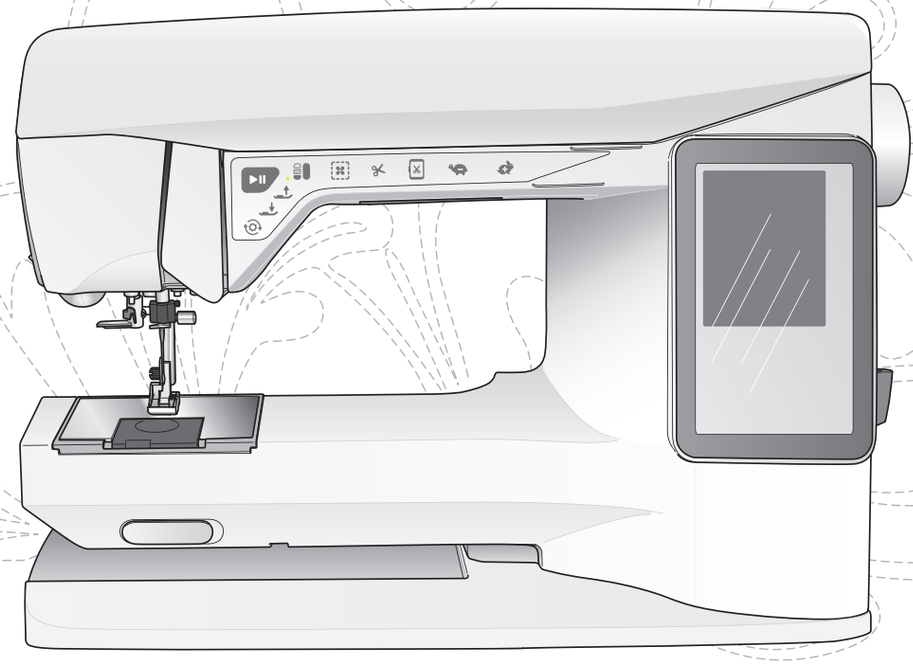
USER'S GUIDE

EM9305



SINGER®

This household embroidery machine is designed to comply with IEC/EN/CSA C22.2 No. 60335-1 & 60335-2-28 and UL1594.

IMPORTANT SAFETY INSTRUCTIONS

When using an electrical appliance, basic safety precautions should always be followed, including the following:

Read all instructions before using this household embroidery machine. Keep the instructions in a suitable place close to the machine. Make sure to hand them over if the machine is given to a third party.

DANGER – To reduce the risk of electric shock:

- An embroidery machine should never be left unattended when plugged in. The electrical socket, to which the machine is plugged in should be easily accessible. Always unplug this embroidery machine from the electric outlet immediately after using and before cleaning, removing covers, lubricating or when making any other user servicing adjustments mentioned in the instruction manual.

WARNING – To reduce the risk of burns, fire, electric shock, or injury to person:

- Do not allow to be used as a toy. Close attention is necessary when this embroidery machine is used by or near children.
- Use this embroidery machine only for its intended use as described in this manual. Use only attachments recommended by the manufacturer as contained in this manual.
- Never operate this embroidery machine if it has a damaged cord or plug, if it is not working properly, if it has been dropped or damaged, or dropped into water. Return the embroidery machine to the nearest authorized dealer or service center for examination, repair, electrical or mechanical adjustment.
- Never operate the embroidery machine with any air openings blocked. Keep ventilation openings of the embroidery machine free from the accumulation of lint, dust, and loose cloth.
- Keep fingers away from all moving parts. Special care is required around the embroidery machine needle.
- Always use the proper needle plate. The wrong plate can cause the needle to break.
- Do not use bent needles.
- Do not pull or push fabric while stitching. It may deflect the needle causing it to break.
- Wear safety glasses.
- Switch the embroidery machine off (“0”) when making any adjustment in the needle area, such as threading needle, changing needle, threading bobbin, or changing presser foot, etc.
- Never drop or insert any object into any opening.
- Do not use outdoors.
- Do not operate where aerosol (spray) products are being used or where oxygen is being administrated.
- To disconnect, turn all controls to the off (“0”) position, then remove plug from outlet.
- Do not unplug by pulling on cord. To unplug, grasp the plug, not the cord.
- Do not use the machine if it is wet.
- If the LED lamp is damaged or broken, it must be replaced by the manufacturer or it's service agent or a similarly qualified person, in order to avoid a hazard.

SAVE THESE INSTRUCTIONS

FOR CENELEC COUNTRIES ONLY:

This appliance can be used by children aged from 8 years and above and persons with reduced physical, sensory or mental capabilities or lack of experience and knowledge if they have been given supervision or instruction concerning use of the appliance in a safe way and understand the hazards involved. Children shall not play with the appliance. Cleaning and user maintenance shall not be made by children without supervision.

The noise level under normal operating conditions is less than 75dB(A).

FOR NON CENELEC COUNTRIES:

This embroidery machine is not intended for use by persons (including children) with reduced physical, sensory or mental capabilities, or lack of experience and knowledge, unless they have been given supervision or instruction concerning use of the embroidery machine by a person responsible for their safety. Children should be supervised to ensure that they do not play with the embroidery machine.

The noise level under normal operating conditions is less than 75dB(A).

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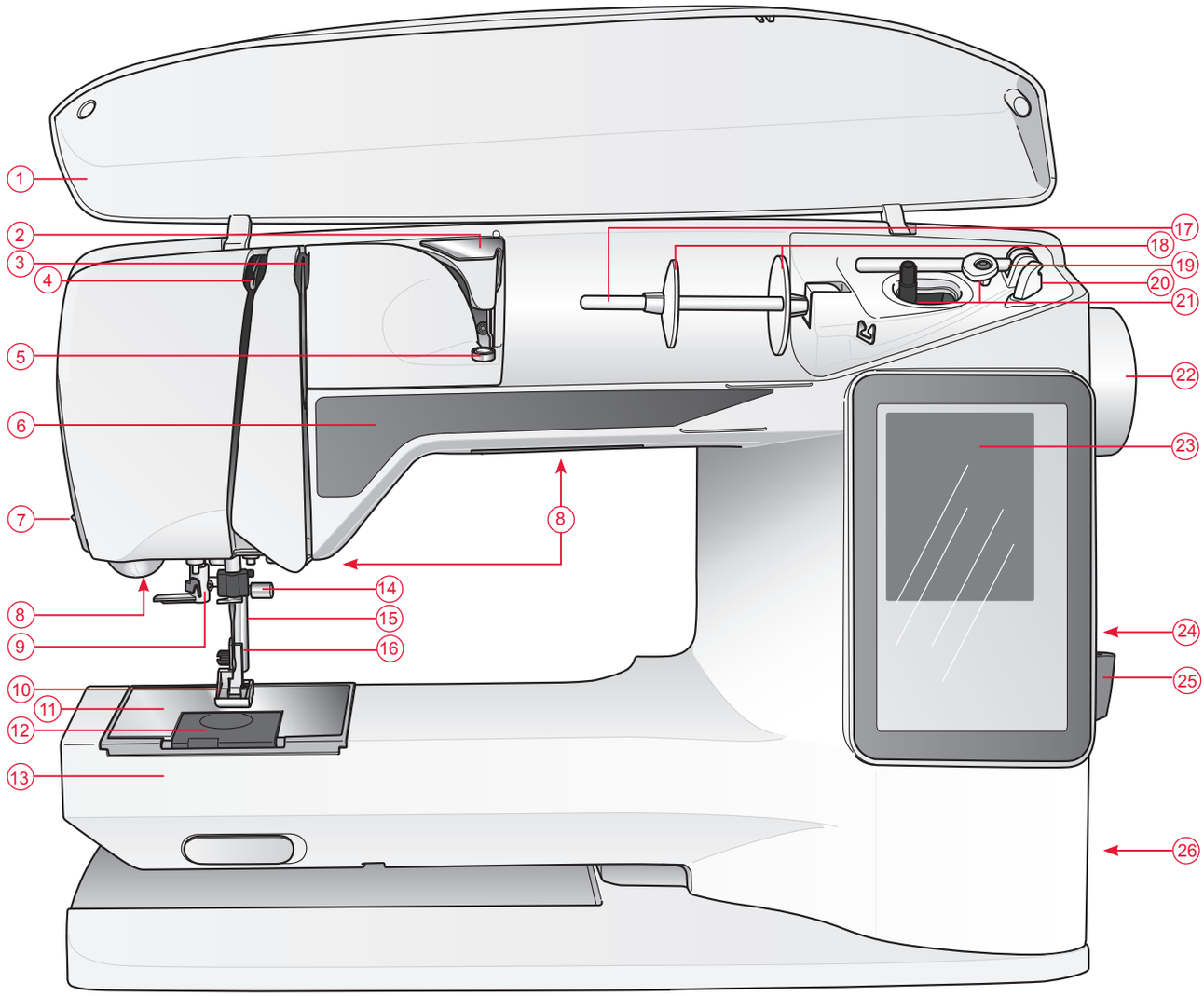
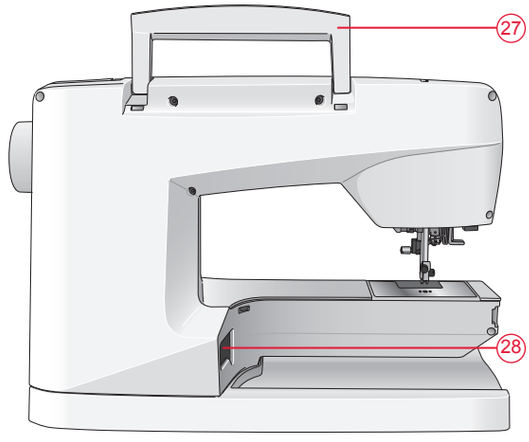
1 GETTING TO KNOW YOUR MACHINE

This section of the User's Guide will give you an overview of your machine and its accessories.



MACHINE OVERVIEW

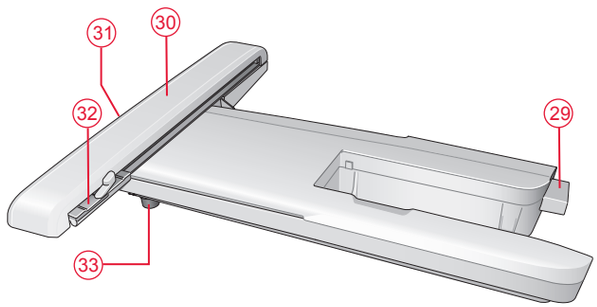
1. Lid
2. Pre-tension thread guide
3. Thread tension discs
4. Thread take-up lever
5. Thread tension for bobbin winding
6. Function Panel
7. Thread cutter
8. LED-lights
9. Needle threader
10. Presser foot
11. Stitch plate
12. Bobbin cover
13. Free arm
14. Needle bar with needle clamp screw
15. Presser bar
16. Presser foot ankle
17. Spool pin
18. Spool caps
19. Auxiliary spool pin
20. Thread cutter for bobbin thread
21. Bobbin spindle, Bobbin stop
22. Handwheel
23. Interactive Color Touch Screen
24. Built-In USB port
25. Stylus holder
26. ON/OFF switch and connector for power cord
27. Handle
28. Embroidery unit connection socket



Parts of the Embroidery Unit

(Type BE19)

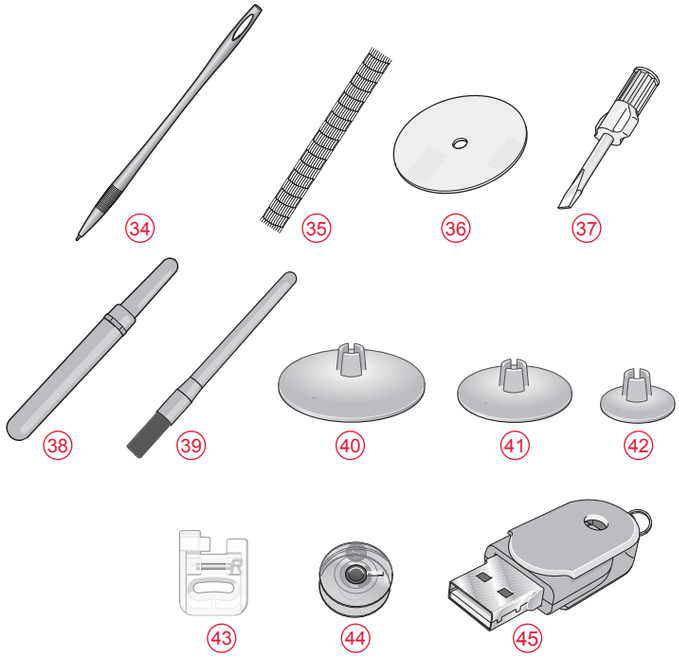
29. Embroidery unit socket
30. Embroidery arm
31. Embroidery unit release button (underside)
32. Embroidery hoop attachment
33. Level adjustment feet



ACCESSORIES

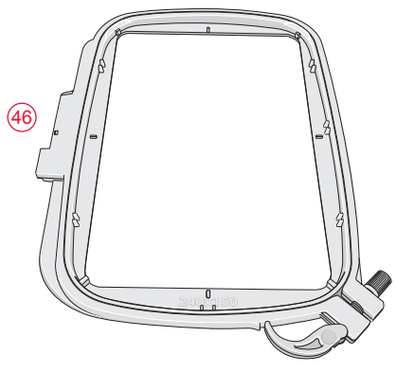
Included Accessories

34. Stylus
35. Thread net (2)
36. Felt pad (2)
37. Screwdriver
38. Seam ripper
39. Brush
40. Spool cap, large
    (attached on the machine at delivery)
41. Spool cap, medium
    (attached on the machine at delivery)
42. Spool cap, small
43. SINGER® Snap On Embroidery Foot R
44. SINGER® bobbins, group EF (6)
45. USB embroidery stick (1 GB)
46. SINGER® Large Hoop (240x150)



Accessories Included - Not in the Picture

- Software to download
- Design Sampler to download
- Power cord
- SINGER® needles



2 SET UP

This section of the User's Guide will help you get started with your machine. Learn how to thread your machine, wind the bobbin, change needle and how to update your machine.

UNPACKING

1. Place the machine on a sturdy, flat surface and remove the packaging.
2. Remove the packing material.
3. The machine is delivered with an accessory bag and a power cord.
4. Wipe the machine, particularly around the needle and stitch plate to remove any oil before embroidering.

Note: Your SINGER® EM9305 embroidery machine is adjusted to provide the best stitch result at normal room temperature. Extreme hot and cold temperatures can affect the result.

CONNECT THE POWER CORD

On the underside of the machine you will find information about the power supply voltage (V) and the frequency (Hz).

1. Connect the power cord to the rear socket on the bottom right side of the machine (1).
2. Press the ON/OFF switch to “I ON” to turn on power and light (2).

Note: The middle socket (3) can be used for a foot control of type FR5 (not included with the machine).

For the USA and Canada

This machine has 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 the plug 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.

USB PORT

On the right side of your machine you will find a USB port to connect your USB stick.

Note: Make sure that the USB stick you use has the format FAT32.

