

User Guide

Declaration

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Equipment Information

Description: Direct Thermal Printer Model: LabelMANAGER PC (18949)

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC (Federal Communications Committee) rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy, and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try correcting the interference by one or more of the following measures:

- Reorient the receiving antenna.
- Increase the separation between the equipment and the receiver.
- Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.
- Use shielded cables to connect this device to computers.
- Consult the dealer or an experienced radio/TV technician for help.

You may find helpful the following booklet, prepared by the FCC: Interference Handbook. This booklet is available from the U.S. Government Printing Office, Superintendent of Documents, Washington, DC 20402-9325.

WARNING Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment and void the manufacturer's warranty.

Certification

This device has been tested and complies with the requirements of:

UL 1950

EN60950: Low Voltage Directive Product Safety

FCC Part 15 Class B

EN55022: Radiated and Conducted Emissions B

EN50082-1: Generic Immunity ESD, RF, and Transient Susceptibility

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Chapter 1

Getting Started

The DYMO LabelMANAGER PC electronic labelmaker allows you to quickly print high-quality permanent labels directly from your PC. With your LabelMANAGER PC, you can create labels that include borders, graphics, formatted text, and date & time stamps. You can even print labels horizontally or vertically.

The LabelMANAGER PC also supports multi-label printing with the Smart Paste command. This feature allows you to print labels by copying multiple entries from a word processor, spreadsheet, or other type of program.

Installing LabelMANAGER PC

In addition to this User Guide, the LabelMANAGER PC is shipped with a Quick Start card. Follow the instructions in the Quick Start card to install the hardware and software.

Registering the Software

The first time you start the LabelMANAGER PC application, you will be asked to register the software. We highly recommend that you register your LabelMANAGER PC so that you can receive customer support, information on product updates, and special announcements from DYMO.

If you choose not to register the software at this time, you will be prompted the next several times you start the program. You can register the software at any time by selecting **Register Now** from the **Help** menu.

To register the software

- 1 Select **Register Now** from the **Help** menu.
 - The Welcome dialog box appears.
- 2 Click Register Now.
 - The Registration Wizard appears.
- **3** Complete all of the required fields on the registration form and click **Next**. Required fields are labeled in bold type.
- 4 Answer the questions presented on the next two screens and click **Next**.
 - The Registration dialog box appears.
- **5** Choose to register over the Internet or print the registration form for mail or fax registration.
 - If you choose to register over the Internet, wait a few seconds while your information is transmitted to DYMO.
 - To register by mail or fax, click **Print** to print the completed registration form, and mail or fax the form to the location printed on the form.

The LabelMANAGER PC Window

The LabelMANAGER PC is easy to learn because the main window consists of menus and toolbars similar to those of popular word processing programs.

This section summarizes the commands available to you. For more detailed information about a particular command, refer to the Help.

To start LabelMANAGER PC

➤ Select Start > Programs > LabelMANAGER PC > LabelMANAGER PC.

The LabelMANAGER PC main window is displayed.



File Menu

The following commands are available from the File menu.

Toolbar Icon	Menu Command	Description	
	New	Clears the label text. If the label has been modified, prompts you to save the changes.	
~	Open	Displays the Open File dialog box to select a label file to open. If the current label has been modified and not saved, prompts you to save the changes.	
	Save	Saves the current label to disk.	
	Save As	Allows you to name the label prior to saving.	
	Printer Setup	Displays the Printer Setup dialog box and allows access to the Driver Properties.	
<i>\(\beta\)</i>	Print	Prints the current label. The menu command displays a dialog box asking how many copies to print.	
	Exit	Exits the program. If the current label has not been saved, prompts you to save the changes.	

Edit Menu

The following commands are available from the Edit menu.

