

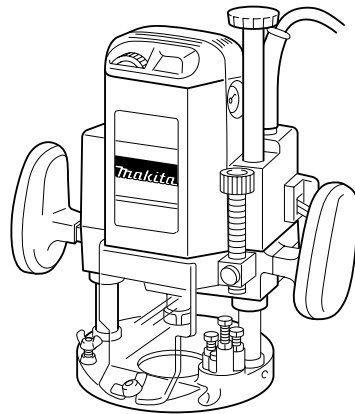


# Router

Equipped with Electric Brake

MODEL 3612

MODEL 3612C



003647



## I N S T R U C T I O N M A N U A L

**⚠ WARNING:**

For your personal safety, READ and UNDERSTAND before using.  
SAVE THESE INSTRUCTIONS FOR FUTURE REFERENCE.

[www.makitatools.com](http://www.makitatools.com)

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# SPECIFICATIONS

Model	3612	3612C
Collet chuck capacity	1/2"	
Plunge capacity	0 - 60 mm (0 - 2-3/8")	
No load speed (RPM)	22,000/min.	9,000 - 23,000/min.
Overall length	324 mm (12-3/4")	
Net weight	6.0 kg (13.2 lbs)	

- Manufacturer reserves the right to change specifications without notice.
- Specifications may differ from country to country.

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# GENERAL SAFETY RULES

USA002-2

(For All Tools)

## **⚠ WARNING:**

**Read and understand all instructions.** Failure to follow all instructions listed below, may result in electric shock, fire and/or serious personal injury.


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# SAVE THESE INSTRUCTIONS

## Work Area

1. **Keep your work area clean and well lit.** Cluttered benches and 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 bystanders, children, and visitors away while operating a power tool.** Distractions can cause you to lose control.

## Electrical Safety

4. **Double insulated tools are equipped with 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 polarized outlet. Do not change the plug in any way.** Double insulation  eliminates the need for the three wire grounded power cord and grounded power supply system.

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5. **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.
  6. **Do not expose power tools to rain or wet conditions.** Water entering a power tool will increase the risk of electric shock.
  7. **Do not abuse the cord. Never use the cord to carry the tools or pull the plug from an outlet. Keep cord away from heat, oil, sharp edges or moving parts. Replace damaged cords immediately.** Damaged cords increase the risk of electric shock.
  8. **When operating a power tool outside, use an outdoor extension cord marked “W-A” or “W”.** These cords are rated for outdoor use and reduce the risk of electric shock.

### **Personal Safety**

9. **Stay alert, watch what you are doing and use common sense when operating a power tool. Do not use tool while tired or under the influence of drugs, alcohol, or medication.** A moment of inattention while operating power tools may result in serious personal injury.
10. **Dress properly. Do not wear loose clothing or jewelry. Contain long hair. Keep your hair, clothing, and gloves away from moving parts.** Loose clothes, jewelry, or long hair can be caught in moving parts.
11. **Avoid accidental starting. Be sure switch is off before plugging in.** Carrying tools with your finger on the switch or plugging in tools that have the switch on invites accidents.
12. **Remove adjusting keys or wrenches before turning the tool on.** A wrench or a key that is left attached to a rotating part of the tool may result in personal injury.
13. **Do not overreach. Keep proper footing and balance at all times.** Proper footing and balance enables better control of the tool in unexpected situations.
14. **Use safety equipment. Always wear eye protection.** Dust mask, non-skid safety shoes, hard hat, or hearing protection must be used for appropriate conditions. Ordinary eye or sun glasses are NOT eye protection.

### **Tool Use and Care**

15. **Use clamps or other practical way to secure and support the workpiece to a stable platform.** Holding the work by hand or against your body is unstable and may lead to loss of control.
16. **Do not force tool. Use the correct tool for your application.** The correct tool will do the job better and safer at the rate for which it is designed.
17. **Do not use tool if switch does not turn it on or off.** Any tool that cannot be controlled with the switch is dangerous and must be repaired.
18. **Disconnect the plug from the power source before making any adjustments, changing accessories, or storing the tool.** Such preventive safety measures reduce the risk of starting the tool accidentally.
19. **Store idle tools out of reach of children and other untrained persons.** Tools are dangerous in the hands of untrained users.
20. **Maintain tools with care. Keep cutting tools sharp and clean.** Properly maintained tools with sharp cutting edges are less likely to bind and are easier to control.
21. **Check for misalignment or binding of moving parts, breakage of parts, and any other condition that may affect the tools operation. If damaged, have the tool serviced before using.** Many accidents are caused by poorly maintained tools.
22. **Use only accessories that are recommended by the manufacturer for your model.** Accessories that may be suitable for one tool, may become hazardous when used on another tool.

