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WORKPRO

12V CORDLESS DRILL/DRIVER



Thank you for buying a WORKPRO 12V cordless drill driver. Your new cordless drill driver has been engineered and manufactured to WORKPRO's high standard for dependability, ease of operation, and operator safety. Properly cared for, it will give you years of rugged, trouble-free performance.



WARNING: To reduce the risk of injury, the user must read and understand the operator's manual.

SAVE THIS MANUAL FOR FUTURE REFERENCE



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⚠ CAUTION! Carefully read through this entire Instruction Manual before using your new Workpro Power Tool. Take special care to heed the Cautions and Warnings. Your Workpro power tool has many features that will make your job faster and easier. Safety, performance, and dependability have given top priority in the development of this tool, making it easy to maintain and operate.

ENVIRONMENTAL PROTECTION



This product has been marked with a symbol relating to removing electric and electronic waste. This means that this product shall not be discarded with household waste but that it shall be returned to a collection system.

It will then be recycled or dismantled in order to reduce the impact on the environment. Electric and electronic equipment can be hazardous for the environment and for human health since they contain hazardous substances.

DISPOSAL OF AN EXHAUSTED BATTERY PACK



To preserve natural resources, please recycle or dispose of the battery pack properly. This battery pack contains Li-ion batteries. Consult your local waste authority for information regarding available recycling and/or disposal options. Discharge your battery pack by operating your tool, then remove the battery pack from the tool housing and cover the battery pack connections with heavy-duty adhesive tape to prevent short circuit and energy discharge. Do not attempt to open or remove any of the components.

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.



Do not expose to rain or water



Do not burn



Read these operating instructions well before you use the tool.



Risk of injury when instructions are not followed



Risk of electric shock



Do not throw the electronic waste products into the domestic waste refuse. Such products must be delivered to a recycling centre.

Danger!

When using the equipment, a few safety precautions must be observed to avoid injuries and damage. Please read the complete operating instructions and safety regulations with due care. Keep this manual in a safe place, so that the information is available at all times. If you give the equipment to any other person, hand over these operating instructions and safety regulations as well. We cannot accept any liability for damage or accidents which arise due to a failure to follow these instructions and the safety instructions.

1. GENERAL POWER TOOL SAFETY WARNING

WARNING!

Read and understand 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.

The term "power tool" in the warnings refers to your mains-operated (corded) power tool or battery-operated (cordless) power tool.

1) Work area safety

- **Keep work area clean and well lit.** Cluttered or dark areas invite accidents.
- **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.
- **Keep children and bystanders away while operating a power tool.** Distractions can cause you to lose control.

2) Electrical safety

- **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.
- **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.
- **Do not expose power tools to rain or wet conditions.** Water entering a power tool will increase the risk of electric shock.
- **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.
- **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.

- **If operating a power tool in a damp location is unavoidable, use a residual current device (RCD) protected supply.** Use of an RCD reduces the risk of electric shock.

3) Personal safety

- **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.
- **Use personal protective equipment. Always wear eye protection.** Protective equipment such as a dust mask, non-skid safety shoes, hard hat or hearing protection used for appropriate conditions will reduce personal injuries.
- **Prevent unintentional starting. Ensure the switch is in the off-position before connecting to power source and/or battery pack, picking up or carrying the tool.** Carrying power tools with your finger on the switch or energising power tools that have the switch on invites accidents.
- **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.
- **Do not overreach.** Keep proper footing and balance at all times. This enables better control of the power tool in unexpected situations.
- **Dress properly.** Do not wear loose clothing or jewellery. Keep your hair and clothing away from moving parts. Loose clothes, jewellery or long hair can be caught in moving parts.
- **If devices are provided for the connection of dust extraction and collection facilities, ensure these are connected and properly used.** Use of dust collection can reduce dust-related hazards.
- **Do not let familiarity gained from frequent use of tools allow you to become complacent and ignore tool safety principles.** A careless action can cause severe injury within a fraction of a second.

