

## Setting up your Universal Hooping Aid

Note to Operator: The Universal Hooping Aid is a great tool to help ensure that your garments are hooped the same way every single time. If you have any questions about using it or have issues setting it up, please call PBG Support

Tools Needed:

- 4mm Allen Wrench

Step by Step Instructions:

1. Put the hooping aid base flat on a table



2. Slide the right half of the hooping aid on the silver bar



3. Slide the left half of the hooping aid on the silver bar
  - a. Make sure the two long ends of each half meet in the middle



4. To set it up for production, you can move the white washers around by loosening the 4mm allen screw in the middle. Then position them so they will hold the outer ring of your hoop in place.

