English
Printed in China
LB9213001

P-touch
QL-500
www.brother.ca

QUICK START GUIDE

[Getting Started]

brother

Introduction

Thank you for purchasing the QL-500.
Your new QL-500 is a label printer that connects to your personal computer, enabling you to quickly and easily print professional custom labels that you have created on your personal computer using the label editing software provided.
This guide briefly describes the steps to start using your QL-500.
Refer to the User's Guide for more detailed information. The User's Guide can be found in the Manuals folder of the CD-ROM included with the QL-500.

Safety Precautions

- Do not expose the QL-500 to direct sunlight.
- Do not place or store the QL-500 near heaters or other hot appliances, in any location exposed to extremely high or low temperatures, high humidity or dusty locations. Doing so could cause the machine to malfunction.
- Do not place any heavy objects containing water on top of the QL-500. If water or any foreign object enters the QL-500, immediately disconnect the machine from the power and contact your Brother dealer.
- Do not insert any objects into or block the label output slot, or USB port.
- Use only the authorized power source for the QL-500.
- Do not disassemble the QL-500 or let it come into contact with water to avoid possible fire or electric shock. Do not remove the power cord from nor insert it into the electrical outlet with wet hands. Doing so could cause an electrical shock.
- If the QL-500 will not be used for an extended period, remove the power cord from the electrical outlet.
- Always hold the plug when removing the power cord from or inserting it into the outlet. Do not pull on the cord when removing it from the electrical socket. The wire in the cord may become damaged.
- You should position the QL-500 near an easily accessible, standard electrical socket.
- **Do not connect the QL-500 to your personal computer until directed to do so when installing the printer driver.**
- To prevent injury from a broken cutter blade and unit, follow these points: Close the top cover when operating the cutter unit.
  Do not apply excessive pressure to the cutter unit.
  When the cutter blade has difficulty cutting the label, replace the existing cutter unit with a new one. If the cutter blade should break off, unplug the power cord from the electrical outlet and remove the cutter unit carefully with tweezers so you do not touch the blade.
- If a paper jam should occur due to a build up of adhesive on the paper guide surface, unplug the power cord from the electrical outlet and wipe away the adhesive buildup on the paper guide surface with a cloth dipped in ethanol or isopropyl (rubbing) alcohol. It is recommended that you clean the paper guide when replacing the cutter unit.
- The average number of cuts is 5,000 or more depending on the operating environment. Difficulty cutting, the inability to cut straight, or frequent paper jams may indicate that the cutter life is near the end. Replace the cutter if these conditions occur.
- The last label on the DK Roll is not attached to the core.
  As a consequence, the last label may not be cut correctly, however this does not indicate a problem with the QL-500 printer. Should there be a problem with the last label, remove any existing labels, insert another DK Roll and re-print. Each roll contains a few more labels than stated.

Paper guide surface
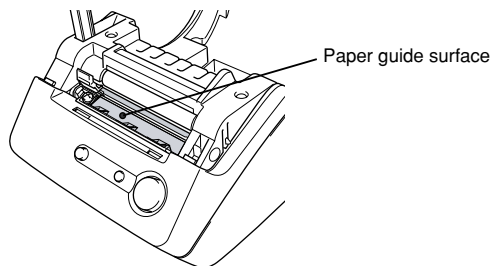
Industry Canada Compliance Statement (Canada Only)
This Class B digital apparatus complies with Canadian ICES-003.

1 Unpacking Your QL-500

Check that the package contains the following before using your QL-500. If any item is missing or damaged, please contact your Brother dealer.
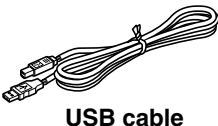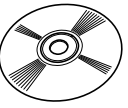
QL-500

USB cable

• Quick Start Guide
• DK Label & Tape Guide
• Warranty Card
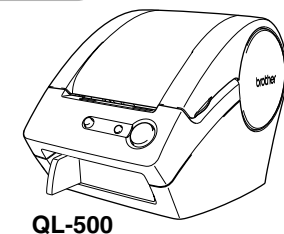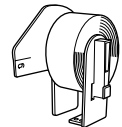
CD-ROM

Starter roll
The QL-500 includes one starter roll of DK Die-cut Standard Address Labels (100 labels).

Paper guide

Cleaning Sheet

Front
DK Roll compartment cover
FEED button
LED lamp
CUT lever
ON/OFF button

Back
AC Power cord
USB port

Do not connect the QL-500 to your personal computer until directed to do so when installing the printer driver.

