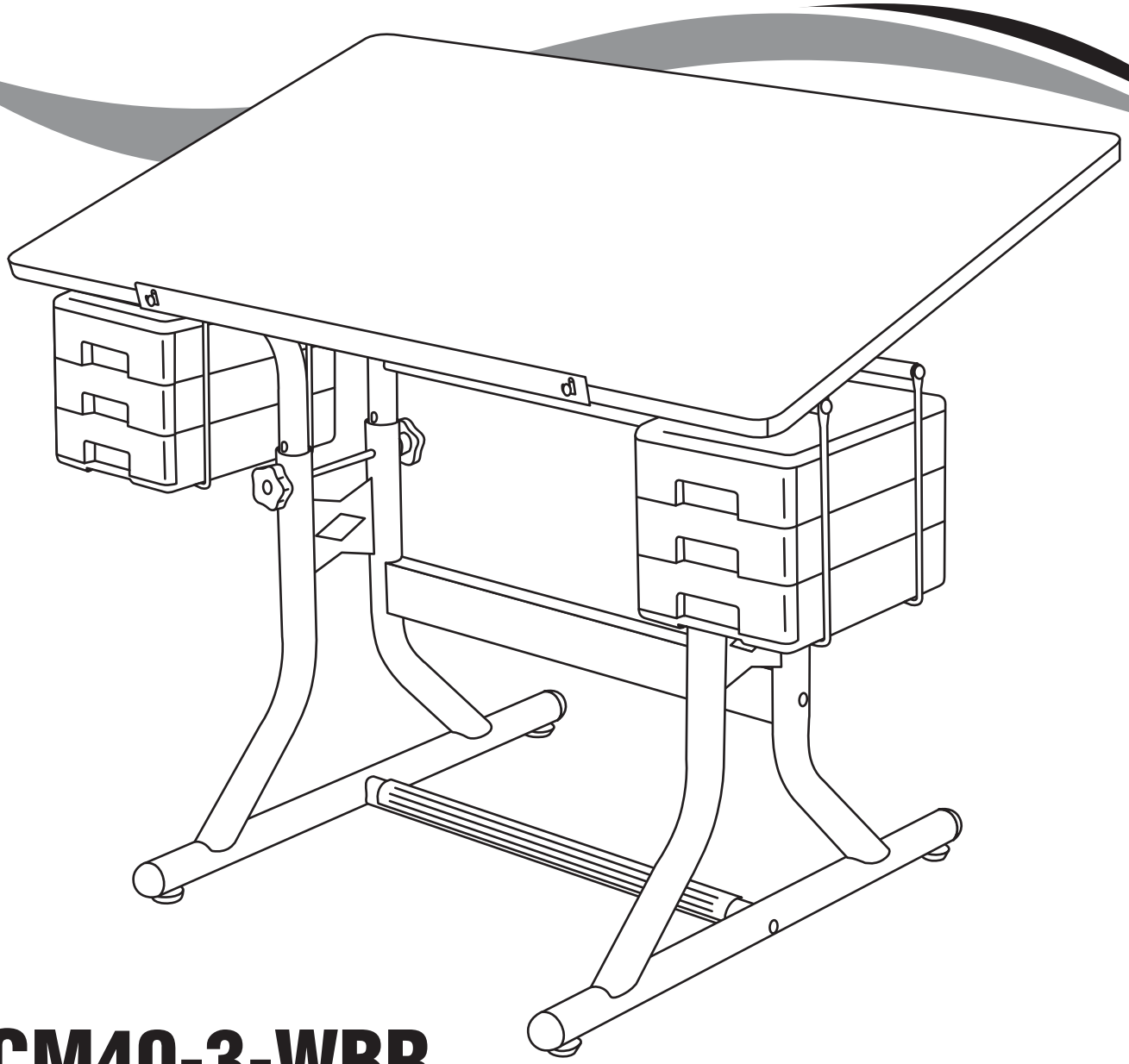
CraftMaster™
Art, Drawing, and Hobby Table
Assembly Instructions



