

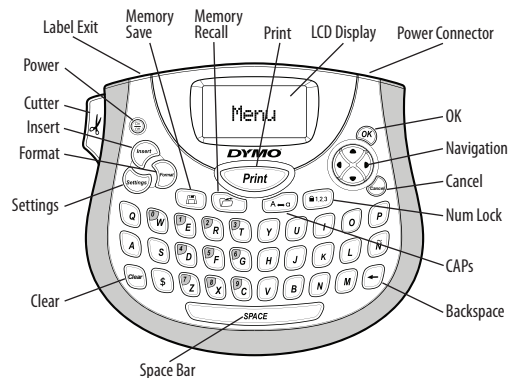
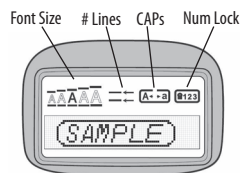
DYMO®



LetraTag®
LT-100T

Quick Reference Guide

Getting to Know Your Label Maker



About Your New Label Maker

With your new DYMO LetraTag® label maker, you can create a wide variety of high-quality, self-adhesive labels. The label maker uses DYMO LetraTag (LT) 1/2 inch (12 mm) label cassettes. LT label cassettes are available in a variety of colors and materials such as paper, plastic, metallic, magnetic, and iron-on.

Visit www.dymo.com for a complete User Guide, and for information on obtaining labels and an optional AC adapter 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.

1 Inserting the Batteries

1. Remove the battery compartment cover.
 2. Insert the batteries following the polarity markings (+ and -).
 3. Replace the cover.
- ⚠ Remove the batteries if the label maker will not be used for a long period of time.

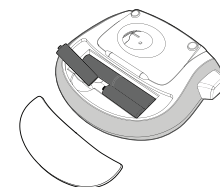


Figure 1

2 Inserting the Label Cassette

1. Lift the label cassette cover to open the label compartment. See Figure 2.
2. Remove the protective cardboard insert from label exit slot. See Figure 3.
3. Insert the cassette with the label positioned between the print head and pinch roller.
4. Press firmly until cassette clicks into place.
5. Close the label cassette cover and press to turn on the power.

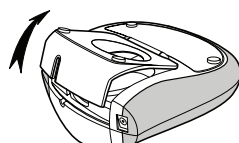


Figure 2

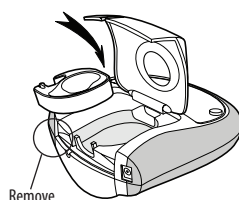


Figure 3

3 Selecting 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 .

4 Setting the Date and Time

1. Press .
2. 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 key 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 key to increase or decrease the value.
6. When finished, press .

5 Printing Your First 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.

Designing Your Label

▶ Changing the Font Size

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

1. Press the key.
2. Select **Size** and press .
3. Select the desired font size and then press .

▶ Adding Font Styles

You can choose from six different font styles:

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

1. Press .
2. Select **Style** and press .
3. Select a font style and press .

▶ Creating Two-Line Labels

1. Type the text for the first line and press .
2. 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.

Continued ▶

