

Embroidering

Design with Hatch software

- Hatch software is preloaded on laptops in the Maker Studio.
- Open Hatch software.
- Choose from premade designs or click **New** to create a design from a picture. If you choose premade go to **File > Export Design** step.
- Click **Auto-Digitize**.
- Click **Insert Artwork**.
- Choose your picture from the file menu.
- Click your picture and check that the black squares are showing.
- **Auto-Digitizer Instant Embroidery** (this may take a minute).
- Go to **File > Export Design**.
- Choose **.PES** format.
- Save file to laptop.
- Copy file to USB.
- Place USB into the embroidery machine.

Use Built-in Designs

- Turn on the embroidery machine.
- Wait 30 seconds for the screen to light up and tap on it once.
- Tap on the design selections.
- Adjust size and orientation using the on-screen options.
- Tap **Set** to finalize each design.
- You may add multiple design elements.
- Tap and drag elements in the preview area on the left to arrange as desired.
- Tap **Edit End** to complete design.
- Tap **Emb-rodery** to start embroidery process

Operating the Brother NQ1600E Embroidery Machine

- Turn on the machine.
- Tap the screen to get started.
- Thread the bobbin
- Place bobbin on the pin at the top of the machine.
- Put thread on the spool holder
- Put thread through threading 1
- Wrap thread behind 2
- Thread to the left of the bobbin threading nub
- Put thread through the hole at the top of the bobbin
- Push the bobbin and pin to the right
- Hold thread at the top with one hand
- Press the **Start/Stop** button (the needle should not move)
- Press the **Start/Stop** button when the bobbin is filled (do not over fill)

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Change the bobbin

- Pull black tab near bobbin window to the right, and the clear plastic cover will pop up.
- Remove the clear plastic cover.
- Hold thread and place the bobbin in the machine.
- Pull thread across the thread catch.
- Pull thread back down until it gets cut by the cutter.
- Put plastic cover back in place.

Thread the machine

- Place thread in the spool holder.
- Put the thread through 1.
- Catch thread on hook at 2.
- Pull thread down the front past 3.
- Loop back up and to the right at 4 (note if foot is down this step will be blocked until the foot is up).
- Pull thread down and left at 5.
- Pull thread through the catch just above the needle at 6.
- Pull thread across 7.
- Pull thread through 8 on the side of the machine until it cuts.
- Pull down threaded handle on left side of the machine and it will auto thread.

Starting projects

- Open the hoop.
- Place backing in the outer hoop.
- Add your material on top of the backing.
- Place the inner hoop on top and tighten screw to clamp in place.
- Place the hoop with material and backing in the machine when instructed.
- Press the button for the foot to lower,
- Press the green button at the front of the machine to start embroidering.

Machine specifications

- Max hoop size 6 in x 10 in
- Minimum size 1 in x 2.5 in