

# ARROW

SEWING CABINETS

Where Creativity Meets Color!

# BERTHA

SEWING MACHINE CABINET

OWNER'S MANUAL

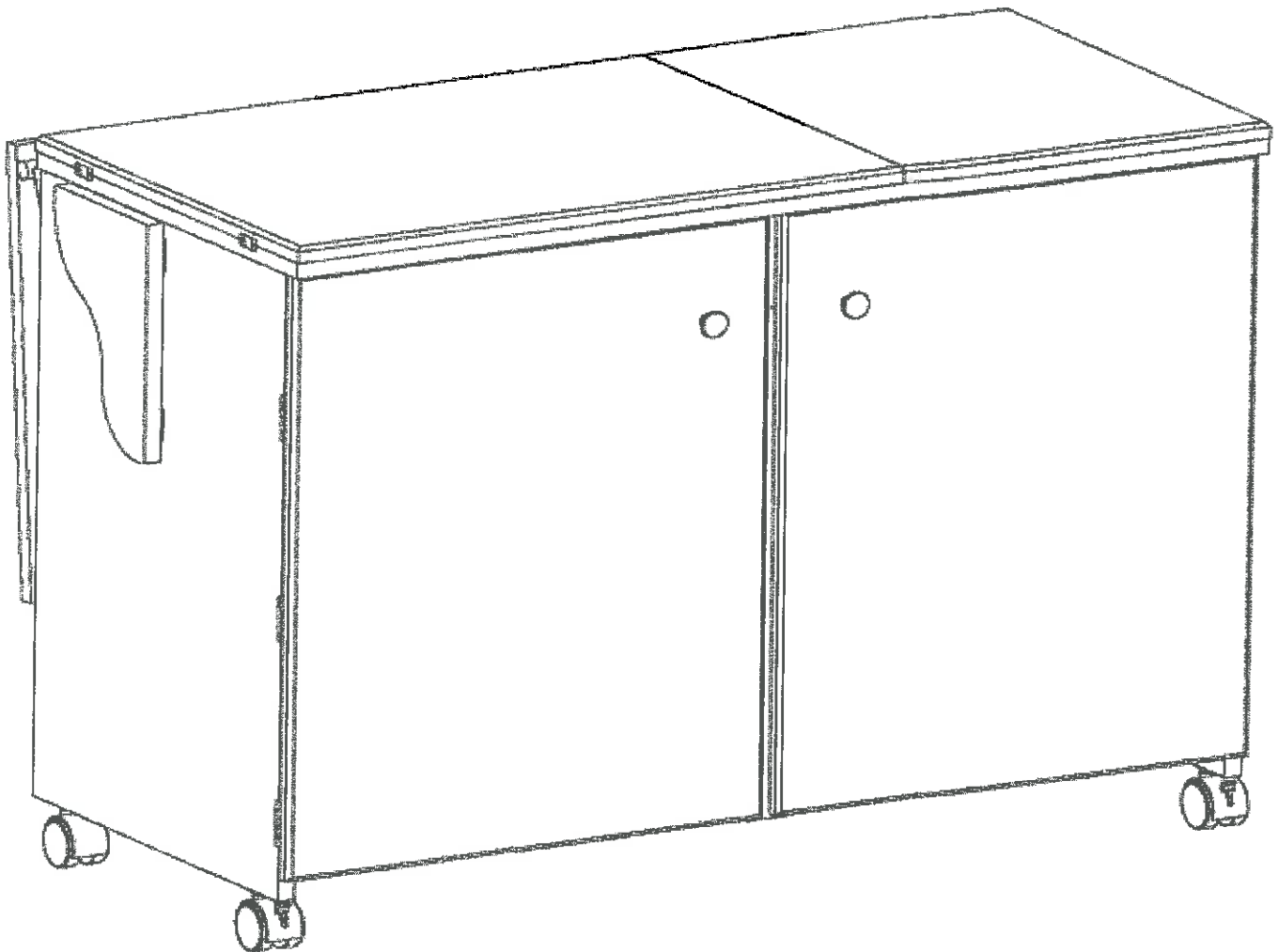
## Assembly Instructions

### Model Numbers:

700 Oak

701 White

702 Cherry



**Piece of cardboard need to be saved for Step 16!**

**IMPORTANT:** Please read these instructions before assembling!

## READ THIS PAGE FIRST

**WARNING:**  
**CHOKING HAZARD – Small parts. Not for children under 3 years.**  
**Please retain this information for future reference.**

### ARROW WARRANTY

Thank you for your purchase of an Arrow Sewing Cabinet!

Thank you for your purchase! Our products have a **three-year warranty from the date of shipment from our facility that covers manufacturer defects** plus a **15 day warranty for any shipping damages**.

Register online at [www.arrowcabinets.com/warranty](http://www.arrowcabinets.com/warranty)  
--get a bonus 1 year of warranty!

The warranty covers parts and freight for the first year and parts only for any claims after the first year. Freight after the first year of ownership will be the responsibility of the customer.

The warranty covers all manufacturer defects but does not cover damage caused by abuse, misuse, 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:**

All replacement parts shipping prepaid freight must **ship out at the same time**. Please help us in this endeavor by reviewing ALL parts in ALL boxes for damage before calling or e-mailing us to report damage. Warranty covers shipping cost of replacement parts 1 time only within the first year of ownership. Additional warranty parts requests will be shipped at the customer's expense.

Register online at [www.arrowcabinets.com/warranty](http://www.arrowcabinets.com/warranty)

VISIT [WWW.ARROWCABINETS.COM](http://WWW.ARROWCABINETS.COM) FOR ASSEMBLY VIDEOS, PICTURES AND FREQUENTLY ASKED QUESTIONS.

FOLLOW US ON FACEBOOK AND CHECK OUT OUR COOL CONTESTS!

If you have any questions, please call or email us at:

**1-800-533-7347**

**[cs@arrowcabinets.com](mailto:cs@arrowcabinets.com)**

Check out our website for pictures and frequently asked questions at:

**[www.arrowcabinets.com](http://www.arrowcabinets.com)**

### Notice to Customer:

Before beginning assembly, remove all parts from the carton. Please review the illustrations below to determine that all parts are included.

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

[cs@arrowcabinets.com](mailto:cs@arrowcabinets.com)

1-800-533-7347

Arrow Cabinets

P.O. Box 307, Delavan, WI 53115

**TO ORDER REPLACEMENT PARTS CALL**

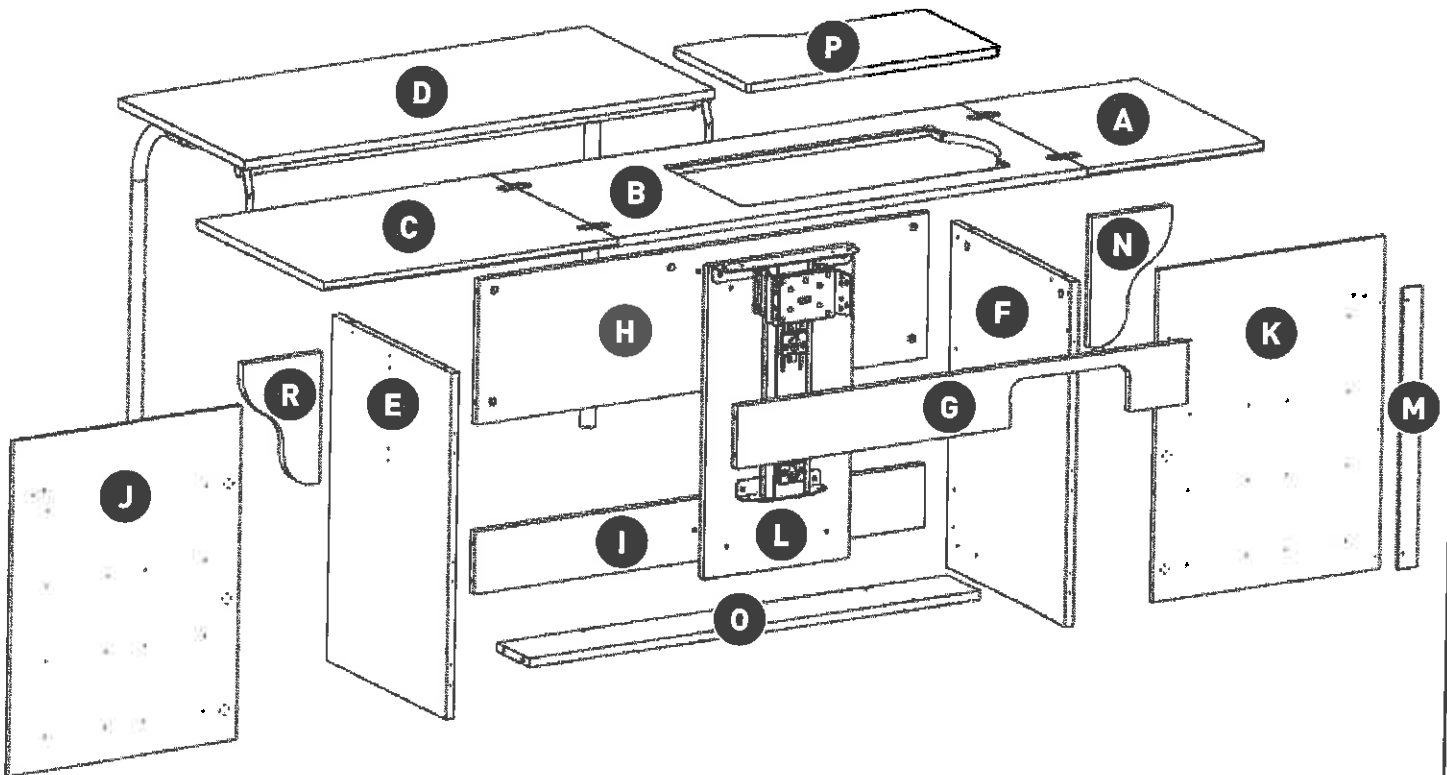
**1-800-533-7347**

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

- **Model Number of Unit - 700 (Oak)  
701 (White)  
702 (Cherry)**
- **Production ID Number**
- **Number of Part Required**
- **Your Name, Address, and Phone Number**

## Wooden Materials

Parts are labeled with capital letters. To reference letters, turn to the Wood Parts List in the back of your manual.

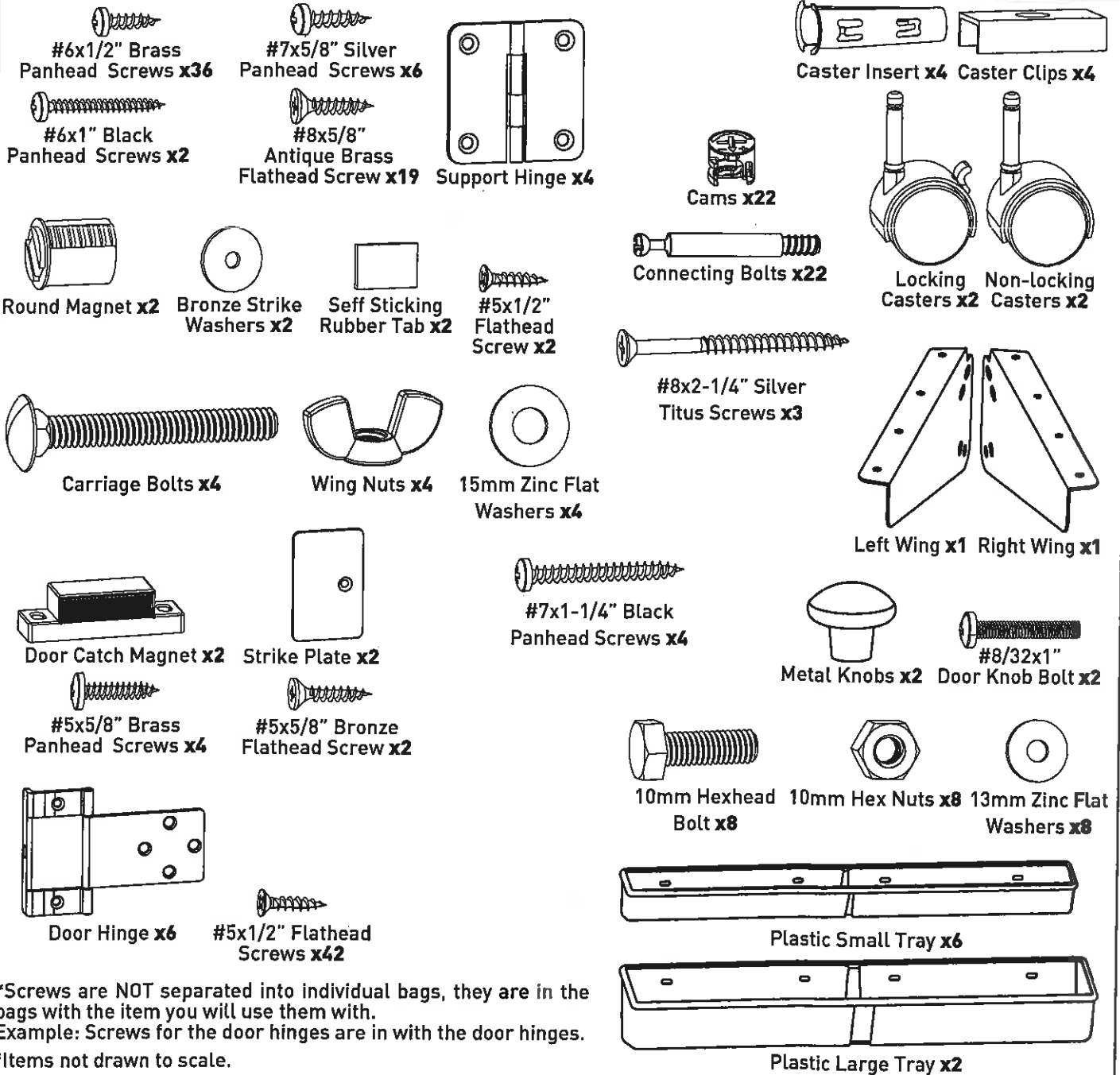


- |                               |                           |                              |                   |
|-------------------------------|---------------------------|------------------------------|-------------------|
| <b>A</b> Right Leaf           | <b>F</b> Right Side Panel | <b>K</b> Right Door          | <b>O</b> Shelf    |
| <b>B</b> Top                  | <b>G</b> Front            | <b>L</b> Lift Panel          | <b>P</b> Platform |
| <b>C</b> Left Leaf            | <b>H</b> Back             | <b>M</b> Door Stop           |                   |
| <b>D</b> Quilt Leaf Extension | <b>I</b> Back Brace       | <b>N</b> Right Leaf Supports |                   |
| <b>E</b> Left Side Panel      | <b>J</b> Left Door        | <b>R</b> Left Leaf Supports  |                   |

If any of these parts arrived damaged, please call us at **1-800-533-7347** and we will send a replacement part out.

For additional strength dab wood glue on tip of screws before attaching.

# Hardware Included

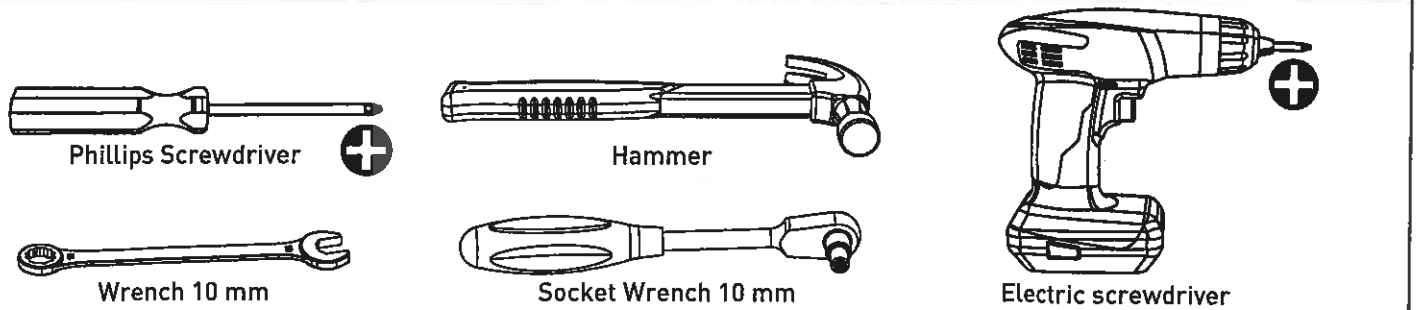


\*Screws are NOT separated into individual bags, they are in the bags with the item you will use them with.  
 Example: Screws for the door hinges are in with the door hinges.

