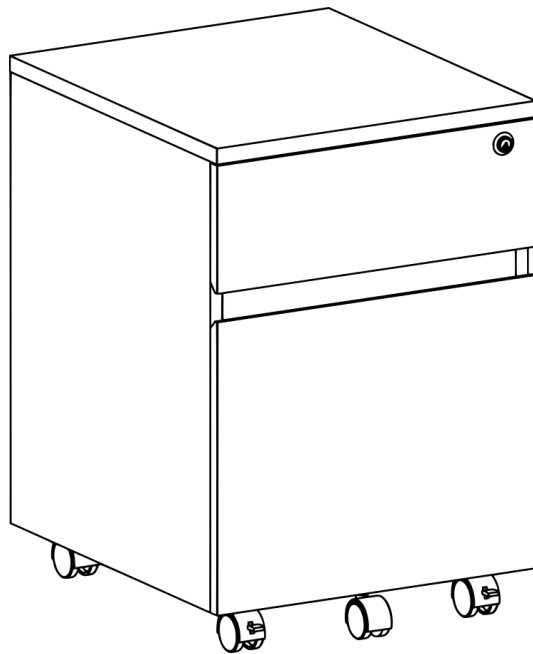


MODEL RTA-S18

ASSEMBLY INSTRUCTIONS

Thank you for purchasing our product.



REV.LS-6541-0422-1



P.1	RTA-S18	P.1
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- Please read carefully the assembly instructions before the installation.

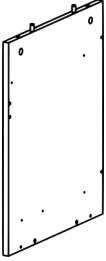
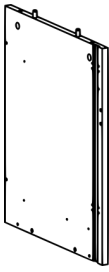
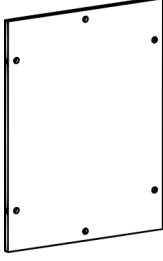
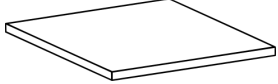
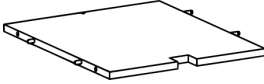
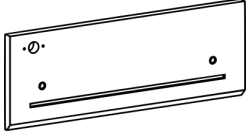
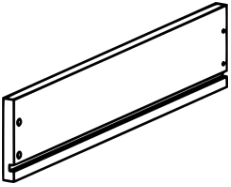
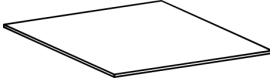
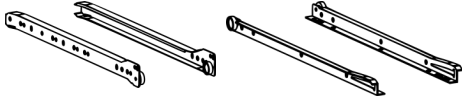
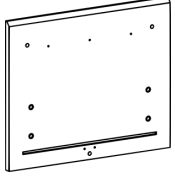
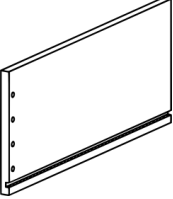
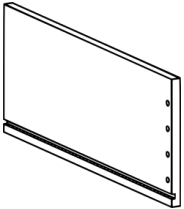
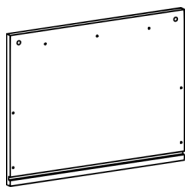


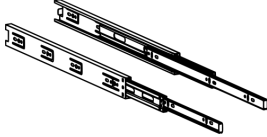
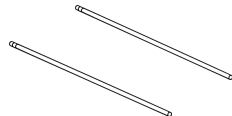
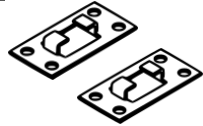
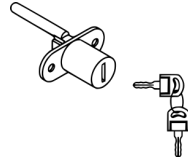
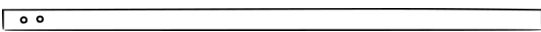
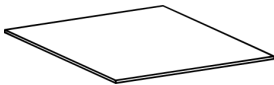
- Do not discard this manual or any of the packaging material until the unit has been completely assembled.

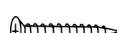
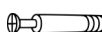
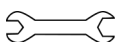


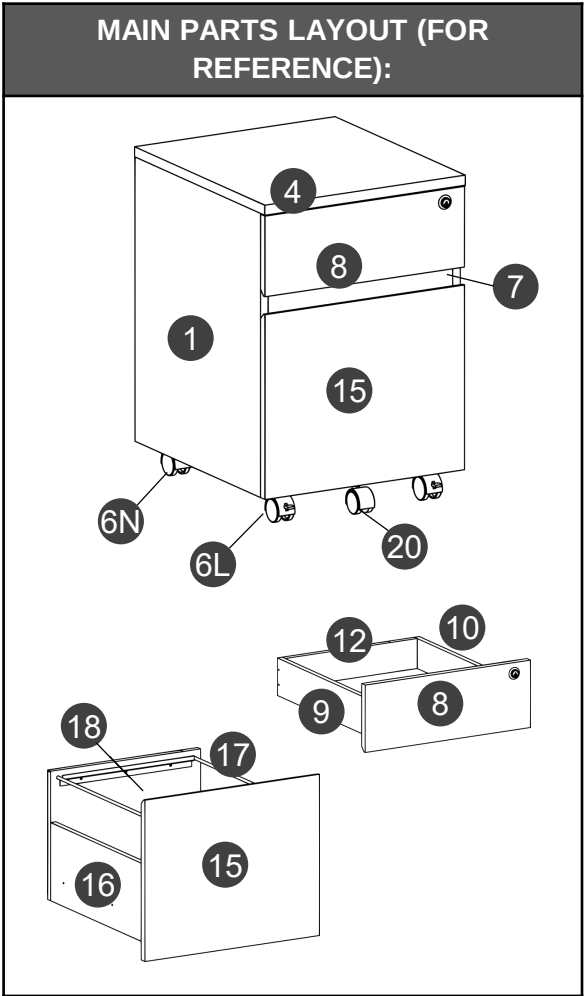
- Might require two people.

