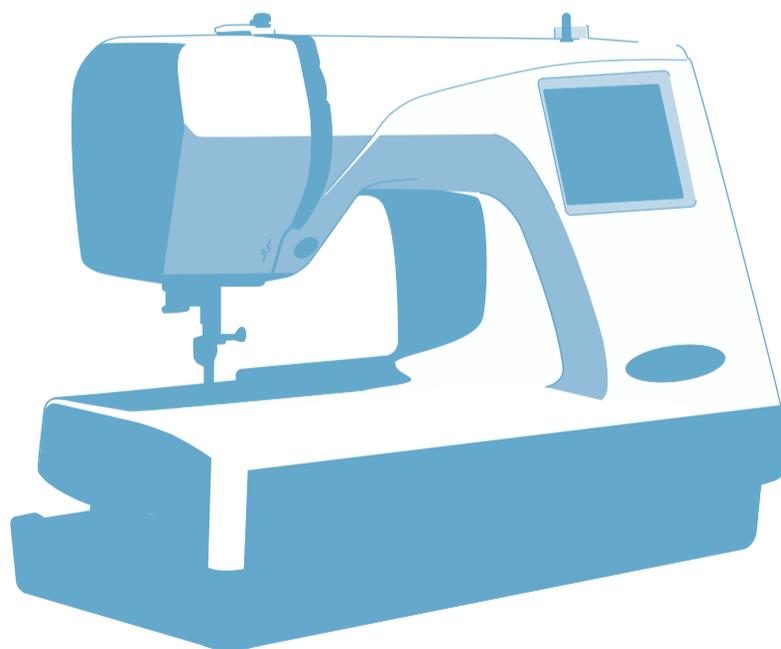


*Memory Craft 300E*

# *Instruction book*

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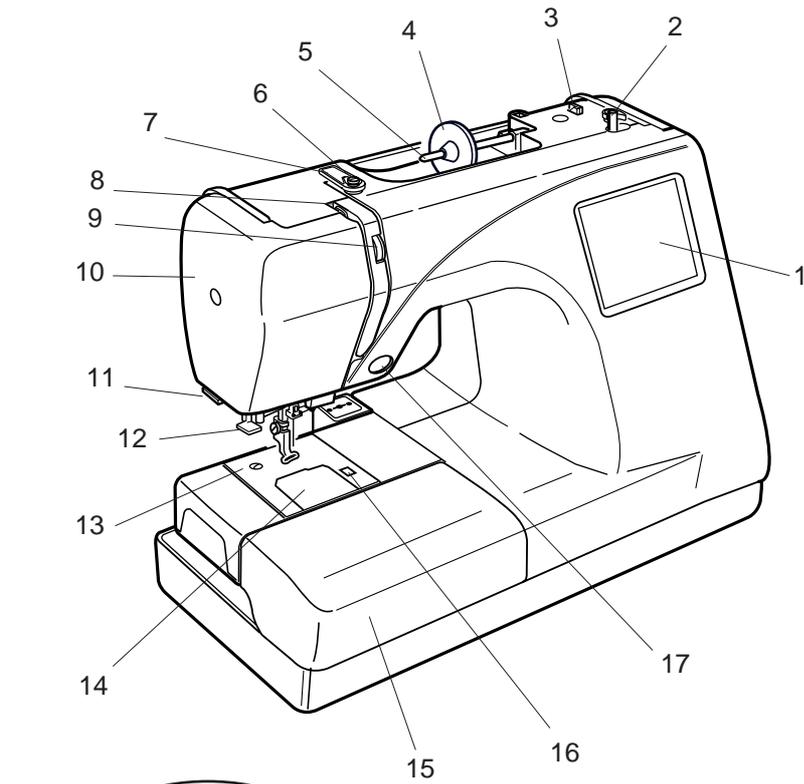


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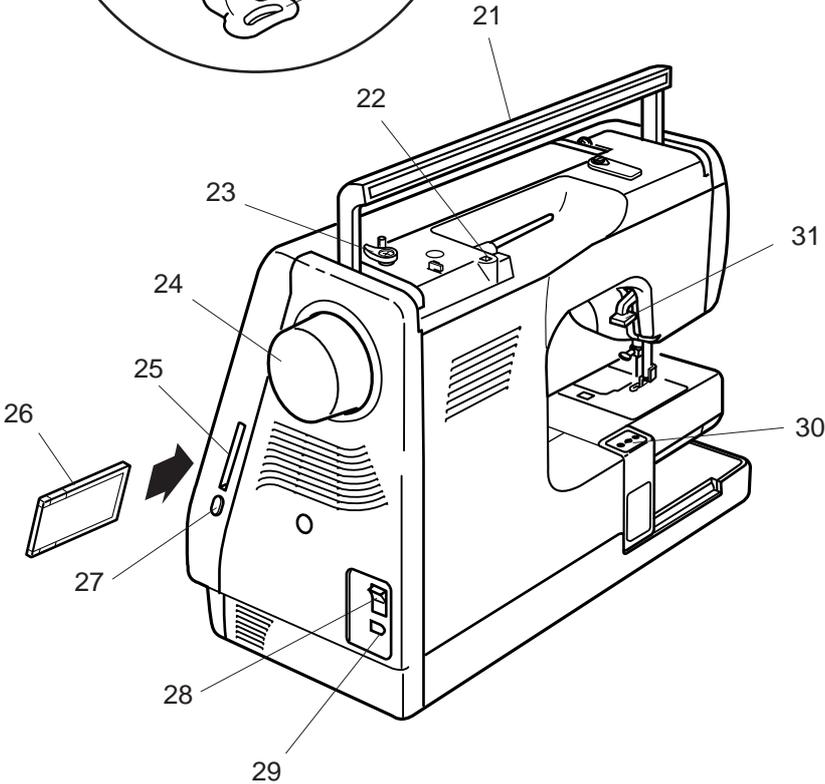
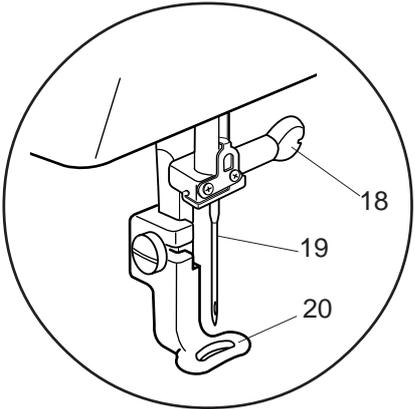
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# KNOW YOUR MACHINE

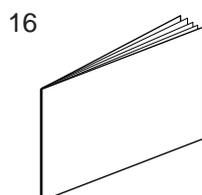
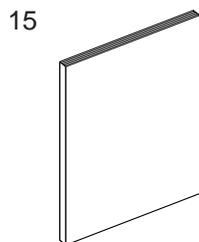
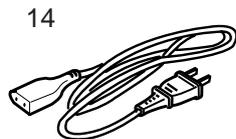
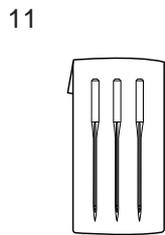
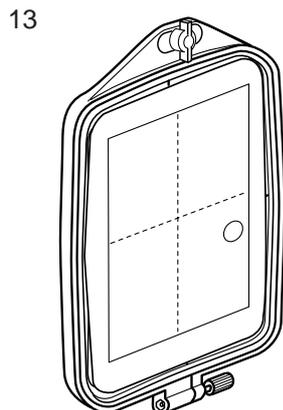
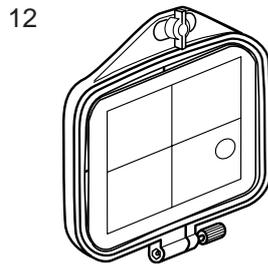
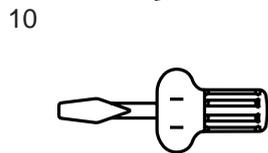
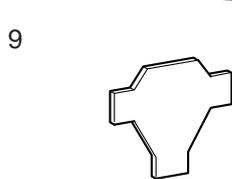
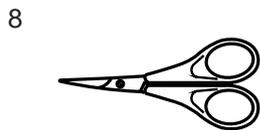
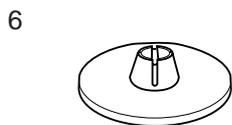
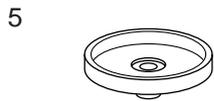
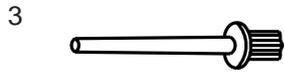
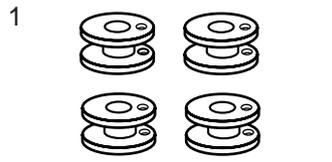
## Name of Parts



1. Visual Touch Screen
2. Bobbin Winder Spindle
3. Bobbin Thread Cutter
4. Spool Holder (Large)
5. Spool Pin
6. Bobbin Winding Thread Guide
7. Thread Guide Plate
8. Thread Take-Up Lever
9. Thread Tension Dial
10. Face Plate
11. Thread Cutter & Thread Holder
12. Needle Threader
13. Needle Plate
14. Hook Cover Plate
15. Extension Table (Accessory Box)
16. Hook Cover Plate Release Button
17. Start/Stop Button



18. Needle Clamp Screw
19. Needle
20. Embroidery Foot
21. Carrying Handle
22. Hole for Additional Spool Pin
23. Bobbin Winder Stopper
24. Handwheel
25. PC Card Slot
26. PC Card (Optional Item)
27. Card Eject Button
28. Power Switch
29. Machine Socket
30. Carriage (For Embroidery)
31. Presser Foot Lifter

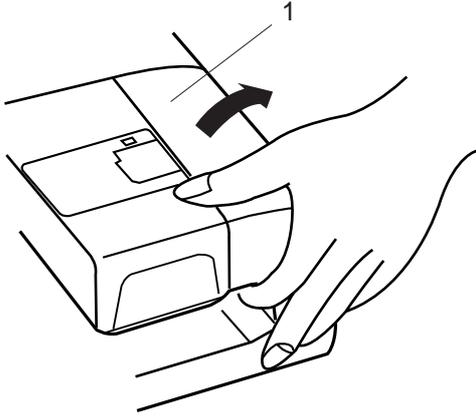


## Standard Accessories

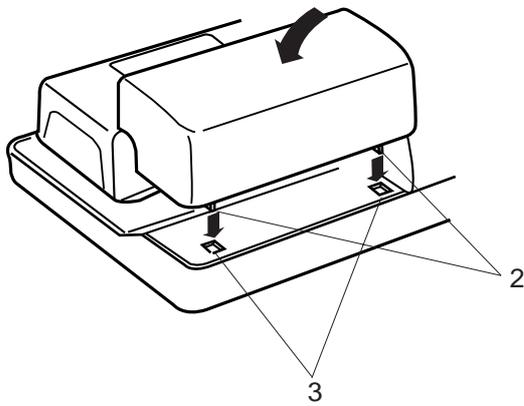
1. Bobbins
2. Lint Brush
3. Additional Spool Pin
4. Spool Pin Felt
5. Spool Stand
6. Spool Holder (Large)
7. Spool Holder (Small)
8. Scissors
9. Screwdriver
10. Screwdriver
11. Set of Needles
12. Standard Hoop (A) (with Template)
13. Large Hoop (B) (with Template)
14. Power Supply Cord
15. Instruction Book
16. Template Sheets (for Built-in Designs)

## Detachable Extension Table

To remove, lift out the extension table toward you as illustrated.

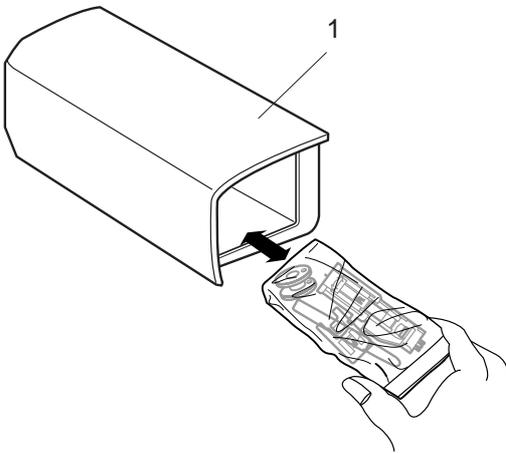


To attach, position the tabs on the base tab holes and push down gently.



- 1 Extension table
- 2 Tabs
- 3 Base tab holes

Sewing accessories are stored in the extension table.

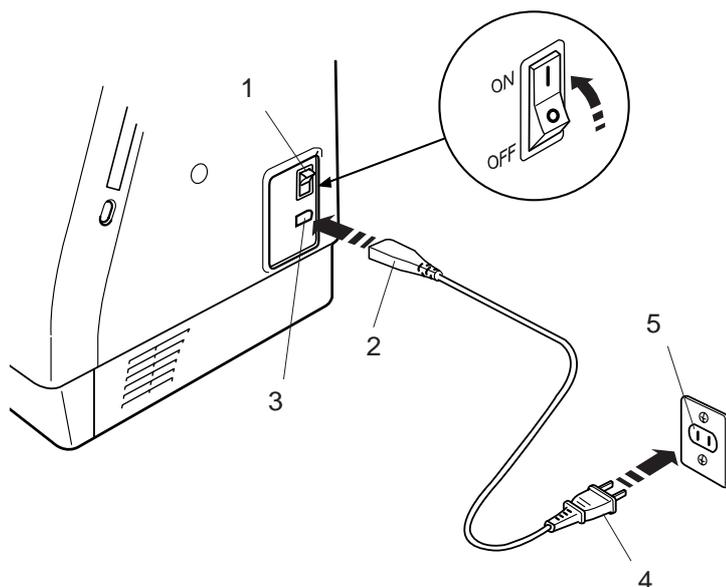


## GETTING READY TO SEW

### Connecting the Power Supply

The Memory Craft 300E is equipped with an auto voltage system, which automatically adjusts the equipment to accept any local power supply voltage between 100 and 240V, 50/60 Hz.

Turn off the power switch and insert the machine plug into the machine. Insert the power supply plug into the wall outlet and turn the power switch on.



- 1 Power switch
- 2 Machine plug
- 3 Machine socket
- 4 Power supply plug
- 5 Wall outlet

#### NOTE:

After turning on the power, it takes approximately six seconds for the pattern selection window to be displayed on the visual touch screen. (This is the required boot up time and is not a defect)

#### For Your Safety:

While in operation, always keep your eyes on the sewing area, and do not touch any moving parts such as the thread take-up lever, handwheel or needle.

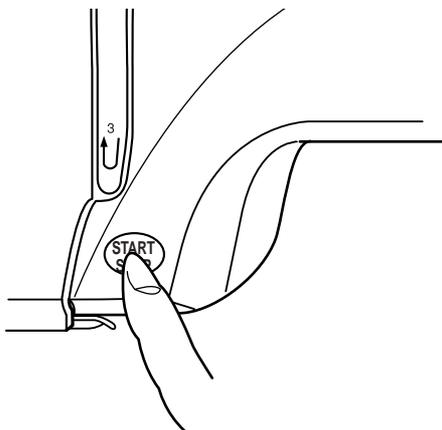
Always turn off the power switch and unplug the power supply:

- when leaving the machine unattended.
- when attaching or removing parts.
- when cleaning the machine.

#### Operating Instructions:

"The symbol "O" of a switch indicates the "off" position of a switch."

"For appliances with a polarized plug (one blade wider than the other). To reduce the risk of electric shock, this plug is intended to fit in a polarized outlet only one way. If it does not fit fully in the outlet, reverse the plug. If it still does not fit, contact a qualified electrician to install the proper outlet. Do not modify the plug in any way."



#### Start/Stop Button

Press this button to start or to stop the machine. The color of the button changes each time you press it—red when the machine is running, and green when it is stopped.

#### NOTE:

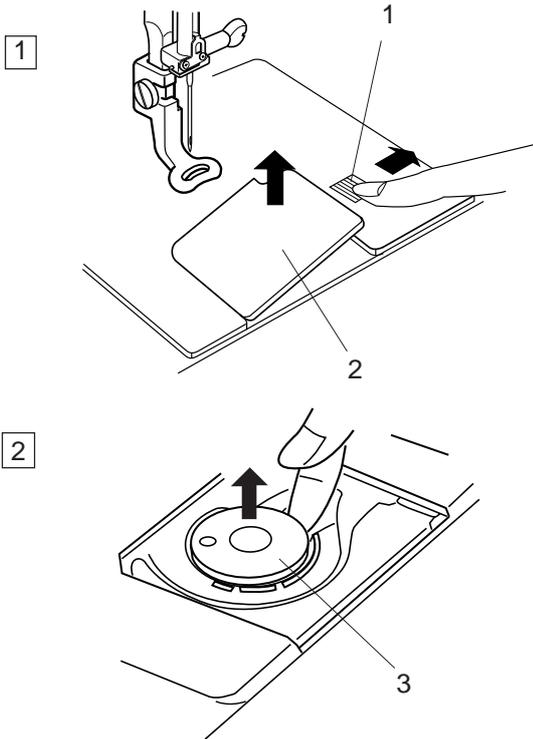
The Memory Craft 300E is equipped with an automatic shutdown safety feature to prevent overheating when the machine is running overloaded. Follow safety instructions that appear on the visual touch screen if it happens.

