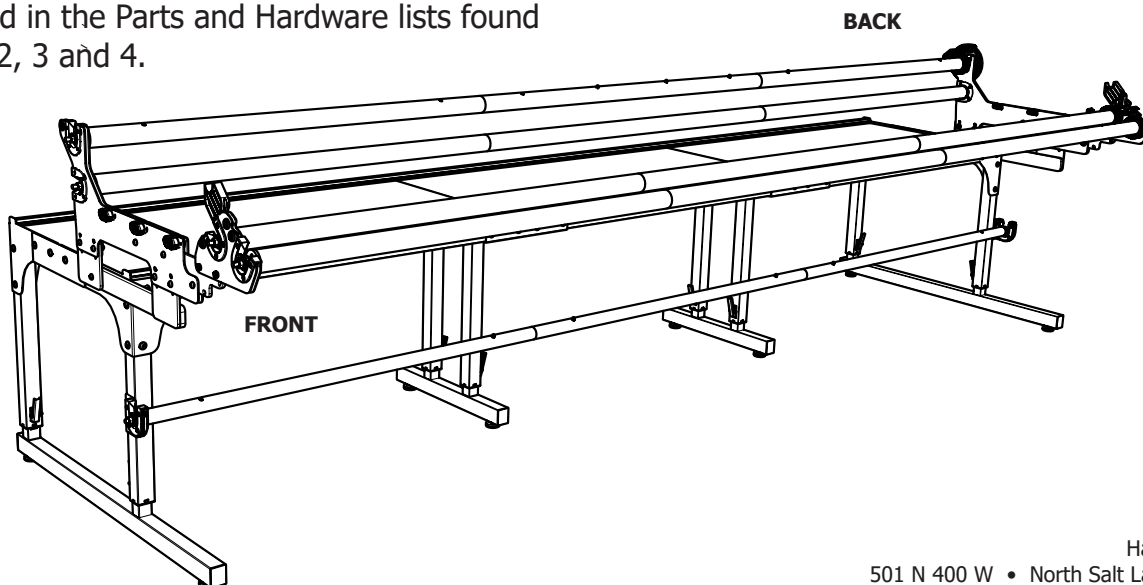


Table of Contents

HQ Gallery2 Frame Box Contents	page 2
Parts List	page 3
Hardware List	page 4
Step 1: Frame Side Assembly	page 5
Step 2: Table Assembly	page 6
Step 3: Attaching Middle Leg to Table	page 7
Step 4: Attaching Frame Sides to Table	page 8
Step 5: Precision-Glide Track Assembly	page 11
Step 6: Front Side Arm Assembly to Connection Arm	page 13
Step 7: Rear Side Arm Assembly to Front Side Arm Assembly	page 14
Step 8: Side Arm Assembly to Frame Assembly	page 16
Step 9: Ratchet Stop Assembly	page 17
Step 10: Pole Assembly	page 18
Step 11: Adding the Pole Ends	page 19
Step 12: Pole to Frame Assembly	page 22
Step 13: Rubber End Cap Assembly	page 22
Step 14: Bungee Clamp Assembly	page 23
Step 15: Optional Velcro® Assembly	page 23
Step 16: Velcro® on Pole Assembly	page 24
Step 17: Attach Leaders	page 24
Step 18: Adjusting HQ Gallery2 Frame Height	page 25
Step 19: Using Pole Cradles	page 26

What's Included

Your HQ Gallery2 Frame should have been delivered in five 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, 3 and 4.



HQ Gallery2 Frame Box Contents

10-foot Frame (QF12026-10)

Box 1/6 (Table sections)

(2) 4-foot table sections

Box 2/6 (End leg components, middle legs, pole couplers)

(2) End leg components
(2) Middle legs
(10) Pole couplers

Box 3/6 (All other parts and hardware)

Side arm components (front and rear)
(2) Connector arms
(4) Frame side pieces
(4) Table splice braces
(2) Frame side couplers
(6) Bungee side clamps
(4) 12-foot plastic track insert
(need to score and cut to 10 foot)
Hardware and tools

Box 4/6 (Pole sections)

(10) Pole sections

Box 5/6 (1) 2-foot table section

(5) Pole sections, 2-foot
Velcro®
Leader set

Box 6/6 (Track supports)

Not boxed

12-foot Frame (QF12026-12)

Box 1/6 (Table sections)

(2) 4-foot table sections

Box 2/6 (End leg components, middle legs, pole couplers)

(2) End leg components
(2) Middle legs
(10) Pole couplers

Box 3/6 (All other parts and hardware)

Side arm components (front and rear)
(2) Connector arms
(4) Frame side pieces
(4) Table splice braces
(2) Frame side couplers
(6) Bungee side clamps
(4) 12-foot plastic track insert
Hardware and tools

Box 4/6 (Pole sections)

(10) Pole sections

Box 5/6 (1) 4-foot table section

(5) Pole sections, 4-foot
Velcro®
Leader set

Box 6/6 (Track supports)

Not boxed

If you find you are missing any items, please contact your retailer or Handi Quilter immediately.
1-877-697-8458 • 1-801-292-7988 • HQcares@HandiQuilter.com

HQ Gallery2 Frame Parts List

Gallery2 Leader Set (1)
11-foot Part# QF09558
9.5-foot Part# QF09548
Box 5

12-foot Track Support Section (2)
12-foot frame Part# QF12405-02
Box 6/6 not boxed
10-foot Track Support Section (2)
10-foot frame Part# QF12405-03
Box 6 / 6 not boxed

4-foot Table Section (12-foot Frame: 3 qty)
(10-foot Frame: 2 qty 4' Section and 1 qty 2-foot Section)
4-foot Table Frame: 2 qty QF12405-301 and Table Top Part# QF12405-302
2-foot Table Frame: 2 qty QF12026-301 and Table Top Part# QF12026-302
Box 1 and Box 5

Velcro® Strip (2)
Part# QF10613
Box 5

Connector Arm (2)
Part# QF12026-103
Box 3

Bungee Side Clamp (6)
Part# QF09318-110
Box 3
NOTE: your clamps may be different from the one pictured.

12-foot Plastic Track (4) (Black)
Part# QF09318-04
Box 3.

Table Splice Brace (4)
Part# QF09318-05
Box 3

Middle Leg (2)
Part# QF12405-600
Box 2

Right Frame Side Front (1)
Part# QF12405-515
Box 3

Right Frame Side Back (1)
Part# QF09318-412
Box 3

Left Frame Side Back (1)
Part# QF09318-512
Box 3

Left Frame Side Front (1)
Part# QF12405-525
Box 3

Rear Side Arm* Assembly Rear Unplugged (1)
QF12026-801
Box 3

Front Side Arm* Assembly Front Unplugged (1)
QF12026-803
Box 3

2-foot Coupler Large (8) Small (2)
Large Part# QF12405-702
Small Part# QF09318-702
Box 2

Side Arm* Assembly Front Plugged (1)
QF12026-804
Box 3

Side Arm* Assembly Rear Plugged (1)
QF12026-802
Box 3

4-foot Pole Section
12-foot Frame: Large (12) QF12405-701
12-foot Frame: Small (3) QF09318-701
10-foot Frame: Large (8) QF12405-701
10-foot Frame: Small (2) QF09318-701
10-foot Frame Large: 2-foot Section (4) QF12026-701
10-foot Frame Small: 2-foot Section (1) QF09034-701
Box 4 and Box 5

Right Side Leg (1)
Part# QF12405-401
Box 2

Left Side Leg (1)
Part# QF12405-401
Box 2

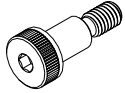
*Patent Pending

www.HandiQuilter.com

HQ Gallery2 Frame Assembly 3

HQ Gallery2 Frame Hardware List

These parts found in Box #3



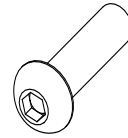
Screw-M8 x 12mm SKC
Shoulder ZN (4)
Part# QF09320-07



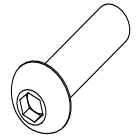
M8 Lock Nut (14)
Part# QF09318-08



M10 Regular Nut
(1) See Note page 19



M8 x 25mm Socket
Button Head Cap Screw
(SBHCS) (14)
Part# QF09318-06



M8 x 35mm
Socket Button Head Cap
Screw (SBHCS) (2)
Part# QF12405-111



Washer-M6x12x1.5mm
zinc (4) Part# QM10642



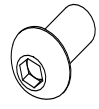
Rubber End Cap (10)
Part# QF09318-716



M8 Flat Washer (18)
Part# QF09318-09



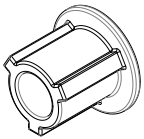
M6 x 12mm Connector
Screw (12 total)
Part# QF09318-303



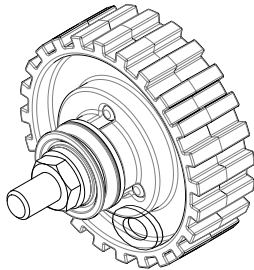
M8 x 16mm Socket
Button Head Cap
Screw (SBHCS)
(64 total)
Part# QF09318-07



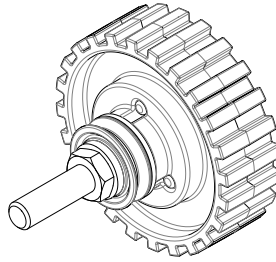
Nut-M6x10x5mm zinc
(4) Part# QM10216



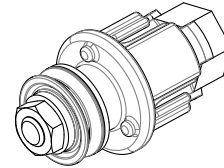
Hand Wheel Insert (1)
**May be pre-assembled
with Hand Wheel.**
Part# QF09318-713



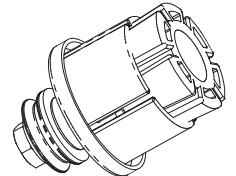
Short Bolt Ratchet
Wheel Assembly (2)
Part# QF09240



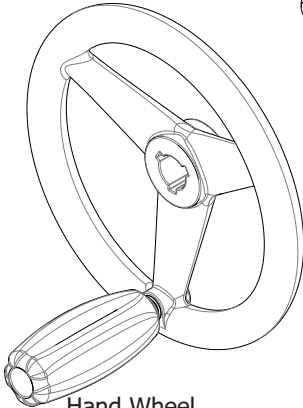
Long Bolt Ratchet
Wheel Assembly (1)
Part# QF09241



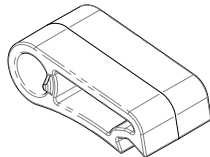
Small Pole End (2)
Part# QF09326



Large Pole End (5)
Part# QF09242



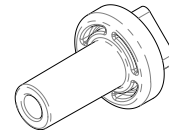
Hand Wheel
Assembly (1)
Part# QF09325



Ratchet-Stop Latch (4)
Part# QF09318-203



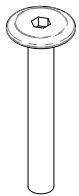
Ratchet-Stop
Mount (4)
Part# QF09318-202



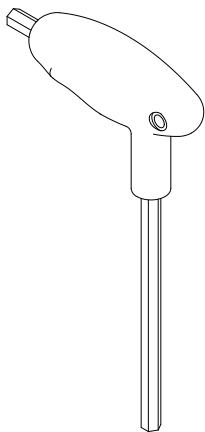
Ratchet-Stop
Bushing (4)
Part# QF09318-201



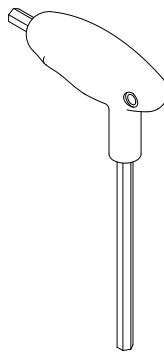
Ratchet-Stop
Holder (4)
Part# QF09318-205



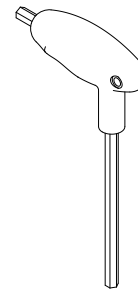
M6 x 45mm
Connector Screw (4)
Part# QF09318-204



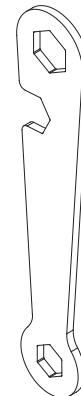
5mm Allen Wrench (1)
Part# QF09318-113



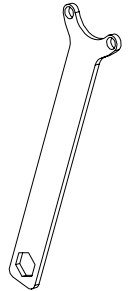
4mm Allen Wrench (1)
Part# QF09318-112



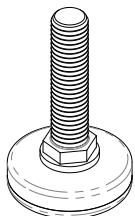
3mm Allen Wrench (1)
Part# QF09318-111



17/13/16mm
Wrench (1)
Part#
QF09318-
114



Pole End
Wrench (1)
Part#
QF09318-
12



Leveling Foot (8)
Part# QF09318-108

EXTRA PARTS NOTE: (Bag with 10 large washers and one 10mm regular nut)

The frame also has ten extra QF09318-706 Washers (1.19 X .646 x .075) washers (see pages 20-22 for image of large washer) and one 10mm regular nut (no part number). The nut is meant to be a tool for tightening the pole ends into the pole if one has trouble holding the pole end while trying to tighten the nyloc nuts onto the pole ends. One can also use the now provided QF09318-12 pole end tool (listed on page 4) to aid in this process. The regular nut can be used as a temporary tool over and over and is replaced by the permanent nyloc nut after the pole end is wedged into the pole. The extra washers are to be placed on the pole ends as needed if a pole is a little short, next to the other washer that size, making the pole fit better into the pole end support bearings. If the pole is short, and if the side arm pole supports are pushed in, to make the poles fit, they will put constant outward pressure on the pole ends to push them out of the pole.

