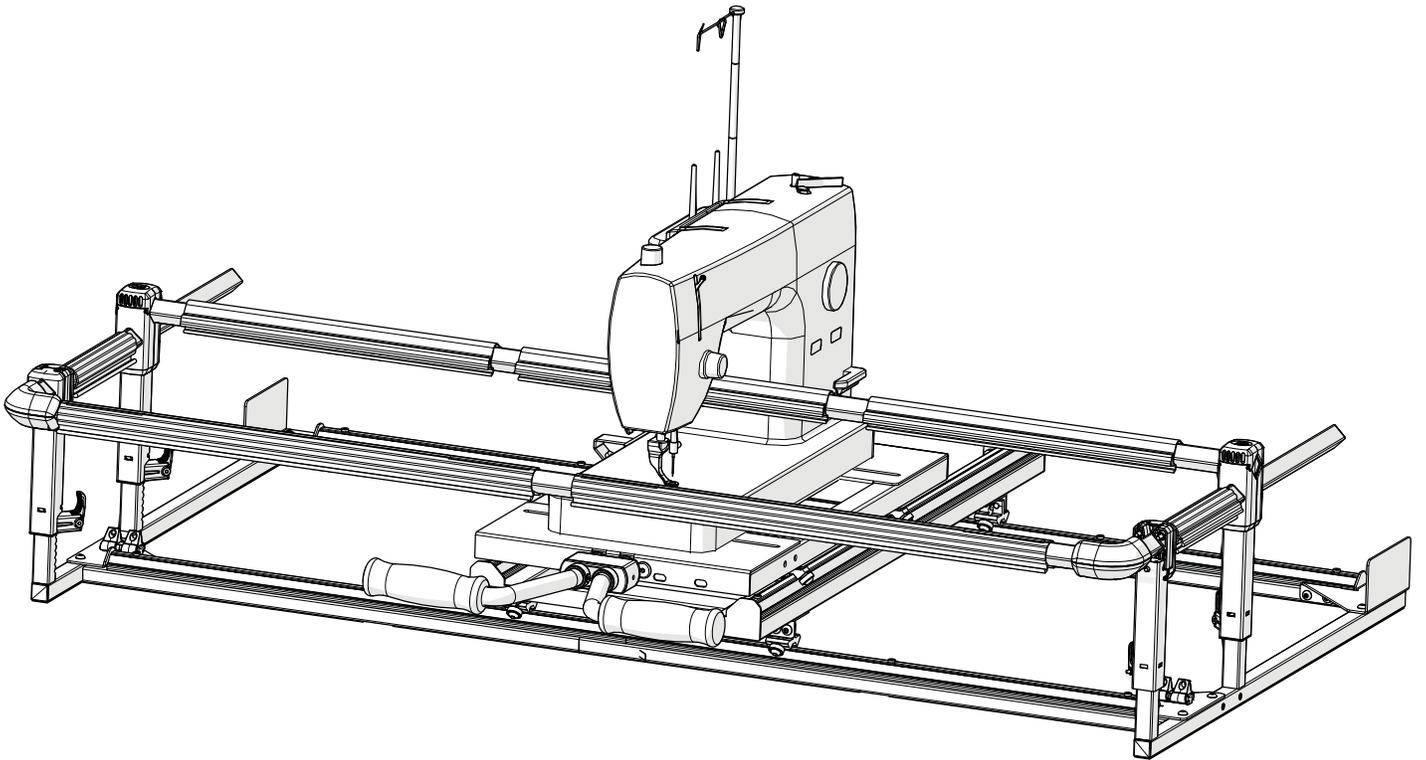


Cutie

Tabletop Fabric Frame

Assembly & Use



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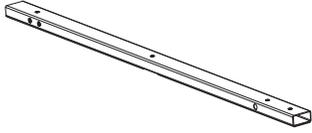
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Included Parts & Tools

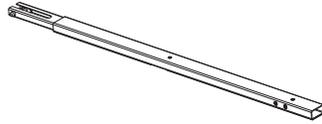
Please make sure all pieces are included in your kit.

Long Cross Support (x2)



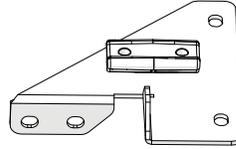
QTT-09-14845
See page 6

Short Cross Support (x2)



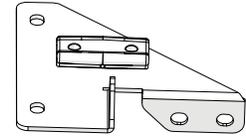
QTT-09-14844
See page 6

Corner Brace Front Right



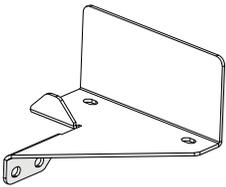
QT-09-14840
See page 8

Corner Brace Front Left



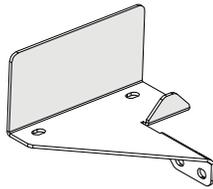
QTT-09-14842
See page 8

Back Right Brace



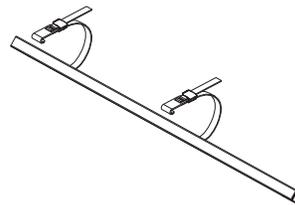
QTT-04-14821
See page 8

Back Left Brace



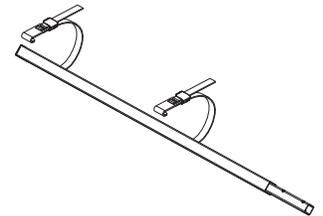
QTT-04-14822
See page 8

Long Take-up Rail



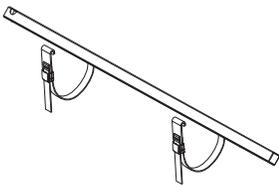
QTT-09-14839
See page 17

Short Take-up Rail



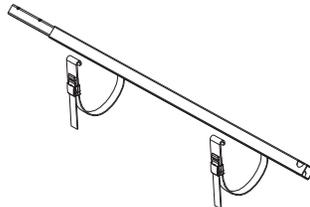
QTT-09-14838
See page 17

Long Front Rail



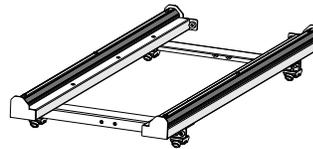
QTT-09-14836
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Short Front Rail



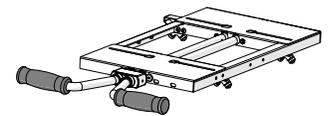
QTT-09-14837
See page 17

Table-Top Bottom Carriage



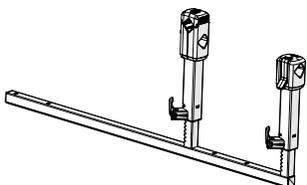
QTT-09-14850
See page 10

Table-Top Top Plate Carriage



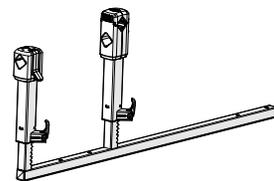
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See page 10

Side Assembly Right



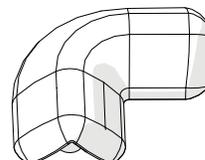
QTT-09-14820
See page 8

Side Assembly Left



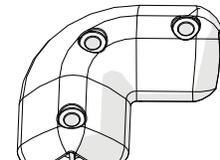
QTT-09-14830
See page 8

Rail Corner Top (x2)



QTT-04-14708
See page 17

Rail Corner Bottom (x2)

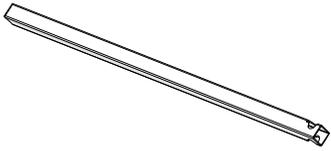


QTT-04-14709
See page 17

Cutie Frame

Included Parts & Tools (Continued)

Hoop Side Rail (X2)



QTT-09-15032
See page 17

Fabric Clamp (x3)



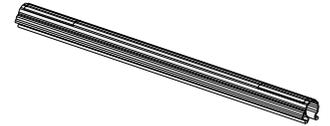
QTT-05-14723
See page 31

Side Fabric Clamp (x2)



QTT-05-14724
See page 31

Front Fabric Clamp with Clip (x2)



QTT-05-14730
See page 31

Plastic Track Support (x4)



QTT-05-14725
See page 6

Plastic Flat Track (x4)



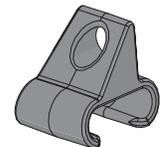
QTT-05-14728
See page 6

Sewing Machine Clamps (x4)



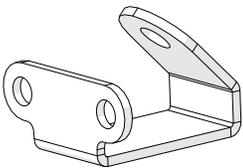
QTT-01-10324
See page 10

Bungee Slide (x4)



QTT-04-14720
See page 8

Encoder Bracket (x2)



QTT-04-14695
See page 10

Allen Wrench 2.5 mm



QTT-03-10165

Allen Wrench 3 mm



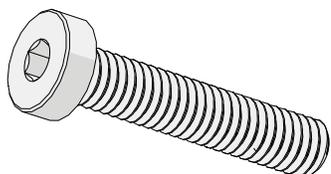
QTT-03-10166

Allen Wrench 2 mm



QTT-03-11030

**ULPSHS
M4 x 20 mm (x12)**



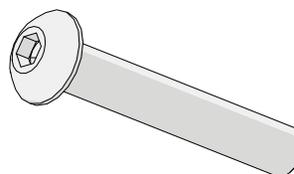
QTT-03-14739
See page 6

**SBHCS
M5 x 8 mm (x20)**



QTT-03-11600
See page 8

**SBHCS
M4 X 25 mm (x6)**



HDW-03-12240
See page 17

**Zip Tie (x4)
Zip Tie Mount**

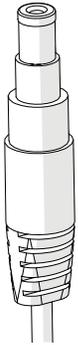


MIS-08-10805
See page 27

Included Parts & Tools (Continued)

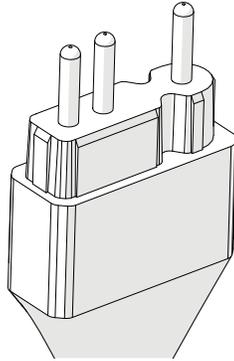
Foot Pedal Extension Cables

Custom Barrel Extension Cable



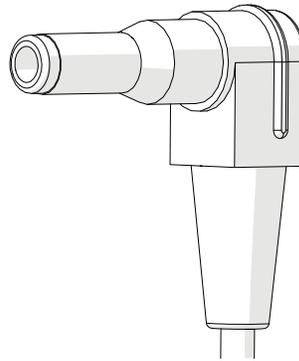
QTT-02-15049
See page 27

HD9 Foot Pedal Extension Cable



QTT-02-15051
See page 27

Angled Barrel Jack Extension Cable



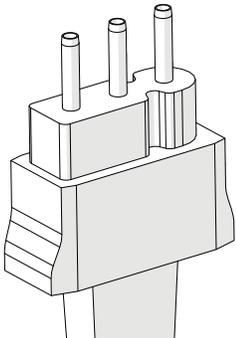
QTT-02-15050
See page 27

TRS Extension Cable



QTT-02-15048
See page 27

3 Prong Extension Cable

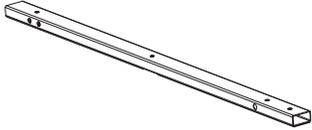


QTT-02-15052
See page 27

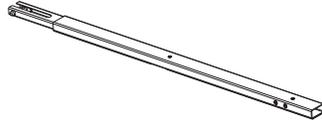
Step 1 - Building the Tracks

Parts & Tools Needed:

Long Cross Support (x2)



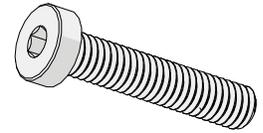
Short Cross Support (x2)



Plastic Track Support (x4)



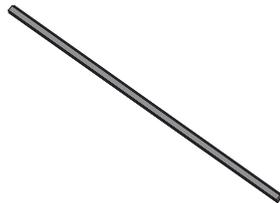
ULPSHS M4 x 20 mm (x12)



Allen Wrench 2.5 mm



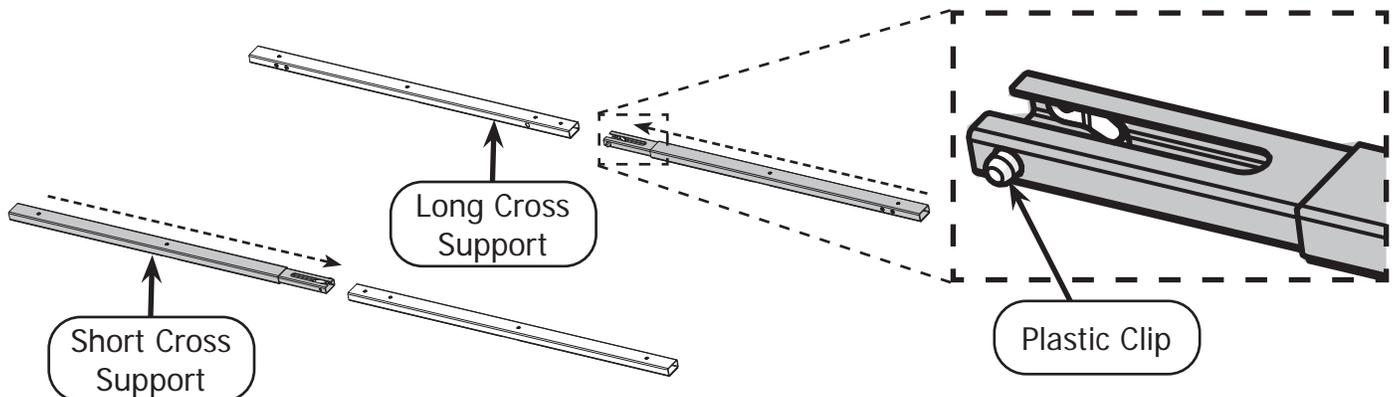
Plastic Track (x4)



Instructions

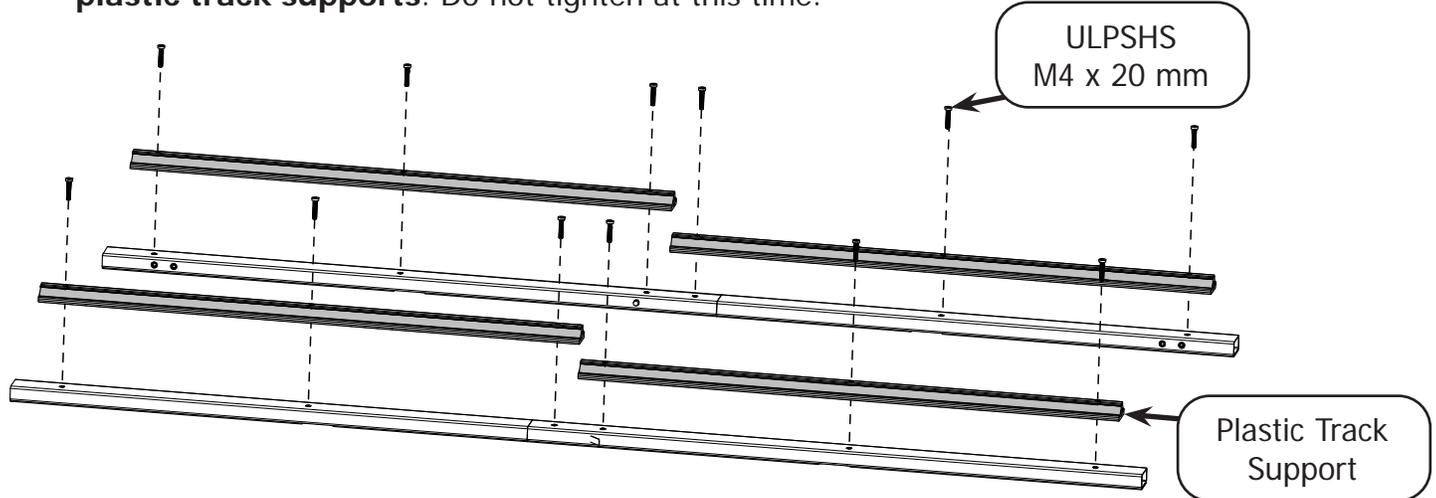
The frame tracks allow the bottom carriage to move horizontally across the frame. Please take the following steps to assemble the frame tracks:

- 1 **On both short cross supports:** Press in the **plastic clips** and slide into the **long cross supports** until they click into place.

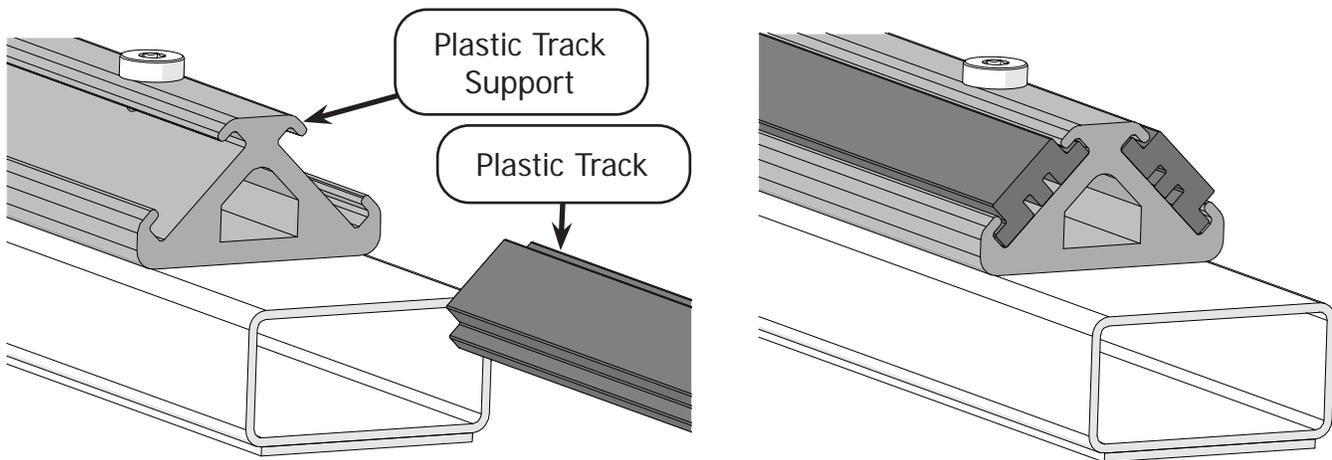


Building the Tracks (Continued)

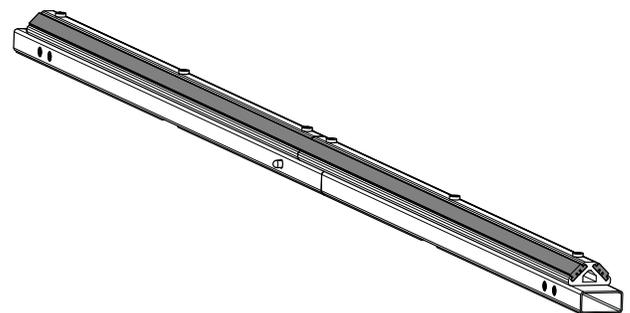
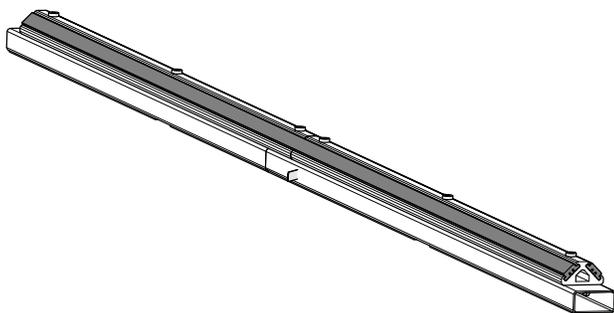
- 2 On both cross supports: Use six **M4 x 20 mm ULPSHS screws** to attach two of the **plastic track supports**. Do not tighten at this time.



