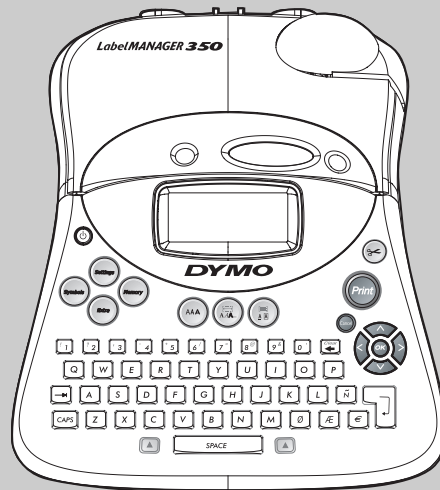# DYMO®
LabelMANAGER 350

Electronic Labelmaker
User Guide

Etiqueteuse Electronique
Guide D'Utilisation

Elektronische Labelmaker
Gebruikershandleiding

Elektronisches Beschriftungsgerät
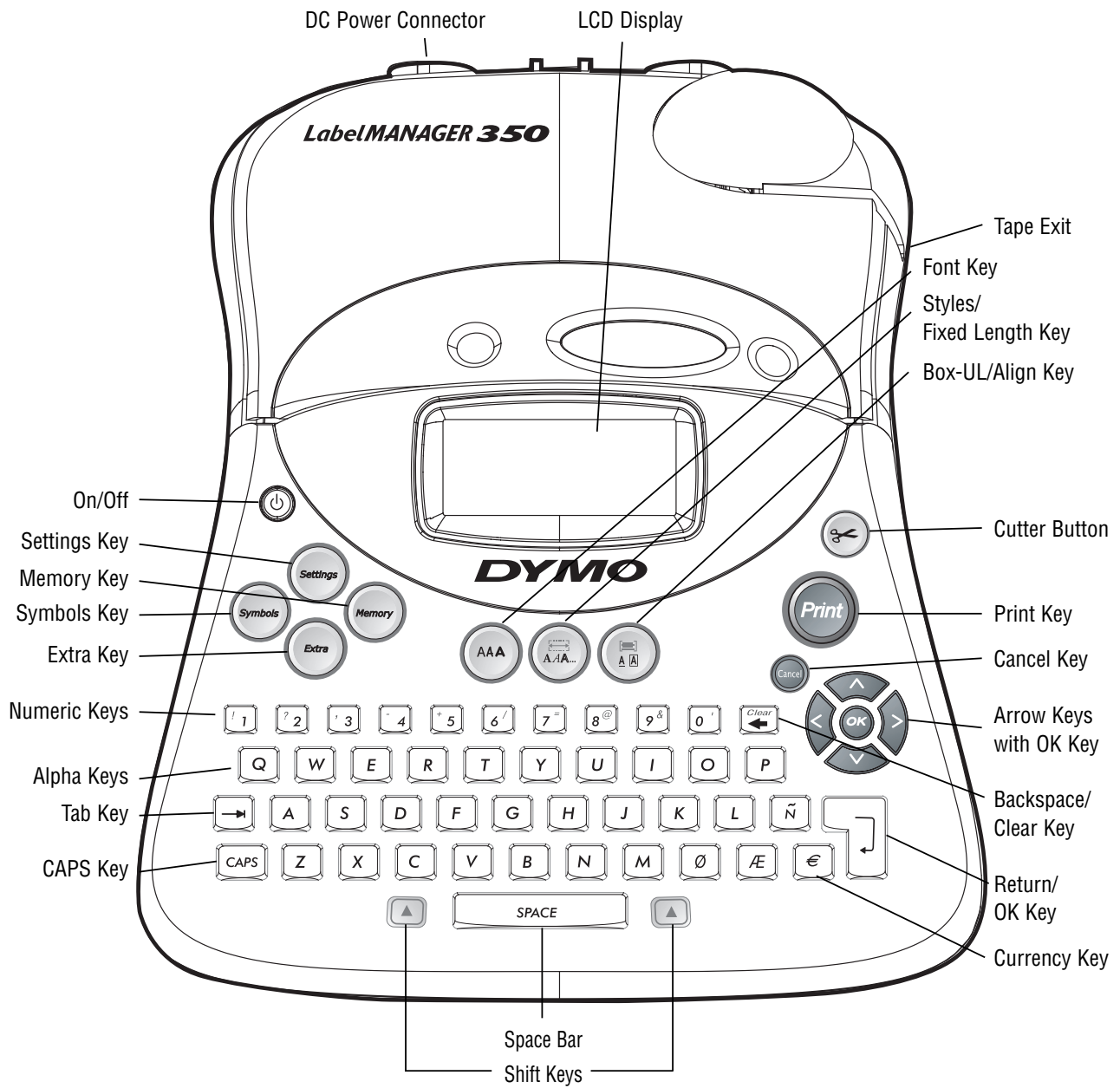Bedienungsanleitung

