brother

TZe TAPE

P-touch ELECTRONIC LABELING SYSTEM

PT-H100 User's Guide

English

Español

With your PT-H100, you can create labels for multiple applications. Select from the many frames, character sizes and styles to design beautiful custom labels. In addition, the variety of tape cassette available allows you to print labels with different widths and exciting colors.

Read this manual carefully before you begin and keep the manual in a handy place for future reference.

Printed in Philippines
LAJ569001

Safety Precautions

⚠WARNING Indicates a potentially hazardous situation which, if not avoided, could result in serious injuries.

Follow these guidelines to avoid the risk of fire, burns, injury, rupture, overheating, abnormal odor or smoke.

- Do not use the P-touch labeler in places of high humidity such as bathrooms.
- Do not allow the P-touch labeler/batteries to get wet, for example, by handling them with wet hands or spilling beverages on to them.
- Since loss of eyesight may result when leaked fluid from batteries gets into your eyes, immediately rinse your eyes with a large amount of clean water, and then seek medical attention
- Do not disassemble or modify the P-touch labeler/batteries.
- Do not allow a metal object to contact both the plus and minus ends of a battery.
- Do not use sharp objects, such as tweezers or a metallic pen, to change the batteries.
- Do not throw the batteries into fire or expose to heat.
- Remove batteries immediately and stop using the P-touch labeler if you notice abnormal odor, heat, discoloration, deformation or anything unusual while using or storing it.
- Do not use a damaged or leaking battery as the fluid may get on your hands.
- Do not use a deformed or leaking battery or one whose label is damaged. There is a possibility of generating heat.

⚠CAUTION Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.

Follow these guidelines to avoid personal injury, liquid leakage, burns or heat.

- When the P-touch labeler is not being used, store it out of the reach of children. In addition, do not allow children to put the P-touch labeler parts or labels in their mouths. If any object has been swallowed, seek medical attention.
- Do not touch metal parts around the print head immediately after printing.
- Do not touch the cutter blade.
- If leaked fluid from batteries gets on your skin or clothes, immediately rinse them with clean water.
- Remove the batteries if you do not intend to use the P-touch labeler.
- Do not use a battery other than that specified. Do not use combinations of old and new batteries or combinations of different types, different charging levels, different manufacturers or different models. Do not insert a battery with its plus and minus ends reversed.
- Do not drop or hit the P-touch labeler.
- Do not press on the LCD display.
- Do not put your finger inside the P-touch labeler when you close the cassette cover.
- Before using Ni-MH rechargeable batteries, carefully read the instructions for the batteries and battery charger, and be sure to use them correctly.
- When using Ni-MH rechargeable batteries, charge the batteries with a specialized battery charger before using the batteries.

General Precautions

- Depending on the location, material, and environmental conditions, the label may unpeel or become irremovable, the color of the label may change or be transferred to other objects. Before applying the label, check the environmental conditions and the material.
- Do not use the P-touch labeler in any way or for any purpose not described in this guide. Doing so may result in accidents or damage the P-touch labeler.
- Use only Brother TZe tapes with the P-touch labeler. Do not use tapes that do not have the TZe mark.
- Only use a soft, dry cloth to clean the labeler; never use alcohol or other organic solvents.
- Use a soft wipe to clean the print head; never touch the print head.
- Do not put any foreign objects into the tape exit slot or battery compartment, etc.
- Do not place the P-touch labeler/batteries in direct sunlight or rain, near heaters or other hot appliances, in any location exposed to extremely high or low temperatures (e.g., on the dashboard or in the back of your car) or high humidity, or in dusty locations.
- Do not apply excessive pressure to the cutter lever.
- Do not try to print if the cassette is empty; it will damage the print head.
- Do not pull the tape while printing or feeding; it will damage the tape and the P-touch labeler
- Any data stored in memory will be lost due to failure or repair of the P-touch labeler, or if the battery expires.
- The P-touch labeler is not equipped with a charging feature for rechargeable batteries.
- The length of the printed label may differ from the displayed label length.
- A protective clear plastic sticker is placed over the display during manufacturing and shipping. This sticker should be removed prior to use.
- When power is disconnected for more than three minutes, all text, format settings and any text files stored in the memory will be cleared.

