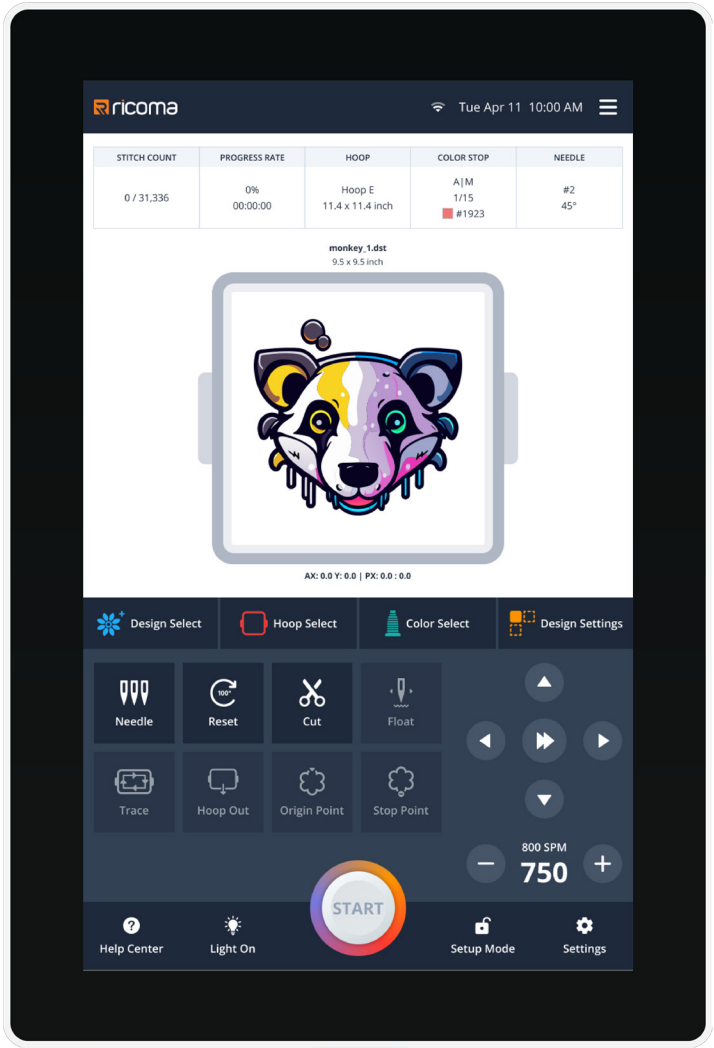
# Quick Start Guide:

# High-Definition True-Color 10.1” LCD Fully-Responsive Touchscreen Panel

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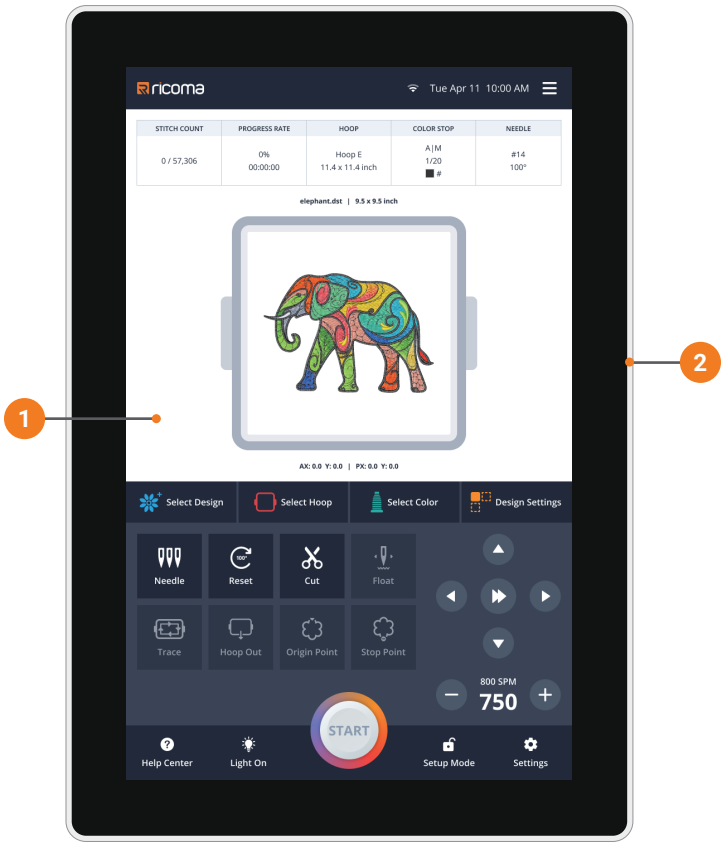
# 10S Control Panel

Compatible with Ricoma's groundbreaking new line of embroidery machines, this High-Definition True-Color 10.1" LCD Fully-Responsive Touchscreen Panel, also known as the 10S, sets a new standard for embroidery. Boasting a massive 10.1" display, the largest and most user-friendly ever created, this game-changing panel is the industry's first fully responsive touchscreen. Designed for multi-touch capability, the 10S panel guarantees effortless control and a seamless, immersive user experience.

**What makes the 10S Control Panel Unique?**

- An expansive 10.1-inch display with an easy-to-use interface and multi-touch capability
- Expanded memory capacity, capable of storing up to 10 million stitches and 1,000 designs and performing up to 1,000 color changes
- Reads multiple design formats such as DST, DSB, TBF, and more
- Merges multiple digitized files into a single design
- Easy, over-the-air firmware updates

# Panel Guide

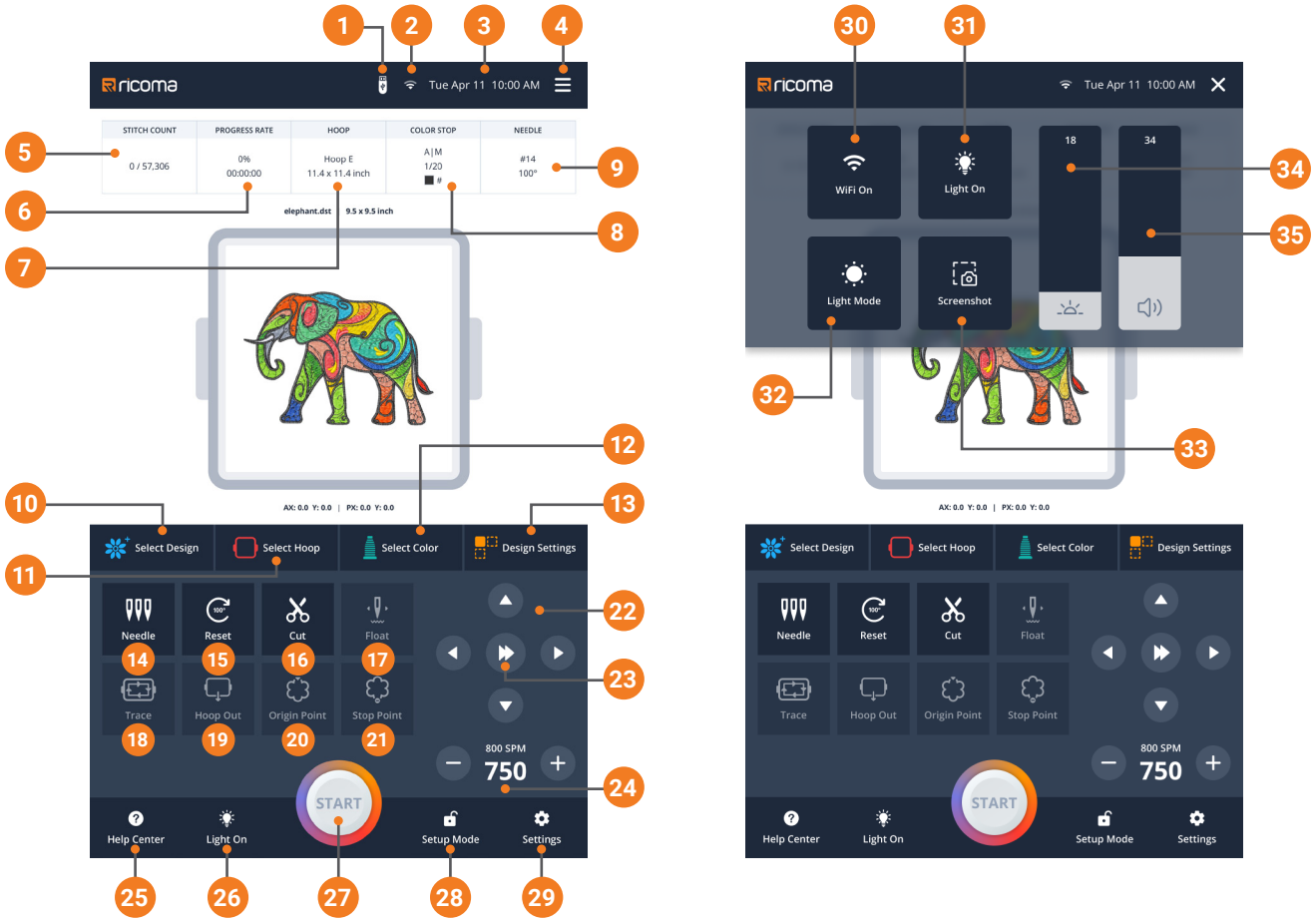



Front View

Rear View

| No. | Name | Description |
|---|---|---|
| 1 | Touchscreen Display | This is your main display where you will operate the various functions and features of the panel. |
| 2 | USB Ports | Plug your USB drives into these ports when uploading your designs or importing and exporting your machine settings. |
| 3 | Ethernet Port | If you do not have WiFi, plug your ethernet chord in here to access the panels web enabled features. |

# Homepage Overview




| No. | Name | Description |
|---|---|---|
| 1 | USB | This icon displays when your USB drive is inserted into the USB ports. |
| 2 | WiFi | This display indicates the strength of your WiFi connection. Click on the icon to select and change your WiFi network. |
| 3 | Date and Time | This display indicates the date and time. Click here to update these settings on your panel. |
| 4 | Options | Click to access the options menu. |
| 5 | Stitch Count Indicator | Displays how many total stitches are in your design and tracks how many stitches remain in your design as your machine embroiders. |
| 6 | Percentage Rate | Indicates what percentage of your design has been embroidered and how long the design will take to embroider. |
| 7 | Hoop Indicator | Indicates which hoop you have selected for your current embroidery project. |

| | | |
|---|---|---|
| 8 | Color Stop Display | Indicates which color stop is currently being embroidered by your machine. |
| 9 | Needle | Displays which needle is currently active and its degree. |
| 10 | Select Design | Click on this icon to access your design library and select the design you wish to embroider. |
| 11 | Select Hoop | Click this to access your hoop library and select the hoop you are using for your current embroidery project. |
| 12 | Select Color | Click this to access your Thread Color Library and select or edit the color stops in your design. |
| 13 | Design Settings | Click here to open the Design Settings menu. |
| 14 | Needle Selection | Click here to access the Needle Selection menu. |
| 15 | Reset | Hold this button down to reset the height of your embroidery needle. |
| 16 | Cut | Click this button to cut your embroidery thread. |
| 17 | Float | When in Embroidery Mode, use the float button to skip ahead or rewind your embroidery progress to a specific stitch. |
| 18 | Trace | When in Embroidery Mode, use the trace button to open the Trace menu. |
| 19 | Hoop Out | When in Embroidery Mode, use the hoop out button to program frame outs into your design to incorporate appliqué material more easily. |
| 20 | Origin Point | When in Embroidery Mode, use the Origin Point button to select where your embroidery machine will begin embroidering your design. |
| 21 | Stop Point | When in Embroidery Mode, use the stop point button to select where your embroidery machine will finish embroidering your design. |
| 22 | Hoop Position Controls | Use these arrows to reposition your embroidery hoop. |
| 23 | Hoop movement speed | Use this button to switch between low-speed hoop movement and high-speed hoop movement. |
| 24 | Embroidery Speed | This display indicates your embroidery speed. Use the arrows on either side of your stitches per minute (SPM) to speed up or slow down your design. |

