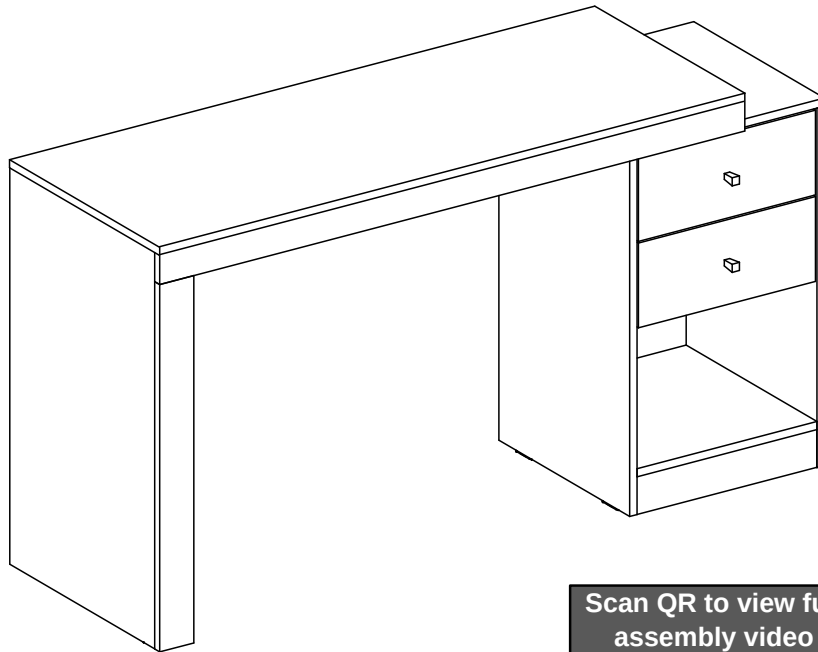


EXPANDABLE HOME OFFICE DESK

MODEL RTA-988D

ASSEMBLY INSTRUCTIONS

Thank you for purchasing our product



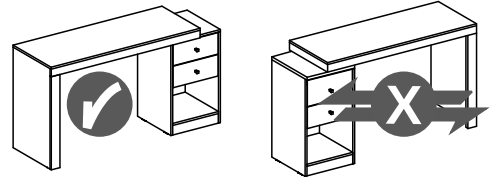
Scan QR to view full
assembly video



REV.CAR-7114-0223



- The product assembles **ONLY** as shown in the front page, with the drawers on the **LEFT** and the storage door on the **RIGHT**. The sections are not interchangeable.



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



- Please read carefully the assembly instructions before the installation.



- The assembly might require of 2 persons for certain steps. Before you start the installation, make sure there is someone else nearby to help you.



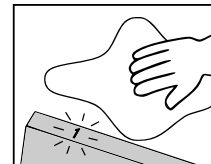
- Scan this QR code to view the complete assembly video online.

NOTE: During the playback, you can easily locate or jump into any step by clicking on the time stamps listed below the video:

STEP 1 00:00 • STEP 2 **0:53** • STEP 3 **1:26** • STEP 4 **1:31** • STEP 5 **2:00** • STEP 6 **2:16** • STEP 7 **2:34** • STEP 8 **2:49** • STEP 9 **3:09** • STEP 10 **3:40** • STEP 11 **3:45** • STEP 12 **4:05** • STEP 13 **4:18** • STEP 14 **4:34** • STEP 15 **4:54**



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



- Please be kind to our planet, when done with the assembly, recycle any of the packaging materials that is accepted by your city or recycling service.

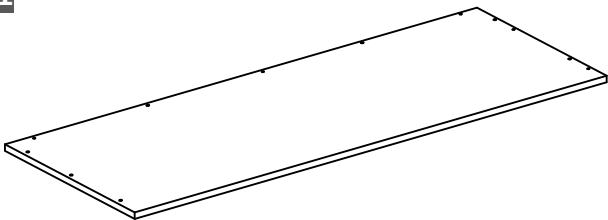
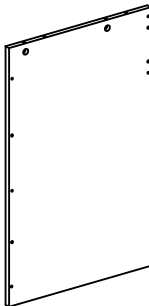
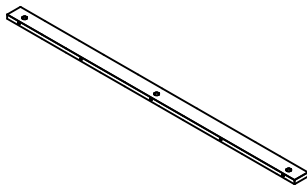
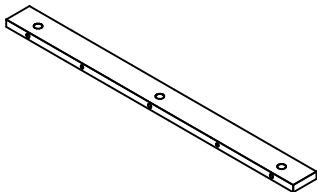
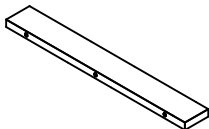
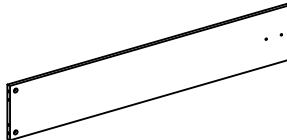
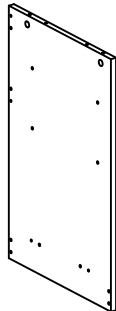
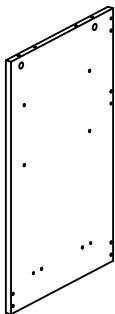
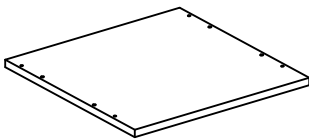
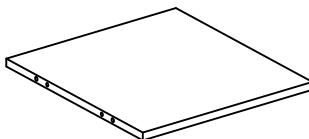
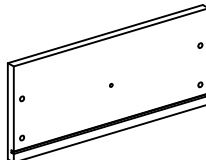
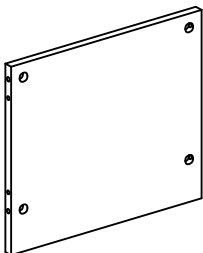
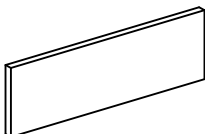
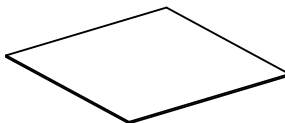
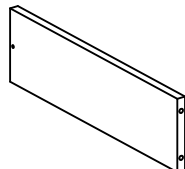


Thank you!

