

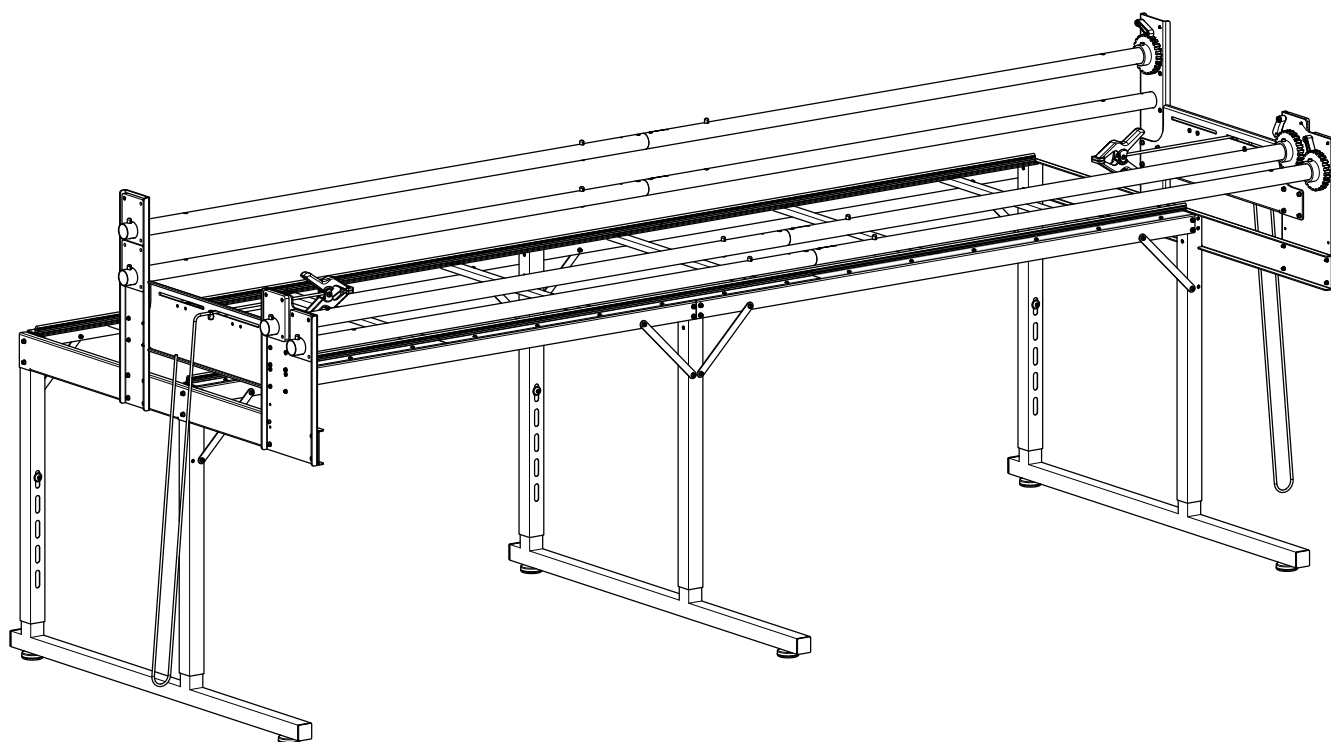
# 8-foot Longarm Quilting Frame

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(with optional 2-foot extension)

## Assembly Instructions

February 2022



## Table of Contents

<b>2.....</b>	<b>Parts List</b>	<b>13.....</b>	<b>Section 10: Cross Brace</b>
<b>3.....</b>	<b>Section 1: Table Top Frame</b>	<b>14.....</b>	<b>Section 11: Pole Supports, Ratchet-Stop End</b>
<b>4.....</b>	<b>Section 2: Leg Assemblies</b>	<b>15.....</b>	<b>Section 12: Pole Supports, No Ratchet-Stop End</b>
<b>5.....</b>	<b>Section 3: Legs to Table Top</b>	<b>16.....</b>	<b>Section 13: Ratchet Stops, Shown on Right End</b>
<b>6.....</b>	<b>Section 4: Corner Braces</b>	<b>17.....</b>	<b>Section 14: Pole Pre-assembly</b>
<b>7.....</b>	<b>Section 5: Track Supports</b>	<b>18.....</b>	<b>Section 15: Pole Assemblies</b>
<b>8.....</b>	<b>Section 6: Aligning Track</b>	<b>19.....</b>	<b>Section 16: Pole Assemblies, 10-Foot</b>
<b>9.....</b>	<b>Section 7: Horizontal Braces, Right &amp; Left</b>	<b>20.....</b>	<b>Section 17: Poles on Frame</b>
<b>10.....</b>	<b>Section 8: Narrow Vertical Braces</b>	<b>21.....</b>	<b>Section 18: Leveling Frame</b>
<b>11-12 ...</b>	<b>Section 9: Wide Vertical Braces, Right &amp; Left</b>	<b>22.....</b>	<b>Section 19: Velcro and Leaders</b>
		<b>24.....</b>	<b>Section 20: Bungee Side Clamps</b>
		<b>25.....</b>	<b>Section 21: Loading the Quilt</b>
		<b>26.....</b>	<b>Section 22: Changing the Pole Position Setting</b>

# Parts Lists

## Parts List 8-foot Longarm Quilting Frame

PART #	DESCRIPTION	QTY
QF01500-100	VERTICAL BRACE, NARROW	2
QF01500-110	VERTICAL BRACE, WIDE (RIGHT)	1
QF01500-120	VERTICAL BRACE, WIDE (LEFT)	1
QF01500-130	BRACE, CROSS	2
QF01500-150*	HORIZONTAL BRACE (RIGHT)	1
QF01500-160*	HORIZONTAL BRACE (LEFT)	1
QF01500-170	CROSS BAR	6
QF01500-180	RATCHET STOP	3
QF01500-190	POLE SUPPORT, PLASTIC	8
QF01500-200	BRACE, CORNER	8
QF01500-210*	RAIL, 48"	4
QF01500-220*	TRACK SUPPORT, 36"	4
QF01500-230	TRACK SUPPORT, 24"	2
QF01500-243-PA	LEG CAP, PLASTIC	6
QF09318-178	LEVELER FOOT, 10mm	6
QF01500-241-PA	LOWER LEG	3
QF01500-242-PA	UPPER LEG	6
QF09318-07-PA	SCREW-M8 X 16 SKB ZN	6
QF05300-157-PA	WASHER-M8 NYLON	6
QF01500-261	SCREW-M5 X 16 SKC SHOULDER	3
QF01500-270	SCREW-M4 X 10 FLAT HEAD	44
QF01500-300-20*	POLE SECTION, LONG (4')	8
QF09318-714	SNAP BUTTON	8
QF01500-800	RATCHET WHEEL	3
QF01500-300-30	POLE COUPLER	4
QM13237	SCREW-M4 X 12 BUTTON HEAD	116
QM13274	WASHER-M4 FLAT ZN	81
QF09318-110	BUNGEE SIDE CLAMP	2
QF00034	CORD LOCK	2
QF01500-250	TRACK INSERT, 8 FT	2
QF09318-113	5MM HEX KEY HANDLE	1
QF09318-111	3MM HEX KEY HANDLE	1
QF09318-116	2.5MM HEX DRIVER TOOL	1
QF01503	7.5' LEADER SET-NO PRINTING	1
QF10619	VELCRO (SET OF 3 X 7.5' = 22.50')	1

**BOX 1: Includes everything without an asterisk**

**-PA Box 1: Items that are pre-assembled**

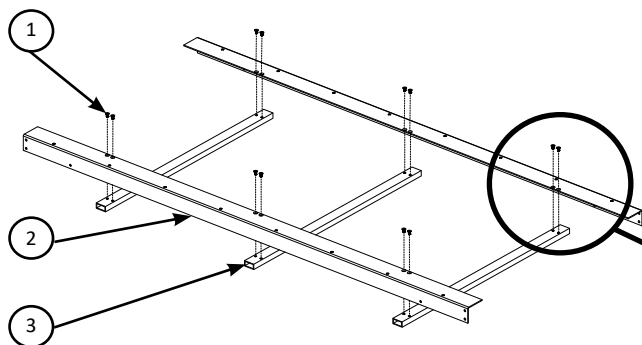
**\*BOX 2: Includes items with an asterisk**

## Parts List 2-foot Extension (optional)

PART #	DESCRIPTION	QTY
QF01500-243	LEG CAP, PLASTIC	2
QF09318-178	LEVELER FOOT, 10mm	2
QF01500-241	LOWER LEG	1
QF01500-242	UPPER LEG	2
QF09318-07	SCREW-M8 X 16 SKB ZN	2
QF05300-157	WASHER-M8 NYLON	2
QF01500-170	CROSS BAR,	1
QF01500-200	BRACE, CORNER	4
QF01500-211	RAIL, 24"	2
QM13274	WASHER-M4 FLAT ZN	16
QM13237	SCREW-M4 X 12 BUTTON HEAD	24
QF01500-270	SCREW-M4 X 10 FLAT HEAD	4
QF01500-230	TRACK SUPPORT 24"	2
QF01500-300-30	POLE COUPLER	4
QF01500-300-10	POLE SECTION, SHORT (2')	4
QF09318-714	SNAP BUTTON	4
QF01500-251	TRACK INSERT, 10'	2
QF10619-2	VELCRO (SET OF 3 X 2 = 6')	1
QF09583	LEADER SET 9.5' - NO PRINTING	1


## Section 1: Table Top Frame

ITEM	PART #	DESCRIPTION	QTY
1	QF-01500-270	SCREW-M4 X 10 FLAT HEAD	24
2	QF01500-210	48" RAIL,	4
3	QF01500-170	CROSS BAR	6



**Tools Needed:** 2.5mm hex tool (*provided*) and measuring tape (*not provided*).

1. Lay the parts out as shown. Assemble the table frame using two screws down through the rail at each end into the threaded inserts in the cross bars.

 **NOTE:** Start all the screws at both ends of the three cross bars before tightening them with the provided 2.5mm hex tool.

2. Repeat this process for the other two cross bars.

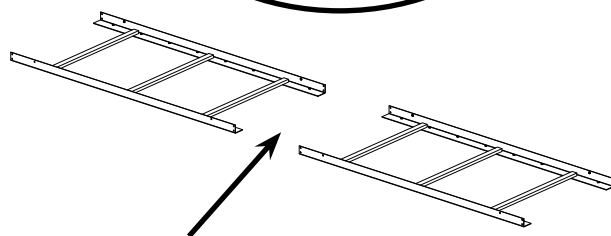
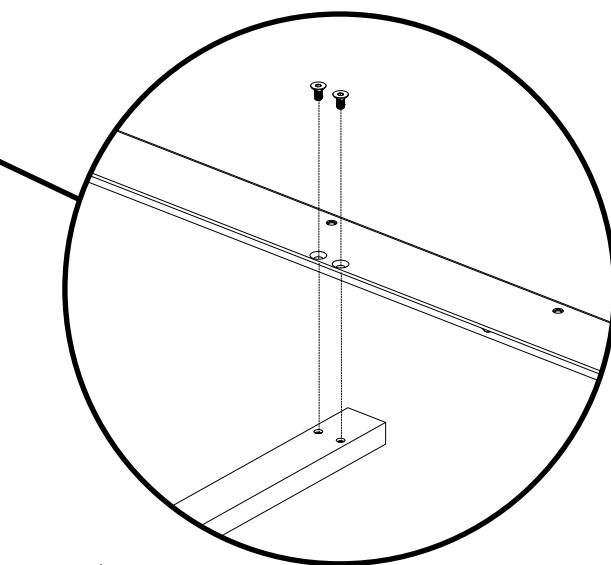
3. Tighten the screws firmly with the 2.5mm hex tool.


4. Repeat Steps 1 through 3 for a second table top frame.

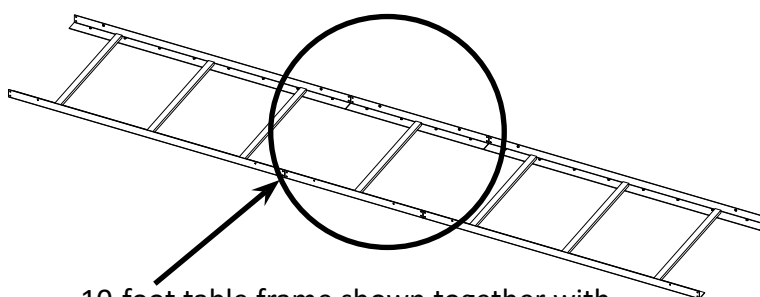
➡ **10" NOTE:** If you are using the optional 2-foot extension repeat Steps 1 through 3 for the one cross bar on the short table top frame.

5. Flip the table top frames upside down and align them together.

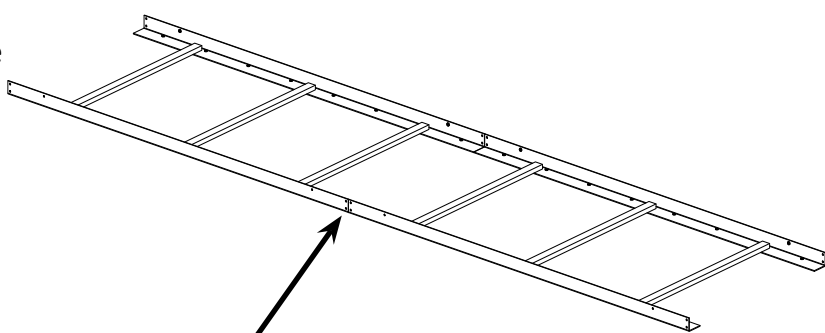
➡ **IMPORTANT:** Using a measuring tape measure diagonally from one outside corner to the other outside corner. The measurement should be very close to 53". Repeat the process diagonally across the other two corners. The two measurements should be the same to ensure the top is squared. Sections will be joined with table legs.



