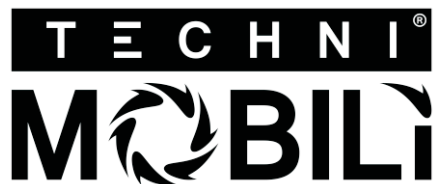


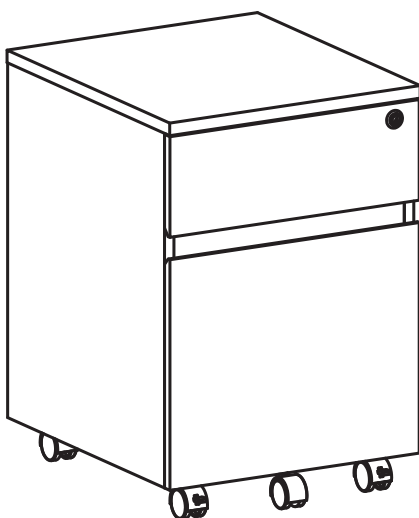
English

ASSEMBLY INSTRUCTIONS



MODEL RTA - S18

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

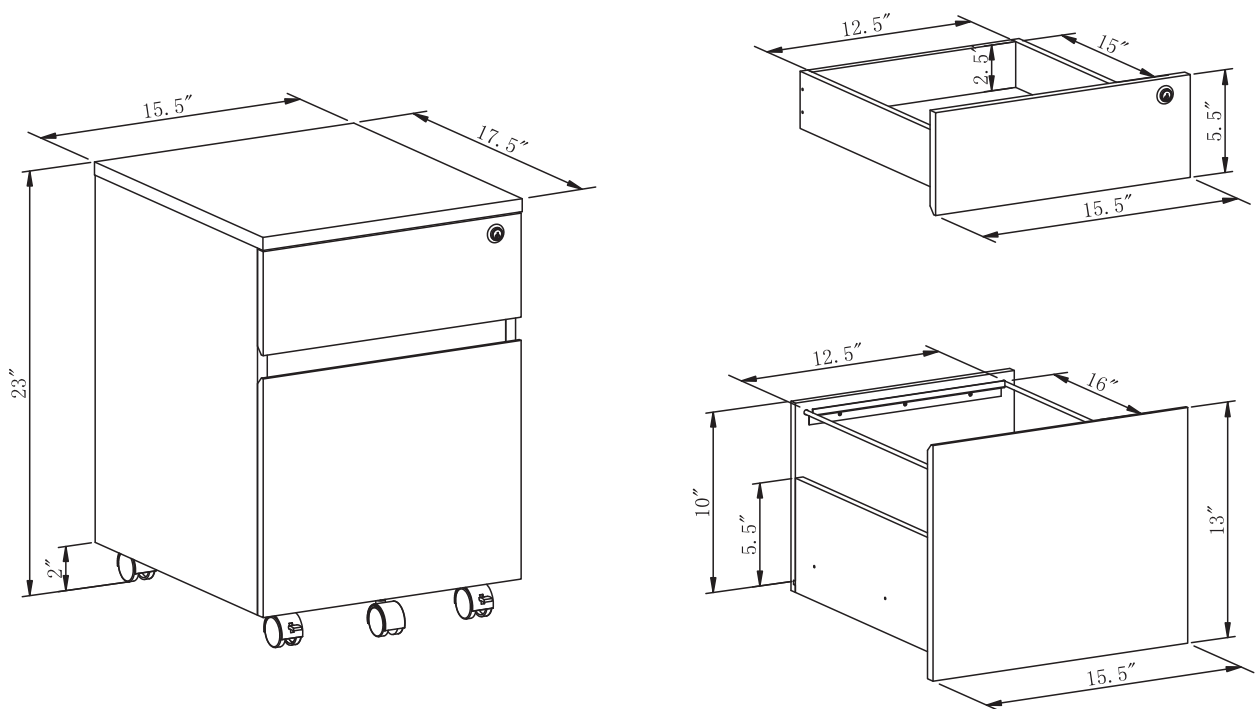


MODEL RTA-S18



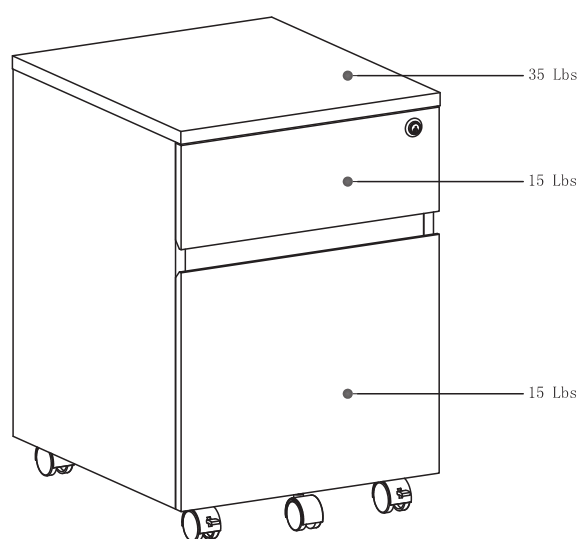
RTA-S18

DIMENSIONS



Product Size: 15.75" W x 17.75" D x 23" H

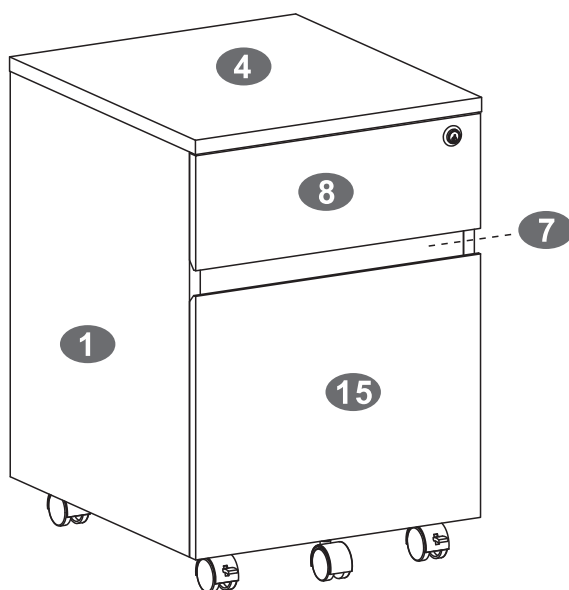
MAXIMUM WEIGHT CAPACITIES

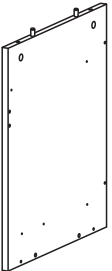
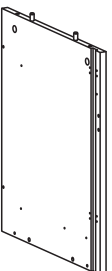
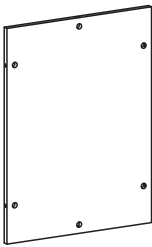
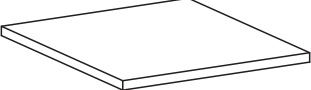
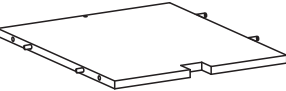
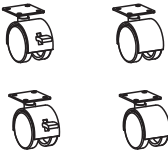

