

MICHAELS CREATIVE TABLE

Assembly Instructions



Model No. : 165131

Important

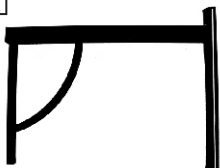

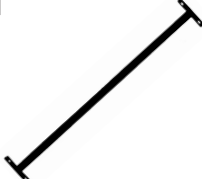

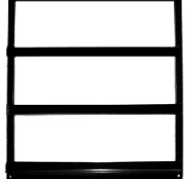
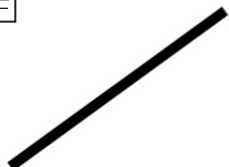

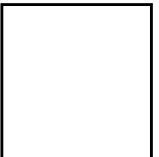




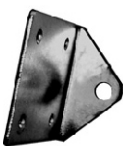





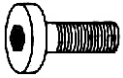
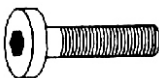









If you have difficulty assembling your Artist's Loft Creative Table, go to www.MartinUniversalDesign.com and click on Assembly Instructions to watch a video for HOW TO ASSEMBLE the Michaels Creative Table.

Please call:

Martin Universal Design, Inc. Customer Service Hot Line at 1-313-895-0700. If you need additional parts, it is not necessary to contact Michaels. Our Customer Service Rep. will forward them to you immediately.

CREATIVE TABLE Hardware parts list

□ : Table Components
○ : Fasteners and Tools

<p>A</p>  <p>Left Leg (1 ea.)</p>	<p>B</p>  <p>Right Leg (1 ea.)</p>	<p>C</p>  <p>Cross Support (2 ea.)</p>	<p>D</p>  <p>Table Tray (1 ea.)</p>	<p>E</p>  <p>Drawer Frame (2 ea.)</p>
<p>F</p>  <p>Drawer Support Bars (4 ea.)</p>	<p>G</p>  <p>Table Top (1 ea.)</p>	<p>H</p>  <p>Drawer Top (1 ea.)</p>	<p>I</p>  <p>Drawers (3 ea.)</p>	<p>J</p>  <p>Drawer Bottom (3 ea.)</p>
<p>K</p>  <p>Pencil Ledge (1 ea.)</p>	<p>L</p>  <p>Table Top Braces (2 ea.)</p>	<p>M</p>  <p>Tilt Mechanism Brackets (2 ea.)</p>	<p>N</p>  <p>Spacers (3 ea.)</p>	<p>O</p>  <p>Tilt Mechanism (2 ea.)</p>
<p>P</p>  <p>Nylon Nuts (4 ea.)</p>	<p>Q</p>  <p>4x12 mm (2 ea.)</p>	<p>R</p>  <p>4x45 mm (7 ea.)</p>	<p>S</p>  <p>6x12 mm (14 ea.)</p>	<p>T</p>  <p>6x18 mm (2 ea.)</p>
<p>U</p>  <p>5x14 mm (12 ea.)</p>	<p>V</p>  <p>6x65 mm (3 ea.)</p>	<p>W</p>  <p>Plastic Washer (2 ea.)</p>	<p>X</p>  <p>Washer (4 ea.)</p>	<p>Y</p>  <p>Nuts (2 ea.)</p>
<p>Z</p>  <p>4x25 mm (4 ea.)</p>	<p>AA</p>  <p>Wrench (1 ea.) Included</p>	<p>BB</p>  <p>Allen Wrench (2 ea.) Included</p>	<p>Phillips Head Screw Driver (Not Included)</p> 	

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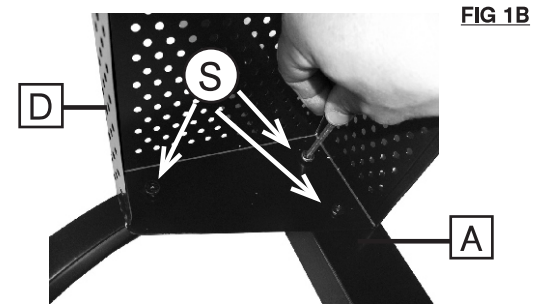
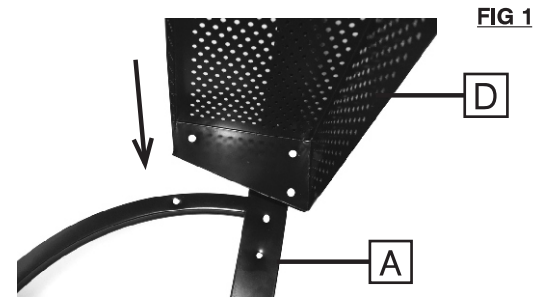
Step 1.

