

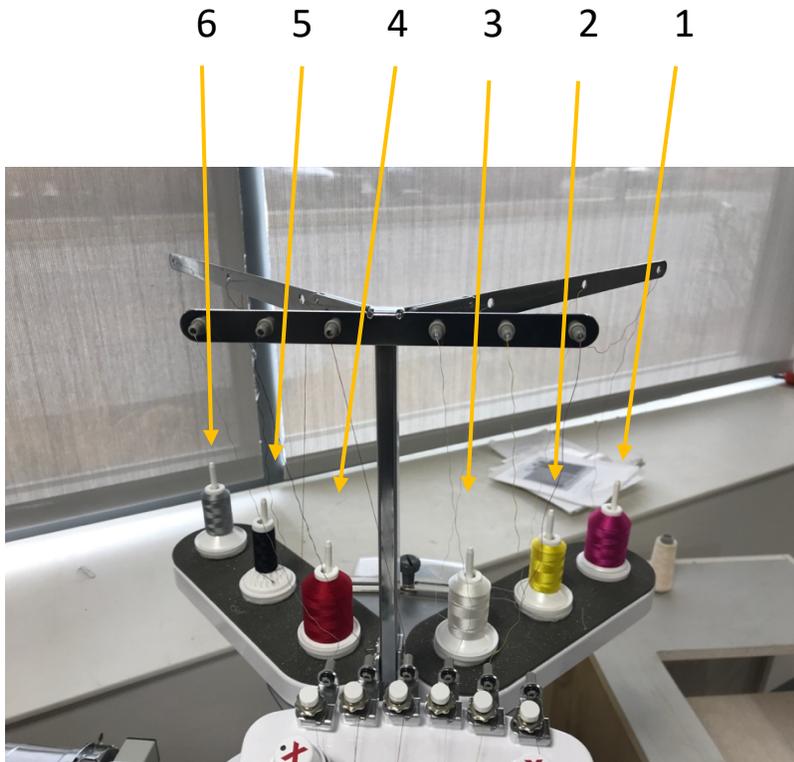
SOP: Baby Lock Embroidery Machine

Training is required

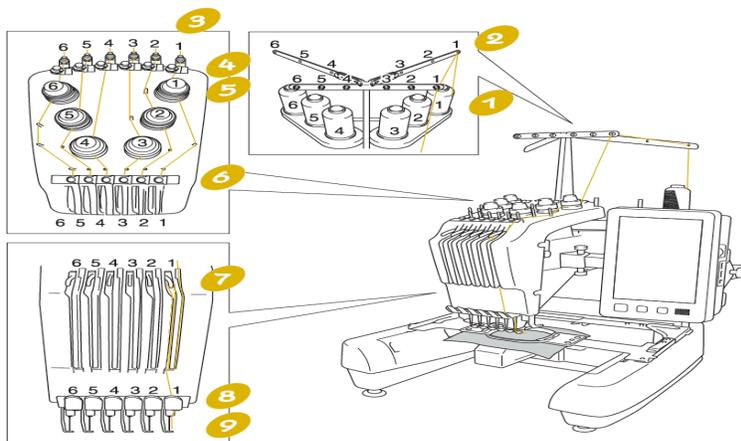


PREPARING THE EMBROIDERY MACHINE

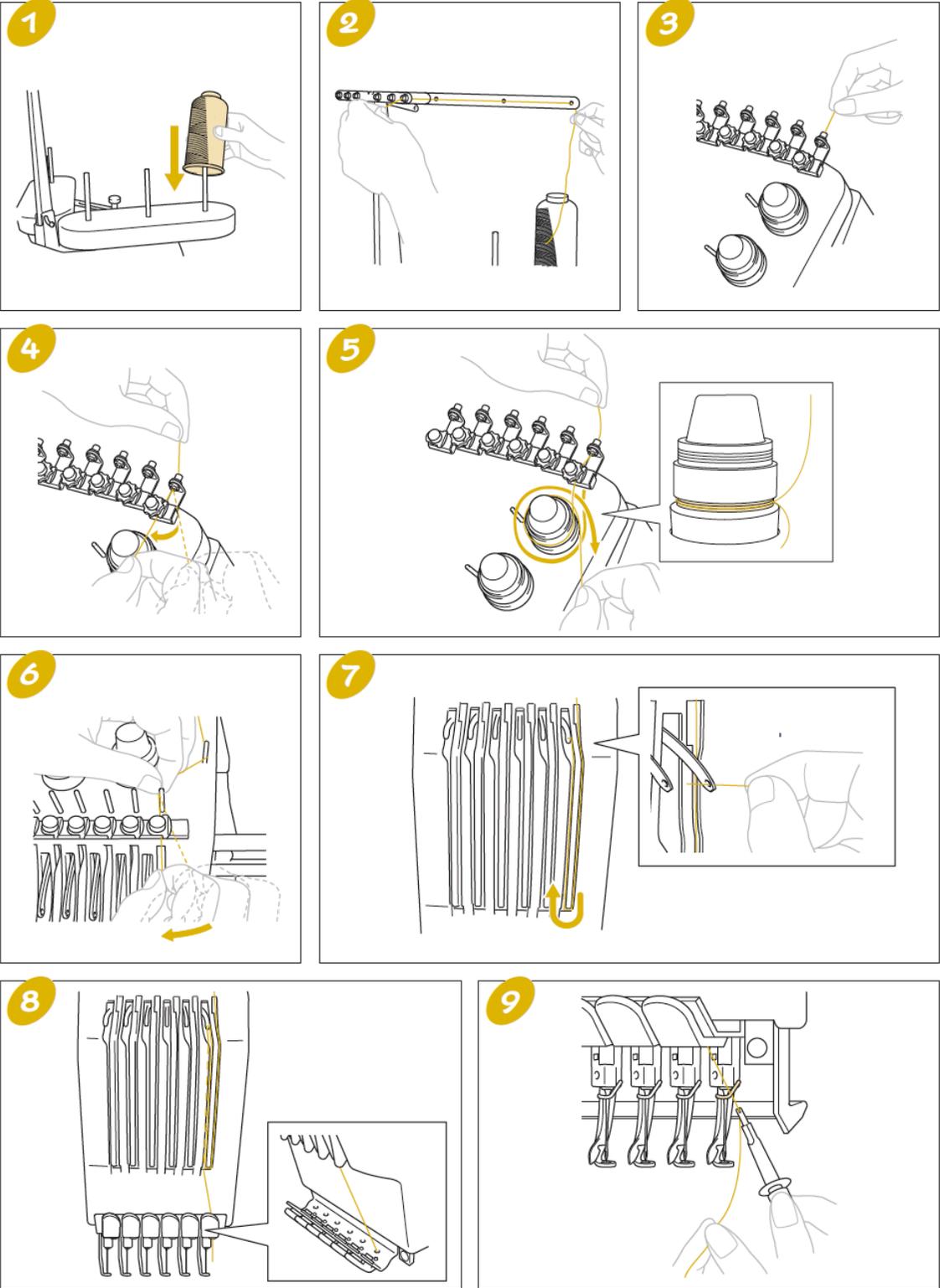
The spools of thread are numbered 1-6. The numbering goes from right to left.



