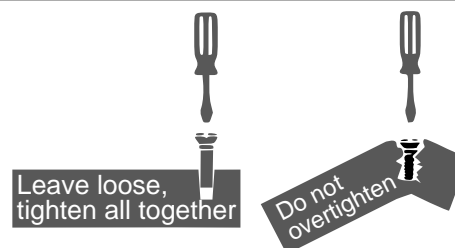
- The assembly might require of 2 persons for certain steps. Before you start the installation, make sure there is someone else nearby to help you.



- 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.



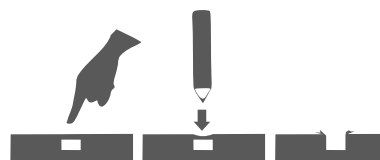
- To avoid misalignments, always leave the screws loosely and do not tighten them until all the pieces are positioned correctly.
- Do not overtighten or force the screws as they might break, strip, damage the threads of the holes, or get stuck inside the parts.



- If the hole seems too small for the screw, make sure you are using the correct size of screw and/or that you are installing it in the correct hole.



- Sometimes on the wood panels the laminate or material might be covering the hole partially or entirely, if there is no visible hole or if it looks too small, pass and press the tip of your finger over the area to feel its indentation, and carefully pierce the laminate to uncover the hole underneath.



- Please be kind to our planet, when done with the assembly, recycle any of the packaging materials that is accepted by your city or recycling service.



Thank you!



THE ASSEMBLY STEPS START ON PAGE 5

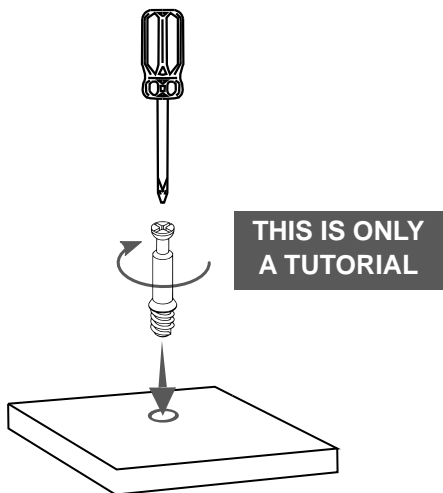
CAM BOLT AND CAM LOCK TUTORIAL

THE INSTRUCTIONS BELOW
ARE NOT ACTUAL ASSEMBLY STEPS



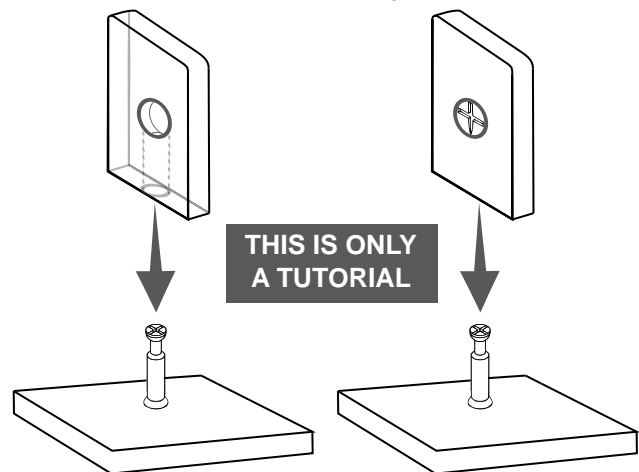
This unit uses cam bolts and locks (also known as mini fixes).
If you are not familiar with this kind of hardware, the below is a tutorial
that explains how to use them on the steps where they are required.

1. Screw the bolt into the indicated hole on the panel indicated in the assembly step.

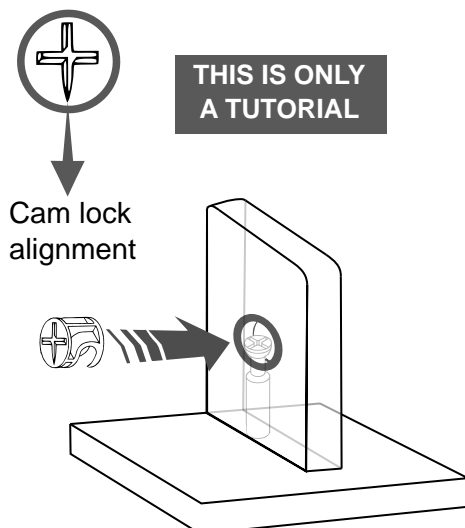


2. Join the other panel (with the big hole) to the panel with the bolt. If it comes with the cam locks already pre-installed, make sure to align them to receive the bolt's head (refer to point 3). There might be a very small gap between the panels which is normal.

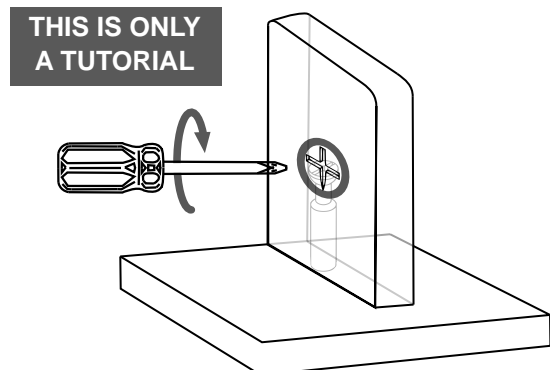
If the cam locks come pre-installed, make sure they are aligned (see point 3).



3. Insert the cam lock on the panel with the big hole making sure it goes aligned to receive the bolt's head.




4. Use a Phillips screwdriver to turn the cam lock clockwise. This will lock the panels together and also will close any gaps.



