

brother®

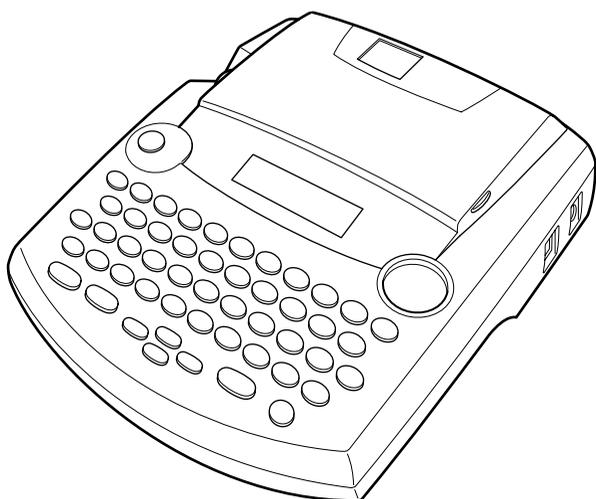
TZ
TAPE

P-touch

2300

USER'S GUIDE

- Read this User's Guide before you start using your P-touch.
- Keep this User's Guide in a handy place for future reference.



INTRODUCTION

Thank you for purchasing the P-touch 2300!

Your new P-touch will allow you to create labels and stamps for any need. Its versatility enables you to design custom labels by choosing from a variety of frame designs and from many characters sizes and styles. In addition, the five tape widths (1/4" (6 mm), 3/8" (9 mm), 1/2" (12 mm), 3/4" (18 mm) and 1" (24 mm)) and variety of tape colors allow you to print personalized labels, useful for color-coded filing.

You no longer have to worry about urgent tasks that require professional printing. In the office, the factory, the lab and the home, the quality and performance of the P-touch 2300 makes it an extremely practical machine.

Finally, as you may want to refer to this User's Guide occasionally, we suggest that you keep it in a handy place.

Canadian Department of Communications Compliance Statement

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as set out in the interference-causing equipment standard entitled "Digital Apparatus", ICES-003 of the Department of Communications.

Switching the language of the messages between English and French

1. Erase all of the text in the display either with  or by holding down  and pressing .
2. Hold down  and press  to display the current language setting ("ENGLISH" or "FRANÇAIS").
3. Keep  held down and press  again until the desired setting appears in the display, then release the keys.

 *The default setting is English.*

Turning off the machine does not change the language setting.

The language cannot be changed if some text remains in the display.

Use only the adaptor designed exclusively for this machine. See "GENERAL PRECAUTIONS" on page 2.

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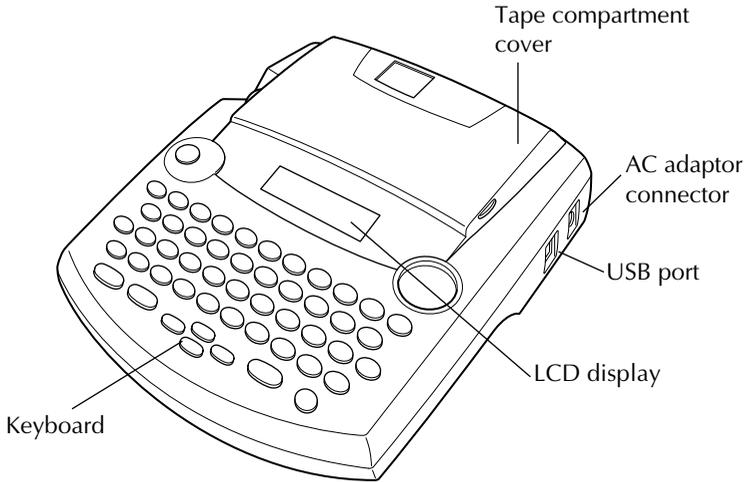
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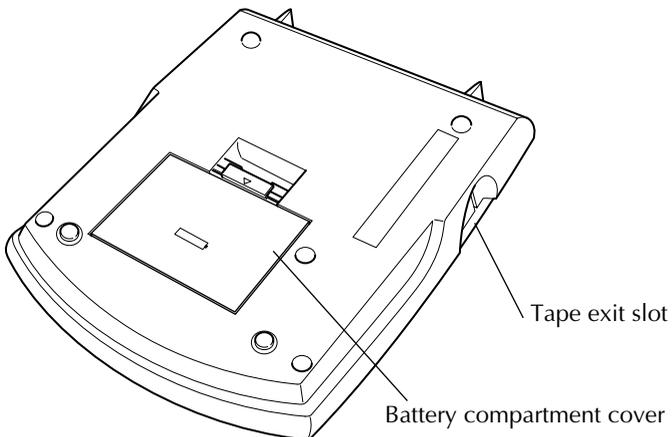
Getting Started

GENERAL DESCRIPTION

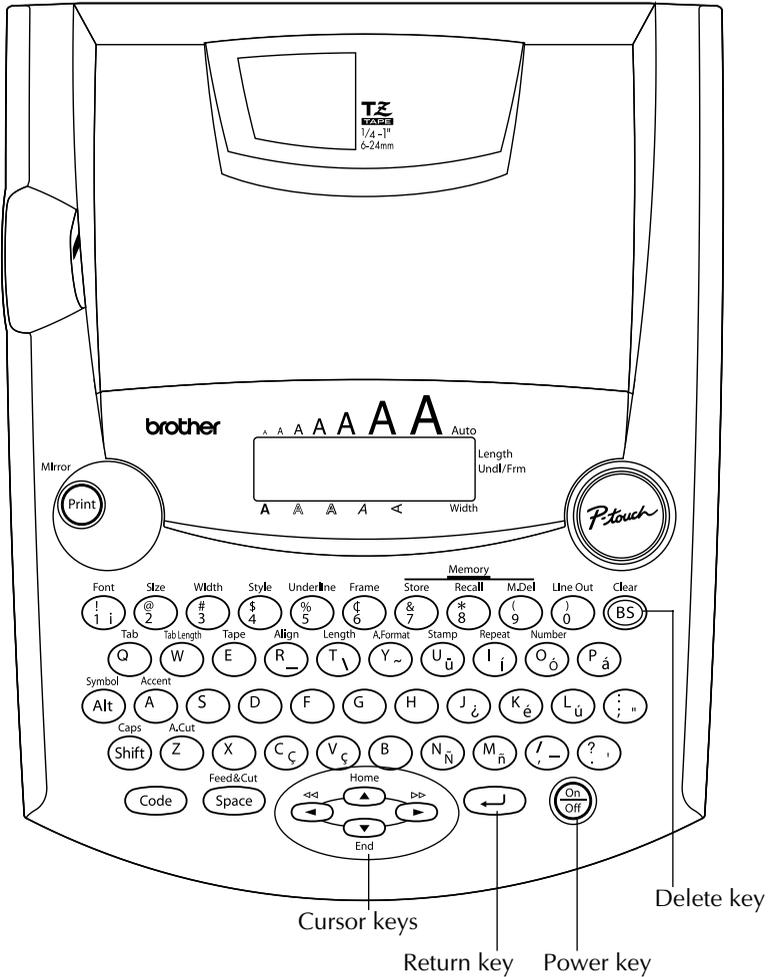
TOP VIEW



BOTTOM VIEW



KEYBOARD & LCD DISPLAY



GENERAL PRECAUTIONS

- Use only Brother TZ tapes with this machine. Do not use tapes that do not have the **TZ** mark.
- Do not pull on the tape being fed from the P-touch. This may damage the tape cassette.
- Do not use the machine in dusty places, and keep it out of both direct sunlight and rain.

- Do not expose the machine to high temperatures or high humidity. Never leave it on the dashboard or in the back of your car.
- Do not leave any rubber or vinyl on the machine for an extended period of time. Doing so may cause staining.
- Do not clean the machine with alcohol or other organic solvents. Use a soft, dry cloth only.
- Do not put any foreign objects into or anything on the machine.
- To avoid injuries, do not touch the cutter's edge.
- Use only the AC adaptor (model AD-60) designed exclusively for this machine. Use of any other adaptor will void the warranty.
- Do not try to disassemble the AC adaptor.
- When the machine is not being used for a long period of time and it is not necessary to keep the text files stored in the memory, disconnect the AC adaptor, and remove the batteries to prevent them from leaking and damaging the machine.
- When the AC adaptor is connected, unplugging the adaptor from the electrical outlet before unplugging it from the machine can delete all text files in the memory, even if batteries are installed.
- **Use eight AA alkaline batteries in this machine.**

BATTERIES

This portable machine can be used anywhere by installing eight (8) **AA alkaline batteries**. When you change the batteries, always replace all eight at the same time.

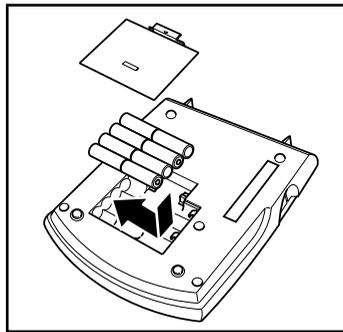
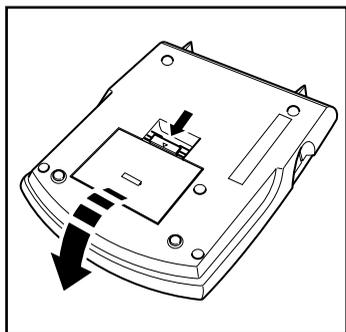
To change the batteries:

- ① Remove the battery compartment cover on the back of the machine.
- ② If batteries are already installed, remove them.
- ③ Insert eight new AA alkaline batteries, making sure that their poles point in the correct direction.
- ④ Attach the battery compartment cover.

 *Be sure to insert the new batteries within five minutes of removing the old ones, otherwise the text shown in the display and any text files stored in the memory will be lost (unless the machine is plugged into an AC outlet with the AC adaptor).*

Remove the batteries and disconnect the AC adaptor if you do not intend to use this machine for an extended period of time. When the power is disconnected, all text shown in the display and stored in the memory will be lost.

If the batteries are not installed with their positive and negative poles pointing in the correct direction, the batteries may leak, overheat or burst, or the print head may overheat.



OPTIONAL AC ADAPTOR

The AC adaptor (model AD-60) allows you to use this machine wherever there is an electrical outlet.

To connect the optional AC adaptor:

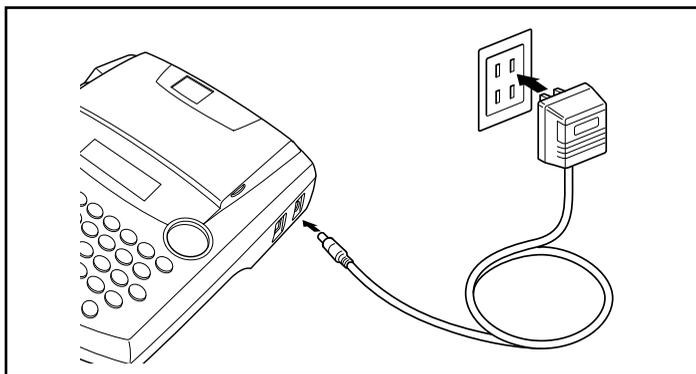
- 1 Insert the plug on the adaptor cord into the connector marked DC IN 9.5V on the right side of the machine.
- 2 Insert the plug on the adaptor into the nearest standard electrical outlet.

 *Only use the AC adaptor designed exclusively for this machine.*

Remove the batteries and disconnect the AC adaptor if you do not intend to use this machine for an extended period of time. When the power is disconnected, all text shown in the display and stored in the memory will be lost.

When the AC adaptor is connected, unplugging the adaptor from the electrical outlet before unplugging it from the machine can delete all text files in the memory, even if batteries are installed.

It is recommended that you use the AC adaptor when printing large fonts on 1" (24 mm)-wide tape since this operation can quickly drain the batteries.



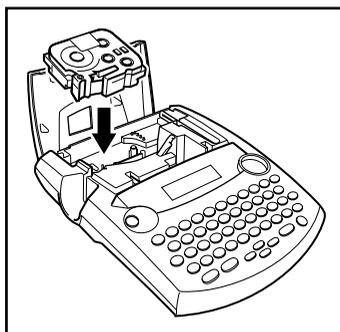
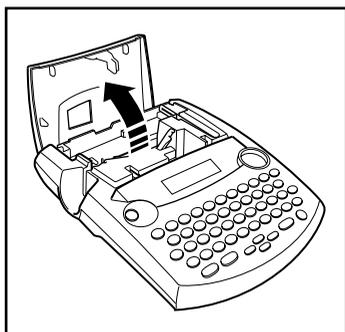
TAPE CASSETTE

A single TZ tape cassette is supplied with this unit. However, since TZ tape cassettes are available for this machine in a wide variety of colors and sizes, it is possible to make distinctive color-coded and stylized labels.

In addition, this machine has been designed to allow you to change the tape cassettes quickly and easily.

