

DYMO[®]
LetraTag[®] 100H

User Guide



Copyright

© 2023 Sanford, L.P. All rights reserved.

No part of this document or the software may be reproduced or transmitted in any form or by any means or translated into another language without the prior written consent of Sanford, L.P.

Trademarks

DYMO and LetraTag are registered marks in the US and other countries. All other trademarks are the property of their respective holders.

Contents

1	About Your New Labelmaker
1	Warranty Registration
1	Getting to Know the Label Maker
2	Getting Started
2	Connecting the Power
2	Inserting the Batteries
2	Inserting the Label Cassette
3	Selecting a Language
3	Setting the Date and Time
3	Printing Your First Label
4	Getting to Know the Labelmaker
4	Power
4	LCD Display
4	CAPS Mode
4	Num Lock
4	Backspace
5	Clear
5	Navigation Keys
5	Cancel
5	Format
5	Insert
5	Settings
5	Formatting Your Label
5	Changing the Font Size
6	Adding Font Styles
6	Creating Two-Line Labels
6	Adding the Date
7	Adding Box and Underline Styles
8	Using Symbols and Special Characters
8	Adding Symbols
8	Adding International Characters
9	Printing Options
9	Previewing Your Label
9	Adjusting the Print Contrast
9	Using Labelmaker Memory
9	Storing Label Text
9	Recalling Stored Labels
10	Caring for Your Labelmaker
11	Troubleshooting
12	General Safety Precautions
12	Environmental Information
12	Electrical Ratings

About Your New Labelmaker

With your new DYMO LetraTag™ 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 LetraTag (LT) 12 mm label cassettes. LT cassettes are available in multiple colors of plastic tape and in white iron-on tape.

Visit www.dymo.com for information on obtaining labels and accessories for your labelmaker.

Warranty Registration

Visit www.dymo.com/register to register your label maker online. During the registration process, you will need the serial number, which is located inside the back cover of the label maker.

Getting to Know the Label Maker

Become familiar with the features shown in the following figure.



Figure 1

Getting Started

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

Connecting the Power

The labelmaker is powered by standard batteries. To save power, the labelmaker will automatically turn off after two minutes of inactivity.

Inserting the Batteries

The labelmaker uses four high-capacity AA alkaline batteries.

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 cover.

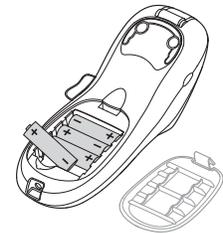


Figure2

Safety Precautions

- Do not mix old and new batteries.
- Do not mix alkaline, standard (carbon-zinc), or rechargeable (ni-cad, ni-mh, etc.) batteries.
- Remove the batteries if the printer will not be used for a long period of time.

Inserting the Label Cassette

Your labelmaker 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.
- 2 Insert the cassette with the label positioned between the print head and pinch roller. See Figure 4.
- 3 Press firmly until cassette clicks into place.
- 4 Close the label cassette cover and press  to turn on the power.

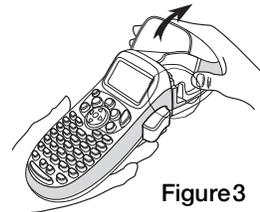


Figure3

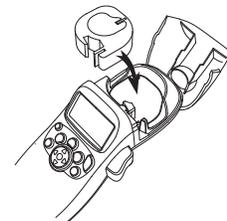


Figure4

Selecting a Language

The first time you turn on the power, you are asked to select your desired language. By default, the language is set to English. The language option you choose determines the character set and date format that are available.

To select a language

- 1 Press .
- 2 Use the up or down arrow keys to select **Language** and press .
- 3 Use the up or down arrow keys to select a language and press .

Setting the Date and Time

You need to set the current date and time so that the date is correct if you choose to automatically insert a date on your label.

The default date and time format depends upon the language you select for the labelmaker. US English uses the date format MMM DD, YY and the 12-hour time format; all other languages use the date format DD MMM YY and the 24-hour time format.

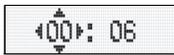
To set the date and time

- 1 Press .
- 2 Use the up or down arrow keys to select **Set Date**, and press .

The default date is displayed.



- 3 Use the left or right arrow key to move the cursor over each setting (month, day, and year) and use the up or down arrow keys to increase or decrease the value.
- 4 When finished, press . The default time is displayed.



- 5 Use the left or right arrow key to move the cursor over each setting (hours and minutes) and use the up or down arrow keys to increase or decrease the value.
- 6 When finished, press .

Printing Your First Label

You are now ready to print your first label.

To print a label

- 1 Enter text to create a simple label.
- 2 Press .
- 3 Press the cutter button to cut the label.

