

OLIVIA

SEWING CABINET OWNER'S MANUAL

Assembly Instructions



**Model Number: 1001 (Crisp White)
1004 (Pistachio)**

IMPORTANT:

**Please read these instructions before assembling.
Watch our step-by-step assembly video at www.arrowcabinets.com**

READ THIS PAGE FIRST

UPDATED WARRANTY

Thank you for your purchase of an Arrow Sewing Cabinet or other Arrow product! Our products purchased as of January 1, 2012 now have a three-year warranty from the date of shipment from our facility that covers manufacturer's defects and a 15-day warranty for any shipping damages. Your manual may not be updated to reflect this new three-year warranty, please disregard the one-year date listed on the manual.

The warranty does not cover freight charges for any defects noticed after the first year of use. Arrow will replace parts for manufacturers defects, but freight for these parts will be the responsibility of the customer requesting parts after the first year of ownership.

The warranty also does not cover damage caused by abuse, mis-use, alteration, poor assembly, accident or neglect of the product. The warranty does not cover damage as a result of moving the cabinet fully loaded or damage caused by moving the cabinet with locked casters. Under the terms of this warranty the repair and replacement of any parts shall be at the discretion of the company or their designated representatives.

Replacement Part Shipping Policy: To help protect our valuable resources, we ship all replacement parts out at the same time. This procedure lessens the use of packaging materials and fossil fuel used in transportation in order to reduce pollution. Please help us in this endeavor by reviewing ALL parts in ALL boxes for damage before calling or e-mailing us to report damage. We adhere to our environmental philosophy by only shipping replacement parts out 1 time for free within the first year of ownership. Future parts request will be billed at the customer's expense.

QUESTIONS?

CALL US: 1-800-533-7347/E-MAIL: CS@ARROWCABINETS.COM

CHECK OUT OUR WEBSITE FOR ASSEMBLY VIDEOS, PICTURES AND FREQUENTLY ASKED QUESTIONS
WWW.ARROWCABINETS.COM. FOLLOW US ON FACEBOOK AND CHECK OUT OUR COOL CONTESTS!

Notice to Customer:

Before beginning assembly, remove all parts from the carton. Check closely with illustrations below to determine that all the parts are included.

For assembly or operating assistance, or to report any missing or damaged parts, you may call or write to:

1-800-533-7347 cs@arrowcabinets.com

Arrow Cabinets

PO Box 307 Delavan WI 53115

TO ORDER REPLACEMENT PARTS CALL

1-800-533-7347

PLEASE NOTE: To assure proper handling of replacement parts please include the following information:

Model Number of Unit - 1001 (Crisp White)
1004 (Pistachio)

Production ID Number

Number of Part Required

Your Name, Address, and Phone Number

Wooden Materials

(1) Table Top with Sewing Machine Brace Assembly (A)

(1) Cabinet Connector Panel (B)

(1) Cabinet Left Side Panel (C)

(1) Cabinet Right Side Panel (D)

(2) Cabinet Bottom Panel (E)

(2) Cabinet Back Panel (F)

(1) Cabinet Right Side Panel (M)

(2) Three Sided Gingerbread Piece (I)

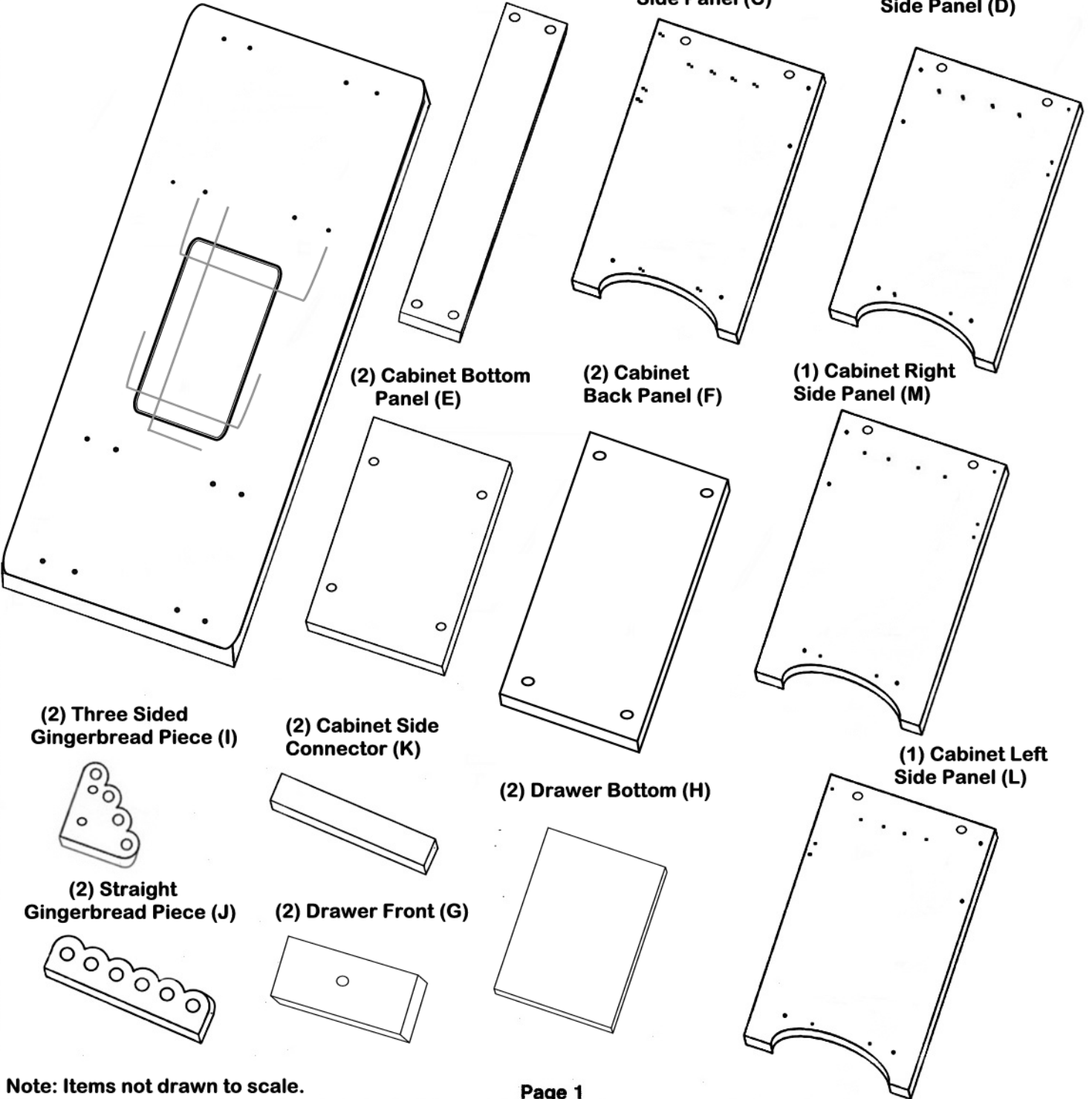
(2) Cabinet Side Connector (K)

(2) Drawer Bottom (H)

(1) Cabinet Left Side Panel (L)

(2) Straight Gingerbread Piece (J)

(2) Drawer Front (G)



Note: Items not drawn to scale.

