

# **DYMO<sup>®</sup>**

## **LabelManager 210D**

User Guide

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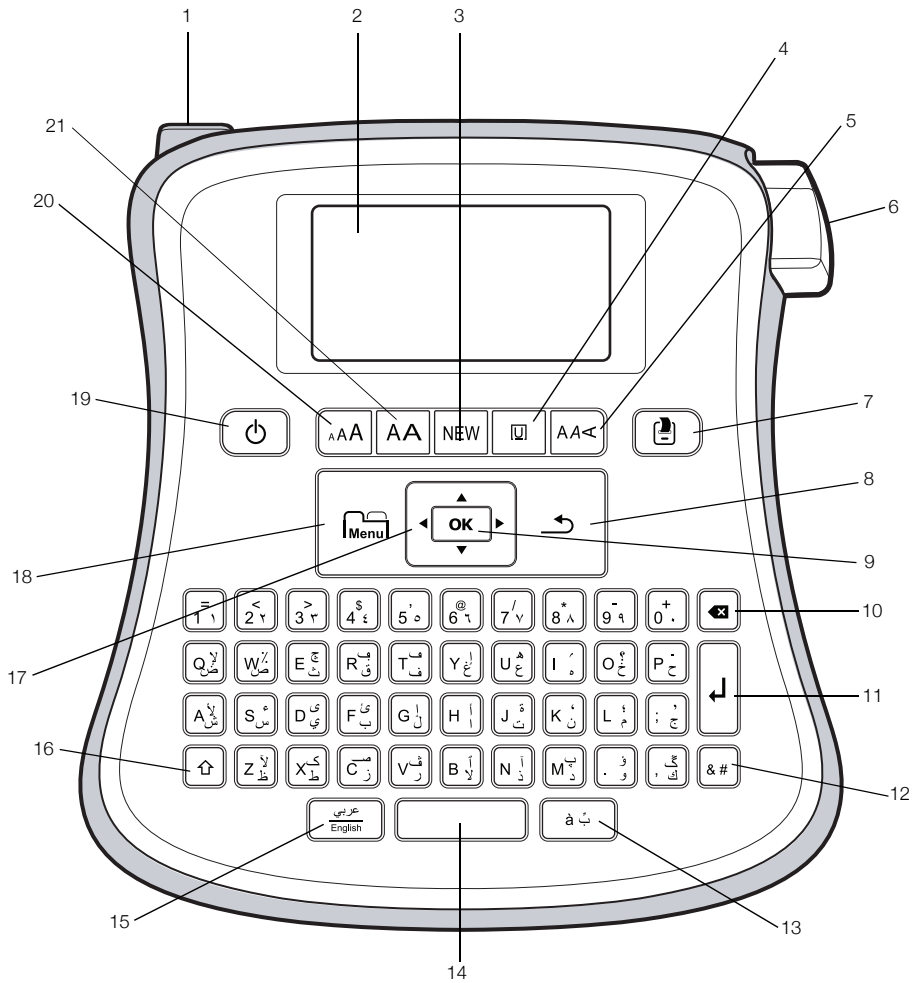
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**Figure 1** DYMO LabelManager 210D Label Maker

- |                             |                               |                      |
|-----------------------------|-------------------------------|----------------------|
| <b>1</b> AC power connector | <b>8</b> Cancel               | <b>15</b> Input mode |
| <b>2</b> LCD display        | <b>9</b> OK                   | <b>16</b> Shift      |
| <b>3</b> New label          | <b>10</b> Backspace           | <b>17</b> Navigation |
| <b>4</b> Underline/Boxes    | <b>11</b> Return              | <b>18</b> Menu       |
| <b>5</b> Style              | <b>12</b> Symbols             | <b>19</b> On/Off     |
| <b>6</b> Cutter button      | <b>13</b> Accented characters | <b>20</b> Font size  |
| <b>7</b> Print              | <b>14</b> Space bar           | <b>21</b> Font width |

## About Your New Label Maker

With the DYMO® LabelManager 210D electronic label maker, 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 label maker uses DYMO D1 tape cassettes in widths of 6 mm, 9 mm, or 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 labels and accessories for your label maker.

## Product Registration

Visit [www.dymo.com/register](http://www.dymo.com/register) to register your label maker online.

## Getting Started

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

### Connecting the Power

The label maker is powered by standard batteries or an AC power adapter. To save power, the label maker automatically turns off after two minutes of inactivity.

### Inserting the Batteries

The label maker uses six high-capacity AA alkaline batteries.

#### To insert the batteries

- 1 Slide the battery compartment cover away from the label maker. See Figure 2.
- 2 Insert the batteries following the polarity markings (+ and -).
- 3 Replace the cover.

