



## **User Manual**

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- Patent US 6,445,970 B1
- Patent US 6,823,807
- Patent CH 693569 A5
- Patent US 6,736,077 B2
- Patent US 6,732,668 B2
- Patent US 6,871,605
- Patent US 6,983,192 B2
- Patent US 7,308,333 B2
- Patent US 7,513,202
- Patent US 8,851,001 B2
- Patent US 9,702,070
- Other patents pending

# Software Versions

## v1.0.42

- Launch of Product

# Introduction

The Melco SUMMIT Manager is designed to provide centralized control of your workflow when using one or multiple SUMMIT embroidery machines.

Use SUMMIT Manager to:

## **Check Production Floor Status**

- Instantly preview the status and configuration of connected SUMMIT embroidery machines.
- Gain real-time insights into machine readiness, job progress, and operational health.

## **Prepare Designs**

- Seamlessly prep embroidery designs for SUMMIT machines with optimized settings, including hoop selection, thread colors, speed, and Acti-feed settings.
- Reduce setup time and eliminate errors with intuitive design management tools.

## **Send Designs**

- Queue multiple embroidery designs to one or more SUMMIT machines.
- Distribute and prioritize jobs, manage production flow, and ensure continuous operation without manual intervention.

# Installation Instructions

This provides important information for successful installation of your new software.

After installation and activation, please take time to review the manual to familiarize yourself with the functionality of the software.

## Download & Install

1. Navigate to the Software Downloads page at <https://downloads.melcocloud.com>.
2. Select the first four characters of your Product Serial Number. This will direct you to the correct software download page.
3. Download the software from the download link.
4. Locate the setup file (softwarename-versionnumber.exe) in the downloads folder of your computer, and double-click to begin the installation.
5. Click "next" as prompted by the installation process to complete the installation.



# Melco Cloud Login

When first launching the SUMMIT Manager, you will need to log into your Melco Cloud account to verify your license. You will not need to do this every time, but will need to repeat this process every so often to verify the license.

## Melco Cloud Credentials

If you have a Melco Cloud account, enter your email or username and password in the spaces provided. After typing in your credentials, press enter on your keyboard or click on **Log In to your Melco Cloud** to continue to the [SUMMIT Manager Launch screen](#).

## Create Melco Cloud Account

If you do not have a Melco Cloud account, click on **Create Melco Cloud Account**. You will be redirected to a webpage where an account can be created. This account will then be linked to any Melco licenses you register.

## Close Software

Click **Close Software** to exit the SUMMIT Manager.

## Register License

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If a SUMMIT Manager license is not assigned to your Melco Cloud account, you will need to enter your assigned serial number in order to register it with your account. This will not be necessary on future log-in attempts.

### Serial Number

Enter the SUMMIT Manager serial number you received from Melco.

### Register License

Click the **Register License** button to assign the entered serial number to your Melco Cloud account.

### Close Software

If you are not registering a license at this time, click **Close Software** to exit the SUMMIT Manager. You can return to this screen at any time by re-launching the SUMMIT Manager software and logging into your Melco Cloud account.



# SUMMIT Manager Launch

From the Launch screen, you can start the SUMMIT Manager, log out, or be redirected to your Melco Cloud account.

## Start SUMMIT Manager

Pressing the **Start SUMMIT Manager** button launches the application.

## Log Out

Pressing the **Log Out** button will log you out from the SUMMIT Manager. Logging out makes the SUMMIT Manager license usable on another device.

## Manage Melco Cloud Account

Pressing the **Manage Melco Cloud Account** button will launch your default web browser and navigate to your Melco Cloud Account page.

After logging in, you can:

- Access Melco Cloud Apps you have associated with your account.
- View Software licenses assigned to this account.
- Manage users assigned to this account.
- Access Settings such as language and API keys.
- Edit Personal or company information associated with this account.
- Change Melco Cloud login credentials.
- Give access to Melco Support.

# Title Bar

The Title Bar, sitting at the top of the window, allows quick navigation to all parts of the SUMMIT Manager. Find a brief description of each button below.

## SUMMIT Manager Icon



Click the **SUMMIT Manager Icon** to view the SUMMIT Manager splash screen. This is a quick way to determine what version of the SUMMIT Manager you are running.

## Machine Dashboard

Select the **Machine Dashboard** tab to view and manage the compatible embroidery machines on your network. The dashboard allows you to add machines, arrange them in groups or into the shop layout, and view their current status.

Visit the [Machine Dashboard section](#) for more information.

## Machine Run Settings

Select the **Machine Run Settings** tab to open a design and set various settings critical to its embroidery including thread colors, hoop, and sew speed.

Visit the [Machine Run Settings section](#) for more information.

## Send to Machine(s)

Select the **Send to Machine(s)** tab to load or queue the design to the machines you select.