- 3 Insert a **plastic track** into each side of both **plastic track supports**. Then tighten the six M4 x 20 mm ULPSHS screws from the previous step.



Step 1 Completed:

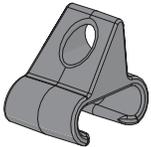


Cutie Frame

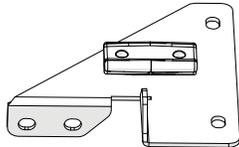
Step 2 - Installing the Sides

Parts & Tools Needed:

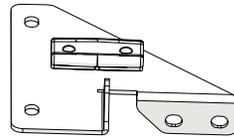
Bungee Slide (x4)



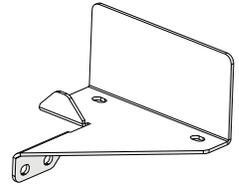
Front Right Corner Brace



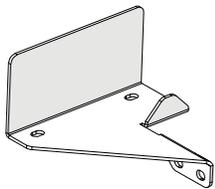
Front Left Corner Brace



Right Rear Corner Brace



Left Rear Corner Brace



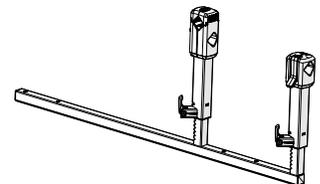
SBHCS
M5 x 8 mm (x16)



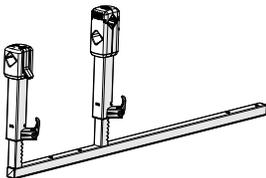
Allen Wrench
3 mm



Right Side Assembly



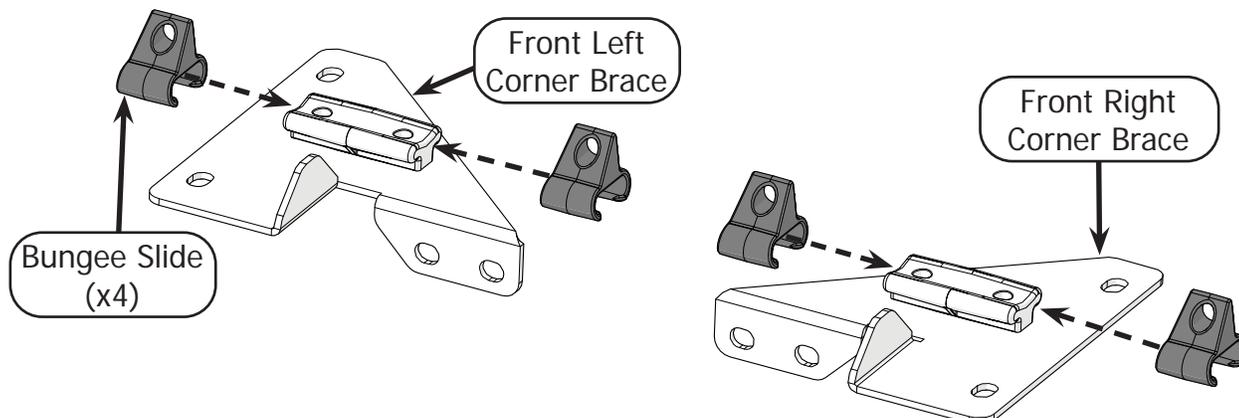
Left Side Assembly



Instructions

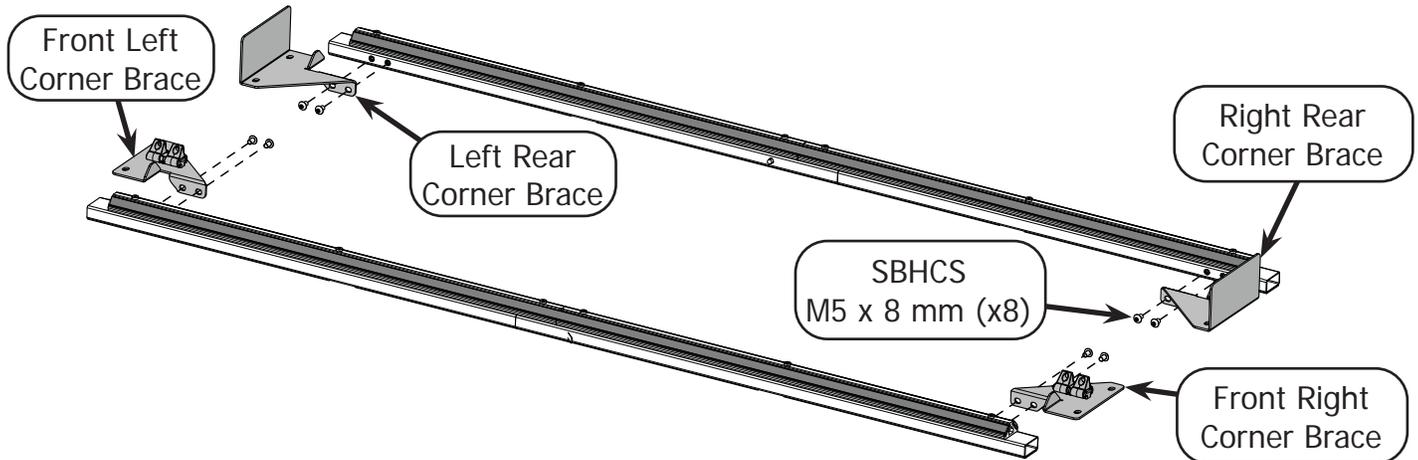
The frame sides support the rails and hold up your fabric. To install the frame sides, take the following steps:

- 1 Slip the four **bungee slides** onto the mounts on the **front left** and **right corner braces**. This is a convenient place to store the bungee slides when the bungee accessory isn't in use.

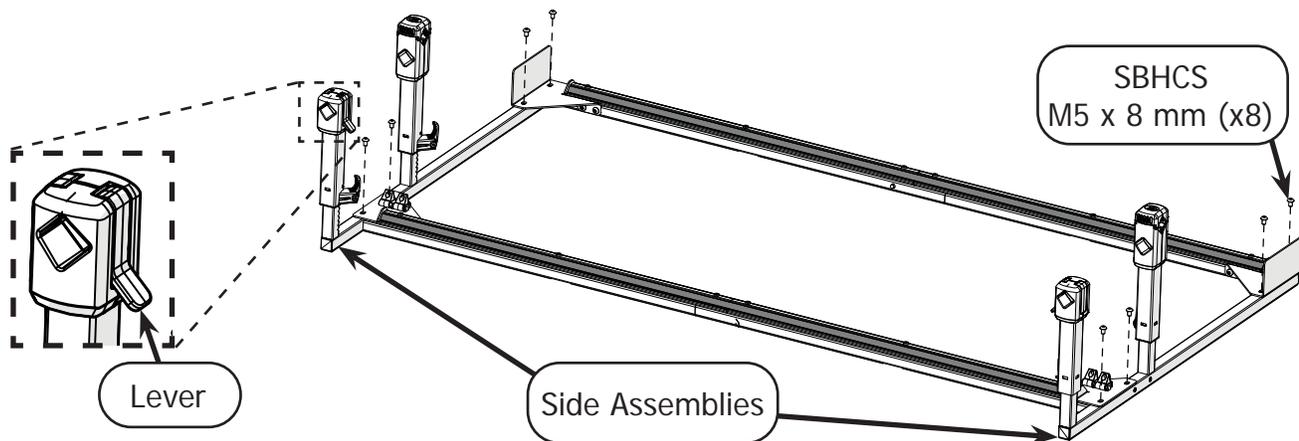


Installing the Sides (Continued)

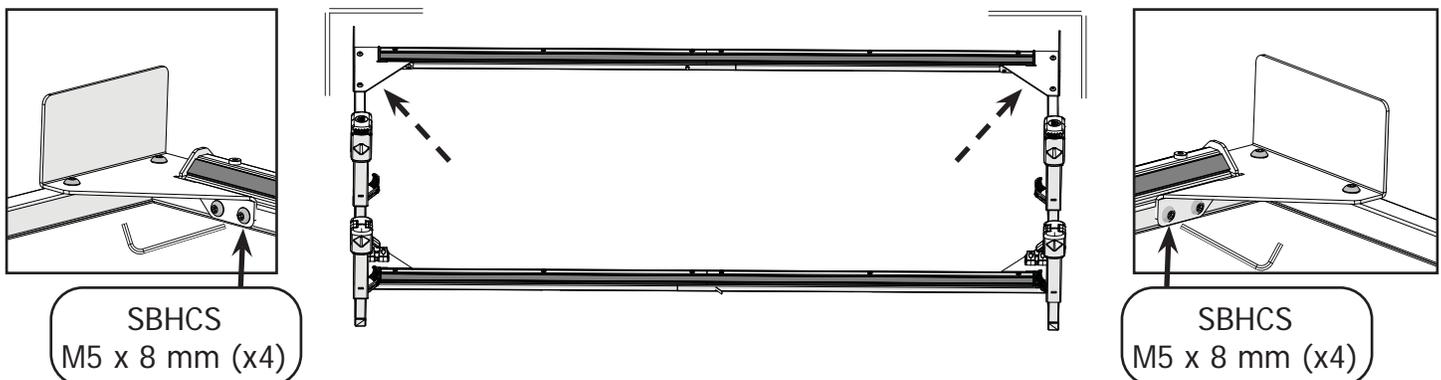
- 2 Use two **M5 x 8 mm SBHCS** and the 3 mm Allen wrench to loosely attach each of the **corner braces**. Do not tighten.



- 3 Install the **side assemblies** so the **levers** at the front are toward the inside of the frame. Attach each side loosely with four **M5 x 8 mm SBHCS** and the 3 mm Allen wrench. Do not tighten.



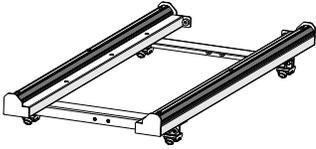
- 4 Push in the rear corner braces so they are flush with the frame tracks and sides. Keep everything square and tighten down the four **M5 x 8 mm SBHCS screws** on both rear corner braces.



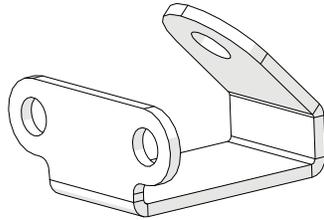
Step 3 - Installing the Frame Carriages

Parts & Tools Needed:

Bottom Carriage



Encoder Bracket (x2)



SBHCS
M5 x 8 mm (x20)



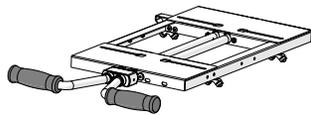
Allen Wrench
3 mm



Sewing Machine
Clamps (x4)



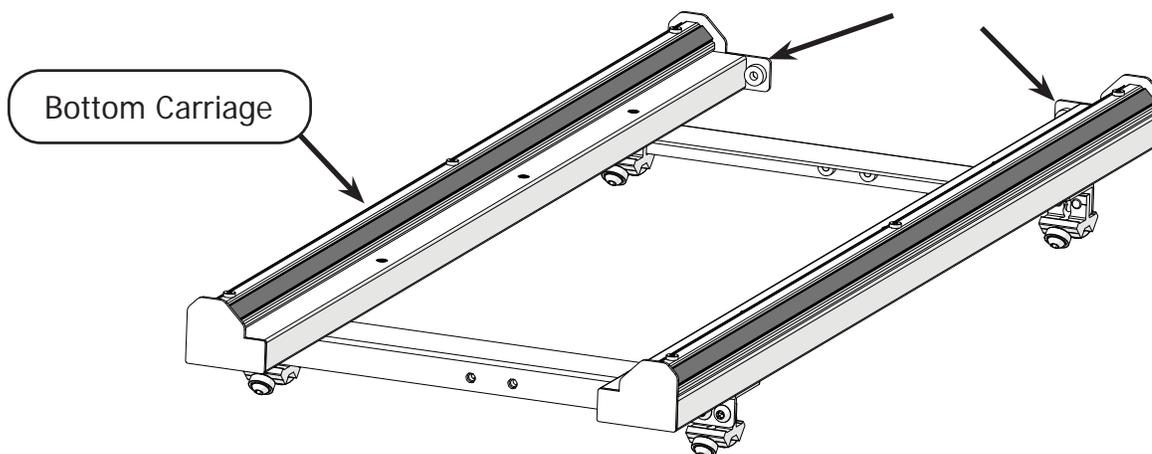
Top Plate



Instructions

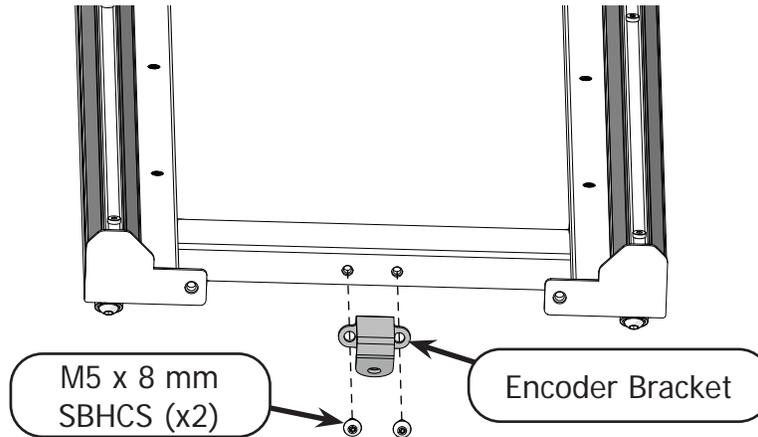
The top and bottom carriages shuttle the machine across the frame. To prepare and install the bottom carriage, please follow these steps:

- 1 Note that the back of the **bottom carriage** has stoppers at the end of the track.

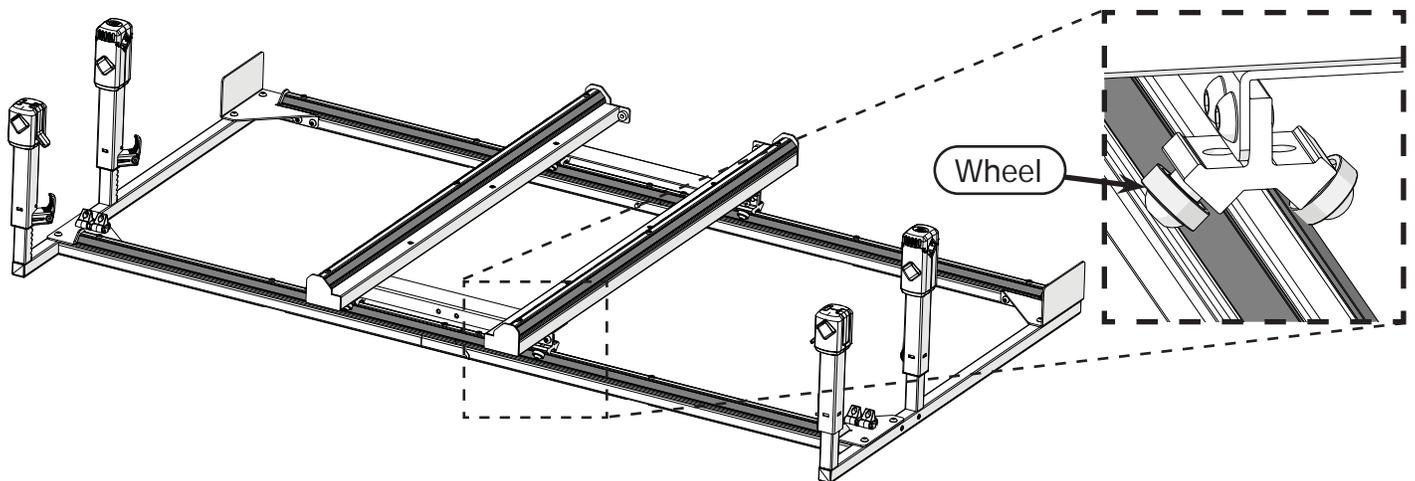


Installing the Frame Carriages (Continued)

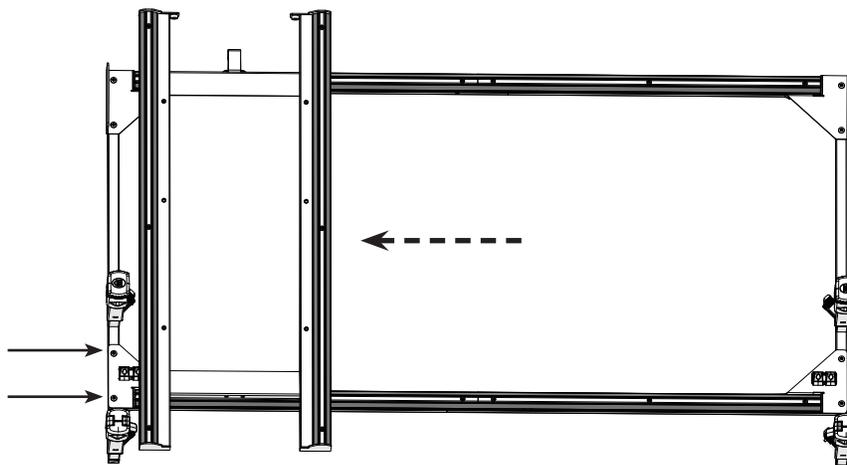
- 2 On the rear of the bottom carriage, install the **encoder bracket** with two **M5 x 8 mm SBHCS screws** and the 3 mm Allen wrench.



- 3 Place the bottom carriage onto the frame so the **wheels** ride the plastic track.