P.2	RTA-S18	P.2
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MAIN PARTS LIST			
1 x1 Left panel 	2 x1 Right panel 	3 x1 Back panel 	4 x1 Top panel 
5 x1 Bottom panel 	6L x2 Locking casters  6N x1 Non-Locking casters 	7 x1 Middle front panel 	8 x1 Small drawer front panel 
9 x1 Small drawer left panel 	10 x1 Small drawer right panel 	11 x1 Small drawer bottom panel  15.75"x13"	12 x1 Small drawer back panel 
13 x1 set Small drawer metal sliders, SET of 4 pcs  "Flat": 2 pcs, go inside the cabinet "L shaped": 2 pcs, go on the drawers	14 x6 Drawer connector 	15 x1 File drawer front panel 	16 x1 File drawer left panel 
17 x1 File drawer right panel 	18 x1 File drawer back panel 	19 x2 File drawer hanger 	20 x1 File drawer wheel 
		21 x1 L bracket and nut 	

MAIN PARTS LIST (cont.)	
22 x2 File drawer metal slider 	23 x1 Set File drawer tube, SET of 2 pcs 
24C x1 Set Metal fitting C, SET of 2 pcs 	24A x1 Set Metal fitting A, SET of 2 pcs  24B x1 Set Metal fitting B, SET of 2 pcs 
24D x1 Set Lock and keys, SET 	24E x1 Metal locking bar 
24F x1 Set Tiny screws, for 24C, SET of 2 pcs 	25 x1 File drawer bottom panel  15.75"x13"
24G x1 Ring for the lock 	

LIST OF HARDWARE, SCREWS AND FITTINGS			
PART	QTY	ITEM	
A	28	M3x12	
B	24	M3x15	
C	7	M6x12	
D	18	M4x14	
E	8	M4x35	
F	8	M6x40 Bolt	
G	6	M6x25 Bolt	
	1	Screwdriver	
	1	Hex wrench (spanner)	

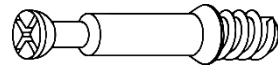


☛ This unit uses cam bolts and locks. The following explains how to use them. This is not an assembly step; it is a guide for when you are actually doing the assembly using this kind of hardware.

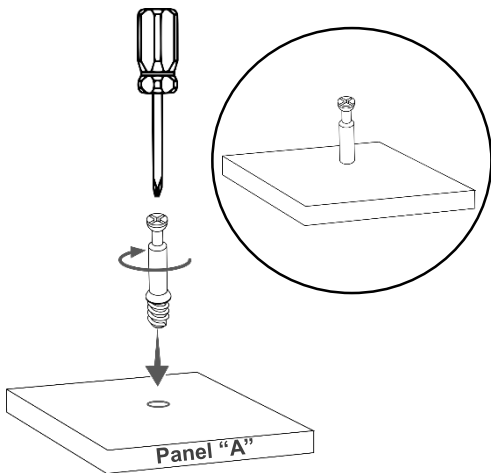
Cam Lock



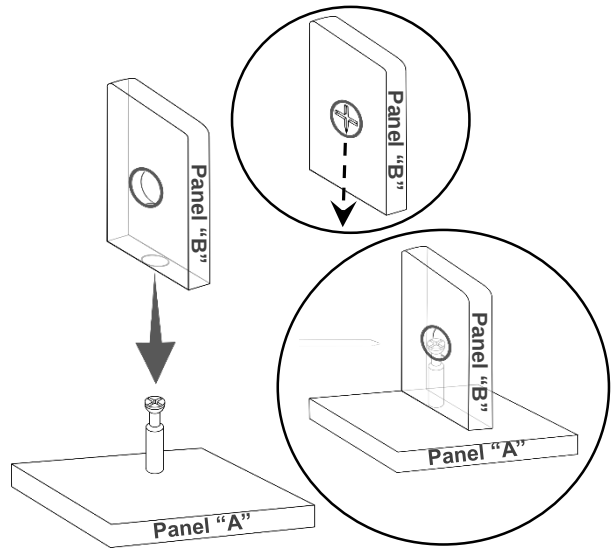
Cam Bolt



1. Screw the bolt into the corresponding hole on panel "A".

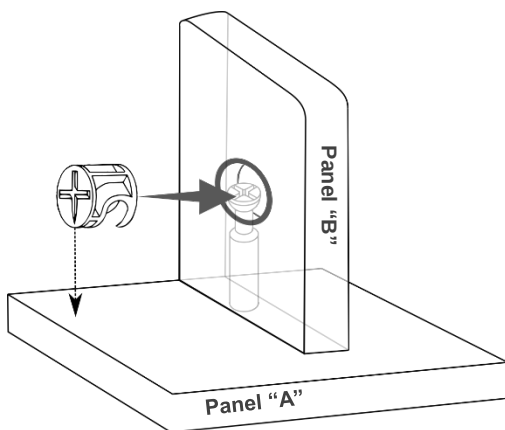


2. Join panel "B" to panel "A". If panel "B" comes with the cam lock pre-installed, make sure it is aligned to receive the bolt's head (refer to point 3). There might be a very small gap between the panels which is normal.

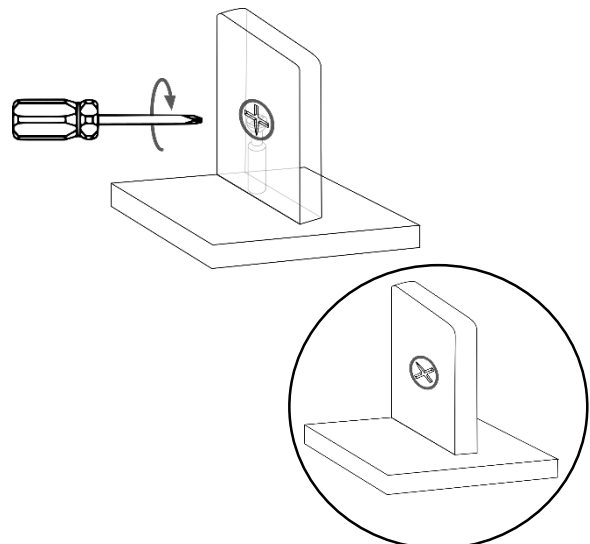


3. Insert the cam lock on panel "B" making sure it goes aligned to receive the bolt's head.

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



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

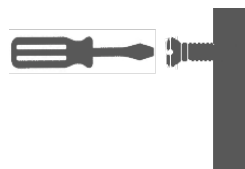


BEFORE YOU START THE ASSEMBLY, PLEASE READ THE FOLLOWING TIPS AND WARNINGS.

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



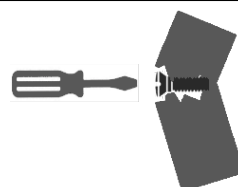
7 To avoid misalignments, always leave the screws loose and tighten them until all pieces are positioned correctly.



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



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



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



9 Sometimes the laminate might cover partially or entirely the hole on a panel. If there is no visible hole for the screw, pass and press the tip of your finger over the area where the hole should be located to feel the indentation, and once found, carefully pierce the laminate to reveal the hole underneath.



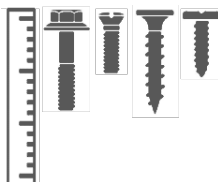
4 If during assembly you find an issue or need clarification, please contact our Customer Service for assistance. Please refer to the last pages on this manual.



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



6 Make sure you understand which hardware will be used on each step. Using the wrong size of screw, bolt or pin might strip the threads or cause damage to the part in which it is being used.



10 If the hole seems too small for the screw, first make sure you are using the correct size of screw and that it's been installed in the correct hole. If the hole still appears to be too small, carefully pierce the laminate to reveal the hole's actual size.



