



DDS-3

Drill Shroud

Operations & Maintenance

DDS3100



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June 1, 2017 issue 1.0

Specifications subject to changes without notice!

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OPERATION AND MAINTENANCE MANUAL FOR

DDS3 DRILL SHROUD

NOTICE

FOR PROFESSIONAL USE ONLY



WARNING



**IMPORTANT SAFETY INFORMATION ENCLOSED.
READ AND UNDERSTAND THIS MANUAL BEFORE OPERATING THIS PRODUCT.**

**IT IS YOUR RESPONSIBILITY TO MAKE THIS SAFETY INFORMATION
AVAILABLE TO OTHERS THAT WILL OPERATE THIS PRODUCT.**

FAILURE TO OBSERVE THE FOLLOWING WARNING COULD RESULT IN INJURY.



PLACING TOOL IN SERVICE

- Always install, operate, inspect and maintain this product in accordance with all applicable standards and regulations (local, state, country, federal, etc.).
- Compressed air models always use clean, dry air at 90 psi (6.2bar/620kPa) maximum air pressure at the inlet. Higher pressure may result in hazardous situations including excessive speed, rupture, or incorrect output torque or force.
- Electric models must always utilize proper gauge, and rated electrical cords with correct connections.
- Be sure all hoses and fittings are the correctly sized and secured.
- Ensure an accessible emergency shut off has been installed in the air or electrical supply line. Make others aware of its location.
- Do not use damaged, frayed, or deteriorated air hoses and fittings.
- Always use proper gauge electrical cords with correct connections. (When applicable.)
- Electric models must not use damaged, frayed, or deteriorated electrical cords and connections.
- Keep clear of whipping air hoses. Shut off the compressed air before approaching a whipping hose.
- Always turn off and disconnect the tool from its power supply before installing, removing or adjusting any accessory, or before performing any maintenance on the tool.
- Do not lubricate tools with flammable or volatile liquids such as kerosene, diesel or jet fuel. Use only recommended lubricants.
- Keep work area clean, uncluttered, ventilated and illuminated.
- Keep all electrical connections clear of water or other liquids. (When applicable.)
- Do not operate the machine while flammable or volatile liquids such as gasoline, diesel or jet fuel are present. Failure to do so can result in explosion. (When applicable.)
- Do not remove any labels. Replace any damaged label.

USING THE TOOL

- Always wear protection when operating or performing maintenance on this tool.
- Always wear hearing protection when operating this tool.
- Always use Personal Protective Equipment appropriate to the tool used and material worked. This may include dust mask or other breathing apparatus, safety glasses, ear plugs, gloves, apron, safety shoes, hard hat and other equipment,
- Prevent exposure and breathing of harmful dust and particles created by power tool use:
 - Some dust created by power sanding, sawing, and grinding, drilling, and other construction activities contains chemicals known to cause cancer, birth defects or other reproductive harm. Some examples of these chemicals are:
 - Lead from lead based paints,
 - Crystalline silica from bricks and cement and other masonry products, and
 - Arsenic and chromium from chemically treated lumber
- Your risk from these exposures varies, depending on how often you do this type of work. To reduce your exposure to these chemicals: work in a well ventilated area, and work with approved safety equipment, such as those dust masks that are specially designed to filter out microscopic particles.
- Keep others a safe distance from your work area, or ensure they use appropriate Personal Protective Equipment.
- This tool is not designed for working in explosive environments, including those caused by fumes and dust, or near flammable materials.