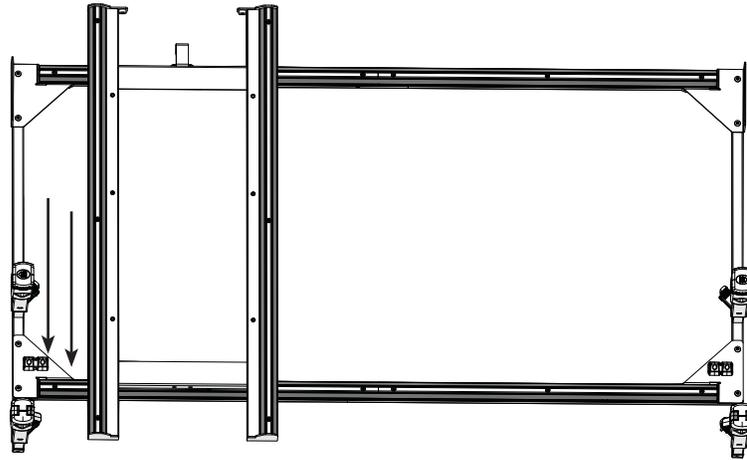


- 4 Press down on the bottom carriage and push to one side of the frame. Tighten down the screws on the top of the front corner brace with the 3 mm Allen wrench.

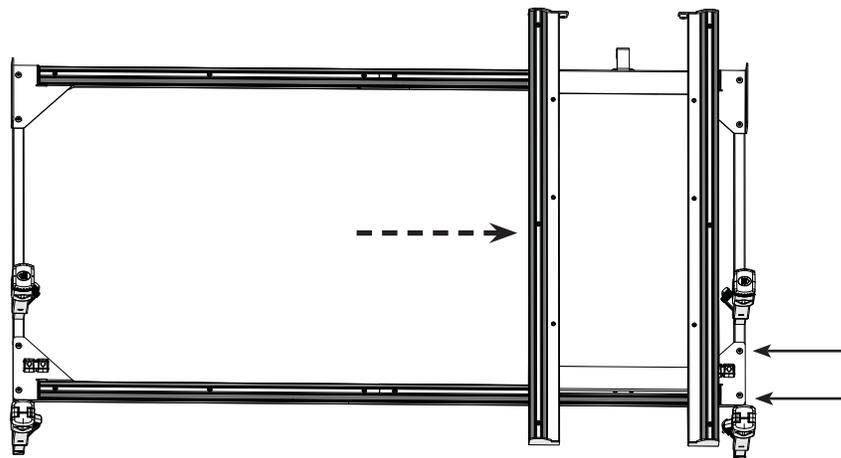


Installing the Frame Carriages (Continued)

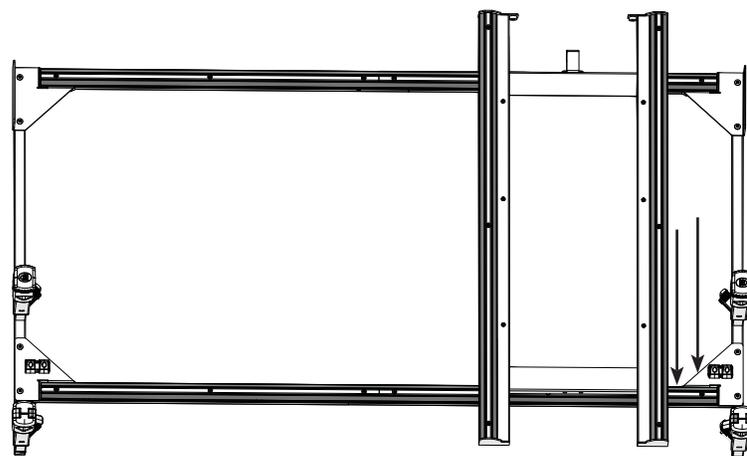
- 5 Tighten the two screws attaching the corner brace to the track.



- 6 Carefully press down on the carriage and slide it across the frame. Tighten the two screws on the top of the corner brace.

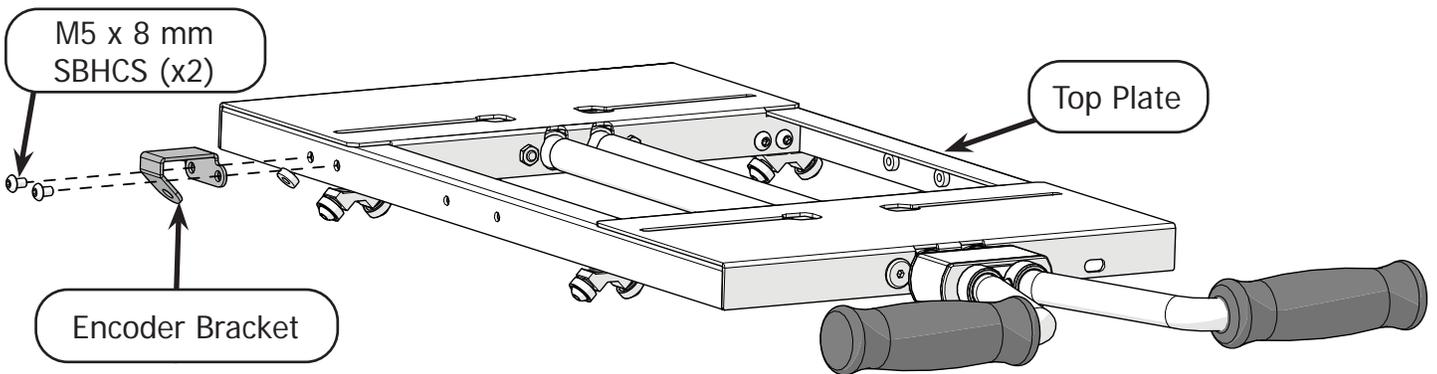


- 7 Tighten the two screws attaching the corner base to the track.

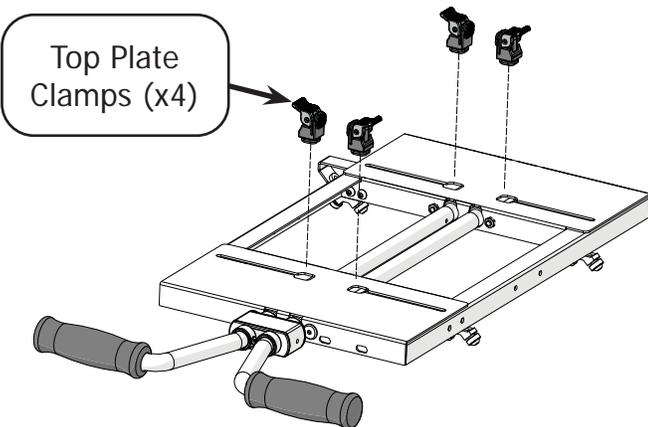


Installing the Frame Carriages (Continued)

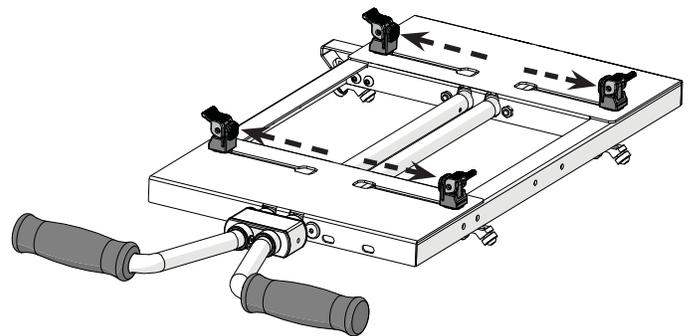
- 8 Install the second **encoder bracket** onto the left side of the **top plate** with two **M5 x 8 mm SBHCS screws** and the 3 mm Allen wrench.



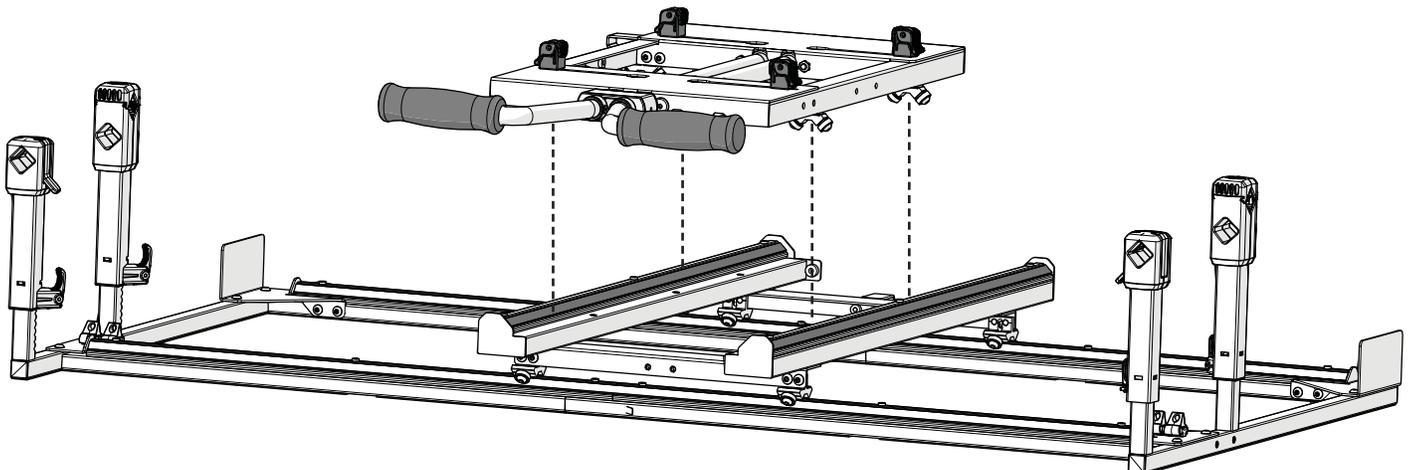
- 9 Open the **top plate clamps** and place them into the slots in the top plate.



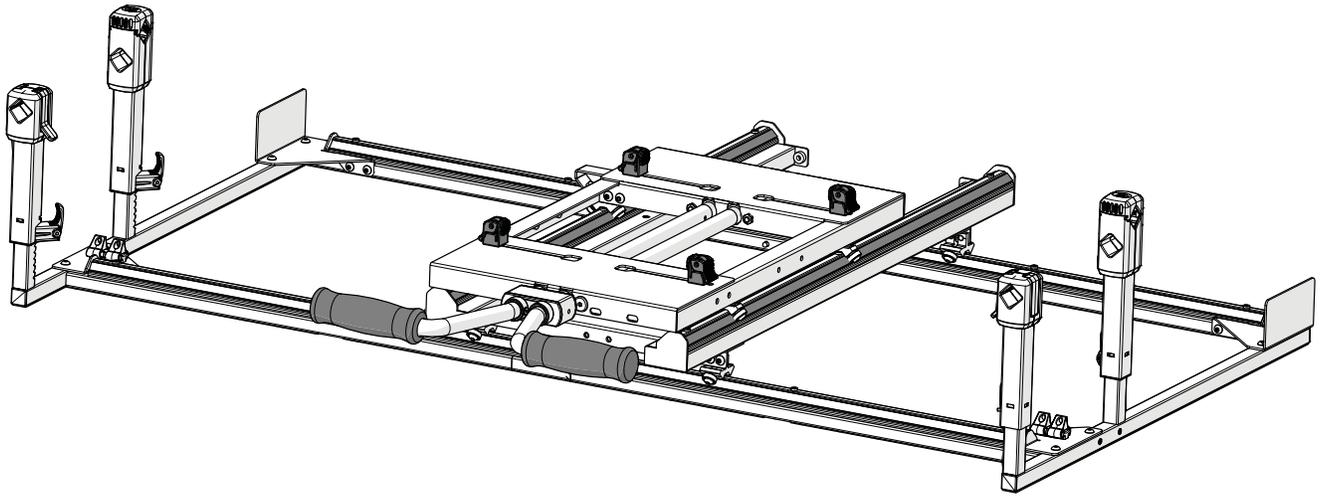
- 10 Slide the top plate clamps toward the top plate edge. Close them to latch them in place.



- 9 Place the top plate so the wheels ride the bottom carriage track.



Step 3 Completed:

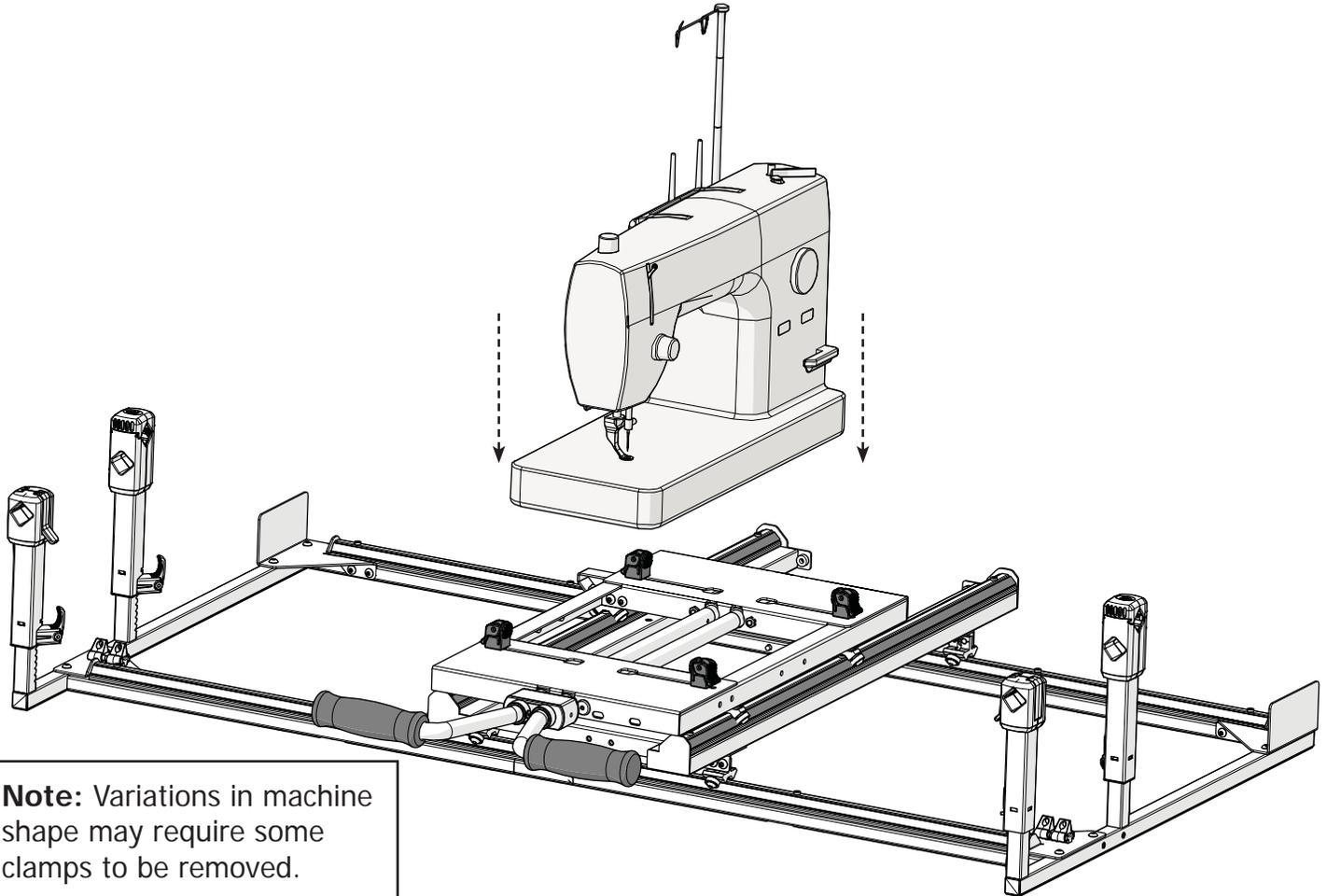


Step 4 - Installing your Sewing Machine

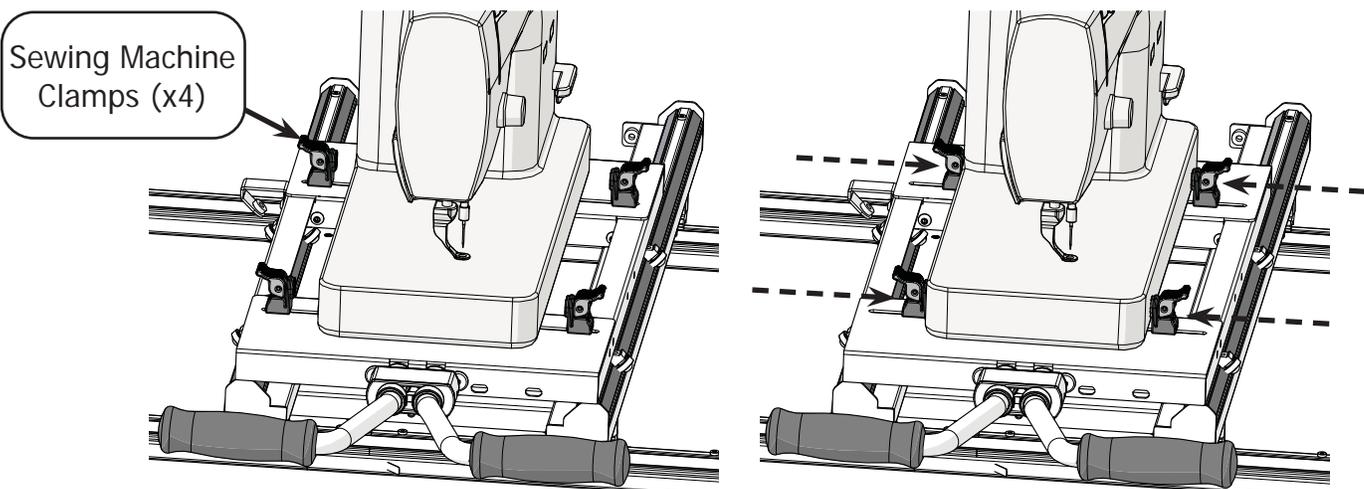
Instructions

Take the following steps to secure your home sewing machine to the top plate.

- 1 Place your machine onto the top plate, centered between the top plate clamps. Ensure that all corners of the machine are placed solidly on the top plate metal.

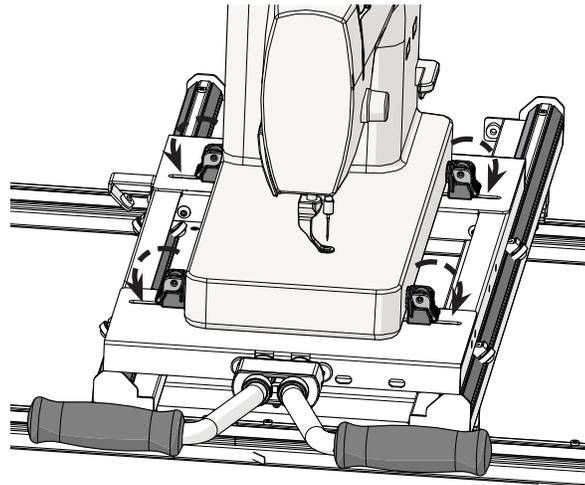


- 2 Open the **sewing machine clamps** and press them up against your sewing machine.

