brother

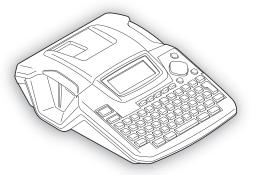


P-touch
2100



Read and understand this User's Guide before you start using your P-touch.

Keep this User's Guide in a handy place for future reference.



1 BEFORE USING YOUR P-TOUCH

Quick Index

- 2 GETTING STARTED
- (3) EDITING A LABEL
- (4) LABEL PRINTING
- 5 USING THE FILE MEMORY
- 6 MAINTAINING YOUR P-TOUCH
- (7) TROUBLESHOOTING
- 8 APPENDIX
- (9) INDEX

Declaration of Conformity (Europe Only)

We BROTHER INDUSTRIES, LTD.

15-1, Naeshiro-cho, Mizuho-ku,

Nagoya 467-8561, Japan

declares that this product is in compliance with the essential requirements and other relevant provisions of Directives 2004/108/EC and 2005/32/EC.

The Adapter for this product (AD-24ES) is in compliance with the essential requirements and other relevant provisions of Directive 2006/95/EC.

The Declaration of Conformity (DoC) in your User's Guide may be an earlier version. For the latest version, please refer to our web site. Please go to http://solutions.brother.com -> choose region (eg. Europe) -> choose country -> choose your model -> choose "Manuals" -> choose Declaration of Conformity (*Select Language when required).



Note: Marking is in compliance with EU Directive 2002/96/EC and EN50419.

This equipment is marked with the above recycling symbol. It means that at the end of the life of the equipment you must dispose of it separately at an appropriate collection point and not place it in the normal domestic unsorted waste stream. This will benefit the environment for all. (European Union only)

■ Compilation and Publication Notice

Under the supervision of Brother Industries Ltd., this manual has been compiled and published, covering the latest product's descriptions and specifications.

The contents of this manual and the specifications of this product are subject to change without notice.

Brother reserves the right to make changes without notice in the specifications and materials contained herein and shall not be responsible for any damages (including consequential) caused by reliance on the materials presented, including but not limited to typographical and other errors relating to the publication.

© 2011 Brother Industries Ltd.

- · IBM is a trademark of International Business Machines, Inc.
- Microsoft and Windows are registered trademarks of Microsoft Corporation, USA.
- The names of other software or products used in this document are trademarks or registered trademarks of the respective companies that developed them.

Contents

BEFORE USING YOUR P-TOUCH	4
Safety Precautions	8
Symbols Used in this Guide	8
GETTING STARTED	9
Unpacking Your P-touch	9
General Description	10
LCD Display & Keyboard	11
LCD Display	11
Key Names and Functions	
Power Supply	
Battery	14
AC Adaptor	
Inserting a Tape Cassette	
Turning Power On/Off	
Creating Your First Label	
Quick Index	
Feeding Tape	
Feed & Cut	
Feed Only	
LCD Display	
LCD Contrast	
Setting Language and Unit	
Language	
Unit	24
EDITING A LABEL	25
Entering and Editing Text	25
Entering Text from the Keyboard	25
Adding a New Line	
Adding a New Block	
Moving the Cursor	25
Inserting Text	26
Inserting a Tab	26
Deleting Text	
Entering Symbols	27
Entering Symbols Using Key	27
Entering Symbols Using the Symbol Function	
Entering Accented Characters	

Setting Character Attributes	31
Setting Character Attributes by Label	
Setting Character Attributes by Each Line	
Setting Auto Fit Style	
Setting Label Attributes	
Using Auto-Format Layouts	
Using Templates - Example creating an Asset Tag Using Block Layouts	
Creating a Barcode Label	
Setting Barcode Parameters	
Entering Barcode Data	
Editing and Deleting a Barcode	
LABEL PRINTING	49
Label Preview	
Printing a Label	49
Printing a Single Copy	50
Printing Multiple Copies	
Auto-numbering Labels	
Mirror Printing	
Tape Cutting Options	
Adjusting the Label Length Accuracy	
USING THE FILE MEMORY	56
Storing a Label into Memory	56
Opening a Stored Label File	
Printing a Stored Label File	
Deleting a Stored Label File	59
MAINTAINING YOUR P-touch	60
Resetting the P-touch	
Maintenance	
Cleaning the Main Unit	
Cleaning the Print Head	
Cleaning the Tape Cutter	61
TROUBLESHOOTING	62
What to do when	
Error Messages	65

•••••	• • • • • • • • • • • • • • • • • • • •
APPENDIX	68
Specifications	68
Accessories	71
INDEX	76

BEFORE USING YOUR P-TOUCH

Thank you for purchasing the P-touch 2100.

Your new P-touch is an easy to operate, feature packed labelling system that makes creating professional, high quality labels a breeze. In addition to easy label creation via pre-formatted label layouts, the P-touch editing software features advanced label formatting, block formats, barcodes and auto-numbering functions.

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.
A CAUTION	Tells you about procedures you must follow to prevent damage to the P-touch.

The symbols used in this manual are as follows:

\Diamond	Action NOT allowed to do	®	DO NOT disassemble the product.
(3)	DO NOT splash the product with or immerse the product in water.	8	DO NOT touch a given portion of the product.
0	Mandatory action	*	Unplugging
\triangle	Safety alert	A	Alerts to the possibility of electrical shock

MARNING

AC adapter

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



Use only the AC adapter (AD-24/AD-24ES) 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 adaptor.

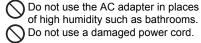
Unplug the power cord immediately

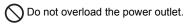
and stop using the machine during an

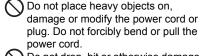
Do not touch the AC adapter or power

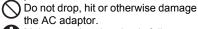
electrical storm. There may be a

remote risk of electric shock from









Make sure that the plug is fully inserted to the power outlet. Do not use an outlet that is loose.

Batterv

lightning.

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.

plug with wet hands.



Do not throw into fire, heat up, or disassemble the battery.

















WARNING

P-touch

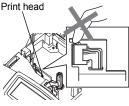
Follow these guidelines to avoid fire, damage, electric shock, and choking.



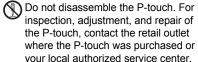
Do not allow the P-touch to get wet in any way.

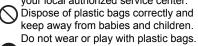
Do not touch any metal parts near the

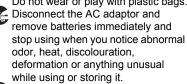
print head. The print head becomes very hot during use and remains very hot immediately after use. Do not touch it directly with your hands.



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 adaptor and remove batteries, and contact the retail outlet where the P-touch was purchased or your local authorized service center







Do not drop, hit or otherwise bang the P-touch

CAUTION

Tape Cutter

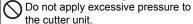
Follow these guidelines to avoid personal injury and damage of the P-touch.



Do not touch the blade of the cutter unit.



Do not open the tape compartment cover when operating the cutter unit.





AC adaptor



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.