## Winding the Bobbin

### Removing the bobbin

Slide the hook cover plate release button to the right, and remove the hook cover plate. Lift out the bobbin from the bobbin holder.

- 1 Hook cover plate release button
- 2 Hook cover plate
- 3 Bobbin



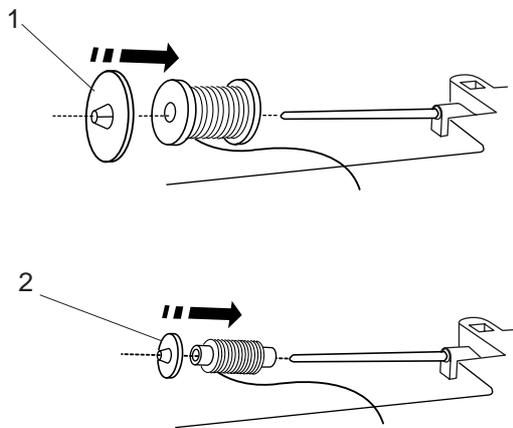
### Setting the spool of thread

Place the spool of thread on the spool pin with the thread coming off the spool as shown. Attach the large spool holder, and press it firmly against the spool of thread.

#### NOTE:

Use the small spool holder to hold narrow or small spools of thread.

- 1 Large spool holder
- 2 Small spool holder



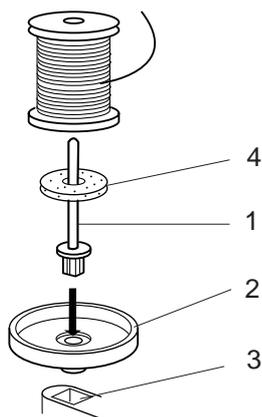
### Additional spool pin

Use the additional spool pin when you need to wind the bobbin without unthreading the machine while working on a sewing project.

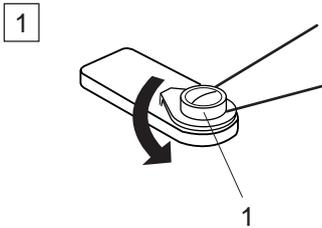
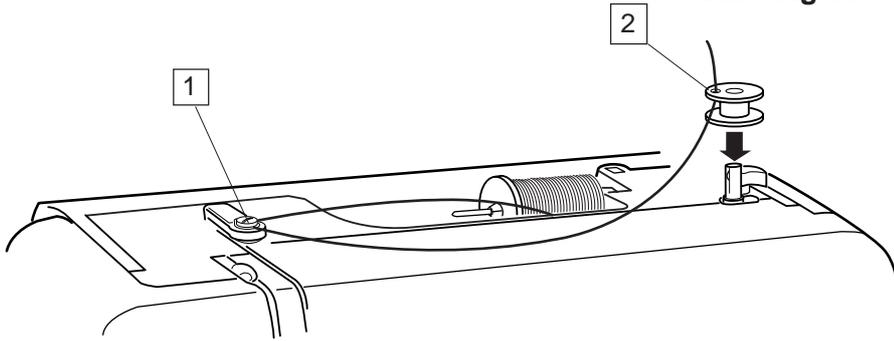
Insert the additional spool pin into the spool stand then into the hole besides the horizontal spool pin.

Place the felt on the spool pin and place a spool of thread on it as shown.

- 1 Additional spool pin
- 2 Spool stand
- 3 Hole
- 4 Felt

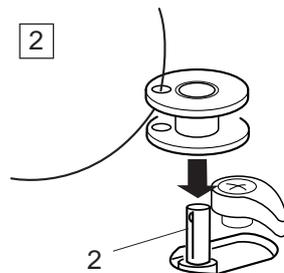


## Winding the bobbin



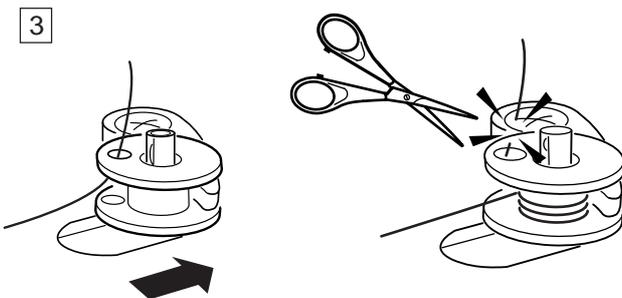
- 1 Guide the thread around the bobbin winder thread guide while holding the thread at the spool.

1 Bobbin winder thread guide

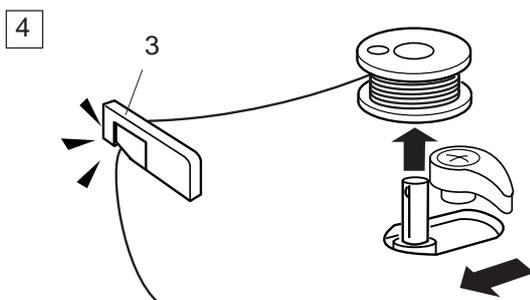


- 2 Thread through the hole in the bobbin from the inside to the outside. Put the bobbin on the bobbin winder spindle.

2 Bobbin winder spindle



- 3 Push the spindle to the right. Press the Start/Stop button while holding the end of the thread. Stop the machine after the bobbin has made a few turns. Cut the thread close to the hole in the bobbin.



- 4 Press the Start/Stop button again. When the bobbin is fully wound it will stop automatically. Press the Start/Stop button to stop the machine then return the bobbin winder spindle to the left. Remove the bobbin and cut the thread with the bobbin thread cutter.

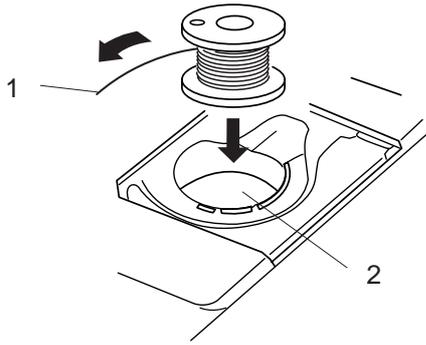
3 Bobbin thread cutter

### NOTES:

Do not move the bobbin winder spindle while the machine is running.

For safety purposes, the motor will stop automatically after running for two minutes.

1



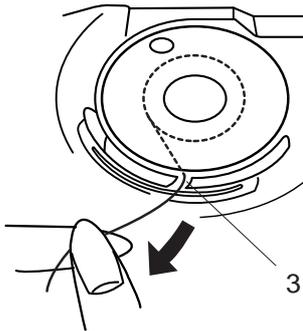
### Inserting the bobbin

1

Place the Bobbin in the Bobbin Holder with the thread running off in the counterclockwise direction.

- 1 Thread
- 2 Bobbin holder

2

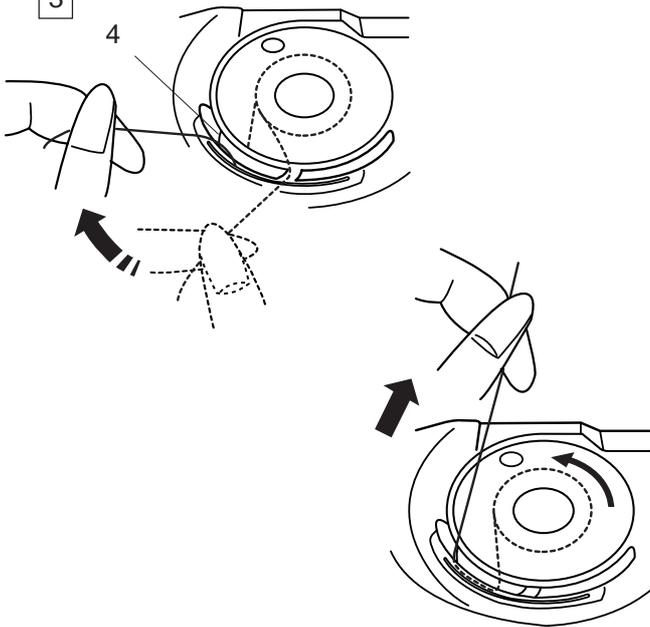


2

Guide the thread into front notch on the front of the bobbin holder. Draw the thread to the left, sliding it between the tension spring blades.

- 3 Front notch

3

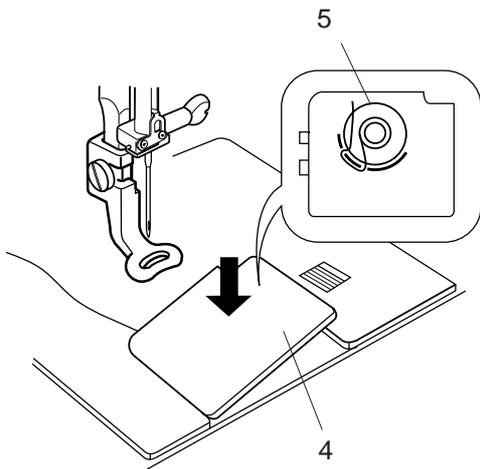


3

Continue to draw the thread lightly until the thread slips into side notch. Pull out about 10 cm (4") of thread to the rear.

- 4 Side notch

4



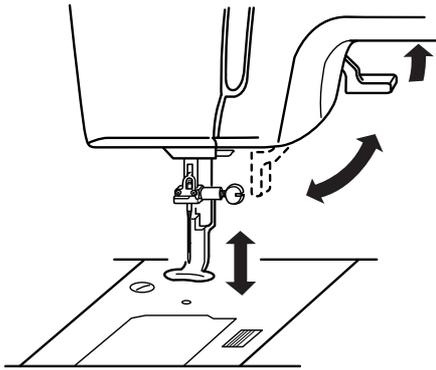
4

Refer to the threading chart shown on the hook cover plate. Reattach the hook cover plate.

- 4 Hook cover plate
- 5 Threading chart

## Raising the Presser Foot

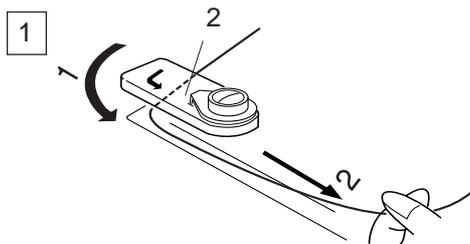
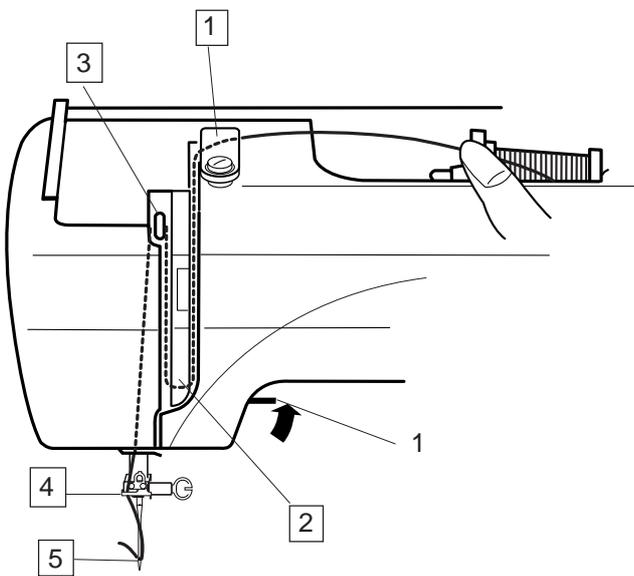
The presser foot lifter raises and lowers the presser foot. You can raise the presser foot about 6 mm (1/4") higher than the normal up position by exerting more pressure when lifting the presser foot lifter.



## Threading the Machine

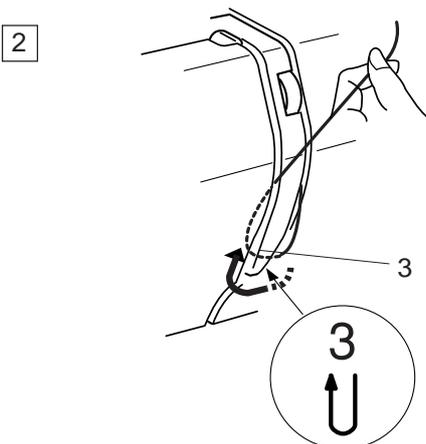
- 1 Raise the presser foot lifter. Turn the hand wheel to bring the needle to its highest position. Draw the thread around and under the thread guide while holding the thread at the spool. Then draw the thread down through the right channel of the thread guide plate.

- 1 Presser foot lifter
- 2 Thread guide

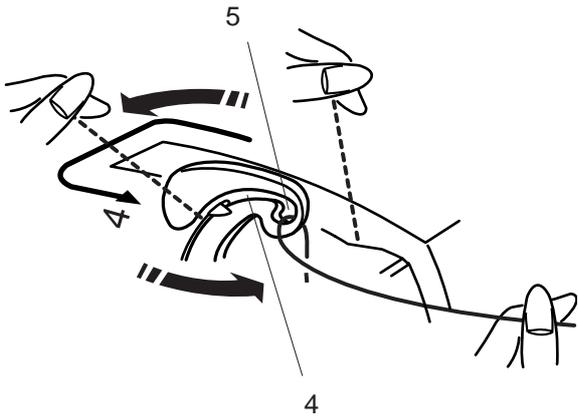


- 2 Firmly draw the thread around the thread guide plate and up to the thread take-up lever.

- 3 Thread guide plate



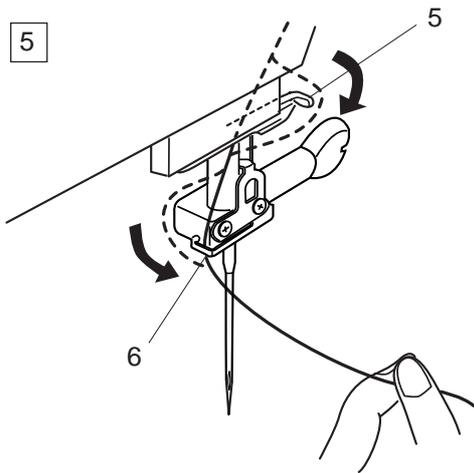
3



3 Slip the thread through the slit and down into the eye of the take-up lever as shown. Draw the thread down through the left channel.

- 4 Slit
- 5 Eye of the take-up lever

4 5



4 Slip the thread behind the lower thread guide from the right.

5 Lower thread guide

5 Slip the thread in the needle bar thread guide from the left.

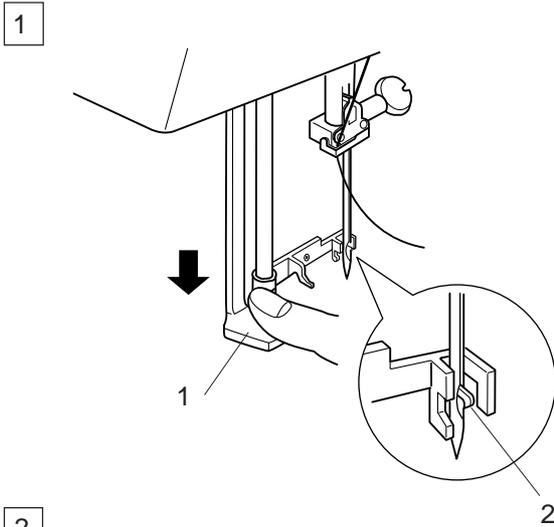
6 Needle bar thread guide

Thread the needle from front to back by hand or use the built-in needle threader.

