

ozito

D.I.Y

Drill Press

350W 5 Speed

Instruction Manual

3 Year Replacement Warranty

DP-350

⚠ WARNING: Read all safety warnings and all instructions. Failure to follow the warnings and instructions may result in electric shock, fire and /or serious injury. **Save all warnings and instructions for future reference.**



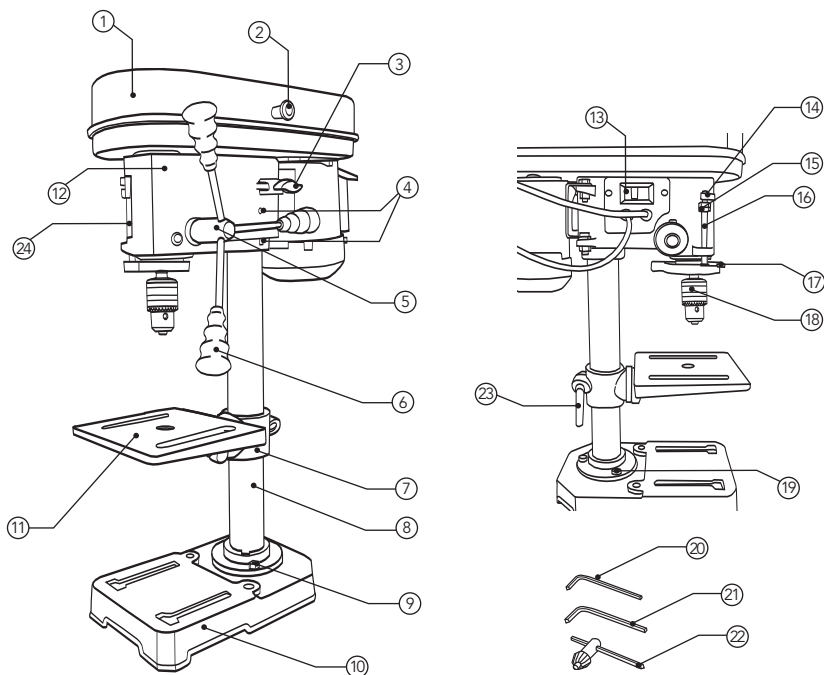
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To view the full range visit: www.ozito.com.au

SPECIFICATIONS – MODEL NO. DP-350

Motor size:	350W
Input:	230-240V ~ 50Hz
No load speed:	580, 850, 1220, 1650, 2650/min
Chuck:	13mm Keyed
Spindle travel:	50mm
Spindle shaft to column distance:	104mm
Column height:	395mm
Protection class:	1 (Earthed Appliance)
Weight:	16.4kg

KNOW YOUR PRODUCT



- | | | |
|-----------------------|-------------------------------|------------------------------|
| 1. Pulley cover | 10. Base | 19. Column support bolts x 3 |
| 2. Pulley cover knob | 11. Table | 20. 3mm Allen key |
| 3. Belt tension knob | 12. Head assembly | 21. 4mm Allen key |
| 4. Head lock screws | 13. Switch | 22. Chuck key |
| 5. Feed wheel hub | 14. Depth indicator | 23. Table support lock |
| 6. Feed wheel handles | 15. Depth indicator lock nuts | 24. Depth scale |
| 7. Table support | 16. Depth rod | |
| 8. Column | 17. Depth rod support | |
| 9. Column support | 18. 13mm Keyed chuck | |

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INTRODUCTION

Congratulations on purchasing an Ozito Drill Press. We aim to provide quality tools at an affordable price. We hope you will enjoy using this tool for many years.

Your Ozito DP-350 Drill Press has been designed for accurate drilling into steel, timber and plastic. It is intended for DIY use only.

ELECTRICAL SAFETY



WARNING! When using mains-powered equipment, basic safety precautions, including the following, should always be followed to reduce risk of fire, electric shock, personal injury and material damage.

Read and understand the manual prior to operating this tool.

Save these instructions and other documents supplied with this tool for future reference.

The electric motor has been designed for 230V and 240V only. Always check that the power supply corresponds to the voltage on the rating plate.

Note: The supply of 230V and 240V on Ozito tools are interchangeable for Australia and New Zealand.

If the supply cord is damaged, it must be replaced by an electrician or a power tool repairer in order to avoid a hazard.

Using an Extension Lead

Always use an approved extension lead suitable for the power input of this tool.

Before use, inspect the extension lead for signs of damage, wear and ageing.

