

Box Contents:

- (1) 18" x 30" table extension Leaf
- (1) Hinge assembly
- (2) Hinge clips (1 left and 1 right)
- (2) Plastic snap shims
- (12) #10 x 5/8" Phillips Screws

Tools needed:

- #2 Phillips screwdriver
- Long straight edge

Note:

The HQ Sit-down Table Extension can be installed on either the left-hand or right-hand side of the table.

Install the Hinge Assembly

1. Fold the table legs up, flip the table over and lay it on the floor on a soft surface (to avoid damaging the table). Identify which side will receive the extension and identify the 2 screws that hold the side spacer block to the table (**Figure 1**).

2. Using the #2 Phillips screwdriver, remove the 2 screws and remove the spacer block from the table (**Figure 1**).

3. Place the hinge assembly (**Figure 2**) into the table, positioned with the metal slots down against the top of the table as shown in **Figure 3**. Line up the holes and replace the original screws. Tighten screws firmly. **Note:** Metal slots will extend slightly beyond the table edge.

Remove these screws



Figure 1



Figure 2



Figure 3

Attach Hardware to Table Extension Leaf

4. Inspect the table extension leaf and orient it so that the seam in the edge banding is to the rear of the table and the pre-drilled holes are facing upward. While the table is flat and upsidedown on the floor, position the table extension leaf at the side of the table (**Figure 4**).

5. Inspect the 2 hinge clips and orient them with the pins facing inward towards each other and the bent hook pointing up and toward the table. Gently lift the table and slide the bent hook into the hinge slots (**Figure 5**).

6. Make sure the leaf is tight against the table top and then place a straight edge against the front of the table to line up the front edge of the leaf (**Figure 6**).

7. Pull the hinge clips away from the table and align holes in clips with holes in table extension leaf. Avoiding the center set of holes, place screws in remaining holes as shown in **Figure 7** (three screws per hinge) and tighten the screws into the pre-drilled holes in the extension leaf.



Figure 4



Figure 5



Figure 6



Figure 7

8. Using the remaining screws, attach the plastic snap shims to the underside of the table extension leaf as shown in **Figure 8** with the lower angled side facing inward.

9. Remove table extension leaf from table, invert table and extend the legs securely.

Attaching the Table Extension to the Table

10. Insert the table extension leaf hinge clips into the slots as shown in **Figure 9** and raise the leaf to a horizontal position (**Figure 10**).

11. Pivot the 2 hinge braces out until they snap into place in the plastic snap shims (**Figure 11**).



Figure 8



Figure 9



Figure 10



Figure 11

Lowering the Table Extension Leaf

12. Press the snap button on the plastic snap shim and pivot the hinge braces inward. Once the braces are unlocked, hold the extension leaf with one hand and pivot the braces to the closed position (**Figure 12**).

13. Gently lower the table extension (**Figure 13**). It is safe to allow it to hang in this position until needed.

Removing the Table Extension from the Table

14. The table extension may also be removed for storage. To remove extension, place one hand on each side of table extension and gently rotate slightly while lifting upward to release hinge hooks from the hinge slots (**Figure 14**).

Note: DO NOT lift table by lifting on extension!



Figure 12



Figure 13



Figure 14

Optional Accessory: Open-Toe Hopping Foot

Great for increased visibility for intricate quilting or outlining applique shapes. Available from your local HQ Rep or order online at www.HandiQuilter.com.

