This outline lists all the topics that will be covered during your upcoming on-site training with the goal for you to be able to successfully run your new machine with normal applications. At the end of your training, your signature at the end of this outline will indicate your satisfaction with the conducted training session.

This training is meant to provide you with a solid foundation in embroidery and provide the resources for you to steadily improve in your proficiency with the machine and embroidery applications.

You are strongly encouraged to ask questions of your instructor and share with them any specific needs you might have that go beyond the outlined training topics. If time and your previous experience permit, the curriculum can be adjusted to accommodate your needs.

To better prepare for your training, we strongly recommend going to the media tab of www.melcouniversity.com and viewing any prerecorded content related to your purchases. With this content, you will become more familiar with your software and industry terminology. This will enhance your training experience and leave more time for hands-on applications and practice.

Day 1

The first day will focus on the requirements for embroidering on relatively flat goods (shirts, jackets, etc.) as well as the software setup, threading of the machine, needles, and hooping of the garments. The first day will cover:

- Software & Machine Setup (*This should be completed prior to the trainer's arrival. Information for this can be found in the first sections of the user manual for your equipment.*)

- Daily Start-Up Review

- Bobbin Threading, Cleaning, and Tensioning

- Upper Threading and Thread Types

- Initial Maintenance (*Found in the manual*)

- Sew Settings

    - Screen Overview

    - Loading a Design

    - Hoop Selection

    - Color Sequence

    - Machine Speeds

    - Material Thickness Settings

    - Design Orientation

- Hooping
    - Understanding Backings
    - Hooping Techniques for Flat Garments
    - Loading the Hoop
- Keypad Operations
    - Start, Stop, and E-Stop
    - Moving and Centering the Hoop on the Machine
    - Grabber Function
    - Trim Immediate and Speed Change
    - Tracing the Design
- Presser Foot Adjustment
- Sewing a Design and Evaluating Sew-outs
- Understanding Needles
    - Needle Anatomy and Orientation
    - Changing a Needle
    - Needle Sizes, Tips, and Coatings
- Sewing Lab (Practice loading designs and sewing on different materials and applications.)
- Reset Design (Return to 0)
- Specialty Backings and Toppings - Expanding on the Basics
- DesignShop Basics (if applicable)
    - Overview and Menu Bars
    - Help System and Videos
    - Opening, Scaling, and Rotating Designs
    - Zoom Tools
    - Managing Design Colors
    - Creating Lettering Segments
    - Alphabet Types and Code Sheets
    - Baseline Effects (Line Types - Arc, Envelope, Custom, etc.)
- Sew Lettering
- Day One Review

Day 2

The second day will cover the detailed maintenance of the machine as well as sewing round goods like caps. The trainer will review and build on the information from the day before. The afternoon will provide time to review any material if needed. The afternoon is also an excellent time to work on applications more specific to your business.

- Start-up Review

- Maintenance Timers (Learn how to complete the maintenance procedures for which you are responsible. You need to complete the maintenance. The instructor is there merely to coach and assist.)

  - Rotary Hook Review (≈ 200,000 stitches)

  - Weekly Maintenance (≈ 2,000,000 stitches)

    - Needle Drive

    - Upper V-Rail

    - Needle Bar Lubrication

    - Trimmer Maintenance (Model Specific)

  - Monthly Maintenance (≈ 10,000,000 stitches)

    - X-Drive Carriage Rail

    - Y-Drive Bearing Block

    - X-Cable Tension

    - Grabber Drive Eccentric

  - Quarterly Maintenance (≈ 30,000,000 stitches)

    - Take-up Lever Cam and Cam Follower

    - Presser Foot Cam Follower

    - Presser Foot Cam

    - Front Cover Lubrication

  - Thread Feed Rollers (Quarterly ≈ 30,000,000 stitches)

    - Removing, Cleaning, Greasing, and Reinstalling the Feed Rollers

    - Removing, Cleaning, Greasing, and Reinstalling the Pinch Rollers

- Sewing Caps

  - Installing the Wide Angle Driver (Cap Driver)

  - Hooping Caps

    - Preparing the Cap

    - Use of Backing

    - Hooping on the Cap Frame

  - Loading the Cap Frame onto the Driver

  - Sew Settings for Caps

    - Loading a Design

    - Selecting the Hoop

    - Color Sequence

    - Machine Speed

    - Acti-Feed and Lower Limits

    - Design Orientation

  - Centering the Cap on the Machine

    - Appropriate Design Size for Caps

    - Vertically Centering the Design

    - Horizontally Centering the Design

  - Presser Foot Adjustment

  - Tracing the Design

  - Sewing the First Cap

  - Sew a Second Cap

- Other Color Sequence Commands

  - Appliqué Command

  - Others if Applicable

- Move to Stitch & Move to Color

- Laser Alignment

- Embroidery File Types

  - Wireframe (OFM, CND)

  - Stitch Files (DST, EXP)

The remainder of the second day should be devoted to practice, review of learned material, and topics that are geared toward any specific needs. Use this time to discuss any specialty hoops that came with your machine or any specific applications that you may need assistance with.

Trainer: _____

Customer Name: _____ Customer #: _____

Customer Business Name: _____

Training Completed: ❑ Yes ❑ No

Training Day 1 Date: _____ Hours Trained: _____

Training Day 2 Date: _____ Hours Trained: _____

Total Hours: _____

_____
Customer Initials

Training was completed using this outline: ❑ Yes ❑ No

Please rate your overall   Poor   Excellent
satisfaction with the training.   1   2   3   4   5

Please list any topics covered in the training session that were not listed in the outline above. If sections of the outline were omitted, please explain why.

_____
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Customer Acknowledgement

My training has been completed by the certified trainer, and I am satisfied with the training provided.

Customer Signature: _____ Date: _____

I have trained the customer on the machine software/hardware purchased. The customer has signed this outline and is satisfied with the training.

Trainer Signature: _____ Date: _____