Step 1: Frame Side Assembly



NOTE: Assembly is easiest if all connections are finger-tightened first as instructed, while assembling the frame. Tighten with the wrench when instructed.

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



NOTE: Make sure both height-adjustable legs are at their lowest setting before proceeding.

This will facilitate height adjustment of the frame in **step 18**.

Remember that the batting storage pole bracket needs to be on the outside of the leg. (Fig. 1-1)

Parts Needed

- 1 - right side leg
- 1 - left side leg
- 1 - right frame side front
- 1 - left frame side front
- 1 - right frame side back
- 1 - left frame side back
- 4 - leveling Foot
- 16 - M8X16mm SBHCS

Tools Required

5mm Allen wrench (provided)

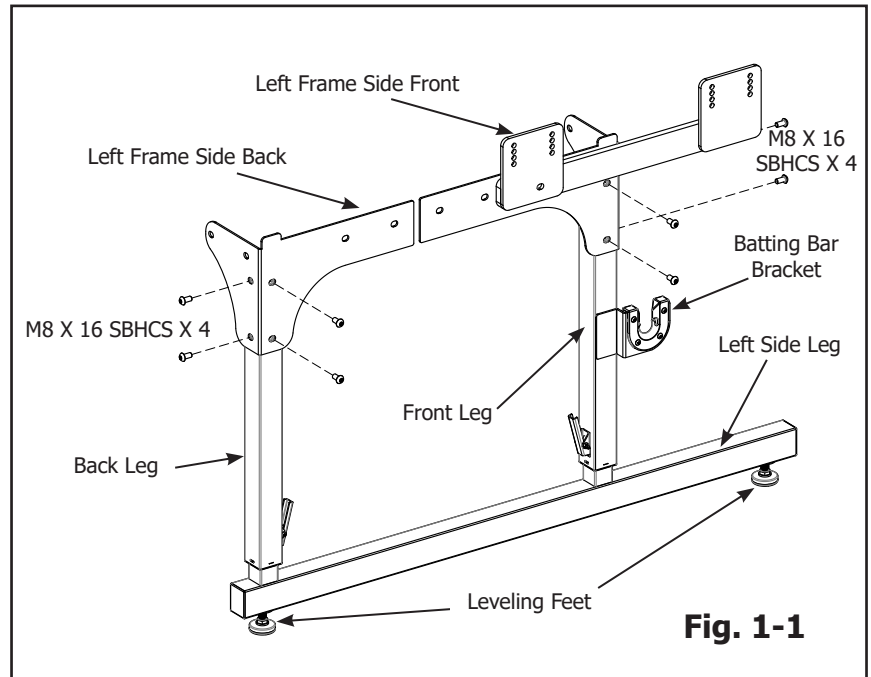


Fig. 1-1

- 1-1:** Screw two (2) leveling feet into the bottom of the left side leg about half way, as shown in Fig 1-1. This will make leveling easier later on.
- 1-2:** Attach the left frame side back onto the side leg with two (2) M8x16mm SBHCS screws into the back of the back leg. Next install two (2) more M8 x 16mm SBHCS screws into the side of the back leg. Finger-tighten the screws only for now. You will tighten the screws with an Allen wrench later in **step 4-9**.
- 1-3:** Attach the left frame side front onto the side leg using two (2) M8 x 16mm SBHCS screws into the front of the front leg. Next install two (2) more M8 x 16mm SBHCS screws into the side of the front leg. Finger-tighten the screws only for now. You will tighten the screws with an Allen wrench later in **step 4.9**.
- 1-4:** Repeat **steps 1-1 through 1-3** to complete the right side leg.

Step 2: Table Assembly

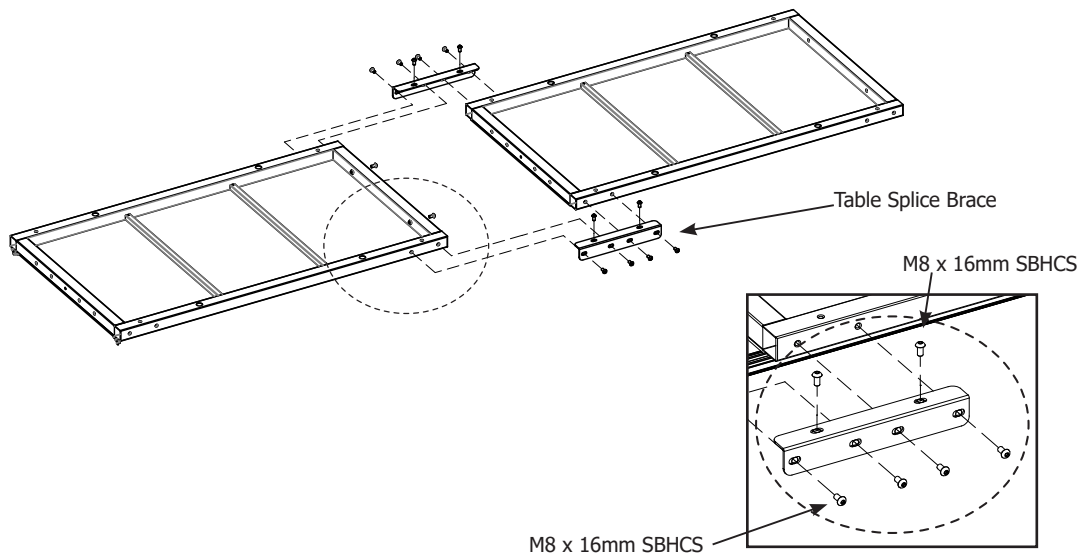


Fig. 2-1

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.

NOTE: Remember to finger-tighten all screws first. Once all are in place, tighten using the 5mm Allen wrench (provided) as instructed.

NOTE: For 10-foot frames the 2-foot table section goes in the center.

Parts Needed

3 - table sections
4 - table splice brace
24 - M8 x 16mm SBHCS

Tools Required

5mm Allen wrench (provided)

2-1: First, lay two table sections upside-down on the floor, end to end, close 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. Fig 2-1.

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

2-3: To complete the 12-foot table assembly, assemble the third section by repeating **steps 2-1** and **2-2** using the third table section.

2-4: Pull the table sections as close together as possible to remove gap. This will facilitate assembly of the middle legs in **step 3**.

2-5: Using the 5mm Allen wrench, tighten the four side screws on each table splice brace, until the brace touches the side of the table frames and then loosen the screws 1/2 turn.

2-6: Tighten fully the two (2) top screws on each table splice brace, using the 5mm Allen wrench. Now fully tighten the 4 screws on the side of each table splice brace with the 5mm Allen wrench. All 24 screws should now be tightened.

Step 3: Attaching Middle Leg To Table

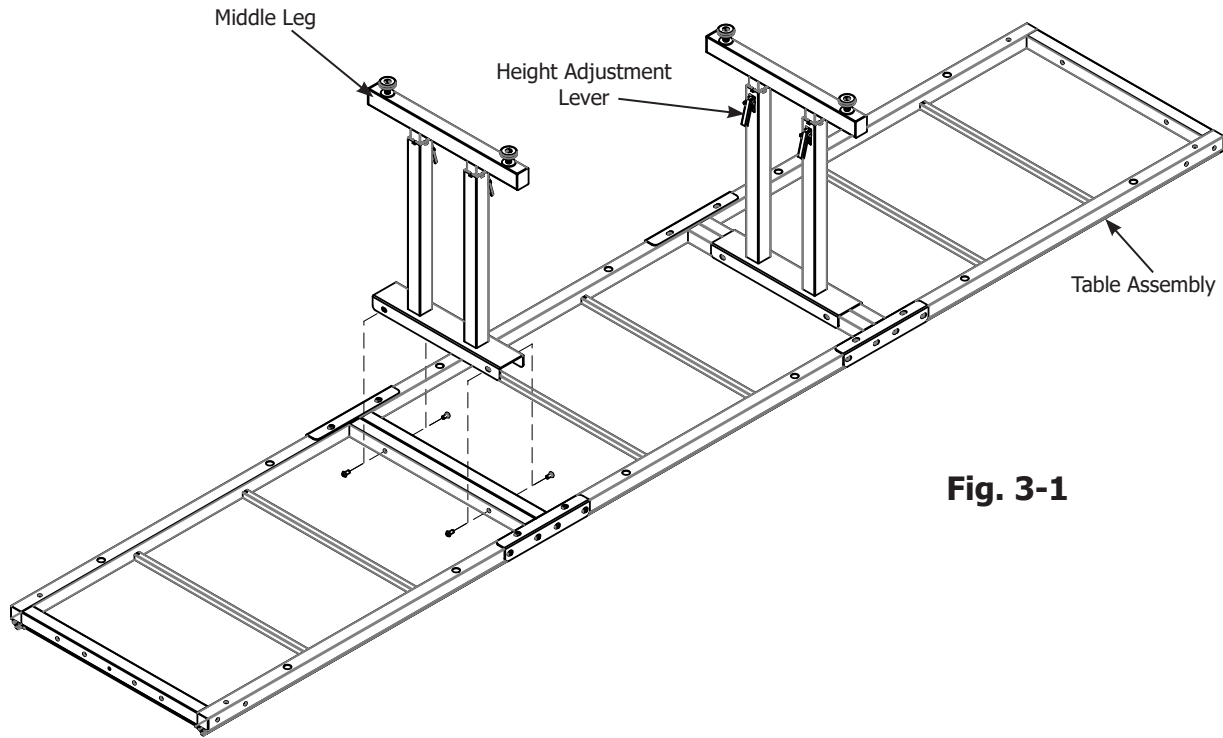



Fig. 3-1

 **NOTE:** If instructions were carefully followed in **Section 2**, there should be minimal gap between the table sections where the sections meet. The middle legs should slide over the two table section end tubes easily. Check to ensure that all table splice brace screws are tightened before tightening the four middle leg screws.

Parts Needed

- 1 - table assembly
- 2 - middle legs
- 4 - leveling feet
- 8 - M8 x 16mm SBHCS

Tools Required

5mm Allen wrench (provided)

3-1: Install two (2) leveling feet into the middle leg about half way.

