

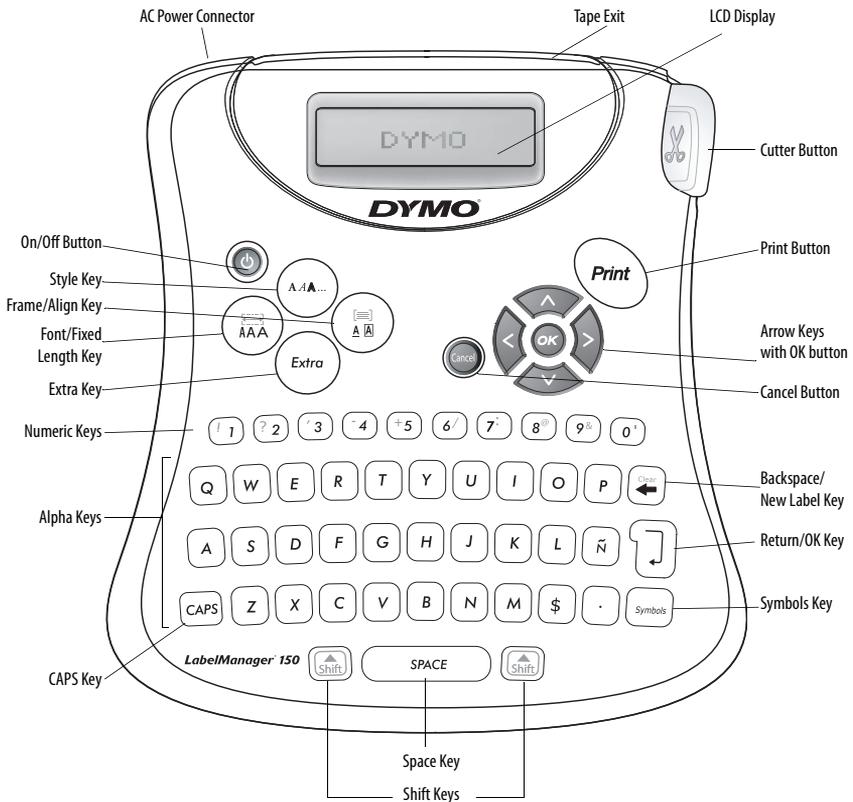
# DYMO<sup>®</sup>



## *LabelManager<sup>®</sup> 150* *User Guide*

[www.dymo.com](http://www.dymo.com)

# LabelManager 150 User Guide



**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.

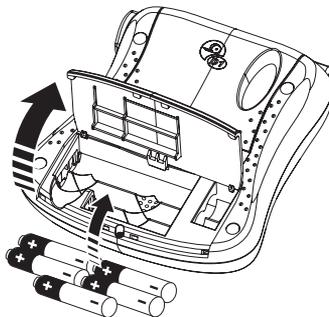


Figure 2

## 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.

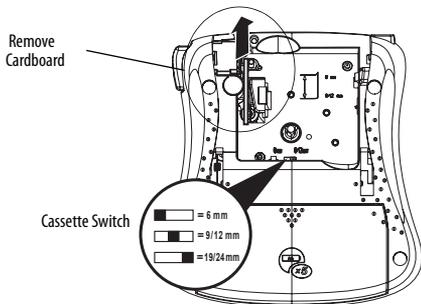
## Inserting the Tape Cassette

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

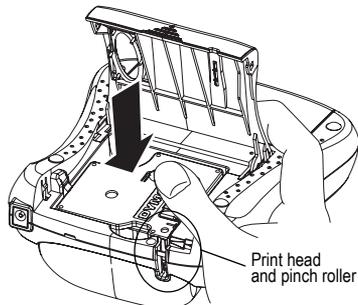
1. Press the thumb catch to open the tape cassette door.

⚠ The first time you use the printer, remove the protective cardboard insert from between the print head and pinch roller. See Figure 3.



**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.



**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.

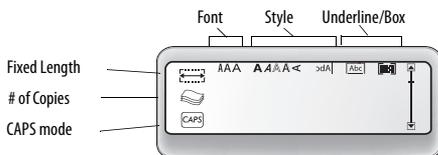
### The Display

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.



**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. 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:

<i>Italic</i>	101011M
@Outline	> 0 1 2 3 4 5 6
<b>Shadow</b>	<b>Bold</b>

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.

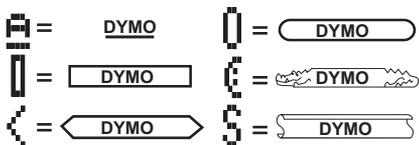


Figure 7

### 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.

	1	2	3	4	5
<b>A</b>	k	\$	¢	£	¥
<b>B</b>	@	&	#	%	‰
<b>C</b>	!	?	i	¿	—
<b>D</b>	'	"	,	.	;
<b>E</b>	:	/	+	-	*
<b>F</b>	(	)	=	<	>
<b>G</b>	≠	±	÷	{	}
<b>H</b>	[	\	]		§
<b>I</b>	•	'	½	¼	¾
<b>J</b>	Ω	λ	μ	°	~
<b>K</b>	+	↑	↓	→	←
<b>L</b>	☺	☹	☺	☹	♻️
<b>M</b>	📄	☎	📁	✂	📖
<b>N</b>	♫	👉	👈	👉	👈

### 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.
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.

## 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.

## 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

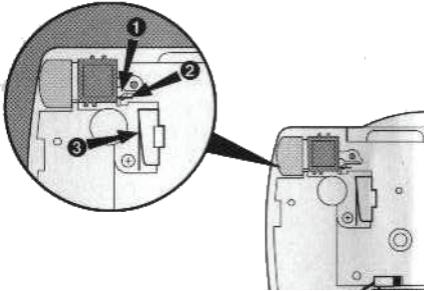
Your labelmaker is designed to give you long and trouble-free service, while requiring very little maintenance.

### 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.



**Figure 8**

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.

<b>Problem/Error Message</b>	<b>Solution</b>
No display	<ul style="list-style-type: none"><li>• Ensure the printer is turned on.</li><li>• Replace discharged batteries.</li></ul>
Poor Print Quality	<ul style="list-style-type: none"><li>• Replace discharged batteries.</li><li>• Ensure tape cassette is installed properly.</li><li>• Clean the print head.</li><li>• Replace the tape cassette.</li></ul>
Poor Cutter Performance	Clean the cutter blade. See <b>Cleaning the Printer</b> .
<b>!!!!!!!!!!!!</b> Printer is jammed.	Remove cassette to clear the tape jam.
 Batteries are discharged.	Replace the batteries.
<b>Text Limit</b> Exceeded maximum number of characters in buffer.	Delete some or all of the buffer text.
<b>Too many lines</b> Exceeded maximum number of lines allowed.	Select another format.
<b>Enter numbers only</b> Non-numeric characters entered in error.	Enter only numeric characters for this selection.
<b>Print failed</b> Undetermined printer error.	Check for tape jam, empty tape cassette, discharged batteries, or other problems.
<b>No tape</b> Tape cassette missing or empty.	Insert a new tape cassette
	Value exceeds maximum fixed length allowed.
<b>Battery low</b> Batteries almost discharged.	Replace batteries or connect AC power adapter.
<b>Tape Jam</b> Motor is stalled due to tape jam.	Remove jammed tape and replace tape cassette.

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).

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



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Sanford New Zealand, 1 Verisimo Drive, Mangere, Auckland 1730 - New Zealand