

Embroidery Machine – Loading the Hoop

Step 1: Select the proper hoop

- Embroidery files are saved to specific hoops. See Technique Tutorial “Embroidering a Design from the USB Drive” to determine which hoop your design requires.
- The material you will be embroidering must be large enough to overhang the hoop by about an inch on all four sides.



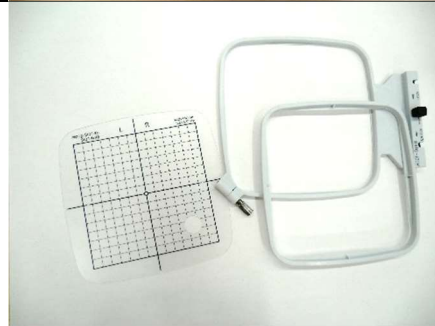
Step 2: Cut a piece of stabilizer

- The stabilizer must also be large enough to overhang the hoop by about an inch on all four sides.
- If using iron-on stabilizer, follow the package directions to bond the stabilizer to the back of the material you will be embroidering onto.



Step 3: Prepare the hoop

- Remove the clear plastic gridded overlay and set it aside.
- Loosen the thumb-screw and remove the inner hoop.



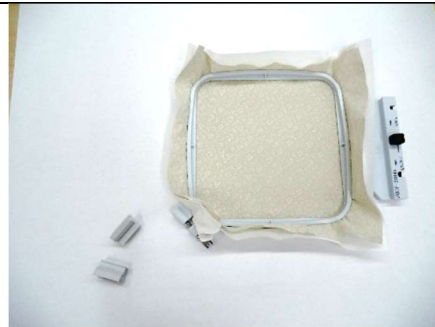
Step 4: Stack the pieces in the following order:

- Outer hoop
 - Stabilizer
 - Fabric (right side up)
 - Inner hoop
- Center the area to be embroidered over the outer hoop, and place the inner hoop directly over top of it.



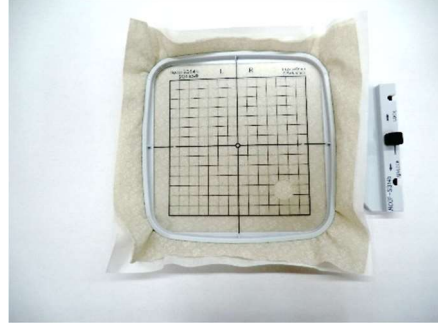
Step 5: Insert and tighten the hoop

- Press the inner hoop into the outer hoop, loosening the thumb-screw more if needed, until the inner hoop is in place.
- Pull gently on the edges of the fabric as needed to get it smooth and taut within the hoop.
- Tighten the thumb-screw to hold the fabric firmly in place.
- On larger hoops, use hoop clamps (shown in lower left of photo) to help hold the fabric securely.



Step 6: Check the positioning of the material

- Place the gridded overlay back into the hoop and double-check that the area you wish to embroider is within the gridded design area of the hoop. If not, loosen the hoop reposition the fabric until it is, and then re-tighten the hoop.
- Remove the gridded overlay when you are done.



Step 7: Load the hoop onto the machine's hoop carriage

- Press the black locking lever towards you.
- Slide the hoop into place on the carriage pins.
- Release the black locking lever to secure the hoop.