FCC NOTICE

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

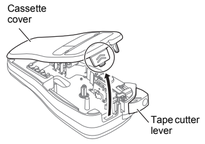
- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Consult the dealer or an experienced radio/TV technician for help.

Important

- Changes or modifications not expressly approved by Brother Industries, Ltd. could void the user's authority to operate the equipment.

Power Supply and Tape Cassette

1

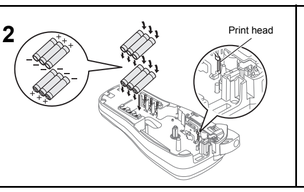


Open the cassette cover by pressing the above indicated area at the top end of the machine.

If a tape cassette is already installed, remove it by pulling it straight up. Also, if batteries are already installed, remove them.

- Make sure that the power is turned off when replacing batteries or tape cassettes.

2

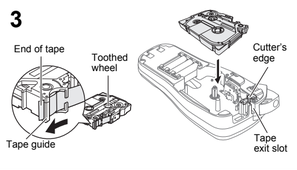


Insert six new AAA alkaline batteries (LR03) or fully charged Ni-MH batteries (HR03), making sure that their poles point in the correct directions.
Users of alkaline batteries:
Always replace all six batteries at the same time with brand new ones.
Users of Ni-MH batteries:
Always replace all six batteries at the same time with fully charged ones.

NOTE

Visit us at http://support.brother.com/ for the latest information about the recommended batteries.

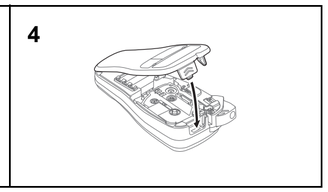
3



Insert a tape cassette, making sure that it snaps into place.

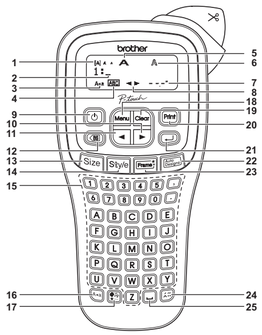
- Make sure that the end of the tape feeds under the tape guides.
- Use only Brother TZe tapes with this machine.

4



Securely close the cassette cover, making sure that it snaps into place.

LCD Display & Keyboard



1. Size
2. Cursor
3. Caps
4. Underline/Frame
5. Width
6. Style
7. Label Length
   If a specific label length has been selected, also appears.
8. Guidance (left, right)
9. Power key
10. Cursor key : Right
11. Cursor key : Left
12. Backspace key
13. Size key
14. Style key
15. Character keys
16. Caps key
17. Symbol key
18. Menu key
19. Clear key
20. Print key
21. Enter key
22. Auto Designs key
23. Frame key
24. Accent key
25. Space key

NOTE

- The LCD shows one row of 12 characters; however, the text that you enter can be up to 80 characters in length.
- While selecting the settings, press the Space key to go back to the default item.

- The print preview is a generated image of the label, and may differ from the actual label when printed.
- Label length shown on LCD may slightly differ from the actual label length when printed.

Specifications

Dimensions: (W x D x H)	Approx. 4.4" × 8.2" × 2.4" (Approx.110(W) × 208(D) × 59(H)mm)
Weight:	Approx. 0.9 lb. (Approx. 390 g) (without batteries and tape cassette)
Power supply:	Six AAA alkaline batteries (LR03) Six AAA Ni-MH batteries (HR03)*1
Tape cassette:	Brother TZe tape (width) 0.13" (3.5mm), 0.23" (6mm), 0.35" (9mm), 0.47" (12mm)

*1 Visit us at http://support.brother.com/ for the latest information about the recommended batteries.

Should you encounter any problems with your product, please do not return your product to the store!
After referring to the User's guide, if you still need assistance, call Brother Customer Service at:
Voice: 1-877-BROTHER
Web: www.brother-usa.com
Fax: 1-901-379-1210
If you need to locate a service center, please call 1-877-BROTHER or visit us at www.brother-usa.com

Initial Settings

1 Start your machine.

Supply power by using six AAA batteries, and then press [⏻].

