



9.6V
CORDLESS
MULTI-FUNCTION
ROTARY TOOL

DEC004DC
INSTRUCTION MANUAL

GMC®

GLOBAL MACHINERY COMPANY

Black

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Code: DEC004DC

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Date: 061012

Edition: 08

Op: PW

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Warranty Power Tools

Whilst every effort is made to ensure your complete satisfaction with this tool, occasionally, due to the mass manufacturing techniques, a tool may not live up to our required level of performance and you may need the assistance of our service department.

This product is warranted for a 2-year period for home domestic use from the date of the original purchase. If found to be defective in materials or workmanship, the tool or the offending faulty component will be repaired or replaced free of charge with another of the same item. A small freight charge may apply. Proof of purchase is essential. We reserve the right to reject any claim where the purchase cannot be verified.

This warranty does not include damage or defects to the tool caused by or resulting from abuse, accidents, alterations or commercial or business use. It also does not cover any bonus items or included accessories. Only the power tool is covered under this warranty.

With continuing product development, changes may have occurred which render the product received slightly different to that shown in this instruction manual.

Please ensure that you store your receipt in a safe place.

Conditions apply to the above warranty. For full details of the warranty terms and conditions please refer to our website – www.gmcompany.com

For prompt service we suggest you log your service request online - www.gmcservice.com.au, should you not have access to the internet, please contact our service department on 1300 880 001 (Australia) or 0800 445 721 (New Zealand).

Introduction

Your new GMC power tool will more than satisfy your expectations. It has been manufactured under stringent GMC Quality Standards to meet superior performance criteria.

You will find your new tool easy and safe to operate, and, with proper care, it will give you many years of dependable service.

CAUTION. Carefully read through this entire Instruction Manual before using your new GMC Power Tool. Take special care to heed the Cautions and Warnings.

Your GMC power tool has many features that will make your job faster and easier. Safety, performance, and dependability have been given top priority in the development of this tool, making it easy to maintain and operate.

Environmental protection



Recycle unwanted materials instead of disposing of them as waste. All tools, hoses and packaging should be sorted, taken to the local recycling centre and disposed of in an environmentally safe way.

Description of symbols

The rating plate on your tool may show symbols. These represent important information about the product or instructions on its use.



Wear hearing protection.
Wear eye protection.
Wear breathing protection.



Double insulated for additional protection.



N380

Conforms to relevant standards for electromagnetic compatibility.

Specifications

Input power:	9.6V
No load speed:	5,000–25,000 min ⁻¹
Collet size:	Ø1.5mm, Ø2.0mm, Ø2.4mm and Ø3.2mm
Speed settings:	5
Flexible shaft length:	1.0 m
Weight:	0.5kg
Sound pressure level:	76.9dB(A)

Battery Charger

Input voltage:	230–240Vac ~ 50 Hz
Output voltage:	12V DC 200mA 2.4VA
Charging time:	5–7 hours

General safety rules

WARNING. Read all instructions. Failure to follow all instructions listed below may result in electric shock, fire and/or serious injury. The term “power tool” in all of the warnings listed below refers to your mains operated (corded) power tool or battery operated (cordless) power tool.

Save these instructions

1. Work area

- a. Keep work area clean and well lit.** Cluttered and dark areas invite accidents.
- b. Do not operate power tools in explosive atmospheres,** such as in the presence of flammable liquids, gases or dust. Power tools create sparks which may ignite the dust or fumes.
- c. Keep children and bystanders away while operating a power tool.** Distractions can cause you to lose control.

2. Electrical safety

- a. Power tool plugs must match the outlet. Never modify the plug in any way.** Do not use any adapter plugs with earthed (grounded) power tools. Unmodified plugs and matching outlets will reduce risk of electric shock.
- b. Avoid body contact with earthed or grounded surfaces such as pipes, radiators, ranges and refrigerators.** There is an increased risk of electric shock if your body is earthed or grounded.
- c. Do not expose power tools to rain or wet conditions.** Water entering a power tool will increase the risk of electric shock.
- d. Do not abuse the cord. Never use the cord for carrying, pulling or unplugging the power tool.** Keep cord away from heat, oil, sharp edges or moving parts. Damaged or entangled cords increase the risk of electric shock.
- e. When operating a power tool outdoors, use an extension cord suitable for outdoor use.** Use of a cord suitable for outdoor use reduces the risk of electric shock.

