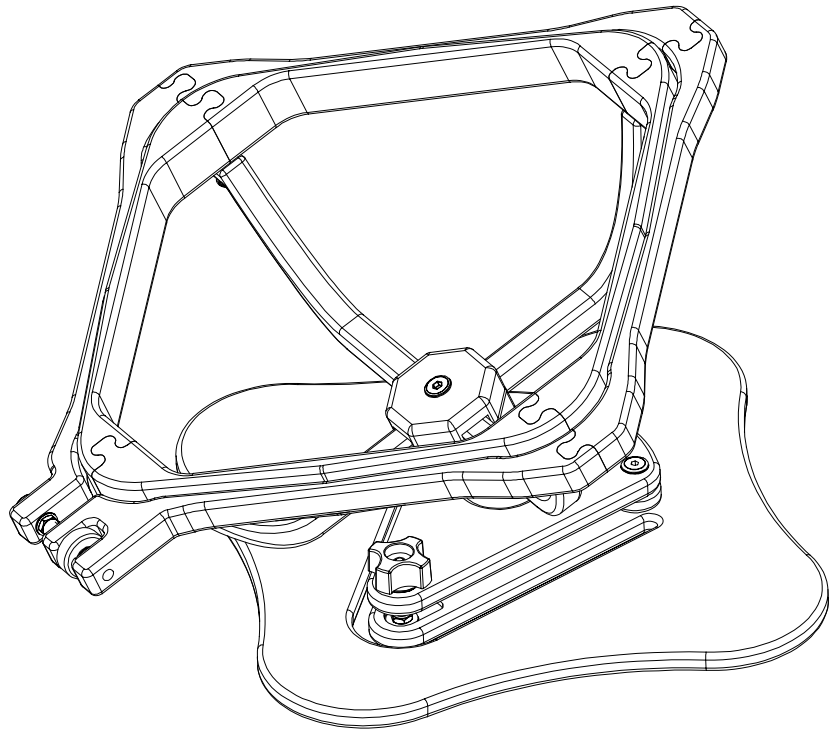


The Grace Poly Swivel LapHoop

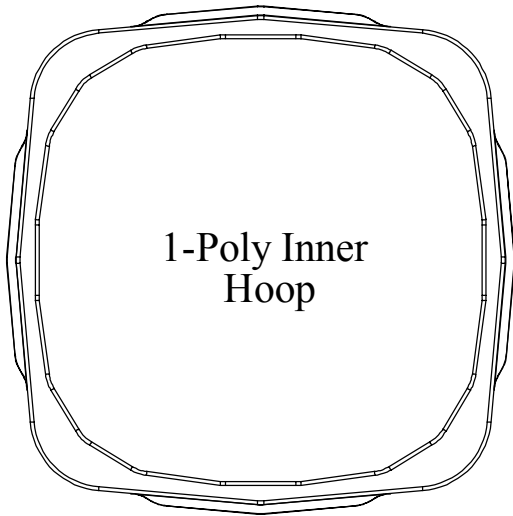
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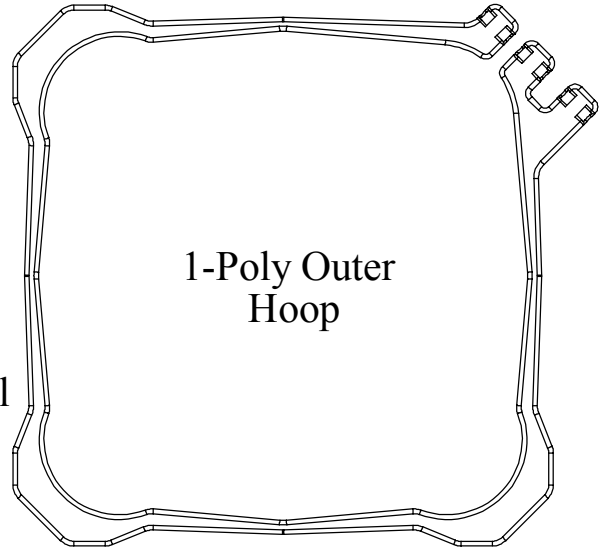
Poly Lap Hoop Parts List



