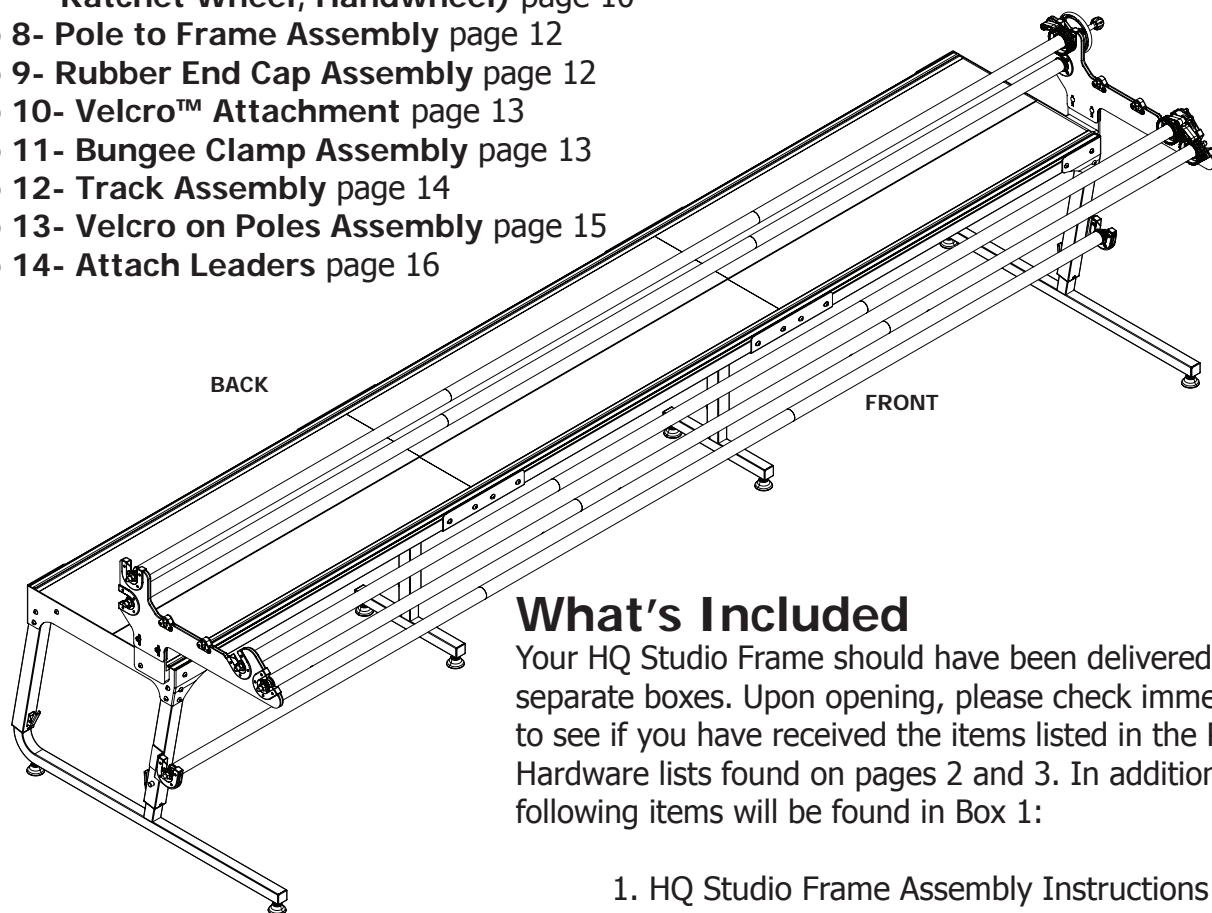


HQ Studio Frame for HQ Sixteen

Assembly Instructions Table of Contents

- Parts List page 2
- Hardware List page 3
- Step 1- Frame Side Assembly page 4
- Step 2- Table Assembly page 5
- Step 3- Middle Leg Assembly page 6
- Step 4- End Leg Assembly page 7
- Step 5- Pole Bracket Assembly page 8
- Step 6- Pole Coupler Assembly page 9
- Step 7- Pole End Assembly (including
Ratchet Wheel, Handwheel) page 10
- Step 8- Pole to Frame Assembly page 12
- Step 9- Rubber End Cap Assembly page 12
- Step 10- Velcro™ Attachment page 13
- Step 11- Bungee Clamp Assembly page 13
- Step 12- Track Assembly page 14
- Step 13- Velcro on Poles Assembly page 15
- Step 14- Attach Leaders page 16



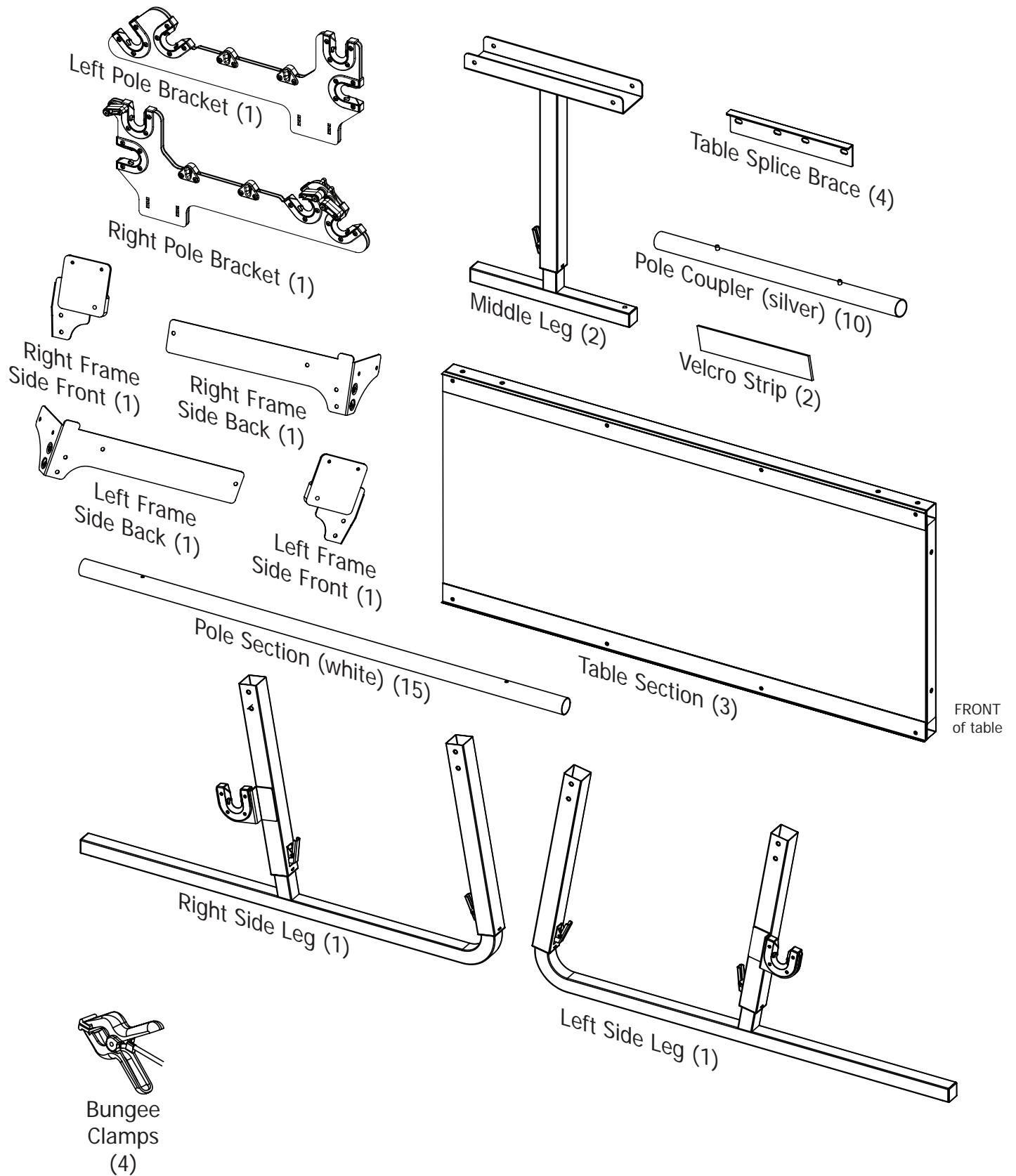
What's Included

Your HQ Studio Frame should have been delivered in three separate boxes. Upon opening, please check immediately to see if you have received the items listed in the Parts and Hardware lists found on pages 2 and 3. In addition, the following items will be found in Box 1:



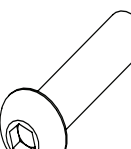



1. HQ Studio Frame Assembly Instructions Manual
2. (2) 12 foot rolls of Track
3. (12) 3M Command™ strips for anchoring track
4. (3) Leaders
5. (3) Velcro™ strips to attach leaders to poles

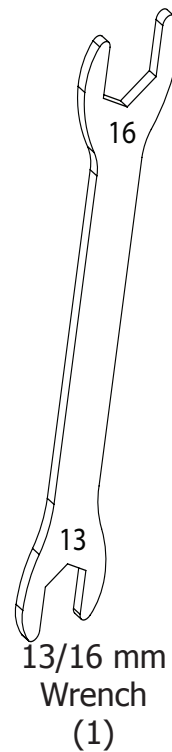
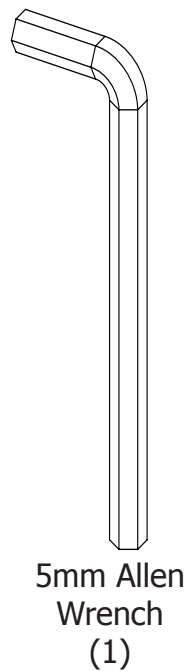
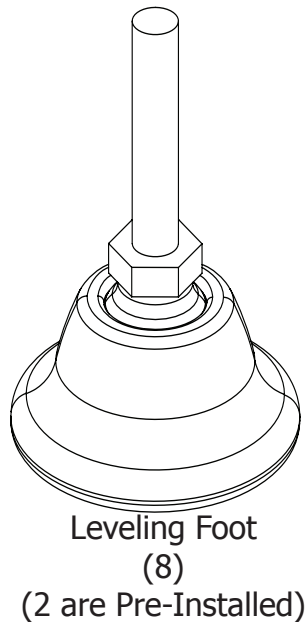
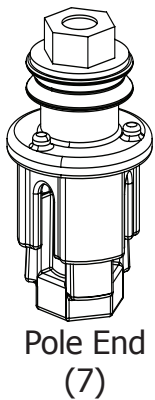
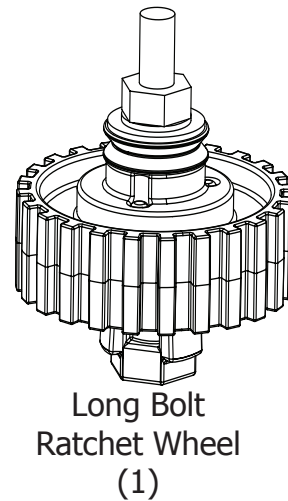
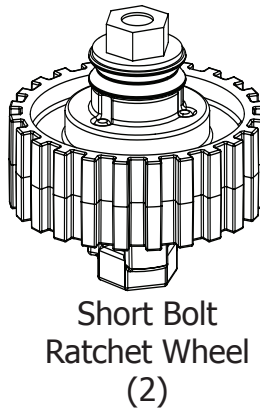
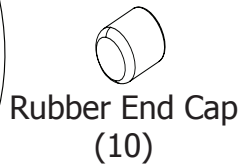
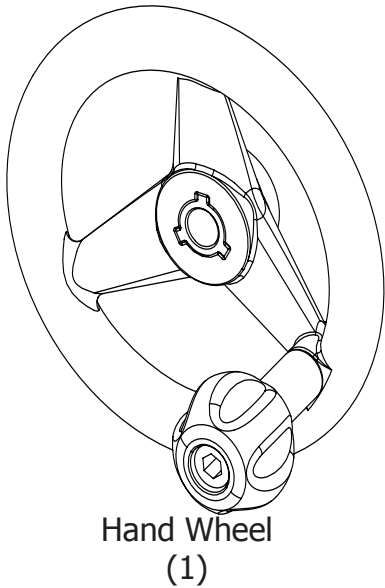
If you find you are missing any items, please contact Handi Quilter immediately at 1-877-697-8458 or 1-801-292-7988 or by emailing sales@handiquilter.com.

HQ Studio Frame Parts List



HQ Studio Frame Hardware List

- 
**M8 x 16mm
Socket
Button Head
Cap
Screw
(SBHCS)
(48)**
- 
**M8 x 20mm
Socket
Button Head
Cap
Screw
(SBHCS)
(2)**
- 
**M8 x 35mm
Socket Button
Head Cap
Screw
(SBHCS)
(2)**
- 
**M6 x 25mm
Carriage Bolt
(4)**
- 
**M6 Jam Nut
(4)**
- 
**13mm Flat
Washer
(4)**



Step 1 Frame Side Assembly



Note:

Assembly is easiest if you first finger-tighten all connections while assembling the frame. Once the entire frame is assembled, go back to tighten with the wrench.

Why is this important? If you tighten as you go, you may have trouble getting all the parts to align properly.

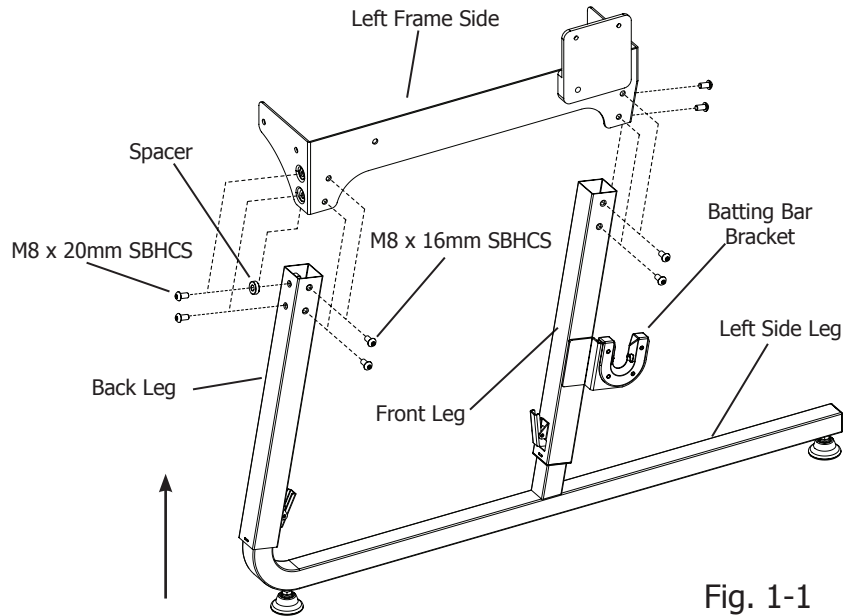


Fig. 1-1



Step 1: Frame Side Assembly

Note: Make sure both height-adjustable legs are at their shortest setting before proceeding.

Remember that the batting bar bracket needs to be on the outside of the leg.

