

brother®

TZ
TAPE

P-touch

18R

User's Guide

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



www.brother.com

Quick
Index
P. 8

- 1 INTRODUCTION
- 2 GETTING STARTED
- 3 EDITING A LABEL
- 4 LABEL PRINTING
- 5 USING THE 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
declare 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 AD-18ES is in compliance with the essential requirements and other relevant provisions of Directive 2006/95/EC.

The Declaration of Conformity (DoC) is on 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).

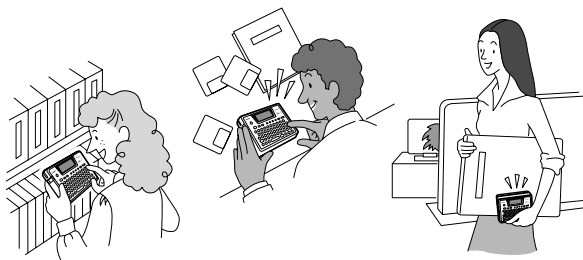
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INTRODUCTION

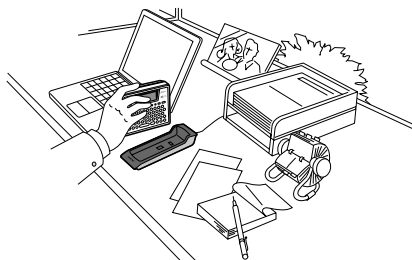
Thank you for purchasing the P-touch PT-18R.

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, bar codes and auto-numbering functions.

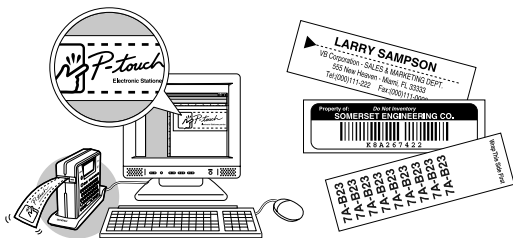
- Carry your compact, rechargeable P-touch with you anywhere without worrying about power supply.



- The battery charger also serves as a convenient storage stand, so the P-touch is always at hand and ready for use.



- You can quickly increase your labeling power, and design and print complex labels from your computer using the software provided.



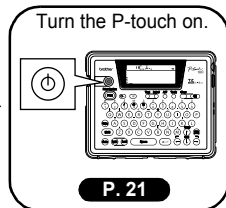
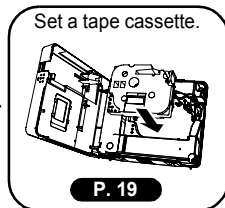
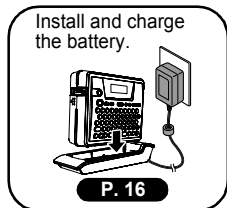
Refer to the Software Installation Guide for more details and installation directions.

Creating Your First Label

This section introduces you to the methods used to create simple labels with your P-touch. By creating a simple label, you will become familiar with the procedure for creating general label layouts.

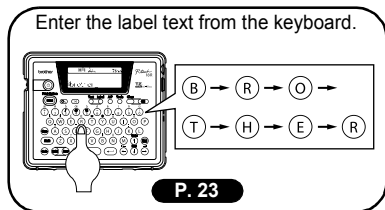
■ Creating a label with the P-touch

1 | Prepare the P-touch.



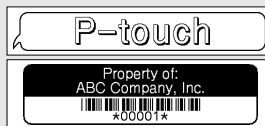
💡 To create a label if the battery is not charged, connect the AC adapter directly to the P-touch machine. Refer to “AC Adapter” on page 19.

2 | Enter the label text.

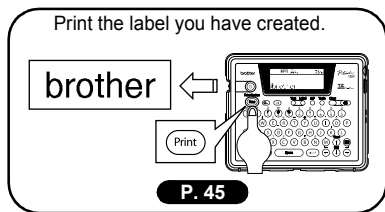


💡 In addition to entering text, the P-touch has a large range of editing functions.

“Create labels like these”



3 | Print the label.



💡 You can check the layout of your label before printing.

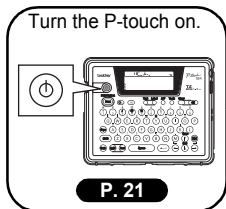
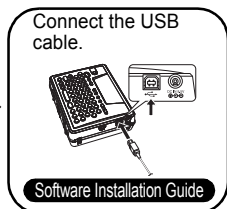
Checking the label preview before printing prevents wasting tape on incomplete labels.



■ 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 Editor.

Software Help



"Create labels with complex designs like these"



4 Print the label.



Software Help

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9


Safety Precautions


Please read the following directions for safe use and handling before using your P-touch. These safety precautions are provided for your benefit to prevent unnecessary injury to you and those around you, and to prevent damage to the product. Please read and follow them carefully.


The following symbols indicate the level of danger associated with not using the product within the specified guidelines.

 WARNING	This symbol denotes that improper handling poses a risk of causing death or serious injury.
 CAUTION	This symbol denotes that improper handling poses a risk of causing injury or damage to the product.

The following symbols indicate specific directions.

 : This symbol denotes that the action poses a risk of danger.



 : This symbol denotes that the action is prohibited.

 : This symbol denotes that the action is required.

WARNING

Rechargeable battery

Failure to observe the following may result in fluid leaking, overheating, rupture, or fire, causing burns or other injuries.

-  • Do not throw the battery into a fire, or heat, solder or weld, disassemble or modify the battery.
- Do not allow metallic articles to short-circuit the terminals of the battery.
- Do not carry or store the battery together with metallic articles.
- Do not remove or damage the plastic cover on the battery, or use a battery with the plastic cover removed or damaged.
- Use only the battery charger designed exclusively for the rechargeable battery provided. Do not use any other battery charger.
- Do not charge the battery in high temperature locations.
- Do not use the battery with the positive (+) and negative (-) terminals connected incorrectly.
- If the battery leaks or emits an odour, it must be moved away from fire immediately.
- Do not let the battery get wet.
-  • **If the battery leaks, be careful not to let battery fluid contact your eyes.** Battery fluid contacting your eyes may result in the loss of eyesight. If battery fluid comes into contact with your eyes, flush your eyes with clean water and seek medical attention immediately.

 **WARNING**

- If the battery begins to emit an odour, overheat, discolour, deform, or any other change occurs during use, charging, or storage, remove the battery immediately and discontinue use.

Battery charger

Failure to observe the following may result in fire, overheating, or failure.



- Do not allow metallic articles to short-circuit the terminals of the charger.
- Do not let the charger get wet. If water or other liquids get in the charger, unplug the AC adapter immediately.
- Do not use the charger while the charger terminals are wet or have condensation on them.
- Do not use this charger with any product other than the P-touch.
- Use only the AC adapter provided with the P-touch.
- If the charger begins to emit an odour, overheat, discolour, deform, or any other change occurs during use, charging, or storage, remove the P-touch from the charger immediately, disconnect the AC adapter, and discontinue use.

AC adapter

Failure to observe the following may result in fire, electric shock, or failure.



- Always use the specified voltage (230V) and the AC adapter (AD-18ES) provided.
- 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 use a damaged power cord.
- Do not touch the AC adapter or power plug with wet hands.
- Make sure that the plug is fully inserted to the power outlet. Do not use an outlet that is loose.

P-touch

Failure to observe the following may result in fire, electric shock, or failure.



- Do not disassemble or modify the P-touch.
- Do not drop, hit or otherwise damage the P-touch.
- Do not spill drinks or other liquids on the P-touch, or otherwise let the P-touch become wet.
- Do not use the P-touch if any foreign object has entered the P-touch. If any foreign object has entered the P-touch, immediately turn the power off, disconnect the AC adapter, remove the battery, and discontinue use.
- If the P-touch begins to emit an odour, overheat, discolour, deform, or any other change occurs during use, charging, or storage, remove the P-touch from the charger immediately, disconnect the AC adapter, remove the battery, and discontinue use.







- Do not let children play with the empty package that the P-touch came in when purchased. Store the empty package in location out of the reach of children, or dispose of it. Empty packaging can be a choking or suffocation hazard for children.

CAUTION





Rechargeable battery

Failure to observe the following may result in fluid leaking, overheating, rupture, or deteriorated performance and life span.



-  Do not hit or throw the battery.
-  Do not use or leave battery exposed in direct sunlight, near heaters or other hot appliances, or in any location exposed to extremely high temperatures.
-  Remove the battery when not using the P-touch for any extended period of time.
-  If battery fluid comes into contact with skin or clothes, wash the affected areas thoroughly with clean water. Battery fluid is harmful to skin.