2 Connecting to the Power Supply

Connect the AC power cord to the QL-500 and then plug the power supply cord into a standard electrical outlet.
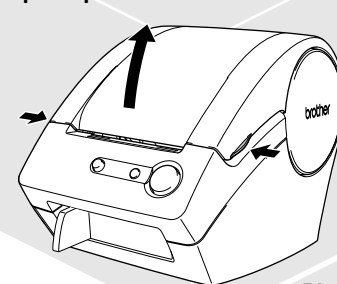
- Check that the electrical outlet is 120 V before inserting the plug.
- Remove the power supply cord from the electrical outlet after you have finished using the QL-500.
- Do not pull the cord when removing it from the electrical outlet. The wire in the cord may become damaged.
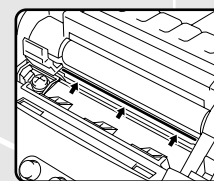
3 Installing the DK Roll

1
Press the ON/OFF button to turn the QL-500 off. Hold the DK Roll compartment cover at the sides near the front of the QL-500 and firmly lift up to open the cover.

2
Place the spool into the spool guides in the DK Roll compartment.

- Make sure that the spool arms are inserted firmly in the spool guides on the left and right.
- Insert the spool with the DK Roll located on the right hand side of the QL-500.

3
Lift the label lever and then thread the end of the DK Roll into the slot immediately before the cutter.

When unable to thread the end of the DK Roll into the slot, thread it as far as possible, then lower the label lever and close the cover. Press the ON/OFF button to turn the QL-500 on, and then press the FEED button to set the roll.
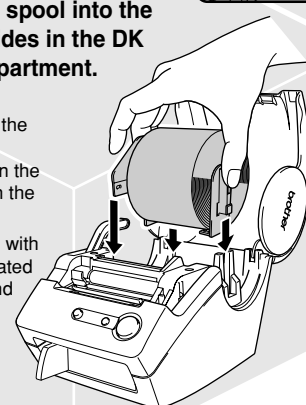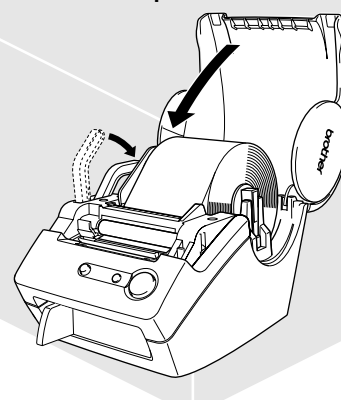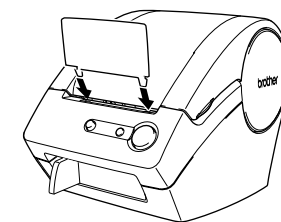
4
Lower the label lever and then close the DK Roll compartment cover.

4 Installing the Paper Guide

Your QL-500 comes with a paper guide that collects strips of printed labels that have not been cut off from the machine.

Attach the paper guide to the front of the QL-500 as shown in the figure.

5 Installing the Software

The installation procedure differs depending on the operating system running on your personal computer. Refer to the installation procedure for the appropriate operating system to install the software.

When using Microsoft® Windows® 2000 Professional/XP (Home/Professional)

1 Start up the PC and put the CD-ROM into the CD-ROM drive.
The QL-series Installer starts up and the P-touch Setup screen is displayed.
- It may take a short time to display the screen.
- If it does not start up automatically, double click the "Setup.exe" icon on the CD-ROM.

2 Click "Standard Installation".
The preparation for installing the software starts and the License Agreement screen is displayed.
Each button selects the following operations.
❶ **Standard Installation**
P-touch Editor 4.2, P-touch Address Book 1.0, Printer Driver, and User's Guide are all installed.
❷ **Custom Installation**
P-touch Editor 4.2, P-touch Address Book 1.0, Printer Driver, and User's Guide can be installed individually.
❸ **Show User's Guide**
The Software User's Guide PDF manual can be viewed without actually installing the QL-500 software.
❹ **Install Acrobat Reader**
"Adobe® Acrobat® Reader℠" can be installed so that you can view the Software User's Guide (PDF Manual).
Adobe® Acrobat® Reader℠ 5.1 will be installed. If you have a later version already installed you do not have to install it.

3 Read the license agreement carefully. If you agree with the terms and conditions of the license agreement, click [Yes] to continue the installation.
The Customer Information screen is displayed.

