POOLIN®

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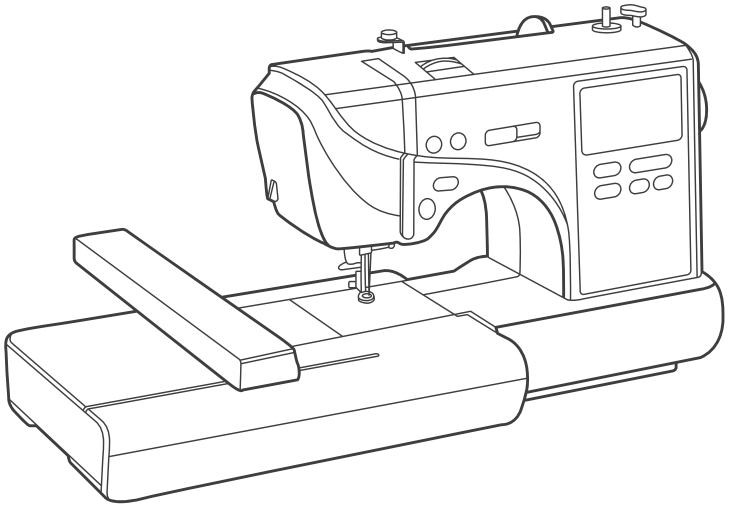
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# Quick Guide

## Embroidery Machine



## EOC03 Series

It is recommended that beginners to test refer to the Quick Guide first, and any questions please feel free to contact us.

# Reminder



## Security

Please safely use electricity, follow operating procedures to avoid puncturing needles.

## Environment

Place the machine in a dry environment and keep it away from children.

## Voltage

The machine supports wide voltage input, the voltage range is 110V to 240V.

Check out the video to set up the machine. Wrong settings may cause the machine to stop working.

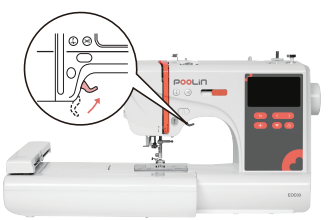
Before threading and installing the embroidery frame, please ensure the machine is in the following state:

1



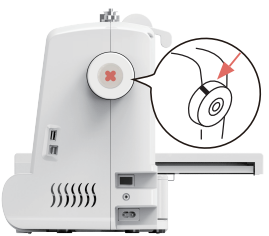
Turn off the power

2



Raise the presser foot for proper threading

3



Reset the handwheel to ensure the needle in the highest point

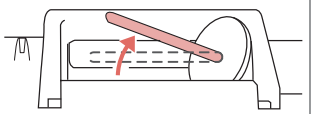
# Threading the machine



Tips: Please make sure to lift the presser foot before threading

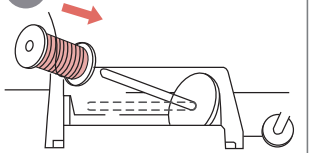
Tips: After threading, pull the thread to confirm whether the thread feeding is smooth

