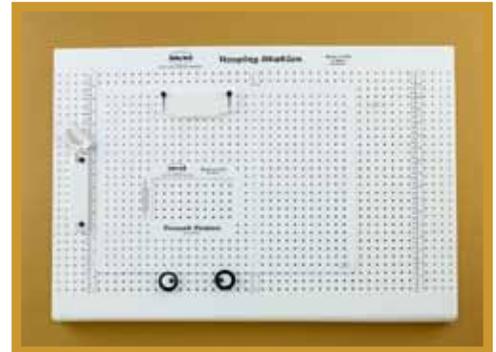


BABY LOCK EMBROIDERY ACCESSORIES

Large Hooping Station

(BLHS)

Detailed Instructions For Use



What does it do? How does it work?

The Hooping Station helps keep embroidery hoops straight without excessive marking and repeated hooping. The outer ring of a hoop is kept square to the body of the Hooping Station allowing the user to place and align a garment or flat good with assurance that the hoop will be perfectly straight and in the correct place every time.

Setting up the Hooping Station for your hoop:

A. Determining where to place the hoop

It is necessary to first decide where you want to mount the hoop on the surface of the Hooping Station.

Commonly used placement points:

1. **Upper left and right corners** for left and right front breast placements respectively on garments
2. **Center** for center front or back on garments such as sweatshirts, T-shirts, plain blouses, etc.
3. **Lower center** for various flat goods such as towels, blankets, sheets, pillowcases, etc.

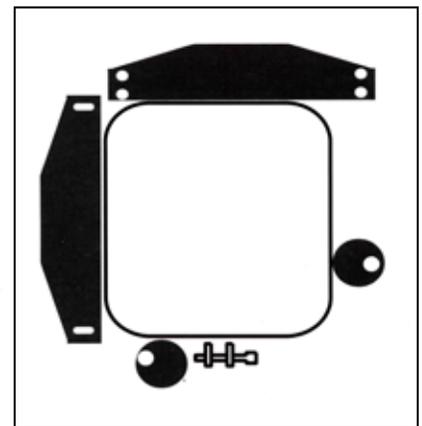


Fig. 1

B. Pre-setting the hoop tension

It is recommended that the hoop tension be set before hooping your project. This is done by first softly folding the item being embroidered so that you have a double layer. The thickness of this fold is approximately what you should set the distance between the inner and outer rings of your hoop to when it's expanded so it's set to the limit. Hold the hoop so that a single gap is made between the two rings at the point where the rings will separate the most. Adjust the screw to make this gap approximately the same size as the doubled project. Your hoop is now set and does not require any adjustment during any part of the hooping or sewing.

C. Mounting your hoop onto the Hooping Station

1. Place the complete hoop where you intend to mount it on the Hooping Station.

Important: The two brackets with the cushion rings, called round eccentrics, must only be lightly touching the hoop when the hoop is snugly against the large flat brackets. This will keep the hoop in place and at the same time allow it to expand as the project is hooped. The brackets must not be forced tightly against the hoop as this situation will cause you to use unnecessary pressure on the hoops. Fig. 1

Note: Since hoops vary from company to company and from size to size, you will need to experiment somewhat with the placement of the brackets for the best results. However, the basic arrangement described here will work for the majority of situations.

- Hint:** Arrange all the brackets around your hoop before attaching them to see how well they line up with the mounting holes. Doing this helps if you need to make minor adjustments without unnecessary effort.
- First, position and mount the large non-adjustable bracket (the large bracket with four mounting holes) along a flat side of the hoop or against a mounting surface of the hoop. This bracket can be arranged vertically, horizontally, or on a perfect 45 degree angle.

Note: When using the Snap-Ease Hoop Press, place this bracket so it will give a solid support against which you can push the Snap-Ease Hoop Press.

- Mount the bracket to the Hooping Station by lifting the Hooping Station and pushing one of the t-nut brackets over the t-nut. Fix it in place with a thumb screw. Lightly tighten the screw. Repeat for the other side of the bracket. Secure the bracket by tightening both screws snugly.
- Mount the large adjustable bracket (for most situations we recommend placing this bracket perpendicular to the first bracket as shown in Figure 1) in the same manner as the non-adjustable bracket, but do not completely tighten the screws yet.
- With the slots in the bracket, adjust the hoop into the square position by aligning the bracket straight to a line of holes on the Hooping Station. Tighten the screws.
- Mount the two round eccentric pins in a way to prevent the hoop from being too loose. These work especially well in tight areas of the hoop such as near the tension screw. Do not completely tighten the screws.
- Rotate the round eccentric pins around the t-nut to adjust them to the edge of the hoop.

