

# User's Guide Guía del usuario









Read this User's Guide before you start using your P-touch. Keep this User's Guide in a handy place for future reference. Lea esta Guía de usuario antes de utilizar la rotuladora P-touch. Guarde esta Guía de usuario en un lugar accesible para futuras consultas. Thank you for purchasing the PT-18RKT.

The PT-18RKT (hereafter, referred to as "printer") is a label printer that enables you to easily print custom labels after it is connected to a computer.

This manual contains various precautions and basic procedures for using this printer. Read this manual carefully before starting and keep the manual in a handy place for future reference.

If new versions of the PT-18RKT 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.

Federal Communications Commission (	FCC	) Declaration of	f Conformity	(For USA	Only)
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Responsible Party:	Brother International Corporation 100 Somerset Corporate Boulevard Bridgewater, NJ 08807-0911 USA TEL: (908) 704-1700
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declares, that the products

Product Name: Brother P-touch Electronic Labeling System PT-18R

comply with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- · Reorient or relocate the receiving antenna.
- · Increase the separation between the equipment and receiver.
- Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

#### Important

- The enclosed interface cable should be used in order to ensure compliance with the limits for a Class B digital device.
- A shielded interface cable should be used in order to ensure compliance with the limits for a Class B digital device.
- Changes or modifications not expressly approved by Brother Industries, Ltd. could void the user's authority to operate the equipment.

## **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-18RKT 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.

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

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#### Who is covered:

- This limited warranty ("warranty") is given only to the original end-use/retail purchaser (referred to in this warranty as "Original Purchaser") of the accompanying product, consumables and accessories (collectively referred to in this warranty as "this Product").
- If you purchased a product from someone other than an authorized Brother reseller in the United States or if the product was used (including but not limited to floor models or refurbished product by someone other than Brother), prior to your purchase you are not the Original Purchaser and the product that you purchased is not covered by this warranty.

#### What is covered:

- This Product includes a Machine and Consumable and Accessory Items. Consumable and Accessory Items may include but are not limited to label and tape rolls/cassettes, cutters, adaptor, carrying cases, batteries and print servers. <u>Except as otherwise provided herein, Brother</u> warrants that the Machine and the accompanying Consumable and Accessory Items will be free from defects in materials and workmanship, when used under normal conditions.
- This warranty applies only to products purchased and used in the United States. For products
  purchased in, but used outside, the United States, this warranty covers only warranty service
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#### What is the length of the Warranty Periods:

- · Machines: One year from the original purchase date.
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- (1) Physical damage to this Product;
- (2) Damage caused by improper installation, improper or abnormal use, misuse, neglect or accident (including but not limited to transporting this Product without the proper preparation and/or packaging);
- (3) Damage caused by another device or software used with this Product (including but not limited to damage resulting from use of non Brother<sup>™</sup>-brand parts and Consumable and Accessory Items);
- (4) Consumable and Accessory Items that expired in accordance with a rated life; and,
- (5) Problems arising from other than defects in materials or workmanship.

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#### What to do if you think your Product is eligible for warranty service:

Report your issue to our Customer Service Hotline at <u>1-877-BROTHER (1-877-276-8437)</u> or to a Brother Authorized Service Center within the applicable warranty period. Supply Brother or the Brother Authorized Service Center with a copy of your dated bill of sale showing that this Product was purchased within the U.S. For the name of local Brother Authorized Service Center(s), call <u>1-</u> 877-BROTHER (1-877-276-8437) or visit www.brother-usa.com.

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After contacting Brother or a Brother Authorized Service Center, you may be required to deliver (by hand if you prefer) or send the Product properly packaged, freight prepaid, to the Authorized Service Center together with a photocopy of your bill of sale. You are responsible for the cost of shipping, packing product, and insurance (if you desire). You are also responsible for loss or damage to this Product in shipping.

#### What Brother will do:

If the problem reported concerning your Machine and/or accompanying Consumable and Accessory Items is covered by this warranty <u>and</u> if you first reported the problem to Brother or an Authorized Service Center within the applicable warranty period, Brother or its Authorized Service Center will repair or replace the Machine and/or accompanying Consumable and Accessory Items at no charge to you for parts or labor. The decision as to whether to repair or replace the Machine and/or accompanying Consumable and Accessory Items is made by Brother in its sole discretion. Brother reserves the right to supply a refurbished or remanufactured replacement Machine and/or accompanying Consumable and Accessory Items and use refurbished parts provided such replacement products conform to the manufacturer's specifications for new product/parts. The repaired or replacement Machine and/or accompanying Consumable and Accessory Items and use refurbished and Accessory Items will be returned to you freight prepaid or made available for you to pick up at a conveniently located Authorized Service Center.

If the Machine and/or accompanying Consumable and Accessory Items are not covered by this warranty (either stage), you will be charged for shipping the Machine and/or accompanying Consumable and Accessory Items back to you and charged for any service and/or replacement parts/products at Brother's then current published rates.

#### The foregoing are your sole (i.e., only) and exclusive remedies under this warranty.

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When a replacement Machine is authorized by Brother, and you have delivered the Machine to an Authorized Service Center, the Authorized Service Center will provide you with a replacement Machine after receiving one from Brother. If you are dealing directly with Brother. Brother will send to you a replacement Machine with the understanding that you will, after receipt of the replacement Machine, supply the required proof of purchase information, together with the Machine that Brother agreed to replace. You are then expected to pack the Machine that Brother agreed to replace in the package from the replacement Machine and return it to Brother using the pre-paid freight bill supplied by Brother in accordance with the instructions provided by Brother. Since you will be in possession of two machines, Brother will require that you provide a valid major credit card number. Brother will issue a hold against the credit card account number that you provide until Brother receives your original Product and determines that your original Product is entitled to warranty coverage. Your credit card will be charged up to the cost of a new Product only if: (i) you do not return your original Product to Brother within five (5) business days; (ii) the problems with your original Product are not covered by the limited warranty; (iii) the proper packaging instructions are not followed and has caused damage to the product; or (iv) the warranty period on your original Product has expired or has not been sufficiently validated with a copy of the proof of purchase (bill of sale). The replacement Machine you receive (even if refurbished or remanufactured) will be covered by the balance of the limited warranty period remaining on the original Product, plus an additional thirty (30) days. You will keep the replacement Machine that is sent to you and your original Machine shall become the property of Brother. Retain your original Accessory Items and a copy of the return freight bill, signed by the courier.

