

# **SUPERLOCKSTITCH™**

**Portable Sewing Machine**

**Innovative Products to Make Your Life Easier**

## **Model SP-403 Owners Manual**



- **Sews Durable LockStitch**
- **Handheld or Table-Top Operation**
- **Operates on 4AA batteries (not included)**

# SUPERLOCKSTITCH™

Dear Valued Customer:

Thank you for purchasing your **SUPERLOCKSTITCH™** Portable Sewing Machine from our rapidly growing Sew Pro line. Our firm takes pride in providing products with quality and value while offering excellent service.

The **SUPERLOCKSTITCH™** Portable Sewing Machine will become a valuable tool that will keep your family's wardrobe in shape. Although not designed to make complicated clothing from scratch, it provides a durable LockStitch to complete your basic mending jobs quickly and with a quality stitch. This machine was specifically designed to be lightweight for easy portability. We are confident you will enjoy the time you spend using our product.

Top Innovations, Inc. would like to invite you to take advantage of our customer support web site at [www.topinnovations.com](http://www.topinnovations.com). Here you will find additional information about the many other exciting Sew Pro and Steam Fast products that are available. We take pride in our quality line of garment care and steam cleaning products and hope you will visit our web site to review our product line.



Benny Lee

Chairman & CEO, Top Innovations, Inc.

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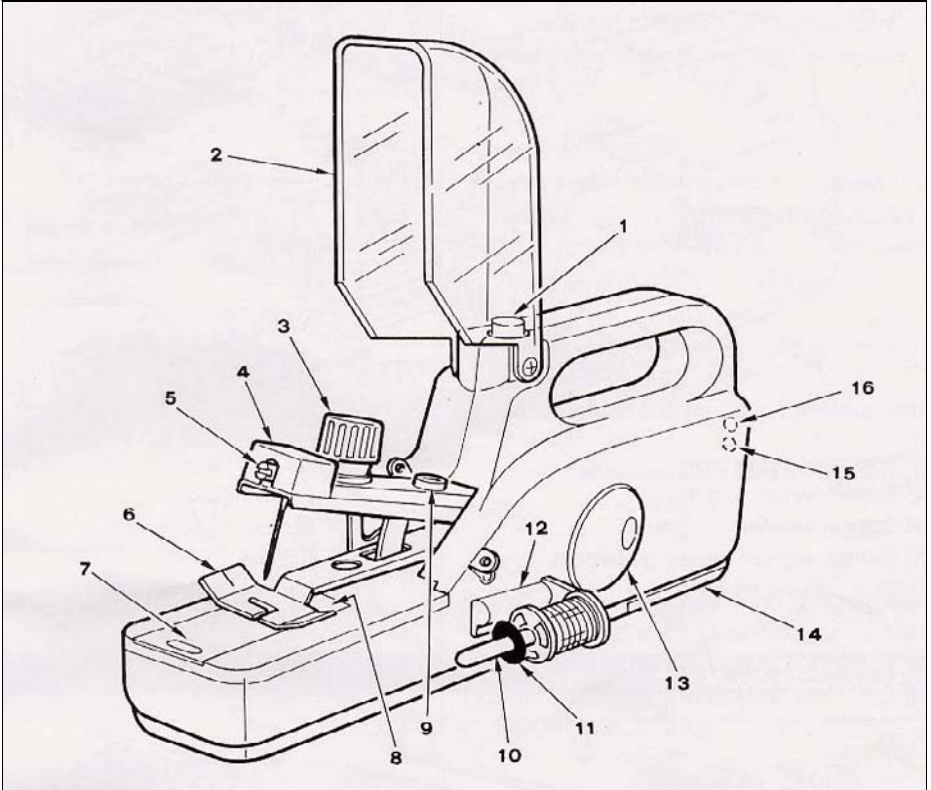
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## **IMPORTANT SAFETY INSTRUCTIONS**

**WHEN USING THIS MACHINE, THE FOLLOWING BASIC SAFETY PRECAUTIONS SHOULD ALWAYS BE FOLLOWED:**

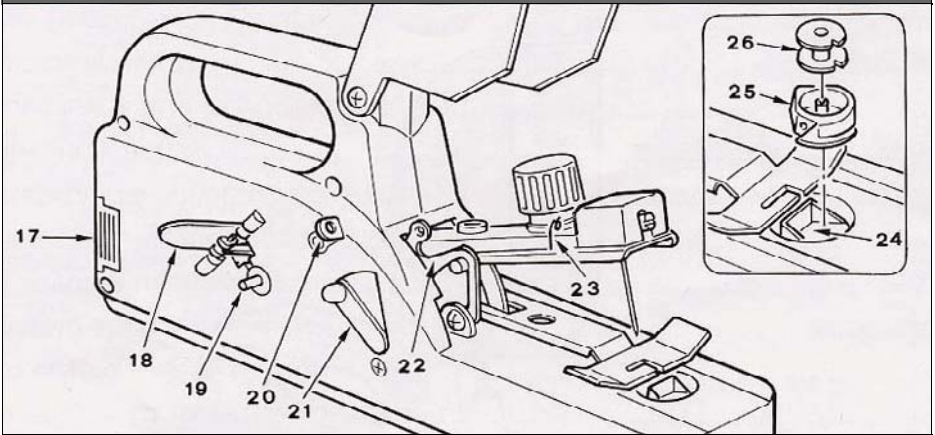
- **DO NOT USE WITH BENT NEEDLE.**
- **WHEN SEWING, KEEP FINGERS AWAY FROM ALL MOVING PARTS. SPECIAL CARE IS REQUIRED AROUND THE NEEDLE.**
- **CLOSE ATTENTION IS NECESSARY WHEN THE MACHINE IS USED BY OR NEAR CHILDREN.**
- **WHEN THREADING OR CHANGING A NEEDLE, ALWAYS SWITCH OFF THE POWER SUPPLY.**
- **NEVER PRESS OR PULL THE NEEDLE ARM DIRECTLY, ALWAYS USE THE HAND WHEEL TO MOVE IT.**