Hardware Included

(32) Cams



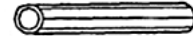
(32) Connecting Bolts



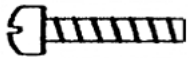
(12) 6 x 30 mm
Wood Dowels



(16) 8 x 30 mm
Wood Dowels



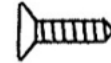
(2) #10 x 1 3/8"
Door Knob Screw



(2) Wood Door Knob



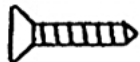
(2) #8 x 5/16"
Flathead Screw



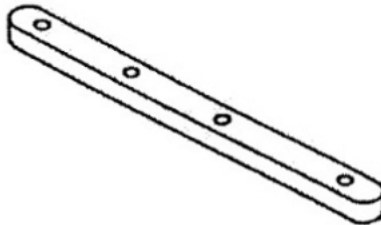
(2) Metal Dowel



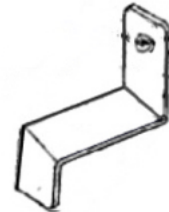
(16) #6 x 1" Flathead Screw



(4) Drawer Runner



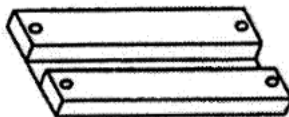
(2) Drawer Stops



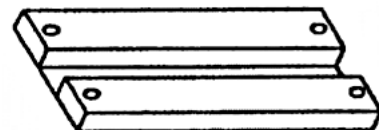
(8) Drawer Connectors



(2) Drawer Backs



(4) Drawer Sides



(4) Drawer Clips**

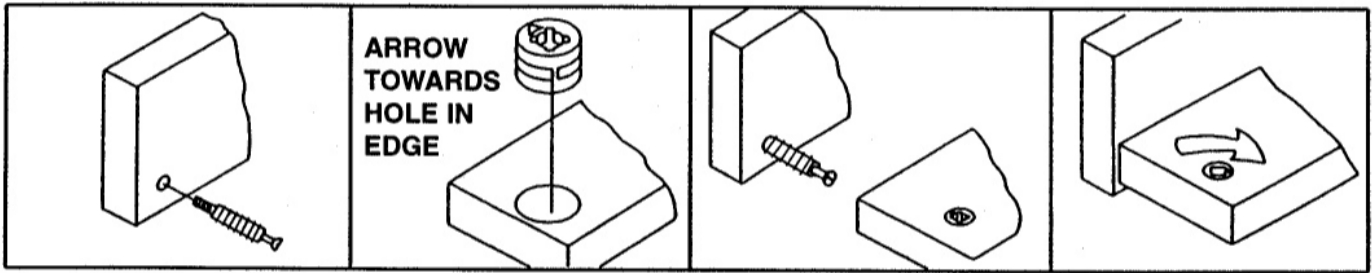


* Items not drawn to scale.

** Drawer Clips are already pre-attached to Drawer Fronts

Note: Items sharing a box designate items packaged together in a plastic bag

Understanding How the "ARROW-LOC" Cam Fastener Works.



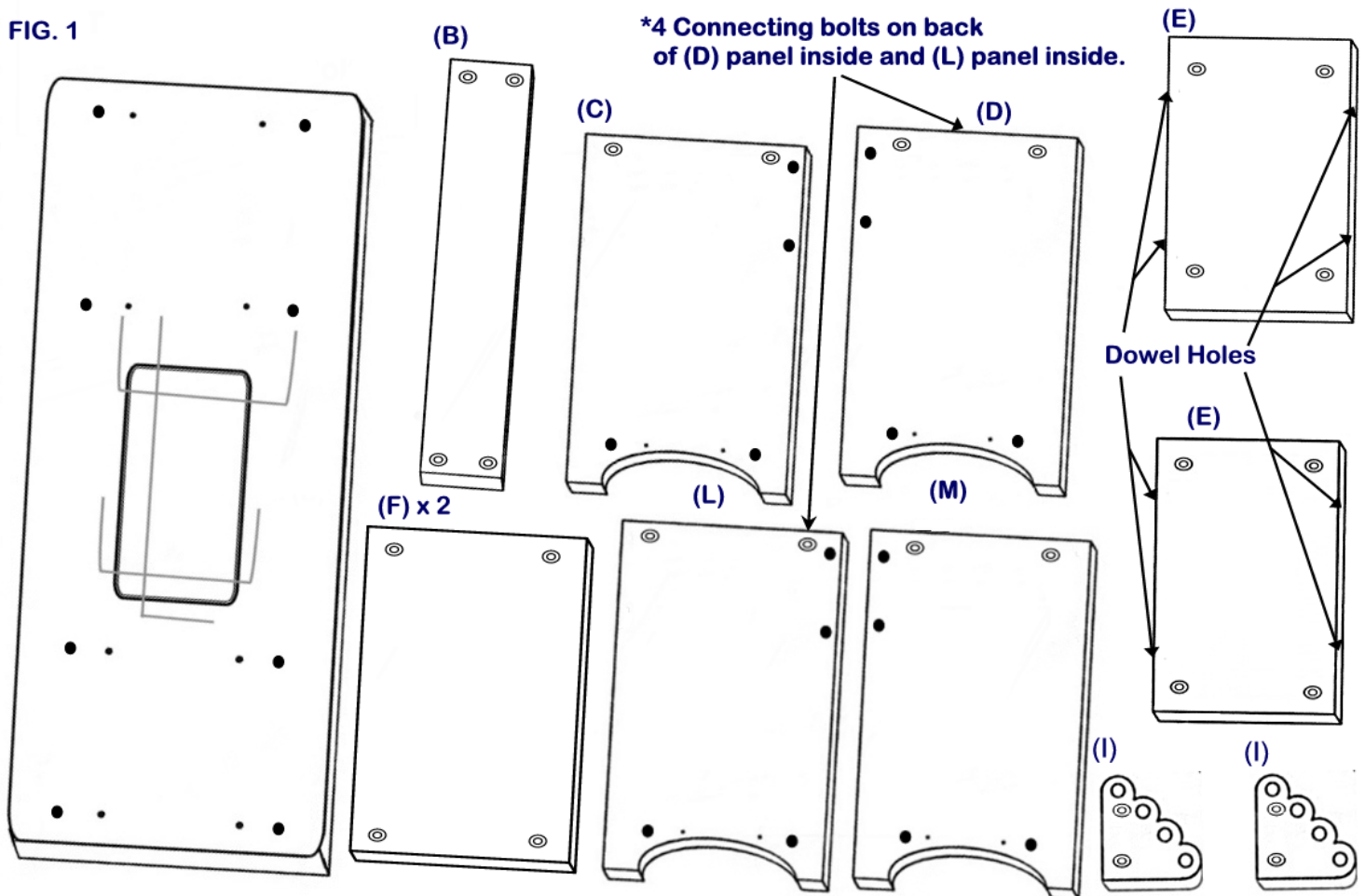
1. Position bolt in pre-drilled hole and turn until tight.
2. Press cam into pre-drilled hole until flush with surface.
3. Insert bolt through pre-drilled hole in edge of panel.
4. To lock, rotate cam until tight, using allen key provided.