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

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#### Important Information

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

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

Customer Service 1-901-379-1210 (fax)

World Wide Web www.brothermobilesolutions.com

Supplies / Accessories 1-800-543-6144

Brother Mobile Solutions, Inc., 100 Technology Drive, #250A, Broomfield, CO 80021

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

Model # _		 	
Serial #		 	
Date of pu	rchase:	 	
Name of re	eseller:	 	
Reseller a	ddress:		

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

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INTRODUCTION

# INTRODUCTION

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

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

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

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

ARRY SAMPSON

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

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

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#### INTRODUCTION

# **Creating Your First Label**

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

#### Creating a label with the P-touch



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

2 Enter the label text.



Print the label.
 Print the label you have created.
 brother
 Print the label you have created.
 brother
 Preview function
 Preview function
 Preview function
 Preview function



#### INTRODUCTION

# To use the machine safely

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

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

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

The following symbols indicate specific directions.



This symbol denotes that the action is prohibited.

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

: This symbol denotes that the action is required.

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#### Rechargeable battery

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



- Do not throw the battery into a fire, or heat, solder or weld, disassemble or modify the battery.
- Do not allow metallic articles to short-circuit the terminals of the battery.
- · Do not carry or store the battery together with metallic articles.
- Do not remove or damage the plastic cover on the battery, or use a battery with the plastic cover removed or damaged.
- Use only the battery charger designed exclusively for the rechargeable battery provided. Do not use any other battery charger.
- Do not charge the battery in high temperature locations.
- Do not use the battery with the positive (+) and negative (-) terminals connected incorrectly.
- If the battery leaks or emits an odor, it must be moved away from fire immediately.
- · Do not let the battery get wet.



 If the battery leaks, be careful not to let battery fluid contact your eyes. Battery fluid contacting your eyes may result in the loss of eyesight. If battery fluid comes into contact with your eyes, flush your eyes with clean water and seek medical attention immediately.



#### INTRODUCTION

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#### Rechargeable battery

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

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

#### Battery charger

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

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

#### AC adapter

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

#### Tape cutter

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

#### Usage/storage location

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

#### Memory



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

#### Таре

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

# **General Precautions**

- Do not use the P-touch in any way or for any purpose not described in this guide. Doing so may result in accidents or damage the machine.
- Use only genuine TZe/HGe tapes, with the LEg / HGg mark, in the P-touch.
- Do not pull or press on the tape in the cassette.
- Do not put any foreign objects into the tape exit slot, AC adapter connector, or USB port, etc.
- Do not try to print labels using an empty tape cassette or without a tape cassette set in the P-touch. Doing so will damage the print head.
- Do not touch the print head with your fingers.
- Note that all data stored in memory will be lost if you disconnect BOTH the AC adapter AND the rechargeable battery.
- Do not use paint thinner, benzene, alcohol or any other organic solvent to clean the P-touch.
- Do not place the P-touch in direct sunlight, near heaters or other hot appliances, in any location exposed to extremely high or low temperatures, high humidity, or dusty locations. Standard operating temperature range: 50°F to 95°F.
- Be careful not to scratch the CD-ROM. Do not place the CD-ROM in any location exposed to high or low temperatures. Do not place heavy objects on the CD-ROM or bend it.
- The software on the CD-ROM is intended for use with the P-touch and may be installed on more than one PC.
- We strongly recommend that you read this User's Guide carefully before using your P-touch, and then keep it nearby for future reference.

# Symbols Used in this Guide

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

- This symbol indicates information or directions that may result in damage or injury if ignored, or operations that will result in errors.
- This symbol indicates information or directions that may help you understand and use the P-touch more efficiently.



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#### INTRODUCTION

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# **Unpacking Your P-touch**

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

#### P-touch PT-18RKT



Tape cassette



CD-ROM



USB cable



Rechargeable battery





The plug may differ by countries.

#### Battery charger



Software Installation Guide



User's Guide



Carrying case



# **General Description**



Charging terminals

# LCD Display & Keyboard

# LCD Display



#### 1. Line number

Displayed at the beginning of each line, this mark indicates the line number within the label layout.

#### 2. Cursor

Indicates the current position of the cursor. New characters are entered to the left of the cursor, and the character to the left of the cursor is deleted when the **(B)** key is pressed.

#### 3. Return mark

Indicates the end of a line of text.

#### 4. Caps mode

Indicates that the Caps mode is on.

#### 5.~8. Style guidance

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

#### 9. Tape length

Indicates the tape length for the text entered.

#### 10.Cursor selection

Indicates that you can use the cursor keys to select the items on the screen. Use the  $(\uparrow)$  and  $(\bigcirc)$  keys to select a menu item, and the  $(\bigcirc)$  and  $(\bigcirc)$  keys to change the setting.

#### **Key Names and Functions**



(Power):

Turns the P-touch on and off.

- Prints the current label design onto the tape.
- Opens the Print Options menu when used in combination with the is key.

#### Oracle (Preview):

Displays a preview of the label.

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- Feeds 0.89" (22.5 mm) of blank tape and then automatically cuts the tape.
- Text : Opens the Text menu, where you can • set character attributes for the label.

#### Labe

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

#### ☆ (Auto-Format):

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

#### Tools .

Opens the Tools menu, where you can ٠ set operating preferences for the P-touch. <u>de</u>r

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

#### (Backspace):

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

#### (Caps)

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

#### (†) ~ (M):

- Use these keys to type letters or numbers.
- Uppercase letters, symbols or accent characters can be entered using these keys in combination with the (as), (shift), or (code) keys.

(Shift)

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

#### (Code)

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

(Symbol)

- ٠ Use this to select and enter a symbol from a list of available symbols.
- (Accent)
- Use this to select and enter an accented character from the list of available characters.

Space ):

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

#### (⊷) (Return):

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

#### (Escape):

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

(↔) (↔) (†) (↓):

Moves the cursor in the direction of the arrow when entering or editing characters, entering symbols or accented characters, and when setting label attributes in the function menus.

<sup>(</sup>Print)

# **Power Supply**

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

#### **Rechargeable Battery**

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

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

#### Installing the rechargeable battery

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



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



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



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



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



① Make sure that the release lever is up when closing the back cover. The back cover cannot be closed if the release lever is pressed down.

#### Charging the battery

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

2 Place the P-touch on the battery charger. While the battery is charging, the charging indicator remains lit.

Charging time approx. 2 hours

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



- Be sure to charge the battery before using the P-touch.
  - Connect the AC adapter directly to the P-touch to use it when the battery's charge becomes low.
  - Return the P-touch to the battery charger after use. Even when not used the battery will run down if the P-touch is not placed on the battery charger.
  - · Leaving the P-touch on the charger even when the battery is fully charged will not damage it.
  - The battery may not be charged sufficiently when the power supply is less than the rated voltage.
  - Even if there is no rechargeable battery inserted in the P-touch, the charging indicator may remain lit for approximately 10 minutes when set in the battery charger with the AC adapter connected.

