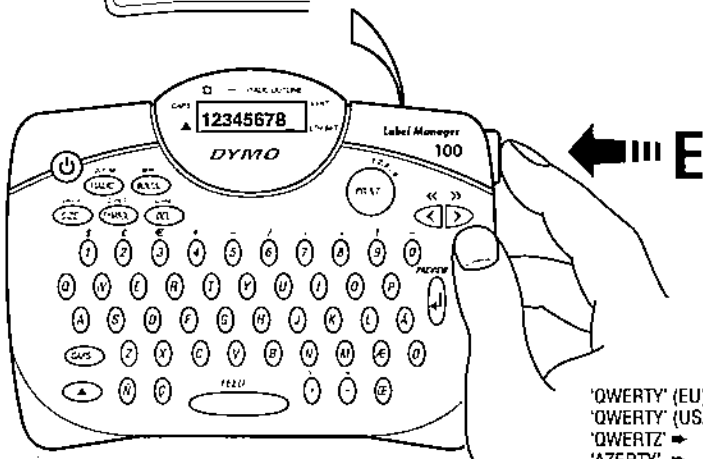
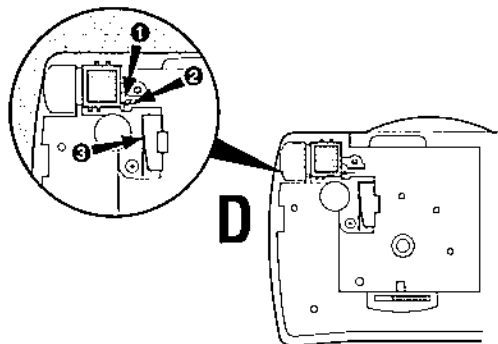
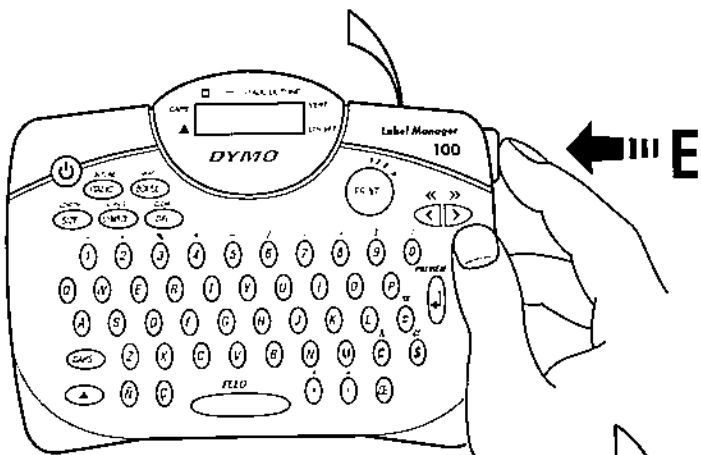


A	!	í	?	¿	'	"	'	#
B	%	&	.	,	@	\$	£	¢
C	¢	*	+	=	*	-	/	:
D	(	)	☎	☎	☎	↓	↑	→
E	←	β	∅	á	Æ	æ	Œ	œ
F	ı	ı	Á	á	Ë	é	İ	ı
G	Ó	ó	Ù	ú	ÿ	ÿ	Ä	ä
H	É	è	İ	ı	Ö	ö	Ü	ü
I	À	à	Ã	ã	È	è	Ò	ò
J	Â	â	Ä	ä	Ê	ê	Ô	ô
K	Û	û	Å	å	Ë	ë	Ö	ö
L	Ç	ç	Ê	ê	Ë	ë	Ö	ö

'QWERTY' (EU & USA)