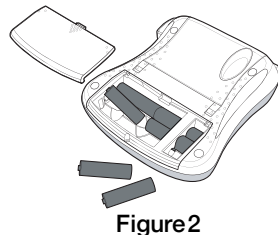



Figure 2

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

### Connecting the Optional Power Adapter


An optional 9 Volt, 1.5 A power adapter can also be used to power the label maker. Connecting the AC adapter to the label maker disconnects the batteries as a power source.

Use only power the adapter listed in this user guide:

Adapter model DSA-18PFM-09 Fc 090200 (note: "c" can be EU, UP, UK, US, UJ, JP, CH, IN, AU, KA, KR, AN, AR, BZ, SA, AF or CA) from Dee Van Enterprise Co., Ltd.

#### To connect the power adapter

- 1 Plug the power adapter into the power connector on the top, left side of the label maker.
- 2 Plug the other end of the power adapter into a power outlet.

 Make sure the label maker power is turned off before you disconnect the power adapter from the main power source. Otherwise, your most recent memory settings will be lost.

## Inserting the Tape Cassette

Your label maker comes with one tape cassette. Visit [www.dymo.com](http://www.dymo.com) for information about purchasing additional tape cassettes. You can purchase additional tape cassettes from your local office supply retailer.

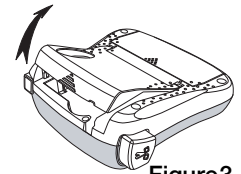



Figure 3

 Cutter blade is extremely sharp. While replacing the label cassette, keep fingers and other body parts away from cutter blade and do not press the cutter button.

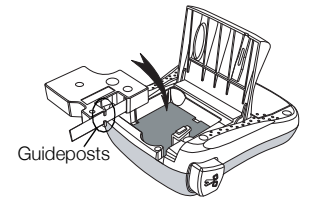


Figure 4

#### To insert the tape cassette

- 1 Lift the tape cassette cover to open the tape compartment. See Figure 3.
- 2 Insert the cassette with the label facing up and positioned between the guideposts.
- 3 Press firmly until cassette clicks into place. See Figure 5.
- 4 Close the tape cassette cover.

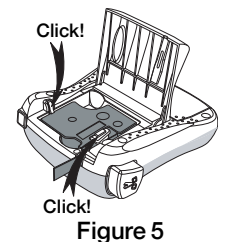



Figure 5

## Using the Label Maker for the First Time


The first time you turn on the power, you are asked to select the language. This selection will remain set until you change it, or until the label maker is reset. You can change this selection in Settings.

#### To set up the label maker

- 1 Press  to turn on the power.
- 2 Select the language and press **OK**. By default, the language is set to Arabic.
- 3 Select inches or mm and press **OK**.
- 4 Select the width of the tape cassette currently in the label maker and press **OK**.

You are now ready to print your first label.

#### To print a label


- 1 Enter text to create a simple label.
- 2 Press .
- 3 Use the navigation keys to select the number of copies.
- 4 Press **OK** to print.
- 5 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 Label Maker

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

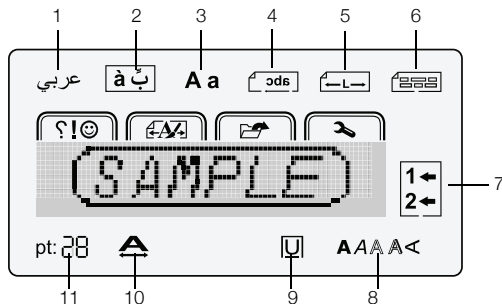
### Power

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.

### LCD Display

You can enter up to 99 characters and spaces. The display shows about 13 characters at a time. The number of characters displayed will vary due to proportional spacing.

Feature indicators along the top and bottom of the LCD display appear black when a feature or setting is selected.




- |                       |                   |
|-----------------------|-------------------|
| 1 Arabic input mode   | 7 Current line    |
| 2 Accented characters | 8 Font style      |
| 3 Uppercase/lowercase | 9 Boxes/Underline |
| 4 Mirror              | 10 Font width     |
| 5 Fixed length        | 11 Font size      |
| 6 Alignment           |                   |



### Navigation Keys

You can review and edit your label using the left and right navigation keys. You can move through menu selections using all four navigation keys, and then press **OK** to make a selection.

### Input Mode

The  key toggles between three input modes: Arabic, Latin uppercase, and Latin lowercase. The default setting is Arabic input.



### Shift

When in Arabic input mode, pressing and holding the  key and then pressing a key, enters the secondary character on that key. In Latin uppercase input mode, pressing and holding the  key and then pressing a character, enters a lowercase character and when in lowercase mode enters an uppercase character.


### NEW

The **NEW** key clears the current text and formatting from the display, creating a new label.

