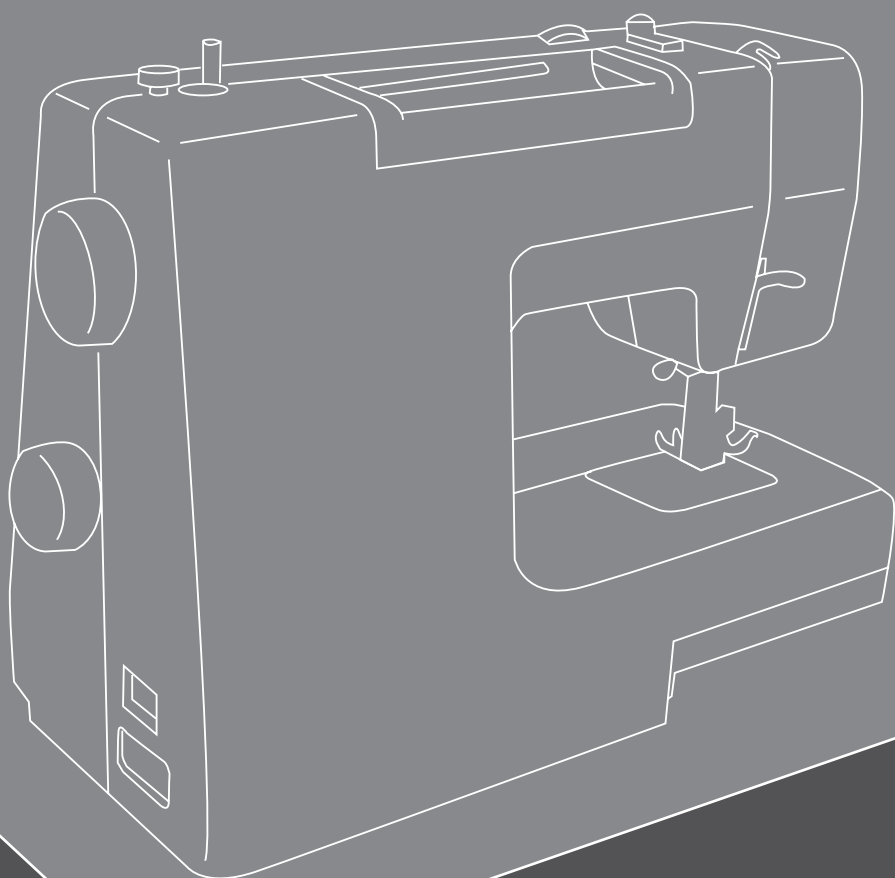
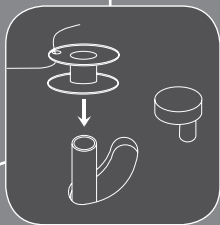
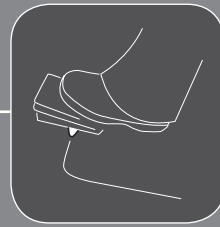