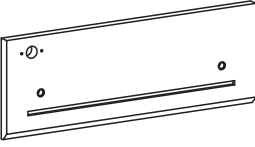
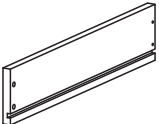
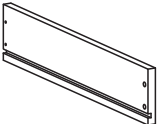




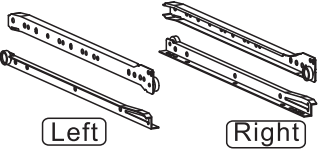

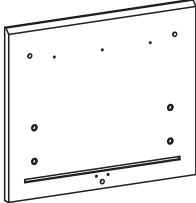
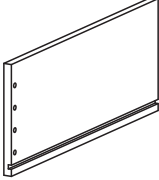
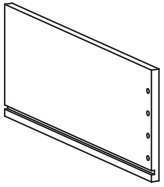
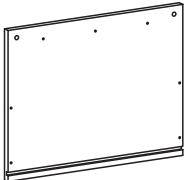


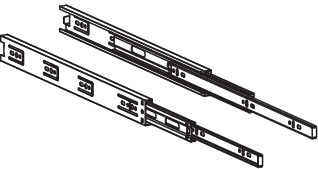
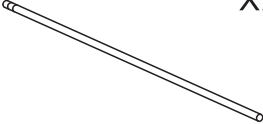
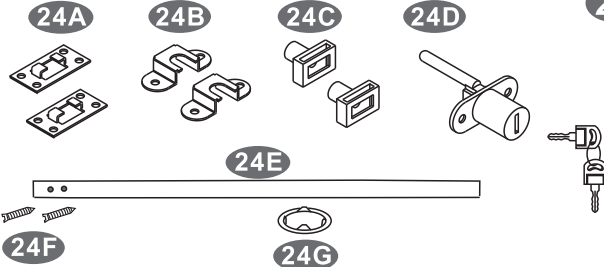
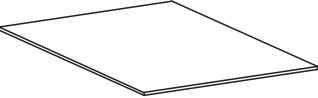
DO NOT exceed this limit
Please use care and good judgement
when placing objects on wood surface



■ PARTS LIST









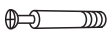

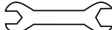
 ■ Left Panel	 ■ Right Panel	 ■ Back Panel	 ■ Top Panel
 ■ Bottom Panel	 x2 Locking x2 Non-Locking ■ Casters	 ■ Middle Panel	 ■ Small Drawer Front Panel
 ■ Small Drawer Left Panel	 ■ Small Drawer Right Panel	 ■ Small Drawer Bottom Panel	 ■ Small Drawer Back Panel

<p>13</p>  <p>Left Right</p> <p>x1 SET</p> <p>▪ Small Drawer Slider</p>	<p>14</p>  <p>X6</p> <p>▪ Drawer Connector</p>	<p>15</p>  <p>▪ File Drawer Front Panel</p>	<p>16</p>  <p>▪ File Drawer Left Panel</p>
<p>17</p>  <p>▪ File Drawer Right Panel</p>	<p>18</p>  <p>▪ File Drawer Back Panel</p>	<p>X2</p>  <p>▪ Folder Hanger</p>	<p>21</p>  <p>▪ L Bracket & Nut</p>
<p>22</p>  <p>▪ File Drawer Slider</p>	<p>23</p>  <p>X2</p> <p>▪ File Drawer Tube</p>	<p>24</p>  <p>24A 24B 24C 24D 24E 24F 24G</p> <p>▪ Locking Fittings</p>	
<p>25</p>  <p>▪ File Drawer Bottom Panel</p>			



▪SCREWS LIST

PART	QTY.	ITEM	
A	28	3X12 MM	
B	24	3X15 MM	
C	7	6X12 MM	
D	18	4X14 MM	
E	8	4X35 MM	
F	8	6X40 MM	

PART	QTY.	ITEM	
G	6	6X25 MM	
	1		
	1		

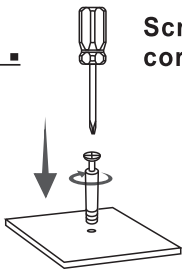
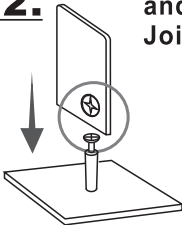
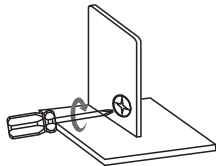
HOW TO ASSEMBLE USING BOLTS AND CAM LOCKS:



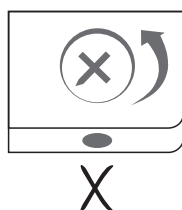
▪ Cam bolt



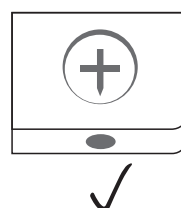
▪ Cam lock

- **1.** Screw the bolt into the corresponding panel.
- **2.** In the other panel, insert and align the cam lock. Join the panels.
- **3.** Turn the cam lock.

If the panel already comes with the cam lock inserted, make sure is aligned:



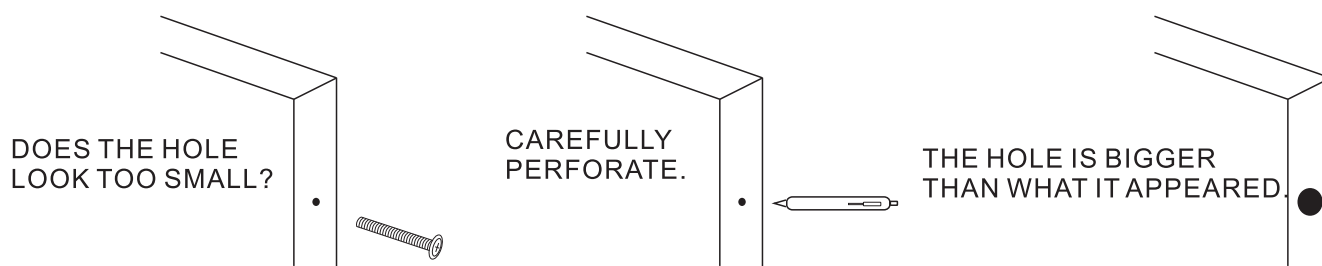
**MISALIGNED:
TURN CAM LOCK
TO POINT TOWARDS
THE HOLE**



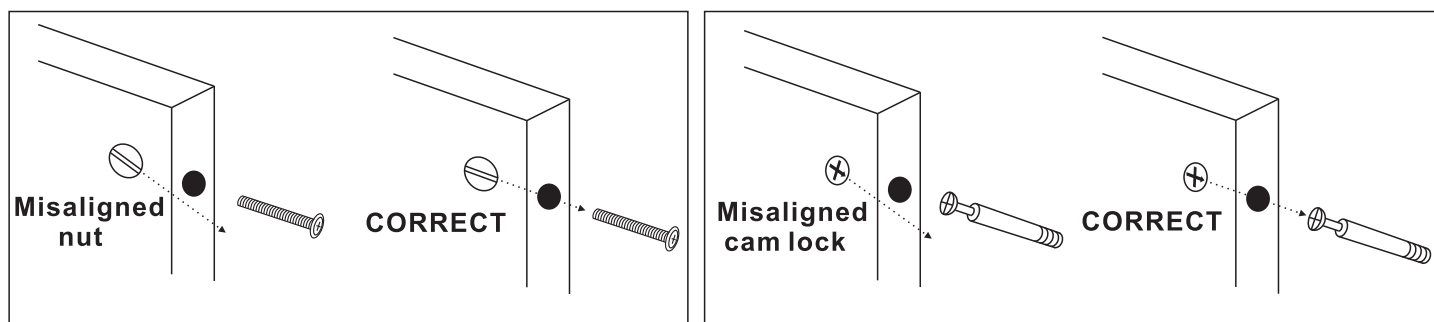
CORRECT

**GENERAL ASSEMBLY TIPS AND TROUBLESHOOTING DURING ASSEMBLY:**

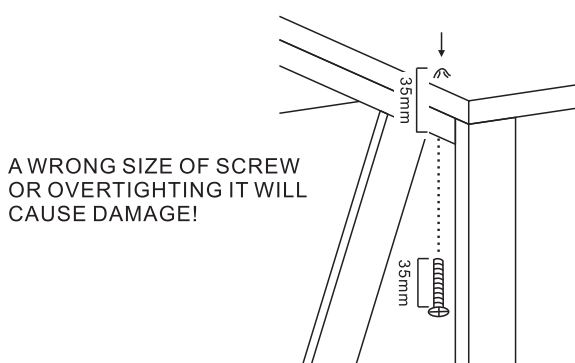
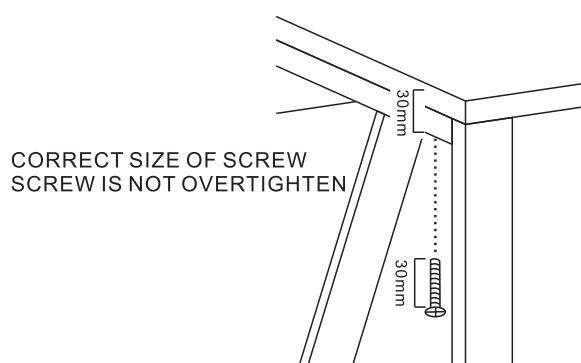
- *Before you start assembling, make sure you have all the parts and necessary hardware by doing a quick inventory.**
- *Follow the assembly instructions step by step, and do not skip any unless advised to do so by RTA PRODUCTS' Customer Service.**
- *On each step, and to avoid misalignments, always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



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

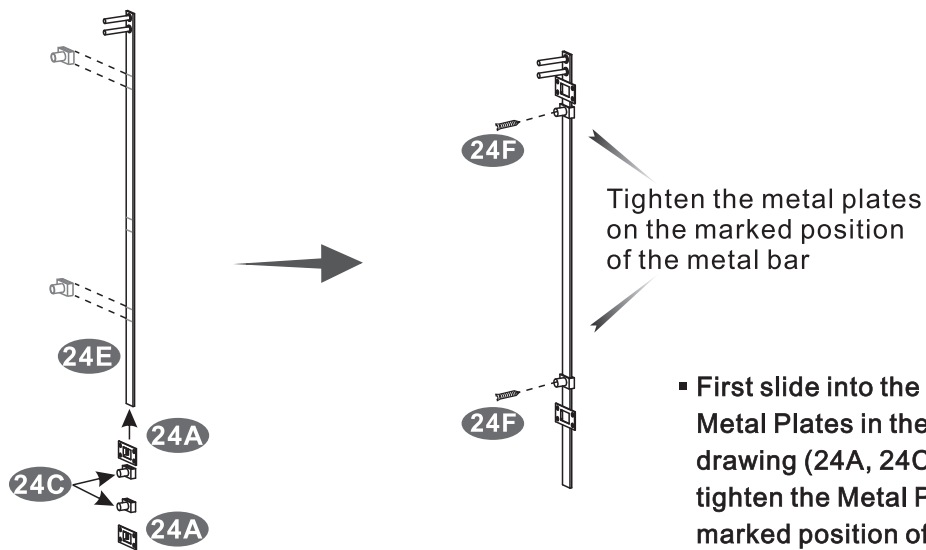


- *Make sure to use the correct screws or bolts, and do not overtighten them.**
Using wrong screws or overtightening them might cause damage to the parts, and such damage is not covered by the product's warranty.



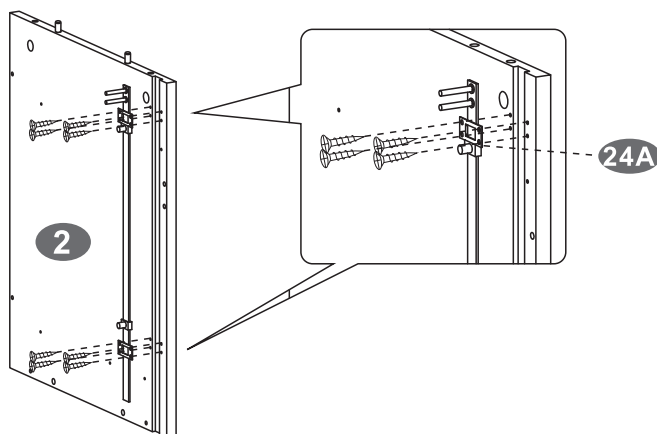
■ ASSEMBLY STEPS:

1



- First slide into the Metal Bar (24E) the 5 Metal Plates in the order shown in the drawing (24A, 24C, 24C, 24A). Then, tighten the Metal Plates (24C) on the marked position of the Metal Bar (24E) with Screws (24F).

