

terna



DYMO[®]
A Better Way To Label.



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LabelManager™ Executive 640CB - *Click on the topic of interest!*



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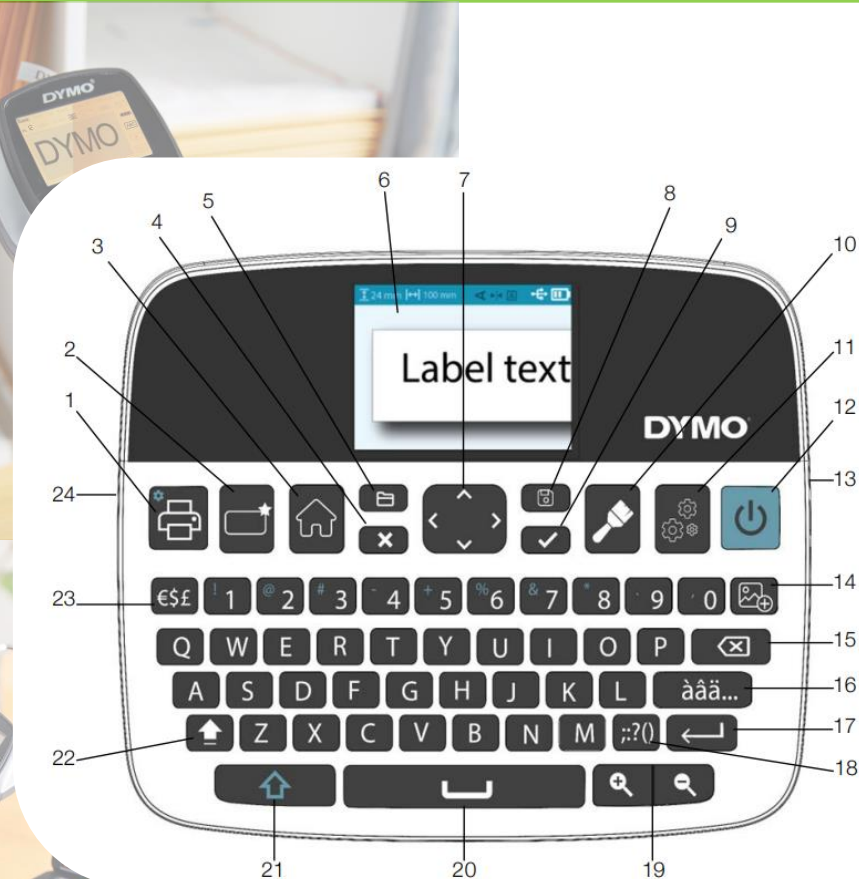
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LabelManager™ Executive 640CB - Keyboard



Click on LM640CB
to return to menu



- 1 Print/Print settings
- 2 New label
- 3 Home/Edit
- 4 Cancel
- 5 Open
- 6 LCD display
- 7 Navigation
- 8 Save

- 9 OK
- 10 Format
- 11 Settings
- 12 Power
- 13 USB port
- 14 Insert
- 15 Backspace
- 16 Diacritical Characters

- 17 Enter
- 18 Symbols
- 19 Zoom
- 20 Spacebar
- 21 Shift
- 22 Caps lock
- 23 Currency
- 24 Label exit slot

*



LabelManager™ Executive 640CB – Warranty and Registering your device



Click on LM640CB
to return to menu



LabelManager™ Executive 640 CB

High-Performance Portable Label Maker with PC or Mac®
Connection



- For complete information on using your label maker, download the LabelManager™ Executive **640 CB** User Guide from support.dymo.com.
- Registering Your Label Maker 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 back cover of the label maker.
- **2-year limited warranty, +1 year** upon registration.





*Click on LM640CB
to return to menu*

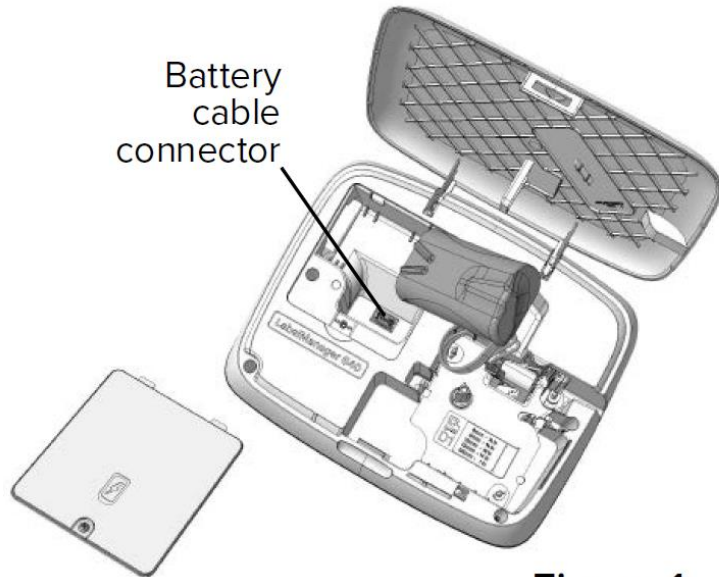


Figure 1

The battery included with your label maker comes partially charged. For best performance, fully charge the battery as soon as possible.

Make sure the USB cable is disconnected before handling the Li-ion battery.

To insert the battery pack

- 1 Lift the bottom cover of the label maker.
- 2 Using a Phillips screwdriver, unscrew and remove the battery cover.
- 3 Insert the battery as shown, plugging the cable into the connector. See Figure 1.
- 4 Replace the back cover and gently tighten the screw.



*Click on LM640CB
to return to menu*

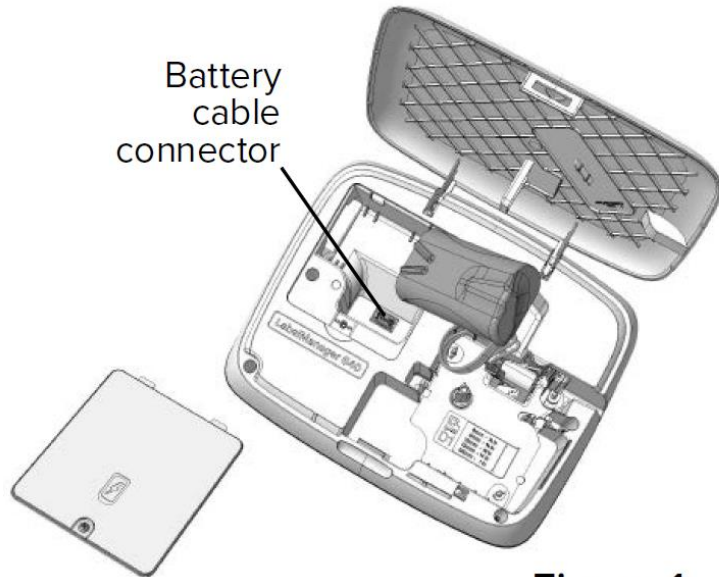


Figure 1

Charging the Battery

The label maker is charged using the USB-C to USB-C cable included. The battery comes partially charge and takes approximately 3 hours to fully charge.

To recharge the battery

- 1 Plug the USB cable into the USB port on the right side of the label maker.
- 2 Plug the other end of the USB cable into a USB-C port on your computer or into a USB-C 5V wall charger (not included, see Figure 2).

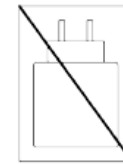


Figure 2



The USB cable is only used for recharging the battery; the USB cable cannot be used to power the label maker.



*Click on LM640CB
to return to menu*

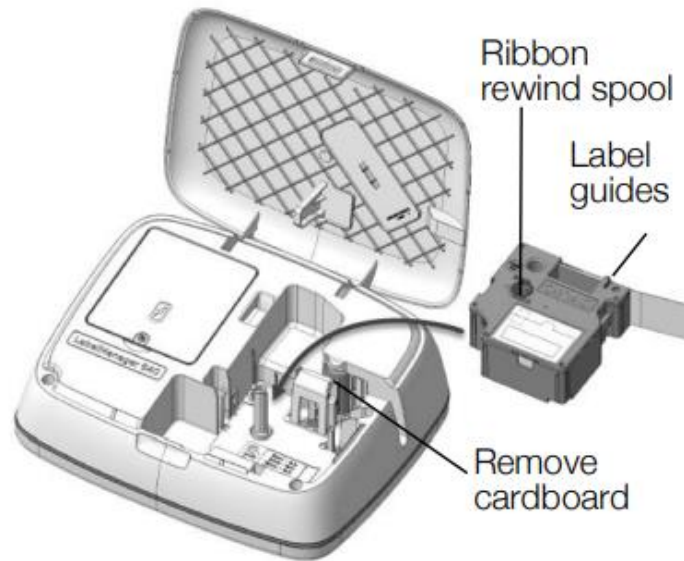


Figure 3

To insert the tape cassette

- 1 Lift the back cover of the label maker.
- 2 Make sure the tape and ribbon are taut across the mouth of the cassette and that the tape passes between the label guides. If necessary, turn the ribbon rewind spool clockwise to tighten the ribbon.
- 3 If this is the first time you are using the label maker, remove the protective cardboard insert from between the print head and pinch roller.
- 4 Insert the cassette with the label facing out and positioned between the label guides.
- 5 Press firmly until cassette clicks into place.
- 6 Close the cover.



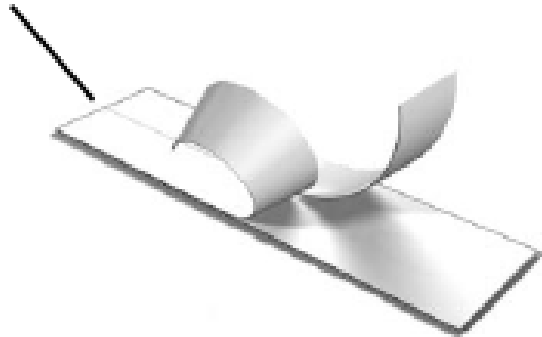
LabelManager™ Executive 640CB – getting started



Click on LM640CB
to return to menu





Split backing



The first time you turn on the power, you are asked to set several settings:

- Language
- Units of measure (outside the US)
- Date
- Time

To print a label

- 1 Press  to turn on the power.
- 2 When the edit screen is displayed, enter text to create a simple label.
- 3 Press .
The label is cut automatically after printing.
- 4 Remove the backing from the label to expose the adhesive, and then attach the label.

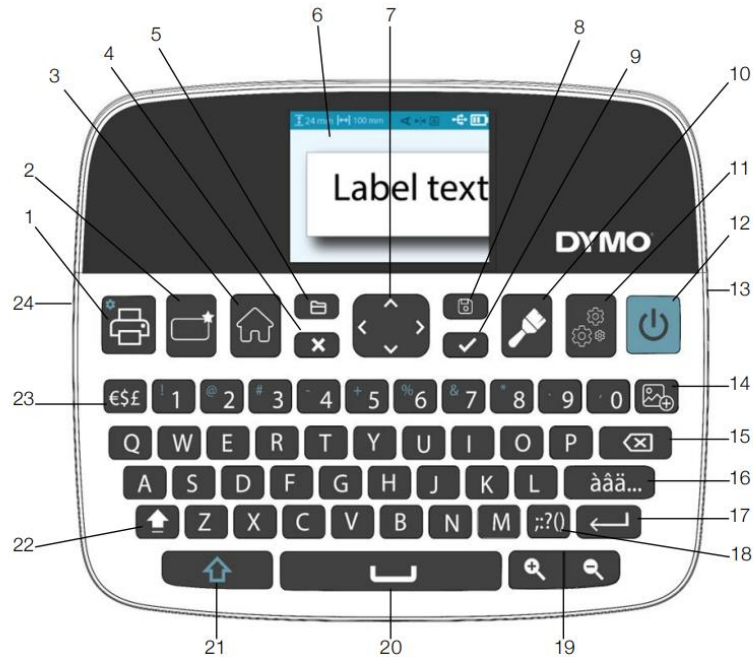
Congratulations! You have printed your first label.