ASSEMBLY STEPS

STEP 1 Hardware: 	- Slide the metal fittings through the metal bar 24E in the following exact order: - One of 24A - Both 24C - The second 24A. - Align the pieces 24C in between the marks on the bar 24E, and insert the tiny screws 24F into 23C and tighten to leave 23C stationary within those marks.
---	--

FIRST:

(Bottom) (Top)

THEN:

(Bottom) (Top)

STEP 2 Hardware: B  8 Pcs M3x15	Assemble the locking system 24 to the right panel 2 by attaching the fittings 24A with screws B as shown.
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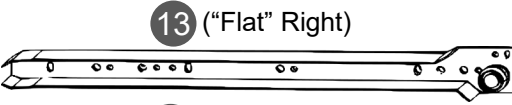
(Back) (Front)

(Bottom)

STEP 3

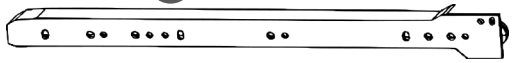
Grab all the sets of drawer sliders **13** (total 4 pcs) and separate them into 2 groups according to their shape:

- The “Flat” ones will be used on the next step.
- The “L Shaped” will be used until step 19, set them aside.



13 (“Flat” Right)

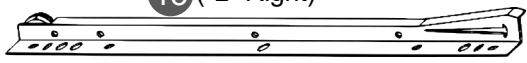
(Front)



13 (“Flat” Left)

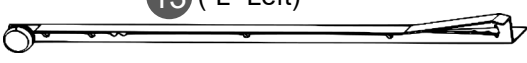
(Front)

The “Flat” ones will be used on step 5.



13 (“L” Right)

(Front)



13 (“L” Left)

(Front)

The “L-Shaped” will be used on step 19, set them aside.

STEP 4

Assemble the “Flat” sliders **13** to the top set of holes on the side panels **1** and **2** with screws **B**. Please note:

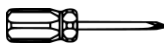
- The wheel is at the front, and faces down with 2 holes above it.
- The sliders attach at the front on the 2nd hole.
- The grooves on the panels are located at the back.

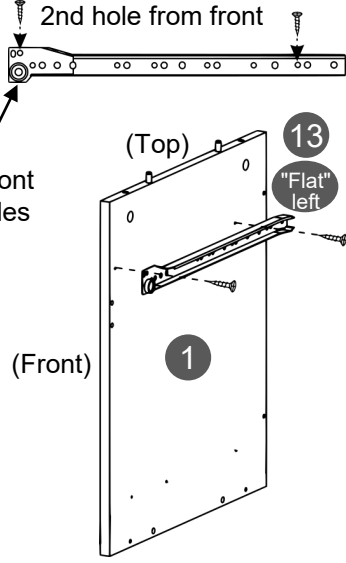
Hardware:

B


M3x15

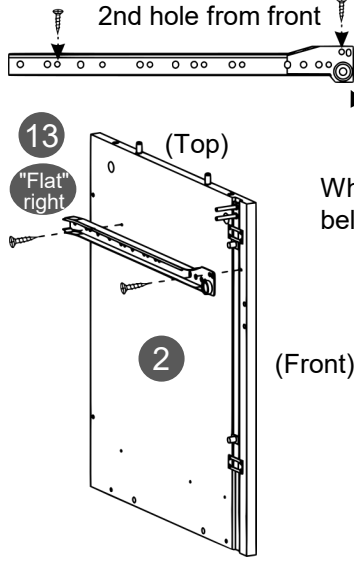
4
Pcs





13 “Flat” left

(Front)

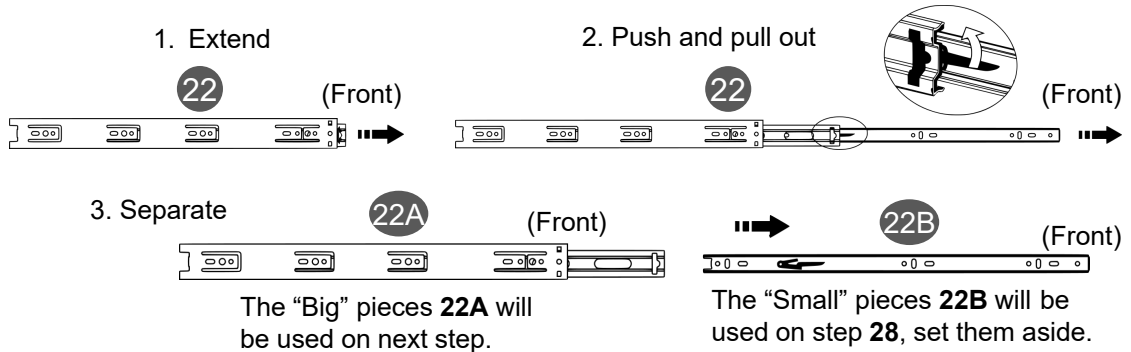


13 “Flat” right

(Front)

STEP 5

- Grab the sliders **22** and extend them completely towards your **RIGHT**.
- In between the smaller piece and the middle piece there is a black plastic lever sticking out, with the tip of your thumb press the lever and at the same time pull out the smaller piece away from the rest.
- The slider will now be split into piece **22A** (big) and **22B** (small).
- The big slider **22A** will be used on the next step, while the small slider **22B** will be used until step **28**, so set it aside.



STEP 6

Hardware:

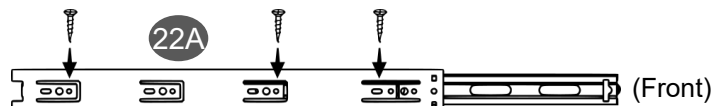
B



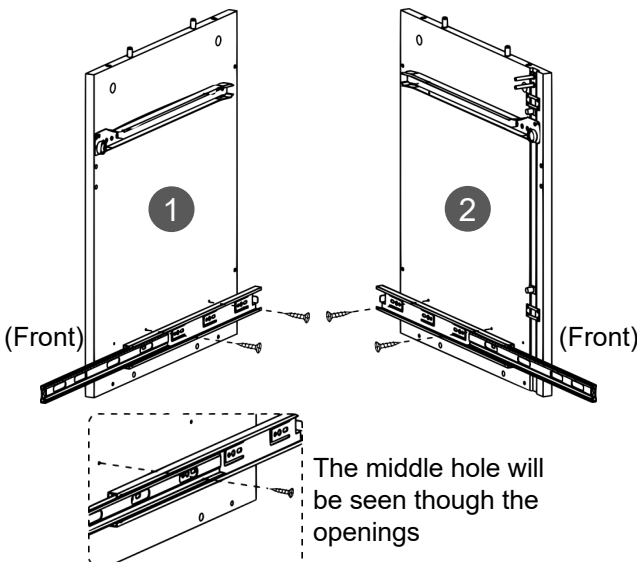
6
Pcs



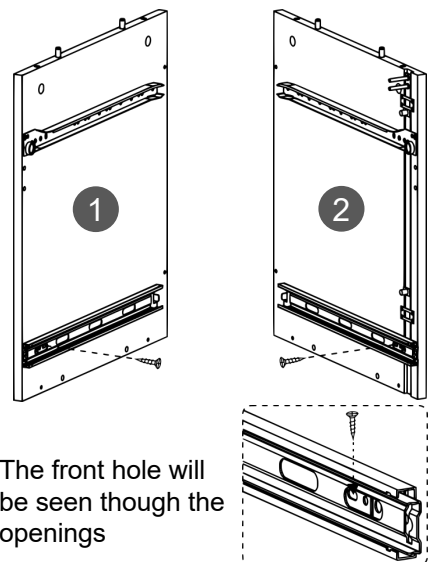
- Attach the big sliders **22A** to the back hole on panels **1** and **2** with screws **B**.
- Open the sliders slowly until you see the middle hole on the panels through the opening and secure the slider with screws **B**.
- Open the slider completely and also slide the piece with the bearings towards the front, and secure the slider to the panels' front hole with screws **B**.



The back and middle holes:



The front hole:



STEP 7

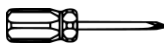
Hardware:

D



M4x14

16
Pcs



Attach the casters **6** to the bottom surface of panel **5** with screws **D** as indicated:

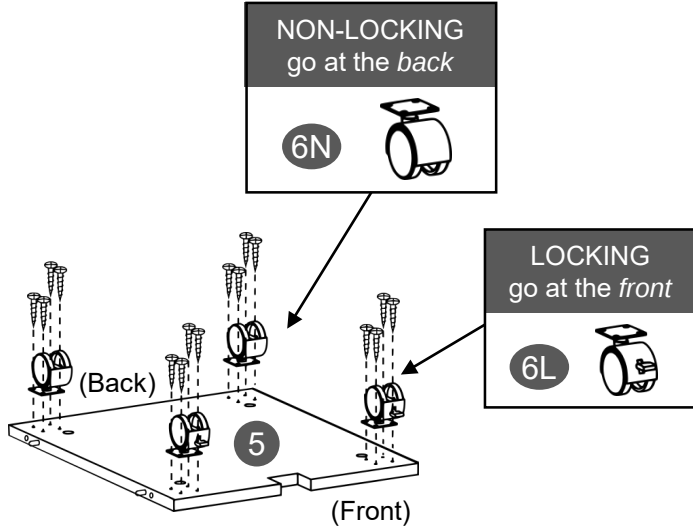
- The locking casters **6L** go at the FRONT of the panel.
- The non-locking casters **6N** go at the BACK.

BOTTOM surface:



TOP surface:





NON-LOCKING
go at the *back*

6N


LOCKING
go at the *front*

6L


STEP 8

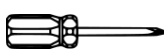
Hardware:

G



M6x25
Bolt

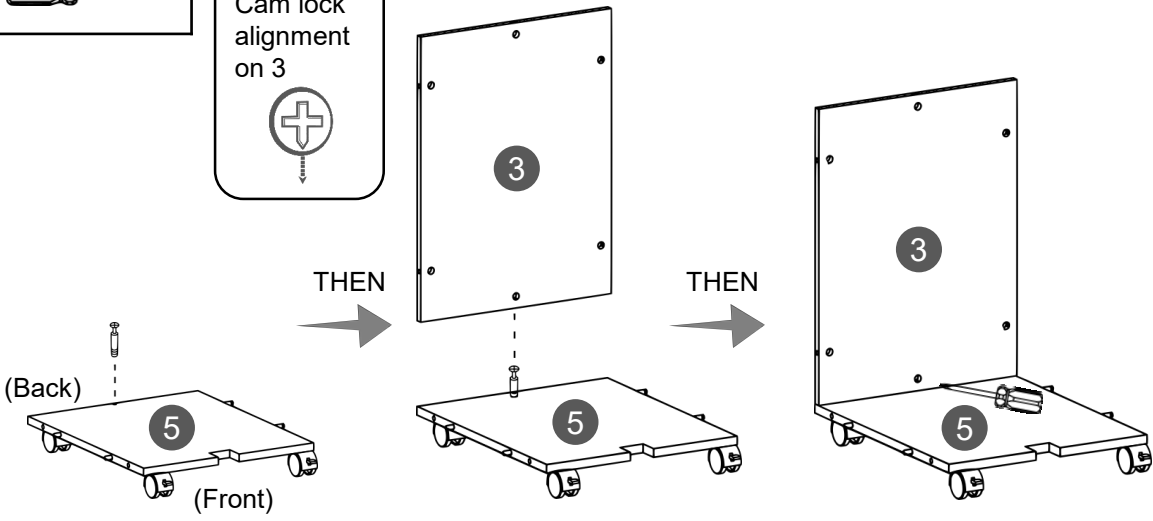
1
Pc



- Attach a bolt **G** to the top surface of panel **5**.
- Align the cam lock on panel **3** to make sure it is able to receive the bolt's head.
- Join panel **3** to panel **5** and turn the cam lock to lock the pieces as explained in page **5**.

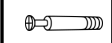
Cam lock
alignment
on 3





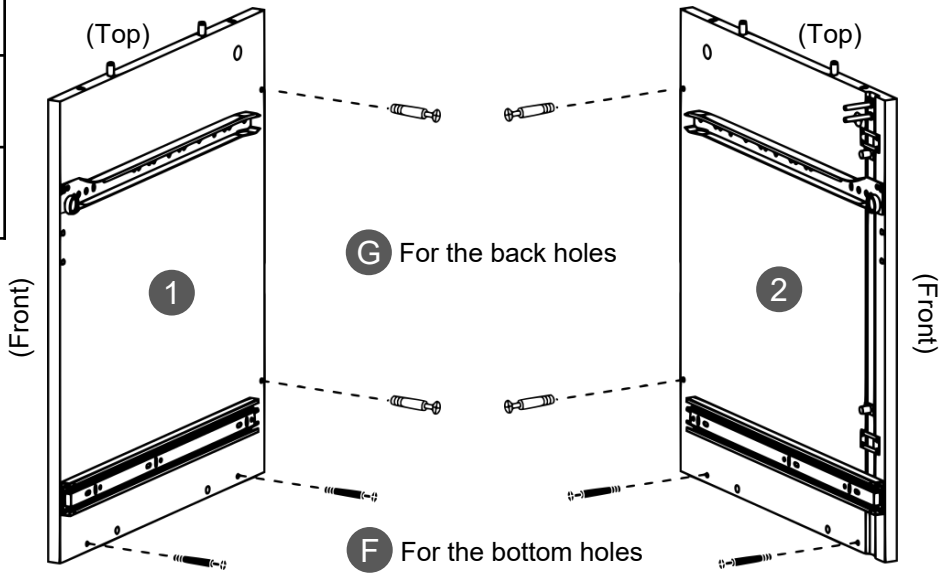
STEP 9

Hardware:

F		4 Pcs
G		4 Pcs

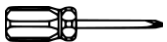


- Attach bolts **F** to the bottom holes of panels **1** and **2**.
- Attach bolts **G** to the back holes of panels **1** and **2**.