- Electrically powered tools are not insulated against electric shock.
- Be aware of buried, hidden or other hazards in your work environment. Do not contact or damage cords, conduits, pipes, or hoses that may contain electrical wires, explosive gases or harmful liquids.
- Keep hands, loose clothing, long hair and jewelry away from working end of tool.
- Power tools can vibrate in use. Vibration, repetitive motions or uncomfortable positions may be harmful to your hands and arms. Stop using any tool if discomfort, tingling feeling or pain occurs. Seek medical advices before resuming use.
- Keep body stance balanced and firm. Do not overreach when operating this tool. Anticipate and be alert for sudden changes in motion, reaction torques, or forces during startup and operation.
- Tool and/or accessories may briefly continue their motion after throttle is released,
- To avoid accidental starting – ensure tool in “off” position before applying air pressure or connecting to electricity. Avoid throttle when carrying, and release throttle with loss of air or electricity.
- Ensure work pieces are secure. Use clamps or vises to hold work piece whenever possible.
- Do not carry or drag the tool by the hose or power cord.
- Do not use power tools when tired, or under the influence of medication, drugs, or alcohol.
- Never us a damaged or malfunctioning tool or accessory,
- Do not modify the tool, safety devices, or accessories.
- Do not use this tool for purposed other than those recommended.
- Use accessories recommended by Novatek Corp.
- Never operate a tool with an accessory unless it is properly installed and the tool is held firmly against the work,
- Always use a retainer, when furnished, in addition to proper barriers to protect persons in surrounding or lower areas from possible ejected accessories.
- When wearing gloves and operating models with inside trigger, always be sure that the gloves will not prevent the trigger from being released.
- Wear safety shoes, hard hat, safety goggles, gloves, dust mask and any other appropriate protective clothing while operating the tool.
- Do no indulge in horseplay. Distraction can cause accidents.
- Keep hands and fingers away from the throttle lever until it is time to operate the tool.
- Never rest the tool on your foot.
- Never point the tool at anyone.
- Compressed air is dangerous. Never point an air hose at yourself or others.
- Never blow clothes free of dust with compressed air.
- Be sure all hose connections are tight. A loose hose not only leaks but can come completely off the tool and while whipping under pressure, can injure the operator and other in the area. Attach safety cables to all hosed to prevent injury in case a hose is accidentally broken.
- Never disconnect a pressurized air hose. Always turn off the air supply and bleed the tool before disconnecting a hose.
- When applicable, the operator must keep limbs and body clear of the chisel. If a chisel breaks, the tool with the broken chisel projecting from the tool will suddenly surge forward.
- Do not ride the tool with one leg over the handle. Injury can result if the chisel breaks while riding the tool.
- Know what is underneath the material being worked. Be alert for hidden water, gas, sewer, telephone or electric lines.
- Use only proper cleaning solvents to clean parts. Use only cleaning solvents which meet current safety and health standards. Use cleaning solvents in a well ventilated area.
- Do not flush the tool or clean any parts with diesel fuel. Diesel fuel residue will ignite in the tool when the tool is operated, causing damage to internal parts. When using models with outside triggers or throttle levers, take care when setting the tool down to prevent accidental operation.
- Do not operate the tool with broken or damaged parts.
- Never start the tool when it is lying on the ground.
- This tool is not designed for working in explosive atmospheres.



DDS-3 DRILL SHROUD ATTACHMENT

Step 1

Loosen the three thumb screws on the DDS-3 and remove the two collars from the mounting assembly.

Step 2

Select the appropriate collar for your model drill. Make sure to select the color that fits as tight as possible.

Step 3

Place the collar or collars back into the fixed collar on the shroud and tighten thumb screws a little to hold collar/collars in place.

Step 4

If utilized drill bit is larger than the drill mounting collar the drill bit must be attached to drill chuck before attaching shroud.

Step 5

Slide the drill bit through the front of the shroud and into the drill chuck. Tighten the chuck to the drill bit.



Step 6

Slide the shroud down over the drill chuck and tighten the thumb screws to the flange. Do not over tighten the screws.

Step 7

Attach vacuum hose to bottom of dust port on shroud.