LabelManager™ Executive 640CB – Power up



Click on LM640CB
to return to menu



- | | | |
|------------------------|---------------------------|--------------------|
| 1 Print/Print settings | 9 OK | 17 Enter |
| 2 New label | 10 Format | 18 Symbols |
| 3 Home/Edit | 11 Settings | 19 Zoom |
| 4 Cancel | 12 Power | 20 Spacebar |
| 5 Open | 13 USB port | 21 Shift |
| 6 LCD display | 14 Insert | 22 Caps lock |
| 7 Navigation | 15 Backspace | 23 Currency |
| 8 Save | 16 Diacritical Characters | 24 Label exit slot |

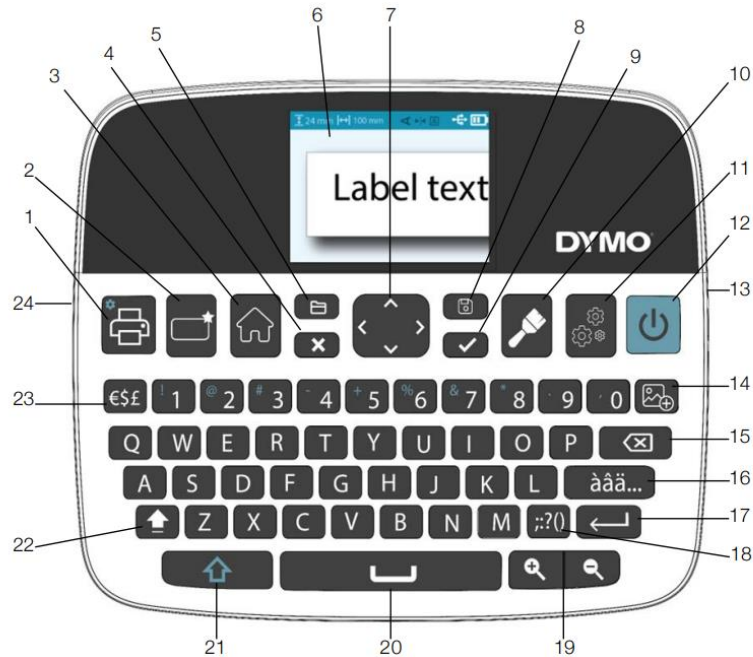
The  button turns the label maker power on and off. After 30 seconds of inactivity, the screen will dim. After five minutes of inactivity, the label maker enters standby mode. A short press of the power button will wake up the label maker. After 15 minutes on battery power only, the power is switched off automatically. In standby mode or when the power is switched off either manually or automatically, the label text and style settings for the last label are remembered and displayed when the power is turned back on.



LabelManager™ Executive 640CB – Keyboard



Click on LM640CB
to return to menu



- | | | |
|------------------------|---------------------------|--------------------|
| 1 Print/Print settings | 9 OK | 17 Enter |
| 2 New label | 10 Format | 18 Symbols |
| 3 Home/Edit | 11 Settings | 19 Zoom |
| 4 Cancel | 12 Power | 20 Spacebar |
| 5 Open | 13 USB port | 21 Shift |
| 6 LCD display | 14 Insert | 22 Caps lock |
| 7 Navigation | 15 Backspace | 23 Currency |
| 8 Save | 16 Diacritical Characters | 24 Label exit slot |

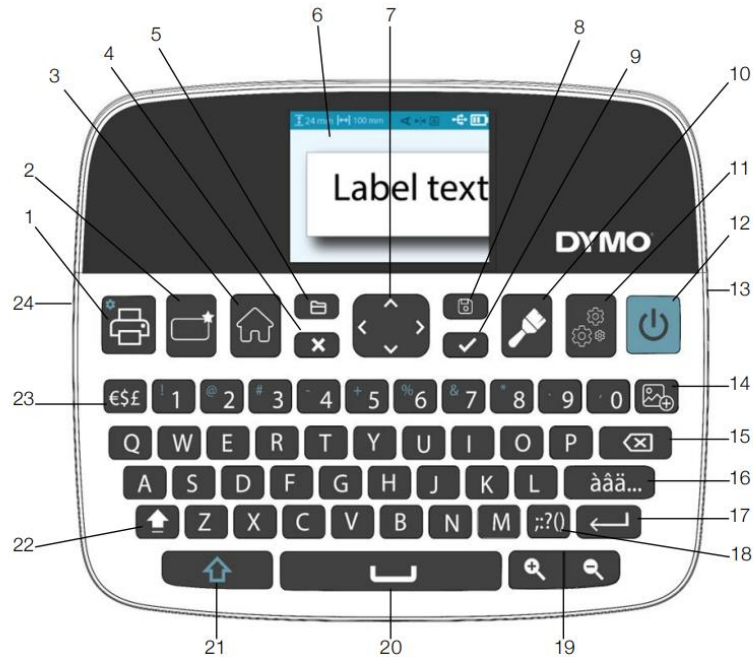
Key	Name	Function
	Print	Prints the label. Press + to print multiple copies.
	Home	Returns you to the edit screen from anywhere in the menu heirarchy.
	New label	<div>Clears the current label. You have the option to clear<ul style="list-style-type: none">■ All label text and formatting.■ Only the label text; keeping the formatting. (Default)■ Only the formatting.</div>
	Open	Opens a previously saved label from memory. See Opening Saved Labels .
	Clear/back	Pressing clear/back closes the current menu.
	Navigation	Navigates through menu selections. Review and edit your label using the navigation keys.
	Save	Saves the current label to memory. See Saving a Label .
	OK	Makes menu selections and confirms entries.










LabelManager™ Executive 640CB – Keyboard



Click on LM640CB
to return to menu



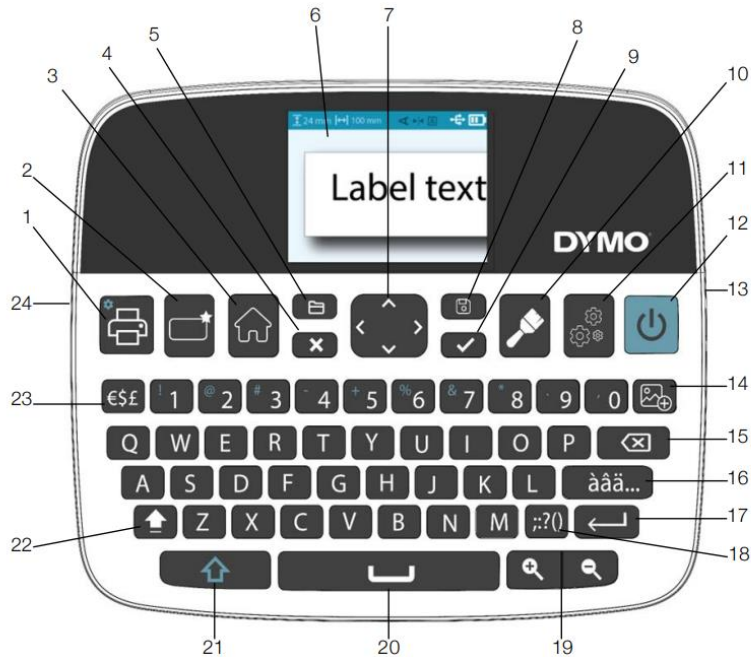
- | | | |
|------------------------|---------------------------|--------------------|
| 1 Print/Print settings | 9 OK | 17 Enter |
| 2 New label | 10 Format | 18 Symbols |
| 3 Home/Edit | 11 Settings | 19 Zoom |
| 4 Cancel | 12 Power | 20 Spacebar |
| 5 Open | 13 USB port | 21 Shift |
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Key	Name	Function
	Format	Displays the formatting choices. See Designing Your Label .
	Settings	Displays the settings menu. See Updating the Settings .
	Power	Turns the power on and off. See Power .
	Insert	Inserts time/date stamp, clip art, barcodes, and auto-numbering. See Designing Your Label .
	Backspace	Removes characters to the left of the cursor. In menus, returns to the previous menu. Press and hold to remove 5 characters at a time.
	Diacriticals	Allows entry of diacritical characters. See Adding Accented Characters .
	Punctuation	Displays the punctuation symbols.






LabelManager™ Executive 640CB – Keyboard



Click on LM640CB
to return to menu



- | | | |
|------------------------|---------------------------|--------------------|
| 1 Print/Print settings | 9 OK | 17 Enter |
| 2 New label | 10 Format | 18 Symbols |
| 3 Home/Edit | 11 Settings | 19 Zoom |
| 4 Cancel | 12 Power | 20 Spacebar |
| 5 Open | 13 USB port | 21 Shift |
| 6 LCD display | 14 Insert | 22 Caps lock |
| 7 Navigation | 15 Backspace | 23 Currency |
| 8 Save | 16 Diacritical Characters | 24 Label exit slot |

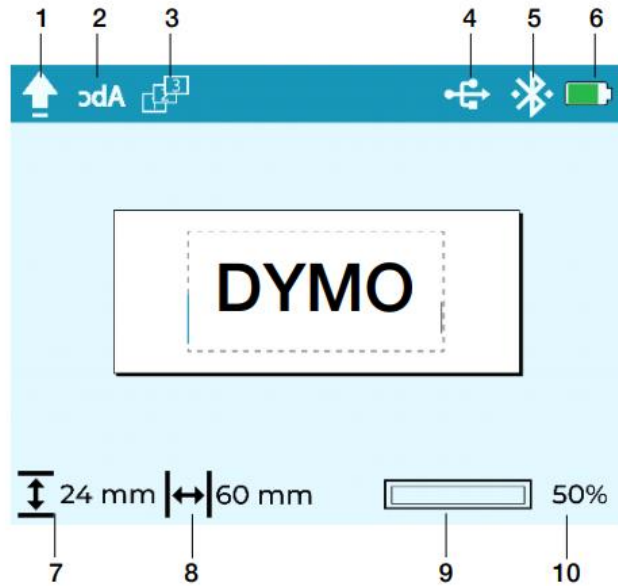
Key	Name	Function
	Enter	Inserts a new line at the cursor position on the label. Confirms a menu selection similar to the OK key.
	Zoom	Zooms in or out on the edit area. The zoom levels are 100%, 66%, 50%, and 33%. The zoom level is displayed in the lower right corner of the display. When the text becomes too small the label can no longer be edited and a preview icon shows in the lower right corner of the display.
	Shift	When pressed with another key, enters the secondary character on a number key or enters the uppercase alphabetic key. When CAPS mode on, enters the lowercase alphabetic key.
	CAPS	Toggles capitalization on or off. When CAPs mode is on, all letters entered are capitalized. Default is CAPs mode off.
	Currency	Displays the currency symbols.



LabelManager™ Executive 640CB – LCD Display



Click on LM640CB
to return to menu



- | | | | |
|---|---------------------|---|-----------------------|
| 1 | CAPS mode | 4 | Battery charge status |
| 2 | Mirror print | 5 | Tape width |
| 3 | Auto-numbering | 6 | Label length |
| 4 | USB connected | 7 | Label view visible |
| 5 | Bluetooth connected | 8 | Zoom level |

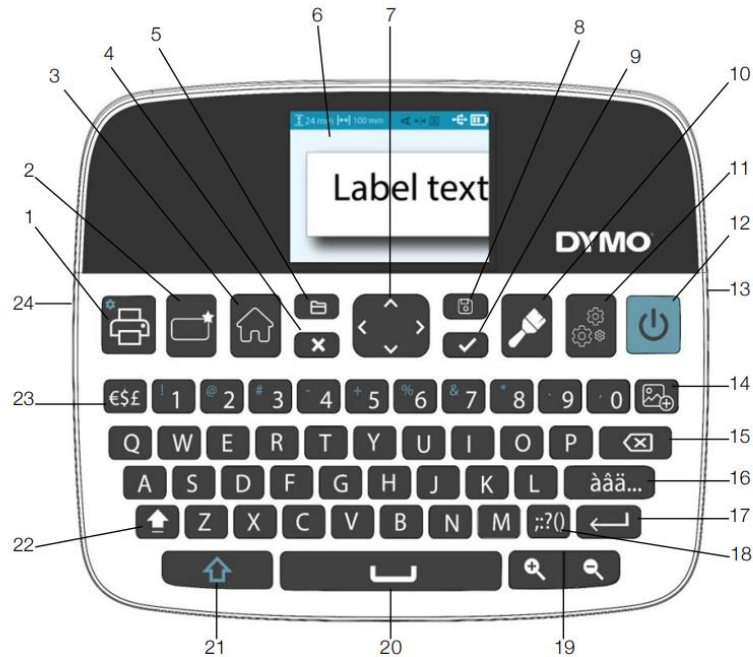
LCD Display

With DYMO's exclusive graphical display, most of the formatting you add is visible instantly. Feature indicators along the top and bottom of the display show when certain features are enabled, connection and battery status, tape width and label length, and display zoom..