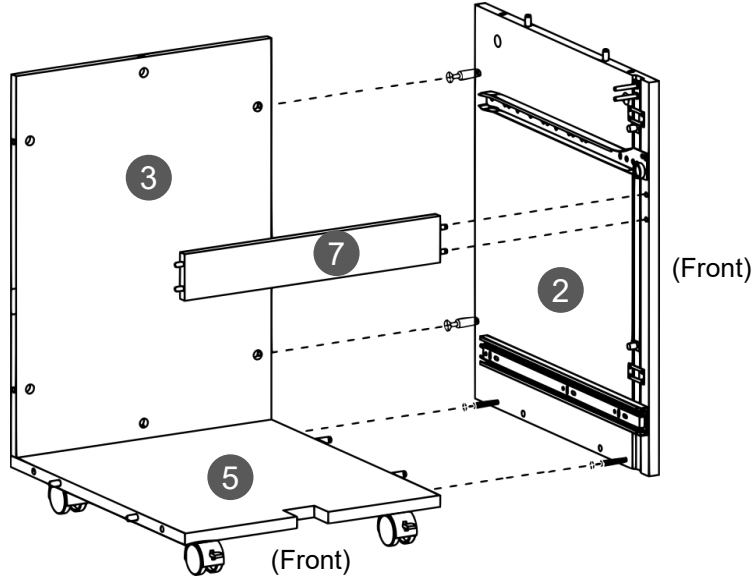
MAKE SURE TO USE THE CORRECT SIZES ON THE CORRECT HOLES

STEP 10





- With the help of another person, assemble panel **2** to panels **3** and **5** as explained in page 5.
- Attach panel **7** to panel **2**.



Cam locks
alignment
on 3 and 5



STEP 11

Hardware:

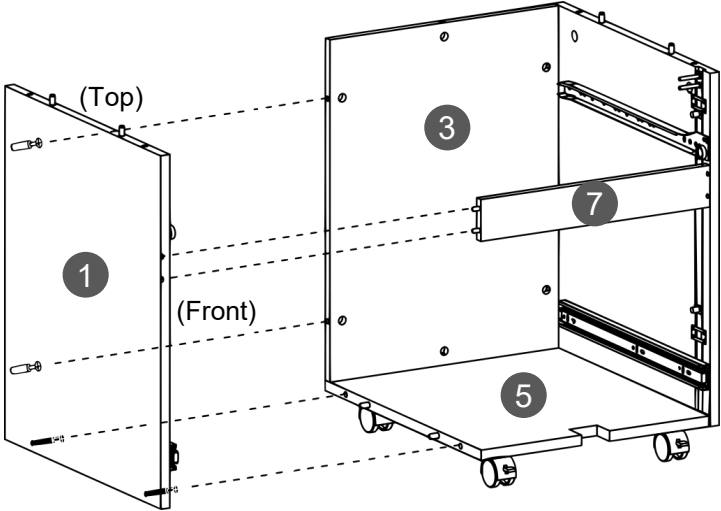




With the help of another person, assemble panel 1 to panels 3, 5 and 7 as shown and as explained in page 5.

Cam locks alignment on 3 and 5





STEP 12

Hardware:

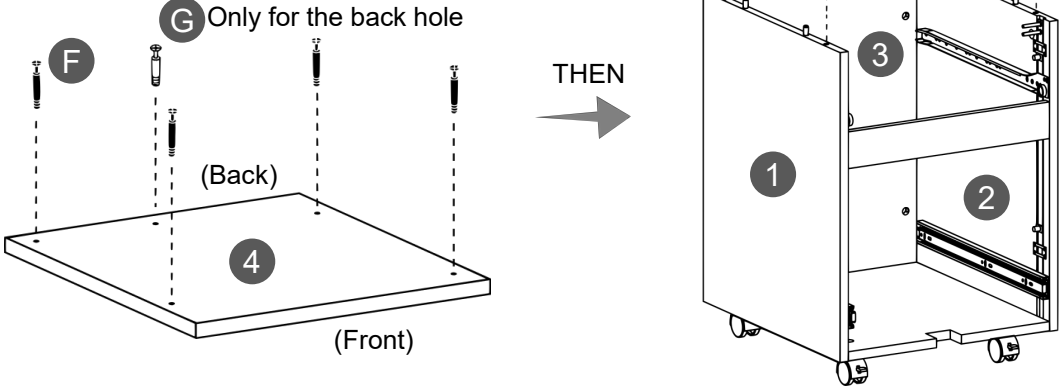
F	 M6x40	4 Pcs
G	 M6x25	1 Pcs

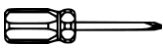


- Attach bolts **F** to the left and right holes of panel 4.
- Attach one bolt **G** to the back hole of panel 4.
- Assemble panel 4 to panels 1, 2 and 3 as explained in page 5.

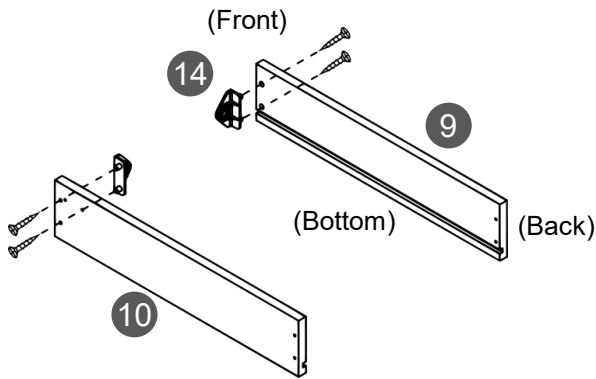
Cam locks alignment on 1, 2, 3

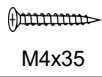
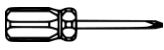




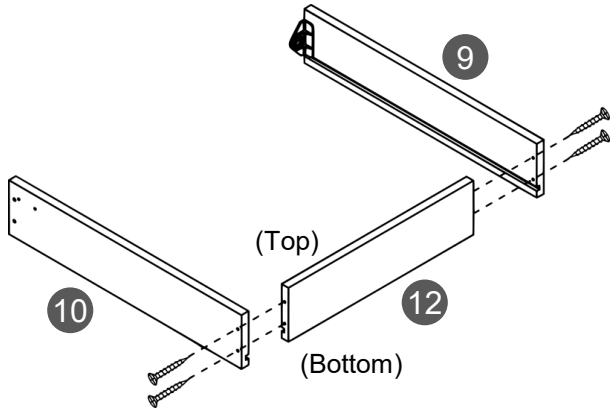
STEP 13		
Hardware:		
A	 M3x12	4 Pcs
		

Attach the drawer connectors **14** to the small drawer side panels **9** and **10** with screws **A**.