3. Personal safety

- a. Stay alert, watch what you are doing and use common sense when operating a power tool.** Do not use a power tool while you are tired or under the influence of drugs, alcohol or medication. A moment of inattention while operating power tools may result in serious personal injury.
 - b. Use safety equipment. Always wear eye protection.** Safety equipment such as dust mask, non-skid safety shoes, hard hat, or hearing protection used for appropriate conditions will reduce personal injuries.
 - c. Avoid accidental starting.** Ensure the switch is in the off position before plugging in. Carrying power tools with your finger on the switch or plugging in power tools that have the switch on invites accidents.
 - d. Remove any adjusting key or wrench before turning the power tool on.** A wrench or a key left attached to a rotating part of the power tool may result in personal injury.
 - e. Do not overreach.** Keep proper footing and balance at all times. This enables better control of the power tool in unexpected situations.
 - f. Dress properly. Do not wear loose clothing or jewellery.** Keep your hair, clothing and gloves away from moving parts. Loose clothes, jewellery or long hair can be caught in moving parts.
 - g. If devices are provided for the connection of dust extraction and collection facilities, ensure these are connected and properly used.** Use of these devices can reduce dust related hazards.
- #### 4. Power tool use and care
- a. Do not force the power tool.** Use the correct power tool for your application. The correct power tool will do the job better and safer at the rate for which it was designed.
 - b. Do not use the power tool if the switch does not turn it on and off.** Any power tool that cannot be controlled with the switch is dangerous and must be repaired.

- c. **Disconnect the plug from the power source before making any adjustments, changing accessories, or storing power tools.** Such preventive safety measures reduce the risk of starting the power tool accidentally.
- d. **Store idle power tools out of the reach of children and do not allow persons unfamiliar with the power tool or these instructions to operate the power tool.** Power tools are dangerous in the hands of untrained users.
- e. **Maintain power tools. Check for misalignment or binding of moving parts, breakage of parts and any other condition that may affect the power tool's operation.** If damaged, have the power tool repaired before use. Many accidents are caused by poorly maintained power tools.
- f. **Keep cutting tools sharp and clean.** Properly maintained cutting tools with sharp cutting edges are less likely to bind and are easier to control.
- g. **Use the power tool, accessories and tool bits etc., in accordance with these instructions and in the manner intended for the particular type of power tool, taking into account the working conditions and the work to be performed.** Use of the power tool for operations different from those intended could result in a hazardous situation.

5. Battery tool use and care

- a. **Ensure the switch is in the off position before inserting battery pack.** Inserting the battery pack into power tools that have the switch on invites accidents.
- b. **Recharge only with the charger specified by the manufacturer.** A charger that is suitable for one type of battery pack may create a risk of fire when used with another battery pack.
- c. **Use power tools only with specifically designated battery packs.** Use of any other battery packs may create a risk of injury and fire.

- d. **When battery pack is not in use, keep it away from other metal objects like paper clips, coins, keys, nails, screws, or other small metal objects that can make a connection from one terminal to another.** Shorting the battery terminals together may cause burns or a fire.
- e. **Under abusive conditions, liquid may be ejected from the battery; avoid contact.** If contact accidentally occurs, flush with water. If liquid contacts eyes, additionally seek medical help. Liquid ejected from the battery may cause irritation or burns.

6. Service

- a. **Have your power tool serviced by a qualified repair person using only identical replacement parts.** This will ensure that the safety of the power tool is maintained.

Additional safety instructions for rotary tools

WARNING. The use of an accessory or attachment, other than those recommended in this Instruction Manual, may present a risk of personal injury.

- Do not use a disc marked with a lower RPM than that of the maximum no load speed shown on the rating label.
- Always wear eye, ear and breathing protection.
- Do not apply too much pressure when grinding, cutting, etc.
- Keep your hands well clear of the cutting devices.
- If possible, always use clamps or a vice to hold your work.
- Always switch off before you put the tool down.
- Ensure that the lighting is adequate.
- Do not put pressure on the tool, such that it slows the motor down. Allow the attachments to work without pressure. You will get better results and you will be taking better care of your tool.
- Keep the area free of tripping hazards.
- Do not let anyone under 18 years operate this tool.

