INSTRUCTIONS
FOR OPERATING
The Series "R"
Sewing Machine

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Series R
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General Instructions

Every machine that leaves the factory is thoroughly tested by experts and is in perfect running order with every adjustment made to the average household. In view of this fact, please make any adjustments on your sewing machine so that you become quite familiar with the operation of it.

On the opposite page you will find a photograph of the various parts of your machine. You will better understand the instructions given in this book. We cannot urge you too strongly to read the directions for winding the bobbin, threading the needle, etc., so that you thoroughly understand the machine is properly threaded for sewing. Remember that the machine is not a toy but a powerful tool and that if it is not used properly it will enable anyone to successful use it.

Attention is called to the fact that the screw on plain sewing machine fails to do its work properly until you can thread the machine with ease. When the presser foot is not run down on the bed, the machine must not be run with the shuttle open, as the shuttle is liable to go out of position and damage the machine. We caution the purchaser, who has evidence of fraud and we will not warrant in any way for responsibility for the presser foot.

The presser foot must never be let down on the feed except when you are sewing with the machine. When the shuttle is run with either the shuttle or the bed, the machine must be run open, as the shuttle is liable to go out of position and damage the machine. We caution the purchaser, who has evidence of fraud and we will not warrant in any way for responsibility for the presser foot.
TO SET THE NEEDLE

First loosen the screw that clamps the needle to the shank. Then push it to the right sufficient enough to allow the needle to rest in its highest position. Then take the needle with its flat side toward the thumb and forefinger of the left hand, and insert the needle. Make sure that the needle does not touch the cloth on the side. If it touches, take hold of it near its point and press gently in the opposite direction until it is free.

THREADING THE MACHINENEDLE

Put the spool of thread upon the spool pin, then with the left hand catch the thread in the slot and draw up between the spring and the cap toward the needle. Then under the slot in the spring eyelet and up through the staple. Then draw it up from left to right, leaving about four inches of thread free.
Winding the bobbin is a crucial step in the sewing process. The bobbin should be wound clockwise in order to maintain tension. This process is important in forming a perfect seam. It requires practice and patience to do it well.

**Caution:** Never begin winding a bobbin filled with thread. It is also important to use the correct size bobbin for your sewing machine.

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**TO THREAD SHUTTLE**

1. **Take the shuttle in the left hand, with the point toward the bottom.**
2. **Thread the shuttle from the bobbin, draw the thread running from the shuttle, and close the shuttle.**
3. **Draw in the one or two inches of thread, then wind the bobbin.**
4. **Draw the thread back until it passes over the point.**
5. **Close the shuttle.**
6. **Draw the thread into the open slot of the bobbin, by drawing it into the open slot of the bobbin, you will be forced under the shuttle, and the thread will be wound on the bobbin.**

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**PREPARE FOR SEWING**

- **Withdraw the front shuttle slide and place to replace the shuttle in the basket, point first toward the operator, then close the slide.**
- **With the left hand, pull the end of the needle thread leaving slack, turn the balance wheel over toward you until the needle moves down and up again to its highest point.**
- **Catch the bobbin thread with the hole in the throat plate, then pull both threads back under the presser foot.**
- **Place the material upon the presser foot, lower the presser foot and commence to sew.**
- **Turn the hand wheel toward you until the needle bar has reached its highest point.**
- **Raise the presser foot, place the forefinger of the right hand on the shuttle and cut the two threads on the thread cutter, leaving about four inches with which to commence sewing again.**

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**Fig. 1:** shuttle is ready for sewing, Fig. 2 shows shuttle properly threaded, ready for sewing. The tension is regulated by turning the screw in point of shuttle to the right or to the left, to give more or less tension.
TENSIONS

Tension means pressure on the thread, which prevents the machine from drawing off more thread than necessary to form a stitch. The tension upon both threads should be as nearly alike as possible, and tight enough only to make a smooth, firm seam. For ordinary stitching the needle and shuttle threads should be locked in the center of the thickness of the material, thus: See Fig. A. If the upper tension is too tight (or the shuttle tension too loose, the upper thread will lie straight on the upper side of the goods, as shown in Fig. B. If the upper tension is too loose (or the lower one too tight) the lower thread will lie straight along the under side of the goods, as shown in Fig. C.

