

**DYMO**



# User Guide

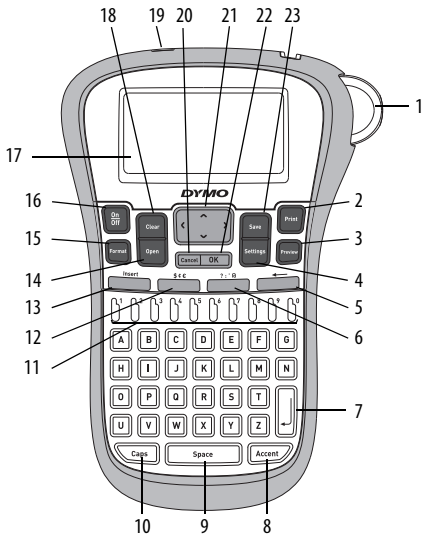
LabelManager®

260P

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**Figure 1** DYMO® LabelManager 260P Electronic Label Maker

- |                             |                              |                            |
|-----------------------------|------------------------------|----------------------------|
| <b>1</b> Cutter button      | <b>9</b> Space bar           | <b>17</b> LCD display      |
| <b>2</b> Print              | <b>10</b> Caps               | <b>18</b> Clear            |
| <b>3</b> Preview            | <b>11</b> Numeric Keys       | <b>19</b> AC Power adapter |
| <b>4</b> Settings           | <b>12</b> Symbols - Currency | <b>20</b> Cancel           |
| <b>5</b> Backspace          | <b>13</b> Insert             | <b>21</b> Navigation       |
| <b>6</b> Symbols - General  | <b>14</b> Open               | <b>22</b> OK               |
| <b>7</b> Return             | <b>15</b> Format             | <b>23</b> Save             |
| <b>8</b> Accented character | <b>16</b> On/Off             |                            |

## About Your New Label Maker

With the DYMO® LabelManager 260P 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 fonts, font sizes, and styles. The label maker uses DYMO D1 label cassettes in widths of 1/4" (6 mm), 3/8" (9 mm), or 1/2" (12 mm). These label cassettes are available in a wide range of colors.

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

### Product Registration

Visit [www.dymo.com/register](http://www.dymo.com/register) to register your label maker online.

## Getting Started

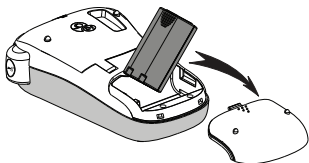
Follow the instructions in this section to print your first label.

### Connecting the Power

The label maker is powered by a rechargeable, Lithium-ion battery pack. To save power, the label maker automatically turns off after two minutes of inactivity.

## Inserting the Battery Pack

The battery pack included with your label maker comes partially charged. You do not need to charge the battery pack before using your label maker for the first time.



**Figure 2**

### To insert the battery pack

- 1 Slide the battery compartment cover away from the label maker. See Figure 2.
- 2 Insert the battery pack into the battery compartment.
- 3 Replace the battery compartment cover.

**NOTE** Remove the battery pack if the label maker will not be used for a long period of time.

## Recharging the Battery Pack

A power adapter is included with your label maker for recharging the battery pack.

**NOTE** The power adapter is only used for recharging the battery pack; the power adapter cannot be used to power the label maker.

### To recharge the battery pack

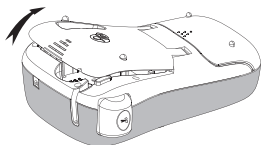
- 1 Plug the power adapter into the power connector on the top of the label maker.
- 2 Plug the other end of the power adapter into a power outlet.

## Inserting the Label Cassette

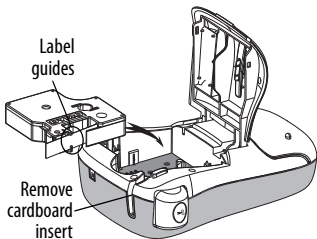
Your label maker comes with one label cassette. Visit [www.dymo.com](http://www.dymo.com) for information about purchasing additional label cassettes.

