

RULES FOR USING THE SEWING MACHINE

The procedures and rules for using the sewing machines:

1. Before sewing, pull threads **UNDER** and **BACK** behind the presser foot about 3 or 4 inches.
2. The handwheel always turns toward you, even when you stitch in reverse.
3. Keep fingers several stitches away from stitching line; keep them flat on the machine to the sides of the presser foot.
4. The presser foot must always be in the down position for sewing.
5. Don't force or pull the fabric—the machine will feed it automatically.
6. Use the tread cutter to cut the thread tails or trim threads with scissors as you work.
7. The take-up lever should always be at the top when beginning and ending a line of sewing.
8. Report any needed repairs.
9. **NEVER** sew paper in the sewing machine.
10. Take pins out as you sew; **DO NOT SEW OVER PINS!**
11. Maintain a slow, even speed with the foot control.
12. Watch the seam guide as you sew (**NOT THE NEEDLE**) to produce an even sewing line.
13. When stopping in the middle of a line of sewing, put the needle down into the fabric to prevent thread loops.
14. Keep the bulk of the fabric to the left of the needle when sewing so you can see the seam guides on the needle plate.