

# Appendix H - Long Arm Quick Checklist

11/23/2025

Use this checklist as a quick reference **ONLY** after reading and understanding **ALL** the steps in the Long Arm User Guide.

	<b>Preparation</b> Unlock cabinets 104Z and 104AA. Take the USER GUIDE and toolbasket out of the cabinet and follow ALL of the steps.
	<b>Cleaning machine prior to each use.</b> 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. <b>ONLY use small "makeup" brushes to clean lint &amp; debris from the bobbin case.</b>
	<b>Wind your bobbin/s.</b> Refer to Appendix A - Operating the Bobbin Winder.
	<b>Load quilt back.</b>
	<b>Load batting and quilt top.</b>
	<b>Thread the Innova.</b> Tie the new thread on; cut the tail to 1-2." Slowly pull the thread through the path, making sure it goes around the tension disk 2 ¾ times. Refer to Appendix D - Threading the Innova. Use ONLY <b>Superior Omni or Omni-V 40 weight</b> thread. NO OTHER THREAD permitted.
	<b>Put one drop of oil on the bottom of the bobbin race at 8 o'clock.</b>
	<b>Place bobbin in bobbin case and insert in bobbin race.</b>
	<b>Turn on the machine. Wake up Stitch Regulator. Test your stitches. Baste all 3 layers.</b>
	<b>Setup pantograph (if applicable).</b>
	<b>Quilt Your Quilt</b> When complete, release tension; remove quilt; lock rollers.
	<b>Clean / Close</b> Turn off the machine. Clean table/tracks with microfiber. Thoroughly clean bobbin area & bobbin case with <b>appropriate</b> bobbin brush. Position the sewing head so that the pantovision tablet is not exposed.
	<b>Record time &amp; pay (if applicable).</b> Cash, check, or Zelle, same day.
	<b>Return everything to the cabinet.</b>
	<b>Complete Longarm Session Summary before leaving.</b>