| | | |
|---|---|---|
| 25 | Help Center | Use this button to access your panel's help center and find resources for the most common embroidery issues. |
| 26 | Light On/Off | Use this button to activate or deactivate the exterior lights over your embroidery area. |
| 27 | Start/Stop | When in Embroidery Mode, use this button to start and stop your embroidery project. |
| 28 | Mode Selection | Use this button to toggle between setup mode and embroidery mode. |
| 29 | Settings | Use this button to access your machine's technical settings. |
| 30 | WiFi On/Off | Use this button to turn your WiFi connection on and off. |
| 31 | Light On/Off | Use this button to activate or deactivate the exterior lights over your embroidery area. |
| 32 | Light/Dark Mode | Use this button to toggle your display screen between light and dark mode. |
| 33 | Screenshot | Use this button to take a screenshot of your display screen and uplvoad it to a USB. *Please note a USB must be inserted into the panel to use this feature. |
| 34 | Brightness | Use this to adjust the brightness of your display screen. |
| 35 | Volume | Use this to raise and lower the volume of your panel's alert notifications. |

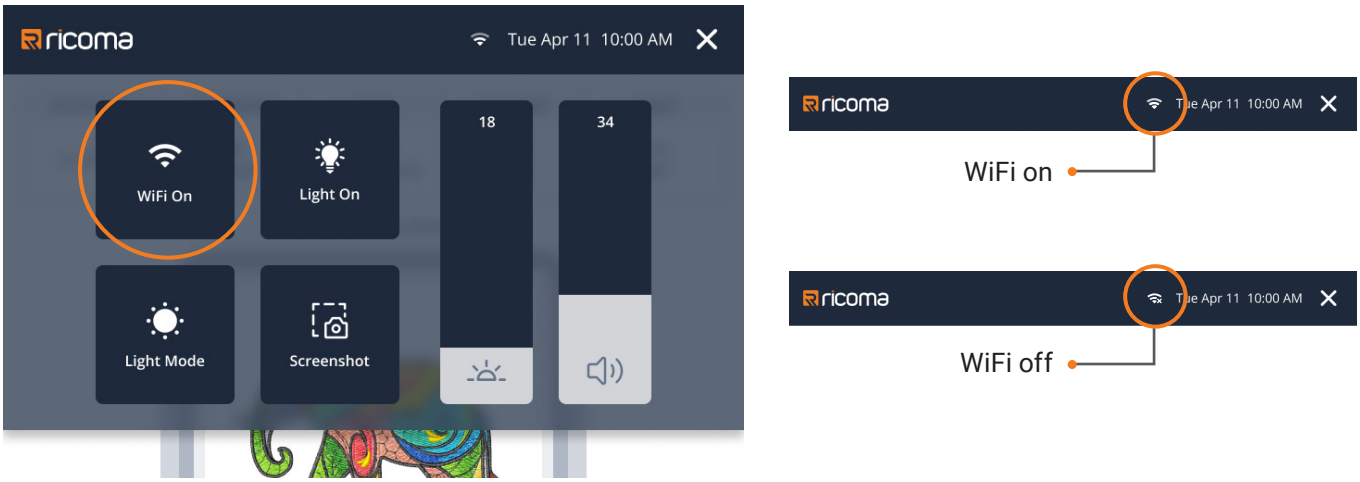
# WiFi Set Up

To access the resources in your panel's help center, receive over-the-air firmware updates, receive designs directly from your digitizing software, and manage your designs from the web-based design hub on your computer, your 10S control panel must be connected to your WiFi network.

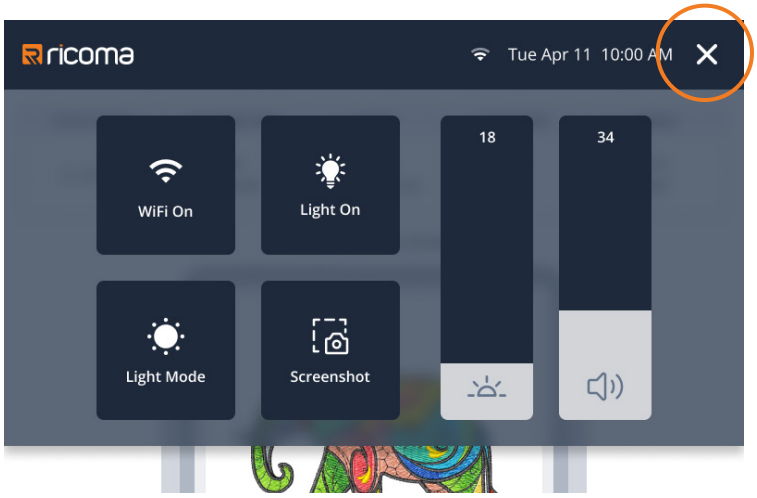
**To set up your WiFi connection:**

Go to the Options menu:

Ensure the WiFi button is turned on.

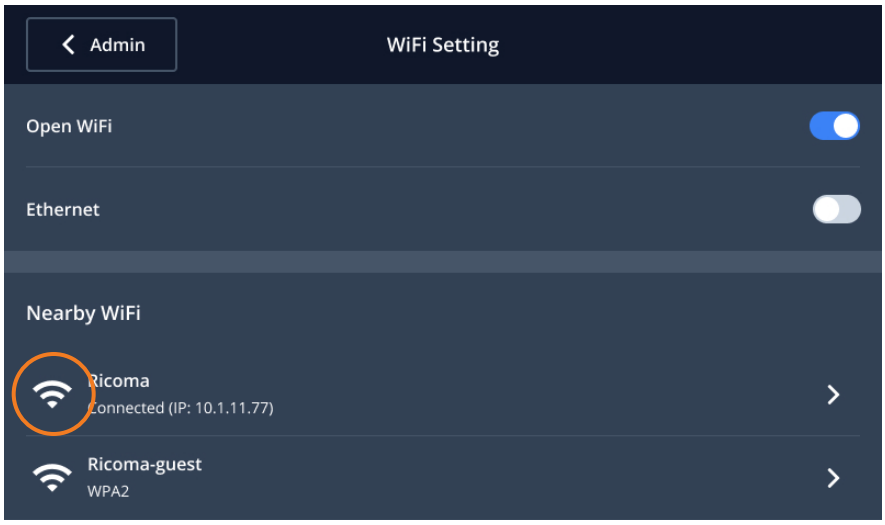


Close the Options menu.




Click on the WiFi icon at the top of your homepage.

Select your WiFi network.

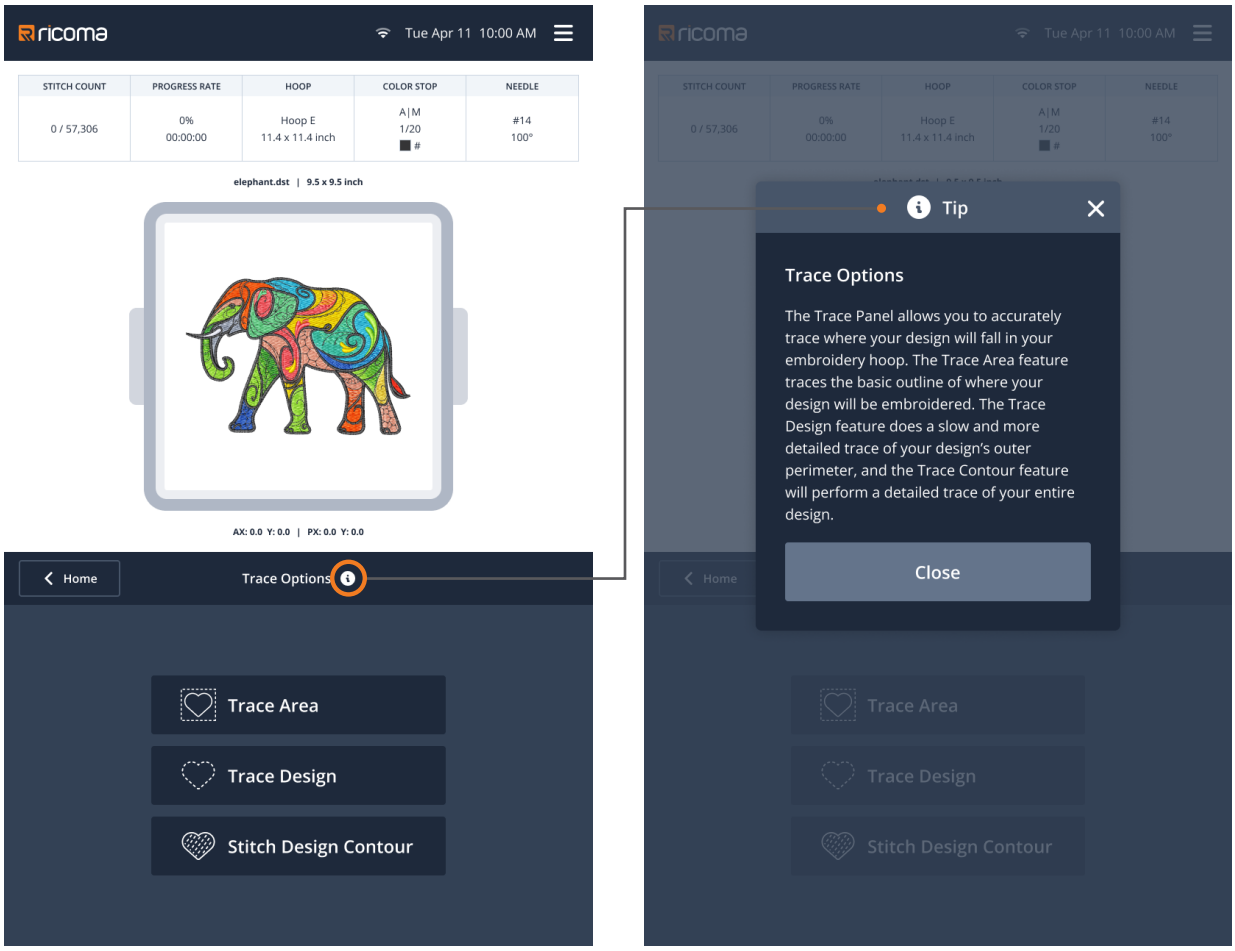



After entering your password, if applicable, your panel will instantly connect to your WiFi network.

# Tool Tip Function

To help you navigate the 10S Control Panel and its various tools and features, each page offers a Tool Tip feature that includes information about how to use that specific feature.

Pages with a Tool Tip feature will be indicated by a white “i” icon. To access a Tool Tip, simply click on the icon next to the page name.



# Setup and Embroidery Mode

Your embroidery machine has two key operation modes: Setup and Embroidery.

