

# ROLLING FILE CABINET WITH GLASS TOP

## ASSEMBLY INSTRUCTIONS



Do a quick inventory of all the parts and hardware listed below.



**For Support, assembly questions & Replacement Parts within the 48 Contiguous United States:**

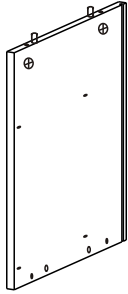
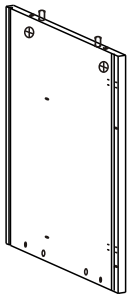
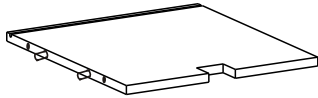
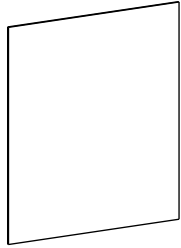
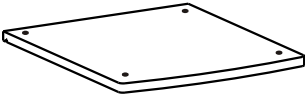
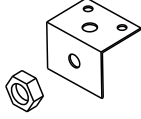
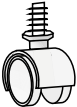
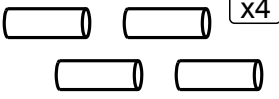
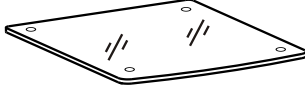




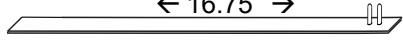




Replacement Parts for International Customers & **AK-HI-PR** orders: RTA Products will replace the part free of charge, while **the customer is responsible for shipping costs plus any International local taxes or duties.**

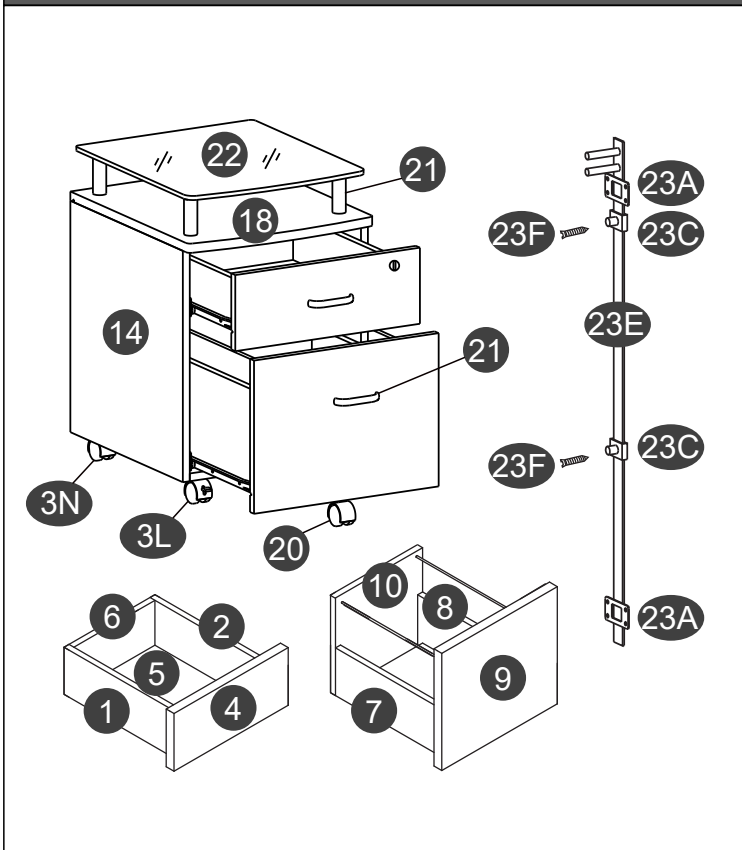
**MAIN PARTS LIST**

<p><b>#1</b> Top drawer left</p>	<p><b>#2</b> Top drawer right</p>	<p><b>#3L</b> Locking casters (Front)</p> <p>x2</p>	<p><b>#3N</b> Non-Locking casters (Back)</p> <p>x2</p>
<p><b>#4</b> Top drawer front</p>	<p><b>#5</b> Drawer bottom</p> <p>x2</p>	<p><b>#6</b> Top drawer back</p>	<p><b>#7</b> Bottom drawer left</p>
<p><b>#8</b> Bottom drawer right</p>	<p><b>#9</b> Bottom drawer front</p>	<p><b>#10</b> Bottom drawer back</p>	<p><b>#11</b> File tubes</p> <p>← 15.75" →</p> <p>x2</p>
<p><b>#12</b> Sliders</p> <p>x2 Sets of 4 pcs each set</p> <p>← 15.75" →</p> <p>“Flat”: 2 pcs per set, go inside the cabinet.</p> <p>“L shape”: 2 pcs per set, go on the drawers.</p>		<p><b>#13</b> Handles</p> <p>x2</p>	









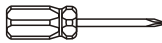
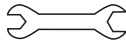
## MAIN PARTS LIST

<b>#14</b> Left side 	<b>#15</b> Right side 	<b>#16</b> Bottom base 	<b>#17</b> Back board 	
<b>#18</b> Top wood 	<b>#19</b> L bracket and Nut  <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">x1 Set of 2 pcs</div>	<b>#20</b> Bottom drawer front wheel 	<b>#21</b> Support tubes <div style="text-align: center;">←Ø1x2.75"→</div>  <div style="text-align: right; margin-right: 10px;">x4</div>	
<b>#22</b> Top Glass 	<b>Locking system metal fittings</b>			
	<b>#23A</b> x2 	<b>#23B</b> x2 	<b>#23C</b> x2 	<b>#23D</b> x1 Lock, x2 Keys 
	<b>#23E</b> x1 <div style="text-align: center;">← 16.75" →</div> 	<b>#23F</b> x2 	<b>#23G</b> x1 	

## MAIN PARTS LAYOUT (For reference)

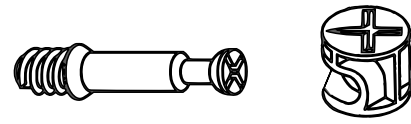


## HARDWARE LIST

Part #	QTY	SIZE/Description	Item
A	16	M6x40	 mm 10 20 30 40 50 60
B	8	M4x35	 mm 10 20 30 40 50 60
C	30	M3x15	 mm 10 20 30 40 50 60
D	4	M4x20	 mm 10 20 30 40 50 60
E	18	M4x14	 mm 10 20 30 40 50 60
F	1	M6x12	 mm 10 20 30 40 50 60
G	4	M6x20 (Headless)	 mm 10 20 30 40 50 60
H	4	M6x35	 mm 10 20 30 40 50 60
	1	Phillips screwdriver	
	1	Hex wrench (Spanner)	

