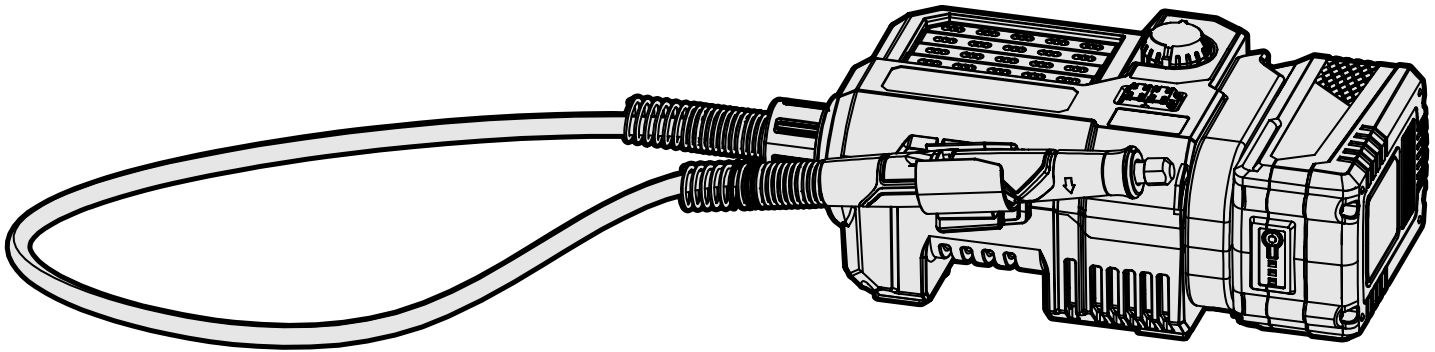




MODEL 20923, 20923BT

20V MAX CORDLESS ROTARY TOOL STATION

Instruction Manual



NEED HELP? CONTACT US!

Have product questions? Need technical support? Please feel free to contact us:



1-847-429-9263 (M-F 8AM-5PM CST)



TECHSUPPORT@WENPRODUCTS.COM

IMPORTANT: Your new tool has been engineered and manufactured to WEN's highest standards for dependability, ease of operation, and operator safety. When properly cared for, this product will supply you years of rugged, trouble-free performance. Pay close attention to the rules for safe operation, warnings, and cautions. If you use your tool properly and for its intended purpose, you will enjoy years of safe, reliable service.

For replacement parts and the most up-to-date instruction manuals, visit ***WENPRODUCTS.COM***

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To purchase accessories and replacement parts for your tool, visit **WENPRODUCTS.COM**

20V 2.0Ah Max Battery (Model 20202, 20202B)

20V 4.0Ah Max Battery (Model 20204, 20204B)

20V 5.0Ah Max Battery (Model 20205)

20V 8.0Ah Max Battery (Model 20208)

20V 2A Charger (Model 20200C)

20V 2A Dual Port Charger (Model 20200D)

20V 5A Quick Charger (Model 20201Q)



Rotary tool accessory kits (models 230151A, 230282A, 230321A, and 230327A) are available for purchase at **wenproducts.com**. Collets in the accessory kits may not be compatible with your rotary tool. For replacement collets, visit **wenproducts.com** and search part no. "2309-003".

WEN plans to continue to add more items to our 20V line. For an up-to-date list of the 20V cordless tools compatible with the included battery and charger, visit **wenproducts.com**.

INTRODUCTION

Thanks for purchasing the WEN Rotary Tool Station. We know you are excited to put your tool to work, but first, please take a moment to read through the manual. Safe operation of this tool requires that you read and understand this operator's manual and all the labels affixed to the tool. This manual provides information regarding potential safety concerns, as well as helpful assembly and operating instructions for your tool.

 Indicates danger, warning, or caution. The safety symbols and the explanations with them deserve your careful attention and understanding. Always follow the safety precautions to reduce the risk of fire, electric shock or personal injury. However, please note that these instructions and warnings are not substitutes for proper accident prevention measures.

NOTE: The following safety information is not meant to cover all possible conditions and situations that may occur. WEN reserves the right to change this product and specifications at any time without prior notice.

At WEN, we are continuously improving our products. If you find that your tool does not exactly match this manual, please visit **wenproducts.com** for the most up-to-date manual or contact our customer service at **1-847-429-9263**.

Keep this manual available to all users during the entire life of the tool and review it frequently to maximize safety for both yourself and others.

SPECIFICATIONS

Model Number	20923, 20923BT
*Included Battery	*2.0Ah Battery (Model 20202)
*Included Charger	*20V, 2A DC (Model 20200C)
Speed	5000-33000 RPM
Collet Size	1/8 in. (3.2mm)
Product Weight	2.5 lbs
Product Dimensions	7 in. x 5.75 in. x 3.5 in.

**Battery Models	**All WEN 20V MAX Batteries
Charger Models	All WEN 20V MAX Chargers

***NOTE:** Battery and charger only included with model 20923. Model 20923BT does not include a battery or charger.

****NOTE:** Some tools may not be compatible with WEN 20V MAX 1.5Ah Batteries, model 49120B. Contact WEN customer service at **1-847-429-9263**, M-F with questions.

GENERAL SAFETY RULES

 **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.

Safety is a combination of common sense, staying alert and knowing how your item works. The term “power tool” in the warnings refers to your mains-operated (corded) power tool or battery-operated (cordless) power tool.

SAVE THESE SAFETY INSTRUCTIONS.

WORK AREA SAFETY

- 1. Keep work area clean and well lit.** Cluttered or dark areas invite accidents.
- 2. 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.
- 3. Keep children and bystanders away while operating a power tool.** Distractions can cause you to lose control.

ELECTRICAL SAFETY

- 1. 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.
- 2. 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.
- 3. Do not expose power tools to rain or wet conditions.** Water entering a power tool will increase the risk of electric shock.
- 4. 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.
- 5. 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.

6. If operating a power tool in a damp location is unavoidable, use a ground fault circuit interrupter (GFCI) protected supply. Use of a GFCI reduces the risk of electric shock.

PERSONAL SAFETY

- 1. 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.
- 2. Use personal protective equipment. Always wear eye protection.** Protective equipment such as a respiratory mask, non-skid safety shoes and hearing protection used for appropriate conditions will reduce the risk of personal injury.
- 3. 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 energizing power tools that have the switch on invites accidents.
- 4. 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.
- 5. Do not overreach. Keep proper footing and balance at all times.** This enables better control of the power tool in unexpected situations.
- 6. Dress properly. Do not wear loose clothing or jewelry. Keep your hair and clothing away from moving parts.** Loose clothes, jewelry or long hair can be caught in moving parts.

GENERAL SAFETY RULES

 **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.

Safety is a combination of common sense, staying alert and knowing how your item works. The term “power tool” in the warnings refers to your mains-operated (corded) power tool or battery-operated (cordless) power tool.

SAVE THESE SAFETY INSTRUCTIONS.

7. 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.

POWER TOOL USE AND CARE

1. 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.

2. 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.

3. Disconnect the plug from the power source and/or the battery pack 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.

4. 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.

5. Maintain power tools. 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.

6. Keep cutting tools sharp and clean. Properly maintained cutting tools with sharp cutting edges are less likely to bind and are easier to control.

7. 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.

8. Use clamps to secure your workpiece to a stable surface. Holding a workpiece by hand or using your body to support it may lead to loss of control.

