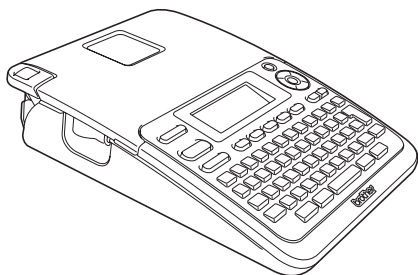**brother®**

TZ TAPE

P-touch

2030

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

INTRODUCTION

Thank you for purchasing the P-touch 2030.
Your new P-touch is an easy to operate, feature packed labelling system that makes creating professional, high quality labels a breeze.
This manual contains various precautions and basic procedures for using this. Read this manual carefully before using and keep in a handy place for future reference.

Compilation and Publication Notice

Under the supervision of Brother Industries, Ltd., this manual has been compiled and published, covering the latest product's descriptions and specifications.
The contents of this manual and the specifications of this product are subject to change without notice.
If new versions of the PT-2030 software become available, this manual may not reflect the updated features. Therefore, you may find that the software and the contents in this manual are different.
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Support - For technical support of your Brother Product other than what you can resolve through the User's Guide, please visit our Web Site or Solutions Web Site (see below) to find an answer to FAQs/Troubleshooting, locating Drivers & Software.

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Product Support Centre: **Australia**
Brother International (Aust) Pty Ltd
Phone: 02 8875 6000
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Solutions Site: **http://solutions.brother.com**
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Email: To submit an e-mail enquiry, visit **www.brother.com.au** go to **Service and Support** area and follow the prompts.

Our Technical Support Consultants are available 5 days a week by phone during the hours of 8.30am to 5.00pm (EST/EDST) Monday to Friday.

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● **INTRODUCTION**

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How to use the P-touch

■ **Create a label with the P-touch**

1 GETTING STARTED

• Prepare the P-touch. P. 10

2 CREATING A LABEL

• Entering and Editing text.
  P. 20
• Entering Symbols. P. 22
• Entering Accented Characters.
  P. 24
• Using Auto-Format Layouts.
  P. 31

In addition to entering text, the P-touch has a large range of formatting options.

Create labels like these:

3 LABEL PRINTING

• Printing a label. P. 41
• Setting Margin. P. 45
• Printing from the Label collection.
  P. 48

Before printing, you can check the layout of your label using the preview function.

Create labels like these:

■ **Printing from the Label Collection**
Using the Label Collection function, labels can be created easily by selecting and then printing designs already built into the machine.

Safety Precautions

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

⚠ WARNING	Indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries.
⚠ CAUTION	Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.
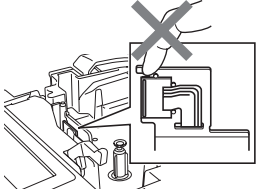
The symbols used in this manual are as follows:

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

⚠ WARNING

P-touch
Follow these guidelines to avoid fire, electric shock, the risk of injury and/or damage.

🚫 DO NOT allow the P-touch to get wet in any way.

🚫 DO NOT touch any metal parts near the print head. The print head becomes very hot during use and remains very hot immediately after use. Do not touch it directly with your hands.

🚫 DO NOT disassemble the P-touch. For inspection, adjustment, and repair of the printer, contact the retail outlet where the P-touch was purchased or your local authorized service centre.

🚫 Plastic bags are used in the packaging of your printer. To avoid danger of suffocation, keep these bags away from babies and children.

🔌 Disconnect the AC adapter and remove batteries immediately and stop using when you notice abnormal odour, heat, discolouration, deformation or anything unusual while using or storing it.

🚫 To prevent damage, do not drop or hit the P-touch.

🚫 DO NOT use the P-touch with a foreign object in it. If water, metallic substance or any foreign object enters the P-touch, disconnect the AC adapter and remove batteries, and contact the retail outlet where the P-touch was purchased or your local authorized service centre.

⚠ **WARNING**

Battery

Follow these guidelines to avoid liquid leakage, heat, battery rupture or personal injury.

DO NOT throw into fire, heat up, short-circuit, recharge, or disassemble the batteries.

AC adapter

Follow these guidelines to avoid fire, damage, electric shock, failure or the risk of injury.

Always use the specified voltage (220-240 V) and the suggested AC adapter. 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, adapter cord.

DO NOT connect the enclosed AC adapter, adapter cord to other products.

Unplug the AC adapter cord immediately and stop using the P-touch during an electrical storm. There may be a remote risk of electric shock from lightning.

DO NOT touch the AC adapter or power plug with wet hands.

DO NOT use the AC adapter in places of high humidity such as bathrooms.

DO NOT use a damaged adapter cord or power plug.

DO NOT place heavy objects on, damage or modify the adapter cord or plug. Do not forcibly bend or pull the adapter cord.

DO NOT drop, hit or otherwise damage the AC adapter.

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

Tape Cutter

DO NOT touch the blade of the cutter unit.

● INTRODUCTION
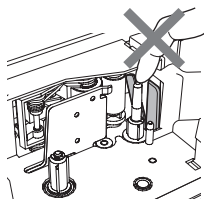
⚠ CAUTION

Battery
Follow these guidelines to avoid liquid leakage, heat or battery rupture.

⊘ DO NOT use old and new batteries together.

⊘ DO NOT mix alkaline batteries with other type batteries.

⊘ DO NOT set the positive and negative end in the wrong position.

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

AC adapter

❗ If you do not intend using the P-touch for an extended period of time, please disconnect the AC adapter from the power outlet.

❗ Always hold the AC adapter when disconnecting from the power outlet.

Tape Cutter
Follow these guidelines to avoid minor personal injury and damage to the printer.

⊘ DO NOT open the tape compartment cover when operating the cutter unit.

⊘ DO NOT apply excessive pressure to the cutter unit.

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

❗ Place the P-touch on a flat, stable surface such as a desk.

⊘ DO NOT leave the P-touch within reach of children with the tape compartment cover open.

⊘ DO NOT place any heavy objects on top of the P-touch.