Battery charger


Failure to observe the following may result in fire, electric shock, or short circuit.

-  Do not use or place the battery charger in direct sunlight, near heaters or other hot appliances, in any location exposed to extremely high temperatures, high humidity, or dusty locations.
-  Do not disassemble or modify the battery charger.
-  Do not hit or throw the battery charger.
-  Do not carry or store the battery charger together with metallic articles.



AC adapter

-  Be sure to disconnect the AC adapter and battery charger 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.


Tape cutter

-  Do not touch the tape cutter with your hands. This may result in injury.


Usage/storage location

-  Do not place the P-touch or battery charger in unsafe locations such as unstable platforms or high shelves, etc. It may fall down and cause an injury.
-  Do not place heavy objects on the P-touch or battery charger. It may fall down and cause an injury.


Memory

-  Any data stored in memory will be lost due to failure or repair of the P-touch, or if the battery expires.

Tape



-  Depending on the environmental conditions and the material and condition of the affixing surface, the label may peel off or the colour of the tape may change. When removing labels, adhesive may remain, the tape's colour may be transferred to the surface, or the surface beneath the label may otherwise be damaged. Be sure to test the label on the intended surface and material before affixing the label.

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.
- Use only genuine TZ tapes, with the  mark, in the P-touch.
- 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. Doing so will damage the print head.
- Do not touch the print head with your fingers.
- Note that all data stored in memory will be lost if you disconnect BOTH the AC adapter AND the rechargeable battery.
- Do not use paint thinner, benzene, alcohol or any other organic solvent to clean the P-touch.
- Do not place the P-touch 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.
- 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 P-touch, 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.

1

2

3

4

5

6


7

8

9

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/accnt characters

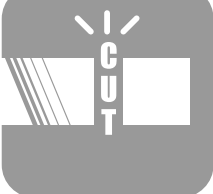
P. 23



To format the label...

Text/Label format functions

P. 28



To change the cutting and margin settings

Tape cutting options

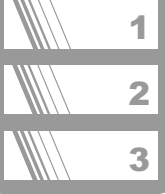
P. 49



To create and print bar code labels...

Bar code function

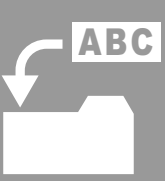
P. 32



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

Multiple copy/auto-numbering functions

P. 46





To save a label layout...

Memory function

P. 52

Contents

INTRODUCTION	1
Creating Your First Label	2
Safety Precautions	4
General Precautions	7
Symbols Used in this Guide	7
Quick Index	8
Contents	9
GETTING STARTED	11
Unpacking Your P-touch	11
General Description	12
LCD Display & Keyboard	13
LCD Display	13
Key Names and Functions	14
Power Supply	16
Rechargeable Battery	16
AC Adapter	19
Inserting a Tape Cassette	19
Turning Power On/Off	21
Feeding Tape	22
LCD Contrast	22
EDITING A LABEL	23
Entering and Editing Text	23
Entering Text from the Keyboard	23
Adding a New Line	23
Moving the Cursor	23
Inserting Text	23
Deleting Text	24
Entering Symbols	24
Entering Symbols Using  Key	24
Entering Symbols Using the Symbol Function	25
Entering Accented Characters	26
Entering Accented Characters Using  Key	26
Entering Accented Characters Using Composite Character Keys	26
Entering Accented Characters Using the Accent Function	27
Setting Character Attributes	28
Setting Label Attributes	30
Creating a Bar Code Label	32
Setting Bar Code Parameters	32

INTRODUCTION

Entering Bar Code Data.....	33
Editing and Deleting a Bar Code	35
Using Auto-Format Layouts	35
Using Templates - Example creating an Asset Tag.....	35
Using Block Layouts	38
Automatic Currency Conversion	42
Currency Conversion Setup.....	42
Converting Currency.....	44

LABEL PRINTING 45

Label Preview.....	45
Printing a Label	45
Printing a Single Copy	45
Printing Multiple Copies.....	46
Auto-numbering Labels.....	47
Mirror Printing	48
Tape Cutting Options	49
Attaching Labels.....	51

USING THE FILE MEMORY 52

Storing a Label into Memory	52
Opening a Stored Label File	53
Deleting a Stored Label File.....	54

MAINTAINING YOUR P-touch 55

Resetting the P-touch.....	55
Maintenance.....	55
Cleaning the Main Unit	55
Cleaning the Print Head.....	55
Cleaning the Tape Cutter.....	56
Cleaning the Charging Terminals	56

TROUBLESHOOTING 57

What to do when.....	57
Error Messages.....	60

APPENDIX 63

Specifications	63
----------------------	----

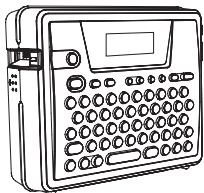
INDEX..... 65

GETTING STARTED

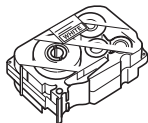
Unpacking Your P-touch

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

P-touch PT-18R



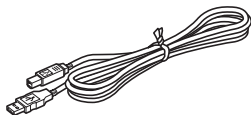
TZ tape cassette



CD-ROM



USB cable

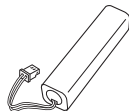


AC adapter

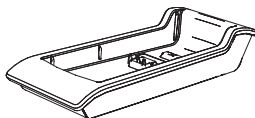


The plug may differ by countries.

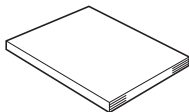
Rechargeable battery



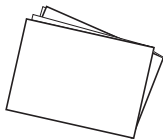
Battery charger



User's Guide



Software Installation Guide



1

2

3

4

5

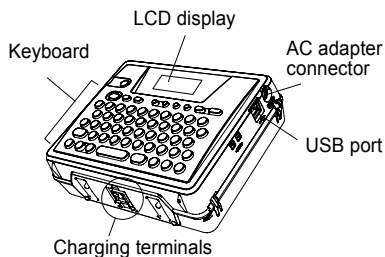
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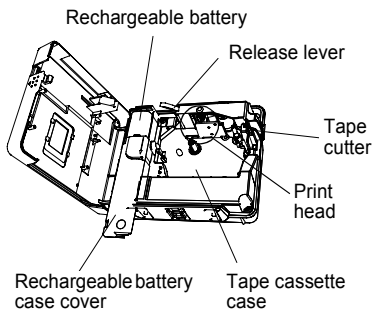
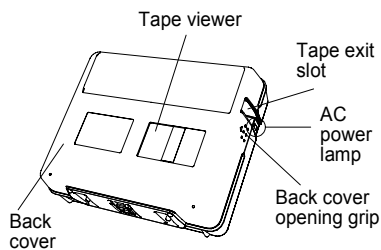
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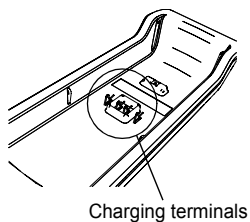
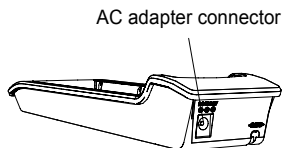
General Description



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.

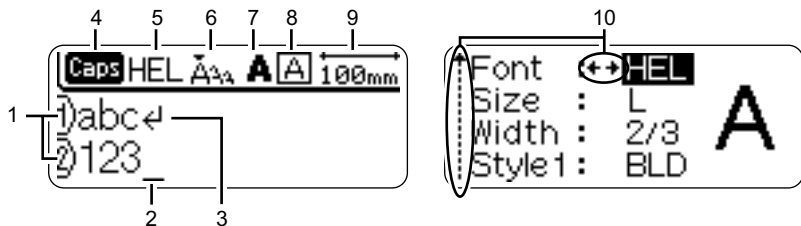


Battery charger



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) and 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  and  keys to select a menu item, and the  and  keys to change the setting.