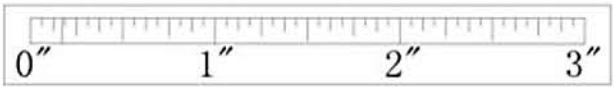
CM40-3-WBR
CM40-4-WB
CM40-4-XB

©2010 **ALVIN & COMPANY, INC.** • P.O. Box 188, Windsor, CT 06095-0722
Phone: 860-243-8991 • Toll-Free: 800-444-2584 • Fax: 860-242-8037 • Toll-Free Fax: 800-777-2896

www.alvinco.com

10/10

Parts List



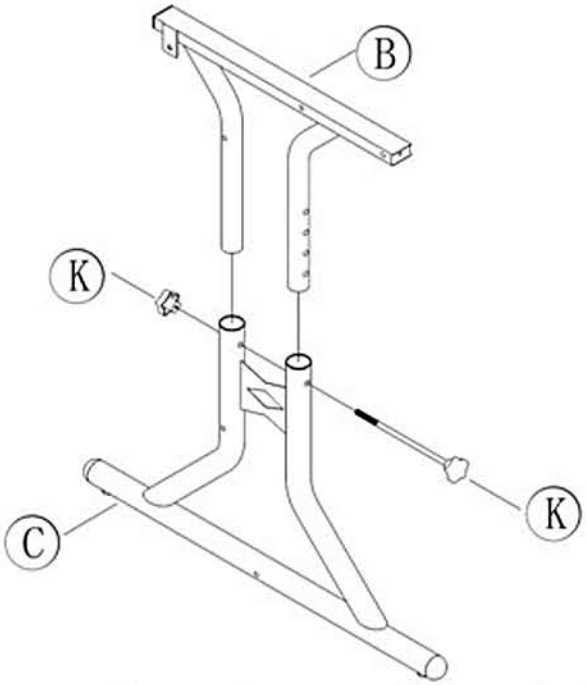
		QTY
A	Table Top	1
B	Upper Leg Frame	L and R
C	Lower Leg Frame	L and R
D	Footrest Bar	1
E	Back Cross Bar	1
F	Upper Cross Bar-Large	1
G	Upper Cross Bar-Small	1
H	Drawer Support Tube and Hanger	4
I	Tilt Mechanism	L and R
J	Drawer Unit	2
K	Height Adjustment Rod & Knob	2
L	Floor Glides and Casters	4
M	Table Top Bracket	2

		QTY
N	Allen Bolt 2 1/4"	10
O	Allen Bolt 1 1/2"	2
P	Allen Bolt 5/8"	4
Q	Allen Bolt 1/2"	4
R	Phillips Screws 5/8"	14
S	Nut	2
T	Nylon Washer	6
U	Pencil Ledge	1
V	Pencil Tray	1
W	Allen Wrench	1
X	Hex Wrench	2
Y	Allen Bolt 1 3/8"	2

Assembly Procedure

1. Unwrap all parts and lay them out to be certain you have them all .
2. Insert upper leg frame "B" into lower leg frame "C". Note that the back tube extension of the lower leg frame is longer than the front extension.

figure 1

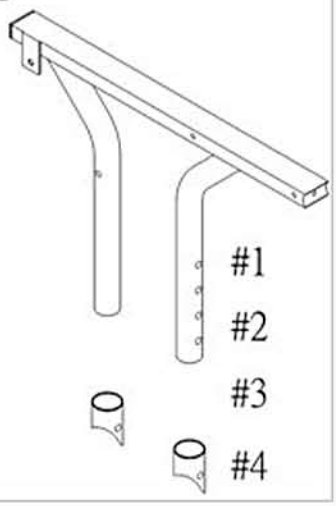


3. Align holes in upper and lower frames at desired height' insert height adjustment rod "K", and secure with adjustment knob. Repeat for left and right frames. IMPORTANT:It is best to set the proper height at this time. Use chart below as a guideline to determine height adjustment positions.

HEIGHT ADJUSTMENT GUIDELINES

ADJUSTMENT HOLE #	HEIGHT USING CASTERS	HEIGHT USING FLOOR GLIDES
#1	27 1/2"	25 1/2"
#2	29"	27"
#3	30 1/2"	28 1/2"
#4	32"	30"

※Height is measured from floor to table top in flat position



4. Attach back cross bar "E" to left leg frame using 2 1/4" bolt "N".
5. Attach footrest bar "D" to left leg frame using 2 1/4" bolt "N".
6. Attach upper cross tube-small "G" to left leg frame using 2 1/4" bolt "N".
7. Repeat steps above to attach all 3 cross pieces to right leg frame. Be certain that all 6 bolts are tightened securely to ensure stalility of table.
8. Choose either casters "L" or floor glides "L" and screw into holes in bottom of lower leg tubes.

