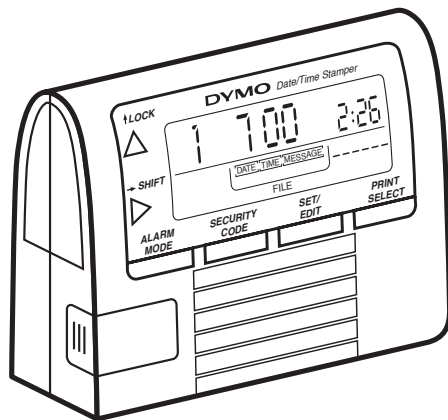


DYMO®



Electronic Date/Time Stamper

User Guide

IMPORTANT!

Please read ALL instructions carefully before operating.

Your DYMO Electronic Date/Time Stamper will save you time and increase your productivity. Here are just some of its advanced features:

- Automatically prints Date and/or Time.
- Prints 7 preprogrammed messages and 4 or 6 digit auto-numbering.
- LCD displays message, date, and time.

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Getting Started

1. Open the battery compartment as shown. (figure 2)

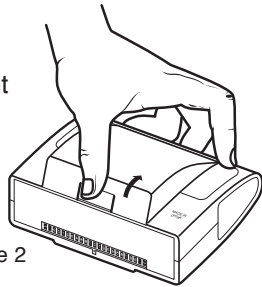


figure 2

2. To activate printing functions, insert 4 AA batteries. (figure 3)

3. To activate the LCD display, open the lithium cell battery door by using a small coin (see figure 3) and discard the red safety ribbon. Make sure the battery's positive (+) sign is facing up and close the battery door using a small coin and twisting it in a clockwise direction. If the LCD is flashing P-RESET, use a ballpoint pen to reset the unit (figure 4).

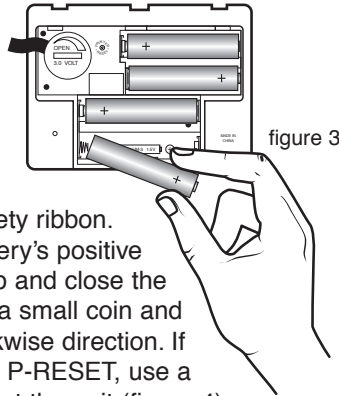
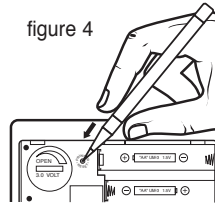


figure 3

figure 4



4. Snap the battery door back into place.
5. Remove and discard the clear protective cover from the bottom of the unit.

Setting Date and Time

1. To set the current date and time, press and hold down the *SET/EDIT* button for 2 seconds, let go and the Month (M) and Day (D) indicators will start flashing.

If no other key is pressed for 10 seconds, the unit will revert back to normal display.

2. While the Month(M) and Date (D) indicators are flashing press the *LOCK* button to cycle through the 3 available date formats.
3. Once you have chosen an appropriate date format, press the *SHIFT* button to switch between each of the different DATE, MONTH, YEAR, HOUR and MINUTE fields. The field that is currently active will start flashing. To change a field's value press the *LOCK* button, each stroke of the Lock button moves one value up.

NOTE: If you go past the current year, you will need to press the *LOCK* button to cycle through the year 2189, and back up to the current year.

4. Once you are finished setting the Date and Time press the *SET/EDIT* button to return to normal display.
5. The Date/Time Stamper is now ready to print. The stamper will print the current date, time, and message as displayed.

The IN message is printed by default. To select a different message press the *SHIFT* button to cycle through the 7 available messages.

Stamping / Printing Options

If you want to customize which fields your stamper prints, follow the instructions below.

REMINDER: Whenever the unit is in "program mode" and a button is not pressed for 10 seconds, the unit will revert to normal display.

Selecting which fields to print

1. Press the *PRINT SELECT* button for 2 seconds, the *DATE* field will start flashing
 2. By pressing the *SET/EDIT* button you can turn the rectangle surrounding the *DATE* field on or off. If you wish to print the date, make sure the rectangle is on.
 3. To move on to the next field press the *PRINT SELECT* button and repeat instruction 2 for each subsequent field.
 4. Your DYMO Electronic Date/Time Stamper can print any combination of the following items:
 - Date, Time, Message [IN, OUT, PAID, REF, CFMD, RCVD] To select a different message, press the *SHIFT* key while in normal display.
 - OR** • 4-digit counter# any of the two fields above
(4-digit counter will count up only)
 - OR** • 6-digit counter# one of the fields above
(6-digit counter will count up or down)
 - OR** • 4 or 6-digit counter alone.
5. Once you have selected your stamping

pattern press the **ALARM MODE** button to finish print programming and return to normal display.

Auto-numbering

Your Date/Time Stamper allows you to use either 4 or 6 digit auto numbering. Follow the instructions below for setup:

1. Press and hold the **PRINT SELECT** button for 2 seconds, the **DATE** field will start flashing.
2. Press the **PRINT SELECT** button until either 4 or 6-digit auto-numbering is flashing and use the **SET/EDIT** button to turn the rectangle on.
3. Press the **LOCK** button to set the first digit. Once the first digit is set, press the **SHIFT** button and once again press the **LOCK** button to set the second digit. Follow this pattern until all digits are correct.

