

# Creation Station Table

## Assembly Instructions



### Video Assembly Instructions:

Go to [www.MartinUniversalDesign.com](http://www.MartinUniversalDesign.com) and click on Assembly Instructions to watch a video for HOW TO ASSEMBLE the U-DS90W / U-DS90B, Creation Station Table.

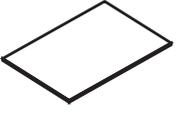
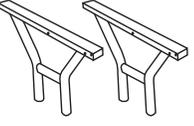
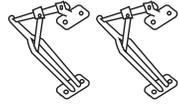
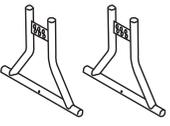
### IMPORTANT:

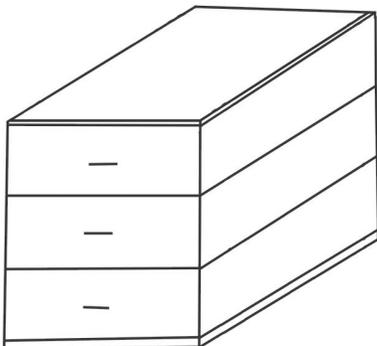
If you have difficulty assembling your U-DS90W/U-DS90B Creative Center or need customer service assistance. Please call: Martin Universal Design, Inc. Customer service Hot Line at 1-313-895-0700. If you need additional parts, it is not necessary to contact your dealer. Our customer service rep. will forward them to you immediately.

# U-DS90W / U-DS90B Creation Station Table Parts List

□ : Table Components

○ : Fasteners and Tools

<p><b>A</b></p>  <p>24"x40" Top</p>	<p><b>H</b></p>  <p>Drawer Supports (4 Pieces)</p>	<p><b>O</b></p>  <p>6x55mm (6 pieces)</p>	<p><b>V</b></p>  <p>Washer (4 Pieces)</p>
<p><b>B</b></p>  <p>Upper Base End (2 pieces)</p>	<p><b>I</b></p>  <p>Tilt Mechanism (2 Pieces)</p>	<p><b>P</b></p>  <p>6x28mm (8 pieces)</p>	<p><b>W</b></p>  <p>Allen Wrench</p>
<p><b>C</b></p>  <p>Lower Base End (2 pieces)</p>	<p><b>J</b></p>  <p>Top L-Bracket (2 Pieces)</p>	<p><b>Q</b></p>  <p>5x14mm (8 Pieces)</p>	<p><b>X</b></p>  <p>Wrench (10mm)</p>
<p><b>D</b></p>  <p>Foot Bar</p>	<p><b>K</b></p>  <p>Drawer Support Rods (4 pieces)</p>	<p><b>R</b></p>  <p>4x12mm (2 Pieces)</p>	<p><b>Y</b></p>  <p>Wrench (12mm) Packaged with Casters</p>
<p><b>E</b></p>  <p>Cross Support</p>	<p><b>L</b></p>  <p>Casters (4 Pieces)</p>	<p><b>S</b></p>  <p>Nuts (4 Pieces)</p>	<p>Phillips Head screw driver NOT INCLUDED</p>
<p><b>F</b></p>  <p>Top Support</p>	<p><b>M</b></p>  <p>Cross Support End Caps (2 pieces)</p>	<p><b>T</b></p>  <p>6x65mm (6 pieces)</p>	
<p><b>G</b></p>  <p>Pencil Ledge</p>	<p><b>N</b></p>  <p>Footbar Spacers (2 Pieces)</p>	<p><b>U</b></p>  <p>Collars (4 pieces)</p>	



**Drawers:**

Please see Last Page of assembly sheet for drawers.

## Step 1: Lower Base Ends

Fastener parts needed for this step: T= 2 ea., N=2 ea.