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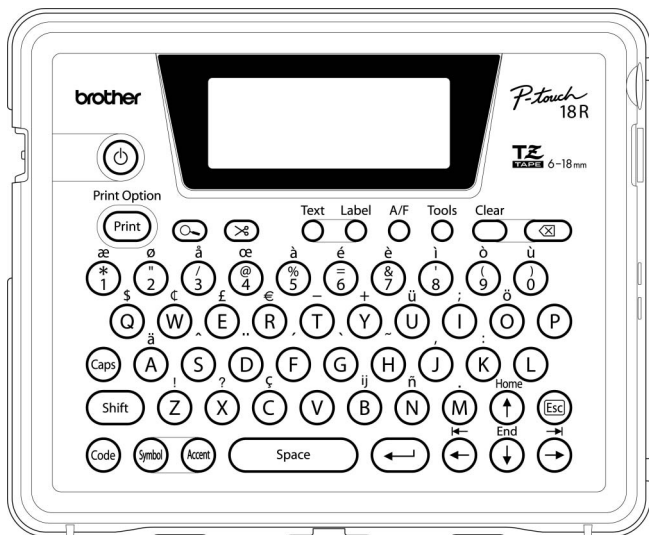
8

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GETTING STARTED

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Key Names and Functions



(P) (Power):

- Turns the P-touch on and off.

(Print):

- Prints the current label design onto the tape.
- Opens the Print Options menu when used in combination with the **(Code)** key.

(C) (Preview):

- Displays a preview of the label.

(F) (Feed & Cut):

- Feeds 22.5 mm of blank tape and then automatically cuts the tape.

(T) (Text):

- Opens the Text menu, where you can set character attributes for the label.

(L) (Label):

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

(A) (Auto-Format):

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

(T) (Tools):

- Opens the Tools menu, where you can set operating preferences for the P-touch.

(C) (Clear):

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

(B) (Backspace):

- Deletes the character to the left of the cursor.
- Cancels the current command and returns the display to the data entry screen or the previous step.

(C) (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.

(I) ~ (M):

- Use these keys to type letters or numbers.
- Uppercase letters, symbols or accent characters can be entered using these keys in combination with the **(Caps)**, **(Shift)**, or **(Code)** keys.

(S) (Shift):

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

(C) (Code):

- Use this key in combination with keys that have blue characters above them to type the accented characters or symbols indicated, or to activate the function indicated.

(S) (Symbol):

- Use this to select and enter a symbol from a list of available symbols.

(A) (Accent):

- Use this to select and enter an accented character from the list of available characters.

(Space)

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

(↵) (Return):

- Enters a new line when entering text.
- Selects the option displayed when setting label attributes in the function menus, or when entering symbols or accent characters.

(Esc) (Escape):

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

(←) (→) (↑) (↓):

- 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.

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2

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4

5

6

7

8

9

Power Supply

Your P-touch has a rechargeable battery that allows you to use it anywhere when charged, and an AC adapter that allows you to use it while connected to an electrical outlet when the battery's charge becomes low.

Rechargeable Battery

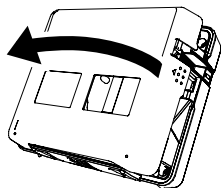
The battery can be recharged by placing the P-touch on the battery charger stand.

- ⓘ Connect the AC adapter directly to the P-touch to use it immediately after purchase or when the battery's charge becomes low.

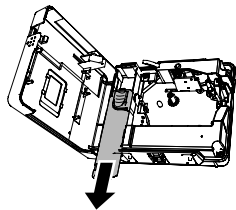
■ Installing the rechargeable battery

- ⓘ • Disconnect power to the P-touch when installing or removing the rechargeable battery.
- Use only the battery charger designed exclusively for the rechargeable battery provided with your P-touch.
- Do not remove or damage the plastic cover on the rechargeable battery, or use a battery with the plastic cover removed or damaged.

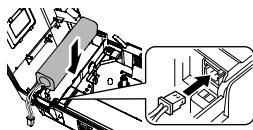
- 1** Press on the back cover opening grip and open the back cover.



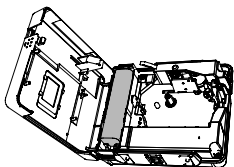
- 2** Slide the battery case cover in the direction of the arrow and open the case.



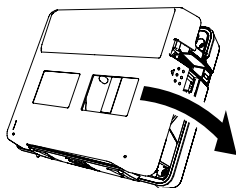
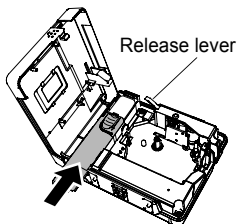
- 3** Connect the battery as shown in the figure. Make sure that the wires to the connector match the black and red stickers on the case.



- 4** Insert the battery into the battery case and push the wires into the compartment so that they do not get damaged by the battery case cover.



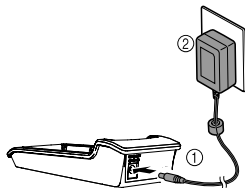
- 5** Attach the battery case cover and close the back cover.



- !** Make sure that the release lever is up when closing the back cover. The back cover cannot be closed if the release lever is pressed down.

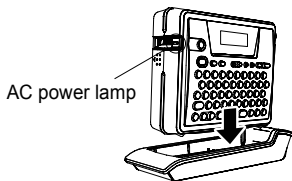
■ Charging the battery

- 1** Insert the plug on the AC adapter cord into the connector on the battery charger and insert the AC adapter plug into a standard electrical outlet.



- 2** Place the P-touch on the battery charger. When it is sitting on the battery charger correctly, the AC power lamp on the P-touch lights.

Charging time	approx. 12 hours
---------------	------------------



The P-touch can be placed in the battery charger in either direction.

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GETTING STARTED



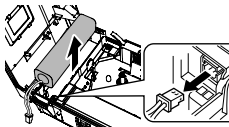
- The AC power lamp lights when the P-touch is set in the battery charger and the AC adapter is connected to the battery charger, or when the AC adapter is connected directly to the P-touch, regardless of whether a battery is fitted or charging is complete.
- Be sure to charge the battery before using the P-touch.
- Connect the AC adapter directly to the P-touch to use it when the battery's charge becomes low.
- Return the P-touch to the battery charger after use. Even when not used the battery will run down if the P-touch is not placed on the battery charger.
- Leaving the P-touch on the charger even when the battery is fully charged will not damage it.
- The battery may not be charged sufficiently when the power supply is less than the rated voltage.

■ Replacing the rechargeable battery

Replace the battery when the P-touch can only be used for a short time even after recharging. The battery may not be charged sufficiently when the power supply is less than the rated voltage. While the replacement period varies depending on the conditions of use, the battery will generally need to be replaced after approximately one year. Be sure to replace it with the specified rechargeable battery (BA-18R).



Be sure to charge the new battery for 12 hours after replacement.

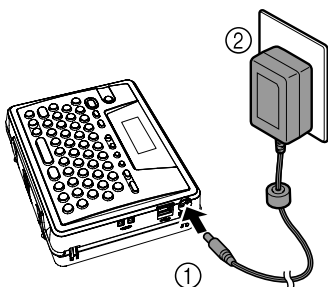
- 1** Press on the back cover opening grip and open the back cover.
- 2** Slide the battery case cover in the direction of the arrow and open the case.
- 3** Remove the expired battery and disconnect the connector.

- 4** Connect the connector on the battery wires and insert the new battery into the case. Refer to "Installing the rechargeable battery" on page 16.
- 5** Attach the battery case cover and close the back cover.



- Be sure to dispose of the expired battery as directed by local regulations for the disposal of nickel metal hydride batteries.
- Do not remove or damage the plastic cover on the expired battery, or attempt to disassemble the expired battery.

AC Adapter

Connect the AC adapter directly to the P-touch.



1 Insert the plug on the AC adapter cord into the connector marked DC IN 9.5V on the P-touch.

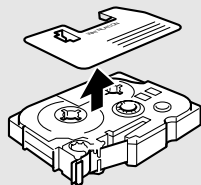
2 Insert the AC adapter plug into a standard electrical outlet.

- !**
- Turn the P-touch off before disconnecting the AC adapter.
 - 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.
 - Do not pull or bend the AC adapter cord.
 - Use only the AC adapter (AD-18ES) 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.

Inserting a Tape Cassette

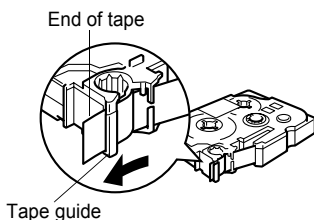
Tape cassettes of 6 mm, 9 mm, 12 mm or 18 mm width can be used in your P-touch. Use only tape cassettes with the **TZ** mark.