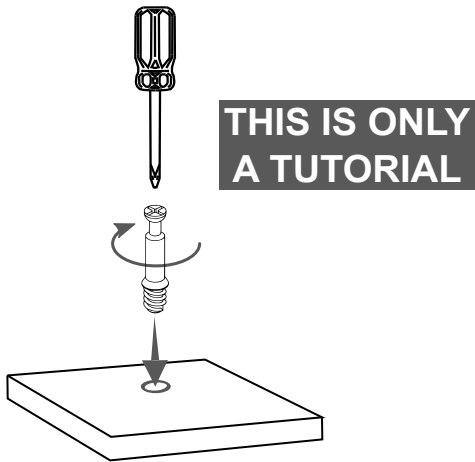
**THE ASSEMBLY STEPS START ON NEXT PAGE**

**CAM BOLT AND CAM LOCK TUTORIAL  
THE INSTRUCTIONS BELOW  
ARE NOT ACTUAL ASSEMBLY STEPS**

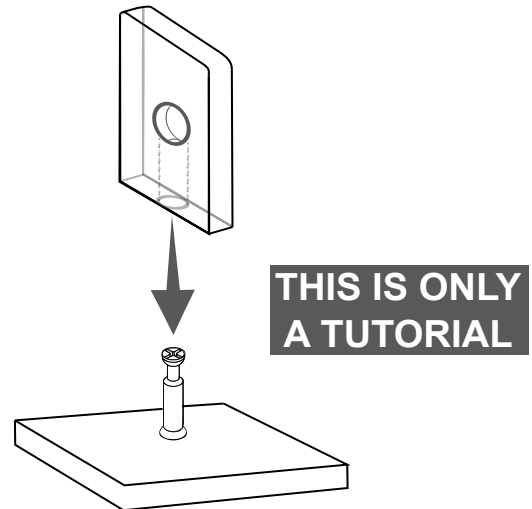


This unit uses cam bolts and locks (also known as mini fixes). If you are not familiar with this kind of hardware, the below is a tutorial that explains how to use them on the steps where they are required.

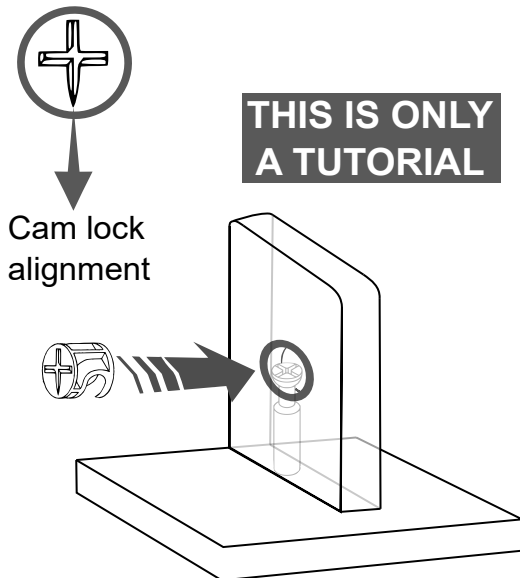
1. Screw the bolt into the indicated hole on the panel indicated in the assembly step.



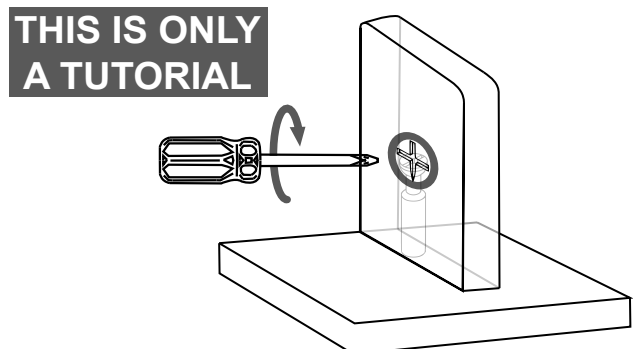
2. Join the other panel (with the big hole) to the panel with the bolt. If it comes with the cam locks already pre-installed, make sure to align them to receive the bolt's head (refer to point 3). There might be a very small gap between the panels which is normal.



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

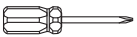
WE RECOMMEND TO PLACE THE PIECES OVER BLANKETS OR TABLECLOTHS TO PROTECT THEIR FINISH DURING ASSEMBLY.

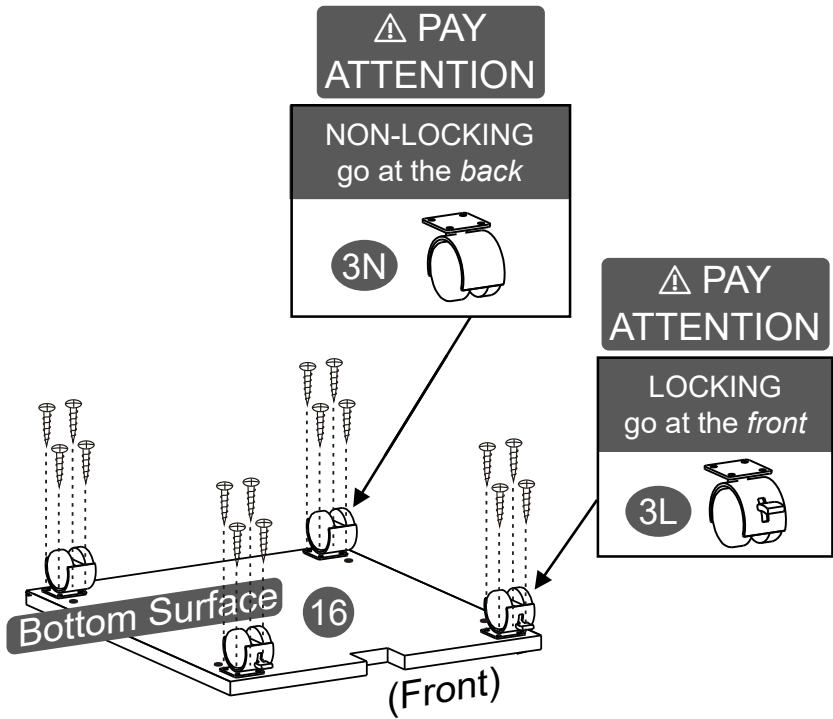
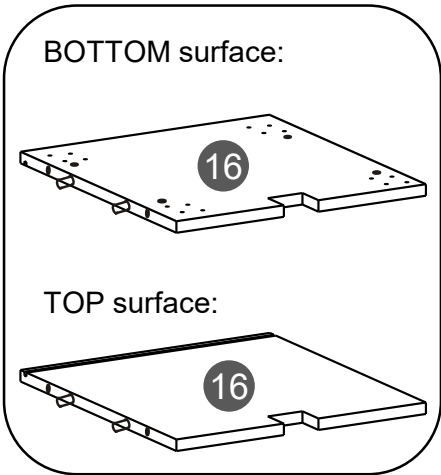
**STEP 1**

