

Quick Start Guide

LabelManager[®]



BC

1420P

High-Performance Portable Label Maker with PC or Mac® Connection

Quick Start

Make sure you have all the items shown in Figure 1. (Labels included in the package may vary.)



For complete information on using your label maker, download the full *LabelManager 420P User Guide* from the Support section of the DYMO Web site at **www.dymo.com**.

Become familiar with the features shown in Figure 2.





Figure 2

7 Serial number label

- 1 Battery compartment
- 2 Cutter button
- 3 Label exit slot
- 4 Power connector5 USB connector
- 6 Label compartment

Inserting the Battery

To insert the battery

- 1 Slide the battery compartment cover away from the label maker. See Figure 3.
- 2 Insert the battery into the battery compartment.
- **3** Replace the battery compartment cover.

To charge the battery

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

NOTE The charging adapter is only used for recharging the battery; the charging adapter cannot be used to power the label maker.



Inserting the Label Cassette

Your label maker uses DYMO D1 label cassettes.

To insert the label cassette

- 1 Lift the label cassette cover to open the label compartment. See Figure 4.
- 2 Make sure the tape and ribbon are taut across the mouth of the cassette and that the tape passes between the label guides. See Figure 5.

If necessary, turn the ribbon rewind spool clockwise to tighten the ribbon.

- **3** Insert the cassette and press firmly until the cassette clicks into place. See Figure 6.
- 4 Close the label cassette cover.

Printing Your First Label

The first time you turn on the power, you are asked to select the language, units of measure, and label width. These selections remain set until you change them.

To set up the label maker

- **1** Press 🕑 to turn on the power.
- 2 Select the language and press .
- 3 Select inches or mm and press 🖂.
- 4 Select the width of the label cassette currently in the label maker and press _.



Figure 6

To print a label

- 1 Enter text to create a simple label.
- 2 Press 🖻.
- 3 Press the cutter button to cut the label.
- 4 Remove the paper backing from the label to expose the adhesive, and then attach the label.

Using Your Label Maker with Your Computer

Connecting the Label Maker to your Computer

The label maker connects to your computer using the USB connection located on the top of the label maker. You do not need to install additional software or drivers to use the label maker with your computer.

To connect the label maker to your computer

- 1 Plug the USB cable into the USB port on the top of the label maker. See Figure 8.
- 2 Plug the other end of the USB cable into an available USB port on your computer.





Starting the Built-In Software

The built-in software resides on the label maker; no installation is required.

To start the software for $Windows^{\ensuremath{\mathbb{R}}}$

- If necessary, press () to turn on the label maker.
 Depending on Windows AutoRun settings, the software may start automatically.
- 2 If the software does not start automatically, do one of the following:
 - If the AutoRun or AutoPlay dialog box appears, follow the on-screen instructions to start the J DYMO Label Light software.
 - If the AutoRun dialog box does not appear, navigate to My Computer→DYMO 420P, and then click *DYMO* Label Light.exe.

To start the software for Mac OS®

- If necessary, press it to turn on the label maker. The DYMO 420P volume appears on your desktop.
- 2 Double-click **DYMO 420P** to open the volume.
- **3** Double-click 🗾 to start the software.

Disconnecting the Label Maker from Your Computer

To disconnect the label maker from your computer

- 1 (Mac Only) Drag the **DYMO 420P** volume to the trash.
- 2 Press the power button to turn off the label maker.
- **3** Unplug the USB cable from your computer.

Printing Labels with the Built-In Software

The following figure shows some of the features available in the software.



To print a first label

- 1 Click once on the label in the Edit area and type some text.
- 2 Click 🔛 to print the label.
- 3 Press the cutter button on the label maker to cut the label.

To capture and insert an image from your desktop

- 1 Click 🔚 on the toolbar.
- 2 Drag the curser to draw a selection box around the area to capture. The selected area is inserted into your label.

Installing the DYMO Label™ v.8 Software

To install the software on a Windows® system

- Click 2 in the built-in software to download the latest version of DYMO Label v.8 from the Support section of the DYMO Web site.
 When DYMO Label v.8 is installed, clicking 2 will start the software.
- 2 Close all open Microsoft Office applications.
- **3** Double-click the Installer icon. After a few seconds, the installation screen appears.
- 4 Click **Install** and follow the instructions in the installer.

NOTE Depending on your system configuration, the software installation could take some time while the required Microsoft .NET[™] software is installed.

5 If not already connected, connect the label maker to your computer.

QuickBooks If you have QuickBooks 2007 or later, you will be prompted to install the QuickBooks Add-in.

To install the software on a Mac OS® system

- Click 2 in the built-in software to download the latest version of DYMO Label v.8 from the Support section of the DYMO Web site.
 When DYMO Label v.8 is installed, clicking 2 will start the software.
- 2 Double-click the Installer icon and follow the on-screen instructions.
- 3 If not already connected, connect the label maker to your computer.

Printing Labels with DYMO Label™ v.8 Software

The following figure shows some of the major features available in DYMO Label v.8.



To print your first label

1 Click 🛃 in the built-in software to start DYMO Label v.8 software.

The first time you start DYMO Label software, a list of available label types is displayed on the left side of the window and a blank label is displayed in the Edit area.

2 From the Labels tab, select a tape label and then select a layout.

Make sure that the width of the tape label you select matches the width of the label cassette loaded in the label maker.

- 3 Click once on the tape label in the Edit area and type some text.
- 4 Click **Print** to print the label.

For complete details on using the software, refer to the online Help.

LabelManager 420P Quick Reference



Figure 9

1 Print

- Accented characters 17 Format 9
- Preview 2
- 3 Save
- Settings 4
- Symbols 5
- Shift 6
- 7 Backspace
- 8 Return

- 10 Space bar
- 11 Caps
- 12 Numeric keys
- 13 Insert
- 14 Font Size
- 15 New label/Clear
- 16 On/Off

- 18 LCD display
- 19 Cancel
- 20 Navigation
- 21 OK
- 22 Open

Formatting Quick Reference



To take advantage of more advanced formatting features, click I in the built-in software to download and install DYMO Label[™] v.8 software from the DYMO Web site.





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