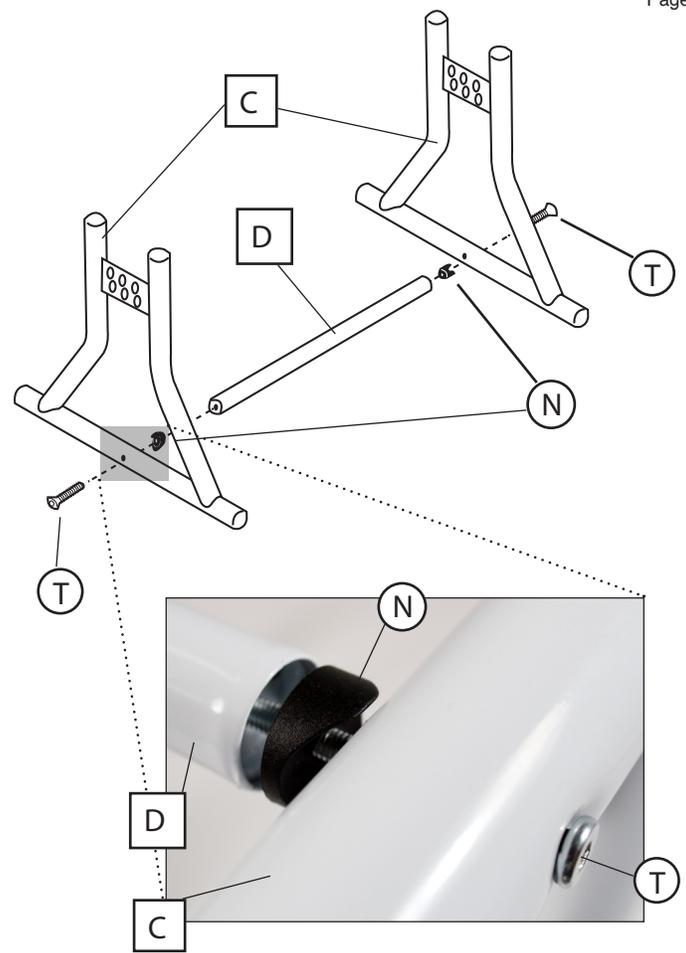
- Take the lower base end units (Part **C**) and line up next to each other so the welds are on the inside.

- Take 6x65mm bolt (Part **T**) and insert it in the base end from the outside. Once inserted, slide the footbar spacer (Part **N**) onto the the 6x65 mm bolt (Part **T**) making sure the curved end is facing the lower base and the flat part is toward the foot bar.

- Spin foot bar (Part **D**) onto the 6x65 mm bolt (Part **T**) using the Allen Wrench (Part **W**) to hold the 6x65 mm bolt (Part **T**) still. Be sure to leave it loose.

- Take opposite lower base end and repeat Step 1-2 with that base end.

- Line up the base end and secure it loosely to the foot bar (Part **D**). using the Allen Wrench (Part **W**) and be sure to leave loose for Step 2.



## Step 2: Attaching Cross Support

Fastener parts needed for this step: O=4 ea. M=2 ea.

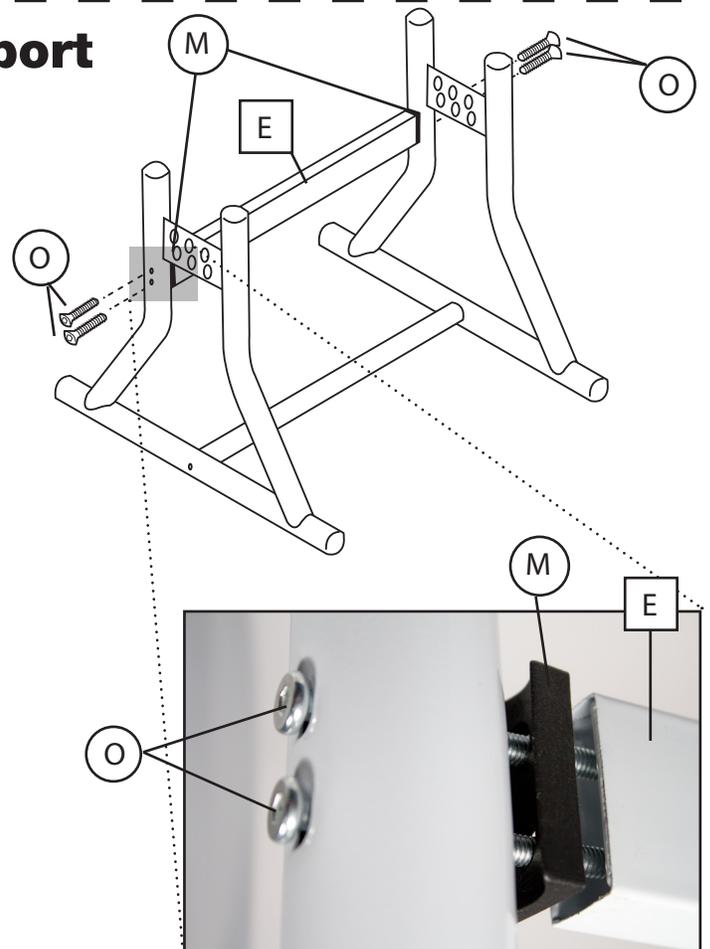
- Locate the 2 vertical holes on the Lower Base Ends (Part **C**) and insert the 6x55mm bolts (Part **O**) through these holes.

