

Preparation

- Unlock cabinets 104Z and 104AA.
- Take USER GUIDE out of cabinet and follow ALL of the steps
- Remove cover carefully to not disturb the threading

Clean the machine prior to each use.

- Use DRY microfiber cloth to sweep all tracks including cross tracks.
- Clean rails and top of machine of loose debris.
- ONLY use the “bobbin” paint brush (or toothbrush) to clean all areas of the race hook area.

Wind your Bobbin(s) and place in bobbin case

- Use the Innova bobbin winder to wind the bobbin.
 - (Refer to the Innova User Video “The Bobbin Winder” on the website.)
- We do not unthread the bobbin winder after each use; make sure it is threaded correctly
 - (Refer to Appendix A - Using the Bobbin Winder)
- Place the bobbin in the bobbin case, thread, and pull through the circle on the side.
 - (Refer to Appendix B - Bobbin Case Thread Path)
- Bobbin must spin clockwise. Test your bobbin tension by placing the bobbin case upright in your palm then pull up on the thread with the other hand. The bobbin case should remain vertical but not rise from your palm.
- Place thread through the pelican beak.

Check Channel Locks (Horizontal and Vertical Holds) (Refer to Appendix C - Innova M24

Channel Locks)

- Check to determine if the channel locks are engaged before you begin your session.
- IF the locks are engaged, make sure the levers are in a VERTICAL position when engaging/disengaging.
- The locks must be disengaged for the machine to move freely

Load the Backing:

- Make sure your quilt backing is squared properly and is at least 5 inches larger than the quilt top on ALL sides.
- Using Red Snappers, snap the top of your quilt backing to the leader that says TAKE UP, positioning it right side DOWN, and centering it on the leader. Roll your quilt backing on the TAKEUP LEADER leaving enough free to pull under the dead bar.
- Bring the backing UNDER THE DEAD BAR, then pull forward to the BACK ROLLER. Attach the bottom of your backing (centering it) to the BACK roller with red snappers.
- Roll your Back onto the BACK roller until snug (but not tight) then lock the BACK roller.

IMPORTANT: TURN THE RED KNOBS CLOCKWISE ONLY TO LOCK/UNLOCK THE LEADERS
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Batting and Top of Quilt:

- Lay batting smoothly on top of the backing, about ½ " from the top edge of the backing.
- Place the quilt top with 5" on each side and top of batting and at least 5" away from the dead bar.
- Smooth and straighten the quilt top, ensuring that the sides are straight.

Thread the Innova - Refer to Appendix D - Threading the Sewing Head

- Because we DO NOT unthread the machine after each use; you will find thread wound around the back and front handles.
- Place the spool on the holder and tie on the thread from the cone to the thread on the back handle leaving a short tail and pull it through the machine from the front.
- SLOWLY pull thread from the front. Observe the knot coming through the path, making sure that it goes around the tension disc 2 ¾ times and then through all but the last two remaining guides. The tension disc should spin with some resistance; a slight tug turns it. It should neither free-spin nor completely stop.
- The red mark on the tension knob should be at approximately 2 o'clock position.

Oiling the bobbin race

- With the needle raised to the maximum height, place 1 drop of oil to the lower shelf inside of the hook basket, at the 6-7 o'clock position.
- This must be performed only at the start of every 4-hour user session on the machine. This is adequate oil; do not add more.

Turn on machine (blue button on top right of the sew head)

- Wait until the stitch regulator screen appears
- This is the **ONLY** display you will utilize. The home display will modify stitches per inch, laser light, and lights around the needle. (See Appendix E - Settings for Lightning Stitch Regulator)
- Make sure the Cruise Button is GRAY. All machine operators should use only the Regulated mode (gray).
- Touch the left hand single stitch button to raise the needle to the highest position.
- Thread the needle.

Insert bobbin case in race hook

- Insert the bobbin with the latch in the CLOSED position directed at approximately 3 o'clock and push it firmly into place.
- You **MUST** hear a "click" to confirm it is properly positioned. Use the release latch **ONLY** for the removal of the bobbin case.

