

## DIRECTIONS FOR ASSEMBLING BASE & WALL CABINETS

### STEP 1: CLEAR A WORK SPACE

Place your RTA cabinet panels on a smooth, scratch resistant surface in a large, open area. (Some people like to work on a carpeted area; others prefer to elevate the cabinet by placing it on a table top. If you are not using a carpeted area, having a large beach towel or blanket under all wood surfaces is helpful to protect the wood from being scratched).

### STEP 2: ORGANIZE YOUR MATERIALS

We suggest starting with a 12, 15, or 18 inch base cabinet, taking care not to scratch the wooden panels against each other. Carefully remove all contents from one shipping box. Next, organize your screws by size and type. Keep flat headed screws separate from those with a slightly rounded head.

- ~ Flat headed screws attach mounting glides on drawers to the cabinet;
- ~ The longest screws hold the drawer together; (not applicable in dovetail drawers)
- ~ The small round headed screws are used in all other areas.



### STEP 3: START WITH THE DOOR FRAME

Place the cabinet door frame face down on your smooth surface.



#### **STEP 4: (OPTIONAL) REVERSE THE HINGE**

If you need to reverse the hinge on a single door base cabinet so the door swings in the other direction, this is the ideal time to do that. All you have to do is remove the screws that hold the hinge to the door face frame, flip the door over, and reattach the hinges to the other side.



#### **STEP 5: ADD SIDE PANEL TO DOORFRAME**

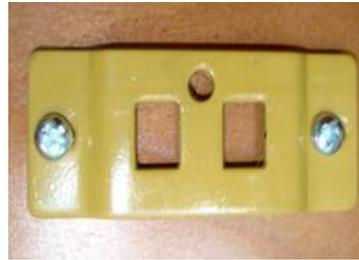
Lift one side panel and attach it to the doorframe by sliding its locking plates over the hinge brackets on one side of the door face frame. (Be sure the groove on the bottom of the panel meets the groove of the bottom of the door face frame). Align the brackets, making sure the ends of the door face and the side panels are even, without one protruding past the other.



Attach one cabinet side to the back of the doorframe by sliding one locking plate over its corresponding L-bracket. Align holes. (When holes are aligned, you usually can hear a slight clicking sound as they lock into place). Add a small round-topped screw to the center hole of the locking plate, but don't over-tighten it. Tighten side screws. (The benefit of this design over one with camlocks is that once an L-bracket is screwed into the locking plate and tightened, it is unlikely to come apart as some camlocks do).



L-Bracket



Locking Plate



Slide locking plate over L-Bracket



Add middle screw and then tighten side screws

### STEP 6: ADD 2nd SIDE PANEL

Slide the locking plates on the other side panel into the L-brackets on the opposite side of the doorframe, and repeat the process above. Again, be careful not to over-tighten the center screw. Tighten the additional side screws.



### STEP 7: ADD THE CABINET FLOOR

With the door face frame still face-down on the floor and the sides now attached, slide the floor panel into the grooves between the side panels. (Be sure the finished side of the floor is on the INSIDE of the cabinet, and be sure the corner cutouts face up, leaving a slight opening in the groove here).



### STEP 8: ADD THE BACK PANEL

Attach the back panel next. To do this, place the L-brackets of the back panel into the locking plates on the two side panels. Next, carefully flip the cabinet over so you can access the inside. Add the center screws to the L-brackets and tighten, but don't over-tighten. Next, tighten each L-bracket's side screws.



### STEP 9: ADD THE KICKPLATE

Add the kick plate to the bottom of the cabinet, making sure the finished side faces out and the unfinished side in on the inside. Insert the locking screws and tighten them. Turn the cabinet upright.



### STEP 10: ADD SHELF CLIPS

Insert two plastic shelf support clips into the holes on one side of the cabinet at the height you desire, making sure they are aligned. Insert the other two support clips on the opposite side of the cabinet, making sure you use the holes that align with those of the shelf clips on the first side. We encourage you put the shelf aside for now, and install all cabinet shelves ONLY after your cabinets are installed in your kitchen.



**STEPS 12 - 15 ARE FOR ALL RTA MAPLE MODELS AS THEY COME WITH UNDER MOUNT, NOT SIDE MOUNT GLIDES. (DOVETAIL DRAWER BOXES ON BAMBOO ARE PRE-ASSEMBLED. THEY JUST NEED TO HAVE THE GLIDES ADDED).**

### STEP 12: ATTACH UNDERMOUNT RUNNERS TO DRAWER BOX (FOR ALL RTA MAPLE MODELS EXCEPT SANTA FE)

**\*\*Except for Country Oak and Santa Fe, all other finishes do not have a thick metal pin on the runner because they are not necessary. Once the locking system (attached picture) is assembled underneath the drawer box, the drawer box can be slid into the glides and will lock into place.\*\*\***

Place the drawer box on an accessible, solid surface, with the bottom facing up. Next, slide one drawer glide runner into a full open position (see 1st photo). Set that runner on the appropriate side of the drawer box, making sure the wheel end of the glides sits at the FRONT of the cabinet drawer (see 1st photo). The thick metal pin on the runner should drop into the pre-drilled hole on the box (2nd photo). The hook on the back portion of the glide should fit into the pre-drilled hole at the back of the drawer (3rd photo). Repeat steps to add the drawer glide to the other side of the box.



