

**CHICAGO**  **ELECTRIC**<sup>®</sup>  
POWER TOOLS

# ELECTRIC DRYWALL SCREWDRIVER

**Model 9624**

## SET UP AND OPERATING INSTRUCTIONS



Visit our website at: <http://www.harborfreight.com>



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**Read this material before using this product.  
Failure to do so can result in serious injury.  
SAVE THIS MANUAL.**

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**For technical questions or replacement parts, please call 1-800-444-3353.**

Manual Revised 10d

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## SAVE THIS MANUAL

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Keep this manual for the safety warnings and precautions, assembly, operating, inspection, maintenance and cleaning procedures. Write the product's serial number in the back of the manual near the assembly diagram (or month and year of purchase if product has no number). Keep this manual and the receipt in a safe and dry place for future reference.

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## IMPORTANT SAFETY INFORMATION

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In this manual, on the labeling, and all other information provided with this product:



This is the safety alert symbol. It is used to alert you to potential personal injury hazards. Obey all safety messages that follow this symbol to avoid possible injury or death.

### **DANGER**

**DANGER** indicates a hazardous situation which, if not avoided, will result in death or serious injury.

### **WARNING**

**WARNING** indicates a hazardous situation which, if not avoided, could result in death or serious injury.

### **CAUTION**

**CAUTION**, used with the safety alert symbol, indicates a hazardous situation which, if not avoided, could result in minor or moderate injury.

### **NOTICE**

**NOTICE** is used to address practices not related to personal injury.

### **CAUTION**

**CAUTION**, without the safety alert symbol, is used to address practices not related to personal injury.

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## General Power Tool Safety Warnings

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**WARNING** Read all safety warnings and instructions. Failure to follow the warnings and instructions may result in electric shock, fire and/or serious injury.

Save all warnings and instructions for future reference.

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

1. **Work area safety**
  - a. **Keep work area clean and well lit.**  
*Cluttered or dark areas invite accidents.*
  - b. **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.*
  - c. **Keep children and bystanders away while operating a power tool.**  
*Distractions can cause you to lose control.*
2. **Electrical safety**
  - a. **Power tool plugs must match the outlet. Never modify the plug in any way. Do not use any adapter plugs with grounded power tools.** *Unmodified plugs and matching outlets will reduce risk of electric shock.*
  - b. **Avoid body contact with grounded surfaces such as pipes, radiators,**

**ranges and refrigerators.** *There is an increased risk of electric shock if your body is grounded.*

- c. **Do not expose power tools to rain or wet conditions.** *Water entering a power tool will increase the risk of electric shock.*
  - d. **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.*
  - e. **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.*
  - f. **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.*
3. **Personal safety**
- a. **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.*
  - b. **Use personal protective equipment. Always wear eye protection.** *Safety equipment such as dust mask, non-skid safety shoes, hard hat, or hearing protection used for appropriate conditions will reduce personal injuries.*
  - c. **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.*
- d. **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.*
  - e. **Do not overreach. Keep proper footing and balance at all times.** *This enables better control of the power tool in unexpected situations.*
  - f. **Dress properly. Do not wear loose clothing or jewelry. Keep your hair, clothing and gloves away from moving parts.** *Loose clothes, jewelry or long hair can be caught in moving parts.*
  - g. **If devices are provided for the connection of dust extraction and collection facilities, ensure these are connected and properly used.** *Use of these devices can reduce dust-related hazards.*
  - h. **Only use safety equipment that has been approved by an appropriate standards agency.** *Unapproved safety equipment may not provide adequate protection. Eye protection must be ANSI-approved and breathing protection must be NIOSH-approved for the specific hazards in the work area.*
4. **Power tool use and care**
- a. **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.*
  - b. **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.*

- c. **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.*
- d. **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.*
- e. **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.*
- f. **Keep cutting tools sharp and clean.** *Properly maintained cutting tools with sharp cutting edges are less likely to bind and are easier to control.*
- g. **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.*