2



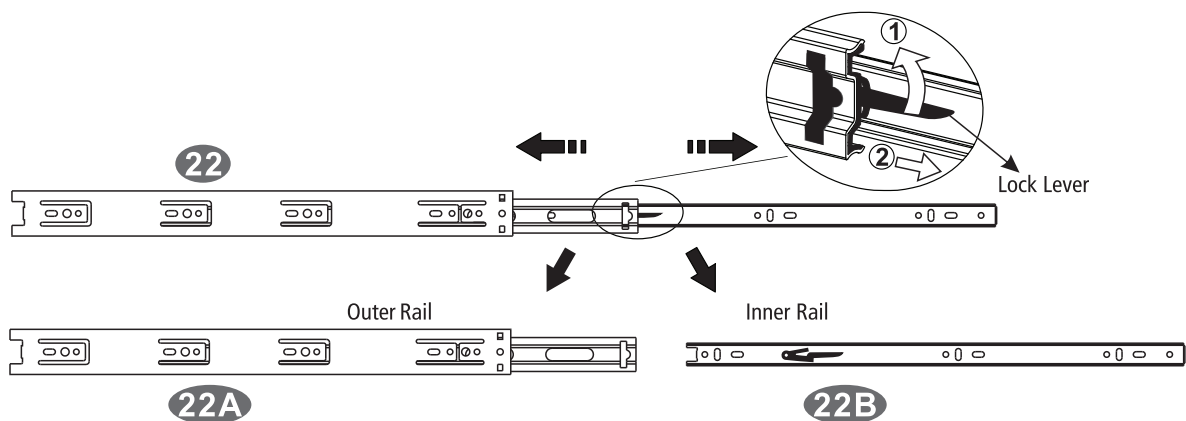
- Use Screws (B) with the Metal Plates (24A) to assemble the Metal Bar (24E) to the Right Panel (2).

■ SCREWS

B 3X15 MM

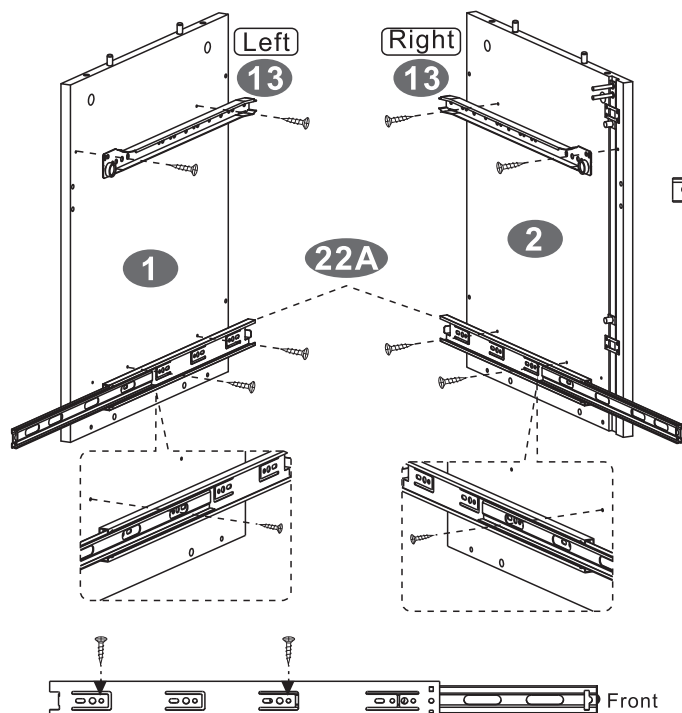
 x8


3



- Open the slider (22) and hold it as shown. Press the locking lever up hard with the tip of your thumb to separate sliders into the outer rail (22a) and the inner rail (22b). (22a) will be used on step# 4, and (22b) on step# 25.

4



For this step, grab the flat sliders (13) and put aside the "L" shaped ones as they are used until step 16.



- Use Screws (B) to assemble the flat Sliders (13) and the Outer Rails (22A) to the Left & Right Panels (1&2).

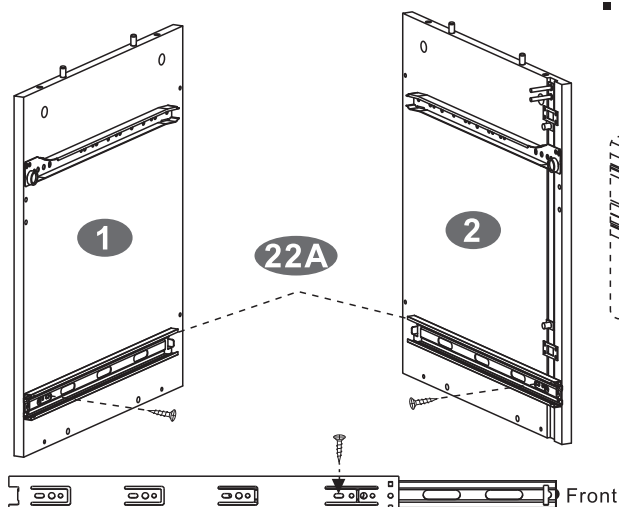
SCREWS

B 3X15 MM

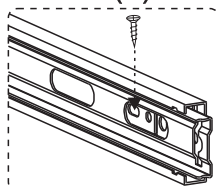
x8



5



- Close the rails (22A) and slide the part with the bearings towards the back. The front hole will be visible on (22A), and secure them with screws (B).



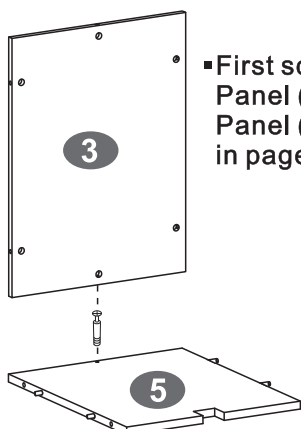
SCREWS

B 3X15 MM

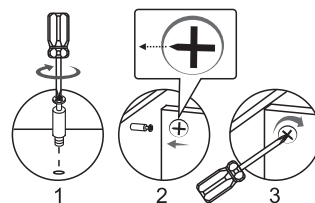
x2



6



- First screw bolts G to the Bottom Panel (5), then assemble the Back Panel (3) as shown and as explained in page 5.