 **NOTE:** If you are using the optional 2-foot extension, place it in the center between the two 4-sections




10-foot table frame shown together with optional 2-foot extension in the center




8-foot table frame shown together without optional 2-foot extension

## Section 2: Leg Assemblies


**Tools Needed:** 5mm hex tool

 **NOTE:** The leg assemblies come pre-assembled at a low height setting.

1. Decide how high you would like the table to be. If different than the lowest setting proceed to steps 2 and 3.

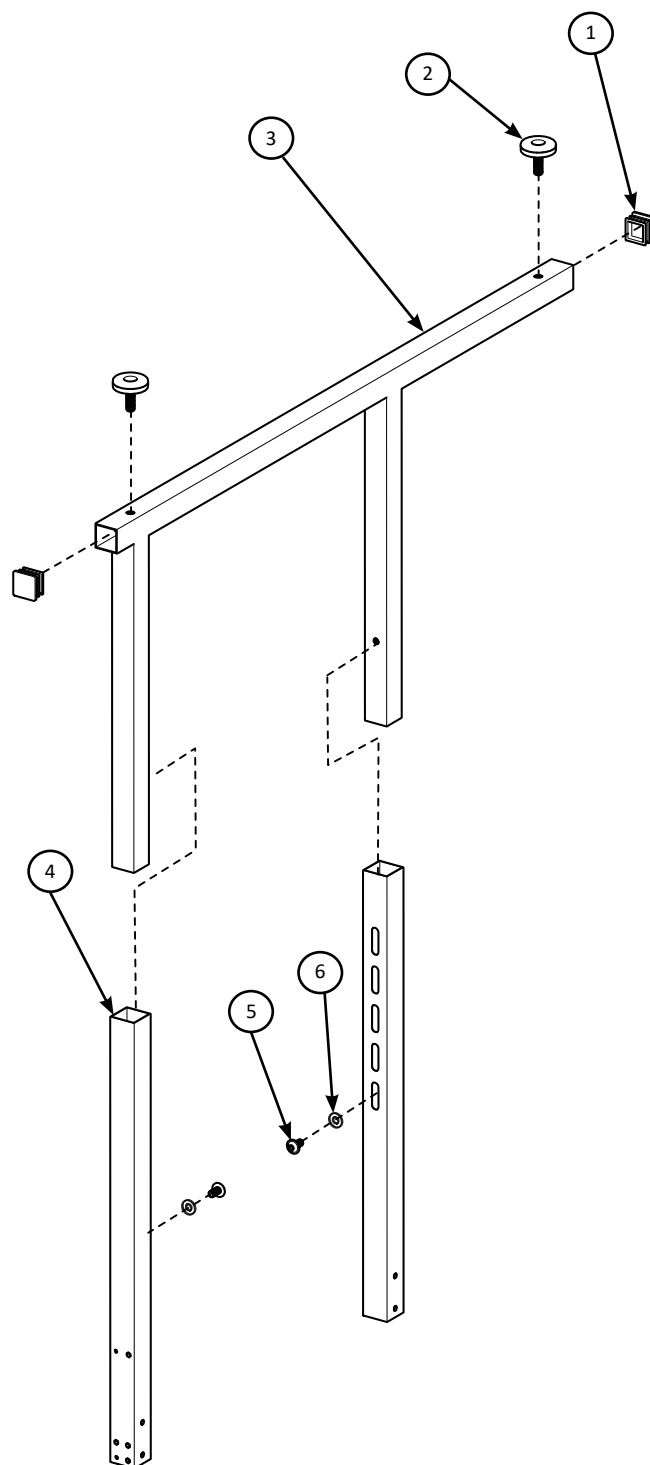
 **NOTE:** The frame table height can be set from approximately 26" to 36" in 2" increments. The height can also be fine tuned if desired because of the elongated holes.

2. Remove the button head flange screw and nylon washer. Slide the outer upper leg to the desire height. Replace the screw and nylon washer.
3. Fully tighten the button head flange screws with the 5mm hex tool provided.
4. Repeat Steps 2 and 3 for the other leg assemblies.
5. Screw a leveler foot all the way into each end of each leg then back out one quarter turn. This will make it easier to level the table later on.

 **NOTE:** If you are average height (5'4" - 5'8" ) set the table height to about 30"-32". If you are taller or shorter adjust accordingly.

ITEM	PART #	DESCRIPTION	QTY
1	QF01500-243	LEG CAP, PLASTIC (*10' HAS 8)	6
2	QF09318-178	LEVELER FOOT (*10' HAS 8)	6
3	QF01500-241	LOWER LEG (*10' HAS 4)	3
4	QF01500-242	UPPER LEG (*10' HAS 8)	6
5	QF09318-07	SCREW-M8 X 16 SKB ZN (*10' HAS 8)	6
6	QF05300-157	WASHER 8MM NYLON (*10' HAS 8)	6

\* Indicates additional parts included in the optional 2-foot extension kit.




## Section 3: Legs to Table Top

**Tools Needed:** 2.5mm hex tool (provided), square (not provided)


ITEM	PART #	DESCRIPTION	QTY
1	QM13237	SCREW-M4 X 12 BUTTON HEAD (*10' HAS 24)	16
2	QM13274	WASHER-M4 FLAT ZN (*10' HAS 24)	16

\* Indicates additional parts included in the optional 2-foot extension kit

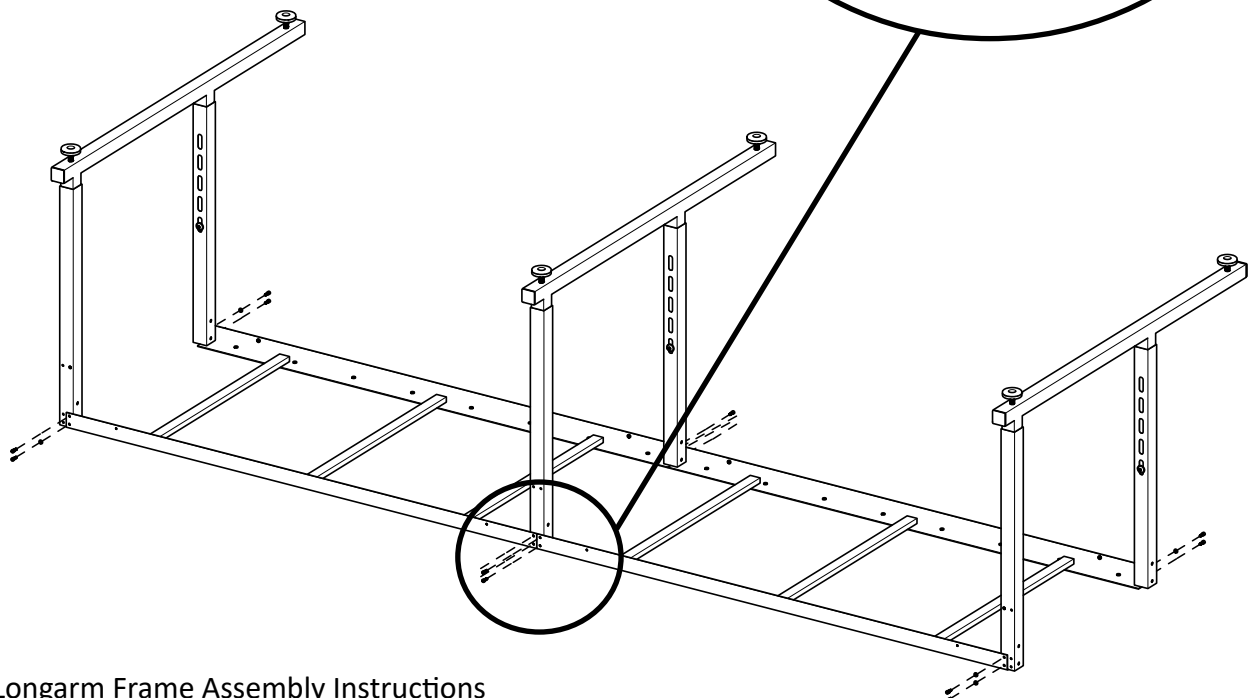
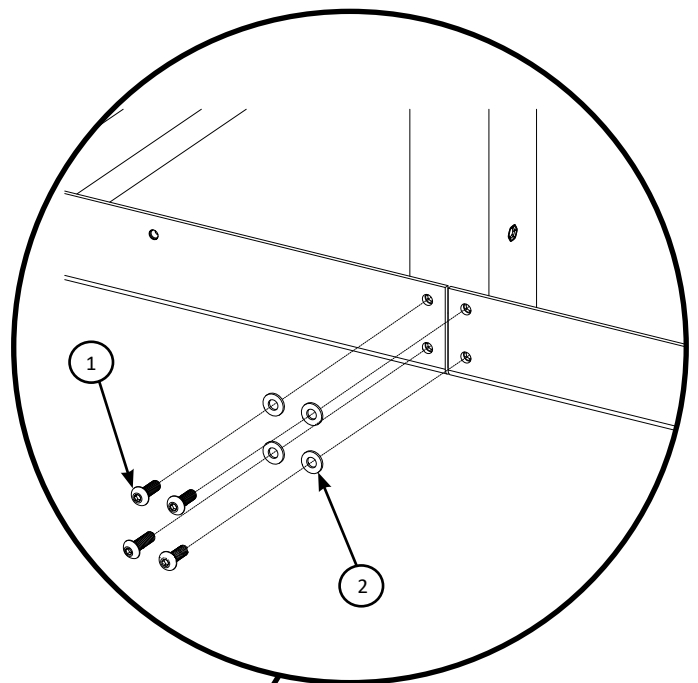
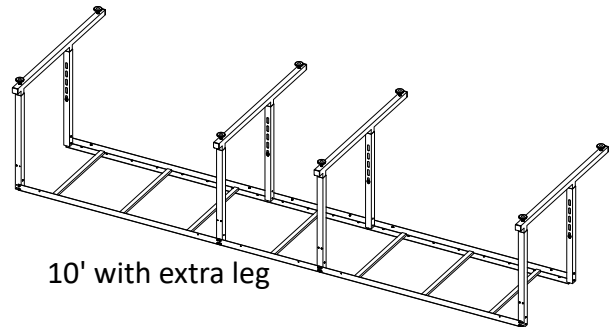
1. Lay out the parts as shown.
2. Push the top sections together.
3. Place four screws with washers through the rail and into the leg with threaded insert.

 **NOTE:** Leave the screws loose for now until all screws have been put into place.

4. Repeat Step 2 and 3 on the other side of the leg.
5. Attach the other two leg assemblies.

 **NOTE:** The outer legs do not mount flush with the end of the rails. Use the inner 2 holes on the leg assembly and 4 screws (2 on each side) to attach the outer legs. The top of the leg will extend beyond the rail. (10' has three other leg assemblies).


6. Using a square (or rotary cutting ruler) ensure the leg assemblies are perpendicular to the top rail.
7. Fully tighten the screws using the 2.5mm hex tool.



# Section 4: Corner Braces

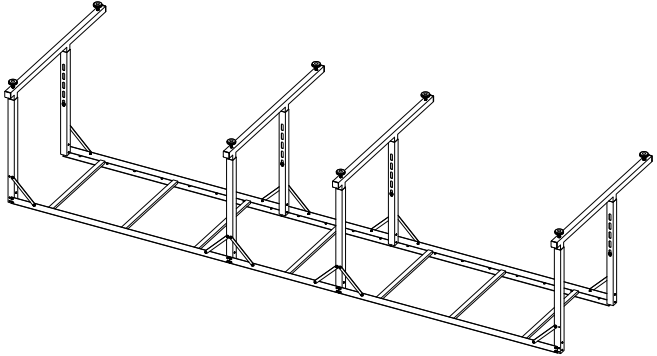
**Tools Needed:** 2.5mm hex tool

1. Lay out the parts as shown.
2. Place a screw and washer through each end of a corner brace.
3. Fully tighten the brace screws with the 2.5mm hex tool and any rail screws loosened during this process.
4. Repeat Steps 2 and 3 for the other 7 corner braces (10' has 11 other corner braces).

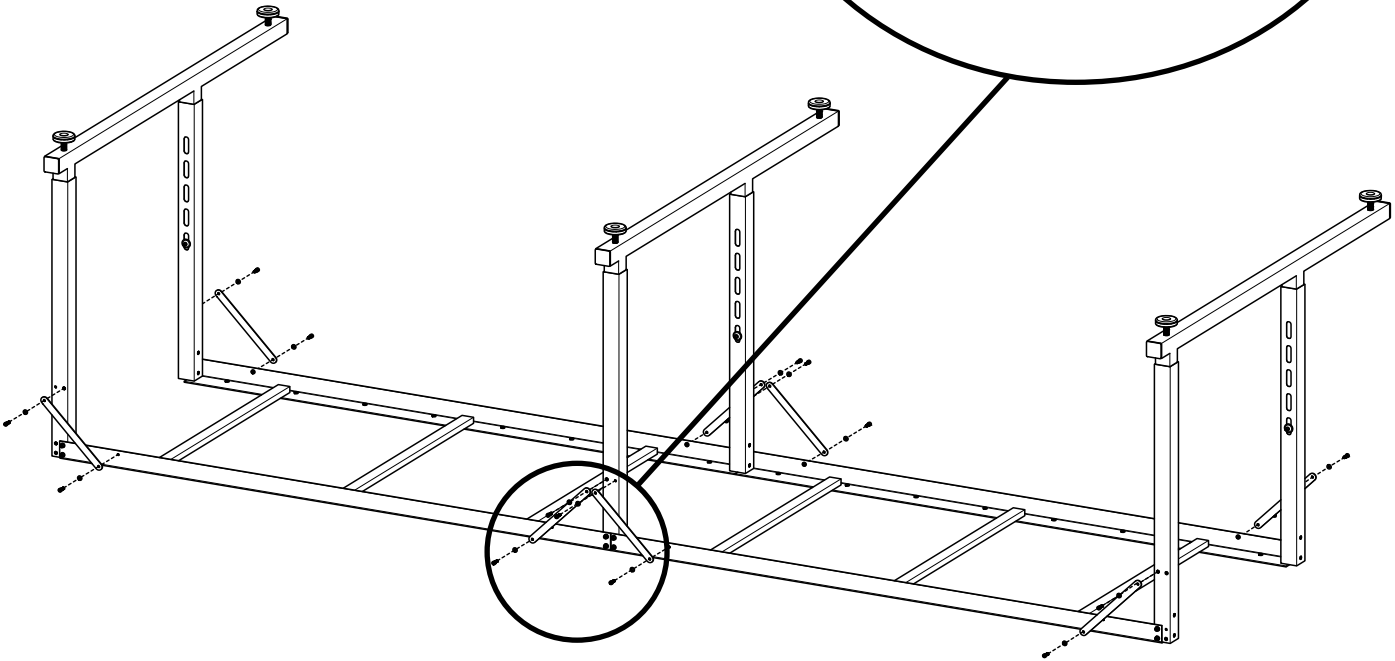
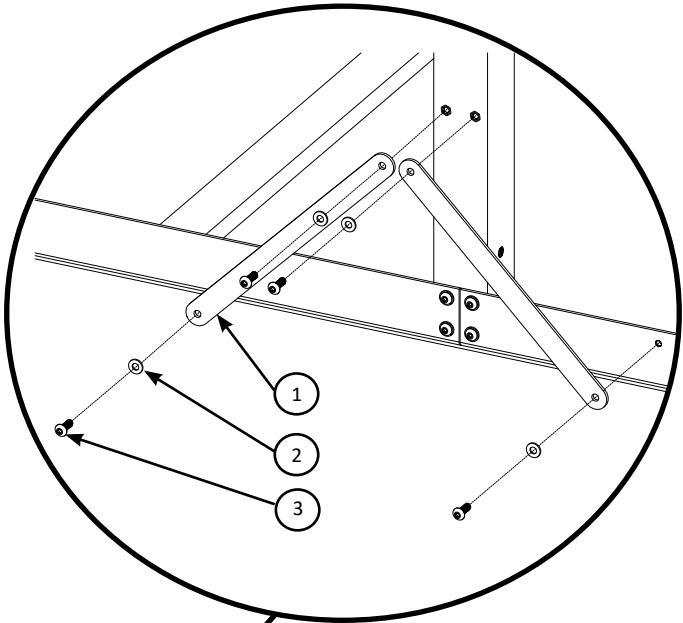
 **NOTE:** If you have problems aligning screws to the holes you may need to loosen the rail to leg screws.

