DYMO LetraTag 100-H

Label Exit

LCD Display

Settings
Power
Insert
Cancel

Cutter Button
Print
Format
OK

Memory Save
Memory Recall

Navigation
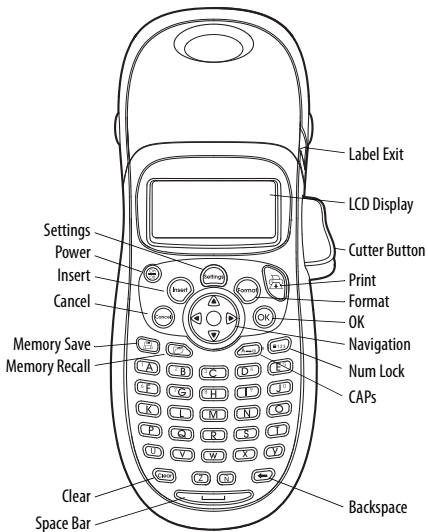Num Lock
CAPs

Clear
Space Bar

Backspace

Figure 1

About Your New Labelmaker

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 sizes and styles. The labelmaker uses DYMO LetraTag (LT) 12 mm label cassettes. LT cassettes are available in multiple colors of plastic 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.

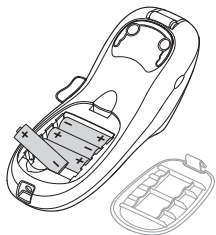Remove the batteries if the labelmaker will not be used for a long period of time.

Figure 2

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. Press and release the label cassette cover to open the label compartment. See Figure 3.

Figure 3

2. Insert the cassette with the label positioned between the print head and pinch roller. See Figure 4.

3. Press firmly until cassette clicks into place.

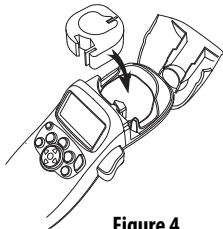4. Close the label cassette cover and press ⊙ to turn on the power.

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 and date format that are available.

To select a language

1. Press (Settings).
2. Use the up or down arrow keys to select **Language** and press (OK).
3. Use the up or down arrow keys 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.

The default date and time format depends upon the language you select for the labelmaker. US English uses the date format MMM DD, YY and the 12-hour time format; all other languages use the date format DD MMM YY and the 24-hour time format.

To set the date and time

1. Press (Settings).

2. Use the up or down arrow keys to select **Set Date,** and press (OK).

   The default date is displayed.

   ◂3̂1̂▸ JAN 06

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.

   ◂0̂0̂▸: 06
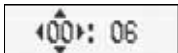
5. Use the left or right arrow key to move the cursor over each setting (hours and minutes) and use the up or down arrow keys to increase or decrease the value.

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

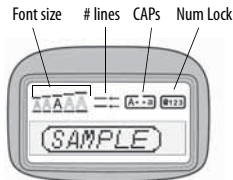Feature indicators appear along the top of the display to let you know when a feature is selected.

Font size   # lines   CAPs   Num Lock

Figure 5

CAPS Mode

The $\boxed{A \rightarrow a}$ 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 $\boxed{\text{■123}}$ key provides access to the numbers located on the A through J keys. When Num Lock mode is turned on, the Num Lock indicator is shown on the display and the numbers 1 through 0 appear when you press the letters A through J. Num Lock is turned off by default.

Backspace

The $\boxed{\leftarrow}$ key removes the character to the left of the cursor.

Clear

The $\boxed{\text{Clear}}$ 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 $\boxed{\text{OK}}$ to make a selection.

Cancel

The $\boxed{\text{Cancel}}$ key allows you to exit from a menu without making a selection or to cancel an action.

Format

The $\left(\text{Format}\right)$ key displays the font size, style, and borders submenus. These formatting features are described later in this User Guide.

Insert

The $\left(\text{Insert}\right)$ key allows you to insert symbols, a second line, or the date on your label.

Settings

The $\left(\text{Settings}\right)$ key displays the Preview, Set Date, Language, and Set Print 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:

AaBb	Normal
AaBb	Bold
AaBb	Italic
AaBb	Outline
AaBb	Shadow
⊄ᴔʍ◌	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 keys to select **Style** and press (OK).
3. Use the up or down arrow keys 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
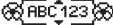
You can insert the date on your label. The date format is MMM DD, YY (US) or DD MMM YY (Europe) depending upon the version of your labelmaker.

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.

ABC123	Underline	⟨ABC123⟩	Edged
⌷ABC123⌷	Square	🚂ABC123🚃	Train
⟨ABC123⟩	Pointed	♡ABC123♡	Sweet Hearts
(ABC123)	Rounded	❀ABC123❀	Flowers
⟨ABC123⟩	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.

A	€	$	¢	£	¥		**T**		↑	↓	→	←
B	@	&	#	%	‰		**U**	☺	☹	☺	♥	✿
C	!	?	¡	¿	_		**V**		☎		✂	📖
D	'	"	,	.	;		**W**					
E	:	/	\	|			**X**	⚠			⚠	↕
F	+	-	*	÷	√		**Y**			✉	✈	
G	∧	~	≈	=	≠		**Z**					
H	±	<	>	≤	≥		**AA**			💻		
I	(	)	{	}	•		**AB**					
J	[	]	°	§	∞		**AC**	✕				
K	α	β	γ	δ	ε		**AD**	♿			♪	
L	η	λ	μ	π	ρ		**AE**		□	✓	✕	
M	σ	ω	Δ	Θ	Σ		**AF**	⊘	ⓘ	⊖		
N	Φ	Ω	½	¼	¾		**AG**					
O	0	1	2	3	4		**AH**			◎		
P	5	6	7	8	9		**AI**					
Q	0	1	2	3	4		**AJ**					
R	5	6	7	8	9		**AK**		⚽	☺		
S	©	®	TM	CE	♻		**AL**					
							AM					

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.

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 nine labels you use frequently.

Storing Label Text

You can store up to nine 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 (OK).

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

1. Remove the label cassette.
2. Place the tip of a ball-point pen or pencil on the black post as shown in Figure 6, and press the post down.
3. While holding the post down, press and hold the cutter lever to expose the cutter blade.

Press in and hold

Figure 6

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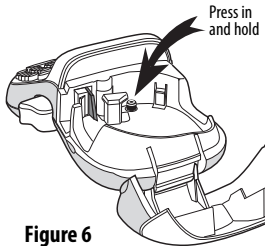5. Release the cutter lever.

(!) 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

♦ Clean the print head using the cleaning tool located inside the label compartment lid. If you do not have a cleaning tool, contact DYMO Customer Care (http://support.dymo.com).

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 discharged 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.

Problem/Error Message	Solution
Tape Jam Motor is stalled due to label jam.	• Remove jammed label and 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.