# PARTS LISTING



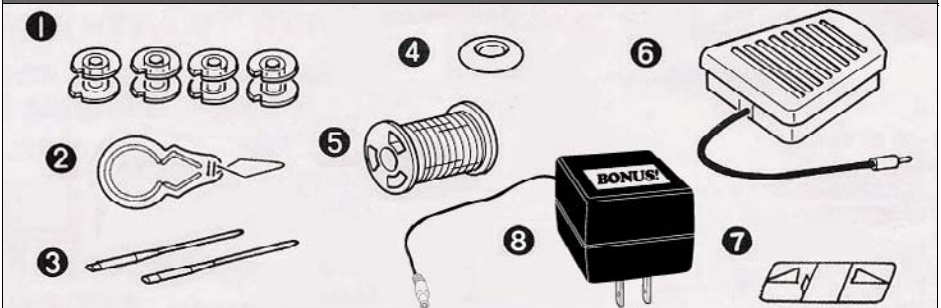
- |                        |   |
|------------------------|---|
| 1. On/Off Switch       | 11. Spool Holder Ring                               |
| 2. Dust Cover          | 12. Spool Stand                                     |
| 3. Thread Tension Dial | 13. Hand Wheel                                      |
| 4. Needle Arm          | 14. Battery Access<br>(4 AA Batteries not included) |
| 5. Needle Clamp Screw  | 15. AC Adaptor Socket                               |
| 6. Presser Foot        | Rating: Input: 120V/ 60Hz                           |
| 7. Slide Plate         | Output: 6 VDC, 600mA                                |
| 8. Needle Plate        | 16. Foot Switch Socket                              |
| 9. Pretension Stud     |   |
| 10. Spool Pin          |   |

## PARTS LISTING (cont'd)



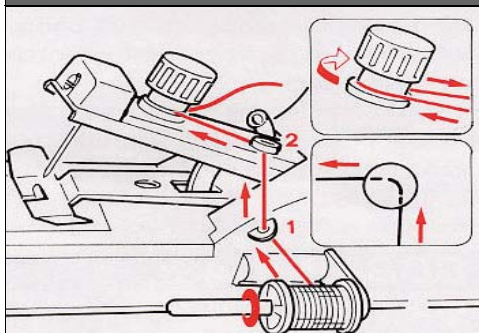
- |                                    |                            |
|------------------------------------|----------------------------|
| 17. Accessories Storage            | 22. Take-Up Lever          |
| 18. Bobbin Winder Cover            | 23. Thread Guide Wire Loop |
| 19. Bobbin Winder                  | 24. Bobbin Case Holder     |
| 20. Bobbin Winder Thread Guidepost | 25. Bobbin Case            |
| 21. Presser Foot Lift Lever        | 26. Bobbin                 |

## ACCESSORIES



- |   |                                     |
|---|-------------------------------------|
| 1. Bobbin x4 (1 in Machine)   | 5. Thread Spool (On Machine)        |
| 2. Needle Threader  | 6. Foot Switch                      |
| 3. Needle x2 (1 in Machine)<br>(Regular Needle No. 14 for General Sewing) | 7. Stabilizer (Table Top Operation) |
| 4. Spool Holder Ring (On Machine)   | 8. Bonus AC Adapter                 |

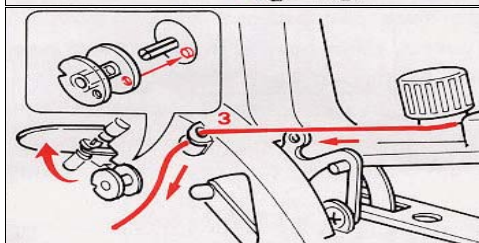
# WINDING A BOBBIN



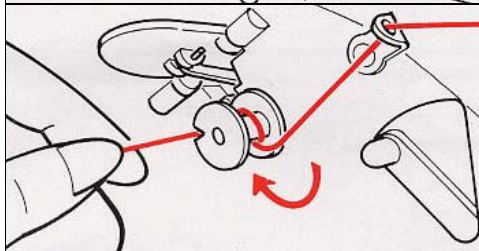
- Place spool of thread onto spool pin.
- Press spool holder ring against spool.