Batterv

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



No Depending on the location, material, and environmental conditions, the label may unpeel or become irremovable, the colour 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 in any way or for any purpose not described in this guide. Doing so may result in accidents or damage the machine.
- Do not put any foreign objects into the tape exit slot, AC adapter connector, or USB port, etc.
- Do not touch the print head with your fingers. Use a soft wipe (e.g. a cotton swab) when cleaning the print head or the optional print head cleaning cassette (TZ-CL4) when cleaning the print head.
- Do not clean the machine with alcohol or other organic solvents. Only use a soft, dry cloth.
- Do not place the P-touch in direct sunlight or rain, near heaters or other hot appliances, in any location exposed to extremely high or low temperatures (e.g. on the dashboard or in the back of your car), high humidity, or dusty locations. Standard operating temperature range: (10 °C to 35 °C).
- Do not leave any rubber or vinyl on the machine for an extended period of time, otherwise the machine may be stained.
- Depending on the environmental conditions and the applied settings, some characters or symbols may be difficult to read.
- Use only Brother TZ tapes with this machine. Do not use tapes that do not have the <u>TZ</u> mark.
- Do not pull or press on the tape in the cassette. Otherwise the tape cassette or P-touch may be damaged.
- Do not try to print labels using an empty tape cassette or without a tape cassette set in the P-touch. Doing so will damage the print head.
- Do not attempt to cut tape while printing or feeding since this will damage the tape.
- It is recommended that you use the USB cable supplied with the P-touch. Should another USB cable need to be used, ensure it 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 and may be installed on more than one PC.
- We strongly recommend that you read this User's Guide carefully before using your Ptouch, 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 more efficiently.

GETTING STARTED

Unpacking Your P-touch

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

P-touch PT-2100



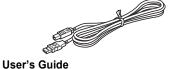
TZ tape cassette



CD-ROM



USB cable



AC adaptor



The plug may differ by countries.





Software Installation Guide













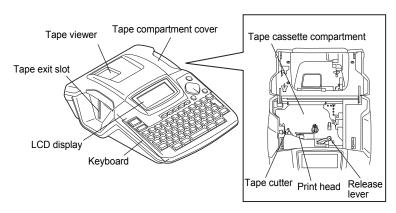




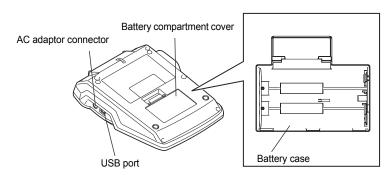




General Description

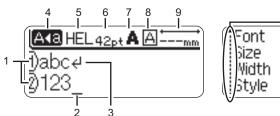


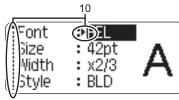
When shipped from the factory, the LCD display is covered with a protective sheet to prevent damage. Remove this sheet before using the P-touch.



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 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), frame (8) settings.

9. Tape length

Indicates the tape length for the text entered.

10.Cursor selection

Indicates that you can use the cursor keys to select the items on the screen. Use the \triangle and \blacktriangledown keys to select a menu item, and the \triangleleft and \blacktriangleright keys to change the setting.

Property (1) Refer to "LCD Display" on page 23 for changing the contrast.









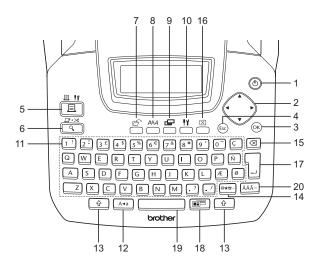








Key Names and Functions



1. ((I)) (Power):

Turns the P-touch 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. (OK):

Selects the option displayed when setting label attributes in the function menus, or when entering symbols or accented characters.

4. (Esc) (Escape):

Cancels the current command and returns the display to the data entry screen or the previous step.

- 5. (Print):
- Prints the current label design onto the tape.
- Opens the Print Options menu when used in combination with the 4 key.
- 6. ☐ (Preview):
- · Displays a preview of the label.
 - Feeds 23 mm of blank tape and then automatically cuts the tape when used in combination with the key.

7. (File):

Opens the File menu, where you can print, open, save, or delete the frequently used labels in the file memory.

- 8. AAA (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 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.
- 11. 1! ~ . / :
- Use these keys to type letters or numbers.
- Uppercase letters and symbols can be entered using these keys in combination with the a or key.
- 12. A-a (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.

13. ① (Shift):

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

- 14. (Symbol):
- Use this key to select and enter a symbol from a list of available symbols.
- Opens the barcode Input screen for entering the barcode data when used in combination with the key.

15. (Backspace):

Deletes the character to the left of the cursor.

16. 🗵 (Clear):

Clears all text entered, or all text and current label settings.

- 17. [(Enter):
- Enters a new line when entering text.
- Enters a new block when used in combination with the 🔯 key.
- 18. (Auto-Format):

Opens the Auto-Format menu, where you can create labels using pre-defined templates or block formats.

- 19. (Space):
- · Enters a blank space.
- Returns a setting to the default value.
- Inserts a tab to the position of the cursor in the text entry screen when used in combination with the key.
- 20. AÄÄ··· (Accent):

Use this key to select and enter an accented character.

1















Power Supply

Battery

- 1 After making sure that the power is off, remove the battery compartment cover on the back of the machine. If the batteries are already in the machine, remove them.
 - Make sure that the power is turned off when replacing batteries.



- 2 Insert six new AA-size alkaline batteries (LR6), making sure that their poles point in the correct direction.
 - Always replace all six batteries at the same time using brand new ones.



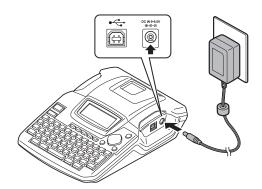
Attach the battery compartment cover by inserting the three hooks at the bottom into the slots on the machine, then pushing down firmly until it snaps into place.



A CAUTION

Remove the batteries if you do not intend to use the P-touch for an extended period of time.

AC Adaptor



- 1 Insert the plug on the AC adaptor cord into the connector marked DC IN 9-9.5V on the P-touch.
- 2 Insert the AC adaptor plug into a standard electrical outlet.
- Turn the P-touch off before disconnecting the AC adaptor.
 Do not pull or bend the AC adaptor cord.
 - For backup of memory when the AC adaptor is unplugged from the P-touch, please use AA-size alkaline batteries (LR6).

MARNING

- Use only the AC adaptor (AD-24/AD-24ES) 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 adaptor.
- Do not connect the AC adaptor 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 adaptor 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.















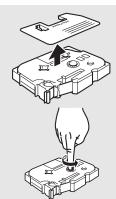


Inserting a Tape Cassette

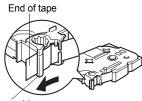
Tape cassettes of 3.5 mm, 6 mm, 9 mm, 12 mm, 18 mm width can be used in your Ptouch. Use only tape cassettes with the TE mark.

• 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 on the cassette.