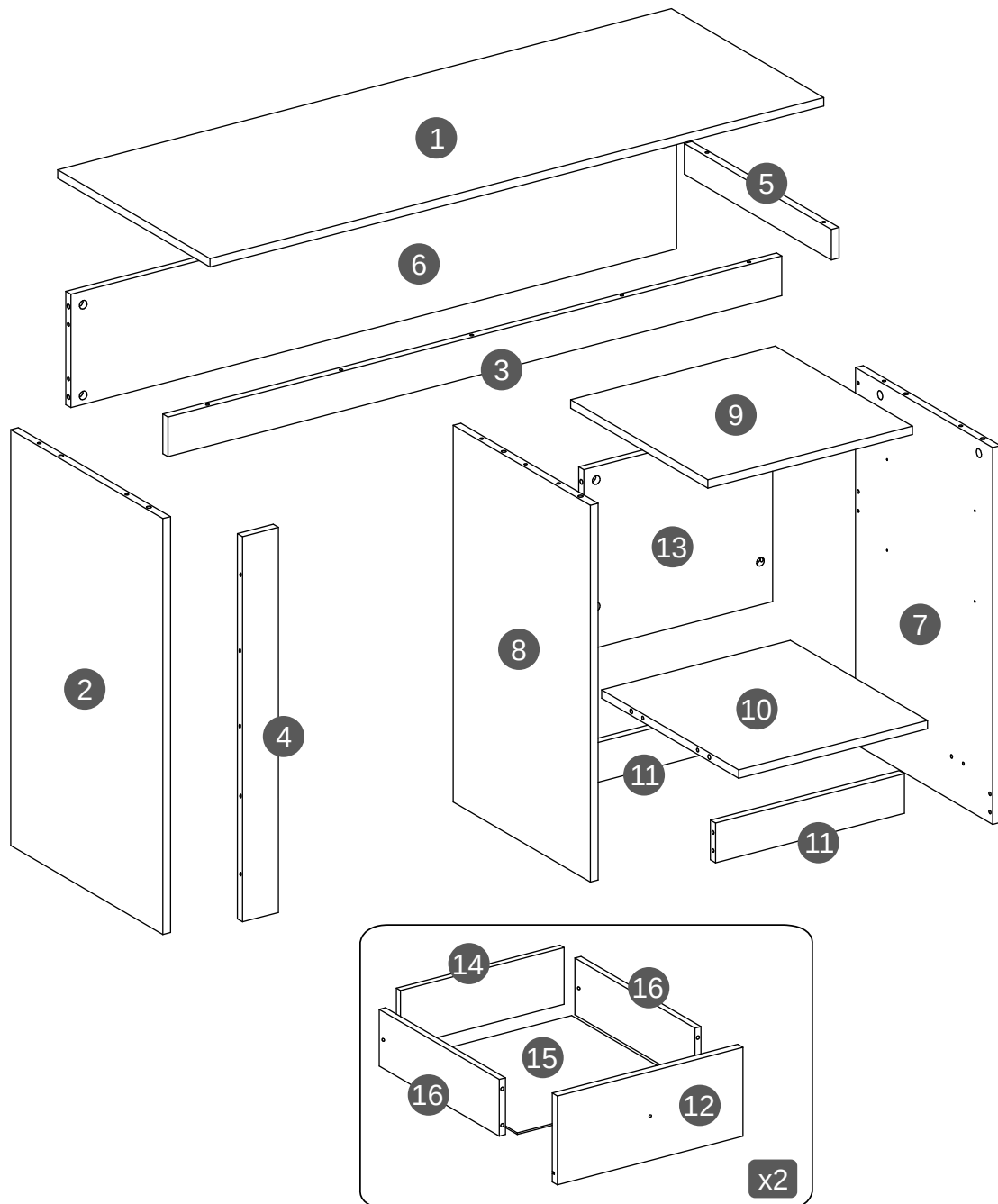


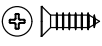
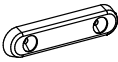
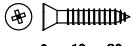
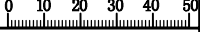
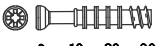
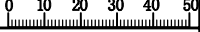
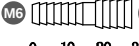
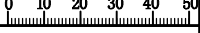
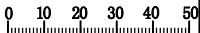
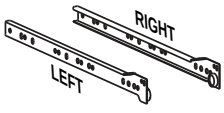
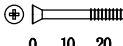
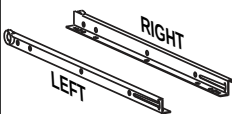
Do a quick inventory of all the parts and hardware listed below 	Missing, damaged and defective parts can be replaced at no cost to you. Please refer to the last pages on this manual. 	The replacement parts service is limited to the 48 contiguous United States. If you reside in AK, HI, PR, U.S. territories or other countries, please contact the supplier from where the unit was purchased. 
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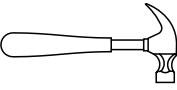
MAIN PARTS LIST

1 Tabletop (main panel) x1 	2 Left side panel x1 	3 Top front panel x1 
4 Left front panel x1 	5 Right-top side panel x1 	6 Top-back panel x1 
7 Right side panel x1 	8 Middle side panel x1 	9 Cabinet top panel x1 
10 Cabinet bottom panel x1 	11 Cabinet skirt panel x2 	12 Drawer front panel x2 
13 Cabinet back panel x1 	14 Drawer back panel x2 	15 Drawer bottom board x2 
16 Drawer side panel x4 		

MAIN PARTS LAYOUT (FOR REFERENCE)



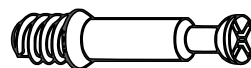
HARDWARE LIST							
PART	QTY	SIZE	ITEM	PART	QTY	SIZE	ITEM
A	42	M3.5x14	 	J	6	Plastic glide foot	
B	4	M3.5x25	 	K	22	M5x30 Bolt	 
C	8	M8/M6x28mm Plastic dowel	 	L	22	15x11 Cam lock	
D	4	Large metal bracket		M	18	2x22 Nail	 
E	2	Small metal bracket		N	6	Hole cover sticker	
F	1	Flat metal bracket		O	2	Plastic handle	
G	31	M6x30 Wooden dowel	 	P	2 Sets	Metal sliders, Set of 4 pcs	 "FLAT": 2 pcs per set, go inside the cabinet
H	4	M3.5x40	 				 "L shape": 2 pcs per set, go on the drawers
I	8	M5x11 Euro screw	 				

TOOLS THAT ARE REQUIRED (NOT INCLUDED WITH THE PRODUCT)			
1	Phillips Screwdriver or Power drill with Phillips bit	   	
1	Hammer		
1	Pencil		

THE ASSEMBLY STEPS START ON PAGE 7

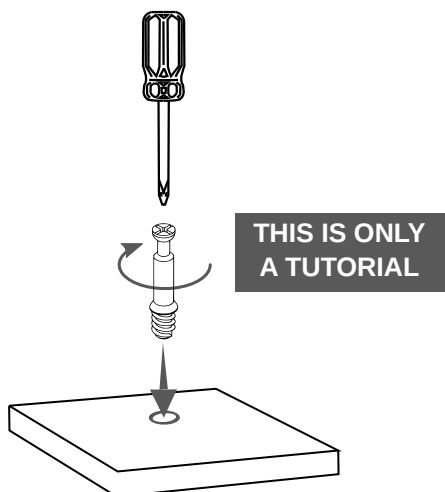
CAM BOLT AND CAM LOCK TUTORIAL

THE INSTRUCTIONS BELOW
ARE NOT ACTUAL ASSEMBLY STEPS



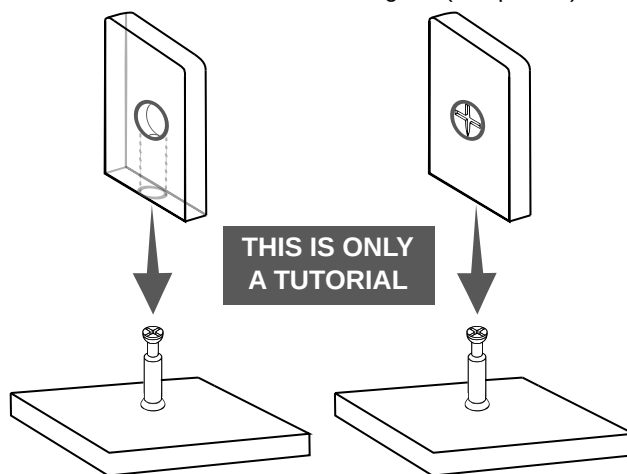
This unit uses cam bolts and locks (also known as mini fixes). If you are not familiar with this kind of hardware, the below is a tutorial that explains how to use them on the steps where they are required.

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

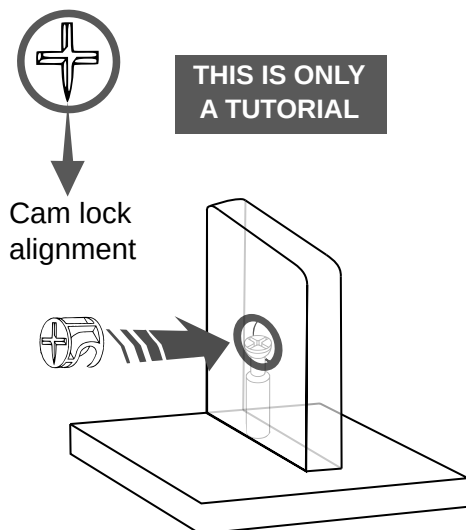


2. Join the other panel (with the big hole) to the panel with the bolt. If it comes with the cam locks already pre-installed, make sure to align them to receive the bolt's head (refer to point 3). There might be a very small gap between the panels which is normal.

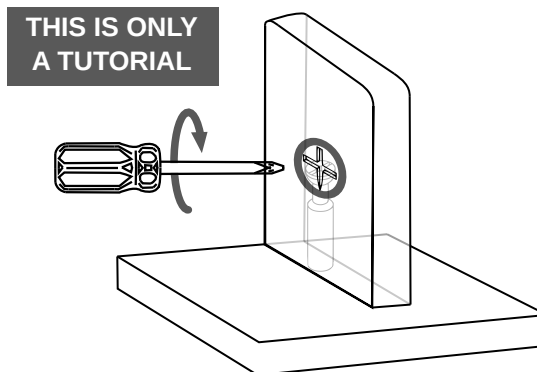
If the cam locks come pre-installed, make sure they are aligned (see point 3).



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.



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

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



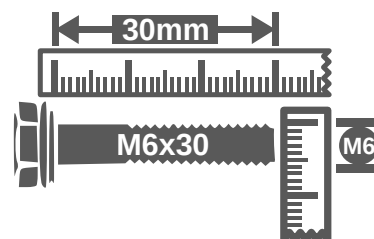
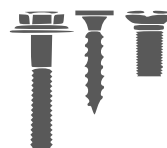
- If during assembly you find an issue or need clarification, please contact our Customer Service for assistance. Please refer to the last pages on this manual.



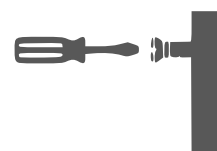
- On each step read the instructions thoroughly and analyze the illustrations before proceeding to do the assembly.
- Follow the instructions step by step and do not skip any unless our Customer Service advises it is OK to do so.



