

ROLLING FILE CABINET WITH GLASS TOP

MODEL RTA-S06

ASSEMBLY INSTRUCTIONS

REV.OL-7284-0423

Thank you for purchasing our product



FRENCH



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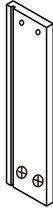
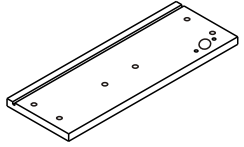
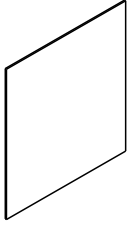
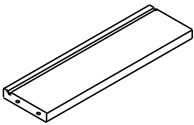
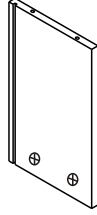
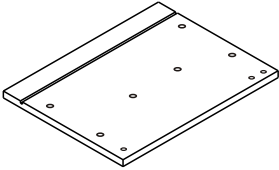
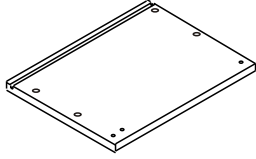
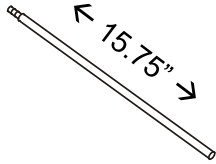
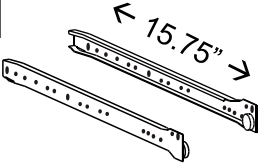
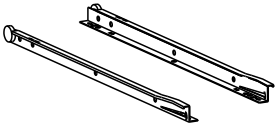


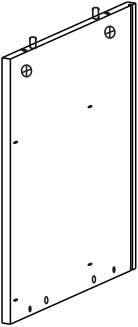
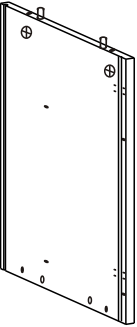
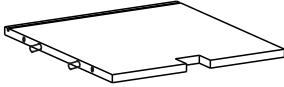
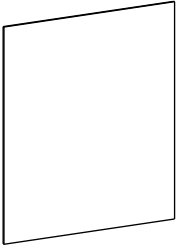
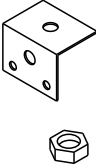
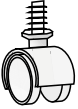
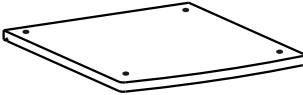
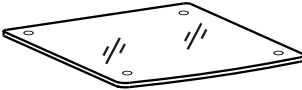
ARABIC

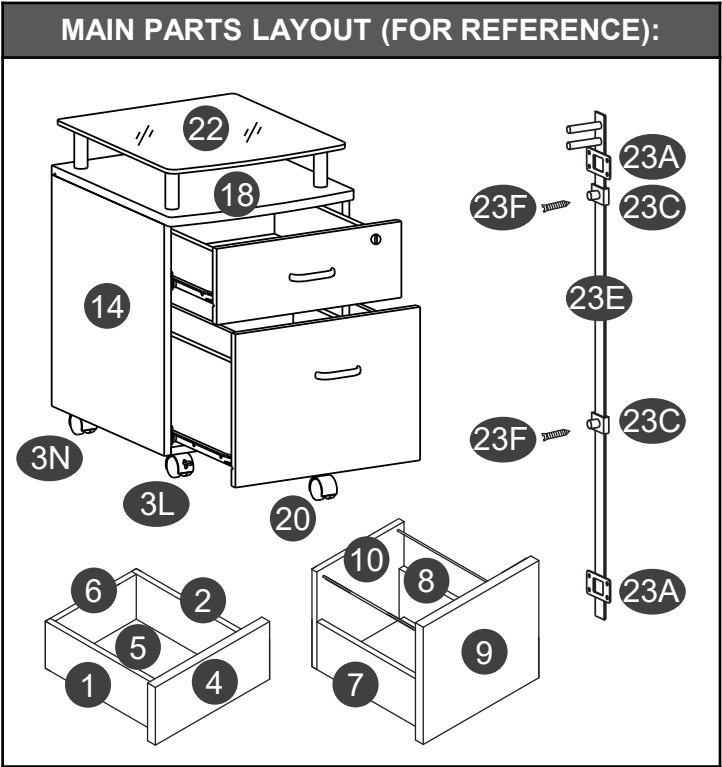


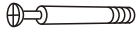
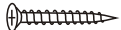
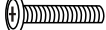
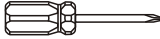
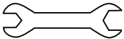
Scan QR to view the
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Do a quick inventory of all the parts and hardware listed below. 	For Support, assembly questions & Replacement Parts within the 48 Contiguous United States: Please email us at: support@rtaproducts.com 	Replacement Parts for International 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.
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MAIN PARTS LIST			
1 x1 Top drawer left panel 	2 x1 Top drawer right panel 	3L x2 Locking caster 	4 x1 Top drawer front panel 
		3N x2 Non-locking caster 	
5 x2 Drawer bottom panel 	6 x1 Top drawer back panel 	7 x1 Bottom drawer left panel 	8 x1 Bottom drawer right panel 
9 x1 Bottom drawer front panel 	10 x1 Bottom drawer back panel 	11 x1 Set File tubes, Set of 2 pcs 	
12 x2 Set Sliders, Set of 4 pcs for each drawer  "Flat": 2 pcs, go inside the cabinet  "L shaped": 2 pcs, go on the drawers		13 x2 Handle 	

14 Left panel x1 	15 Right panel x1 	16 Bottom panel x1 	17 Back panel x1 
19 L bracket and Nut x1 Set 	20 Bottom drawer front wheel x1 	18 Top wood panel x1 	22 Top glass panel x1 
23A Metal fitting A, set of 2 pcs x1 Set 	23B Metal fitting B, set of 2 pcs x1 Set 	23C Metal fitting C, set of 2 pcs x1 Set 	23D Lock and keys, matching set x1 Set 
23E Metal locking bar x1  ← 16.75" →	23F Tiny screw F for 23C, set of 2 pcs x1 Set 	23G Metal ring G for lock x1 	



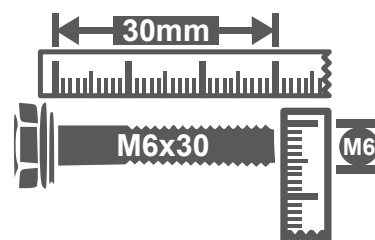
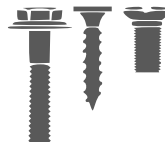
LIST OF HARDWARE, SCREWS AND FITTINGS			
PART	QTY	ITEM	
A	16	M6x40	
B	8	M4X35	
C	30	M3x15	
D	4	M4x20	
E	18	M4x14	
F	1	M6x12	
G	4	M6x20 Headless	
H	4	M6x35	
	1		
	1		

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

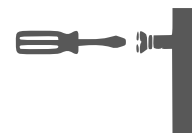
- Please read the assembly instructions thoroughly and follow step by step.



