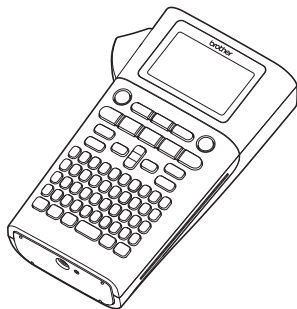# brother

TZe TAPE

USER'S GUIDE

P-touch

ELECTRONIC LABELLING SYSTEM

PT-H300/H300LI

BC

Read this User's Guide before you start using your P-touch.
Keep this User's Guide in a handy place for future reference.
Please visit us at http://support.brother.com/ where you
can get product support and answers to frequently asked
questions (FAQs).

www.brother.com

INTRODUCTION

Thank you for purchasing the P-touch labeller PT-H300/H300LI.
Your new P-touch labeller is an easy-to-operate, feature-packed labelling system that makes creating professional, high quality labels a breeze.
This manual contains various precautions and basic procedures for using this P-touch. Read this manual carefully before using and keep in a handy place for future reference.

Compilation and Publication Notice
Under the supervision of Brother Industries, Ltd., this manual has been compiled and published, covering the latest product's descriptions and specifications.
The contents of this manual and the specifications of this product are subject to change without notice.
If new versions of the PT-H300/H300LI software become available, this manual may not reflect the updated features. Therefore, you may find that the software and the contents in this manual are different.
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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:

World Wide Web / Supplies / Accessories
www.brother.ca/

1 rue Hôtel de Ville, Dollard-des-Ormeaux, Québec, H9B 3H6 Canada

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 purchase: _____

Store where purchased:_____

Store location: _____

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

Save Time - Register Online!
Don't stand in line at the post office or worry about lost mail. Visit us online at
www.registermybrother.com
Your product will immediately be registered in our database and you can be on your way!
Also, while you're there, look for contests and other exciting information!

Contents

Safety Precautions

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

⚠ **DANGER**	Indicates an imminently hazardous situation which, if the product is handled without following the warnings and instructions, will result in death or serious injuries.
⚠ **WARNING**	Indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries.
⚠ **CAUTION**	Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.

The symbols used in this manual are as follows:

⊘	Action NOT allowed	🚫	DO NOT disassemble the product.
🚫	DO NOT splash the product with or immerse the product in water.	🚫	DO NOT touch a given portion of the product.
❗	Mandatory action	🔌	Unplugging is required
🔥	Indicates risk of fire under certain circumstances.	⚡	Alerts to the possibility of electrical shock

⚠ DANGER

Rechargeable Li-ion Battery (The rechargeable Li-on battery comes with the PT-H300LI. Li-ion battery optional with the PT-H300).
Carefully observe the following precautions for the rechargeable Li-ion battery (hereafter referred to as "rechargeable battery"), If these precautions are not followed, overheating, leaking, or cracks in the battery may result in an electrical short, explosion, smoke, fire, electric shock, injury to yourself or others, or damage to the product or other property.

⊘ Use the rechargeable battery only for its intended purpose. The labeller and rechargeable battery are designed to function exclusively with each other. Do not insert a different rechargeable battery into the labeller or insert the rechargeable battery into a different labeller, otherwise fire or damage may result.

⊘ To charge the rechargeable battery, insert the rechargeable battery into the labeller, and then use the AC adapter designed specifically for this labeller.

⊘ DO NOT charge the rechargeable battery near a fire or in direct sunlight. This could activate the protection circuitry, which is designed to prevent danger from high heat. Activation of the protection circuitry could cause charging to stop, charging to occur with excessive current or voltage if the protection circuitry fails, or an abnormal chemical reaction within the battery.

⊘ When charging the rechargeable battery, use only a battery charger designed specifically for the rechargeable battery.

⊘ DO NOT allow wires or other metal objects to come into contact with the terminals of the rechargeable battery. Do not carry or store the rechargeable battery with metal objects such as necklaces or hairpins. This could cause an electrical short, and could cause metal objects to overheat, such as wires, necklaces, or hairpins to overheat.

⊘ DO NOT use or leave the rechargeable battery near fire, heaters, or other high temperature (above 80°C/176°F) locations.

⊘ DO NOT allow the rechargeable battery to come into contact with or to be immersed in water.

⊘ DO NOT use in corrosive environments, such as areas where salty air, salt water, acids, alkalis, corrosive gases, chemicals, or any corrosive liquid are present.

⊘ DO NOT use the rechargeable battery if it is damaged or leaking.

⊘ DO NOT directly solder any connections to the rechargeable battery. This could cause internal insulation to melt, gas to be emitted, or safety mechanisms to fail.

⊘ DO NOT use the rechargeable battery with the polarity (+) (-) reversed. Check the orientation of the rechargeable battery before inserting it, and do not try to force the rechargeable battery into the labeller. Charging the rechargeable battery with the polarity reversed could cause an abnormal chemical reaction within the rechargeable battery or abnormal current flow during discharge.

⊘ DO NOT directly connect the rechargeable battery to a household.

⚠ DANGER

Rechargeable Li-ion Battery (The rechargeable Li-on battery comes with the PT-H300LI. Li-ion battery optional with the PT-H300).

○ ⚠ Liquid (electrolyte) leaking from the labeller or rechargeable battery may indicate that the rechargeable battery is damaged. If the rechargeable battery leaks, immediately discontinue use of the printer, unplug the AC adapter, and isolate the printer by putting it in a bag. Do not touch the electrolyte. If electrolyte gets in the eyes, do not rub the eyes. Immediately rinse liberally with tap water or other clean water and seek the advice of a medical professional. If left alone, the electrolyte could cause eye damage. If electrolyte contacts your skin or clothing, immediately rinse them with water.

○ ⚠ DO NOT put the rechargeable battery, or a labeller with the rechargeable battery installed, into a microwave oven or a high pressure container.

○ DO NOT leave the rechargeable battery with out of power in the main unit for a long period of time. This could shorten the life of the rechargeable battery or lead to an electrical short.

❶ If the printer can only be used for a short period of time, even though the rechargeable battery is fully charged, the rechargeable battery may have reached the end of its service life. Replace the rechargeable battery with a new one. When removing and replacing the rechargeable battery, cover the terminals of the old rechargeable battery with tape to avoid creating a short in the battery.

○ ⚠ DO NOT disassemble, modify, or attempt to repair the rechargeable battery.

○ ⚠ DO NOT dispose of the rechargeable battery in fire or intentionally overheat. This could cause the internal insulation to melt, gas to be emitted, or safety mechanisms to fail. Additionally, the electrolyte solution could catch fire.

○ ⚠ DO NOT puncture the rechargeable battery with any objects, subject it to severe shocks or throw it. Damage to the rechargeable battery's protection circuit could cause the rechargeable battery to be recharged at an abnormal current/voltage or cause an abnormal chemical reaction within the rechargeable battery.