To change the tape cassette:

- 1 Lift open the tape compartment cover. The installed cassette is also released.
- 2 If a tape cassette is already installed, remove it by pulling it straight up.
- 3 If the ink ribbon in the other tape cassette is loose, use your finger to wind the toothed wheel in the direction of the arrow on the cassette until there is no slack in the ribbon. Also, make sure that the end of the tape feeds under the tape guides.
 - ☞ *If you are using a new tape cassette provided with a stopper, be sure to remove the stopper.*
- 4 Insert the tape cassette firmly into the tape compartment, making sure that the entire back of the cassette touches the bottom of the compartment.
 - ☞ *When inserting the tape cassette, make sure that the inner ribbon does not catch on the corner of the metal guide.*
- 5 Close the compartment cover, then turn on the machine if it is off.
- 6 Hold down **Code** and press **Feed&Cut** **Space** once to advance the tape and remove any slack.



CONNECTING THE P-TOUCH TO A COMPUTER

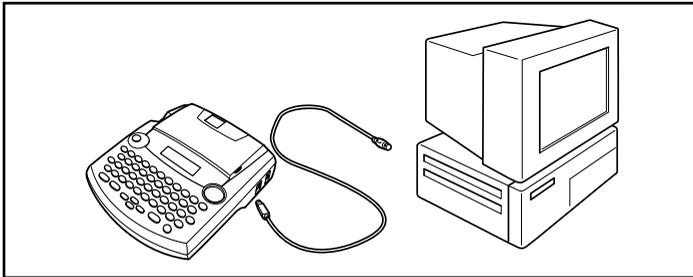
This machine is equipped with a USB port, allowing you to connect the P-touch to your IBM PC-compatible or Macintosh computer, and print labels and stamps created using the P-touch Editor software.

 *The P-touch Editor software and the printer driver must be installed before the P-touch is connected to the computer or turned on. Follow the installation procedure on pages 7 through 16 to install the P-touch Editor software and the printer driver, and connect the P-touch to the computer when you are instructed to do so.*

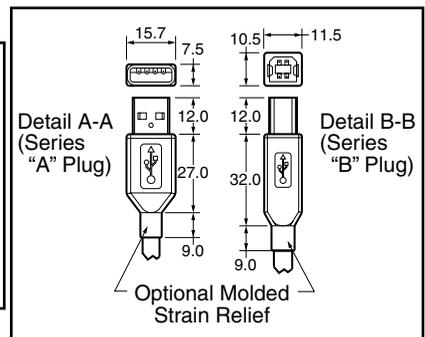
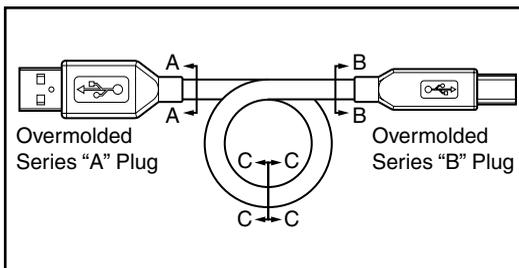
A USB interface cable is not included with the PT-2300. When connecting the P-touch to a computer, use a standard USB cable (high-speed compatible with series A and B connectors).

To connect the P-touch to the computer:

- 1 Insert the flat (A) connector on the USB cable into the USB port on the computer.
- 2 Insert the square (B) connector on the USB cable into the USB port on the right side of the P-touch.
- 3 Turn on the P-touch.



 *The USB cable needed for connecting the P-touch to the computer is not included. Be sure to use a cable that meets the following specifications.*



INSTALLING P-TOUCH EDITOR

The P-touch Editor software adds even more illustration and layout features to the label-making possibilities available with your PT-2300/2310.

- ☞ *Do not connect the PT-2300/2310 to the computer before installing the P-touch Editor software, otherwise it may not be installed correctly. Be sure not to connect the PT-2300/2310 until you are instructed to do so.*

On an IBM PC-Compatible Computer

To install the P-touch Editor software:

- 1 Check that your system configuration meets the following requirements.

Computer: IBM PC or compatible

Operating system: Microsoft® Windows® 2000 or pre-installed with Microsoft® Windows® 98/98SE/Me

Hard disk free space: At least 20 MB

- ☞ *A few hundred megabytes of additional free space may be needed when printing long labels or large amounts of data.*

Available memory: Minimum 32 MB

Monitor: VGA or higher graphics card

USB port

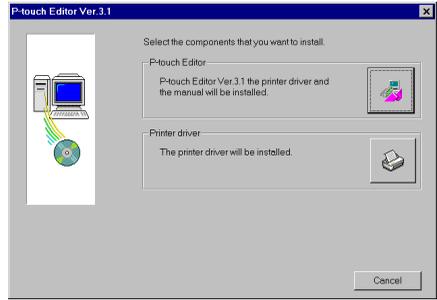
CD-ROM drive

- 2 Insert the P-touch Editor Version 3.1 CD-ROM into the computer's CD-ROM drive. A dialog box automatically appears, allowing you to select the language.

- ☞ *If the dialog box does not automatically appear, double-click "My Computer" on the desktop, double-click the icon for the CD-ROM drive containing the CD-ROM, and then double-click "Setup.exe" to display the dialog box.*



- 3 Select the language for the Windows operating system that you are using, and then click the OK button. A dialog box appears, allowing you to select what to install.



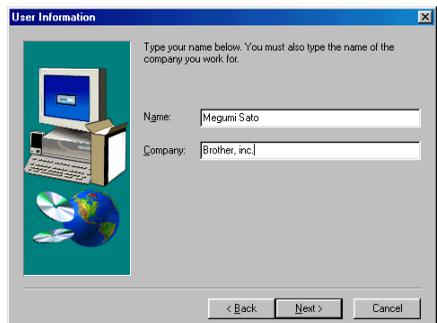
- 4 Click the top button (P-touch Editor). The InstallShield® Wizard for installing the P-touch Editor software starts up, and then the Welcome dialog box appears.



 *To install just the printer driver, click the lower button (Printer driver). The first Driver Setup dialog box appears, informing you that the PT-2300/2310 printer driver will be installed. Continue with the procedure in To install the USB printer driver on page 10.*



- 5 Carefully read the contents of the dialog box, and then click the Next button to continue. The User Information dialog box appears.

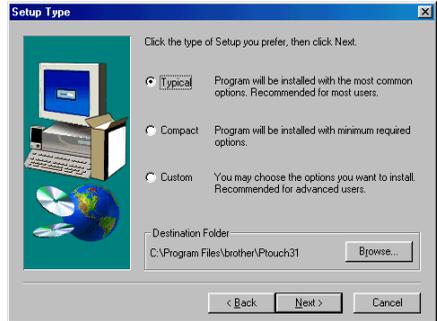


- 6 Type the necessary information into the appropriate boxes (If the information has already been registered in Windows®, it will automatically appear.), and then click the Next button. A dialog box appears, asking for confirmation of the entered information.



- 7 Click the Yes button to register the entered information. The Setup Type dialog box appears.

To change the information, click the No button, and then return to step 6.



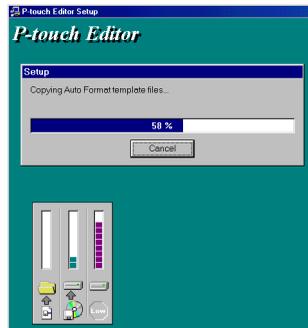
- 8 Select the installation method, and then click the Next button.

- **For a Typical or Compact installation**

Selecting "Typical" or "Compact", then clicking the Next button immediately starts installation.

Typical: All of the basic options (P-touch Editor Version 3.1, clip art, Auto Format templates, Help, and 13 fonts) are installed.

Compact: Only P-touch Editor Version 3.1 is installed.



- **For a Custom installation**

Selecting "Custom", then clicking the Next button displays a dialog box that allows you to select which options to install. Only the options with a check mark beside them will be installed. In addition to the basic options listed for a Typical installation, the User's Guide can also be installed.



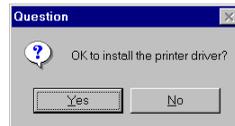
1) Select which options to install.

- Editor:** The P-touch Editor Version 3.1 software
- Clip Art:** The illustrations for the P-touch Editor Version 3.1 Clip Art function
- Fonts:** The 13 fonts
- Auto Format**
- Templates:** The templates for the Auto Format function
- User's Guide:** The User's Guide (HTML) for the P-touch Editor Version 3.1 (The User's Guide can also be viewed from the CD-ROM.)
- Help:** The help files for P-touch Editor Version 3.1

If the Change button can be clicked while an option is selected, sub-components can be selected. Click the Change button to display the Select Sub-components dialog box, and then select the sub-components that you wish to install by putting a check mark beside them. If certain options or sub-components are not installed, some P-touch Editor functions may not be available. After selecting the desired sub-components, click the Continue button.

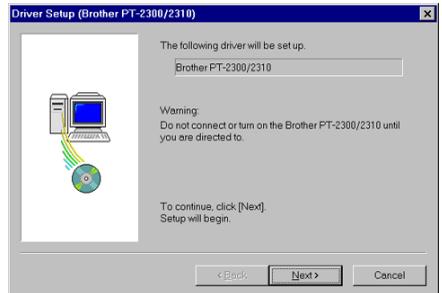
2) Click the Next button to begin installation.

- 9 After P-touch Editor is installed, a dialog box appears, allowing you to select whether or not to install the printer driver.



To install the printer driver, click the Yes button. The first Driver Setup dialog box appears, informing you that the PT-2300/2310 printer driver will be installed. Continue with the procedure in *To install the USB printer driver below.*

If the printer driver is already installed, click the No button, restart the computer, and then remove the CD-ROM from the CD-ROM drive.

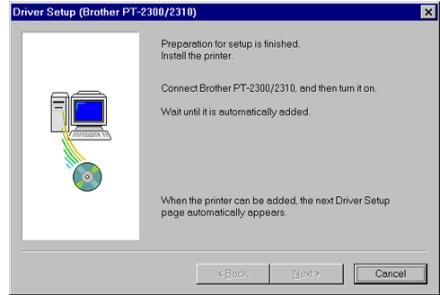


To install the USB printer driver:

With Plug-and-Play, new devices connected to the system are detected, and their drivers are automatically installed. If the PT-2300/2310 is to be connected through the USB port, its driver will be installed with Plug-and-Play. Be sure to read the installation instructions described below before installing the file supplied on the CD-ROM.

 *Be sure not to connect the PT-2300/2310 until you are instructed to do so.*

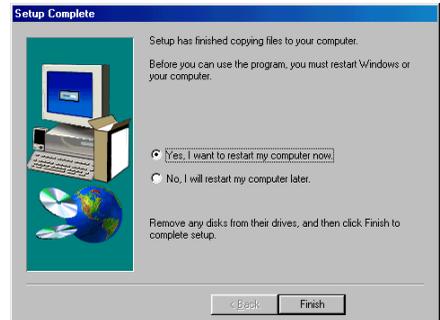
- 1 Click the Next button. A dialog box appears, instructing you to connect the PT-2300/2310 to the computer.



- 2 Connect the PT-2300/2310 to the computer using a USB interface cable as described on page 6, and then turn on the PT-2300/2310. A dialog box appears, showing that the printer driver has been installed.



- 3 Click the Finish button. A dialog box appears, showing that installation is finished.
- 4 Select "Yes, I want to restart my computer now.", click the Finish button to restart the computer, and then remove the CD-ROM from the computer.



To replace, add or delete the printer driver:

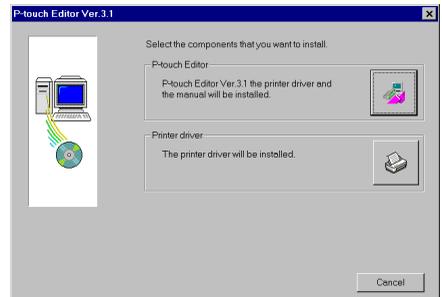
1 Turn off the PT-2300/2310, and then disconnect it from the computer.

2 Insert the P-touch Editor Version 3.1 CD-ROM into the computer's CD-ROM drive. A dialog box automatically appears, allowing you to select the language.



If the dialog box does not automatically appear, double-click "My Computer" on the desktop, double-click the icon for the CD-ROM drive containing the CD-ROM, and then double-click "Setup.exe" to display the dialog box.

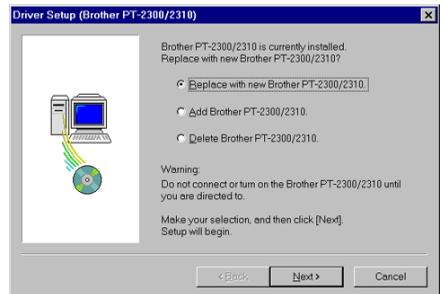
3 Select the language for the Windows operating system that you are using, and then click the OK button. A dialog box appears, allowing you to select what to install.



4 Click the bottom button (Printer driver). A Driver Setup dialog box appears, allowing you to select whether to replace, add or delete the PT-2300/2310 printer driver.