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

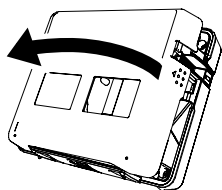


GETTING STARTED

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



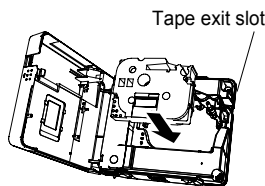
- 2** After making sure that the power is off, press on the back cover opening grip and open the back cover. If there is already a tape cassette in the P-touch, remove it by pulling it straight up.



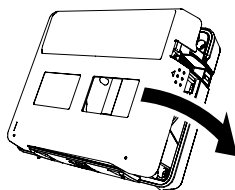
- 3** Insert the tape cassette into the tape compartment, with the end of the tape facing the P-touch's tape exit slot, and press firmly until you hear a click.



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





- 4** Close the back cover.

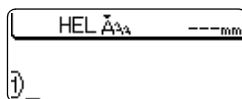


- Make sure that the release lever is up when closing the back cover. The back cover cannot be closed if the release lever is pressed down.
- Be sure to feed tape to remove any slack in the tape and ink ribbon after inserting the tape cassette. Refer to “Feeding Tape” on page 22.
- **Do not pull the 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 the battery is still charged or the P-touch is connected to an electrical outlet by the AC adapter, 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 adapter	1 hour	1 hour
With battery	5 minutes	5 minutes with no operation. 1 hour after printing from PC.

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Feeding Tape

The Feed & Cut function feeds 22.5 mm of blank tape then cuts the tape.

- ⓘ Be sure to feed tape to remove any slack in the tape and ink ribbon after inserting the tape cassette.
- **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..





1 Press the  key.
"Feed & Cut?" appears on the display.

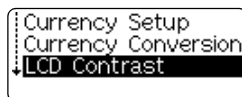
2 Press the  key to feed tape.
The message "Feeding Tape... Please Wait" appears while the tape is fed, and then the tape is cut.





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

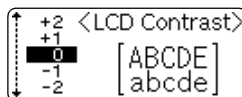
LCD Contrast


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".



1 Press the  key to display the Tools menu, select "LCD Contrast" using the  or  key, and then press the  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  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".

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  key and then press the desired key.
- To enter uppercase letters continuously, press the  key to enter Caps mode, and then press the desired keys.











- To exit Caps mode, press the  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, and 2 lines for 9 mm and 6 mm tape.
- If you press the  key when five lines already exist, an error message is displayed.

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  key and then press the  or  keys.
- To move the cursor to the very beginning or end of the text, hold down the  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.

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EDITING A LABEL

Deleting Text

■ Deleting one character at a time

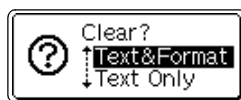
- To delete a character from an existing line of text, move the cursor to the character to the right of the position you want to start deleting text and then press the **⌫** key. The character to the left of the cursor is deleted each time the **⌫** key is pressed.

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

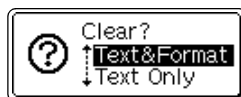
■ Deleting all text at once


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

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

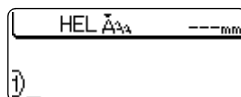


- 2** Using the **↑** or **↓** keys, select "Text Only" to delete all text while retaining the current format settings, or select "Text & Format" to delete all text and format settings.



 Press the **Esc** key to return to the text entry screen.

- 3** Press the **←** key.
All text is deleted. All format settings are also deleted if Text & Format was selected.



Entering Symbols

Including the symbols available on the keyboard, there are a total of 103 symbols (including international and extended ASCII characters) available with the Symbol function.

There are two methods of entering symbols:

- Using the **Code** key.
- Using the Symbol function.

Entering Symbols Using **Code** Key

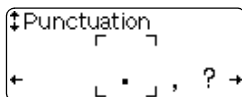
Symbols printed in blue above the keys on the keyboard can be entered using the **Code** key.


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





Entering Symbols Using the Symbol Function

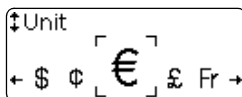
The Symbol function offers a total of 103 symbols.


- 1** Press the  key.
A list of symbols is displayed.

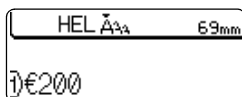




 The last symbol entered is selected in the list displayed.

- 2** Select a group using the  or  keys, and then select a symbol using the  or  keys.




- 3** Press the  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 table for a complete list of all groups and symbols available.

● Symbol List ●


Group	Symbols
(A) Punctuation	. , ? ! " ' : ; - _ \ / & € ¢ ¤ ¥ ¦ § ¨
(B) Business	@ # % ® © ™ ¢ €
(C) Mathematics	+ - × ÷ ± = *
(D) Bracket	() [] < >
(E) Arrow	→ ← ↑ ↓
(F) Unit	\$ ¢ € £ Fr f ¥ °
(G) International	ª º ß § ª β γ δ μ Ω Ð ð Þ þ ij
(H) Number	½ ⅓ ¼ ² ³ ² ³
(I) Pictograph	★ ● □ △ ◆
(J) Electrical	↓ ↘ ↙ ~ ≡ ⇄ ☐ ☑ ☒ ☓ ☔ ☕ ☖ ☗ ☘ ☙ ☚ ☛ ☜ ☝ ☞ ☟ ☠ ☡ ☢ ☣ ☤ ☥ ☦ ☧ ☨ ☩ ☪ ☫ ☬ ☭ ☮ ☯ ☰ ☱ ☲ ☳ ☴ ☵ ☶ ☷ ☸ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ♀ ♂ ♁ ♃ ♅ ♆ ♇ ♈ ♉ ♊ ♋ ♌ ♍ ♎ ♏ ♐ ♑ ♒ ♓ ♁ ♃ ♅ ♆ ♇ ♈ ♉ ♊ ♋ ♌ ♍ ♎ ♏ ♐ ♑ ♒ ♓
(K) 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 can display and print a set of accented characters such as composite characters that consist of a letter and a diacritical mark (eg. Ä) and other language specific characters.

There are three methods of entering accented characters:

- Using the  key.
- Using the composite character keys.
- Using the Accent function.


Entering Accented Characters Using Key

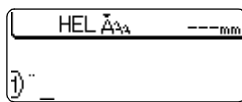
Accented characters printed in blue above the keys on the keyboard can be entered using the  key.

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

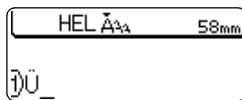
Entering Accented Characters Using Composite Character Keys


Composite characters consist of a letter and a diacritical mark. The diacritical marks available are ^, ¨, ´, ` and ~.

- 1 Hold down the  key and then press the key for the desired diacritical mark.
The diacritical mark is displayed.



- 2 Type in the desired letter.
The composite character is entered in the line of text.



 Refer to the Composite Character List table for a complete list of diacritical marks and composite characters available.

● Composite Character List ●

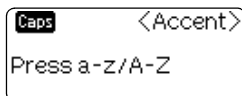
Diacritical Mark	Composite Characters
^	â ê î ô û Ä É Ī Ō Û
¨	ä ë ĩ ö ü ÿ Ä È Ĭ Ö Û
´	á é í ó ú ó ć ń ř ś ý ź Á Ê Ĩ Ó Ú Ć Ń Ŕ Ś Ý Ź
`	à è ì ò ù À È Ĭ Ō Û
~	ã õ ñ ã Ê Õ Ñ

Entering Accented Characters Using the Accent Function

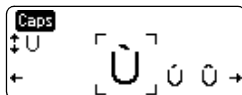
The Accent function offers a total of 119 accented characters.

- 1 Press the **Ⓜ** key.
The accent group screen is displayed.

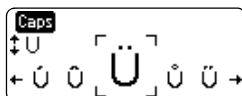
 Caps mode can be used with the Accent function.



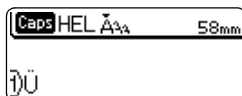
- 2 Type the letter for the desired composite character, or press the **⬅** key and select it using the **⬆** or **⬇** keys.




- 3 Keep typing the same letter until the desired composite character is selected, or select it using the **⬅** or **➡** keys.