LabelManager™ Executive 640CB – Change Font Style






Click on LM640CB
to return to menu



- | | | |
|------------------------|---------------------------|--------------------|
| 1 Print/Print settings | 9 OK | 17 Enter |
| 2 New label | 10 Format | 18 Symbols |
| 3 Home/Edit | 11 Settings | 19 Zoom |
| 4 Cancel | 12 Power | 20 Spacebar |
| 5 Open | 13 USB port | 21 Shift |
| 6 LCD display | 14 Insert | 22 Caps lock |
| 7 Navigation | 15 Backspace | 23 Currency |
| 8 Save | 16 Diacritical Characters | 24 Label exit slot |

Three font types are available for your labels: Basic, Serif, Fun, Fun2, Slim, DYMO, Wide and BIG

To change the font

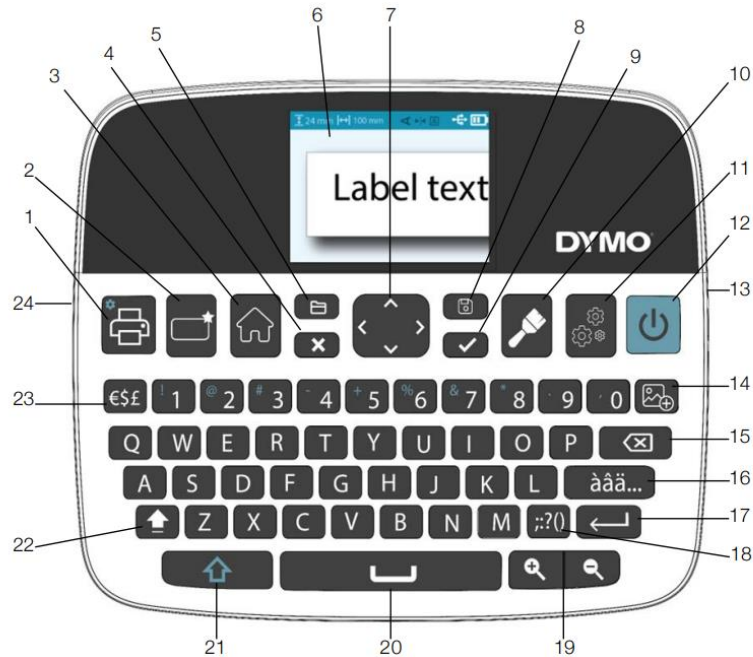
- 1 Press  and select **Font**.
- 2 Select the font you wish to use and press .
- 3 Press  to return to editing the label.



LabelManager™ Executive 640CB – Change Text Size



Click on LM640CB
to return to menu



- | | | |
|------------------------|---------------------------|--------------------|
| 1 Print/Print settings | 9 OK | 17 Enter |
| 2 New label | 10 Format | 18 Symbols |
| 3 Home/Edit | 11 Settings | 19 Zoom |
| 4 Cancel | 12 Power | 20 Spacebar |
| 5 Open | 13 USB port | 21 Shift |
| 6 LCD display | 14 Insert | 22 Caps lock |
| 7 Navigation | 15 Backspace | 23 Currency |
| 8 Save | 16 Diacritical Characters | 24 Label exit slot |

Changing the Text Size




Several text sizes are available for your labels: 8pt, 10pt, 12pt, 16pt, 20pt, 24pt, 32pt, 40pt, 46pt and Auto-size. The text size applies to all text on the label.

The maximum text size is determined by the tape width and the number of lines on the label. When **Auto** is selected, the point size is adjusted as text and/or lines are changed.

The default point size with a single line of text are as follows:

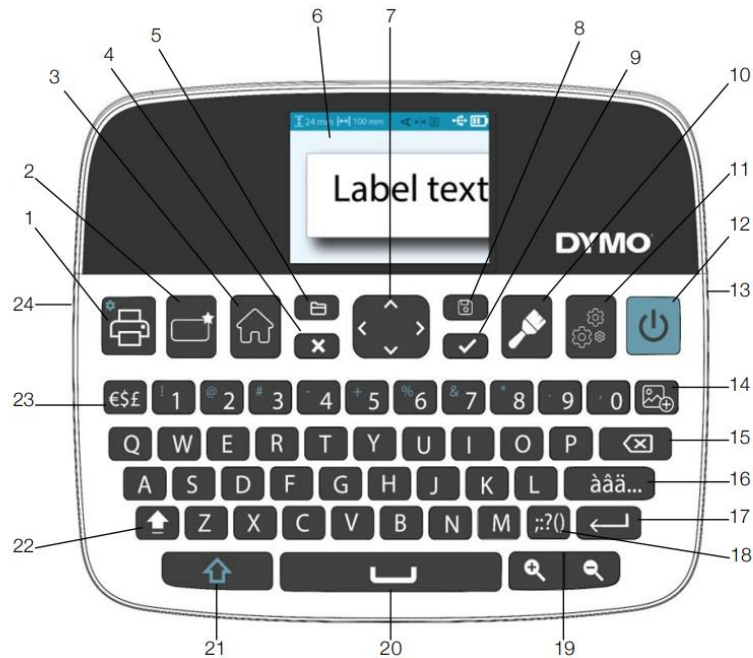
Tape Width	Default Point Size
1/4" (6 mm)	40 points
3/8" (9 mm)	32 points
1/2" (12 mm)	20 points
3/4" (19 mm)	16 points
1" (24 mm)	10 points

To change the text size

- 1 Press  and select **Text size**.
- 2 Select the size you want to use or **Auto** and press .
- 3 Press  to return to editing the label.



Click on LM640CB
to return to menu






- | | | |
|------------------------|---------------------------|--------------------|
| 1 Print/Print settings | 9 OK | 17 Enter |
| 2 New label | 10 Format | 18 Symbols |
| 3 Home/Edit | 11 Settings | 19 Zoom |
| 4 Cancel | 12 Power | 20 Spacebar |
| 5 Open | 13 USB port | 21 Shift |
| 6 LCD display | 14 Insert | 22 Caps lock |
| 7 Navigation | 15 Backspace | 23 Currency |
| 8 Save | 16 Diacritical Characters | 24 Label exit slot |

Applying a Text Style

You can choose from six text styles: bold, italic, bold+italic, outline, and shadow

To change the text style

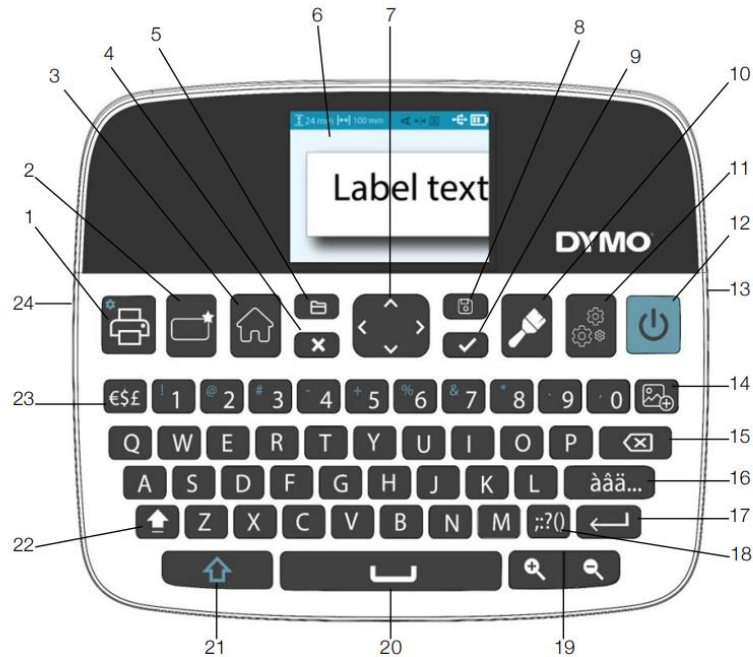
- 1 Press  and select **Style**.
- 2 Select a style and press .
- 3 Press  to return to editing the label.

Some text styles can be combined.

When using underline on multi-line labels, each line is underlined.



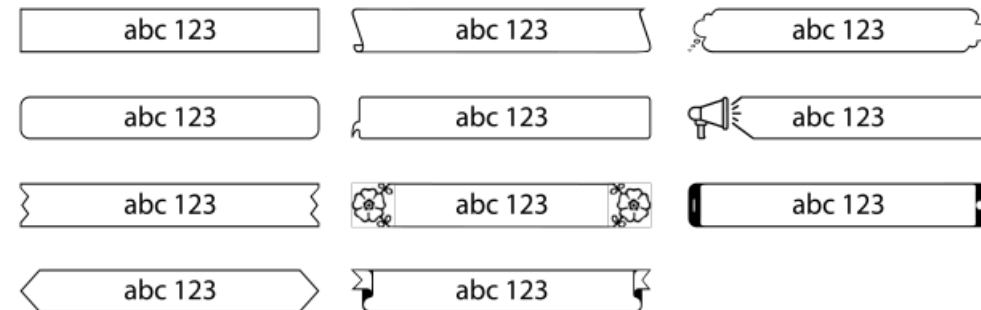
Click on LM640CB
to return to menu



- | | | |
|------------------------|---------------------------|--------------------|
| 1 Print/Print settings | 9 OK | 17 Enter |
| 2 New label | 10 Format | 18 Symbols |
| 3 Home/Edit | 11 Settings | 19 Zoom |
| 4 Cancel | 12 Power | 20 Spacebar |
| 5 Open | 13 USB port | 21 Shift |
| 6 LCD display | 14 Insert | 22 Caps lock |
| 7 Navigation | 15 Backspace | 23 Currency |
| 8 Save | 16 Diacritical Characters | 24 Label exit slot |

Adding a Border

You can highlight the text by adding a border to the entire label or to only the text on the label. The border styles are:



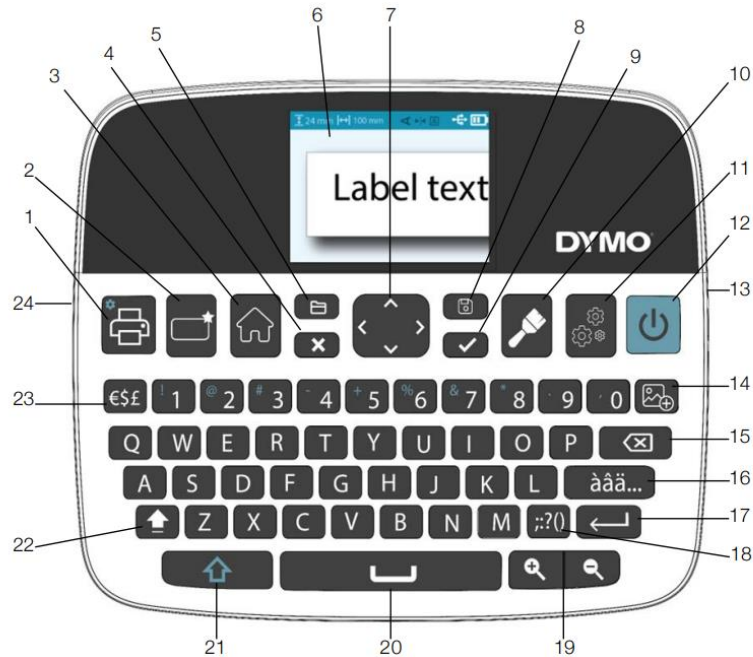
To add a border

- 1 Press and **Border style**.
- 2 Select the border style you want to use and press .
- 3 Press to return to the Format menu.
- 4 Select **Border fit** and press .
- 5 Select **Fit to text** or **Fit to label** and press .
- 6 Press to return to editing the label.