If you chose 4-digit auto numbering, the counter will only count up. If you chose 6-digit auto numbering you can have the stamper count up or down, depending on the arrow that was flashing when you selected 6-digit auto numbering.

4. Press the **ALARM MODE** button to return to

normal display.

How to lock Auto-numbering

To prevent the counter from automatically advancing to the next sequential number after each printing, press the **LOCK** button. The **CNTLOCK** indicator will appear on the LCD. To deactivate, press the **LOCK** button again and the **CNTLOCK** indicator will disappear.

Alarm Function

Setting the Alarm

1. Press the **ALARM MODE** button. The Alarm indicator will start flashing.
2. Press **LOCK** to activate the alarm icon (bell will appear).
3. Press **SET/EDIT** while the alarm indicator is still flashing and hour digit will begin to flash.
4. Press **LOCK** to set hour, once the hour is set press **SHIFT** and press **LOCK** to set the minute.
5. Press the **ALARM MODE** button to lock-in the alarm setting.

NOTE: When alarm sounds, the Date/Time

Stamper will emit a series of short beeps. To shut off the alarm, press *ALARM MODE*.

Deactivating the alarm

1. Press *ALARM MODE*, then press *LOCK* so the **"bell" icon will disappear**.
2. Press *ALARM MODE* to return to normal display.

Using the Security Code

Setting the Security Code

1. Press and hold the Security Code button for 2 seconds.
2. Press *LOCK* to set the first digit, then *SHIFT* to move on to the next digit. Repeat this step until all digits are set.
3. Press *SECURITY CODE* to return to normal display. A "key" icon will appear, locking the code in.

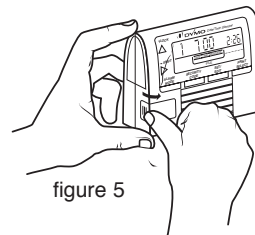
Disabling the Security Code

1. Press and hold the Security Code button for 2 seconds.
2. Press *LOCK* to set the first digit of the code, then *SHIFT* to move on to the next digit. Repeat this step until all digits of the code are entered.
3. Press *SECURITY CODE* to return to normal display, and if the "key" icon will disappear.

NOTE: If the incorrect security code is entered, until will prompt the user to re-enter code. The user has 3 tries to enter code. If you have forgotten the code, remove the batteries to reset.

Maintenance and Troubleshooting

How to refill the Ink Roll



1. Remove the ink roll compartment door. (see Figure 5)
2. Use a pair of tweezers

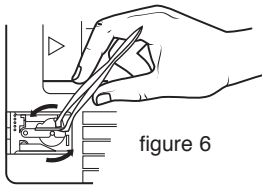


figure 6

or a paper clip to rotate the ink roll counter-clockwise and pull it out of the unit. (see Figure 6)

3. Apply a few drops of ink-pad ink onto the roll, then carefully insert the roll back into proper position inside the unit. Or simply insert a new Ink Roller (DYMO SKU 47001)

4. Replace the ink roll compartment door.

Printer Error/Reset (P-RESET)

If the AA batteries are weak or there is a printer error the LCD will start flashing P-RESET. The unit will not print while P-RESET is flashing.

To reset the printer follow instructions below

1. Open the battery compartment in back of the unit.
2. Press the PRINTER RESET button using a ball point pen (see Figure 7 below).
3. Listen for the unit to beep and the printer belt and

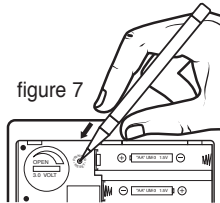


figure 7

shuttle to return to the start position.

4. The unit is now ready for use.

If the unit does not reset, verify that the print belt shuttle(bottom of unit) is not jammed and slides freely across belt (use ball point pen). Repeat steps 1-4 above.

Low Cell Battery Detection

Your DYMO Electronic Date/Time Stamper automatically checks itself every hour to detect a low display battery (3-volt Lithium battery). If display battery level is low BATT will turn on in the LCD.

IMPORTANT! If the BATT indicator appears, replace the 3-volt lithium cell battery immediately.

DO NOT OPERATE UNIT ON LOW BATTERY FOR PROLONGED PERIODS, THIS MAY CAUSE DAMAGE TO YOUR UNIT.

Usage Tips

To maintain your stamper at peak operating performance, please follow these guidelines:

1. Do not touch the printer head or belt when the unit is printing. This will cause the printer to malfunction and require servicing.
2. Immediately replace LCD display cell-battery if the BATT indicator lights up on the LCD.
3. If printer speed slows down, replace all 4 AA batteries. Operating the unit with low batteries will damage the printer.
4. Always cover the battery compartment before printing.
5. Keep unit away from moisture
6. Avoid placing unit in direct sunlight.