🚫 To prevent injuries, be careful not to put your fingers in the areas shown in the illustrations.
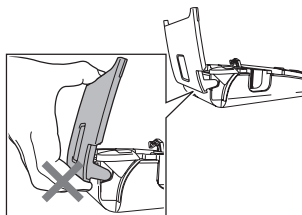
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General Precautions

- DO NOT install this machine near any device that will cause electromagnetic interference. This machine may malfunction if left near a television, radio, etc.
- DO NOT use the P-touch in any way or for any purpose not described in this guide. Doing so may result in accidents or damage the machine.
- DO NOT put any foreign objects into the tape exit slot, or AC adapter connector, etc.
- DO NOT touch the print head with your fingers. Use the optional print head cleaning cassette (TZ-CL4), the self-cleaning function of the printer or a soft wipe (e. g. a cotton swab) when cleaning the print head (refer to "Cleaning the Unit" on page 54.).
- DO NOT clean the machine with alcohol or other organic solvents. Only use a soft, dry cloth.
- DO NOT place the P-touch in direct sunlight, 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: 50 to 95 °F.
- DO NOT leave any rubber or vinyl on the printer for an extended period of time, otherwise the printer may be stained.
- Depending on the environmental conditions and the applied settings, some characters or symbols may be difficult to read.
- Use only Brother TZ tapes with this machine. Do not use tapes that do not have the ᵀ̲Ẕ mark.
- DO NOT pull or apply pressure to the tape in the cassette. Otherwise the tape cassette or printer may be damaged.
- DO NOT try to print labels using an empty tape cassette or without a tape cassette set in the P-touch. Doing so will damage the print head.
- DO NOT attempt to cut the tape while printing or feeding since this will damage the tape.
- We strongly recommend that you read this User's Guide carefully before using your P-touch, and then keep it nearby for future reference.
- Depending on the location, material, and environmental conditions, the label may unpeel or become irremovable, the colour of the label may change or be transferred to other objects. Before applying the label, check the environmental condition and the material.
- DO NOT expose the tape cassettes to direct sunlight, high temperatures, high humidity, or dust. Store tape cassettes in a cool, dark place. Use the tape cassettes soon after opening the tape cassette package.
- Markings made with oil-based or water-based ink may be visible through a label affixed over them. To hide the markings, use two labels layered on top of each other or use a dark-coloured label.
- Any data stored in memory will be lost due to failure or repair of the P-touch, or if the batteries expire.
- When power is disconnected for more than two minutes, all text and format settings will be cleared. Any text files stored in the memory will also be cleared.
- Note that Brother Industries, Ltd does not assume responsibility for any damage, etc. arising from failure to follow the precautions listed.

● ●

Symbols Used in this Guide

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

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

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

GETTING STARTED

Unpacking Your P-touch

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

P-touch PT-2030
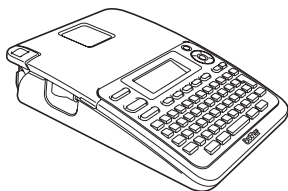
Starter Tape Cassette
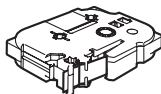
AC adapter
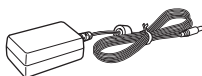
The adapter plug may differ by country.

User's Guide
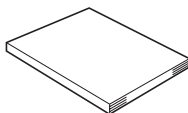
The User's Guide may be provided on CD, not printed.
You can download the PDF version of the User's Guide, please go to http://solutions.brother.com

General Description

Tape compartment cover

Tape cassette compartment

Tape viewer

LCD display

Tape exit slot

Keyboard

Print head

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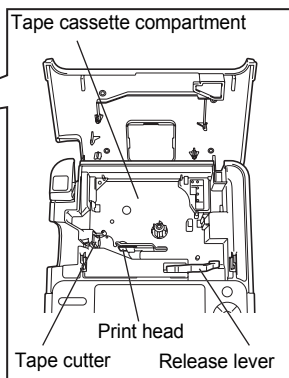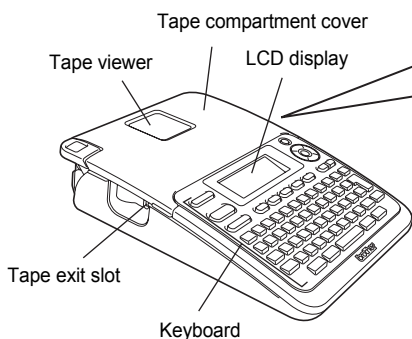
When shipped from the factory, the LCD display is covered with a protective sheet to prevent damage. Remove this sheet before using the P-touch.

Battery compartment cover

AC adaptor connector

Battery case
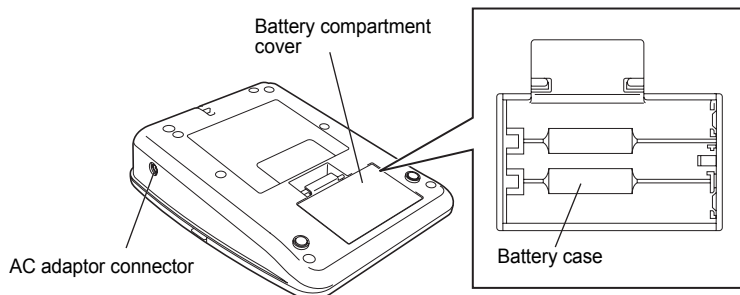
LCD Display & Keyboard

LCD Display
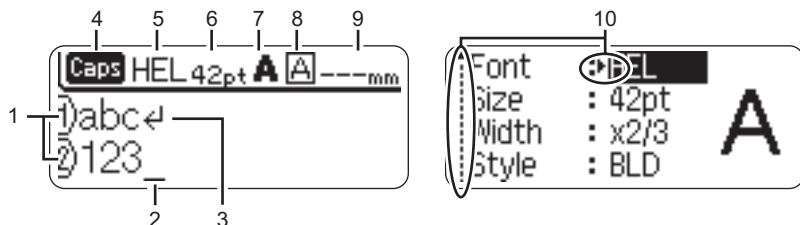
1. Line number
Indicates line number within the label layout.

2. Cursor
Characters are entered to the left of the cursor. Indicates the current data input position.

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
Use the ▲ and ▼ keys to select menu items and the ◄ and ► keys to change the settings.

Refer to "LCD Display" on page 18 for changing.

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Key Names and Functions
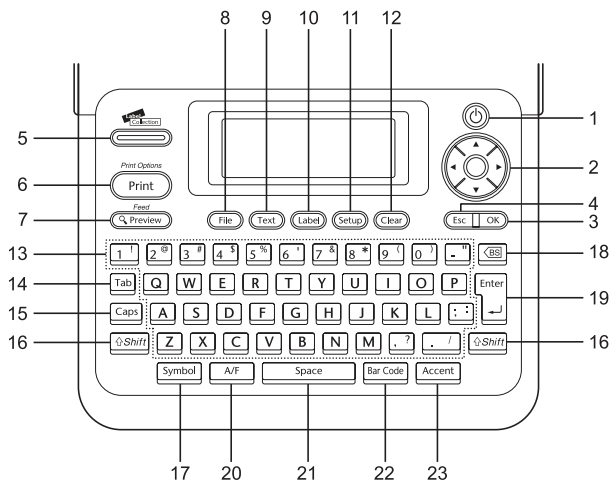
The default language is "English".

1. **Power**
   Turns the P-touch on and off.

2. **Cursor (▲ ▼ ◄ ►)**
   Moves the cursor in the direction of the arrow.

3. **OK**
   Selects the displayed option.

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

5. **Label Collection**
   Enables label collections to be selected and printed.

6. **Print**
   • Prints the current label design onto the tape.
   • Opens the Print Options menu when used in combination with the **Shift** key.

7. **Preview**
   • Displays a preview of the label.
   • Feeds 25 mm of blank tape when used in combination with the **Shift** key.

