

Training Preparation Checklist

In order to help make your on-site training experience a success (if purchased), we recommend that you review the checklist below and have the listed items either completed or available prior to the arrival of your trainer. To get the most out of your training, we recommend that you designate two people from your organization that can devote uninterrupted time to receive this training.

Equipment Preparation

- Ensure your order is complete AND undamaged (review packing slip with actual contents of shipment and carefully inspect your equipment)
 - Assemble Machine Cart(s)
 - Set machine(s) on cart(s)
 - Thread machine(s) & install hoop arms
 - Connect machine(s) to computer
 - Install software on your operating PC (refer to system requirements)
 - Operators Kit (shipped with equipment)
- Consult the initial sections of the help system / user manual of your software or at www.melco-service.com.

Embroidery Supplies (often in starter kit) - www.madeiramart.com (suggested)

- Backings (Cutaway, Tearaway, and Hat) 17-8.8, 25-75.8, 78-4.12
- Thread Madeira PolyNeon 40
- Hoops
- Needles 75/11 Sharp & 75/11 Ball
- Scissors
- Bobbins Style "L"

Miscellaneous Supplies

- Garments for practice sewing
- Hats for practice sewing
- Ethernet Hub and Cables (hub needed for multiple machines only) Used to connect computer to machines
- Internet connection Additional network card needed if using the same computer as with the machine

Maintenance Supplies

- Canned Air
- Flashlight

Training

- Paper, Pens, and adequate space for training

For your convenience, embroidery accessories can be purchased at Madeira Mart (www.madeiramart.com).