LONG ARM USER GUIDE   Updated 11/29/2025

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 to clean all areas of the bobbin holding 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/disenging.
- The locks must be disengaged for the machine to move freely

Load the Backing:

- Make sure your quilt backing is squared properly and is 3-4 inches larger than the quilt top on ALL sides.
- Using Red Snappers, snap the bottom of your quilt backing to the leader that says BACK, positioning it right side DOWN, and centering it on the leader. Roll your quilt backing on the BACK LEADER leaving about 12 inches free.
- Unlock the Takeup Roller, and bring the TAKE UP LEADER under the silver "Dead Bar" and pull to the front roller.
- Snap the top of your backing (centering it) to the TAKE UP LEADER. Lock the Takeup Roller, and unlock the Back Roller.
- Roll your Back onto the Takeup Roller until snug and lock BACK roller.
- Attach clips to the sides of the backing.

> IMPORTANT: TURN THE RED KNOBS **CLOCKWISE** ONLY TO LOCK/UNLOCK THE LEADERS

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 3-4" on each side on top of the batting.
- 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.

Oiling the bobbin race

- Touch the left hand single stitch button to raise the needle to the highest position.
- With the needle raised to the maximum height, place 1 drop of oil to the lower shelf inside of the hook basket, at the 8 o'clock position.
- This must be performed at the start of every 4-hour user session on the machine.

Insert bobbin case in race

- 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.

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).
- Thread the needle.

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)

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. Use small pieces of blue masking tape on the edges 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 <u>11 stitches per inch (SPI)</u>. (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 the bobbin case. Return to the proper location in the cabinet.
- 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 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.

- 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.
- KEEP TRACK OF YOUR ACTUAL TIME THE MACHINE IS STITCHING (ie: If each pass takes 5 minutes and you do 8 passes, 5 x 8 = 40 minutes ACTUAL sewing time.)
- 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 to the cabinet.

16. Complete the Longarm User Summary on the website <u>before leaving the room</u>.

Tension on machine

- DO NOT CHANGE the tension on the machine or bobbin case. The tension is set for the Superior Omni 40 weight thread. Use ONLY Omni or Omni-V thread; no other thread permitted.

Needle

- DO NOT change the machine needle. The needle will be changed according to manufacturer recommendations by the longarm committee.