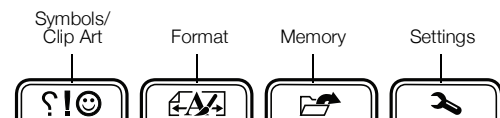
### Backspace/Cancel

The  key deletes the character to the left of the cursor in Latin input mode and the character to the right of the cursor in Arabic input mode. Holding the  key deletes multiple characters.

### Menu


The  key displays the Symbols/Clip Art, Format, Memory, and Settings tabs.

Pressing the  key repeatedly scrolls through the tabs.



- Use the ? ! @ symbols and clip art menu to insert symbols and clip art on your labels.
- Use the ↔ format menu to set fixed label length, mirror text, or alignment.
- Use the 📁 memory menu to open or save labels.
- Use the 🔧 settings menu to change the language, label width, and units of measure settings.

### Cancel

The  key exits from a menu without making a selection or cancels an action, such as printing.

### Formatting Your Label

You can choose from several format options to enhance the appearance of your labels.

#### Changing the Font Size

Five font sizes are available for your labels. The font size applies to all characters on a label.

The font sizes that you can use depend on the label width selected and whether a box or underline is added.

#### To change the font size

- Press **A A A** until the desired font size is displayed.

#### Changing the Font Width

Two font widths are available: normal and wide.


#### To change the font width

- Press **A A** to toggle the font width from normal to wide.

## Adding Font Styles

You can choose from six different font styles:

<b>AaBb</b>	Normal	<b>AaBb</b>	Outline
<b>AaBb</b>	Bold	<b>AaBb</b>	Shadow
<i>AaBb</i>	Italic	◀◀◀◀	Vertical

 Vertical and Italic style cannot be applied to Arabic characters.

The style you select applies to all characters. Styles can be used with alphanumeric characters and some symbols.

### To change the font style

- ▶ Press **AA** until the desired font style is displayed.

## Adding Borders and Underline Styles

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

<u>ABC123</u>	Underline	<u>ABC123</u>	Parchment
▭ABC123▭	Square	▭ABC123▭	Call Out
◌ABC123◌	Rounded	◌ABC123◌	Flowers
⌋ABC123⌋	Edged	⌋ABC123⌋	Crocodile
◁ABC123▷	Pointed		

### To add a box or underline

- ▶ Press **[U]** until the desired box or underline style is displayed and press **OK**.



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

When adding an underline on a two-line label, each line is underlined. When adding a box on a two-line label, both lines are enclosed in a single box.

## Creating Two-Line Labels

You can print a maximum of two lines on a label. Only one line of text can be printed on 6 mm (1/4") labels.



### To create a two-line label

- 1 Enter text for the first line and press **↵**.
- 2 Enter text for the second line.  
The  icon on the LCD indicates which line is currently displayed.
- 3 Press  to print.

## Aligning the Text

You can align the text to print left or right justified on the label. The default alignment is centered.



### To change the alignment

- 1 Press  until the  menu appears.
- 2 Use the navigation keys to select **Alignment** and press **OK**.
- 3 Select right, left, or centered alignment and press **OK**.

## Using Mirror Text

The mirror format allows you to print text which reads from right to left, as you would see it in a mirror.

### To turn on mirror text

- 1 Press  until the  menu appears.
- 2 Select **Mirror** and press **OK**.
- 3 Select one of the two options and press **OK**.

## Using Symbols, Clip Art, and Special Characters

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

## Adding Punctuation and Symbols

The label maker supports punctuation and the extended symbol set shown on page 12.


### To insert a symbol or punctuation

- 1 Press **& #**.
- 2 Use the navigation keys to move to your 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 symbol types.
- 3 When you locate the symbol, press **OK** to add the symbol to your label.

## Adding Clip Art


The label maker includes the clip art shown on page 11.

### To insert clip art

- 1 Press .
- 2 Use the navigation keys to select **Clip Art** and press **OK**.
- 3 Use the navigation keys to select the desired image.
- 4 Press **OK** to add the image to your label.

## Adding International Characters

The label maker supports the extended Latin character set using RACE technology.

After pressing the **à**  key, repeatedly pressing a letter scrolls through the available variations of that letter.

For example, if you press the letter **a**, you will see **a à â ã** and so on through all the variations available.

## To add accented characters



- 1 Press à ب. The accented character indicator is shown on the display.
- 2 Press an alpha character. The accent variations are displayed.
- 3 When the desired accented character appears, wait a few seconds for the cursor to move beyond the character to continue entering text.

## Creating Fixed-Length Labels

Normally, the length of the label is determined by the length of the text. However, you can choose to set the length of the label for a specific application.

When you choose a fixed label length, the label text is automatically resized to fit the label. If the text cannot be adjusted to fit within the fixed label length, a message is displayed showing the smallest possible label length for this text. You can choose a fixed length label up to 400 mm (15") long.