Connect to and remove from USB port

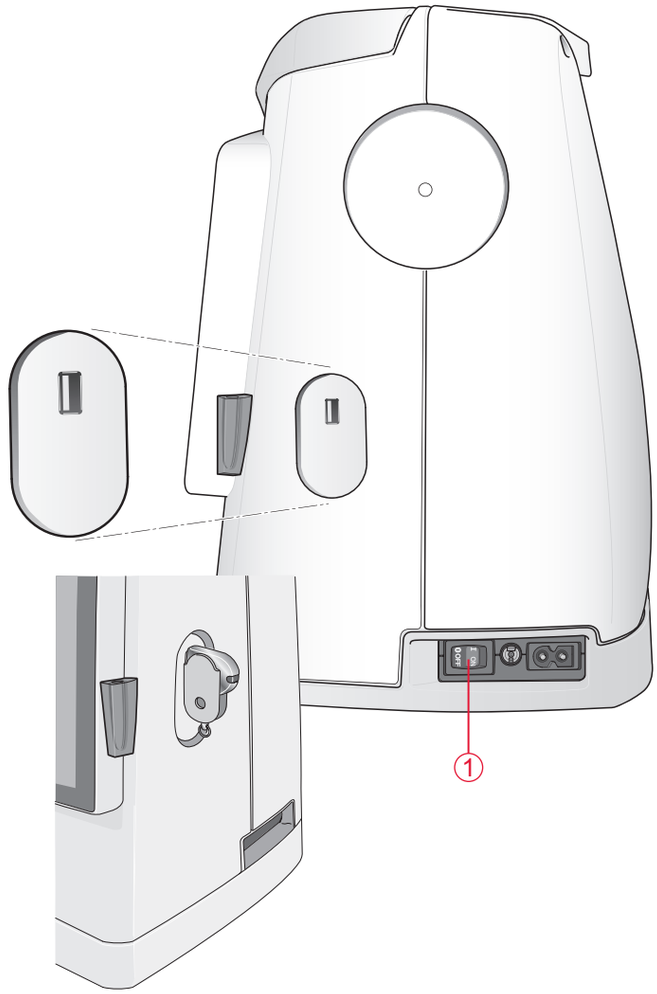
Insert the USB stick in the USB port on the right side of your machine. The USB plug can only be inserted one way - do not force it into the port!

To remove, carefully pull the USB stick out straight.

Using the USB embroidery stick

When loading from or saving to the USB embroidery stick an hourglass appears on the screen.

Note: Do not remove the USB embroidery stick when the hourglass is shown on the screen or while the file manager is shown. Removing the stick at that time can damage the files on your USB embroidery stick.



PACKING AWAY AFTER EMBROIDERING

1. Press the ON/OFF switch (1) to “0 OFF”.
2. Unplug the cord from the wall socket and then from the machine.

SPOOL PINS AND SPOOL CAPS

Your machine has two spool pins, a main spool pin and an auxiliary spool pin. The spool pins are designed for all types of thread. The main spool pin is adjustable and can be used in a horizontal position (the thread reels off the stationary spool) or in a vertical position (the thread spool rotates). Use the horizontal position for all regular embroidery threads and the vertical position for large spools or specialty threads.

Horizontal Position

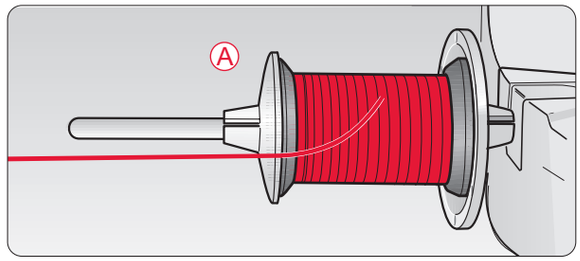
Lift the spool pin up slightly from its horizontal position to easily place the thread spool on the pin. The thread should reel over the top, in a counterclockwise direction, as shown in the picture. Slide on a spool cap and then move the spool pin back to the horizontal position.

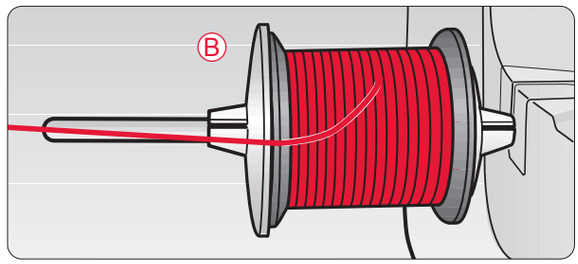
Each machine comes with two spool caps on the spool pin. For medium sized thread spools, the medium sized cap (A) is placed in front of the spool. For large thread spools, the large cap (B) is placed in front of the spool.

The flat side of the spool cap should be pressed firmly against the spool. There should be no space between spool cap and thread spool.

A small spool cap is included as an accessory for your machine. The small spool cap can be used for small thread spools.

Note: Not all thread spools are manufactured in the same way. If you experience problems with the thread, turn it in the opposite way or use the vertical position.



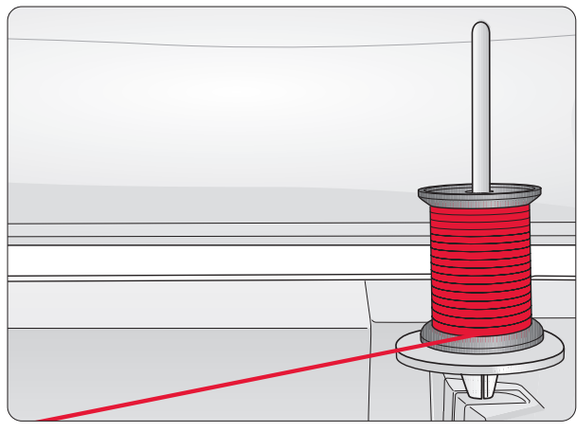


Vertical Position

Lift the spool pin up and all the way to the right. Lock the spool pin in the vertical position by slightly pressing it down. Slide on the large spool cap. For spools smaller than the medium size spool cap or when using specialty threads, place a felt pad under the thread spool to prevent the thread from reeling off too fast. For larger spools, the felt pad is not needed.

Note: No spool cap should be placed on top of the spool as this prevents the spool from rotating.

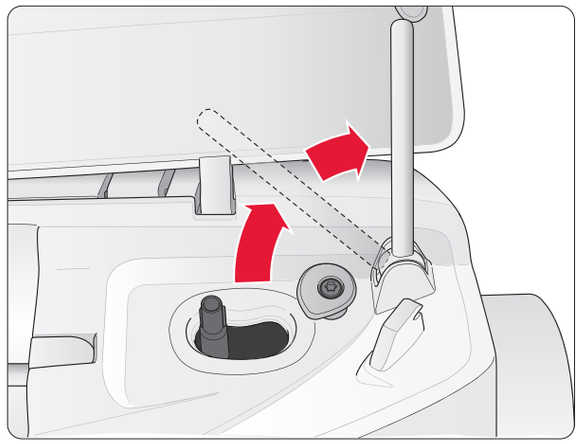
Note: When the spool pin is used in the vertical position, the thread tension might need to be adjusted manually.

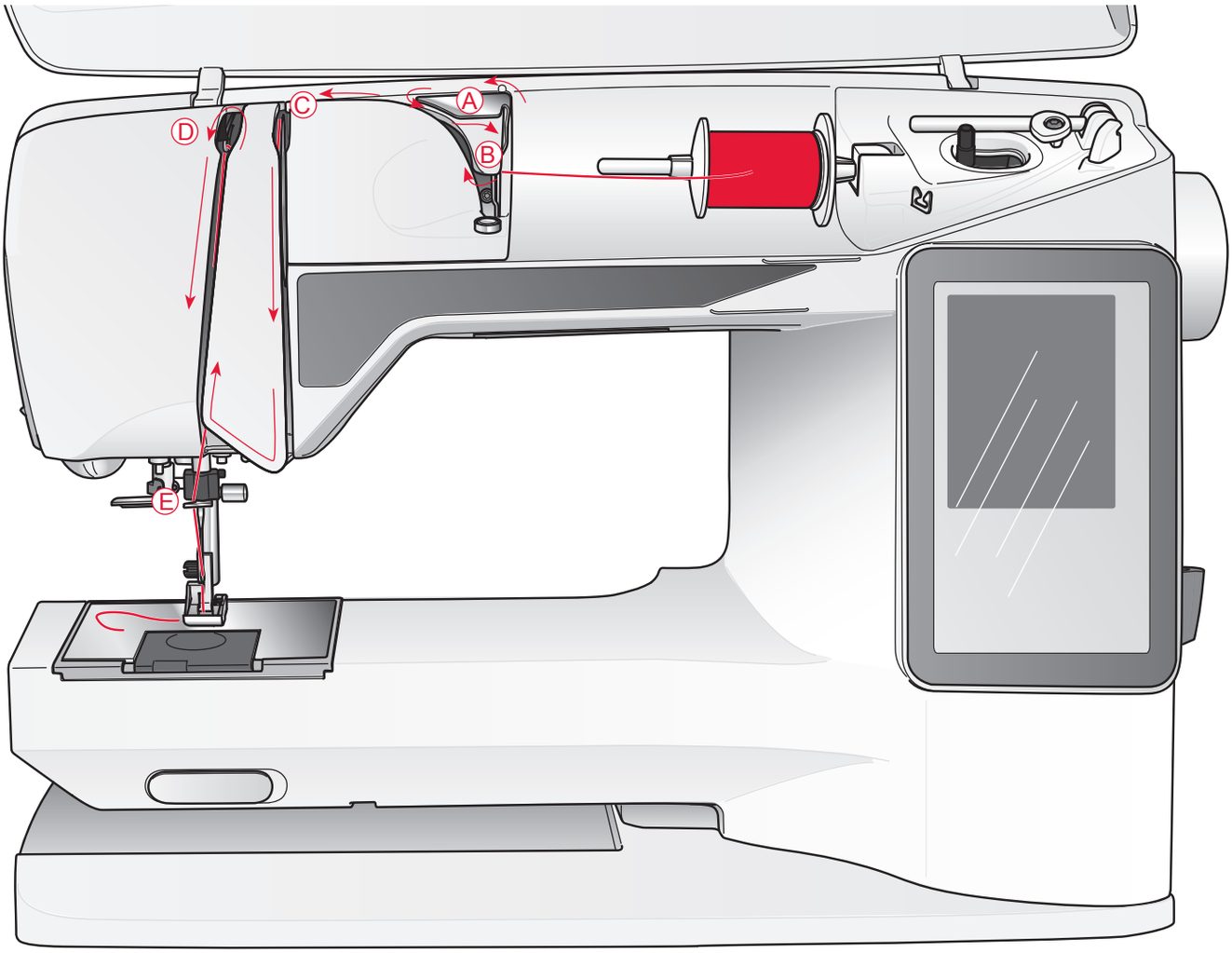


Auxiliary Spool Pin

The auxiliary spool pin is used when winding a bobbin from a second spool of thread.

Lift the auxiliary spool pin up and to the right. Slide on a spool cap. For spools smaller than the medium size spool cap, place a felt pad under the thread spool to prevent the thread from reeling off too fast. For larger spools, the felt pad should not be used.





THREADING THE UPPER THREAD

Make sure the presser foot is raised and the needle is in the up position.

1. Place the thread on the spool pin and the spool cap on the spool pin as described on page 2:4.
2. *Spool pin in horizontal position:*
   Bring the thread over and behind the pre-tension thread guide (A) and under the thread guide (B).

   Spool pin in vertical position:
   Instead of bringing the thread into the pre-tension guide (A), bring it directly under the thread guide (B).
3. Bring the thread down between the thread tension discs (C).
4. Continue threading in the direction indicated by the arrows in the illustration above. Bring the thread from the right into the slot on the take-up lever (D).
5. Take the thread down and behind the last guide just above the needle (E).

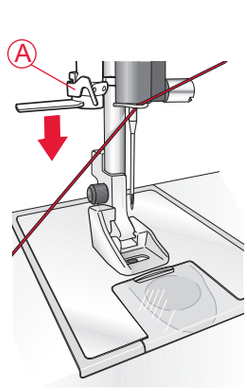
NEEDLE THREADER

The needle must be in the up position to use the built-in needle threader. We also recommend lowering the presser foot.

1. Use the handle to pull the needle threader all the way down, catching the thread under the guide (A).
2. Push back to bring the needle threader forward until the metal flanges cover the needle. A small hook will pass through the needle eye (B).
3. Place the thread under the flanges in front of the needle, so the thread catches into the small hook (C).
4. Let the needle threader gently swing back. The hook pulls the thread through the needle eye and forms a loop behind the needle.
5. Pull the thread loop out behind the needle.

Note: The needle threader is designed to be used for size 70-110 needles. You cannot use the needle threader for size 60 needles or smaller.

When threading the needle manually, make sure that the needle is threaded from front to back. The white presser foot ankle makes it easy to see the eye of the needle. The bobbin case cover can be used as a magnifying glass.



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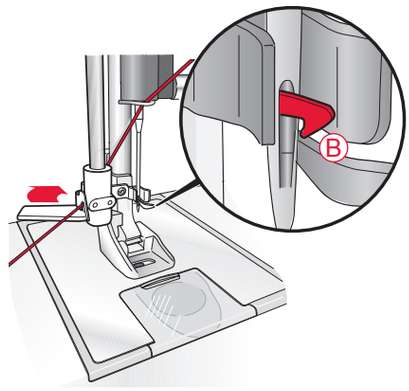

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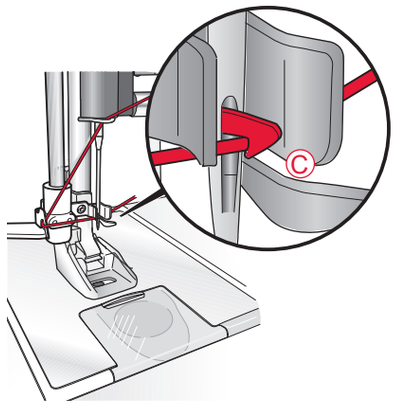

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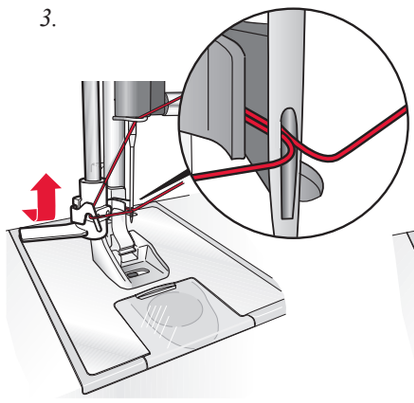

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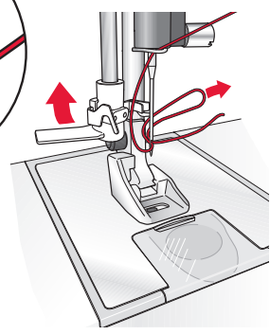


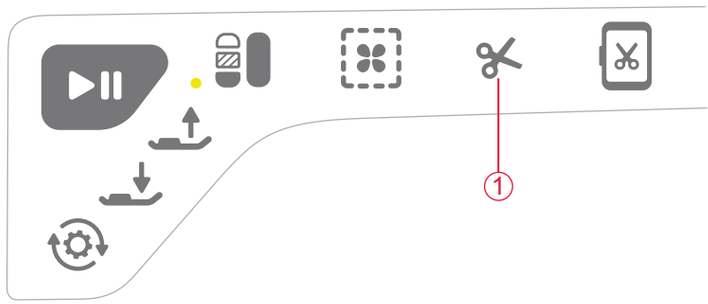
5.