ITEM	PART #	DESCRIPTION	QTY
1	QF01500-200	BRACE, CORNER (*10' HAS 12)	8
2	QM13274	WASHER-M4 FLAT ZN (*10' HAS 24)	16
3	QM13237	SCREW-M4 X 12 BUTTON HEAD (*10' HAS 24)	16

\* Indicates additional parts included in the optional 2-foot extension kit




10' with extra leg and corner braces



# Section 5: Track Supports

**Tools Needed:** 2.5mm hex tool

- 1. With the help of a second person turn the table right side up.
- 2. Lay out the parts as shown.

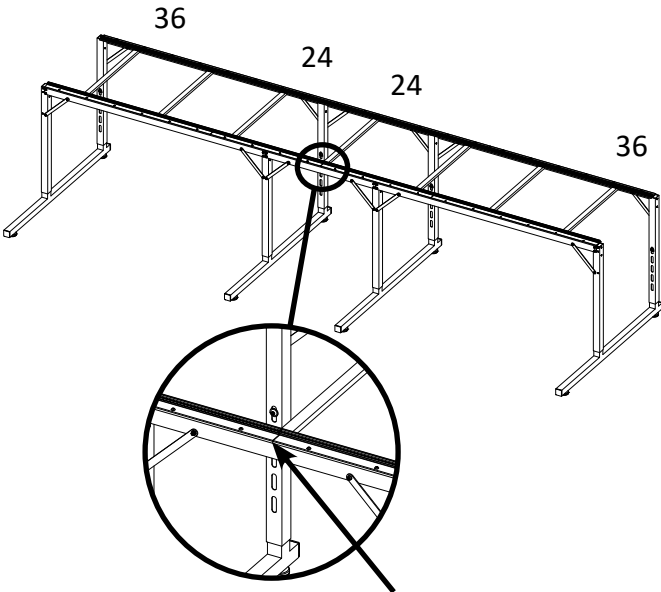
 **NOTE:** On the 8' frame the 36" track support go on the ends and the 24" track support rail goes in the center. On the 10' frame the two 24" track support meet in the center.

- 3. Start all the screws in the track supports. Leave them loose now, for adjustment. They will be fully tightened later.
- 4. Slide the track into the track support until it is flush with the end of the track support.

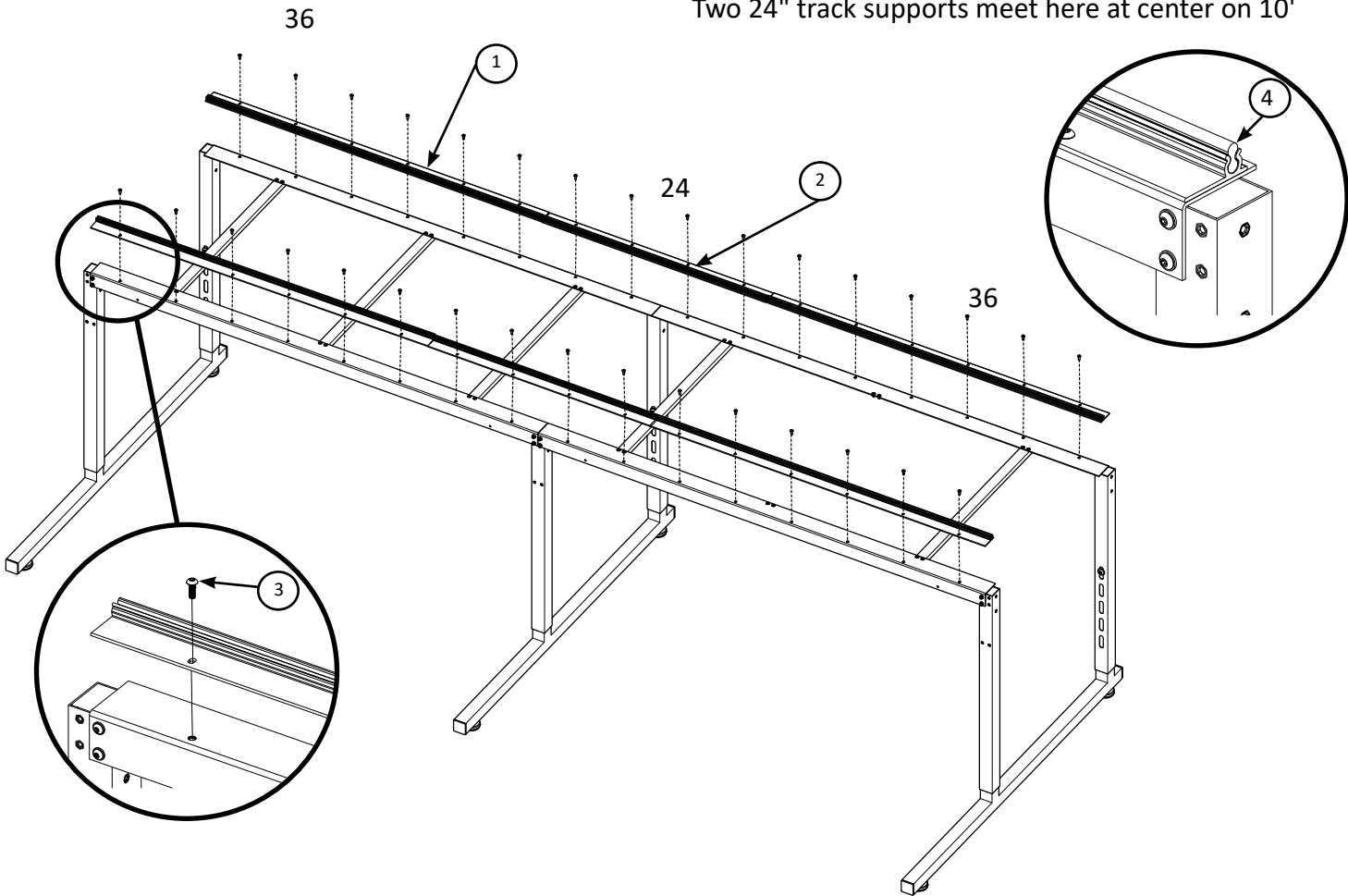
ITEM	PART #	DESCRIPTION	QTY
1	QF01500-220	TRACK SUPPORT, 36"	4
2	QF01500-230	TRACK SUPPORT, 24" (10' HAS 4)	2
3	QM13237	SCREW-M4 X 12 BUTTON HEAD	32
4	QF01500-250	TRACK INSERT 8 FOOT*	2

\*QF01500-251 TRACK INSERT 10-FOOT

10' with two 24" track supports at the center



Two 24" track supports meet here at center on 10'



## Section 6: Aligning Tracks

- ➡ **IMPORTANT:** The two tracks must be straight, parallel, and the correct distance apart for successful quilting.

**Tools Needed:** 2.5mm hex tool

1. Use the carriage to determine the distance the tracks need to be apart. Place the carriage on the tracks. At this point the track supports with track insert should be loose and it should be possible to move them in and out slightly for alignment.
2. Look at the position of the carriage wheels on the track supports and track insert. Starting on one track, align the track support sections to be straight and in about the center of the elongated holes. Fully tighten the screws with the 2.5mm hex tool.

✎ **NOTE:** It may be helpful to use a straight edge or laser level to ensure the track supports are straight on the first side.

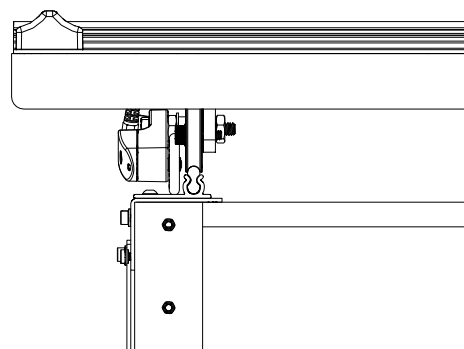
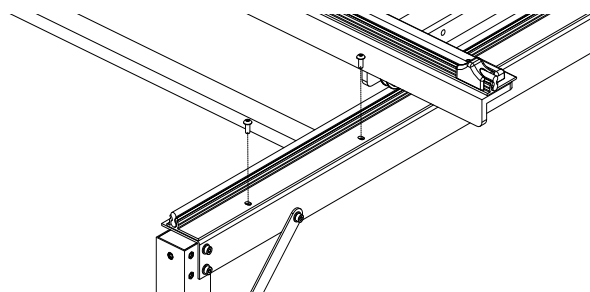
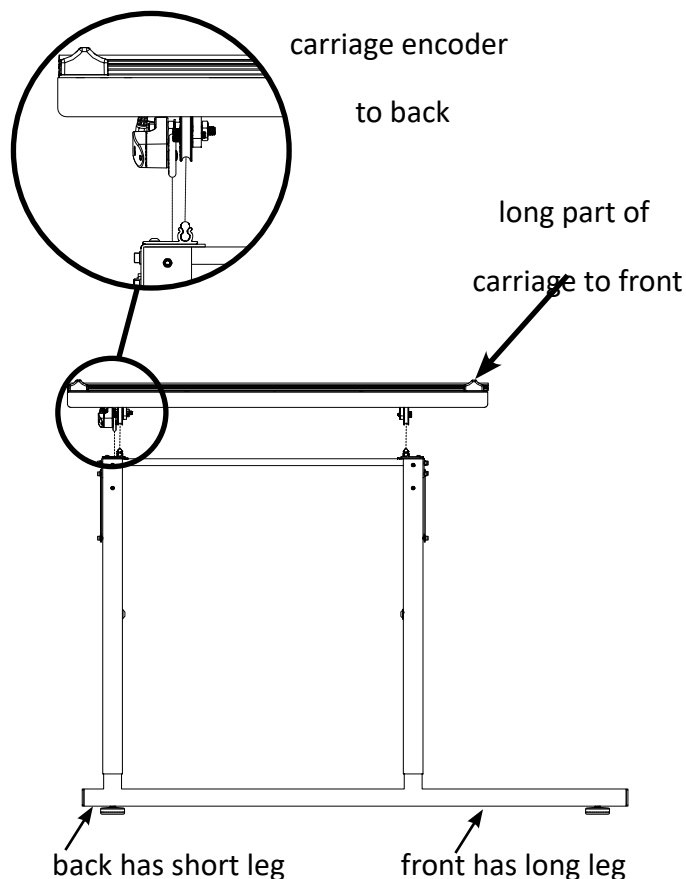
3. Look at the position of the carriage wheels on the second side track supports and track insert. Shift the track supports in/out until they are straight, parallel and the correct distance from the first track.

✎ **NOTE:** It may be helpful to use a straight edge or laser level to ensure the track supports are straight on the second side.

4. Fully tighten the screws on the second track support with a 2.5mm hex tool.

➡ **IMPORTANT:** When the track supports are adjusted correctly the carriage wheels will be centered over both track inserts on the track supports and the machine will roll freely the entire length of the table without extra resistance at any particular spot.