**NOTE:**

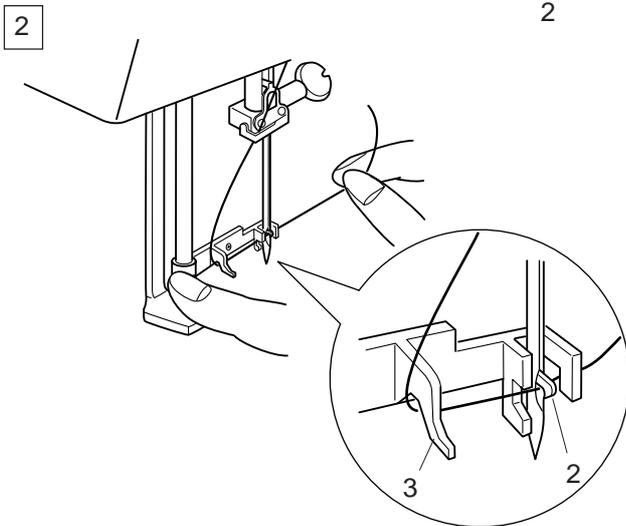
Refer to page 11 for built-in needle threader

## Needle Threader



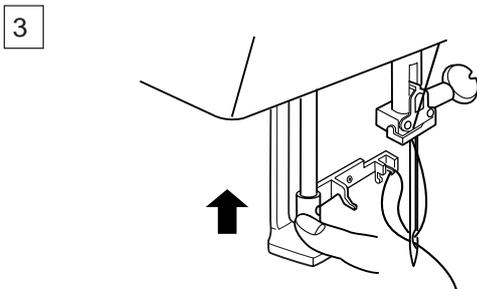
- 1 Lower the presser foot. Depress the needle threader knob as far as it will go. The hook comes out through the needle eye from behind.

1 Needle threader knob  
2 Hook

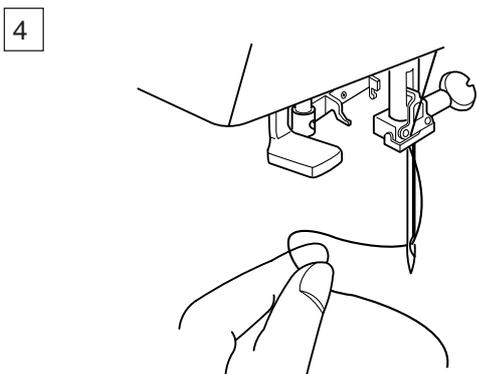


- 2 Draw the thread down around the threader guide and under the hook.

3 Threader guide



- 3 Release the threader knob slowly while holding the thread end with your hand. A loop of the thread is pulled up through the needle eye.

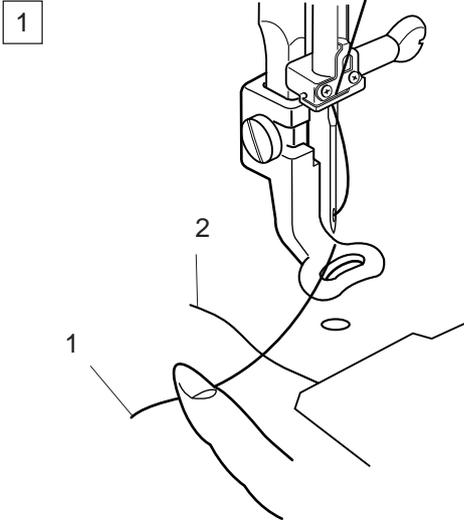


- 4 Remove the loop from the threader and pull out the thread end from the needle eye.

### NOTE:

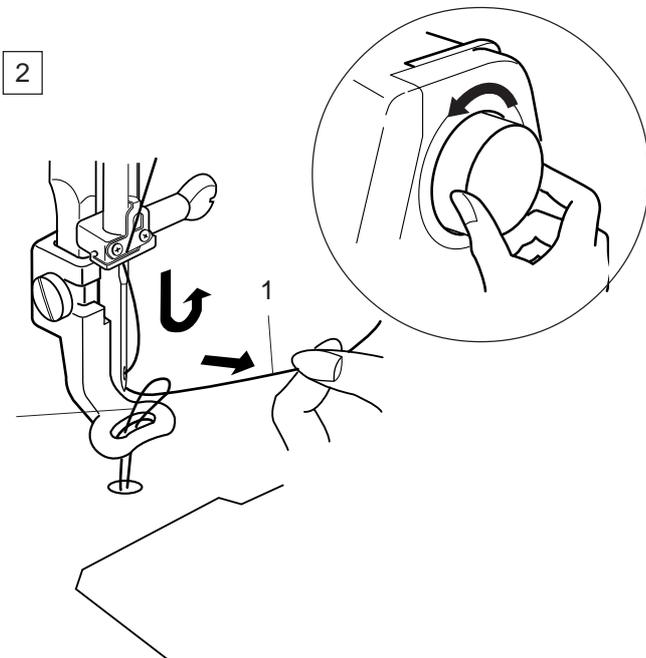
The needle threader works well with the threads #50-100 and needles #11-16, the blue tipped needle as well.

## Drawing up the Bobbin Thread



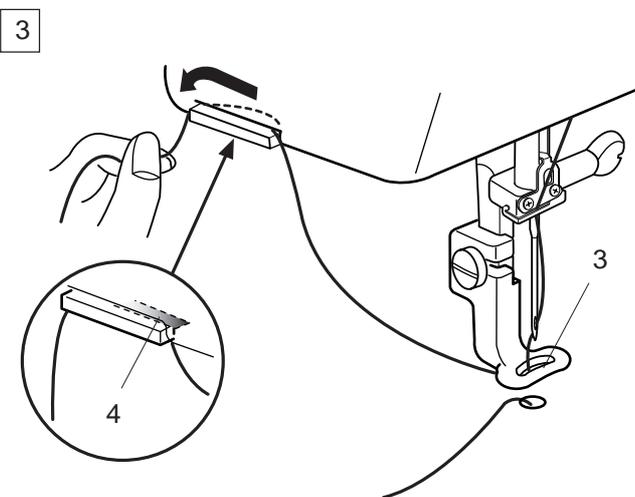
- 1 Raise the presser foot lifter. Hold the needle thread with your finger.

1 Needle thread  
2 Bobbin thread



- 2 Turn the handwheel one complete turn toward you. Draw the needle thread to bring up a loop of the bobbin thread.

1 Needle thread  
2 Loop of bobbin thread



- 3 Pass the needle thread through the hole in the embroidery foot and draw it up to the thread holder leaving an inch of free thread.

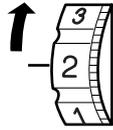
3 Hole  
4 Thread holder

## Adjusting the Thread Tension



### Balanced thread tension:

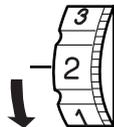
Small amount of the needle thread shows on the wrong side of the fabric.



### When the needle thread tension is too tight:

The bobbin thread shows on the right side of the fabric. Reduce the tension by turning the tension dial to a lower number.

1 Bobbin thread

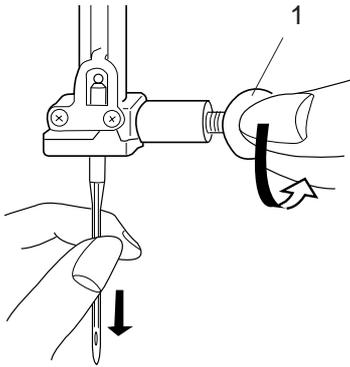


### When the needle tension is too loose:

The needle thread forms loops and the stitches look shaggy. Increase the tension by turning the dial to a higher number.

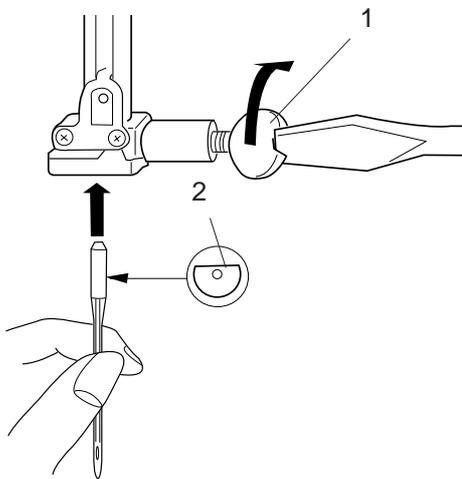
## Changing Needles

1



- 1 Turn off the power switch. Raise the needle by turning the handwheel and lower the presser foot.

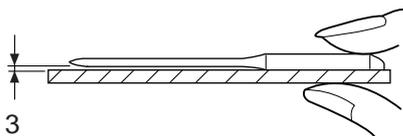
2



- 2 Loosen the needle clamp screw by turning it counterclockwise. Remove the needle from the clamp. Insert a new needle into the needle clamp with the flat side of the needle to the rear.

- 1 Needle clamp screw
- 2 Flat side of the needle

When inserting the needle into the needle clamp, push it up as far as it will go and tighten the needle clamp screw firmly.



To check needle straightness, place the flat side of the needle onto something flat (a needle plate, glass etc.) The gap between the needle and the flat surface should be consistent.

- 3 Gap

Never use a blunt needle.

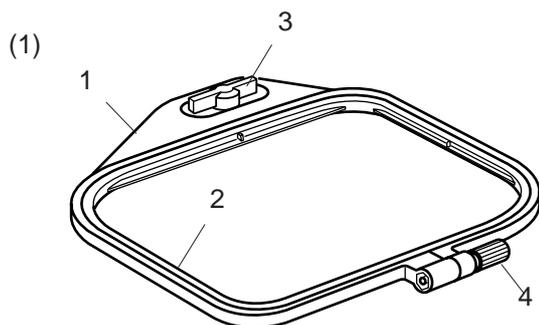
### NOTES:

Use the size 11 Blue Tipped Needles for fine fabrics. For medium to heavy weight fabrics, use the size 14 needles.

## Embroidery Hoops

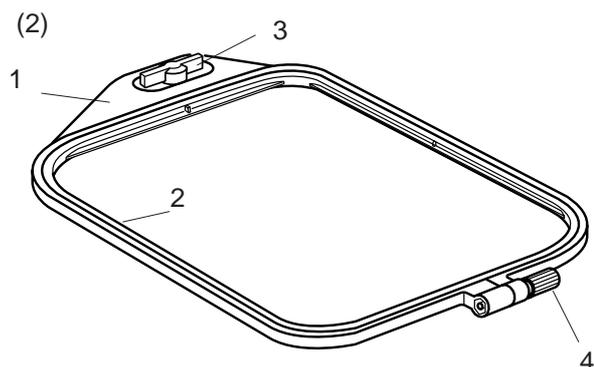
### (1) Embroidery Hoop A:

This is the standard size hoop, with a 12.6 cm (5") by 11 cm (4 3/8") embroidery area for sewing PC Card embroidery designs etc.



### (2) Embroidery Hoop B:

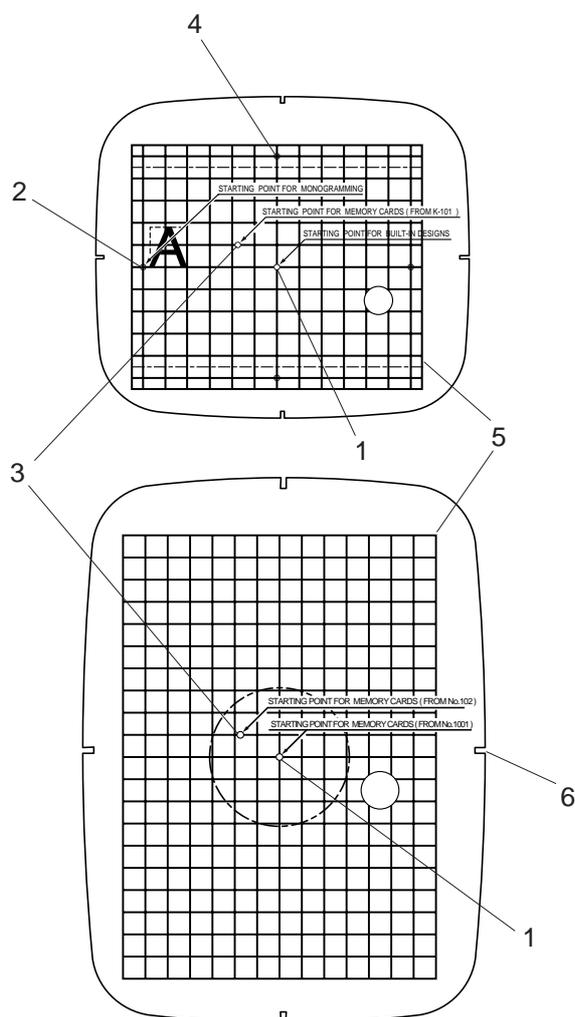
This is the large-size hoop, with a 20 cm (8") by 14 cm (5 1/2") embroidery area for sewing large-size designs and combined designs.



- 1 Outer hoop
- 2 Inner hoop
- 3 Attaching knob
- 4 Hoop tightening screw

## Templates

When positioning the fabric into the hoop, use the template to align the centerlines on the fabric with the center of the hoop. First mark the centerlines on the fabric and place the fabric on the outer hoop. Place the inner hoop and template over the fabric and adjust the fabric placement.



- 1 Starting point for built-in and PC Card designs.
- 2 Starting point for monogramming in horizontal placement
- 3 Starting point for Memory Card No. 102 and up for Memory Craft 5700/9000.
- 4 Starting point for monogramming in vertical placement
- 5 Embroidery boundary for built-in and PC Card designs.

### NOTE:

The four indentations on the template do not correspond with reference lines.

- 6 Indentations for positioning the template

## Stabilizer

To obtain the best quality embroidery, it is important to use stabilizers.

### Types of stabilizer

Tear-away Stabilizer is made from a fiber that will tear easily. Use tear-away stabilizers for stable woven fabrics. After stitching, tear away the stabilizer so that the small portion left in the back of the stitching will not affect the wear.

Iron-on Stabilizer is an adhesive type stabilizer for knits and all kinds of unstable fabrics. Fuse it to the wrong side of the fabrics with an iron.

Cut-away Stabilizer is a non-woven fabric that does not tear. Cut the excess portion after stitching. Use cut-away stabilizers for knits and all kinds of unstable fabrics.

Water Soluble Stabilizer will dissolve in water. Use this stabilizer for cutwork or lace embroidery, and also for the right side of looped fabrics such as towel to avoid loops coming through the embroidery.

Sticky Stabilizer is a sticky paper used for securing a small fabric or work that cannot be secured in the hoop. It is also used for velvet and other napped fabric that would be permanently marked by the hoop.

### Usage:

The stabilizer should be attached to the wrong side of fabric.

- More than one layer may be required.
- Felt or stable fabrics do not need to be stabilized and you may embroider directly on it.

For firm fabrics, you may place a thin paper under the fabric.

- The non-adhesive type should be used when embroidering fabric, which cannot be ironed or for sections, which are difficult to iron.

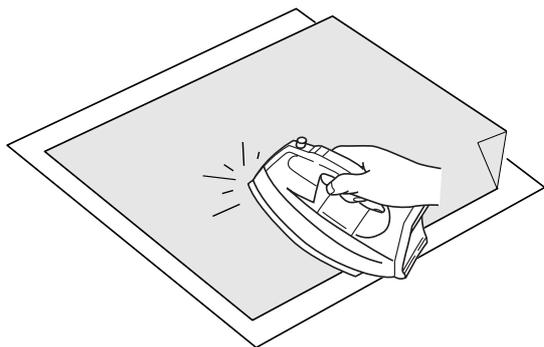
Cut the stabilizer larger than the embroidery hoop and set it on the hoop so that the entire piece is fastened with the hoop to prevent looseness of the fabric, see page 5.

