

DYMO LabelManager 120P

Basic label maker with easy-to-use smart keys



www.dymo.com

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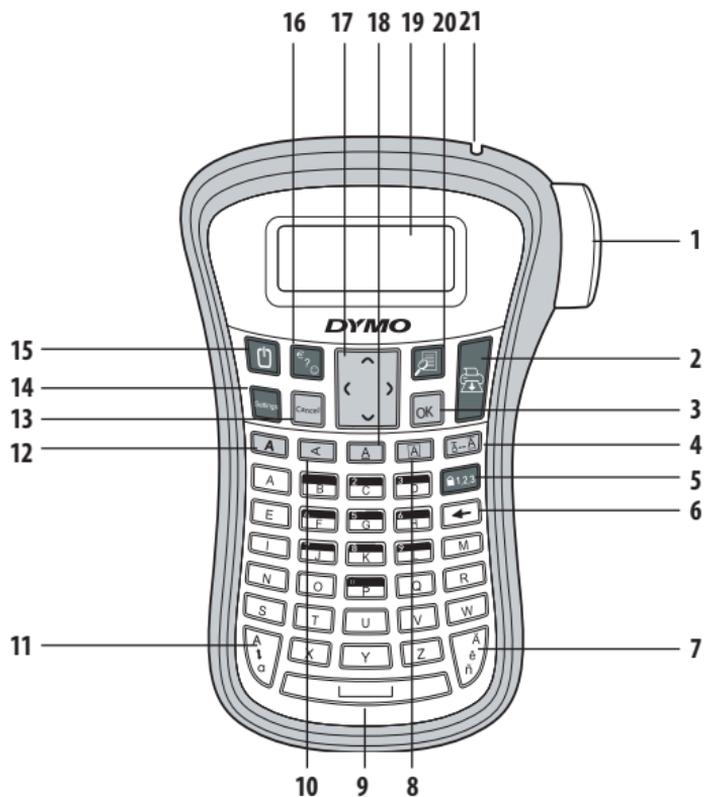


Figure 1 LabelManager 120P Electronic Label Maker

- | | | |
|-----------------------------|--------------------|-----------------------|
| 1 Tape cutter button | 8 Border | 15 On/Off |
| 2 Print | 9 Space bar | 16 Symbols |
| 3 OK | 10 Vertical | 17 Navigation |
| 4 Size | 11 CAPS | 18 Underline |
| 5 Num lock | 12 Bold | 19 LCD display |
| 6 Backspace | 13 Cancel | 20 Preview |
| 7 Accented character | 14 Settings | 21 Tape exit |

About Your New Label Maker

With the DYMO LabelManager 120P electronic label maker, you can create a wide variety of high-quality, self-adhesive labels. You can choose to print your labels in several different font sizes and styles. The label maker uses DYMO D1 tape cassettes in widths of 9 mm or 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 six high-capacity AA alkaline batteries. To save power, the label maker will automatically turn off after two minutes of inactivity.

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.

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

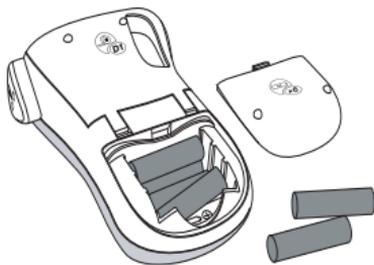


Figure 2

Inserting the Tape Cassette

Your label maker comes with one tape cassette. You can purchase additional tape cassettes from your local office supply retailer.

To insert the tape cassette

1. Lift the tape cassette cover to open the tape compartment. See Figure 3.

i 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 the tape positioned between the guideposts.
3. Press firmly until cassette clicks into place. See Figure 5.
4. Close the tape cassette cover.

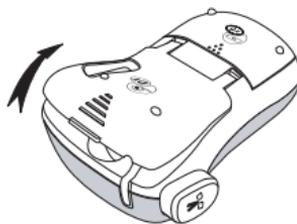


Figure 3

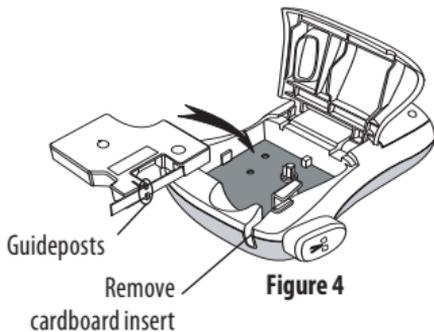


Figure 4

Using the Label Maker for the First Time

The first time you turn on the power, you are asked to select the language and units of measure. These selections will remain set until you change them, or until the label maker is reset. You can change these selections using the Settings key.

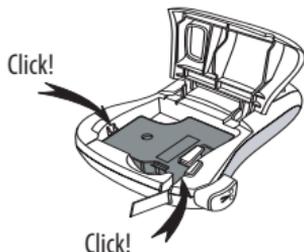


Figure 5

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 inches or mm and press .
 4. Select the width of the tape cassette currently inserted in the label maker.
- 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

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.