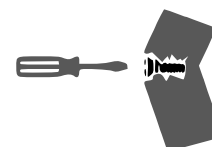
- Make sure you understand which hardware will be used on each step. Using the wrong size of screw, bolt or pin might strip the threads or cause damage to the part in which it is being used.



- To avoid misalignments, always leave the screws loosely and do not tighten them until all the pieces are positioned correctly.



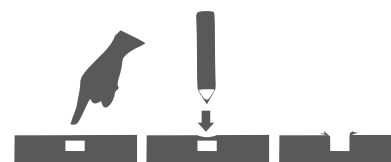
- Do not overtighten or force the screws as they might break, strip, damage the threads of the holes, or get stuck inside the parts.



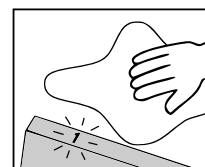
- If the hole seems too small for the screw, make sure you are using the correct size of screw and/or that you are installing it in the correct hole.



- 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.



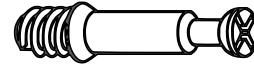
- After the item is assembled, you can use rubbing alcohol to erase or remove the visible part numbers printed or labeled on the pieces.



THE ASSEMBLY STEPS START ON NEXT PAGE

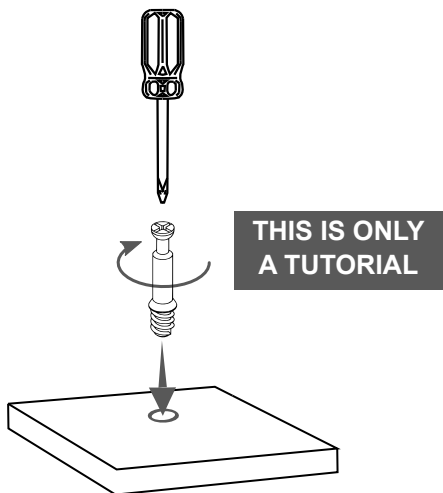
CAM BOLT AND CAM LOCK TUTORIAL

THE INSTRUCTIONS BELOW
ARE NOT ACTUAL ASSEMBLY STEPS



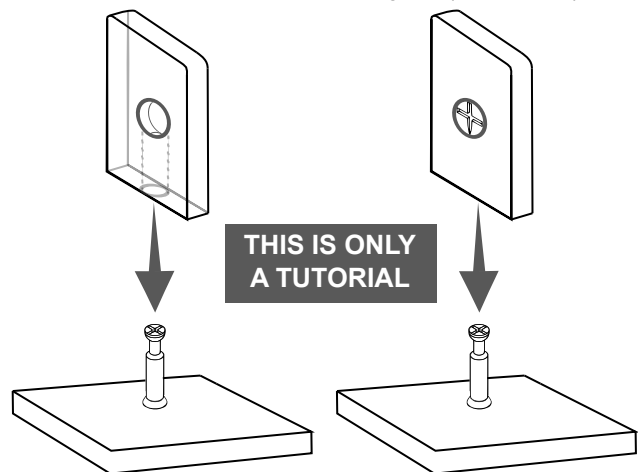
This unit uses cam bolts and locks (also known as mini fixes).
If you are not familiar with this kind of hardware, the below is a tutorial
that explains how to use them on the steps where they are required.

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

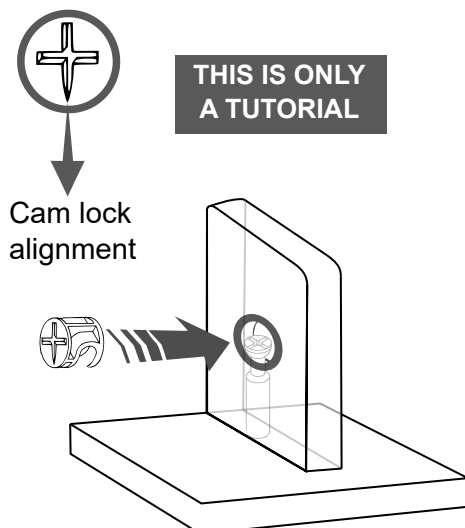


2. Join the other panel (with the big hole) to the panel with the bolt. If it comes with the cam locks already pre-installed, make sure to align them to receive the bolt's head (refer to point 3). There might be a very small gap between the panels which is normal.

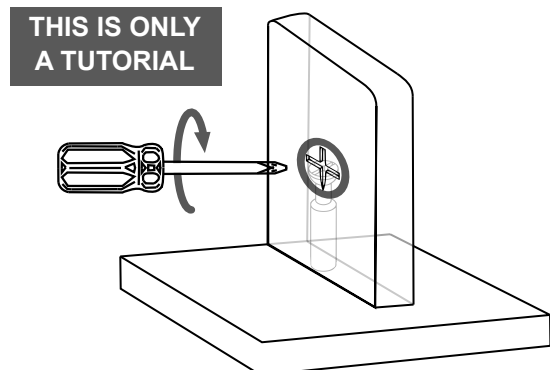
If the cam locks come pre-in stalled, make sure they are aligned (see point 3).



3. Insert the cam lock on the panel with the big hole making sure it goes aligned to receive the bolt's head.



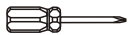
4. Use a Phillips screwdriver to turn the cam lock clockwise. This will lock the panels together and also will close any gaps.