- 4 Press the **⬅** key.
The selected composite character is inserted into the line 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
a	à á â ã ä å æ å ç	N	Ñ Ñ Ñ
À	Á Â Ã Ä Å Æ Æ Æ	o	ò ó ô õ ö ø œ ó ö
c	ç ç ç	O	Ó Ô Õ Ö Ø Æ Ó Ó
C	Ç Ç Ç	r	ř ř
d	d' d'	R	Ř Ř
D	Ð Ð	s	š š š
e	è é ê ë ì é ë	S	Š Š Š
E	È É Ê Ë Ě Ě Ě	t	ť ť
g	ğ	T	Ť Ť
G	Ğ	u	ù ú û ü ú ú
i	ì í î ï ï	U	Ú Ú Ú Ú Ú Ú
l	ĺ ľ ľ ľ	y	ÿ ý
l	ł ł ł	Y	Ý
L	Ł Ł Ł	Z	ž ž ž
n	ñ ñ ñ	Z	Ž Ž Ž

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



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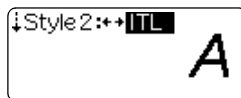
Setting Character Attributes

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

- 1** Press the  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  key to apply the settings.



New settings are NOT applied if you do not press the  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 (eg. Shadow + Italic).
- When selecting "S", "M" and "L" in the text size attributes, the actual size when printed will differ depending on the tape cassette width installed, and the number of lines on the label.

● Setting Options ●


Attribute	Value	Result
Font	HEL (Helsinki)	ABCabc
	BRU (Brussels)	ABCabc
	FLO (Florida)	ABCabc
	BEL (Belgium)	ABCabc

Attribute	Value	Result
Size	L	ABCabc
	M	ABCabc
	S	ABCabc
Width	2	ABCabc
	1	ABCabc
	2/3	ABCabc
	1/2	ABCabc
Style1	OFF	ABCabc
	BLD (Bold)	ABCabc
	OUT (Outline)	ABCabc
	SHD (Shadow)	ABCabc
Style2	OFF	ABCabc
	ITL (Italic)	<i>ABCabc</i>
	VRT (Vertical)	⤵ ⤶ ⤷ ⤸ ⤹ ⤺

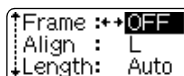
 By combining the “Style1” and “Style2” settings you can create Italic Bold, Italic Outline, Italic Shadow, Vertical Bold, Vertical Outline and Vertical Shadow styles.

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

Setting Label Attributes

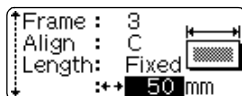
Using the  key, you can create a label with a frame around the text and specify the label length. The text can be aligned within the label in one of three ways.

- 1** Press the  key.
The current settings are displayed.






↑ Frame : **OFF**
Align : L
↓ Length: Auto

- 2** Select an attribute using the  or  keys, and then set a value for that attribute using the  or  keys. When “Length” is set to “Fixed” press the  key again and set the label length using the  or  keys or the number keys.

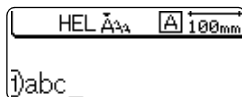


↑ Frame : 3
Align : C
↓ Length: Fixed
 : **50** mm




 When setting the label length, hold down the  or  keys to change the value in increments of 10.

- 3** Press the  key to apply the settings.





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



HEL Aa [A] 100mm
|)abc_

-  • 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.

● Setting Options ●

Attribute	Value	Result
Frame	OFF	ABCabc
	1	
	2	
	3	
	4	

Attribute	Value	Result
Frame	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
	13	
	14	
Align	L (Left)	
	C (Centre)	
	R (Right)	
Length	Auto	The length of the label is automatically adjusted based on the amount of text entered.
	Fixed	The length of the label can be set within the range 40 - 300 mm.

- 1
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- 7
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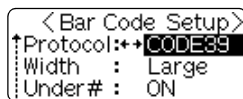
Creating a Bar Code Label

Using the Bar Code function you can create labels with 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 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 coloured 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.

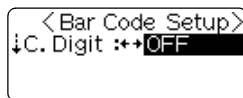
Setting Bar Code Parameters

- 1 Press the **Tool** key to display the Tools menu, select “Bar Code Setup” using the **↑** or **↓** keys, and then press the **←** key.
The Bar Code Setup screen is displayed.



- 2 Select an attribute using the **↑** or **↓** keys, and then set a value for that attribute using the **←** or **→** keys.

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



- 3 Press the **←** key to apply the settings.

💡 New settings are NOT applied if you do not press the **←** 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 for a list of all available settings.

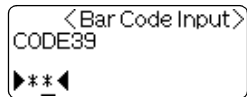
● Bar Code Settings ●

Attribute	Value
Protocol	CODE39, CODE128, EAN8, EAN13, EAN128, UPC-A, UPC-E, I-2/5 (ITF), CODABAR
Width	Large
	Small

Attribute	Value
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)

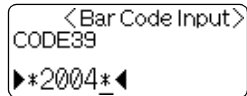
Entering Bar Code Data

- 1** Press the **Tools** key to display the Tools menu, select “Bar Code Input” using the **↑** or **↓** keys, and then press the **←** key. The Bar Code Input screen is displayed.



Only one bar code can be entered in 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 **←** key to insert the character in the bar code data.



- 5** Press the **←** key to insert the bar code in the label. Two bar code marks are displayed in the text.



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

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● 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	SHO	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
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 in a bar code already placed in a label, 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 33.
- To edit the “Width” and “Under#” settings for a bar code already placed in a label, 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 32.
- 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.

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 one of the ten templates or sixteen block layouts, enter the text and apply formatting as desired.

- Symbols and accented characters can also be used in auto-format layouts.
- Bar codes can be used in the Asset Tag and Bin Box templates.



Using Templates - Example creating an Asset Tag

- 1** Press the  key to display the Auto-Format screen, and then select “Templates” using the  or  keys.




- 2** Press the  key.
The last template used is displayed.







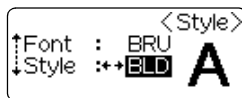
- 3** Select a template using the  or  keys.



- 4** Press the  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.



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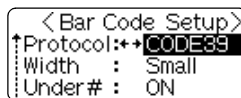
7





8


9

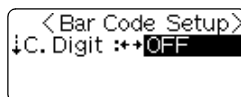
EDITING A LABEL


- 6** Press the  key.
The Bar Code Setup screen is displayed.




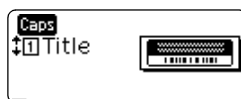
- 7** Select an attribute using the  or  keys, and then set a value for that attribute using the  or  keys.



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

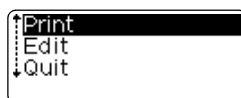





- 8** Press the  key.
The template text entry screen is displayed.


-  Caps mode can be used when entering text.










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







- 10** Select "Print" using the  or  keys and then press the  key to print the label.

-  • Select "Edit" to change the text data or style settings.
• Select "Quit" to exit the Auto-Format function.

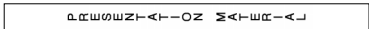




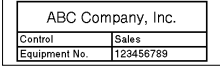




-  • Press the  key to return to the previous step.
• On the Style and Bar Code Setup screens, press the  key to change the selected attribute to the default value.
• Refer to the Templates table for a list of available templates.

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

■ Preview and print options for templates

- When the print menu is displayed, press the  key to preview the label layout.
- To print the label directly from the Preview screen, press the  key.
- 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.

● Templates ●

Attribute	Value	Details
Template Name	Binder Spine	 (18 mm x 254 mm)
	File Tab	 (12 mm x 89 mm)
	Hanging Folder	 (12 mm x 45 mm)
	Asset Tag	 (18 mm x 70 mm)
	Bin Box	 (18 mm x 76 mm)
	Equipment Label	 (18 mm x 58 mm)
	Faceplate (VRT)	 (12 mm x 70 mm)
	Cable Wrap	 (18 mm x 39 mm)
	Name Badge 1	 (18 mm x 58 mm)
Name Badge 2	 (12 mm x 70 mm)	

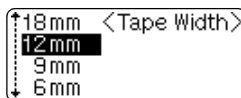
- 1
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Using Block Layouts

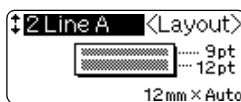
- 1** Press the AF key to display the Auto-Format screen, and then select "Block Layouts" using the \uparrow or \downarrow keys.



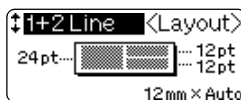
- 2** Press the \leftarrow key to display the Tape Width screen, and then select a tape width using the \uparrow or \downarrow keys.



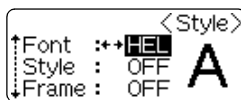
- 3** Press the \leftarrow key. When the tape width has not changed, the last block layout selected is displayed. When the tape width has changed, the default layout for the new tape width is displayed.




- 4** Select a block layout using the \uparrow or \downarrow keys.



- 5** Press the \leftarrow key. The Style screen is displayed.