Hardware

E		16
	M4x14	Pcs

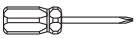
Tools (included)

 +

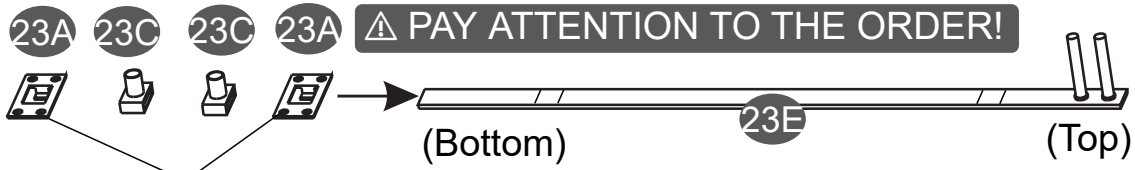


**STEP 2**

Tools (included)

 +

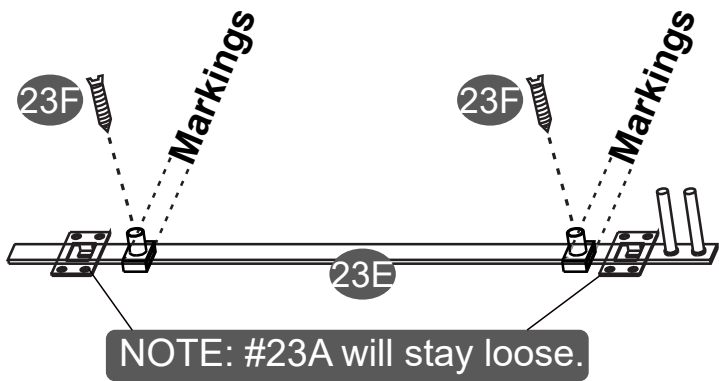
FIRST: Insert #23A and #23C into #23E.



**⚠ PAY ATTENTION:** #23A flat side go UP!

THEN: Align #23C with the markings and secure them with #23F.


**⚠ PAY ATTENTION:**  
If you don't align #23C within the markings, the locking system will not work!



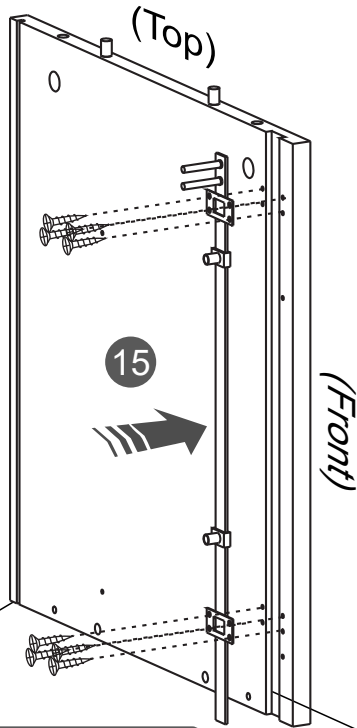
**ASSEMBLY STEPS**

**STEP 3**

Hardware

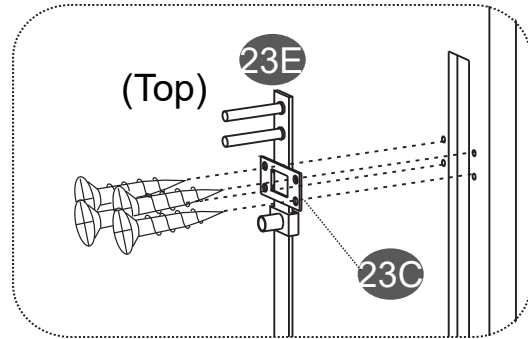
C		8
	M3x15	Pcs

Tools (included)



**⚠ PAY ATTENTION:**

- #23E goes with its rods at the top.
- #23E enters into the channel.



**NOTE: Small channel at back.**

**NOTE: Big channel at front.**

**STEP 4**

Group the sliders #12 into "Flats" and "L shaped"

**12 "Flat"**

(Back) (Front)

The "Flat" pieces will be used in the next step.

**12 "L" Shaped**


(Back) (Front)

The "L" shaped pieces won't be used until later on, so please set them aside.