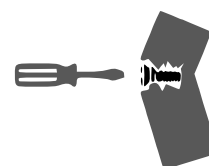
- Make sure you understand which hardware will be used on each step. Using the wrong size of screw, bolt or pin might strip the threads or cause damage to the part in which it is being used.



- To avoid misalignments, always leave the screws loose and tighten them until all 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 part.



- 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 panels the laminate or material might be covering the hole partially or entirely. If there is no visible hole or it seems too small, pass and press the tip of your finger over the area where the hole should be located to feel its indentation, and once found, carefully pierce the laminate to uncover the hole underneath.



ASSEMBLY STEPS

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

STEP 1

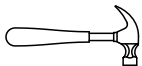
Hardware

G

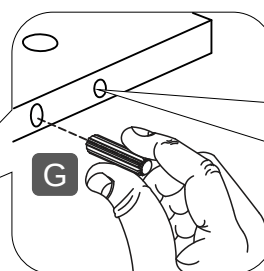
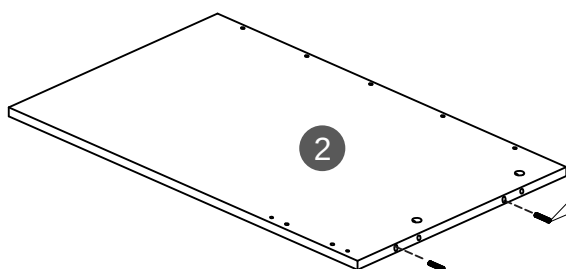
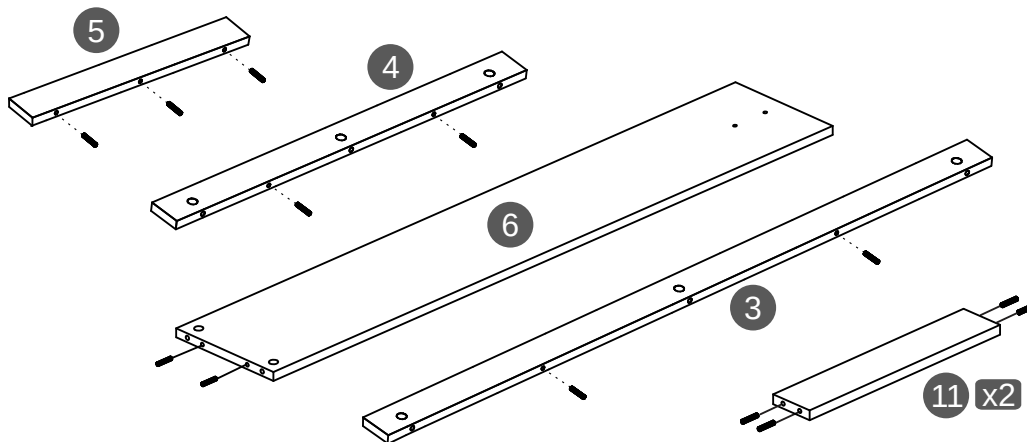
M6x30
Wooden
dowel

31
Pcs

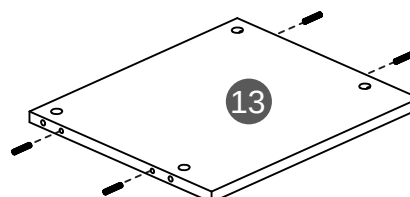
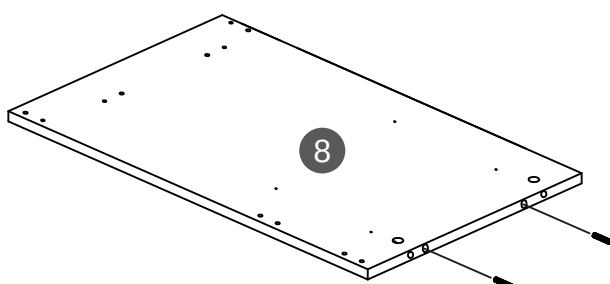
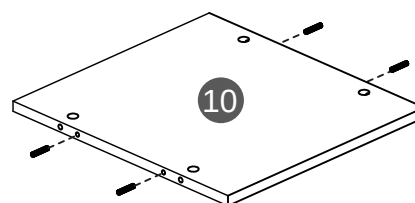
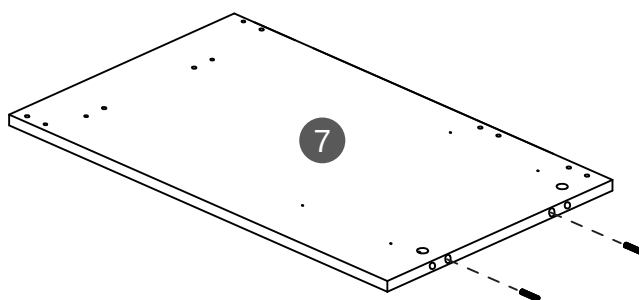
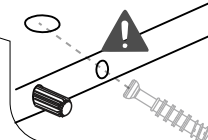
Tools (NOT included)



Install the wooden dowels **G** into the indicated holes on panels:
2, 3, 4, 5, 6, 7, 8, 10, 11 and 13.

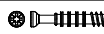


This other hole is for
bolts in other steps

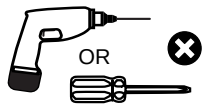


STEP 2

Hardware

K  22
M5x30 Pcs

Tools (NOT included)

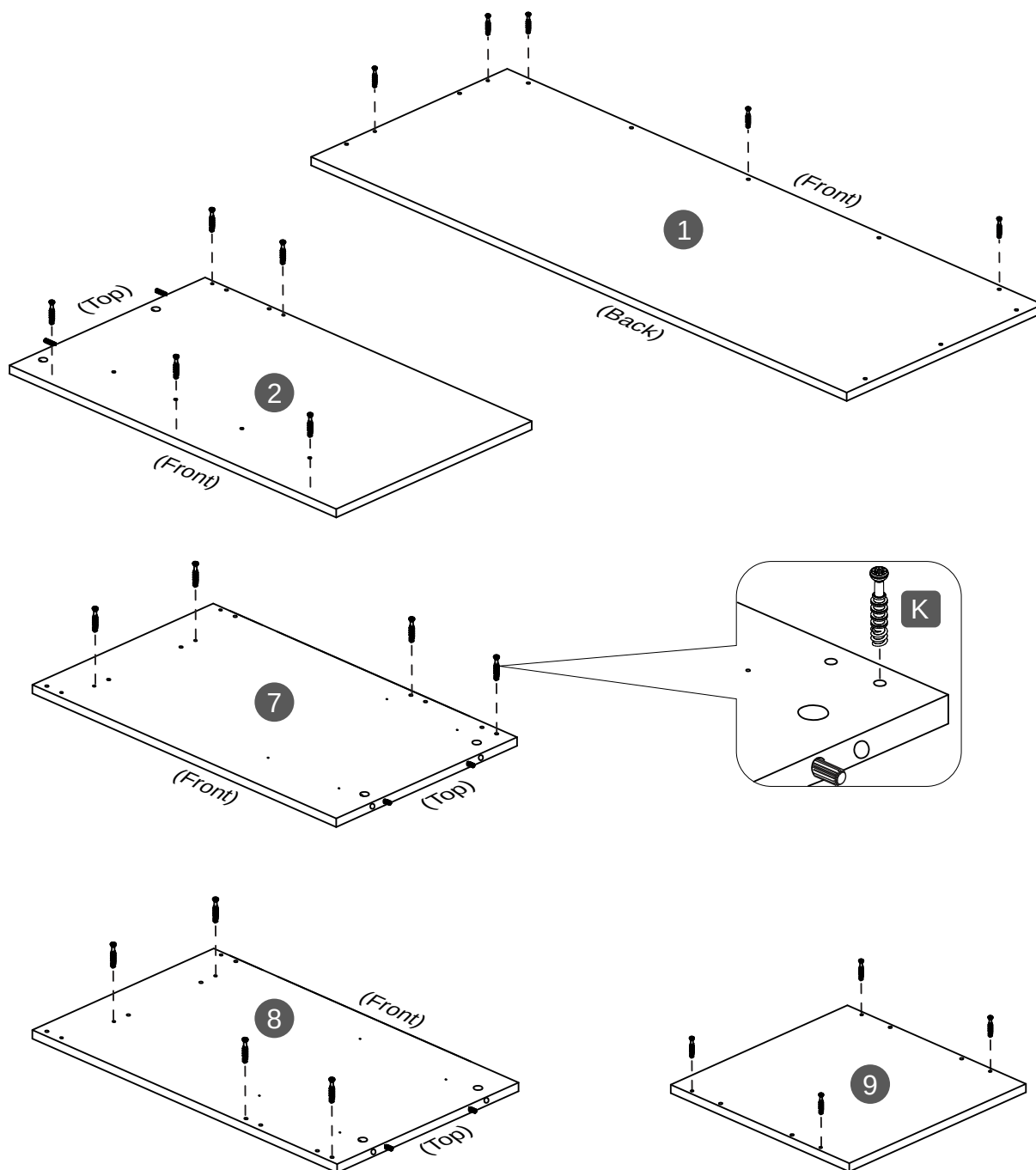


Install the bolts **K** into the indicated holes on panels **1, 2, 7, 8** and **9**.