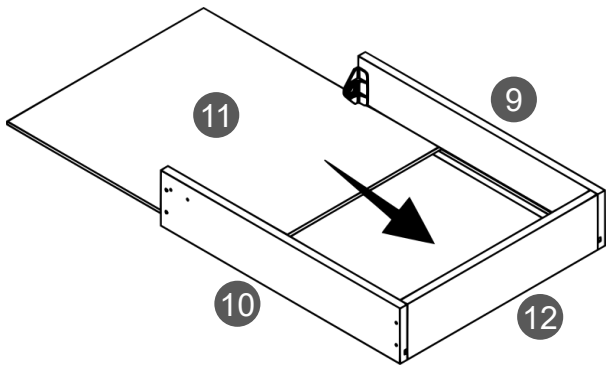
STEP 14		
Hardware:		
E	 M4x35	4 Pcs
		

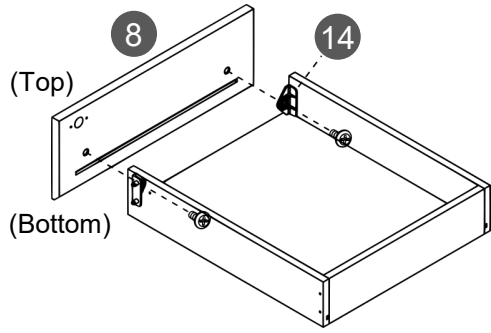
Assemble the small drawer back panel **12** to the side panels **9** and **10** with screws **E**.

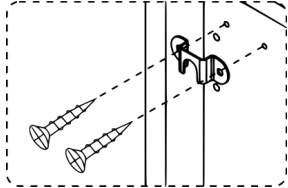
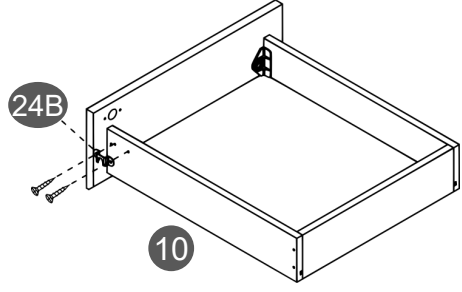


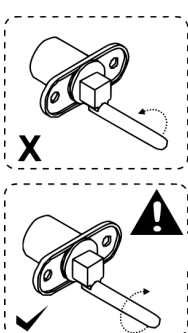
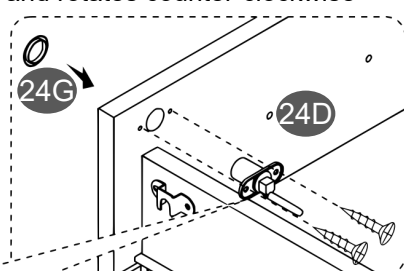
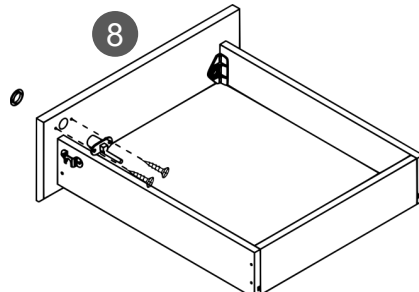
STEP 15

Slide in the small drawer bottom panel **11** through the grooves of panels **9** and **10**, and into the groove of back panel **12**.



STEP 16 Hardware:	C  2 Pcs	Assemble the small drawer front panel 8 to the drawer connectors 14 with screws C .
		

STEP 17 Hardware:	A  2 Pcs	Attach the metal fitting 24B to the drawer right panel 10 with screws A . NOTE: The "U" on the fitting must face <u>DOWN</u> .
	Fitting must face down  	

STEP 18 Hardware:	B  2 Pcs	- Assemble the lock 24D to the interior face of the front panel 8 with screws B, making sure the keys will make the rod rotate from the bottom to the top in a <u>counter-clock</u> motion. - Attach the ring 24G to the lock at the front. <u>NOTE: If the lock is installed turning the wrong way, the rod might get stuck with the drawer locked, unable to open it.</u>
	Rod faces down and rotates counter-clockwise   	

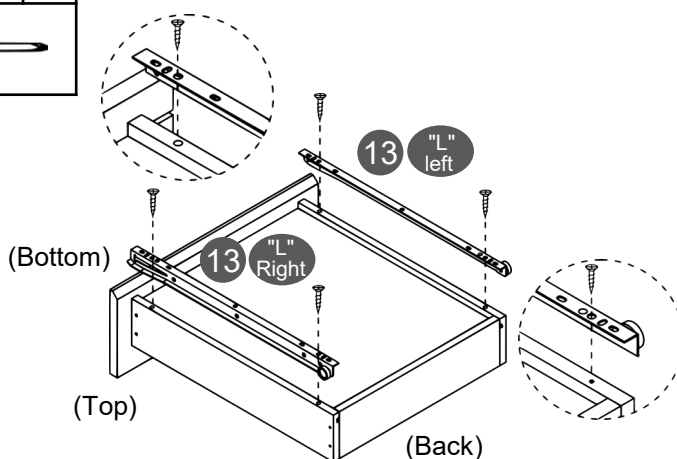
STEP 19

Hardware:

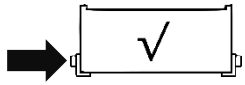
B	 M3x15	4 Pcs
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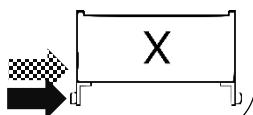
Flip the drawer upside-down and assemble the “L” sliders **13** with screws **B**, making sure the wheel goes towards the back, and that they don't protrude, otherwise, the drawer raises 1” and won't fit in the cabinet.



When finished, the sliders should look like this from the back of the drawer:



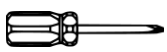
The assembly below is incorrect, it raises 1” and the drawer won't fit:



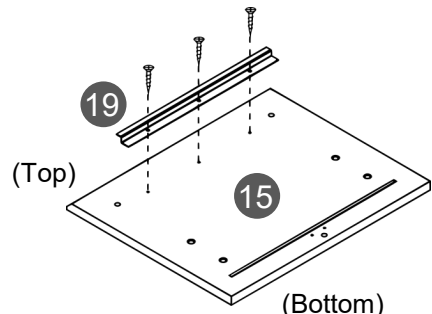
STEP 20

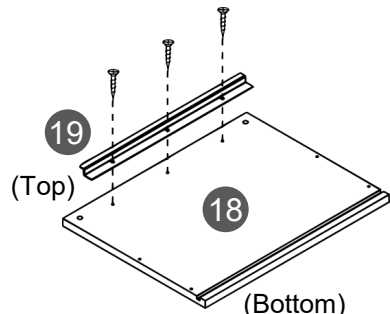
Hardware:

A	 M3x12	6 Pcs
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Attach the file hanger **19** to the top holes of panels **15** and **18** with screws **A**.