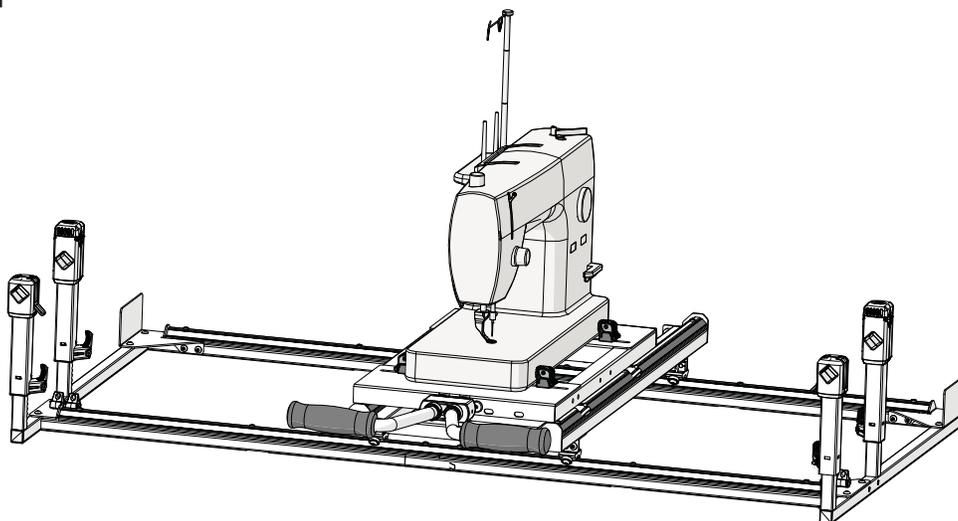


Installing your Sewing Machine (Continued)

- 3 Close the clamps to secure your sewing machine.



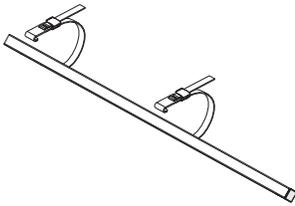
Step 4 Completed:



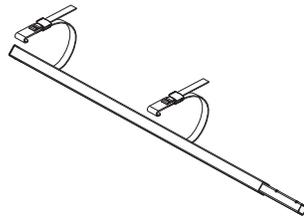
Step 5 - Installing the Rails

Parts & Tools Needed:

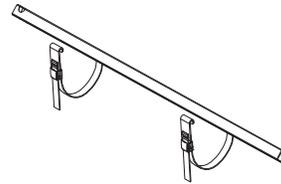
Long Take-up Rail



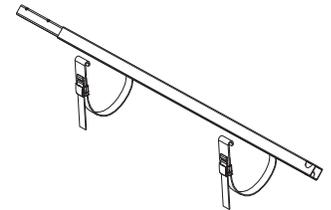
Short Take-up Rail



Long Front Rail



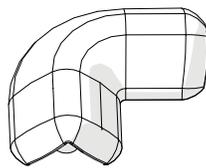
Short Front Rail



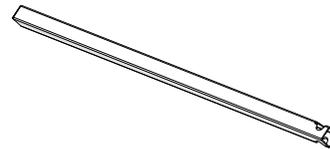
Allen Wrench 2 mm



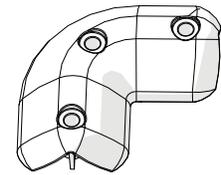
Rail Corner Top (x2)



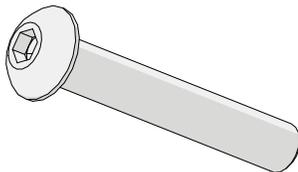
Hoop Side Rail (X2)



Rail Corner Bottom (x2)



SBHCS
M4 X 25 mm (x6)



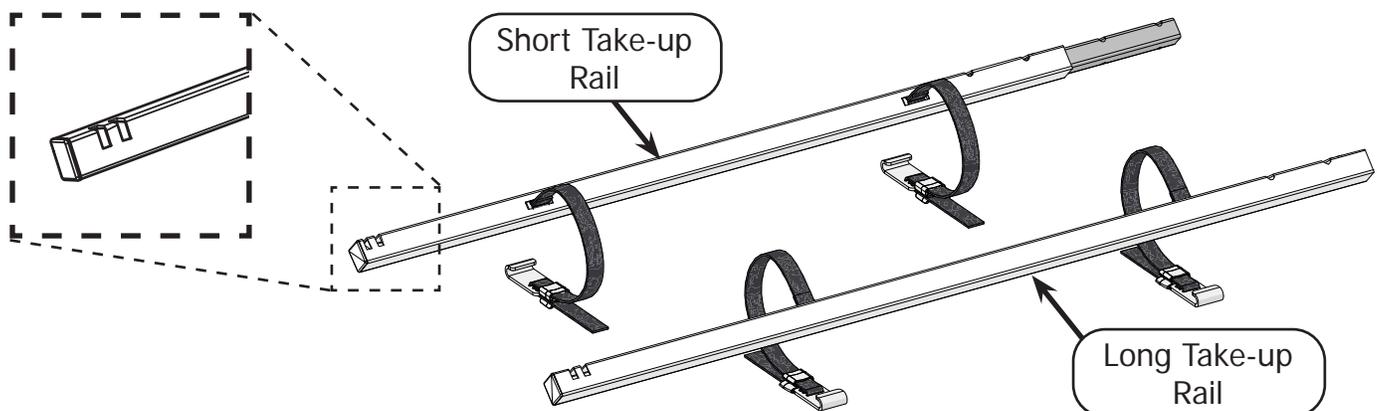
Allen Wrench 2.5 mm



Instructions

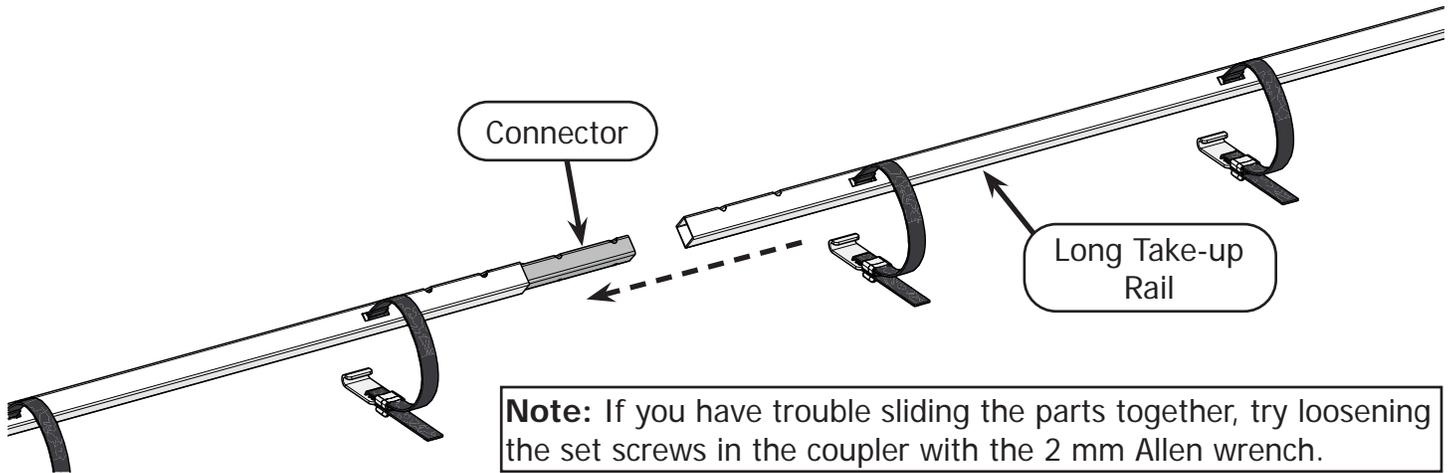
The rails hold your quilt in place while you work. Please take the following steps to assemble and install the frame rails:

- 1 Locate the **long** and **short take-up rails**. The take-up rail pieces have two rectangular cut-outs on one end.

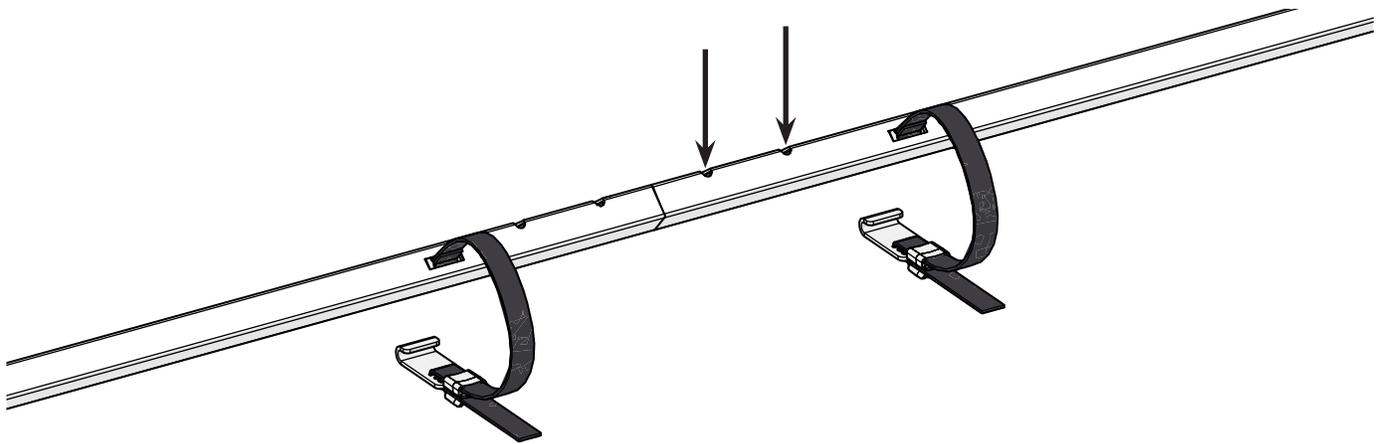


Installing the Rails (Continued)

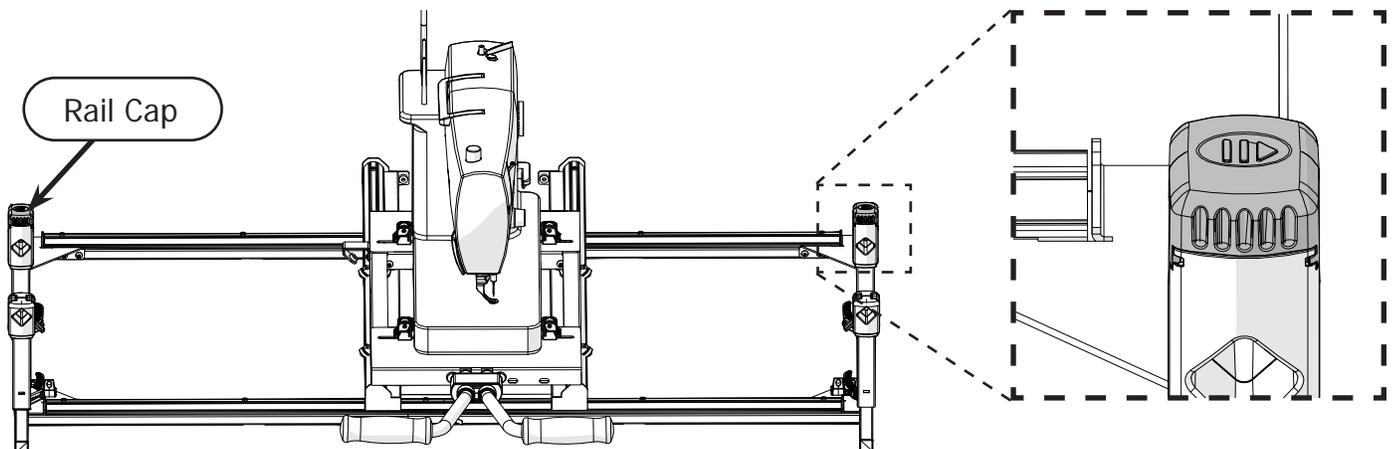
- 2 Slide the **long take-up rail** over the **connector** on the short take-up rail so the screw holes align with the connector screws.



- 3 With the 2 mm Allen wrench, tighten the set screws in the take-up rail.

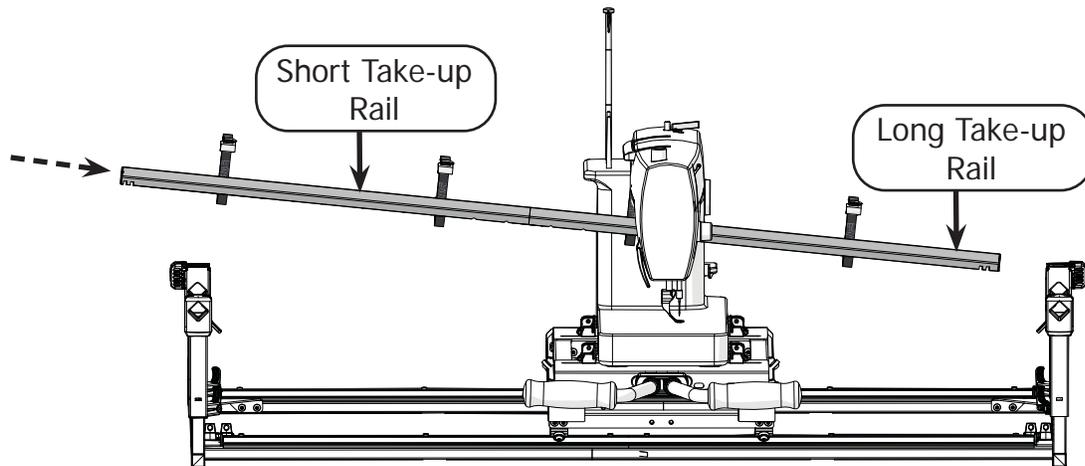


- 4 Open the take-up **rail caps** by sliding them outward, following the direction of the embossed arrows.

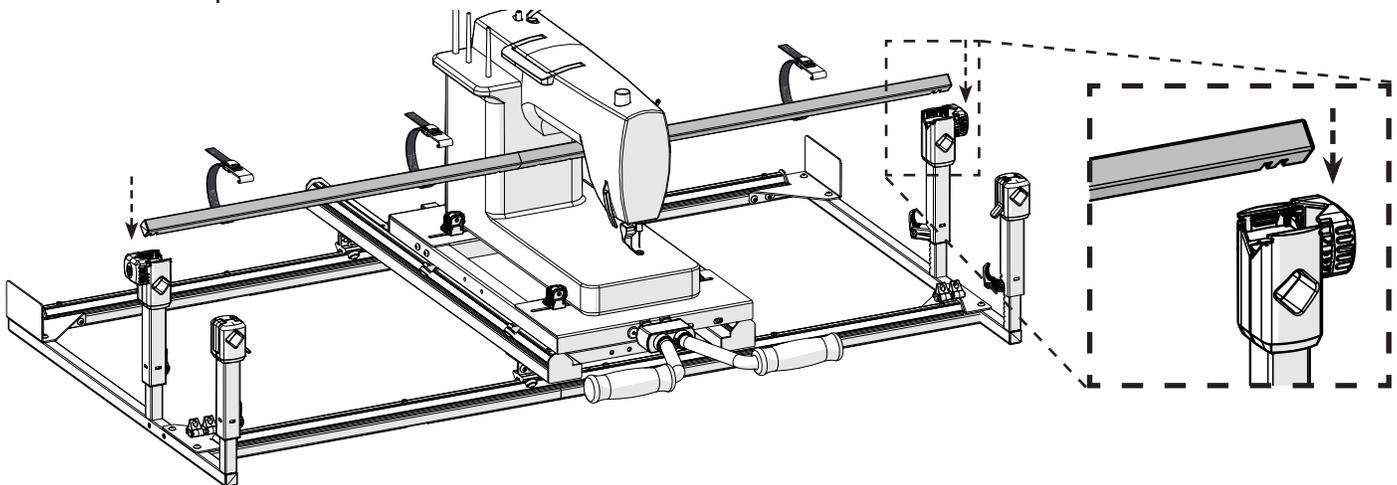


Installing the Rails (Continued)

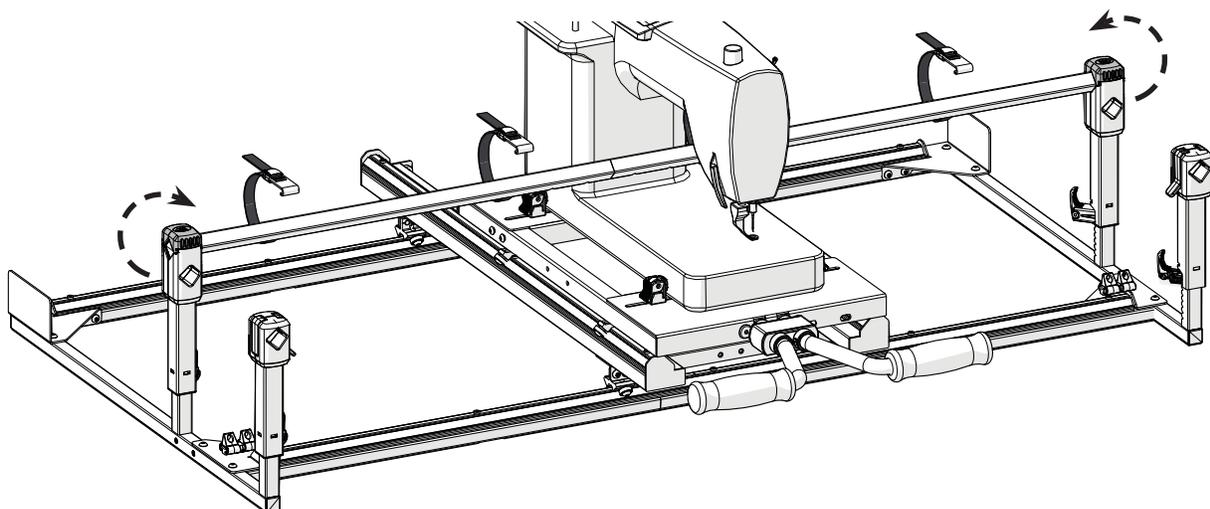
- 5 Pass the take-up rail (the longer rail) through the throat of the machine. Make sure the **long half of the take-up rail** is on the right side.



- 6 Place the rail into the grooves on each of the frame sides. The two rectangular notches in the rails must point down.