Attaching tray to left and right legs to create Table Base Assembly

* Fastener Parts needed for this step: S = 6 ea.

Begin by taking the left leg (Part A), the one without the zip tie attached to it. Take the table tray (Part D) and line up the [3] holes in the middle of the left leg. Secure with [3] 6X12mm Allen Bolts (Part S). Tighten with Allen Wrench (Part BB)

REPEAT with Right Leg (Part B).



The photo to the right is what your table should look like after attaching the Table Tray (Part D) to the Left Leg (Part A) and Right Leg (Part B) See FIG 1C.

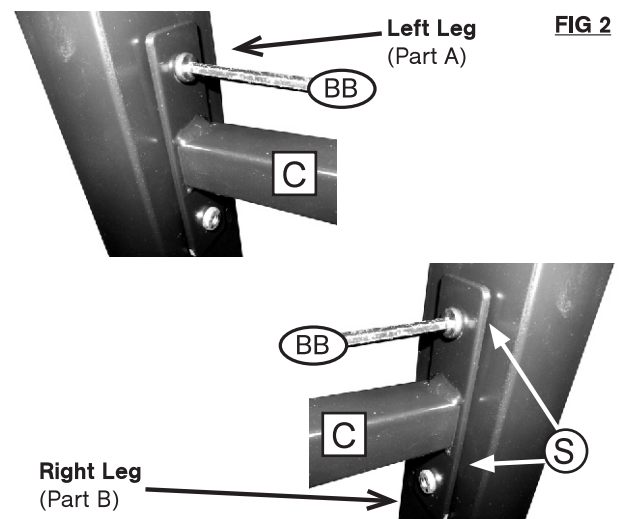
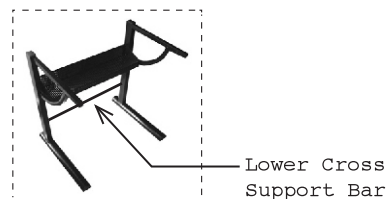


Step 2.

Attachment of Cross Supports to bottom of Table Base Assembly

* Fastener Parts needed for this step: S = 4 ea.

Attach one Cross Support (Part C) to bottom of base assembly by lining up the 2 holes in each leg. Hand tighten Allen Bolts (Part S) to get (Part C) Cross Support lined up then tighten Allen Bolts (part S) with Allen Wrench (Part BB).



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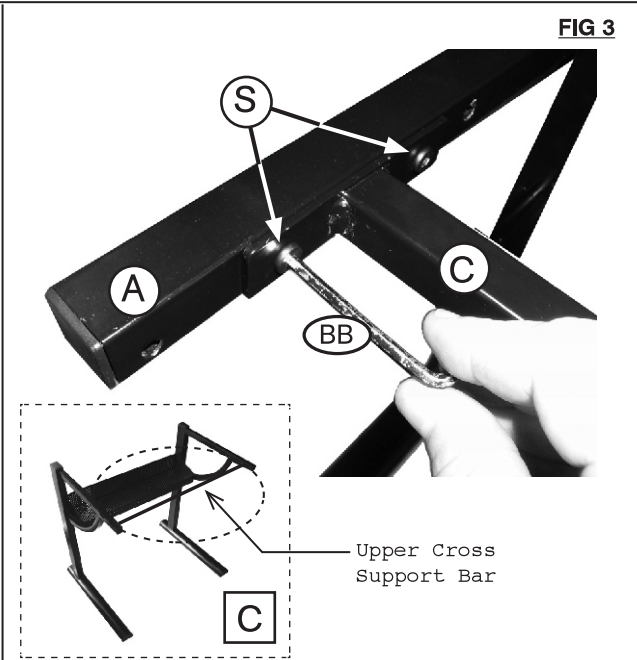
Step 3.

Attachment of Cross Supports to upper of Table Base Assembly

* Fastener Parts needed for this step: S = 4 ea.

Continue by attaching the 2nd cross support (part C) to the upper portion of the Left and Right legs.

Secure with 2/ea (Part S) Allen Bolts. Hand tighten to align. Once aligned, then secure with (Part BB) Allen wrench.