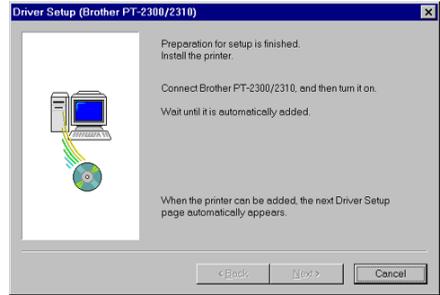
5 Select the desired operation, and then click the Next button.

If "Replace with new Brother PT-2300/2310" is selected, the previously installed printer driver is deleted, and replaced with a new one. Select this option when upgrading the printer driver, or when running Windows 2000 and changing to a PT-2300/2310 with a different serial number.

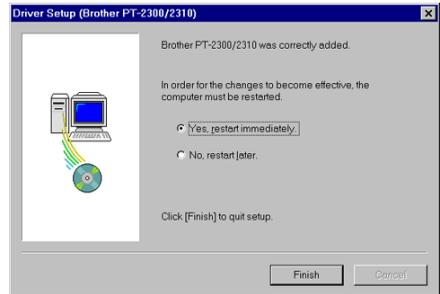


If "Add Brother PT-2300/2310" is selected, a new printer driver is added. With a USB connection on Windows® 98/Me, only a port is added without adding it as a new printer. Select this option when connecting and using multiple PT-2300/2310s with the same computer.

- 6 If “Replace with new Brother PT-2300/2310” or “Add Brother PT-2300/2310” was selected: A dialog box appears, instructing you to connect the PT-2300/2310 to the computer.



Connect the PT-2300/2310 to the computer using a USB interface cable as described on page 6, and then turn on the PT-2300/2310. A dialog box appears, showing that the printer driver has been installed. Select “Yes, restart immediately.”, and then click the Finish button to restart the computer.



If “Delete Brother PT-2300/2310” was selected: A dialog box appears, asking for confirmation to delete all PT-2300/2310 printer drivers.



Click the Yes button. A dialog box appears, showing that the printer drivers have been deleted.



Click the Finish button.

- If a dialog box appears, explaining that the computer should be restarted, select the option for restarting the computer, and then click the Finish button.

On a Macintosh Computer

The Mac version of the software is for a Mac with an English operating system. If the software is installed on a Mac with an operating system in a different language, the software may not run properly.

To install the P-touch Editor software:

- 1 Check that your system configuration meets the following requirements.

Computer: Macintosh, Power Macintosh or iMac

Operating system: Mac OS 8.6 or later

*This software is only compatible with Mac OS X classic.

Hard disk free space: At least 20 MB

☞ *A few hundred megabytes of additional free space may be needed when printing long labels or large amounts of data.*

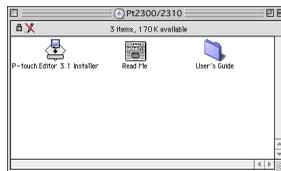
Available memory free space: Minimum 24 MB

USB port

CD-ROM drive

*The application is supplied on a CD-ROM; therefore, the computer should be equipped with a CD-ROM drive.

- 2 Connect the PT-2300/2310 to the Macintosh using a USB interface cable. Be sure to leave the PT-2300/2310 turned off.
- 3 Turn on the Macintosh.
- 4 Insert the P-touch Editor Version 3.1 CD-ROM into the computer's CD-ROM drive.
- 5 Double-click the P-touch Editor 3.1 Installer icon in the folder that appears.

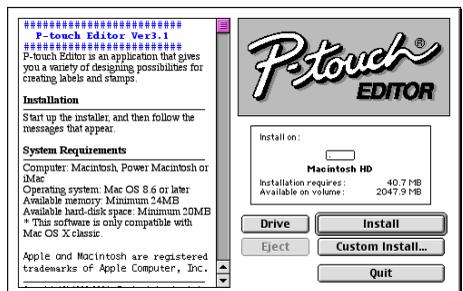


- 6 After the installer starts up, select the installation method.

- **For a basic installation**

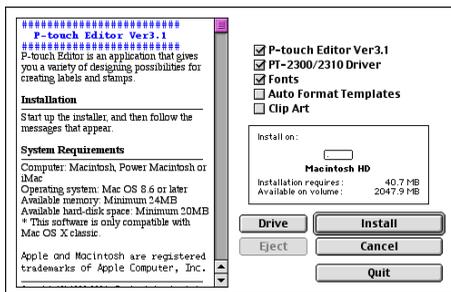
Clicking the Install button immediately starts installing the most basic options. (Some clip art illustrations are not installed.)

About 20 MB of available hard-disk space is needed to begin installation. In order to install all options, about 120 MB of available hard-disk space is needed. If enough hard-disk space is available, click the Install button.



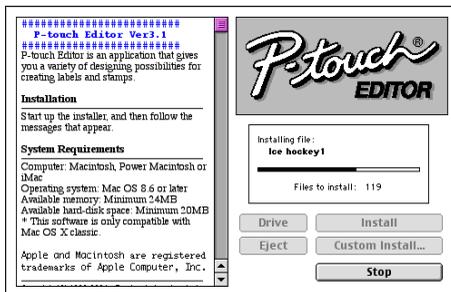
- **For a Custom installation**

Clicking the Custom Install button displays a dialog box that allows you to select which options to install.



Only the options with a check mark beside them are installed. Select the options that you wish to install, and then click the Install button.

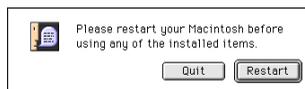
 In order to print from the PT-2300/2310, "PT-2300/2310 Driver" must be selected for installation.



7 When the installation is finished and the following dialog box appears, click the Quit button.



8 When the dialog box appears, asking if you wish to restart the computer, click the Restart button to restart the computer.

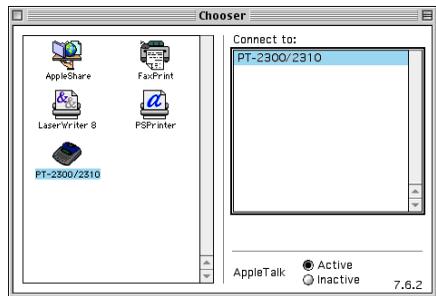


To select the PT-2300/2310 as the printer:

- 1 Turn on the PT-2300/2310.
- 2 Pull down the Apple menu and select “Chooser” to display the Chooser window.



- 3 In the list on the left, click the PT-2300/2310 icon. Then, select the appropriate printer from the list on the right.
- 4 Close the Chooser window to confirm your settings.



To delete P-touch Editor Version 3.1 and the printer driver:

When deleting the printer driver, be sure that the P-touch is turned off and unplugged.

- 1 Drag the P-touch Editor Ver3.1 folder to the Trash icon.
- 2 In the System Folder, open the Extensions folder.
- 3 Drag the PT-2300/2310 icon and the USB PT-2300/2310 Extension icon to the Trash icon.
- 4 In the System Folder, open the Preferences folder.
- 5 Drag the PT-2300/2310 Prefs icon to the Trash icon.

STARTING P-TOUCH EDITOR

The P-touch Editor application makes it easy for anyone to design and print labels for almost any need imaginable.

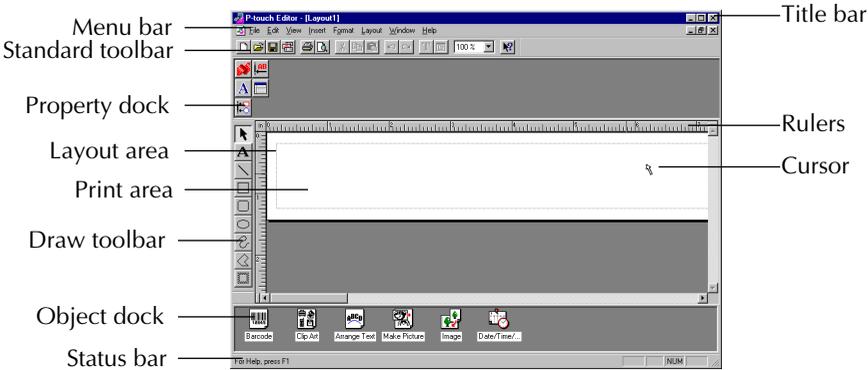
On an IBM PC-Compatible Computer

To start up P-touch Editor:

- By clicking the P-touch Editor icon:
- Double-click the “P-touch Editor 3.1” icon in the “P-touch Editor 3.1” group window.

- With the Start button:
 - ① Click the Start button in the taskbar to display the Start menu.
 - ② Select “Programs”.
 - ③ Select “P-touch Editor 3.1”.
 - ④ Click “P-touch Editor 3.1”.
- With Windows Explorer:
 - ① Start up Windows Explorer.
 - ② Select the drive and directory where P-touch Editor is installed.
 - ③ Double-click “Ptedit3.exe”.

After P-touch Editor is started, the following window is displayed.

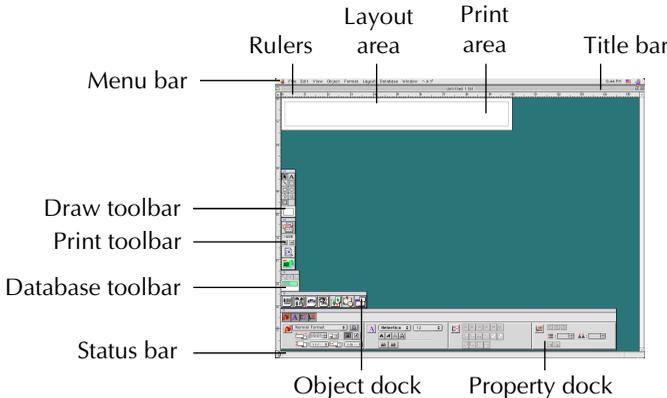


On a Macintosh Computer

To start up P-touch Editor:

- Double-click the “P-touch Editor Ver3.1” icon in the “P-touch Editor Ver3.1” folder installed on the computer.

After P-touch Editor is started, the following window is displayed.



Notes on Usage

Barcodes

Keep the following points in mind when using P-touch Editor Version 3.1 to print barcodes.

- Barcodes should be printed on white tape. If other colors of tape are used, the barcode reader may not be able to read the barcode correctly.
- Be sure to test the barcode reader to make sure that it can read printed barcodes in the environment where you plan to use them. In some cases, the barcodes are not read correctly.
- The QR Code protocol can only be used with English. If data in any other language is entered, the barcode may not be read correctly.

Databases

Keep the following points in mind when using the database functions of P-touch Editor Version 3.1.

 For general details, refer to the User's Guide supplied on the P-touch Editor Version 3.1 CD-ROM.

- The database function of P-touch Editor Version 3.1 (Windows version) uses database files that are compatible with Microsoft Access 97. By upgrading P-touch Editor Version 3.1 using a program available on the CD-ROM, P-touch Editor will become compatible with Access 2000. Refer to the Readme file located at English\Ptouch\Editor\Ac2k on the CD-ROM (the folder name for French is "Francais"), and start up the program.
- P-touch Editor Version 3.1 can import files other than mdb files, such as csv files. Files saved as csv files with an application such as Microsoft Excel can be used with P-touch Editor. Refer to the User's Guide supplied on the P-touch Editor Version 3.1 CD-ROM for more details.
- Using a function available with Microsoft Access 97, Excel files can be linked to mdb files. With this function, data changed in Excel is automatically updated with the P-touch Editor.

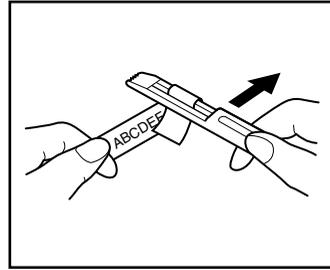
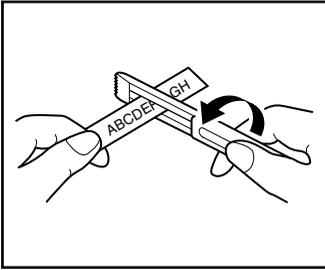
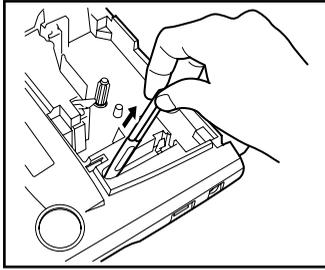
ATTACHING LABELS

LAMINATED TAPE

The enclosed stick enables you to easily remove the backing from labels printed on laminated tapes.

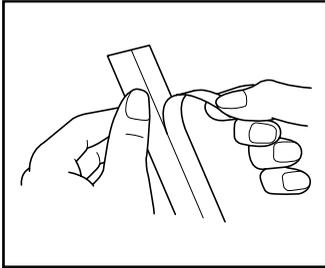
- ① Hold the tape in your left hand, with the printed surface facing up, and hold the stick in your right hand.
- ② Pass the tape halfway through the long narrow hole in the stick.
- ③ Turn the stick three-quarters of a turn towards you and pull the stick away from you as shown below.

- 4 Peel off the label backing.



NON-LAMINATED TAPE

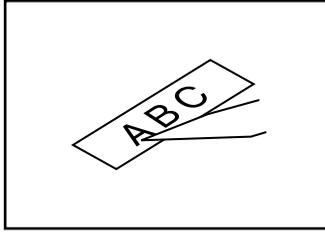
Labels printed on non-laminated tapes can be folded in half so that the inside edges of the two backing pieces come off the label, enabling the backing to easily be peeled off.