4) Power tool use and care

- **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.
- **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.
- **Disconnect the plug from the power source and/or remove the battery pack, if detachable, from the power tool before making any adjustments, changing accessories, or storing power tools.** Such preventive safety measures reduce the risk of starting the power tool accidentally.

- **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.
- **Maintain power tools and accessories. 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.
- **Keep cutting tools sharp and clean.** Properly maintained cutting tools with sharp cutting edges are less likely to bind and are easier to control.
- **Use the power tool, accessories and tool bits etc.** in accordance with these instructions, 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.
- **Keep handles and grasping surfaces dry, clean and free from oiling and grease.** Slippery handles and grasping surfaces do not allow for safe handling and control of the tool in unexpected situations.

5) Service

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.

6) 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.

ADDITIONAL SAFETY INSTRUCTIONS FOR BATTERY CHARGING

- Before charging, read the instructions.
- Recharge only with USB power supply -5V-9V DC.
- Do not charge a leaking battery.
- Do not use chargers for works other than those for which they are specified.
- The charging device must be protected from moisture.
- Do not use the charging device in the open.
- Do not short out the contacts of battery or power supply.
- Do not open the unit and keep out of the reach of children.
- Ensure that the connection between the battery charger and battery is correctly positioned and is not obstructed by foreign matter.
- When charging batteries, ensure that the battery charger is in a well-ventilated area and away from inflammable materials. Batteries can get hot during charging. Do not overcharge any batteries. Ensure that batteries and chargers are not left unsupervised during charging.
- Longer life and better performance can be obtained if the battery is charged when the air temperature is between 18°C and 24°C. Do not charge the battery in air temperatures below 4°C, or above 40°C. This is important as it can prevent serious damage to the battery.

ADDITIONAL SAFETY INSTRUCTIONS RELATED TO BATTERY SAFETY

Charge the tool only with 5V-9V DC power supply, be sure to charge strictly according to the instructions.

Do not charge the battery in a place where static electricity is generated nor let the battery touch something that is statically charged.

The battery can be stored at temperatures between 40°F(4°C) and 104°F(40°C).

Never store or leave your lithium ion battery in temperatures over that recommended otherwise fire may occur.

DO NOT store the Lithium Ion battery anywhere that the temperature can easily reach higher temperatures than recommended -this includes garden type sheds, and Vehicles where the inside temperature can climb to dangerous levels in the direct sunlight and on high temperature days. **THINK BEFORE LEAVING YOUR LITHIUM ION BATTERY PACK IN STORAGE.**

The battery can be charged or operated at temperatures between 40°F(4°C) and 104°F(40°C). **NEVER CHARGE YOU LITHIUM ION BATTERY BELOW OR ABOVE TEMPERATURES RECOMMENDED OTHERWISE FIRE OR SERIOUS DAMAGE TO THE BATTERY PACK MAY OCCUR.**

The most suitable temperatures to charge the battery pack are between 68°F(20°C) -77°F(25°C).

Always allow the battery pack to cool down after charging, do not place it in a hot environment such as a metal shed or open trailer left in the sun.

Take care where the tool is stored. Do not store in areas of corrosive fumes, or salt air or similar conditions. Try and store the tool in the packaging supplied with the tool.

Do not dispose of the battery in a fire or put the battery into a microwave oven, conventional oven, dryer, or high-pressure container. Under these conditions, the battery may explode.

Never attempt to open the battery pack, puncture the battery or subject the battery to strong physical shock.

If you detect leakage or a foul odour, it is especially important to keep the battery away from fire. If battery liquid leaks onto your skin or clothes, wash well with clean water immediately. If liquid leaking from the battery gets into your eyes, do not rub your eyes. Rinse your eyes well (for at least 10 minutes) with clean water, and consult a doctor immediately.

Do not use a leaking battery.