8. **File**
   Enables frequently used labels in the file memory to be printed, opened, saved, or deleted.

9. **Text**
   • Enables character attributes for the label to be set.
   • Character attributes can be set for each line of the label when the Text menu is opened in combination with the **Shift** key.

10. **Label**
   Enables label attributes for the label to be set.

11. **Setup**
   Enables operating preferences (Bar Code, LCD Contrast, etc.) for the P-touch to be set.

12. **Clear**
   Clears all text entered, or all text and current label settings.

13. **Letter**
   • Use these keys to type letters or numbers.
   • Uppercase letters and symbols can be entered using these keys in combination with the **Caps** or **Shift** key.

14. **Tab**
   Inserts a tab to the position of the cursor in the text entry screen.

15. **Caps**
   Turns Caps mode on and off.

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

17. **Symbol**
   Use this to select and enter a symbol from a list of available symbols.

18. **Backspace**
   Deletes the character to the left of the cursor.

19. **Enter**
   • Enters a new line when entering text.
   • Enters a new block when used in combination with the **Shift** key.

20. **Auto-Format**
   Enables labels to be created using predefined templates or block formats.

21. **Space**
   • Enters a blank space.
   • Returns a setting to the default value.

22. **Bar Code**
   • Opens Bar Code Input screen.
   • Opens Bar Code Setup screen when used with the Shift key.

23. **Accent**
   Use this to select and enter an accented character.

Power Supply

Battery

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

(!) Make sure that the power is turned off when replacing batteries.
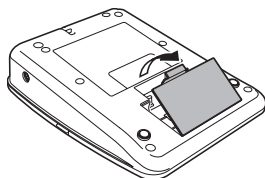
2 Insert six new AA-size alkaline batteries (LR6), making sure that the positive (+) and negative (-) ends of the batteries match the positive (+) and negative (-) marks inside the battery compartment.

(!) Always replace all six batteries at the same time using brand new ones.
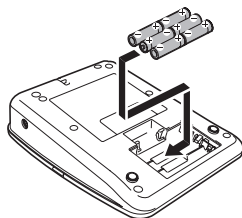
3 Attach the battery compartment cover by inserting the three hooks at the bottom into the slots on the machine, then pushing down firmly until it snaps into place.
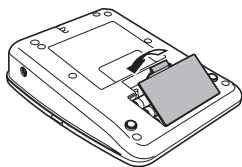
(!) Remove the batteries if you do not intend to use the P-touch for an extended period of time.

AC Adapter

Connect the AC adapter directly to the P-touch.
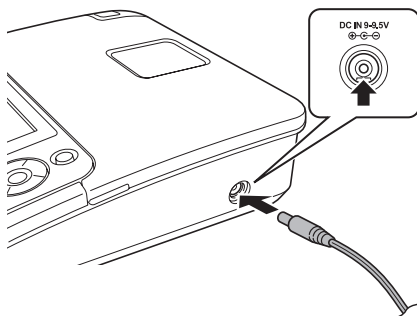
1 Insert the plug on the AC adapter cord into the connector marked DC IN 9-9.5 V on the P-touch.

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

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

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

⚠ WARNING

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

⚠ CAUTION

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

Inserting a Tape Cassette

Tape cassettes of 3.5 mm, 6 mm, 9 mm, 12 mm or 18 mm width can be used in your P-touch. Use only Brother tape cassettes with the mark.

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

- • If the ink ribbon is loose, use your finger to wind the toothed wheel in the direction of the arrow as shown on the tape cassette.
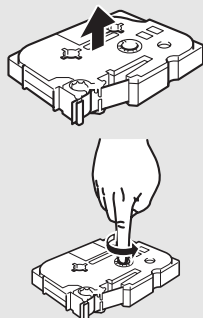
1 Check that the end of the tape is not bent and that it passes through the tape guide. If the tape is not passed through, pass it through the tape guide referring to the illustration.

End of tape

Tape guide
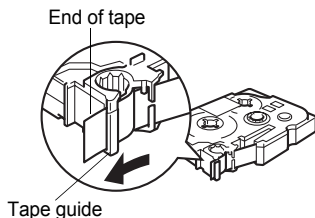
2 After making sure that the power is off, lift open the tape compartment cover. If there is already a tape cassette in the machine, remove it by pulling it straight up.
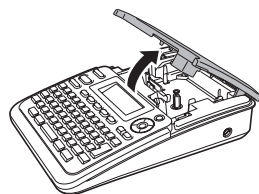
3 Insert the tape cassette into the tape compartment, with the end of the tape facing the machine's tape exit slot, and press firmly until you hear a click.

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

Tape exit slot
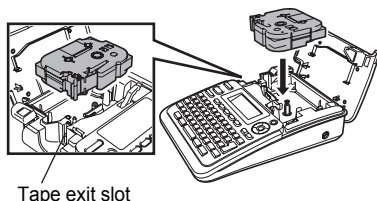
4 Close the tape compartment cover.

⚠ Make sure that the release lever is up when closing the tape compartment cover. The tape compartment cover cannot be closed if the release lever is pressed down.
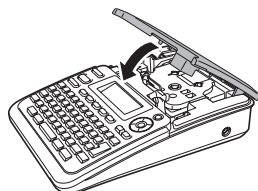
⚠ • Be sure to feed tape to remove any slack in the tape and ink ribbon after inserting the tape cassette, by holding down the **Shift** key and pressing the **Preview** key.
 • **Do not pull the label coming out of the tape exit slot. Doing so will cause the ink ribbon to be discharged with the tape.**
 • 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 **Power** key to turn the P-touch on.

Press the **Power** 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 batteries are installed 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●

With AC adapter	5 minutes
With battery	5 minutes

Feeding Tape

Feed function

The Feed function feeds 25mm of blank 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 Hold down the **Shift** key and press the **Preview** key.

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

💡 To exit or cancel this function press **Escape**.

LCD Display

LCD Contrast

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

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

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

3 Press the **OK** or **Enter** key.

💡 • Press the **Escape** key to return to the previous step.
   • Pressing the **Space** key on the contrast setting screen sets the contrast to the default value "0".

● GETTING STARTED

Setting Language and Unit

Language

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

2 Select a language for menu commands and messages shown on the LCD display by using the ▲ or ▼ key.
The language can be selected from "Český", "Dansk", "Deutsch", "English", "Español", "Français", "Hrvatski", "Italiano", "Magyar", "Nederlands", "Norsk", "Polski", "Português", "Română", "Slovenski", "Slovenský", "Suomi", "Svenska" or "Türkçe".

3 Press the **OK** or **Enter** key.

Press the **Escape** key to return to the previous step.

Unit

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

2 Select a unit for dimensions shown on the LCD display by using the ▲ or ▼ key. Either "mm" or "inch" can be selected.

3 Press the **OK** or **Enter** key.

The default setting is "mm".
Press the **Escape** key to return to the previous step.

