LetraTag User Guide

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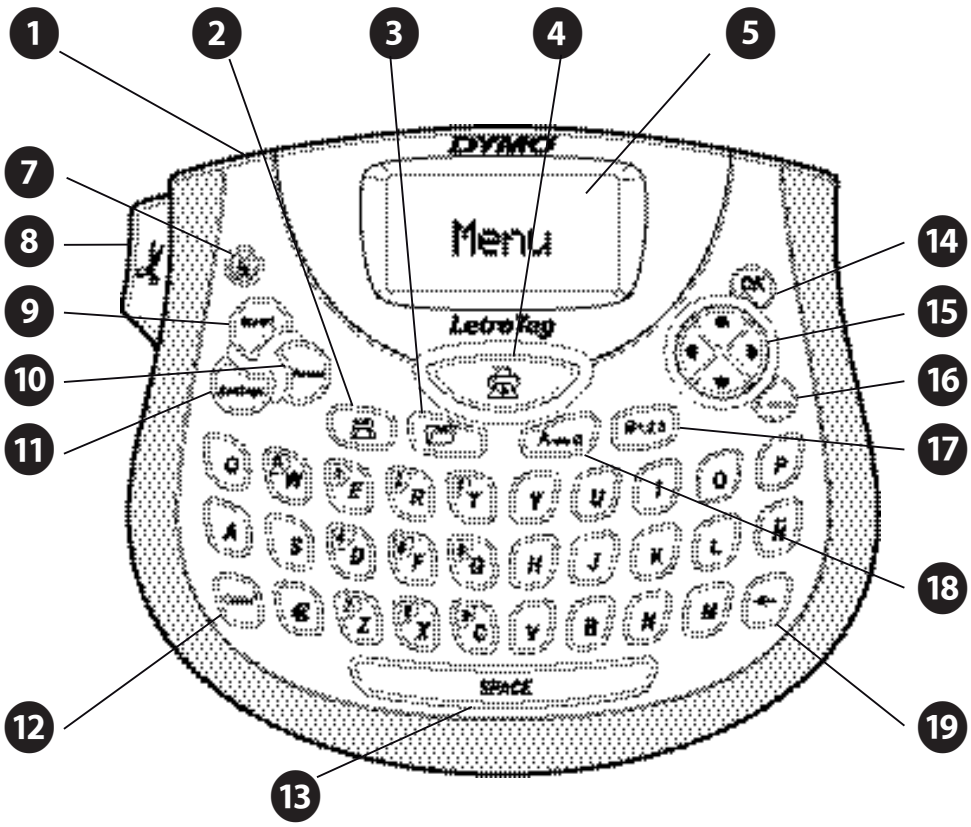


Figure 1 DYMO LetraTag Labelmaker

About Your New Labelmaker GB

With your new DYMO LetraTag® labelmaker, you can create a wide variety of high-quality, self-adhesive labels. You can choose to print your labels in many different font sizes and styles. The labelmaker uses DYMO LetraTag (LT) 12 mm label cassettes. LT cassettes are available in multiple colors of plastic and metallic tape, and in white iron-on tape.

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

Warranty Registration

Please complete the warranty registration card and return it to the appropriate Customer Support address within seven days. Visit **www.dymo.com/registration** for details or to register online.

Getting Started

Follow the instructions in this section to print your first label.

Connecting the Power

The labelmaker is powered by standard batteries. To save power, the labelmaker will automatically turn off after two minutes of inactivity.

Inserting the Batteries

The labelmaker uses four high-capacity AA alkaline batteries.

To insert the batteries

1. Remove the battery compartment cover. See Figure 2.
2. Insert the batteries following the polarity markings (+ and –).
3. Replace the cover.

