ENGLISH | FRANÇAIS

brother®

TZ TAPE

P-touch®

ELECTRONIC LABELING SYSTEM

PT-2100
USER'S GUIDE
GUIDE DE L'UTILISATEUR

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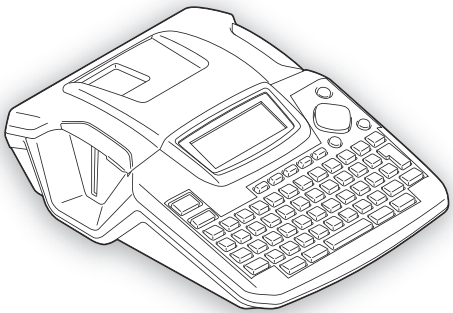
Read this User's Guide before you start using your P-touch.
Keep this User's Guide in a handy place for future reference.

Lisez attentivement ce guide avant d'utiliser le P-touch pour la première fois.
Conservez ce guide dans un lieu sûr afin de l'utiliser ultérieurement.



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Important Information

Should you have questions, or need information about your Brother Product, we have a variety of support options for you to choose from:

Customer Service
1-877-BROTHER (877-276-8437)

Fax: (514) 685-4898

World Wide Web
www.brother.ca/

Supplies / Accessories
www.brother.ca/
or 1-877-BROTHER

1 rue Hôtel de Ville, Dollard-des-Ormeaux, Québec, H9B 3H6 Canada

Please record your model and serial number and your date and location of Purchase below for your records. Keep this information with your proof of purchase (bill of sale) in case your Product requires service.

Model # _____

Serial #_____

Date of purchase: _____

Store where purchased: _____

Location of store: _____

Important: We recommend that you keep all original packing materials, in the event you ship this product.

Save Time - Register On-Line!

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Your product will immediately be registered in our database and you can be on your way! Also, while you're there, look for contests and other exciting information!

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INTRODUCTION

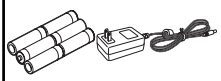
Thank you for purchasing the P-touch labeler PT-2100.
Your new P-touch labeler is an easy to operate, feature packed labeling system that makes creating professional, high quality labels a breeze. In addition to easy label creation via pre-formatted label layouts, the P-touch labeler editing software features advanced label formatting, block formats, bar codes and auto-numbering functions.

What You Can Do

■ Create a label with the P-touch labeler

1 Prepare the P-touch labeler.

Install the batteries and/or connect the AC adapter.



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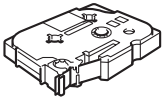
Set a tape cassette.



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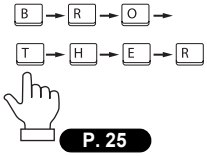
Turn the P-touch labeler on.

P. 21

2 Enter the label text.

Enter the label text from the keyboard.



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In addition to entering text, the P-touch labeler has a large range of editing functions.

"Create labels like these"

3 Print the label.

Print the label you have created.

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You can check the layout of your label before printing.
Checking the label preview before printing prevents wasting tape on incomplete labels.

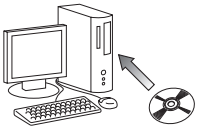
"Preview function"

■ Create a label with your personal computer

1 Prepare the P-touch labeler. (Refer to step 1 in the previous section.)

2 Prepare the personal computer. *(USB cable not included with the purchase of PT-2100.)

Install the software.



Software Installation Guide

*Connect the USB cable.

Software Installation Guide

Turn the P-touch labeler on.

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3 Enter the label text using P-touch Editor.

Start P-touch Editor.

Software Help

"Create labels like these"

Software Help

4 Print the label.

Click on the "Print" button.

Software Help

Safety Precautions

To prevent injury and damage, important notes are explained using various symbols. The symbols and their meanings are as follows:

WARNING	Tells you what to do to avoid the risk of injury.
CAUTION	Tells you about procedures you must follow to prevent damage to the P-touch.

The symbols used in this manual are as follows:

	Action NOT allowed to do		DO NOT disassemble the product.
	DO NOT splash the product with or immerse the product in water.		DO NOT touch a given portion of the product.
	Mandatory action		Unplugging
	Safety alert		Alerts to the possibility of electrical shock

WARNING

AC adapter

Follow these guidelines to avoid fire, damage, electric shock, or failure.

- Use only the AC adapter (AD-24) designed exclusively for your P-touch. Failure to observe this may result in an accident or damage. Brother shall not assume any responsibility for any accident or damage resulting from not using the specified AC adapter.
- Unplug the power cord immediately and stop using the machine during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not touch the AC adapter or power plug with wet hands.
- Do not use the AC adapter in places of high humidity such as bathrooms.
- Do not use a damaged power cord.
- Do not overload the power outlet.
- Do not place heavy objects on, damage or modify the power cord or plug. Do not forcibly bend or pull the power cord.
- Do not drop, hit or otherwise damage the AC adapter.
- Make sure that the plug is fully inserted to the power outlet. Do not use an outlet that is loose.

Battery

Follow these guidelines to avoid liquid leakage, heat, rupture of the battery.

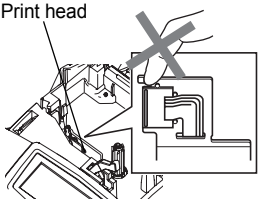
- Do not use metallic articles, such as tweezers or a metallic pen, when exchanging the batteries.
- Do not throw into fire, heat up, or disassemble the battery.

⚠ WARNING

P-touch

Follow these guidelines to avoid fire, damage, electric shock, and choking.

- Do not allow the P-touch to get wet in any way.
- Do not touch any metal parts near the print head. The print head becomes very hot during use and remains very hot immediately after use. Do not touch it directly with your hands.



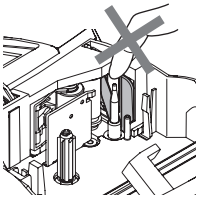
- Do not use the P-touch with a foreign object in it. If water, metallic substance or any foreign object enters the P-touch, disconnect the AC adapter and remove batteries, and contact the retail outlet where the P-touch was purchased or your local authorized service center.
- Do not disassemble the P-touch. For inspection, adjustment, and repair of the P-touch, contact the retail outlet where the P-touch was purchased or your local authorized service center.
- Dispose of plastic bags correctly and keep away from babies and children. Do not wear or play with plastic bags.
- Disconnect the AC adapter and remove batteries immediately and stop using when you notice abnormal odor, heat, discoloration, deformation or anything unusual while using or storing it.
- Do not drop, hit or otherwise bang the P-touch.

⚠ CAUTION

Tape Cutter

Follow these guidelines to avoid personal injury and damage of the P-touch.

- Do not touch the blade of the cutter unit.
- Do not open the tape compartment cover when operating the cutter unit.
- Do not apply excessive pressure to the cutter unit.



AC adapter

- Be sure to disconnect the AC adapter from the power outlet and the P-touch when not using the P-touch for any extended period of time.
- Always hold the plug when disconnecting the power cord from the power outlet.

Battery

Follow these guidelines to avoid liquid leakage, heat, rupture of the battery.

- Do not use old and new batteries together.
- Do not mix alkaline batteries with other type batteries.
- Do not set the positive and negative end in the wrong position.
- Remove the batteries if you do not intend to use the P-touch for an extended period of time.

P-touch

Follow these guidelines to avoid personal injury and damage of the P-touch.

- Place the P-touch on a flat, stable surface such as a desk.
- Do not place any heavy objects on top of the P-touch. Do not press on the LCD display.

Tape

- Depending on the location, material, and environmental conditions, the label may unpeel or become irremovable, the color of the label may change or be transferred to other objects.
  Before applying the label, check the environmental condition and the material.

Memory

- Any data stored in memory will be lost due to failure or repair of the P-touch, or if the battery expires.
- When power is disconnected for more than two minutes, all text and format settings will be cleared. Any text files stored in the memory will also be cleared.

General Precautions

- Do not use the P-touch labeler in any way or for any purpose not described in this guide. Doing so may result in accidents or damage the machine.
- Use only Brother TZ tapes with this machine. Do not use tapes that do not have the TZ TAPE mark.
- Do not pull or press on the tape in the cassette.
- Do not put any foreign objects into the tape exit slot, AC adapter connector, or USB port, etc.
- Do not try to print labels using an empty tape cassette or without a tape cassette set in the P-touch labeler. Doing so will damage the print head.
- Do not touch the print head with your fingers.
- Do not clean the machine with alcohol or other organic solvents. Only use a soft, dry cloth.
- Do not place the P-touch labeler in direct sunlight, near heaters or other hot appliances, in any location exposed to extremely high or low temperatures, high humidity, or dusty locations. Standard operating temperature range: 10°C to 35°C (50°F to 95°F).
- Make sure that your USB cable is of high quality construction.
- Be careful not to scratch the CD-ROM. Do not place the CD-ROM in any location exposed to high or low temperatures. Do not place heavy objects on the CD-ROM or bend it.
- The software on the CD-ROM is intended for use with the P-touch labeler and may be installed on more than one PC.
- We strongly recommend that you read this User's Guide carefully before using your P-touch labeler, and then keep it nearby for future reference.

Symbols Used in this Guide

The following symbols are used throughout this guide to indicate additional information.

: This symbol indicates information or directions that may result in damage or injury if ignored, or operations that will result in errors.

: This symbol indicates information or directions that may help you understand and use the P-touch labeler more efficiently.

Quick Index

This section provides quick and easy access to information on tasks often needed by users. Simply look for your task below and then go to the page indicated.
If the task you are looking for is not shown here, try the Contents or Index pages.

To enter text, symbols and accent characters...

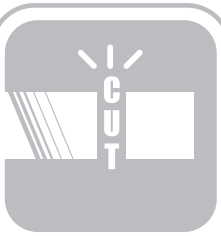
Entering text/symbols/accent characters

P. 25

To change the label format...

Text/Label format functions

P. 31



To change the cutting and margin settings

Tape cutting options

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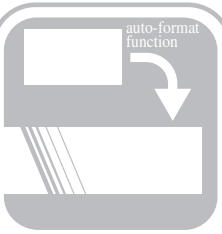
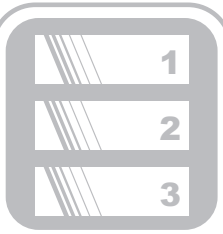


To make formatted label easily...

