

DYMO[®]

LabelMANAGER 150



Electronic Labelmaker User Guide

US

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ESSELTE
DYMO, AN ESSELTE BRAND

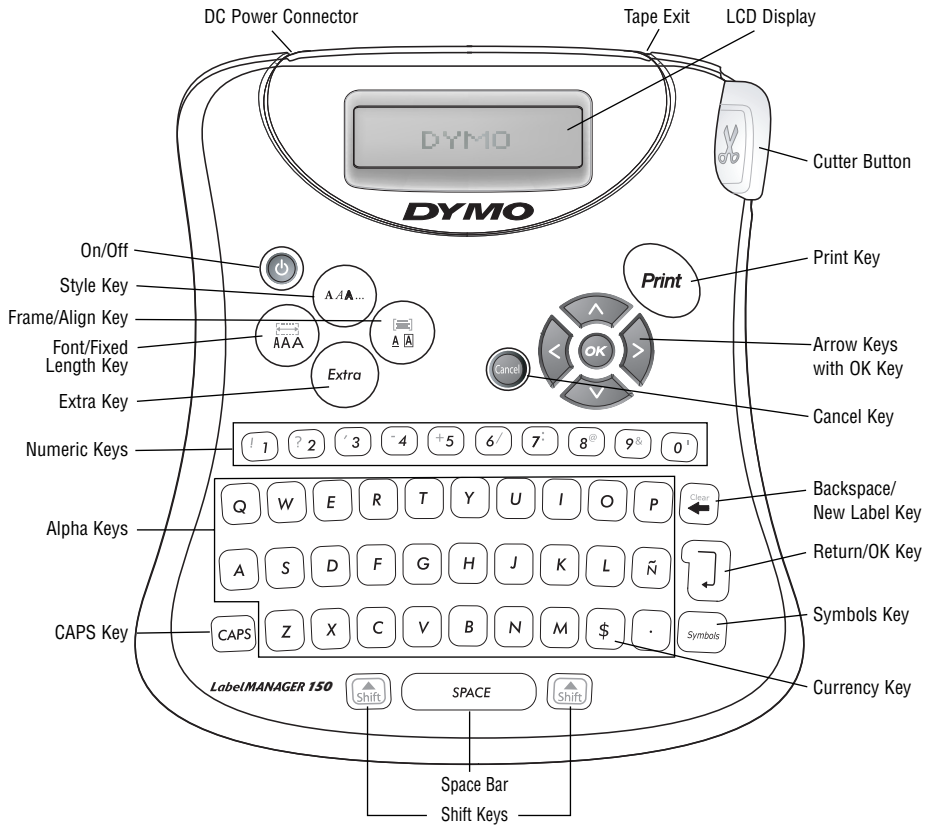


Figure 1 LabelMANAGER 150 Electronic Labelmaker

About Your LabelMANAGER 150 Electronic Labelmaker

The LabelMANAGER 150 electronic labelmaker allows you to create a wide variety of high-quality, self-adhesive labels. You can choose to print your labels in many different sizes and styles. The labelmaker uses D1 tape cassettes in widths of 1/4" (6 mm), 3/8" (9 mm), or 1/2" (12 mm). These tape cassettes are available in a wide range of colors.

Visit www.dymo.com for information on obtaining tapes and accessories for your labelmaker.

Warranty Registration

Please complete the warranty registration card and return it to the appropriate customer service address within seven days. See the Warranty booklet for details.

Getting Started

Follow the instructions in this section to get started printing your first label.

Inserting the Batteries

The labelmaker uses five AA batteries.

To insert the batteries

1. Press the thumb catch to open the battery compartment door. See Figure 2.

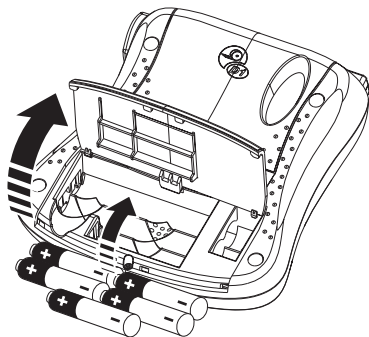


Figure 2

2. Insert the batteries following the polarity markings (+ and -).
3. Close the compartment door.

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Remove the batteries if the labelmaker will not be used for a long period of time.

