

Introduction

The Dymo 9000 Electronic Labelmaker enables you to create a wide variety of high quality self-adhesive labels. These instructions describe how to use your Labelmaker in stand-alone mode; for PC-Link operation consult the relevant sections of the Dymo Label Software manual.

The Labelmaker uses 6mm (1/4"), 12mm (1/2"), 19mm (3/4") 24mm (1") or 32mm (1 1/4") wide tape cassettes in a number of label colours. Labels can be tab-cut for easy removal from the backing tape.

Text can be printed horizontally or  in a variety of sizes and styles and can be left-justified, right-justified or centred on the label.

Warranty Registration

Please complete the warranty registration card and return it to your national customer service address within seven days – see the warranty booklet for details.

Power Supply

AC ADAPTOR

- Connect the AC adaptor to socket **A**. Use **only** the special AC adaptor designed for the DYMO 9000 Labelmaker.
- An internal battery will retain memory settings for up to three months. The battery is charged while the Labelmaker is connected to the AC adaptor.

Changing the cassette

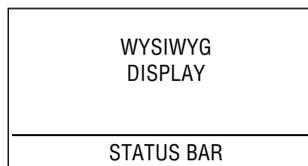
- Ensure that tape and ribbon are taut across mouths of cassettes (wind the ink ribbon cassette on a little if necessary before inserting cassette).
- Insert tape cassette **B** as shown.
- Insert **correct** ink ribbon cassette **B** as shown.
Note – interlocks C prevent you from inserting a 19mm (3/4") ink ribbon cassette with a 24mm (1") or 32mm (1 1/4") tape cassette.
- Insert cassettes with tape and ribbon positioned as shown between pinch roller **C** and print head **C**.
- Ensure tape and ribbon are positioned correctly.
- Ensure that the lid is closed correctly or printing will not start.
- A sensor detects if a label is left in the cutter area. When this occurs further printing will be prevented until you remove the label. See 'Troubleshooting'.
- When you change to another cassette size, the Labelmaker will prompt you to select the correct tape width installed – see CASSETTE in the SET UP function menu.

The Display

The display shows:

UK

- A 'WYSIWYG' representation of the label you are creating in edit mode and menus for selecting functions and features.
- A status bar at the bottom of the display.



Function keys

ON/OFF

Switches the power on and off.

- Switches off automatically after ten minutes if no keys are pressed. The last label created will be retained and displayed when next turned on. In addition, any stored settings will be retained.

Note: The internal battery will retain stored settings for up to three months.

CAPITALS

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

SHIFT KEY

- Press and hold down  before pressing an alphabet key to produce an UPPER CASE (CAPS) character.
- For dual purpose keys, press and hold  first to produce the legend above the key.
- Pressing  while  is set will give lower case characters.

DELETE

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

CLEAR TEXT +

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

ESCAPE

- Press to exit certain function key operations.

NEW +

- Press to clear the workspace and return all settings back to their default state - eg plain text, auto size, etc.

CURSOR KEYS , , or

- Press  or  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 line of 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.
- Press or to move the cursor to the start of the previous or next line of a multi-line label.
- Press + or + to move the cursor to the beginning or end of the label.

PRINT

- Press to print the label.
- Use the CUTTER option in the menu to select CUT ONLY or CUT TAB – see ‘SET UP’.

SPACE KEY

- Press to insert a space into the text.

FEED

- Press + to feed out 25mm (1") of tape and cut the tape with a tab cut.

PAGE

- In edit mode, press + to start a new ‘page’ of the label.

SELECT

- In edit mode, press followed by or to highlight characters.
- Use a function key to change the format of the highlighted characters, eg BOLD, then press to make the change and return to edit mode.
- Press again to remove the highlight.
- Note that global functions, eg BOX, will always apply to the whole label.

International characters

To add a diacritical (accent) to a 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 to the right of the character to be changed, then press the appropriate diacritical key.

Function Menus

Pressing one of the blue function keys changes the display to show a menu of options for that function.

Most function menus work in a similar way -

- Press or to select the option and to step through the choices.
- Press to select your choice and return to edit mode, or use or to step through the menu options again.
- Press to cancel and return to edit mode

For example, pressing will produce the following display:

SIZE	AUTO							
WIDTH	W							
FONT	HELV							
		AUTO	1	2	3	4	5	6

The display shows the current selection of text size, width and font.

Use or to step through the menu options SIZE, WIDTH or FONT. Each option will flash when it is selected.

The status bar will change to show the choices available for that function, ie for SIZE, shown above, the status bar shows a choice of AUTO text size or fixed sizes 1 to 6. Note that the size options available depend on the label width selected – see .

Press to step through the choices, then either press to select your choice and return to the edit display, or use or to step through the menu options again.

Note that BOX, INVERSE, MIRROR, VERTICAL and JUSTIFICATION are global functions affecting the whole label.

SIZE

Menu gives text size, width and font options - see above.