## SERVICE

**23. Tool service must be performed only by qualified repair personnel.** Service or maintenance performed by unqualified personnel could result in a risk of injury.

**24. When servicing a tool, use only identical replacement parts. Follow instructions in the Maintenance section of this manual.** Use of unauthorized parts or failure to follow Maintenance instructions may create a risk of electric shock or injury.

**USE PROPER EXTENSION CORD:** Make sure your extension cord is in good condition. 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. Table 1 shows the correct size to use depending on cord length and nameplate ampere rating. If in doubt, use the next heavier gage. The smaller the gage number, the heavier the cord.

**Table 1: Minimum gage for cord**

Ampere Rating		Volts	Total length of cord in feet			
		120 V	25 ft.	50 ft.	100 ft.	150 ft.
More Than	Not More Than	AWG				
0	6		18	16	16	14
6	10		18	16	14	12
10	12		16	16	14	12
12	16		14	12	Not Recommended	

## SPECIFIC SAFETY RULES

USB013-3

**DO NOT let comfort or familiarity with product (gained from repeated use) replace strict adherence to router safety rules. If you use this tool unsafely or incorrectly, you can suffer serious personal injury.**

- 1. Hold tool 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. Wear hearing protection during extended period of operation.**
- 3. Handle the bits very carefully.**
- 4. Check the bit carefully for cracks or damage before operation. Replace cracked or damaged bit immediately.**
- 5. Avoid cutting nails. Inspect for and remove all nails from the workpiece before operation.**
- 6. Hold the tool firmly with both hands.**
- 7. Keep hands away from rotating parts.**
- 8. Make sure the bit is not contacting the workpiece before the switch is turned on.**

- 
9. Before using the tool on an actual workpiece, let it run for a while. Watch for vibration or wobbling that could indicate improperly installed bit.
  10. Be careful of the bit rotating direction and the feed direction.
  11. Do not leave the tool running. Operate the tool only when hand-held.
  12. Always switch off and wait for the bit to come to a complete stop before removing the tool from workpiece.
  13. Do not touch the bit immediately after operation; it may be extremely hot and could burn your skin.
  14. Always lead the power supply cord away from the tool towards the rear.
  15. Do not smear the tool base carelessly with thinner, gasoline, oil or the like. They may cause cracks in the tool base.
  16. Draw attention to the need to use cutters of the correct shank diameter and suitable for the speed of the tool.
  17. Some material contains chemicals which may be toxic. Take caution to prevent dust inhalation and skin contact. Follow material supplier safety data.

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## SAVE THESE INSTRUCTIONS

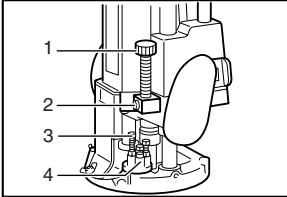
**⚠ WARNING:**  
**MISUSE** or failure to follow the safety rules stated in this instruction manual may cause serious personal injury.

# FUNCTIONAL DESCRIPTION

## ⚠ CAUTION:

- Always be sure that the tool is switched off and unplugged before adjusting or checking function on the tool.

003652



1. Stopper pole
2. Fast-feed button
3. Adjusting hex bolt
4. Stopper block

## Adjusting the depth of cut

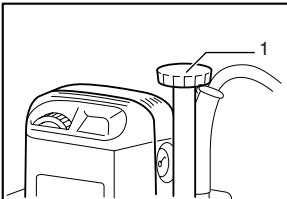
Place the tool on a flat surface. Loosen the lock lever and lower the tool body until the bit just touches the flat surface. Press the lock lever down to lock the tool body.