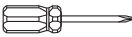
**ASSEMBLY STEPS**

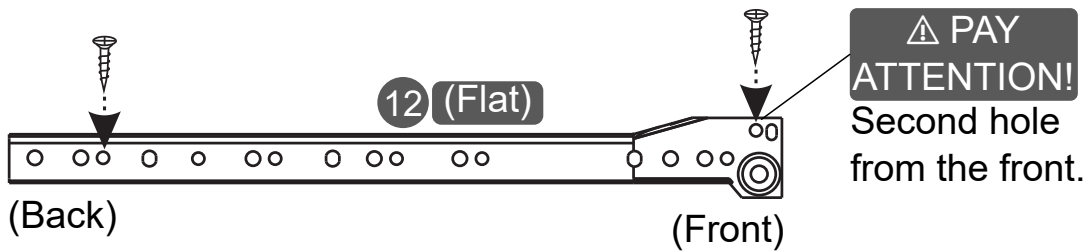
**STEP 5**

Hardware

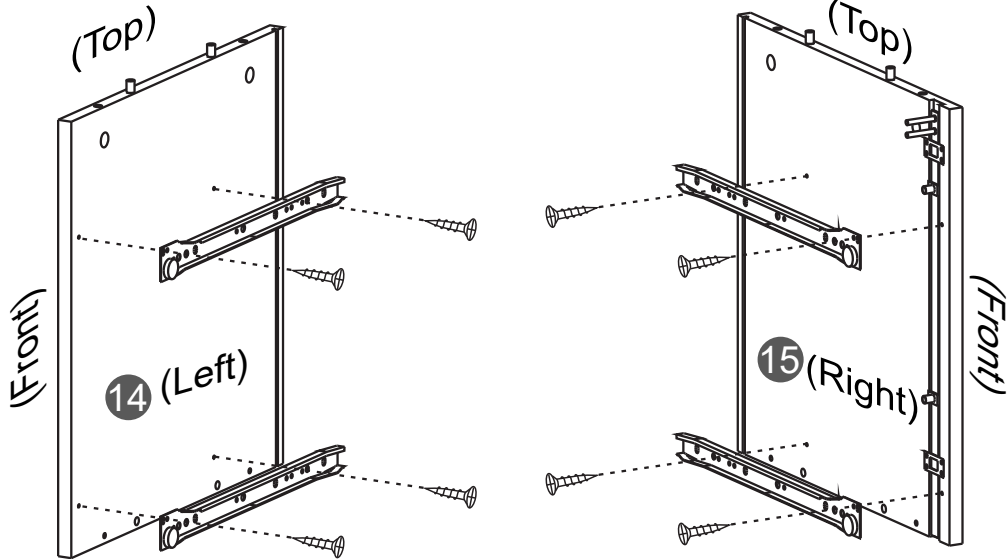
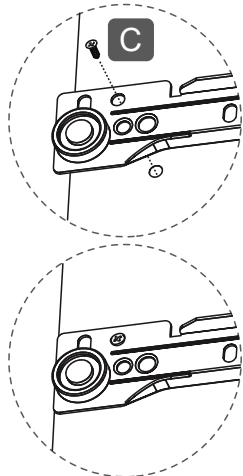
C		8
	M3x15	Pcs

Tools (included)

 +




**NOTE:** #12 will be flushed with the edge of the panels.




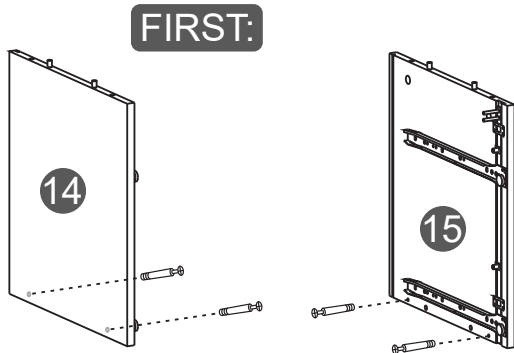
**STEP 6**

Hardware

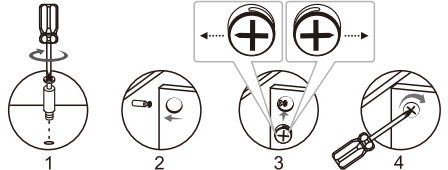
A		4
	M6x40	Pcs

Tools (included)

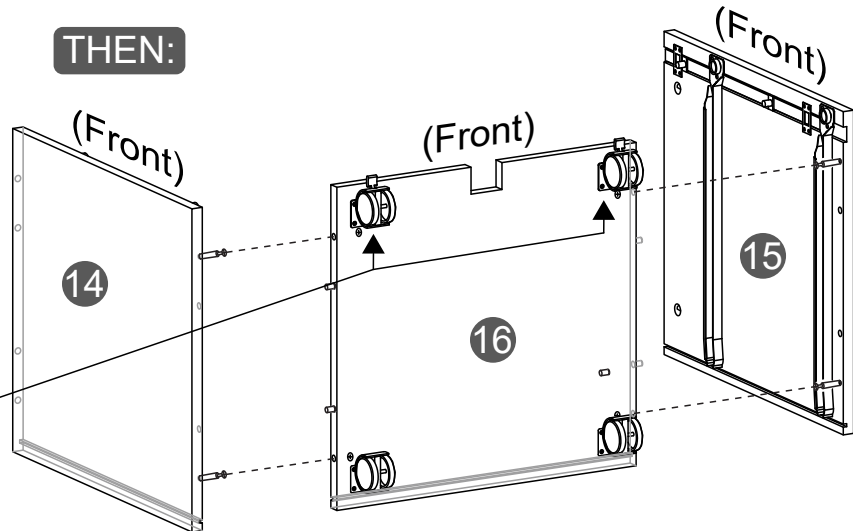
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If you're unsure how to complete this step, please refer to the instructions on the Tutorial Page.



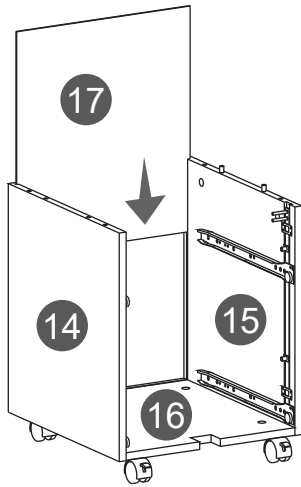
1 2 3 4



**⚠ PAY ATTENTION!**  
The locking casters go at the FRONT. Review step 1 to make sure of it.


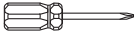
**ASSEMBLY STEPS**

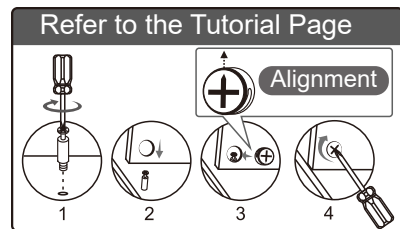
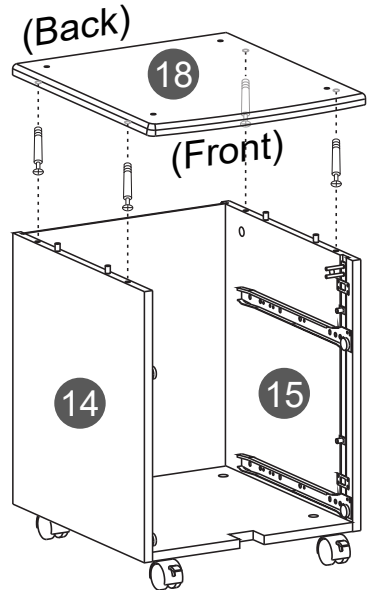
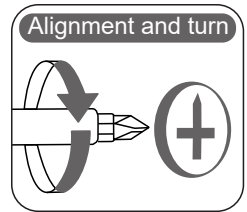
**STEP 7**




