



# FLAT HAT HOOP INSTRUCTIONS

Compatible with eXpressive 940 / 970

The Flat Hat Hoop is designed to complement our elna machine's professional embroidery abilities and facilitates the embroidering of all types of caps.

## Hat hoop kit includes:

- 1 Hat Hoop Base Plate
- 1 Hat Hoop Clamping Plate
- 2 Clamping Knobs
- Instructions
- 2 - 8.5" X 12" Sample of Tear Stabilizer

## Additional supplies needed:

- Adhesive Stabilizer (for future usage)
- Stapler
- Tape

*Note: Improper use of the Hat Hoop could cause damage to your embroidery machine. Please follow the instructions carefully.*

## HAT HOOP PREPARATION:

1. Attach the hoop to the hoop brackets. Select the desired design. Select Hoop icon. Select S hoop category. Select H1 Hoop. The machine will automatically rotate the design 90 degrees, so that the top of the design is to the right and the bottom of the design is to the left.

*Note: Only use designs that are designed for the H1 Hoop (4" X 3.5"). Selecting a design that is too large for the Hat Hoop opening will cause the embroidery feet to hit the hoop and could cause damage to your embroidery machine.*

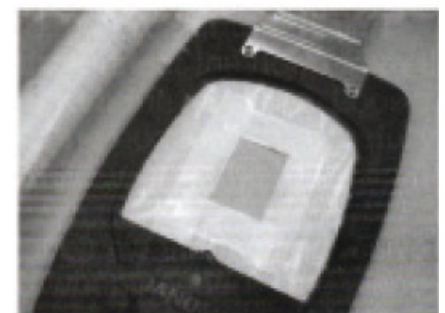
2. Use the Tracing function and the placement arrows to verify that the design will stitch within the open area of the hoop.

3. After verifying that the entire embroidery design will stitch within the open area of the hat hoop, disconnect the hoop from the machine.

4. Cut a 8.5" x 12" piece of adhesive stabilizer. Remove the paper backing. Carefully attach the sticky side of the stabilizer to the back of the hoop, beginning at one side. Gently pull the stabilizer across the opening and press the edges of the stabilizer firmly to the edges of the hoop. If the stabilizer is not pulled flat and taut, pull the edges and reset the stabilizer.

5. In order to reduce cost and time for several hats at a time, cut out a square (approximately 2.7" X 2.7") from the embroidery area of the stabilizer.

6. Using either 1" X 4" strips of adhesive stabilizer or adhesive tape, place 4 strips around the square, sticky side up, to reinforce the square opening.





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## HAT PREPARATION:

7. To prepare the hat for embroidery, unfasten any snaps, clasps or straps. Turn the hat upside down and staple (or tape) the head band to the bill (visor).
8. For lighter weight fabrics, it is recommended that you apply a piece of fusible stabilizer on the inside of the cap front.

## ATTACHING THE CAP TO THE HOOP INSERT:

9. Loosen the clamping knobs (turn counterclockwise). Place the hat on the hoop, right side up. Lift the clamping plate and slide the bill/visor of the cap underneath until the edge is against the clamping screw posts. Align the centerline of the clamping plate with the center seam of the cap. If there isn't a seam, align with the center of the cap. Tighten the clamping knobs (turn clockwise). Do not over tighten the knobs.
10. Pull the lower back edge of the cap toward the back of the hoop insert base plate, matching the center back seam of the hat with the V- groove (center line). Using finger pressure, secure the center seam of the hat to the stabilizer. Working from the center out, adhere the rest of the cap to the stabilizer. Pull the excess hat fabric out of the way and tape to the outer edges of the hoop.
11. Attach the hoop onto the hoop brackets; making sure the hat clears the embroidery feet and needles. Verify that the #1 needle is aligned with the center of the hat. If necessary, reposition the hoop using the placement arrows on the Remote Computer Screen. When the design is centered, embroider the design.
12. When the embroidery is complete, disconnect the hoop from the brackets. Carefully remove the hoop from the machine. Loosen the clamping plate. Remove the hat from the hoop insert. Carefully remove staples, tape and excess stabilizer from the hat. Clip the threads.
13. When doing multiple hats, simply place new strips of adhesive stabilizer around the square opening when needed. One piece of 8 1/2" X 12" adhesive stabilizer should embroider up to 4 hats.