Now lower the stopper pole until it makes contact with the adjusting hex bolt. The stopper pole can be moved rapidly by depressing the fast-feed button. While pressing the fast-feed button, raise the stopper pole until the desired depth of cut is obtained. The depth of cut is equal to the distance between the stopper pole and the adjusting hex bolt. Stopper pole travel can be checked with the scale (1 mm or 1/16" per graduation) on the tool body. Minute depth adjustments can be obtained by turning the stopper pole (1.5 mm or about 1/16" per turn).

Now, your predetermined depth of cut can be obtained by loosening the lock lever and then lowering the tool body until the stopper pole makes contact with the adjusting hex bolt.

By turning the knob, the upper limit of the tool body can be adjusted. When the tip of the bit is retracted more than required in relation to the base plate surface, turn the knob to lower the upper limit.

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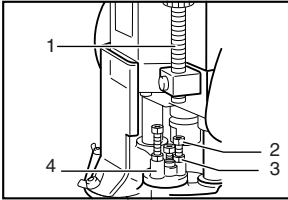


1. Knob

## ⚠ CAUTION:

- Since excessive cutting may cause overload of the motor or difficulty in controlling the tool, the depth of cut should not be more than 20 mm (13/16") at a pass when cutting grooves. When you wish to cut grooves more than 20 mm (13/16") deep, make several passes with progressively deeper bit settings.
- Do not lower the knob too low. The bit will protrude dangerously.

003657



1. Stopper pole
2. Hex bolt
3. Hex nut
4. Stopper block

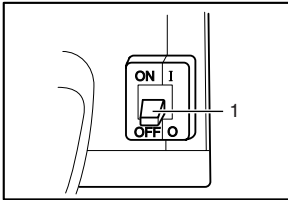
## Stopper block

The stopper block has three adjusting hex bolts which raise or lower 0.8 mm (1/32") per turn. You can easily obtain three different depths of cut using these adjusting hex bolts without readjusting the stopper pole.

Adjust the lowest hex bolt to obtain the deepest depth of cut, following the method of "Adjusting depth of cut". Adjust the two remaining hex bolts to obtain shallower depths of cut. The differences in height of these hex bolts are equal to the differences in depths of cut.

To adjust the hex bolts, first loosen the hex nuts on the hex bolts with the wrench and then turn the hex bolts. After obtaining the desired position, tighten the hex nuts while holding the hex bolts in that desired position. The stopper block is also convenient for making three passes with progressively deeper bit settings when cutting deep grooves.

003660



1. Switch lever

## Switch action

### ⚠ CAUTION:

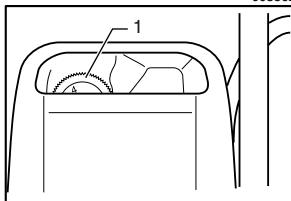
- Before plugging in the tool, always check to see that the tool is switched off.
- Switch can be locked in "ON" position for ease of operator comfort during extended use. Apply caution when locking tool in "ON" position and maintain firm grasp on tool.
- Make sure that the shaft lock is released before the switch is turned on.
- Hold the tool firmly when turning off the tool, to overcome the reaction.

To start the tool, move the switch lever to the I (ON) position. To stop the tool, move the switch lever to the O (OFF) position.

## Electric brake

This tool is equipped with an electric brake. If the tool consistently fails to quickly stop after switch lever moving to the O (OFF) position, have tool serviced at a Makita service center.

003802



1. Speed adjusting dial

Number	RPM
1	9,000
2	12,000
3	15,000
4	19,000
5	23,000

## Speed adjusting dial

### For model 3612C only

The tool speed can be changed by turning the speed adjusting dial to a given number setting from 1 to 5.

Higher speed is obtained when the dial is turned in the direction of number 5. And lower speed is obtained when it is turned in the direction of number 1.

This allows the ideal speed to be selected for optimum material processing, i.e. the speed can be correctly adjusted to suit the material and bit diameter.

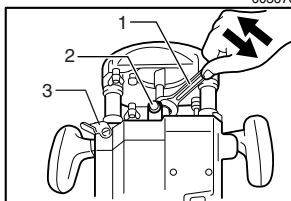
Refer to the table for the relationship between the number settings on the dial and the approximate tool speed.

