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Instruction manual

Double Insulated Portable Electric Drills



To learn more about Porter-Cable visit our website at:

http://www.porter-cable.com



Please make certain that the person who is to use this equipment carefully reads and understands these instructions before starting operations.

IMPORTANT

The Model and Serial No. plate is located on the main housing of the tool. Record these numbers in the spaces below and retain for future reference.

Model No. _

Туре __

Serial No.

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Part No. 901013 - 12-31-01

WARNING: SOME DUST CREATED BY POWER SANDING, SAWING, GRINDING, DRILLING, AND OTHER CONSTRUCTION ACTIVITIES

contains chemicals known to cause cancer, birth defects or other reproductive harm. Some examples of these chemicals are:

· lead from lead-based paints,

 \cdot crystalline silica from bricks and cement and other masonry products, and

· arsenic and chromium from chemically-treated lumber.

Your risk from these exposures varies, depending on how often you do this type of work. To reduce your exposure to these chemicals: work in a well ventilated area, and work with approved safety equipment, such as those dust masks that are specially designed to filter out microscopic particles.

IMPORTANT SAFETY INSTRUCTIONS

WARNING: When using electric tools, basic safety precautions should always be followed to reduce the risk of fire, electric shock and personal injury, including the following:

READ AND FOLLOW ALL INSTRUCTIONS.

There are certain applications for which this tool was designed. Porter-Cable strongly recommends that this tool NOT be modified and/or used for any application other than for which it was designed. If you have any questions relative to its application DO NOT use the tool until you have written Porter-Cable and we have advised you.

Technical Service Manager Porter-Cable Corporation 4825 Highway 45 North Jackson, TN 38305

POLARIZED PLUGS: To reduce the risk of electric shock, this equipment has a polarized plug (one blade is wider than the other). This plug will fit in a polarized outlet only one way. If the plug does not fit fully in the outlet, reverse the plug. If it still does not fit, contact a qualified electrician to install the proper outlet. Do not change the plug in any way.

1. KEEP WORK AREA CLEAN. Cluttered areas and benches invite injuries.

2. AVOID DANGEROUS ENVIRONMENT. Don't expose power tools to rain. Don't use power tools in damp or wet locations. Keep area well lit. Avoid chemical or corrosive environment. Do not use tool in presence of flammable liquids or gases.

3. GUARD AGAINST ELECTRIC SHOCK. Prevent body contact with grounded surfaces. For example: pipes, radiators, ranges, refrigerator enclosures.

4. KEEP CHILDREN AWAY. Do not let visitors contact tool or extension cord. All visitors should be kept away from work area.

5. STORE IDLE TOOLS. When not in use, tools should be stored in dry, and high or locked-up place – out of reach of children.

6. DON'T FORCE TOOL. It will do the job better and safer at the rate for which it was intended.

7. USE RIGHT TOOL. Don't force small tool or attachment to do the job of a heavy duty tool. Don't use tool for purpose not intended – for example – do not use a circular saw for cutting tree limbs or logs.

8. DRESS PROPERLY. Do not wear loose clothing or jewelry. Loose clothing, draw strings and jewelry can be caught in moving parts. Rubber gloves and non-skid footwear are recommended when working outdoors. Wear protective hair covering to contain long hair.



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9. USE SAFETY GLASSES. Wear safety glasses or goggles while operating power tools. Also face or dust mask if operation creates dust. All persons in the area where power tools are being operated should also wear safety glasses and face or dust mask.

10. DON'T ABUSE CORD. Never carry tool by cord or yank it to disconnect from receptacle. Keep cord from heat, oil, and sharp edges. Have damaged or worn power cord and strain reliever replaced immediately. DO NOT ATTEMPT TO REPAIR POWER CORD.

11. SECURE WORK. Use clamps or a vise to hold work. It's safer than using your hand and it frees both hands to operate tool.