○ DO NOT incinerate the rechargeable battery or dispose of it with household waste.

⚠ WARNING

P-touch labeller
Follow these guidelines to avoid fire, electric shock, the risk of injury to yourself or others, and/or damage to the printer or other property.
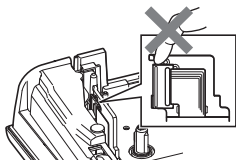
DO NOT allow the printer to get wet or use the printer in areas that may become wet, such as bathrooms or near sinks.

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

DO NOT disassemble the P-touch labeller. For inspection, adjustment, and repair of the labeller, contact the retail outlet where the P-touch labeller was purchased or your local authorised service center.

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

If you notice heat, an abnormal odor, discoloration of the printer, deformation, or anything else unusual while using or storing the printer, immediately discontinue use of the printer, disconnect the AC adapter, and remove the batteries.

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

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

⚠ **WARNING**

Alkaline batteries/Ni-MH rechargeable batteries
Follow these guidelines to avoid liquid leakage, heat, rupture of the battery and cause personal injury.

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

🚫 DO NOT allow batteries to get wet, for example, by handling them with wet hands or spilling beverages onto them.

❗ If fluid leaked from the batteries gets into your eyes, immediately rinse your eyes with a large amount of clean water, and then seek medical attention. If leaked fluid enters your eyes, loss of eyesight or other damage to the eyes may result.

🚫 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 remove or replace the batteries.

🚫 DO NOT use a damaged, deformed, or leaking battery, or a battery whose label is damaged. Doing so may result in generating excessive heat. Use of a damaged or leaking battery may also lead to battery fluid getting on your hands. If fluid leaked from the batteries gets onto your hands, there is a possibility of chemical burns. If leaked fluid gets onto your hands and you rub your eyes, loss of eyesight or other damage to the eyes may result. Immediately rinse your hands with a large amount of clean water, and then seek medical attention.

⚠ WARNING

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

- Make sure that the plug is fully inserted in the power outlet. Do not use an outlet that is loose.
- Always use the specified AC adapter, and always plug the AC adapter into an electrical outlet with the specified voltage (120V). Failure to do so may result in injury to yourself or others, or damage to the printer or other property. Brother does not assume, any responsibility for any accident or damage resulting from not using the specified AC adapter and adapter cord.
- DO NOT connect the AC adapter or adapter cord to other products.
- DO NOT touch the AC adapter and the P-touch labeller during an thunderstorm. There may be a remote risk of electric shock from lightning when the printer is used during a thunderstorm.

- DO NOT touch the AC adapter or power plug with wet hands.
- DO NOT use the AC adapter in places with high humidity or moisture, such as bathrooms.
- DO NOT use a damaged adapter cord or power plug.
- DO NOT place heavy objects on, damage, or modify the adapter cord or plug. Do not forcibly bend or pull the adapter cord.
- DO NOT drop, hit, or otherwise damage the AC adapter.

Tape Cutter

- DO NOT touch the blade of the cutter unit.
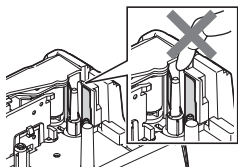
⚠ CAUTION

Alkaline batteries/Ni-MH rechargeable batteries
Follow these guidelines to avoid liquid leakage, overheating or rupture of the battery.

◯ DO NOT use a battery other than the one specified for use with your printer. 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 the polarity (+ and -) reversed.

❶ If fluid leaked from the battery gets on your skin or clothes, immediately rinse them with clean water.

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

❶ Before using Ni-MH rechargeable batteries, carefully read the instructions for the batteries and battery charger, and be sure to use them correctly.

❶ When using Ni-MH rechargeable batteries, charge the batteries with the appropriate, specialized battery charger. Before using the batteries.

◯ DO NOT disassemble or modify the batteries.

◯ DO NOT expose the batteries to heat or dispose of the batteries in a fire.

AC Adapter

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

❶ When disconnecting the AC adapter from the power outlet, always hold the AC adapter.

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

◯ DO NOT overloading electrical circuit the power cord.

◯ DO NOT disassemble or modify the AC adapter.

◯ DO NOT allow the AC adapter/power plug to get wet, for example, by handling them with wet hands or spilling beverages on to them.

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

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

◯ DO NOT apply excessive pressure to the cutter unit.

● INTRODUCTION

⚠ CAUTION

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

- 🚫 Store the P-touch labeller on a flat, stable surface such as a desk or in a drawer.
- 🚫 DO NOT leave the P-touch labeller or any tape within the reach of young children.
- 🚫 DO NOT place any heavy objects on top of the P-touch labeller.
- ❗ Always use the suggested AC adapter (AD-E001) for the P-touch labeller and plug it into an outlet with the specified voltage. Failure to do so could result in damage or failure of the P-touch labeller.

- 🚫 DO NOT use the P-touch labeller in places with moisture or high humidity, such as bathrooms.
- 🚫 DO NOT allow the P-touch labeller to get wet, for example, by handling it with wet hands or spilling beverages onto them.
- 🚫 DO NOT disassemble or modify the P-touch labeller.
- ❗ If you notice heat, an abnormal odor, discoloration of the P-touch labeller, deformation, or anything else unusual while using or storing the P-touch labeller, immediately discontinue use of the P-touch labeller, disconnect the AC adapter, and remove the batteries.

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General Precautions

Rechargeable Li-ion battery
- At the time of purchase, the rechargeable Li-ion battery is slightly charged so that the operation of the labeller can be verified; however, the rechargeable Li-ion battery should be fully charged with the AC adapter before the labeller is used.
- If the labeller will not be used for a long period of time, remove the rechargeable Li-ion battery from the labeller, and then store it in a location where it is not exposed to static electricity, high humidity, or high temperatures (temperatures between 15°C/59°F and 25°C/77°F and 40% to 60% humidity are recommended). In order to maintain the efficiency and life of the Li-ion rechargeable battery, charge it at least every six months.
- If there is anything unusual about the Li-ion rechargeable battery the first time it is used, for example, if it appears rusted or if it overheats, do not use the Li-ion rechargeable battery. Contact the retail outlet where the printer was purchased.

