

DYMO



LetraTag®
LT-100H

Quick Reference Guide

2 Inserting the Label Cassette

1. Press and release the label cassette cover to open the label compartment. See Figure 2.
2. Remove the protective cardboard insert from label exit slot. See Figure 3.
3. Insert the cassette with the label positioned between the print head and pinch rollers.
4. Press firmly until cassette clicks into place.
5. Close the label cassette cover and press **ON** to turn on the power.



Figure 2

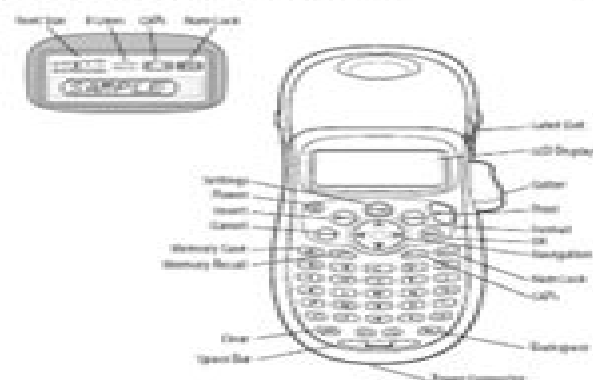


Figure 3

3 Selecting a Language

1. Press **ON**.
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**.

Getting to Know Your Label Maker



4 Setting the Date and Time

1. Press **ON**.
2. Select **Set Date** and press **OK**. The default date is displayed.
MON 31 - 08
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.
12:06 PM
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 **ON**.
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.

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 and an optional AC adapter for your label maker.

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.

2 Inserting the Batteries

1. Remove the battery compartment cover.
2. Insert the batteries following the polarity markings (+ and -).
3. Replace the cover.
- ① Remove the batteries if the label maker will not be used for a long period of time.



Figure 1

Designing Your Label

Changing the Font Size

Five font sizes are available for your labels: *Normal*, *Large*, *MedLarge*, *Large*, and *Extra Large*.

1. Press the **Size** 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 **ON**.
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 **ON**.
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 ►

Dymo Letratag Manual

Kathleen Sindell



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Loyalty Marketing for the Internet Age Kathleen Sindell, 2000 Publisher: Fact Sheet. Addresses the explosive subject of Electronic Customer Relationship Management so Internet businesses can better meet the needs of each customer.

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Delta Instruction Manual Math-u-see, 2010

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