

DYMO® LabelManager 220P

The easy-to-use label maker with PDA-style keyboard



User Guide

www.dymo.com

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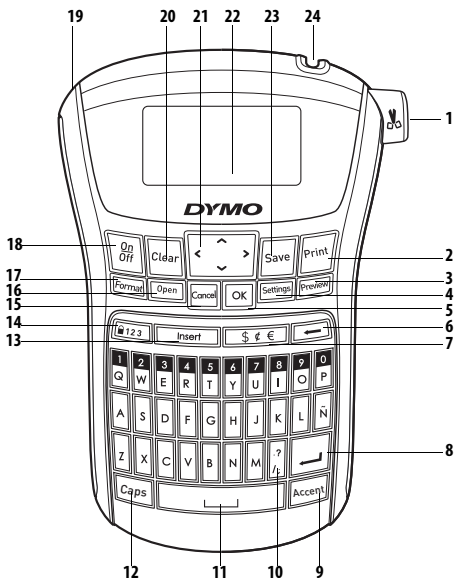


Figure 1 DYMO® LabelManager® 220P Electronic Label Maker

1	Tape cutter	9	Accented character	17	Format
2	Print	10	Punctuation	18	On/Off
3	Preview	11	Space bar	19	AC power connector
4	Settings	12	Caps	20	Clear
5	OK	13	Insert	21	Navigation
6	Backspace	14	Number Lock	22	LCD Display
7	Currency	15	Cancel	23	Save
8	Return	16	Recall	24	Tape exit

About Your New Label Maker

With the DYMO® LabelManager® 220P 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 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** for information on obtaining labels and accessories for your label maker.

Product Registration

Visit **www.dymo.com/registration** 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.

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

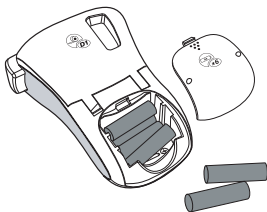


Figure 2

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.

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.
- ❶ 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 for information about purchasing additional tape cassettes.

To insert the tape cassette

1. Lift the tape cassette cover to open the tape compartment. See Figure 3.
- ① Before using the label maker for the first time, remove the protective cardboard insert from the tape exit slot. See Figure 4.
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.

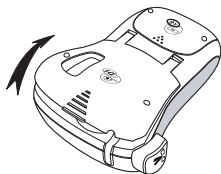


Figure 3

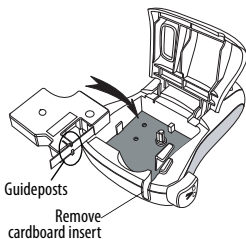



Figure 4

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 using the  key.

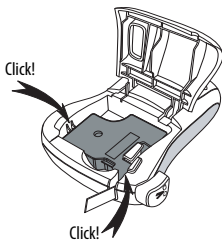







Figure 5

To set up the label maker

1. Press  to turn on the power.
2. Select the language and press .
- By default, the language is set to English. The language option you choose determines the character set that is available.
3. Select the width of the tape cassette currently in the label maker and press .

You are now ready to print your first label.

To print a label


1. Enter text to create a simple label.
2. Press .
3. Select the number of copies.
4. Press .
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.

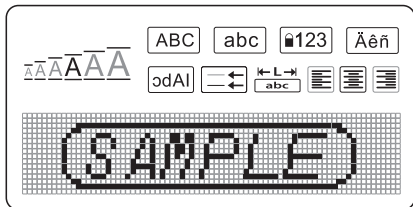
Power

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.

With DYMO's exclusive graphical display, most of the formatting you add is visible instantly. For example, the italics and rounded border added to the text below is clearly displayed.




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


Format

The  key displays the Font Size, Clear Format, Mirror, Label Length, Alignment, Underline, Borders, and Style submenus. These formatting features are described later in this User Guide.


Insert

The  key allows you to insert symbols or saved text on your label. These features are described later in this User Guide.


Settings

The  key displays the Language, Label Width and Contrast submenus. These features are described later in this User Guide.


CAPS Mode

The  key toggles capitalization on or off. When Caps mode is 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  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  key gives you a choice to clear all label text, just the text formatting, or both.

Navigation Keys

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

Cancel

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

Formatting Your Label

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

Changing the Font Size

Six font sizes are available for your labels: Extra Small, Small, Medium, Large, Extra Large, and Extra Extra Large. The font size applies to all characters on a label.

To set the font size

1. Press .
2. Select **Font Size** and press .
3. Select the desired font size and press .

The font size indicator on the display changes as you select font sizes.

Adding Font Styles

You can choose from six different font styles:

AaBb

Normal

AaBb

Outline

AaBb

Bold

AaBb

Shadow

AaBb

Italic

◀◀◀◀◀◀

Vertical










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

To set the font style

1. Press .
2. Select **Style** and press .
3. Select a font style and press .

Adding Borders and Underline Styles

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

	Underline		Parchment
	Square		Call Out
	Rounded		Flowers
	Edged		Crocodile
	Pointed		


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

To add a border style

1. Press .
2. Select **Borders** and press .
3. Select a border style and press .

When using borders on two-line labels, both lines are enclosed in one border.