**NOTE:** #17 slides through #14 and #15 and into #16.

**STEP 8**

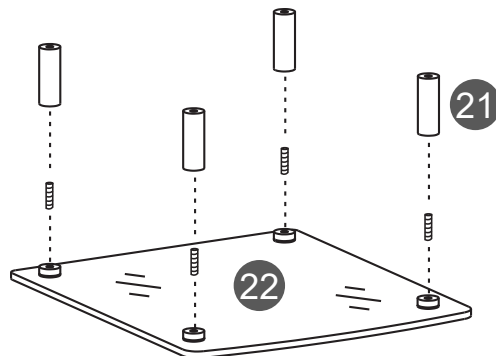
Hardware		
A		4
	M6x40	Pcs
Tools (included)		
		+



**STEP 9**

Hardware		
G		4
	M6x20	Pcs

**TIP:** Screw first G into #21, then #21 into the discs of #22.



## ASSEMBLY STEPS

### STEP 10

#### Hardware

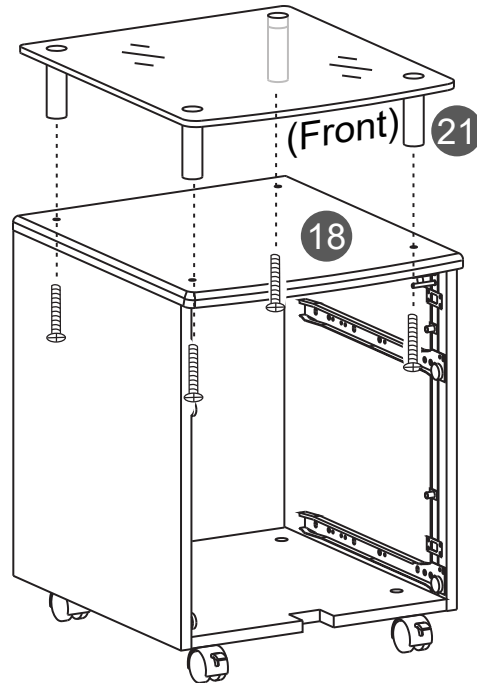
H		4
	M6x35	Pcs

#### Tools (included)



#### TIPS:

- Screw loosely to allow flexibility and ensure proper alignment.
- Tighten until after all the screws are in place.

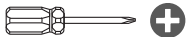


### STEP 11

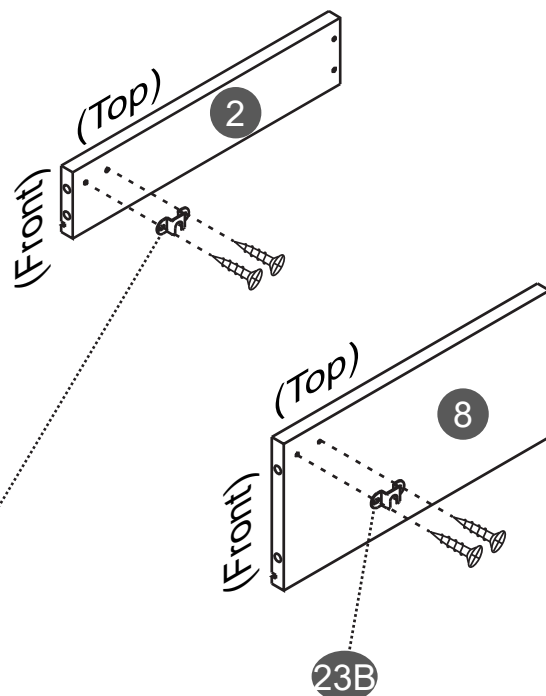
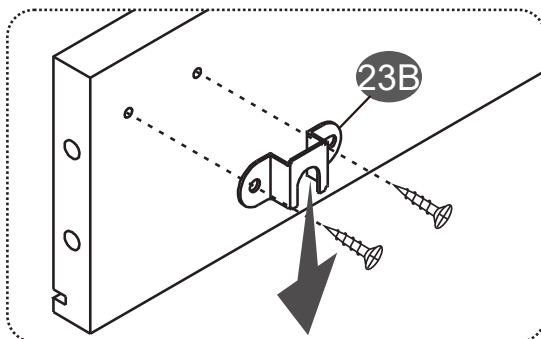
#### Hardware

C		4
	M3x15	Pcs

#### Tools (included)




**⚠ PAY ATTENTION:**  
The "U" on #23B **MUST** face DOWN.



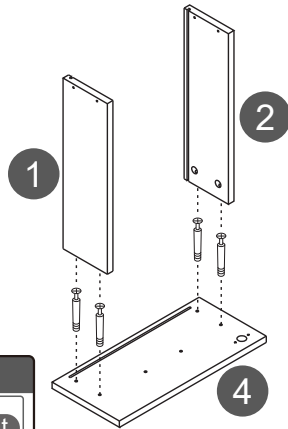
## ASSEMBLY STEPS

### STEP 12

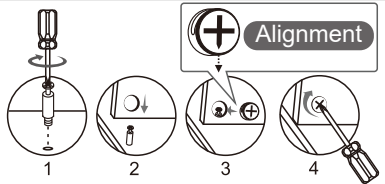
#### Hardware

A  4  
M6x40 Pcs

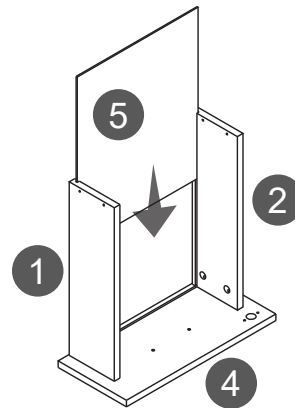
#### Tools (included)



Refer to the Tutorial Page




### STEP 13



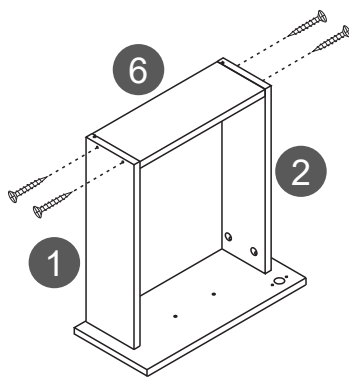
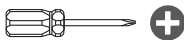
**NOTE:** #5 slides through #1 and #2 and into #4.