Congratulations! You have printed your first label. Continue reading to learn more about the options available for creating labels.

Getting to Know the Labelmaker

Become familiar with the location of the feature and function keys on your labelmaker. 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.

You can also press  to cancel printing and return to edit mode.

LCD Display

You can enter up to 100 characters and spaces on a label; however, the display will only show a small portion of the characters.

And, with DYMO's exclusive graphical display, any formatting you add is visible instantly. For example, the italics and rounded border added to the text in Figure 5 are clearly displayed.

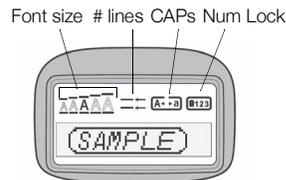


Figure 5

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

CAPS Mode

The  key toggles capitalization on or off. When CAPS mode is turned 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 the A through J keys. When Num Lock mode is turned on, the Num Lock indicator is shown on the display and the numbers 1 through 0 appear when you press the letters A through J. Num Lock is turned off by default.

Backspace

The  key removes the character to the left of the cursor.

Clear

The  key clears all label text and formatting.

Navigation Keys

You can review and edit your label using the left and right arrow keys on the Navigation key. You can 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.

Format

The  key displays the font size, style, and borders submenus. These formatting features are described later in this User Guide.

Insert

The  key allows you to insert symbols, a second line, or the date on your label.

Settings

The  key displays the Preview, Set Date, Language, and Set Print Contrast submenus. These features are described later in this User Guide.

Formatting Your Label

You can choose from a number of formatting options to enhance the appearance of your labels.

Changing the Font Size

Five font sizes are available for your labels: *Extra Small*, *Small*, *Medium*, *Large*, and **Extra Large**.

When you select a size, that size applies to all characters on a label.

To set the font size

- 1 Press the  key.
- 2 Use the up or down arrow keys to select **Size** and press .
- 3 Use the up or down arrow keys to select the desired font size and then press .

Adding Font Styles

You can choose from six different font styles:

AaBb	Normal
AaBb	Bold
<i>AaBb</i>	Italic
AaBb	Outline
AaBb	Shadow
◀◁◓◔◕	Vertical

When you select a style, that style applies to all characters. Styles can be used with alphanumeric characters and some symbols.

To set the font style

- 1 Press .
- 2 Use the up or down arrow keys to select **Style** and press .
- 3 Use the up or down arrow keys to select a font style and press .

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 .
- 2 Use the arrow keys to select **Second Line** and press . A multi-line symbol is inserted at the end of the first line, but will not print on the label.
- 3 Type the text for the second line.

Adding the Date

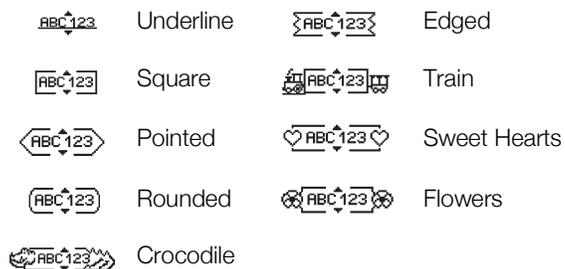
You can insert the date on your label. The date format is MMM DD, YY (US) or DD MMM YY (Europe) depending upon the version of your labelmaker.

To insert the date

- 1 Press .
- 2 Select **Date** and press .

Adding Box and Underline Styles

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



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

To add an underline or box style

- 1 Press .
- 2 Select **Borders**, and press .
- 3 Select underline or a box style and press .

On two-line labels, both lines are underlined. In box style mode, all the lines are enclosed in one box style.

Using Symbols and Special Characters

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

Adding Symbols

The labelmaker supports the extended symbol set shown below.

A	€	\$	¢	£	¥	T	🌀	↑	↓	→	←
B	@	&	#	%	‰	U	😊	😞	😌	♥	🌸
C	!	?	!	¿	—	V	👤	☎	📱	✂	📖
D	'	"	,	.	;	W	🎵	👉	👈	💡	💡
E	'	:	/	\		X	⚠	☠	🍷	🏠	↑↑
F	+	-	*	÷	√	Y	📧	➡	✉	✈	🔗
G	^	~	≈	=	≠	Z	📁	📁	📄	📄	📱
H	±	<	>	≤	≥	AA	📡	📶	📱	📱	📱
I	()	{	}	•	AB	🔗	💰	👤	🕒	👤
J	[]	°	§	∞	AC	✂	👉	📺	🎬	🎬
K	α	β	γ	δ	ε	AD	♿	👤	👤	🎵	🎵
L	η	λ	μ	π	ρ	AE	🌀	☐	✓	✗	☔
M	σ	ω	Δ	Θ	Σ	AF	🕒	📄	🚫	🌙	🍎
N	Φ	Ω	½	¼	¾	AG	🍷	🍷	🍷	🍷	🍷
O	0	1	2	3	4	AH	🔑	🔑	🔑	🔑	🔑
P	5	6	7	8	9	AI	🚗	🚗	🚗	🚗	🚗
Q	0	1	2	3	4	AJ	🚲	⚓	🚗	🚗	🚗
R	5	6	7	8	9	AK	🚲	🚲	🚲	🚲	🚲
S	©	®	™	€	♻	AL	👤	👤	👤	👤	👤
						AM	👤	👤	👤	👤	👤