When using borders on two-line labels, both lines are enclosed in one border.



Click on LM640CB
to return to menu






- | | | |
|------------------------|---------------------------|--------------------|
| 1 Print/Print settings | 9 OK | 17 Enter |
| 2 New label | 10 Format | 18 Symbols |
| 3 Home/Edit | 11 Settings | 19 Zoom |
| 4 Cancel | 12 Power | 20 Spacebar |
| 5 Open | 13 USB port | 21 Shift |
| 6 LCD display | 14 Insert | 22 Caps lock |
| 7 Navigation | 15 Backspace | 23 Currency |
| 8 Save | 16 Diacritical Characters | 24 Label exit slot |

Creating Vertical Labels

You can print text with the text oriented so that you can read the label vertically.

To create a vertical label

- 1 Press  and **Vertical text**.
- 2 Select On and press .
- 3 Press  to return to editing the label.



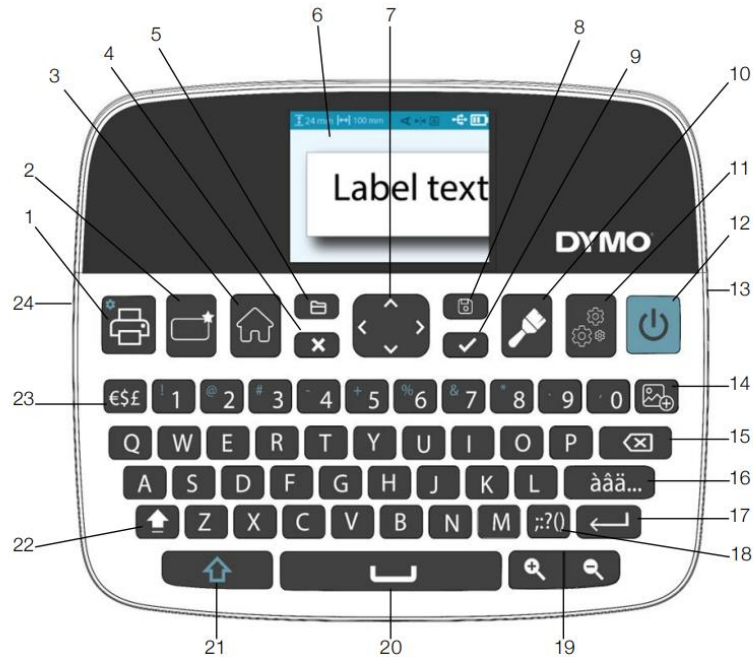
The underline style will not print on a vertical label.



LabelManager™ Executive 640CB – Creating Fixed-Length labels



Click on LM640CB
to return to menu



- | | | |
|------------------------|---------------------------|--------------------|
| 1 Print/Print settings | 9 OK | 17 Enter |
| 2 New label | 10 Format | 18 Symbols |
| 3 Home/Edit | 11 Settings | 19 Zoom |
| 4 Cancel | 12 Power | 20 Spacebar |
| 5 Open | 13 USB port | 21 Shift |
| 6 LCD display | 14 Insert | 22 Caps lock |
| 7 Navigation | 15 Backspace | 23 Currency |
| 8 Save | 16 Diacritical Characters | 24 Label exit slot |





Creating Fixed-Length Labels

Normally, the length of the label is automatically determined by the length of the text. However, you can choose to set the length of the label for a specific application.

When you choose a fixed label length, the size of the label text is automatically adjusted to fit the label. If the text cannot be adjusted to fit within the fixed label length, a warning will appear at the bottom of the display and the preview will show how much of the content will be truncated if you print the label.

You can choose a fixed length label between 1.5" (40 mm) and 16" (400 mm) long.

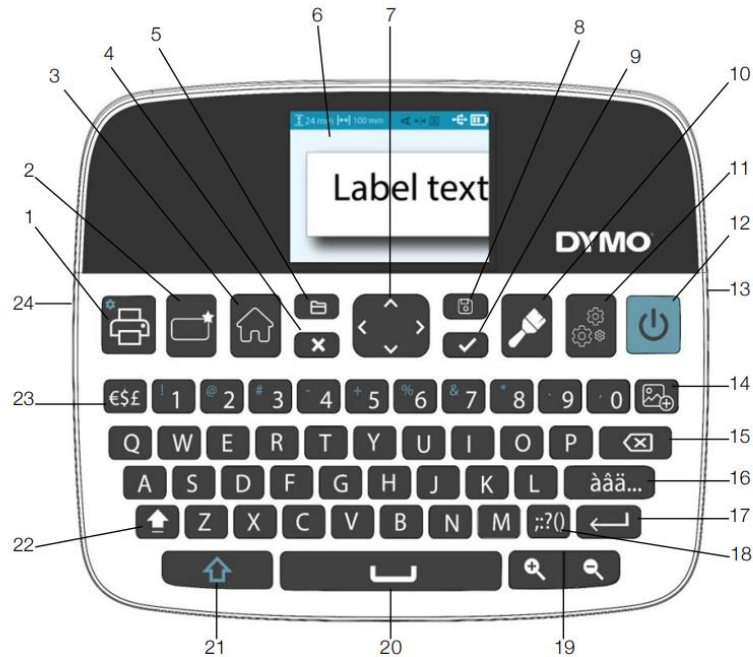
To set a fixed length

- 1 Press  and **Label length**.
- 2 Select **Fixed length** and press .
- 3 Use the navigation keys to set the label length. and press .
- 4 Press  to return to editing the label.

The fixed-length setting remains on until you change back to variable length.



Click on LM640CB
to return to menu






- | | | |
|------------------------|---------------------------|--------------------|
| 1 Print/Print settings | 9 OK | 17 Enter |
| 2 New label | 10 Format | 18 Symbols |
| 3 Home/Edit | 11 Settings | 19 Zoom |
| 4 Cancel | 12 Power | 20 Spacebar |
| 5 Open | 13 USB port | 21 Shift |
| 6 LCD display | 14 Insert | 22 Caps lock |
| 7 Navigation | 15 Backspace | 23 Currency |
| 8 Save | 16 Diacritical Characters | 24 Label exit slot |

Aligning the Text

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

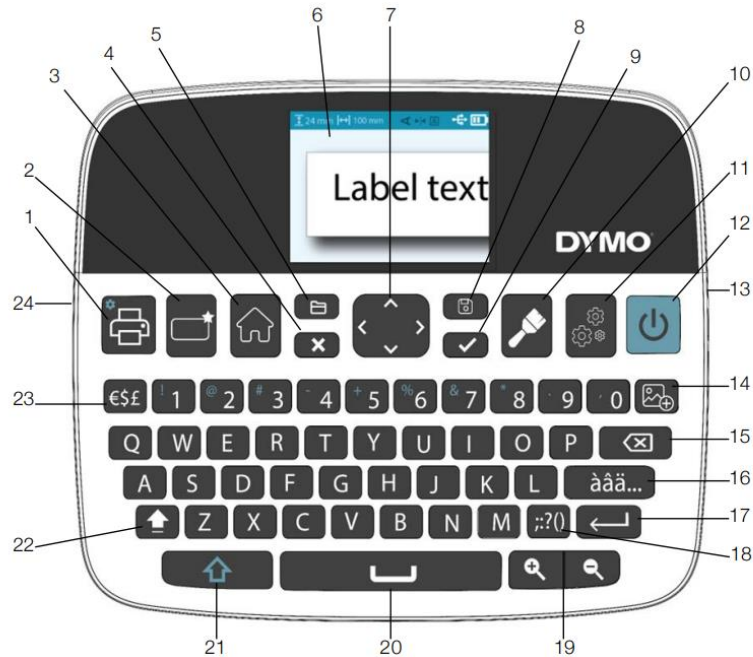
Text alignment settings are only valid for fixed-length labels or labels with multiple lines of text. Variable-length labels are always center aligned.

To change the text alignment

- 1 Press  and **Alignment**.
- 2 Select **Left**, **Center**, or **Right** and press .
- 3 Press  to return to editing the label.



Click on LM640CB
to return to menu



- | | | |
|------------------------|---------------------------|--------------------|
| 1 Print/Print settings | 9 OK | 17 Enter |
| 2 New label | 10 Format | 18 Symbols |
| 3 Home/Edit | 11 Settings | 19 Zoom |
| 4 Cancel | 12 Power | 20 Spacebar |
| 5 Open | 13 USB port | 21 Shift |
| 6 LCD display | 14 Insert | 22 Caps lock |
| 7 Navigation | 15 Backspace | 23 Currency |
| 8 Save | 16 Diacritical Characters | 24 Label exit slot |

Adding Symbols

The label maker supports an extended symbol set.

While scrolling through the symbols, press to enlarge a symbol for easier viewing.

From the **Symbol history** setting, you can choose to always jump to the last symbol used when you press **? / :** or always show the first symbol in the table.

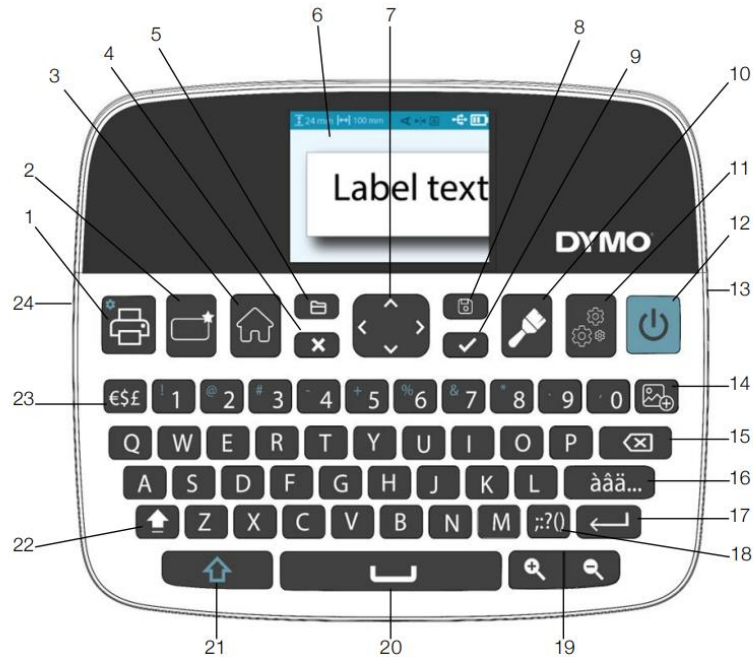
To insert a symbol

- 1 Press **? / :**.
- 2 Select the symbol you want to insert and press .

The selected symbol is inserted at the current cursor position.



Click on LM640CB
to return to menu



- | | | |
|------------------------|---------------------------|--------------------|
| 1 Print/Print settings | 9 OK | 17 Enter |
| 2 New label | 10 Format | 18 Symbols |
| 3 Home/Edit | 11 Settings | 19 Zoom |
| 4 Cancel | 12 Power | 20 Spacebar |
| 5 Open | 13 USB port | 21 Shift |
| 6 LCD display | 14 Insert | 22 Caps lock |
| 7 Navigation | 15 Backspace | 23 Currency |
| 8 Save | 16 Diacritical Characters | 24 Label exit slot |

Adding Clip Art

The label maker includes a wide variety of clip art.

While scrolling through the symbols, press to enlarge a symbol for easier viewing.