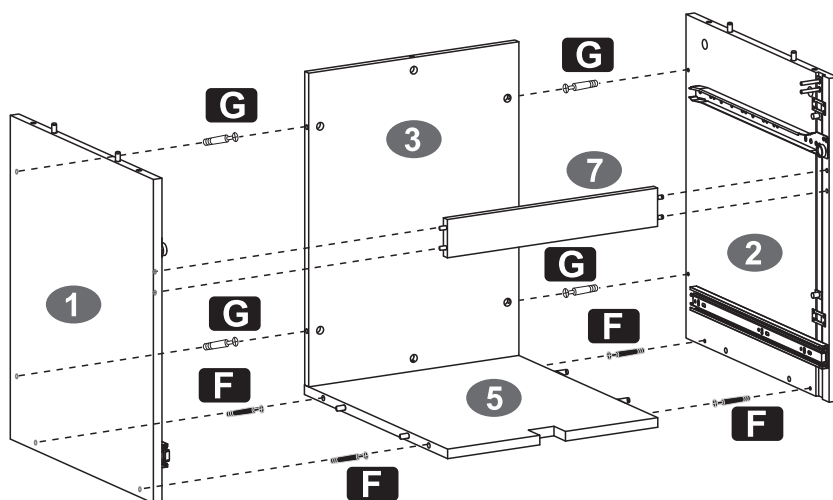
SCREWS

G 6X25 MM

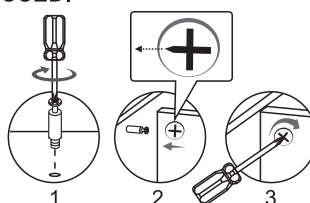
x1



7



- First screw bolts F & G to the Left Panel (1) and Right Panel (2), then assemble the Back Panel, Bottom Panel and Middle Panel (3, 5 & 7) as shown and as explained in page 5.
PLEASE PAY ATTENTION TO WHERE EACH BOLT IS USED.



SCREWS

F 6X40 MM

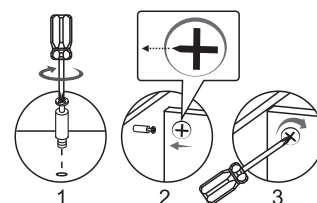
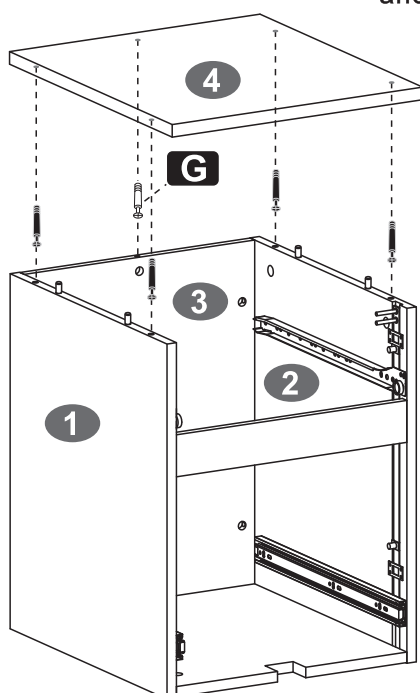
x4

G 6X25 MM

x4

8

- First screw bolts F & G to the Top Panel (4), then assemble it to the Left Panel, Right Panel and Back Panel (1, 2 & 3) as shown and as explained in page 5.



SCREWS

F 6X40 MM

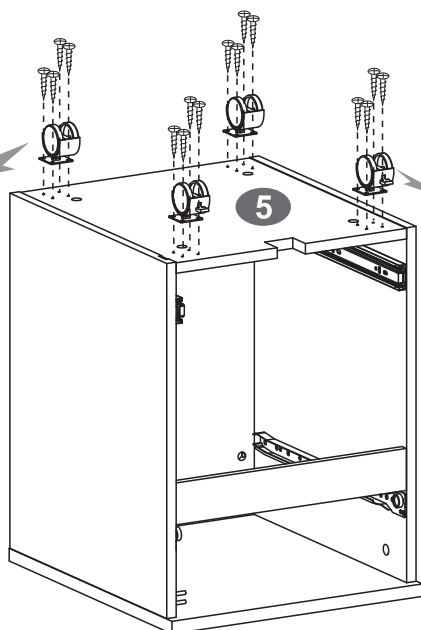
x4

G 6X25 MM

x1

9

6 X2
NON-LOCKING



- Use screws D to assemble the Casters (6) to the Bottom Panel (5). The Locking casters go at the front of the cabinet, and the non-locking casters at the back.

6 X2

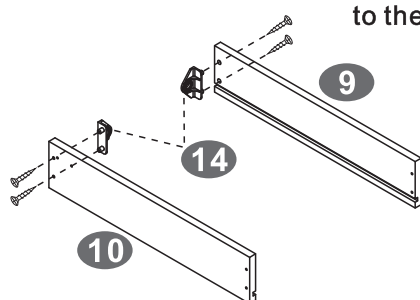
SCREWS

D 4X14 MM

x16



10



- Use screws A to assemble the Drawer Connectors (14) to the Small Drawer Left and Right Panels (9 & 10).

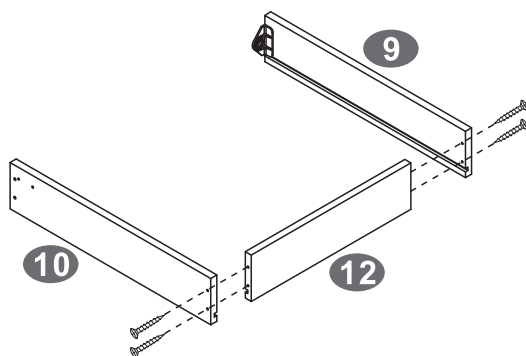
SCREWS

A 3X12 MM

x4



11



- Use screws E to assemble the Small Drawer Back Panel (12) to the Small Drawer Left and Right Panels (9 & 10).

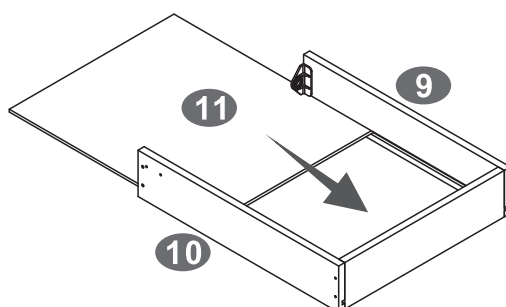
SCREWS

E 4X35 MM

x4



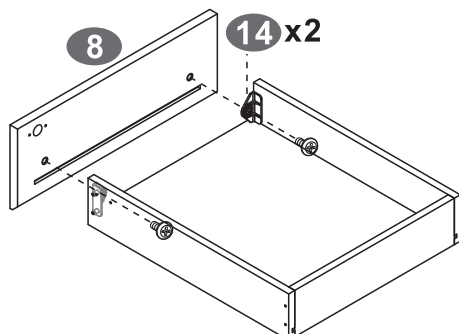
12



- Slide in the Drawer Bottom Panel (11).