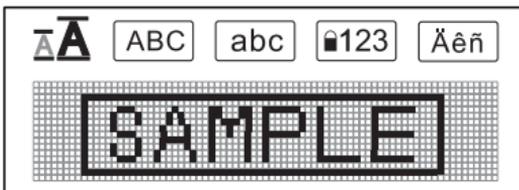
Power

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 thirteen 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 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.

Settings

The  key displays the Label Width, Language, Units, 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 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.

Backspace

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

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.

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 a number of formatting options to enhance the appearance of your labels.

Changing the Font Size

Two font sizes are available for your labels: **Normal** and **Large**. The font size you select applies to all characters on a label.

To set the font size

Press .

The font size key toggles from one size to the other. The font size indicator displays the new size as you change.

Adding Font Styles

You can choose from three different font styles:

AaBbCc	Normal
AaBbCc	Bold
◀◄◃◅◆◇	Vertical

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

The font style keys toggle the style on and off.

To add bold text

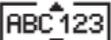
Press  for bold text.

To print a vertical label

Press  for vertical text.

Adding a Border or an Underline

You can highlight your text by using a border or underline.

	Border
	Underline

A label can be underlined or enclosed in a border, but not both together. The border or underline keys toggle on and off. Border or underline styles apply to an entire label.

To add a border

Press .

To add an underline

Press .

Using Symbols and Special Characters

Symbols, punctuation, 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				
‘	“	,	.	;
’	:	/	\	
&	@	#	!	%
‰	¡	?	¿	—
()			
€	£	\$	¢	¥
+	-	*	÷	√
^	~	≈	=	≠
±	<	>	≤	≥
©	®	™	©	
α	β	γ	δ	ε
η	λ	μ	π	ρ
σ	ω	Δ	Θ	Σ
Φ	Ω			

To insert a symbol

1. Press .
2. 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.
3. When you locate the symbol, press  to add the symbol to your label.

Adding International Characters

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

After pressing the  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 and adjust the printing contrast.

Previewing Your Label

You can preview your label prior to printing.

To preview your label

- Press .

The label length is displayed, then 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 **Contrast** and press .
3. Use the arrow keys to select a contrast setting between **1** (less contrast) and **5** (more contrast), and press .

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 down the cutter lever 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 tape compartment cover.
3. Gently wipe the padded side of the tool across the print head. See Figure 6.

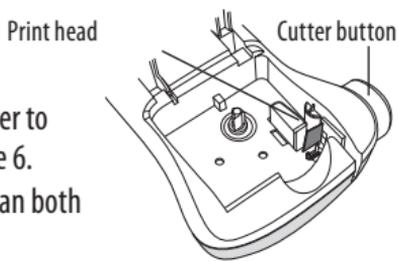


Figure 6

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.• 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 maximum number of characters	Delete some or all of the text.
   Batteries almost discharged	Replace batteries.
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. See **Contacting Customer Support** at the back of this User Guide to locate the contact number for your country.

DYMO D1 Tape Cassettes

Width:	9 mm	12 mm
Length:	7 m	7 m
Black/Clear	S0720670 40910	S0720500 45010
Blue/Clear	—	S0720510 45011
Red/Clear	—	S0720520 45012
Black/White	S0720680 40913	S0720530 45013
Blue/White	S0720690 40914	S0720540 45014
Red/White	S0720700 40915	S0720550 45015
Black/Blue	S0720710 40916	S0720560 45016
Black/Red	S0720720 40917	S0720570 45017
Black/Yellow	S0720730 40918	S0720580 45018
Black/Green	S0720740 40919	S0720590 45019
White/Clear	—	S0720600 45020
White/Black	—	S0720610 45021
Width:	9 mm	12 mm
Length:	3,5 m	3,5 m
Flexible labels for curved surfaces	—	S0718040 16957
Width:	9 mm	12 mm
Length:	5,5 m	5,5 m
Permanent labels	—	S0718060 16959

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, version number, and page number
- Brief description of content (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

Contacting customer support

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NEDERLAND	020 581 93 86	020 581 93 80
BELGIË - BELGIQUE	02 713 38 08	+ 31 20 581 93 80
DEUTSCHLAND	069 66 56 85 29	+ 31 20 581 93 80
ÖSTERREICH	01 599 14 20 12	+ 31 20 581 93 80
SCHWEIZ - SUISSE	044 342 04 66	+ 31 20 581 93 80
SVERIGE	08 632 00 57	+ 31 20 581 93 80
NORGE	22 97 17 10	+ 31 20 581 93 80
DANMARK	35 25 65 08	+ 31 20 581 93 80
SUOMI	09 229 07 04	+ 31 20 581 93 80
ITALIA	02 45 28 13 08	+ 31 20 581 93 80
ESPAÑA	91 662 31 49	+ 31 20 581 93 80
PORTUGAL	21 120 61 64	+ 31 20 581 93 80
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