**CAUTION: Spool of thread should be rotated freely after pressing the holder ring on.**

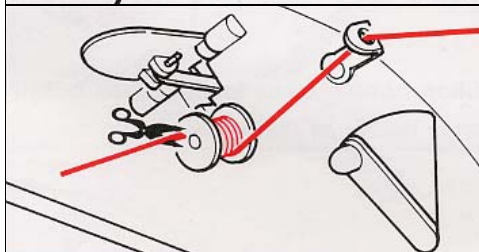
- Lead thread to Guidepost (1) and draw to the left under *pretension stud* (2).
- Draw thread between the two tension discs of thread tension dial, then pull thread to right as shown.



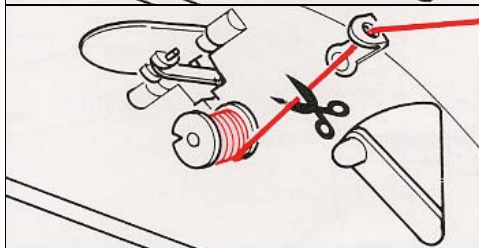
- Follow arrows. Guide thread through guidepost (3).
- Open the bobbin winder cover and insert a bobbin.
- Align the small bobbin hole on pin of bobbin winder.



- Follow arrows. Manually wind thread clockwise around the bobbin 3-5 turns, then pass thread through the notch.
- Still holding end of thread, push on/off switch and start to wind



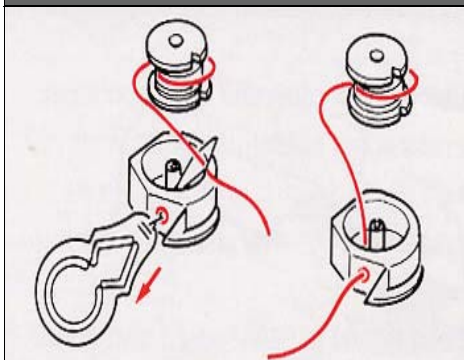
- Trim the end of the thread after bobbin is wound around a few times. (5-10 winds)



- Continue to wind bobbin until desired amount is reached and cut thread.

**CAUTION: Do not over-wind bobbin. Over-winding causes thread jamming of bobbin case.**

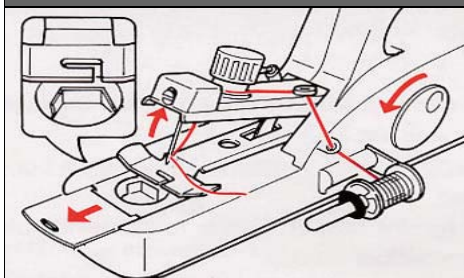
## THREADING THE BOBBIN



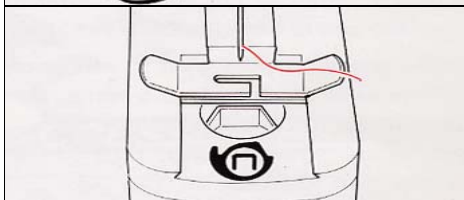
- Use needle threader to pull bobbin thread (bottom) *from inside* of bobbin case hole
- Position bobbin in bobbin case and draw 2-3 inches of thread. You will feel thread tension force while drawing.

**CAUTION:** *Bobbin case tension was pre-set at factory and is not adjustable.*

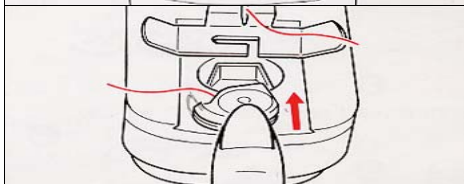
## INSERTING THE THREADED BOBBIN CASE



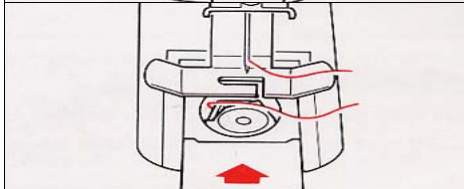
- **Be sure that the bobbin winder cover is closed**, raise needle to its highest position by turning hand wheel counter clockwise.
- Fully open slide plate, and make sure bobbin case holder is parallel to presser foot edge by rotating hand wheel slightly.



- Position and place threaded bobbin case as per graphics shown on slide plate recess.

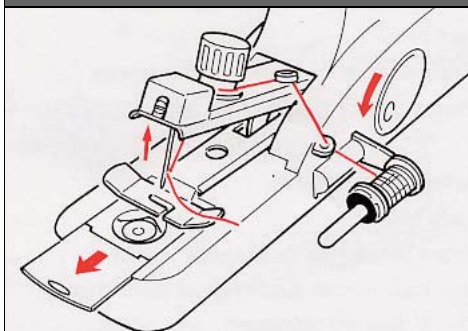


- Slide the bobbin case forward into the bobbin case holder as arrow shown.