Visit the [Send to Machine\(s\) section](#) for more information.

## Settings



Click the **Settings** button to configure your SUMMIT Manager. The Settings window contains various settings and a check for updates button.

Visit the [Settings section](#) for more information.

## Help



Click the **Help** button to enable Help Mode. This will place a question mark over every part of the software that documentation is available for. Click any question mark to read more about that particular button, function, or section. Software functions are temporarily inaccessible while Help mode is enabled.



To exit Help mode, click on the **Return** button now found over the **Help** button.

## Melco Cloud



Click the **Melco Cloud** button to visit the SUMMIT Manager Launch screen where you can log out from the software or visit your Melco Cloud account page.

# Machine Dashboard


The Dashboard tab serves as your starting point when first launching the SUMMIT Manager.

Use the Machine Dashboard to:

- [Add or remove embroidery machines from your network.](#)
- [Organize machines into groups or arrange them to mimic your layout.](#)
- [Check the current status and design queue of embroidery machines.](#)

## Adding or Removing Machines

Machines must first be added to the Machine Dashboard before other functions are available.



### No Machines in Manager

If no machines are currently assigned to your SUMMIT Manager, a **Find Machines on Network** button will redirect you to the [Finding Machines](#) window.

Use the Claim and Unclaim buttons on the top-right of the Machine Dashboard tab to add or remove machines.



**Claim Additional Machines** - Opens the [Finding Machines window](#) where machines on the network can be claimed.



**Unclaim Selected Machines** - Use to remove machines from your dashboard:

1. Select and highlight any machines you wish to remove.
2. Press the Unclaim Selected Machines button.
3. Confirm the operation in the Unclaim Machines dialog.

## Organizing Machines

### Accordion vs. Layout View

Two views are available in the Machine Dashboard by using the switch on the top-right of the window.



## Accordion View

Displays machines in a vertically stacked list of headers.

- Machine headers can be organized into groups.
- Groups can be sorted
- Groups can be collapsed out of view
- Each header displays each machine's:
  - Name and Serial Number
  - Current Status
  - Loaded design name

Use the Arrange switch to lock and unlock machines.





## Layout View

Displays machines as thumbnails on a workspace.

- Machine thumbnails can be dragged around the Machine Dashboard workspace.
- Locate machines more easily by matching their real world layout.

## Arrange Switch





The Arrange switch allows for machines to be sorted or locked in place.

-  **Arrange -**
  - In *Accordion View*, allows for machines and groups to be dragged into the desired order or position.
  - In *Layout View*, allows for machines to be dragged into the desired position.
-  **Exit Arrange -**
  - Allows you to check Machine Status by double-clicking any claimed machine that is currently on.
  - In *Accordion View*, allows for the grouping buttons listed below to function. All machines and groups are locked in place.
  - In *Layout View*, all machines are locked in place.

## Grouping

When managing many machines, it can be helpful to group machines by location, operator, or application.

In Accordion View, you will have access to the following group function buttons:

-  **Ungroup Selected** - Click this button to remove the currently selected machines from their groups.
-  **New Group** - To create a new embroidery machine group:
  1. Click the New Group button.
  2. Enter your desired name for the group.
  3. Press the confirm button to finish creating the group.
-  **Group Properties** - Click this button to bring up the [group properties dialog](#) for a particular group.
-  **Add selected machines to group** - Select machines and click this button to add them to a particular group.



## Grouping Functions

The previously listed Grouping buttons only work in Accordion View after exiting Arrange mode.

## Sorting Machines

You can sort machines in the Finding Machines window in various ways using the Sort Dropdown menu on the top right of the screen.

The options available are:

- Name (A to Z) - Sorts machines in alphabetical order based on the names they've been assigned on their touchscreen.
- Name (Z to A) - Sorts machines in reverse alphabetical order based on their assigned names.
- Serial (0 to 9) - Sorts machines by serial number, from lowest to highest number.
- Serial (9 to 0) - Sorts machines in reverse by serial number, from highest to lowest.

## Search Function

If many machines are present in the window, you can use the search function on the top right of the screen to narrow down your options.



To find specific machines, simply type the name or serial number of the machine you are looking for.



## Partial Searches

Partial searches can be useful when you don't remember the full serial number or name of a machine. For example, typing 364 into the search bar, would narrow down the list of Unclaimed Machines to all machines containing those numbers. Alternatively, typing "Mr." would display all machines that include that text such as "Mr. Rogers", "Mr. Roboto", or "Mr. T".



## Machine Status

You can view a machine's status on the Machine Dashboard, including:

- Machine name and serial number
- Status message and color - the machine's header will display a color based on its current status
  - Green - the machine is currently running
  - Yellow - the machine is currently on paused mid-design
  - Red - the machine is stopped and requires operator attention before continuing
  - White - the machine is currently idle
  - Black - the machine is unlicensed for SUMMIT manager (it may have expired or no more licenses are available)
- Design name - the design that is currently loaded
- Percentage completed

## Machine Details

You can view additional machine details by double-clicking on the machine header on the Machine Dashboard.