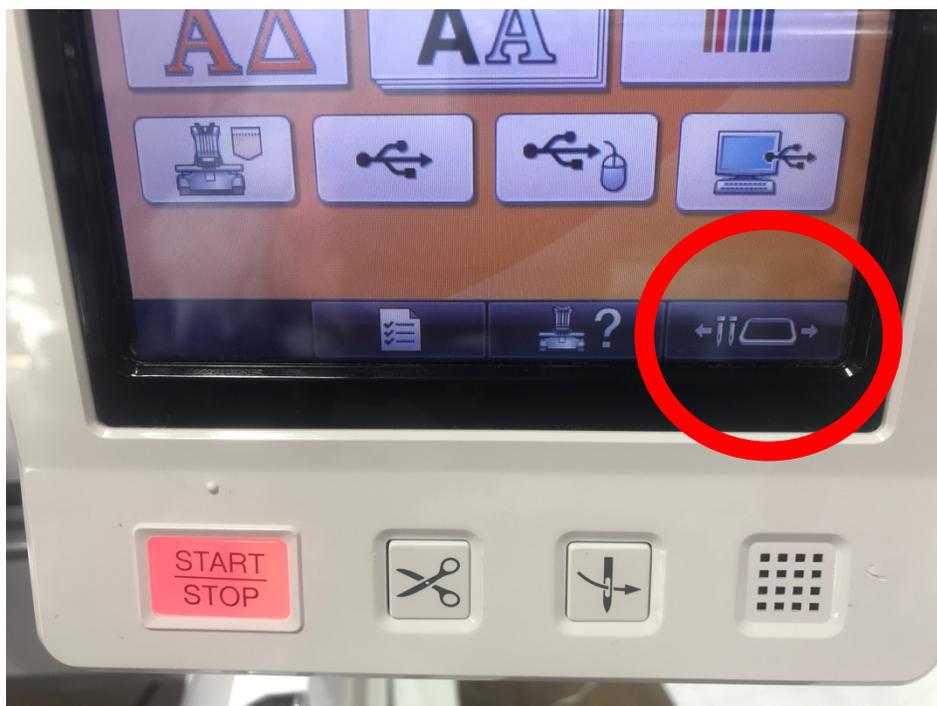
To thread the embroidery machine, follow steps one through nine as shown in the diagrams below. NOTE: In STEP 5, the thread loops once around the tensioner as shown on the machine.



The threading path for each thread is also on the machine itself.