Auto-Format function

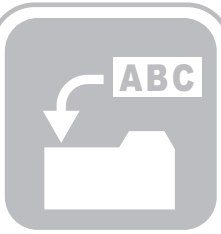
P. 37



To print multiple copies (with auto-numbering)...

Multiple copy/auto-numbering functions

P. 50



To save a label layout...

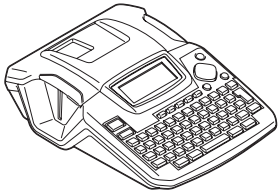
File memory function

P. 56

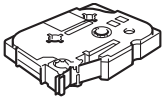
Unpacking Your P-touch labeler

Check that the package contains the following before using your P-touch labeler.

P-touch labeler PT-2100

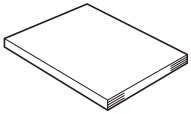


TZ tape cassette (Starter Cassette)



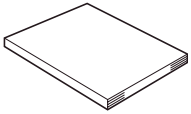
CD-ROM (Drivers, Labeling Editing Software packages)

User's Guide



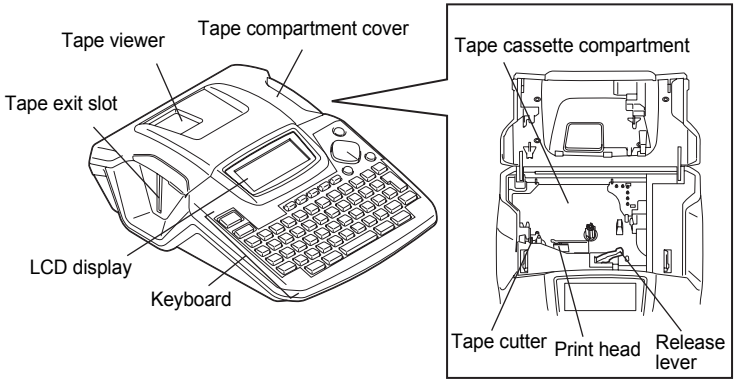
AD-24

Software Installation Guide

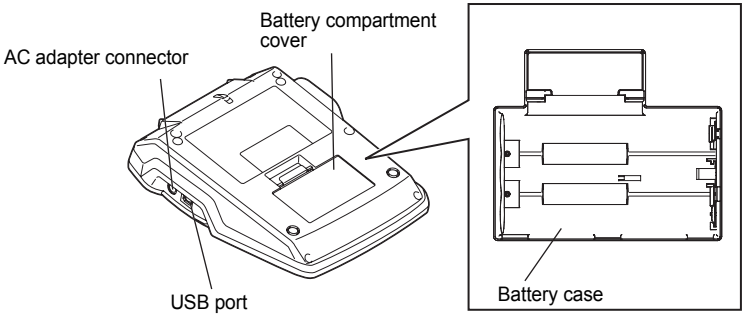


- USB cable is not included.
  Make sure that your USB cable is of high quality construction.

General Description

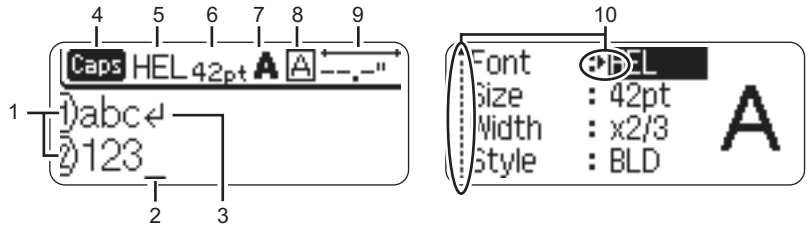


When shipped from the factory, the Tape compartment cover and the LCD display are covered with a protective sheet to prevent damage. Remove this sheet before using the P-touch.



LCD Display & Keyboard

LCD Display



1. **Line number**
   Displayed at the beginning of each line, this mark indicates the line number within the label layout.
2. **Cursor**
   Indicates the current position of the cursor. New characters are entered to the left of the cursor, and the character to the left of the cursor is deleted when the BS key is pressed.
3. **Return mark**
   Indicates the end of a line of text.
4. **Caps mode**
   Indicates that the Caps mode is on.

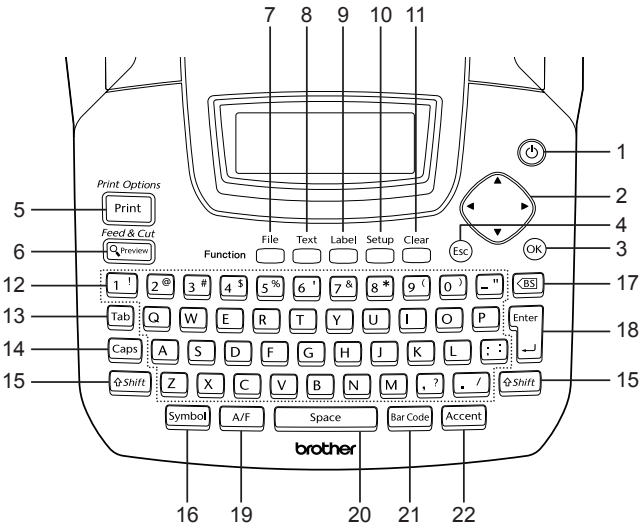
5.~8. Style guidance
Indicates the current font (5), character size (6), character style (7) and frame (8) settings.

9. **Tape length**
   Indicates the approximate length of the label with the text entered presently in the machine.

10.Cursor selection
Indicates that you can use the cursor keys to select the items on the screen. Use the ▲ and ▼ keys to select a menu item, and the ◀ and ▶ keys to change the setting.

Refer to “LCD Display” on page 23 to adjust the LCD's contrast.

Key Names and Functions



1. (Power):
   Turns the P-touch labeler on and off.
2. (▲ ▼ ◀ ▶):
   Moves the cursor in the direction of the arrow when entering or editing characters, entering symbols or accented characters, and when setting label attributes in the function menus.
3. :
   Selects the option displayed when setting label attributes in the function menus, or when entering symbols or accented characters.
4. (Escape):
   Cancels the current command and returns the display to the data entry screen or the previous step.
5. Print Options / Print:
   - Prints the current label design onto the tape.
   - Opens the Print Options menu when used in combination with the Shift key.
6. Feed & Cut / Preview:
   - Displays a preview of the label.
   - Feeds 0.92" (23 mm) of blank tape and then automatically cuts the tape when used in combination with the Shift key.
7. File:
   Opens the File menu, where you can Print, Save, Open, or Delete the frequently used labels in the file memory.

8. Text :
- Opens the Text menu, where you can set character attributes for the label.
- Character attributes can be set to each line of the label when the Text menu is opened in combination with the Shift key.

9. Label :
Opens the Label menu, where you can set label attributes for the label.

10. Setup :
Opens the Setup menu, where you can set operating preferences for the P-touch labeler.

11. Clear :
Clears all text, text entered and current label settings.

12. 1 ~ . / :
- Use these keys to type letters or numbers.
- Uppercase letters and symbols can be entered using these keys in combination with the Caps or Shift keys.

13. Tab :
Inserts a tab to the position of the cursor in the text entry screen.

14. Caps :
Turns the Caps mode on and off. When the Caps mode is on, uppercase letters can be entered by simply pressing a character key.

15. Shift :
Use this key in combination with the letter and number keys to type uppercase letters or the symbols indicated on the number keys.

16. Symbol :
Use this to select and enter a symbol from a list of available symbols.

17. BS (Backspace):
- Deletes the character to the left of the cursor.
- Clears all text entered, or all text and current label settings when used in combination with the Shift key.

18. Enter :
- Enters a new line when entering text.
- Enters a new block when used in combination with the Shift key.

19. A/F (Auto-Format):
Opens the Auto-Format menu, where you can create labels using pre-defined templates or block formats.

20. Space :
- Enters a blank space.
- Returns a setting to the default value.

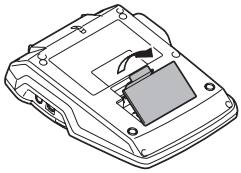
21. Bar Code :
- Opens the Bar code Input screen for entering the bar code data.
- Opens the Bar code Setup screen for setting bar code parameters when used in combination with the Shift key.

22. Accent :
Use this to select and enter an accented character.

Power Supply

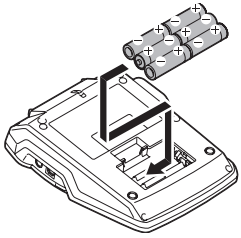
Battery

1 Turn the P-touch labeler over and remove the battery compartment cover. If the batteries are already in the machine, remove them.



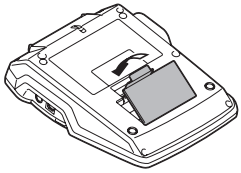
If you are replacing the batteries please ensure that the labeler is turned off prior to opening the battery compartment.

2 Insert six new AA-size alkaline batteries (LR6), making sure that the positive (+) and negative (-) ends of the batteries match the positive (+) and negative (-) marks inside the battery compartment.



Always replace all six batteries at the same time using brand new ones.

3 Attach the battery compartment cover by inserting the three hooks at the bottom into the slots on the machine, then pushing down firmly until it snaps into place.

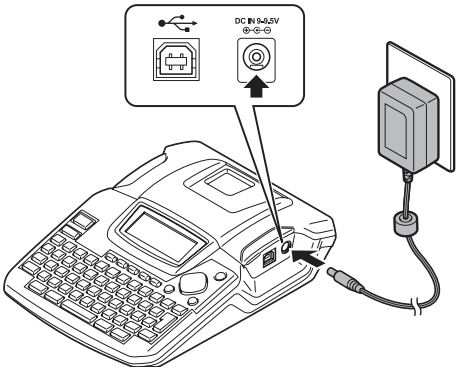


⚠ CAUTION

If you do not intend to use the P-touch labeler for an extended period of time it is recommended that the batteries be removed.

AC Adapter

Connect the AC adapter directly to the P-touch labeler.



1. Insert the plug on the AC adapter cord into the connector marked DC IN 9-9.5V on the P-touch labeler.
2. Insert the AC adapter plug into a standard electrical outlet.

- Turn the P-touch labeler off before disconnecting the AC adapter.
- Do not pull or bend the AC adapter cord.