1-Poly Inner Hoop



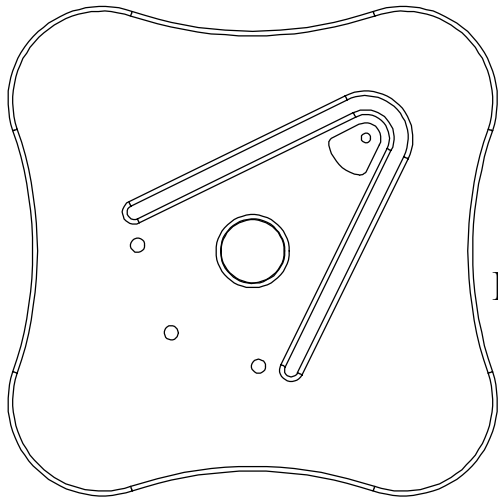
4-Edge Tool Halves



1-Poly Outer Hoop



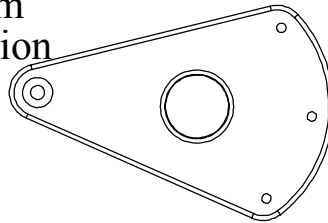
1-Bottom Ball Section



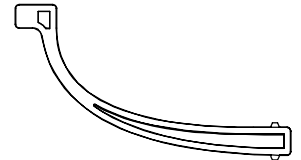
1-Base Plate



1-Top Ball Section



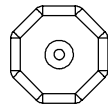
1-Clamping Plate



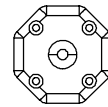
4-Poly Brackets



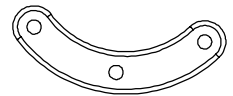
1-Ball Stem



1-Top Bracket Housing



1-Bottom Bracket Housing



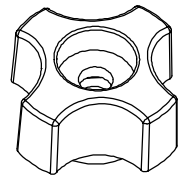
1-Spacer



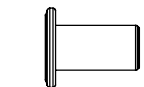
2-1/4" X 4" Carriage Bolt



1-1/4" X 2" Carriage Bolt



1-1/4" Plastic Knob



4-1/4" Cap Nut



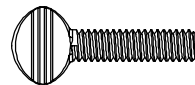
4-5/8" Screw



12-7/8" Screw



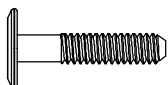
4-1" Screw



4-1/4" X 1" Thumb Screw



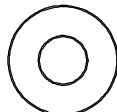
2-Allen Wrench



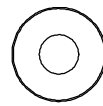
3-1/4" X 30mm Connector Bolt



2-1/4" Jamb Nut



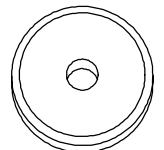
1-5/16" Flat Washer



1-1/4" Flat Washer



7-3/16" Flat Washer



1-Knurled Finger Nut

Before You Begin

Tools Needed:

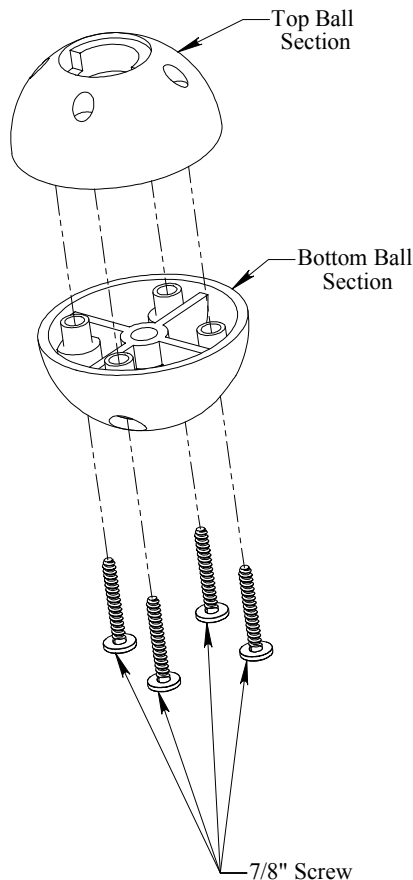
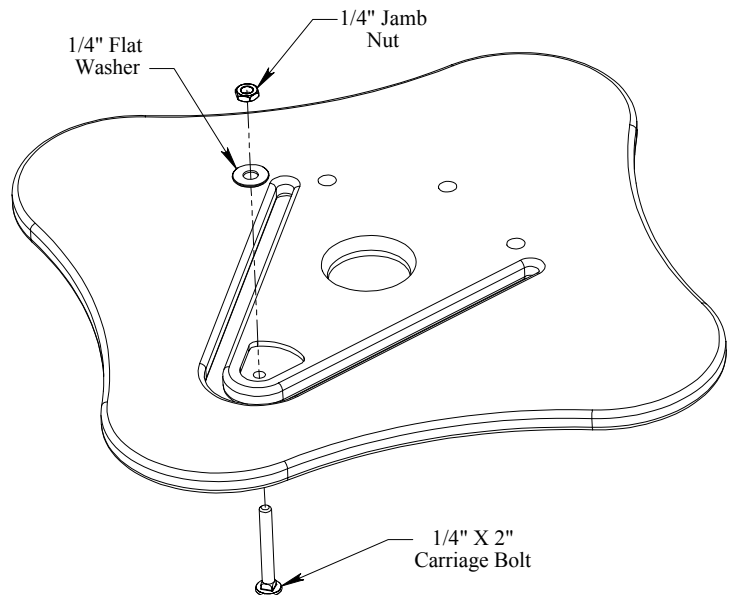
- 7/16 Socket Wrench, or Adjustable Wrench
- Philips Screw Driver
- 2 Allen Wrench (provided)