2 Set the language.

[Menu] → [◄]/[►] [Language] [↵] → [◄]/[►] [English/Español/Français/Hrvatski/Italiano/Magyar/Nederlands/Norsk/Polski/Português/Portug. (BR)/Română/Slovenski/Slovenský/Suomi/Svenska/Türkçe/Čeština/Dansk/Deutsch] [↵].

3 Set the unit of measurement.

The default setting is [inch].

[Menu] → [◄]/[►] [Unit] [↵] → [◄]/[►] [inch/mm] [↵].

NOTE

- The machine automatically turns off if no keys are pressed within five minutes.
- To cancel any operation, press [⌫].

Troubleshooting

▶ Error message

Message	Cause/Remedy
Low Battery!	The batteries are weak. If using AAA alkaline batteries: Replace them with new ones. If using Ni-MH batteries: Charge them fully.
Battery Dead	The installed batteries are running low.
Invalid!	An invalid number was entered as the label length. (This is not displayed in Auto Designs function.)
No Text!	• You tried to print a text file when there is no data stored in the memory. • [Print] is pressed when no text is entered. • You tried to select Text Preview or Cable Label when no text is entered. • [↵] was pressed when no text was entered while using the DECO MODE or Auto Designs function.
Line Limit!	• You tried to enter a 3rd line by pressing [↵]. • You tried to print or preview two lines of text while 0.13" (3.5mm) or 0.23" (6 mm) tape is installed. Install tape of a larger size.
No Cassette!	You tried to print a label when there is no cassette installed.
Cutter Error	The tape cutter lever was used during the printing process.

Message	Cause/Remedy
Text Full!	The maximum number of characters (80 characters*) have already been entered. *50 characters - for Auto Designs function and DECO MODE
Text Limit!	With the DECO MODE function: Since the number of entered characters exceeds the label length, reduce the text. All other functions: Since the number of entered characters exceeds the label length, reduce the text, or select [Auto] as the label length.
No Frame OK?	Printing on 0.13" (3.5mm) tape with invalid Frame setting ON. (Select [↵] to print with no Frame, [⌫] to cancel.)
OK to Feed?	Feeding tape after printing when [Chain Print] is selected. Refer to "Setting Margin".
Insert 0.47"	Only 0.47"(12mm) tapes are available for use with DECO MODE function.
Wrong Tape!	Use a tape cassette with the TZe mark.

▶ What to do when...

Problem	Solution
The display stays blank after you have turned on the machine.	• Check that the batteries are correctly inserted. • If the batteries are weak, replace them.
When the label is printed out, the margin(space) is too large on both sides of the text.	• See "Setting Margin" in this users guide and select [Half] or [Narrow] to have smaller margins for your label.
The machine does not print, or the printed characters are not formed properly.	• Check that the tape cassette has been inserted correctly. • If the tape cassette is empty, replace it. • Check the cassette cover is properly closed.
The setting has cleared on its own.	• The batteries may be weak. Replace them. • When power is disconnected for more than three minutes, all text & formats in the display will be lost. Language and Unit settings will also be cleared.
A blank horizontal line appears through the printed label.	• There maybe some dust on the print head. Remove the tape cassette and use a dry cotton swab to gently wipe the print head with an up-and-down motion.

Problem	Solution
The machine has "locked up" (i.e., nothing happens when a key is pressed, even though the machine is on.)	• Refer to "Resetting the P-touch".
The power turns off when you try to print.	• The batteries may be weak. Replace them. • Check that the batteries are correctly inserted.
The tape does not feed properly or the tape gets stuck inside the machine.	• Check that the end of the tape feeds under the tape guides. • The cutter lever is used while printing. Do not touch the cutter lever during printing.
All text and format settings need to be cleared to create a new label.	• Press [Clear] and select [Text&Format].
The LCD is set to an incorrect language.	• Refer to "Initial Settings".

BASIC USAGE

Entering Text

▶ Switching Upper Case/Lower Case

[A•a]

Upper case ([A•a] ON) Lower case ([A•a] OFF)

▶ Making Two Lines of Text

To make two lines of text, do one of following:

a) Enter the text for the first line and then press [↵] for the second line.
b) Move the cursor to where the second line starts and press [↵].

Use either 0.35" (9mm) or 0.47" (12mm) wide tape for two line text.