To safe guard and backup the labeler's memory, when the AC adapter is unplugged it is recommended to have AA-size alkaline batteries (LR6) installed into the machine.

⚠ WARNING

- Use only the adapter (AD-24), which is designed exclusively for your P-touch. Failure to observe this may result in an accident or damage. Brother shall not assume any responsibility for any accident or damage resulting from not using the specified AC adapter.
- Do not connect the AC adapter to a non-standard electrical outlet. Failure to observe this may result in an accident or damage. Brother shall not assume any responsibility for any accident or damage resulting from not using a standard electrical outlet.

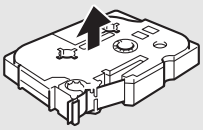
⚠ CAUTION

- Disconnect the AC adapter from the P-touch and electrical outlet when you do not intend to use the P-touch for an extended period.
- When power is disconnected for more than two minutes, all text and format settings will be cleared. Any text files stored in the memory will also be cleared.

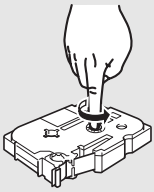
Inserting a Tape Cassette

This P-Touch labeler accepts tape cassettes of 9/64", 1/4", 3/8", 1/2" or 3/4" (3.5mm, 6mm, 9mm, 12mm, or 18mm) width.

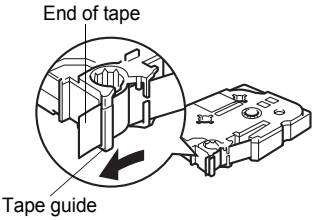
- If the new tape cassette has a cardboard stopper, be sure to remove the stopper before inserting the cassette.



- If the ink ribbon is loose, use your finger to wind the toothed wheel in the direction of the arrow as shown on the tape cassette.



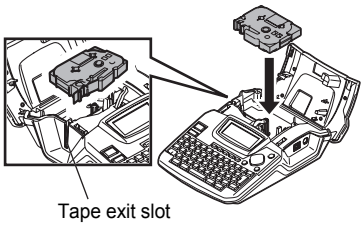
1 Check that the end of the tape is not bent and that it passes through the tape guide. If the tape is not passed through, pass it through the tape guide referring to the illustration.



2 Ensure that the P-touch labeler is powered off, then lift open the tape compartment cover. If there is already a tape cassette installed in the machine, remove it by lifting the tape cassette straight up.

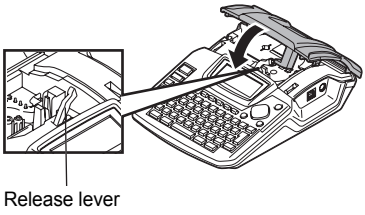
3 Insert the tape cassette by lowering it into the tape compartment, with the end of the tape facing the machine's tape exit slot. Press firmly down on the tape cassette until you hear a click.

When inserting the tape cassette, make sure that the tape and ink ribbon do not catch on the print head.



4 Close the tape compartment cover.

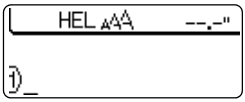
Make sure that the release lever is up when closing the tape compartment cover. The tape compartment cover cannot be closed if the release lever is pressed down.



- Be sure to feed tape to remove any slack in the tape and ink ribbon after inserting the tape cassette. Refer to "Feeding Tape" on page 22.
- **Do not pull the label coming out of the tape exit slot. Doing so will cause the ink ribbon to be discharged with the tape.**
- Store tape cassettes in a cool dark location, away from direct sunlight and high temperature, high humidity, or dusty locations. Use the tape cassette as quickly as possible after opening the sealed package.

Turning Power On/Off

Press the ⏻ key to turn the P-touch labeler on.
Press the ⏻ key again to turn the P-touch labeler off.



- Your P-touch labeler has a power saving function that automatically turns itself off if there is no keys pressed within a certain time under certain operating conditions. Refer to the Auto Power-Off Time table below for details.
- If the batteries are installed or the P-touch labeler is connected to an electrical outlet by the AC adapter, the previous session's information is maintained and will displayed when the power is turned on.

●Auto Power-Off Time●

	P-touch labeler only	Connected to PC
With AC adapter / With battery	5 minutes	60 minutes

Feeding Tape

Feed & Cut

This function will advance the tape approximately 0.92" (23 mm) and then cut the tape, resulting in a blank label. This action maybe needed when installing a new tape cassette to remove a bend in the tape and or ensure correct feeding of the tape.

1. Hold down the Shift key and press the Feed & Cut / Preview key. "Feed & Cut?" will appear on the LCD display.
2. Using the ▲ or ▼ select the "Feed & Cut" option and then press either OK or Enter. The message "Feeding Tape... Please Wait" appears while the tape is fed, and then the tape is cut.

> To exit or cancel this function press Esc.

Feed Only

This function will advance the tape approximately 0.92" (23 mm) resulting in a blank label sticking out the tape cassette. This action is recommended when using Fabric and Extra Strength Adhesive tapes, which should be cut using scissors.

1. Hold down the Shift key and press the Feed & Cut / Preview key. "Feed & Cut?" will appear on the LCD display.
2. Using the ▲ or ▼ select the "Feed Only" option and then press either OK or Enter. The message "Feeding Tape... Please Wait" appears while the tape is fed.

> To exit or cancel this function press Esc.

LCD Display

LCD Contrast

This function allows the user to adjust the contrast setting of the LCD display to make the screen easier to read. There are five levels from Dark (+2) to Light (-2) the factory default setting is "0".

1 Press the Setup key to display the Setup menu, select "LCD Contrast" using the ▲ or ▼ key, and then press the OK or Enter key.

2 Select a contrast level using the ▲ or ▼ key.
The screen contrast changes each time you press the ▲ or ▼ key, allowing you to set the most suitable contrast.

3 Press the OK or Enter key.

- Press the Esc key to return to the previous step.
- Pressing the Space while in the contrast function will return the setting to the default of "0".

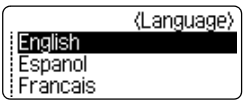
Setting Language and Unit

Language

Select the language ("English", "Español", "Français", "Italiano", "Magyar", "Nederlands", "Norsk", "Poliski", "Português", "Suomi", "Svenska", "Český","Dansk" or "Deutsch") for menu commands and messages shown on the LCD display.
The default setting is "English".

1 Press the Setup key to display the Setup menu, select "Language" using the ▲ or ▼ key, and then press the OK or Enter key.

2 Select a language using the ▲ or ▼ key.



3 Press the OK or Enter key.

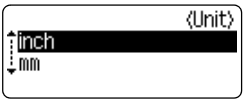
Press the Esc key to return to the previous step.

Unit

Select the units ("inch" or "mm") for dimensions shown on the LCD display.
The default setting is "inch".

1 Press the Setup key to display the Setup menu, select "Unit" using the ▲ or ▼ key, and then press the OK or Enter key.

2 Select a unit using the ▲ or ▼ key.



3 Press the OK or Enter key.

Press the Esc key to return to the previous step.

EDITING A LABEL

Entering and Editing Text

Using the keyboard of your P-touch labeler is very similar to using a typewriter, word processor, or personal computer.

Entering Text from the Keyboard

- To enter a lowercase letter or a number, simply press the desired key.
- To enter a blank space in the text, press the Space key.
- To enter an uppercase letter or one of the symbols on the number keys, hold down the Shift key and then press the desired key.
- To enter uppercase letters continuously, press the Caps key to enter Caps mode, and then press the desired keys.

- To exit Caps mode, press the Caps key again.
- To enter a lowercase letter while in Caps mode, hold down the Shift key and then press the desired key.

Adding a New Line

- To end the current line of text and start a new line, press the Enter key. A return mark appears at the end of the line and the cursor moves to the start of the new line.

- There is a maximum number of lines of text that can be entered for each tape width. A maximum of 5 lines can be entered for 3/4" (18mm) tape, 3 lines for 1/2" (12mm) tape, 2 lines for 3/8" (9mm) and 1/4" (6 mm) tape, and 1 line for 9/64" (3.5mm) tape.
- If you press the Enter key when max lines already exist, an error message is displayed.
- To change the character attribute of each line, refer to "Setting Character Attributes by Each Line" on page 31.

Adding a New Block

- To create a new block of text/lines to the right of your current text, press the Enter key while holding down the Shift key. A ▮ mark will appear at the end of the block and the cursor moves to the start of the new block.

A maximum of 5 blocks can be entered in one label.

Moving the Cursor

- To move the cursor left, right, up or down, press the ◄ ►, ▲ or ▼ keys. Each press of the key moves the cursor one space or line.
- To move the cursor to the beginning or end of the current line, hold down the Shift key and then press the ◄ or ► keys.
- To move the cursor to the very beginning or end of the text, hold down the Shift key and then press the ▲ or ▼ keys.

Inserting Text

- To insert additional text into an existing line of text, move the cursor to the character to the right of the position where you want to start inserting text and then enter the additional text. The new text is inserted to the left of the cursor.

Inserting a Tab

- To insert a tab space between the existing line of text, move the cursor where you wish to add a tab and press the Tab key. A T mark appears to indicate the position which the tab space will be entered.

- To change the length setting of the tab, refer to "Setting Label Attributes" on page 35.
- The tab space can also be entered by pressing the Setup key to open the Setup menu and selecting "Tab" by using ▲ or ▼ keys, and then pressing the OK or Enter key.

Deleting Text

■ Deleting one character at a time

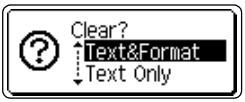
- To delete a character from an existing line of text, move the cursor to the character to the right of the position you want to start deleting text and then press the BS key. The character to the left of the cursor is deleted each time the BS key is pressed.

If you hold down the BS key, the characters left to the cursor are deleted continuously.

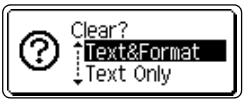
■ Deleting all text at once

- Use the Clear key to delete all text at once.

1 Press the Clear key.
The Clear options are displayed.

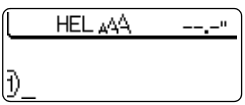


2 Using the ▲ or ▼ keys, select "Text Only" to delete all text while retaining the current format settings, or select "Text & Format" to delete all text and format settings.



Press the Esc key to return to the text entry screen, without erasing (or clearing) text or format.