#### Replacing the rechargeable battery

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

- Be sure to charge the new battery for 2 hours after replacement.
- **1** Press on the back cover opening grip and open the back cover.
- 2 Slide the battery case cover in the direction of the arrow and open the case.
- 3 Remove the expired battery and disconnect the connector.



- **4** Connect the connector on the battery wires and insert the new battery into the case. Refer to "Installing the rechargeable battery" on page 16.
- **5** Attach the battery case cover and close the back cover.
- Be sure to dispose of the expired battery as directed by local regulations for the disposal of nickel metal hydride batteries.
  - Do not remove or damage the plastic cover on the expired battery, or attempt to disassemble the expired battery.

#### AC Adapter

Connect the AC adapter directly to the P-touch.



- **1** Insert the plug on the AC adapter cord into the connector marked DC IN 9.5V-12V on the P-touch.
- **2** Insert the AC adapter plug into a standard electrical outlet.
- Turn the P-touch off before disconnecting the AC adapter.
  - Disconnect the AC adapter from the P-touch and electrical outlet when you do not intend to use the P-touch for an extended period.
    - Do not pull or bend the AC adapter cord.
    - Use only the AC adapter (AD-18) designed exclusively for your P-touch. Failure to observe this may result in an accident or damage. Brother shall not assume any responsibility for any accident or damage resulting from not using the specified AC adapter.
    - Do not connect the AC adapter to a non-standard electrical outlet. Failure to observe this may result in an accident or damage. Brother shall not assume any responsibility for any accident or damage resulting from not using a standard electrical outlet.

# Inserting a Tape Cassette

Tape cassettes of 0.23", 0.35", 0.47" or 0.70" (6 mm, 9 mm, 12 mm, or 18 mm) width can be used in your P-touch. Use only tape cassettes with the ﷺ mark.





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Inserting a Tape Cassette

#### GETTING STARTED

1

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

- 2 After making sure that the power is off, press on the back cover opening grip and open the back cover. If there is already a tape cassette in the P-touch, remove it by pulling it straight up.
- **3** Insert the tape cassette into the tape compartment, with the end of the tape facing the P-touch's tape exit slot, and press firmly until you hear a click.
  - When inserting the tape cassette, make sure that the tape and ink ribbon do not catch on the print head.

Close the back cover.

- Make sure that the release lever is up when closing the back cover. The back cover cannot be closed if the release lever is pressed down.
  - Be sure to feed tape to remove any slack in the tape and ink ribbon after inserting the tape cassette. Refer to "Feeding Tape" on page 22.
  - Do not pull the label coming out of the tape exit slot. Doing so will cause the ink ribbon to be discharged with the tape.
  - Store tape cassettes in a cool dark location, away from direct sunlight and high temperature, high humidity, or dusty locations. Use the tape cassette as quickly as possible after opening the sealed package.



End of tape

Tape guide



# **Turning Power On/Off**

Press the (a) key to turn the P-touch on. Press the (a) key again to turn the P-touch off.

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

#### Auto Power-Off Time

	P-touch only	Connected to PC
With AC adapter	1 hour	1 hour
With battery	5 minutes	5 minutes with no operation. 1 hour after printing from PC.

Ĵ 2 3 4 5 6 1 8 9

# **Feeding Tape**

The Feed & Cut function feeds 0.89" (22.5 mm) of blank tape then cuts the tape.

- Be sure to feed tape to remove any slack in the tape and ink ribbon after inserting the tape cassette.
  - Do not pull the label coming out of the tape exit slot. Doing so will cause the ink ribbon to be discharged with the tape.
  - Do not block the tape exit slot during printing or when feeding tape. Doing so will cause the tape to jam.
- 2 Press the ← key to feed tape. The message "Feeding Tape... Please Wait" appears while the tape is fed, and then the tape is cut.

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

# **LCD Display**

#### LCD Contrast

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

Press the <sup>™</sup>/<sub>☉</sub> key to display the Tools menu, select "LCD Contrast" using the (→) or (→) key, and then press the (→) key.

Language Unit ↓LCD Contrast

 Select a contrast level using the (•) or (•) key. The screen contrast changes each time you press the (•) or (•) key, allowing you to set the most suitable contrast.



- **3** Press the  $\leftarrow$  key.
  - Press the 📾 key to return to the previous step.
  - Pressing the \_\_\_\_\_\_ key on the contrast setting screen sets the contrast to the default value "0".

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# Language Select the language ("English" or "Français") for menu commands and messages shown on the LCD display. The default setting is "English". Press the "of key to display the Tools menu, select 11 Language "Language" using the $(\hat{\uparrow})$ or $(\downarrow)$ key, and then press Unit LCD Contrast the (+--) key. 2 Select a language using the $(\uparrow)$ or $(\downarrow)$ key. <Language> English Francais Français 3 Press the (-) key. Press the 🖾 key to return to the previous step.

#### Unit

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

1	Press the $ \stackrel{\text{Tots}}{=} key to display the Tools menu, select "Unit" using the (f) or (j) key, and then press the (i) key.$	Language Unit LCD Contrast
2	Select a unit using the $(f)$ or $(f)$ key.	<unit> ↑inch</unit>
3	Press the 🔶 key.	(

Press the 🖾 key to return to the previous step.

# EDITING A LABEL

# **Entering and Editing Text**

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

#### **Entering Text from the Keyboard**

- To enter a lowercase letter or a number, simply press the desired key.
- To enter a blank space in the text, press the space key.
- To enter an uppercase letter or one of the symbols on the number keys, hold down the (shift) key and then press the desired key.
- To exit Caps mode, press the key again.
  - To enter a lowercase letter while in Caps mode, hold down the (soft) key and then press the desired key.

#### Adding a New Line

- () There is a maximum number of lines of text that can be entered for each tape width. A maximum of 5 lines on heart and 6 of 200000
  - maximum of 5 lines can be entered for 0.70"(18 mm) tape, 3 lines for 0.47" (12 mm) tape, and 2 lines for 0.35" (9 mm) and 0.23" (6 mm) tape.
    - If you press the (-) key when five lines already exist, an error message is displayed.

#### Moving the Cursor

#### **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.

#### **Deleting Text**

1

#### 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 skey. The character to the left of the cursor is deleted each time the skey is pressed.

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

#### Deleting all text at once

Use the extension key to delete all text at once.

Press the 🐣 key. The Clear options are displayed.



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



- Press the 📾 key to return to the text entry screen.
- 3 Press the ← key. All text is deleted. All format settings are also deleted if Text & Format was selected.

	HEL Å <sub>ÅÅ</sub>	"
Ð,		

# **Entering Symbols**

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

There are two methods of entering symbols:

- Using the 🞰 key.
- Using the Symbol function.

