

# How to connect to DYMO label Printer via USB and its usage

## With DolphinPOS APP?

(DYMO, Model: 450)

May-29-2020, Version 1.0

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# **Printer Setup**

**Step 1**: On the Host PC, where you want to print the label, install the latest software for DYMO from below link and launch it.

https://www.dymo.com/en-US/dymo-connect-for-desktop#



#### Step 2:

- a) Connect one end of Power supply to "DC Power connector" of the DYMO printer (located at back side) and other end to wall power supply.
- b) Connect one end of USB cable to "USB connector" of the DYMO printer (located at back side) and other end to "Host PC" where DYMO software is installed.



#### Step 3:

a) Put in the label roll inside the DYMO and Recommended label size for DYMO is 89mmx28mm (length x height) and below is the snap.





#### How to download inventory .CSV file from Dolphin Owner Portal Page?

Step 1: login to owner portal with your provided credentials from

#### www.dolphinpos.com

**Step 2**: Go to "Inventory(1)"  $\rightarrow$  columns(2)  $\rightarrow$  Select "Name", "Item Code" and

"Price" fields (3)  $\rightarrow$  change "rows per page (4)" to desired value based on the inventory which you want to print.



| $\leftrightarrow$ $\rightarrow$ C $\cong$ dolphinpo | sretails.azurewebsites.net/ItemList.aspx?mId=1002                              |                 |                         | २ 🕁 📀               | 0    |  |  |
|---|--|-----------------|-------------------------|---------------------|------|--|--|
| 🖬 Apps Ġ G home 🗢 Dol                               | phinPOS 📗 POSMaster 🗣 TransLink 🔇 reservations 📗 onlinefoodordering 📗 GC-Purch | ase 📗 HWorder 🤇 | Azure-devops 🕥 create-t | icket 🔇 check-ticke | :5 » |  |  |
| > Supplier  |  |                 |                         |                     |      |  |  |
| > Setup   | Item List  |                 |                         |                     |      |  |  |
| > Reports   | Active * ALL *   |                 |                         |                     |      |  |  |
| > Purchase  |  |                 | Search                  | Ø Ⅲ- ₫              | - 🗊  |  |  |
| > Inventory   | Name A   | Item Code       | ÷                       | Price               | ÷    |  |  |
| > E4Oc  | Cetaphil Baby lotion 400ml   | 9999901         |                         | \$27.50             |      |  |  |
| 7 TAQS  | Kaju Special   | 321654987123    |                         | \$4.88              |      |  |  |
| > Customers   | Catwalk Black Platforms Heels  | FW-002          |                         | \$0.89              |      |  |  |
| > Credit Card Processing                            | Puma Icon IDP Sneakers For Men   | FW-003          |                         | \$3.98              |      |  |  |
|   | Sabudana-White Medium  | GC-021          |                         | \$1.14              |      |  |  |
|   | Organic -Idly/Idly Rice  | GC-022          |                         | \$3.45              |      |  |  |
|   | Green Corlander  | GC-042          |                         | \$2.22              |      |  |  |
|   | HEINZ RELISH PACKET 9GM20  | 1300053180      |                         | \$0.00              |      |  |  |
|   | STOUFFER LASAGNA: 6Z 10  | 1380030321      |                         | \$0.00              |      |  |  |
|   | VENTURADIL DELFRI LIQ S  | 2670040013      |                         | \$0.00              |      |  |  |
|   | Showing 1 to 30 of 316 lows 10 - rows per page                                 |                 | ( 1 2                   | 3 4 5               | 32 > |  |  |
| ttps://dolphinposretails.azurewebsite               | s.net/ItemList.aspx?mId=1002#  |                 |                         |                     |      |  |  |

**Step 3:** Select "Export data (5)"  $\rightarrow$  and tap on "CSV (6)" format. A file will be downloaded into your local host PC under "downloads" folder

| ites.net/ItemList.aspx?mld=1002 Q 🕁 🙆 🚺   |
|---|
| Master 🗣 TransLink 🔇 reservations 📔 onlinefoodordering 📔 GC-Purchase 📗 HWorder 🥥 Azure-devops 🔇 create-ticket 🤡 check-tickets |
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| Item List   |
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| Name  |
| Cetaphil Baby lotion 400ml  |
| Kein Seesial  |
| Kaju Special  |
| Catwalk Black Platforms Heels   |
| Puma Icon IDP Sneakers For Men  |
| Sabudana-White Medium   |
| Organic -Idly/Idly Rice   |
| Green Coriander   |
| HEINZ RELISH PACKET 9GM20   |
| STOLIEFER LASAGNA 96Z   |
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|   |
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|   |