ITEM	PART #	DESCRIPTION	QTY
1	NA	MACHINE CARRIAGE	1






## Section 7: Horizontal Braces

### Right and Left

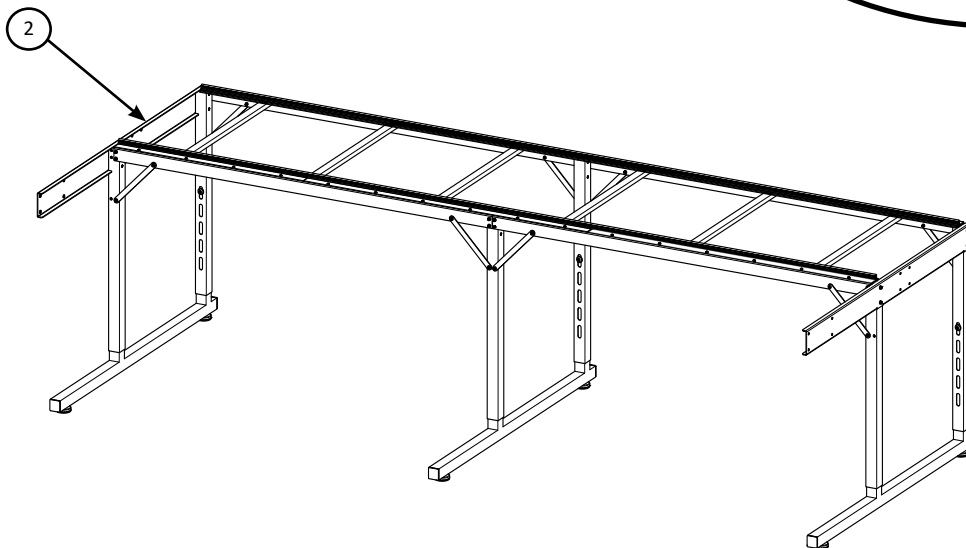
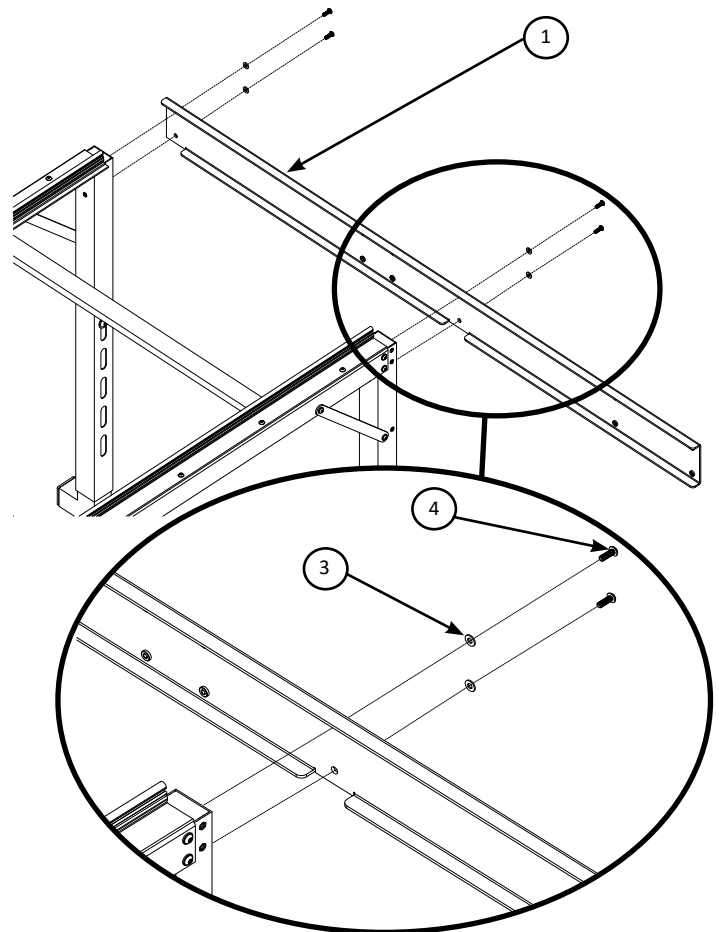
**Tools Needed:** 2.5mm hex tool

ITEM	PART #	DESCRIPTION	QTY
1	QF01500-150	HORIZONTAL BRACE (RIGHT )	1
2	QF01500-160	HORIZONTAL BRACE (LEFT)	1
3	QM13274	WASHER- M4 FLAT ZN	8
4	QM13237	SCREW-M4X12 BUTTON HEAD	8

1. Locate the two horizontal Braces Right and Left. They are mirror images of each other. Brace Right is used on the right end and Brace Left is used on the left.

 **NOTE:** The bottom of the brace has notches to go around the front and rear legs.

2. Place the notches of the horizontal brace right around the legs and the top edge of the support over the top of the legs. Insert the four screws with washers and fully tighten the screws with the 2.5mm hex tool.
3. Repeat the process for the other end of the frame with the horizontal brace left.




# Section 8: Narrow Vertical Braces

ITEM	PART #	DESCRIPTION	QTY
1	QF01500-100	VERTICAL BRACE, NARROW	2
2	QM13274	WASHER- M4 FLAT ZN	8
3	QM13237	SCREW-M4X12 BUTTON HEAD	8

**Tools Needed:** 2.5mm hex tool

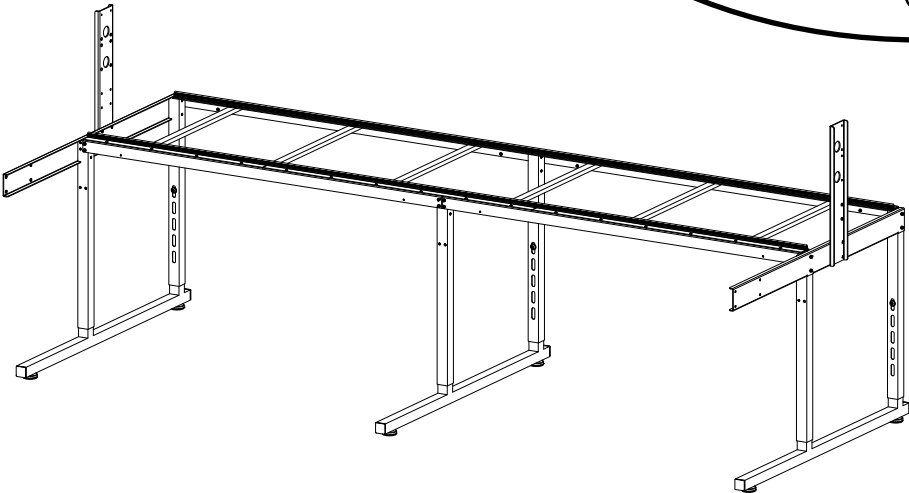
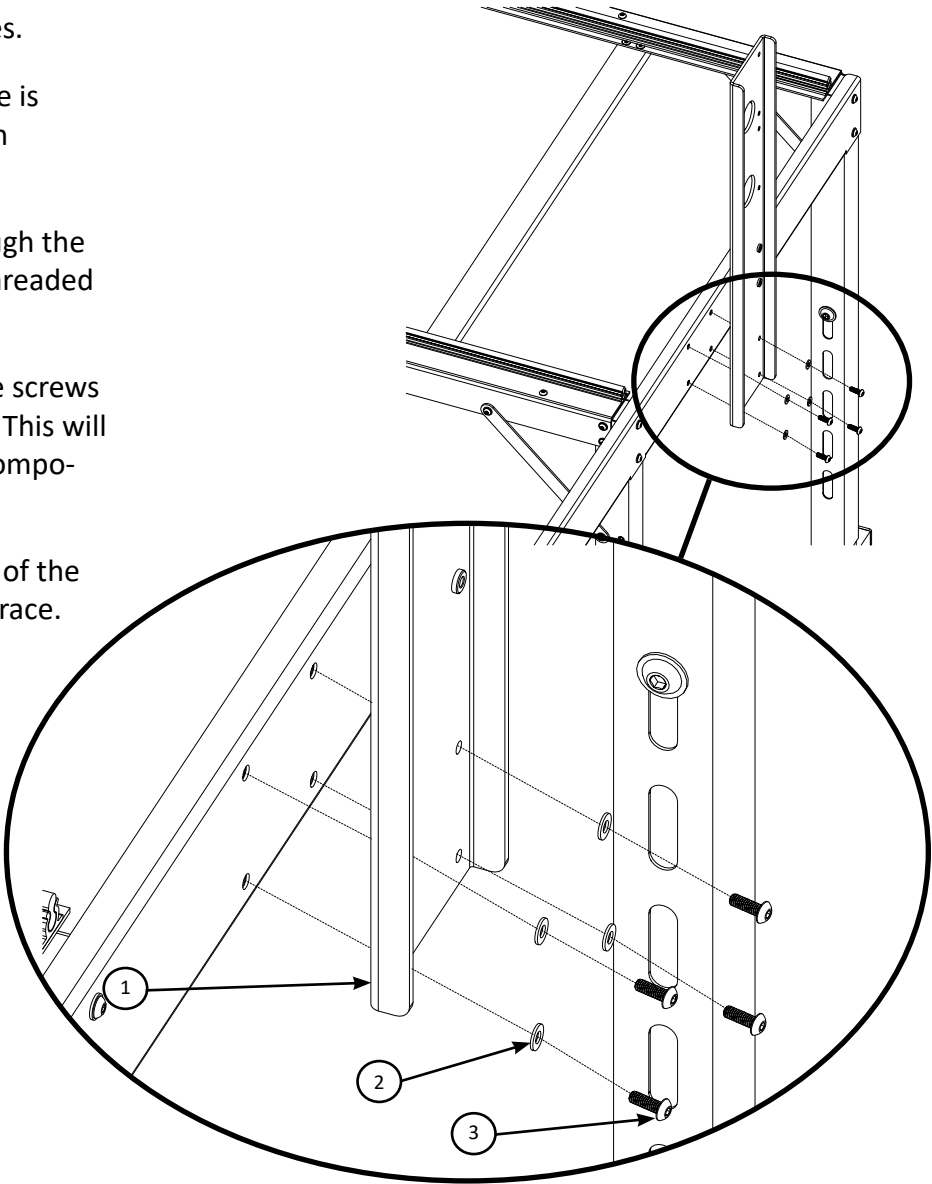
1. Locate the two Narrow Vertical Braces.

 **NOTE:** The Narrow Vertical Brace is symmetrical so it can be used on either side.

2. Place four screws with washers through the Narrow Vertical Brace and into the threaded insert of the Horizontal Brace.

3. Using the 2.5mm hex tool tighten the screws but leave them a little loose for now. This will aid with alignment of the next two components.

4. Repeat the process on the other end of the frame for the other narrow vertical brace.



## Section 9: Wide Vertical Braces, Right & Left

**Tools Needed:** 2.5mm hex tool

- ➡ **IMPORTANT: TIME TO DECIDE** There are two height settings for the front poles. You must decide now the configuration you would prefer for loading your quilt.

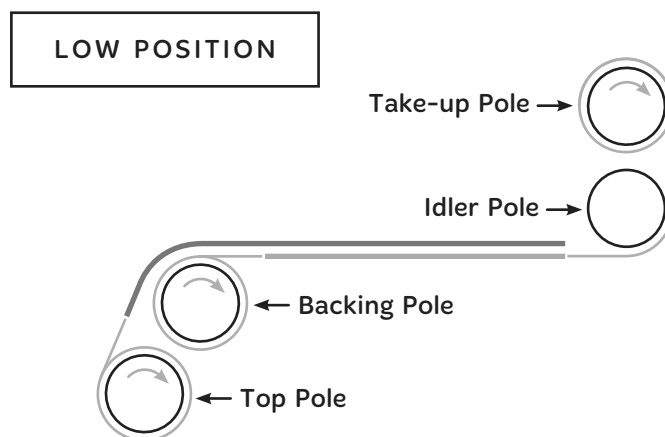
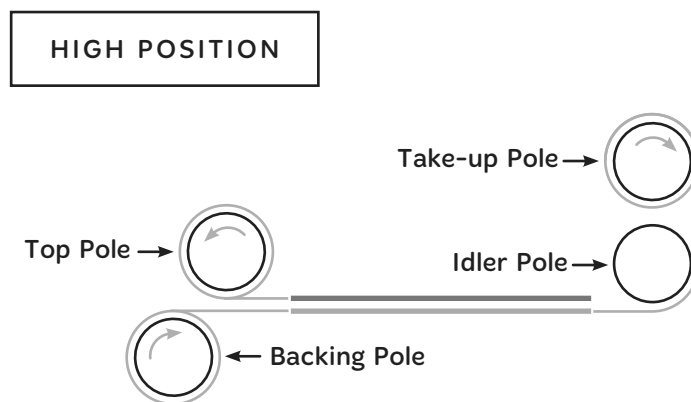
The two settings are **High Position** and **Low Position**.

**High Position Setting:** The bottom edge of the quilt top is loaded on the highest front pole. The bottom of this pole is level with the bottom of the idler pole. The quilt top fabric will come under the pole and stretch toward the back of the frame and basted to the backing and batting already in place. The quilt backing will be loaded on the front pole closest to the front of the frame. The backing fabric will come over the backing pole and under the top pole and stretch toward the back of the frame, going under the idler pole to the take-up pole. This configuration allows for easy access to the bobbin area of the machine. If you will not use rulers for quilting you should choose this setting.

**Low Position Setting:** The quilt backing is loaded on the highest front pole. The top of this pole is level with the bottom of the idler pole. The quilt backing fabric will come over the pole and stretch toward the back of the frame, going under the idler pole to the take-up pole. The quilt top will be loaded on the lower front pole, coming over the top of the pole and over the backing pole, stretching toward the back of the frame and basted to the backing and batting already in place. This is a good configuration when using larger rulers or templates while quilting. If you plan to use rulers for quilting you can choose either setting, however, the low position setting will make using larger rulers easier.

- ✏ **NOTE:** If later you should change your mind, it is possible to switch settings, but it does require adjusting the Wide Vertical Braces, leaders, and ratchet-stops. See **Section 22** for instructions on changing the Pole Position Setting.

