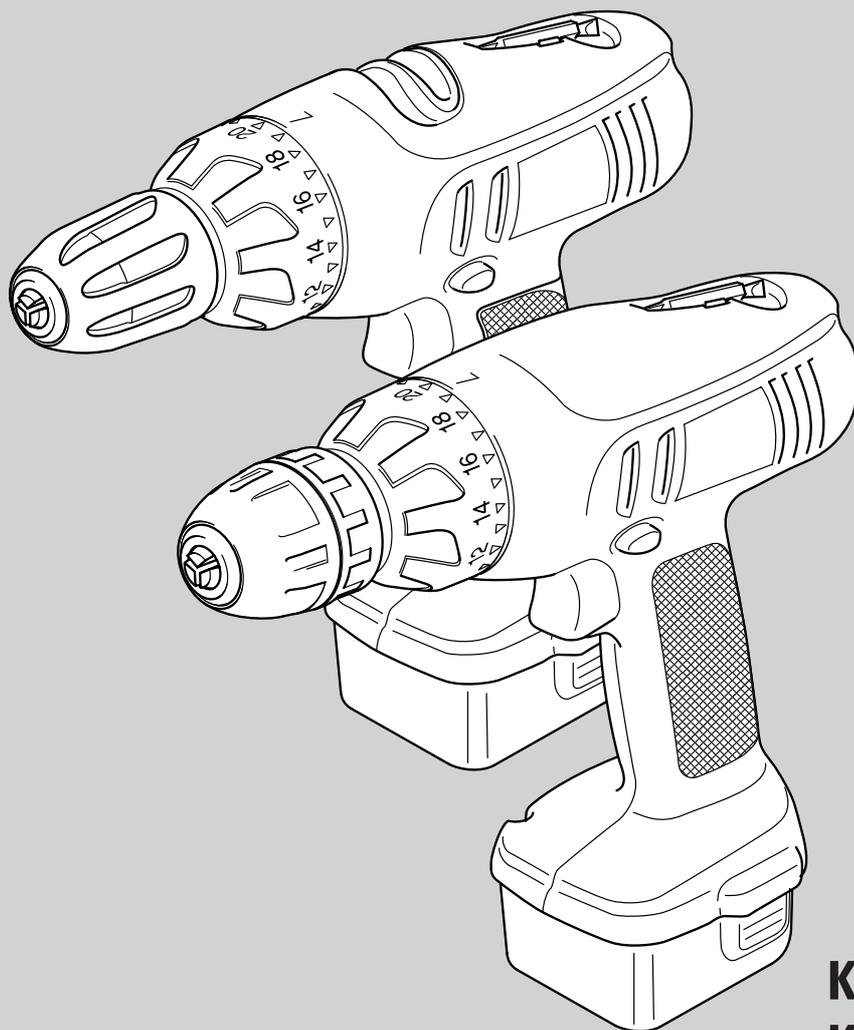




 **BLACK &  
DECKER®**



**KC1261  
KC1262  
KC1461  
KC1462  
KC9661**



## **Congratulations!**

*On the purchase of your  
Black & Decker cordless drill.*

To ensure the best results from your cordless drill please read these safety and usage instructions carefully.

If you have any questions or queries after reading this user manual please do not hesitate to call our Service and Information Centre, whose number you will find towards the back of this user manual, or one of our Authorised Repair Agents. A list of these Agents and further information is available on the Internet at [www.2helpU.com](http://www.2helpU.com).



# Contents

<b>Page 4</b>	Safety instructions Additional drill and charger safety instructions
<b>Page 5</b>	Electrical safety Extension cables Unwanted tools and the environment The Black & Decker guarantee After sales service for your Black & Decker product Our after sales service policy
<b>Page 6</b>	Accessories Extra batteries Technical data Features
<b>Page 7</b>	Variable speed Brake Gear ratio selector Torque adjustment collar Fast charger and detachable battery pack Charging your cordless drill
<b>Page 8</b>	Fitting the drill or screwdriver bit (2 sleeve chuck) Single sleeve chuck (automatic spindle lock) Changing the chuck Handy hints Tool care
<b>Page 9</b>	Rechargeable batteries and the environment EC declaration of conformity  Black & Decker phone numbers and addresses Guarantee card



# Cordless drills user manual

## SAFETY INSTRUCTIONS

**Warning!** When using electric tools, the following basic safety precautions should always be taken to reduce the risk of fire, electric shock and personal injury. Read all these instructions before attempting to operate this product and save these instructions.