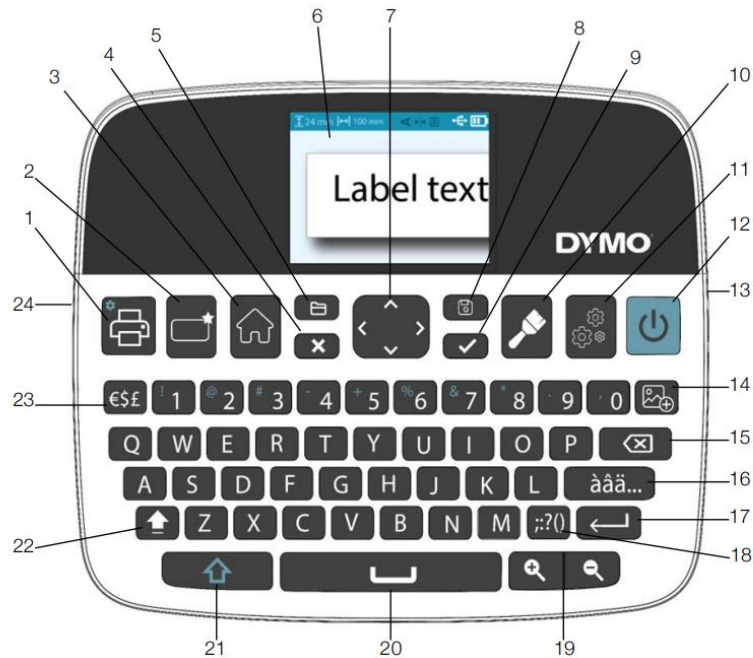
To insert clip art

- 1 Press , select **Insert clip art**.
- 2 Select the image you want to use and press .

The selected image is inserted at the current cursor position.



Click on LM640CB
to return to menu



- | | | |
|------------------------|---------------------------|--------------------|
| 1 Print/Print settings | 9 OK | 17 Enter |
| 2 New label | 10 Format | 18 Symbols |
| 3 Home/Edit | 11 Settings | 19 Zoom |
| 4 Cancel | 12 Power | 20 Spacebar |
| 5 Open | 13 USB port | 21 Shift |
| 6 LCD display | 14 Insert | 22 Caps lock |
| 7 Navigation | 15 Backspace | 23 Currency |
| 8 Save | 16 Diacritical Characters | 24 Label exit slot |

Adding Accented Characters

The label maker supports the extended Latin character set. You can add accented characters in two ways:

- Press **á à â** and then the alpha character.
- Press and hold the alpha character.

After pressing the alpha character, all of the available variations of that letter are displayed.

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

To add accented characters

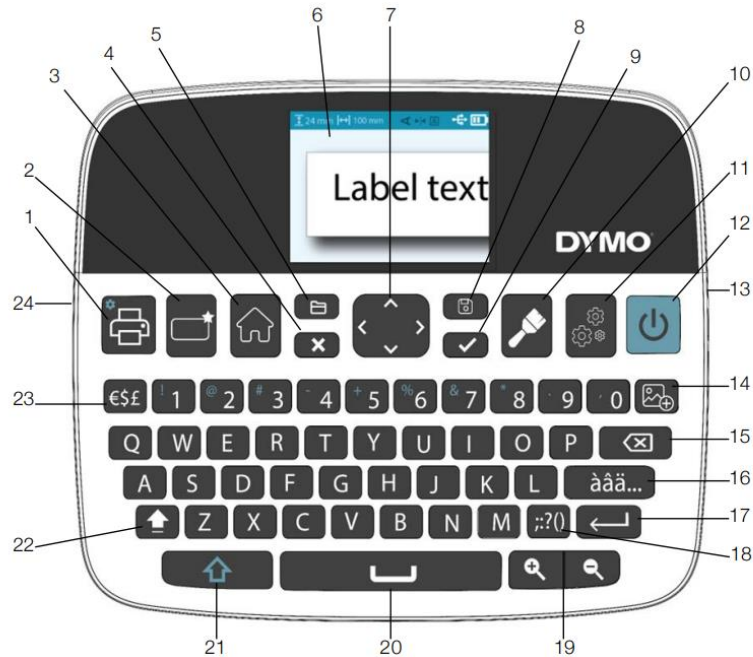
- 1 Press **á à â** and then press the applicable character on the keypad.
The accent variations for that character are displayed.
- 2 Select the character you want and press **✓**.



To quickly enter an accented character, press and hold the character on the keypad and select the version you want to enter.



Click on LM640CB
to return to menu











- | | | |
|------------------------|---------------------------|--------------------|
| 1 Print/Print settings | 9 OK | 17 Enter |
| 2 New label | 10 Format | 18 Symbols |
| 3 Home/Edit | 11 Settings | 19 Zoom |
| 4 Cancel | 12 Power | 20 Spacebar |
| 5 Open | 13 USB port | 21 Shift |
| 6 LCD display | 14 Insert | 22 Caps lock |
| 7 Navigation | 15 Backspace | 23 Currency |
| 8 Save | 16 Diacritical Characters | 24 Label exit slot |

Inserting the Date and Time

Only one date/time object can be inserted on a label.


To insert the date and/or time

- 1 Press , select **Insert date/Time**, and press .
- 2 Press  next to  select a date format and press . Select **None** to not show the time.
- 3 Press  next to  select a date format and press . Select **None** to not show the date.
- 4 Select one of the following for **Update**:
 - **Auto** The current date or time is inserted each time you print this label.
 - **None** The date/time inserted will remain the same even if you save the label and reopen it later.
- 5 Select **OK** to insert the date/time on the label.

The date/time is inserted on the label as a single object similar to clip art. When it is selected the cursor turns into a box shape. So if you attempt to delete any of the date/time, all of it will be deleted.

Once the date/time is inserted on the label, you can change it.

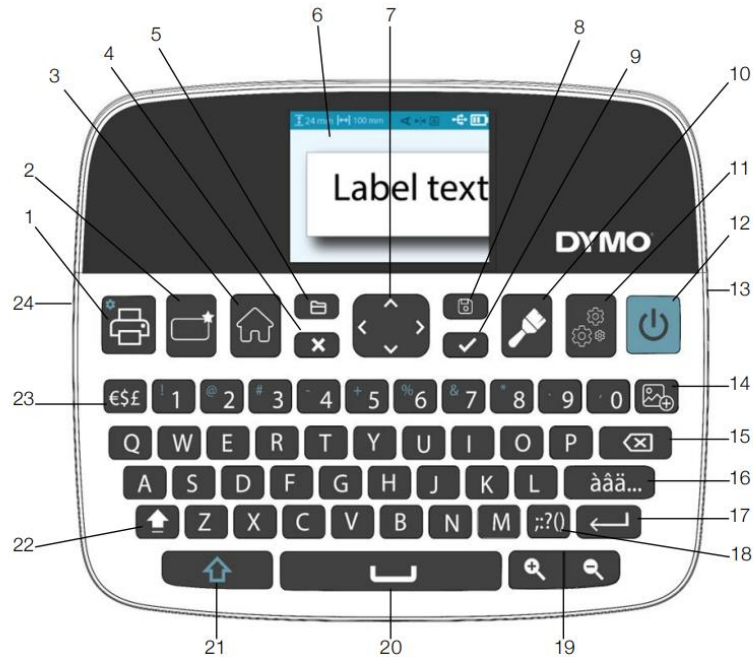
To change the date/time

- 1 Navigate to the date/time object on the label until the box cursor appears.
- 2 Press .

The date/time properties open so you can change the values as described above.



Click on LM640CB
to return to menu



- | | | |
|------------------------|---------------------------|--------------------|
| 1 Print/Print settings | 9 OK | 17 Enter |
| 2 New label | 10 Format | 18 Symbols |
| 3 Home/Edit | 11 Settings | 19 Zoom |
| 4 Cancel | 12 Power | 20 Spacebar |
| 5 Open | 13 USB port | 21 Shift |
| 6 LCD display | 14 Insert | 22 Caps lock |
| 7 Navigation | 15 Backspace | 23 Currency |
| 8 Save | 16 Diacritical Characters | 24 Label exit slot |

Inserting Auto-Numbering






You can create and print a series of labels all at once using auto-numbering.

Auto-number format can be:

- Numeric (0,1, 2...99),
- Uppercase (A, B, C...z)
- Lowercase (a, b, c...z)

Only one auto-numbering object can be inserted on a label.

To insert an auto-number object

- 1 Press , select **Insert auto-numbering**, and press .
- 2 Select the **Type** from the list and press .
- 3 Select the **Start** value from the list and press .
- 4 Select the **End** value from the list and press .
- 5 Select **OK** to insert the auto-number object on the label.

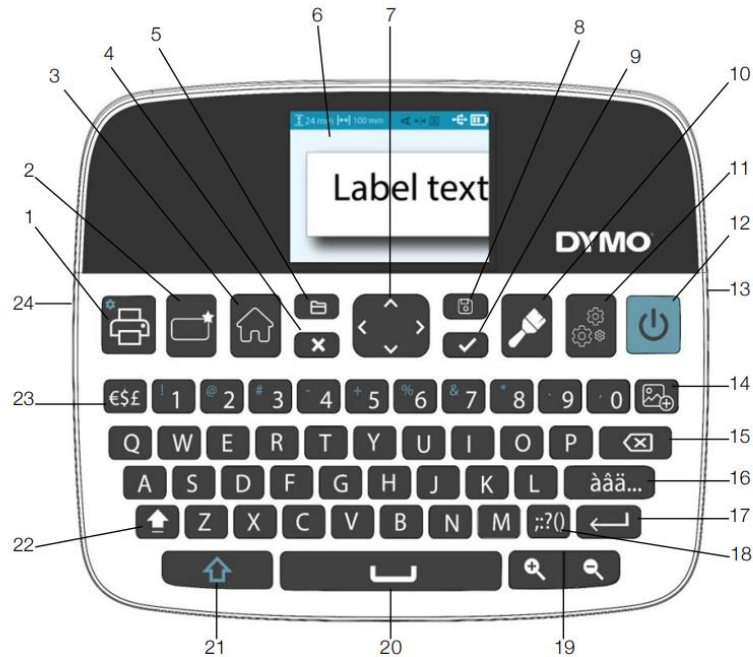
When you press print, all the labels in the series automatically print.

The auto-number object is inserted on the label as a single object similar to clip art. When it is selected the cursor turns into a box shape.

Once the auto-number object is inserted on the label, you can change the values.



Click on LM640CB
to return to menu



- | | | |
|------------------------|---------------------------|--------------------|
| 1 Print/Print settings | 9 OK | 17 Enter |
| 2 New label | 10 Format | 18 Symbols |
| 3 Home/Edit | 11 Settings | 19 Zoom |
| 4 Cancel | 12 Power | 20 Spacebar |
| 5 Open | 13 USB port | 21 Shift |
| 6 LCD display | 14 Insert | 22 Caps lock |
| 7 Navigation | 15 Backspace | 23 Currency |
| 8 Save | 16 Diacritical Characters | 24 Label exit slot |

Inserting a Barcode






The following barcode types can be inserted on the label.

EAN-13	UPC-E1
EAN-8	Code 128B
UPC-A	Code 39
UPC-E	

Only one barcode object can be inserted on a label.

The barcode text can be shown above or below the barcode, or not shown at all.

To add a barcode

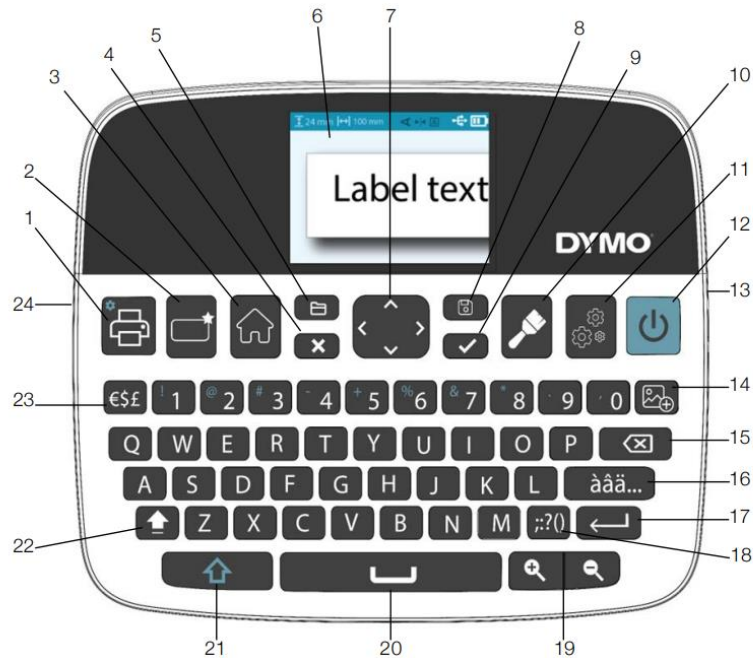
- 1 Press , select **Insert barcode**, and press .
- 2 Select the **Type** from the list and press .
- 3 Select **Above**, **Below**, or **None** for how you want the text to be displayed and press .
- 4 Enter the barcode values and press .
- 5 Select **OK** to insert the barcode object on the label.

