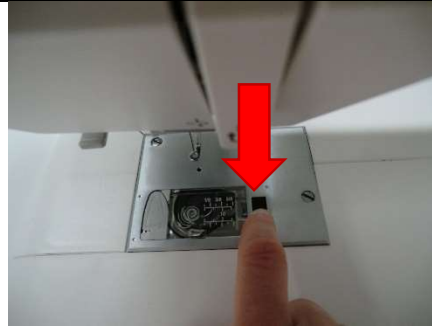


## Embroidery Machine – Threading the Bobbin

### Step 1: Remove the bobbin cover plate

- Push the black cover-release to the right so that the cover plate pops free.
- Set the cover plate aside.



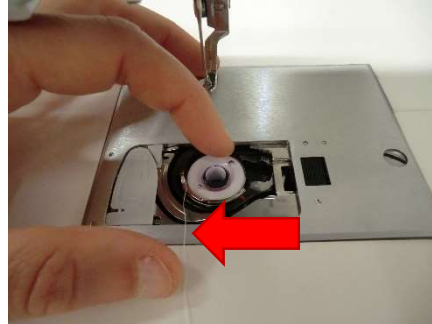
### Step 2: Remove the old bobbin

- Lift the bobbin out of the machine.



### Step 3: Insert the new bobbin

- Hold the bobbin with the thread coming off the left-hand side (so that the thread is running counter-clockwise, and makes a “p” not a “q”).
- Set the bobbin into the bobbin holder.



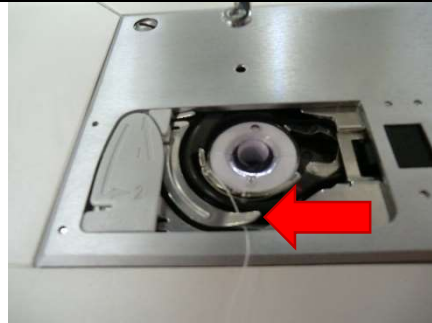
### Step 4: Hold the bobbin in place

- Place a finger on the bobbin to keep it from rotating, and keep it there for the remainder of the process.
- *NOTE – for clarity of photography, the following photos do not show the bobbin held in place. But do keep your finger there during the entire threading process, as the thread needs to be under tension to thread properly.*



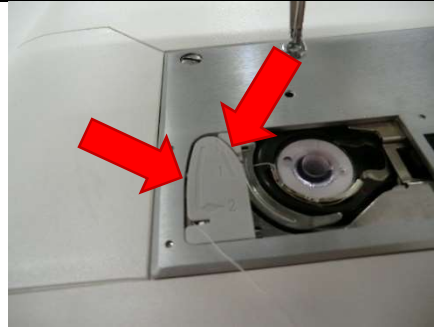
### Step 5: Pull the thread under the thread guide

- Bring the loose end of the thread into the notch of the thread guide.

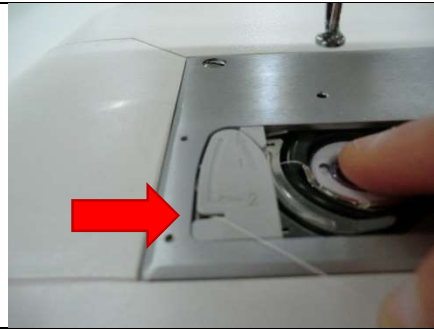


**Step 6: Bring the thread around the guide path**

- Pull the thread up and to the left to start it in the thread channel of the grey plastic guide path.
- Continue bringing the thread down and to the left to bring it to the end of the guide path.

**Step 7: Use the built-in thread cutter to cut the thread end**

- Pull the thread end to the right to trim it to the proper length with the built-in thread cutter.

**Step 8: Replace the bobbin cover plate**

- Leading with the left edge, insert the cover plate and press it into place.