Toolbar Icon	Menu Command	Description
K	Undo	Undoes the last action.
α	Redo	Redoes the last action after an Undo.
፠	Cut	Cuts the selection to the clipboard.
	Сору	Copies the selection to the clipboard.
æ	Paste	Pastes the clipboard contents onto the label.
	Smart Paste	Performs a multi-label paste. See "Printing Labels from a List" on page 10.
Z	Select All	Selects the entire contents of the label.
	Zoom	Zooms in or out on the current label.
	Options	Displays the Options dialog box.

Insert Menu

The following commands are available from the Insert menu.

Toolbar Icon	Menu Command	Description
®© £	Symbol	Displays the Insert Symbol dialog box. See "Adding Special Characters" on page 7.
1	Date &Time	Displays the Insert Date and Time dialog box. See "Adding a Date and Time Stamp" on page 8.
	Picture	Allows you to insert a picture from the clipboard or from a file. See "Adding Graphics" on page 9.

Format Menu

The following commands are available from the Format menu.

Menu Command	Description	
Font	Allows you to apply a font to the selected text.	
Borders	Allows you to add a border around the contents of the label and may reduce the size of the text and graphics. See "Adding Borders" on page 7.	
Tabs	Allows you to set tabs.	
Tape Cassette Color	Allows you to select the tape cassette color combination currently in the printer to provide optimal print quality. See "Tape Cassette Color Setting" on page 14.	
Toolbars	Allows you to show or hide the Standard, Formatting, and Tape Settings toolbars.	

Help Menu

The following commands are available from the Help menu.

Menu Command	Description
Contents	Displays the Help Table of Contents.
Help Index	Displays the Help Index.
Register Now	Displays the Electronic Registration page.
About	Displays the current version of the software.

Ordering Tape Cassettes

The LabelMANAGER PC uses DYMO D1 tape cassettes. The tape cassettes are available in 1/4" (6 mm), 3/8" (9 mm), 1/2" (12 mm), 3/4" (18 mm), and 1" (24 mm) widths, and come in a variety of colors.

For a complete list of D1 tapes and the names of dealers who sell the tapes, visit the DYMO Web site at www.dymo.com or call DYMO Sales. See "Contacting DYMO" on page 19.

Getting Help

The LabelMANAGER PC software includes extensive Help. At times in this manual, you will be directed to the Help for more detailed discussion or instructions on various topics.

To access the Help

- 1 Select Contents or Help Index from the Help menu.
- **2** Select the topic you want to read about.

The Help can also be accessed by pressing **F1** in most windows and dialog boxes to display context-sensitive help.

Chapter 2

Making Labels

The LabelMANAGER PC can print your labels horizontally or vertically with text in a variety of fonts, sizes, and styles. You can add borders, graphics, and special characters. You can also add a date and time stamp to your labels.

This chapter will give you an overview of creating and printing labels with LabelMANAGER PC. For more information on any of these features, refer to the Help.

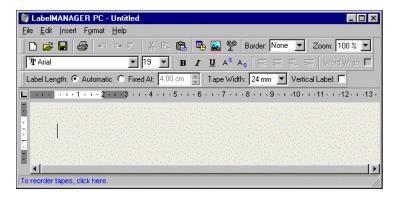
Designing a Label

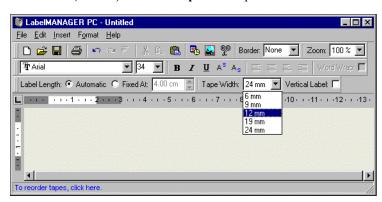
The instructions in the Quick Start card showed you how to print your first label. In this section, we will show you how to print a label that needs to fit a file folder tab. You can format the label text and then save the label for future use.

When designing a label, the first items to consider are the width of the label tape onto which you will print and the length of the area where you will place the label. For this example, we will create a label that will fit on a file folder tab. The total label length must be no more than 3 1/2" (8.5 cm) and we will print on label tape with a width of 1/2" (12 mm).