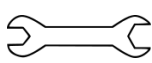


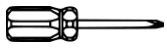


STEP 21

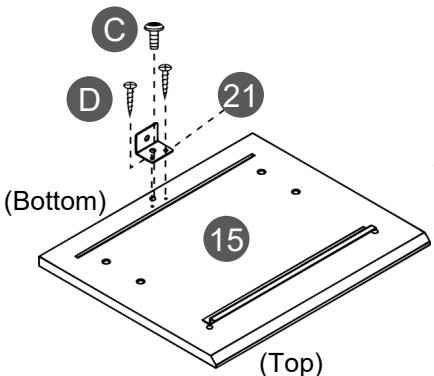
Hardware:

C	 M6x12	1 Pc
D	 M4x14	2 Pcs



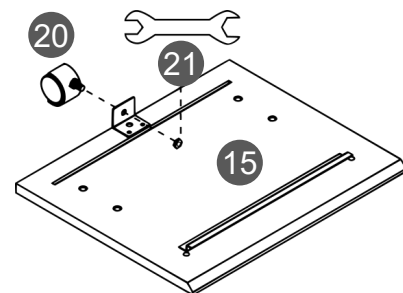


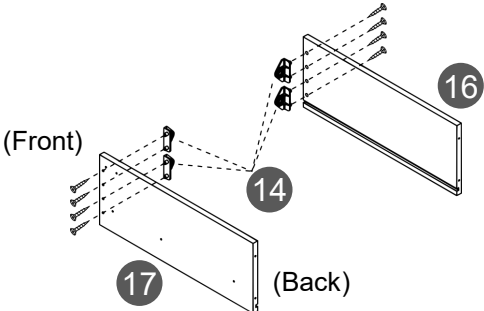
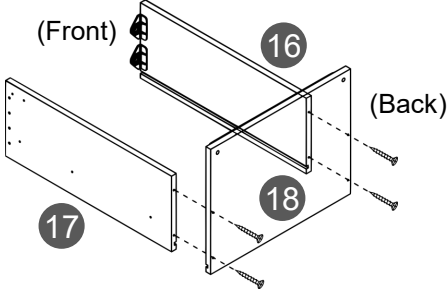
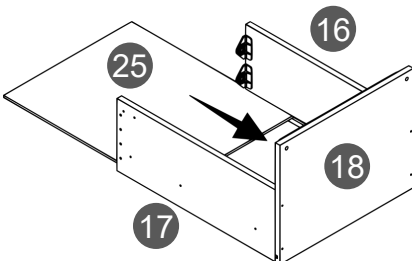
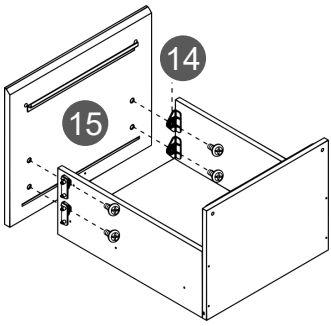
- Assemble the L bracket **21** to the bottom holes of panel **15** with screws **C** and **D**.
- Assemble the wheel **20** to the bracket **21** with the nut **21**.



→

THEN

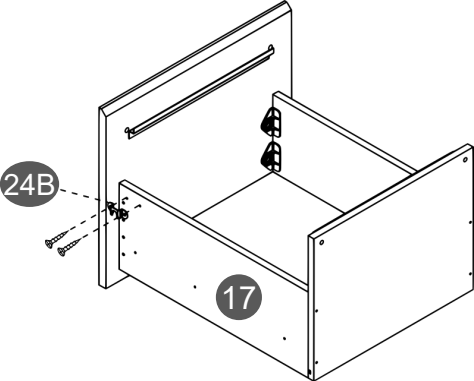
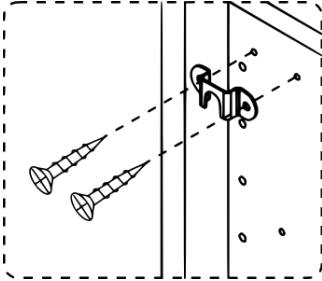


P.15		RTA-S18		P.15	
STEP 22		Attach the drawer connectors 14 to the file drawer side panels 16 and 17 with screws A.			
Hardware:					
A	 M3x12	8 Pcs			
					
					
STEP 23		Assemble the file drawer back panel 18 to the side panels 16 and 17 with screws E.			
Hardware:					
E	 M4x35	4 Pcs			
					
					
STEP 24		Slide the bottom panel 25 through the grooves of panels 16 and 17 and into the groove of panel 18.			
					
STEP 25		Assemble the file drawer front panel 15 to the drawer connectors 14 with screws C.			
Hardware:					
C	 M6x12	4 Pcs			
					
					

STEP 26	
Hardware:	
A	 M3x12 2 Pcs
	

Attach the metal fitting **24B** to the drawer right panel **17** with screws **A**.
NOTE: The “U” on the fitting must face DOWN.

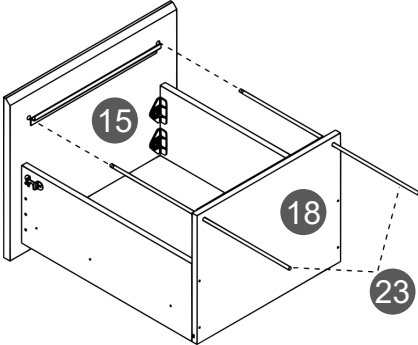
Fitting must face down



STEP 27

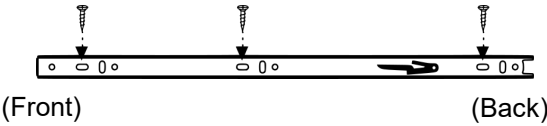
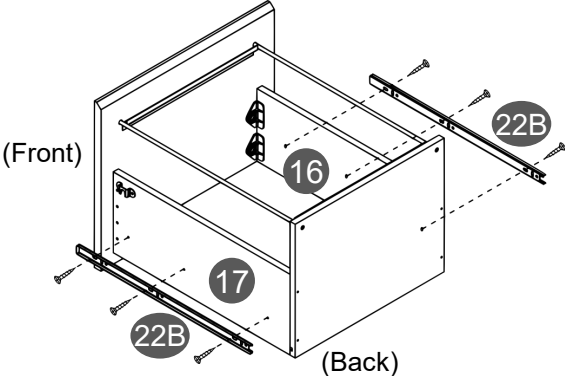
Insert the file tubes **23** through the holes on the back panel **18** and screw them into the front panel **9**, but **DO NOT OVERTIGHTEN** to avoid accidental damage humps or perforation. Please note that such kind of damage is not covered by the product’s warranty.