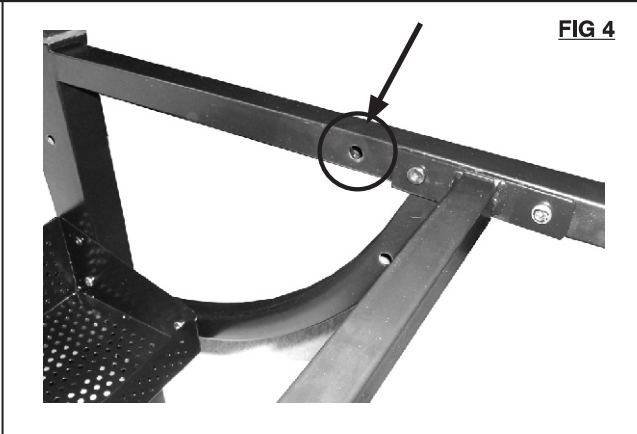
Step 4.

Attaching Tilt Mechanisms to Table Base Assembly.

* Fastener Parts needed for this step:

R = 2 ea, Y = 2 ea, N = 2 ea, X = 2 ea, P = 2 ea.

When attaching the Tilt Mechanisms (Part O) to the base, use the holes closest to the rear as indicated in FIG 4 image.

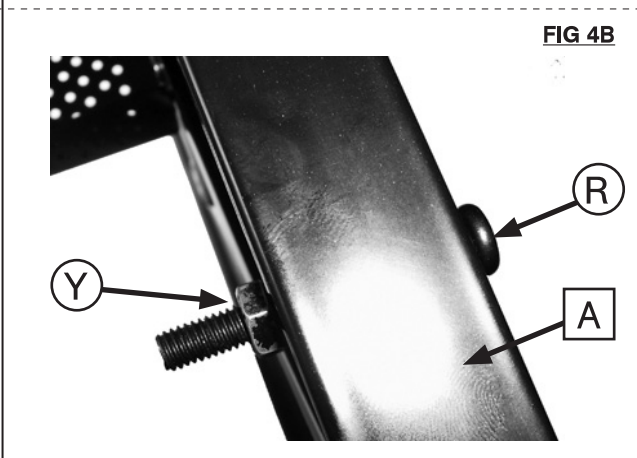


Step 4-1.

Attaching Tilt Mechanisms to Table Base Assembly.

Begin by inserting [1] 6x45mm Allen Bolt (Part R) through the hole from the outside of the base. Continue by adding [1] nut (Part Y) to the end of the bolt and tighten with supplied Wrench (Part AA) and Allen Wrench (Part BB). See FIG 4B.

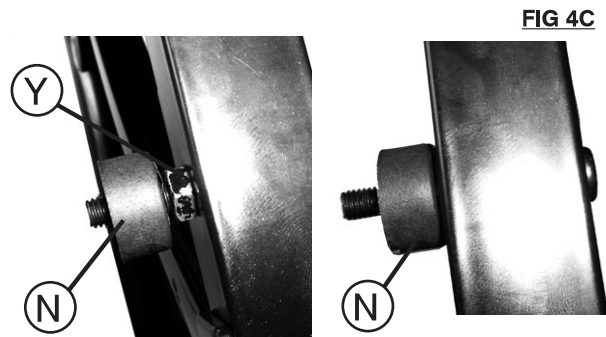
Note: Must hold one wrench still while rotating the other.



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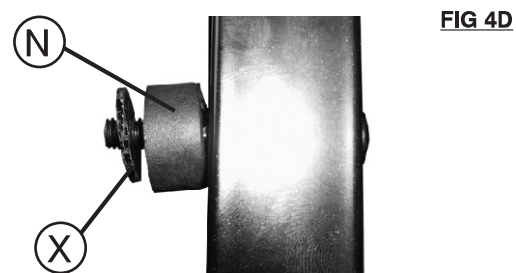
Step 4-2.

After tightening the nut (Part Y), add [1] Spacer (Part N) by placing it over the top of the nut (Part Y). See [FIG 4C](#).



Step 4-3.

After placing the spacer over the nut, continue by adding a washer (Part X) and placing it next to the (Part N) spacer. See [Fig 4D](#).



Step 4-4.

After adding the washer, you will now place the end of the Tilt Mechanism (Part O). Align the tilt mechanism parallel with the base.