### Printing a Label for downloaded Inventory via DYMO printer

**Step 1:** Open Downloaded "DYMO connect" APP. Make sure DYMO label writer is "connected" and it will look like below snap.

| DYMC     | File           | Edit              | Add       | Layout    | View   | Help   |   |     | Untitle        | ed                       |                                   |           |       |  | —     | đ            | ×             |                                |
|----------|----------------|-------------------|-----------|-----------|--------|--------|---|-----|----------------|--------------------------|-----------------------------------|-----------|-------|--|-------|--------------|---------------|--------------------------------|
| +<br>New | Open           | Save              | 5<br>Undo | C<br>Redo | _      |        |   | - L | E,<br>Import c | ata                      |                                   |           |       |  |       | 🗗<br>Buy lab | els           | م<br>م                         |
| Т        | Label          |                   |           |           | $\sim$ | 🛃 Add  | ~ |     |                |                          | i≓ v i∎ v                         | 4日 ~      |       |  |       |              | 5             | 0                              |
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|          |                |                   |           |           |        |        |   |     |                |                          |                                   |           |       |  |       |              |               |                                |
|          |                |                   |           |           |        |        |   |     |                |                          |                                   |           |       |  |       |              |               |                                |
|          |                |                   |           |           |        |        |   |     |                |                          |                                   |           |       |  |       |              |               |                                |
| 86       |                |                   |           |           |        |        |   |     |                |                          |                                   |           |       |  |       |              |               |                                |
| G        |                |                   |           |           |        |        |   |     |                |                          |                                   |           |       |  |       |              |               |                                |
| #        |                |                   |           |           |        |        |   |     |                |                          |                                   |           |       |  |       |              |               |                                |
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| _        |                |                   |           |           | •      | 100% ^ | Q |     | - ⊕            |                          |                                   | • 0 error | (s) ^ |  | ÷     | 1 of 1       | $\rightarrow$ | 4:31 PM<br>Friday<br>5/29/2020 |
|          | DYMO<br>∳ Coni | LabelWi<br>nected | riter 450 |           |        |        |   |     | ^              | <b>Standa</b><br>1982991 | rd Address Labels<br>  LW 28x89mm |           |       |  |       |              | ^             | 5                              |

**Step 2: "**Import data" option is available under "file" and also a quick access violet icon is available on the home screen (see below)

| DYM       | 0  | File E      | dit Add     | Layout           | View | Help  |   | Untitled         |              |
|-----------|----|-------------|-------------|------------------|------|-------|---|------------------|--------------|
| +<br>New  | 0  | New<br>Open |             | Ctrl+N<br>Ctrl+O |      |       |   | E<br>Import data |              |
| Т         | Li | Save        |             | Ctrl+S           | ^    | 🕂 Add | ~ |                  | <b>1</b> ↓ ~ |
| $\square$ |    | Save as     |             | Ctrl+Alt+S       |      |       |   |                  |              |
|           |    | Import da   | ata         |                  |      |       |   |                  |              |
| Ø         |    | Import cu   | istom label |                  |      |       |   |                  |              |
| /         |    | Preferenc   | es          |                  |      |       |   |                  |              |
|           |    | Add netw    | ork printer |                  |      |       |   |                  | _            |
| 影         |    | Start DYN   | /IO Stamps  |                  |      |       |   |                  |              |
| Θ         |    | Print       |             | Ctrl+P           |      |       |   |                  |              |
| #         |    | Exit        |             |                  |      |       |   |                  |              |
|           |    |             |             |                  |      |       |   |                  |              |

### Step 3:

Select "import data(1)"  $\rightarrow$  "Browse(2)"  $\rightarrow$  "downloads(3)"  $\rightarrow$  "tableExport(4)"  $\rightarrow$  "Open(5)"

| + Den Save Undo Redo                | 1 Import data  |                   |                   |
|-------------------------------------|--|-------------------|-------------------|
| Recent files<br>Browse              | ■ Open ← → ~ ↑ ↓ > This PC > Downloads Organize ▼ New folder   | Search Downloads  | ×<br>م<br>٩       |
| Google contacts<br>Outlook contacts | Documents Name<br>Pictures Today (1)<br>This PC<br>3D Objects Victorian (1)  | Date modified     | Type<br>Microsoft |
|                                     | <ul> <li>Desktop</li> <li>Document</li> <li>Document</li> <li>Music</li> <li>Pictures</li> <li>Videos</li> <li>Windows (C:)</li> </ul> | 5/28/2020 7:42 PM | Microsoft         |
|                                     | Network  Kile name: tableExport  | All files         | ><br>Cancel       |

