



# WLPL Patron MakerSpace Training: Brother Embroidery Machine


# Safety Rules for the Brother Embroidery Machine

**BE ADVISED:** Operating the Brother Machine in a manner not prescribed in the enclosed instructions, or in other official Brother® materials, may result in serious injury.

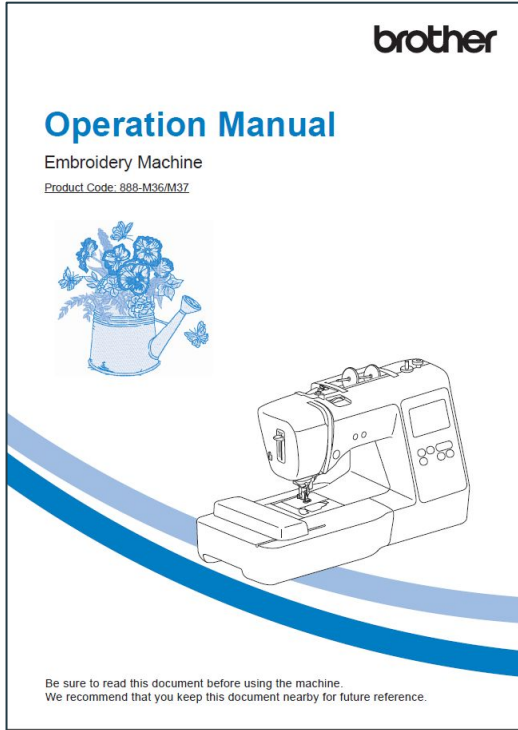
- Unplug the machine from the electrical outlet immediately after using, when cleaning, making any adjustments, or if you are leaving the machine unattended.
- To unplug the machine, switch the machine to the symbol “O” position to turn it off, then grasp the plug and pull it out of the electrical outlet. Do not pull on the cord.
- Always unplug your machine if there is a power failure.
- Never operate this machine if it has a damaged cord or plug, if it is not working properly, has been dropped or damaged, or water is spilled on the unit.
- While the machine is stored or in use if you notice anything unusual, such as an odor, heat, discoloration or deformation, stop using the machine immediately and unplug the power cord.
- Do not move or carry the machine anywhere
- Never operate the machine with any air openings blocked. Keep ventilation openings of the machine and foot control free from the build up of lint, dust, and loose cloth.
- Never drop or insert foreign objects in any opening.

# Safety Rules for the Brother Embroidery Machine Continued

**BE ADVISED:** Operating the Brother Machine in a manner not prescribed in the enclosed instructions, or in other official Brother® materials, may result in serious injury.

- The handwheel should only be turned toward you.
- Always pay close attention to the needle. Do not use bent or damaged needles.
- Keep fingers away from all moving parts. Never put your fingers under the needle while the machine is on.
- Before performing adjustments in the needle and bobbin area,, be sure to press  on the operation panel to lock all keys and buttons, otherwise injuries may occur if the “Start/Stop” button or any other button is pressed and the machine starts. The screen will change, showing the machine is locked.
- Do not use a damaged or incorrect needle plate, as it could cause the needle to break.
- If any parts need changing or replacing, consult with staff
- Long hair should be tied back while operating the machine.
- The Machine is intended to be operated by an adult. Users under 12 must be accompanied by an adult.
- Use only tools and materials provided by West Lincoln Public Library. Specific authorization must be obtained from West Lincoln Public Library staff to use tools or materials not supplied by West Lincoln Public Library.

# Manuals for the Brother Embroidery Machine



## Operation Manual

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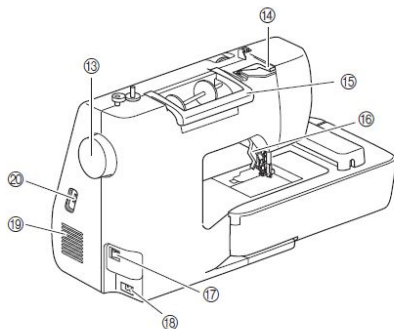
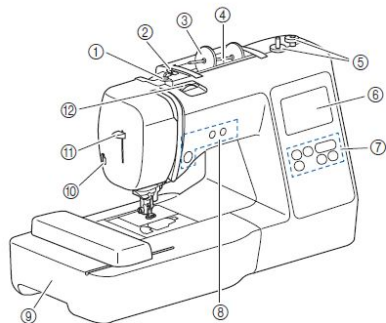
We have physical copies of our Brother Embroidery manual available in the MakerSpace station for patron and staff referral.

Below are digital formats of the Brother Embroidery manual for patrons and staff members to access at home.

Be prepared that manuals can be very technical, hard to follow, and tend to bury the necessary information among collections of safety warnings. This training slideshow helps to highlight the main components of the machine.