1



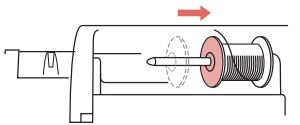
Lift the thread stand

2



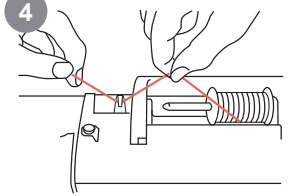
Insert the thread

3



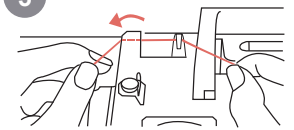
Insert pin cap

4



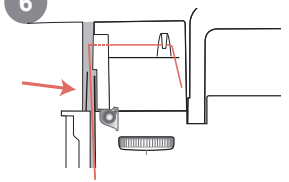
Pass through the hook

5



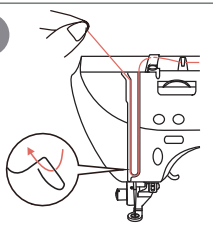
Pass through the clip

6



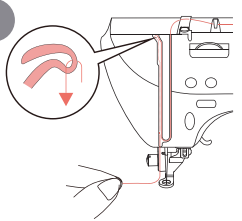
Pass between two metal sheets

7



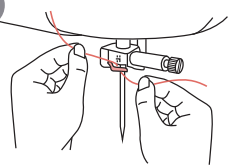
Bypass the spring

8



Bypass the rod

9



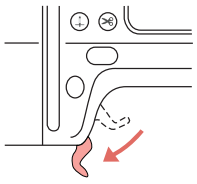
Bypass the needles clip

# Threading the machine



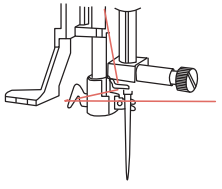
Tips: Step 7: Pull the thread upwards, pass through the elastic hook, and pull it.
Step 8: The thread pass through the upper hook.

10



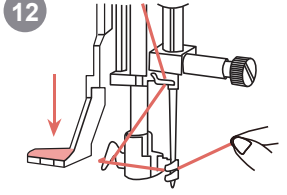
Lower the presser foot

11



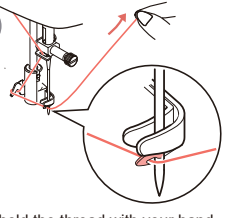
Pass the automatic threading device

12



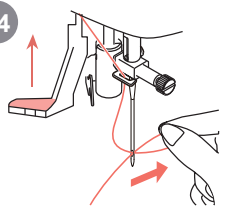
Press the pressure rod

13



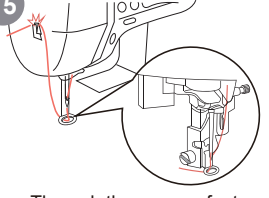
hold the thread with your hand pass the barb, release the pressure bar slowly

14



Pull out thread

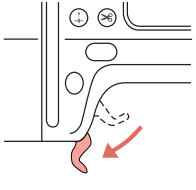
15



Through the presser foot Cut the thread

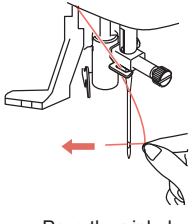
If you use manual threading, follow step a b c

a



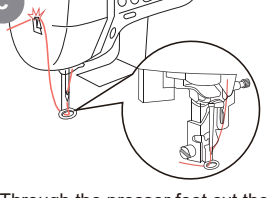
Lower the presser foot

b



Pass the pinhole

c

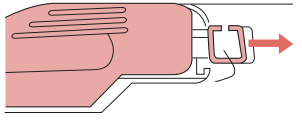


Through the presser foot,cut the thread

# Install the bobbin

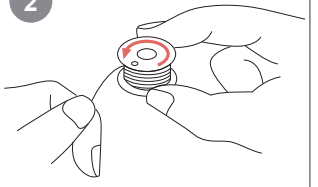


1



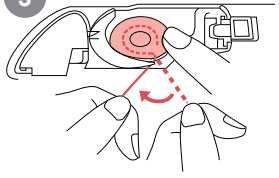
Pull the buckle to the right

2



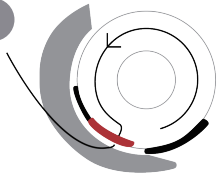
Place the bobbin counterclockwise

3



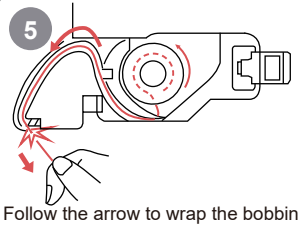
Thread follow the arrow and put the thread under the plastic sheet

4



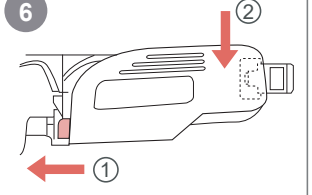
Slide the thread through the slot, then pull the line to the front.