- Slide on cross support end cap (Part **M**) making sure curved part faces the lower base end (Part **C**) and flat part faces the Cross Support (Part **E**). DO NOT OVER TIGHTEN to avoid damaging the cross support end caps.

- Line up holes on Cross Support (Part **E**) and tighten with the allen wrench (Part **W**).

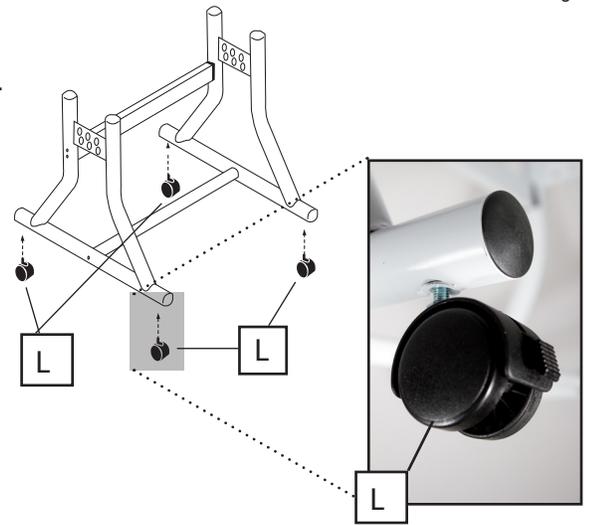
- Place other support cap up to opposite leg, thread bolts through the holes and tighten to cross support (Part **E**)

- Go back and tighten all 6 bolts so they are snug but again, BE CAREFUL NOT TO OVER TIGHTEN.



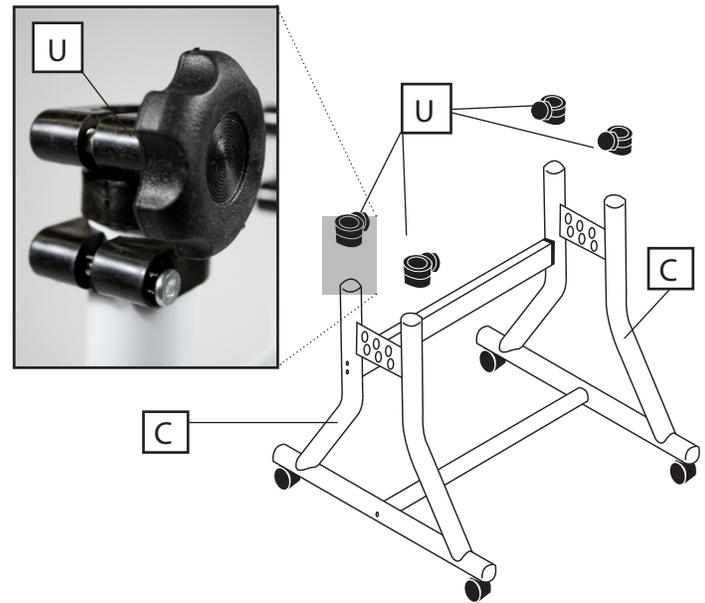
## Step 3: Attaching the Casters

- The castors (Part **L**) are wrapped separately. (2 locking; 2 non-locking)
- On the bottom of the lower base you will find four holes one in each corner.
- Place locking castors (Part **L**) in the front (farthest away from the cross support). This is for ease of use in moving table later.
  - Tighten using wrench with hole (Part **Y**)
- Place the remaining non locking castors (Part **L**) in rear
  - Tighten using wrench with hole (Part **Y**)