To create a label

1 Start the LabelMANAGER PC program. The main window appears.

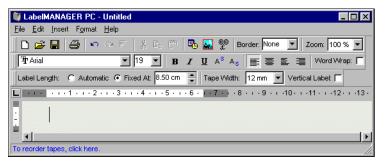




2 Select 1/2" (12 mm) from the Tape Width pull-down menu.

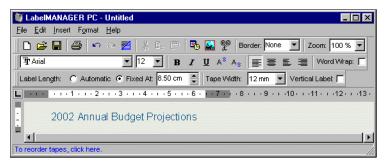
The text area of the main window changes in size based on the tape width you select.

3 Select Fixed At and enter 3.50 (8.5 cm) in the Label Length Fixed At text box.



Notice the size of the input area change on the ruler.

4 Type 2002 Annual Budget Projections in the main window.



As the line of text becomes too long for a fixed width label at the current font size, the font size will automatically decrease to fit the text on one line.

- 5 To center the text, click **■**.
- 6 Click or select Save from the File menu.

The Save File dialog box appears.

7 Type a name for the label and click Save.

The label is saved to your hard disk with a .dlm extension automatically added to the file name. Now let's print the label.

8 Click a or select Print from the File menu.

Now that you have created and saved your label, let's introduce additional features you can use to customize your labels.

Additional Formatting Features

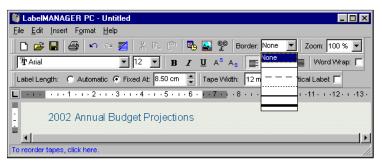
To further customize your labels, you can add borders, symbols, graphics, and even date and time stamps. You can also choose to print the label vertically.

Adding Borders

You can choose to add one of several pre-defined borders to your label. When you add a border, it surrounds the text and may cause the text to decrease in size.

To add a border

- **1** Place the cursor anywhere on the label.
- 2 Select a border style from the **Borders** pull-down menu.



The selected border surrounds the text. If necessary, the font size of the text is decreased to fit the label.



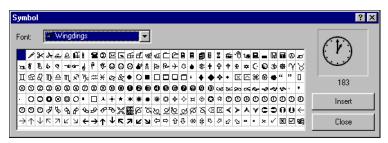
Adding Special Characters

You can choose to add a special character or symbol to the label.

To add a special character

- 1 Place the cursor at the point on the label where you want the character to appear.
- 2 Click on the **Standard** toolbar or select **Symbol** from the **Insert** menu.

The Symbol dialog box appears.



3 Choose the font that contains the special character you wish to insert from the **Font** pull-down menu.

The Symbol, Dingbats, and Wingdings fonts contain many unique characters you can add to your labels.

- **4** Select the symbol you wish to insert and click **Insert**.
- **5** Click **Close** to close the Symbol dialog box.

The character you selected appears on the label in a size that matches the text font size.



Adding a Date and Time Stamp

You can choose to add a date and/or time stamp to the label. The date and time is entered as text and will be the actual system date and time that you added the stamp to the label. For example, if today's date is 24 Oct 2001 and you add the date to a label design today, save the label, and then open it tomorrow, 24 Oct 2001 will still appear on the label.

To add a date and time stamp

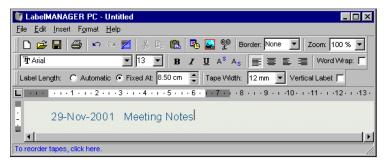
- 1 Place the cursor at the point on the label where you want the date and/or time stamp to appear.
- 2 Click on the **Standard** toolbar or select **Date & Time** from the **Insert** menu.



The Date and Time dialog box appears.

Select the date and/or time format you wish to insert and click **OK**.

The date and/or time appears on the label in the format you selected.



Adding Graphics

You can add a graphic to your label from the clipboard or from a file. If the graphic is in a file, the format can be BMP, JPG, PCX, PNG, TIF, WMF, or EMF. The graphic will be scaled automatically to the size of the surrounding text while maintaining the aspect ratio.