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EDITING A LABEL

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Entering and Editing Text

Entering Text from the Keyboard
- The keyboard of your P-touch can be used in the same way as a standard computer keyboard.

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

> (!) • There is a maximum number of lines of text that can be entered for each tape width. A maximum of 5 lines for 18mm tape, 3 lines for 12mm tape, 2 lines for 9mm and 6 mm tape, and 1 line for 3.5 mm tape.
> • If you press the **Enter** key when five lines already exist, an error message is displayed.
> • To change the character attribute of each line, refer to "Setting Character Attributes by Each Line" on page 25.

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

> (!) A maximum of 5 blocks can be entered in one label.

Moving the Cursor
- Press the ▲ , ▼ , ◄ or ► key to move the cursor one space or line.
- To move the cursor to the beginning or end of the current line, hold down the **Shift** key and then press the ◄ or ► key.
- To move the cursor to the very beginning or end of the text, hold down the **Shift** key and then press the ▲ or ▼ key.

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

Inserting a Tab
- To insert a tab space between the existing line of text, move the cursor where you wish to add a tab and press the **Setup** key to open the Setup menu, select "Tab" by using ▲ or ▼ keys, and then press the **OK** or **Enter** key. A ▪ mark appears to indicate the position which the tab space will be entered.

> ⚲ • To change the length setting of the tab, refer to "Setting Label Attributes" on page 29.
> • The tab space can also be entered by pressing the **Space** key while holding down the **Shift** key.

● 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 **Backspace** key. The character to the left of the cursor is deleted each time the **Backspace** key is pressed.

If you hold down the **Backspace** key, the characters left of 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.

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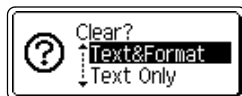
2 | Using the ▲ or ▼ key, select "Text Only" to delete all text while retaining the current format settings, or select "Text & Format" to delete all text and format settings.

> Clear?
> Text&Format
> Text Only
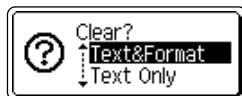
Press the **Escape** key to return to the text entry screen, without erasing (or clearing) text or format.

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

> HEL ᴀᴬᴬ ---mm
>
> 1)_
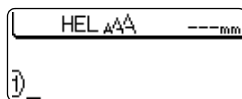
Entering Symbols

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

To enter a symbol, use the Symbol function (see below).

Alternatively, hold down the **Shift** key and then press a key on the keyboard to enter the symbol printed on the selected key's upper-right corner.

Entering Symbols Using the Symbol Function

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

The last symbol entered is selected in the displayed list.

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

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

Press the **Escape** key to return to the previous step.

●Symbol List●

Category	Symbols
Punctuation	. , : ; " ' • ? ! ¿ ¡ – & ˜ _ \ /
Business	@ # % ® © ™ CE ✓ ⌚ 📊 🖵 📄 🖹 ☑
Mathematics	+ − × ÷ ± = ≧ ≦ ≠ * ∴
Brackets	( ) [ ] < > « » 〔 〕 §
Arrows	→ ← ↑ ↓ ↔ ⇄ ↕ ☞ ☜ ☝ ☟
Unit	$ ¢ € £ ¥ ° ft. in. m² m³ cc ℓ oz. lb. °F ℃
International	ª º α ß γ δ μ Ω φ Σ
Number	² ³ ₂ ₃ ¼ ½ ¾ I II III IV V VI VII VIII IX X
Pictograph	♦ ◇ ● ○ ■ □ ▲ △ ▼ ▽ ★ ☆ ♠ ♤ ♥ ♡ ♣ ♧ ♪ ♫ ♂ ✚ ☘ ☙ ♂ ♀
Electrical	⚠ ⏚ ∼ ⎓ ⊸ ⏻ ⊗ ⎐ ⏛ ▯ ○ │ ⊕ ⊙ ⊘ ♲ ⌁ ▭ ⨞
Audio_Visual	🖵 🎙 📡 📷 🚗 🚃 📠 📷 📺 🖥 🖨 💻 🎧 🎤 🔊 📹 ⏭ ▶ ◀ ⏮ ⏪
Signs	⊘ ⊖ ⚠ 🚫 🏥 🕴 🚶 👪 ♿ 🏞 🧹 🗡 🍴 🅿 ® 🔦 🚻 🌿 ® ⓘ ☁ 🔥
Communication	☎ ✆ ✏ 🖨 ✉ 🖼
Vehicle	🚲 🏍 🚘 🚚 🚌 🚃 🚒 ✈ 🚢 ⚓
Sports	⚽ 🏀 🏈 ⚾ ⚫ 🏐 ⛳ 🎿 ⛸ ◉
Nature	⚓ ✿ ☘ ⚘ ✽ ✾ ☀ ♤ ♧ ☂
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.

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Entering Accented Characters

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

1 Enter the character you wish to change to an accented character.

💡 Caps mode can be used with the Accent function.

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

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

⚠ The order of accented characters displayed will differ depending on the selected LCD language.

4 Press the **OK** or **Enter** key.
The selected accented character is inserted into the line of text.

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

Setting Character Attributes

Setting Character Attributes by Label

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

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

2 | Select an attribute using the ▲ or ▼ key, and then set a value for that attribute using the ◄ or ► key.

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

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

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

Setting Character Attributes by Each Line

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

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

```
↑Font  :▸HEL      ≡
 Size  : Auto
 Width : x 1      A
 Style : Normal
```

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

```
↑Font  :▸*****
 Size  : 36pt
 Width : x 1
 Style : Normal
```

●Setting Options●

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

● EDITING A LABEL

Attribute	Value	Result
Width	x2	ABCabc
	x1	ABCabc
	x2/3	ABCabc
	x1/2	ABCabc
Style	**Normal**	ABCabc
	BLD (Bold)	ABCabc
	OUT (Outline)	ABCabc
	SHD (Shadow)	ABCabc
	SLD (Solid)	ABCabc
	ITL (Italic)	ABCabc
	I+BLD (Italic Bold)	ABCabc
	I+OUT (Italic Outline)	ABCabc
	I+SHD (Italic Shadow)	ABCabc
	I+SLD (Italic Solid)	ABCabc
	VRT (Vertical)	ABCabc

1 2 3 4 5 6 7 8 9

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

Setting Auto Fit Style

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

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

2 Select the style using the ▲ or ▼ key.

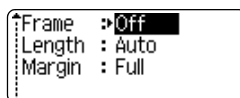**3** Press the **OK** or **Enter** key to apply the setting.

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

Setting Label Attributes

Using the **Label** key, you can create a label with a frame around the text and specify the label length and tab length. (Refer to "Setting Margin" on page 45.)
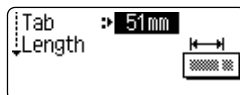
1 Press the **Label** key.
The current settings are displayed.

```
┌ Frame  ⋅ Off
│ Length : Auto
│ Margin : Full
```

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

```
┌ Tab    ⋅ 51mm
│ Length
```

- When setting the tab length, hold down the ◄ or ► key to change the value faster.
- When setting the label length, refer to "Adjusting the Label Length" on page 47.