### To insert the label cassette

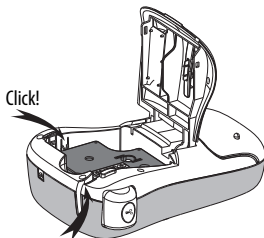
- 1 Lift the label cassette cover to open the label compartment. See Figure 3.
- 2 Before using the label maker for the first time, remove the protective cardboard insert from the label exit slot. See Figure 4.
- 3 Insert the cassette with the label facing up and positioned between the label guides.
- 4 Press firmly until cassette clicks into place. See Figure 5.
- 5 Close the label cassette cover.



**Figure 3**



**Figure 4**






**Figure 5**

# Using the Label Maker for the First Time

The first time you turn on the power, you are asked to select the language and label width. These selections remain set until you change them.




You can change these selections using the  key.

## To set up the label maker

- 1 Press  to turn on the power.
- 2 Select the language and press .
- 3 Select the width of the label cassette currently in the label maker and press .

You are now ready to print your first label.

## To print a label

- 1 Enter text to create a simple label.
- 2 Press .
- 3 Select the number of copies.
- 4 Press  or  to print.
- 5 Press the cutter button to cut the label.


**Congratulations!** You printed your first label. Continue reading to learn more about the options available for creating labels.



## Getting to Know the Label Maker

Become familiar with the location of the feature and function keys on your label maker. Refer to Figure 1. The following sections describe each feature in detail.

### Power

The  button turns the power on and off. After two minutes of inactivity, the power is switched off automatically. When the printer switches 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.

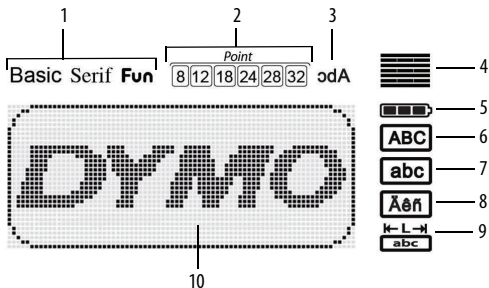
When the printer is switched off manually, the label text and style settings are not remembered and a blank label is displayed when the power is turned back on.

If the current label is not already saved, you are prompted to save the label when you turn the power off.

## LCD Display

The display can show two lines of text at a time. The number of characters displayed on each line will vary due to proportional spacing.


With DYMO's exclusive graphical display, most of the formatting you add is visible instantly.



Feature indicators along the top of the LCD display appear black to let you know when a feature is selected.

- |                         |                             |
|-------------------------|-----------------------------|
| <b>1</b> Font           | <b>6</b> Uppercase          |
| <b>2</b> Font size      | <b>7</b> Lowercase          |
| <b>3</b> Mirror text    | <b>8</b> Accented character |
| <b>4</b> Text alignment | <b>9</b> Fixed label length |
| <b>5</b> Battery        | <b>10</b> Edit area         |


## Format

The  key displays the Font, Font Size, Style, Borders and Underline, Label Length, Alignment, and Mirror submenus. These formatting features are described later in this User Guide.


## Insert

The **Insert** key allows you to insert symbols, clip art, or saved text on your label. These features are described later in this User Guide.

## Settings

The  key displays the language, label width, and information submenus.


## CAPS Mode

The  key toggles capitalization on or off. When Caps mode is on, the Caps mode indicator is shown on the display and all letters that you enter are capitalized. The default setting is Caps mode off. When Caps mode is off, all letters appear in lowercase.


## Backspace

The  key removes the character to the left of the cursor.


## Clear

The  key gives you a choice to clear all label text, just the text formatting, or both.

