



By Michley Tivax

# Mini Sewing Machine

## Instruction Manual

Model: LSS-338



Please read the instruction manual carefully before operating the machine.



## Parts & Accessories



AC/DC Adapter (DC 6V)



Foot Pedal (M)

## Battery Installation



### Battery Installation

1. Caution: Make certain the power switch is in the OFF position before inserting the batteries.
2. Insert (4)AA batteries in the battery slot compartment in the bottom of the machine. Be certain the batteries are in the correct polarities as marked on the machine. Then replace the battery compartment cover.

## Threading the machine

1. Raise thread spindle (C) by grasping the exposed top and pulling upward until thread spindle (C) is fully extended.
2. Place thread spool (E) on the thread spindle (C) as shown.
3. Pull thread from the thread spool (E) on the thread spindle (C) and put it through the thread holder (1) in the direction toward front of machine.
4. Bring thread across to the thread tension screw (2). Thread goes over the tension adjusting screw and must be positioned between the two washers behind the tension adjusting screw(Q). This is what provides the lockstitch tension to the thread.
5. Pull thread from tension adjusting screw (Q) guide through thread take up lever (D) in the direction toward front of machine (3).
6. Pull thread through thread guide (4) inserting in the direction toward the front Of the machine.
7. Pull thread down to thread guide (5) and insert thread from the top downward. If necessary, lower the needle (R) to reach this guide by turning the handwheel (K) slightly counterclockwise (in the direction toward you) to lower the needle (R).
8. Raise the needle (R) to reach the eye by turning the handwheel (K) slightly counterclockwise (toward you). Insert thread through eye (6) of the needle from the front toward the back of the machine (use threader accessory if necessary).
9. Raise the Presser Foot (F) by lifting up on the lever at the rear of machine (G).



10. Pull about 10 inches of thread through the needle (R) and lay it on the deck under the presser foot (F) running in the direction away from you.

### Threading main unit using side bobbin

(Follow steps 4-10 with these exceptions.)

1. Pull bobbin spindle (U) out from main unit.
2. Insert bobbin spindle (U) through center hole of threaded bobbin.
3. Insert bobbin spindle (U) (with bobbin attached) into bobbin holder (V). Make sure bobbin spindle (U) with bobbin are tightly secured to main unit.

Note: Thread main unit with side bobbin simultaneously with thread spool for a double stitch method. Side bobbin is to be used only if you're using this particular method of stitching.

# Bobbin Winding and Insertion

## Winding the bobbin

You can wind your own bobbins with thread from spools you purchase separately to have a virtually unlimited thread color selection. Match your fabrics or contrast with the thread shades of your choice.



1. Always remove the bobbin (S) from the bobbin case on the machine before you wind a new bobbin.
2. Place the thread spool (E) on the thread spindle (C).
3. Press down the bobbin winder handler (W) and the bobbin winder (T) will be lifted up.
4. Take an empty bobbin. Pull the thread down from the thread (E) through the clamper (I) and thread the loose end through the small hole in the bobbin.
5. Leaving the loose end on the outside of the bobbin, wind the thread several turns around the INSIDE of the bobbin.
6. Place the bobbin on the bobbin winder spindle making certain that the thread is winding onto the bobbin in a counterclockwise direction. Adjust the bobbin to allow the small hole on the bobbin rim to line up with the spring on the bobbin winder spindle.
7. Press down the "ON" switch, the machine will start to wind the bobbin.
8. When the bobbin is full, switch off the machine. Insert the bobbin into bobbin case.
9. Lift up the bobbin winder handler.

## Bottom bobbin placement

1. Press the release button (H) on the rear of the machine to pop up the cover of the bobbin compartment (I).
2. Remove cover by lifting up where it has popped up at rear.
3. Place the bobbin with thread of your choice in the bobbin holder (J) leaving about 5 inches of thread extended out from the bobbin holder (J).
4. Lower presser foot (F).
5. Turn handwheel (K) counterclockwise (toward you). Needle (R) will go down, picking up the bobbin thread. Turn handwheel (K) until needle (R) has descended completely and then come up again to its highest raised point. Stop when needle (R) starts to go down again.
6. Raise the presser foot (F) and bring the spool thread around to the front. Pull the two threads toward the rear (away from you) and lay them under the presser foot (F).
7. Snap the bobbin compartment (I) cover down and into place.



Note: Both the top and bobbin thread must be threaded correctly or the machine will not stitch properly.

The machine may have come pre-threaded from the factory. Look at this threading carefully before removing it to replace the thread or bobbin with different thread. Then follow the preceding instructions to re-thread.

## Operating the Sewing Machine



ALWAYS TURN THE HANDWHEEL COUNTERCLOCKWISE (toward you). Rotate the handwheel to bring the needle to the highest position.



Lift the presser foot and place fabric under the presser foot.



Lower the presser foot.



Press the power switch to begin sewing. Don't pull the fabric.

# Operating the Sewing Machine



## Controlling the Sewing Speed

The machine has two speeds of sewing control. In the “H” position the switch is in, while in the “L” position the switch is out.

We recommend using the slow speed at the beginning. When you become more experienced and feel confident controlling the machine, you can use the fast speed.