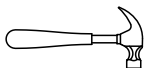
ASSEMBLY STEPS

STEP 1

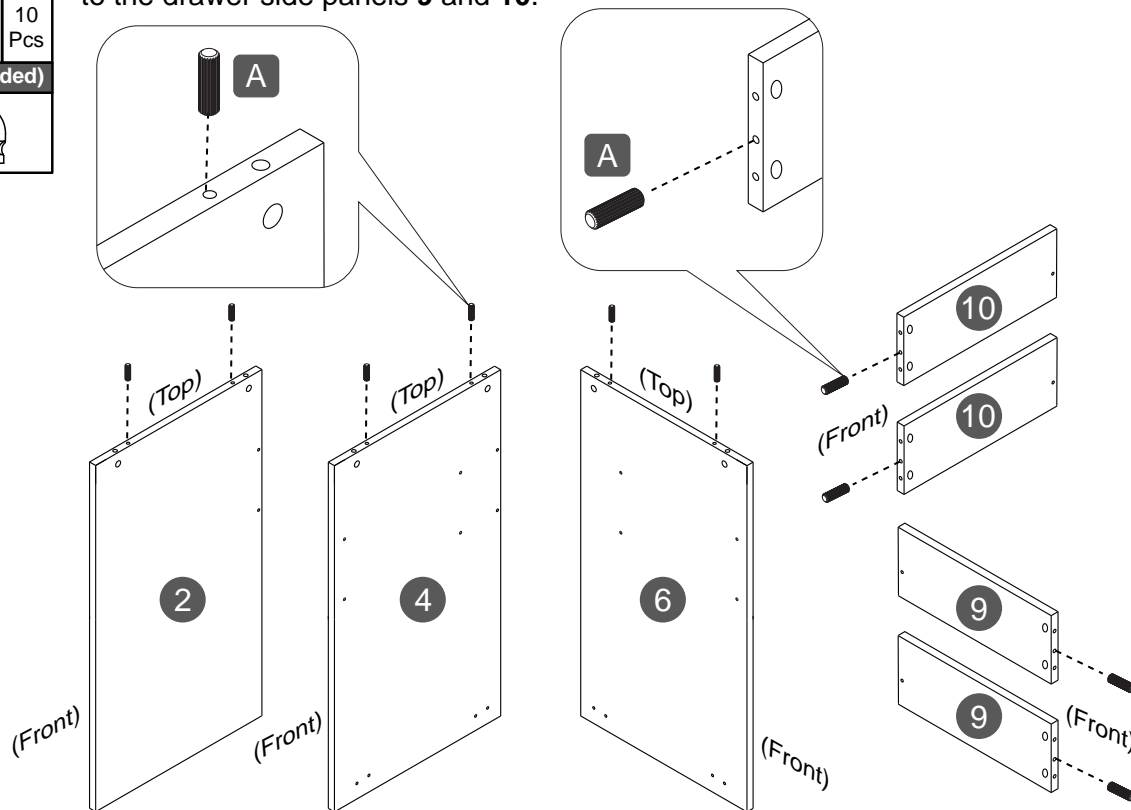
Hardware

A		10 Pcs
	M6x30	

Tools (NOT included)




Attach the dowels **A** into the indicated holes on the side panels **2**, **4** and **6**, and to the drawer side panels **9** and **10**.

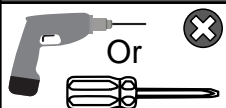


STEP 2

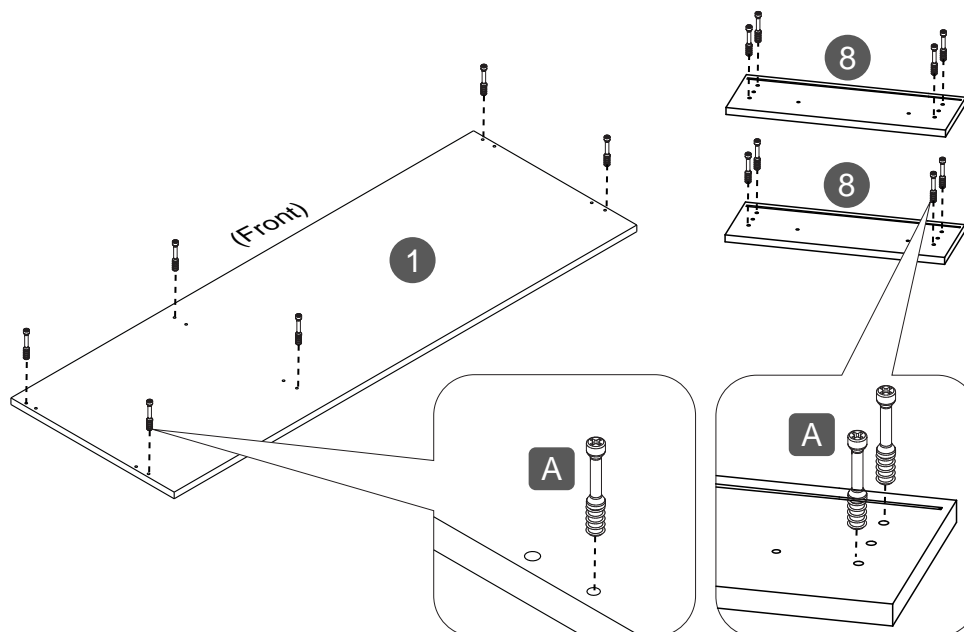
Hardware

B		14 Pcs
	Bolt	

Tools (NOT included)



Attach the dowels **B** into the indicated holes on the tabletop **1** and the drawer front panels **8**.



STEP 3**Hardware**2 "flat" pieces
per set:

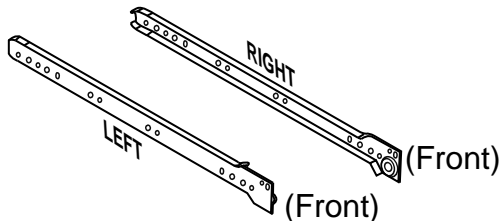
O

2 "L shape"
pieces per set:

Grab both sets of sliders **O** (total 8 pieces) and separate them into 2 groups according to their shape:

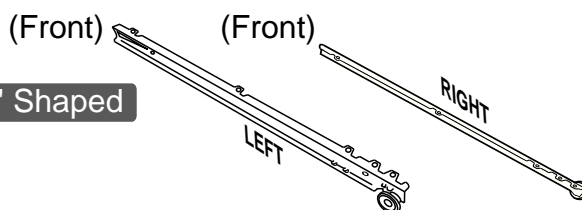
- The "flat" ones will be used on the next step.
- The "L" shaped will be used until step **12**, set them aside.

O "Flat"



The "flat" ones will be used on the next step.

O "L" Shaped



The "L" shaped will be used until step **12**, set them aside.

STEP 4**Hardware**

H

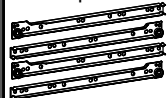


M3x12

8
Pcs

O

4 "flat" pieces:



Tools (NOT included)



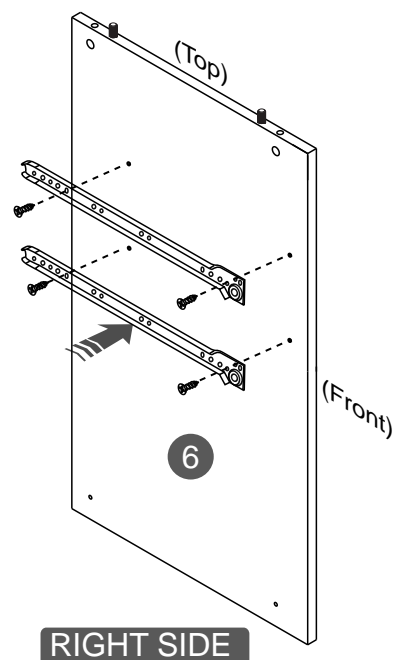
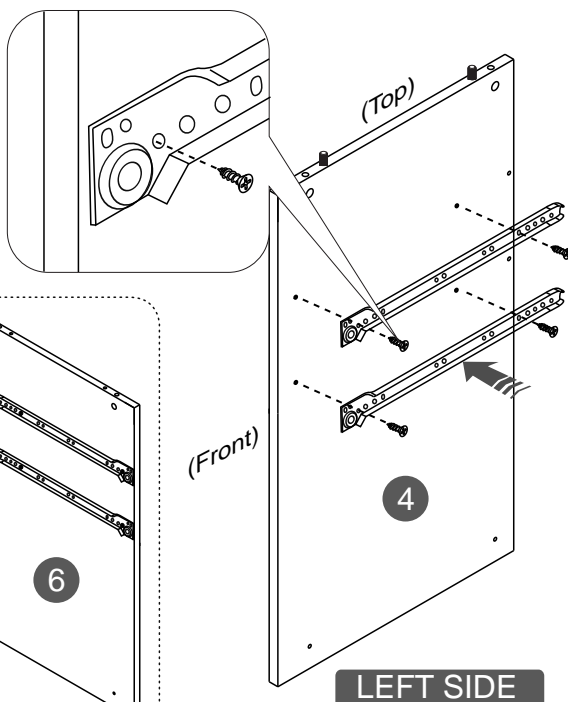
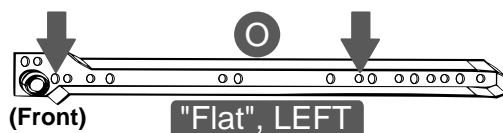
Or