### To set the label length

- 1 Press  until the  menu appears.
- 2 Use the navigation keys to select **Length** and press **OK**.
- 3 Select **Fixed** and press **OK**.
- 4 Set the length for your label and press **OK**.



## Using the Label Maker Memory

The label maker has a powerful memory feature that allows you to save the text of up to nine frequently-used labels. You can recall saved labels and you can insert saved text into a label.

### Saving a Label

You can save up to nine frequently-used labels. When you save a label, the text and all formatting are saved.

#### To save the current label



- 1 Press  until the  menu appears.
- 2 Use the navigation keys to select **Save** and press **OK**.  
The first available memory location is displayed.
- 3 Use the navigation keys to move through the locations.  
You can store new text in any of the memory locations.
- 4 Select a memory location and press **OK**.

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

## Opening Saved Labels


You can easily open labels saved in memory to use at a later time.

### To open saved labels

- 1 Press  until the  menu appears.
- 2 Use the navigation keys to select **Open** and press **OK**.  
The first memory location is displayed.
- 3 Use the navigation keys to select a label to open and press **OK**.  
If the display currently contains label content, a message is displayed to confirm you want to overwrite the current label.

## Caring for Your Label Maker

Your label maker is designed to give you long and trouble-free service, while requiring very little maintenance. Clean your label maker from time to time to keep it working properly. Clean the cutter blade each time you replace the tape cassette.

 Cutter blade is extremely sharp. Avoid direct contact with the cutter blade while cleaning the blade.

### To clean the cutter blade

- 1 Remove the tape cassette.
- 2 Press and hold the cutter button to expose the cutter blade. See Figure 6.
- 3 Use a cotton ball and alcohol to clean both sides of the blade.

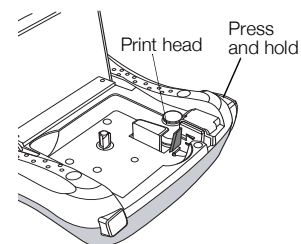


Figure 6


### To clean the print head

- 1 Remove the tape cassette.
- 2 Remove the cleaning tool from inside the label compartment cover.
- 3 If you do not have a cleaning tool, contact DYMO Customer Care (<http://support.dymo.com>).
- 4 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 label maker.




















































































































<b>Problem/Error Message</b>	<b>Solution</b>
No display	<ul style="list-style-type: none"> <li>■ Ensure the label maker is turned on.</li> <li>■ Replace discharged batteries.</li> </ul>
Poor Print Quality	<ul style="list-style-type: none"> <li>■ Replace batteries or attach power adapter.</li> <li>■ Set Contrast to higher level. See <i>Adjusting the Print Contrast</i>.</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>Caring for Your Label Maker</b> .
Printing . . .	No action required. Message disappears when printing is finished.
<b>Too many characters</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	<ul style="list-style-type: none"> <li>■ Delete a line to fit on the tape width.</li> <li>■ Insert a wider tape cassette.</li> </ul>
 Batteries almost discharged.	Replace batteries or connect AC power adapter.
<b>Tape Jam</b> Motor is stalled due to label jam.	<ul style="list-style-type: none"> <li>■ Remove jammed label; replace tape cassette.</li> <li>■ Clean cutter blade.</li> </ul>

If you still need assistance, contact DYMO Customer Support at 1-877-724-8324 (<https://support.dymo.com>).

## Symbols

1	‘	˘	؛	؟	٪
2	,	،	*	-	ص
3	ö	ؤ	?	!	–
4	:	'			
5	;	'	i	¿	/
6	\	&	@	#	%
7	‰		(	)	{
8	}	[	]	°	•
9	*	+	-	§	÷
10	√	^	~	≈	=
11	≠	±	<	>	≤
12	≥	€	£	\$	¢
13	¥	¶	⅓	¼	½
14	¾	∞	0	1	2
15	3	4	5	6	7
16	8	9	0	1	2
17	3	4	5	6	7
18	8	9	α	β	γ
19	δ	ε	ζ	η	θ
20	ι	κ	λ	μ	ν
21	ξ	ο	π	ρ	σ
22	τ	υ	φ	χ	ψ
23	ω	Α	Β	Γ	Δ
24	Ε	Ζ	Η	Θ	Ι
25	Κ	Λ	Μ	Ν	Ξ
26	Ο	Π	Ρ	Σ	Τ
27	Υ	Φ	Χ	Ψ	Ω

# Clip Art

1					
2					
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## Environmental Information

The equipment that you have bought requires the extraction and use of natural resources for its production. It may contain substances that are hazardous to health and the environment.

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

The crossed-bin symbol marked on your device indicates you should use these systems.



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

You can also contact DYMO for more information on the environmental performance of our products.