#### Entering Symbols Using 💩 Key

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

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

#### EDITING A LABEL

#### **Entering Symbols Using the Symbol Function**

The Symbol function offers a total of 103 symbols.



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

• Refer to the Symbol List table for a complete list of all groups and symbols available.

#### Symbol List

Group									Ş	Syn	nbc	ols								
(A) Punctuation		,	?	ļ	"	'	:	;	-	_	١	/	&	Ś	i	2	§	•		
(B) Business	0	#	%	8	C	тм	¢													
(C) Mathematics	+	-	×	÷	±	=	*													
(D) Bracket	(	)	[	]	<	>														
(E) Arrow	+	ŧ	t	ŧ																
(F) Unit	\$	¢	€	£	Fr	f	¥	0												
(G) International	<u>a</u>	<u>0</u>	ß	SS	α	β	γ	δ	μ	Ω	Ð	ð	Þ	þ	ij					
(H) Number	1⁄2	1⁄3	1⁄4	2	3	2	3													
(I) Pictograph	*	٠		Δ	٠															
(J) Electrical	Ť	$\downarrow$	./.	$\sim$		⊣⊢			0	Ι	θ	0	$\bigcirc$	-@-	4		₽	μ	Ω	
(K) Others	$\otimes$	Ѧ	A	8		5		ð	Ŷ											

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

# **Entering Accented Characters**

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

There are two methods of entering accented characters:

- Using the indicate key.
- Using the Accent function.

#### Entering Accented Characters Using 🞰 Key

Accented characters printed in blue above the keys on the keyboard can be entered using the  $\textcircled{}{}$  key.

To enter one of these accented characters, hold down the intervention with the strength of the strengend of the strength of the strength of the strength of the s

#### **Entering Accented Characters Using the Accent Function**

The Accent function offers a total of 119 accented characters.

1	Press the (iii) key. The accent group screen is displayed.	Caps <accent></accent>
	Caps mode can be used with the Accent function.	P1655 a-2/A-2
2	Type the letter for the desired composite character, or press the $\overleftarrow{\leftarrow}$ key and select it using the $\textcircled{\uparrow}$ or $\textcircled{\downarrow}$ keys.	Ens ↓ [Ù]úû→
3	Keep typing the same letter until the desired composite character is selected, or select it using the $\bigcirc$ or $\bigcirc$ keys.	ເໜ ‡ບ + ບໍ ບໍ[Ü] ບໍ ບັ →
4	Press the 🔶 key. The selected composite character is inserted into the line of text.	<b>(Eeps hel ă</b> 3a <u>2.2"</u> Jü

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

. . .

Character	Accented Characters	Character	Accented Characters
а	àáâãäåæǎą	N	ÑŃŇ
A	à á â ã ä å Æ ă Ą	0	òóôõöøœỏő
С	ÇĆČ	0	ÒÓÔÕÖØŒÒŐ
С	ÇĆČ	r	ŕř
d	ď đ	R	ŔŘ
D	ĎÐ	S	ŚŠŞ
е	èéêëěęẽ	S	ŚŠŞ
E	ĖÉÊËĔĘĒ	t	ťť
g	ğ	Т	T'Ť
G	Ğ	u	ùúûüůű
i	ÌÍÎÏI	U	Ù Ú Û Ü Ů Ű
I	ÌÍÎÏI	У	ÿý
I	ľĬł	Y	Ý
Ĺ	ĽĽŁ	Z	źżž
n	ñńň	Ž	ŹŻŽ

# Accented Character List

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#### **Setting Character Attributes** Using the 📉 key, you can select a font and apply size, width and style attributes. 1 Press the <sup>™</sup> key. Font :+ + | | | = | The current settings are displayed. Size : Width : 1 OFF Style1: 2 Select an attribute using the $(\mathbf{\hat{1}})$ or $(\mathbf{\hat{1}})$ keys, and then ↓Style2:++**ITL** set a value for that attribute using the $\leftarrow$ or $\rightarrow$ keys. 3 Press the (-) key to apply the settings. BEL 🗛 🗛 2.3" New settings are NOT applied if you do not press the ( key. i)abc

- Press the 🖾 key to return to the previous step.
  - Press 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).
  - When selecting "S", "M" and "L" in the text size attributes, the actual size when printed will differ depending on the tape cassette width installed, and the number of lines on the label.

# Setting Options

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

 $\begin{array}{c} 1 \\ \hline 2 \\ \hline 3 \\ \hline 4 \\ \hline 5 \\ \hline 6 \\ \hline 7 \\ \hline 8 \\ \hline 9 \\ \hline 9 \\ \hline \end{array}$ 

# EDITING A LABEL

Attribute Value		Result		
	L	ABCabc		
Size	М	ABCabc		
	S	ABCabc		
	2	ABCabc		
Width	1	ABCabc		
Width	2/3	ABCabc		
	1/2	ABCabc		
	OFF	ABCabc		
Style1	BLD (Bold)	ABCabc		
Style I	OUT (Outline)	ABCabc		
	SHD (Shadow)	ABCabc		
	OFF	ABCabc		
Style2	ITL (Italic)	ABCabc		
	VRT (Vertical)	< BC a D D >		

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



- Press the 🖾 key to return to the previous step.
- Refer to the Setting Options table for a list of all available settings.

# Setting Options

Attribute	Value	Result			
	OFF	ABCabc			
	1	ABCabc			
Frame	2	ABCabc			
	3	ABCabc			
	4	ABCabc			

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7 8 9

# EDITING A LABEL

. . . .

Attribute	Value	Result
Attribute	5	ABCabc 1234567
	6	ABCabc 1234567
	7	<u>ABCabc</u>
	8	ABCabc
Frame	9	E ABCabc 3
Traine	10	ABCabc
	11	ABCabc
	12	🖁 ABCabc 🖁
	13	🕺 ABCabc 🐊
	14	a ABCabc
	L (Left)	ABCabc
Align	C (Centre)	ABCabc
	R (Right)	ABCabc
Length	Auto	The length of the label is automatically adjusted based on the amount of text entered.
Lengui	Fixed	The length of the label can be set within the range 1.6" (40 mm) - 11.8" (300 mm).