5



Follow the arrow to wrap the bobbin thread Cut off the excess thread

6

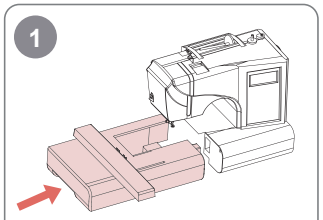



Clamp the cover on the left side Press the cover

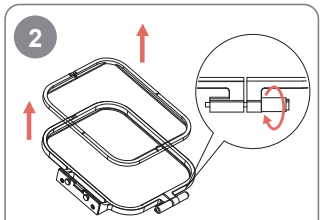
Tips: We have prepared a prewound bobbin, which is installed inside the machine.

# Install the frame

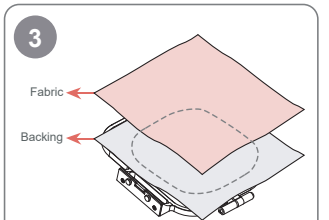




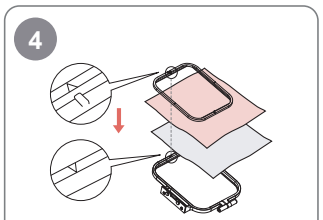
1 Install the embroidery unit



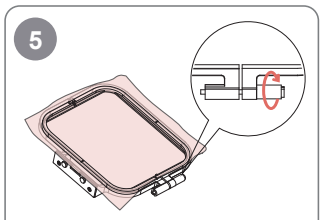
2 Loosen the screw
Remove the frame



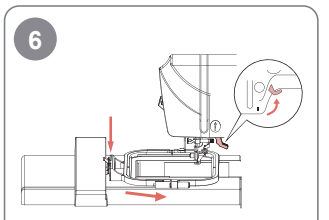

3 Install backing stabilizers
and fabric



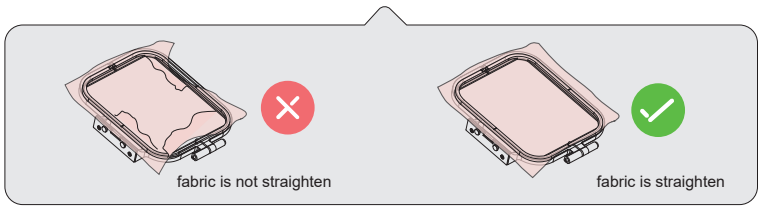
4 Clamp frame



5 Straighten the fabric and
tighten the screw



6 Lift the presser foot
Install the frame




Tips:

1.For better installation, loosen the screws first.

2.lease place a layerof backing stabilizer under the fabric.