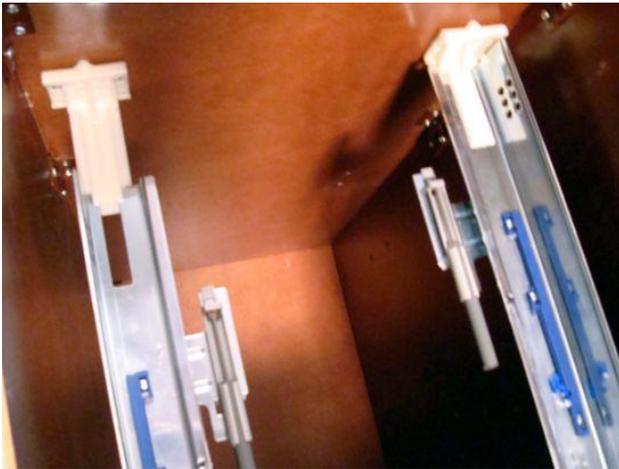
### STEP 13: ATTACH DRAWER GLIDE SUPPORTS TO BACK PANEL

Insert the 2 white plastic drawer guide support brackets into the holes at the top of the cabinet's back panel. Make sure they are aligned, and screw into place.



### STEP 14: INSTALL DRAWER AND ATTACH GLIDES TO DRAWER BACK

Carefully insert your drawer in the drawer opening at the top of your cabinet. Slide the metal glides onto the plastic drawer guide support brackets attached to the back of the cabinet.



### For cabinets with the Orange Locking System:

- 1) Place orange locking system under drawer as shown in the below picture.
- 2) Secure locking system with screws provided in the same bag as shown as picture.
- 3) Place drawer box onto glides and push the glides into the locking system until you hear a click on both sides, which indicates that the glides and drawer box are secure.



Orange Locking System Installed

### STEP 15: INSTALL DRAWER

Make sure the drawer is evenly aligned. With the drawer in its full open position, attach one small **FLAT**-headed 4X10 screw from the drawer rail to the **SIDE** of the drawer opening at the front of the drawer. (You have 3 of these flat-headed screws; 1 is extra). Attach one small **FLAT**-headed 4 X 10 screw from the drawer rail to the **OTHER** side of the drawer opening at the front of the drawer.



### STEP 16: INSERT PLASTIC BUMPERS

Next, add 4 of the 6 tiny soft clear plastic bumpers to the 4 holes on the inside of the drawer front. Add the other 2 bumpers to the 2 holes on the inside of the door face. You may have to push hard and twist these a little, to get them in. These bumpers allow the drawer and door to close quietly.



### STEP 17: ADD CORNER BRACKETS

Plastic and wood corner brackets serve two purposes. First, they help make sure your cabinet is squared off, going into a wall. Secondly, they allow a laminate or similar countertop to be screwed into place over your cabinets. (Even if you are going to add a granite top, you can still use them). Place one plastic corner support bracket on the corner of your cabinet top with the plastic lip over the cabinet, and screw into place. Repeat on each of the other 3 sides. Your base cabinet assembly is complete, unless you want to drill holes in the drawer and cabinet door to add drawer pulls or handles.



Plastic Corner Bracket



Cabinets showing all 4 corner brackets in place:



Cabinet with wooden I-Beam constructed corners

**DIRECTIONS FOR ASSEMBLING A WALL CABINET**

Wall cabinets are easier to assemble than base cabinets because they have no drawers, toe kicks, or corner brackets. Just follow these steps:

- 1) Lay out all of your wooden panels on a soft surface.
- 2) Separate your top panel from your bottom panel. (The top panel is finished on ONE side; the bottom panel is finished on BOTH sides).
- 3) Attach each side panel to the top panel (top panel is finished on only one side).
- 4) Attach the cabinet floor (bottom panel) to the side panels.
- 5) If you need to switch the hinges of the door face to the other side, do it now by unscrewing the hinges, flipping the door, and inserting the hinges on the other side.
- 6) Attach the door face frame to the cabinet frame.
- 7) Slide the back plate into place, and attach screws from the outside.
- 8) Insert the plastic shelf support brackets at the heights you desire, making sure they align on both sides. (We suggest you set the shelves aside until your cabinets are installed).
- 9) Add the small round gel bumper guards to the inside of the door.
- 10) Once your cabinets are installed in your kitchen, install the shelves.