INSTANT-LETTERING TAPE (RUB-ON TRANSFERS)

Instant-lettering tape is used to transfer your text onto paper. After printing the text onto instant-lettering tape and cutting off the label, position the label with its non-printed side facing up on a sheet of paper. By simply rubbing the instant lettering tape's non-printed side with the enclosed stick, you can transfer the text directly onto the paper.

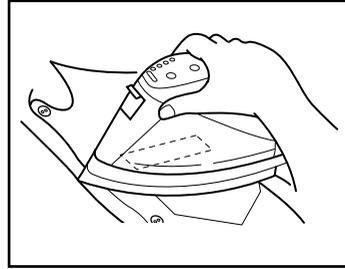
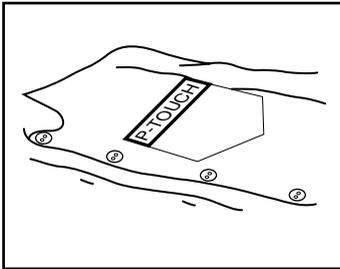
- ☞ *Hold the tape very firmly and do not move it while rubbing the tape.*



IRON-ON TRANSFER TAPE

Iron-on transfer tape is used to transfer your text onto garments using an iron.

- 1 Insert an iron-on transfer tape cassette, press  to print the text, then push down on the tape cutter lever to cut off the label.
- 2 Iron the garment to flatten it before transferring the text.
- 3 Place the label on the garment at the location where you wish the text to be transferred.
- 4 Set the iron to cotton (150 to 180 °C), and then press down on the label with the iron for about 15 seconds.
- 5 Allow the iron-on transfer to cool (for about 60 seconds), and then carefully remove the backing paper.



- ☞ *White garments made from 100% cotton with a plain (smooth) surface are best for iron-on transfers.*

You can also make transfers to garments made from 100% linen or cotton/polyester blends as long as they have a plain (smooth) surface.

The label will not adhere properly to any cloth with a rough surface, such as pile or denim, or with a waterproof surface. Heat-sensitive materials, such as nylon, acetate or other similar fibres, are also unsuitable as they may be damaged when pressing with an iron at a high temperature.

Do not move the iron while pressing, otherwise the label may move out of the desired position. Press the iron straight down onto the cloth.

After the backing tape has been removed, the transferred label may appear glossy. In addition, some white spots may have appeared on the label if it was touched while the backing tape was peeled off. These can be removed by ironing over the label with a piece of cloth placed between the label and the iron.

Since the transferred label cannot be removed once it is applied, make all transfers with care.

Washing:

Garments with transfer labels can be washed over 20 times if the label has been transferred correctly. Normal biological and non-biological household detergents may be used.

The label may become discoloured if the garment is placed in bleach for an extended length of time.

Be careful that hard objects such as buckles or buttons do not come into contact with the label during the wash.

Do not dry clean garments which have had transfer labels applied.

Drying:

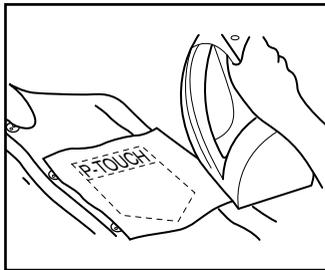
Garments with transfer labels may be dried either inside or outside out.

Do not tumble dry. The transfers will come off and may stick to other items of clothing.

Ironing:

Iron garments with transfers using normal temperature settings.

Be sure to place a piece of cloth between the iron and the label when you iron over it to prevent the label from sticking to the iron.



The labels are non-toxic, however, please maintain the usual precautions, such as not placing them in your mouth, etc.

Do not store the tape cassette in areas exposed to direct sunlight, high humidity or dust.

FABRIC TAPE

Fabric tape is used to attach a piece of fabric printed with your text onto garments using an iron. After printing the text onto fabric tape and cutting off the label using scissors, place the label on an ironed garment at the location where you wish to attach it in such a way that the printed text can be read correctly. Cover the label with another piece of cloth and use an iron set to a medium-high temperature (320 to 356 °F (160 to 180 °C)) to press down firmly for 10 to 15 seconds. For more details, refer to the instructions included with the fabric tape cassette.

STAMP TAPE

Refer to pages 38 through 40 for a detailed explanation on using the stamp tape to make stamps.

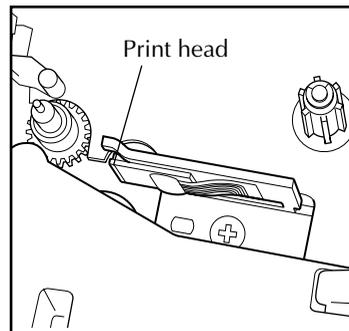
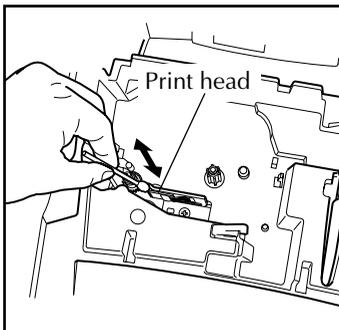
PRINT HEAD & ROLLERS

Occasionally, specks of dust or dirt become attached to the machine's print head and rollers. This is particularly likely when you are using the unit outdoors or in a very dusty environment. If a section of the print head is covered with dust, a blank horizontal streak may appear through the label text. Therefore, as with a tape recorder, the machine's head may need to be cleaned from time to time.

To clean the print head and rollers:

- 1 Turn off the machine.
- 2 Open the tape compartment cover, then remove the tape cassette if one is installed. The print head and rollers are located in the tape compartment.
- 3 **Print head:** Use a dry cotton swab to gently wipe the print head with an up-and-down motion.
Rollers: Use a dry cotton swab to wipe each roller with an up-and-down motion while rotating them with your finger.
- 4 Install a tape cassette, close the tape compartment cover, and then try printing again.
- 5 If a blank streak still appears in the label, repeat steps 3 and 4 using a cotton swab dipped in isopropyl (rubbing) alcohol.

If none of the above works, contact your service representative.



 *The print head can be cleaned more easily if the optional print head cleaning cassette (TZ-CL4) is used.*

For Your Information

POWER KEY

The power key () is located in the lower-right corner of the keyboard. If batteries have been installed or the machine has been plugged in using the optional AC adaptor, the previous session's information is displayed when the machine is turned on. This feature allows you to stop work on a label, turn off the machine, and return to it later without having to re-enter the text.

The machine will automatically turn off if no key is pressed within 5 minutes (30 minutes if the machine is connected to a computer). The machine's internal memory stores the current session's information and displays it when you turn on the machine again.

To turn on the machine:

- Press . The previous session's information appears in the LCD display.

To turn off the machine:

- Press . The current session's information is stored in the internal memory.

CURSOR KEYS

The machine's LCD display shows two rows of 9 characters; however, the text that you create can be up to 99 characters long. You can review and edit your text by using the cursor keys to move the cursor so that different parts are shown in the display.

LEFT CURSOR KEY

To move the cursor one character to the left:

- Press  once.

To move the cursor several characters to the left:

- Hold down  until the cursor moves to the desired position.

To move the cursor to the beginning of the current line:

- Hold down  and press .

RIGHT CURSOR KEY

To move the cursor one character to the right:

- Press  once.

To move the cursor several characters to the right:

- Hold down  until the cursor moves to the desired position.

To move the cursor to the end of the current line:

- Hold down  and press .

UP CURSOR KEY

To move the cursor up to the previous line:

- Press  once.

 *If the cursor is in the first line of text, it will move to the beginning of the line.*

To move the cursor up several lines:

- Hold down  until the cursor moves to the desired position.

To move the cursor to the beginning of the entire text:

- Hold down  and press .

DOWN CURSOR KEY

To move the cursor down to the following line:

- Press  once.

 *If the cursor is in the last line of text, it will move to the end of the line.*

To move the cursor down several lines:

- Hold down  until the cursor moves to the desired position.

To move the cursor to the end of the entire text:

- Hold down  and press .

CODE, ALT & SHIFT KEYS

Most characters can be entered simply by pressing their keys. However, to use special functions or to enter capital letters, accented characters and some symbols, the following special keys are necessary.

CODE KEY

To use a function printed above a key:

- Hold down  and press the key immediately below the desired function.

EXAMPLE

To start the Symbol function:

- Hold down **Code** and press **Alt** once.



ALT KEY

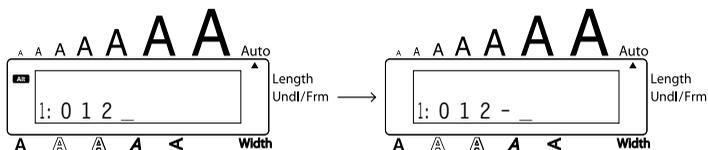
To type in characters printed in color on the right-hand side of the keys:

- Hold down **Alt** and press the key of the desired character written in color. The **Alt** indicator on the left side of the display comes on while **Alt** is held down.

EXAMPLE

To type in “-”:

- Hold down **Alt** and press **/;-** once. The **Alt** indicator comes on while **Alt** is held down.



SHIFT KEY

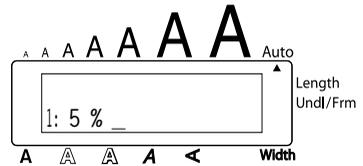
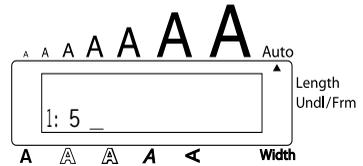
To type in a capital letter or a symbol printed in the top left-hand corner of a key:

- Hold down  and press the key of the desired letter or symbol.

EXAMPLE

To type in “%”:

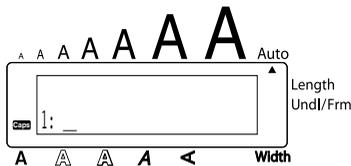
- Hold down  and press .



The **Caps** mode is similar to holding down . It allows you to type capital letters continuously.

To type in many capital letters:

- 1 Hold down  and press . The **Caps** indicator on the left side of the display comes on.



- 2 Press the keys of the desired letters or symbols.
- 3 To exit **Caps** mode, hold down  and press . The **Caps** indicator goes off.

SPACE KEY

The **Space** key () lets you add blank spaces between characters in your text. It is different from the right cursor key (), which just moves the cursor without adding blank spaces.

To add a space:

- Press .

EXAMPLE

To add a space:

- Press .



RETURN KEY

Like on a typewriter or word processor, this machine's return key () is used to end a line of text and start another one. When you have finished entering one line, press the return key to make a new line and move the cursor to it.

- ⓘ *The text can only contain a maximum of six lines. If you press  when six text lines already exist, the error message "6 LINE LIMIT!" will appear.*

Tape widths	Maximum number of lines that can be printed
1/4" (6 mm)	2
3/8" (9 mm)	2
1/2" (12 mm)	3
3/4" (18 mm)	6
1" (24 mm)	6
Stamp 3/4" (18 mm)	3
Stamp 1" (24 mm)	5

The return key can also be used to select an item from a list (e.g., add a symbol or accented character to the text) or to apply a selected setting.

Some questions asking you to confirm a command may appear on the LCD display, especially when the function that you have chosen will delete or affect files. In these cases, pressing  is like answering "yes".

 To answer "no", press . Refer to DELETE KEY on page 30.

To add a new line:

- Press . The return mark (↵) appears to indicate the end of the line.

To select an item from a list:

- Press .

To answer "yes":

- Press .

TAB FUNCTION

This function allows you to separate sections of a line of text by adding tabs. This enables you to create perfectly aligned columns without having to type in several spaces. All tabs have the same length and are measured from either the beginning of the line or the previous tab if there is more than one. The tab length can be set between 0.0" and 11.8" (0.0 and 30.0 cm).

 The text can contain no more than 50 tabs. If 50 tabs have already been added to the text when  is pressed, the error message "TAB LIMIT!" appears.

Part No.	Product	Price
8667	Printer	\$300
122960	Fax	\$100

To set the tab length:

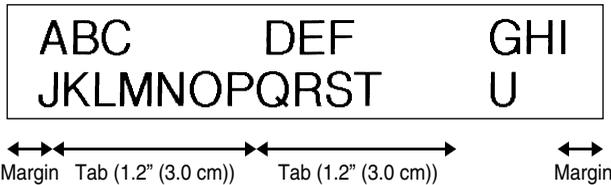
- 1 Hold down **Code** and press **W** once. The current tab length is displayed.
- 2 Press **Home** or **End** until the desired length is displayed or use the number keys to type in the length.
 - ☞ To change the units (inches or centimeters) used to display the tab lengths, press **M_n** until the desired units are displayed.
- 3 Press **←**.

