

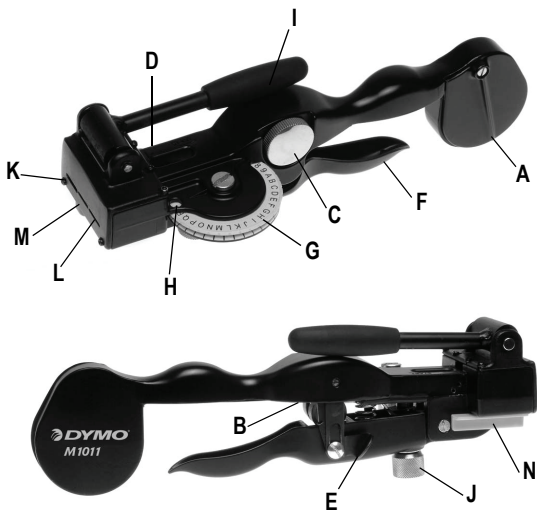
# DYMO<sup>®</sup>

M1011



## User Guide

[www.dymo.com](http://www.dymo.com)



- |          |                    |          |                             |
|----------|--------------------|----------|-----------------------------|
| <b>A</b> | Tape cassette door | <b>H</b> | Character selection window  |
| <b>B</b> | Tape rollers       | <b>I</b> | Cutting handle              |
| <b>C</b> | Tape advance knob  | <b>J</b> | Embossing adjustment screw  |
| <b>D</b> | Start line         | <b>K</b> | Cable tie slot punch        |
| <b>E</b> | Tape pawl          | <b>L</b> | Hole punch                  |
| <b>F</b> | Embossing handle   | <b>M</b> | Cutting assembly            |
| <b>G</b> | Embossing wheel    | <b>N</b> | Leader/trailer length guide |

# About Your New Labelmaker

With your new DYMO M1011 labelmaker, you can create a wide variety of plastic and metal labels. The labelmaker uses DYMO 12 mm (1/2") label tape. DYMO plastic tapes are available in a wide variety of colors. Metal tapes are available as follows:

- Aluminium with adhesive (35800)
- Aluminium without adhesive (31000)
- Stainless Steel (32500)

You can also use a Reverse Image Wheel with the DYMO M1011 labelmaker. This wheel allows you to print mirror script labels that meet special requirements in the industry. Mirror labels are used on moulds or casts for metal or rubber injection, silicon casting, fiber glass applications, and so on.

Visit **[www.dymo.com](http://www.dymo.com)** for information on obtaining tapes and accessories for your labelmaker.

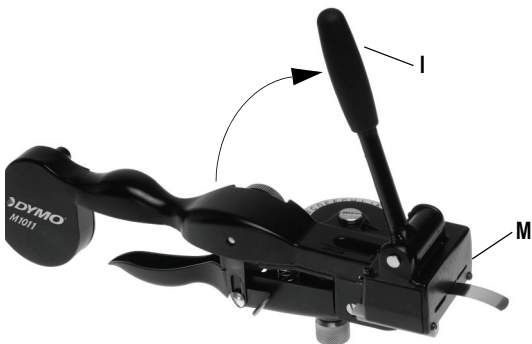


## Loading the Label Tape

The DYMO M1011 is set to emboss non-adhesive aluminium or plastic tape.

### **To load the tape roll**


1. Hold the labelmaker in your left hand.
2. Open tape door (A).
3. Insert roll of tape allowing the end to extend about 5 cm (2") through the tape slot.
4. Close the tape door.
5. Feed the tape between the two rollers (B).
6. Squeeze the embossing handle (F) half-way (one click) several times to ensure the tape is inserted all the way.



## Cutting the Tape

### To cut the tape


1. Squeeze the embossing handle half-way, several times until the tape extends from the front of the cutting assembly (M) by at least 1 cm (1").

 Before cutting the tape, make sure the end of the tape extends beyond the edge of the cutting assembly so you can easily pull the label out. Otherwise, a tape jam may occur.

2. Lift the cutting handle (I) gently until it is vertical to cut the tape.



## Embossing the Label

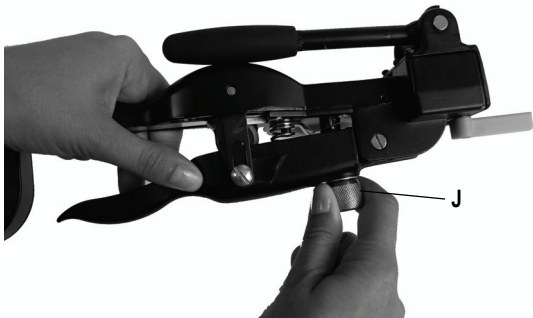
 Avoid turning the embossing wheel at the same time you are squeezing the embossing handle. This can damage the character blades.

### To emboss a label

1. Turn the character selection wheel (G) until the desired letter is centered in the window (H).
2. Squeeze the embossing handle (F) firmly.
3. Release the embossing handle fully before selecting the next character.

### To add space between words

- ◆ Squeeze embossing handle (F) half-way (one click) or turn the tape advance knob clockwise (one click per space).



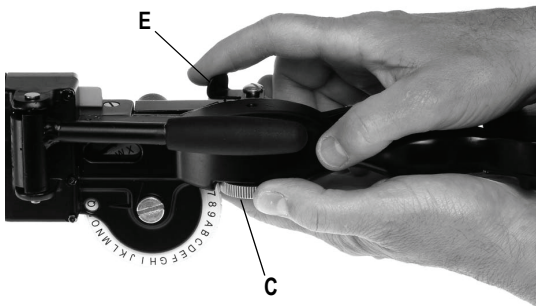
## Embossing on Stainless Steel Tape

You may need to adjust the labelmaker to emboss properly when using stainless steel tape.