Parts needed

- 1- Right and Left Side Leg
- 1- Right and Left Frame Side
- 2- Spacers
- 4- Leveling Feet
- 14- M8 x 16mm SBHCS
- 2- M8 x 20mm SBHCS

Tools Required

5mm Allen Wrench (Provided)

1-1: Screw two (2) leveling feet into the bottom of the left side leg, as shown in Fig. 1-1.

1-2: Slide one (1) M8 x20mm SBHCS through the top back hole of the left frame side. Then slide a spacer onto the end of the screw.

1-3: Attach the frame side onto the side leg, **finger tighten** the screw (M8 x 16mm SBHCS) into the top hole of the back leg. Install a second screw into the bottom hole and finger tighten. You will tighten all the bolts with the allen wrench later.

1-4: Thread two (2) more screws into the side of the back leg followed by

two (2) more screws into the side of the front leg.

1-5: Thread two (2) screws through the left frame side and into the front of the left side leg. Now tighten all eight (8) screws with the provided allen wrench.

1-6: Follow **Steps 1-1 through 1-5** to complete the right side leg.



Note: Skip **Step 2 and 3** if you are only setting the frame up at four feet (4').

Step 2 Table Assembly

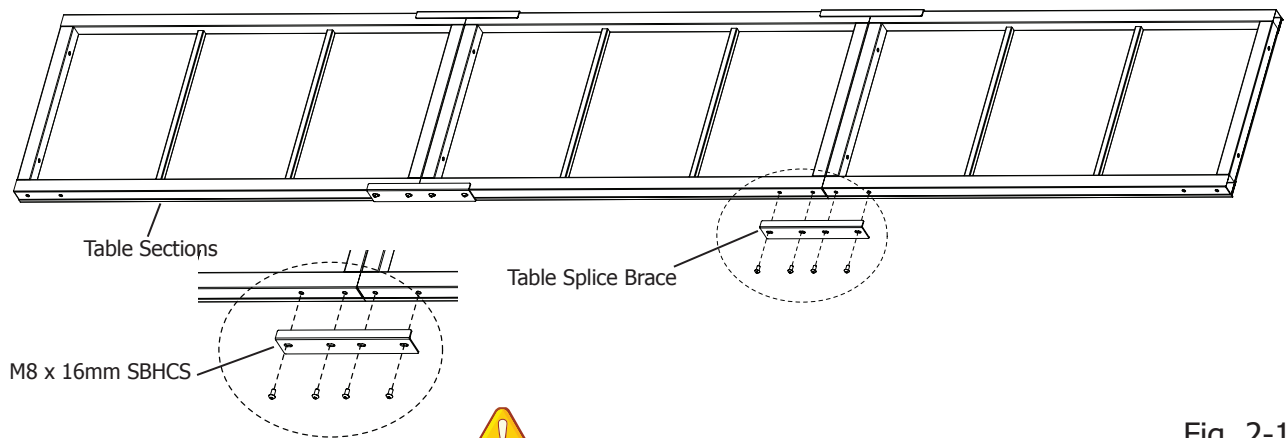


Fig. 2-1

NOTE: Remember to finger tighten all screws first. Once all are in place, then tighten using the 13/16mm wrench (provided).

Step 2: Table Assembly

Parts needed

- 3- Table Sections
- 4- Table Splice Brace
- 16- M8 x 16mm SBHCS

Tools Required

5mm Allen Wrench (Provided)

2-1: First, lay two table sections upside-down on the floor, next to each other. Join the sections together by placing a table splice brace onto the sections, as shown in Fig. 2-1, lining up the holes in the brace with those in the sections. Make sure the flange portion of the brace is on top (as shown).

2-2: Place four (4) M8 x 16mm SBHCS through each table splice brace and **finger tighten** them into the table sections.

NOTE: If you are setting your frame up at twelve feet (12'), assemble the third section by repeating **Steps 2-1 and 2-2** by using the last table section.

NOTE: For this step, a carpeted surface is recommended for the protection of your floor and frame.

If you are working on a hard surface (such as tile, hardwoods or concrete), cover the surface with a blanket or rug.

Step 3 Middle Leg Assembly

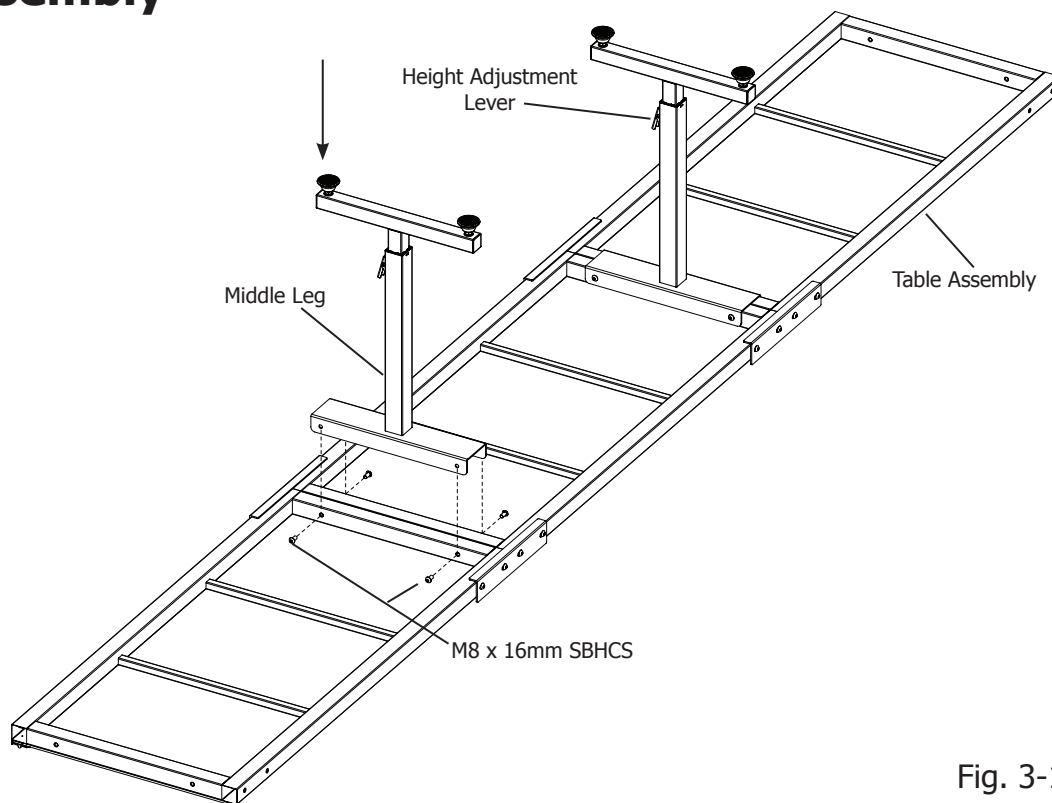



Fig. 3-1

Step 3: Middle Leg Assembly

 **Note:** You may find it helpful to use a rubber mallet to coax the middle leg assemblies into place.
(Not Provided)

Parts needed


- 1- Table Assembly
- 2- Middle Legs
- 4- Leveling Feet
- 8- M8 x 16mm SBHCS

Tools Required

- 5mm Allen Wrench (Provided)

3-1: Place the middle leg over the joined table sections, as shown in Fig. 3-1.

3-2: Attach the middle leg using four (4) M8 x 16mm SBHCS and **finger-tighten** only.

 **Note:** If you are setting your frame up at twelve feet (12') you will repeat **Steps 3-1 and 3-3** to attach the other middle leg.

When assembling the second middle leg, be sure the height adjustment levers are facing the same direction.