## 5. Service

- a. **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.*

## Screwdriver and Impact Wrench Safety Warnings

1. **Hold power tools by insulated gripping surfaces when performing an operation where the cutting tool may contact hidden wiring or its own cord.** *Contact with a "live" wire will make exposed metal parts of the tool "live" and shock the operator.*
2. Maintain labels and nameplates on the tool. These carry important safety information. If unreadable or missing, contact Harbor Freight Tools for a replacement.
3. Avoid unintentional starting. Prepare to begin work before turning on the tool.
4. Do not lay the tool down until it has come to a complete stop. Moving parts can grab the surface and pull the tool out of your control.
5. When using a handheld power tool, maintain a firm grip on the tool with both hands to resist starting torque.
6. Do not leave the tool unattended when it is plugged into an electrical outlet. Turn off the tool, and unplug it from its electrical outlet before leaving.
7. This product is not a toy. Keep it out of reach of children.
8. People with pacemakers should consult their physician(s) before use. Electromagnetic fields in close proximity to heart pacemaker could cause pacemaker interference or pacemaker failure. In addition, people with pacemakers should:
  - Avoid operating alone.
  - Do not use with Trigger locked on.
  - Properly maintain and inspect to avoid electrical shock.
  - Any power cord must be properly

grounded. Ground Fault Circuit Interrupter (GFCI) should also be implemented – it prevents sustained electrical shock.

9. **WARNING:** Some dust created by power sanding, sawing, grinding, drilling, and other construction activities, contains chemicals known [to the State of California] 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 or 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, and work with approved safety equipment, such as those dust masks that are specially designed to filter out microscopic particles. (California Health & Safety Code § 25249.5, *et seq.*)
10. **WARNING:** Handling the cord on this product will expose you to lead, a chemical known to the State of California to cause cancer, and birth defects or other reproductive harm. Wash hands after handling. (California Health & Safety Code § 25249.5, *et seq.*)
11. The warnings, precautions, and instructions discussed in this instruction manual cannot cover all possible conditions and situations that may occur. It must be understood by the operator that common sense and caution are factors which cannot be built into this product, but must be supplied by the operator.

## **Vibration Safety**

This tool vibrates during use. Repeated or long-term exposure to vibration may cause temporary or permanent physical injury, particularly to the hands, arms and shoulders. To reduce the risk of vibration-related injury:

1. Anyone using vibrating tools regularly or for an extended period should first be examined by a doctor and then have regular medical check-ups to ensure medical problems are not being caused or worsened from use. Pregnant women or people who have impaired blood circulation to the hand, past hand injuries, nervous system disorders, diabetes, or Raynaud's Disease should not use this tool. If you feel any symptoms related to vibration (such as tingling, numbness, and white or blue fingers), seek medical advice as soon as possible.
2. Do not smoke during use. Nicotine reduces the blood supply to the hands and fingers, increasing the risk of vibration-related injury.
3. Wear suitable gloves to reduce the vibration effects on the user.
4. Use tools with the lowest vibration when there is a choice.
5. Include vibration-free periods each day of work.
6. Grip tool as lightly as possible (while still keeping safe control of it). Let the tool do the work.
7. To reduce vibration, maintain the tool as explained in this manual. If any abnormal vibration occurs, stop use immediately.



# SAVE THESE INSTRUCTIONS.

## GROUNDING

### ⚠️ WARNING

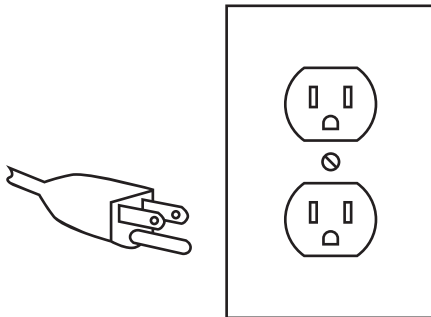
**TO PREVENT ELECTRIC SHOCK**

**AND DEATH FROM INCORRECT GROUNDING WIRE CONNECTION:**



Check with a qualified electrician if you are in doubt as to whether the outlet is properly grounded. Do not modify the power cord plug provided with the tool. Never remove the grounding prong from the plug. Do not use the tool if the power cord or plug is damaged. If damaged, have it repaired by a service facility before use. If the plug will not fit the outlet, have a proper outlet installed by a qualified electrician.