This will bring up a Machine Status window and information bar which displays:

- The name of the currently loaded design
- The dimensions of the current design (W x H)
- The elapsed time - how long the current design has run for
- The remaining time - an estimate of how long the machine will take to complete the design
- The position of the needle on the sew area (X, Y)
- The current stitch number (current stitch / total stitches)
- A button which opens the machine's design queue




## Design Queue

The design queue displays:

- The design that is currently loaded
- Any queued designs
- The number of runs each design is set up to run.

In this window, you can:

-  Remove any design from the queue by pressing the Remove Design button.
- Change the number of runs for each design by entering a number
- Change the order of queued design by dragging designs up and down in the queue.





# Finding Machines

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Embroidery machines must be assigned to or claimed by the SUMMIT Manager before they can be managed.

## Claiming Machines

To claim a machine and assign it to the SUMMIT Manager:

1. Select each machine you wish to claim.
  - A white border will appear around any selected machine.
2.  Click the **Claim Selected** button or
  -  Click Cancel to exit the Finding Machines window.

In order for machines to appear on this screen and be claimed, they must:

- Not already be claimed by a SUMMIT Manager
- Be a SUMMIT model machine
- Be connected to the same network as the SUMMIT Manager's computer
- Be connected to the network in the same way as the SUMMIT Manager's computer
  - Both should use Wired Ethernet or Wi-Fi, not a combination of both.

## Machine Licenses

Machine licenses are required in order to manage machines.

Find the number of used and total licenses available on your account on the top right of the Finding Machines window. Visit your Melco Cloud account to manage machine licenses.



### Information

SUMMIT Manager will need to connect to the internet periodically to verify your machine licenses.

## Sorting Machines

You can sort machines in the Finding Machines window in various ways using the Sort Dropdown menu on the top right of the screen.

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To find specific machines, simply type the name or serial number of the machine you are looking for.





### Partial Searches

Partial searches can be useful when you don't remember the full serial number or name of a machine. For example, typing 364 into the search bar, would narrow down the list of Unclaimed Machines to all machines containing those numbers. Alternatively, typing "Mr." would display all machines that include that text such as "Mr. Rogers", "Mr. Roboto", or "Mr. T".

## Select and Deselect All

You can quickly select or deselect all machines by using the buttons on the top left of the Finding Machines window.

-  Select All - Quickly selects all unclaimed machines.
-  Deselect All - Quickly deselects all highlighted machines.

## Group Properties

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Click this button to bring up the group properties dialog for a particular group.

Here you can:

- Rename the group by typing a new name and pressing the confirm button.
- Delete the group by clicking the **Ungroup Machines & Delete Group** button.

# Machine Run Settings

The Machine Run Settings tab is used to:

- [Manage designs](#)
- [View a preview of the design](#)
- [Set up the color sequence](#)
- [Select a hoop](#)
- [Position the design](#)
- [Set the sew speed](#)
- [Set up the Acti-feed](#)
- [Write a note](#)
- [Send the design to a machine](#)






## Enabling Machine Run Settings

You must enable Auto Load Machine Settings on your SUMMIT machine via *Machine Preferences > Load Machine Settings* if you wish for any of the settings below to load.

## Manage Designs

On the top-right of the Machine Run Settings tab, you can:




-  **Open** a design - Open a design from local or machine storage.
  - See the [Design Source section](#) for more information.
-  **Save** a design - Save the design and accompanying machine run settings.
  - Color sequence, hoop selection, design position, sew speed, Acti-feed settings, and notes are preserved for later use.
-  **Cancel** a design - Close the design. Machine Run Settings are lost unless saved.

## View Window

The largest portion of the screen is devoted to a preview of the design, including:

- Where the design will be sewn in the selected hoop.
- How the design will be sewn with the selected color sequence.

Within the View Window, you can:

- **Pan (Move)** - Click and drag to pan around the view window.
- **Zoom** - Scroll the mouse wheel to zoom in and out of the view window.
-  **View Options** - Change what is seen in the view window. See the [View Options section](#) for more information.
-  **Zoom to Design** - Zooms and pans to get a full view of the design.
-  **Zoom to Hoop** - Zooms and pans to get a full view of the hoop.

## Set Colors



The Color Sequence screen can be accessed via the Set Colors button on the Machine Run Settings tab.

This is where you can do the following:

- Choose the thread charts you wish to use.
- Select which colors will be used in the color sequence.
- Apply interrupts or effects to the color sequence.

Visit the [Color Sequence section](#) for more information.

## Hoop Selection



Access the Hoop Selection screen by clicking the Hoop Setup button on the right side of the **Machine Run Settings** screen.