#### ⚠ CAUTION:

- If the tool is operated continuously at low speeds for a long time, the motor will get overloaded, resulting in tool malfunction.
- The speed adjusting dial can be turned only as far as 5 and back to 1. Do not force it past 5 or 1, or the speed adjusting function may no longer work.

## ASSEMBLY

003670



1. Wrench
2. Shaft lock
3. Lock lever

#### ⚠ CAUTION:

- Always be sure that the tool is switched off and unplugged before carrying out any work on the tool.

### Installing or removing the bit

#### ⚠ CAUTION:

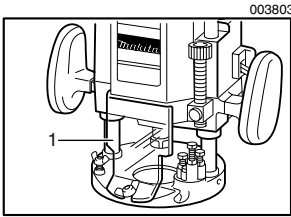
- Install the bit securely. Always use only the wrench provided with the tool. A loose or overtightened bit can be dangerous.
- Do not tighten the collet nut without inserting a bit or install small shank bits without using a collet sleeve. Either can lead to breakage of the collet cone.

Insert the bit all the way into the collet cone. Press the shaft lock to keep the shaft stationary and use the wrench to tighten the collet nut securely. When using router bits with smaller shank diameter, first insert the appropriate collet sleeve into the collet cone, then install the bit as described above.

To remove the bit, follow the installation procedure in reverse.



# OPERATION



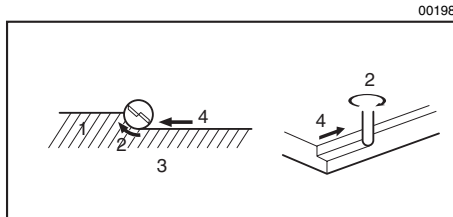
1. Chip deflector

## ⚠ CAUTION:

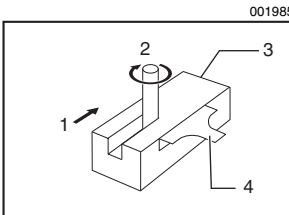
- Before operation, always make sure that the tool body automatically rises to the upper limit and the bit does not protrude from the tool base when the lock lever is loosened.
- Before operation, always make sure that the chip deflector is installed properly.

Set the tool base on the workpiece to be cut without the bit making any contact. Then turn the tool on and wait until the bit attains full speed. Lower the tool body and move the tool forward over the workpiece surface, keeping the tool base flush and advancing smoothly until the cutting is complete.

When doing edge cutting, the workpiece surface should be on the left side of the bit in the feed direction.



1. Workpiece  
2. Bit revolving direction  
3. View from the top of the tool  
4. Feed direction

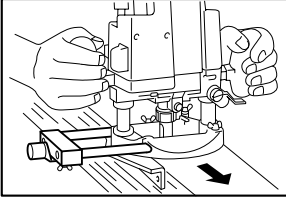


1. Feed direction  
2. Bit revolving direction  
3. Workpiece  
4. Straight guide

## NOTE:

- Moving the tool forward too fast may cause a poor quality of cut, or damage to the bit or motor. Moving the tool forward too slowly may burn and mar the cut. The proper feed rate will depend on the bit size, the kind of workpiece and depth of cut. Before beginning the cut on the actual workpiece, it is advisable to make a sample cut on a piece of scrap lumber. This will show exactly how the cut will look as well as enable you to check dimensions.
- When using the straight guide or the trimmer guide, be sure to install it on the right side in the feed direction. This will help to keep it flush with the side of the workpiece.

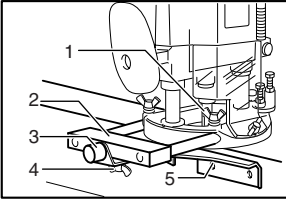
003677



### Straight guide (optional accessory)

The straight guide is effectively used for straight cuts when chamfering or grooving.

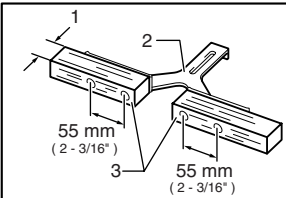
003683



Install the straight guide on the guide holder with the wing bolt (B). Insert the guide holder into the holes in the tool base and tighten the wing bolt (A). To adjust the distance between the bit and the straight guide, loosen the wing bolt (B) and turn the fine adjusting screw (1.5 mm or about 1/16" per turn). At the desired distance, tighten the wing bolt (B) to secure the straight guide in place.