### Adhesive (Iron-on) Stabilizer

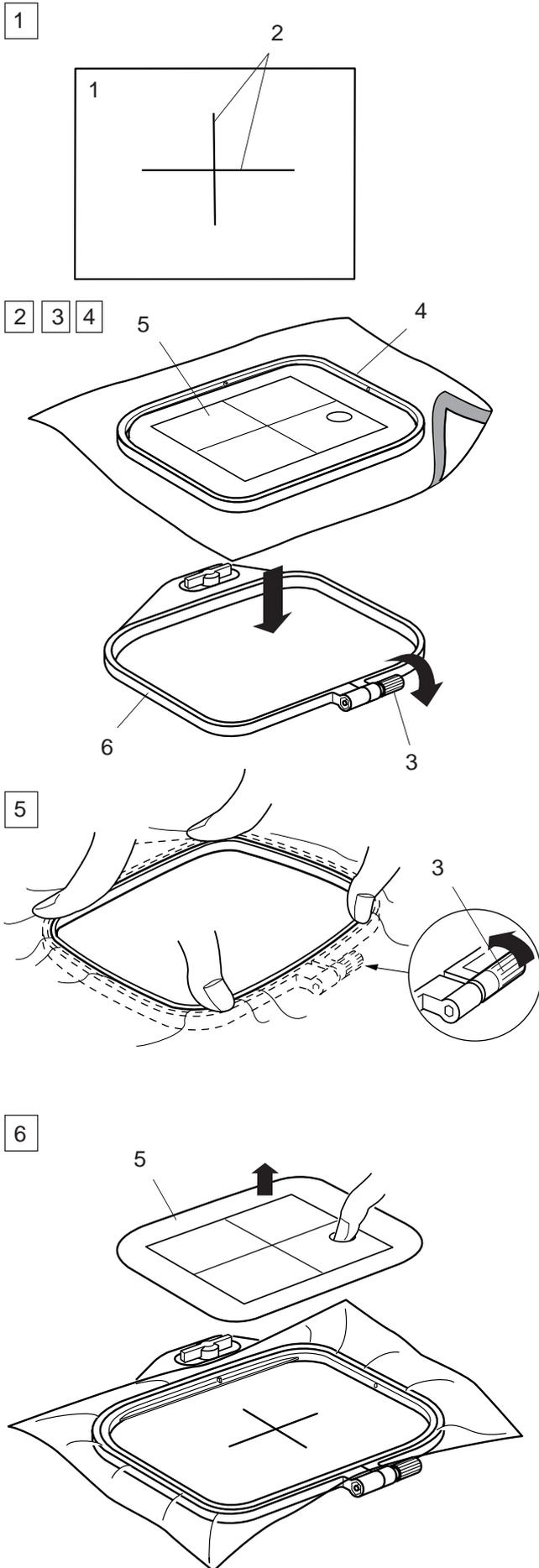
Place the Wrong side of fabric and the glossy side of the stabilizer together. Fold up a corner of the stabilizer and fuse it with an iron.

### NOTES:

- Fold up a corner of the stabilizer, to make it easier to peel off the excess stabilizer after stitching.
- Ironing temperatures vary depending on kind of adhesive type stabilizer.



## Setting the Fabric in an Embroidery Hoop



- 1 Mark the centerlines on the right side of the fabric with tailor's chalk.
- 2 Loosen the hoop tightening screw of the outer hoop and lay the fabric and the inner hoop over the outer hoop.
- 3 Place the template over the fabric, matching centerlines.
- 4, 5 Set the inner hoop into the outer hoop and tighten the hoop tightening screw.

- 3 Hoop tightening screw
- 4 Inner hoop
- 5 Template
- 6 Outer hoop

- 6 Remove the template.

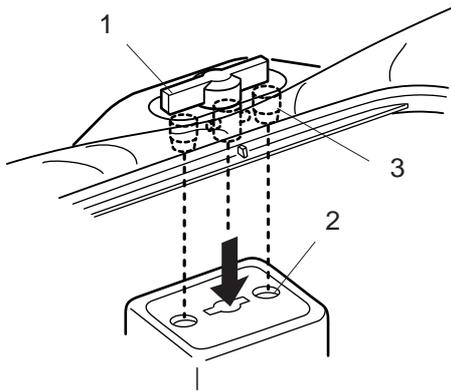
### NOTES:

When placing the fabric on the embroidery hoop, place the outer hoop on a flat surface.  
For thin and stretchy fabrics use an adhesive type stabilizer (iron-on type) on the wrong side of the fabric. More than one layer may be required.

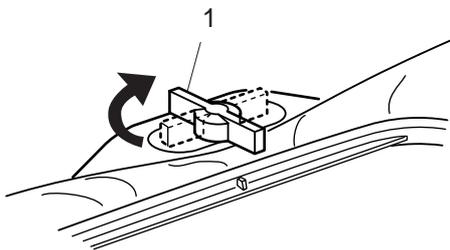
The Cloth Setter 10000 (optional Item) is very helpful when setting a fabric to a hoop in the right position.

## Attaching the Embroidery Hoop to the Machine

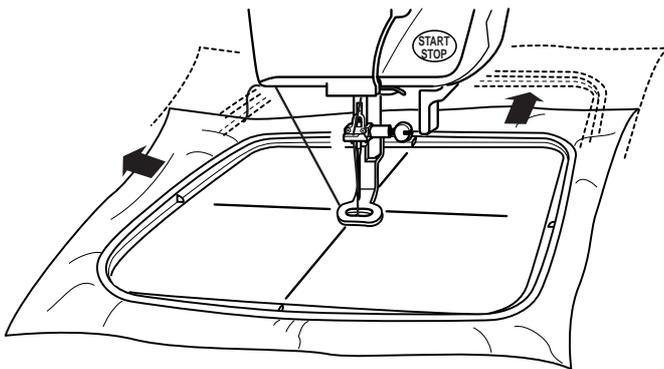
Turn the attaching knob so it is parallel with the hoop, and set it on the carriage. Attach the hoop by fitting the pins into the carriage holes.



- 1 Attaching knob
- 2 Carriage holes
- 3 Pins



Turn the attaching knob clockwise.

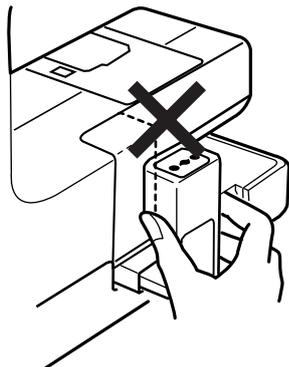


### CAUTION:

Always provide sufficient clearance for the embroidery carriage behind your machine before starting the machine.

Never try to move the carriage by hand or touch the carriage while it is moving.

Make sure to return the carriage to the home position before turning the power off.



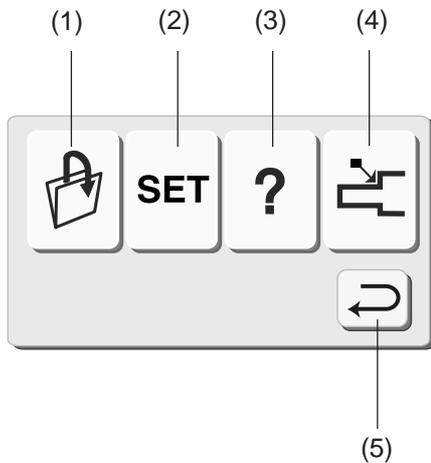
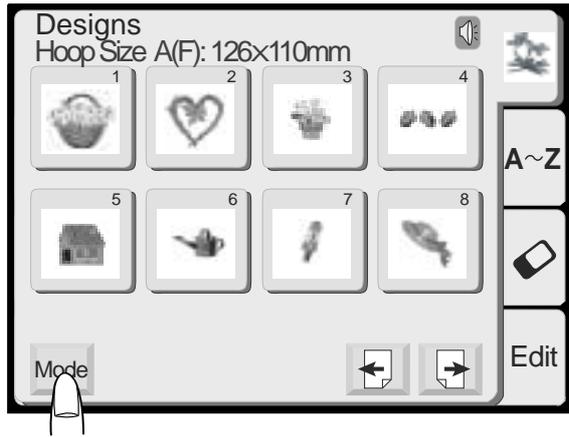
## KEY OPERATIONS

### Pattern Selection Window

When the machine is turned on, the pattern selection window appears on the visual touch screen.

**NOTE:**

After turning on the power, it takes approximately six seconds for the pattern selection window to be displayed on the visual touch screen.  
(This is the required boot up time and is not a defect)



Press the Mode key to open the mode selection window.

You can select one of three modes by pressing the corresponding key.

(1) File open key

You can recall the designs that you have saved.

(2) SET key

You can customize the machine settings to your preference.

(3) Help key

You can view the help topics for basic operations.

(4) Return carriage key

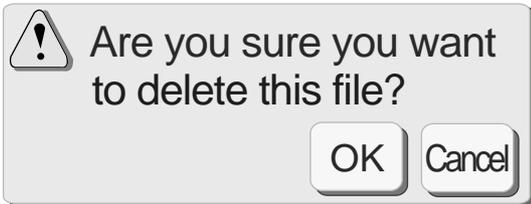
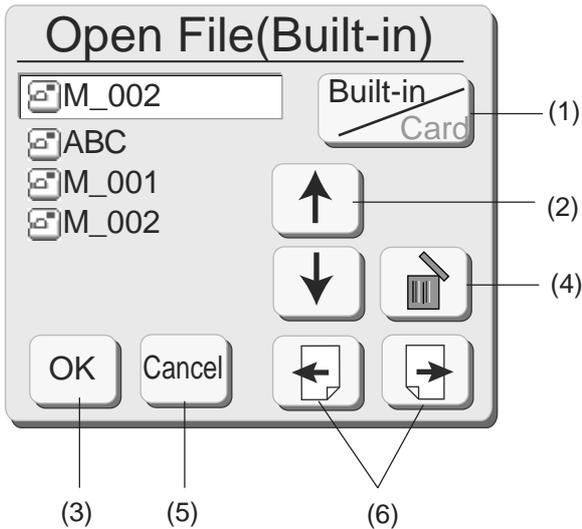
Press the return carriage key to bring the carriage back to its stored position after finishing embroidery.

(5) Return key

Pressing this key will close the mode selection window and return to the previous screen.

**NOTE:**

Before you turn the power switch OFF in Embroidery Mode, always be sure to press the return carriage key to return the carriage to its stored position.



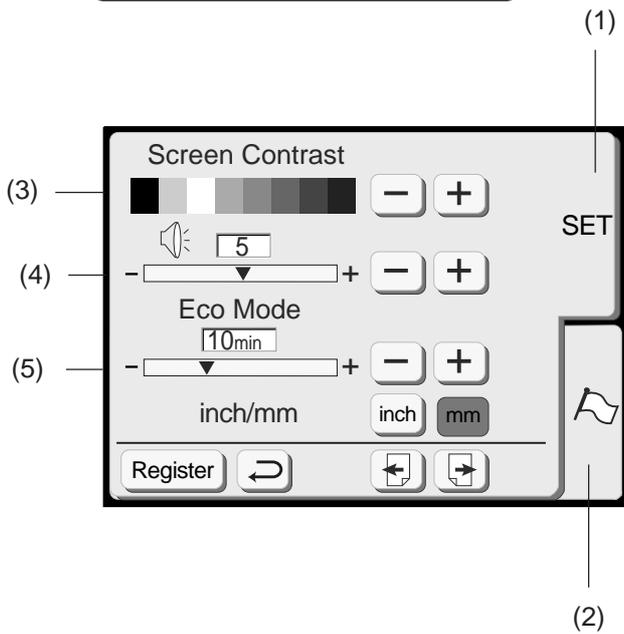
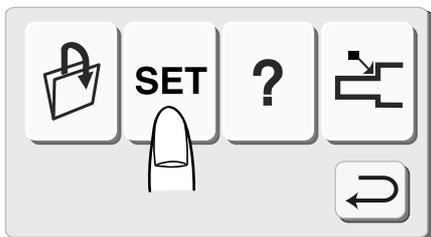
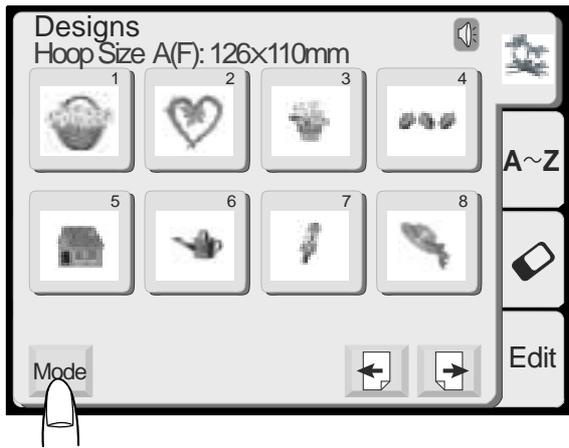
## Opening a Saved File

When you press the open file key, the open file window will appear. You can open the file to sew the programmed patterns that you have saved.

- (1) Press the built-in/card  key to select the location of the file directory, either in the internal memory of the machine or in the PC card.
- (2) Press the arrow  keys to select the desired file to open.
- (3) Press the OK  key to open the selected file. The pattern combination of the file will be displayed on the screen.

## Deleting the saved file

- (4) When you need to delete the saved file, select the file to delete and press the delete  key. The confirmation window will appear. Press Yes key if you are sure to delete it.
- (5) When you press the cancel  key, the file will not be deleted. The Open File window will close and it will go back to the original screen.
- (6) When you press the Page   keys, you will be able to see the saved files in the next or previous page.



## Mode Setting

Pressing the SET key will open the mode setting window.

### (1) SET key

Press the SET key to customize the machine settings.

### (2) Flag key (Language selection key)

Press the flag key to select the language for the screen display. You can select one of 11 languages.

### (3) Screen contrast

The visual touch screen contrast can be adjusted. Press the plus (+) key, to sharpen the screen contrast.

Press the minus (-) key, to fade the screen contrast.

### (4) Sound control

The buzzer volume can be adjusted. The volume level can be set from (0 to 10) and the default setting is 5.

Press the plus (+) key, to increase the buzzer volume.

Press the minus (-) key, to decrease the buzzer volume.

When you select 0 the buzzer turns off.

### (5) Eco mode

After turning on the power switch, if you have not used the machine, after a while, the machine will enter Eco Mode. The visual touch screen will go dark and the sewing light will turn off.

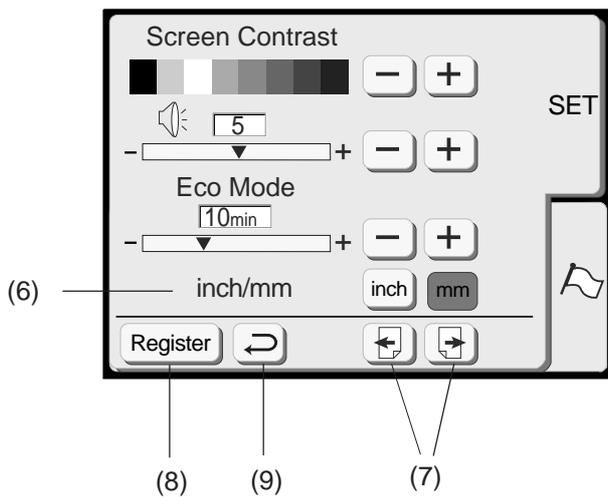
Whenever you touch the screen while the machine is in Eco mode, the screen and sewing light will turn on again.

You can set the Eco mode timer from 1 minute to 30 minutes. The default setting is 10 minutes.

### To set the Eco Mode timer:

Press the plus (+) key to increase the timer setting. Press the minus (-) key to decrease the timer setting.

To turn off the Eco mode, Press the plus (+) key until "OFF" shows in the box.



**(6) Inch/Millimeter**

You can set your machine's measuring unit to either inch or millimeter depending upon your preference. The default unit setting is millimeter. Press the "inch" or "mm" key to select the unit you preferred.

**NOTE:**

Stitch length and width are displayed in millimeter regardless the inch/mm setting.

**(7) Page key**

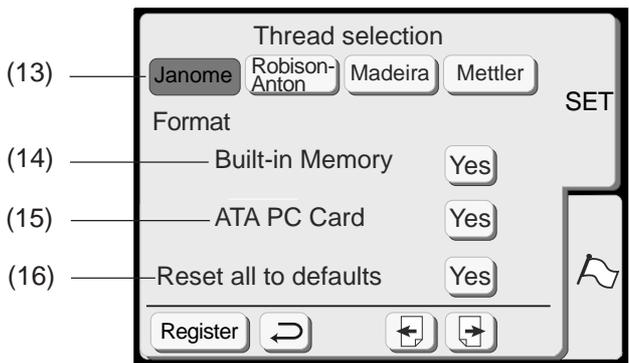
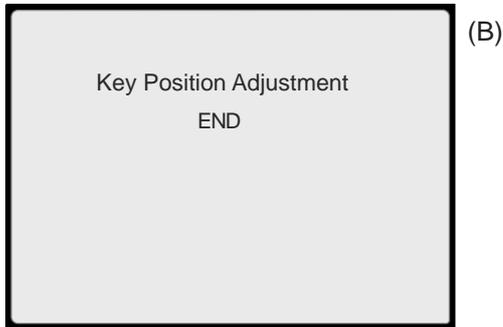
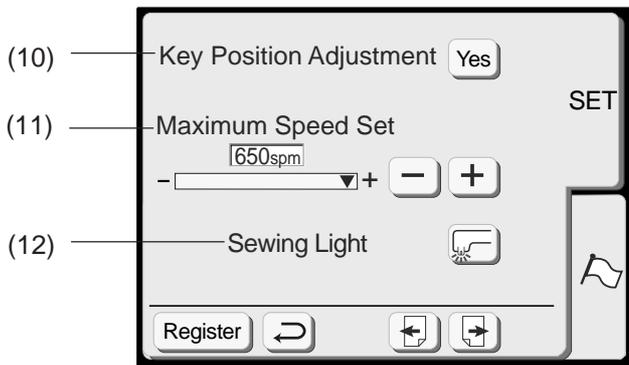
You can turn the pages by pressing the page keys. Press page forward  key to view the next page. Press page back  key to view the previous page.

