brother®

TZe TAPE

P-touch

E100
User's Guide
English

With your P-touch E100, you can create labels for multiple applications. Select from the many character sizes and styles to design professional looking custom labels. In addition, the variety of tape cassettes available allows you to print labels with different widths and industrial colours. Read this manual carefully before you begin and keep the manual in a handy place for future reference.

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 shock, rupture, overheating, abnormal odours or smoke.

- Always use the specified voltage and the recommended AC adapter (AD-24ES/AD-5000ES:For Australia, New Zealand only) to prevent any damage or failure.
- Do not touch the P-touch during a lightning storm.
- Do not use the P-touch/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 AC power cord or plug. Do not forcibly bend or pull the AC power cord. Always hold the AC adapter carefully when disconnecting from the power socket.
- Make sure that the plug is fully inserted in the power socket. Do not use a socket that is loose.
- Do not allow the P-touch/AC adapter/power plug/batteries to get wet, for example, by handling them with wet hands or spilling fluids on to them.
- If battery fluid leaks and gets in to your eyes, immediately rinse your eyes with a large amount of clean water and then seek medical attention. Battery fluid may cause eye damage.
- Do not disassemble or modify the P-touch/AC adapter/batteries.
- Do not allow a metal object to contact both the plus and minus ends of a battery.
- Do not use sharp or metal 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 or remove batteries immediately and stop using the P-touch if you notice any abnormal odours, heat, discolouration, 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 with a damaged label. 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 is not being used, store it out of the reach of children. In addition, do not allow children to put the P-touch parts or labels in their mouths. If any object has been swallowed, seek medical attention immediately.
- 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.
- 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/AC adapter.
- Do not press on the LCD display.
- Be careful not to trap your fingers when closing 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 colour 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 in any way or for any purpose not described in this guide. Doing so may result in accidents or damage to the P-touch.
- Use only Brother TZe tapes with the P-touch. Do not use tapes that do not have the TZe mark.
- Only use a soft, dry cloth to clean the P-touch; never use alcohol or other organic solvents.
- Use a dry cotton swab to clean the print head; never touch the print head directly.
- Do not put any foreign objects into any part of the P-touch.
- Do not place the P-touch, batteries or AC adapter in direct sunlight or rain, near heaters or other hot appliances, or in any location exposed to extremely high or low temperatures (e.g., on the dashboard or in the back of your car). Avoid high humidity or 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.
- Any data stored in memory will be lost due to failure or repair of the P-touch, or if the battery expires.
- The P-touch is not equipped with a charging feature for rechargeable batteries.
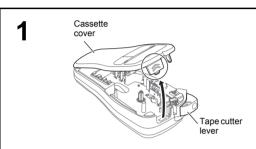- The length of the printed label may differ from the displayed label length.
- A protective clear plastic sticker is placed over the display during manufacturing and shipping. This sticker should be removed prior to use.
- When power is disconnected for more than three minutes, all text, format settings and any text files stored in the memory will be cleared.

Power Supply and Tape Cassette

1

Cassette cover / Tape cutter lever
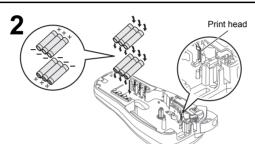
Open the cassette cover by pressing the above indicated area at the top end of the P-touch.

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

Print head

Insert six new AAA alkaline batteries (LR03:not included) or fully charged Ni-MH batteries (HR03:not included), 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.

⬤ NOTE
Visit us at http://solutions.brother.com/ for the latest information about recommended batteries.

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 P-touch.

4

AC adapter socket

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

⬤ NOTE
When using the AC adapter(AD-24ES/AD-5000ES:For Australia, New Zealand only)
1. Connect the AC adapter into the AC adapter socket on the bottom of the P-touch.
2. Insert the plug into the nearest standard electrical socket. For memory back up, we recommend using AAA alkaline batteries (LR03) or Ni-MH batteries (HR03) together with the AC adapter.