Note: Make sure you position the Tilt Mechanism as show in [FIG 4E](#) and [FIG 4F](#).



NOTE:
Make Sure you position the Tilt Mechanism as shown in [FIG 4E](#) & [FIG 4F](#)

Step 4-5.

Complete by adding a nylon nut (Part P) to the end of the Allen Bolt. See [FIG 4E](#). After adding the Nylon Nut to the end of the Allen Bolt, you will now tighten the Nut (Part P) with the wrench (Part A). [FIG 4F](#).

Note: Do not over tighten, leave loose so there is some movement allowed.

REPEAT steps for the other side to complete assemblies for both left and right tilt mechanisms.



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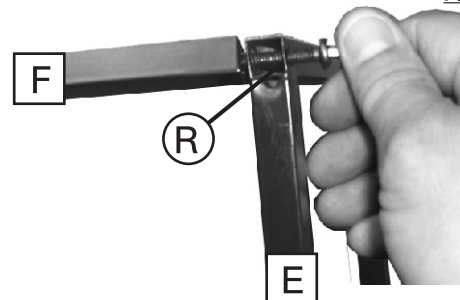
Step 5. Drawer Frame and Top Assembly

* Fastener Parts needed for this step: R = 5ea., Z = 4 ea.

Note: This step needs 2 people for easier drawer unit assembly.

Note: Where the drawer frame attaches to the table base, there 3 holes use Part V (See FIG 5B).

FIG 5A

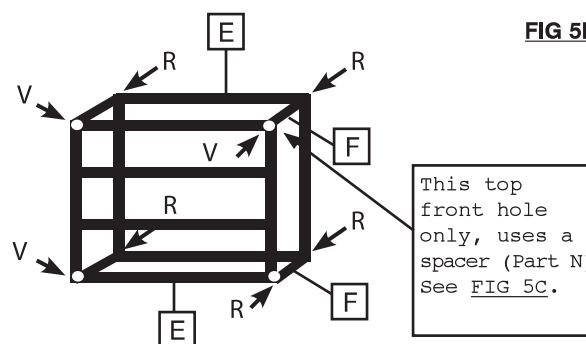


Step 5-1. Drawer Frame Assembly

Begin by taking the [1] Drawer Frame (Part E) and attach [4] Drawer Support Bars (Part F) to the Drawer Frames using [1] Allen bolts (Part R) per end of Drawer Support Bar (Part F). See FIG 5B.

Continue by attaching 2nd Drawer Frame to Drawer Supports by securing with the remaining (Part R) bolt to the lower front hole. The [3] remaining holes are used for (Part V), see Step 6.

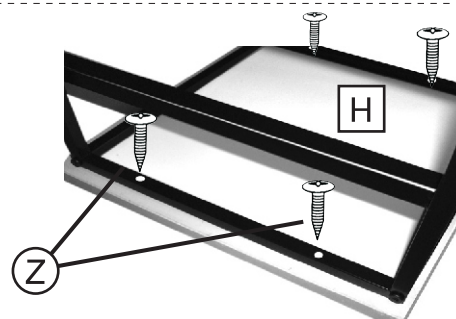
FIG 5B



Step 5-2. Drawer Top Assembly

Attach Drawer Top (Part H) to Drawer Unit by lining up holes on underside of Drawer Top(H) to Drawer Frame (Part E) holes. Secure in place with [4] ea. 4x25 mm screws (Part Z) into the holes. See FIG 6. Tighten with your Phillips head screwdriver.

FIG 6



Step 6.

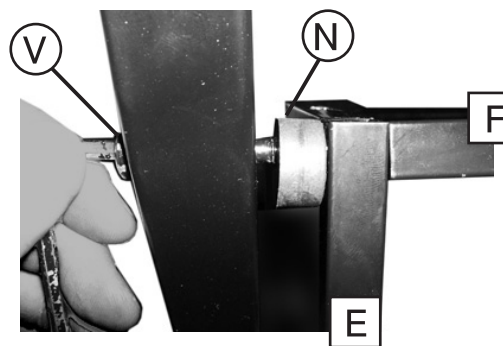
* Fastener Parts needed for this step: V = 3ea., N = 1ea.

Note: It might be easier to turn the table base on its side way when assemble the drawer unit to the table base.