9. KEEP GUARDS IN PLACE and in working order.

SERVICE

1. 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.

CALIFORNIA PROPOSITION 65 WARNING

Some dust created by power sanding, sawing, grinding, drilling, and other construction activities may contain chemicals, including lead, known to the State of California to cause cancer, birth defects, or other reproductive harm. Wash hands after handling. Some examples of these chemicals are:

- Lead from lead-based paints.
- Crystalline silica from bricks, cement, and other masonry products.
- 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 with approved safety equipment such as dust masks specially designed to filter out microscopic particles.

ROTARY TOOL SAFETY WARNINGS

 **WARNING!** Do not let comfort or familiarity with the product replace strict adherence to product safety rules. Failure to follow the safety instructions may result in serious personal injury.

ROTARY TOOL SAFETY

1. Work Environment. Do not operate the tool in wet or damp conditions; doing so significantly increases the risk of electrical shock. Do not operate the tool in the presence of flammable liquids or gases.

2. Tool Inspection. Before operation, check the tool for any damage or missing parts. Do not use the tool if any part is missing or damaged. Do not use the tool if the power switch is faulty or the tool produces sparks, smoke, or unpleasant odors (you may smell brushes burning for a few minutes as the tool breaks in during the first use, that is okay). Make sure all adjustments are correct and all connections are tight.

3. Accessories Inspection. The accessory must have a rated speed higher than or equal to 33,000 RPM (the maximum tool operating speed of your rotary tool), otherwise there is a risk of injury. The spindle size of the accessory must properly fit the tool's collet in order to be mounted securely. Before operation, inspect the accessories for any chips, cracks or excess wear. Do not use damaged accessories.

4. Workpiece Inspection. Check the workpiece for any cracks, bumps, nails or obstructions before commencing operation. Do not cut any workpiece that exceeds the rotary tool or the rotary tool bit's operation capacity. Check the position of all electrical wiring and plumbing equipment when drilling into walls, floors or ceilings.

5. Securing the Workpiece. Use clamps to secure the workpiece whenever possible to prevent wobble, damage to the workpiece, and personal injury.

6. Personal Safety. Always use safety goggles, a dust mask and hearing protection when using the rotary tool. Always maintain a firm grip on the rotary tool by the insulated gripping surfaces only.

7. Setting the Speed. Set the suitable speed for your operation, workpiece and accessory. Use slow speeds for some plastics and precious metals to prevent damaging the material. Use slow speeds (15,000 RPM or less) for all brushing applications using wire wheels and polishing operations using felt polishing accessories. Use higher speeds for drilling, carving, cutting, routing, shaping, cutting dadoes or rabbets in wood, metal and glass.

9. Turning On the Tool. Before turning on the rotary tool, ensure that it is completely clear of the workpiece. Let the tool reach full speed before making contact with the workpiece.

10. During Operation. Do not apply excessive pressure to the tool or attempt to make an excessive depth of cut. Overstressing the tool may cause kickback and damage the tool and accessories. Use special care when working corners, sharp edges etc. Avoid bouncing and snagging the accessory. Never touch any moving parts of the tool by hand. Never press in the spindle lock button when the rotary tool is running.

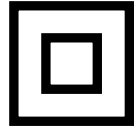
11. Powering OFF. Clear the tool from the workpiece before switching the tool OFF. Wait for the rotary bit to come to a complete stop before setting the tool down. Remove the battery from the battery port once you've completed operation.

12. Making Adjustments. Always turn OFF the machine and remove the battery before making adjustments or changing attachments. Do not remove the attachment from the tool until it has completely stopped rotating. Do not touch the attachment immediately after operation, as it may be very hot. Allow time for the attachment to cool and calm down before removing it.

ELECTRICAL INFORMATION (CHARGER)

DOUBLE-INSULATED CHARGER

The charger's electrical system is double-insulated where two systems of insulation are provided. This eliminates the need for the usual three-wire grounded power cord. Double-insulated tools do not need to be grounded, nor should a means for grounding be added to the product. All exposed metal parts are isolated from the internal metal components with protecting insulation.



IMPORTANT: Servicing a double-insulated product requires extreme care and knowledge of the system, and should be done only by qualified service personnel using identical replacement parts. Always use original factory replacement parts when servicing.

1. Polarized Plugs. To reduce the risk of electric shock, this equipment has a polarized plug (one blade is wider than the other). This plug will fit in a polarized outlet only one way. If the plug does not fit fully in the outlet, reverse the plug. If it still does not fit, contact a qualified electrician to install a proper outlet. Do not modify the machine plug or the extension cord in any way.

2. Ground fault circuit interrupter protection (GFCI) should be provided on the circuit or outlet used for this power tool to reduce the risk of electric shock.

3. Service and repair. To avoid danger, electrical appliances must only be repaired by a qualified service technician using original replacement parts.

GUIDELINES AND RECOMMENDATIONS FOR EXTENSION CORDS

When using an extension cord, be sure to use one heavy enough to carry the current your product will draw. An undersized cord will cause a drop in line voltage, resulting in loss of power and overheating. The table below shows the correct size to be used according to cord length and ampere rating. When in doubt, use a heavier cord. The smaller the gauge number, the heavier the cord.

AMPERAGE	REQUIRED GAUGE FOR EXTENSION CORDS			
	25 ft.	50 ft.	100 ft.	150 ft.
2A	18 gauge	16 gauge	16 gauge	14 gauge

1. Examine extension cord before use. Make sure your extension cord is properly wired and in good condition. Always replace a damaged extension cord or have it repaired by a qualified person before using it.

2. Do not abuse extension cord. Do not pull on cord to disconnect from receptacle; always disconnect by pulling on plug. Disconnect the extension cord from the receptacle before disconnecting the product from the extension cord. Protect your extension cords from sharp objects, excessive heat and damp/wet areas.

3. Use a separate electrical circuit for your tool. This circuit must not be less than a 12-gauge wire and should be protected with a 15A time-delayed fuse. Before connecting the motor to the power line, make sure the switch is in the OFF position and the electric current is rated the same as the current stamped on the motor nameplate. Running at a lower voltage will damage the motor.

BATTERY & CHARGER SAFETY WARNINGS

Despite all of the safety precautions, caution must always be taken when handling batteries. The following points must be obeyed at all times to ensure safe use. Safe use can only be guaranteed if undamaged cells are used. Incorrect handling of the battery pack can cause cell damage.

- **Avoid dangerous environments** – Do not charge the battery pack in rain, snow or in damp or wet locations. Do not use the battery pack or charger in the presence of explosive atmospheres (gaseous fumes, dust or flammable materials) because sparks may be generated when inserting or removing the battery pack, which could lead to a fire.

- **Charge in a well-ventilated area** – Do not block the charger vents. Keep them clear to allow for proper ventilation. Do not allow smoking or open flames near a charging battery pack. Vented gases may explode.

NOTE: The safe temperature range for the battery charging is 41°F to 104°F. Do not charge the battery outside in freezing weather; charge it at room temperature.

- **Maintain charger cord** – When unplugging the charger, pull the plug, not the cord, from the receptacle to reduce the risk of damage to the electrical plug and cord. Never carry the charger by its cord or yank it by the cord to disconnect it from the receptacle. Keep the cord away from heat, oil and sharp edges. Make sure the cord will not be stepped on, tripped over or subjected to damage or stress when the charger is in use. Do not use the charger with a damaged cord or plug. Replace a damaged charger immediately.