Use screws **H** to assemble the "Flat" sliders **O** to the panels **4** and **6** in their respective sides (Left sliders to **4**, right sliders to **6**).

NOTES:




- The wheels go towards the front of the panels.
 - Attach first on the front, through the **3rd** hole on the slider.
- The sliders will show 2 free holes above the wheels.

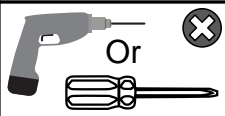


STEP 5

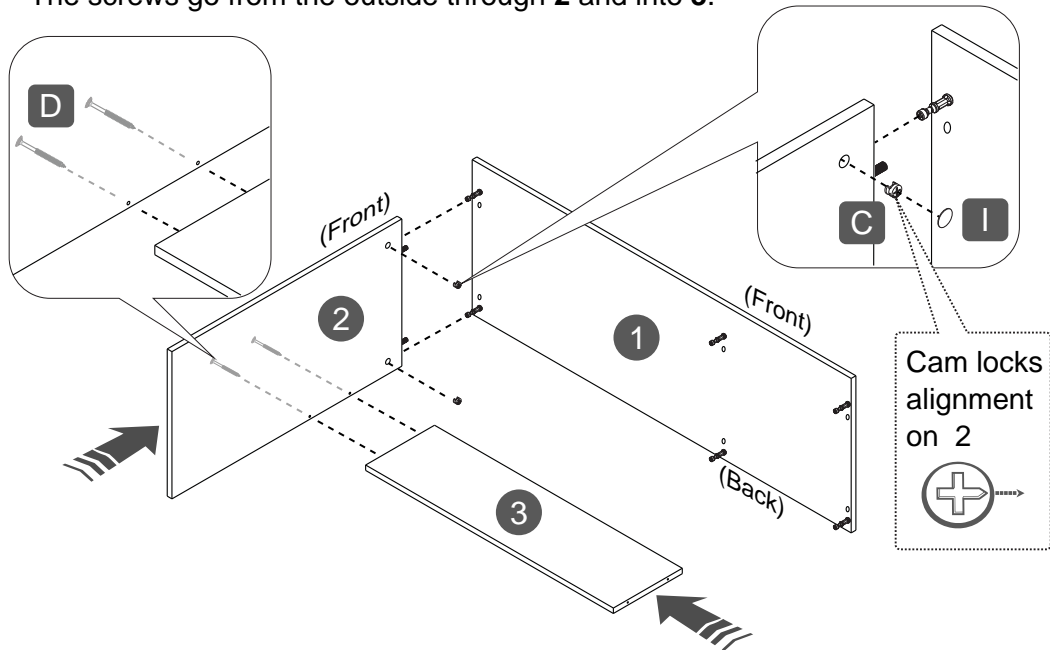
This step
requires of
2 persons

**Hardware**

C		2 Pcs
D		2 Pcs
I		2 Pcs


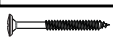

Tools (NOT included)

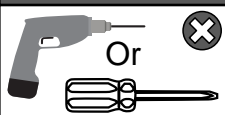
- With the help of another person, join the left side panel **2** to the tabletop **1**, insert the cam locks **C** into the holes of **2** and turn them to lock the pieces as explained in page 4. Cover the cam locks with stickers **I**.
- Assemble the back-left panel **3** to the left side panel **2** with flanged screws **D**. The screws go from the outside through **2** and into **3**.

**STEP 6**

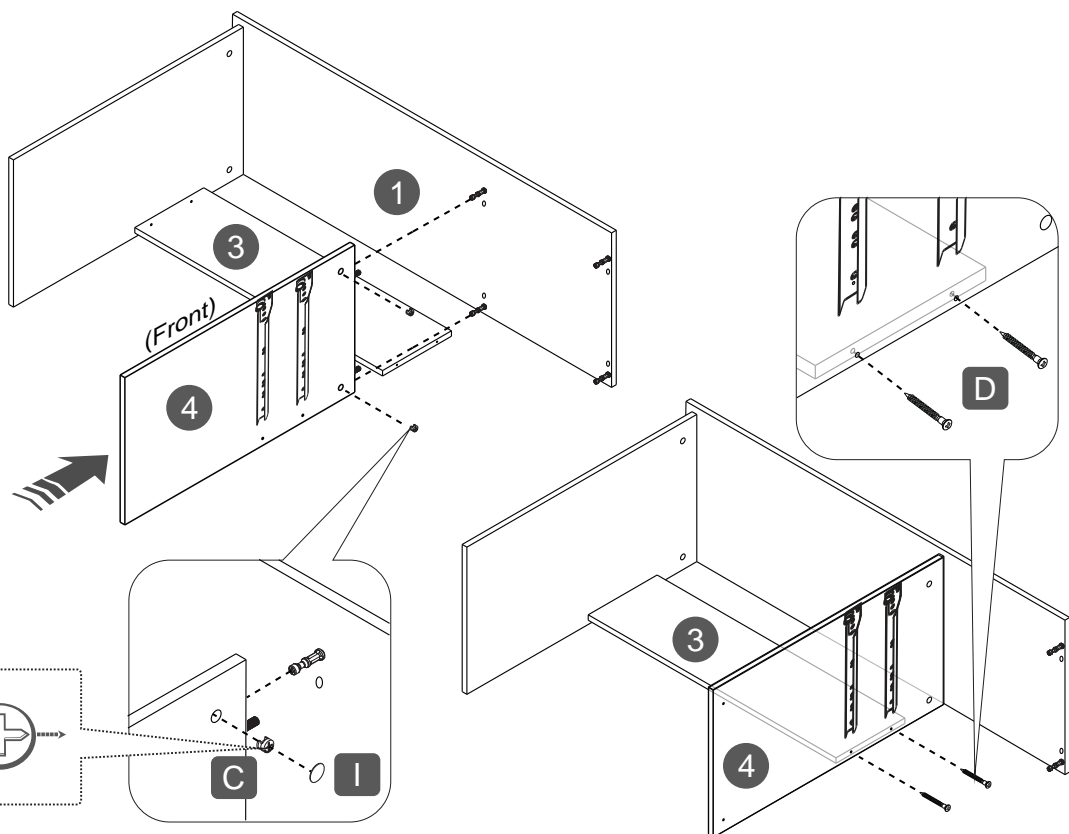
This step
requires of
2 persons

**Hardware**


C		2 Pcs
D		2 Pcs
I		2 Pcs

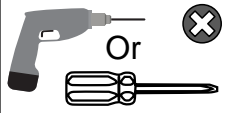
Tools (NOT included)