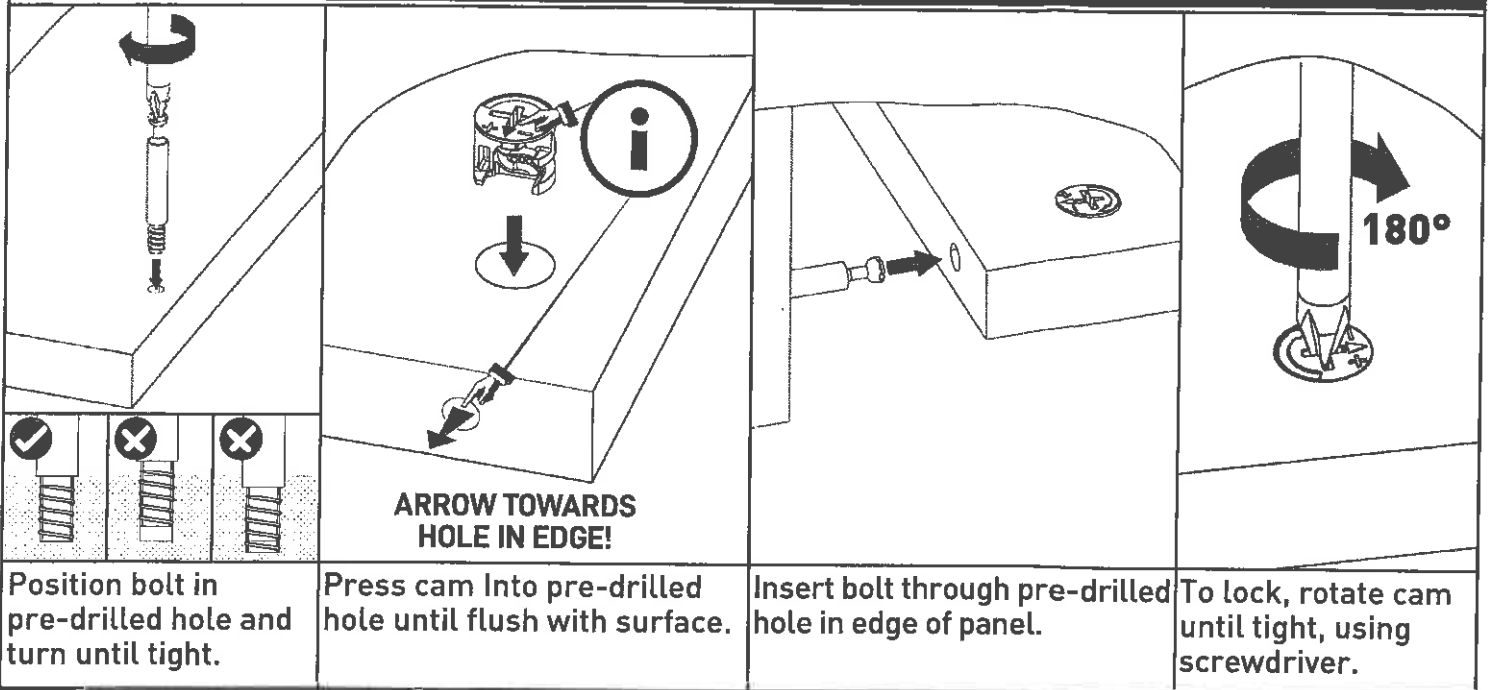
\*Items not drawn to scale.



# Tools required



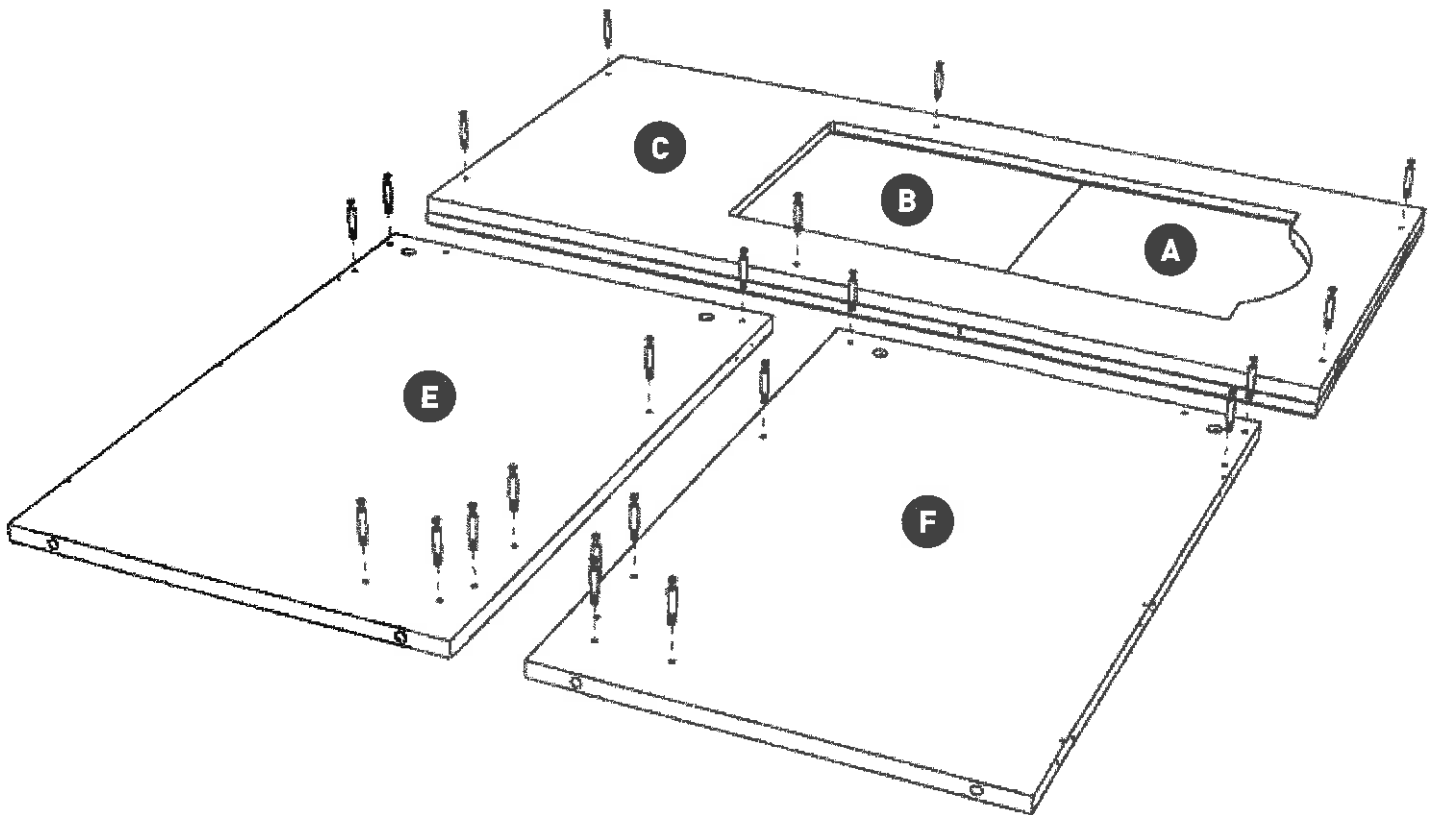
# Understanding How the "ARROW-LOC" Cam Fastener Works



## Cabinet Assembly

**Step 1.** Place Top (A, B & C), Left and Right Sides (E & F) on a flat protected surface (to prevent scratching of parts), thread connecting bolts (22 total) into pre-drilled holes (as shown in FIG. 1).

FIG. 1



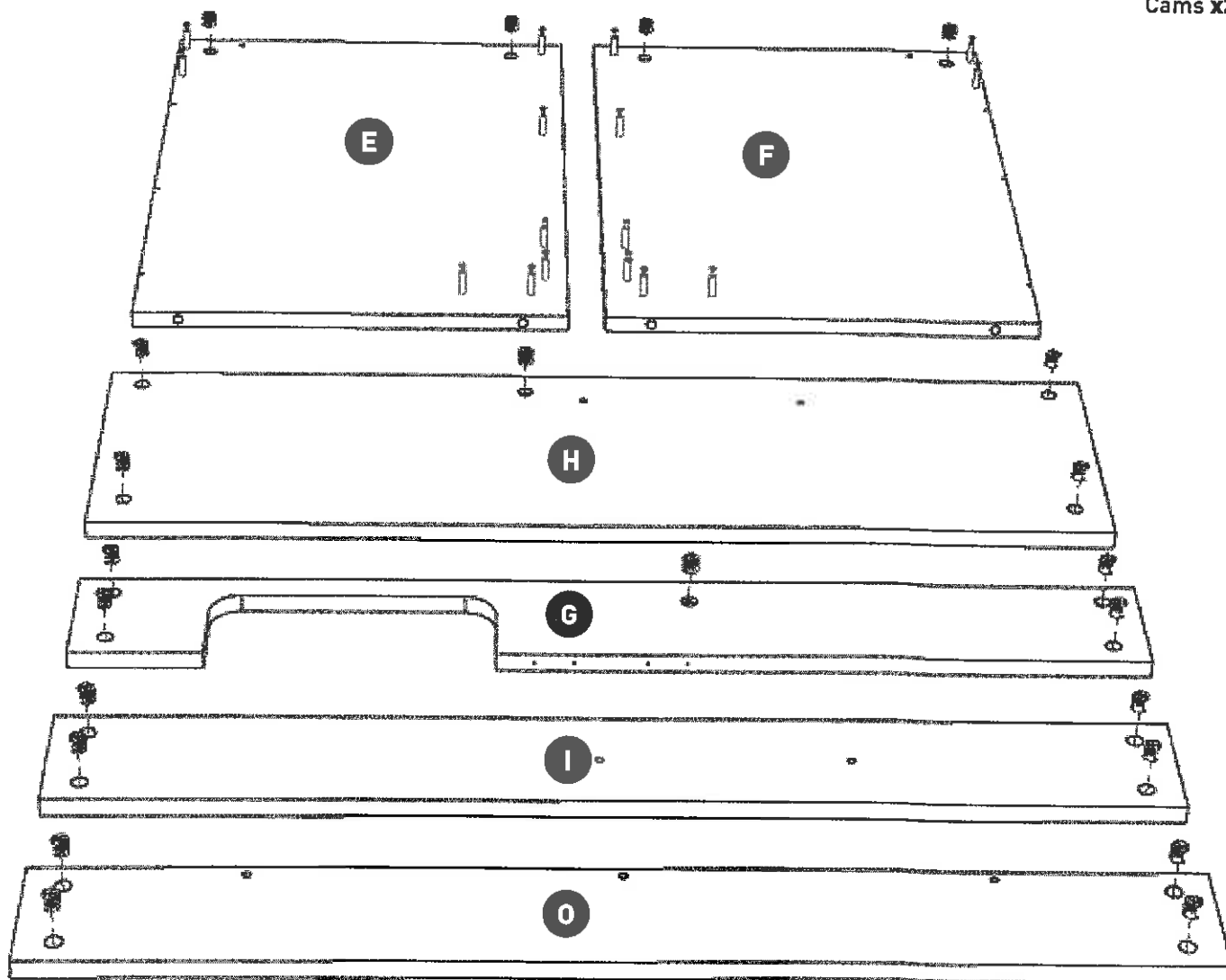
**Step 2.** Install Cams (22 total) by pushing a Cam into each hole flush with surface, the arrow on the Cams should be turned (using a regular screwdriver) to

face the hole in each edge where the Connecting Bolts will enter.



Cams x22

FIG. 2



At bottom of front piece, attach Door Catch Magnet (x2) to Front piece (G) into the pre-drilled holes

using #5x5/8" Brass Panhead Screws (x2) in each Door Catch Magnet (as shown in FIG. 2A).

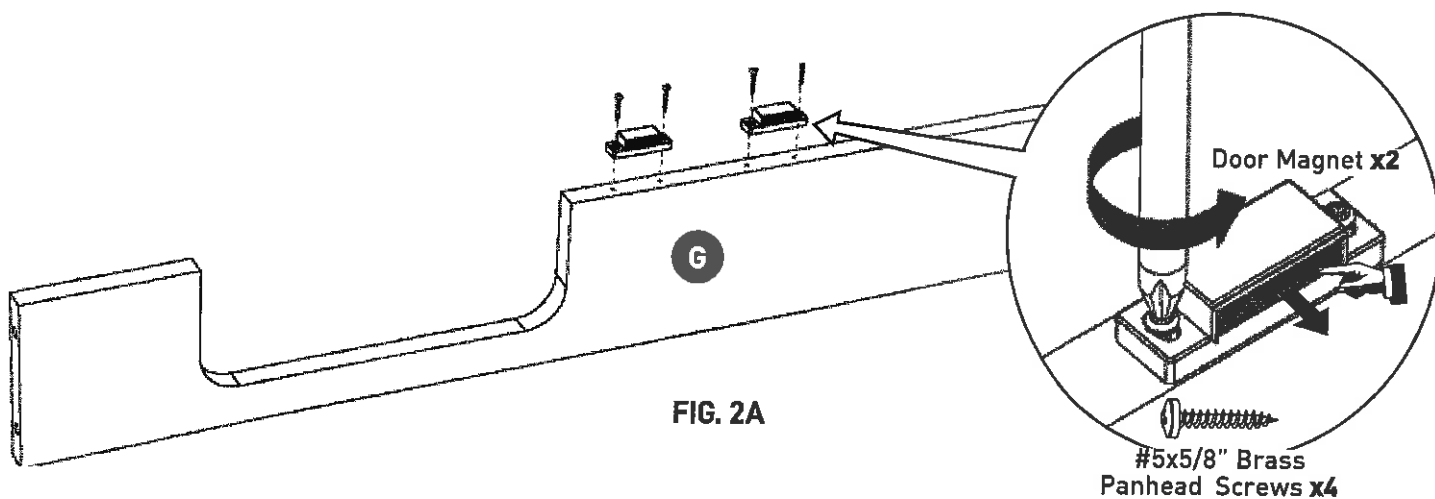


FIG. 2A

#5x5/8" Brass Panhead Screws x4

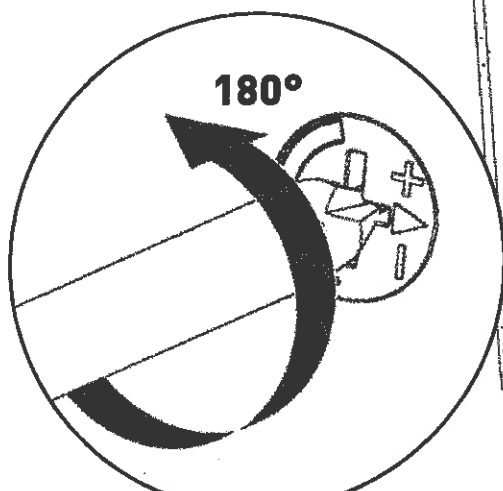
**Step 3.** Attach Back (H) by guiding onto Connecting Bolts (x2) in Right Side (F). Turn Cams to locked position, using screwdriver. Cams facing forward. Attach Front (G) (taped edge up) to Right Side (F), guiding Front (G) onto Connecting Bolts (x2). Turn Cams to locked positions, using screwdriver. Attach Brace (I) (taped edge down) to Right Side (F) with CAMS TOWARD REAR of unit, guiding Brace (I)

onto Connecting Bolts (x2). Turn Cams into locked position, using screwdriver.

Attach Shelf (O) cams facing up, guiding onto Connecting Bolts (x2) on Right Side (F). Turn Cams to locked position.

AFTER INSTALLING BRACE, HOLD BRACE TO AVOID PRESSURE ON BOLTS UNTIL LEFT SIDE IS ATTACHED, OR TURN UNIT ONTO RIGHT SIDE.