Now you will be attaching the top two & one Bottom Rear Drawer Support Bars (Part F) to the Drawer Frames (Part E) in addition to securing it to the Table Base. Have your helper hold up the partially assembled Drawer Frame assembly, while you attach it to the table base.

First you will insert [1] Allen Bolt (Part V) through the inside front hole of the table base, add a plastic spacer (Part N) to the bolt, then put the bolt through the Drawer Frame Hole (making sure you are using the front top hole on the Drawer Frame) and thread it into the Drawer Support bar. Tighten, using the Allen Wrench. See FIG 5C.

FIG 5C



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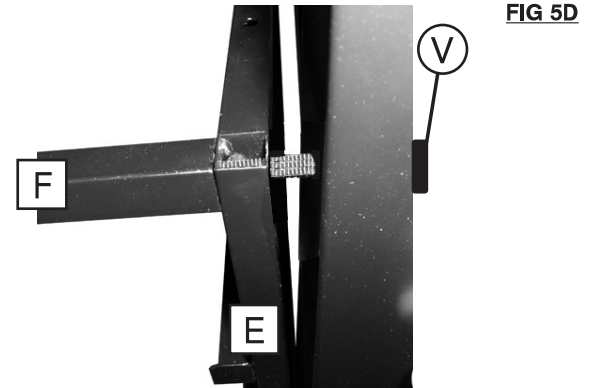
Step 6 Continued.

REPEAT step to attach third Drawer Support Bar to the upper rear of table base.

Note: Spacer is not needed on this hole. See FIG 5D.

REPEAT again, this time using the lower hole in the rear of the table base.

Note: No spacer is needed for this hole either.



Step 7.

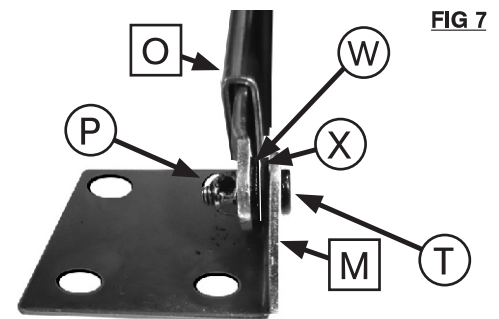
Attaching Tilt Mechanisms to Tilt Mechanism Brackets

* **Fastener Parts needed for this step:**

T = 2 ea., P = 2 ea., W = 2 ea., X = 2 ea.

Attach Tilt Mechanism Bracket (Part M) to Tilt Mechanism (Part O) using the 6x18mm Allen Bolt (part T) for each bracket. Insert 6x18 mm Bolt (Part T) thru outside hole of bracket, then add washer (Part X), then add plastic washer (Part W), then insert 6x18mm bolt (Part T) thru hole in tilt mechanism. Complete by adding nylon nut (Part P). See FIG 7.

REPEAT on the other side.



Step 8.

Attaching Table Top Braces

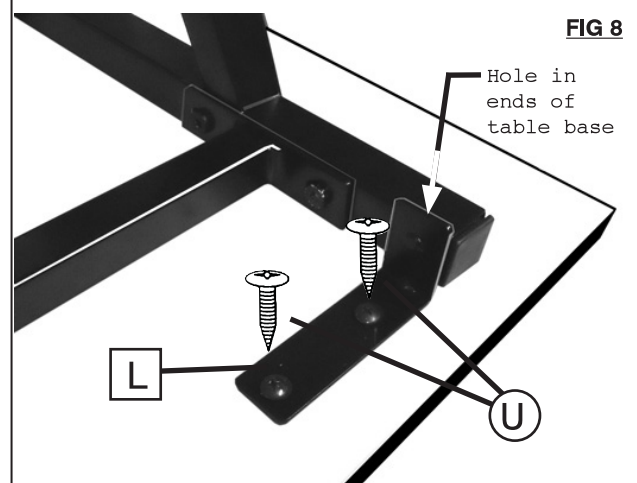
* **Fastener Parts needed for this step: U = 4 ea.**

Note: This step needs 2 people for easier table top assembly.

Lay the Table Top (Part G) upside down so predrilled holes are visible on soft clean surface (like a carpeted floor) to protect the table top from any damage. Carefully turn the base over and place on top of the Table Top (Part G) to line up holes with the braces.

Insert the Table Top Braces (Part L) into holes found on the top end of the table base. This would be hole that would be closest to you when sitting at the table.