- With the help of another person, join the middle panel **4** to the tabletop **1**, insert the cam locks **C** into the holes of **4** and turn them to lock the pieces as explained in page 4. Cover the cam locks with stickers **I**.
- Secure the middle panel **4** to the back-left panel **3** with flanged screws **D**.

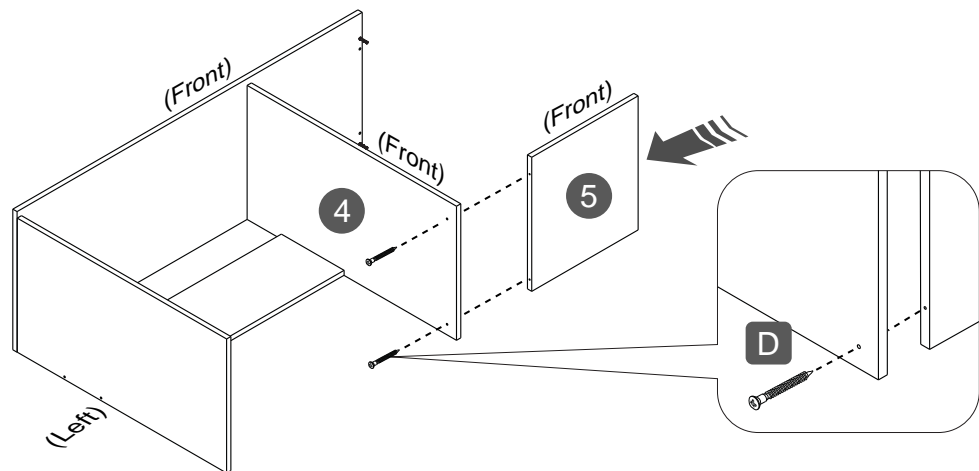


STEP 7**Hardware**

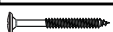
D		2 Pcs
	M3.5x40 (Flanged)	

Tools (NOT included)

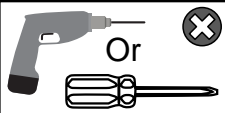
Assemble the lower panel **5** to the middle panel **4** with flanged screws **D** as shown.

**STEP 8****Hardware**

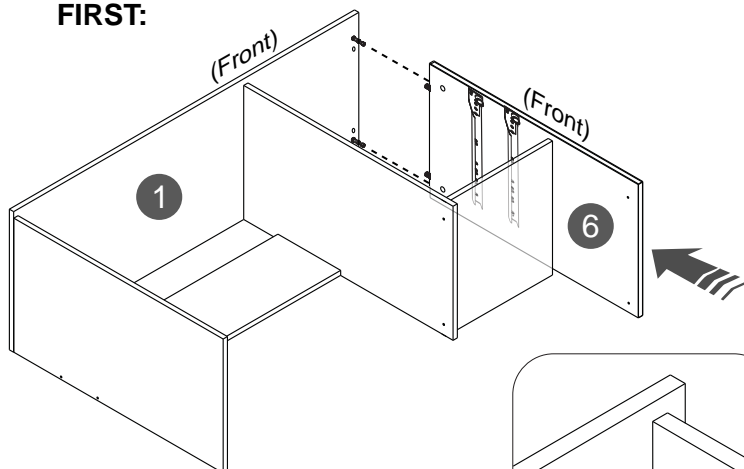
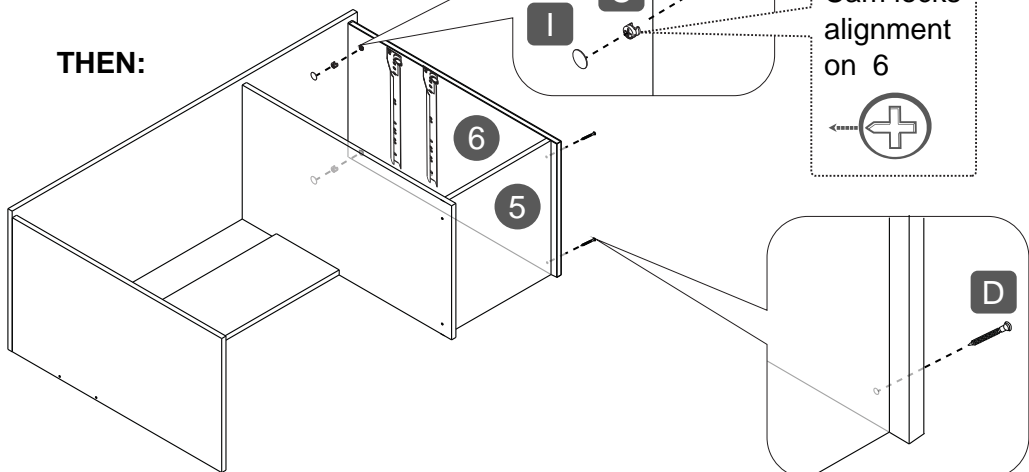
C		2 Pcs
	Cam lock	

D		2 Pcs
	M3.5x40 (Flanged)	

I		2 Pcs
	Sticker	

Tools (NOT included)

- Join the right panel **6** to the main panel **1**, then insert the cam locks **C** into panel **4** and turn them to lock the pieces as explained in page 4. Cover the cam locks with stickers **I**.
- Secure the right panel **6** to the lower panel **5** with flanged screws **D** as shown.

FIRST:**THEN:**

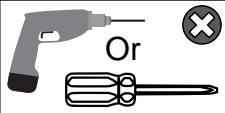
STEP 9

This step
requires of
2 persons

**Hardware**

G	 M4x12	16 Pcs
N		4 Pcs

Tools (NOT included)

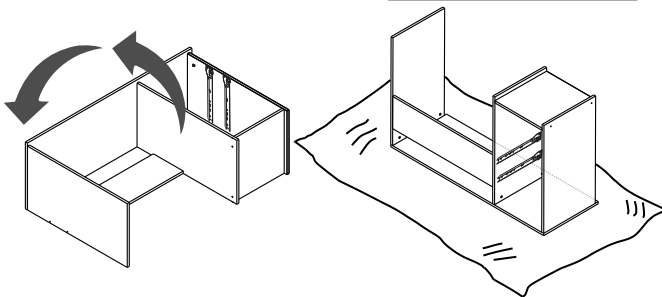
**IMPORTANT:**

- Please note that the top front panel 7 does not have predrilled holes or any other markings for this step; that is the way it is manufactured.
- The assembly of panel 7 requires that it stays as still as possible, so a second person should hold it in place firmly during the assembly.
- We recommend the use of a power screwdriver set at low torque.
- The panel not necessarily will install 100% perfectly, and small misalignments and gaps are possible, and should not be of concern or considered a product defect.
- If the misalignment or gap is very noticeable, you can remove the panel and try to reinstall it, placing the brackets slightly to the left or right of their original positions.