LCD display: ABC• DEF_ 2nd

Label image: ABC DEF

NOTE

Do not press [↵] after the second line; otherwise the "Line Limit!" error message will appear.

▶ To Clear

By pressing [⌫], the letters will be deleted one by one.

To delete all text and settings :

[Clear] → [◄]/[►] [Text&Format] [↵]

To delete text only :

[Clear] → [◄]/[►] [Text Only] [↵]

▶ Entering Accented Characters

[A - Z] → [ÀÂ] → [ÀÂ]/[◄]/[►] → [↵]

A	À Â Ä Æ Ã Å Ą Ā			a	à á â ä æ ã å ą ā		
C	Ç Ć Č	D	Ď Đ	c	ç ć č	d	ď đ
E	È É Ê Ë Ę Ě			e	è é ê ë ę ě ē		
G	Ğ Ǧ	I	Ì Í Î Ï Ī Ǐ	g	ğ ǧ	i	ì í î ï ī ǐ
K	Ķ	L	Ł Ľ Ĺ	k	ķ	l	ł ľ ĺ
N	Ñ Ń Ň	R	Ř Ŕ	n	ñ ń ň	r	ř ŕ
O	Ô Ö Ò Ó Ø Ō Ǒ Œ			o	ô ö ò ó ø ō ǒ œ		
S	Ś Š Ş ß	T	Ť Ţ Þ	s	ś š ş ß	t	ť ţ þ
U	Ü Ŭ Ú Ù Ů Ū			u	ü ŭ ú ù ů ū		
Y	Ÿ Ý	Z	Ž Ź Ż	y	ÿ ý	z	ž ź ż

- To cancel the current operation, press [⌫].
- The order of accented characters differs depending on the selected LCD language.

▶ Changing Label Length

[Menu] → [◄]/[►] [Label Length] [↵] → [◄]/[►] [Auto/1.2"-12.0" (30-300 mm)] [↵]

NOTE

- After the label is printed, cut along the printed dots (:) with scissors so that the label length matches the machine setting.
- If a specific label length has been selected, ▲ also appears in the LCD.

Printing Labels

▶ Preview

You can preview the text before printing.

[Menu] → [◄]/[►] [Preview] [↵]

Only the text can be previewed, not the size, font or any additional features.

▶ Feeding (Tape Feed)

[Menu] → [◄]/[►] [Feed] [↵]

▶ Printing

[Print] → [Copies: 1] [◄]/[►]/[1] - [9] → [↵]

- If you need only 1 copy of the label, press [↵] without selecting the number of copies.
- The number of copies can also be specified by pressing a number key.
- To prevent damage to the tape, do not touch the cutter lever while the message "Printing..." or "Feeding..." is displayed.
- To cut off the label, push in the tape cutter lever on the upper-right corner of the machine.
- Peel the printed label from the backing and apply the label.
- You can print up to 9 copies of each label.

▶ Setting Margin

[Menu] → [◄]/[►] [Margin] [↵] → [◄]/[►] [Full/Half/Narrow/Chain Print] [↵]

[Full]/[Half]/[Narrow]

For leaving equal margins on both sides of the text.

Full: ABC, 1" (25 mm)
Half: ABC, 0.47" (12 mm)
Narrow: ABC, 0.16" (4 mm)

[Chain Print]

For creating a label containing text in various styles.

1. Enter text.
2. Press [Print], then [Copies:] appears.
3. Press [◄]/[►] or enter number with number keys to select the number of copies.
4. Press [↵]. Printing will start, and then the message "OK to Feed?" appears.
5. Press [⌫] to enter more text.
6. Clear the text, enter the text for the next label, and then press [Print].
7. When the message "OK to Feed?" appears after the last label is printed, press [↵].
8. After the tape is fed, press the cutter lever to cut off the chain of labels.

NOTE

- When [Half] or [Narrow] is set, the displayed label length is the length from the printed dots (:) to the end of the label.

	LCD display	Label image
Full	2.7"	ABC, 2.7" (67 mm)
Half	1.6"	ABC, 1.6" (41 mm)
Narrow	1.0"	ABC, 1" (25 mm)

- To print more than 1 copy of a label with minimum margin, set the margin to [Narrow].
- When [Chain Print] is set, feed the tape before using the cutter otherwise a part of the text may be cut off. Also, cut along the printed dots (:) with scissors so the text is centered in the label.
  *Feed the tape before using the cutter.
- Do not pull the tape since this may damage the tape cassette.