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

```
┌─ HEL AᴀA  A ────mm ─┐
│ ⅰ)abc_               │
```

New settings are NOT applied if you do not press the **OK** or **Enter** key.
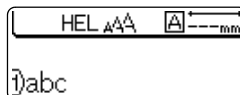
- Press the **Escape** key to return to the previous step.
- Press the **Space** key to set the selected attribute to the default value.
- Refer to the Setting Options table for a list of all available settings.

●**Frames**●

Attribute	Value	Result
Frame	Off	ABCabc
	1	ABCabc
	2	ABCabc
	3	ABCabc

Attribute	Value	Result
Frame	4	ABCabc
	5	ABC abc ABC / ABC abc ABC / ABC abc ABC
	6	ABCabc
	7	ABCabc
	8	ABCabc
	9	ABCabc
	10	ABCabc
	11	ABCabc
	12	ABCabc
	13	ABCabc
	14	ABCabc
	15	ABCabc
	16	ABCabc
Length		The length of the label can be set within the range 30mm - 300mm. When **Auto** is selected, the length of the label is automatically adjusted based on the amount of text entered.
Tab Length		The length of the tab can be set within the range 0mm - 100mm. The default setting is **50mm**.

● EDITING A LABEL

Using Auto-Format Layouts

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

Symbols and accented characters can also be used in auto-format layouts.
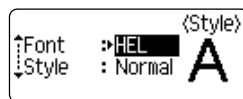
Using Templates - Example creating an Asset Tag

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

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

3 Select a template using the ▲ or ▼ key.

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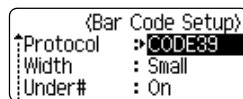The Style screen is displayed.

5 Select an attribute using the ▲ or ▼ key, and then set a value for that attribute using the ◄ or ► key.

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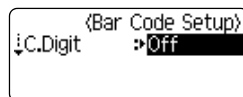The Bar Code Setup screen is displayed.

Q The Bar Code Setup screen is displayed only when a layout containing a bar code is selected.

7 Select an attribute using the ▲ or ▼ key, and then set a value for that attribute using the ◄ or ► key.
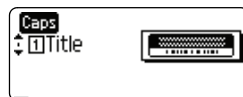
Q The "C.Digit" (Check Digit) attribute is only available for the CODE39, I-2/5 and CODABAR protocols.

8 Press the **OK** or **Enter** key.
The template text entry screen is displayed.
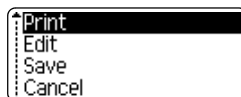
Q Caps mode can be used when entering text.

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

> Print
> Edit
> Save
> Cancel

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

> • Select "Edit" to change the text data or style settings.
> • Select "Save" to store the label in a file memory.
> • Select "Cancel" to exit the Auto-Format function.
> • Select "Print Options" to set the print settings.
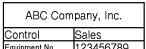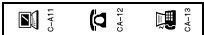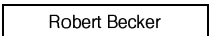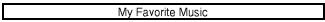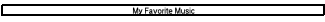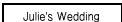
> • Press the **Escape** key to return to the previous step.
> • On the Style and Bar Code Setup screens, press the **Space** key to change the selected attribute to the default value.
> • Refer to the Templates table for a list of available templates.
> • To print multiple copies, sequentially numbered copies, or a mirror image of the label, with the print menu displayed hold down the **Shift** key and press the **Print** key to display the Print Options menu.

> • If the width of the current tape cassette does not match the set width for the selected layout, an error message is displayed when you try to print the label. Press the **Escape** 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, "Text Too Long!" is displayed when the **OK** or **Enter** key is pressed. Press the **Escape** key or any other key to clear the error message, and edit the text using fewer characters.

●Templates●

Attribute	Value	Details
Template Name	**Binder Spine**	SALES ACCOUNT (18 mm x 219 mm)
	File Folder Tab	PAYABLES (12 mm x 82 mm)
	Divider Tab (Hanging Folder)	AUGUST (12 mm x 42 mm)

● **EDITING A LABEL**

Attribute	Value	Details
Template Name	Asset Tag	Property of: ABC Company, Inc. *x00001* (18 mm x 70 mm)
	Bin Box	Lock Washer 1/4–20 NF Thread Size 0 12502 05400 9 (18 mm x 76 mm)
	Equipment Label	ABC Company, Inc. / Control Sales / Equipment No. 123456789 (18 mm x 58 mm)
	Faceplate (VRT)	C-A11 C-A12 C-A13 (12 mm x 70 mm)
	Cable Wrap	7A–B23 7A–B23 7A–B23 7A–B23 7A–B23 7A–B23 (18 mm x 39 mm)
	Address Label	XXXX CORPORATION 7819N,Brother Blvd.Bartlett,TN 38133 Telephone:+1–901–377–XXXX (18 mm x 70 mm)
	Name Badge 1	Robert Becker ABC Company, Inc. (18 mm x 72 mm)
	Name Badge 2	Robert Becker (12 mm x 72 mm)
	CD Case Spine 1	My Favorite Music (6 mm x 113 mm)
	CD Case Spine 2	My Favorite Music (3.5 mm x 113 mm)
	VHS Spine	Mike's Favorite Films 365min. SP Comedy, Action, Horror 01/01/2006 (18 mm x 140 mm)
	MiniDV Spine	Julie's Wedding (9 mm x 42 mm)

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Using Block Layouts

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

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

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

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

5 Press the **OK** or **Enter** key.
The Style screen is displayed.
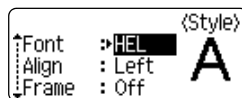
6 Select an attribute using the ▲ or ▼ key, and then set a value for that attribute using the ◄ or ► key.

> Press the **Space** key to set the selected attribute to the default value.
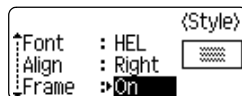
7 Press the **OK** or **Enter** key.
The block layout text entry screen is displayed.

> Caps mode can be used when entering text.
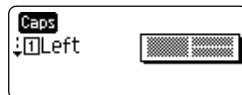
8 Enter text and then press the **OK** or **Enter** key.
Repeat for each text field.
After all text fields are completed, press the **OK** or **Enter** key to display the print menu.
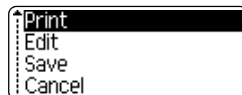
9 Select "Print" using the ▲ or ▼ key and then press the **OK** or **Enter** to print the label.
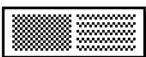
> • Select "Edit" to change the text data or style settings.
> • Select "Save" to store the label in a file memory.
> • Select "Cancel" to exit the Auto-Format function.
> • Select "Change Layout" to use a different layout.
> • Select "Print Options" to set the print settings.

- Press the **Escape** key to return to the previous step.
- Refer to the Block Layouts table for a list of available block layouts.
- To print multiple copies, sequentially numbered copies, or a mirror image of the label, with the print menu displayed hold down the **Shift** key and press the **Print** key to display the Print Options menu.