**\*ASSEMBLY UPSIDE DOWN**



**Remember to tighten the cams down on ALL pieces once completed!**

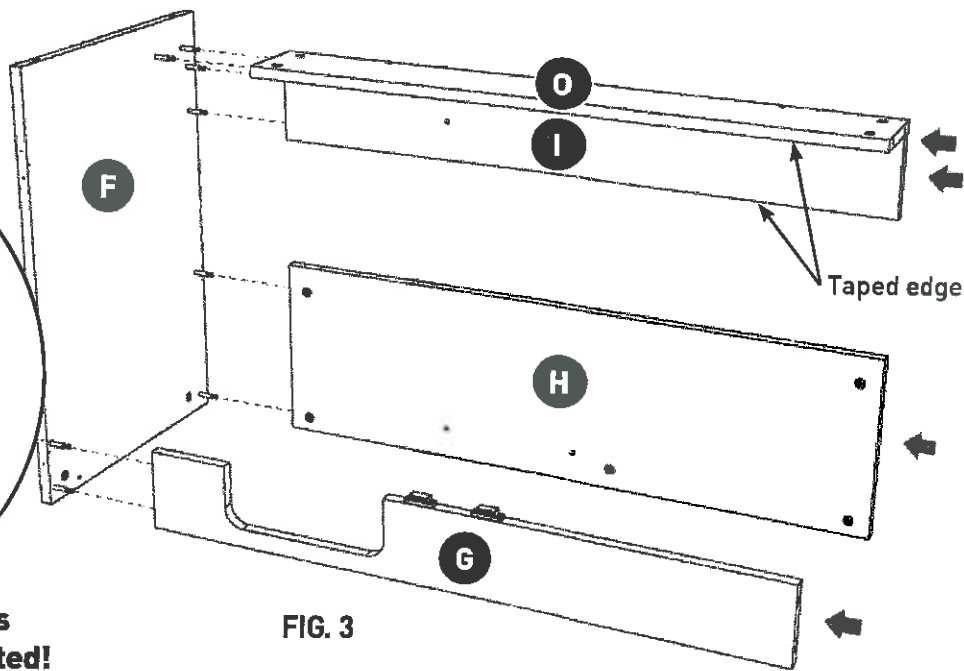
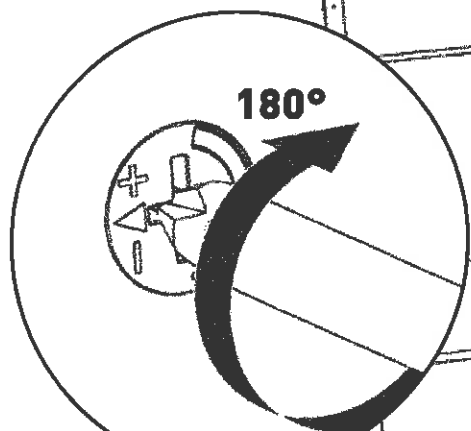


FIG. 3

**Step 4.** Attach Left Side (E) to Brace (I), Back (H) and Front (G) & Shelf (O) guiding Bolts into holes.

Turn Cams to locked position, using screwdriver (as shown in FIG. 4).

**\*ASSEMBLY UPSIDE DOWN**



**Remember to tighten the cams down on ALL pieces once completed!**

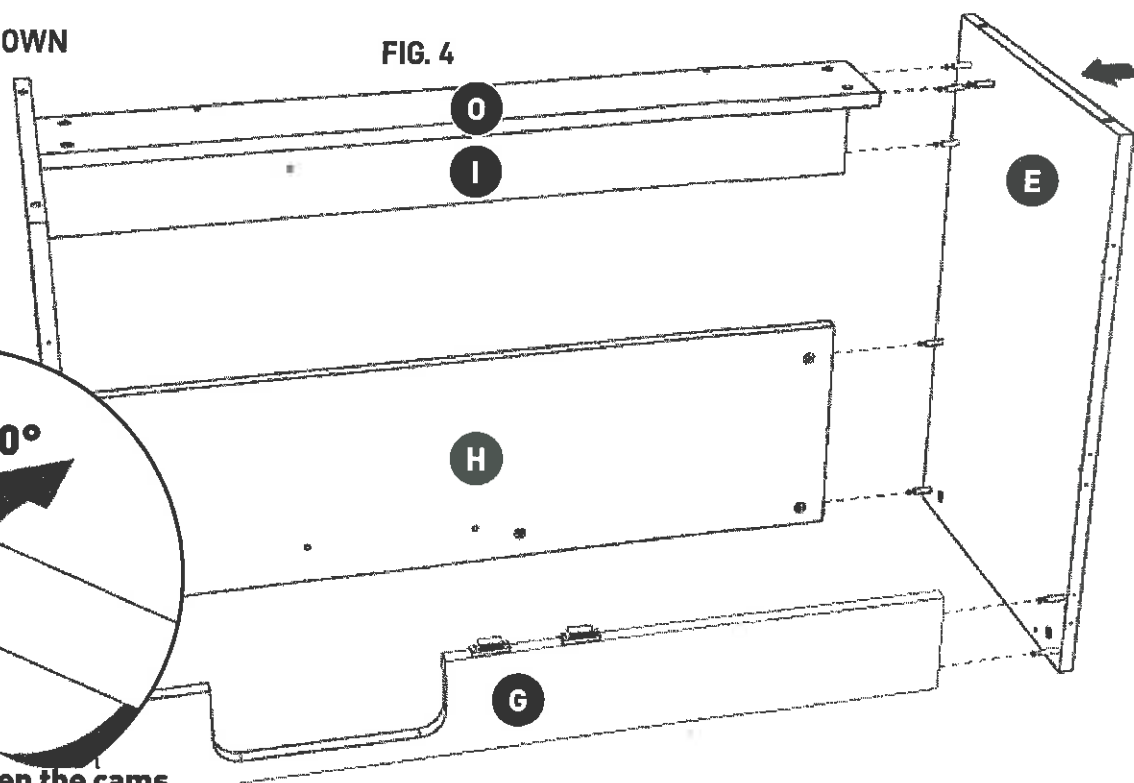
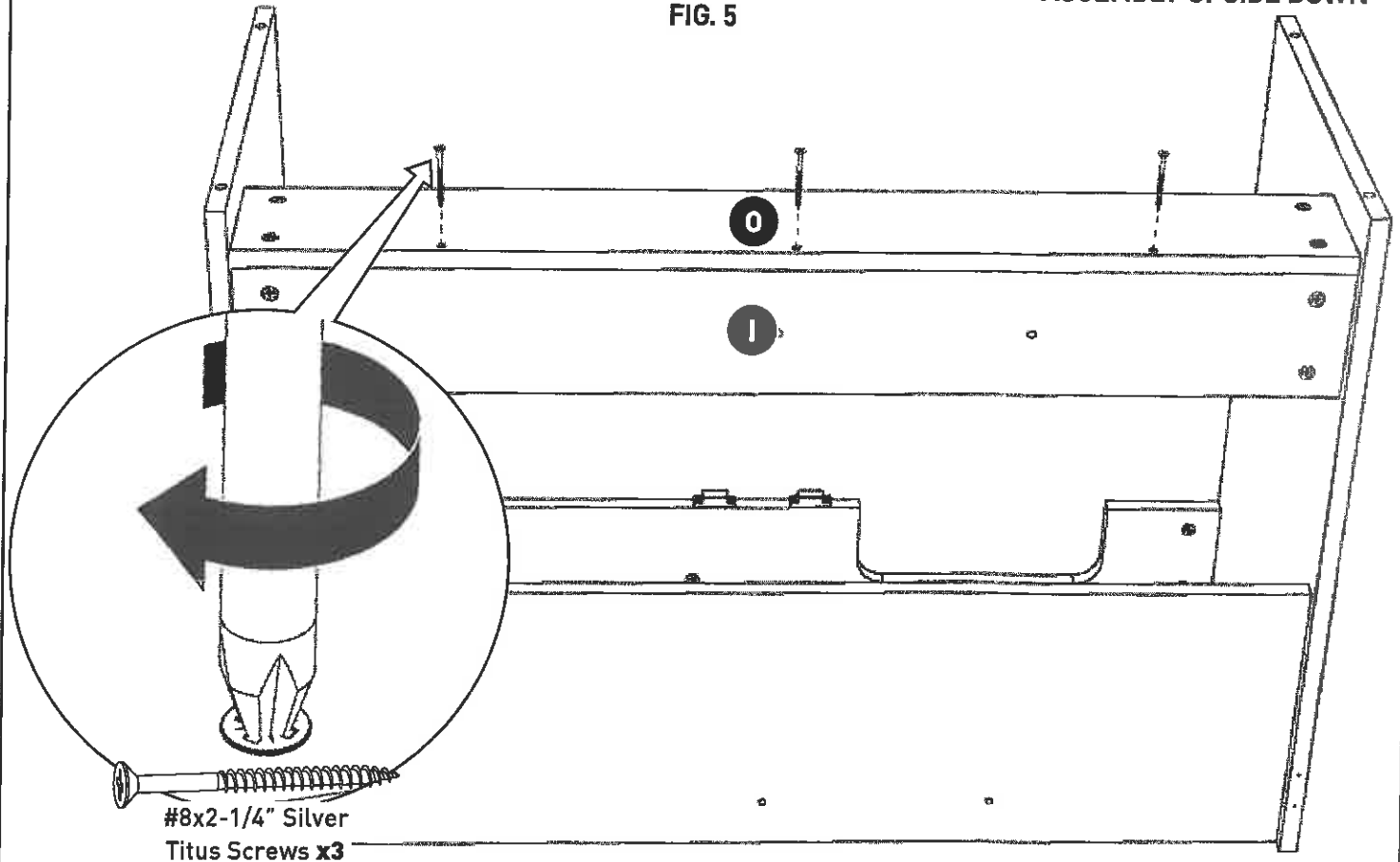


FIG. 4

**Step 5.** Using #8x2-1/4" Silver Titus Screws (x3), screw the Shelf (O) to the Back Brace (I) through the 3 pre-drilled holes in the Shelf. As shown in FIG. 3.

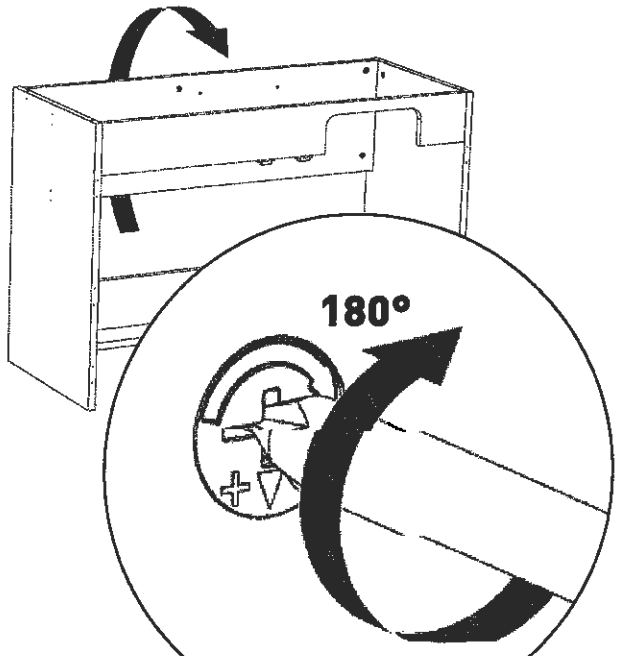
FIG. 5

\*ASSEMBLY UPSIDE DOWN



**Step 6.** Using 2 people CAREFULLY flip cabinet right side up. Once cabinet is standing, on the its Right (F) & Left (E) side panels place Top (A, B, C) on to the Left

(E), Right (F) and Back (H) by guiding connecting bolts into the pre-drilled holes on panels. Turn cams to locked position on each panel.



**Remember to tighten the cams down on ALL pieces once completed!**

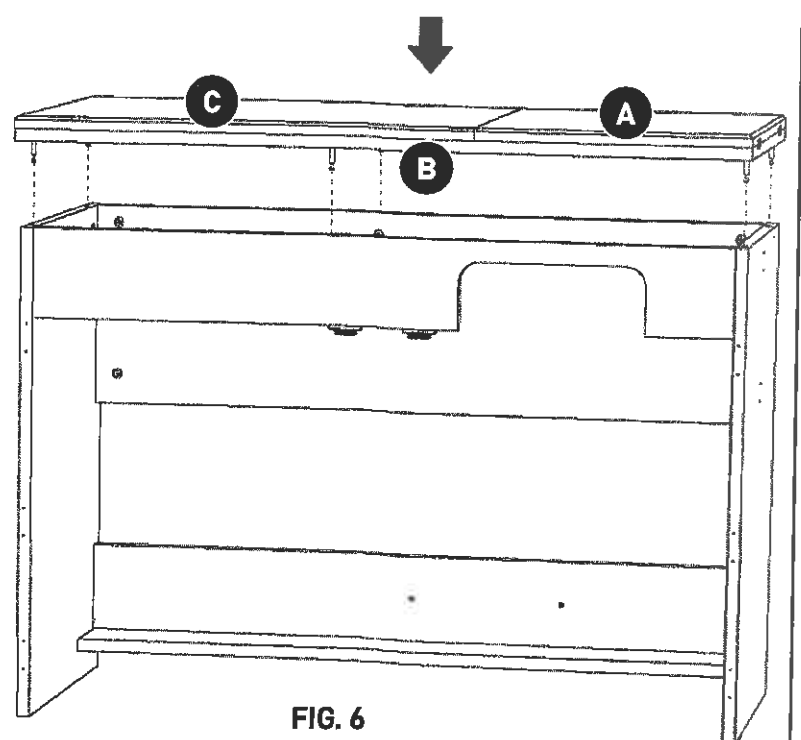


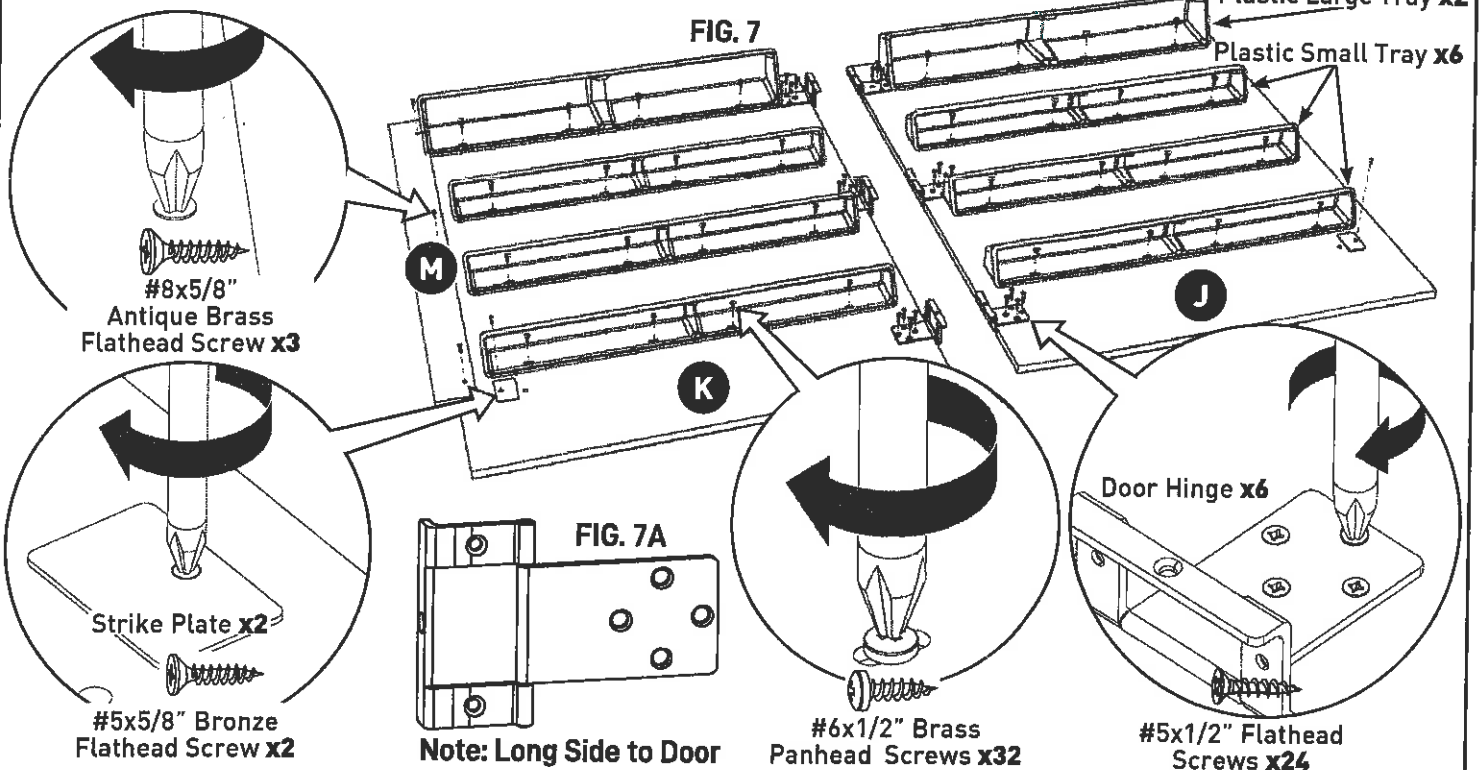
FIG. 6



**Step 7.** Attach the plastic Trays (x8) to the Door (J & K) by inserting the #6x1/2" Brass Panhead Screws (x32) into the Door (J). Attach Small Trays (x3) in the top three rows of pre-drilled holes and Large Tray in the bottom row. Screw in Strike Plate (x1) in each Door (J,K) using #5x5/8" Bronze Flathead Screw per Door Catch