## Step 4: Attaching the Collars

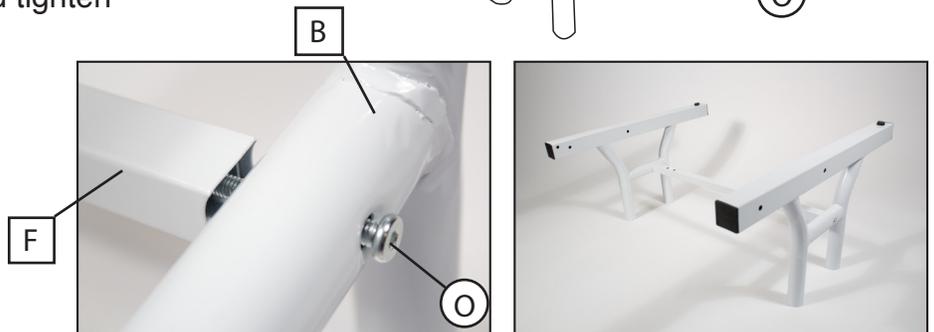
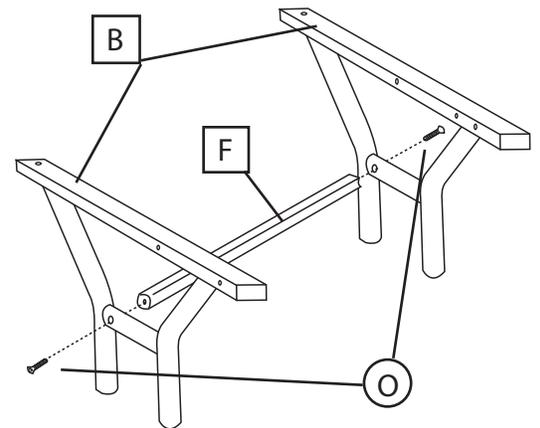
- The Collars (Part **U**) are in a separate bag.
- Loosen the lower bolt of the collar (Part **U**)
- Slide the collar (Part **U**) on top of the lower base (Part **C**) making sure the knobs face in so they do not affect the drawers on the outside.
- Tighten the lower bolt with the Allen wrench (Part **W**)
  - SNUG ONLY, DO NOT OVER TIGHTEN
- Place lower assembly off to side for now.



## Step 5: Attaching Upper Base Ends

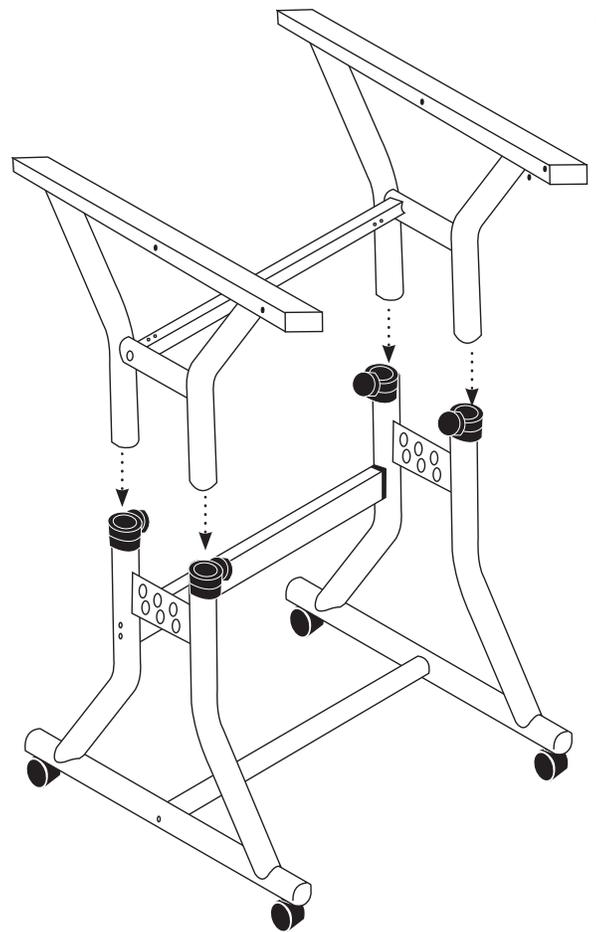
Fastener parts needed for this step: O=2 ea.

- Take one upper base end (Part **B**).
  - 4 Holes face towards inside.
- Place the 6X55mm bolt (Part **O**) in the hole from the outside
- Line up with Top Support (Part **F**) and tighten with Allen Wrench (Part **W**)
- Repeat with other side



