

# **DYMO<sup>®</sup>**

## **LetraTag<sup>®</sup> 100T**

### **User Guide**



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## FCC Statement

**Caution:** The user is cautioned that changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

**Note:** This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

## IC Statement

This device contains licence-exempt transmitter(s)/receiver(s) that comply with Innovation, Science and Economic Development Canada's licence-exempt RSS(s). Operation is subject to the following two conditions:

- (1) This device may not cause interference.
- (2) This device must accept any interference, including interference that may cause undesired operation of the device.

This equipment complies with Industry Canada radiation exposure limits set forth for an uncontrolled environment.

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes : (1) l'appareil ne doit pas produire de brouillage, et (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

Cet équipement est conforme à l'exposition aux rayonnements Industry Canada limites établies pour un environnement non contrôlé.

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## About Your New Label Maker

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

Visit [www.dymo.com](http://www.dymo.com) for information on obtaining labels and accessories for your label maker.

## Warranty Registration

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Please complete the warranty registration card and return it to the appropriate Customer Support address within seven days. Visit [www.dymo.com/registration](http://www.dymo.com/registration) for details or to register online.

## Getting to Know the Label Maker

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Become familiar with the features shown in the following figure.

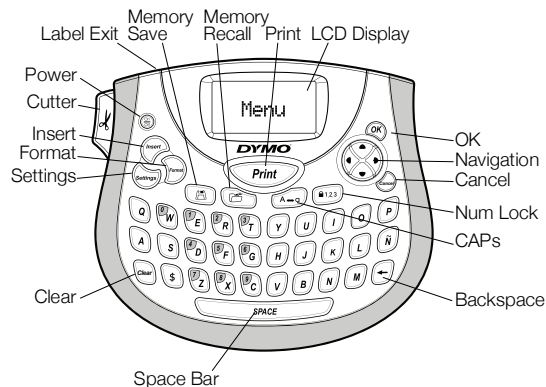


Figure 1

## Getting Started

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

### Connecting the Power

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

### Inserting the Batteries

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The label maker 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.

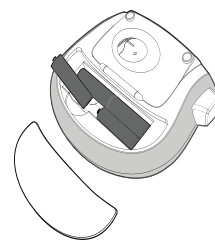


Figure2


### 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 label maker comes with one label cassette. Visit [www.dymo.com](http://www.dymo.com) for information about purchasing additional label cassettes.

### To insert the label cassette

- 1 Lift 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.

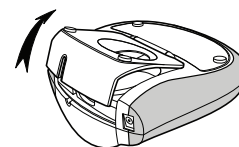


Figure3

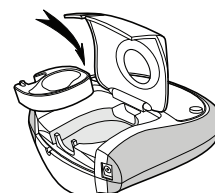





Figure4

## 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 that is available.



### To select a language

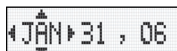
- 1 Press .
- 2 Use the up or down arrow key to select **Language** and press .
- 3 Use the up or down arrow key to select the language you want and press .

## 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.

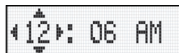
### To set the date and time

- 1 Press .
  - 2 Use the up or down arrow key 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

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


## Getting to Know the Label Maker

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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

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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.

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

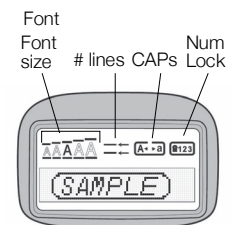



Figure 5


## CAPS Mode

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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 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

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


## Clear

---

The  key clears all label text and formatting.


## Navigation Keys

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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 Size, Style, and Borders submenus. These formatting features are described later in this User Guide.


## Insert

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

## Settings

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





## Adding the Date

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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 label maker.




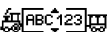

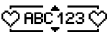

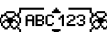
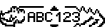
### To insert the date

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

## Adding Box and Underline Styles




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

	Underline		Edged
	Square		Train
	Pointed		Sweet Hearts
	Rounded		Flowers
	Crocodile		

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 label maker supports the extended symbol set shown below.

Position in Row	Position in Row
€ \$ ¢ £ ¥	Ⓢ ⬆ ⬇ ➡ ⬅
@ & # % ‰	☺ ☹ ☹ ☹ ☹
! ? ¡ ¢ =	👤 ☎ 📧 ✂ 📖
' " , . :	👉 👈 👉 👉 👉
' : / \	⚠ ⚠ ⚠ ⚠ ⚠
+ - * ÷ √	📧 📧 📧 📧 📧
^ ~ ≈ = ≠	📧 📧 📧 📧 📧
± < > ≤ ≥	📧 📧 📧 📧 📧
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[ ] ° \$ ∞	📧 📧 📧 📧 📧
α β γ δ ε	📧 📧 📧 📧 📧
η λ μ π ρ	📧 📧 📧 📧 📧
σ ω Δ Θ Σ	📧 📧 📧 📧 📧
Φ Ω ½ ¼ ¾	📧 📧 📧 📧 📧
0 1 2 3 4	📧 📧 📧 📧 📧
5 6 7 8 9	📧 📧 📧 📧 📧
0 1 2 3 4	📧 📧 📧 📧 📧
5 6 7 8 9	📧 📧 📧 📧 📧
© ® ™ € ↻	📧 📧 📧 📧 📧
	📧 📧 📧 📧 📧

#### 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.

The label maker remembers the last symbol used. The next time you choose to insert a symbol, the last symbol that you used is automatically selected.

### Adding International Characters

The label maker 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 â ã ä** 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

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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

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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 Label Maker Memory

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

### Storing Label Text

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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

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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 Label Maker

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Your label maker is designed to give you long and trouble-free service, while requiring very little maintenance.

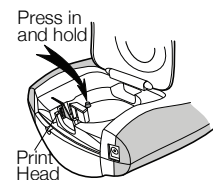
Clean your label maker from time to time to keep it working properly. Clean the cutter blade each time you replace the label cassette.



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

### To clean the cutter blade

- 1 Dampen a cotton ball with alcohol.
- 2 Remove the label cassette.
- 3 Place the tip of a ball-point pen or pencil on the black post as shown in Figure 6, and press the post down.
- 4 While holding down the post, press and hold the cutter lever to expose the cutter blade.
- 5 Release the post and clean both sides of the blade with the cotton ball.
- 6 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

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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"><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.</li><li>■ Ensure label cassette is installed properly.</li><li>■ Clean the print head.</li><li>■ Replace the label cassette.</li></ul>
Poor Cutter Performance	Clean the cutter blade. See <b>Caring for Your label maker</b> .
<b>Printing</b>	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>Battery low</b>	
Batteries almost discharged.	Replace batteries.
<b>Tape Jam</b>	<ul style="list-style-type: none"><li>■ Remove jammed label; replace label cassette.</li></ul>
Motor is stalled due to label jam.	<ul style="list-style-type: none"><li>■ Clean cutter blade.</li></ul>

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

## General Safety Precautions

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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

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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

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