



# E16 EMBROIDERY MACHINE

RIT

The Student Hall for  
Exploration and Development

# E16 PRO EMBROIDERY MACHINE

THE EMBROIDERY MACHINE CREATES CUSTOM STITCHED DESIGNS

## MACHINE INTRODUCTION

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VERSION #



1. THREAD TREE
2. THREAD FEED ROLLERS
3. TOUCHSCREEN CONTROL PANEL
4. START/PAUSE BUTTON
5. E-STOP
6. NEEDLE CASE
7. HOOP ARMS
8. LOWER ARM
9. BOBBIN CASE

### MATERIALS

#### ALLOWED MATERIALS

+ Fabric

#### BANNED MATERIALS

- Wood
- Metal
- Plastics

#### CONSULT MAKERSPACE STAFF FIRST

- + Tape
- + Glue
- + Wire
- + Extremely Elastic Fabric
- + Knitted fabric
- + All other materials

TAKE PROPER SAFETY PRECAUTIONS WHEN OPERATING THE E16

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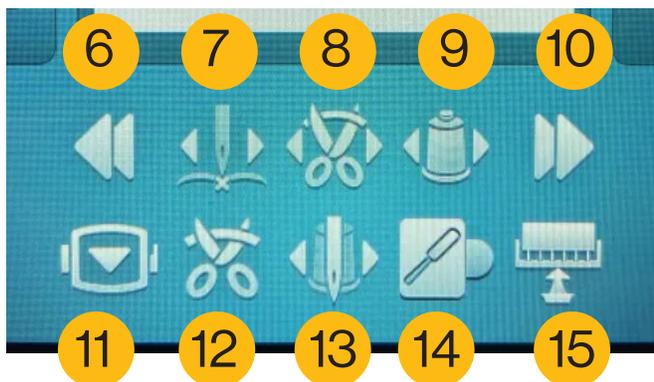
- Keep your face away from the machine needle



- Wear short sleeves or roll up long sleeves
- Secure any loose clothing (zip up jackets, tuck in strings, etc.)
- Tie up and tuck in long hair
- Remove jewelry and lanyards, etc.
- Do not wear gloves



- Keep your fingers away from the needles and hoop while the machine is running



### FUNCTIONS/VISUAL INFORMATION

1. Color Sequence
  - Edit cone colors on your design
2. Hoop Selection
  - Change to your current hoop
3. Speed Adjustment
4. Transform
  - Move and edit the scale of your design
5. Open File
6. Seek Back
  - Move back in stitches
7. Move to Stitch
  - Move to a specific stitch
8. Move to Trim
  - Move to the start of a trim segment
9. Move to Color
  - Move to the start of a color segment
10. Seek Forward
  - Move forward in stitches
11. Hoop Forward/Back
12. Trim Immediate
  - Executes a trim command
13. Change to Needle
  - Select what color needle you want to change to
14. Guide Laser On/Off
15. Grabber In/Out
16. Maintenance [**STAFF ONLY**]
17. Help
18. Presser Foot Adjustment [**STAFF ONLY**]
19. Settings [**STAFF ONLY**]
20. Actifeed Material Thickness
  - Adjusts threads to the material thickness

LEARN MORE HERE:





### MATERIALS

- What we offer
  - Various fabrics
  - Elastic
  - Sewing thread
- Common places to buy these materials:
  - JoAnn's
  - Walmart
  - Michaels
  - SewGreen @ Rochester
- Material parameters
  - Dimensions
  - Type, etc

**If bringing your own material, you must provide a receipt or MSDS as proof of what it is**

### TOOLS

- What's needed and is provided
  - Pins
  - Bobbins
    - Our machines use specialized bobbins
  - Scissors
  - Thread snips
  - Seam ripper
  - Embroidery hoops
  - Embroidery interfacing
  - Markers/tailors chalk
  - Ruler/measuring tape
- Where to get your own
  - JoAnn's
  - Walmart
  - Michaels
  - SewGreen @ Rochester