ASSEMBLY STEPS

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

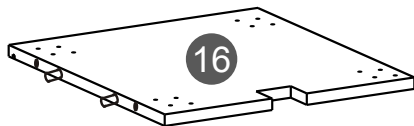
STEP 1**Hardware:****E**

 M4x14
16
Pcs

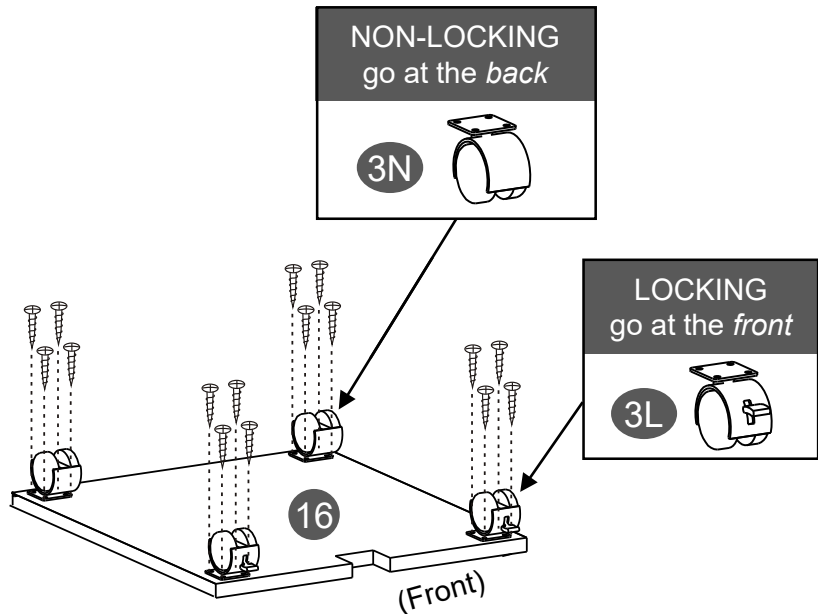
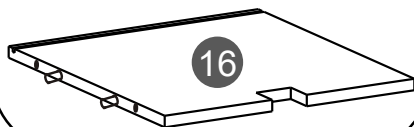
Attach the casters **3** to the bottom surface of panel **16** with screws **E** as indicated:

- The locking casters **3L** go at the FRONT of the panel.
- The non-locking casters **3N** go at the BACK.

BOTTOM surface:



TOP surface:

**STEP 2****Hardware:**

- Slide the metal fittings through the metal bar **23E** in the following **exact** order:

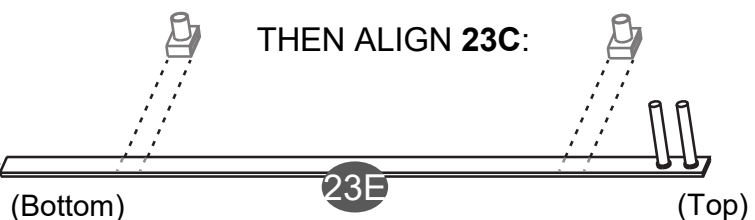
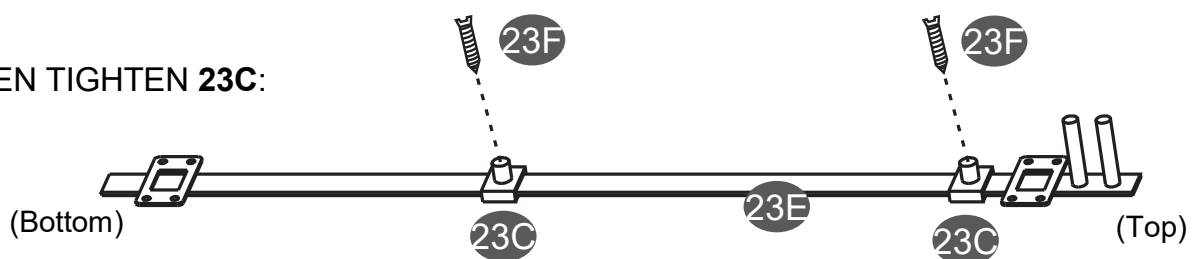
- One of **23A** with the flat side **UP**.
- Both **23C** facing **UP**.
- The second **23A** with the flat side **UP**.

- Align the pieces **23C** in between the marks on the bar **23E**, and insert the tiny screws **23F** into **23C** and tighten to leave **23C** stationary within those marks.

FIRST INSERT:



23A go with flat side facing **UP**.

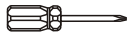
THEN ALIGN **23C**:THEN TIGHTEN **23C**:

STEP 3

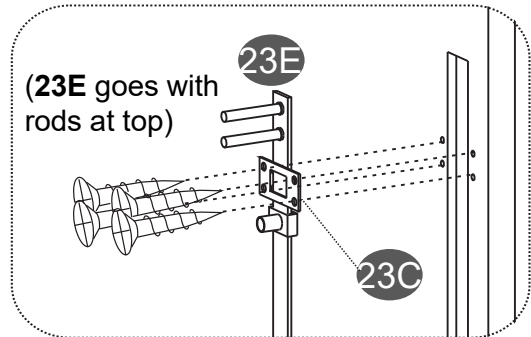
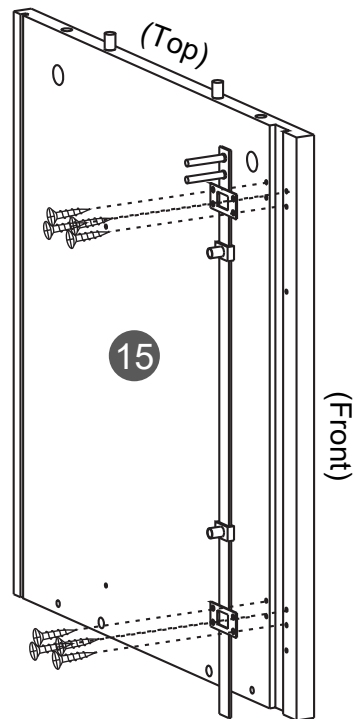
Hardware:

C

M3x15

8
Pcs

Assemble the locking system to the right panel **15** by attaching the fittings **23A** with screws **C** as shown.