To add a tab:

- Hold down **Code** and press **Q** once. The tab mark (**T**) appears in the text to indicate the position of the tab.
 - ☞ If the text in front of a tab extends past the point where the next section of text should start, the text will instead start at the following tab position. For example, if the tab length is set to 1.2" (3.0 cm) and the following text is typed in:

1: A B C **T** D E F **T** G H I ↓
 2: J K L M N O P Q R S **T** U

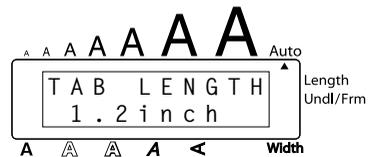
the label shown below will be printed



EXAMPLE

To set the tab length to 1":

- 1 Hold down **Code** and press **W** once.



2 Press  until 1.0 is displayed.

3 Press .

To add a tab:

● Hold down  and press  once.



DELETE KEY

The delete key () allows you to remove characters to the left of the cursor's current position. It differs from the left cursor key (), which only moves the cursor without deleting any characters.

The delete key can also be used to quit most functions and return to the previous display without changing the text.

Some questions asking you to confirm a command may appear on the LCD display, especially when the function that you have chosen will delete or affect files. In these cases, pressing  is like answering "no".

 To answer "yes", press . Refer to RETURN KEY on page 27.

To delete one character:

- 1 Press , ,  or  to position the cursor below the character immediately to the right of the character that you wish to delete.
- 2 Press  once.

To delete a sequence of characters:

- 1 Press , , or to position the cursor below the character immediately to the right of the last character that you wish to delete.
- 2 Hold down until all of the characters that you wish to delete are deleted.

To quit a function without changing your text:

- Press to return to your text.

To answer “no”:

- Press .

LINE OUT FUNCTION

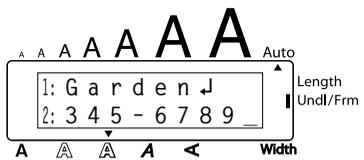
With the **Line Out** function, you can easily remove an entire line of text.

To delete a line of text:

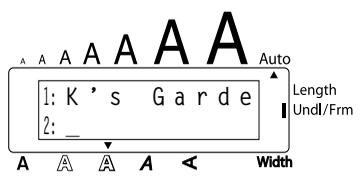
- 1 Press , , or to position the cursor within the line of text that you wish to delete.
- 2 Hold down and press once.
 Each time is pressed while is held down, one line of text is deleted.

EXAMPLE

To delete “012-345-6789”:



- Hold down and press once.



CLEAR FUNCTION

When clearing the display before entering new text, the **Clear** function can be used to choose whether all of the text is erased and all format functions (**Font**, **Size**, **Width**, **Style**, **Underline**, **Frame**, **Tape margin**, **Alignment**, **Tab length**, **Mirror printing**, and **Length**) are returned to their default settings, or whether just the text is erased.

To delete all of the text and return all formats to their default settings:

- 1 Hold down **Code** and press **BS**.
- 2 Press **Home** or **End** until **TXT&FORMAT** is selected (flashing).
☞ To return to the text without erasing anything, press **BS**.
- 3 Press **↵**.

EXAMPLE

To clear the text and formats:

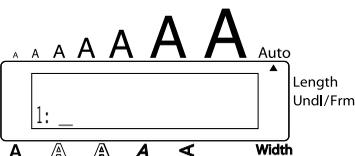
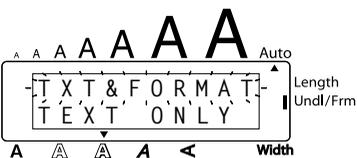
- 1 Hold down **Code** and press **BS**.



- 2 Press **Home** until **TXT&FORMAT** is flashing.



- 3 Press **↵**.

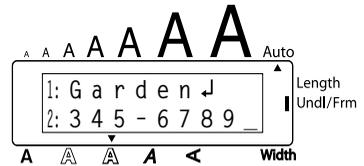


To delete just the text:

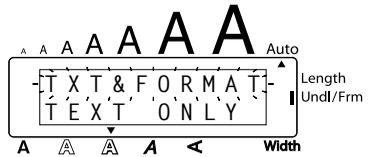
- 1 Hold down **Code** and press **BS**.
- 2 Press **Home** or **End** until **TEXT ONLY** is selected (flashing).
*To return to the text without erasing anything, press **BS**.*
- 3 Press **↵**.

EXAMPLE

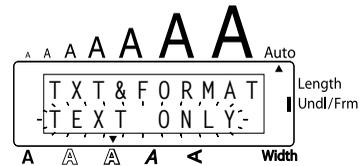
To clear just the text:



- 1 Hold down **Code** and press **BS**.



- 2 Press **End** until **TEXT ONLY** is flashing.



- 3 Press **↵**.



ACCENT FUNCTION

The **Accent** function can also be used to add accented characters to your text. Many of these characters can also be typed in using the **Symbol** function.

The accented characters are grouped according to the capital or small letter that they are combined with. The following accented characters are available:

Letters	Accented characters	Letters	Accented characters
a	à á â ã ä å æ	l	í î ï
A	À Á Â Ã Ä Å Æ	n	ñ
c	ç	N	Ñ
C	Ç	o	ó ô õ ö
e	è é ê ë	O	Ó Ô Õ Ö
E	È É Ê Ë	u	ù ú û ü
i	í î ï	U	Ù Ú Û Ü

To type in an accented character:

- ❶ Hold down  and press . The message "ACCENT a – u / A – U?" appears on the display.
- ❷ Press the key of the letter in the desired accented character.
 -  To type a capital letter, hold down  (or hold down  and press  to turn on **Caps** mode) before pressing the letter key.
- ❸ Press  or  until the desired accented character appears enlarged within the frame in the middle of the display.
- ❹ Press . The accented character is added to the text.
 -  To type in a series of accented characters, hold down  before pressing . Then, continue adding accented characters by selecting them as explained in steps ❷ and ❸, and holding down  while pressing . Press just  after selecting the last character in the series.

EXAMPLE

To add the accented character “É”:

1 Hold down  and press .



2 Hold down  and press .



3 Press  until É appears in the frame.



4 Press .



SYMBOL FUNCTION

In addition to the letters, symbols and numerals on the key tops, there are 53 additional marks available with the **Symbol** function.

The following symbols are available:

Group	Symbol
1	Ü Æ æ Ã ã Ę ě Ő ő • ° ™
2	+ × ÷ = § ² ³ ² ³ 4 []
3	↑ ↓ → ← ⇨ ⇩ Ⓜ Ⓞ ☎ ☒ ☑ ☒ ☒
4	☹ ☺ ☹ ☹ ☹ ☹ ☹ ☹ ☹ ☹ ☹ ☹ ☹ ☹ ☹
5	☹ ☹ ☹ ☹ ☹

To type in a symbol:

- Hold down **Code** and press **Alt**. A row of symbols appear in the display.
- Press **Home** or **End** to display different rows of symbols and press **Left Arrow** or **Right Arrow** until the desired symbol appears enlarged within the frame in the middle of the display.
- Press **Enter**. The symbol is added to the text.
*To type in a series of symbols, hold down **Code** before pressing **Enter**. Then, continue adding symbols by selecting them as explained in steps 2 and 3, and holding down **Code** while pressing **Enter**. Press just **Enter** after selecting the last symbol in the series.*

EXAMPLE

To add the symbol “ü”:

- Hold down **Code** and press **Alt**.
- Press **Home** or **End** until the row containing “ü” appears, then press **Left Arrow** or **Right Arrow** until “ü” appears in the frame.



③ Press .



AUTO FORMAT FUNCTION

With the **Auto Format** function, you can select from a variety of preset formats perfect for your specific need. This function automatically adjusts the label length, tape margins and horizontal alignment without changing the text or any other formats, allowing you to create labels faster and easier.

The following preset formats are available:

Auto Format setting	Label length setting	Tape margin setting	Horizontal alignment setting
DEFAULT	OFF	FULL	LEFT
3.5" FLOPPY	2.8" (7.0 cm)	NONE	CENTER
miniDV	1.7" (4.3 cm)	NONE	CENTER
VHS SPINE	5.5" (14.0 cm)	NONE	CENTER
VHS	3.0" (7.7 cm)	NONE	CENTER
VCR8mm CASE	3.6" (9.2 cm)	NONE	CENTER
VCR8mm	2.9" (7.3 cm)	NONE	CENTER
VHS-C SPINE	1.8" (4.5 cm)	NONE	CENTER
VHS-C	2.3" (5.8 cm)	NONE	CENTER
AUDIO CASSETTE	3.5" (8.9 cm)	NONE	CENTER
DAT CASSETTE	2.2" (5.6 cm)	NONE	CENTER
MINI DISK	2.0" (5.2 cm)	NONE	CENTER
ORGANIZER L	3.2" (8.2 cm)	NONE	CENTER
ORGANIZER S	2.6" (6.5 cm)	NONE	CENTER
FILE LONG	7.2" (18.3 cm)	NONE	CENTER
FILE SHORT	3.7" (9.4 cm)	NONE	CENTER

To select a preset format:

- 1 Hold down **Code** and press **Y** once. The currently selected setting appears in the display.
- 2 Press **Home** or **End** to select the desired setting.
 To return to default settings, press **Feed&Cut** **Space**.
- 3 Press **Left Arrow** to apply the selected setting.
 The **Length** indicator comes on if any setting other than **DEFAULT** is selected.

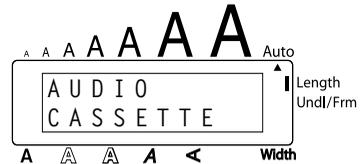
EXAMPLE

To select the AUDIO CASSETTE setting:

- 1 Hold down **Code** and press **Y**.



- 2 Press **Home** or **End** until the **AUDIO CASSETTE** setting is displayed.



- 3 Press **Left Arrow**.

STAMP FUNCTION

The **Stamp** function allows you to quickly and easily create your own stamp stencil films for customized stamps. After inserting a stamp film cassette, select this function to automatically center the text and adjust the tape length and margins to a perfect format for the pre-inked stamp film holders. Since the stamp holder is reusable, just make a new stamp stencil film and replace the one in the holder.

To make a stamp:

- 1 Type in the text, and then insert a medium (3/4" (18-mm)-wide) or a large (1" (24-mm)-wide) stamp film cassette.
- 2 Hold down **Code** and press **Stamp** once. The message "STAMP FORMAT?" appears in the display.

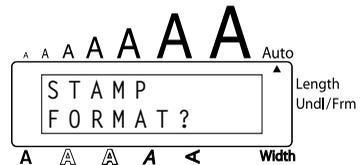
- 3 Press . The text is automatically formatted for the installed stamp: centered within the preset message area with the tape length and margins automatically adjusted.
 - 4 Press  to cut the text out of the stamp stencil film.
 - 5 After the stamp stencil film is cut off, remove the backing paper from the stamp stencil film and affix it to the ink pad of a stamp film holder.
-  After setting the stamp format for a large (1" (24-mm)-wide) stamp cassette, be sure to use the **Clear** function to return all format functions to their default settings (**TXT&FORMAT**) before creating the next label.

EXAMPLE

To cut a stamp:

- 1 Enter the text and insert a stamp film cassette in the tape compartment.

- 2 Hold down  and press .



- 3 Press .

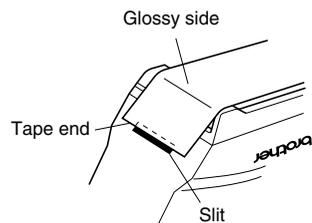


- 4 Press  to engrave the stamp stencil film, and then automatically cut off.

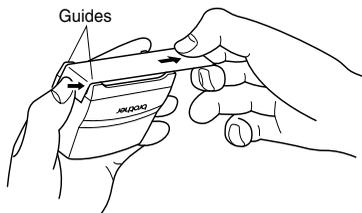


To affix a stamp:

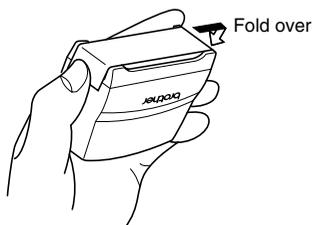
- 5 Remove the stamp frame from around the stamp film holder ink pad, one side at a time, then remove the protective seal covering the ink pad and the backing paper from the stamp stencil film.
- 6 With the glossy side of the stamp stencil film upward, align one of its ends with the slit on the side of the stamp film holder.



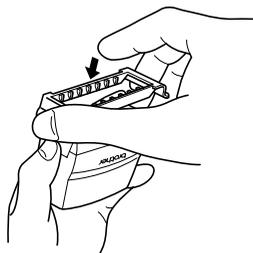
- 7 Hold the end of the stamp stencil film in place with your thumb, then pass the tape through the guides while pulling it tight.



- 8 Fold the other end of the stamp stencil film over the other side of the stamp film holder and hold it in place with your finger.

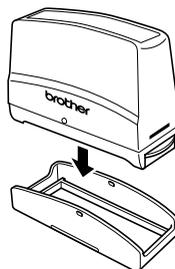


- 9 Fit the stamp frame over the stamp stencil film and push it into place.



- 10 Insert the stamp film holder straight into its cap.

 Be sure that the stamp is correctly covered in order to prevent ink spills.