## Operating the machine without the foot pedal

1. Raise the needle (R) above the presser foot (F) by turning the handwheel (K) slightly in the counterclockwise direction (toward you).
2. Raise the presser foot (F) by lifting up on the presser foot lever (G).
3. Position fabric to be sewn under the presser foot (F) with presser foot in raised position. Make certain seam direction is toward you, aligned with the presser foot (F), with seam location directly under the needle (R).
4. Lower the presser foot (F) by lowering the presser foot lever (G).
5. Rotate the handwheel (K) in a counterclockwise direction two full turns to lock and start seam. Stop.
6. Select speed by pressing speed button (L) on front of machine. High speed, button is extended out. Low speed, button is in, flush with machine. Use low speed for intricate work, which requires a lot of stopping, starting and turning fabric. Use high speed for long uninterrupted seams.
7. Turn power switch (A) to “ON” position.
8. Gently guide the fabric to keep the seam straight by pressing it lightly down with your fingertips on both sides as it feeds through the presser foot (F).
9. When the seam is finished, turn switch (A) to off.
10. Raise the needle (R) above the fabric by turning the handwheel (K) slightly in a counterclockwise direction.
11. Raise the presser foot (F) by lifting the presser foot lever (G).
12. Pull fabric toward you leaving about 5-10 inches of thread between the fabric and the machine.
13. Cut thread close to fabric, leaving excess thread loosely lying on the sewing deck in the direction of the presser foot (F) and toward you.
14. Begin the next seam in the same manner as above by following operating steps above.

## To use the with foot pedal

(Follow steps 1-14 with these exceptions)

1. Make certain machine is in “OFF” position.
2. Plug the foot pedal (M) jack into side of machine.
3. Turn machine on by pressing the foot pedal.
4. Press gently on the foot pedal to run the machine. Let up to stop. When you are finished sewing a seam, ease your foot up and off of the foot pedal.

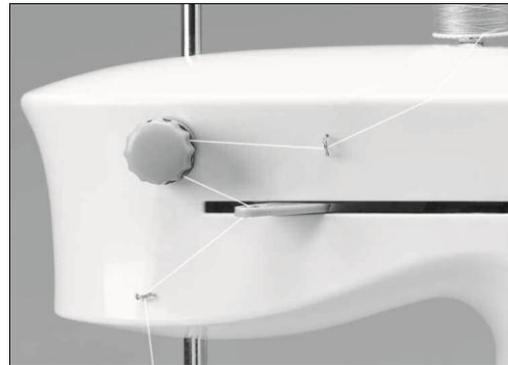
Note: The on-off switch on the machine should be in the “OFF” position when using the foot pedal.

# Operating the Sewing Machine

## Adjusting thread tension

Tension for maximum performance has been set and adjusted at the factory. However, if you should find that stitches are too loose, or too tight, you can adjust the stitch.

1. Loosen stitch by turning the tension screw (Q) counterclockwise.
2. Tighten the stitch by turning tension screw (Q) clockwise. Sewing heavier fabric may require loosening the stitch. Very light fabric may require tightening the stitch.
3. Bobbin tension cannot be adjusted.



## Stitch length adjustment

You can use the stitch length adjustment button to change the stitch length in sewing.

1. Push the button to the left in order to get the longest stitch length. This is recommended for normal sewing.
2. By turning the button towards the right hand side, the stitch length will be reduced.
3. When the button is set to the middle point, the stitch length will become zero, therefore, the fabric will not move forward.



## Reverse sewing

Push and hold the lever down to sew in reverse.

## Sewing Sleeves

The machine designed to allow you to sew sleeves easier.

1. Lift up the presser foot (F) and position the sleeve under the needle. Put the bottom part of the sleeve in the gap between the platform and the base.
2. Lower the presser foot and follow steps 5-13 in the section of operating the machine on the previous page. Now you can sew the sleeve easily.



## Changing the Needle

1. Turn the handwheel (K) clockwise to raise the needle (R) to its highest position.
2. Loosen the needle clamp screw (O) by turning it counterclockwise (toward you).  
You may need to use a short slotted screwdriver or small pliers.



3. Remove the needle (R) pulling down, away from the needle clamp (P).
  4. Place the new needle with the flat side facing in against the needle clamp (P).
  5. Push it gently as far up as it will go, and against the needle clamp (P).
  6. Tighten the needle clamp screw (O) while holding the needle (R) in place.
- Note: Size 90/14 sewing machine needles are recommended.





## **Michley/Tivax Limited Warranty to Original Purchaser**

Michley/Tivax warrants this product purchased in the USA against defects in material and workmanship under normal use and service for a period of one year from the date of retail purchase by the original end-user purchaser. Products will not be warranted if the serial number is removed or defaced.

This warranty shall be void upon transfer of ownership of this product and is effective only when used in the United States.

Michley/Tivax agrees to repair or replace this unit at no charge, within the warranty period, providing that the product is delivered to Michley/Tivax in its original package or equivalent, fully insured, with all shipping charges prepaid and a return authorization number listed on the outside of the packaging. A handling charge of \$25 will be applied to any returned product found not to be defective. To honor this warranty and to ensure the best service to our customer, Michley/Tivax requires the following information to be included with the returned unit:

- A copy of the original sales invoice from your vendor.
- Model number & serial number of the unit.
- A detailed description of the problem associated electrical connection and hardware.

A Return Authorization number can be requested by sending a fax to 650-963-3585 or an email to [support@tivax.com](mailto:support@tivax.com) prior to returning the unit.

This warranty contemplates the owner will reasonably maintain this product without alteration, negligent use, misuse, or abuse. Furthermore, any unauthorized alteration of this device without written approval by Michley/Tivax will void any warranty and the owner's right to operate this device.

This warranty presented above is exclusive and in lieu of all other expressed or implied warranties. Any warranty applicable to this product is limited to the period described above. In no event will Michley/Tivax be liable for any special, incidental, or consequential damage, loss of revenue, or cost of replacement goods resulting from the use of malfunction of this product to the equipment system on which it is used. This warranty gives specific legal rights and you may have other rights that vary from state to state.