### Grounded Tools: Tools with Three Prong Plugs



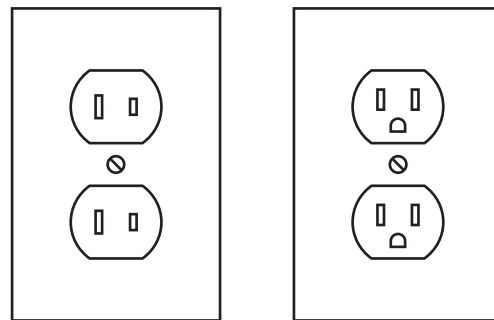
**3-Prong Plug and Outlet**

1. Tools marked with "Grounding Required" have a three wire cord and three prong grounding plug. The plug must be connected to a properly grounded outlet. If the tool should electrically malfunction or break down, grounding provides a low resistance path to carry electricity

away from the user, reducing the risk of electric shock. **(See 3-Prong Plug and Outlet.)**

2. The grounding prong in the plug is connected through the green wire inside the cord to the grounding system in the tool. The green wire in the cord must be the only wire connected to the tool's grounding system and must never be attached to an electrically "live" terminal. **(See 3-Prong Plug and Outlet.)**
3. The tool must be plugged into an appropriate outlet, properly installed and grounded in accordance with all codes and ordinances. The plug and outlet should look like those in the preceding illustration. **(See 3-Prong Plug and Outlet.)**

### Double Insulated Tools: Tools with Two Prong Plugs



**Outlets for 2-Prong Plug**

1. Tools marked "Double Insulated" do not require grounding. They have a special double insulation system which satisfies OSHA requirements and complies with the applicable standards of Underwriters Laboratories, Inc., the Canadian Standard Association, and the National Electrical Code.
2. Double insulated tools may be used in either of the 120 volt outlets shown in the preceding illustration. **(See Outlets for 2-Prong Plug.)**




## Extension Cords

1. **Grounded** tools require a three wire extension cord. **Double Insulated** tools can use either a two or three wire extension cord.
2. As the distance from the supply outlet increases, you must use a heavier gauge extension cord. Using extension cords with inadequately sized wire causes a serious drop in voltage, resulting in loss of power and possible tool damage. **(See Table A.)**
3. The smaller the gauge number of the wire, the greater the capacity of the cord. For example, a 14 gauge cord can carry a higher current than a 16 gauge cord. **(See Table A.)**
4. When using more than one extension cord to make up the total length, make sure each cord contains at least the minimum wire size required. **(See Table A.)**
5. If you are using one extension cord for more than one tool, add the nameplate amperes and use the sum to determine the required minimum cord size. **(See Table A.)**
6. If you are using an extension cord outdoors, make sure it is marked with the suffix "W-A" ("W" in Canada) to indicate it is acceptable for outdoor use.
7. Make sure the extension cord is properly wired and in good electrical condition. Always replace a damaged extension cord or have it repaired by a qualified electrician before using it.
8. Protect the extension cords from sharp objects, excessive heat, and damp or wet areas.

