

CLEMIS Property Room Dymo LabelWriter

Overview

CLEMIS recommends the **DYMO LabelWriter 450** or **DYMO LabelWriter 450 Turbo** Label Printer for use with the Property Room application.

Links to manufacture website:

https://www.dymo.com/label-makers-printers/labelwriter-label-printers/dymo-labelwriter-450-direct-thermal-label-printer/SAP_1752264.html

https://www.dymo.com/label-makers-printers/labelwriter-label-printers/dymo-labelwriter-450-twin-turbo-direct-thermal-label-printer/SAP_1752266.html

Please note: **Please use the CLEMIS Download version of the software rather than any installation version that may have come from your printer or from their website.**

Supported Dymo Label Printers



LabelWriter 450	DYMO LabelWriter 450 Turbo	DYMO LabelWriter 400	DYMO LabelWriter 400 Turbo
SKU: 1756692/1752264 Model: 1750110	SKU: 1756693/1752265 Model: 1750283	Model: 93089	Model: 93176

Supported Dymo Labels

The CLEMIS Property Room utilizes DYMO LabelWriter **Shipping Labels 2-5/16" x 4"**.

Link to manufacture website: https://www.dymo.com/labels-tapes/labelwriter-labels/dymo-labelwriter-large-shipping-labels-1-roll-of-300/SAP_30256.html



Shipping Labels 2-5/16" x 4"
SKU/Label number: 30256

Supported Browsers

Microsoft Edge

Supported Operating Systems

Windows 10

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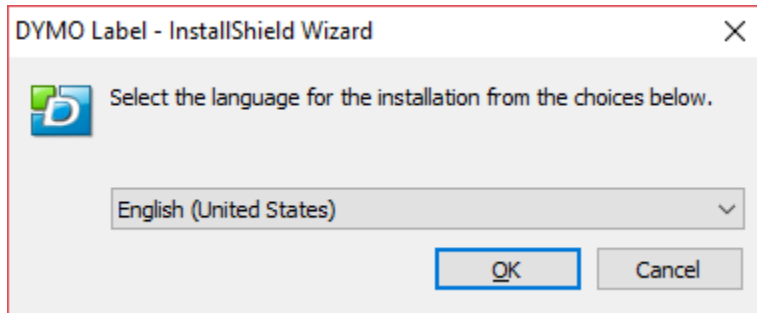
I. Instructions for DYMO LabelWriter 400/450 Label Printer

1. Install printer following manufacture instructions, including Dymo Label Software.

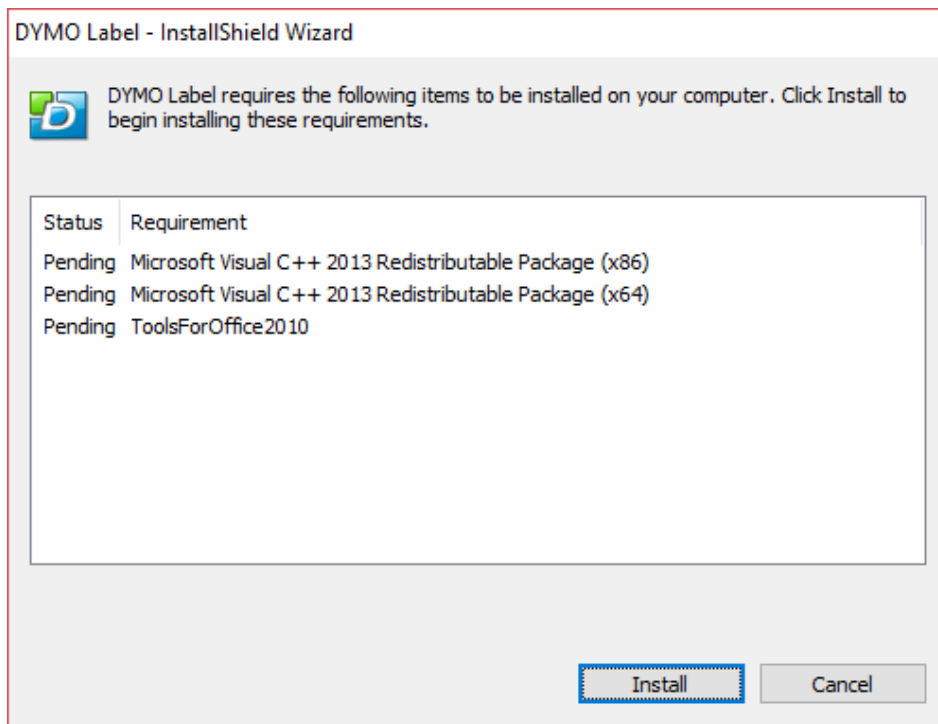
Note for DYMO LabelWriter 450: Make sure your Dymo LabelWriter 450 came with a software version 8.7.3 or above. If not use the following install from the CLEMIS Downloads site:

<https://appst.clemis.org/download/dymo/DLS8Setup.8.7.3.exe>

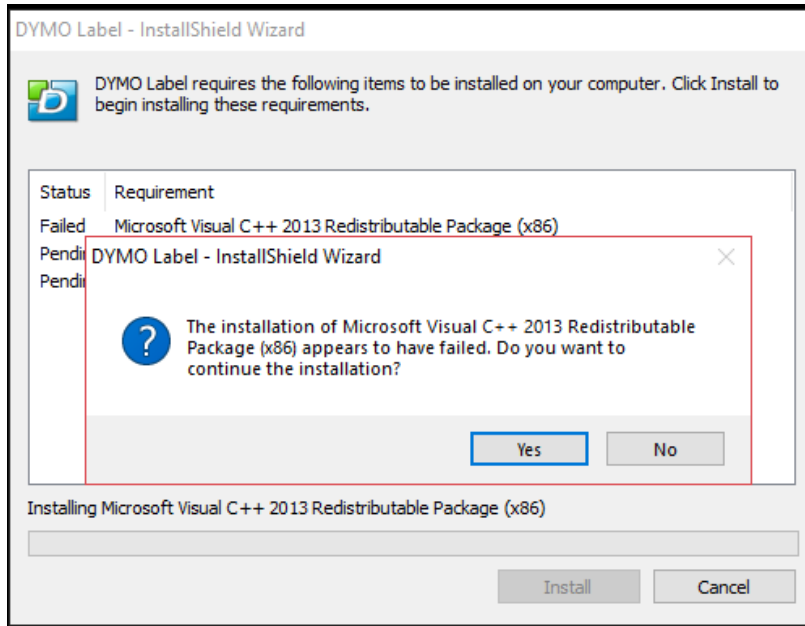
2. Once downloaded, open the file to install
3. Click "OK"



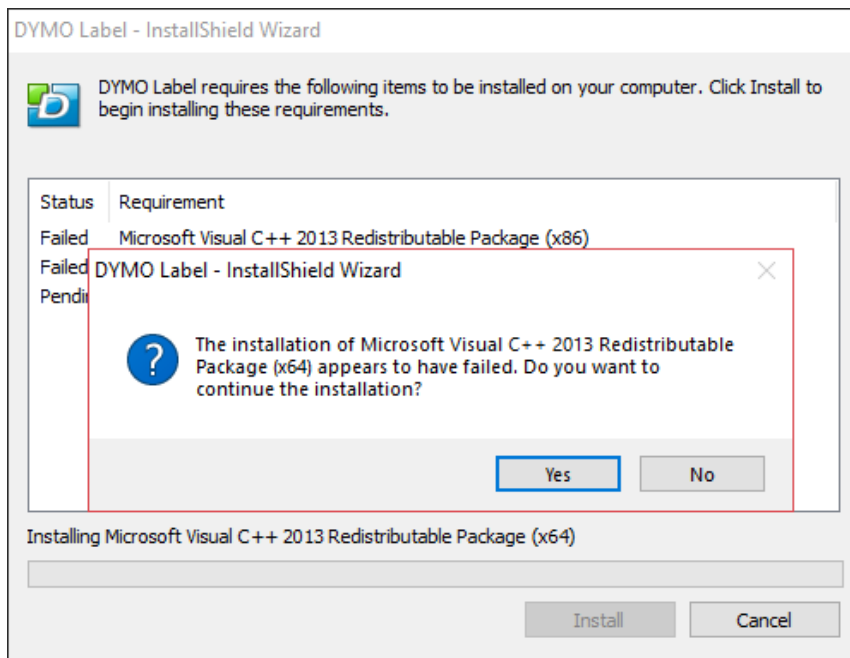
4. Click "Install" (*Note- these items listed might be installed already as part of operating system, so it will fail to install*)