www.dymo.com

ESSELTE
DYMO, AN ESSELTE BRAND

DC Power Connector

LCD Display

LabelMANAGER *350*

Tape Exit

Font Key

Styles/
Fixed Length Key

Box-UL/Align Key

On/Off

Settings Key

Memory Key

Symbols Key

Extra Key

Numeric Keys

Alpha Keys

Tab Key

CAPS Key

Cutter Button

Print Key

Cancel Key

Arrow Keys
with OK Key

Backspace/
Clear Key

Return/
OK Key

Currency Key

Space Bar

Shift Keys

Figure 1   LabelMANAGER 350 Electronic Labelmaker

About Your LabelMANAGER 350 Electronic Labelmaker

The LabelMANAGER 350 electronic labelmaker allows you to 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 D1 tape cassettes in widths of 6 mm (1/4"), 9 mm (3/8"), 12 mm (1/2"), or 19 mm (3/4"). These tape cassettes are available in a wide range of colors. Visit www.dymo.com for information on obtaining tapes and accessories for your labelmaker.

Warranty Registration

Please complete the warranty registration card and return it to the appropriate customer service address within seven days. See the Warranty booklet for details.

Getting Started

Follow the instructions in this section to get started printing your first label.

Inserting the Batteries

The labelmaker uses six AA batteries.

To insert the batteries
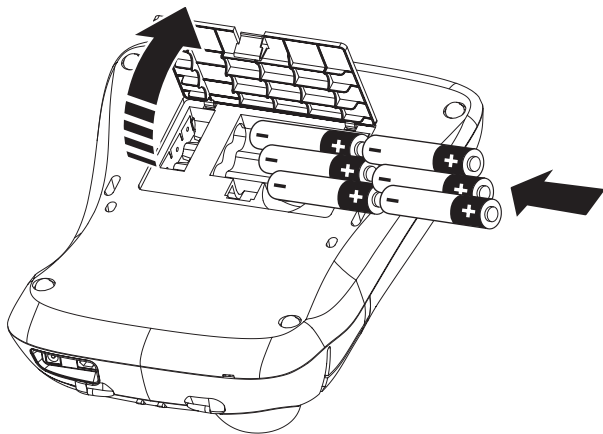1. Remove the battery compartment cover. See Figure 2.

Figure 2

2. Insert the batteries following the polarity markings (+ and –).

3. Close the compartment door.

> Remove the batteries if the labelmaker will not be used for a long period of time.

Connecting the Power Adapter

Connecting the power adapter to the labelmaker disconnects power from the batteries.

To connect the power adapter
1. Plug the power adapter into the power connector on the top, left side of the labelmaker.

2. Plug the other end of the power adapter into a power outlet.

> Make sure you disconnect the labelmaker from the power adapter before you unplug the adapter from the main power source. Otherwise, the most recent memory settings will be lost.

Inserting the Tape Cassette

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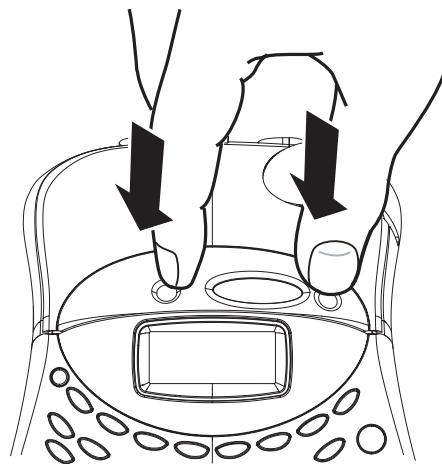1. Press and release the tape cassette cover to open the tape compartment. See Figure 3

Figure 3

GB

3

⚠ Remove the protective cardboard insert from between the print head and roller. See Figure 4.