- With the help of another person, turn the unit upside-down over a large blanket to protect the tabletop's surface.
- One person will place and firmly hold the panel 7 against the tabletop 1 and the side panels 2, 4 and 6 while the other person will install the angle brackets N with screws G exactly as advised below:
 - First place all 4 brackets flushed and distributed evenly along the panel, with the first and last as close as possible to the ends.
 - Begin securing the first and last bracket first as advised next.
 - Secure the brackets first to the tabletop 1, then to the front panel 7.
 - Finally, repeat the above for the 2 brackets that go in the middle.

FIRST

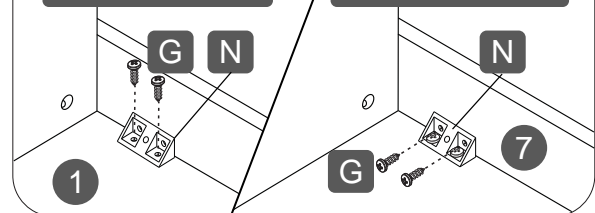
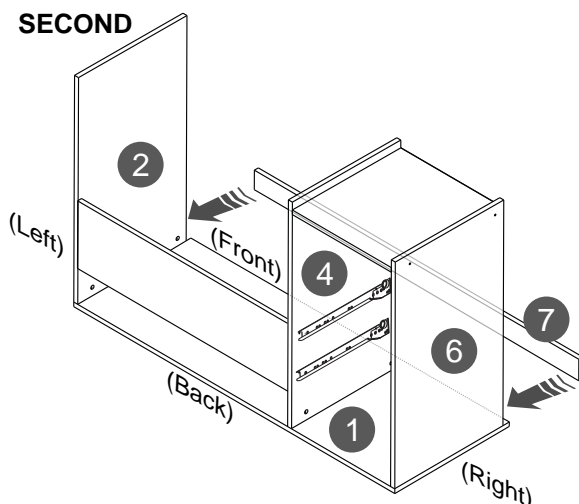
Flip upside-down



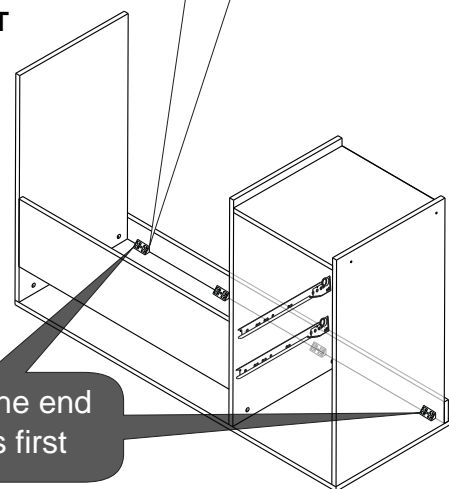
Attach the end brackets first while holding firmly panel 7

Screw to 1 first

Then screw to 7

**SECOND****LAST**

Attach the end brackets first

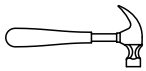


STEP 10

This step
requires of
2 persons

**Hardware**

J		At least 24 Pcs
K		6 Pcs

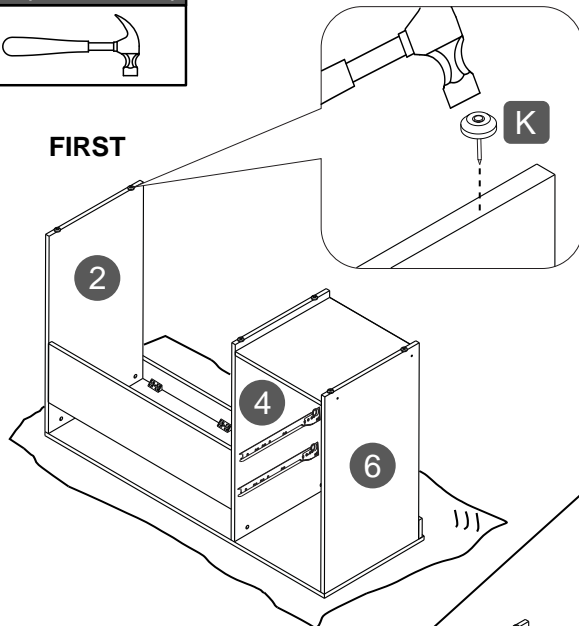
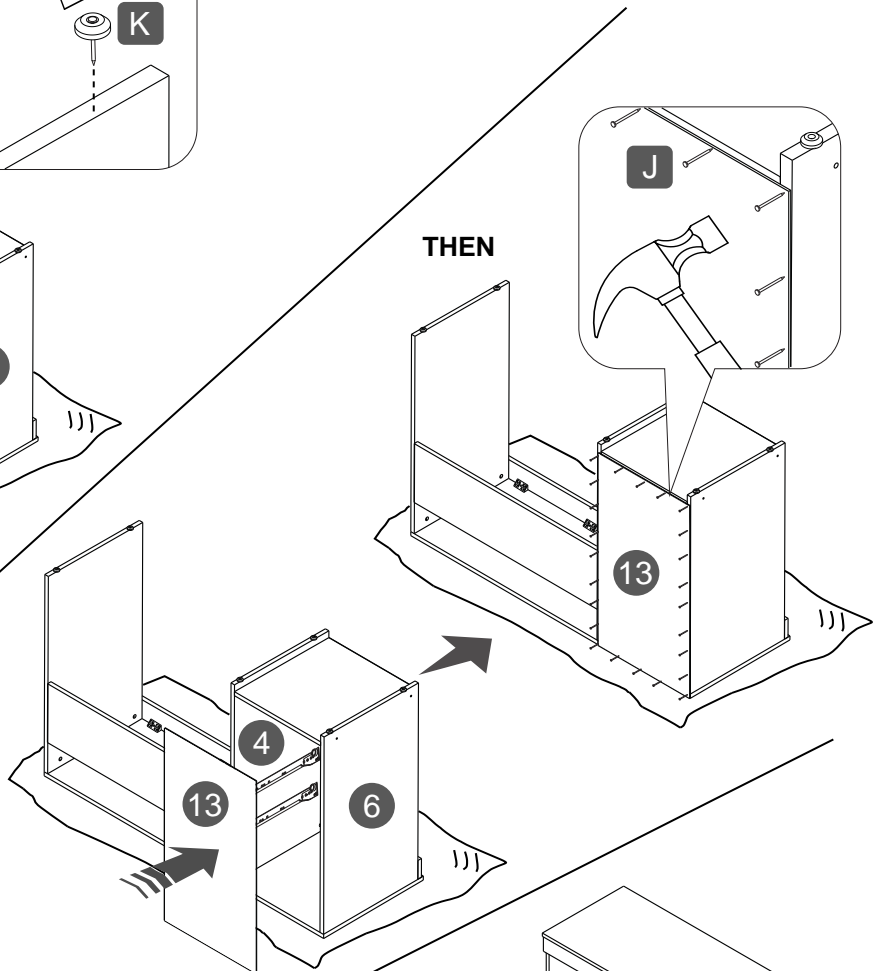
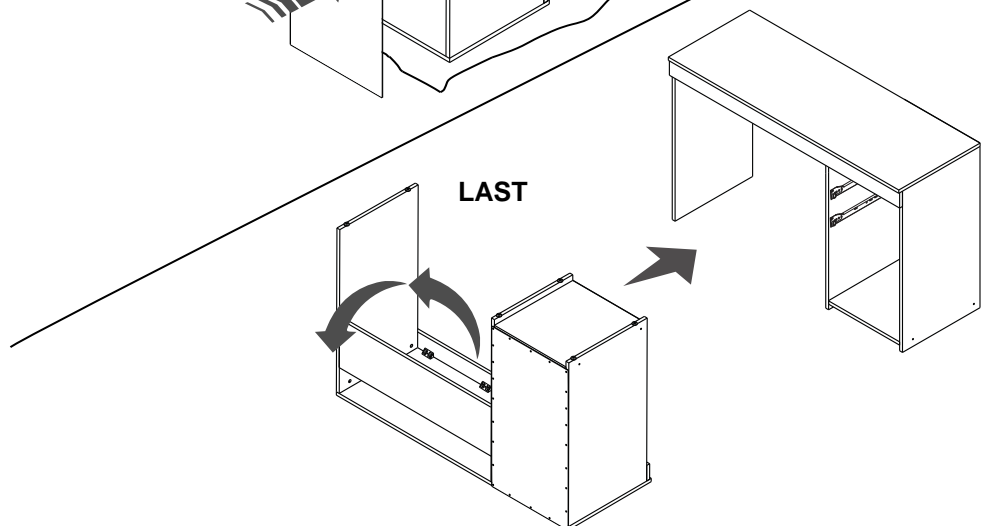
Tools (NOT included)