### STEP 14

#### Hardware

B  4  
M4x35 Pcs

#### Tools (included)



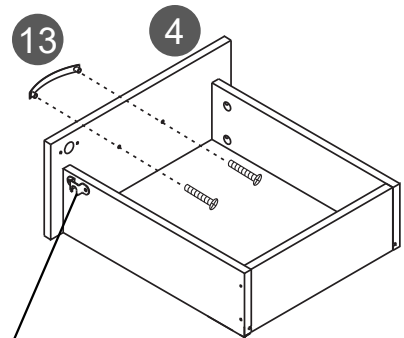
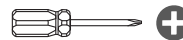
**TIP:** Screw as level as possible to avoid slanting and wood splitting.

### STEP 15

#### Hardware

D  2  
M4x20 Pcs


#### Tools (included)



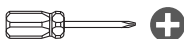
**⚠ PAY ATTENTION!**  
Reminder: "U" must face down on #23B.

### STEP 16

#### Hardware

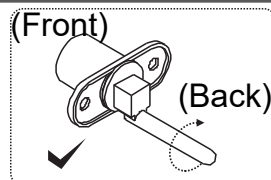
C  2  
M3x15 Pcs

#### Tools (included)

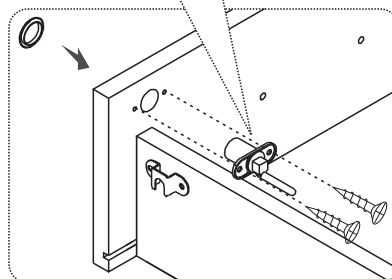
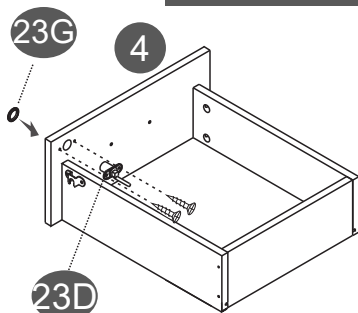
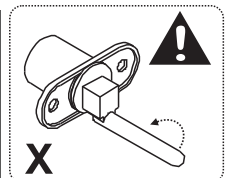


**⚠ PAY ATTENTION!** Test the lock with the keys and make sure the rod rotates from bottom to top in COUNTER-CLOCK motion.

**CORRECT:**  
Bottom to top in counter-clock motion.




**INCORRECT:**  
The rod might get stuck, the drawer might lock unable to open.




**ASSEMBLY STEPS**

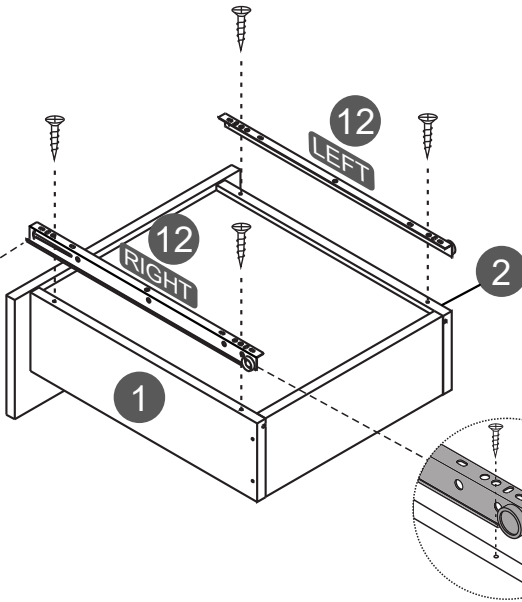
**STEP 17**

Hardware

C		4
	M3x15	Pcs

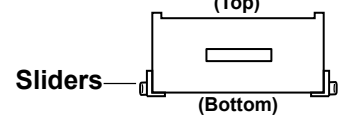
Tools (included)

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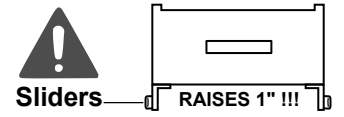


**⚠ PAY ATTENTION!**

When finished, the sliders look like this:





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




**⚠ PAY ATTENTION:**  
Wheel towards the back.

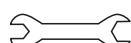
**STEP 18**

Hardware

E		2
	M4x14	Pcs
F		1
	M6x12	Pc

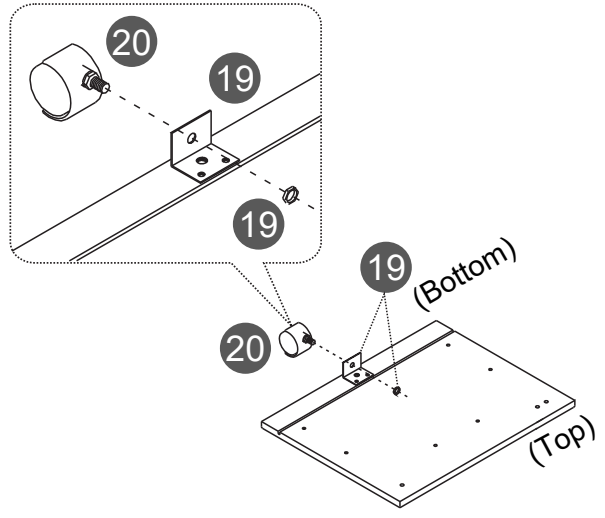
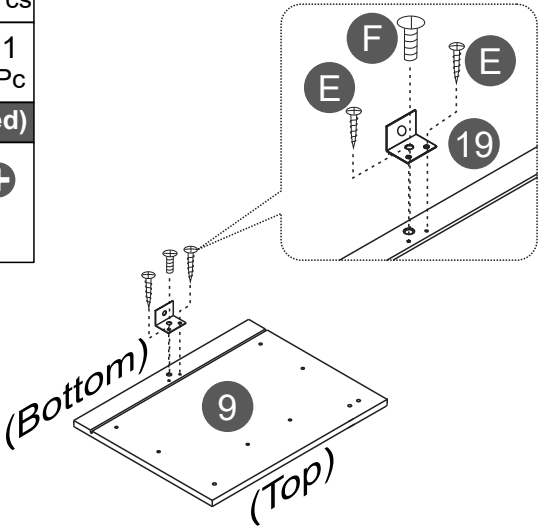
Tools (included)