3-2: Place the middle leg assembly over the joined table sections, making sure the height adjustment levers are facing into the center of the frame as shown in Fig 3-1.

3-3: Attach the middle leg using four (4) M8 x 16mm SBHCS.

3-4: While pushing down on the leg, fully tighten the four (4) screws. All middle leg screws should now be fully tightened.

3-5: Repeat **steps 3-1** through **3-4** to attach the remaining middle leg. Be sure middle legs are set at the lowest settings.

This will facilitate height adjustment of the frame in **step 18**.

Step 4: Attaching Frame Sides to Table

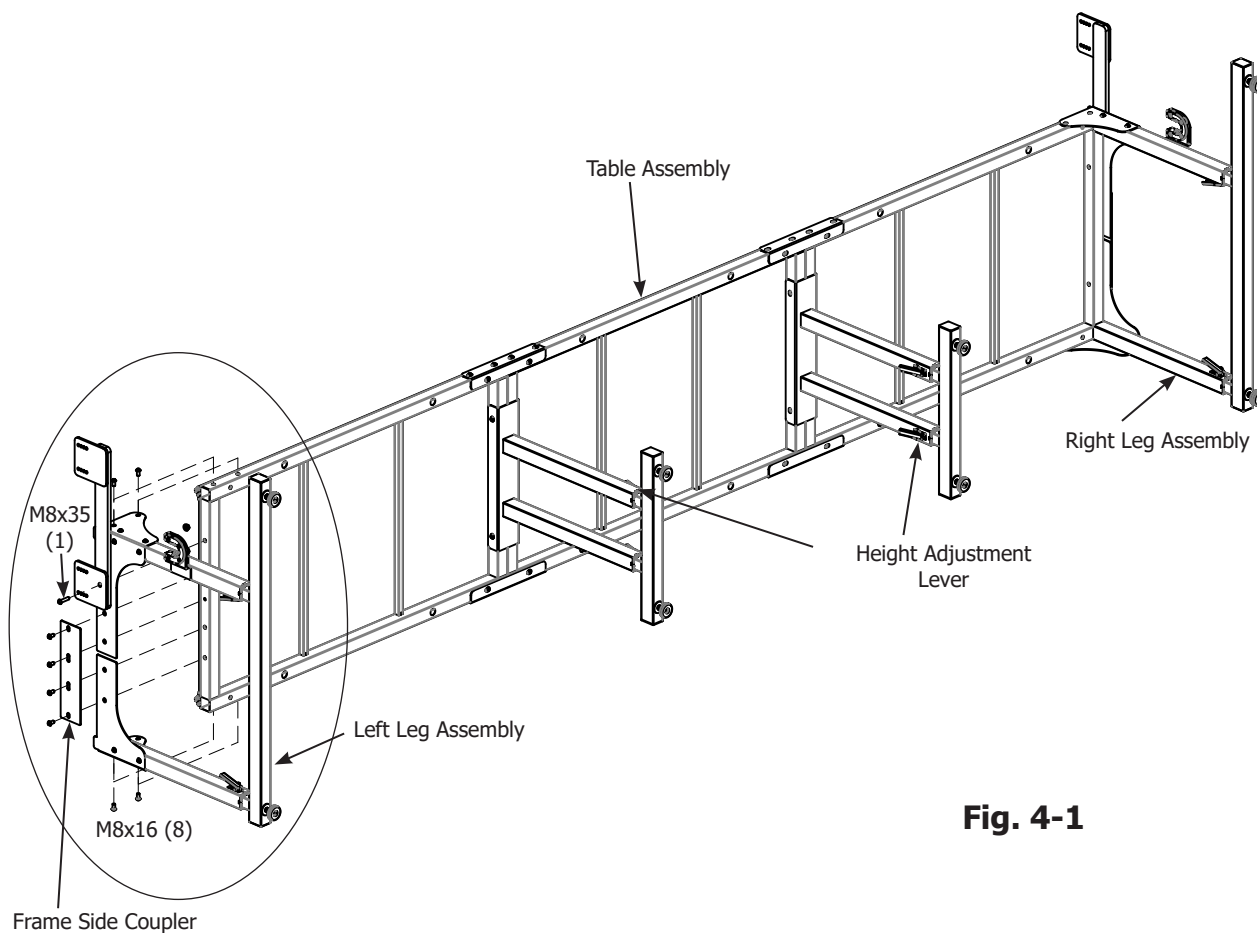


Fig. 4-1



NOTE:

Finger-tighten screws only until all screws are in place. They will be tightened after the table is up-righted. See **step 4-9.**

Needed

- 1 - table assembly
- 1 - right leg assembly
- 1 - left leg assembly
- 2 - frame side couplers
- 2 - M8 x 35mm SBHCS
- 16 - M8 x 16mm SBHCS

Tools Required

- 5mm Allen wrench (provided)
- Spirit level (not provided)

4-1: In preparation for attaching the left and right leg assemblies to the table, turn the table on its side, as shown in Fig. 4-1.

Step 4: Attaching Frame Sides to Table (continued)



NOTE:

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

This will facilitate height adjustment of the frame in **step 18**.

4-2: Slide the left leg assembly under the table assembly.

4-3: Starting at the top left corner, screw two (2) M8 x 16mm SBHCS down through the top corner Left Frame Side Front piece into the table, as shown in Fig 4-2. Finger-tighten only.

4-4: Align the Frame Side Coupler to the holes in the Left Frame Side Front and the Left Frame Side Back and screw four (4) screws through the Coupler, the Frame Side and into the Table section as shown in Fig 4-2.

4-5: Repeat **steps 4-2** through **4-4** for the Right Leg Assembly.

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

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

4-8: Screw a long M8 x 35mm SBHCS through the thick metal plates and into the remaining hole on each end of the frame. (Fig. 4-2)

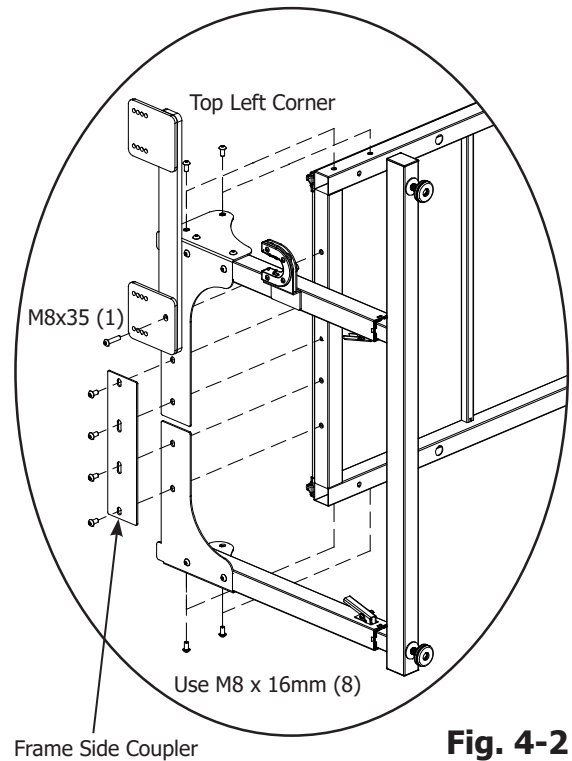
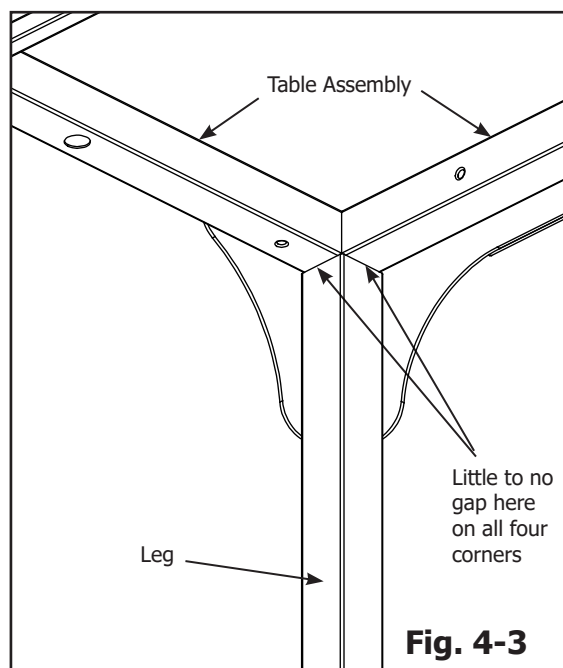


Fig. 4-2

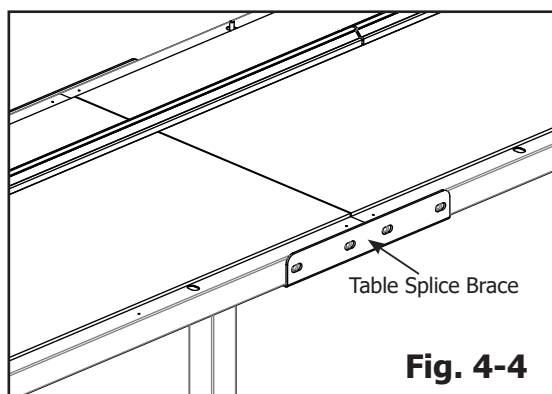
Step 4: Attaching Frame Sides to Table (continued)

4-9: Ensure that the table assembly is down on top of the left and right leg assemblies at all four corners by applying the appropriate pressure or support, (there should be little to no gap between the bottom of the table assembly and the top of each leg) as shown in Fig 4-3. Using the 5mm Allen wrench, fully tighten the four screws at each corner, to the table assembly and the long screw through the heavy metal piece (nine screws per end). Also tighten the four screws at each frame side to each leg (eight more screws per end). If necessary, have a second person help check and hold this while tightening the screws.

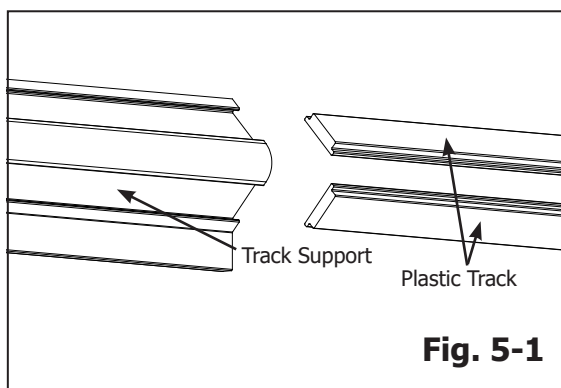


View from Bottom of Table

4-10: Make sure the end and middle legs are set to the same height. Using a spirit level, check and adjust the frame top to be level in the place where it will be used. Check both front to back and side to side. Adjust by turning the leveling feet. Double-check the table top frame to ensure it is flat at each splice brace and not sagging or high at the joints (Fig 4-4). If no spirit level is available, check the table with the machine on the carriage and the Precision-Glide tracks after they are installed in Step 5 and adjust appropriately. When the table is level, the machine should stay where you put it and not roll forward, back or side-to-side.



Step 5: Precision-Glide Track Assembly



NOTE: The extrusions have a wider shoulder on one edge of the track. This shoulder is to be placed toward the inside of the table over the edge of the black plastic tabletop. (Figs. 5-2 and 5-3)

NOTE: For 10 foot frame, score and cut the 12 foot track inserts down to 10 foot after sliding them into the track support.

Parts Needed

- 2 - 12-foot Precision-Glide Track support
- 4 - 12-foot plastic tracks
- 12 - M6 x 12mm SBHCS track support hold-down screws

Tools Required

- 4mm Allen wrench (provided)

5-1: Insert a 12-foot plastic track completely into each side of the aluminum track support. The plastic tracks should slide into the track support easily. If the track binds slightly, try backing it out a little, then pushing it further. If the plastic track binds badly check the track support for debris, burrs or damage. (Fig. 5-1) **10 Foot Frame:** score and cut the 12 foot inserts down to 10 foot after sliding them into the track support.