STEP 1 Place all wood panels and pieces on a flat working area. Insert (32) Cams and (32) Connecting Bolts into the wood panels* (As shown in FIG. 1). Insert (16) 8 x 30mm Wood Dowels into Dowel holes on Panel (A) and on side edges of panels (E).

NOTE

- Cams: ○
- Connecting Bolts: ●
- Dowel Holes: .

FIG. 1



Note: For added support, drop 2 to 3 drops of wood glue in each dowel hole before inserting wood dowels. Allow several minutes to dry.

STEP 2 Attach (1) drawer runner each to Cabinet Side Panels (C), (D), (L) and (M) using (16) #6 x 1" Flathead Screws* (See FIG 2). Screw (2) Drawer Stops into Right Side Panels (D) and (M) above drawer runner using (2) #8x5/16" Flathead screws. **DO NOT** tighten the screws completely, leave 1/4" for up and down swivel of the drawer runner (See FIG. 2B). Insert (2) Metal Dowels into pre-drilled hole next to drawer stop.

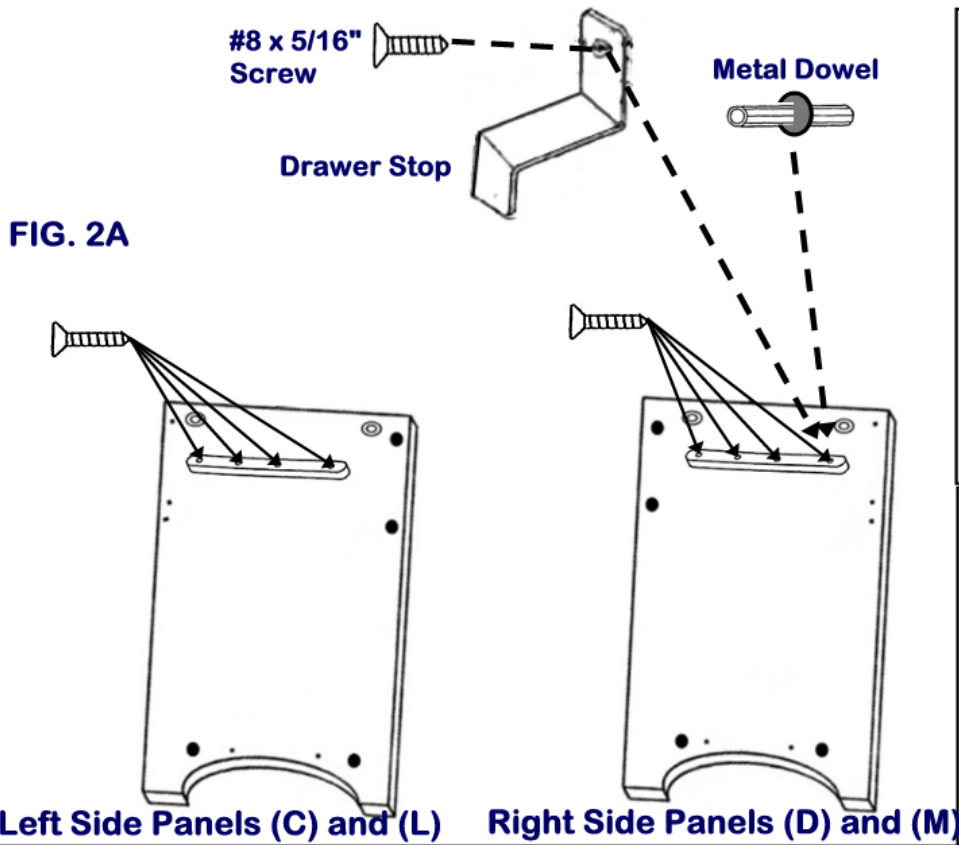
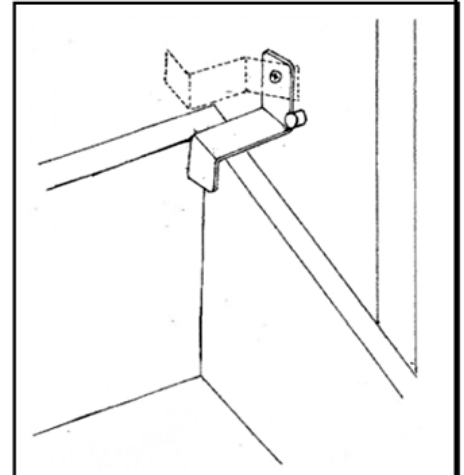
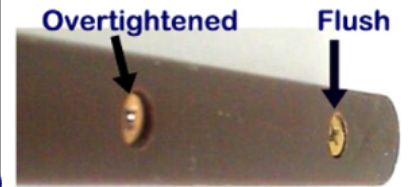