Note—Do not regulate both upper and lower tensions at the same time. Always regulate the tension by adjusting the upper tension if possible.

Upper tension is adjusted by the tension screw, turning to the right to tighten, and to the left to loosen. The under tension is regulated by turning the screw in the point of the shuttle. Turn to the right to tighten, left to loosen.

ON THE LEFT SIDE OF THE STITCH REGULATOR SCALE will be found marks of different lengths. The numbers give the number of stitches to the inch. To shorten stitch loosen the thumb screw and move to the left. To lengthen stitch move the thumb screw to the right.

For ordinary family sewing it is seldom necessary to change the pressure on the material. If sewing fine silk or flimsy material, lighten the pressure by turning the thumb screw (see page 2) on the top of the machine to the left. To increase the pressure turn the screw to the right. The pressure should be only heavy enough to prevent the material from rising with the needle and to enable the feed to move the work along evenly; a heavier pressure will make the machine run hard.

THE BELT. See that the belt is not too tight; it should always be tight enough not to slip. If too loose remove the hook at one end, shorten the belt and rejoin. To put the belt on, place it in the groove of the balance wheel, then turn the balance wheel toward you.

BREAKING NEEDLES. Is generally due to the operator pulling on the work, in their effort to assist the feed or make the machine sew faster. This must not be done. It is bound to pull the needle out of line, causing it to strike the needle plate and break. This may also be due to the presser foot or attachments not being pushed clear back on the bar and securely clamped. When the attachments or foot are placed, a test should be made after the attachment is clamped, to see that the needle passes through the attachment without interfering. If the needle does not interfere on its downward course, or is not pulled out of line by the operator through carelessness in pulling on the work, the needle will seldom break. (Needles are frequently broken by forcing cheap, coarse thread through a needle that is too small).
HINTS

BREAKING THE UPPER THREAD may be caused by:
- The machine not being properly threaded
- An imperfect needle
- An upper tension being too tight
- A needle eye too small for the thread
- Needle rubbing against attachment or presser foot.

BREAKING THE LOWER THREAD may be caused by:
- The shuttle being incorrectly threaded
- The tension being too tight
- The bobbins wound too full, so that it will not coil properly
- The hole in the needle plate becoming rough, causing the needle to rub against the plate.

MISSING STITCHES. Should there at any time be skipped or long stitches at intervals, it is owing to the needle being set too low or its having become bent. For thread in use, and sometimes too small for the thread. The bottom of the shuttle cavity should be cleaned frequently.

STITCHES ARE NOT EVEN. It may be caused by the presser foot not resting evenly upon the fabric, or by the feed not being high enough, or by the cloth being too short, or by the cloth using a needle with too coarse or uneven thread.

IF THE MACHINE DOES NOT FEED:
- Examine the feed. If too high it will not clear the goods when coming forward. Set the feed so that the bottom of the feed is just even with the throat plate. Do not run the machine backwards or with both threads in without sewing.

Oil as indicated by arrows.

Oil as indicated by arrows. One of the most essential features of the machine is Good Oil. Poor oil makes the machine run hard. Avoid using oil that resembles castor or sweet oil in appearance or that looks thick and viscous. The oil should be clear and of best quality, about as thick as kerosene.

To oil the parts inside of the head, raise the needle bar to its highest point, put one drop of oil on each side of the needle bar, and one drop in each of the holes indicated in the above cuts. After the machine has been oiled, run it with presser foot up and shuttle out for a minute, and then wipe off the superfluous oil. Oil the bobbin winder in places where there is any friction.
<table>
<thead>
<tr>
<th>Size of needle</th>
<th>O</th>
<th>B</th>
<th>½</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size of work to sew</td>
<td>Cotton, Linen or Silk</td>
<td>Very Fine Silk, Muslin, Cambric, etc.</td>
<td>Very Fine Calicoes, Linen, Cotton</td>
<td>Shirtings, Sheeting, Bleached Calicoes, Muslin, Silks, and all kinds of General Work</td>
<td>Heavy Woollen goods, Heavy Silks, Seaming, etc.</td>
<td>Bagging, Coarse Cloths, Heavy Linen, C. and D. Silk, Twill, or every coarse Cotton</td>
</tr>
</tbody>
</table>

**To Select Needles and Thread**

To make a smooth, even stitch with your machine, it is necessary to use good, firmly twisted and smoothly finished thread. The best results are obtained when both the upper and lower threads are the same size and quality. It is a common mistake to think that No. 40 or No. 50 thread should be used in order to form a strong stitch. Better results are obtained by the use of Number Sixty (60), Seventy (70), or Eighty (80) thread. With a thread of thickness No. 1-2, Needle, for the reason that it draws more closely into the material, the strain on the material instead of the needle will show whether or not the stitches are even. For ordinary work use the same size of thread in the bobbin as in the needle. In using slack twist or even silk, it is better to have a bent, or a hooked point, made by striking the throat plate.