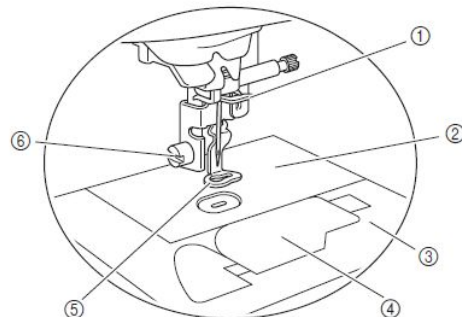
# Brother Embroidery Machine Parts

## ■ Main parts



- ① Bobbin winding thread guide and pretension disk (page 13)
- ② Thread guide (page 12)
- ③ Spool cap (page 11)
- ④ Spool pin (page 11)
- ⑤ Bobbin winder (page 11)
- ⑥ LCD (liquid crystal display) (page 10)
- ⑦ Operation panel (page 6)
- ⑧ Operation buttons (page 6)
- ⑨ Embroidery unit (page 19)
- ⑩ Thread cutter (page 16)
- ⑪ Needle threader lever (page 17)
- ⑫ Thread tension dial (page 28)
- ⑬ Handwheel  
Turn the handwheel toward you (counterclockwise) to raise and lower the needle to embroider one stitch.
- ⑭ Thread guide cover (page 12)
- ⑮ Handle  
Carry the machine by its handle when transporting.
- ⑯ Presser foot lever  
Raise and lower the presser foot lever to raise and lower the presser foot.
- ⑰ Main power switch (page 9)
- ⑱ Power supply jack (page 9)
- ⑲ Air vent  
The air vent allows the air surrounding the motor to circulate. Do not cover the air vent while the machine is being used.
- ⑳ USB port (for a USB flash drive) (page 36)

## ■ Needle and presser foot section

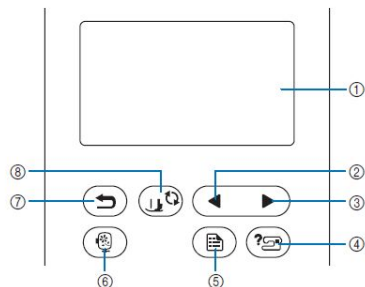


- ① Needle bar thread guide (page 16)
- ② Needle plate
- ③ Needle plate cover (page 14)
- ④ Bobbin cover/bobbin case (page 14, 37)
- ⑤ Embroidery foot  
The embroidery foot helps control fabric flexibility for better stitch consistency.
- ⑥ Embroidery foot screw (page 39)

1. The included visual guide will help you understand and become comfortable identifying its parts.

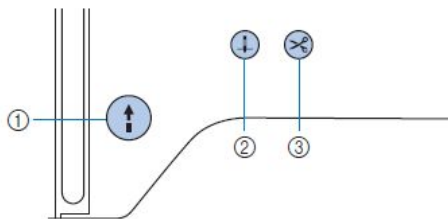
# Brother Embroidery Machine Parts

## ■ Operation panel and operation keys



- ① **LCD (liquid crystal display) (touch panel)**  
Selected pattern settings and messages are displayed.  
Touch the keys displayed on the LCD to perform operations.  
For details, refer to "LCD Operation" on page 10.
- ② **Previous page key** ◀  
Displays the previous screen when there are items that are not displayed on the LCD.
- ③ **Next page key** ▶  
Displays the next screen when there are items that are not displayed on the LCD.
- ④ **Help key** (?)  
Press to get help on using the machine.
- ⑤ **Settings key** (⚙)  
Press to set the needle stop position, the buzzer sound, and more.
- ⑥ **Embroidery key** (🪡)  
Press to display the pattern type selection screen.
- ⑦ **Back key** (↶)  
Press to return to the previous screen.
- ⑧ **Presser foot/Needle exchange key** (U)  
Press this key before changing the needle, the presser foot, etc. This key locks all key and button functions to prevent operation of the machine.

## ■ Operation buttons



- ① **"Start/Stop" button** (↑/↓)  
Press the "Start/Stop" button to start or stop embroidering.  
The button changes color according to the machine's operation mode.  

Green:	The machine is ready to embroider or is embroidering.
Red:	The machine cannot embroider.
Orange:	The machine is winding the bobbin thread, or the bobbin winder shaft is moved to the right side.
- ② **Needle position button** (↑)  
Press the needle position button to raise or lower the needle.  
Pressing the button twice embroiders one stitch.
- ③ **Thread cutter button** (✂)  
Press the thread cutter button after embroidering is stopped to cut both the upper and the bobbin threads.