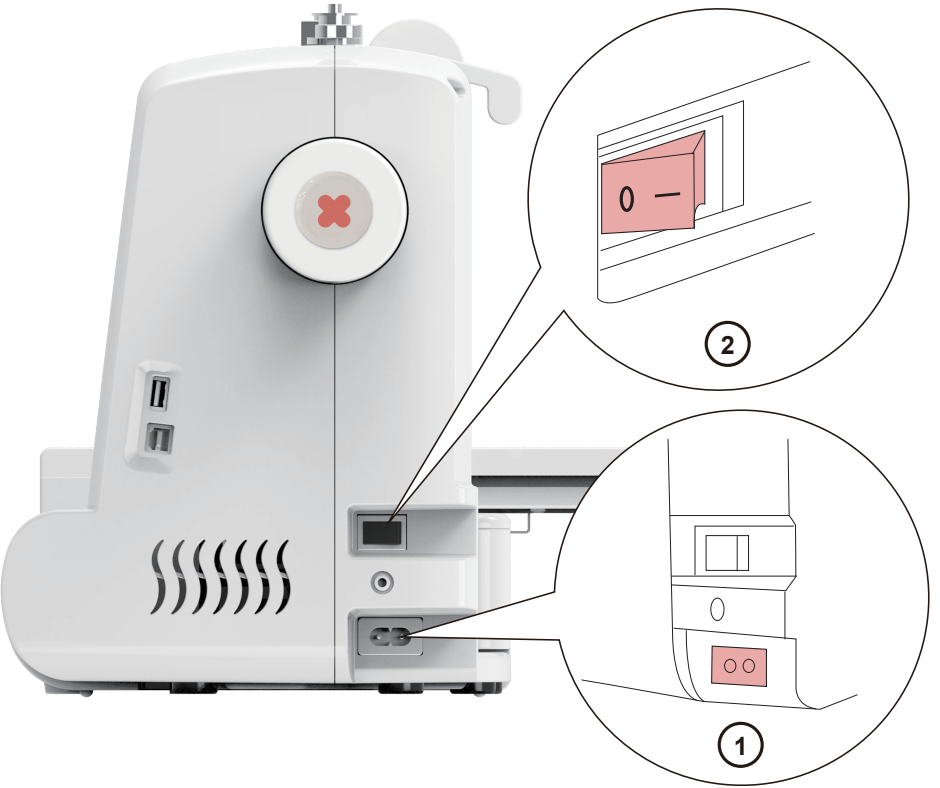
3.Place fabric and backing inside the frame.Make sure the fabric is straighten.