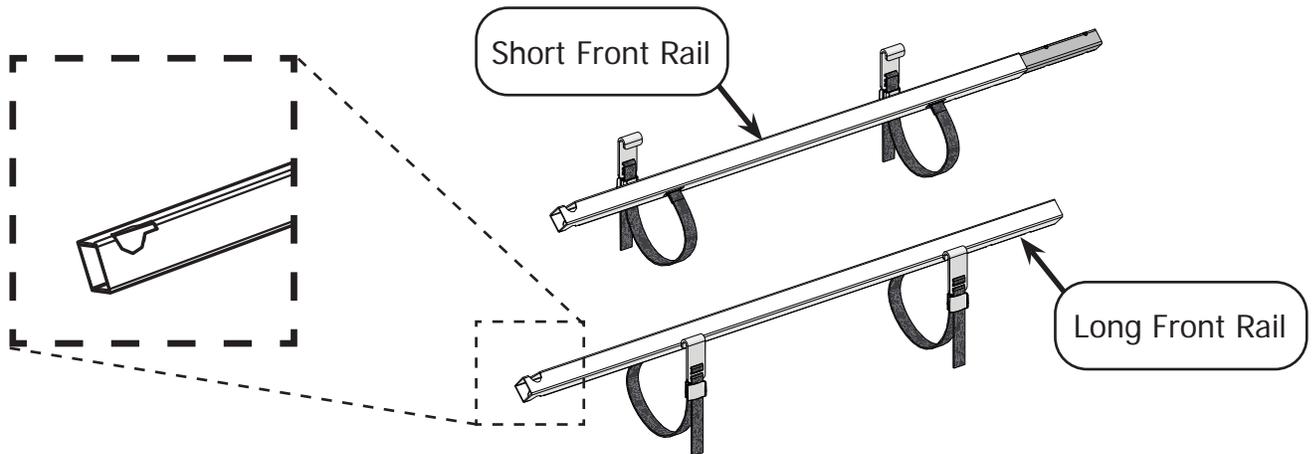


- 7 Close the rail caps to secure the take-up rail.

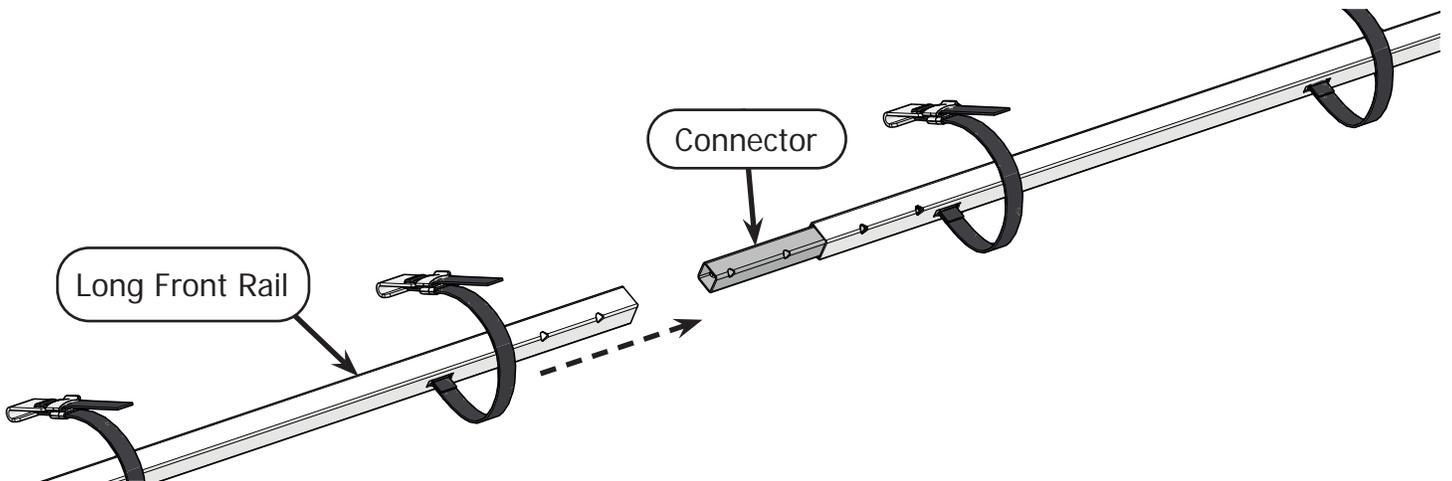


Installing the Rails (Continued)

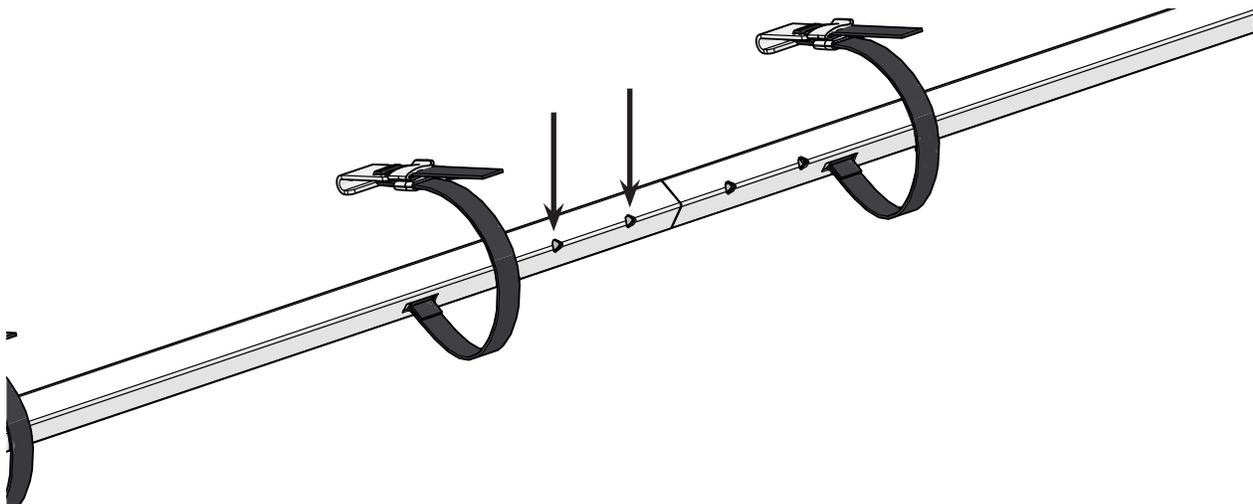
- 8 Locate the **long** and **short front rails**. The front rail pieces have keyholes cut-outs on one end.



- 9 Slide the **long front rail** over the **connector** on the short front rail so the screw holes align with the connector screws.

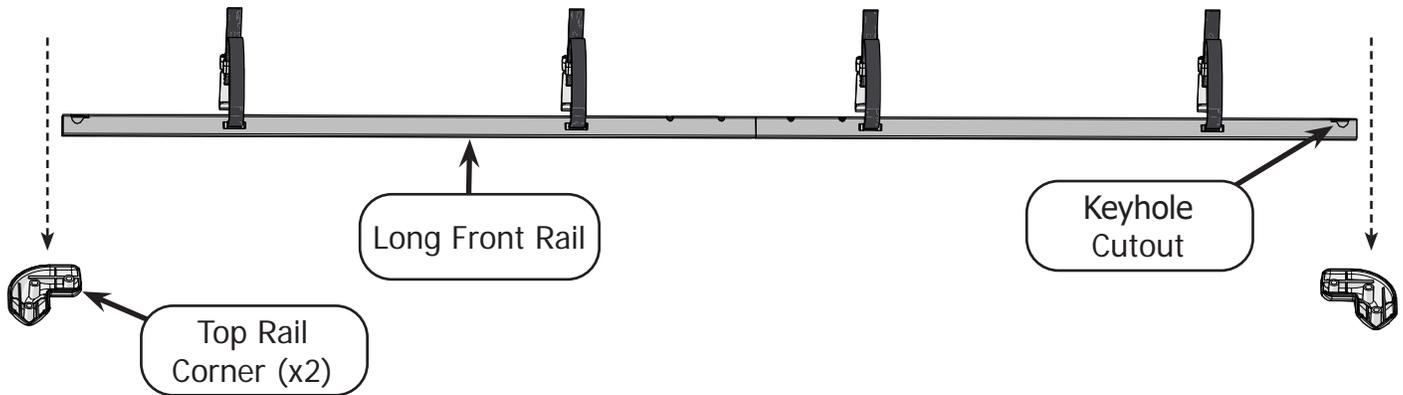


- 10 With the 2 mm Allen wrench, tighten the set screws in the front rail.

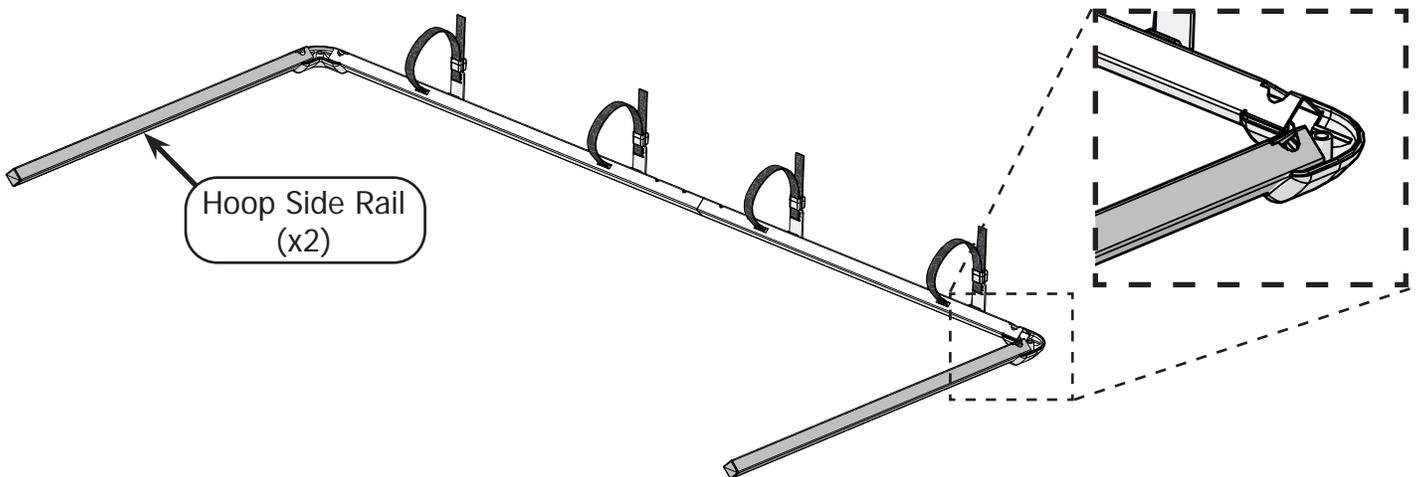


Installing the Rails (Continued)

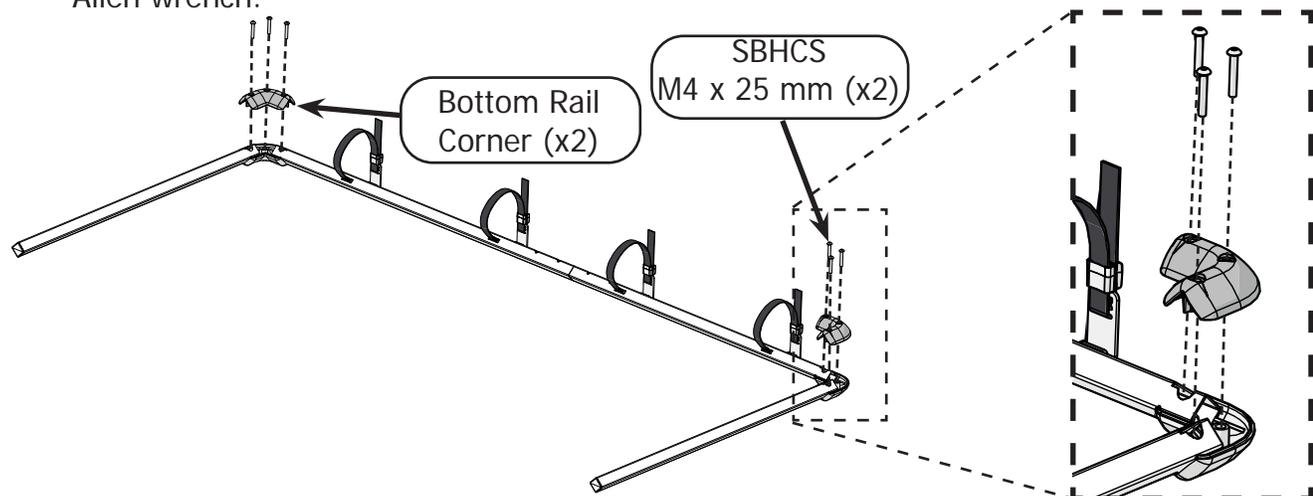
- 11 Place the **front rail** onto the two **top rail corners** so the **keyhole cutout** faces away from the corners, and the long front rail is to the left.



- 12 Place each **hoop side rail** into a top rail corner so the end with the hole rests in the corner.



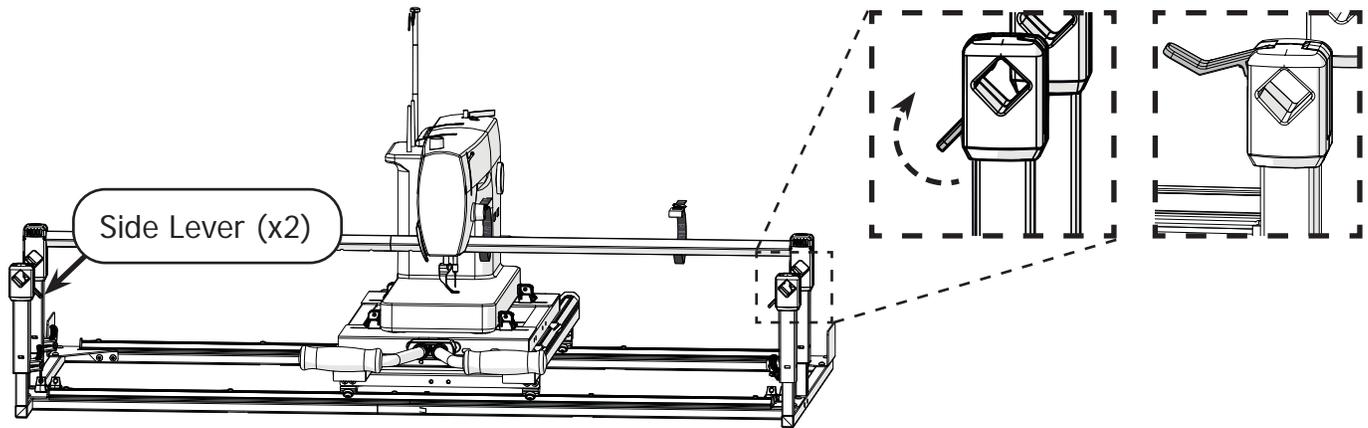
- 13 Attach the **bottom rail corners** using three **M4 x 25 mm SBHCS screws** and the 2.5 mm Allen wrench.



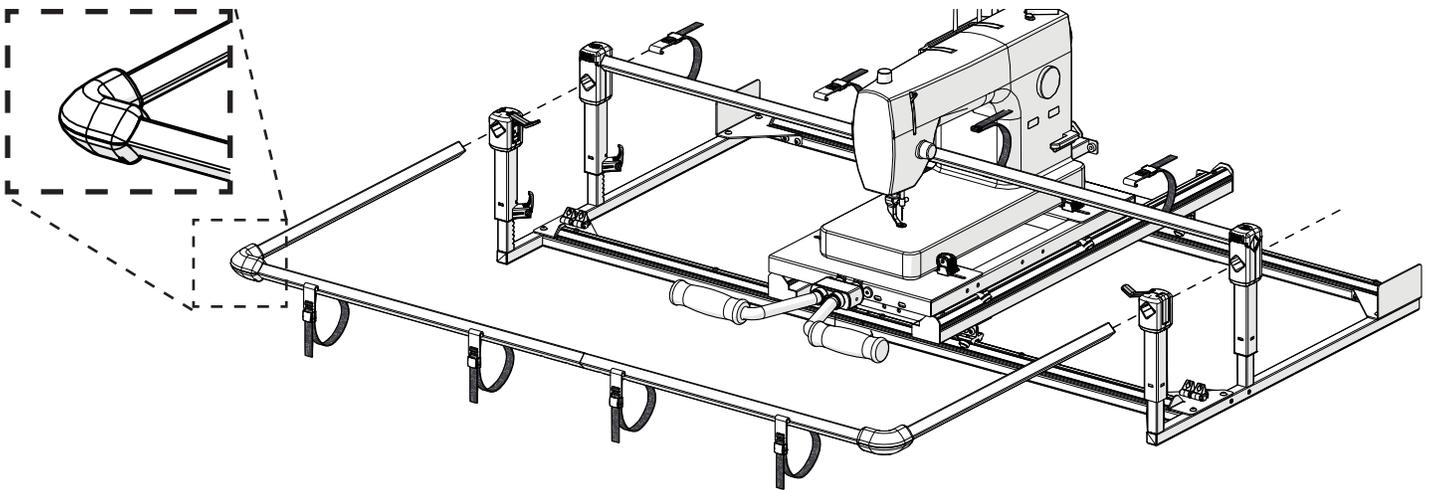
Cutie Frame

Installing the Rails (Continued)

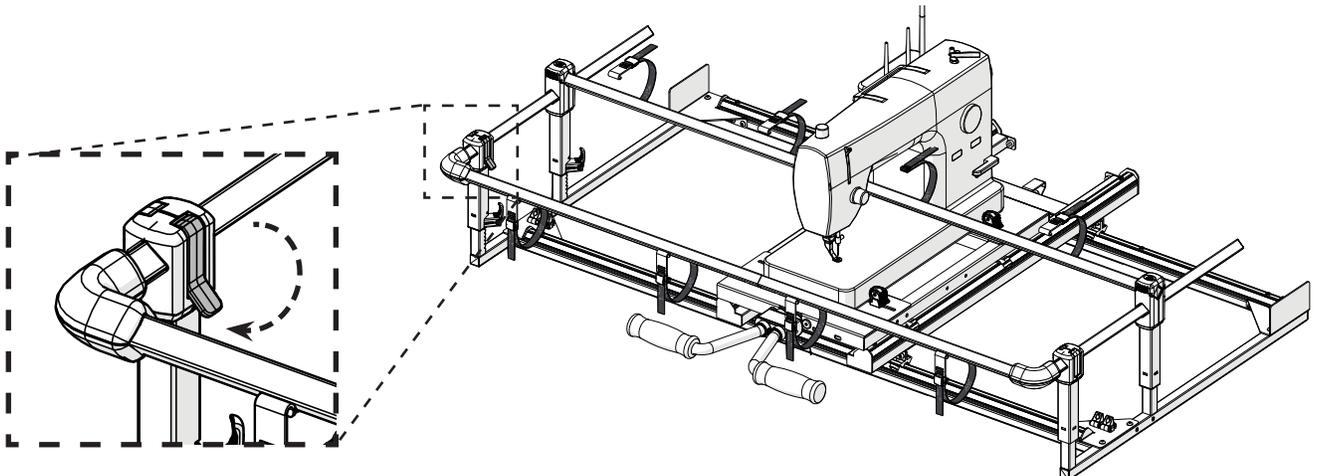
- 14 Open the **levers** on the front of the frame sides.



