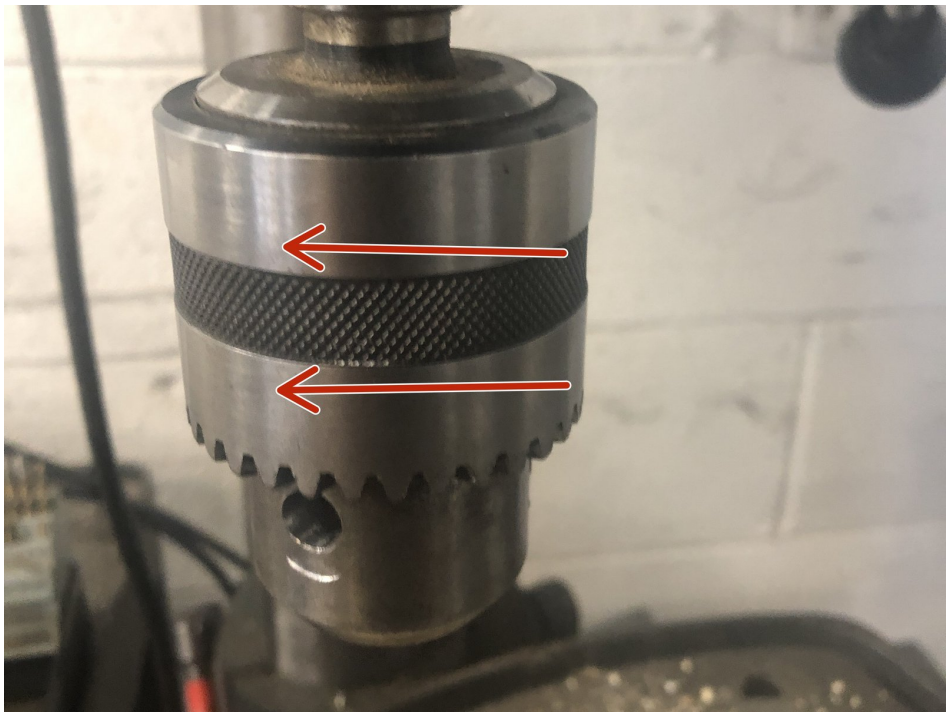
Installing/Removing a Drill Bit



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Step 1 — Open the Drill Chuck

- Turn the drill chuck to the left (clockwise from the top) to open the jaws of the chuck wide enough to hold your bit.

Step 2 — Tighten Chuck by Hand

- Using one hand, hold the drill bit in the center of the jaws.
- Use your other hand to tighten the chuck by hand by turning to the right (counter-clockwise from the top)
- Tighten the drill bit tight enough that it doesn't fall out when you let go of the bit.

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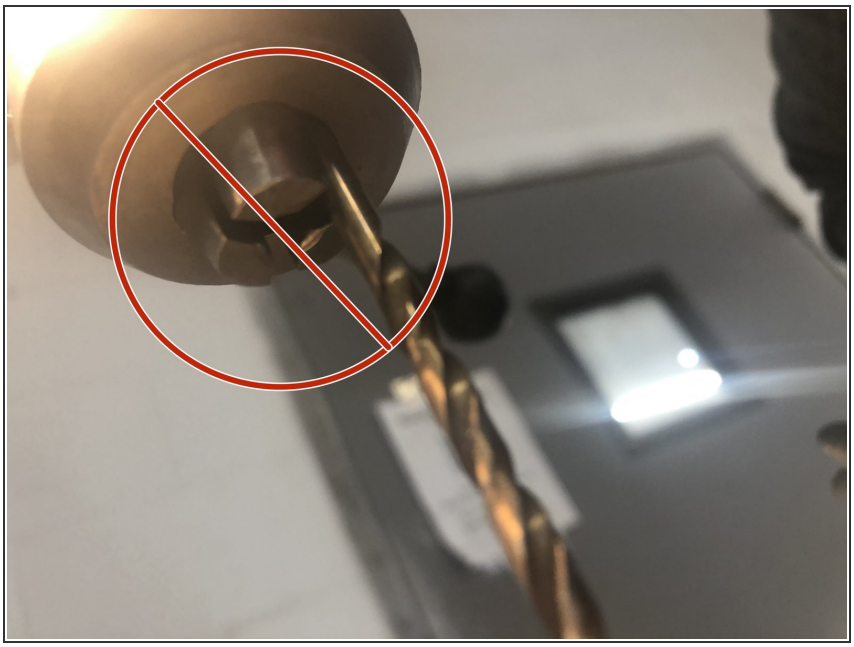
Step 3 — Inspect drill bit centering



- Inspect the check to ensure that the drill bit is centered in the chuck jaws **before'** tightening with the chuck key.

⚠ Tightening the chuck jaws on an un-centered bit can damage the drill chuck.

⚠ Running the drill press with the bit off center is likely to result in injury or broken bits.