Replace the extension lead if damaged or defective.

When using an extension lead on a reel, always unwind the lead completely. Use of an extension lead not suitable for the power input of the tool or which is damaged or defective may result in a risk of fire and/or electric shock.

It is recommended that the extension lead is a maximum of 25m in length. Do Not use multiple extension leads.



GENERAL SAFETY INSTRUCTIONS



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.



GENERAL SAFETY INSTRUCTIONS (cont.)

- 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 can not 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, unplugged & 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 tools 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 intended could result in a hazardous situation.
- h) **This appliance is not intended for use by persons (including children) with reduced physical, sensory or mental capabilities, or lack of experience and knowledge,** unless they have been given supervision or instruction concerning use of the appliance by a person responsible for their safety.
- i) **Children should be supervised to ensure that they do not play with the appliance.**

5) 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.
- b) **If the supply cord is damaged,** it must be replaced by the manufacturer, its service agent or similarly qualified persons in order to avoid a hazard.



DRILL PRESS SAFETY WARNINGS



WARNING! For your own safety, do not try to use your drill press or plug it in until it is completely assembled and installed according to the instructions and until you have read and understood the following:

1. Your drill press must be bolted securely to a workbench. In addition, if there is any tendency for your drill press to move during certain operations, bolt the workbench to the floor.
2. This drill press is intended for use in dry conditions and indoor use only.
3. Always wear safety goggles which comply to a recognised standard. Use a face or dust mask along with safety goggles if the drilling operation is dusty. Use ear protectors, especially during extended periods of operation.
4. Do not try to drill material too small to be securely held. Do not drill material that does not have a flat surface unless it is clamped securely.
5. Always keep hands out of the path of the drill bit. Avoid awkward hand positions where a sudden slip could cause your hand to move into the drill bit.
6. Do not install or use any drill bit that exceeds 175mm (7 inches) in length or extends more than 150mm (6 inches) below the chuck jaws. They can suddenly bend outwards or break.
7. Do not use wire wheels, router bits, shaper cutters, circle (fly) cutters or rotary planers on this drill press.
8. When cutting a large piece of material make sure it is fully supported at the table height.
9. Do not perform any operation freehand. Always hold the workpiece firmly against the table so it will not rock or twist. Use clamps or a vice for unstable workpieces.
10. Make sure there are no nails or foreign objects in the part of the workpiece to be drilled.
11. Whenever possible, position the workpiece to contact the left side of the column; if it is too short or the table is tilted, clamp solidly to the table.
12. If the workpiece overhangs the table such that it will fall or tip if not held, clamp it to the table or provide auxiliary support.
13. Set the drill press to a speed appropriate to the job.
14. Do not start the drill press while the drill bit is touching the workpiece.
15. When using a drill press vice, always fasten it to the table.
16. Make sure all clamps and locks are firmly tightened before drilling.
17. Securely lock the head and table support to the column, and the table to the table support before operating your drill press.
18. Never turn your drill press on before clearing the table of all objects (tools, scraps of wood etc.)
19. Before starting the operation, jog the motor switch to make sure the drill bit does not wobble or vibrate.
20. Let the spindle reach full speed before starting to drill. If your drill press makes an unfamiliar noise or if it vibrated excessively, stop immediately, turn the drill press off and unplug it. Do not restart until the problem is corrected.

DRILL PRESS SAFETY WARNINGS

21. Do not perform layout assembly or setup work on the table while the drill press is in operation.
22. Do not exceed the rpm stated on the bit or accessory. See the instructions that come with the accessory.
23. When drilling large diameter holes, clamp the workpiece firmly to the table. Otherwise, the bit may grab and spin the workpiece at high speed. Do not use fly cutters or multiple-part cutters, as they can come apart or become unbalanced in use.
24. Make sure the spindle has come to a complete stop before touching the workpiece.
25. To avoid injury from accidental starting, always turn the switch off and unplug the drill press before installing or removing any accessory attachment or making any adjustment.
26. This appliance is not intended for use by persons (including children) with reduced physical, sensory or mental capabilities, or lack of experience and knowledge, unless they have been given supervision or instruction concerning use of the appliance by a person responsible for their safety.
27. Children should be supervised to ensure that they do not play with the appliance.
28. If the supply cord is damaged, it must be replaced by the manufacturer, its service agent or similarly qualified persons in order to avoid a hazard.

CAUTION: Do not expose to rain or use in damp locations.