### Step 4: Select "import(6)" button

| DYMO     | File | e Edit      | Add       | Layou                 | t View      | Help           |           | Untit                  | tled       |        |    |        |        | -   | ð            | ×   | H                              |
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| +<br>New | Open | Save        | ڑ<br>Undo | ر<br>Redo             |             |                |           | Import                 | t data     |        |    |        |        |     | 🗗<br>Buy lab | els | م<br>0                         |
|          |      | Recent file | 25        | Selec                 | ct the she  | et and ro      | ows to in | nport                  |            |        |    |        |        |     |              |     | Conser                         |
|          | 5    | Browse      |           | tabl                  | eExport#csv |                | <u> </u>  | Use first row as colum | in headers |        |    |        |        |     |              |     |                                |
|          | (    | Google co   | ntacts    | <b>~</b>              | Name        |                |           | ItemCode               | Price      |        |    |        |        |     |              |     |                                |
|          | (    | Dutlook c   | ontacts   | ~                     | Kaju Specia |                |           | 321654987123           | \$4.88     |        |    |        | ^      |     |              |     |                                |
|          |      |             |           | <b>~</b>              | Puma Icon I | IDP Sneakers F | or Men    | FW-003                 | \$3.98     |        |    |        |        |     |              |     |                                |
|          |      |             |           | ~                     | Organic -Id | ly/Idly Rice   |           | GC-022                 | \$3.45     |        |    |        |        |     |              |     |                                |
|          |      |             |           | <ul> <li>✓</li> </ul> | Cetaphil Ba | by lotion 400n | nl        | 9999901                | \$27.50    |        |    |        |        |     |              |     |                                |
|          |      |             |           | ~                     | Green Coria | inder          |           | GC-042                 | \$2.22     |        |    |        |        |     |              |     |                                |
|          |      |             |           | <ul> <li>✓</li> </ul> | Sabudana-\  | White Medium   |           | GC-021                 | \$1.14     |        |    |        |        |     |              |     |                                |
|          |      |             |           | ~                     | Catwalk Bla | ck Platforms H | leels     | FW-002                 | \$0.89     |        |    |        | -11    |     |              |     |                                |
|          |      |             |           | <ul> <li></li> </ul>  | HEINZ RELI  | SH PACKET 9G   | M20       | 1300053180             | \$0.00     |        | _  |        |        |     |              |     |                                |
|          |      |             |           | ~                     | STOUFFER I  | ASAGNA 96Z     |           | 1380030321             | \$0.00     |        | _6 |        |        |     |              |     | < 2<br><                       |
|          |      |             |           |                       |             |                |           |                        |            |        | Ě  | _      |        |     |              |     | °<br>•                         |
|          |      |             |           |                       |             |                |           |                        |            | Cancel |    | Import |        |     |              |     | ¢×                             |
|          |      |             |           |                       |             |                |           |                        |            |        | -  |        |        |     |              |     | ENG                            |
|          |      |             |           |                       |             |                |           |                        |            |        |    |        |        |     |              |     | 6:49 PM<br>Friday<br>5/29/2020 |
|          |      |             |           |                       |             |                |           |                        |            |        |    |        | Cancel | Imp |              |     | 2                              |

Step 5: Select "Add (7)" button, Followed by "Barcode(8)"



Step 6: Make sure

- Properties: Code 128 Auto (9)
- Barcode data: empty ( delete content of it)(10)
- Select Purple box (11) and Select the Item/Barcode( Tick the box)(12)

# DYMO Label Printer Setup and its connectivity with DolphinPOS APP

| DYMO     | File      | Edit      | Add       | Layout    | View | Help |   | Untitled*   |                       |
|----------|-----------|-----------|-----------|-----------|------|------|---|-------------|-----------------------|
| +<br>New | Dpen (    | Save      | J<br>Undo | C<br>Redo |      |      |   | Import data | Uiew data             |
| Т        | Barcod    | e         |           |           | ^    | 🛃 🛃  | ~ |             | <b> ≓ ∽</b>  ■ ∽ ≛‡ ∽ |
|          | ✓ PROPE   | RTIES     |           |           | _0   |      |   |             |                       |
|          | Code 1    | 28 Auto   |           | ~         |      |      |   |             |                       |
| Ф        | Barcode d | ata       |           |           | 1    |      |   |             |                       |
| /        |           |           |           |           |      |      |   |             |                       |
|          | 0/40 char | otors     |           |           |      |      |   |             |                       |
| 96       |           | Show text |           |           |      |      |   |             | ·                     |
|          | Above     | e 🔘 Bel   | ow        |           |      |      |   |             |                       |
| G        | Arial     |           |           | ~         |      |      |   |             | 9999901               |
| #        | 12        | ~         | ·         |           |      |      |   |             | Select data to import |
|          | В         |           | U         | Ι         |      |      |   |             | Cetaphil Baby lotion  |
|          | > LAYOU   | т         |           |           |      |      |   |             | \$27.50               |