13

- Use screws C to assemble the Drawer Connectors (14) to the Small Drawer Front Panel (8).



SCREWS

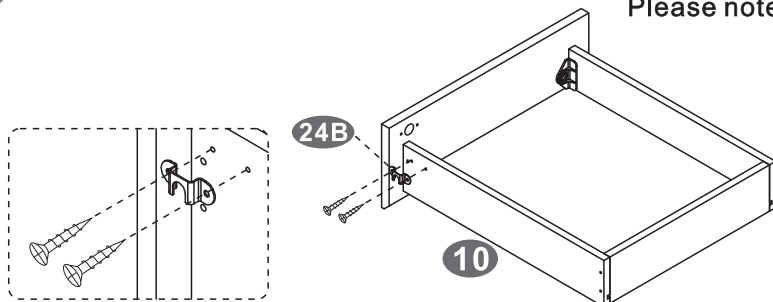
C 6X12 MM

x2



14

- Use screws A to fix the Metal Plate (24B) to the Small Drawer Right Panel (10). Please note the "U" of (24B) will face upside-down.



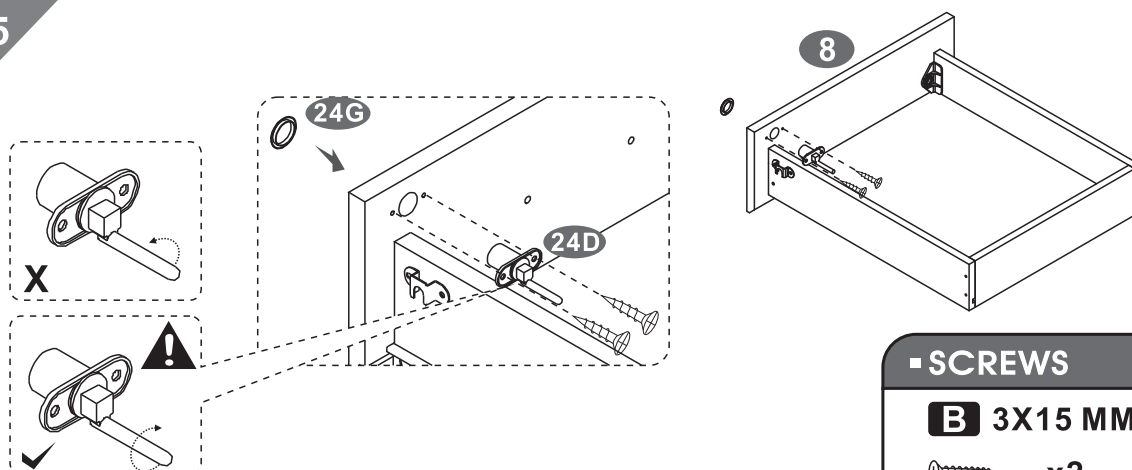
SCREWS

A 3X12 MM

x2



15



SCREWS

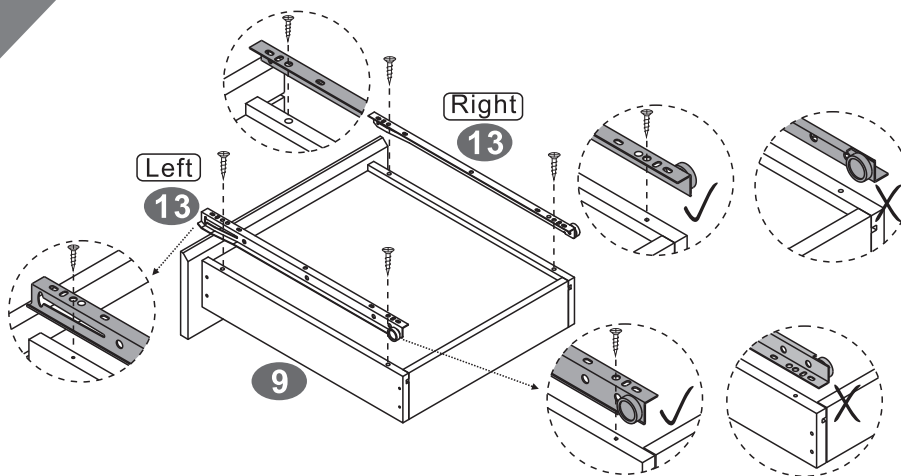
B 3X15 MM

x2



- Press the Metal Ring (24G) into the hole of the Small Drawer Front Panel (8) from the face of the panel. Use Screws (B) to assemble the Lock (24D) to the Small Drawer Front Panel (8). Make sure the rod on the lock is facing down, and the key must turn counter-clockwise.

16



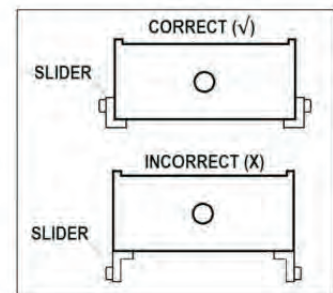
- Place the drawer upside- down as shown and use screws B to assemble the “L” shaped Sliders to the Small Drawer Left & Right Panels (9 & 10) as shown.

IMPORTANT: REFER TO THE DRAWINGS FOR THE CORRECT POSITION OF THE SLIDERS. If they get installed incorrectly, the drawer will raise 1" with a gap at the bottom and it will hit the top of the cabinet making it impossible to close!

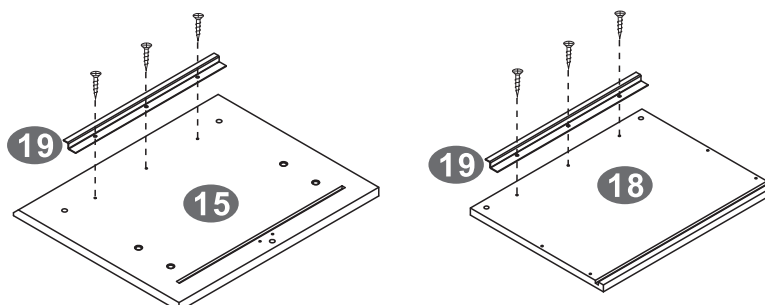
SCREWS

B 3X15 MM

x4



17



- Use screws A to fix the Folder Hangers (19) to the File Drawer Front Panel and Back Panel (15 & 18).