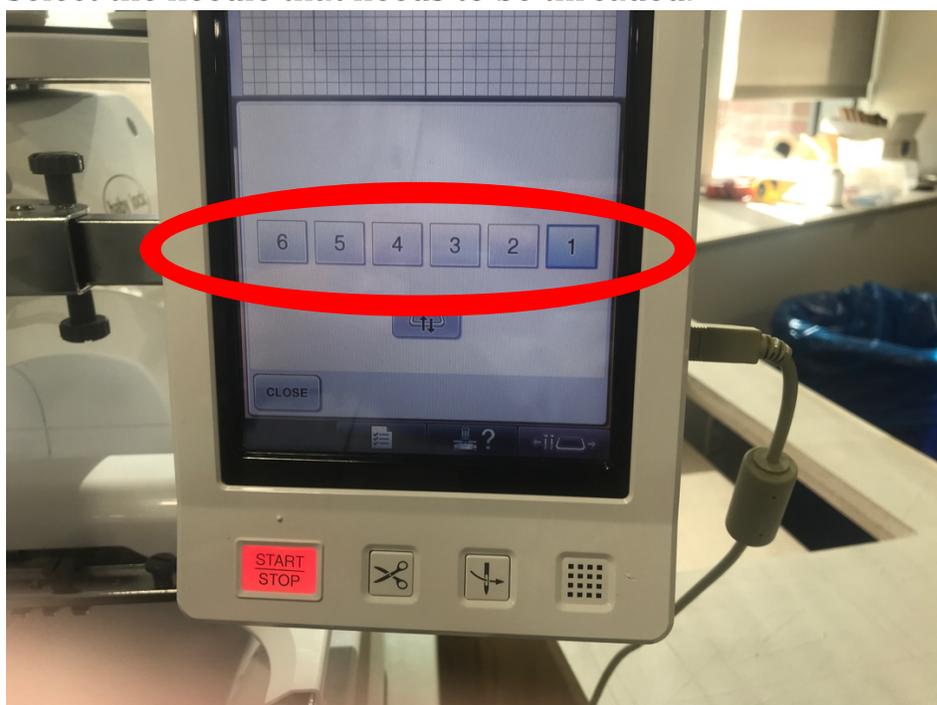


To thread a needle, first push this button.

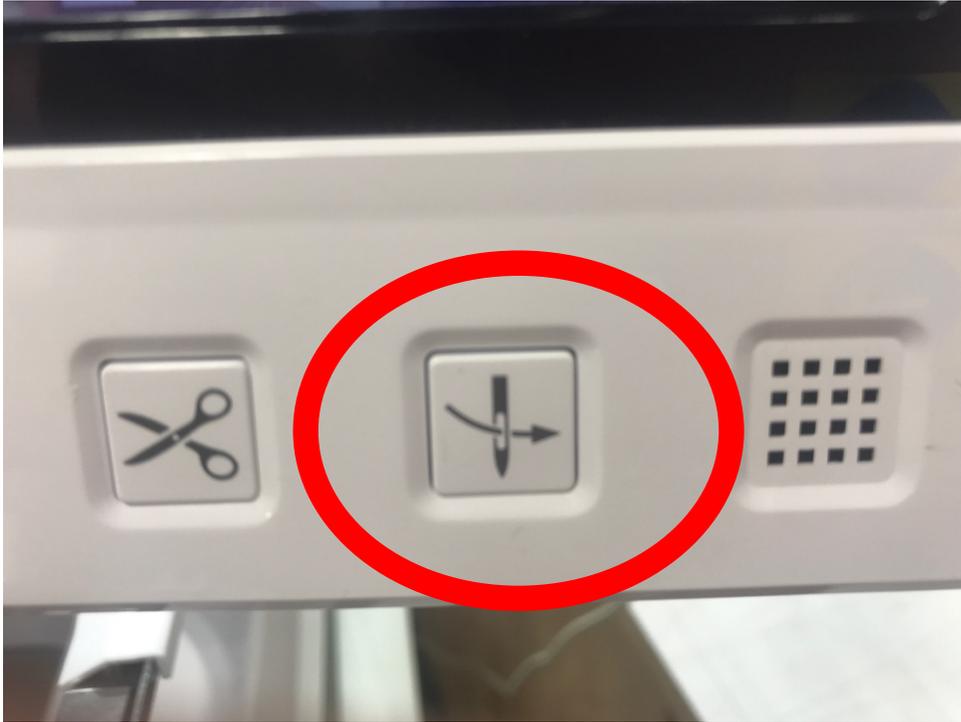


Then push the number of the needle.

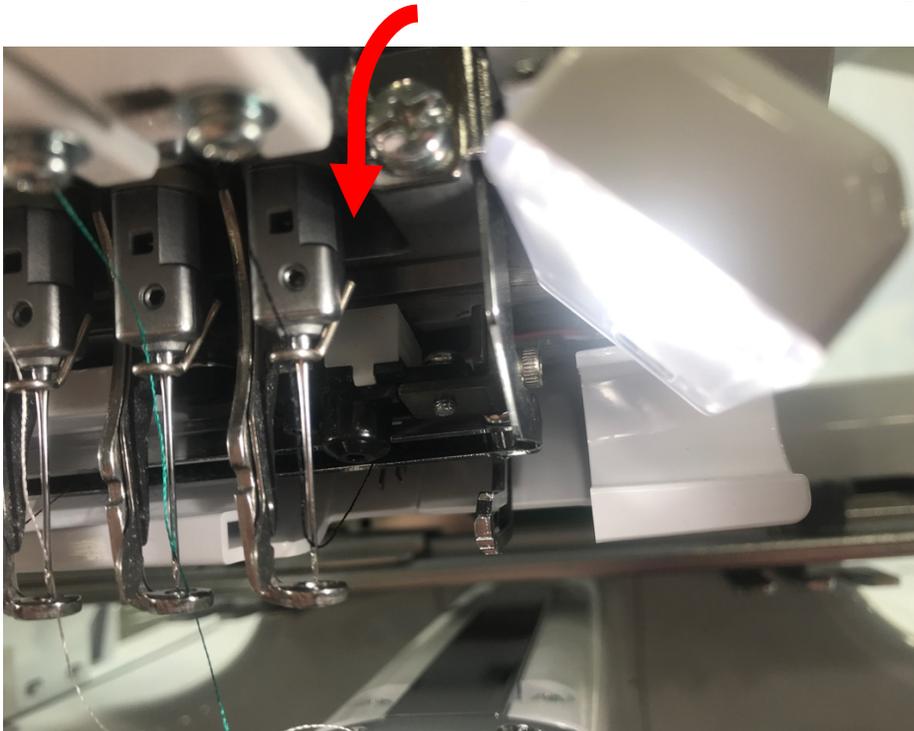
Select the needle that needs to be threaded.