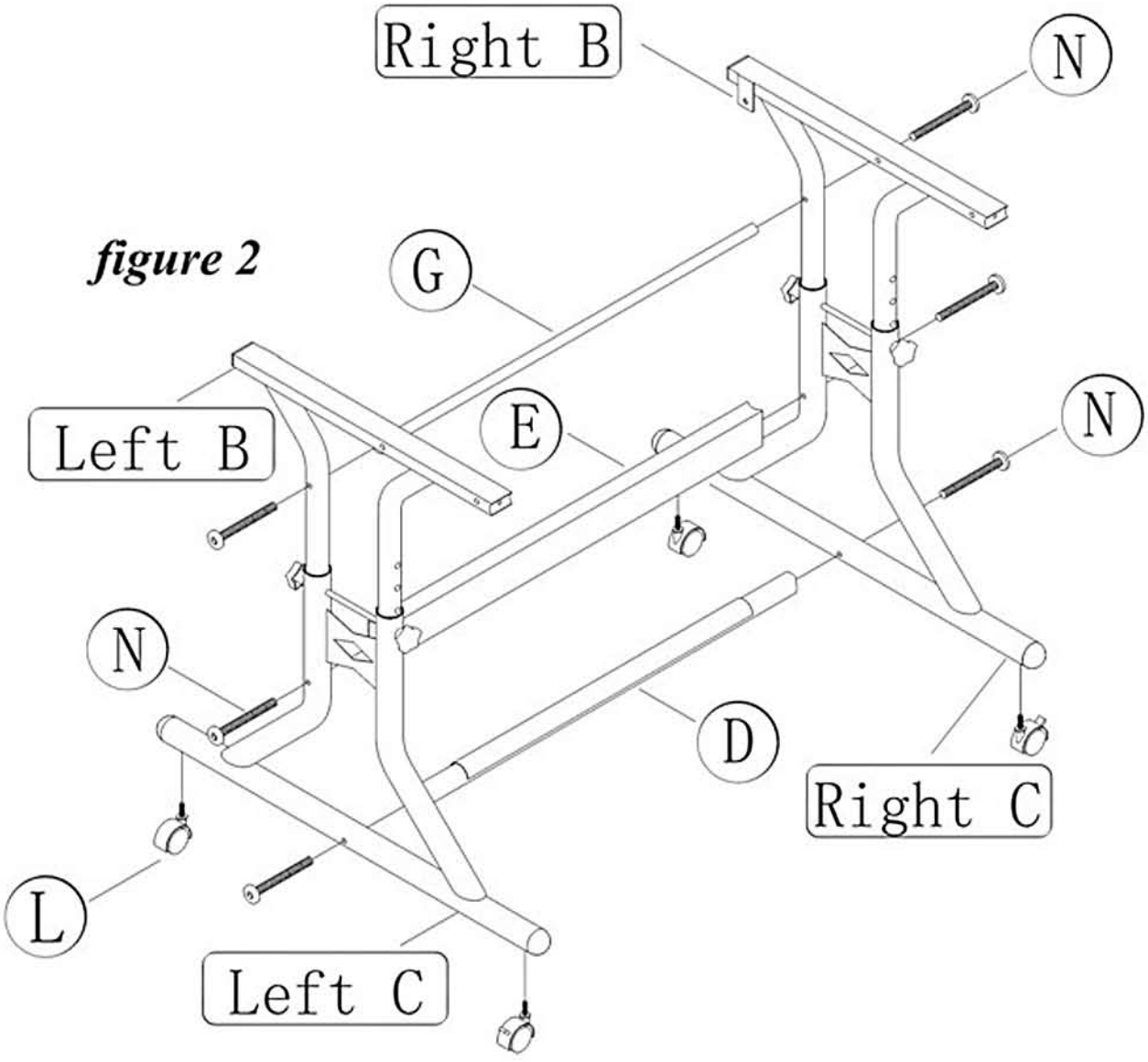


figure 2

9. Attach all 4 drawer support tubes and hangers "H" to the upper leg frames using 2 1/4" bolts "N" and nylon washers "T" (Be sure that nylon washer is positioned between hanger & leg frame) on the inside and 5/8" bolts "P" on the outside.