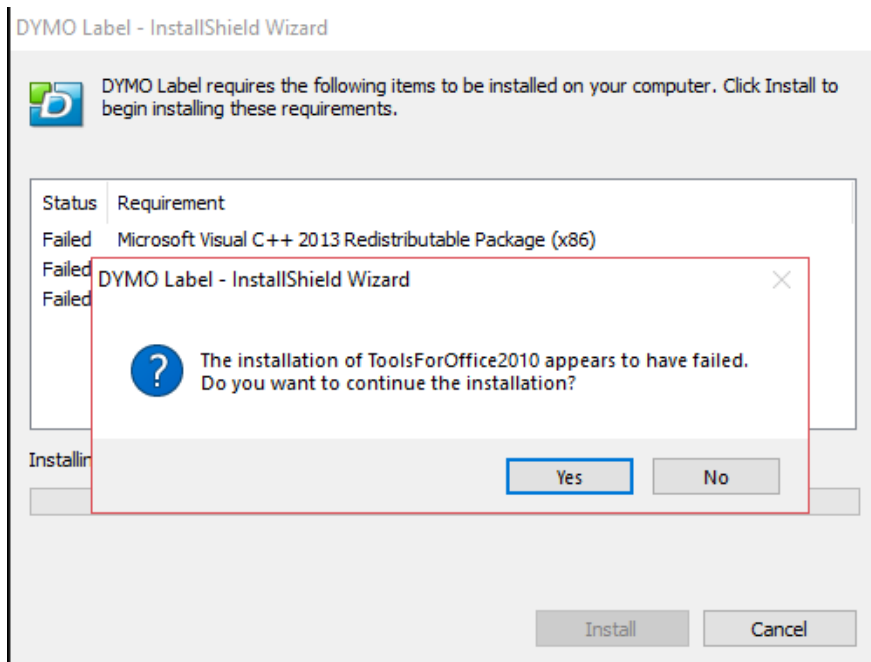
- Click "Yes" (*Note- these items listed might be installed already as part of operating system, so it will fail to install*)



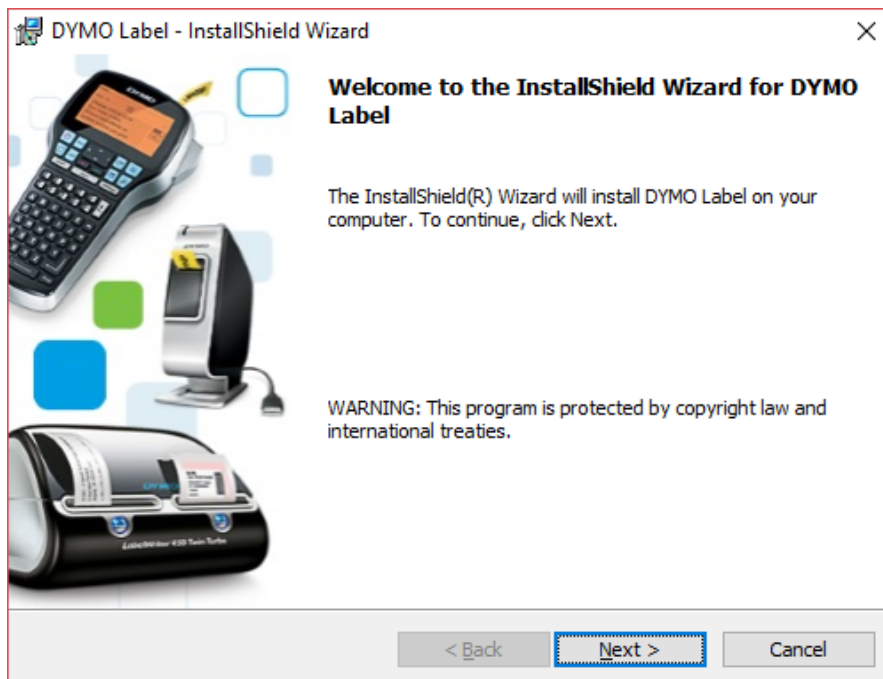
- Click "Yes" (*Note- these items listed might be installed already as part of operating system, so it will fail to install*)