### For safe operation:

- We recommend that you take appropriate measures for the protection of hearing if the sound pressure of 85 dB (A) is exceeded.
- **Keep the work area clean.** Cluttered areas and benches invite injuries.
- **Consider work area environment.** Do not expose power tools or chargers to rain. Do not use power tools in damp or wet locations. Keep work area well lit. Do not use power tools in the presence of flammable liquids or gases.
- **Guard against electric shock.** Avoid body contact with earthed or grounded surfaces (e.g. pipes, radiators, ranges, refrigerators).
- **Keep children away.** Do not let visitors touch the tool or extension cord. All visitors should be kept away from work area.
- **Store idle tools.** When not in use, tools and batteries should be stored in a dry, high or locked place, out of reach of children.
- **Do not force the tool.** It will do the job better and more safely at the rate for which it was intended.
- **Use the right tool.** Do not force small tools or attachments to do the job of a heavy duty tool. Do not use tools for purposes not intended; for example, do not use a circular saw to cut tree limbs or logs!
- **Dress properly.** Do not wear loose clothing or jewellery as they can be caught in moving parts. Rubber gloves and non-skid footwear are recommended when working outdoors. Wear protective hair covering to contain long hair.
- **Use safety glasses.** Use a face or dust mask if the cutting operation is dusty or if using in enclosed spaces.
- **Secure your work.** Use clamps or a vice to hold your work. It is safer than using your hand and it frees both hands to operate the tool.
- **Do not overreach.** Keep proper footing and balance at all times.
- **Maintain tools with care.** Keep tools sharp and clean for better and safer performance. Follow instructions for lubricating and changing accessories. Keep handles dry, clean and free from oil and grease.
- **Remove adjusting keys and wrenches.** Form the habit of checking to see that keys and adjusting wrenches are removed from tool before switching it on.

- **Avoid unintentional starting.** Do not carry a tool with a finger on the switch.
- **Stay alert.** Watch what you are doing. Use common sense. Do not operate when you are tired.
- **Check damaged parts.** Before further use of the tool, a guard or other part that is damaged should be carefully checked to determine that it will operate properly and perform its intended function. Check for alignment of moving parts, binding of moving parts, breakage of parts, mounting and any other conditions that may affect its operation. A guard or other part that is damaged should be properly repaired or replaced by an authorised service centre unless otherwise indicated in this instruction manual. Have defective switches replaced by an authorised service agent. Do not use the tool if the switch does not turn it on and off.
- **Warning!** The use of any accessory or attachment, other than recommended in this instruction manual, may present a risk of personal injury.
- **Have your tool repaired by a qualified person.** Repairs should only be carried out by qualified persons using original spare parts, otherwise considerable danger to the user may result.
- This electrical appliance is in accordance with the relevant standards.

### Charger plug and cable

- Do not tug at the cable to pull the plug from the socket.
- Make sure the cable is located so that it will not be stepped on, tripped over, or otherwise subjected to damage or stress.
- Keep the cable away from heat, oil, sharp edges and rough surfaces and always ensure it is in good condition.

### ADDITIONAL DRILL AND CHARGER SAFETY INSTRUCTIONS

- **Danger!** 240 volts are present at the charging terminals. Do not probe with conductive objects or you will risk an electric shock.
- **Danger!** If the energy pack case is cracked or damaged, do not insert into the charger or you will risk an electric shock.
- The charger is designed for indoor use only.
- **Do not operate the charger** if it has received a sharp blow, been dropped, or otherwise damaged in any way. Take it to a Black & Decker authorised repairer.
- **Never** attempt to connect two chargers together.
- **Always disconnect the supply** before making or breaking connections to the battery.
- Be aware that this tool is always in an operating condition, because it does not have to be plugged



# ENGLISH

into an electrical outlet. Keep the switch control lever in the "Off" position when the tool is not in use or when changing accessories.

