



# Owner's INSTRUCTION Manual



# Congratulations

You are now the proud owner of a Koala Studio. A Koala Studio complements your style and your creativity. It's more than a home for your machine, it's a reflection of you.

Every detail of your Koala Studio - from the environmentally friendly, highest grade engineered wood base to the steel components and decorative handles - were chosen with quality, elegance and luxury in mind.

This owner's instruction manual will guide you through the care of your studio along with assembly instructions. After all, your studio is where you create and you should be able to do it easily and comfortably. Enjoy!

## Hardware, Tools & Accessories

**Included:** Hand-Held Remote\*, #2 x 1-1/2" Screwdriver, Large Cam Lock Pins 1-1/4", Small Cam Lock Pins 5/8" and Shelf Support Pins 5/8"

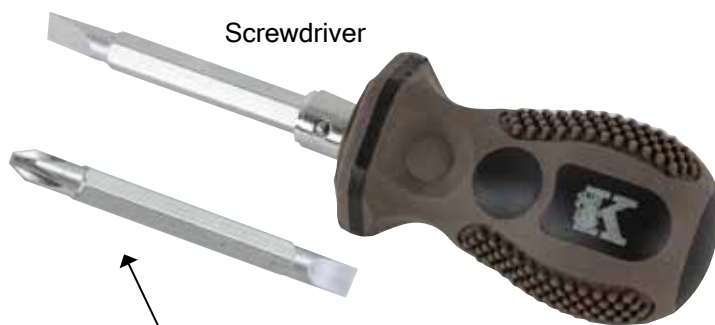
Hand-Held  
Remote  
(Battery included)



Large  
Cam Lock  
Pins 1-1/4"



Shelf Support Pins  
5/8" for Adjustable  
Shelf



Screwdriver

Pull out of base and flip to use either Phillips or Flathead



Small  
Cam Lock  
Pins 5/8"

*\*Battery Replacement: Use a LR V08 Battery*



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# Moving Your Studio

When moving your Studio, be sure to remove door shelves and Outback shelves, lower the Outback leaf and close the doors.

Koala casters are meant for positioning your Studio inside your home - they are not designed for rolling on sidewalks or driveways, or over door frames. Ensure caster latch is in the unlocked up position when moving your studio. The casters may be locked; latch in the downward position when your studio is in place. When moving your Studio in or out of your home, it should be team-lifted and carried or moved on furniture dollies.



LOCKED



UNLOCKED

## Care & Cleaning

Your Koala Studio may be cleaned with a damp cloth, then wiped dry. If necessary, mild soap and water may be used. Do not use oils, waxes, bleach or abrasives. Don't place near sources of moisture. Avoid setting anything hot on the tabletop. Avoid exposure to extreme temperatures and extreme sunlight exposure.



# Lifts

XL  
LIFT

E  
LIFT

Koala Studios' innovative lift design enables you to effortlessly position your machine at any level with just the push of a button. The remote control can stop the machine in any position with no effort. The machine platform remains solid and steady while evenly supporting your machine in every position.

Operates with a hand-held remote control or built-in toggle switch. The Koala **E-Lift** supports most machines and provides a stable platform at every position, while the **XL-Lift** safely supports the largest, heaviest, top-of-the-line sewing and quilting machines.



## Hand Held Remote or Built-In Toggle Switch



1) Hand-held ergonomically designed remote control. Battery included.



2) To operate the hand-held remote, switch the remote control power button on the front of the control box to the "on" position.



3) The Lift operates with the hand-held remote control or a built-in toggle switch. Each operates with a simple up/down button that raises and lowers the lift and machine.

**Note:** When the Power switch is in the "on" position, it is lit in blue. To save energy it is recommended to turn the Power Switch "off" when not operating the Glide Lift.

# Lifts

XL  
LIFT

E  
LIFT



4) The Glide Lift can stop at any level (*shown in stored position with filler board in place*).



5) With the filler board removed, your lift can be raised or lowered.