4 Enter your user name and company name, then click [Next].
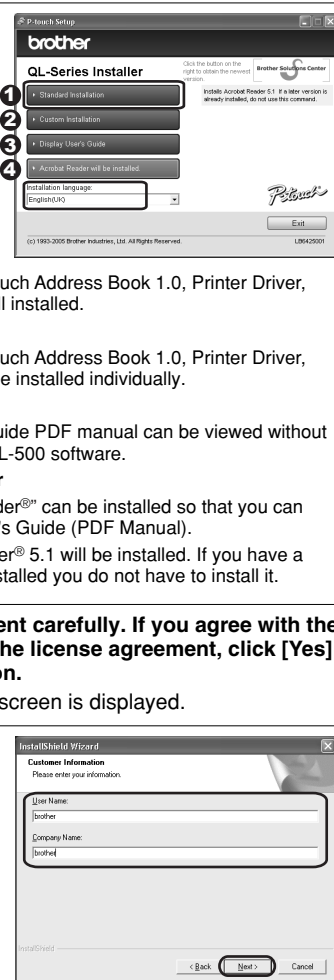The Choose the Destination Location screen is displayed.

5 Click [Next].
The Add shortcut screen is displayed.
To install to a different folder click [Browse] and select another folder.

6 Check the locations where you want the installer to add the program shortcuts and click [Next].
The Start Copying Files screen is displayed.

7 If you are happy with you settings, click [Next].
- It may take some time to display this screen.
- If it is not set correctly, click [Back] and set it again.
The Add-In settings screen is displayed.

8 Check the box for each Microsoft® Office® application that you want to install the Add-in for, then click [Next].
Make sure that you have closed all Microsoft® Office® applications.
For details on Add-In setting, See the "Software User's Guide (PDF Manual)".
The Driver Setup (Brother P-touch) screen is displayed.

9 Click [OK] on the Driver Setup (Brother P-touch) screen to start the installation.

10 Click [Next].
The installation of the driver is completed, the User Registration screen is displayed.

11 Select if you want to register your printer and then [Next].
- If you select "Yes, display the page", you will be directed to the online user registration page. After user registration, continue with the installation (registration is recommended).
- If you select "No, do not display the page", the installation will continue.

12 Click [Finish].
The software installation is now complete. Connect the printer to complete the driver installation.
When the installation is complete, you may be prompted to reboot the PC. To restart the PC, select "Restart" and click [Finish].

13 Starting up the installed software.
- When starting P-touch Editor, click [Start] - [All Programs (Programs)] - [Brother Ptouch] - [P-touch Editor 4.2].
- When starting P-touch Address Book, click [Start] - [All Programs (Programs)] - [Brother P-touch] - [P-touch Address Book 1.0].

See the reverse side for an example of creating a label.

When using Mac OS® X

1 Start up your Mac® and put the CD-ROM into the CD-ROM drive.
The QL-Series screen is displayed.
If it does not start up automatically, double click the QL-Series (CD-ROM) icon.

2 Click the [Mac OS X] folder and double click [P-touch Editor 3.2 Installer].
P-touch Editor 3.2 Installer starts up and the Introduction screen is displayed.

3 Check the content and click [Next].
The Important Information screen is displayed.

4 Check the content and click [Next].

5 Click [Next].
You can choose which programs are installed. Uncheck any programs that you do not want to install.
The Choose Alias Folder screen is displayed.

6 Select the location where you want to create the alias, and click [Next].
The Pre-Installation Summary screen is displayed.

7 Click [Install].
The installation starts.
When the installation is complete, click [Done].
The software installation is now complete.
Next, install the printer driver.

8 Double click [QL-Series Driver.pkg] in [Mac OS X] folder.
The Driver Installer starts up and the Driver Setup screen is displayed.

9 Click [Continue].
The Important Information screen is displayed.

10 Click [Continue].
The Software License Agreement screen is displayed.

11 Check the content and click [Continue].
The License agreement screen is displayed.
When continuing the installation, click [Agree].
The Select a Destination screen is displayed.

12 Select the destination you want to install, and click [Continue].
The Easy Install screen is displayed.
Select the drive where the Mac OS® X is installed.

13 Click [Install].
The screen in which the name and password of the administrator is now displayed.
Input the "Name" and the "Password" of the administrator and click [OK].
The screen to check the installation is displayed.
When continuing the installation, click [Continue Installation].
The installation starts.