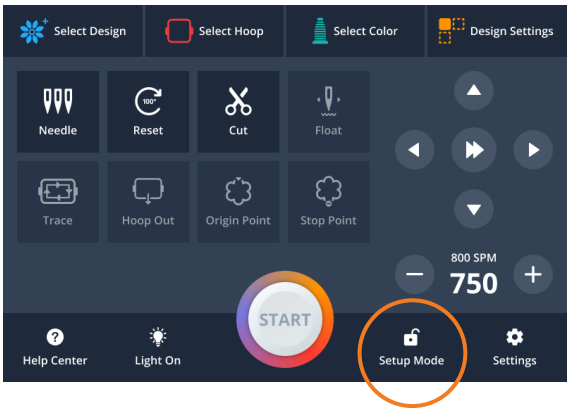
The following features can only be accessed while your panel is in Setup Mode:

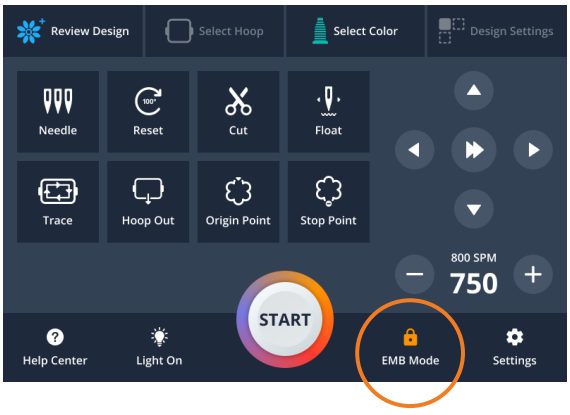
- Select Design
- Select Hoop
- Select Color
- Design Settings
- Needle
- Reset
- Cut

The following features can only be accessed while your panel is in Embroidery Mode:

- Review Design
- Select Color
- Needle
- Reset
- Cut
- Float
- Trace
- Hoop Out
- Origin Point
- Stop Point

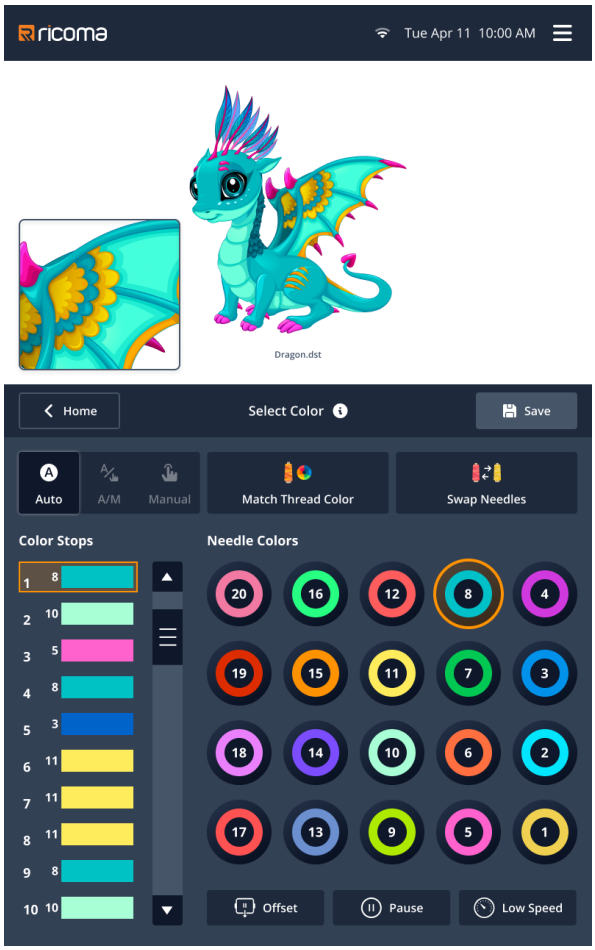
*Please note: When your machine is in Embroidery Mode, you can browse your library of designs on the 'Review Design' page. To choose a new design, you must switch your panel back to Setup Mode.



# Color Selection

On the ‘Select Color’ main screen, you can modify the color stops in your design by selecting a color stop from the lefthand toggle and choosing a needle color from the righthand toggle.



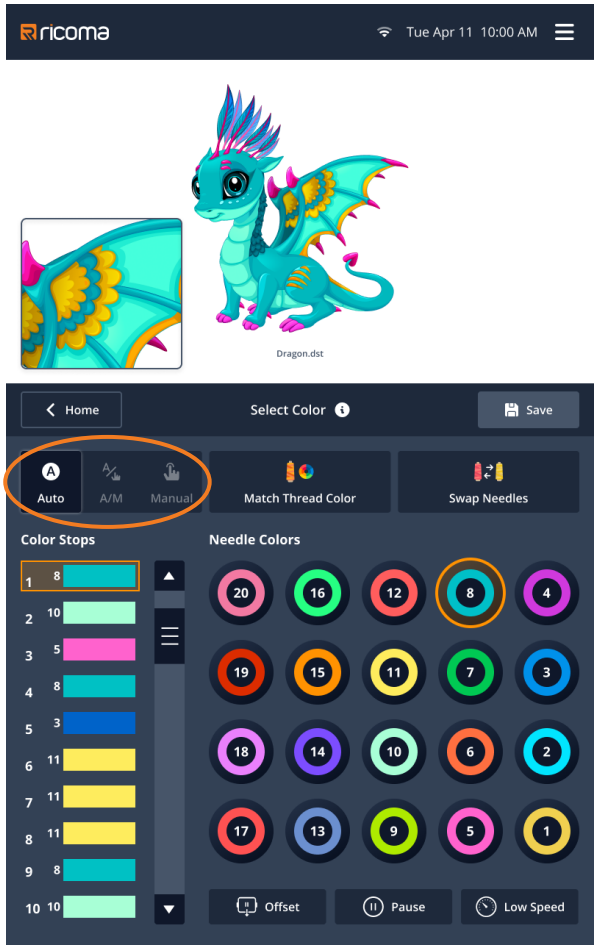
# Color Change Modes

In addition to changing your color stops, you can also choose between three color change modes: Full-Automatic, Semi-Automatic, or Manual.

In Full-Automatic Mode, the embroidery machine will transition between color stops without pausing.

In Semi-Automatic Mode, users can program pauses between specific color stops to adjust their embroidery or place appliqué material on their design.

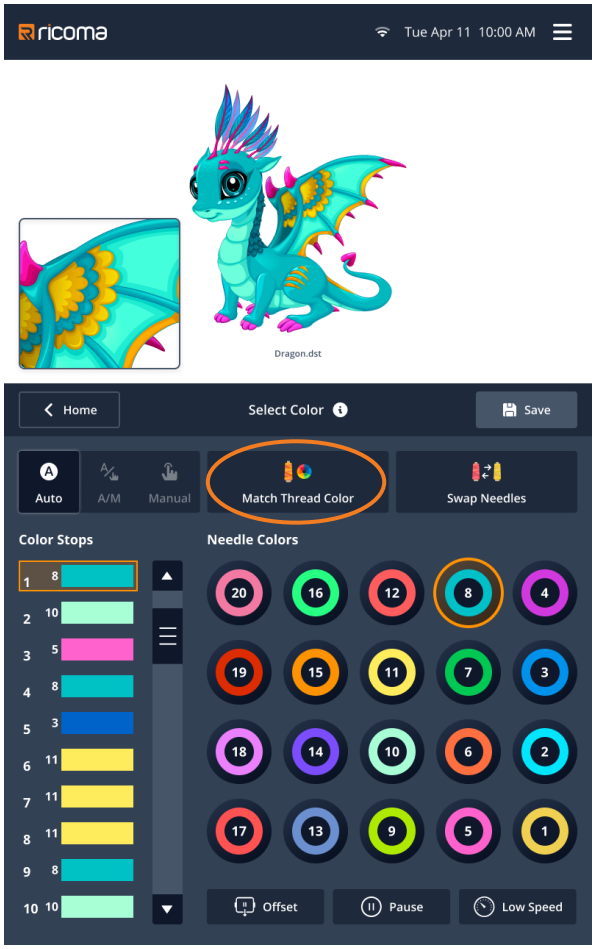
In Manual Mode, the machine will pause between each color stop in the design.



# Match Thread Color

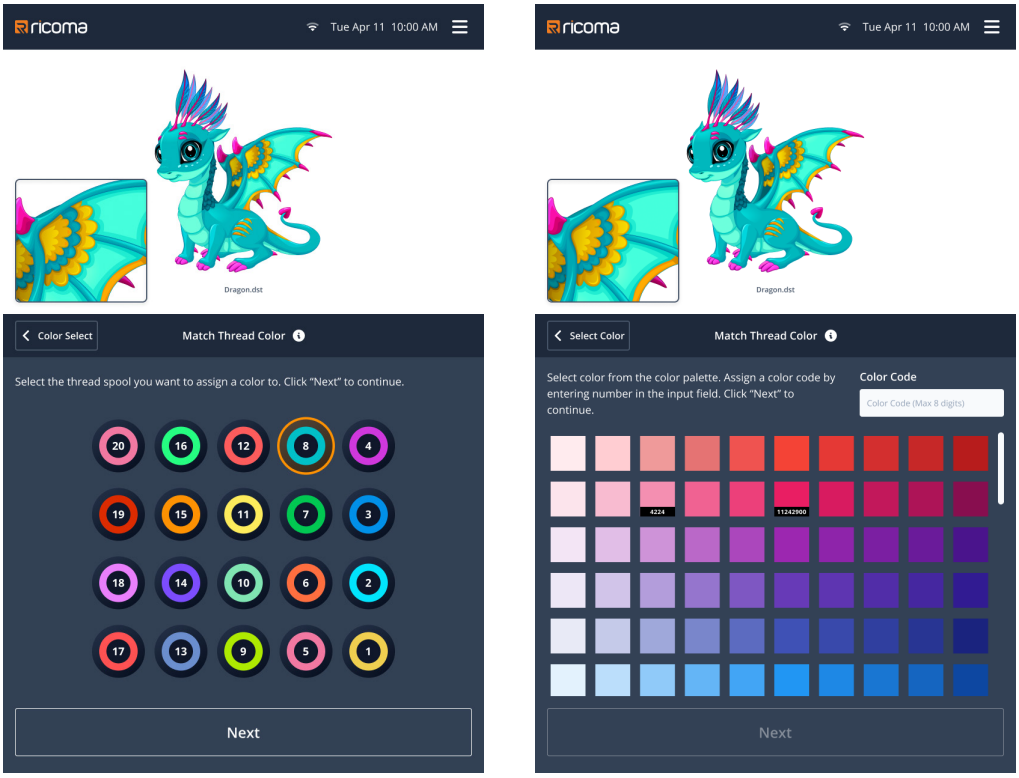
You can also select new colors from the color palette to assign to thread spools and assign color codes to these colors using the ‘Match Thread Color’ feature.

Click on the ‘Match Thread Color’ icon at the top of the ‘Select Color’ main screen.



This will take you to the ‘Match Thread Color’ page.

Click on the ‘Match Thread Color’ icon at the top of the ‘Select Color’ main screen.

