

### **Longarm Preparation:**

1. Cut Backing Fabric and Batting 5"- 6" wider ALL sides than your TOP.
2. Align CENTER of Backing fabric to CENTER LINE marked on Zippers and BASTE Backing Fabric to zippers WRONG SIDE UP. Top Left and Bottom Left orientation.
3. Bring Backing, Batting and Top ALL separate to the Longarm.

### **Longarm Loading Procedure:**

1. Zip the TOP LEFT side of the Backing onto to the "Takeup" Leader (located at top and back side of the frame) and then pull the Backing UNDER the Dead Bar.
2. Zip the BOTTOM LEFT side of the Backing onto the "Back" Leader (located at the front of the frame)
3. Wind Backing up All the way up onto the Takeup Leader.
4. Lock the "Back" Leader pole with the Ratchet ring on Right Side of Leader Bar.
5. Wind the Backing back on to the Back leader smoothing and keeping it as straight as possible (without stretching it) Leave 2" of the TOP of the batting showing in FRONT of the DEAD BAR so that you can see the Center Line Marking on your Zipper.
6. To Tension the Backing: Lock the Ratchet (on the Right Side of the "Takeup" Leader Bar) and wind the "Back" leader bar with your hands just enough so that the Backing either rests on the Needle Plate - without sagging - or hovers just slightly above it 1/8" or so. This is Proper Tension.
7. Lay the Batting on the Backing, smooth out and drape the rest of the Batting BETWEEN the "Back" Leader Bar and the "Top" Leader Bar.
8. Find the Center of your Quilt Top and Mark or Pin its location.
9. Lay the Top onto the Batting/Backing sandwich about 3"- 4" from the top edge of the Batting/Backing sandwich.
10. Use a Ruler to make sure that the Top is Equal Distance from the Dead Bar all the way across.
11. Pin the Top about 3/4" from the Top Edge, Starting at the Center and working out to the side edges leaving space about 1.5" between the ends of each pin. When you reach each side edge, set the last pin Back in the Opposite direction to Lock in that Edge.
12. SEW a line across the Top of the Top 1/4" from the Top Edge, so that the line will fall underneath your Binding.
13. Pin the Bottom Edge of your Top to the TOP Leader (using the same technique as before). Lock the Ratchet on the Right Side of the TOP Leader Bar, and wind the top onto the leader keeping it smooth on the roller and even side to side until it lays flush with Backing/Batting sandwich.
14. Attach the Side Clamps to the Batting/Backing sandwich and set the bungee cords to apply some tension.
15. BASTE each side (Left and Right) Using BSR #3 on the SewHead set to 4 stitches per inch 1/4" or closer to the side edge, so that the stitched baste will fall underneath your binding.

### **Setting Up the SewHead (Machine)**

1. Make SURE The Presser Foot is UP. Look at the icon on the Screen to Confirm.
2. Thread the machine. Use the Help Screen if you need a reminder as to the procedure.
3. Wind a Bobbin. Place the Bobbin on the SewHead with "BERNINA" FACING the SewHead. Make sure you go Counter Clockwise a full turn around the Tension Button toward the back before you bring the thread to the Bobbin.
4. Flip the winder switch on and let the bobbin wind until it stops. Use the cutter on the switch
5. Load the bobbin into the case with the "BERNINA" Facing OUT.
6. Insert the Bobbin Case by keeping the Latch Horizontal and push it in until it clicks in place.
7. Cut the bobbin thread leaving it about 3" long using the cutter on the right side of the bobbin case door.
8. Move the SewHead to the left side of the Project an Inch or so to the LEFT of the top.
9. Drop the needle DOWN using the Needle Button and the Raise the Needle UP.
10. Pull on the TOP Thread to PULL UP the BOBBIN Thread. Pull the Top Thread and the Bobbin Thread (under the presser foot) about 3" off to the side.
11. Select Either BSR 1 or BSR 2 Mode, Choose your Stitch Per Inch Length (Default is 10 SPI)

**HAPPY SEWING!**