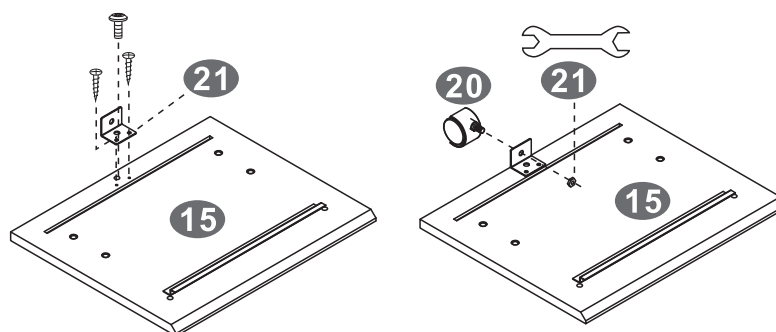
SCREWS

A 3X12 MM

x6



18



- Use screws C & D to assemble the L Bracket (21) to the File Drawer Front Panel (15). Fix the Drawer Wheel (20) to the L Bracket (21) with the nut and tighten well.

SCREWS

C 6X12 MM

x1

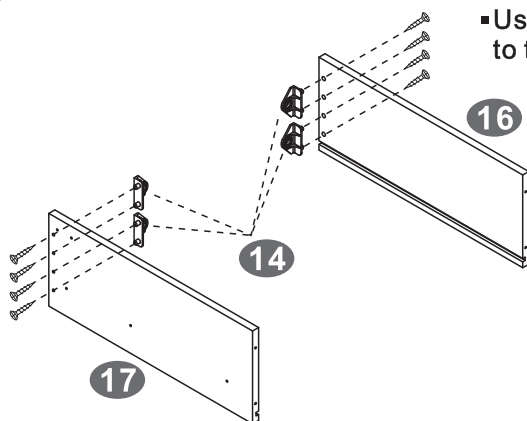


D 4X14 MM

x2



19



■ Use screws A to assemble the Drawer Connectors (14) to the File Drawer Left and Right Panels (16 & 17).

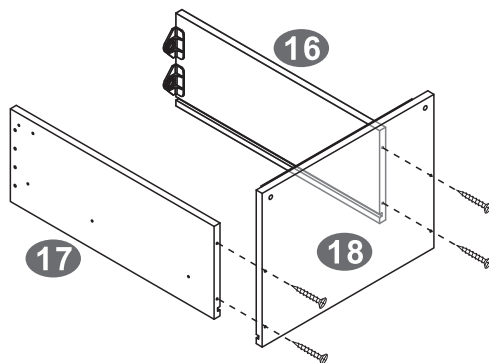
■ SCREWS

A 3X12 MM

x8



20



■ Use screws E to assemble the File Drawer Back Panel (18) to the File Drawer Left and Right Panels (16 & 17).

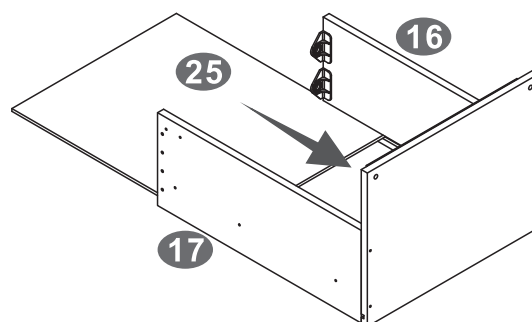
■ SCREWS

E 4X35 MM

x4

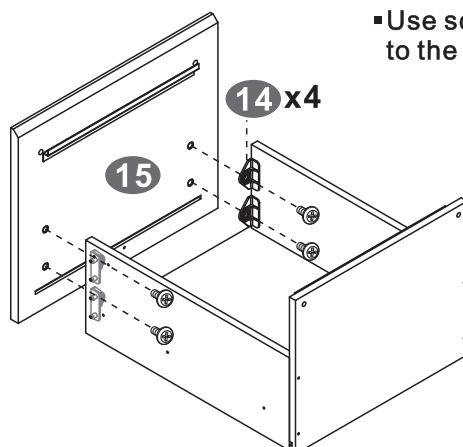


21



■ Slide in the File Drawer Bottom Panel (25).

22



■ Use screws C to assemble the Drawer Connectors (14) to the File Drawer Front Panel (15).

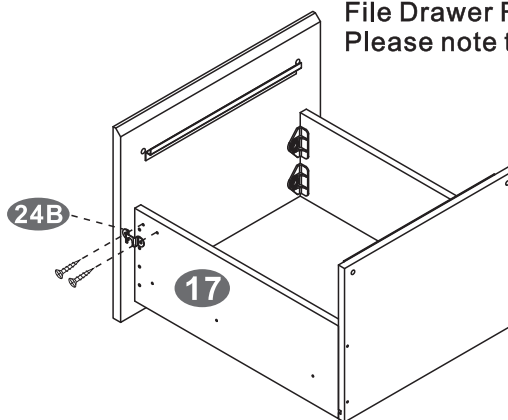
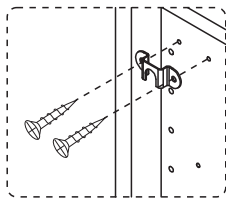
■ SCREWS

C 6X12 MM

x4



23



- Use screws A to fix the Metal Plate (24B) to the File Drawer Right Panel (17). Please note the "U" of (24B) will face upside-down.