Important: Be sure that these eccentrics are only lightly touching the hoop thus allowing the hoop to expand to the full amount necessary for the job. It is preferable for these pins to be too loose on the hoop rather than too tight. Hold the pin in place and tighten the screws.

Marking the center point of your embroidery on garments

A. Plain T-Shirts

- Since the plain T-shirt has no lines by which to guide, the easiest results are obtained by establishing a center line down the front of the shirt. Establish this line by folding the garment in half vertically while lining up the sleeves, neck and bottom edge. The point where the shoulder seam intersects the collar is a good point to start measuring for either left or right breast placement. The base of the collar on the center fold is a good starting point for center front placement.
- Hint:** For left or right breast placement on adults, measure 6" to 8" down and 1" to 3" toward the sleeve from the shoulder seam/ collar intersection or measure 6" to 8" down from the shoulder seam and 4" to 6" over from the center front, whichever you prefer. Center front positioning is dependent on the size of the embroidery and can be placed almost anywhere you prefer up and down the center line.

Left Breast Placement

- For left breast placement fold the garment along the center front as described above.
- Optional:** Fold down the center front and put a mark on the fold, a convenient distance down the garment. This mark will give confirmation that you are perfectly centered with the Hooping Station. Remember this mark can be anywhere along the folded center front.
- Fig. 2.** Starting back at the top on the shoulder seam/collar intersection, measure down how far you wish the embroidery to be from the garment top, usually around 7 inches for adults. Measure over 1 to 3 inches to the right (see the hints above) and put a mark for the center point of your embroidery for left breast placement. An alternate way of measuring is to measure over from the center front fold 4" to 6" and 6" to 8" down from the shoulder seam.

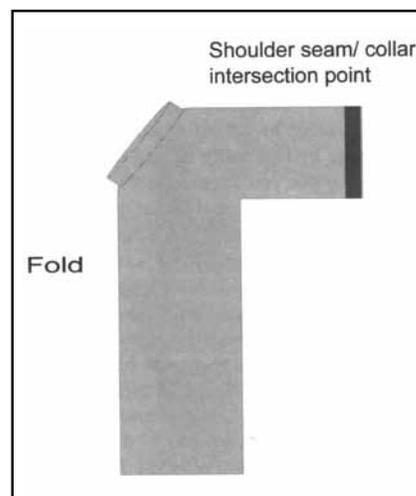


Fig. 2

Right Breast Placement

Right breast placement is identical to left breast placement except that you are working on the opposite side of the garment.

Center Front Placement

1. Center front placement is accomplished by placing the mark for the center of the embroidery anywhere along the center line of the garment front. The distance down the front center line is determined by the size of the embroidery and your personal preference.
2. You will know that the garment is perfectly straight by feeling for the groove on the front of the Hooping Station through the mark on your garment.

B. Shirts with Plackets

The procedure for left and right breast placement is virtually identical to that for the plain T-shirt. Be sure to button all buttons before starting. For this type of shirt, it is unnecessary to fold the garment as the center line of the garment can be easily obtained from the buttonhole centers. Measure down and over to set your embroidery placement.

C. Pocketed Shirts

As pockets are seldom perfectly straight to a garment, it is almost always necessary to align embroidery to be placed near a pocket by using the pocket as a guide rather than the garment itself. You may find it necessary to position a shirt with a pocket slightly off the Hooping Station to align perfectly with the pocket.

Hint: A 5/8" spacing is perfect for locating embroidery above the pocket. For example, a standard 1/2" – 3/4" monogram is centered 5/8" above the pocket. Embroidery designs are centered half of the height of the design plus 5/8" above the pocket.

Find the center line (left to right) of the pocket and measure up however far you wish above the pocket and mark your center point of the embroidery.

Marking the center point of flat goods

Using the Hooping Station, you only need to mark the center point of your design when embroidering flat goods. All alignment can be accomplished by use of the guide marks and rows of holes on the Hooping Station.