Saving Label Files

You can save up to 9 labels and recall them for printing at a later date. A maximum of 80 characters can be saved per file, a maximum total of 720 characters for the total memory. You can also edit and overwrite the stored label.

▶ Print

[Menu] → [◄]/[►] [File] [↵] → [◄]/[►] [Print] [↵] → [◄]/[►] [↵] → [Copies:] [◄]/[►] [1] - [9] → [↵]

▶ Save

[Menu] → [◄]/[►] [File] [↵] → [◄]/[►] [Save] [↵] → [◄]/[►] [↵]

▶ Open

[Menu] → [◄]/[►] [File] [↵] → [◄]/[►] [Open] [↵] → [◄]/[►] [↵]

NOTE

If you try to store a label when there is already a label stored to that number, a message "Overwrite?" will appear. Press [↵] to save your new label. Press [⌫] to cancel.

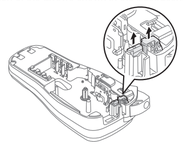
Accessories

Tape Cassettes:	See the included "Supplies and Accessories Guide".
Cutter Unit:	TC-4 (replacement)

If the cutter blade becomes dull after repetitive use and the tape cannot be cut cleanly, replace with a new cutter (stock no. TC-4). You may obtain this item from an authorized Brother reseller.

▶ Replacing the Cutter Unit

1. Pull out the two sections of the cutter unit (green) in the direction of the arrows shown in the illustration.



2. Install a new cutter unit. Push it in until it snaps into place.

⚠ Do not touch the cutter blade directly with your fingers.

Resetting the P-touch

You can reset the P-touch labeler when you want to initialize the settings, or in the event the P-touch labeler is not working properly.

1 Turn off the P-touch labeler, hold down [Menu] and [R] and then press [⏻] to turn the P-touch back on.

2 Release [Menu] and [R].

The P-touch labeler turns on with the internal memory reset.

NOTE

All text, settings and stored files are cleared.

Declaration of Conformity
(Europe/Turkey only)

We, BROTHER INDUSTRIES, LTD
15-1, Naeshiro-cho, Mizuho-ku,
Nagoya, 467-8561, Japan

declare that this product is in compliance with the essential requirements and other relevant provisions of Directives 2004/108/EC.
The Declaration of Conformity (DoC) is on our Web site.
Please go to http://support.brother.com -> choose region (eg. Europe) -> choose country -> choose your model -> choose "Manuals"-> choose Declaration of Conformity
(*Select Language when required).

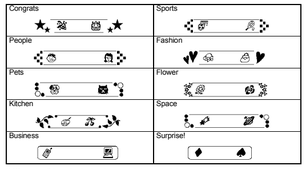
USING TEMPLATES

Auto Designs

The designed labels shown below are preset in the machine. Using these templates, you can create decorative labels easily by inputting text.

Example: Rusty's food

[Auto Designs] → [★Category★] → [◄]/[►] [Pets] → [↵] → [★Input text★] Rusty's Food → [↵] → [Print] → [↵]



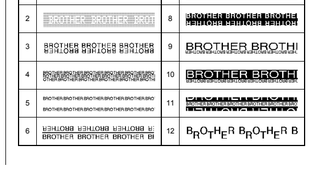
If [Surprise!] is selected, a frame, style and pictographs are selected randomly.

DECO MODE

This function allows you to create unique labels by using built-in templates.

