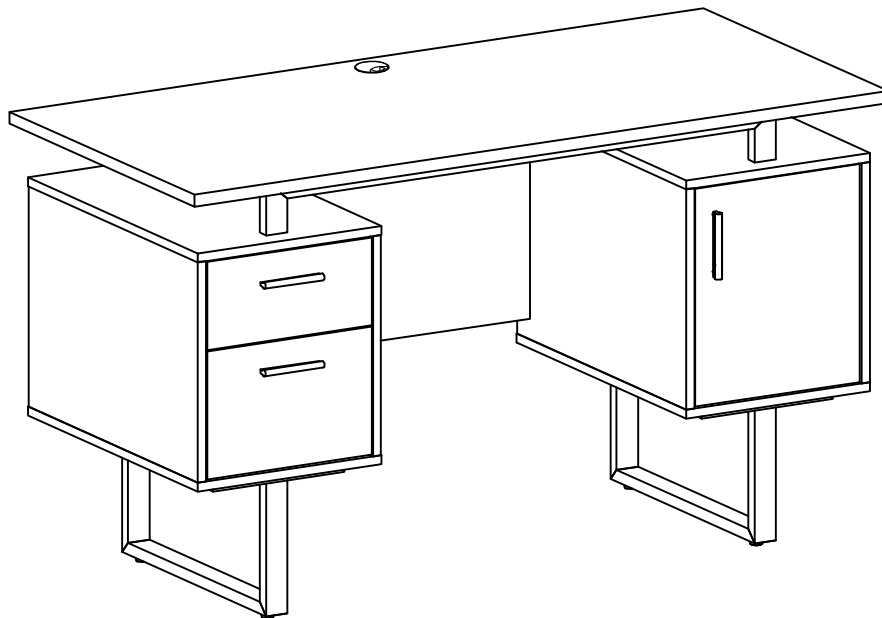


MODERN OFFICE DESK WITH STORAGE

MODEL RTA-7002

ASSEMBLY INSTRUCTIONS

REV-4-WJ-7758-1223



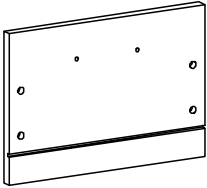
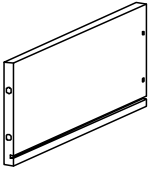
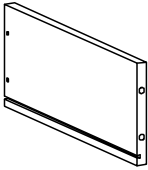
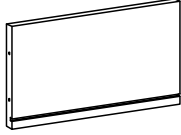
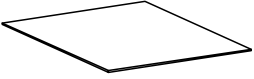
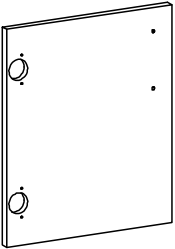
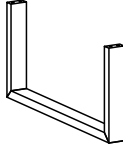


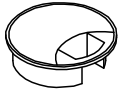
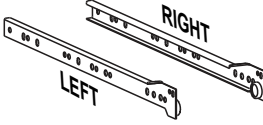
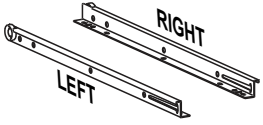
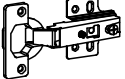


Thank you for purchasing our product



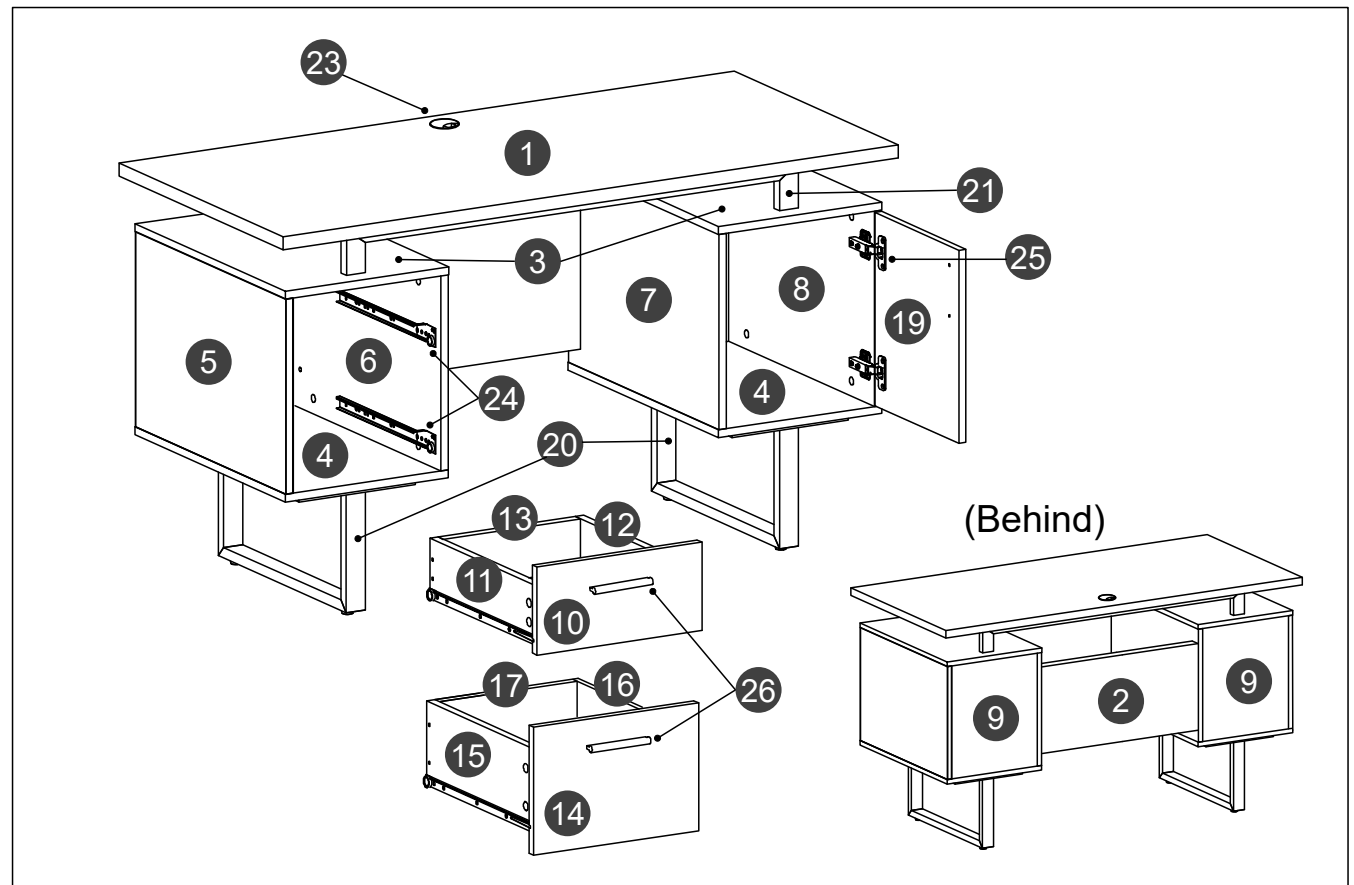
<p>Do a quick inventory of all the parts and hardware listed below.</p> 	<p>For Support, assembly questions & Replacement Parts within the 48 Contiguous United States:</p> <p>Please email us at: support@rtaproducts.com</p> 	<p>Replacement Parts for International Customers & AK-HI-PR orders:</p> <p>RTA Products will replace the part free of charge, while the customer is responsible for shipping costs plus any International local taxes or duties.</p>
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MAIN PARTS LIST

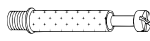

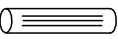
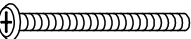
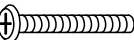
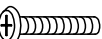
<div>1</div> <div>Tabletop (Main panel)</div> <div>x1</div> <div></div>	<div>2</div> <div>Middle back panel</div> <div>x1</div> <div></div>	<div>3</div> <div>Cabinet top panel</div> <div>x2</div> <div></div>	
<div>5</div> <div>Left side panel</div> <div>x1</div> <div></div>	<div>6</div> <div>Middle-left side panel</div> <div>x1</div> <div></div>	<div>4</div> <div>Cabinet bottom panel</div> <div>x2</div> <div></div>	
<div>7</div> <div>Middle-right side panel</div> <div>x1</div> <div></div>	<div>8</div> <div>Right side panel</div> <div>x1</div> <div></div>	<div>9</div> <div>Side back panel</div> <div>x2</div> <div></div>	
<div>10</div> <div>Small drawer front panel</div> <div>x1</div> <div></div>	<div>11</div> <div>Small drawer left panel</div> <div>x1</div> <div></div>	<div>12</div> <div>Small drawer right panel</div> <div>x1</div> <div></div>	<div>13</div> <div>Small drawer back panel</div> <div>x1</div> <div></div>







