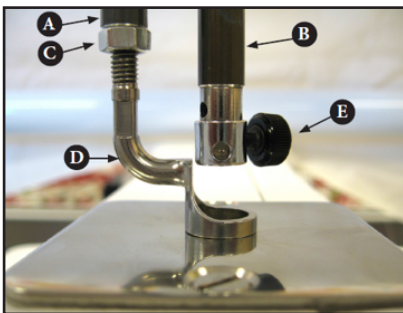


IMPORTANT NOTE: If the conversion kit isn't installed properly, you could disengage parts in your machine that would require service by a qualified Handi Quilter technician. Handi Quilter recommends that your local HQ rep installs the conversion kit. If this isn't possible, watch the video *Installing the Handi Feet Conversion Kit* on HandiQuilter.com in the education section of the website. Then proceed carefully with the instructions.

Overview

These instructions are for installing the Handi Feet mount for use with the various Handi Feet. This kit and the interchangeable Handi Feet work with all Handi Quilter quilting machines. Read all instructions before removing the original hopping foot.

IMPORTANT NOTE: HQ Sixteen owners with the original head frame (with the guide block that slides in the machine casting) may need to have this kit installed by their local HQ representative.



- A: Spring-loaded presser bar
- B: Needle bar
- C: Lock nut
- D: Hopping foot
- E: Needle clamp screw

Section 1: To replace the original hopping foot with the Handi Feet mount

NOTE: You need to do this procedure one time only to prepare your machine to use the interchangeable Handi Feet available from Handi Quilter.

1. Rotate the hand wheel to bring the needle to its highest position.
2. Remove the needle. Then remove the needleplate.

(Continue with step 3 at the top of the third column.)

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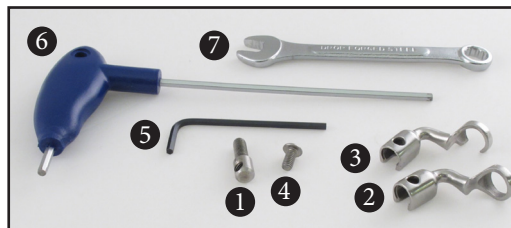
Handi Feet Conversion Kit (QM00841)

Kit Contents

1. Handi Feet Mount (QM10512)
2. Ruler Handi Foot (QM10511)
3. Open-toe Handi Foot (QM10510)
4. M4 screw (QM12024)
5. 2.5mm hex tool (QM10286)
6. 3mm hex tool (QF09318-111)
7. 8mm wrench (QM40235)

You may also need:

- Flat-head screw driver



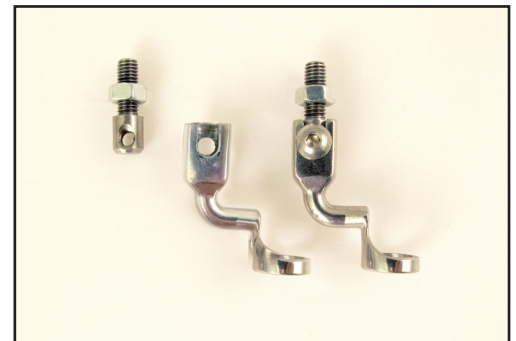
3. While holding the hopping foot firmly, loosen the lock nut by turning it clockwise with the 8mm wrench.



4. Remove the hopping foot by turning it clockwise. *The presser bar is spring loaded and can be raised higher by pushing it up by hand if necessary to get the foot off.*

IMPORTANT NOTE: If the foot cannot be fully removed without hitting the machine, see Section 2.

5. Remove the lock nut from the hopping foot and screw it onto the Handi Feet mount until half of the threads are above the lock nut.