Connecting the Power Adapter

Connecting the power adapter to the labelmaker disconnects power from the batteries.

To connect the power adapter

1. Plug the power adapter into the power connector on the top, left side of the labelmaker.
2. Plug the other end of the power adapter into a power outlet.

Make sure you disconnect the labelmaker from the power adapter before you unplug the adapter from the main power source. Otherwise, the most recent memory settings will be lost.

Inserting the Tape Cassette

To insert the tape cassette

1. Press the thumb catch to open the tape cassette door.

Remove the protective cardboard insert from between the print head and roller. See Figure 3.

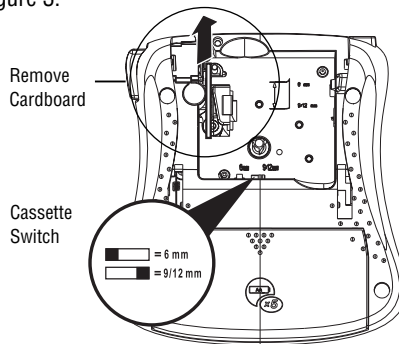


Figure 3

- Set the cassette switch for the size of the tape cassette that you are inserting. See Figure 3. A notch in the cassette will fit over the switch when it is in the correct position.
- Make sure the tape and ribbon are taut across the mouth of the cassette and that the tape passes between the guideposts. If necessary, turn the spool clockwise to tighten the ribbon.
- Insert the cassette with the tape and ribbon positioned between the print head and roller. See Figure 4.

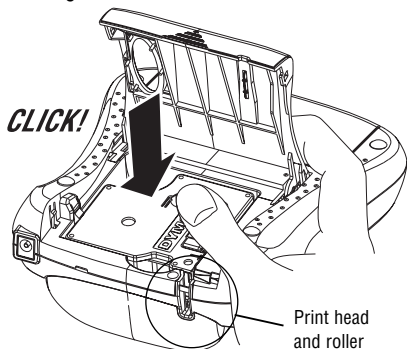


Figure 4

- Press firmly until cassette clicks into place.
- Close the tape cassette door.

Selecting the Language

The labelmaker default setting is English, however you can select from a number of different language options.

To select your language

- Press the **ON/OFF** key to turn power on.
- Press **Extra**.
- Use the arrow keys to select **Set Language** and press **OK**.
- Use the **Up** and **Down** arrow keys to scroll to the language you want and press **OK**.

Selecting Units of Measure

You can choose to show measurements in inches or millimeters.

To set the units of measure

- Press **Extra**.
- Use the arrow keys to select **Set Units** and press **OK**.
- Use the arrow keys to toggle between inches and millimeters, and press **OK**.

You are now ready to print your first label!

Printing Your First Label

To print a label

- Press the **ON/OFF** key to turn power on.
- Enter text to create a simple label.
- Press the **Print** key to print the label.
- Press the **Cutter** button and then remove the label.

Congratulations! You have printed your first label. Continue reading to learn more about the font, styles, and formatting options available.

Getting to Know Your Labelmaker

The following sections describe each feature in detail. Become familiar with the location of the feature and function keys. See Figure 1 on page 2.

The Display

The LCD display shows a row of 13 characters. However, you can enter up to 99 characters/spaces. The display is similar to a window that scrolls across the text. (See Figure 5.) The number of characters actually displayed can vary due to proportional spacing.

Figure 5

In addition, feature indicators appear on the display to let you know when a feature is selected. See Figure 6.

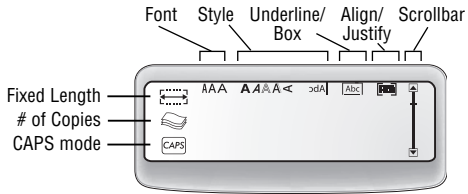


Figure 6

On/Off

The **On/Off** key switches the power on and off. After two minutes of no activity, the power is switched off automatically.

