brother

TZe TAPE

P-touch
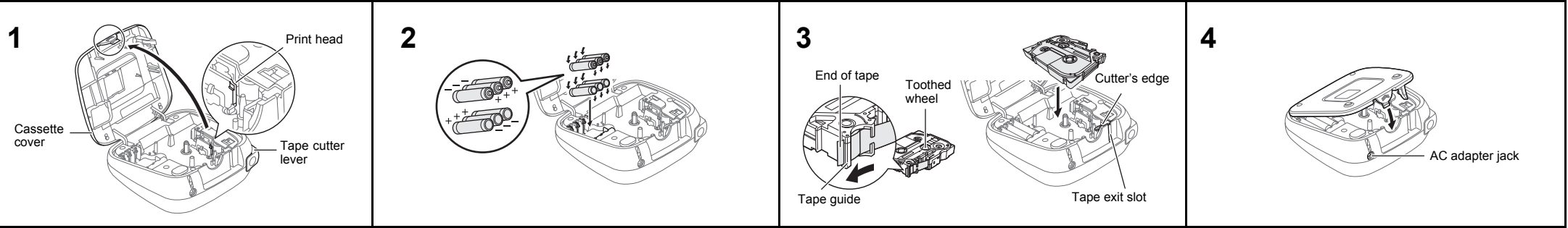
PT-D200
User's Guide

English

With your PT-D200, you can create labels for multiple applications. Select from the many frames, character sizes and styles to design beautiful custom labels. In addition, the variety of tape cartridges available allows you to print labels with different widths and exciting colors.

Read this manual carefully before starting and keep the manual in a handy place for future reference.

Printed in China
LAB838001A

Safety Precautions

⚠ **WARNING** Indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries.

Follow these guidelines to avoid the risk of fire, burns, injury, electric shocks, rupture, overheating, abnormal odors or smoke.
- Always use the specified voltage and the suggested AC adapter (AD-24ES) for the P-touch labeler to prevent any damage or failure.
- Do not touch the P-touch labeler during a lightning storm.
- Do not use the P-touch labeler/AC adapter in places of high humidity such as bathrooms.
- Do not overload the power cord.
- Do not place heavy objects on, or damage the power cord or plug. Do not forcibly bend or pull the power cord. Always hold the AC adapter when disconnecting from the power outlet.
- Make sure that the plug is fully inserted to the power outlet. Do not use an outlet that is loose.
- Do not allow the P-touch labeler/AC adapter/power plug/batteries to get wet, for example, by handling them with wet hands or spilling beverages on to them.
- Since loss of eyesight may result when leaked fluid from batteries gets into your eyes, immediately rinse your eyes with a large amount of clean water, and then seek medical attention.
- Do not disassemble or modify the P-touch labeler/AC adapter/batteries.
- Do not allow a metal object to contact both the plus and minus ends of a battery.
- Do not use sharp objects, such as tweezers or a metallic pen, to change the batteries.
- Do not throw the batteries into fire or expose to heat.
- Disconnect the AC adapter and remove batteries immediately and stop using the P-touch labeler if you notice abnormal odor, heat, discoloration, deformation or anything unusual while using or storing it.
- Do not use a damaged or leaking battery as the fluid may get on your hands.
- Do not use a deformed or leaking battery or one whose label is damaged. There is a possibility of generating heat.

⚠ **CAUTION** Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.

Follow these guidelines to avoid personal injury, liquid leakage, burns or heat.
- When the P-touch labeler is not being used, store it out of the reach of children. In addition, do not allow children to put the P-touch labeler parts or labels in their mouths. If any object has been swallowed, seek medical attention.
- Do not touch metal parts around the print head immediately after printing.
- Do not touch the cutter blade.
- If leaked fluid from batteries gets on your skin or clothes, immediately rinse them with clean water.
- Remove the batteries and disconnect the AC adapter if you do not intend to use the P-touch labeler.
- Do not use a battery other than that specified. Do not use combinations of old and new batteries or combinations of different types, different charging levels, different manufacturers or different models. Do not insert a battery with its plus and minus ends reversed.
- Do not drop or hit the P-touch labeler/AC adapter.
- Do not press on the LCD display.
- Do not put your finger inside the P-touch labeler when you close the cassette cover.
- Before using Ni-MH rechargeable batteries, carefully read the instructions for the batteries and battery charger, and be sure to use them correctly.
- When using Ni-MH rechargeable batteries, charge the batteries with a specialized battery charger before using the batteries.

