

**DYMO**

# LabelManager 350D

Versatile desktop label maker to create and store many labels

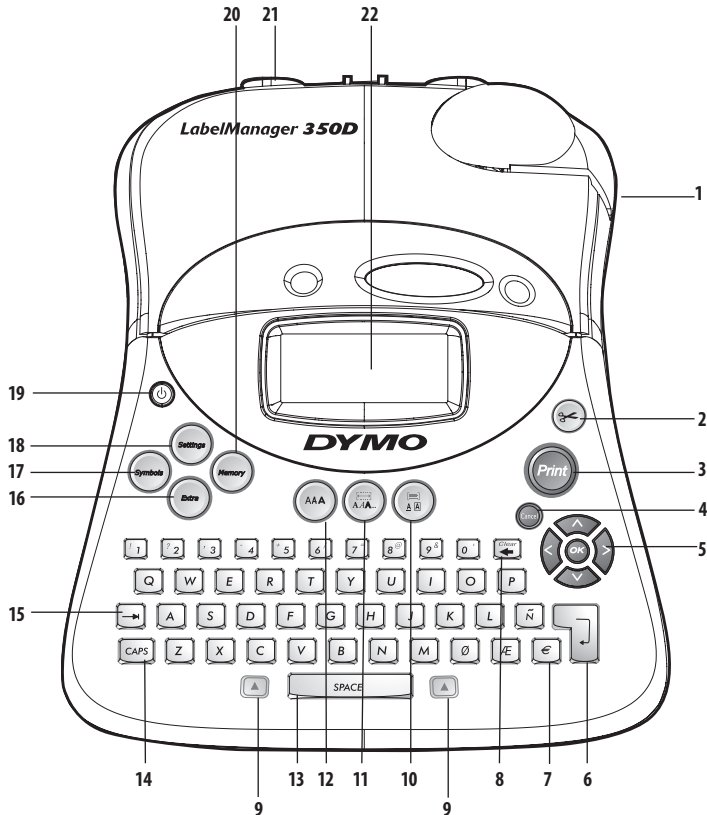


[www.dymo.com](http://www.dymo.com)

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

- |   |                 |    |                     |    |                    |
|---|-----------------|----|---------------------|----|--------------------|
| 1 | Tape exit       | 9  | Shift               | 17 | Symbols            |
| 2 | Cutter          | 10 | Box/Align           | 18 | Settings           |
| 3 | Print           | 11 | Styles/Fixed-length | 19 | Power              |
| 4 | Cancel          | 12 | Font                | 20 | Memory             |
| 5 | Navigation      | 13 | Space bar           | 21 | AC power connector |
| 6 | Return          | 14 | CAPS                | 22 | LCD display        |
| 7 | Currency        | 15 | Tab                 |    |                    |
| 8 | Backspace/Clear | 16 | Extra               |    |                    |

## About Your New Label Maker

With your new DYMO LabelManager 350D electronic 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 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 materials.

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

## Warranty 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.

### Connecting the Power

The label maker can operate on AC or battery power. 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.

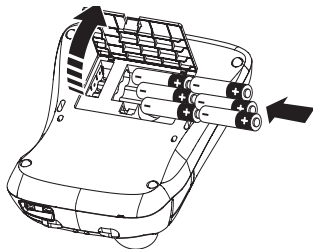


Figure 2

2. Insert the batteries following the polarity markings (+ and -).
3. Close the compartment door.

**i** Remove the batteries if the label maker will not be used for a long period of time.

### Connecting the Power Adapter

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.

**i** Make sure you disconnect the label maker 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

Your label maker comes with one DYMO 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.

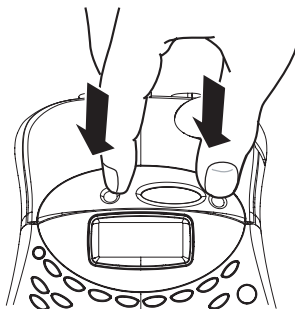


Figure 3

- 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.