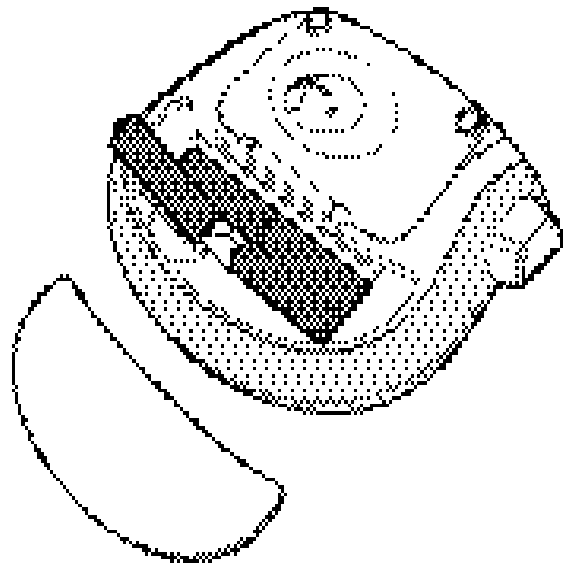


Figure 2

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

Inserting the Label Cassette

Your labelmaker comes with one label cassette. Visit **www.dymo.com** for information about purchasing additional label cassettes.

To insert the label cassette

1. Lift the label cassette cover to open the label compartment. See Figure 3.
2. Insert the cassette with the label positioned between the print head and pinch roller.
3. Press firmly until cassette clicks into place.
4. Close the label cassette cover and press On/Off to turn on.

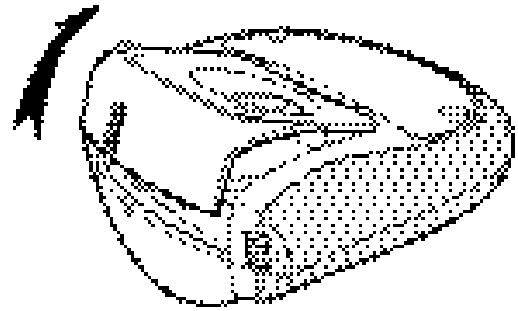


Figure 3

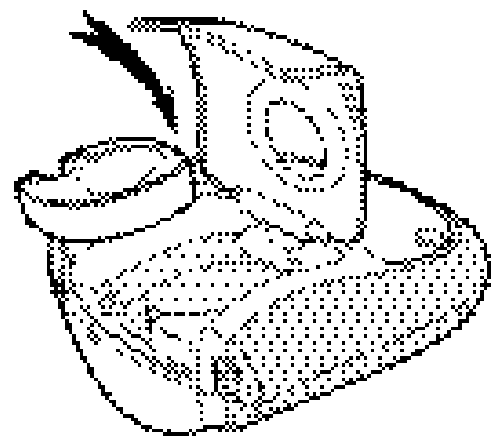


Figure 4

Selecting a Language

The first time you turn on the power, you are asked to select your desired language. By default, the language is set to English. The language option you choose determines the character set that is available.

To select a language

1. Press Settings.
2. Use the up or down arrow key to select Language and press OK.
3. Use the up or down arrow key to select the language you want and press OK.

Setting the Date and Time

You need to set the current date and time so that the date is correct if you choose to automatically insert a date on your label.

To set the date and time

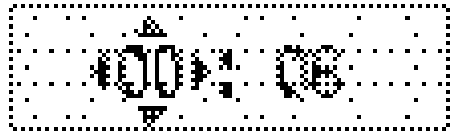
1. Press Settings.
2. Use the up or down arrow key to select Set Date and press OK.

The default date is displayed.



3. Use the left or right arrow key to move the cursor over each setting (month, day, and year) and use the up or down arrow keys to increase or decrease the value.
4. When finished, press OK.

The default time is displayed.



5. Use the left or right arrow key to move the cursor over each setting (hours and minutes) and use the up or down arrow keys to increase or decrease the value.
6. When finished, press OK.

Printing Your First Label

You are now ready to print your first label.

To print a label

1. Enter text to create a simple label.
2. Press .
3. Press the cutter button to cut the label.

Congratulations! You printed your first label. Continue reading to learn more about the options available for creating labels.

Getting to Know the Labelmaker

Become familiar with the location of the feature and function keys on your labelmaker. Refer to Figure 1 on the inside front cover. The following sections describe each feature in detail.

