

DYMO®
210D Desktop
Label Maker



DYMO 210D Desktop Label Maker User Guide

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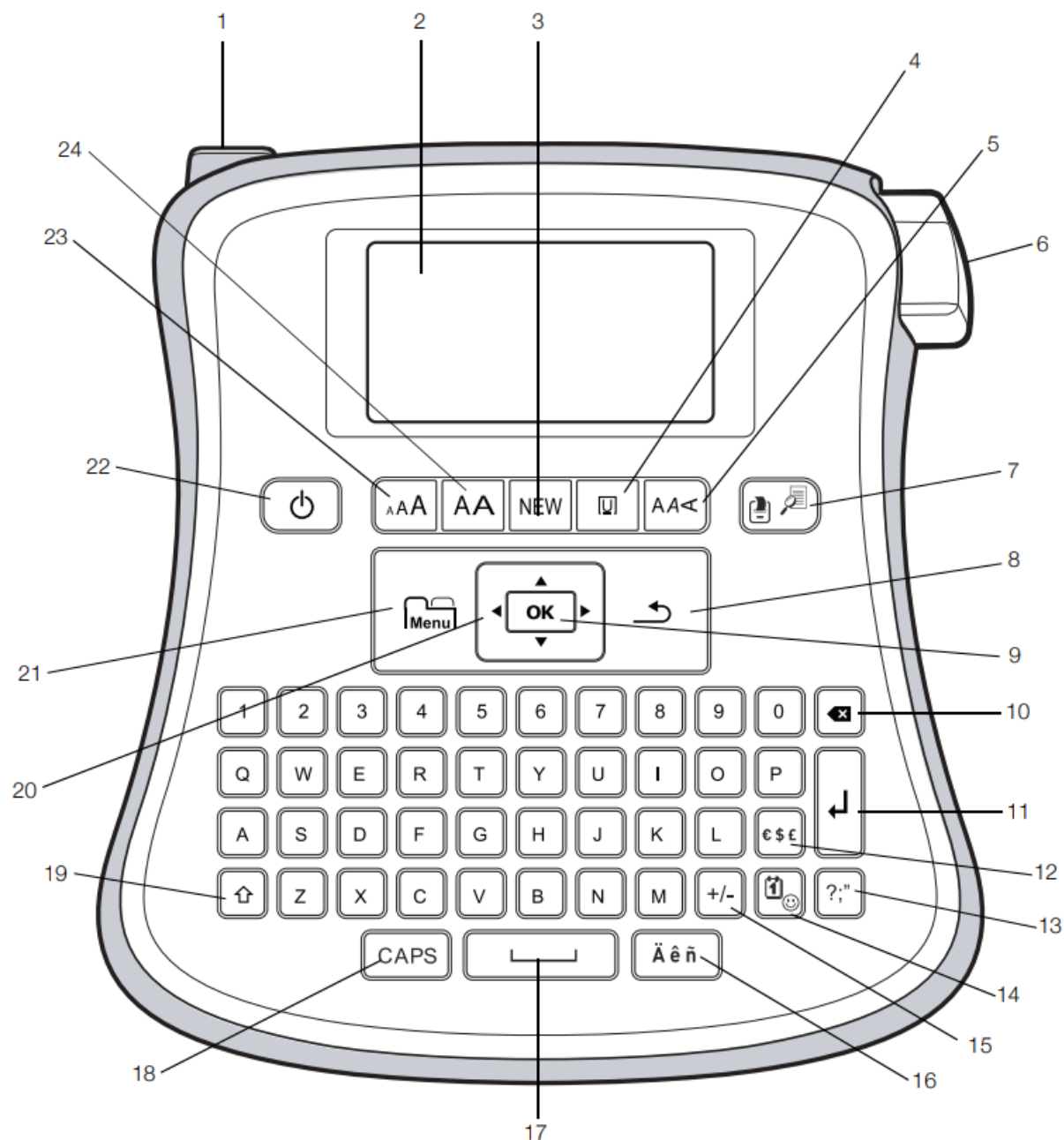
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DYMO®

DYMO S0784480 Desktop Label Maker



Product Overview



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About Your New Label Maker

With the DYMO® LabelManager 210D+ 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 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). This label cassettes are available in a wide range of colors.