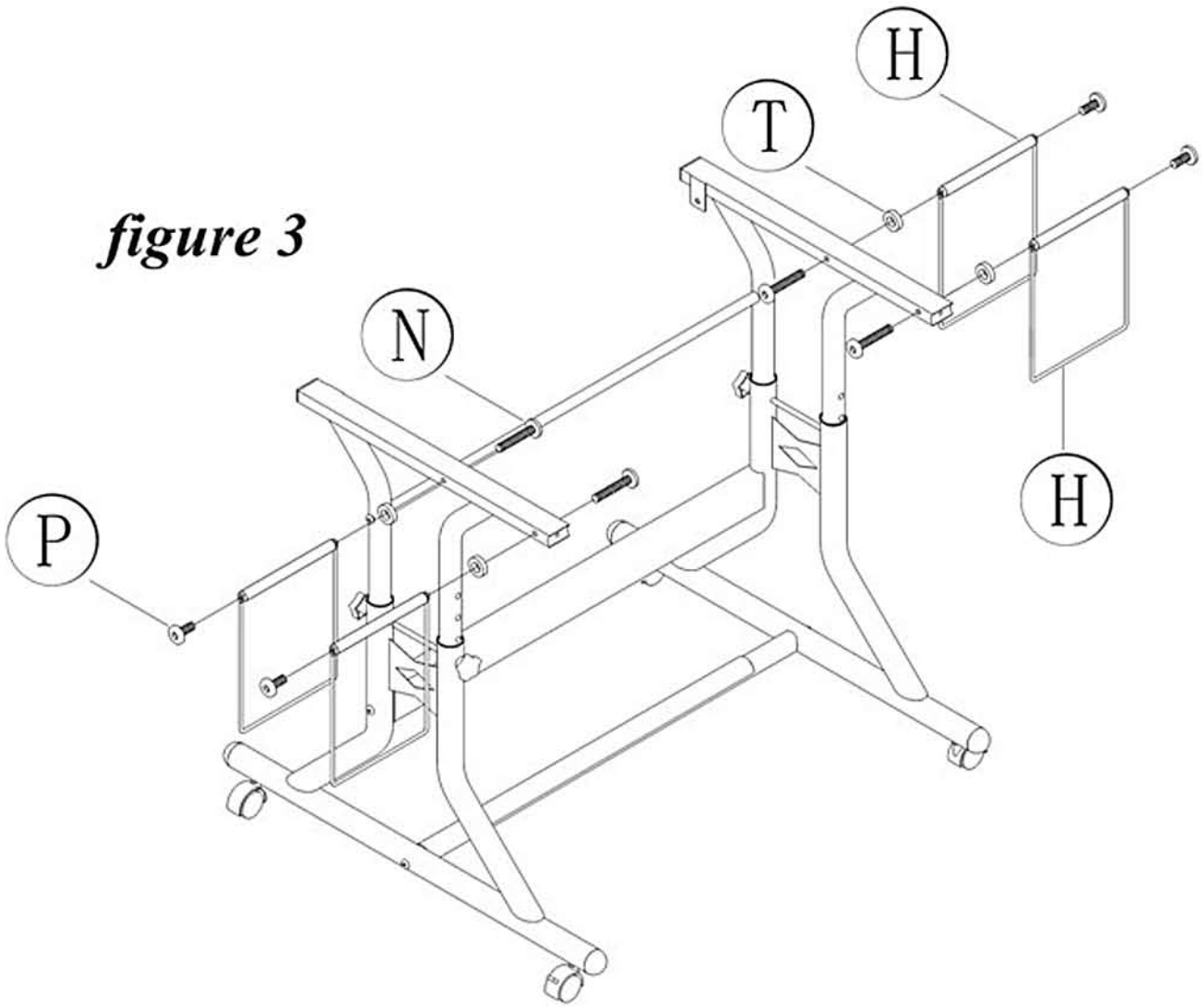