## Step 6: Base Assembly

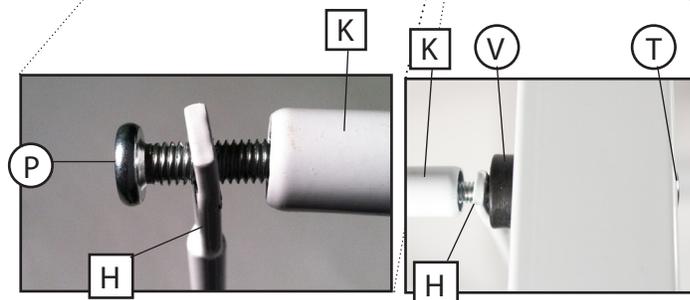
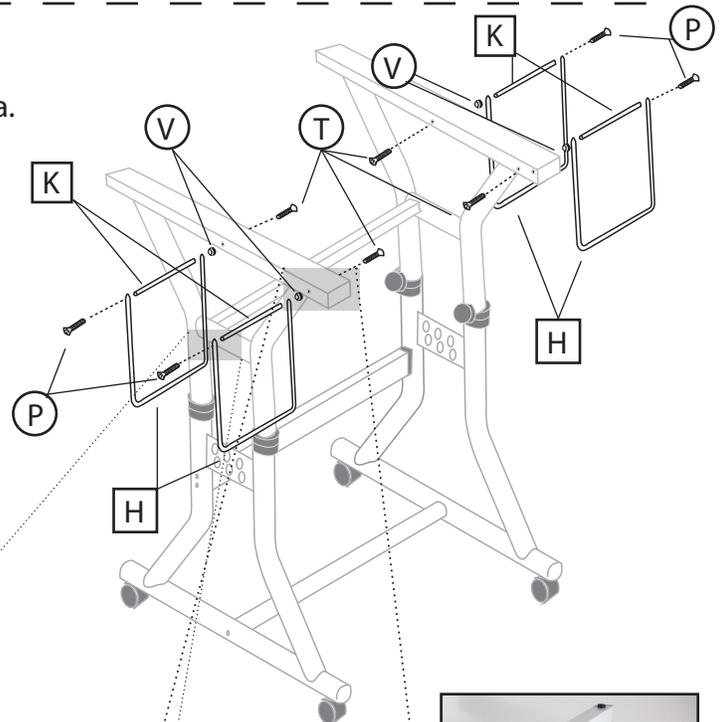
- Take upper assembly and line up the four posts with the collars. Push the four posts all the way into the lower assembly. Failure to do so will make attaching the top (Step 9) difficult.
- Tighten knob to make snug. DO NOT OVER TIGHTEN.



## Step 7: Drawer Support

Fastener parts needed for this step: P= 4 ea., T= 4 ea., V= 4 ea.

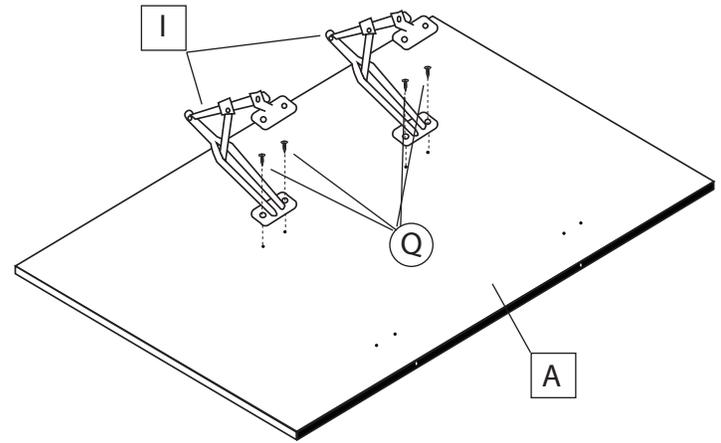
- Take 6X65mm bolt (Part **T**) and insert through the inside of the upper base end (Part **B**)
- Slide on Washer (Part **V**)
- Slide on [1/ea] Drawer Support (Part **H**)
- Spin on Drawer Support Rod (Part **K**)
- From the outside of the base, secure with a 6X28mm Bolt (Part **P**)
- Repeat this process 3 more times till you have all 4 drawer supports hanging (two on each upper base end).



## Step 8: Tilt Mechanisms

Fastener parts needed for this step: Q= 4 ea.