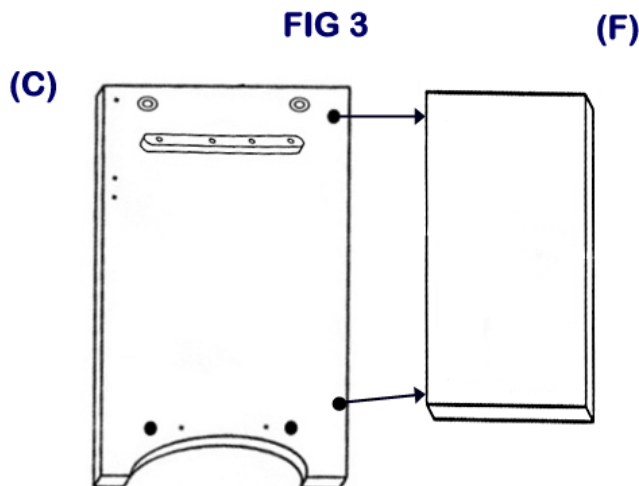
FIG. 2B



***DO NOT OVERTIGHTEN**
Make sure the screw heads are flush with plastic.



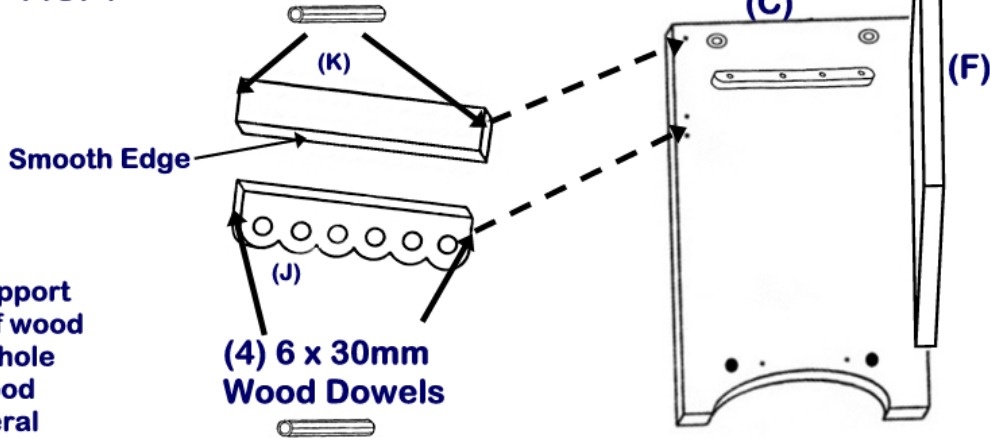
STEP 3 Lay Outside Side Panel (C) on a flat surface with Cams facing up. Attach Back Panel (F) to Panel (C) with Cams facing toward the edge of (C), guide the Connecting Bolts into holes on side edge of Panel (F). Tighten (2) Cams.



Note: Panel (C) has no Connecting Bolts on the reverse side.

STEP 4 Insert (4) 6 x 30mm Wood Dowels into each Straight Gingerbread Piece (J) and (2) 6 x 30mm Wood Dowels into each Cabinet Side Connector (K). With the smooth edge facing the legs on Panel (C), guide Connector Piece (K) into Panel (C). With the curved edge facing the legs on Panel (C), guide Straight Gingerbread Piece (J) into Panel (C).

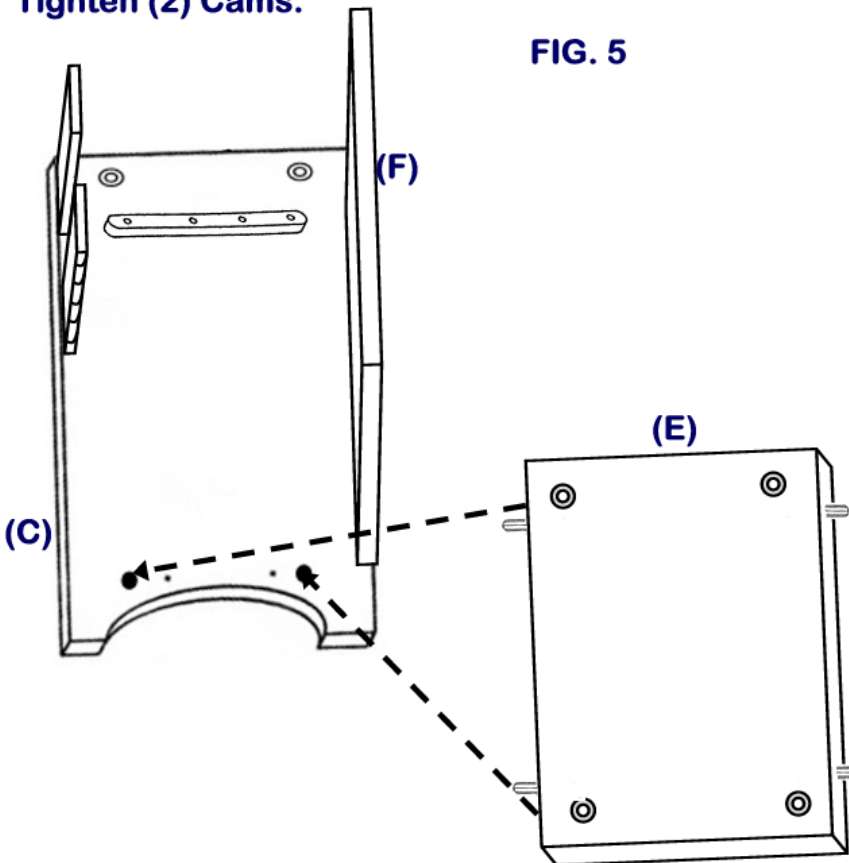
FIG. 4 (2) 6 x 30mm Wood Dowels



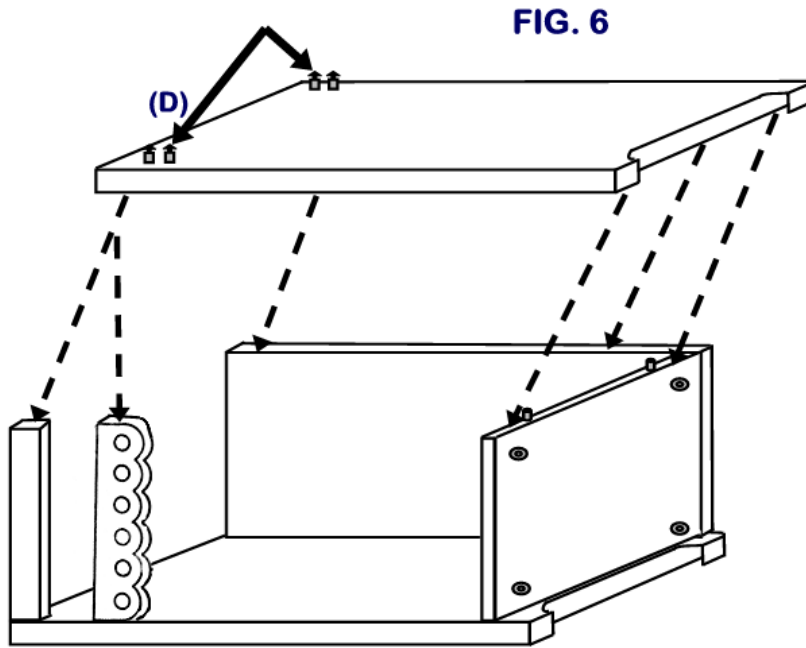
Note: For added support drop 2 to 3 drops of wood glue in each dowel hole before inserting wood dowels. Allow several minutes to dry.

STEP 5 With Cams facing the legs of Panel (C), attach Bottom Panel (E) to Panel (C), guide the Connecting Bolts into the holes on the edge of Panel (E). Tighten (2) Cams.