Make sure the bolts enter as straight as possible



Make sure the bolts enter all the way through its threading



STEP 3

Hardware

2 "flat" pieces
per set:



P

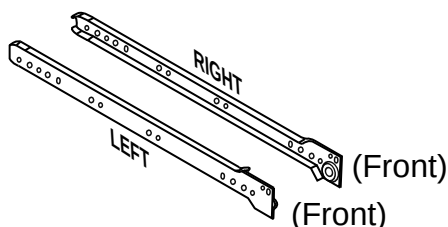
2 "L shape"
pieces per set:



Grab both sets of sliders **P** (total 8 pieces) and separate them into 2 groups according to their shape:

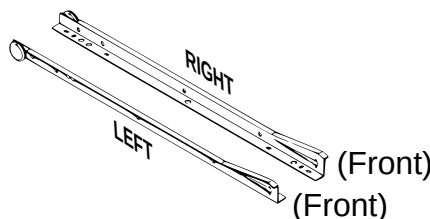
- The "flat" ones will be used on the next step.
- The "L" shaped won't be used until step **9**, set them aside.

P "Flat"



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

P "L" Shaped



The "L" shaped won't be used until step **9**, set them aside.

STEP 4

Hardware

I

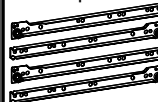


M5x11

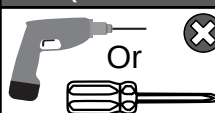
8 Pcs

P

4 "flat" pieces:



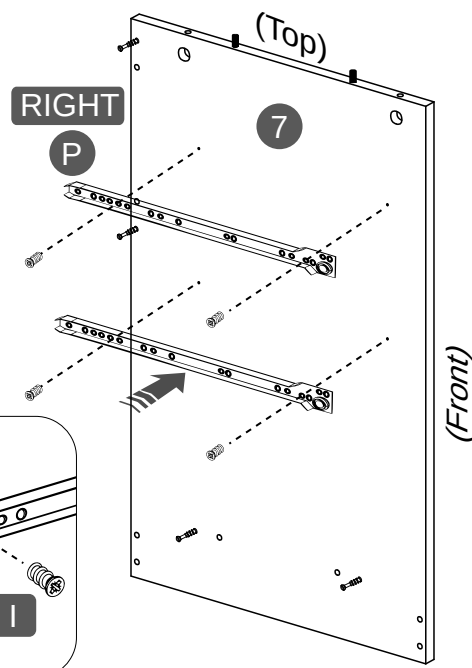
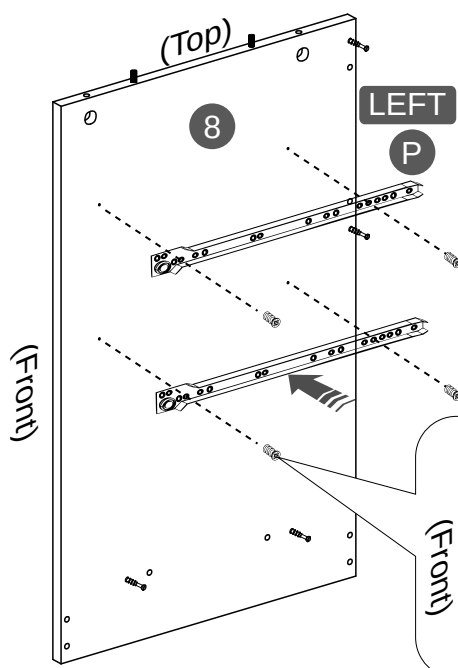
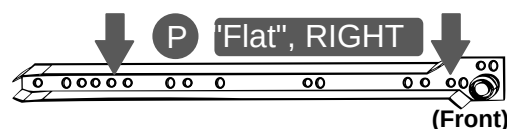
Tools (NOT included)



Use screws **I** to assemble the "Flat" sliders **P** to the side panels **7** and **8** in their respective sides (Right sliders to **7**, left sliders to **8**).

NOTES:

- The wheels go towards the front of the panels.
- Attach first on the front, through the **4th** hole on the slider.
- The sliders will show 2 free holes above the wheels.

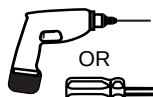


STEP 5**Hardware****L**

Cam lock

4

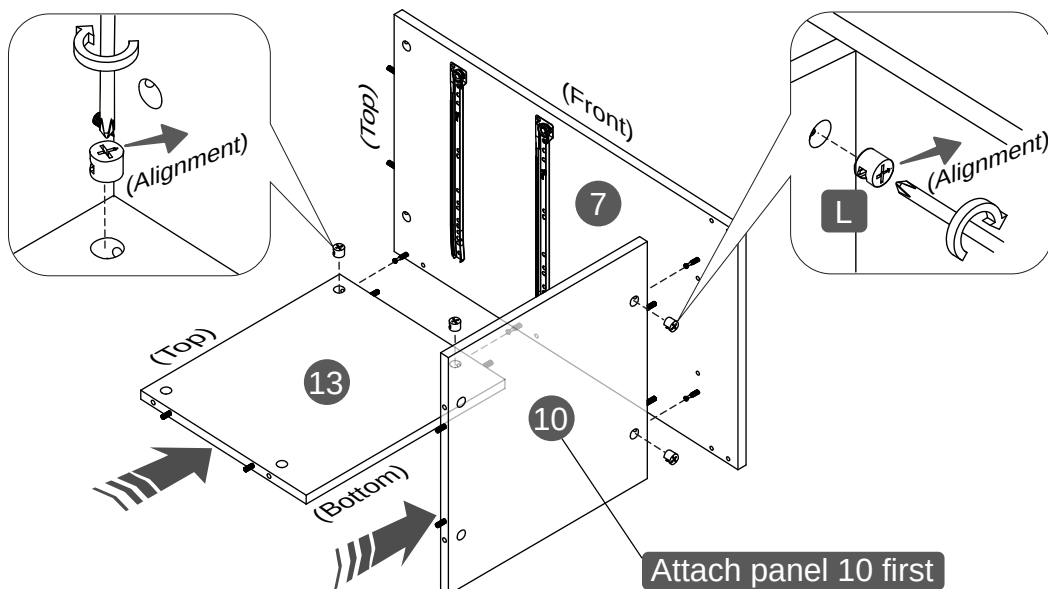
Pcs

Tools (NOT included)

OR



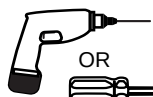
- Join the cabinet's bottom panel **10** and back panel **13** to the right side panel **7**, making sure the big holes for the cam locks go facing towards the inside and the bottom respectively.
- Insert the cam locks **L** into **10** and **13**, and turn them to lock the pieces together as shown and as explained in page 5.