CUTTING THE THREAD

Once you have finished embroidering, the threads are cut automatically by the selective thread cutter.

If you want to cut the threads manually, you must first deselect Selective Thread Cutter Auto in the Embroidery Settings, see page 3:6. Then, press the selective thread cutter button (1) on the machine to cut the threads.

Alternatively, you can use the thread cutter on the left side of the machine. Pull the threads from the front to the back into the thread cutter on the left side of the machine.



WINDING THE BOBBIN USING THE VERTICAL SPOOL PIN

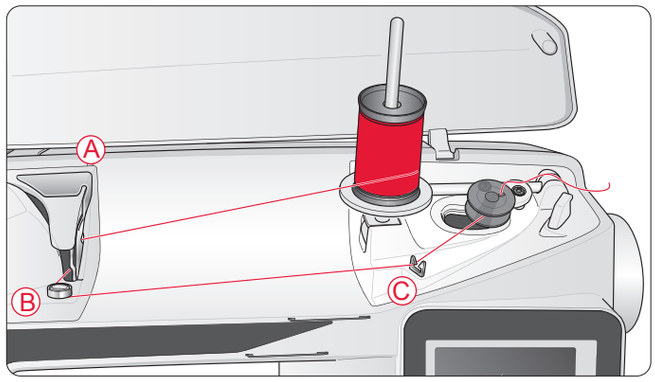
1. Place an empty bobbin on the bobbin spindle on the top of the machine. The bobbin only fits on one way, with the logo facing up. Use only original SINGER® bobbins, group EF.
2. Place the large spool cap and a felt pad under the spool on the main spool pin set in the vertical position.
3. Bring the thread over and behind the pre-tension thread guide (A) and down around the thread tension disc (B), then through thread guide (C) as illustrated.
4. Guide the thread through the hole in the bobbin (D) from the inside to the outside.
5. Push the bobbin winder spindle to the right to wind.

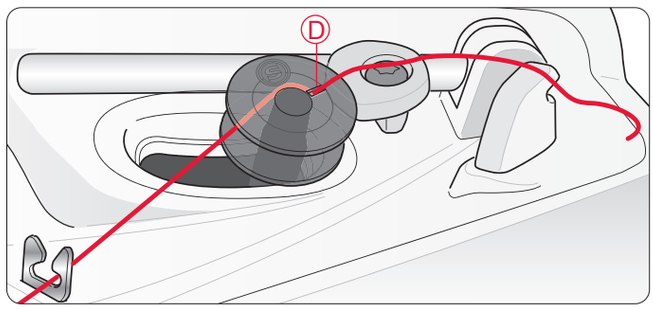
   A pop-up appears on the screen to inform you that bobbin winding is active. To adjust winding speed, use the slider in the pop-up. Start bobbin winding by touching the start/stop button.

   When the bobbin is full, it will stop winding. Touch the start/stop button to stop the bobbin winder motor from running. Move the bobbin winder spindle to the left and the pop-up will close. Remove the bobbin and cut the thread using the bobbin thread cutter.

Note: It is important that you cut the thread end close to the bobbin.

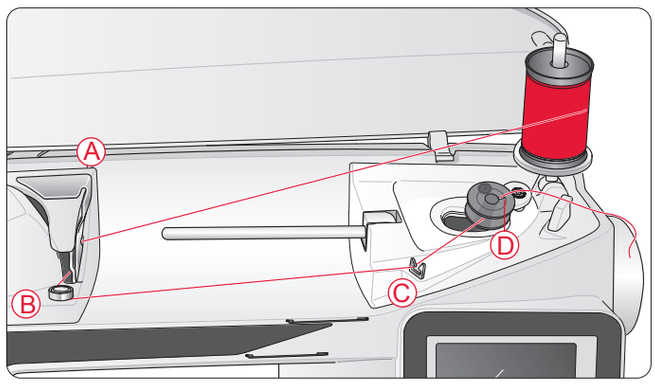
Note: Moving the bobbin spindle to the left will engage the embroidery mechanism. Always stop winding by pushing the Start/Stop button before moving the bobbin spindle.





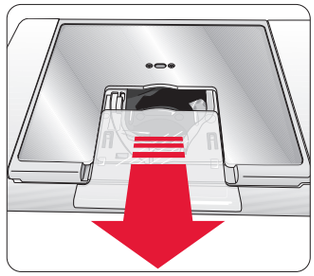
WINDING THE BOBBIN USING THE AUXILIARY SPOOL PIN

1. Place an empty bobbin on the bobbin spindle on the top of the machine. The bobbin only fits on one way, with the logo facing up. Use only original SINGER® bobbins, group EF.
2. Fold out the auxiliary spool pin. Place a spool cap and a felt pad under the spool.
3. Bring the thread over and behind the pre-tension thread guide (A) and down around the thread tension disc (B), then through thread guide (C) as illustrated.
4. See “Winding the Bobbin Using the Vertical Spool Pin” on page 2:7, step 4–5.



INSERTING THE BOBBIN

1. Remove the bobbin cover by sliding it towards you.
2. Place the bobbin in the bobbin case. It drops in only one way with the logo facing up. The thread unreels from the left of the bobbin. The bobbin will then rotate counter-clockwise when you pull the thread.
3. Place your finger on the bobbin to keep it from turning as you pull the thread firmly to the right and then to the left into the tension spring (E) until it “clicks” into place.
4. Continue threading around (F) and to the right of the thread cutter (G). Slide on the bobbin cover (H). Pull the thread to the left to cut (I).



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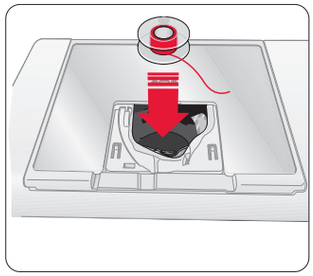

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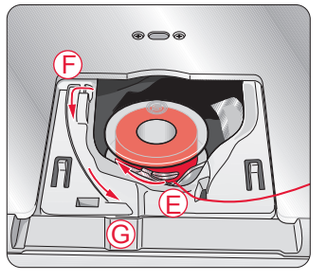

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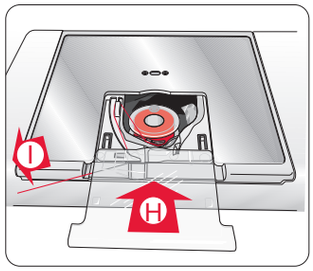


4.

THREAD SENSOR

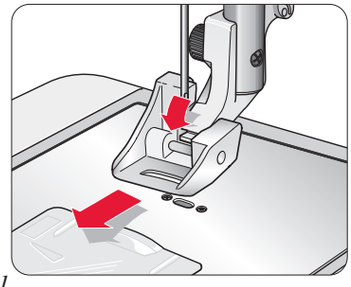
If the upper thread breaks or bobbin thread runs out, the machine stops and a pop-up appears on the screen.

If upper thread breaks: Re-thread the machine and touch OK on the pop-up. If bobbin thread runs out: replace with a wound bobbin and continue embroidering.

Note: When the bobbin thread is almost empty, the bobbin thread low pop-up appears on the screen. You can continue embroidering without closing the pop-up before the bobbin thread runs out completely.

SNAPPING ON AND OFF THE PRESSER FOOT

1. To snap off the presser foot, first make sure the needle is in the highest position and the presser foot is lifted. Pull the presser foot towards you.
2. To snap on the presser foot, line up the cross pin on the foot with the gap in the presser foot ankle. Push back until the foot snaps into place.



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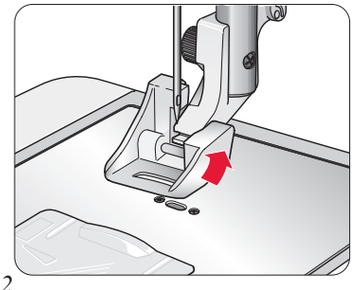
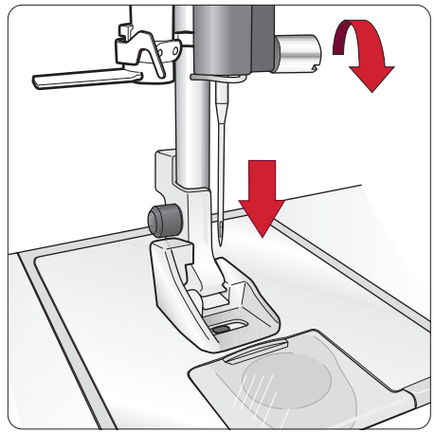


2.

CHANGING THE NEEDLE

1. Loosen the needle screw while holding the needle.
2. Remove the needle.
3. Insert the new needle. Push the new needle upwards with the flat side away from you until it will go no further.
4. Tighten the needle screw.



NEEDLES

The needle plays an important role in successful embroidering. Use only quality needles. We recommend needles of system 130/705 H or 130/705 H-S.

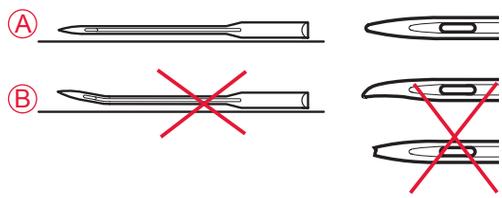
Universal Needle – SINGER® Style 2000

Universal needles have a slightly rounded point and come in a variety of sizes. For general embroidery on a variety of fabric types and weights. SINGER® Style 2000 needles have a grey shank.

Stretch Needle – SINGER® Style 2001

Stretch needles have a special scarf to eliminate skipped stitches when there is a flex in the fabric. For knits, swimwear, fleece, synthetic suedes and leathers. SINGER® Style 2001 needles have a green shank.

Note: Change the needle often. Always use a straight needle with a sharp point (A).
A damaged needle (B) can cause skipped stitches, breakage or snapping of thread. A damaged needle can also damage the needle plate.



THREADS

Embroidery Thread

Embroidery thread is made of various fibers: rayon, polyester, acrylic or metallic. These threads create a smooth glossy appearance for embroidery and other decorative stitching.

Note: When using a metallic thread for embroidering, you may need to use a needle with a larger eye and lower the embroidery speed. Thread the machine with the spool in the vertical position.

Embroidery bobbin thread

When embroidering, use embroidery bobbin thread because it is a fine weight and will not build up under embroidery.

FABRICS

Most fabrics can be used for embroidery, as long as you make sure to use the correct stabilizer.

Note that some fabrics have excess dye which can cause discoloration on other fabrics or on your embroidery machine. This discoloration may be very difficult or impossible to remove.

Fleece and denim fabric, especially red and blue, often contain excess dye.

Note: If you suspect that your fabric/ready-to-wear garment contains a lot of excess dye, always pre-wash it before embroidering to prevent discoloration of your machine.

STABILIZERS

Tear-Away Stabilizers

Tear-away stabilizers are used with stable woven fabrics. Hoop with the fabric when embroidering. Tear away excess stabilizer after stitching.

Iron-on Tear-Away

Iron-on tear-away is a totally stable stabilizer that has a slick side that will iron on to fabric. It is recommended for knits and all unstable fabrics. Fuse it to the wrong side of the fabric before hooping. Tear away excess stabilizer after stitching.

Cut-Away Stabilizer

Cut-away stabilizer does not tear so the excess has to be cut away. It is recommended for hoop embroidery on knits and all unstable fabrics.

Water Soluble Stabilizer

Water soluble stabilizer is placed on top of the fabric when embroidering napped and looped fabrics such as terry cloth. When embroidering cutwork, use it underneath the fabric. Place your work in water to dissolve the excess stabilizer. It is available in different thicknesses.

Disintegrating Stabilizer

Disintegrating stabilizer is a stable, loosely woven fabric that is used for techniques such as cutwork and to crochet off the fabric edge. The stabilizer disappears with heat.

Sticky Stabilizer

Sticky stabilizer is used for hoop embroidery when the fabric is too delicate or too small to be hooped. Hoop the sticky stabilizer with the paper side up. Remove the paper and stick the fabric onto the sticky surface. Tear away sticky stabilizer

HOW TO UPDATE YOUR MACHINE

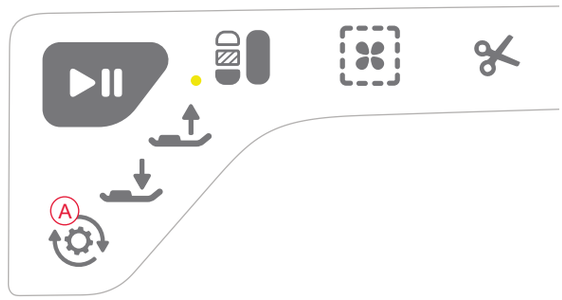
Be sure to consult the website at www.singer.com and/or your local authorized SINGER® retailer for updates and upgrades for your machine and User's Guide.

Updating instructions

- Go to the SINGER® website at www.singer.com and find your machine. Here you will find updates available for your machine.
- Download the update software to your USB embroidery stick.
- Make sure that your machine is turned off. Connect the USB embroidery stick loaded with the new software version to the USB port on your machine.
- While pressing and holding the update button (A), turn your machine on.
- The update starts automatically and you can release the update button when the progress bar shows.

Note: It might take up to one minute before the progress bar shows and you can release the update button.

- When the update is completed the machine will restart automatically. Check the software version number in the SET Menu.



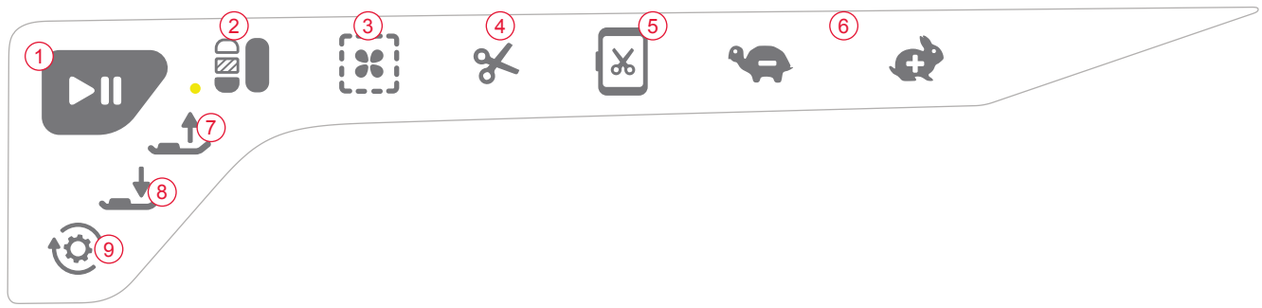
COMPLIMENTARY SOFTWARE

A complimentary PC software package is available for your SINGER® EM9305 embroidery machine. You will find download information together with your unique activation code on the Product Activation Code sheet, included with your machine.