- **Do not use an extension cord unless it is absolutely necessary** – Using the wrong, damaged or improperly wired extension cord poses a risk of fire and electric shock. If an extension cord must be used, plug the charger into a properly wired 16 gauge or larger extension cord with the female plug matching the male plug on the charger. Make sure that the extension cord is in good electrical condition.

- **Charger is rated for 120 volt AC only** – The charger must be plugged into an appropriate receptacle.

- **Use only recommended attachments** – Use of an attachment not recommended or sold by WEN Products may result in risk of fire, electric shock or personal injury.

- **Unplug charger when not in use** – Make sure to remove battery packs from unplugged chargers.

 **WARNING!** To reduce the risk of electric shock, always unplug the charger before performing any cleaning or maintenance. Do not allow water to flow into the charger. Use a Ground Fault Circuit Interrupter (GFCI) to reduce shock hazards.

- **Do not burn or incinerate battery packs** – Battery packs may explode, causing personal injury or damage. Toxic fumes and materials are created when battery packs are burned.

- **Do not crush, drop or damage battery packs** – Do not use the battery pack or charger if they have sustained a sharp blow, been dropped, run over or have been damaged in any way (i.e. pierced with a nail, hit with a hammer, stepped on, etc.).

- **Do not disassemble** – Incorrect reassembly may pose a serious risk of electric shock, fire or exposure to toxic battery chemicals. If the battery or charger are damaged, call WEN customer service at **1-847-429-9263** for assistance.

- **Battery chemicals cause serious burns** – Never let a damaged battery pack contact the skin, eyes or mouth. If a damaged battery pack leaks battery chemicals, use rubber or neoprene gloves to safely dispose of it. If skin is exposed to battery fluids, wash the affected area with soap and water and rinse with vinegar. If eyes are exposed to battery chemicals, immediately flush with water for 20 minutes and seek medical attention. Remove and dispose of contaminated clothing.

- **Store your battery pack and charger in a cool, dry place** – Do not store the battery pack or charger where temperatures may exceed 104 °F, such as in direct sunlight or inside a vehicle or metal building during the summer.

- **Do not short circuit** – A battery pack will short circuit if a metal object makes a connection between the positive and negative contacts on the battery pack. Do not place a battery pack near anything that may cause a short circuit, such as paper clips, coins, keys, screws, nails and other metallic objects. A short-circuited battery pack poses a risk of fire and severe personal injury.

BATTERY & CHARGER SAFETY WARNINGS

ABOUT THE BATTERY

1. The battery pack has to be charged completely before you use the tool for the first time.
2. For optimum battery performance, avoid low discharge cycles by charging the battery pack frequently.
3. Lithium-ion batteries are subject to a natural aging process. The battery pack must be replaced at the latest when its capacity falls to just 80% of its capacity when new. Weakened cells in an aged battery pack are no longer capable of meeting the high power requirements needed for the proper operation of your tool, and therefore pose a safety risk.
4. Do not throw battery packs into an open fire as this poses a risk of explosion. Do not ignite the battery pack or expose it to fire.
5. Do not exhaustively discharge batteries. Exhaustive discharge will damage the battery cells. The most common cause of exhaustive discharge is lengthy storage or non-use of partially discharged batteries. Stop working as soon as the performance of the battery falls noticeably or the electronic protection system triggers. Place the battery pack in storage only after it has been fully charged.
6. Protect batteries and the tool from overloads. Overloads will quickly result in overheating and cell damage inside the battery housing even if this overheating is not apparent externally.
7. Avoid damage and shocks. Immediately replace batteries that have been dropped from a height of more than one meter or those that have been exposed to violent shocks, even if the housing of the battery pack appears to be undamaged. The battery cells inside the battery may have suffered serious damage. In such instances, please read the waste disposal information for proper battery disposal.
8. If the battery pack suffers overloading and overheating, the integrated protective cutoff will switch off the equipment for safety reasons.
9. Use only original battery packs. The use of other batteries poses a fire risk and may result in injuries or an explosion.

ABOUT THE CHARGER

Protect battery charger and cord from damage. Keep the charger and its cord away from heat, oil and sharp edges.

Electrical plugs must match the outlet. Never modify the plug in any way. Do not use any adapter plugs with grounded appliances. Unmodified plugs and matching outlets will reduce the risk of electric shock.

Keep the battery charger, battery pack(s), and the cordless tool out of the reach of children.

Do not use the supplied battery charger to charge other cordless tools.

During periods of heavy use, the battery pack will become warm. Allow the battery pack to cool to room temperature before inserting it into the charger to recharge.

Do not overcharge batteries. Do not exceed the maximum charging times. These charging times only apply to discharged batteries. Frequent insertion of a charged or partially charged battery pack will result in overcharging and cell damage. Do not leave battery in the charger for days on end.

Never use or charge a battery if you suspect that it has been more than 12 months since last time they were charged. There is a high probability that battery pack has already suffered dangerous damage (exhaustive discharge).

Do not use battery that have been exposed to heat during the charging process, as the battery cells may have suffered dangerous damage.

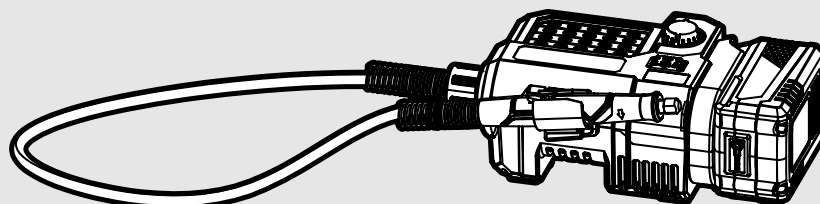
Do not use battery that have suffered curvature or deformation during the charging process or those that exhibit other atypical symptoms (gassing, hissing, cracking, etc.)

UNPACKING & PACKING LIST

UNPACKING

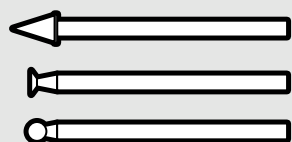
Carefully remove the rotary tool station from the packaging and place it on a sturdy, flat surface. Make sure to take out all contents and accessories. Do not discard the packaging until everything is removed. Check the packing list below to make sure you have all of the parts and accessories. If any part is missing or broken, please contact customer service at **1-847-429-9263** (M-F 8-5 CST), or email techsupport@wenproducts.com.