3 Press the OK or Enter key.
All text is deleted. All format settings are also deleted if Text & Format was selected.



Entering Symbols

In addition to the symbols available on the keyboard, there are various symbols (including international and extended ASCII characters) available with the symbol function.
There are two methods of entering symbols:

- Using the Shift key.
- Using the Symbol function.

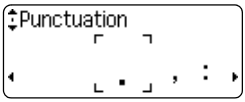
Entering Symbols Using Shift Key

Symbols printed in upper-right corner of the keys on the keyboard can be entered using the Shift key.

- To enter one of these symbols, hold down the Shift key and then press the desired key.

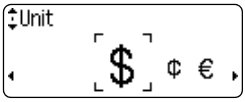
Entering Symbols Using the Symbol Function

1 Press the Symbol key.
A list of symbol categories and symbols in that category is displayed.

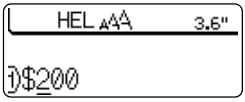


The last symbol entered is selected in the list displayed.

2 Select a symbol category (Punctuation, Business, Mathematics, etc.) using the ▲ or ▼ key or by pressing the Symbol key repeatedly, and then select a symbol using the ◀ or ▶ keys.



3 Press the OK or Enter key.
The selected symbol is inserted into the line of text.



- Press the Esc key to return to the previous step.
- Refer to the Symbol List table on page 28 for a complete list of symbols and symbol categories.

Symbol List

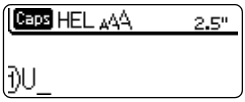
Category	Symbols
Punctuation	. , : ; " ' • ? ! ¿ ¡ – & ˜ _ \ / §
Business	@ # % ® © ™ CE ✓
Mathematics	+ – × ÷ ± = *
Bracket	( ) [ ] < >
Arrow	➡ ⬅ ⬆ ⬇ ↔ ☞
Unit	$ ¢ € £ ¥ °
International	α ß γ δ µ Ω ϕ ª º
Number	² ³ ₂ ₃ ¼ ½ ¾
Pictograph	★ ● ○ □ △ ♪
Electrical	⏚ ∼ ⎓ ⊣⊢ ⏻ ⊗ ⏛
Others	⃠ ⚠ ⚠ ☠ ☢ ☎

The use of the CE mark is strictly governed by one or more European Council directives. Ensure that any labels you produce which use this mark conform with the relevant directives.

Entering Accented Characters

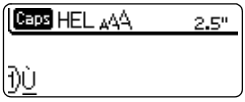
The P-touch labeler can display and print a set of accented characters such as other language specific characters.

1 Enter the character you wish to change to composite character.

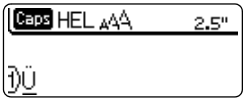


> Caps mode can be used with the Accent function.

2 Press the Accent key.
The character you entered will change to an accented character.

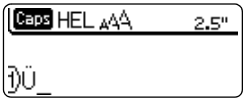


3 Press the Accent key repeatedly until the desired accented character is selected, or select it by using the ◄ or ► keys.



> The order of composite characters which appear on display differ by the selected LCD language.

4 Press the OK or Text key.
The selected composite character is inserted into the line of text.



- Press the Esc key to return to the previous step.
- Refer to the Accented Character List table on page 30 for a complete list of all accented characters available.

Accented Character List

Character	Accented Characters
a	á à â ä æ ã ą å ā ă
A	Á À Â Ä Æ Ã Ą Å Ā Ă
c	ç č ć
C	Ç Č Ć
d	ď ð đ
D	Ď Đ
e	é è ê ë ę ě ė ē
E	É È Ê Ë Ę Ě Ė Ē
g	ģ ğ
G	Ģ Ğ
i	í ì î ï į ī ı
I	Í Ì Î Ï Į Ī İ
k	ķ
K	Ķ
l	ł í ļ ľ
L	Ł Ĺ Ļ Ľ
n	ñ ň ń ņ
N	Ñ Ň Ń Ņ
o	ó ò ô ø ö õ œ ő
O	Ó Ò Ô Ø Ö Õ Œ Ő
r	ř ŕ ŗ
R	Ř Ŕ Ŗ
s	š ś ş ș ß
S	Š Ś Ş Ș ß
t	ť ţ þ
T	Ť Ţ Þ
u	ú ù û ü ų ů ū ű
U	Ú Ù Û Ü Ų Ů Ū Ű
y	ý ÿ
Y	Ý Ÿ
z	ž ź ż
Z	Ž Ź Ż

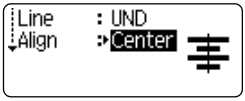
Setting Character Attributes

Setting Character Attributes by Label

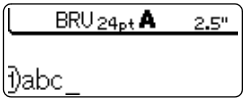
Using the Text key, you can select a font and apply size, width, style, line, and alignment attributes.

1 Press the Text key.
The current settings are displayed.

2 Select an attribute using the ▲ or ▼ keys, and then set a value for that attribute using the ◀ or ▶ keys.



3 Press the OK or Enter key to apply the settings.



New settings are NOT applied if you do not press the OK or Enter key.

- Press the Esc key to return to the previous step.
- Press the Space key to set the selected attribute to the default value.
- Refer to the Setting Options table for a list of all available settings.
- Small characters may be difficult to read when certain styles are applied (e.g. Shadow + Italic).

Setting Character Attributes by Each Line

When a label consists two or more lines of text, you can set different value of character attributes (font, size, width, style, line and alignment) for each line.

Move the cursor to the line you wish to change the character attribute by using the ▲ or ▼ keys. Next, press the Text key while holding down Shift key to display the attributes. (A on the screen indicates that you are now applying the attribute for that specific line only.)

When different value of attribute is set for each line, the value will be displayed as **** when you press the Text key. When you change the setting on this screen by using the ▲ or ▼ keys, the same change will be applied to all lines of the label.

Font & Size Options

Attribute	Value	Result
Font	**HEL (Helsinki)**	ABCabc
	BRU (Brussels)	ABCabc
	FLO (Florida)	**ABCabc**
	CAL (Calgary)	*ABCabc*
Size	**Auto**	When Auto is selected, the text is automatically adjusted to print in the largest size available for each tape width.
	42pt	ABCabc
	36pt	ABCabc
	24pt	ABCabc
	18pt	ABCabc
	12pt	ABCabc
	9pt	ABCabc
	6pt	ABCabc

●Width & Style Options●

Attribute	Value	Result
Width	x2	ABCabc
	x1	ABCabc
	x2/3	ABCabc
	x1/2	ABCabc
Style	**Off**	ABCabc
	BLD (Bold)	ABCabc
	OUT (Outline)	ABCabc
	SHD (Shadow)	ABCabc
	SLD (Solid)	ABCabc
	ITL (Italic)	*ABCabc*
	I+BLD (Italic Bold)	*ABCabc*
	I+OUT (Italic Outline)	*ABCabc*
	I+SHD (Italic Shadow)	*ABCabc*
	I+SLD (Italic Solid)	*ABCabc*
	VRT (Vertical)	A B C a b c

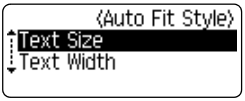
Attribute	Value	Result
Line	**Off**	ABCabc
	UND (Underline)	ABCabc
	STR (Strikeout)	~~ABCabc~~
Align (Alignment)	**Left**	ABCabc
	Center	ABCabc
	Right	ABCabc
	Just (Justify)	A B C a b c

Setting Auto Fit Style

When "Size" is set to "Auto" and "Length" is set to a specific length, you can select the way of reducing the text size to fit within the label length.
When "Text Size" is selected, the total text size is modified to fit within the label.
When "Text Width" is selected, the text width will be reduced to the size of x1/2 setting. (If further size reduction is required to fit the text into the selected label length, the total text size will be modified after reducing the text width to x1/2 setting.)

1 Press the Setup key to display the Setup menu, Select "Auto Fit Style" using the ▲ or ▼ keys, and then press the OK or Enter key.
The Auto Fit Style screen is displayed.

2 Select the style using the ▲ or ▼ keys.



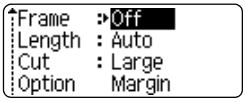
3 Press the OK or Enter key to apply the setting.

- Press the Esc key to return to the previous step.
- Press the Space key to set the style to the default setting ("Text Size").

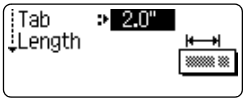
Setting Label Attributes

Using the Label key, you can create a label with a frame around the text and specify the label length and tab length. (Cut Options which may be needed when printing a label can also be set by using the Label key. Refer to “Tape Cutting Options” on page 53 and 54.)

1 Press the Label key.
The current settings are displayed.

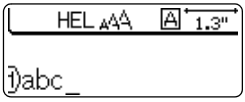


2 Select an attribute using the ▲ or ▼ keys, and then set a value for that attribute using the ◀ or ▶ keys.



- When setting the tab length, hold down the ◀ or ▶ keys to change the value faster.
- When setting the label length, refer to “Adjusting the Label Length” on page 55

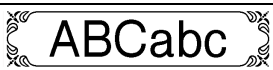
3 Press the OK or Enter key to apply the settings.



New settings are NOT applied if you do not press the OK or Enter key.

- Press the Esc key to return to the previous step.
- Press the Space key to set the selected attribute to the default value.
- Refer to the Setting Options table for a list of all available settings.

Framing Options

Attribute	Value	Result
Frame	Off	ABCabc
	1	ABCabc
	2	ABCabc
	3	ABCabc
	4	ABCabc
	5	ABC abc ABC ABC abc ABC ABC abc ABC
	6	
	7	
	8	
	9	
	10	
	11	
	12	
	13	
	14	

Attribute	Value	Result
Frame	15	
	16	
Length	The length of the label can be set within the range 1.2" (30mm) - 12.0" (300mm). When **Auto** is selected, the length of the label is automatically adjusted based on the amount of text entered.	
Tab Length	The length of the tab can be set within the range 0.0" (0mm) - 4.0"(100mm). The default setting is **2.0" (50mm)**.	

Using Auto-Format Layouts

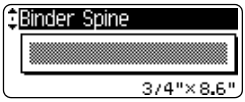
Using the Auto-Format function you can quickly and easily create labels for a variety of purposes, such as file tabs, equipment labels, name badges, etc. Simply select a layout from the templates or block layouts, enter the text and apply formatting as desired.

Symbols and accented characters can also be used in auto-format layouts.