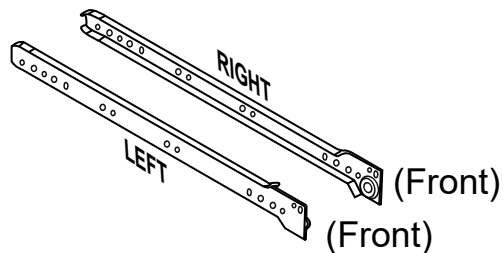


STEP 4

Grab all the 3 sets of sliders **12** (total 4 pieces) and separate them into 2 groups according to their shape:

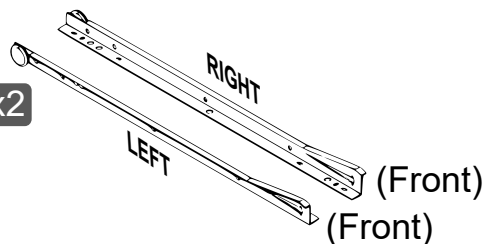
- The "flat" ones will be used on the next step.
- The "L" shaped won't be used until steps **17 and 24**, so set them aside.

12 "Flat", x2



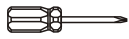
The "flat" ones will be used on the next step.

12 "L" Shaped, x2



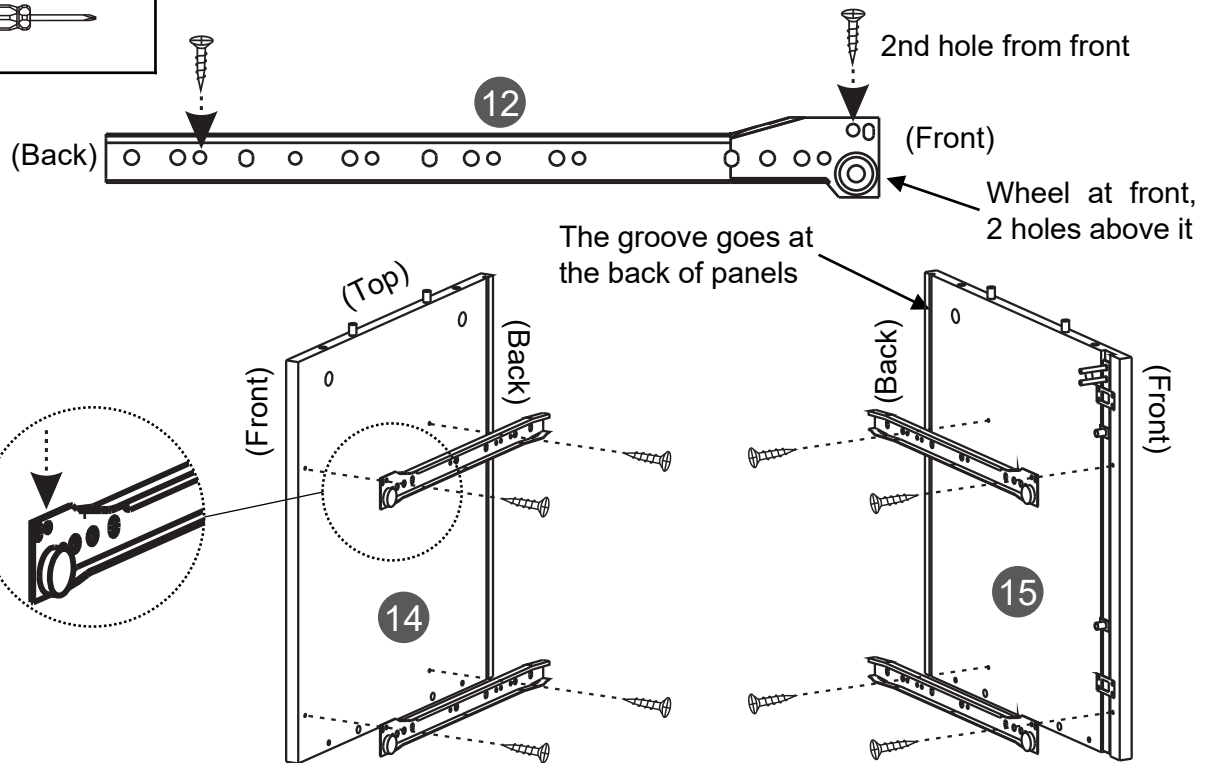
The "L" shaped won't be used until steps **17 and 24**, so set them aside.

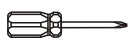
STEP 5**Hardware:****C**

 M3x15
8
Pcs

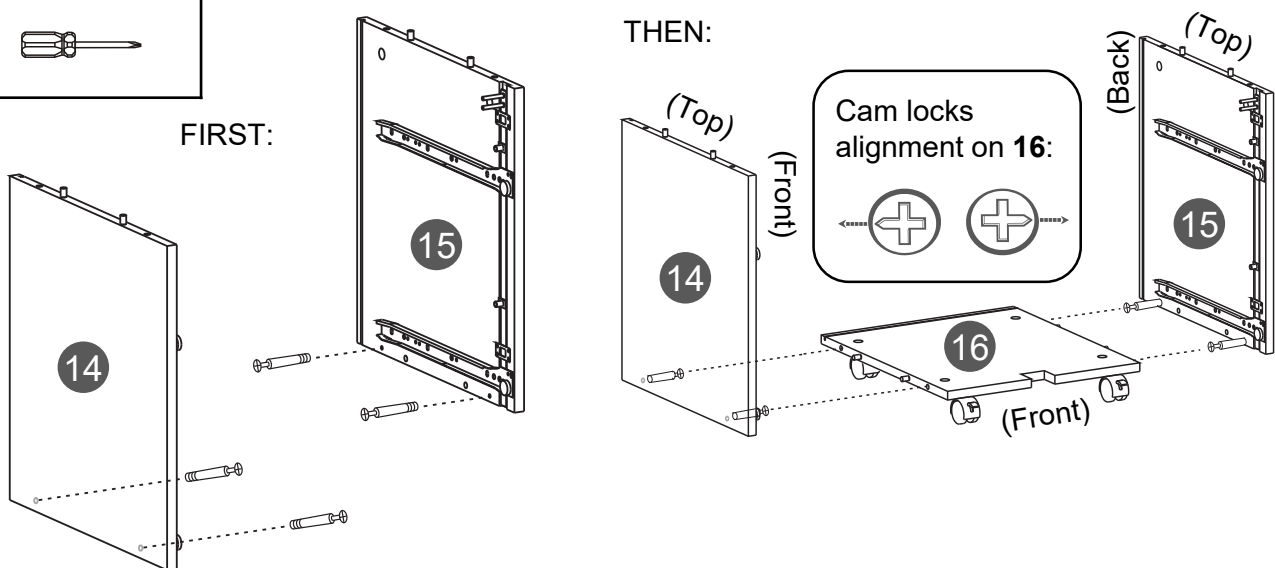
Assemble the “Flat” sliders **12** to the side panels **14** and **15** with screws **C**. Please note:

- 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.