STYLE

NORMAL	<input checked="" type="checkbox"/>				
BOLD	<input type="checkbox"/>				
ITALIC	<input type="checkbox"/>				
OUTLINE	<input type="checkbox"/>				
SHADOW	<input type="checkbox"/>				
UNDERLINE	0				
		0	1	2	3

- Press or to step through the options, then use to select choice, as shown by ✓ in the display. Note that styles can be combined, except OUTLINE and SHADOW which cannot be used together.
- UNDERLINE has three choices of line thickness, as indicated in the status bar.
- In edit mode, icons appear in the status bar to confirm style selections BOLD (), Italic (), Outline () , Shadow () and Underlined ().

LAYOUT

The Layout menu gives the following options:

BOX	1	
THICKNESS	1	
JUSTIFY	L	
ORIENT.	H	
FIX. LENGTH	L	
ALIGNMENT	L	
		0
		5
		1
		6
		2
		3
		4

BOX

The display shows the current selection, with six choices of box available on the status bar.

- THICKNESS option only appears when box selection made. Offers 3 levels of box line thickness.

JUSTIFY

Choices are Left, Centre or Right alignment of text lines relative to each other, as shown in the display. Left justified is default.

ORIENT

Orientation of the label can be Horizontal (H), Horizontal Mirrored (HM), Vertical (V) or Vertical Mirrored (VM). In edit mode, the status bar shows  for mirrored and  for vertical text. Horizontal is the default.

FIX. LENGTH

The label length is normally calculated automatically, according to the length and size of the text on the label. Choices available are (use ):

FIXED LENGTH TEXT (T) – press  then use  or  to adjust the length shown in the box, or use the number keys to enter the length required.

- Press  to select your choice and return to edit mode.  in the status bar confirms that a fixed text length is selected.

FIXED LENGTH LABEL (L) – press  then use  or  to increase (up to 999mm max.) or decrease the length in 2mm (0.1") steps, as shown in the box, or use the number keys to enter the length required. The Labelmaker will not allow you to make the label shorter than the text.

- ALIGNMENT option appears when a fixed label length is selected. Press  to select ALIGNMENT, then use  to choose Left, Centre or Right alignment of the label image on the label, as shown in the display.
- Press  to fix the length for all subsequent labels and return to edit mode.  in the status bar confirms that a fixed label length is selected.

BARCODE

TYPE	EAN8		
DENSITY			
EAN8 C39	EAN13 C128A	UPCA C128B	UPCE C128C

Barcodes can be either full height or mixed with text on one or more lines, depending on the label cassette size selected.

To create a bar code:

- Press  to display the barcode type previously selected, see example EAN8 shown above.
- Press  to step through and select from the barcode options listed in the status bar, as confirmed in the display.

- Press  to select DENSITY – the currently selected density is shown in the display.
- Press  to step through and select from the density options shown in the status bar:

||||||| |||| |||||

- Press  to return to edit mode and insert the barcode type selected into the workspace.
- Enter the characters which will become the barcode, eg: 1234567. The barcode will appear as you type.
- Press  again followed by  to return to text mode.

Note that the barcode symbol  will appear in the status bar whenever the cursor is positioned over barcode characters.

MEMORY



Enables you to store your favourite labels in the memory and to recall them by pressing just a few keys.

To store a label:

- Create your label.
- Press ; STORE will flash.
- Press  to store the label;  will appear to confirm.

You can store any number of labels in the memory, up to a total of approximately 3000 characters. The status bar displays the amount of memory available – see example 97% FREE.

To recall a label:

- Press ; STORE will flash.
- Press  to step through options until RECALL flashes.
- Press  to select RECALL
- Press  or  to step through the labels stored in the memory, as shown in the display.
- Press  to select the label required and return to edit mode (the recalled label will appear in the workspace) or:
- Press  to cancel and return to the MEMORY options; press  again to cancel MEMORY function and return to edit mode.

To search for a label in the memory:

- Press ; STORE will flash.
- Press  until SEARCH flashes.
- Press  to select SEARCH, then enter up to 6 characters of the item you are searching for.
- Press ; the first label found containing the search characters will appear in the display. Press  or  to step through the remaining labels containing the search characters stored in the memory.

- Press **F1** to select the label required and return to edit mode (the selected label will appear in the workspace) or:
- Press **ESC** to cancel and return to the MEMORY options; press **ESC** again to cancel the MEMORY function and return to edit mode.

To clear a label from the memory:

- Press **MEMORY**; STORE will flash.
- Press **DOWN** until CLEAR flashes.
- Press **RIGHT** to select CLEAR, then use **UP** or **DOWN** to select the label to be cleared.
- Press **RIGHT** to clear the selected label from the memory. The display will return to MEMORY options, with CLEAR flashing.
- Repeat the above for each label to be cleared.
- Press **ESC** to return to edit mode.

SYMBOLS (SYMBOLS)

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

PUNCT.	! i ? j # & @ \$
LANG.	£ ¢ ¥ ¢ ± ()
TECH.	: ; * < > \ []
MISC.	§ { } = - / X—
SIGNS	% - " ' , .
ALL	

- Press **UP** or **DOWN** to step through the options available, then press **RIGHT** to select your chosen option, confirmed by the first symbol in the list becoming highlighted and a large version of that symbol appearing in the display.
- Press **LEFT**, **RIGHT**, **UP** or **DOWN** to step through the symbols available, then press **F1** to return to edit mode and insert the selected symbol in the label workspace at the cursor position, or:
- Press **ESC** to cancel and return to the symbols menu.