FONT FUNCTION

With the **Font** function, you can choose one of four fonts for your text.
The following font settings are available:

FONT 1	FONT 2	FONT 3	FONT 4
---------------	---------------	---------------	---------------

The default font setting is **FONT 1**.

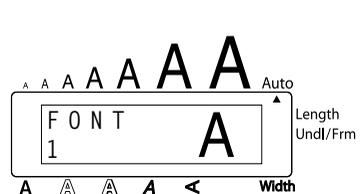
To change the font setting:

- 1 While holding down **Code**, press **Font** once, and keep **Code** held down to display the current font setting.
- 2 While still holding down **Code**, continue pressing **Font** until the desired font setting is displayed.
- 3 Release **Code** to apply the selected font setting to the entire text.

EXAMPLE

To select the FONT 2 font setting:

- 1 While holding down **Code**, press **Font** once, and keep **Code** held down.



- 2 While still holding down **Code**, continue pressing **Font** until **FONT 2** is displayed.



- 3 Release **Code**.

SIZE & WIDTH FUNCTIONS

The character size can be adjusted using both the **Size** and **Width** functions. Since the character size that can be used depends on the width of the tape, the following table shows the character sizes that can be used with each tape width.

Tape widths	Sizes (in points)
1/4" (6 mm)	6, 9, 12
3/8" (9 mm)	6, 9, 12, 18
1/2" (12 mm)	6, 9, 12, 18, 24
3/4" (18 mm)	6, 9, 12, 18, 24, 36, 42
1" (24 mm)	6, 9, 12, 18, 24, 36, 42

The default size setting is **AUTO** and the default width setting is **MEDIUM**. The currently selected size setting is always shown by the indicators above the display. In addition, when a width setting other than **MEDIUM** is selected, the **Width** indicator comes on.

With the **AUTO** size setting, the machine compares your text with the width of the installed tape and automatically adjusts the characters to the largest possible size. However, seven other point sizes are also available, and each can be printed with any of the three width settings.

Size setting (in points)	Width setting NARROW	Width setting MEDIUM	Width setting WIDE
6	ABC	ABC	ABC
9	ABC	ABC	ABC
12	ABC	ABC	ABC
18	ABC	ABC	ABC
24	ABC	ABC	ABC
36	ABC	ABC	ABC
42	ABC	ABC	ABC

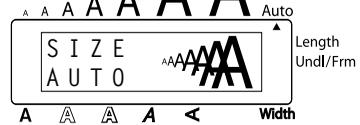
To change the size setting:

- 1 While holding down **Code**, press **Size @ 2** once, and keep **Code** held down to display the current size setting.
- 2 While still holding down **Code**, continue pressing **Size @ 2** until the desired size setting is displayed.
 - ☞ *The current size setting is shown by the size indicators at the top of the display.*
- 3 Release **Code** to apply the selected size setting to the entire text.
 - ☞ *With the **AUTO** setting selected and 3/4" (18-mm) or 1" (24-mm)-wide tape installed, text consisting of just one line of only capital letters (and no accented characters) will be printed with a character size of 52 points. If 1/2" (12-mm)-wide tape is installed, the text will be printed with a character size of 29 points.*

EXAMPLE

To select the 24 point size setting:

- 1 While holding down **Code**, press **Size @ 2** once, and keep **Code** held down.



- 2 While still holding down **Code**, continue pressing **Size @ 2** until **24** is displayed.



- 3 Release **Code**.

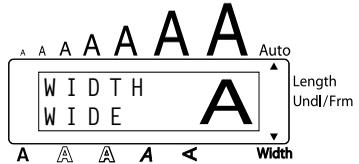
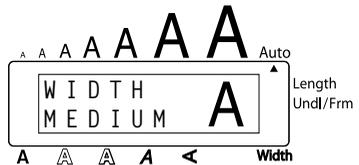
To change the width setting:

- 1 While holding down **Code**, press **#3** once, and keep **Code** held down to display the current width setting.
- 2 While still holding down **Code**, continue pressing **#3** until the desired width setting is displayed.
 The **Width** indicator comes on when a setting other than **MEDIUM** is selected.
- 3 Release **Code** to apply the selected width setting to the entire text.

EXAMPLE

To select the **WIDE** width setting:

- 1 While holding down **Code**, press **#3** once, and keep **Code** held down.
- 2 While still holding down **Code**, continue pressing **#3** until **WIDE** is displayed.
- 3 Release **Code**.



STYLE FUNCTION

You can choose from nine different character styles to apply to your text.

 Characters printed using the smaller sizes may be difficult to read if certain style settings (e.g., **I+SHAD**) are selected.

The following style settings are available:

NORMAL, BOLD, OUTLINE, SHADOW, ITALIC, **I+BOLD** (italic & bold), **I+OUTL** (italic & outline), **I+SHAD** (italic & shadow), VERT (vertical)

The default style setting is **NORMAL**. The style indicator at the bottom of the display shows the current style setting when any setting other than **NORMAL** is selected.

Refer to *Reference* at the end of this section for samples of the available settings.

To change the style setting:

- 1 While holding down **Code**, press **#4** once, and keep **Code** held down to display the current style setting.

- While still holding down **Code**, continue pressing **Style** $\frac{5}{4}$ until the desired style setting is displayed.

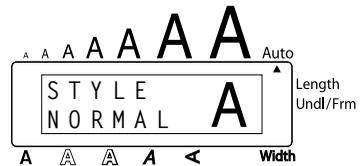
 The current style setting is shown by the style indicator at the bottom of the display.

- Release **Code** to apply the selected style setting to the entire text.

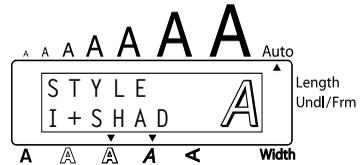
EXAMPLE

To select the I+SHAD style setting:

- While holding down **Code**, press **Style** $\frac{5}{4}$ once, and keep **Code** held down.



- While still holding down **Code**, continue pressing **Style** $\frac{5}{4}$ until I+SHAD is displayed.



- Release **Code**.

REFERENCE

Font setting	Style setting				
	NORMAL	BOLD	OUTLINE	SHADOW	ITALIC
FONT 1	abc	abc	abc	abc	abc
FONT 2	abc	abc	abc	abc	abc
FONT 3	abc	abc	abc	abc	abc
FONT 4	abc	abc	abc	abc	abc

Font setting	Style setting			
	I+BOLD	I+OUTL	I+SHAD	VERT
FONT 1	<i>abc</i>	<i>abc</i>	<i>abc</i>	Ⓐ Ⓑ Ⓒ
FONT 2	<i>abc</i>	<i>abc</i>	<i>abc</i>	Ⓐ Ⓑ Ⓒ
FONT 3	<i>abc</i>	<i>abc</i>	<i>abc</i>	Ⓐ Ⓑ Ⓒ
FONT 4	abc	<i>abc</i>	<i>abc</i>	Ⓐ Ⓑ Ⓒ

UNDERLINE FUNCTION

You can emphasize your text by underlining it.

The default underline setting is **OFF**. When the **Underline** function is set to **UNDL ON**, the **Undl/Frm** indicator on the right side of the display comes on.



To turn on or off the Underline function:

- ① While holding down **(Code)**, press ^{Underline} **(% 5)** once, and keep **(Code)** held down to display the current underline setting.
- ② While still holding down **(Code)**, continue pressing ^{Underline} **(% 5)** until the desired underline setting is displayed.
 The **Undl/Frm** indicator comes on when the **UNDL ON** setting is selected.
- ③ Release **(Code)** to apply the selected underline setting to the entire text.

EXAMPLE

To select the UNDL ON underline setting:

- 1 While holding down **Code**, press ^{Underline} **5** once, and keep **Code** held down.



- 2 While still holding down **Code**, continue pressing ^{Underline} **5** until **UNDL ON** is displayed.

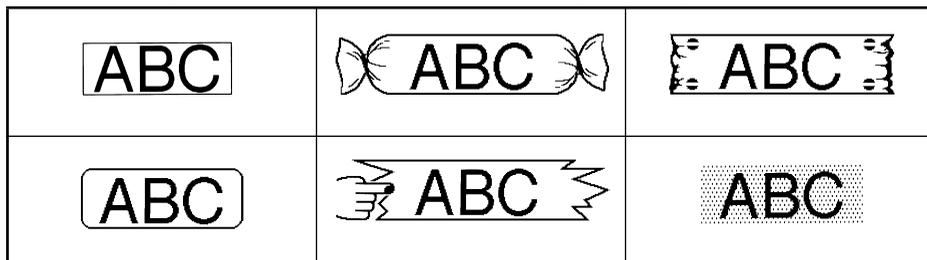


- 3 Release **Code**.

FRAME FUNCTION

With the **Frame** function, you can choose from various frames and highlights to design a more decorative or emphasized label.

The default setting is **FRAME OFF**; however, the following six settings are also available.



When any setting other than **FRAME OFF** is selected, the **Undl/Frm** indicator on the right side of the display comes on.

To change the frame setting:

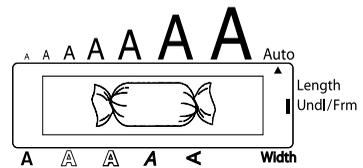
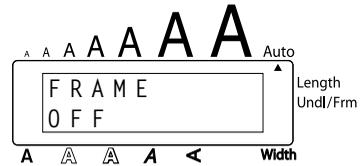
- 1 While holding down **Code**, press ^{Frame} **6** once, and keep **Code** held down to display the current frame setting.

- 2 While still holding down **Code**, continue pressing **Frame** until the desired frame setting is displayed.
-  The **Undl/Frm** indicator comes on when any setting other than **FRAME OFF** is selected.
- 3 Release **Code** to apply the selected frame setting to the entire text.

EXAMPLE

To select the candy frame setting:

- 1 While holding down **Code**, press **Frame** once, and keep **Code** held down.
- 2 While still holding down **Code**, continue pressing **Frame** until the candy frame is displayed.
- 3 Release **Code**.



TAPE MARGIN FUNCTION

The **Tape margin** function allows you to adjust the size of the margins on the left and right sides of your text.

The default tape margin setting is **FULL**; however, three other settings are also available.

- | | |
|----------------------------|------------------------------|
| FULL (1" (24 mm margins)) | NARROW (1/3" (8 mm margins)) |
| NONE (1/6" (4 mm margins)) | HALF (1/2" (12 mm margins)) |

-  When a setting other than **FULL** is selected, extra tape is fed out before printing starts. The extra tape is cut off if the **Auto cut** function is set to **ON**, so that the left and right margins are equal.

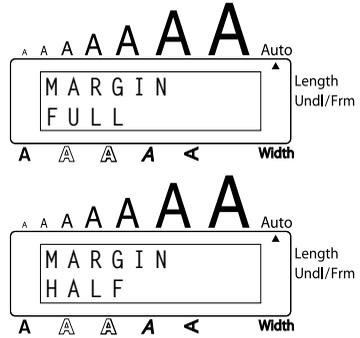
To change the tape margin setting:

- 1 While holding down **Code**, press **E**^{Tape} once, and keep **Code** held down to display the current tape margin setting.
- 2 While still holding down **Code**, continue pressing **E**^{Tape} until the desired tape margin setting is displayed.
- 3 Release **Code** to apply the selected tape margin setting to the entire text.

EXAMPLE

To select the HALF tape margin setting:

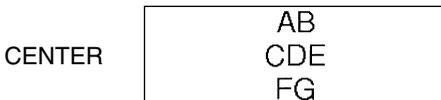
- 1 While holding down **Code**, press **E**^{Tape} once, and keep **Code** held down.
- 2 While still holding down **Code**, continue pressing **E**^{Tape} until **HALF** is displayed.
- 3 Release **Code**.



HORIZONTAL ALIGNMENT FUNCTION

You can choose to align the text in one of three ways. In addition, if the **Length** function was used to set the length of the label, the text will align within the label according to the selected horizontal alignment setting.

The default setting is **LEFT**; however, two other settings are also available.



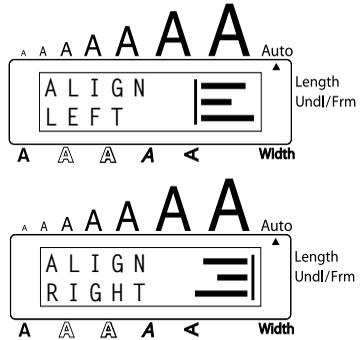
To change the horizontal alignment setting:

- 1 While holding down **Code**, press **Align R** once, and keep **Code** held down to display the current horizontal alignment setting.
- 2 While still holding down **Code**, continue pressing **Align R** until the desired horizontal alignment setting is displayed.
- 3 Release **Code** to apply the selected horizontal alignment setting to the entire text.

EXAMPLE

To select the RIGHT horizontal alignment setting:

- 1 While holding down **Code**, press **Align R** once, and keep **Code** held down.
- 2 While still holding down **Code**, continue pressing **Align R** until **RIGHT** is displayed.
- 3 Release **Code**.



