Figure 1  LabelManager 150 Labelmaker
**About the LabelManager 150 Labelmaker**

With the LabelManager™ 150 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 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](http://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 (5) AA batteries.

**To insert the batteries**

1. Press the thumb catch to open the battery access door. See Figure 2.
2. Insert the batteries following the polarity markings (+ and −).
3. Close the access door.

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

**Attaching 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 printer.
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**

Your printer comes with one label tape cassette. Additional tape cassettes can be purchased through the DYMO Web site at [www.dymo.com](http://www.dymo.com) or through your local office supply retailer.

**To insert the tape cassette**

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

⚠️ The first time you use the printer, remove the protective cardboard insert from between the print head and pinch roller. See 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 pinch roller. See Figure 4.

5. Press firmly until cassette clicks into place. Make sure tape and ribbon are positioned correctly.

6. Close the tape cassette door.

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 with the labelmaker.

**Getting to Know Your Printer**

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

**The Display**

The labelmaker’s LCD display typically shows a row of thirteen characters. However, you can enter up to 99 characters and 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.

In addition, feature indicators appear on the display to let you know when a feature is selected. See Figure 6.
On/Off
The On/Off button switches the power on and off. If no keys are pressed after two minutes, 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.

Spacebar
The Spacebar inserts one or more blank spaces to your text.

Backspace
Backspace removes the character to the left of the cursor. Shift-Backspace clears the entire 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
- Outline
- Shadow
- Bold
Only one style can be used at a time. Styles can be used with all alphanumeric characters and most symbols. See Adding Symbols on page 6 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](image)

**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.

An end of 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 Shift-Print.
The labels are printed, each label with the last number incremented by one.

**Using Symbols & Special Characters**
The labelmaker allows you to add symbols and other special characters to your labels.

**Adding Symbols**
The labelmaker supports the extended symbol set as shown in the following table.

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>k</td>
<td>$</td>
<td>£</td>
<td>¥</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>@</td>
<td>&amp;</td>
<td>%</td>
<td>%o</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>!</td>
<td>?</td>
<td>i</td>
<td>ç</td>
<td>_</td>
</tr>
<tr>
<td>D</td>
<td>&quot;</td>
<td>\</td>
<td>.</td>
<td>;</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>:</td>
<td>/</td>
<td>+</td>
<td>-</td>
<td>*</td>
</tr>
<tr>
<td>F</td>
<td>(</td>
<td>)</td>
<td>=</td>
<td>&lt;</td>
<td>&gt;</td>
</tr>
<tr>
<td>G</td>
<td>≠</td>
<td>±</td>
<td>÷</td>
<td>{</td>
<td>}</td>
</tr>
<tr>
<td>H</td>
<td>[</td>
<td>\</td>
<td>]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>•</td>
<td>'</td>
<td>½</td>
<td>¼</td>
<td>¾</td>
</tr>
<tr>
<td>J</td>
<td>Ω</td>
<td>λ</td>
<td>μ</td>
<td>°</td>
<td>~</td>
</tr>
<tr>
<td>K</td>
<td>+</td>
<td>↑</td>
<td>↓</td>
<td>→</td>
<td>←</td>
</tr>
<tr>
<td>L</td>
<td>😊</td>
<td>😊</td>
<td>😊</td>
<td>😊</td>
<td>😊</td>
</tr>
<tr>
<td>M</td>
<td>🔴</td>
<td>🔴</td>
<td>🔴</td>
<td>🔴</td>
<td>🔴</td>
</tr>
<tr>
<td>N</td>
<td>📚</td>
<td>📚</td>
<td>📚</td>
<td>📚</td>
<td>📚</td>
</tr>
</tbody>
</table>

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 move horizontally along a 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.

**Adding International Characters**

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

⚠️ You may notice a brief pause in printing between each label for more complex formats. When printing is finished, the number of copies to print returns to the default value of 1.

**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.

**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 between 1.5” (40 mm) and 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.

To **set the label length**

1. Press **Shift-Font/Fixed Length**.
2. Press the Up arrow to increase the length.
3. Press the Down arrow to decrease the length.
4. Press OK to set the fixed length.
5. 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.

**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, and 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 Print Contrast and press OK.
3. Use the arrow keys to select one of the five contrast settings and press OK.

**Customizing the Printer**

You can choose the language you wish to use and the units of measure.

**Selecting the Language**

You can select from a number of different language options for the labelmaker.

**To select your language**
1. Press Extra.
2. Use the arrow keys to select Set Language and press OK.
3. 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 Up and Down arrow keys to toggle between inches and millimeters, and press OK.