General Precautions

- Depending on the location, material, and environmental conditions, the label may unpeel or become irremovable, the color of the label may change or be transferred to other objects. Before applying the label, check the environmental conditions and the material.
- Do not use the P-touch labeler in any way or for any purpose not described in this guide. Doing so may result in accidents or damage the P-touch labeler.
- Use only Brother TZe tapes with the P-touch labeler. Do not use tapes that do not have the ℡ mark.
- Only use a soft, dry cloth to clean the labeler; never use alcohol or other organic solvents.
- Use a soft wipe to clean the print head; never touch the print head.
- Do not put any foreign objects into the tape exit slot or AC adapter connector or battery compartment, etc.
- Do not place the P-touch labeler/batteries/AC adapter in direct sunlight or rain, near heaters or other hot appliances, in any location exposed to extremely high or low temperatures (e. g. , on the dashboard or in the back of your car) or high humidity, or in dusty locations.
- Do not apply excessive pressure to the cutter lever.
- Do not try to print if the cassette is empty; it will damage the print head.
- Do not pull the tape while printing or feeding; it will damage the tape and the P-touch labeler
- Any data stored in memory will be lost due to failure or repair of the P-touch labeler, or if the battery expires.
- The P-touch labeler is not equipped with a charging feature for rechargeable batteries.
- The printed text may differ from the text that appears in the LCD.
- The length of the printed label may differ from the displayed label length.
- A protective clear plastic sticker is placed over the display during manufacturing and shipping. This sticker should be removed prior to use.
- When power is disconnected for more than three minutes, all text, format settings and any text files stored in the memory will be cleared.

Power Supply and Tape Cassette

1

Cassette cover, Print head, Tape cutter lever

Open the cassette cover by pressing the above indicated area at the top end of the machine.
If a tape cassette is already installed, remove it by pulling it straight up. Also, if batteries are already installed, remove them.
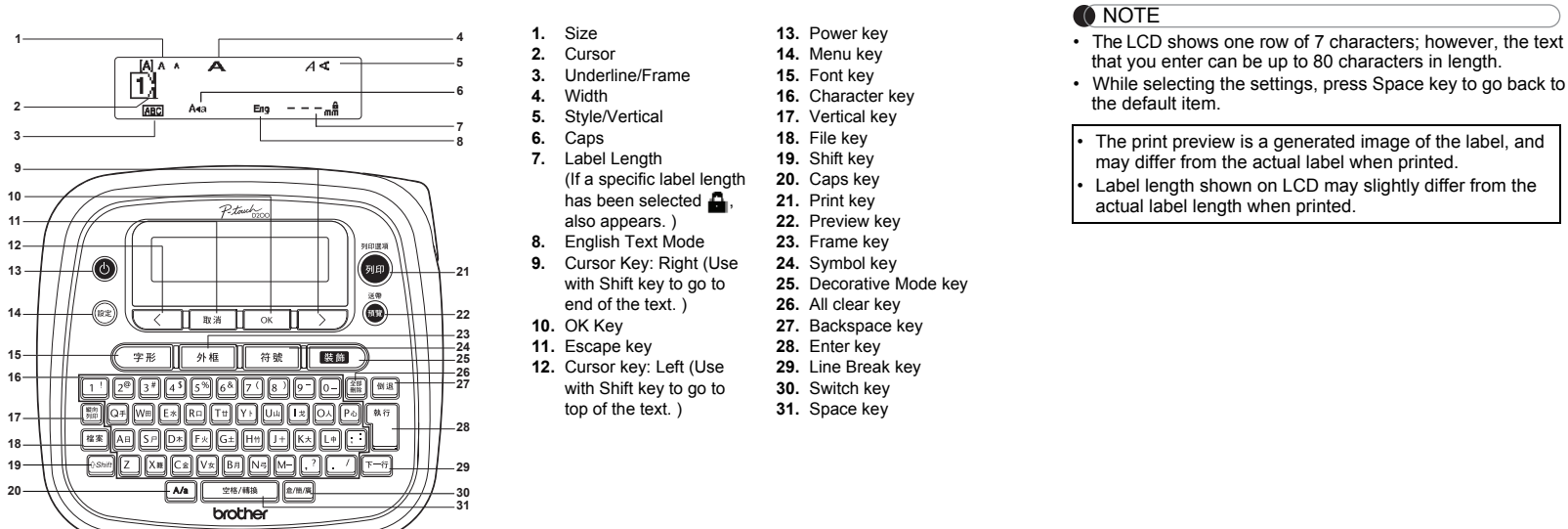- Make sure that the power is turned off when replacing batteries or tape cassettes.