- Only use accessory bits in good condition.
- Before drilling, check that there is sufficient clearance for the drill bit under the workpiece.
- Do not touch the attachments after operation. They may be very hot.
- Keep your hands away from spinning parts.
- Rags, cloths, cord, string and the like should never be left around the work area.
- Support the work properly.
- If you are interrupted when operating the tool, complete the process and switch off before looking up.
- Periodically check that all nuts, bolts and other fixings are properly tightened.
- When using the tool, use safety equipment including safety glasses or shield, ear defenders, and protective clothing including safety gloves. Wear a dust mask if the rotary tool operation creates dust.

If in doubt, do not plug in the tool. Using a power source with a voltage less than the nameplate rating is harmful to the motor.

The tool must be used only for its prescribed purpose. Any use other than those mentioned in this Manual will be considered a case of misuse. The user and not the manufacturer shall be liable for any damage or injury resulting from such cases of misuse.

To use this tool properly, you must observe the safety regulations, the assembly instructions and the operating instructions to be found in this Manual. All persons who use and service the machine have to be acquainted with this Manual and must be informed about its potential hazards.

Children and frail people must not use this tool. Children should be supervised at all times if they are in the area in which the tool is being used. It is also imperative that you observe the accident prevention regulations in force in your area. The same applies for general rules of occupational health and safety.

The manufacturer shall not be liable for any changes made to the tool nor for any damage resulting from such changes. Even when the tool is used as prescribed it is not possible to eliminate all residual risk factors. The following hazards may arise in connection with the tool's construction and design:

- Damage to the lungs if an effective dust mask is not worn.
- Damage to hearing if effective ear defenders are not worn

Additional safety instructions for the charger

- Before using the charger, read all the instructions and cautionary markings on the charger and battery pack as well as the instructions on using the battery pack.
- Only charge your batteries indoors as the charger is designed for indoor use only.

DANGER. If the battery pack is cracked or damaged in any other way, do not insert it in the charger. There is a danger of electric shock or electrocution.

WARNING. Do not allow any liquid to come into contact with the charger. There is a danger of electric shock.

- Use only the charger supplied in this pack.
- Protect the charger against moisture including rain and high humidity.
- Always check that the battery pack is correctly sitting in the charger before switching the power on.
- When you are not using the charger, remove the plug from the mains socket. Do not pull the plug out by the power cord.
- Always remove the plug from the power socket before you clean or maintain the charger.
- Do not charge the battery if the ambient temperature is less than 0°C (32°F) or greater than 40°C (104°F).

Additional safety instructions for the battery pack

- The battery pack for this tool has been shipped in a low charge condition. You should charge the battery pack fully before use.
- To ensure the longest battery life and best battery performance, always charge the battery when the air temperature is between 18–24°C. Do not charge the battery pack when the temperature is below 0°C, or above 40°C. This is important. Failure to observe this safety rule could cause serious damage to the battery pack.
- Do not incinerate the battery pack even if it is seriously damaged or can no longer hold a charge. The battery pack can explode in a fire.
- Never attempt to open the battery pack for any reason. If the plastic housing of the battery pack breaks open or cracks, immediately discontinue its use and do not recharge it.
- The battery pack utilizes nickel-cadmium cells. Cadmium is considered to be a toxic material. Use an environmentally safe disposal unit at a municipal waste disposal centre to dispose of a damaged or worn out battery.

Know your product

This DEC004DC Rotary Tool can be used for Grinding, Polishing, Drilling, Cutting, Sharpening, Engraving and Sanding.

Use the tool and accessories only for intended applications. All other applications are expressly ruled out.

1. On/Off Switch / Variable Speed Dial
2. Spindle Lock Button
3. Collet Nut
4. Collet Cover
5. Collet
6. Release Tab
7. Battery Pack
8. Wire Loop



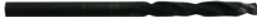
Unpacking

Due to modern mass production techniques, it is unlikely that your GMC Power Tool is faulty or that a part is missing. If you find anything wrong, do not operate the tool until the parts have been replaced or the fault has been rectified. Failure to do so could result in serious personal injury.