Secure the Table Top Braces (Part L) to table top using [2] 5x14mm screws (Part U) on each Table Top Brace (Part L). Tighten with your Phillips head screw driver. Repeat with other side.



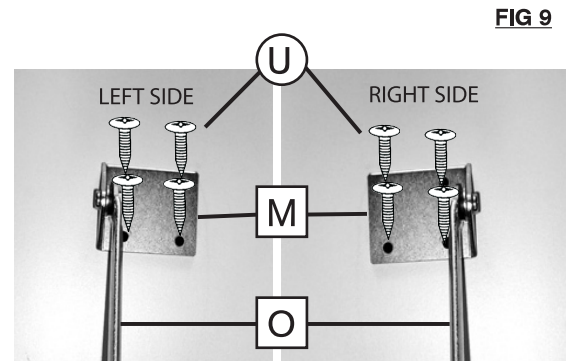
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Step 9.

Attaching Table Top to Assembled Base

* **Fastener Parts needed for this step: U = 8 ea.**

Once the holes in the brackets are lined up with the holes in the Table Top, secure by using [4] 5x14mm Screws (Part U) per bracket (Part M). See FIG 9.



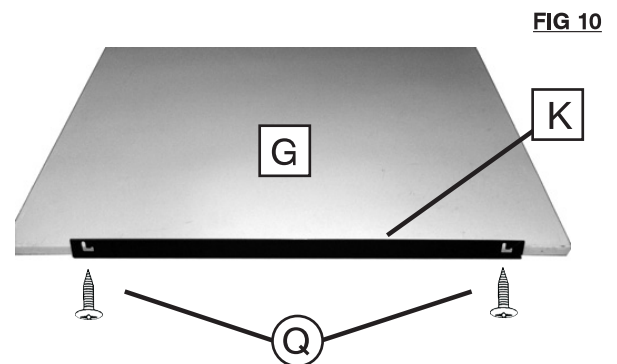
Step 10.

Pencil Ledge Assembly

* **Fastener Parts needed for this step: Q = 2 ea.**

Carefully turn the table back over onto its legs.

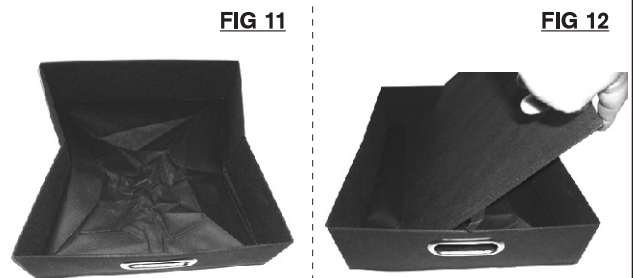
Now you can attach your Pencil Ledge (Part K) on the front edge of table top using [2] screws (Part Q). Tighten screw with your Phillips head screwdriver. See FIG 10.



Step 11.