Using the preceding parts list as a reference, take the parts out of the box and make sure your package is complete. (If there is something missing or damaged, **do not call the store or dealer from whom you purchased the product.** Please contact The Grace Company directly at 1-800-264-0644).

Step 1: Hardware to Base Plate Assembly

- Parts Needed: 1 – Base Plate
1 – 1/4" x 2" Carriage Bolt
1 – 1/4" Jamb Nut
1 – 1/4" Flatwasher

- Insert the 1/4" x 2" carriage bolt through the cut-away hole in the Base Plate, as shown. (Countersink hole in base plate should be facing up).
- Place a 1/4" flatwasher onto the bolt.
- Thread a 1/4" jamb nut onto the bolt and completely tighten. (Note: Tighten enough to pull the small square portion of the bolt head into the wood, leaving only the rounded portion of the head).



Step 2: Plastic Ball Assembly

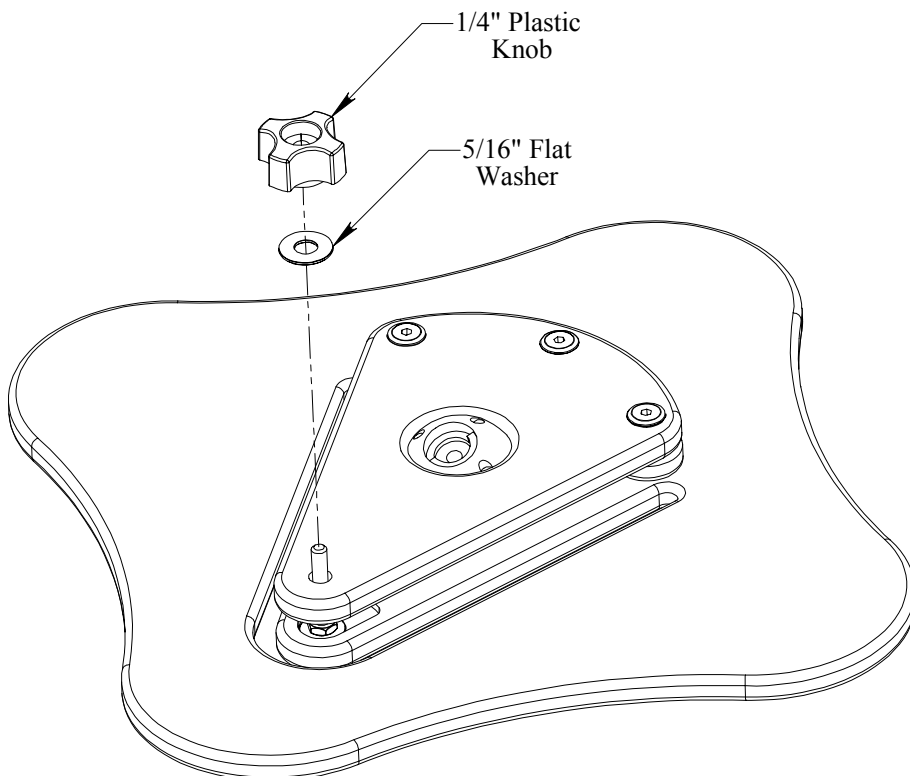
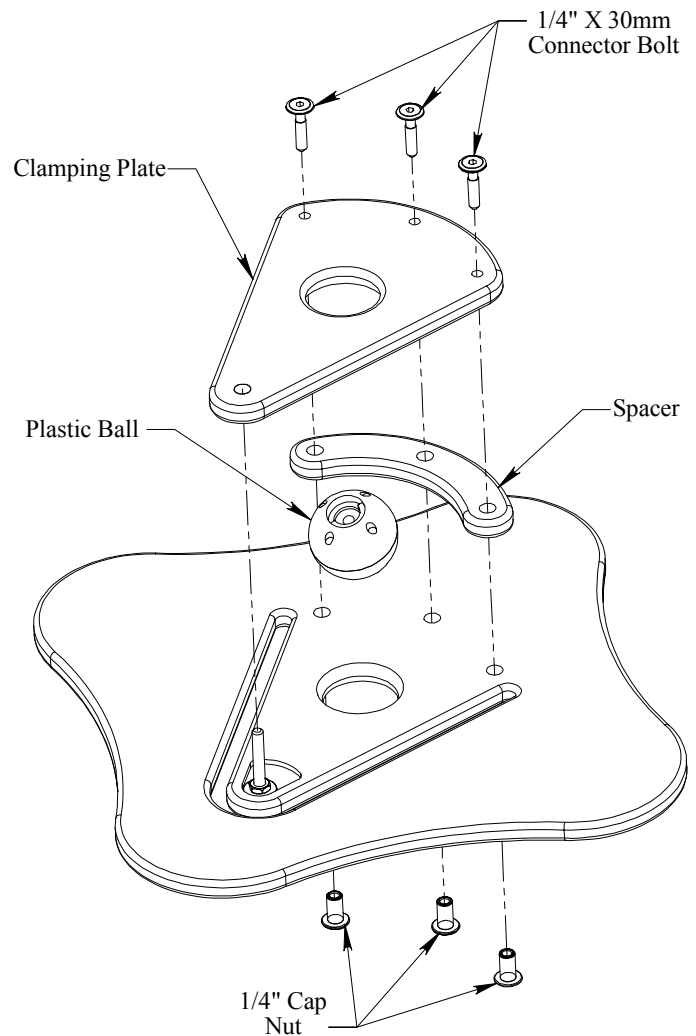
- Parts Needed: 1 – Top Ball Section
1 – Bottom Ball Section
4 – 7/8" Screw