Handle batteries with care to avoid shorting the battery with conducting materials, such as nails, screws, metal watch bands, rings, bracelets, and keys. The battery may overheat and could burn you.

After the battery has reached the end of its useful life, we recommend recycling the materials at your local municipal council recycling centre. DO NOT attempt to replace the battery cells in the battery pack, repair or modify any part of the battery pack assembly.

WHEN TO CHARGE THE BATTERY

New batteries are shipped in a low charged condition and should be fully charged before Use. The battery pack can be recharged at any time during use, provided the pack is not overheated.

If the battery pack starts to cut out due to low voltage, or previous tasks undertaken can no longer be performed, it is suggested to stop using the tool and recharge the battery.

For storage, it is suggested to recharge the battery between 50% and 75% charge, and charge the device at least once in 3-6 months to preserve battery lifespan.

ADDITIONAL POWER TOOL SAFETY WARNINGS

 **Warning!** Additional safety warnings for screwdrivers:

- Hold power tool by insulated gripping surfaces, when performing an operation where the fastener may contact hidden wiring. Fasteners contacting a "live" wire may make exposed metal parts of the power tool "live" and could give the operator an electric shock.
- Use clamps or another practical way to secure and support the workpiece to a stable platform. Holding the work by hand or against your body leaves it unstable and may lead to loss of control.

- The intended use is described in this instruction manual. The use of any accessory or attachment or performance of any operation with this tool other than those recommended in this instruction manual may present a risk of personal injury and/or damage to property.

Safety of Others

- Never allow children, persons with reduced physical, sensory or mental capabilities or lack of experience and knowledge or people unfamiliar with these instructions to use the machine, local regulations may restrict the age of the operator.
- Never operate the machine while people, especially children, or pets are nearby.

Residual Risks

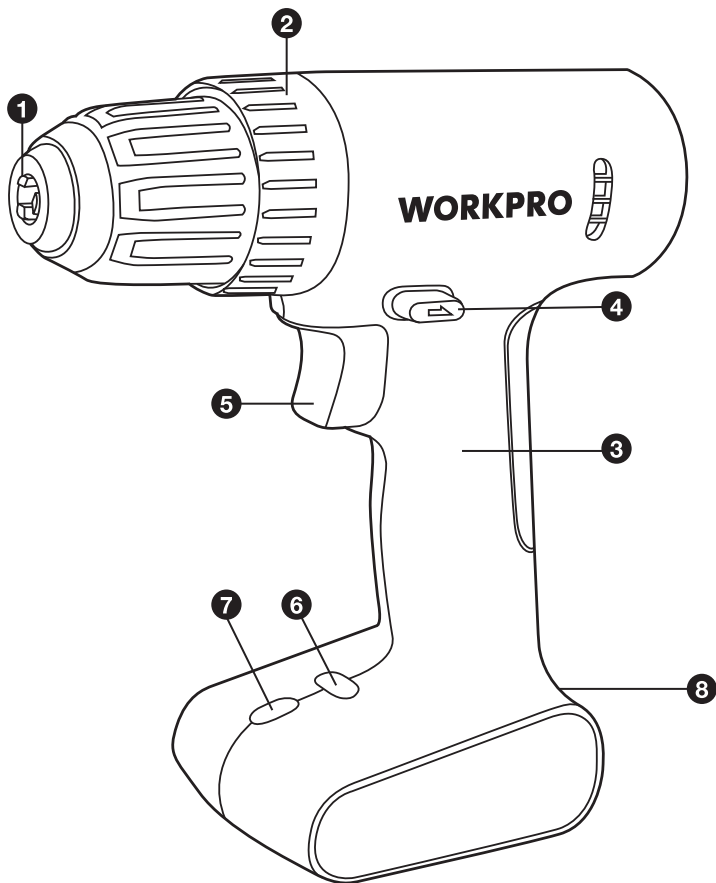
Additional residual risks may arise when using the tool which may not be included in the enclosed safety warnings. These risks can arise from misuse, prolonged use etc.

