To Set the Needle

Turn the balance wheel over toward you until the needle bar moves up to its highest point; loosen the screw in the lower end of the needle bar and put the needle up into the bar as far as it will go, with the long groove of the needle toward the right and the eye of the needle directly in line with the arm of the machine, then tighten the screw.

To Thread the Needle

Pass the thread from the unwinder, from back to front through the lower hole (1) in the pin on top of the machine, up and from right to left through the upper hole (2) in the pin, down and from right to left through the center hole (4) and from right to left through the lower hole (5) in the thread guide at the front of the machine, down under and to the left between the tension discs (6), against the pressure of the take-up spring into the notch (7), up through the thread guide (8), to the left through the eye of the take-up lever (9), down again through the guide (10), into the guides (11 and 12), through the hole (13) in the needle bar and from right to left through the eye of the needle (14). Draw about three inches of thread through the eye of the needle.

To Remove the Bobbin

Draw out the slide in the bed of the machine, reach down with the thumb and forefinger of the left hand, open the bobbin case latch with the forefinger as shown above, and lift out the bobbin case. Release the latch, turn the open end of the bobbin case downward and the bobbin will drop out.