14 When the installation is completed and the message "The software was successfully installed" is displayed, click [Restart].
Your Mac® will restart.
The installation of the printer driver is now complete.

15 After rebooting, connect the USB cable to the printer.
Remove the caution label before connecting the USB cable.

16 Connect the USB cable to the USB port of the Mac®.
Press the ON/OFF button (⏻) of the printer to turn on the power.
If you are using a USB hub and your Mac® has problems recognizing the printer, try connecting the printer directly to your Mac®.

17 Double click the drive where Mac OS® X is installed, and click in order [Applications]-[Utilities]-[Printer Setup Utility (Print Center)].
The Printer List screen is displayed.
When the Printer List screen is displayed, click [Add].

18 Click [Add] (Add Printer).

19 Click [USB], "QL-500" and [Add].
The screen returns to Printer List screen.

20 Check that "QL-500" is added, and close the Printer List screen.
You can start using your Brother QL-500.

21 Double click the drive where P-touch Editor is installed, click in order [Applications] - [P-touch Editor 3.2] and double click P-touch Editor 3.2 icon. P-touch Editor will start.

See the reverse side for an example of creating a label.

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DK ROLLS

QUICK START GUIDE

[Creating Labels]

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I Label Creation Outline

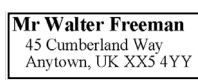This section describes the general procedure for creating labels using your QL-500.

1 Choose the type of label you want to create.

Autumn 2003 Athletics Meeting

Mr Walter Freeman
45 Cumberland Way
Anytown, UK XX5 4YY

Visitor
Mr. Mike Smith
ABC Corporation

Exit

TO:
Ms Donna Lewis
LBI Group
72 Pottergate
Norwich, Norfolk, NR2 1DZ

Shown above are a few of the type of labels you can create with the QL-500.

2 Select the DK Roll.

Mr Walter Freeman
45 Cumberland Way
Anytown, UK XX5 4YY

Select an appropriate DK Roll for the label you have in mind, and insert the DK Roll in the QL-500. Separate DK Roll purchase may be necessary.

3 Edit the label data.

- Enter text in P-touch Editor.
- Copy text from Microsoft® Office®.

Mr Walter Freeman
45 Cumberland Way
Anytown, UK XX5 4YY

Enter text directly using P-touch Editor, or copy text from a Microsoft® Office® application. Use P-touch Editor's variety of editing functions to format and decorate your label.

4 Print the label.

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45 Cumberland Way
Anytown, UK XX5 4YY
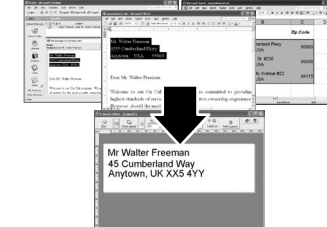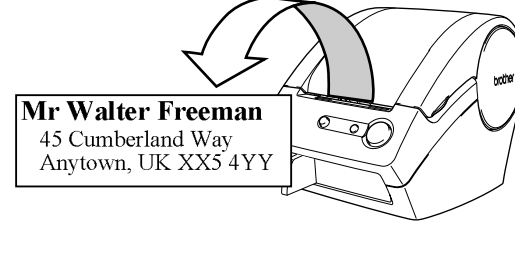
Print the label from the QL-500.

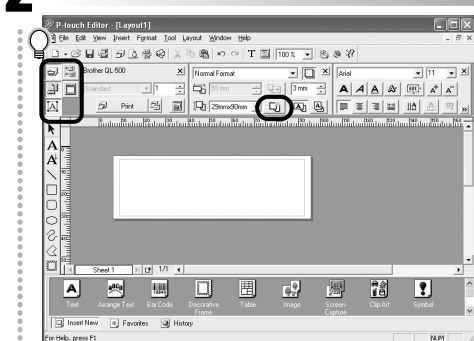## II Creating an Address Label using P-touch Editor

Learn the basic workflow of P-touch Editor while creating a general label.

**1 Start P-touch Editor and create a new label layout.**
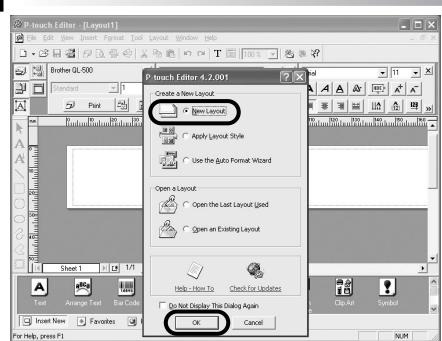
Click [Start] - [All Programs (or Programs)] - [Brother P-touch] - [P-touch Editor 4.2]. Select "New Layout" in the dialog box displayed, and then click OK.