SAIC SHARP INSTRUCTIONAL SHOP

Sewing Machine HANDBOOK



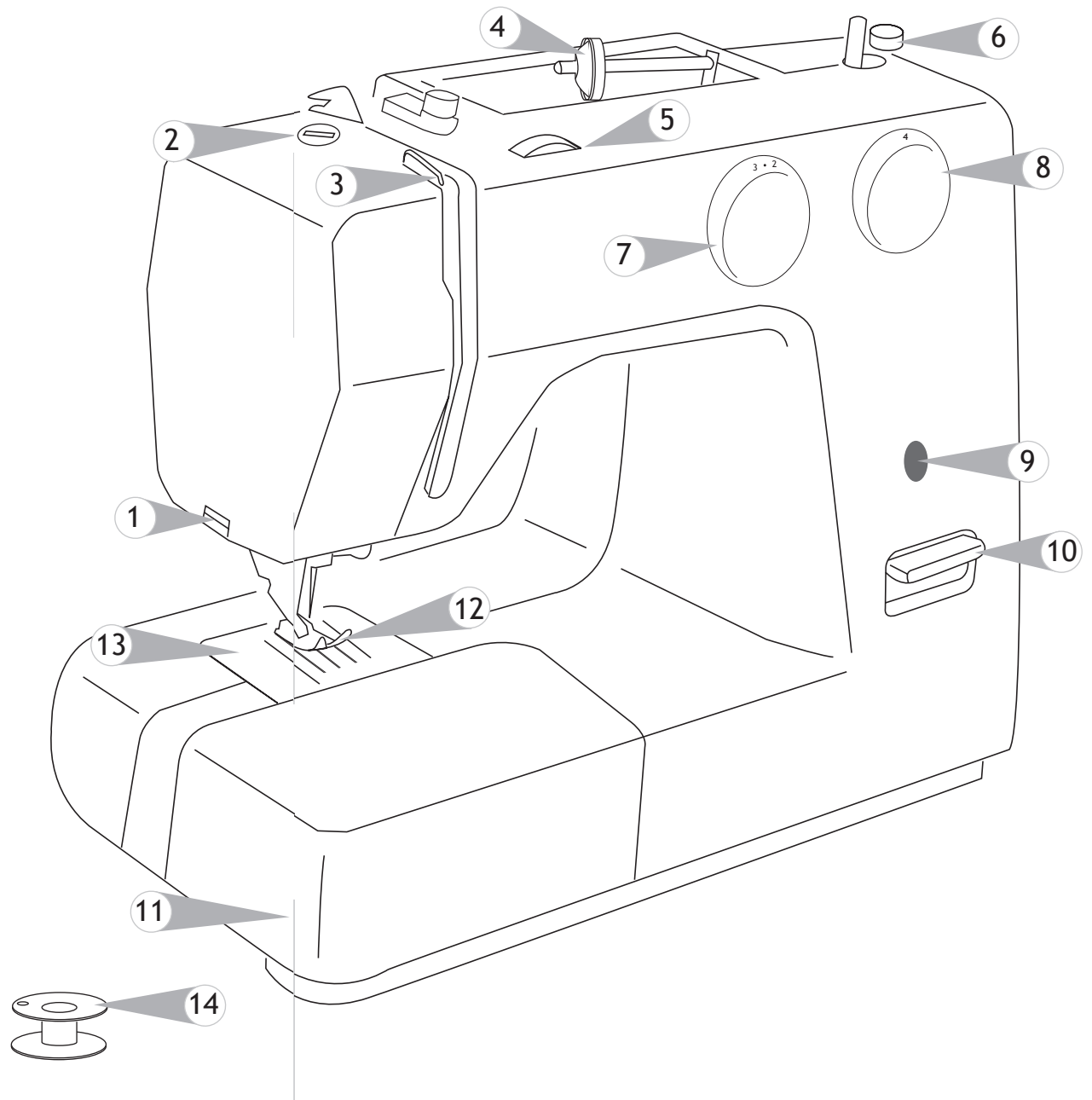
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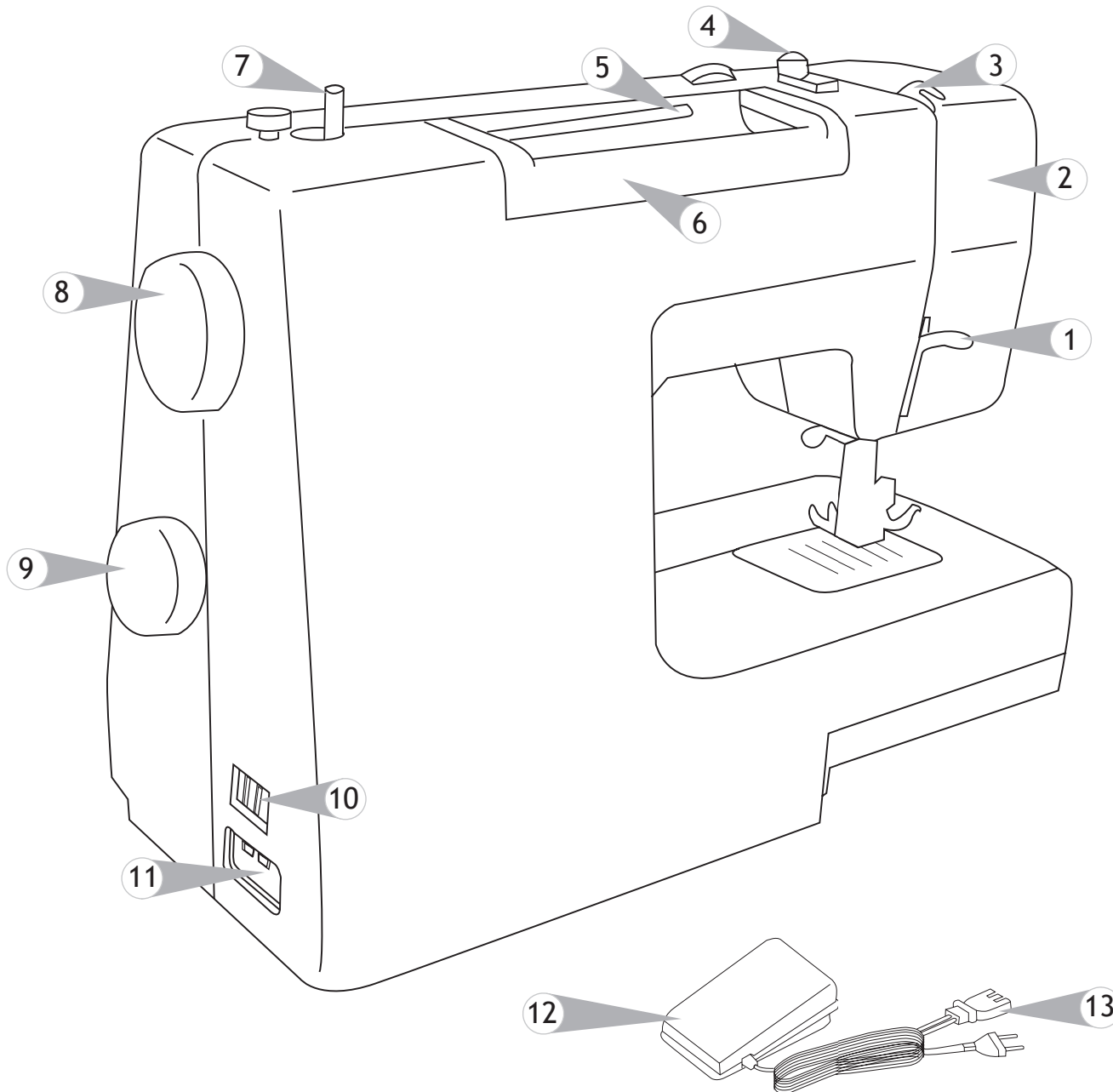
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The Parts