The last label created is remembered and displayed when the power is turned back on. The previously selected style settings are also restored.

Upper and Lower Case

The **CAPS** key toggles capitalization on and off. When CAPS mode is turned on, the CAPS indicator is shown on the display and all letters that you type will be capitalized. When CAPS mode is off, all letters typed appear in lower case.

Shift

The **Shift** key, when used in combination with an alphabet key, changes the case of the selected letter. When used in combination with number keys or function keys, the **Shift** key selects the alternate function shown on the key. For example, when you press **Backspace**, the character to the left of the cursor is deleted; however, when you press **Shift-Backspace** together, the entire label text and formatting is deleted and the display is ready for you to type a new label.

Space Bar

The **Space bar** inserts one blank space in your text.

Backspace

The **Backspace** key removes the character to the left of the cursor. **Shift-Backspace** clears all the label text and formatting.

Cancel

The **Cancel** key allows you to exit from a menu without making a selection or to cancel an action.

Navigation Keys

You can review and edit your label using the left and right arrow keys. You can navigate through the menu selections using the up and down arrow keys. You then press **OK** to make your selection.

Formatting Your Label

You can choose from a number of formatting options to enhance the appearance of your labels.



The labelmaker remembers the last feature selection made so that each time you enter one of the feature menus described in this section, you are positioned at the last item selected from that menu.

Changing the Font Size

Three font sizes are available for your labels: Narrow, Normal, and Wide. When you specify a font size, that size applies to all characters on the label.

To set the font size

1. Press the **Font/Fixed Length** key.
2. Use the arrow keys to move to the desired font and then press **OK**.

Adding Font Styles

You can choose from six different font styles to apply to your text:

<i>Italic</i>	ι ο ι ο ι M
○ Outline	> ◊ ◊ ◊ ◊ ◊ ◊ ◊ ◊
Shadow	Bold

Only one style can be used at a time. Styles can be used with both alphanumeric characters and symbols. See “Adding Symbols” for more information on printing symbols.

To set the font style

1. Press the **Style** key.
2. Use the arrow keys to move to the desired style and then press **OK**.

Framing Your Text

You can further highlight your text by choosing a frame or underline style. A label can be underlined or enclosed in a box, but not both together. The styles available are shown in Figure 7.

Underline	<u>DYMO</u>
Square Box	DYMO
Pointed Box	DYMO
Round Box	DYMO
Crocodile Box	DYMO
Scroll Box	DYMO

Figure 7

To set the frame style


1. Press the **Frame/Align** key.
2. Use the arrow keys to move to the desired frame style and then press **OK**.

On two-line labels, both lines are underlined. However, both lines are enclosed in a single box for the box styles.

Creating Two-Line Labels

You can create two-line labels using 3/8” (9 mm) or 1/2” (12 mm) label tape. 1/4” (6 mm) labels are limited to one line.

To create a two-line label

1. Type the text for the first line, and press **Return**. A new line character  is placed at the end of the first line in the display,

but will not print on the label.

2. Type the text for the second line.
3. Press **Print**.

Using Symbols and Special Characters

Symbols and other special characters can be added to your labels.

Adding Symbols

The complete symbol set is shown in Figure 8.

	1	2	3	4	5
A	€	\$	¢	£	¥
B	@	&	#	%	‰
C	!	?	¡	¿	—
D	'	"	,	•	;
E	:	/	+	-	*
F	()	=	<	>
G	≠	±	÷	{	}
H	[\]		§
I	•	'	1/2	1/4	3/4
J	Ω	λ	μ	°	~
K	+	↑	↓	→	←
L	☺	☹	☺	☠	☼
M	💻	☎	💾	✂	📖
N	👉	👈	👉	👍	👎

Figure 8

To add a symbol

1. Press **Symbol**. The first row of symbols shown in Figure 8 appears in the display.
2. Use the arrow keys to move to the desired symbol. The left and right arrows scroll horizontally along the row of symbols. The up and down arrow keys scroll vertically through the rows of symbols.