Labeller
- DO NOT install P-touch labeller near any device that will cause electromagnetic interference.P-touch labeller may malfunction if left near a television, radio, etc.
- DO NOT use the P-touch labeller in any way or for any purpose not described in this guide. Doing so may result in injury or damage the machine.
- DO NOT put any foreign objects into the tape exit slot, AC adapter connector, or any other part of the printer.
- DO NOT touch the print head (refer to page 6) with your fingers.Use the optional print head cleaning cassette (TZe-CL4), the self-cleaning function of the labeller, or a soft wipe (e.g. a cotton swab) when cleaning the print head (refer to "Cleaning the Unit" on page 58.).
- DO NOT clean any part of the machine with alcohol or other organic solvents. Only use a soft, dry cloth.
- DO NOT place the P-touch labeller in direct sunlight, near heaters or other hot appliances, or in any location exposed to extremely high or low temperatures, high humidity, or dust. The standard operating temperature range of the P-touch labeller is 10°C to 35°C (50°F to 95°F).
- DO NOT leave any rubber or vinyl, or products made of rubber or vinyl, on the printer for an extended period of time, otherwise the printer may be stained.
- Depending on the environmental conditions and the applied settings, some characters or symbols may be difficult to read.
- Use only Brother TZe tapes with P-touch labeller. Do not use tapes that do not have the ![TZe] mark.
- DO NOT pull or apply pressure to the tape in the cassette. Otherwise the tape cassette or labeller may be damaged.
- DO NOT try to print labels using an empty tape cassette or without a tape cassette in the P-touch labeller. Doing so will damage the print head.
- DO NOT attempt to cut the tape while printing or feeding since this will damage the tape.
- Depending on the location, material, and environmental conditions, the label may unpeel or become irremovable, and the color of the label may change or be transferred to other objects.

• DO NOT expose the tape cassettes to direct sunlight, high temperatures, high humidity, or dust. Store tape cassettes in a cool, dark place. Use the tape cassettes soon after opening the tape cassette package.
• Markings made with oil-based or water-based ink may be visible through a label affixed over them. To hide the markings, use two labels layered on top of each other or use a dark-colored label.
• Any data stored in memory will be lost due to failure or repair of the P-touch labeller, or if the battery expires.
• When power is disconnected for more than two minutes, all text and format settings will be cleared. Any text files stored in the memory will also be cleared.
• A protective clear plastic sticker is placed over the display during manufacturing and shipping. This sticker should be removed prior to use.
• You can also use Heat Shrink Tube in this model. Please check our website for further information. You might not be able to print frame, label collection and a part of font setting when using Heat Shrink Tube.
• The P-touch is not equipped with a charging feature for Ni-MH rechargeable batteries.
• The printed label may differ from the image that appears on the LCD.
• Note that Brother Industries, Ltd. does not assume responsibility for any damage or injury arising from the failure to follow the precautions listed in this manual.
• We strongly recommend that you read this User's Guide carefully before using your P-touch labeller, 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 labeller more efficiently.

How to use the P-touch labeller

■ **Create a label with the P-touch labeller**

1 | GETTING STARTED

- Prepare the P-touch labeller. **P. 14**

2 | CREATING A LABEL

- Entering and Editing Text.
  P. 26
- Entering Symbols. **P. 28**
- Entering Accented Characters.
  P. 31
- Using Auto-Format Layouts.
  P. 39

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

Create labels like these :

3 | LABEL PRINTING

- Printing a Label. **P. 48**
- Setting Margin. **P. 51**
- Printing from the Label Collection.
  P. 53

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

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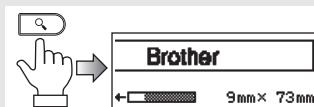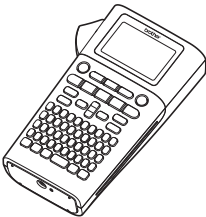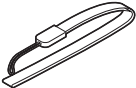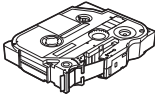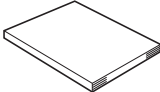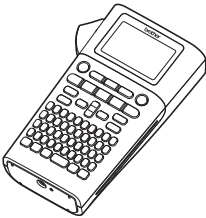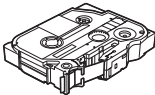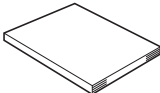
■ **Printing from the Label Collection**
Using the Label Collection function, labels can be created easily by selecting and then printing designs already built into the machine.

GETTING STARTED

Unpacking Your P-touch labeller

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

■ PT-H300	
P-touch labeller	**Batteries**
	Strap
Starter Tape Cassette	**User's Guide**

■ PT-H300LI	
P-touch labeller	**AC adapter** The plug may differ by countries.
	Li-ion Battery / **Strap**
Starter Tape Cassette	**User's Guide**

General Description

Cover latch

Tape exit slot

Tape cassette compartment

Tape cutter

Tape cutter lever

LCD display

Keyboard

Print head

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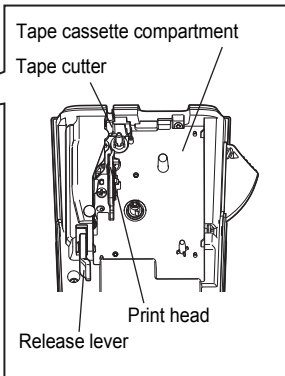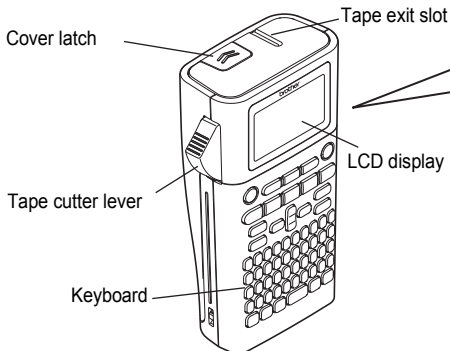
When shipped from the factory, the LCD display is covered with a protective sheet to prevent damage. Remove this sheet before using the P-touch.

Tape viewer

Rear cover

AC adapter connector

LED lamp

Battery compartment

● **GETTING STARTED**
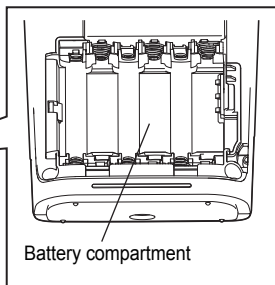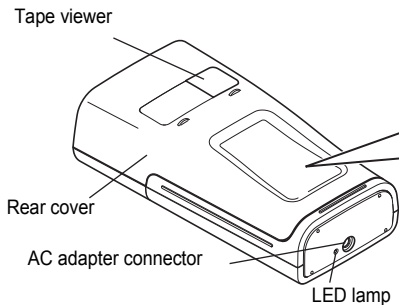
LCD Display & Keyboard

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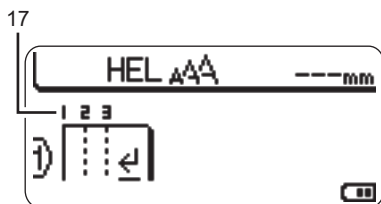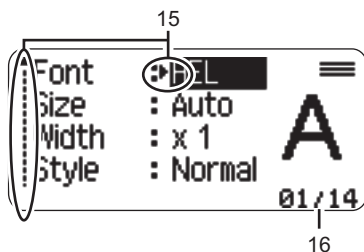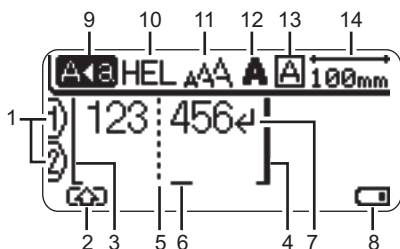
1. Line number
Indicates line number within the label layout.