- 1 Thread cutter
- 2 Presser foot adjustment
- 3 Thread up-take lever
- 4 Spool retainer
- 5 Thread tension dial
- 6 Bobbin stopper
- 7 Stitch width dial
- 8 Stitch length dial
- 9 Pattern indicator window
- 10 Reverse sewing lever
- 11 Removable accessory bin
- 12 Pressure foot
- 13 Needle plate
- 14 Bobbin



The Parts cont.

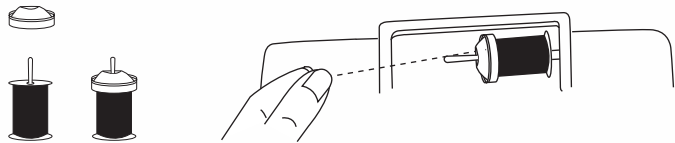


- 1 Presser foot lever
- 2 Face plate
- 3 Upper thread guide
- 4 Bobbin thread guide
- 5 Horizontal spool pin
- 6 Handle
- 7 Bobbin winder
- 8 Handwheel
- 9 Pattern selector dial
- 10 Power and light switch
- 11 Main plug socket
- 12 Foot pedal
- 13 Power cord

Winding the Bobbin

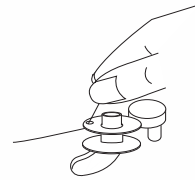
1

Place the thread and spool retainer onto spool pin.