Visit www.dymo.com for information on obtaining labels and accessories for your label maker.

Product Registration

Visit www.dymo.com/register to register your label maker online. During the registration process, you will need the serial number, which is located inside the the back cover of the label maker

Getting Started

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

- **Connecting the Power**

The label maker is powered by standard batteries or an AC power adapter. To save power, the label maker automatically turns off after two minutes of inactivity.

- **Inserting the Batteries**

The label maker uses six high-capacity AA alkaline batteries.

- **To insert the batteries**

Slide the battery compartment cover away from the label maker. See Figure 2.

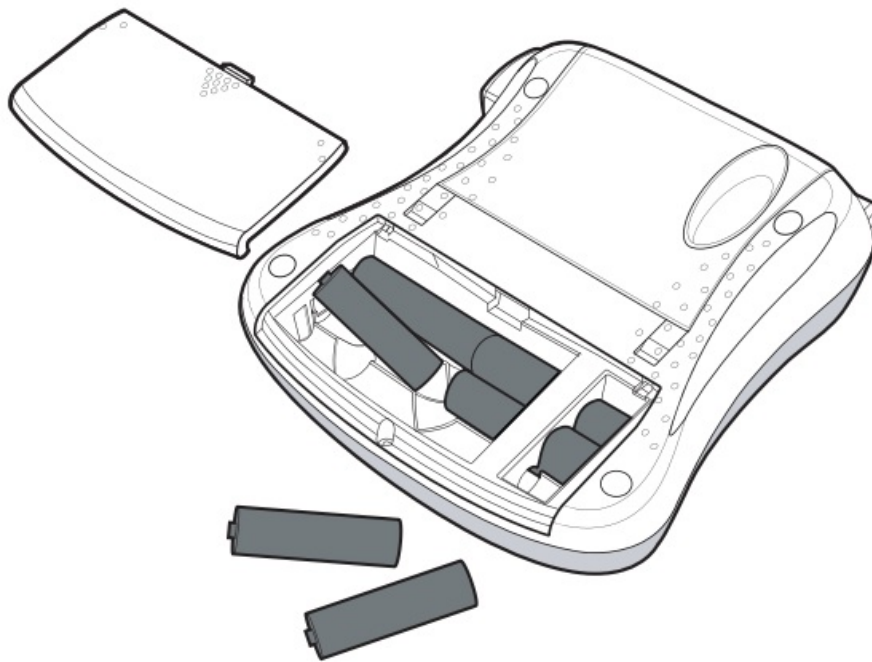


Figure 2

- Insert the batteries following the polarity markings (+ and –).
- Replace the cover.

Remove the batteries if the label maker will not be used for a long period.

Safety Precautions

1. Do not mix old and new batteries.
2. Do not mix alkaline, standard (carbon-zinc), or rechargeable (ni-cad, ni-mh, etc.) batteries.
3. Remove the batteries if the printer will not be used for a long period.

Connecting the Optional Power Adapter

An optional 9 Volt, 2 Amp power adapter can also be used to power the label maker. Connecting the AC adapter to the label maker disconnects the batteries as a power source.

Use only power the adapter listed in this user guide:

Adapter model DSA-18PFM-09 Fc 090200 (note: “c” can be EU, UP, UK, US, UJ, JP, CH, IN, AU, KA, KR, AN, AR, BZ, SA, AF or CA) from Dee Van Enterprise Co., Ltd.