2

Insert six new AAA alkaline batteries (LR03) or fully charged Ni-MH batteries (HR03), making sure that their poles point in the correct directions.
Users of alkaline batteries:
Always replace all six batteries at the same time with brand new ones.
Users of Ni-MH batteries:
Always replace all six batteries at the same time with fully charged ones.

3

End of tape, Toothed wheel, Cutter's edge, Tape guide, Tape exit slot

Insert a tape cassette, making sure that it snaps into place.
- Make sure that the end of the tape feeds under the tape guides.
- Use only Brother TZe tapes with this machine.

4

AC adapter jack

Securely close the cassette cover, making sure that it snaps into place.

● NOTE
When using optional AC adapter (AD-24ES)
1. Insert the plug on the adapter cord into the AC adapter jack on the top end of the machine.
2. Insert the plug into the nearest standard electrical outlet. For memory back up, we recommend using AAA alkaline batteries (LR03) or Ni-MH batteries (HR03) together when using the AC adapter.

LCD Display & Keyboard

1. Size
2. Cursor
3. Underline/Frame
4. Width
5. Style/Vertical
6. Caps
7. Label Length (If a specific label length has been selected 🔒, also appears.)
8. English Text Mode
9. Cursor Key: Right (Use with Shift key to go to end of the text.)
10. OK Key
11. Escape key
12. Cursor key: Left (Use with Shift key to go to top of the text.)
13. Power key
14. Menu key
15. Font key
16. Character key
17. Vertical key
18. File key
19. Shift key
20. Caps key
21. Print key
22. Preview key
23. Frame key
24. Symbol key
25. Decorative Mode key
26. All clear key
27. Backspace key
28. Enter key
29. Line Break key
30. Switch key
31. Space key

● NOTE
- The LCD shows one row of 7 characters; however, the text that you enter can be up to 80 characters in length.
- While selecting the settings, press Space key to go back to the default item.
- The print preview is a generated image of the label, and may differ from the actual label when printed.
- Label length shown on LCD may slightly differ from the actual label length when printed.

Initial Settings

1 Start your machine.
Supply power by using six AAA batteries or the optional AC adapter (AD-24ES), and then press 🔘.

Troubleshooting

▶ **Error message**

Message	Cause/Remedy
電池電量低！	The batteries are weak. If using AAA alkaline batteries: Replace them with new ones. If using Ni-MH batteries: Charge them fully.
請更換電池！	The installed batteries are running low.
錯誤的數值！	• There is no text above the cursor when you selected [自動跳號]. • Invalid character is selected for [自動跳號]. • Invalid number is selected for [長度]. • An invalid value was entered as the label length while using the Decorative Mode or Name Label function.
資料未輸入！	• You tried to print a text file when there is no data stored in the memory. • 🔘 is pressed when no text is entered. • You tried to select [自動跳號], [鏡像列印], or Text Preview when no text is entered. • [OK] or [ ] was pressed when no text was entered while using the Decorative Mode or Name Label function.
超過最大行數！	• You tried to enter a 3rd line by pressing [ ]. • You tried to print or preview two lines of text while 3.5 mm tape is installed. Install tape of a larger size.