12. DON'T OVERREACH. Keep proper footing and balance at all times.

13. MAINTAIN TOOLS WITH CARE. Keep tools sharp and clean for better and safer performance. Follow instructions for lubricating and changing accessories. Inspect tool cords periodically and if damaged, have repaired by authorized service facility. Inspect extension cords periodically and replace if damaged. Have all worn, broken or lost parts replaced immediately. Keep handles dry, clean and free from oil and grease.

14. DISCONNECT TOOLS when not in use, before servicing, and when changing accessories such as blades, bits, cutters, etc.

15. REMOVE ADJUSTING KEYS AND WRENCHES. Form habit of checking to see that keys and adjusting wrenches are removed from the tool before turning it on.

16. AVOID UNINTENTIONAL STARTING. Do not carry a plugged-in tool with finger on switch. Be sure switch is off when plugging in. Keep hands, body and clothing clear of blades, bits, cutters, etc. when plugging in the tool.

17. OUTDOOR USE EXTENSION CORDS. When tool is used outdoors, use only extension cords marked with the suffix W-A or W "Suitable for use with outdoor appliances – store indoors when not in use."

18. STAY ALERT. Watch what you are doing. Use common sense. Do not operate tool when you are tired or while under the influence of medication, alcohol or drugs.

19. CHECK DAMAGED PARTS. Before further use of the tool, a guard or other part that is damaged should be carefully checked to determine that it will operate properly and perform its intended function. Check for alignment of moving parts, binding of moving parts, breakage of parts, mounting, and any other conditions that may affect its operation. A guard or other part that is damaged should be properly repaired or replaced by an authorized service center unless otherwise indicated elsewhere in this instruction manual. Have defective switches replaced by authorized service center. Do not use tool if switch does not turn it on and off.

20. WEAR EAR PROTECTION to safeguard against possible hearing loss. SAVE THESE INSTRUCTIONS

ADDITIONAL SAFETY RULES FOR PORTABLE DRILLS

1. ALWAYS hold drill by the handle(s) ONLY to prevent accidental electrical shock resulting from cutting a live wire when drilling into a wall or other blind areas.

2. DO NOT use bits larger than those recommended. They increase the chance of jamming. Large bits may also overload the drill and damage the motor and gears.

3. USE ONLY the proper chuck key to tighten or loosen the chuck. Do not use chuck if jaws or other parts are cracked or worn.



4. VERIFY the drill's rotation before starting the drill so it is correct for the operation being performed.

5. NEVER change direction or rotation of reversing model until motor has completely stopped.

6. NEVER hold work in your hand, lap, or against other parts of your body when drilling.

7. **DO NOT** use drill as a router or try to elongate or enlarge holes by twisting the drill. Drill bits may break and cause injury.

8. **APPLY FORWARD FORCE** on the pistol grip handle ONLY, and ONLY with your hands. Models with auxiliary handle: grasp auxiliary handle with one hand to resist rotational force.

9. SOME WOOD CONTAINS PRESERVATIVES WHICH CAN BE TOXIC. Take extra care to prevent inhalation and skin contact when working with these materials. Request, and follow, any safety information available from your material supplier.

REPLACEMENT PARTS

When servicing use only identical replacement parts.

MOTOR

Many Porter-Cable tools will operate on either D.C., or single phase 25 to 60 cycle A.C. current and voltage within plus or minus 5 percent of that shown on the specification plate on the tool. Several models, however, are designed for A.C. current only. Refer to the specification plate on your tool for proper voltage and current rating.

CAUTION: Do not operate your tool on a current on which the voltage is not within correct limits. Do not operate tools rated A.C. only on D.C. current. To do so may seriously damage the tool.

EXTENSION CORD SELECTION

If an extension cord is used, make sure the conductor size is large enough to prevent excessive voltage drop which will cause loss of power and possible motor damage. A table of recommended extension cord sizes will be found in this section. This table is based on limiting line voltage drop to 5 volts (10 volts for 230 volts) at 150% of rated amperes.