2. Shift Mode
Indicates shift mode is on.

3. Start Line / 4. End Line
The area between the start and end line will be printed.
The short lines extending from the start/end lines show the end of the label layout.

5. Block Separator Line
Indicates the end of a block.

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

7. Return mark
Indicates the end of a line of text.

8. Battery Level
Indicates remaining battery level. It displays only when using Li-ion battery.
- -Full
- -Half
- -Low
- -Empty

9. Caps mode
Indicates that the Caps mode is on.

10.-13. Style guidance
Indicates the current font (10), character size (11), character style (12) and frame (13) settings.

14. Tape length
Indicates the tape length for the text entered.

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

16. Counter
Indicates currently selected number/ selectable number.

17. Block Number
Indicates the block number.

⚠ Refer to "LCD Display" on page 24 for changing.

LCD Display & Keyboard **16**

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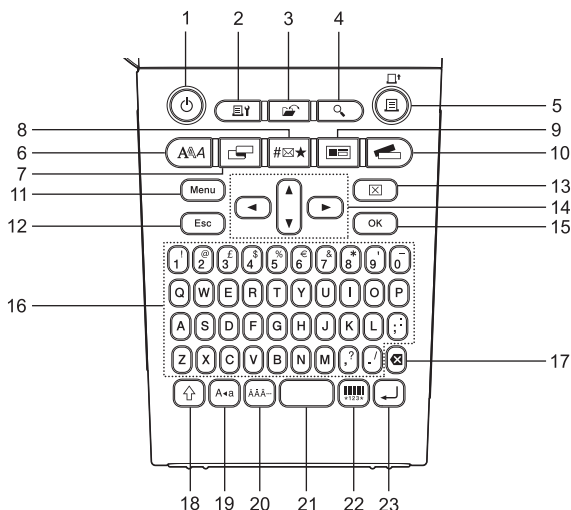
The default language is "English".

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

2. Print Options
   Enables Numbering or Mirror to be selected and printed.

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

4. Preview
   Displays a preview of the label.

5. Print
   Prints the current label design onto the tape.

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

7. Label
   Enables label attributes for the label to be set.

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

9. Auto-Format
   Enables labels to be created using pre-defined templates or block formats.

10. Label Collection
   Enables label collections to be selected and printed.

11. Menu
Enables operating preferences (Language, Adjustment, etc.) for the P-touch labeller to be set.

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

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

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

15. OK
Selects the displayed option.

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

17. Backspace
Deletes the character to the left of the cursor.

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

19. Caps
Turns Caps mode on and off.

20. Accent
Use this to select and enter an accented character.

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

22. Bar Code
Opens Bar Code Setup screen.

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

● **GETTING STARTED**

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Power Supply

Battery

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

(!) Make sure that the power is turned off when replacing batteries.
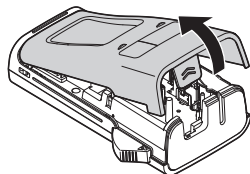
2 Insert six new AA-size alkaline batteries (LR6), or fully charged Ni-MH rechargeable batteries (HR6), making sure that the positive (+) and negative (-) ends of the batteries match the positive (+) and negative (-) marks inside the battery compartment.
Users of alkaline batteries

(!) Always replace all six batteries at the same time using brand new ones.

Users of Ni-MH rechargeable batteries

(!) Always replace all six batteries at the same time with fully charged ones.

(Q) Visit us at http://support.brother.com/ for the latest information about the recommended batteries.
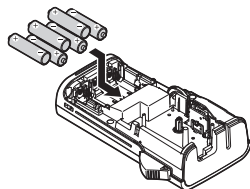
3 Attach the rear cover by inserting the three hooks at the bottom into the slots on the machine, then pushing down firmly until it snaps into place.
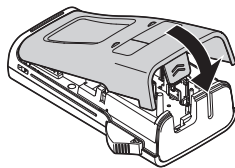
(!) Remove the batteries if you do not intend to use the P-touch labeller for an extended period of time.

AC Adapter (AD-E001: Optional on the PT-H300)

Use AD-E001 (AC adapter) for this labeller. AD-18 or AD-24ES cannot be used.
Connect the AC adapter directly to the P-touch labeller.
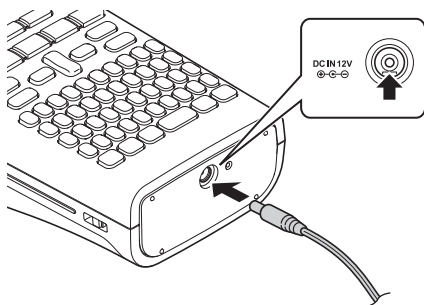
1 Insert the plug on the AC adapter cord into the connector marked DC IN 12V on the P-touch labeller.

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

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

To safe guard and backup the labeller's memory, when the AC adapter is unplugged it is recommended to have AA-size alkaline batteries (LR6) or Ni-MH rechargeable batteries (HR6) installed into the machine.

⚠ WARNING

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

⚠ CAUTION

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

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Using the Rechargeable Li-ion Battery (BA-E001: Optional on the PT-H300)

■ Installing the Rechargeable Li-ion Battery

1 Open the rear cover by pressing the cover latch.

Cover latch
Rear cover
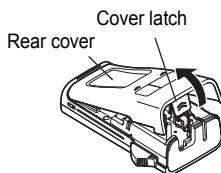
2 Insert the rechargeable Li-ion battery into the battery compartment.
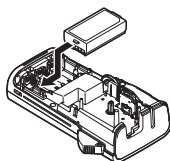
3 Confirm that the hooks on the edge of the rear cover are inserted correctly, and then reattach the cover.

Removing the Rechargeable Li-ion Battery
Remove the battery cover and the rechargeable Li-ion battery, and then reattach the battery cover.

■ Charging the Rechargeable Li-ion Battery

The rechargeable Li-ion battery can be charged while it is inserted in the labeller. Perform the following procedure to charge the rechargeable Li-ion battery.

- Before using the rechargeable Li-ion battery, use the following procedure to charge it.
- Up to 360 minutes is needed to fully charge a rechargeable Li-ion battery.