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EDITING A LABEL

# Creating a Bar Code Label

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

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

#### **Setting Bar Code Parameters**

1	<ul> <li>Press the <sup>™</sup>C<sup>*</sup> key to display the Tools menu, select "Bar Code Setup" using the (↑) or (↓) keys, and then press the (←) key. The Bar Code Setup screen is displayed.</li> </ul>			<pre></pre>	
<ul> <li>2 Select an attribute using the () or () keys, and then set a value for that attribute using the () or () keys.</li> <li>○ The "C-Digit" attribute is only available for the CODE39, I-2/5 and CODABAR protocols.</li> <li>() 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.</li> </ul>			<pre></pre>		
3	Pre	ss the $\leftarrow$ key to New settings are N $\leftarrow$ key.	o apply the settings. OT applied if you do not press the		
Q	<ul> <li>Press the by key to return to the previous step.</li> <li>Press the by key to set the selected attribute to the default value.</li> <li>Refer to the Bar Code Settings table for a list of all available settings.</li> </ul>				
	/	Attribute	Value	Ð	

Protocol

#### CODE39, CODE128, EAN8, EAN13, EAN128, UPC-A, UPC-E, I-2/5 (ITF), CODABAR

#### **EDITING A LABEL** • •

Attribute	Value		
Width	Large		
Width	Small		
Under#	ON		
below bar code)	OFF		
	OFF		
C.Digit	ON		
(check digit)	(only available for the CODE39, I-2/5 and CODABAR protocols)		

#### **Entering Bar Code Data**

1	Press the $\[times]^k$ key to display the Tools menu, select "Bar Code Input" using the $(f)$ or $(f)$ keys, and then press the $(f)$ key. The Bar Code Input screen is displayed. $\[times]$ Only one bar code can be entered in a label.	<bar code="" input=""> CODE39 ▶*≛◀</bar>
2	Type in the bar code data. Special characters can be entered in the bar code when using the CODE39, CODABAR, CODE128 or EAN128 protocols. When not using special characters, go to step 5.	<bar code="" input=""> CODE39 ▶*2004*◀</bar>
3	Press the implement key. A list of characters available for the current protocol is displayed.	(
4	Select a character using the $(\mathbf{t})$ or $(\mathbf{t})$ keys, then press the $(\mathbf{t})$ key to insert the character in the bar code data.	<bar code="" input=""> CODE39 ▶*2004/ *◀</bar>
5	Press the $\overline{-}$ key to insert the bar code in the label. Two bar code marks are displayed in the text.	(

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

Q

# Special Character List CODABAR

#### CODE39

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

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

#### CODE128, EAN128

Code	Special Character	Code	Special Character	Code	Special Character
0	(SPACE)	24	١	48	DC3
1	!	25	]	49	DC4
2	"	26	^	50	NAK
3	#	27	_	51	SYN
4	\$	28	NUL	52	ETB
5	%	29		53	CAN
6	&	30	SHO	54	EM
7	•	31	STX	55	SUB
8	(	32	ETX	56	ESC
9	)	33	EOT	57	{
10	*	34	ENQ	58	FS
11	+	35	ACK	59	
12	,	36	BEL	60	GS
13	_	37	BS	61	}
14		38	HT	62	RS
15	/	39	LF	63	2
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	ລ	46	DC1		
23	C	47	DC2		



#### Editing and Deleting a Bar Code

- To edit the bar code data in a bar code already placed in a label, position the cursor beneath either of the bar code marks on the data entry screen and then open the Bar Code Input screen. Refer to "Entering Bar Code Data" on page 34.
- To edit the "Width" and "Under#" settings for a bar code already placed in a label, position the cursor beneath either of the bar code marks on the data entry screen and then open the Bar Code Setup screen. Refer to "Setting Bar Code Parameters" on page 33.

# **Using Auto-Format Layouts**

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

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

• Bar codes can be used in the Asset Tag and Bin Box templates.

#### Using Templates - Example creating an Asset Tag

1	Press the $\stackrel{\text{df}}{=}$ key to display the Auto-Format screen, and then select "Templates" using the $(f)$ or $(f)$ keys.	<mark>‡Templates</mark> ↓Block Layouts
2	Press the 🔶 key. The last template used is displayed.	Binder Spine
3	Select a template using the $(\mathbf{f})$ or $(\mathbf{f})$ keys.	Asset Tag
4	Press the 🔶 key. The Style screen is displayed.	Style Style A
5	Select an attribute using the $(\mathbf{\hat{f}})$ or $(\mathbf{\hat{i}})$ keys, and then set a value for that attribute using the $(\mathbf{\hat{f}})$ or $(\mathbf{\hat{j}})$ keys.	(Style) Style :⊷BED A

EDITING A LABEL



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

**EDITING A LABEL** 

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#### Templates

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Attribute	Value	Details
	Binder Spine	CTROUZHAH-OZ ZAHRT-AH
	Bilder Opilie	(0.70" x 10.0" [18 mm x 254 mm])
	File Tab	PAYABLES
		(0.47" x 3.5" [12 mm x 89 mm])
	Hanging Folder	AUGUST
		(0.47" x 1.7" [12 mm x 45 mm])
	Asset Tag	(0.70" x 2.7" [18 mm x 70 mm])
	Bin Box	(0.70" x 3.0" [18 mm x 76 mm])
Template Name	Equipment Label	(0.70" x 2.2" [18 mm x 58 mm])
	Faceplate (VRT)	(0.47" x 2.7" [12 mm x 70 mm])
	Cable Wrap	(0.70" x 1.5" [18 mm x 39 mm])
	Name Badge 1	(0.70" x 2.2" [18 mm x 58 mm])
	Name Badge 2	Robert Becker ABC Transport (0.47" x 2.7" [12 mm x 70 mm])



#### EDITING A LABEL

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

- Select "Edit" to change the text data or style settings.
- Select "Change Layout" to use a different layout.
- Select "Quit" to exit the Auto-Format function.
- Press the 📾 key to return to the previous step.
- Refer to the Block Layouts table for a list of available block layouts.
  - The "Clear All Text?" message is displayed when the 🐣 key is pressed while entering text. Press the 💬 key to delete all text, or press the 💿 key to not delete the text.
- If the width of the current tape cassette does not match the set width for the selected layout, an error message is displayed when you try to print or preview the label. Press the is key or any other key to clear the error message, and insert a tape cassette of the correct width.

  - When using the Auto-Format function the label is cut with a margin on the left and right ends regardless of the current Tape Cutting Option setting (refer to page 47).

#### Preview and print options in block layouts

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

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#### Block Layouts

Attribute	Value	Details
	2 Line A	1st Line 2nd Line
	2 Line B	1st Line 2nd Line
	3 Line	Int Line 3rd Line
Block layout (0.70" [18 mm] tape)	1+2 Line A	Left Right 1st Right 2nd
	1+2 Line B	Left Right 1st Right 2nd
	1+3 Line	Left Right 1st Right 2nd Right 3rd
	1+4 Line	Left Right Tat Right Zad Right Sth
	1+5 Line	Left Rept 14 Rept 2nd Rept 40 Rept 40 Rept 40 Rept 40
	2 Line A	1st Line 2nd Line
Block layout	2 Line B	1st Line 2nd Line
tape)	3 Line	tation and Line 3rd Line
	1+2 Line	Left Right 1st Right 2nd

# EDITING A LABEL

Attribute	Value	Details
	2 Line A	2nd Line
Block layout (0.35" [9 mm] tape)	2 Line B	1st Line Zrd Line
	1+2 Line	Left Right 1st Right 2nd
Block layout (0.23" [6 mm] tape)	1+2 Line	Left Right Tat Right 2nd

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LABEL PRINTING

# LABEL PRINTING

# Label Preview

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

Press the loc key. An image of the label is displayed on the screen. The length of the label is shown in the lower-right corner of the screen. Press the (→ or (→ keys to scroll the preview to the left or right. Press the (→ or (→ keys to change the magnification of the preview.