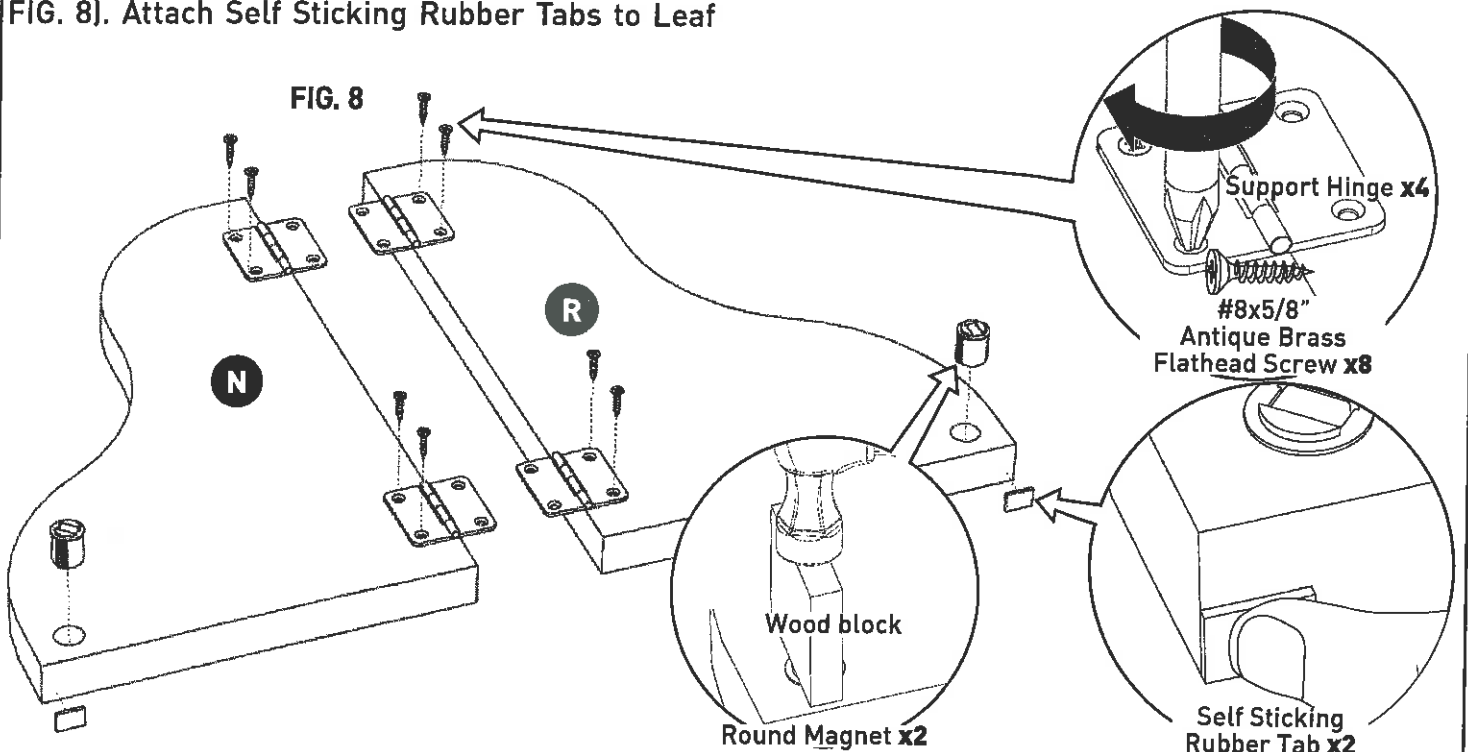
Plate.

Attach Door Hinges in each Door (J,K) with #5x1/2" Flathead Screw (24) (as shown in FIGS. 7 and 7A). Long end attaches to door. Attach Door Stop (M) using #8x5/8" Antique Brass Flathead Screws, to the Right Door (K).



**Step 8.** Attach Support Hinges (x4) to Right and Left Supports (R & N) with #8x5/8" Antique Brass Flathead Screw (x8); Insert Round Magnets (x2) into holes in Leaf Supports (L & K) (as shown in FIG. 8). Attach Self Sticking Rubber Tabs to Leaf

Supports (R & N), even with end & outer edge, opposite side of round Magnet. Place a wood block or towel over the round magnet and tap hard to get magnet in hole.



**Step 9.** Once Top Assembly (A, B, C) is on securely, with 2 people CAREFULLY flip the cabinet on its back, as shown in FIG. 9A.

Once the cabinet is on its back, open both leaves as shown in FIG 9B. Make sure the area you are using is clean from debris, so you do not scratch the veneer on cabinet when flipping it.

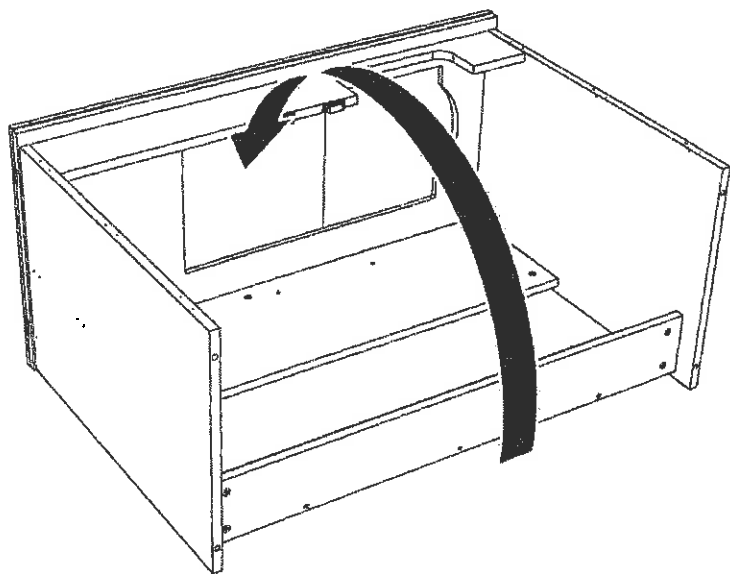


FIG. 9A

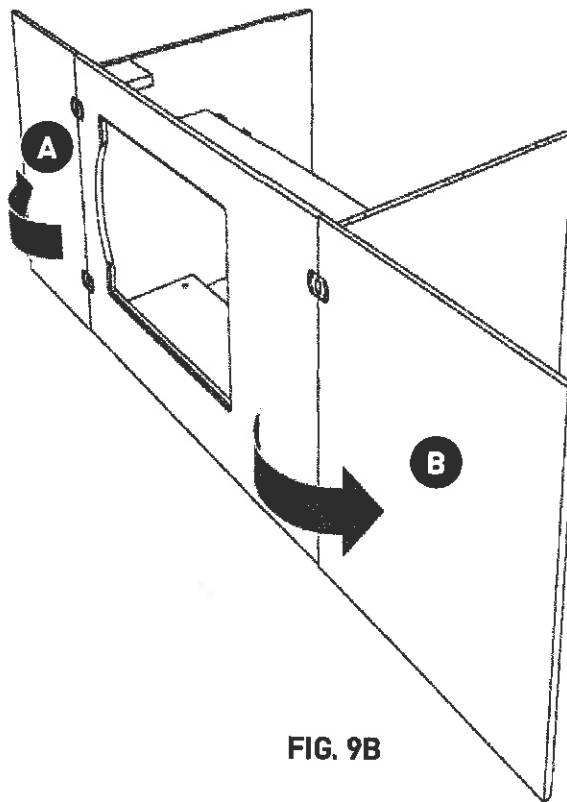
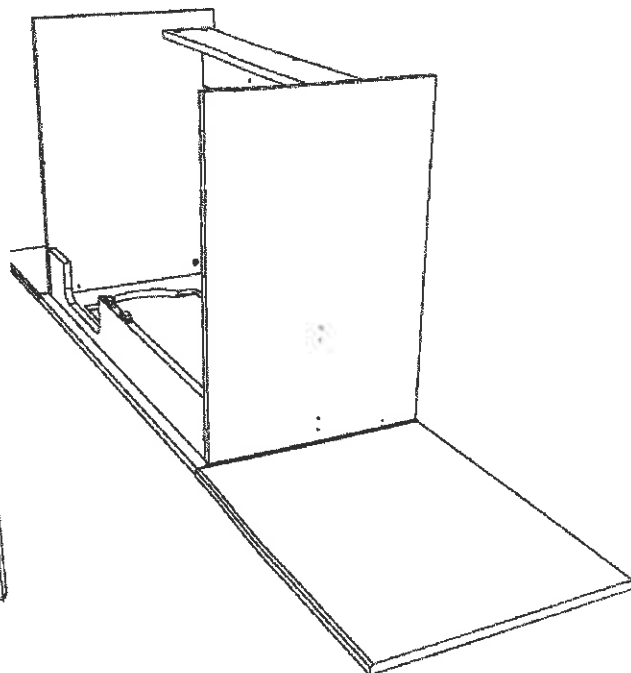
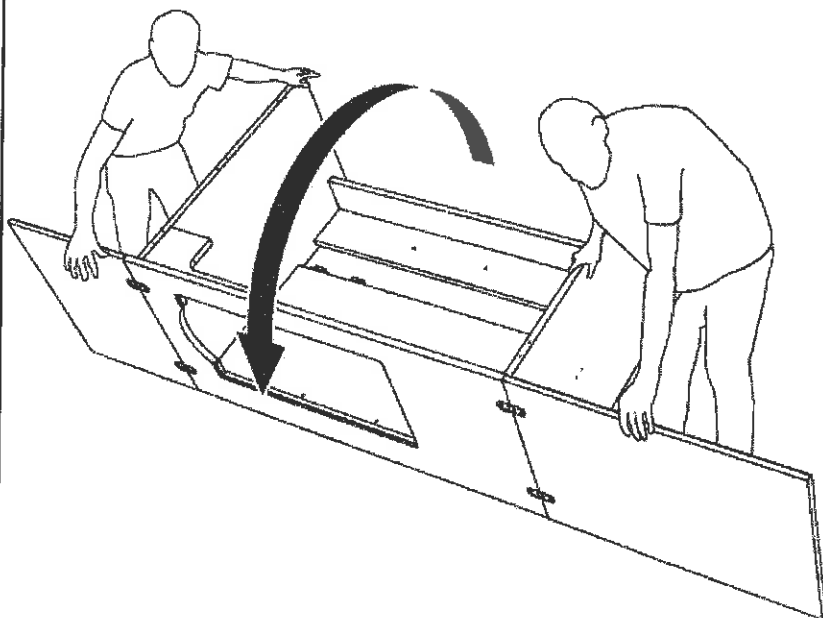


FIG. 9B

**Step 10.** With 2 people CAREFULLY support the leaves and tip the cabinet over on its top, as shown in FIG. 10A & 10B.

FIG. 10A

FIG. 10B



**Step 11.** Place the Platform (P) under the top as shown in FIG. 11. Cut out on Platform will face the back under the airlift, as shown in FIG. 11A.

FIG. 11

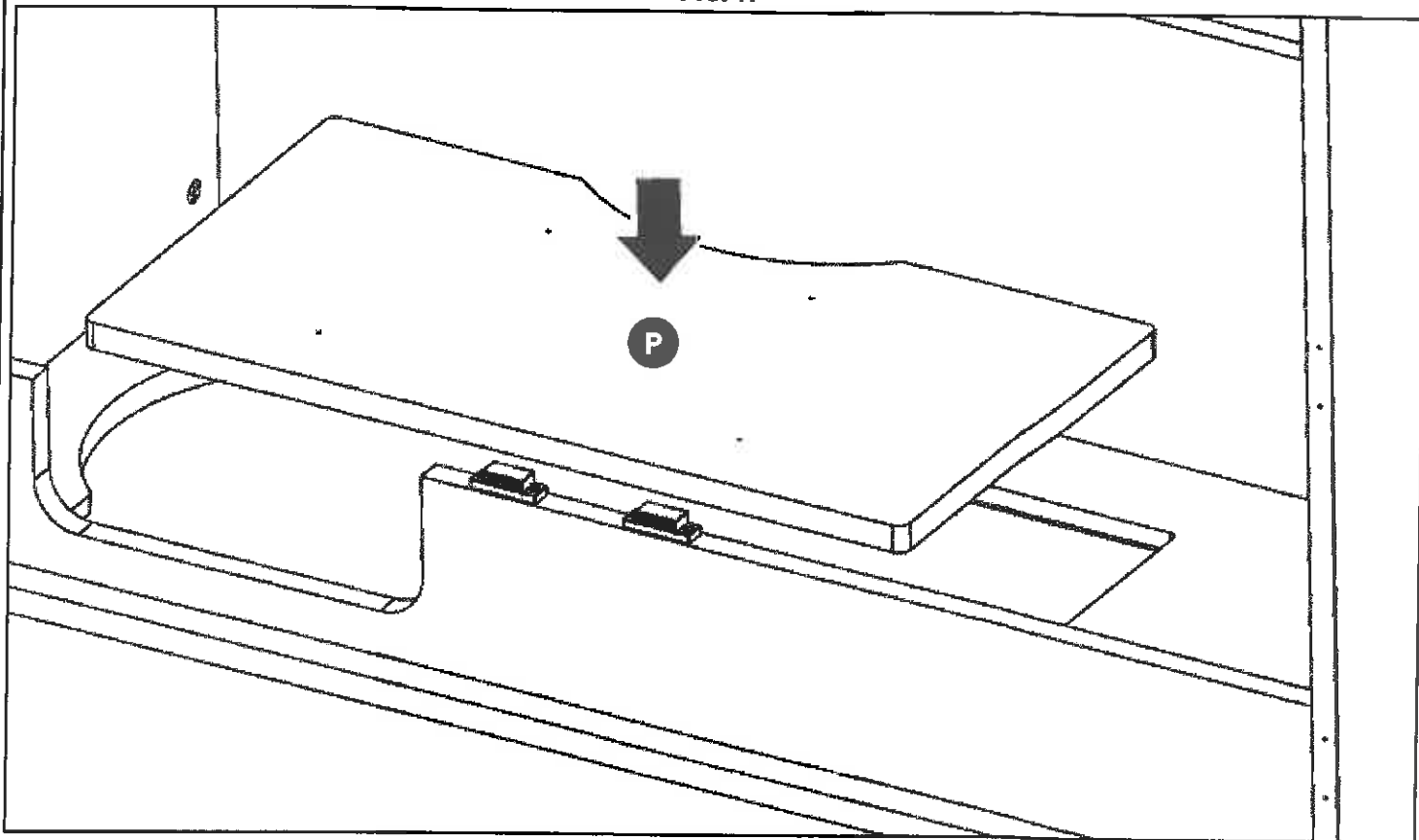
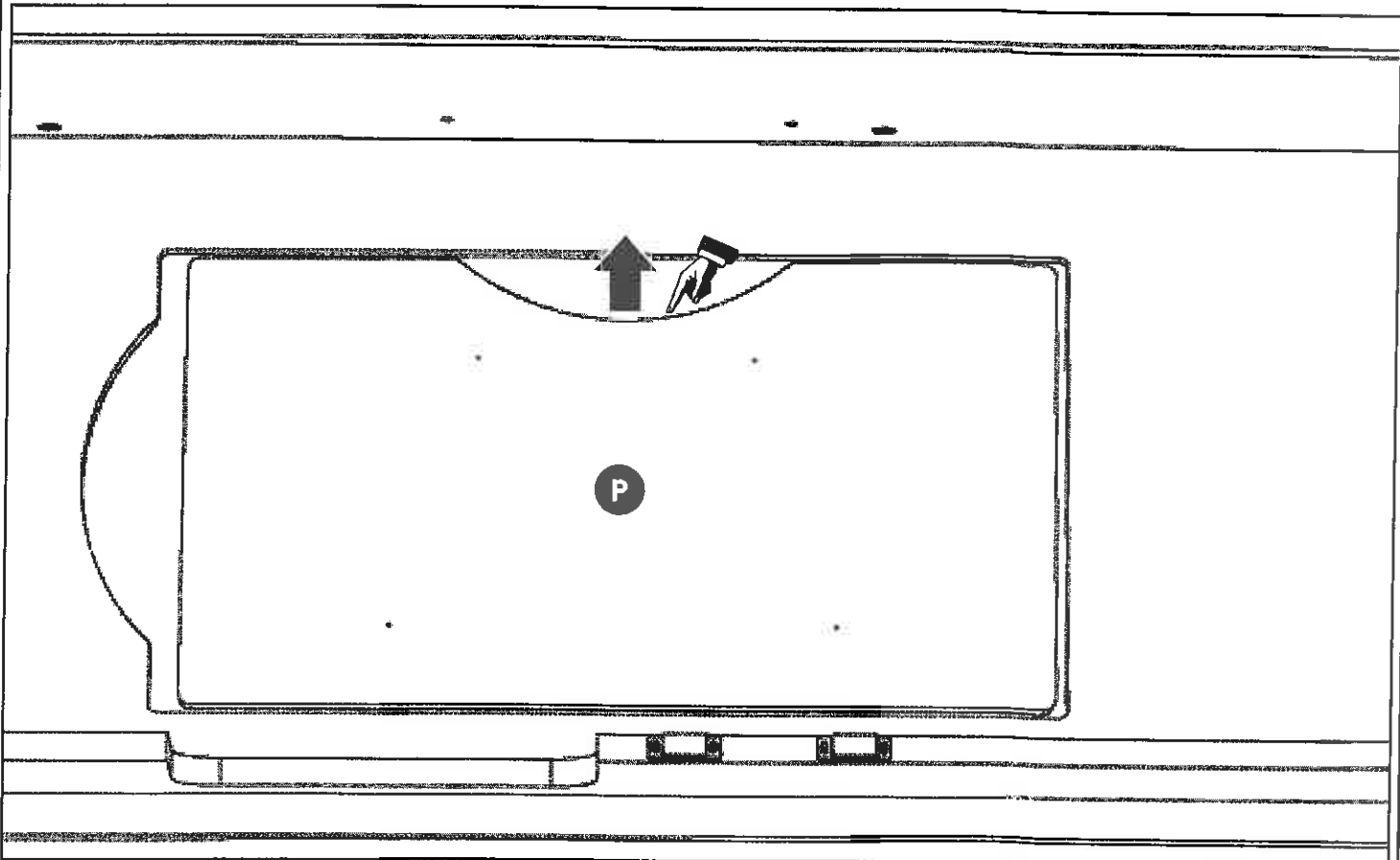


