

# Dymo LabelWriter Loading Instructions

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## Step 1:

Open your Dymo LabelWriter by gently raising the lid on your printer.

## Step 2:

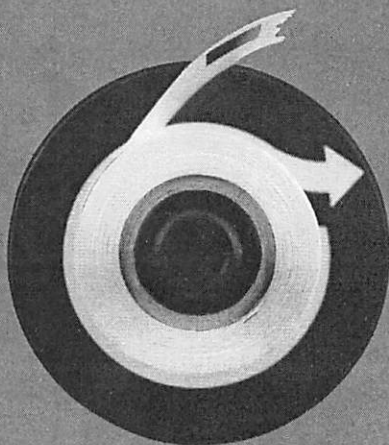
Remove the black label spool from the inside of the lid by gently lifting it upwards and towards you.

## Step 3:

Remove the cover of the label spool. The cover is the side of the spool that does not have an arrow printed on the inside.

## Step 4:

Load your label roll in the direction indicated by the arrow on the spool as shown in the following example:

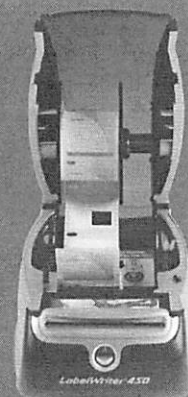


## Step 5:

Place the cover for the label spool back on and push the covers together until the roll is secure.

## Step 6:

Place the label spool back on the inside of the lid. Be sure to position the spool so the labels are on the left and the labels feed forward from underneath the roll as shown in the following example:



## Step 7:

Insert the label strip, making sure to keep the labels far to the left as shown.

If plugged in, your LabelWriter should automatically advance the first label. If labels do not advance automatically, close the lid and hold down the blue button to advance.



## Step 8:

Slide the gray label guide (indicated by the red arrow on the inside of the printer) to the left to secure the position of the label strip.

## Step 9:

Close the lid. Your labels should be sticking through the printer in the following print-ready position:

