

**DYMO**<sup>®</sup>

# LabelManager 350D

A versatile desktop label maker to create and store many labels



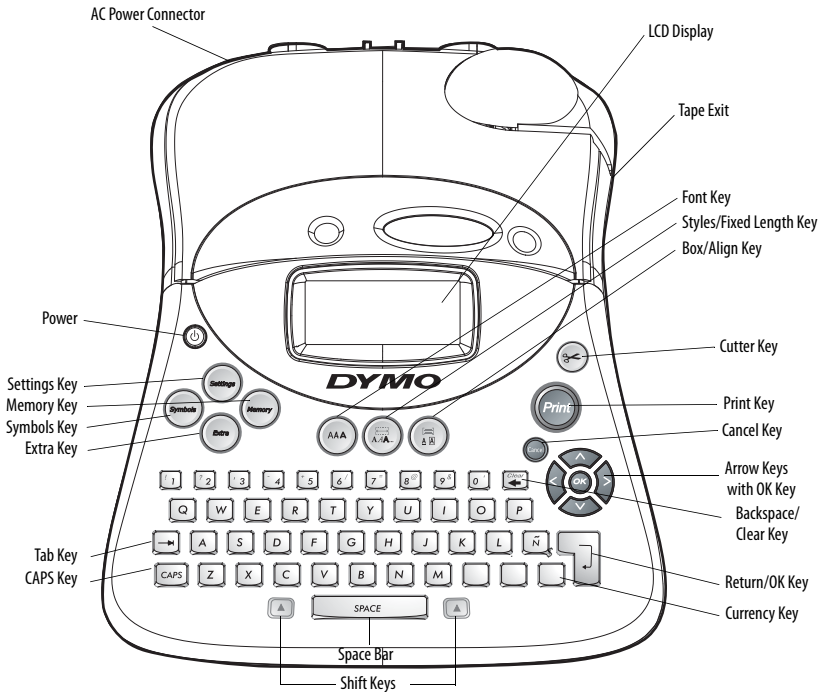
## User Guide

[www.dymo.com](http://www.dymo.com)

# Contents

<b>About Your New Label Maker</b> .....	<b>5</b>
Warranty Registration .....	5
<b>Getting Started</b> .....	<b>5</b>
Connecting the Power .....	5
Inserting the Batteries .....	5
Connecting the Power Adapter .....	5
Inserting the Tape Cassette .....	5
Settings .....	6
Selecting a Language .....	6
Selecting Units of Measure .....	6
Printing Your First Label .....	7
<b>Getting to Know the Label Maker</b> .....	<b>7</b>
Power .....	7
LCD Display .....	7
CAPS Mode .....	7
Shift Key .....	7
Space Bar .....	8
Backspace .....	8
Cancel .....	8
Navigation Keys .....	8
Formatting Your Label .....	8
Changing the Font Size .....	8
Adding Font Styles .....	8
Adding Boxes and Background Styles .....	8
Creating Multiple-Line Labels .....	9
Using Mixed Formats .....	9
Using Tabs .....	9
Using Symbols and Special Characters .....	10
Adding International Characters .....	10
Currency Symbols .....	10
Adding Symbols .....	10
<b>Printing Options</b> .....	<b>11</b>
Printing Multiple Copies .....	11

Serializing Your Labels.....	11
Setting a Fixed Label Length.....	11
Previewing Your Label.....	11
Aligning the Text.....	12
Changing the Cutting Option.....	12
Adjusting the Print Contrast.....	12
<b>Using Label Maker Memory.....</b>	<b>12</b>
Storing Label Text.....	12
Storing Formats.....	12
Recalling Stored Labels and Formats.....	13
<b>Caring for Your Label Maker.....</b>	<b>13</b>



**Figure 1** DYMO LabelManager 350D Electronic Label Maker

## About Your New Label Maker

With your new DYMO LabelManager® 350D label maker, 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 label maker uses DYMO D1 label cassettes in widths of 1/4" (6 mm), 3/8" (9 mm), 1/2" (12 mm), 3/4" (19 mm), or 1" (24 mm). Label cassettes are also available in a wide range of materials.

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

## Warranty Registration

Please complete the warranty registration card and return it to the appropriate customer service address within seven days of purchase. Visit [www.dymo.com](http://www.dymo.com) for details.

## Getting Started

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

### Connecting the Power

The label maker operates on battery power or with an optional AC power adapter. To save power, the label maker will automatically turn off after two minutes of inactivity.

### Inserting the Batteries

The label maker uses six AA batteries.

#### To insert the batteries

1. Remove the battery compartment cover.  
See Figure 2.

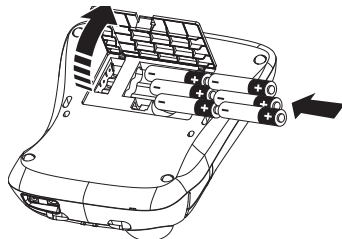


Figure 2

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

### Connecting the Power Adapter

An optional AC power adapter can also be used to power the label maker. Connecting the power adapter to the label maker disconnects the batteries as a power source.

#### To connect the power adapter

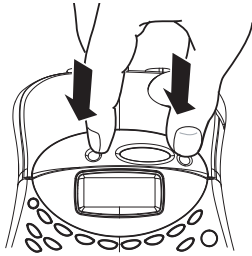
1. Plug the power adapter into the power connector on the top, left side of the label maker.
2. Plug the other end of the power adapter into a power outlet.

### Inserting the Tape Cassette

Your label maker comes with one D1 tape cassette. Visit [www.dymo.com](http://www.dymo.com) for information about purchasing additional tape cassettes.

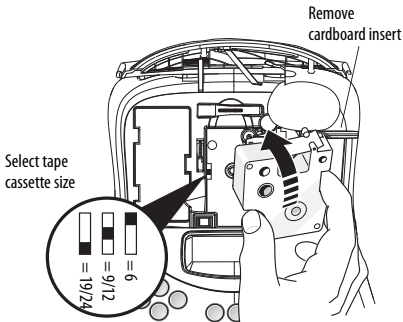
#### To insert the tape cassette

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



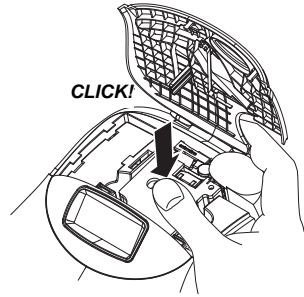
**Figure 3**

**i** The first time you use the label maker, remove the protective cardboard insert from between the print head and pinch roller. See Figure 4.




**Figure 4**

2. Set the cassette switch for the size of the tape 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.
3. Make sure the tape and ribbon are taut across the mouth of the cassette and that the tape passes between the guideposts. If necessary, turn the spool clockwise to tighten the ribbon.
4. Insert the cassette with the tape and ribbon positioned between the print head and pinch roller. See Figure 5.



**Figure 5**

5. Press firmly until cassette clicks into place. Make sure the tape and ribbon are positioned correctly.
6. Close the tape cassette cover and press  to turn on the power.

## Settings

You can select the language and corresponding units of measure you want the label maker to use.

### Selecting a Language

You can select from a number of different language options. By default, the language is set to English.

#### To select a language

1. Press **Settings**.
2. Use the arrow keys to select **Set Language** and press **OK**.
3. Select the language you want and press **OK**.

### Selecting Units of Measure

You can choose to show measurements in inches or millimeters. By default, the units of measure are set to inches.

#### To set the units of measure

1. Press **Settings**.
2. Use the arrow keys to select **Set Units** and press **OK**.
3. Select inches or millimeters and press **OK**.

## 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 **(Print)**. When the label is finished printing, it is automatically cut. The Auto Cut feature is turned on by default. To disable the Auto Cut feature, see **Changing the Cutting Option** on page 12.
3. Remove 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 Label Maker

The following sections describe each feature in detail. Become familiar with the location of the feature and function keys on your label maker. See Figure 1 on page 4.

### Power

The **(Power)** 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

The label maker's LCD display shows a row of sixteen characters. However, you can enter up to 99 characters and spaces.

The display is similar to a window that scrolls across the text. (See Figure 6.) The number of characters actually displayed can vary due to proportional spacing.

The quick **[brown fox jumps]** over the lazy dog.

Figure 6

In addition, feature indicators appear on the display to let you know when a feature is selected. See Figure 7.

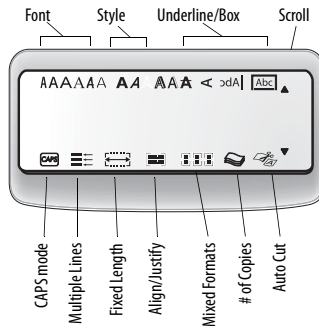


Figure 7

### CAPS Mode

The **CAPS** key toggles capitalization on and 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 entered appear in lower case.

### Shift Key

The **Shift** key, when used in combination with an alphabet key, changes the case of the selected letter. When used in combination with number keys or function keys, the **Shift** key selects the alternate function shown on the key. For example, when you press **Backspace**, the character to the left of the cursor is deleted; however, when you press **Shift+Backspace** together, the entire label text and formatting is deleted and the display is ready for you to type a new label.

## Space Bar

The **Space Bar** inserts one or more blank spaces in your text.

## Backspace

**Backspace** removes the character to the left of the cursor. **Shift+Backspace** clears all label text and formatting.

## Cancel

The **Cancel** key allows you to exit from a menu without making a selection or to cancel an action.

## Navigation Keys

You can review and edit your label using the left and right arrow keys. You can navigate through menu selections using the up and down arrow keys, and then press **OK** to make a selection.

## Formatting Your Label

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

**i** The label maker remembers the last feature selection made so that each time you enter one of the feature menus described in this section, you are positioned at the last item selected from that menu.

## Changing the Font Size

Six font sizes are available for your labels: Arial Narrow, Arial Normal, Arial Wide, Times New Roman, One Stroke, and Frankfurter. When you specify a font size, that size applies to all characters on the label.

### To set the font

1. Press the **Font** key.
2. Use the arrow keys to move to the desired font and then press **OK**.

## Adding Font Styles

You can choose from six different font styles to apply to your text:

AaBb	Normal
◀◃◅◆	Vertical
<i>AaBb</i>	Italic
<b>AaBb</b>	Bold
<u>AaBb</u>	Outline
<b>AaBb</b>	Shadow
<b>AaBb</b>	3D
<b><i>AaBb</i></b>	Italic + Bold
<i><u>AaBb</u></i>	Italic + Outline
<b><i>AaBb</i></b>	Italic + 3D
<b><i>AaBb</i></b>	Italic + Shadow
<del>AaBb</del>	Strike-through
dBbA	Mirror

Figure 8

Only one style can be used at a time. Styles can be used with all alphanumeric characters and symbols. See **Using Symbols and Special Characters** on page 10 for more information on printing symbols.

### To set the font style

1. Press the **Style** key.
2. Use the arrow keys to move to the desired style and then press **OK**.

## Adding Boxes and Background Styles

You can further highlight your text by choosing a box, underline, or background style. A label can be underlined or enclosed in a box or background, but not both together.



The styles available are shown in Figure 9.















	Square Box
	Pointed Box
	Rounded Box
	Crocodile Box
	Scroll Box
	3D Box
	Dots
	Wood Grain
	Bricks
	Checkers
	Parquet
	Diamonds
	Weave
	Underline

Figure 9

### To set the box style

1. Press the **Box/Align** key.
2. Select a frame style and then press **OK**.

On multi-line labels, all lines are underlined. However, all the lines are enclosed in a box style.


### Creating Multiple-Line Labels

The number of lines you can print on a label depends on the size label tape you are using:

- Maximum of three lines on 3/4" (19 mm) and 1" (24 mm) labels

- Maximum of two lines on 3/8" (9 mm) and 1/2" (12 mm) labels
- Maximum of one line on 1/4" (6 mm) labels

### To create a multiple-line label

1. Type the text for the first line, and press **Return**.  
A new line character  is placed at the end of the first line in the display, but will not print on the label.

2. Type the text for the second line.

The display shows the line on which you are currently entering text. The example below indicates that the second line is the current line on the label.



Use the arrow keys to move between lines.

### Using Mixed Formats

You can apply different fonts and format styles to the text on a label by dividing the label into blocks of text or pages. Each page is separated by a page break.

The number of lines that can be added to a page is determined by the label width. You can add two page breaks per label. Alignment, underline, box styles, and background patterns cannot be mixed on a label.

These styles are common to the entire label.

### To add a page break

1. Enter and format text for the first page.
2. Press **Extra**.
3. Select **Insert Format Break** and press **OK**.
4. Continue entering and formatting text for the next page of the label.

### Using Tabs

You can add tabs to a label to align text on multi-line labels. Tabs are left justified and the default spacing is 2.0" (50 mm).

## To change the tab spacing

1. Press **Settings**.
2. Select **Set Tab Length** and press **OK**.
3. Use the up and down arrow keys to increase or decrease the tab setting, and then press **OK**.

## To insert a tab

1. Enter your text.
2. Press the **Tab** key and continue entering text.

## Using Symbols and Special Characters

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

## Adding International Characters

The label maker supports the extended Latin character set using RACE technology. Similar to using a mobile phone keypad, if you type a letter multiple times within a very short time, you will scroll through variations on that letter.

For example, if you repeatedly press the letter **a**, you will see **a à á â ã ä å** and so on through all the variations available. The order in which the character variations appear depends on the language you have selected to use.

## Currency Symbols

The currency key **\$** also uses RACE to scroll through a number of currency symbols:

**£ e € ¢ ¥**

The order these symbols appear depends on the keyboard version and language you have selected.