Check that the end of the tape is not bent and that it passes through the tape guide.

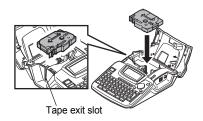


Tape guide

After making sure that the power is off, lift open the tape compartment cover. If there is already a tape cassette in the machine, remove it by pulling it straight up.



- Insert the tape cassette into the tape compartment, with the end of the tape facing the machine's tape exit slot, and press firmly 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.



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.















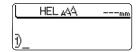




Turning Power On/Off

Press the key to turn the P-touch on.

Press the key again to turn the P-touch off.





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

Auto Power-Off Time

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

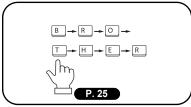
Creating Your First Label

■ Create a label with the P-touch

1 Prepare the P-touch.



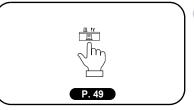
2 Enter the label text.



In addition to entering text, the P-touch has a large range of editing functions.
"Create labels like these"



3 Print the label.



You can check the layout of your label before printing.

Checking the label preview before printing prevents wasting tape on incomplete labels.





















■ Create a label with your personal computer

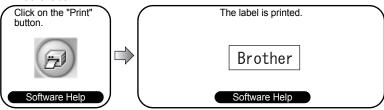
- 1 Prepare the P-touch. (Refer to step 1 in the previous section.)
- 2 Prepare the personal computer.



3 Enter the label text using P-touch Quick Editor.



4 Print the label.



P-touch Quick Editor (simple label editing software) is ideal for creating simple labels.

To create labels with more complex designs, use P-touch Editor (fully featured label editing software).





"Create labels with complex designs like these"





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





To change the cutting and margin settings

Tape cutting options

P. 53



To make formatted label easily...

Auto-Format function

P. 37



To print multiple copies (with autonumbering)...

Multiple copy/autonumbering functions

P. 50



To save a label layout...

File memory function

P. 56

1

2

4

5

(6) (7)

8



Feeding Tape

Feed & Cut

The Feed & Cut function feeds 23 mm of blank tape then cuts the tape, which may be needed when installing a new tape cassette.

- Hold down the key and press the key.

 "Feed & Cut?" appears on the display.
- _____ Select "Feed & Cut" using the ▲ or ▼ , and then press the ⊚ or ¬ to feed the tape.

The message "Feeding Tape... Please wait" appears while the tape is fed, and then the tape is cut.



Press while "Feed & Cut?" is displayed to cancel tape feeding.

Feed Only

The Feed Only function feeds 23 mm of blank tape, which may be needed when using Fabric Tapes or Strong Adhesive Tapes.

After printing, remove the tape cassette from the machine and use scissors to cut the tape.

- Hold down the key and press the key. "Feed & Cut?" appears on the display.
- ______ Select "Feed Only" using the ▲ or ▼, and then press the ⊚ or □ to feed the tape.

The message "Feeding Tape... Please wait" appears while the tape is fed.



Press while "Feed & Cut?" is displayed to cancel tape feeding.

LCD Display

LCD Contrast

You can change the contrast setting of the LCD display to one of five levels (+2, +1, 0, -1, -2) to make the screen easier to read. The default setting is "0".

Press the the key to display the Mode menu, select "LCD Contrast" using the ▲ or ▼ key, and then press the ⑤ or ☐ key.

Bar Code Setup Bar Code Input Tab LCD Contrast

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 ⊚ or ¬ key.
- Press the key to return to the previous step.
 Pressing the key on the contrast setting screen sets the contrast to the default value "0"

















Setting Language and Unit

Language

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

1 Press the ^{!¹} key to display the Setup menu, select "Language" using the ▲ or ▼ key, and then press the ⊚ or ∫ key.

Auto Fit Style Adjust Length Language Unit

2 Select a language using the ▲ or ▼ key.



- 3 Press the o or key.
- Press the key to return to the previous step.

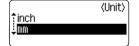
Unit

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

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



2 Select a Unit using the ▲ or ▼ key.



- 3 Press the

 or

 key.
- Press the key to return to the previous step.

EDITING A LABEL

Entering and Editing Text

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

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 key.
- To enter an uppercase letter or one of the symbols on the number keys, hold down the hey and then press the desired key.
- To enter uppercase letters continuously, press the key to enter Caps mode, and then press the desired keys.

1	1
	-)
3	≼ ′

- To exit Caps mode, press the A-a key again.
- To enter a lowercase letter while in Caps mode, hold down the 💮 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 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 18 mm tape, 3 lines for 12 mm tape, 2 lines for 9 mm and 6 mm tape, and 1 line for 3.5 mm tape.
 - If you press the \(\sigma\) 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 \(\subseteq \) key while holding down the \(\frac{\phi}{2} \) key. A \(\mathbb{B} \) mark will appear at the end of the block and the cursor moves to the start of the new block.
- (1) A maximum of 5 blocks can be entered in one label.

Moving the Cursor

- To move the cursor to the beginning or end of the current line, hold down the

 key and then press the

 or ▶ key.











<u>(6)</u>

 $\frac{1}{8}$

9

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 he key to open the Setup menu, select "Tab" by
	using ▲ or ▼ key, and then press the ⊚ or ☐ key. A ■ mark appears to indicate
	the position which the tab space will be entered.

\cap	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 key while holding down the	ne
	♦ kev.	

Deleting Text

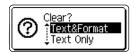
Deleting one character at a time

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 <a> key.
 The character to the left of the cursor is deleted each time the <a> key is pressed.

	If you hold down the $\begin{tabular}{ c c c c }\hline \end{tabular}$ key, the characters left to the cursor are deleted continuously.
--	--

■ Deleting all text at once

- Press the ^{¬¬} key.
 The Clear options are displayed.

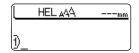


2 Using the ▲ or ▼ key, select "Text Only" to delete all text while retaining the current format settings, or select "Text & Format" to delete all text and format settings.



Press the key to return to the text entry screen.

Press the o r 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 🔯 key.
- Using the Symbol function.

Entering Symbols Using Key

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

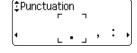
To enter one of these symbols, hold down the key and then press the desired key.

Entering Symbols Using the Symbol Function

Press the ** key.
A list of symbol categories and symbols in that

category is displayed.

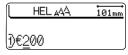
The last symbol entered is selected in the list displayed.



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



Press the o or l key.
The selected symbol is inserted into the line of text.



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











6

(<u>1</u>)

9

Symbol List

Category									5	Syn	nbo	ols								
Punctuation		,	:	;	"	'	•	?	!	Ċ	i	-	&	2	_	\	/	§	i	
Business	@	#	%	B	©	тм	Œ	✓												
Mathematics	+	-	×	÷	±	=	*													
Bracket	()	[]	<	>														
Arrow	+	+	t	1	+	r@F	F													
Unit	\$	¢	€	£	¥	0														
International	α	ß	γ	δ	μ	Ω	ф	<u>a</u>	0											
Number	2	3	2	3	1/4	1/2	3/4													
Pictograph	*	•	0		Δ	1														
Electrical	Ţ	~		\dashv	ψ	\otimes	0													
Others	0	Δ	A	&	8	7	8		\bowtie		0									

 \mathbb{Q}

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

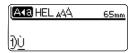
The P-touch can display and print a set of accented characters such as other language specific characters.