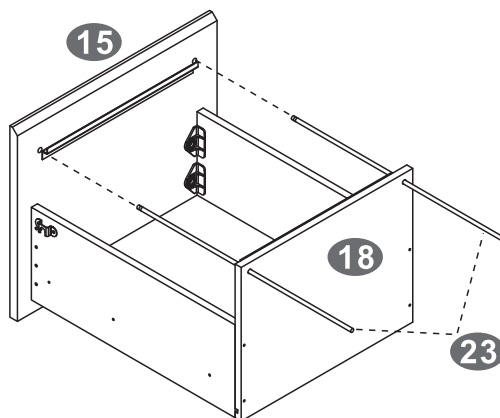
▪ SCREWS

A 3X12 MM

x2



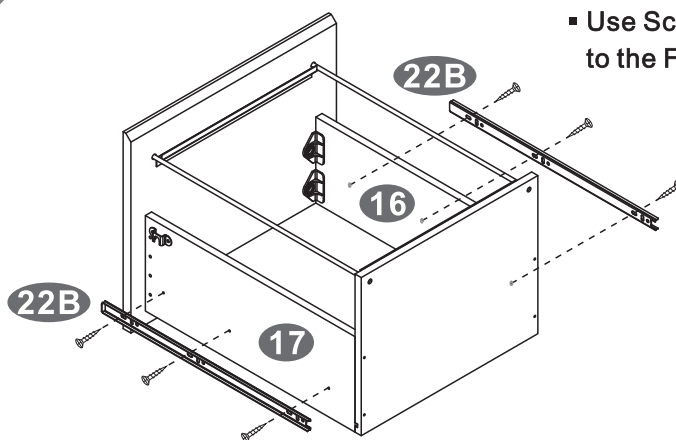
24



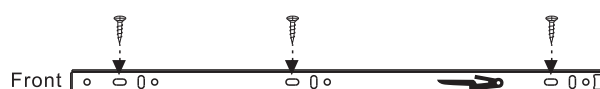
- Insert the Hanging Files Tubes (23) and screw into File Drawer Front Panel (15).

⚠ Attention: Do not over tighten them, as doing so will cause damaged to the panel.

25



- Use Screws (A) to fix the Inner Rail (22B) to the File Drawer Left & Right Panels (16 & 17).



▪ SCREWS

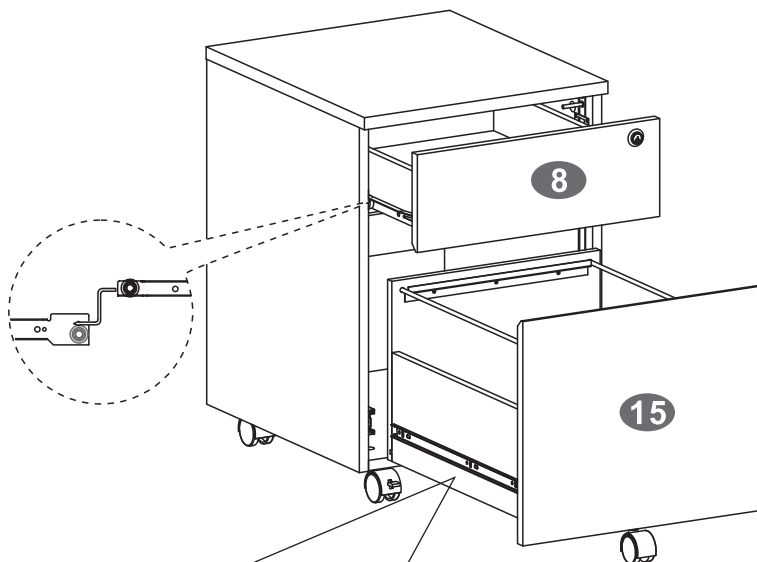
A 3X12 MM

x6

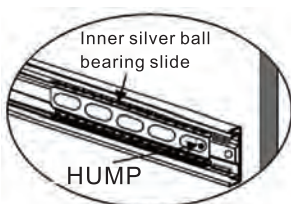


26

- Tighten any and all screws.
Carefully slide drawers onto rails and push firmly and evenly until they are completely closed.

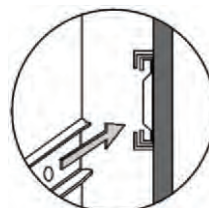


1st



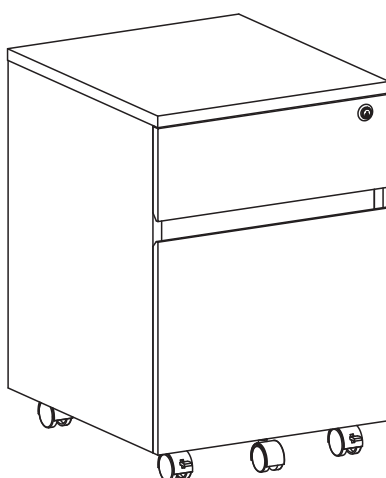
Make sure inner silver ball bearing slide is at the front of the slide mount and in lock position (over the hump), as shown.

2nd



Align both sides of slide runners to slide mounts' openings, then slide all the way in. Apply small force to insert completely if needed

27



- Enjoy your unit !

CARE AND MAINTENANCE

English

- DO NOT EXPOSE THE SURFACES TO DIRECT SUNLIGHT OR EXTREME ENVIRONMENTAL CONDITIONS. ANY DAMAGE RESULTING FROM SUCH EXPOSURE IS NOT COVERED BY THE PRODUCT'S WARRANTY.
- THE PREFERABLE METHOD TO CLEAN THE SURFACES IS TO WIPE THEM USING A SOFT CLOTH DAMPENED WITH A SOLUTION SOAP AND WATER, THEN DRY WITH A CLEAN TOWEL.
- DO NOT SPRAY SOLVENTS OR CLEANING AGENTS DIRECTLY OVER THE SURFACES, STRUCTURAL TUBES OR METAL PARTS.
- DO NOT LEAN, SEAT OR STAND OVER THE UNIT.
- DO NOT ALLOW CHILDREN TO PLAY OVER/UNDER THE UNIT, NOR ALLOW THEM TO REACH INSIDE ANY COMPARTMENTS WITHOUT THE SUPERVISION OF AN ADULT.
- BEFORE MOVING OR TRANSPORTING THE UNIT, MAKE SURE THAT:
 - ALL HEAVY OBJECTS OR THAT MIGHT FELL OFF ARE REMOVED FROM THE UNIT.
 - IF THE UNIT ARE ON CASTERS (WHEELS), MAKE SURE THAT ALL ARE UNLOCKED.
 - THE UNIT MUST BE HANDLED BY AT LEAST 2 PERSONS.
 - WHEN LIFTING THE UNIT, USE BOTH OF YOUR HANDS, AND BEND YOUR KNEES. REMEMBER TO ALWAYS LIFT WITH YOUR LEGS, NOT YOUR BACK.
- IN CASE OF DAMAGE TO ANY PARTS, NOTIFY THE VENDOR AS SOON AS POSSIBLE.
- IN CASE OF GLASS BREAKAGE (IF THE UNIT HAS A GLASS TABLE TOP OR PARTS MADE OF GLASS) DO NOT HANDLE THE BROKEN GLASS WITH YOUR BEAR HANDS, AND CONTACT THE VENDOR IMMEDIATELY. DO NOT ALLOW CHILDREN NEAR THE BROKEN GLASS.