1 Make sure that the labeller is turned off. If the labeller is turned on, press the ⏻ (Power) button to turn it off.

2 Make sure that the rechargeable Li-ion battery is installed in the labeller.

3 Use the AC adapter and AC power cord to connect the labeller to an AC power outlet.
The LED next to the adapter connector turns on during charging, it goes off when the rechargeable Li-ion battery is full charged. The battery level indicator on the display will fill in with three bars ▄▄▄ .
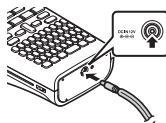
Stopping Rechargeable Li-ion Battery Charging
To stop rechargeable Li-ion battery from charging, disconnect the AC adapter cord.

■ **Tips on Using the Rechargeable Li-ion Battery**
• Charge the rechargeable Li-ion battery before use. Do not use it before it is charged.
• The rechargeable Li-ion battery charging can take place in 5°C - 35°C (41°F - 95°F) environments. Charge the rechargeable Li-ion battery in an environment in this temperature range. If the surrounding temperature is out of this range, the rechargeable Li-ion battery will not be charged, and the battery indicator will remain lit.
• If the labeller is used when both the rechargeable Li-ion battery is installed and the AC adapter is connected, the battery indicator may turn off and charging may stop even if the rechargeable Li-ion battery has not been fully charged.

Rechargeable Li-ion Battery Characteristics
Understanding the properties of the rechargeable Li-ion battery will allow you to optimize its usage.
• Using or storing the rechargeable Li-ion battery in a location exposed to high or low temperatures may accelerate its deterioration. In particular, using a rechargeable Li-ion battery with a high charge (charged 90% or more) in a location exposed to high temperatures will considerably accelerate battery deterioration.
• Using the labeller while the rechargeable Li-ion battery is installed and charging may accelerate the battery's deterioration. If using the labeller when the rechargeable Li-ion battery is installed, disconnect the AC adapter.
• If the labeller will not be used for longer than one month, remove the rechargeable Li-ion battery from the labeller when its charge is 50% or less, and then store the battery in a cool place away from direct sunlight.
• If the rechargeable Li-ion battery will not be used for a long period of time, we recommend charging it every 6 months.
• If you touch a part of the device while a Li-ion battery is charging, the device may feel warm. This is normal, and the device may be used safely. If the machine becomes extremely hot, discontinue use.

Rechargeable Li-ion Battery Specifications
• Charging time: Approximately 6 hours when charged by a AC adapter (AD-E001).
• Nominal Voltage: DC 7.2 V
• Nominal Capacity: 1850 mAh

Inserting a Tape Cassette

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

If the new tape cassette has a cardboard stopper, be sure to remove the stopper before inserting the cassette.
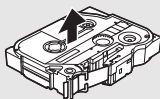
1 Check that the end of the tape is not bent and that it passes through the tape guide. If the tape is not passed through, pass it through the tape guide referring to the illustration.

End of tape

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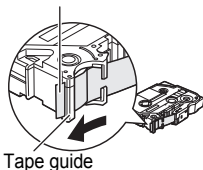
2 After making sure that the power is off, open the rear cover. If there is already a tape cassette in the machine, remove it by pulling it straight up.
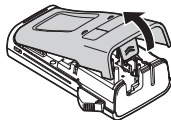
3 Insert the tape cassette into the tape compartment, with the end of the tape facing the machine's tape exit slot, and press firmly until you hear a click.

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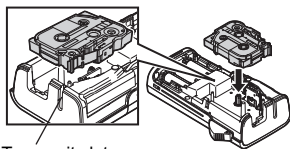
Tape exit slot

4 Close the rear cover.
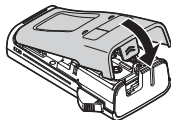
• **Do not pull the label coming out of the tape exit slot. Doing so will cause the ink ribbon to be discharged with the tape.**
• Store tape cassettes in a cool dark location, away from direct sunlight and high temperature, high humidity, or dusty locations. Use the tape cassette as quickly as possible after opening the sealed package.

Turning Power On/Off

Press the **Power** key to turn the P-touch labeller on.
Press the **Power** key again to turn the P-touch labeller off.

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

●Auto Power-Off Time●

With AC adapter	5 minutes
With battery	5 minutes

Feeding Tape

Feed function

The Feed function feeds 25 mm of blank tape.

- **Do not pull the label coming out of the tape exit slot. Doing so will cause the ink ribbon to be discharged with the tape.**
- Do not block the tape exit slot during printing or when feeding tape. Doing so will cause the tape to jam.

1 Press the **Shift** key and then press the **Print** key.

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

LCD Display

LCD Contrast

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

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

2 Select "LCD Contrast" using ▲ or ▼ key and set the value using ◄ or ► key.

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

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

Back Light

You can change the back light setting either to ON or OFF.
The display is easier to see with the back light ON. The default setting is "ON".

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

2 Select "ON" or "OFF" using the ▲ or ▼ key.

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

(!) • Power can be saved when the back light is turned off.
 • The back light is turned off automatically if there is no operation for more than 10 seconds. It can be turned back on by pressing any key. The back light turns off when printing.

Setting Language and Unit

Language

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

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

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

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

Unit

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

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

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

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

EDITING A LABEL

Entering and Editing Text

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

Using Text Reminder
When a character is entered, the machine remembers character sequences beginning with the character entered from a history of all printed character sequences to date, and displays a list of options from which to select.

1 Enter "c".

2 The machine displays the last word printed beginning with the letter "c" such as "computer".

```
ok computer

) c
```
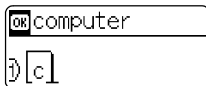
3 Press the **OK** key to display other word options that match the entered character. Press the ▲ or ▼ key to select the desired word.

4 Press the **OK** or **Enter** key.
The selected character word will then appear on the text line.

○ Text Reminder settings can be changed by pressing the **Menu** key.

Deleting Text Reminder Memory

1 Press the **Menu** key.

2 Press the ▲ or ▼ key to select "Text Reminder", and then press the **OK** or **Enter** key.

3 Press the ▲ or ▼ key to select "Clear Memory", and then press the **OK** or **Enter** key.

4 "Clear All Text Reminder Memory ?" is then displayed.

5 Press the **OK** or **Enter** key. All text options in memory will be deleted.

Adding a New Line

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

⚠ • There is a maximum number of lines of text that can be entered for each tape width. A maximum of 5 lines for 18 mm tape, 3 lines for 12 mm tape, 2 lines for 9 mm and 6 mm tape, and 1 line for 3.5 mm tape.
- If you press the **Enter** key when five lines already exist, an error message is displayed.
- To change the character attribute of each line, refer to "Setting Character Attributes by Each Line" on page 33.

Adding a New Block

- To create a new block of text/lines to the right of your current text, press the **Shift** key and then press the **Enter** key. The cursor moves to the start of the new block.