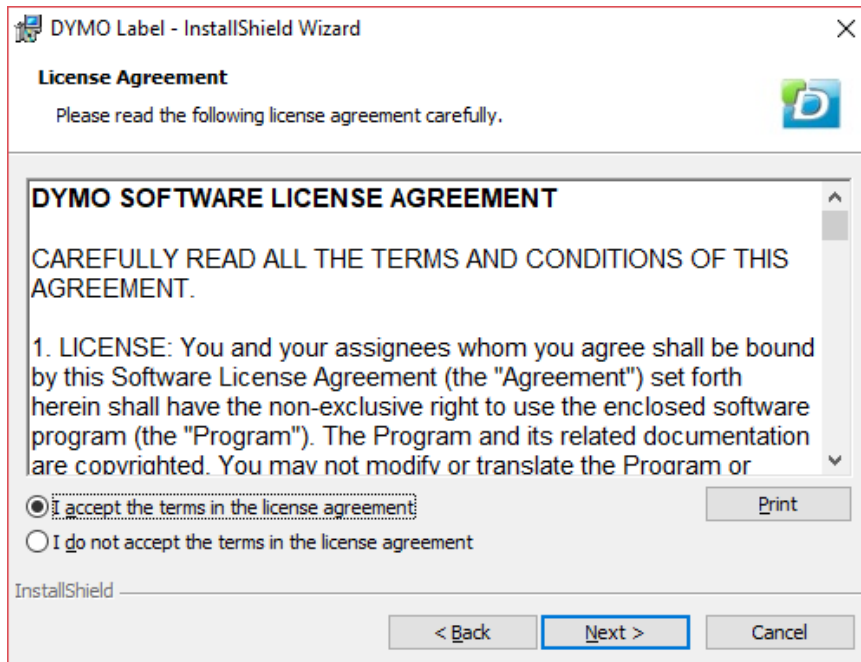
- Click "Yes" (*Note- these items listed might be installed already as part of operating system, so it will fail to install*)



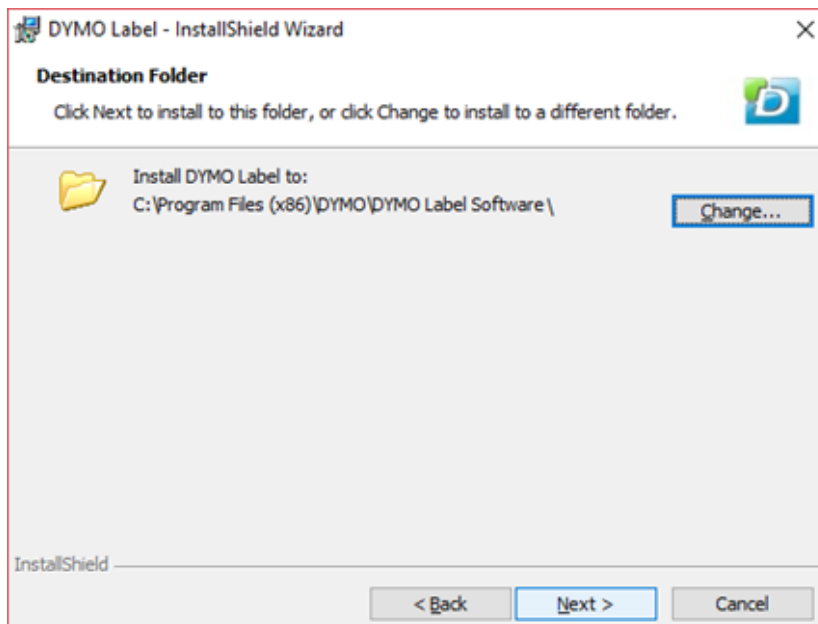
- Click "Next"