6) This shows the machine positioned level with the Studio top surface with a custom machine insert in place for sewing and quilting. **For embroidery and free-arm applications the machine should be positioned at the top level.**



7) When filler board is not in use it can be stored underneath your studio.

# Machine Insert Installation

Studio Inserts are designed to fit your specific make and model of sewing machine and studio. The Insert fills the gap between the sewing machine and the opening of the studio to create a flat working surface.



**1)** Remove filler board before raising your machine. Remove all accessory trays surrounding the machine's free arm.



**2)** Adjust the studio lift so the needle plate area of the free arm is level with the top of the studio. The insert will not fit if the machine is too high.

**Height is Incorrect if:** The insert is raised while resting against the machine. The free arm is higher than the insert. (Lower the lift).

**Height is Correct if:** Insert fits flush with the needle plate of the machine within 1/16 of an inch of the studio top.



**3)** Place insert around the machine and lay in studio. This is the correct fit.

*Refer to troubleshooting chart for fit issues.*

## Machine Insert Trouble Shooting

| Troubleshooting Insert Fit Issues   | Reason   | Solution                         |
|-------------------------------------|--|----------------------------------|
| Machine won't fit around arm        | Accessory tray is attached   | Remove tray                      |
| Insert won't fit flush              | Studio lift is too high  | Lower lift                       |
| Insert sits up and over the machine | The machine has a downward sloped or curved sewing surface to the right of the machine | This is the correct fit (Fig. 3) |
| Table or insert still won't fit     |  | Contact your Koala Retailer      |

# Fabric & Notions Palettes Installation - Wide Doors

Palettes add to your studio's work surface, and come in a set of two. The left side is the smooth tabletop surface called a Fabric Palette, and the right side is the organization compartment called a Notions Palette.



Use Large  
Cam Lock  
Pins 1-1/4"



Left Fabric Palette

## Left Fabric Palette - Wide Doors

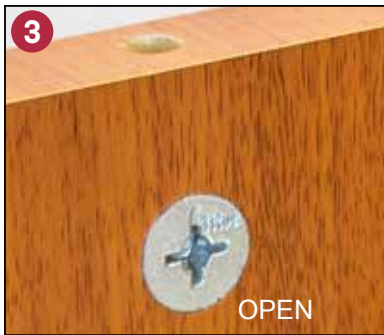
Wide Door Studios include: Artisan Embroidery, Artisan Quilter, Artisan DesignPro, Artisan Bernina Studio, Artisan QuiltMate, Artisan QuiltPro, Artisan StorageCenter, Artisan Small StorageCenter and Heritage Cub Left Hand.



1) To install the left Fabric Palette, position the Palette so that the 8 brass fittings are facing up (*as shown in Fig. 1*). Screw the large Cam Lock Pins, with your Phillips head screwdriver, (*as shown in Fig. 2*) into brass fittings **B & F**. Tighten the Cam Lock Pins snugly, but *do not over tighten*.



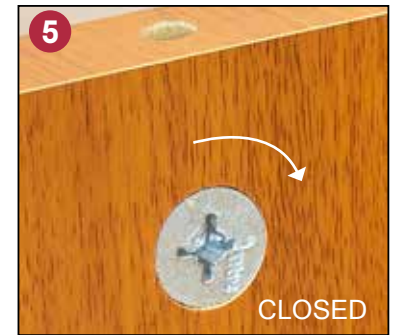
# Fabric & Notions Palettes Installation - Wide Doors



**3)** Before placing the palette down on top of the studio doors, make sure the built-in Cam Locks are open with the arrow facing up. Look down through the openings on top of the door to ensure that the Cam Lock is open (*Fig. 3*).



