



# *BES-940,941,1240,1241 960,961,962,963,1260,1261,1262,1263 Maintenance Schedule*

For Technical Assistance Please Call Toll Free 1-877-4BROTHER

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Website: [http://www.brother-usa.com/industembroidery/tech\\_down.aspx](http://www.brother-usa.com/industembroidery/tech_down.aspx)

Perform all maintenance with the machine OFF

## *Daily Maintenance*

### Cleaning

#### Rotary hook

1. Open bobbin case covers and remove bobbin cases. Use brush to remove lint build up in and around rotary hooks. Compressed air may also be used.



2. Insert bobbin cases in to rotary hooks. Make sure bobbin thread is not over 2 inches long. Close bobbin case covers.



### Oiling

#### Rotary hook

1. Open the bobbin case covers and rotate the outer part of the rotary hooks counter-clockwise until you see what is called the raceway. (*This is the raised black portion.*) Place a small drop of oil on the raceways.



2. Close bobbin case covers.  
(*Rotary hooks will automatically orientate themselves back to the correct position when the machine is turned back on.*)



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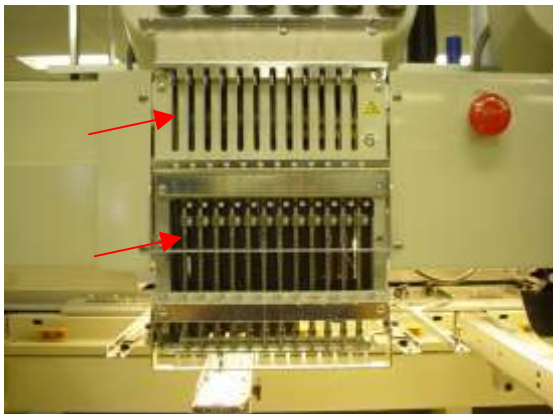
## Weekly Maintenance Oiling

### Needle Bars

1. Remove the front plate that has the "BROTHER" logo on it by removing one screw and loosening the other. The plate will now slide off to the side. Do this for all the heads.



2. Oil each needle bar as shown in the picture by placing a small drop of oil on each needle bar in the two locations. Do this for all the needle bars on all the heads.



### Thread take up bushing and connecting rod

1. Place 5-6 drops of oil in the channel behind each head to lubricate the connecting rod. *Head has been removed to show location.*



2. Place 1-2 drops on the thread take up bushing on each head. *Head has been removed to show location.*





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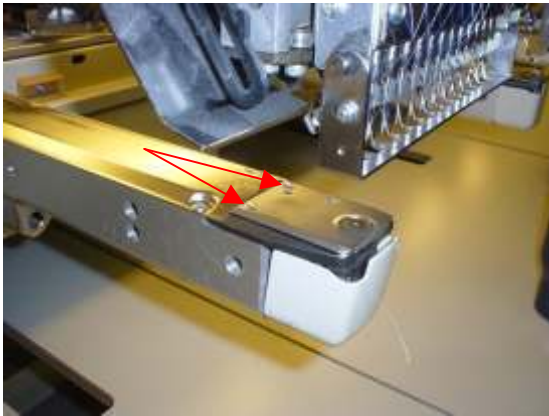
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## *Monthly Maintenance* Cleaning