5-2: Repeat **step 5-1** for the second track assembly.

5-3: Attach Tracks. Secure one assembled track to the back of the quilting frame. Line up the track support by holding it tightly against the plastic tabletop with wide shoulders to the inside as shown in Fig. 5-2 and Fig. 5-3. Secure it to the frame, using six (6) M6 x 12mm connector screws.

Do not tighten screws at this time. They need to be loose to accommodate adjustments in **Step 5-6**.

5-4: In same manner, attach the remaining track support to the front of the frame using six (6) M6 x 12mm connector screws.

5-5: Align Tracks. Place the carriage on the tracks at one end of the table. Roll back and forth along the length of the table, establishing the distance between the two tracks, taking care to check that the wheels are engaging the track on both the front and the back of the carriage. Move both tracks in tandem to the back of table as far as possible. (Slots in the tables allow this movement.) Double-check that the back track is straight along the back edge of the table. Fully tighten the screws in the BACK track only (for now).

Step 5: Precision-Glide Track Assembly (Continue)

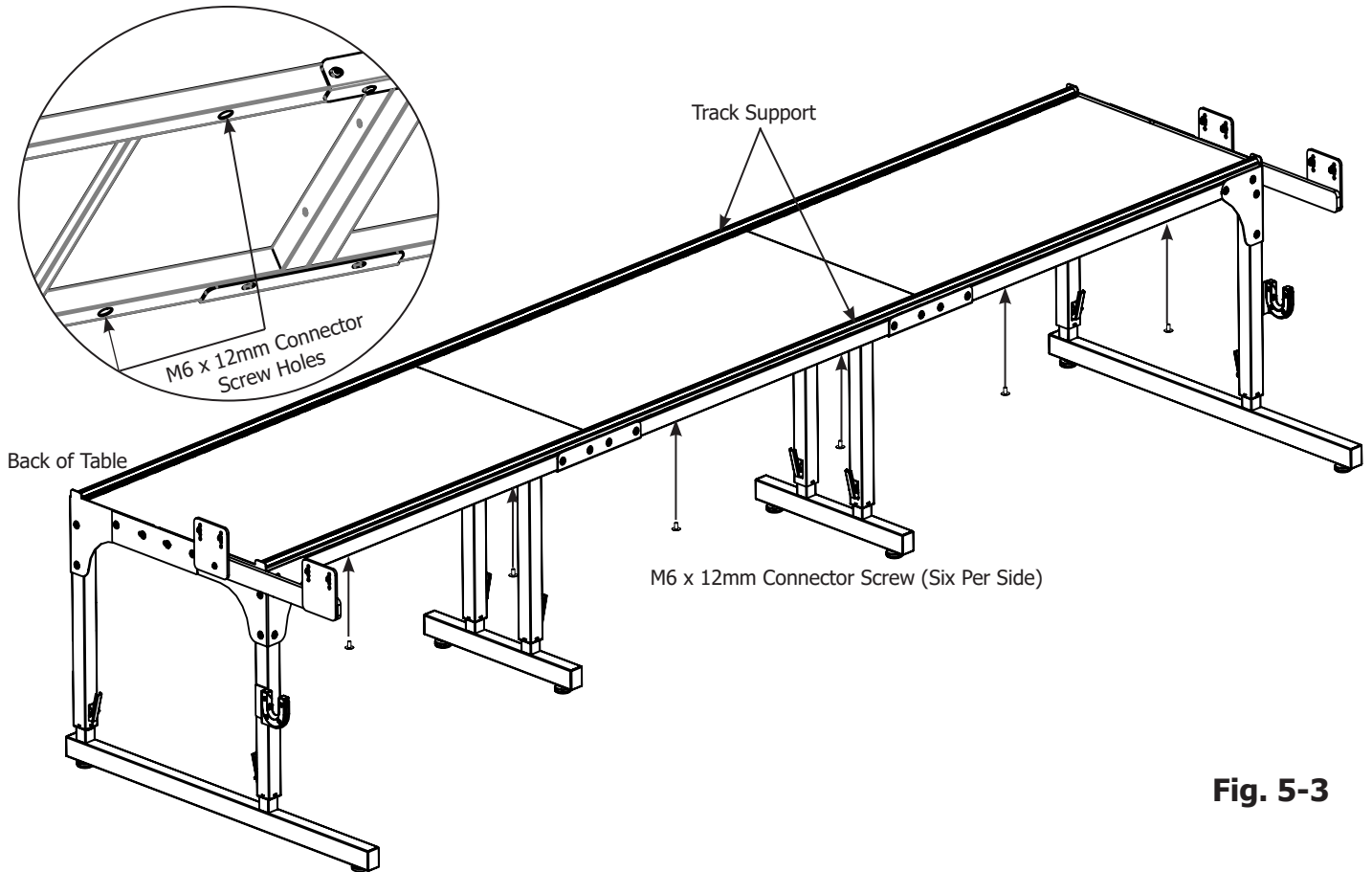


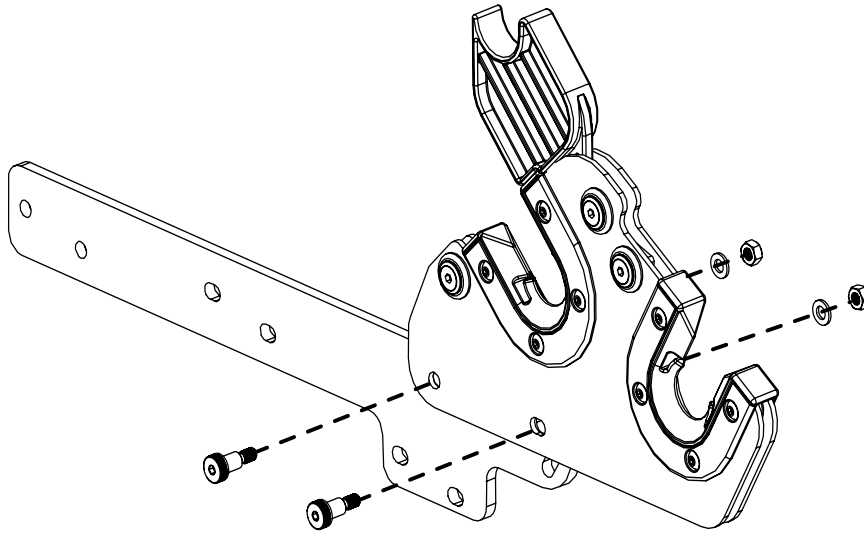
Fig. 5-3

5-6: Place the machine onto the carriage and again roll it the entire length of the frame, working the tracks into the wheels as you go. Lightly tighten the front track support screws as you move down the table. Check the carriage to verify that it rolls smoothly and that both ends of the carriage are engaging the tracks.

If you find a section of track where the carriage rocks back and forth when the machine is moved all the way forward or back, loosen the front track support screws, and adjust the front track until the carriage rolls smoothly and does not rock, then re-tighten the front track screws.

5-7: Finally, fully tighten the front track to the table.

Step 6: Front Side Arm Assembly to Connection Arm



Heads to outside


Fig. 6-1

Parts Needed

- 1 - front unplugged side arm assembly
- 1 - front plugged side arm assembly
- 2 - connection arm
- 4 - M8 x 12mm SKC Shoulder Screw
- 4 - M6 washer
- 4 - M6 nut

Tools Required

- 5mm Allen wrench (provided)
- 13mm wrench (provided)

 **NOTE:** The above image is shown as it would appear with the plugs on the left and the ratchets and hand wheel on the right side of the frame.


 **NOTE:** M8 X 12mm SKC shoulder screw information: The shoulder is 8mm in diameter and 12mm long, the threaded portion is 6mm. The hex tool used on the screw head is 4mm and the tool for the nut is a 10mm wrench.

6-1: Decide whether you want the ratchet stop latches and hand wheel to be on the left or the right side of the frame. See **7-1** and note on next page.

6-2: If not already assembled, place the front side arm assembly QM12026-804 over the connection arm QM12026-103. Place the two shoulder bolt screws through them with the head on the outside and the washers and nuts on the inside.

6-3: Repeat the process on the other front side arm assembly. The screw heads should be on the outside and the washers and nuts should be on the inside.

6-4: Tighten the nuts fully, then loosen slightly so the front section can be pulled forward and back for the two pole position settings, ClearView and Standard.

 **NOTE:** If the nuts are tightened too much, it will impede the front side arm assembly from being set into the two different user positions.

Step 7: Rear Side Arm Assembly to Front Side Arm Assembly

Parts Needed

- 1 - front side arm assembly with connection arm unplugged
- 1 - rear side arm assembly unplugged
- 1 - front side arm assembly with connection arm plugged
- 1 - rear side arm assembly plugged
- 6 - M8 x 25mm SBHCS
- 6 - M8 washers
- 6 - M8 lock nut

Tools Required

- 5mm Allen wrench and 13/17mm wrench



NOTE: You will find it best to tighten the screws in this step after mounting the pole bracket assemblies onto the frame mounts in **step 8-2**.



NOTE: Left-Side Hand Wheel option: If you prefer the hand wheel and ratchet stops on the left side of the frame, you will need to assemble the side arm assembly unplugged with the nuts on the inside of the pole bracket when it is positioned on the left side of the frame.



NOTE: The screw ends, nuts and washers should be on the inside where they will not be inadvertently bumped or snagged by the user.

7-1: Decide whether you want the ratchet stop latches and hand wheel to be on the left or the right side of the frame (see Note). This will determine which direction the screws will be assembled through the side arm assembly unplugged and the side arm assembly plugged. The side arm assembly unplugged is used for the hand wheel side of the frame.

7-2: Identify the side arm assembly unplugged front and rear pieces and the side arm assembly plugged front and rear pieces.

7-3: Assemble the side arm assembly plugged front, the connector arm, and the side arm assembly rear using three (3) M8 x 25mm SBHCS with three (3) M8 washers and three (3) M8 lock nuts as shown in Fig. 7-1a and Fig. 7-1b.

Fig. 7-1a shows assembly for the HQ Fusion®/HQ Forte™ 24-inch machine.

Fig. 7-1b shows assembly for the HQ Infinity® 26-inch machine.

Both figures show the side arm assembly plugged as it would appear on the left side of the frame.

The screw heads should be on the outside and the washers and nuts should be on the inside when in position on the frame. Finger-tighten the screws for now. They will be tightened later in **step 8-2**.

7-4: To assemble the side arm assembly unplugged repeat **step 7-3**. The screw heads should be on the outside and the washers and nuts should be on inside when in position on the frame. Finger-tighten the screws for now, they will be tightened later in **step 8-2**.