3 SETTINGS & FUNCTION BUTTONS

This section of the User's Guide will guide you through the basic settings and function buttons on your machine. Learn how to navigate the functions and settings on the Interactive Color Touch Screen and how to use the function buttons on the machine head.

FUNCTION BUTTONS



1. Start/Stop

Press Start/Stop to start or stop the machine embroidering.

Your machine stops automatically at color changes and when the embroidery is finished.

2. Monochrome

By default, the machine will stop at color changes when embroidering. If you want to create monochrome embroidery, press Monochrome to eliminate stops for color changes.

Press once more on the button to turn monochrome mode off again. You can also control the monochrome function via the touch screen (see page 6:4).

Activating monochrome mode turns off the LED light next to the button.

Note: If the Automatic Jump Stitch Trim function is selected in the SET Menu it will still be active between the color blocks.

3. Baste

Press Baste to baste an outline of the embroidery design area or to baste the fabric to the stabilizer.

4. Selective Thread Cutter

If you press the Selective Thread Cutter it automatically cuts the top and bobbin threads and raises the presser foot. At the end of a color block only the top thread is cut. When the design is finished, both top and bobbin threads are cut automatically.

Note: Selective Thread Cutter Auto can be cancelled in the SET Menu, see page 3:6

5. Trim Position

The machine will move the hoop forward, towards you, for easy thread trimming.

6. SPEED - and +

Each stitch type in a design has a pre-set maximum speed at which it can be embroidered. To reduce the speed when using specialty threads or embroidering on delicate fabrics, press Speed -. To increase the speed again press Speed +.

7. Sensor Foot Up And Extra Lift

Press Sensor Foot Up and Extra Lift to lift the presser foot to Up position. Press once more and the presser foot will raise to Extra Lift, to make it easier to insert or remove the hoop.

8. Sensor Foot Down

Press the Sensor Foot Down button to lower the presser foot into the Embroidery “float” position.

Thanks to the sensor system, the presser foot continuously senses the thickness of fabric, and embroiders over the fabric smoothly and evenly with perfect fabric feeding.

Note: The presser foot is lowered automatically when you start embroidering.

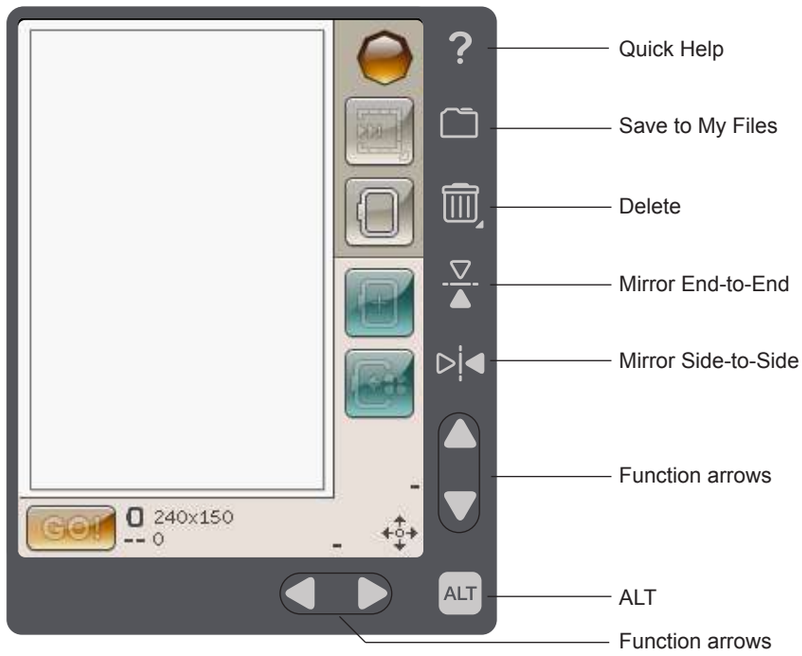
9. Update

Press and hold the Update button while starting the machine, to update the machine software (see page 2:11).

Note: To perform the update, you will also need to connect a USB stick, loaded with the latest software, to the machine.

OVERVIEW TOUCH AREA

The screen on your SINGER® EM9305 is very easy to work with - just touch it with your stylus or your finger tip to make your choices. In this chapter we will describe the area outside the Color Touch Screen. This part will not change its appearance.



Quick Help

Touch the Quick Help icon in the upper right corner. A questionmark is shown on screen indicating that Quick Help is active. Touch any icon, text or area on the touch area that you want information about. A pop-up message gives a short explanation. Touch OK to close the pop-up message and exit Quick Help.

Save to My Files

Touch the Save to My Files icon to open the dialogue for saving edited embroideries and embroidery combinations.

Delete

In Embroidery Edit mode, select a design and touch the Delete icon if you want to delete it from the embroidery field, see page 5:6.

In Embroidery Text Editor, touch Delete to delete the letter, before the cursor, see page 5:3.

In the File Manager, touch the Delete icon if you want to delete a selected design or folder, see page 7:4.

Note: You cannot delete built-in designs from the machine permanently.

Mirror End-to-End/Mirror Side-to-Side

A design will be mirrored side-to-side or end-to-end when touching these functions.

ALT and function arrows

The arrows on your touch area can change function depending on what is shown on your color touch screen. Touch the ALT icon to see if there are more functions available than shown on screen. Read more about the ALT icon's specific functions in each window on page 5:4 and page 6:4.

COLOR TOUCH SCREEN

START MENU

Touch the Start Menu icon to open the Toolbar. The Toolbar is used for selecting and activating different windows.

TOOLBAR

From the toolbar you will be able to enter the Design Menu, Embroidery Font Menu, Embroidery Text Edit, File Manager and SET Menu. Touch the function you want to activate.

Design Menu

Touch the Design Menu icon to open a window where you can see your built-in designs. Touch a design to load it.

Embroidery Font Menu

Touch the Embroidery Font Menu icon to open a window with the available embroidery fonts. Select a font by touching it. When a font is selected, you will automatically enter the Embroidery Text Edit mode.

Embroidery Text Edit

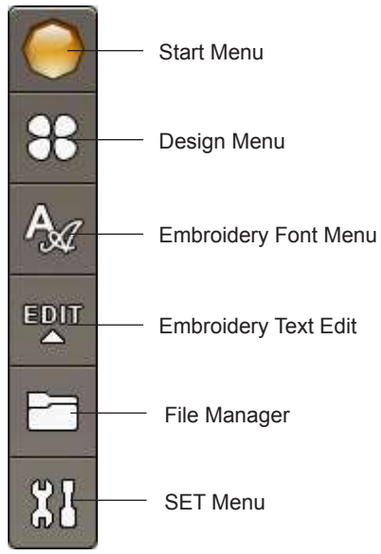
If you want to edit an Embroidery Font program that you have created in Embroidery Edit, touch the Embroidery Text Edit icon. The program window will open to let you make adjustments. You can insert new letters or delete letters.

File Manager

The File Manager is used to open, organize, add, move, remove and copy your designs and fonts files. Use either built-in memory or an external device connected to your machine for storing designs and files. Learn more about the File Manager on page 7:1.

SET Menu

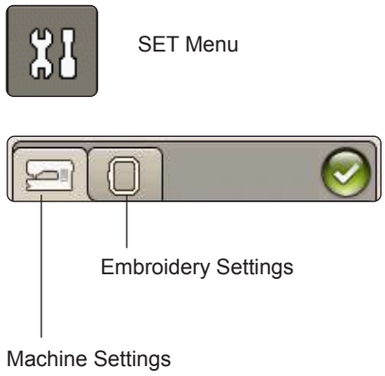
In the SET Menu you can make personal adjustments to the Machine Settings and Embroidery Settings. Learn more about the SET Menu on page 3:5.



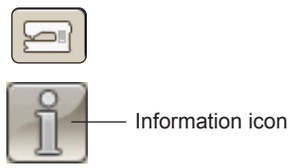
SET MENU

In the SET Menu you can make personal adjustments to the Machine Settings and Embroidery Settings.

Touch the icons to activate a function or open a list of choices. When changing the Embroidery Settings, the settings are saved after turning off the machine.



MACHINE SETTINGS



Information icon

The information icon opens a window which contains the machine's software version, memory usage and license information.

Language

Touch Language to view the languages. Select your desired language by touching it.

Audio Repeat

When active, the signal for some warning alerts or attention pop-up messages is repeated in intervals until it is cancelled.

Lock Screen

Activate Lock screen if there is a risk of someone or something bumping into the screen, changing the settings while embroidering.

When Lock Screen is activated, the screen is automatically locked everytime it is inactive for 10 seconds. A pop-up is opened and the screen will remain locked until you touch OK on the pop-up.

Touch Screen Adjust

The screen might need to be calibrated to adjust to your touch.

Touch to open a view for calibrating the touch screen. Follow the instructions on the screen to calibrate it.

EMBROIDERY SETTINGS

Selective Thread Cutter auto for embroidery

The Selective Thread Cutter auto in the Embroidery Settings is activated by default. The threads are cut automatically and the presser foot raises at color changes or when an embroidery is finished. When deselected, no Selective Thread Cutter auto will be performed.

Automatic Jump Stitch Trim

This machine features Automatic Jump Stitch Trim. This function saves you time trimming after the embroidery is completed. The upper thread will be cut and pulled to the underside of the fabric when starting to embroider after a color change, at the first color block, after stepping stitches and when the machine continues to embroider after a jump stitch.

Thread cuts will be automatically performed in e.g. the following situations:

- Upper thread is cut automatically and the presser foot raises at color changes.
- Bobbin thread and upper thread are cut and the presser foot raises when an embroidery is finished.
- Upper thread is cut automatically at the start of a jump stitch.
- Cut commands in designs.

Note: Hold the thread tail when you start embroidering or at a new color block so that you can easily remove the thread end when cut.

Note: If the front and back of your embroidery will be visible, turn off the automatic jump stitch trim and cut the threads manually.

Note: If your designs are very close together, e.g. lettering or programmed stitches, turn off the automatic jump stitch trim and cut the thread manually.

Hoop Selection

Touch the Hoop Selection icon and select the hoops you own. When you first load a design, the machine will select the most suitable hoop among the ones you have entered in the Hoop Selection.

Note: In the hoop list you will find that some hoop sizes are followed by a letter. These are specialty hoops. For example, E stands for endless hoop and M for metal hoop.

Presser Foot Height

You can adjust the height of the presser foot in Embroidery Stitch-Out mode when using your SINGER® Snap On Embroidery Foot R.

Some embroideries may build up under the presser foot. If there is not enough space between the presser foot and the embroidery, the top thread will form loops on the underside of the embroidery. Increase the presser foot height in small steps until the embroidery moves freely under the presser foot.

FREQUENTLY USED ICONS

Embroidery Edit

In the lower left corner of the Embroidery Edit window, you have a GO! icon. Touch the icon to enter the Embroidery Stitch-Out.

Embroidery Stitch-Out

The Return icon is in the lower left corner of the Embroidery Stitch out mode window. If you touch the icon you will return to Embroidery Edit.

OK

Confirms settings or changes and returns to previous window.

Cancel

Cancels settings and changes and returns to previous window.

Touch & Hold

Some icons have additional functions, marked with a triangle in the lower right corner. To access these functions, Touch & Hold the icon for a few seconds.

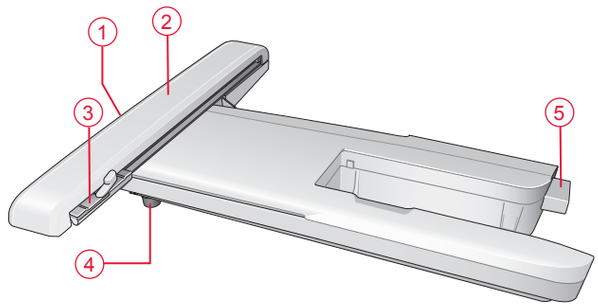
4 EMBROIDERY SET UP

This section of the User's Guide will help you get started to Embroider.

EMBROIDERY UNIT OVERVIEW

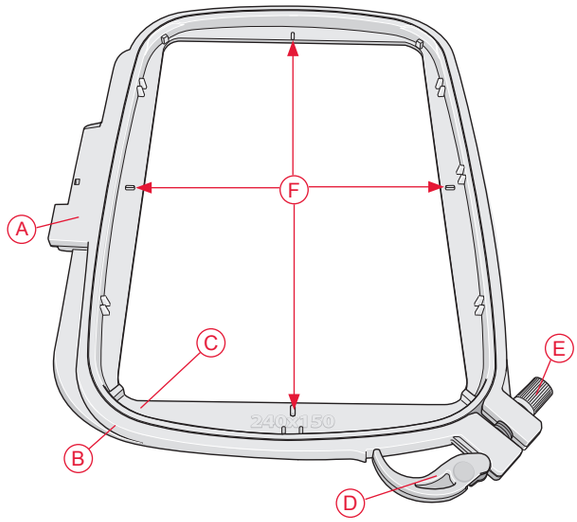
(type BE19)

1. Embroidery unit release button (underside)
2. Embroidery arm
3. Embroidery hoop attachment
4. Level adjustment feet
5. Embroidery unit socket



EMBROIDERY HOOP OVERVIEW

A Embroidery hoop connector
B Outer hoop
C Inner hoop
D Quick release
E Retaining screw
F Center marks



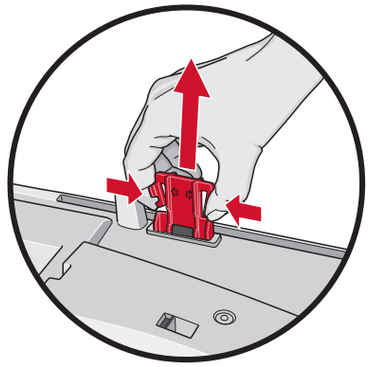
BUILT-IN DESIGNS

150 designs and 1 embroidery font in three sizes are built into the memory in your machine.

SINGER® EM9305 SAMPLER BOOK

On www.singer.com you can find the SINGER® EM9305 Sampler book. Here you can see all the designs and fonts that are built into the machine.

The design number, stitch count (number of stitches in the design) and the design size are displayed next to each design. The suggested thread color for each color block is shown.



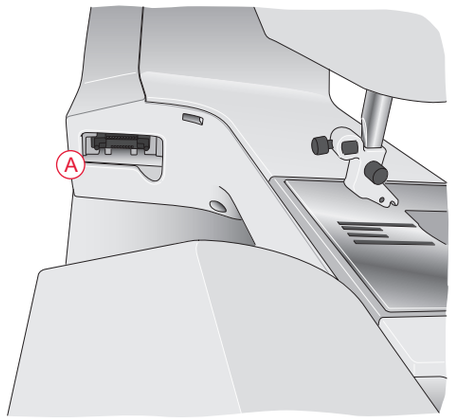
When removing the embroidery unit from the box for the first time, be sure the shipping brace on the underside of the embroidery unit has been removed.

CONNECT THE EMBROIDERY UNIT

There is a socket at the back of the machine (A). Slide the embroidery unit onto the free arm of the machine until it plugs firmly into the socket. If needed use the level adjusting feet so that the machine and embroidery unit are even. If the machine is turned off, turn it on.