- When drilling or driving screws into walls, floors etc., check wherever "live" electrical wires may be encountered. **Do not touch any front metal parts of the tool!** Hold the tool only by the plastic housing.
- **Do not** store the tool in locations where the temperature may reach or exceed 50°C (120°F) (such as outside sheds or metal buildings in summer).
- **Do not** incinerate the drill/driver even if it is severely damaged or completely worn out. The battery pack can explode in a fire.
- A small leakage of liquid from the battery cells may occur under extreme usage, charging or temperature conditions. This does not indicate a failure. However, if the outer seal is broken and this leakage gets on your skin:
  - Wash quickly with soap and water.
  - Neutralise with a mild acid such as lemon juice or vinegar.
  - If battery liquid gets into your eyes, flush them with clean water for a minimum of 10 minutes and seek immediate medical attention. (Medical note: The liquid is a 25-35% solution of potassium hydroxide.)
- **Do not** attempt to open the housing of your drill or charger.
- The supply cord of the charger should not be replaced by the customer; if the cord is damaged it should be replaced at an authorised Black & Decker service repair agent.
- Ensure that the battery pack is correct for the tool.
- Ensure that the outside surface of the battery pack or tool is clean and dry before plugging into the charger.
- Ensure that the battery is charged using the correct charger provided with the tool or recommended by the manufacturer. Incorrect use may result in a risk of electric shock, overheating or leakage of corrosive liquid from the battery.
- **Do not** attempt to recharge non-rechargeable batteries.

## Save these instructions!

### ELECTRICAL SAFETY

Be sure the supply is the same as the voltage given on the rating plate.

### EXTENSION CABLES

Up to 30m (100ft) of Black & Decker 1.00mm<sup>2</sup>, 2-core extension cable (or 3-core extension cordset, in Australia and New Zealand) can be used without undue loss of power.

**Note:** An extension cable should not be used unless absolutely necessary. Use of an improper extension cable could result in a risk of fire and electric shock. If an extension cable must be used, make sure it is properly wired, contains the correct rated fuse as recommended in its literature and is in good electrical condition.

### UNWANTED TOOLS AND THE ENVIRONMENT



Should you find one day that the tool needs replacement or is of no further use, think of the protection of the environment. Black & Decker service agents will accept old tools and will dispose of them in an environmentally safe way.

### THE BLACK & DECKER GUARANTEE (UK, AUSTRALIA AND NEW ZEALAND ONLY)

If the Black & Decker product becomes defective due to faulty materials and workmanship, within 24 months from the date of purchase, we guarantee to either replace all defective parts or at our discretion, replace the unit free of charge provided that:

- The product is returned to us or our authorised repairers with evidence of date of purchase.
- The product has not been used for trade, professional or hire purposes.
- The product has not been subjected to misuse or neglect.
- The product has not sustained any damage through foreign objects, substances or accidents.
- Repairs have not been attempted by anyone other than our authorised repair distributors.

This guarantee is offered as an extra benefit and is additional to the customers statutory rights.

### AFTER SALES SERVICE FOR THE BLACK & DECKER PRODUCT (UK, AUSTRALIA AND NEW ZEALAND ONLY)

Black & Decker offers a nationwide network of authorised service agents. The use of other than genuine Black & Decker accessories and parts may damage or reduce the performance of your Black & Decker product and may also endanger the user. The terms and conditions of the warranty may also be effected.

### OUR AFTER SALES SERVICE POLICY (UK, AUSTRALIA AND NEW ZEALAND ONLY)

It is our aim that all Black & Decker customers should be totally satisfied with their Black & Decker product and after sales service, but if help or advice is needed please contact your local Black & Decker authorised repair agent who will be happy to help. Full details of our after sales service and a list of these agents can be found on the Internet at [www.2helpU.com](http://www.2helpU.com).

# ENGLISH

Alternatively, call our Service and Information Centre whose number you will find towards the back of this manual.

## ACCESSORIES

Black & Decker offer a complete range of screwdriver and drill bits. We recommend that only Black & Decker accessories are used. To enhance the performance of your drill further we recommend the use of Bullet drill bits. Please consult your local Black & Decker dealer for details.

## EXTRA BATTERIES

You can buy an extra battery to increase the run time of your drill. Only use a Black & Decker battery of the same voltage as your drill. You may choose a high capacity battery, which will maximise the run time of your drill but will also take more time to charge.