**(8) Register key**

Press this key to register the settings and return to the previous screen.

**(9) Return key**

Press this key to return to the previous screen without registering the settings.



### (10) Key position adjustment

If you think the touch panel keys are out of alignment, you can correct it in the key position adjustment window.

When you press the Yes key, window (A) will be shown. With your finger, press the black (plus) + signs as they appear in order. When you press the last black (plus) + sign, the window (B) will be shown.

When you press the "Register" key, the window will close and go back to the original screen with the new setting being registered.

If you do not want to change settings, press the key.

### (11) Embroidery maximum speed:

The maximum sewing speed can be changed from 400 to 650 spm for embroidery sewing. The default setting is 650 spm.

Press the Minus key to reduce the maximum sewing speed.

Press the Plus key to increase the maximum sewing speed.

### NOTE:

Reduce the sewing speed when sewing patterns with narrow zigzag stitches that tend to deform at the high speed.

### (12) Sewing light

You can turn the sewing light on or off by pressing the sewing light key.

### (13) Thread selection

There are four brands of embroidery thread to choose from. Press the key of the thread you wish to use. The color code of the selected brand will be shown on the color/part key along with the name of the color.

### Formatting the built-in memory

If the internal memory or ATA PC card does not function due to damage to the memory bank, you need to re-enable it by formatting the memory.

(14) To format the internal memory press the Yes key next to Built-in memory.

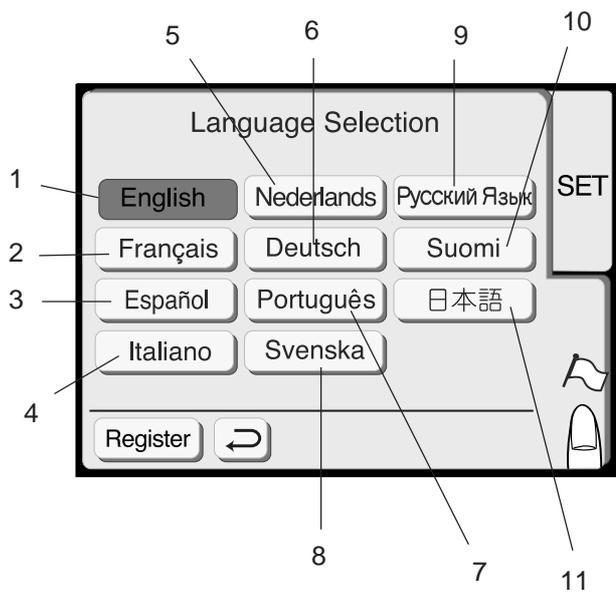
(15) To format the ATA PC card or Compact Flash, press the Yes key next to ATA PC card.

### NOTE:

Formatting will erase all data stored in the memory.

### (16) Reset all to default

Pressing the "Yes" key will return all settings except for language to defaults (the same settings as when you purchased the machine).



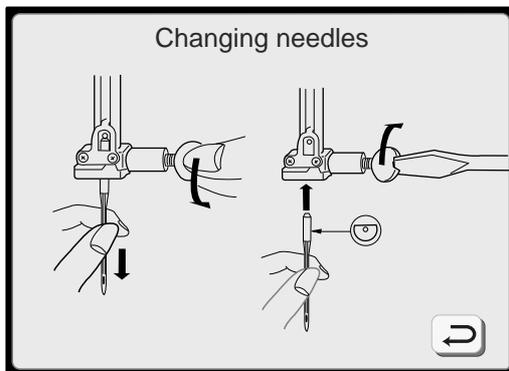
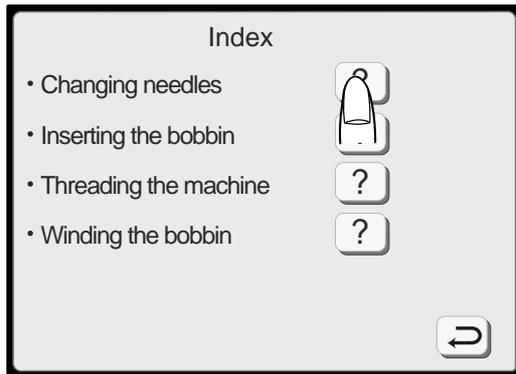
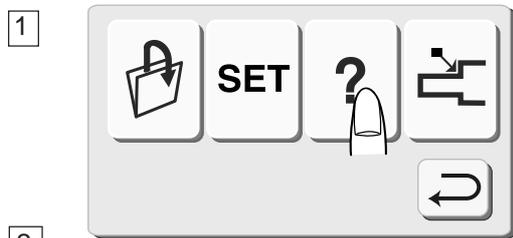
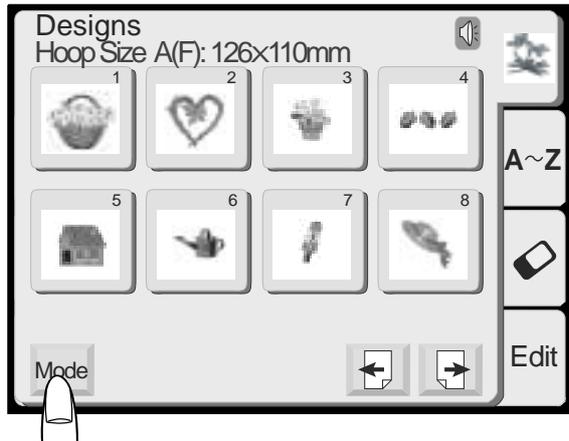
## Language Selection

You can select one of the following 11 languages by pressing the corresponding key.

- 1 English
- 2 French
- 3 Spanish
- 4 Italian
- 5 Dutch
- 6 German
- 7 Portuguese
- 8 Swedish
- 9 Russian
- 10 Finnish
- 11 Japanese

## On-screen Help

You can view on-screen help for the basic operations of the machine.



1 Press the Mode key and press the Help key.

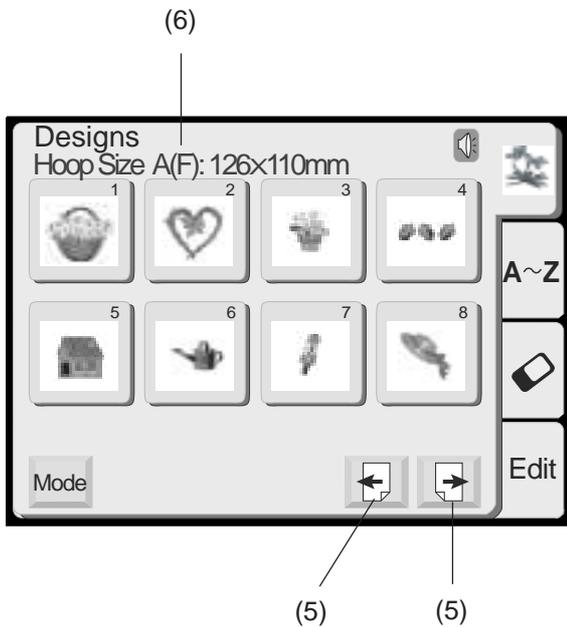
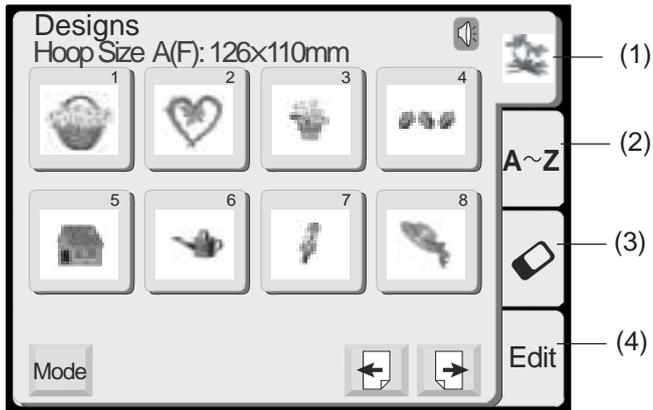
2 Press one of the keys in the Index window.

3 The illustrated help of the selected topic will be displayed on the screen.

**NOTE:**  
Press the Return key to go back to the previous screen.

## Selecting Patterns

The pattern selection window for the built-in designs will appear when the machine is turned on. There are four categories in the pattern selection window.



### (1) Built-in designs

There are 91 designs available in this category.

### (2) Monogramming

You can sew three styles of lettering (Gothic, Script and Cheltenham), as well as 3-letter and 2-letter monogramming.

### (3) PC card designs

You can sew embroidery designs from the optional PC Design cards as well as your favorite designs stored in the Compact flash.

### (4) Editing

The editing function allows you to modify and combine the embroidery designs from various sources.

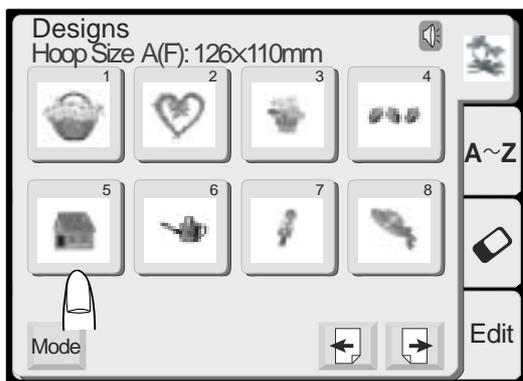
### (5) Page keys

Press the  key to view the next page,

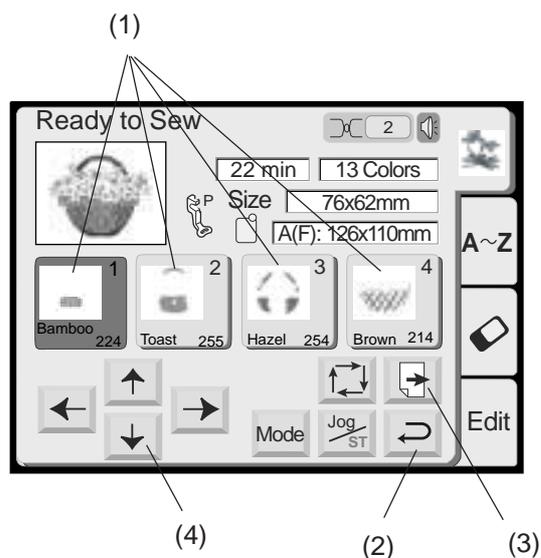
Press the  key to view the previous page

### (6) Hoop size

The appropriate hoop and its size for the selected pattern are displayed on the screen.



When you select an embroidery design, the Visual Touch Screen will show the stitch image and each color section in the design along with additional useful information, including the sewing time in minutes, the number of thread colors required, the size of the design, foot and hoop size.



### (1) Color/Part key

The thread color of each embroidery part and the sewing order of each embroider is indicated on the key.

When you start sewing, the machine will automatically stop sewing after it finishes sewing one part of the embroidery design.

Change the thread and start sewing again. The color of the key will darken after you finish sewing that part of the embroidery design.

### Sewing the specific color/part by skipping

You can sew only the specific part of the design by skipping the parts before it.

Press the color/part key previous to the part you wish to start sewing, and the skipped parts will darken.

### (2) Return key

Press this key to return to the pattern selection window.

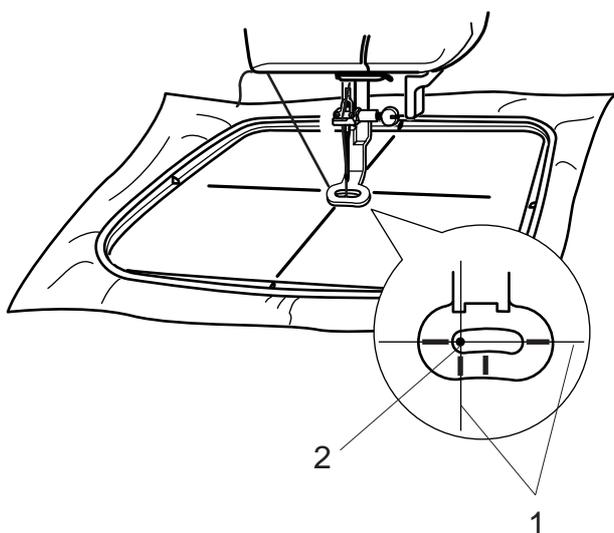
### (3) Next page Key

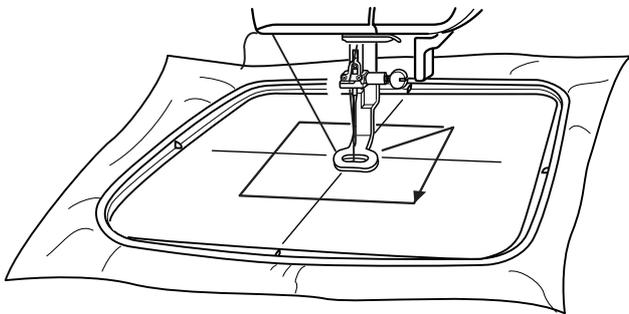
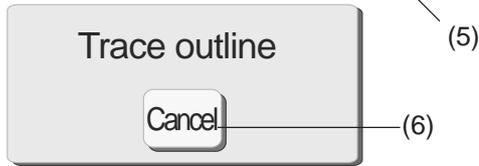
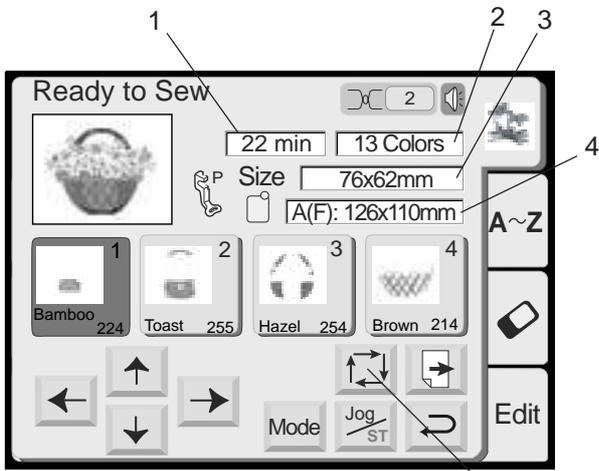
The next page key will be displayed when there are more design parts to be displayed. Press it to view the other embroidery design parts.

### (4) Jog Keys

Adjust the hoop position with the jog keys so that the needle drop position comes right above the center of the centerlines on the fabric.

- 1 Needle drop position
- 2 Centerlines





**(5) Trace key**

You can check the size of the sewing area by pressing this key. The carriage traces the outline of the selected embroidery pattern without stitching. The carriage will return to the starting position after tracing and the screen will return to the previous display.

**(6) Cancel key**

Press this key to cancel the tracing and return to the previous screen.

**Screen Information**

Besides the design image, approximate sewing time in minutes, Number of colors, design size and the hoop that should be used for the selected design are shown.

- 1 Sewing time in minutes
- 2 Number of colors
- 3 Design size
- 4 Hoop



**(7) Stitch Back/Forward keys**

When embroidery sewing has started, the screen will indicate the current stitch counts. The Jog keys will disappear and the stitch back/forward keys will be indicated on the screen. You can use these keys to move the embroidery hoop to where the thread has broken or run out.

Press the Minus (-) key to move the hoop back to a previous sewing point. The hoop will move backward every 10 stitches when you press this key. Press the Plus (+) key to move the hoop ahead. The hoop will move forward every 10 stitches when you press this key.