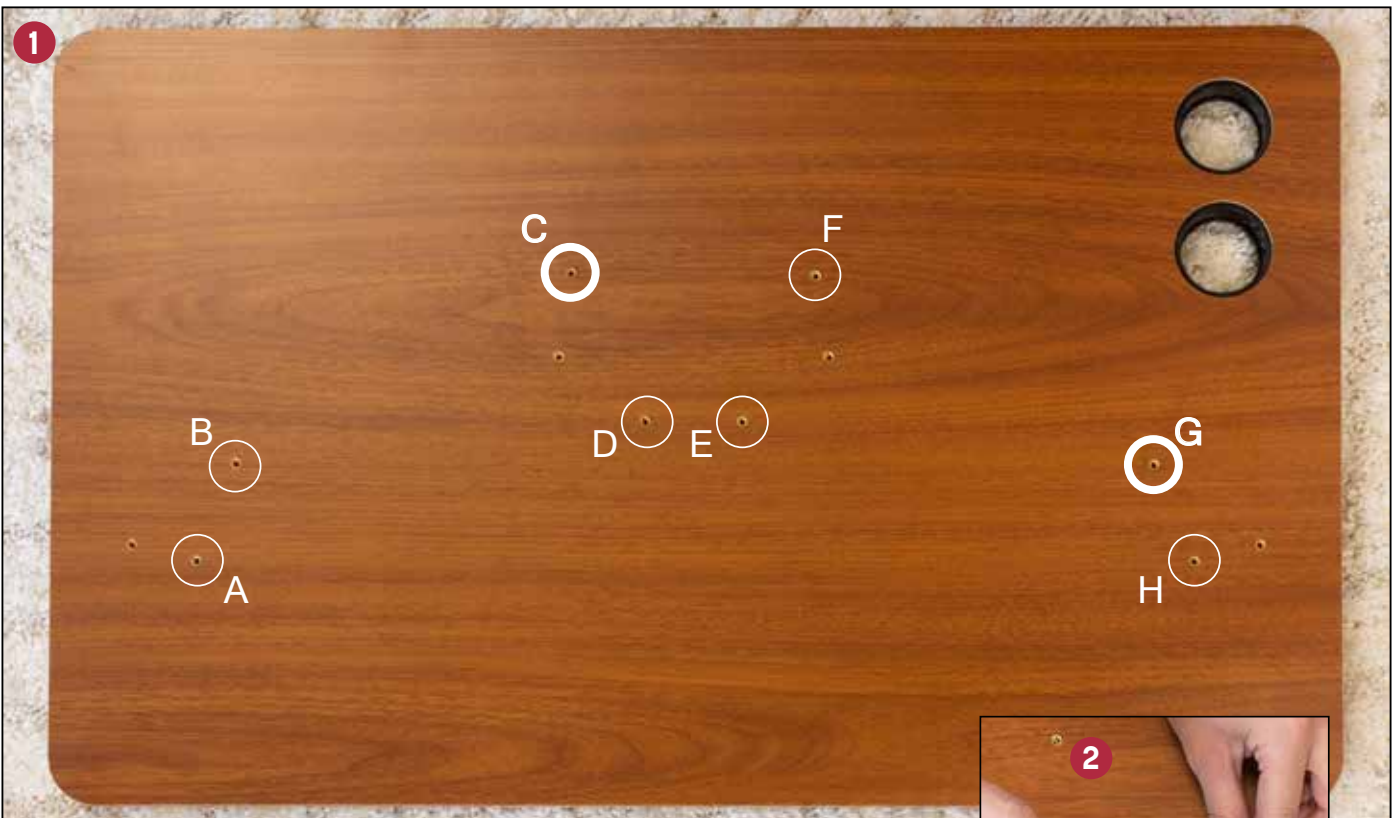
**4)** Line the Cam Lock Pins up with the openings on top of the Studio doors, positioning the Cam Lock Pin on the door closest to the Studio (*Fig. 4*). Put the Cam Lock Pins in the openings and make sure the Palette lays flush on top of the doors.



