## **!! IMPORTANT MESSAGE !!**

It is very important that you watch the **DVD** and read this **Quick Reference Guide** to insure proper set up of your sewing machine.

## **USA customers only**



Should you experience problems with your product, please read the Operation Manual or the Quick Reference Guide first, before returning your product to the place of purchase. Brother International Corporation is committed to providing the assistance necessary to ensure the Brother product you purchased meets your expectations.

For assistance or to find the address of your nearest Service Center, please call: 877-Brother (276-8437).

Further information is also available at our Brother Solutions Center site at

#### http://solutions.brother.com

To register your product online and enter for your chance to win \$1,000, please visit

www.brother-usa.com/Registermybrother

Please retain this sheet for future use. We are here to help you.

## **Solution Center**

To eliminate unnecessary repairs, listed below are common problems and possible solutions. Please refer to your instruction manual for further instructions.

## **Needle Breaks**

Needle is inserted incorrectly Needle clamp screw is loose

Bent needle is being used

Upper threading is not correct Upper thread tension is set too tight/high

Needle and/or thread for fabric being sewn is not correct

Material pulled and/or moved excessively during sewing

## **Upper Thread Breaks**

Upper thread is not correct

Upper thread tension is set too high/tight Upper thread is too large for the needle eye

## **Lower Thread Breaks**

Lower thread may be entangled in shuttle

Lower thread tension is set too tight/high Lower threading is not correct

**Loops on Top or Bottom of Fabric Form During Sewing** 

Upper or lower thread tension not set correctly

Upper threading is not correct Incorrect bobbin being used

## **Material Tends to Pucker During Sewing**

Upper or lower thread tension is set too high/tight

Upper threading is not correct

Thread may be caught or is catching on something Lower thread is unevenly wound on bobbin

Incorrect bobbin being used

## **Skips Stitches**

Needle is not sharp and/or straight

Needle is inserted incorrectly

Needle and/or thread for fabric being sewn is not correct

Upper threading is not correct

Lint and/or debris caught on underside of needle plate

## **Machine Runs Slow and/or Noisy**

Machine may require cleaning or lubrication

Lint and/or debris may be caught in the shuttle and/or feed dog assemblies

## **Bobbin is Wound Incorrectly**

Use a small pair of scissors to remove thread

Brother International Corporation recommends the use of genuine parts and supplies and proper maintenance to keep your product running smoothly. Many of our resellers carry genuine Brother parts, accessories and supplies. If you are unable to locate these items, please visit us online at www.brothermall.com

# !! MENSAJE IMPORTANTE !!

Es muy importante que vea el **DVD** y lea esta **Referencia rápida** para garantizar la configuración correcta de su máquina de coser.

## **Únicamente clientes de Estados Unidos**



Si experimenta problemas con su producto, lea el Manual de operación o la Referencia rápida antes de devolver su producto al lugar de adquisición. Brother International Corporation se compromete a ofrecer la asistencia necesaria para asegurar que el producto Brother adquirido satisfaga sus expectativas.

Para ayuda, o para encontrar la dirección del Centro de servicio más cercano, llame a: 877-Brother (276-8437).

También podrá encontrar más información en nuestro Centro de soluciones Brother, cuyo sitio es: <a href="http://solutions.brother.com">http://solutions.brother.com</a>

Para registrar en línea su producto y tener la posibilidad de ganar 1.000 dólares, visite

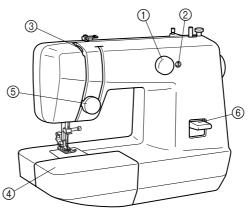
www.brother-usa.com/Registermybrother

Conserve esta hoja para uso futuro. Estamos aquí para ayudarle.