14 x1 Large drawer front panel 	15 x1 Large drawer left panel 	16 x1 Large drawer right panel 	17 x1 Large drawer back panel 
18 x2 Drawer bottom board 	19 x1 Door 	20 x2 Metal "U" leg 	
22 x4 Metal support for cabinet 		21 x2 Long support bar for main panel 	
23 x1 Grommet (cable management) 	24 x2 Set Drawer metal sliders, SET of 4 pcs <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>"FLAT": 2 pcs per set, go inside the cabinet</p> </div> <div style="text-align: center;">  <p>"L shape": 2 pcs per set, go on the drawers</p> </div> </div>		
25 x2 Hinge 	26 x3 Handle 	27 x4 Glide stud 	

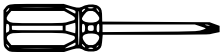
MAIN PARTS LAYOUT (For reference)

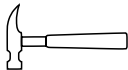


HARDWARE LIST

PART	QTY	SIZE	ITEM
A	40	M6x35 Bolt	
B	40	Ø15 Cam lock	
C	16	Ø8x30	
D	10	M6x50	
E	16	M6x35	
F	8	M6x25	

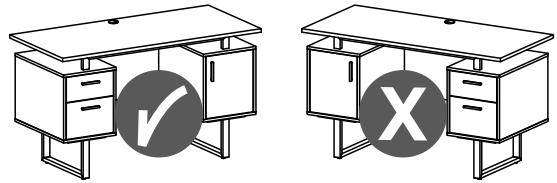
PART	QTY	SIZE	ITEM
G	8	M3.5x40	
H	6	M4x18	
I	12	M3.5x14	
J	18	M3x14	
K	1	Bracket	
L	4	Insert nut M6/Ø10	

TOOLS INCLUDED	
Phillips Screwdriver	

TOOLS REQUIRED BUT NOT INCLUDED	
Hammer	

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

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



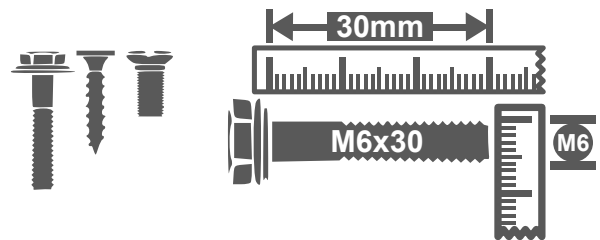
- Do not discard this manual or any of the packaging material until the unit is completely assembled.
- Please read the assembly instructions thoroughly and follow step by step.



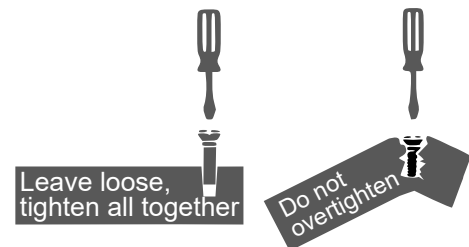
- The assembly might require of 2 persons for certain steps. Before you start the installation, make sure there is someone else nearby to help you.



- 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.



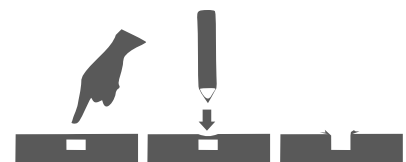
- To avoid misalignments, always leave the screws loosely and do not tighten them until all the pieces are positioned correctly.
- Do not overtighten or force the screws as they might break, strip, damage the threads of the holes, or get stuck inside the parts.



- If the hole seems to 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.

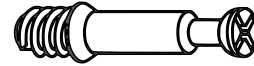


- Please be kind to our planet, when done with the assembly, recycle any of the packaging materials that is accepted by your city or recycling service.



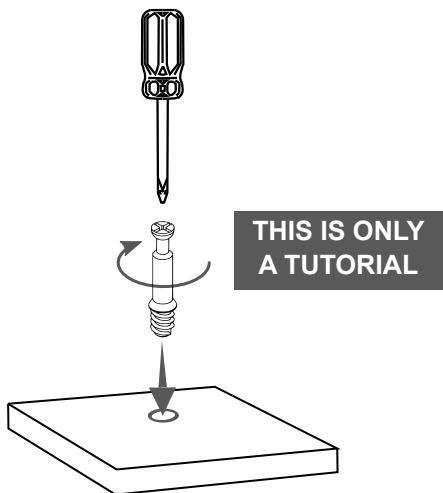
THE ASSEMBLY STEPS START ON NEXT PAGE**CAM BOLT AND CAM LOCK TUTORIAL**

**THE INSTRUCTIONS BELOW
ARE NOT ACTUAL ASSEMBLY STEPS**



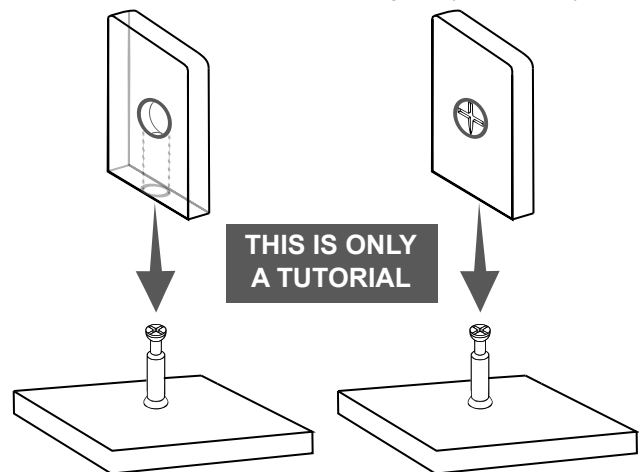
**This unit uses cam bolts and locks (also known as mini fixes).
If you are not familiar with this kind of hardware, the below is a tutorial
that explains how to use them on the steps where they are required.**

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

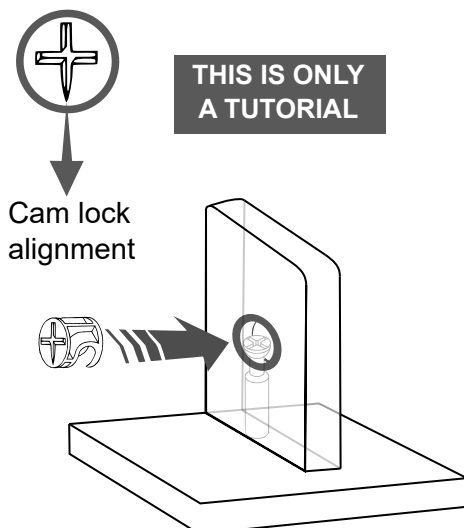


2. Join the other panel (with the big hole) to the panel with the bolt. If it comes with the cam locks already pre-installed, make sure to align them to receive the bolt's head (refer to point 3). There might be a very small gap between the panels which is normal.

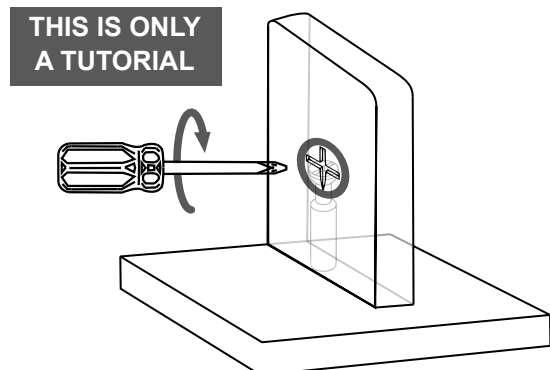
If the cam locks come pre-installed, make sure they are aligned (see point 3).