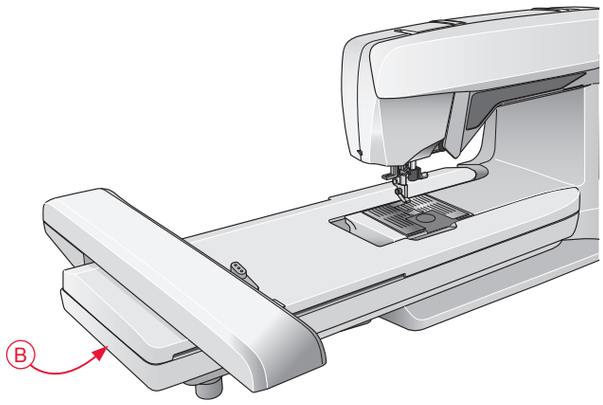
Note: If you remove the embroidery unit in embroidery stitch-out mode a pop-up message tells you to clear the embroidery arm and remove the hoop before calibration. Touch OK. The machine will calibrate and the embroidery arm will move to the ready position.

Note: DO NOT calibrate the machine with the embroidery hoop attached as this can damage the needle, presser foot, hoop and/or the embroidery unit. Be sure to clear all materials from around the machine before calibrating so that the embroidery arm does not bump into anything while calibrating.



REMOVE THE EMBROIDERY UNIT

1. To store the embroidery unit, move the embroidery arm to Park Position by selecting Park Position on the screen in Embroidery Stitch-Out.
2. Press the button at the left, underneath the embroidery unit (B) and slide the unit to the left to remove it.



ATTACH THE EMBROIDERY FOOT R

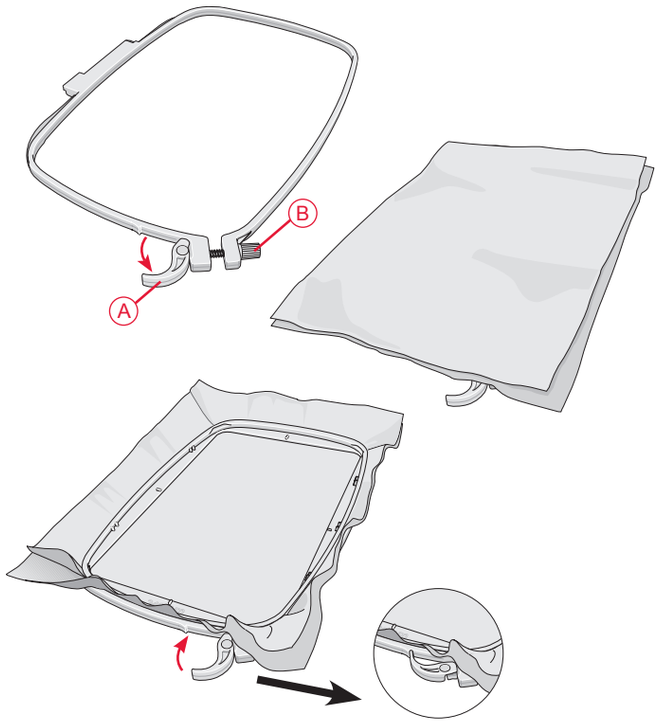
When embroidering, use the SINGER® Snap On Embroidery foot R. See page 2:8 for instructions on how to snap on or off the presser foot.

TO HOOP THE FABRIC

For the best embroidery results, place a layer of stabilizer beneath the fabric. When hooping stabilizer and fabric make sure that they are smooth and securely hooped.

1. Open the Quick Release (A) on the outer hoop and loosen the screw (B). Remove the inner hoop. Place the outer hoop on a firm flat surface with the screw on the lower right. There is a small arrow in the center of the lower edge of the hoop which will line up with a small arrow on the inner hoop.
2. Place the stabilizer and fabric, with the right side facing up, on top of the outer hoop. Place the inner hoop on top of the fabric with the small arrow at the bottom edge. If you can see the hoop size in the lower part of the inner hoop, you have attached it correctly.
3. Push the inner hoop firmly into the outer hoop.
4. Close the Quick Release (A). Adjust the pressure of the outer hoop by turning the retaining screw (B). The fabric should be taut in the hoop for the best results.

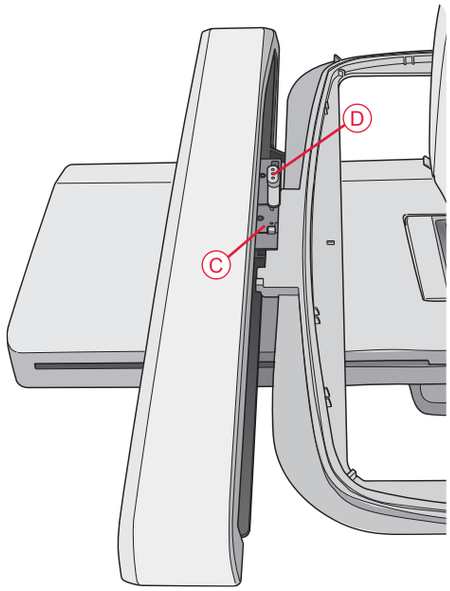
Note: When embroidering additional designs on the same fabric, open the quick release, move the hoop to the new position on the fabric and close the quick release. When changing type of fabric, you might need to adjust the pressure using the retaining screw. Do not force the quick release.



SLIDE ON/OFF THE HOOP

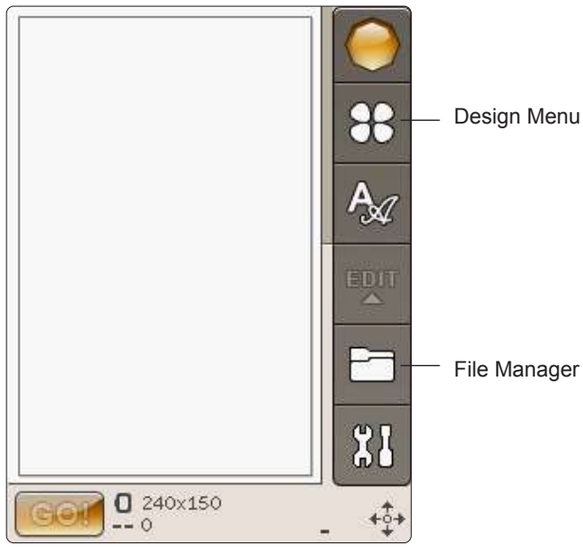
Slide the hoop connector into the hoop attachment (C) from front to back until it clicks into place.

To remove the hoop from the embroidery arm, press the grey button (D) on the hoop attachment and slide the hoop towards you.



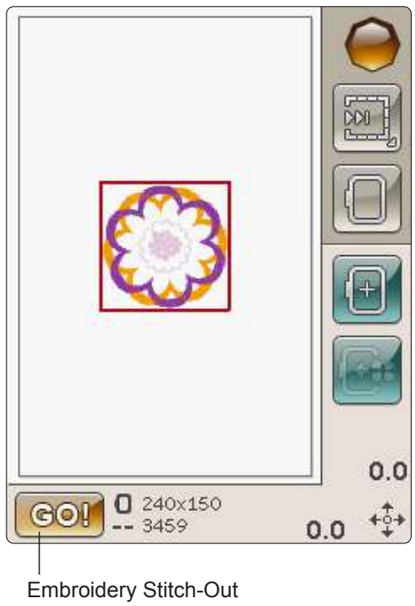
GETTING STARTED EMBROIDERING

1. Attach the embroidery unit and embroidery foot and insert a bobbin with bobbin thread.
2. Touch the Start Menu to open the Toolbar. Open the Design Menu or the File Manager on the toolbar and touch the design, it will load to Embroidery Edit.



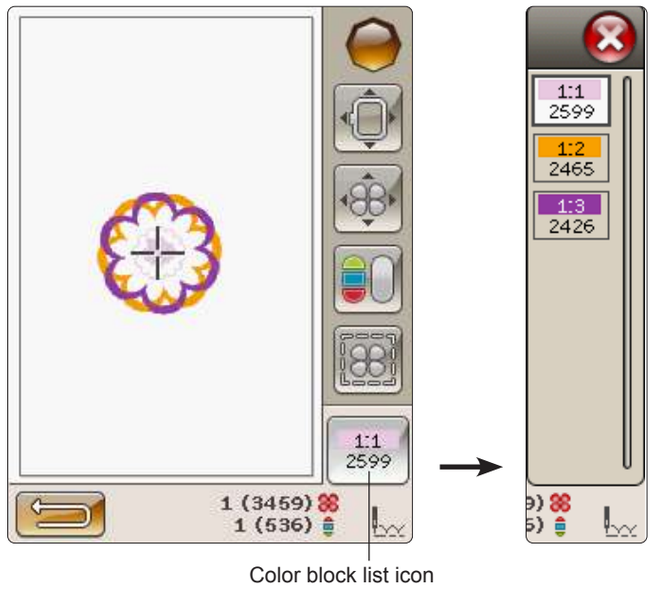
3. When you are ready to embroider, switch from Embroidery Edit to Embroidery Stitch-Out by touching the GO! icon.
4. If the embroidery unit is not already calibrated, a pop-up message will ask you to slide off the hoop and clear the machine area for calibrating the embroidery arm. You will also be reminded to attach the correct embroidery foot. Touch OK or cancel depending on if you want to calibrate or not. The machine will calibrate and the embroidery arm will move to the park position.

Note: DO NOT calibrate the machine with the embroidery hoop attached as this can damage the needle, presser foot, hoop and/or the embroidery unit. Be sure to clear all materials from around the machine before calibrating so that the embroidery arm does not bump into anything while calibrating.

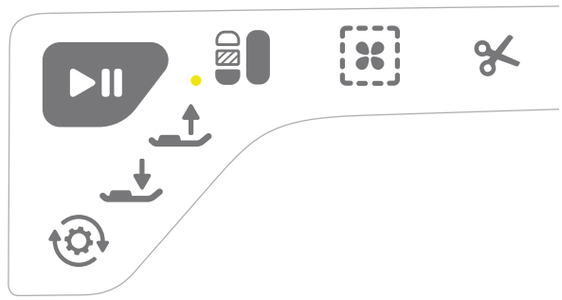


5. Hoop a piece of fabric and slide the hoop onto the embroidery arm.
6. Thread the machine with the first color in the Color Block list.

Note: Touch the color block list icon to see all color blocks in your embroidery.



6. Clear sufficient space around the machine to accommodate movement of the embroidery arm and the hoop. Hold the needle thread and touch the Start/Stop button. The machine starts embroidering.



Note: This machine features Automatic Jump Stitch Trim. When activated the machine trims the top jump stitch threads and pulls the thread ends to the underside of the fabric. The default setting is on. To turn it off, go to the SET Menu, Embroidery Settings and deselect Automatic Jump Stitch Trim. Read more about Automatic Jump Stitch Trim in "Automatic Jump Stitch Trim" on page 3:6.

If Automatic Jump Stitch Trim is not activated the machine will stop after stitching a few stitches. A pop-up message will appear on the screen asking you to cut the thread end. Cut the thread and press Start/Stop to continue embroidering.

7. When the first color is completed, your machine cuts the top thread and stops. A pop-up message appears asking you to change thread color. Re-thread with the next color and continue embroidering by pressing Start/Stop. Hold the thread end. The machine will trim the top thread end and you can pull it loose.

   At the end of each color block, the thread is tied off and the needle thread is cut.

8. When the embroidery is completed, your machine cuts the top thread and bobbin thread and stops. The needle and presser foot raise automatically for easy removal of the hoop.

   A pop-up message and sound informs you that your embroidery is finished. Touch OK to keep the design loaded and stay in Embroidery Stitch-Out Mode.

5 EMBROIDERY EDIT

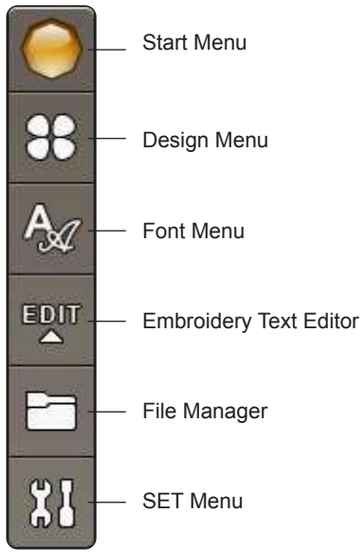
In this section we will take a closer look at how to edit your designs before embroidering them.

EMBROIDERY EDIT MODE

In Embroidery Edit Mode you can adjust, combine, save and delete designs. You do not need to have the embroidery unit connected to your machine to edit your design(s).

START MENU

Touch the Start Menu icon to open the toolbar. From the toolbar you can load a design, load a font, reach the Embroidery Text Editor, Enter the File Manager and make changes in SET Menu.



LOAD A DESIGN

Load a design by touching the Design Menu icon on the toolbar and a window will open showing all built-in designs. Touch a design on the screen once and it will be loaded into Embroidery Edit.

LOAD A FONT

Load a font by selecting the Font Menu from the toolbar and touch your desired font on the screen. A window will open where you can write your text. Write your text and touch OK to load the text into Embroidery Edit.

LOAD FROM USB OR MY FILES

You can also load a design or font from the USB-stick or My Files. Touch the File Manager icon on the toolbar and choose the USB or My Files to load a design from there.

EMBROIDERY TEXT EDITOR

If you touch the Embroidery Text Editor icon, a window will open so you can edit an embroidery text that you have created. You can insert or delete letters or change font.

To use the Editor

Use the stylus and touch the characters you want to add to the text. The text is shown in the text area with the cursor at the active character. Use the arrows below the screen to step forward or backward.

Change Font or Font Size

You can change the font or the size of the entire text by touching the Change Font icon. Select a different font/font size and the entire text you have written will change to the new font/font size.

Add a Letter into a Text

Use the arrows to move the cursor to where you want to add a letter. Touch the letter and it will be inserted at the cursor position.

Delete a Letter

To delete one letter, place the cursor after the letter to be deleted. Touch Delete. If you want to delete all the text you have written, Touch & Hold Delete.

COLOR TOUCH SCREEN ICONS

The Step Through Designs and My Hoops are always available while the lower part of the window can change depending on if you have chosen to position, scale, rotate or zoom/pan.

Step Through Designs

When you touch the Step Through Designs icon, you will select the next design in the order in which they were loaded.

To select all designs, Touch & Hold the Step Through Designs icon. Deselect your design by touching outside the design frame in the embroidery field.