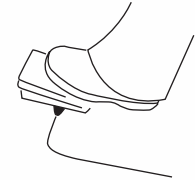


3

Hold thread end gently.

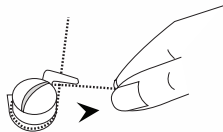


Step on the foot pedal.

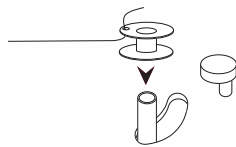


2

Wind thread clock-wise around bobbin thread guide.

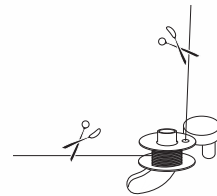


Thread bobbin and place bobbin on bobbin winder.

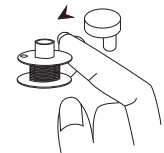


4

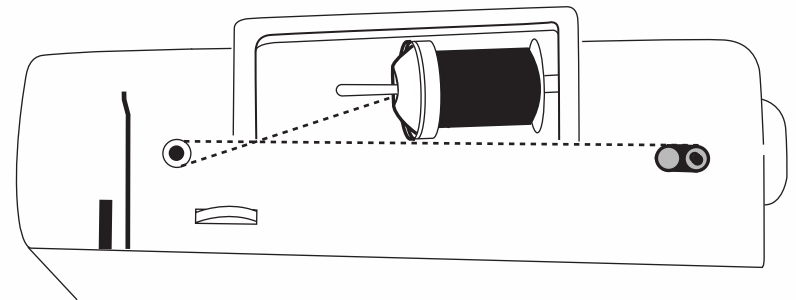
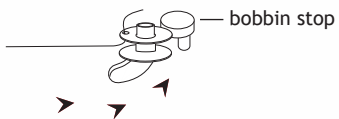
Cut thread.



Press bobbin winder to the left and remove.

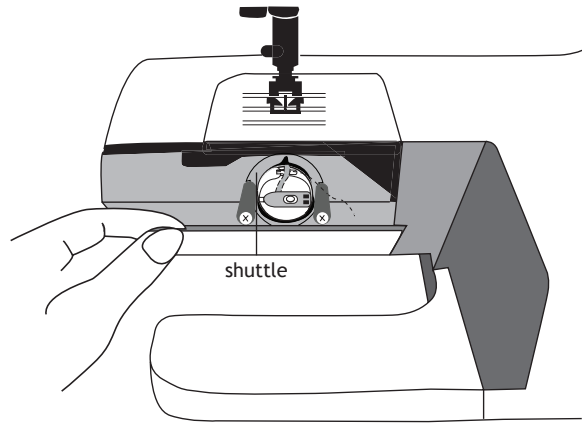


Press bobbin winder to the right and engage with bobbin stop.

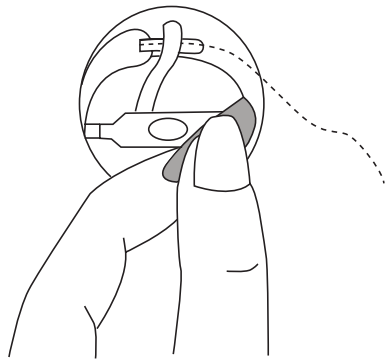


Placing the Bobbin

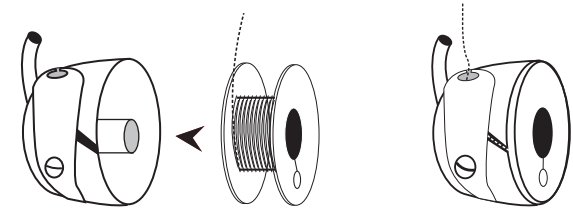
Remove accessory bin. Open the hinged cover to expose the bobbin case and its shuttle.