- Position the Top and Bottom Ball Sections together, lining up the inside screw holes.
- Attach the two ball sections by screwing in the four 7/8" screws. Use a Philips screwdriver.

Step 3: Clamping Plate Assembly

Parts Needed: 1 – Clamping Plate
1 – Plastic Ball (assembled)
1 – Spacer
3 – 1/4" x 30mm Connector Bolt
3 – 1/4" Cap Nut
1 – 5/16" Flat Washer
1 – 1/4" Plastic Knob
2 – Allen Wrench (provided)

- First, put the Plastic Ball in place, letting it rest in the round opening in the center of the Base Plate, with the opening for the Ball Stem facing up.
- Next place the Spacer over the three holes near the round opening
- Place three cap nuts under and through the three holes of the Base Plate and into the spacer.
- Next position the Clamping Plate over the Spacer, Ball and 1/4" carriage bolt, as pictured. (Clamping Plate's countersink hole for carriage bolt should be face-down).
- Place three 1/4" x 30mm connector bolts through the remaining holes of Clamping Plate.

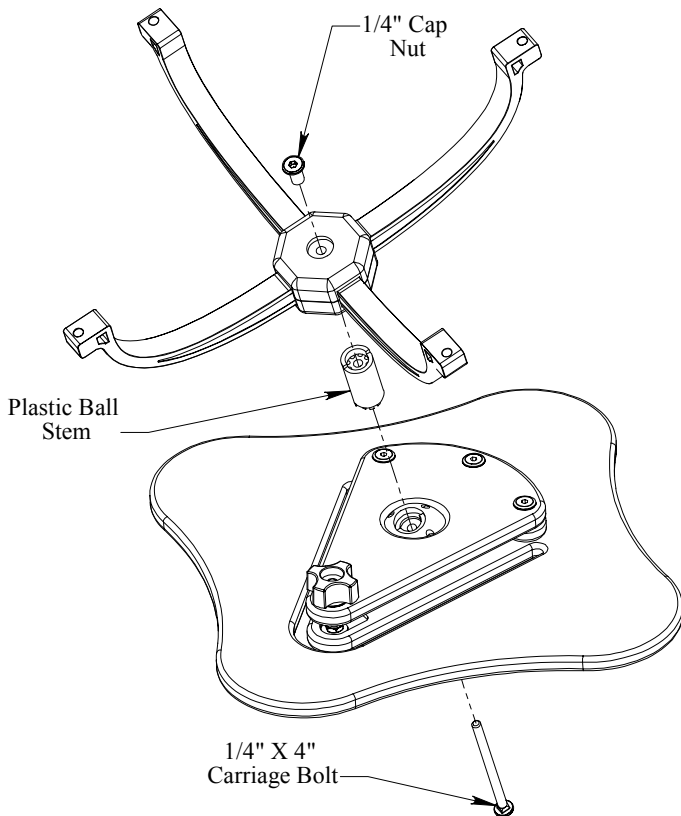
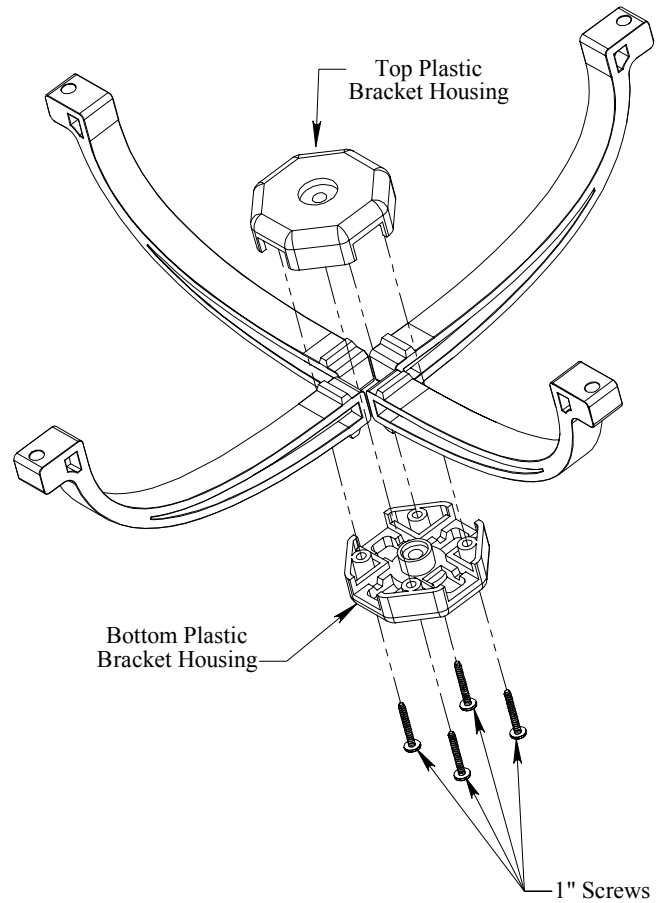


- Finger tighten the connector bolts into the each cap nut until mostly tighten.
- Finish tightening by turning the Base Plate on its side and using an allen wrench in both the bolt and the cap nut.
- Complete this assembly by placing a 5/16" flat washer onto the 1/4" x 2" carriage bolt, followed by the Plastic Knob.

Step 4: Hoop Brackets and Bracket Clamp Assembly

Parts Needed: 4 – Plastic Bracket
1 – Top Plastic Bracket Clamp
1 – Bottom Plastic Bracket Clamp
4 – 1" Screw

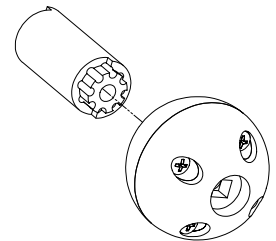
- Fit the four Brackets into place inside the Bottom Bracket Clamp.
- Sandwich these brackets in place by putting the Top Plastic Bracket Clamp over the top.
- Hold these together with one hand while screwing these together with the 1" screws. Use a Philips screwdriver.