FIG. 5

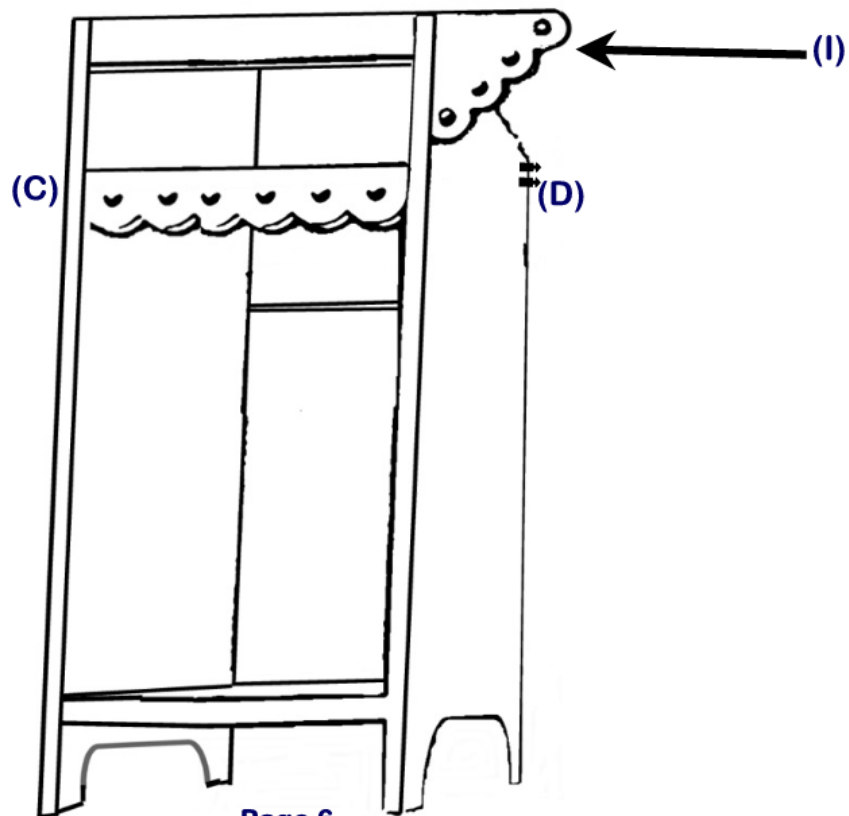


STEP 6 Using two people attach Inside Side Panel (D), with Cams facing down, guiding the connecting bolts into the holes on the edges of Panel (E) and (F). Also guide the dowels of (K) and (J) into the dowel holes on Panel (C). Tighten the (4) Cams.



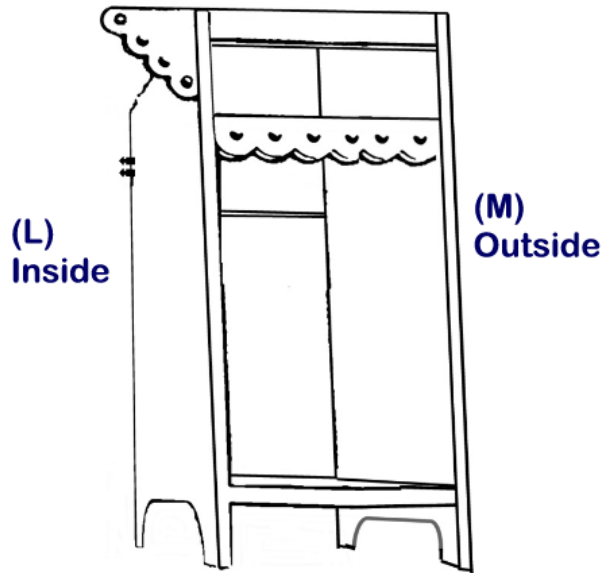
STEP 7 Attach Three Sided Gingerbread piece (I) to Right Side Panel (D) with Cams facing backward and rounded edges facing down. Tighten the (2) Cams.

FIG. 7



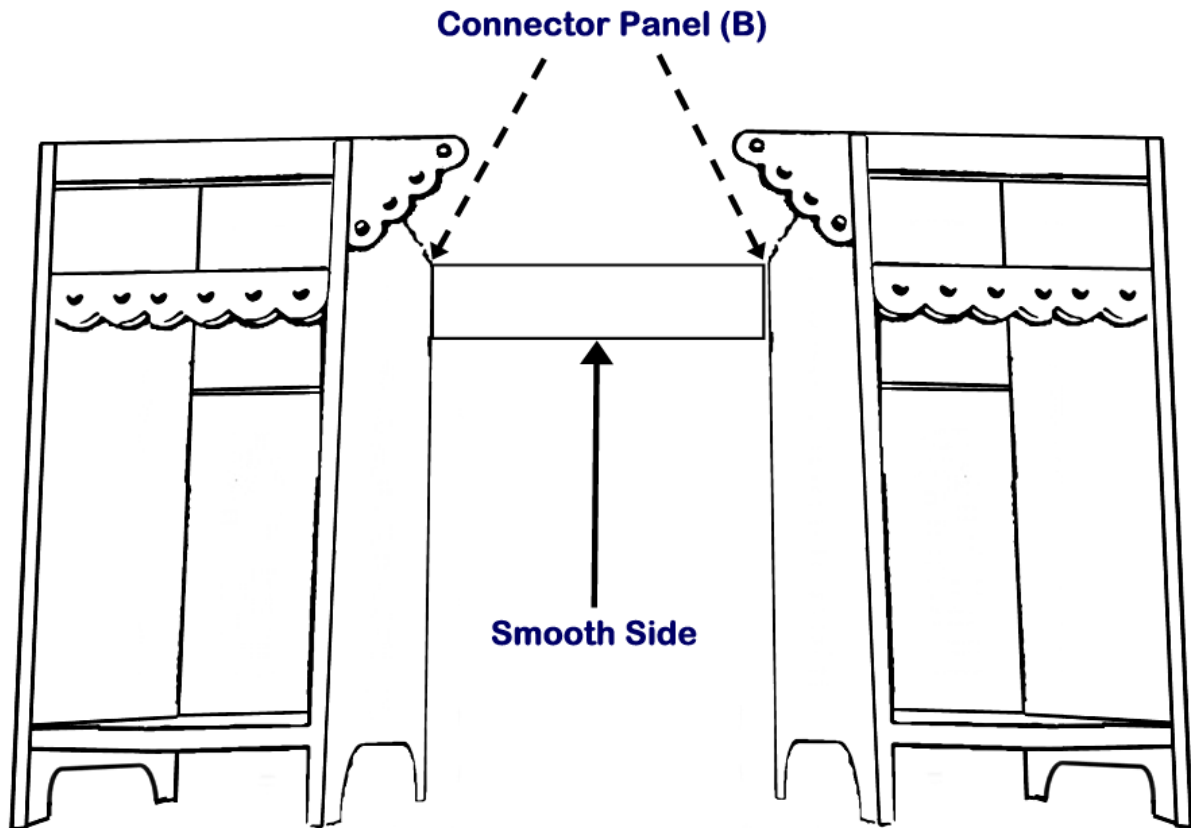
STEP 8 Repeat Steps 3-7 to complete second cabinet using Panels (L) and (M). The Three Sided Gingerbread Piece (I) will be on the left side connected to Inside Panel (L).