6. Attach the Ruler Handi Foot to the Handi Feet mount. Slide the foot onto the mount as far as it will go. Insert the screw through the U-shaped cutout of the Handi Foot. Tighten the screw with the 2.5mm hex tool. (*Hint: If you have the 1.5mm couching foot, use it instead of the ruler foot to help you center the foot with the needle in step 13).*)

7. Attach the Handi Feet mount with foot attached by turning it counterclockwise four turns into the presser bar.

IMPORTANT NOTE: The mount must be rotated into the presser bar a minimum of four turns. Be careful to start it straight into the presser bar threads. If it starts crooked or is too hard to turn, remove the mount and try again making sure it goes in straight.



Note that there is too much gap between the bottom of the foot and the needle plate.

14. Internal adjustment:

- Make sure the needle is in its lowest position.
- Place a business card under the foot.
- Loosen screw C counterclockwise with the 3mm hex tool. (See the photo for step 4 in Section 2.)
- Wiggle the foot until it rests on the business card and the foot is centered on the needle.
- Pull down firmly with one finger on the 3mm tool blade while tightening screw C clockwise with the other hand. Pulling down on the tool blade helps to ensure that the internal parts engage properly. (See the photo for step 16 in Section 2.)
- Remove the business card.

Final Quality Check

If the Handi Feet mount and interchangeable Handi Foot are properly installed:

- The hand wheel will turn freely through an entire stitch cycle.
- The hopping foot will be no more than .5mm above the needle plate when the needle and hopping foot are in their lowest position.
- The needle will be centered in the hopping foot ring (or the hole in the couching foot).

IMPORTANT NOTE: Too much gap between the hopping foot and needle plate may cause sewing issues, including skipped stitches. The Handi Foot may lightly touch the needle plate when in its lowest position.

Section 2: Use these instructions if the hopping foot could not be fully removed in step 4 above.

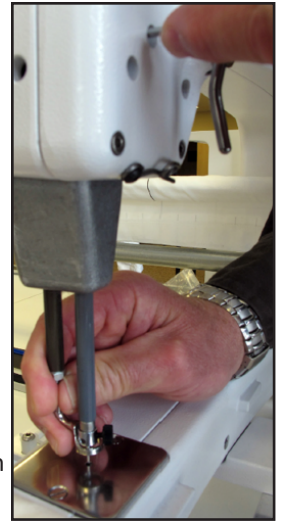
1. Screw the hopping foot back into the presser bar until you can put the needle plate back on. Then reinstall the needle plate.
2. Use the hand wheel to raise the needle bar to its highest position.
3. Remove the needle.

4. Place the end of the 3mm hex tool through the adjustment access hole (labeled C in the photograph) and loosen the screw by turning it counterclockwise.



NOTE: Screw C is towards the top of the access hole.

Keep the hex tool in hole C and while holding the tool firmly down, use your other hand to wiggle or twist the hopping foot and presser bar up to raise them to their highest position.



Retighten screw C by turning it clockwise. Tighten the screw enough to hold the foot up, but be careful not to overtighten it. This essential step secures the hopping foot high enough that it can be unscrewed completely in a later step.

5. While holding the hopping foot firmly, loosen the lock nut by turning it clockwise with the 8mm wrench (if not already loosened).

NOTE: If necessary, use a wrench or pliers to aid in holding the hopping foot firmly in place.

6. Remove the hopping foot by turning it clockwise. Do not allow the bottom of the foot to drag across the needle plate while removing the hopping foot as this may scratch the needle plate.

IMPORTANT NOTE: Remove the needle plate if necessary by removing the two screws with a flat-head screwdriver.

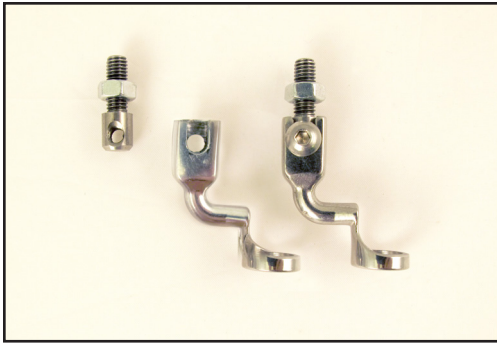
7. Remove the lock nut from the old hopping foot and screw it about half way onto the Handi Feet mount, or until half of the threads are exposed above the nut.

