

## FEATURES

### PRINTER FEATURES

The Dymo LabelWriter 4XL printer is a direct thermal printer and does not use ink or toner. Instead, the printer uses heat from a thermal print head to print on specially treated, heat-sensitive labels.

Figure 1 depicts the major components of the printer.

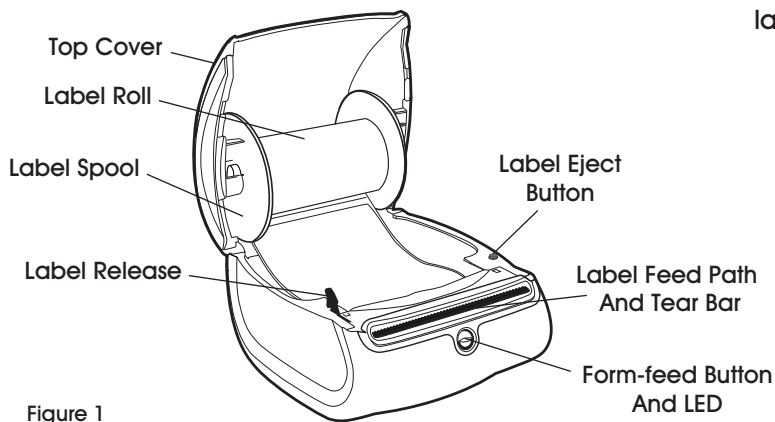
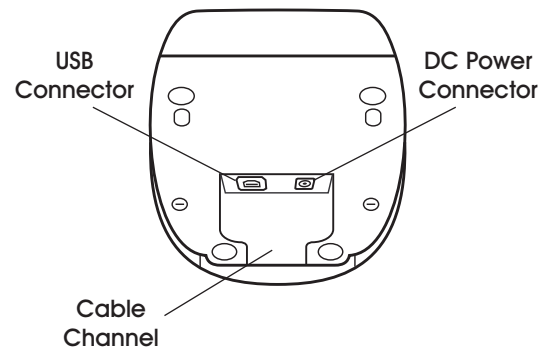


Figure 1

The form-feed button on the front of the printer advances a single label. The label eject button is used to remove labels from the printer when changing rolls.


The status light visually shows the current state of the printer:

- Solid blue - power is on and printer is ready.
- Flashing blue - labels are not loaded properly or the label roll is empty.



## SOFTWARE INSTALLATION

### TO INSTALL SOFTWARE ON A WINDOWS SYSTEM

 **NOTE:** Do not connect the printer to a computer until instructed to do so during the software installation.

1. Insert the LabelWriter CD into your CD-ROM drive. After a few seconds, the installation screen appears.


If the installation screen does not appear:

- a. Click Start then Run on the Windows taskbar. The Run dialog box appears.
  - b. Enter D:\Install.exe (where D is the letter assigned to the CD-ROM drive) and click OK.
2. Select the language version you wish to install and follow the instructions.

### TO INSTALL SOFTWARE ON A MAC OS SYSTEM

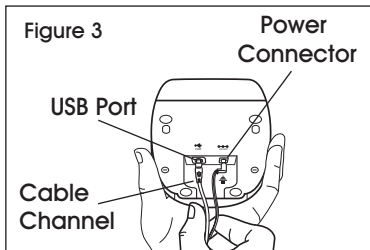
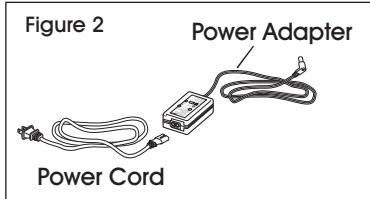
1. Insert the LabelWriter CD into the CD-ROM drive. After a few seconds, the DYMO Label Software Installer icon appears.
2. Double-click the Installer icon and follow the instructions.
3. When the Printer Setup Utility opens, add this printer as follows:
  - a. Click Add.
  - b. Select the LabelWriter 4XL printer from the list.
  - c. Click Add.

## CONNECTING THE PRINTER

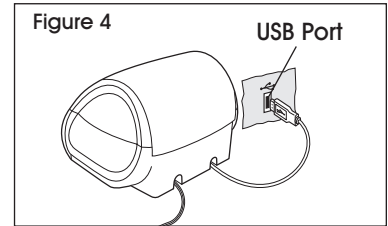
 **NOTE:** For Windows, do not connect the printer to your computer until instructed to do so during the software installation.


### TO CONNECT THE POWER

1. Plug the power cord into the power adapter. (See Figure 2)
2. Plug the power adapter into the power connector on the bottom of the printer. (See Figure 3)
3. Plug the other end of the power cord into a power outlet.



4. Plug the USB cable into the USB port on the bottom of the printer. (See Figure 3)
5. Insert the power and USB cables through the cable channel and set the printer down. (See Figure 4)



 **NOTE:** DO NOT CONNECT the other end of the USB cable to your computer until asked to do so during the software installation.