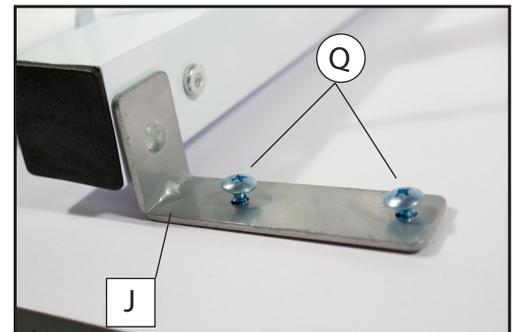
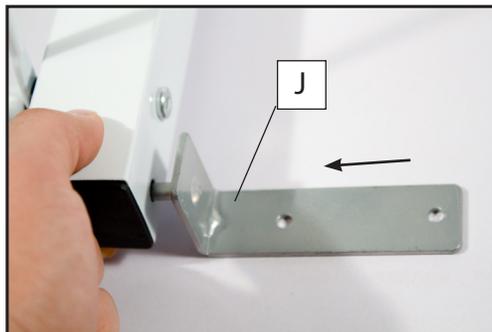
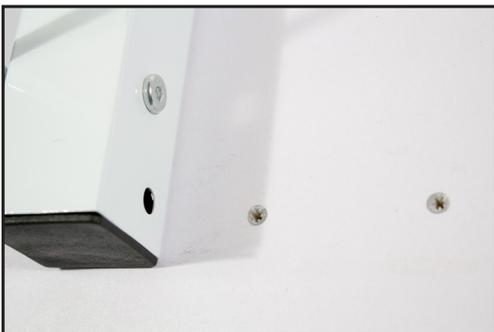
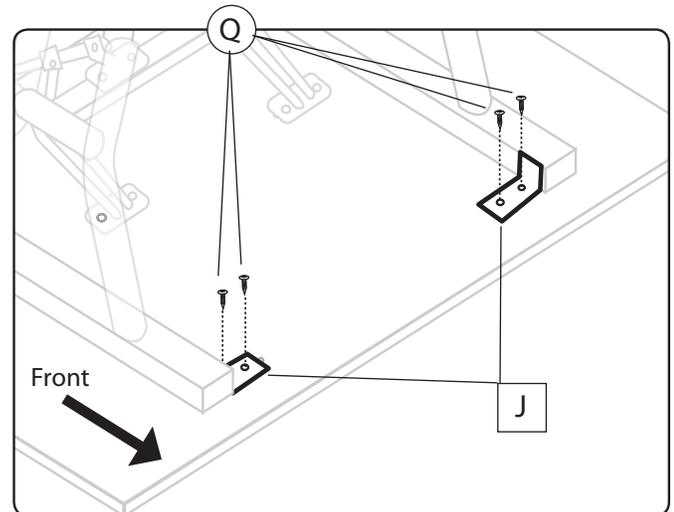
- Carefully place Top (Part **A**) upside down on carpeted area or empty carton to avoid scratching top surface.
- Locate the end of the table that has the predrilled holes on the edge. These holes represent the front of the table top.
- Line up the tilt mechanisms (Part **I**) on the holes closest to the back of the table. Place the wider side on the table top and line up the holes making sure the stamped part of the tilt mech is facing outwards. It should also be extending away from you (toward the back of the top) if you are sitting at the front of table.
- Now secure with the screws 5x14 mm screws (Part **Q**) using a Phillips head screwdriver (not included).
- Repeat this process with the other tilt mech.



## Step 9: Attaching Table Top

Fastener parts needed for this step: Q= 4 ea.

- Carefully turn over base and rest it on the tabletop so the entire table is upside down.
- Place the Top L Brackets (Part **J**) in the empty holes on the front of the upper base end (Part **B**)
- Line the Top L Brackets (Part **J**) up with the two pre drilled holes closest to the front of the table.
- Using your Phillips head screw driver, secure the Top L Brackets (Part **J**) with 5x14 mm screws (Part **Q**).
- Repeat with the other side.



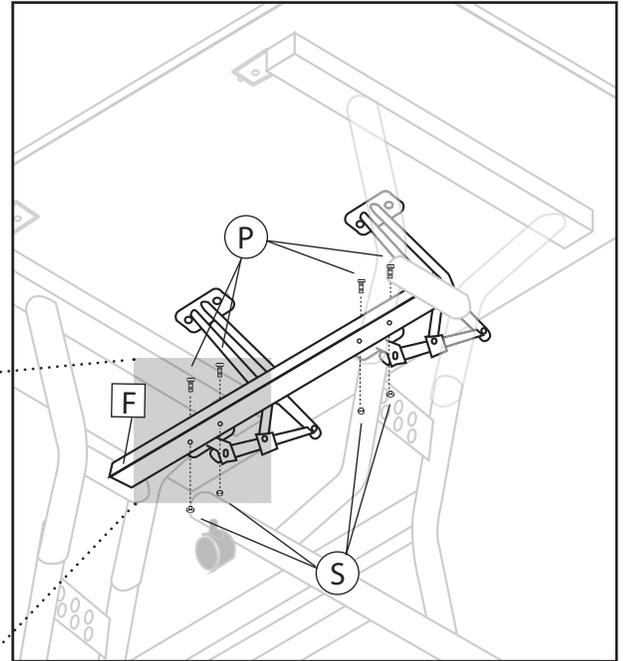
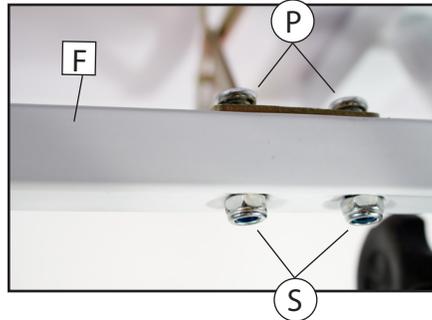
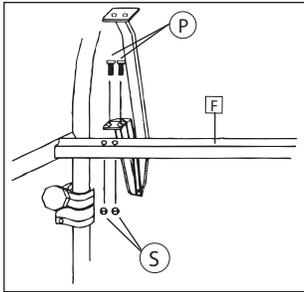
## Step 10: Attaching Tilt Mechanism to Base

Fastener parts needed for this step: S= 4 ea., P= 4 ea.