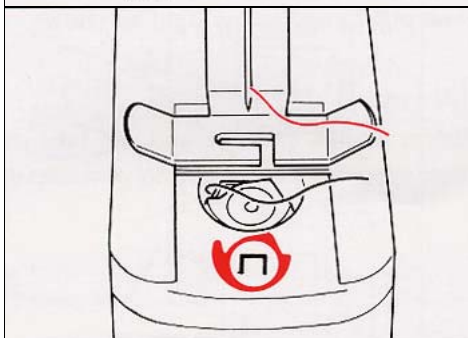


- Pull thread 2-3 inches to the front.
- Replace slide plate.

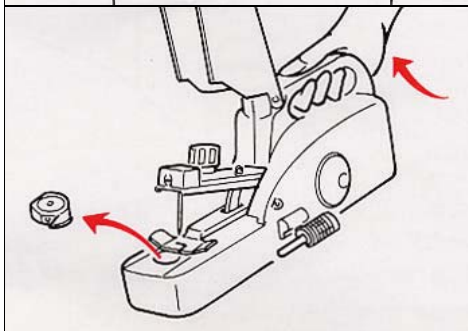
## REMOVING BOBBIN & BOBBIN CASE



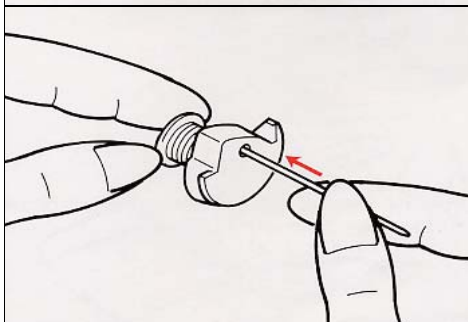
- **Be sure that bobbin winder cover is closed**, raise needle to highest position by turning hand wheel counter clockwise.



- Fully open slide plate, make sure bobbin case holder is parallel to presser foot edge by rotating hand wheel slightly.



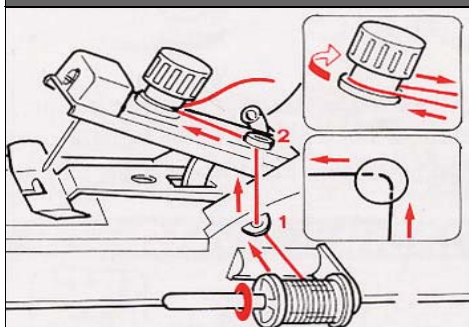
- Shake machine head to throw the bobbin case out from its recess.



- Using a pin, insert into the hole at the bottom of the bobbin case and push bobbin out of bobbin case.

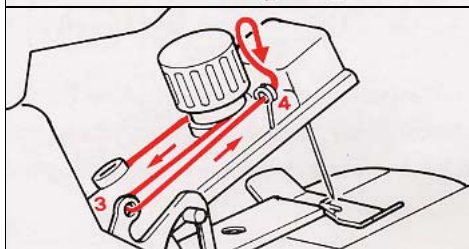


# THREADING THE MACHINE

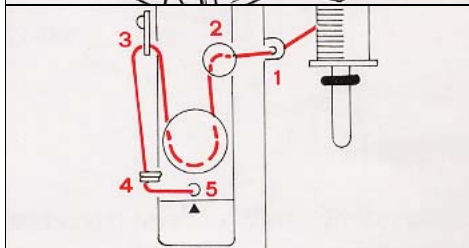


- Place spool of thread onto spool pin.
  - Press spool holder ring against spool.
- CAUTION: Spool of thread should be rotated freely after pressing the holder ring on.**

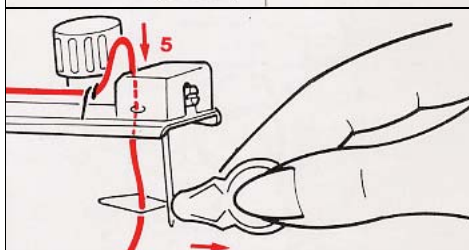
- Pull thread to Guidepost (1) and draw it to left, under pretension stud (2).
- Draw thread between two tension discs and then pull to right as shown.



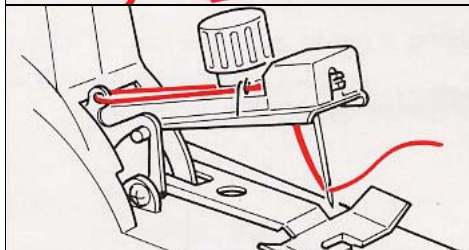
- Follow arrows, guide thread into take-up lever eyelet (3) and then backwards to wire loop (4).



- Top view of threading.

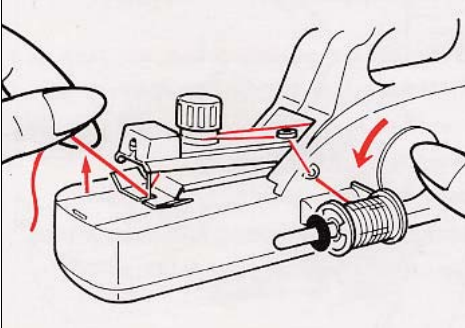


- Slip thread through (5).
- Insert needle threader through needle eye and pull thread through needle eye.