### Step 7: Select "Add (13)" button, Followed by "Text (14)"

| DYM       | • File   | Edit Add    | Layout    | Viev | v H       | lelp          |    |
|-----------|----------|-------------|-----------|------|-----------|---------------|----|
| +<br>New  | Dpen S   | Save Undo   | C<br>Redo | _    |           |               | 13 |
| Т         | Text     |             |           | 1    | ¢         | Add ^         |    |
| $\square$ | ✓ FORMAT |             |           |      | Т         | Text 14       |    |
|           | Segoe U  | I           | ~         |      | $\square$ | Address       |    |
|           | 10 pt    | ~           | Auto fit  |      |           | Image         |    |
| Ø         | P        | U           | T         |      | Ø         | Shape         |    |
| /         | В        | 2           | 1         |      |           | Line          |    |
|           | A4       | A           | Â         |      | 92<br>111 | OP Code       |    |
|           | E.       | 三           | Ξ         |      | ()        | Date and Time |    |
| 26        |          |             |           |      | #         | Counter       |    |
| Ŀ         | Т        | <b>\$</b> . |           |      |           |               |    |
| #         | > LAYOUT |             |           |      |           |               |    |
|           |          |             |           |      | -         |               |    |

#### Step 8: Make sure

- Format (15):
  - $\circ~$  Choose font type "Segoe UI"
  - Font size "6pt" (or choice of yours which can fit in label)
- Text data: empty ( delete content of it like ABC) (16)
- Select Purple box (17) and Select the "Item Name" (Tick the box)(18)



Step 9: Select "Add (19)" button, Followed by "Text (20)"



#### Step 10: Make sure

- Format (21):
  - Choose font type "Tahoma"
  - Font size "6pt" (or choice of yours which can fit in label)
- Text data: empty it ( delete content of it like ABC) (22)
- Select Purple box (23) and Select the "Price" (Tick the box)(24)

# DYMO Label Printer Setup and its connectivity with DolphinPOS APP

| +<br>New           | Dpen Save Undo Redo | Import data View data   |
|--------------------|---------------------|---|
| Т                  | Text                |   |
| $\square$          | v FORMAT            |   |
| $\mathbf{\dot{a}}$ | Tahoma ~            |   |
| G                  | 10 pt v Auto fit    |   |
|                    | B <u>U</u> I        |   |
|                    | AA A                |   |
|                    | E E 3               | o<br>Catachil Dahu lation 400ml                                     |
| ĸ                  |                     |   |
| Θ                  | T                   | 9999901 \$27.50 ET (23)   |
| #                  | > LAYOUT            |   |
|                    |                     | Select data to import<br>Cetaphil Baby lotion<br>9999901<br>\$27.50 |

### Step 11: Select

- Print Settings (25) a popup will appear
- Make sure you see <u>zero</u> errors (26)
- Then Select "Print (27)" option

#### DYMO Label Printer Setup and its connectivity with DolphinPOS APP

| Print settings |          |     |                         |            |                      | ×             |                    | <b>[</b> ] |
|----------------|----------|-----|-------------------------|------------|----------------------|---------------|--------------------|------------|
| Copies         | - 1 +    |     |                         |            |                      |               |                    |            |
| Range          | O All    |     |                         |            |                      |               |                    |            |
|                | Current  |     |                         |            |                      |               |                    |            |
|                | 0 1-3, 5 |     |                         |            |                      |               |                    |            |
| Mirror         |          |     | Cetaphil Baby lotion 40 | 00ml       |                      |               |                    |            |
| Collate        |          |     | 99                      | 99901 \$27 | 7.50                 |               |                    |            |
| Print quality  | Auto ~   |     |                         |            |                      |               |                    |            |
|                |          |     |                         |            |                      |               |                    | 25         |
|                |          | 27) | (                       | 26         |                      |               | <b>Pr</b><br>10 la | int 🌩      |
| Cancel         | Print    |     | • 0 error(s) 🔺          |            | $\leftarrow$ 1 of 10 | $\rightarrow$ |                    |            |

You should see labels print like this.



**<u>Note</u>**: You can save the template of Label and can link it with the new

inventory .CSV file for the next prints.