Even with the application of the relevant safety regulations and the implementation of safety devices, certain residual risks can not be avoided. These include:

- Injuries caused by touching any rotating/moving parts.
- Injuries caused when changing any parts, blades or accessories.
- Injuries caused by prolonged use of a tool. When using any tool for prolonged periods ensure you take regular breaks.

Impairment of hearing.

- Health hazards caused by breathing dust developed when using your tool (example: working with wood, especially oak, beech and MDF).

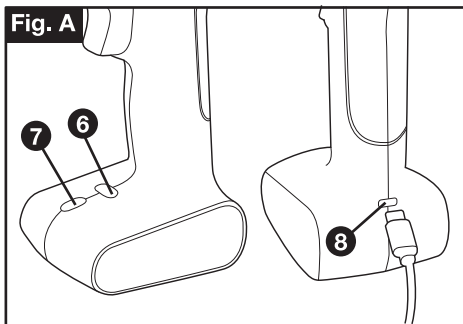
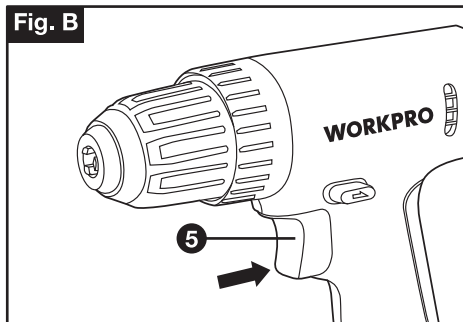
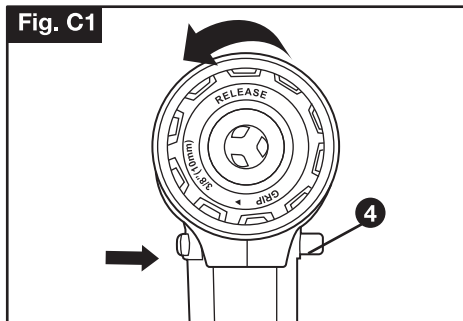
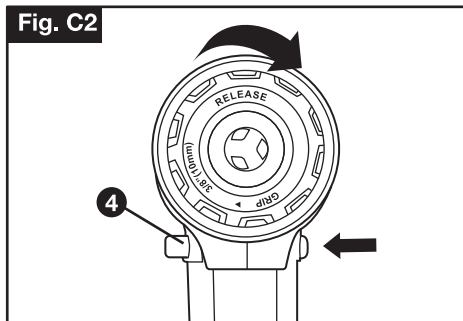


COMPONENT LIST

1	3/8inch(10mm) keyless chuck
2	Torque adjustment collar
3	Soft grip handle
4	Forward/Reverse rotation control
5	Variable speed switch
6	Battery capacity indicator
7	LED light
8	Socket for charge plug

SPECIFICATIONS

Charging voltage:..... 5V-9V DC
 Battery capacity:.....1500mAh
 Charging time:..... around 2-4 hour
 No load speed:..... 0-750rpm
 Torque settings:17+1
 Max. torque: 19N.m
 Chuck capacity: 3/8inch(10mm) keyless chuck
 Max. drilling capacity for steel: 1/4inch(6mm)
 Max. drilling capacity for wood: 3/8inch(10mm)
 Weight: 0.9kg

Fig. A**Fig. B****Fig. C1****Fig. C2**

OPERATING INSTRUCTIONS

WARNING!

Drilling, sawing, sanding or machining wood products can expose you to wood dust, a substance known to the State of California to cause cancer. Avoid inhaling wood dust or use a dust mask or other safeguards for personal protection. For more information go to www.P65Warnings.ca.gov



NOTE: Before using the tool, read the instruction book carefully.

INTENDED USE

The machine is intended for driving in and loosening screws as well as for drilling in wood, metal and plastic.