- If the width of the current tape cassette does not match the set width for the selected layout, an error message is displayed when you try to print the label. Press the **Escape** 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, "Text Too Long!" is displayed when the **OK** or **Enter** key is pressed. Press the **Escape** key or any other key to clear the error message, and edit the text using fewer characters.

●Block Layouts●

Attribute	Value	Details
Block layout (18 mm tape)	**2LineA**	···· 12pt / ···· 24pt
	2LineB	···· 24pt / ···· 12pt
	3Line	···· 9pt / ···· 9pt / ···· 24pt
	1+2LineA	42pt··· ···· 18pt / ···· 18pt
	1+2LineB	42pt··· ···· 12pt / ···· 24pt
	1+3Line	42pt···]··12pt
	1+4Line	42pt···]··· 9pt
	1+5Line	42pt···]··· 9pt

Attribute	Value	Details
Block layout (12 mm tape)	**2LineA**	9pt 12pt
	2LineB	12pt 9pt
	3Line	6pt 6pt 12pt
	1+2Line	24pt 12pt 12pt
Block layout (9 mm tape)	**2LineA**	6pt 12pt
	2LineB	12pt 6pt
	1+2Line	18pt 9pt 9pt
Block layout (6 mm tape)	**1+2Line**	12pt 6pt 6pt

Creating a Bar Code Label

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

- The P-touch 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 affect printing quality.

Setting Bar Code Parameters

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

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

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

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

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

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

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●Bar Code Settings●

Attribute	Value	
Protocol	**CODE39**, CODE128, EAN-8, EAN-13, GS1-128 (UCC/EAN-128), UPC-A, UPC-E, I-2/5 (ITF), CODABAR	
Width	**Small**	
	Large	
Under# (characters printed below bar code)	**On**	
	Off	
C.Digit (check digit)	**Off**	
	On (only available for the CODE39, I-2/5 and CODABAR protocols)	

Entering Bar Code Data

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

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

2 Type in the bar code data.
Special characters can be entered in the bar code when using the CODE39, CODABAR, CODE128 or GS1-128 (UCC / EAN-128) protocols. When not using special characters, go to step 5.

```
⟨Bar Code Input⟩
CODE39
▶*2010*◀
```

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

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

```
⟨Bar Code Input⟩
CODE39
▶*2010/*◀
```

5 Press the **OK** or **Enter** key to insert the bar code in the label.
The bar code is displayed on the text entry screen.

```
HEL ᴀᴀᴀ      121mm
])abcⅢ_
```

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

●Special Character List●

CODE39

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

CODABAR

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

CODE128, GS1-128 (UCC / EAN-128)

Code	Special Character	Code	Special Character	Code	Special Character
0	(SPACE)	24	\	48	DC3
1	!	25	]	49	DC4
2	"	26	∧	50	NAK
3	#	27	_	51	SYN
4	$	28	NUL	52	ETB
5	%	29	`	53	CAN
6	&	30	SOH	54	EM
7	'	31	STX	55	SUB
8	(	32	ETX	56	ESC
9	)	33	EOT	57	{
10	*	34	ENQ	58	FS
11	+	35	ACK	59		
12	,	36	BEL	60	GS
13	–	37	BS	61	}
14	.	38	HT	62	RS
15	/	39	LF	63	~
16	:	40	VT	64	US
17	;	41	FF	65	DEL
18	<	42	CR	66	FNC3
19	=	43	SO	67	FNC2
20	>	44	SI	68	FNC4
21	?	45	DLE	69	FNC1
22	@	46	DC1		
23	[	47	DC2		

Editing and Deleting a Bar Code

• To edit the bar code data position the cursor beneath the bar code mark on the data entry screen and then open the Bar Code Input screen. Refer to "Entering Bar Code Data" on page 38.

• To edit the "Width" and "Under#" settings on a bar code already placed on the screen, position the cursor beneath the bar code mark on the data entry screen and then open the Bar Code Setup screen. Refer to "Setting Bar Code Parameters" on page 37.

• To delete a bar code from a label, position the cursor to the right of the bar code mark on the data entry screen and press the **Backspace** key.

LABEL PRINTING

Label Preview

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

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

- Press the **Escape**, **OK** or **Enter** key to return to the text entry screen.
- To scroll the preview to the left or right end, hold down the **Shift** key and press the ◄ or ► key.
- To print the label directly from the preview screen, press the **Print** key or open the print options screen and select a print option. Refer to "Printing a Label" below for details.
- The print preview is a generated image of the label, and may differ from the actual label when printed.

Printing a Label

Labels can be printed once text entry and formatting is complete. Printing options include single and multiple copies, sequential numbering and mirror-printing.

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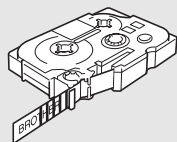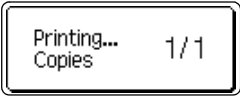
Printing a Single Copy

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

2   Press the **Print** key. "Printing...Copies" is displayed while the labels are being printed.

> Printing...   1 / 1
> Copies

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

There are several other messages that may appear when you press the **Print** key. Refer to "Error Messages" on page 57 for further information about error messages.

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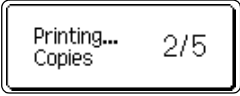
Using this function you can print up to 9 copies of the same label.

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

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

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

> Hold down the ▲ or ▼ key to change the number of copies faster.

4   Press the **OK** or **Enter** key. "Printing...Copies" is displayed while the labels are being printed.

> Printing...   2 / 5
> Copies

• Press the **Escape** key to return to the previous step.
• 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 **Shift** key and press the **Print** key to display the print options screen, and then select "Numbering" using the ▲ or ▼ key.

3 Press the **OK** or **Enter** 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).

《Numbering》
Start Point?
])abc **1**0

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

《Numbering》
End Point?
])abc **1**0

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

《Numbering》
‡ **1**
10 – 10

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

Hold down the ▲ or ▼ key to change the number of labels faster.

《Numbering》
‡ **5**
10 – 14

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

- Press the **Escape** key to return to the previous step.
- 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 underscores "_" in the example below) can be used to adjust the spacing between characters or to control the number of digits that are printed.

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

Mirror Printing

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

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

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

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

4   Press the **OK** or **Enter** key. "Printing...Copies" is displayed while the labels are being printed.

> Printing...   1/1
> Copies

• Press the **Escape** 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.

Setting Margin

The tape cutting options allow you to specify how the tape is fed and cut when printing labels. In particular, the "Chain" options greatly reduce the amount of wasted tape by using smaller margins and eliminating blank sections cut between labels.