**STEP 6****Hardware****L**

Cam lock

4

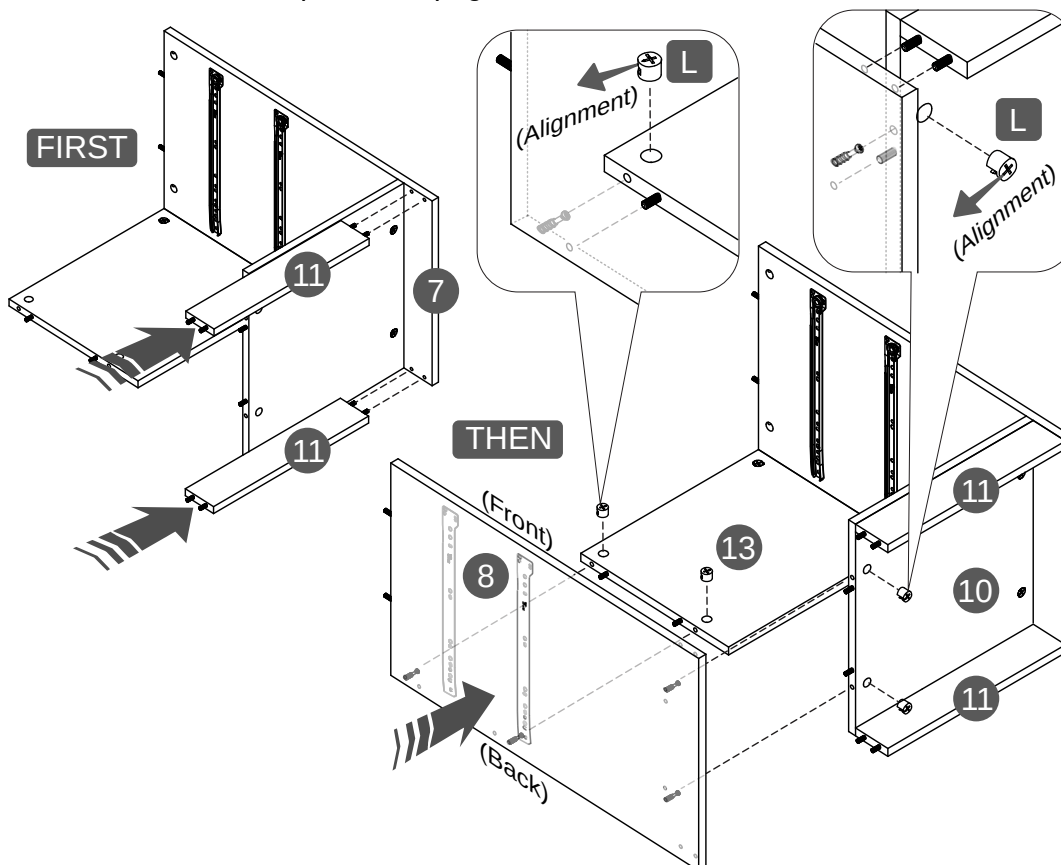
Pcs

Tools (NOT included)

OR

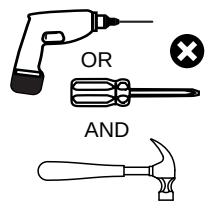


- Join the cabinet's skirt panels **11** to the right side panel **7**.
- Join the middle side panel **8** to panels **10**, **11** and **13**.
- Insert the cam locks **L** into **10** and **13**, and turn them to lock the pieces together as shown and as explained in page 5.

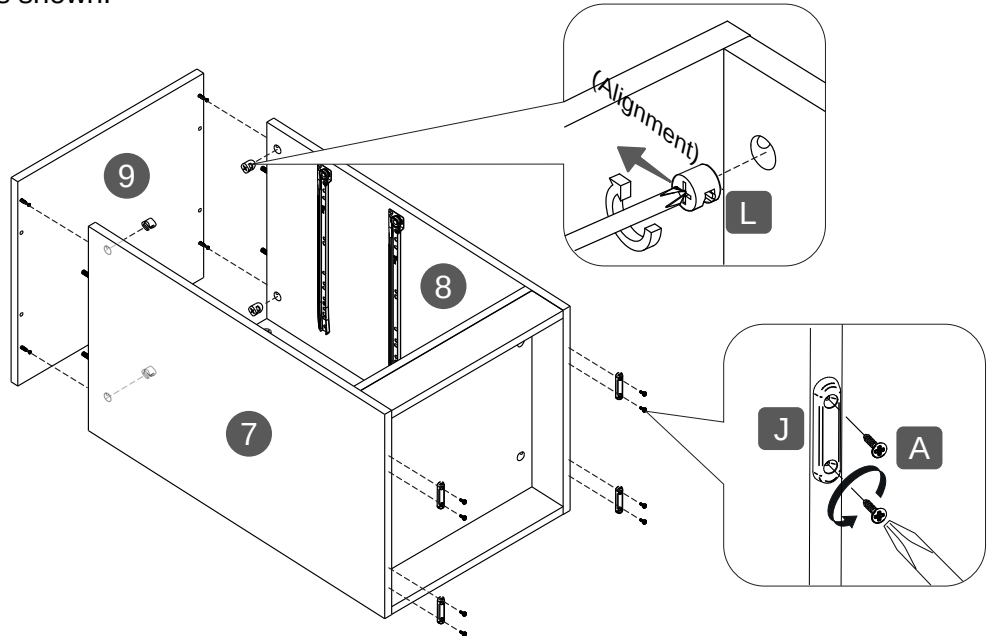


STEP 7**Hardware**

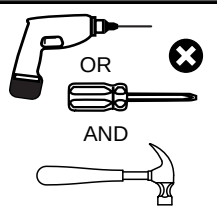
A	 M3.5x14	8 Pcs
J		4 Pcs
L	 Cam lock	4 Pcs

Tools (NOT included)

- Join the cabinet's top panel **9** to the side panels **7** and **8**.
- Insert the cam locks **L** into **7** and **8**, and turn them to lock the pieces together as explained in page **5**.
- Attach the bottom plastic glides **J** to the bottom of panels **7** and **8** with screws **A** as shown.

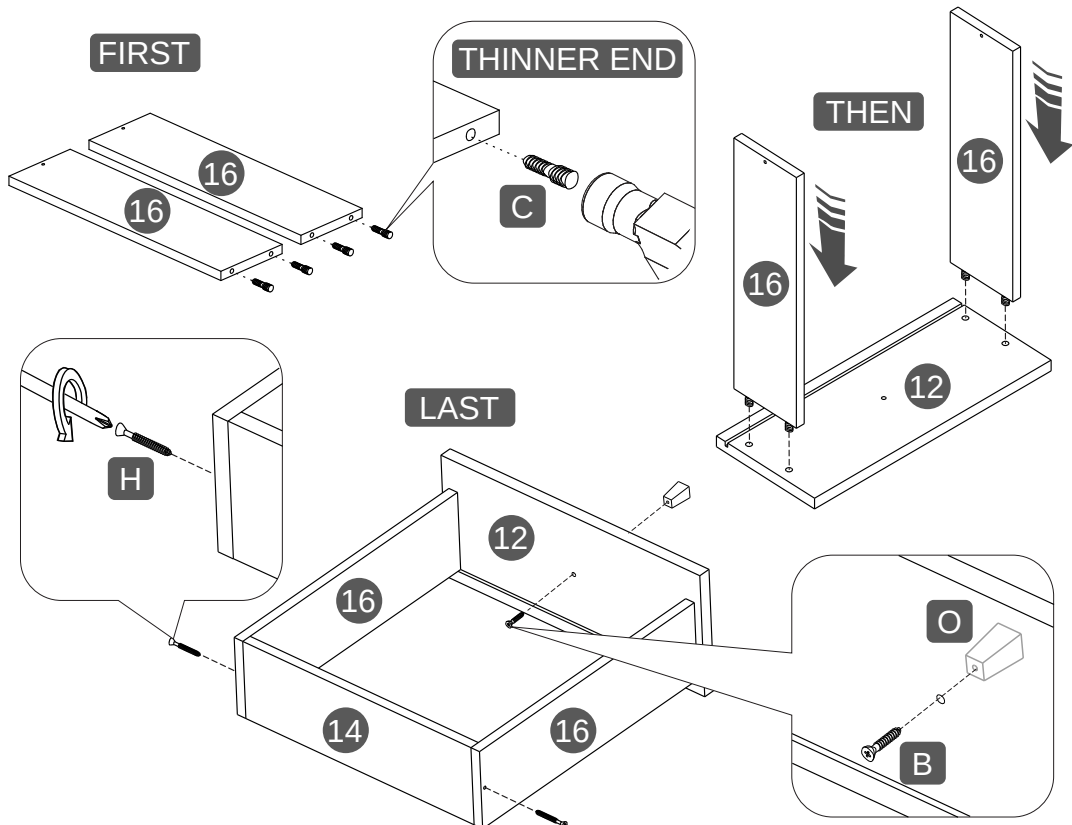
**STEP 8****Hardware**

B	 M3.5x25	2 Pcs
C	 Plastic dowel	8 Pcs
H	 M3.5x40	4 Pcs
O	 Handle	2 Pcs

Tools (NOT included)

For each of the two drawers:

- Install the plastic dowels **C** to the side panels **16** from the thinner end.
- Join the side panels **16** to the front panel **12** as shown.
- Assemble the back panel **14** to the side panels **16** with screws **H**. Attach the handle **O** to the front panel **12** with screws **B** as shown.