LCD Display & Keyboard

1. Size
2. Cursor
3. Caps
4. Cable Wrap
5. Faceplate
6. Cable Flag
7. Label Length
   If a specific label length has been selected, 🔒 also appears.
8. Guidance (left, right)
9. Power key
10. Cursor key: Right
11. Cursor key: Left
12. Backspace key
13. Cable Wrap key
14. Cable Flag key
15. Character keys
16. Caps key
17. Symbol key
18. Menu key
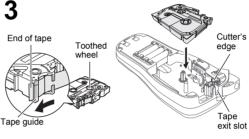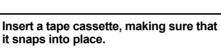19. Clear key
20. Print key
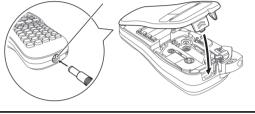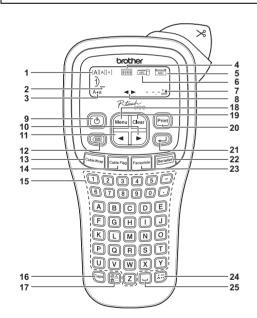21. Enter key
22. Serialize key
23. Faceplate key
24. Accent key
25. Space key

⬤ NOTE
- The LCD shows one row of 15 characters; however, the text that you enter can be up to 80 characters in length.
- While selecting the settings, press the 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.

Specifications

Dimensions: (W x D x H)	Approx.110(W) × 208(D) × 59(H)mm
Weight:	Approx. 390 g (without batteries and tape cassette)
Power supply:	Six AAA alkaline batteries (LR03) Six AAA Ni-MH batteries (HR03)[*1] AC adapter (AD-24ES/AD-5000ES:For Australia, New Zealand only)
Tape cassette:	Brother TZe tape (width) 3.5mm, 6mm, 9mm, 12mm

[*1] Visit us at http://solutions.brother.com/ for the latest information about recommended batteries.

Initial Settings

1 Turn your machine on.
Supply power by using the AC adapter or six AAA batteries, and then press ⏻.

2 Set the language.
The default language is English.

Menu → ◄/► [Language] ↵ → ◄/► [English/Español/Français/Hrvatski/Italiano/Magyar/Nederlands/Norsk/Polski/Português/Portug. (BR)/Română/Slovenski/Slovenský/Suomi/Svenska/Türkçe/Čeština/Dansk/Deutsch] ↵ .

3 Set the unit of measurement.
The default setting is [mm].

Menu → ◄/► [Unit] ↵ → ◄/► [inch/mm] ↵ .

⬤ NOTE
- The machine automatically turns off if no keys are pressed within five minutes.
- To cancel any operation, press BS .

Troubleshooting

▶ Error message

Message	Cause/Remedy
Low Battery!	• The batteries are weak. • If using AAA alkaline batteries: Replace them with new ones. • If using Ni-MH batteries: Charge them fully.
Battery Dead	The installed batteries have expired.
Invalid!	• An invalid number was entered as the label length, tab length, cable diameter, flag length or faceplate length. • An invalid character or number to be ascended was selected in the Serialize function.
No Data!	• You tried to print a text file when there is no data stored in the memory. • Print or Serialize was pressed when no text is entered.
Line Limit!	• You tried to enter a 3rd line by pressing ↵ . There is a 2 line limit and what tape sizes 9mm and 12mm need to be used for 2 lines. • You tried to print or preview two lines of text while 3.5mm or 6 mm tape is installed. Install tape of a larger size.
No Cassette!	You tried to print or preview a label when there is no cassette installed.
Cutter Error	The tape cutter lever was used during the printing process.

Message	Cause/Remedy
Text Full!	The maximum number of characters (80 characters for regular text) has already been entered.
Text Limit!	Since the number of entered characters exceeds the label length, reduce the text, or select [Auto] as the label length.
No Frame OK?	Printing on 3.5mm tape with invalid Frame setting ON. (Select ↵ to print with no Frame, BS to cancel.)
OK to Feed?	Feeding tape after printing when [Chain Print] is selected. Refer to "Setting Margin".
Wrong Tape!	Use a tape cassette with the TZe mark.

▶ What to do when...