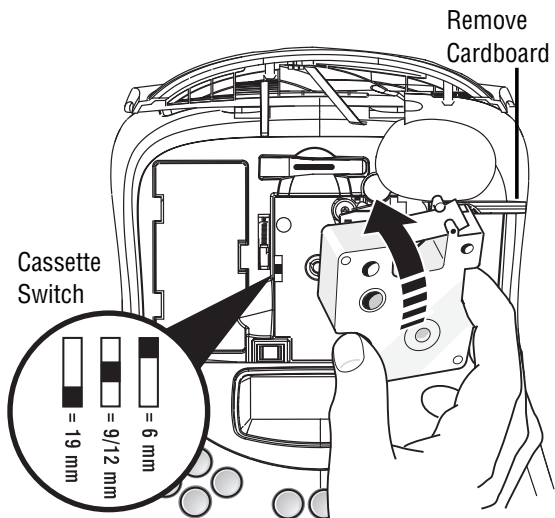2. Set the cassette switch for the size of the tape cassette that you are inserting. See Figure 4.

Remove
Cardboard

Cassette
Switch

= 19 mm = 9/12 mm = 6 mm

Figure 4

A notch in the cassette will fit over the switch when it 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 4.
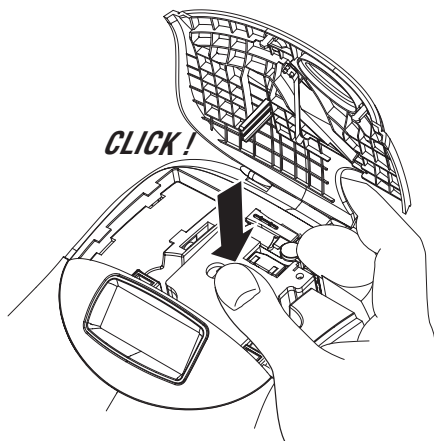
CLICK !

Figure 5

5. Press firmly until cassette clicks into place. See Figure 5.

6. Close the tape cassette door.

Settings

Selecting the Language
You can select from a number of different language options.

To select your language
1. Press the **ON/OFF** button.

2. Press **Settings**.

3. Use the arrow keys to select **Set Language** and press **OK**.

4. Use the **Up** and **Down** arrow keys to scroll to the language you want and press **OK**.

Selecting Units of Measure
You can choose to show measurements in inches or millimeters.

To set the units of measure
1. Press **Settings**.

2. Use the **Up** and **Down** arrow keys to select **Set Units** and press **OK**.

3. Use the **Up** and **Down** arrow keys to toggle between inches and millimeters and press **OK**.

You are now ready to print your first label !

Printing Your First Label

To print a label
1. Press the **ON/OFF** button.

2. Enter text to create a simple label.

3. Press the **Print** button to print the label.

Congratulations! You have printed your first label. Continue reading to learn more about the font, styles, and formatting options available.

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Getting to Know Your Labelmaker

The following sections describe each feature in detail. Become familiar with the location of the feature and function keys. See Figure 1 on page 2.

The Display

The LCD display shows a row of sixteen characters. However, you can enter up to 99 characters/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.
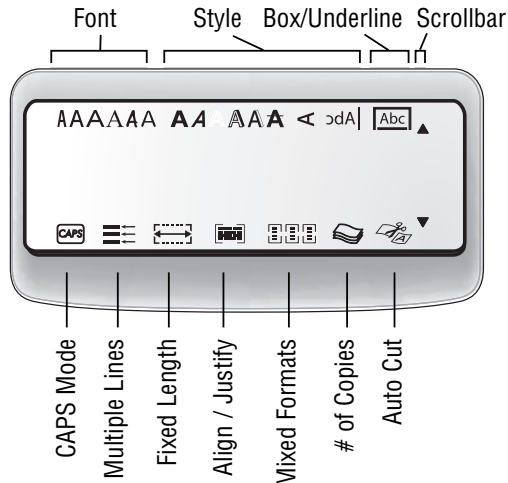

Figure 7

On/Off

The **On/Off** button switches 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.