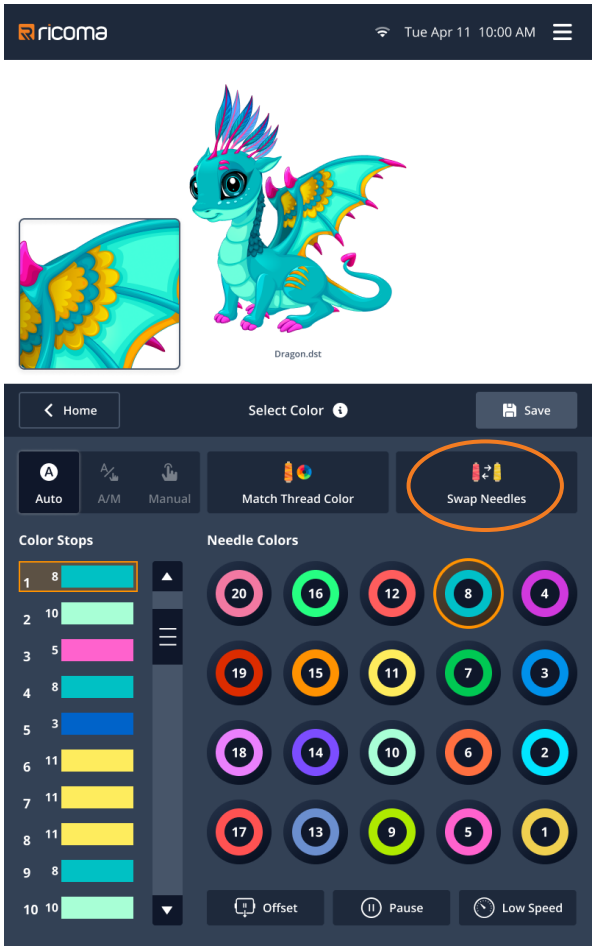



Here, you can select the thread color you wish to change and then select the color you wish to change it to from your panel’s preprogrammed library of thread colors.

For more precise color matching, users can input the exact thread color code they want to use.

# Swap Needle

When a needle is physically damaged and unable to function, you can use the ‘Swap Needle’ feature to transfer the color from one needle to another.




To swap needles, click on the ‘Swap Needles’ icon at the top of your ‘Select Color’ main page.

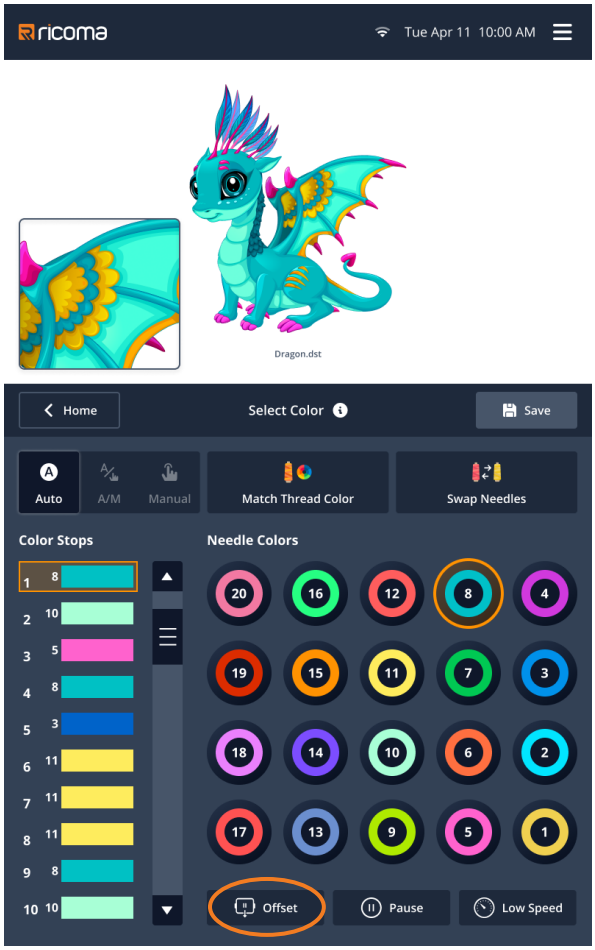
Then select the needle you want to ‘Swap From’ and then select the color you want to ‘Swap To.’

You can also use the Revert Button on this to revert their design to the original color stop.

# Frame Offset

On the color section page, you can also program frame offsets into your embroidery design for easy application of appliqué material.

To add frame offsets to your design, select the color stop you wish to add a frame offset to, then click on the offset icon at the bottom of the page.



# Needle Select

On the needle selection page, you can adjust the needle degree for easier threading and replacement of your needles, as well as the height of your presser foot.

From the homepage, select the “Needle” icon. This will take you to the Needle Select page.

1.The number key on the left is the target needle bar number. Click the value to change the color to the designated needle bar as needed.

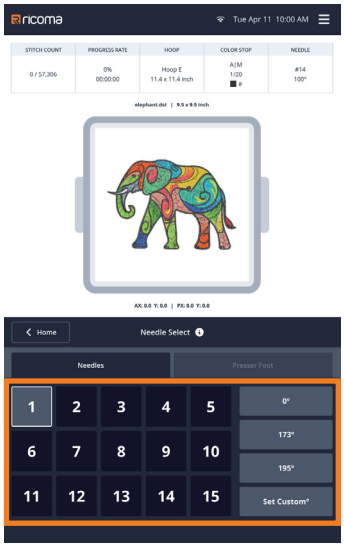
2.The angle key on the right is the target spindle stop angle. Click the common angle or enter any angle as needed to stop the spindle at the specified angle position.

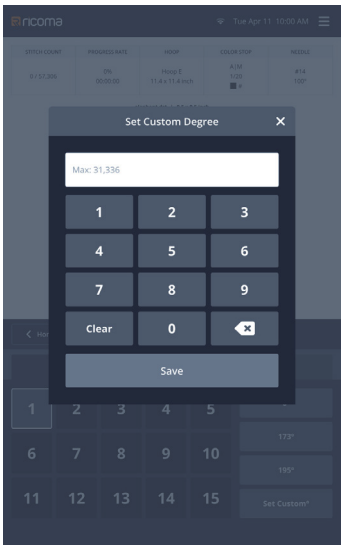
**Timing Degrees:**

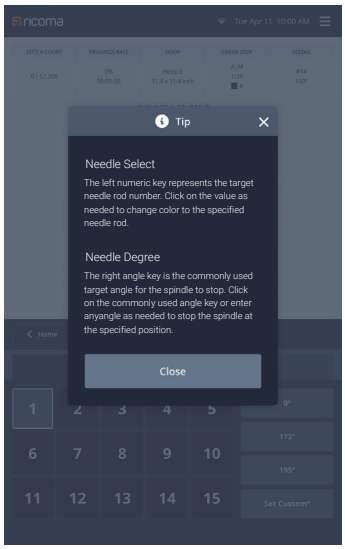
Marquee: 201°

SWIFT/SWIFTXL: 195°

Creator: 196°



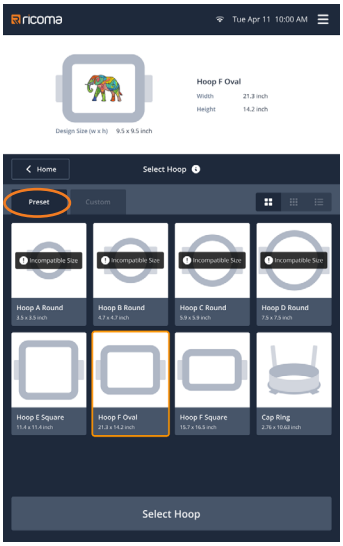
# Select Hoop

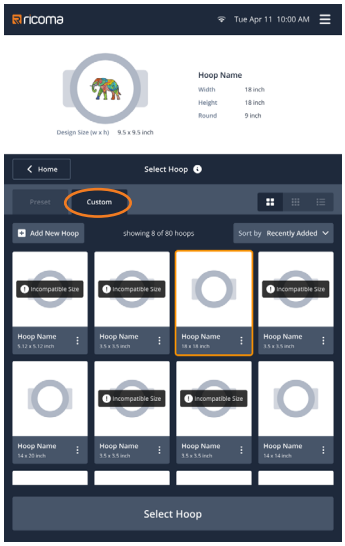
From the ‘Select Hoop’ page, you can select the hoop you wish to use during your embroidery from the preprogrammed library of hoops, as well as add custom hoop sizes.

To access the ‘Select Hoop’ page, click on the ‘Select Hoop’ icon on your panel’s homepage.

Once here, you can choose between your panel’s ‘Preset’ hoops, referring to the hoops provided with your machines, and ‘Custom’ hoops, indicating the user-defined hoops that you add yourself.

*Please note: If you have a design selected, your panel will not allow you to select any hoops that do not accommodate the dimensions of your design.



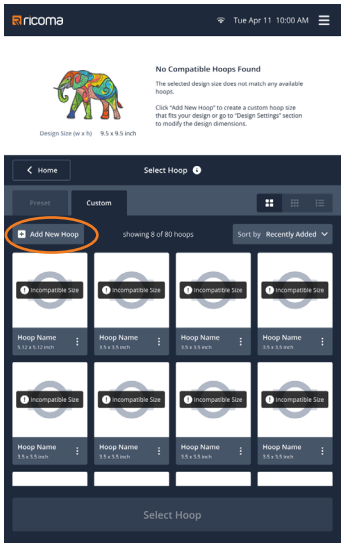
# Add/Edit Custom Hoops

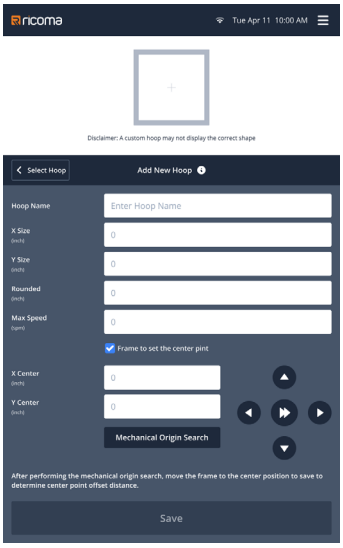
To add a custom hoop, select the ‘Custom’ hoop tab.

Then select ‘Add Hoop.’

Once in the ‘Custom’ hoop menu, you can input the required size and shape parameters and save your new hoop for later use.

Once your custom hoop has been saved, you can edit your saved parameters and delete the custom hoop by clicking on the three dots icon in the hoop thumbnail.

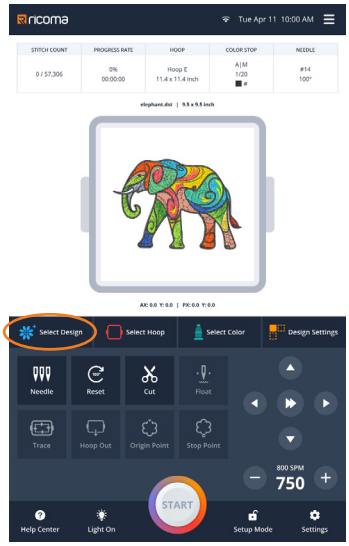


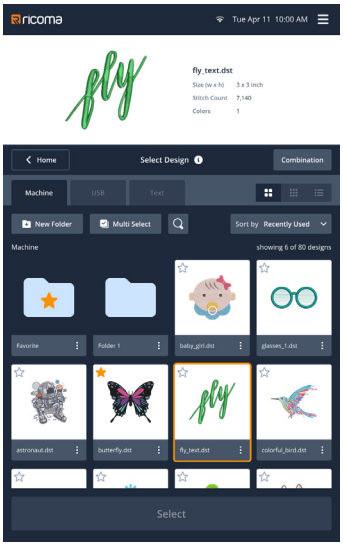



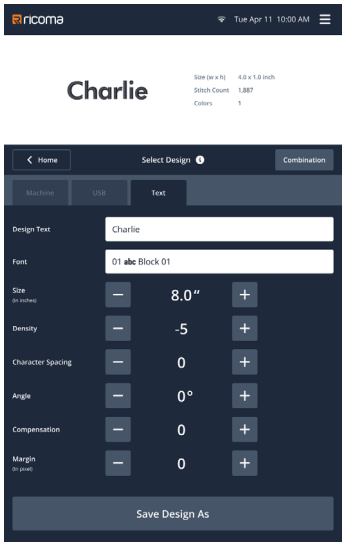
# Select Design

On the ‘Select Design’ page, you can choose the design you wish to embroider from the patterns stored in your machine’s memory or from a USB drive.