- Press the key to return to the text entry screen.
- To scroll the preview to the left or right end, hold down the key and press the  $\bigcirc$  or  $\bigcirc$  keys.
- To print the label directly from the preview screen, press the (Print) key or open the Print menu and select a print option. Refer to "Printing a Label" below for details.
- The print preview is a generated image of the label, and may differ from the actual label when printed.

# Printing a Label

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

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

#### Printing a Single Copy

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

#### LABEL PRINTING

#### 2 Press the min key.

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

Printing... 1/1 Copies

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

- When the battery is low the message "Recharge Battery!" appears after printing. Recharge the battery before continuing printing, or connect the AC adapter directly to the P-touch to continue printing.
  - There are several other messages that may appear when you press the (him) key. Refer to "Error Messages" on page 58 and check the meaning of any messages that appear.

#### **Printing Multiple Copies**

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

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

2	Hold down the $\bigcirc$ key and press the $\bigcirc$ key to display the print options screen, and then select "Copies" using the $\bigcirc$ or $\bigcirc$ keys.	Number ABC
3	Press the $\underbrace{\longleftarrow}$ key to display the Copies screen, and then select the number of copies to be printed using the $\underbrace{}$ or $\underbrace{}$ keys, or type the number using the number keys. Hold down the $\underbrace{}$ or $\underbrace{}$ keys to change the number of copies in increments of 5.	<copies></copies>
4	Press the e key. The message shown on the right is displayed while the labels are being printed.	Printing 2/5 Copies

- Press the 📾 key to return to the previous step.
- Unless set otherwise, the tape is automatically cut after each copy is printed. Refer to "Tape Cutting Options" on page 47 to change this setting.
  - The figures shown on the screen during printing indicate the "count / number of copies set".
- Pressing the \_\_\_\_\_\_\_ 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 $$ key and press the $$ key to display the print options screen, and then select "Number" using the $$ or $$ keys.	Copies Number Mirror	
3	Press the	<number> Start Point? ∄abc ∎0</number>	
4	Move the cursor to the first character to be incremented in the numbering sequence and press the $\frown$ key. The numbering end point screen is displayed.	<number> End Point? Dabc 10</number>	
5	Move the cursor to the last character to be incremented in the numbering sequence and press the ← key. The number of labels to be printed is displayed.	<number></number>	
6	Select the number of labels to be printed using the $(\widehat{})$ or $(\widehat{})$ keys, or type the number using the number keys. Hold down the $(\widehat{})$ or $(\widehat{})$ keys to change the number of labels in increments of 5.	<number> 5 10~ 14</number>	
7	Press the $\leftarrow$ key. The labels are printed. As each label is printed the number of copies printed is shown.	Printing 2/5 Copies	

#### LABEL PRINTING

- Press the 📾 key to return to the previous step.
  - Unless set otherwise, the tape is automatically cut after each copy is printed. Refer to "Tape Cutting Options" on page 47 to change this setting.
  - The figures shown on the screen during printing indicate the "count / number of copies".
  - Pressing the \_\_\_\_\_\_ 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 autonumbering 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	→	
Α	→	В	Z 🗲	А	→	
а	→	b	z 🗲	а	→	
A0	≯	A1	A9 <b>→</b>	B0	→	

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

_9	→	10	99 🗲	00 <b>→</b>	
Ζ	→	AA	ZZ 🗲	AA 🗲	
19	→	2 0	9 9 <b>→</b>	0 0 <b>→</b>	

#### **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 key and press the key to display the print options screen, and then select "Mirror" using the () or () key.



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



Press the  $\bigcirc$  key. The message shown on the right is displayed while the label is being printed.

Printing... 1/1 Copies

• Press the key to return to the previous step.

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- Text should be printed on clear tape when using the mirror printing function.
- The copy and auto-numbering functions cannot be used together with the mirror printing function.

# **Tape Cutting Options**

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

1	Press the ${}^{\text{Tots}}$ key to display the Tools menu, and then select "Cut Option" using the $(f)$ or $(f)$ keys.	File Cut Option Bar Code Setup Bar Code Input
2	Press the (+) key to display the Cut Option menu	(† Morgin L. / Cut Ontion

2	Press the
	and then select an option using the () or () keys.



**3** Press the  $\leftarrow$  key to apply the settings.

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

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

• Refer to the Tape Cutting table for a list of all available settings.

#### LABEL PRINTING

#### Tape Cutting

Setting	Description	Example
Margin L	Automatically cuts the tape after each label is printed. The labels have a 0.94" (24 mm) margin on the left and right ends.	ABC ABC 0.94" 0.94" (24 mm) (24 mm)
Margin S	<ul> <li>When printing labels one at a time: Automatically cuts a piece of blank tape before printing the label, and then cuts the tape after the label is printed.</li> <li>When printing several labels continuously: Automatically cuts a piece of blank tape before printing the first label, and then cuts the tape after each label is printed.</li> <li>The labels have a 0.16" (4 mm) margin on the left and right ends.</li> </ul>	0.89" (22.5 mm) <b>ABC ABC</b> 0.16" 0.16" (4 mm) (4 mm)
Chain	<ul> <li>When printing labels one at a time: Automatically cuts a piece of blank tape before printing the label, and then does not cut the tape after the label is printed.</li> <li>When printing several labels continuously: Automatically cuts a piece of blank tape before printing the first label, and then cuts the tape after each label is printed.</li> <li>The labels have a 0.16" (4 mm) margin on the left and right ends.</li> <li>The tape is not fed and cut after the last label is printed.</li> </ul>	0.89" (22.5 mm)
No Cut	<ul> <li>Use this setting to print a strip of labels with no cuts in between.</li> <li>Using the "Cut" key will feed and cut the last label printed.</li> </ul>	ABC ABC 1.04" 0.31" (26.5 mm) (8 mm)

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

# **Attaching Labels**

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

**2** Peel the backing from the label.

- **\_\_\_\_** Position the label and then press firmly from top to bottom with your finger to attach the label.
  - The backing of some types of tapes may be pre-cut to make it easier to peel the backing.
    - Labels may be difficult to attach to surfaces that are wet, dirty, or uneven. The labels may peel off easily from these surfaces.
    - Be sure to read the instructions provided with Fabric Iron-On Tapes, Extra Strength Adhesive Tapes or other special tapes and observe all precautions noted in the instructions.

