DYMO®

LabelMANAGER 150

Electronic Labelmaker
User Guide

Etiqueteuse Electronique
Guide D'Utilisation

Elektronische Labelmaker
Gebruikershandleiding

Elektronisches Beschriftungsgerät
Bedienungsanleitung

www.dymo.com

ESSELTE
DYMO, AN ESSELTE BRAND

DC Power Connector   Tape Exit   LCD Display

Cutter Button

On/Off

Style Key

Frame/Align Key

Font/Fixed
Length Key

Extra Key

Numeric Keys

Alpha Keys

CAPS Key

Print Key

Arrow Keys
with OK Key

Cancel Key

Backspace/
New Label Key

Return/OK Key

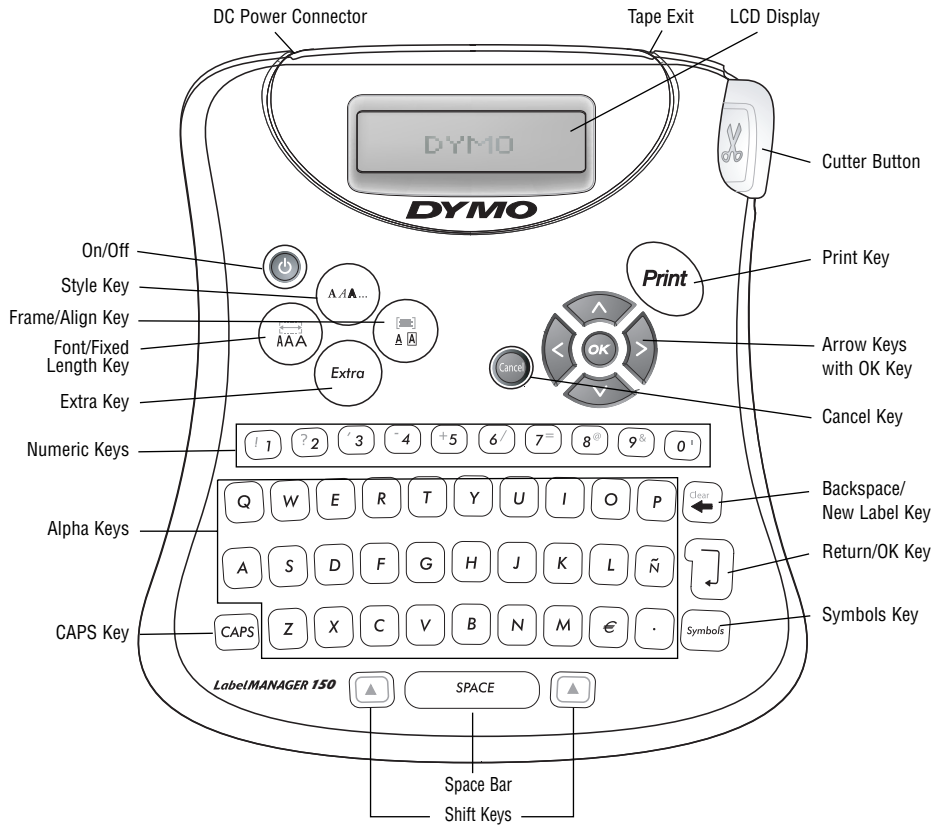Symbols Key

Space Bar

Shift Keys

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

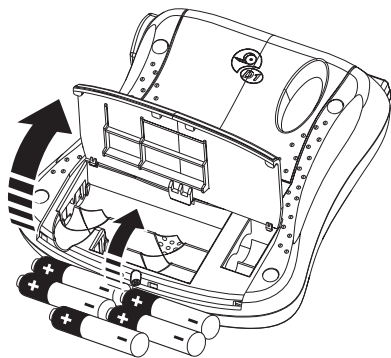1. Press the thumb catch to open the battery compartment door. See Figure 2.

Figure 2

2. Insert the batteries following the polarity markings (+ and –).

GB

3. Close the compartment door.

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.

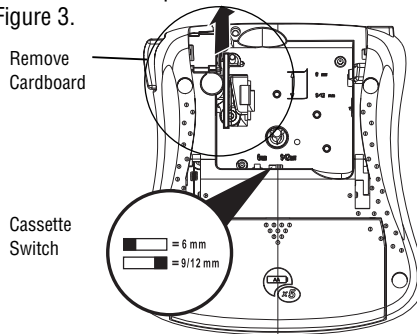Remove the protective cardboard insert from between the print head and roller. See Figure 3.

Remove Cardboard

Cassette Switch

= 6 mm
= 9/12 mm

Figure 3

2. 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.

3. 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.