**5)** Tighten down the two Cam Locks from underneath by turning them clockwise.

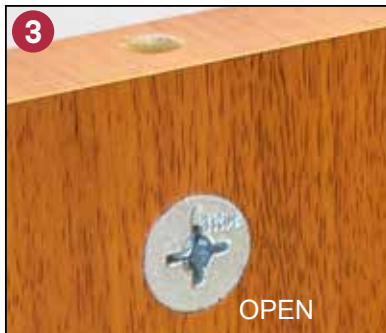
## Right Notions Palette - Wide Doors

Wide Door Studios include: Artisan Embroidery, Artisan Quilter, Artisan DesignPro, Artisan Bernina Studio, Artisan QuiltMate, Artisan QuiltPro, Artisan StorageCenter, Artisan Small StorageCenter, Heritage Cub Right Hand & Heritage Embroidery Center.



**1)** To install the right Notions Palette, position the Palette so that the 8 brass fittings are facing up (*as shown in Fig. 1*). Screw the large Cam Lock Pins, with your Phillips head screwdriver, (*as shown in Fig. 2*) into brass fittings **C & G**. Tighten the Cam Lock Pins snugly, but **do not over tighten**.

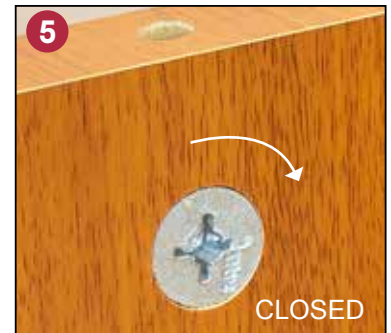
# Fabric & Notions Palettes Installation - Narrow Doors



**3)** Before placing the palette down on top of the studio doors, make sure the built-in Cam Locks are open with the arrow facing up. Look down through the openings on top of the door to ensure that the Cam Lock is open (*Fig 3*).



**4)** Line the Cam Lock Pins up with the openings on top of the Studio doors, positioning the Cam Lock Pin on the door closest to the Studio (*Fig. 4*). Put the Cam Lock Pins in the openings and make sure the Palette lays flush on top of the doors.



**5)** Tighten down the two Cam Locks from underneath by turning them clockwise.

## Left Fabric Palette - Narrow Doors

Narrow Door Studios include: Narrow door studios include: Slimline Artisan Embroidery, Slimline Artisan Quilter, Artisan SewMate and Heritage SewMate.



**1)** To install the left Fabric Palette, position the Palette so that the 8 brass fittings are facing up (*as shown in Fig. 1*). Screw the large Cam Lock Pins, with your Phillips head screwdriver, (*as shown in Fig. 2*) into brass fittings **A & D**. Tighten the Cam Lock Pins snugly, but **do not over tighten**. (*To complete, follow steps 3-5 above*).



# Fabric & Notions Palettes Installation - Narrow Doors

Palettes add to your studio's work surface, and come in a set of two. The left side is the smooth tabletop surface called a Fabric Palette, and the right side is the organization compartment called a Notions Palette.