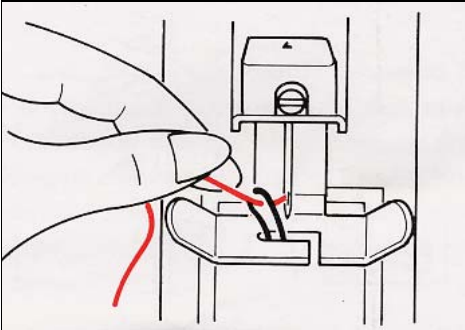


- Pull thread 2-3 inches to the front.

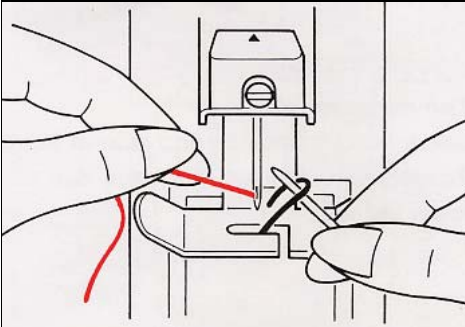
## RAISING THE BOBBIN THREAD



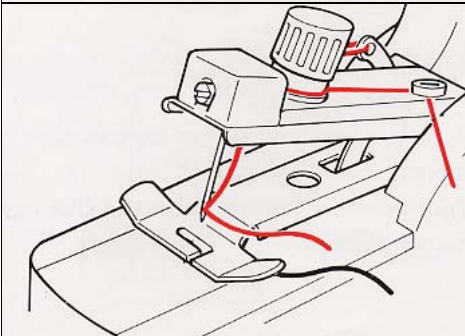
- Hold the needle thread (top) and turn hand wheel counterclockwise to lower needle, then raise to highest position.



- Gently pull needle thread (top) until bobbin thread (bottom) comes up and forms a loop.

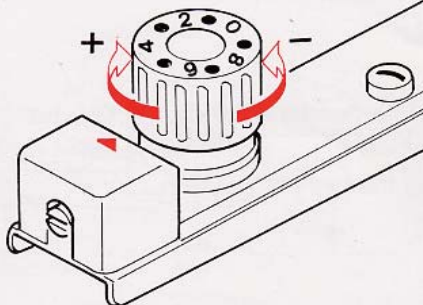


- Use a pin to pull up bobbin thread loop (bottom).



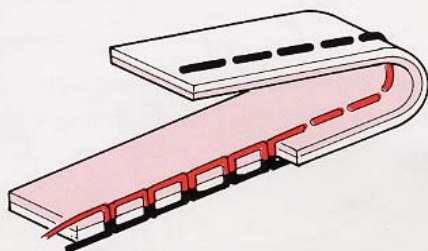
- Place bobbin thread (bottom) under presser foot.

# ADJUSTING THREAD TENSION



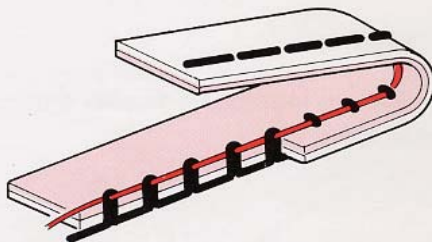
**NOTE:** Your machine's tension has been calibrated to "5" in the factory to suit most sewing applications.

- Always double check threading before attempting to adjust thread tension.
- Make a test sample to find proper tension before sewing on your fabrics.



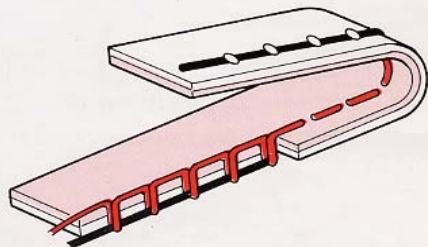
## **A balanced stitch:**

- A perfect, well balanced stitch will have needle thread (top) and bobbin thread (bottom) locked between two layers of fabric with no loops on top or bottom and no puckering.



## **Too much tension:**

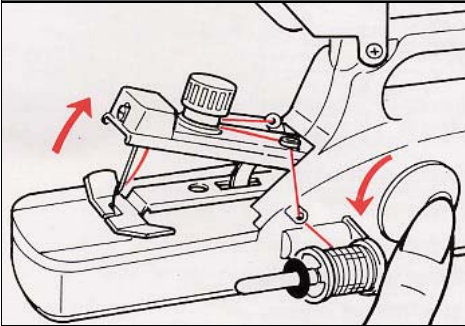
- Stitch locks appear on top side of fabric.
- To decrease tension, turn dial to a lower number.



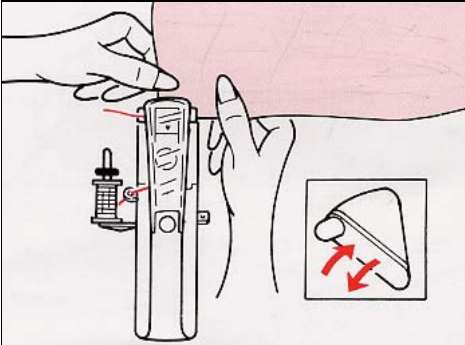
## **Too little tension:**

- A loose stitch appears on bottom side of fabric.
- To increase tension, turn dial to a higher number.