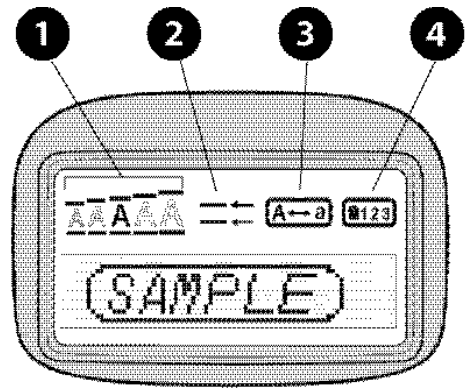
Power

The On/Off button turns 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.

You can also press On/Off to cancel printing and return to edit mode.

LCD Display

You can enter up to 100 characters and spaces on a label; however, the display will only show a small portion of the characters. And, with DYMO's exclusive graphical display, any formatting you add is visible instantly.



1. Font Size
2. # lines
3. CAPS
4. Num Lock

Figure 5

For example, the italics and rounded border added to the text in Figure 5 are clearly displayed.

Feature indicators appear along the top of the display to let you know when a feature is selected.

CAPS Mode

The A→a key toggles capitalization on or off. When CAPS mode is turned on, the CAPS mode indicator is shown on the display and all letters that you enter will be capitalized. The default setting is CAPS mode on. When CAPS mode is off, all letters appear in lower case.

Num Lock

The 1,2,3 key provides access to the numbers located on some of the alphabetic keys. When Num Lock mode is turned on, the Num Lock indicator is shown on the display and the numbers 0 through 9 appear when you press the corresponding letter keys. Num Lock is turned off by default.

Backspace

The ← key removes the character to the left of the cursor.

Clear

The Clear key clears all label text and formatting.

Navigation Keys

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

Cancel

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

Format

The Format key displays the Size, Style, and Borders submenus. These formatting features are described later in this User Guide.

Insert

The Insert key allows you to insert symbols, a second line, or the date on your label.

Settings

The Settings key displays the Preview, Language, Set Date, and Set Contrast submenus. These features are described later in this User Guide.

Formatting Your Label

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

Changing the Font Size

Five font sizes are available for your labels: Extra Small, Small, Medium, Large, and Extra Large. When you select a size, that size applies to all characters on a label.

To set the font size

1. Press the Format key.
2. Use the up or down arrow keys to select **Size** and press OK.
3. Use the up or down arrow keys to select the desired font size and then press OK.

Adding Font Styles

You can choose from six different font styles:

AaAbCc	Normal
AaAbCc	Bold
AaAbCc	Italic
AaAbCc	Outline
AaAbCc	Shadow
AaBbCc	Vertical

When you select a style, that style applies to all characters. Styles can be used with alphanumeric characters and some symbols.

To set the font style

1. Press Format.
2. Use the up or down arrow key to select **Style** and press OK.
3. Use the up or down arrow key to select a font style and press OK.

Creating Two-Line Labels

You can print a maximum of two lines on labels.

To create a two-line label

1. Type the text for the first line and press Insert.
2. Use the arrow keys to select **Second Line** and press OK. A multi-line symbol is inserted at the end of the first line, but will not print on the label.
3. Type the text for the second line.

Adding the Date

You can insert the date on your label. The date format is MMM DD, YY (US) or DD MMM YY (Europe) depending upon the version of your labelmaker.

To insert the date

1. Press Insert.
2. Select **Date** and press OK.

Adding Box and Underline Styles

You can highlight your text by choosing a box or underline style.

	Underline		Edged
	Square		Train
	Pointed		Sweet Hearts
	Rounded		Flowers
	Crocodile		

A label can be underlined or enclosed in a box, but not both together.