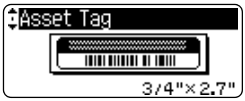
Using Templates - Example creating an Asset Tag

1 Press the A/F key to display the Auto-Format screen, and then select "Templates" using the ▲ or ▼ keys.

2 Press the OK or Text key.
The last template used is displayed.



3 Select a template using the ▲ or ▼ keys.



4 Press the OK or Text key.
The Style screen is displayed.

5 Select an attribute using the ▲ or ▼ keys, and then set a value for that attribute using the ◀ or ▶ keys.

6 Press the OK or Enter key.
The Bar Code Setup screen is displayed.

7 Select an attribute using the ▲ or ▼ keys, and then set a value for that attribute using the ◀ or ▶ keys.

The "C-Digit" (Check Digit) attribute is only available for the CODE39, I-2/5 and CODABAR protocols.

8 Press the OK or Enter key.
The template text entry screen is displayed.

Caps mode can be used when entering text.

9 Enter the text and then press the OK or Enter key.
Repeat this for each text field.
After all text fields are entered, the print menu is displayed when the OK or Enter key is pressed.

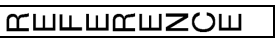
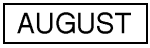
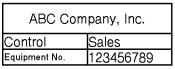
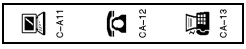
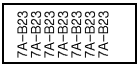
10 Select "Print" using the ▲ or ▼ keys and then press the OK or Enter key to print the label.

- Select "Edit" to change the text data or style settings.
- Select "Save" to store the label in a file memory.
- Select "Quit" to exit the Auto-Format function.

- Press the Esc key to return to the previous step.
- On the Style and Bar Code Setup screens, press the Space key to change the selected attribute to the default value.
- Refer to the Templates table on page 40 for a list of available templates.
- The "Clear All Text?" message is displayed when the Clear key is pressed. Press the OK or Enter key to delete all text, or press the Esc key to not delete the file.
- To print multiple copies, sequentially numbered copies, or a mirror image of the label, with the print menu displayed hold down the Shift key and press the Print Options / Print key to display the Print Options menu.

- If the width of the current tape cassette does not match the set width for the selected layout, an error message is displayed when you try to print the label. Press the Esc key or any other key to clear the error message, and insert a tape cassette of the correct width.
- If the number of characters entered exceeds the limit, an error message is displayed when the OK or Enter key is pressed. Press the Esc key or any other key to clear the error message, and edit the text using fewer characters.
- Except as "No cut" is set, when using the Auto-Format function the label is cut with a margin on the left and right ends regardless of the current Tape Cutting Option setting (refer to page 53).

Templates

Attribute	Value	Details
Template Name	**Binder Spine**	 (3/4" x 8.6" [18 mm x 219 mm])
	File Folder Tab	(1/2" x 3.2" [12 mm x 82 mm])
	Divider Tab (Hanging Folder)	 (1/2" x 1.6" [12 mm x 42 mm])
	Asset Tag	(3/4" x 2.7" [18 mm x 70 mm])
	Bin Box	(3/4" x 3.0" [18 mm x 76 mm])
	Equipment Label	 (3/4" x 2.2" [18 mm x 58 mm])
	Faceplate (VRT)	 (1/2" x 2.7" [12 mm x 70 mm])
	Cable Wrap	 (3/4" x 1.5" [18 mm x 39 mm])
	Name Badge 1	(3/4" x 2.8" [18 mm x 72 mm])
	Name Badge 2	(1/2" x 2.8" [12 mm x 72 mm])

Attribute	Value	Details
Template Name	CD Case Spine 1	My Favorite Music (1/4" x 4.4" [6 mm x 113 mm])
	CD Case Spine 2	My Favorite Music (9/64" x 4.4" [3.5 mm x 113 mm])
	VHS Spine	Mike's Favorite Films 360min. EP 01/01/2006 Comedy, Action, Horror (3/4" x 5.5" [18 mm x 140 mm])
	MiniDV Spine	Julie's Wedding (3/8" x 1.6" [9 mm x 42 mm])

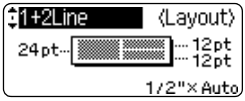
Using Block Layouts

1 Press the A/F key to display the Auto-Format screen, and then select "Block Layouts" using the ▲ or ▼ keys.

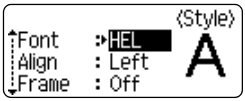
2 Press the OK or Enter key to display the Tape Width screen, and then select a tape width using the ▲ or ▼ keys.

3 Press the OK or Enter key.
When the tape width has not changed, the last block layout selected is displayed. When the tape width has changed, the default layout for the new tape width is displayed.

4 Select a block layout using the ▲ or ▼ keys.



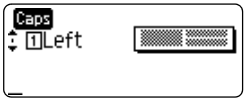
5 Press the OK or Enter key.
The Style screen is displayed.



6 Select an attribute using the ▲ or ▼ keys, and then set a value for that attribute using the ◀ or ▶ keys.

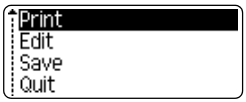
Press the Space key to set the selected attribute to the default value.

7 Press the OK or Enter key.
The block layout text entry screen is displayed.



Caps mode can be used when entering text.

8 Enter text and then press the OK or Enter key.
Repeat for each text field.
After all text fields are completed, press the OK or Enter key to display the print menu.



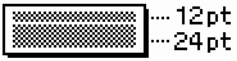
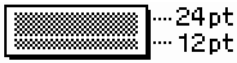
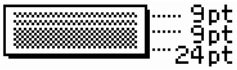
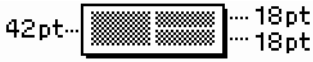
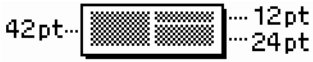
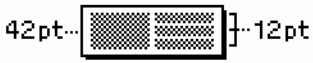
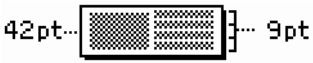
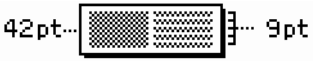
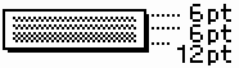
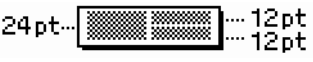
9 Select "Print" using the ▲ or ▼ keys and then press the OK or Enter to print the label.

- Select "Edit" to change the text data or style settings.
- Select "Save" to store the label in a file memory.
- Select "Quit" to exit the Auto-Format function.
- Select "Change Layout" to use a different layout.

- Press the Esc key to return to the previous step.
- Refer to the Block Layouts table on page 43 for a list of all available layouts.
- The "Clear All Text?" message is displayed when the Clear key is pressed. Press the OK or Enter key to delete all text, or press the Esc key to not delete the text.
- To print multiple copies, sequentially numbered copies, or a mirror image of the label, with the print menu displayed hold down the Shift key and press the Print Options / Print key to display the Print Options menu.

- If the width of the current tape cassette does not match the set width for the selected layout, an error message is displayed when you try to print the label. Press the Esc key or any other key to clear the error message, and insert a tape cassette of the correct width.
- If the number of characters entered exceeds the limit, an error message is displayed when tthe OK or Enter key is pressed. Press the Esc key or any other key to clear the error message, and edit the text using fewer characters.
- When using the Auto-Format function the label is cut with a margin on the left and right ends regardless of the current Tape Cutting Option setting (refer to page 53).

●Block Layouts●

Attribute	Value	Details
Block layout (3/4" [18 mm] tape)	**2LineA**	
	2LineB	
	3Line	
	1+2LineA	
	1+2LineB	
	1+3Line	
	1+4Line	
	1+5Line	
Block layout (1/2" [12 mm] tape)	**2LineA**	
	2LineB	
	3Line	
	1+2Line	

Attribute	Value	Details
Block layout (3/8" [9 mm] tape)	**2LineA**	
	2LineB	
	1+2Line	
Block layout (1/4" [6 mm] tape)	**1+2Line**	

Creating a Bar Code Label

Using the Bar Code function you can create labels with one dimensional bar codes for use with cash registers, stock control systems or other bar code reader systems, or even asset control tags used in an asset management system.

- The P-touch labeler is not designed exclusively for creating bar code labels. Always check that bar code labels can be read by the bar code reader.
- For best results, print bar code labels in black ink on white tape. Some bar code readers may not be able to read bar code labels created using colored tape or ink.
- Use the “Large” setting for “Width” whenever possible. Some bar code readers may not be able to read bar code labels created using the “Small” setting.
- Continuously printing a large number of labels with bar codes can overheat the print head, which may effect printing quality.

Setting Bar Code Parameters

1 Press the Setup key to display the Setup menu, select “Bar Code Setup” using the ▲ or ▼ keys, and then press the OK or Enter key.
The Bar Code Setup screen is displayed.

Pressing Bar Code key while holding down Shift key will also allow you to go to "Bar Code Setup".

2 Select an attribute using the ▲ or ▼ keys, and then set a value for that attribute using the ◀ or ▶ keys.

The "C-Digit" (Check Digit) attribute is only available for the CODE39, I-2/5 and CODABAR protocols.

Characters may not appear below the bar code even when "On" is selected for "Under #", depending on the tape width being used, the number of lines entered, or the current character style settings.

3 Press the OK or Enter key to apply the settings.

New settings are NOT applied if you do not press the OK or Enter key.

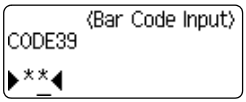
- Press the Esc key to return to the previous step.
- Press the Space key to set the selected attribute to the default value.
- Refer to the Bar Code Settings table on page 46 for a list of all available settings.

Bar Code Settings

Attribute	Value
Protocol	**CODE39**, CODE128, EAN8, EAN13, EAN128, UPC-A, UPC-E, I-2/5 (ITF), CODABAR
Width	**Large**
	Small
Under# (characters printed below bar code)	**On**
	Off
C.Digit (check digit)	**Off**
	On (only available for the CODE39, I-2/5 and CODABAR protocols)

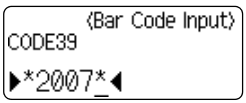
Entering Bar Code Data

1 Press the Bar Code key.
The Bar Code Input screen is displayed.

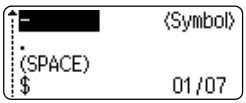


Up to five bar codes can be entered on a label.