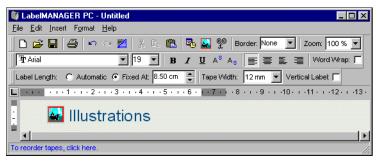
To add a graphic from the clipboard

- **1** Copy the graphic to the clipboard.
- **2** Place the cursor at the point on the label where you want the graphic to appear.
- 3 Click and on the **Standard** toolbar or select **Paste** from the **Edit** menu. The graphic appears on the label.

To add a graphic from a file

- 1 Place the cursor at the point on the label where you want the graphic to appear.
- 2 Click on the **Standard** toolbar or select **Graphic** from the **Insert** menu. The Open File dialog box appears.

3 Select the graphic file you wish to insert and click **Open**.



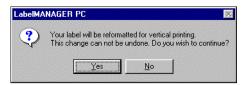
The graphic you selected appears on the label.

Printing Vertically

You can print your label vertically, for example, to be placed on the spine of a binder or a video tape. When you print vertically, the text on your label is reformatted to fit in a single column on the label. You may wish to center the text on the label as well.

To print vertically

1 Click in the Vertical Label check box on the Formatting toolbar to select Vertical. A warning dialog box appears informing you that the text will be reformatted.



NOTE

If the contents of the label is too long to fit vertically on a fixed width label, the excess content will be truncated. This action cannot be undone once you click Yes.

2 Click Yes.

The text of your label is now displayed in a single vertical column.

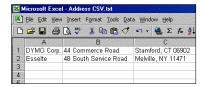
Printing Labels from a List

LabelMANAGER PC includes a Smart Paste command that allows you to print multiple labels from a list created in a word processing, spreadsheet, or other similar program. This section explains how text copied from different sources is turned into labels when the Smart Paste command is used.

Spreadsheet Text

When pasting rows of text from a spreadsheet program using Smart Paste, each row is treated as a separate label and each cell in the row is treated as a separate line on the label.

For example, the rows in the following spreadsheet:



will print two three-line labels: one for DYMO and one for Esselte.

DYMO Corp. 44 Commerce Road Stamford, CT 06902

Esselte 48 South Service Road Melville, NY 11471

Text File

Many programs can create a text file, such as a Text Editing program, exporting from a database application, and so on. When you export text from a database, you usually create a delimited file with each entry separated by comma or tab characters and a carriage return/line feed at the end of each entry.

Smart Paste recognizes the delimiter characters and will insert a line break on the label. When a comma is used as a delimiter, make sure any commas that you want to print on the label are enclosed in quotation marks. The carriage return/line feed will start a new label.

NOTE The separator character may be different for countries other than the US. When using Smart Paste, the list separator character is based on the Windows language being used.

For example, the following lines of text (delimited using commas):

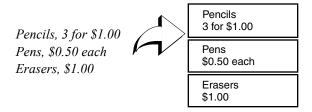
DYMO Corp., 44 Commerce Road, "Stamford, CT 06902" Esselte, 48 South Service Road, "Melville, NY 11471"

will print two three-line labels: one for DYMO and one for Esselte.

DYMO Corp.
44 Commerce Road
Stamford, CT 06902

Esselte
48 South Service Road
Melville, NY 11471

In another example, Smart Paste prints the following three lines of text as three two-line labels:

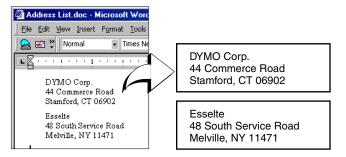


Multi-Line Text from a Word Processor

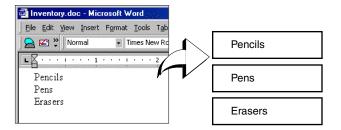
When copying text from a word processor, you will typically have multi-line text. In this case, the text for each label is separated by either a single blank line or a carriage return/line feed.

If a blank line is contained in the text, Smart Paste reads the text as multiple labels separated by a single blank line. If no blank line is found, the text is read as multiple, one-line labels.

For example, the following two addresses are separated by a single blank line and Smart Paste will print two three-line labels.



However, the following three lines of text contain no blank lines. So, Smart Paste will print three one-line labels.