To connect the power adapter

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

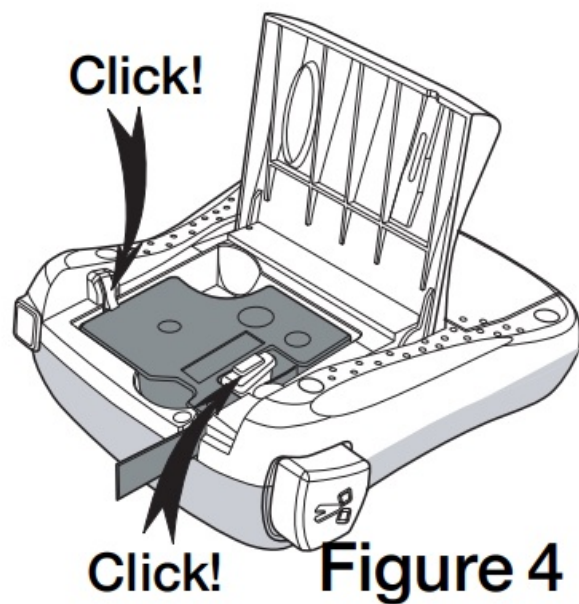
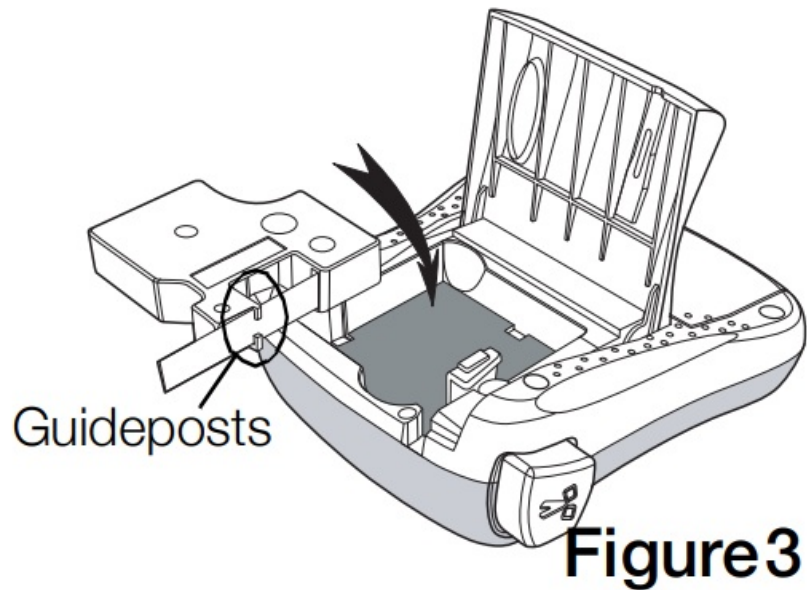
Make sure the label maker power is turned off before you disconnect the power adapter from the main power source. Otherwise, your most recent memory settings will be lost.

Inserting the Label Cassette

Your label maker comes with one label cassette. Visit www.dymo.com for information about purchasing additional label cassettes. The cutter blade is extremely sharp. While replacing the label cassette, keep fingers and other body parts away from cutter blade and do not press the cutter button.

To insert the label cassette

1. Lift the label cassette cover to open the tape compartment.
2. Insert the cassette with the label facing up and positioned between the guideposts. See Figure 3.




3. Press firmly until cassette clicks into place. See Figure 4.
4. Close the label cassette cover. Each time you change the label cassette, you are prompted to enter the label width.

Using the Label Maker for the First Time

The first time you turn on the power, you are asked to select the language. This selection will remain set until you change it, or until the label maker is reset. You can change this selection in Settings.

To set up the label maker

1. Press  to turn on the power.
 2. Select the language and press **OK**.
- By default, the language is set to English.

3. Select the width of the tape cassette currently in the label maker and press **OK**.

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 OK 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