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

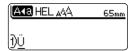
(A13 HEL ₄44 65mm DU

Caps mode can be used with the Accent function.

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



3 Press the AAA key repeatedly until the desired accented character is selected, or select it by using the ◀ or ▶ key.

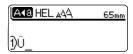


The order of composite characters which appear on display differ by the selected LCD language.

Press the
result of text.

A press the
result of text.

A press the
result of text.





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



















■ Accented Character List

Character	Accented Characters	Character	Accented Characters
а	áàâäæāąåāă	n	ñňńņ
Α	A A A A Æ A A A A A	N	ÑŇŃŅ
С	çčć	0	óòôøöõœő
С	ÇČĆ	0	ÓÒÔØÖÕŒŐ
d	ďðđ	r	řfţ
D	ĎĐ	R	ŘŔŖ
е	é è ê ë ę ě ė ē	S	š ś ş ş ß
E	ÉÈÊËĘĔĖĒ	S	Š \$ \$ β
g	ģğ	t	ť ţ þ
G	ĢĞ	Т	ŤΤÞ
i	ĺÌÎÏĮĪI	u	ú ù û ü ų ů ū ű
ı	1	U	ύὺΰΫυΰΰ
k	ķ	у	ýÿ
K	Ķ	Ý	ÝΫ
ı	ł í ľ	Z	žźż
L	ŁĹĻĽ	Z	ŽŹŻ

Setting Character Attributes

Setting Character Attributes by Label

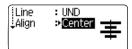
Using the Ad key, you can select a font and apply size, width, style, line, and alignment attributes.

1 Press the ANA key.

The current settings are displayed.

Font >HEL Size : Auto Width : x 1 Style : Off

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



3 Press the ⊚ or ☐ key to apply the settings.

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

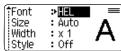


- Press the key to return to the previous step.
 - Press the key to set the selected attribute to the default value.
 - Refer to the Setting Options table for a list of all available settings.
 - Small characters may be difficult to read when certain styles are applied (e.g. Shadow + Italic).

Setting Character Attributes by Each Line

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

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



When a different value of attribute is set for each line, the value will be displayed as **** when you press the

key. When you change this setting (****) by using the

or

key, the new setting will be applied to all lines of the label.















 $\frac{1}{8}$



Setting Options

Attribute	Value	Result	
	HEL (Helsinki)	ABCabc	
Font	BRU (Brussels)	ABCabc	
FOIIt	FLO (Florida)	ABCabc	
	CAL (Calgary)	ABCabc	
	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	
Size	24pt	ABCabc	
0120	18pt	ABCabc	
	12pt	ABCabc	
	9pt	ABCabc	
	6pt	A9Cabe	

Attribute	Value	Result
Width	x2	ABCabc
	х1	ABCabc
	x2/3	ABCabc
	x1/2	ABCabc
	Off	ABCabc
	BLD (Bold)	ABCabc
	OUT (Outline)	ABCabc
	SHD (Shadow)	ABCabc
	SLD (Solid)	ABCabc
Style	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 W O & D o

5

Attribute	Value	Result		
Line	Off	ABCabc		
	UND (Underline)	<u>ABCabc</u>		
	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 P-touch will automatically reduce the text size further after applying the x1/2 setting.)

Press the key to display the Setup menu, Select
"Auto Fit Style" using the ▲ or ▼ key, and then press
the ⑤ or ☐ key.
The Auto Fit Style screen is displayed.

Auto Fit Style
Adjust Length
Language
Unit

2 Select the style using the **▲** or **▼** key.



3 Press the or key to apply the setting.

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

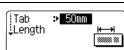
Setting Label Attributes

Using the $\stackrel{}{=}$ 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 $\stackrel{}{=}$ key. Refer to "Tape Cutting Options" on page 53.)

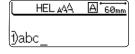
Press the key.
The current settings are displayed.



- 2 Select an attribute using the ▲ or ▼ key, and then set a value for that attribute using the ◀ or ▶ key.
 - When setting the tab length, hold down the ◀ or ▶ key to change the value faster.
 - When setting the label length, refer to "Adjusting the Label Length Accuracy" on page 55.



- **3** Press the o or key to apply the settings.
 - New settings are NOT applied if you do not press the of or key.



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



















Setting Options

Attribute Value Result		
Attribute	value	
	Off	ABCabc
	1	ABCabc
	2	ABCabc
	3	ABCabc
	4	ABCabc
	5	ABC abc ABC ABC abc ABC ABC abc ABC
	6	
Frame	7	ABCabc
	8	ABCabc
	9	∷ ABCabc :
	10	{ ABCabc }
	11	₿ABCabc₿
	12	ABCabc *
	13	&ABCabc3
	14	EABCabc

Attribute	Value	Result
Frame	15	ABCabc
	16	ABCabc
Length	The length of the label can be set within the range 30 mm - 300 mm. 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 mm - 100 mm. The default setting is 50 mm .	

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.

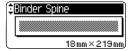


Symbols and accented characters can also be used in auto-format layouts.

Using Templates - Example creating an Asset Tag



Press the o or key.
The last template used is displayed.



3 Select a template using the ▲ or ▼ key.



















EDITING A LABEL

4 Press the ⊚ or ¬ key.

_4	Press the ⊚ or \ key. The Style screen is displayed.	Font Style Style
5	Select an attribute using the \blacktriangle or \blacktriangledown key, and then set a value for that attribute using the \blacktriangleleft or \blacktriangleright key.	Font : HEL Style : BLD A
6	Press the ⊚ or ☐ key. The Barcode Setup screen is displayed.	(Bar Code Setup) Protocol **CODE39 Width : Small Under# : On
7	Select an attribute using the ▲ or ▼ key, and then set a value for that attribute using the ◀ or ▶ key. The "C-Digit" attribute is only available for the CODE39, I-2/5 and CODABAR protocols.	⟨Bar Code Setup⟩ ¿C.Digit → Off
8	Press the or key. The template text entry screen is displayed. Caps mode can be used when entering text.	A∢a Ç∏Title
9	Enter the text and then press the or key. Repeat this for each text field. After all text fields are entered, the print menu is displayed when the key is pressed.	Print Edit Save ↓Quit
10	Select "Print" using the ▲ or ▼ key and then press the label.	e log or log key to print the
	• Select "Edit" to change the text data or style settings.	

• Select "Quit" to exit the Auto-Format function.