### Knives

1. Remove the two rear screws and remove the needle plates.



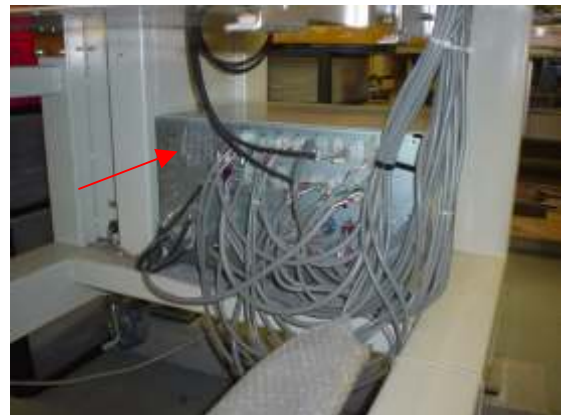
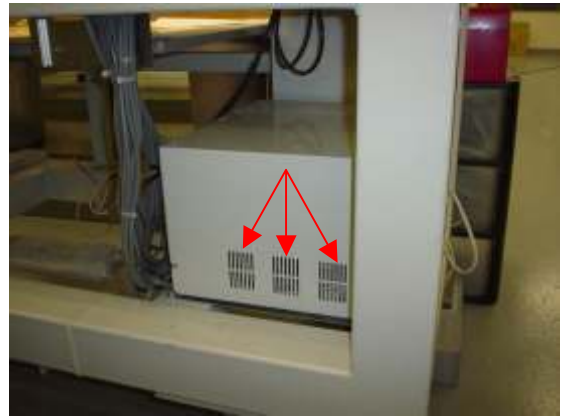
2. Clean any thread and lint around the moving and fixed knives with a brush or compressed air. Do this for all heads.



3. Re-install needle plates.

### Control Box

1. Use a brush to clean filters on fans and vents in front and back of control box.





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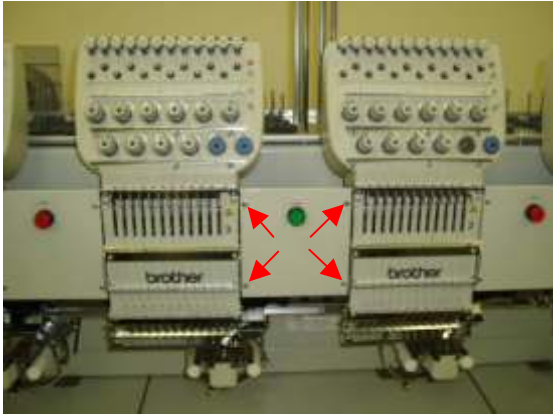
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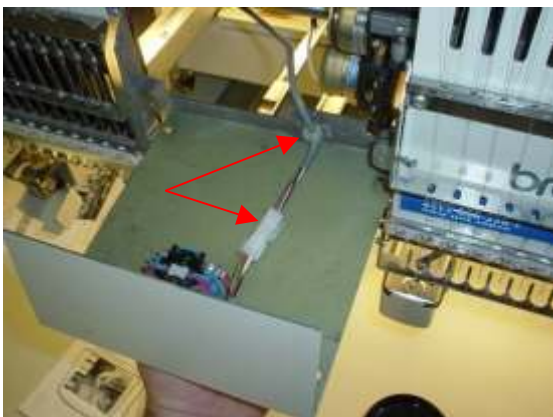
## *Monthly Maintenance*

### *Greasing Cam grooves*

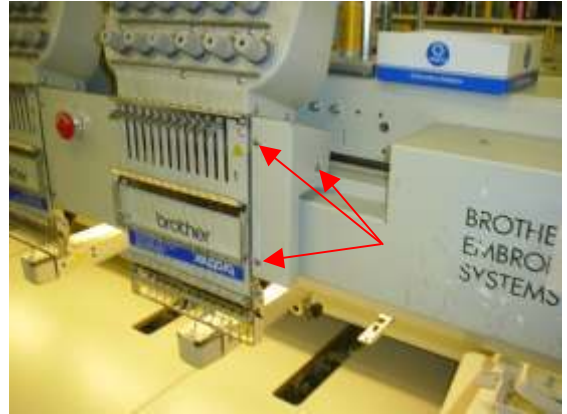
1. Remove the covers between each head by removing the four screws.



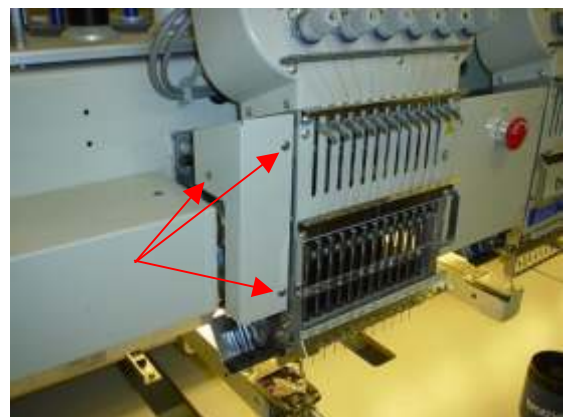
2. Undo the wire clamp and unplug the connector from the back. Set covers aside.