## Navigation Keys

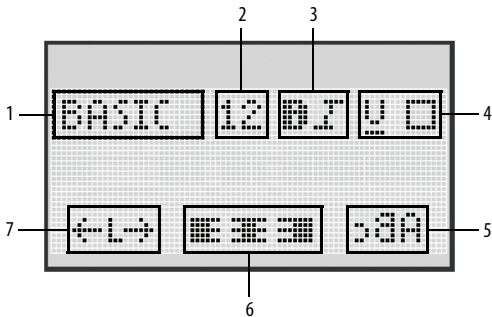
You can review and edit your label using the left and right navigation keys. You can also navigate through menu selections using the up and down navigation keys, and then press  to make a selection.

## Cancel

The  key allows you to exit from a menu without making a selection or to cancel an action.




# Formatting Your Label

You can choose from several format options to enhance the appearance of your labels.



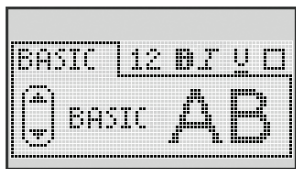
- |   |                   |   |              |
|---|-------------------|---|--------------|
| 1 | Font type         | 5 | Mirror       |
| 2 | Font size         | 6 | Alignment    |
| 3 | Font style        | 7 | Label length |
| 4 | Borders/Underline |   |              |

## To adjust the formatting

- 1 Press .
- 2 Use the navigation keys to select the formatting option to change and press .
- 3 Select the option to apply to your label and press .

## Font Type

Three font types are available for your labels:

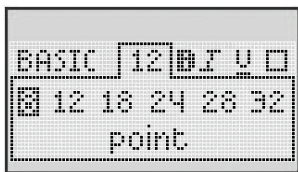


Basic AB  
Serif AB  
Fun AB

- ◆ Use the up and down navigation keys to select the font type.

## Font Size

Six font sizes are available for your labels:



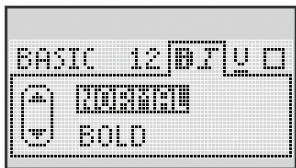
The font sizes available depend on the label width you have selected. The font size applies to all characters on a label.

Label Width	Font Size Available
1/4" (6 mm)	8 point
1/2" (12 mm)	8, 12, 18 point
1/2" (12 mm)	8, 12, 18, 24, 28, 32 point

- ◆ Use the up and down or left and right navigation keys to select the font size.

## Font Styles

You can choose from six different font styles:

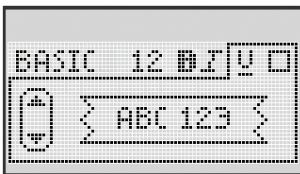


Normal AaBb  
Bold **AaBb**  
Italic *AaBb*  
Outline AaBb  
Shadow **AaBb**  
Vertical <@m0

- ◆ Use the up and down navigation keys to select the font style.

## Adding Borders and Underline Styles

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



<u>ABC 123</u>	Underline		Parchment
	Square		Call Out
	Rounded		Flowers
	Edged		Banner
	Pointed		

- ◆ Use the up and down navigation keys to select the border or underline style.

A label can be underlined or enclosed in a border, but not both together.

When using borders on two-line labels, both lines are enclosed in one border.

When using underline on two-line labels, both lines are underlined.

## Using Mirror Text

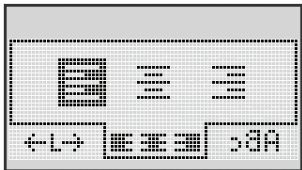
The mirror format allows you to print text which reads from right to left, as you would see the text in a mirror.



- ◆ Use the left and right navigation keys to select the mirror format.

## Aligning the Text

You can align the text to print left or right justified on the label. The default alignment is centered.



- ◆ Use the left and right navigation keys to select the text alignment.

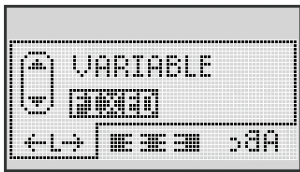


## Creating Fixed-Length Labels

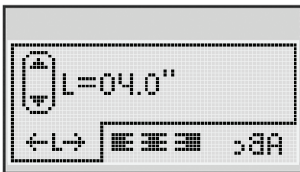
Normally, the length of the label is determined by the length of the text. However, you can choose to set the length of the label for a specific application.