\cap	 Press the key to return to the previous step. On the Style and Barcode Setup screens, press the key to return the selected
A	On the Style and Barcode Setup screens, press the key to return the selected
	attribute to the default value.
	• Refer to the Templates table for a list of available templates.

- The "Clear All Text?" message is displayed when the Akey is pressed in the text entry screen. Press the O or key to delete all text, or press the 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 key and press the 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 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
 or
 key is pressed. Press the
 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
	Binder Spine	«ШГПКПSOП
		(18 mm x 219 mm)
	File Folder Tab	PAYABLES
		(12 mm x 82 mm)
	Divider Tab	AUGUST
	(Hanging Folder)	(12 mm x 42 mm)
	Asset Tag	Property of: ABC Company, Inc.
		(18 mm x 70 mm)
	Bin Box	Lock Washer 14-20 NF Thread Size 0 12502-054000 9
		(18 mm x 76 mm)
Template Name	Equipment Label	ABC Company, Inc. Control Sales Equipment No. 123456789
		(18 mm x 58 mm)
	Faceplate (VRT)	CA-13
		(12 mm x 70 mm)
	Cable Wrap	7.4-823 7.8-823 7.8-823 7.8-823 7.8-823 7.8-823
		(18 mm x 39 mm)
	Name Badge 1	Robert Becker ABC Company, Inc.
		(18 mm x 72 mm)
	Name Badge 2	Robert Becker
	_	(12 mm x 72 mm)

Attribute	Value	Details
	CD Case Spine 1	My Favorite Music (6 mm x 113 mm)
Template Name	CD Case Spine 2	(3.5 mm x 113 mm)
remplate Name	VHS Spine	Mike's Favorite Films SP ONTH
	MiniDV Spine	Julie's Wedding (9 mm x 42 mm)

Using Block Layouts

Press the key to display the Auto-Format screen, and then select "Block Layouts" using the or ▼ key.

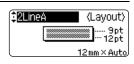


Press the ⊚ or ☐ key to display the Tape Width screen, and then select a tape width using the ▲ or ▼ key.

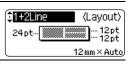


Press the o r key.

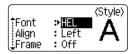
When the tape width has not changed, the last block layout selected is displayed. When the tape width has changed, the default layout for the new tape width is displayed.



4 Select a block layout using the **▲** or **▼** key.



Press the or key.
The Style screen is displayed.



















EDITING A LABEL

6	Select an attribute using the \blacktriangle or \blacktriangledown key, and then set a value for that attribute using the \blacktriangleleft or \blacktriangleright key.	Font	: HEL	(Style)
	Press the key to set the selected attribute to the default value.	¦Align ↓Frame	: Right ≯ <mark>On</mark>	
7	Press the ⊚ or ☐ key. The block layout text entry screen is displayed.	Caps ‡ ①Left		
	Caps mode can be used when entering text.			
8	Enter text and then press the or key. Repeat for each text field. After all text fields are completed, press the or key to display the print menu.	Print Edit Save Quit		
9	Select Print using the ▲ or ▼ key and then press the	or 🛭 t	o print t	he 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 key to return to the previous step. Refer to the Block Layouts table for a list of available block la The "Clear All Text?" message is displayed when the key key to delete all text, or press the key to not delete the tex To print multiple copies, sequentially numbered copies, or a n 	is pressed. P t.		_

- 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 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
 or lakey is pressed. Press the key or any other key to clear the error message, and edit the text using fewer characters.

the print menu displayed hold down the wey and press the key to display the Print

 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).

Options menu.

■Block Layouts

Attribute	Value	Details
	2LineA	12pt 24pt
	2LineB	24pt 12pt
	3Line	9pt 9pt 24pt
Block layout	1+2LineA	42pt
(18 mm tape)	1+2LineB	42pt
	1+3Line	42pt…∰}-12pt
	1+4Line	42pt[]} 9pt
	1+5Line	42pt[]] 9pt
Block layout (12 mm tape)	2LineA	9pt 12pt
	2LineB	12pt 9pt
	3Line	6pt 6pt 12pt
	1+2Line	24pt 12pt 12pt















EDITING A LABEL

Attribute	Value	Details
Block layout (9 mm tape)	2LineA	6pt 12pt
	2LineB	12pt 6pt
	1+2Line	18pt[**************** 9pt 9pt
Block layout (6 mm tape)	1+2Line	12pt <u></u> 6pt 6pt

Creating a Barcode Label

Using the Barcode function you can create labels with barcodes for use with cash registers, stock control systems or other barcode reader systems, or even asset control tags used in an asset management system.



- The P-touch is not designed exclusively for creating barcode labels. Always check that barcode labels can be read by the barcode reader.
- For best results, print barcode labels in black ink on white tape. Some barcode readers may not be able to read barcode labels created using coloured tape or ink.
- Use the "Large" setting for "Width" whenever possible. Some barcode readers may not be able to read barcode labels created using the "Small" setting.
- Continuously printing a large number of labels with barcodes can overheat the print head, which may effect printing quality. If this happens you should stop printing for a few moments to let the print head cool down.

Setting Barcode Parameters

11 Press the result is key to display the Setup menu, select "Barcode Setup" using the ▲ or ▼ key, and then press the
or
key.

The Barcode Setup screen is displayed.

(Bar Code Setup) Protocol > 000 DESS Width : Large Under# : On

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

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



Characters may not appear below the barcode 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.



Press the \bigcirc or \bigcirc key to apply the settings.

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



• Press the low key to return to the previous step.

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

• Refer to the Barcode Settings table for a list of all available settings.









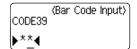


Barcode Settings

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

Entering Barcode Data

1 Press the !\(\frac{1}{2}\) key to display the Setup menu, select "Barcode Input" using the \(\Delta\) or \(\neq\) key, and then press the \(\otime\) or \(\bar{\bar{2}}\) key. The Barcode Input screen is displayed.



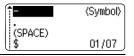


- Up to five barcodes can be entered in a label.
- Pressing ** key while holding down key will also allow you to go to "Barcode Input".
- Z Type in the barcode data.

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



A list of characters available for the current protocol is displayed.



4 Select a character using the ▲ or ▼ key, then press the ⊚ or □ key to insert the character in the barcode data.



Press the ⊚ or ☐ key to insert the barcode in the label.

Two barcode marks are displayed on the text entry screen.

	HEL ₄∆∆	130mm
(1)ab	c _	

0

• Press the 🕲 key to return to the previous step.

• Refer to the Special Characters List table for a list of all available settings.

■Special Character List

CODABAR

CODE39

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

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	2
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	a	46	DC1		
23	Γ	47	DC2		

Editing and Deleting a Barcode

- To edit the barcode data position the cursor beneath either of the barcode marks on the data entry screen and then open the Barcode Input screen. Refer to "Entering Barcode Data" on page 46.
- To edit the "Width" and "Under#" settings on a barcode already placed on the screen, position the cursor beneath either of the barcode marks on the data entry screen and then open the Barcode Setup screen. Refer to "Setting Barcode Parameters" on page 45.
- To delete a barcode from a label, position the cursor to right of the barcode marks on the data entry screen and press the <a> 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 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 ▶ key to scroll the preview to the left or right.