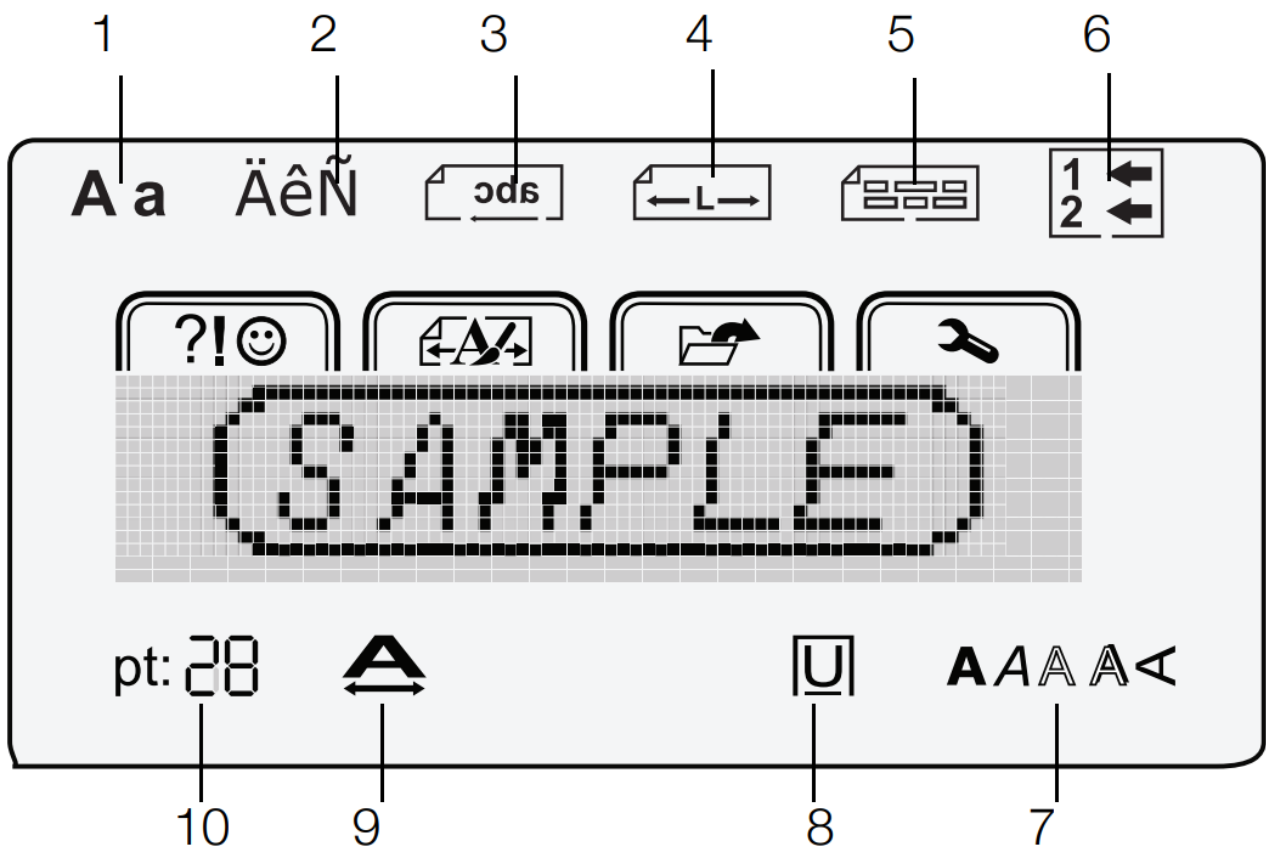


The button turns the power on and off. After two minutes of no activity, the power is switched off automatically. The last label created is remembered and displayed when the power is turned back on. The previously selected style settings are also restored.

LCD Display

You can enter up to 99 characters and spaces. The display shows about 13 characters at a time. The number of characters displayed will vary due to proportional spacing.

Feature indicators along the top and bottom of the LCD display appear black when a feature or setting is selected.



1. Uppercase/lowercase
2. Accented characters
3. Mirror
4. Fixed length
5. Alignment
6. Current line
7. Font style
8. Boxes/Underline
9. Font width
10. Font size


- **Navigation Keys**

You can review and edit your label using the left and right navigation keys. You can move through menu selections using all four navigation keys, and then press to make a selection.

- **CAPS**

The CAPS key toggles between upper and lower-case character entries. The default is lowercase.