ITEM	PART #	DESCRIPTION	QTY
1	QF01500-110	VERTICAL BRACE, WIDE (RIGHT)	1
2	QF01500-120	VERTICAL BRACE, WIDE (LEFT)	1
3	QM13274	WASHER- M4 FLAT ZN	8
4	QM13237	SCREW-M4X12 BUTTON HEAD	8



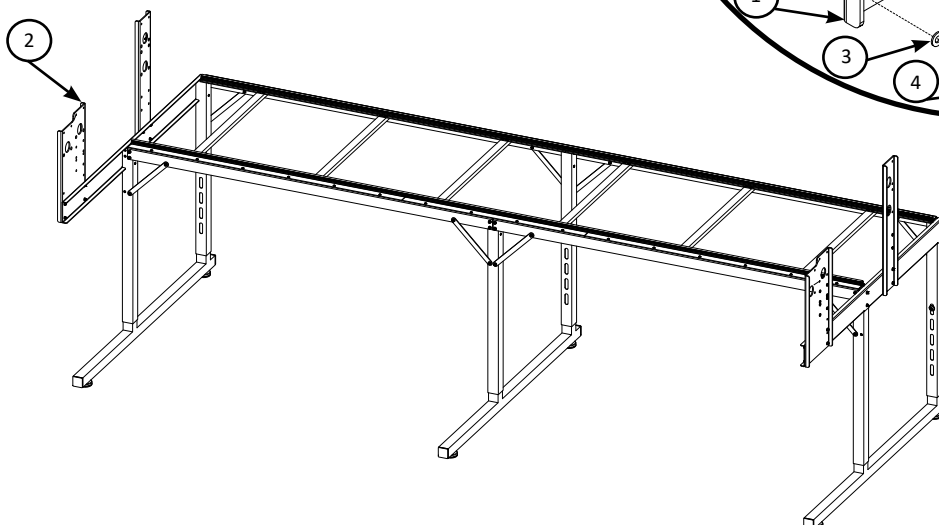
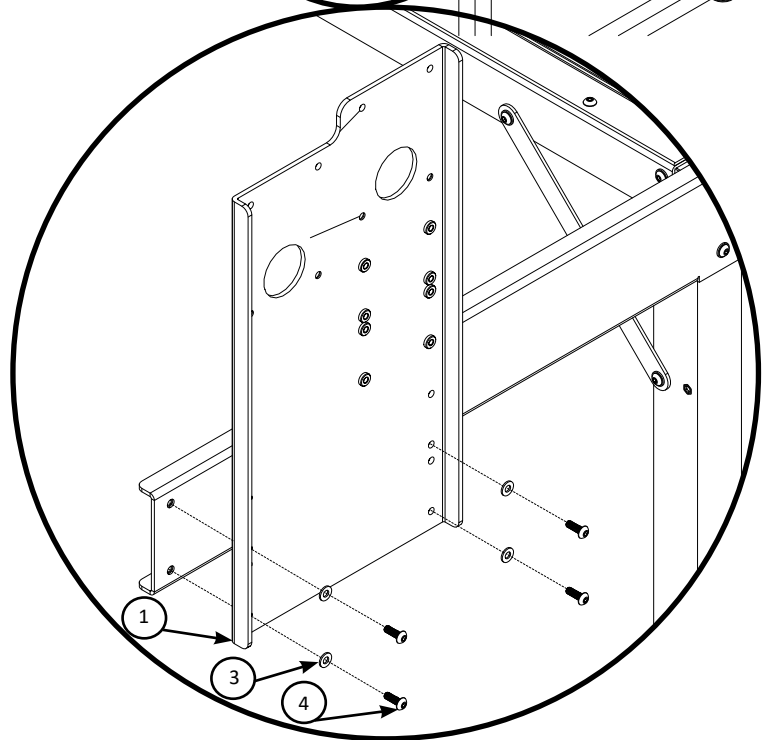
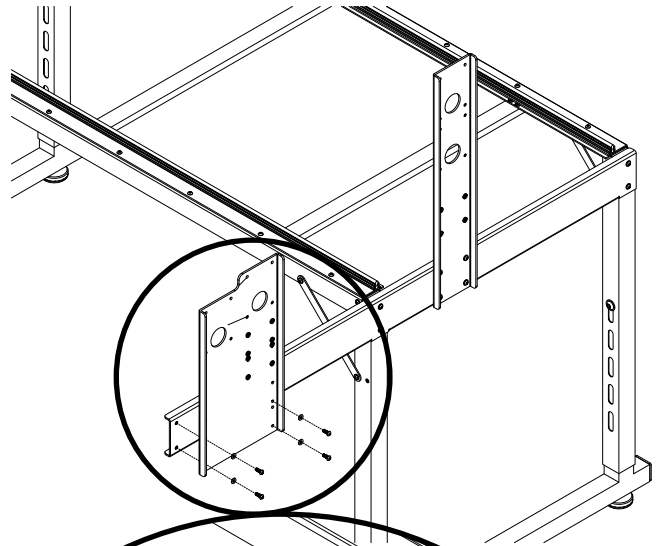
## Section 9: Wide Vertical Braces, Right & Left (Continued)

ITEM	PART #	DESCRIPTION	QTY
1	QF01500-110	VERTICAL BRACE, WIDE (RIGHT)	1
2	QF01500-120	VERTICAL BRACE, WIDE (LEFT)	1
3	QM13274	WASHER- M4 FLAT ZN	8
4	QM13237	SCREW-M4X12 BUTTON HEAD	8

**Tools Needed:** 2.5mm hex tool

➡ **IMPORTANT:** There are two height settings for the front pole. (See previous page) Images shown are with the High Position on the Wide Vertical Braces Right and Left using the lower set of holes. For the Low Position use the upper set of holes.

1. Identify the two Wide Vertical Braces Right and Left.
2. Place four screws with washers through the Wide Vertical Brace Right and into the threaded insert of the horizontal brace on the right end of the frame.
3. Using the 2.5mm hex tool tighten the screws but leave them a little loose for now. This will aid with alignment of the next components.
4. Repeat the process on the other end of the frame for the other Wide Vertical Brace Left.




## Section 10: Cross Brace

ITEM	PART #	DESCRIPTION	QTY
1	QF01500-130	BRACE, CROSS	2
2	QM13274	WASHER- M4 FLAT ZN	16
3	QM13237	SCREW-M4X12 BUTTON HEAD	16

**Tools Needed:** 2.5mm hex tool

1. Identify the two Cross Braces.


 **NOTE:** The Cross Brace is symmetrical so it can be used on either side. The bent lip goes to the outside.

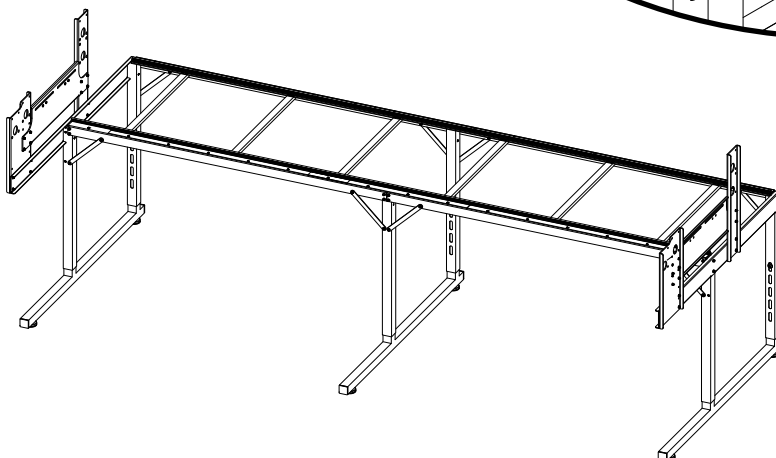
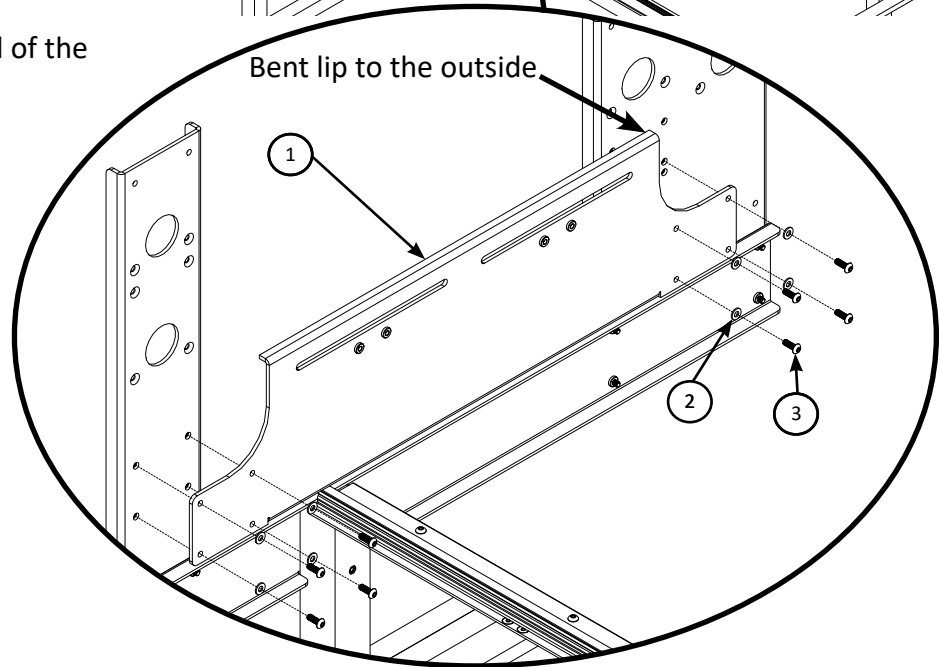
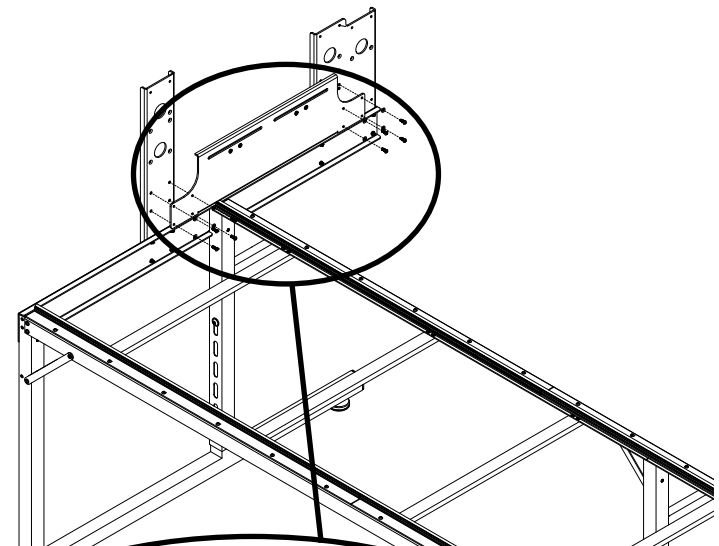
2. Place eight screws with washers through the Cross Brace and into the threaded insert of the Wide Vertical Brace and Narrow Vertical Brace on the right end of the frame.

3. Using the 2.5mm hex tool tighten the screws fully.

4. Repeat the process on the other end of the frame for the other Cross Brace.

5. Tighten the screws left loose in Section 8 and Section 9.

 **NOTE:** All screws that have been placed into the frame so far should now be tight.



# Section 11: Pole Supports, Ratchet-Stop End

ITEM	PART #	DESCRIPTION	QTY
1	QF01500-190	POLE SUPPORT, PLASTIC	4
2	QF01500-270	SCREW-M4 X 10 FLAT HEAD	10
3	QM13274	WASHER-M4 FLAT ZN	3
4	QM13237	SCREW-M4X12 BUTTON HEAD	2

**Tools Needed:** 2.5mm hex tool

➤ **IMPORTANT: TIME TO DECIDE** Determine which side you want the ratchet stop to be on. Many choose to have them on the right end of the frame, but your room configuration may be more convenient with them on the left.

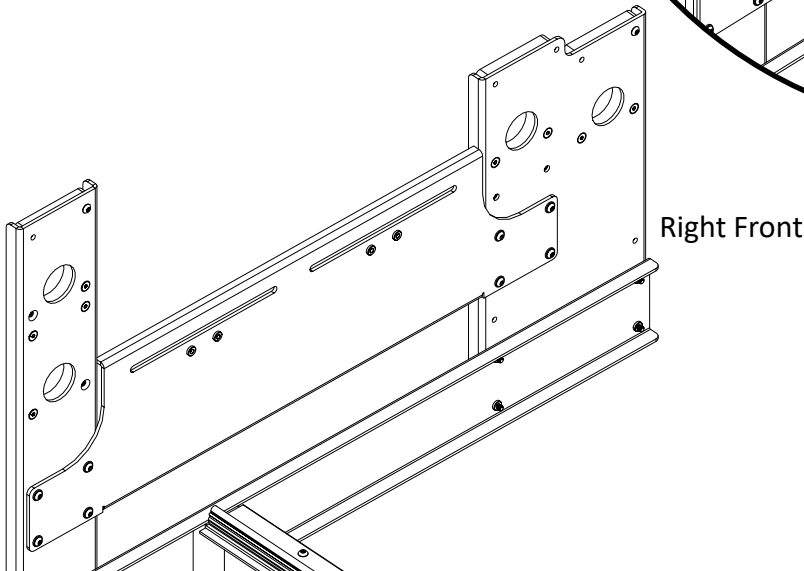
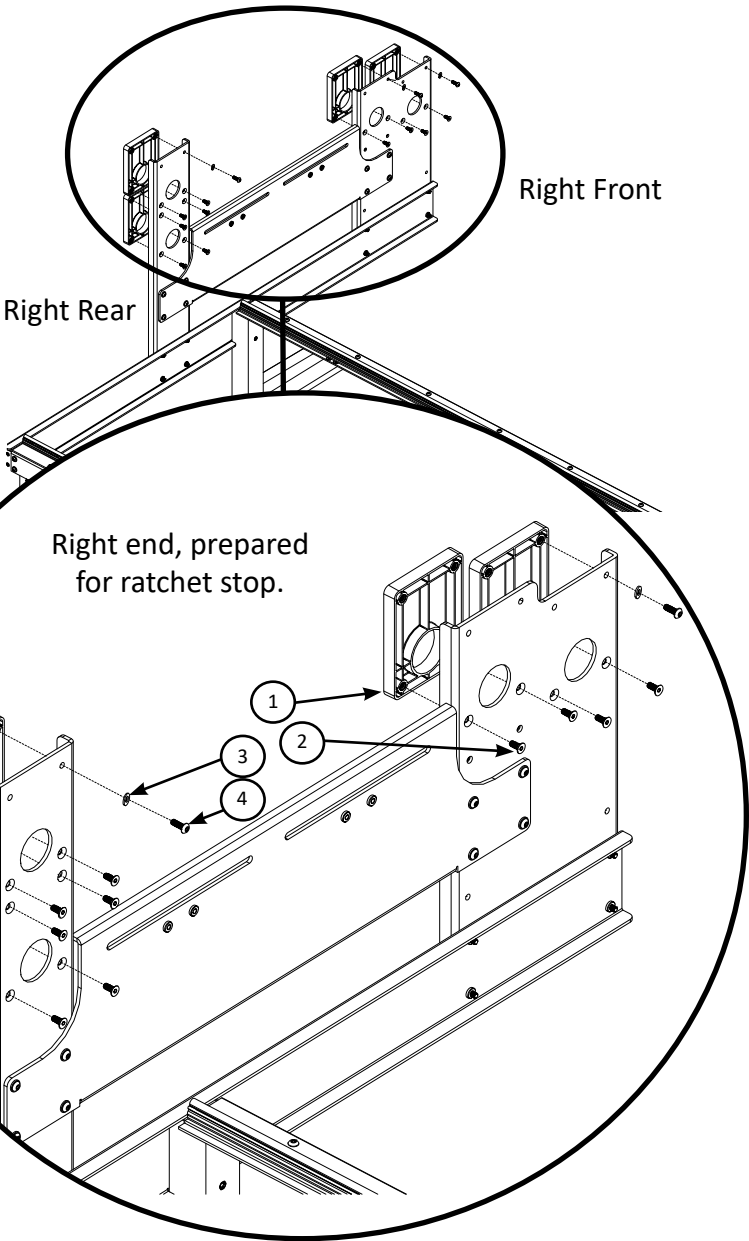
1. Identify the four plastic Pole Supports.