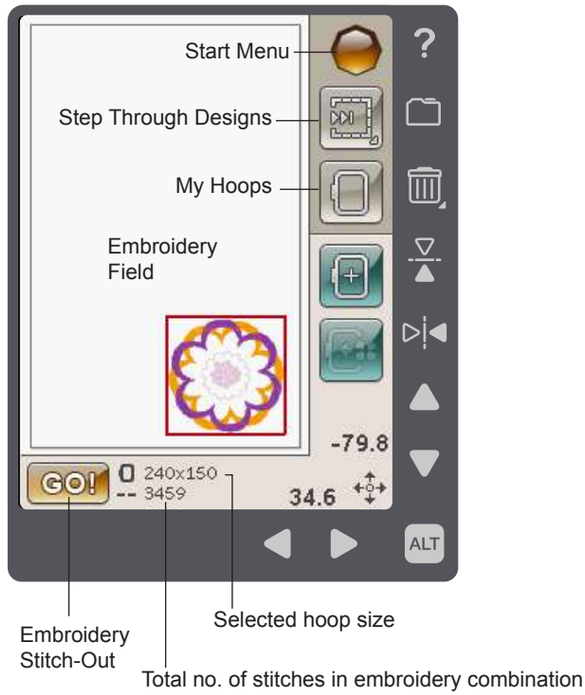
Note: To edit a design in the embroidery field the design needs to be active by being selected.

My Hoops

To select the correct hoop size, touch the My Hoops icon. A pop-up will appear with hoop choices, including hoops that are available to purchase from your authorized SINGER® retailer. After selecting your hoop size, the pop-up will close automatically.

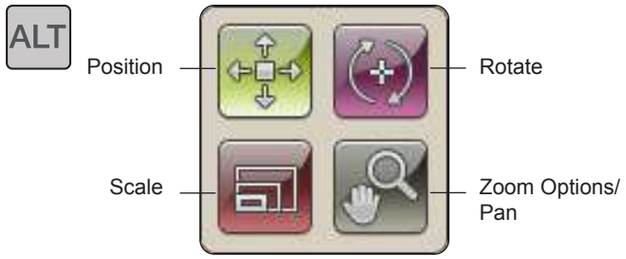
You can see what size you have chosen below the embroidery field.

Note: If you have selected the hoops that you own in My Hoops in the Set Menu those hoops will come first in the My Hoops list in Embroidery Edit.



ALT

The information in the lower part of the screen can change depending on what function you have chosen. Touch the ALT icon and a pop-up appears where you can choose if you want to position, scale, rotate or zoom/pan.



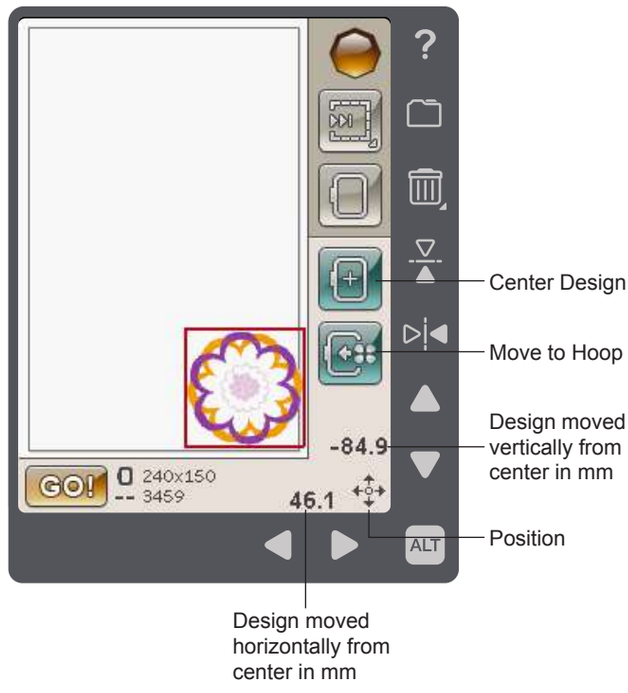
POSITION

When Position is active, you can move the selected design(s) anywhere in the embroidery field. Use arrows or your stylus to move your design. The numbers above/beside the arrows show, in millimeters, the design's current horizontal and vertical position from the center of the hoop.

Touch the Center design icon and the design(s) will be moved to the center of the hoop.

Move to Hoop

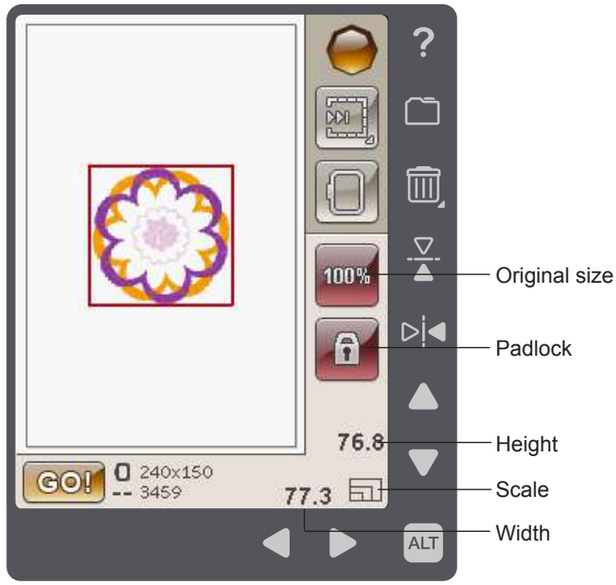
Touch Move to Hoop icon to move any design that is outside the hoop area into the hoop area. The design will be placed at the outer most edge of the hoop in the direction you have placed it.



SCALE

When Scale is active, you can increase or decrease the size of the selected design or a group of designs. By default, the proportions are locked. This is indicated with a closed padlock icon. To unlock, just touch the padlock. Height and width can now be changed individually by using the arrows.

Touch and drag on screen to modify size. If you move the stylus on the screen towards the center of the selected design(s), the size will decrease. If you move the stylus away from the center of the selected design(s), the size will increase. Use the arrows to fine tune. Touch the Original size icon to reset the design to its original size.

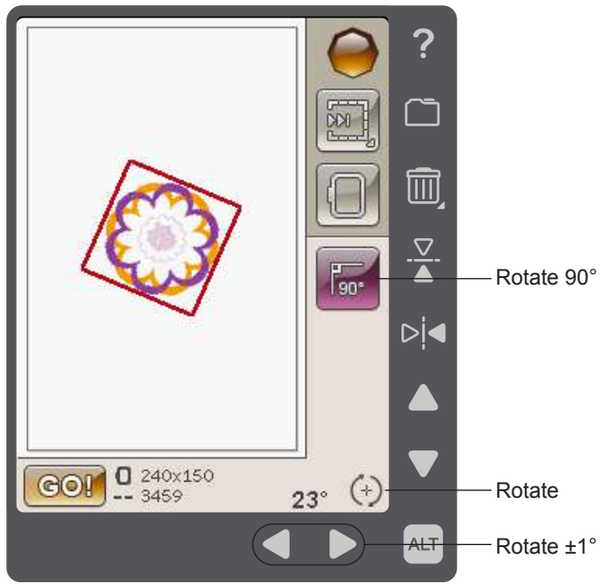


ROTATE

When Rotate is active, the selected design(s) will be rotated around the center point of the selected design(s).

Use the left and right arrows to rotate the design(s) in one degree increments. Each touch of the Rotate 90° icon will rotate the design(s) 90 degrees clockwise.

Above the left/right arrows you can see the angle in degrees that the design(s) has rotated from its original position. You can also rotate the design with your stylus.



ZOOM OPTIONS/PAN

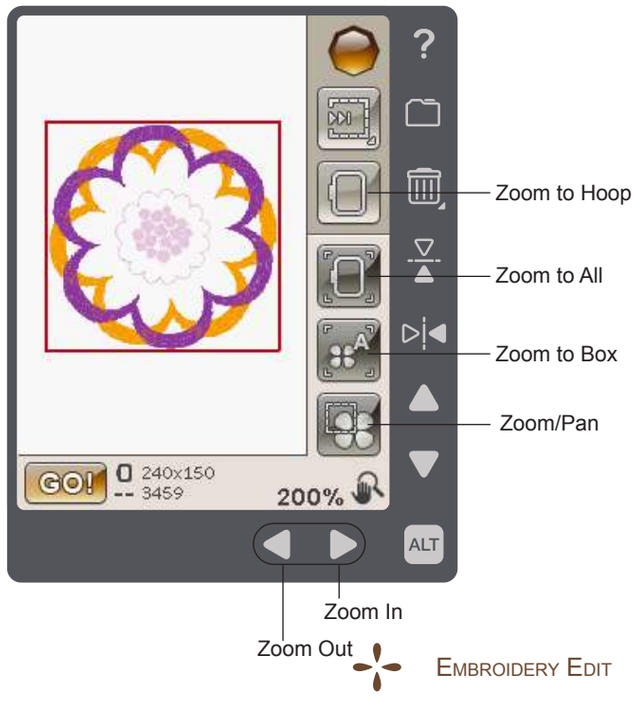
When Zoom Options/Pan is active, you can pan the embroidery field in the zoomed view, by touching and dragging the embroidery field with your stylus.

Use the left/right arrows to zoom in and out in the embroidery area.

Zoom to Hoop will adjust the embroidery field to fit the selected hoop.

Zoom to All will show all the design(s) in the embroidery.

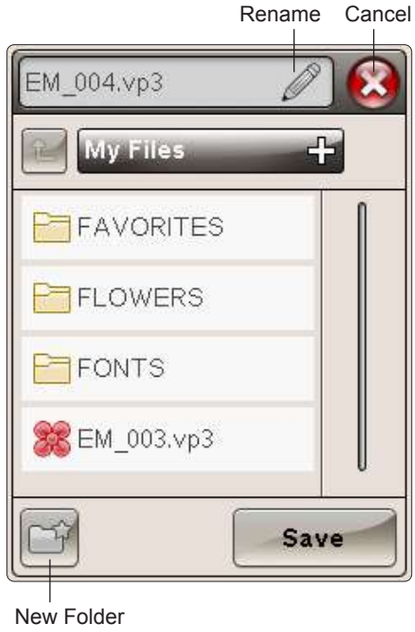
Zoom to Box will help you to zoom to a specific area.Touch and drag your stylus in the embroidery field on the screen to create a box. The screen zooms to show that specific area.



SAVE TO MY FILES

Touch the Save to My Files icon to open the dialogue for saving the actual design(s). A new window will open where you can select where to save your design. You can save either in My Files or to an approved USB device. You can also create folders to organize your designs.

To change the name of the design, touch the rename icon and change the name. Touch Save to confirm. If you want to abort the save, touch cancel and you will return to Embroidery edit.



DELETE

When you touch Delete in Embroidery Edit mode, the selected design(s) will be removed from the embroidery field.

Touch & Hold the Delete icon to delete all designs from the embroidery field. A pop-up message will appear asking you to confirm that you want to delete all designs.

MIRROR END-TO-END AND SIDE-TO-SIDE

To mirror vertically, touch the Mirror End-to-End icon. To mirror a design horizontally, touch the Mirror Side-to-Side icon.

GO!

Once you have edited your design and you want to stitch it out, attach the embroidery unit. Attach the hoop, thread the machine and touch GO! in the lower left hand corner to enter Embroidery Stitch-Out Mode and start to embroider.

Note: If the embroidery unit has not been calibrated before it will calibrate when you enter Embroidery Stitch-Out. A popup will inform you. See "Embroidery Unit Calibration" on page 6:8.

EMBROIDERY EDIT POP-UP MESSAGES

Embroidery combination is too complex

This pop-up message appears for one of the following reasons:

- The design combination contains too many color blocks.
- There are too many designs in the combination.

Remove hoop

This pop-up will appear when a function has been chosen that forces the embroidery unit to move outside the limits for the attached hoop. In order for the embroidery arm to move freely, remove the hoop and then touch OK. To abort the function touch Cancel.

6 EMBROIDERY STITCH-OUT

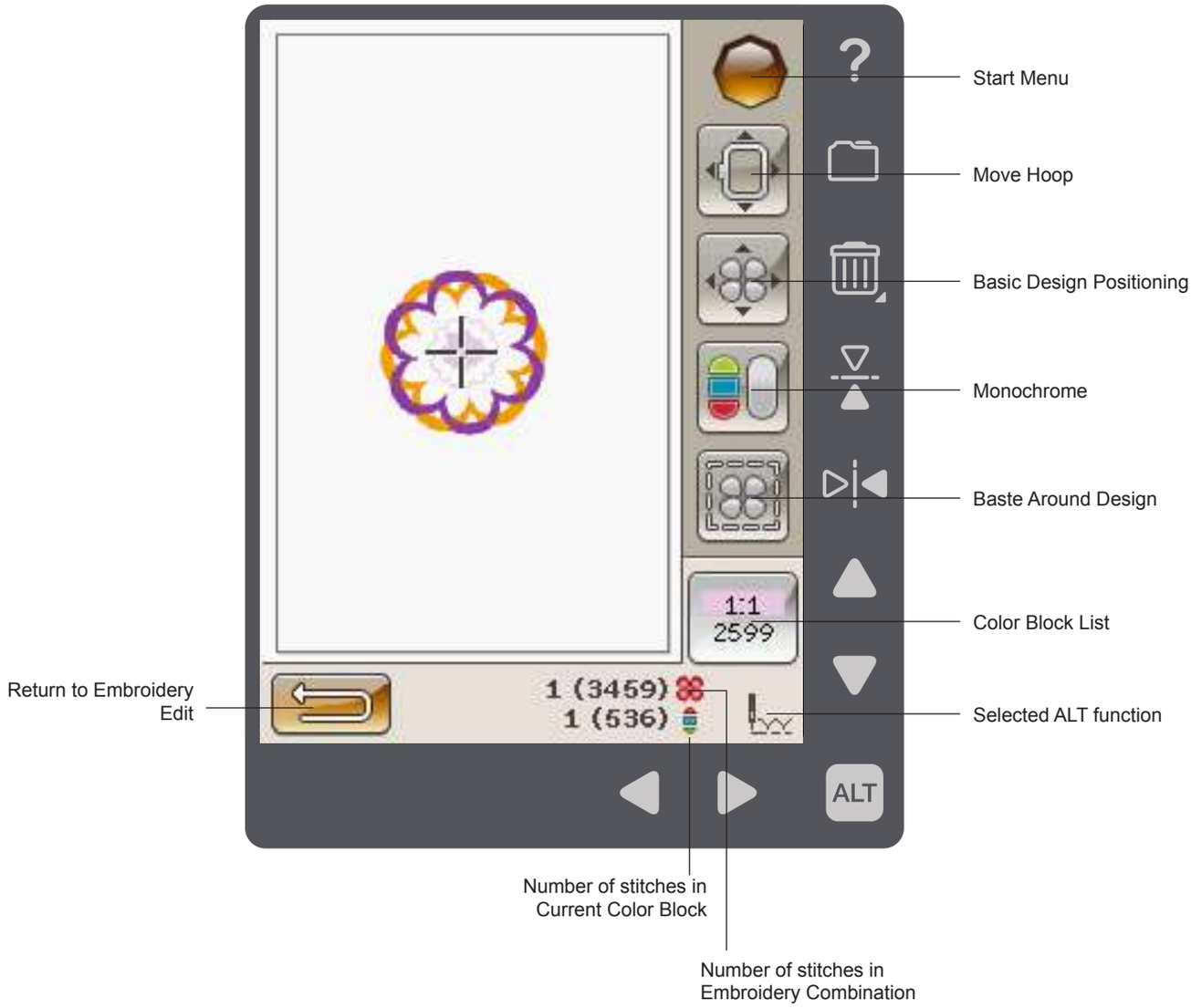
This section will help you get started to embroider.