MIRROR PRINTING FUNCTION

With this function, you can print your text so that the characters can be read from the tape side of the tape. If mirror-printed labels are attached to glass or some other clear material, they can be read correctly from the opposite side.

When using the **Mirror printing** function, the text should be printed on clear tape.

The default mirror printing setting is **OFF**.



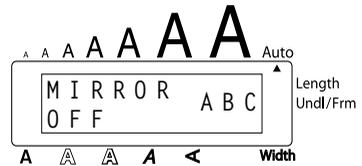
To turn on or off the mirror printing setting:

- 1 While holding down **Code**, press **Mirror Print** once, and keep **Code** held down to display the current mirror printing setting.
- 2 While still holding down **Code**, continue pressing **Mirror Print** until the desired mirror printing setting is displayed.
- 3 Release **Code** to apply the selected mirror printing setting to the entire text.

EXAMPLE

To select the ON mirror printing setting:

- 1 While holding down **Code**, press **Mirror Print** once, and keep **Code** held down.
- 2 While still holding down **Code**, continue pressing **Mirror Print** until **ON** is displayed.
- 3 Release **Code**.



LENGTH FUNCTION

Although the length of the printed label automatically adjusts to fit the length of the entered text, there may be times when you will want to make a label with a specific length. The **Length** function allows you to set the label length between 1.6" and 11.8" (4.0 cm and 30.0 cm).

The default length setting is **OFF**. When the **Length** function is set to **ON**, the **Length** indicator on the right side of the display comes on.

To turn on or off the Length function:

- 1 While holding down **Code**, press **T** ^{Length} **** once, and keep **Code** held down to display the current length of the label (the text and both margins) briefly, then display the current label length setting (**ON** or **OFF**).
- 2 While still holding down **Code**, continue pressing **T** ^{Length} **** until the desired label length setting is displayed.

The **Length** indicator comes on when **ON** is selected.

- 3 Release **Code**. If **ON** was selected, the current label length setting is displayed.

- 4 Press **Home** **▲** or **End** **▼** to select the desired length or use the number keys to enter a length.

To change the units (inches or centimeters) used to display the label length, press **M** _n until the desired units are displayed.

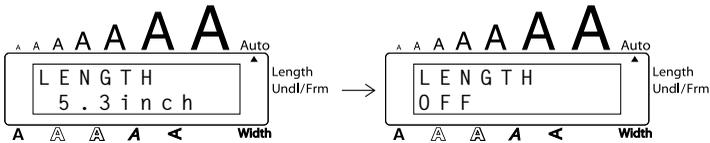
To change the length in 1" (1.0-cm)-steps, hold down either **Home** **▲** or **End** **▼**, and then release the key when the desired setting is displayed.

- 5 Press **←**.

EXAMPLE

To select a label length of 5":

- 1 While holding down **Code**, press **T** ^{Length} **** once, and keep **Code** held down.



- 2 While still holding down **Code**, continue pressing **T** ^{Length} **** until **ON** is displayed.

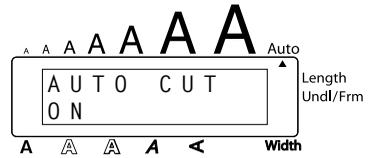


- 3 Release **Code**.



- 2 While still holding down **Code**, continue pressing

ACut
Z until **ON** is displayed.



- 3 Release **Code**.

PRINT KEY

After you have entered your text and chosen the desired format settings, you are ready to print.

 If the **Auto cut** function is set to **ON**, the label will automatically be cut off after it is printed.

To print a label:

- Press **Mirror** **Print** once. The message "COPIES" followed by the number of the label being printed is displayed.

EXAMPLE

To print a label and cut it off:

- Press **Mirror** **Print** once.



FEED & CUT FUNCTION

The **Feed & Cut** function is used to feed out 1" (24 mm) of tape and automatically cut it off, for example after printing with the **Auto cut** function set to **OFF** or when printing has been interrupted.

To feed and cut off 1" (24 mm) of tape:

- Hold down **Code** and press **Feed&Cut** **Space** once. 1" (24 mm) of tape is fed out and cut off.

NUMBERING FUNCTION

This function can be used to print many copies of the same text while increasing a certain number in the text by 1 after each label is printed.

To use the Numbering function:

- 1 Press , ,  or  to position the cursor below the number that you wish to increase.
 - 2 Hold down  and press . The message "NUMBER UNTIL" appears in the display with the current setting.
 - 3 Press a number key between  and  (or press  or ) to select the last number that is to be printed.
-  To cancel the **Numbering**, hold down  and press  (or press just ).
- 4 Press  (or ) to begin printing the labels. The number of each copy is displayed while it is being printed.
-  If the **Auto cut** function is set to **ON**, each label is automatically cut off after it is printed.

EXAMPLE

To print three labels with numbers 1, 2 and 3:

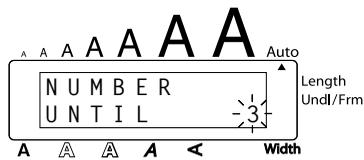
- 1 Position the cursor below "1".



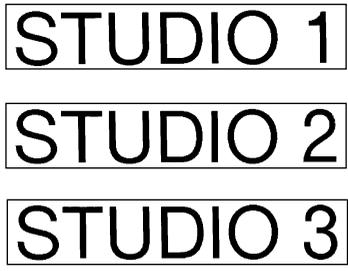
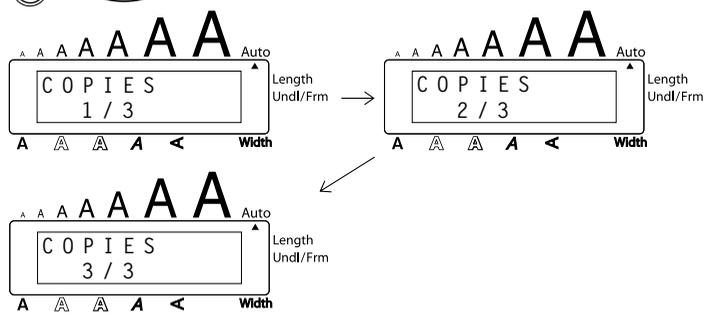
- 2 Hold down  and press .



3 Press .



4 Press  (or ).



REPEAT PRINTING FUNCTION

This function allows you to print up to 9 copies of the same text.

To use the Repeat printing function:

- 1 Hold down  and press . The message "COPIES" appears in the display with the current setting.
 - 2 Press a number key between  and  (or press  or ) to select the number of copies that are to be printed.
-  To cancel the **Repeat printing**, hold down  and press  (or press just ).

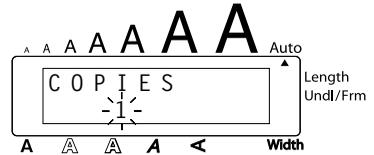
- 3 Press  (or ) to begin printing the labels. The number of each copy is displayed while it is being printed.

 If the **Auto cut** function is set to **ON**, each label is automatically cut off after it is printed.

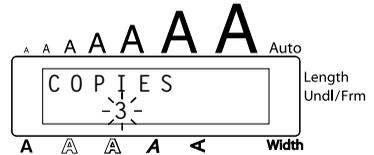
EXAMPLE

To print three copies of a label:

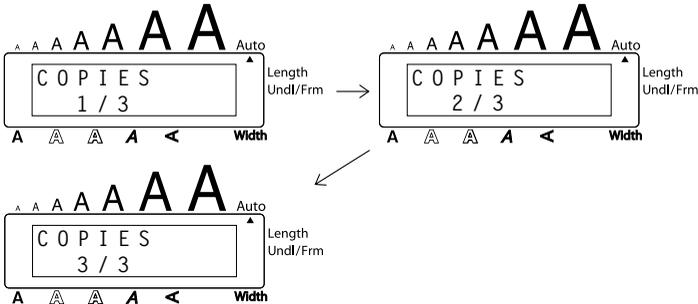
- 1 Hold down  and press .



- 2 Press .



- 3 Press  (or ) .



 If the **Auto cut** function is set to **ON**, each label is automatically cut off after it is printed.

Bill Reynolds ABC Transport 29 South Main St. Los Angeles, CA 88888	Bill Reynolds ABC Transport 29 South Main St. Los Angeles, CA 88888	Bill Reynolds ABC Transport 29 South Main St. Los Angeles, CA 88888
--	--	--

MEMORY FUNCTIONS

You can use the memory to store your most frequently used text files. The text remains in the memory, along with its formatting, even after all characters are removed from the display

using the **Clear** function (holding down  and pressing ).

When each file is stored, it is given a number to make recalling it easier. Up to 10 text files or as much as 300 characters can be stored in the memory. (A single text file can have a maximum of 99 characters.)

Since a copy of the stored text file is recalled when the **Recall** function is used, the text can be edited or printed without changing the originally stored file. When a file is no longer needed or more space is necessary, the **Memory delete** function can be used to delete it.

 *When inserting new batteries, be sure to insert the new ones within five minutes of removing the old ones, otherwise any text files stored in the memory will be lost (unless the machine is plugged into an electrical outlet with the AC adaptor).*

STORING TEXT

To store a text file:

1 Hold down  and press . The message "STORE" appears on the display with the currently selected file number.

 *If 300 characters have already been stored, the error message "MEMORY FULL!" appears in the display. If this occurs, an existing text file must be deleted before the new one can be stored.*

*To quit the **Store** function without storing the text, hold down  and press  (or press just ).*

2 Press a number key (or press  or ) to select the file number where you wish to store the text.

3 Press . The text is stored under the selected file number and the text previously shown in the display reappears.

 *If a file is already stored under the selected file number, the message "OVERWRITE?" appears in the display and you must decide whether or not to overwrite it (delete it from the memory and store the new one).*

To overwrite the stored file with the new one:

● Press  to delete the previously stored file and store the new one under the selected number.

 *To go back and choose another file number without overwriting the text file, press , and then select a different file number.*

RECALLING TEXT

To recall a text file:

- 1 Hold down **Code** and press **Recall** ***8**. The message "RECALL" appears on the display with the file number and beginning of the most recently stored or recalled text.
*To quit the **Recall** function without recalling text, hold down **Code** and press **Recall** ***8** (or press just **Clear** **BS**).*
- 2 Press a number key (or press **Home** **▲** or **End** **▼**) to select the file number containing the text that you wish to recall. The text stored under the selected file number is shown.
*To see other parts of the selected text file, press **<<** or **>>**.
To display the text stored under other file numbers, press **Home** **▲** or **End** **▼**, or the key of a different file number.*
- 3 Press **↵**. Any text previously entered in the display is erased and the text stored under the selected file number is recalled into the display.

DELETING A FILE

To delete a text file:

- 1 Hold down **Code** and press **M.Del** **9**. The message "CLEAR" appears on the display with the file number and beginning of the most recently stored or recalled text.
*To cancel the **Memory delete** function without deleting the text file, hold down **Code** and press **M.Del** **9** (or press just **Clear** **BS**).*
- 2 Press a number key (or press **Home** **▲** or **End** **▼**) to select the file number containing the text that you wish to delete. The text stored under the selected file number is shown.
*To see other parts of the selected text file, press **<<** or **>>**.
To display the text stored under other file numbers, press **Home** **▲** or **End** **▼**, or the key of a different file number.*
- 3 Press **↵**. The message "OK TO CLEAR?" appears.
*To go back and select a different text file, press **Clear** **BS**.*
- 4 Press **↵** to delete the text file that was selected.

EXAMPLE

To store text under file number 4:

1 Hold down **Code** and press **Store** $\left(\begin{smallmatrix} 8 \\ 7 \end{smallmatrix} \right)$.



2 Press **Style** $\left(\begin{smallmatrix} 5 \\ 4 \end{smallmatrix} \right)$.

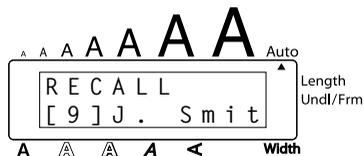


3 Press **Enter**.



To recall the text from file number 1:

1 Hold down **Code** and press **Recall** $\left(\begin{smallmatrix} * \\ 8 \end{smallmatrix} \right)$.



2 Press **Font** $\left(\begin{smallmatrix} ! \\ i \end{smallmatrix} \right)$.

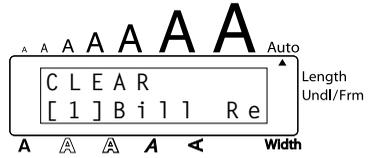


3 Press **Enter**.

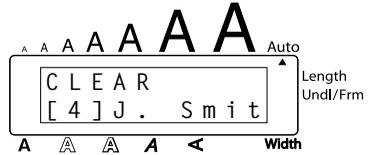


To delete the text stored under file number 4:

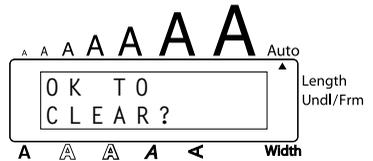
1 Hold down **Code** and press **M,Del** **9**.



