

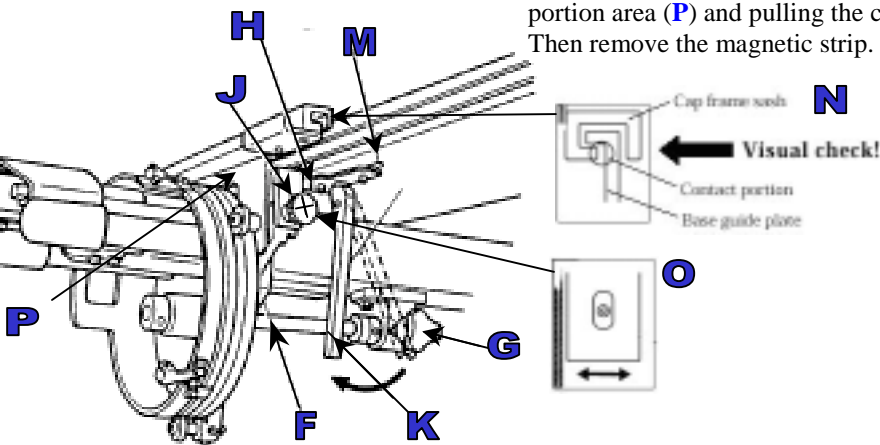
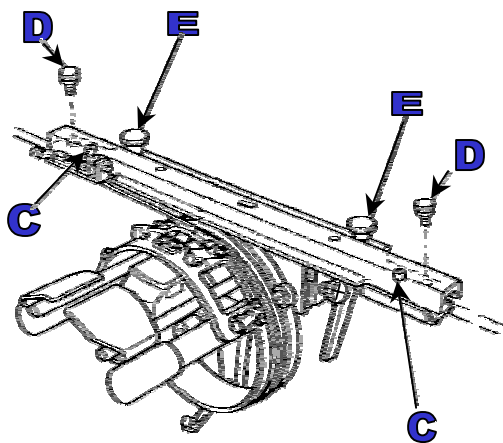
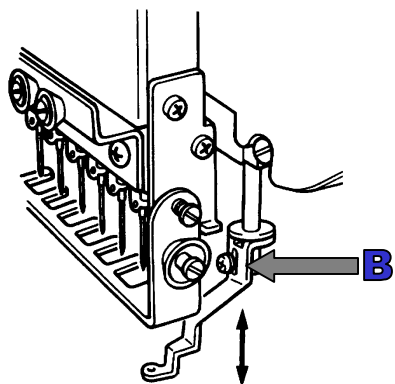
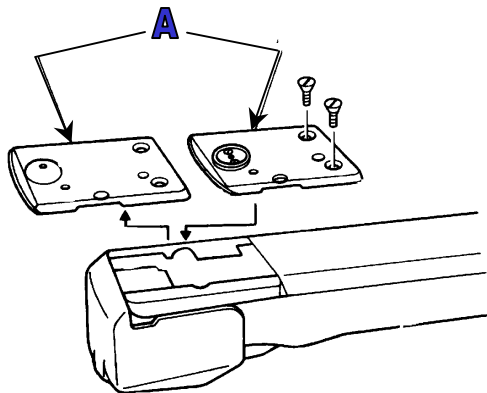


# BES-940,941,1240,1241,960,961,962,963 1260,1261,1262,1263

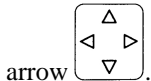
For Technical Assistance Please Call Toll Free 1-877-4BROTHER

## TUBULAR to CAP

With the power to the machine ON.



1) Remove the tubular arms by releasing the clasps on the pantograph. This can be made easier by moving the pantograph to the back of the machine with the down



arrow

2) Move the needle case to needle #1 using the needle select buttons



3) Remove the flat needle plates (A) and replace with the cap needle plates.

4) Manually lower all the presser feet using the lever to the right of each head.

5) Turn the pulley in the direction of the arrow to 200 degrees.

6) Loosen the screw that secures the presser foot (B) and adjust the height to the thickness of two business cards or a credit card from the hole in the needle plate, then re-tighten screw.

7) Turn the pulley backwards to 100 degrees or stop position.

8) Switch the machine to cap mode.

Computer model – On the computer left click on Settings, Embroidery Hoop, Wide Cap (All).

Stand Alone – Use the flat/cap switch on the panel to switch to cap.

9) Turn machine off for 5 seconds and power back on. It will ask you to confirm



canceling the sewing data if using a stand-alone machine by pressing the key. If a over limit error occurs after turning the machine back on just press the Stop key repeatedly until the error does not occur.

10) Slide the cap driver unit onto the lower arms of the machine and place the driver over the locator pins (C) and secure with the long black thumbscrews (D).

11) Slide the guide bar (F) into the hole to the rear of the arm until it stops.

12) Tighten the black thumb knob (G) to secure the guide bar.

13) Slide the rocker arm bracket (H) under the pantograph (M) and pivot the arm (K) to secure the bracket to the pantograph. (Be sure the arm has been pivoted before proceeding to next step).

14) Attach the Phillip's head or thumbscrew (J) located on the right side of the cap system. Before tightening fully, make sure and check the gap of the cap frame sash (N) to make sure it is in the middle by sliding the cap driver forward and back (O). This can be made easier by inserting one of the thread magnetic strips into the contact portion area (P) and pulling the cap driver forward before tightening the screw. Then remove the magnetic strip.