Press the ▲ or ▼ key to change the magnification of the preview.



- Press the key to return to the text entry screen. (You can also return to the text entry screen by pressing from fr
- To scroll the preview to the left or right end, hold down the

 key and press the

 or ▶

 key.
- To print the label directly from the preview screen, press the 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 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 or print labels one at a time.
- Striped tape indicates the end of the tape cassette. If this appears during printing, press the key to turn the P-touch off. Continuing printing may cause damage.

















Printing a Single Copy

- Make sure that the appropriate tape cassette is inserted and ready for printing.
- Press the key.
 The message shown on the right is displayed while the label is being printed.

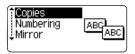
Printing... 1/1 Copies

- To stop printing, press the key to turn off the P-touch.
- There are several other messages that may appear when you press the remain key. Refer to "Error Messages" on page 65 and check the meaning of any messages that appear.

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.
- Place 2 Hold down the ⊕ key and press the key to display the print options screen, and then select "Copies" using the ▲ or ▼ key.



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



- 0.
 - Hold down the ▲ or ▼ key to change the number of copies faster.
 - Press the key to reset the number of copies to the default value of 1.
- Press the or key.

The message shown on the right is displayed while the labels are being printed.

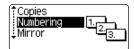
Printing... 2/5 Copies

- 0
- Press the 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.

- Make sure that the appropriate tape cassette is inserted and ready for printing.
- 2 Hold down the key and press the key to display the print options screen, and then select "Numbering" using the ▲ or ▼ key.



3 Press the \bigcirc or \bigcirc kev. The numbering start point screen is displayed.

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

(Numbering) Start Point? 1)abc 🛮 🗗 🛭 🛈

41 Move the cursor to the first character to be incremented in the numbering sequence and press the \bigcirc or \square key. The numbering end point screen is displayed.

(Numbering) End Point? 1)abc 10

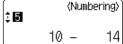
5 Move the cursor to the last character to be incremented in the numbering sequence and press the \bigcirc or \bigcirc key.

(Numbering) **:** 11 10 -10

6 Select the number of labels to be printed using the \(\bigsize{A} \) or ▼ key, or type the number using the number keys.

The number of labels to be printed is displayed.

Hold down the ▲ or ▼ key to change the number of



labels faster. Press the

key to reset the number of copies to the default value of 1.

2

Press the o or key.

The labels are printed.

As each label is printed the number of copies printed is shown.

Printing... 2/5 Copies



1







LABEL PRINTING



- Press the 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 barcodes. When a barcode 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.



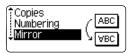
• Letters and numbers increase as shown below:

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.

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.
- Hold down the ⊕ key and press the ⊨ key to display the print options screen, and then select "Mirror" using the ▲ or ▼ key.



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



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

Printing... 1/1 Copies



- Press the 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.

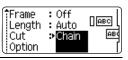
Tape Cutting Options

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 E key to display the Label menu.



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



- **3** Press the **3** or **1** key to apply the settings.
 - New settings are NOT applied if you do not press the or key.
- Press the key to return to the previous step.
 - Refer to the Tape Cutting table 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 24 mm margin on the left and right ends.	ABC ABC 24 mm 24 mm
Small Margin	 When printing labels one at a time: It 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: It 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 4 mm margin on the left and right ends. 	23 mm ABC ABC ABC 4 mm 4 mm
Chain	When printing labels one at a time: It 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: It 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 4 mm margin on the left and right ends. The tape is not fed and cut after the last label is printed.	23 mm ABC ABC 4 mm 4 mm
No Cut	Use this setting to print a strip of labels with no cuts in between. Pressing the while holding down key will feed and cut the last label printed.	ABC ABC



- When using Fabric Tapes or Strong 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 key and press the key, and select "Feed & Cut" (refer to "Feeding Tape" on page 22) to feed and cut the tape automatically, or cut the tape manually if you are using Fabric Tapes or Strong 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 Accuracy

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

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



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



- **3** Press the \odot or \square key to apply the setting.
- Press the key to return to the previous step.
 Press the 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.
- Position the label and then press firmly from top to bottom with your finger to
- The backing of some types of tapes may be pre-cut to make it easier to peel the backing.
 - 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.



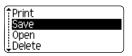
- When the file memory is full, each time you save a file you will need to overwrite one of your stored files.
- You will lose your stored files if the AC adaptor is disconnected and the batteries are removed for more than two minutes.

Storing a Label into Memory

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



2 Select "Save" using the ▲ or ▼ key.



Press the or key. A file number is displayed.

A label text is also displayed if a label is already stored in that file number.

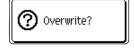


4 Select a file number using the ▲ or ▼ key, and then press the ⊚ or ☐ key to save the label under the selected file number.

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.



Q

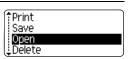
- Press the key to return to the previous step.
- Up to 200 characters can be saved in one file, depending on the number of lines. Total 1800 characters can be saved in 9 files. Text and layout formatting data is also saved in the file.
- To store a label created by using the Auto-Format Layouts, refer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

Opening a Stored Label File

1 Press the rile screen.

Print Save Open Delete

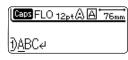
2 Select "Open" using the ▲ or ▼ key.



Press the ⊚ or ☐ 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 ⊚ or ☐ key to open the selected file. The file is opened and displayed on the text entry screen.



 \bigcirc

Press the low key to return to the previous step.

- 1
- 2
- 3
- 4
- 5
- (1)
- 8
- 9

Printing a Stored Label File

Press the key to display the File screen.

Save
Open
Delete

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

Print Save Open Delete

Press the on the key.
The file number of a stored label is displayed.
The label text is also displayed to identify the label.



Select a file number using the ▲ or ▼ key, and then press the 📳, ⊚ or 🕽 key to print the selected label. The label is printed from the machine.



• Press the 🕲 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 🖄 key to display the File screen.

Print Save Open Delete

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

Print Save Open Delete

Press the ⊚ or ☐ key.
The file number of a stored label is displayed.
The label text is also displayed to identify the label.

îNo.**⊠** ⟨Delete⟩ ABC&DEF GHIJ

______ Select a file number using the ▲ or ▼ key, and then press the ⊚ or ☐ key.

The message "Delete?" is displayed.



- Press the or key to delete the file.
 The file is deleted and the screen returns to the text entry screen.
- Press the key to cancel deleting the file and return to the previous screen.

















MAINTAINING YOUR P-touch

Resetting the P-touch

You can reset the internal memory of your P-touch when you want to clear all saved label files, or in the event the P-touch is not working properly.

Turn off the machine and then while holding down and R, press to turn the machine back on. Finally, release and R.