**NEEDLES TO USE**

We cannot guarantee results if substitutes or needles of a poor grade are used. We make our own needles, therefore, if you cannot get the genuine with the New Home stamp on the shank, write direct to us. Poor needles are responsible many times for skipped stitches. Stamped on the front shuttle slide will be found a scale for selecting thread marked upon its shank. The number of a needle chart will tell you how to select the proper sizes of needles and thread.

**REPAIRS**

Should you find it necessary to have any repairs made on this machine do not allow any amateur mechanics to tinker with it. They would probably do more harm than good. If you cannot discover your trouble from the instructions in this book address a letter to us at the Sewing Machine Factory, Orange, Massachusetts, telling us exactly what your difficulties are and we will immediately see that they are remedied.
TO USE THE ATTACHMENTS

Loosen the circular thumb nut directly over the presser foot by turning it from you to the left. Then remove the presser foot from its holder by drawing it toward you, and insert in its place the attachment desired to allow the needle to pass clearly into the needle hole in the presser foot. Underneath the presser foot, tighten the thumb nut firmly by turning it over from you to the left.

Raise the presser foot to its highest point and place the material under the presser foot. A table is provided to pass the material under the presser foot. Then place the cloth under the presser foot, and turn the presser nut to fasten the cloth. Then raise the presser foot to its highest point and replace the material under the presser foot. Then turn the presser nut to fasten the cloth. Then turn the presser nut to fasten the cloth.

FELLING

Sew the two edges of the material for the hemmer to the right. If, on the contrary, the edge does not catch the edge of the hemmer, turn the hemmer a little to the left.

TO HEM AND SEW ON LACE

Put the edge of the fabric into the hemmer. Then close the hemmer. When the hemmer is well started, raise hemmer foot by means of the presser bar; then pass the lace through it and close the hemmer again. Proceed as in ordinary work, the machine the same as in a wider seam, which is turned the same as a wider hem.

TO QUILT

Insert the quilter through the small hole in the back of the required width of the rows of stitching. Raise or lower the quilter according to the thickness of the desired distance. Having made the first row of the work, so that this row will be under place the work so that this row will be under and in line with the lower edge of the quilter.
Before connecting your sewing machine with the electric outlet be sure that the voltage in your household wiring system is within 10 volts of that listed on the motor.

Connect the T-shaped plug on the cord to the short cord attached to the motor on the back side of the head. Screw the plug on the end of the cord into a lamp socket of any electrical outlet. Make certain that the rubber pulley on the motor comes in contact with the balance wheel but not too tightly. If the pulley fits too loosely against the hand wheel it will spin rapidly and should be tightened slightly by taking up the screw at the base of the clamp. Be sure that the pulley does not fit too tightly against the hand wheel, because if it does it may cause the motor to burn out. The little rubber pulley can be made to fit against the hand wheel by loosening the set screw and moving the pulley along the arbor into a position where it does fit and tightening the screw. If there should be any unusual vibration of the motor make certain that the two screws which hold the motor to the bracket are tight and that the large screw at the bottom of the bracket is tight. When ready to sew press lightly on the Rheostat until the machine starts. If the machine does not start readily and smoothly when sewing on heavy goods turn the hand wheel forward and the motor will then keep the machine running smoothly. The machine will gain or lose speed as more or less pressure is applied to the Rheostat.

This motor is a sturdy piece of mechanism, and if kept properly oiled, should occasion no trouble whatsoever. At each end of the arbor of the motor will be found two little holes for oiling. Oil should be dropped into these holes very sparingly at fairly long intervals, one drop in each hole is plenty. If the machine is used only occasionally an occasional application of oil will suffice. Only the best quality of oil should be used on this motor.