1. Carefully flip the entire table to its upright position, then raise the tilt mechanisms so the narrow tabs rest on the top support (Part **F**) [[Please See Picture]]

2. Insert the 6x28mm bolts (Part **P**) and from the bottom, secure with the nuts (Part **S**) using both the wrench (Part **X**) and Allen Wrench (Part **W**).

3. Repeat these steps until all four holes are secured.



## Step 11: Pencil Ledge

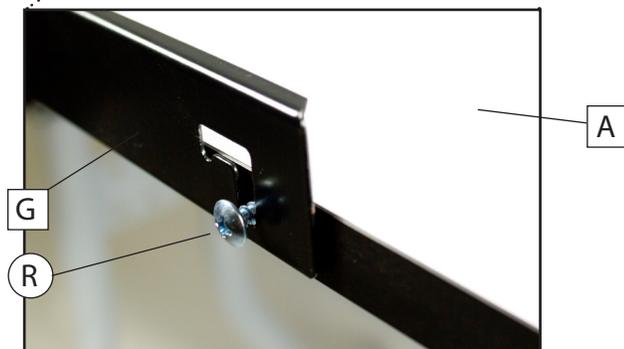
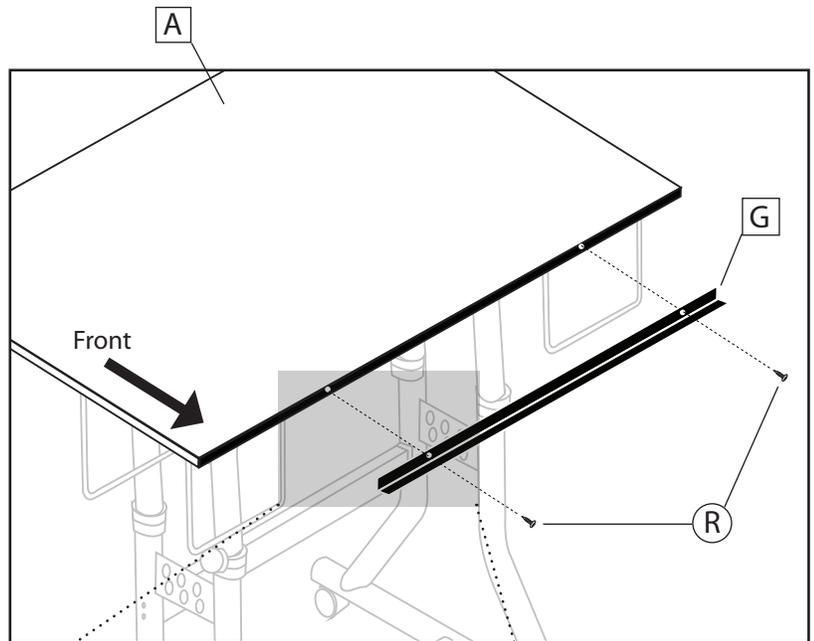
Fastener parts needed for this step: R= 2 ea.

1. Carefully turn table over so it is standing right side up.

2. Locate the predrilled holes on the edge of the front of the table top (Part **A**)

3. Make sure lip of pencil ledge (Part **G**) is up and adjust the pencil ledge to the desired position using the shaped holes on the pencil ledge.

• Secure with [2] 4x12 mm screws (Part **R**) using your Phillips head screw driver.



# Adjustments

## HEIGHT ADJUSTMENT:

To adjust the height of your table - loosen the knobs on the collars found on the base of the table and lift the table top to your desired height.

(To avoid damaging the table top, DO NOT attempt to lower the table top by forcefully pushing down on the top when its in a locked position.)