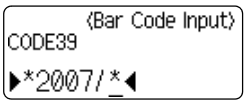
2 Type in the bar code data.
Special characters can be entered in the bar code when using the CODE39, CODABAR, CODE128 or EAN128 protocols. When not using special characters, go to step 5.



3 Press the Symbol key.
A list of characters available for the current protocol is displayed.



4 Select a character using the ▲ or ▼ keys, then press the OK or Enter key to insert the character in the bar code data.



5 Press the OK or Type key to insert the bar code in the label.
Two bar code marks are displayed on the text entry screen.

- Press the Esc key to return to the previous step.
- Refer to the Special Characters List table on page 47 for a list of all available settings.

Special Character List

CODE39

Code	Special Character
0	-
1	.
2	(SPACE)
3	$
4	/
5	+
6	%

CODABAR

Code	Special Character
0	-
1	$
2	:
3	/
4	.
5	+

CODE128, EAN128

Code	Special Character	Code	Special Character	Code	Special Character
0	(SPACE)	24	\	48	DC3
1	!	25	]	49	DC4
2	"	26	^	50	NAK
3	#	27	_	51	SYN
4	$	28	NUL	52	ETB
5	%	29	`	53	CAN
6	&	30	SOH	54	EM
7	'	31	STX	55	SUB
8	(	32	ETX	56	ESC
9	)	33	EOT	57	{
10	*	34	ENQ	58	FS
11	+	35	ACK	59	|
12	,	36	BEL	60	GS
13	-	37	BS	61	}
14	.	38	HT	62	RS
15	/	39	LF	63	~
16	:	40	VT	64	US

Code	Special Character	Code	Special Character	Code	Special Character
17	;	41	FF	65	DEL
18	<	42	CR	66	FNC3
19	=	43	SO	67	FNC2
20	>	44	SI	68	FNC4
21	?	45	DLE	69	FNC1
22	@	46	DC1		
23	[	47	DC2		

Editing and Deleting a Bar Code

- To edit the bar code data position the cursor beneath either of the bar code marks on the data entry screen and then open the Bar Code Input screen. Refer to “Entering Bar Code Data” on page 46.
- To edit the “Width” and “Under#” settings on a bar code already placed on the screen, position the cursor beneath either of the bar code marks on the data entry screen and then open the Bar Code Setup screen. Refer to “Setting Bar Code Parameters” on page 45.
- To delete a bar code from a label, position the cursor to right of the bar code marks on the data entry screen and press the ⌫ key.

LABEL PRINTING

Label Preview

Using the Preview function you can check the layout of the label before printing it onto the label.

1 Press the Feed & Cut / Preview key.
An image of the label is displayed on the screen.
The length of the label is shown in the lower-right corner of the screen.
Press the ◄ or ► keys to scroll the preview to the left or right.
Press the ▲ or ▼ keys to change the magnification of the preview.

- Press the Esc key to return to the text entry screen. (You can also return to the text entry screen by pressing OK, Cut, or Feed & Cut / Preview key.)
- To scroll the preview to the left or right end, hold down the Shift key and press the ◄ or ► keys.
- To print the label directly from the preview screen, press the Print Options / Print key or open the print options screen and select a print option. Refer to "Printing a Label" below for details.
- The print preview is a generated image of the label, and may differ from the actual label when printed.

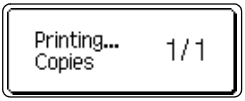
Printing a Label

After entering the text and formatting the label, you are ready to print your label. In addition to printing a single copy of a label, your P-touch labeler has several printing features that allow you to print multiple copies of a label, sequentially numbered labels and mirror-printed labels.

- **Do not pull the label coming out of the tape exit slot. Doing so will cause the ink ribbon to be discharged with the tape.**
- Do not block the tape exit slot during printing or when feeding tape. Doing so will cause the tape to jam.
- Be sure to check that there is enough tape remaining when printing several labels continuously. If tape is running low, set fewer copies, print labels one at a time, or replace the tape cassette.
- Striped tape indicates the end of the tape cassette. If this appears during printing, press the ⏻ key to turn the P-touch labeler off. Attempting to print with an empty tape cassette may damage the machine.

Printing a Single Copy

1. Make sure that the appropriate tape cassette is inserted and ready for printing.
2. Press the Print (Print Options) key.
   The message shown on the right is displayed while the label is being printed.



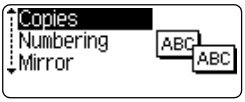
To stop printing, press the ⏻ key to turn off the P-touch labeler.

There are several other messages that may appear when you press the Print (Print Options) key. Refer to "Error Messages" on page 65 for further information about error messages.

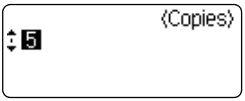
Printing Multiple Copies

Using this function you can print up to 9 copies of the same label.

1. Make sure that the appropriate tape cassette is inserted and ready for printing.
2. Hold down the ⇧Shift key and press the Print (Print Options) key to display the print options screen, and then select "Copies" using the ▲ or ▼ keys.

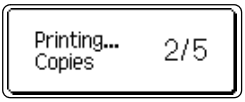


3. Press the OK or Enter key to display the Copies screen, and then select the number of copies to be printed using the ▲ or ▼ keys, or type the number using the number keys.



- Hold down the ▲ or ▼ keys to change the number of copies faster.
- Pressing the Space key when setting the number of copies resets the value to 1, the default.

4. Press the OK or Enter key.
   The message shown on the right is displayed while the labels are being printed.



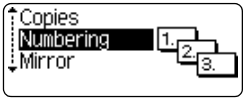
- Press the Esc key to return to the previous step.
- Unless set otherwise, the tape is automatically cut after each copy is printed. Refer to "Tape Cutting Options" on page 53 to change this setting.
- The figures shown on the screen during printing indicate the "count / number of copies set".

Auto-numbering Labels

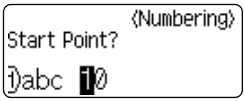
Using the numbering function you can create a set of sequentially numbered labels from a single label format.

1 Make sure that the appropriate tape cassette is inserted and ready for printing.

2 Hold down the Shift key and press the Print Options / Print key to display the print options screen, and then select "Numbering" using the ▲ or ▼ keys.

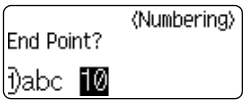


3 Press the OK or Print key.
The numbering start point screen is displayed.

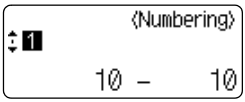


> To apply auto-numbering to a bar code, select the bar code here. After selecting the bar code you will be prompted to enter the number of labels to be printed (step 6).

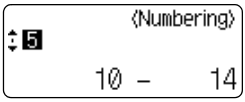
4 Move the cursor to the first character to be incremented in the numbering sequence and press the OK or Print key.
The numbering end point screen is displayed.



5 Move the cursor to the last character to be incremented in the numbering sequence and press the OK or Print key.
The number of labels to be printed is displayed.

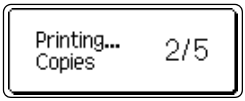


6 Select the number of labels to be printed using the ▲ or ▼ keys, or type the number using the number keys.



> • Hold down the ▲ or ▼ keys to change the number of labels faster.
> • Pressing the Space key when selecting the number of copies resets the value to 1, the default.

7 Press the OK or Print key.
The labels are printed.
As each label is printed the number of copies printed is shown.



- Press the Esc key to return to the previous step.
- Unless set otherwise, the tape is automatically cut after each copy is printed. Refer to "Tape Cutting Options" on page 53 to change this setting.
- The figures shown on the screen during printing indicate the "count / number of copies".
- Auto-numbering can also be applied to bar codes. When a bar code contains an auto-numbering sequence, no other fields in the label can contain an auto-numbering sequence.
- The auto-number portion of the label is incremented after each label is printed.
- Only one auto-numbering sequence can be used in a label.
- Any symbols or other non-alphanumeric characters in the auto-numbering sequence are ignored.
- An auto-numbering sequence can only contain a maximum of five characters.

- Letters and numbers increase as shown below:

  0 → 1 ...9 → 0 → ...
  A → B ...Z → A → ...
  a → b ...z → a → ...
  A0 → A1 ...A9 → B0 → ...

  Spaces (shown as underlines "_" in the example below) can be used to adjust the spacing between characters or to control the number of digits that are printed.

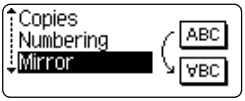
  _9 → 10 ...99 → 00 → ...
  _Z → AA ...ZZ → AA → ...
  1_9 → 2_0 ...9_9 → 0_0 → ...

Mirror Printing

Using the mirror printing function you can create labels with the text printed in reverse so that they can be read from the opposite side when attached to glass or other transparent material.

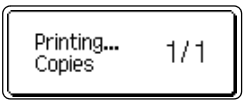
1 Make sure that the appropriate tape cassette is inserted and ready for printing.

2 Hold down the Shift key and press the Print Options / Print key to display the print options screen, and then select "Mirror" using the ▲ or ▼ key.



3 Press the OK or Enter key.
The message "Mirror Print?" is displayed

4 Press the OK or Enter key.
The message shown on the right is displayed while the label is being printed.

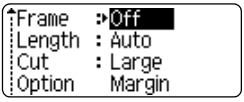


- Press the Esc key to return to the previous step.
- Text should be printed on clear tape when using the mirror printing function.
- The copy and auto-numbering functions cannot be used together with the mirror printing function.

Tape Cutting Options

The tape cutting options allow you to specify how the tape is fed and cut when printing labels. In particular, the “Chain” and “No Cut” options greatly reduce the amount of wasted tape by using smaller margins and eliminating blank sections cut between labels.

1 Press the Label key to display the Label menu.



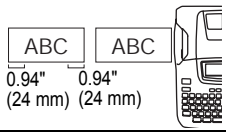
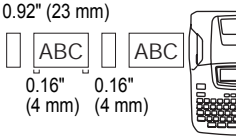
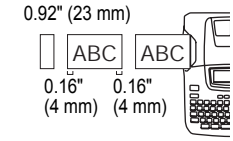
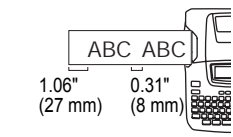
2 Select "Cut Option" using the ▲ or ▼ keys, and then set the value by using the ◀ or ▶ keys.

