

## RTA CT-015W

# RTA CT-015W Utility Desk Assembly and User Manual

Model: CT-015W | Brand: RTA

## 1. INTRODUCTION

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Thank you for choosing the RTA CT-015W Utility Desk. This versatile desk, featuring a frosted tempered glass top and a gloss white finish, is designed for various uses, including as a computer desk, laptop station, or utility stand. This manual provides detailed instructions for assembly, operation, maintenance, and troubleshooting to ensure safe and optimal use of your product. Please read all instructions carefully before assembly and retain this manual for future reference.

## 2. IMPORTANT SAFETY INFORMATION

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- **Read All Instructions:** Before assembly and use, carefully read and understand all instructions provided in this manual.
- **Adult Assembly Required:** This product requires adult assembly. Keep small parts away from children during assembly.
- **Use on Level Surface:** Always assemble and use the desk on a flat, stable, and level surface to prevent tipping.
- **Weight Capacity:** Do not exceed the recommended weight capacity of the desk. Overloading can cause damage or injury.
- **Glass Care:** The desk features a tempered glass top. Handle with care. Avoid dropping heavy objects on the glass or striking it with sharp objects. In case of breakage, tempered glass shatters into small, relatively harmless pieces.
- **Cleaning:** Use only recommended cleaning agents for glass and frame. Avoid abrasive cleaners.
- **Regular Checks:** Periodically check all screws and fasteners to ensure they remain tight. Retighten as necessary.
- **Ventilation:** If using with electronic equipment, ensure adequate ventilation to prevent overheating.

## 3. PACKAGE CONTENTS

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Please verify that all components listed below are present before beginning assembly. If any parts are missing or damaged, do not proceed with assembly. Contact RTA customer support for assistance.

- (A) Tempered Glass Top (1)
- (B) Desk Frame (Legs and Support Bars) (1 set)
- (C) Hardware Pack (Screws, Washers, Allen Wrench, Suction Cups for Glass) (1)
- (D) Assembly Instructions (This Manual) (1)



*Figure 1: RTA CT-015W Utility Desk. This image shows the fully assembled desk, highlighting its frosted tempered glass top and gloss white frame.*

## 4. SETUP AND ASSEMBLY INSTRUCTIONS

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Follow these steps carefully to assemble your RTA CT-015W Utility Desk. It is recommended to have a second person assist with handling the glass top.

1. **Unpack Components:** Carefully remove all parts from the packaging. Place them on a soft, clean surface (e.g., carpet or a blanket) to prevent scratches. Identify all parts against the "Package Contents" list.
2. **Assemble the Frame:**
  - Attach the horizontal support bars to the desk legs using the provided screws and Allen wrench. Ensure all connections are secure but do not overtighten initially.
  - Form the complete desk frame. Make sure the frame is stable and square.

*Description: This step involves connecting the metal leg components and support bars to form the base structure of the desk.*

Ensure all screws are aligned and tightened evenly for stability.

- 3. Install Suction Cups:** Locate the small suction cups in the hardware pack. Insert these into the designated holes on the top surface of the desk frame. These will secure the glass top.
- 4. Place the Glass Top:** With assistance, carefully lift the tempered glass top (A) and align it over the desk frame (B). Gently lower the glass top onto the suction cups, ensuring it is centered and securely seated. The suction cups will help prevent the glass from shifting.
- 5. Final Tightening:** Once the glass top is in place and the desk is stable, go back and fully tighten all screws on the desk frame. Do not overtighten, as this can strip screws or damage components.
- 6. Inspect:** Verify that the desk is stable, level, and all components are securely fastened.

## 5. OPERATING INSTRUCTIONS

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The RTA CT-015W Utility Desk is designed for various uses. Follow these guidelines for optimal performance and longevity.

- Placement:** Position the desk on a flat, stable floor. Avoid placing it in direct sunlight for extended periods, as this can affect the glass or frame finish over time.
- Weight Distribution:** Distribute weight evenly across the desk surface. Avoid concentrating heavy items in one small area.
- Electronic Devices:** If placing computers or other electronic devices, ensure proper ventilation. Do not block air vents.
- Moving the Desk:** When moving the desk, always lift it rather than dragging it to prevent damage to the frame or floor. If possible, remove the glass top before moving for safety and ease.

## 6. CARE AND MAINTENANCE

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- Glass Top Cleaning:** Use a soft, lint-free cloth and a standard glass cleaner to clean the tempered glass surface. Avoid abrasive cleaners or scouring pads, which can scratch the glass.
- Frame Cleaning:** Wipe the gloss white frame with a soft, damp cloth. A mild soap solution can be used for stubborn marks, followed by wiping with a clean, dry cloth. Avoid harsh chemicals.
- Spills:** Wipe up spills immediately to prevent staining or damage to the frame.
- Heat Protection:** Always use coasters or protective pads under hot items to prevent thermal shock to the glass or damage to the frame finish.
- Regular Inspection:** Periodically check all hardware connections (screws, bolts) and tighten them if they have loosened over time.

## 7. TROUBLESHOOTING

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Problem	Possible Cause	Solution
Desk is wobbly or unstable.	Screws are loose; uneven floor; incorrect assembly.	Ensure all screws are fully tightened. Move the desk to a level surface. Recheck assembly steps.

Problem	Possible Cause	Solution
Glass top slides or shifts.	Suction cups not properly installed or missing.	Ensure suction cups are firmly pressed into the frame holes and the glass is seated correctly on them. Replace missing suction cups.
Scratches on glass or frame.	Abrasive cleaning materials; sharp objects.	Use only soft cloths and appropriate cleaners. Avoid placing sharp or rough objects directly on surfaces.

## 8. PRODUCT SPECIFICATIONS

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**Model:** CT-015W

**Brand:** RTA

**Product Dimensions (D x W x H):** 15.75"D x 35.5"W x 29.5"H

**Item Weight:** 30 Pounds

**Color:** Gloss White

**Top Material Type:** Frosted Tempered Glass

**Frame Material:** (Inferred, likely metal)

**Assembly Required:** Yes

**UPC:** 858394005176

## 9. WARRANTY AND CUSTOMER SUPPORT

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RTA products are manufactured to high-quality standards. For specific warranty information regarding your CT-015W Utility Desk, please refer to the warranty card included with your purchase or visit the official RTA Home and Office website. If you have any questions, require replacement parts, or need assistance with assembly or troubleshooting, please contact RTA customer support directly.

**Manufacturer:** RTA Home and Office

*Contact information (e.g., website, phone number) would typically be provided here by the manufacturer.*