- **Shift**

Pressing and holding the  key and then pressing a character, enters an uppercase character and when in uppercase or CAPS mode enters a lowercase character.

- **NEW**

The NEW key clears the current text and formatting from the display, creating a new label.

- **Backspace**

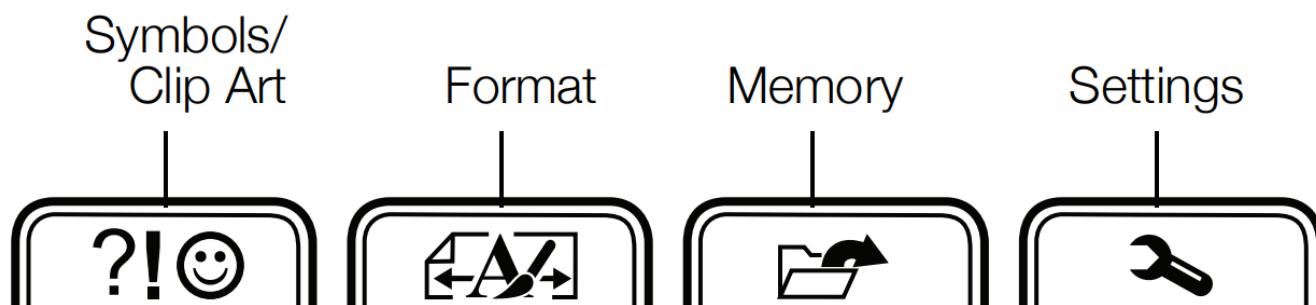
The  key deletes the character to the left of the cursor. Holding the  key deletes multiple





characters.

- **Menu**


The  key displays the Symbols/Clip Art, Format, Memory, and Settings tabs.

Pressing the  key repeatedly scrolls through the tabs.






- Use the  symbols and clip art menu to insert symbols and clip art on your labels. You can also use the shortcut keys to quickly add symbols. See Adding Special Characters on page 11.
- Use the  format menu to set fixed label length, mirror text, or alignment.
- Use the  memory menu to open or save labels.
- Use the  settings menu to change the language and label width settings.

- **Cancel**

The  key exits from a menu without making a selection or cancels an action, such as printing.

- **Print**

The  key prints your label after asking you how many copies you want to print. The maximum number of copies you can print is 9.

Pressing  +  will display a preview of the label.

Formatting Your Label

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

Changing the Font Size

Five font sizes are available for your labels. The font size applies to all characters on a label.

The font sizes that you can use depend on the label width selected and whether a box or underline is added.


- **To change the font size**

Press  until the desired font size is displayed.

- **Changing the Font Width**

Two font widths are available: normal and wide.

- **To change the font width**

Press  to toggle the font width from normal to wide.

- **Adding Font Styles**

You can choose from six different font styles:

AaBb

Normal

AaBb

Outline

AaBb

Bold

AaBb

Shadow

AaBb

Italic

◀◀◀◀◀

Vertical

The style you select applies to all characters. Styles can be used with alphanumeric characters and some symbols.

To change the font style

Press **AA◀** until the desired font style is displayed.

Adding Borders and Underline Styles

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

ABC123

Underline

ABC123

Parchment

ABC123

Square

ABC123

Call Out

ABC123

Rounded

ABC123

Flowers

ABC123

Edged

ABC123

Crocodile

ABC123

Pointed


To add a box or underline


Press **[U]** until the desired box or underline style is displayed and press OK. A label can be underlined or enclosed within a box, but not both together. When adding an underline on a two-line label, each line is underlined. When adding a box on a two-line label, both lines are enclosed in a single box.

Creating Two-Line Labels

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

To create a two-line label

1. Enter text for the first line and press .
2. Enter text for the second line.



The  icon on the LCD indicates which line is currently displayed.

3. Press  to print.

Aligning the Text

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



To change the alignment

1. Press  until the  menu appears.
2. Use the navigation keys to select Alignment and press **OK**.
3. Select right, left, or centered alignment and press **OK**.