3. Remove the cover to the right of head 1 by removing the 3 screws.



4. Remove the cover to the left on head 6 by removing the 3 screws.





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## Monthly Maintenance

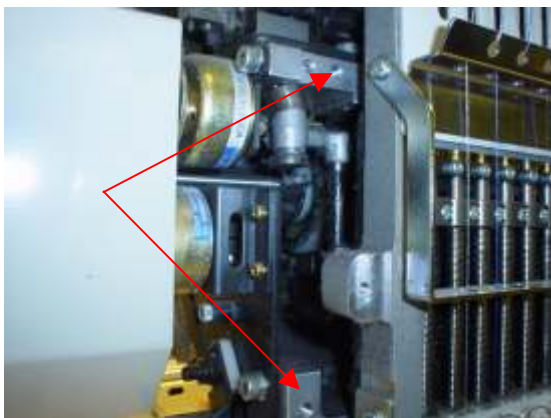
### Greasing

#### Cam grooves continued

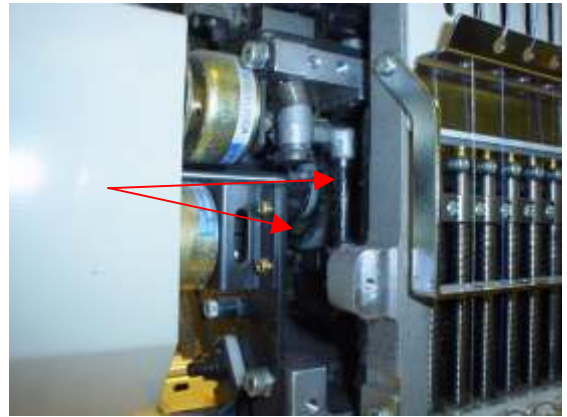
5. Manually color change the machine to needle 9 on 9 needle machines or 12 on 12 needle machines by rotating the knob underneath the color change box.



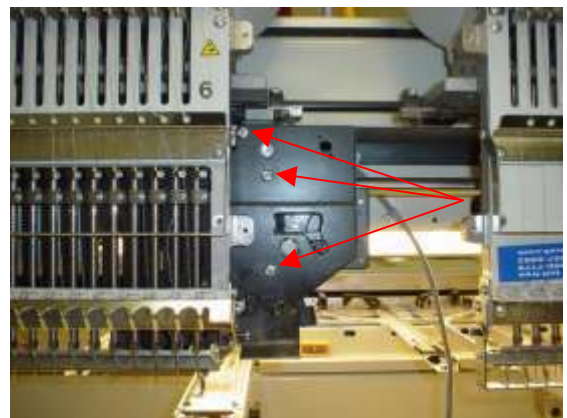
6. Remove the arm cover on the heads if the machine has them by removing the 2 screws. *Cover is not shown in photo.*



7. Using the black grease, grease the groove of the thread take up cam. Wipe a little grease on the base needle bar. Do this for all the heads.



8. Reinstall arm covers if supplied. Manually color change the machine to needle 1 by rotating the knob underneath the color change box. Remove the presser foot guides by removing the 3 screws.





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## Monthly Maintenance

### Greasing

#### Cam grooves continued

9. Remove presser foot guide plates and unhook springs located on the back.



10. Using the black grease, grease the work clamp cam for each head.



11. Hook the spring to the back of the presser foot guide plate and reinstall the plate leaving the screws loose. Make sure that the shaft clamp of the presser foot goes into the guide on the plate. The retracting lever should be underneath the shaft clamp. Before final tightening of the screws, please check the alignment of the presser foot to the needle plate and make sure that the presser foot goes up and down smoothly. Do this for all of the heads.



