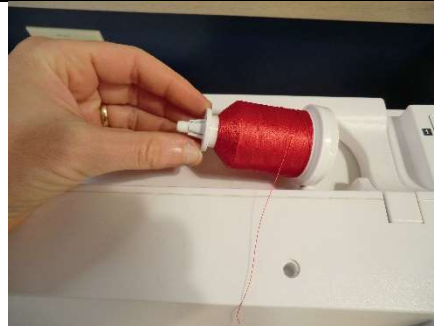


Embroidery Machine – Threading the Machine

Step 1: Load the thread spool

- Slide the thread spool onto the spool pin.
- Push the spool pin cap onto the pin to hold the spool securely.



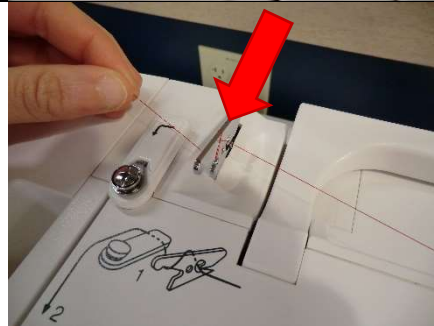
Step 2: Slide the thread into the thread guide

- Using both hands, position the thread behind the thread guide.
- Pull the thread towards you until it clicks into place in the thread guide hole.



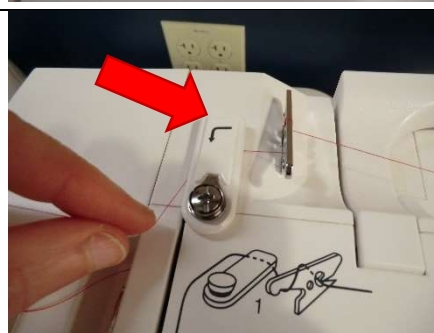
Step 3: Wrap the thread around the thread guide

- Wrap the thread once around the front part of the thread guide.



Step 4: Bring the thread into the upper thread guide

- Pull the thread into the upper thread guide until it pops into place.



Step 5: Guide the thread down the right channel and then up the left one

- The channel starts right where the thread exits the upper thread guide.
- Bring the thread down the right channel, around the bottom, and then up the left channel.



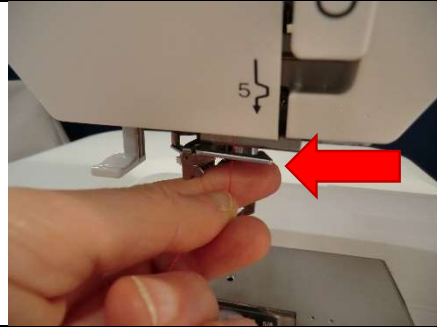
Step 6: Pass the thread through the eye of the take-up lever

- Continuing to move from right to left, bring the thread up on the right side of the take-up lever, pass the thread behind the lever, and then down its left side, until the thread pops into place.
- Bring the thread back down the left channel.



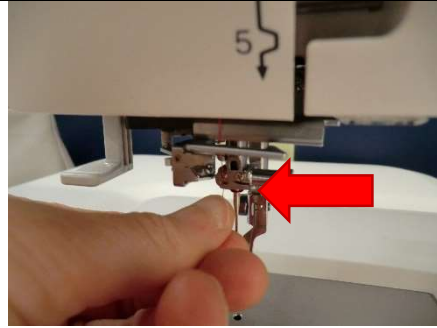
Step 7: Bring the thread through the lower thread guide

- Pass the thread behind the hook of the lower thread guide.



Step 8: Bring the thread through the needle bar thread guide

- Pass the thread through the needle bar thread guide (just above the needle).
- Be sure to pull the thread all the way over to the left until it clicks into place in the guide.



Step 9: Use the thread cutter to trim the thread to length

- Bring the thread around to the thread cutter on the left side of the machine.
- Bringing the thread from the back of the machine towards the front, pull the thread into the thread cutter, and then continue to gently pull until the thread cuts.



Step 10: Thread the needle

- Lower the presser foot with the black lever at the back of the machine.
- Push down the white lever to operate the needle threader.