DRILLING PROCEDURES

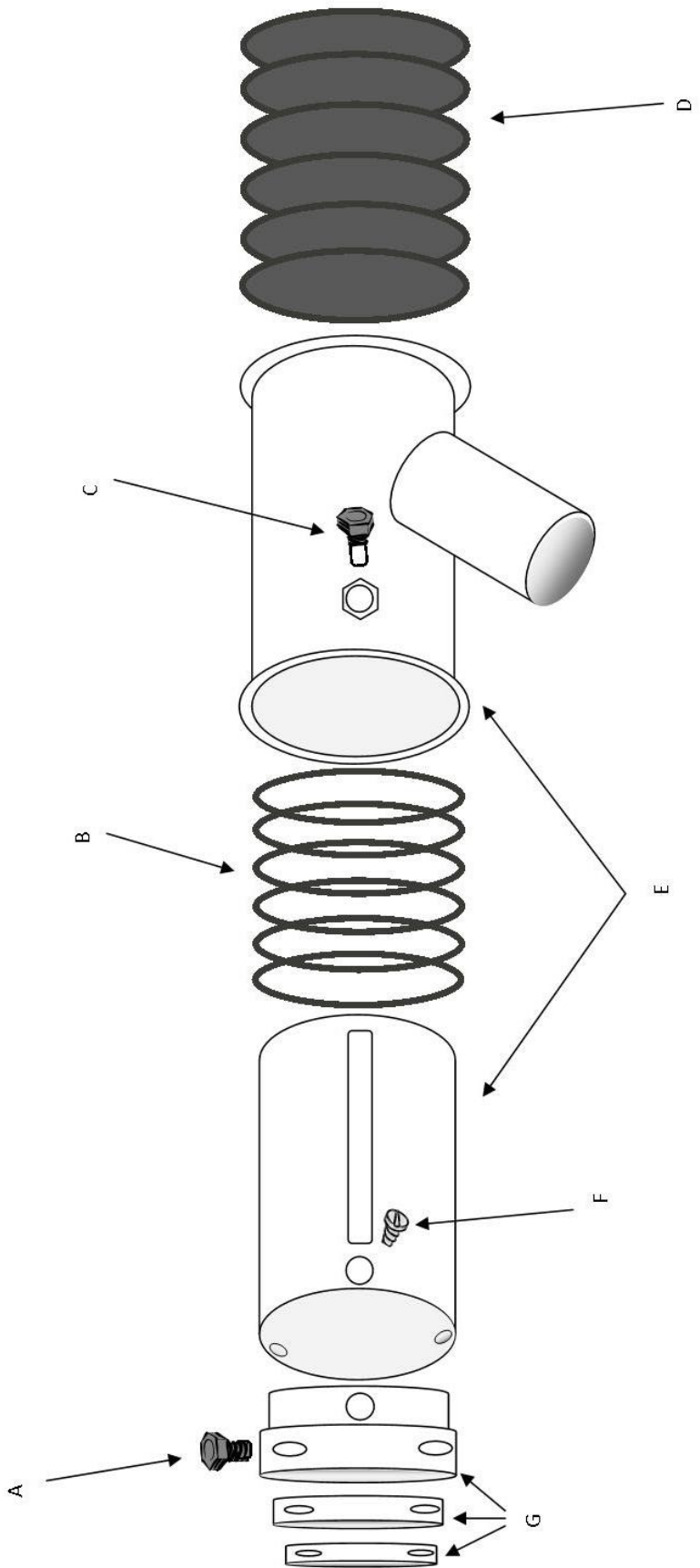
Make sure that the front of the shroud is flat to the surface before drilling to capture any dust and debris.



Make sure you utilize an industrial High Efficiency H.E.P.A. vacuum to contain any hazardous dust and debris. **Novatek** has a complete line of H.E.P.A. vacuums that will fit your needs.

**DDS-3 DRILL SHROUD
BREAKDOWN**

PARTS



Ref.	Part No.
A	H1220
B	DDSD003
C	H0098
D	DDSD020
E	DDSD002
F	H0099
G	DDSD001

HOLE HAWG COLLAR ATTACHMENT

Step 1

Loosen and remove the two screws on the Hole Hawg top handle.

Step 2

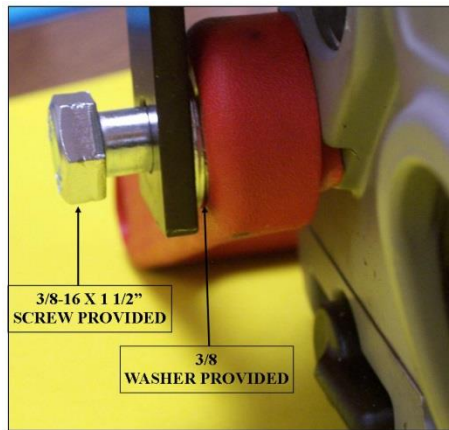
Select one of two spacer washers supplied with the collar and apply the washer over top of existing washer on each side of handle before positioning the collar.