**Caring for Your Printer**

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

**Cleaning the Printer**

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.
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.
# Troubleshooting

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

<table>
<thead>
<tr>
<th>Problem/Error Message</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>No display</td>
<td>• Ensure the printer is turned on.</td>
</tr>
<tr>
<td></td>
<td>• Replace discharged batteries.</td>
</tr>
<tr>
<td>Poor Print Quality</td>
<td>• Replace discharged batteries.</td>
</tr>
<tr>
<td></td>
<td>• Ensure tape cassette is installed properly.</td>
</tr>
<tr>
<td></td>
<td>• Clean the print head.</td>
</tr>
<tr>
<td></td>
<td>• Replace the tape cassette.</td>
</tr>
<tr>
<td>Poor Cutter Performance</td>
<td>Clean the cutter blade. See <a href="#">Cleaning the Printer</a>.</td>
</tr>
<tr>
<td>!!!!!!!!!!</td>
<td>Remove cassette to clear the tape jam.</td>
</tr>
<tr>
<td>Printer is jammed.</td>
<td>Replace the batteries.</td>
</tr>
<tr>
<td>Batteries are discharged.</td>
<td></td>
</tr>
<tr>
<td>Text Limit</td>
<td>Delete some or all of the buffer text.</td>
</tr>
<tr>
<td>Exceeded maximum number of characters in</td>
<td></td>
</tr>
<tr>
<td>buffer.</td>
<td></td>
</tr>
<tr>
<td>Too many lines</td>
<td>Select another format.</td>
</tr>
<tr>
<td>Exceeded maximum number of lines allowed.</td>
<td></td>
</tr>
<tr>
<td>Enter numbers only</td>
<td>Enter only numeric characters for this selection.</td>
</tr>
<tr>
<td>Non-numeric characters entered in error.</td>
<td></td>
</tr>
<tr>
<td>Print failed</td>
<td>Check for tape jam, empty tape cassette, discharged batteries, or other</td>
</tr>
<tr>
<td>Undetermined printer error.</td>
<td>problems.</td>
</tr>
<tr>
<td>No tape</td>
<td>Insert a new tape cassette.</td>
</tr>
<tr>
<td>Tape cassette missing or empty.</td>
<td></td>
</tr>
<tr>
<td>Value exceeds maximum fixed length allowed.</td>
<td></td>
</tr>
<tr>
<td>Battery low</td>
<td>Replace batteries or connect AC power adapter.</td>
</tr>
<tr>
<td>Batteries almost discharged.</td>
<td></td>
</tr>
<tr>
<td>Tape Jam</td>
<td>Remove jammed tape and replace tape cassette.</td>
</tr>
<tr>
<td>Motor is stalled due to tape jam.</td>
<td></td>
</tr>
</tbody>
</table>

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

The following table provides a list of telephone numbers to reach DYMO Sales and Support departments. You can also reach DYMO at [www.dymo.com](http://www.dymo.com).

<table>
<thead>
<tr>
<th>Country</th>
<th>Telephone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td>1800/ 633 868</td>
<td>1800/ 817 558</td>
</tr>
<tr>
<td>Austria</td>
<td>01/ 599 14 20 12</td>
<td>02/627-400-160</td>
</tr>
<tr>
<td>Belgium</td>
<td>02/ 713 38 08</td>
<td>+31/ 20/ 581 93 80</td>
</tr>
<tr>
<td>Canada</td>
<td>(800) 263-6105</td>
<td></td>
</tr>
<tr>
<td>Czech Republic</td>
<td>02/619 12 720</td>
<td>+02/619 12 730</td>
</tr>
<tr>
<td>Denmark</td>
<td>35 25 65 08</td>
<td>+31/ 20/ 581 93 80</td>
</tr>
<tr>
<td>Finland</td>
<td>09 229 07 04</td>
<td>+31/ 20/ 581 93 80</td>
</tr>
<tr>
<td>France</td>
<td>01/69 32 49 32</td>
<td>+31/ 20/ 581 93 80</td>
</tr>
<tr>
<td>Germany</td>
<td>069/ 66 56 85 29</td>
<td>+31/ 20/ 581 93 80</td>
</tr>
<tr>
<td>Hong Kong</td>
<td>+852 2527 1928</td>
<td></td>
</tr>
<tr>
<td>Hungary</td>
<td>1 424 6600</td>
<td>1 424 6601</td>
</tr>
<tr>
<td>Italy</td>
<td>02/ 45 28 13 08</td>
<td>+31/ 20/ 581 93 80</td>
</tr>
<tr>
<td>Mexico</td>
<td>+01 5368 2066</td>
<td></td>
</tr>
<tr>
<td>The Netherlands</td>
<td>020/581 93 86</td>
<td>020/ 581 93 80</td>
</tr>
<tr>
<td>New Zealand</td>
<td>0800 803 966</td>
<td>0800 737 212</td>
</tr>
<tr>
<td>Norway</td>
<td>22 97 17 10</td>
<td>+31/ 20/ 581 93 80</td>
</tr>
<tr>
<td>Poland</td>
<td>0223491502</td>
<td>+31/ 20/ 581 93 80</td>
</tr>
<tr>
<td>Slovakia</td>
<td>(+420) 2/619 12 720</td>
<td>(+420) 2/619 12 730</td>
</tr>
<tr>
<td>Spain/Portugal</td>
<td>91/662 31 49</td>
<td>+31/ 20/ 581 93 80</td>
</tr>
<tr>
<td>Sweden</td>
<td>08/ 632 00 57</td>
<td>+31/ 20/ 581 93 80</td>
</tr>
<tr>
<td>Switzerland</td>
<td>01/342 04 66</td>
<td>+31/ 20/ 581 93 80</td>
</tr>
<tr>
<td>Turkey</td>
<td>212/ 286 26 30 PBX</td>
<td>212/ 286 26 28</td>
</tr>
<tr>
<td>United Kingdom</td>
<td>(+44) 020/ 7341 55 29</td>
<td>+31/ 20/ 581 93 80</td>
</tr>
<tr>
<td>United States</td>
<td>(203) 588-2500</td>
<td></td>
</tr>
</tbody>
</table>