1 Press the **Label** key to display the Label menu.

2 Select "Margin" using the ▲ or ▼ key, and then set the value by using the ◄ or ► key.

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

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

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

●Tape Cutting Options●

Setting	Description	Example
Full	Each label is printed, leaving a margin of 25 mm on each end.	25 mm ABC 25 mm
Half	• A margin of 25 mm is printed first, and then each label is printed, leaving a margin of 12 mm before and after the text. • Dots (:) are printed in front of the text. Cut along the printed dots (:) with scissors.	25 mm : ABC 12 mm 12 mm
Narrow	• A margin of 25 mm is printed first, and then each label is printed, leaving a margin of 4 mm before and after the text. • Dots (:) are printed in front of the text. Cut along the printed dots (:) with scissors.	25 mm : ABC 4 mm 4 mm

1 2 3 4 5 6 7 8 9

| Setting	Description	Example
Chain	• Use this setting when printing several labels with minimum margins. • Feed the tape before using the cutter. Otherwise a part of the text may be cut off. Do not try to pull the tape since this may damage the tape cassette. • After pressing Print, "OK to Feed?" appears. Press the **Escape** key to enter more texts or press the **OK** or **Enter** key to feed. • The final label is printed with an 9.4 mm margin to the right of the characters. Use scissors to cut off any part of this margin that is not required.	*Feed the tape before using the cutter. ABC ABC 9.4 mm

Adjusting the Label Length

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

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

2 Select "Adjust Length" by using the ▲ or ▼ key, and then set the value by using the ▲ or ▼ key.
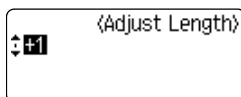
〈Adjust Length〉
↕ +1

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

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

Attaching Labels

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

2 Peel the backing from the label.

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. To remove the backing, simply fold the label lengthwise with the text facing inward, to expose the inside edges of the backing. Next, peel off the backing one piece at a time.
• Labels may be difficult to attach to surfaces that are wet, dirty, or uneven. The labels may peel off easily from these surfaces.
• Be sure to read the instructions provided with Fabric Iron-On Tapes, Extra Strength Adhesive Tapes or other special tapes and observe all precautions noted in the instructions.

Printing from the Label Collection

Printing a label from the Label Collection Stored in the Machine

Pages 49 to 51 show the many labels that are stored in your Label Collection. Printing these pre-designed labels saves you time.

1 Press the **Label Collection** key.

2 Select the language of the label to be printed using the ▲ or ▼ key, and then press the **OK** or **Enter** key.
The language can be selected from "Croatian", "Czech", "Danish", "Dutch", "English (United Kingdom)", "Finnish", "French", "German", "Hungarian", "Italian", "Norwegian", "Polish", "Portuguese", "Romanian", "Slovak", "Slovenian", "Spanish (Spain)", or "Swedish".

3 Select the category using the ▲ or ▼ key, and then press the **OK** or **Enter** key.

Refer to the Label Collection List to view all of the available labels.

4 The first label image is displayed.
Select a label using the ▲ or ▼ key, and then press the **OK** or **Enter** key.

To add the label to your "Favorites", select "Add to Favorites" using the ▲ or ▼ key, and then press the **OK** or **Enter** key to register the selected label image in the Favorites category. Registering your most frequently used label images allows you to quickly and easily display them when needed again.

5 Select "Print" using the ▲ or ▼ key, and then press the **OK** or **Enter** key.

Label Collection categories are pre-set for specific tape widths. Tape widths are referenced after the name of the Label Collection category in parentheses. For example, to create a Shipping Label, 18 mm tape must be loaded in the machine. If the width of the current tape cassette does not match the set width for the selected layout, an error message is displayed when you try to print the label. Press the **Escape** key or any other key to clear the error message, and insert a tape cassette of the correct width.

● **LABEL PRINTING**

●**Label Collection List**●

Category	Label
Files (12 mm tape only)	*RESPOND IMMEDIATELY!*
	Please sign and return
	Completed ☑ ♀**Personal**
	To Do For Your Information Urgent!
	🔒 *Confidential* Do Not Circulate!
Office Signage (18 mm tape only)	Please **Be Quiet**
	For Internal Use Only
	Interoffice Mail **Outgoing** Mail
	Keep Door Closed *Welcome*
	No **Photography**
	No **Mobile Phones**
	Authorised Personnel Only
	Drinking Water Please Keep **Clean**
	No Smoking
	✋ Do **Not** Disturb!

* Labels are for illustrative purposes only.

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Category	Label
Caution (18 mm tape only)	**Do Not Touch** **Warning-HOT!** **DANGER!** **⚠Caution!⚠** **⚠ Warning!** **KEEP OUT!**
Shipping (18 mm tape only)	**Important Documents** **Enclosed** **↑This Side Up↑** **Do Not Bend** **Do Not Drop** **FRAGILE- Handle with Care**
ECO (18 mm tape only)	**Please Turn Off the Lights** **ON OFF** **ON OFF** **CANS ONLY!** **Flammable** **Recycle Bin** **Batteries** **Rubbish Bin**

* Labels are for illustrative purposes only.
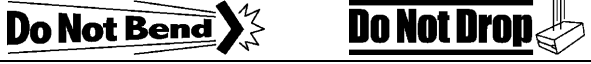
● LABEL PRINTING

Category	Label
Retail (18 mm tape only)	New Arrival✳ SAMPLE Recommended✨ Out of Stock Special Offer Reserved PUSH PULL OPEN CLOSED SALE
Personal (12 mm tape only)	Best Wishes!🐛 ✳✳Happy🍀Birthday!✳✳ Congratulations!🎉 Thank you Merry Christmas🎄 ❄Good Luck!❄

* Labels are for illustrative purposes only.

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USING THE FILE MEMORY

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

When the file memory is full, each time you save a file you will need to overwrite one of your stored files.

Storing a Label into Memory

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

2 Select "Save" using the ▲ or ▼ key.

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

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

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

• Press the **Escape** key to return to the previous step.
• Up to 200 characters can be saved in one file. However, the number of characters that can be saved may differ, for example when entering symbols. Up to 9 files can be saved.
• To store a label created by using the Auto-Format Layouts, refer to "Using Auto-Format Layouts" on page 31.

Opening a Stored Label File

1 Press the **File** key to display the File screen.

2 Select "Open" using the ▲ or ▼ key.

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

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

Press the **Escape** key to return to the previous step.

Printing a Stored Label File

1 Press the **File** key to display the File screen.

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

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

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

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

Deleting a Stored Label File

1 Press the **File** key to display the File screen.

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

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

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

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

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

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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 operating correctly.

Resetting the data to factory settings (Label collections stored in Favorites is not reset.)

Turn off the machine. Press and hold down the **Shift** and **R** keys. While holding down the **Shift** and **R** keys, press the **Power** key once and then release the **Shift** and **R** keys.