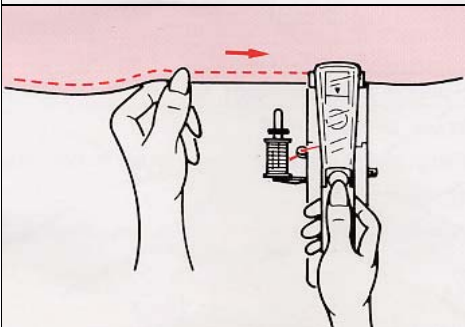
## START TO SEW—HANDHELD OPERATION



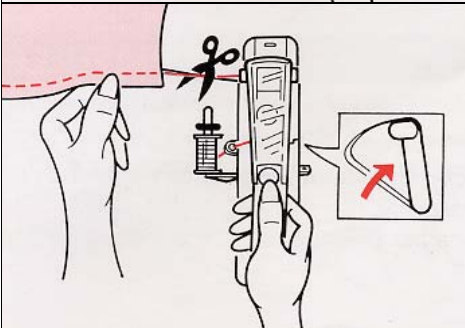
- Insert four AA batteries or use bonus AC adapter.
- Open dust cover.
- Raise needle to highest position by turning hand wheel counterclockwise.



- Move presser foot lift lever up to raise presser foot.
- Place fabric under presser foot.
- Draw both the needle thread (top) and the bobbin thread (bottom) 2-3 in. to the left.
- Move presser foot lift lever down to lower presser foot.
- Close dust cover.

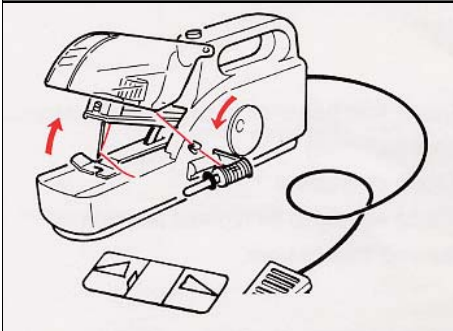


- Press and hold the on/off switch.
- Guide fabric gently while sewing

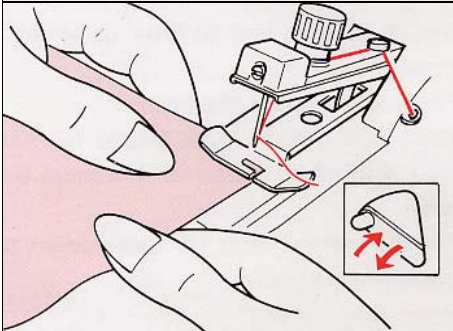


- At the end of the seam, move presser foot lift lever up to raise presser foot.
- Pull threads 2-3 in. forward, then cut.

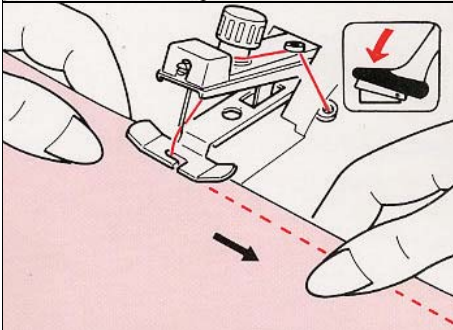
# START TO SEW—TABLE-TOP OPERATION



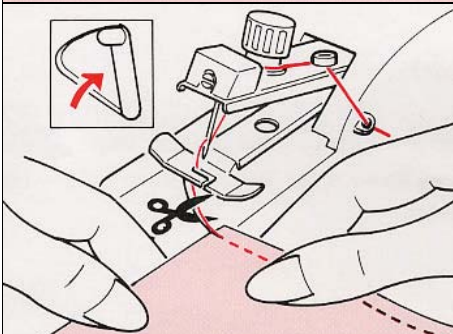
- Insert four AA batteries or plug in bonus AC adapter.
- Open dust cover.
- Raise needle to its highest position by turning the hand wheel counterclockwise.
- Insert stabilizer when sewing heavier fabrics.



- Move presser foot lift lever up to raise presser foot.
- Place fabric under the presser foot.
- Draw both the needle thread (top) and the bobbin thread (bottom) 2-3 in. to the right.