Test and Baste

- Test your bobbin on the left side of your quilt in the excess area. This process will distribute the oil to lubricate the machine.
- Set the Basting Stitch Regulator to the second position on the screen to set at 5 Stitches Per Inch. Baste all 3 layers together. (See Appendix E - Settings for Lightning Stitch Regulator)
- Attach clips to the sides of the backing.

Set up Pantograph (if applicable)

- Unroll a pantograph on the rear table aligning it above the blue tape.
- Turn on the laser light (red "bullseye" dot on the stitch regulator screen).
- Position the pantograph to align the starting point on the pantograph with the side edge of your quilt.
- Secure the ends of the pantograph with the white wood blocks. Position plexiglas to prevent any movement.
- Map out the top of your quilt area, and position your quilt using the rollers.
- Place a blue strip on the pantograph designating the end of your quilt.

Quilting the first pass on your quilt

- Change the stitch regulator to the 4th position on the screen to set at 11 stitches per inch (SPI). (See Appendix E - Settings for Lightning Stitch Regulator)
- Position your needle at the starting point of your pantograph.
- Use “Pickup” to pull up your bobbin thread then use “Tie” to secure it. You are now ready to quilt.
- Engage the right hand button to begin quilting your pantograph.
- After you’ve completed your first pass (one row of the pantograph), select “Tie” to secure the stitches, then “Pickup” to pull up the bobbin thread. Cut your threads.

Advancing the quilt for subsequent passes (See Appendix F - How to Advance a Pantograph)

- Place marker (such as scissors or a Frixion pen mark at the side of the quilt top) at a reference point (e.g., the highest point of stitching) on the quilt top.
- From the back table, move the longarm head until the laser is aligned with the corresponding spot on the pattern repeat (grayscale or “shadow”) row of the pantograph.
- Unlock the roller labeled ‘Back’ (the upper roller at the front of the frame), then roll the quilt using the “Pickup” roller (the roller at the back of the frame) until the marker (scissors) aligns with the needle. This is the correct quilt position to start the next pass.
- Remove scissors or other marker, baste sides, return to pattern starting point, pull up bobbin thread, then tie.
- Now you’re ready to quilt another pantograph row.
- Repeat this process until you can baste the bottom of your quilt along with the sides of your quilt.
- If your pantograph pattern is larger than the area for your last row, place blue strips on the pantograph to mark the top of your quilt to finish.

Cleaning and closing.

- Turn off the machine.
- Release the tension and remove the quilt.
- Roll up leaders and engage rollers into the LOCK position.
- Remove the bobbin case and bobbin. Remove any lint buildup in your bobbin case.
- Leave the machine threaded between users. Cut the spool thread and leave a long enough tail of thread to wrap around the handle on the front and rear of the machine.
- Use the small “bobbin” paint brush or toothbrush to **thoroughly** clean out the bobbin area.

- Use a DRY soft cloth to sweep all tracks including cross tracks and the longarm frame table. DO NOT put any liquid on the machine.
- From the front, move the sew head to the left, position according to the marker on the table. Ensure the pantovision tablet does not extend beyond the frame.
- Cover the machine.

Record your time spent on the machine and pay for personal quilting.

- KEEP TRACK OF YOUR ACTUAL TIME THE MACHINE IS STITCHING (ie: If each pass takes 5 minutes and you do 8 passes, $5 \times 8 = 40$ minutes ACTUAL sewing time.)
- Fill in the form on the inside of cabinet 104AA. Print your full name, the date you used the machine, and the approximate time that the machine was actually stitching.
- Charge for personal quilt: \$16.00 for the 4 hour session.
- Place payment in the provided envelope, or make immediate payment by Zelle that day. When using Zelle, provide the date and designate longarm payment for our bookkeeping purposes.

15. Return everything and place in proper (labeled) position in the cabinet.

16. Complete the Longarm User Summary on the website before leaving the room.