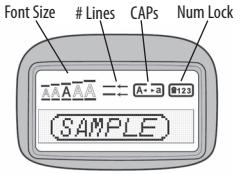
DYMO®

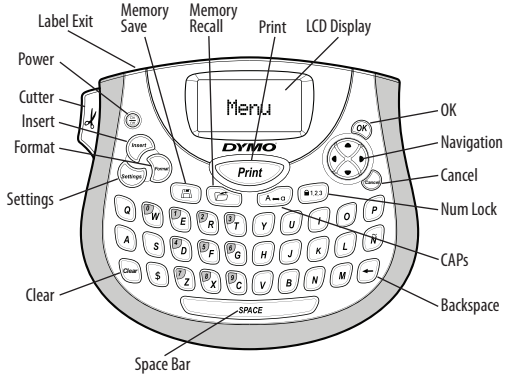
LetraTag®
LT-100T

Quick Reference Guide

W001841_C Rev. 03/16

Getting to Know Your Label Maker





About Your New Label Maker

With your new DYMO LetraTag® label maker, you can create a wide variety of high-quality, self-adhesive labels. The label maker uses DYMO LetraTag (LT) 1/2 inch (12 mm) label cassettes. LT label cassettes are available in a variety of colors and materials such as paper, plastic, metallic, magnetic, and iron-on.

Visit **www.dymo.com** for a complete User Guide, and for information on obtaining labels.

Product Registration

Visit **www.dymo.com/registration** to register your label maker online.

Getting Started

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

1 Inserting the Batteries

1. Remove the battery compartment cover.
2. Insert the batteries following the polarity markings (+ and –).
3. Replace the cover.

(!) Remove the batteries if the label maker will not be used for a long period of time.

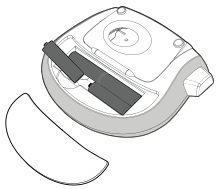


Figure 1

2 Inserting the Label Cassette

1. Lift the label cassette cover to open the label compartment. See Figure 2.
2. Insert the cassette with the label positioned between the print head and pinch roller.
3. Press firmly until cassette clicks into place.
4. Close the label cassette cover and press (On/Off) to turn on the power.

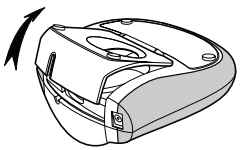


Figure 2

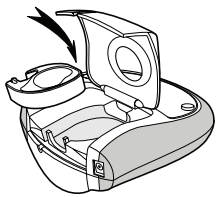


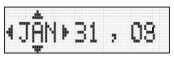
Figure 3

3 Selecting a Language

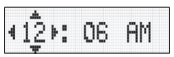
1. Press (Settings).
2. Use the up or down arrow key to select **Language** and press (OK).
3. Use the up or down arrow key to select the language you want and press (OK).

4 Setting the Date and Time

1. Press (Settings).
2. Select **Set Date** and press (OK). The default date is displayed.



3. Use the left or right arrow key to move the cursor over each setting (month, day, and year) and use the up or down arrow key to increase or decrease the value.
4. When finished, press (OK). The default time is displayed.



5. Use the left or right arrow key to move the cursor over each setting (hours and minutes) and use the up or down arrow key to increase or decrease the value.
6. When finished, press (OK).

5 Printing Your First Label

1. Enter text to create a simple label.
2. Press (Print).
3. Press the cutter button to cut the label.
4. Remove the paper backing from the label to expose the adhesive, and then attach the label.

Designing Your Label

▶ Changing the Font Size

Five font sizes are available for your labels: Extra Small, Small, Medium, Large, and Extra Large.

1. Press the (Format) key.
2. Select **Size** and press (OK).
3. Select the desired font size and then press (OK).

▶ Adding Font Styles

You can choose from six different font styles:

AaBb	Normal	AaBb	Outline
AaBb	Bold	AaBb	Shadow
AaBb	Italic	AaBb	Vertical

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

▶ Creating Two-Line Labels

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

Continued ▶

Adding the Date

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

Adding Box and Underline Styles

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

ABC123	Underline	ABC123	Edged
ABC123	Square	ABC123	Train
ABC123	Pointed	ABC123	Sweet Hearts
ABC123	Rounded	ABC123	Flowers
ABC123	Crocodile		

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

Adding International Characters

The label maker supports the extended Latin character set using RACE technology. Similar to using a mobile phone keypad, when you hold down a letter key for longer than one second, you will scroll through variations on that letter. To insert the character, release the key when the desired character appears.

Adding Symbols

The label maker supports the symbols shown below.

Position in Row				
€	$	¢	£	¥
@	&	#	%	‰
!	?	¡	¿	_
'	"	,	.	;
’	:	/	\	|
+	-	*	÷	√
^	~	≈	=	≠
±	<	>	≤	≥
(	)	{	}	•
[	]	°	§	∞
α	β	γ	δ	ε
η	λ	μ	π	ρ
σ	ω	Δ	Θ	∑
Φ	Ω	½	¼	¾
0	1	2	3	4
5	6	7	8	9
0	1	2	3	4
5	6	7	8	9
©	®	™	CE	♻

Position in Row				
	↑	↓	→	←
☺	☹	😐	♥	❀
	☎		✂	
⚠				
		✉	✈	

Adding Symbols (continued)

1. Press Insert, select **Symbols**, and press OK. The first row of symbols shown in the table appears in the display.
2. Use the arrow keys to move to the desired symbol. The left and right arrows move horizontally along a row of symbols. The up and down arrow keys scroll vertically through the rows of symbols.
3. When you locate the symbol, press OK to add the symbol to your label.

Previewing Your Label

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

Clearing the Display

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

Storing Label Text

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

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

Recalling Stored Labels

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

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

1-Year Warranty for your DYMO Product

Your electronic DYMO product is sold with a 1-year warranty from the date of purchase against defects in material and workmanship. DYMO will repair or replace your product free of charge on the following conditions:

1. Products returned under this warranty must be accompanied by a description of the defect together with a copy of the product's proof of purchase and your full contact and delivery details: name, telephone, complete address – street, house number, postal code, city, country.
2. Products returned to DYMO must be adequately packaged. DYMO will accept no liability for goods lost or damaged in transit from the customer.
3. Products must have been used strictly in accordance with operating instructions supplied. DYMO will have no liability for defects caused by accident, misuse, alteration or neglect.
4. DYMO accepts no liability for any consequential loss, damage or expense of any kind resulting from the machines or accessories or the use thereof, save that liability for death or bodily injury caused by such products is not excluded.
5. DYMO label printers are designed for use only with DYMO-branded labels. This warranty does not cover any malfunction or damage caused by the use of third-party labels.

This warranty does not affect your statutory rights as a consumer.

What to do if your product is defective

DYMO offers you the following service options:

- **DYMO Web site**: In most situations a visit to www.dymo.com will give you the right assistance. In the Customer Support area, you will find information about your DYMO product, such as Frequently Asked Questions and solutions to known problems. The User Guide also gives you additional information.
- **Dealer**: Your DYMO dealer can help you to determine the exact nature of the problem and assist you further.
- **DYMO Help Desk**: You can also contact the DYMO Help Desk where an associate will help you to determine the exact nature of the problem and advise you what to do next:

  US 1 877 724 8324

  Intl +44 203 564 8356
- **Repair Center**: You can send your defective product to a DYMO repair center (please see the above-mentioned conditions 1 and 2 on how to replace a defective product). The address of your nearest DYMO repair center can be found at **www.dymo.com** or you can contact the DYMO Help Desk

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