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

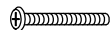
WE RECOMMEND TO PLACE THE PIECES OVER BLANKETS OR TABLECLOTHS TO PROTECT THEIR FINISH DURING ASSEMBLY.

STEP 1

This step
requires of
2 persons



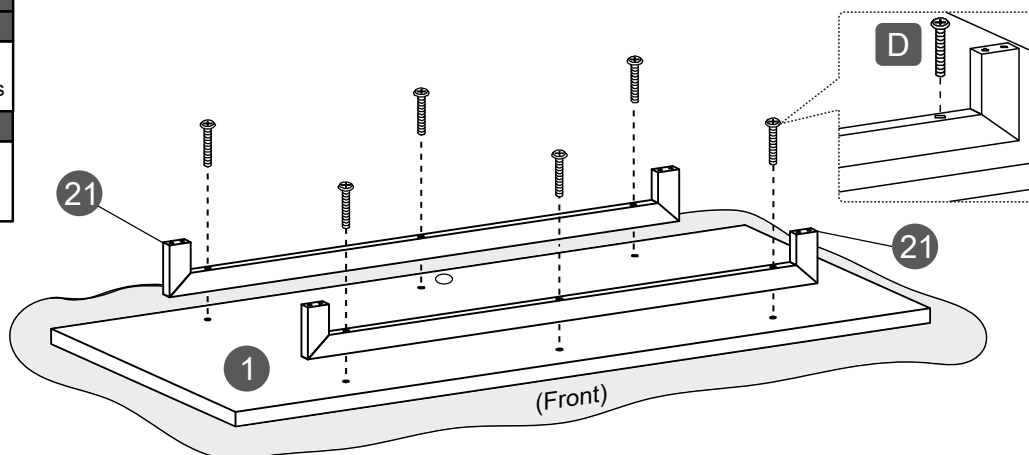
Hardware

D  6
M6x50 Pcs

Tools (included)



- With the help of another person, place the tabletop **1** upside-down over a large blanket to protect its top surface.
- Assemble the long support bars **21** to the tabletop **1** with screws **D**.



STEP 2

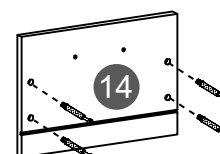
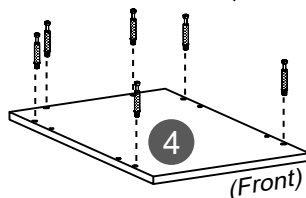
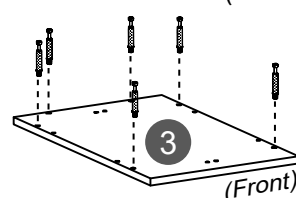
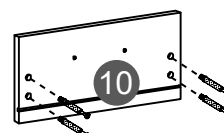
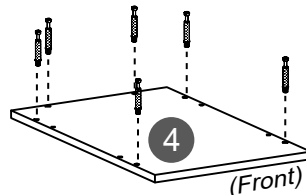
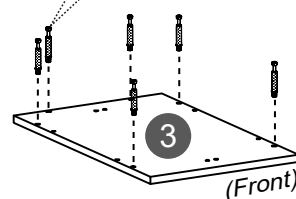
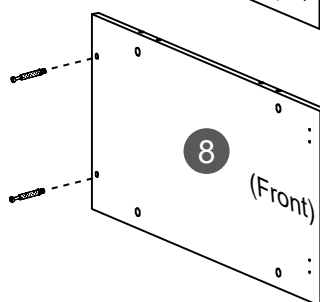
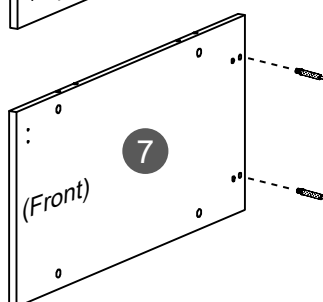
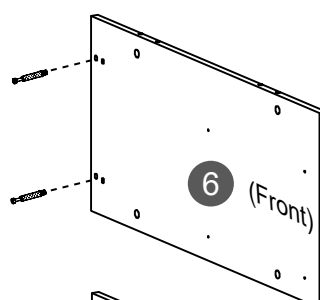
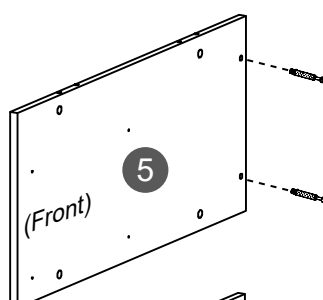
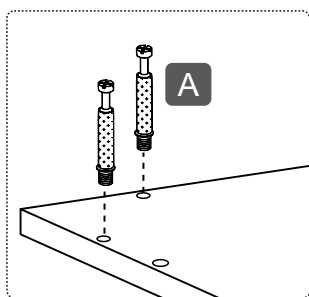
Hardware

A  40
M6x35 Bolt Pcs


Tools (included)



Install the bolts **A** into the indicated holes on panels **3, 4, 5, 6, 7, 8, 10** and **14**.

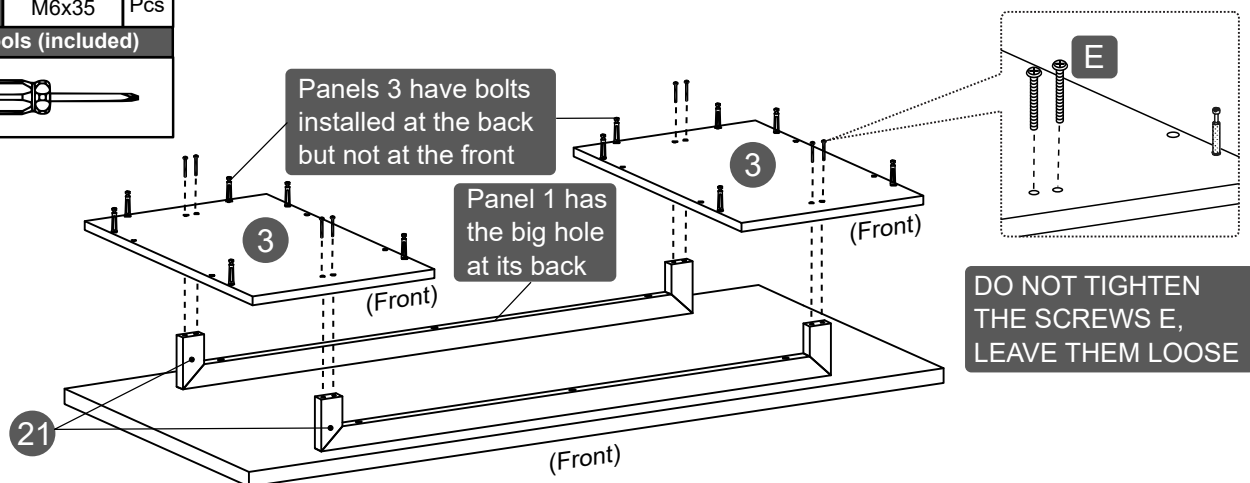



STEP 3**Hardware**

E  8
M6x35 Pcs

Tools (included)

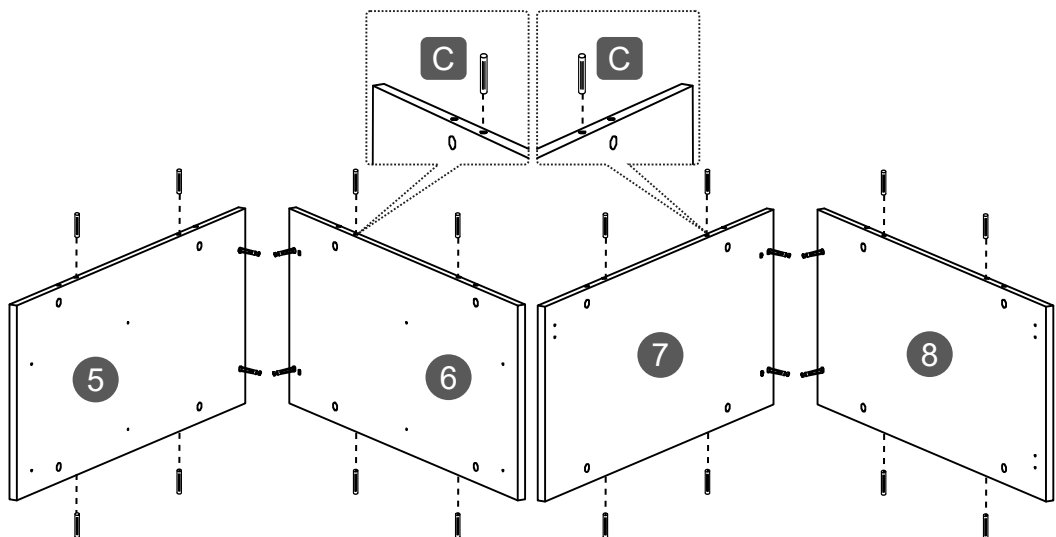
Assemble the cabinet panels **3** to the bars **21** with screws **E**, but **DO NOT TIGHTEN YET** to allow flexibility later on when working on step **9**.