FIG. 8



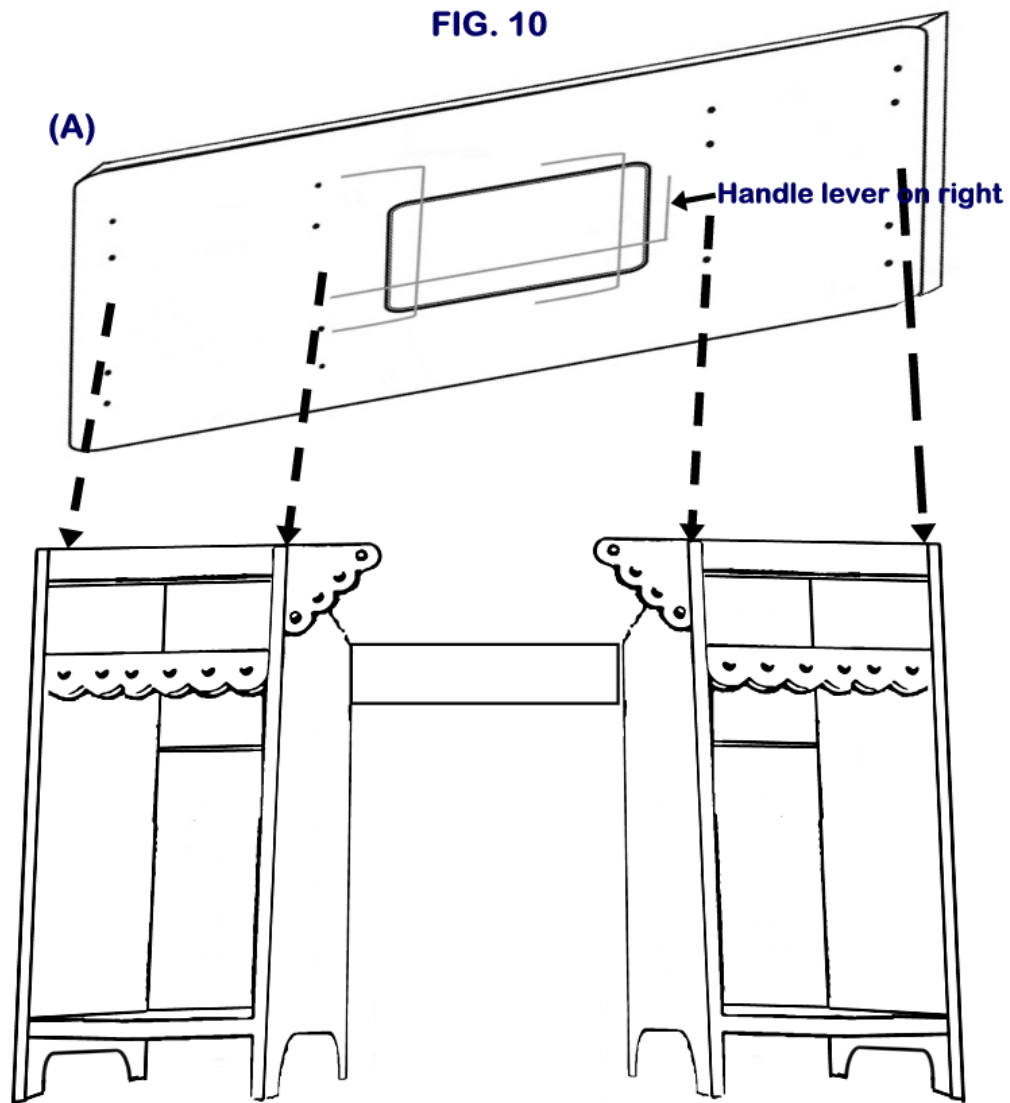
STEP 9 With the Cams facing back attach Cabinet Connector Panel (B) to Side Panels (D) and (L), guiding the connecting bolts into the holes on the edge of (B) and tightening the (4) Cams.

FIG. 9



STEP 10 With two people attach Table Top (A) to the top of the Cabinets. The handle lever should be on the right side and facing down when attaching. Guide Connecting bolts and Wood Dowels into holes on top edge of cabinets. Tighten all 8 Cams.

FIG. 10



STEP 11

Watch our helpful Drawer Assembly video!

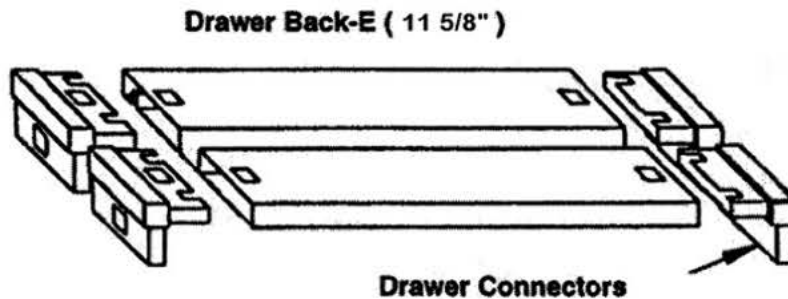
PLEASE NOTE:

BE SURE TO KEEP GROOVES IN DRAWER PART (FOR DRAWER BOTTOM) ALIGNED WHEN ASSEMBLING THE DRAWER.

Assembling the Drawer

Begin Drawer assembly by inserting (4) Drawer Connectors into the ends of the Drawer Back, (as shown in FIG. A). Push Connectors all the way into the Drawer Back until the tabs lock into place.

