

Drilling Tips

Important! To prevent the drill from overheating, always avoid drilling too slowly. The table should be brought up as rapidly as possible allowing the drills to easily cut through the paper. Also, adjust the vertical table guide to return the table to the down position as rapidly as possible to avoid spinning the drills in the stock.

Slotted Holes - Instead of punching slotted holes for five and seven hole universal binding work, save time and cost by drilling a 1/2 inch diameter hole in place of the slot. The slot is only intended to allow the post or ring to be used in either location, and the large hole permits this.

Plastic Bindings - Drilling holes for plastic bindings, instead of punching them, is practical and saves a great deal of time, particularly on long run jobs.

Keep Drills Sharp - A dull drill is the major cause of drill breakage and production tie-ups. Usually after three hours of drilling, depending on the type of paper being processed, the drill should be sharpened. A dull drill results in poor quality work.

Keep Drills Clean - A dirty and rusty drill will not permit the free upward passage of the drill chips. Pressure built up by a clogged drill will split or break the drill. To keep it free from dirt or rust, clean the drill of all chips after each use and apply a light oil to the inside and outside. Drills should be cleaned out immediately after each use. This is particularly true if a coated or varnished stock has been drilled. On these jobs the coating on the chips frequently fuse the chips into one solid mass when the drill cools, causing breakage the next time the drill is used.

Lubricate Drills - Lubrication assists in the passage of the chips and helps avoid overheating of the drills. Use readily available stick lubricants for this purpose. Hold the end of the stick against the side of the rotating drill. Be sure to touch the cutting edge with the lubricant also. Wipe off excess oil before drilling. **CARE MUST ALWAYS BE TAKEN WHEN HANDLING DRILLS.**

Keep Spindle Clean - Clean out the drill spindle frequently. This will prevent any buildup in the spindle of the drill.

Set the Drills Correctly - Do not cut too deeply into the cutting block. The drill should just touch the block and cleanly cut through the bottom sheet. During drilling, do not set the drill deeper into the block but change the position of the block frequently. Drilling deeper into the block dulls the drills quickly. Use a piece of chipboard underneath your stock. This will make handling the stock easier and will ensure that the last sheet is cut cleanly through.

Check for Drill Wobble - If spindles are badly worn or bent through misadjustment, have them replaced immediately. A wobbly or loosely held drill will break.

Check Your Drill Sharpener - The cutting edge of the sharpening bit should be inspected frequently to make certain that it is sharp and free of nicks. Never let a drill drop onto the sharpening bit. It will chip the sharpening edge. Use gentle pressure when sharpening - let the sharpening bit do the work. Check the sharpness of the drill after sharpening. The cutting edge should be razor sharp.

Just a little time and effort taken with each use of your paper drilling machine should result in trouble free operation over many years.