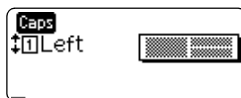
- 6** Select an attribute using the \uparrow or \downarrow keys, and then set a value for that attribute using the \leftarrow or \rightarrow keys.

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

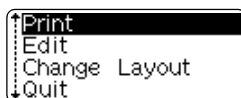


- 7** Press the \leftarrow key. The block layout text entry screen is displayed.

 Caps mode can be used when entering text.



- 8** Enter text and then press the \leftarrow key. Repeat for each text field. After all text fields are completed, press the \leftarrow key to display the print menu.



9 Select Print using the (↑) or (↓) keys and then press the (←) key to print the label.



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



- Press the (Esc) key to return to the previous step.
- Refer to the Block Layouts table for a list of available block layouts.
- The "Clear All Text?" message is displayed when the (Clear) key is pressed while entering text. Press the (←) key to delete all text, or press the (Esc) key to not delete the text.



- 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 or preview 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 (←) key is pressed. Press the (Esc) key or any other key to clear the error message, and edit the text using fewer characters.

■ Preview and print options in block layouts

- When the print menu is displayed, press the (Print) key to preview the label layout.
- To print the label directly from the Preview screen, press the (Print) key.
- To print multiple copies, sequentially numbered copies, or a mirror image of the label, with the print menu displayed hold down the (Code) key and press the (Print) key to display the Print Options menu.

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● Block Layouts ●

Attribute	Value	Details
Block layout (18 mm tape)	2 Line A	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> 1st Line 2nd Line </div>
	2 Line B	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> 1st Line 2nd Line </div>
	3 Line	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> 1st Line 2nd Line 3rd Line </div>
	1+2 Line A	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> Left Right 1st Right 2nd </div>
	1+2 Line B	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> Left Right 1st Right 2nd </div>
	1+3 Line	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> Left Right 1st Right 2nd Right 3rd </div>
	1+4 Line	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> Left Right 1st Right 2nd Right 3rd Right 5th </div>
	1+5 Line	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> Left Right 1st Right 2nd Right 3rd Right 4th Right 5th </div>
Block layout (12 mm tape)	2 Line A	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> 1st Line 2nd Line </div>
	2 Line B	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> 1st Line 2nd Line </div>
	3 Line	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> 1st Line 2nd Line 3rd Line </div>
	1+2 Line	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> Left Right 1st Right 2nd </div>

Attribute	Value	Details
Block layout (9 mm tape)	2 Line A	<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;"> 1st Line 2nd Line </div>
	2 Line B	<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;"> 1st Line 2nd Line </div>
	1+2 Line	<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;"> Left Right 1st Right 2nd </div>
Block layout (6 mm tape)	1+2 Line	<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;"> Left Right 1st Right 2nd </div>

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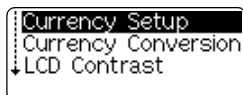
9

Automatic Currency Conversion

Using the currency conversion function you can easily convert Euros to and from other currencies and add the two prices to the text of your label. Simply select the currency you want to work with and the layout of the result to easily create labels with prices in both Euros and another currency.

Currency Conversion Setup

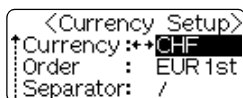
- 1** Press the  key to display the Tools menu, and then select "Currency Setup" using the  or  keys.



```





Currency Setup
Currency Conversion
LCD Contrast
    
```

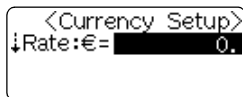
- 2** Press the  key.
The Currency Setup screen is displayed.



```

<Currency Setup>
Currency :+CHF
Order : EUR1st
Separator: /
    
```

- 3** Select an attribute using the  or  keys, and then set a value for that attribute using the  or  keys, or the numeric keys to enter the conversion rate.



```



<Currency Setup>
Rate:€= 0.
    
```

- 4** Press the  key to apply the settings.



New settings are NOT applied if you do not press the  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 Currency Conversions Options table for a list of all available settings.

● Currency Conversion Options ●

Attribute	Value	Details
Currency	CHF (Swiss franc)	X'XXX.XX SwF ↔ X'XXX.XX €
	DKK (Danish krone)	DKK X.XXX,XX ↔ € X.XXX,XX
	GBP (British pound)	£X,XXX.XX ↔ €X,XXX.XX
	NOK (Norwegian krone)	Nkr X.XXX,XX ↔ € X.XXX,XX
	SEK (Swedish krona)	SEK X.XXX,XX ↔ € X.XXX,XX
	AUD (Australian dollar)	A\$ X,XXX.XX ↔ € X,XXX.XX
	CAD (Canadian dollar)	CA\$ X,XXX.XX ↔ € X,XXX.XX
	HKD (Hong Kong dollar)	HK\$ X,XXX.XX ↔ € X,XXX.XX
	USD (US dollar)	US\$ X,XXX.XX ↔ € X,XXX.XX
	ANY1	X.XXX,XX ↔ € X.XXX,XX
	ANY2	X,XXX.XX ↔ € X,XXX.XX
Order	EUR 1st	X'XXX.XX € / X'XXX.XX SwF
	EUR 2nd	X'XXX.XX SwF / X'XXX.XX €
Separator	/	X'XXX.XX € / X'XXX.XX SwF
	(SPACE)	X'XXX.XX € X'XXX.XX SwF
	(↵) (new line)	X'XXX.XX € X'XXX.XX SwF
Rate	Enter the conversion rate	—

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Converting Currency

- 1** Press the  key to display the Tools menu, and then select "Currency Conversion" using the  or  keys.





Currency Setup
Currency Conversion
 LCD Contrast

- 2** Press the  key.
 The Currency Conversion screen is displayed.




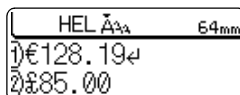
<Currency Conversion>
 EUR → GBP
 0.

- 3** Select the conversion direction using the  or  keys, and type in the value to be converted.





<Currency Conversion>
 EUR ← GBP
 85.00

- 4** Press the  key to complete the conversion.



HEL ÅÅ 64mm
 1) €128.19
 2) £85.00

-  Press the  key to return to the previous step.

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 **→** 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.
- To scroll the preview to the left or right end, hold down the **Code** key and press the **←** or **→** keys.
- To print the label directly from the preview screen, press the **Print** key or open the Print menu 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

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

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LABEL PRINTING

- 2** Press the **(Print)** key.
The message shown on the right is displayed while the label is being printed.



Printing... 1/1
Copies

 To stop printing, press the **(P-touch)** key to turn off the P-touch.

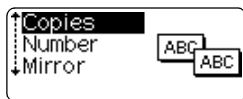
-  • When the battery is low the message “Recharge Battery!” appears after printing. Recharge the battery before continuing printing, or connect the AC adapter directly to the P-touch to continue printing.
- There are several other messages that may appear when you press the **(Print)** key. Refer to “Error Messages” on page 60 and check the meaning of any messages that appear.

Printing Multiple Copies

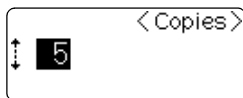
Using this function you can print up to 99 copies of the same label.


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

- 2** Hold down the **(Code)** key and press the **(Print)** key to display the print options screen, and then select “Copies” using the **(Up)** or **(Down)** keys.

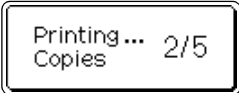


- 3** Press the **(Left Arrow)** key to display the Copies screen, and then select the number of copies to be printed using the **(Up)** or **(Down)** keys, or type the number using the number keys.




 Hold down the **(Up)** or **(Down)** keys to change the number of copies in increments of 5.

- 4** Press the **(Left Arrow)** key.
The message shown on the right is displayed while the labels are being printed.



Printing... 2/5
Copies

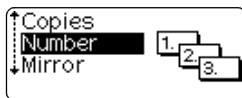
-  • Press the **(Esc)** key to return to the previous step.
- Unless set otherwise, the tape is automatically cut after each copy is printed. Refer to “Tape Cutting Options” on page 49 to change this setting.
- The figures shown on the screen during printing indicate the “count / number of copies set”.
- Pressing the **(Space)** key when setting the number of copies resets the value to 1, the default.

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.

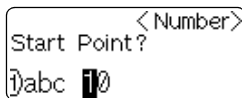
2 Hold down the **Code** key and press the **Print** key to display the print options screen, and then select "Number" using the **↑** or **↓** keys.