To quickly see a row of symbols, you can press the letter for the row you want.

- When you locate the desired symbol, press **OK** to add the symbol to your label text.

Adding International Characters

The labelmaker supports the extended Latin character set using RACE technology. Similar to using a mobile phone keypad, if you press a letter multiple times within a very short time, you will scroll through variations of that letter.

For example, if you repeatedly press the letter **a**, you will see **a à á â ã ä å** and so on through all the variations available. The order in which the character variations appear depends on the language you have chosen to use.

Printing Options

You can print multiple copies of the same label, print fixed-length labels, review label text and format, and adjust the printing contrast.

Printing Multiple Copies

You can print up to 16 copies of a label at one time. When printing multiple copies, a dotted cut-line is printed between each label.

To print multiple copies of the label

- Press **Extra** and then use the arrow keys to set # **Copies**.
- Press the **Up** arrow key to increase the number of copies to print.
- Press the **Down** arrow key to begin decreasing the number of copies from 16.
- Press **OK**.
- Press **Print** to begin printing.

When printing is finished, the number of copies to print returns to the default value of 1.

Setting a Fixed Label Length

Normally, the length of the label is determined by the length of the text entered.

However, you may wish to make a label for a specific purpose that is a fixed length regardless of the length of the text.

You can specify a fixed length for a label in 0.1" (2 mm) increments from 1.5" (40 mm) to 15.0" (400 mm). The preset fixed length is 1.5" (40 mm). Any change you make to the fixed-length setting remains in effect until you change it again.

To set the label length

- Press **Shift-Font/Fixed Length**.
- Use arrow keys to select **ON** and press **OK**.
- Press the **Up** arrow to increase the length.
- Press the **Down** arrow to decrease the length.
- Press **OK** to set the fixed length.
- After you print the label, press **Clear** to turn off the fixed label length setting; otherwise, all your subsequent labels will print with this fixed length.

Previewing Your Label

You can preview the text or format of your label prior to printing. A two-line label is previewed as a single-line label.

To preview your label

- Press **Extra**.
- Use the **Down** arrow key to select **Print Preview** and press **OK**.
- Use the arrow keys to select **Text** or **Format**.

If you select **Text**, the text of the label scrolls across the display. If you select **Format**, the format selected displays briefly.

Aligning the Text

When you print a fixed length label you can choose to align the text at the left, center, or right side of the label.

For two-line labels, both lines of text are aligned left, center, or right relative to each other.

To align the text

- Press **Shift-Frame/Align**.
- Use the arrow keys to select the desired alignment and press **OK**.

3. Press **Clear** to turn off the alignment setting.

Adjusting the Print Contrast

You can adjust the print contrast to fine tune the print quality of your label.

To set the contrast

1. Press **Extra**.
2. Use the arrow keys to select **Set Contrast** and press **OK**.
3. Use the arrow keys to select one of the five contrast settings and press **OK**.

Caring for Your Labelmaker

Your labelmaker is designed to give you long and trouble-free service, while requiring very little maintenance.

Clean your labelmaker from time to time to keep it working properly.

To clean the cutter blade

1. Remove the tape cassette.
2. Insert the tip of a ball-point pen or pencil between the L-shaped piece and the guide pin.

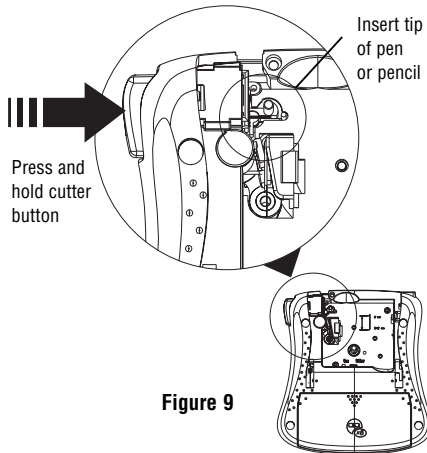


Figure 9

3. Press and hold down the cutter lever to expose the cutter blade.

4. Use a cotton swab and alcohol to clean both sides of the blade.
5. Release the cutter lever.

To clean the print head







Wipe print head clean using the cleaning tool located inside the tape compartment lid.