Accessories

- The GMC DEC004DC comprises the following components:
- 1 x Instruction manual
 - 1 x 2-in-1 wrench
 - 1 x Flexible shaft
 - 1 x Height adjustable mounting stand
 - 1 x Ni-Cad battery pack
 - 1 x Battery charger
 - 82 x Multi-purpose accessories (to follow)

Accessories for DEC004DC					
Accessory Description	Qty	Accessory Use	Accessory Description	Qty	Accessory Use
 Ø20mm Red sanding sheets	10	Sanding drums and discs are perfect for detailed sanding jobs.	 Diamond grinding point	1	The perfect way to remove burs and sharpen tools.
 Ø15mm Sanding bands	18		 Various grinding stones	10	
 Ø24 x 0.6mm Cut-Off Wheel	20	Various cutting wheels let you cut, trim and shape metal, glass and ceramics.	 Ø3.2mm Wire brush wheel	2	Ideal for removing rust, smoothing out imperfections or cleaning tools.
 Ø2.4mm Ball-shaped cutter	2		 Ø3.2mm Bristle Brush	1	

Accessory Description	Qty	Accessory Use	Accessory Description	Qty	Accessory Use
 Ø3.2mm Cup-shaped bristle brush	1	Ideal for removing rust, smoothing out imperfections or cleaning tools.	 Collet (one already fitted to tool)	4 Ø1.5mm Ø2.0mm Ø2.4mm Ø3.2mm	For use with accessories.
 Ø3.2mm High speed drill bit	1	An extremely convenient way to drill holes with more detail and precision.	 Ø3.2mm Sanding band mandrel	1	For use with sanding bands.
 Bullet-shaped polishing point	3	Ideal for polishing most metal surfaces and plastics. Can be used with polishing compound.	 Disc mandrel	2 Ø2.4mm & Ø3.2mm	Use with sanding discs, grinding and cut-off wheels.
 Ø13 x 9mm Polishing pad	3		 Ø3.2mm Polishing pad mandrel	1	Use with felt wheels and polishing pads
 Ø25 x 5mm Polishing pad	3		 1 2-in-1 Wrench	1	For tightening & loosening the collet nut and screws on the sanding band and disc mandrel

Fitting and removing the battery pack

To remove the battery pack (7) from the rotary tool, firmly press the release tabs (6) on the upper and lower sides of the battery pack, and slide the battery pack backward out of the tool (fig. A).



Similarly, to install the battery pack, slide the pack fully into the tool until it “clicks” into position.

Battery charging

IMPORTANT. Before placing the battery pack into the battery charger cradle, always ensure that the plug is switched off at the mains.

IMPORTANT. The battery will be fully charged after 5-7 hours of charging. Remove the battery pack from the charger cradle after approximately 7 hours of charging and switch the charger off at the mains socket. Do not leave the battery charging for longer than 24 hours.

1. Locate the male connector of the power lead into the rear socket of the battery charger cradle (fig. B).
2. Ensure the battery charger cradle is sitting upright.



Note. The battery pack (7) will not drop into the battery charger cradle if the tab of the battery is not aligned properly with the indent of the battery charger.

3. Align the tab of the battery pack with the indent in the battery charger and lower into the cradle (fig. C).
4. Connect the mains plug of the battery charger to a suitable power point.



Obtaining the longest life from the battery

Never allow the rotary tool to come to a complete stand still before recharging. The battery should be placed on charge whenever the battery is noticeably running down or the rotary tool no longer performs a task it previously performed.

Avoid conducting short charges. Make sure that the battery is fully charged every time by allowing the charger to complete its full charging cycle.

Avoid allowing loose items like screws or nails etc to be stored with battery packs as these or similar items can short battery packs and cause a fire or explosion.

Always unplug the charger when not in use and store in a dry secure place.

Avoid charging or storing your battery in temperatures below 0°C (32°F) or greater than 40°C (104°F).