HQ Fusion/HQ Forte Side Arm Assembly

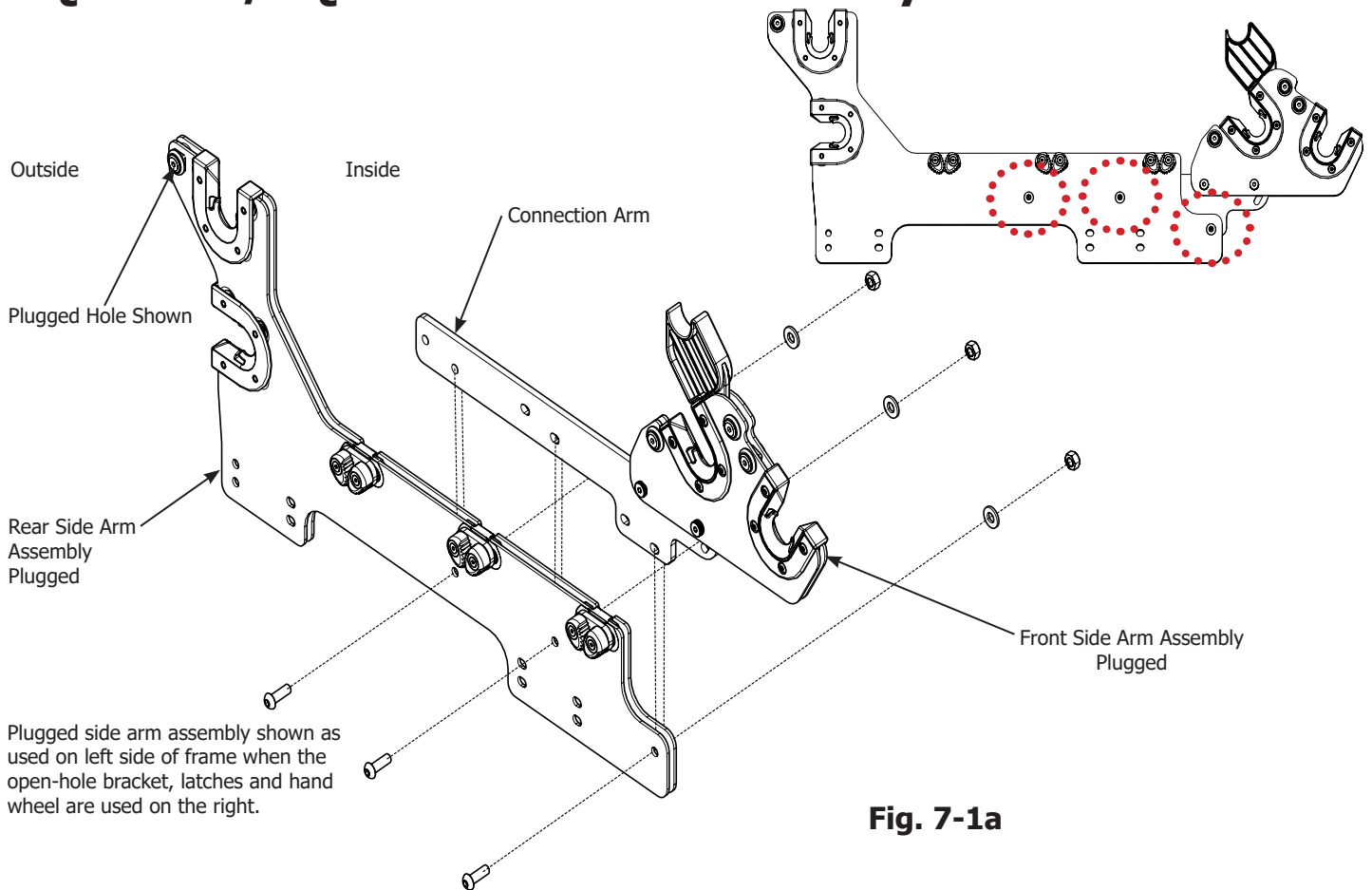


Fig. 7-1a

HQ Infinity Side Arm Assembly

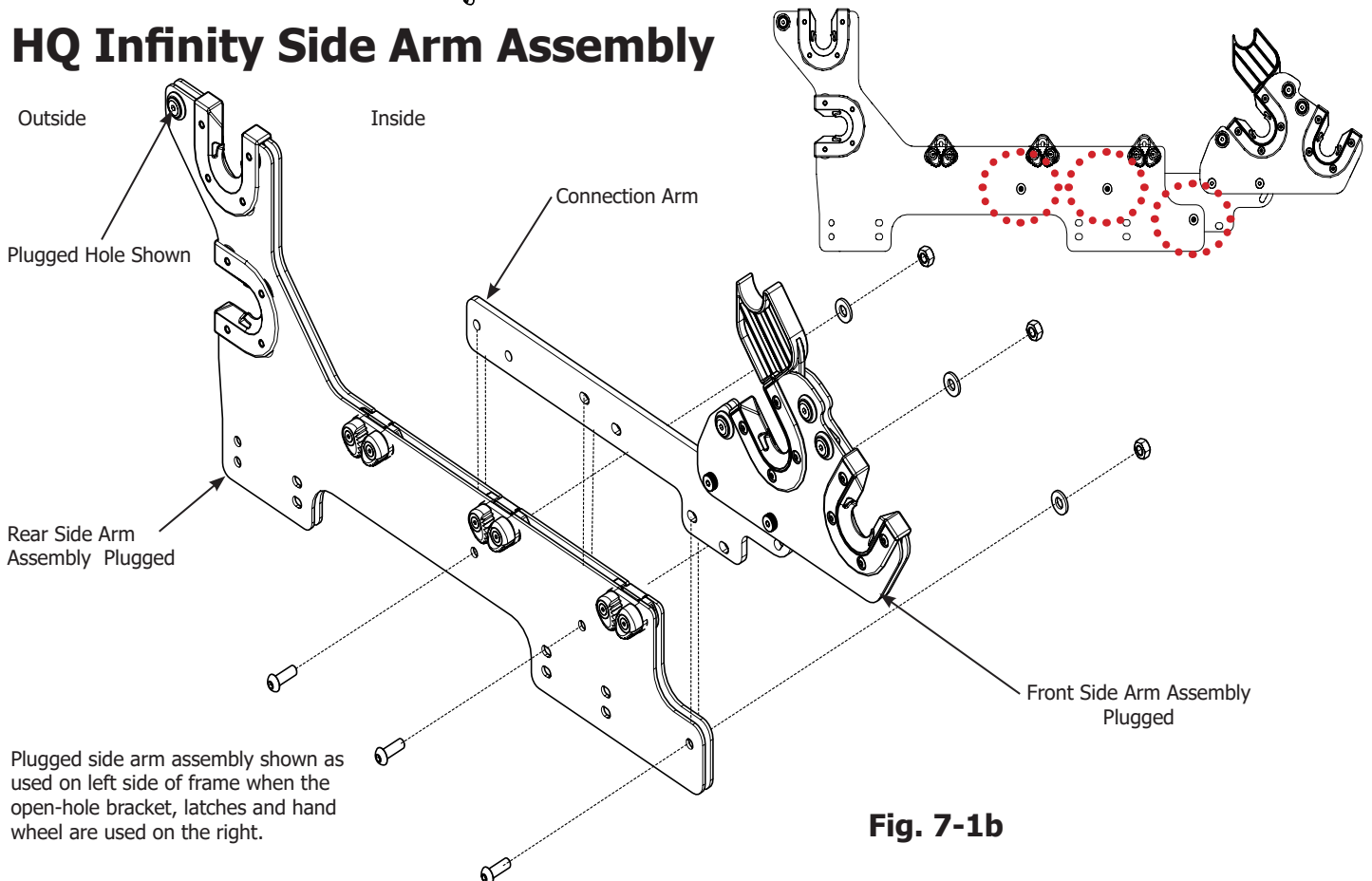


Fig. 7-1b

Step 8: Side Arm Assembly to Frame Assembly

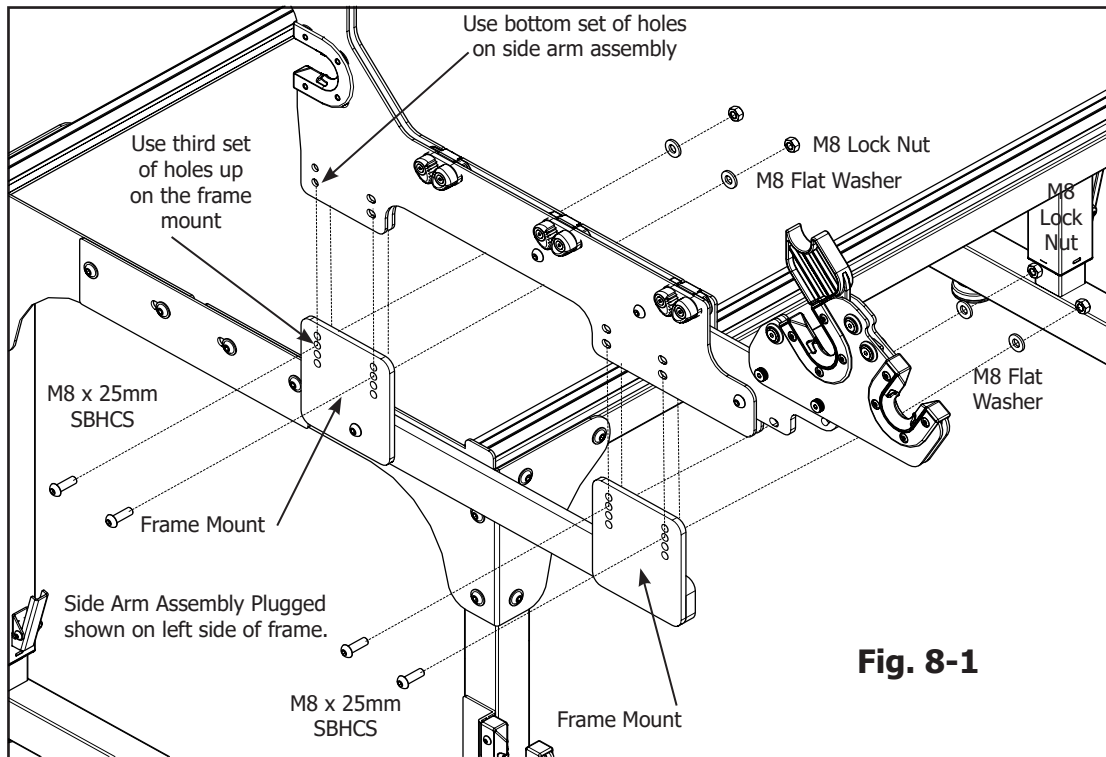


Fig. 8-1

Parts Needed

- 1 - table
- 1 - side arm assembly plugged
- 1 - side arm assembly unplugged
- 8 - M8 x 25mm SBHCS
- 8 - M8 flat washers
- 8 - M8 lock nut

Tools Required

- 5mm Allen wrench
- 13/17mm wrench

8-1: Identify which end of the frame receives the hand wheel. The side arm assembly unplugged will be placed on that end. Slide the side arm assembly unplugged down over the two metal frame mounts on the end of the table. The side arm assembly should straddle the two frame mounts.

Attach the side arm assembly unplugged to the frame using four (4) M8 x 25mm SBHCS. Place the screws through the bottom set of screw holes on the side arm assembly and into the third set of holes from the bottom of the frame mount. The screws should be threaded from the outside of the frame to the inside of the frame. On the end of each screw, slide a flat washer, followed by a lock nut (as shown in Fig. 8-1).

8-2: Fully tighten the four (4) screws with the 13/17mm wrench and the 5mm Allen wrench provided. Next, fully tighten the five (5) screws on the side arm assembly unplugged that were finger-tightened in **step 7-3**.

8-3: Repeat **step 8-1** and **step 8-2** to attach the side arm assembly plugged to the other side of the table.

Step 9: Ratchet-Stop Assembly

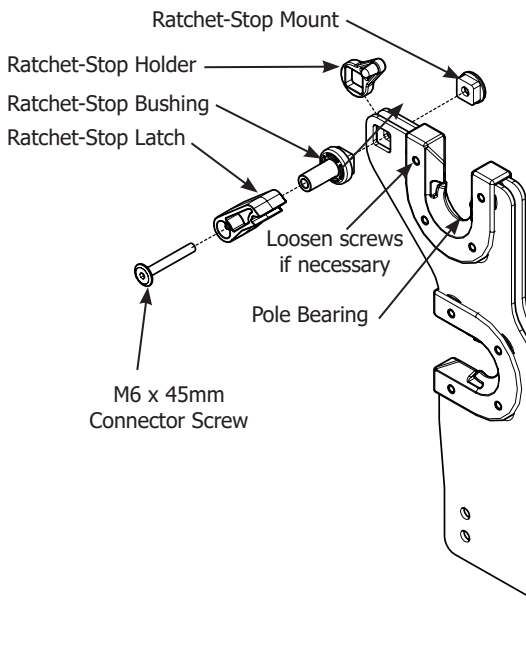


Fig. 9-1

Shown with ratchet stop latches assembled on right pole bracket for handwheel on right side.