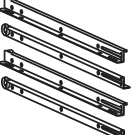


STEP 9

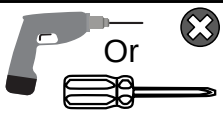
Hardware

A  8 Pcs
M3.5x14

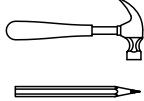
M  18 Pcs
Nail

P 4 "L" pieces:


Tools (NOT included)



And

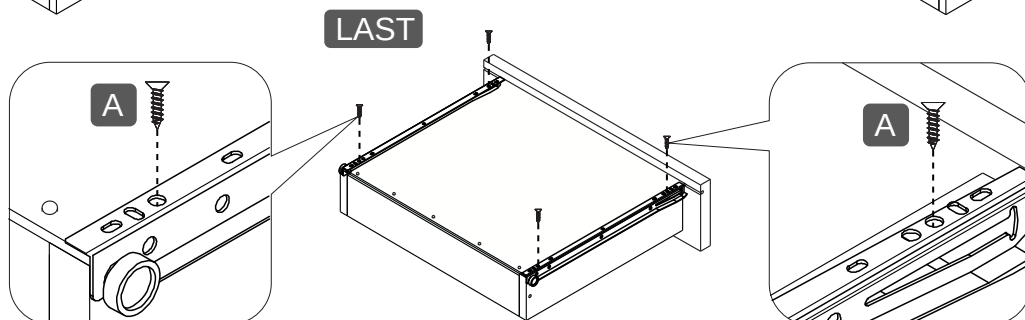
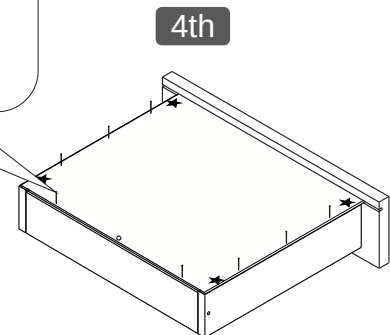
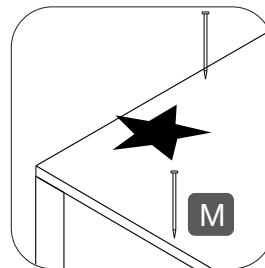
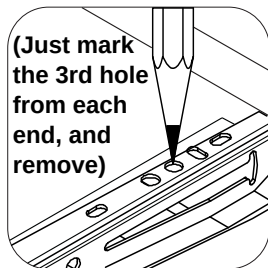
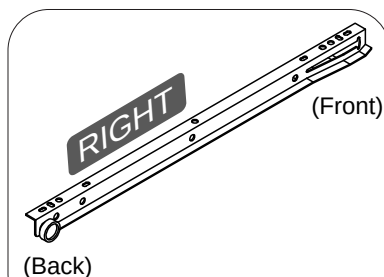
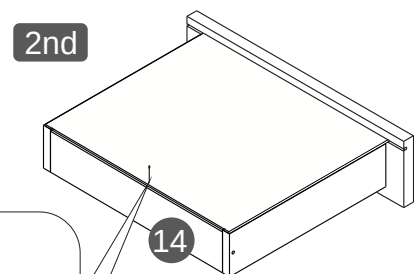
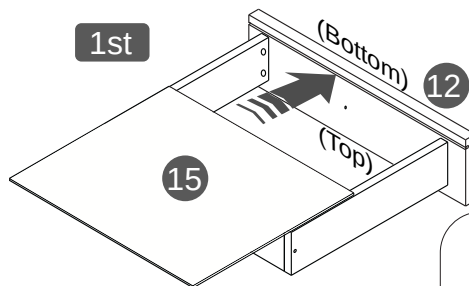


For each of the drawers:

- Flip them upside-down (the groove on the front panel **12** will face up) and place on it the drawer bottom board **15**, inserting one end into the groove of the front panel.
- Use one nail **M** to secure the bottom board to the back panel **15** as shown.
- Place the "L" shaped sliders **P** on the sides with their wheels facing towards the back, and mark the board with a pencil on the 3rd hole from each end that will be used to attach them to the drawer, and remove the sliders.
- Secure the bottom board **15** with 8 more nails **M** making sure not to block the marks where the sliders will be installed.
- Assemble the sliders **P** on their respective sides with screws **A**.

Notes:

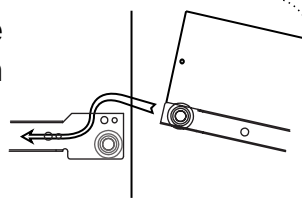
- The wheels go towards the back of the drawer.
- The sliders should not protrude from the bottom of the drawer, otherwise they raise the drawer 1" more and won't fit in the unit.



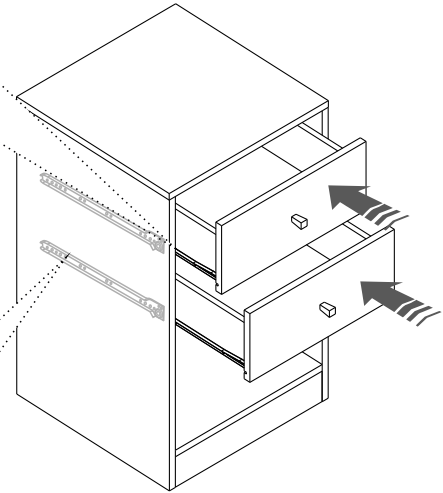
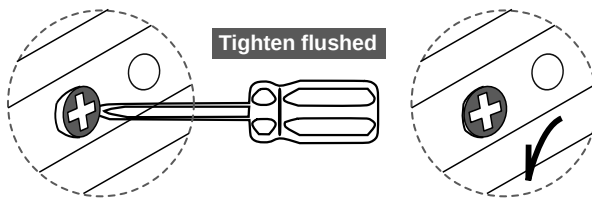
STEP 10

Insert the drawers into the cabinet, starting with the bottom one, and with the front facing down at an angle. If the drawers don't seem to fit, review the assembly done in steps 4 and 9.

The wheels from the drawer must slide in the middle of the sliders, not on top on them.



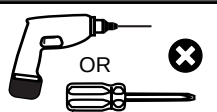
If the drawers stop or feel like hitting something, tighten all the screws as flushed as possible so the heads don't interfere with the rollers.

**STEP 11**

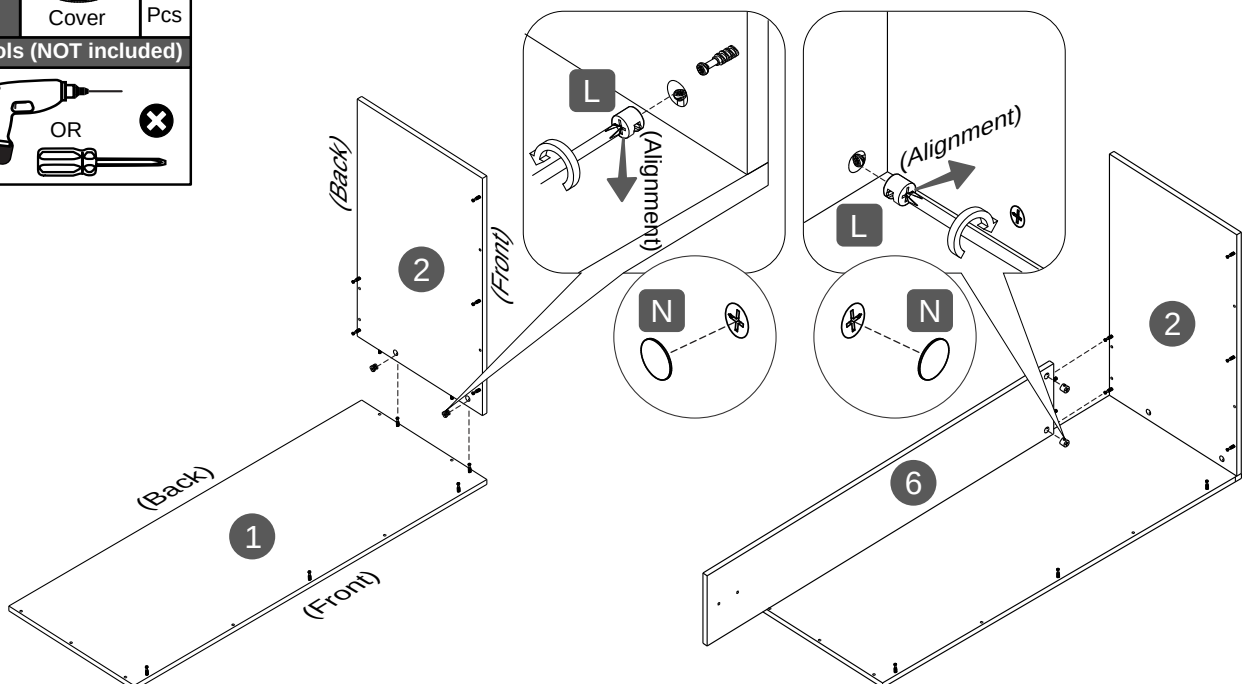
This step requires of 2 persons

**Hardware**

L	 Cam lock	4 Pcs
N	 Cover	4 Pcs

Tools (NOT included)

- With the help of another person, join the left side panel 2 to the tabletop 1, insert the cam locks L into the holes of 2, and turn them to lock the pieces as explained in page 5.
- Join the top back panel 6 to the side panel 2, insert the cam locks L into the holes of 6, and turn them to lock the pieces as explained in page 5. Cover the cam locks with stickers N.