**STEP 6****Hardware:****A**

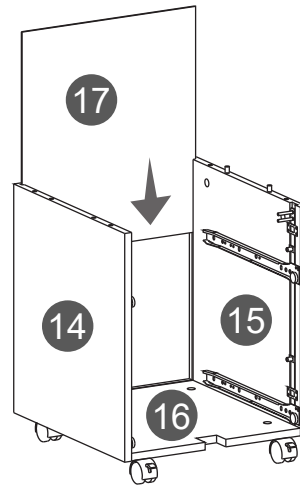
 M6x40 Bolt
4
Pcs

- Attach the bolts **A** to panels **14** and **15** into the indicated holes.
- Check and make sure the cam locks on panel **16** are aligned and ready to receive the bolts, just as explained in page 4.
- Join panels **14** and **15** to panel **16** and turn the cam locks.



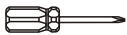
STEP 7

Slide in the back panel **17** through the grooves of panels **14** and **15** and into the groove of panel **16**.

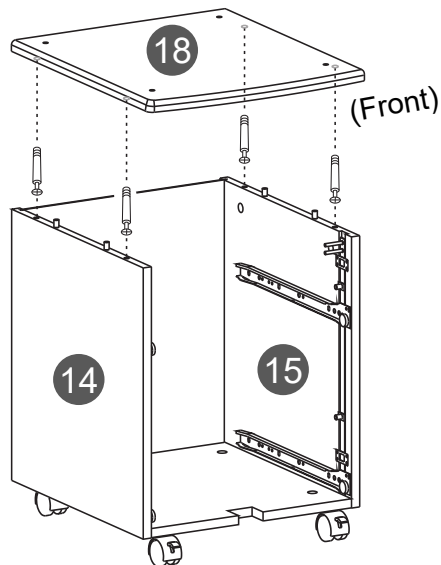
**STEP 8****Hardware:****A**

M6x40
Bolt

4
Pcs



- Attach bolts **A** to the bottom surface of the top wood panel **18**.
- Align cam locks on panels **14** and **15**.
- Assemble panel **18** to **14** and **15** as explained in page **4**.



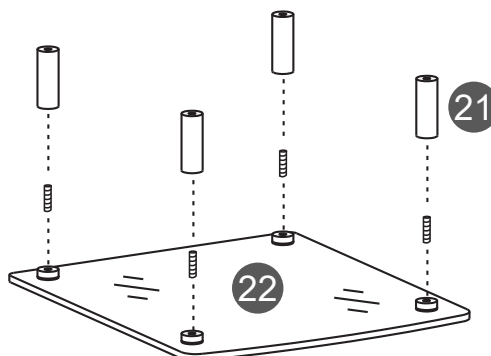
Cam locks
alignment

**STEP 9****Hardware:****G**

M6x20
Headless

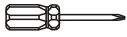
4
Pcs

Assemble the support tubes **21** to the discs on the top glass panel **22** with screws **G**.

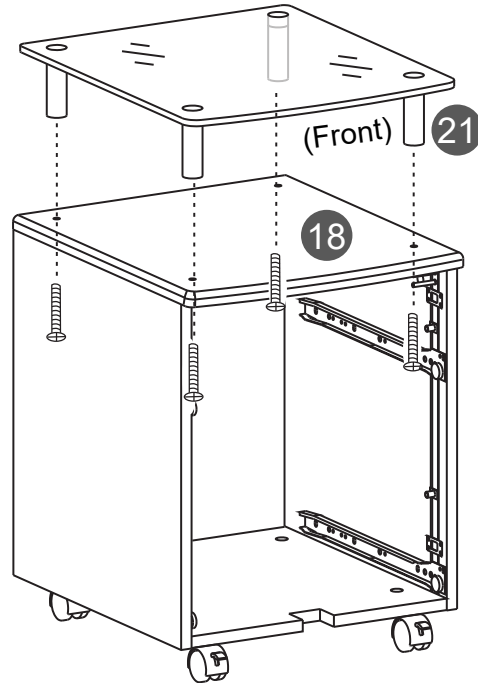


STEP 10**Hardware:****H**

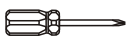
M6x35

4
Pcs

Assemble the support tubes **21** to the top wood panel **18** with screws **H** from underneath.

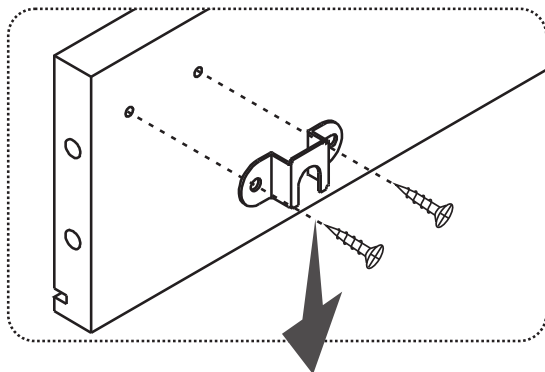
**STEP 11****Hardware:****C**

M3x15

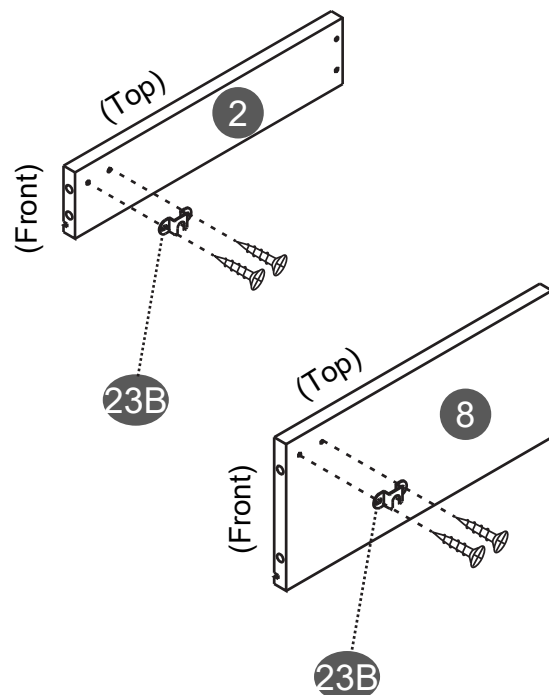
4
Pcs

Attach the metal fitting **23B** to the drawers right panels **2** and **8** respectively with screws **C**.