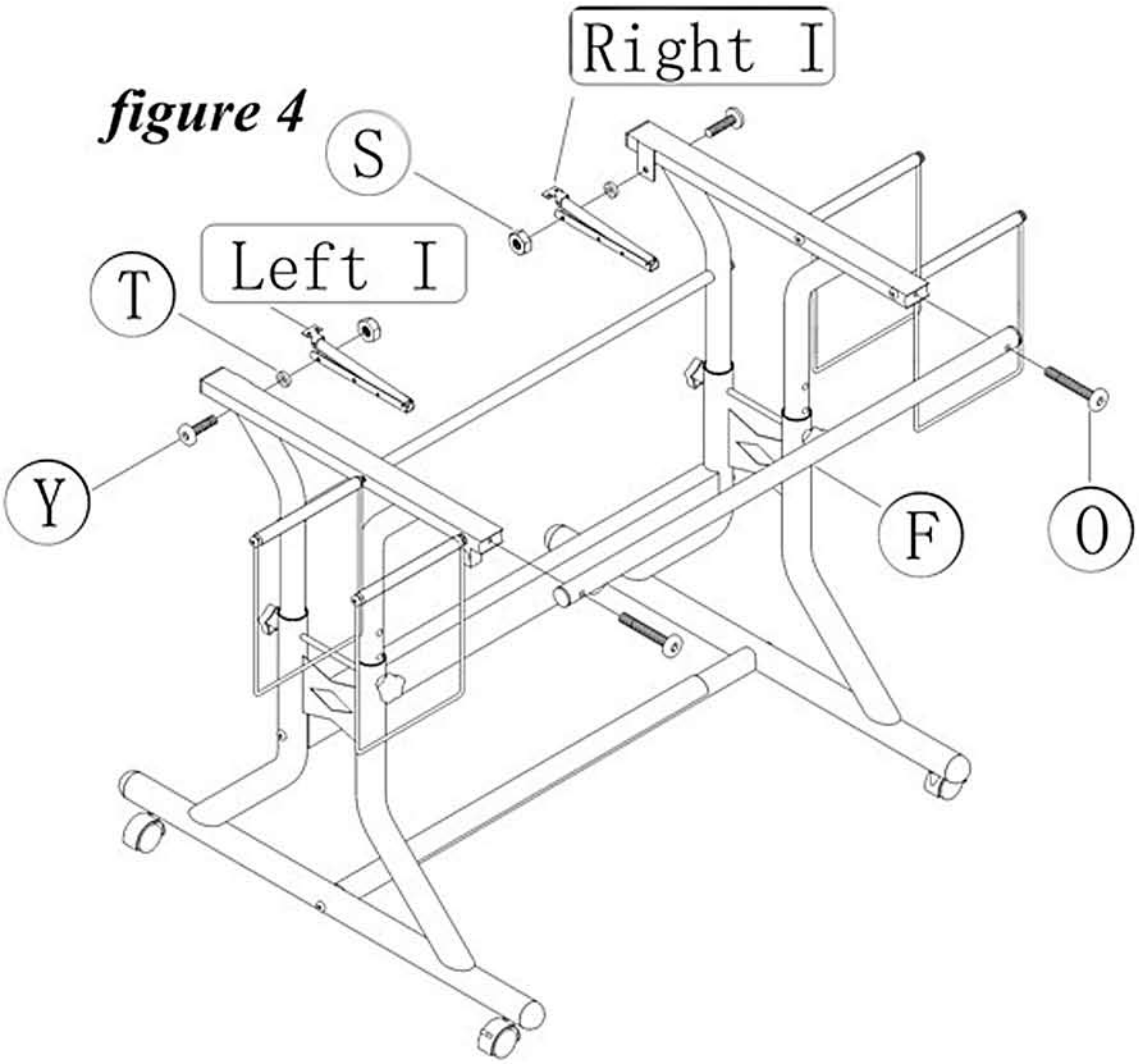