Step 3

Place collar over drill chuck and position collar tabs in line with outside of handle.

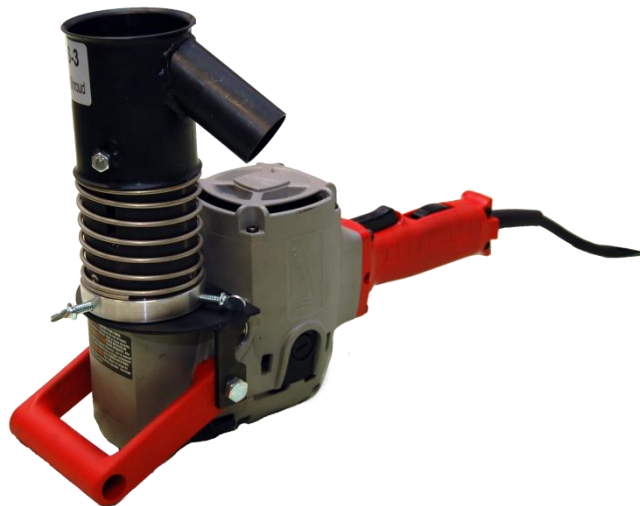
Step 4

Install longer screws supplied with Hole Hawg collar and tighten.



Step 5

Attach the DDS-3 Drill Shroud to collar with both reducing rings removed. Tighten thumb screws on drill shroud to ensure a proper fit.



Your kit installation is now complete

NOVATEK CORPORATION LIMITED WARRANTY

The **TOOLS** manufactured/distributed by **Novatek Corporation** are warranted to be free from defects in material and workmanship for a period of **ONE YEAR** with the exception of Electric Drive Units, Electric Motors and Air Blowers - **6 months warranty applies on the electric components** from the date of purchase. This warranty does not apply to accessories or parts subject to normal wear.

This warranty applies only to **TOOLS** purchased new from **NOVATEK CORPORATION** or an authorized distributor. This warranty does not apply to any **TOOL** which has been abused, misused, modified or repaired by someone other than **NOVATEK CORPORATION** or its authorized repair center.

If a **UNIT** proves defective in material or workmanship within one year of purchase from **NOVATEK CORPORATION**, it should be returned to **NOVATEK CORPORATION**, transportation pre-paid. The return must be authorized by a **RETURN MERCHANDISE AUTHORIZATION NUMBER (R.M.A. #)** obtained from **NOVATEK CORPORATION** prior to returning the **UNIT**. All packages must show clearly on the outside the return merchandise authorization number. All packages received without any R.M.A. # on the outside will be refused by **NOVATEK CORPORATION** receiving department.

Warranty claims will only be considered upon adequate proof of date of purchase. **NOVATEK CORPORATION** will, at its option, **REPAIR or REPLACE DEFECTIVE PARTS**. Repairs or replacements are warranted as above for the remainder of the original warranty period. The sole liability of **NOVATEK CORPORATION** and the user's exclusive remedy under this warranty is limited to the repair or replacement of the defective product.

THERE ARE NO OTHER WARRANTIES EXPRESSED OR IMPLIED AND **NOVATEK CORPORATION** SHALL NOT BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL OR SPECIAL DAMAGES, OR ANY OTHER EXPENSES OR REPAIR OR REPLACEMENT AS DESCRIBED ABOVE.

All warranty claims should be forwarded to:

NOVATEK CORPORATION
254 Welsh Pool Rd
Exton, PA 19341

ATTENTION: CLAIM AND SERVICE DEPARTMENT
R.M.A. # _____

CALL Toll Free at 1-866-563-7800 for your RMA number prior to shipping.

Also include a brief description of the problem as well as a phone number, contact name and return address in case **NOVATEK CORPORATION** service personnel has to get in contact with you.