DYMO D1 label cassettes

Width:	6mm (1/4")	9mm (3/8")	12mm (1/2")
Length:	23'/7m	23'/7m	23'/7m
Black/Clear	43610	40910	45010
Blue/Clear	_____	_____	45011
Red/Clear	_____	_____	45012
Black/White	43613	40913	45013
Blue/White	_____	40914	45014
Red/White	_____	40915	45015
Black/Blue	_____	_____	45016
Black/Red	_____	_____	45017
Black/Yellow	43618	_____	45018
Black/Green	_____	_____	45019
White/Clear	_____	_____	45020
White/Black	_____	_____	45021
Black/Silver	_____	_____	45022
Black/Gold	_____	_____	45023
Black/Fluo Green	_____	_____	_____
Black/Fluo Red	_____	_____	_____
Flexible Nylon	_____	_____	16953
Perm. Polyester	_____	_____	16955
US Adapter	_____	40077	_____

Troubleshooting

Review the following possible solutions if you encounter a problem while using your printer.

Problem/Error Message	Solution
No Display	<ul style="list-style-type: none"> • Ensure the printer is turned on. • Replace discharged batteries.
Poor Print Quality	<ul style="list-style-type: none"> • Replace discharged batteries. • Ensure tape cassette is installed properly. • Clean the print head. • Replace the tape cassette.
Poor Cutter Performance	Clean the cutter blade. See Caring for Your Labelmaker. (page 8)
Printing...	No action required. Message will disappear once the printing operation is finished.
 Too many lines Exceeded maximum number of lines allowed	Change layout of label or tape size.
 Too many characters Exceeded maximum number of characters in buffer	Delete some or all of the buffer text.
 Insert Tape Cassette Tape cassette missing or empty	Insert a new tape cassette.
 Battery low Batteries almost discharged	Replace batteries or connect DC power adapter.
 Tape Jam Motor is stalled due to tape jam	Remove jammed tape and replace tape cassette.
Set  Fixed-length label is selected and the length necessary to print the label exceeds the selected length.	<p>Following this message, a fixed-length value is displayed which indicates the minimum label length necessary to fit the text. Do one of the following:</p> <ul style="list-style-type: none"> • Adjust the fixed-length label setting appropriately, or • Select a narrower font size.

If you still need assistance, contact DYMO Customer Support for your country. The Warranty booklet includes a list of contact numbers for each country.

Documentation Feedback

At DYMO Corporation, we are constantly working to produce the highest quality documentation for our products. We welcome your feedback.

Send us your comments or suggestions about our user guides or online help. Please include the following information with your feedback:

- Product name and version number
- Type of documentation: printed, PDF, or Online Help
- Topic title (for online Help) or page number (for printed or PDF manual)
- Brief description of content (for example, step-by-step instructions that are inaccurate, information that requires clarification, areas where more detail is needed, and so on)
- Your suggestions for how to correct or improve the documentation

We also welcome your suggestions about additional topics you would like to see covered in the documentation.

Send email messages to:

documentation@dymo.com

Please keep in mind that this email address is only for documentation feedback. If you have a technical question, please contact Customer Support.

This product is CE marked in accordance with the EMC directive and the low voltage directive and is designed to conform with the following international standards:

- Safety – EN 60950, IEC 950, UL 1950
- EMC emissions – EN 55022 Class B, CIS PR22 Class B, FCC pt15 Sub pt B Class B
- EMC immunity – EN50082-1, IEC801-2 & IEC801-3

Although unlikely, it is possible that abnormal behavior may result from electrostatic discharges. In such cases, should normal operation not resume, follow the relevant procedure as detailed in the trouble-shooting section: No response to keys.

The user should avoid directly touching the thermal print head.

Esselte is an ISO 14000 registered company. Plastic components of this printer have been marked to enable final disposal in a manner that is sensitive to the environment.

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