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

Release the key before releasing the other keys.

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

Maintenance

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

Always remove the batteries and disconnect the AC adaptor before cleaning the P-touch.

Cleaning the Main Unit

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.

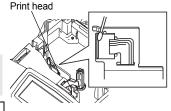
Cleaning the Print Head

Streaks or poor quality characters on printed labels generally indicates that the print head is dirty. Clean the print head using a 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

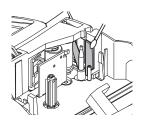
Tape adhesive can build up on the cutter blade after repeated use, taking the edge off the blade which may result in the tape jamming in the cutter.

Ç

About once every year, wipe the cutter blade using a cotton swab moistened with alcohol.

A CAUTION

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

















TROUBLESHOOTING

What to do when...

Problem	Cause	Solution	
The screen 'locks', or the P-touch does not respond properly.	Refer to "Resetting the P-touch" on page 60 and reset the internal memory to the initial settings. If resetting the P-touch does not solve the problem, disconnect the AC adaptor and remove the batteries for more than 10 minutes.		
The display remains blank after turning on the power.	Is the AC adaptor connected correctly?	Check that the AC adaptor designed exclusively for your P-touch is connected correctly.	
	Are you using the correct AC adaptor?	Make sure that you are using the AC adaptor designed exclusively for your P-touch (included in package).	
	Are the batteries fitted correctly?	Remove and re-install the batteries.	
The label is not printed after pressing	Has text been entered?	A label will not be printed if there is no text entered.	
the key.	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	Cause	Solution
The LCD messages are displayed in 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 key and press the 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.
The P-touch 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 is the AC adaptor disconnected?	Replace all batteries or connect the AC adaptor directly to the P-touch.

TROUBLESHOOTING

Problem	Cause	Solution
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 key and press the key to feed and cut the tape.
	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 adaptor been disconnected?	All files stored in the internal memory are lost if the batteries and AC adaptor 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
Battery Weak!	The installed batteries are getting weak.
Check Battery!	The installed batteries are about to run out. Replace with new batteries or connect the AC adaptor before continuing.
Wrong Type Of Adapter Connected!	An incompatible AC adaptor is connected. Use only the AC adaptor designed exclusively for your P-touch.
① Cutter Error!	The tape cutter is closed when you try to print or feed tape with the cover closed and the tape casette inserted. Turn the P-touch off and then on again before continuing. When tape is tangled in the cutter, remove the tape.
No Text!	There is no text, symbols or barcode data entered when you try to print or preview a label. Enter data before continuing.
Insert Tape Cassette!	There is no tape cassette installed when you try to print or preview a label, or feed tape. Install a tape cassette before continuing.
Tape Cassette Changed!	The tape cassette was changed while printing, etc. Make sure the correct tape cassette is inserted before printing.
Line Limit! Max 5 Lines	There are already five lines of text when you press the key. Limit the number of lines to five.
Tape Width Limit! Max 3 Lines	There are more than three lines of text when you press the street or street of lines to three, or change the tape cassette to a larger one.















TROUBLESHOOTING

Message	Cause/Remedy
Tape Width Limit! Max 2 Lines	There are more than two lines of text when you press the or of the or of text when you press the limit
Tape Width Limit! Max 1 Line	There is more than one line of text when you press the structure or key while using 3.5mm tape. Limit the number of lines to one, or change the tape cassette to a larger one.
Block Limit! Max 5 Blocks	There are already five blocks of text. Limit the number of blocks to five.
Text Full!	The maximum number of characters have already been entered. Edit the text and use fewer characters.
Length Limit!	The length of the label to be printed using the text entered is longer than 1 m. Edit the text so that the length of the label is less than 1 m.
Insert 18mm Tape Cassettel	An 18 mm tape cassette is not installed when an Auto-Format for 18 mm tape is selected. Install an 18 mm tape cassette.
Insert 12mm Tape Cassettel	A 12 mm tape cassette is not installed when an Auto-Format for 12 mm tape is selected. Install a 12 mm tape cassette.
Insert 9mm Tape Cassette!	A 9 mm tape cassette is not installed when an Auto-Format for 9 mm tape is selected. Install a 9 mm tape cassette.
Insert 6mm Tape Cassette!	A 6 mm tape cassette is not installed when an Auto-Format for 6 mm tape is selected. Install a 6 mm tape cassette.
Insert 3.5mm Tape Cassette!	A 3.5 mm tape cassette is not installed when an Auto-Format for 3.5 mm tape is selected. Install an 3.5 mm tape cassette.
Too Much Text For This Layout!	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.

Message	Cause/Remedy
(1) Incorrect Value!	The value entered for setting the tape length, tab length, multiple copies, or numbering function is invalid. Enter a valid value for the setting.
Select Other Cut Option!	The tape length is shorter than the total margin length set in the "Large Margin" cutting option.
Text Too Long!	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.
Text Too High!	The text size is too large. Select a different size option.
Check # of Digits Entered!	The number of digits entered in the barcode data does not match the number of digits set in the barcode parameters. Enter the correct number of digits.
Input A,B,C or D At Start&End	The barcode data entered does not have the required start/ stop code (A, B, C, or D required at the beginning and end of the barcode data for the CODABAR protocol). Enter the barcode data correctly.
Maximum Of 5 Bar Codes Per Label!	There are already 5 barcodes entered in the text data when you try to enter a new barcode. You can only use up to five barcodes in each label.

When you select "inch" for your unit setting, the dimensions appear "inch" on the LCD display.

2





Specifications

Main Unit

Item	Specification
Input Device (Keyboard)	65-key, QWERTY layout keyboard
Display	
Display device	Dot matrix LCD
Character display	16 characters x 3 lines (128 dot x 48 dot)
Back light display	No
Printing	
Print method	Thermal printer
Print head	128 dot / 180 dpi
Print height	15.8 mm max. (when using 18 mm tape)
Print speed	Approx. 10 mm / sec.
Tape cassette	Standard TZ tape cassette (3.5, 6, 9, 12, 18 mm widths)
Tape cutter	Built-in automatic cutter
No. of lines	18 mm tape : 1 - 5 lines; 12 mm tape : 1 - 3 lines; 9 mm tape : 1 - 2 lines; 6 mm tape : 1 - 2 lines; 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, 42 pt, 36 pt, 24 pt, 18 pt, 12 pt, 9 pt, 6 pt
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
Me	emory	
	Memory size	Maximum 1800 characters
	File storage	Maximum 9 files
Otl	ner Features	
	Frame	Total of 16 frame patterns (including shaded pattern)
	Auto-Format	Templates: 14 Block layouts: 18 mm : 8, 12 mm : 4, 9 mm : 3, 6 mm : 1
	Screen contrast	5 levels (+2, +1, 0, -1, -2)
Power Supply		
	Power supply	AC adaptor (AD-24/AD-24ES), Six AA-size alkaline batteries (LR6).
	Auto Power-off	P-touch only: 5 minutes Connected PC: 60 minutes
Siz	e	
	Dimensions	177.2 mm (W) x 232.1 mm (D) x 68.0 mm (H)
	Weight	780 g (without tape cassette and batteries)
Otl	ner	
	Operating temperature / humidity	10 ~ 35°C / 20 ~ 80% humidity (without condensation)