Components



Rotary Tool Station

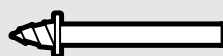
Accessories



Diamond Grinding Bits (3)



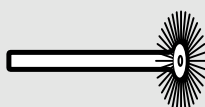
Grinding Wheel Mandrel (1)



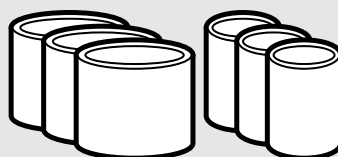
Screw Mandrel (1)



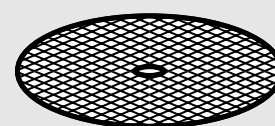
Sanding Disc (10)



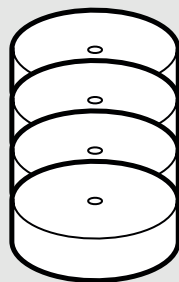
Wire Brush (1)



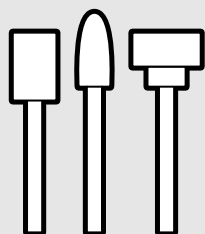
Sanding Bands (6)



Cut-Off Wheel (5)



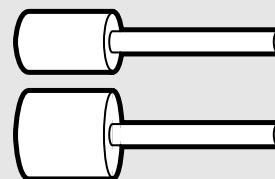
Felt Wheel (0.75") (4)



Grinding Bits (3)



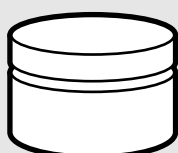
Wrench (1)



Sanding Drum (2)



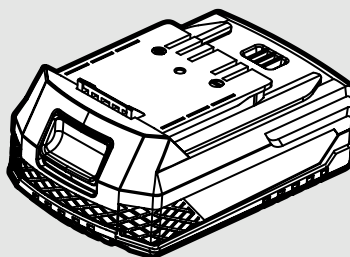
1/8" Drill Bit (1)



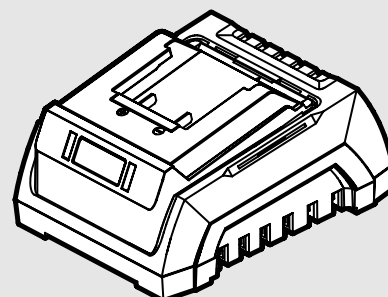
Polishing Compound (1)



Engraving Bit (1)



*20V Battery (1)



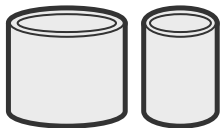
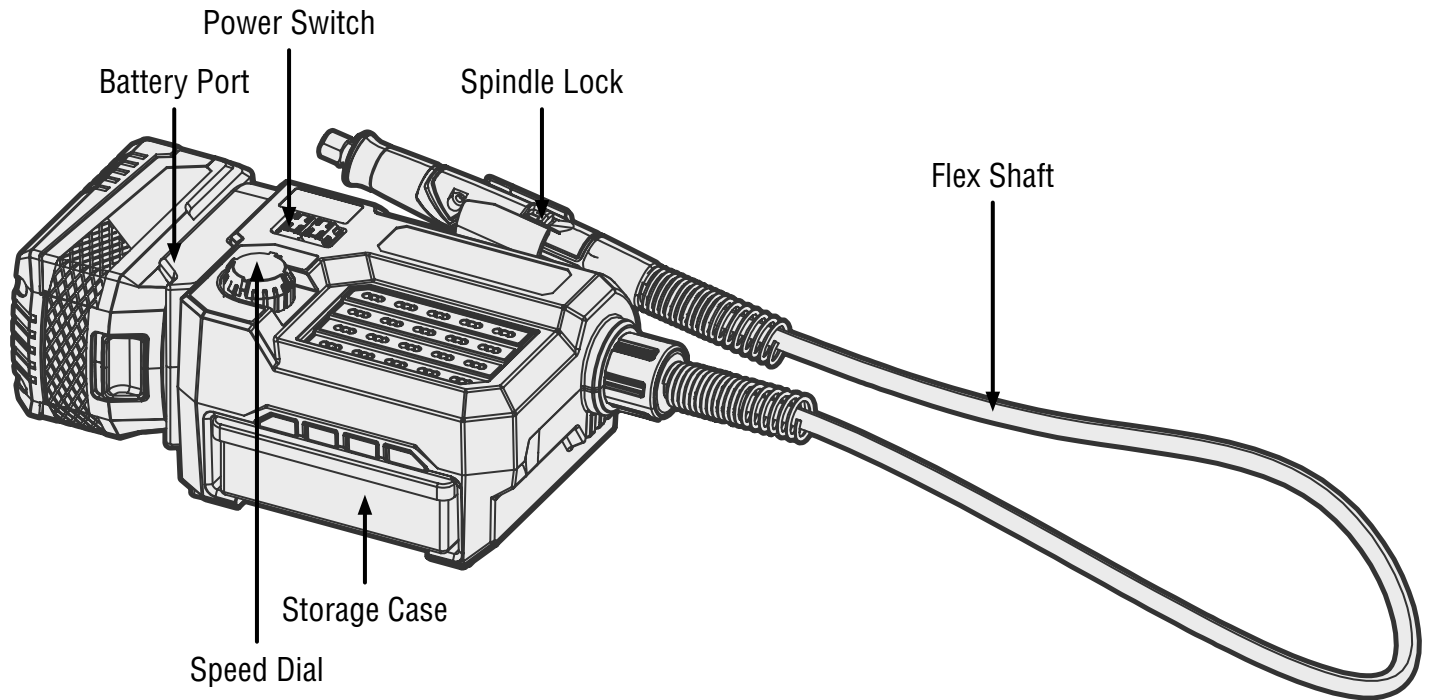
*20V Charger (1)

***NOTE:** Battery and charger only included with model 20923. Model 20923BT does not include a battery or charger.

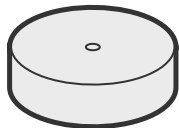
KNOW YOUR ROTARY TOOL STATION

TOOL PURPOSE

Sand, cut, grind, and polish, all with your WEN 20V Rotary Tool Station. Refer to the following diagrams to become familiarized with all the parts and controls of your rotary tool. The components will be referred to later in the manual for assembly and operation instructions.



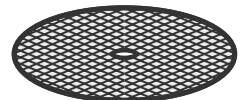
2. Sanding Bands



3. Felt Wheels



4. Sanding Discs



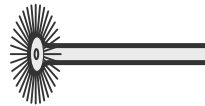
5. Cut-off Wheels



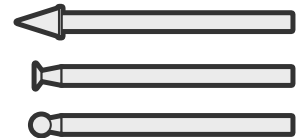
6. Screw Mandrel



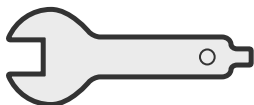
7. Grinding Wheel Mandrel



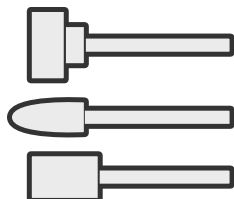
8. Wire Brush



9. Diamond Coated Bits



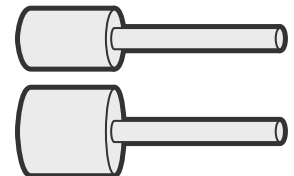
10. Wrench



11. Grinding Stone Bits



12. Drill Bit



13. Sanding Drum Mandrels



14. Engraving Bit

KNOW YOUR ROTARY TOOL STATION

Refer to the chart below for explanations and recommended applications for your rotary tool accessory bits.

Accessory	Explanation & Applications
1. Collet (Ø1/8") (Pre-installed in flex shaft)	For holding a rotary tool bit in place. Your tool comes with a Ø1/8" sized collet. Always use the correct collet size that matches the shank diameter of the rotary tool bit.
2. Sanding Bands (Big & Small)	Slides over the top of the sanding drum mandrel to sand and smooth around surfaces and inside curves. Replace the sanding bands when the grits are worn down. Do not use at speeds higher than 15,000 RPM. Attach to the sanding drum mandrel.
3. Felt Wheels	Screws onto the top of the screw mandrel to clean, polish and buff metal, wood and plastics to a smooth and bright finish. Do not use at speeds higher than 15,000 RPM.
4. Sanding Discs	Disc-shaped sandpaper used for material removal and resurfacing. Attach to the grinding wheel mandrel.
5. Cut-off Wheels	Thin disc used for slicing and cutting screws, sheet metal, thin wood and plastics. Only cut along the wheel's edge; do not use for sanding or cutting curves. Attach to the grinding wheel mandrel.
6. Screw Mandrel	A mandrel with a screw head for attaching felt polishing accessories.
7. Grinding Wheel Mandrel (Ø1/8")	A mandrel with a threaded head, rubber rings and slotted tip for attaching wheel accessories.
8. Wire Brush (Ø3/4")	For general cleaning and polishing purposes. Do not use at speeds higher than 15,000 RPM. Can be used with polishing compound for more efficient cleaning or polishing. CAUTION: Excessive pressure can damage the wires. Operate with light pressure and let the tips of the wire brush do the work.
9. Diamond Coated Bits (Ø1/8")	Bits of various shape to efficiently cut and engrave in wood, plastics, and soft metals such as aluminum, copper, and brass.
10. Wrench	Use the front of the wrench for loosening the collet nut to change collets. Use the back of the wrench for adjusting the screws on the sanding drum and small screw mandrel.

KNOW YOUR ROTARY TOOL STATION

Refer to the chart below for explanations and recommended applications for your rotary tool accessory bits.

Accessory	Explanation & Applications
11. Grinding Stone Bits	Bits of various shapes used for grinding and abrasive operations. Great for removing flash from metal castings, deburring metal after cutting, smoothing welded joints, grinding off rivets and removing rust.
12. Drill Bit (Ø1/8")	Drill into materials such as metal, hardwood, and plastics. Make sure to use the correct size collet for your drill bit.
13. Sanding Drum Mandrels	Mandrels with a cylinder-shaped rubber tip for attaching sanding bands. Can be expanded or contracted using the back of the wrench.
14. Engraving Bit (Ø1/8")	Use for edge cutting, carving and creating slots and holes in plastics, wood and metals.

Compatible Rotary Tool Accessories Kits:

150-Piece (Model 230151A)

282-Piece (Model 230282A)

320-Piece (Model 230321A)

327-Piece (Model 230327A)

NOTE: Collets in the accessory kits may not be compatible with your rotary tool. For replacement collets, visit **wen-products.com** and search part no. "2309-003".

ASSEMBLY & ADJUSTMENTS

 **WARNING!** To avoid injury from accidental startups, be sure that the tool is switched OFF and the battery is removed from the tool before inspecting the unit, making adjustments, or changing accessories.

CHARGING THE BATTERY PACK

The 20V battery pack for this tool is supplied in a low charge condition to prevent possible problems, and must be charged completely before you use the tool for the first time.

1. Connect charger to a 120V, 60Hz AC outlet. The green lights on the charger will illuminate, indicating that the charger is powered.
2. Slide the battery all the way into the charger port until it clicks. The red light on the corresponding charger port will illuminate, indicating that the battery is charging.

Charging Indication:

- Solid Green: Ready to Charge
- Solid Red: Charging
- Solid Green: Charged

3. When the battery is charged, the red light will turn off and the green light will turn on. Remove the battery from the charger and unplug the charger from the power supply.

NOTE: Battery will not reach full charge the first time it is charged. Allow several cycles for the battery to fully charge. The battery pack may become warm while charging; this is normal. If the battery is hot after continuous use in the tool, allow it to cool to room temperature before charging. This will prolong the life of your battery.

The battery pack is equipped with three LED battery life indication lights. Press and hold the power button on the front or rear of the battery to check the battery's charge status.

Battery Life Indication:

- Three Lights: The battery is fully charged.
- Two Lights: The battery is about 60% charged.
- One Light: The battery is almost out of power and needs to be charged.

INSERTING AND REMOVING THE BATTERY

1. To install the battery, slide the battery pack into the battery port. Make sure the release latch on the rear side of the battery pack snaps into place and the battery is secure before beginning operation.
2. To remove the battery pack, press the battery release latch on the front of the battery and pull the battery pack out.

ASSEMBLY & ADJUSTMENTS

⚠ WARNING! To avoid injury from accidental startups, always ensure that the tool is switched OFF and the battery is removed before making adjustments or changing accessories.

INSTALLING THE FLEX SHAFT

1. Slide the inner core (Fig. 1 - 1) about 1 to 2 inches out of the flex shaft.

2. Insert the inner core of the flex shaft into the drive socket (Fig. 2 - 1) on the side of the rotary station and screw the connector cap (Fig. 2 - 2) onto the housing to secure the flex shaft in place.

IMPORTANT: Follow the rules below when using your flex shaft to prevent overheating the flex shaft and personal injuries.

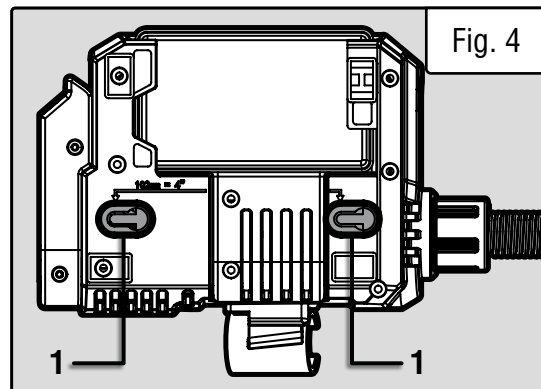
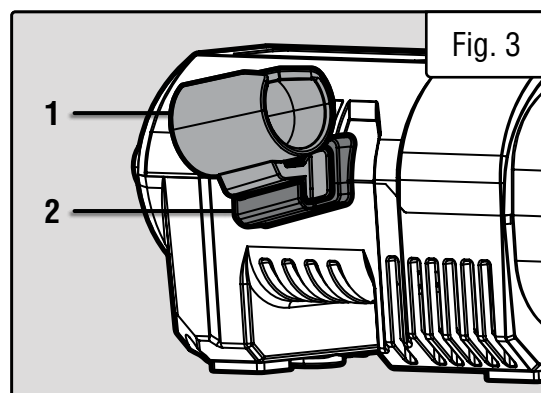
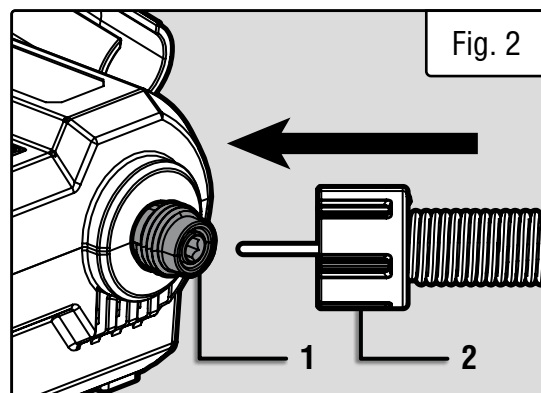
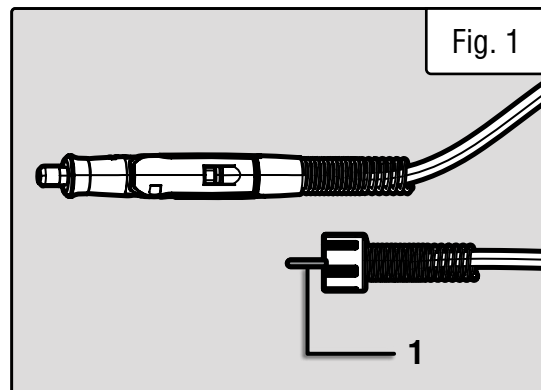
- Lubricate your flex shaft regularly to prevent overheating (see p. 19).
- Do not bend the flex shaft near its connection to the rotary tool. Keep it straight.
- Never cross the flex shaft over itself during operation. Do not operate the flex shaft with a sharp bend. The recommended minimum radius for the flex shaft is 5 inches. Bending the shaft farther than this can generate excessive heat and damage the flex shaft.

INSTALLING THE ROTARY TOOL HOLDER

1. Slide the rotary tool holder (Fig. 3 - 1) onto the holder bracket (Fig. 3 - 2) on the back of the rotary station as shown in Fig. 7.

MOUNTING THE ROTARY STATION

Your rotary station can be hung or mounted on a peg board using the two mounting holes (Fig. 4 - 1) on the bottom of the rotary station. The mounting holes are 4 inches apart.



ASSEMBLY & ADJUSTMENTS

⚠ WARNING! To avoid injury from accidental startups, always ensure that the tool is switched OFF and the battery is removed before making adjustments or changing accessories.

⚠ IMPORTANT! Before operation, check to make sure that all accessories are assembled correctly and securely.

INSTALLING ROTARY TOOL BITS

1. Switch OFF and remove the battery from the tool before attempting any adjustments.
2. Push and hold the spindle lock (Fig. 5 - 1) in the LOCKED position and rotate the collet nut (Fig. 5 - 2) until the lock engages.
3. Using the included wrench, loosen and remove the collet nut by turning it counterclockwise. Release the spindle lock to the UNLOCKED position.
4. The collet is located inside the collet nut. Your rotary tool comes with a 1/8" collet pre-installed. Select the suitable collet to match the shank diameter of your rotary tool bit. Insert the selected collet into the flex shaft's spindle and screw the collet nut back on, but do not tighten it all the way.
5. Fully insert the rotary tool bit into the collet nut and collet. Press and hold the spindle lock button in the LOCKED position, and firmly tighten the collet nut using the included wrench. Check to ensure that the rotary tool bit is firmly secured inside the tool.

INSTALLING SANDING DISCS AND CUTTING WHEELS

Loosen and remove the screw at the top of the grinding wheel mandrel. Remove the top red ring from the screw and slide the cutoff wheel or sanding disc above the bottom red ring (ensure the abrasive side of the disc is facing up) (Fig. 6). Slide the top red ring above the cutoff wheel or sanding disc, so that there is one red ring on each side of the wheel or disc. Reattach the screw onto the mandrel to secure the wheel/disc in place. Your accessory is now ready to be attached to the rotary tool (follow the steps in "INSTALLING ROTARY TOOL BITS" above).

INSTALLING SANDING BANDS

Loosen the screw on the top of the sanding drum using the end of the wrench to allow the drum to contract. Slide the sanding band onto the sanding drum (Fig. 7). Fully tighten the screw to expand the sanding drum and hold the sanding band in place. Make sure the sanding drum is sufficiently expanded to secure the band during use. If sanding band is loose on the drum, it may fly off during operation and cause injuries.

INSTALLING FELT POLISHING ACCESSORIES

Thread the felt polishing accessory straight down onto the tip of the screw mandrel (Fig. 8). The accessory must be threaded all the way down to touch the collar of the screw mandrel.

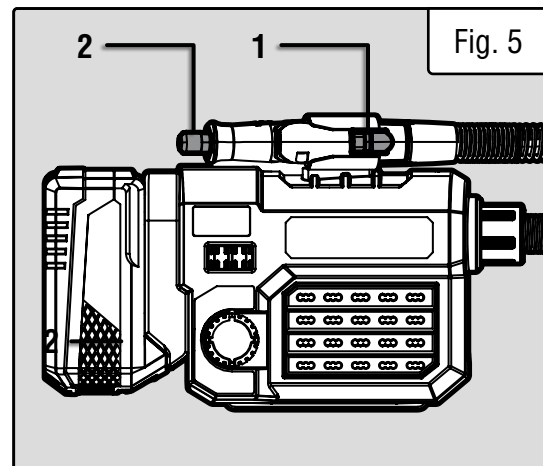


Fig. 5

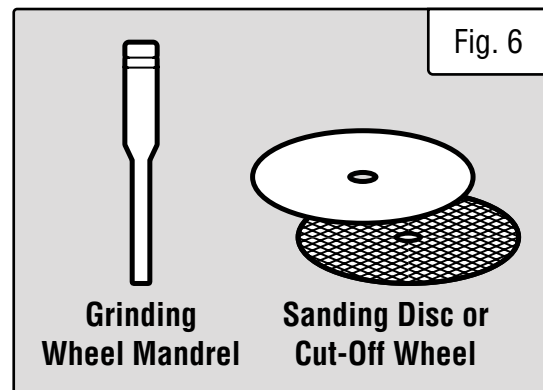


Fig. 6

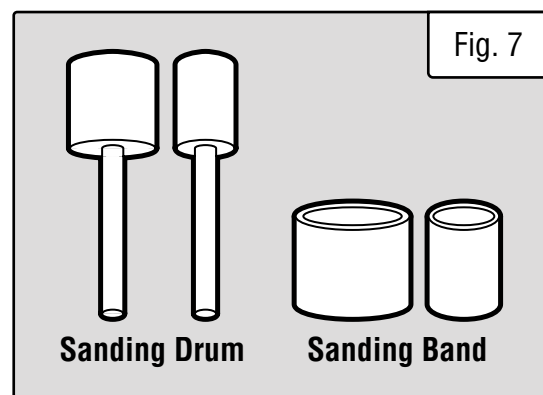


Fig. 7

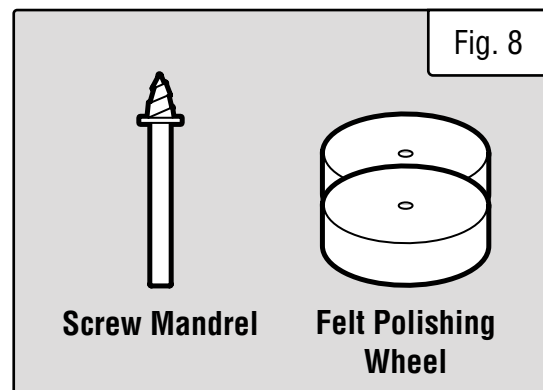


Fig. 8

OPERATION

⚠ WARNING! Read and thoroughly understand all instructions and safety information before operating this rotary tool. Failure to do so may cause serious injury.

⚠ WARNING! Make sure the bit is securely installed, the spindle lock is in the UNLOCKED position, and all wrenches have been removed from the tool before starting operation.

TURNING THE ROTARY TOOL ON & OFF

1. Install the battery in the battery port.
2. Switch the power button (Fig. 9 - 1) to the ON position and the rotary tool will start up.
3. Switch the power button to the OFF position and the rotary tool will power down.
4. Remove the battery from the battery port once operation has been completed.