- Attach the glide studs **K** to the bottom of panels **2**, **4** and **6** as shown.
- With the help of another person, center the back board **13**, covering the drawers' cabinet on the back, and secure it with at least 24 pcs of nails **J**.


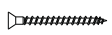
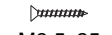


IMPORTANT:

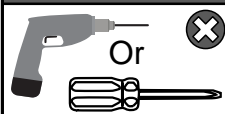
Make sure to insert the nails as straight as possible and centered on the profiles of the panels to avoid going slanted or too close to the edges, as they could chip/crack the panels.

- With the help of another person, bring the unit upright.

FIRST**THEN****LAST**

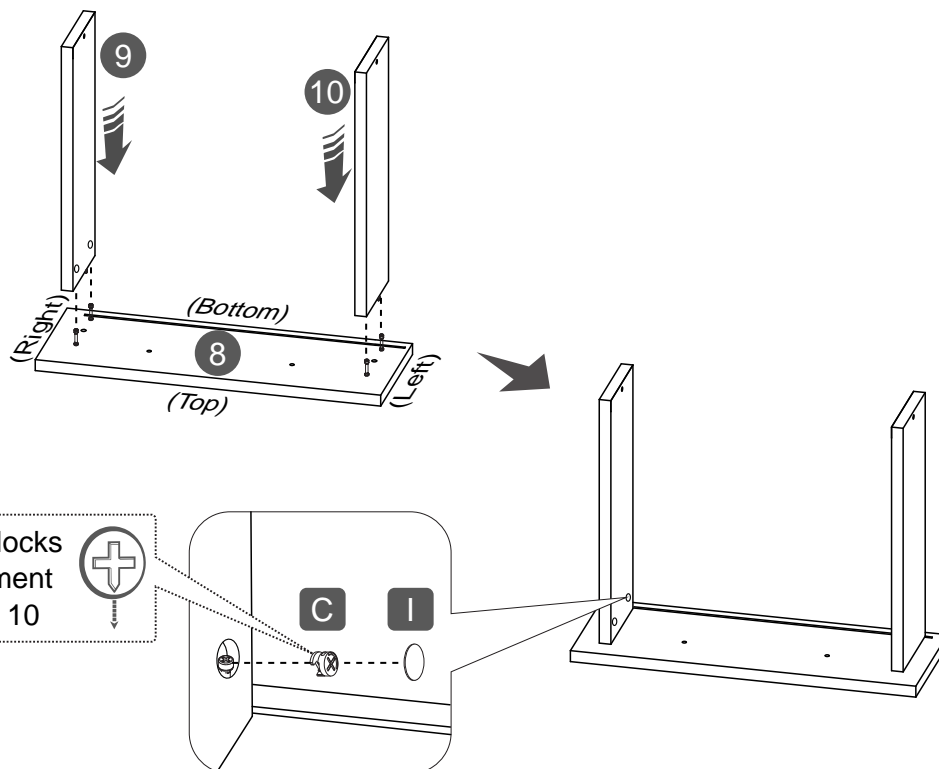
STEP 11**Hardware**

C		8 Pcs
E		4 Pcs
F		4 Pcs
I		8 Pcs
L		2 Pcs

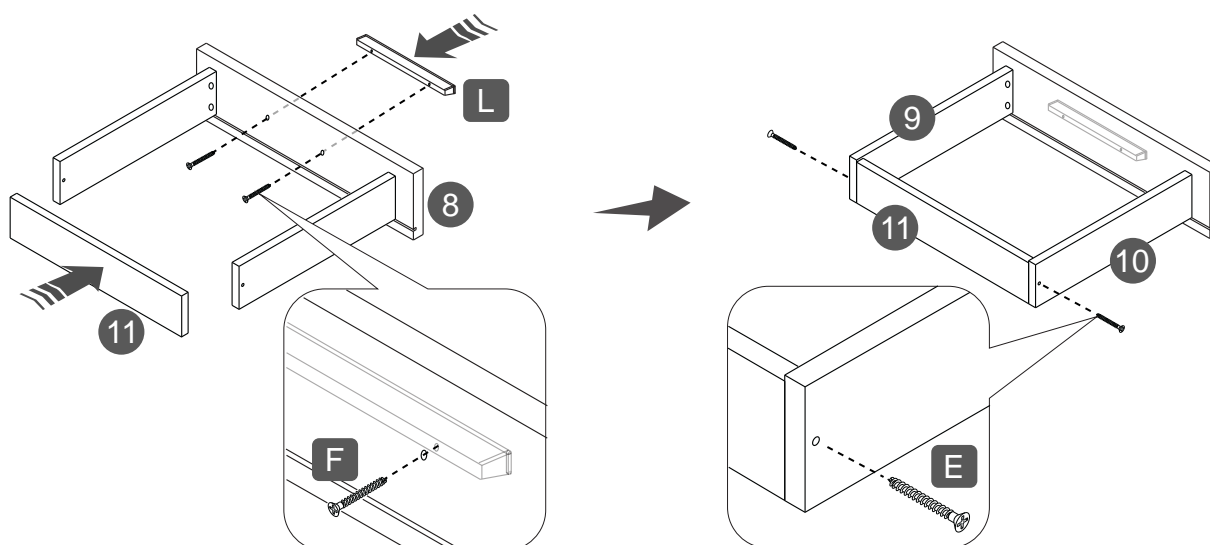
Tools (NOT included)