12. Manually color change to needle 5 if it is a 9 needle machine or 6 if it is a 12 needle machine. Reinstall head covers, right cover on head 1 and left cover on head 6.



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## *Monthly Maintenance*

### Greasing

#### Pantograph

1. Remove the X-axis cover screws and remove the X cover. Removing the X-axis cover is machine specific depending on whether it is a 4 or 6 head machine. Please consult your instruction book for detailed instructions.



2. Remove the Y-axis covers from each end of the machine by removing the 4 screws for each cover.



3. Remove the sewing arm covers for head 3.



4. Using the white grease, lubricate all of the linear rails in the V groove both sides of the rails for X-axis, Y-axis plus the linear rail inside the sewing arm of head 3. You will have to move the pantograph both front to back and left to right to lubricate all the grooves.



5. Reinstall all of the covers.



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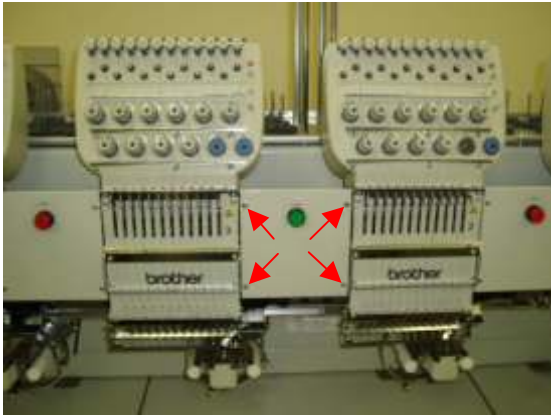
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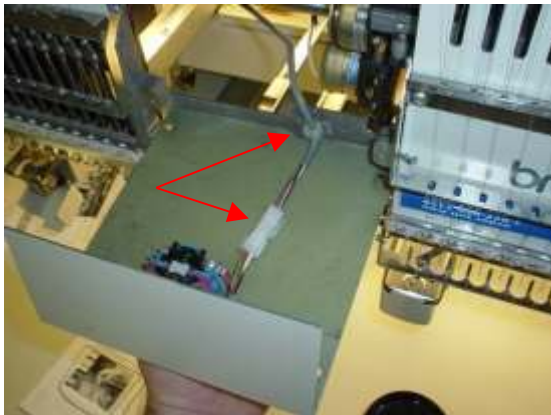
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## *6 Month Maintenance Greasing Heads*

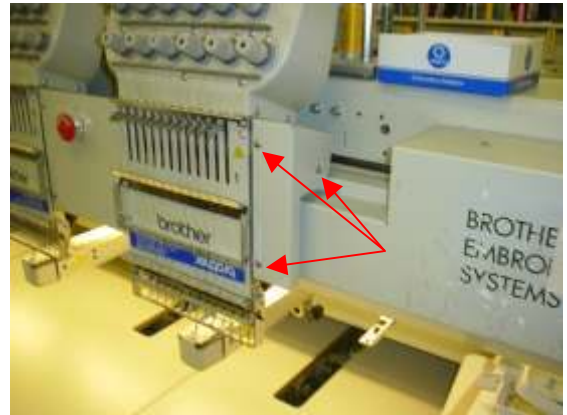
1. Remove the covers between each head by removing the four screws.



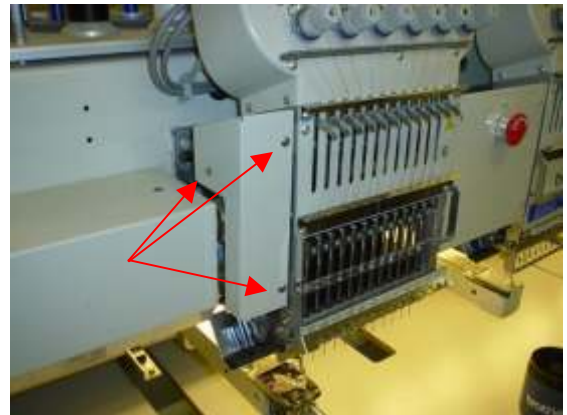
2. Undo the wire clamp and unplug the connector from the back.