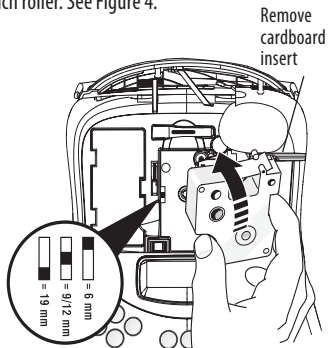


Figure 4

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.

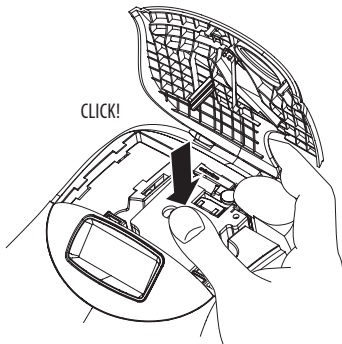


Figure 5

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

### 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 .
2. Use the up and down arrow keys to select **Set Units** and press .
3. Use the up and down arrow keys to toggle between inches and millimeters and press .

## Printing Your First Label

You are now ready to print your first label.

#### To print a label


1. Press the button.
2. Enter text to create a simple label.
3. Press the 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.

# 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.

## Power

The  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/spaces. Feature indicators appear on the display to let you know when a feature is selected. See Figure 6.

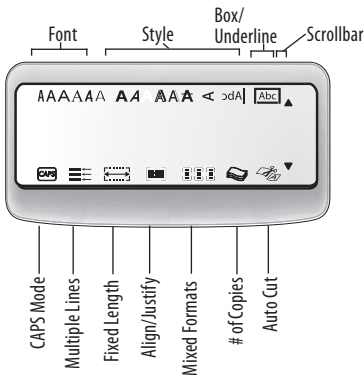








Figure 6

## CAPS Mode

The  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. When **CAPS** mode is off, all letters entered appear in lower case.




## Shift Key

The  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  key selects the alternate function shown on the key. For example, when you press  the character to the left of the cursor is deleted; however, when you press  +  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  key removes the character to the left of the cursor.  +  clears all the label text and formatting.

## Cancel


The  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  to make your selection.

## Formatting Your Label

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

 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

You can choose from six different fonts to apply to your text:

Arial Narrow	Times New Roman
Arial Normal	<i>One Stroke</i>
<b>Arial Wide</b>	<b>BIG</b>

When you specify a font style, that style applies to all characters on the current page.

### To set the font

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

## Adding Font Styles



You can choose from 13 different font styles to apply to your text. See Figure 7.

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

AaBb	Normal
◀◄◃◅	Vertical
<i>AaBb</i>	Italic
<b>AaBb</b>	Bold
<u>AaBb</u>	Outline
⊞AaBb	Shadow
3DAaBb	3D
<i><b>AaBb</b></i>	Italic + bold
<i><u>AaBb</u></i>	Italic + outline
<i><b><u>AaBb</u></b></i>	Italic + Shadow
<i>AaBb</i>	Italic + 3D
<del>AaBb</del>	Strikethrough
dBzA	Mirror

Figure 7

### To set the font style

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

## 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 8.



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

Figure 8

### To set the box style

1. Press the key.
  2. Use the arrow keys to move to the desired box style and then press .
- 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 19 mm labels
- Maximum of two lines on 9 mm and 12 mm labels
- Maximum of one line on 6 mm labels

### To create a multiple-line label

1. Type the text for the first line, and press . 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.



3. 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 .
3. Use the arrow keys to select **Insert Format Break** and press .
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 50 mm (2.0").

### To change the tab spacing

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

### To insert a tab

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


## Using Symbols and Special Characters

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


### Adding Symbols

The label maker supports the extended symbol set as shown in Figure 9.

#### To add a symbol

1. Press .
 

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  to add the symbol to your label text.