3 Press the OK or Enter key to apply the settings.

New settings are NOT applied if you do not press the OK or Enter key.

- Press the Esc key to return to the previous step.
- Refer to the Tape Cutting table on page 54 for a list of all available settings.

Tape Cutting

Setting	Description	Example
Large Margin	Automatically cuts the tape after each label is printed. The labels have a 0.94" (24 mm) margin on the left and right ends.	
Small Margin	• When printing labels one at a time: Automatically cuts a piece of blank tape before printing the label, and then cuts the tape after the label is printed. • When printing several labels continuously: Automatically cuts a piece of blank tape before printing the first label, and then cuts the tape after each label is printed. • The labels have a 0.16" (4 mm) margin on the left and right ends.	
Chain	• When printing labels one at a time: Automatically cuts a piece of blank tape before printing the label, and then does not cut the tape after the label is printed. • When printing several labels continuously: Automatically cuts a piece of blank tape before printing the first label, and then cuts the tape after each label is printed. • The labels have a 0.16" (4 mm) margin on the left and right ends. • The tape is not fed and cut after the last label is printed.	
No Cut	• Use this setting to print a strip of labels with no cuts in between. • Pressing the Feed & Cut / Preview while holding down Shift key will feed and cut the last label printed.	

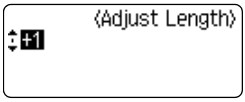
- When using Fabric Iron-On Tapes or Extra Strength Adhesive Tapes, set "No Cut" and refer to "Feeding Tape" on page 22 to apply the appropriate setting.
- The tape is not cut after the last label is printed when "Chain" or "No Cut" is set. Hold down the Shift key and press the Feed & Cut / Preview key, and select "Feed & Out" (refer to "Feeding Tape" on page 22) to feed and cut tape automatically, or cut the tape manually if you are using Fabric Iron-on Tapes or Extra Strength Adhesive Tapes.
- When using the Auto-Format function, the label is cut with a margin on the left and right ends regardless of the current Tape Cutting Option Setting except as "No Cut" is set.

Adjusting the Label Length

You can adjust the length of the printed label in levels of -5 to +5.

1 Press the Setup key to display the setup menu, select "Adjust Length" using the ▲ or ▼ key, and then press the OK or Enter key.

2 Select "Adjust Length" by using the ▲ or ▼ key, and then set the value by using the ▲ or ▼ key.



3 Press the OK or Enter key to apply the setting.

- Press the Esc key to return to the previous step.
- Press the Space key to set the value to default setting.
- Approximately 1% of the total label length will be adjusted by 1 level.

Attaching Labels

1 If necessary, trim the printed label to the desired shape and length using scissors, etc.

2 Peel the backing from the label.

The backing of some types of tapes may be pre-cut to make it easier to peel the backing.

3 Position the label and then press firmly from top to bottom with your finger to attach the label.

- Labels may be difficult to attach to surfaces that are wet, dirty, or uneven. The labels may peel off easily from these surfaces.
- Be sure to read the instructions provided with Fabric Iron-On Tapes, Extra Strength Adhesive Tapes or other special tapes and observe all precautions noted in the instructions.

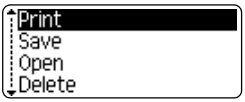
USING THE FILE MEMORY

You can store up to 9 of your most frequently used labels in the file memory. Each label is stored as a file, allowing you to quickly and easily recall your label when needed again.

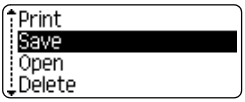
- When the file memory is full, each time you save a file you will need to overwrite one of your stored files.
- You will lose your stored files if the AC adapter is disconnected and the batteries are removed for more than two minutes.

Storing a Label into Memory

1 After entering the text and formatting the label, press the File key to display the File screen.



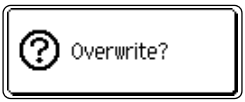
2 Select "Save" using the ▲ or ▼ keys.



3 Press the OK or Enter key.
A file number is displayed.
A label text is also displayed if a label is already stored in that file number.

4 Select a file number using the ▲ or ▼ key, and then press the OK or Enter key to save the label under the selected file number.
The file is saved and the screen returns to the text entry screen.

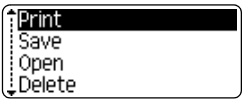
When there is already a stored file in the selected number, the data will be overwritten by the file you try to save.



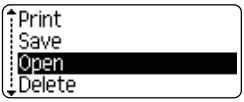
- Press the Esc key to return to the previous step.
- Up to 200 characters can be saved in one file, depending on the number of lines. However, there is a maximum of 1800 characters for the total number of characters saved in up to 9 files. Text and layout formatting data is also saved in the file.
- To store a label created by using the Auto-Format Layouts, refer to "Using Auto-Format Layouts" on page 37.

Opening a Stored Label File

1 Press the File key to display the File screen.

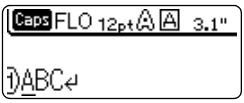


2 Select "Open" using the ▲ or ▼ keys.



3 Press the OK or Text key.
The file number of a stored label is displayed.
The label text is also displayed to identify the label.

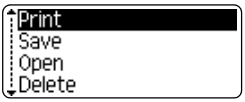
4 Select a file number using the ▲ or ▼ key, and then press the OK or Text key to open the selected file.
The file is opened and displayed on the text entry screen.



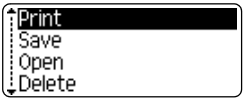
Press the ESC key to return to the previous step.

Printing a Stored Label File

1 Press the File key to display the File screen.

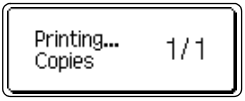


2 Select "Print" using the ▲ or ▼ keys.



3 Press the OK or Enter key.
The file number of a stored label is displayed.
The label text is also displayed to identify the label.

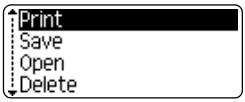
4 Select a file number using the ▲ or ▼ key, and then press the Print (Print Options), OK or Enter key to print the selected label. The label is printed from the machine.



- Press the Esc key to return to the previous step.
- The message "No Text!" is displayed when you try to print a file with no text.

Deleting a Stored Label File

1 Press the File key to display the File screen.



2 Select "Delete" using the ▲ or ▼ keys.

3 Press the OK or Enter key.
The file number of a stored label is displayed.
The label text is also displayed to identify the label.

4 Select a file number using the ▲ or ▼ key, and then press the OK or Enter key.
The message “Delete?” is displayed.

5 Press the OK or Enter key to delete the file.
The file is deleted and the screen returns to the text entry screen.

Press the ESC key to cancel deleting the file and return to the previous screen.

MAINTAINING YOUR P-touch Labeler

Resetting the P-touch Labeler

You can reset the P-touch labeler internal memory to clear all saved label files and revert the machine back to factory settings.

1. Turn off the machine. Press and hold the Shift and R. Continue to hold the Shift and R, press and release the power key. Now, release the Shift and R. The P-touch labeler's internal memory is now reset.

Release the power key before releasing the other keys.

All text, format settings, option settings and stored label files are cleared when you reset the P-touch labeler. Language and unit settings will also be cleared.

Maintenance

Your P-touch labeler should be cleaned on a regular basis to maintain its performance.

Always remove the batteries and disconnect the AC adapter prior to cleaning the P-touch labeler.

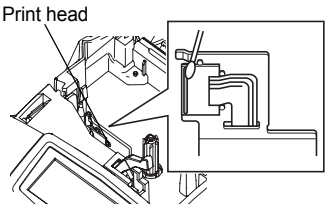
Cleaning the exterior of the P-touch labeler

Wipe any dust and marks from the main unit using a soft, dry cloth.
Use a slightly dampened cloth on difficult to remove marks.

Do not use paint thinner, benzene, alcohol or any other organic solvent. These may deform the case or damage the appearance of your P-touch labeler.

Cleaning the Print Head

Streaks or poor quality characters on printed labels generally indicates that the print head is dirty. Clean the print head using a dry cotton swab or optional print head cleaning cassette (TZ-CL4).



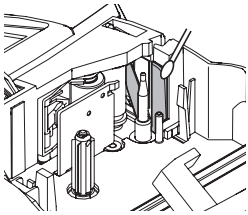
Refer to the instructions provided with the print head cleaning cassette for directions on how to use it.

⚠ WARNING

Do not touch the print head directly with your bare hands. The print head maybe hot.

Cleaning the Tape Cutter

About once every year, wipe the cutter blades using a cotton swab moistened with isopropyl alcohol (rubbing alcohol).
Tape adhesive can build up on the cutter blade after repeated use, taking the edge off the blade which may result in the tape jamming in the cutter.



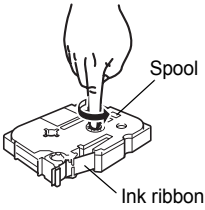
⚠ CAUTION

Do not touch the cutter blade directly with your bare hands.

TROUBLESHOOTING

What to do when...