<b>RECOMMENDED MINIMUM WIRE GAUGE FOR EXTENSION CORDS* (120/240 VOLT)</b>					
<b>NAMEPLATE AMPERES (at full load)</b>	<b>EXTENSION CORD LENGTH</b>				
	<b>25'</b>	<b>50'</b>	<b>75'</b>	<b>100'</b>	<b>150'</b>
0 – 2.0	18	18	18	18	16
2.1 – 3.4	18	18	18	16	14
3.5 – 5.0	18	18	16	14	12
5.1 – 7.0	18	16	14	12	12
7.1 – 12.0	18	14	12	10	-
12.1 – 16.0	14	12	10	-	-
16.1 – 20.0	12	10	-	-	-

**TABLE A**      \* Based on limiting the line voltage drop to five volts at 150% of the rated amperes.

## Symbology

	Double Insulated
	Canadian Standards Association
	Underwriters Laboratories, Inc.
<b>V~</b>	Volts Alternating Current
<b>A</b>	Amperes
n <sub>0</sub> xxxx/min.	No Load Revolutions per Minute (RPM)

## SPECIFICATIONS

Electrical Input	120 V~ / 60 Hz / 4.2 A (Rated)
Motor Speed	2250 RPM (No Load) VSR
Drive	1/4" Hex
Additional Features	All Ball Bearing Construction Trigger Lock Switch Metal Gear Housing Removable & Adjustable Depth Collar 1/4" Magnetic Bit Holder
Accessories	Phillips Bit (Qty. 4) Slotted Insert Bit (Qty. 2)



## UNPACKING

When unpacking, make sure that the item is intact and undamaged. If any parts are missing or broken, please call Harbor Freight Tools at 1-800-444-3353 as soon as possible.

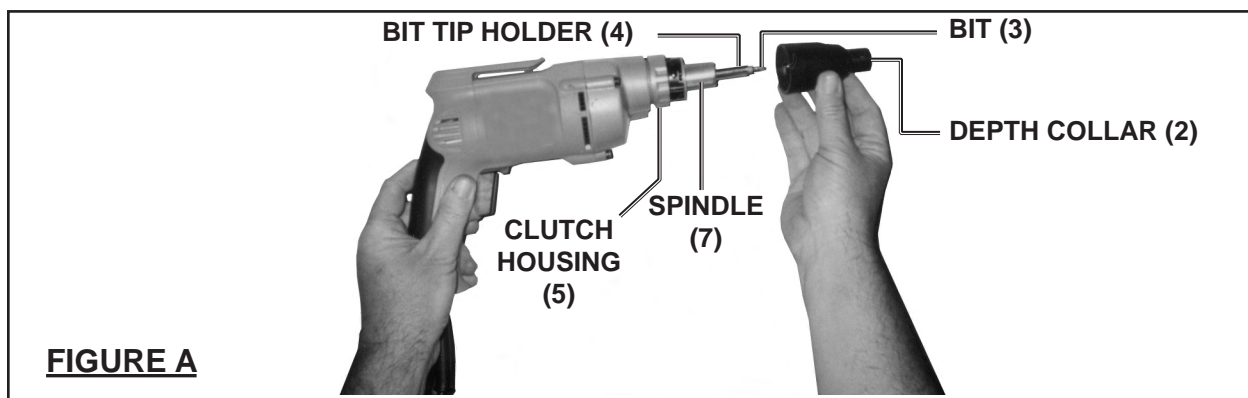
## ASSEMBLY INSTRUCTIONS

**NOTE:** For additional information regarding the parts listed in the following pages, refer to the Assembly Diagram near the end of this manual.

**⚠ WARNING TO PREVENT SERIOUS INJURY FROM ACCIDENTAL OPERATION:**  
**Unplug the Power Cord (43) from its electrical outlet before adding any accessories or making any adjustments to the tool.**

### To Change Bit Tip Holders:

1. Pull forward on the Depth Collar (2) and remove it from the Clutch Housing (5). **(See Figure A.)**
2. Pull the Bit Tip Holder (4) straight out with pliers if it is difficult to remove. **(See Figure A.)**
3. Push the new Bit Tip Holder (4) into the Spindle (7) until the shank of the Bit Tip Holder snaps in place. **(See Figure A.)**
4. Replace the Depth Collar (2) onto the Clutch Housing (5). Make sure to align the ribs on the inside of the Depth Collar with the grooves on the outside of the Clutch Housing before snapping the Depth Collar in place. **(See Figure A.)**