NOTE Make sure that you copy only the lines of text you wish to print. If you include a blank line at the end of the lines of text, all the lines will print on one label.

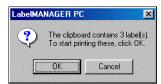
Printing Multiple Labels Using Smart Paste

When you use Smart Paste to print multiple labels, the labels will be formatted using the font, size, and style currently selected for the label.

To print multiple labels

- **1** Copy the text you wish to print as labels to the clipboard.
- 2 From the **Tape Settings** toolbar, select the tape width from the **Tape Width** pull-down menu.
- **3** Select the formatting for the labels from the formatting toolbar. For example, you can change the font, size, and the horizontal position on the label.
- 4 Select **Smart Paste** from the **Edit** menu.

A dialog box appears telling you how many labels will be printed.



5 Click OK.

The labels begin printing.

Printing from Other Applications

The LabelMANAGER PC installation wizard installs a standard Windows printer driver on your computer so the LabelMANAGER PC printer will appear in your list of printers. This printer can be used to print directly from other applications, such as Microsoft Word or Access, in the same manner as you would use any other printer.

To successfully print to the LabelMANAGER PC, you need to set the correct page size, orientation, and margins for the tape cassette currently in the printer. Table 1 gives the paper size and margin settings for each of the label sizes supported by the LabelMANAGER PC.

Table 1. Label Size and Margin Settings

Paper Name	Paper	Paper	Top	Bottom	Left	Right
	Height	Width	Margin	Margin	Margin	Margin
Address Label	1"	3.5"	0.23"	0.24"	0.4"	0.39"
	(24 mm)	(89 mm)	(5.8 mm)	(6.1 mm)	(10.2 mm)	(9.9 mm)
Large Pendaflex	0.5"	3.5"	0.09"	0.10"	0.4"	0.39"
	(12 mm)	(89 mm)	(2.3 mm)	(2.6 mm)	(10.2 mm)	(9.9 mm)
Small Pendaflex	0.5"	3.5"	0.09"	0.10"	0.4"	0.39"
	(12 mm)	(89 mm)	(2.3 mm)	(2.6 mm)	(10.2 mm)	(9.9 mm)
1/3 File	0.5"	3.5"	0.09"	0.10"	0.4"	0.39"
	(12 mm)	(89 mm)	(2.3 mm)	(2.6 mm)	(10.2 mm)	(9.9 mm)
1/5 File	0.5"	2"	0.09"	0.10"	0.4"	0.39"
	(12 mm)	(51 mm)	(2.3 mm)	(2.6 mm)	(10.2 mm)	(9.9 mm)
6 mm Label	0.25"	3.5"	0.04"	0.04"	0.4"	0.39"
	(6 mm)	(89 mm)	(1 mm)	(1 mm)	(10.2 mm)	(9.9 mm)
9 mm Label	0.375"	3.5"	0.03"	0.04"	0.4"	0.39"
	(9 mm)	(89 mm)	(1 mm)	(1 mm)	(10.2 mm)	(9.9 mm)
12 mm Label	0.5"	3.5"	0.09"	0.10"	0.4"	0.39"
	(12 mm)	(89 mm)	(2.3 mm)	(2.6 mm)	(10.2 mm)	(9.9 mm)
19 mm Label	0.75"	3.5"	0.11"	0.11"	0.4"	0.39"
	(19 mm)	(89 mm)	(2.8 mm)	(2.8 mm)	(10.2 mm)	(9.9 mm)
24 mm Label	1"	3.5"	0.23"	0.24"	0.4"	0.39"
	(24 mm)	(89 mm)	(5.8 mm)	(6.1 mm)	(10.2 mm)	(9.9 mm)

This section shows you how to print from within Microsoft Word to the LabelMANAGER PC. However, printing from applications other than Word follows the same basic steps.

To print from Microsoft Word

- 1 Type the text to be printed into a Microsoft Word document.
- **2** Select **Print** from the **File** menu. The Print dialog box appears.
- 3 Select **DYMO LabelMANAGER PC** from the list of printers, if not already selected, and click **Close**.
- **4** Select **Page Setup** or **Print Setup** from the **File** menu. The Page Setup dialog box appears.