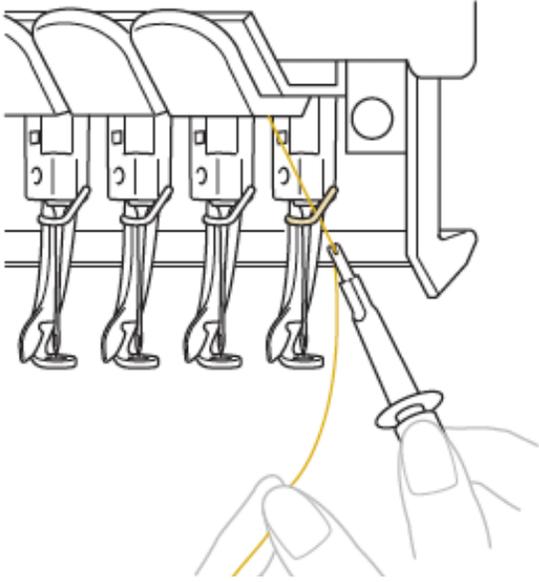


Push the needle threading button

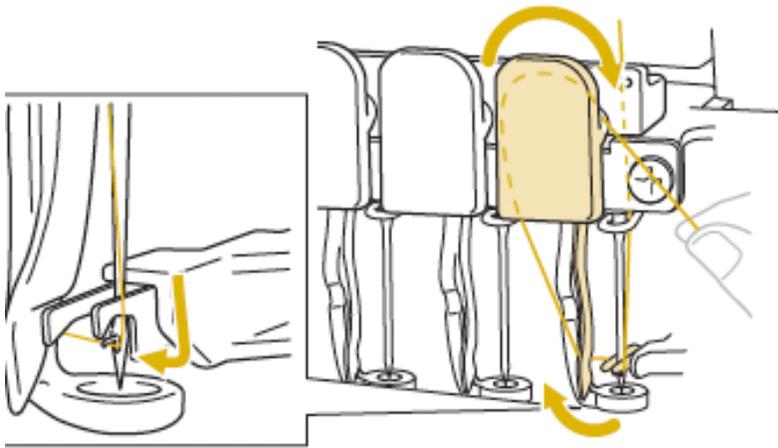


Tuck the thread **behind the loop** above the needle, using the threading tool



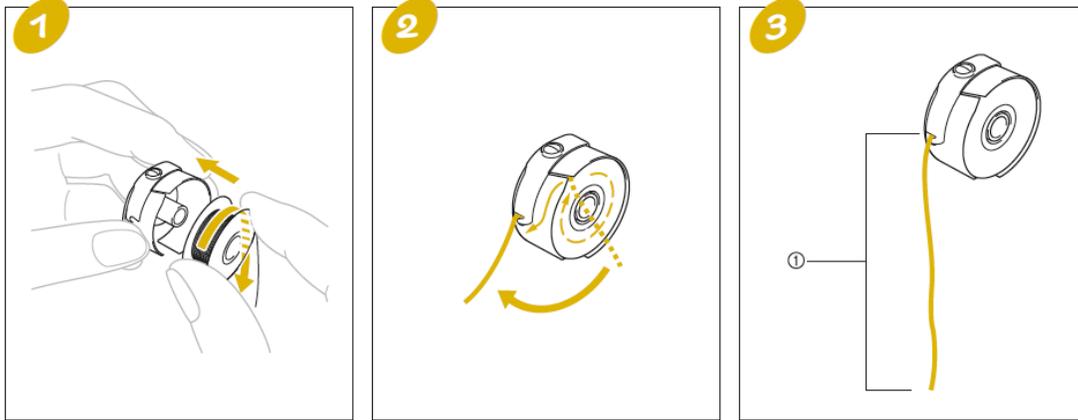


Then loop the thread under the two small hooks from right to left and loop it over to cut the thread.



Finally, push the needle button again.

To change the bobbin, follow the steps below. NIS has pre-threaded bobbins in the SnapOn case next to the machine.



- ① Pull out about 50 mm (2 inches) of thread.
- ① Tire del hilo unos 50 mm (2 pulgadas).
- ① Tirez environ 50 mm (2 po) de fil.

- ◆ Installing the bobbin case
- ◆ Colocación del estuche de la bobina
- ◆ Installation du boîtier à canette



There is no charge to use NIS thread or bobbins.
You are charged by the number of inches of
stabilizer you use.