The barcode object is inserted on the label as a single object similar to clip art. When it is selected the cursor turns into a box shape.

Once the barcode object is inserted on the label, you can change the values.



Click on LM640CB
to return to menu



- | | | |
|------------------------|---------------------------|--------------------|
| 1 Print/Print settings | 9 OK | 17 Enter |
| 2 New label | 10 Format | 18 Symbols |
| 3 Home/Edit | 11 Settings | 19 Zoom |
| 4 Cancel | 12 Power | 20 Spacebar |
| 5 Open | 13 USB port | 21 Shift |
| 6 LCD display | 14 Insert | 22 Caps lock |
| 7 Navigation | 15 Backspace | 23 Currency |
| 8 Save | 16 Diacritical Characters | 24 Label exit slot |

Inserting a Barcode

The following barcode types can be inserted on the label.

EAN-13	UPC-E1
EAN-8	Code 128B
UPC-A	Code 39
UPC-E	

Only one barcode object can be inserted on a label.

The barcode text can be shown above or below the barcode, or not shown at all.

To change the barcode values

- 1 Navigate to the barcode object on the label until the box cursor appears.
- 2 Press ✓.

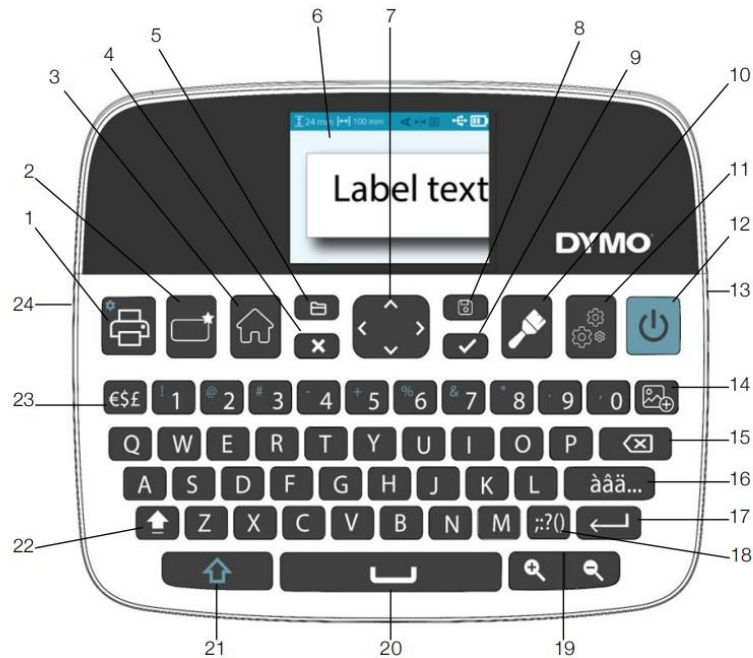
The barcode properties open so you can change the values as described above.



LabelManager™ Executive 640CB – Creating Multi-line labels



Click on LM640CB
to return to menu



- | | | |
|------------------------|---------------------------|--------------------|
| 1 Print/Print settings | 9 OK | 17 Enter |
| 2 New label | 10 Format | 18 Symbols |
| 3 Home/Edit | 11 Settings | 19 Zoom |
| 4 Cancel | 12 Power | 20 Spacebar |
| 5 Open | 13 USB port | 21 Shift |
| 6 LCD display | 14 Insert | 22 Caps lock |
| 7 Navigation | 15 Backspace | 23 Currency |
| 8 Save | 16 Diacritical Characters | 24 Label exit slot |

Creating Multi-line Labels

You can print a maximum of 5 lines on a label. The number of lines you can add depends on the tape width you have selected.

Tape Width	Maximum # of lines
1/4" (6 mm)	1 line
3/8" (9 mm)	2 lines
1/2" (12 mm)	3 lines
3/4" (19 mm)	4 lines
1" (24 mm)	5 lines

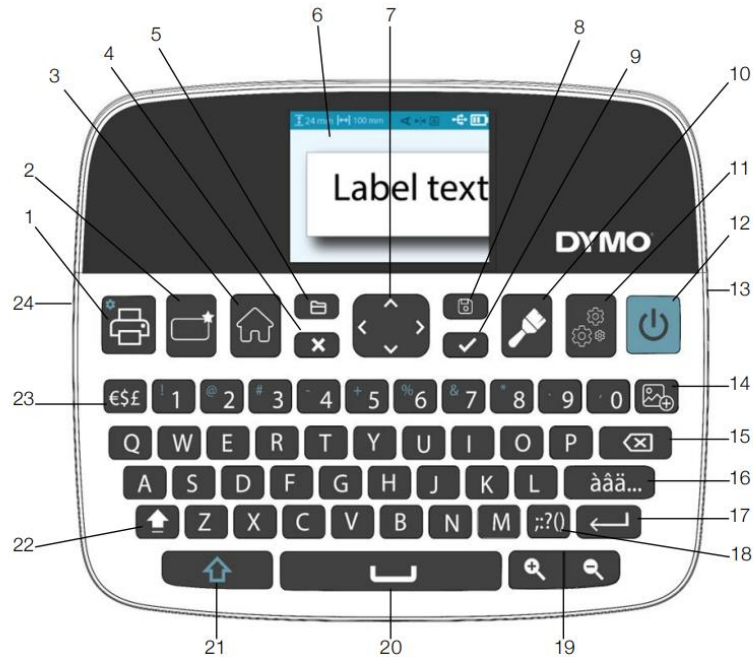
When printing a multi-line vertical label, the next line of text will print to the right side of the first line.

To create a two-line label

- 1 Type the text for the first line and press ←.
- 2 Type the text for the second line.
- 3 Continue for as many lines as you need.



Click on LM640CB
to return to menu



- | | | |
|------------------------|---------------------------|--------------------|
| 1 Print/Print settings | 9 OK | 17 Enter |
| 2 New label | 10 Format | 18 Symbols |
| 3 Home/Edit | 11 Settings | 19 Zoom |
| 4 Cancel | 12 Power | 20 Spacebar |
| 5 Open | 13 USB port | 21 Shift |
| 6 LCD display | 14 Insert | 22 Caps lock |
| 7 Navigation | 15 Backspace | 23 Currency |
| 8 Save | 16 Diacritical Characters | 24 Label exit slot |

Printing Multiple Labels

You can print up to ten copies of a label.

To print multiple labels

- 1 Press + at the same time.
- 2 Select the number of copies to print, and press .

When printing is finished, the number of copies to print returns to 1.

Printing Mirror Text

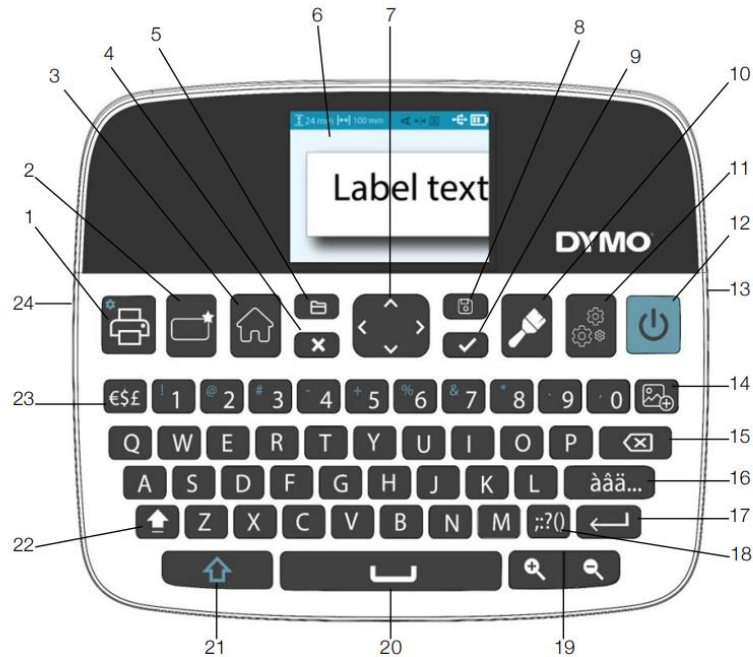
The mirror format allows you to print text which reads from right to left, as you would see the text in a mirror.

To apply mirror text

- 1 Press and **Mirror**.
- 2 Select **On** and press .
- 3 Press to return to editing the label.



Click on LM640CB
to return to menu



- | | | |
|------------------------|---------------------------|--------------------|
| 1 Print/Print settings | 9 OK | 17 Enter |
| 2 New label | 10 Format | 18 Symbols |
| 3 Home/Edit | 11 Settings | 19 Zoom |
| 4 Cancel | 12 Power | 20 Spacebar |
| 5 Open | 13 USB port | 21 Shift |
| 6 LCD display | 14 Insert | 22 Caps lock |
| 7 Navigation | 15 Backspace | 23 Currency |
| 8 Save | 16 Diacritical Characters | 24 Label exit slot |

Using the Label Maker Memory




The label maker has a powerful memory feature that allows you to save the text and format of your frequently used labels.

Saving a Label

You can save up to 30 frequently used labels. The actual number of labels you can save is determined by the amount of memory available. More complex labels take more memory.

When you save a label, the text and any formatting are saved. The maximum number of characters for a label name is 31.

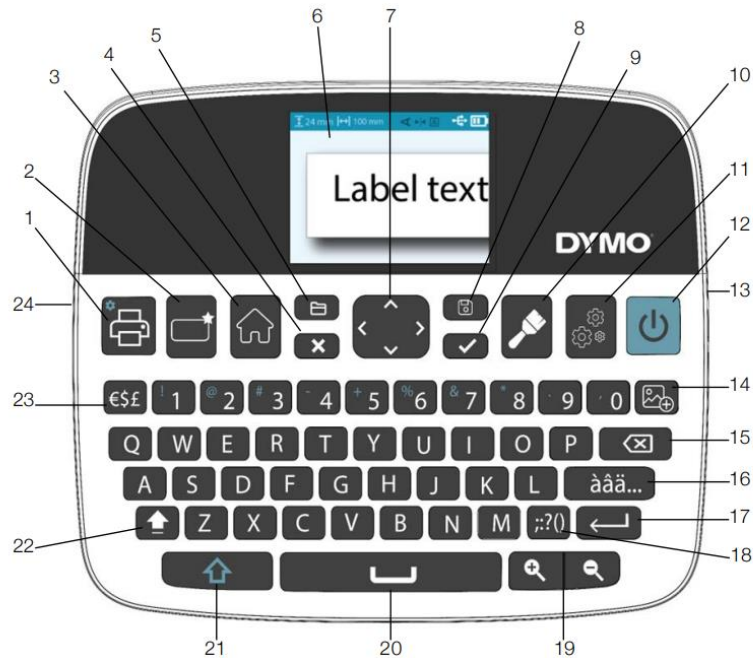
To save the current label

- 1 Press .
- The list of saved labels is displayed.
- 2 Select a location and press .
- A field is displayed to name the label.
- 3 Enter a name for the label and press .

Your label is saved and you are returned to the label.



Click on LM640CB
to return to menu



- | | | |
|------------------------|---------------------------|--------------------|
| 1 Print/Print settings | 9 OK | 17 Enter |
| 2 New label | 10 Format | 18 Symbols |
| 3 Home/Edit | 11 Settings | 19 Zoom |
| 4 Cancel | 12 Power | 20 Spacebar |
| 5 Open | 13 USB port | 21 Shift |
| 6 LCD display | 14 Insert | 22 Caps lock |
| 7 Navigation | 15 Backspace | 23 Currency |
| 8 Save | 16 Diacritical Characters | 24 Label exit slot |


Using the Label Maker Memory

The label maker has a powerful memory feature that allows you to save the text and format of your frequently used labels.