**FIGURE A**

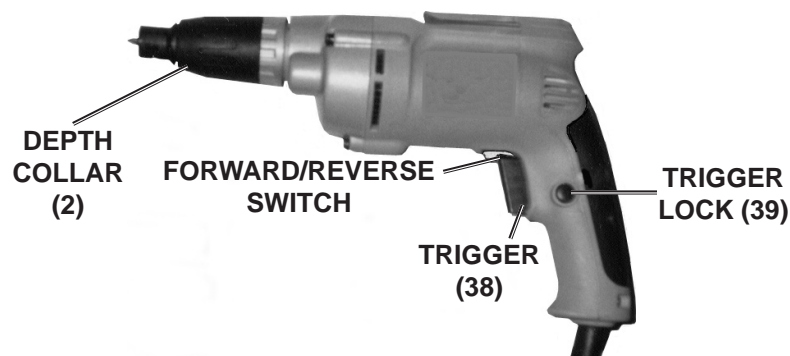


### To Change The Bit:

1. Pull forward on the Depth Collar (2) and remove it from the Clutch Housing (5). **(See Figure A.)**
2. Pull the Bit (3) straight out with pliers if it is difficult to remove. **(See Figure A.)**
3. Push the new Bit (3) into the Bit Tip Holder (4) until the shank of the Bit snaps in place. **(See Figure A.)**
4. Replace the Depth Collar (2) onto the Clutch Housing (5). Align the ribs on the inside of the Depth Collar with the grooves on the outside of the Clutch Housing before snapping the Depth Collar in place. **(See Figure A.)**

### OPERATING INSTRUCTIONS

1. To start the Drywall Screwdriver, depress the Trigger (38). To stop the tool, release the Trigger. The variable speed Trigger permits speed control. The farther the Trigger is depressed, the higher the speed of the Tool. **(See Figure B.)**
2. To lock the Trigger (38) in the "ON" position for continuous operation, depress the Trigger and push in on the Trigger Lock (39). The tool will continue to run. To turn off the tool, squeeze and release the Trigger once. Prior to using the Drywall Screwdriver (each time),
  3. The Drywall Screwdriver also features a Forward/Reverse Switch. The Forward/Reverse Switch is used to reverse the rotation of the Bit for backing out screws. To reverse the rotation, turn off the Drywall Screwdriver and push the Forward/Reverse Switch to the right (when viewed from the back of the tool). To position the Forward/Reverse Switch for forward operation, turn off the tool and push the Forward/Reverse Switch to the left. **(See Figure B.)**
  4. The Depth Collar (part #2) allows the operator to increase or decrease the fastening depth. To seat a screw deeper in a workpiece, turn the Depth Collar to the right. To seat a screw higher in a workpiece, turn the Depth Collar to the left. **(See Figures A and B.)**



**FIGURE B**

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## INSPECTION, MAINTENANCE, AND CLEANING

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### **⚠️ WARNING** TO PREVENT SERIOUS INJURY

#### FROM ACCIDENTAL OPERATION:

**Unplug the Power Cord (43) from its electrical outlet before performing any inspection, maintenance, or cleaning procedures.**

1. **BEFORE EACH USE**, inspect the general condition of the Drywall Screwdriver. Check for loose screws, misalignment or binding of moving parts, damaged electrical wiring, damaged accessories, and any other condition that may affect its safe operation. If abnormal noise or vibration occurs, have the problem corrected before further use. **Do not use damaged equipment.**
2. **AT LEAST ONCE WEEKLY:** With the Drywall Screwdriver running, blow dirt and dust out of all air vents of the tool with dry air. Also, the Depth Collar (2) should be removed and drywall dust blown out of the Clutch Housing (5). **Be sure to wear safety impact eye goggles when performing these procedures.**
3. **TO CLEAN THE EXTERIOR PLASTIC PARTS:** Use only a clean cloth and mild detergent to clean the body of the Drywall Screwdriver. Do not use solvents. Do not immerse any part of the tool in liquid.