To add an underline or box style

1. Press Format.
2. Select **Borders**, and press OK.
3. Select underline or a box style and press OK.

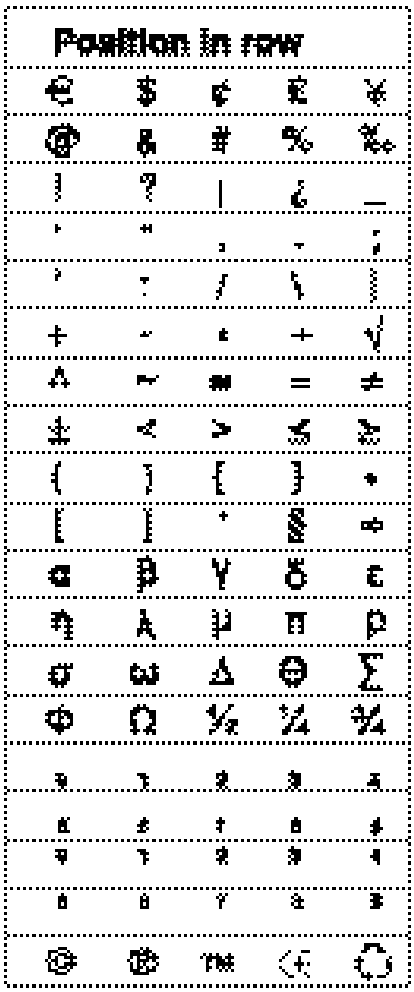
On two-line labels, both lines are underlined. In box style mode, all the lines are enclosed in one box style.

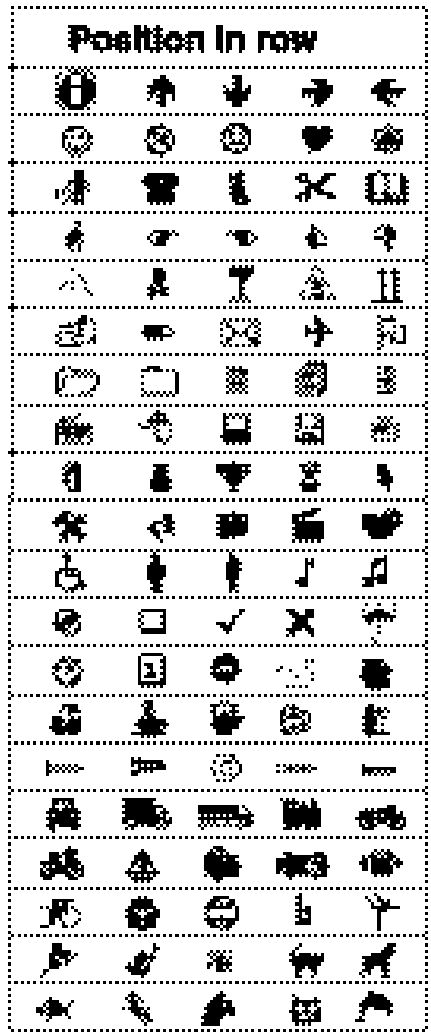
Using Symbols and Special Characters

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

Adding Symbols

The labelmaker supports the extended symbol set shown below.





To insert a symbol

1. Press Insert, select **Symbols**, and press OK. 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 move horizontally along a row of symbols. The up and down arrow keys scroll vertically through the rows of symbols.
3. When you locate the symbol, press OK to add the symbol to your label.

The labelmaker remembers the last symbol used. The next time you choose to insert a symbol, the last symbol that you used is automatically selected.

Adding International Characters

The labelmaker supports the extended Latin character set using RACE technology. Similar to using a mobile phone keypad, when you hold down a letter key for longer than one second, you will scroll through variations on that letter. To insert the character, release the key when the desired character appears.

For example, if French is selected as the language and you hold down the letter **a**, you will see **a à â æ** and so on through all the variations available. The character variations and the order in which the variations appear depend on the language you have selected to use.

Printing Options

You can preview your label and adjust the printing contrast.

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 with a line break character between the two lines.

To preview your label

1. Press Settings.
2. Select Preview and press OK.

The text of the label scrolls across the display.

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 Settings.
2. Select **Set Contrast** and press OK.
3. Use the arrow keys to select a contrast setting and press OK.

Using Labelmaker Memory

The labelmaker has a powerful memory feature that allows you to store the text of up to 9 labels you use frequently.

Storing Label Text

You can store up to 9 specific labels you use frequently.

To store the current label text

1. Press  . The first of the memory fields is displayed.
2. Use the arrow keys to move through the fields. You can store new text in any of the memory locations.
3. Select a memory location and press  .

Your label text is saved and you are returned to the label.

Recalling Stored Labels

You can easily recall labels stored in memory to use at a later time.