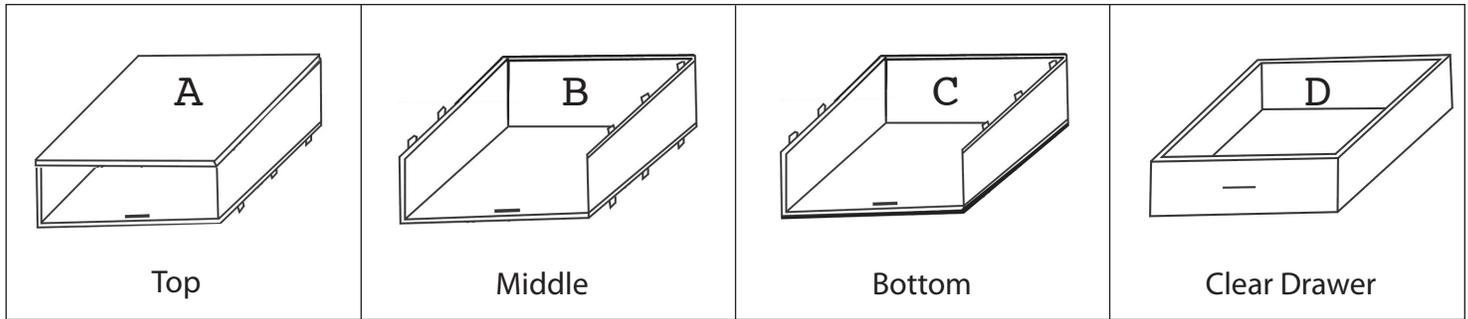
## TILT ADJUSTMENT:

To adjust the tilt of your table top, grab the back edge of the table top and lift the top with [2] hands to the maximum tilt and then back down to your desired position. NOTE: You must lift the table top all the way up before lowering it to the desired tilt level.

NOTE: If the top does not seem to move smoothly - this means you are NOT holding the top balanced with both hands. Make sure your hands are positioned evenly. This will make the adjustments easier.

In order to lower the table top, life it all the way up to its maximum height which allows the tilt mechanisms to release from their locked position. To avoid damaging the table top, DO NOT attempt to lower the table top by forcefully pushing down on the top when its in a locked position.

# Drawer Assembly Instructions

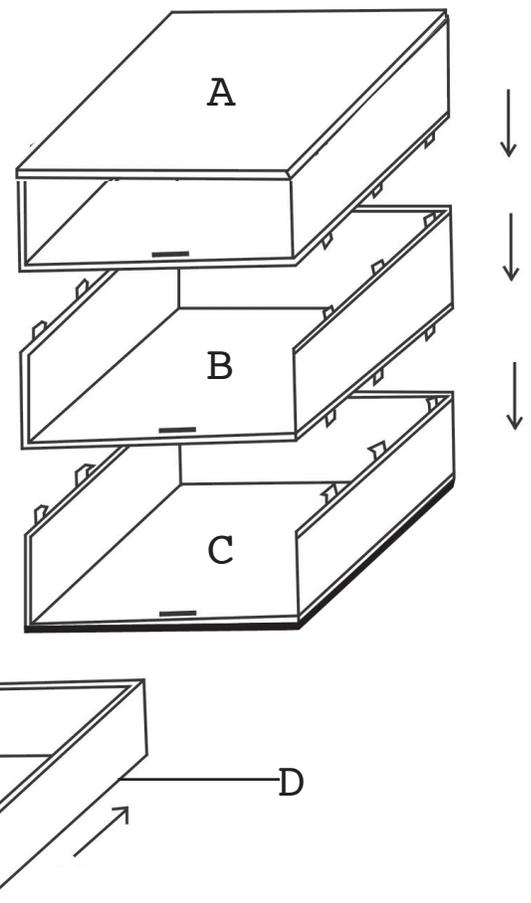
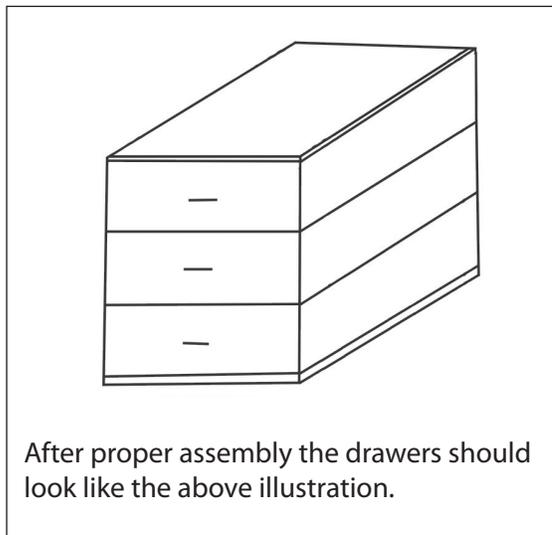


**WARNING:** Read all instructions first before assembling drawers. Once pieces are snapped together they are secured.

Assemble your drawers by taking the section [A] and snapping into place - by lining up the tabs with the grooves in the outside edge of section piece [B].

Complete by snapping section [C] onto section A&B.

Finish by sliding the [3] Clear Drawers (Part D) into the drawer bank assembly.



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