**STEP 4****Hardware**

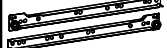
C  16
Ø8x30 Pcs

Tools (NOT included)

Insert the dowels **C** into the indicated holes on panels **5**, **6**, **7** and **8**.

**STEP 5****Hardware**

24 2 "flat" pieces per set:



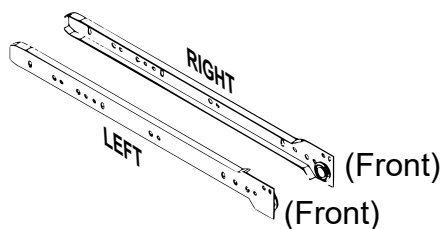
2 "L shape" pieces per set:



Grab the 2 sets of sliders **24** (total 8 pieces) and separate them into 2 groups according to their shape:

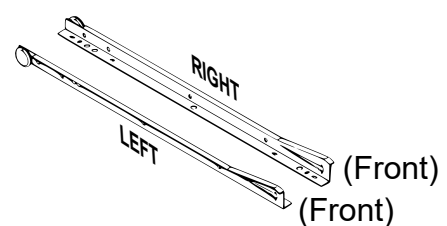
- The "flat" ones will be used on the next step.
- The "L" shaped will be used until step **17**, set them aside.

24 "Flat"



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

24 "L" Shaped



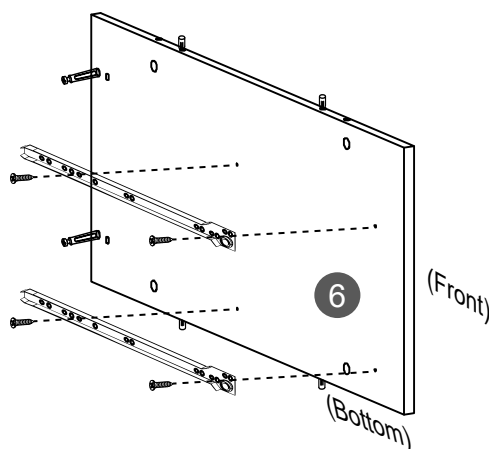
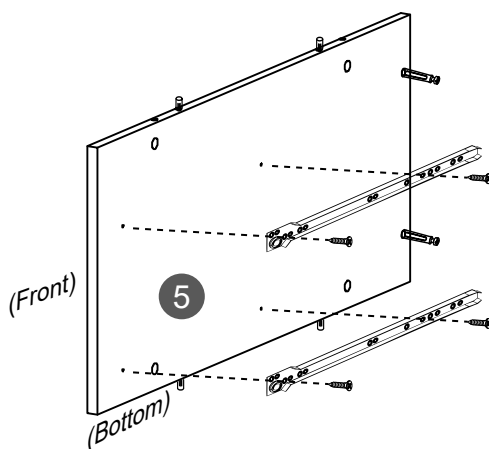
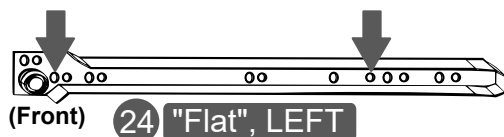
The "L" shaped will be used until step **17**, set them aside.

STEP 6**Hardware****J**8
Pcs**Tools (included)**

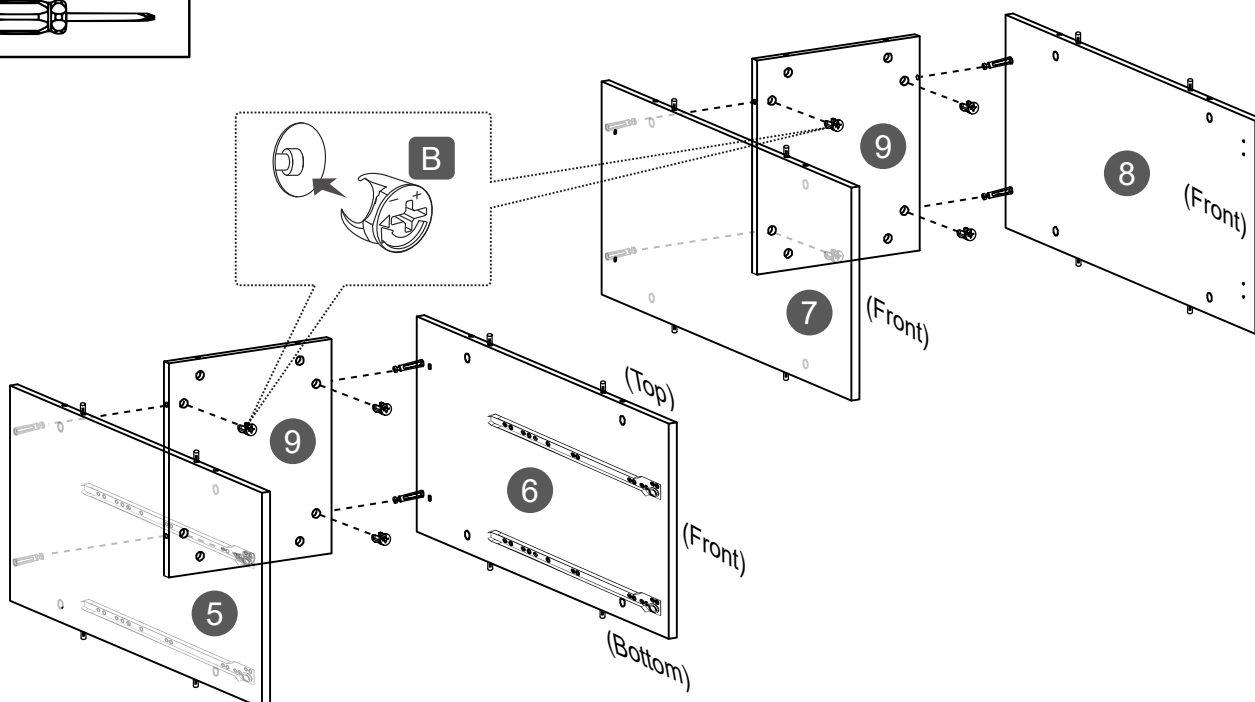
Assemble the "Flat" sliders **24** to the side panels **5** (left) and **6** (right) with screws **J** respectively (left sliders to **5**, right sliders to **6**).

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 7****Hardware****B**8
Pcs**Tools (included)**

- Join the side panels **5** and **6** to back panel **9**, insert the cam locks **B** on panel **9** and turn them to lock the pieces as explained in page 5.
- Join the side panels **7** and **8** to back panel **9**, insert the cam locks **B** on panel **9** and turn them to lock the pieces as explained in page 5.