To access the ‘Select Design’ page, click on the ‘Select Design’ icon on your embroidery panel’s homepage.



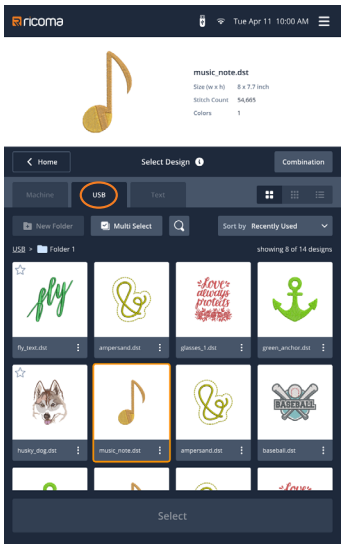
# Importing Your Design

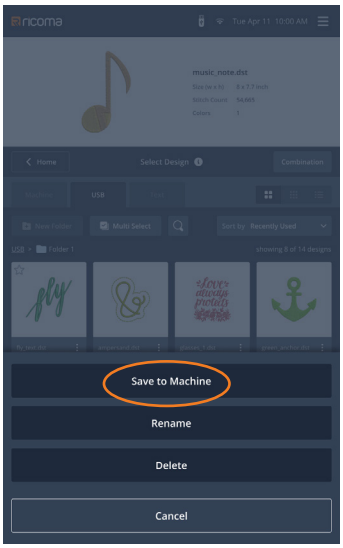
You can import your digitized design directly from your digitizing software or use the flash drive that was provided as part of your embroidery machine package.

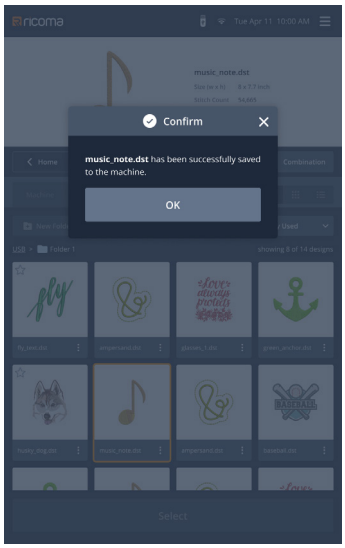
To import your design from your flash drive, insert your flash drive into the USB port on the side of your embroidery panel.

Then select the USB tab on the ‘Select Design’ page and click on the three-dot icon on your design thumbnail.

Then choose ‘Save to Machine’.



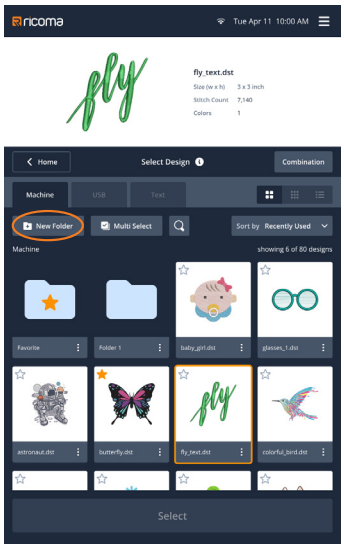
## File Management

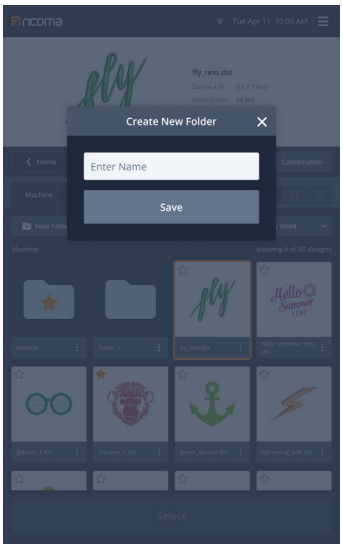
The 10S panel provides a comprehensive set of features for easily organizing your designs, including favorites, a folder system, sorting capabilities, and search functionality.

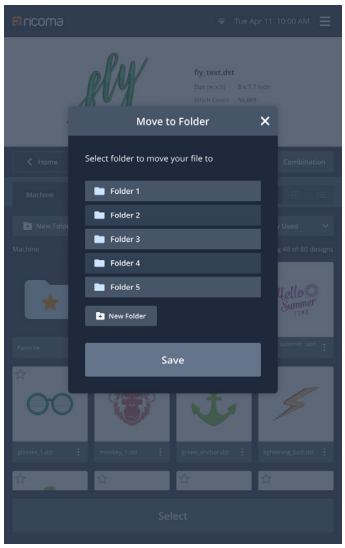
To create a new folder, click ‘Create New Folder’.

Enter the name of your new folder, then press the X button.

Once created, you can either save or move any design to the folder by clicking on the three dot icon on the design thumbnail and choosing ‘Move to Folder.’




To find any folder or design you wish to embroider, click on the magnifying glass icon and enter the name of the file or folder you are searching for.

## Favorites Folder

The 10S Control panel also comes with a preprogrammed ‘Favorites’ folder for your most popular designs.

To save a design to your Favorites folder, click on the star icon next to the file’s name. Once the star icon is highlighted, you will be able to go into your Favorites folder and find your design.

# Combine Designs

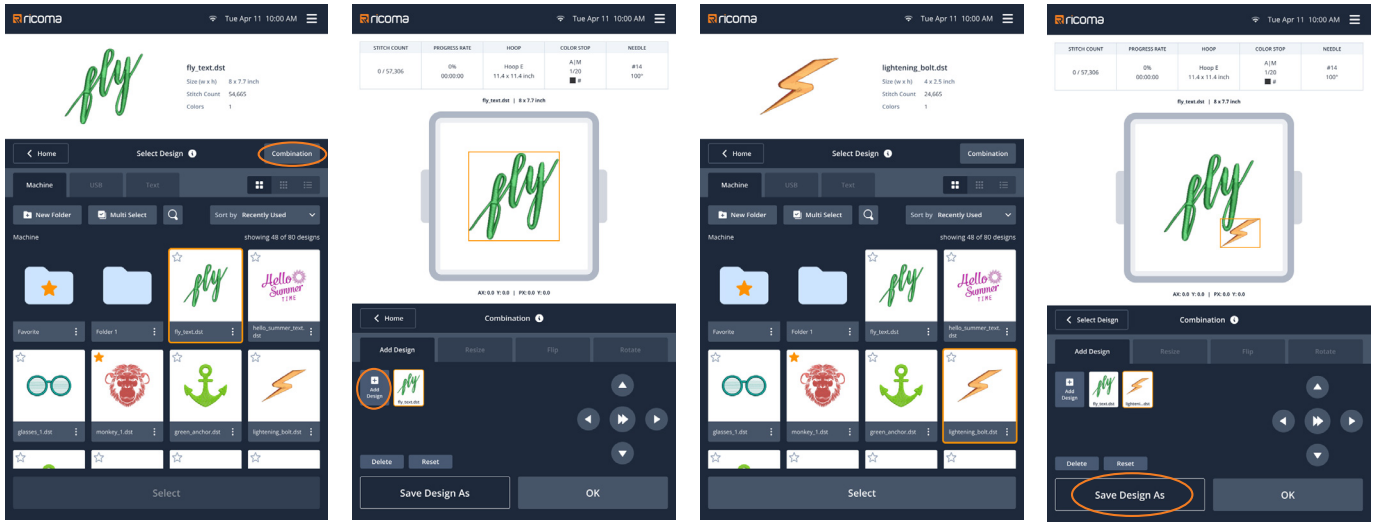
To combine digitized designs, select the main design to which you wish to add a new element.

Then, click the ‘Combination’ button. This will take you to the ‘Combination’ menu.

Once in the ‘Combination’ menu, select ‘Add Design’ and select the digitized file you wish to incorporate into your design.

Once your new design element has been added, resize, flip, and rotate as necessary.

Finally, select ‘Save Design As’ to save your new design.

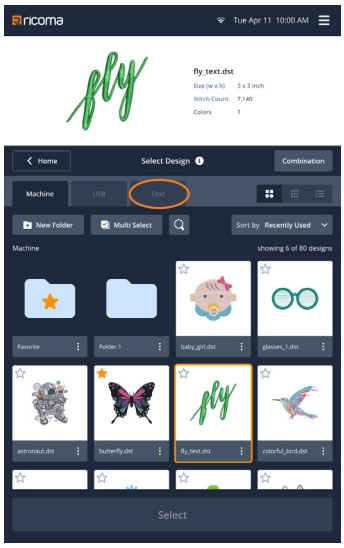


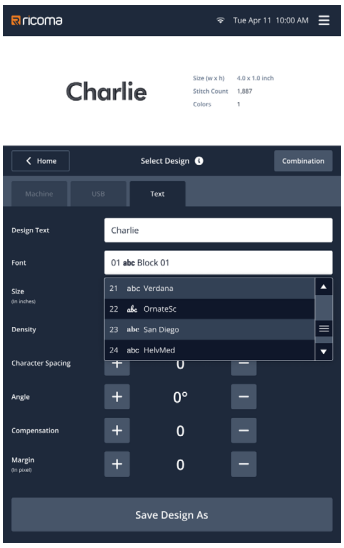
# Text Menu

In the text menu, you can add text to any existing embroidery design.

Select the design to which you wish to add text, then select the Text tab.

Type your text into the text box, then select from any of your panel's 24 pre-digitized fonts, as well as edit your text size.

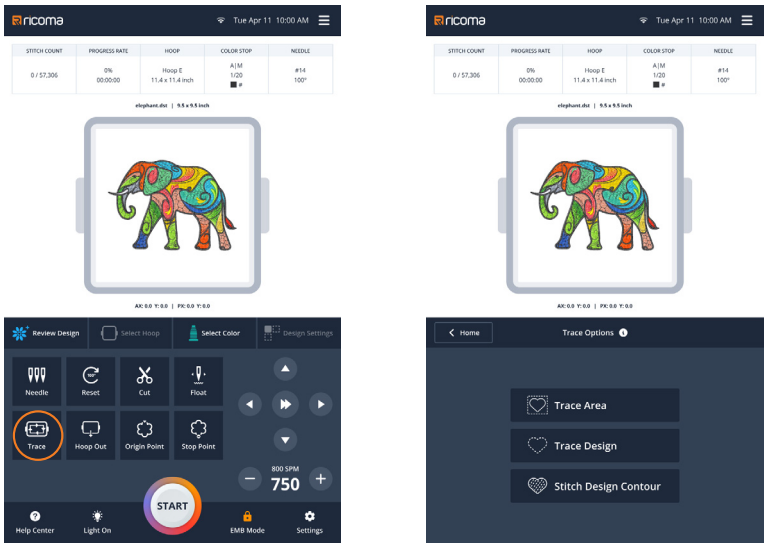


# Trace

The Trace Panel allows you to accurately trace where your design will fall in your embroidery hoop.

To trace your design, select the ‘Trace’ icon on your panel’s homepage.

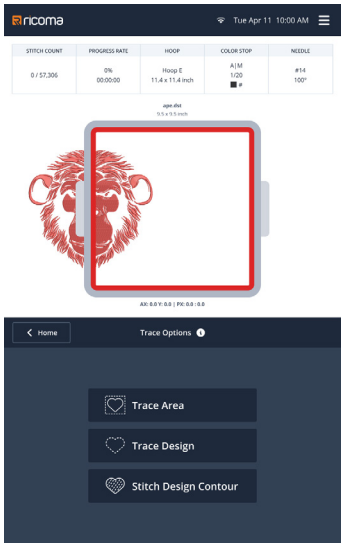


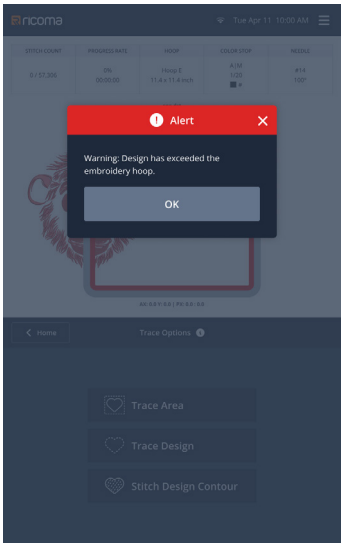

You will then be given three trace options to choose from.

The ‘Trace Area’ feature traces the basic outline of where your design will be embroidered.

The ‘Trace Design’ feature does a slow and more detailed trace of your design’s outer perimeter.

The ‘Trace’ Contour feature will perform a detailed trace of your entire design.




*Please note: Your design must be inside your hoop area to trace. If your design falls outside of your hoop area or you wish to reposition your design after performing your trace, use the arrows on your panel's homepage to adjust your design's position.

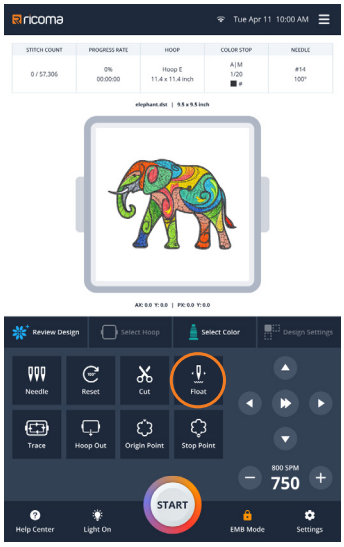
# Floating Your Design

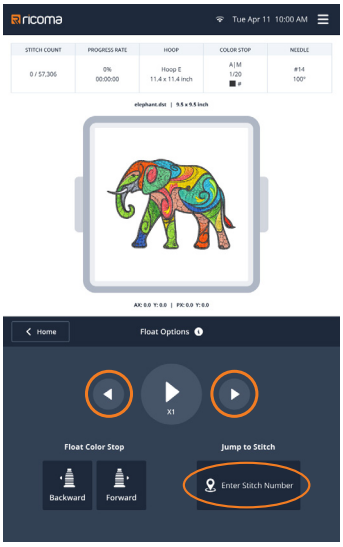
The float feature allows you to skip or rewind your embroidery project to a specific point in your design.

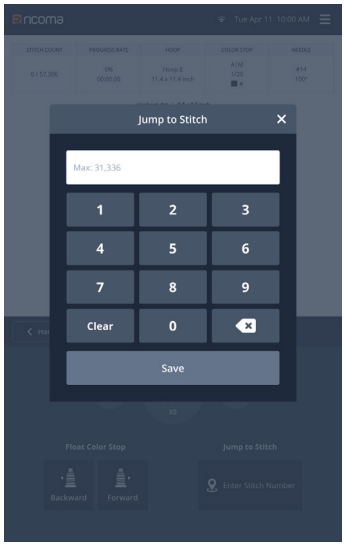
To use the float feature, select the ‘Float’ icon on your panel’s homepage.

You can then use the backward or forward buttons or the arrows on your ‘Float Options’ page to manually fast forward or rewind to the desired point in your embroidery project.

You can also use the ‘Jump to Stitch’ option to manually enter the stitch number to which you wish to skip.



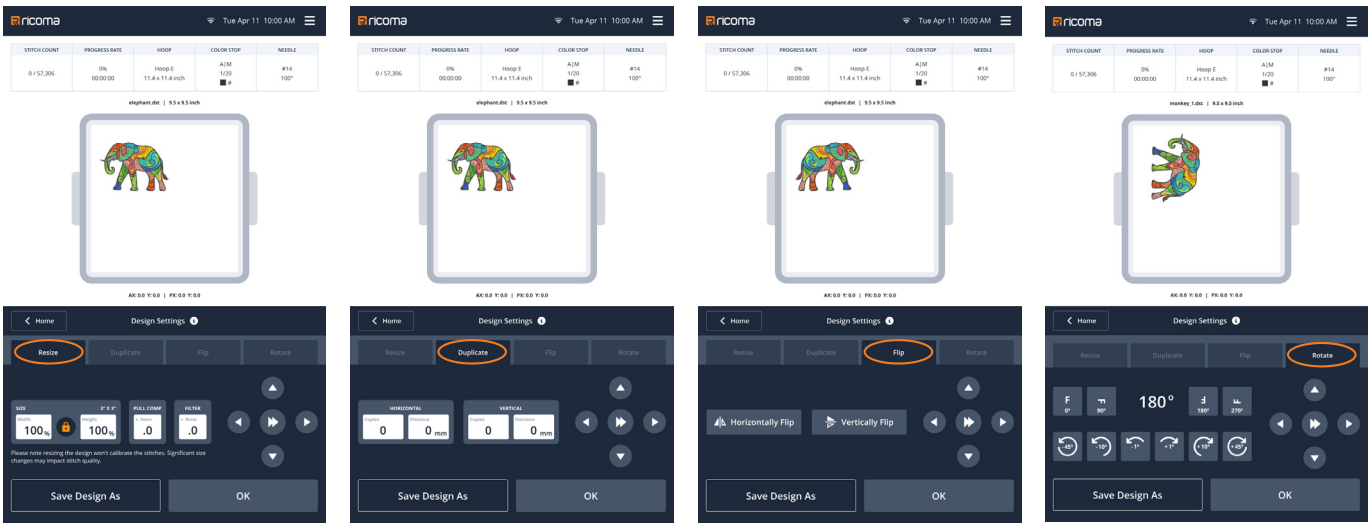



# Designs Settings

On the “Design Settings” page, you can resize, duplicate, flip, and rotate design patterns as needed.

To access the design settings page, click on the ‘Design Settings’ icon on your home page.

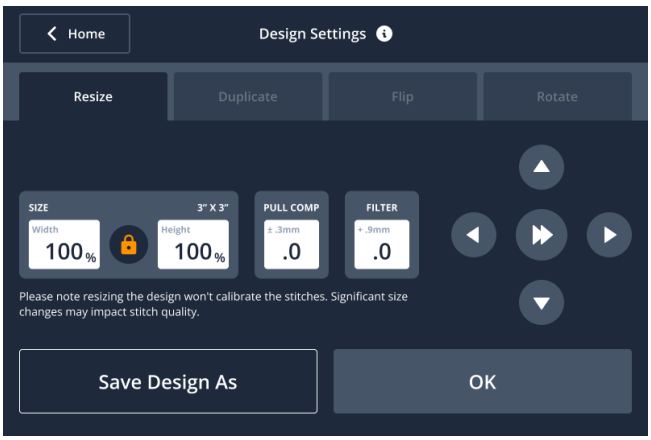



## Resize

To resize your design, select the resize tab.

Enter your new design dimensions.

Then press ‘OK’.

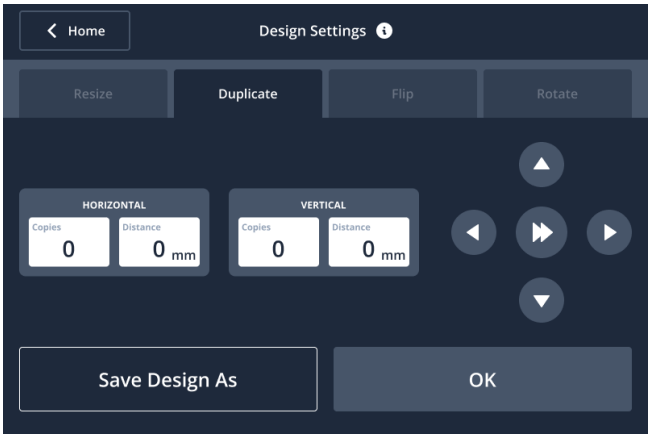


## Duplicate

To duplicate your design, select the duplicate tab.

Then, enter the number of copies you wish to create vertically or horizontally next to your original design, as well as the amount of space you wish to leave in between each design.

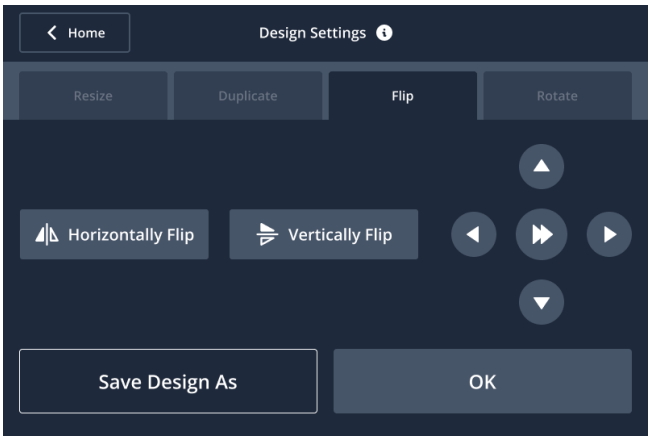
Finally, press ‘OK’.




## Flip

To flip your design, select the flip tab.

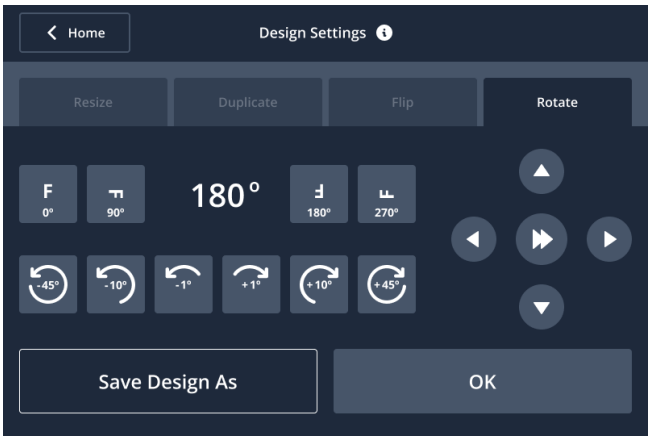
Then, select whether you wish to flip your design horizontally or vertically, and then press ‘OK’.



# Rotate

To rotate your design, select the rotate tab.

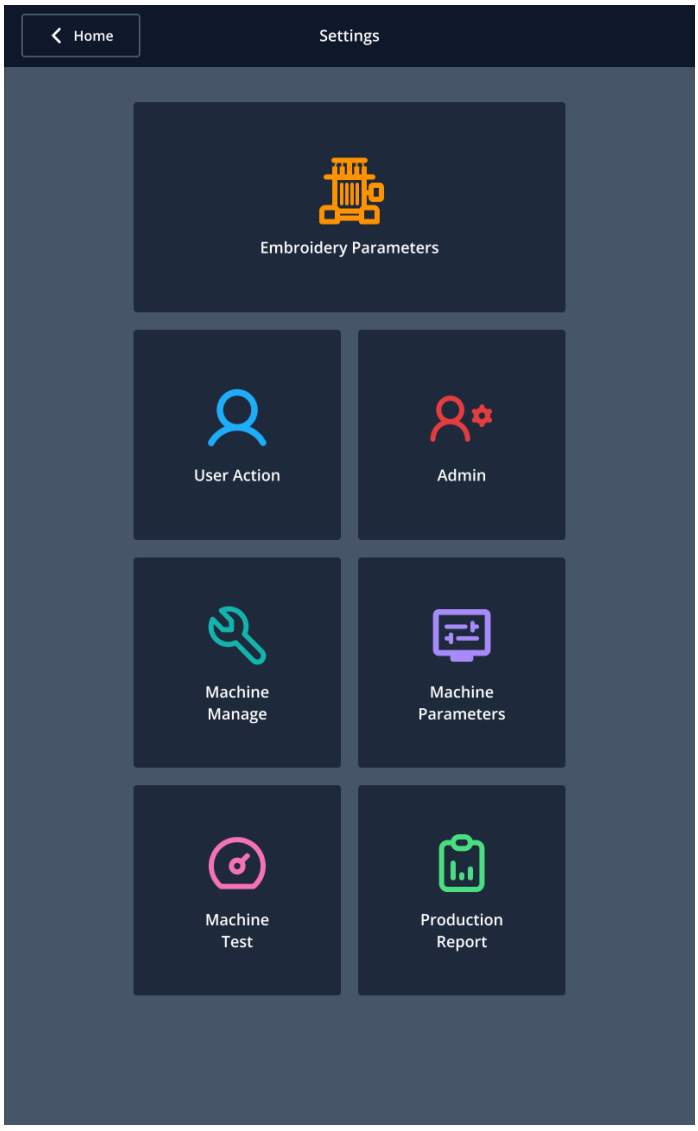
Then select the degree you wish to rotate your design and press ‘OK’.



# Settings

The ‘Settings’ page is where you can adjust the various technical settings of your embroidery machine, change your alert preferences, access your maintenance checklist, initiate software updates, and so much more.

You can access the settings page by clicking on the ‘Settings’ icon in the bottom right-hand corner of your homepage.



# Embroidery Parameters

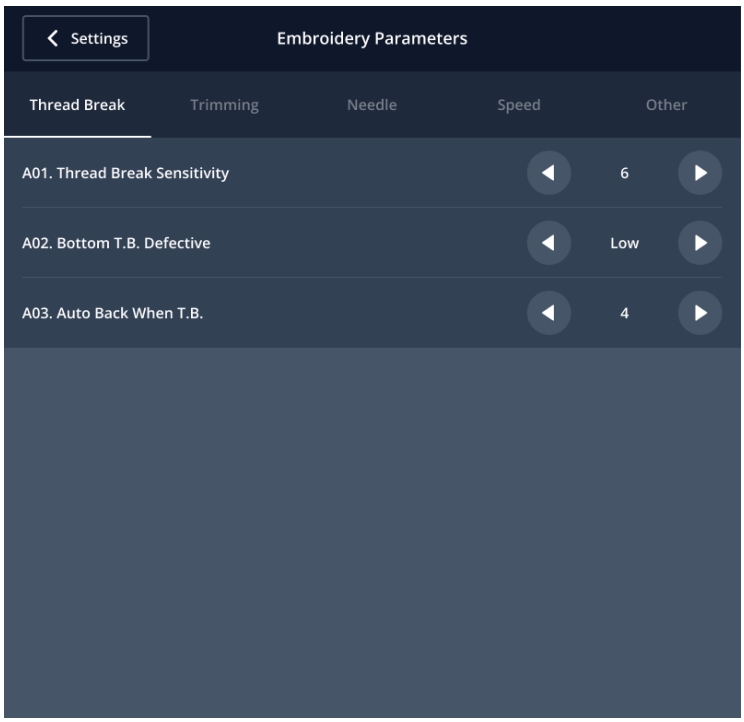
Under the embroidery parameters section, you can adjust your machine's thread break sensitivity settings.

You can also adjust your thread trimming settings, set your needle preferences, adjust the speed of your embroidery machine's various processes, and adjust your machine's technical specifications.

At the bottom of this page, you will also see two buttons, 'Output Settings' and 'Input Settings.' If you have more than one embroidery machine with the 10S Panel, you can use these buttons to import and export the embroidery parameters from one machine to another.

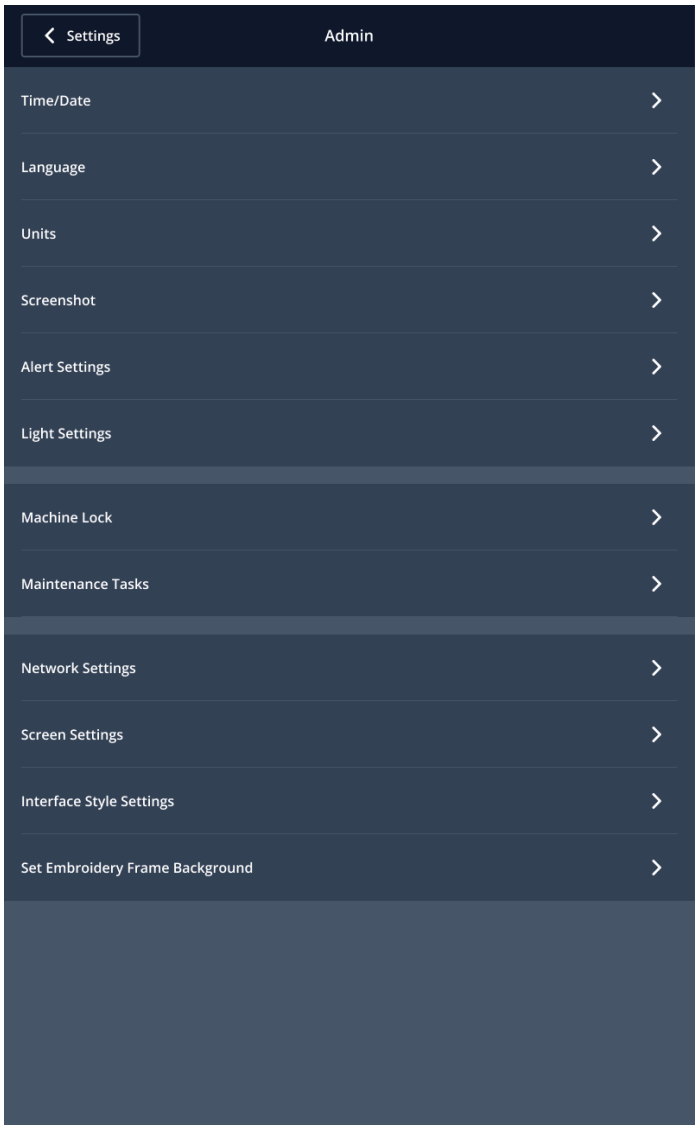
To export your embroidery parameters and machine settings to another machine, insert a USB into your 10S Panel and press the 'Output Settings.' Your panel will automatically save your embroidery parameters and machine settings to your USB drive.

Then, insert your USB into the 10S panel of the machine you wish to update with the new parameters and settings. Go to the embroidery parameters page and select 'Input Settings.' You will then be prompted to select the file with the parameters you wish to import. Once you select your file, your machine will automatically update with the parameters and settings from your other machine.



# Admin

The Admin page is where you can change your machine's language, date and time, metric units, brightness, WiFi and alert settings.

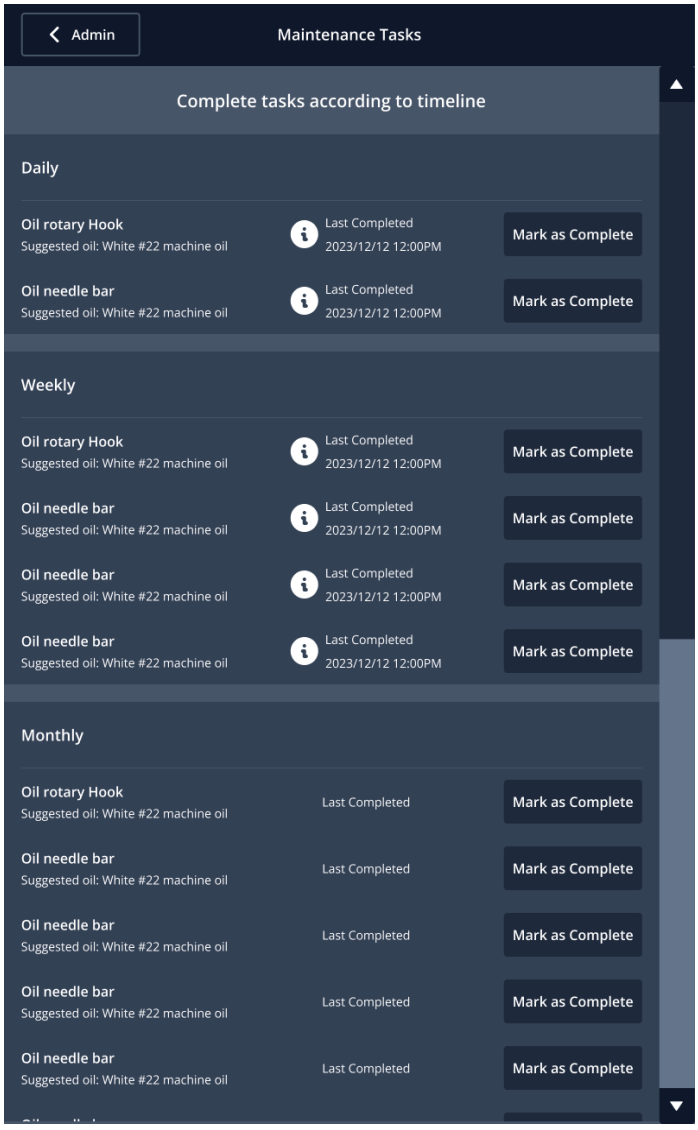


# Maintenance Tasks

Under the admin page, you can also access your machine's maintenance log.

The maintenance log tracks when your various maintenance tasks were last completed.

After performing each maintenance task, you can mark the task as complete, and your panel will automatically record when the task was completed.