Selecting the same hoop in the software that is installed on the machine is critical for accurate placement and safety.

Visit the [Hoop Selection section](#) for more information.

## Transform

The transform screen allows for the movement or placement and rotation of designs.



Access the Transform screen by tapping the transform graphic on the Machine Run Settings tab.

Visit the [Transform section](#) for more information.

## Sew Speed

This reflects the maximum speed the machine will run in stitches per minute. The machine may automatically slow for longer stitch movements in X, Y, and also Z. Longer stitches, as well as higher thread feed values, may affect speed.

### Changing Machine Speed

The machine speed may be altered by tapping the plus or minus button on either side of the speed setting.

## Acti-feed Setting

Acti-Feed affects the amount of thread fed to the material being embroidered. While much of Acti-Feed is automated based on sensor feedback, giving Acti-Feed guidelines such as a minimum can help create higher-quality sew-outs.

### Minimum

The Acti-Feed Minimum sets a lower limit for the Acti-Feed. It allows the machine to adjust the amount of thread fed as needed, but it will not allow feeding of less than the specified amount.

The ideal setting for the minimum is the actual thickness of the material (and stabilizer) being sewn, minus two points.

The Acti-Feed Minimum is displayed as the lower set line in the Feed Chart.

### Maximum

The Acti-Feed Maximum sets an upper limit for the Acti-Feed. It allows the machine to adjust the amount of thread fed as needed, but it will not allow feeding more than the specified amount. It is uncommon to need to limit the maximum for the Acti-Feed.



### Acti-Feed Suggestions

The Acti-Feed Suggestions can provide a guideline for where the minimum should be set.



Tapping any fabric/garment suggestion populates the slider and Acti-Feed Minimum to a mid-point suggestion for that material. As even the same type of garment can vary in thickness, you may wish to adjust the Acti-Feed slider further.

## Notes



Display and edit any notes stored in the .OFM file. This can be a convenient way to communicate information about how the design was digitized, what types of stabilizer, material, needles, and thread are intended for use with the design, or whatever other information might be important.

## Send to Machine(s)



Clicking the **Send to Machine(s)** button will swap to the Send to Machine(s) tab and begin the process of loading or queuing the currently open design to an embroidery machine.



### Save your Design



Ensure you [save the design](#) after setting up Machine Run Settings and open it if you wish to send this updated design to a machine. When you press **Send to Machine(s)** the design that was originally opened will be sent.


# Design Source

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Use the Design Source window to locate a design and open it on the Machine Run Settings tab.

Designs can be loaded from:

-  **Local Storage** - Designs found on your SUMMIT Manager's computer.
  - Navigate through your local files, select your design, and click Open.
-  **Machine Storage** - Designs found on your SUMMIT Touchscreen.
  - Select a machine, navigate through your machine's files, select the design, and click Open.
  - Machines need to be connected, claimed, and turned on to be available for machine storage.



### Machine Storage

Machine Storage may be unavailable if embroidery machines have not been claimed or if they are offline.

## Supported File Types

Your embroidery machine will support the following embroidery design file types:

- **OFM - version 9 and later**
  - Can contain color information.
  - Can contain explicit trims.
  - Versions older than 9 are not supported.
- **EXP**
  - May contain additional hidden .INF file with color information.
  - Can contain explicit trims, but may rely on a jumps count to trim conversion.
- **DST**
  - May contain additional hidden .INF file with color information.
  - Requires jumps count to trim conversion to create trims.



# View Options

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If you would like to change what is seen in the view window, you can alter the view options.

## Background Color

A swatch of color representing the background color in the view window can be seen.

## Custom Color Sliders



- Via the sliders, you can alter the background to match the material to be embroidered.
  - RGB - These sliders alter the levels of Red, Green, and Blue light used to create the background color
  - HSV - These sliders alter the following:
    - Hue - while definitions get lengthy and hard to understand, this is essentially what people think of as the base color and where along a color wheel it would fall.
    - Saturation - a numeric representation of how bright or dull a color is.
    - Value - a numeric representation of how light or dark a color is.

## Presets

Preset swatches are stored background color values for later use.

## Show / Hide Options


Graphic additions to the view window that can be toggled on or off depending on your preferences. These include:

-  **First and Last Stitch**
  - This shows the first and last stitch of the design. This can be helpful when the first stitch is not at the design origin.
-  **Display Origin**
  - This displays the machine's origin as a crosshair contained within the mechanical limits.



### **Note:**

*This may or may not align with the center of the hoop or the center of the sew-field. It is a display of the mechanical origin of the machine.*

- This displays the mechanical limits of the machine as a large box.
- This displays the design origin as a small propeller shape.
-  **Display Sew-Field Center**
  - This displays the center of the selected hoop's sew-field.