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	♿	♿	♿	♿	♿
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 9

## Adding International Characters

The label maker 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.




## 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  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 .
5. Press  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**.
3. Press .
4. Use the arrow keys to select **Incremental Print** and press .
5. Press .

## 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 2 mm (0.1") increments from 40 mm to 400 mm. The preset fixed length is 100 mm. Any change you make to the fixed-length setting remains in effect until you change it.



#### To set the label length

1. Press  + .
2. Use arrow keys to select **ON** and press .
3. Press the up arrow to increase the length.
4. Press the down arrow to decrease the length.
5. Press  to set the fixed length.
6. After you print the label, press  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.

### To preview your label





1. Press .
2. Use the down arrow key to select **Print Preview** and press .
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  + .
2. Use the arrow keys to select the desired alignment and press .
3. Press  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 .
2. Use the arrow keys to select **Set Auto Cut** and press .
3. Use the arrow keys to select **Auto Cut On** or **Off**, and then press .

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

## Using Label Maker Memory



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

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

## Storing Label Text

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

### To store the current label text





1. Press .
2. Use the arrow keys to select **SAVE** and then **LABEL**.  
Nine 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 .

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

## Storing Formats

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



### To store the current format

1. Press .
2. Use the arrow keys to select **SAVE** and then .
3. A list of nine 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.
4. Use the arrow keys to select a field and press . The word **NAME?** appears in the field.
5. Enter a name for the format and press . 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 .
2. Use the arrow keys to select **RECALL** and then **LABEL**, **FORMAT**, or **LAST PRINTED**.
3. A list of memory locations is displayed similar to storing a label or format.
4. Use the arrow keys to select a label or format to recall and press .








## Caring for Your Label Maker

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

### Cleaning the Label Maker

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 to the label maker off.
2. Press  and the  key together. The message **CUT TEST** appears on the display.
3. Press and hold the  +  keys.
4. When you are able to access both sides of the blade, release the keys.
5. Use a cotton bud and alcohol to clean both sides of the cutter blade.  
 The cutter blade is extremely sharp. Use caution when cleaning.
6. After cleaning the blade, press  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

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.

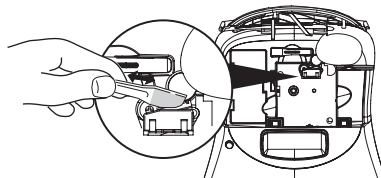


Figure 11

## DYMO D1 Tape Cassettes

<b>Width:</b>	<b>6 mm</b>	<b>9 mm</b>	<b>12 mm</b>	<b>19 mm</b>
<b>Length:</b>	<b>7 m</b>	<b>7 m</b>	<b>7 m</b>	<b>7 m</b>
Black/Clear	S0720770 43610	S0720670 40910	S0720500 45010	S0720820 45800
Blue/Clear	—	—	S0720510 45011	—
Red/Clear	—	—	S0720520 45012	—
Black/White	S0720780 43613	S0720680 40913	S0720530 45013	S0720830 45803
Blue/White	—	S0720690 40914	S0720540 45014	S0720840 45804
Red/White	—	S0720700 40915	S0720550 45015	S0720850 45805
Black/Blue	—	S0720710 40916	S0720560 45016	S0720860 45806
Black/Red	—	S0720720 40917	S0720570 45017	S0720870 45807
Black/Yellow	S0720790 43618	S0720730 40918	S0720580 45018	S0720880 45808
Black/Green	—	S0720740 40919	S0720590 45019	S0720890 45809
White/Clear	—	—	S0720600 45020	S0720900 45810
White/Black	—	—	S0720610 45021	S0720910 45811

<b>Width:</b>	<b>6 mm</b>	<b>9 mm</b>	<b>12 mm</b>	<b>19 mm</b>
<b>Length:</b>	<b>3,5 m</b>	<b>3,5 m</b>	<b>3,5 m</b>	<b>3,5 m</b>
Flexible labels for curved surfaces	—	—	S0718040 16957	S0718050 16958
Permanent labels	—	—	S0718060 16959	S0718070 16960