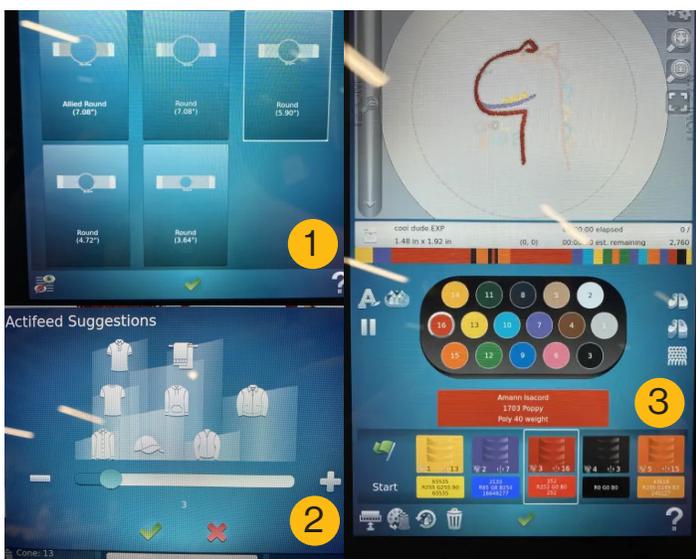


### LOADING AND SECURING MATERIALS

1. Cut a piece of interfacing that is slightly larger than your chosen hoop, and put it underneath the fabric
2. Put the outer embroidery ring from your hoop (the one with no arms) underneath the fabric and interfacing
3. After positioning the outer ring where you want, press the inner ring (the one with arms) into it from the top
  - Make sure the notch on the metal arm is on your righthand side
  - Make sure your fabric is pulled nice and taut
4. Tighten the bolt on the outer hoop with a screwdriver
5. Slide the hoop onto the hoop arms
  - If embroidering clothing, make sure you wrap the opening of your garment around the lower arm
  - Make sure you're putting it under the metal tabs
  - You will hear a click when the hoop is secure

### PREPARING THE MACHINE FOR EMBROIDERY

1. Use the Hoop Selection button to select the size hoop you are using
  - This information does not transfer over from the DesignerPlus software
2. Using the Actifeed Material Thickness button, select a material preset that best matches your fabric
  - This tells the machine how much thread it needs to account for with the material thickness
3. Assign your colors using the Color Sequence button
  - You will need to assign each color change separately



### MAKE SURE HOOPS ARE SECURED

#### QUICK CHECK BEFORE STARTING

1. Make sure your hoops are tightly secured together and on the machine
2. Make sure your fabric is pulled taut
3. Make sure the hoop on the E16 screen is correct
4. Make sure your material thickness is set
5. Make sure all your colors are assigned
6. Make sure your design is in the right orientation

### ALWAYS STAY AND OBSERVE WHILE THE MACHINE IS RUNNING

#### DURING THE JOB

1. Keep hands and face away from all moving parts
2. Make sure that your hoop is staying tightly together
3. Stay and keep watch over your job
  - Makerspace staff will cancel the job if it is left unattended
4. Stop the machine and get help from Makerspace Staff when:
  - Error codes come up
  - The machine starts making weird noises
  - The machine needle breaks

### TURN THE MACHINE OFF WHEN NOT IN USE

#### CLEANUP

1. Remove your fabric from the hoop and place the hoop back on the table under the machine
2. Clean up all thread scraps around the machine
3. Trim the excess interfacing with fabric scissors and put the scraps in the scrap bin, or in the trash



### **BROKEN OR BENT NEEDLE**

- Hit the E-Stop immediately, even if the machine stops itself
- Leave the hoop on the machine
- Call a Makerspace Staff over to help you change the needle
- Make sure all the broken needle pieces are disposed of properly in a sharps disposal bin

### **BOBBIN/THREAD BREAK**

- Leave the hoop on the machine
- Call a Makerspace Staff over to help you investigate the error
- To prevent:
  - Make sure that the bobbin is full and properly threaded
  - Make sure that your material thickness is properly set
  - Make sure that the needles in-use are threaded (if they're not, call over a staff member to thread it for you)

### **ANY OTHER ERROR**

- Leave the hoop on the machine
- Press the E-Stop
- Call a Makerspace Staff over to help you investigate the error

**WHEN IN DOUBT ASK A MAKERSPACE STAFF**

**ADDITIONAL MACHINE INFO CAN BE FOUND HERE:**