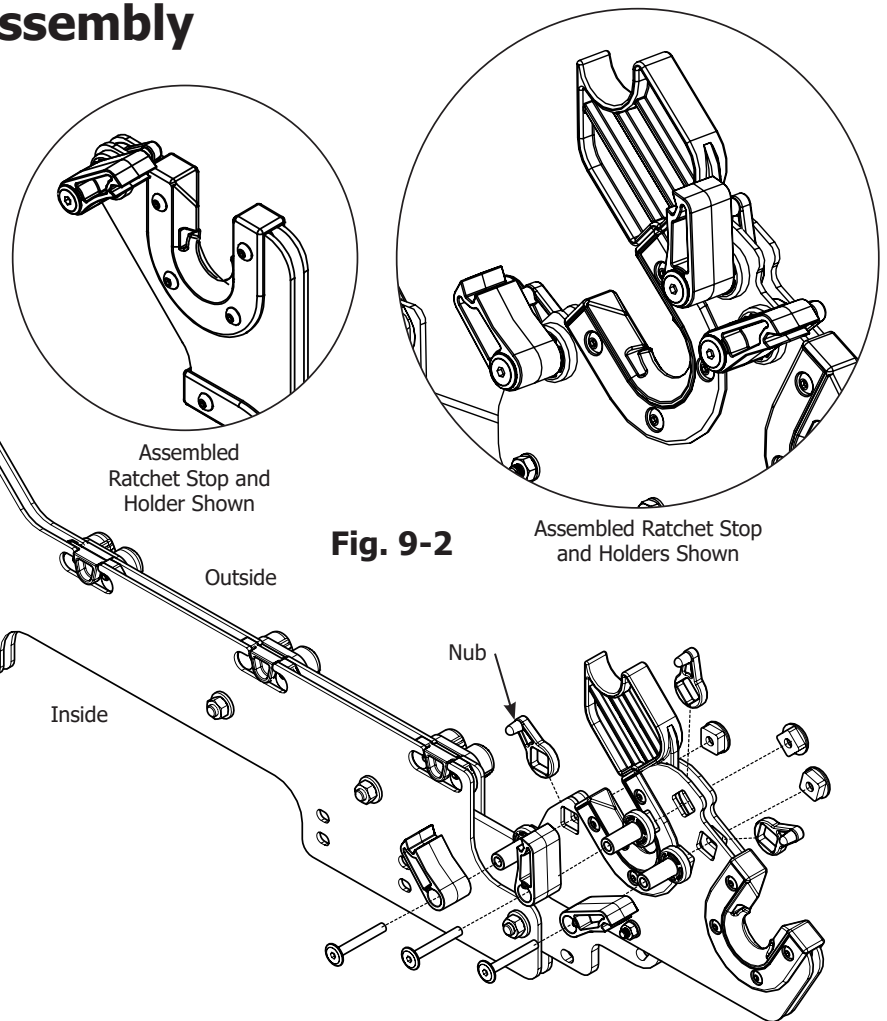


Fig. 9-2

Parts Needed

- 1 - side arm assembly unplugged
- 4 - M6 x 45mm connector screw
- 4 - ratchet-stop latch
- 4 - ratchet-stop bushing
- 4 - ratchet-stop holder
- 4 - ratchet-stop mount

Tools Required

- 4mm Allen wrench (provided)



NOTE: If setting frame up with hand wheel on the left side of frame, reverse position (switch sides) of side arm assembly. The ratchet stop latch assemblies will also need to be switched back to the inside.

9-1: Place one ratchet-stop holder between the two metal pieces at the back of the side arm assembly unplugged, with the stop nub facing inside, as shown in Figs. 9-1 and 9-2. If the ratchet-stop holder will not fit, loosen the two bearing screws nearest the square hole. Slide in the ratchet-stop holder and re-tighten the bearing screws when finished.

9-2: Following the parts order in Fig. 9-1, thread one M6 x 45mm connector screw through a ratchet-stop latch, ratchet-stop bushing, side arm assembly (with ratchet-stop holder inserted) and finally into the ratchet-stop mount. Pay close attention to the orientation of the ratchet-stop. Tighten with the 4mm Allen wrench until the ratchet-stop holder nub holds the ratchet-stop. (See Fig. 9-2).

9-3: In same manner, attach the remaining ratchet-stop latches and ratchet-stop holders to the front of the side arm assembly unplugged, paying attention to the orientation of the ratchet-stop latches (Figs. 9-1 and 9-2).

Step 10: Pole Assembly

Parts Needed

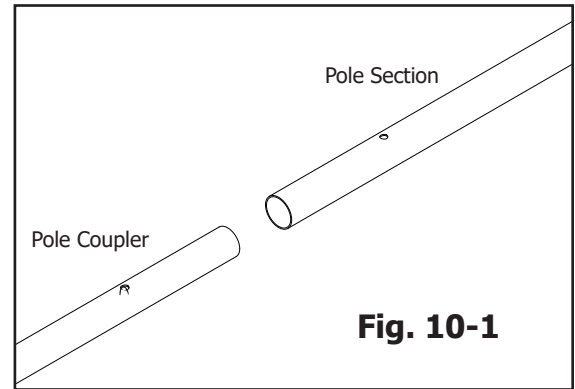
- 12 - large pole sections
- 8 - large pole couplers
- 3 - small pole sections
- 2 - small pole couplers



IMPORTANT: Be careful when assembling poles not to pinch your hands between pole parts while sliding them together.



NOTE: For 10 foot frame put the 2' pole in the center



0-1: Join two (2) 4-foot large pole sections together by inserting a large pole coupler into the end of one pole section (as shown in Fig. 10-1), depressing the spring button as it slides in. Continue sliding until the spring button pops out of the hole in the pole section. Repeat to add the second 4-foot pole section to the first.

10-2: In same manner, add a third 4-foot pole section and coupler to section completed in **step 10-1** to complete one 12-foot pole assembly.

10-3: Using the remaining large pole couplers and large pole sections, repeat **steps 10-1** and **10-2** to complete 3 more large pole assemblies for a total of 4 large pole assemblies.

10-4: Using the two (2) small pole couplers and three (3) 4-foot small pole sections repeat **steps 10-1** and **10-2** to complete the small pole assembly. The small pole assembly is the batting storage pole.


Step 11: Adding the Pole Ends

Parts Needed

- 4 - large poles assemblies
- 1 - small poles assembly
- 5 - large pole end
- 2 - small pole end
- 2 - short-bolt Ratchet wheel assembly
- 1 - long-bolt ratchet wheel assembly

Tools Required

- 13/17mm wrench (provided)
- 10 mm nut (provided)

 **NOTE:** A single M10 regular nut is provided as a tool to aid with pole end assembly if needed. This nut can be used to tighten the pole ends into the poles, then be removed and replaced with a lock nut. A wrench is also included to hold the pole end to aid with this.

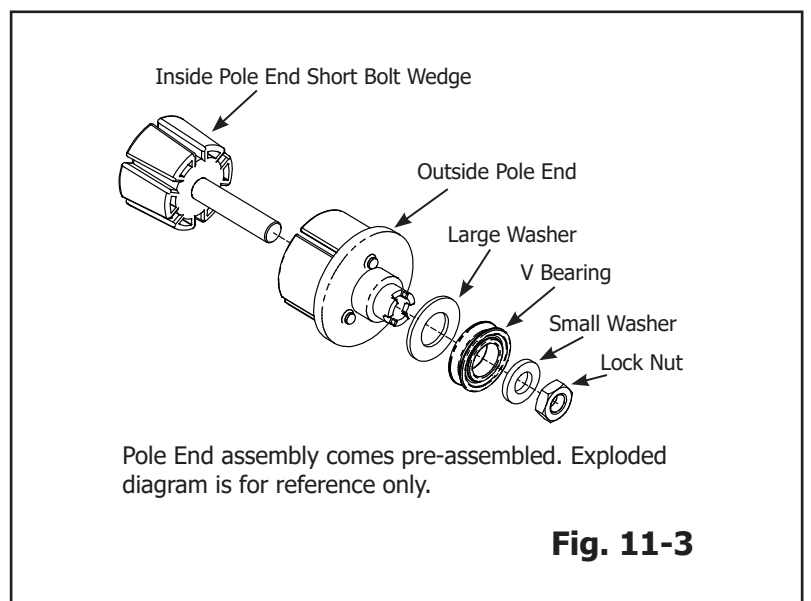
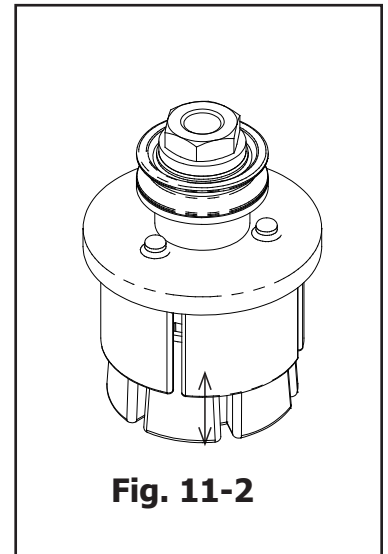
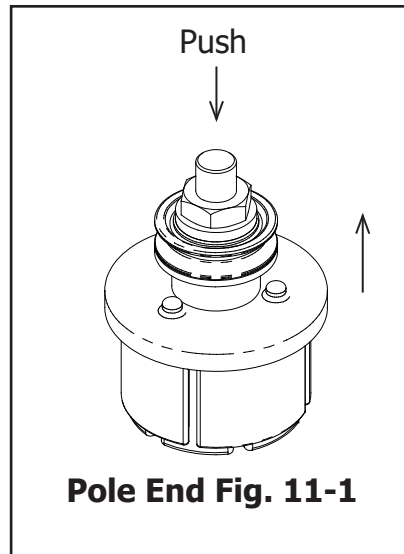
Prepare Pole End For Insertion


11-1: Check one pole end to ensure that it matches Figs. 11-1 and 11-3.

11-2: Loosen the nut on the pole end until it nearly reaches the end of the bolt.

11-3: Holding onto the outside pole end, push the nut end of the bolt towards the opposite end of the assembly, until the inside pole end short bolt wedge slides out (Fig. 11-2). This makes the outside diameter of the pole end narrower and ready to be inserted into the end of the pole assembly.

11-4: Repeat **steps 11-1** through **11-3** to prepare the 5 large pole ends and the 2 small pole ends



 **NOTE:** Extra large washers are included for lengthening the poles for better alignment into the pole brackets, if needed. Each washer will lengthen the pole 1/8". Simply place an extra large washer next to the large washer where shown, starting on the pole end opposite the handwheel and ratchet stops. Often extra washers are not needed.