FIG. 11A



**Step 12.** Attach Lift Panel (L) with airlift on upside down as shown in FIG. 12. Using the Carriage Bolts (x4) attach lift panel to the Back (H) and the Back Brace (I), poke Carriage bolts through pre-drilled

holes in panels. To tighten bolts add the washer and wing nut to all bolts. Tighten down using a wrench.

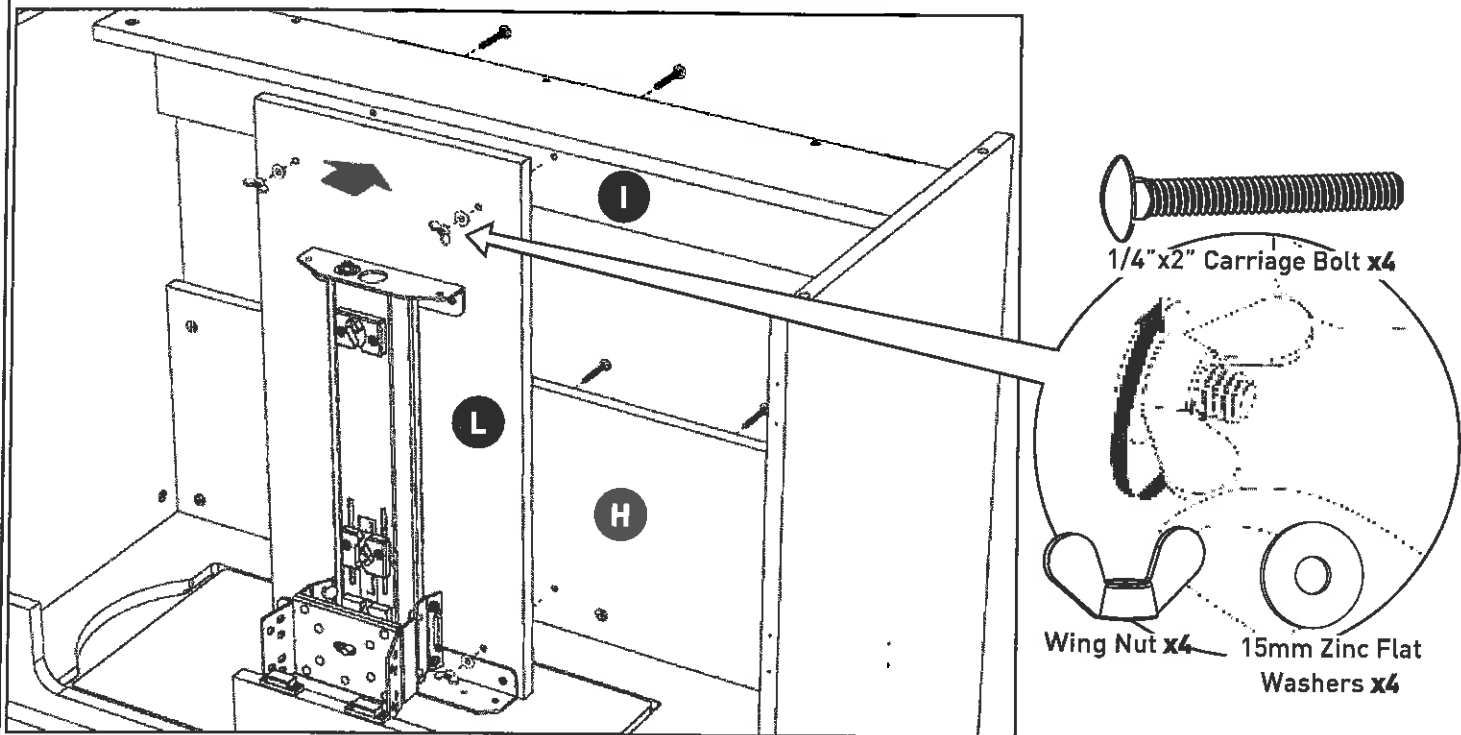


FIG. 12

**Step 13.** Once the Lift Panel (L) with airlift is securely attached with all 4 Carriage Bolts to the Back (H) and Back Brace (I), attach the airlift to the Top (B) by screwing the #6x1\" Black Panhead Screws (x2) to the Top Panel (B) as shown in FIG. 13.

**Note:** There are no pre-drilled holes to screw #6x1\" Black Panhead Screws (x2) through the metal holes on Panel B. You can either drill a small hole to help get the screws started or use a power screwdriver. Using a manual screwdriver may be too difficult.

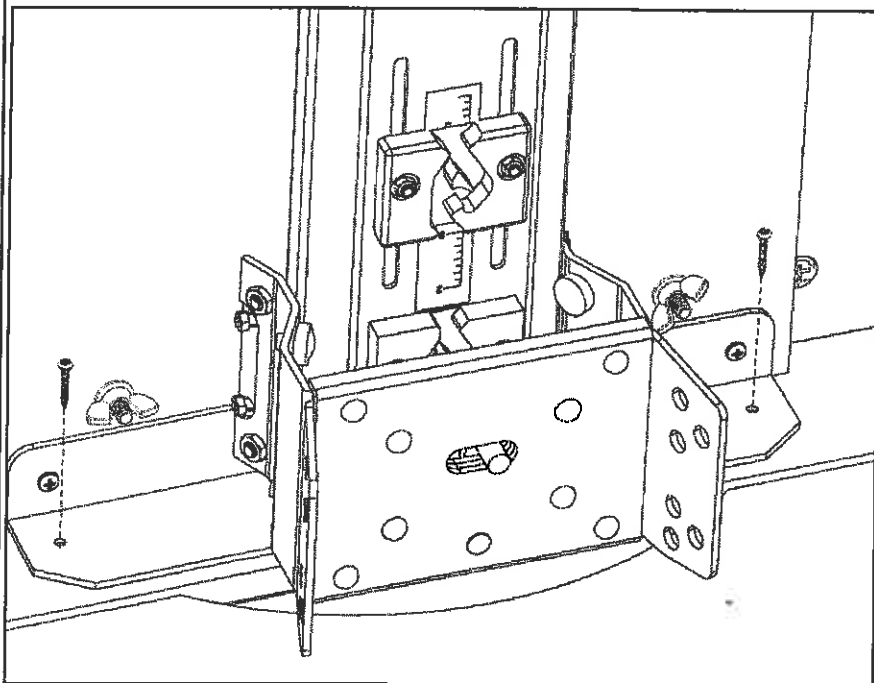
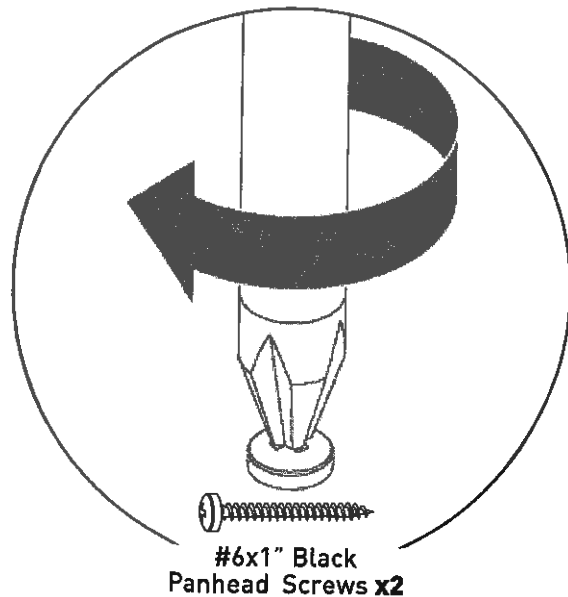
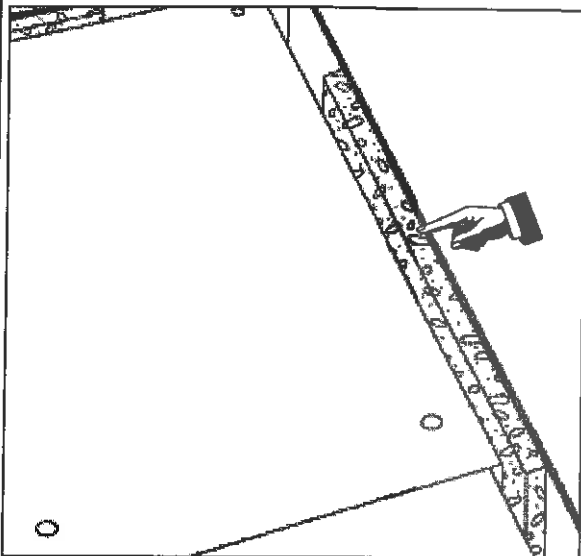


FIG. 13

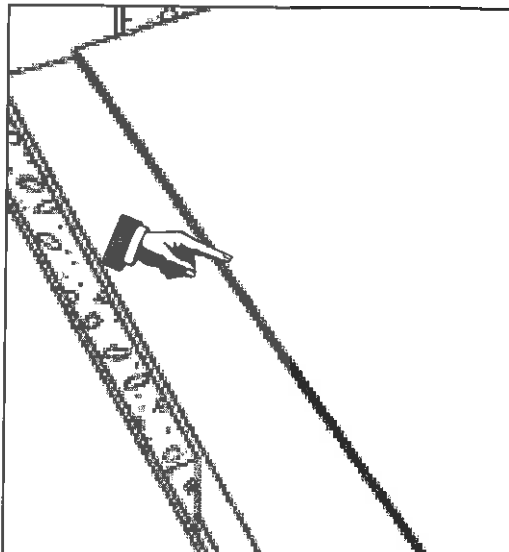


**Step 14.** The opening you set your sewing machine on in the cabinet is quite large. The opening allows the cabinet to accommodate larger sewing machines, but makes it difficult to level the platform you set your machine on.

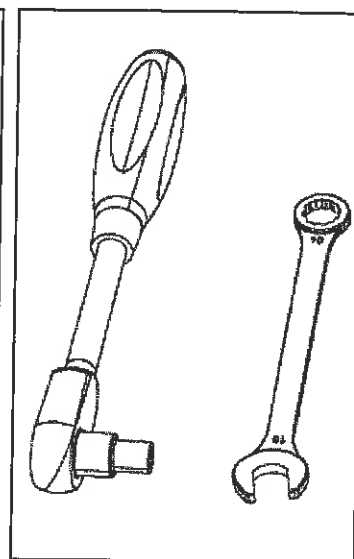
The following instructions will help you level the Platform (P). You will need the styrofoam from the box, a sheet of cardboard from the box & a 10 mm wrench and an socket wrench.



Styrofoam from box

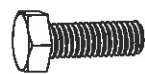


Cardboard from Box



10 mm wrench & an  
Socket wrench

**Step 15.** Take metal wings and attach them to the airlift carriage using the 10 mm hexhead bolts (x8), 4 bolts per wing. Attach the bolts on loosely, as you will tighten them down in a later step. The metal wings are placed on the inside of the airlift carriage flanges facing outward, as shown in FIG 14. Once complete remove styrofoam from back of cabinet.