⚠ A maximum of 5 blocks can be entered in one label.

Moving the Cursor

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

Inserting Text

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

Deleting Text

■ Deleting one character at a time

- To delete a character from an existing line of text, move the cursor to the character to the right of the position you want to start deleting text and then press the **Backspace** key. The character to the left of the cursor is deleted each time the **Backspace** key is pressed.

💡 If you hold down the **Backspace** key, the characters left of the cursor are deleted continuously.

■ Deleting all text at once

Use the **Clear** key to delete all text at once.

1 Press the **Clear** key.
The Clear options are displayed.

> Clear?
> ⑦ ↑Text&Format
> ↓Text Only
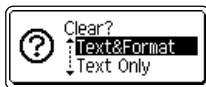
2 Using the ▲ or ▼ key, select "Text Only" to delete all text while retaining the current format settings, or select "Text & Format" to delete all text and format settings.

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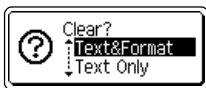
Press the **Escape** key to return to the text entry screen, without erasing (or clearing) text or format.

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

HEL AÁÁ   ---mm
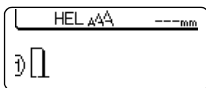
Entering Symbols

In addition to the symbols available on the keyboard, there are various symbols (including international and extended ASCII characters) available with the symbol function.
To enter a symbol, use the Symbol function (see below).
Alternatively, press the **Shift** key and then press a key on the keyboard to enter the symbol printed on the selected key's upper-right corner.

Entering Symbols Using the Symbol Function

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

The last symbol entered is selected in the displayed list.

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

3 Select a symbol using ▲ , ▼ , ◀ or ▶ key and then press the **OK** or **Enter** key.
The selected symbol is inserted into the line of text.

When selecting symbol:
• Press the **Shift** key and **Symbol** key to return to the previous page.
• Press the **Symbol** key to return to the next page.

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

Using Symbol History

You can create your personal category of symbols by using the Symbol History. The "History" will appear first when selecting the symbols to help you locate the desired symbols quickly.

1 Press the **Menu** key to display the Setup menu, and then select "Symbol History" using the ▲ or ▼ key.
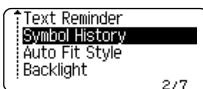
2 Press the **OK** or **Enter** key to display the Symbol History screen, and then select "On" to create your personal category by using the ▲ or ▼ key.
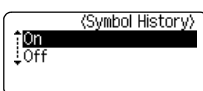
3 Press the **OK** or **Enter** key to apply the setting.
The screen returns to the text entry screen.
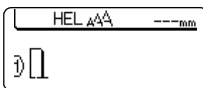
4 Enter the symbol you wish to add to your History.

Refer to "Entering Symbols Using the Symbol Function" on page 28 for detail.
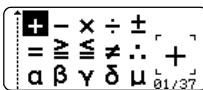
5 Press the **Symbol** key.
The "History" appears, including the symbol entered in step 4.
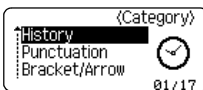
- Up to 15 symbols can be added to the "History". The oldest symbol will be deleted from the category when the symbols added to the "History" exceed 15 symbols.
- To stop using the Symbol History, select "Off" in the Symbol History screen.

●Symbol List●

Category	Symbols
Punctuation	. , : ; " ' • ? ! ¿ ¡ – & ˜ _ \ / ∗ @ #
Bracket/Arrow	( ) [ ] < > « » 【 】 ➡ ⬅ ⬆ ⬇ ⇨ ⇦ ⬆ ⬇ ↔ ⇄ ↕ ✄ ↻ §
Mathematics	+ − × ÷ ± = ≧ ≦ ≠ ∴ α β γ δ μ Ω φ Σ ª º ₂ ₃ ² ³ ¼ ½ ¾ I II III IV V VI VII VIII IX X
Currency/Unit	% $ ¢ € £ ¥ ₺ ° ft. in. m² m³ cc ℓ oz. lb. °F ℃
(Number)	① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬ ⑭ ⑮ ⑯ ⑰ ⑱ ⑲ ⑳ ㉑ ㉒ ㉓ ㉔ ㉕ ㉖ ㉗ ㉘ ㉙ ㉚ ㉛ ㉜ ㉝ ㉞ ㉟ ㊱ ㊲ ㊳ ㊴ ㊵ ㊶ ㊷ ㊸ ㊹ ㊺ ㊻ ㊼ ㊽ ㊾ ㊿ 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99
[Number]	1 2 3 4 5 6 7 8 9 10 11 12 13 13 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99
Sign	🚫 ⛔ 🔥 ⚠ ☡ ⛴ ♻ ® ℗ 🖼 🚹🚺 🚹 🚺 ♿ ⚕ 🔧 🔩 🍴 🚯 🚭 ☕ ℹ ☠
Electrical	⏚ ∼ ⎓ ⊣⊢ ⏻ ⚠ ⊗ ⊝ ⏛ ▣ ○	⊕ ① ⊘ ⚡ ▭ ◁
Datacom/AV	🖥 📱 💳 📟 🔌 📲 🖲 📶 📠 📡 🖱 🖨 💾 💿 💽 📷 📞 🖧 📋 🖥 📹 🖨 🖨 🎙 📷 🎥 🖥 🖧 📊 ✂ 📡 🎧 📷 💡 🎤 🔊 🖱 🔔 ⏭ ⏯ ▶ ◀ ⏮ ⏪
Business	✉ 🕊 📊 📈 📄 📑 📁 📂 📋 🗄 📃 🔍 💼 🗃 📎 📦 👥 🏃 📍 🖊 🔖 🔑 🔒 🔧 📖 ✂ 📅 ® © ™
Professional	🏛 ⚒ 📠 🔬 ✈ 🔥 🔋 🔍 🗡 📷 🔭 🔨 📏 🔑 💉 💊 ⛽ 🚩 ⚙ ♟ 🏴 ⚠ 🚚 ⌨ 🔨 🔧
Event	⏰ 🎺 🎆 ⌛ 🏠 ❄ 🕷 🌙 🎃 🎄 🦃 🎅 🎋 🎍 🎎 🎏 🎁 🎊 🍶 🍴
Vehicle	🚑 🚒 🏍 🚓 🚐 🚌 🚙 🚚 🚛 🚜 🚲 🚗 🚗 🚲 🏍 🚛 🚌 🚃 🚠 ✈ 🚤 ⚓
Personal	😀 😁 😊 😌 👤 👦 👧 👶 👜 👛 💄 🖊 🎵 🎶 📖 👓 ✏ 🎨 🖌 💅 👞 👟 💺 ☕ 🍎 🌹 🍎 📦 ☎ 💌 🖼 📷 📹 🔑 🔨 🔧 ⛑ 🏀 💊 ⚽ 🐱 🐶 🐈 👁
Nature/Earth	🐷 🐞 🐰 🐭 🐹 🐿 👻 🦋 🐝 🐛 🌍 🌴 🍀 🍃 ⚓ 🌸 🕷 🐜 ☀ ☂ 🍇 🐚 🐌 📺 🌐 🚀 ✏