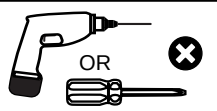


STEP 12

This step
requires of
2 persons

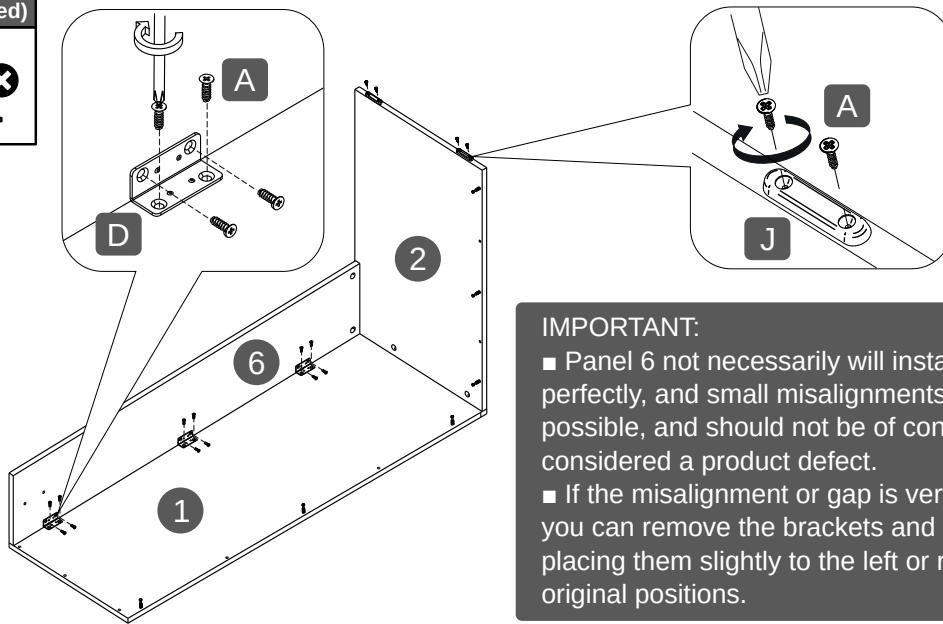
**Hardware**

A		16 Pcs
D		3 Pcs
J		2 Pcs

Tools (NOT included)**IMPORTANT:**

- Please note that neither panel 6 or panel 1 have predrilled holes or any other markings for this step; that is the way they are manufactured.
- The assembly of panel 6 requires that it stays as still as possible, so a second person should hold it in place firmly during the assembly.

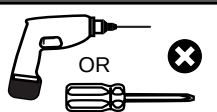
- With the help of another person holding firmly the panel 6, attach the brackets **D** to secure panel 6 to the tabletop 1 with screws **A** as shown. It is recommended to secure first at the opposite end of panel 2.
- Attach the glides **J** to the bottom of panel 2 with screws **A** as shown.

**IMPORTANT:**

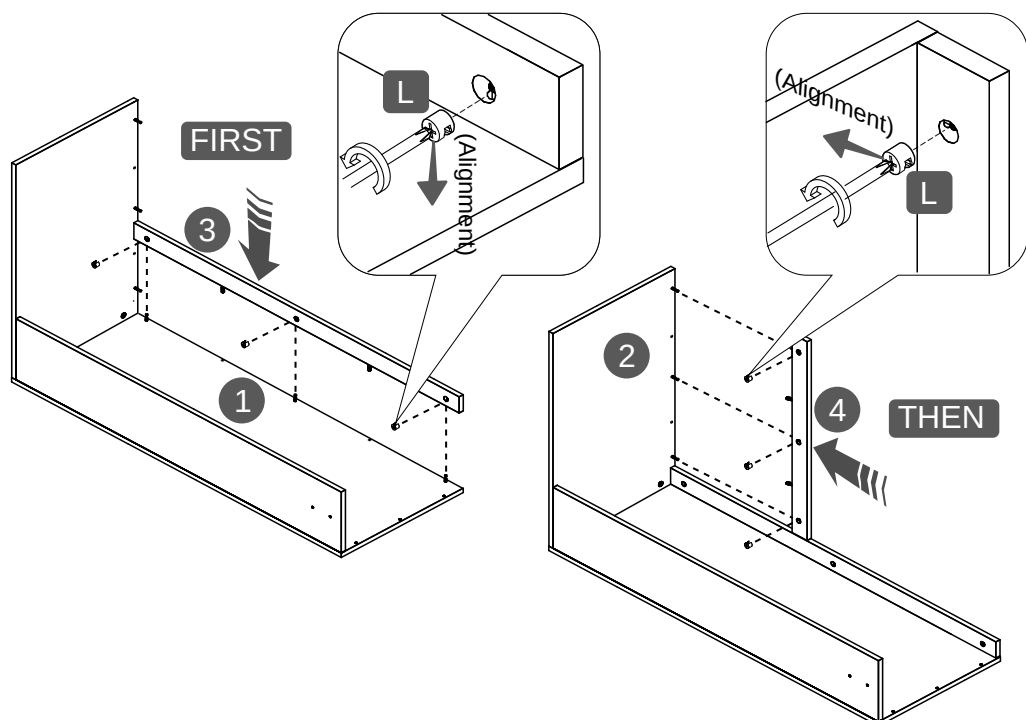
- Panel 6 not necessarily will install 100% perfectly, and small misalignments and gaps are possible, and should not be of concern or considered a product defect.
- If the misalignment or gap is very noticeable, you can remove the brackets and reinstall by placing them slightly to the left or right of their original positions.

STEP 13**Hardware**

L		6 Pcs
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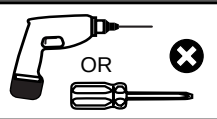
Tools (NOT included)

- Join panel 3 to the tabletop 1 with cam locks **L** as explained in page 5.
- Join panel 4 to panel 2 with cam locks **L** as explained in page 5.

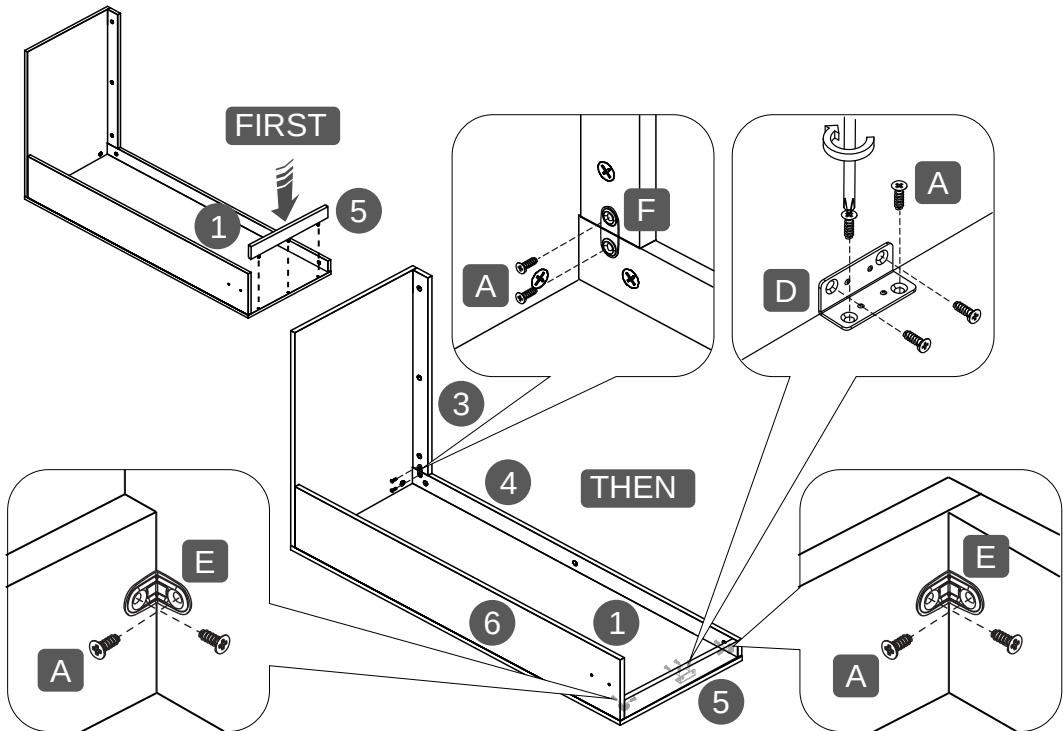


STEP 14**Hardware**

A	 M3.5x14	10 Pcs
D	 Large bracket	1 Pc
E	 Small bracket	2 Pcs
F	 Flat bracket	1 Pc

Tools (NOT included)

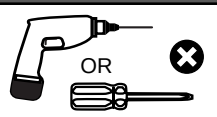
- Attach the side panel **5** to the tabletop **1**.
- Secure panel **5** to panel **1** with the large bracket **D** and screws **A**.
- Secure the panel **5** to panels **3** and **6** with small brackets **E** and screws **A**. Secure panels **3** and **4** with the flat bracket **F** and screws **A**.