▶ **What to do when. . .**

Problem	Solution
The display stays blank after you have turned on the machine.	• Check that the batteries are correctly inserted. • If the batteries are weak, replace them. • Check that the AD-24ES adapter is correctly connected.
When the label is printed out, there is too much margin (space) on both sides of the text.	• See "Setting Margin" in this users guide and select [空白中] or [空白小] to have smaller margins for your label.
The machine does not print, or the printed characters are not formed properly.	• Check that the tape cassette has been inserted correctly. • If the tape cassette is empty, replace it. • Check the cassette cover is properly closed.
The setting has cleared on its own.	• The batteries may be weak. Replace them. • When power is disconnected for more than three minutes, all text & formats in the display will be lost. Language and Unit settings will also be cleared.
A blank horizontal line appears through the printed label.	• There may be some dust on the print head. Remove the tape cassette and use a dry cotton swab to gently wipe the print head with an up-and-down motion. • It is easier to clean the print head using a print head cleaning cassette (TZe-CL3).

Message	Cause/Remedy
無安裝色帶！	You tried to print a label when there is no cassette installed.
裁刀出錯！	Tape cutter lever is used in the middle of printing process.
超過最大字數！	The maximum number of characters (80 characters and 50 characters for Decorative Mode or Name Label function) have already been entered.
超過設定長度！	With the Decorative Mode or Name Label function: Since the number of entered characters exceeds the label length, reduce the text. All other functions: Since the number of entered characters exceeds the label length, reduce the text, or select [自動] as the label length.
無外框列印？	Printing on 3. 5 mm tape with invalid Frame setting ON. (Select [OK] to print with no Frame, [ ] to cancel.)
要送帶嗎？	Feeding tape after printing when [省帶] is selected. Refer to "Setting Margin".
安裝 12mm 色帶	Only 12 mm tape cassette is available for Decorative Mode or Name Label function.
色帶錯誤！	Use a tape cassette with the ℡ mark.
查無此碼！	The Chinese character that has been converted is not supported. Confirm your entry and reconvert.

Problem	Solution
The machine has "locked up" (i. e. , nothing happens when a key is pressed, even though the machine is on.)	• Refer to "Resetting the P-touch".
The power turns off when you try to print.	• The batteries may be weak. Replace them. • Check that the batteries are correctly inserted. • A wrong adapter is used; the recommended adapter is the AD-24ES.
The tape does not feed properly or the tape gets stuck inside the machine.	• Check that the end of the tape feeds under the tape guides. • The cutter lever is used while printing. Do not touch the cutter lever during printing.
All text and format settings need to be cleared to create a new label.	• Press 🔘 and select [刪除內容格式]

BASIC USAGE

Entering Text

▶ **Switching Upper Case/Lower Case**

Upper case (case ON)   Lower case (case OFF)

▶ **Select The Input Method**
[倉頡 / 簡易倉頡 / 廣東拼音]
Press [ ] to toggle between 倉頡 / 簡易倉頡 / 廣東拼音 imput methods.

Use 廣東拼音 to enter texts
Select 廣東拼音 and then press [ ] to enter Chinese characters. You can convert Chinese characters word by word.
Example " 香 "

1 Under 廣東拼音 input method, type "HONG".

2 Press [ ] Optional Chinese characters for "HONG" will appear on the screen.

3 Press [ ] or [ ] to convert optional Chinese characters, ann then select " 香 ".

4 Press [ ] or [ ]. " 香 " will be inputted.

- You can convert up to 25 uncertain Chinese characters at one time.
- Once confirmed, you can't convert them.
- If you want to stop converting Chinese characters, please press [ ].
- Before converting Chinese characters, if you press [ ], the inputted character will be cleared immediately and return to the initial input state.
- This product has learning function, can display Chinese characters on priority.

Use 倉頡 to enter texts.
Input radicals, and convert Chinese characters word by word.

- You can input up to 5 Chinese character radicals at one time. If you want to enter a group of characters, please press [ ] key to convert Chinese characters, and then enter the next character.
Example " 仲 "

1 Under 倉頡 input method, type [OL, L]. To clear inputted texts word by word, press [ ]. To clean all inputted texts, press [ ].

2 Press [ ] key.

3 Press [ ] or [ ] to convert Chinese characters, and then press " 仲 ".

4 Press [ ] or [ ]. " 仲 " will be inputted.

Use 簡易倉頡 input Method to enter texts
This method is to input the first and last radicals of 倉頡, and then convert optional Chinese characters. Follow the steps below to convert Chinese characters word by word.
Example " 虎 "

1 Under 簡易倉頡 input method, type [Y, N]. "卜弓" will be displayed in reverse, and at the same time the optional characters will appear on the screen. If you convert a Chinese character, it will be confirmed when you input next character.