1. Wing bolt (A)
2. Guide holder
3. Fine adjusting screw
4. Wing bolt (B)
5. Straight guide

003684



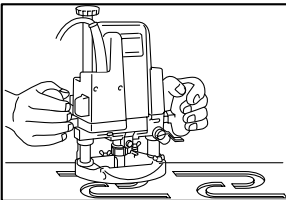
Wider straight guide of desired dimensions may be made by using the convenient holes in the guide to bolt on extra pieces of wood.

When using a large diameter bit, attach pieces of wood to the straight guide which have a thickness of more than 15 mm (5/8") to prevent the bit from striking the straight guide.

1. More than 15mm (5/8")
2. Straight guide
3. Wood

When cutting, move the tool with the straight guide flush with the side of the workpiece.

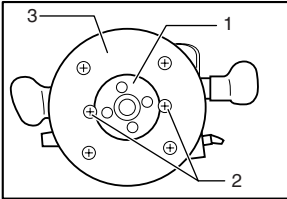
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### Templet guide (optional accessory)

The templet guide provides a sleeve through which the bit passes, allowing use of the tool with templet patterns.

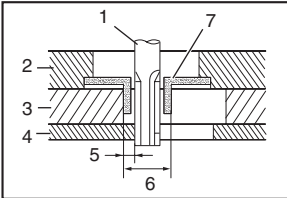
003692



1. Templet guide
2. Screw
3. Base plate

To install the templet guide, loosen the screws on the tool base, insert the templet guide and then tighten the screws.

003695



1. Bit
2. Base
3. Templet
4. Workpiece
5. Distance (X)
6. Outside diameter of the templet guide
7. Templet guide

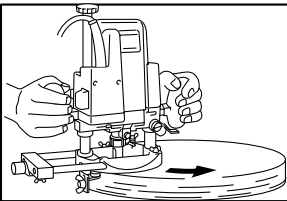
Secure the templet to the workpiece. Place the tool on the templet and move the tool with the templet guide sliding along the side of the templet.

**NOTE:**

- The workpiece will be cut a slightly different size from the templet. Allow for the distance (X) between the bit and the outside of the templet guide. The distance (X) can be calculated by using the following equation:

$$\text{Distance (X)} = (\text{outside diameter of the templet guide} - \text{bit diameter}) / 2$$

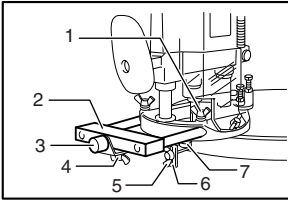
003698



**Trimmer guide (optional accessory)**

Trimming, curved cuts in veneers for furniture and the like can be done easily with the trimmer guide. The guide roller rides the curve and assures a fine cut.

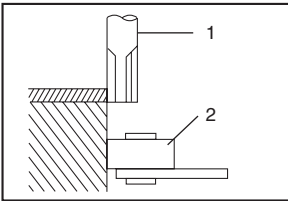
003700



1. Wing bolt (A)
2. Guide holder
3. Fine adjusting screw
4. Wing bolt (B)
5. Wing bolt (C)
6. Trimmer guide
7. Guide roller

Install the trimmer guide on the guide holder with the wing bolt (B). Insert the guide holder into the holes in the tool base and tighten the wing bolt (A). To adjust the distance between the bit and the trimmer guide, loosen the wing bolt (B) and turn the fine adjusting screw (1.5 mm or 1/16" per turn). When adjusting the guide roller up or down, loosen the wing bolt (C). After adjusting, tighten all the wing bolts securely.

003701



1. Bit
2. Guide roller

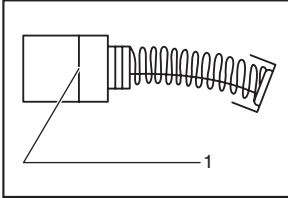
When cutting, move the tool with the guide roller riding the side of the workpiece.

# MAINTENANCE

## ⚠ CAUTION:

- Always be sure that the tool is switched off and unplugged before attempting to perform inspection or maintenance.