**(8) Jog/ST key**

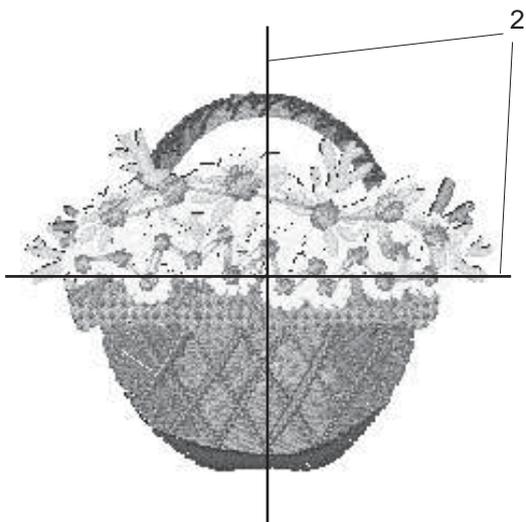
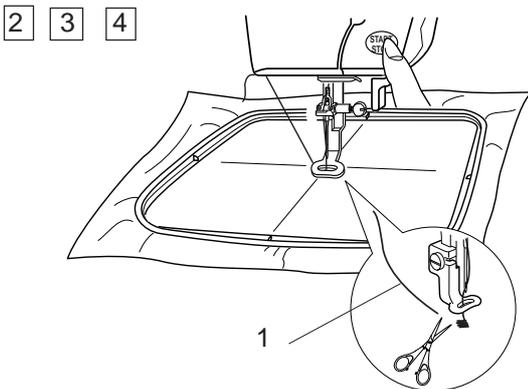
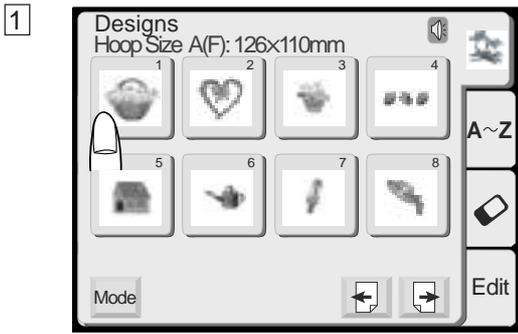
Press this key to switch the jog keys to the stitch back/forward keys before sewing.

**(9) Return Carriage Key**

Press the return carriage key to bring the carriage back to its stored position after finishing embroidery.

**NOTE:**

Before you turn the power switch OFF in Embroidery mode, always be sure to press the return carriage key to return the carriage to its stored position.



## EMBROIDERY SEWING

### Starting to Sew Embroidery

- 1 Select the desired pattern.
  
- 2 Lower the presser foot, press the start/stop button and sew 5 to 6 stitches. Press the start/stop button again to stop the machine.
  
- 3 Raise the presser foot, cut off the Loose Thread close to the beginning of the starting point and lower the presser foot.
  - 1 Loose Thread
  
- 4 Press the start/stop button to start sewing again and the machine stops sewing automatically.
  
- 5 After finishing embroidery, press the Mode key and press the carriage return key to return the carriage to the stored position.

### Sewing results

The embroidery stitch pattern is sewn as shown against the centerlines on the fabric.

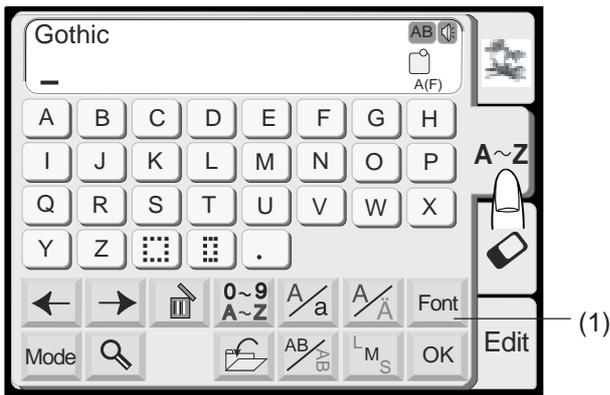
- 2 Centerlines on the fabric

### NOTES:

The embroidery stitch pattern position against the centerlines is indicated on the template sheets. For embroidery sewing with the PC cards, use the included template sheets to set correct sewing position.

## Monogram Selection Window

In the monogram selection window, you can program words by pressing the alphabet keys directly. After you press an alphabet key, the letter is memorized and the cursor is moved to the right side.



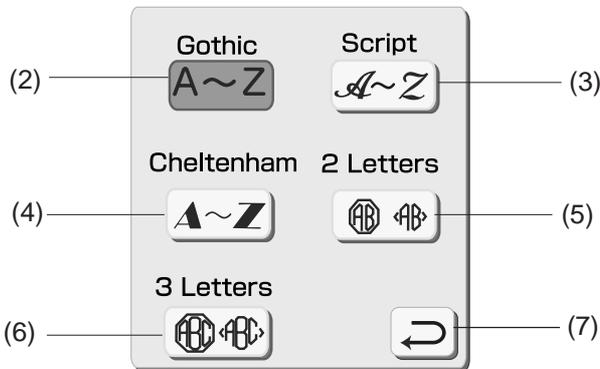
### Font key

You can change the type of font for monogramming by pressing the Font Key and select one of the six choices available.

- (1) Font key

The following font selections are indicated on the screen.

- (2) Gothic font
- (3) Script font
- (4) Cheltenham font
- (5) 2-Letters
- (6) 3-Letters
- (7) Return key



When you press the return key, the selected font will be indicated.

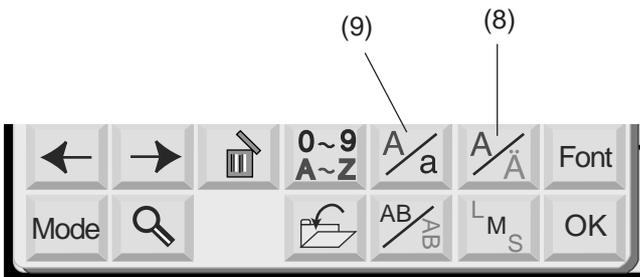
### European accented letter

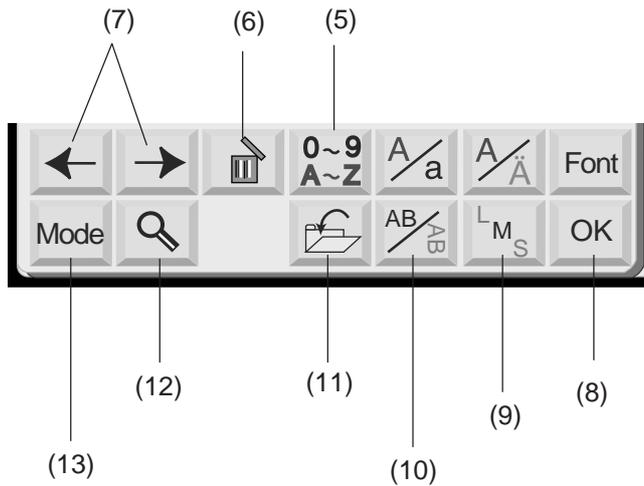
You can select the European accented letters, such as Umlaut, by pressing the  $\overset{A}{A}$  key.

- (8) European accented letter key

You can select upper or lower case letters by pressing the  $\overset{A}{a}$  key.

- (9) Upper/lower case key





## Number/Symbol key

### (5) Number/Symbol key

When you press this key, the number and symbols will appear. To select the number or symbol, press the correspondent key. Press this key again to return to the letter selection window.

### (6) Delete key

Characters can be deleted when they are underlined by the cursor. Move the cursor under the letter, number or symbol you want to delete and press the delete key.

### (7) Cursor keys

Slide the cursor to the right or left by pressing either of the arrow keys. To add letters/numbers/symbols (character) into a monogram, move the cursor under a character. Press the new character key and it will be inserted on the left side of the underlined character.

### (8) OK key

The selected letter/number/symbol monogram combination is confirmed by pressing the OK key. After the key is pressed the screen will change to the Embroidery screen.

### (9) Letter Size key

You can choose three different sizes of letters: large, medium and small. Set the size of monogram before selecting the alphabet.

### (10) Horizontal/Vertical key

You can choose the direction of the embroidery either horizontal or vertical.

### (11) File Save key

You can save the programmed monogram by pressing this key. The File Save window will appear.

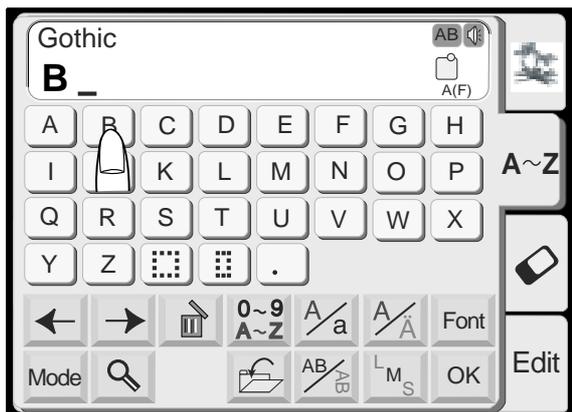
### (12) Magnifier key

Pressing this key enlarges the Letter/Number keys to make entry easier. Press the Return key to return to the original screen.

### (13) Mode key

Refer to page 19.

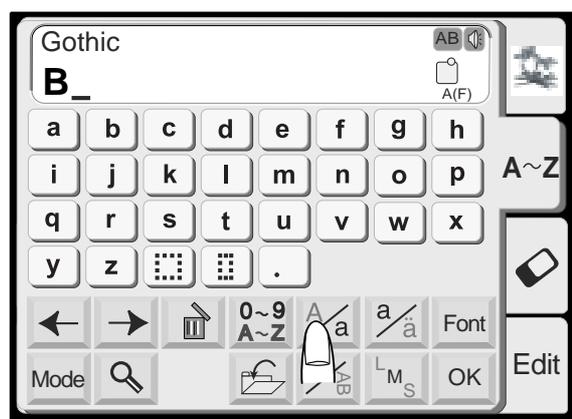
1



## Monogram Embroidery

- 1 Press the font key and select the Gothic style letters. Select "B".

2



- 2 Press the  key to select lowercase letters.

3 4



- 3 Select "e", "a" and "r".
- 4 Press the OK key.

5



- 5 The display will change to the embroidery screen.

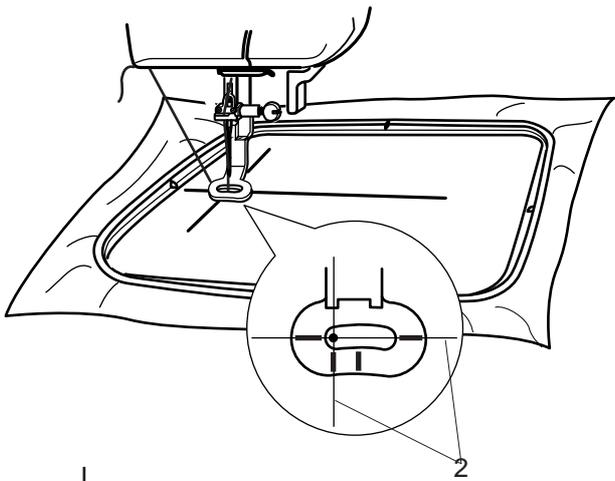
You can sew a multi-color monogram by changing the thread color of each letter if you press the color change key before sewing. The machine will stop automatically when each letter has been sewn. Change the thread and start sewing again.

(1) Color Change key

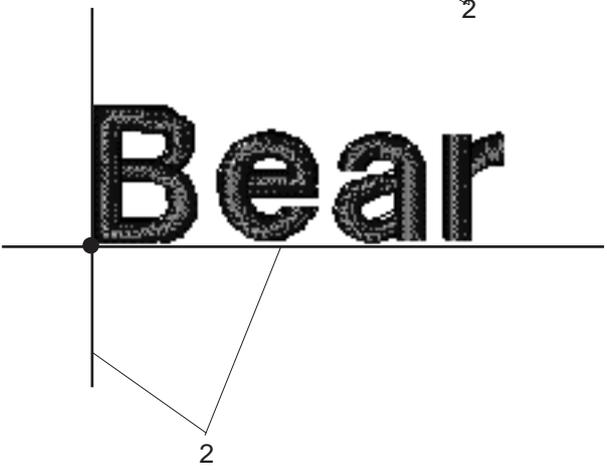
6



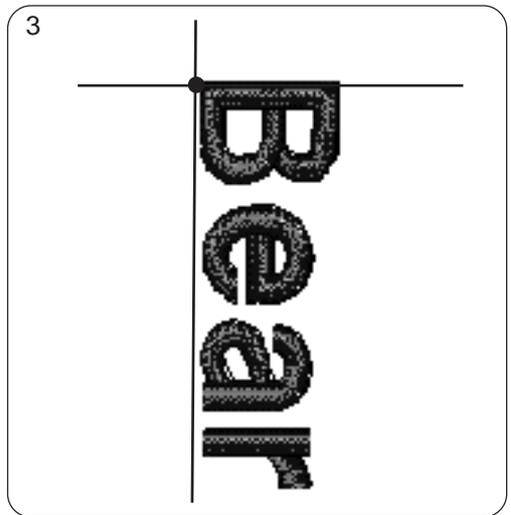
1



2



2



3

- 6 Use the Jog keys to adjust the position of the hoop to match the centerlines.
  - 1 Jog keys
  - 2 Centerlines

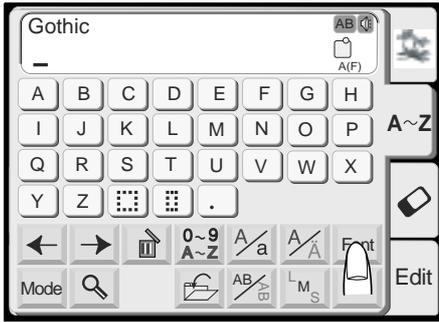
Lower the presser foot, press the Start/stop button and sew 5 to 6 stitches. Press the Start/stop button again to stop the machine.

Raise the presser foot, cut off the loose thread close to the beginning of the starting point and lower the presser foot.

Press the Start/stop button to start sewing again and the machine stops sewing automatically.

3 Monogram in vertical orientation

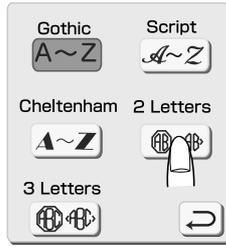
1



## 2- Letters Monogram

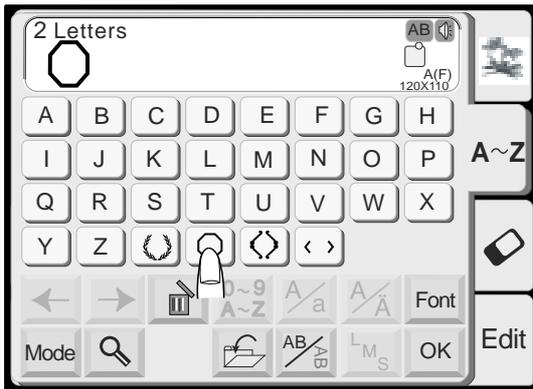
### Example: 2-Letters with a crest

1 Press the Font key. Select 2-Letters and press the crest key.



2

2 Select the letter "A". The cursor will move to the right.



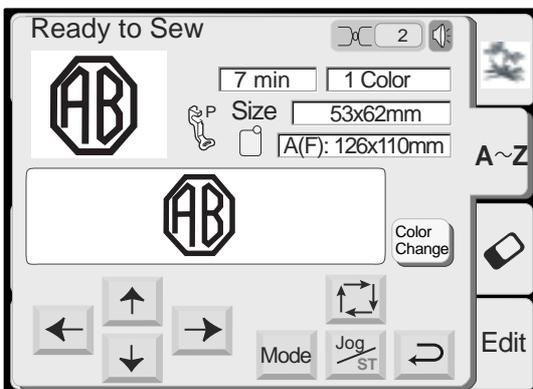
3

3 Select the letter "B". The cursor will move to the right.



4

4 Press the OK key and the screen will change to the Embroidery screen.



5 Press the Start/stop button to start sewing and the machine will stop sewing automatically.

### NOTES:

The 3-Letters monogram will be sewn in the same way as the 2-Letters monogram.

The starting position for the 2-letters and 3-letters is in the center of the hoop.