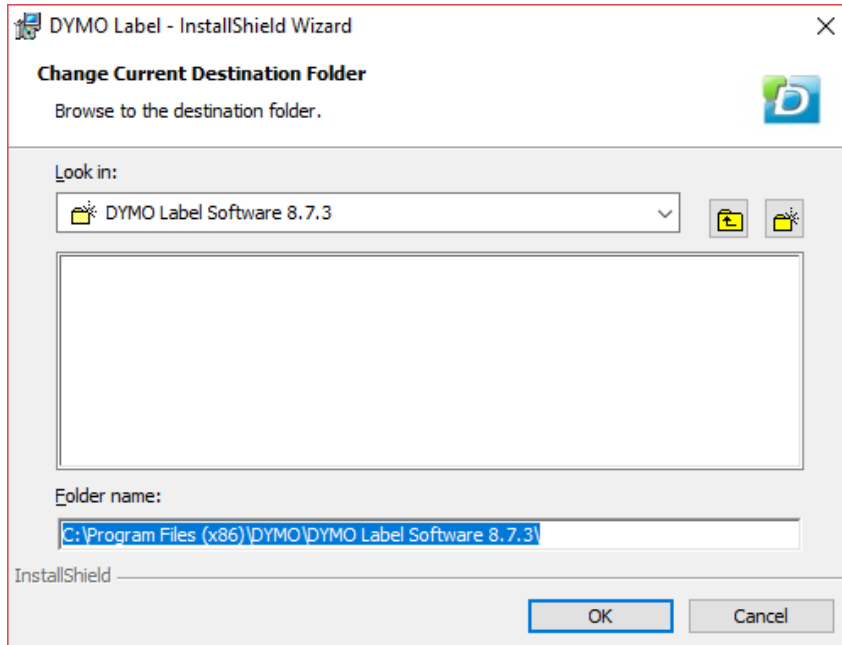
9. Click "Next"



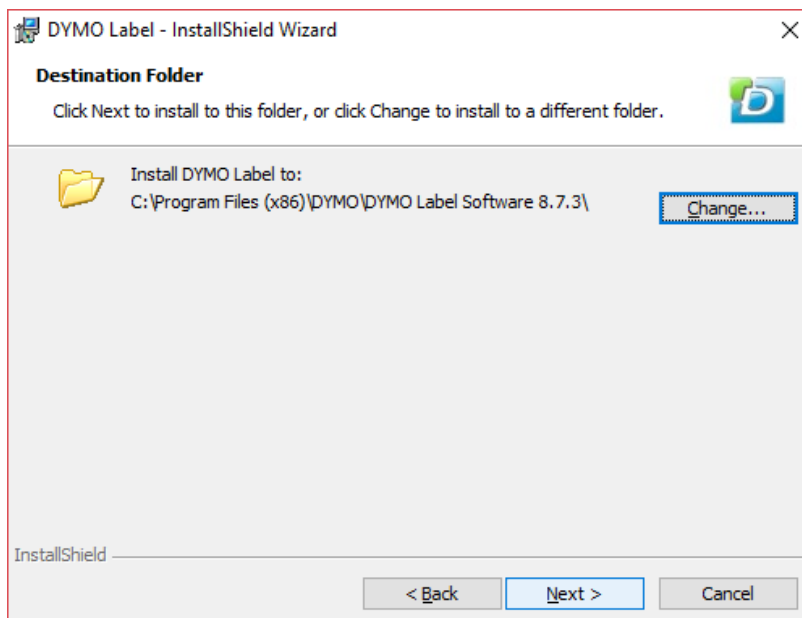
10. Click "Change".