- **5** On the **Margins** tab, enter the margin values for the top, bottom, left, and right margins based on the labels you have loaded in the printer.
 - Refer to Table 1 for the correct settings.
- 6 Click the Paper Size tab.
- **7** Select the label size you have loaded in the printer from the **Paper size** drop-down list. The width and height values should now match the values given in Table 1.
- 8 Select Landscape under Orientation and click OK.

Print Settings

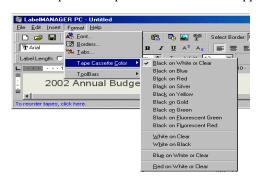
This section discusses several printer settings that may optimize your printing with LabelMANAGER PC.

Tape Cassette Color Setting

The LabelMANAGER PC adjusts its print settings based on the color of the label tape. To optimize the print quality, make sure you set the tape cassette color setting to match the color of the tape in the printer.

To set the tape cassette color

Select Tape Cassette Color from the Format menu. A list of possible tape color combinations appears.



2 Select the tape color combination that matches the tape cassette in the printer.

Depending upon the selection you make, the background color in the main window may change so that you get a better idea of how your printed label will look.

Chain Printing

When printing multiple labels, the chain printing feature will automatically print a dashed cut-line between each label to indicate where each label should be cut. Chain printing is always turned on.

DYMO Corp. Esselte
44 Commerce Road 48 South Service Road
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Continuous Mode Printing

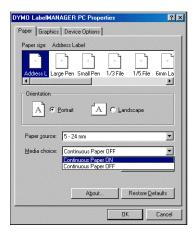
Continuous mode printing prints multiple labels with no space between the labels. This is especially helpful for conserving label tape. Continuous mode printing is turned off by default.

NOTE The Continuous mode printing ON selection only applies to printing from other applications. This selection has no affect when printing from the LabelMANAGER PC software.

To set continuous mode printing

2 Click Properties.

- Select Page Setup or Print Setup from the File menu.
 The Print Setup or Page Setup dialog box appears depending on your operating system.
- The Properties dialog box appears.



3 Select Continuous Paper ON from the Media choice pull-down menu and click OK.

The labels will now print continuously with no space between labels.

Chapter 3

Service and Support

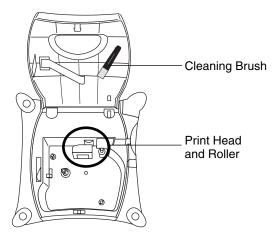
This chapter describes how to clean the LabelMANAGER PC and offers suggestions for identifying problems that can occur when you use the printer. If you are unable to solve the problem, this chapter also describes how to contact DYMO for technical support.

Cleaning the LabelMANAGER PC

The LabelMANAGER PC printer is designed to give you long and trouble-free service, while requiring very little maintenance. You'll get the best possible performance from your printer if you follow the setup instructions that appear in the Quick Start card and clean the print head regularly.

To clean the print head

1 Remove the cleaning brush fastened to the inside of the cassette door.



2 Gently brush the print head to remove any dust or particles.

NOTE The print head face is delicate, be careful when cleaning it.

Troubleshooting the LabelMANAGER PC

Your LabelMANAGER PC has been designed to perform to the highest standards. However, if you experience difficulties when operating the printer, try to determine the problem by checking the information provided in this section.

The status light is not green

The table below shows the status light conditions and the action that will correct the problem.

Color	Meaning	Action
Green	Normal state	No action.
Solid Red	USB connection not detected	Make sure the USB cable is tightly connected to the printer and the USB port. If using an unpowered USB hub, you may not have enough power available. Try using a powered USB hub.
Flashing Red	Motor is jammed	Remove the tape cassette. Make sure tape and ribbon are taut. Re-insert the tape cassette.
Alternating Red and Green	Communications Error	Unplug the power cable from the printer. Wait 10 seconds and reconnect the power cable.
No Light	No power	Make sure the power cable is tightly connected to the printer and plugged into a powered outlet.