Upper and Lower Case

The **CAPS** key toggles capitalization on and off. When CAPS mode is turned on, the CAPS indicator is shown on the display and all letters that you enter will be capitalized. When CAPS mode is off, all letters entered appear in lower case.

Shift

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 blank space in your text.

Backspace

The **Backspace** key removes the character to the left of the cursor. **Shift-Backspace** clears all the 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 the menu selections using the up and down arrow keys. You then press **OK** to make your selection.

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Formatting Your Label

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

The labelmaker 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

Six font 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 current page.

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 13 different font styles to apply to your text:

AaBb	Normal
AaBb	Vertical
AaBb	Italic
AaBb	Bold
AaBb	Outline
AaBb	Shadow
AaBb	3D
AaBb	Italic + bold
AaBb	Italic + outline
AaBb	Italic + 3D
AaBb	Italic + shadow
AaBb	Strikethrough
AaBb	Mirror

Figure 8

Only one style can be used at a time. Styles can be used with alphanumeric characters and symbols. See "Adding Symbols" 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.

DYMO	Underline
DYMO	Square Box
DYMO	Pointed Box
DYMO	Round Box
DYMO	Crocodile Box
DYMO	Scroll Box
DYMO	3-D Box
DYMO	Dots
DYMO	Woodgrain
DYMO	Bricks
DYMO	Checkers
DYMO	Parquet
DYMO	Diamonds
DYMO	Weave

Figure 9

To set the box style
1. Press the **Box/Align** key.
2. Use the arrow keys to move to the desired box style and then press **OK**.

On two-line labels, both lines are underlined. However, both lines are enclosed in a single box for the box styles.

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) labels

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- 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.

You can use the arrow keys to move from one line to another.

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 to a 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 of the label.

2. Press **Extra.**

3. Use the arrow keys to 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. Use the arrow keys to 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 labelmaker supports the extended Latin character set using RACE technology. Similar to using a mobile phone keypad, if you press a letter multiple times within a very short time, you will scroll through variations of 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 chosen to use.

Currency symbols

The currency key € also uses RACE to scroll through a number of currency symbols:
€ £ $ ¢ ¥
The order these symbols appear depends on the keyboard version and language you have selected.

Adding Symbols

The labelmaker supports the extended symbol set as shown below.

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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 scroll horizontally along the 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 the same label, print serialized and 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 the Auto-Cut feature is off, a dotted cut-line is printed between each label.

To print multiple copies of the label

1. Press **Extra** and then use the arrow keys to set **# 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**."

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3. Press **Extra**.

4. Use the arrow keys to 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 2mm (0.1") increments from 40 mm (1.5") to 400 mm (15.0").
The preset fixed length is 4" (100 mm).
Any change you make to the fixed-length setting remains in effect until you change it again.

To set the label length
1. Press **Shift-Style/Fixed Length**.

2. Use arrow keys to select **ON** and press **OK.**

3. Press the **Up** arrow to increase the length.

4. Press the **Down** arrow to decrease the length.

5. Press **OK** to set the fixed length.

6. 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 multiple-line label is previewed as a single-line label.

To preview your label
1. Press **Extra**.

2. Use the **Down** arrow key to select **Print Preview** and press **OK**.

3. Use the arrow keys to 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 multi-line labels, all lines of text are aligned left, center, or right relative to each other.

To align the text
1. Press **Shift-Box/Align**.

2. Use the arrow keys to 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 button. 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. Use the arrow keys to select **Set Auto Cut** and press **OK**.

3. Use the arrow keys to 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. Use the arrow keys to select **Set Contrast** and press **OK**.

3. Use the arrow keys to select one of the five contrast settings and press **OK**.

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Using Labelmaker Memory

The labelmaker has a powerful memory feature that stores text and formatting as follows:
• Automatically stores the last 10 labels printed.
• Allows you to store the text of up to 10 labels you use frequently.
• Allows you to name and store up to 10 commonly used label formats.

Storing Label Text

The labelmaker automatically keeps the last 10 labels printed in a text buffer. In addition, you can store up to 10 specific labels you use frequently.

To store the current label text
1. Press **Memory**.
2. Use the arrow keys to select **SAVE** and then **LABEL**.

   10 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. Use the arrow keys to 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 10 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. Use the arrow keys to select **SAVE** and then **FORMAT**.

