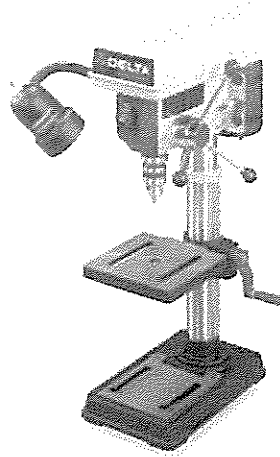


Drill Press

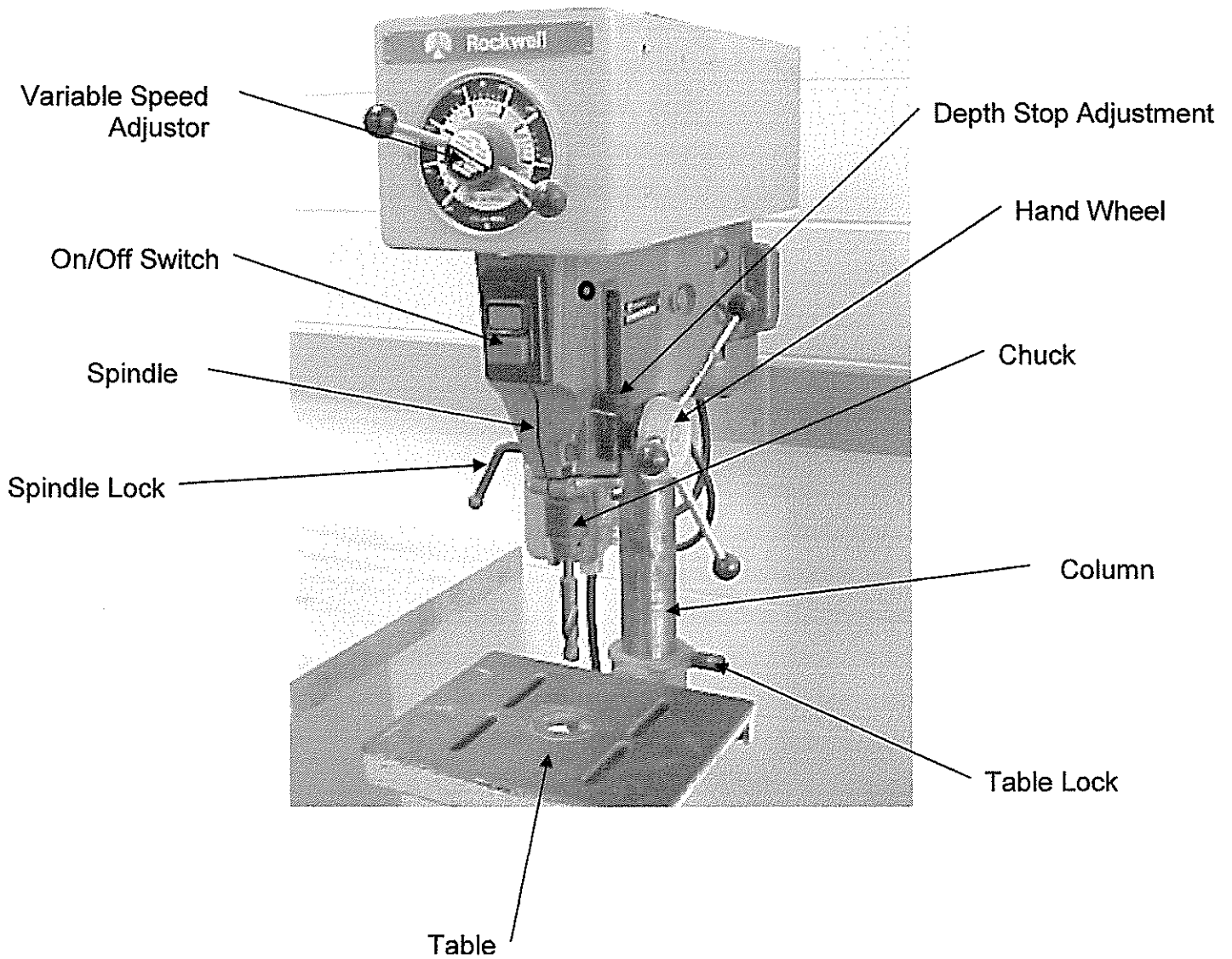
Safety Rules

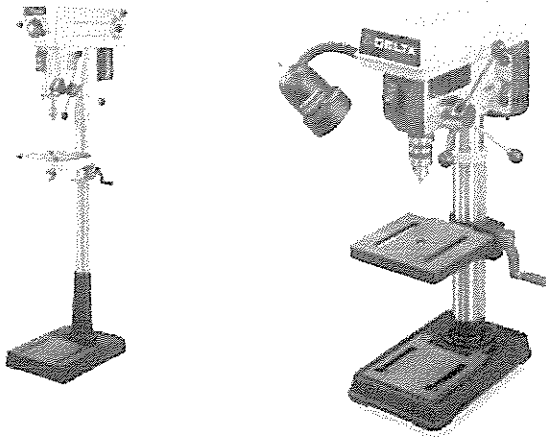
1. **Always** obtain permission from the instructor before using the drill press!
2. **Always** wear safety glasses when operating the drill press!
3. **Always** remove jewelry, eliminate loose clothing and tie back long hair before operating the drill press.
4. **Always** make sure that the belt guards are in the place and secured properly.
5. Make **all** adjustments to the drill press and "set ups" with the machine turned off. (The only exception to this rule is with variable speed models that require the machine to be on in order to adjust the speed)
6. **Always** obtain permission from the instructor prior to changing the speed of the drill press.
7. **Always** adjust the speed prior to installing a bit. (Slower for larger bits, faster for smaller bits)
8. **Never** leave the chuck key in the chuck.
9. **Never** allow the drill bit or cutter to come in contact with the table during use. (Use a backing board under the workpiece)
10. **Always** secure the workpiece.
11. **Always** keep your hands a minimum of 2" away from a moving brad point or twist drill and a minimum of 6" away from any other bits or cutters.
12. **Always** keep the long side of the work piece on the left side of the drill bit.
13. **Never** attempt to grab or stop a piece of stock that comes loose and is spinning on the bit.
14. **Never** leave the drill press when the spindle is still turning.
15. **Never** drill metal unless specific permission from the instructor is obtained.
16. **Always** use a brush to clean off the workplace. (metal filings may be present and may be hazardous)



Drill Press

Parts Identification





Drill Press

Operating Procedure

1. Permission must be obtained from the instructor before using the drill press!
2. Always wear Safety Glasses when operating the drill press!
3. Remove loose clothing and jewelry, tie back long hair and roll up long sleeves.
4. Select the appropriate drill bit.
5. Check for appropriate speed (faster for smaller bits, slower for larger bits) for your intended use and if inappropriate, ask the instructor for further instruction
6. Insert the drill bit or cutter into the chuck and tighten by hand.
7. Tighten the drill chuck with the chuck key.
8. Remove chuck key from the chuck and replace it in its holder.
9. Align and secure your workpiece.
10. Turn the drill on.
11. Using the handwheel, feed the bit slowly and steadily into your workpiece.
12. After drilling to the desired depth, slowly return the drill to its starting position **(Do not drop the handwheel)**.
13. Turn the drill off.
14. Remove the workpiece.
15. Remove the drill bit by loosening with the chuck key after it has cooled. If it is hot, use a paper towel to hold the bit as you loosen so that you do not burn yourself or drop the bit.
16. Remove the chuck key from the chuck and replace it in its holder.
17. Use a brush to clean off the chips from the table after drilling.