- 15 Slide the assembled front rail into the frame sides so the screws in the corners face down.

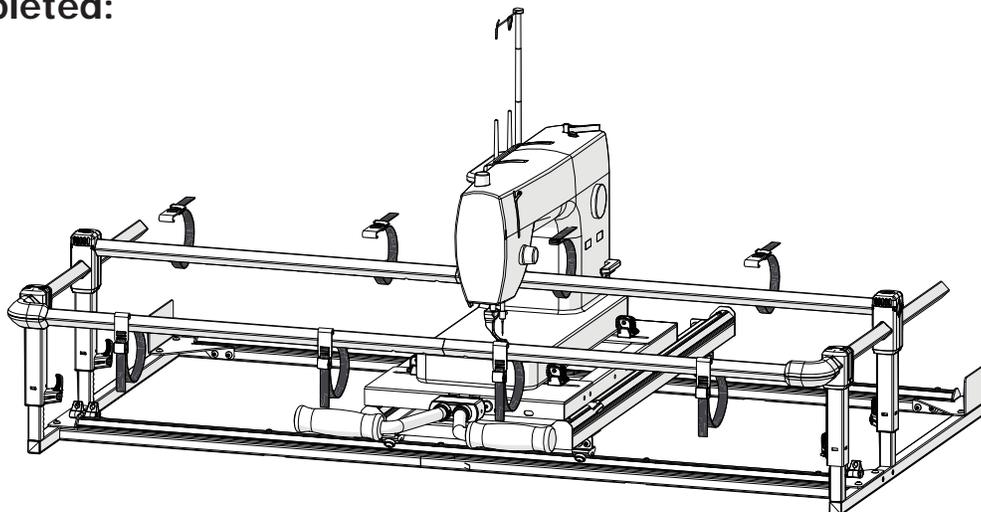


- 16 Close the levers to secure the front rail.



Installing the Rails (Continued)

Step 5 Completed:

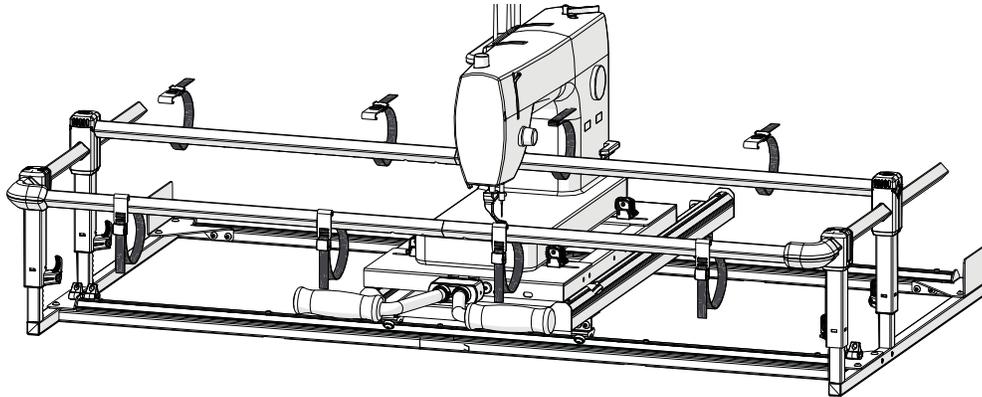


Step 6 - Adjusting the Rails

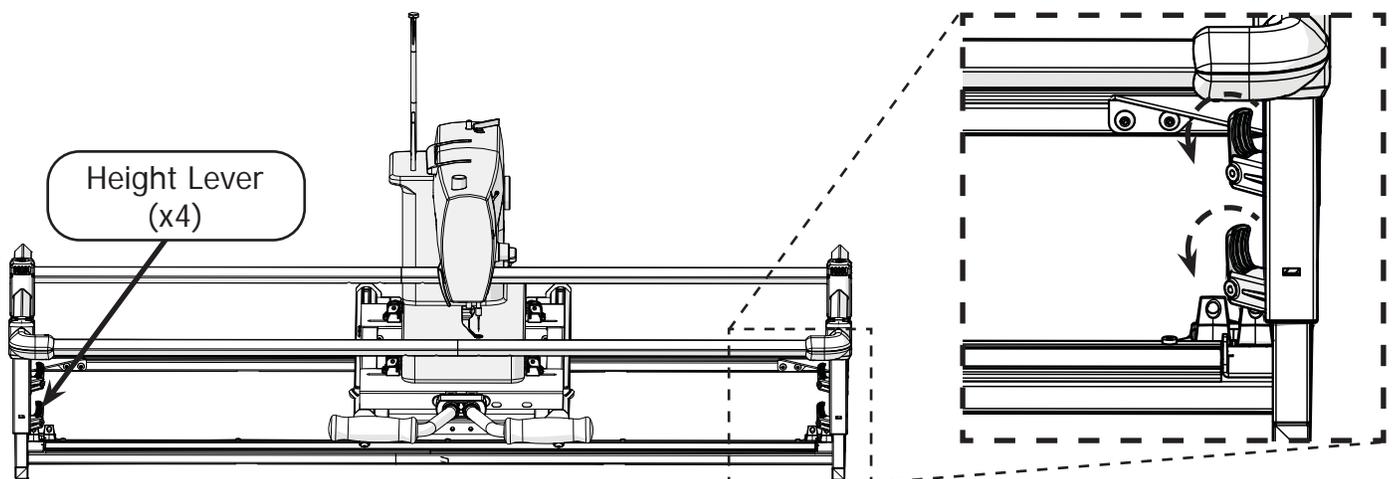
Instructions

The rails must be adjusted to accommodate the size of your quilting or sewing machine.

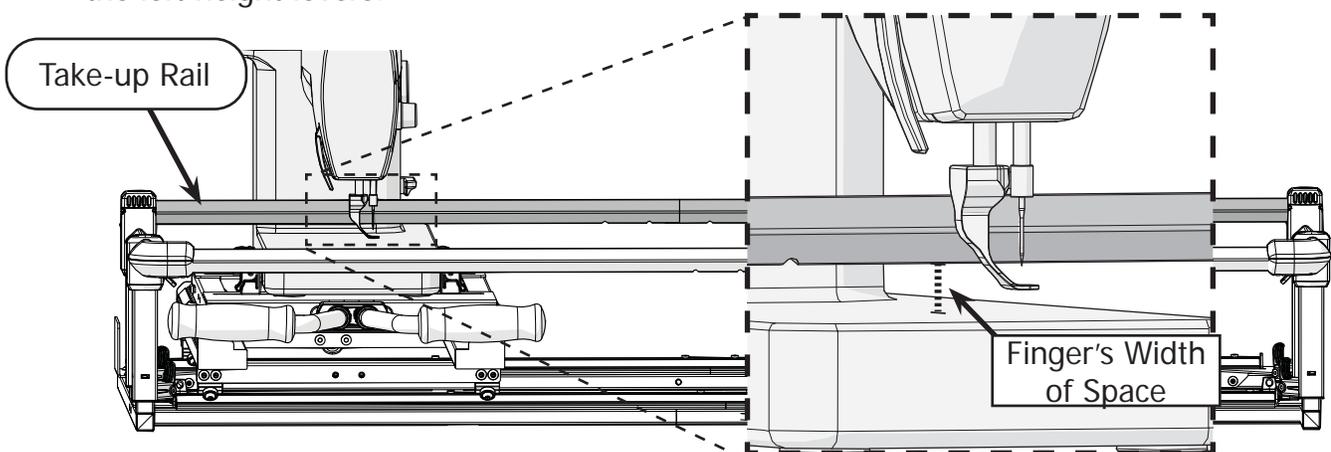
- 1 Ensure the frame is fully assembled and the machine installed.



- 2 Open the **levers** at the base of both side assemblies.

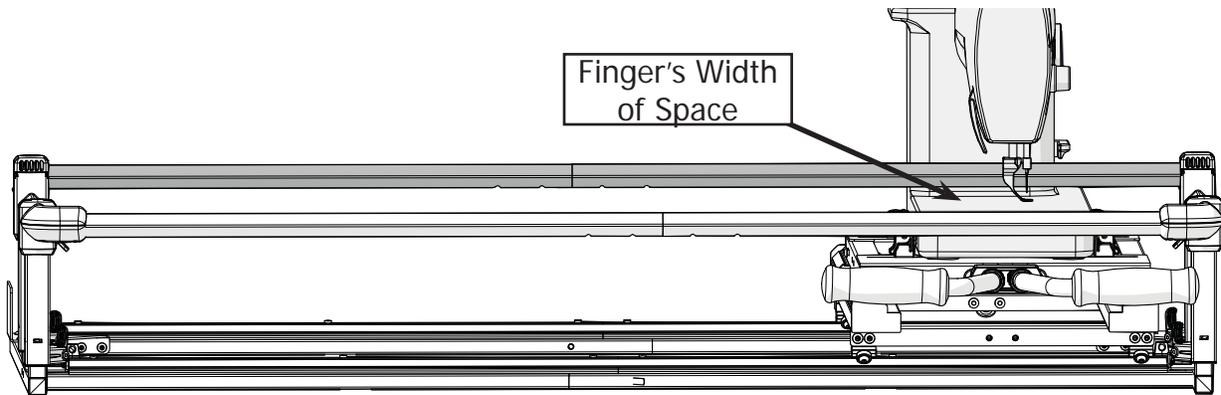


- 3 Slide the machine to the far left of the frame. Set the rail height so there is about a **finger's width of space** between the **take-up rail** and the floor of your sewing machine. Then close the left height levers.

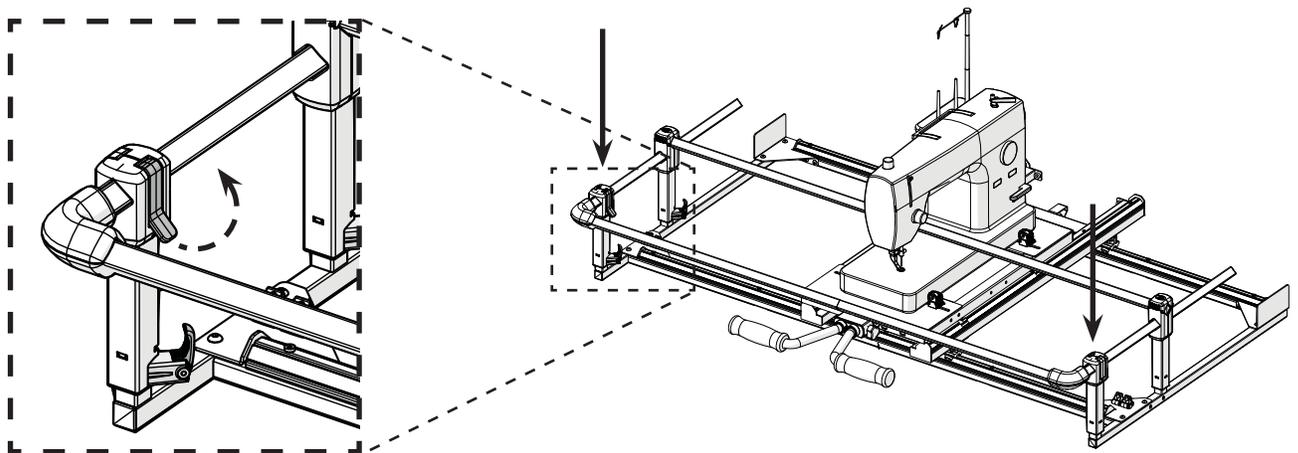


Adjusting the Rails (Continued)

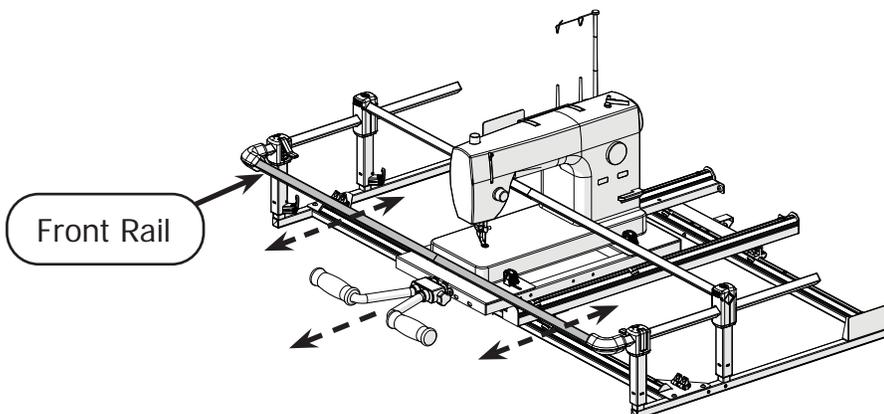
- 4 Slide the machine to the far right of the frame and repeat the previous step for this side of the frame.



- 5 The distance of the front rail is determined by the length of your machine throat. Loosen the knobs under the take-up rail.



- 6 Pull your top plate or quilting machine as far forward as possible. If needed, extend out the **front rail** to create about an inch of space between it and the machine. Close the levers when satisfied. **Tip:** Slide the machine from one side to the other to check that everything is square.



Note:

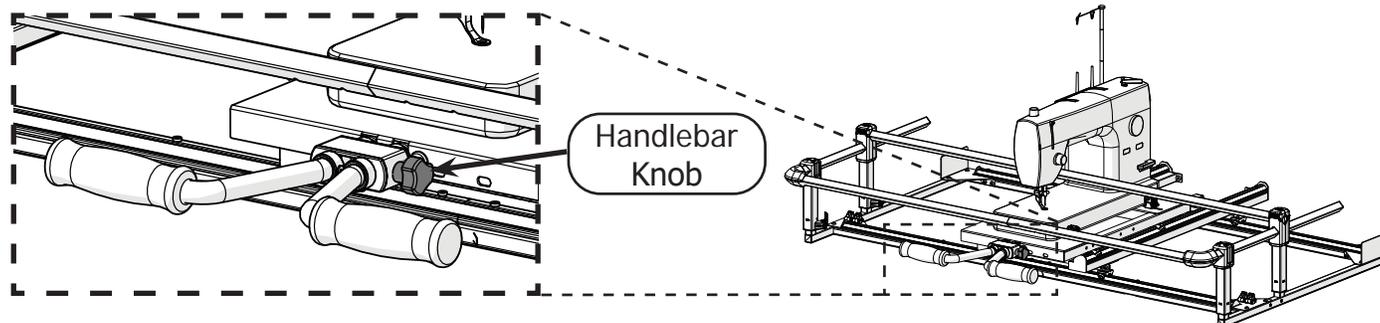
- When fabric is loaded onto the front rail, additional adjustment may be needed.
- If you are using a quilting machine with an accessory ruler base, provide an additional half-inch of space between the front rail and machine.

Step 7 - Adjusting the Top Plate Handles

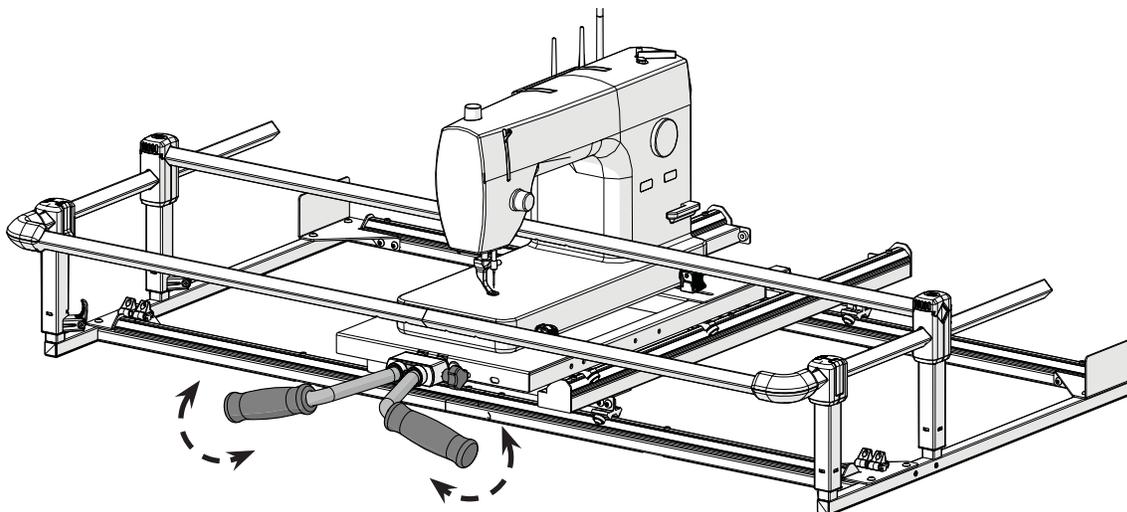
Instructions

Comfort is critical when working at a frame, especially for long periods of time. Take the following steps to adjust the top plate handles to suit your needs.

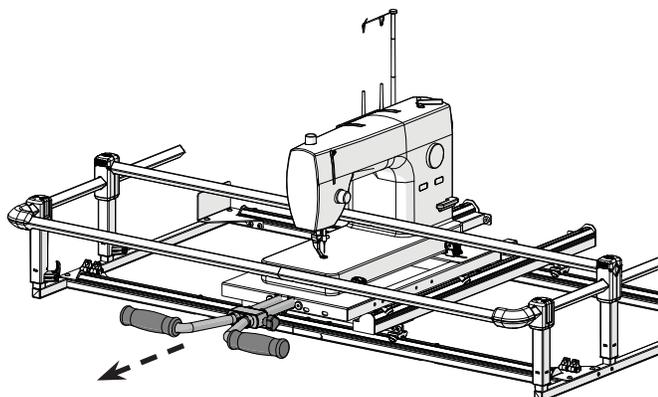
- 1 Loosen the **handlebar knob**.



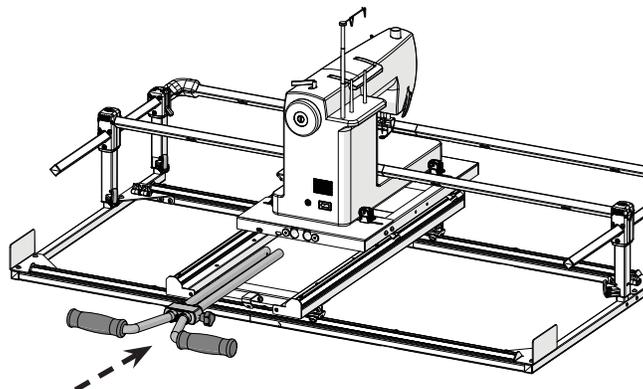
- 2 Rotate the handles to a comfortable position..