Problem	Possible Cause	Recommendation
The screen locks-up freezes, or the P-touch labeler does not respond normally.	Refer to “Resetting the P-touch Labeler” on page 60 and reset the internal memory to the initial settings. If resetting the P-touch labeler does not solve the problem, disconnect the AC adapter and remove the batteries for more than 10 minutes.	
The display remains blank after turning on the power.	Is the AC adapter connected correctly?	*Check that the AC adapter designed exclusively for your P-touch labeler is connected correctly.*
	Are you using the correct AC adapter?	*Check that the label on the AC adapter indicates it is a Brother AD-24 adapter. Using a wrong adapter can damage the machine.*
	Are the batteries installed correctly?	*Remove and re-install the batteries.*
The label is not printed after pressing the Print key.	Has text been entered?	*A label will not be printed if there is no text entered.*
	Is the tape cassette installed correctly, and is there enough tape remaining?	*Check that the tape cassette is installed correctly, and that there is enough tape remaining.*
	Is the end of the tape bent?	*If bent, cut the bent section of tape with scissors and thread the tape through the tape exit slot correctly.*
	Is the tape jammed?	*If jammed, remove the tape cassette, carefully pull out the jammed tape, and then cut the tape with scissors. Check that the end of the tape passes through the tape guide, and reinstall the tape cassette.*
	Does the tape compartment cover open?	*If so, close the tape compartment cover correctly.*

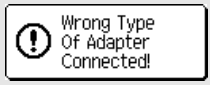
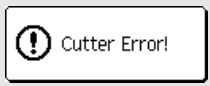
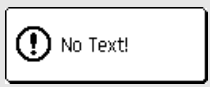
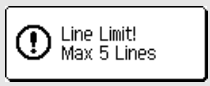
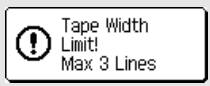
Problem	Possible Cause	Recommendation
The LCD messages are displayed in a foreign language.	Is the language set properly?	*Refer to "Setting Language and Unit" on page 24 and select the desired language for the LCD messages.*
The label is not printed correctly.	Is the tape cassette installed correctly?	*When installing a cassette, press firmly until it clicks into place.*
	Is the print head clean?	*If not, clean the print head using a cotton swab or optional print head cleaning cassette (TZ-CL4).*
	Is Cut Option set to Chain or No Cut?	*When these options are set, the tape is not fed after printing the label. Check the Cut Option setting, or hold down the Shift key and press the Feed&Cut / Preview key to feed and cut the tape.*
The ink ribbon is separated from the ink roller.	Is the ink ribbon in the tape cassette loose, or did you pull on the label coming out of the tape exit slot?	*If the ink ribbon is broken replace the tape cassette. If not, leave the tape uncut and remove the tape cassette, then wind the loose ink ribbon onto the spool as shown in the figure.* 

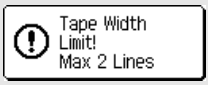
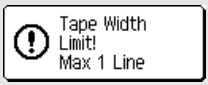
Problem	Possible Cause	Recommendation
The P-touch labeler stops while printing a label.	Is there enough tape remaining in the tape cassette?	*The striped tape indicates you have reached the end of the tape. Replace the tape cassette when the striped tape appears.*
	Are the batteries weak and the AC adapter not connected or is the AC adapter the Brother AD-24?	*Replace all batteries or connect the AC adapter (Brother AD-24) directly to the P-touch labeler.*
The label is not cut automatically.	Is Cut Option set to Chain or No Cut?	*When these options are set, the tape is not fed after printing the label. Check the Cut Option setting, or hold down the Shift key and press the Feed & Cut / Preview key to feed and cut the tape.*
	Is Manual Cutting set to ON?	*When using Fabric Iron-On Tapes or Extra Strength Adhesive Tapes, please use scissors to cut the tape after printing.*
	Does the tape compartment cover open?	*If so, close the tape compartment cover correctly.*
Label files saved previously are now empty.	Have the batteries and AC adapter been disconnected?	*All files stored in the internal memory is lost if the* batteries *and AC adapter are disconnected for longer than two minutes.*
	Is there enough power remaining in the batteries?	*All data stored in the internal memory is lost if the batteries become empty.*
	Have you used the Reset function?	*The reset function clears all data stored in the internal memory, including label files.*

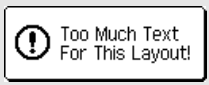
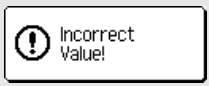
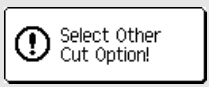
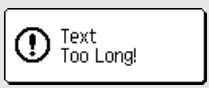
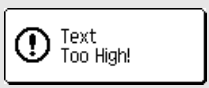
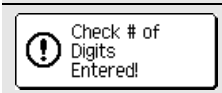
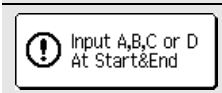
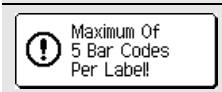
Error Messages

When an error message appears on the display, follow the directions provided below.

Press any key to clear the error message.

Message	Cause/Remedy
	The installed batteries are getting weak.
	The installed batteries are about to run out of power. Replace with new batteries or connect the AC adapter before continuing.
	An incompatible AC adapter is connected. Use only the AC adapter (Brother AD-24) designed exclusively for your P-touch labeler.
	The tape cutter is closed when you try to print or feed tape with the cover closed and the tape cassette inserted. Turn the P-touch labeler off and then on again before continuing. When tape is tangled in the cutter, remove the tape.
	There is no text, symbols or bar code data entered when you try to print or preview a label. Enter data before continuing.
	There is no tape cassette installed when you try to print or preview a label, or feed tape. Install a tape cassette before continuing.
	The tape cassette is changed while printing, etc. Make sure the correct tape cassette is inserted before printing.
	There are already five lines of text when you press the key. Limit the number of lines to five.
	There are more than three lines of text when you press the Print Options Print or Feed & Cut Preview key while using 1/2" (12 mm) tape. Limit the number of lines to three, or replace with tape cassette of larger tape width.

Message	Cause/Remedy
	There are more than two lines of text when you press the Print Options / Print or Feed & Cut / Preview key while using 3/8" or 1/4" (9 mm or 6 mm) tape. Limit the number of lines to two, or replace with tape cassette of larger tape width.
	There is more than one line of text when you press the Print Options / Print or Feed & Cut / Preview key while using 9/64" (3.5 mm) tape. Limit the number of lines to one, or replace with tape cassette of larger tape width.
	There are already five blocks of text. Limit the number of blocks to five.
	The maximum number of characters have already been entered. Edit the text and use fewer characters.
	The length of the label to be printed using the text entered is longer than 39.37" (1 m). Edit the text so that the length of the label is less than 39.37" (1 m).
 	An 3/4" (18 mm) tape cassette is not installed when an Auto-Format for 3/4" (18 mm) tape is selected. Install an 3/4" (18 mm) tape cassette.
 	A 1/2" (12 mm) tape cassette is not installed when an Auto-Format for 1/2" (12 mm) tape is selected. Install a 1/2" (12 mm) tape cassette.
 	A 3/8" (9 mm) tape cassette is not installed when an Auto-Format for 3/8" (9 mm) tape is selected. Install a 3/8" (9 mm) tape cassette.

Message	Cause/Remedy
	A 1/4" (6 mm) tape cassette is not installed when an Auto-Format for 1/4" (6 mm) tape is selected. Install a 1/4" (6 mm) tape cassette.
	A 9/64" (3.5 mm) tape cassette is not installed when an Auto-Format for 9/64" (3.5 mm) tape is selected. Install an 9/64" (3.5 mm) tape cassette.
	The maximum number of characters for the selected layout have already been entered. Edit the text to use fewer characters or use a different layout.
	The value entered for setting the tape length, tab length, multiple copies, or numbering function is invalid. Enter a valid value for the setting.
	The tape length set using the tape length setting is shorter than the total length of the left and right margins applied for the "Large Margin" cutting option. Select a different cutting option.
	The length of the label to be printed using the text entered is longer than the length setting. Edit the text to fit within the set length or change the length setting.
	The text size is too large. Select a different size option.
	The number of digits entered in the bar code data does not match the number of digits set in the bar code parameters. Enter the correct number of digits.
	The bar code data entered does not have the required start/stop code (A, B, C, or D required at the beginning and end of the bar code data for the CODABAR protocol). Enter the bar code data correctly.
	There are already 5 bar codes entered in the text data when you try to enter a new bar code. You can only use up to five bar codes in each label.

APPENDIX

Specifications

Main Unit

Item		Specification
Input Device (Keyboard)		65-key, QWERTY layout keyboard
Display		
	Display device	Dot matrix LCD
	Character display	16 characters x 1 guidance and 2 lines (128 dot x 48 dot)
	Back light display	No
Printing		
	Print method	Thermal printer
	Print head	128 dot / 180 dpi
	Print height	0.62" (15.8 mm) max. (when using 3/4" (18 mm) tape)
	Print speed	Approx. 0.39" (10 mm) / sec.
	Tape cassette	Standard TZ tape cassette (9/64", 3/8", 1/2", 3/4" [3.5, 6, 9, 12, 18 mm] widths)
	Tape cutter	Built-in automatic cutter
	No. of lines	3/4" (18 mm) tape: 1 - 5 lines; 1/2" (12 mm) tape: 1 - 3 lines; 3/8" (9 mm) tape: 1 - 2 lines; 1/4" (6 mm) tape: 1 - 2 lines; 9/64" (3.5 mm) tape: 1 line
	Print direction	Horizontal, Vertical
	Continuous printing	1 ~ 9 labels
	Print preview	Yes
	Cut and feed	Large Margin, Small Margin, Chain, No Cut
Characters		
	Internal character set:	Total of 301 characters (62 alphanumeric, 92 symbols, 147 accented characters.)
	Text buffer	200 characters max.
	Fonts	Helsinki, Brussels, Florida, Calgary
	Character size	Auto, 42pt, 36pt, 24pt, 18pt, 12pt, 9pt, 6pt
	Character style	Off, Bold, Outline, Shadow, Solid, Italic, Italic Bold, Italic Outline, Italic Shadow, Italic Solid, Vertical
	Character width	2, 1, 2/3, 1/2
	Text alignment	Left, Center, Right, Justify

Item		Specification
Memory		
	Memory size	Maximum 1800 characters
	File storage	Maximum 9 files
Other Features		
	Frame	Total of 16 frame patterns (including shaded pattern)
	Auto-Format	Templates: 14 Block layouts: 3/4"(18 mm): 8, 1/2" (12 mm) : 4, 3/8" (9 mm): 3, 1/4" (6 mm): 1
	Screen contrast	5 levels (+2, +1, 0, -1, -2)
Power Supply		
	Power supply	AC adapter (AD-24), Six AA-size alkaline batteries (LR6).
	Auto Power-off	P-touch only: 5 minutes Connected PC: 60 minutes
Size		
	Dimensions	6.98"(W) x 9.14" (D) x 2.68" (H) [177.2 mm (W) x 232.1 mm (D) x 68.0 mm (H)]
	Weight	1.72lb (780g) (without tape cassette and batteries)
Other		
	Operating temperature / humidity	50 ~ 95°F / 20 ~ 80% humidity (without condensation)

Operating Environment: Windows

Item	Specification
OS	Microsoft® Windows® XP/Windows Vista®/ Windows® 7
Memory	Windows® XP: 128 MB or more Windows Vista®: 512 MB or more Windows® 7: 1 GB (32-bit) or 2 GB (64-bit) or more
Hard disk	70MB or more required
Monitor	SVGA High Color graphics support or higher
Interface	USB Port (USB specification 1.1 or later protocol)
Other	CD-ROM drive for installation

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