8. Replace the needle plate.
9. Place a thin business card under the foot to protect the needle plate during this step. Rotate the hand wheel to bring the needle bar and presser bar to their lowest positions.
10. Adjust the height of the foot by rotating the foot into the presser bar counterclockwise until the foot is no more than .5mm from the needle plate, about the thickness of a regular business card.
11. Raise the needle bar to its highest position.
12. Replace the needle.
13. While firmly holding the foot centered with the needle, slowly lower the needle to its lowest position into the foot hole and the needle plate. Tighten the lock nut with the 8mm wrench by turning it counterclockwise. This will fix the height and radial position of the foot.



NOTE: Use the lock nut to adjust the foot if it needs to be rotated or the height needs to be adjusted.

IMPORTANT NOTE: The mount must be at least four turns into the presser bar as indicated in the note following step 8. If the foot is not low enough (as shown in the photo at the top of the next column), the machine will need an internal adjustment described in step 14.



8. Attach the Ruler Handi Foot to the Handi Feet mount. Slide the foot onto the mount as far as it will go. Insert the screw through the side of the Handi Foot with the U- shaped cutout. Tighten the screw with the 2.5mm hex tool. *(Hint: If you have the 1.5mm couching foot, use it instead of the ruler foot to help you center the foot with the needle in step 15).*

9. Attach the Handi Feet mount with foot attached by turning it counterclockwise four turns into the presser bar.

IMPORTANT NOTE: The mount must be rotated into the presser bar a minimum of four turns. Be careful to start it straight into the presser bar threads. If it starts crooked or is hard to turn, remove the mount and try again making sure it goes in straight.

10. Firmly tighten the 8mm lock nut while holding the foot.

11. Replace the needle plate, if it was removed. Then replace the needle.

12. Place a thin business card under the foot to protect the needle plate during this step.

13. Use the 3mm hex tool to loosen screw C by turning it counterclockwise. Wiggle the foot until it drops down onto the business card. Do not tighten screw C yet.



14. Rotate the hand wheel until the needle is at its lowest position.

15. With the needle in the lowest position, make sure that the foot ring is centered on the needle. The hopping foot screw head should be toward the front of the machine.



16. Pull down firmly with one finger on the 3mm tool blade while firmly tightening screw C clockwise with the other hand. Pulling down on the tool blade helps ensure that the internal parts engage properly. Remove the business card.



17. Review the *Final Quality Check* steps on the previous page.

IMPORTANT NOTE: To adjust the foot height or to center the foot with the needle in the future, you need only to loosen the lock nut on the Handi Feet mount. No internal adjustment will be required.

To attach one of the interchangeable Handi Feet

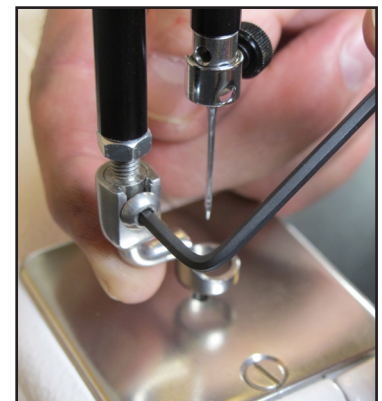
After you have converted your machine to use the interchangeable Handi Feet, use these instructions to switch between feet.

1. If another Handi Foot is on the mount, use the 2.5mm hex wrench to loosen the mounting screw far enough that you can slide the foot off of the mount.

2. Slide the desired Handi Foot onto the mount. Note that the opening on the side of the foot is lined up with the screw hole. Push the Handi Foot up as far as it will go.



3. Ensure the foot is centered with the needle when the foot is fully tightened with the 2.5mm hex wrench. If it isn't properly centered, loosen the lock nut; center the foot with the needle; hold the foot in position; and firmly tighten the lock nut.



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Handi Feet Conversion Kit

November 13, 2013

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