➤ **IMPORTANT:** The top holes are not countersunk for flat head screws. These holes are for button head screws and will be used for shoulder screws and ratchet stops in section 13. The right frame end will be shown in these instructions.

2. Place the flat head screws in the counter sunk holes as shown.

3.Place the button head screws with washers in the two top holes as shown.


4. Leave the screws loose until all screws are installed in section 13.

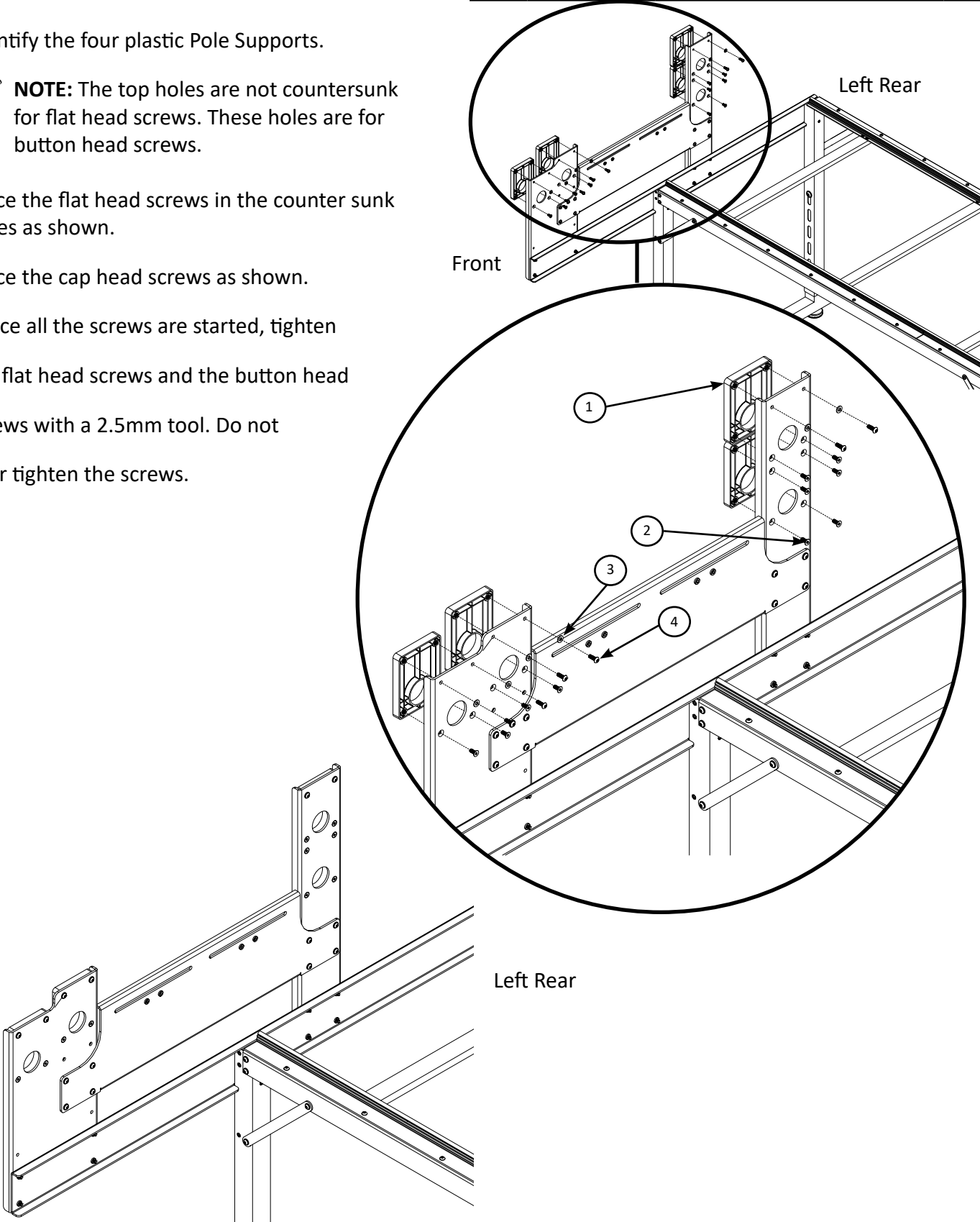


# Section 12: Pole Supports, No Ratchet-Stop End

ITEM	PART #	DESCRIPTION	QTY
1	QF01500-190	POLE SUPPORT, PLASTIC	4
2	QF01500-270	SCREW-M4 X 10 FLAT HEAD	10
3	QM13274	WASHER-M4 FLAT ZN	6
4	QM13237	SCREW-M4 X 12 BUTTON HEAD	6

**Tools Needed:** 2.5mm hex tool

- Identify the four plastic Pole Supports.
-  **NOTE:** The top holes are not countersunk for flat head screws. These holes are for button head screws.
- Place the flat head screws in the counter sunk holes as shown.
- Place the cap head screws as shown.
- Once all the screws are started, tighten the flat head screws and the button head screws with a 2.5mm tool. Do not over tighten the screws.




## Section 13: Ratchet Stops, Shown on Right End


ITEM	PART #	DESCRIPTION	QTY
1	QF01500-180	RATCHET STOP	3
2	QF01500-260	SCREW-M6 X 14 SHOULDER ZN	3
3	QM13237	SCREW-M4X12 BUTTON HEAD	1

**Tools Needed:** 2.5mm and 3mm hex tool

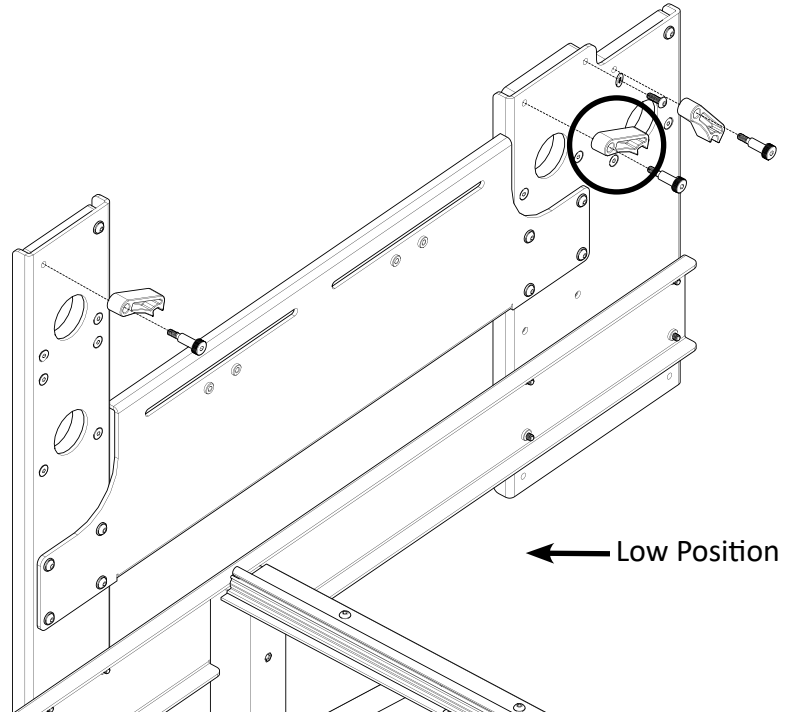
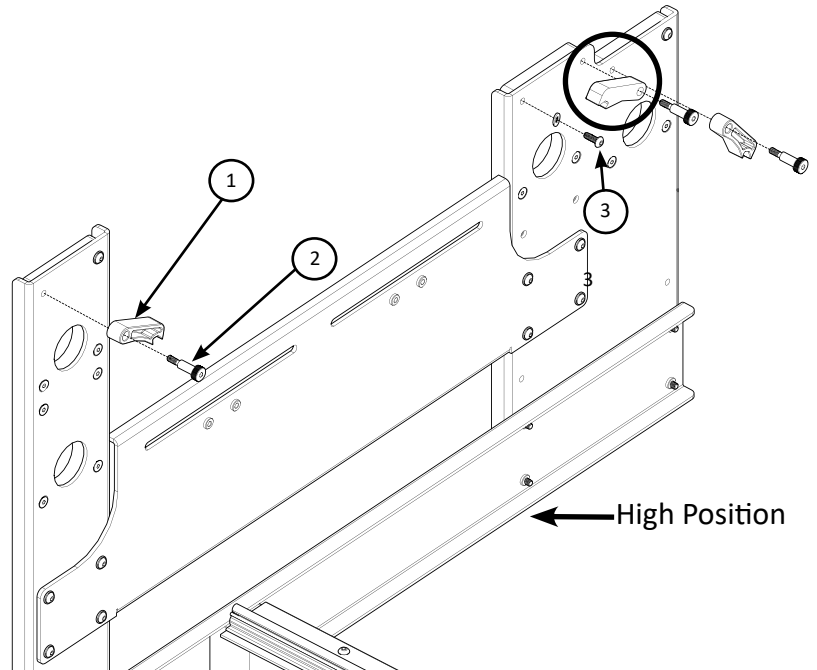
1. Identify the three Ratchet Stops, Shoulder Screws, and Button Head Screw.

 **NOTE:** The orientation of the ratchet stops depend on the configuration you chose for loading in Section 9, High Position or Low Position.

2. If you chose High Position in Section 9 orient the ratchet stops as shown and place the button head screw with washer in the top hole as shown.
3. If you chose the Low Position in Section 9 orient the ratchet stops as shown and place the button head screw with washer in the top hole as shown.

 **IMPORTANT:** Note the difference between High Position and Low Position. The circled ratchet stop is reversed and mounted in a different top hole. The button head screw is also placed into a different top hole.

4. Tighten all screws, do not over-tighten.






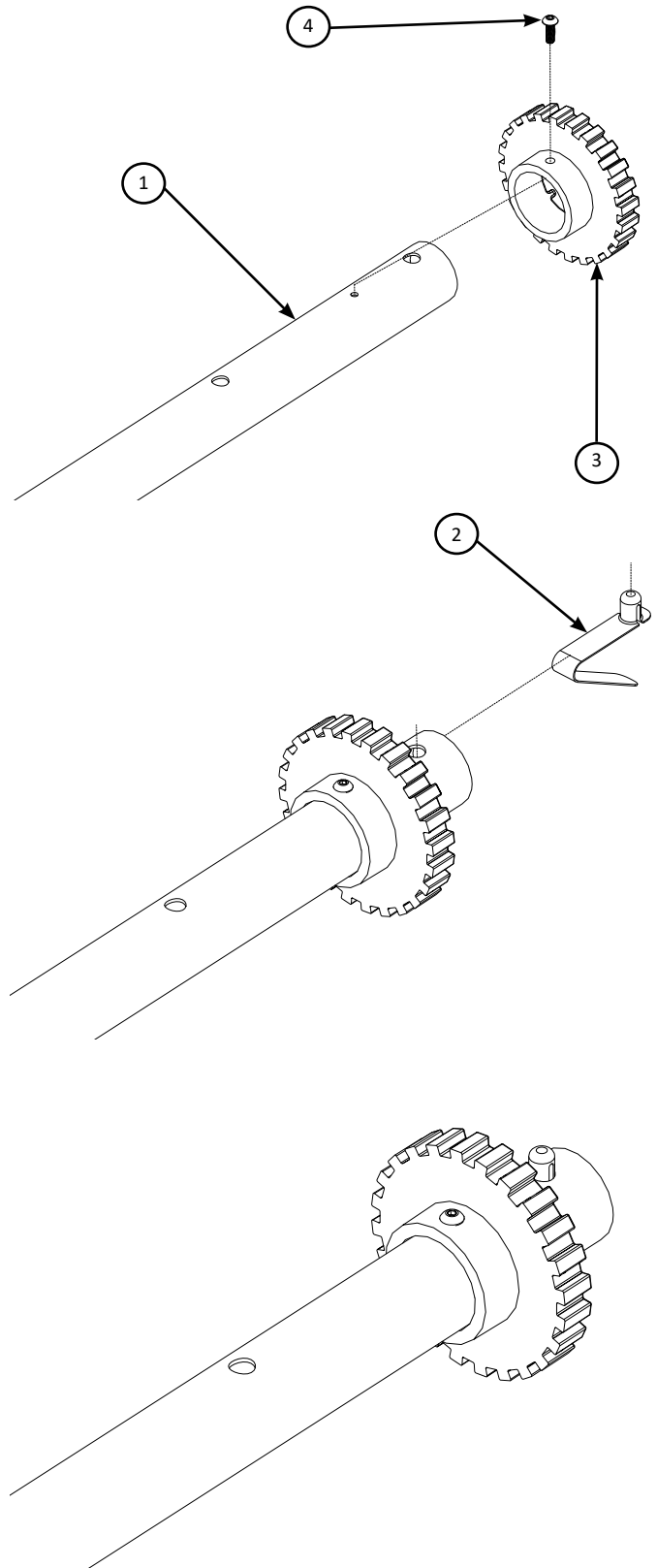
## Section 14: Pole Pre-assembly

ITEM	PART #	DESCRIPTION	QTY
1	QF01500-300-20	POLE SECTION, LONG (4')	8
2	QF09318-714	SNAP BUTTON	8
3	QF01500-800	RATCHET WHEEL	3
4	QM13237	SCREW-M4X12 BUTTON HEAD	3

**Tools Needed:** 2.5mm hex tool

1. Slide one Ratchet Wheel, with the flange on the inside, onto one end of a Long Pole Section.
2. Align the Ratchet Wheel flange hole with the hole in the pole, insert a M4x12 SKC ZN screw and tighten the screw with a 2.5mm hex tool.
3. Align a snap button with the hole near the ratchet wheel and slide the bent end first in the pole until the snap button snaps into the pole hole.
4. Repeat Steps 1 through 3 for a total of three pole assemblies. Set them aside.
5. Take another Long Pole Section, align a snap button with the hole in one end and slide the bent end first in the pole until the snap button snaps into the pole hole.
6. Repeat Step-6 for a total of 5 assemblies.