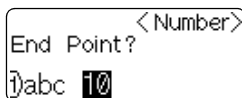
3 Press the **←** key.
The numbering start point screen is displayed



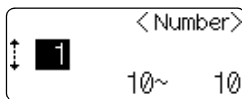
To apply auto-numbering to a bar code, select the bar code here. After selecting the bar code you will be prompted to enter the number of labels to be printed (step 6).



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



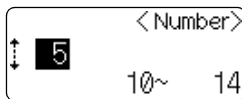
5 Move the cursor to the last character to be incremented in the numbering sequence and press the **←** key.
The number of labels to be printed is displayed.



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 in increments of 5.



7 Press the **←** key.
The labels are printed.
As each label is printed the number of copies printed is shown.



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LABEL PRINTING



- 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 49 to change this setting.
- The figures shown on the screen during printing indicate the “count / number of copies”.
- Pressing the **(Space)** key when selecting the number of copies resets the value to 1, the default.
- 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.

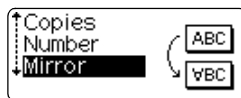
_9 → 10 ...99 → 00 → ...
_Z → AA ...ZZ → AA → ...
1_9 → 2_0 ...9_9 → 0_0 → ...

Mirror Printing

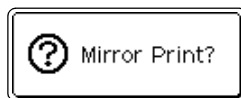
Using the mirror printing function you can create labels with the text printed in reverse so that they can be read from the opposite side when attached to glass or other transparent material.


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

2 Hold down the **(Code)** key and press the **(Print)** key to display the print options screen, and then select “Mirror” using the **(↑)** or **(↓)** key.




3 Press the **(←)** key.
The message “Mirror Print?” is displayed






- 4** Press the  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  key to display the Tools menu, and then select “Cut Option” using the  or  keys.


File
Cut Option
Bar Code Setup
Bar Code Input

- 2** Press the  key to display the Cut Option menu, and then select an option using the  or  keys.

Margin L <Cut Option>
Margin S
Chain
No Cut

- 3** Press the  key to apply the settings.

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

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

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● Tape Cutting ●


Setting	Description	Example
Margin L	Automatically cuts the tape after each label is printed. The labels have a 24 mm margin on the left and right ends.	
Margin S	<ul style="list-style-type: none"> 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 4 mm margin on the left and right ends. 	
Chain	<ul style="list-style-type: none"> 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 4 mm margin on the left and right ends. The tape is not fed and cut after the last label is printed. 	
No Cut	<ul style="list-style-type: none"> Use this setting to print a strip of labels with no cuts in between. Using the "Cut" key will feed and cut the last label printed. 	



- When using Fabric tape, Strong adhesive tapes or any other special tapes, set "No Cut" to prevent the cutter from cutting the tape. Leave adequate space between labels when creating and printing them, and then use scissors to cut the tape in the space between the labels.
- The tape is not cut after the last label is printed when "Chain" or "No Cut" is set. Press the  key to feed and cut tape automatically, or cut the tape manually if you are using tape that cannot be cut by the cutter.

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

-  • 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 tape, Strong adhesive tapes or other special tapes and observe all precautions noted in the instructions.

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USING THE FILE MEMORY

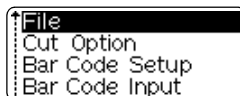
You can store up to ten of your most frequently used labels in the file memory. Each label is stored as a file, allowing you to quickly and easily recall your label when needed again.



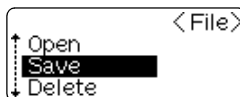
- When the file memory is full, each time you save a file you will need to overwrite one of your stored files.
- Labels created using the Auto-Format function cannot be stored in the memory.
- You will lose your stored files if the AC adapter is disconnected and the battery charge runs out.

Storing a Label into Memory

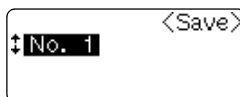
- 1** After entering the text and formatting the label, press the **Tools** key to display the Tools menu, and then select "File" using the **Up** or **Down** keys.



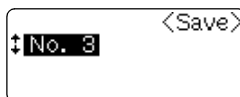
- 2** Press the **Left Arrow** key to display the File screen, and the select "Save" using the **Up** or **Down** keys.



- 3** Press the **Left Arrow** key.
A file number is displayed.



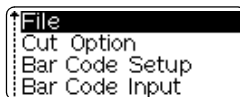
- 4** Select a file number using the **Up** or **Down** key, and then press the **Left Arrow** key to save the label under the selected file number.
The file is saved and the screen returns to the text entry screen.






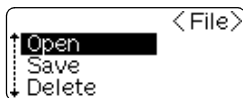
- Press the **Esc** key to return to the previous step.
- Up to 153 characters can be saved in one file, depending on the number of lines. However, there is a maximum of 459 characters for the total number of characters saved in up to 10 files. Text and layout formatting data is also saved in the file.


Opening a Stored Label File

- 1** Press the  key to display the Tools menu, and then select "File" using the  or  keys.






- 2** Press the  key to display the File screen, and then select "Open" using the  or  keys.

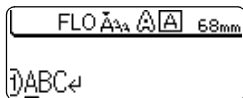



- 3** Press the  key.
The file number of a stored label is displayed.
The label text is also displayed to identify the label.



Only file numbers of files with label data stored are displayed.

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



- Press the  key to return to the previous step.
- The message "No Files!" is displayed when there are no files stored in memory.

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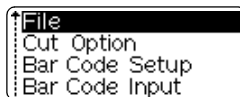
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


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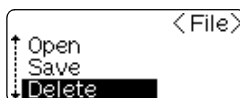
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
Deleting a Stored Label File

- 1** Press the  key to display the Tools menu, and then select "File" using the  or  keys.







- 2** Press the  key to display the File screen, and then select "Delete" using the  or  keys.




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





 Only file numbers of files with label data stored are displayed.

- 4** Select a file number using the  or  key, and then press the  key.
The message "Delete?" is displayed.






- 5** Press the  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.
• The message "No Files!" is displayed when there are no files stored in memory.


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 behaving normally.


- 1 With the power turned off, hold down the  and  keys and press the  key. 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.


Maintenance

Your P-touch should be cleaned on a regular basis to maintain its performance and life span. We recommend that you clean it at least once every month.

 Always turn the P-touch off before cleaning.


Cleaning the Main Unit

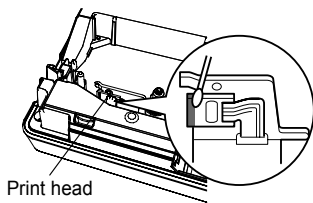
Wipe any dust and marks from the main unit using a soft, dry cloth. Use a slightly dampened cloth on difficult to remove marks.

 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 in 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).

- 
- Do not touch the print head directly with your bare hands.
 - Refer to the instructions provided with the print head cleaning cassette for directions on how to use it.



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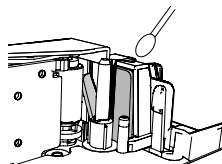
MAINTAINING YOUR P-touch

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.

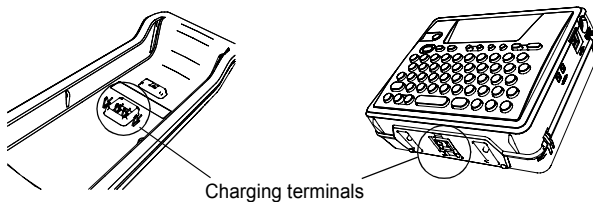


- About once every year, wipe the cutter blade using a cotton swab moistened with alcohol.
- Do not touch the cutter blade directly with your bare hands.



Cleaning the Charging Terminals

Wipe the charging terminals using a soft, dry cloth or cotton swab.



- Clean terminals at least once every month.
- Always unplug the AC adapter from the electrical outlet before cleaning the terminals.

TROUBLESHOOTING

What to do when...