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## PLEASE READ THE FOLLOWING CAREFULLY

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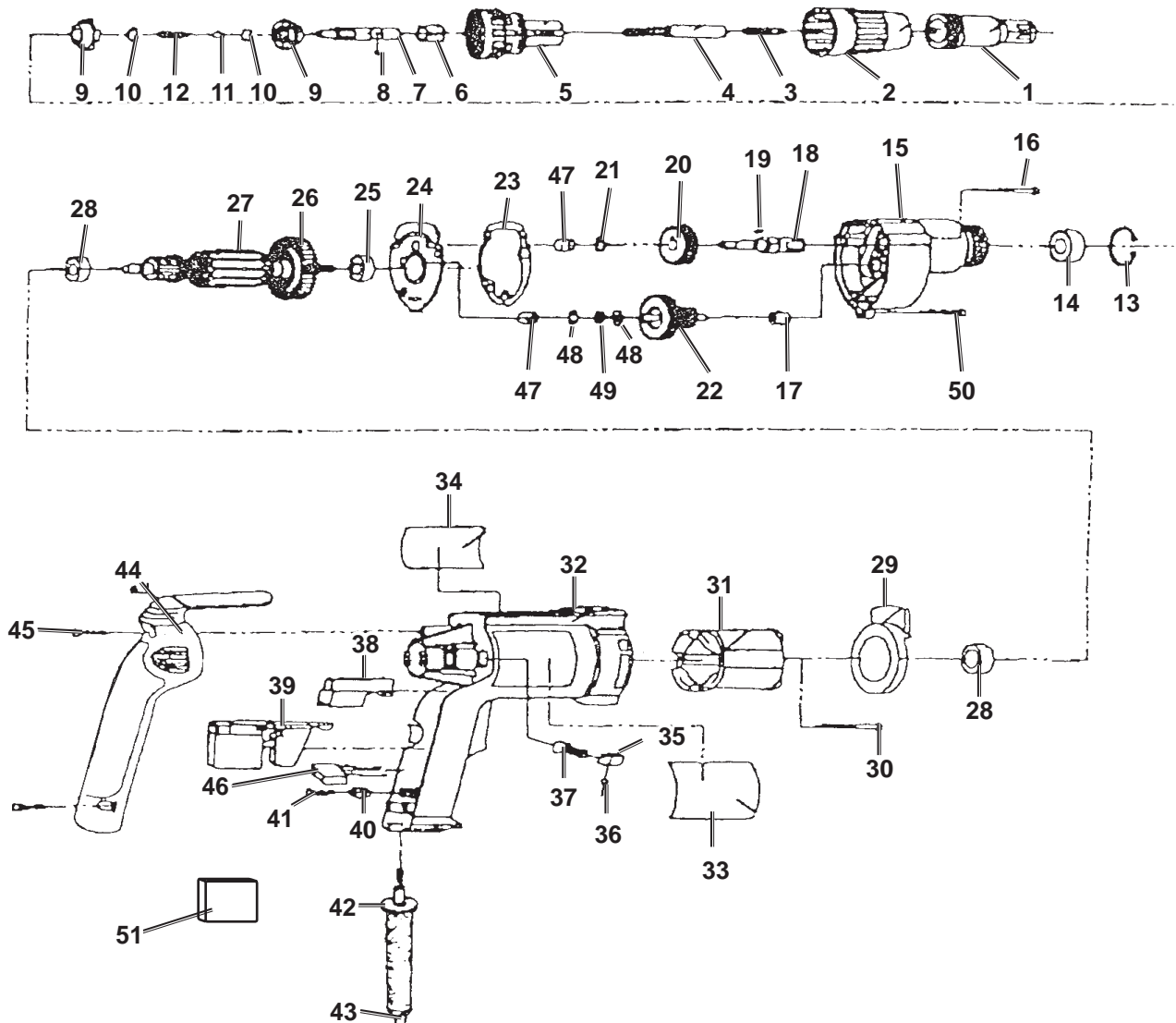
THE MANUFACTURER AND/OR DISTRIBUTOR HAS PROVIDED THE PARTS LIST AND ASSEMBLY DIAGRAM IN THIS MANUAL AS A REFERENCE TOOL ONLY. NEITHER THE MANUFACTURER OR DISTRIBUTOR MAKES ANY REPRESENTATION OR WARRANTY OF ANY KIND TO THE BUYER THAT HE OR SHE IS QUALIFIED TO MAKE ANY REPAIRS TO THE PRODUCT, OR THAT HE OR SHE IS QUALIFIED TO REPLACE ANY PARTS OF THE PRODUCT. IN FACT, THE MANUFACTURER AND/OR DISTRIBUTOR EXPRESSLY STATES THAT ALL REPAIRS AND PARTS REPLACEMENTS SHOULD BE UNDERTAKEN BY CERTIFIED AND LICENSED TECHNICIANS, AND NOT BY THE BUYER. THE BUYER ASSUMES ALL RISK AND LIABILITY ARISING OUT OF HIS OR HER REPAIRS TO THE ORIGINAL PRODUCT OR REPLACEMENT PARTS THERETO, OR ARISING OUT OF HIS OR HER INSTALLATION OF REPLACEMENT PARTS THERETO.