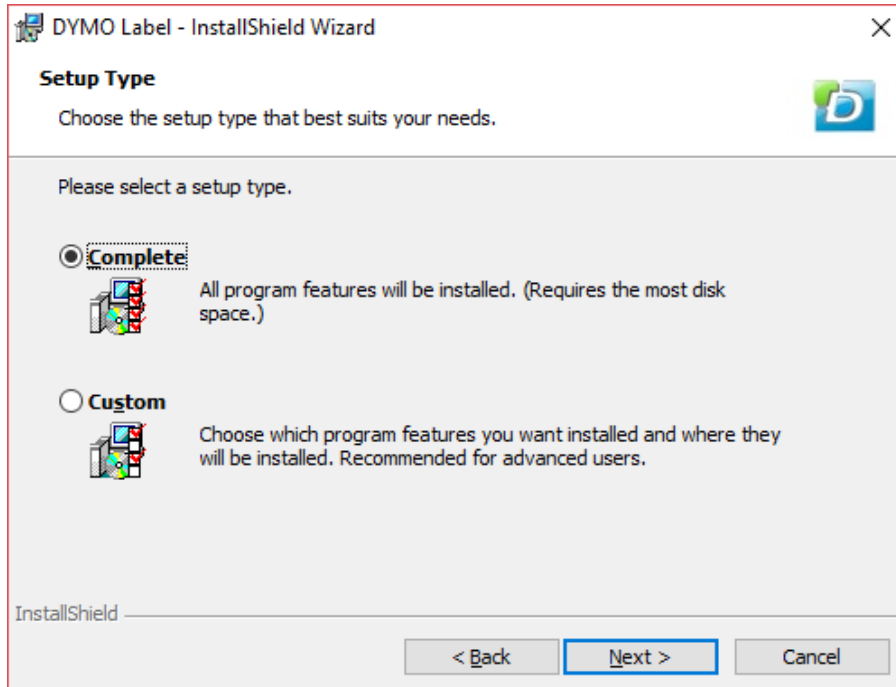
11. Add the text "8.7.3" next to word Software and then Click "Ok"



12. Click "Next"



13. Click “Next” to complete the installation (*Default Option is Complete – Do not change it*)

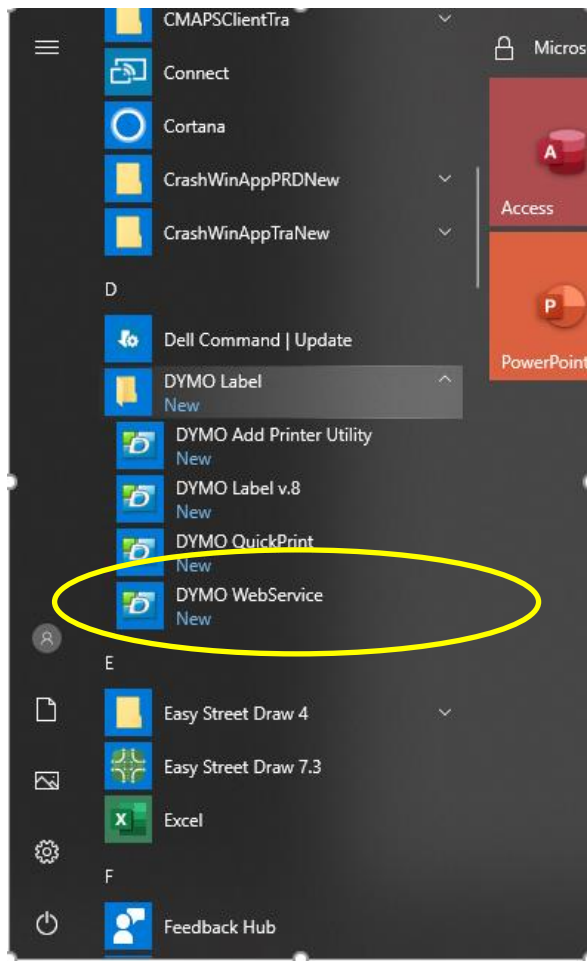


14. Go To CLEMIS Download Site: <https://appst.clemis.org/Download/#PropertyRoom> (For Microsoft EDGE browser users only)