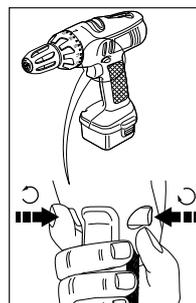
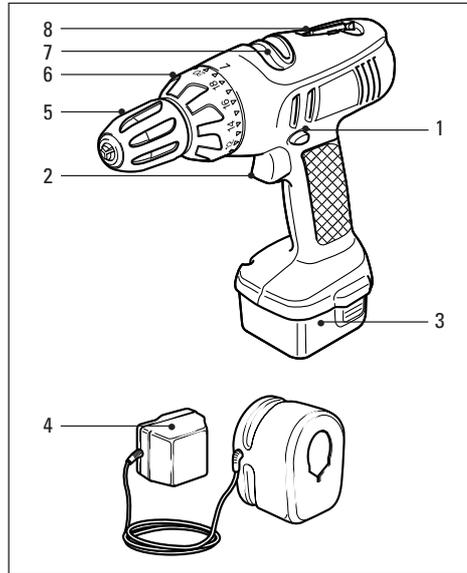
## TECHNICAL DATA

The level of sound pressure of the tool is in accordance with EEC legislation. It is recommended that you take appropriate measures for the protection of your hearing if the sound level seems uncomfortable. This normally equates to a sound pressure in excess of 85dB (A).

**Note:** This user manual also covers catalogue numbers ending with a letter suffix. Refer to your carton for details of your product.

## FEATURES

1. Forward/reverse and lock-off switch
2. Variable speed trigger switch
3. Battery pack
4. Charger
5. Keyless chuck
6. Torque adjustment collar
7. Gear ratio selector (2 speed units only)
8. Screwdriver bit



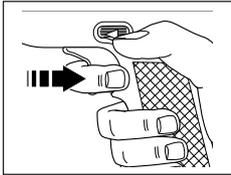
The forward/reverse and lock-off switch controls the direction of rotation of the chuck. In the centre position, it prevents starting of your drill when changing accessories or during storage.

- The variable speed trigger switch is used to operate your drill in all modes of operation. It also controls the speed of your drill.
- The torque adjustment collar sets the torque loading when screwdriving.
- The gear ratio selector enables the setting of the best speed for screwdriving, or the best speed for drilling.
- Your drill is supplied with a double function screwdriver bit. To remove, pull firmly from the recess. To replace, push firmly until it clicks into place.



# ENGLISH

## VARIABLE SPEED



Your drill has a variable speed trigger switch. The more the trigger switch is depressed, the higher the speed of your drill. If your drill has a gear ratio selector, the

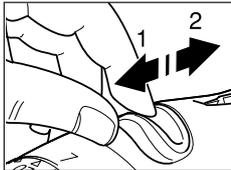
change in speed is controlled continuously using the trigger switch or in two stages using the gear ratio selector. The maximum speed achieved using the trigger switch depends on the gear ratio selector setting.

## BRAKE

The brake switch stops the rotation of the chuck in less than 1 second. This feature is useful when adjusting the seating of screws, and for driving quickly a large number of screws.

## GEAR RATIO SELECTOR

To change the setting of the gear ratio selector, proceed as follows:



To select the low speed setting (screwdriving and high torque applications), slide the selector switch to the front position. The number '1' appears.

To select the high speed setting (drilling and hammer drilling), slide the selector switch to the rear position. The number '2' appears. If necessary, when changing the gear ratio, depress the trigger switch sufficiently to rotate the chuck slowly.

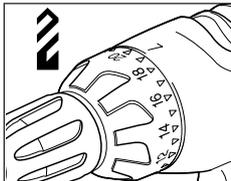
**Warning!** Do not change gear when the chuck is rotating at other than low speed.

## TORQUE ADJUSTMENT COLLAR

To select non-masonry drilling, rotate the collar until the drill symbol is in line with the indicator on the top of your drill housing.

The torque adjustment collar has 23 positions and provides adjustment of the torque necessary to seat screws of a given size in a particular material.

Proceed as follows:



Set the torque adjustment collar to position '1'. Fit and tighten the first screw. If the clutch of your drill starts to slip before the screw is

correctly seated, rotate the torque adjustment collar, as necessary, until the clutch slips when the head of the screw is flush with the surface of the material. Use this torque setting when fitting the remaining screws.