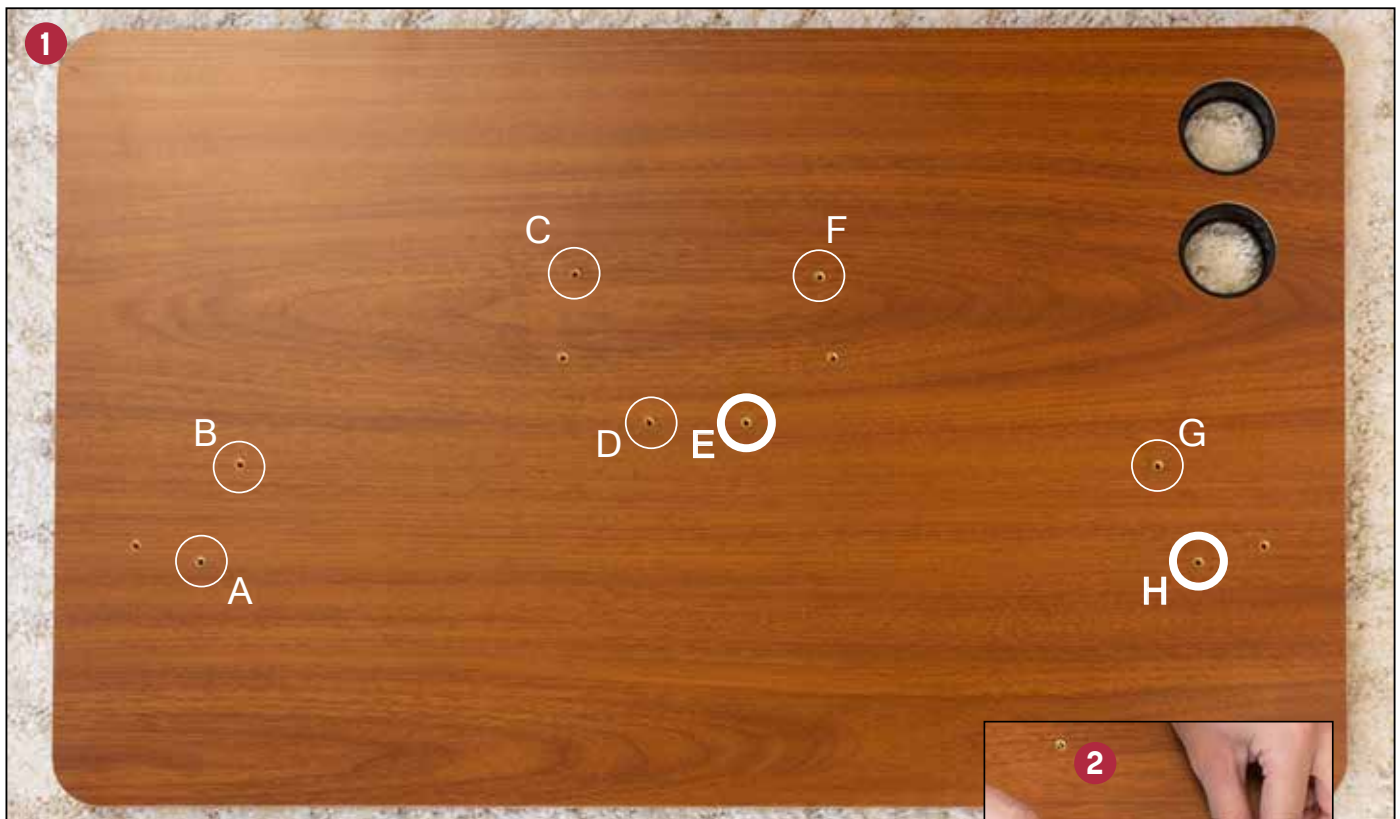
Use Large  
Cam Lock  
Pins 1-1/4"



Right Notions Palette

## Right Notions Palette - Narrow Doors

Narrow Door Studios include: Narrow door studios include: Slimline Artisan Embroidery, Slimline Artisan Quilter, Artisan SewMate & Heritage SewMate.



**1)** To install the right Notions Palette, position the Palette so that the 8 brass fittings are facing up *(as shown in Fig. 1)*. Screw the large Cam Lock Pins, with your Phillips head screwdriver, *(as shown in Fig. 2)* into brass fittings **E & H**. Tighten the Cam Lock Pins snugly, but **do not over tighten**. *(To complete, follow steps 3-5 on page 8)*

# Fabric & Notions Palettes Removal



**Note:** The Fabric Palette and Notion Palette must be removed to close the Studio doors. To remove these Palettes and store them away, unlock the two Cam Locks, with your Phillips screwdriver, by turning them counter clockwise from underneath the Palettes. If the Lock is turned too far, the Palettes will not lift off easily; you will need to turn the Cam Locks back until the arrow is lined up.



**Storing your Palettes:** A convenient storage space is designed for the Fabric Palette and Notion Palette or the Studio Filler Board and Machine Insert. It is located in the very back of the Studio.

**Note:** Before storing the Notion and Fabric Palettes, the Cam Lock Pins must be removed.



# Door Shelving Installation

The optional Door Shelves adds convenient storage options to your studio.