3. Remove the cover to the right of head 1 by removing the 3 screws.



4. Remove the cover to the left on head 6 by removing the 3 screws.







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## *6 Month Maintenance*

### Greasing

Heads continued

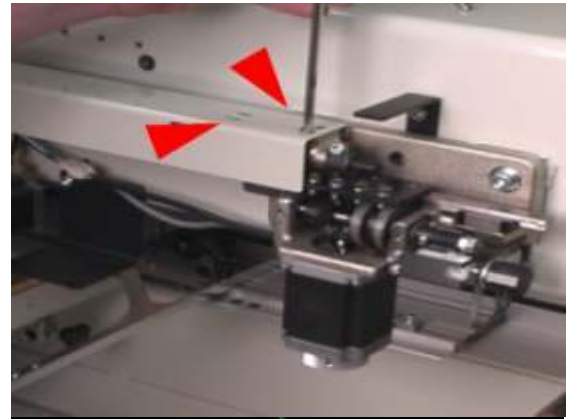
5. Remove the power switch cover by removing the 3 top screws and loosening the 2 lower ones. Cover can be layed down on machine or by disconnecting the 3 connectors removed completely.



6. Remove the color change assembly cover by removing the two top screws and loosening the 2 bottom screws.



7. On 4 head models. Remove the color change rod cover by removing the 2 screws.



8. Manually color change the machine in between needles 4 and 5 on 9 needle machines or between 6 and 7 on 12 needle machines by rotating the knob underneath the color change box.





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## 6 Month Maintenance

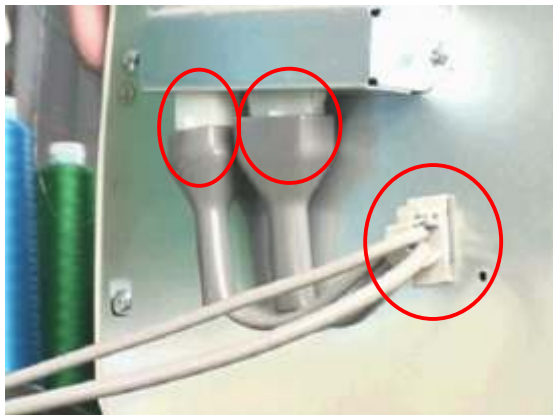
### Greasing

#### Heads continued

9. Remove the 4 hex bolts, 2 on each side of the head.  
Do this for all the heads.



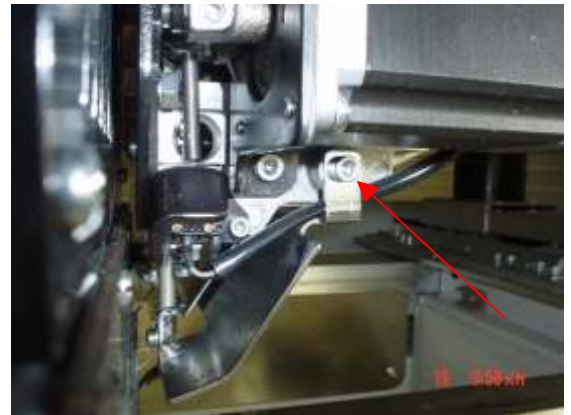
10. Cut threads between thread stand and head. Remove head from machine by lifting up on it and unhook the wire clamp and disconnect the 2 connectors at the back. Do this for all heads.