If an extension cord is to be used outdoors it must be marked with the suffix W-A or W following the cord type designation. For example – SJTW-A to indicate it is acceptable for outdoor use.

RECOMMENDED EXTENSION CORD SIZES FOR USE WITH PORTABLE ELECTRIC TOOLS

| | Length of Cord in Feet | | | | | | | | | | | |
|---------------|------------------------|--------|---------|---------|---------|---------|---------|---------|---------|----------|--|--|
| | 115V | 25 Ft. | 50 Ft. | 100 Ft. | 150 Ft. | 200 Ft. | 250 Ft. | 300 Ft. | 400 Ft. | 500 Ft. | | |
| | 230V | 50 Ft. | 100 Ft. | 200 Ft. | 300 Ft. | 400 Ft. | 500 Ft. | 600 Ft. | 800 Ft. | 1000 Ft. | | |
| Ampere Rating | 0-2 | 18 | 18 | 18 | 16 | 16 | 14 | 14 | 12 | 12 | | |
| | 2-3 | 18 | 18 | 16 | 14 | 14 | 12 | 12 | 10 | 10 | | |
| | 3-4 | 18 | 18 | 16 | 14 | 12 | 12 | 10 | 10 | 8 | | |
| | 4-5 | 18 | 18 | 14 | 12 | 12 | 10 | 10 | 8 | 8 | | |
| | 5-6 | 18 | 16 | 14 | 12 | 10 | 10 | 8 | 8 | 6 | | |
| | 6-8 | 18 | 16 | 12 | 10 | 10 | 8 | 6 | 6 | 6 | | |
| | 8-10 | 18 | 14 | 12 | 10 | 8 | 8 | 6 | 6 | 4 | | |
| Nameplate | 10-12 | 16 | 14 | 10 | 8 | 8 | 6 | 6 | 4 | 4 | | |
| | 12-14 | 16 | 12 | 10 | 8 | 6 | 6 | 6 | 4 | 2 | | |
| | 14-16 | 16 | 12 | 10 | 8 | 6 | 6 | 4 | 4 | 2 | | |
| 1 | 16-18 | 14 | 12 | 8 | 8 | 6 | 4 | 4 | 2 | 2 | | |
| | 18-20 | 14 | 12 | 8 | 6 | 6 | 4 | 4 | 2 | 2 | | |







FUNCTIONAL DESCRIPTION

FOREWORD

Porter-Cable drills are designed to drill holes of various sizes in wood and metal as indicated in the following chart:

| Model # of Drill | Type of Bit | Max. Dia. Hole | Material | |
|------------------|---------------|---------------------------|----------|--|
| 2620 | Twist Drill | ³ /8" | Steel | |
| | Spade Bit | 3/4" | Wood | |
| 2621 | Self Feed Bit | ³ /8" | Wood | |
| | Twist Drill | 1/2" | Steel | |
| 6614, 6615 | Spade Bit | 1 ¹ /2" | Wood | |
| | Self Feed Bit | 1 ¹ /4" | Wood | |

INSTALLING AND REMOVING DRILL BIT

(Except Keyless Models 2621, 6615)

1. CAUTION: DISCONNECT TOOL FROM POWER SOURCE.

2. The three-jaw chuck is designed for self-centering of the drill bit. Open jaws large enough by turning outer sleeve counterclockwise, when viewing the chuck from the bit end so that bit shank can be inserted.

3. Clean and insert smooth end of drill bit as far as it will go into the chuck, then withdraw bit approximately 1/16", or up to the flutes for small bits.

4. While holding the bit with one hand, turn outer sleeve clockwise until bit is gripped in the chuck.

5. Tighten chuck – insert chuck key into each of 3 keyholes in chuck body (Fig. 1) in succession and tighten securely by turning key clockwise.

CAUTION: Be sure chuck key is removed before starting tool.