**Note:**

*This may or may not align with the center of the hoop.*

# Color Sequence

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The Color Sequence screen can be accessed via the Color Setup button on the Main screen.

This is where you can do the following:





- Manually or automatically select which colors will be used in the color sequence.
- Apply interrupts or effects to the color sequence.

## Color Sequence

The color sequence runs through the bottom portion of the screen. This area is scrollable and may be dragged to view different sections of the sequence. You can quickly scroll to the start or end of the sequence using the following commands:



-  Go To Start button - found on the left edge of the color sequence. Click to scroll to the beginning of the sequence.
-  Go To End button - found on the right edge of the color sequence. Click to scroll to the end of the sequence.

Each color change or color block is separated into two parts:

- Upper - The upper section of the color block displays:
  - A background color from the assigned thread.
  - An overlay of any effects applied to that color block:
    -  Normal embroidery - no effects applied
    -  Thin 3D - adapts the Acti-Feed for use with thinner 3D embroidery foam - typically around 2mm
    -  Thick 3D - adapts the Acti-Feed for use with thicker 3D embroidery foam - typically around 3mm
    -  Looping - adapts the Acti-Feed for use with thicker thread and intentionally overfeeds, creating loops in the stitches
- Lower - The lower section of the color block displays color information from the file including the color block number, color name, and thread chart.

## Setting the Color Sequence



To set the color sequence of the design:

1. Tap to select the color block.
  - The selected color block will be highlighted in the sequence and the stitches contained within that block will be highlighted in the view window.
  - The selected color block and all color blocks occurring before will be rendered three-dimensionally in the view window.
  - All color blocks occurring after the selected block will be rendered two-dimensionally.
  - The currently assigned needle in the thread tree will be highlighted with a ring around it.
  - If assigned to a needle with a thread assigned to it, that thread information will appear below the thread tree.
2. Tap to select the desired thread chart.
3. Tap to select the desired color.
  - The selected color block will change to its new color.
4. Continue through the color sequence until all colors have been assigned. This can be done either manually or automatically. A switch on the bottom right corner of the color sequence screen allows toggling between modes:
  -  Manual Selection - Continue by selecting the next color block to be set and then select the desired color.
  -  Auto Select Next Color - Automatically selects the next color block in the sequence. Continue by selecting the desired color.



### ***Tip: Try out Auto Select Next Color***

Switching from Manual Selection to Auto Select Next Color may save time by automatically selecting the next color block in the sequence.

5. Optional - Add any color sequence commands and/or effects desired. More information is below.
6.  Confirms the changes and exits to the previous screen.
-  Cancels the changes and exits to previous screen.

## Unique Colors vs. Color Sequence Modes

Switch between Unique Colors and Color Sequence modes by tapping the switch to the top-right of the color sequence.



### Unique Colors Mode

- Collapses the color sequence down to show only unique colors.
- Reduces the amount of selections necessary when the same color is used multiple times in a design.
- Effects **cannot** be added while in this view.




### Color Sequence Mode


- Shows every color step in the design from start to finish.
- Effects can be added while in this view.

## Color Sequence Commands & Effects


A variety of different commands and effects can be applied in a color sequence.




### • Interrupt Commands

-  Appliqué - Placing this command between color blocks will cause the machine to move the hoop out as far as possible with the needle still within the hoop limits.
  - This command is often placed after the placement stitch in an appliqué design. This allows the embroiderer to have easier access to the material without taking the hoop off of the machine. It also stops the machine automatically instead of the embroiderer watching the sew-out to stop the machine and place the appliqué material.
  - After an Appliqué command has stopped the machine, starting the machine will move the hoop back into place and continue sewing the design.

-  Pause - Placing this command between color blocks will cause the machine to stop and wait to be restarted, but it will not move the hoop forward.
  - This command is often placed in designs larger than a single bobbin can sew as a reminder to replace the bobbin.

### • Color Sequence Altering Commands

-  Repeat - Placing this command after a color block will cause the machine to repeat the color sequence preceding the command until no color blocks are left in the design.

- This command is often placed in designs where the same set of colors is repeated. For example, a red letter, then a blue border, next red letter, next blue border - for the whole design.
- **Effects**
-  Thin 3D - Placing this effect on a color block will adapt the Acti-Feed of the affected block for use with thinner 3D embroidery foam (typically 2mm foam).
  - This effect is often preceded by a pause or applique command to place the foam.
-  Thick 3D - Placing this effect on a color block will adapt the Acti-Feed of the affected block for use with thicker 3D embroidery foam (typically 3mm foam).
  - This effect is often preceded by a pause or applique command to place the foam.
-  Looping - Placing this effect on a color block will adapt the Acti-Feed of the affected block for use with thicker thread and intentionally overfeeds, creating loops in the stitches.
  - This command is often placed in designs that were created for use with this technique and for use with a thicker, fuzzier thread.