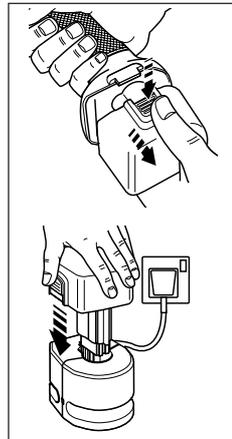
## FAST CHARGER AND DETACHABLE BATTERY PACK

Your drill has a fast charger and detachable battery pack. To increase the availability of your drill you can purchase an additional battery pack.

Your drill is fitted with a long lasting pack from Black & Decker which offers 25% more run time than our standard range.

## CHARGING YOUR CORDLESS DRILL

**Important!** The battery pack in your drill is not charged when supplied as new. A new battery, or one which has not been used for an extended period, achieves full performance only after approximately 5 charging and discharging cycles. Before attempting to charge your drill, read all the safety instructions. To charge your drill, proceed as follows: Put the forward/reverse switch in the centre (lock-



off) position. Remove all accessories from the chuck. To remove the battery pack, depress the two release buttons and withdraw the battery pack. Plug the charger into a standard 220/240 V socket. Place the battery pack in the charger. While charging, your battery pack may hum and become warm to the touch; this is normal.

After normal usage your power pack should be fully charged in 3 hours or less. If your power pack is run-down completely it may take up to 8 hours to become fully charged. Your power pack was sent from the factory in an uncharged condition; before attempting to use it, it must be charged for at least 6 hours.

To prolong your power packs' life, avoid leaving it on charge for more than 8 hours. Although overcharging is not a safety concern, it can reduce the overall life of your power pack.

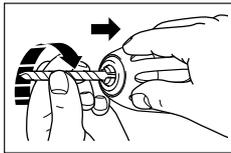


## ENGLISH

Disconnect the plug from the electricity supply before making or breaking connections to the battery pack. For the longest battery life, charge the battery pack in an air temperature of approximately 24°C/75°F. Do not charge the battery pack if the air temperature is below 5°C/41°F or above 35°C/95°F. The charger can remain in the electrical socket indefinitely without adverse effect. If the battery pack does not charge correctly, check the supply at the electrical socket with a lamp or other appliance. If the electricity supply is satisfactory and your drill is still not charging, take or send your drill and charger to your local Black & Decker authorised repair agent.

### FITTING THE DRILL OR SCREWDRIVER BIT (2 SLEEVE CHUCK)

Make sure the forward/reverse switch is in the centre (lock-off) position. While holding the rear section of the chuck, rotate the front section until the jaws of the chuck are sufficiently open.

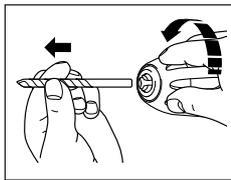


Insert the drill bit in the jaws of the chuck. Hold the rear section of the chuck while tightening the front section.

Tighten the two sections firmly in opposite directions to securely grip the drill bit.

### SINGLE SLEEVE CHUCK (AUTOMATIC SPINDLE LOCK)

Should your drill be fitted with a single sleeve chuck, you can tighten or loosen the drill bit by firmly holding your drill with one hand and the chuck with the other. This will give you 25% more gripping power on the accessory.

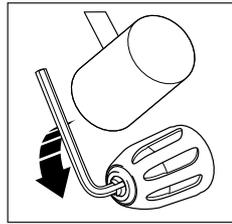
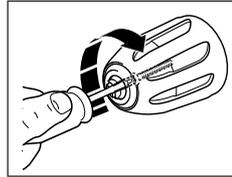


Once the jaws are unlocked, opening or closing them can be easily done by spinning the chuck around with one hand whilst holding the drill bit with the other.

### CHANGING THE CHUCK

Make sure the forward/reverse switch is set to the centre (lock-off) position.

To remove the chuck, open the jaws, hold it firmly in one hand and with a screwdriver held in the other hand, turn the set-screw in the chuck clockwise approximately one turn, to loosen it.



Place an allen key in the chuck and tighten the jaws. Give the allen key a short powerful blow in an anti-clockwise direction with a hammer to loosen the chuck on the spindle. Remove the

allen key. Use the screwdriver to turn the set-screw clockwise until it totally disengages from the spindle. Remove the chuck from the spindle by rotating it anti-clockwise. To fasten the chuck, put it on the thread and turn it clockwise until it stops. Put in the screw and turn it anti-clockwise until absolutely firm.