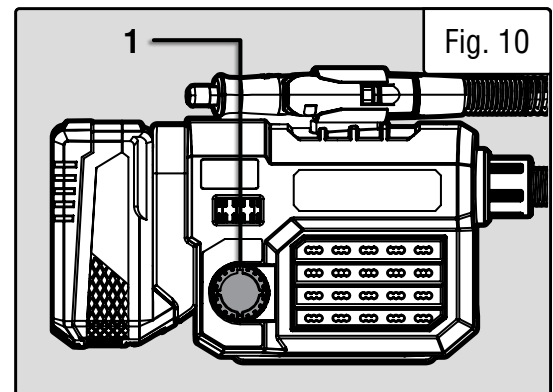
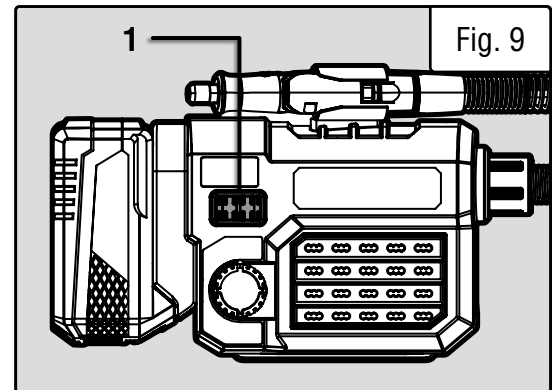
ADJUSTING THE SPEED OF THE ROTARY TOOL

The variable speed adjustment dial (Fig. 10 - 1) on the top of the rotary tool station is used to set the desired rotation speed. The speed for your rotary tool ranges from 5,000 to 33,000 RPM. To increase the speed, turn the wheel clockwise. To decrease speed, turn the wheel counterclockwise.

Set the suitable speed for your operation, workpiece and accessory:

- Use slow speeds for plastics, ceramics, precious metals and low-melting-point materials to prevent damaging the material. All brushing applications and delicate polishing require slow rotary speeds at 15,000 RPM or less.
- Use higher speeds for wood, metal and glass. Drilling, carving, cutting, routing, shaping or rabbeting are generally performed more efficiently at faster rotary speeds.

As a general rule, larger attachments should be used at a lower speed. The best way to determine the suitable speed is to test on a scrap piece of similar material, observe the results and adjust the speed accordingly.



OPERATION

OPERATING THE ROTARY TOOL

As with all power equipment, a rotary tool can be dangerous if it is not assembled or used properly. Do not operate this power tool if you have doubts or questions regarding operation safety. Call our customer service department at **1-847-429-9263** M-F 8-5 CST to address your questions or concerns.

 **WARNING!** Always wear ANSI Z87.1-approved safety glasses, safety shoes and suitable work clothing when operating this rotary tool. Do not wear jewelry, neckties or other loose clothing which could get caught in moving parts.

 **WARNING!** Do not start or operate this tool in the presence of flammable liquids or gases.

1. Inspect the tool for any damage before use. Immediately discard any accessories with bent shafts or other significant damage. Make sure that the ventilation slots are not obstructed; failure to keep them clear may cause the tool to overheat.
2. Install the battery in the battery port.
3. Switch the power button to the ON position to turn the rotary tool ON.
4. Do not exert excessive pressure on your tool as it may damage your workpiece and the tool bit.
5. Use the correct rotary bits for the job. Use a dressing stone (not included) to dress any grinding accessories dulled by repeated use.
6. Switch the power button to the OFF position to turn the rotary tool OFF.
7. Remove the battery from the battery port once operation has been completed.

MAINTENANCE

 **WARNING!** To avoid accidents, make sure the power switch is in the OFF position and the battery is removed from the tool before cleaning or performing any maintenance. Servicing of the tool must be performed by a qualified technician.

ROUTINE INSPECTION

1. Before each use, inspect the general condition of the tool.

Check for:

- Loose hardware
- Misalignment or binding of moving parts
- Cracked or broken parts
- Any other condition that may affect its safe operation

2. After every use, wipe the tool with a soft cloth. Do not let water enter the tool.

3. Keep the ventilation openings free from dust and debris to prevent the motor from overheating.

4. Most plastics are susceptible to damage from various types of commercial solvents. Do not use any solvents or cleaning products that could damage the plastic parts. Some of these include but are not limited to: gasoline, carbon tetrachloride, chlorinated cleaning solvents, ammonia and household detergents that contain ammonia.

5. Store the tool in a clean and dry place away from the reach of children.

CLEANING AND INSPECTION

1. Always clean the tool and accessories after each use. Use a clean cloth and a soft brush to clean your tool.

2. Never use water or other liquids to clean the electrical portions of the tool.

3. Ensure that the ventilation slots are not blocked to prevent overheating.

4. Check the tools and accessories for any damage. Remove and dispose of damaged accessories.

LUBRICATING THE FLEX SHAFT

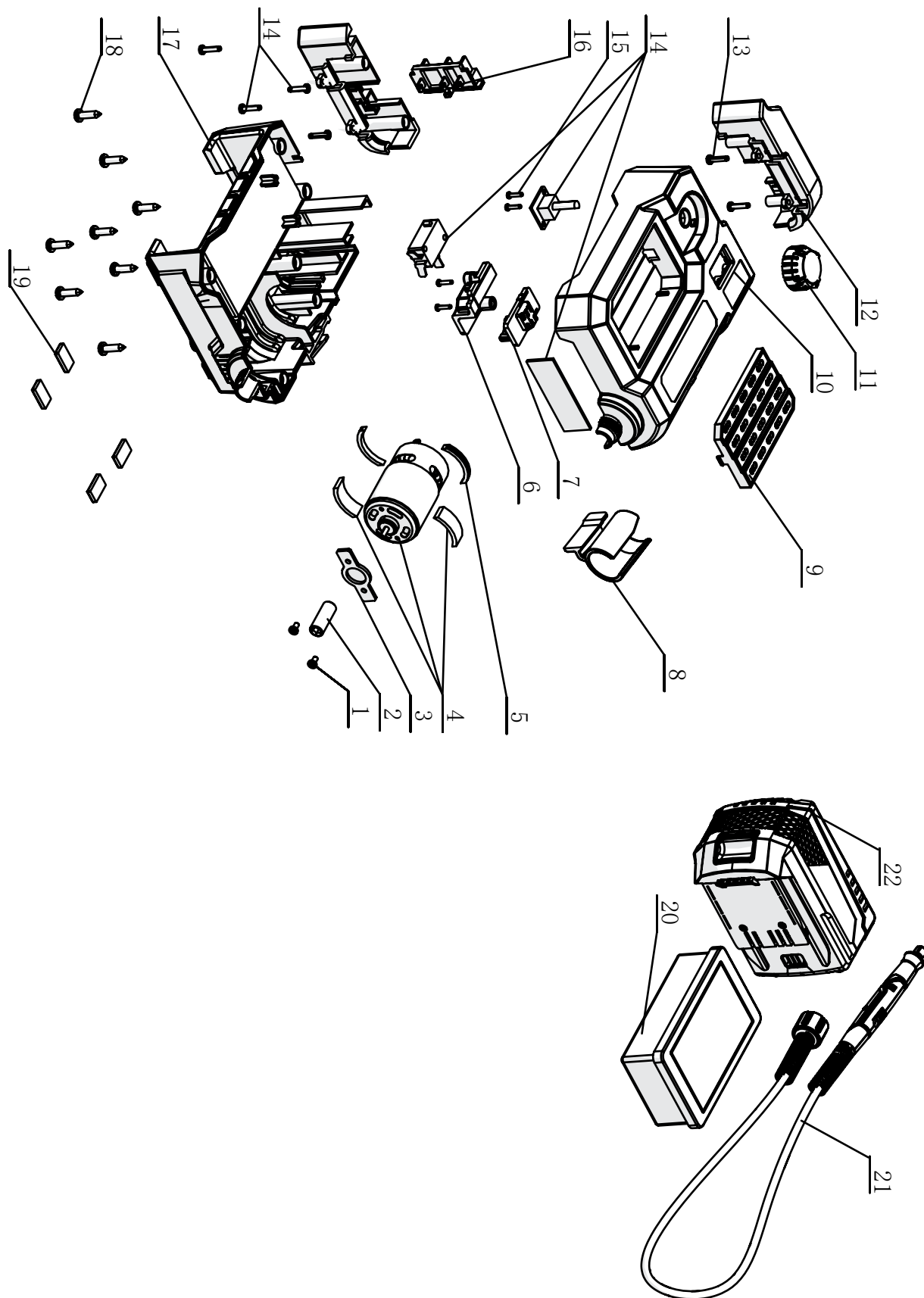
The flex shaft's inner core rotates at high speed during operation, generating friction and heat. It is important to lubricate the inner core of your flex shaft after several hours of operation to prevent it from overheating. To lubricate the flex shaft, pull the inner core out from the flex shaft. Apply an even coat of multi-purpose grease onto the entire surface of the inner core. Insert the inner core back into the flex shaft.