WARNING! For your own safety read instruction manual before operating drill press. Wear eye protection, do not wear gloves, necktie or loose clothing, clamp workpiece or brace against column to prevent rotation, use recommended speed for drill accessory and workpiece material.

ASSEMBLY

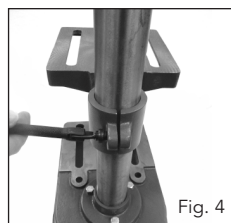


WARNING! During assembly ensure the drill press is disconnected from the power supply.

1. Carefully remove contents from the packaging.
2. Select a firm, level surface on which to assemble the drill press.
3. Select the base (10) (Fig. 1) and align the column (8) over the large hole (Fig. 2). Align the holes in the column support (9) with those in the base (10) and secure in place using the 3 column support bolts (19), spring and flat washers (supplied) (Fig. 3). Fit the spring washer over the bolt followed by the flat washer and using a 12mm spanner or shifter (not supplied) securely tighten all 3 column support bolts (19).



4. Slide the table support (7) over the column (8). Using the table support lock (23), secure the table (11) into the desired position (Fig. 4).



5. Lift the head assembly (12) and slide it down onto the column (8) as far as it will go. To secure in position install the two head lock screws (4). Tighten using the 4mm allen key (21), rotating in a clockwise direction (Fig. 5).



ASSEMBLY (cont.)

6. To fit the feed wheel handles (6), screw them into the feed wheel hub (5) (Fig. 6 & 7).



Fig. 6

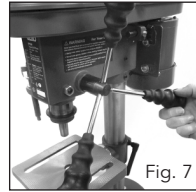


Fig. 7

7. To fit the 13mm keyed chuck (18), first place a piece of timber on the table (11) and position the 13mm keyed chuck (18) with the jaws retracted under the drive shaft. Raise the table (11) toward the drive shaft until the 13mm keyed chuck (18) is approximately 25mm from the drive shaft (Fig. 8).

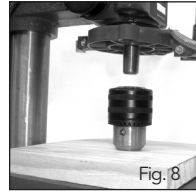


Fig. 8

8. To secure the 13mm keyed chuck (18) to the drive shaft gently lower the drive shaft using the feed wheel handles (6) (Fig. 9) until the drive shaft is pushed into the hole of the 13mm keyed chuck (18). A gentle tap on the timber is required to secure the 13mm keyed chuck (18) onto the tapered drive shaft.



Fig. 9

ADJUSTMENTS



WARNING! Before making any adjustments, ensure the drill press is disconnected from the mains power.

Adjusting the Table Height

1. Loosen the table support lock (23) (Fig. 14).
2. Set the desired table height and tighten the table support lock (23) to secure the table (11) in position (Fig. 15).

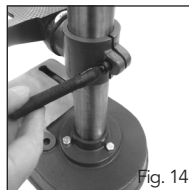


Fig. 14

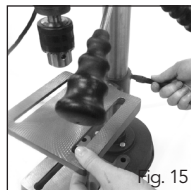


Fig. 15

Adjusting the Table Angle

The table (11) can be adjusted up to 45° to the left or right.

1. Loosen the table support angle bolt (located below the table) by rotating anti-clockwise using an 18mm spanner or shifter (not supplied) (Fig. 16). Align and set the desired angle.
2. Tighten the table support angle bolt by rotating in a clockwise direction to secure the table (11) in position.

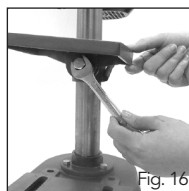


Fig. 16



Fig. 17

CAUTION: When the table is angled/tilted, ensure the workpiece is clamped to the table (11).

Installing and Removing Drill Bits

1. Using the chuck key (22), loosen the jaws of the chuck (18) by rotating in an anti-clockwise direction (Fig. 18).
2. Insert the drill bit fully into the 13mm keyed chuck (18) (Fig. 19).
3. Whilst holding the drill bit in one hand rotate the top collar of the 13mm keyed chuck (18) in a clockwise direction. Ensure you tighten all 3 holes in the 13mm keyed chuck (18) using the chuck key (22) to securely tighten the jaws and hold the drill bit in position (Fig. 20).

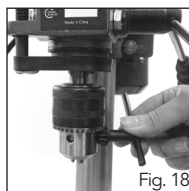


Fig. 18

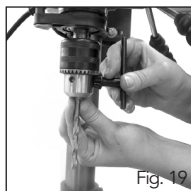


Fig. 19



Fig. 20

Pre-setting the Drilling Depth

1. Loosen the depth indicator lock nuts (15) by turning in an anti-clockwise direction.
2. Ensure the drill bit is secure in the 13mm keyed chuck (18) and tightened correctly. Lower the feed wheel handles (6) to the desired depth using the depth scale (24).