To insert a symbol

- 1 Press , select **Symbols**, and press . 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.
- 3 When you locate the symbol, press  to add the symbol to your label.

Adding International Characters

The labelmaker supports the extended Latin character set using RACE technology. Similar to using a mobile phone keypad, when you hold down a letter key for longer than one second, you will scroll through variations on that letter. To insert the character, release the key when the desired character appears.

For example, if French is selected as the language and you hold down 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 have selected to use.

Printing Options

You can preview your label 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

- 1 Press .
- 2 Select **Preview** and press .

The text of the label scrolls across the display.

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 **Set Contrast** and press .
- 3 Use the arrow keys to select a contrast setting and press .

Using Labelmaker Memory

The labelmaker has a powerful memory feature that allows you to store the text of up to nine labels you use frequently.

Storing Label Text

You can store up to nine specific labels you use frequently.

To store the current label text

- 1 Press . The first of the memory fields is displayed.
- 2 Use the arrow keys to move through the fields. 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.

Recalling Stored Labels

You can easily recall labels stored in memory to use at a later time.

To recall labels

- 1 Press . The first memory location is displayed similar to storing a label or format.
- 2 Use the arrow keys to select a label to recall and press .

To clear a memory field, first recall a label and then press .

Caring for Your Labelmaker

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



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

To clean the cutter blade

- 1 Remove the label cassette.
- 2 Place the tip of a ball-point pen or pencil on the black post as shown in Figure 6, and press the post down.
- 3 While holding the post down, press and hold 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.

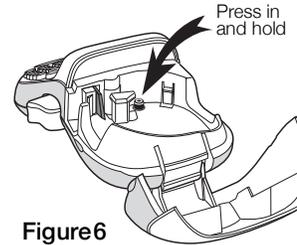


Figure 6



You can also follow this procedure if the cutter blade becomes lodged in the forward position and will not move.

To clean the print head



Cleaning the print head requires a special cleaning tool. To obtain a cleaning tool, contact Customer Support (<http://support.dymo.com>).

Some older label makers may have a cleaning tool stored inside the label compartment cover.

- 1 Remove the label cassette.
- 2 Gently wipe the padded side of the cleaning tool across the print head. See Figure 6.

Troubleshooting

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

Problem/Error Message	Solution
No display	<ul style="list-style-type: none">■ Ensure the labelmaker is turned on.■ Replace discharged batteries.
Poor Print Quality	<ul style="list-style-type: none">■ Replace discharged batteries.■ Ensure label cassette is installed properly.■ Clean the print head.■ Replace the label cassette.
Poor Cutter Performance	Clean the cutter blade. See Caring for Your Labelmaker .
Printing	No action required. Message disappears when printing is finished.
Too many characters Exceeded maximum number of characters in buffer.	Delete some or all of the text.
Battery low Batteries almost discharged.	Replace batteries.
Tape Jam Motor is stalled due to label jam.	<ul style="list-style-type: none">■ Remove jammed label and replace label cassette.■ Clean cutter blade.

If you still need assistance, contact DYMO Customer Support (<http://support.dymo.com>).

General Safety Precautions

Follow the guidelines in this section to use this product safely.

Label Maker

- Do not insert objects into or block the label exit slot.
- Do not touch the cutter blade. Personal injury could result.
- Do not allow any liquids to come into contact with the label maker.
- Do not disassemble the label maker. For inspection, adjustment, or repair, contact DYMO Customer Support (<http://support.dymo.com>).

DYMO Label Cassettes

- Use only DYMO-branded LT label cassettes in this label maker.
- Do not use any unauthorized accessories or supplies.
- Clean the surface before applying the adhesive label or the label may not adhere correctly and could peel off easily.
- Do not expose the labels to extreme heat or sunlight.

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.

Electrical Ratings

Power	6V DC
	The product is powered by 4 alkaline batteries, AA 1.5 V DC each (not included).