Step 4 End Leg Assembly

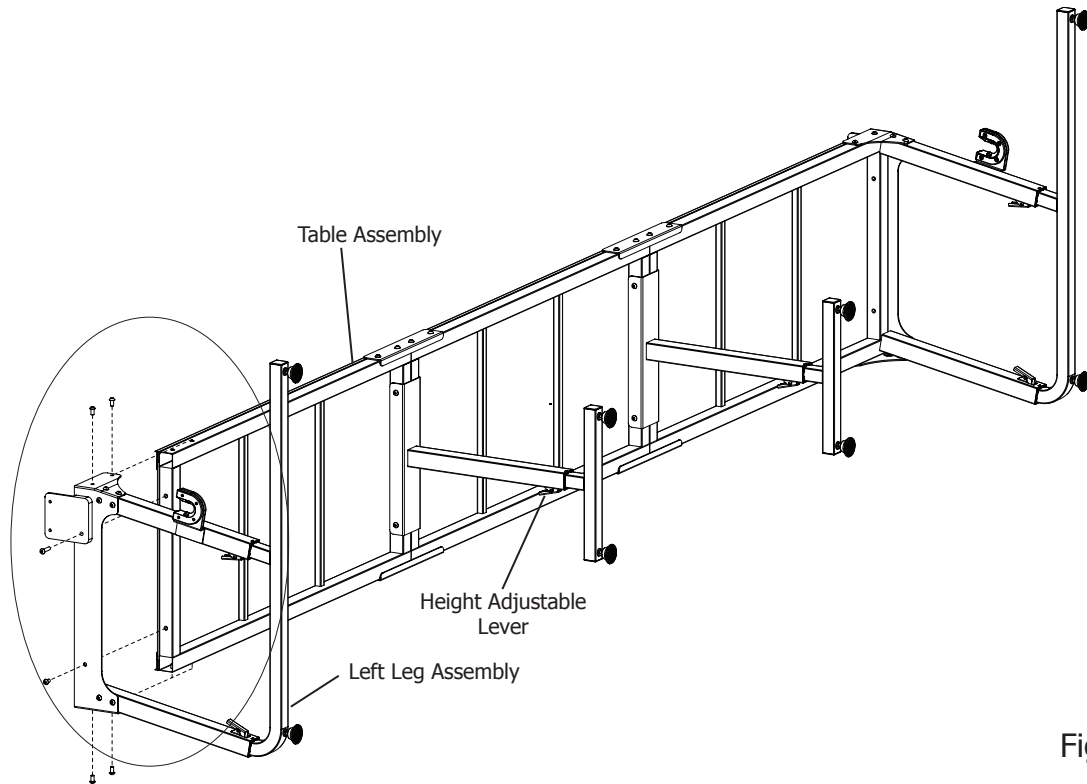


Fig. 4-1

Step 4: End Leg Assembly

Parts needed

- 1- Table Assembly
- 1- Right Leg Assembly
- 1- Left Leg Assembly
- 2- M8 x 35mm SBHCS
- 10- M8 x 16mm SBHCS

Tools Required

5mm Allen Wrench (Provided)

4-1: In preparation for attaching your left and right leg assemblies to your frame, turn the frame on its side so the height adjustable levers are towards the ground, as shown in Fig 4-1.

4-2: Slide the left leg assembly under the table assembly, as shown in Fig. 4-2.

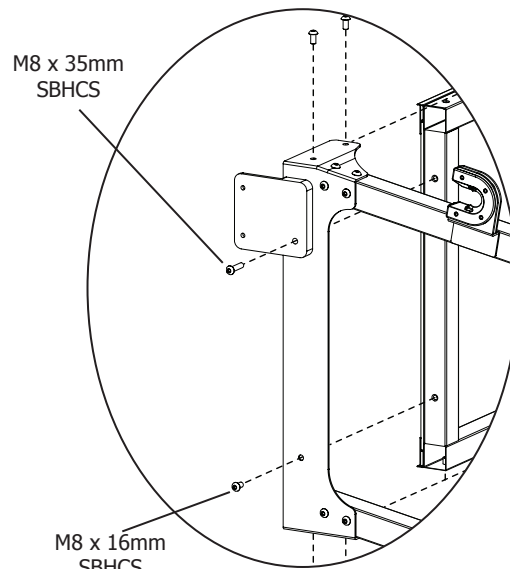


Fig. 4-2

Note: With the assistance of a second person, slightly tilting the frame more than 90 degrees will make it easier to attach the leg assembly to the table.

Steps 4 & 5

End Leg Assembly (continued)

Pole Bracket Assembly

Step 4: End Leg Assembly (continued)

4-3: Screw one (1) M8 x 35mm SBHCS through the top hole on the side of the left frame side, and one (1) M8 x 16mm SBHCS through the bottom hole, as shown in Fig 4-2, **finger-tighten** only.



Note:

Make sure both height adjustable legs are at their shortest setting before proceeding with **Step 4-6**.

4-4: Thread two (2) M8 x 16mm SBHCS through the top side of the left frame side.

4-5: Complete **Step 4-2 through 4-4** for the right side.

4-6: With the help of a second person, rotate your frame so it is standing in the upright position.

4-7: Attach two (2) M8 x 16mm SBHCS through the back side of your left and right leg assemblies, and **finger-tighten** only.

4-8: Next, ensure that the table surfaces are level by applying the appropriate pressure or support to the table sections, while a second person tightens the four screws of each splice, using the M5 allen wrench, as shown in Fig. 4-3. Tighten both splices on the same joint first, and then proceed in the same manner to the second and third joints (if applicable).

4-9: Now tighten all eight (8) screws attaching the middle legs to the frame.

4-10: Finally, tighten all of the screws that attach the frame ends/leg assemblies to the table sections.

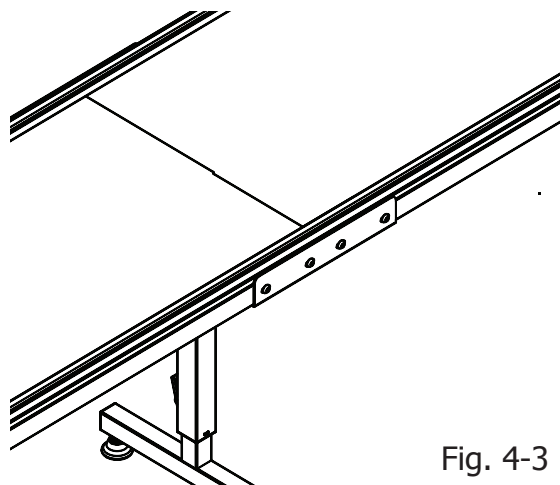


Fig. 4-3

Step 5: Pole Bracket Assembly

Parts needed

- 1- Table Assembly
- 1- Right & Left Pole Bracket
- 4- M7 x 20mm Carriage Bolt
- 4- 13mm Flat Washer
- 4- M7 Jam Nut

Tools Required

13/16 mm Wrench (Provided)

5-1: Attach the left pole bracket to the frame using two (2) M7 x 10mm carriage bolts. On the end of each bolt, slide a flat washer followed by jam nut, as shown on the next page in Fig. 5-1.

5-2: Repeat **step 5-1** to attach the right pole bracket, making sure the black plastic ratchet levers are on the inside of the frame.