## Power Adapter

UK Adapter S0721430 / 40075

European Adapter S0721440 / 40076

# Troubleshooting

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

Problem/Error Message	Solution
No display	<ul style="list-style-type: none"><li>• Ensure the printer is turned on.</li><li>• Replace discharged batteries.</li></ul>
Poor Print Quality	<ul style="list-style-type: none"><li>• Replace discharged batteries.</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 will disappear once printing is finished.
<b>Too many lines</b> Exceeded maximum number of lines allowed	Change layout of label or tape size.
<b>Too many characters</b> Exceeded maximum number of characters in buffer	Delete some or all of the buffer text.
<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 DC power adapter.
<b>Tape Jam</b> Motor is stilled due to tape jam	Remove jammed tape and replace tape cassette.
<b>Page not empty</b> Delete all content on the page	
<b>Tape size too small</b>	<ul style="list-style-type: none"><li>• Change tape size or press Cancel to exit</li><li>• Box/Background menu</li></ul>
<b>Set</b>  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: <ul style="list-style-type: none"><li>• Adjust the fixed-length label setting, or</li><li>• Select a narrower font.</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](mailto: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.

## Environmental Information

The equipment that you have bought requires the extraction and use of natural resources for its production. It may contain substances that are hazardous to health and the environment.

In order to avoid the dissemination of those substances in our environment, and to diminish the pressure on natural resources, we encourage you to use the appropriate take-back systems. These systems will reuse or recycle most of the materials of your end-of-life equipment in an environmentally sound way.

The crossed-bin symbol marked on your device indicates you should use these systems.



If you need more information on the collection, reuse, and recycling of this product, please contact your local or regional waste administration.

You can also contact us for more information on the environmental performance of our products.

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 - UL, CUL, TUV, CE, T-Mark, SAA, BABT, C-Tick

EMC - EMI Compatibility

EN 55022; EN 61000 (+ addendums)

RoHS 2002/95/EC







## CONTACTING CUSTOMER SUPPORT

COUNTRY	TELEPHONE SUPPORT	FAX SUPPORT
UNITED KINGDOM	020 73 41 55 29	+ 31 20 581 93 80
IRELAND	014 118 934	+ 31 20 581 93 80
FRANCE	01 69 32 49 32	+ 31 20 581 93 80
NEDERLAND	020 581 93 86	020 581 93 80
BELGIË - BELGIQUE	02 713 38 08	+ 31 20 581 93 80
DEUTSCHLAND	069 66 56 85 29	+ 31 20 581 93 80
ÖSTERREICH	01 599 14 20 12	+ 31 20 581 93 80
SCHWEIZ - SUISSE	044 342 04 66	+ 31 20 581 93 80
SVERIGE	08 632 00 57	+ 31 20 581 93 80
NORGE	22 97 17 10	+ 31 20 581 93 80
DANMARK	35 25 65 08	+ 31 20 581 93 80
SUOMI	09 229 07 04	+ 31 20 581 93 80
ITALIA	02 45 28 13 08	+ 31 20 581 93 80
ESPAÑA	91 662 31 49	+ 31 20 581 93 80
PORTUGAL	21 120 61 64	+ 31 20 581 93 80
POLSKA	022 349 15 02	+ 31 20 581 93 80
MAGYAR	01 777 49 31	+ 31 20 581 93 80
ČESKÁ REPUBLIKA	239 000 448	+ 31 20 581 93 80
SLOVENSKÁ REPUBLIKA	+ 420 603 216 958	+ 31 20 581 93 80
AUSTRALIA	1800 633 868	1800 727 537
NEW ZEALAND	0800 848 111	09 257 1080
HONG KONG	852 2690 4003	852 2690 4005
INTERNATIONAL	+ 31 20 50 40 566	+ 31 20 581 93 80