# USING THE FILE MEMORY

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

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

# Storing a Label into Memory

1	After entering the text and formatting the label, press the $\$ key to display the Tools menu, and then select "File" using the (f) or (i) keys.	File Cut Option Bar Code Setup Bar Code Input
2	Press the $(-)$ key to display the File screen, and the select "Save" using the $(-)$ or $(-)$ keys.	<pre></pre>
3	Press the 🔶 key. A file number is displayed.	<save></save>
4	Select a file number using the $(\mathbf{t})$ or $(\mathbf{t})$ key, and then press the $(\mathbf{t})$ key to save the label under the selected file number. The file is saved and the screen returns to the text entry screen.	<save></save>

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

	Opening a Stored Label File			
1	Press the <sup>™</sup> key to display the Tools menu, and then select "File" using the () or () keys.	Trile Cut Option Bar Code Setup Bar Code Input		
2	Press the $(-)$ key to display the File screen, and then select "Open" using the $(-)$ or $(-)$ keys.	<pre></pre>		
3	Press the (-) key.         The file number of a stored label is displayed.         The label text is also displayed to identify the label.         Only file numbers of files with label data stored are displayed.	<pre></pre>		
4	Select a file number using the $\bigcirc$ or $\bigcirc$ key, and then press the $\bigcirc$ key to open the selected file. The file is opened and displayed on the text entry screen.	FLOĂAA ÂA 2.7" DABC		

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

**USING THE FILE MEMORY** 

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#### USING THE FILE MEMORY

# Deleting a Stored Label File

1 Press the <sup>™</sup> key to display the Tools menu, and then File select "File" using the  $(\uparrow)$  or  $(\downarrow)$  keys. Cut Option Bar Code Setup Bar Code Input Press the (-) key to display the File screen, and 2 <File> then select "Delete" using the  $(\uparrow)$  or  $(\downarrow)$  keys. † Open Save Save Delete **3** Press the  $\leftarrow$  key. < Delete > The file number of a stored label is displayed. ‡No. 3 The label text is also displayed to identify the label. ABC∉DEF GHIJ Only file numbers of files with label data stored are displayed. 4 Select a file number using the  $(\uparrow)$  or  $(\downarrow)$  key, and then press the (-) key. (?)Delete? The message "Delete?" is displayed. 5 Press the (-) key to delete the file. The file is deleted and the screen returns to the text entry screen.

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

• The message "No Files!" is displayed when there are no files stored in memory.

# MAINTAINING YOUR P-touch

# **Resetting the P-touch**

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

With the power turned off, hold down the and keys and press the key. The P-touch turns on with the internal memory reset.

Release the 🛞 key before releasing the other keys.

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

# Maintenance

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

Always turn the P-touch off before cleaning.

#### **Cleaning the Main Unit**

1

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

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

#### **Cleaning the Print Head**

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

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



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#### MAINTAINING YOUR P-touch

#### **Cleaning the Tape Cutter**

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

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



#### **Cleaning the Charging Terminals**

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



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

# TROUBLESHOOTING

# What to do when...

Problem	Cause	Solution
The screen 'locks', or the P-touch does not respond normally.	Refer to "Resetting the P-touch" on page 53 and reset the internal memory to the initial settings. If resetting the P-touch does not solve the problem, disconnect the AC adapter and remove the rechargeable battery for more than 5 minutes.	
The display remains blank after turning on the power.	Is the AC adapter connected correctly?	Check that the AC adapter designed exclusively for your P-touch is connected correctly.
	Are you using the correct AC adapter?	Make sure that you are using the AC adapter designed exclusively for your P-touch (included in package).
	Is the rechargeable battery fitted correctly?	Remove and re-fit the rechargeable battery.
	Is the rechargeable battery charged sufficiently?	The battery's charge may be low. Charge the battery. (The battery's charge may run low even when you are not using the P-touch.)
The battery cannot be charged.	Is the AC adapter connected to the battery charger correctly?	Check that the AC adapter is connected to the battery charger correctly.
	Are the charging terminals clean?	If they are not clean, turn off the P-touch and wipe the charging terminals with a dry cloth or cotton swab.

# TROUBLESHOOTING

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

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Problem	Cause	Solution
The ink ribbon is separated from the ink roller.	Is the ink ribbon in the tape cassette loose, or did you pull on the label coming out of the tape exit slot?	If the ink ribbon is broken replace the tape cassette. If not, leave the tape uncut and remove the tape cassette, then wind the loose ink ribbon onto the spool as shown in the figure.
		Spool
The P-touch stops while printing a label.	Is there enough tape remaining in the tape cassette?	The striped tape indicates you have reached the end of the tape. Replace the tape cassette when the striped tape appears.
	Is the battery low and the AC adapter not connected?	Load the battery or connect the AC adapter directly to the P-touch.
The label is not cut automatically.	Is Cut Option set to Chain or No Cut?	When these options are set, the tape is not fed after printing the label. Check the Cut Option setting, or press the $\circledast$ key to feed and cut the tape.
Label files saved previously are now empty.	Have the battery and AC adapter been disconnected?	All data stored in the internal memory is lost if the battery and AC adapter are disconnected for longer than five minutes.
	Is the battery charged?	All data stored in the internal memory is lost if the battery runs down.
	Have you used the Reset function?	The reset function clears all data stored in the internal memory, including label files.

#### TROUBLESHOOTING

# **Error Messages**

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

Press any key to clear the error message.

Message	Cause/Remedy
Recharge Battery!	The rechargeable battery is running low. Charge the battery or connect the AC adapter before continuing.
Wrong Type Of Adapter Connected!	An incompatible AC adapter is connected. Use only the AC adapter designed exclusively for the rechargeable battery provided with your P-touch.
Cutter Error!	The tape cutter is closed when you try to print or feed tape. Turn the P-touch off and then on again before continuing. When tape is tangled in the cutter, remove the tape.
No Text!	There is no text, symbols or bar code data entered when you try to print or preview a label. Enter data before continuing.
Insert Tape Cassette!	There is no tape cassette installed when you try to print or preview a label, or feed tape. Install a tape cassette before continuing.
Tape Cassette Changed!	The tape cassette is changed while printing, etc. Make sure the correct tape cassette is inserted before printing.
Line Limit! Max 5 Lines	There are already five lines of text when you press the $\leftarrow$ key. Limit the number of lines to five.
Tape Width Limit! Max 3 Lines	There are already three lines of text when you press the $(m)$ or $(m)$ key while using 0.47" (12 mm) tape. Limit the number of lines to three.
Tape Width Limit! Max 2 Lines	There are already two lines of text when you press the $\bigcirc$ or $\bigcirc$ key while using 0.35" or 0.23" (9 mm or 6 mm) tape. Limit the number of lines to two.
Text Full!	The maximum number of characters have already been entered. Edit the text and use fewer characters.