## PARTS LIST AND DIAGRAM

Part	Description
1	Locator
2	Depth Collar
3	Bit
4	Bit Tip Holder
5	Clutch Housing
6	Shaft Seal
7	Spindle
8	Steel Ball
9	Clutch
10	Retaining Ring
11	Guide
12	Spring
13	Bearing Retainer
14	Ball Bearing
15	Gear Case
16	Screw (4.2 x 40)
17	Needle Bearing

Part	Description
18	Spindle
19	Thrust Washer
20	Gear Case
21	Thrust Washer
22	Pinion and Gear
23	Gasket
24	Gear Case Cover
25	Ball Bearing
26	Fan
27	Armature
28	Cup
29	Baffle
30	Screw & Washer
31	Stator
32	Motor Housing
33	Warning Label
34	Nameplate

Part	Description
35	Brush Holder
36	Lead
37	Brush
38	Trigger
39	Trigger Lock
40	Cord Clamp
41	Screw (4.2 x 14)
42	Cord Protector
43	Power Cord/Plug
44	Handle Cover
45	Screw (4.2 x 18)
46	Terminal
47	Needle Bearing
48	Thrust Washer
49	Bearing
50	Screw (4.2 x 25)
51	Capacitor



REV 10d

SKU 9624

For technical questions, please call 1-800-444-3353.

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**Record Product's Serial Number Here:** \_\_\_\_\_

**Note:** If product has no serial number, record month and year of purchase instead.

**Note:** Some parts are listed and shown for illustration purposes only, and are not available individually as replacement parts.

## **LIMITED 90 DAY WARRANTY**

Harbor Freight Tools Co. makes every effort to assure that its products meet high quality and durability standards, and warrants to the original purchaser that this product is free from defects in materials and workmanship for the period of 90 days from the date of purchase. This warranty does not apply to damage due directly or indirectly, to misuse, abuse, negligence or accidents, repairs or alterations outside our facilities, criminal activity, improper installation, normal wear and tear, or to lack of maintenance. We shall in no event be liable for death, injuries to persons or property, or for incidental, contingent, special or consequential damages arising from the use of our product. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation of exclusion may not apply to you. THIS WARRANTY IS EXPRESSLY IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS.

To take advantage of this warranty, the product or part must be returned to us with transportation charges prepaid. Proof of purchase date and an explanation of the complaint must accompany the merchandise. If our inspection verifies the defect, we will either repair or replace the product at our election or we may elect to refund the purchase price if we cannot readily and quickly provide you with a replacement. We will return repaired products at our expense, but if we determine there is no defect, or that the defect resulted from causes not within the scope of our warranty, then you must bear the cost of returning the product.

This warranty gives you specific legal rights and you may also have other rights which vary from state to state.

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