2 Select the label size.
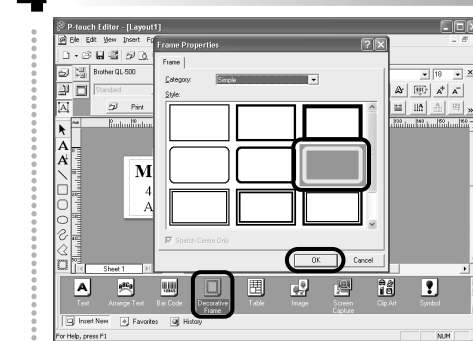
Click on the Page Property box. If the required Property box is not displayed in the Property dock, click the corresponding button at the left of the dock to open it.

3 Enter the text.
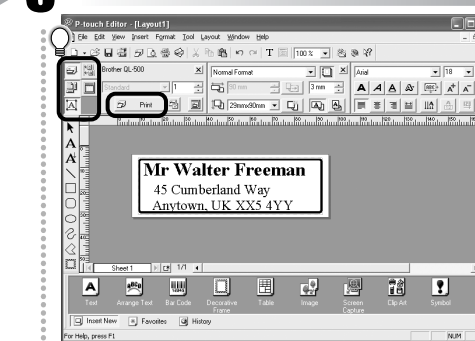
Mr Walter Freeman
45 Cumberland Way
Anytown, UK XX5 4YY
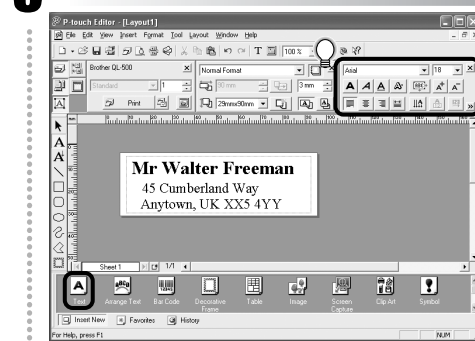
Click A in the Object dock to create a text box, and then enter the text.
You can use the Text Property box to select options for formatting the text.

4 Add a frame to the label.

Click in the Object dock. The Frame Properties dialog box appears. Select a frame and then click OK.

5 Print the label.

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45 Cumberland Way
Anytown, UK XX5 4YY

Click Print in the Print Property box. If the required Property box is not displayed in the Property dock, click the corresponding button at the left of the dock to open it.
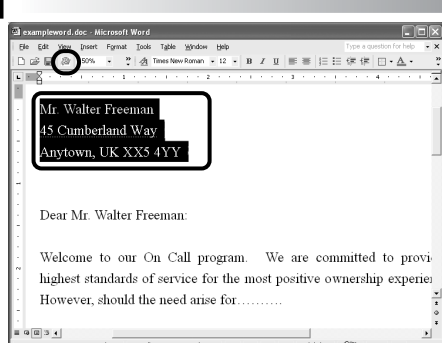
Completed label

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Anytown, UK XX5 4YY
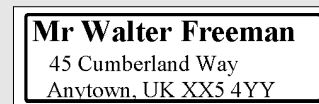
Peel the printed label from the backing and apply the label.

III Creating an Address Label using Microsoft Word Add-In

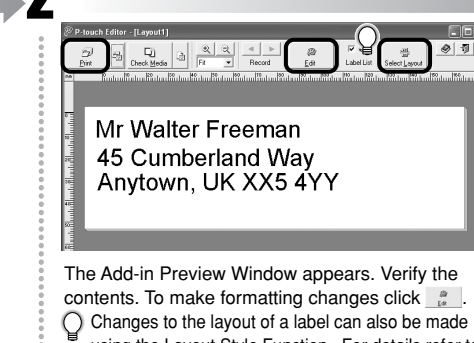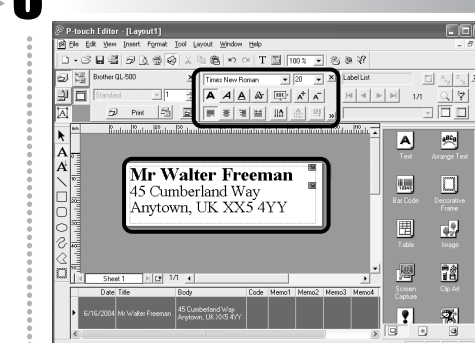Copy text from Microsoft Word and create an address label.