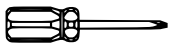


STEP 8

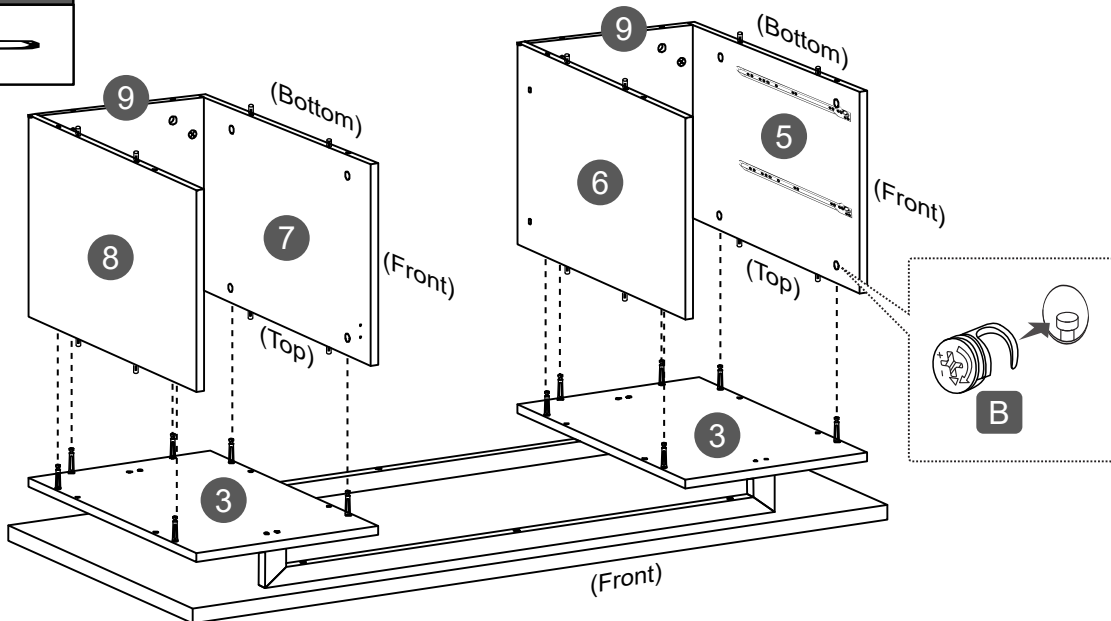
This step
requires of
2 persons

**Hardware****B**

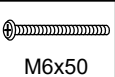
Cam lock

12
Pcs**Tools (included)**

- With the help of another person, place the panels **5-6-9** upside-down over the panel **3** located on your RIGHT (with tabletop front facing towards you) and assemble the pieces with cam locks **B** as explained in page **5**.
- Follow the same procedure for panels **7-8-9** to panel **3** located on your LEFT.
- Please note that when the item is completely finished, the drawers will be on the LEFT and the storage door on the RIGHT; interchanging the sections is not possible.

**STEP 9**

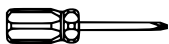
This step
requires of
2 persons

**Hardware****D**

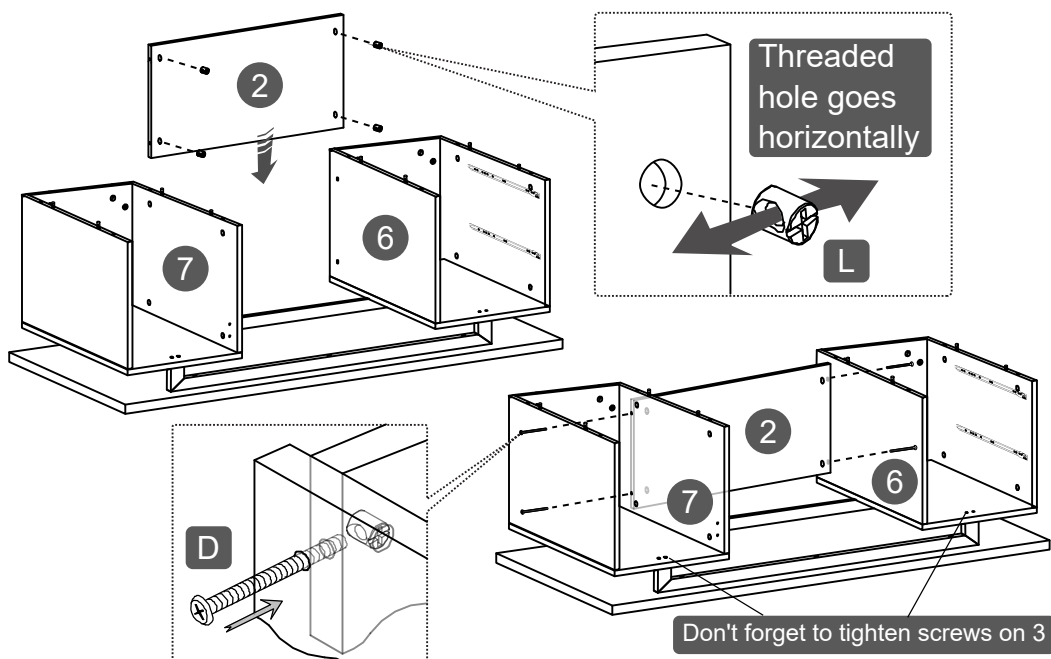
M6x50

4
Pcs**L**

M6-Ø10

4
Pcs**Tools (included)**

- Insert the nuts **L** into the middle back panel **2** in a way that the threaded holes run horizontally, then with the help of another person, assemble the panel to the side panels **6** and **7** with screws **D**.
- If the screws don't seem to catch into the threaded hole of the nuts, first make sure the nuts are aligned to receive the screw and that the screws for panel **3** are loosen for flexibility (refer to step **3**).
- After installing panel **2**, tighten the screws on panel **3**.

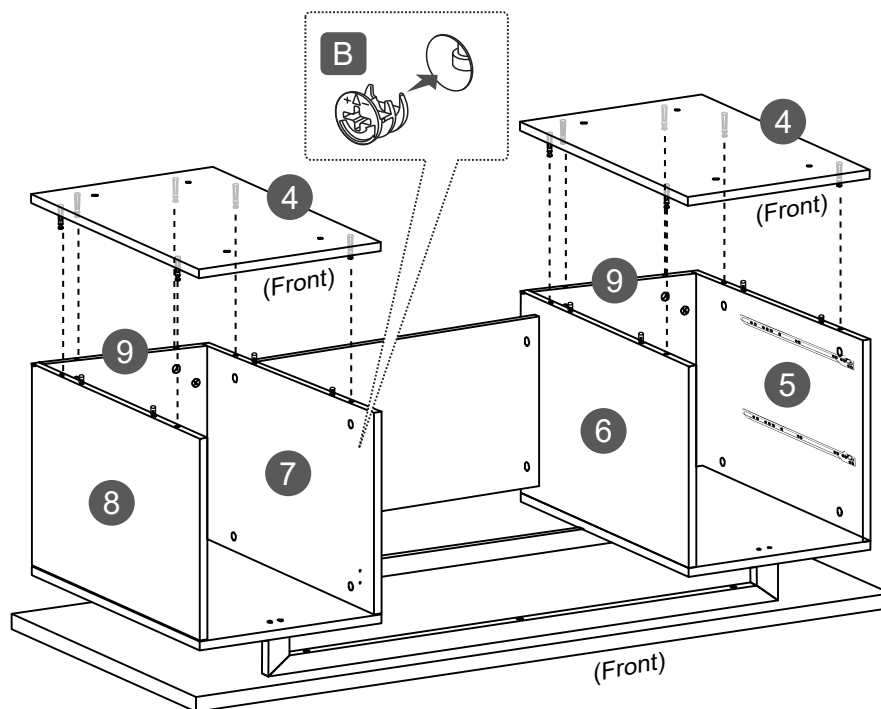
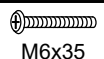


STEP 10**Hardware****B**

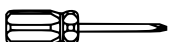
Cam lock

12
Pcs**Tools (included)**

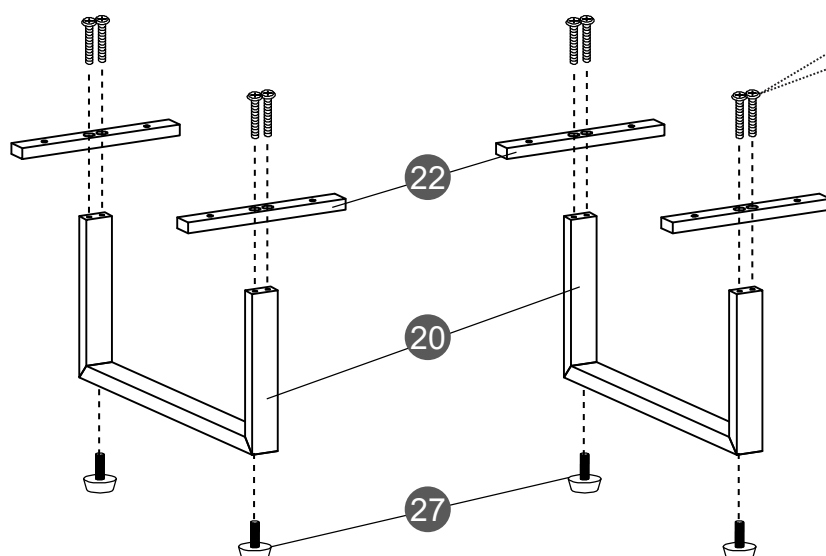
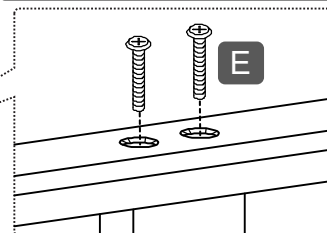
Assemble the bottom panels **4** to both cabinets with cam locks **B** as explained in page **5**.