ADJUSTMENTS (cont.)

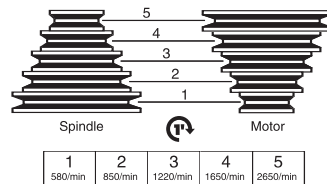
3. Whilst holding the feed wheel handles (6), tighten the depth indicator lock nuts (15) until they touch the metal stop (Fig. 21).
4. Lift the feed wheel handles up and then proceed to operate the drill press.
5. To disable the depth lock loosen the depth indicator lock nuts (15) and reset to the desired position. Having these in the highest position on the depth rod (16) will provide maximum drilling capacity.



Fig. 21

Changing the Speed

The speed of the drill press can be changed by adjusting the belt on the pulley system. Using a smaller pulley on the spindle/chuck increases the drill speed. Using a larger pulley on the spindle/chuck decreases the drill speed.



1. Loosen the belt tension knob (3) (Fig. 22).
2. Push the motor towards the head assembly (12) and tighten the belt tension knob (3) (Fig. 23).



Fig. 22



Fig. 23

3. To adjust the belt speed, move the belt to the correct pulley step for the speed required.
To select a faster drill speed, move the belt up to a smaller step on the spindle/chuck pulley.
To select a slower drill speed move the belt down to a larger step on the spindle/chuck pulley.
When moving the belt, it is easier to place the belt onto the small pulley first and then turn it onto the larger pulley (Fig. 24).
4. To apply tension to the belt once it has been fitted to a new speed setting, loosen the belt tension knob (3). The belt tension will automatically tension the belt to the correct tension, then re-tighten the belt tension knob (3).



Fig. 24

Turning On and Off

Note: The pulley cover (1) is fitted with a safety switch and must be closed to operate the drill press.

1. Switch the drill press on by pressing the green (I) button on the switch (13) (Fig. 25).
2. Switch the drill press off by pressing the red (O) button on the switch (13).
3. Secure your workpiece to the table (11) if possible, use a vice or clamps (not supplied).



Fig. 25

OPERATION

1. Ensure the drill press is switched off and disconnected from the power supply.
2. Loosen the jaws of the 13mm keyed chuck (18) with the chuck key (22) by turning in an anti-clockwise direction and insert the selected drill bit into the 13mm keyed chuck (18) as far as it will go.
3. Ensure that the drill bit is centred in the 13mm keyed chuck (18) and tighten the chuck jaws with the chuck key (22) in a clockwise direction. Tighten all three holes to ensure the drill bit is secured evenly by each jaw.
4. Select your drilling depth and secure the depth indicator lock nuts (15) in position.
5. Adjust the table (11) to your desired position.
6. Slowly rotate the feed wheel handles (6) to bring the drill bit down towards the table (11) and into your workpiece. After drilling a hole, release the feed wheel handles (6) slowly to return the 13mm keyed chuck (18) to its original position.

Note: Ensure the hole in the centre of the table (11) is aligned with the drill bit. If not aligned, use the 4mm allen key (21) provided to loosen the head assembly (12) on the column support (9) and re-align the head assembly (12). Re-tighten the 2 head lock screws (4).

7. Continue the operation until the task is completed. When completed, switch the drill press off by pressing the red (O) button on the switch (13).

MAINTENANCE



WARNING! Ensure the drill press is disconnected from the power supply before performing any maintenance.

1. Ball bearings are packed with grease at the factory. No further lubrication of bearings is required.
2. Lubricate all moving parts periodically. Wipe the column, table and base with an oily cloth to minimise corrosion.
3. Keep air vents clean of dust and dirt.
4. Remove dust and dirt from the drill press regularly with a soft cloth, brush or compressed air.
5. If the power cord is damaged, have it replaced by an electrician or a power tool repairer.
6. Regularly check that all bolts, screws and nuts are securely fixed as these could work loose during normal operation.
7. If the drive belt will not align with the pulleys. The pulleys may be worn and need to be replaced. To remove the pulleys, use the 3mm allen key (20) provided. Loosen in an anti-clockwise direction (Fig. 26).



Fig. 26

Note: Ozito Industries will not be responsible for any damage or injuries caused by the repair of the drill press by an unauthorised person or by mishandling of the drill press.