Using Mirror Text

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

To turn on mirror text

1. Press  until the  menu appears.
2. Select Mirror and press **OK**.
3. Select one of the two options and press **OK**.

Adding Special Characters

Symbols, clip art, and other special characters can be added to your labels.

Adding Symbols and Punctuation

The complete list of symbols available is shown on page 16. The short cut keys will take you quickly to the type of symbol you are looking for.

- **?,"** Pressing the symbols short cut key takes you quickly to the first row of the symbols table which begins with the punctuation symbols.
- **€ \$ £** Pressing the currency short cut key takes you quickly to the currency symbols.
- **+/-** Pressing the math short cut key takes you quickly to the math symbols.

To insert symbols

1. Press the short cut key for the type of symbol you wish to add.


You can also  press and select Symbols to view all the symbols available.

2. Use the navigation keys to select the desired image. Press **< to >** to move across a row; press **< to >** to move from row to row.
3. Press to add the image to your label.

Adding Clip Art

The label maker includes the clip art shown on page 15.

To insert clip art

1. Press .
2. Use the navigation keys to select the desired image. Press **< to >** to move across a row; press **^ or v** to move

from row to row.

3. Press to add the image to your label.

Adding International Characters

The label maker supports the extended Latin character set using RACE technology.

After pressing the **Ä ê ñ** key, repeatedly pressing a letter scrolls through the available variations of that letter.

For example, if you press the letter a, you will see **a à â æ** and so on through all the variations available.



To add accented characters

1. Press **Ä ê ñ**. The accented character indicator is shown on the display.
2. Press an alpha character. The accent variations are displayed.
3. When the desired accented character appears, wait a few seconds for the cursor to move beyond the character to continue entering text.

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. If the text you entered does not 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 from 1.5" (40 mm) up to 15" (400 mm) long.

To set the label length

1. Press  until the  menu appears.
2. Use the navigation keys to select Length and press **OK**.
3. Select Fixed and press **OK**.
4. Set the length for your label and press **OK**.



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  until the  menu appears.
2. Use the navigation keys to select **Save** and press **OK**.
The first available memory location is displayed.
3. Use the navigation keys to move through the locations. You can store new text in any of the memory locations.
4. Select a memory location and press **OK**.
5. Your label text 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  until the  menu appears.
2. Use the navigation keys to select Open and press **OK**.
The first memory location is displayed.
3. Use the navigation keys to select a label to open and press **OK**.
If the display currently contains label content, a message is displayed to confirm you want to overwrite 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.
Cutter blade is extremely sharp.

To clean the cutter blade

1. Remove the label cassette.
2. Press and hold the cutter button to expose the cutter blade. See Figure 5.
3. Use a cotton ball and alcohol to clean both sides of the blade.

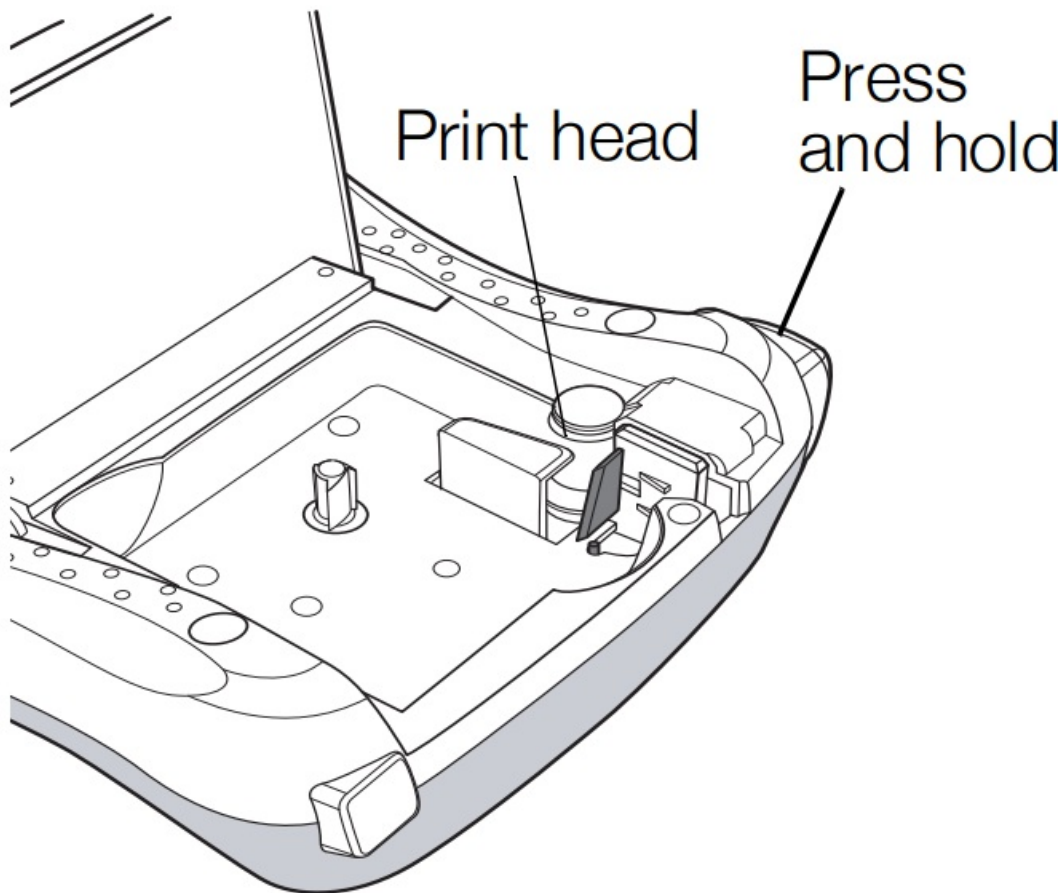


Figure 5

Troubleshooting

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

Problem/Error Message	Solution
No display	– Ensure the label maker is turned on.
	– Replace discharged batteries.
Poor Print Quality	– Replace batteries or attach power adapter.
	– Ensure label cassette is installed properly.
	– Replace the label cassette.
	– Clean the print head. Contact Customer Support for instructions at support.dymo.com .
Poor Cutter Performance	– Clean the cutter blade. See “Caring for Your Label Maker” for instructions.
Printing . . .	– No action required. The message disappears when printing is finished.
Too many characters	– Exceeded maximum number of characters in buffer.
	– Delete some or all of the buffer text.
Too many lines	– Exceeded maximum number of lines.
	– Delete a line to fit on the tape width.
	– Insert a wider label cassette.
Batteries almost discharged.	– Replace batteries or connect AC power adapter.
Tape Jam	– Motor is stalled due to label jam.
	– Remove jammed label; replace label cassette.
	– Clean cutter blade.

If you still need assistance, contact DYMO Customer Support at <http://support.dymo.com>.

Symbols

Short Cut Key

Short Cut Key

?;" →

€ \$ £ →

+/- →

Position in row				
°	\	«	»	
!	?	¡	¿	—
'	"	,	.	;
'	:	/	\	
¥	\$	¢	£	€
@	&	#	%	‰
§	•	¶	°	∞
+	-	*	÷	√
^	~	≈	=	≠
±	<	>	≤	≥
[]	½	¼	¾
()	{	}	⅓
0	1	2	3	4
5	6	7	8	9
°	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	
Α	Β	Γ	Δ	Ε
Ζ	Η	Θ	Ι	Κ
Λ	Μ	Ν	Ξ	Ο
Π	Ρ	Σ	Τ	Υ
Φ	Χ	Ψ	Ω	