### HANDY HINTS

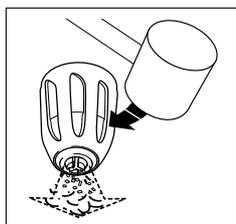
- Clamp the workpiece securely.
- When drilling thin material, use a 'back up' block to prevent damage to the workpiece when the drill breaks through. Just before the tip breaks through to the opposite side, decrease the pressure on the drill; this will give a clean hole.
- Use sharp drill bits only.
- When using your drill as a screwdriver, always use the correct size and type of screwdriver bit.
- When using your drill as a screwdriver, lubricating the screws can assist in fitting the screw. The usual lubricants are either soap or washing liquid. Apply a little to the screw.
- When drilling wood, use twist drill bits.
- When drilling metal, use high speed twist drill bits.
- When drilling ferrous metals, use a lubricant. Iron and brass are drilled without a lubricant.
- Make an indentation with a centre punch at the centre of the required hole. This will improve the accuracy.
- Always apply pressure in a straight line with the drill bit.

### TOOL CARE

Do not put excessive pressure on your drill. Use sufficient pressure to keep your drill/driver biting, but do not push hard enough to stall the motor. After use, remove the drill bit, open the chuck jaws fully and tap the side of the chuck to remove any sawdust.



## ENGLISH



### RECHARGEABLE BATTERIES AND THE ENVIRONMENT

Black & Decker cordless tools use nickel cadmium (NiCad) batteries or battery packs which can be charged many times to give long life and repeatedly full power.



This symbol indicates the NiCad batteries contained within this unit must be disposed of properly and not discarded in everyday household waste which may be disposed of in an incinerator or landfill site. NiCad batteries can be harmful to the environment and can explode when exposed to fire.

#### **Do not incinerate.**

Therefore, when your tool or battery pack needs replacing, think of the protection of our environment.

Black & Decker recommends the following:

- Discharge batteries completely by running the unit until the energy is completely discharged and then remove from the tool.
- Take the battery pack to your local dealer or your local recycling station. If necessary, contact your local council for disposal information. The collected batteries will be disposed of properly and/or used for recycling purposes whilst protecting the environment.

**Note:** You as a customer are responsible for proper disposal or recycling of the battery pack.

### EC DECLARATION OF CONFORMITY

We declare that units: **KC9661, KC1261, KC1262, KC1461, KC1462** conform to 98/37/EC, 89/336/EEC, 73/23/EEC, EN 55014-1, EN 55014-2, EN 61000-3-2, EN 61000-3-3 & EN 60335

A weighted sound pressure 70dB (A)

A weighted sound power 83dB (A)

Hand/arm weighted vibration <2.5m/s<sup>2</sup>

Colin Wills - Director of Engineering - BDCI

4/F, 2 Dai Wang St, Tai Po Ind. Est., Tai Po NT, Hong Kong

The Black & Decker policy is one of continuous improvement to our product and as such we reserve the right to change the product specification without prior notice.



<b>Australia</b>	DeWALT Industrial Power Tool Company 7 Clarice Road Box Hill, Victoria 3128	Tel. 03 9895 9200 Fax 03 9899 7465
<b>New Zealand</b>	Black & Decker 81 Hugo Johnson Drive Penrose, Auckland, New Zealand	Tel. 09 579 7600 Fax 09 579 8200
<b>South Africa</b>	Black & Decker South Africa (Pty) Ltd Physical address: 146 Lechwe Street Corporate park Randjiesfontein, Midrand Postal address: Postnet Suite 107, Private Bag X65 Halfway House 1685	Tel. (011) 653-1400 Fax (011) 653-1499
<b>United Kingdom</b>	Black & Decker 210 Bath Road Slough, Berkshire SL1 3YD	Tel. 01753 511234 Fax 01753 551155 Helpline 01753 574277





**Date of purchase**

**Dealer address**



Name: .....

Address: .....

Town: .....

Postal code: .....

Was this tool a gift?

Yes  
 No

Was this tool bought as a replacement?

Yes  
 No

Dealer address: .....

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## GUARANTEE CARD



Please complete this section immediately after the purchase of your tool and send it to Black & Decker in your country. If you live in Australia or New Zealand, please register by using the alternative guarantee card supplied.