Problem	Solution
The display stays blank after you have turned on the P-touch.	• Check that the batteries are correctly inserted. • If the batteries are weak, replace them • If using the power adaptor, make sure the cord is connected correctly and power is turned on.
When the label is printed out, the margin (space) is too large on both sides of the text.	• See "Setting Margin" in this users guide and select [Half] or [Narrow] to have smaller margins for your label.
The P-touch does not print, or the printed characters are not formed correctly.	• Check that the tape cassette has been inserted correctly. • If the tape cassette is empty, replace it. • Check the cassette cover is fully closed.
The setting has cleared on its own.	• If the batteries are weak, replace them. • When the 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 maybe 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. • The print head can be cleaned more easily if the optional print head cleaning cassette (TZe-CL3) is used.

Problem	Solution
The P-touch has "locked up" (i.e., nothing happens when a key is pressed, even though the P-touch 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.
The tape does not feed correctly or the tape gets stuck inside the machine.	• Check that the end of the tape feeds under the tape guides. • The cutter lever has been 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 Clear and select [Text&Format].
The LCD is set to an incorrect language.	• Refer to "Initial Settings".

Contact Information
See the Web:http://www.brother.com
(Australia only)
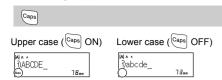
BASIC USAGE

Entering Text

▶ Switching Upper Case/Lower Case

`Caps`

Upper case (`Caps` ON)   Lower case (`Caps` OFF)

▶ Making Two Lines of Text

To make two lines of text, do one of the following:
- Enter the text for the first line and then press `↵` for the second line.
- Move the cursor to where the second line starts and press `↵`.

Use either 9mm or 12mm wide tape for two line text.

LCD display   Label image

ABC
DEF

🔵 **NOTE**

Do not press `↵` after the second line; otherwise the "Line Limit!" error message will appear.

▶ To Clear

Press `BS` to delete the letters one by one.

To delete all text and settings :

`Clear` ➜ `◄`/`►` [Text&Format] `↵`

To delete text only :

`Clear` ➜ `◄`/`►` [Text Only] `↵`

▶ Entering Tab

`Menu` ➜ `◄`/`►` [Tab] `↵`

To change tab length:

`Menu` ➜ `◄`/`►` [Tab Length] `↵` ➜
`◄`/`►` [Auto/0-100 mm] `↵`

Using a 9mm wide tape with settings of [Small] text size, [× 1/2] text width and [15mm] tab length, you can create a label suitable for patch panel.

| 1A-B01 | 1A-B02 | 1A-B03 | 1A-B04 |

🔵 **NOTE**

Entering a Tab will position the cursor to the next Tab Length starting from the left side of the label and not from the last character position.

▶ Entering Accented Characters

`A` - `Z` ➜ `AÁ` ➜ `AÁ`/`◄`/`►` ➜ `↵`

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

- To cancel the current operation, press `BS`.
- The order of accented characters differs depending on the selected LCD language.

▶ Changing Label Length

`Menu` ➜ `◄`/`►` [Label Length] `↵` ➜
`◄`/`►` [Auto/30-300 mm] `↵`

🔵 **NOTE**

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

Reset the P-touch E100

You can reset your P-touch E100 labelling system when you need to initialize the settings, or if the P-touch E100 is not working correctly.

1 Turn off the P-touch labeller, hold down `Menu` and `R` and then press `⏻` to turn the P-touch back on.

2 Release `Menu` and `R`.
The P-touch turns on with the internal memory reset.

🔵 **NOTE**

All text, settings and stored files are cleared.

Printing Labels

▶ Preview

You can preview the text before printing.

`Menu` ➜ `◄`/`►` [Preview] `↵`

▶ Feeding (Tape Feed)

`Menu` ➜ `◄`/`►` [Feed] `↵`

▶ Printing

`Print` ➜ [Copies: 1] `◄`/`►` / `1` - `9` ➜ `↵`

- If you need only 1 copy of the label, press `↵` 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 "Printing..." or "Feeding..." is displayed.
- To cut off the label, push in the tape cutter lever on the upper-right corner of the P-touch.
- Peel the printed label from the backing and apply the label.
- You can print up to 9 copies of each label.

▶ Setting Margin

`Menu` ➜ `◄`/`►` [Margin] `↵` ➜
`◄`/`►` [Full/Half/Narrow/Chain Print] `↵`

[Full]/[Half]/[Narrow]
For leaving equal margins on both sides of the text.