 +




**FIRST:** Attach #19 to #9 with E and F.

**THEN:** Attach #20 to #19 with the nut #19.




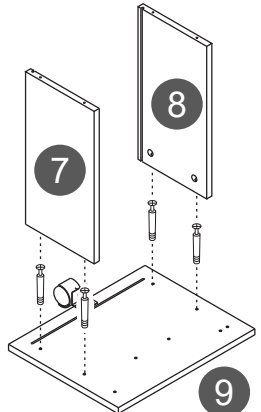
**STEP 19**

Hardware

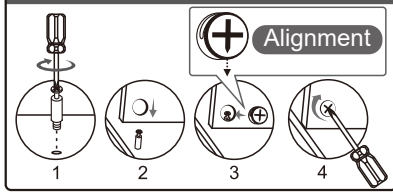
A		4
	M6x40	Pcs

Tools (included)

 +

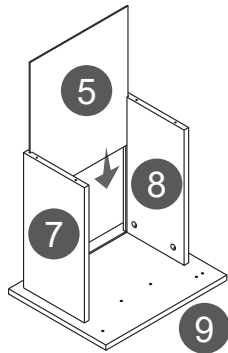


Refer to the Tutorial Page



**ASSEMBLY STEPS**


**STEP 20**



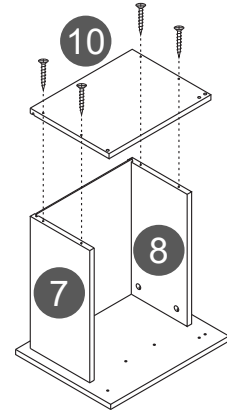
**NOTE: #5 slides through #7 and #8 and into #9.**

**STEP 21**

**Hardware**

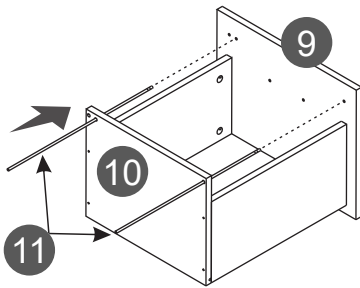
B		4
	M4x35	Pcs

**Tools (included)**



**TIP: Screw as straight as possible to avoid slanting and wood splitting.**

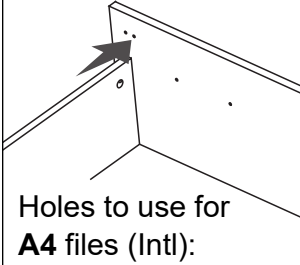
**STEP 22**



**NOTE: #11 go through #10 and into #9.**

**⚠ PAY ATTENTION!**


Holes to use for **LETTER** files (U.S.):



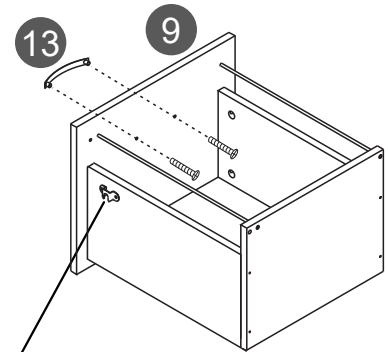
Holes to use for **A4** files (Intl):

**STEP 23**

**Hardware**

D		2
	M4x20	Pcs


**Tools (included)**



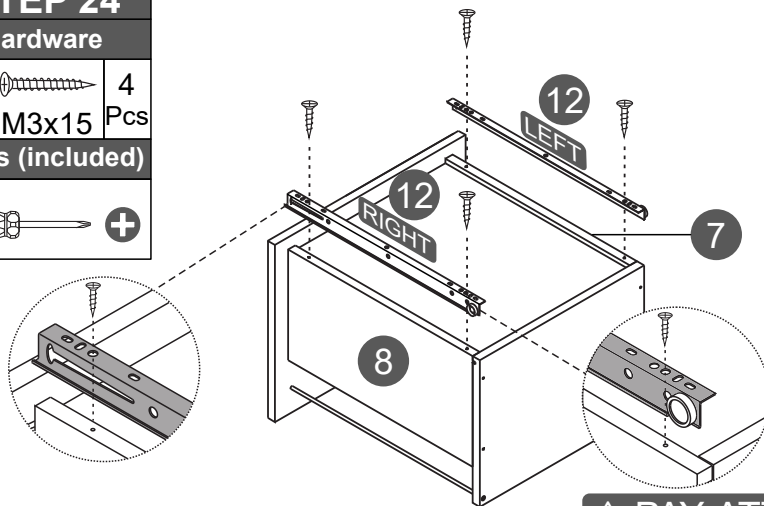
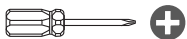
**⚠ PAY ATTENTION!**  
Reminder: "U" must face down on #23B.