## Adding Commands and Effects to the Color Sequence

To add a command or effect to the color sequence:

1. Tap to select the color block in the color sequence.
2. Tap on the command or effect to be added.
  - Commands are added before the selected color block and appear with the sequence.
  - Effects are added to the selected color block and appear as an overlay to the color block.

## Removing Commands and Effects from the Color Sequence

To remove a command or effect to be removed from the color sequence:

1. Tap on the command or effect to be removed.
  - Commands are displayed and selectable as a block within the sequence.
  - Effects are displayed as an overlay to a color block. Select the color block to which the effect is applied.
2.  Tap the trash button below the color sequence.
  - Commands will be removed from the sequence entirely.
  - Effects will be removed from the color block, but the color block will remain.

## Color Sequence Reset



Reset Color Sequence - Tapping this button below the color sequence produces a window with options within a drop-down menu. These options include:

- Remove all Effects / Stops - This removes all effects and commands while leaving needle assignments.
- Revert Recent Changes - This reverts the color sequence to the state it was in when the color sequence screen was entered.



### Information

Visit your Touchscreen's Settings > Machine Preferences > Color Sequence Settings and turn On *Auto Match Colors on Load* to ensure your color selections are matched when arriving at your machine.

## Search Function

You can use the search function on the top of the thread chart and thread color select area to narrow down your options.

To find specific charts or colors, simply type the name or color number of what you are looking for.



### Partial Searches

Partial searches can be useful when you don't remember the full number or name. For example, typing "Madeira" into the thread chart search bar, would narrow down the list to all Madeira branded thread charts. Alternatively, typing "red" into the thread color search bar would display all thread colors that include that text, such as "Tomato Red" or "Barn Red".

## Thread Chart Preferences

This screen allows you to customize what charts are visible when colorizing the thread tree.



Show/Hide Button - Found on the top of the Color Sequence screen. Opens the Show/Hide Charts window.

You can find more information about this window in the [Thread Chart Preferences section](#).

## Thread Chart Preferences



The Show/Hide Button opens the Thread Chart Preferences screen. It can be found on the top of the Color Sequence window.

The Thread Chart Preferences screen allows you to customize what charts are visible when setting up your color sequence.

### Search Function

The field at the top of the screen allows you to search for a specific chart.



Search - Try adding the Manufacturer, Product Line, or even partial words in the search field to limit the charts listed.

### Thread Chart Options

Each chart is listed with these two options on the right:



Set Chart as Default

- This chart is selected by default.
- There can be only one default chart.
- Tapping on the button will make that chart the default, make it visible, and disable its show/hide button as the default chart MUST be shown.



Show/Hide Chart Switch

- Set the chart to Show to make it visible on the previous screen.
- Set the chart to Hide to make it hidden on the previous screen.

### Confirm or Cancel



Confirms the changes and exits to the previous screen.



Cancels the changes and exits to previous screen.



# Hoop Selection



Access the Hoop Selection screen by clicking the Hoop Setup button on the right side of the **Machine Run Settings** screen.

Selecting the same hoop in the software that is installed on the machine is critical for accurate placement and safety.












## Warning!!

Selecting a different hoop than what is currently installed on the machine can potentially cause damage to the machine or yourself.

## Hoop Categories

Select a single or multiple hoop categories to narrow the search for your desired hoop. The categories include the following:


-  Round
-  Rectangular
-  Square
-  Magnetic
-  Wide-Angle Driver
-  Slim Line Clamps
-  Melco Fast Clamp
-  Miscellaneous
-  Show All Hoops / Clear Filters

## Measurement Units

This setting changes the display of the hoop measurement units on this screen and the main screen.




Set to Centimeters

 Set to Inches

## Hoop List


The hoop list displays the currently visible hoops and gives rough hoop dimensions.



### Hoop Dimensions




Hoop dimensions listed may vary between manufacturers. In this list, dimensions are listed WIDTH x HEIGHT.


To select a hoop:

- Click on the desired hoop and tap on the confirm button. 
- OR, Double-tap on the desired hoop. This will not work for hoops/clamps with additional messages.

## Customize Hoop List

The hoop list can be customized to show only the hoops you want by following this procedure:

1.  Click the Customize Hoop List button.
2. Scroll through the hoops on the subsequent screen and select whether they should be shown or hidden:
  -  Show the hoops you wish to include in the main hoop list.
  -  Hide the hoops you wish to exclude from the main hoop list.




### Default Hoop

Use the Star button to select one hoop to serve as your Default Hoop when a hoop hasn't been saved to the design file.

## Confirm or Cancel

Once finished setting up your hoop list preferences, press the Confirm or Cancel buttons at the bottom of the screen.

-  Confirms the changes and exits to the previous screen.



Cancels the changes and exits to previous screen.