Using the Hooping Station with flat goods:

1. Position the hoop and adjust the brackets to hold the hoop in place as previously outlined.
2. Lay the Hooping Station down on a flat work surface and push the turned down lip of the Hooping Station against the table edge. Keep pressure on the lip by leaning against it, if necessary. This stabilizes the Hooping Station. Place the hoop in position within the brackets, put the stabilizer on top of the hoop and secure the stabilizer with tape.
3. Using the grid lines on the Hooping Station, place the work wherever you wish.

Hint: In some situations, you may tuck the edges of the item to be sewn under the Hooping Station to keep the fabric taught.

4. Hoop as you normally would. The hoop will be straight every time.

Note: Your hooping can be greatly eased by using the Snap-Ease Hoop Press. The Snap-Ease Hoop Press takes the strain out of the hooping process.

Hints for Flat Item Placement

(Towels, bedspreads, tablecloths, napkins, placemats, and others)

1. Preset the tension of the hoop so that a single gap between the inner and outer rings of the hoop, when spread apart at its widest point, is approximately equal to twice the thickness of the item being hooped. You will not need to readjust the hoop tension after doing this presetting. **Fig. 1**



Fig. 1

2. Use the two rows of measurement lines on the Hooping Station to position your hoop the distance from the edge of the item to be embroidered that you wish. Place the horizontal centerline mark on the edge of your hoop at whatever measurement you want. Next, if you want the hoop centered with the Hooping Station, you may align the vertical centerline marks with the centerline groove on the Hooping Station. This step is optional. Now you may set the brackets to the hoop so that the hoop is held in position. **Fig. 2**

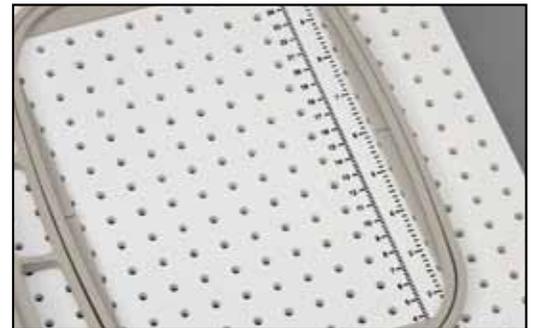


Fig. 2

3. Be sure the two large flat brackets are placed so that any lateral (left/right and up/down) pressure exerted during the hooping process is toward these brackets rather than the cushioned round eccentrics. Shown is a typical hoop setup. **Fig. 3**

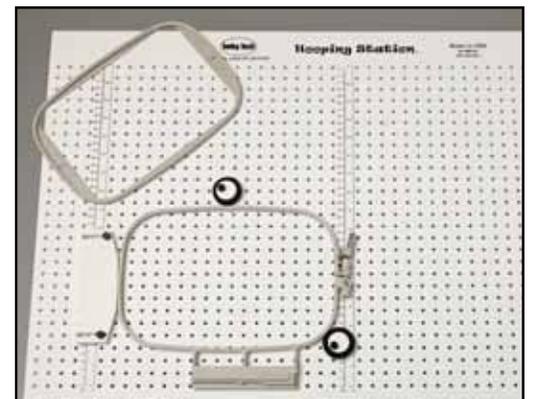


Fig. 3

4. Tape the stabilizer over the outer ring of the hoop. Drape the flat item over the Hooping Station and line up the bottom edge with the 0 marks on the Hooping Station. You may use any of the measurement marks or even the rows of holes to align the item to be sewn. **Fig. 4**

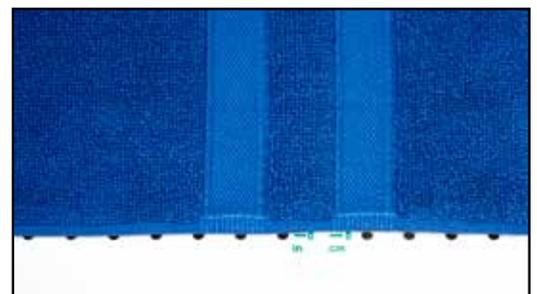
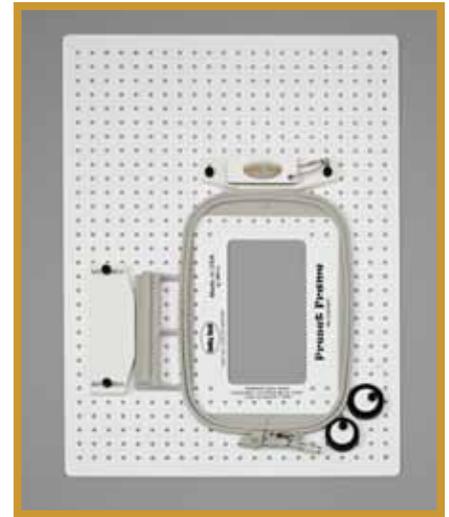