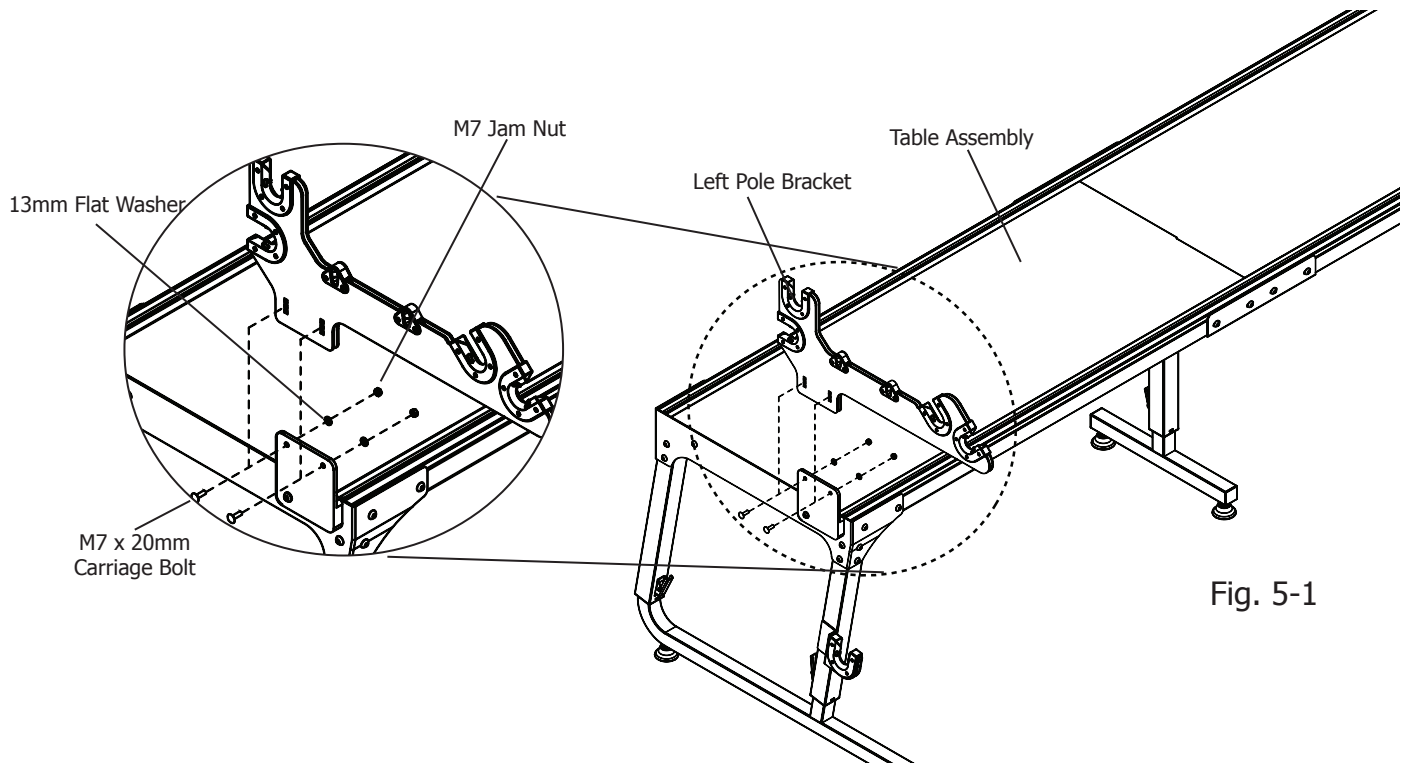


Fig. 5-1

Step 6 Pole Coupler Assembly

Step 6: Pole Coupler Assembly

NOTE: If you are assembling a four foot (4') frame, you may skip **Step 6** and proceed to **Step 7**.

Parts needed

- 10- Pole Couplers (smaller diameter, silver-colored poles, approximately 24" in length, with a snap button on each end)
- 7- Pole Ends Assemblies
- 3- Ratchet Wheel Ends Assemblies
- 5- Pole Segments

6-1: To join two (or three) pole sections together, attach a pole coupler by sliding it inside the pole, depressing the spring button as it slides in. Continue sliding until the spring button pops out of the hole in the pole. Repeat this step for five sets of poles. Fig. 6-1.

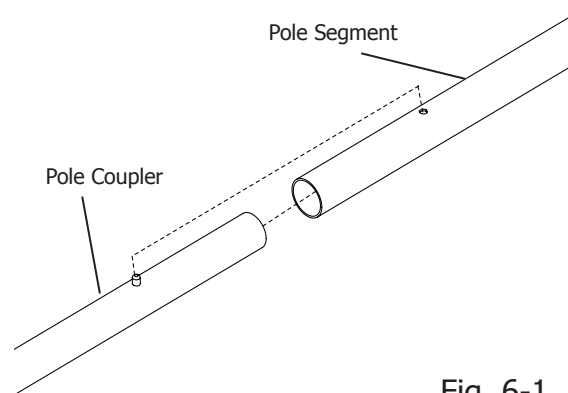
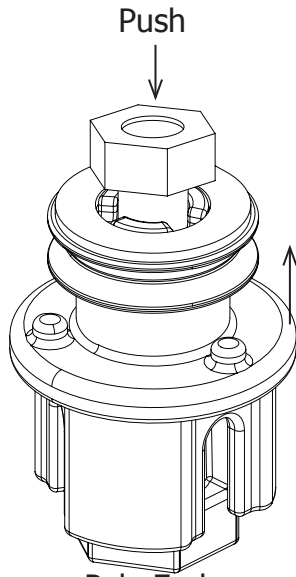


Fig. 6-1

NOTE: Your frame comes with 15 pole sections, which enable you to create 5 completed pole assemblies (the 4-foot size uses five pole sections, 8-foot uses 10 pole sections and 5 couplers, and the 12-foot uses all 15 pole sections and all 10 couplers).

Step 7 Pole End Assembly (including Ratchet Wheel, Handwheel)



Pole End
Fig. 7-1

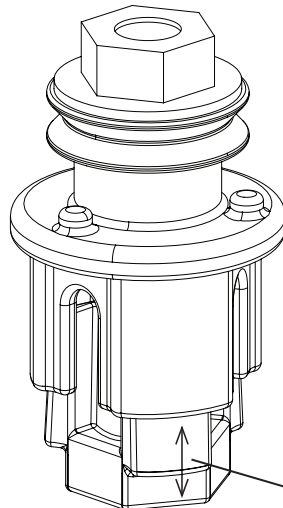
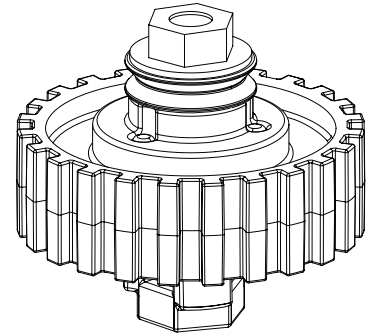


Fig. 7-2

NOTE: if the bolt pushes out, leaving the plastic piece inside, you will need to gently pry the plastic piece out, using a flat-bladed screwdriver.



Short Bolt Ratchet
Wheel Fig. 7-3

NOTE: You will assemble five poles.

1. All five poles will have at least one pole end.
2. Two will have a pole ends on each end.
3. Two will have one pole end and one short bolt ratchet wheels on each end.
4. One will have a pole end on one end and the long bolt ratchet wheel and the handwheel on the other end.

Step 7: Pole End Assembly

Parts needed

- 5- Pole Assemblies
- 7- Pole Ends
- 2- Short Bolt Ratchet Wheel Assemblies
- 1- Long Bolt Ratchet Wheel Assemblies
- 1- Handwheel

Tools Required

- 13/16 mm Wrench (Provided)

7-1: You will assemble **one Pole End** to one end of **each** of your five pole assemblies.