**STEP 11****Hardware****E**

M6x35

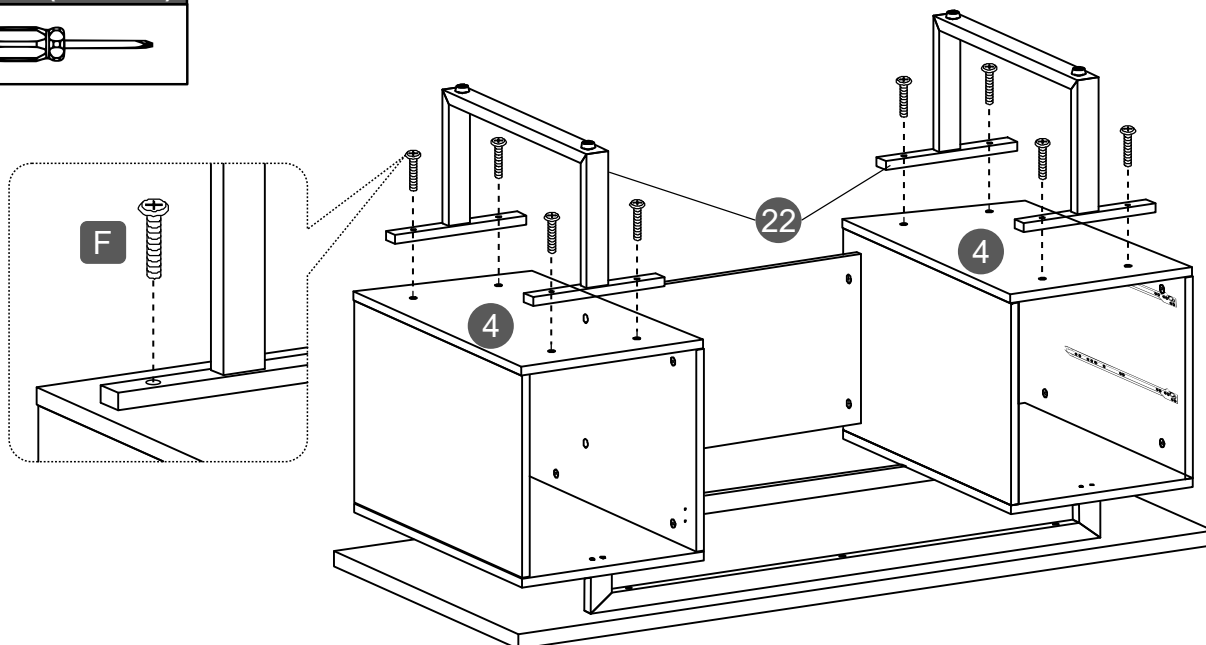
8
Pcs**Tools (included)**

- Assemble the metal supports **22** to the metal "U" legs **20** with screws **E** as shown. Please note that the indented holes in the middle go facing UP as they will make the screw heads flushed for the next step.
- Attach the glide studs **27** to the bottom of the legs **20**.

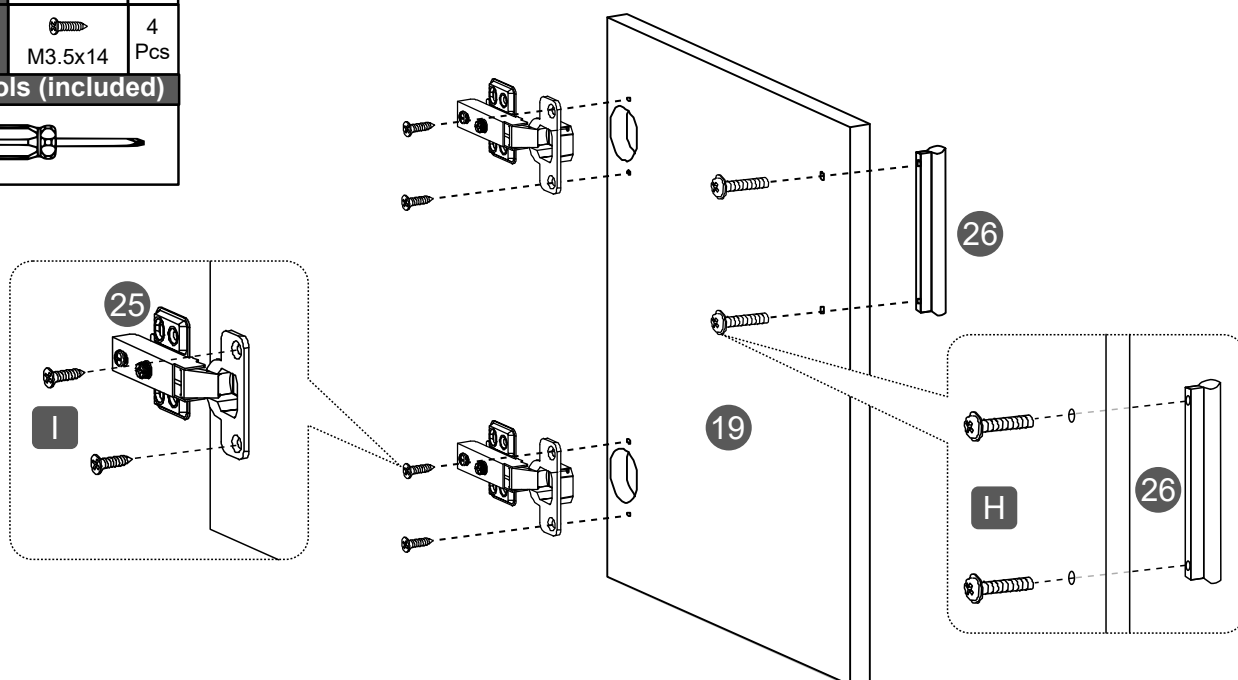
**Indented holes face UP**

STEP 12**Hardware****F**8
Pcs**Tools (included)**

- Assemble the support **22** to the bottom panels **4** with screws **F**.

**STEP 13****Hardware****H**2
Pcs**I**4
Pcs**Tools (included)**

- Assemble the hinges **25** to the door **19** with screws **I**.
- Assemble one of the handles **26** to the door **19** with screws **H**.