TO ENTER EMBROIDERY STITCH-OUT

To embroider your design(s), enter Embroidery Stitch-Out by touching the GO! icon in the lower left hand corner of the Embroidery Edit window. The embroidery unit must be connected when the machine enters Embroidery Stitch-Out.

Note: If the embroidery unit has not been calibrated before it will calibrate when you enter Embroidery Stitch-Out. A popup will inform you. See "Embroidery Unit Calibration" on page 6:8.

EMBROIDERY STITCH-OUT - OVERVIEW OF ICONS



START MENU

Touch the Start Menu icon to open the toolbar. From the toolbar in the Stitch-Out Mode you can only make changes in the SET menu.

MOVE HOOP

Use the Move Hoop functions to move the embroidery arm and hoop to different positions.

Current Stitch Position

When you want to return to the current stitch position and continue embroidering where the embroidery was interrupted, touch the Current Stitch Position icon. You can also press the Start/Stop button once to return to the current stitch position and start to embroider.

Park Position

When you have finished your embroidery, remove the hoop and select Park Position. The embroidery arm will be placed in the correct position for storage.

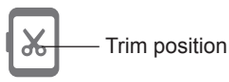
Note: It is important that the hoop is removed before selecting Park Position to prevent damage.

Bobbin Position

To make it easier to change the bobbin, touch Bobbin Position. The hoop will move away from you, allowing you to open the bobbin cover and replace the bobbin.

Trim Position

Trim Position will move the hoop towards you making it easier to trim your jump stitches and trim fabric for specialty techniques.



Note: You can also touch the Trim position button on your machine to move the hoop to trim position.

Center Position

Use the Center Position if you want to check where the center position of the hoop is.

BASIC DESIGN POSITIONING

Basic Design Positioning allows you to place a design on an exact spot on your fabric. It is also used when you want to embroider a design next to a previously embroidered design.

Read more about how to use the Basic Design Positioning on page 6:6.

MONOCHROME

Touch the icon to activate monochrome embroidery. All designs are shown in a grey color and the machine does not stop for color block changes. To deactivate monochrome embroidery, touch the icon again.

Note: If the Automatic Jump Stitch Trim function is selected in the SET Menu it will still be active between the color blocks.

Note: You can also press the Monochrome button on your machine to activate or deactivate Monochrome.

BASTE

Basting enables you to secure your fabric to a hooped stabilizer. It is especially useful when the fabric to be embroidered cannot be hooped. Basting provides support for stretchy fabrics.

When selecting Baste, the machine will baste around the design, outlining the area where the design will be placed on the fabric.

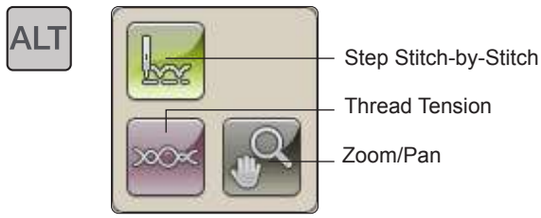
Note: Color list cannot be opened when basting around design.

Note: You can also press the Baste button on your machine to activate or deactivate basting.

ALT IN STITCH-OUT MODE

There are three different options when touching the ALT icon in Embroidery Stitch-Out: Step Stitch-by-Stitch, Thread Tension and Zoom/Pan.

The selected ALT function is indicated with an icon in the lower right corner of the screen.



STEP STITCH-BY-STITCH CONTROL

Touch the left and right arrows to move forward and backward in your design. Use the left arrow to move backwards a few stitches after the needle thread breaks or runs out. Touch & Hold to move through the stitches more quickly. The cursor on the screen will follow the stitches in the embroidery field.

THREAD TENSION

When embroidering with specialty thread or fabric you may need to adjust the thread tension to achieve the best result. Thread tension can be adjusted using the arrows below the thread tension control.

ZOOM/PAN

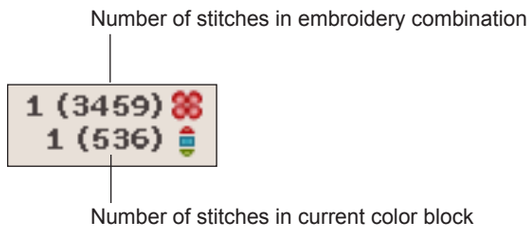
Touch Zoom/Pan and the Zoom to Hoop icon will appear. Pan is always active. (For further zoom options, see page 6:7).

NUMBER OF STITCHES IN EMBROIDERY COMBINATION

The current stitch position in the design or combination is shown next to the flower icon. The number in brackets shows the total number of stitches in the design or combination.

NUMBER OF STITCHES IN CURRENT COLOR BLOCK

The current stitch position in the current color block is shown next to the current Color Block icon. The number in brackets shows the total number of stitches in the current color block.



COLOR BLOCK LIST

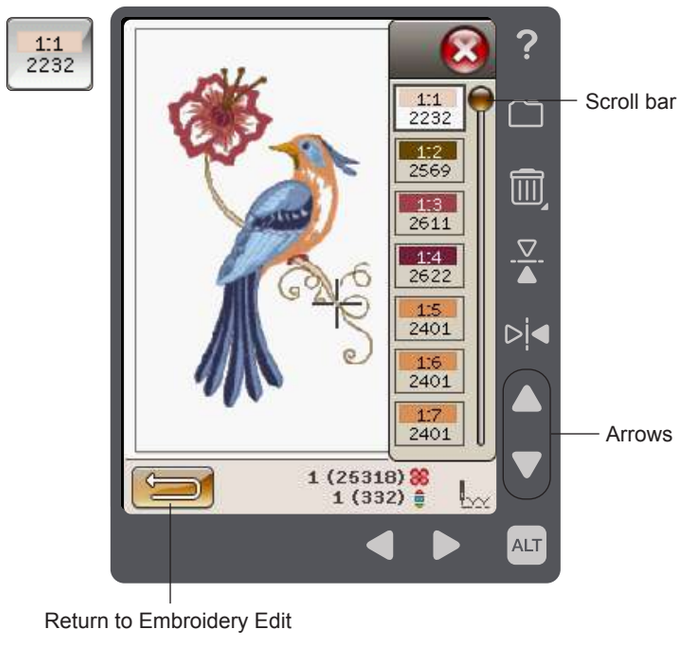
Touch the Color block list icon to see all colors in your design. All colors in the loaded design(s) are shown in the order they will be embroidered. Each listed color shows color order and color number. Use the scroll bar or the arrows to the right to see all of the colors in the list.

Thread manufacturer will be shown when using Quick Help on a color block.

Example: 1:2, 2261, means the second thread color in the first design loaded is thread color number 2261.

RETURN TO EMBROIDERY EDIT

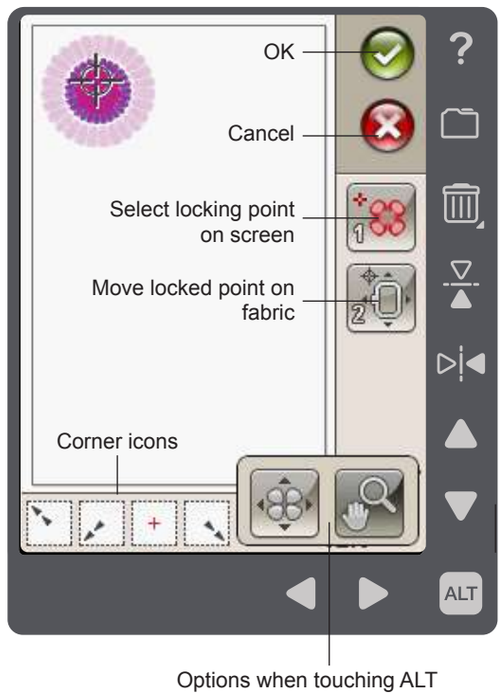
Touch this icon to return to Embroidery Edit if you want to make adjustments to your design(s). A pop-up message will appear asking if you want to return to Embroidery Edit because any changes made in Embroidery Stitch-Out will be lost.



BASIC DESIGN POSITIONING

Basic Design Positioning allows you to place a design on an exact spot on your fabric. It is also used when you want to connect a design to a previously embroidered design.

Touching ALT in this view gives you access to extra Zoom Options/Pan icons, see page 6:7.



HOW TO USE BASIC DESIGN POSITIONING

To select locking point on screen (1)

The first step is to select a locking point (1). A locking point is a point in the design that you want to place in a specific spot on your fabric. You might also use this to connect the design to another design that has already been embroidered.

Place the red cursor where you would like the locking point to be placed in your embroidery. If you want to set the locking point in a corner, use the corner icons. Use Zoom to Cursor (see page 6:7) to be able to place the cursor exactly where you want it.

Note: The closer you zoom, the easier it will be to place your locking point exactly where you want it.

Move locked point on fabric (2)

In step 2 you will be looking at the fabric in your hoop. As you touch the arrows, your hoop will move. Use your stylus on the screen or the arrows to move your hoop until the needle is exactly where you want the locking point to be on your fabric. Check the position by lowering the needle using the hand wheel.

The position of the needle indicates where the locking point is placed on the fabric.

Note: The locking point is not the starting point of your embroidery; only a reference point for placement.

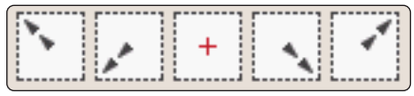
Note: Make sure the needle is above the fabric to prevent damage to the needle and fabric.

CORNER ICONS

Use the corner icons to set the locking point for Basic Design Positioning in a corner of the design or at the center. This is the easiest and most precise way since the connecting point will be automatically placed exactly in the corner.

The corner icons may also be used when locking point is selected. When touching one of the icons, the selected point will automatically be set to the corresponding position, i.e. at a corner or at the center of the embroidery.

E.g. when choosing the upper left corner icon, the connecting point will be set at the upper left corner in the outer line of the design(s). After this, you can continue and make your own adjustments on the connecting point.



Corner icons

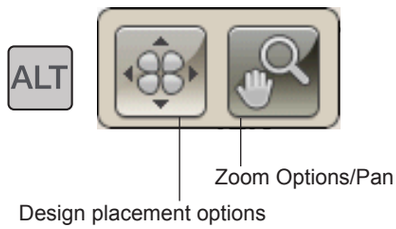
Trace the design field

The corner icons can also be used to trace the design field by touching each of the four corner icons in turn. You can find the center of the design again by touching the centering icon.

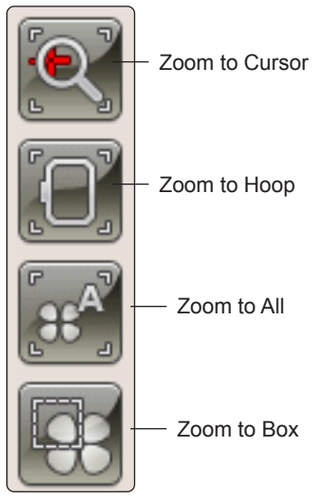
ZOOM OPTIONS/PAN

You can use the Zoom Options/Pan icons to place the design exactly where you want it. Fine tune the placement with the arrows on the screen.

To access the Zoom Options/Pan icons from Basic Design Positioning view, touch ALT and select Zoom Options/Pan. You can now choose between four different zoom options.



- Zoom to Cursor – Touch to zoom in to the cursor position as much as possible. You can position the locking and matching point exactly where you want them.
- Zoom to Hoop – Touch to adjust the embroidery field to fit the selected hoop.
- Zoom to All – Touch to show all the design(s) in the embroidery.
- Zoom to Box – Used to zoom in to a specific area. Touch and drag your stylus in the embroidery field on the screen to create a box. The screen zooms to show that specific area.



To return to the Basic Design Positioning view, touch ALT and select Design Placement Options.

Note: When you use the Zoom to Box function, the pan function is not active.

EMBROIDERY STITCH-OUT POP-UP MESSAGES

Embroidery Unit Calibration

When entering Embroidery Stitch-Out Mode by touching Go! or when connecting the embroidery unit in Stitch-Out Mode, a pop-up message will ask you to slide off the hoop and clear the machine area for calibrating the embroidery arm. You will also be reminded to attach the correct embroidery foot. If the machine is already calibrated, the pop-up will not be displayed.

Note: DO NOT calibrate the machine with the embroidery hoop attached as this can damage the needle, presser foot, hoop and/or the embroidery unit. Be sure to clear all materials from around the machine before calibrating so that the embroidery arm does not bump into anything while calibrating.

Attach correct hoop

If the size of the hoop attached to the machine does not match the size displayed on screen, the machine cannot embroider. You must change the hoop to the hoop size displayed in the pop-up or change the hoop setting.

To change hoop settings, return to Embroidery Edit and touch My Hoops icon.

My Hoops icon

Cut Thread End

When Automatic Jump Stitch Trim is deselected in the SET menu, the thread ends will not be cut automatically. When a new embroidery is started or the thread has been changed, the machine will embroider a few stitches and then stop. A pop-up message will now display, asking you to cut the thread.

To do so, hold the thread end, press the Selective Thread Cutter button on the machine to cut the thread and remove the thread tail that has been cut.

Note: When Automatic Jump Stitch Trim is selected in the SET menu, thread ends are cut automatically. Simply remove the thread tail that has been cut.

Selective Thread Cutter button

Bobbin Thread Low - move to bobbin position?

When the bobbin thread is running low, a pop-up message appears giving you an advanced notice that you'll soon need to change the bobbin. This gives you an opportunity to plan when you want to change your bobbin. If you want to continue embroidering just touch the Start/Stop button without touching OK in the pop-up.

It is possible to embroider until the thread has completely run out. Press the Start/Stop button to continue embroidering without closing the Bobbin thread low pop-up.

Touch Cancel to remain at the current stitch position. Touch OK to move the hoop to bobbin position. The hoop position pop-up opens. Replace the empty bobbin with a full one. Touch Current position and pull back excess needle thread. Press Start/Stop to continue embroidering.

Check Needle Thread

The machine stops automatically if the needle thread runs out or breaks. Re-thread the needle thread, close the pop-up message, go back a few stitches using the Step Stitch-by-Stitch control and start embroidering again

Machine needs to rest

If the machine stops and this pop-up appears on the screen, the machine needs to rest. When the OK icon is enabled you can resume embroidering. The embroidery results will not be affected.

Raise needle

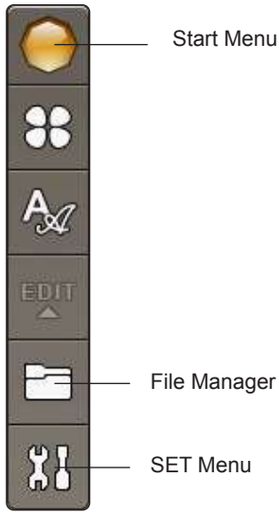
If the needle is lowered with the handwheel to check the needle position on the fabric, a pop-up message is displayed to prevent damage to the needle and fabric when trying to adjust the hoop position. Make sure the needle is above the fabric and touch OK.

7 FILE MANAGER

In this section we will take a closer look at how to organize your designs and files in your machine.