7-2: First take the nut completely off one (1) of the pole ends and then take the small washer completely off the bolt and discard it. Tighten the nut back on to the bolt only until it is about halfway threaded on the bolt, as shown in Fig. 7-1.

7-3: Follow **Step 7-2** for the remaining six (6) pole ends and the two (2) short bolt ratchet wheel assemblies.

7-4: Holding onto the ratchet wheel,

(or in the case of the pole end, the outer plastic piece) push the end of the bolt toward the bolt head, until the plastic pieces expand out (the inside piece will slide out, as shown in Fig. 7-2). Sometimes the bolt slides out, leaving the plastic piece inside. In this case, you will need to pry the plastic out, using a flat-bladed screwdriver.

7-5: Repeat **Step 7-4** for all **Ratchet Wheel** assemblies (Fig. 7-3) and pole ends.

7-6: Fit one of the pole ends into the end of a pole section, as shown in Fig. 7-4, with the nut and bolt end facing away from the pole.

7-7: Completely tighten the nut using the 13/16 mm wrench.

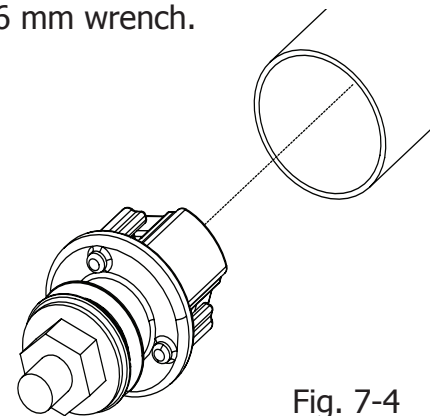


Fig. 7-4

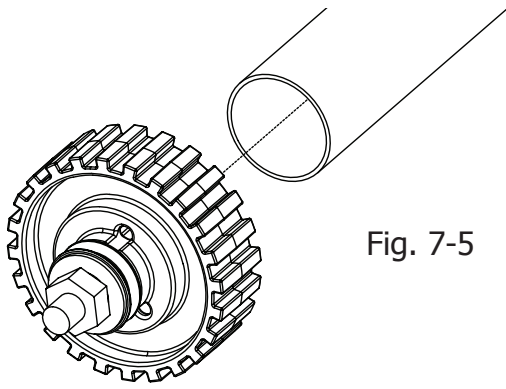


Fig. 7-5

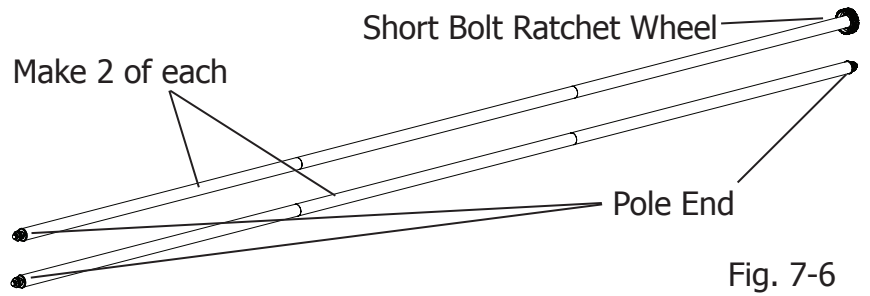


Fig. 7-6

7-8: Follow **Steps 7-6 and 7-7** for the remaining 4 pole ends and pole assemblies.

7-9: Now attach remaining pole ends (2) and short bolt ratchet wheel assemblies (2) to the opposite ends of four pole assemblies. To attach your ratchet assemblies, follow **Steps 7-6 and 7-7** and see Fig. 7-5. Proceed until your completed poles look like Fig. 7-6 above. Two poles will have a Pole End on each end. Two poles will have one Pole End and one Short Bolt Ratchet Wheel on each end.

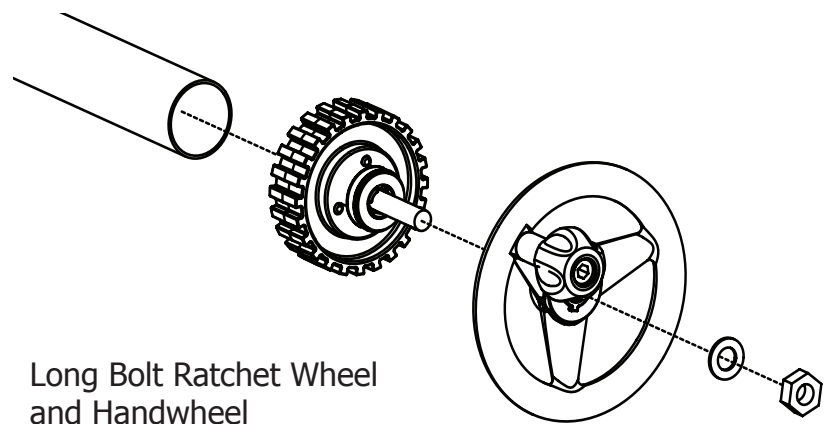


Fig. 7-7

Handwheel Assembly

7-10: Next assemble your long bolt ratchet wheel assembly by removing the nut and small and large washers off the end of the long bolt ratchet assembly bolt, but discard the small washer.

7-11: Slide the handwheel onto the bolt followed by the washer and slightly tighten the nut.

7-12: Holding onto the ratchet wheel, push the end of the bolt with the nut toward the bolt head, until the plastic pieces expand out (as you did in

Step 7-4).

7-13: Slide the long bolt ratchet wheel assembly into the remaining pole assembly, as shown in Fig. 7-7. Pole will look like Fig. 7-8 below.

7-14: Tighten the nut on the end of the long bolt ratchet wheel using the + wrench.