- 3 The handles can also be extended out for a better reach. Re-tighten knob when finished.



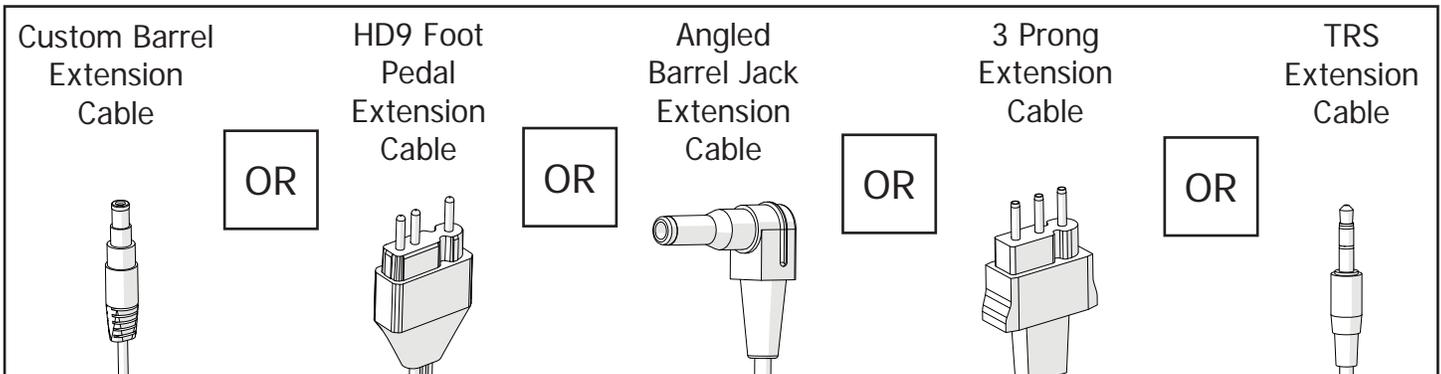
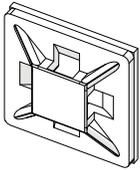
- 4 When using tracing accessories, pull the handles out all the way and install them into the rear of the top plate.



Step 8 - Extending Your Foot Pedal Cable

Parts & Tools Needed:

Zip Tie Mount

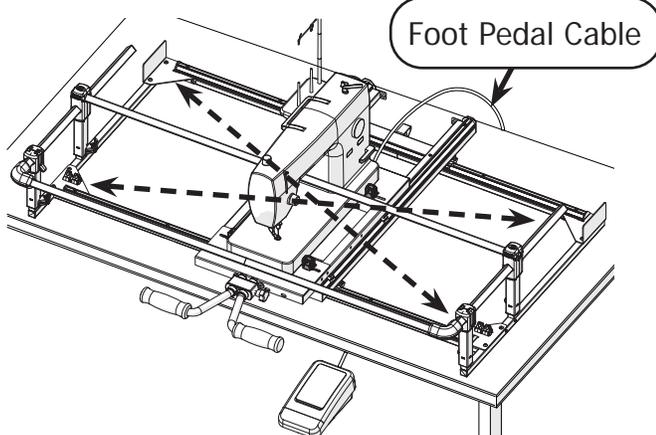


Note: These are the five most commonly used styles of foot pedal cables. **Due to the diversity of sewing machine models in the market, we are not able to provide extension cables for every model available.** We apologize sincerely for any inconvenience.

Instructions

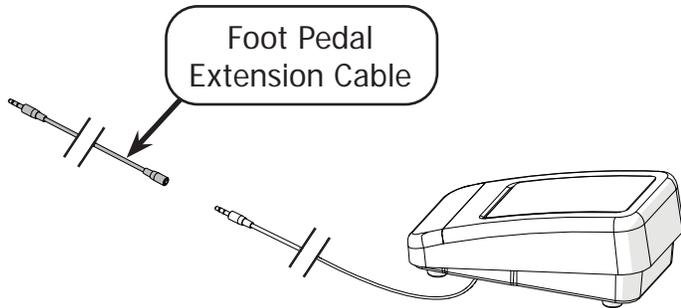
If you find that your foot pedal cable is too short to handle the full motion of the sewing machine on the frame, try the following steps:

- 1 Test if your **foot pedal cable** is long enough to reach the machine and allow for full movement across the frame.
- 2 If it is not long enough you may benefit from using a **foot pedal extension cable**. Compare your foot pedal cable to the extension cables provided.

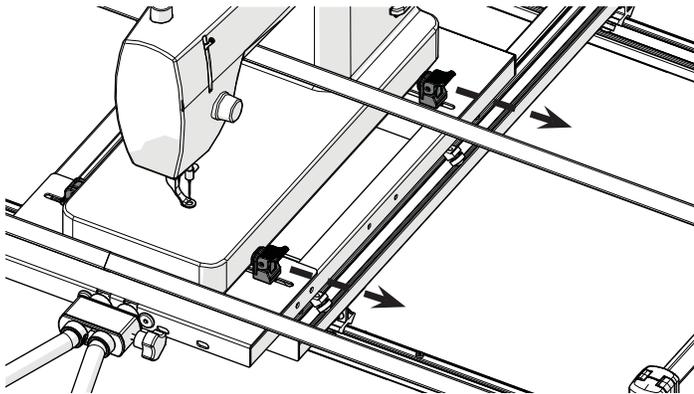


Extending Your Foot Pedal Cable (Continued)

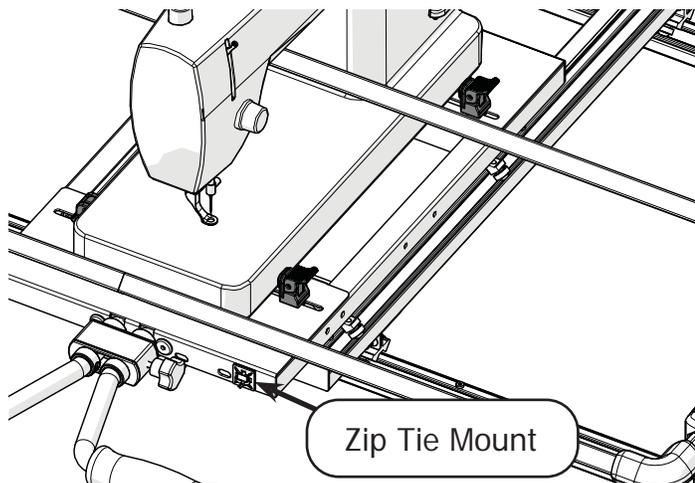
- 3 If there is a match, plug your foot pedal into that extension cable.



- 4 It may also help to run the cable across to the front of the machine. Extend out the machine clamps on one side.

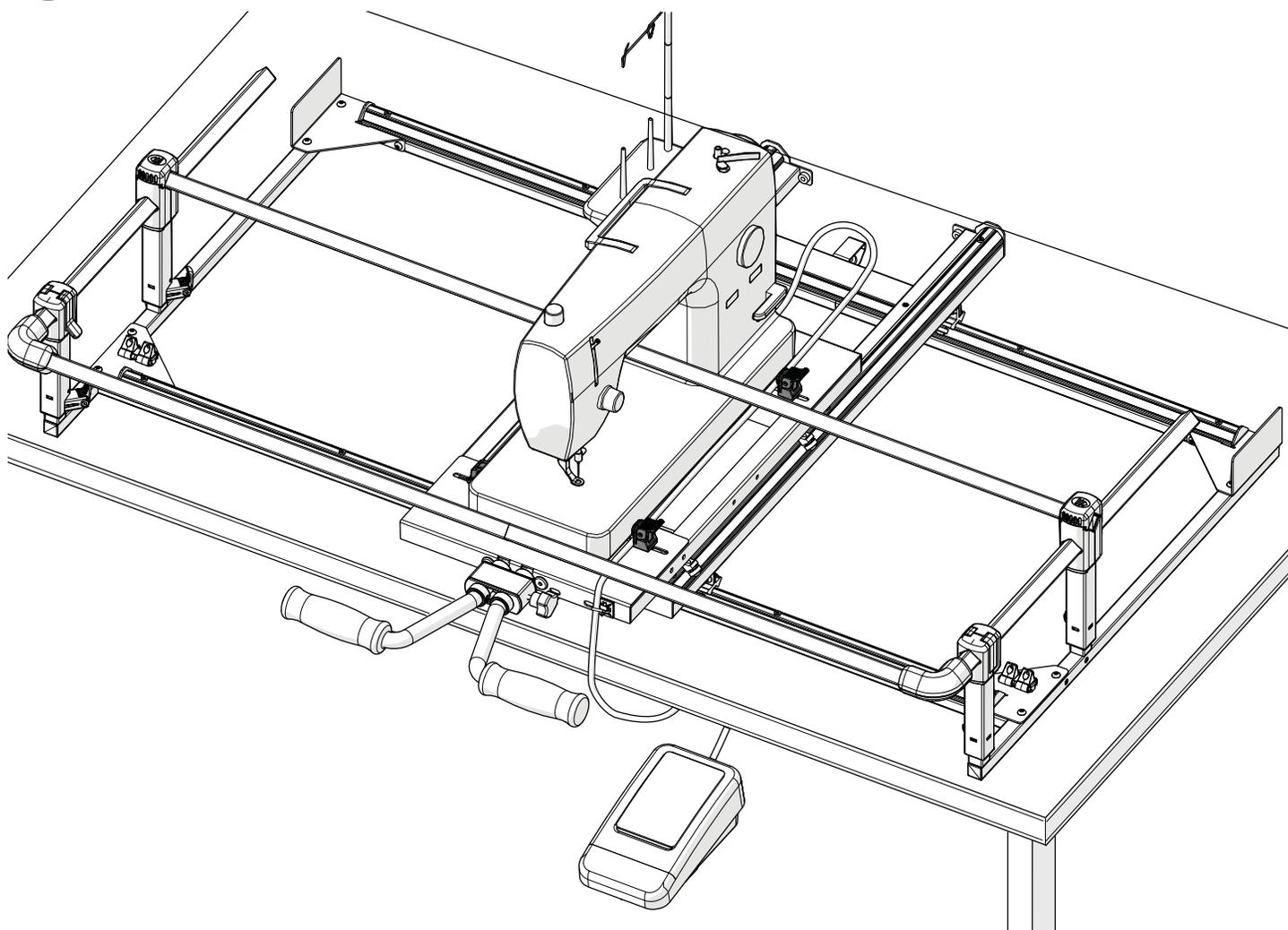


- 5 Attach the adhesive **zip tie mount** to the front of the top plate.



Extending Your Foot Pedal Cable (Continued)

- 6 Run the cable between the machine and the machine clamps. Zip-tie it to the Zip-tie mount.



Step 9 - Preparing your Quilt

Parts & Tools Needed:

Pins (not included)

Fabric (not included)

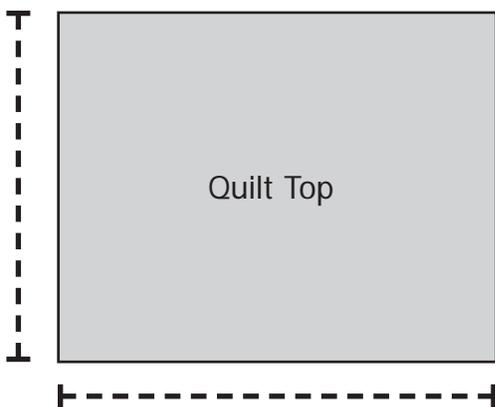


Tape Measure (not included)

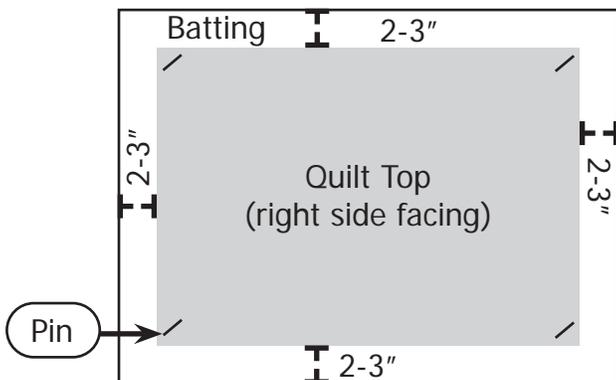
Instructions

It's just about time to get started quilting! Follow these instructions to prepare your quilt for attaching to the frame:

- 1 Measure the length and width of your quilt top.



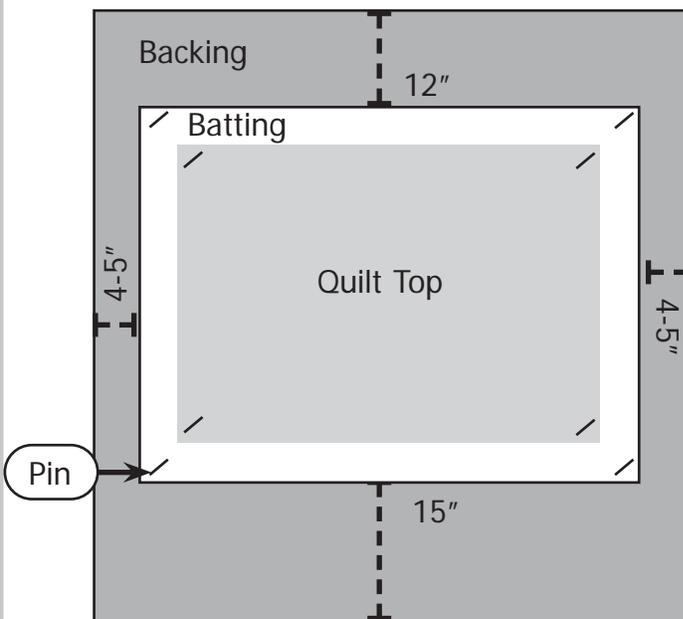
- 2 Cut your quilt batting so that it is 2-3 inches larger than the quilt top on all sides. **Pin** the quilt top right side up to the batting.



- 3 Cut your quilt backing so that the sides extend 4-5" out from the batting. The top edge of the backing should be at least 12" from the edge of the batting, and the bottom of the backing should be at least 15" from the batting edge.

(Note: If using the accessory leader cloths, 4-5" of space on all sides is enough).

Pin the backing to the quilt with the right side facing down, away from the batting.



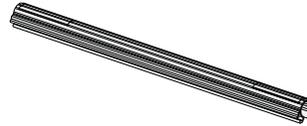
Step 10 - Attaching your Quilt

Parts & Tools Needed:

Fabric Clamp (x3)

Side Fabric Clamp (x2)

Front Fabric Clamp
with Clip (x2)



Instructions

Follow these instructions to attach your quilt to the frame:

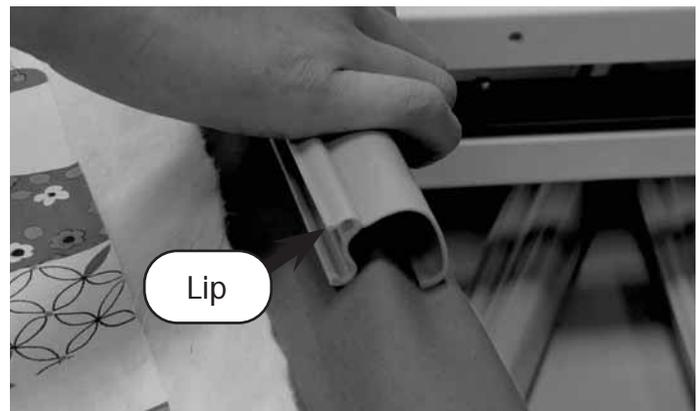
- 1 Roll your quilt up starting from the bottom to carry it to the frame.



- 2 Slide the top edge of the quilt under the hopping foot on your sewing machine, and over the top of the take-up rail. Make the edges square with the frame.



- 3 While keeping the bottom edge of the quilt rolled up, press each of the 3 mid-sized **fabric clamps** over the quilt, onto the take-up rail so the lip faces inward



Cutie Frame

Attaching your Quilt (Continued)

- 5 Fasten down the excess fabric on the take-up rail by attaching **fabric straps** to the lip of each clamp.



- 8 After tensioning the straps, tuck the excess into the plastic clips on each strap.



- 6 Clamp down the fabric to the front rail with the **front fabric clamps**. Again, ensure the lip on each clamp points inward.



- 7 Fasten down the rolled fabric with the fabric straps.



- 9 Start quilting! To tack your fabric together, baste along edges as you quilt.

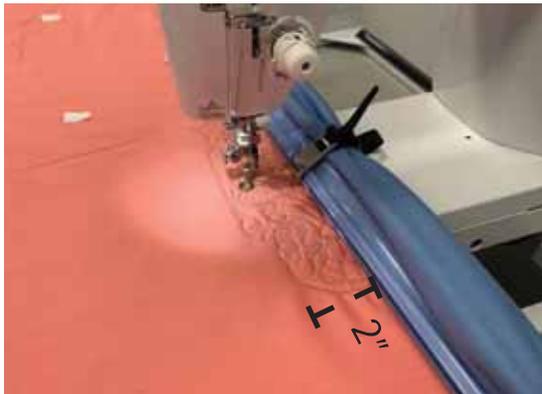


Attaching your Quilt (Continued)

- 10 **Tip:** If your quilt has a large fabric roll at the front, you can pull the roll forward so it doesn't block your view.



- 11 When you've finished quilting an area and it's time to move to a new section, keep about **2 inches** of your stitched pattern showing so that you can sew into it without gaps.



- 12 To change your bobbin, move your machine over to the side of the frame and remove one of the fabric clips from the front and back rail, and side rail if it's being used.



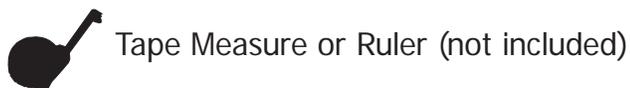
- 13 Carefully pull the edge of your quilt aside to access your sewing machine's bobbin case.



Note: Bobbin case location will vary by machine model.

Step 11 - Getting Used to Your Frame

Parts & Tools Needed:

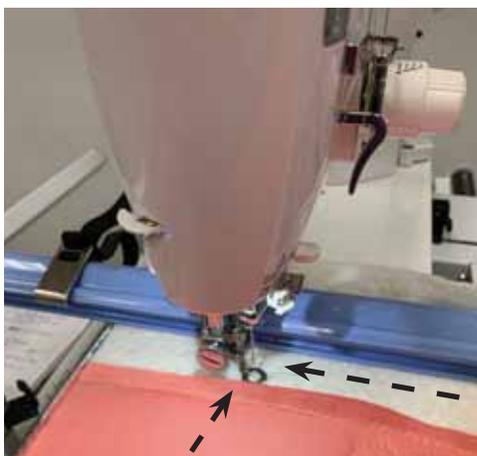


Fabric Marker or Chalk, Masking tape, etc.) (not included)

Instructions

Learning to quilt on a frame can be tricky. Over time, you will become intuitively familiar with the reach of your machine across the frame. However, there are some things you can do to assist in the process.