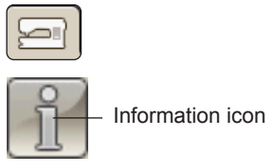
FILE MANAGER

The File Manager is used to open, organize, add, move, remove and copy your designs and fonts. Use either built-in memory or an external device connected to your machine for storing designs and files. To open the File Manager, touch the Start Menu icon and touch the File Manager icon.



AVAILABLE MEMORY

The built-in memory can store designs and other files. To check how much memory is used in the built-in memory, touch the Start Menu icon, and SET menu, Machine Settings and touch the Information icon. A pop-up window shows how much memory is used.



FILE FORMATS

Your machine can load the following file formats:

- .SHV, .DHV, .VP3, .VIP, .HUS, .PEC, .PES, .PCS, .XXX, .SEW, .JEF, .EXP, .10* and .DST (embroidery files)
- .VF3 (embroidery font files)

Note: If the file type or file version is not supported by your machine, or the file is damaged, it is shown in the selection area as an unrecognized file.

BROWSE FILE MANAGER

When File Manager is open you can reach your My Files folder and your USB stick (if you have one connected).

Touch any of these icons to display their contents in the selection area.

LIST VIEW/THUMBNAIL VIEW

Touch the List/Thumbnail view icon to show the files in the current folder listed in alphabetical order. For each file, file name and type will be displayed. Touch the List/Thumbnail view icon again to switch back to Thumbnail view.

MY FILES

Fill My Files with designs, your customized designs, or fonts. Create folders to keep your files organized.

This chapter will discuss how to arrange My Files so that you can find your favorites easily.

USB

The USB icon is only active when a device is connected to the machine USB port.

OPEN A FOLDER

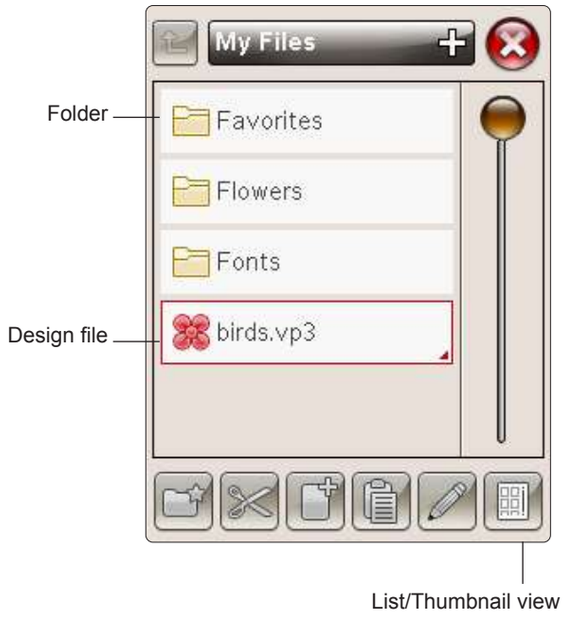
Touch & Hold on the folder to open it. The contents of the folder will be shown in the selection area.

OPEN A FILE

Touch & Hold on the file to open it. Use the scroll bar or the arrows to scroll down in your File Manager. You can only open one file at a time.

MOVE UP ONE FOLDER LEVEL

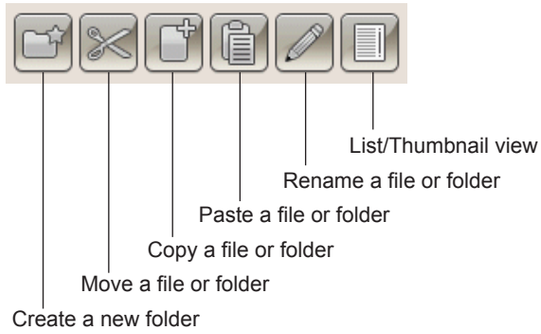
Use the Move up one folder level icon to step up through the levels of folders. You can step up all the way to the first level. In the selection area you will see the files and folders for each level as you step through.



ORGANIZE

CREATE A NEW FOLDER

Touch the create new folder icon to create a new folder. A pop-up message opens where you can enter a name for your folder.



MOVE A FILE OR FOLDER

Use cut and paste to move a file or folder to another storage location.

Select the file or folder by touching it, then touch Cut. Open the folder where you want to place the file or folder. Touch Paste. The file or folder is now stored in the new location and is removed from the previous location.

COPY/PASTE A FILE OR FOLDER

Use Copy and Paste to copy a file or folder to another place.

Select the file or folder, then touch Copy. Open the folder where you want to place the file or folder. Touch Paste.

RENAME A FILE OR FOLDER

To change the name of a file or folder, touch the folder, then touch the Rename file or folder icon. A pop-up message opens where you can change the name.

DELETE A FILE OR FOLDER

To delete a file or folder, select it and touch Delete. A pop-up message asks you to confirm the deletion. If a folder is deleted, all files within the folder are deleted as well. To delete all files or folders in the currently open folder, Touch & Hold the Delete icon for a few seconds.

FILE MANAGER POP-UP MESSAGES

There is not enough available memory

Your machine can store files in the built-in memory. When the memory is full, you can move them to an external device by using the Cut and Paste functions.

When there is a small amount of memory left, your machine will alert you once. If you continue to fill the memory, it will not remind you again, until the memory is completely full.

System Busy

When the machine is loading, saving, moving files or performing a function that takes time, an hour glass is shown.

8 MAINTENANCE

In this section you will find information about how to take care of your machine and also a troobleshooting guide.

CLEANING THE MACHINE

To keep your machine operating well, clean it often. No lubrication (oiling) is needed.

Wipe the exterior surface of your machine with a soft cloth to remove any dust or lint build up.

Wipe the screen with a clean, soft and slightly damp microfiber cloth.

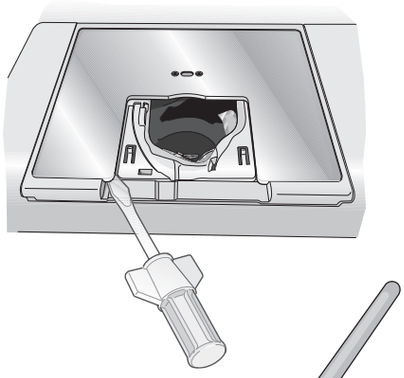
Regularly clean the lint and threads from the bobbin area. When necessary, also clean under the bobbin area.

Removing the Needle Plate and Cleaning the Bobbin Area

Note: Turn off the machine before cleaning the bobbin area.

Remove the presser foot (see page 2:8) and slide off the bobbin cover. Place the screwdriver under the needle plate as shown in the picture and gently turn the screwdriver to pop off the needle plate.

Clean the bobbin area with the brush found with the accessories.



Cleaning under the Bobbin Area

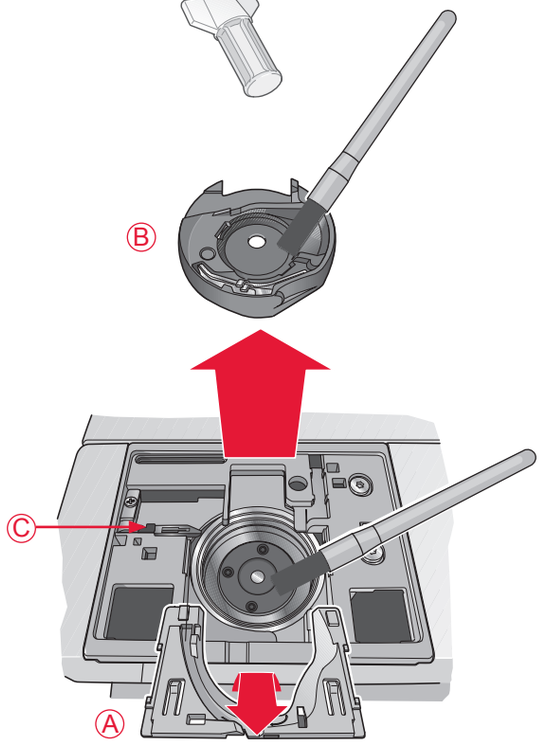
Clean the area under the bobbin case after embroidering several projects or any time you notice an accumulation of lint in the bobbin case area.

Remove the bobbin case holder (A) covering the front part of the bobbin case by lifting it up. Remove the bobbin case (B) by lifting it up. Clean with the brush.

Note: Use caution when cleaning around the Selective Thread Cutter knife (C).

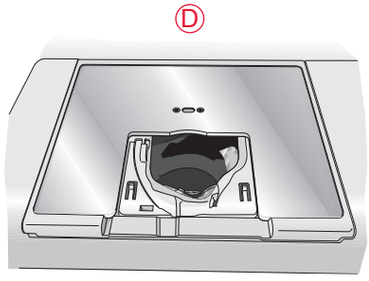
Put the bobbin case and the bobbin case holder back in place.

Note: Do not blow air into the bobbin case area. The dust and lint will be blown into your machine.



Replacing the Needle Plate

Place the needle plate so that it fits into the notch at the back (D). Press the needle plate down until it clicks into place. Slide on bobbin cover.



TROUBLESHOOTING

In this troubleshooting guide you will find solutions to the problems you may have with your machine. For further information please contact your local authorized SINGER® retailer who will be happy to help you.

Have Your Machine Serviced Regularly by your Local Authorized Dealer!

If you have followed this troubleshooting information and still have problems, take your machine to your dealer. If there is a specific problem, it is a great help to test embroider with your thread on a scrap of your fabric and bring it to your dealer. A sample will often give much better information than words.

General Problems

Bobbin alarm does not work?	Clean lint from bobbin area and use only the original SINGER® bobbins approved for this model.
Thread cutter does not cut the thread?	Remove stitch plate and clean lint from bobbin area. Enable Selective Thread cutter Auto in the SET Menu.
The needle breaks?	Insert needle correctly as described on page 2:9.
The machine will not embroider?	Check that all plugs are securely plugged into the machine and into the wall socket.
The screen displays the startup screen?	Touch the touch screen to activate.
Icons on the touch screen are not activated when touched?	Calibrate the touch screen. Calibrate is found in the SET Menu (Touch Screen Adjust).
The screen and/or function buttons do not respond to touch?	The sockets and function buttons on the machine can be sensitive to static electricity. If the screen does not respond to touch, turn the machine OFF and then ON again. If the problem persists, contact your authorized SINGER® retailer.

Needle Thread Breaks

Did you insert the needle properly?	Insert needle correctly as described on page 2:9.
Did you insert a wrong needle?	Use needle system 130/705 H or 130/705 H-S.
Is the needle bent or blunt?	Insert a new needle.
Is the needle too small for the thread?	Change the needle to the proper size for the thread.
Is the needle plate hole damaged?	Change the stitch plate.
Did you thread the machine properly?	Check how the machine is threaded. Rethread the machine (see page 2:5).
Are you using poor thread with slubs or thread which has become dry?	Change to a new high quality thread purchased from an authorized SINGER® retailer.
Is the correct spool cap used?	Attach a spool cap of the right size for the actual thread spool (see page 2:4). If you are using a vertical spool pin, you should not have a spool cap on top of the spool.
Is the best spool pin position used?	Try a different spool pin position (vertical or horizontal).

Bobbin Thread Breaks

Did you insert the bobbin properly?	Check the bobbin thread (see page 2:8).
Is the needle plate hole damaged?	Change the stitch plate (see page 8:2).
Is the bobbin area full of lint?	Clean lint from bobbin area and use only the original bobbins approved for this model (see page 2:7).
Is the bobbin wound correctly?	Wind a new bobbin.
Are you using the correct bobbin?	Use only the original bobbins for this model (SINGER® bobbins, group EF).

The Machine Skips Stitches

Is the needle bent or blunt?	Insert a new needle, see page 2:9.
Did you insert the needle properly?	Insert needle correctly as described on page 2:9.
Did you insert a wrong needle?	Use needle system 130/705 H or 130/705 H-S.
Did you thread the machine properly?	Check how the machine is threaded, see page 2:5.
Is the correct presser foot used?	Attach correct presser foot.
Is the needle too small for the thread?	Change the needle.

The Seam has uneven Stitches

Is the thread tension correct?	Check needle thread tension and the threading.
Are you using too thick or slubbed thread?	Change the thread.
Is the bobbin thread evenly wound?	Check bobbin winding (see page 2:7).
Is a correct needle used?	Insert a proper needle correctly as described on page 2:9.

Thread loops are forming on the underside of the embroidery design

Has the embroidery built up too much to move freely under the presser foot?	Reduce the presser foot height in Embroidery Settings in SET menu in small steps until problem is solved.

The Embroidery Design is Distorted

Is the fabric hooped properly?	The fabric must be tightly hooped.
Is the inner embroidery hoop completely inserted in the outer embroidery hoop?	Hoop the fabric in such a way that the inner hoop exactly matches the outer hoop.
Is the area around the embroidery arm free?	Clear area around the embroidery unit and recalibrate.

The Embroidery Design has Puckered

Did you stabilize your fabric sufficiently?	Ensure you use the proper stabilizer for your technique or fabric type.

The Machine will not Embroider

Is the embroidery unit attached?	Make sure that the embroidery unit is properly attached into the socket.
Is the wrong hoop attached?	Slide on the correct hoop.

System report

Is your machine displaying the system report pop-up?	When the system report pop-up appears, go to My Files/Reports and locate the file (SystemReport01.dmp or higher number). Save the file to a USB stick. Send the file together with a short description of what you were doing before the pop-up appeared to product.improvement@singer.com. After sending the file, remove it from your machine.

TECHNICAL SPECIFICATION

Sewing Speed 750 stitches/minute maximum	**Rated Voltage** 100–240V, 50–60Hz	**Nominal Consumption** <100W
Light LED Lights	**Safety Class** II (Europe)	**Machine Dimensions** Length: 445 mm Width: 210 mm Height: 300 mm
Net Weight Machine only: 8 kg Embroidery unit: 3 kg		

The technical specifications and this user's guide can be changed without prior notice.

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INTELLECTUAL PROPERTY

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Please note that on disposal, this product must be safely recycled in accordance with relevant National legislation relating to electrical/ electronic products. Do not dispose of electrical appliances as unsorted muncipal waste, use separate collection facilities. Contact your local government for information regarding the collection systems available. When replacing old appliances with new ones, the retailer may be legally obligated to take back your old appliance for disposal free of charge.

If electrical appliances are disposed of in landfills or dumps, hazardous substances can leak into the groundwater and get into the food chain, damaging your health and well-being.

Non-original Parts and Accessories

The warranty does not cover any defect or damage caused by use of non-original accessories or parts.

You have purchased a modern, updatable embroidery machine. As we regularly release software updates, it is possible that there may be some differences between the machine software and the software described in the User’s Guide. Consult your local Authorized SINGER® retailer, and be sure to visit our website at www.singer.com for the latest updates of the software and the User’s Guide.

We reserve the right to change the machine equipment and the assortment of accessories without prior notice, or make modifications to the performance or design. Such modifications, however, will always be to the benefit of the user and the product.

Manufacturer
VSM Group AB, **SVP Worldwide**
Drottninggatan 2, SE-56184, Huskvarna, SWEDEN

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