

# DYMO 3500

**Electronic  
Labelmaker**  
Instructions for Use

GB

**Etiqueteuse  
Electronique**  
Guide D'Utilisation

F

**Etichettatrice  
Electronica**  
Guida per l'Utilizzo

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**Máquina de  
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ESSELTE



## Introduction

The Dymo 3500 Electronic Labelmaker enables you to create a wide variety of high quality self-adhesive labels of up to 100 characters.

The Labelmaker uses 9mm (3/8") or 12mm (1/2") wide tape cassettes in a number of label colours. Labels are tab-cut for easy removal from the backing tape.

Text can be printed horizontally or vertically in a variety of sizes and styles and is always centred on the label.

## Warranty Registration

Please complete the warranty registration card and return it to your national customer service address within seven days – see the warranty booklet for details.

## Power Supply

### BATTERIES

- Pull back catch **A** then lift and remove battery compartment cover **A** – see page 2.
- Insert six size AA alkaline or re-chargeable nickel-cadmium batteries, observing the polarity markings **A**, and refit cover.
- Remove batteries if the Labelmaker is to be unused for some time.

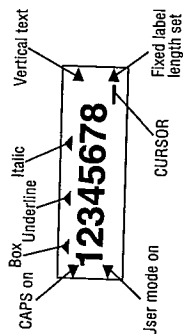
### AC ADAPTOR

- Connect the AC adaptor to socket **A**. Inserting the adaptor plug disconnects the supply from the batteries.
- Unplug the AC adaptor from the Labelmaker before disconnecting the mains power to the adaptor, otherwise settings will be lost (see also ON/OFF **⏻**).

## Changing the cassette

- Slide catch **B** as shown to open cassette door **B** – see page 2.
- Hold as shown, then lift cassette **B** straight up and out.
- Ensure tape and ribbon **B** are taut across mouth of cassette and tape passes between guide posts before installing as shown. If necessary, turn spool **B** clockwise to tighten ribbon.
- Insert cassette and push **firmly C** until it clicks into place.
- Ensure tape and ribbon are positioned as shown between pinch roller **C** and print head **C**.

## The Display



The display shows:

- Up to eight text characters, plus the cursor, at one time.
- Use **⏪** or **⏩** to move along the text.
- Seven indicators – as shown above.
- The display will flash if you press an incorrect key in a function sequence.

## Function keys

### ON/OFF **⏻**

Switches the power on and off.

- Switches off automatically after two minutes if no keys are pressed. The last label created will be retained and displayed when next turned on. In addition, any stored label and settings will be retained.

Note: If the batteries are removed for more than a few seconds, all text and stored settings will be lost. When power is restored, the display will show a flashing cursor (no text) and the settings will be full height standard width text with **⏪** and all other settings off.

### CAPITALS **⏪**

- Press for all subsequent characters in UPPER CASE (CAPITALS), as confirmed by the **⏪** indicator in the display.

- Press again to cancel and return to lower case.

### SHIFT KEY **⏩**

- Press and hold down **⏩** before pressing an alphabet key to produce an UPPER CASE (CAPS) character.
- For dual purpose keys, press and hold **⏩** first to produce the legend above the key.
- Pressing **⏩** while **⏪** is set will give lower case characters.

### DELETE **⏩**

- Press to delete the character to the left of the cursor, or to exit certain function key operations.

### CLEAR TEXT **⏩** + **⏩**

- Press to clear all the current text and cancel any fixed length setting, but leave the text size and other settings unchanged. Also use to exit or clear certain function key operations.

### CURSOR KEYS **⏪** or **⏩**

- Press to move the cursor along the text, one character at a time.
- Press and hold to scan quickly through the text.
- Press **⏩** + **⏪** or **⏩** + **⏩** to move the cursor to the beginning or end of the text.
- When used in conjunction with certain function keys, use **⏪** or **⏩** to select options.
- To insert characters into the text, use **⏪** or **⏩** to position the cursor under the character to the right of the insertion point, then type in the characters required.

## PRINTING

- Press **PRINT** to print the label.
- Use cutter lever **E** to release and tab-cut the label – see page 2.

## SPACE KEY

- Press **SPACE** to insert a space into the text.

## SYMBOLS

- Press to select a symbol character – see 'Symbols and special characters' and the symbols table on page 2.

## TEXT SIZE

- Press to display the symbols for the six text print sizes:



- half-height, condensed
- half-height, normal
- half-height, extended
- full height, condensed
- full height, normal
- full height, extended

The cursor will be positioned over the current selection.

- Either press **ESC** to exit, or use **LEFT** or **RIGHT** to move the cursor over the size symbol required, then press **ENTER** to confirm the selection, or **ENTER** to confirm the selection and print the label.

## VERTICAL TEXT

- Rotates the text through 90° so that the label is printed vertically in the top right of the display.

Indicator in the top right of the display.

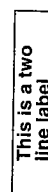
- Press again to cancel and return to horizontal text.

Note: Vertical text is not available on two-line labels.

## 2-LINE PRINTING

- Press to start the second line of text on a two-line label. The two lines will be printed half-height and ranged left, e.g.