For each of the drawers:

- Join the drawer side panels **9** and **10** to the drawer front panel **8** in their respective sides, then insert the cam locks **C** in the side panels and turn them to lock the pieces as explained in page 4.
- Cover the cam locks with stickers **I**.



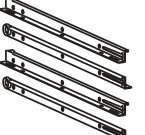


- Assemble the handle **L** to the drawer front panel **8** with screws **F** as shown.
- Assemble the drawer back panel **11** to the side panels **9** and **10** with screws **E**.

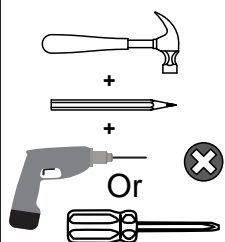


STEP 12

Hardware

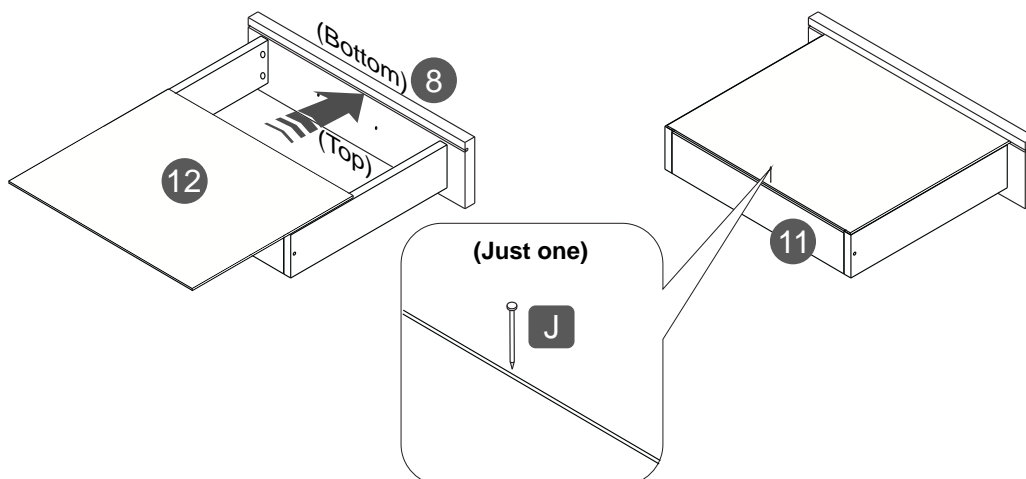
H	 M3x12	8 Pcs
J	 Nail	At least 13 Pcs
O	 4 "L" pieces:	

Tools (NOT included)

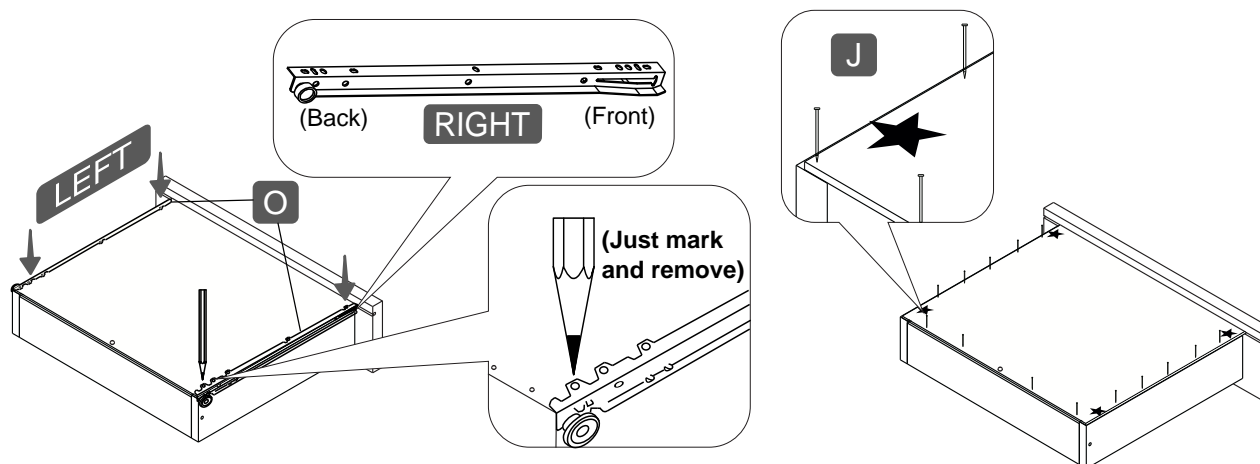


For each of the drawers:

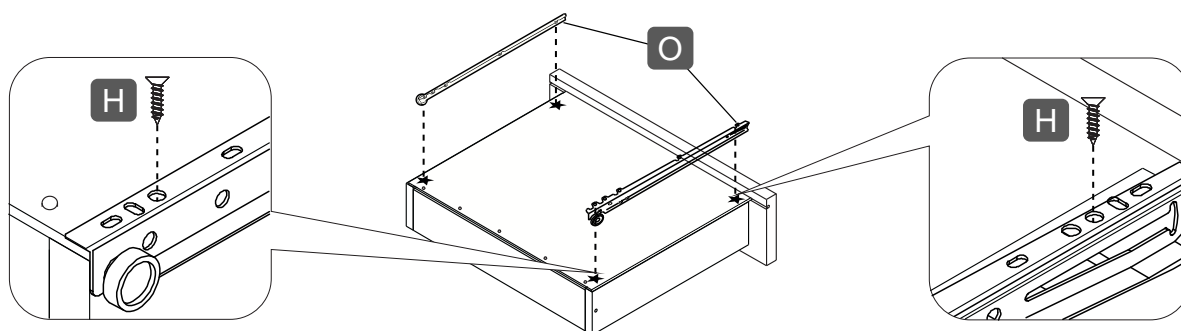
- Flip them upside-down and place on it the drawer bottom board **12**, inserting one end into the groove of the front panel **8**, and use one nail **J** to secure the board to the back panel **11** as shown.