Operation

WARNING. Before connecting the tool to a power source (power point, outlet, etc.) be sure that the voltage supply is the same as that specified on the nameplate of the tool. A power source with a voltage greater than that specified for the tool can result in serious injury to the user, as well as damage to the tool. If in doubt, do not plug in the tool. Using a power source with a voltage less than the nameplate rating is harmful to the motor.

Switch on

1. Turn the On/Off switch (1) anti-clockwise until it "clicks" into position number '1'. The machine is now in continuous operation, and will start on the minimum speed (fig. D).



Switch off

1. Turn the On/Off switch (1) clockwise until it "clicks" into position number '0' (fig. E).



Varying the speed

1. You can use the variable speed dial (1) to alter the speed of the tool, as follows:
 - Position 1 - Slow
 - Position 3 - Medium
 - Position 5 - Fast
2. Select the correct speed for the work and type of bit you are using. In general, lower speeds are best suited for large accessories and higher speeds are best suited for smaller accessories.

Quick reference guide

Operation	Speed
Cutting metal	4-5
Sanding wood	4-5
Cutting hard metal	4-5
Engraving metal	3-4
De-burring	3-4
Drilling holes	3-4
Removing rust	2-3
Sharpening	2-3
Polishing	1-2

Holding the tool

1. For jobs such as milling or engraving where precision is required, hold the rotary tool like a pen.
2. For heavier work like cutting or grinding, hold the machine in the palm of your hand.

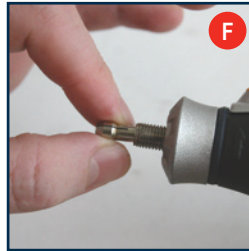
Changing the collet

Note. Accessories may require different sized collets (ie. Ø1.5mm, Ø2.0mm, Ø2.4mm or Ø3.2mm).

1. Unscrew the collet nut (3) by hand turning it in an anti-clockwise direction while pressing the spindle lock button (2) (fig. G).



2. Remove the collet (5) and replace with the desired collet (fig. F). The size of the collet will depend on the shaft diameter of the accessory to be used.
3. Press the spindle lock button (2) and hand tighten the collet nut (3) by turning it in a clockwise direction.



Changing accessories

WARNING. If the accessory has not been inserted as far as possible there may be too much shaft exposed which could cause the bit to damage and/or bend.

IMPORTANT. Ensure the machine is switched off and the plug is removed from the power before you commence accessory changeover.

Note. Loosen and tighten the collet nut (3) with your hands. Never tighten the collet nut (3) with the use of pliers or any other clamping device as the collet nut (3) may strip. Always ensure bits are tight before commencing any work with your tool.

1. Turn the collet nut (3) in an anti-clockwise direction to loosen and, when loose, insert the desired rotary tool piece into the collet (5).

Note. If the shaft of the rotary tool is too large to fit into the collet (5) or fits too loosely, it is necessary to change the collet. Refer to 'Changing the collet' of this manual for instructions.

2. Whilst depressing the spindle lock button (2), hand tighten the collet nut (3) by turning it clockwise until tight.

Note. If the rotary tool piece is not spinning, yet the collet nut (3) is spinning, the collet nut (3) may need to be tightened further.

Locating a cutting/sanding disc

1. Locate an appropriate disc mandrel (holder) into the collet (5).

2. Remove the screw from the end of the disc mandrel with the 2-in-1 wrench by turning in an anti-clockwise direction (fig. H).



3. Place a cutting/sanding disc onto the screw of the disc mandrel (placing one of the rubber washers provided with the disc mandrel on either side of the for protection).
4. Place the screw, with the disc onto the disc shaft and tighten with the 2-in-1 wrench by turning the screw in a clockwise direction (Do not over-tighten as the disc will crack).

Locating a sanding drum

1. Loosen the small screw on the sanding drum mandrel (holder) with the 2-in-1 wrench by turning it anti-clockwise (fig. I). This will allow the rubber to slacken and allow the sanding drum to slide onto the sanding drum holder.



3. Slide the sanding band onto the sanding drum mandrel.
4. Secure the sand drum mandrel in place by tightening the screw on the top of the sanding band mandrel with the use of the 2-in-1 wrench by turning clockwise.

Note. Tightening the screw on the sanding band mandrel will cause the rubber to bulge and grip the sanding band. Do not over-tighten.