BEFORE PUTTING INTO OPERATION

A. Charging The Battery(Fig. A)

- Press the Variable speed switch. The battery capacity indicator (6) shows the status of the battery using 3 LEDs.
- Connect to power supply (DC 5V-9V, 500mA to 2000mA), it can be any mobile phone charger or USB port of the computer or power bank (8) (output 5V-9V DC).
- **All 3 LEDs are lit:**
The battery is fully charged.
- **2 or 1 LED(s) are lit:**
The battery has an adequate remaining charge.
- **1 LED blinks:**
The battery is empty, recharge the battery.
- The battery will take approximately 2-4 hours to charge, according to power supply output current.
- For safety reasons it is not possible to work with the battery while it is being charged.
- To ensure that the battery pack provides long service, you should take care to recharge it promptly.

OPERATION

1. ON / OFF Switch (Fig. B)

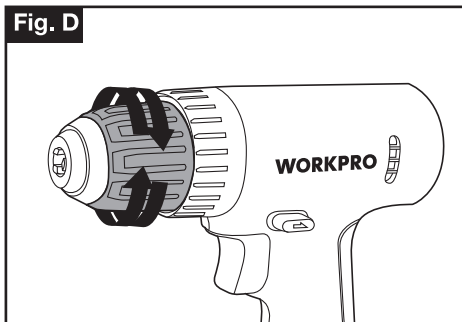
Depress the ON/OFF switch(5) to start and release it to stop your drill. The on/off switch is fitted with a brake function which stops your chuck immediately when you quickly release the switch. It is also a variable speed switch that delivers higher speed and torque with increased trigger pressure. Speed is controlled by the amount of switch trigger presson.



Warning: Do not operate for long periods at low speed because excess heat will be produced internally.

2. Switch Lock

The switch trigger can be locked in the OFF position. This helps to reduce the possibility of accidental starting when not in use. To lock the switch trigger, place the rotation control in the center position.

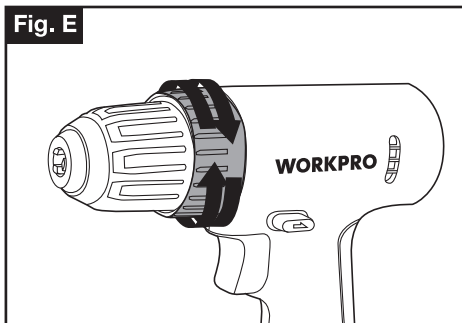
Fig. D**3. Reversible (Fig. C1, C2)**

For drilling and screw driving use forward rotation (4) marked “F” (lever is moved to the left). Only use reverse rotation marked “R” (lever is moved to the right) to remove screws or release a jammed drill bit.

⚠ WARNING: Never change the direction of rotation when the chuck is rotating, wait until it has stopped!

4. Chuck Adjustment (Fig. D)

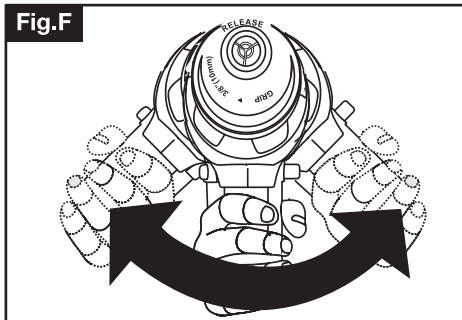
To open the chuck jaws rotate of the chuck. Insert the drill bit between the chuck jaws and rotate in the opposite direction. Ensure the drill bit is in the center of the chuck jaws. Your drill bit is now clamped in the chuck.

Fig. E**5. Torque Adjustment (Fig. E)**

(Screw driving force of your drill driver)The torque is adjusted by rotating the torque adjustment ring. The torque is greater when the torque adjustment ring is set on a higher setting. The torque is less when the torque adjustment ring is set on a lower setting.