STEP 14

This step
requires of
2 persons



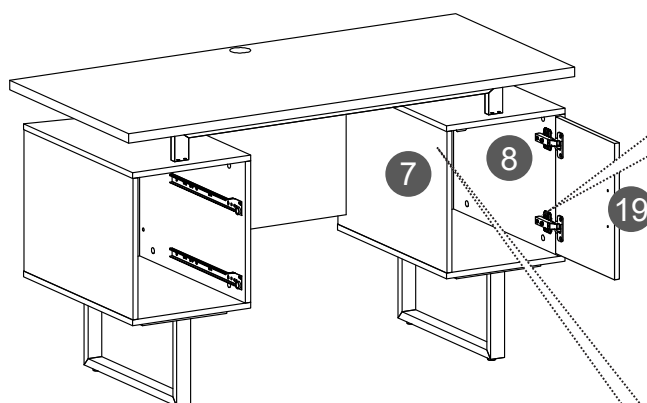
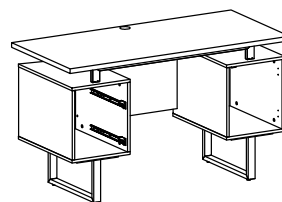
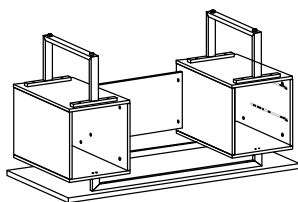
Hardware

I		8 Pcs
J		2 Pcs
K		1 Pc

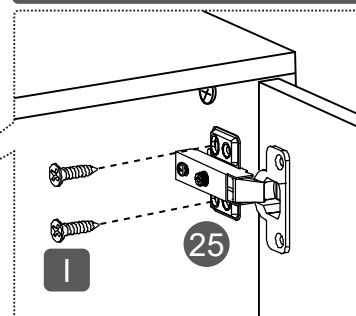
Tools (included)



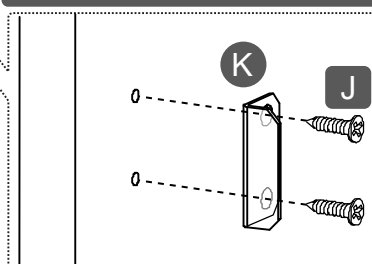
- With the help of another person, carefully turn the unit built in step **12** upright.
- Attach the bracket (door stopper) **K** to the upper front corner inside the middle-left side panel **7** with screws **J**.
- With the help of another person, assemble the hinges **25** from the door **19** to the right side panel **8** with screws **I** on the **oval holes only**.
- Check to make sure the door closes smoothly, but if not, adjust its alignment as shown below, and when done, secure the hinges with screws **I** on the **round holes**.



ONLY ON OVAL HOLES



INSIDE TOP FRONT CORNER



To adjust the alignment of the door, loosen up the following screws, align the door accordingly, then re-tighten:



Loosen up to
align the **height**
(Up-Down)



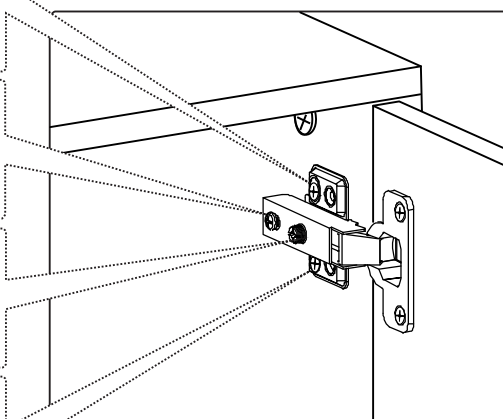
Loosen up to
align the **depth**
(Front-Back)



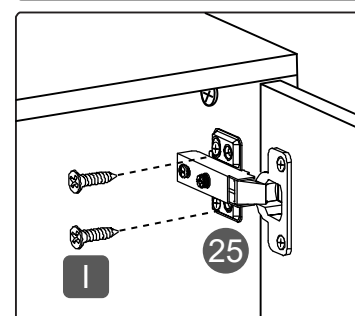
Loosen up
to align
side-to-side



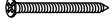
Loosen up to
align the **height**
(Up-Down)

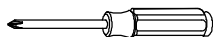


After the alignment is done,
screw on round holes

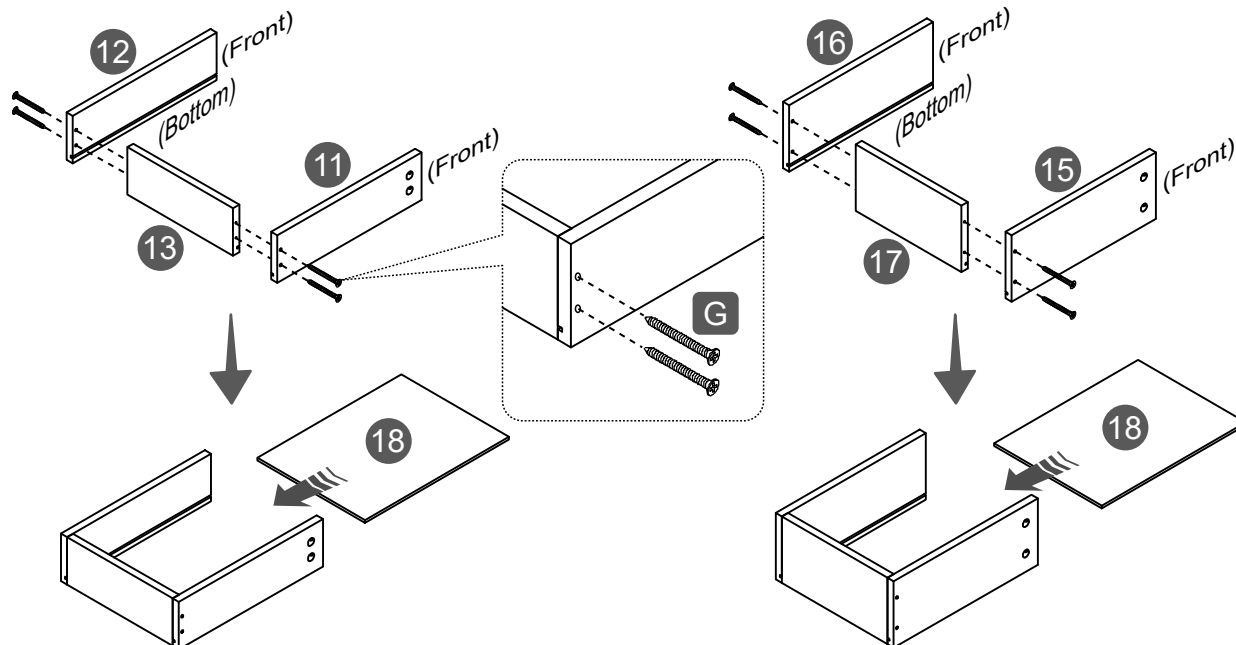


STEP 15**Hardware**

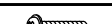
G  8
M3.5x40 Pcs

Tools (included)

- For the small drawer, assemble the side panels **11** and **12** to the back panel **13** in their respective sides with screws **G**, then slide the bottom board **18** through the grooves of the side panels and into the back panel.
- For the big drawer, assemble the side panels **15** and **16** to the back panel **17** in their respective sides with screws **G**, then slide the bottom board **18** through the grooves of the side panels and into the back panel.

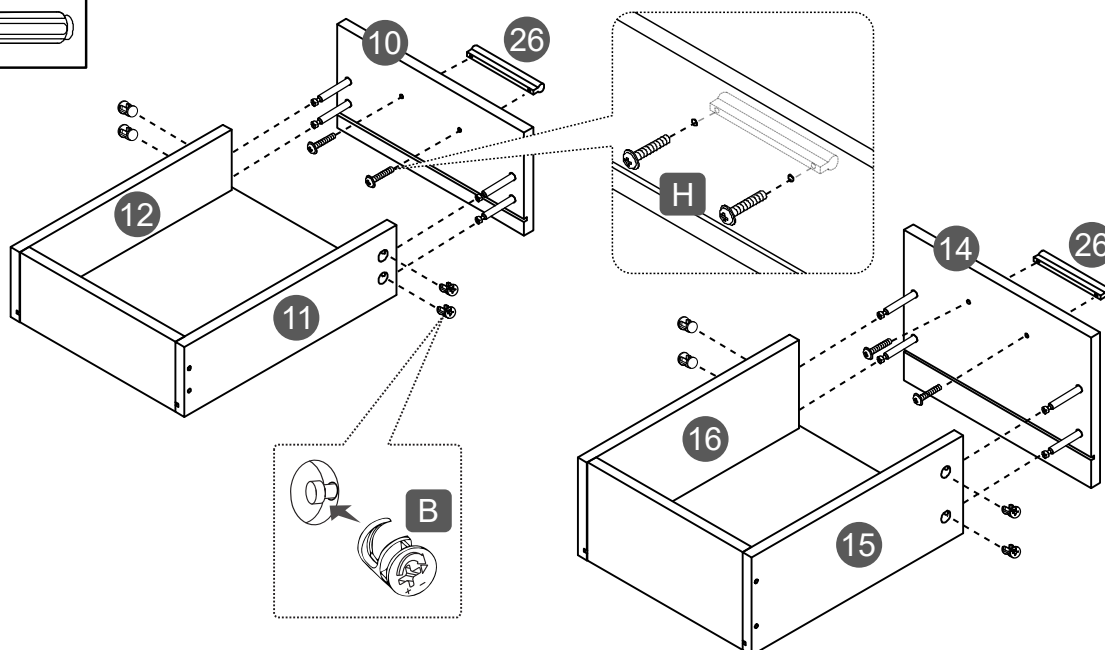
**STEP 16****Hardware**

B  8
Cam lock Pcs

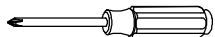
H  4
M4x18 Pcs

Tools (included)

- For the small drawer, assemble the front panel **10** to the side panels **11** and **12** with cam locks **B** as explained in page 5.
- For the big drawer, assemble the front panel **14** to the side panels **15** and **16** with cam locks **B** as explained in page 5.
- For both drawers, attach the handles **26** to their front panels with screws **H**.