**STEP 24**

**Hardware**

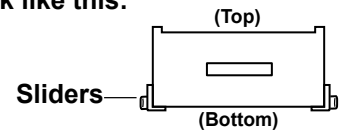
C		4
	M3x15	Pcs

**Tools (included)**

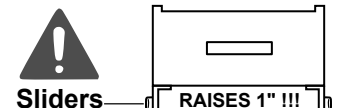


**⚠ PAY ATTENTION!**

When finished, the sliders look like this:



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

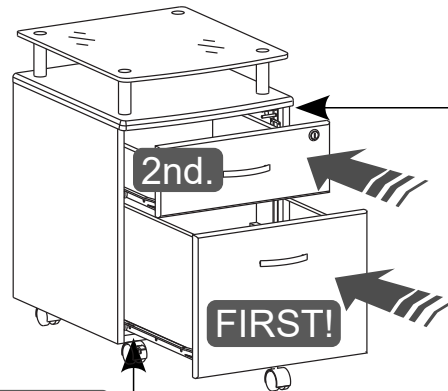
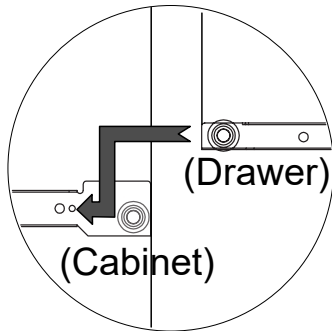


**⚠ PAY ATTENTION:**  
Wheel towards the back.

## ASSEMBLY STEPS

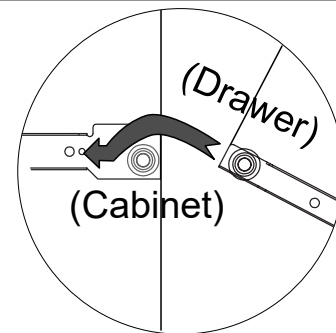
### STEP 25

**FINALLY:** Insert the drawers into the unit, the bottom drawer **FIRST**.



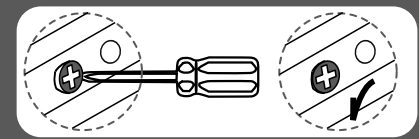
**⚠ PAY ATTENTION:**

- Insert the top drawer at an angle facing **DOWN**.
- If the rods from the bar 23E block the drawer, carefully lift the bar a little bit to allow the drawer to pass through.



**⚠ PAY ATTENTION:**  
The wheel from the drawer slides in the middle of the slider inside the cabinet.

**⚠ PAY ATTENTION:**  
If the drawers don't close completely, remove them and tighten the slider screws inside as flushed as possible.



## TROUBLESHOOTING THE LOCKING SYSTEM

Please note that the drawers will lock **only** if both are completely closed.

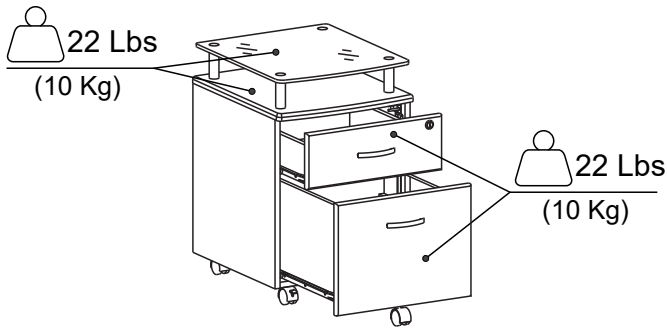
If the drawers don't seem to lock properly, review the assembly of steps **2, 3, 5, 11, 16, 17** and **24**.

If the keys are lost but the drawers are unlocked, replace them with a new set of lock and keys.

If the drawers are locked and the keys no longer work or got lost, please contact the Support Team for further assistance resolving this problem; do not attempt to force or pry open the drawers to avoid accidental damages.

## WARNINGS

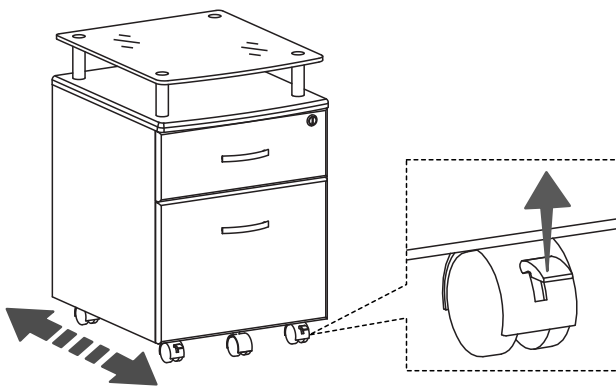
Not paying attention to the following warnings could result in injuries.



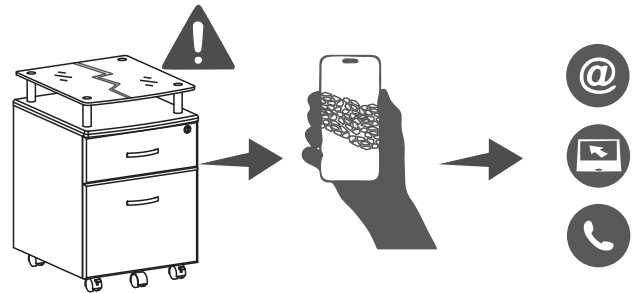
- Do not sit, climb or stand on the Unit.
- Do not allow children to play with the unit.



- Make sure to unlock the front wheels before rolling the unit away, and secure the objects that are on the the top.



The top is made of safety tempered glass. In the event of accidental breakage, do not touch the broken glass with bare hands, and keep children and pets at a safe distance. Before cleaning up the area, take photos of the damage and contact the Support Team for help or a possible replacement.

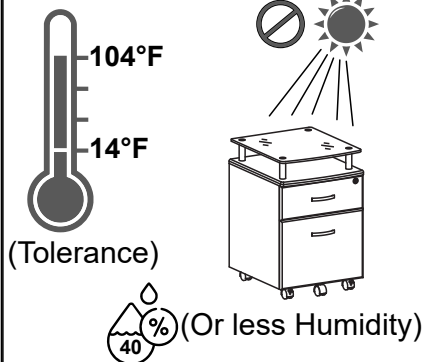


## CARE AND MAINTENANCE

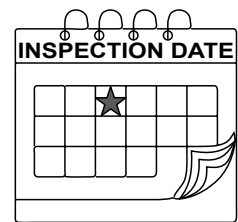
- Clean with a cloth lightly damped in a solution of mild soap and water.
- Do not use solvents or abrasive materials.



Do not expose to direct sunlight or extreme enviromental conditions.



Inspect and re-tighten any loose screws every 4 months.



## WARRANTY



5 YEAR LIMITED WARRANTY