 **NOTE:** Each Long Pole Section will have a snap button on one end (total 8).



## Section 15: Pole Assemblies

ITEM	PART #	DESCRIPTION	QTY
1	QF01500-300-30	POLE COUPLER (WITH 2 SNAP BUTTONS)	4

➡ **IMPORTANT:** See Section 16 for Optional 10-Foot assembly (with 2-Foot Extension) information

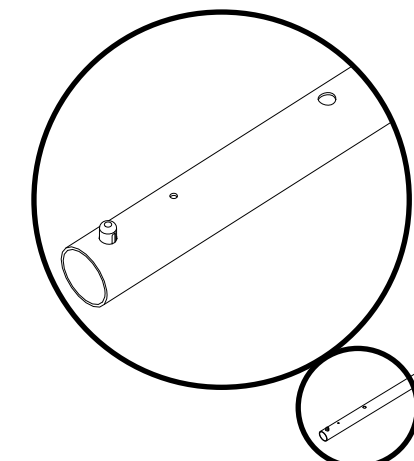
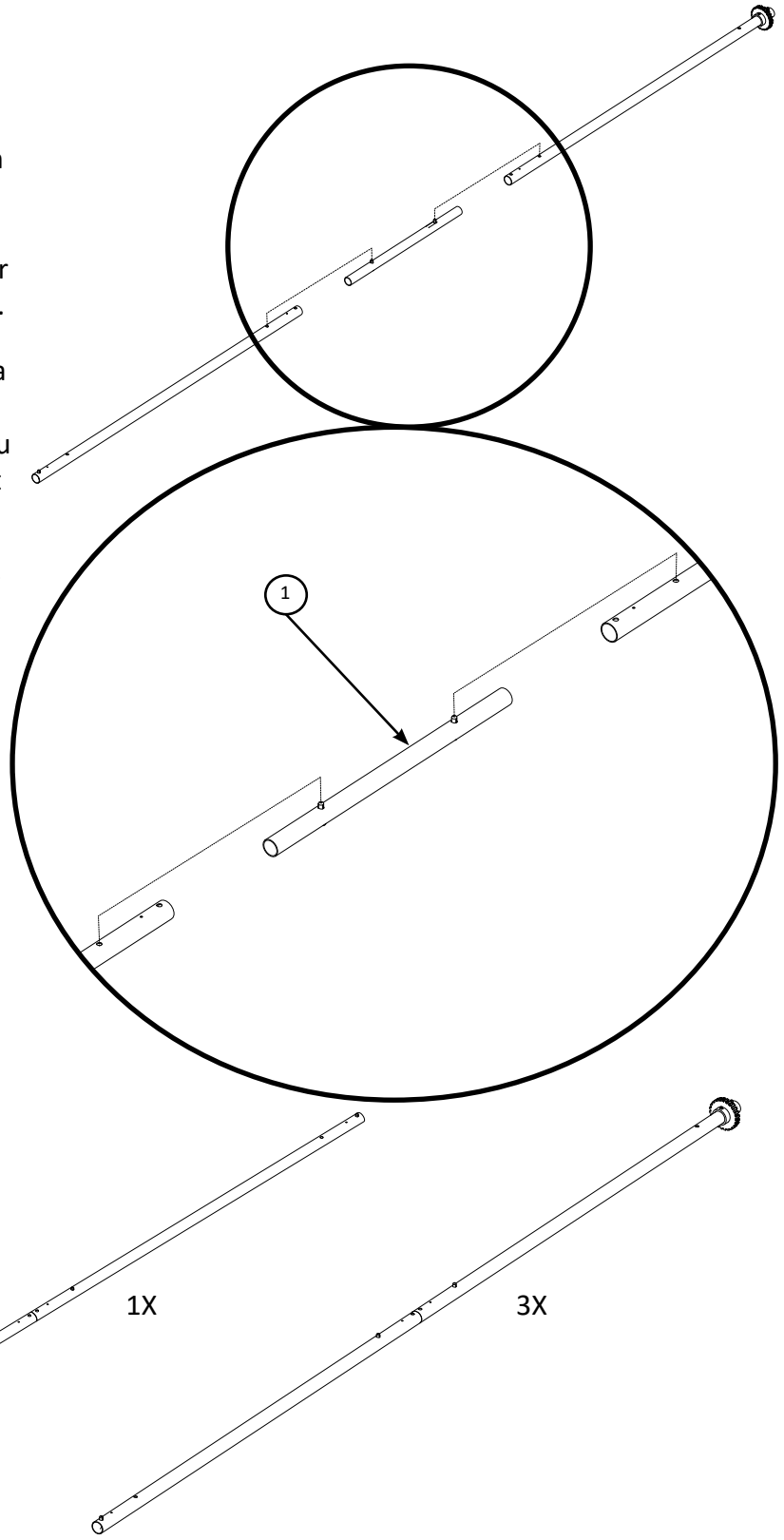
**Tools Needed:** None

✎ **NOTE:** You will create four pole assemblies by sliding the parts created in Section 14 together onto a Pole Coupler. You will have three with Ratchet Wheel on one end and snap button on the other and one with snap buttons on both ends.

1. On the far end from the Ratchet Wheel align a Pole Coupler snap button with the hole in the pole assembly, and slide it in until it snaps. You will need to push in the snap button to start it into the pole.

➡ **IMPORTANT:** Take care not to pinch your hands when sliding the poles together on the coupler!


2. Slide a pole with a snap button onto the other end of the coupler on the above assembly.
3. Repeat Steps 1 and 2 for two more pole assemblies.
4. Slide a pole with a snap button on the end onto each end of the remaining pole coupler to make the final pole assembly.




## Section 16: Pole Assemblies, 10-Foot

ITEM	PART #	DESCRIPTION	QTY
1	QF01500-300-30	POLE COUPLER (WITH 2 SNAP BUTTONS)	4
2	QF01500-300-10	POLE SECTION, SHORT (2')	4

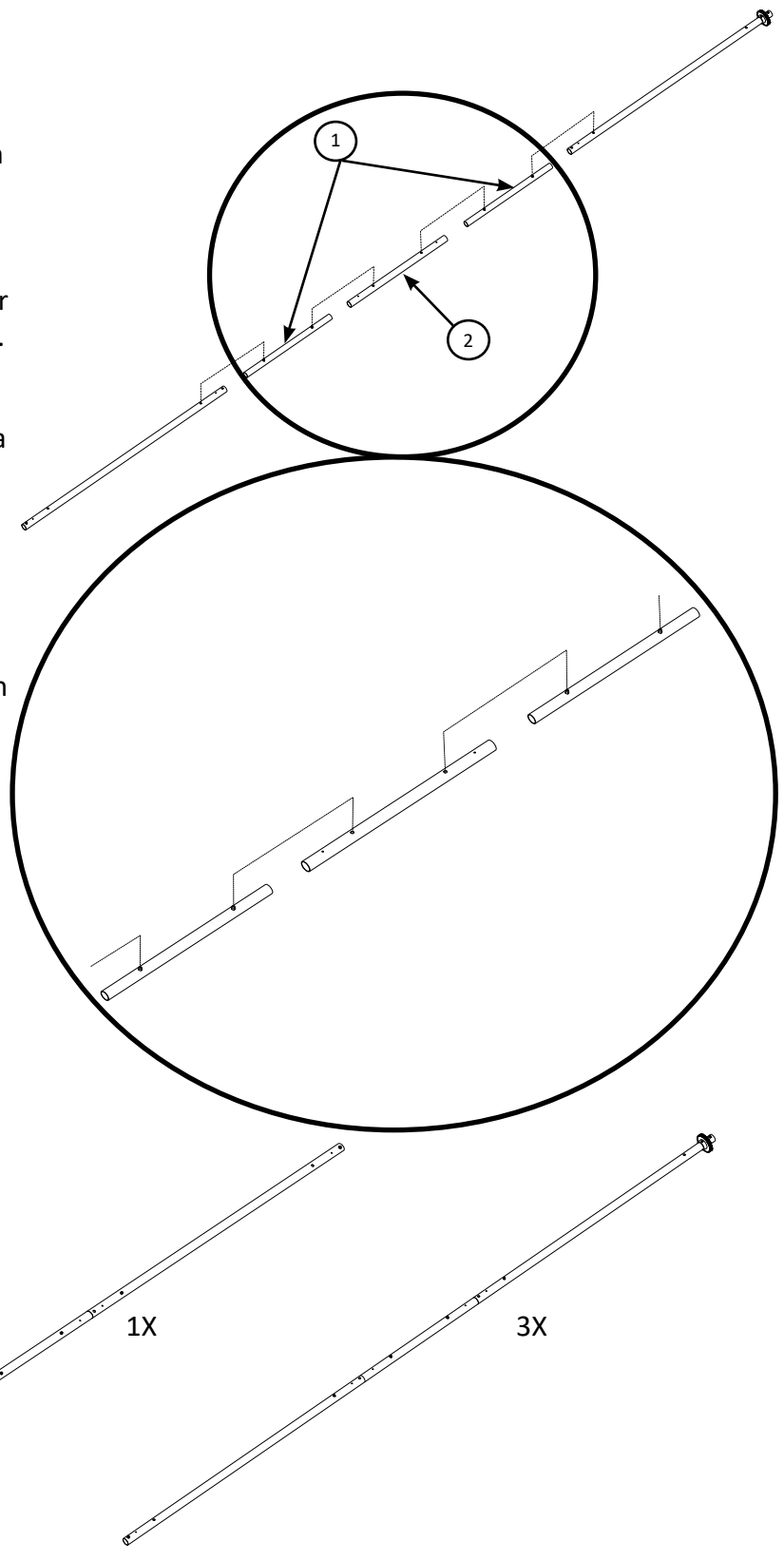
**Tools Needed:** None

 **NOTE:** The 10-Foot poles have a Short 2-Foot section in the center with a pole coupler on both sides for the Long Pole Sections. You will create four pole assemblies by sliding the parts created in Section 14 and the additional Short Pole Sections and Pole Couplers for 10-foot. You will have three with Ratchet Wheel on one end and snap button on the other and one with snap buttons on both ends.

1. On the far end from the Ratchet Wheel align a Pole Coupler snap button with the hole in the pole assembly, and slide it in until it snaps. You will need to push in the snap button to start it into the pole.

 **IMPORTANT:** Take care not to pinch your hands when sliding the poles together on the coupler!

2. Slide a Short Pole Section onto the other end of the Pole Coupler.
3. Slide a Pole Coupler onto the other end of the Short Pole Section.
4. Slide a Long Pole Section onto the Pole Coupler.
5. Repeat Steps 1 through 4 for two more pole assemblies.
6. Repeat the process to make one 10-foot pole with snap buttons on each end.




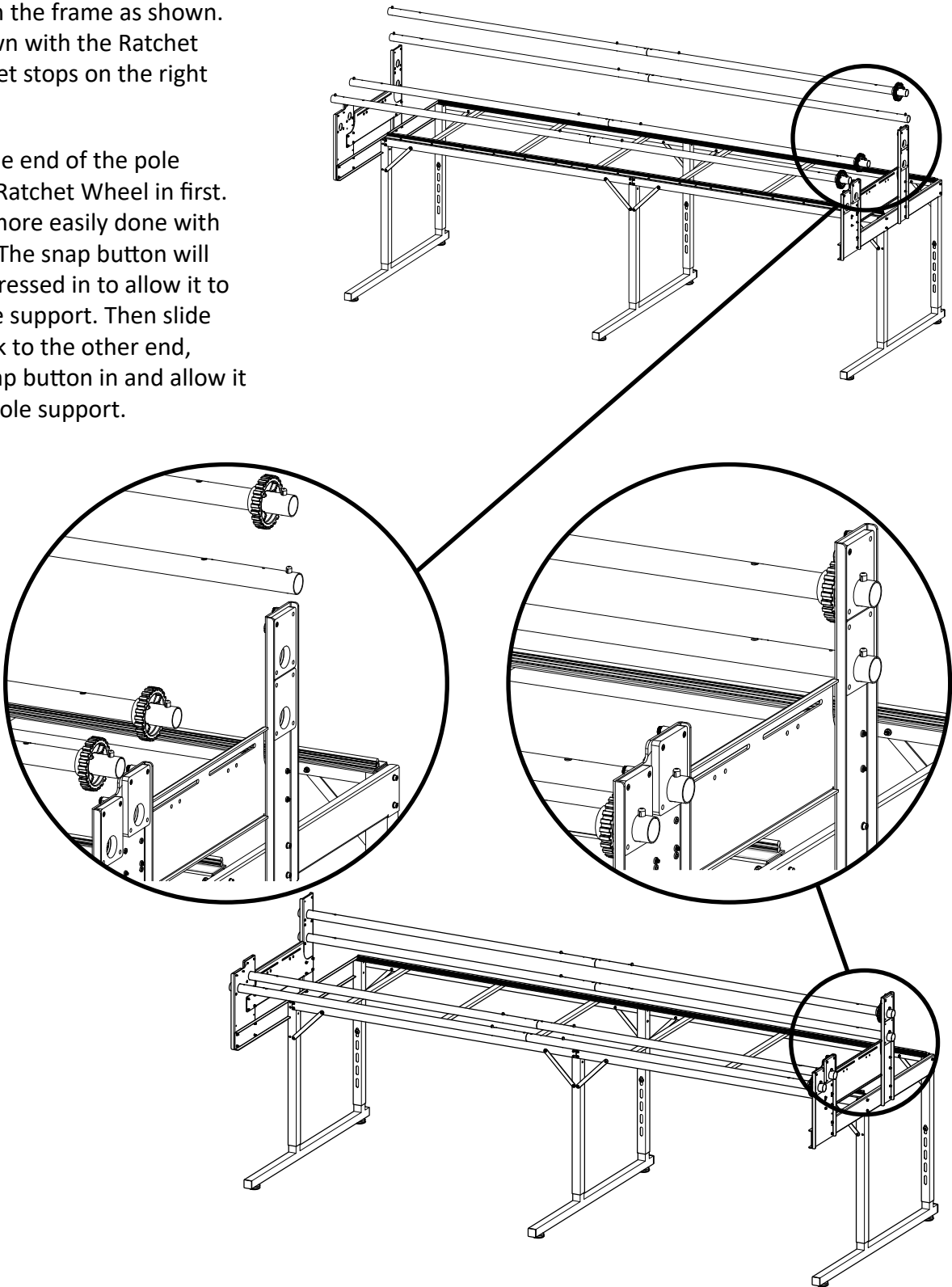
# Section 17: Poles on Frame

ITEM	PART #	DESCRIPTION	QTY
1	NA	RATCHET POLE ASSEMBLY	3
2	NA	IDLER POLE ASSEMBLY	1
3	NA	FRAME ASSEMBLY	1

Tools Needed: None

1. Place the poles on the frame as shown. The image is shown with the Ratchet Wheels and ratchet stops on the right end of the frame.