When you choose a fixed label length, the size of the label text is automatically adjusted to fit the label. If the text cannot be adjusted to fit within the fixed label length, a message is displayed showing the smallest possible label length for this text. You can choose a fixed length label up to 15" long.

### To set a fixed length



- 1 Use the up and down navigation keys to select the fixed option.





- 2 Use the up and down navigation keys to select the label length, or use the number keys to enter the label length.

## Creating Two-Line Labels

You can print a maximum of two lines on a label. Only one line of text can be printed on 1/4" (6 mm) labels.

### To create a two-line label

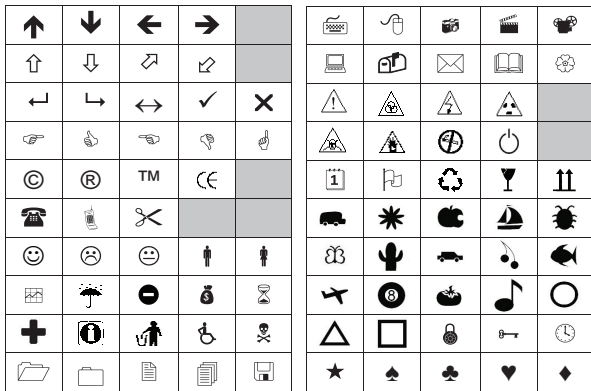
- 1 Type the text for the first line and press .
- 2 Type the text for the second line.
- 3 Press  to print.

# Using Clip Art, Symbols, and Special Characters

Clip art, symbols, punctuation, and other special characters can be added to your labels.

## Adding Clip Art

The label maker includes the clip art shown below.



### To insert clip art

- 1 Press **Insert**, select **Clip Art**, and then press .
- 2 Use the up and down or left and right navigation keys to select the desired clip art.
- 3 When you locate the clip art, press to add the clip art to your label.



## Adding Symbols

The label maker supports the extended symbol set shown below.

?	!	_	-	:
'	"	,	.	;
'	ı	ı	/	\
&	@	#	%	‰
	(	)	{	}
[	]	°	•	*
+	-	x	÷	√
^	~	≈	=	≠
±	<	>	≤	≥
\$	£	€	¢	¥
1/3	2/3	1/8	5/8	7/8
1/4	1/2	3/4	3/8	§
0	1	2	3	4

5	6	7	8	9
0	1	2	3	4
5	6	7	8	9
α	β	γ	δ	ε
ζ	η	θ	ι	κ
λ	μ	ν	ξ	ο
π	ρ	σ	τ	υ
φ	χ	ψ	ω	
A	B	Γ	Δ	E
Z	H	Θ	I	K
Λ	M	N	Ξ	O
Π	P	Σ	T	Υ
Φ	X	Ψ	Ω	


### To insert a symbol

- 1 Press **Insert**, select **Symbols**, and then press .
- 2 Use the up and down or left and right navigation keys to select the desired symbol.
- 3 When you locate the symbol, press  to add the symbol to your label.

### Using the Symbol Keys

You can quickly add symbols by using the symbol shortcut keys.

## To quickly add symbols

- 1 Press one of the following:
  - **?:'@** to add a general symbol.
  - **\$€€** to add a currency symbol.
- 2 Select the symbol you want and press .


## Adding International Characters


The label maker supports the extended Latin character set.

After pressing the Accent key, pressing a letter brings up a menu containing all the available variations of that letter.

For example, if French is selected as the language and you press the Accent key and then the letter **a**, you will see **à â ã** and so on through all the variations available. The character variations and the order in which the variations appear depend on the language you have selected.

## To add accented characters

- 1 Press .
- 2 Press an alpha character.

The accent variations are displayed.
- 3 Use the left and right navigation keys to select the character you want and press .

# Printing Options

You can preview your label and print multiple labels.