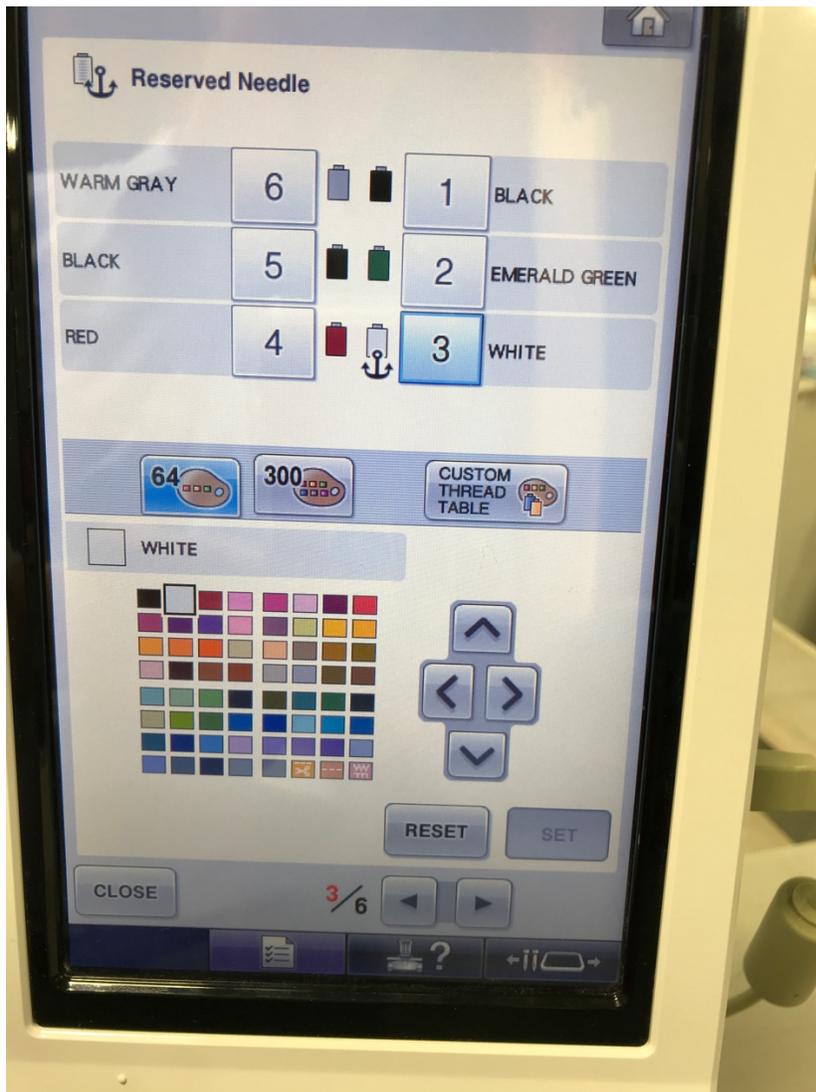
DO NOT ADJUST THE TENSION

SETTING THE COLORS

You can go into the menu to change the thread colors so they match the colors on the machine. To do that, touch the MENU button at the bottom of the screen.



Scroll to page 3 using the right arrow at the bottom of the screen.



Touch the number of the needle to set the color on that needle.

Touch the color you'd like on the color grid.

Touch the SET button.

Follow these steps for each needle.

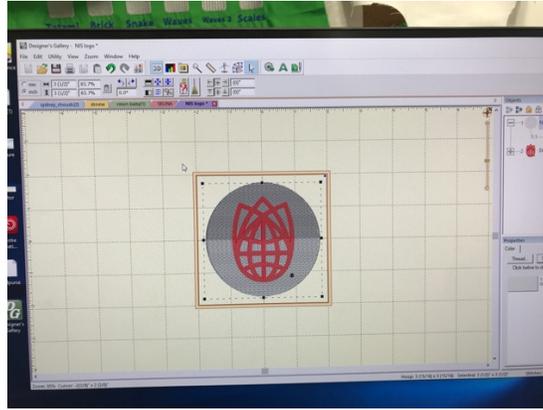
Once the needle has the anchor symbol on it, you will not be able to swap needle colors later in the process. (See page 12)

To get rid of the anchor symbol, touch the RESET button.

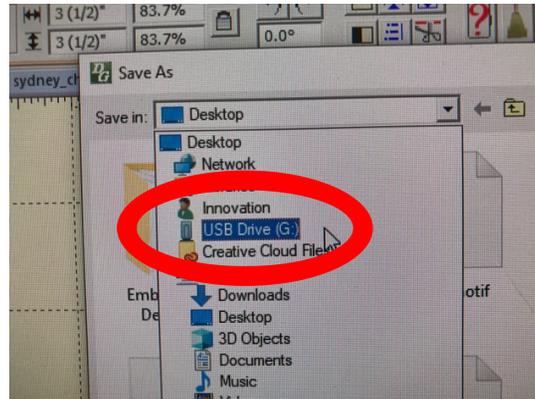
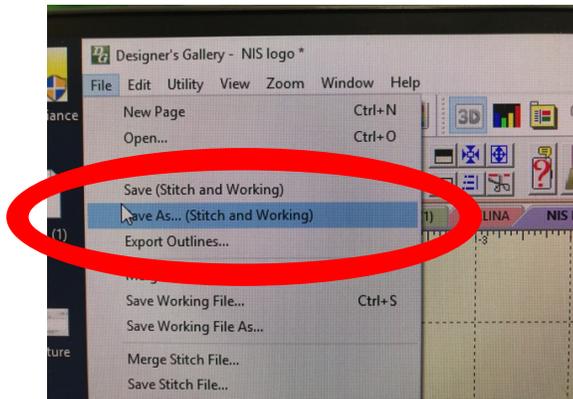
NOTE: The embroidery machine will function if the color of the thread and the color on the machine do not match.