6. To remove bit, reverse foregoing procedure.



INSTALLING AND REMOVING DRILL BIT

(Keyless Models 2621, 6615)

1. CAUTION: DISCONNECT TOOL FROM POWER SOURCE.

2. The three-jaw chuck is designed for self-centering of the bit. Open jaws large enough by turning outer sleeve (A) Fig. 2, counterclockwise, when viewing the chuck from the bit end, so that bit shank can be inserted easily.







3. Clean and insert smooth end of bit as far as it will go into the chuck, then withdraw bit approximately 1/16", or up to the flutes for small bits.

4. While holding the bit with one hand, turn outer sleeve (A) Fig. 2, clockwise until the bit is gripped in the chuck.

5. Tighten chuck by holding chuck ring (B) Fig. 2, with one hand while turning outer sleeve (A) clockwise with other hand. Tighten securely.

WARNING: Do not operate drill motor while installing or removing bits. Operating drill motor can cause bit to be thrown from chuck causing personal injury.

6. To remove bit, reverse foregoing procedure.

TO INSTALL AUXILIARY HANDLE

An auxiliary handle is supplied with some models. This handle screws directly into the drill housing providing complete control of the drill.

It is strongly recommended that the auxiliary handle be used and tool held as illustrated in Fig. 4 during all drilling operations.

TO START AND STOP DRILL

1. Make sure drill switch is "OFF". Make sure power circuit voltage is the same as that shown on the specification plate of the drill. Connect drill to power circuit.

2. Squeeze TRIGGER SWITCH (Fig. 3) to start motor. Release trigger to stop motor.

3. LOCK BUTTON – A lock button (Fig. 3) is provided to keep motor running without holding the trigger switch ON.

TO LOCK the trigger switch ON, squeeze the trigger as far as it will go, push in lock button and release trigger.

TO UNLOCK lock button, squeeze trigger and release, leaving lock button free to spring out.

NOTE: The lock button can be engaged only when the drill is running at maximum speed.

CAUTION: NEVER USE THE LOCK BUTTON WHERE DRILL MAY HAVE TO BE STOPPED SUDDENLY.







4. REVERSING SWITCH – The reversing switch is located as indicated in Fig. 3. These models will operate in either the forward direction (clockwise rotation) for drilling holes, or the reverse direction (counterclockwise rotation) for releasing jammed drill bits. For counterclockwise rotation, stop the motor by releasing the trigger switch and push the reversing switch toward the right side of the drill, or in the opposite direction for clockwise rotation.

NOTE: Never attempt to change direction of rotation while switch is ON. To do so, may damage interlock feature built into switch. Be sure switch is OFF and motor has completely stopped before changing direction of rotation.

5. VARIABLE SPEED – As the trigger switch is squeezed, the drill speed Increases.

HOW TO HOLD THE DRILL

WARNING: The front end of drill may be made live if the tool drills into live wiring in a wall. TO PREVENT ACCIDENTAL ELECTRICAL SHOCK, DRILL MUST BE HELD AS SHOWN IN FIG. 4. APPLY FORWARD FORCE ON THE PISTOL GRIP HANDLE ONLY, AND ONLY WITH YOUR HANDS.

An auxiliary handle is supplied with some models. The auxiliary handle should be used on those models during all drilling operations: grasp auxiliary handle with one hand to resist rotational force ONLY.









HOW TO USE THE DRILL

GENERAL DRILLING

1. Be sure drill bit is securely gripped in chuck. (See INSTALLING AND REMOVING DRILL BIT).

2. Set REVERSING SWITCH for clockwise rotation.

3. Make sure work is held securely in vise or clamped in place prior to starting drilling operation.

CAUTION: Loose work may spin and cause bodily injury.

4. Locate exact center for hole to be drilled and using a center punch, make a small dent in work.

5. Place tip of drill bit in dent made by center punch, hold drill square with work, and start the motor.

Apply steady, even pressure to keep drill bit cutting. Too little pressure will keep the bit from cutting and dull the edges due to excessive friction created by sliding over the surface.