Use small  
Cam Lock  
Pins 5/8"

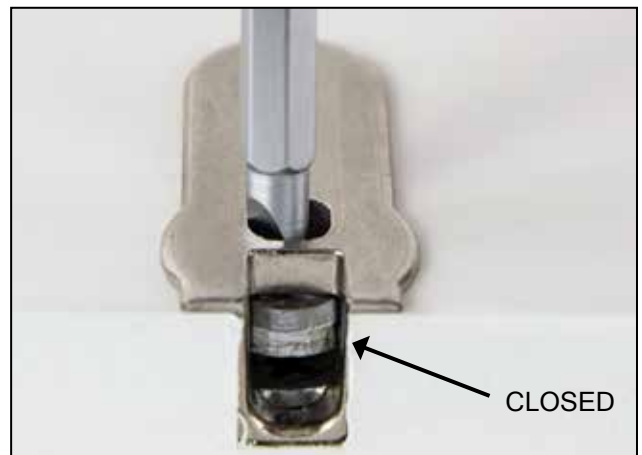
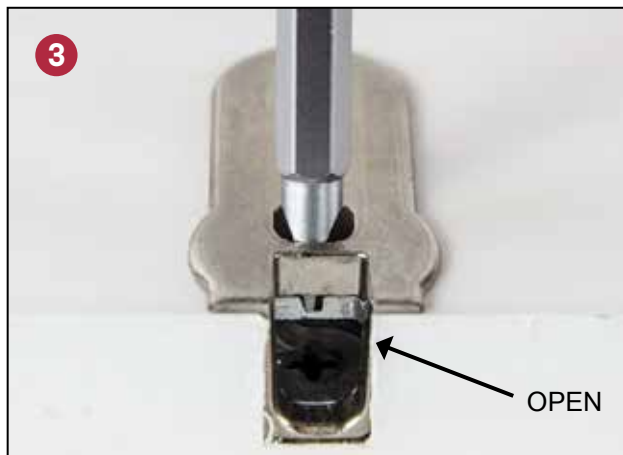


**1)** To install the shelves on the Studio doors, screw 4 Small Cam Lock Pins in the brass fittings on the inside door panel and tighten with Phillips screwdriver flush to the door surface. ***Do not over tighten.***



**2)** Add 2 Small Cam Lock Pins on the outside door panel for each shelf. Tighten all Small Cam Lock Pins flush to the doors. ***Do not over tighten.***

# Door Shelving Installation



**3)** Before placing the shelves on the Cam Lock Pins, make sure the built-in Cam Locks are opened. Look through the openings on the sides of the shelves to ensure that they are opened.



**4)** Place the shelf on the Cam Lock Pins and position the shelf top into place.



**5)** Tighten the Cam Locks from underneath by turning them clockwise. *Repeat for all four shelves.*

## Door Alignment

### Push to lock hinge

The Studio Doors may need to be raised or lowered as a result of the levelness of the floor or floor surface. The door hinges, attached to the Studio side wall, can be raised or lowered slightly by turning the adjustment screw a quarter turn clockwise or counter clockwise with your Phillips screwdriver. The adjustment needs to be done to both the top and bottom hinges simultaneously.



# Door Removal

Each Studio Door can be removed if needed when pairing Studios together or for storage. The hinges are designed to detach and separate by using a flat head screwdriver to pop it out of the hinge face attached to the door.



1) Place your flat head screwdriver, as shown above, to release the hinge.



2) Open both hinges all the way.



3) Carefully lift off the door.

# Door Re-Attachment

**Some models may have a push to lock hinge.**

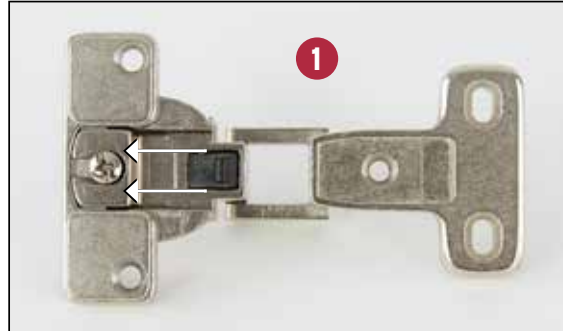


1) To re-attach your hinges, line up both ends of the hinge.