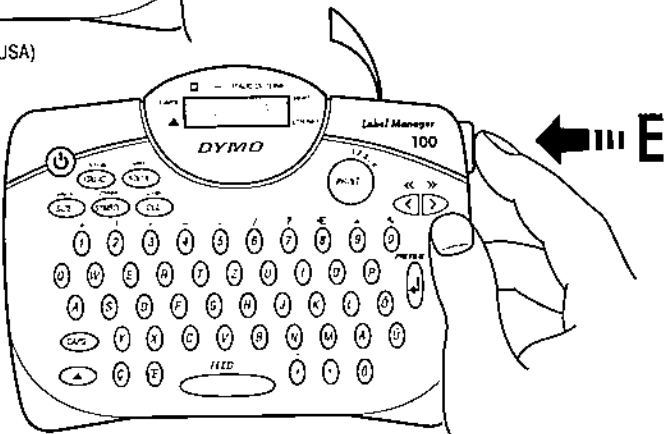
'QWERTY' (EU) ↑  
 'QWERTY' (USA) →  
 'QWERTZ' →  
 'AZERTY' →



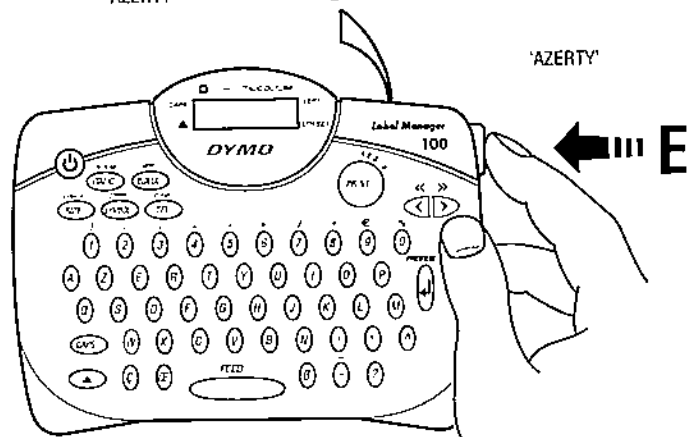
'QWERTY' (USA)

a	!	;	? /	€	#	%	&
b	@	~	^	£	ç	(	*
c	€	~	^	£	ç	(	*
d	€	~	^	£	ç	(	*
e	€	~	^	£	ç	(	*
f	€	~	^	£	ç	(	*
g	€	~	^	£	ç	(	*
h	€	~	^	£	ç	(	*
i	€	~	^	£	ç	(	*
j	€	~	^	£	ç	(	*
k	€	~	^	£	ç	(	*
l	€	~	^	£	ç	(	*

'AZERTY'



'AZERTY'



'QWERTZ'

## Introduction

The Dymo LM100 Electronic Labelmaker enables you to create a wide variety of high quality self-adhesive labels of up to 100 characters.

The Labelmaker uses 9mm (3/8") or 12mm (1/2") wide tape cassettes in a number of label colours. Labels are back slit for easy removal from the backing tape. Text can be printed horizontally or vertically in a variety of sizes and styles and is always centered on the label.

## Warranty Registration

Please complete the warranty registration card and return it to the relevant customer service address, within seven days— see the warranty booklet for details.

## Power Supply

### BATTERIES

- Apply pressure to thumb catch and open hinged access door – see fig A, page 2.
- Insert six size AA alkaline or re-chargeable Nickel-cadmium batteries, observing the polarity markings **A** and close cover.
- Remove batteries if the Labelmaker is to be unused for some time.

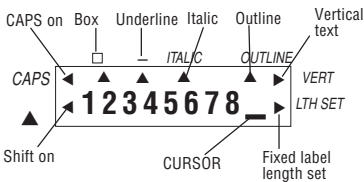
### AC ADAPTOR (optional)

- Connect the AC adaptor to socket **B**. Inserting the adaptor plug disconnects the supply from the batteries.
- Unplug the AC adaptor from the Labelmaker before disconnecting the mains power to the adaptor, otherwise last label memory settings will be lost (see also ON/OFF).

## Changing the cassette

- Open hinged access door as above.
- Hold as shown, then lift cassette **B** straight up and out.
- Ensure tape and ribbon **B** are taut across mouth of cassette and tape passes between guideposts before installing as shown. If necessary, turn spool **B** clockwise to tighten ribbon.
- Insert cassette and push **firmly C** until it **clicks** into place.
- Ensure tape and ribbon are positioned as shown between pinch roller **C** and print head **C**.

## The Display



The display shows:

- Up to eight text characters, plus the cursor, at one time.
- Use **◀** or **▶** to move along the text.
- Eight indicators – as shown above.
- The display will flash if you press an incorrect key in a function sequence.