Opening Saved Labels

You can easily open labels that are saved in memory.

To open saved labels

- 1 Press 

The first memory location is displayed.

- 2 Select a label and press .

A prompt will appear showing a preview of the label and asking if you want to open this label.

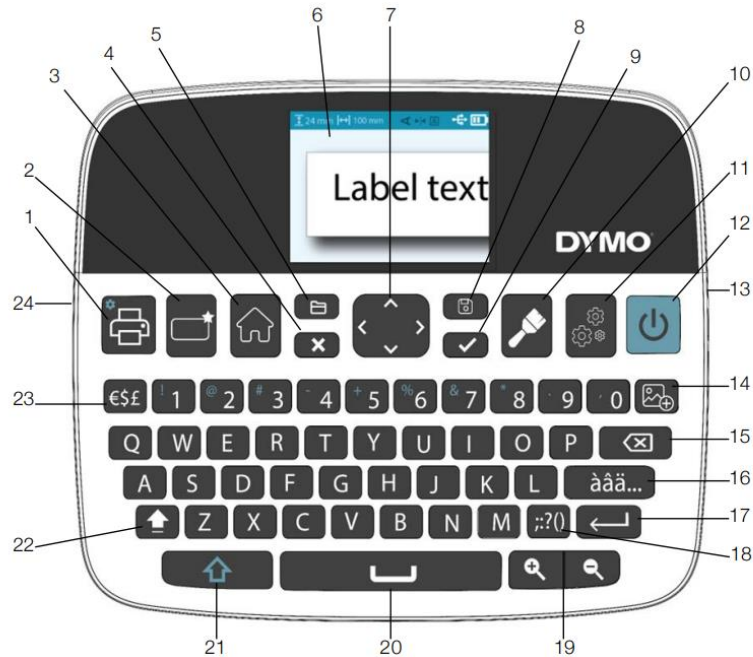
- 3 Press .

If you were editing a label, you are asked if you want to save the current label before opening the saved label.

The selected label is opened in the edit area.



Click on LM640CB
to return to menu



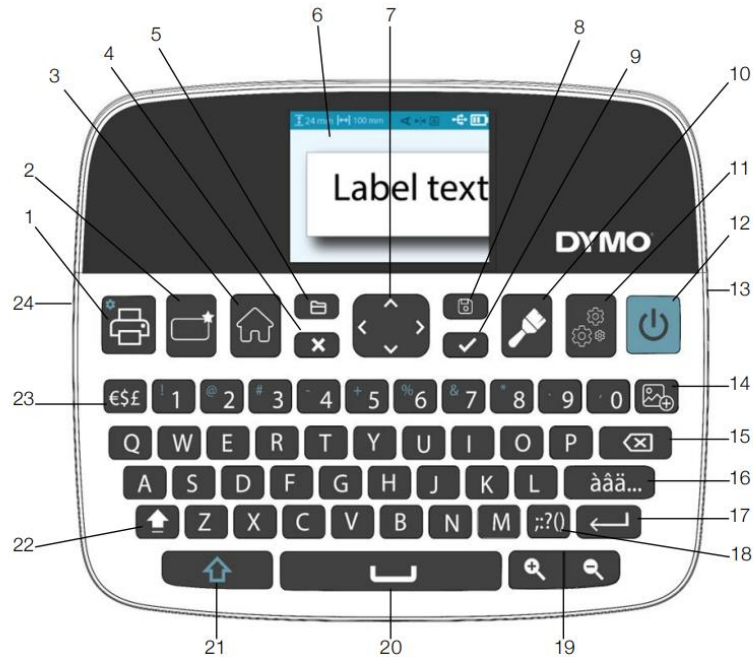
- | | | |
|------------------------|---------------------------|--------------------|
| 1 Print/Print settings | 9 OK | 17 Enter |
| 2 New label | 10 Format | 18 Symbols |
| 3 Home/Edit | 11 Settings | 19 Zoom |
| 4 Cancel | 12 Power | 20 Spacebar |
| 5 Open | 13 USB port | 21 Shift |
| 6 LCD display | 14 Insert | 22 Caps lock |
| 7 Navigation | 15 Backspace | 23 Currency |
| 8 Save | 16 Diacritical Characters | 24 Label exit slot |

Updating the Settings

Menu	Submenu	Description
General	Language	Sets the language for the user interface.
	Units of measure	Sets Inches or millimeters. Available outside the US only.
	Date and time	Sets the current date and time. See Inserting the Date and Time .
	System colors	Sets the color scheme for the user interface. Important for low visibility users.
Usage	Auto-cutter	For printing multiple labels, you can choose: Auto-cut after each label — cut after each label prints. (Default) Ask to cut after each label — printing pauses between each label prompting to cut. Print cut marks — print marks between each label, cutting only after all labels are printed.
	Cutter cleaning	See Caring for the Label Maker .
	Symbol history	Remembers the last symbol inserted. Can be turned off by selecting First symbol to always jump to the first symbol in the table.
	Bluetooth	Turn Bluetooth on and off.



Click on LM640CB
to return to menu



- | | | |
|------------------------|---------------------------|--------------------|
| 1 Print/Print settings | 9 OK | 17 Enter |
| 2 New label | 10 Format | 18 Symbols |
| 3 Home/Edit | 11 Settings | 19 Zoom |
| 4 Cancel | 12 Power | 20 Spacebar |
| 5 Open | 13 USB port | 21 Shift |
| 6 LCD display | 14 Insert | 22 Caps lock |
| 7 Navigation | 15 Backspace | 23 Currency |
| 8 Save | 16 Diacritical Characters | 24 Label exit slot |

Updating the Settings

Energy	Display brightness	Controls the brightness of the display's backlight.
	Auto shut-off time	Sets the time before the label maker automatically turns off the power.
	Print contrast	Controls the density of the print on the label. Offers a sustainable way to reduce energy consumption while printing.
Memory	Reset memory	Clears all saved labels from memory.
	Factory default	Returns all settings to their default values as shipped.
Info	Printer version	Displays the MAC address for the label maker. Press any key to return to the edit screen.
	Firmware version	Displays version information for the firmware. Firmware can be updated using DYMO Connect for Desktop software. Press any key to return to the edit screen.



LabelManager™ Executive 640CB – Printing Labels from the Desktop



Click on LM640CB
to return to menu



Printing Labels from the Desktop

The printer can connect to your desktop computer using the included USB cable or using a Bluetooth® connection.

To install the software on a Windows® system

- 1 Download the DYMO desktop software from the Support section of the DYMO Web site at www.dymo.com.
- 2 Close all open Microsoft Office applications.
- 3 Double-click the Installer icon.
After a few seconds, the installation screen appears.
- 4 Click **Install** and follow the instructions in the installer.

To install the software on a macOS® system

- 1 Download DYMO desktop software from the Support section of the DYMO Web site at www.dymo.com.
- 2 Double-click the Installer icon and follow the on-screen instructions.



LabelManager™ Executive 640CB – Printing Labels from a Mobile Device





Click on LM640CB
to return to menu



Printing Labels from a Mobile Device

You can print labels from a mobile device using the **DYMO® LabelManager® Connect** app available on the Apple® App store or the Google Play™ store.

To print labels

- 1 From your mobile device's app store, search for **DYMO® LabelManager® Connect**.
- 2 On your mobile device, turn on the Bluetooth and Location Services settings and make sure you are within range (approximately 10 meters).
Location services is required for Bluetooth to operate properly. DYMO does not track or store your location.
- 3 Press  to turn on the label maker.
- 4 Open the **DYMO® LabelManager® Connect** app and select a template or tap **+** to design your label.
- 5 Tap  to print the label. The label is automatically cut.
- 6 Remove the paper backing from the label and apply!



LabelManager™ Executive 640CB – Rech. Battery Safety Precautions



*Click on LM640CB
to return to menu*



Rechargeable Battery Safety Precautions

Battery type: Lithium-ion 7.2V 2000mAh 14.4Wh

Inaccurate handling of a lithium-ion rechargeable battery may cause leakage, heat, smoke, an explosion, or fire. This could cause deterioration of performance or failure. This may also damage the protection device installed in the battery. This could damage equipment or injure users. Thoroughly follow the instructions below.

Danger

- Use the battery only in the LabelManager Executive 640CB label maker.
- Battery can only be charged while inserted in the label maker using the USB-C cable provided or through a 5V USB wall charger.
- Do not connect directly to an electric outlet or cigarette lighter charger.

- Do not store battery close to fire or inside the car where temperature may be over 60°C.

Warning

- Stop charging the battery if charging is not completed within 3 hours.

Caution

- Do not use the label maker or battery in a place that generates static electricity.
- Use the label maker only at room temperature.
- Battery can only be charged within +0°C to 45°C temperature range.
- Battery can only be discharged within -20°C to 60°C temperature range.
- Use only an authentic DYMO battery.





*Click on LM640CB
to return to menu*



DYMO will repair or replace your product free of charge on the following conditions:

- 1 Products returned under this warranty must be accompanied by a description of the defect together with a copy of the product's proof of purchase and your full contact and delivery details: name, telephone, complete address – street, house number, postal code, city, country.
- 2 Products returned to DYMO must be adequately packaged. DYMO will accept no liability for goods lost or damaged in transit from the customer.
- 3 Products must have been used strictly in accordance with operating instructions supplied. DYMO will have no liability for defects caused by accident, misuse, alteration or neglect.
- 4 DYMO accepts no liability for any consequential loss, damage or expense of any kind resulting from the machines or accessories or the use thereof, save that liability for death or bodily injury caused by such products is not excluded.
- 5 DYMO label printers are designed for use only with DYMO-branded labels. This warranty does not cover any malfunction or damage caused by the use of third-party labels.
- 6 This warranty does not affect your statutory rights as a consumer.



Click on LM640CB
to return to menu





Electrical Ratings

Power



Figure 5

5V  /2A

(Powered by either a USB type C port on your computer or a USB type C 5V  national approved wall charger, the charger is not included. The power delivered by the charger must be min 2.5 Watts and max 15 Watts in order to achieve the maximum charging speed. See Figure 5. The suggested charger parameters are:
Input: 100-240V ~, 50/60Hz, 0.3A;
Output: 5V , 2A)

Frequency Range

2400 - 2483.5 MHz

RF Output Power

<10 dBm

Hereby, Newell Brands Belgium BV declares that the radio equipment type LabelManager Executive 640CB is in compliance with EU Directive 2014/53/ EU and UK Radio Equipment Regulations SI 2017 No. 1206.

The full text of the EU and UK declarations of conformity are available at the following Internet address:

http://download.dymo.com\dymo\user-guides\LabelManager\LM640\Declarations\LM640_CE_UK_Declaration_Conformity.en.pdf






Click on LM640CB
to return to menu



Figure 6

Caring for the Label Maker

To clean the cutter blade


- 1 Press , select **Usage** and press .
- 2 Select **Clean cutter** and press  to start the cutter cleaning procedure.
- 3 Lift to open the back cover of the label maker.

- 4 Remove the tape cassette and close the cover.

You will hear a sound while the label maker is exposing the cutter blade.

- 5 Open the back cover, and use a cotton ball and alcohol to clean both sides of the blade.
- 6 After cleaning the blade, close the back cover.

You will hear a sound while the label maker is returning the cutter blade to its hidden position.

- 7 Press  to exit the cutter cleaning procedure.

You can now reinsert the tape cassette.



LabelManager™ Executive 640CB – Troubleshooting



Click on LM640CB
to return to menu



Troubleshooting

Review the following sections if you encounter a problem with your label maker.

Problem/Error Message	Solution
Poor print quality	<ul style="list-style-type: none">■ Attach the charging adapter to the label maker to recharge the battery. See Recharging the Battery.■ Clean the print head. See Caring for the Label Maker.■ Ensure the label cassette is inserted properly.■ Replace the label cassette.
Poor cutter performance	Clean the cutter blade. See Caring for the Label Maker .
Label maker error; power LED blinks quickly	<ul style="list-style-type: none">■ Ensure the label cassette is inserted properly and not jammed or empty.■ Ensure the battery is inserted properly. Recharge the battery. See Recharging the Battery .

