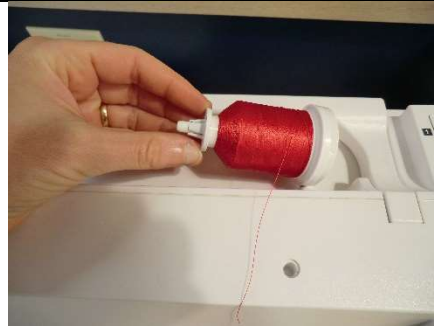


Embroidery Machine – Threading the Machine

Step 1: Load the thread spool

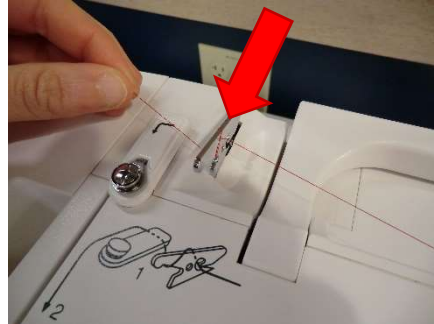
- Slide the thread spool onto the spool pin.
- Push the spool pin cap onto the pin to hold the spool securely.

**Step 2: Slide the thread into the thread guide**

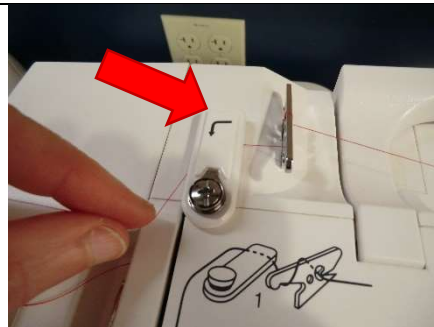
- Using both hands, position the thread behind the thread guide.
- Pull the thread towards you until it clicks into place in the thread guide hole.

**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.

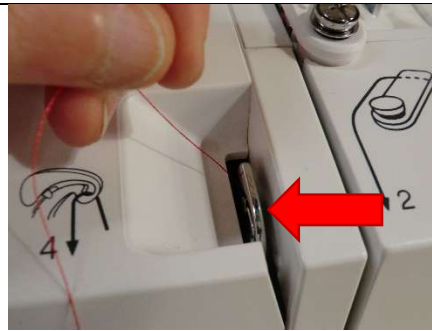
**Step 5: Guide the thread down the right channel and then up the left one**

- 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.

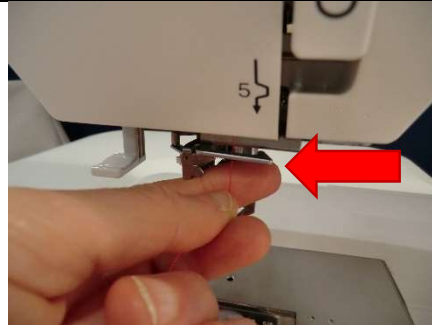


Step 6: Pass the thread through the eye of the take-up lever

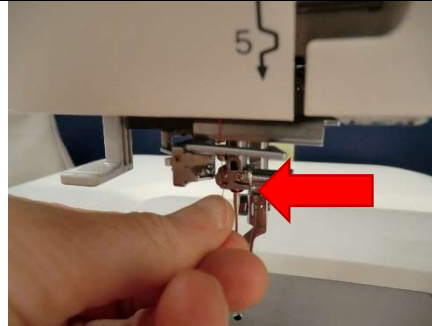
- Continuing to move from right to left, bring the thread up on the right side of the take-up lever, pass the thread behind the lever, and then down its left side, until the thread pops into place.
- Bring the thread back down the left channel.

**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.