**GB**

## Function keys

### ON/OFF **⏻**

Switches the power on and off.

- Switches off automatically after two minutes if no keys are pressed. **The last label created will be retained** and displayed when next turned on. Any stored label and settings will be retained.

Note: If the batteries are removed for more than a few seconds, all text and settings will be lost.

When power is restored, the display will show a flashing cursor (no text) and the settings will be full height standard width text with **⬆** and all other settings off.

### CAPITALS **⬆**

- Press for all subsequent characters in UPPER CASE (CAPITALS), as confirmed by the **CAPS** indicator in the display.
- Press again to cancel and return to lower case.

### SHIFT KEY **⬆**

Dual action - either press and hold down or press and release to remain in "shift" position. Press **⬆** again to return to normal state.

- Use **⬆** before pressing an alphabet key to produce an UPPER CASE (CAPS) character.
- For dual-purpose keys, press **⬆** first to produce the legend above the key.
- Pressing **⬆** while **CAPS** is set will give a lower case character.

### DELETE **DEL**

- Press to delete the character to the left of the cursor, or to exit certain function key operations.

### CLEAR TEXT **⬆** + **CLEAR DEL**


- Press to clear all the current text and cancel any fixed length setting, but leave the text size and other settings unchanged. Also use to exit or clear certain function key operations.

### CURSOR KEYS **◀** or **▶**

- Press to move the cursor along the text, one character at a time.
- Press and hold to scan quickly through the text.
- Press **⬆** + **◀** or **▶** to move the cursor to the beginning or end of the text.
- When used in conjunction with certain function keys, use **◀** or **▶** to select options.
- To insert characters into the text, use **◀** or **▶** to



position the cursor under the character to the right of the insertion point, then type in the characters required.

## PRINTING

- Press  to print the label.
- Use cutter lever **E** to release the label – see page 2.

## PREVIEW

Allows you to preview your label before printing it.

- Press  +  and the entire text will scroll across the display.

Note with a 2 line label, the message will be previewed as a single line message.

## SPACE KEY

- Press  to insert a space into the text.

## FEED KEY

- Press  +  to feed out 35mm (1.37 inches) of blank tape

## SYMBOLS

- Press to select a symbol character – see ‘Symbols and special characters’ and the symbols table on page 2.







## TEXT SIZE

- Press to display the symbols for the six text print sizes:




- |   |                        |   |                        |
|---|------------------------|---|------------------------|
|  | half-height, condensed |  | full height, condensed |
|  | half-height, normal    |  | full height, normal    |
|  | half-height, extended  |  | full height, extended  |

The cursor will be positioned over the current selection.

- Either press  to exit, or use  or  to move the cursor over the size symbol required, then press  or  to confirm the selection, or  to confirm the selection and print the label.


## VERTICAL TEXT +

- Rotates the text through 90° so that the label is printed , as confirmed by the **VERT** indicator, top right of the display.

- Press again to cancel and return to horizontal text.

Note: Vertical text is not available on two-lines.

## 2-LINE PRINTING

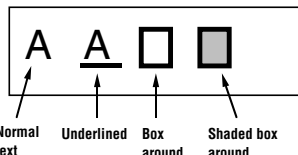
- Press  to start the second line of text on a two-line label. The two lines will be printed half-height and ranged left, e.g.







This is a two- line label in the display will be printed as:

This is a two  
line label

## BOXED/UNDERLINED PRINTING

- Press  once to display the menu below.



- Use  or  to move the cursor under the desired option and press  to enter. (Confirmed by the  or  indicator displayed.)
- To return to previously selected Box/Underline text press .

## ITALIC











- Press once to set *italic* text (confirmed by the **ITALIC** indicator in the display). Press again to cancel and return to normal text.

## OUTLINE +






- Press shift followed by “outline” to print the label in outline text (confirmed by the **OUTLINE** indicator in the display). Press shift and outline again to cancel and return to normal text.

## LABEL LENGTH +

Displays the current label length. The length is normally calculated automatically, according to the length of the text on the label.