11. Remove this bolt on the cap eaves guide underneath each head.



12. Loosen this bolt and let the cap eaves guide hang down.





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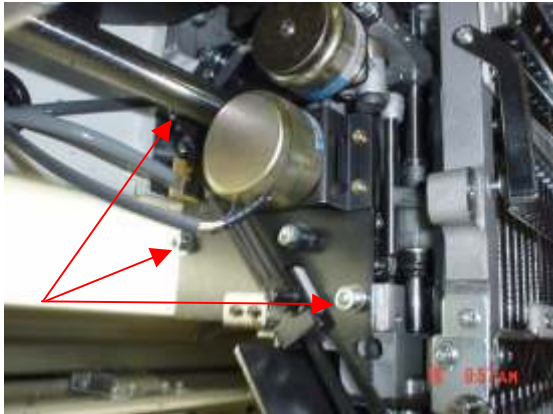
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## 6 Month Maintenance

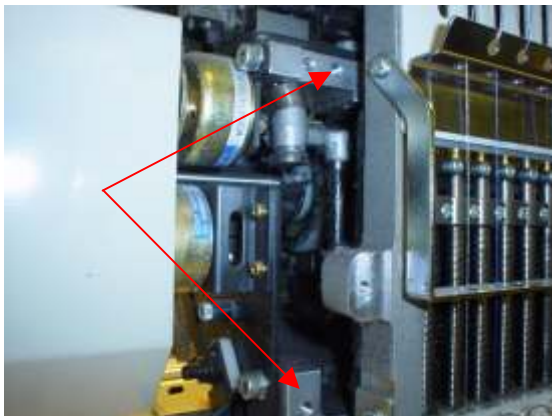
### Greasing

Heads continued

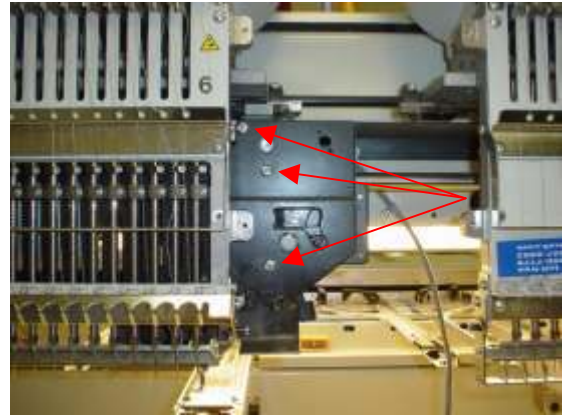
13. Remove the 3 screws and remove the wiper solenoid assembly from the heads. Let the wiper solenoid assembly rest on the pantograph.



14. Remove the left arm cover on the heads if the machine has them by removing the 2 screws. *Cover is not shown in photo.*



15. Remove the presser foot guide plates by removing the 3 screws and unhooking the spring from the rear of the plates.



16. Using the black grease fill the syringe by pulling the plunger out and using a flat bladed screwdriver to fill the syringe about 1/2 way. Replace plunger in syringe and push on plunger until grease comes out.





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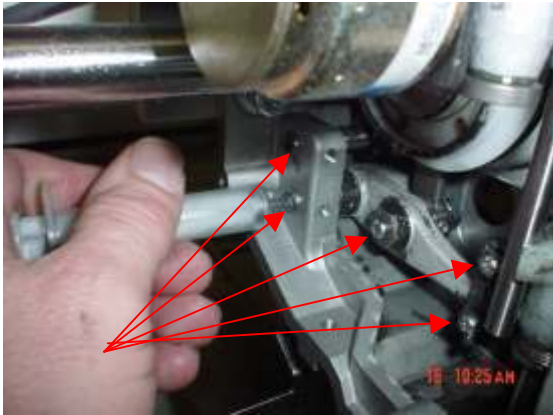
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## ***6 Month Maintenance***

### **Greasing**

Heads continued

17. Remove the 5 screws as indicated by the arrows and inject grease with the syringe in to the screw holes. Replace the screws.



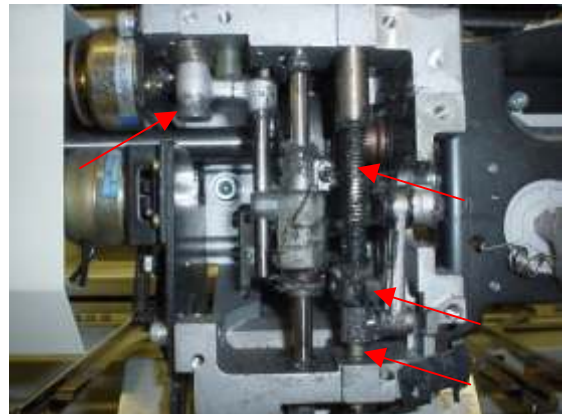
18. Remove the one screw on the left of the head and inject grease into the hole. Replace screw.