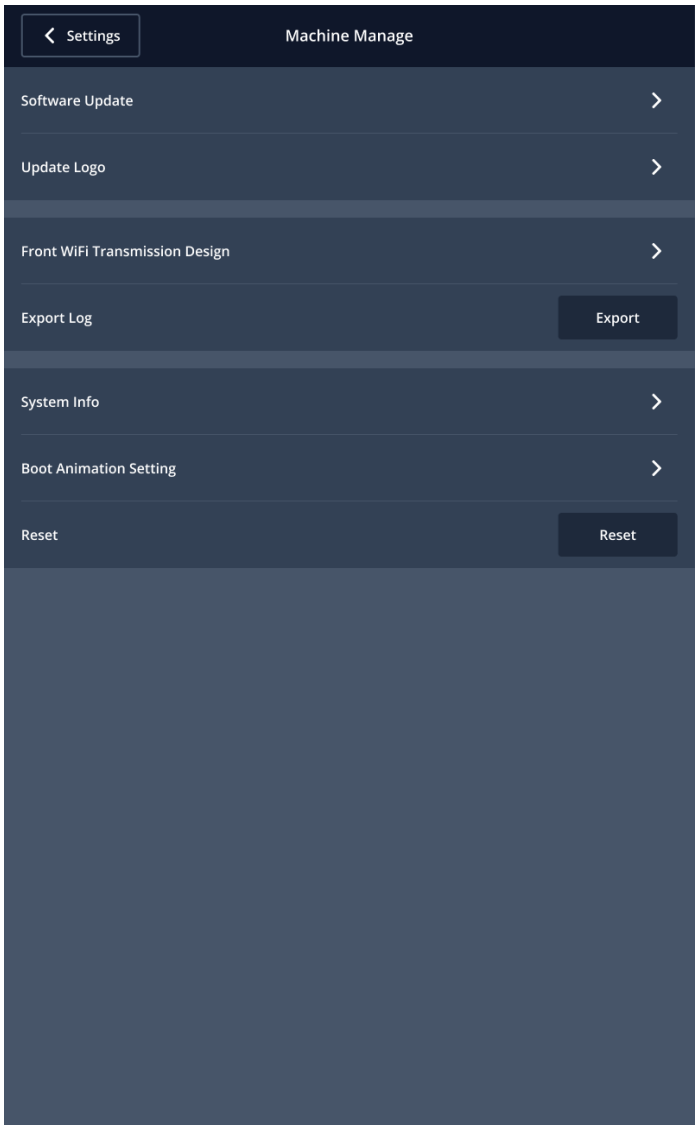


# Machine Manage

The Machine Manage page lets you update your panel's software and export your machine's performance specs and maintenance log to a Ricoma service technician.

To export your log, insert a USB into your panel and select the 'Export' button next to the Export Log tab. Your panel will instantly export performance specs and maintenance log to your flash drive.

You can then email your log to your technician or the Ricoma service team from any USB-compatible computer or tablet.

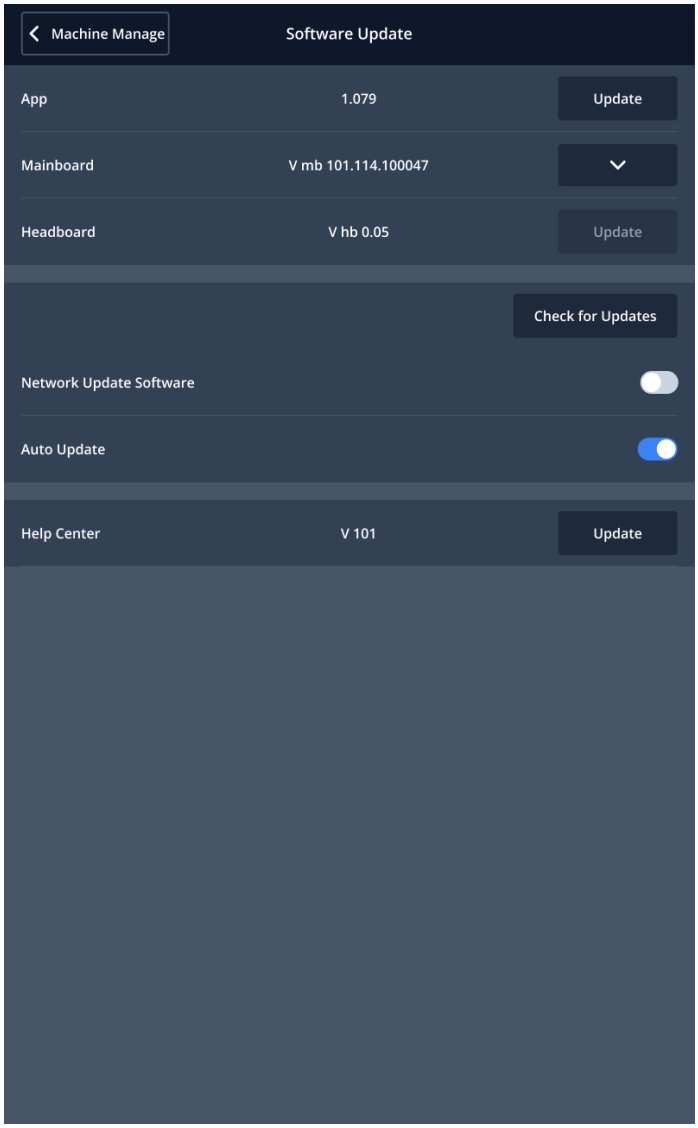


# Software Update

To check for a software update, click on the ‘Software Update’ tab.

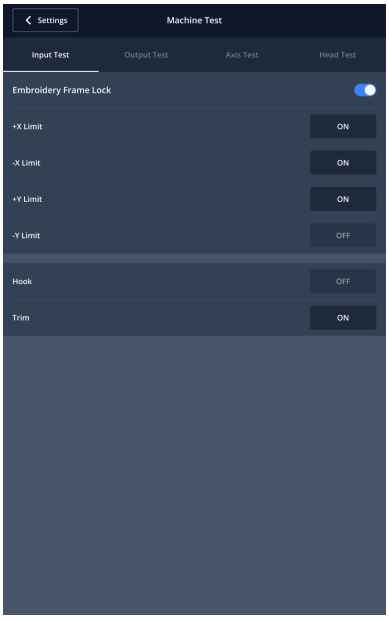
If a software update is available, the ‘Update’ button will appear illuminated. Click on the update button to automatically begin the software update.

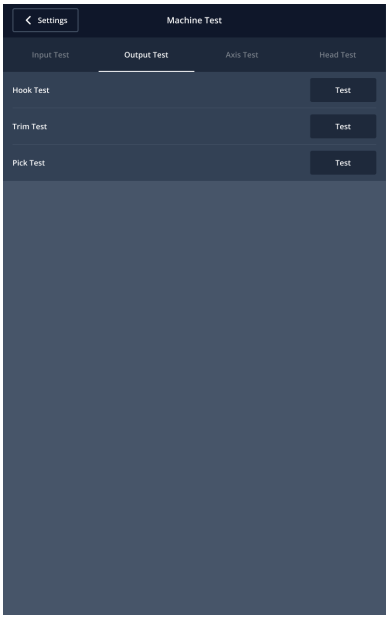
If your panel’s software is up-to-date, the ‘Update’ button will appear greyed out.

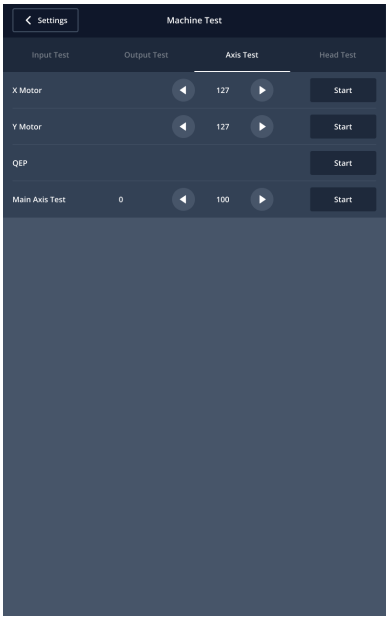


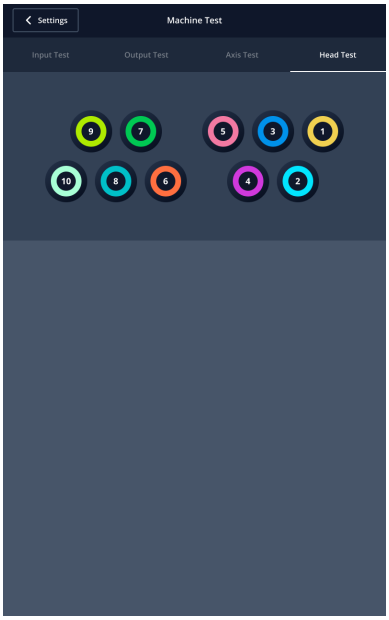
# Machine Test

The Machine Test page is where you can perform tests of your machine's various components, including your thread trimmer, rotary hook, engine, and more.



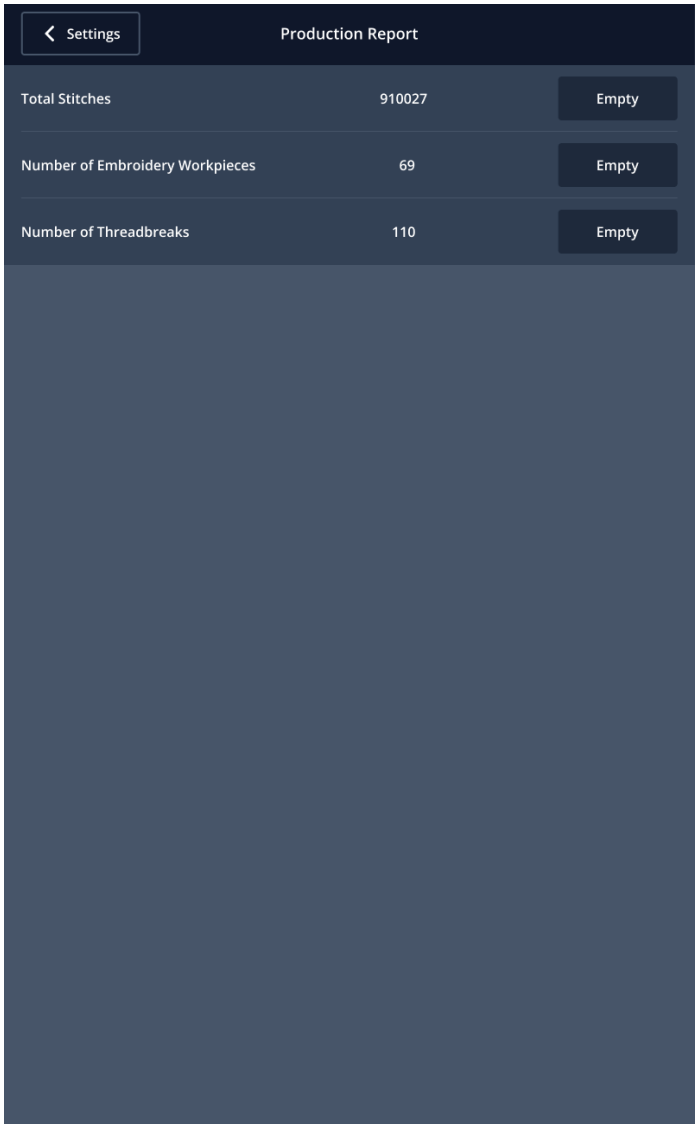



## Production Report

Lastly, your production report page lets you track your machine's performance, including the total number of stitches, embroidery projects, and thread breaks.



# Technical Support

If at any time you have any questions about your 10S control panel or require technical support, Ricoma's service team is available to assist you 7 days a week and after hours.

You can reach our service team through your MyRicoma portal or by visiting our website.

You can also email any inquiries to **service@ricoma.com** or call our office at **(888) 292-6282.**