- Press  to exit the length function without changing the length, or:
- Use  or  to increase (400mm / 15.6 inches max.) or decrease the length in 2mm / 0.1 inch steps. The display will flash if you try to make the label shorter than the text.
- If the length displayed is preceded by the > symbol, the length has already been fixed; the label is too short for the text and it will not print. Either press  to increase the length in 2mm / 0.2 inch steps until the > symbol disappears, or press  +  to cancel fixed length; the label is now long enough for the text and can be printed.
- Press  to fix the length for all subsequent labels, confirmed by the **LTH SET** indicator in the display, or
- Press  to fix the new length and print the label.
- Pressing  +  will cancel the fixed length and restore the automatic length.

## MULTIPLE COPIES +

- Your Labelmaker can provide multiple copies within the range 1-99.
- To use this facility press  then  to show **n = 1** on the display. To increase the number of copies required press . By pressing  you can copy backwards from 99. To print the desired quantity press .

Note: A row of vertical dots will print between each label as a cutting guide.

## INCREMENTAL NUMBERING

Labels can be printed in increments of 1-99 automatically.

- Key in your starting number as the right most digit on the label. Press then the display will automatically move up a digit to the next number. Press then to continue the sequence.
- It is also possible to include **automatic incremental numbering** when printing multiple copies.
- Key in your starting number, eg. LABEL 1 .
- Next press then followed by until the desired number of copies are displayed eg.10. Now press then this will print ten labels - LABEL 1 to LABEL 10. At fixed length setting, the Labelmaker will stop printing when the label exceeds the fixed length. While using fixed length setting, the labelmaker will stop printing when the label exceeds the fixed length.
- It is possible to print up to 99 sequentially numbered labels at any one time.

## LAST LABEL MEMORY

- The unit will store the last label text and settings when turned off. Upon power-up, these will be restored and displayed. Removal of the batteries for more than a few seconds will cause this information to be lost.

## Symbols and special characters

### INTERNATIONAL CHARACTERS

To add a diacritical (accent) to create an international character, enter the character first, followed immediately by the diacritical, e.g. press followed by to get é.

To add a diacritical to an existing character, use or to place the cursor under the character to be changed, then press the appropriate diacritical key.

### SYMBOLS

Press to show symbols and special characters, some of which are not available direct from the keyboard. The display will show: **A-C**

Each letter selects a line of symbol characters, as shown in the table on page 2.

Press to cancel, or press a letter key 'A' to 'C' until you find the line of symbols required.

Use or to select a symbol. Press to place the symbol in the label.

**PRINT CONTRAST** — may be adjusted by pressing followed by 'Y' to display the five contrast symbols

■■■■■

- Use or to select lighter or darker print.
- Press to confirm the setting. The contrast level will revert to the mid-setting when the Labelmaker is turned off and on again.

Note: This function enables you to adjust the print quality under extreme temperature conditions.

## Cleaning

- Clean the cutter blade regularly: Remove the cassette, then insert the tip of a ball pen or pencil between L-shaped piece **D1** and the guide pin – see page 2.
- Press and hold down cutter lever **E** to expose cutter blade **D2**, then use a cotton bud and alcohol to clean both sides of the blade. Release cutter lever **E**.
- Check and clean print head face **D3** regularly using a cotton bud and alcohol ONLY.

## Troubleshooting

### No display

- check machine is on
- replace discharged batteries
- check AC adaptor.

### No printing or poor text

- replace discharged batteries
- check tape cassette installed correctly
- clean the print head
- replace the tape cassette.

### Tape jammed

- lift out tape cassette carefully
- remove/release jammed tape
- DO NOT cut the ink ribbon – turn spool **B3** to tighten
- cut off excess label tape
- refit/replace the tape cassette.

### Poor cutter performance

- clean the cutter blade regularly

### No response to print key

- !!!!!!! in the display indicates a printer jam. Press any key to return to normal display. Open the cassette compartment and free the jam.
- ■■■■■■■■ flashing in the display indicates discharged batteries. Press any key to return to normal display. Replace the batteries.

### No success?

- Call the DYMO customer service hotline telephone number in your country – see the warranty booklet.