- Release the **Power** key before releasing the other key.
- All text, format settings, option settings and stored label files are cleared when you reset the P-touch. Language and unit settings will also be cleared

Maintenance

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

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

Cleaning the Unit

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

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

Cleaning the Print Head

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

Print head

- 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.
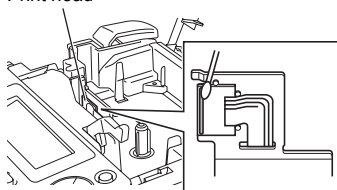
Cleaning the Tape Cutter

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 Isopropyl alcohol (rubbing alcohol).
• Do not touch the cutter blade directly with your bare hands.

● MAINTAINING YOUR P-TOUCH

TROUBLESHOOTING

What to do when...

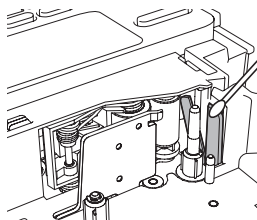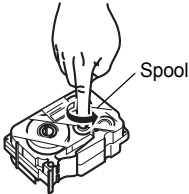| Problem	Solution
The screen "locks", or the P-touch does not respond normally.	*Refer to "Resetting the P-touch" on page 54 and reset the internal memory to the initial settings. If resetting the P-touch does not solve the problem, disconnect the AC adapter and remove the batteries for more than 10 minutes.*
The display remains blank after turning on the power.	*Check that the batteries are correctly installed and that the AC adapter designed exclusively for your P-touch (provided) is correctly connected.*
The LCD messages are displayed in a foreign language.	*Refer to "Setting Language and Unit" on page 19 to select your desired language.*
The label is not printed after pressing the Print key.	*• Check that text has been entered and that the tape cassette is installed correctly with sufficient tape remaining.* *• If the tape is bent, cut off the bent section and thread the tape through the tape exit slot.* *• If the tape is jammed, remove the tape cassette and then pull out the jammed tape and cut it. Check that the end of the tape passes through the tape guide before reinstalling the tape cassette.*
The label is not printed correctly.	*• Remove the tape cassette and reinstall it, pressing it firmly until it clicks into place.* *• If the print head is dirty, clean it with a cotton swab or optional print head cleaning cassette (TZ-CL4).*
The ink ribbon is separated from the ink roller.	*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.* Spool
The P-touch stops while printing a label.	*• Replace the tape cassette if striped tape is visible, as this indicates that you have reached the end of the tape.* *• Replace all batteries or connect the AC adapter directly to the P-touch.*
Label files saved previously are now empty.	*All files stored in the internal memory are deleted if the batteries are weak or the AC adapter was disconnected.*

● **TROUBLESHOOTING**

Error Messages

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

Message	Cause/Remedy
Battery Weak!*	The installed batteries are getting weak.
Check Battery!	The installed batteries are about to run out of power. Replace with new batteries or connect the AC adapter before continuing.
Wrong Type Of Adapter Connected!	An incompatible AC adapter is connected. After the power is turned off automatically, use the AC adapter designed exclusively for 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.
Line Limit! Max 5 Lines*	There are already five lines of text when you press the **Enter** key. Limit the number of lines to five.
Tape Width Limit! Max 3 Lines*	There are more than three lines of text when you press the **Print** or **Preview** key while using 12 mm tape. Limit the number of lines to three, or replace with a larger width tape cassette.
Tape Width Limit! Max 2 Lines*	There are more than two lines of text when you press the **Print** or **Preview** key while using 9 mm or 6 mm tape. Limit the number of lines to two, or replace with a larger width tape cassette.
Tape Width Limit! Max 1 Line*	There is more than one line of text when you press the **Print** or **Preview** key while using 3.5 mm tape. Limit the number of lines to one, or replace with a larger width tape cassette.
Block Limit! Max 5 Blocks*	There are already five blocks of text. Limit the number of blocks to five.
Text Full!*	The maximum number of characters have already been entered. Edit the text and use fewer characters.

*Press any key to clear the error message.

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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!*	An 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!*	An 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!*	An 6 mm tape cassette is not installed when an Auto-Format for 6 mm tape is selected. Install a 6 mm tape cassette.
Insert 3.5mm Tape Cassette!*	An 3.5 mm tape cassette is not installed when an Auto-Format for 3.5 mm tape is selected. Install an 3.5 mm tape cassette.
Too Much Text For This Layout!*	The maximum number of characters for the selected layout have already been entered. Edit the text to use fewer characters or use a different layout.
Incorrect Value!*	The value entered for setting the tape length, tab length, multiple copies or numbering function is invalid. Enter a valid value for the setting.
Select Other Margin!*	The tape length set using the tape length setting is shorter than the total length of the left and right margins applied for the "Large Margin" setting. Select a different margin setting.
Text Too Long!*	The length of the label to be printed using the text entered is longer than the length setting. Edit the text to fit within the set length or change the length setting.
Text Too High!*	The text size is too large. Select a different size option.
Check # of Digits Entered!*	The number of digits entered in the bar code data does not match the number of digits set in the bar code parameters. Enter the correct number of digits.

*Press any key to clear the error message.

Message	Cause/Remedy
Input A,B,C or D At Start&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 5 Bar Codes Per Label!*	There are already 5 bar codes entered in the text data when you try to enter a new bar code. You can only use up to five bar codes in each label.
Category Full!*	The memory available for categories is full. To make more memory available, delete any unnecessary registered label files by highlighting the label file and pressing the **OK** key.
Installed tape is not compatible with this machine!*	Tape that is incompatible with the machine has been installed. Use compatible tape.
OK to Feed?*	Feeding tape after printing when [Chain print] is selected. Refer to "Setting Margin" on page 45.

*Press any key to clear the error message.

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APPENDIX

Specifications

Main Unit

Item	Specification
Display	
Character display	16 characters x 1 guidance and 2 lines text (128 dot x 48 dot)
Screen contrast	5 levels (+2, +1, 0, -1, -2)
Printing	
Print method	Thermal Transfer
Print head	112 dot / 180 dpi
Print height	15.8 mm max. (when using 18 mm tape)
Print speed	Approx. 10 mm / sec.
Tape cassette	Standard TZ tape cassette (3.5, 6, 9, 12, 18 mm widths)
No. of lines	18 mm tape: 1 - 5 lines; 12 mm tape: 1 - 3 lines; 9 mm tape: 1 - 2 lines; 6 mm tape: 1 - 2 lines; 3.5 mm tape: 1 line
Margin	Full, Half, Narrow, Chain
Memory	
Memory buffer size	Maximum 1800 characters
File storage	Maximum 9 files
Other Features	
Templates	Label Collections, Auto-Format, Block Layouts
Power Supply	
Power supply	AC adapter (AD-24ES/AD-5000ES :For Australia, New Zealand Only), Six AA-size alkaline batteries (LR6).
Auto Power-off	Battery: 5 min.
Size	
Dimensions	Approx. 164.0 mm (W) x 215.6 mm (D) x 57.5 mm (H)
Weight	Approx. 565.5 g (without tape cassette and batteries)
Other	
Operating temperature / humidity	10 ~ 35 °C / 20 ~ 80% humidity (without condensation) Maximum wet bulb temperature: 27 °C

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