

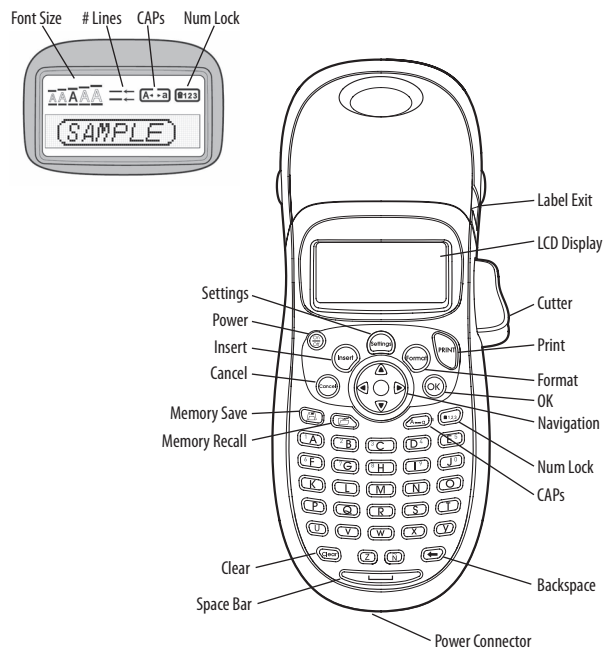
# DYMO®



## LetraTag® LT-100H

### 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](http://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](http://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.

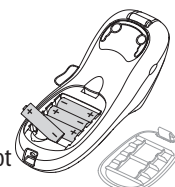


Figure 1

##### 2 Inserting the Label Cassette

1. Press and release 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 **On/Off** to turn on the power.

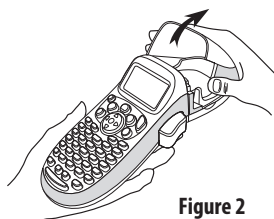


Figure 2

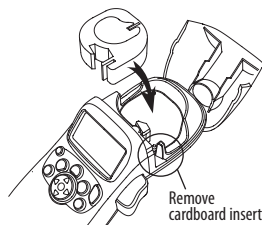
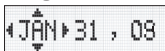
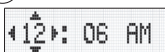


Figure 3

##### 3 Selecting a Language

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

##### 4 Setting the Date and Time

1. Press **Settings**.
2. Select **Set Date** and press **OK**. 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 **OK**. 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 **OK**.

##### 5 Printing Your First Label

1. Enter text to create a simple label.
2. Press **Print**.
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 **Format** key.
2. Select **Size** and press **OK**.
3. Select the desired font size and then press **OK**.

##### ▶ Adding Font Styles

You can choose from six different font styles:

<b>AaBb</b>	Normal	<b>AaBb</b>	Outline
<b>AaBb</b>	Bold	<b>AaBb</b>	Shadow
<i>AaBb</i>	Italic	◀◄◃◅	Vertical

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

##### ▶ Creating Two-Line Labels

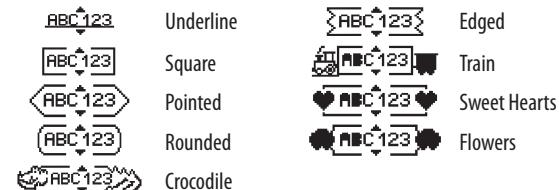
1. Type the text for the first line and press **Insert**.
2. Select **Second Line** and press **OK**. A multi-line symbol is inserted at the end of the first line, but will not print on the label.
3. Type the text for the second line.

## ▶ Adding the Date

1. Press **Insert**.
2. Select **Date** and press **OK**.

## ▶ Adding Box and Underline Styles

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



1. Press **Format**.
2. Select **Borders**, and press **OK**.
3. Select underline or a box style and press **OK**.

## ▶ 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.

## ▶ Adding Symbols

The label maker supports the symbols shown below.

Row	Position in Row	Row	Position in Row
A	€ \$ ¢ £ ¥	T	Ⓢ ↑ ↓ → ←
B	@ & # % ‰	U	☺ ☹ ☺ ♥ ☹
C	! ? ¡ ¢ ¢	V	👤 📞 📧 ✂ 📖
D	' " , . ;	W	⚠ ⚡ ⚡ ⚡ ⚡
E	' : / \	X	⚠ ⚡ ⚡ ⚡ ⚡
F	+ - * + √	Y	📧 📧 📧 📧 📧
G	^ ~ ≈ = ≠	Z	📁 📁 📁 📁 📁
H	± < > ≤ ≥	AA	📧 📧 📧 📧 📧
I	( ) { } •	AB	📧 📧 📧 📧 📧
J	[ ] ° \$ ∞	AC	📧 📧 📧 📧 📧
K	α β γ δ ε	AD	♿ ♿ ♿ ♿ ♿
L	η λ μ π ρ	AE	☺ ☹ ☹ ☹ ☹
M	σ ω Δ Θ Σ	AF	🕒 📧 🕒 🕒 🕒
N	Φ Ω ½ ¼ ¾	AG	🕒 🕒 🕒 🕒 🕒
O	0 1 2 3 4	AH	🔧 🔧 🔧 🔧 🔧
P	5 6 7 8 9	AI	🚗 🚗 🚗 🚗 🚗
Q	0 1 2 3 4	AJ	🚗 🚗 🚗 🚗 🚗
R	5 6 7 8 9	AK	🚗 🚗 🚗 🚗 🚗
S	© ® ™ € ♻	AL	🚗 🚗 🚗 🚗 🚗
		AM	🚗 🚗 🚗 🚗 🚗

## ▶ Adding Symbols (continued)

1. Press **Insert**, select **Symbols**, and press **OK**. 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 **OK** to add the symbol to your label.

## ▶ Previewing Your Label

1. Press **Settings**.
2. Select **Preview** and press **OK**.

## ▶ Clearing the Display

◆ Press **Clear** to clear all label text and formatting from the display.

## ▶ Storing Label Text

You can store up to nine specific labels you use frequently.

1. Press **Memory**.
2. Select a memory location and press **OK**.

## ▶ Recalling Stored Labels

1. Press **Memory**.
2. Select a label to recall and press **OK**.

To clear a memory field, first recall a label and then press **Clear**.

## Caring for Your Label Maker

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

! The cutter blade is extremely sharp. Use caution when cleaning.

### ▶ Cleaning 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 4, 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.

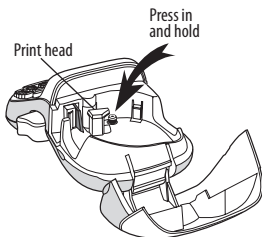


Figure 4

### ▶ Cleaning the Print Head

1. Remove the label 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.

## Troubleshooting

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 or attach power adapter.</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>	Delete some or all of the buffer text.
<b>Battery low</b>	
Batteries almost discharged.	Replace batteries or connect AC power adapter.
<b>Tape Jam</b>	
Motor is stalled due to label jam.	<ul style="list-style-type: none"> <li>• Remove jammed label; replace label cassette.</li> <li>• Clean cutter blade.</li> </ul>

If you still need assistance, contact DYMO Customer Support at (203) 588-2500. You can also visit the DYMO Web site at [www.dymo.com](http://www.dymo.com).

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 & addendum 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.  
RoHS 2002/95/EC

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