SPECIAL (SPECIAL)

COPIES	INCR.	<input type="text" value="2"/>
CHAIN		✓
COLOUR		
INVERSE		
PERS. STORE		
PERS. RECALL		

COPIES

- Press **RIGHT** to select between:
 - SAME – for several copies of the same label, or
 - INCR. which increments the right-most number on a label by 1 - 99, ready for the next print command.
- Press **RIGHT** then use **UP** or **DOWN** to increase or decrease the number shown in the box, or use the number keys to enter the number required.

CHAIN

- Press **RIGHT** to select CHAIN printing of labels with a short 6mm (1/4") leader and trailer. A row of vertical dots will be printed between each label as a cutting

guide; the final label in the chain will be cut and tab-cut. Only operates if more than one label set to print (see COPIES), confirmed by ✓ in the display.

COLOUR

- Press **RIGHT** to insert a colour break at the cursor point, confirmed by ✓ in the display. In edit mode, the colour break will be shown as a vertical dotted line in the display; this line is not printed on the label.
- Printing will stop when the colour break is reached. **INK** → **INK** will appear to prompt you to change the ink cassette to an alternative colour.

INVERSE

- Press **RIGHT** for the label to be printed **inverse**, confirmed by ✓ in the display and by **INVERSE** in the status bar in edit mode.

PERS. STORE

- Press **RIGHT** to store your current personalised label settings in the memory, confirmed by ✓ in the display. Any settings previously stored will be replaced by these settings.

PERS. RECALL

- Press **RIGHT** to recall your current personalised label settings from the memory, confirmed by ✓ in the display.
- Press **ESC** to cancel and return to edit mode, or:
- Press **F1** to return to edit mode and insert your personalised label settings in the label workspace at the cursor position. All subsequent characters entered will conform to your personalised settings. NOTE: Global functions, eg INVERSE, will be applied to the whole label.

SET UP (SET UP)

PREVIEW	
CASSETTE	32 MM
CUTTER	CUT TAB
LANGUAGE	ENGLISH
UNITS	MM
PC LINK	

PREVIEW

- Press **RIGHT** to display a preview of the actual label.
- Press **ESC** to return to the options menu.
- Press **ESC** again to cancel and return to edit mode.

CASSETTE

- Press **RIGHT** to display a list of label sizes.
- Press **UP** or **DOWN** to select the tape size required. Note: If the tape size selected is different from the tape cassette installed, the Labelmaker will give a warning message if you try to print on a tape narrower or wider than the tape size selected. Either change the cassette to the correct size for printing, or change the label design and tape size to suit the cassette size. See 'Troubleshooting'.

CUTTER

- Press **RIGHT** to choose BETWEEN TAB cut ONLY (useful when printing several copies of the same

label), or CUT and TAB cut for easy removal from the backing tape.

LANGUAGE

- Press  to step through the operating languages available on the Labelmaker. The SET UP display will change accordingly .
- Press  to change to the selected language and return to edit mode. The Labelmaker will retain the chosen operating language until you change it again.

UNITS

- Press  to choose between UNITS of measure INCHES or MM, as shown in the status bar.

PC LINK

- Press  to select PC LINK mode when the Labelmaker is connected to a PC – see the instructions accompanying the software for details.
- The display will change to show



to confirm PC LINK mode selection. Note that the Labelmaker will not respond to the keyboard in PC LINK mode, with the exception of the  key.

- Press  to cancel PC LINK mode and return to normal operation.

Cleaning

- Check and clean the print head and pinch roller regularly.
Follow the instructions packed with the cleaning tool. Moisten the cleaning tool with alcohol and clean the pinch roller and print head as shown .
- After cleaning, store the tool in the lid  for future use.

Troubleshooting

No display

- check machine is on
- check AC adaptor connected, plugged in and switched on.

No printing or poor text

-  wrong cassette fitted for label to be printed. See CASSETTE option in 'SET UP' menu.
-  ink cassette missing or lid open
-  label not removed from cutter area - remove before printing next label
-  label tape run out – replace the cassette
-  ink tape run out – replace the cassette
-  printhead overheat safety cutout warning.
May occur if printing many labels with dense image. Stops for 3 minutes for head to cool, then resumes printing automatically.
- check correct tape and ribbon cassettes installed
- check tape cassette installed correctly
- clean the print head.

Poor cutter performance

-  cutter jammed – clear jam and clean cutter
- clean the cutter blade regularly.

Poor tab cuts

- replace tab cutter blade  – remove the single screw in the top of the cutter block, then pull it straight up to remove.

WARNING – the blade is extremely sharp!

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.

No success?

- Call the customer service telephone number in your country – see the warranty booklet.
In the USA, call 800-645-6051
In Canada, call (905) 670-2222