CAUTION: Too much pressure may cause the bit to break or overheat resulting in bodily injury or damaged drill bits.

CAUTION: BE ALERT and brace yourself against the twisting action of the drill, should the bit jam in the work.

6. If drill stalls or becomes jammed in the hole, release trigger immediately, removing drill bit from work and determine cause of stalling or jamming. DO NOT SQUEEZE TRIGGER ON AND OFF IN AN ATTEMPT TO FREE A STALLED OR JAMMED DRILL – THIS WILL DAMAGE THE MOTOR. The direction of rotation may be reversed to help free a jammed bit. Be sure direction of rotation is RESET before attempting to continue drilling.

7. Reduce the pressure on the drill just before the bit cuts through the work to avoid splintering wood or stalling in metal.

8. When bit has completely penetrated work and is spinning freely, withdraw it from the work while the motor is still running, then turn off drill.

DRILLING WOOD

In addition to the instructions listed under GENERAL DRILLING, the following also apply:

1. When using twist drills in wood, they should be withdrawn from the hole frequently to clear chips built up in flutes to avoid overheating and burning work.

2. If a backing block is used to keep back of work from splintering, it should be clamped securely in place. If a backing block is not used with spade bits or auger bits, ease up pressure as soon as bit point breaks through work, and complete the hole from the opposite side.



DRILLING METAL

In addition to the instructions listed under GENERAL DRILLING, the following also apply:

CAUTION: When drilling metal, jamming of bit is more likely than when drilling other materials.

1. Use only good quality sharp high speed steel twist bits when drilling metal.

2. Start drilling with slow speed and gradually increase speed as drill cuts. The harder the material, the slower the speed required. The softer the material, the faster the speed.

3. When drilling a large hole, it is easier to first drill a smaller hole and then enlarge it to the required size.

4. The use of a lubricant, such as oil, on the drill point helps keep the bit cool, increases drilling action and prolongs drill bit life.

MAINTENANCE

KEEP TOOL CLEAN

Periodically blow out all air passages with dry compressed air. Remove buildup of grime resulting from working with green or sappy wood. All plastic parts should be cleaned with a soft damp cloth. NEVER use solvents to clean plastic parts. They could possibly dissolve or otherwise damage the material.

CAUTION: Wear safety glasses while using compressed air.

FAILURE TO START

Should your tool fail to start, check to make sure the prongs on the cord plug are making good contact in the outlet. Also, check for blown fuses or open circuit breakers in the line.

CHUCK REPLACEMENT

1. CAUTION: DISCONNECT TOOL FROM POWER SOURCE.

2. Open chuck jaws as wide as possible to gain access to the chuck retaining screw.

3. Remove chuck retaining screw with a standard "flat" screwdriver. Turn screw clockwise (left hand threads) to remove.

4. Place the short end of a large allen wrench (1/4" or larger) into the chuck. Align wrench flats with chuck jaws and tighten chuck securely using chuck key. While supporting chuck on a solid surface, position allen wrench to left (see Fig. 5) and strike wrench a sharp blow with a hammer to loosen chuck. Turn chuck counterclockwise to remove.

NOTE: Some Models have a washer behind the chuck. The washer should remain on the spindle for use with the replacement chuck.

5. INSTALL CHUCK: Open jaws of replacement chuck as wide as possible.

Thread chuck onto spindle by turning chuck clockwise. Hand tighten. Install allen wrench in chuck (see Step 4). While supporting chuck on a solid surface, position allen wrench to the right (see Fig. 6) and strike a sharp blow with a hammer to seat chuck onto spindle.