XE5240-201

# **Quick Reference Guide Knowing Your Sewing Machine**

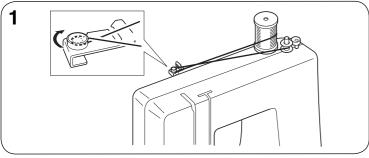
Name of Machine Parts and Their Functions



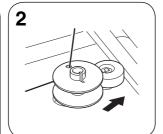
- 1 Pattern Selection Dial
- Choose from 10 different stitches
- ② Buttonhole Fine-Adjusting Screw For use if the stitching on the two sides of the buttonhole do not appear uniform
- ③ Thread Take-up Lever
- Guide thread through the lever from right to left
- (4) Flat Bed Attachment with Accessory Storage
- For easy storage of included accessories (5) Upper Tension Control Dial
- This controls the tension of the upper thread
- **6 Reverse Sewing Lever** To sew in reverse

- 8
- ? Presser Foot Holder Assembly ® Presser Foot Screw
- Presser Foot (Zigzag)
- **(10)** Needle Plate (f) Shuttle Hook
- ® Bobbin Case
- (3) Feed Dogs
- (14) Needle
- **(5)** Needle Clamp Screw (6) Shuttle Cover
- ① Thread Cutter
- ® Spool Pin
- Pull up on spool pin to level thread
- (9) Bobbin Winder
- Place unfilled bobbin on winder 20 Handwheel
- Use for lower threading
- ② Foot Controller Jack
- Insert plug in jack to operate foot controller
- Presser Foot Lever
- Used to raise and lower the presser foot Main Power/Sewing Light Switch
- Turns your machine/sewing light on
- 24 Built-in Handle
- Ideal for easy and efficient transporting (3) Thread Guide/Bobbin Winding Pre-tension
  - Used when winding the bobbin and then
  - threading the machine

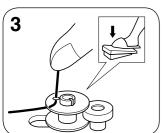
# Winding the Bobbin



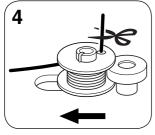
Pull up on the thread spool pin to lengthen the height. Place the thread spool on the pin and pass the thread around the bobbin winder pre-tension disc.



Pass the thread through the hole on the bobbin from inside. Use upper hole, not both. Place on bobbin shaft and slide to the right.



While holding the end of the thread, press the foot controller to begin winding the thread. Cut the thread from the top and proceed winding.

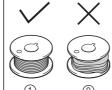


When the bobbin starts to spin slowly and becomes full, release the foot controller. Cut the thread, slide the bobbin winding shaft to

the left and remove the bobbin.

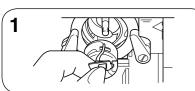
## CAUTION

Not winding the bobbin properly may cause the thread tension to loosen, and may break the needle.

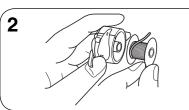


1 Wound evenly ② Wound poorly

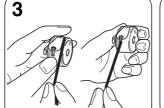
# **Inserting the Bobbin**



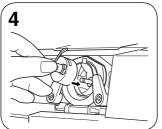
Raise the needle to its highest position and remove the bobbin case by pulling the latch.



Hold the bobbin case as shown. Insert the bobbin with the thread coming from the bottom toward the top and the thread tail hanging out of the bobbin case

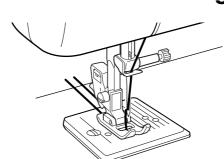


Pull the trailing thread through the slot, down and to the left, until it enters the delivery eye under the tension spring. CAUTION: Make sure you set the bobbin so the thread unrolls in the right direction. If the thread unrolls in the wrong direction, it may cause the thread tension to be incorrect or break the needle

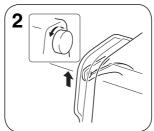


Holding the bobbin case by the latch, align your finger with the top opening of the shuttle race, insert the case into the shuttle race and release the

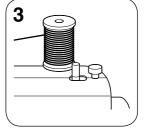
## **Threading the Needle**



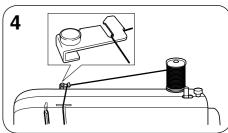
Raise the presser foot lifter.



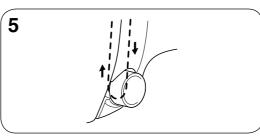
Raise the thread take-up lever to its highest position by turning the handwheel.