10mm Hexhead  
Bolt x8

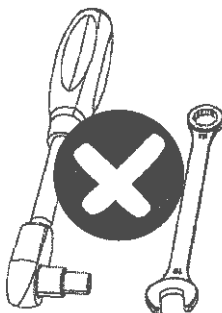
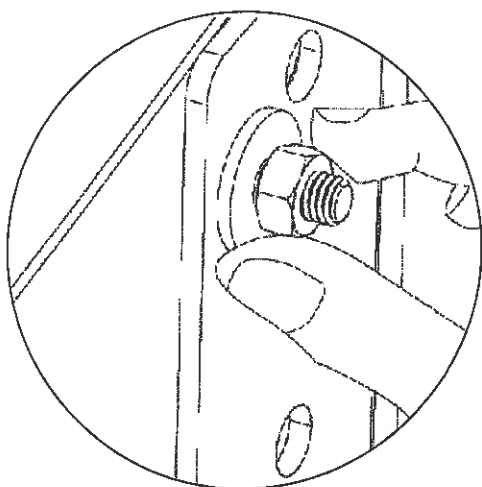
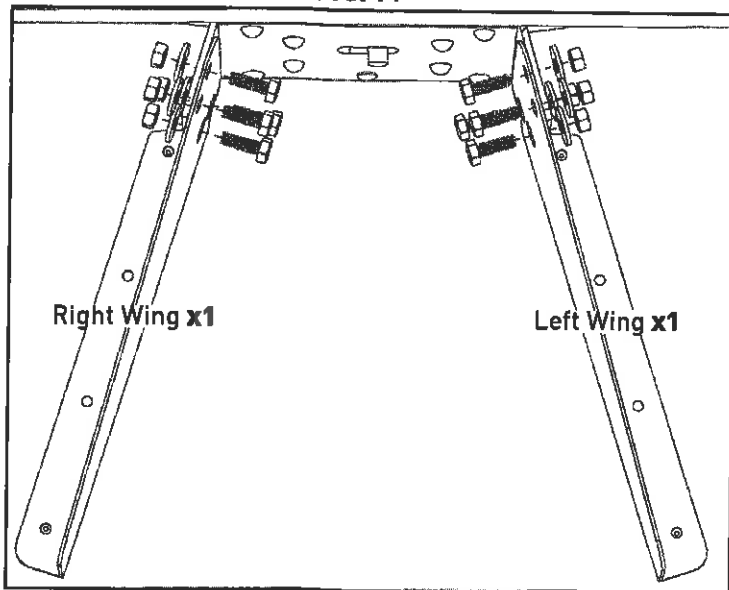


10mm Hex Nuts x8



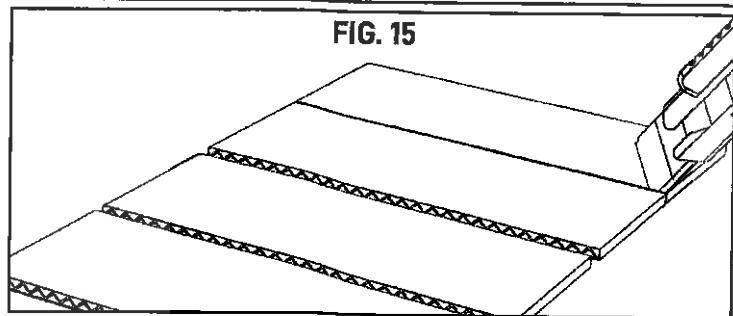
13mm Zinc Flat  
Washers x8

FIG. 14



**Step 16.** Cut cardboard sheet from box contents into 6-8 strips of 6" long x 2" wide strips (Fig. 15). If the cardboard is too thick use an envelope folded in half.

FIG. 15



**Step 17.** Place cardboard strips around the Platform (P) to keep the Platform square, as shown in FIG. 16. Make sure the Platform has

clearance on all sides. If cardboard is too thick use envelopes folded in half.

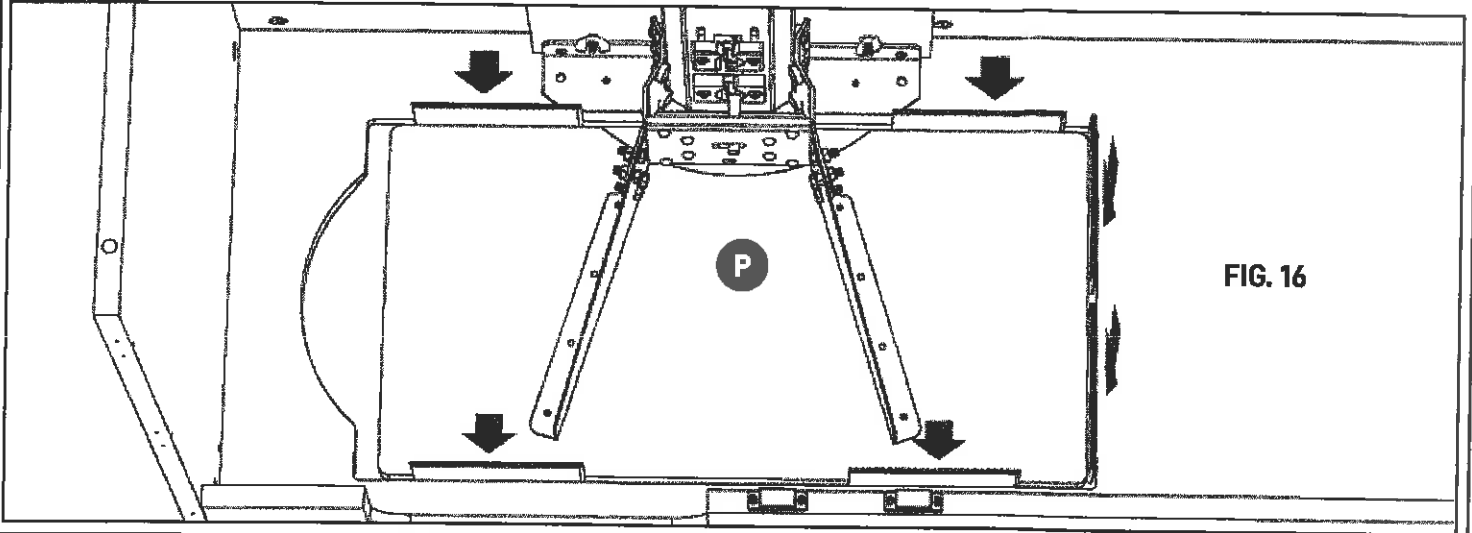


FIG. 16

**Step 18.** Attach the metal left and right wings to the Platform (P) using large silver #7x5/8" screws (x4). The long flanges facing outward & toward the edge of the Platform. Place screws in pre-drilled holes on metal wings and Platform.

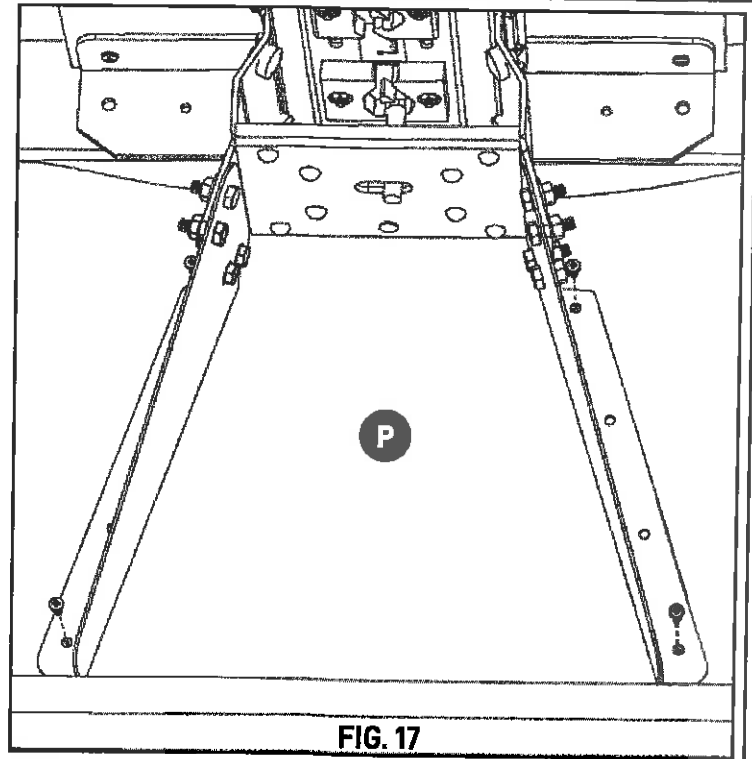
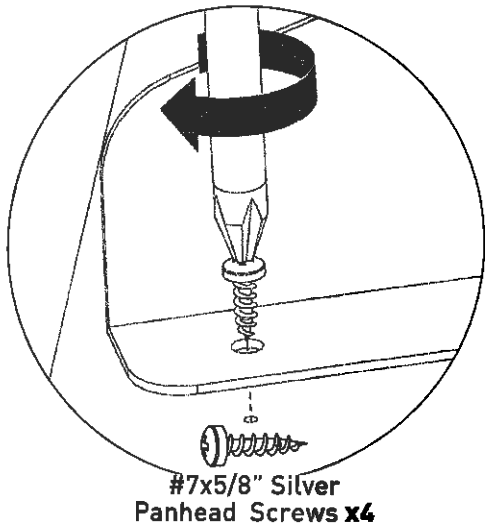


FIG. 17

**Step 19.** Using 2 people, a 10mm wrench and an adjustable wrench tighten down the 10 mm hexhead bolts (x8) on the metal wings and airlift carriage. To prevent the Platform (P) from rising up as it is being tightened, have the second person stand on the platform while another tightens the 10 mm hexhead bolts (x8) down. The even pressure applied will help the platform to not rise up. Make sure the cabinet is on a level sewing surface. See Fig. 18.

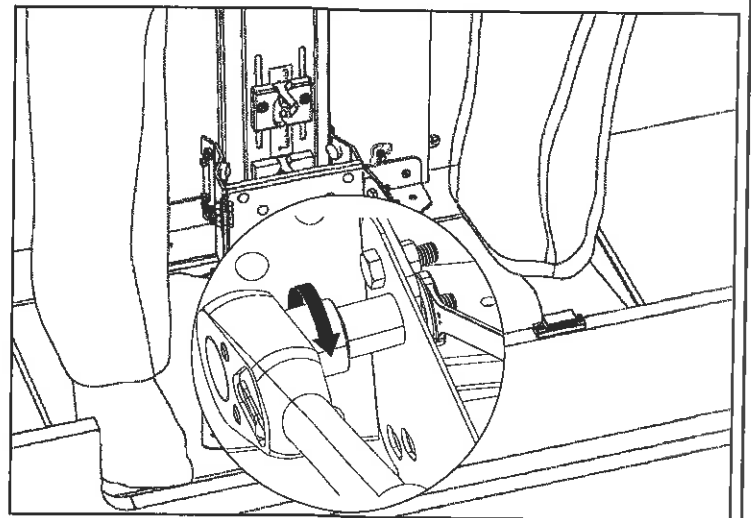


FIG. 18

**Step 20.** Install Caster Clips over holes in Sides (E & F), tap in Caster Inserts through hole on Clips. Once complete tap Casters into Sides (E & F).

Locking casters in front of unit and non-locking casters in back of unit. Make sure Caster Clips are placed 1st!

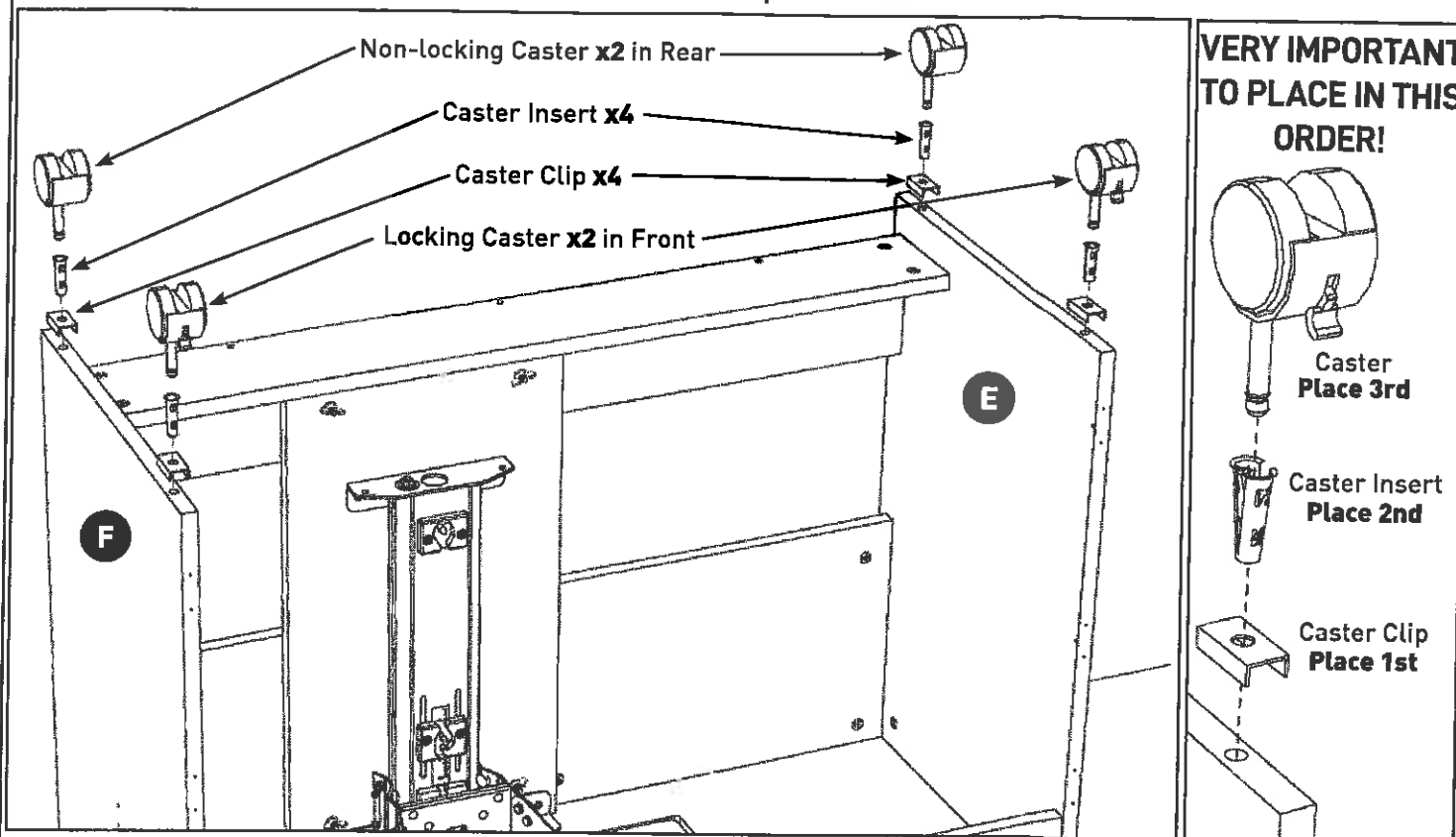


FIG. 19

**Step 21.** Using 2 people CAREFULLY lift and turn the cabinet right side up placing the unit on the 4 casters. **Step 22.** Attach both Leaf Supports (R & N) to outside of Left Side (E) & Right side (F) with #8x5/8" Antique Brass Flathead Screws (x8).

Part (R) will attach to Left Side (E) (Fig. 21) & N to Right Side (F) (Fig. 20). Attach the Bronze Strike Washers (x2) with #5x1/2" Flathead Screws (x2) to both Side Panels (E & F).