Fig. 4

BABY LOCK EMBROIDERY ACCESSORIES

Information For Using The Preset Frame

1. The Preset Frame can extend over the edge of the face of the Hooping Station on the left, right, or bottom. Rotate the Frame to another position if necessary. If extending the Frame either left or right outside the face, be sure that the garment still fits without being stretched.
2. It is not necessary to mount a hoop onto the Preset Frame so that the hoop is centered over the open area of the Frame. The purpose of the open area is to allow easy viewing of and positioning over the exact spot you wish to place the Frame on the face of the Hooping Station. The center marks of your hoop can be lined up anywhere within the opening on the Frame.



Quick Setup Instructions for the Preset Frame

1. Refer to the suggested layout page and following the instructions included with your Hooping Station, place the brackets around your hoop so that the inside of your hoop is somewhat over the opening in the Preset Frame. Fig. 1.

Note: It is unnecessary to center the hoop over this opening.

2. Mount the brackets as shown in this picture so that the t-nut is on the bottom. Tighten the thumb screw.

Reminder: You can place the brackets around the hoop any way you wish.

3. Now that your hoop is in place on the Frame, you may mount the Preset Frame anywhere you want on the Hooping Station. You may orient the Preset Frame and, consequently your hoop, any way you wish, vertically, horizontally, upside down or rotated $\frac{3}{4}$ turn. YOU MAY EVEN ATTACH THE FRAME ON A TRUE 45 DEGREE ANGLE. Fig. 2

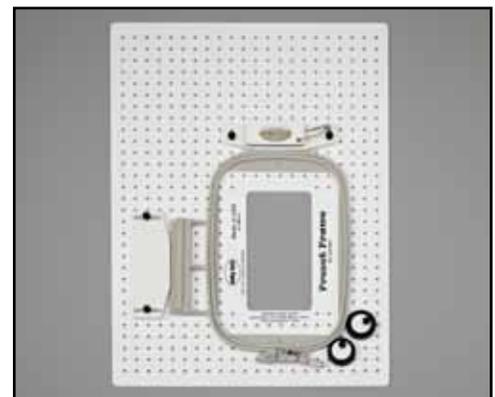


Fig. 1

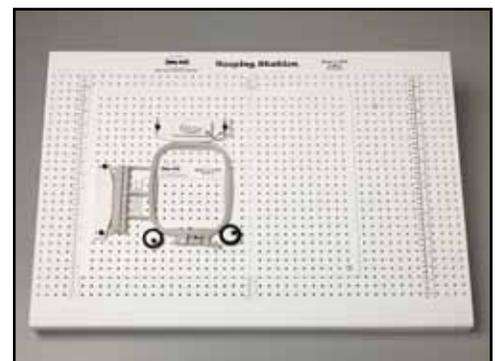


Fig. 2

4. Place the Preset Frame anywhere you wish it to be on the Hooping Station. Using the two white plastic thumbscrews and two of the t-nuts included, push the screws through any two holes on the Preset Frame and into the corresponding holes on the Hooping Station. Attach each screw to a t-nut on the bottom of the Hooping Station. Fig. 3



Fig. 3

5. Following the Hooping Station instructions, complete the hooping. You can save effort and time by using the Snap-Ease Hoop Press to set your hoops. Fig. 4.

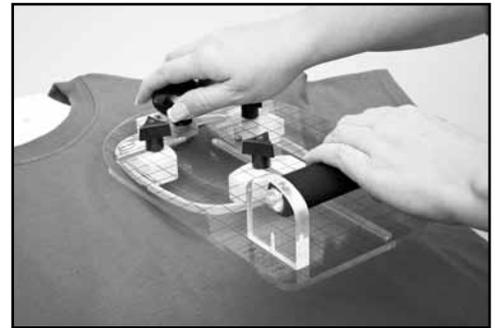


Fig. 4



FOR THE LOVE OF SEWING