figure 3

10. Attach upper cross bar-large "F" to front of upper leg frames using 1 1/2" bolts "O".
11. Attach tilt mechanisms "I" to back of upper leg frames using 1 3/8" bolts "Y", nylon washers "T" and nuts "S". For ease of handling keep mechanisms in folded position for time being with elastic bands. Pay close attention to the correct orientation of the mechanisms and be sure that nylon washer "T" is positioned between mechanism and leg frame. Tighten nut "S" securely. It has a built-in locking ring and you may prefer using a standard wrench or pliers to drive the bolt all the way through the unt.
12. Base assembly is now complete. Set aside.

figure 4



13. Place table top "A" on a carpeted or otherwise protected floor, to avoid scratches, with the pre-drilled holes facing up.
14. Choose either the pencil ledge "U" or pencil tray "V" (not both) and attach using 5/8" Phillips screws "R" into pre-drilled holes in front of tabletop. If attaching metal pencil ledge, folded-over edge should be on the underside (unfinished side) of tabletop and should point towards back edge of board.

Figure 5

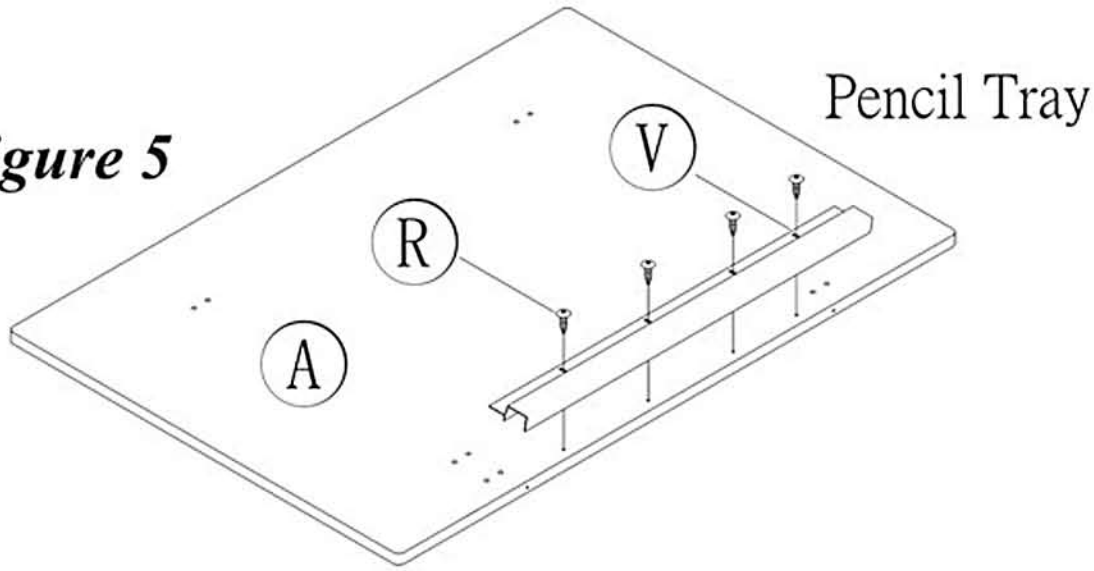
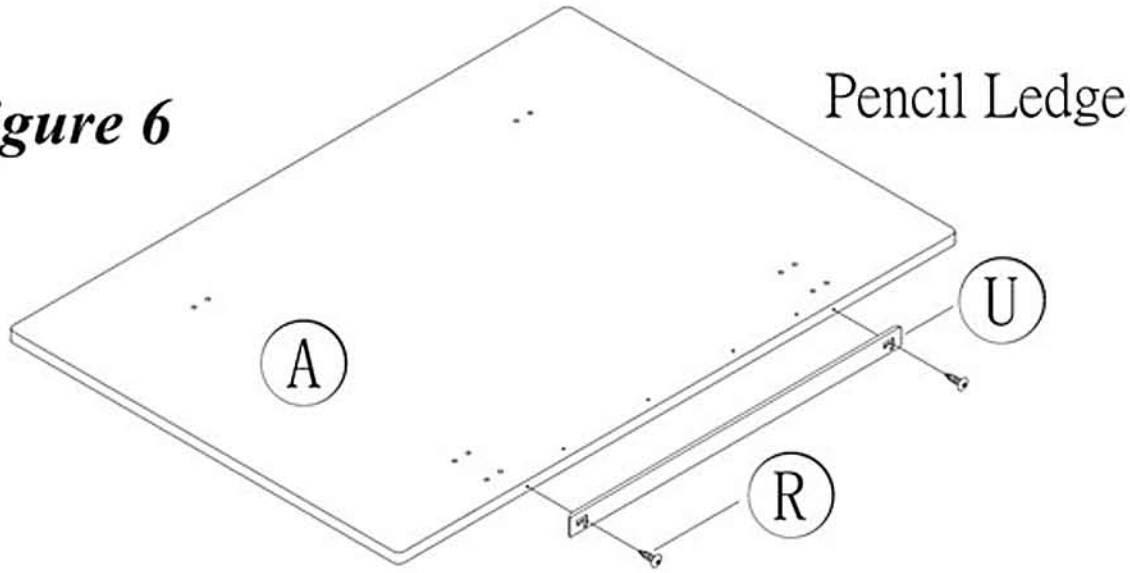
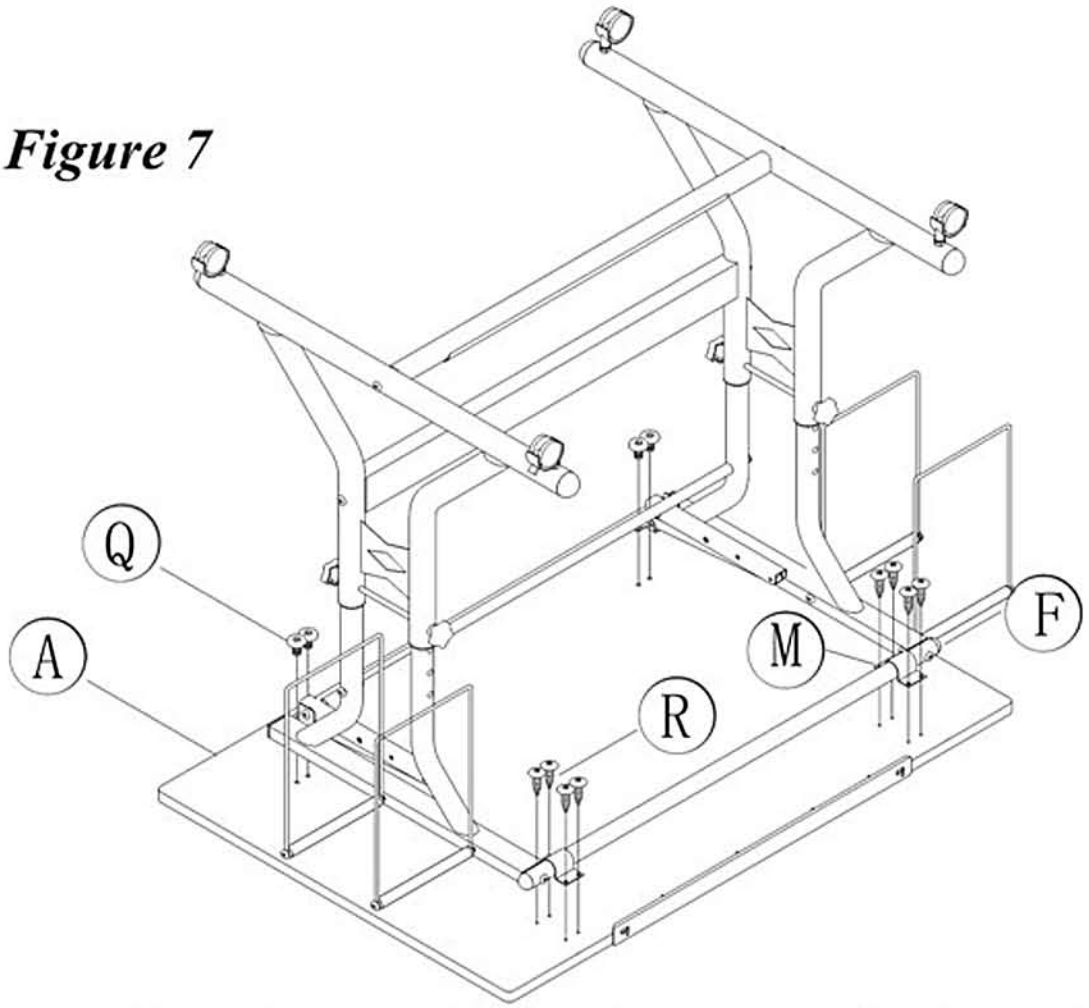


