

http://www.keepntrack.com/mediawiki/index.php/Loading_Printer_Labels_and_Paper

KeepnTrack - Hardware: Loading Dymo Labels (& Receipt Paper)

Learn how to load labels and receipt paper into your Dymo printer.

NOTE: This video shows the DYMO LabelWriter 450 Twin Turbo.

Setting Up

Be aware you should be using specific labels, the COMPanion Yellow Badge Labels (part number V6101), or specific paper, the Continuous Wide Student Pass Paper (part number V6301).

Open the printer by lifting the cover and remove any packing materials.

After unpacking your printer and plugging it in, you should see two blue lights in the front. These are called form-feed buttons. Press them now to eject the protective labels.

You can also press the arrow buttons to remove the labels backwards, or gently pull the labels through by hand.

Loading the Labels

Look inside the printer and you will see directions that will help you with the next step.

Load the labels onto the spool with the labels feeding from below, and with the little hole on the left.

Making sure that the roll is positioned tightly on the spool with no gap between the roll and the spool.

Place the spool in the printer.

Feed the end of the labels into the printer, aligning the labels with the left wall of the printer and against the label guide.

Press the form-feed button on the front of the printer. Gently close the lid. An error light will blink if the paper isn't installed correctly.

Your Light Guide

If you see a flashing blue light, it means the labels are not loaded properly, or the label roll is empty.

A solid blue light means the power is ON and the printer is ready to roll.

A dimmed blue light means the printer is in power-saving mode.

Note: Loading paper follows the same procedure.

Support

NOTE: These labels are heat sensitive. Do not expose to heat, direct sunlight, or moisture while storing.

If you have any questions or need assistance using your Dymo printer with KeepnTrack, please call KeepnTrack Technical Support at 1-800-320-5830.