IMPORTING YOUR FILE TO THE BABYLOCK

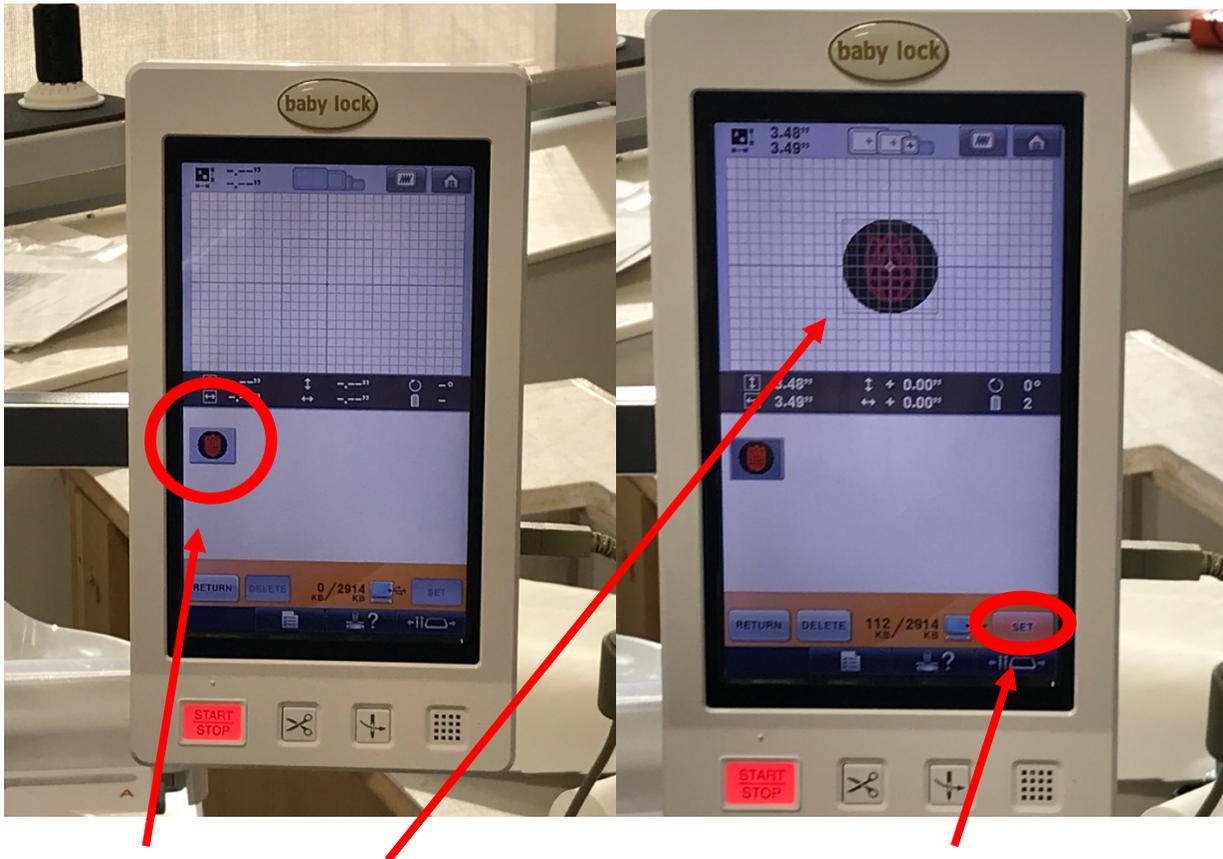
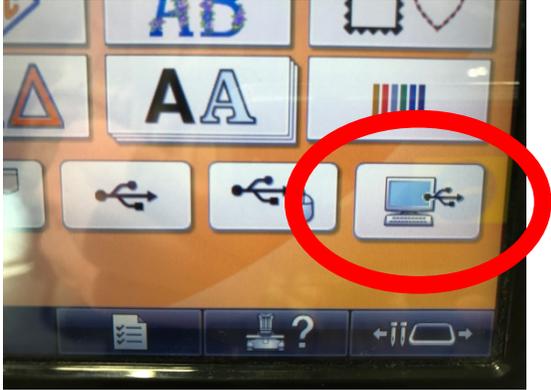
Once you're happy with your embroidery file on the computer,



SAVE AS (STITCH AND WORKING) to the G DRIVE.



Once the file is on the G Drive, you will be able to import it into the embroidery machine using the button on the lower right corner of the Baby Lock screen.



Select the icon and **your project** will appear in the main work area on the Babylock screen. From here, you will be able to resize your project, change the colors, rotate it, add text or other preloaded images, and make other changes. First you need to touch the **SET** button.

PREPARING YOUR PROJECT

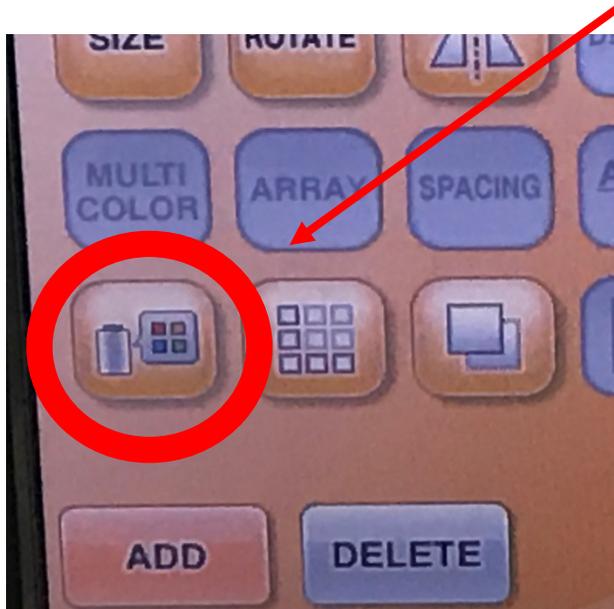
Now you can change to the **size ...** and **orientation**.