To add an underline


1. Press .
 2. Select **Underline** and press .
 3. Press  again when the underlined text is shown in the display.
- On two-line labels, both lines are underlined.


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 .

A new-line symbol  is inserted at the end of the line, but will not print on the label.

2. Type the text for the second line.
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 .
2. Select **Alignment** and press .
3. Select right, left, or centered alignment and press .

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 the  key.
2. Select **Mirror** and press .
3. Select **On** and press .

Using Symbols and Special Characters

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

Adding Symbols

The label maker supports the extended symbol set shown below.

Punctuation				
'	"	,	.	;
'	:	/	\	
&	@	#	!	%
‰	¡	?	¿	—

Brackets				
()	{	}	•
[]	°		

Currency				
\$	¢	€	£	¥

Numbers (Subscripts/Superscripts)				
0	1	2	3	4
5	6	7	8	9
0	1	2	3	4
5	6	7	8	9

Mathematical				
+	-	*	÷	√
^	~	≈	=	≠
±	<	>	≤	≥

Greek				
α	β	γ	δ	ε
ζ	η	θ	ι	κ
λ	μ	ν	ξ	ο
π	ρ	σ	τ	υ
φ	χ	ψ	ω	
Α	Β	Γ	Δ	Ε
Ζ	Η	Θ	Ι	Κ
Λ	Μ	Ν	Ξ	Ο
Π	Ρ	Σ	Τ	Υ
Φ	Χ	Ψ	Ω	

Arrows				
↑	↓	←	→	
↖	↗	↘	↙	↕

Business				
©	®	™	℥	
☎	☎	✂		

To insert a symbol

1. Press **Insert**, select **Symbols**, and press **OK**.
2. Select the symbol category and press **OK**.
3. Use the left and right arrow 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.

4. When you locate the symbol, press **OK** to add the symbol to your label.

Adding Punctuation

You can quickly add punctuation using the punctuation shortcut key.

To insert punctuation

1. Press .
2. Select the punctuation mark you want and press .

Using the Currency Key

You can quickly add a currency symbol using the currency shortcut key.

To insert a currency symbol

1. Press .
2. Select the currency symbol you want and press .


Adding International Characters

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

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

For example, if French is selected as the language and you press 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 use.

To add accented characters

1. Press . 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.

Printing Options

You can preview your label, print multiple labels, 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

- ◆ Press .

The label length is displayed, then the text of the label scrolls across the display.

Printing Multiple Labels

Each time you print, you are asked how many copies to print. You can print up to ten copies at one time.

To print multiple labels

1. Press .
2. Select the number of copies to print, and press .





When printing is finished, the number of copies to print returns to the default value of 1.

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 15" long.




To set the label length

1. Press the  key.
2. Select **Label Length** and press .
3. Select **Fixed** and press .
4. Select the length for your label and press .

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 .
2. Select **Contrast** and press .
3. Use the arrow keys to select a contrast setting between **1** (less contrast) and **5** (more contrast), and press .

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 .

The first available memory location is displayed.

2. Use the arrow keys to move through the locations.

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.

Opening Saved Labels

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


To open saved labels

1. Press .


A message is displayed to confirm you want to overwrite the current label.

2. Press .

The first memory location is displayed.

3. Use the arrow keys to select a label to open and press .

A message is displayed to confirm you want to overwrite the current label.

To clear a memory location, first select a location and then press .

Inserting Saved Text


You can insert the text of a saved label into the current label. Only the saved text is inserted, not the formatting.

To insert saved text

1. Position the cursor at the location in the label where you want to insert the text.

2. Press .

The first memory location is displayed.


3. Use the arrow keys to select the text you want to insert.
4. Press . The text is inserted in 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.

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.

 The cutter blade is extremely sharp. Use caution when cleaning.

To clean the print head

1. Remove the tape cassette.
2. Remove the cleaning tool from inside the label compartment cover.
3. Gently wipe the padded side of the tool across the print head. See Figure 6.

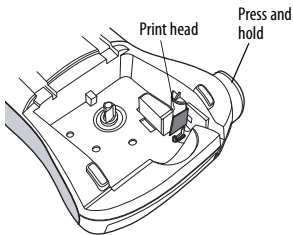





Figure 6

Troubleshooting

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

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

If you still need assistance, contact DYMO Customer Support at (203) 588-2500. You can also visit the DYMO Web site at www.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 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 us for more information on the environmental performance 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 - UL, CUL, TUV, CE, T-Mark, SAA, BABT, C-Tick

EMC - EMI Compatibility

EN 55022; EN 61000 (+ addendums)

RoHS 2002/95/EC



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