# Start up



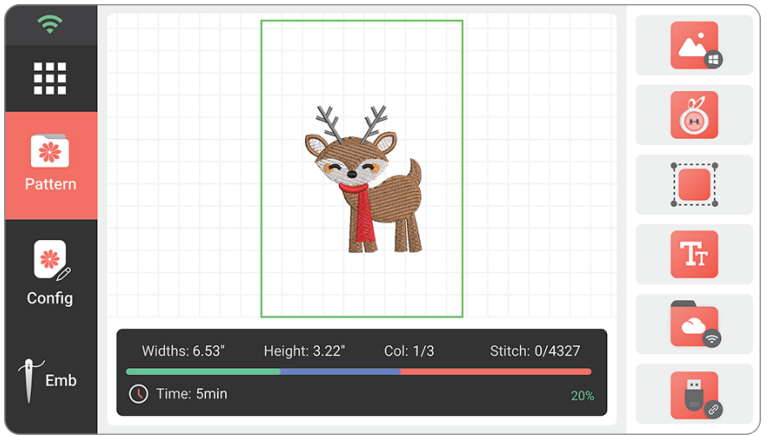
1 Plug in

2 Press the switch button



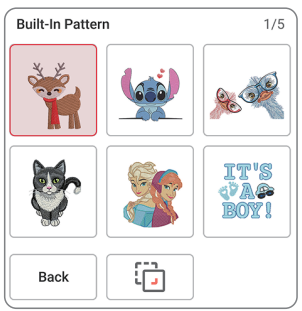
# Choose the pattern






1 Click built-in pattern

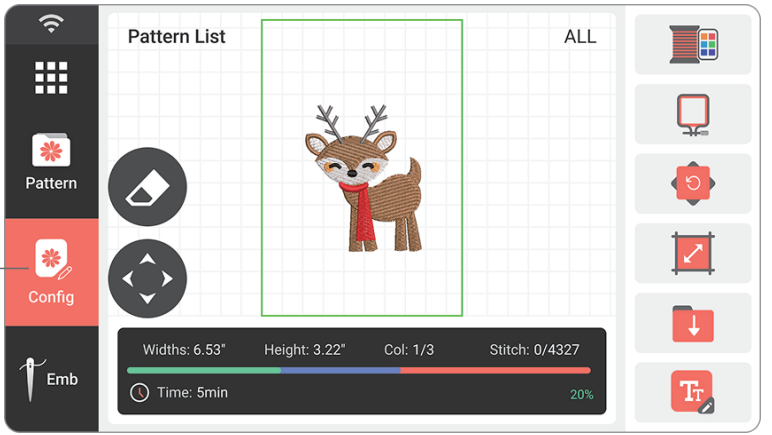
2 Choose a pattern




# Config the pattern



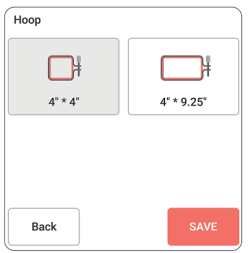
3 Click Config

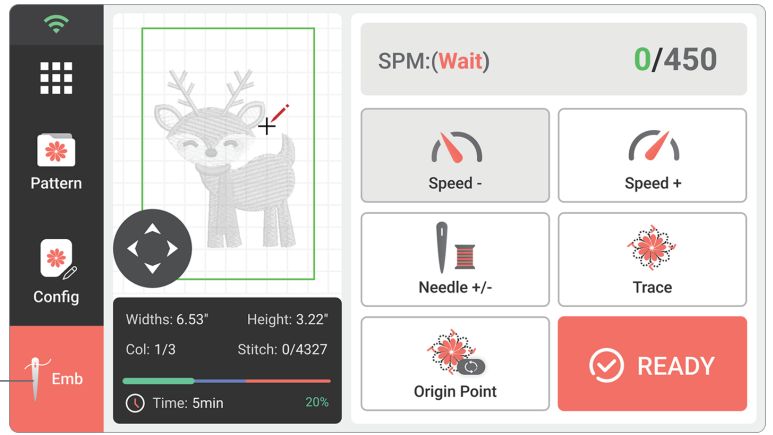



4 Choose the color




5 Choose the corresponding frame






6 Click Emb

7 Trace Click trace, confirm embroidery range

8 READY Click ready

9 Put down the presser foot, click the start button Start/Stop on machine



After successful binding, patterns will automatically sync to the Institch Cloud Platform.
You can manage patterns remotely or send them to the device for real-time syncing and transfer.Please make sure the file is in DST or DSB format.For more information, visit:Institch.com

1 Tap

2 Tap Device Connection




3 Tap Wi-Fi Settings

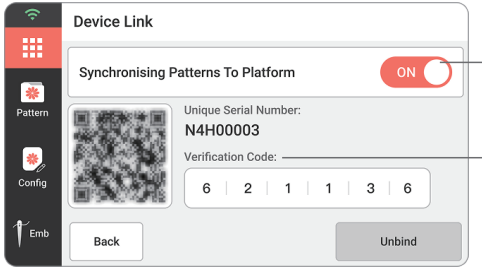



4 Choose a network from the list. Once connected, the current network status will be displayed.



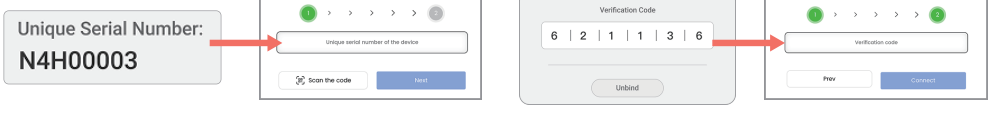

5 Tap Device Connection




6 Enable Sync Patterns to Institch Cloud Platform

7 Log in to your Institch account, select Wi-Fi transfer, and enter the unique serial number displayed on the screen.




Facebook: Institch Doodle Digitizing

# Warranty

## Not Covered Under This Limited Warranty

1. Force majeure, natural disaster
2. Any product that has been used, altered, or modified without approval from us
3. Parts, supplies, or accessories not supplied by our company
4. Damage/defects caused by failure to attend corresponding training, improper, installation, digitizing, or other misuse
5. Used machines purchased from others
6. External factors such as environment, maintenance neglect, or electrical supply problems

Product model _____

Buyer name _____

Product date _____

Buying platform _____

## Contact Us


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+86 18712133733

Poolin Embroidery Machine

Poolin Official User Group