Label maker does not turn on	<ul style="list-style-type: none">■ Ensure the battery pack is inserted properly.■ Ensure the label maker is connected to a powered USB port or working wall outlet.■ Recharge the battery. See Recharging the Battery.
Battery level is too low to print	Recharge the battery pack and reprint the label. See Recharging the Battery .
Battery is not charging	<ul style="list-style-type: none">■ Ensure the label maker is connected to a powered USB port or working wall outlet. See Recharging the Battery.■ If the label maker is connected to a USB port on your computer, make sure the computer is on and not in sleep mode.
Battery level is low	Recharge the battery. See Recharging the Battery .

If you need further assistance, visit the DYMO Web site at www.dymo.com.







labeling heritage



Click on LM640CB
to return to menu

A BRIEF HISTORY OF DYMO®

BLENDING HERITAGE, INNOVATION, AND
CUSTOMER EASE



DYMO® Industries Inc. opens its first European
branch in Sint Niklaas, Belgium.

1963



1994 - DYMO 1000

DYMO® launches DYMO® 1000:
the handheld electronic label maker

1994

1958

DYMO® is founded in Berkeley, CA as an
embossing manufacturer.

1992

DYMO® launches the DYMO® 4500 and the
D1® Tape System

1998

The company creates the LabelWriter® product
line, focused on printing, mailing and shipping
labels.



1998 - LabelWriter
XL Plus





Click on LM640CB
to return to menu



1999

DYMO® launches the generation of LetraTag® personal handheld label makers.

2006

DYMO® launches an updated LetraTag



2019

DYMO®'s commitment to protect the planet leads to FSC-certification for the DYMO® Sint-Niklaas plant.



2021

DYMO® launches the LabwelWriterV 5 Series which features Automatic Label Recognition.



2021 - Automatic Label Recognition™

2022

Launch of LetraTag® 200B offering quick & easy labeling through your smartphone.





A better way to label – Our Sustainability Commitment





A better way to label – Our Sustainability Commitment



*Click on LM640CB
to return to menu*

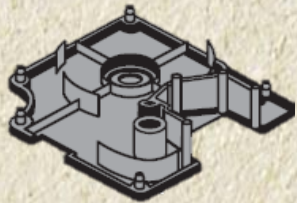
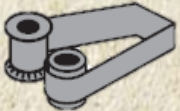
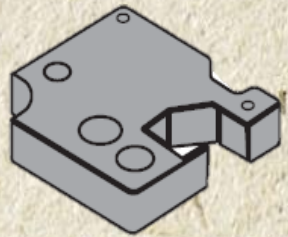




A better way to label – Our Sustainability Commitment



Click on LM640CB
to return to menu



LABEL CASSETTE HOUSING
**MADE FROM AT LEAST 80%
RECYCLED MATERIAL**

*Excludes Rhino, made from 75% recycled material



**LABEL PACKAGING IS MADE
FROM FSC CERTIFIED AND
AT LEAST 80% RECYCLED
MATERIAL***

*Paperboard sleeve and peggable boxes





A better way to label – Our Sustainability Commitment



Click on LM640CB
to return to menu



DYMO® **high quality labels are produced** and distributed from Belgium, Europe.

Enables DYMO® to actively **reduce our carbon footprint** through streamlined supply chains and protect the environment with every label.



40%+ of DYMO® products* are produced using „**water based solvents**“

Include **considerably less chemicals**

Making DYMO® products more pleasant in its odor, less harmful, **safer on consumers and environment.**

* D1: Standard labels, D1: Durable labels, All LetraTag™ labels, Embossing Plastic labels, Rhino labels, XTL labels, LabelWriter™, Durable labels



DYMO® labeling machines and labels use **NO** ink or toner

DYMO® Labeling Solutions incorporate an **innovative thermal printing technology** – of direct transfer or thermal transfer using **ZERO ink or toner**

Applicable for DYMO® LabelManager™, LabelWriter™, LetraTag™, RHINO™ IND and XTL



[More information on our sustainability commitments](#)



DYMO®

LabelManager™ Executive 640CB and D1®





LabelManager™ and D1® designed for?



Click on LM640CB
to return to menu



Crafter



Mass | OSS | Ecom |
Commercial

2 Tapes / Year

Home Organizer



Mass | OSS | Ecom |
Commercial

5 Tapes / Year

Office Organizer



Mass | OSS | Ecom |
Commercial

5 Tapes / Year

Business Verticals



Mass | OSS | Ecom |
Commercial

5 Tapes / Year

Folders and Files



General Identification



Wires & Cables



DYMO®

LabelManager™ Series



Click on LM640CB
to return to menu

GET ORGANIZED WITH DYMO



160



210D+



280



PnP



360D



420P



640CB





LabelManager™ Executive 640CB



Click on LM640CB
to return to menu

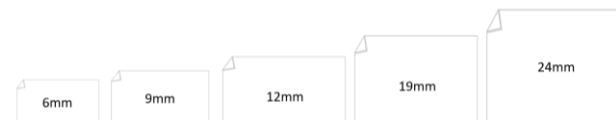


LabelManager™ Executive 640CB

High-Performance Portable Label Maker with PC or Mac® Connection

- Type text quickly on the QWERTY/QWERTZ/AZERTY keyboard
- Equipped with Bluetooth Low Energy technology to connect automatically without pairing devices and multiple users. In PC*, Mac*, Smartphone* and Tablet*.
- Compact design, with a grip texture to maximize holding and a rechargeable battery to easily label on-the-go.
- Large 2.8"/ 7 cm multi-color display with 240 x RGB x 320 dots for an enhanced image quality in any light condition.
- USB-C Universal connecting cable.
- Prints up to 24mm

Max- Label width



Recommended use:



General Identification



Filing



Asset Tracking / Barcodes



* PC/MAC® Connectivity via Dymo Connect Software





LabelManager™ Executive 640CB



Click on LM640CB
to return to menu



Available as: **Single Box Unit**

includes:

- LabelManager™ Executive 640 CB
- D1® Label Cassette,
24mm x 7m | Black on White
- Rechargeable Battery Pack
- Charging Adapter
- USB-C Cable
- Quick Start Guide
- 2+1 -Year Limited Warranty*

* +1 year if registered on DYMO website



Available as: **Kit Case**

includes:

- LabelManager™ Executive 640 CB
- Softcase Bag
- Rechargeable Lithium-Ion Battery
- 4 x D1® Label Cassettes;
12mm x 7m | Black on White
19mm x 7m | Black on White
24mm x 7m | Black on White
- USB-C Cable
- Quick Start Guide
- 2 + 1 - Year Limited Warranty*

* +1 year if registered on DYMO website



* D Y M O ® Paper box packaging is made from FSC™ certified and up to 70% recycled materials.



DYMO®

Standard D1®





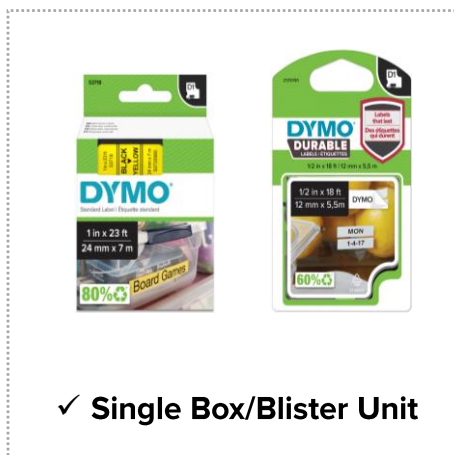
D1® Tapes for LabelManager™ Executive 640CB



Click on LM640CB
to return to menu



Available as:



✓ Single Box/Blister Unit

✓ Multi/Value Pack



Quick Specification overview

Dimensions Available (mm)*: 6 ; 9 ; 12 ; 19 ; 24

Strikethrough not applicable for LM160

Label Material Available: Polyester, Flexible Nylon, Vinyl, Permanent Polyester, Flexible Nylon

Colour availables:           

Produced in: Sint Niklaas, Belgium, Europe

Features

- ✓ 'Easy Peel' for trouble-free application
- ✓ Removable and Permanent adhesive available
- ✓ Temperature rating: from **-18°C to 150°C**
- ✓ **UV + Oil + Water resistant**





D1® Tapes for LabelManager™ Executive 640CB



Click on LM640CB
to return to menu



D1® Standard

Dimensions Available (mm)*: 6 ; 9 ; 12 ; 19 ; 24
Unit Size: 1x Single Unit
Label Material: Polyester
Colour:



Strikethrough not applicable for LM160

D1® Standard MULTI/VALUE PACK

Dimensions Available (mm)*: 9 ; 12 ; 19, 24
Unit Size: 10x D1® Standard
Label Material: Polyester

Colour: A



Strikethrough not applicable for LM160

Ideal for



MADE IN
FABRIQUÉ EN
EUROPE





LabelManager™ Executive 640CB prints up to 24MM



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Colour	Width				
	6 mm	9 mm	12 mm	19 mm	24 mm
ABC	S0720780	S0720680	S0720530	S0720830	S0720930
ABC	S0720770	S0720670	S0720500	S0720820	S0720920
ABC	S0720790	S0720730	S0720580	S0720880	S0720980
ABC	-	S0720710	S0720560	S0720860	-
ABC	-	S0720740	S0720590	S0720890	-
ABC	-	S0720720	S0720570	S0720870	S0720970
ABC	-	-	S0720610	S0720910	S0721010
ABC	-	S0720690	S0720540	S0720840	-
ABC	-	-	S0720510	-	-
ABC	-	-	S0720600	-	-
ABC	-	S0720700	S0720550	S0720850	-
ABC	-	-	S0720520	-	-
ABC	-	2093096	2093097	2093098	-
ABC	MULTIPACK				

MADE IN
FABRIQUÉ EN
EUROPE



DYMO®

DURABLE

LABELS | ÉTIQUETTES



ROSEMARY

BASIL

DYMO®

DURABLE

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Type: D1® Durable

Quantity: 1X D1 Tape

Dimensions Available (mm)*: 12 ; 19,

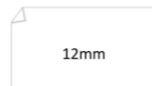
Label Material: Vinyl ; Permanent Polyester ; Flexible Nylon

Produced in: Sint Niklaas, Belgium, Europe

Features:

- ✓ 'Easy Peel' for trouble-free application
- ✓ Industrial strength adhesive
- ✓ Available in **4 colours****, **3 types of label material** and **3 widths*** for the LM360D

Label Size*:



Label Colour**:



MADE IN
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EUROPE



	D1 Standard	D1 Durable
Multi-surface		✓
Moisture Resistant		✓
Temperature	- 18°C to 90°C	- 40°C to 150°C



Textured Surface



Cable/Wire



UV Resistant



Water Resistant



Oil Resistant



Chemical Resistant

Applications						
Filing	Shelving	Inventory	Outdoor Recreation	Break/Storage room	Workshop	Wiring & Cable
✓	✓	✓	✓	✓	✓	✓





LabelManager™ Executive 640CB prints up to 24mm



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COLOUR		12 mm					19 mm				EUROPE
D1 DURABLE LABELS (3 m)		Flat Surface	Textured Surface	Cable/Wire	UV Resistant	Water Resistant	Oil Resistant	Chemical Resistant	Temperature: -40° C to 80° C		
ABC		1978366					-				
ABC		1978365					-				
ABC		1978367					-				
D1 DURABLE LABELS (5.5 m)		Flat Surface	Textured Surface	Cable/Wire	UV Resistant	Water Resistant	Oil Resistant	Chemical Resistant	Temperature: -40° C to 80° C		
ABC		1978364					-				
D1 PERMANENT POLYESTER (5.5 m)		Flat Surface	Textured Surface		UV Resistant	Water Resistant	Oil Resistant	Chemical Resistant	Temperature: -40° C to 80° C		
ABC		S0718060					S0718050				
D1 FLEXIBLE NYLON (3.5 m)		Curved Surface		Cable/Wire	UV Resistant				Temperature: -40° C to 60° C		
ABC		S0718040					S0718070				





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