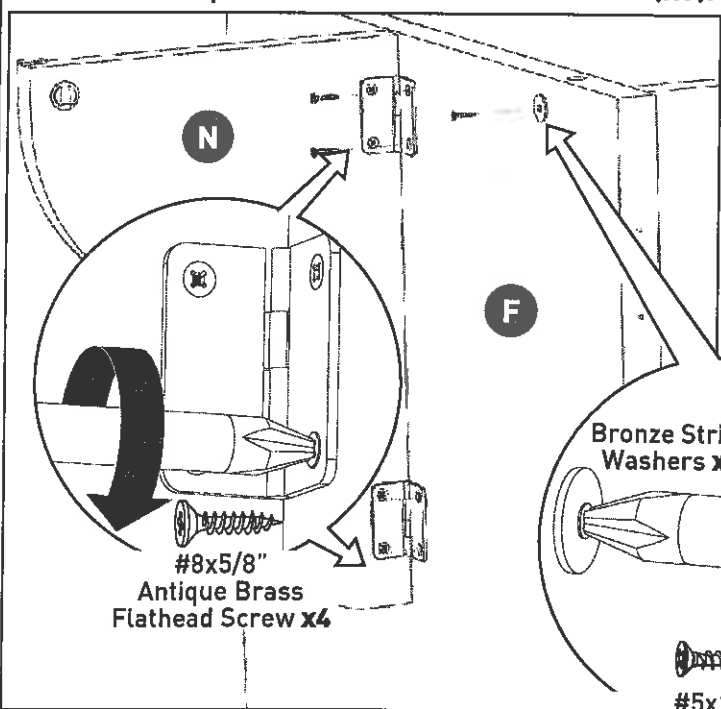


FIG. 20

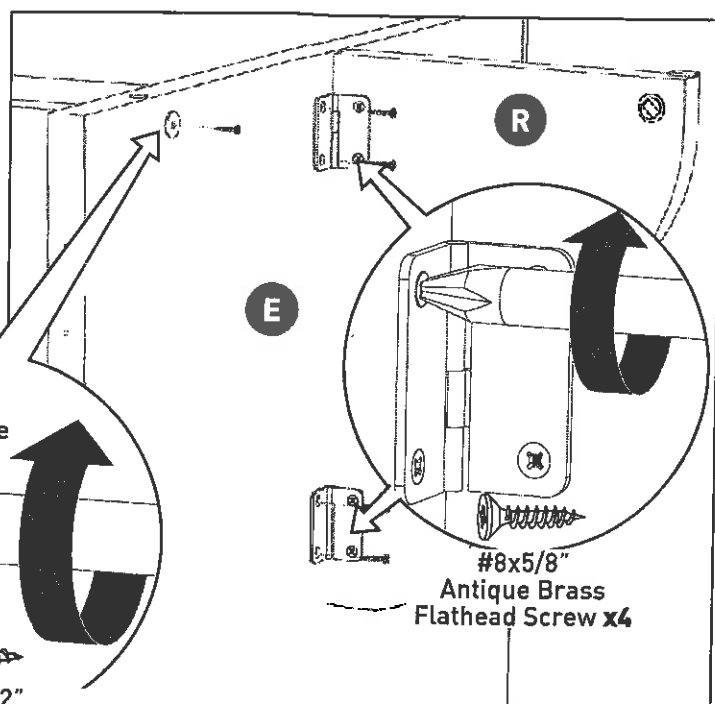
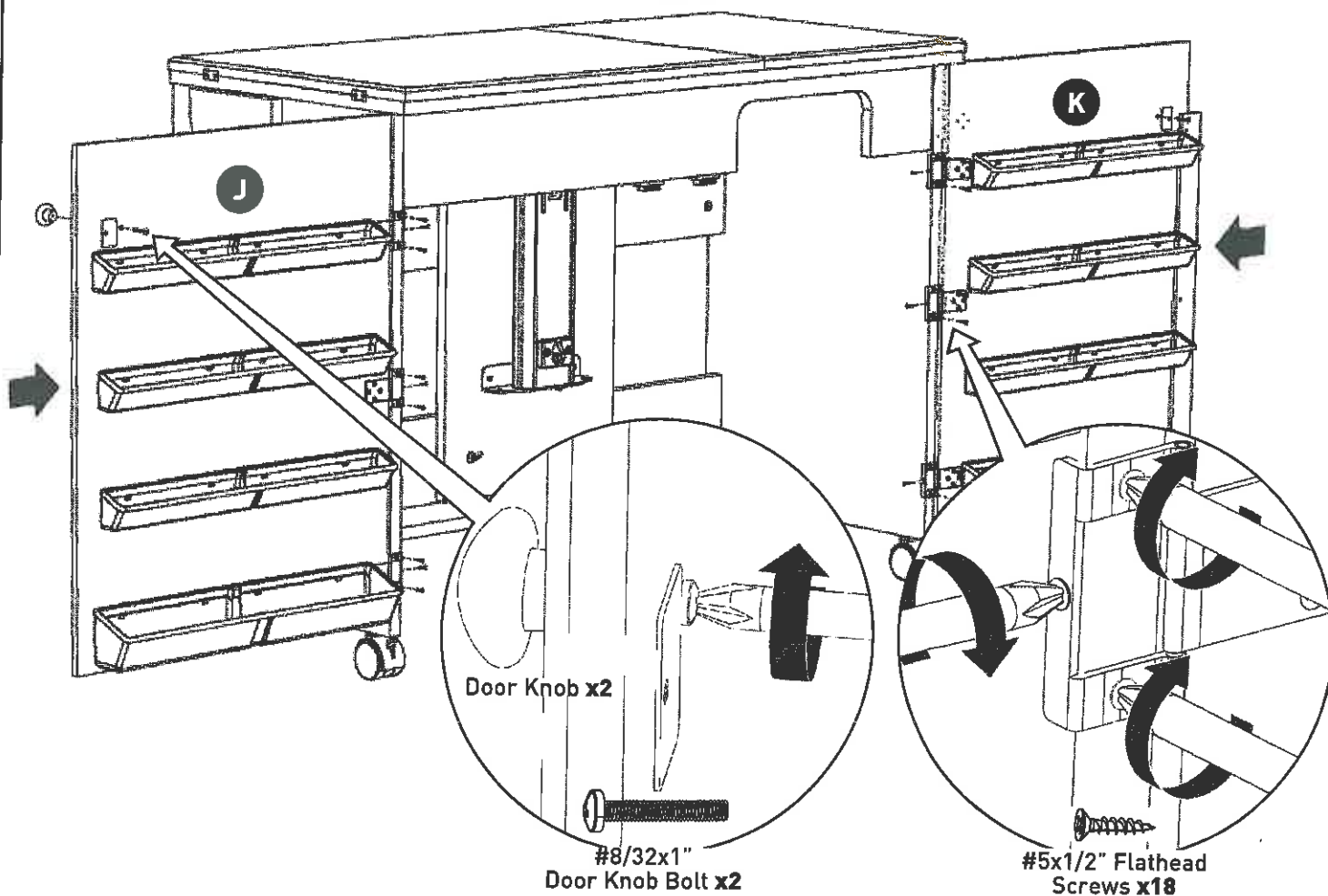


FIG. 21

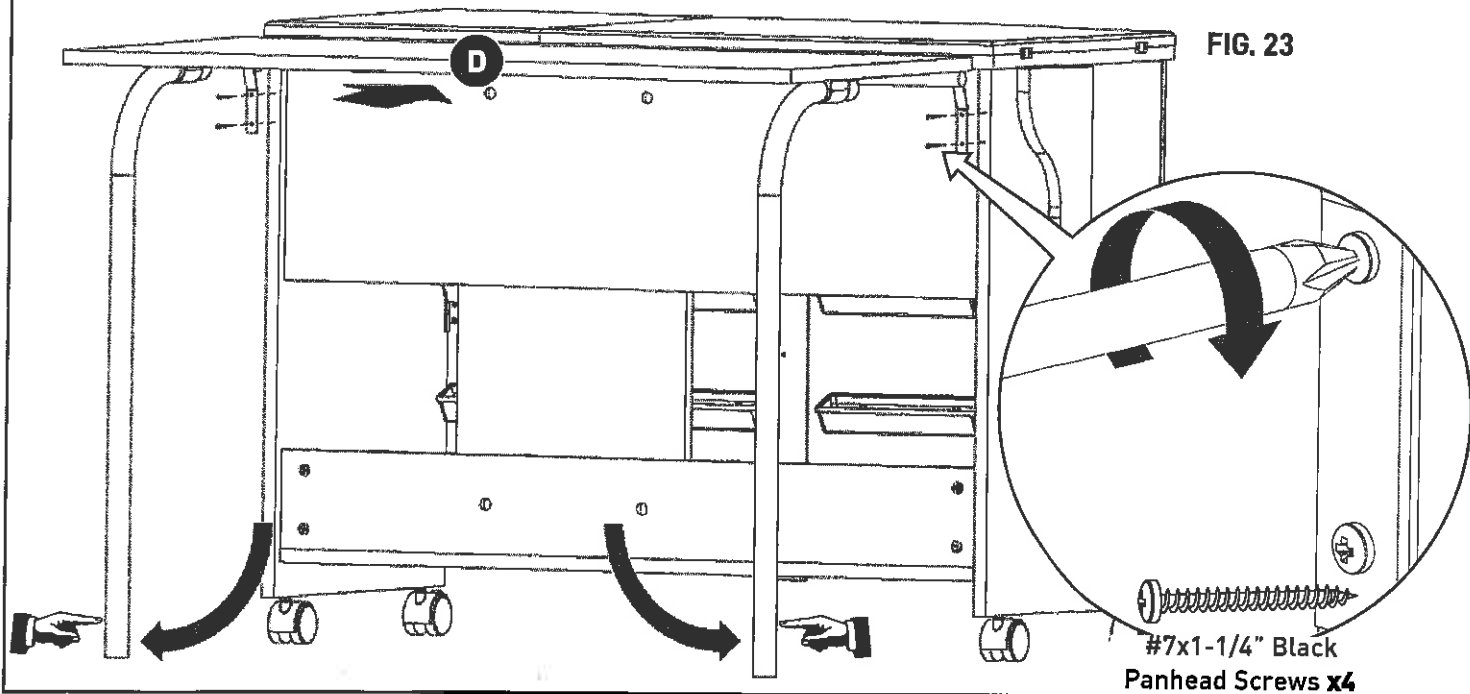
**Step 23.** The Doors [J, K] may be hung using #5x1/2" Flathead Screws (x9) per door as shown below. Next attach the Door Knobs using bolts (x2).

FIG. 22



**Step 24.** Next attach the Quilt Leaf Extension (D) to the back of the unit using #7x1-1/4" Black Panhead Screws (x4). Place screws in pre-drilled holes on metal rod and Back (H). Extend legs on quilt leaf to access holes. For additional support dip screws in wood glue before screwing them into the Back.

FIG. 23





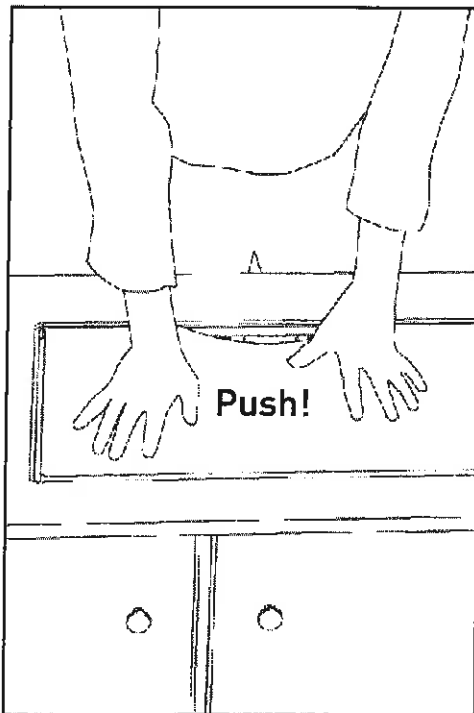
## How To Work the Air Lift Mechanism

The Air Lift has 3 positions for your sewing machine: storage, flatbed and freearm.

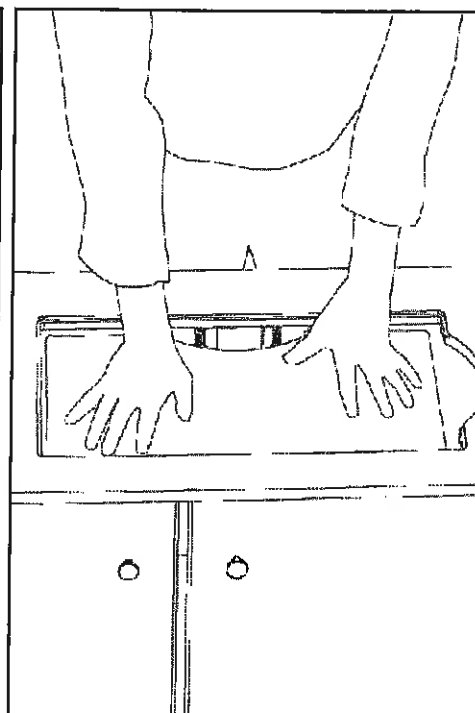
**Follow these simple instructions to move the Air Lift into the 3 Different Positions:**

1. Once your cabinet is fully assembled you can begin moving the Air Lift.
2. To activate the mechanism for the first time open the door on the cabinet and push down with 2 hands on the platform and release, as shown below in pictures 1 and 2.
3. The top position known as the freearm position usually takes 2 small pushes to activate. The freearm position has more resistance than the other two positions.
4. Once you are comfortable moving the platform up and down into the 3 positions place your sewing machine on the platform.
5. Before moving the platform with your sewing machine on it, check to see that your machine is sitting centered on the platform and will not hit the sides of the cabinet as it moves up and down in the cabinet.
6. Push down on your sewing machine sitting in the cabinet to activate the Air Lift, as shown below in picture 3.
7. Heavier machines (20 pounds or more) may move slower than other lightweight machines and may need assistance as they move into the top positions. Heavier machines may require you to lift slightly on the platform for machine to lock the Air Lift into position.

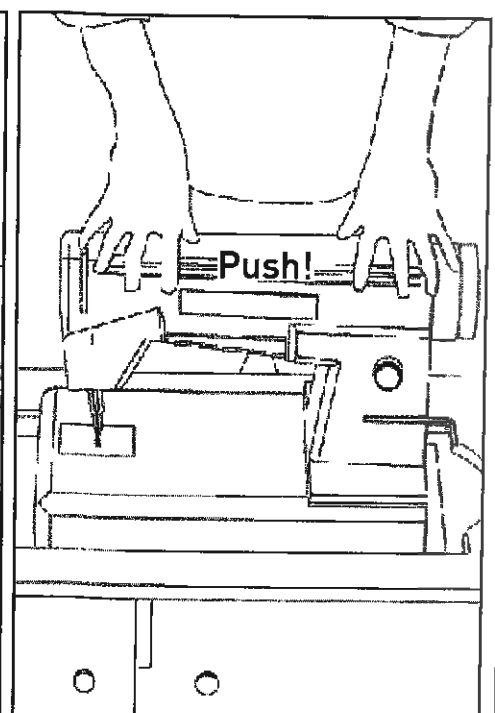
For a demonstration, watch our video "How Airlift Works" at [www.arrowcabinets.com](http://www.arrowcabinets.com)



Picture 1



Picture 2



Picture 3

Your platform located in the cabinet can be drilled to accommodate the mounting of a sewing machine to it. It is NOT our recommendation to mount or bolt your sewing machine down for the Air-Lift mechanism to work. The Air-Lift mechanism will still work even if the sewing machine is not bolted down.

If however, you want to mount/bolt your sewing machine down to the platform, you MUST wait until you receive your machine specific insert. Once you receive your machine specific insert, move your machine on the platform to allow the insert to fit around the machine.

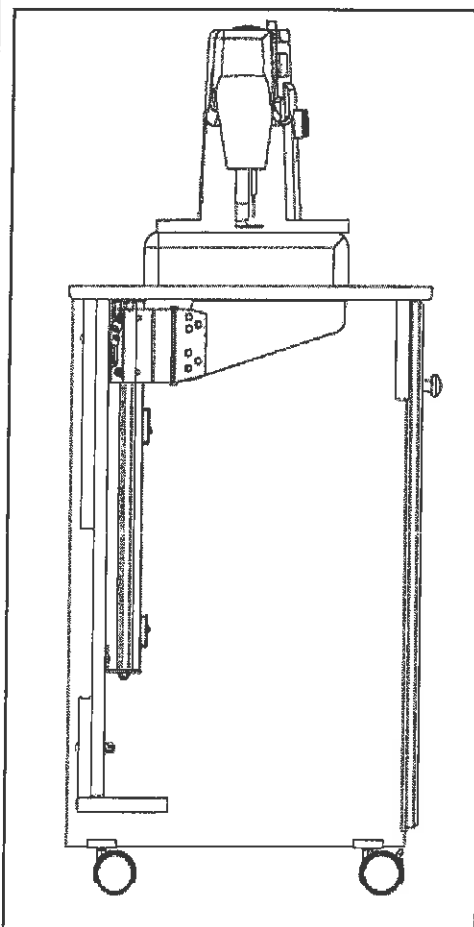
Once the insert fits around the machine, you can mount/bolt the machine down. You will need to purchase mounting bolts for your sewing machine from your local dealer or the manufacture of your machine. Place the bolts in the bottom of your sewing machine and mark the bottom of the bolt with lipstick or a marker. Place the machine with the bolts hanging down and the insert in place on the platform in the preferred position.