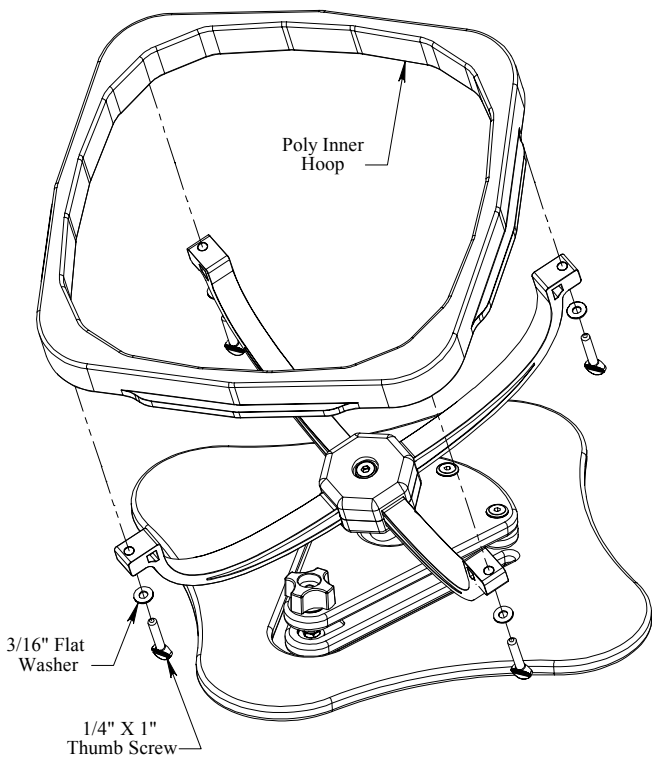
Step 5: Brackets to Base Plate Assembly

Parts Needed: 1 – Ball Stem
1 – 1/4" x 4" Carriage Bolt
1 – 1/4" Cap Nut

- Insert the 1/4" x 4" carriage bolt into the bottom and through the Plastic Ball.
- Fit the Ball Stem onto the bolt and into the Ball (Note: Be sure the geared end of the stem goes into and into the ball).
- Fit the Bracket Assembly onto the bolt and into the Ball Stem. Rotate the assembly until it locks into place.



- Place a 1/4" cap nut into the Top Bracket Clamp and tighten it to the end of the carriage bolt using an allen wrench.
- Be sure the head of the carriage bolt (underneath the Base Plate) sits flush against the ball.



Step 6: Inner Hoop Assembly

Parts Needed: 1 – Inner Hoop

4 – 3/16" Flat washers

4 – 1/4" x 1" Thumb Screws

- Position the Inner Hoop over the four Brackets so that the holes in each corner of the Hoop line up with each bracket.
- Place a 3/16" flat washer onto a thumb screw.
- Insert the thumb screw with washer up through the hole of Bracket and into the metal insert in the corner of the Inner Hoop.
- Repeat this process for the remaining three thumb screws and washers until the Inner Hoop is completely in place.