## Previewing Your Label

You can preview the text and formatting of your label prior to printing.

### To preview your label

- ◆ Press .

If necessary, the text of the label scrolls across the display.

## Printing Multiple Labels

Each time you print, you are asked how many copies to print. You can print up to ten copies at one time.

### To print multiple labels

- 1 Press .
- 2 Select or enter the number of copies to print, and press .

When printing is finished, the number of copies to print returns to the default value of 1.



# Using the Label Maker Memory

The label maker has a powerful memory feature that allows you to save the text of up to nine frequently-used labels. You can recall saved labels and you can insert saved text into a label.

## Saving a Label

You can save up to nine frequently-used labels. When you save a label, the text and all formatting are saved.



### To save the current label


- 1 Press . The first available memory location is displayed.
  - 2 Use the navigation keys to move through the locations.  
You can store a new label in any of the memory locations.
  - 3 Select a memory location and press .
- Your label is saved and you are returned to the label.

## Opening Saved Labels

You can easily open labels saved in memory to use at a later time.

### To open saved labels



- 1 Press . The first memory location is displayed
- 2 Use the navigation keys to select a label to open and press .

To clear a memory location, first select a memory location and then press .

## Inserting Saved Text

You can insert the text of a saved label into the current label. Only the saved text is inserted, not the formatting.

### To insert saved text

- 1 Position the cursor at the location in the label where you want to insert the text.
- 2 Press **Insert**, select **Saved Text**, and press .  
The first memory location is displayed.
- 3 Use the navigation keys to select the text you want to insert.
- 4 Press .  
The text is inserted in the current label.

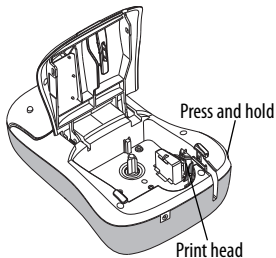


# Caring for Your Label Maker

Your label maker is designed to give you long and trouble-free service, while requiring very little maintenance. Clean your label maker from time to time to keep it working properly. Clean the cutter blade each time you replace the label cassette.

## To clean the cutter blade

- 1 Remove the label cassette.
- 2 Press and hold the cutter button to expose the cutter blade. See Figure 6.
- 3 Use a cotton ball and alcohol to clean both sides of the blade.



**Figure 6**

## To clean 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.  
See Figure 6.

## Troubleshooting

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

<b>Problem/Error Message</b>	<b>Solution</b>
No display	<ul style="list-style-type: none"><li>• Ensure the label maker is turned on.</li><li>• Attach the power adapter to recharge the battery pack. See <b>Recharging the Battery Pack</b>.</li></ul>
Poor Print Quality	<ul style="list-style-type: none"><li>• Attach the power adapter to recharge the battery pack. See <b>Recharging the Battery Pack</b>.</li><li>• Clean the print head.</li><li>• Ensure the label cassette is installed properly.</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> Exceeded maximum number of characters in buffer.	Delete some or all of the buffer text.
<b>Too many lines</b> Exceeded maximum number of lines.	<ul style="list-style-type: none"><li>• Delete a line to fit on the label width.</li><li>• Insert a wider label cassette.</li></ul>
<b>Charge Battery!</b> Battery pack almost discharged.	Attach the power adapter to recharge the battery pack. See <b>Recharging the Battery Pack</b> .

<b>Problem/Error Message</b>	<b>Solution</b>
<b>Battery Failure!</b> Battery pack not inserted properly or damaged.	<ul style="list-style-type: none"><li>• Ensure the battery pack is inserted correctly. See <b>Inserting the Battery Pack</b>.</li><li>• Replace the battery pack.</li></ul>
<b>Wait - Battery Charging</b>	Allow the battery pack to recharge before unplugging the label maker.
<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, visit the DYMO Web site at [www.dymo.com](http://www.dymo.com).

## 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, model number, and User Guide page number
- Brief description of 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 DYMO 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





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