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Message	Cause/Remedy
Length Limit!	The length of the label to be printed using the text entered is longer than 39.37" (1 m). Edit the text so that the length of the label is less than 39.37" (1 m).
Insert 3/4" Tape Cassette!	An 0.70" (18 mm) tape cassette is not installed when an Auto- Format for 0.70" (18 mm) tape is selected. Install an 0.70" (18 mm) tape cassette.
Insert 18mm Tape Cassette!	
Insert 1/2" Tape Cassette!	A 0.47" (12 mm) tape cassette is not installed when an Auto- Format for 0.47" (12 mm) tape is selected. Install a 0.47" (12 mm) tape cassette.
Insert 12mm Tape Cassette!	
Insert 3/8" Tape Cassette!	A 0.35" (9 mm) tape cassette is not installed when an Auto- Format for 0.35" (9 mm) tape is selected. Install a 0.35" (9 mm) tape cassette.
Insert 9mm Tape Cassette!	
Insert 1/4" Tape Cassette!	A 0.23" (6 mm) tape cassette is not installed when an Auto- Format for 0.23" (6 mm) tape is selected. Install a 0.23" (6 mm) tape cassette.
Insert 6mm Tape Cassette!	
Text Full For This Layout!	The maximum number of characters for the selected layout have already been entered. Edit the text to use fewer characters or use a different layout.
Incorrect Value!	The value entered for the tape length is invalid. Enter a valid value for the tape length.
Select Other Cut Option!	The tape length set using the "Fixed" tape length setting is shorter than the total length of the left and right margins applied for the "Margin L" cutting option. Select a different cutting option.

Error Messages

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#### TROUBLESHOOTING

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Message	Cause/Remedy
Text Too Long!	The length of the label to be printed using the text entered is longer than the length setting. Edit the text to fit within the set length or change the length setting.
No Files!	There are no files stored in the internal memory when you try to open or delete a file. Save a label file first.
Memory Full!	There is not enough internal memory available when you try to save a label file. Delete any unnecessary files to make more memory available for the new label file.
Over 10 Digits!	The result of the currency conversion exceeds 10 digits. Enter a smaller value for conversion.
Input Rate!	There is no exchange rate entered for the currency conversion. Enter an exchange rate.
4 Digits Minimum!	The bar code data entered is less than the minimum four digits. Enter a minimum of four digits for the bar code data.
Check # Of Digits Entered!	The number of digits entered in the bar code data does not match the number of digits set in the bar code parameters. Enter the correct number of digits.
Input A,B,C, or D At Begin&End!	The bar code data entered does not have the required start/ stop code (A, B, C, or D required at the beginning and end of the bar code data for the CODABAR protocol). Enter the bar code data correctly.
Maximum Of 1 Bar Code Per Label!	There is already a bar code entered in the text data when you try to enter a new bar code. You can only use one bar code in each label.

# **APPENDIX**

# Specifications

#### Main Unit

Item	Specification
Input Device (Keyboa	rd) 58-key, QWERTY layout keyboard
Display	
Display device	Dot matrix LCD
Character display	15 characters x 2 lines (48 dot x 128 dot)
Printing	
Print method	Thermal printer
Print head	128 dot / 180 dpi (112 dots used)
Print height	0.62" (15.8 mm) max. (when using 0.70" (18 mm) tape)
Print speed	Approx. 0.39" (10 mm) / sec.
Tape cassette	Standard TZe tape cassette (0.23", 0.35", 0.47", 0.70" [6 mm, 9 mm, 12 mm, 18 mm] widths), HGe tape cassette (0.35", 0.47", 0.70" [9 mm, 12 mm, 18 mm] widths)
Tape cutter	Built-in automatic cutter
No. of lines	0.70" (18 mm) tape : 1 - 5 lines; 0.47" (12 mm) tape : 1 - 3 lines 0.35" (9 mm) tape : 1 - 2 lines; 0.23" (6 mm) tape : 1 - 2 lines
Print direction	Horizontal, Vertical
Continuous printin	ng 1 ~ 99 labels
Print preview	Yes
Cut and feed	Margin L, Margin S, Chain, No Cut
Characters	
Internal character set:	Total of 283 characters (62 alphanumeric, 103 symbols, 119 accented characters, note that one character appears in both symbols and accented characters)

	in both symbols and accented characters)
Text buffer	153 characters max.
Fonts	Helsinki, Brussels, Florida, Belgium
Character size	L, M, S (Auto selection from 7 font sizes: 6, 9, 12, 18, 24, 36, 42 points)
Character style	Normal, Bold, Outline, Shadow, Italic, Vertical, Italic Bold, Italic Outline, Italic Shadow, Vertical Bold, Vertical Outline, Vertical Shadow
Character width	2, 1, 2/3, 1/2
Text alignment	Left, Centre, Right

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# APPENDIX

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	Item	Specification		
Ме	Memory			
	Memory size	Maximum 459 characters		
	File storage	Maximum 10 files		
Oth	ner Features			
	Frame	Total of 14 frame patterns (Including Underline)		
	Auto-Format	Templates: 10 Block layouts: 0.70" (18 mm): 8, 0.47" (12 mm) : 4, 0.35" (9 mm) : 3, 0.23" (6 mm) : 1		
	Screen contrast	5 levels (+2, +1, 0, -1, -2)		
Power Supply				
	Power supply	AC adapter (AD-18), rechargeable battery pack (BA-18R)		
	Auto Power-off	Battery: 5 min.*, AC adapter: 1 hour *When using P-touch only. When connected to a PC, 5 min. with no operation, 1 hour after printing from PC.		
Siz	e			
	Dimensions	5.87" (W) x 2.05" (D) x 4.82" (H) [149 mm (W) x 52 mm (D) x 122.5 mm (H)]		
	Weight	1.28lb (580g) (without a tape cassette and battery installed)		
Other				
	Operating temperature / humidity	50 ~ 95°F / 20 ~ 80% humidity (without condensation) Maximum wet bulb temperature: 80.6°F		

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#### **Rechargeable battery**

Item	Specification
Туре	Nickel metal hydride (Ni-MH)
Dimensions	3.58" (W) x 0.81" (D) x 0.81" (H) [90.9 mm (W) x 20.7 mm (D) x 20.7 mm (H)]
Weight	Approx. 0.2lb (90g)
Voltage	8.4 V, 500 mAh
Power consumption	Approx. 4 W (when charging)
Charging time	Approx. 2 hours

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#### W

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