You can **reposition** your project using these arrows.

You can **add** design elements or **mirror** your project.
CHANGING COLOR

You can change the colors in your project with this button.





The Babylock lists and numbers the colors for your project. This is the order the colors will embroider in your project. This does not correspond to the location of the thread on the Babylock.

You can change any and all of the colors.

The example on the left shows where the first color is located in your image and lists the color as black.

If you want to change a color, simply go to the desired color by using the + or - button and then touching the color on the right that you'd like to change it to.



If you're done making changes to your design, touch the **EDIT END**

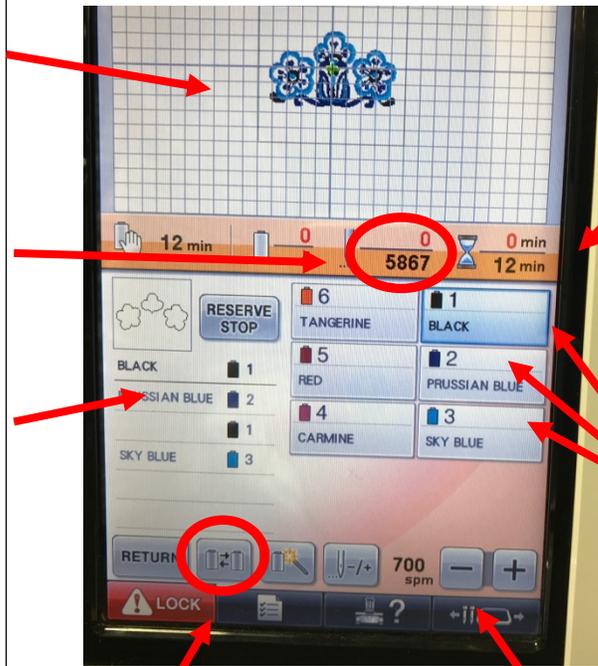


If you're ready to start sewing, touch the **SEWING** button in the lower right corner of the screen.

The screen will now show your artwork.

The total number of stitches. Once the project starts it will give a running total.

and the order the machine will stitch the colors. In this example, it will start with the black, then do Prussian blue before returning to black and then doing sky blue.

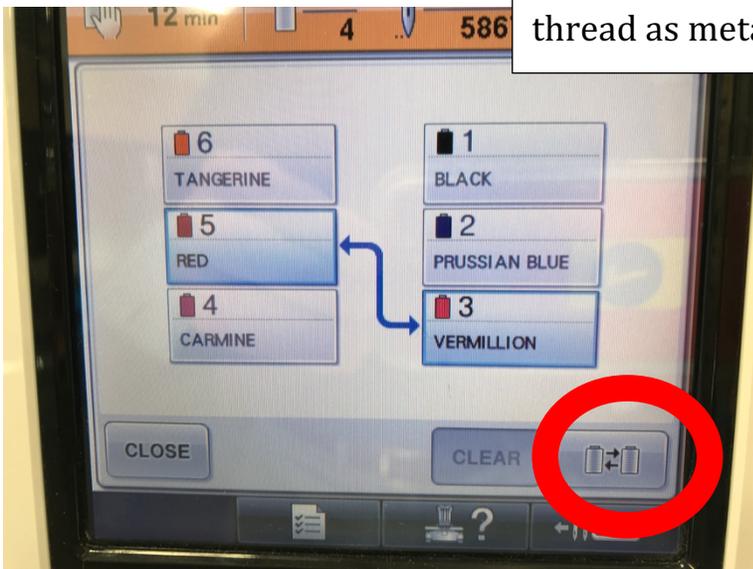


The screen will also show the total minutes your project will take. Once you start embroidering, it will give a running tally of how far along you are once you start embroidering.

The screen also shows which color is associated with which spools. MAKE SURE THESE MATCH. If they do not match, you can reassign the colors different numbered spools.

To reassign the spools assigned to each color, push this button

To change the embroidery speed, use the + or - signs. You may want to go slower for thick material or such specialty thread as metallic.



To switch which color is assigned to which spool.

First, touch the two spools you want to switch.

Then, touch the swap icon in the lower right.

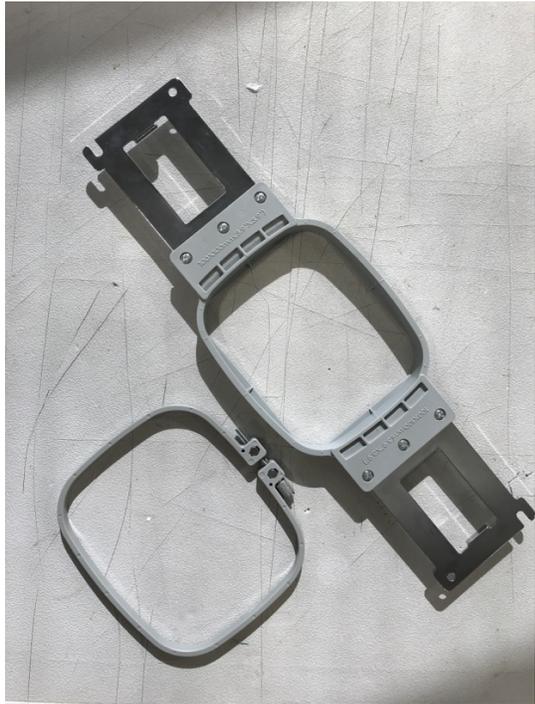
Repeat the process as needed.