**CAUTION:**

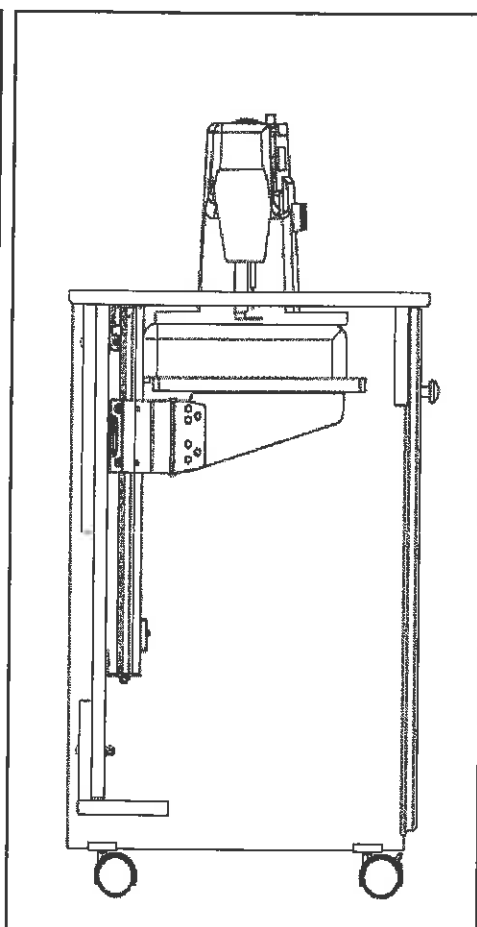
**This cabinet is equipped with a vertical Air-Lift Mechanism which is powered by gas filled cylinder to aid in raising and lowering the sewing machine.**

**Because gas filled cylinder is heavy duty do not let go of machine and platform when moving from one position to the other.**

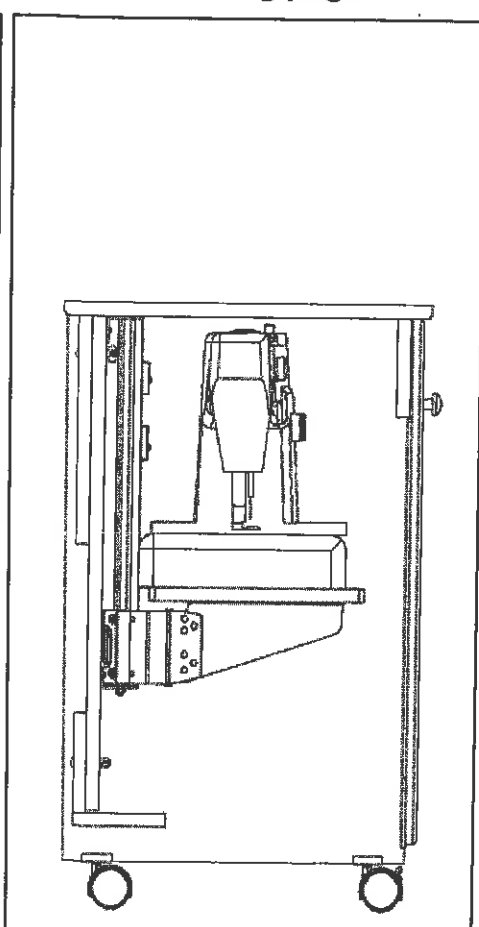
**To move the Platform to any position please follow the instructions on following page.**



**Frearm Position**



**Flatbed Position**



**Storage Position**

## Adjusting the Platform Height for the Flatbed

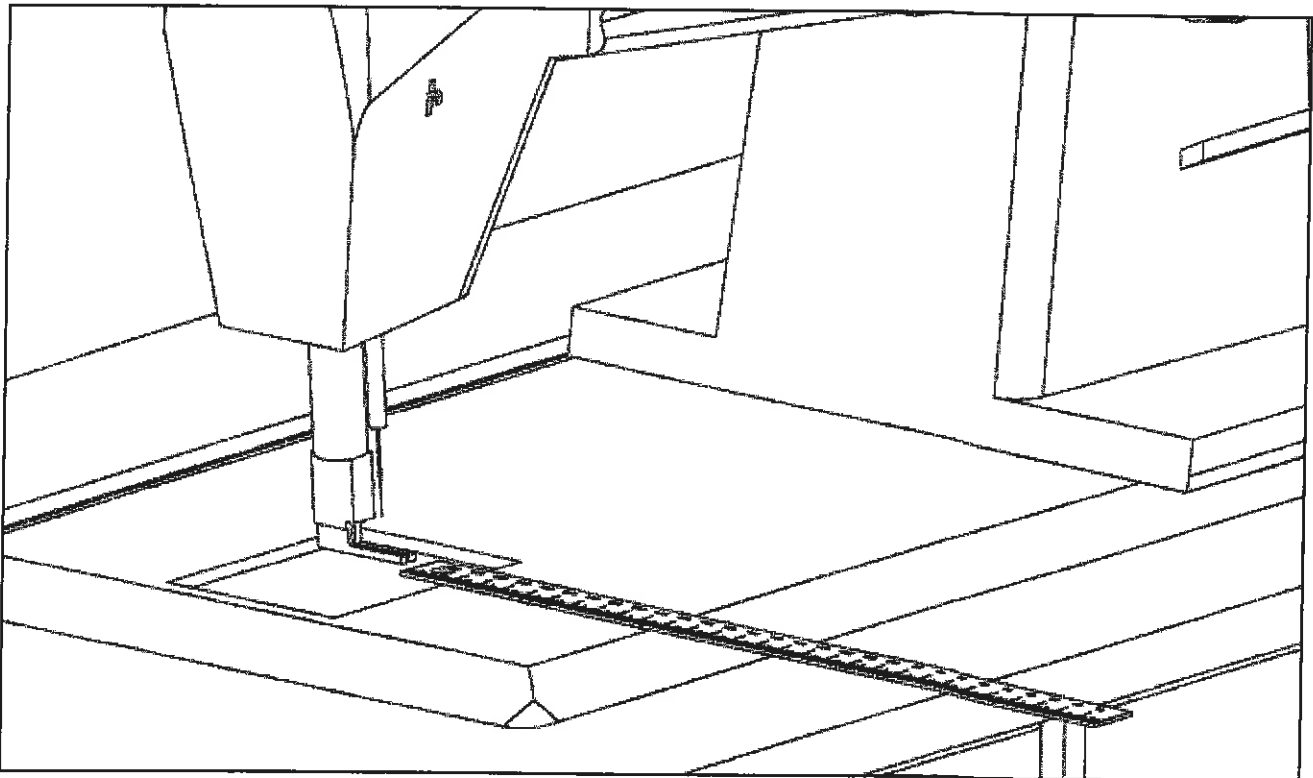
The Air Lift has 3 positions for your sewing machine: storage, flatbed and freearm. The flatbed position is the second position on the Air Lift and is the position most sewers will sew in. The tip of the needle on your sewing machine should be level with the edge of the cabinet for proper positioning in the flatbed position as seen in the below picture. If your needle is sitting too far down in the cabinet or too far above the edge of the cabinet you will need to adjust your Air Lift.

Follow these simply instructions for adjustment of your Air Lift:

1. Place your sewing machine on the platform inside the cabinet.
2. Place the Air lift mechanism in the top position or freearm position.
3. Tuck your head under the cabinet looking at the Air Lift Mechanism.
4. You will notice the Air Lift has 3 black square boxes on it. The middle black square box has a scale behind it.
5. Go to the middle black square box and loosen the 2 silver hex nuts using an 8 mm wrench.
6. Move the platform where your sewing machine is sitting down to the desired flatbed position. Remember the tip of the needle should be level with the edge of the cabinet.
7. Once you have the desired position look under the cabinet at the scale to see what mark the scale is at.
8. Move the platform back to the top position or freearm position.
9. Move the black square box to the correct number on the scale and re-tighten down the hex nuts using an 8 mm wrench.

**\*The adjustment may take 2 or 3 times before it is right.**

If the platform returns to its original flatbed position you have not tightened the hex nuts down tight enough.



Watch our helpful video "Airlift Height Adjustment" at [www.arrowcabinets.com](http://www.arrowcabinets.com)

## Frequently Asked Questions About Sewing Cabinets

**Q:** Is the platform that I set my sewing machine on in the Norma Jean Model 350, 351, 352 adjustable?

**A:** Yes, just loosen up the two bolts on the middle black square bracket with the scale located on the airlift mechanism and either raise the platform up or down. To tighten the bolts down use an 8 mm wrench. If the platform returns to the same position the bolts are not tighten down enough. Watch "Airlift Height Adjustment" at [www.arrowcabinets.com](http://www.arrowcabinets.com)

**Q:** The drawers on the 350 series cabinets don't fit, why?

**A:** Loosen the screws on the drawer runners. If your drawer runners are turning white by the screw holes, you have tightened the runners down too tightly causing them to bow. Your drawer will not fit in the cabinet with bowed out runners.

**Q:** There does not seem to be holes for my drawer runners on the right side piece or the partition piece for my cabinet model 350 series, what do I do?

**A:** The drawer runner holes are very small and hard to see often. To make sure you have holes run your hand up and down the panels before calling the parts department.

**Q:** Do I need to bolt my sewing machine down to the platform in the cabinet for the airlift mechanism to work properly?

**A:** No. It is not necessary to mount your sewing machine down. The Air-Lift will work with or without the sewing machine being mounted down. We recommend that no sewing machine should be bolted down.

**Q:** My rubber bumpers keep falling off my leaf supports, what do I do?

**A:** The rubber bumpers should always go on the outside edge of the leaf supports. If you need new bumpers call 1-800-533-7347. To clean the surface of the leaf support before putting new bumpers on it, use a product like Goo Gone followed with window cleaner.

**Q:** How do I know if I am missing parts for my cabinet?

**A:** Make sure have received the right number of boxes from Fed Ex or UPS. Norma Jean come in 3 boxes. Sometimes deliveries are split up and boxes will arrive on different days. If you are missing boxes or parts, please call our toll-free line:

1-800-533-7347. The customer service line is open Monday through Friday 8:00 to 5:00 Central Standard time.

**Q:** My cabinet did not come with an insert listed as part number 9801, why?

**A:** The insert is a special order piece made to the dimensions of the sewing cabinet opening and the brand name/model number of your sewing machine. The machine specific insert is not a stocked item, so the Insert will ship separately from the cabinet. For further questions on machine specific inserts please call 1-800-533-7347.

## Frequently Asked Questions About Sewing Cabinets

**Q:** The platform my sewing machine is on is not level, what do I do?

**A:** Loosen up the 6mm hex nuts and bolts located underneath the platform on the steel wings. Once the platform is loosened adjust the platform to the level you want and begin tightening the bolts back down. For best results use two 10mm wrench on both sides of the bolt and a level.

**Q:** My platform won't go down because it keeps hitting the 2 bolts located on the black square box located on the Air-lift mechanism, what do I do?

**A:** Loosen the 4#8x1/2" screws located underneath the platform on the steel wings and pull the platform slightly forward. The platform will only move a few centimeters, but it will be enough to clear the bolts in the back. Remember to tighten the screws back down.

**Q:** My Air-lift mechanism seems stiff and won't lift my machine all the way up, why?

**A:** The Air-Lift mechanism does not do all of the lifting; it assists you in lifting the machine.

You must lift or press on the machine.

For more help and demonstrations, visit [www.arrowcabinets.com](http://www.arrowcabinets.com) Video section.

# Hardware Included with Part Numbers

**A** #6x1/2" Brass Panhead Screws



**B** #5x1/2" Flathead Screws



**C** #8x5/8" Antique Brass Flathead Screw



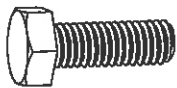
**F** Wing Nut



**G** 10mm Hex Nut



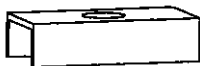
**I** 10mm Hexhead Bolt



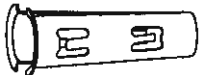
**H** 13mm Zinc Flat Washer



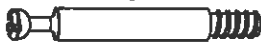
**K** Caster Clip



**L** Caster Insert



**M** Connecting Bolt



**N** Cam



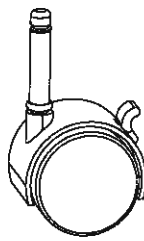
**P** Bronze Strike Washer



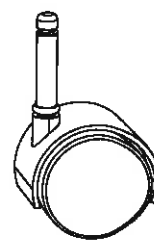
**Q** Metal Knob



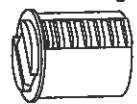
**V** Locking Caster



**O** Non-locking Caster



**W** Round Magnet



**X** Door Catch Magnet



**X** Door Catch Plate



**R** Carriage Bolt

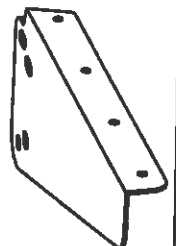


**R** 15mm Zinc Flat Washer



**AA** Left Wing

**BB** Right Wing



**Z** #8x2-1/4" Silver Titus Screw



**RR** #7x1-1/4" Black Panhead Screw



**LL** #7/32x1" Knob Bolt



**WW** #7x5/8" Silver Panhead Screw



**XX** #6x1" Black Panhead Screw



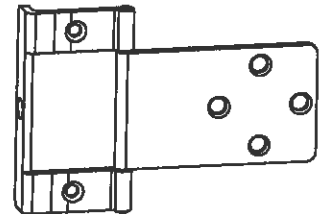
**YY** #5x5/8" Bronze Flathead Screw



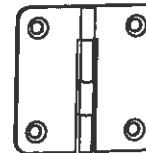
**ZZ** #5x1/2 Flathead Screw



**CC** Door Hinge



**DD** Support Hinge



**PP** Self Sticking Rubber Tab



**OO** #5x5/8" Brass Panhead Screw

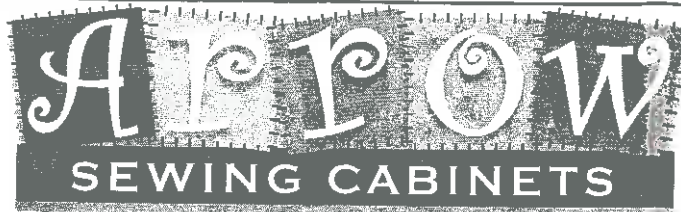


**EE** Plastic Tray Small



**QQ** Plastic Tray Large

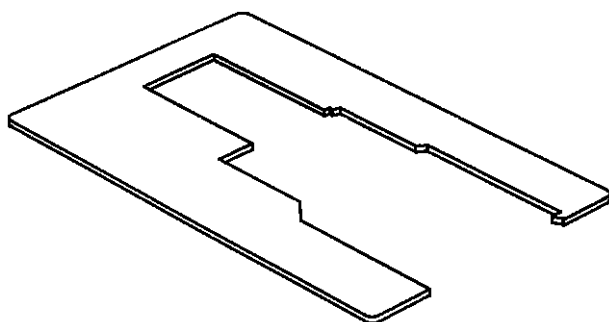




## Accessories to Complete Your Sewing Experience

### Custom Insert

Enhance your sewing experience with a custom-made insert for your Arrow or Kangaroo cabinet. Inserts are designed to reduce the gap between the machine and cabinet opening. This provides an ergonomic work surface for the free arm of the sewing machine, allowing for straighter stitches, less fatigue and an overall better experience using your machine and cabinet.

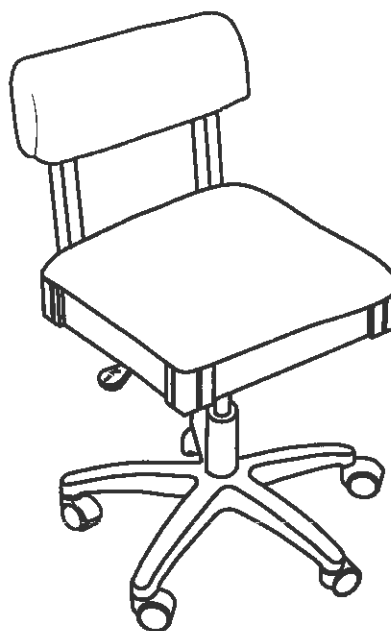


Insert

### Arrow Sewing Chairs

Our sewing chairs are designed to provide comfort, support, and the fashionable look you want for your space. Our chairs are the perfect accessory for any craft and sewing room and are offered in several fabric and color options. "They provide necessary lumbar support and comfort for long term sewing. Arrow chairs also have a hidden storage compartment under the seat, perfect for hiding small notions, patterns, and anything else you need.

Visit your local Arrow dealer or [arrowcabinets.com](http://arrowcabinets.com) for ordering information.



Hydraulic Sewing Chair

P.O. Box 307 Delavan, WI 53115

1-800-533-7347

[cs@arrowcabinets.com](mailto:cs@arrowcabinets.com)

[www.arrowcabinets.com](http://www.arrowcabinets.com)