Skil 10” Drill Press

<table>
<thead>
<tr>
<th>Description</th>
<th>Skil 10” Drill Press – Model 3320</th>
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<tbody>
<tr>
<td>Size / Horse power</td>
<td>10” / 570 - 3050 RPM</td>
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<tr>
<td>Power source</td>
<td>120 volt through power cord</td>
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<tr>
<td>Uses</td>
<td>Drilling/Boring holes into various material (metal, wood, Plexiglas, plastic)</td>
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</tbody>
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**Safety Precautions**

**Hazards**
- Flying debris (potential eye damage)
- Electrical shock
- Abrasions
- Entanglement of hair or clothing

**Training**
- Shop Safety Fundamentals
- Site Specific Training

**Protective Equipment**
- Safety glasses
- Hearing protection
- Avoid loose fitting clothing
- Tie back long hair

**Operation**

**Startup**
1. Put on PPE listed above
2. Ensure work area is clean and free of obstacles
3. Make necessary adjustments for safe operation
4. Inspect the tool for damage or obstructions to operation
5. Place material so that it is resting against the left side of the column to prevent material from spinning or securely fasten material to the table
6. Select correct bit type for materials being drilled
7. Make sure the drill chuck is tightened down on the drill bit and the chuck key has been removed
8. Turn on the drill press by inserting the safety key and flip the switch to the ON position (Upward)
9. Begin work
10. Slowly feed drill bit towards material, avoid feeding material too quickly or too slowly
11. Keep hands clear of drill bits

**Shutdown**
1. Turn off the drill press by flipping the switch to the OFF position. (Downward). To lock the switch off, remove the key.
2. Allow the chuck to come to a complete stop on its own.
3. Remove work piece from table top.

**Table Adjustments**

**Raise and Lower:**
1. Loosen the column lock handle (1) and turn the crank handle (2) until the table is at the desired height.
2. If table needs rotated, rotate table to desired position.
3. Tighten the table lock handle (1) to secure table.
Tilt Table:
1. Table can be tilted from 0° to 45° to the left and right.
2. Loosen the bevel lock bolt (1) with a wrench.
3. Tilt the table (2) to the desired angle, use the scale (3) as a guide.
4. Re-tighten the bevel lock bolt (1).
5. To return the table to its original position, loosen the bevel lock bolt and realign the bevel scale (3) to the 0° setting.
6. Tighten the bevel lock bolt (1) with the wrench.

Depth Stop Adjustment
1. To stop the drill at a specific depth for consistent and repetitive drill, loosen the depth scale lock (1) located on the depth scale hub (2).
2. Turn the hub until the pointer (3) is aligned to the desired depth on the scale.
3. Tight the depth scale lock (1), the chuck will stop after traveling downward to the distance selected.

Changing Spindle Speeds – Performed by Authorized Personnel Only
1. Open the drill press pulley cover (1).
2. Loosen the belt tension knobs (2) on both sides of the drill press head.
3. Pull the motor (3) toward the drill press head.
4. Set the belt on the desired steps of the motor (5) and the spindle (6) pulley according to the belt positions on the spindle speed chart.
5. Pull the motor away from the drill press head to increase the belt tension. Tighten the tension knobs (2).
6. The belt (4) should be tight enough to prevent slippage. Correct tension is set if the belt flexes about 1/2” when thumb pressure is applied at the midpoint of the belt between the pulleys.

Maintenance
<table>
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<th>Storage</th>
<th>Care</th>
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<tr>
<td>Clean off drill press after you are done using.</td>
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<tr>
<td>Periodically apply a light film of oil to the quill and column. This will reduce wear, prevent rust, and assure ease of operation.</td>
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<td>Check that bolts are tight and electrical cords are in good condition.</td>
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Accessories
Chuck Key