To recall labels

1. Press  . The first memory location is displayed similar to storing a label or format.

2. Use the arrow keys to select a label to recall and press OK.

To clear a memory field, first recall a label and then press Clear.

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. Clean the cutter blade each time you replace the label cassette.

To clean the cutter blade

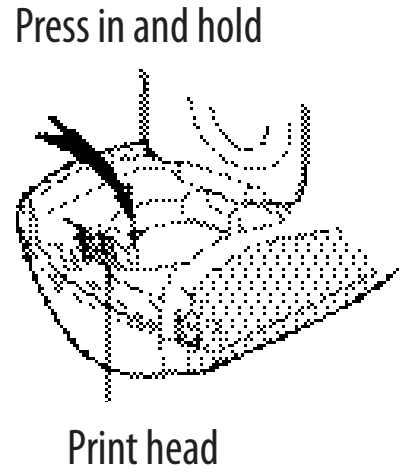


Figure 6

1. Dampen a cotton ball with alcohol.
2. Remove the label cassette.
3. Place the tip of a ball-point pen or pencil on the black post as shown in Figure 6, and press the post down.
4. While holding down the post, press and hold the cutter lever to expose the cutter blade.
5. Release the post and clean both sides of the blade with the cotton ball.
6. Release the cutter lever.

ⓘ You can also follow this procedure if the cutter blade becomes lodged in the forward position and will not move.

To clean the print head

1. Remove the label cassette.
2. Remove the cleaning tool from inside the label compartment cover.
   If you do not have a cleaning tool, contact DYMO Customer Care (http://support.dymo.com).
3. Gently wipe the padded side of the tool across the print head. See Figure 6.

Troubleshooting

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

Problem/Error Message	Solution
No display	• Ensure the labelmaker is turned on. • Replace discharged batteries.
Poor Print Quality	• Replace batteries. • Ensure label cassette is installed properly. • Clean the print head. • Replace the label cassette.
Poor Cutter Performance	Clean the cutter blade. See **Caring for Your Labelmaker**.
Printing	No action required. Message disappears when printing is finished.
Too many characters Exceeded maximum number of characters in buffer.	Delete some or all of the buffer text.
Battery low Batteries almost discharged.	Replace batteries.
Tape Jam Motor is stalled due to label jam.	• Remove jammed label; replace label cassette. • Clean cutter blade.

If you still need assistance, contact DYMO Customer Support (http://support.dymo.com).

Documentation Feedback

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. Please include the following information with your feedback:

- Product name, model number, and User Guide page number
- Brief description of instructions that are inaccurate or unclear, areas where more detail is needed, and so on

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

Send email messages to:

documentation@dymo.com

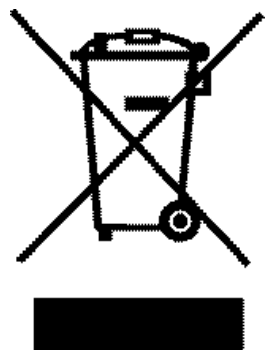
Please keep in mind that this email address is only for documentation feedback. If you have a technical question, please contact Customer Support.

Environmental information

The equipment that you bought has required the extraction and use of natural resources for its production. It may content hazardous substances for the health and the environment.

In order to avoid the dissemination of those substances in our environment and to diminish the pressure on the natural resources, we encourage you to use the appropriate take-back systems. Those systems will reuse or recycle most of the materials of your end life equipment in a sound way.

The crossed-bin symbol marked in your device invites you to use those systems.



If you need more information on the collection, reuse and recycling systems, please contact your local or regional waste administration.

You can also contact us for more information on the environmental performances of our products.

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:

US FCC Class B Compatibility

Safety - EN 60950, IEC 950, UL 1950

EMC Compatibility EN 61000 3-2/3; EN 61000 4-2/3/4/5/6/8/11; ENV 50204;

EU Immunity - EN 55024 & addendum A1, A2

Electromagnetic Compatibility (EMC) -

Information Technology equipment, Immunity Characteristics

Emissions – EN 61000-6-3: Electromagnetic Compatibility (EMC) - Part 6:

Generic Standards

- Section 3: Emission standard for residential, commercial and light industrial environments.

RoHS 2002/95/EC