Category	Symbols
Pictograph	☙ ♬ ♪ ♫ ♧ ⇨ ⚰ 👣 👍 ☀ ᶻᶻᶻ ✂ ☑ ☄ ♋ ✚ ⊕ 😄 😖 😐 😒 😓 😊 😌 😏 😍 😎 😋 ● ○ ■ □ ★ ☆ ♠ ♤ ♥ ♡ ♦ ◇ ♣ ♧ ▲ △ ▼ ▽ ♈ ♉ ♊ ♋ ♌ ♍ ♎ ♏ ♐ ♑ ♒ ♓ ✱ ❓ ♂ ♀

The symbols shown in the table may look slightly different on the machine LCD and when printed.

Entering Accented Characters

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

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

> Caps mode can be used with the Accent function.

---

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

---

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

> (!) The order of accented characters displayed will differ depending on the selected LCD language.

---

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

> • Press the **Escape** key to return to the previous step.
> • Refer to the Accented Character List table for a complete list of all accented characters available.

●Accented Character List●

Character	Accented Characters	Character	Accented Characters
a	á à â ä æ ã ą å ā ă	n	ñ ň ń ņ
A	Á À Â Ä Æ Ã Ą Å Ā Ă	N	Ñ Ň Ń Ņ
c	ç č ć	o	ó ò ô ø ö õ œ ő
C	Ç Č Ć	O	Ó Ò Ô Ø Ö Õ Œ Ő
d	ď ð đ	r	ř ŕ ŗ
D	Ď Đ	R	Ř Ŕ Ŗ
e	é è ê ë ę ě ė ē	s	š ś ş ş ß
E	É È Ê Ë Ę Ě Ė Ē	S	Š Ś Ş Ş ß
g	ġ ğ	t	ť ţ þ
G	Ġ Ğ	T	Ť Ţ Þ
i	í ì î ï į ī ı	u	ú ù û ü ų ů ū ű
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k	ķ	y	ý ÿ
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Setting Character Attributes

Setting Character Attributes by Label
Using the **Font** key, you can select a font and apply size, width, style, line, and alignment attributes.

1 Press the **Font** key.
The current settings are displayed.

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

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

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

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

Setting Character Attributes by Each Line

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

Move the cursor to the line you wish to change the character attribute by using the ▲ , ▼ , ◀ or ▶ key. Next, press the **Shift** key and then press the **Font** key to display the attributes. (A on the screen indicates that you are now applying the attribute for that specific line only.)

Font	:▸HEL
Size	: Auto
Width	: x 1
Style	: Normal

A
01/14
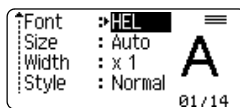
(!) When different value of attribute is set for each line, the value will be displayed as **** when you press the **Font** key. When you change the setting on this screen by using the ▲ or ▼ key, the same change will be applied to all lines of the label.

Font	:▸*****
Size	: 36 pt
Width	: x 1
Style	: Normal
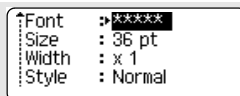
●Setting Options●

Attribute	Value	Result	Value	Result
Font	**HEL (Helsinki)**	ABCabc	BEL (Belgium)	ABCabc
	BRU (Brussels)	ABCabc	ATL (Atlanta)	ABCabc
	US (US)	ABCabc	ADM (Adams)	ABCabc
	LA (Los Angeles)	**ABCabc**	BRN (Brunei)	**ABCabc**
	SGO (San Diego)	ABCabc	SOF (Sofia)	ABCabc
	FLO (Florida)	**ABCabc**	GER (Germany)	ABCabc
	CAL (Calgary)	ABCabc	LGO (Letter Gothic)	ABCabc
Size	**Auto**	When Auto is selected, the text is automatically adjusted to print in the largest size available for each tape width.	42pt	ABCabc

● **EDITING A LABEL**

Attribute	Value	Result	Value	Result
Size	36pt	ABCabc	12pt	ABCabc
	24pt	ABCabc	9pt	ABCabc ggijyy
	18pt	ABCabc	6pt	ABCabc ggijyy
Width	x2	ABCabc	x2/3	ABCabc
	x1	ABCabc	x1/2	ABCabc
Style	**Normal**	ABCabc	I+BLD (Italic Bold)	ABCabc
	BLD (Bold)	ABCabc	I+OUT (Italic Outline)	ABCabc
	OUT (Outline)	ABCabc	I+SHD (Italic Shadow)	ABCabc
	SHD (Shadow)	ABCabc	I+SLD (Italic Solid)	ABCabc
	SLD (Solid)	ABCabc	VRT (Vertical)	ABCabc
	ITL (Italic)	ABCabc		
Line	**Off**	ABCabc	UND (Underline)	ABCabc
	STR (Strikeout)	ABCabc		
Align (Alignment)	**Left**	ABCabc	Right	ABCabc
	Center	ABCabc	Just (Justify)	A B C a b c

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• The actual printed font size depends on the tape width, number of characters and number of input lines. Once characters reach a minimum size, the selected font will default to a custom font which is based on the Helsinki style. This allows labels to print using the smallest text possible on narrow or multi-line labels.
• The 6 point font only prints in Helsinki, no other font type.

Setting Auto Fit Style

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

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

2 Select the style using the ▲ or ▼ key.

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

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

Setting Label Attributes

Using the **Label** key, you can create a label with a frame around the text and specify the label length. (Refer to "Setting Margin" on page 51.)

1 Press the **Label** key. The current settings are displayed. You can select frame by using ◄ and ► key.
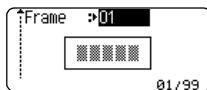
2 Select an attribute using the ▲ or ▼ key, and then set a value for that attribute using the ◄ or ► key.
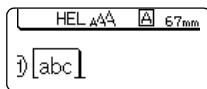
When setting the label length, refer to "Adjusting the Label Length" on page 52.
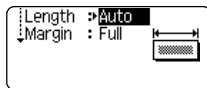
3 Press the **OK** or **Enter** key to apply the settings.

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

- Press the **Escape** key to return to the previous step.
- Press the **Space** key to set the selected attribute to the default value.
- Refer to the Setting Options table for a list of all available settings.

