CONGRATULATIONS! By obtaining this tune-up kit you have just proceeded one step closer to helping yourself maintain your Melco embroidery equipment to the highest embroidery quality standards possible.

This procedure assists you in taking the next step -- incorporating the tune-up kit parts into your Melco Embroidery Peripheral. It will take just a few minutes of your valuable time to give your equipment a small jump start that just may make that difference in what your customer’s critical eye is looking for in a quality product.

### Kit Parts List:

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<th>Description</th>
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<th>Four Head Kit</th>
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<td>005198-01</td>
<td>Felt Pad, .065&quot; thick</td>
<td>10 ea</td>
<td>40 ea</td>
</tr>
<tr>
<td>005198-02</td>
<td>Felt Pad, .095&quot; thick</td>
<td>10 ea</td>
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<tr>
<td>006474-01</td>
<td>Thread Tensioner Disk</td>
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<td>004854-01</td>
<td>Thread Tensioner Spring</td>
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<td>001828-01</td>
<td>Needle Clamp Screw</td>
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<tr>
<td>007591-01</td>
<td>Needle Clamp Damper</td>
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<td>Bobbin Case</td>
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<td>009000-01</td>
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<td>761003-01</td>
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<td>10203</td>
<td>Tune-Up Kit Installation Instructions</td>
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### Tools Required:

- Standard Operator Tool Kit
**Procedure:**

**Thread Tensioner Assemblies**

We advise that you incorporate the thread tensioner parts immediately to get immediate results in improved ease in adjusting tensions for quality embroidering.

1. Turn the embroidery peripheral power switch OFF.

2. Refer to Figure 1 to remove the thread tensioner knobs from each of the tensioners on the embroidery peripheral.

3. Slide the ribbed disks off next and then remove the current thread tensioner springs.

4. Remove the outer housings to get to and remove the old felt pads and thread tensioner disks from the tensioner shafts.

5. Refer to Figure 1 for identification, then obtain the felt pads, the thread tensioner disks, and the thread tensioner springs from the kit.

6. Place one of the new .095" (thicker) felt pads from the kit onto each of the tensioner shafts and push them flush to the plastic washers.

7. Place the new thread tensioner disks onto the shafts next.

8. Put a new .065" (thinner) felt pad from the kit onto each of the tensioner shafts after tensioner disks.

9. Follow the felt pads with the re-installation of the outer housings.

10. Next, place the new thread tensioner springs as shown in Figure 1 so their widest ends fit into the outer housings.

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**Figure 1**

Adjustment Knob  **Outer Housing**  .065" Felt Pad  Plastic Washer  **Tensioner Shaft**

Ribbed Disk  **Thread Tensioner Spring**  .095" Felt Pad  **Thread Tensioner Disk**
11. Re-install the ribbed disks and thread tensioner knobs to complete the re-assembly of each of the tensioners.

12. The tensioners will need to be re-adjusted for proper thread tensions next time you embroider.

**Needle Case**

If certain needle positions are making more noise than others during embroidering, one or more of the dampers may be worn or even missing. There may also be a damaged presser foot. To replace a presser foot or needle case or needle clamp dampers, refer to the following procedure.

1. Turn ON the peripheral and bring the head(s) to the HEAD UP position.

2. Turn OFF the peripheral and disconnect the power cord from its power source.

3. Pull the threads out of the needles and two lower thread guides and tie them together to secure them for ease of rethreading later.

4. Remove the 2 screws holding the upper needle case cover plate and set the cover plate aside (see Figure 2).

5. Refer to Figure 2 and loosen one and remove the other of the 2 screws that hold the lower needle case cover plate and set the cover plate aside. You can now access the needle bar area.

6. Refer to Figure 3 to locate the needle clamp. Loosen the needle clamp set screw and remove the needle, needle clamp, (and old needle clamp damper if present) from the needle bar.

7. At this time replace the needle clamp screw on the needle clamp with a new one from the kit.

8. If installing a new needle clamp damper ONLY skip to step 14. If adding or replacing a lower needle case damper or presser foot continue from here.

9. Refer to Figure 3 and loosen the stop clamp (black clamp) and the needle bar clamp.

10. Carefully move the needle bar upward until the bottom of the needle bar clears the lower needle case casing, the felt pad, the shim, and current needle case damper.

11. Place a new needle case damper or presser foot in the lower position oriented as shown in Figure 3.
NOTE: If the upper needle case damper needs replaced you must remove the entire tensioner assembly to allow space to move the needle bar up far enough to replace it. If the upper needle case damper looks OK, it is not recommended you replace it at this time.

12. Re-insert the needle bar through the newly placed needle case damper, the existing shim, the felt pad, and into the lower needle case casing as illustrated in Figure 3.

13. Move the needle bar down far enough to go through the lower hole of the presser foot.

14. Refer to Figure 3 for proper orientation, then install a new or existing needle clamp damper and re-attach the needle clamp to the needle bar. Align the needle clamp screw with the lower side-hole of the needle bar and rotate it partially to secure the needle clamp.

15. Install a new needle into the needle clamp and tighten the needle clamp screw completely.

16. If you loosened the stop clamp and the needle bar clamp for installing a new needle case damper, you must re-adjust the needle bar height.

17. Rotate the needle bar assembly so the needle clamp and needle are oriented the same as the other needle bar assemblies in the needle case.

18. Adjust the needle bar height by positioning the height of the needle clamp to the same level as the needle clamps in the other needle bar assemblies in the needle case.

19. Tighten the stop clamp (black clamp) and check that the needle clamps are indeed all the same level.

20. Check that the needle bar clamp is at the same level as the needle bar clamps in the other needle bar assemblies in the needle case, then tighten the needle bar clamp (see Figure 3).
21. For additional adjustment information, refer to the Operation Manual for your embroidery peripheral.

22. When the needle bar height has been properly adjusted, reinstall upper and lower needle case covers (see Figure 2).

**Miscellaneous**

A few miscellaneous items are included in your tune-up kit that we hope will enable you to go that extra distance in helping produce quality goods with your Melco embroidery peripheral.

As often as a user removes the needle plate, the screws eventually may become burred. We have included a set of two needle plate screws for each head for you to replace at your convenience.

Please find some new hoop screws for replacement should you need them. And for threading from the cones through the tubing to the pre-tensioners, we have included a nylon monofilament threader.

Bobbin case thread tension springs do become less resilient over time and it may be difficult to adjust for consistent bobbin thread tension. The tune-up kit includes new bobbin case(s) for you to replace the current one(s) at your discretion.

One of the things to do when experiencing various problems with such issues as thread breaks or frays is to check the condition of the rotary hook. Occasionally a rotary hook becomes defective. One new rotary hook is included in the tune-up kit to use as you see fit or save for a spare for future use.

The oiler is included to both refresh your current supply and to remind you of the critical importance in keeping your equipment serviced properly. A new lint brush is also included. Check your operator manual for the procedures and frequency of maintenance recommended to keep the embroidery peripheral in top running condition.

Although only a small step, we hope this tune-up kit has met with your satisfaction. The intent of the kit is to help you and your embroidery business maintain that competitive edge that is so necessary in the competitive environment of today’s embroidery market.

Thank you for choosing Melco for your embroidery business needs.