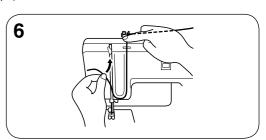
Place the thread spool on the spool pin. (Don't forget to pull up the pin)



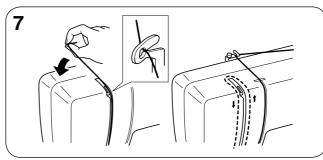
Pass the thread through the thread guide and down the right channel on the front of the machine.



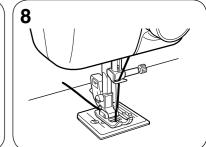
Pass the thread into the thread tension discs or behind the thread tension dial from the right to the left.



Grasp the thread on both sides of the tension disc and pull to ensure it is in place

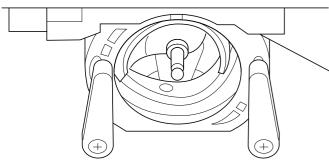


Guide the thread up the left channel, clear to the back of the opening around Thread the needle from front to back and pull the take-up lever and back down the left side of the channel to thread the take-up lever.

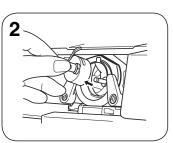


out about 5 cm (2 inches) of thread.

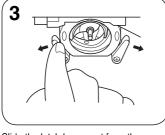
# **Cleaning the Bobbin Case**



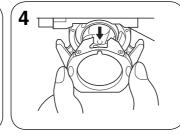
Remove the power plug from the outlet.



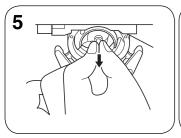
Raise the needle to its highest position. Slide the latch levers out from the pull the latch and remove the bobbin



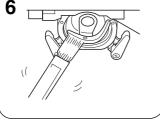
retaining ring.



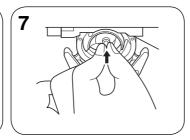
Remove the retaining ring.



Remove the hook by grasping the center Remove any accumulated lint and post and pulling out. Note its position



thread with a brush.



Grasp the center post of the hook, match the hook position opposite the driver and

# **Relative Chart of Sewing Fabrics, Needles and Thread Combinations**

Sewing Fabrics		Needle Sizes	Thread Sizes
Very Thin	Fine tricot, Fine lace, Thin linen, Silk, Organza, Chiffon	#65/9	Cotton: 80 Synthetic/Polyester Long Fiber Fine Mercerized Cotton
Lightweight	Voile, Taffeta, Synthetics, Silk, Batiste	#75/11	Cotton: 60-80 Silk: "A" Synthetic/Polyester Long Fiber Mercerized 50
Medium Weight	Cotton, Gingham, Poplin, Percale, Pique, Satin, Velvet, Lightweight wool, Fine corduroy, Suitings, Linen, Muslin	#90/14 (Supplied with your machine)	Cotton: 50-60 Silk: "A" Synthetic/Polyester Long Fiber Mercerized 50-60
Heavyweight	Denim, Gabardine, Tweed, Corduroy, Canvas, Duck	#100/16	Cotton: 40-50 Mercerized Heavy Duty Polyester Long Fiber
Knits	Single knit, Double knit, Jersey, Tricot	#90/14 (Ball point)	Cotton Wrapped Polyester Polyester Long Fiber

## **Uses common replacement accessories:**

Bobbin: Class 15

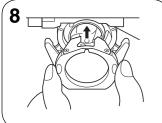
Standard sewing machine needles Needle: Small screw base sewing machine bulb Light Bulb:

## Utiliza accesorios comunes de remplazo:

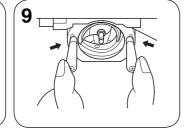
Carretel: Clase 15

Agujas estándares para máquina de coser. Agujas:

Bombilla: Para máquina de coser con base roscada pequeña



Insert the retaining ring with the notch



Push the latch levers into their locked position. Replace the bobbin case.