Fig. A



Drawer Assembly

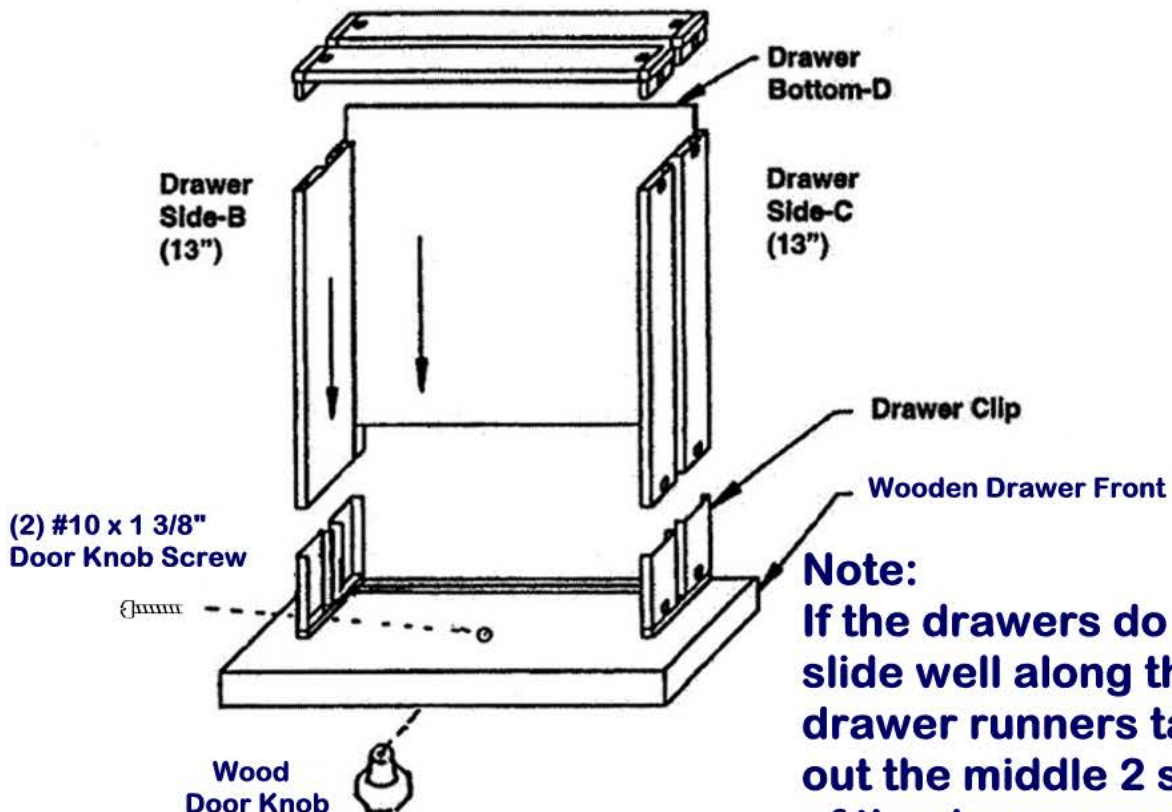
Step A Attach DRAWER Sides B and C to Drawer Front-A. Align Drawer Bottom grooves in Sides with Drawer Bottom groove in Drawer Front. Snap Drawer Sides onto clips on Drawer Front (see FIG. B).

Step B Slide Drawer Bottom-D along grooves on the Sides into the Groove in Drawer Front.

Step C Align groove in Back-E with the Drawer Bottom-D and snap Back corner clips into Sides-B and C.

Step D Attach the Wood Door Knob to the Drawer Front using (1) #10 x 1 3/8" Door Knob Screw threaded from inside the drawer.

FIG. B

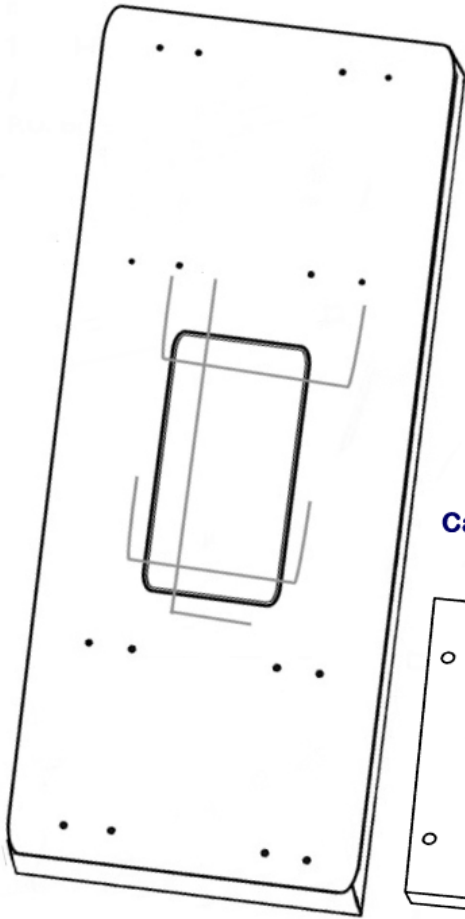


Note:
If the drawers do not slide well along the drawer runners take out the middle 2 screws of the drawer runners.

The Drawer may now be installed into your cabinet.

Wood Parts and Part Numbers

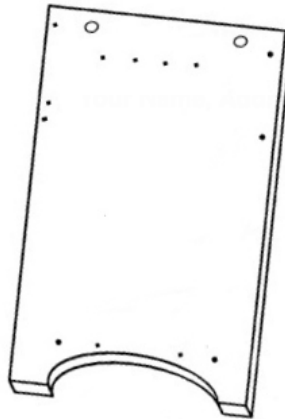
Table Top with Sewing Machine Brace Assembly (A)



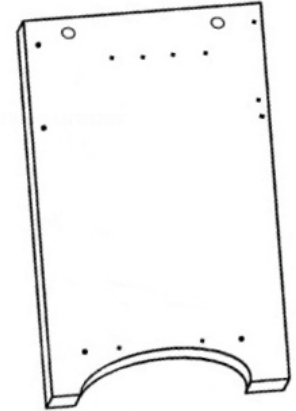
Cabinet Connector Panel (B)



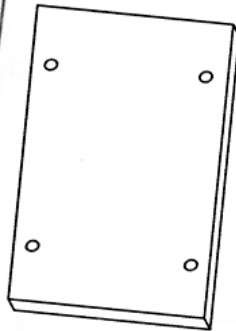
Cabinet Left Side Panel (C) or (L)



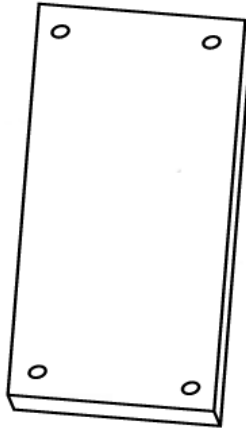
Cabinet Right Side Panel (D) or (M)



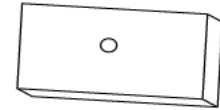
Cabinet Bottom Panel (E)



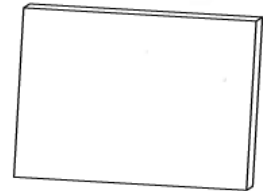
Cabinet Back Panel (F)



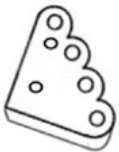
Drawer Front (G)



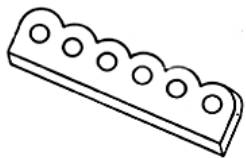
Drawer Bottom (H)



Three Sided Gingerbread Piece (I)



Straight Gingerbread Piece (J)



Cabinet Side Connector (K)



