Hold the bobbin case with the left hand as shown in Fig. 8, with the spring upward and place the bobbin into the bobbin case.

Pull the thread into the slot "N", Fig. 9, under spring "O", Fig. 9, into the next slot "P", Fig. 9 into the bobbin case and lead the thread out through the third slot "Q", Fig. 9.

![Diagram](image)

**Figure 9**

**TO REPLACE THE BOBBIN CASE**

After threading take the bobbin case by the latch and place it on the center stud of the bobbin case base holder. Release the latch, press the bobbin case until the latch engages in the groove near the end of the stud. Allow about 2 inches = 50.8 mm of thread to hang free and close the bed slide.

**TO SET THE NEEDLE**

Turn the machine pulley toward the operator until the needle bar reaches its highest point. Loosen the needle set screw at the lower end of the needle bar and push the needle into the bar to the needle stop with the long groove and the eye facing the operator. Then securely tighten the needle set screw.

**TO PREPARE FOR SEWING**

With the left hand hold the slack end of the needle thread and turn the machine pulley over toward you until the needle moves down and up again to its highest point, thus catching the bobbin thread. Then draw up the needle thread and the bobbin thread will come up with it. Lay both threads back under the presser foot and you can begin to sew.

**UPPER THREADING (Figure 10)**

As soon as the operator has become accustomed to threading the machine, the thread can be passed with a single continuous motion from the thread guide to the needle eye.

First, turn the machine pulley toward the operator until the needle is at its highest position. From the spool holder pass the needle thread from right to left through the rear hole of the thread guide "R", Fig. 10, on the arm cover and then from left to right through the front hole. Now draw the thread from right to left through the upper hole of the thread guide "S", Fig. 10, on the pretension and from left to right through the lower hole.

Insert the thread from right into the pretension "T", Fig. 10, lead 1-1/2 times clockwise around the tension wheel "U", Fig. 10, over the thread take-up spring "V".

![Diagram](image)

**Figure 10**

TO REGULATE THE TENSIONS (Figures 8, 10, 11, 12 and 13)

The regulation of the needle and bobbin thread tensions is dependent on the thread and material to be used.

The tension on the needle thread should be regulated only when the presser foot is down and the thread tension is not released. The tension is regulated by means of the tension thumb nut "AC", Fig. 10. The rotary tension mounted onto the machine at the factory can be used for all types of sewing operations.

The tension on the bobbin thread is regulated by the small regulating screw "M", Fig. 8, in the bobbin case.