# Transform

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The transform screen allows for the movement or placement and rotation of designs.










Access the Transform screen by tapping the transform graphic on the Main screen.

## Specific Movements

### Quick Orientation

The controls on the right side of the screen allow access to the most commonly used transforms:

-  45° Counterclockwise, or  45° Clockwise
-  90° Counterclockwise, or  90° Clockwise
-  180° - Often used with cap designs
-  Flip the design vertically
-  Flip the design horizontally

### Reset and Actual Rotation

Below the Quick Orientation commands, you'll find a button for resetting rotation and the current rotation of the design.



Reset Rotation to 0°

If the design was rotated and saved previously using other software, resetting to 0° may not change from what is stored in the file.

The current rotation angle is displayed below the Reset Rotation button.

### Move and Center Design

Towards the center of the transform controls, you will find positional and center buttons for positioning the design.



The Left, Up, Down, and Right buttons can be used to move the design by a small amount.









Center Hoop Button - This moves the hoop on the machine to the center of the sew field. This may differ from the actual center of the hoop.

## Move/Rotate By

The bottom side of the transform controls provides an area for more precision in movement and rotation.

Tap a field to specify an amount and use one of the following buttons to execute the movement or rotation:

- Rotate  Counterclockwise, or  Clockwise by the specified amount
- Move  Left, or  Right by the specified amount
- Move  Down, or  Up by the specified amount

## Confirm or Cancel

When you are done making changes on this screen, press the Confirm or Cancel button.



Confirms the changes and exits to the previous screen.



Cancels the changes and exits to previous screen.

## Measurement Units

This setting changes the display of the hoop measurement units on this screen and the main screen.



Set to Centimeters



Set to Inches

## Notes

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Click the Note button on the Machine Run Settings tab to view or edit the note saved to this file.

This will launch the Note dialog, where you can enter new text or edit the existing note.

- Notes can be added to and stored on the design file
- This can be a convenient way to store information, such as:
  - How the design was digitized
  - What types of backing, material, needle, and thread are intended for use with the design
  - Other information that might be important to the machine operator

When finished, press the Confirm or Cancel button to exit the Notes window.



Confirms the changes and exits to the previous screen.



Cancels the changes and exits to previous screen.


### Save your Design File

Remember to save the file after creating a Note. Otherwise, the note will be lost when a new design is loaded.

# Send to Machine(s)

Use this tab to send designs to your embroidery machines.

Machines must first be added to the Machine Dashboard before other functions are available.



**No Machines in Manager**

If no machines are currently assigned to your SUMMIT Manager, a **Find Machines on Network** button will redirect you to the [Finding Machines](#) window.


## Sending Designs

In order to send designs to your embroidery machine(s):

1. Select design(s)
2. Select machine(s)
3. Press a Send command

### Step 1: Select design(s)

To complete your design selection:

1.  Press the **Select Design(s)** button.
2. Select the designs you wish to send to your embroidery machine(s).
3. Click open.

After selecting designs, the **Select Design(s) button** will change to indicate design selection was successful. The new button will indicate how many designs have been selected.



Press the context menu button to bring up the Selected Designs window where you can:

- View a list of designs that have been selected along with their details.
- Remove any design from the list by pressing the clear button next to it.



Press the clear button to clear the currently selected designs.

You can select multiple designs at the same time by:

- Holding the Ctrl key and selecting each design one at a time

- Holding the Shift key and selecting the first and last in a range of designs
- Click and drag to create a selection box around designs



### Information

You may skip Step 1: Select Design(s) by using the **Send to Machine(s)** button in the Machine Run Settings tab.

## Step 2: Select machine(s)

Select which machine(s) you wish to send the design to in one of two ways:

- Individually click each machine to select or deselect.
- Select a group or multiple groups of machines that have been set up on the Machine Dashboard.

In both cases, a highlight will appear around currently selected machines.

## Step 3: Send command

Three different send commands are available:



### Load

Loads the selected design to the selected machine(s). The design, along with any saved machine run settings, is then immediately available to run.

- You may only load one design at a time.
- You may load the design to multiple machines.
- The machine(s) must be in an IDLE state (white color) to accept a design load.
- The loaded design will jump ahead of any queued designs.
- When finished, press Load Pending if you wish to continue through the design queue.
- Designs are not saved locally on the machines where they are run.

Before running the design:

- Confirm machine run settings are appropriate for the job
- Ensure proper hoop selection and installation
- See the Sewing a Design section of your SUMMIT manual for additional information.





## Automatically Load Machine Settings

The touchscreen can be configured to automatically load any machine settings saved to the file. You can find this setting under Settings > Machine Preferences > Load Machine Settings.



## Queue

Queue the selected design(s) to the selected machine(s). The design, along with any saved machine run settings, will be placed in that machine(s) design queue.