1 Copy text.

Mr Walter Freeman
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Anytown, UK XX5 4YY

In MS Word, select the text to be imported, and then click in the toolbar.
Text can also be copied from MS Excel and MS Outlook.

2 Verify the copied data.

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45 Cumberland Way
Anytown, UK XX5 4YY

The Add-in Preview Window appears. Verify the contents. To make formatting changes click.
Changes to the layout of a label can also be made using the Layout Style Function. For details refer to IV step 2 below.

2 Click on to print your label.

3 Format the text.
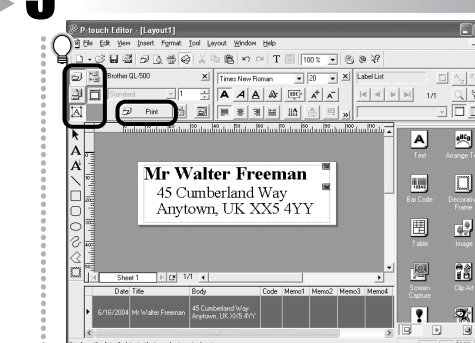
Mr Walter Freeman
45 Cumberland Way
Anytown, UK XX5 4YY

Click the text box of the text you wish to format to select it. Use the Text Property box to change the text formatting.

4 Position the text box.

Mr Walter Freeman
45 Cumberland Way
Anytown, UK XX5 4YY
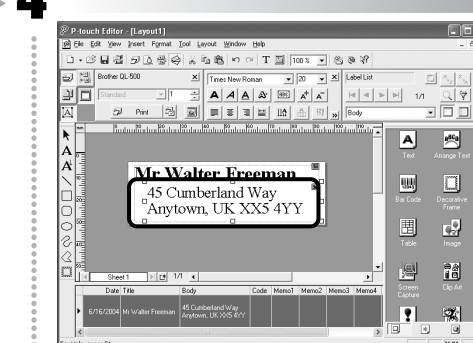
Select the text box you wish to move, then drag and drop to move it to the desired position.

5 Print the label.

Mr Walter Freeman
45 Cumberland Way
Anytown, UK XX5 4YY
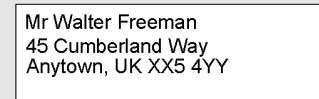
Click Print in the Print Property box. If the required Property box is not displayed in the Property dock, click the corresponding button at the left of the dock to open it.

Completed label

Mr Walter Freeman
45 Cumberland Way
Anytown, UK XX5 4YY
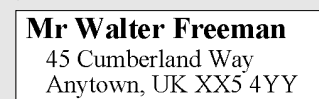
Peel the printed label from the backing and apply the label.

Completed label

Mr Walter Freeman
45 Cumberland Way
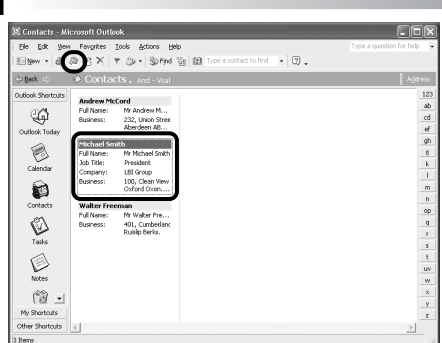Anytown, UK XX5 4YY

Peel the printed label from the backing and apply the label.

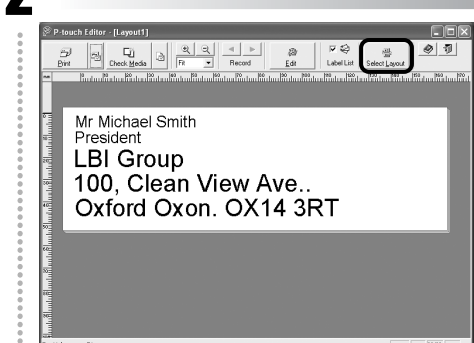## IV Creating an Address Label using Microsoft Outlook Add-In

Create an address label using data from Microsoft Outlook, taking advantage of the Layout Style Function.

1 Copy the text from MS Outlook - Contacts.

In Microsoft Outlook, and then click in the Toolbar.

