

## Sewing Machine – Winding a Bobbin

### Step 1: Open the top cover

- Lift the top cover of the sewing machine.



### Step 2: Unthread the machine

- Take the spool off the spool pin and gently pull until the thread is free of the machine.
- It is helpful to then wind the loose thread back onto the spool to prevent having to deal with lots of loose thread.



### Step 3: Return the spool to the spool pin

- Place the spool of thread back on the spool pin.
- Place the spool stopper on the end to prevent it sliding off the pin.



### Step 4: Bring the thread around the thread guide

- Guide the thread around so it rests under the black ring on the thread guide.
- The black ring should move up and down when you raise or lower the thread.



### Step 5: Bring the thread around the bobbin thread tensioner

- Guide the thread into the slot of the bobbin thread tensioner.
- If done properly, there should now be light resistance when you pull on the end of the thread.



**Step 6: Thread the bobbin**

- With the thread going from the inside of the bobbin outside to the top, guide the thread end through the hole in one end of the bobbin.
- Leave an inch or two of thread tail sticking out the top of the bobbin.

**Step 7: Lock the bobbin onto the spindle**

- Place the bobbin on the bobbin winding spindle, with the thread tail coming off the top of the bobbin.
- Push the spindle to the right until it clicks.

**Step 8: Disengage the clutch**

- Pull the center of the balance wheel knob out until it clicks.
- This allows the machine to run without the needle running.

**Step 9: Wind the bobbin**

- While holding on to the thread tail for the first few seconds, press the foot control pedal to wind the bobbin.
- Theoretically, the machine has an automatic-stop feature when the bobbin is full, but it can be problematic. When the bobbin looks full, stop winding.

**Step 10: Remove the bobbin and return the machine to normal**

- Cut the thread, push the spindle back over to the left, and remove the bobbin.
- Push the clutch knob back in.
- Unthread the machine.