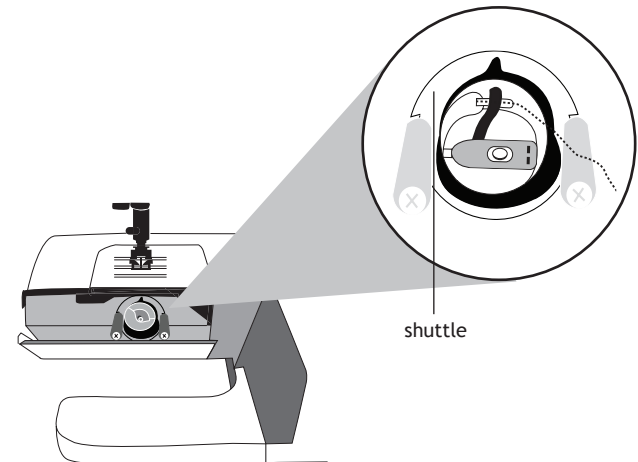
Retrieve the bobbin case using the latch on the front of bobbin case.



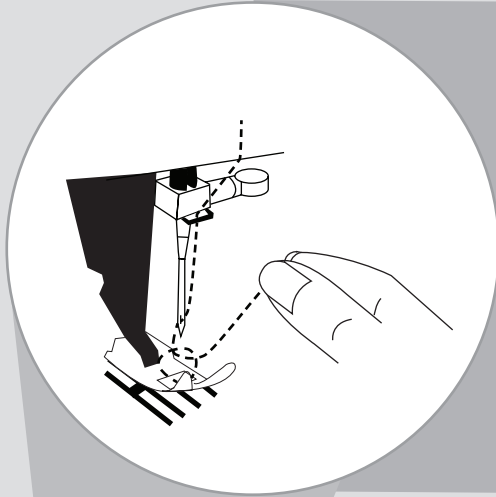
Insert the loaded bobbin into the case with the thread traveling in the same direction as the slit.



Place the bobbin into the shuttle with the bobbin shuttle arm in the upright position.