SPARE PARTS

Limited spare parts are available subject to availability. Please contact your local Bunnings Special Orders Desk to order the required spare parts.




Most common spare parts listed below

Spare Part	Part No.
Handle Sleeve	SPDP350-16
Switch	SPDP350-50
Drive Belt	SPDP350-67

TROUBLESHOOTING

Problem	Cause	Solution
Drill press will not start	Power cord not connected to the mains power supply	Ensure that the power cord is connected to the mains power
	Power fault	Check the mains power supply
	Power cord damage	Use an authorised service centre to repair or replace
	Faulty switch or motor	Use an authorised service centre to repair or replace
	Pulley cover not secured	Check the pulley cover is closed and lowered correctly in position
Noisy operation	Incorrect belt tension	Adjust tension as required
Drill bit burns	Incorrect speed	Adjust speed as described in the "changing the speed" section
Excessive drill bit wobble	Bent or damaged drill bit	Use a new drill bit
	Drill bit is not securely placed in the 13mm keyed chuck	Remove the drill bit and re-insert correctly, ensure the chuck jaws are fully tightened
	The 13mm keyed chuck is not installed correctly	Ensure you install the 13mm keyed chuck correctly
Drill bit binds in workpiece	Belt tension is set incorrectly	Re-adjust the belt tension

DESCRIPTION OF SYMBOLS

V	Volts	Hz	Hertz
~	Alternating current	W	Watts
/min	Revolutions or reciprocation per minute	no	No load speed
Hp	Horse power		Regulator compliance mark
	Use eye protection		Warning

CARING FOR THE ENVIRONMENT



Power tools that are no longer usable should not be disposed of with household waste but in an environmentally friendly way. Please recycle where facilities exist. Check with your local council authority for recycling advice.



Recycling packaging reduces the need for landfill and raw materials. Reuse of recycled material decreases pollution in the environment. Please recycle packaging where facilities exist. Check with your local council authority for recycling advice.

CONTENTS

1 x Head assembly	1 x 3mm Allen key	1 x Belt (assembled to pulleys)
3 x Feed wheel handles	1 x Chuck key (for chuck)	1 x Base
1 x 13mm Keyed chuck	1 x Steel column	3 x Column support bolts
1 x 4mm Allen key	1 x Table	1 x Instruction manual

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WARRANTY

YOUR WARRANTY FORM SHOULD BE RETAINED BY YOU AT ALL TIMES. IN ORDER TO MAKE A CLAIM UNDER THIS WARRANTY YOU MUST RETURN THE PRODUCT TO YOUR NEAREST BUNNINGS WAREHOUSE WITH YOUR BUNNINGS REGISTER RECEIPT. PRIOR TO RETURNING YOUR PRODUCT FOR WARRANTY PLEASE TELEPHONE OUR CUSTOMER SERVICE HELPLINE:

**Australia 1800 069 486
New Zealand 0508 069 486**

TO ENSURE A SPEEDY RESPONSE PLEASE HAVE THE MODEL NUMBER AND DATE OF PURCHASE AVAILABLE. A CUSTOMER SERVICE REPRESENTATIVE WILL TAKE YOUR CALL AND ANSWER ANY QUESTIONS YOU MAY HAVE RELATING TO THE WARRANTY POLICY OR PROCEDURE.

The benefits provided under this warranty are in addition to other rights and remedies which are available to you at law.

Our goods come with guarantees that cannot be excluded at law. You are entitled to a replacement or refund for a major failure and for compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure.

Generally you will be responsible for all costs associated with a claim under this warranty, however, where you have suffered any additional direct loss as a result of a defective product you may be able to claim such expenses by contacting our customer service helpline above.

3 YEAR REPLACEMENT WARRANTY

Your product is guaranteed for a period of **36 months from the original date of purchase** and is intended for DIY (Do It Yourself) use only. If a product is defective it will be replaced in accordance with the terms of this warranty. Warranty excludes consumable parts, for example: head assembly, feed wheel handles, keyed chuck, allen key, chuck key, steel column, table, belt, base, column support bolts.

WARNING

The following actions will result in the warranty being void.

- Professional, Industrial or high frequency use.
- If the tool has been operated on a supply voltage other than that specified on the tool.
- If the tool shows signs of damage or defects caused by or resulting from abuse, accidents or alterations.
- Failure to perform maintenance as set out within the instruction manual.
- If the tool is disassembled or tampered with in any way.

OZITO

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