NOTE: The "U" on the fitting must face DOWN.



The "U" on 23B
must face DOWN



STEP 12

Hardware:

A



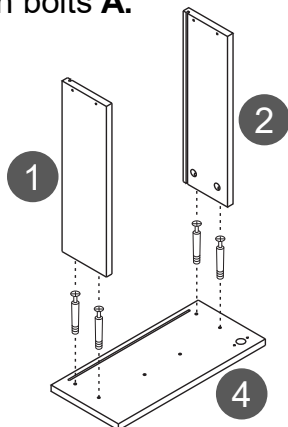
4 Pcs



Cam locks alignment

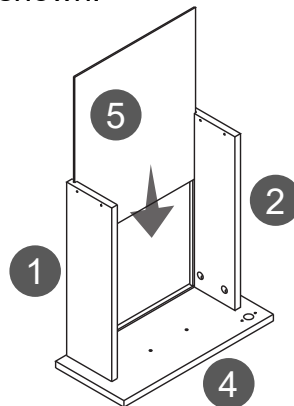


For the top drawer, assemble side panels **1** and **2** to the front panel **4** with bolts **A**.



STEP 13

Slide one of the bottom panels **5** through the grooves of the side panels and into the front panel as shown.



STEP 14

Hardware:

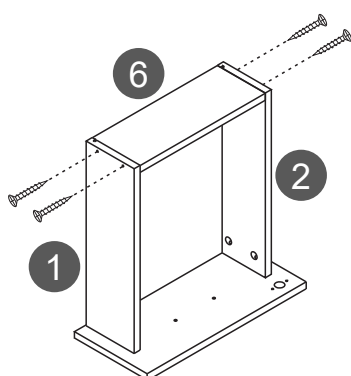
B



4 Pcs



Assemble the back panel **6** to the side panels **1** and **2** with screws **B**.



STEP 15

Hardware:

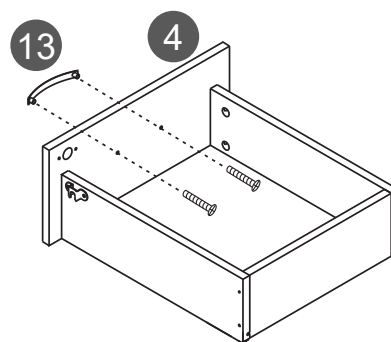
D



2 Pcs



Assemble one of the handles **13** to front panel **4** with screws **D**.



STEP 16

Hardware:

C



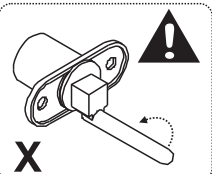
2 Pcs



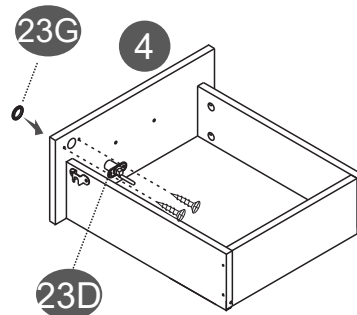
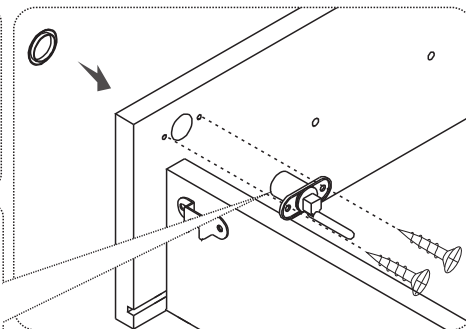
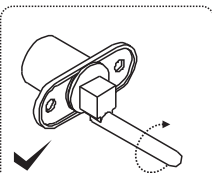
- Assemble the lock **23D** to the interior face of the front panel **4** with screws **C**, making sure the keys will make the rod rotate from the bottom to the top in a counter-clock motion.
- Attach the ring **23G** to the lock at the front.

NOTE: If the lock is installed turning the wrong way, the rod might get stuck with the drawer locked, unable to open it.

INCORRECT:
It might get the rod stuck and drawer might not open.



CORRECT:
Bottom to top in counter-clock motion.



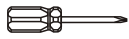
STEP 17

Hardware:

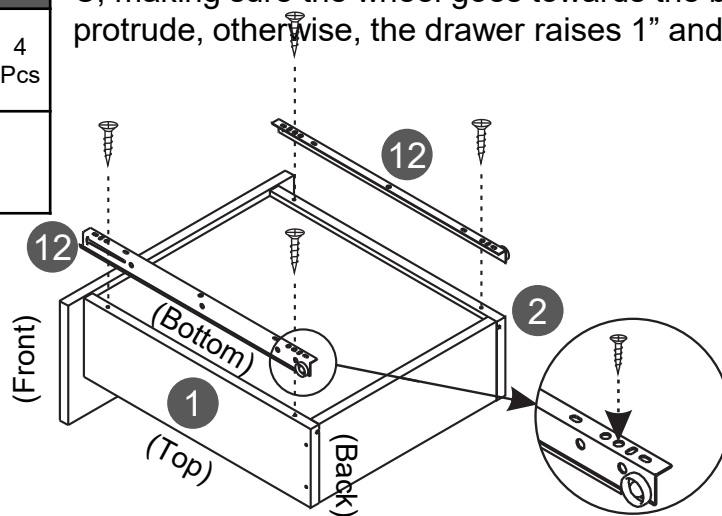
C



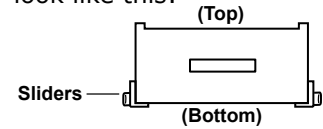
M3x15

4
Pcs

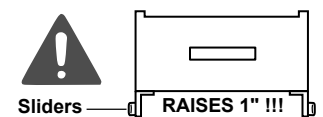
Flip the drawer upside-down and assemble the “L” sliders **12** with screws **C**, making sure the wheel goes towards the back, and that they don't protrude, otherwise, the drawer raises 1" and won't fit in the cabinet.