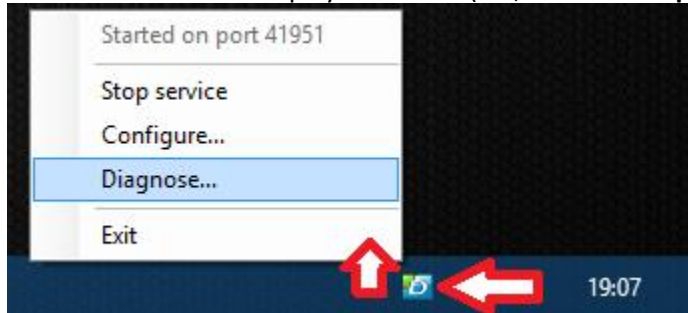
Property Room

FOR MICROSOFT EDGE BROWSER USERS ONLY	
CLEMIS Dymo LabelWriter Documentation	Includes an Overview; Supported Dymo Label Printers, Labels, Browsers and Operating Systems. General Settings, Instructions and Testing Procedures.
DYMO LabelWriter 450 Turbo Label Printer Software Version 8.7.3	Save the file "DLS8Setup.8.7.3.exe" from this link and run in on the PC which you want to use the label printer. Only works with 450 model. Please use this version of the software rather than any installation version that may have come from your printer or from their website.
CLEMIS Install Dymo 30256 Label File Installer	Prerequisite: Dymo Printer software needs to be installed first. .LBL File must be downloaded, un-zipped and manually placed in the following path: <i>C:\Users\Public\Public Documents\DYMO Label\Label Files</i> Note: You may need to manually create the last two folders.

- Download "CLEMIS Install Dymo 30256 Label File Installer" onto your local machine:
[https://appst.clemis.org/download/dymo/!CLEMIS%20Property%20Room%20\(30256\)Label.zip](https://appst.clemis.org/download/dymo/!CLEMIS%20Property%20Room%20(30256)Label.zip)
 - Unzip and manually place in the following path: C:\Users\Public\Public Documents\DYMO Label\Label Files
15. To Start the Dymo Webservice, from start menu select Dymo web service



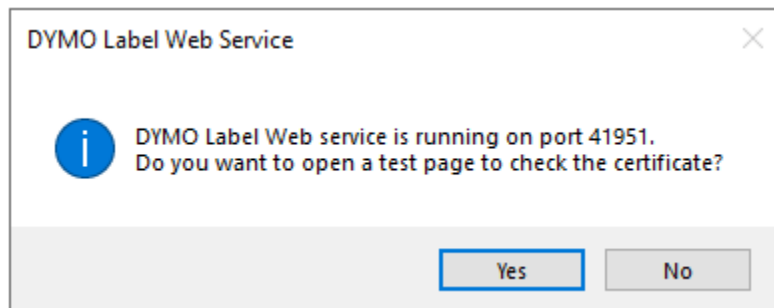
16. Verify the Dymo Webservice is running by right clicking “Dymo Webservice” icon in the system tray (bottom right-hand corner of screen near the time and date) to open the menu. The top of the menu will display the status (i.e., “**Started on port 41951**” or “**Stopped**”).



Note: If it shows “Stopped”, click “Start Service”

17. How can I tell if the DYMO Label Web Service is functioning properly?

Click the **Diagnose** menu item within the context menu while the service is running. If the self-test succeeds, a dialog box will appear asking you to open a test page in your browser to see if SSL certificate is working.



Diagnose successful

Click the **Yes** button to open your default web browser. The browser should display a page indicating the web service is running correctly. The page address should be something to the following effect:
https://localhost:41951/DYMO/DLS/Printing/Check

The port number may vary from machine to machine.



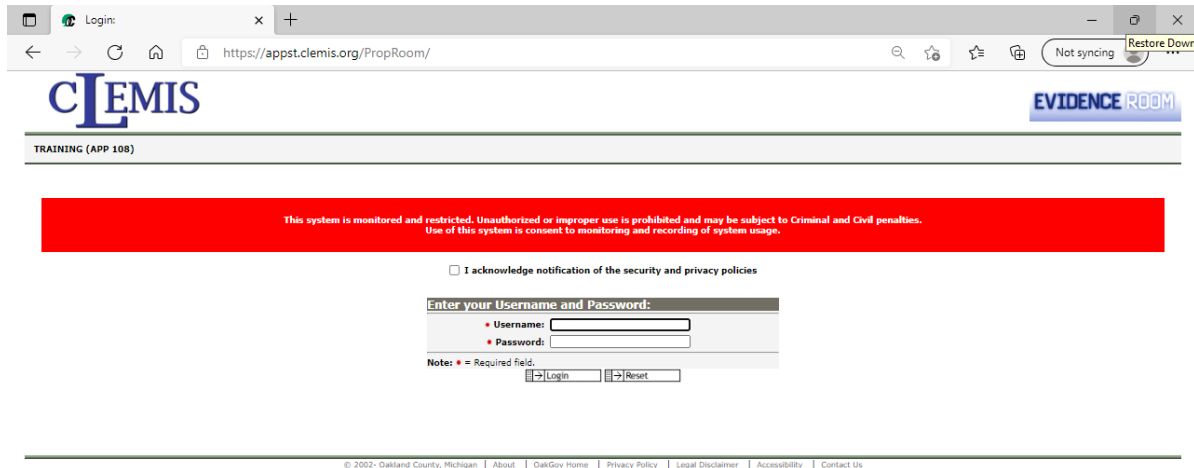
**Congratulations! DLS Web Service is up and running.
You can now print from supported web sites.**