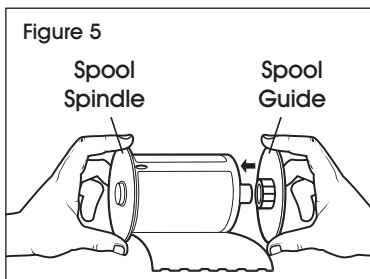
6. Connect the printer to your computer as follows:
  - a. For Windows: plug the USB cable into a USB port ONLY when prompted during the software installation.
  - b. For Mac OS X: plug the USB cable into a USB port prior to installing the software.

## LOADING LABELS

### TO LOAD A LABEL ROLL

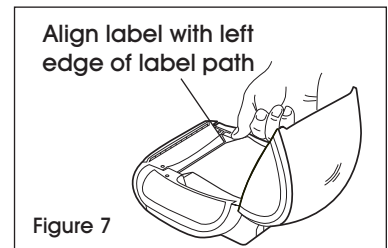
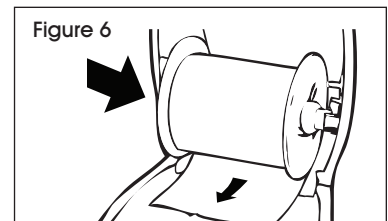
 **NOTE:** Each label roll comes in a black plastic bag. Store the label roll in the bag when the labels are not in use.

1. With the printer plugged in, press the form-feed button to eject the labels that protected the printer during shipment.
2. Open the top cover and remove any packing material inside the label compartment.
3. Remove the label spool from inside the cover and separate the spool guide from the spindle.
4. Hold the spool spindle in your left hand and place the label roll on the spindle so that the labels feed from underneath and the left edge of the label roll is firmly against the side of the spool. (See Figure 5)
5. Slide the spool guide onto the right side of the spool and press the guide tightly against the side of the label roll, leaving no gap between the roll and the spool.




 **NOTE:** To ensure proper feeding of labels during printing, label roll must fit snugly against both sides of the label spool, with no gaps.

6. Insert the label spool into the slot in the printer cover with the labels extending from underneath the roll. (See Figure 6)
7. Align the left edge of the label with the left edge of the label feed slot and insert the label into the slot. (See Figure 7)



The printer feeds the labels, stopping at the beginning of the first label. If the printer does not feed the labels, make sure the first label is fully inserted and then press the form-feed button.

 **NOTE:** Regardless of the label width, the left edge of the label must be aligned with the left edge of the label feed slot for the labels to feed properly.

8. Lower the top cover.

# PRINTING

## PRINTING THE FIRST LABEL

The first time you open the application, you are asked to register the software. Registering the software ensures that you will be informed of any software updates.

During the registration process, you will be asked to enter the serial number for your label printer. The serial number is located on the bottom of the printer.

To print your first label:

1. Start DYMO Label software by doing one of the following:

- For Windows, click **Start**, then **Programs>DYMO>DYMO Label v.8**.
- For Macintosh, double-click the DYMO Label icon in the **Applications** folder.

The first time you start DYMO Label software, a list of available label types is displayed on the left side of the window and an address label is displayed in the Edit area. (See Figure 8)

2. Click once in the address label in the Edit area and type some text.
3. Optionally, choose a font and a justification setting from the Formatting toolbar.
4. Click **Print** to print the label.

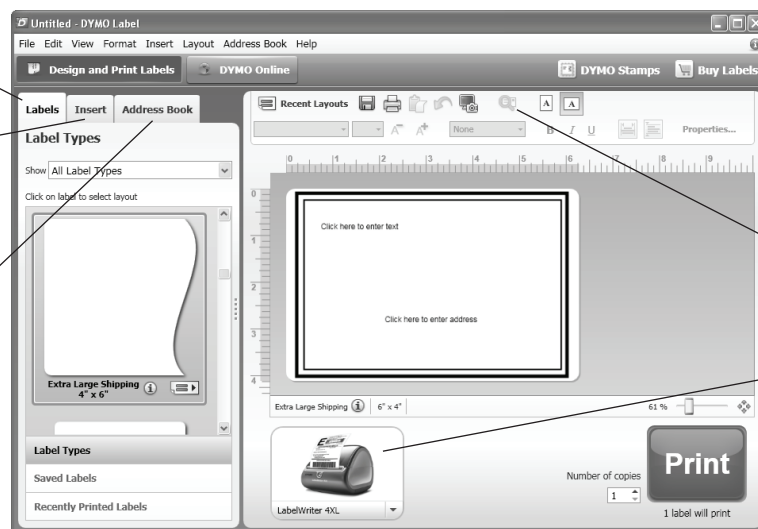
For complete details on using the software, refer to the online Help. From the Help menu, you can view the following:

- DYMO Label v.8 Help
- DYMO Label v.8 User Guide
- LabelWriter Printer User Guide

Visually choose label type and apply layouts.

Insert text, addresses, images, shapes, lines, barcodes, dates and counters.

Store your favorite addresses in the Address Book or view your Outlook or Mac Address Book contacts; automatically insert addresses on your label.



Verify and correct addresses on your label.

Select a printer to print your labels.

Figure 8