

How to Order and Insert a Roll of Labels in the DYMO LabelWriter (models 450 & 450 Turbo)

The DYMO LabelWriter can accommodate multiple sizes of labels; the symplr® System prints the Vendor / Guest day pass on the Shipping Label size and the roll contains 220 labels. The labels can be ordered under a contracted price through .

Item-DYMO® Label Writer® 30911 Time Expiring Adhesive Name Badge Labels



DYMO LabelWriter® Visitor Management Name Badge Labels

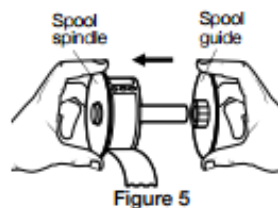
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Item #:

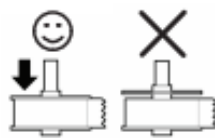
Your Price:

Delivery:

1. Remove the label spool from inside the top cover and pull the spool guide from the spindle.
2. 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 below.



3. 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. See Figure 6 below.



4. Insert the label spool into the slot in the printer cover with the labels extending from underneath the roll. See Figure 7 below.

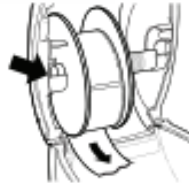


Figure 7

5. 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 8 below.
 - a. The printer should automatically feed the label, stopping at the beginning of the first label.
 - b. If the printer does not feed the labels, make sure the first label is fully inserted and then press the form-feed button.
 - c. If the first label on the roll is not a full label, press the form-feed button to eject the partial label.

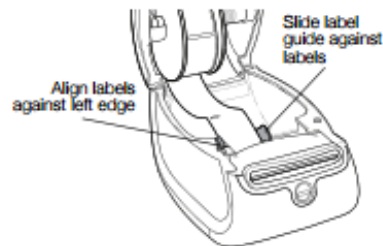


Figure 8

6. Slide the label guide to the left until the label guide aligns with the right edge of the label.
 - a. Make sure that the label guide does not pinch the label.
7. Open the symplr® program. Slide the symplr® plastic test badge through the badge reader and print a test badge to confirm the new roll works. If the badge prints you were successful.
8. Carefully lower the top cover.

symplr®

Have Questions? Need Help?

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