When finished, the sliders look like this:



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



STEP 18

Hardware:

E



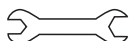
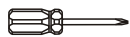
M4x14

2
Pcs

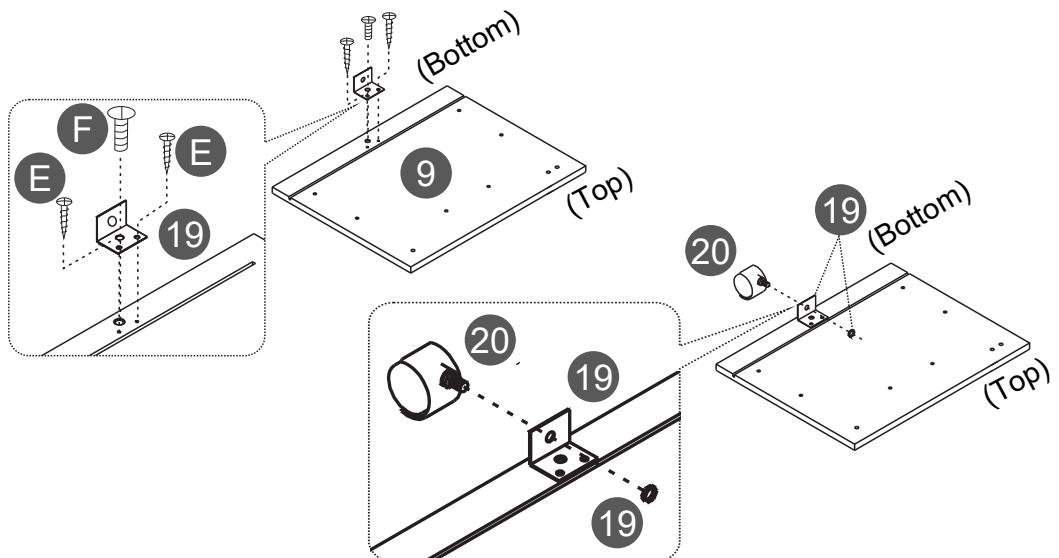
F



M6x12

1
Pc

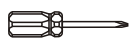
- For the bottom drawer, assemble the L bracket **19** to the front panel **9** with screws **E** and **F**.
- Assemble the front wheel **20** to the bracket **19** with the nut **19**.



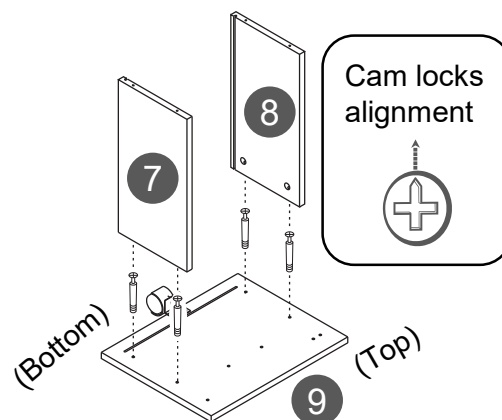
STEP 19

Hardware:

A

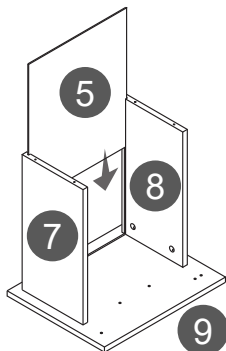
M6x40
Bolt4
Pcs

Assemble side panels **7** and **8** to the front panel **9** with bolts **A**.



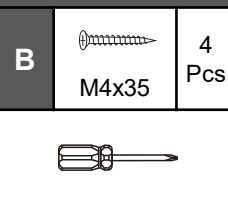
STEP 20

Slide the bottom panel **5** through the grooves of the side panels and into the front panel as shown.

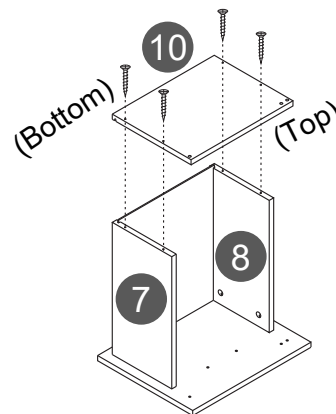


STEP 21

Hardware:

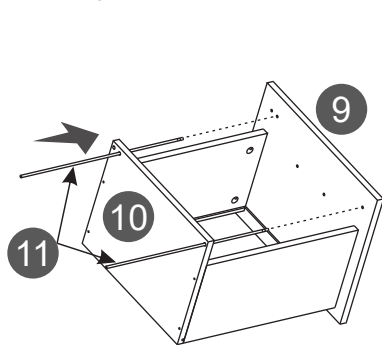


Assemble the back panel **10** to the side panels **7** and **8** with screws **B**.



STEP 22

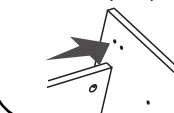
Insert the file tubes **11** through the corresponding hole on panel **10** and screw into panel **9**, but **DO NOT OVERTIGHTEN** to avoid accidental damage humps or perforation.



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

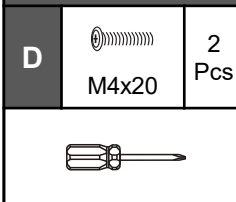


Holes to use for
A4 files (Intl):

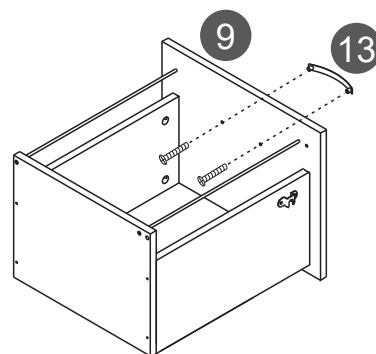


STEP 23

Hardware:

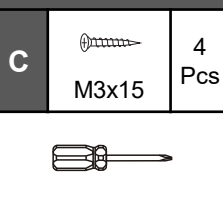


Assemble the handle **13** to front panel **9** with screws **D**.