## Adding Symbols

The label maker supports the extended symbol set as shown in Figure 10.

Row	Position in row				
A	€	\$	¢	£	¥
B	@	&	#	%	%
C	!	?	!	?	—
D	'	"	,	.	;
E	:	/	+	-	*
F	(	)	=	<	>
G	≠	±	÷	{	}
H	[	\	]		\$
I	•	'	©	®	™
J	☺	☹	☺	☹	☹
K	☺	☹	☺	☹	☹
L	♿	♿	♿	♿	♿
M	⚠	⚠	⚠	⚠	⚠
N	+	↑	↓	→	←
O	©	©	©	©	©
P	📁	📁	📁	📁	📁
Q	📁	📁	📁	📁	📁
R	📁	📁	📁	📁	📁
S	✂	✂	✂	✂	✂
T	☎	☎	☎	☎	☎
U	✂	✂	✂	✂	✂
V	✓	✗	♥	🔒	🔑
W	☺	★	☆	❄	☹
X	📁	📁	📁	📁	📁
Y	↔	↔	↔	↔	...
Z	Ω	λ	μ	°	~
AA	↙	↘	↙	↘	⊥
AB	⚡	⚡	⚡	⚡	⚡
AC	⚡	⚡	⚡	⚡	⚡
AD	⚡	⚡	⚡	⚡	⚡
AE	⚠	⚠	⚠	⚠	⚠
AF	0	1	2	3	4
AG	5	6	7	8	9
AH	0	1	2	3	4
AI	5	6	7	8	9
AJ	1/4	1/2	3/4		

Figure 10

## To add a symbol

1. Press **Symbols**. 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.  
To quickly see a row of symbols, you can press the letter corresponding to the row you want.
3. When you locate the desired symbol, press **OK** to add the symbol to your label text.

## Printing Options

You can print multiple copies of a label at one time, print fixed-length labels, review label text and format, and adjust the printing contrast.

### Printing Multiple Copies

You can print up to 16 copies of a label at one time. When printing multiple copies, a dotted cut-line is printed between each label.

#### To print multiple copies of the label

1. Press **Extra** and then select **# Copies**.
2. Press the up arrow key to increase the number of copies to print.
3. Press the down arrow key to begin decreasing the number of copies from 16.
4. Press **OK**.
5. Press **Print** to begin printing.

 You may notice a brief pause in printing between each label for more complex formats.

When printing is finished, the number of copies to print returns to the default value of 1.

### Serializing Your Labels

You can print a series of labels with the last number incremented by one number. The number of labels serialized depends upon the number of copies you selected to print. Only the last series of numbers that

follows any letter, space, or punctuation will be serialized. For example, abc123 will print as abc123, abc124, abc125; and 123-998 will print as 123-998, 123-999, 123-1000, and so on.

#### To serialize your labels

1. Enter the text for your label.
2. Select the number of labels to print as described in **Printing Multiple Copies** on page 11.
3. Press **Extra**.
4. Select **Incremental Print** and press **OK**.
5. Press **Print**.

### Setting a Fixed Label Length

Normally, the length of the label is determined by the length of the text entered. However, you may wish to make a label for a specific purpose that is a fixed length regardless of the length of the text.

You can specify a fixed length for a label in 0.1" (2 mm) increments between 1.5" (40 mm) and 15.0" (400 mm). The preset fixed length is 1.5" (40 mm). Any change you make to the fixed length setting remains in effect until you change it.

#### To set the label length

1. Press **Shift-Font/Fixed Length**.
2. Press the up arrow to increase the length.
3. Press the down arrow to decrease the length.
4. Press **OK** to set the fixed length.
5. After you print the label, press **Clear** to turn off the fixed label length setting; otherwise, all your subsequent labels will print with this fixed length.

### 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.

## To preview your label

1. Press **Extra**.
2. Select **Print Preview** and press **OK**.
3. Select **Text** or **Format**.

If you select **Text**, the text of the label scrolls across the display. If you select **Format**, the format selected displays briefly.

## Aligning the Text

When you print a fixed length label you can choose to align the text at the left, center, or right side of the label. For two-line labels, both lines of text are aligned left, center, and right relative to each other.

### To align the text

1. Press **Shift-Box/Align**.
2. Select the desired alignment and press **OK**.
3. Press **Clear** to turn off the alignment setting.

## Changing the Cutting Option

You can choose to have each label automatically cut after printing or you can manually cut the labels using the Cutter key. By default, labels are cut automatically. When manual cutting is selected and you print multiple copies or serialized labels, a dotted cut-line is printed between each label.