Step 7: Outer Hoop Assembly

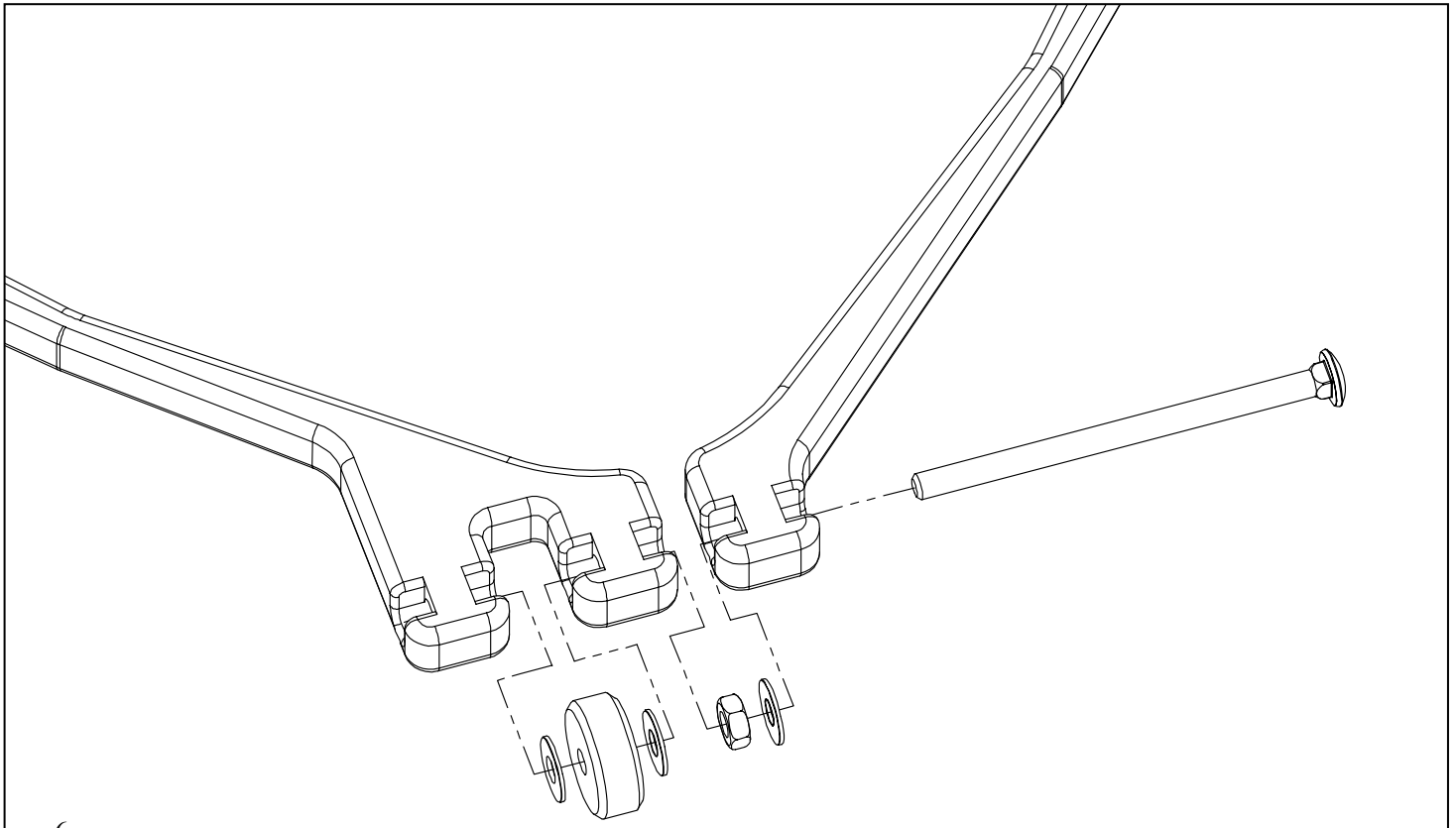
Parts Needed: 1 – Outer Hoop

1 – 1/4" x 4" Carriage Bolt

1 – Knurled Finger Nut

1 – 1/4" Jamb Nut

3 – 3/16" Flat Washer



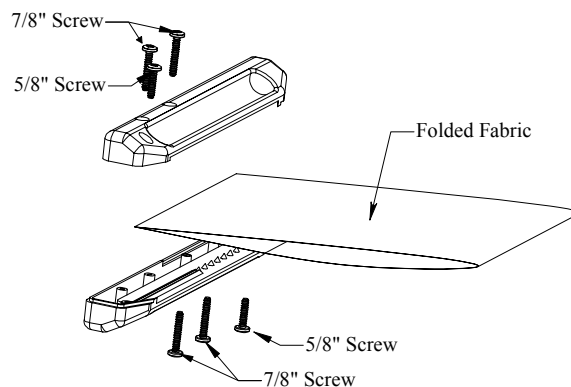
- This assembly will make tension control of the Outer Hoop possible.
- First, position the Outer Hoop exactly as pictured.
- Insert the 1/4" x 4" carriage bolt into the hole at the right side of the corner, so that it barely protrudes into first opening.
- Next, in the first opening, thread a 3/16" small flat washer and 1/4" hex nut onto the bolt. Continue threading until bolt protrudes into the second opening.
- In the second opening, thread another 3/16" flat washer and 1/4" finger nut onto the bolt, followed by a third 3/16 flat washer. This will be a very snug fit.
- Now loosen the tension of the Outer Hoop by turning the finger nut. Fit it over the Inner Hoop, resting it on the lip of the Inner Hoop.

Step 8: EdgeTool Assembly

Parts Needed: 8-7/8" Screws
 4-5/8" Screws
 4-EdgeTool Halves
 2-6 1/2" x 6" Cloth Sleeves (Muslin preferred--Not Included)