Make the setting as follows:

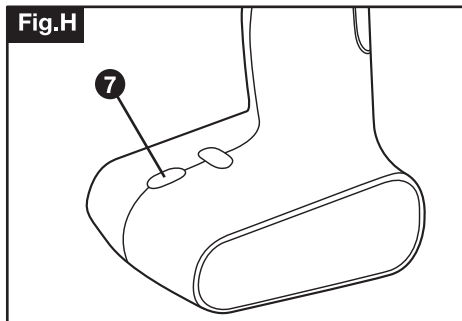
1-4	For driving small screws
5-9	For driving screws into soft material
10-13	For driving screws into soft and hard material
14-16	For driving screws into hard wood
17	For heavy drilling
	For driving larger screws

Fig.F**6. Automatic Spindle Lock (Fig. F)**

The automatic spindle lock allows you to use it as a regular screwdriver. You can give an extra twist to firmly tighten a screw, loosen a very tight screw or continue working when the battery energy has expired. For manual screwdriver purposes, the chuck is automatically locked when the tool is off.

7. Using The LED Light (Fig. H)

The LED light allows you to keep a clear view under less illuminated circumstances. To turn on the light simply press the on/off switch. When you release the on/off switch, the light will go out.

Fig.H

9. Drilling

When drilling into a hard smooth surface, use a center punch to mark the desired hole location. This will prevent the drill bit from slipping off center as the hole is started. Hold the tool firmly and place the tip of the bit at the point to be drilled. Depress the switch trigger to start the tool. Move the drill bit into the workpiece, applying only enough pressure to keep the bit rotating. Do not force or apply side pressure to elongate a hole.

 **Tungsten carbide drill bits should always be used for concrete and masonry. When drilling in metal, only use HSS drill bits in good condition. Always use a magnetic bit holder (not included) when using short screwdriver bits. When screw-driving, apply a small quantity of liquid soap or similar to the screw threads to ease insertion.**

10. Tool Protection System

The tool will automatically stop during operation if the tool and/or battery are placed under one of the following conditions:

- **Overloaded:** The tool is operated in a manner that causes it to draw an abnormally high current. In this situation, release the Trigger Switch on the tool and stop the application that caused the tool to become overloaded. Then pull the Trigger Switch again to restart.
- **Overheated:** Under the condition above, if the tool does not start, the Battery are overheated. In this situation, let the Tool and Battery cool before pulling the Trigger Switch again.
- **Low battery voltage:** The remaining Battery capacity is too low and the tool will not operate. In this situation, remove and recharge the Battery.

PROBLEM SOLUTION

1. Why Does The Drill Not Turn On When You Press The Switch?

The forward/reverse rotation control, which is on top of the trigger, is positioned in the lock function. Unlock the forward/reverse rotation control by putting it into the required rotation position. Push the trigger and the drill will start to rotate. Or if the LED light flashes at the same time you press the Switch, please charge the battery.

2. The Drill Stops Before The Screw is Completely Tightened. Why?

Verify the torque position of the torque adjusting ring, you can find the torque-adjusting ring between the chuck and the drill body. Position 1 is the lowest torque (screw driving force) and position 17 is the highest torque (screw driving force). Position  is for drill operation. Regulate the torque adjusting ring to a higher position to reach the best result.

3. Reasons for Different Battery Pack Working Times

Charging time problems, as above, and having not used a battery pack for a prolonged time will reduce the battery pack working time. This can be corrected after several charge and discharge operations by charging & working with your drill. Heavy working conditions such as large screws into hard wood will use up the battery pack energy faster than lighter working conditions. Do not re-charge your battery pack below 40° F and above 104° F as this will affect performance.

MAINTENANCE

- Clean the drill driver using a soft, damp cloth. Do not use detergents or flammable products which may damage the tool.
- Your cordless drill driver does not require regular mechanical maintenance such as greasing the bearings or the rollers.
- Check the state of the charger power cable before each use.