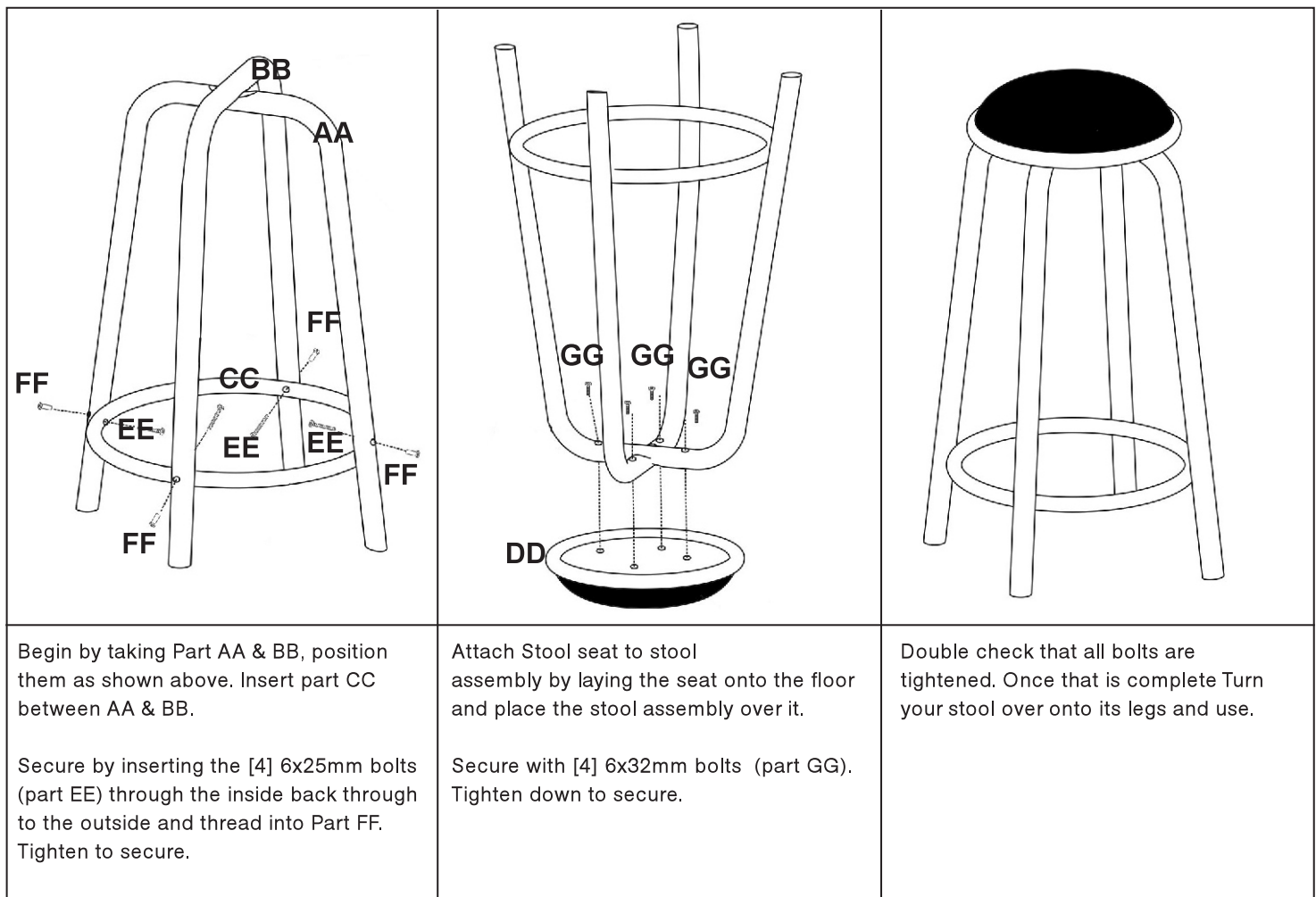
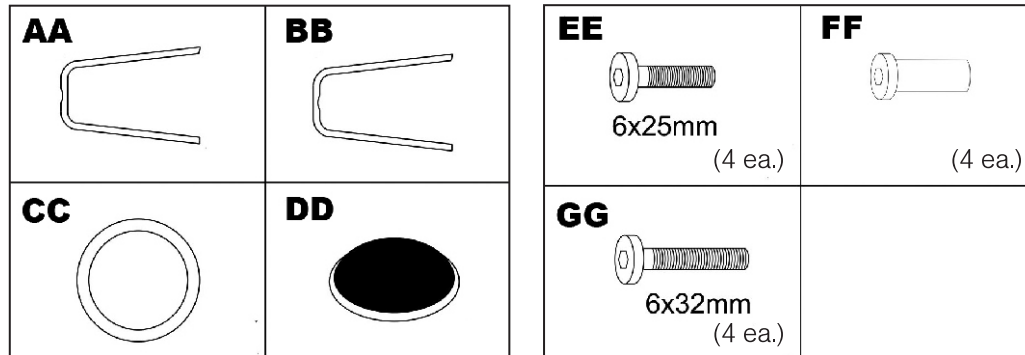
Setting up Drawers

1. Unfold each fabric drawer (Part I).
See FIG 11.
2. Insert [1] Drawer Bottom (Part J) into each fabric drawer unit.
See FIG 12.
3. Slide each Drawer (Part I) into the 3 sections of the drawer unit.
See FIG 13.



This now completes the assembly of the table portion. Continue with the assembly of the stool. See next page for Stool Assembly Instructions.

CREATIVE TABLE Stool Assembly Instructions



Please call:

Martin Universal Design, Inc. Customer Service Hot Line at [1-313-895-0700](tel:1-313-895-0700). If you need additional parts, it is not necessary to contact Michaels. Our Customer Service Rep. will forward them to you immediately.