2 Press [ ] or [ ] to convert Chinese characters, and then press " 虎 ".

3 Press [ ]. " 虎 " will be inputted.

▶ **Making Two Lines of Text**
Move the cursor to where the second line starts and press [ ]. Use 6 mm, 9 mm or 12 mm wide tape for two line text.

▶ **Changing Label Length** (+)

● NOTE
- After the label is printed, cut along the printed dots (:) with scissors so that the label length matches the machine setting.
- If a specific label length has been selected, 🔒 also appears in the LCD.

▶ **To Clear**
By pressing [ ], the letters will be deleted one by one. To delete all text and settings:

To delete text only:

Printing Labels

▶ **Preview**
You can preview the text before printing.
- The print preview is a generated image of the label, and may differ from the actual label when printed.
- When the LCD cannot display all the text at a time, press [ ] to display the hidden text.

▶ **Feeding (Tape Feed)**

▶ **Printing**
- If you need only 1 copy of the label, press [OK] without selecting the number of copies.
- The number of copies can also be specified by pressing a number key.
- To prevent damage to the tape, do not touch the cutter lever while the message " 正在列印 " or " 執行中 " is displayed.
- To cut off the label, push in the tape cutter lever on the upper-right corner of the machine.
- Peel off the backing and apply the label.
- You can print up to 9 copies of each label.

▶ **Using Print Options** (+)
[自動跳號]
You can print many copies of the same text while increasing a selected number by 1 after each label is printed.
Example: To print copies of a label containing a serial number (0123, 0124 and 0125)

- Select the highest number you wish to be printed when setting the number.

[鏡像列印]

- Use clear tape in [鏡像列印], so the labels can be read correctly from the opposite side when attached on glass, windows or other transparent surfaces.

▶ **Setting Margin** (+)
[空白大 / 空白中 / 空白小]
For leaving equal margins on both sides of the text.

Full / Half / Narrow

[省帶]
For creating a label containing text in various styles.
1. Enter text.
2. Press [ ], then [列印份數：] appears.
3. Press [ ] or enter number with number keys to select the number of copies.
4. Press [OK]. Printing will start, and then the message " 要送帶嗎 ?" appears.
5. Press [ ] to enter more text.
6. Clear the text, enter the text for the next label, and then press [ ].
7. When the message " 要送帶嗎 ?" appears after the last label is printed, press [ ].
8. After the tape is fed, press the cutter lever to cut off the chain of labels.

● NOTE
- When [省帶] is set, feed the tape before using the cutter otherwise a part of the text may be cut off. Also, cut along the printed dots (:) with scissors so the text is centered in the label.
- When [空白中] or [空白小] is set, displayed label length is the length from the printed dots (:) to the end of the label.

LCD display / Label image
Full ABC
Half ABC
Narrow ABC

- To print more than 1 copy of a label with minimum margin, set the margin to [空白小].
- Do not pull the tape since this may damage the tape cassette.

Saving Label Files

You can save up to 9 labels and recall them for printing at a later date. A maximum of 80 characters can be saved per file. You can also edit and overwrite the stored label.

▶ **Save** [儲存]

▶ **Print** [列印]

▶ **Open** [開啟檔案]

● NOTE
If you try to store a label when there is already a label stored to that number, a message " 要覆蓋嗎 ? " will appear. Press [ ] to save your new label. Press [ ] to cancel.

USING TEMPLATES

Name Label

Example:

[姓名標籤] → [選擇] 版面 → Bill Anderson → 文字 1 → Bill Anderson → 文字 2 → ABC Company, Inc. → 長度 [自動 /30-200mm] → [列印]

● NOTE
- Depending on the format you have selected, the entire contents of your text may not be printed. For example, if you selected a fixed Label Length and the text is too long, an error message " 超過設定長度！" will appear.
- The templates cannot be edited.
- Only the highlighted symbols on the enclosed insertion sheet can be used in Decorative Mode.
- To clear all text, press [ ], then "刪除?/Clear?" appears. Press [OK] to clear. Press [ ] to cancel.
- When you access Decorative Mode or Name Label function, your most recently printed Decorative Mode or Name Label function text and label length will be recalled.
- Press [ ] to return to the previous step.
- To exit the Decorative Mode or Name Label function and return to the text input screen, do one of following:
- Press [ ] to return to the text input screen.
- Press [ ] to return to the [自動 /Auto] setting for "長度 /Length" mode.