Clip Art

©	®	™	CE	♻️
⬆️	⬇️	➡️	⬅️	↔️
⬆️	⬇️	🚫	🚶	✂️
🕒	📅	🚫	❤️	♻️
👉	👉	👉	👉	👉
🚫	🧐	🚶	🚶	🚫
🧪	📞	📖	⬆️	🍷
☠️	🔥	⚠️	⚠️	🖋️
📁	☔	✉️	✈️	🚩
📁	📁	📄	📄	📄
🔋	📶	🔊	☀️	🔌
🖱️	💻	🖼️	🔒	💰
🏆	⌚	🔧	🔧	🔧
📷	🎬	♿	🚶	🚶
🎵	🎵	📺	✓	✗
😊	😞	😊	☕	🍲
📺	🍷	🍌	🍏	🔪
🔑	🔑	🔑	🔑	🚗
🚚	🚚	🚚	🚘	🚲
⛵	🏠	🌐	☕	🚫
📶	📶	📶	📶	📶
🐶	🐶	🐶	🐶	🐶
🐱	🐱			

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.

Electrical Ratings

- **Printer Power Rating Input:** 9VDC, 2.0A
- **Power Adapter Rating Input:** 100-240Vac 50/60Hz 0.6A
- **Output:** 9VDC 2.0A

FCC Statement

Caution: The user is cautioned that changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

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FAQs

What printing technology does the DYMO 210D use?

The DYMO 210D uses thermal printing technology, which eliminates the need for ink or toner, offering a cost-effective and eco-friendly solution.

What type of labels can the DYMO 210D print?

The DYMO 210D prints monochrome labels, allowing you to create custom labels for various uses, including organizing files, office supplies, and more.

What is the maximum print speed of the DYMO 210D?

The DYMO 210D prints at a speed of 1 page per minute (ppm), suitable for small-volume label printing.

What label sizes are compatible with the DYMO 210D?

The DYMO 210D is compatible with DYMO D1 label tapes in widths ranging from 1/4 to 1/2 (6mm to

12mm).

What is the display type on the DYMO 210D?

The DYMO 210D has an LCD display that shows exactly what you're printing, making it easy to navigate and edit your labels.

How many copies can the DYMO 210D print at once?

The DYMO 210D can print up to 10 copies of the same label at once, which is great for quick, bulk labeling tasks.

What kind of labels are recommended for use with the DYMO 210D?

It is recommended to use DYMO D1 label tapes with the DYMO 210D for the best performance, available in a variety of colors and widths.

How does the DYMO 210D handle label editing?

The DYMO 210D has easy editing options with its LCD display, allowing users to make quick adjustments and corrections to labels before printing.

Can the DYMO 210D print labels in different colors?

The DYMO 210D prints in black on white labels, but you can choose from various colors of DYMO D1 label tapes for different label colors.

What is the maximum label length the DYMO 210D can print?

The DYMO 210D can print labels up to 3 feet long, depending on the size of the tape used.

Can I use the DYMO 210D to print barcodes?

The DYMO 210D does not support barcode printing. It is designed for basic text and symbol labels.

How do I change the label tape on the DYMO 210D?

The label tape in the DYMO 210D is easy to replace. Simply open the tape compartment, remove the old tape, and insert a new DYMO D1 label tape.

What is the size of the labels the DYMO 210D can create?

Can I use the DYMO 210D to print on other materials, like plastic or metal?

The DYMO 210D works best on clean, flat surfaces such as paper, plastic, and metal, as long as the DYMO D1 label tapes are used.

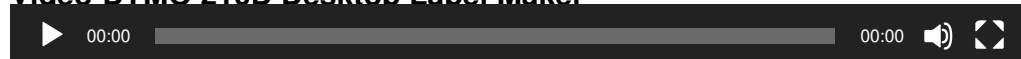
How do I format text on the DYMO 210D?

The DYMO 210D offers quick access to text formatting with the built-in QWERTY keyboard and easy-to-use buttons for adjusting font size, style, and layout.

What is the warranty on the DYMO 210D label maker?

The DYMO 210D typically comes with a limited one-year warranty, covering any manufacturing defects or malfunctions.

Video-DYMO 210D Desktop Label Maker



[Download this Manual: DYMO 210D Desktop Label Maker User Guide Desktop-Label-Maker.mp4](#)

References

- [User Manual](#)

[Manuals+](#), [Privacy Policy](#)

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