Attaching the flexible shaft

WARNING. Never bend the flexible shaft with a radius of less than 150mm (6") when operating. Please store the flexible shaft in the designated compartment of the carry case when not in use.

1. Remove the collet cover (4) and then loosen the collet nut (3) by turning them anti-clockwise (fig. J).
2. Insert the inner cable of the flexible shaft into the motor shaft until the stopper does not permit the shaft to be inserted any further (fig. K).
3. Hand tighten the collet nut (3) by turning the nut clockwise (fig. L).
4. Thread the flexible shaft collet cover onto the rotary tool housing and turn it clockwise. Finger tighten only (fig. M).



WARNING. Never tighten the collet cover with the use of pliers or a wrench as the thread will strip.

Changing the collet and accessories on the flexible shaft

Note. To change the collet or install a cutter or accessory into the flexible shaft, follow the same general procedure as covered earlier under 'Changing accessories'.

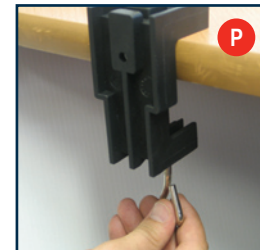
WARNING. Do not attempt to loosen the collet nut of the flexible shaft without pulling the spindle lock back as far as possible. Damage to the flexible shaft will result.

1. To lock the spindle lock, pull the lock back as far as possible.
2. Use the 2-in-1 wrench to loosen and tighten the collet nut (fig. N).

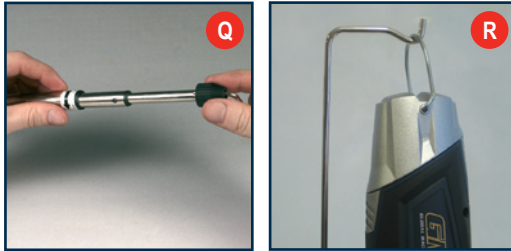


Setting up the height adjustable mounting stand

1. Locate the screw of the stand shaft into the stand mounting block and turn the shaft clockwise until it threads in. Tighten the shaft until it is locked into the mounting block (fig. O).
2. Loosen the mounting block screw (anti-clockwise) and slide the mounting block onto your work bench (fig. P).



3. Loosen the shaft by turning anti-clockwise (as indicated on the shaft). Extend the shaft to the desired height and lock it into place by turning the shaft clock-wise (fig. Q).



4. Use the wire loop (8) to hang the rotary tool when using the flexible shaft. (fig. R)

Maintenance

Store the machine, instruction manual and, where necessary, the accessories in the original packaging. In this way you will always have all the information and parts ready on hand.

Cleaning

1. Keep the tool's air vents unclogged and clean at all times.
2. Remove dust and dirt regularly. Cleaning is best done with a rag.
3. Never use caustic agents to clean plastic parts.

CAUTION. Do not use cleaning agents to clean the plastic parts of the tool. A mild detergent on a damp cloth is recommended. Water must never come into contact with the tool.

Repairs

1. Only an authorised service centre should replace the cordset or effect other repairs. If the cordset is damaged or worn, have it repaired or replaced by an authorised service centre.
2. When the brushes are worn, the tool may not work. Have new brushes fitted by an authorised service centre.

Please refer to your warranty card, which is separate to these instructions

GMC customer assist

Attach Your
Receipt Here

If your product needs repairing, replacing, technical service or you simply need help or advice, please contact us on our Customer Assist Line 1300 880 001 (Australia) or 0800 445 721 (New Zealand).

For prompt service we suggest you log your service request online at www.gmcservice.com.au. Should you not have access to the Internet, please contact our service department on 1300 880 001 (Australia) or 0800 445 721 (New Zealand). 7am – 7pm, 7days a week (AEST).

Please note that if repair or replacement is required, you must provide a valid original purchase receipt.

You will need the following details at hand to log your service request;

Personal details: First & Last name, address, pick up address, contact phone numbers, email address

Product details: Product number, date of purchase, retailer bought from, State & postcode, receipt number, reason for the request, copy of official purchase receipt

Attach your purchase receipt and save with this Manual for future reference.

Please refer to our website www.gmcompany.com for full GMC warranty Terms and Conditions.

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