## Correcting the Monogram

### Deleting a letter

#### Example: To delete “E” from “BEAT”

1 Press the  key to shift the cursor under the letter to delete.

2 Press the  key.

3 The letter “E” will be deleted.



1



2 3



1



2 3



### Inserting a letter

#### Example: To insert “E” to “BAT”

1 Press the  key to shift the cursor under the next letter where you wish to insert a letter.

2 Select the letter “E”.

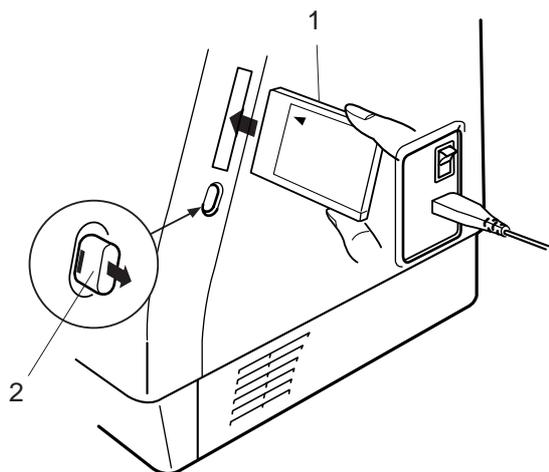
3 The letter “E” will be inserted between “B” and “A”.

## PC Card Designs

### Inserting and Ejecting the PC Card

Insert the PC card into the slot with the front side facing to you.

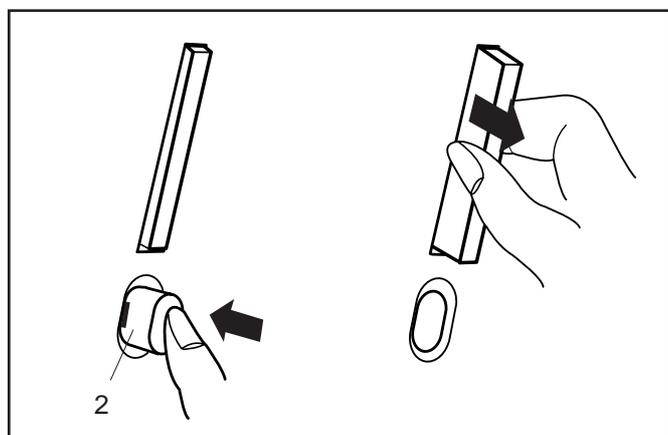
Push the card until it clicks, then the eject button pops out.



- 1 PC card
- 2 Eject button

#### NOTE:

When the card is properly set, the red bar on the eject button will show up.



### Ejecting the PC card

Press the Eject Button to eject the PC card.  
Take out the PC card from the machine.

#### NOTE:

When the power is turned on with a PC card inserted in the machine, it will take sometime to get the machine booted up.

### Selecting the PC card designs

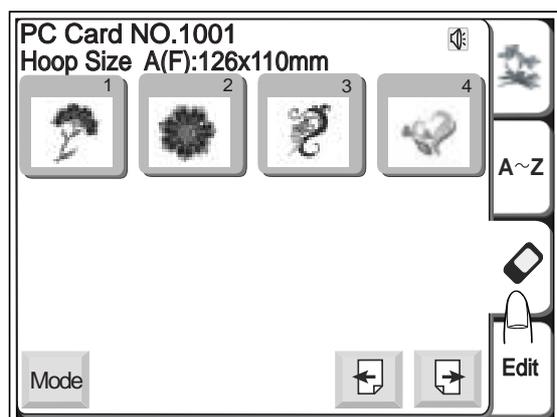
Press the PC card key. The designs contained in the card are displayed on the pattern selection keys.

Press the pattern selection key to select the design you wish to sew.

The selected design and its color parts will be shown in their sewing order.

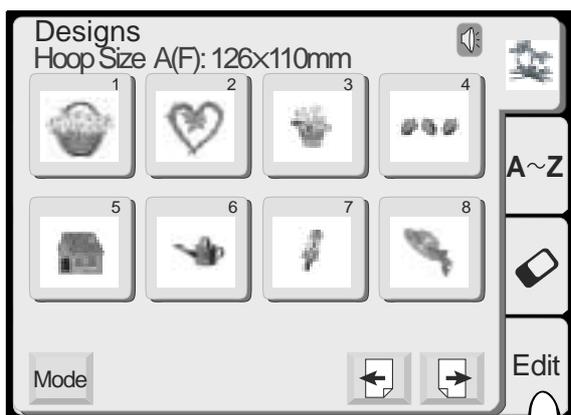
#### CAUTION:

Do not turn the power off or eject the card while the warning sign   or hourglass has been displayed.

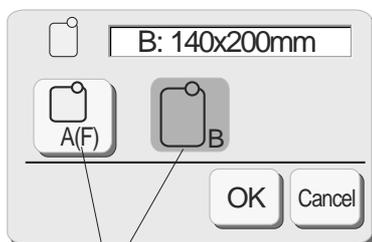


## Editing Mode

The editing function allows you to modify and combine embroidery patterns to create your own original designs.

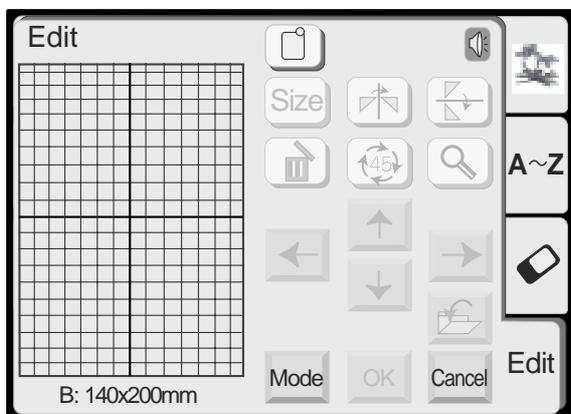


1

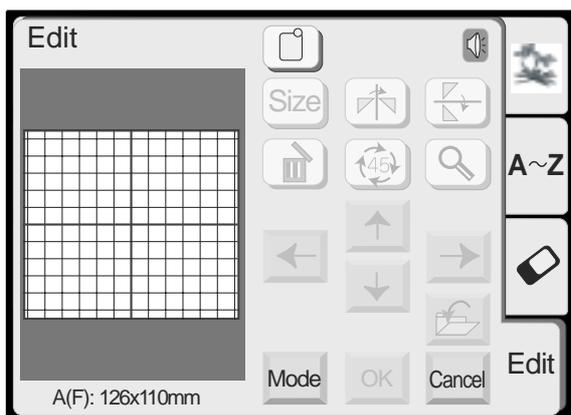


2

3



4



### Editing screen

Press the Edit key to open the editing screen. The hoop selection window opens to allow you to select the hoop you wish to use.

You can select one of the following hoops:

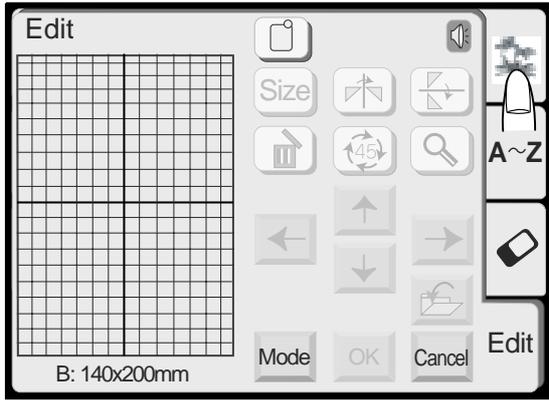
- Standard Hoop A: 126 mm by 110 mm
- Round Hoop F: 126 mm by 110 mm (Optional item)
- Large Hoop B: 140 mm by 200 mm

- 1 Hoop selection window
- 2 Hoop selection key
- 3 Editing screen for the hoop B
- 4 Editing screen for the hoop A

Press the OK  key and the editing screen for the selected hoop will open.

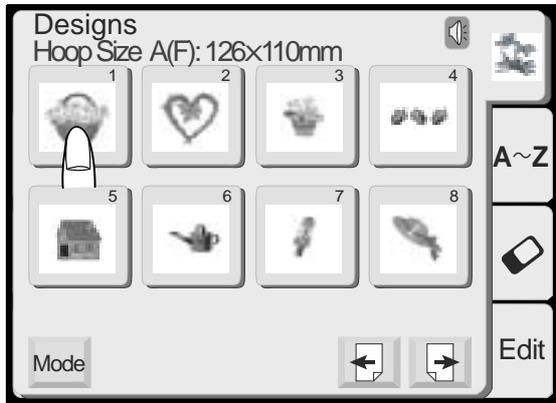
Press the Cancel  key to cancel the selection and return to the editing screen for the hoop B.

Refer to page 39 for hoop selection after selecting the embroidery pattern.



### Selecting the pattern on the editing screen

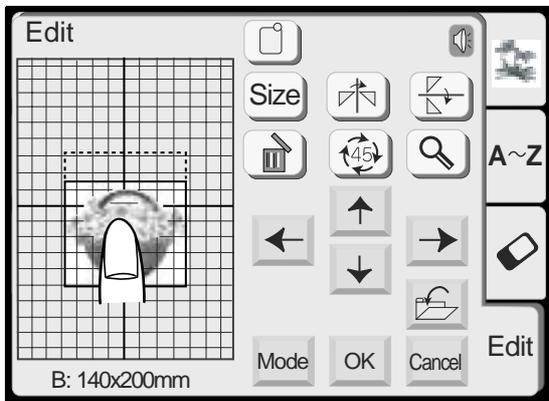
To select the pattern to edit, press the image of the desired pattern on the editing screen. The frame the pattern will be framed when it is selected.



### Moving the selected pattern

To move the embroidery pattern on the editing screen, press and drag the pattern to a desired location with your fingertip.

**CAUTION:**  
Do not drag the pattern on the screen with a sharp pointed object.

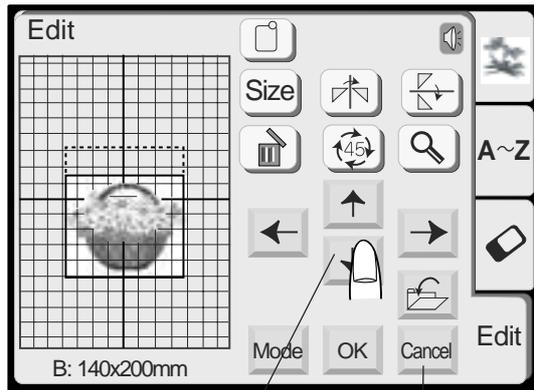


### (1) Layout keys

You can move the selected pattern also by pressing layout keys

Press the Layout Keys to move the pattern to the desired position on the Edit screen.

The carriage will not move when you are pressing the layout keys since pattern position will move relatively to the hoop, not to the machine.



(1)

(2)

### NOTES:

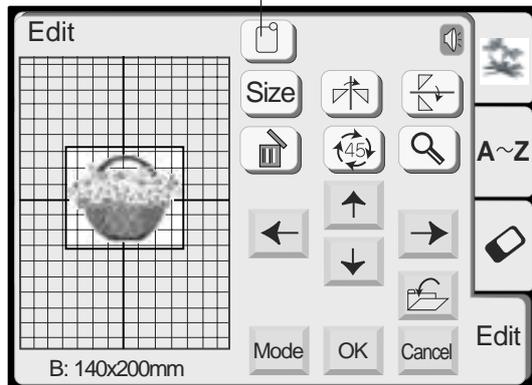
The appearance of the layout keys is the same as the jog keys but their function is different.

Use the jog keys to move the carriage.

When you press the cancel key, any changes that have been made to the selected pattern will be cancelled.

### (2) Cancel key

(3)



### Selecting the hoop size

In the editing window, you need to select the appropriate size of the embroidery hoop by pressing the hoop selection key.

There are two hoop size selections:

Embroidery Hoop A, 12.6 cm (4 3/8") by 11 cm (4 3/8")

Embroidery Hoop B, 20 cm (8") by 14 cm (5 1/2")

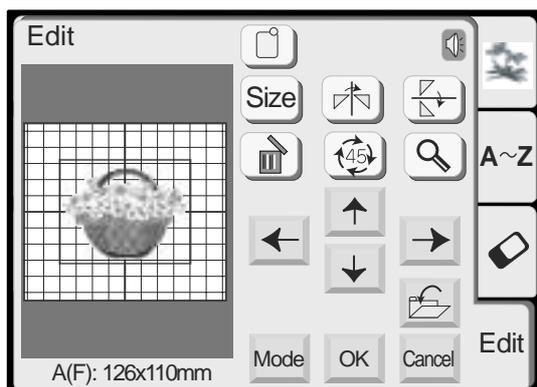
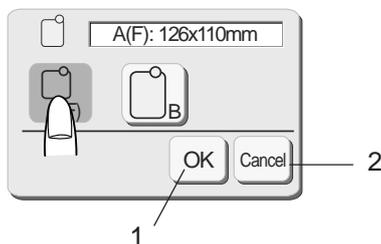
### (3) Hoop Selection Key

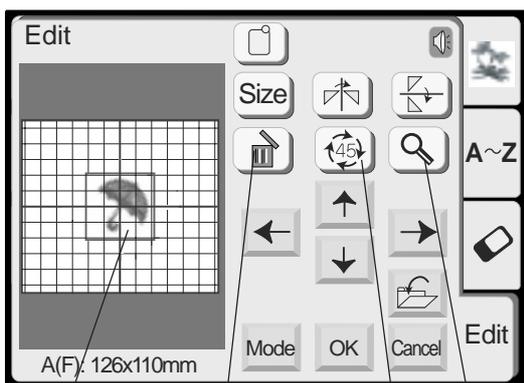
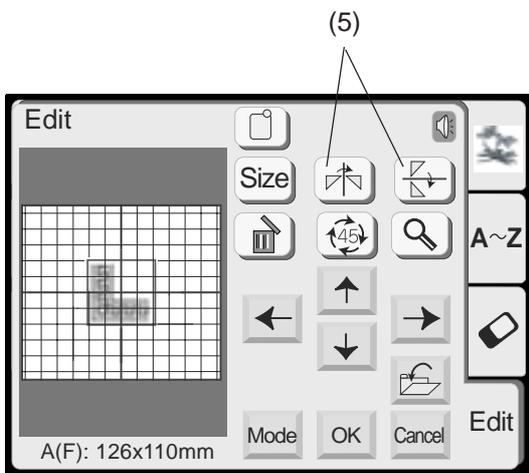
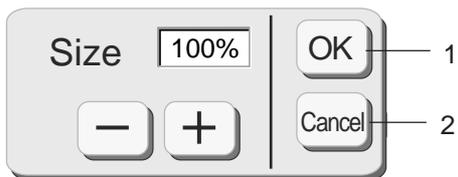
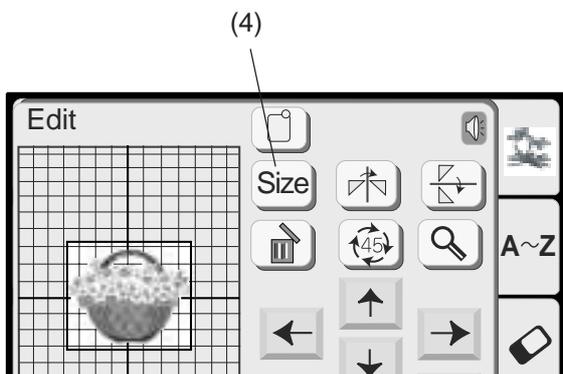
Press the OK  key and the Editing window for the selected hoop will appear.

1 OK key

Press the Cancel  key to return to the default setting (Hoop B).

2 Cancel key





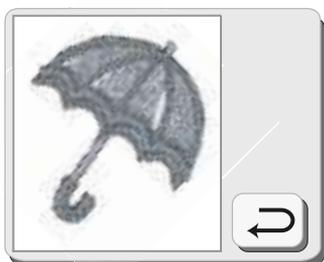
3

(7)

(6)

(8)

4



## Resizing the selected pattern

When you press the size key, the size adjusting window will appear.

You may change the size of the embroidery patterns from 90% to 120% of the original pattern size. The size will change 10% each time you press the plus or minus keys.

### (4) Size Key

Press the Plus (+) key to enlarge the size of the pattern. Press the Minus (-) key to reduce the size of the pattern.

When you press the OK (OK) key, the embroidery pattern at the new size will appear on the Edit screen.

When you press the Cancel (Cancel) key, the embroidery pattern size will not change and the Edit screen will reappear.

- 1 OK key
- 2 Cancel key

## Flipping the pattern

When you press the Mirror Image keys, you may embroider a mirror image of the pattern.

### (5) Mirror image key

Press the Vertical mirror (Vertical mirror) key to flip patterns from left to right.

Press the Horizontal mirror (Horizontal mirror) key to flip from top to bottom.

## Rotating the selected pattern

Each time you press the rotation key, the embroidery pattern will rotate 45 degrees clockwise.