Example: ABCDEF ABCD

[Menu] → [◄]/[►] [Deco mode] [↵] → [Design X] (X:1-12) [↵] → [Input Text] ABCDEF → [↵] → [Label Length] → [◄]/[►] [Auto/1.2"-7.8"(30-200mm)] [↵] → [Print] [↵]



NOTE

- Depending on the format you have selected, the entire contents of your text may not be printed. For example, if you selected a fixed Label Length and the text is too long, the "Text Limit!" error message will appear. (Only for DECO MODE function)
- The template designs cannot be edited.
- Only the highlighted symbols in "Symbol Key" can be used in DECO MODE.
- To clear all text, press [Clear], and "Clear?" appears. Press [↵] to clear. Press [⌫] to cancel.
- When you access DECO MODE or Auto Designs, your most recently printed DECO MODE or Auto Designs text and label length will be recalled.
- Press [⌫] to return to the previous step.
- To exit DECO MODE or Auto Designs and return to the text input screen, press [◄]/[►] to select [Cancel], and then press [↵] when [Print] is displayed.
- The DECO MODE features are only available when using 0.47" (12mm) tape cassettes.
- The maximum label length is 7.8" (200mm) for the DECO MODE.
- When [Surprise!] is selected in the Auto Designs function, label length will not be displayed in the text input screen.
- When [Auto] is selected for "Label Length", the label will automatically adjust to the correct length for the text.
- Press [↵] to return to the [Auto] setting for "Label Length" mode.

Frame Key [Frame]

Press [Frame] to select the frame design.

[Frame] → [◄]/[►] Select a frame [↵]

NOTE

Frames cannot be printed on 0.13" (3.5mm) tape.

Cable Label

This function allows you to create cable labels as below with 2 lines of text wrapping around cable. We recommend using Brother Flexible ID tape when wrapping.
Refer to the insertion sheet included with Flexible ID tape about the recommended conditions for use.

ABC 159	ABC 159

[Input text] ABC [↵] 159 → [Menu] → [◄]/[►] [Cable] → [↵] → [Print OK?] → [↵] → [Copies: 1] [◄]/[►]/[1] - [9] → [↵]

NOTE

With the Cable Label function, [Auto] is automatically selected for the label length and [Full] for the margins.

USEFUL FUNCTION KEYS

Text Keys [Size]/[Style]/[Menu]+[1]

1 Press [Size] or [Style] or [Menu]+[1] to select the settings to enter the text.

[Size] or [Style] or [Menu]+[1] → [◄]/[►] Select an item [↵]

2 Press [◄]/[►] to select the settings.

Size [Size]	Large	A
	Medium	A
	Small	A
Style [Style]	Normal	A
	Bold	A
	Outline	A
	Shadow	A
	Italic	A
	I+Bold	A
	I+Outline	A
	I+Shadow	A
	Vertical	A
Width [Menu]+[1]	Normal	A
	× 2	A
	× 1/2	A

Symbol Key [Symbol]

Press [Symbol] to select various symbols.

To enter Basic symbols :

[Symbol] → [◄]/[►] [Basic] [↵] → [◄]/[►] Choose a symbol [↵]

1	.	,	:	;	"	'	•
2	@	–	&	~	_	\	/
3	#	%	?	!	¿	¡	*
4	+	−	×	÷	±	=	✓
5	(	)	[	]	<	>	§
6	➡	⬅	⬆	⬇	®	©	™
7	$	¢	€	£	¥	°	♪
8	α	β	γ	δ			
9	⏚	~	⎓	⏚	⏻	μ	Ω
10	0	1	2	3	4	5	6
11	7	8	9	0	1	2	3
12	4	5	6	7	8	9	
13	●	○	■	□	★	☆	♠
14	♤	♥	♡	♦	◇	♣	♧

Only the highlighted symbols can be used in DECO MODE.

To enter Pictograph symbols :

[Symbol] → [◄]/[►] [Pictograph] [↵] → [◄]/[►] Select category [↵] → [◄]/[►] Choose a symbol [↵]

The selected symbol is displayed as "A1" in the text input screen.

For example, a car is displayed as in the screen.

	1	2	3	4	5	6	7	8	9
A									
B									
C									
D									
E									
F									
G									
H									
I									
J									
K									
L									

To print all pictographs :

[Symbol] → [◄]/[►] [Print List] → [↵] → [Print OK?] → [↵]

NOTE

Press [⌫] to return to the previous step.

Short Cut Keys

Width	[Menu] → [1]
Label Length	[Menu] → [2]
Margin	[Menu] → [3]
File	[Menu] → [4]
Cable	[Menu] → [5]
Deco mode	[Menu] → [6]
Preview	[Menu] → [7]
Feed	[Menu] → [8]
Unit	[Menu] → [9]
Language	[Menu] → [↵]