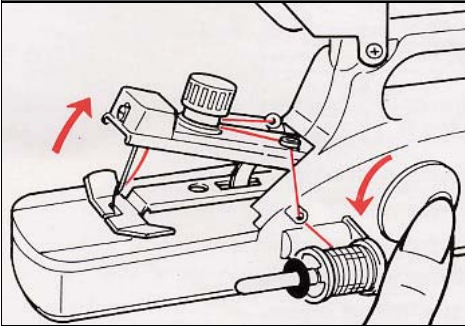


- Move presser foot lift lever down to lower presser foot.
- Plug foot pedal into back of unit.
- To begin sewing, slowly step on pedal.
- Hold onto both fabric ends while sewing

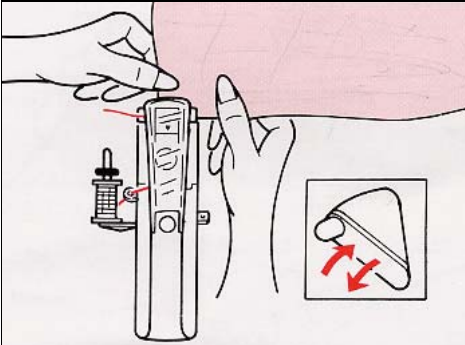


- At end of seam, move presser foot lever up to raise the presser foot.
- Pull threads 2-3 in. forward, then cut.

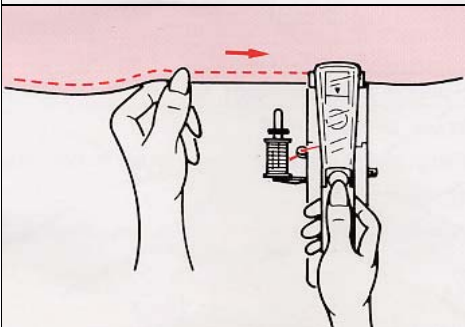
## START TO SEW—HANDHELD OPERATION



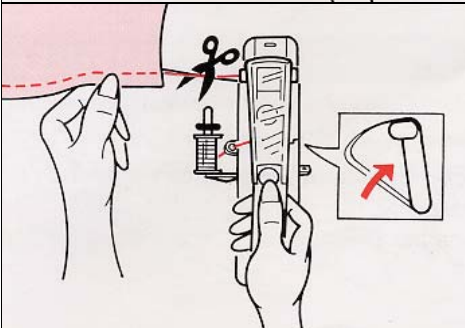
- Insert four AA batteries or use bonus AC adapter.
- Open dust cover.
- Raise needle to highest position by turning hand wheel counterclockwise.



- Move presser foot lift lever up to raise presser foot.
- Place fabric under presser foot.
- Draw both the needle thread (top) and the bobbin thread (bottom) 2-3 in. to the left.
- Move presser foot lift lever down to lower presser foot.
- Close dust cover.



- Press and hold the on/off switch.
- Guide fabric gently while sewing



- At the end of the seam, move presser foot lift lever up to raise presser foot.
- Pull threads 2-3 in. forward, then cut.

## SECURING A SEAM

There are 2 methods for securing the threads:

### Method #1: Back Stitching

- At start of seam, sew 1/2 in., then pull fabric backwards to sew 4-5 back stitches.
- Hold both fabric ends and continue sewing forward to complete seam. Secure end of seam by backstitching again.

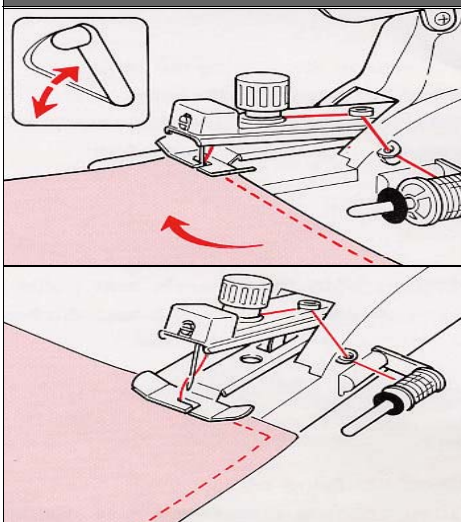
### Method #2: Tying Off

- When the seam is completed, use needle threader to pull needle thread (top) to underside of fabric.
- Tie a square knot with both threads underside of the fabric.

## DARNING

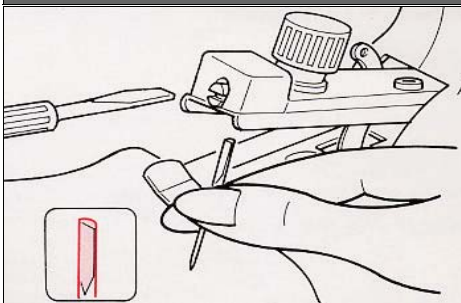
- Place the area to be darned under presser foot.
- Lower the presser foot and start stitching.
- Alternately guide fabric toward you and gently pull it away from you.
- For additional strength, cover parallel stitching area with crosswise stitching.

## TURNING A SQUARE CORNER



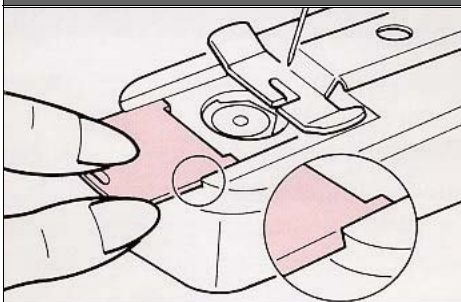
- Upon reaching the desired position, stop stitching with the needle tip still in the fabric.
- Move presser foot lift lever up.
- Turn fabric.
- Move presser foot lift lever down.
- Continue stitching the seam.