- 1 Move your machine to the back left corner of the frame until it can't go any further.



- 2 Mark 1 and 1/2 inches from the rear rail and 1 inch from the left edge with your marking tool. Use this guide to remind you how far you can quilt before you risk hitting the rail.



- 3 Repeat the process for the middle and right side of the quilting area.



- 4 Place new marks each time you move the quilt on the frame. As you grow more comfortable with the size of your machine and frame, you will memorize the boundaries and no longer need to apply marks.

Accessories - Bungee Installation

Parts & Tools Needed:

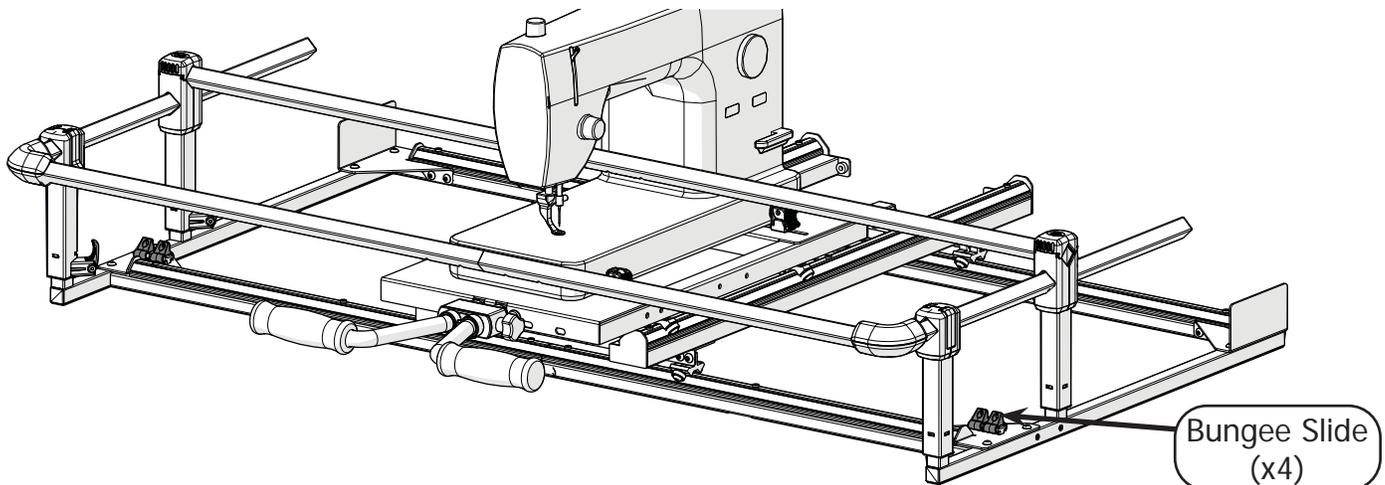
Bungee Cable Accessory Side Fabric Clamp (x2) Bungee Slide (x4)



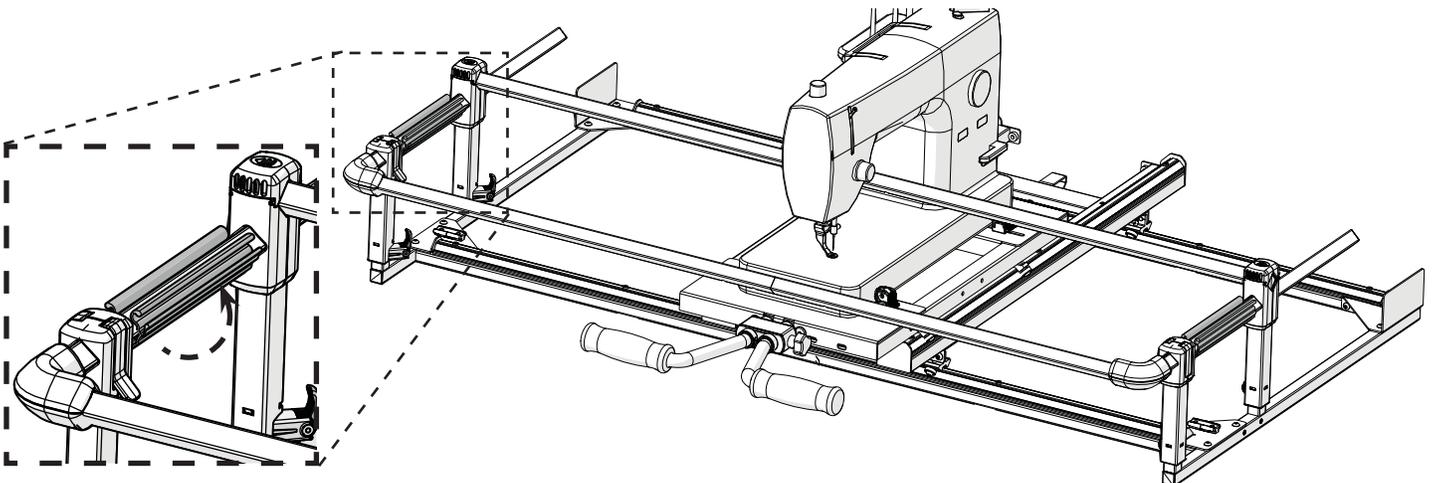
Accessory Instructions

It's just about time to get started quilting! Follow these instructions to prepare your quilt for attaching to the frame:

- 1 Remove the **bungee slides** from the storage mounts on the front corner braces.

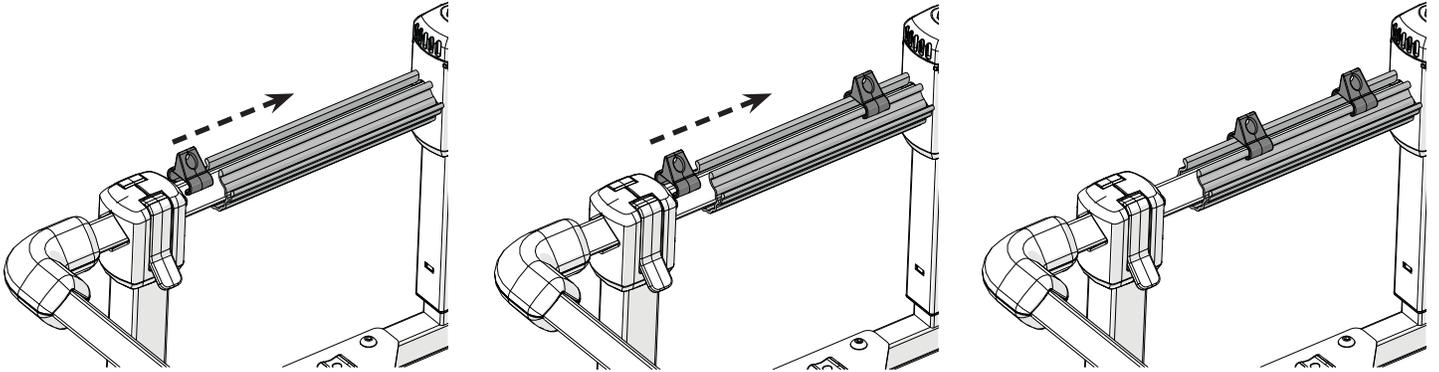


- 2 Turn the fabric clamps on the side rails so they open at the top.

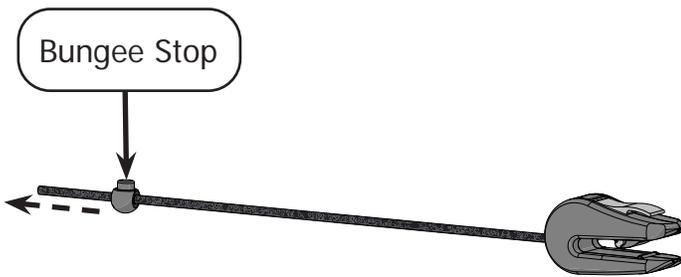


Bungee Installation (Continued)

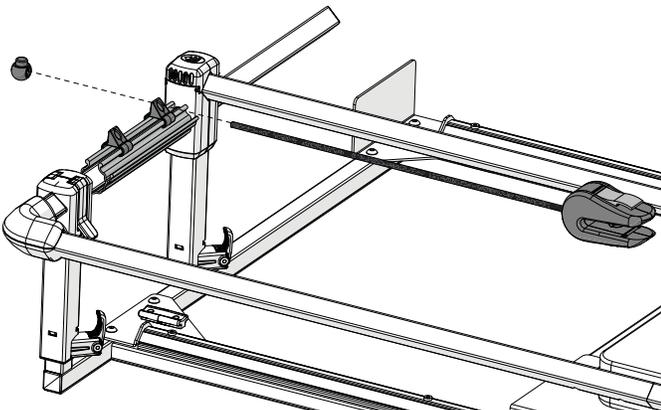
- 3 Squeeze the clamps slightly and press two of the bungee slides onto each one. Make sure the sloped part of each bungee slide faces toward the inside of the frame.



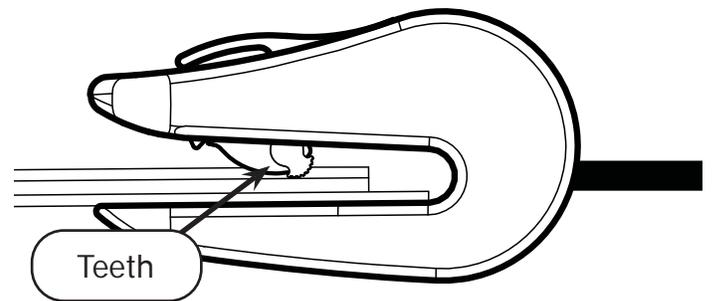
- 4 Press the button on the **bungee stop** to remove it from the bungee.



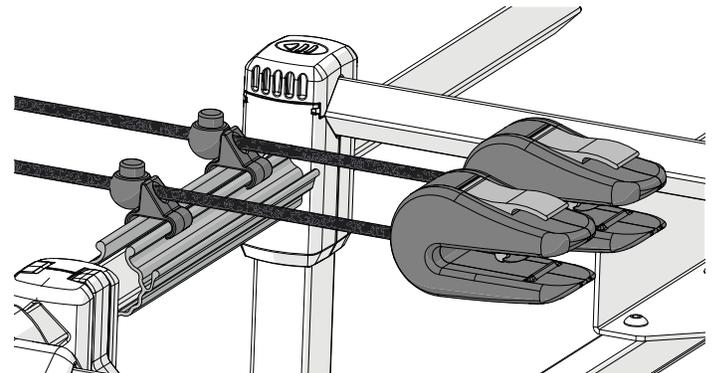
- 5 Thread the bungee through the bungee slide, and then through the bungee stop. Repeat steps 4 and 5 for all four bungees.



- 6 Slide fabric into the mouth of the bungee. Ensure the **teeth** contact solid fabric, not the batting layer. If needed, turn the bungee upside down.



- 7 Use the bungee stop to tension the pull on the fabric.

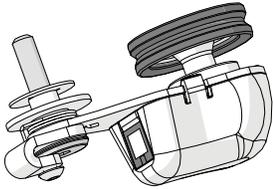


Note: Do not over-tighten, as this can cause fabric to pucker around the thread when removed from the frame.

Accessories - Encoder Installation

Parts & Tools Needed:

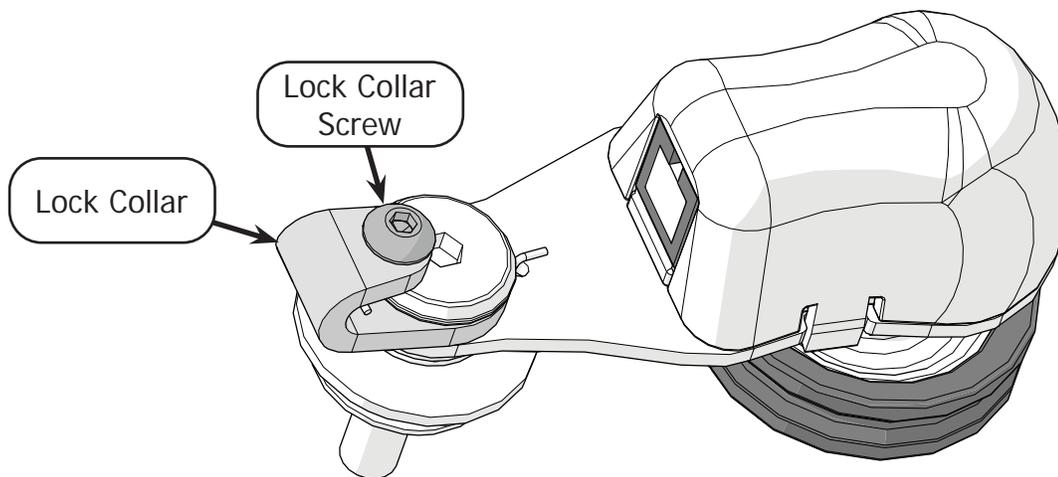
Encoder

Allen Wrench
2.5 mmAllen Wrench
4 mm

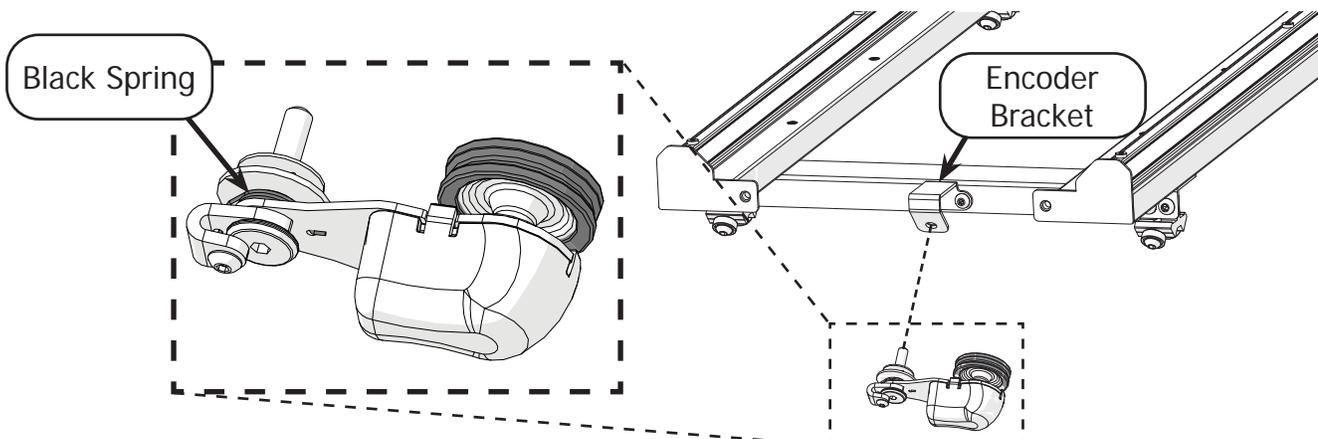
Accessory Instructions

The machine rides the bottom carriage across the frame. To prepare and install the bottom carriage, please follow these steps:

- 1 With the 2.5 mm Allen wrench, loosen the **lock collar screw** so the **lock collar** twists freely.

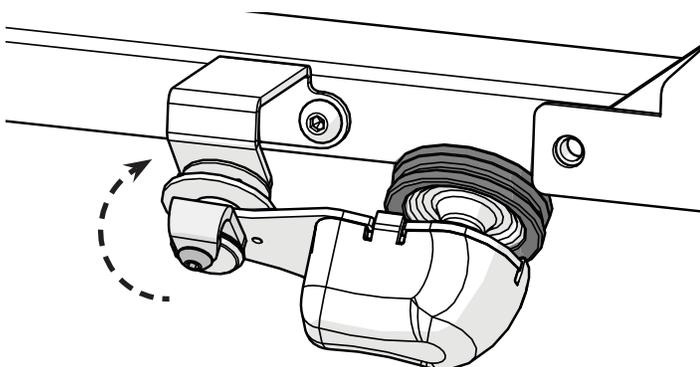


- 2 Screw the encoder with the **black spring** to the **encoder bracket** on rear of the bottom carriage using the 4 mm Allen wrench.

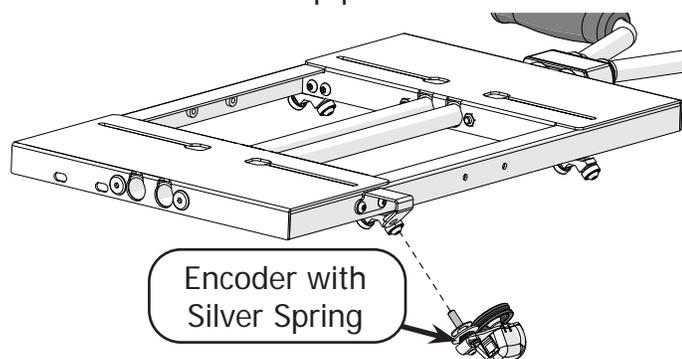


Encoder Installation (Continued)

- 3 Turn the lock collar up and tighten the lock collar screw with the 2.5 mm Allen wrench.

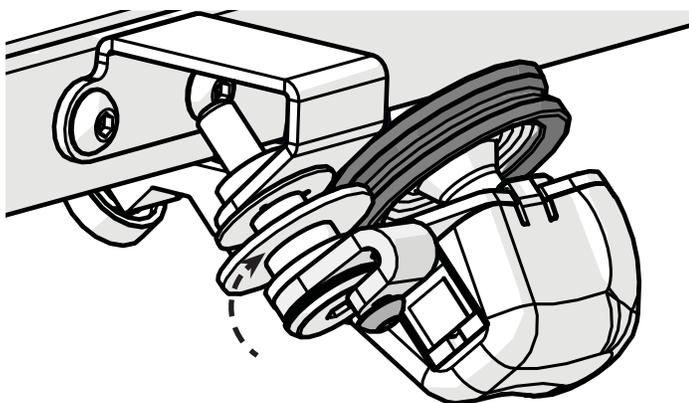


- 4 With the 4 mm Allen wrench, screw the **encoder with the silver spring** to the bracket on the top plate.



Note: If using a quilting machine, refer to the machine manual encoder instructions.

- 5 Turn the lock collar up and tighten the lock collar screw with the 2.5 mm Allen wrench.



- 6 Follow the encoder cable instructions in your machine or Sure Stitch accessory manual.

The Grace Company
2225 South 3200 West
Salt Lake City, UT 84119
Phone: 1-800-264-0644
Fax: 801-908-8888
www.graceframe.com