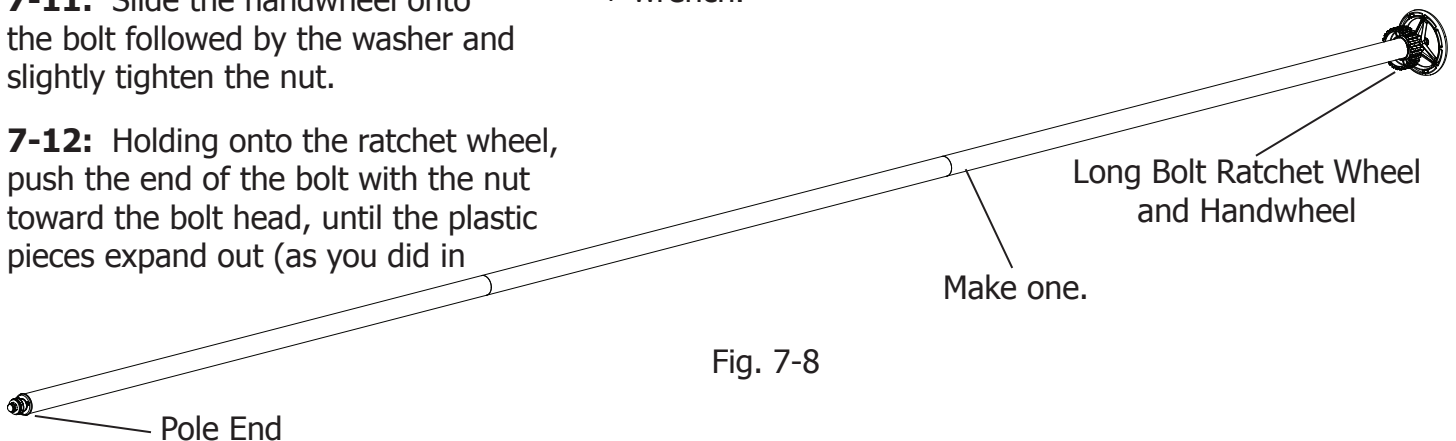


Fig. 7-8

Steps 8 & 9

Pole to Frame Assembly

Rubber End Cap Assembly

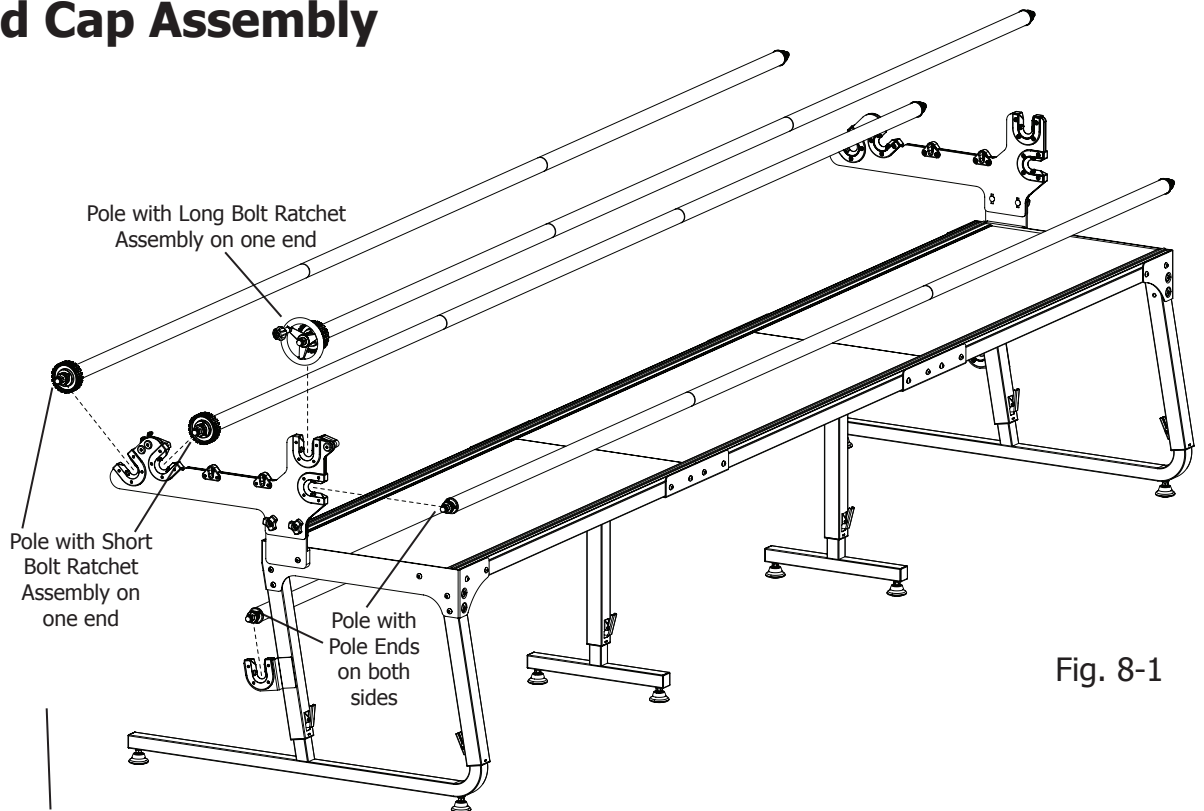



Fig. 8-1

Step 8: Pole to Frame Assembly

Parts needed

- 1- Frame Assembly
- 5- Pole Assemblies

8-1: Place the poles on the frame, as shown in Fig. 8-1.

 **Note:** The poles will snap past the plastic fingers, which are shown in Fig. 8-2.

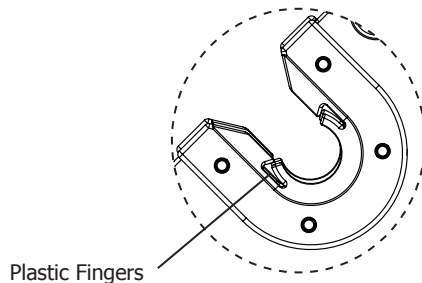


Fig. 8-2

Step 9: Rubber End Cap Assembly

Parts needed

- 1- Frame Assembly
- 10- Rubber End Caps

9-1: Slide one (1) rubber end cap onto the end of each bolt, as shown in Fig 9-1, sticking out of your pole ends, short bolt ratchet assemblies and your long bolt ratchet assembly.

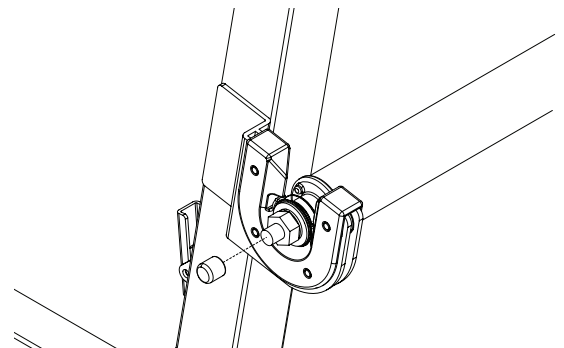


Fig. 9-1

Steps 10 & 11 Optional Velcro™ Attachment Bungee Clamp Assembly

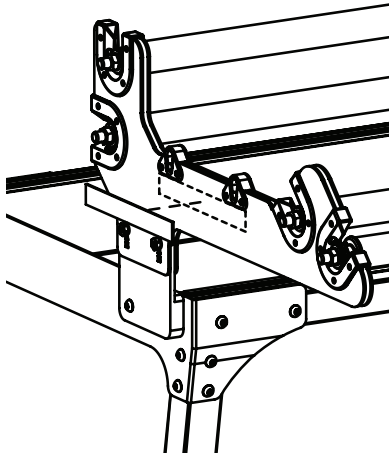


Fig. 10-1

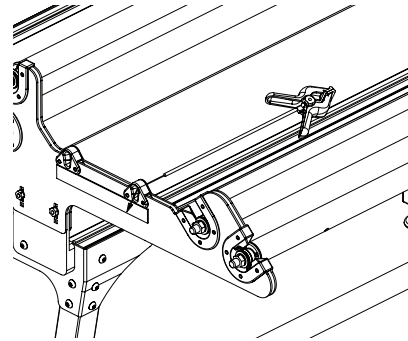


Fig. 11-1


Step 10: Optional Velcro™ Attachment Assembly

Parts needed

- 1- Frame Assembly
- 2- Velcro™ Strip

10-1: Start from one side of the Velcro™ strip and remove about 1/2 of the protective paper and then place the sticky side right below the bungee clamps and press the Velcro™ firmly to the frame. Remove the remainder of the protective paper and press the Velcro™ down.

10-2: Follow **Step 10-1** for the other velcro strip.

 **Note:** Handi Quilter has provided the Velcro™ strips for use with clamps that have Velcro™-style straps such as those provided with the HQ Pro-Frame. Only Bungee-style clamps have been provided with the HQ Studio Frame, but the Velcro™ strips have been provided for your convenience.

Step 11: Bungee Clamp Assembly

Parts needed

- 1- Frame Assembly
- 4- Bungee Clamps

11-1: Thread the bungee cord through the bungee slot and then pull the cord in a downward movement to lock the bungee clamp in place.

11-2: Follow **Step 11-1** for the other three bungee clamps.

Steps 12 & 13

Track Assembly

Velcro™ on Poles Assembly


 **NOTE:** If you choose to set up your frame at the 4' or 8' length, carefully cut the tracks to the desired length. Custom cut track can also be ordered from Handi Quilter at an additional cost.