APPENDIX

Operating Environment: Windows®

Item	Specification
OS	Microsoft [®] Windows [®] 2000 Professional/XP/ Windows Vista TM
Memory	Windows [®] 2000 Pro, XP: 128MB or more required Windows Vista TM : 512MB or more
Hard disk	70MB or more required
Monitor	SVGA High colour graphics support or higher
Interface	USB Port (USB specification 1.1 or later protocol)
Other	CD-ROM drive for installation

Accessories

Brother recommends the use of genuine Brother accessories (tape cassettes, AC adaptor, etc.) with your P-touch. The use of other products may effect the print quality or may damage your P-touch. Availability of accessories subject to change without notice.

Tape Cassettes

Tape supply may differ by country.



Do not use tapes that do not have the TE mark.

■ Laminated tapes (length: 8 m)

The surface of laminated tapes is protected by a transparent film. This prevents characters from smudging or being erased if the label becomes wet.

Stock No.	Description
18 mm	
TZ-141	Black characters on clear tape
TZ-241	Black characters on white tape
TZ-242	Red characters on white tape
TZ-243	Blue characters on white tape
TZ-344	Gold characters on black tape
TZ-145	White characters on clear tape
TZ-345	White characters on black tape
TZ-441	Black characters on red tape
TZ-541	Black characters on blue tape
TZ-641	Black characters on yellow tape
TZ-741	Black characters on green tape
12 mm	
TZ-131	Black characters on clear tape
TZ-132	Red characters on clear tape
TZ-133	Blue characters on clear tape
TZ-135	White characters on clear tape
TZ-231	Black characters on white tape
TZ-232	Red characters on white tape
TZ-233	Blue characters on white tape
TZ-334	Gold characters on black tape
TZ-335	White characters on black tape
TZ-431	Black characters on red tape



















APPENDIX

Stock No.	Description
TZ-435	White characters on red tape
TZ-433	Black characters on blue tape
TZ-531	·
TZ-535	White characters on blue tape
	Black characters on yellow tape
TZ-635	White characters on orange tape
TZ-731	Black characters on green tape
TZ-735	White characters on green tape
TZ-931	Black characters on silver tape
TZ-M931	Black characters on silver (mat) tape
TZ-B31	Black characters on fluorescent orange tape (length: 5 m)
TZ-C31	Black characters on fluorescent yellow tape (length: 5 m)
TZ-D31	Black characters on fluorescent green tape (length: 5 m)
TZ-M31	Black characters on clear (mat) tape
9 mm	
TZ-121	Black characters on clear tape
TZ-122	Red characters on clear tape
TZ-123	Blue characters on clear tape
TZ-221	Black characters on white tape
TZ-222	Red characters on white tape
TZ-223	Blue characters on white tape
TZ-324	Gold characters on black tape
TZ-325	White characters on black tape
TZ-421	Black characters on red tape
TZ-521	Black characters on blue tape
TZ-621	Black characters on yellow tape
TZ-721	Black characters on green tape
TZ-M21	Black characters on clear (mat) tape
6 mm	
TZ-111	Black characters on clear tape
TZ-211	Black characters on white tape
TZ-315	White characters on black tape
TZ-611	Black characters on yellow tape
	· ' '

■ Non-laminated tapes (length: 8 m)

Stock No.	Description
18 mm	
TZ-N241	Black characters on white tape
TZ-N641	Black characters on yellow tape
12 mm	
TZ-N231	Black characters on white tape
TZ-N631	Black characters on yellow tape
9 mm	
TZ-N221	Black characters on white tape
6 mm	
TZ-N211	Black characters on white tape
3.5 mm	
TZ-N201	Black characters on white tape

■ Strong adhesive tapes (length: 8 m)

Laminated tapes with stronger adhesive, ideal for rough surfaces or harsh environments.

Stock No.	Description
18 mm	
TZ-S141	Black characters on clear tape
TZ-S241	Black characters on white tape
TZ-S641	Black characters on yellow tape
12 mm	
TZ-S131	Black characters on clear tape
TZ-S231	Black characters on white tape
TZ-S631	Black characters on yellow tape
9 mm	
TZ-S121	Black characters on clear tape
TZ-S221	Black characters on white tape
TZ-S621	Black characters on yellow tape
6 mm	
TZ-S111	Black characters on clear tape
TZ-S211	Black characters on white tape
TZ-S611	Black characters on yellow tape



















■ Flexible ID tapes (length: 8 m)

Flexible laminated tapes ideal for labelling network cables, electrical wires, etc.

Stock No.	Description
18 mm	
TZ-FX141	Black characters on clear tape
TZ-FX241	Black characters on white tape
TZ-FX641	Black characters on yellow tape
12 mm	
TZ-FX131	Black characters on clear tape
TZ-FX231	Black characters on white tape
TZ-FX631	Black characters on yellow tape
9 mm	
TZ-FX121	Black characters on clear tape
TZ-FX221	Black characters on white tape
TZ-FX621	Black characters on yellow tape
6 mm	
TZ-FX111	Black characters on clear tape
TZ-FX211	Black characters on white tape
TZ-FX611	Black characters on yellow tape

■ Security tape (length: 8 m)

This tape leaves a checkered pattern when removed.

Stock No.	Description
18 mm	
TZ-SE4	Black characters on white tape

■ Fabric tape (length: 3 m)

These fabric labels can be affixed to other fabric using an iron.

Stock No.	Description
18 mm	
TZ-FA4B	Blue characters on white tape
12 mm	
TZ-FA3	Blue characters on white tape

■ Print head cleaning cassette

Cassette tape for cleaning the print head of your P-touch.

Stock No.	Description
18 mm	
TZ-CL4	Print head cleaning cassette (cleans approx. 100 times)

AC Adaptor

Stock No.	Description
AD-24/AD-24ES	

















INDEX

A		
Accented Character List		
alignment		
C		
Caps mode .11, 25 contrast .23 cursor keys .25		
D		
deleting		
text and formatting26 text only26		
E		
entering		
symbols		
uppercase letter25		
F		
Feed & Cut function		
formatting		
character attributes31		
label attributes35		
K		
Keyboard11		
L		
length35		
line31		
Line number11		
N		
new line25		
P		
Power Supply14		

R	
Return mark	11
S	
size	31
style	31
Symbol List	
symbols	
т Т	
•	
tape cassettes	
tape lengthtape length	11
entering and editing	25
lines	
U	
•	0.5
uppercase letter	25
W	
width	31

brother

Printed in China LW1658001(A)