Problem	Cause	Solution
The screen 'locks', or the P-touch does not respond normally.	Refer to "Resetting the P-touch" on page 55 and reset the internal memory to the initial settings. If resetting the P-touch does not solve the problem, disconnect the AC adapter and remove the rechargeable battery for more than 5 minutes.	
The display remains blank after turning on the power.	Is the AC adapter connected correctly?	<i>Check that the AC adapter designed exclusively for your P-touch is connected correctly.</i>
	Are you using the correct AC adapter?	<i>Make sure that you are using the AC adapter designed exclusively for your P-touch (included in package).</i>
	Is the rechargeable battery fitted correctly?	<i>Remove and re-fit the rechargeable battery.</i>
	Is the rechargeable battery charged sufficiently?	<i>The battery's charge may be low. Charge the battery. (The battery's charge may run low even when you are not using the P-touch.)</i>
The battery cannot be charged.	Is the AC adapter connected to the battery charger correctly?	<i>Check that the AC adapter is connected to the battery charger correctly.</i>
	Are the charging terminals clean?	<i>If they are not clean, turn off the P-touch and wipe the charging terminals with a dry cloth or cotton swab.</i>

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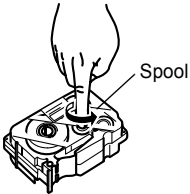

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TROUBLESHOOTING

Problem	Cause	Solution
The label is not printed after pressing the  key.	Has text been entered?	<i>A label will not be printed if there is no text entered.</i>
	Is the tape cassette installed correctly, and is there enough tape remaining?	<i>Check the tape cassette is installed correctly, and that there is enough tape remaining.</i>
	Is the end of the tape bent?	<i>If bent, cut the bent section of tape with scissors and thread the tape through the tape exit slot correctly.</i>
	Is the tape jammed?	<i>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.</i>
The label is not printed correctly.	Is the tape cassette installed correctly?	<i>When installing a cassette, press firmly until it clicks into place.</i>
	Is the print head clean?	<i>If not, clean the print head using a cotton swab or optional print head cleaning cassette (TZ-CL4).</i>
	Is Cut Option set to Chain or No Cut?	<i>When these options are set, the tape is not fed after printing the label. Check the Cut Option setting, or press the  key to feed and cut the tape.</i>
	Is the rechargeable battery charged sufficiently?	<i>If the message "Recharge Battery!" is displayed, charge the battery.</i>

Problem	Cause	Solution
<p>The ink ribbon is separated from the ink roller.</p>	<p>Is the ink ribbon in the tape cassette loose, or did you pull on the label coming out of the tape exit slot?</p>	<p>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.</p>  <p>The diagram shows a top-down view of a tape cassette. A hand is shown winding a piece of ink ribbon onto a central spool. A label is partially unrolled from the cassette. A line points from the word 'Spool' to the central hub where the ribbon is being wound.</p>
<p>The P-touch stops while printing a label.</p>	<p>Is there enough tape remaining in the tape cassette?</p>	<p>The striped tape indicates you have reached the end of the tape. Replace the tape cassette when the striped tape appears.</p>
	<p>Is the battery low and the AC adapter not connected?</p>	<p>Load the battery or connect the AC adapter directly to the P-touch.</p>
<p>The label is not cut automatically.</p>	<p>Is Cut Option set to Chain or No Cut?</p>	<p>When these options are set, the tape is not fed after printing the label. Check the Cut Option setting, or press the  key to feed and cut the tape.</p>
<p>Label files saved previously are now empty.</p>	<p>Have the battery and AC adapter been disconnected?</p>	<p>All data stored in the internal memory is lost if the battery and AC adapter are disconnected for longer than five minutes.</p>
	<p>Is the battery charged?</p>	<p>All data stored in the internal memory is lost if the battery runs down.</p>
	<p>Have you used the Reset function?</p>	<p>The reset function clears all data stored in the internal memory, including label files.</p>

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




9












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
 Recharge Battery!	The rechargeable battery is running low. Charge the battery or connect the AC adapter before continuing.
 Wrong Type Of Adapter Connected!	An incompatible AC adapter is connected. Use only the AC adapter designed exclusively for the rechargeable battery provided with your P-touch.
 Cutter Error!	The tape cutter is closed when you try to print or feed tape. 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 bar code 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 is 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 already three lines of text when you press the  or  key while using 12 mm tape. Limit the number of lines to three.
 Tape Width Limit! Max 2 Lines	There are already two lines of text when you press the  or  key while using 9 mm or 6 mm tape. Limit the number of lines to two.
 Text Full!	The maximum number of characters have already been entered. Edit the text and use fewer characters.

Message	Cause/Remedy
 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 Cassette!	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 Cassette!	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.
 Text Full 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.
 Incorrect Value!	The value entered for the tape length is invalid. Enter a valid value for the tape length.
 Select Other Cut Option!	The tape length set using the "Fixed" tape length setting is shorter than the total length of the left and right margins applied for the "Margin L" cutting option. Select a different 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.
 No Files!	There are no files stored in the internal memory when you try to open or delete a file. Save a label file first.
 Memory Full!	There is not enough internal memory available when you try to save a label file. Delete any unnecessary files to make more memory available for the new label file.

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2

3

4

5







6

7

8

9

TROUBLESHOOTING

Message	Cause/Remedy
 Over 10 Digits!	The result of the currency conversion exceeds 10 digits. Enter a smaller value for conversion.
 Input Rate!	There is no exchange rate entered for the currency conversion. Enter an exchange rate.
 4 Digits Minimum!	The bar code data entered is less than the minimum four digits. Enter a minimum of four digits for the bar code data.
 Check # Of Digits Entered!	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.
 Input A,B,C, or D At Begin&End!	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.
 Maximum Of 1 Bar Code Per Label!	There is already a bar code entered in the text data when you try to enter a new bar code. You can only use one bar code in each label.

Specifications

Main Unit

Item	Specification
Input Device (Keyboard)	58-key, QWERTY layout keyboard
Display	
Display device	Dot matrix LCD
Character display	15 characters x 2 lines (48 dot x 128 dot)
Printing	
Print method	Thermal printer
Print head	128 dot / 180 dpi (112 dots used)
Print height	15.8 mm max. (when using 18 mm tape)
Print speed	Approx. 10 mm / sec.
Tape cassette	Standard TZ tape cassette (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
Print direction	Horizontal, Vertical
Continuous printing	1 ~ 99 labels
Print preview	Yes
Cut and feed	Margin L, Margin S, Chain, No Cut
Characters	
Internal character set:	Total of 283 characters (62 alphanumeric, 103 symbols, 119 accented characters, note that one character appears in both symbols and accented characters)
Text buffer	153 characters max.
Fonts	Helsinki, Brussels, Florida, Belgium
Character size	L, M, S (Auto selection from 7 font sizes: 6, 9, 12, 18, 24, 36, 42 points)
Character style	Normal, Bold, Outline, Shadow, Italic, Vertical, Italic Bold, Italic Outline, Italic Shadow, Vertical Bold, Vertical Outline, Vertical Shadow
Character width	2, 1, 2/3, 1/2
Text alignment	Left, Centre, Right

1

2

3

4

5

6

7

8

9

APPENDIX

Item	Specification
Memory	
Memory size	Maximum 459 characters
File storage	Maximum 10 files
Other Features	
Frame	Total of 14 frame patterns (Including Underline)
Auto-Format	Templates: 10 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 adapter (AD-18ES), rechargeable battery pack (BA-18R)
Auto Power-off	Battery: 5 min.*, AC adapter: 1 hour *When using P-touch only. When connected to a PC, 5 min. with no operation, 1 hour after printing from PC.
Size	
Dimensions	149 mm (W) x 52 mm (D) x 122.5 mm (H)
Weight	580 g (without a tape cassette and battery installed)
Other	
Operating temperature / humidity	10 ~ 35°C / 20 ~ 80% humidity (without condensation) Maximum wet bulb temperature: 27°C

Rechargeable battery

Item	Specification
Type	Nickel metal hydride (Ni-MH)
Dimensions	90.9 mm (W) x 20.7 mm (D) x 20.7 mm (H)
Weight	Approx. 90 g
Voltage	8.4 V, 500 mAh
Power consumption	Approx. 4 W (when charging)
Charging time	Approx. 12 hours

INDEX

- A**
AC adapter 16, 19
Accented Character List 27
accented characters 26
aligned 30
Auto power-off time 21
- B**
Battery charger 12
- C**
Caps mode 13, 23
Composite Character List 26
Composite characters 26
contrast 22
cursor keys 23
- D**
deleting
 text and formatting 24
 text only 24
- E**
entering
 accented characters 26
 symbols 24
 text 23
 uppercase letter 23
- F**
Feed & Cut function 22
fonts 28
formatting
 character attributes 28
 label attributes 30
- K**
Keyboard 13
- L**
length 30
Line number 13
- N**
new line 23
- P**
Power Supply 16
- R**
rechargeable battery
 charging 17
 installing 16
 replacing 18
Return mark 13
- S**
size 28
style 28
Symbol List 25
symbols 24
- T**
tape cassettes 19
tape length 13
text
 entering and editing 23
 lines 23
- U**
uppercase letter 23
- W**
width 28

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