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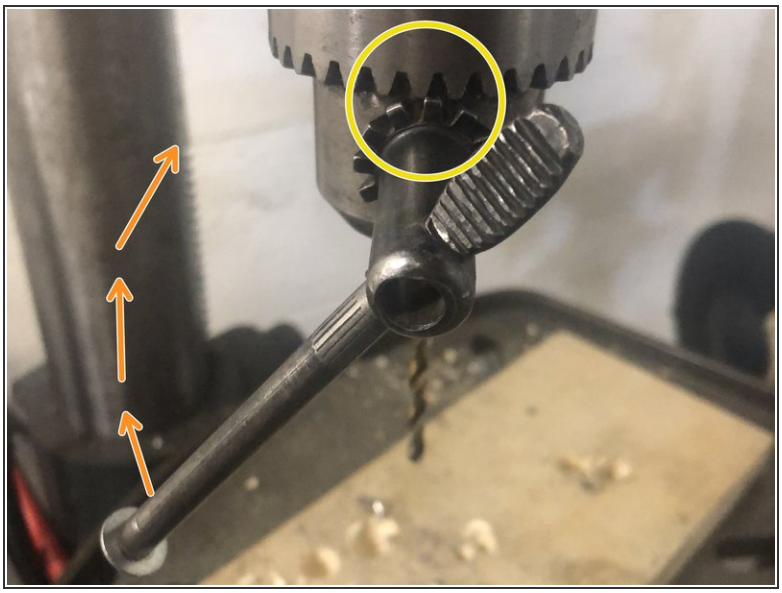
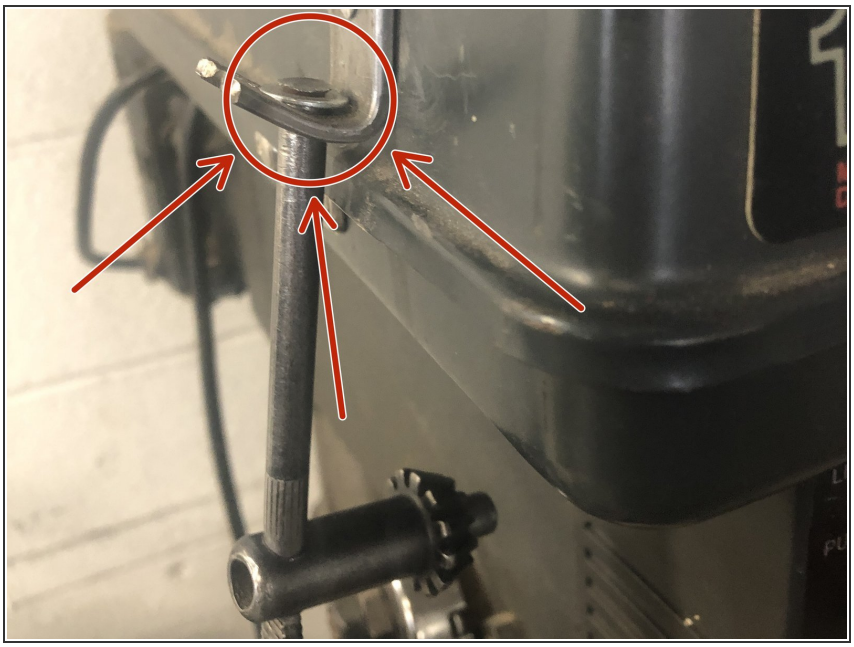
Step 4 — Tighten chuck using chuck key



- Locate the chuck key on the side of the machine.
- Insert the nose of the chuck key into a convenient hole on the chuck ensuring that the gear teeth on the key mesh with the gear rack on the chuck.
- Turn the chuck key clockwise to tighten the chuck.

Never use tools to turn the chuck key. Hand-force should be all that is required to hold the bit securely.

Step 5 — Return the chuck key

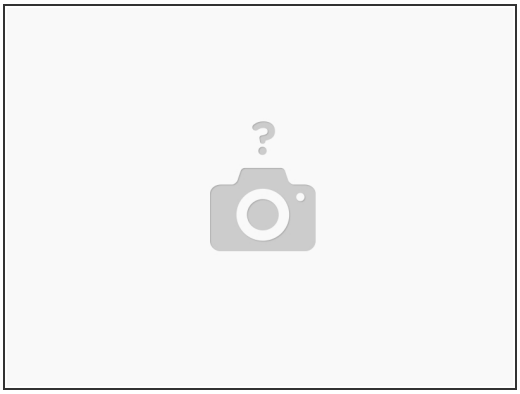


- Return the chuck key to its hook on the side of the machine.

Please don't forget to return the chuck key.

Seriously, come on. Put the chuck key back.

Step 6 — Removing bit.



- Removal is the reverse of installation.

Please remove your bit and return it to its home before leaving the drill press.