# Embroidery Preparation

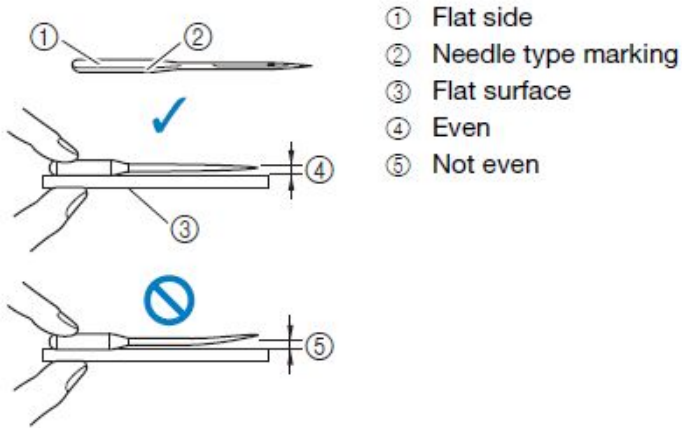
1. Check the Needle: be sure the needle is not broken, bent or damaged, consult staff if needed
2. Install bobbin (instructions on slide 9-10) if needed
3. Threading the needle (instructions on slide 10-11)
4. Attach stabilizer material to fabric and hoop it in the embroidery frame (instructions on slide 13)
5. Attach embroidery frame to the unit (instructions on slide 14)
6. Turn on embroidery machine and select pattern (instructions on slide 14)

Note: Embroidery unit should be kept attached to machine, if it has been removed consult library staff.

# Changing Your Needle

## Checking the needle




Before using the needle, place the flat side of the needle on a flat surface and check that the distance between the needle and the flat surface is even.

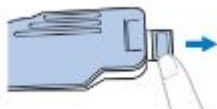


1. When using the embroidery machine, inspect the needle before beginning.
2. If the needle seems broken or bent, consult with staff to get the needle changed.

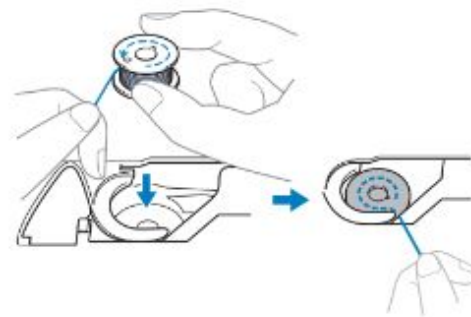


# Installing The Bobbin

1. Before inserting or changing the bobbin, be sure to press  on the operation panel to lock all keys and buttons, otherwise injuries may occur if the “Start/Stop” button or any other button is pressed and the machine starts.
2. Turn on the machine.
3. Press Needle position button once or twice to raise the needle. 
4. Press the presser foot/needle exchange key .
5. The screen changes, and all keys and operation buttons are locked
6. Raise the presser foot lever.
7. Slide the bobbin cover latch to the right and remove the bobbin cover.

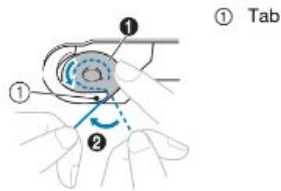


8. Insert the bobbin into the bobbin case so that the thread unwinds to the left.

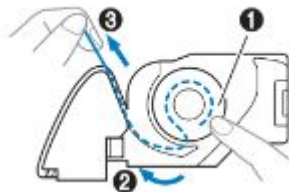


# Installing The Bobbin

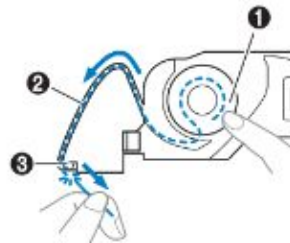
9. Lightly hold down the bobbin with your right hand (1), and then guide the end of the thread around the tab of the needle plate cover with your left hand (2).




10. While lightly holding down the bobbin with your right hand (1), guide the thread through the slit in the needle plate cover (2) and lightly pull it with your left hand (3).




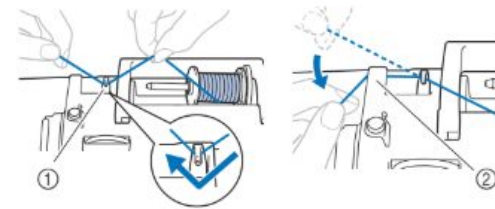
11. While lightly holding down the bobbin with your right hand (1), continue guiding the thread through the slit with your left hand (2). Then, cut the thread with the cutter (3).



12. Reattach the bobbin cover.
13. Insert the tab of the bobbin cover into the notch of the needle plate cover, and then lightly press down on the right side.
14. Press presser foot/needle exchange key to unlock all keys and buttons. 