### To adjust for stainless steel tape

1. Turn the adjustment screw (J) clockwise 1/2 to 3/4 turn.
2. Emboss the text as described in “Embossing the Label” on page 6.

When you return to using plastic or aluminum tape, you may need to reverse this adjustment.



## Retracting the Tape

You may want to retract the tape, for example, if the tape advanced too far or to center the text on the label.

### To retract the tape

1. Pull back the pawl (E).
2. Turn the tape advance knob (C) counter-clockwise.






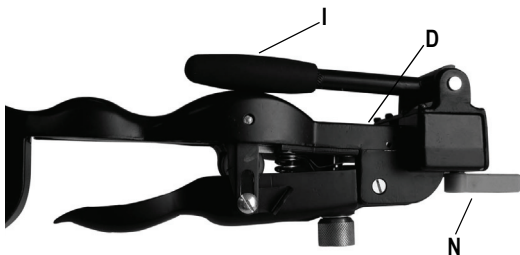
## Removing the Tape

### To remove the tape

1. Retract the tape as described in “Retracting the Tape” on page 8.
2. Open the tape cassette door (A) and remove the tape.

 Use caution when removing stainless steel tape that may have sharp edges.

3. Reload the tape as described in “Loading the Label Tape” on page 4.



## Centering the Text on the Label

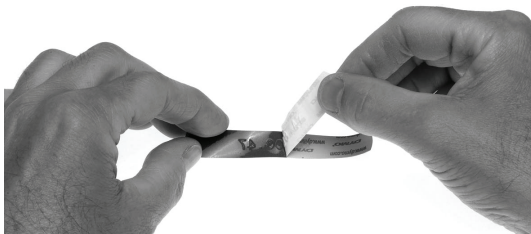
The leader/trailer length guide (N) has positioning marks for a short (S) or long label (L). Use the marks on the guide to center the text on your label.

### To center the text on a long label

1. After cutting the previous label, emboss the text on a new label.
2. Pull the leader/trailer length guide (N) to the forward position.
3. Advance the tape until the last embossed letter is opposite the **L** on the guide. The label has a leader/trailer of approximately 5 cm (2") and the text is centered.
4. Lift the cutting handle (I) to the vertical position to cut the tape.

### To center the text on a short label

1. Retract the tape until the tape edge is at start line (D).
2. Emboss the text on your label.
3. Advance the tape until the last embossed letter is opposite the **S** on the guide. The label has a leader/trailer of approximately 3 cm (1.5") and the text is centered.
4. Lift the cutting handle (I) to the vertical position to cut the tape.

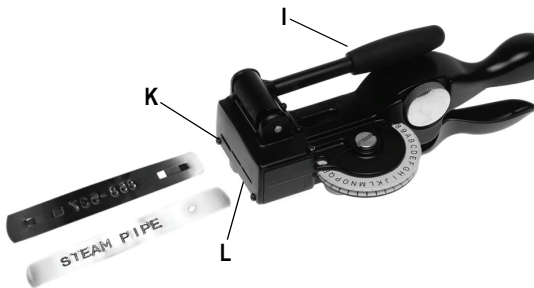


## **Applying Self-Adhesive Labels**

Self-adhesive plastic and aluminum labels stick permanently to any smooth, clean, and dry surface.

### **To apply self-adhesive labels**

1. Peel off the protective backing taking care not to touch the adhesive.
2. Press the label in place.
3. Apply firm pressure along the entire length to ensure good contact.



## Punching Holes in Non-Adhesive Labels

You can choose to punch one or two holes in non-adhesive labels so that the labels can be attached using screws, nails, rivets, and metal or plastic wires or ties. You can also punch a cable tie slot in one or both ends of the label.

### To punch a hole

1. Insert one end of the cut label into the hole punch slot (L).
2. Lift the cutting handle (I) to the vertical position to punch a hole.

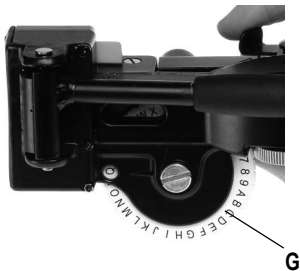
### To punch a cable tie slot

1. Insert one end of the cut label into the cable tie slot (K) with the letters facing down. The letters must face down to ensure the bridge of the slot is on the same side of the label as the characters.



Make sure to allow enough room for the tie-buckle before and/or after the letters. A cable tie slot positioned on top of the characters or a punched hole may cause the tape to jam.

2. Lift the cutting handle (I) to the vertical position to punch the slot.



## Changing the Wheel

You can replace the character wheel with a Reverse Image Wheel.

### To change the wheel

1. Remove the label tape.
2. Unscrew the screw in the center of the embossing wheel (G) and remove the wheel.
3. Position the new wheel.
4. Insert the screw in the center and tighten. Do not tighten the screw too tightly.

# Hints for Trouble Free Operation

Keep the following in mind when using the labelmaker:

- Letters appear where you want spaces - You are probably squeezing the embossing handle too hard.
- Letters overlap - The tape is slipping. This can happen when dirt or grease gets on the rollers. Clean the rollers by using a soft cloth and alcohol, while turning the tape advance knob back and forth several times.
- Avoid turning the embossing wheel at the same time you are squeezing the embossing handle. This can damage the character blades.