**STEP 15**

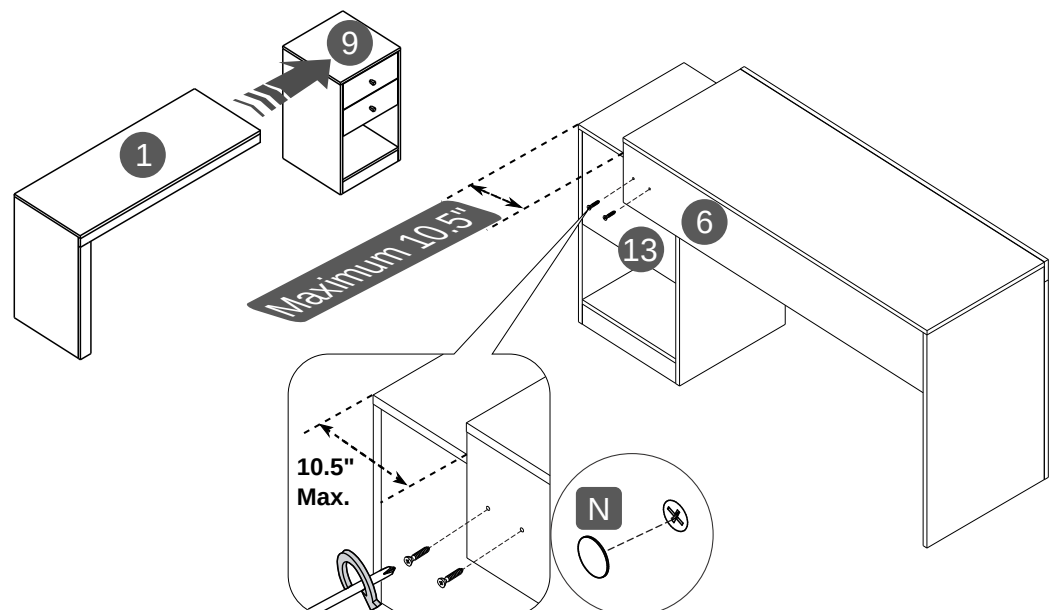
This step
requires of
2 persons

**Hardware**

B	 M3.5x25	2 Pcs
N		2 Pcs

Tools (NOT included)

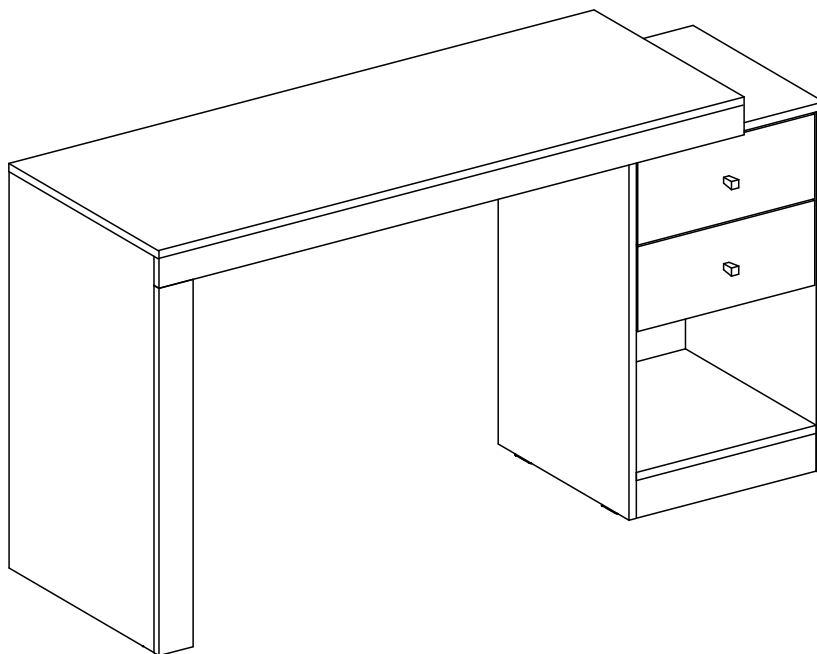
- With the help of another person, place the tabletop section over the cabinet section on the left side (item does not allow to assemble the other way), and extend to a desired width.
- **Please do not exceed the recommended maximum expansion of 10.5".**
- While the other person holds firmly the tabletop, secure the back panel **6** to the cabinet back panel **13** with screws **B** from behind.
- Cover the screw heads with stickers **N**.





ALL DONE!

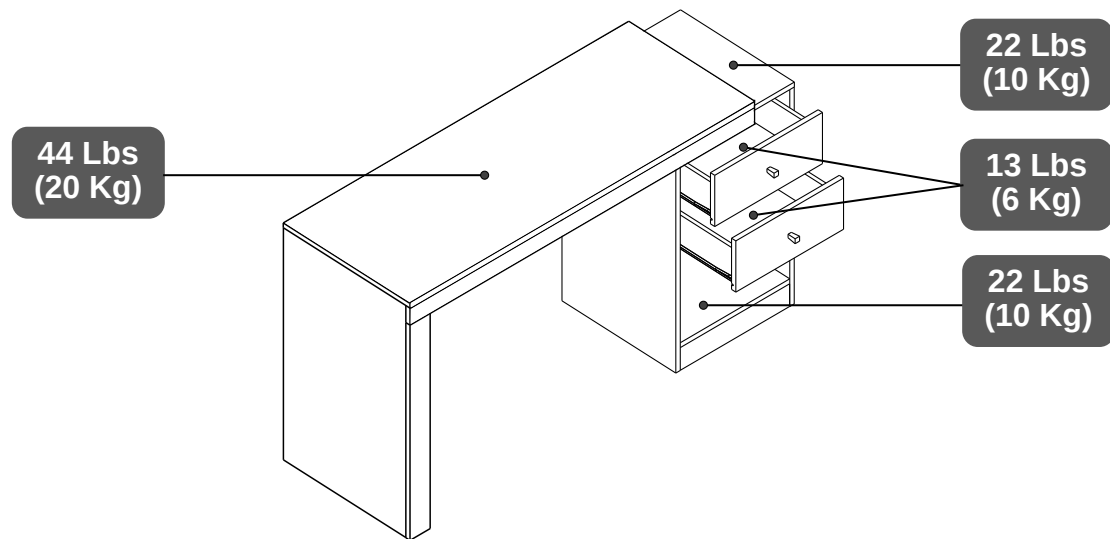
Give yourself a nice pat on the back, you did a great job!



ENJOY YOUR NEW UNIT!



Please take your time to read all warnings and warranty information in the following pages.

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 play under or over the unit.
- Do not allow small children to reach inside the drawers or compartments without your supervision.
- Do not pull, push or drag the unit to move it for more than 1 feet. The unit must be lifted by at least 2 persons when moving in the same or adjacent rooms.
- Before moving the unit, make sure to secure or remove any object that is heavy or might fall off.
- Please note that lifting from the tabletop with too much weight on the product might lead to part damage/separation.
- When lifting the unit, use both hands and bend your knees, not your backs.

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.
- 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.

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.

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.

Your satisfaction is very important to us. Our Support agents can help you with any issues you may have, please feel free to contact us with any questions you have about our products, or to request replacement parts.

FOR ADDITIONAL INFORMATION PLUS HELP OPTIONS

VISIT: WWW.TECHNIMOBILI.COM

 **CLICK ON SUPPORT TAB**

Or scan the following QR Code:



EMAIL US:

support@rtaproducts.com

To request replacement parts, email us with the model number of the product, the part number or letter of the requested part, and proof of purchase.