   A list of 10 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, how-ever, if you select a location that is filled, the previous label format will be overwritten.
3. Use the arrow keys to 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. Use the arrow keys to select **RECALL** and then **LABEL**, **FORMAT**, or **LAST PRINTED**. A list of memory locations is displayed similar to storing a label or format.
3. Use the arrow keys to select a label or format to recall and press **OK**.

Caring for Your Labelmaker

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

Cleaning the Labelmaker

Clean your labelmaker 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 to the labelmaker off.
2. Press **ON/OFF** and the **Cut** key together. The message **CUT TEST** appears on the display.
3. Press and hold the **Shift+Cut** keys. The cutter blade will move into view in small steps.
4. When you are able to access both sides of the blade, release the **Shift+Cut** keys.
5. Use a cotton bud and alcohol to clean both sides of the cutter blade.

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6. After cleaning the blade, press **Cut** to return
    the blade to its 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
Wipe the print head clean using the cleaning
tool located inside the tape compartment lid.

DYMO D1 label cassettes

Width:	6mm (1/8")	9mm (1/4")	12mm (1/2")	19mm (3/4")
Length:	7m	7m	7m	7m
Black/Clear	43610	40910	45010	45800
Blue/Clear	——	——	45011	——
Red/Clear	——	——	45012	——
Black/White	43613	40913	45013	45803
Blue/White	——	40914	45014	45804
Red/White	——	40915	45015	45805
Black/Blue	——	40916	45016	45806
Black/Red	——	40917	45017	45807
Black/Yellow	43618	40918	45018	45808
Black/Green	——	40919	45019	45809
White/Clear	——	——	45020	45810
White/Black	——	——	45021	45811
Black/Silver	——	——	45022	45812
Black/Gold	——	——	45023	45813
Black/Fluo Green	——	——	45024	——
Black/Fluo Red	——	——	45025	——
Flexible Nylon	——	——	16957	16958
Perm. Polyester	——	——	16959	16960

UK Adapter	40075
European Adapter	40076

11

Troubleshooting

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

Problem/Error Message	Solution
No display	• Ensure the printer is turned on. • Replace discharged batteries.
Poor Print Quality	• Replace discharged batteries. • 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 Labelmaker**.
Printing…	No action required. Message will disappear once printing is finished.
⚠ **Too many lines** Exceeded maximum number of lines allowed	Change layout of label or tape size.
⚠ **Too many characters** Exceeded maximum number of characters in buffer	Delete some or all of the buffer text.
⚠ **Insert Tape Cassette** Tape cassette missing or empty	Insert a new tape cassette.
⚠ **Battery low** Batteries almost discharged	Replace batteries or connect DC power adapter.
⚠ **Tape Jam** Motor is stalled due to tape jam	Remove jammed tape and replace tape cassette.
⚠ **Too many pages** Exceeded maximum number of pages allowed	Change layout of label.
⚠ **Page not empty**	Delete first all content of the page
⚠ **Tape size too small**	Change tape size or press Cancel to exit Box/Background menu
Set ⬌ Fixed-length label is selected and the length necessary to print the label exceeds the selected length.	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: • Adjust the fixed-length label setting appropriately, or • Select a narrower font.

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

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 Safety   –   EN 60950, IEC 950, UL 1950
    EMC emissions   –   EN 55022 Class B, CIS PR22 Class B,
                                            FCC pt15 Sub pt B Class B
    EMC immunity   –   EN50082-1, IEC801-2 & IEC801-3

EU Immunity   –   EN 55024 (1997): Electromagnetic Compatibility (EMC) - Information Technology equipment,
                         Immunity Characteristics
    Emissions   –   EN 61000-6-3 (2001): Electromagnetic Compatibility (EMC) - Part 6: Generic Standards -
                         Section 3 :Emission standard for residential, commercial and light industrial environments.

Although unlikely, it is possible that abnormal behavior may result from electrostatic discharges. In such cases, should normal operation not resume, follow the relevant procedure as detailed in the trouble-shooting section: No response to keys.
The user should avoid directly touching the thermal print head.

Esselte is an ISO 14000 registered company. Plastic components of this printer have been marked to enable final disposal in a manner that is sensitive to the environment.

Esselte BVBA

Industriepark-Noord 30

9100 Sint-Niklaas

02/ 713 38 08