2 Verify the copied data.

Mr Michael Smith
President
LBI Group
100, Clean View Ave..
Oxford Oxon. OX14 3RT

The Add-in Preview Window appears. Verify the contents. To change the style, click.

3 Select a Layout style.

Mr Michael Smith
President
LBI Group
100, Clean View Ave..
Oxford Oxon. OX14 3RT

VISITOR
Title

VISITOR
Title

The Apply Layout Style Window appears. Select the "Standard_Address_02" layout and click OK.

4 Verify the Layout.

Mr Michael Smith
President
LBI Group
100, Clean View Ave..
Oxford Oxon. OX14 3RT
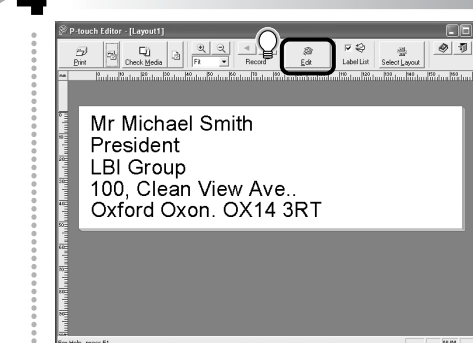
The Add-In Preview Window appears. Verify the Layout. If further editing is required, enter the P-touch Editor by clicking. Refer to step 2 of III.

5 Print the label.

Mr Michael Smith
President
LBI Group
100, Clean View Ave..
Oxford Oxon. OX14 3RT
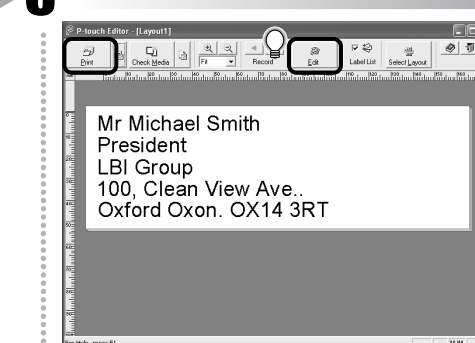
Click to print your label. If the contact does not have a Job Title, there may be a blank space before the address. Use P-touch Editor to change any formatting.
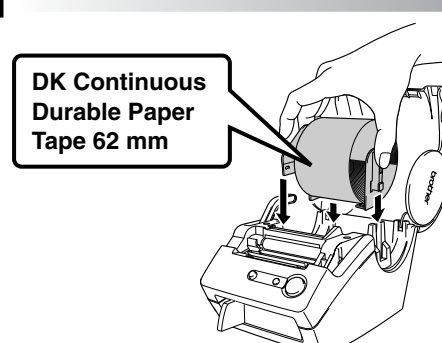
Completed label

Mr Michael Smith
President
LBI Group
100, Clean View Ave..
Oxford Oxon. OX14 3RT
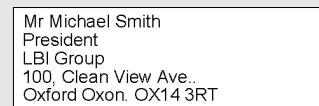
Peel the printed label from the backing and apply the label.

V Creating a Banner Label

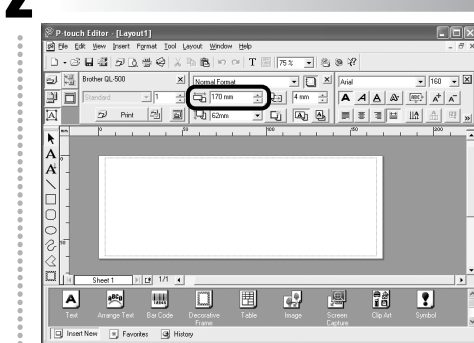Create a banner using DK Continuous Durable Paper Tape.

1 Insert the DK Roll.

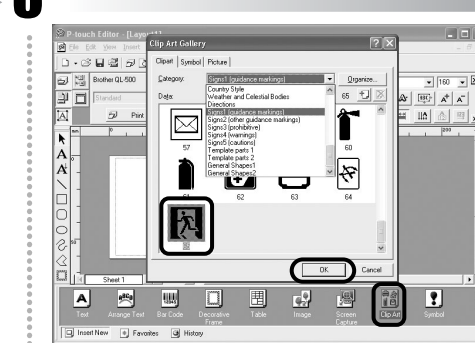DK Continuous Durable Paper Tape 62 mm

Insert the "DK Continuous Durable Paper Tape 62 mm" into the QL-500.
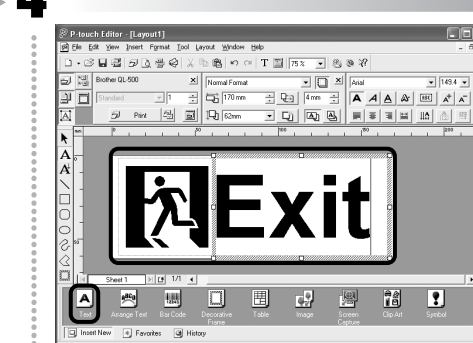
2 Select the Tape Length.