Web Service is up and running configuration

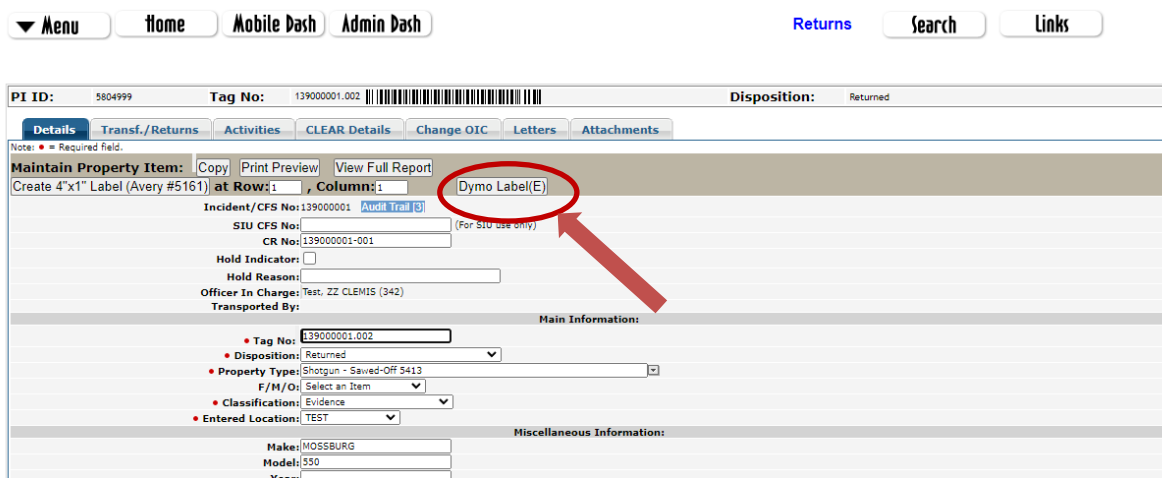
II. Testing DYMO LabelWriter with the CLEMIS Property Room

1. Open Internet Explorer and navigate to the CLEMIS Property Room:<https://apps2.clemis.org/PropRoom/>

Note: You may choose to use the Training site (<https://appst.clemis.org/PropRoom/>) if your agency is not live in Production.



2. Enter your user name and password.
3. Select a property item in the property room.
4. Click the “Dymo Label” button on the Item Details screen.



5. If installed correctly, the Dymo Label Write should produce a label.

III. Sharing LabelWriter on a Windows network

Important:

To successfully install the DYMO LabelWriter, the accompanying software and the necessary drivers, you will need to have sufficient access rights (e.g., administrator rights) on this network. Since each network configuration is unique, we advise you to check this with the network administrator prior to installing the software.

Refer to <https://appst.clemis.org/download/dymo/LabelWriter Printer User Guide en.pdf> for instructions.

***NOTE:** This is not supported by CLEMIS, but several agencies have been successful configuring one Dymo printer to work with multiple PCs.

IV. Troubleshooting

Helpful Resources from Dymo

1. DYMO Label Support Tool (for removal and re-install) & Common Issues:
<https://www.dymo.com/support?cfid=quick-dymo-fixes-faqs>
2. Make sure trusted sites are there.
 - <https://appst.clemis.org/proproom>
 - <https://appst2.clemis.org/proproom>
3. Confirm only one DYMO Printer is installed on the machine at a time.
4. If labels comes out off on testing, restart the computer first and try again.

CLEMIS Service Center

Phone: 248-858-8812

Email: servicecenter@oakgov.com

Web: <http://sc.oakgov.com>