When you are ready to sew, first push the LOCK button and then START/STOP

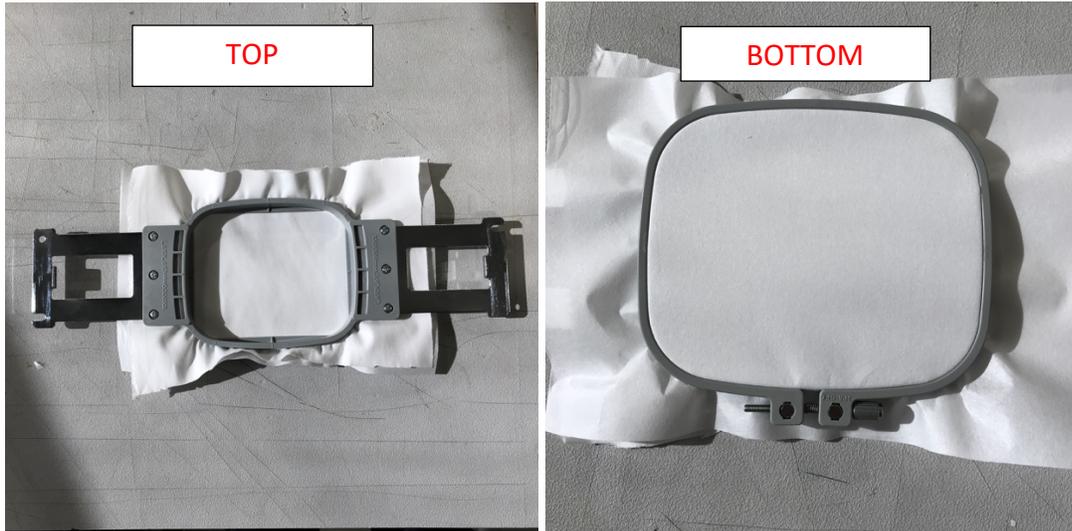


HOOPING THE FABRIC

We have 4 different size hoops or frames. Hooping works the same for all sizes. The larger half of hoop fits over the smaller one, and the embroidery stabilizer goes behind the fabric.



Press the larger hoop over the smaller one and pull the fabric and stabilizer taut like a drum . The bottom half of the hoop has a screw to tighten the hoop. If the fabric is too loose in the hoop, it can cause your project to fail or the needle to break.



Baby Lock guidance for fabric/stabilizer combinations.

Fabric/ Garment	No. of Backing Pieces	No. of Topping Pieces	Comments
Terry cloth	1 tear-away	1 water-soluble	Increase density and/or satin stitch width. Fine details and small lettering tend to get caught in the terry loops.
Satin jacket	Heavy lining: None Light or no lining: 1 tear-away	None	If garment slips in frame, causing alignment problems, wrap inner frame with masking tape or fabric bias tape. This provides a rough surface to grip garment and also helps minimize frame burn.
Cotton sheeting	1 tear-away	None	High-density or highly detailed designs may require more backing. If so, use two pieces of lightweight backing instead of one piece of heavy backing.
Denim	1 tear-away	None	Reduce speed if needle begins to heat up and the thread breaks.
Headwear	Optional	Optional	Change needles more often than usual because the buckram backing dulls needles faster. A lightweight tear-away backing helps reduce thread breaks and regulates thread tension. Use a topping on corduroy or foam cap fronts.
Dress shirt (woven)	1 tear-away	None	High-density or highly detailed designs may require more backing. If so, use two pieces of lightweight backing instead of one piece of heavy backing.
Golf shirt	1 cut-away	Optional	Use topping for designs containing small lettering or a lot of detail, and also for piqué knits.
Canton fleece	1 tear-away	Optional	Use a topping if the garment has a textured surface, such as a basketweave or pronounced twill.
Canvas	1 tear-away	None	Frame tightly.
Corduroy	1 tear-away	1 water-soluble	A higher stitch density or more understitches, as well as a topping, may be necessary to prevent stitches from sinking into the fabric.
Lingerie or silk	1 or 2 lightweight tear-away	Optional	Reduce sewing speed. The thread tension should be low. Use topping for designs with high detail or small lettering. For very fine fabrics, use a thinner thread. Avoid extremely narrow satin stitching on letters or details; instead increase satin stitch width or use a bean stitch. Gently remove (don't pull) backing and topping from garment.
Sweater knit	1 cut-away or adhesive tear- away	1 water-soluble	Use tightly woven organza or curtain fabric in a matching color as a backing for bulky or "holey" knits.
Sweatshirt	1 cut-away or adhesive tear- away	Optional	Highly detailed designs may require two layers of lightweight cut-away stabilizer. Use a topping on extra-thick fabrics or with fine-detail designs.
T-shirt	1 light-weight cut-away or adhesive tear- away	Optional	Use a topping on designs with fine detail or small lettering. Tensions should be light. Avoid stitch-heavy designs.

Placing your hope on the Baby Lock

The hoop should slide onto the machine and click into place. If there is excess fabric, position it so the fabric hangs off the front of the machine.



If you need to adjust the Baby Lock to accept a larger or smaller frame, loosen the two screws on the back left and slide the assembly to fit the frame. When you tighten those screws, hand tightening is sufficient.



If your project is too big for the frame, you will receive a message telling you to “change to a larger frame.”

There is a limit to how much you can change the size of your project once you import it to the Baby Lock. You may have to change the size in the software and bring it back to the Baby Lock