 **NOTE:** Put the end of the pole without the Ratchet Wheel in first. This will be more easily done with two people. The snap button will need to be pressed in to allow it to pass the pole support. Then slide the pole back to the other end, press the snap button in and allow it to pass the pole support.

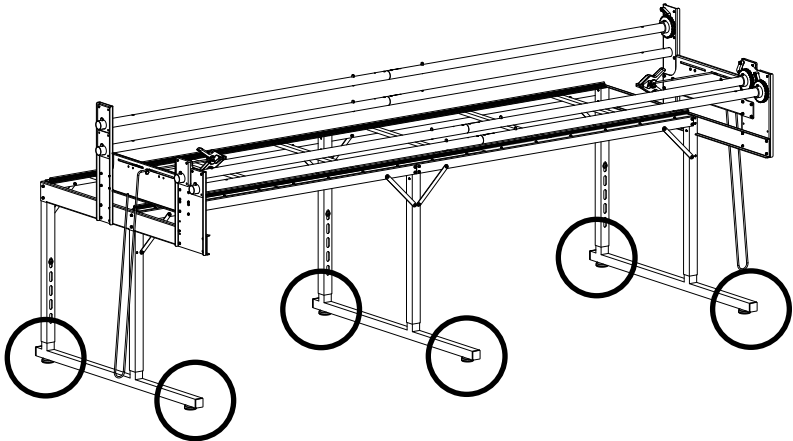


# Section 18: Leveling Frame

ITEM	PART #	DESCRIPTION	QTY
1	NA	FRAME ASSEMBLY	1

**Tools Needed:** None

- 1. Place the machine and the carriage on the frame.
- 2. Using the machine to test level, adjust the leveling feet until the machine will stay anywhere you place it, front to back or side to side, without rolling or changing position when you let go of it.



## Section 19: Velcro™ and Leaders

**Tools Needed:** Measuring tape, permanent marker

### Applying Velcro to 8-foot pole assemblies

1. Velcro will be attached to 3 poles assemblies. The take-up pole, the backing pole, and the top pole. Working on one pole at a time, rotate the pole so that the snap buttons are facing up.
2. There should be three pieces of Velcro about 90 inches long. If not, measure and cut pieces of Velcro into 90-inch strips.
3. Starting from the center and working your way out, adhere the Velcro to the poles. Use the snap buttons and the holes at the far ends of the poles to keep the Velcro strip straight, making sure you are placing the Velcro to one side of the buttons and holes, not over them. Carefully cut the adhesive **backing** at the center of the Velcro strip, leaving one side of the backing in place as you work on removing the other side and adhering the Velcro to the pole. Expose the adhesive a little at a time as you work from the center to one end, adhering the Velcro to the pole as straight as you can as you go. Repeat with the other side of the pole.
4. Repeat step 3 with the remaining 2 pole assemblies. You'll have 3 poles with Velcro in total.

**NOTE:** If done as stated above, your Velcro will be in one piece over the pole assemblies. If at any point you wish to add the optional 2-foot extension to your frame, the Velcro will need to be cut to separate the poles.

*(Skip to step 8 on the next page.)*

### Applying Velcro to 10-foot pole assemblies

1. Velcro will be attached to 3 poles assemblies. The take-up pole, the backing pole, and the top pole. Working on one pole at a time, rotate the pole so that the snap buttons are facing up.
2. There should be three pieces of Velcro about 90 inches long. If not, measure and cut pieces of Velcro into 90-inch strips.

ITEM	PART #	DESCRIPTION	QTY
1	QF01503	7.5' Leader Set (QF09583 9.5' SET w/2' extension kit	1
2	QF10619	3 X 7.5' = 22.50' VELCRO HOOK 3 X 2' FOR 2' EXT TO 10' (QF10619-2)	1

For the 10-foot frame (optional 2-foot extension kit required for the 10-foot frame), there will also be 3 pieces of Velcro 2 feet long in the kit box for the 2-foot extension poles.

3. The 2-foot pole should be in the center of the 10-foot pole. The 2-foot Velcro will be placed on the 2-foot poles later on. Cut the 90-inch Velcro in half. It will be a little shorter than the end pole.
4. Align the 45-inch Velcro with the pole end (not the 2-foot extension pole). Starting from one end and working your way to the other end, adhere the Velcro to the end poles. Use the snap buttons and the holes at the far ends of the poles to keep the Velcro strip straight, making sure you are placing the Velcro to one side of the buttons and holes, not over them. Carefully remove the backing on the adhesive a little at a time and adhere the Velcro to the pole as you go, making sure the Velcro strip is as straight as possible.
5. Repeat the above step 4 with the remaining ends of the poles (for a total of 6 end poles with Velcro).
6. Place the 2-foot Velcro strips on the three 2-foot center connecting poles, aligning the Velcro with the Velcro on each end pole.
7. Mark the center of the 2-foot Velcro on each of the three pole assemblies. This will help you center the leaders to the poles later on.

**NOTE:** If done as stated above, your Velcro will already be cut at the junctions of the pole assemblies. The straighter the Velcro is applied, the easier to apply your leaders later on.

*(Continue to step 8 on the next page.)*

## Section 19: Velcro™ and Leader *Continued*

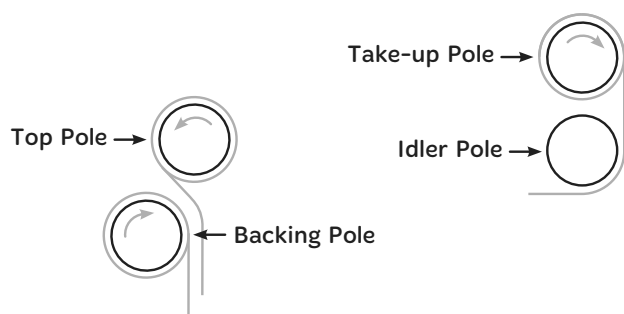
### Attaching the leaders to the pole assemblies

Attach a leader to each of the 3 poles with the Velcro attached. The direction the leaders will roll depends on the setting you chose in Section 9, **High Position** or **Low Position**. (See the diagrams that follow.)

8. Fold each of the leaders in half and mark the centers with a permanent marker. Place a mark on both the Velcro edge and the hemmed edge.
9. When attaching the leaders to the Velcro on the pole assemblies, start by aligning the center of the leader with the center of the pole and work toward the ends, keeping the leader as straight as possible and aligning it with the Velcro.
10. The leader on the take-up pole at the rear of the frame attaches at the front of the pole, wraps over the top of the pole, and waterfalls to the back. This is the same for both position settings.
11. The leaders wrap differently on the two front poles (top pole and backing pole) for the 2 different settings.

**High Position:** On the pole closest to the front (backing pole), attach the leader at the front of pole and wrap over the top of the pole so that it waterfalls to the back between the 2 poles.

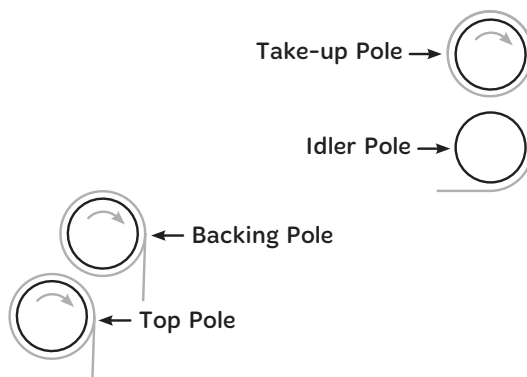
#### HIGH POSITION LEADERS



On the other pole (top pole) attach the leader at the rear of pole, wrap over the top of the pole so that it waterfalls to the front between the 2 poles.

**Low Position:** On the 2 front poles, attach the leader at the front of pole and wrap over the top of the pole so that it waterfalls to the back. a

#### LOW POSITION LEADERS

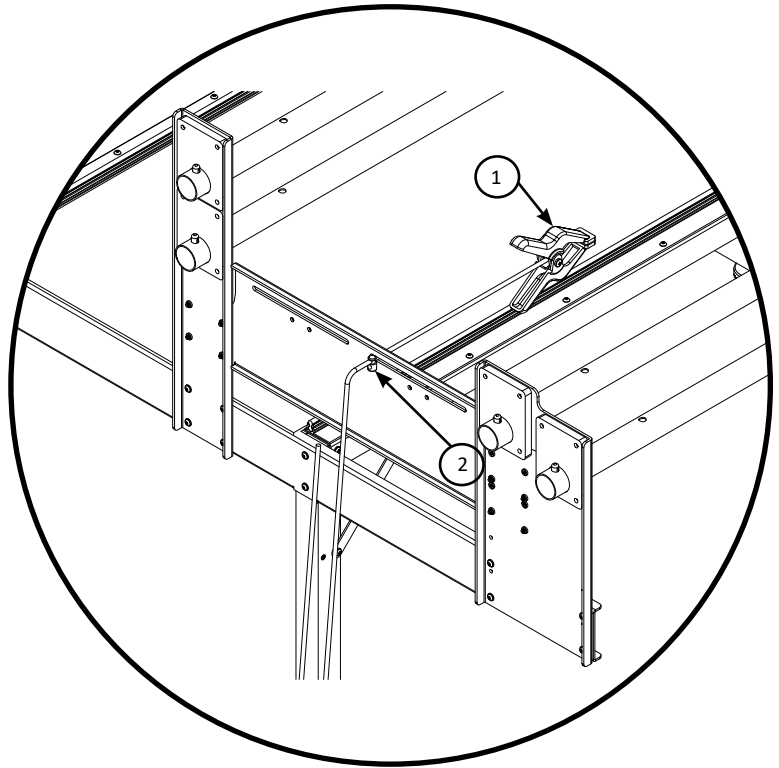


## Section 20: Bungee Side Clamps

ITEM	PART #	DESCRIPTION	QTY
1	QF00035	BUNGEE SIDE CLAMP	2
2	QF00035-1	CORD LOCK	2

**Tools Needed:** None

1. There is one bungee for each end of the frame. Remove the cord lock and place the side clamp bungee cord through one of slits on the cross brace on each end of the frame. Replace the cord lock.
2. Place the clamp on the quilt backing and adjust the cord lock as desired. Bungees should be straight but not stretched.







# Section 21: Loading the Quilt

**Tools Needed:** None

1. Start with the **backing fabric**. Find the center of the bottom edge of the backing and match with the center of the Backing pole leader. You marked the center of the leader when you installed it with the Velcro (Section 19). The wrong side of the fabric should be facing up.
2. It is helpful to drape the backing fabric over the take-up pole as you pin the bottom edge to the backing pole leader. Match the raw edge of the fabric with the edge of the leader and pin together. Use long, sturdy quilting pins and insert the pins parallel to the edge of the leader, about 1/4 inch away from the edge. Place the pins about 1/2 inch apart.
3. Start pinning at the center and work your way to one side, being careful not to stretch the fabric. Return to the center and work your way to the opposite side.
4. Once the bottom edge is pinned in place, make sure the ratchet stop is engaged and roll the fabric around the pole, smoothing gently as you go.
5. The top edge of the backing fabric gets pinned to the take-up pole leader in the same fashion, matching center of fabric to center of leader. Make sure the leader travels under the leveller pole before getting pinned to the top of the backing fabric.
6. Find the center of the bottom edge of the **quilt top**. The right side of the quilt top should be facing up.
7. It is helpful to drape the quilt top over the take-up pole as you pin the bottom edge to the top pole leader. Pin the quilt top to the Top pole leader in the same way you pinned the backing.

8. Once the edge is pinned in place, make sure the ratchet stop is engaged and roll the fabric around the pole, smoothing gently as you go. The top edge of the quilt top will get basted in place to the backing and batting.
9. Consult the diagram to determine the correct pole and the direction of rolling for each of your pieces. If you engage the ratchet stop before rolling, you will always roll in the correct direction.

 **NOTE:** Consult the diagram to determine the correct pole and the direction of rolling for each of your pieces. Make note of the setting that you chose in Section 9.

 **TIP:** If you engage the ratchet stop before rolling, you will always roll in the correct direction.

Refer to diagram in Section 9

## Section 22: Changing the Pole Position Setting

**Tools Needed:** 2.5mm Hex tool

1. Remove the 2 front poles by pressing the snap button on the ratchet side and sliding the pole out of the pole support. Then press the snap button on the other end so that you can slide the pole out of that pole support. Set poles aside.
2. Work on the non-ratchet side first. Remove the 4 screws that hold the Cross Brace to the Wide Vertical Brace.
3. Remove the 4 screws that hold the Wide Vertical Brace to the Horizontal Brace.
4. **Refer to section 9 for information about the two pole position settings.** Locate the set of holes for the setting you want.

For the **High Position** use the **lower** set of holes.  
Re-attach the Wide Vertical Brace to the Horizontal Brace using the holes for the desired setting.

For the **Low Position** use the **upper** set of holes.

5. Replace the screws to attach the Cross Brace to the Wide Vertical Brace.
6. Repeat steps 2 through 5 for the ratchet side .
7. When changing the pole position setting you must change the middle ratchet stop. Refer to **Section 13** to attach the middle ratchet stop for your setting. The other two ratchet stops will remain the same.