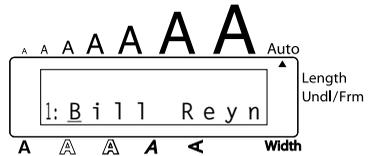
2 Press **Style** **4**.



3 Press **←**.



4 Press **←**.



TROUBLESHOOTING

Problem	Remedy
1. The display stays blank after you have turned on the machine.	<ul style="list-style-type: none"> • Check that the AC adaptor is connected correctly. • If you are using alkaline batteries, check that they are correctly inserted. • If the batteries are low, replace them with new ones.
2. The machine does not print or the printed characters are blurred.	<ul style="list-style-type: none"> • Check that the tape cassette has been inserted properly. • If the tape cassette is empty, replace it with a new one. • Make sure that the tape compartment cover has been closed.
3. The text files that you stored in the memory are no longer there.	<ul style="list-style-type: none"> • If the batteries are low, replace them with new ones.
4. The printed characters are not formed properly.	<ul style="list-style-type: none"> • If you are using alkaline batteries, they may be low. Try using the AC adaptor or replace the batteries with new ones.
5. A blank horizontal line appears through the printed label.	<ul style="list-style-type: none"> • Clean the print head as explained on page 22.
6. Striped tape appears.	<ul style="list-style-type: none"> • You have reached the end of the tape. Replace the tape cassette with a new one.
7. The machine has “locked up” (i.e., nothing happens when a key is pressed).	<ul style="list-style-type: none"> • Turn off the machine, and then while holding down  and , turn the machine back on. The text and formats in the display and all text files stored in the memory are erased.

ERROR MESSAGE LIST

Error Message	Cause	Remedy
6 LINE LIMIT!	This message appears if six lines already exist when you press  .	Limit the number of lines to six.
BATTERIES WEAK!	This message appears when the installed alkaline batteries become weak.	Replace the batteries or use the AC adaptor.
BUFFER EMPTY!	<ul style="list-style-type: none"> This message appears if you hold down  and press , but no text has been entered in the display. This message appears if you try to print or store a text file in the memory, but no text has been entered in the display. 	<ul style="list-style-type: none"> Enter some text before starting the function. Enter text before printing or storing.
BUFFER FULL!	This message appears if you try to enter a character, symbol, return or space after 99 characters have already been entered.	Delete some existing text so that more text can be entered.
CAN'T HERE	This message appears if the cursor is at the end of the text when you hold down  and press  .	Move the cursor below a number before holding down  and pressing  .
CASSETTE CHANGED!	This message appears if the tape cassette is changed while the P-touch is receiving data from the computer.	Cancel the print job, install the correct tape cassette, and then try printing again.
CHANGE ADAPTOR!	This message appears if a high-voltage adaptor is being used.	Remove the high-voltage adaptor and connect the adaptor designed exclusively for this machine.
COOLING DOWN	This message appears when the print head is used extensively (for example, when printing multiple copies of a large amount of text).	Wait until printing continues.

Error Message	Cause	Remedy
CUTTER ERROR!	This message appears if the tape cutter is closed when you try to print or feed the tape.	Turn the P-touch off, then on again.
EEPROM ERROR!	This message appears if a checksum error occurred when the P-touch was turned on or if the keyword was damaged and it failed to initialize.	Contact your service representative.
INTERFACE ERROR!	This message appears if an error occurs while data is being sent from the computer to the P-touch.	Cancel the print job, and then try printing again.
INVAL. CHRS!	This message appears if the cursor is not below a number when you hold down  and press  .	Move the cursor below a number before holding down  and pressing  .
LENGTH LIMIT!	<ul style="list-style-type: none"> This message appears if the text is longer than 3' 3 1/3" (1 meter) when you try to print. This message appears if the Length function is used to set a label length that is less than 1.6" (4.0 cm) or more than 11.8" (30.0 cm). This message appears if the Tab Length function is used to set a tab length that is more than 11.8" (30.0 cm). 	<ul style="list-style-type: none"> Shorten the text to less than 3' 3 1/3" (1 meter) before trying to print. Set the label length between 1.6" (4.0 cm) and 11.8" (30.0 cm). Set the tab length so that it is less than 11.8" (30.0 cm).
LINE LIMIT!	This message appears if the number of lines in the text is greater than the maximum number of lines possible for the installed tape.	Reduce the number of lines or install a tape of greater width.
MEMORY FULL!	This message appears if you try to store a text file after 300 characters have already been stored in the memory.	Delete an unwanted file to make room for the new one.
NO FILES!	This message appears if you try to recall or delete a text file from the memory when none are stored.	Store a text file first.

Error Message	Cause	Remedy
NO TAPE!	This message appears if you try to print a label or feed the tape when no tape cassette is installed.	Install a tape cassette and try again.
REPLACE BATTERIES!	This message appears if the installed alkaline batteries are about to run out.	Replace the batteries or use the AC adaptor.
ROM PROBLEM!	This message appears if there is a problem with the machine's read only memory.	Contact your service representative. Turn off the machine, and then while holding down  and  , turn the machine back on.
SOLDER X	This message appears if there is a problem with the machine's software.	Contact your service representative.
TAB LIMIT!	This message appears if 50 tabs have already been added to the text when you press  .	Limit the number of tabs in the text to 50.
TEXT TOO HIGH!	This message appears if the size of the text is larger than the width of the installed tape.	Reduce the size of the characters or install a wider tape.
TEXT TOO LONG!	This message appears if the length of the text is longer than the label length that has been set using the Length function.	Delete some of the text, reduce the character width or increase the set label length.

SPECIFICATIONS

HARDWARE

- Input Device:** Keyboard - 51 keys
- LCD:** 10 characters × 2 lines (semi-graphical)
20 indicators (including **Alt** and **Caps**)
- Print Tape:** Pressure-sensitive, Adhesive-based
26' 3" (8 m) long
Five widths available:
 1/4" (6 mm)
 3/8" (9 mm)
 1/2" (12 mm)
 3/4" (18 mm)
 1" (24 mm)
- Power Supply:** Eight AA alkaline batteries (AM3, LR6) or optional AC adaptor (model AD-60)
Auto power-off if no key is pressed for 5 minutes
- Print Head:** 128 dot / 180 dpi
- Dimensions:** 7 3/5" (W) × 9 1/2" (D) × 2 1/2" (H)
(194 × 242 × 65.5 mm)
- Weight:** 2 lbs (900 g) (without a tape cassette and batteries installed)
- ### SOFTWARE
- Buffer Size:** Maximum 99 characters
Maximum six lines
- Memory Size:** 300 characters
- Character Size:** Six sizes (6, 9, 12, 18, 24, 36 and 42 points) + 52 point (capital letters only)
All are available in narrow, medium and wide widths
- Print Styles:** Normal, Outline, Bold, Shadow
(each can be combined with Italic), and Vertical

ACCESSORIES

- **Supplies**

Obtain tape cassettes from your nearest authorized dealer.

Use only Brother TZ tapes with this machine. **Brother cannot be held responsible for trouble caused by the use of unauthorized supplies.** Do not use tapes that do not have the  mark.

Stock No.	Description	QTY/ PACKAGE	PRICE
1" (24mm)-wide laminated tapes			
TZ-151	Black characters on clear adhesive	1	\$25.99
TZ-251	Black characters on white adhesive	1	\$28.99
TZ-451	Black characters on red adhesive	1	\$28.99
TZ-651	Black characters on yellow adhesive	1	\$28.99
TZ-252	Red characters on white adhesive	1	\$28.99
TZ-253	Blue characters on white adhesive	1	\$28.99
TZ-354	Gold characters on black adhesive	1	\$31.99
TZ-155	White characters on clear adhesive	1	\$32.95
TZ-355	White characters on black adhesive	1	\$31.99
TZ-B51	Black characters on fluorescent orange adhesive	1	\$35.99
TZ-S151	Industrial (strong adhesive) black characters on clear adhesive	1	\$31.99
TZ-S251	Industrial (strong adhesive) black characters on white adhesive	1	\$31.99
TZ-S651	Industrial (strong adhesive) black characters on yellow adhesive	1	\$31.99
3/4" (18mm)-wide laminated tapes			
TZ-141	Black characters on clear adhesive	1	\$22.99
TZ-M41	Black characters on clear (mat) adhesive	1	\$24.99
TZ-241	Black characters on white adhesive	1	\$24.99
TZ-242	Red characters on white adhesive	1	\$24.99
TZ-243	Blue characters on white adhesive	1	\$24.99
TZ-344	Gold characters on black adhesive	1	\$28.99
TZ-345	White characters on black adhesive	1	\$28.99
TZ-545	White characters on blue adhesive	1	\$28.99
TZ-641	Black characters on yellow adhesive	1	\$24.99
TZ-B41	Black characters on fluorescent orange adhesive	1	\$29.99
TZ-S141	Industrial (strong adhesive) black characters on clear adhesive	1	\$27.99
TZ-S241	Industrial (strong adhesive) black characters on white adhesive	1	\$27.99
TZ-S641	Industrial (strong adhesive) black characters on yellow adhesive	1	\$27.99

Stock No.	Description	QTY/ PACKAGE	PRICE
1/2" (12mm)-wide laminated tapes			
TZ-131	Black characters on clear adhesive	1	\$19.99
TZ-132	Red characters on clear adhesive	1	\$19.99
TZ-133	Blue characters on clear adhesive	1	\$19.99
TZ-135	White characters on clear adhesive	1	\$23.95
TZ-231	Black characters on white adhesive	1	\$20.99
TZ-232	Red characters on white adhesive	1	\$20.99
TZ-233	Blue characters on white adhesive	1	\$20.99
TZ-334	Gold characters on black adhesive	1	\$24.99
TZ-335	White characters on black adhesive	1	\$24.99
TZ-431	Black characters on red adhesive	1	\$20.99
TZ-435	White characters on red adhesive	1	\$24.99
TZ-531	Black characters on blue adhesive	1	\$20.99
TZ-631	Black characters on yellow adhesive	1	\$20.99
TZ-731	Black characters on green adhesive	1	\$20.99
TZ-M31	Black characters on clear (mat) adhesive	1	\$20.99
TZ-S131	Industrial (strong adhesive) black characters on clear adhesive	1	\$23.99
TZ-S231	Industrial (strong adhesive) black characters on white adhesive	1	\$23.99
TZ-S631	Industrial (strong adhesive) black characters on yellow adhesive	1	\$23.99
3/8" (9mm)-wide laminated tapes			
TZ-121	Black characters on clear adhesive	1	\$16.99
TZ-221	Black characters on white adhesive	1	\$19.99
TZ-222	Red characters on white adhesive	1	\$19.99
TZ-223	Blue characters on white adhesive	1	\$19.99
TZ-325	White characters on black adhesive	1	\$22.99
TZ-S221	Industrial (strong adhesive) black characters on white adhesive	1	\$21.99
1/4" (6mm)-wide laminated tapes			
TZ-111	Black characters on clear adhesive	1	\$14.99
TZ-211	Black characters on white adhesive	1	\$16.99
TZ-315	White characters on black adhesive	1	\$20.99
TZ-S211	Industrial (strong adhesive) black characters on white adhesive	1	\$19.99

Non-laminated tapes

Stock No.	Description	QTY/ PACKAGE	PRICE
3/4" (18 mm)			
TZ-N641	Black characters on yellow adhesive	1	\$21.99
TZ-N541	Black characters on blue adhesive	1	\$21.99
TZ-NF41	Black characters on purple adhesive	1	\$21.99
1/2" (12 mm)			
TZ-N631	Black characters on yellow adhesive	1	\$17.99
TZ-N531	Black characters on blue adhesive	1	\$17.99
TZ-NF31	Black characters on purple adhesive	1	\$17.99

Instant lettering tape

Stock No.	Description	QTY/ PACKAGE	PRICE
3/4" (18 mm)			
TZ-L041	Black characters	1	\$24.99

Iron on transfer tape

Stock No.	Description	QTY/ PACKAGE	PRICE
3/4" (18 mm)			
TZ-IY41	Black characters	1	\$31.99

Security tape

Stock No.	Description	QTY/ PACKAGE	PRICE
3/4" (18 mm)			
TZ-SE4	Black characters on white adhesive	1	\$49.95

Fabric tape

Stock No.	Description	QTY/ PACKAGE	PRICE
1/2" (12 mm)			
TZ-FA3	Blue characters on white adhesive	1	\$34.95

Stamp lit/holder

Stock No.	Description	QTY/ PACKAGE	PRICE
1" (24 mm) Stamp Area 13.5 × 65 mm			
SK-LB	Stamp-making kit for Large stamp with black ink	1	\$54.95
SH-LB	Stamp-making kit for Medium stamp with black ink	1	\$27.45
3/4" (18 mm) Stamp Area 9 × 55 mm			
SK-MB	Additional stamper for Large stamp with black ink	1	\$49.95
SH-MB	Additional stamper for Medium stamp with black ink	1	\$24.95

Options

Stock No.	Description	QTY/ PACKAGE	PRICE
TZ-CL4	Cleaning Tape	1	\$20.99
TR-9	Lettering Stick	1	\$2.99
AD-60	AC adapter	1	\$34.95

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