

Futura Embroidery Machine Setup

Do not open the software until the machine is set up properly. If you attempt to open it first, you will see an error. If this happens, close the software, and set up the machine following the steps below. Once your machine is set up properly, you can open the software to load your designs.

The following steps are for changing the Singer Futura machine from sewing to embroidery mode. Please read through complete each step in this exact order.

1. **Change bobbin if needed.** - The bobbin with the “red” dots has **Sulky Brand Bobbin thread** on it. If that one is empty, refill it with bobbin thread only. **Do not use embroidery thread as it can lead to poor stitch quality.**
 - a. The thread rack on the shelf above the computer is embroidery thread. On the bottom row (white and black) are bobbin threads. Please use those when ever possible. They will give the best results.
 - b. If there is no “bobbin” thread available, you can use the serger threads in a pinch. All though these are a slightly thicker threads, this thread is made to withstand the fast and continual stitching of a serger therefore it should hold up for embroidery.
 - c. The serger threads are the cones on the left side of the pegboard. There are also some cones on the bookcase by the quilting machine. If you use serger thread you will need to also use a thread stand or place them in a cup (and loosely hold the thread as it loads the bobbin). They will not fit on the machine thread pins.
2. **Change the foot** – Unscrew the foot that is on the machine and replace it with the embroidery foot. (see figure 1). This foot is located in the storage area of the machine. When installing the embroidery foot make sure the lever sits on the needle bar. If you are unsure of how to remove or install this foot, refer to the manual. (see page 58)



Figure 1- Embroidery foot

3. **Remove the sewing table.** (see page 60 in the manual)
4. **Lower the “feed dogs”.** There is a level on the back of the machine which can only be seen when the extension table is off. Slide it to the right for embroidery. (see figure 2) Please remember to put this lever back to sewing mode (see figure 3) when you are done with your embroidery. To this you need to press down on the lever sightly and pull it to the left. This will engage the feed dogs again which are needed for sewing.



Figure 2 - Feed dogs down (embroidery mode)



Figure 3- Feed dogs up (sewing mode)

5. **Plug in the silver cable** – Make sure the cable is plugged into the sewing machine on the right side of the machine. The other end of this cable is plugged into the back of the computer tower. **Leave it attached to the tower even when done with your embroidery!** When finished with your project, unplug from the machine end only.
6. **Attach the embroidery unit to the machine.** The machine needs to be in the off position when attaching this unit. After the machine aligns itself attach the hoop. (it does not have to contain fabric at this stage). This is so that when you open the software it recognizes which hoop is attached. Since we have two hoops, you can use one on the machine for startup and one for hopping your fabric. At the time this document was written we only had small hoops. Therefore, can only work with small designs. Larger designs or those that require multiple hooping's, need to be in the large hoop to work properly.
7. **Change the tension dial** – Change the auto tension dial from the “S” (sewing) to “E” (embroidery). These are auto tension settings and work best for most projects.
 - a. **tip:** Some people have found that turning the dial slightly higher than the “E” works better with some threads/designs. So, you will need to experiment with this one on your own. The manual recommends “E”.
8. **Turn on the machine** – Once the machine is turned on the unit will align itself to the starting position. Make sure there is nothing in the way that could hit the arm. It always needs to move freely.
9. **Open the software.** *This is old software, and it is unsigned, so an error box pops up when you first open the software. Click “yes” in the box and wait for the software to load.*

If this is your first time using this machine, you may want to read through the next section which cover how to hoop your fabric, stabilize it and how to send a design to the embroidery machine.