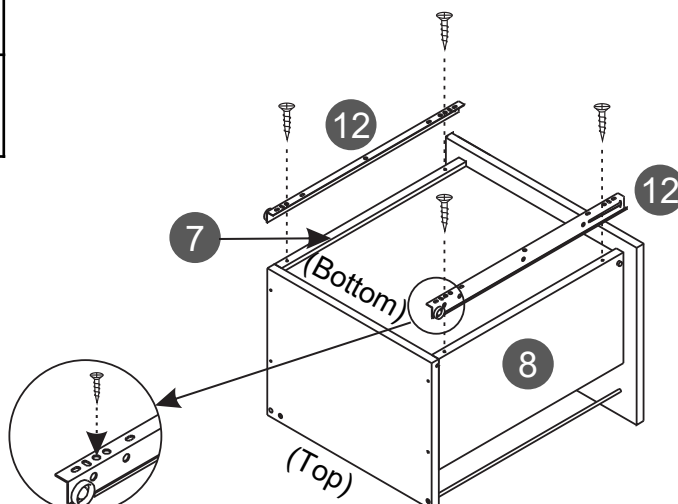


STEP 24

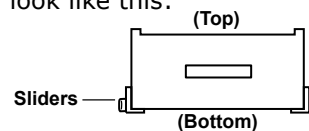
Hardware:



Flip the drawer upside-down and assemble the "L" sliders **12** with screws **C**, 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 look like this:



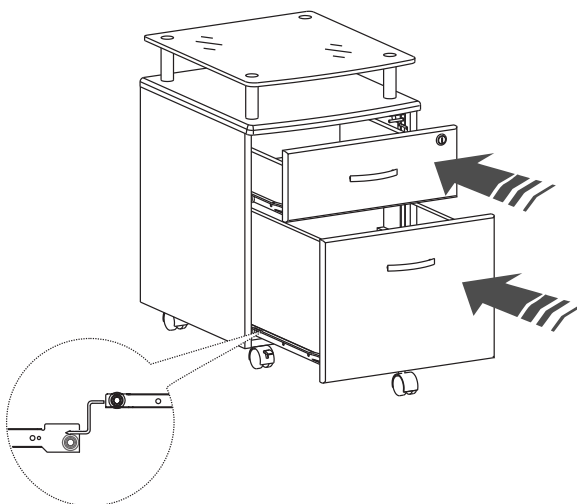
If you install as below,
the drawer raises 1"
and won't fit in the unit.



Sliders — **RAISES 1" !!!**

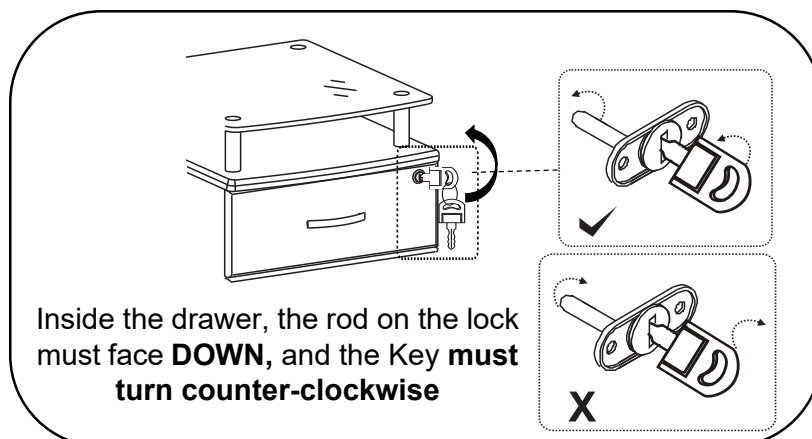
STEP 25

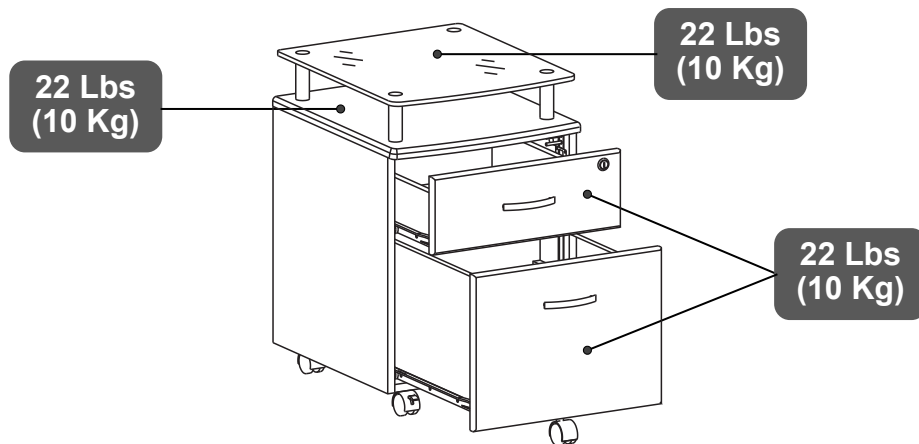
- Insert the drawers into the cabinet, starting with the bottom then the top. Insert at an angle with their fronts facing down, making sure the wheels from the drawer slide in the middle of the sliders inside the cabinet. If the top drawer does not enter, review the assembly done in steps **5**, **17** and **24**.
- Test the lock on the top drawer: make sure the bottom drawer is completely closed and the rod on the lock is facing **DOWN**; the key must turn **COUNTER-CLOCKWISE**. If the key turns clockwise, or the drawers don't lock, review the assembly done in steps **2**, **3**, **11** and **16**.



TROUBLESHOOTING THE LOCK SYSTEM

- Please note that for the drawers will lock only if they are closed flushed.
- If the unit does not lock, review the assembly done in steps **2**, **3**, **5**, **11**, **16**, **17** and **24** for the correct assembly of the locking system and the drawer sliders.
- If the keys are lost but the cabinet is unlock, replace them with a new set of lock and keys.
- If the cabinet is locked, and the keys are lost or don't want to turn, email Support for assistance and instructions for solving this problem.



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 climb over the unit.
- Do not allow small children to reach inside the drawers without your supervision.
- Before moving the unit, unlock the front casters and secure or remove any object that might fall off while the unit is rolling.
- Please note that lifting the unit from the glass top might lead to part damage/separation.
- The glass is made of safety tempered glass. The safety feature is that when breakage occurs, the glass shatters into many tiny pieces minimizing the risk of serious injuries. If the glass breaks, do not handle the pieces with your bare hands, take some pictures and contact Support.
- 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.
- Do not use if you notice cracks on the glass top.
- 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.**