*Refer to the Name Label format table (A) on the enclosed insertion sheet.

Decorative Mode (Does not support Traditional Chinese)

This function allows you to create various name labels using the built-in templates.
Example:

→ [Layout] → → [Text] → ABCDEF → Length → [Auto/30-200mm] → [Print]

* Refer to the Decorative Mode format table (C) on the enclosed insertion sheet.

● NOTE
a) Press [ ].
b) Press [ ] to select [結束 /Cancel], and then press [ ].
- These features are only available when using 12 mm wide tape cassettes.
- The maximum label length is 200 mm for Decorative Mode and Name Label function.
- When [自動 /Auto] is selected for " 長度 /Length", the label will automatically adjust to the correct length for printing the text one time.

USEFUL FUNCTION KEYS

Font Key [字形]

1 Press [字形] to select the settings to enter the text.

[字形] → → Select an item [OK]

2 Press [ ] to select the settings.

英文形	HEL	A 1
	TEN	A 1
字大小	大	Ａ
	中	Ａ
	小	Ａ
字寬	標準	A
	× 2	A
	× 1/2	A
字體	標準	A
	粗體	A
	中空	A
	陰影	A
	立體	A
	斜體	A

Vertical Settings
Press [ ] for vertical printing.

● NOTE
- To cancel operations, press [ ].

Frame Key [外框]

Press [外框] to select the frame design.

[外框] → → Select a frame [OK]

* Refer to the frame design table (B) on the enclosed insertion sheet.
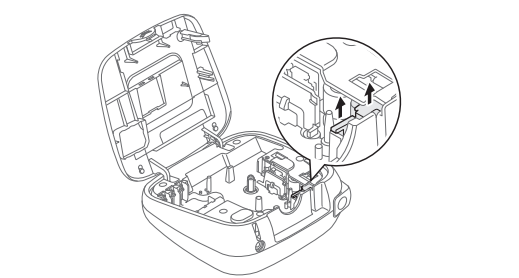
● NOTE
To cancel operations, press [ ].

Symbol Key [符號]

Press [符號] to select various symbols.

[符號] → → Select category → Choose a symbol [OK]

*Refer to the table of symbols (D) on the enclosed insertion sheet for a list of available symbols.

● NOTE
To cancel operations, press [ ].

Resetting the P-touch

You can reset the P-touch labeler when you want to initialize the settings, or in the event the P-touch labeler is not working properly.

1 Turn off the P-touch labeler, hold down [ ] and [ ] and then press 🔘 to turn the P-touch back on.

2 Release [ ] and [ ].
The P-touch labeler turns on with the internal memory reset.

● NOTE
All text, settings and stored files are cleared.

Specifications

Dimensions: (W × D × H)	Approx. 165 (W) × 155 (D) × 68 (H) mm
Weight:	Approx. 490 g (without batteries and tape cassette)
Power supply:	Six AAA alkaline batteries (LR03) Six AAA Ni-MH batteries (HR03; sold separately) AC adapter (AD-24ES)
Tape cassette:	Brother TZe tape (width) 3. 5 mm, 6 mm, 9 mm, 12 mm

Visit us at http://support.brother.com.

Accessories

Tape Cassettes:	See the included "TAPE INFORMATION"
AC Adapter:	AD-24ES
Cutter Unit:	TC-4 (installed in the machine; replaceable)

If the cutter blade becomes blunt after repetitive use and the tape cannot be cut cleanly, replace with new cutter unit (stock no. TC-4).

▶ **Replacing the Cutter Unit**
1. Pull out the two sections of the cutter unit (green) in the direction of the arrows shown in the illustration.
2. Install a new cutter unit. Push it in until it snaps into place.

⚠ Do not touch the cutter blade directly with your fingers.