Full   Half   Narrow

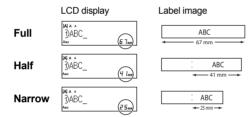| ABC | ABC | ABC |
| 25 mm   25 mm | 12 mm   12 mm | 4 mm   4 mm |

[Chain Print]
For batch printing without ejecting each label.
1. Enter text.
2. Press `Print`, then [Copies:] appears.
3. Press `◄`/`►` or enter a number using the number keys to select the number of copies.
4. Press `↵`. Printing will start, and then the message "OK to Feed?" appears.
5. Press `BS` to enter more text.
6. Clear the text, enter the text for the next label, and then press `Print`.
7. When the message "OK to Feed?" 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 [Half] or [Narrow] is set, the displayed label length is the length from the printed dots (:) to the end of the label.

LCD display   Label image

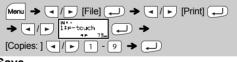**Full**

ABC
67 mm

Half

ABC
41 mm

Narrow

ABC
25 mm

- To print more than 1 copy of a label with minimum margins, set the margin to [Narrow].
- When [Chain Print] 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 centred in the label.
  *Feed the tape before using the cutter.
- 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, a maximum total of 720 characters for the total memory. You can also edit and overwrite the stored label.

▶ Print

`Menu` ➜ `◄`/`►` [File] `↵` ➜ `◄`/`►` [Print] `↵`
➜ `◄`/`►` [1-touch] ➜
[Copies:] `◄`/`►` / `1` - `9` ➜ `↵`

▶ Save

`Menu` ➜ `◄`/`►` [File] `↵` ➜ `◄`/`►` [Save] `↵`
➜ `◄`/`►` [1] `↵`

▶ Open

`Menu` ➜ `◄`/`►` [File] `↵` ➜ `◄`/`►` [Open] `↵`
➜ `◄`/`►` [1-touch] `↵`

🔵 **NOTE**

If you try to store a label when there is already a label stored to that number, a message "Overwrite?" will appear. Press `↵` to save your new label. Press `BS` to cancel.
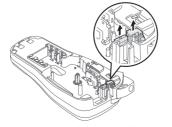
Accessories

Tape Cassettes: See the included "Tape catalog".
Cutter Unit: TC-4 (replacement)

If the cutter blade becomes blunt after repetitive use and the tape cannot be cut cleanly, replace with a new cutter (stock no. TC-4) obtained from an authorized Brother reseller.

▶ 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.

USING TEMPLATES

Cable Wrap

You can create a label that can be wrapped around a cable or wire. The input text line is rotated 90° counterclockwise and printed on a label whose length is automatically determined by setting the cable diameter.

With the CableRot/Rpt function, the text is printed repeatedly along the length of the label so that it can easily be read from any angle.

Txt Rpt: Off   Txt Rpt: On

`Cable Wrap` ➜ `◄`/`►` Select a cable diameter `↵` ➜ Input text
➜ `Print` ➜ [Copies:] `◄`/`►` / `1` - `9` ➜ `↵`

- Cable diameter: 3mm to 90mm available
  Default: 6mm
- To activate the Txt Rpt function, press `Menu` and then select [CableRot/Rpt].

🔵 **NOTE**

- For labels attached to cables and wires, we recommend using Flexible ID Tape. Use the cable flag function when the diameter of the object is less than 3mm.
- To deactivate the Cable Wrap/Cable Flag/Faceplate function during operation, press `Cable Wrap` / `Cable Flag` / `Faceplate` accordingly and the settings change back to standard.

Faceplate

Labels printed with this function can be used to identify various components or panels.
A block of text is evenly spaced on a single label.

| 18A | 20J | 34C | 40B |

`Faceplate` ➜ `◄`/`►` Select a faceplate length `↵` ➜ Input text ➜ `Print` ➜ [Copies:] `◄`/`►` / `1` - `9` ➜ `↵`

- Faceplate length: 30mm to 300mm
  Default: 50mm

🔵 **NOTE**

To position the text appropriately for multiple ports in a single print, either use the chain print function with the Faceplate length equal to the port width, or enter the Faceplate length equal to the total length over all the ports and then use the tab function to space out each port data.

Cable Flag

With this function, a label can be wrapped around a cable or wire with its ends stuck together to form a flag. The input text lines are printed at the both ends of a label.