Fig. 12-1

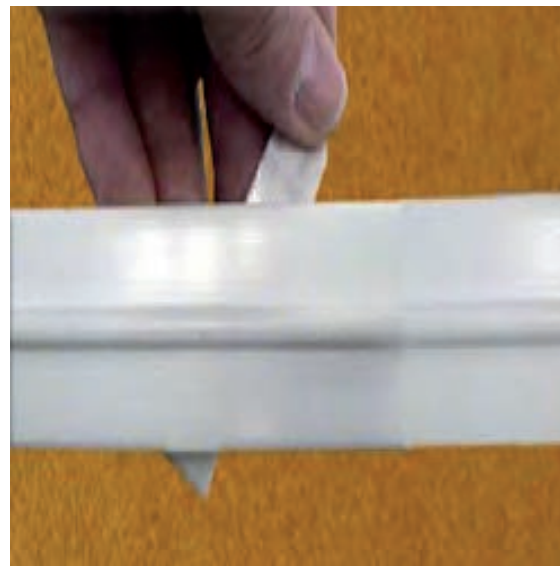



Fig. 12-2

Step 12: Track Assembly

Parts needed

- 1- Frame Assembly
- 2- 12 foot Tracks
- 9- Command™ Strips

 **NOTE:** Handi Quilter recommends that you attach the front track to the table at each end of the track and approximately every 2 feet (using the Command™ Strips included with the frame). See Fig. 12-3.

Slide the track up against the lip at the front of the table to aid in keeping it straight.

12-1: Remove the continuous tracks from box. Bow in the opposite direction until they lay flat on the table as shown in Fig. 12-1

12-2: It is only necessary for one track to be attached along its entire length (See **NOTE** at left). Allow the other track to float.

To apply strips to the front track, remove the red 3M Command™ adhesive liner. Apply strip to track diagonally (Fig. 12-2) so the removal tab will remain accessible once the track is placed. Press firmly to the track. To mount track to table, remove the black “wall side” liner from each strip as you are prepared to place that

portion of the track. Begin at one end; position the track and press firmly for 30 seconds. Repeat for each tab until track is attached, aligning edge of front track with lip at front edge of table. (Fig. 12-3)

Place the back track on the back side of the table. Put the carriage on both tracks and roll along the tracks to establish correct placement for the back track. Use one 3M Command™ Strip on each end to anchor, allowing the rest of the track to float freely.

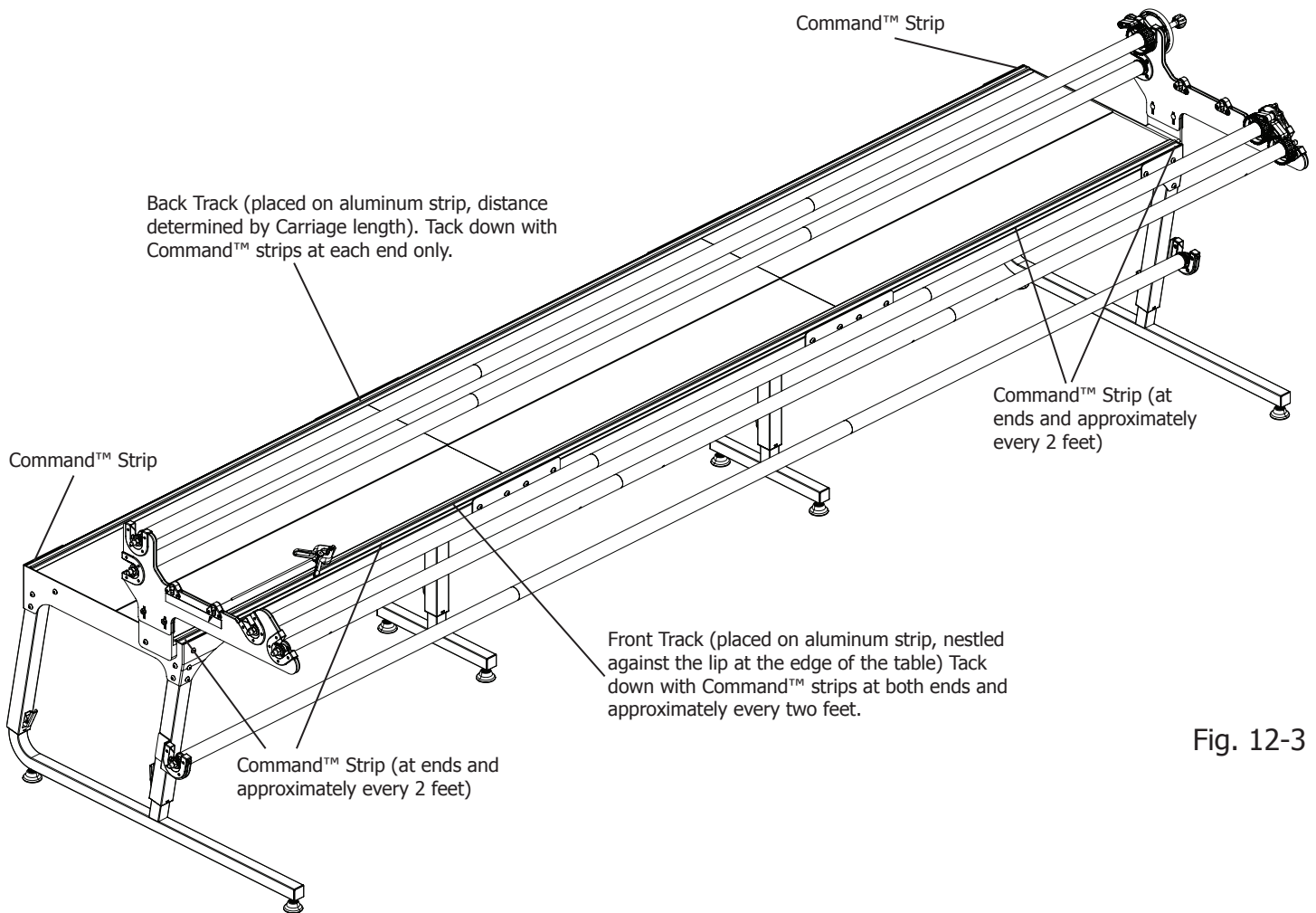


Fig. 12-3

Step 13: Velcro™ on Poles Assembly

Parts needed

- 3- Poles with Ratchets
- 3- 12 foot Velcro Strips

Tools Required

- Measuring tape or ruler
- Scissors

13-1: Prepare to attach the Velcro™ to the poles by measuring in 6" from each end of the frame.

Peel the backing off the Velcro® and apply to all three rollers with ratchets starting at the 6" mark and ending at the opposite 6" mark.

Once the Velcro™ has been adhered

from one end of the poles to the other, it can be clipped where the poles meet in the middle.



NOTE:

Take care to stick the Velcro™ on straight. This step will determine how well your quilts load in the future. Use the Spring Coupler Snap Buttons as a guide when aligning the Velcro™ for best results. Attach Velcro from button to button, cutting and restarting as you go.

Step 14

Attach Leaders

Step 14: Attach Leaders

Parts needed

- 1- Frame Assembly with Velcro™ applied to Poles
- 3 -Leaders



NOTE: The leaders provided with the HQ Studio Frame are sized for the 12' frame. If you are setting your frame up permanently at the 8' or 4' length, you may cut the leaders to fit.

14-1: Measure the leaders to fit the length of the Velcro™ on the poles and cut to fit.

Attach the leaders to the Velcro™ on the first and second poles so they hang to the center between the poles.

Attach the rear leader so it falls to the back of the pole.

14-2: Your HQ Studio Frame is now completely set up. Refer to the DVD that came with your HQ Sixteen for instructions on loading the quilt on the frame.

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