001145

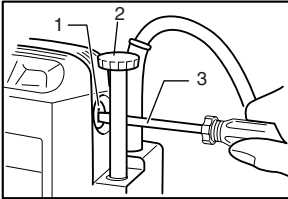


1. Limit mark

## Replacing carbon brushes

Remove and check the carbon brushes regularly. Replace when they wear down to the limit mark. Keep the carbon brushes clean and free to slip in the holders. Both carbon brushes should be replaced at the same time. Use only identical carbon brushes.

003702



1. Brush holder cap
2. Knob
3. Screwdriver

Use a screwdriver to remove the brush holder caps. Take out the worn carbon brushes, insert the new ones and secure the brush holder caps.

## NOTE:

- When replacing carbon brush located on the same side as the knob, remove the knob first before unscrewing the brush holder cap.

## ⚠ CAUTION:

- Be sure to re-install the knob after inserting new carbon brush.

After replacing brushes, plug in the tool and break in brushes by running tool with no load for about 10 minutes. Then check the tool while running and electric brake operation when releasing the switch trigger. If electric brake is not working well, ask your local Makita service center for repair.

To maintain product SAFETY and RELIABILITY, repairs, any other maintenance or adjustment should be performed by Makita Authorized or Factory Service Centers, always using Makita replacement parts.

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## ACCESSORIES

**⚠ CAUTION:**

- These accessories or attachments are recommended for use with your Makita tool specified in this manual. The use of any other accessories or attachments might present a risk of injury to persons. Only use accessory or attachment for its stated purpose.

If you need any assistance for more details regarding these accessories, ask your local Makita service center.

- Straight & groove forming bits
- Edge forming bits
- Laminate trimming bits
- Straight guide
- Trimmer guide
- Guide holder
- Templet guides
- Templet guide adapter
- Lock nut
- Collet sleeve 3/8", 1/4"
- Wrench 8
- Wrench 24







Cut



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(615) 248-3321

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Farmers Branch, TX 75234  
(972) 243-1150

12701 Directors Dr.  
Stafford, TX 77477-3701  
(281) 565-8665

3453 IH-35 North, Ste. 101  
San Antonio, TX 78219  
(210) 228-0676

## WISCONSIN

Lincoln Plaza Shopping Ctr.  
2245 S. 108th St. West Allis, WI  
53227  
(414) 541-4776

## CUSTOMER'S RECORD

<p><b>When you need service:</b> Send complete tool (prepaid) to one of the Makita Factory Service Centers listed, or to an Authorized Makita Service Center. Be sure to attach a letter to the outside of the carton detailing the problem with your tool.</p>	Date Purchased
	Dealer's Name & Address
	Model No.
	Serial No.

# 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 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.

## MAKITA LIMITED ONE YEAR WARRANTY

### Warranty Policy

Every Makita tool is thoroughly inspected and tested before leaving the factory. It is warranted to be free of defects from workmanship and materials for the period of ONE YEAR from the date of original purchase. Should any trouble develop during this one year period, return the COMPLETE tool, freight prepaid, to one of Makita's Factory or Authorized Service Centers. If inspection shows the trouble is caused by defective workmanship or material, Makita will repair (or at our option, replace) without charge.

This Warranty does not apply where:

- repairs have been made or attempted by others:
- repairs are required because of normal wear and tear:
- the tool has been abused, misused or improperly maintained:
- alterations have been made to the tool.

IN NO EVENT SHALL MAKITA BE LIABLE FOR ANY INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES FROM THE SALE OR USE OF THE PRODUCT. THIS DISCLAIMER APPLIES BOTH DURING AND AFTER THE TERM OF THIS WARRANTY.

MAKITA DISCLAIMS LIABILITY FOR ANY IMPLIED WARRANTIES, INCLUDING IMPLIED WARRANTIES OF "MERCHANTABILITY" AND "FITNESS FOR A SPECIFIC PURPOSE," AFTER THE ONE YEAR TERM OF THIS WARRANTY.

This Warranty gives you specific legal rights, and you may also have other rights which vary from state to state. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you. Some states do not allow limitation on how long an implied warranty lasts, so the above limitation may not apply to you.

**Makita Corporation of America**

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