### (6) Rotation key

## Deleting the pattern

When you press the delete key, the selected pattern will be deleted.

### (7) Delete key

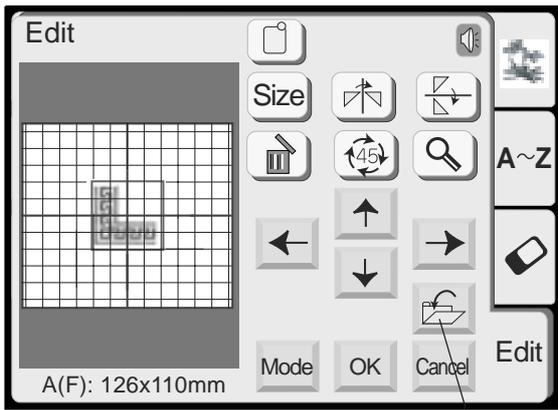
## Magnifying the pattern image

Press the Magnifier key to show a magnified image of the selected pattern.

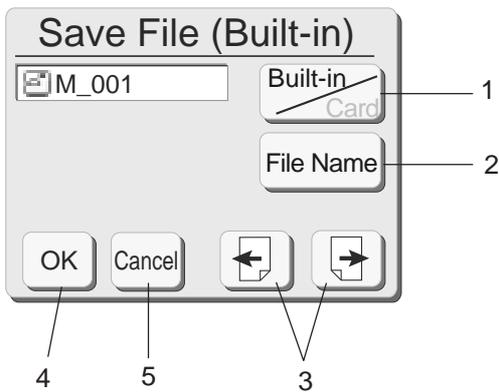
Press the Return (Return) key to return to the previous screen.

### (8) Magnifier key

- 3 Original image
- 4 Magnified image



(9)



## Saving a File

When you press the save file key, the Save File window will open.

### (9) Save file key

You can select a location to where you want to save the file. Press the built-in/card  key, to select the location either the internal memory of the sewing machine or the PC card.

1 Built-in/card key

Press the File Name  key if you wish to assign a new name to the file.

2 File Name key

When you press the Page   keys, you will be able to see the saved files in the previous and next pages.

3 Page keys

Press OK  key to save the file and the screen will return to the original screen.

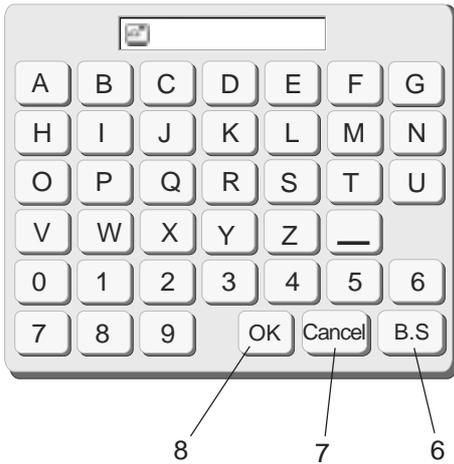
If you do not want to save the file, press Cancel  key to return to the previous window.

4 OK key  
5 Cancel key

### NOTES:

The file name will be automatically assigned starting from M\_001 in order.

Do not turn the power off or eject the card when the warning sign   or hourglass is showing on the visual touch screen. Otherwise, data stored in the memory may be lost or damaged.



## Assigning the file name

You can assign the file name in the file name window.

Press the File Name  key to open the file name window.

The character keys are displayed in the window. Only 8 characters can be entered.

Press the B.S  key to delete the last character. Press the Cancel  key and the screen will return to the save file screen.

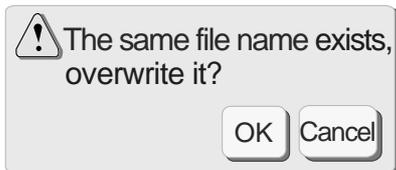
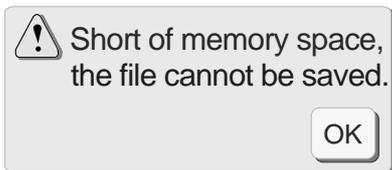
Enter the file name and press the OK  key.

The file will be saved with the new name.

- 6 B. S key
- 7 Cancel key
- 8 OK key

### NOTES:

When the memory is full, the warning message will appear. Press the OK  key and go to the open file window then delete the file that you do not need.

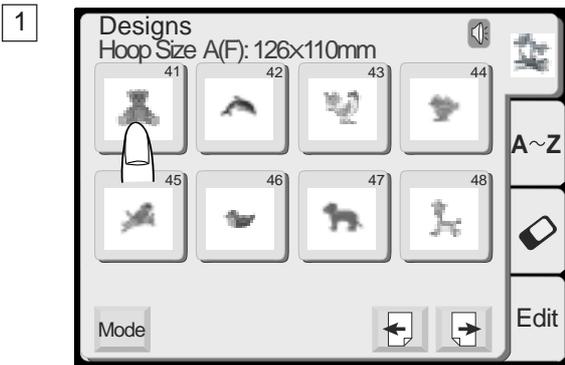


When you save the file under the same name, the warning message will appear.

Press the OK  key to overwrite the existing file. Press the Cancel  key if you do not wish to overwrite it. You may need to change the file name and save the file under the different name.

## Combining a Built-in Design and Monogramming

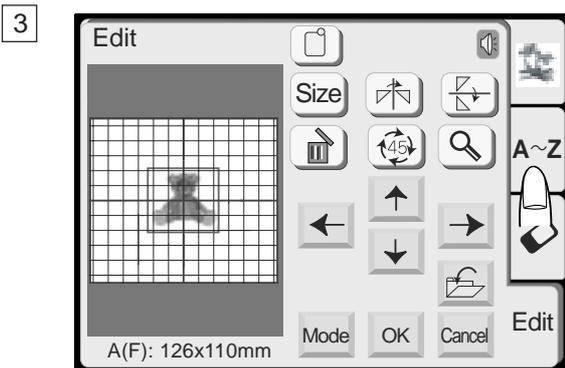
**Example:** To combine the built-in design #41 and “Bear”



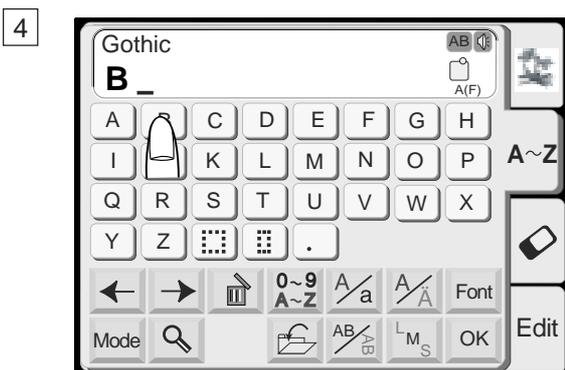
1 Select design #41 from the built-in designs.



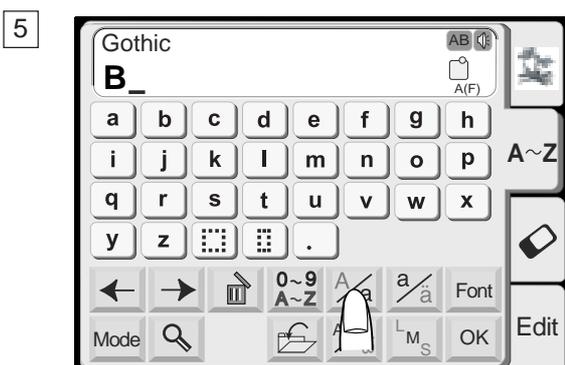
2 Press the Edit tab.



3 Press the Monogram tab.



4 Select “B” (Upper case letter in Gothic style).



5 Press the letter case  key to select lower case letters.

6 7



6 Select "e", "a" and "r".

7 Press the OK key.

8



8 Lay the patterns out by dragging or with the layout keys.

9



9 Press the OK key and the display will change to the embroidery screen. Start the machine to sew.



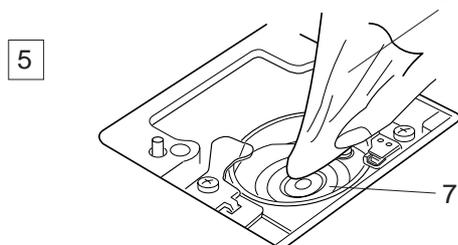
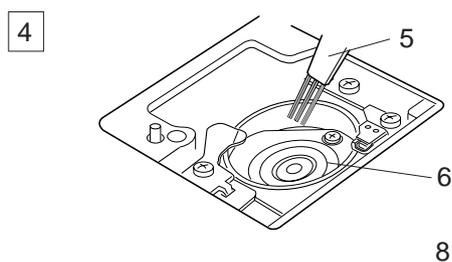
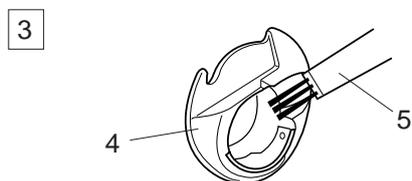
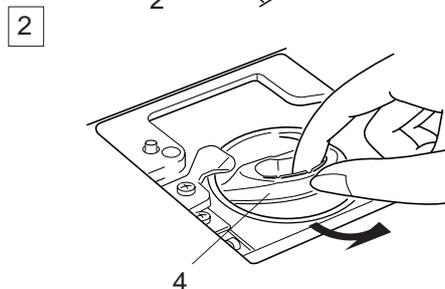
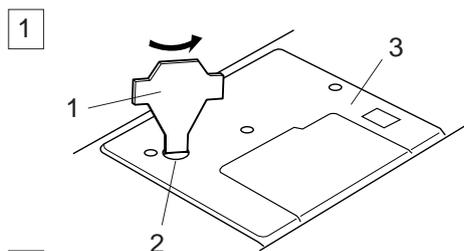
## CARE AND MAINTENANCE

### Cleaning the Hook Race and Feed Dog

Turn the handwheel to raise the needle, and then unplug the sewing machine.

**NOTE:**

Do not dismantle the machine other than what is explained on this page.



- 1 Remove the setscrews with the screwdriver supplied with the machine. Remove the needle plate.

- 2 Lift up the bobbin holder and remove it.

- 1 Screwdriver
- 2 Setscrews
- 3 Needle plate

- 3 Clean the bobbin holder with a lint brush.

- 4 Clean the feed dog and hook race with the lint brush.

- 4 Bobbin holder
- 5 Lint brush

- 5 Clean the hook race with a dry cloth.  
(You may also use a vacuum cleaner.)

- 7 Hook race
- 8 Soft dry cloth

### Assemble the hook race

1. Insert the bobbin holder so that the knob fits next to the stopper in the hook race.

- 9 Knob
- 10 Stopper

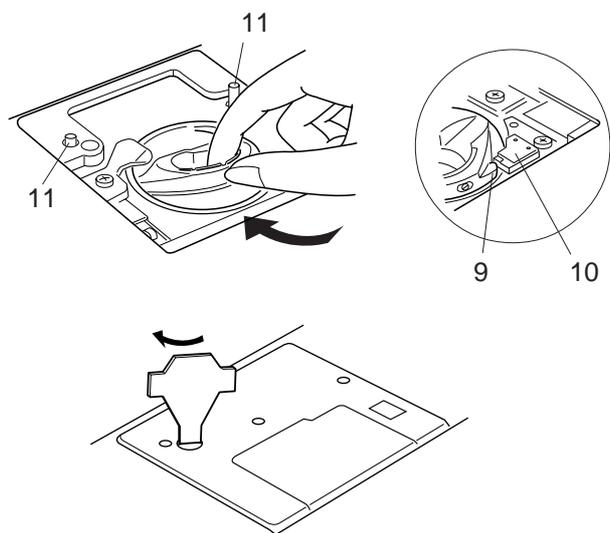
2. Insert the bobbin.

3. Reattach the needle plate, aligning the needle plate guide pins with the guide holes on the needle plate and tighten the screw.

- 11 Needle plate guide pins

**NOTE:**

After cleaning the machine, make sure the needle and presser foot are attached.



## Replacing the Light Bulb

### WARNINGS:

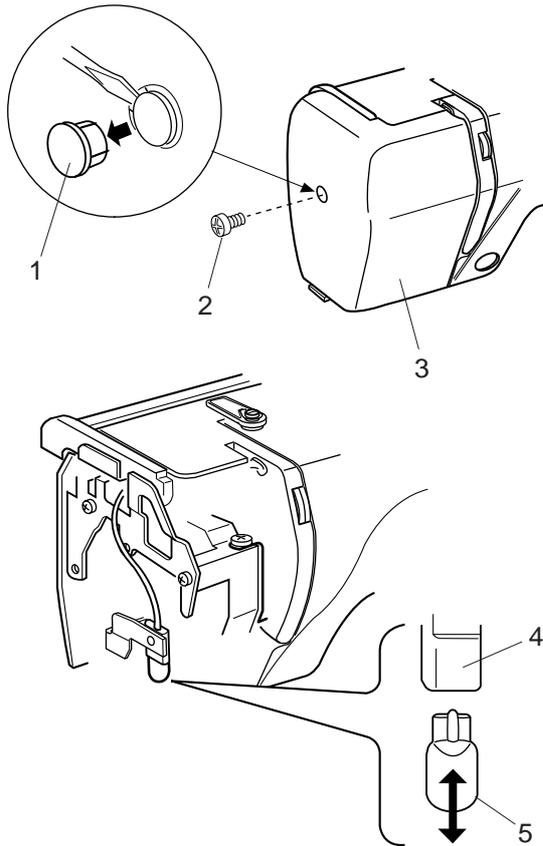
Turn off the power before replacing the light bulb.  
The bulb could be HOT, wait until it has cooled down before touching it.

### To remove:

Remove the cap and setscrew. Remove the faceplate.  
Pull out the bulb from the socket.

### To replace:

Insert the bulb into the opening of the socket.  
Attach the faceplate with the setscrew, and attach the cap.



- 1 Cap
- 2 Setscrew
- 3 Faceplate
- 4 Lamp Socket
- 5 Light bulb

## Troubleshooting

<b>Problem:</b>	<b>Cause:</b>	<b>Reference:</b>
The machine is noisy	1 Threads have been caught in the hook mechanism.	See page 45.
The needle thread breaks.	1 The needle thread is not threaded properly. 2 The needle thread tension is too tight. 3 The needle is bent or blunt. 4 The needle is inserted incorrectly. 5 The needle thread is not set in the thread holder when starting the machine.	See pages 9, 10. See page 13. See page 14. See page 14. See page 12.
The bobbin thread breaks.	1 The bobbin thread is not threaded properly in the bobbin holder. 2 Lint has collected in the bobbin holder. 3 The bobbin is damaged and does not turn smoothly.	See page 8.  See page 45. Replace the bobbin.
The needle breaks.	1 The needle is inserted incorrectly 2 The needle is bent or blunt. 3 The needle clamp screw is loose. 4 The needle thread tension is too tight.	See page 14 See page 14. See page 14. See page 13.
Visual Touch Screen is not clear.	1 The screen contrast of the visual touch screen is not adjusted correctly. 2 The screen contrast has been faded due to a continuous use of the machine.	See page 21.  See page 21.
Skipped stitches.	1 The needle is inserted incorrectly. 2 The needle is bent or blunt. 3 The needle thread is not threaded properly. 4 The defective needle (rusted, burred needle eye) is used. 5 The embroidery hoop is not set properly. 6 The fabric is not tightly pulled on the embroidery hoop. 7 A stabilizer is not being used.	See page 14. See page 14. See pages 9, 10 Replace the needle. See page 18. See page 17. See page 16.
The machine does not run.	1 A thread is caught in the hook race. 2 The control circuit is not working correctly.	See page 45. Turn the switch off and turn it on again.
Abnormal noise occurs when the machine is switched on.	1 Something is caught between the carriage and the arm. 2 The carriage is touching something around the machine.	Remove the object. See page 18.
Patterns are distorted.	1 The fabric is not pulled tightly on the embroidery hoop. 2 The embroider hoop is not fixed securely. 3 The carriage is bumping into something around the machine. 4 The fabric is caught or pulled for some reason when sewing embroidery. 5 The needle thread tension is too tight. 6 A stabilizer is not used. 7 The needle thread on the wrong side of fabric is not cut correctly.	See page 17. See page 18. See page 18.  Stop the machine and free the fabric. See page 13. See page 16. Cut extra needle thread on wrong side.
Pattern selection keys don't work.	1 Key position is not adjusted properly. 2 The control circuit is not working correctly.	See page 23. Turn the switch off and turn it on again.