

# RECTANGLE HAP HOOP INSTRUCTIONS

Compatible with eXpressive 830 in hoop RE20b

## Hat hoop kit includes:

- 1 Hat Hoop Base Plate
- 1 Hat Hoop Clamping Plate
- 2 Clamping Knobs
- Instructions

## Additional supplies needed:

- Appropriate Hoop
- Adhesive Stabilizer
- Stapler
- Tape

## HAT HOOP INSERT PREPARATION:

1. Remove the inner Hoop
2. Position the Hat Hoop Insert within the outer hoop, placing the Clamping Plate in the opposite direction of the hoop key.
3. Tighten the hoop screw. As the hoop is tightened, arrows on the hoop insert should align with the notches on the sides of the hoop. If the arrows do not line up when the hoops is tightened, loosen the outer hoop and adjust the position of the insert as needed. Alignment of the arrows indicate that the Hat Hoop Insert is correctly inserted.
4. Raising the presser foot lever to its highest position, attach the hoop insert to the embroider arm. Select the desired design and determine where the design will be stitched on the hat.

*Note: Only use designs that are designed that are approximately 5" x 4.3". Selecting a larger design will cause the embroider foot to hit the insert and could cause damage to the insert or to your sewing machine. Use the Tracing function and the placement arrows to verify that the design will stitch within the open area of the Hoop Insert.*

5. After verifying that the entire embroidery design will stitch with in the open area of the hat insert, disconnect the hoop from the embroidery arm, raise the presser foot and remove the hoops from the machine.



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



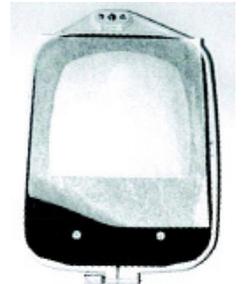
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### HAT PREPARATION:

6. To prepare the cap for embroidery, unfasten any snaps, clasps, or straps. Turn the hat upside down and staple (or tape) the hand band to the bill (visor).

7. Cut an 8" x 8" square of adhesive stabilizer. Remove the paper backing. Carefully attach the sticky side of the stabilizer to the back of the hoop insert, 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 insert. If the stabilizer is not pulled flat and taut, pull the edges and reset the stabilizer.



### ATTACHING THE CAP TO THE HOOP INSERT:

8. Loosen the clamping knobs (turn counterclockwise). Place the cap on the hoop insert, 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.

9. Pull the lower back edge of the cap toward the back of the hoop insert base plate, matching the center back seam of the cap 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.



10. Slide the hoop onto the bed of the embroider machine, from the left side; making sure the needle is in the highest position. Attach the hoop to the embroidery arm. Make sure the needle is aligned with the center of the hat. If necessary, reposition the hoop using the placement arrows on the Ready To Sew screen. When the design is centered, embroider the design.

11. When the embroidery is complete, disconnect the hoop from the embroidery arm. Raise the embroidery foot to its highest position. Carefully remove the hoop from the machine, sliding the hoop toward the left side of the machine. Loosen the clamping plate. Remove the hat from the hoop insert. Carefully remove the staples, tape and excess stabilizer from the cap. Clip the threads.