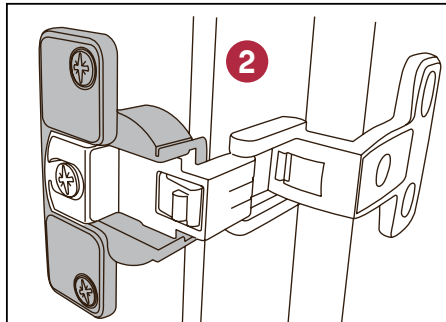


2) Snap close and repeat for top and bottom hinges.

**Some models may have a screw lock hinge.**



1) The mounting screw is pre-installed loose. Installer may have to loosen screw counterclockwise to ensure mating hinge fits under screw.



2) Make sure hinge mounted on studio is pushed all the way forward before tightening the screw.

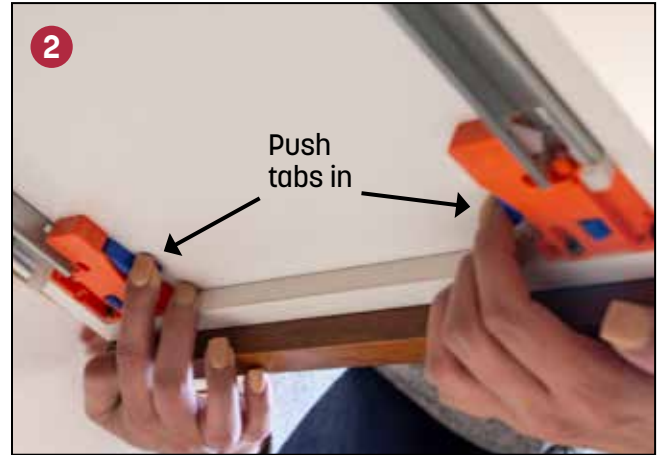


# Drawer Removal & Re-Insertion

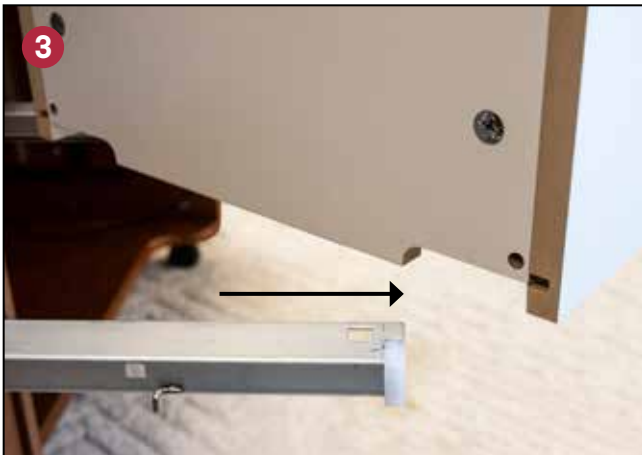
Each Studio Drawer can be removed if needed. Simply release the two blue locking tabs that attach the under-mount glides from the drawer.



1) Pull the drawer out, towards you.



2) Place both hands under the drawer on the blue left and right tab release and push tabs in. The blue tabs will release the drawer glides. Remove the drawer.



3) When re-inserting the drawer, pull **both** drawer glides to the forward position.