Step 11: Adding the Pole Ends (continue)

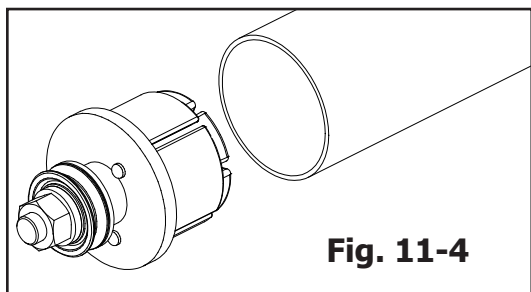


Fig. 11-4

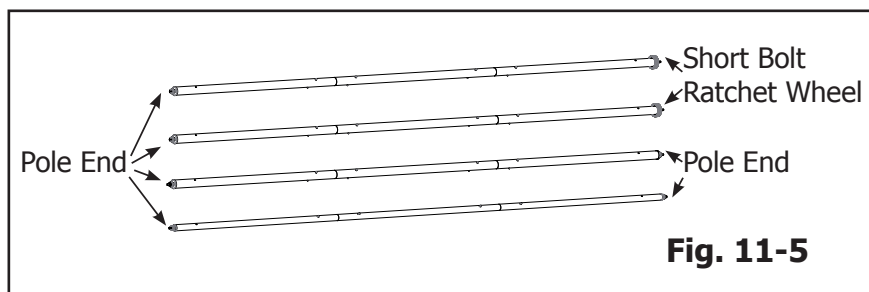


Fig. 11-5

11-5: Slide one pole end into the end of one large 12-foot pole assembly, as shown in Fig. 11-4. Check that the pole end is inserted completely into the pole assembly.

11-6: While holding pole end assembly tightly into the pole, completely tighten the nut, using the 13/17mm wrench. This will expand the outer pole end, ensuring a tight fit in the pole.



Note: There should be at least 3/8" to 1/2" of metal threads showing beyond the nut when fully tightened.

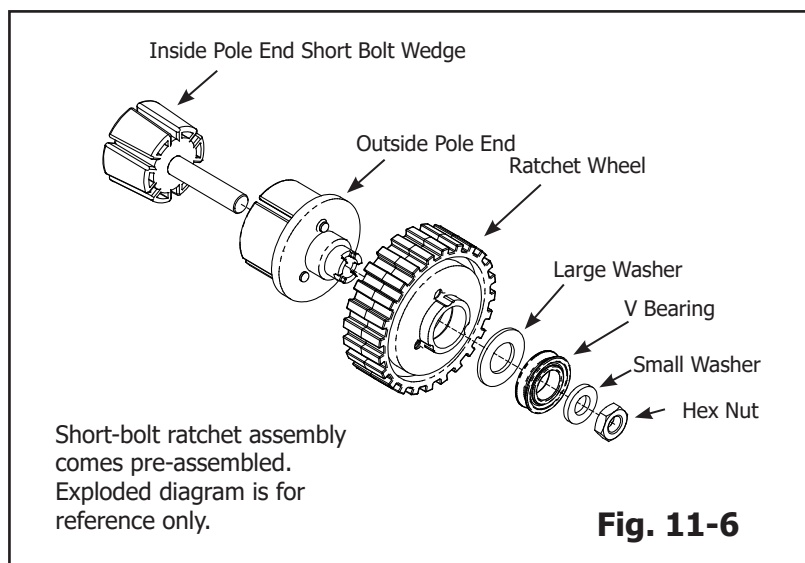


Fig. 11-6

11-7: Repeat **steps 11-5** and **11-6** to add one large pole end to the remaining three (3) large 12-foot poles.

11-8: Repeat **steps 11-5** and **11-6** to add final remaining large pole end to the open end of one large 12-foot pole. Attach the two small pole ends to both ends of the small 12-foot pole assembly. Set the large 12-foot pole assembly aside for use as the idler pole and the small 12-foot pole assembly aside for use as the batting storage pole. (See bottom pole in Fig. 11-5.)

Prepare Short-Bolt Ratchet-Wheel for Insertion

11-9: Check the short-bolt ratchet-wheel assembly to ensure that it matches Fig. 11-6.

11-10: Loosen the nut at the end of the short-bolt ratchet-wheel assembly until it nearly reaches the end of the bolt.

11-11: Holding onto the outside pole end, push the nut end of the bolt towards the opposite end of the assembly until the inside pole-end short-bolt wedge slides out (in similar fashion to **step 11-3**). This makes the outside diameter of the outside pole end narrower and ready to be inserted into the end of a pole assembly.

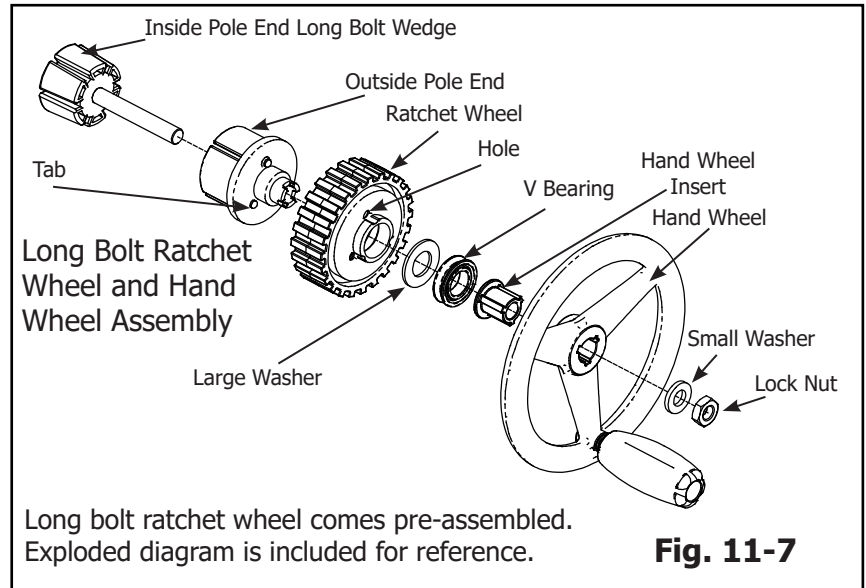
Step 11: Adding the Pole Ends (continue)

for insertion.

11-12: Check the long-bolt ratchet-wheel assembly to ensure that it matches Fig. 11-7.

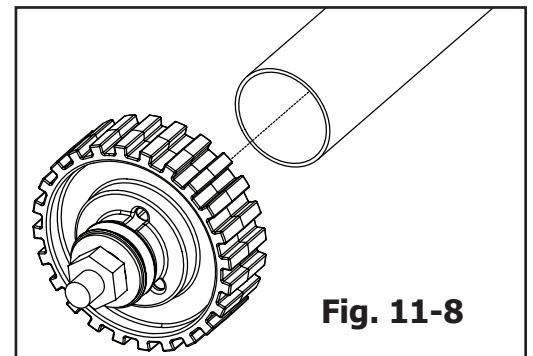
11-13: Add the hand wheel assembly to the long-bolt ratchet-wheel assembly as shown in Fig. 11-7, aligning the three tabs on the hand-wheel insert with the three notches on the outside pole end.

11-14: Repeat **step 11-11** to prepare the long-bolt ratchet wheel and hand wheel assembly for insertion.



Ratchet Wheel and Hand Wheel Insertion

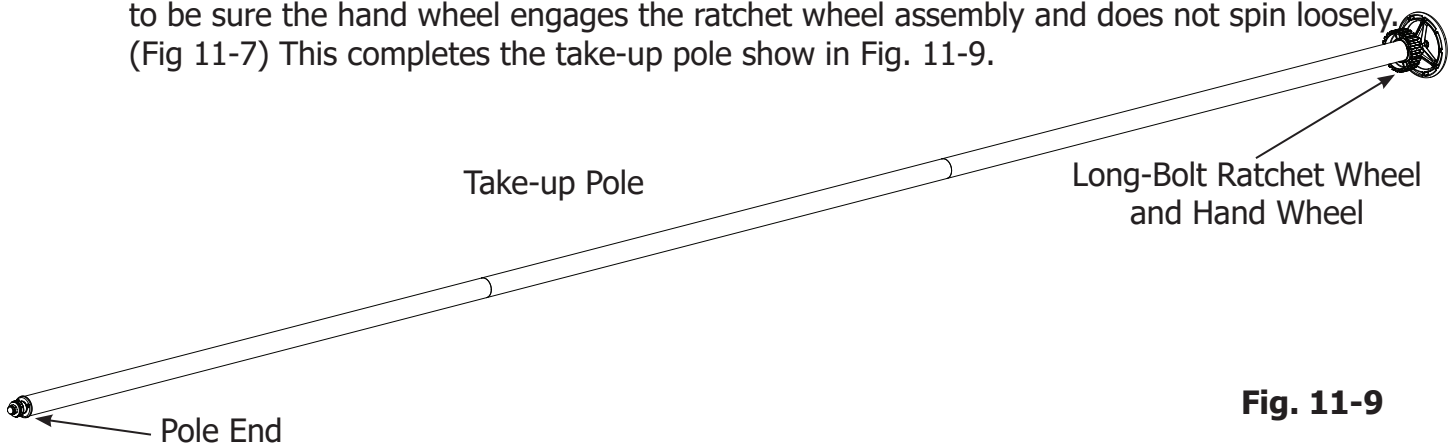
11-15: Insert one short-bolt ratchet wheel assembly into the open end of a pole assembly as shown in Fig. 11-8.



11-16: Completely tighten the nut, using the 13/17 mm wrench. This will expand the outer pole end, ensuring a tight fit in the pole. This completes the backing pole.

11-17: Repeat **steps 11-14** through **11-16** to complete the quilt-top pole. Set both poles aside.

11-18 : In same manner, slide the long-bolt ratchet wheel and hand wheel assembly into the open end of the remaining pole assembly and tighten the nut, using the 13/17 mm wrench. Check to be sure the hand wheel engages the ratchet wheel assembly and does not spin loosely. (Fig 11-7) This completes the take-up pole show in Fig. 11-9.



Step 12: Pole to Frame Assembly

Parts Needed

- 1 - frame assembly
- 1 - batting storage pole
- 1 - idler pole
- 1 - quilt top pole
- 1 - backing pole
- 1 - take-up pole

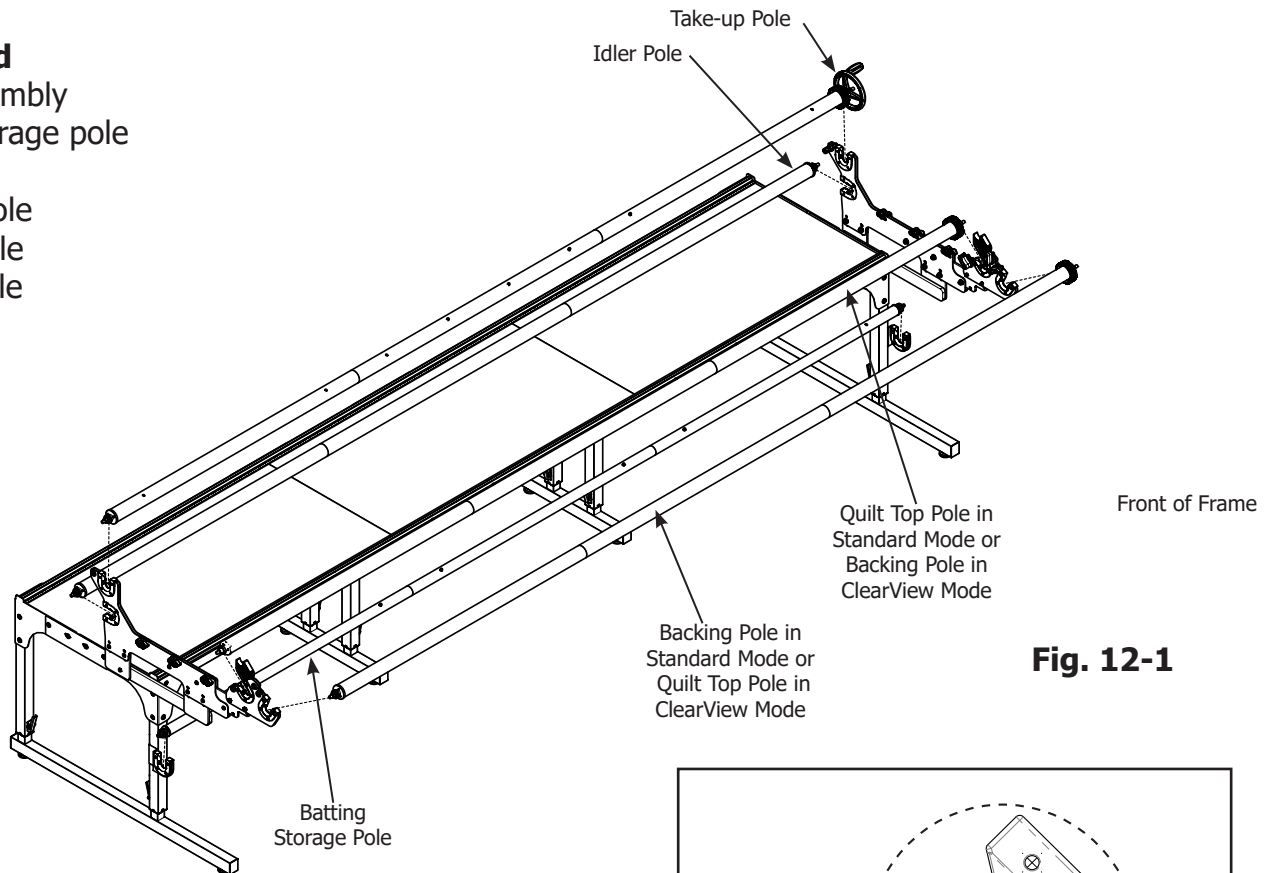


Fig. 12-1

12-1: Place the poles on the frame as shown in Fig. 12-1.