6. Remove allen wrench from chuck.

7. INSTALL CHUCK RETAINING SCREW: Turn screw counterclockwise with a "flat" screwdriver. Tighten securely.

BRUSH INSPECTION AND LUBRICATION

For your continued safety and electrical protection, brush inspection and replacement on this tool should ONLY be performed by an AUTHORIZED PORTER-CABLE SERVICE STATION or a PORTER-CABLE/DELTA FACTORY SERVICE CENTER.

At approximately 100 hours of use, take or send your tool to your nearest authorized Porter-Cable Service Station to be thoroughly cleaned and inspected. Have worn parts replaced and lubricate with fresh lubricant. Have new brushes installed, and test the tool for performance.

Any loss of power before the above maintenance check may indicate the need for immediate servicing of your tool. DO NOT CONTINUE TO OPERATE TOOL UNDER THIS CONDITION. If proper operating voltage is present, return your tool to the service station for immediate service.

SERVICE AND REPAIRS

All quality tools will eventually require servicing or replacement of parts due to wear from normal use. These operations, including brush inspection and replacement, should ONLY be performed by either an AUTHORIZED PORTER-CABLE SERVICE STATION or a PORTER-CABLE/DELTA FACTORY SERVICE CENTER. All repairs made by these agencies are fully guaranteed against defective material and workmanship. We cannot guarantee repairs made or attempted by anyone other than these agencies.

Should you have any questions about your tool, feel free to write us at any time. In any communications, please give all information shown on the nameplate of your tool (model number, type, serial number, etc.).



ACCESSORIES

A complete line of accessories is available from your Porter-Cable • Delta Supplier, Porter-Cable • Delta Factory Service Centers, and Porter-Cable Authorized Service Stations. Please visit our Web Site **www.porter-cable.com** for a catalog or for the name of your nearest supplier.

WARNING: Since accessories other than those offered by Porter-Cable • Delta have not been tested with this product, use of such accessories could be hazardous. For <u>safest</u> <u>operation</u>, only Porter-Cable • Delta recommended accessories should be used with this product.



PORTER-CABLE LIMITED ONE YEAR WARRANTY

Porter-Cable warrants its Professional Power Tools for a period of one year from the date of original purchase. We will repair or replace at our option, any part or parts of the product and accessories covered under this warranty which, after examination, proves to be defective in workmanship or material during the warranty period. For repair or replacement return the complete tool or accessory, transportation prepaid, to your nearest Porter-Cable Service Center or Authorized Service Station. Proof of purchase may be required. This warranty does not apply to repair or replacement required due to misuse, abuse, normal wear and tear or repairs attempted or made by other than our Service Centers or Authorized Service Stations.

ANY IMPLIED WARRANTY, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, WILL LAST ONLY FOR ONE (1) YEAR FROM THE DATE OF PURCHASE.

To obtain information on warranty performance please write to: PORTER-CABLE CORPORATION, 4825 Highway 45 North, Jackson, Tennessee 38305; Attention: Product Service. THE FOREGOING OBLIGATION IS PORTER-CABLE'S SOLE LIABILITY UNDER THIS OR ANY IMPLIED WARRANTY AND UNDER NO CIRCUMSTANCES SHALL PORTER-CABLE BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES. Some states do not allow limitations on how long an implied warranty lasts or the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

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

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Parts and Repair Service for Porter-Cable • Delta Power Tools are Available at These Locations (Obtenga Refaccion de Partes o Servicio para su Herramienta en los Siguientes Centros de Porter-Cable • Delta) (Locations où vous trouverez les pièces de rechange nécessaires ainsi qu'un service d'entretien)

ARIZONA Tempe 85282 (Phoenix) 2400 West Southern Avenue Suite 105 Phone: (602) 437-1200 Fax: (602) 437-2200

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WASHINGTON Auburn 98001 (Seattle) 3320 West Valley HWY, North Building D, Suite 111 Phone: (253) 333-8853 Fax: (253) 333-9613

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CANADIAN PORTER-CABLE • DELTA SERVICE CENTERS

1699 Dublin Avenue

MANITORA

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