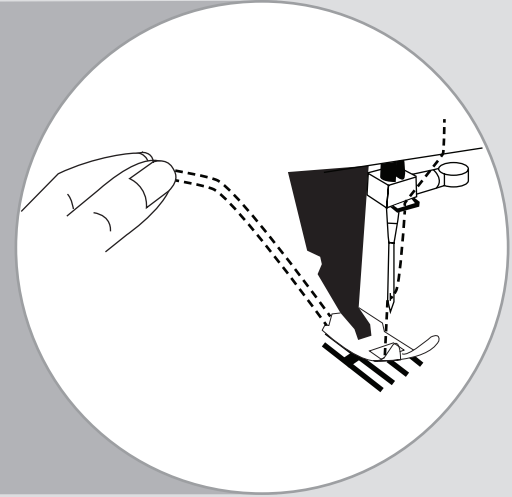


Retrieving the Thread

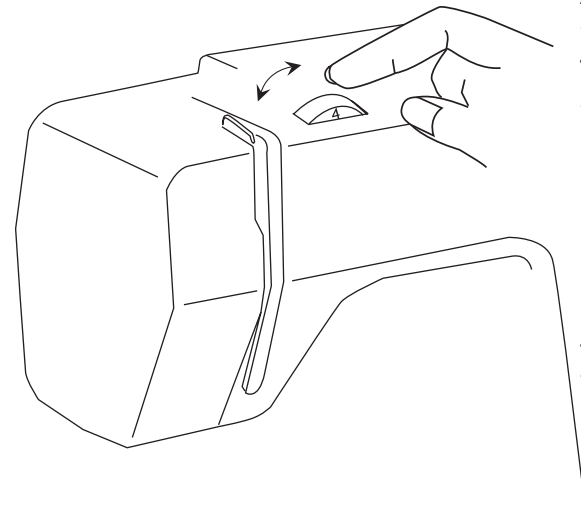
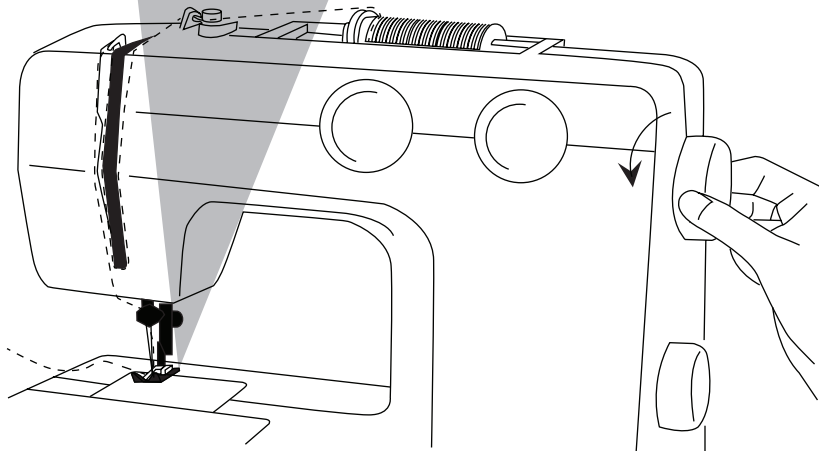


1 Turn machine OFF before threading.

2 Pull both threads under the presser foot toward the back of machine.



3 Hold the needle thread with one hand. Turn hand wheel forward to retrieve thread.



Adjust the needle thread tension for each new project. The bobbin and needle threads should meet in the middle of the fabric.

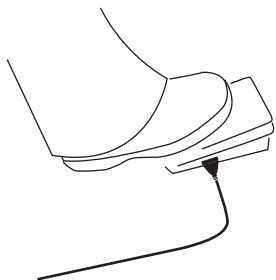
Low numbers = lesser tension
High numbers = tighter tension

4 is a good starting point for medium weight fabrics.

Final Steps

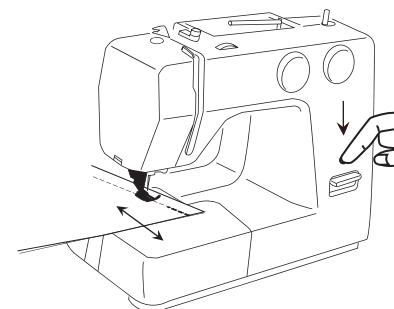
Begin Sewing

Turn on the machine. Gently engage foot pedal to begin sewing. The more you depress the pedal, the faster the machine will go.....so do not floor it.

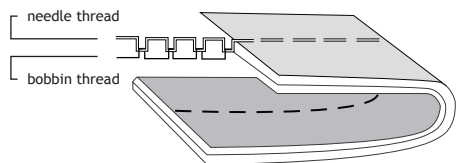


Secure Stitch

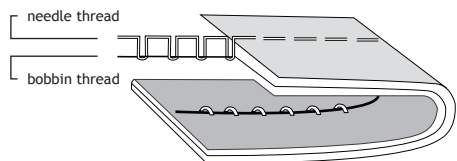
To secure the beginning and end of a seam, sew forward a few stitches. Then press the reverse sewing lever to sew over the preceding stitches. Release the lever and continue to sew forward.



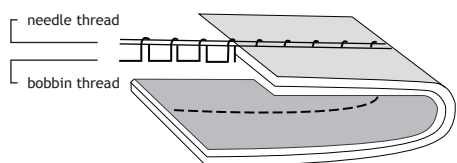
Normal thread tension for straight stitch sewing.



Thread tension **too loose** for straight stitch sewing. Turn dial to a lower number.