Start P-touch Editor and create a new label layout. Use the tape length spin buttons in the Page Property box to set the banner length.

3 Add clip art to the banner.

Click in the Object dock. The Clip Art Gallery dialog box appears. Select a piece of clip art and then click OK.

4 Enter the text.

Exit

Click in the Object dock to create a text box, and then enter the text.

5 Print the label.

Exit

Click Print in the Print Property box. If the required Property box is not displayed in the Property dock, click the corresponding button at the left of the dock to open it.
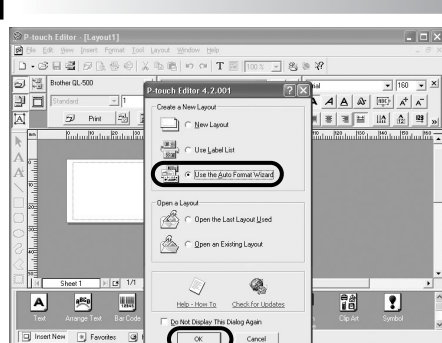
Completed label

Exit

Peel the printed label from the backing and apply the label.

## VI Creating a Name Badge Label using Auto Format Wizard function

Create a name badge label quickly and easily using the Auto Format Wizard.

1 Start the Auto Format Wizard.

Start P-touch Editor, select "Use the Auto Format Wizard" in the dialog box displayed, and then click OK.
This label cannot be created using the Starter Roll(s) provided with the QL-500.

2 Select a category.
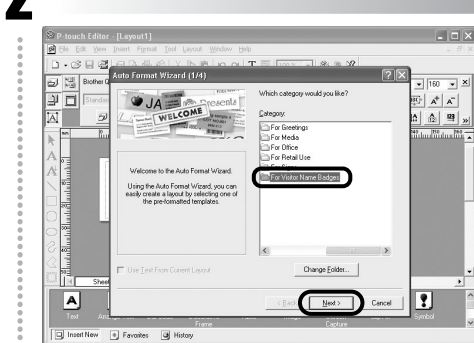
The Auto Format Wizard dialog box appears. Select a category "For Visitor Name Badges" and then click Next.

3 Select a template.

MIKE BARKLEY
General Manager
HELEN HANNA
LBI CORP

Visitor
Mr. Mike Smith
AAA Company

A list of templates for the selected category appears. Select a template and then click Next.

4 Enter the text.

Visitor
Mr. Mike Smith
AAA Company
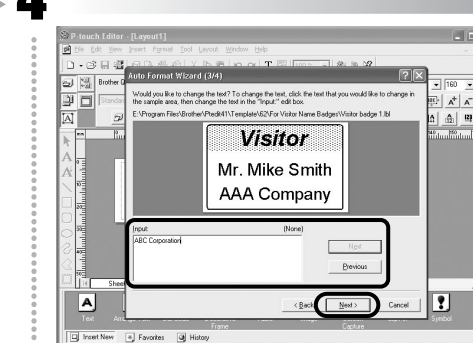
Change the text in the template's Input field. Use the Next and Previous buttons to move between Input fields. Click Next when finished.

5 Print the label.

Visitor
Mr. Mike Smith
ABC Corporation
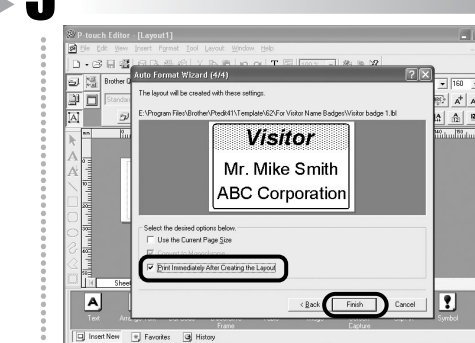
Check the "Print Immediately After Creating the Layout" checkbox, and then click Finish.

Completed label

Visitor
Mr. Mike Smith
ABC Corporation

Peel the printed label from the backing and apply the label.