NOTE: The poles will snap past the plastic fingers, which are shown in Fig. 12-2.

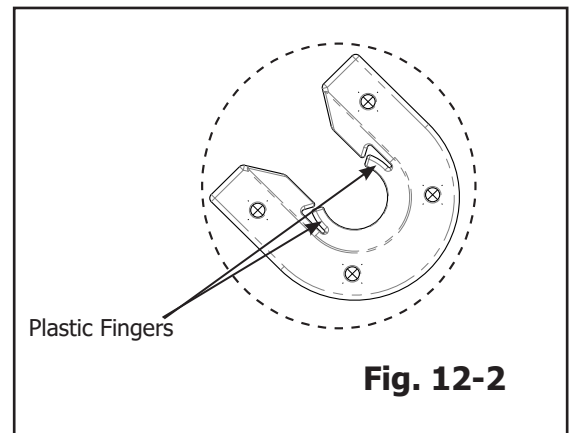


Fig. 12-2

Step 13: Rubber End Cap Assembly

Parts Needed

- 1 - frame assembly
- 10 - rubber end caps

13-1: Slide one (1) rubber end cap onto the end of each bolt sticking out of the pole ends (Fig. 13-1). If the poles are assembled properly, there should be approximately 3/8 – 1/2-inch of bolt metal threads showing beyond the ends of each pole.

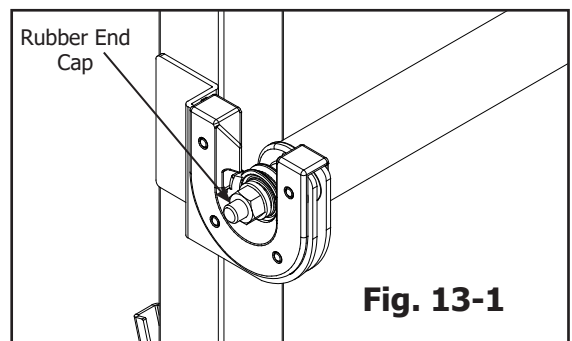


Fig. 13-1

Step: 14: Bungee Side Clamp Assembly

Parts Needed

- 1- frame assembly
- 2- bungee clamps

14-1: Thread the bungee cord from the inside of the frame through the bungee slot and pull the cord in a downward movement to lock the bungee clamp in place.

14-2: Follow **step 14-1** for the other five bungee clamps (6 total).



NOTE: Your side clamps may appear different from the ones pictured. Refer to any instructions packaged with the clamps for additional information.

Step 15: Optional Velcro® Assembly

Parts Needed

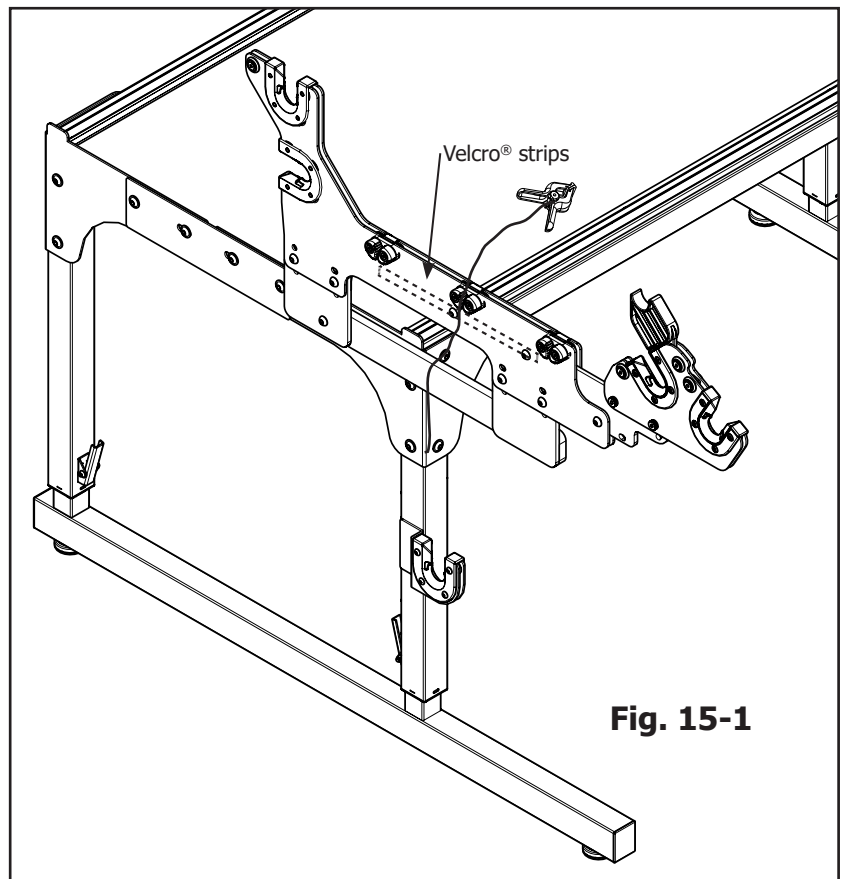
- 1- frame assembly
- 2- Velcro® strips

15-1: Start from one side of the Velcro® strip and remove about 1/2 of the protective paper and then place the sticky side even with the bottom edge of the bungee holders. (Fig 15-1) Press the Velcro® firmly to the frame. Remove the remainder of the protective paper and press the Velcro® firmly in place. (Fig. 15-1)

15-2: Follow **step 15-1** for the other Velcro® strip on the opposite side of the frame.



NOTE: Handi Quilter has provided the Velcro® strips for use with clamps that have Velcro® style straps. Only Bungee-style clamps have been provided with the HQ Gallery2 Frame, but these strips have been provided for use with other types of clamps.



Step 16: Velcro® on Pole Assembly

Parts Needed

- 1 - quilt top pole
- 1 - backing pole
- 1 - take-up pole
- 3 - 11.5-foot Velcro® strips

Tools Required

- measuring tape or ruler (not provided)
- scissors (not provided)

16-1: Prepare to attach the Velcro® to the quilt top pole, backing pole, and take-up pole (see Fig.11-1), by measuring in 3-inch from each end of the pole. Peel the backing off the Velcro® as you go and apply to all three poles, starting at the 3-inch mark and ending at the opposite 3-inch mark. (If you have the 9.5 poles, cut off the excess velcro after you reach the last 3-inch mark.)

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.



NOTE: Attach the Velcro® next to the snap button, not between.

Once the Velcro® has been adhered from one end of the poles to the other, it can be clipped where the poles meet at each pole coupler, if poles need to be disassembled in the future.

Step 17: Attach Leaders

Parts Needed

- 1 - frame assembly with Velcro® applied to poles
- 1 - 27.75-inch take-up leader
- 2 - 18-inch leaders

17-1: Mark the center of the leaders on both the Velcro® edge and the hemmed edge. Mark the center of the quilt top pole, backing pole and take-up pole with a permanent marker.

17-2: Beginning in the center, align the marks and attach the 13-inch leaders to the Velcro® on the backing pole and the quilt top pole so the marked sides of the leaders hang to the center between the poles.

17-3: Beginning in the center, align the marks and attach the 27.75-inch leader so it falls to the back of the take-up pole.

Step 18: Adjusting HQ Gallery2 Frame Height



NOTE: It is easier to raise the frame height than to lower the frame, because the legs will ratchet up when lifted. To lower the frame, a second person will be needed to release the two latches on each leg while the other lifts the frame. This is why the frame was assembled at the lowest height setting.

18-1: The frame can be all the way down with no slots showing on the legs or raised in increments up to where nine sets of slots are showing. Most quilters will have three to six sets of slots showing when the height is set comfortably for them.

18-2: Adjust the frame height so that when standing at the front of the machine with your hands on the front handle bars, your elbows are bent at a 90 degree angle. It is recommended that you raise the frame one or two slots at a time until you reach your desired height setting as described in **steps 18-3** and **18-4**.

18-3: Place a foot on the side leg bottom tube and lift the end of the frame up until the latches click once or twice, making sure both latches are fully engaged and in the same height slot. The end of the latch levers will be about 1.5-inch away from the leg when engaged properly and much closer if not fully engaged.

18-4: Repeat **step 18-3** on the other end of the frame and then lower the two middle legs to the same slot, ensuring that the latches are fully engaged into the same slot on both side legs and the two middle legs. You may need a second person to lift the middle of the table to engage the latches fully on the middle legs.

18-5: Finally double-check to make sure the frame is level. The slots on the legs are for rough height adjustment and the leveler feet on each leg are for fine height adjustment and leveling of the frame. See **step 4-10** for leveling review.

18-6: Your HQ Gallery2 Frame is now complete.

Optional Accessory



Heavy-duty casters are available for the HQ Gallery2 Frame.

Order from your HQ retailer or directly at www.HandiQuilter.com or 877-697-8458.

Using the Pole Cradles

To use the HQ Pole Cradles when loading the quilt and quilt batting

1. After loading the quilt backing and the quilt top, release the ratchets on the quilt-top pole.
2. Pull one side of the quilt-top pole out of the pole bearing and lay it in the corresponding Pole Cradle. Repeat on the other side of the quilt frame.
3. Lay the quilt batting on the quilt backing, align it with the top of the backing, and smooth it in place.
4. Unroll enough of the quilt top to reach the top of the quilt backing and batting.
5. Return both sides of the quilt-top pole to the pole bearings and put the ratchet-stops back in place.
6. Proceed with attaching the clamps, stitching the plumb line, aligning the quilt top with the plumb line, and basting the top edge and sides of the quilt top.

To use the HQ Pole Cradles when advancing the quilt

1. When you're ready to advance your quilt, release the ratchet-stops on the top and backing poles. Advance the quilt by turning the take up pole.
2. Pull one side of the quilt-top pole out of the pole bearing and lay it in the corresponding Pole Cradle. Repeat on the other side of the quilt frame.
3. Reach under the quilt top to smooth and straighten the batting.
4. Return both sides of the quilt-top pole to the pole bearings and put the ratchet-stops back in place.
5. Proceed with attaching the clamps, smoothing and tensioning the quilt top, and basting down the sides of the quilt.