PRODUCT DISPOSAL

Used power tools should not be disposed of together with household waste. This product contains electronic components that should be recycled. Please take this product to your local recycling facility for responsible disposal and to minimize its environmental impact.

EXPLODED VIEW & PARTS LIST

NOTE: Not all parts may be available for purchase. Parts and accessories that wear down over the course of normal use are not covered under the warranty.



EXPLODED VIEW & PARTS LIST

NOTE: Not all parts may be available for purchase. Parts and accessories that wear down over the course of normal use are not covered under the warranty.

No.	Part No.	Description	Qty.	No.	Part No.	Description	Qty.
1	20923-001	Socket Pan Head Screw, M3x5	2	12	20923-012	Battery Footplate	1
2	20923-002	Flex Shaft Coupling	1	13	20923-013	Self-tapping Screw, ST2.3x8-F	6
3	20923-003	Motor Bracket	1	14	20923-014	PCB	1
4	20923-004	Motor, 550	1	15	20923-015	Self-tapping Screw, ST2.3x8-F	4
5	20923-005	Motor Vibration Isolation Pads	2	16	20923-016	Battery Terminal	1
6	20923-006	Plastic Bracket	1	17	20923-017	Lower Housing	1
7	20923-007	Switch Button	1	18	20923-018	Self-tapping Screw, ST4x15-C	8
8	20923-008	Flex Shaft Holder	1	19	20923-019	Foot	4
9	20923-009	Accessory Compartment Cover	1	20	20923-020	Accessories	1
10	20923-010	Upper Housing	1	21	20923-021	Flex Shaft	1
11	20923-011	Speed Control Knob	1	22	20202	Battery	1

WARRANTY STATEMENT

WEN Products is committed to building tools that are dependable for years. Our warranties are consistent with this commitment and our dedication to quality.

LIMITED WARRANTY OF WEN PRODUCTS FOR HOME USE

GREAT LAKES TECHNOLOGIES, LLC ("Seller") warrants to the original purchaser only, that all WEN consumer power tools will be free from defects in material or workmanship during personal use for a period of two (2) years from date of purchase or 500 hours of use; whichever comes first. Ninety days for all WEN products if the tool is used for professional or commercial use. Purchaser has 30 days from the date of purchase to report missing or damaged parts.

SELLER'S SOLE OBLIGATION AND YOUR EXCLUSIVE REMEDY under this Limited Warranty and, to the extent permitted by law, any warranty or condition implied by law, shall be the replacement of parts, without charge, which are defective in material or workmanship and which have not been subjected to misuse, alteration, careless handling, misrepair, abuse, neglect, normal wear and tear, improper maintenance, or other conditions adversely affecting the Product or the component of the Product, whether by accident or intentionally, by persons other than Seller. To make a claim under this Limited Warranty, you must make sure to keep a copy of your proof of purchase that clearly defines the Date of Purchase (month and year) and the Place of Purchase. Place of Purchase must be a direct vendor of Great Lakes Technologies, LLC. Purchasing through third party vendors, including but not limited to garage sales, pawn shops, resale shops, or any other secondhand merchant, voids the warranty included with this product. Contact techsupport@wenproducts.com or 1-847-429-9263 with the following information to make arrangements: your shipping address, phone number, serial number, required part numbers, and proof of purchase. Damaged or defective parts and products may need to be sent to WEN before the replacements can be shipped out.

Upon the confirmation of a WEN representative, your product may qualify for repairs and service work. When returning a product for warranty service, the shipping charges must be prepaid by the purchaser. The product must be shipped in its original container (or an equivalent), properly packed to withstand the hazards of shipment. The product must be fully insured with a copy of the proof of purchase enclosed. There must also be a description of the problem in order to help our repairs department diagnose and fix the issue. Repairs will be made and the product will be returned and shipped back to the purchaser at no charge for addresses within the contiguous United States.

THIS LIMITED WARRANTY DOES NOT APPLY TO ITEMS THAT WEAR OUT FROM REGULAR USAGE OVER TIME, INCLUDING BELTS, BRUSHES, BLADES, BATTERIES, ETC. ANY IMPLIED WARRANTIES SHALL BE LIMITED IN DURATION TO TWO (2) YEARS FROM DATE OF PURCHASE. SOME STATES IN THE U.S. AND SOME CANADIAN PROVINCES DO NOT ALLOW LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU.

IN NO EVENT SHALL SELLER BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES (INCLUDING BUT NOT LIMITED TO LIABILITY FOR LOSS OF PROFITS) ARISING FROM THE SALE OR USE OF THIS PRODUCT. SOME STATES IN THE U.S. AND SOME CANADIAN PROVINCES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE LIMITATION OR EXCLUSION MAY NOT APPLY TO YOU.

THIS LIMITED WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS, AND YOU MAY ALSO HAVE OTHER RIGHTS WHICH VARY FROM STATE TO STATE IN THE U.S., PROVINCE TO PROVINCE IN CANADA AND FROM COUNTRY TO COUNTRY.

THIS LIMITED WARRANTY APPLIES ONLY TO ITEMS SOLD WITHIN THE UNITED STATES OF AMERICA, CANADA AND THE COMMONWEALTH OF PUERTO RICO. FOR WARRANTY COVERAGE WITHIN OTHER COUNTRIES, CONTACT THE WEN CUSTOMER SUPPORT LINE. FOR WARRANTY PARTS OR PRODUCTS REPAIRED UNDER WARRANTY SHIPPING TO ADDRESSES OUTSIDE OF THE CONTIGUOUS UNITED STATES, ADDITIONAL SHIPPING CHARGES MAY APPLY.

**THANKS FOR
REMEMBERING**