This is a two-line label in the display will be printed as:



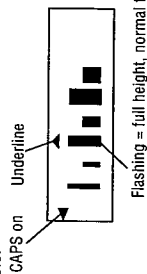
## BOXED/UNDERLINED PRINTING

- Press **BOXED** once to put a line box around the label (confirmed by the **BOX** indicator in the display).
- Press a second time to underline all the text on the label (confirmed by the **U-LINE** indicator in the display).
- Press a third time to cancel and return to normal text.

## ITALIC

- Press once to print the label in italic text (confirmed by the **ITALIC** indicator in the display).
- Press again to cancel and return to normal text.

The display will show the current label settings, for example:



- Press **ESC** to exit and return to the current label, or **MS** + **ITALIC** to store the current label's settings in the memory (**USER** indicator goes off). Any settings previously stored will be replaced by these settings.

## To recall personalised settings:

- Press **USER** + **VERIFY** (confirmed by the **USER** indicator in the display). The display will show the current label settings.
- Press **MS** + **BOXED**. The settings in the user memory will be recalled and displayed.
- Press **RIGHT** to copy these settings into the label. Any previous settings made on the current label will be lost and replaced by the user settings, or
- Press **ESC** to exit (the user settings will remain stored in memory) and return to the current label settings, or
- Press **MS** + **CLEAR** to clear the user settings from the memory (the memory settings will revert to normal, as when first switched on – see ON/OFF, page 3) and return to the current label settings.

## Symbols and special characters

### INTERNATIONAL CHARACTERS

To add a diacritical (accent) to create an international character, enter the character first, followed immediately by the diacritical, e.g. press **E** followed by **U** to get **é**.

To add a diacritical to an existing character, use **LEFT** or **RIGHT** to place the cursor under the character to be changed, then press the appropriate diacritical key.

### SYMBOLS

Press **MS** + **SYMBOLS** to show symbols and special characters, some of which are not available direct from the keyboard. The display will show:

Each letter selects a line of eight symbol characters, as shown in the table on page 2.

Press **ESC** to cancel, or press a letter key 'a' to 'n' until you find the line of symbols required.

Use **LEFT** or **RIGHT** to select a symbol. Press **RIGHT** to place the symbol in the label, or press **PRINT** to place it and print the label.

See also 'Personalised Symbols'.

### PERSONALISED (USER) SYMBOLS

You can store up to nine frequently used symbol characters in the memory and recall a personalised symbol by pressing just three keys.

## To store a personalised symbol:

- Press **MS** + **SYMBOLS** and press letter key 'a' to 'n' as required.
- Use **LEFT** or **RIGHT** to select a symbol.
- Press **MS** + **VERIFY** (confirmed by the **USER** indicator in the display). The display will show the symbol you selected and ask which number you want to store it under, for example:

**A → 1 - 9?** where **A** is the symbol you selected. Press a number between 1 and 9. The selected symbol will be stored in the user symbol memory with that number (**USER** indicator goes off). Press **ESC** to exit and return to the current label, or **RIGHT** to place the selected symbol in the current label.

## To recall a personalised symbol:

- Press **MS** + **SYMBOLS** followed by the user symbol memory number 1-9.
- The symbol will be placed in the label.

**PRINT CONTRAST** — may be adjusted by pressing **MS** + **SYMBOLS** followed by **LEFT** to display five contrast symbols.

Use **LEFT** or **RIGHT** to select lighter or darker print. Press **RIGHT** to confirm the setting. The contrast level will revert to the mid-setting when the Labelmaker is turned off and on again.

Note: This function enables you to adjust the print quality under extreme temperature conditions.

## Cleaning

- Clean the cutter blade regularly: Remove the cassette, then insert the tip of a ball pen or pencil between L-shaped piece **D1** and the guide pin – see page 2.
- Press and hold down cutter lever **E0** to expose cutter blade **D2**, then use a cotton bud and alcohol to clean both sides of the blade. Release cutter lever **E0**.
- Check and clean print head face **D3** regularly using a cotton bud and alcohol ONLY.

## Troubleshooting

### No display

- check machine is on
- replace discharged batteries
- check AC adaptor.

### No printing or poor text

- replace discharged batteries
- check tape cassette installed correctly
- clean the print head
- replace the tape cassette.

### Tape jammed

- lift out tape cassette carefully
- remove/release jammed tape
- DO NOT cut the ink ribbon – turn spool **B2** to tighten cut off excess label tape
- refit/replace the tape cassette.

### Poor cutter performance

- clean the cutter blade regularly

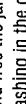
### Poor tab cuts

- replace tab cutter blade **D4** – pull hard upwards to remove.

WARNING – the blade is extremely sharp!

### No response to print key

- !!!!!!! in the display indicates a printer jam. Press any key to return to normal display. Open the cassette compartment and free the jam.

-  flashing in the display indicates discharged batteries. Press any key to return to normal display. Replace the batteries.

### No success?

- Call the customer service telephone number in your country – see the warranty booklet.  
In the USA, call 800-645-6051  
In Canada, call (905) 670-2222



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