4. Insert the cassette with the tape and ribbon positioned between the print head and roller. See Figure 4.
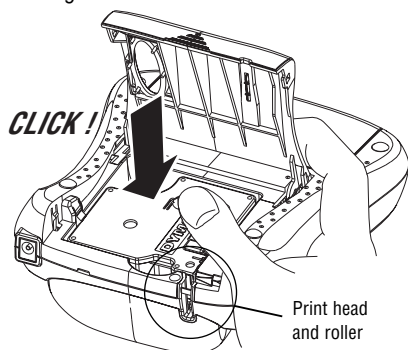

Print head and roller

Figure 4

5. Press firmly until cassette clicks into place.

6. Close the tape cassette door.

Settings

Selecting the Language
You can select from a number of different language options.

To select your language
1. Press the **ON/OFF** button.

2. Press **Extra**.

3. Use the arrow keys to select **Set Language** and press **OK**.

4. 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
1. Press **Extra**.

2. Use the arrow keys to select **Set Units** and press **OK**.

3. 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
1. Press the **ON/OFF** button.

2. Enter text to create a simple label.

3. Press the **Print** button to print the label.

4. Press the **Cutter** button and then remove the label from the printer.

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 thirteen 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

The quick brown fox jumps over the lazy dog

Figure 5

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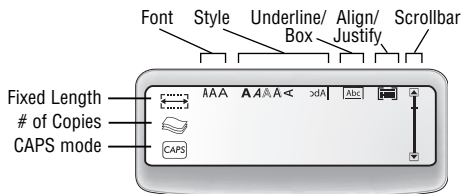

Figure 6

On/Off
The **On/Off** button 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:

Italic   Mirror

Outline   Vertical

Shadow   **Bold**

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Only one style can be used at a time. Styles can be used with all alphanumeric characters and most 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.
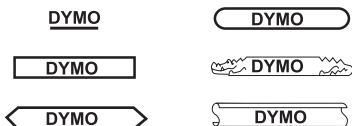

Figure 7

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 9 mm or 12 mm) label tape. 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 as 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 the table 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 corresponding to the row you want.

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

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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

1. Press **Extra** and then use the arrow keys to set # **Copies**.
2. Press the **Up** arrow key to increase the number of copies to print.
3. Press the **Down** arrow key to begin decreasing the number of copies from 16.
4. Press **OK**.
5. 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 2 mm increments from 40 mm to 400 mm. The preset fixed length is 40 m. Any change you make to the fixed-length setting remains in effect until you change it again.

To set the label length

1. Press **Shift-Font/Fixed Length**.
2. Use arrow keys to select **ON** & press **OK**
3. Press the **Up** arrow to increase the length.
4. Press the **Down** arrow to decrease the length.
5. Press **OK** to set the fixed length.
6. 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

1. Press **Extra**.
2. Use the **Down** arrow key to select **Print Preview** and press **OK**.
3. 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

1. Press **Shift-Frame/Align**.
2. 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.

Cleaning the Labelmaker

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

To clean the cutter blade

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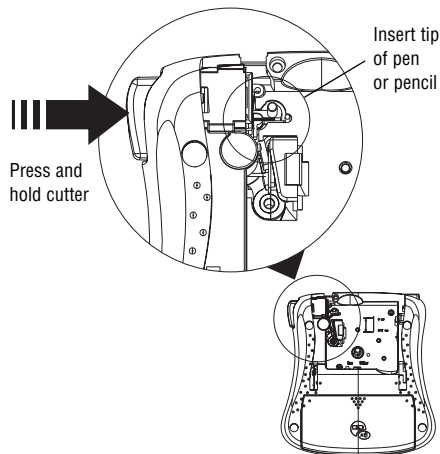2. Insert the tip of a ball-point pen or pencil between the L-shaped piece and the guide pin.

Insert tip of pen or pencil

Press and hold cutter

Figure 9

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

4. Use a cotton ball 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 (1/8")	9mm (1/4")	12mm (1/2")
Length:	7m	7m	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	——	40916	45016
Black/Red	——	40917	45017
Black/Yellow	43618	40918	45018
Black/Green	——	40919	45019
White/Clear	——	——	45020
White/Black	——	——	45021
Black/Silver	——	——	45022
Black/Gold	——	——	45023
Black/Fluo Green	——	——	45024
Black/Fluo Red	——	——	45025
Flexible Nylon	——	——	16957
Perm. Polyester	——	——	16959

UK Adapter	40075
European Adapter	40076

Troubleshooting

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

Problem/Error Message	Solution
No DISPLAY	• Ensure the printer is turned on. • Replace discharged batteries.
Poor Print Quality	• 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**.
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.	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: • 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.