### To change the cutting option

1. Press **Settings**.
2. Select **Set Auto Cut** and press **OK**.
3. Select **Auto Cut On or Off**, and then press **OK**.

This setting will remain until you change it.

## 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 **Settings**.

2. Select **Print Contrast** and press **OK**.
3. Select a contrast setting and press **OK**.

## Using Label Maker Memory

The label maker has a powerful memory feature that stores text and formatting as follows:

- Automatically stores the last ten labels printed.
- Allows you to store the text of up to ten labels you use frequently.
- Allows you to name and store up to ten commonly used label formats.

## Storing Label Text

The label maker automatically keeps the last ten labels printed in a text buffer. In addition, you can store up to ten specific labels you use frequently.

### To store the current label text

1. Press **Memory**.
2. Select **SAVE** and then **LABEL**.

Ten fields, which represent memory locations, are displayed. Fields that are filled indicate stored label text. You can store new text in any of the memory locations, however, if you select a location that is filled, the previous label text will be overwritten.

3. Select a memory location and press **OK**.

Your label text is saved and you are returned to the label.

## Storing Formats

In addition to label text, you can store up to ten specific label formats you use frequently. This feature stores only the formatting information not the label text.

### To store the current format

1. Press **Memory**.
2. Select **SAVE** and then **FORMAT**.

A list of ten fields, which represent memory locations, are displayed. Fields that contain formats display a name in the field. You can store new formats in any of the fields, however, if you select a location that is filled, the previous label format will be overwritten.

3. Select a field and press **OK**. The word **NAME?** appears in the field.
4. Enter a name for the format and press **OK**. Your label format is saved and you are returned to the label.

### Recalling Stored Labels and Formats

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

#### To recall labels or formats

1. Press **Memory**.
2. Select **Recall** and then **LABEL, FORMAT, or LAST PRINTED**.

A list of memory locations is displayed similar to storing a label or format.





3. Select a label or format to recall and press **OK**.



### 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. Turn the power off.
2. Remove the tape cassette.
3. Press  and the  key together.  
The message **CUT TEST** appears on the display.
4. Press and hold the  +  keys.

5. When you are able to access both sides of the blade, release the keys.
6. Use a cotton bud and alcohol to clean both sides of the blade.  
 The cutter blade is extremely sharp. Use caution when cleaning.
7. After cleaning the blade, press  to return the blade to the home position.

 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

1. Remove the tape cassette.
2. Remove the cleaning tool from inside the label compartment cover.
3. Gently wipe the padded side of the tool across the print head. See Figure 11.

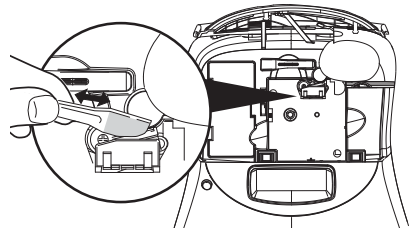



Figure 11

# Troubleshooting

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

<b>Problem/Error Message</b>	<b>Solution</b>
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 discharged batteries or attach power adapter.</li><li>• Ensure tape cassette is installed properly.</li><li>• Clean the print head.</li><li>• Replace the tape 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>Too many lines</b> Exceeded maximum number of lines allowed.	Select another format.
<b>Insert Tape Cassette</b> Tape cassette missing or empty.	Insert a new tape cassette
<b>Battery low</b> Batteries almost discharged.	Replace batteries or connect AC power adapter.
<b>Tape Jam</b> Motor is stalled due to tape jam.	<ul style="list-style-type: none"><li>• Remove jammed tape and replace tape cassette.</li><li>• Clean cutter blade.</li></ul>
Set  Fixed-length label selected and the length necessary to print the label exceeds the selected length.	<ul style="list-style-type: none"><li>• Following this message, a fixed-length value is displayed which indicates the minimum label length necessary to fit the text. Do one of the following:</li><li>• Adjust the fixed-length label setting appropriately, or</li><li>• Select a narrower font size.</li></ul>

If you still need assistance, contact DYMO Customer Support for your country. The Warranty booklet includes a list of contact numbers for each country.

## 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.

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 - EN 60950, IEC 950, UL 1950

EMC Compatibility EN 61000 3-2/3 ; EN 61000 4-2/3/4/5/6/8/11; ENV 50204;

EU Immunity - EN 55024 & addendums A1, A2 Electromagnetic Compatibility (EMC) - Information Technology equipment, Immunity Characteristics

Emissions – EN 61000-6-3: Electromagnetic Compatibility (EMC) - Part 6: Generic Standards - Section 3: Emission standard for residential, commercial and light industrial environments.



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