LabelMANAGER PC is not printing

Check the following:

- The AC adaptor is properly connected to the unit, plugged into the wall outlet, and the status light is green.
- The USB cable is properly connected to the unit and the PC.
- The tape cassette is installed correctly.

LabelMANAGER PC has poor print quality

Check the following:

- The tape cassette is installed correctly.
- The print head is clean. See "Cleaning the LabelMANAGER PC" on page 17.
- The tape cassette color setting matches the tape cassette in the printer. See "Tape Cassette Color Setting" on page 14.

Tape is jammed

If the tape appears jammed, do the following:

- 1 Carefully lift out the tape cassette and remove the jammed tape.
- 2 Turn spool clockwise to tighten.
- 3 Cut off excess label tape.
- **4** Refit or replace tape cassette.

Technical Support

If you experience problems with the set up or use of your LabelMANAGER PC, carefully read this manual and consult the Help to make sure you have not missed something that is covered in the documentation.

If you cannot resolve your problem by consulting the documentation, you can obtain additional information at any time from the <u>Support</u> section on the DYMO Web site or by contacting DYMO Technical Support. See "Contacting DYMO" for a list of DYMO telephone numbers.

Contacting DYMO

The following table provides a list of telephone numbers to reach DYMO Sales and Support departments. You can also reach DYMO at www.dymo.com.

Country	Telephone Support	Fax Support
Australia	1800/ 817 558	
België/Belgique	02/713 38 08	+31/20/581 93 80
Brazil	+11 6914 3373	
Canada	(800) 263-6105	
Czech Republik	02/619 12 720	+31/20/581 93 80
Danmark	35 25 65 08	+31/20/581 93 80
Deutschland	069/ 66 56 85 29	+31/20/581 93 80
España/Portugal	91/662 31 49	+31/20/581 93 80
France	01/69 32 49 32	+31/20/581 93 80
Hong Kong	+852 2527 1928	
Hungaria	424-6600	+31/20/581 93 80
Italia	02/ 45 28 13 08	+31/20/581 93 80
Mexico	+01 5368 2066	
Nederland	020/581 93 86	020/ 581 93 80
New Zealand	0800 803 966	
Norge	22 97 17 10	+31/20/581 93 80
Österreich	01/ 599 14 20 12	02/627-400-160
Polska	00800/311 12 50	+31/20/581 93 80
Schweiz/Suisse	01/342 04 66	+31/20/581 93 80
Slovakia	(+420) 2/619 12 720	+31/20/581 93 80
Suomi	09 229 07 04	+31/20/581 93 80
Sverige	08/ 632 00 57	+31/20/581 93 80
Turkey	212/ 286 26 30 PBX	+31/20/581 93 80
United Kingdom	(+44) 020/ 7341 55 29	+31/20/581 93 80
United States	(203) 588-2500	

Appendix A

Technical Specifications

The following are the technical specifications for the LabelMANAGER PC printer.

Print Method	Thermal Transfer
Print Resolution	180 dots per inch (7.09 dots per mm)
Print Speed	0.4 inch per second (10 mm per second)
Maximum Print Height	0.53 inch (13.54 mm)
Maximum Tape Width	0.94 inch (24 mm)
Computer Interface	USB 1.1
Dimensions	2.5" x 5.25" x 5.25" (63.5 mm x 133.4 mm x 133.4 mm)
Power Requirements	9 V DC, 1.3 A
Ambient Temperature	0° C to 40°
Humidity	10% to 90% RH non-condensing
Weight	1 pound, 1 ounce (0.5 kg)
Print Head Life	Minimum 200 cassettes (7 meters each) 4,590 feet (1.4 km) of label tape
Regulatory Approvals	Printer: CE, FCC Power Adapter: UL, approved by TUV according to GS standard
Warranty	One Year Limited

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