You can select the desired flag length. When [Auto] is selected, the flag length is automatically adjusted according to the text length.
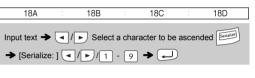
| ABC 159 | ABC 159 |

`Cable Flag` ➜ `◄`/`►` Select a flag length `↵` ➜ Input text ➜ `Print` ➜ [Copies:] `◄`/`►` / `1` - `9` ➜ `↵`

- Flag length: 10mm to 200mm, Auto
  Default: Auto

- To clear all text, press `Clear`, select [Text&Format] or [Text only], then press `↵`. Press `BS` to cancel.
- Depending on the format you select, the entire contents of your text may not be printed. For example, if the text is too long to fit into the format, the "Text Limit!" error message will appear.
- Text cannot be rotated in the Cable Flag function.

Serialize

Using the Serialize function, you can print multiple labels with a number or letter automatically incremented on each label.

This serializing function can also be used with the Cable Wrap, Cable Flag or Faceplate templates to save time entering and printing a series of labels.
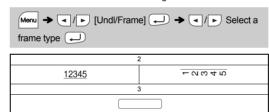
| 18A | 18B | 18C | 18D |

Input text ➜ `◄`/`►` Select a character to be ascended `Serialize`
➜ [Serialize:] `◄`/`►` / `1` - `9` ➜ `↵`

USEFUL FUNCTIONS

Underline and Frame

You can select the desired frame design.

`Menu` ➜ `◄`/`►` [Undl/Frame] `↵` ➜ `◄`/`►` Select a frame type `↵`

2	
12345	1 2 3 4 5
3	

🔵 **NOTE**

Frames cannot be printed on 3.5mm tape.

Short Cut Keys

Size		Tab	
`Menu` ➜ `1`		`Menu` ➜ `8`	
Style		**Tab Length**	
`Menu` ➜ `2`		`Menu` ➜ `9`	
Width		**Preview**	
`Menu` ➜ `3`		`Menu` ➜ `0`	
Undl/Frame		**Margin**	
`Menu` ➜ `4`		`Menu` ➜ `-`	
Label Length		**Unit**	
`Menu` ➜ `5`		`Menu` ➜ `.`	
CableRot/Rpt		**Feed**	
`Menu` ➜ `6`		`Menu` ➜ `Print`	
File		**Language**	
`Menu` ➜ `7`		`Menu` ➜ `↵`	

Text Keys `Menu` + `1`/`2`/`3`

1 Press `Menu` + `1`/`2`/`3` to select the settings to enter the text.

`Menu` + `1` `2` `3` ➜ `↵` ➜ `◄`/`►` Select an item `↵`

2 Press `◄`/`►` to select the settings.

Size		
`Menu` + `1`	Large	A
	Medium	A
	Small	A
Style		
`Menu` + `2`	Normal	A
	Bold	**A**
	Outline	A
	Shadow	A
	Italic	A
	I+Bold	A
	I+Outline	A
	I+Shadow	A
	Vertical	A
Width		
`Menu` + `3`	Normal	A
	× 2	A
	× 1/2	A

Symbol Key

1 Press `@` to select one of 12 symbol categories.

`@` ➜ `◄`/`►` Select a category `↵`

2 Use `◄`/`►` to select the desired symbol.

`◄`/`►` Select a symbol `↵`

Category	1	2	3	4	5	6	7
Punctuation	.	,	?	!	"	'	:
	;	–	\	/	&	¿	¡
	~	•	*	@	#	%	
Brackets	(	)	[	]	<	>	{
	}	»					
Bullets	✓	☑	●	○	■	□	
Sup(Superscript)/Subscript	°	®	©	™	1	2	
	3						
Mathematics	+	-	×	÷	±	=	
Arrows	→	↑	↓	←	↗	↘	
	↙	↖	↔	⇄	↕		
Currency	$	¢	€	£	¥		
Greek	α	β	γ	δ	φ	λ	μ
	Ω						
Electrical	⏻	⏼	⏺	⏽	⏾	∿	
	⊥	⏛	⏚				
Datacom	☎	⌨	✆	✉			
AV / Security	🖥						
Safety	⊘	⊗	⊖	⚠		⚡	

🔵 **NOTE**

- Press `BS` to return to the previous step.
- The symbols shown in the above table may look slightly different on the machine LCD and when printed.