Figure 6



15. Carefully turn base assembly upside down and place on table top (this may require two people) Be sure that the two threaded inserts near the back edge of the table top align with the attachment holes in the tilt mechanisms "I" and the base is centered left-to-right. The upper cross bar-large "F" should be positioned between the 2 sets of pre-drilled holes.
16. Align table top brackets "M" with the 2 sets of pre-drilled holes. These brackets should straddle and capture the upper cross bar "F". Attach brackets using 5/8" phillips screws "R".

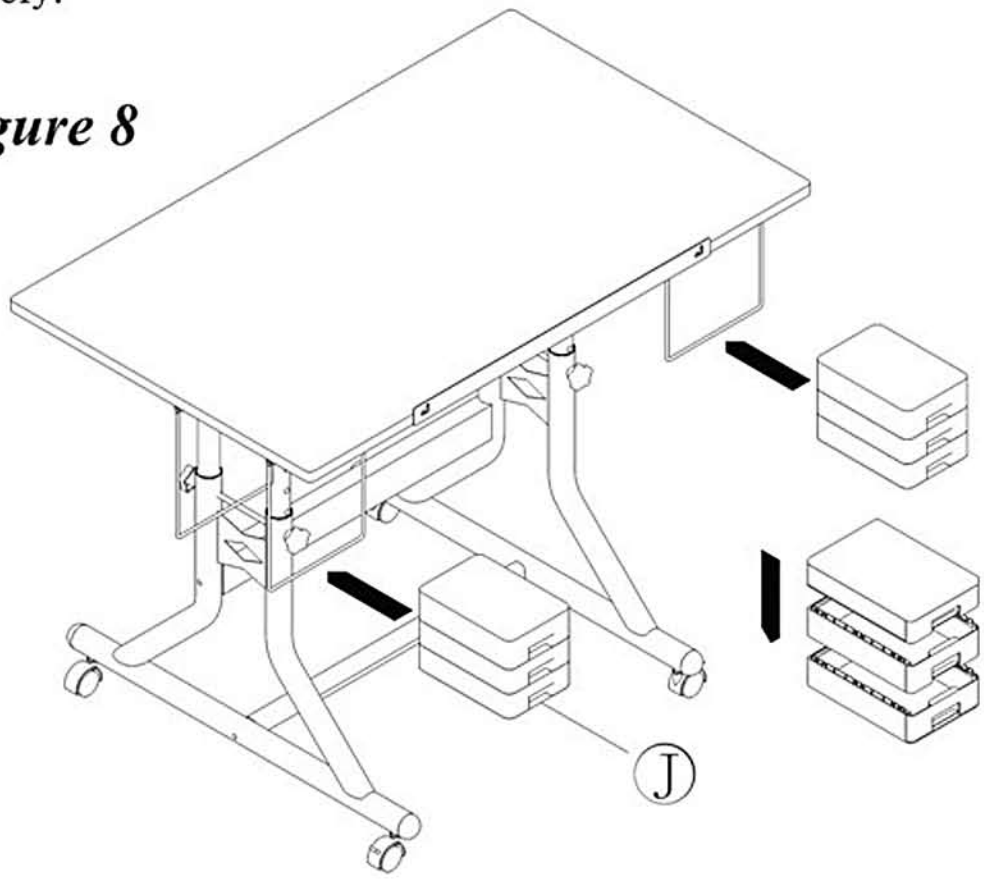
Figure 7



17. Attach tilt mechanisms "I" to tabletop using 1/2" allen bolts "Q".
18. Carefully return assembled table to its upright position (this may require two people).

19. Snap together the two drawer frame sets "J". This is best done with the drawers removed. Note that sets consist of distinctive top, middle and bottom pieces. (Middle piece has open top and open bottom. Bottom piece has open top and solid bottom with 4 round feet. Top piece has solid smooth top and open bottom.) TIP: When snapping together, start simultaneously in the two front corners and slowly work your way to the back corners making sure that each tab is aligned before applying pressure. When complete, slightly loosen the allen bolts holding the drawer support hangers "H" and slide each of the drawer units into place. Retighten all drawer support bolts securely.

Figure 8



22. Table assembly is now complete and ready to use. Please save these instructions for future reference. Enjoy!

To Adjust Tilt

==========

The ratcheted tilt mechanisms allow you to set the table top at a variety of comfortable working angles. Simply lift the table top from the back edge until it clicks into the desired position. To return the top to the flat position, raise the back edge as high as it will go. This will release the ratchet mechanism.

To Adjust Height

==========

It is suggested that the table height be set during initial assembly, prior to attaching drawer units. To adjust the height at a later time, follow these steps:

1. Please do not attempt to adjust the height with the table in the upright position
2. It is suggested that two people perform the height adjustment to avoid damaging table
3. Return table top to flat, horizontal position
4. Remove drawers to avoid spilling contents. (It is ok for drawer unit frames to remain in place)
5. Carefully lay table on its back. Be sure it is resting on a carpeted or otherwise protected surface
6. Unscrew height adjustment knob "K" from both left and right side frames and slide out adjustment rods. Align adjustment holes and desired setting and reinsert rods. Screw adjustment knobs onto ends of rods and return table to upright position.

FREE GOODS -- We Welcome Your Comments and Suggestions

==========

Alvin Drafting Dots (#DM123) work wonderfully to tape your paper and other media to the tilted taple surface. To receive a free box of Drafting Dots, simply visit the "Contact Us" page on our website www.alvinco.com and submit your comments and suggestions about our CraftMaster table. We are constantly working on product improvements and look forward to hearing from you.