- You may queue one or multiple designs at the same time.
- You may queue the design(s) to multiple machines.
- The machine(s) must be online but can be in any state to accept queued designs.
- The queued designs will appear at the end of the design queue.
- Queued designs are not saved to the Touchscreen's memory.

If a queued design is already in the queue, you will receive a design override confirmation. Choose between:

- Continue - The previous version of this design will be removed from the queue, and the newly queued designs will appear at the end of the design queue.
- Cancel - No new designs will be queued.

See the Design Queue section of your SUMMIT manual for more information.



## Copy

Copy the selected design(s) to the selected machine(s). The design will be placed in that touchscreen's local memory.

- You may copy one or multiple designs at the same time.
- You may may copy the design(s) to multiple machines.
- The machine(s) must be online but can be in any state to accept copied designs.
- The copied designs will be saved to the Touchscreen's local directory:



Designs are stored in the SUMMIT Manager folder in the Touchscreen's local storage.

If a copied design is already in the Touchscreen's SUMMIT Manager folder, you will receive a design overwrite confirmation. Choose between:

- Continue - The previous version of this design will be removed from the folder and the newly copied design will be saved in its place.
- Cancel - If you cancel the operation, no designs will be copied.

## Run Count

When loading or queueing designs, a Run Count window will open.



Enter the desired number of runs and click the confirm button to continue.



You can view and edit the number of runs on a machine's [Design Queue](#).

## File Transfer Status Window

After executing a send command, the File Transfer Status Window will indicate:

- The design's name
- The send command that was used (load, queue, or copy)
- The machine(s) that the design was sent to

An icon indicating whether each action was successful:

-  The send command was successful.
-  The send command failed.

## Accordion vs. Layout View

Two views are available in the Send to Machine(s) tab by using the switch on the top-right of the window.

Use the switch on the top right on the window to swap between the two views.



### Accordion View

Displays machines in a vertically stacked list of headers.

- Machines are organized into groups
- Groups can be collapsed out of view
- Each header displays each machine's:
  - Name and Serial Number
  - Current Status

- Loaded design name



## Layout View

Displays machines as thumbnails on a workspace which can match their real world layout.

## Sort Function

You can sort machines in the Finding Machines window in various ways using the Sort Dropdown menu on the top right of the screen.

The options available are:

- Name (A to Z) - Sorts machines in alphabetical order based on the names they've been assigned on their touchscreen.
- Name (Z to A) - Sorts machines in reverse alphabetical order based on their assigned names.
- Serial (0 to 9) - Sorts machines by serial number, from lowest to highest number.
- Serial (9 to 0) - Sorts machines in reverse by serial number, from highest to lowest.

## Search Function

If many machines are present in the window, you can use the search function on the top right of the screen to narrow down your options.



To find specific machines, simply type the name or serial number of the machine you are looking for.



### Partial Searches

Partial searches can be useful when you don't remember the full serial number or name of a machine. For example, typing 364 into the search bar, would narrow down the list of Unclaimed Machines to all machines containing those numbers. Alternatively, typing "Mr." would display all machines that include that text such as "Mr. Rogers", "Mr. Roboto", or "Mr. T".

# Settings



You can access the following settings at any time by clicking the gear button on the right side of the title bar.

## Measurement Units

### Units of Measure (Designs)

This changes the display of design size as well as units of movement in the Machine Run Settings tab.



Set to Centimeters



Set to Inches

### Units of Measure (Hoops)

This changes the display of the hoop size on the Machine Run Settings tab and in the Hoop Selection screen.



Set to Centimeters



Set to Inches

## Software Updates

Press the **Check for Update** button to search for software updates. If an update is available, it will be automatically downloaded. Follow the prompts to complete the update.



When disabled, no notification will be given when an update is available.



When enabled, a notification will appear when launching the software if an update is available. Follow the prompts to complete the update.

## Ties & Trims

Tie and Trim settings are only applied upon design (re)load.

- **Optimize Ties**
  - When enabled, this adds a small stitch on either side of a trim command. This may help hold the thread if the ties in the design are insufficient.
- **Convert Jumps to Trim**
  - When enabled, this filter counts consecutive jumps. If the number of consecutive jumps in a design meets or exceeds the specified Count to Convert, those jumps will be converted to trim commands.



## Explicit Jump Commands

Some embroidery design files will not or cannot contain explicit jump commands. These designs may rely on this setting to create machine trim commands within a color block.



## Convert Jumps to Trim

Some embroidery designs with longer stitches may contain a jump between the needle penetrations creating the stitch. If the Count to Convert number is less than or equal to the number of jumps between these penetrations, the stitches themselves will become trims. This creates an odd machine behavior where there is only a single needle penetration, followed by a trim. This repeats until the jumps between the needle penetrations fall below the count.

If you encounter one of these designs, change the count, disable the conversion, or contact the design supplier for explicit trims or edits.