



Standard

BAS- 423-1230 (Cap to Flat Conversion)

With the power to the machine in the ON position.

- 1) Remove the black thumbnut (J) on the side of the cap drive system.
- 2) Pivot the arm bracket lever (K) up and slide the bracket (H) out and away from the cap drive system.
- 3) Loosen the black knob (G) and slide the pivot bar (F) out of the lower arm.
- 4) Remove the two small black thumb nuts (D) slide the cap driver system off the machine head. *Note: You should store all the parts removed on the driver for safe keeping.*
- 5) Repeat step 1 through 4 for each machine head.
- 6) Remove the cap needle plate (A) and replace with the flat needle plate. *(Leave the screws loose for later adjustment).*
- 7) Move the needle case to needle #1. *(Using the "Needle Select" button).*
- 8) Using your fingers, pull needle #1 down until it locks into place.
- 9) Place a *folded* business card between the presser foot and needle plate.
- 10) Turn the pulley in the direction of the arrow to 200 degrees. *The needle will lower through the business card.*
- 11) Loosen the screw that secures the presser foot (B) and adjust, then re-tighten screw.
- 12) Turn the pulley *back* to 100 degrees and remove the business card.
- 13) Turn the pulley in the direction of the arrow to 200 degrees.
- 14) Align the hole in the needle plate to the needle to ensure proper clearance during sewing. Then tighten the needle plate screws.
- 15) Press the "Thread Trimming" button on the control panel. *To return the needle to home.*
- 16) Place the TUBULAR arms onto the machine using the clasps and secure to the pantograph.
- 17) Turn machine off and move the switch (L) to "FLAT" mode and turn the power back on.