19. Remove setscrew at top of base needle bar and inject grease in to hole. Replace setscrew.



20. Apply black grease to the presser bar spring, end of presser bar guide bracket, presser shaft bushing and jump rotary shaft as indicated by arrows.





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## *6 Month Maintenance*

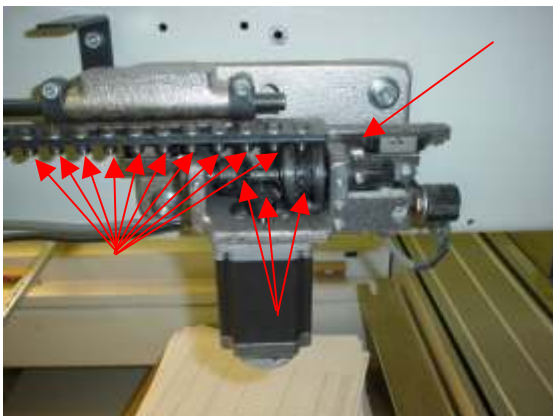
### Greasing

Heads continued

21. Using the white grease, grease the V groove on both sides of the head linear rail with white grease for each head.



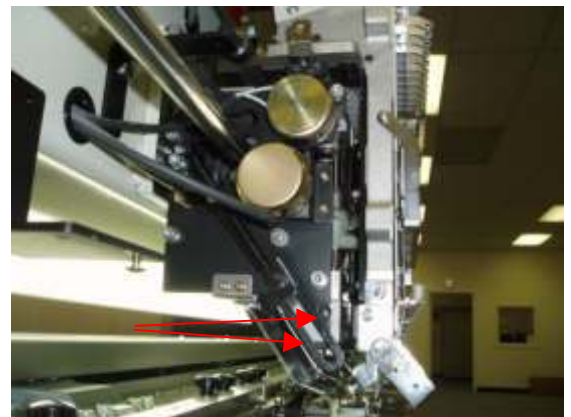
22. Grease the V groove both sides of the linear rail for the color change assembly with white grease. Grease the color change assembly and roller bearings with black grease.



23. Using the black grease, grease the driving shaft thrust bear with black grease by loosening the 2 setscrews on the collar and sliding to the right. Apply the grease to the rollers of the thrust bearing on both sides. Move collar back to the left against the thrust bearing and washer and retighten setscrews. Make sure setscrews ride on the flats of the driving shaft.



24. Grease the wiper assembly slot top and bottom with white grease on both left and right sides.





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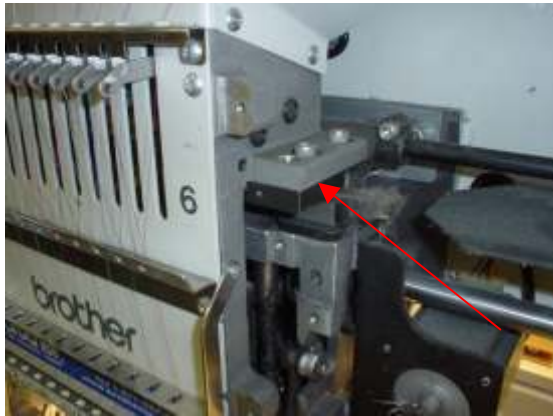
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## *6 Month Maintenance*

### Greasing

Heads continued

25. Reassemble machine in reverse order. After placing the heads on the machine make sure they sit flush with the mounting surface by manually color changing to another needle.



### Cleaning

1. Remove all of the sewing arm covers by removing the screws that hold them on.



2. Clean the inside of the sewing arm and hook module cooling fan with a brush or compressed air.



3. Replace sewing arm covers when done.