DYMO® LabelPoint® 350

Quick Start

Follow these steps to install your LabelPoint 350 label printer and print your first label.

1. Unpacking your Printer

NOTE *If you are connecting the printer to a Windows system, do not plug the printer into your computer until asked to do so during the software installation.*

1 Unpack your label printer and save the packing materials.
2 Make sure you have all the items shown in Figure 1.

Quick Start Guide

USB cable

D1 label cassette

User Guide

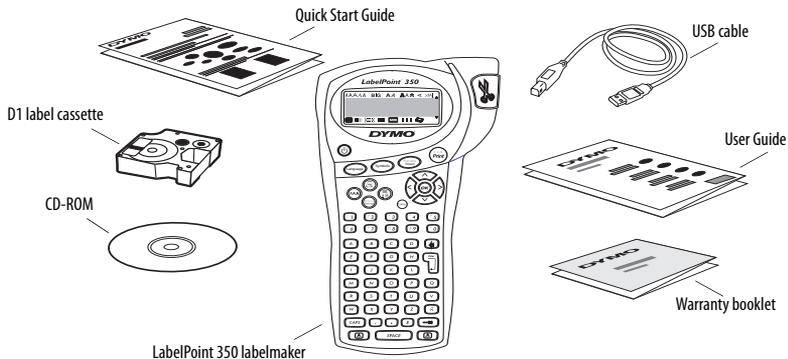CD-ROM

Warranty booklet

LabelPoint 350 labelmaker

Figure 1

2. Connecting the power

The label printer can operate on AC or battery power.

To insert the batteries

1 Remove the battery compartment cover. See Figure 2.
2 Insert the batteries following the polarity markings (+ and −).
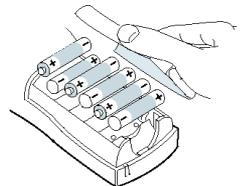3 Replace the battery compartment cover.

Figure 2

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.

3. Inserting the label cassette

Your printer comes with one label cassette. Visit **www.dymo.com** for information about purchasing additional label cassettes.

To insert the label cassette

1 Press and release the label cassette cover to open the label compartment. See Figure 3.

 NOTE *The first time you use the printer, remove the protective cardboard insert from the label exit slot. See Figure 4.*

2 Set the cassette switch for the size of the label cassette that you are inserting. See Figure 4. A notch in the cassette fits over the switch when the cassette is in the correct position.

Figure 3

3 Make sure the label and ribbon are taut across the mouth of the cassette and that the label passes between the guideposts. If necessary, turn the spool clockwise to tighten the ribbon.

4 Insert the cassette and press firmly until the cassette clicks into place. See Figure 4.

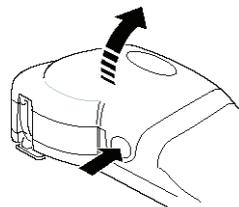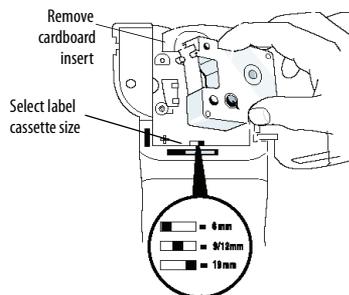5 Close the label cassette cover and press ⏻ to turn on the power.

Figure 4

You are now ready to print your first label. For complete details on how to use the label printer refer to the *LabelPoint 350 User Guide*.

4. Installing the Software

To install the software on a Windows system

NOTE *Do not connect the printer to your computer until asked to do so during the software installation.*

1 Insert the DYMO Label Software CD into your CD-ROM drive. After a few seconds, the installation screen appears. If the installation screen does not appear:
   a. Click **Start** and then **Run** on the Windows taskbar. The Run dialog box appears.
   b. Enter **D:\install.exe** (where D is the letter of the CD-ROM drive) and click **OK**.
2 Select the language version you wish to install and follow the on-screen instructions.

To install the software on a Mac OS system

1 Insert the DYMO Label Software CD into the CD-ROM drive. After a few seconds, the DYMO Label Software Installer icon appears.

2 Double-click the Installer icon and follow the instructions. See Figure 5.

3 When the Printer Setup Utility opens, add this printer as follows:

    a. Click **Add**.

    b. Select the **DYMO LabelPoint 350** printer from the list and click **Add**.

DYMO Label
Software Installer
Figure 5

5. Connecting the Printer to your Computer

Your printer connects to your computer using the USB connection located on the top of the printer.

To connect the printer to your computer

1 Plug the USB cable into the USB port on the top of the printer. See Figure 6.

2 Connect the printer to your computer as follows:

- **Windows:** Plug the USB cable into a USB port **ONLY** when prompted during the software installation.
- **Mac OS X:** Plug the USB cable into a USB port on your computer prior to installing the software.

Figure 6

6. Printing Labels with DYMO Label Software

The following figure shows some of the many features available in DYMO Label Software.

Insert a picture, barcode, date, or symbol.

Insert text you've copied to the Clipboard.

Verify and correct addresses as you add them to the Address Book.

If you also have a LabelWriter printer, two buttons allow you to easily switch between the label editor and tape editor.

Store your favorite addresses in the Address Book and automatically insert them on your label.

For complete details on how to use the software, refer to the *DYMO Label Software User Guide*, located on the DYMO Label Software CD-ROM, and the online Help.

To print your first label

1 Start DYMO Label Software as follows:
   - For Windows, click **Start**, then **Programs**>**DYMO Label**>**DYMO Label**.
   - For Mac OS, double-click the DYMO Label icon in the folder where you installed the software.

   The first time you open the application, you are asked to register. Follow the on-screen instructions.

2 If you already have a LabelWriter printer installed, click [Tape Editor] to display the Tape Editor. Otherwise, go to step 3.

3 Type some text on the label.

4 Choose a font and a style setting from the **Formatting** toolbar.

5 Click [printer icon] to print the label.

6 Use the cutter lever to cut the label.

Printing Multiple Labels from Other Applications

With DYMO Label Software, you can quickly print multiple labels from text created in Microsoft Word and Excel using Smart Paste. You can use Smart Paste to print from the clipboard or a file.

To print multiple labels quickly from Microsoft Excel

1 From Excel, copy a list of items to the clipboard.

2 From DYMO Label Software, click **Edit**>**Smart Paste**>**From Clipboard**. Each item is automatically printed with cut-marks between each label.
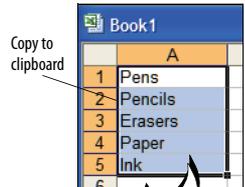
| Pens | Pencils | Erasers | Paper | Ink |

3 Use the cutter lever to cut the tape and use scissors to cut each label at the cut marks.

Congratulations! You are now ready to design and print labels.

Ordering Labels

Labels are available in a wide variety of sizes and styles. You can purchase labels from your local office supply retailer or directly from DYMO Corporation. Visit **www.dymo.com**.