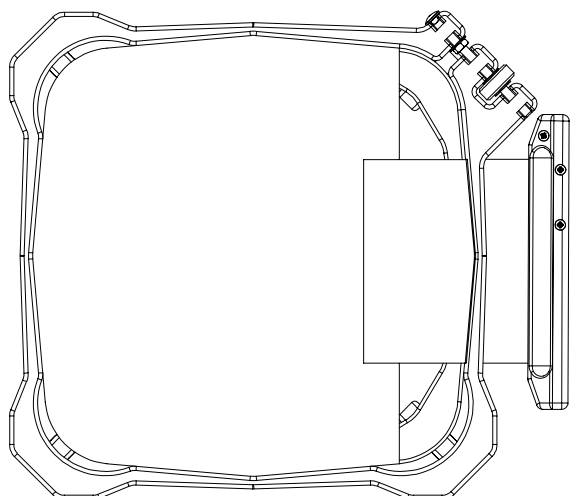
First make the cloth sleeve by folding a 13" x 6" piece of muslin in half long ways (to make a 6 1/2"x 6" piece). Place to two edges in between the EdgeTool™ Reversible Parts. Insert the two 7/8" screws into the two inner holes. Insert the two 5/8" screws in the two outside holes.

The EdgeTool™ will assist you in finishing your quilts along the edges. When you come to the edge of your quilt, lay out the quilt on a flat surface and pin the EdgeTool™ cloth sleeve to all three layers at the quilt's edge. Pin as straight as possible.



Holding the EdgeTool™ and quilt, position them onto the Inside Hoop, letting the EdgeTool™ wood bar hang over the Inside Hoop and act as a weight to assist in the positioning of your quilt. Apply the Outside Hoop so that it clamps down over the EdgeTool™ cloth sleeve.

The EdgeTool™ comes as a set of two, enabling it to work in tandem as you complete the corners of your quilt (see diagram).

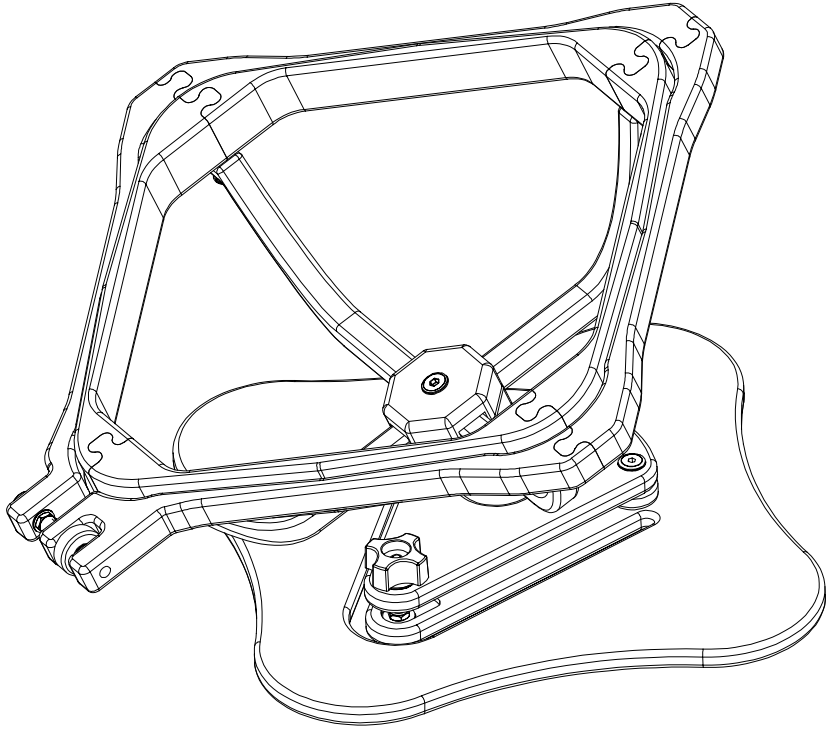


Use of Your LapHoop

Your LapHoop is capable of 360-degree rotation and a variety of tilt positions to give you a comfortable quilting position.

To rotate or change the angle of your LapHoop, simply loosen the Plastic Knob on the narrow end of the Clamping Plate.

Once the desired position is achieved, lock your hoop into place by firmly tightening the Plastic Knob until the hoop holds its position.



Installing Fabric

Remove the Outside Hoop and drape your basted quilt over the Inside Hoop. Position the quilt so the desired work area is centered in the hoop. Place the Outside hoop over the Inside Hoop, one corner at-a-time, until it rests completely on the lip on the Inside Hoop.

Applying the Outside Hoop will evenly pull the fabric top-to-bottom, and side-to-side. If greater tension is desired, simply tug on the fabric outside of the hoop. Once the desired tension is achieved, tighten the Outside Hoop using the Large Finger Nut.

After completing your work area, simply loosen the Outside Hoop, remove it and reposition your quilt. The square boundaries will make determining your next work area easy.