## CHANGING NEEDLES



- Loosen needle clamp screw with a screwdriver
- With flat shank face to the left side, insert a new needle up into clamp as far as it will go.
- Tighten needle clamp screw securely.

## HOW TO REPLACE THE SLIDE PLATE



- Make sure dove tail side is facing up and align slide plate to grooves.



# PERFORMANCE CHECKLIST

## ***If stitch is not formed:***

- Needle is not fully inserted into the needle clamp body.
- Needle is inserted into the wrong side.
- Needle is defective.
- Bobbin thread (bottom) is not threaded correctly into the bobbin case hole.

## ***If machine skips stitches:***

- Needle is not straight and sharp.
- Needle is inserted on wrong side.
- Machine is not properly threaded.
- Fabric is not firmly held down.

## ***If needle thread (top) breaks:***

- Machine is not properly threaded.
- Needle thread (top) tension is too tight.
- Thread is not freely unwinding from spool.
- Needle is inserted on wrong side.

## ***If bobbin thread (bottom) breaks:***

- Bobbin thread (bottom) is too tight.
- Thread is entangled in bobbin case.
- Bobbin thread (bottom) is threaded incorrectly into bobbin case.

## ***If fabric does not feed:***

- Presser foot is not lowered.

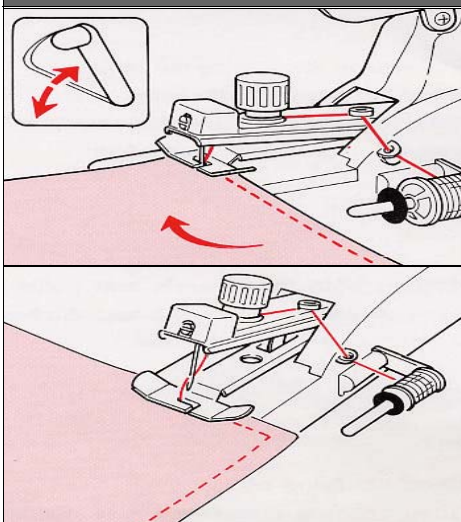
## ***If needle breaks:***

- Needle is defective.
- Needle is not inserted fully into needle clamp body.
- Fabric is pulled excessively while sewing.
- Needle thread (top) is caught somewhere.
- Needle thread (top) tension is too tight.

## ***If needle does not move:***

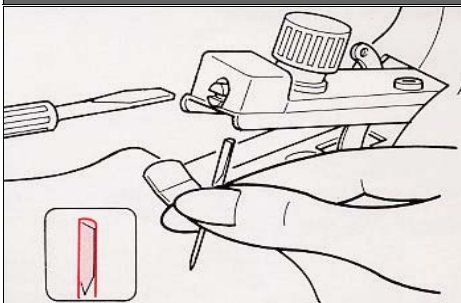
- Battery power is weak.
- Batteries are not inserted correctly.
- Foot switch plug is not inserted fully.

## TURNING A SQUARE CORNER



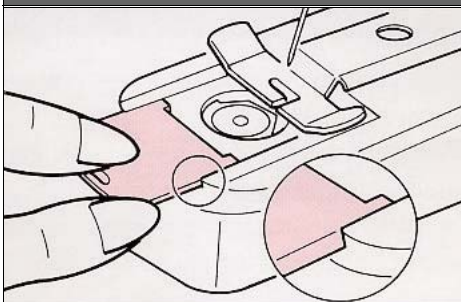
- Upon reaching the desired position, stop stitching with the needle tip still in the fabric.
- Move presser foot lift lever up.
- Turn fabric.
- Move presser foot lift lever down.
- Continue stitching the seam.

## CHANGING NEEDLES



- Loosen needle clamp screw with a screwdriver
- With flat shank face to the left side, insert a new needle up into clamp as far as it will go.
- Tighten needle clamp screw securely.

## HOW TO REPLACE THE SLIDE PLATE



- Make sure dove tail side is facing up and align slide plate to grooves.

# **LIMITED WARRANTY**

Top Innovations, Inc. will repair or replace, at its option, without charge to the consumer any SEW PRO<sup>®</sup> product that fails, due to defect in material or workmanship within 90 days following the initial consumer purchase. This warranty does not cover damage caused by commercial use, misuse, alteration, or modification.

**Performance of any obligation under this warranty may be obtained by returning warranted product with purchase receipt, freight prepaid to:**

**TOP INNOVATIONS, INC.  
Warranty Service Department  
400 NW Platte Valley Drive  
Riverside, MO 64150**

If you have any questions about coverage under this warranty, you may contact the Warranty Service Department by telephone at (800) 711-6617 or e-mail [customerservice@topinnovations.com](mailto:customerservice@topinnovations.com).

This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.







Top Innovations, Inc.  
400 NW Platte Valley Drive • Riverside, MO 64150  
(800) 711-6617 (816) 584-9700 Fax: (816) 584-9066  
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