- Place the "L" shaped sliders **O** on the sides with their wheels facing towards the back, and mark on the board with a pencil the holes that will be used to attach them to the drawer. Remove the sliders, and secure the bottom board with at least 12 more nails **J** making sure **not to block the marks** where the sliders will be installed later on.



- Assemble the "L" shaped sliders **O** on their respective sides with screws **H**, but please note:
The wheels go towards the back of the drawer.
The sliders should not protrude from the bottom of the drawer, otherwise they raise the drawer 1" more and won't fit in the unit.

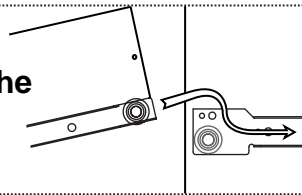


STEP 13**Hardware**

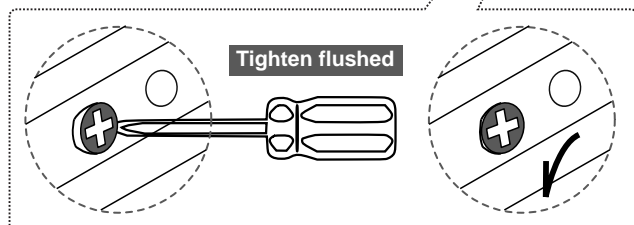
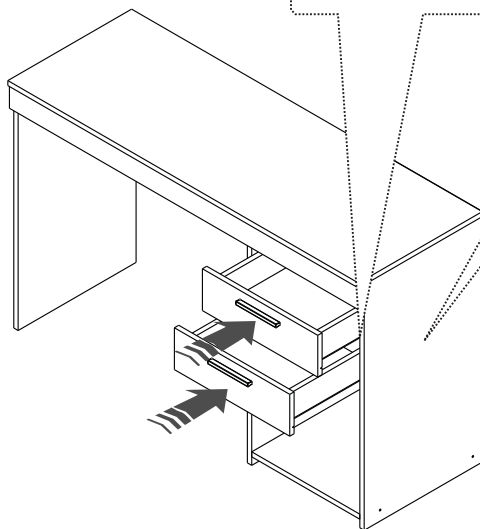
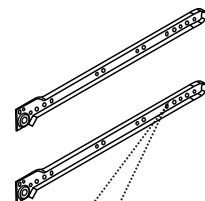
M	 Touch-Up	1 Pc
P	 Eraser	1 Pc

- Insert the drawers into the unit, starting with the bottom one, and with the front facing down at an angle. If the drawers don't seem to fit, review the assembly done in steps 4 and 12.

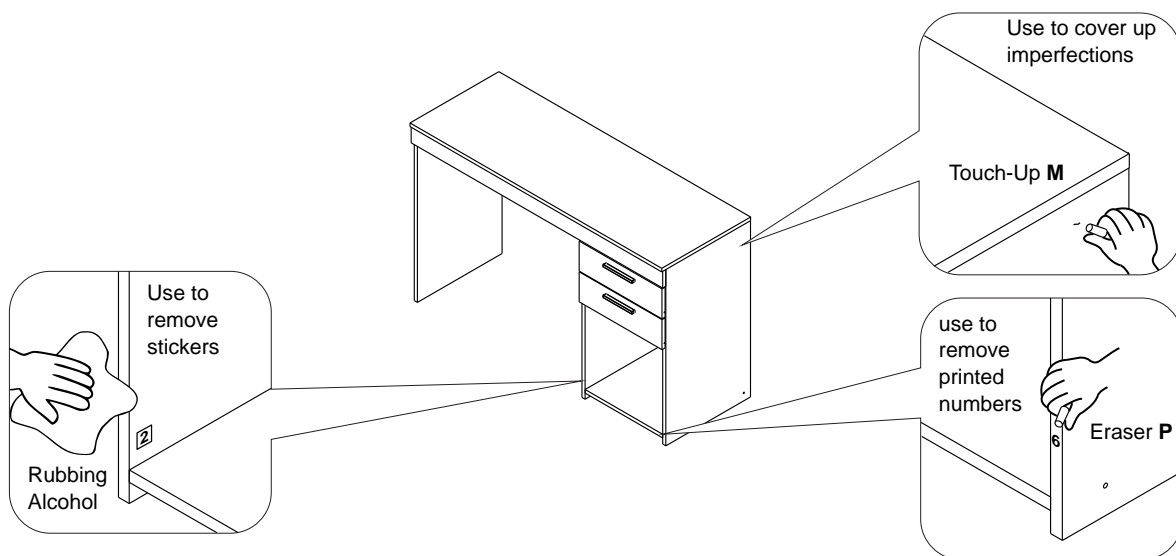
The wheels from the drawer must slide in the middle of the sliders, not on top on them.



If the drawers stop or feel like hitting something, tighten all the screws as flushed as possible so the heads don't interfere with the rollers.

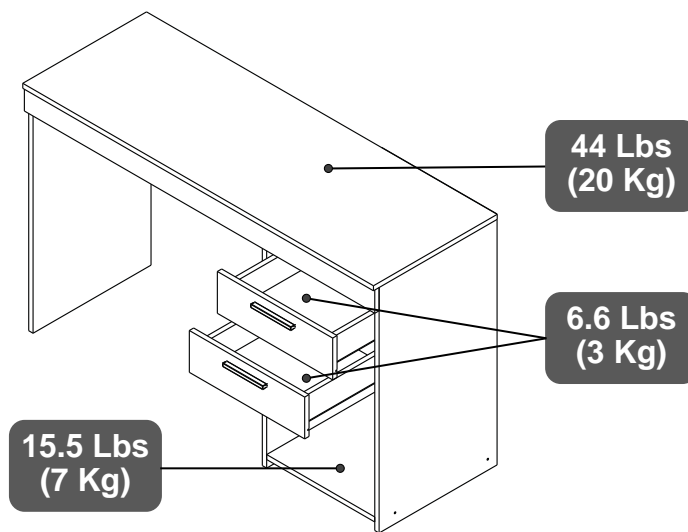


- You can use a rug damped with rubbing alcohol to remove the visible small stickers with numbers on the pieces.
- You can remove the visible numbers printed on the panels with the eraser **P**. Please make sure that you don't confuse it with the Touch-Up **M** which is used for another purpose.
- You can use the touch-up **M** to cover up small imperfections on the finish.



ALL DONE!

Give yourself a nice pat on the back, you did a great job!

WEIGHT LIMITS**WARNINGS**

- Do not exceed the indicated weight limits.
- Do not expose the surfaces to direct sunlight or to extreme environmental conditions.
- Do not use solvents or abrasive materials to clean the unit.
- 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 compartment 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.

CARE AND MAINTENANCE

- Clean the surfaces preferable with a clean cloth damped in a solution of mild soap and water, then dry with a clean towel.
- If you decide to use a cleaning agent, test first on an area hidden from view such as underneath the tabletop.
- Every 4 months, inspect the unit completely and make sure that all screws are tighten.
- 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**

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, excludes AK, HI and PR. 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.