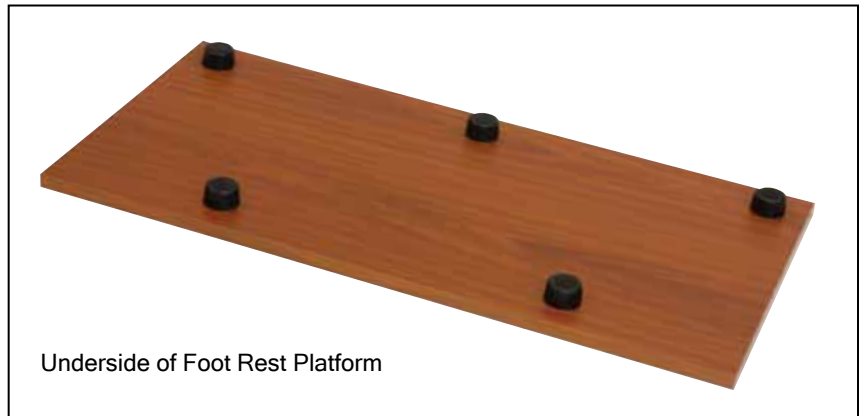


4) Lower drawer onto both drawer glides, ensuring backside of drawer notches are securely positioned on the drawer glides. Push drawer closed and listen for click to know it's securely in place. Pull drawer out to ensure drawer is locked into glide.



# Foot Rest Platform Installation

The adjustable Foot Rest Platform is designed to position your sewing machine foot rest at a comfortable height. It fits on top of the base of the studio. (Your studio can also be used without the Foot Rest).



1) Choose the height that best suits your needs. (*Base by itself, 1-3/4", 2-3/4" or 3-3/4"*). Screw in your platform supports (*clockwise*) into the holes on the bottom of the Foot Rest Platform.



2) With all five platform supports in place carefully slide into the bottom base of your studio as shown.



**Note:** Platform supports must be removed to store under the cabinet.

# Outback Shelves Installation

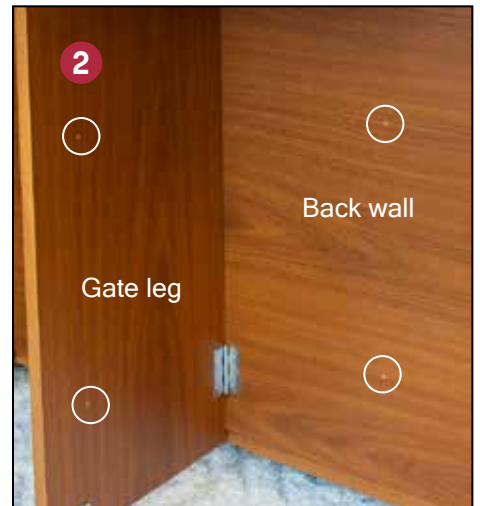
Ordered as a set of two, the optional Outback Shelves adds convenient storage space.



Use small  
Cam Lock  
Pins 5/8"



**1)** Position the Gate Legs perpendicular to the back wall of the Studio so that they are at a 90-degree angle.



**2)** Locate the 10 Cam Lock brass fittings (Six on the back wall and two each on the outside of each gate leg).



**3)** Insert the small Cam Lock Pins into the 10 Cam Lock brass fittings. With your Phillips screwdriver, tighten them in until they are flush against the Studio.  
***Do not over tighten.***



**4)** All Cam Lock Pins in place.

# Outback Shelves Installation



5) This is the underside of the Outback Leaf shelf. Before placing the shelves down on top of the Cam Lock Pins, make sure the built-in Cam Locks are opened.



6) Look through the openings on the sides of the shelves to ensure that they are opened.



7) Starting with the lower shelf, lift and position the shelf in place on top of the Cam Lock Pins along the back wall of the studio. Now lower the shelf onto the Cam Lock Pins attached to the gate legs.



8) On the underside side of the shelf, tighten each Cam Lock by inserting the screwdriver and turning the Cam Lock clockwise 1/2 turn.



9) This shows closed position.



10) Repeat steps for the top shelf.





*Koala furniture is assembled with globally sourced parts. Koala Studios are manufactured and distributed by Tacony Corporation.*

KLCB-OM • 0719

## CRAFTED | WITH PRIDE

Koala Studios are customized for you in our Midwest facility with the utmost in craftsmanship and quality. Every detail of your Koala Studio – from the environmentally-friendly, highest-grade engineered wood base to the steel components and decorative handles – were chosen with quality, elegance and luxury in mind.



Brought to You by Tacony Corporation®.

[www.mykoalastudio.com](http://www.mykoalastudio.com)