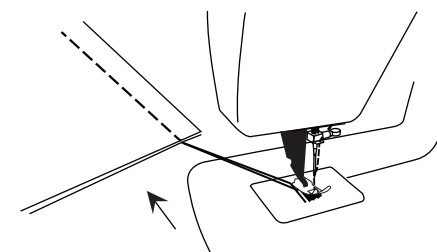


Thread tension **too tight** for straight stitch sewing. Turn dial to a higher number.



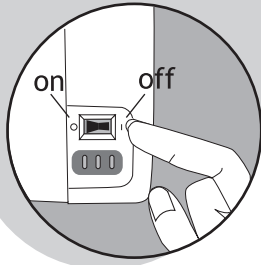
Final Step

When you are finished sewing the stitch length, release the presser foot and pull the fabric gently away from the machine. If thread does not pull from the machine easily, rotate the handwheel while gently pulling until the thread is released. When you are finished with your sewing project, turn off the machine.

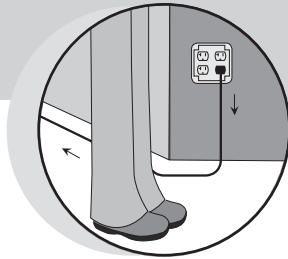


Sewing Safety

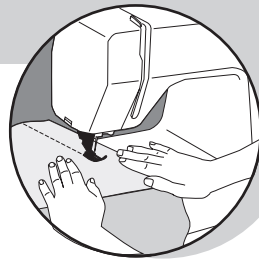
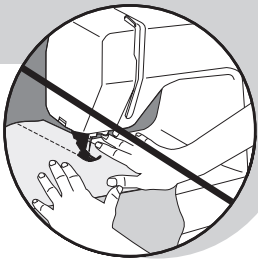
Make sure the machine is off and unplugged before changing or threading a needle.



Set up the sewing machine in a way that cords do not present a tripping hazard.



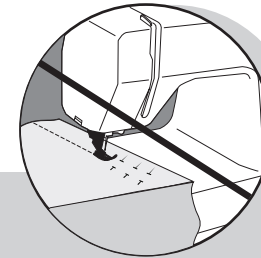
Always remember to guide the fabric, never pull the fabric. Guide the fabric with your hands on either side of the presser foot.



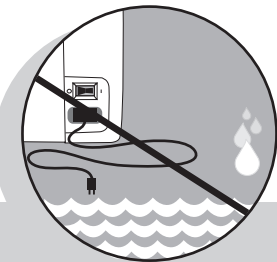
A needle that has caused a puncture wound is a health hazard. Notify a manager immediately and stay with the machine until a manager has responded.



Animal hides must be properly tanned for use with the sewing machine.



Never sew over a pin. This can break the needle tip. Stop sewing, remove the pin, and then continue to sew.



To prevent electric shock, never use the sewing machine in or near water.

Trouble Shooting

Symptom	Problem	Solution
Light does not come on	Machine has no power	Connect power cord to sewing machine and to outlet
		Turn machine on
		Switch out power cord and foot pedal
	Light bulb has expired	Take machine to tool check out
Fabric dimples from threads being pulled in the fabric	Broken needle	Change needle
Machine is not advancing	Bobbin winder is engaged	Disengage the bobbin winder
	Machine has no power	Turn machine on and check for light. If light does not turn on, bring it to tool check out.

If you cannot find a solution to the problem, please bring the machine back to The Sharp Instructional Shops.

Symptom	Problem	Solution
Skipping stitches	Tension: Thread has been wound on a bobbin that is not empty	Empty bobbin and reload
	Timing	Take machine to tool checkout
	The needle thread is a different material than the bobbin thread	Needle & bobbin thread must be made of the same material & must be the same weight
Top stitches look fine, but thread tangles on bottom side of fabric	Bobbin is threaded in the wrong direction	Change bobbin direction in bobbin case

Stitches of Interest

Hemming



Woven fabrics



Patching and repair work



Zig Zag: embroidery - strength



Straight: seams, zippers, and topstitching





INSTRUCTIONAL
FABRICATION

SAIC

School of the Art Institute
of Chicago