Ref.	Description	Part #	Part #
	Cabinet Model #	1001	1004
A	Table Top w/ Assembly	002003W	002003P
B	Cabinet Connector Panel	002004W	002004P
C	Cabinet Left Side Panel	002005W	002005P
D	Cabinet Right Side Panel	002006W	002006P
E	Cabinet Bottom Panel	002007W	002007P
F	Cabinet Back Panel	002008W	002008P
G	Drawer Front	003320W	003320P
H	Drawer Bottom	003162	003162
I	Three Sided Gingerbread Piece	002009W	002009P
J	Straight Gingerbread Piece	002010W	002010P
K	Cabinet Side Connector	002011W	002011P
L	Cabinet Left Side Panel	002012W	002012P
M	Cabinet Right Side Panel	002013W	002013P

Note: Items not drawn to scale

Hardware Included with Part Numbers

(A) Cams



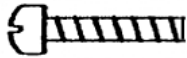
(B) Connecting Bolts



(C) 8 x 30mm
Wood Dowels



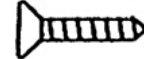
(D) #10 x 1 3/8"
Door Knob Screw



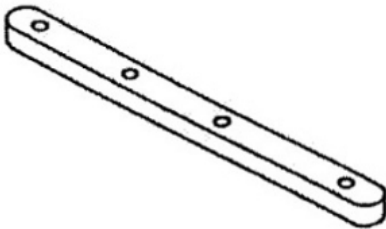
(E) Wood Door Knob



(F) #6 x 1"
Flathead Screw



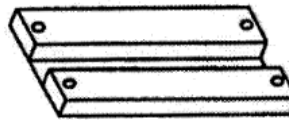
(G) Drawer Runner



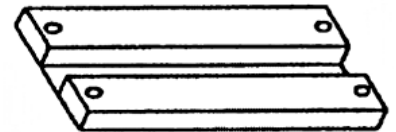
(H) Drawer Connectors



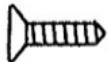
(I) Drawer Backs



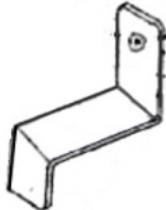
(J) Drawer Sides



(K) #8 x 5/16"
Flathead Screw



(L) Drawer Stops



(M) Metal Dowel



(N) 6 x 30mm
Wood Dowels



(O) Drawer Clips



Ref.	Description	Part #
A	Cams	000709
B	Connecting Bolts	000709
C	8 x 30mm Wood Dowels	002549
D	#10 x 1 3/8" Door Knob Screw	003192
E	Wood Door Knob	003180W
F	#6 x 1" Flathead Screw	001325
G	Drawer Runner	002397
H	Drawer Connector	003142
I	Drawer Back	003154
J	Drawer Sides	003153
K	#8 x 5/16" Flathead Screws	002000
L	Drawer Stops	002001
M	Metal Dowels	002002
N	6 x 30 mm Wood Dowels	002012
O	Drawer Clips	003138

How to Use the Mechanism in your new Olivia Sewing Cabinet

Olivia offers two positions on her sewing surface, the frearm or up position and the flatbed or down position.

Frearm/Up



Flatbed/Down



1) To lower the platform down into the sewing well, press firmly down on the handle release and all the way back. Press gently down on the wood platform as it sinks into place.



2. To raise the platform up to the freearm position pull the handle all the way forward then up, listening for the handle to hit the wood top surface.



3. Never move the platform with your sewing machine on the platform. Always remove the machine as you move the platform up or down.



To adjust the height of the platform in the second position creating a flush surface:

1. Move the platform down into the sewing well as demonstrated in step 1 above.



2. Place your machine in the well. If your machine's sewing surface (the area on your machine where your machine's foot rests) is sitting below the edge of the table you will need to raise the platform. If your sewing surface is sitting above the edge of the table you will need to lower the platform.

Raise Platform



Below Table Edge

Lower Platform



Above Table Edge

A. TO LOWER PLATFORM: Remove your machine from the platform and pull the handle forward to lock the platform in the up position.



B. Begin to loosen the bolt on the Eye-Hook located at the end of the chain under the top surface, until you achieve the proper height for your sewing machine. You may need to adjust this position several times before finding the correct position for your bolt.



Eye-Hook



C. TO RAISE PLATFORM: Perform the same steps as above in A and B, but instead of loosening the bolt tighten the bolt.

3. If after completing the above steps your sewing machine's sewing surface is still not flush you may need to shorten the chain by moving the screw or call us for additional length of chain for taller machines.



TROUBLESHOOTING

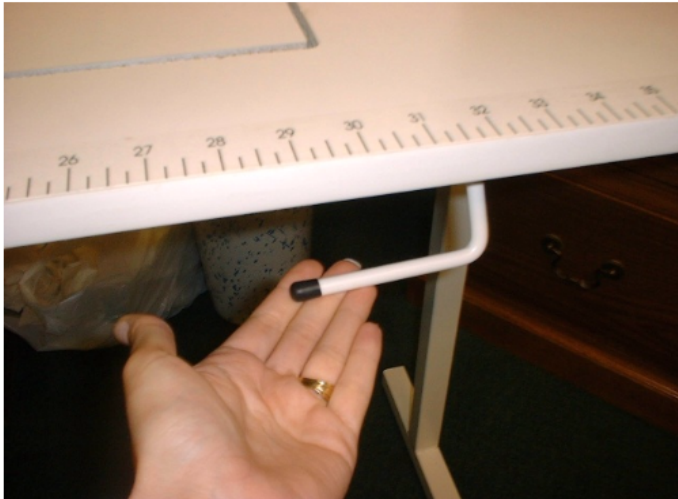
1) What should I do if my handle release falls off?

If your handle release comes loose, reattach it by clipping it back into place.



2) Why does my sewing machine slam into the down position whenever I place it on the wood platform?

The handle release was not locked into position when it was moved from the down to up position. The handle must hit the wood when adjusting.



Locked in Place



Not Locked in Place

3) How come my drawers are so hard to slide open and shut?

The screws holding the drawer runners in place are screwed in too tight. Loosen the screws so the heads of the screws are flush with the runners.

4) My release handle is on the left side and hard to reach, why?

The table top section was assembled the wrong direction. Loosen the (8) Cams and remove the top and adjust it to the right side.

Thank you for your purchase of the Olivia Sewing Cabinet.

If you have questions on how your table works, missing or damaged parts please call our toll-free line at 1-800-533-7347, email us at cs@arrowcabinets.com, or go to our website www.arrowcabinets.com. A customer service representative is available Monday through Friday 8:00 AM until 4:00 PM Central Standard Time.



P.O. Box 307 Delavan, WI 53115

1-800-533-7347

cs@arrowcabinets.com

Website:

www.arrowcabinets.com

02-12