

Machine Embroidery Check List.

- Machine Embroidery presser feet, bobbins, bobbin cases and needles are stored in the set of drawers on the left hand side as you enter the Textile Office.

To set the Machine for Machine Embroidery:

1. Turn the bottom dial to the left' this drops the "Feed Dogs".
2. Check the outside ring on the same dial is set to **Green**.
3. Check your stitch length is set to approx 2. (The lever above the feed dog dial)
4. The Button Hole dial (one above stitch length) should be left with the dot matching the 0.
5. Check the Needle position (top dials inside bar) is set in the middle (vertical).
6. The Top dials outer ring should be set to the left on 0 (3 for zig zag stitch).
7. Check the **red tension** bar is aligned on the top of the machine.
8. Thread the bobbin so that the bobbin turns clockwise when the thread is pulled through the tension plate in the bobbin holder.
9. The needle on the machine is threaded from front to back.
10. Check your dissolvable fabric is pulled really tight in your hoop.

Trouble shooting.

- Check your top thread is running smoothly from the spool to the needle.
- Check the bobbin area is not full of fluff or paper debris (ask for help to open the bobbin area)
- Check the bobbin is threaded clockwise.
- Re check all the dials and settings are correct.
- You may need a sharper needle, ask for help to change the needle.
- If you are still having problems please ask for help!

Presser feet, bobbin cases and bobbins must be returned to the drawers. Never leave them on the bench, even whilst you are working.