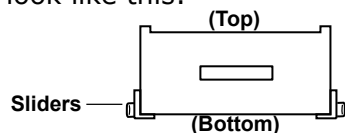


STEP 17**Hardware****J**


M3x14
8
Pcs**Tools (included)**

- For each of the drawers, flip them upside-down and assemble the L shaped sliders **24** to the side panels on the bottom with screws **J**.
- NOTES:
 - The wheels go towards the back of the drawers.
 - The sliders should not protrude on the bottom; if they do, the drawers will raise 1" more and won't fit on the desk.

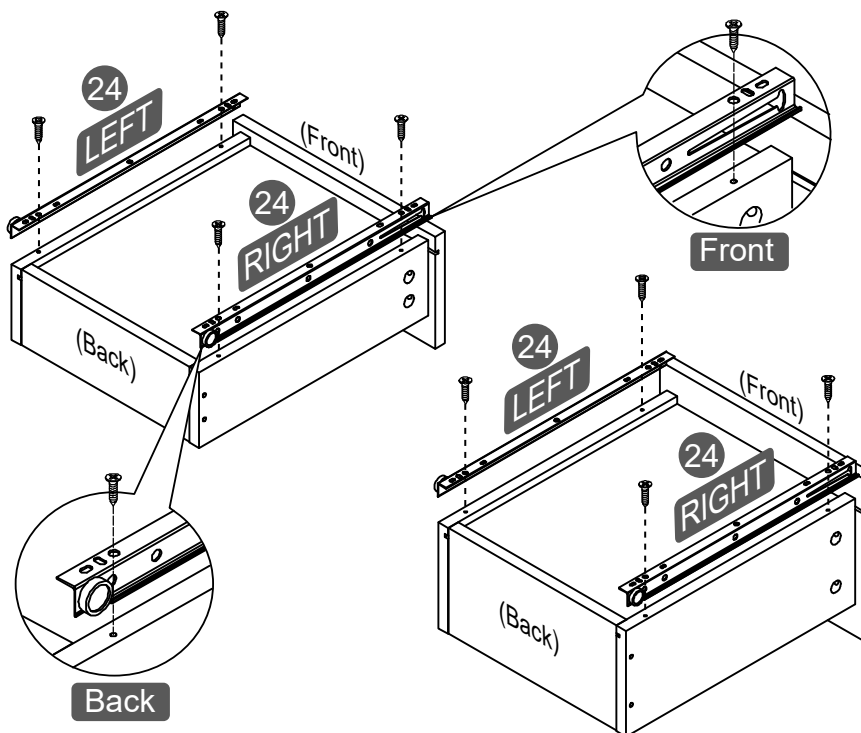
When finished, the sliders look like this:



If you install as below, the drawer raises 1" and won't fit in the unit.

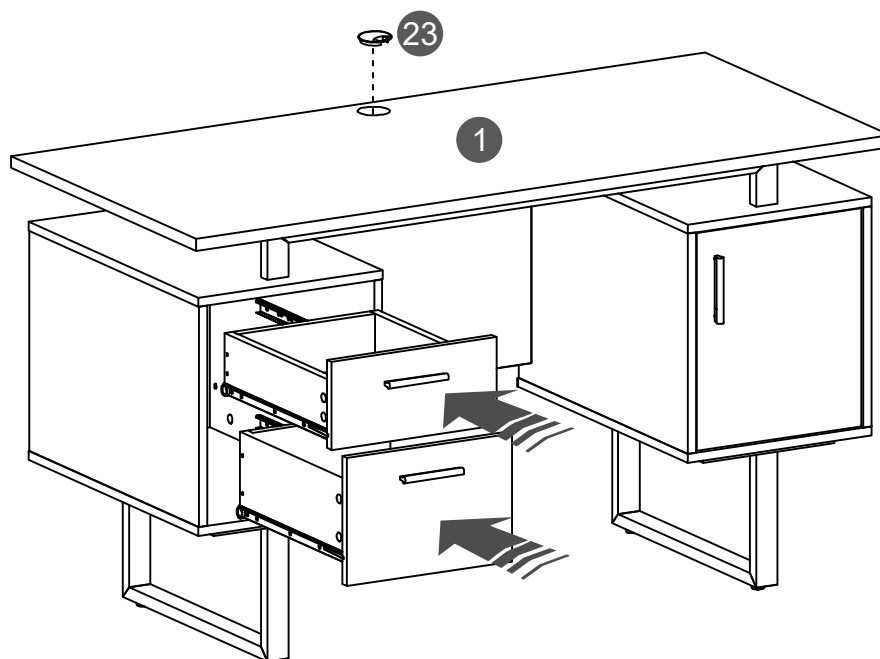


Sliders

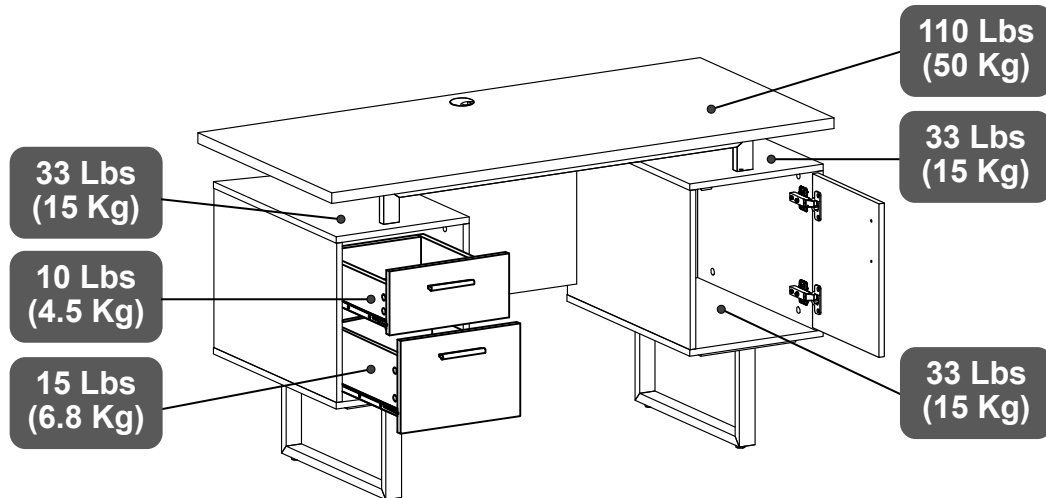
**STEP 18**

Insert the drawers into the cabinet, the bottom drawer first, then insert the top drawer at an angle with its front facing down.

- Attach the grommet **23** into the hole of the tabletop **1**.



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 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 objects that 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.
- Do not use the product if screws are loose or missing, or if you notice damaged parts.
- 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.

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.

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.

To file a Claim within the 48 contiguous United States:

Email us to warranty@rtaproducts.com to explain the defect and provide your name, address, phone number, model number of our product, date and place, and proof of purchase. Please provide pictures of the damage or defect. If we determine that a replacement will remedy the situation, and in order to determine the extent or the cause of the defect, purchaser may be requested 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.

Replacement Parts for International Customers & AK-HI-PR orders:

RTA Products will replace the part free of charge, while **the customer is responsible for shipping costs plus any International local taxes or duties.**