# Threading the Embroidery Machine

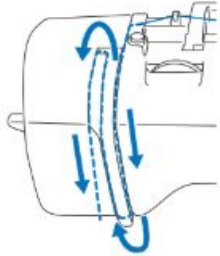
1. Turn on the machine.
2. Before threading the needle, be sure to press  on the operation panel to lock all keys and buttons, otherwise injuries may occur if the “Start/Stop” button or any other button is pressed and the machine starts. The screen changes, and all keys and operation buttons are locked
3. Raise the presser foot lever to raise the presser foot
4. Press Needle position button once or twice to raise the needle.
5. Remove the spool cap and place the spool of thread on the spool pin, thread should unwind to the front from the bottom
6. Replace the spool cap
7. Pass thread under the thread guide then the thread guide cover and to the front



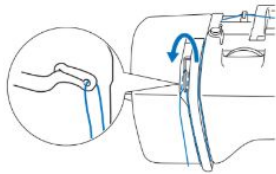
- ① Thread guide  
② Thread guide cover

# Threading the Embroidery Machine

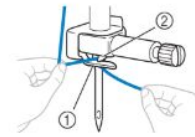
8. Pass the thread through the thread channel in the order shown below



9. Make sure the thread is passed into the thread takeup lever as shown below



10. Slide the thread behind the needle bar thread guide



- ① Needle bar thread guide
- ② Tab

11. Insert the thread through the eye of the needle from front to back
12. Cut off excess thread with thread cutter on side of machine

If assistance is needed with troubleshooting the device, consult with staff.

# Embroidering

1. Ensure the embroidery unit is firmly set in place before beginning. Note: The embroidery unit should be kept attached to the machine. Do not move the machine.
2. For best results always use stabilizer material when embroidering, attaching material varies by stabilizer type. Iron on stabilizers can be attached by ironing or the stabilizer can be placed unattached under the material in the embroidery hoop
3. Fabric should be tight in the embroidery frame for the best results

## **Hooing the Fabric in the Embroidery Frame**

1. Loosen the embroidery frame adjustment screw and remove the inner and outer frames, placing the outer frame on a flat surface.
2. Separate the inner and outer frame by removing inner frame upward.
3. Place the fabric with the stabilizer material on top of the outer frame with the finished side facing up
4. Press the inner frame in from the top of the fabric, lining up the triangles on the inner frame and on outer frame.
5. Tighten the adjustment screw by hand just enough to secure the fabric, adjust the fabric and tighten as needed to create a taught surface

# Embroidering

## Attaching and removing the frame

1. Raise the presser foot lever to raise the presser foot.
2. Pass the embroidery frame under the presser foot.
3. Firmly insert the embroidery frame guide into the embroidery carriage frame holder from the top by lining up the embroidery frame guide tabs and the embroidery carriage frame holder slots and pushing in until it clicks and stops.
4. To remove, raise the foot again then pressing the part of the embroidery frame holder in the figure to the left side, and raise the embroidery frame.
5. Remove the frame from under the presser foot.

## Selecting an Embroidery Pattern

Copyright information: The patterns stored in the machine are intended for private use only. Any public or commercial use of copyrighted patterns is an infringement of copyright law and is strictly prohibited.

1. Patterns can be selected on the machine and adjusted or patterns in the appropriate file types can be brought to the library on a USB (see slide 16 for more details and limitations).
2. Details on adjusting patterns can be found in the manual
3. Some patterns require multiple thread changes to do different colours, the machine will walk you through changing threads at the appropriate times and saves its position in the pattern to resume after the change.
4. If you are embroidering text larger than the embroidery frame, instructions on linking the patterns can be found in the manual.

# Embroidery File Types

Only .pes, .phc, and .dst embroidery data files can be used with this machine.

This machine is compatible with embroidery patterns up to a maximum of 10 cm × 10 cm (4 inches × 4 inches).

.dst data is displayed in the pattern list screen by file name (the actual thumbnail image cannot be displayed).

(.dst) data does not contain specific thread color information, it is displayed with our default thread color sequence. Check the preview and change the thread colors as desired.

When naming a file on your USB, Brother We recommends using the 26 letters of the alphabet (uppercase and lowercase), the numbers 0 through 9, "-", and "\_" for the name of the file/folder.

Some USB may not work in the embroidery machine.

# Useful Videos





# Embroidery General Information

**The following slides contain the procedures and policies for the Embroidery Machine:**

1. Staff must be present in the building when the machine is running, due to it being a fire hazard.
2. Patrons may bring their own supplies subject to staff approval to use with the machine.
3. Access to and use of the MakerSpace is a privilege, and violations of MakerSpace policy could result in access being revoked.
4. No persons under the age of 12 are allowed to use the machine unsupervised.
5. It is the responsibility of the patron to tidy up their work area after using the MakerSpace equipment. If you do not know where something goes, please ask a staff member.
6. Designs and projects may be subject to staff approval.
7. Patrons may be responsible for damage related costs regarding misuse of the MakerSpace equipment.
8. Patrons are limited to a maximum of 2 hours per day when using the Brother machines.