**DO NOT OVERTIGHTEN**
to avoid accidental humps or perforation.



STEP 28	
Hardware:	
A	 M3x12 6 Pcs
	

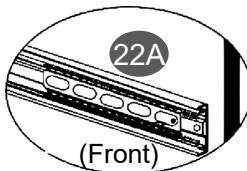
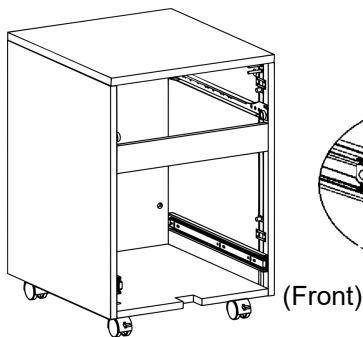
Assemble the small sliders **22B** to the file drawer side panels **16** and **17** with screws **A**.



STEP 29

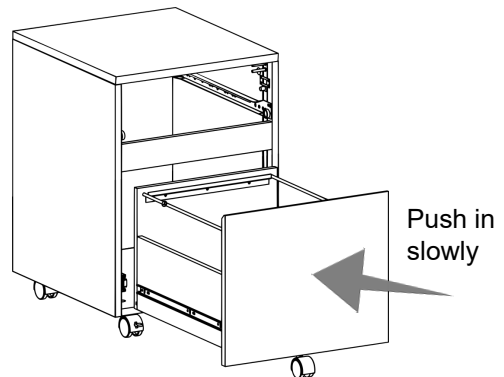
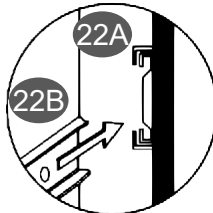


- Pull out the bottom sliders **22A** and slide the piece with the bearings all the way towards the front.
- With the help of another person, install the bottom file drawer into the cabinet by engaging the drawer sliders **22B** through the black plastic guide and the bearings of **22A**, and pushing slowly into the cabinet.
- Insert the top drawer into the cabinet at an angle with its front facing down, making sure the wheels from the drawer slide in the middle of the sliders inside the cabinet. If the top drawer does not enter, review the assembly done in steps **4** and **19**.
- Test the lock on the top drawer: make sure the rod on the lock is facing **DOWN** and the bottom drawer is completely closed; the key must turn **COUNTER-CLOCKWISE**. If the key turns clockwise, or the drawers don't lock, review the assembly done in steps **1**, **2**, **17**, **18** and **26**.

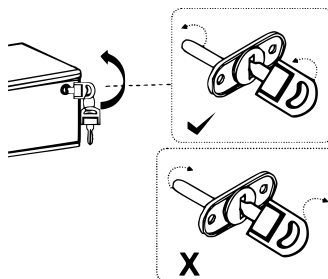
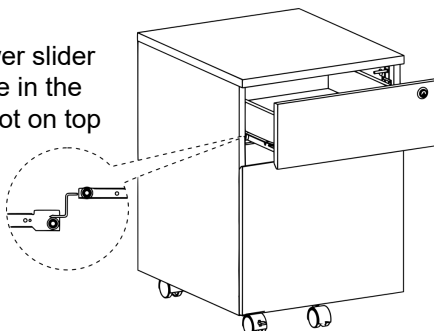


The piece with bearings must be slid towards the front

The slider **22B** must go through the plastic guide and engage into the bearings.



The drawer slider must slide in the middle, not on top

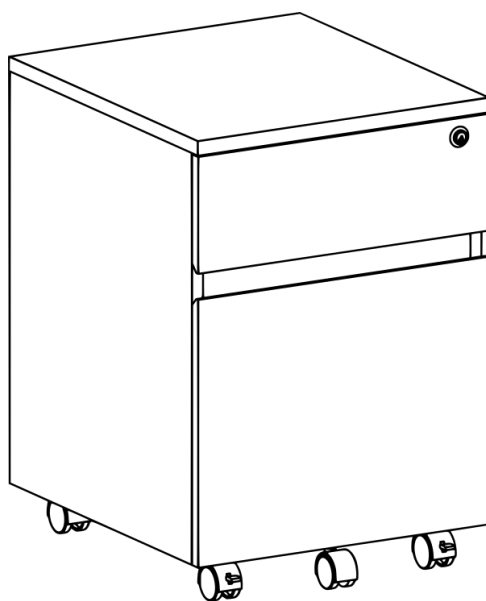


The rod must face **DOWN** and the key must turn **COUNTER-CLOCKWISE**.



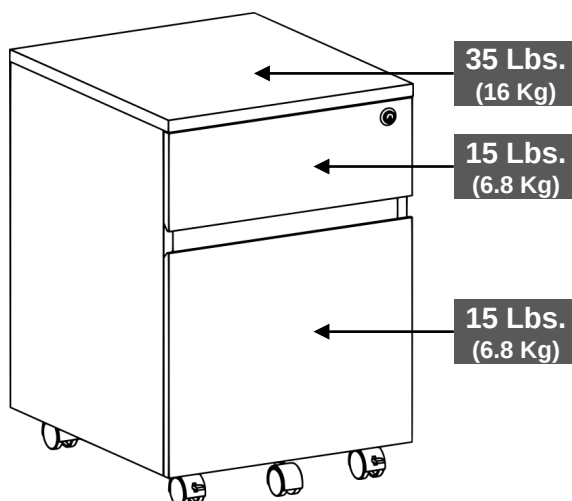
ALL DONE!

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



CARE, MAINTENANCE AND SAFETY WARNINGS:

WEIGHT LIMITS



- Do not exceed the indicated weight limits.
- Do not expose the surfaces to direct sunlight or to extreme environmental conditions.
- Clean the surfaces preferable with a clean cloth damped in a solution of mild soap and water, then dry with a clean towel.
- Do not use solvents or abrasive materials to clean the unit.
- If you decide to use a cleaning agent, test first on an area hidden from view such as the back panel of the drawers.
- Do not sit on the unit or lean against it.
- Do not allow small children to climb over the unit.
- Do not allow small children to reach inside the drawers without your supervision.
- Before moving the unit, make sure the front casters are unlocked.
- Make sure to secure or remove any object that might fall off the top while the unit is in movement.
- 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.

P.20	RTA-S18	P.20
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TECHNI MOBILI DESK 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.

FOR SEVERAL HELP OPTIONS INCLUDING REPLACEMENT PARTS ORDERS

VISIT: WWW.TECHNIMOBILI.COM



CLICK ON SUPPORT TAB



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OR EMAIL US: SUPPORT@RTAPRODUCTS.COM