●Frames●

Attribute	Value	Result	Value	Result
Frame	Off	ABCabc	16	ABCabc
	1	ABCabc	17	ABCabc
	2	ABCabc	18	ABCabc
	3	ABCabc	19	ABCabc
	4	ABCabc	20	ABCabc
	5	ABCabc	21	ABCabc
	6	ABCabc	22	ABCabc
	7	ABCabc	23	ABCabc
	8	ABCabc	24	ABCabc
	9	ABCabc	25	ABCabc
	10	ABCabc	26	ABCabc
	11	ABCabc	27	ABCabc
	12	ABCabc	28	ABCabc
	13	ABCabc	29	ABCabc
	14	ABCabc	30	ABCabc
	15	ABCabc	31	ABCabc
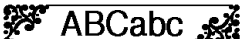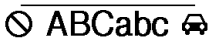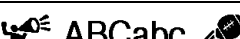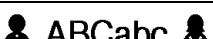
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Attribute	Value	Result	Value	Result
Frame	32	ABCabc	50	ABCabc
	33	ABCabc	51	ABCabc
	34	ABCabc	52	ABCabc
	35	ABCabc	53	ABCabc
	36	ABCabc	54	ABCabc
	37	ABCabc	55	ABCabc
	38	ABC abc ABC / ABC abc ABC / ABC abc ABC	56	ABCabc
	39	ABCabc	57	ABCabc
	40	ABCabc	58	ABCabc
	41	ABCabc	59	ABCabc
	42	ABCabc	60	ABCabc
	43	ABCabc	61	ABCabc
	44	ABCabc	62	ABCabc
	45	ABCabc	63	ABCabc
	46	ABCabc	64	ABCabc
	47	ABCabc	65	ABCabc
	48	ABCabc	66	ABCabc
	49	ABCabc	67	ABCabc

● EDITING A LABEL

Attribute	Value	Result	Value	Result
Frame	68	ABCabc	84	ABCabc
	69	ABCabc	85	ABCabc
	70	ABCabc	86	ABCabc
	71	ABCabc	87	ABCabc
	72	ABCabc	88	ABCabc
	73	ABCabc	89	ABCabc
	74	ABCabc	90	ABCabc
	75	ABCabc	91	ABCabc
	76	ABCabc	92	ABCabc
	77	ABCabc	93	ABCabc
	78	ABCabc	94	ABCabc
	79	ABCabc	95	ABCabc
	80	ABCabc	96	ABCabc
	81	ABCabc	97	ABCabc
	82	ABCabc	98	ABCabc
	83	ABCabc	99	ABCabc
Length	The length of the label can be set within the range 30 mm - 300 mm. When **Auto** is selected, the length of the label is automatically adjusted based on the amount of text entered.			

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Using Auto-Format Layouts

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

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

Using Templates - Example creating an Asset Tag

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

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

3	Select a template using the ▲ or ▼ key.

4	Press the **OK** or **Enter** key. The Style screen is displayed.
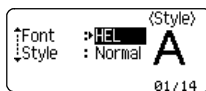
5	Select an attribute using the ▲ or ▼ key, and then set a value for that attribute using the ◀ or ▶ key.
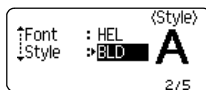
6	Press the **OK** or **Enter** key. The Bar Code Setup screen is displayed. ○ The Bar Code Setup screen is displayed only when a layout containing a bar code is selected.
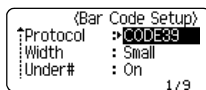
7	Select an attribute using the ▲ or ▼ key, and then set a value for that attribute using the ◀ or ▶ key. ○ The "C.Digit" (Check Digit) attribute is only available for the CODE39, I-2/5 and CODABAR protocols.
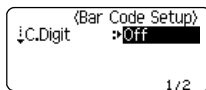
8	Press the **OK** or **Enter** key. The template text entry screen is displayed. ○ Caps mode can be used when entering text.
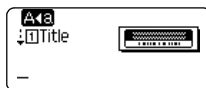
9 Enter the text and then press the **OK** or **Enter** key.
Repeat this for each text field.
After all text fields are entered, the print menu is displayed
when the **OK** or **Enter** key is pressed.

> Print
> Edit
> Save
> Cancel
> 1/5
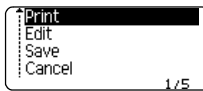
10 Select "Print" using the ▲ or ▼ key and then press the **OK** or **Enter** key to display
the Copies screen.

- Select "Edit" to change the text data or style settings.
- Select "Save" to store the label in a file memory.
- Select "Cancel" to exit the Auto-Format function.
- Select "Print Options" to set the print settings.

11 Select the number of copies to be printed using the ▲ or ▼
key, or type the number using the number keys.
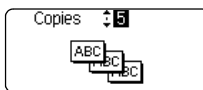
> Copies ‡5
> ABC

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

> Printing...
> Copies 2/5

- Press the **Escape** key to return to the previous step.
- On the Style and Bar Code Setup screens, press the **Space** key to change the selected attribute to the default value.
- Refer to the Templates table for a list of available templates.

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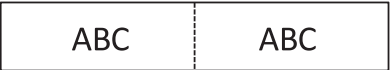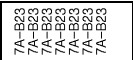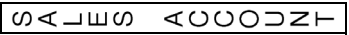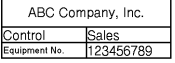
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● Templates ●

Attribute	Value	Details
Template Name	**Flag 1**	ABC　　　ABC (12 mm x 90 mm)
	Flag 2	ABC　　　ABC DEF　　　DEF (12 mm x 90 mm)
	Cable Wrap (Rotate & repeat)	7A–B23 7A–B23 7A–B23 7A–B23 7A–B23 7A–B23 (18 mm x 39 mm)
	Faceplate	C-A11 C-A12 C-A13 (12 mm x 70 mm)
	Binder Spine	SALES ACCOUNT (18 mm x 219 mm)
	File Folder Tab	PAYABLES (12 mm x 82 mm)
	Divider Tab (Hanging Folder)	AUGUST (12 mm x 42 mm)
	Asset Tag	Property of: ABC Company, Inc. *00001* (18 mm x 70 mm)
	Bin Box	Lock Washer 1/4–20 NF Thread Size 0 12502 05400 9 (18 mm x 76 mm)
	Equipment Label	ABC Company, Inc. Control｜Sales Equipment No.｜123456789 (18 mm x 58 mm)

Attribute	Value	Details
Template Name	Address Label	XXXX CORPORATION 7819N,Brother Blvd.Bartlett,TN 38133 Telephone:+1−901−377−XXXX (18 mm x 70 mm)
	Name Badge	Robert Becker ABC Company, Inc. (18 mm x 72 mm)
	CD Case Spine 1	My Favorite Music (6 mm x 113 mm)
	CD Case Spine 2	My Favorite Music (3.5 mm x 113 mm)

Using Block Layouts

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

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

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

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

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

```
            〈Style〉
↑Font  :▸HEL
 Align : Left    A
↓Frame : Off
              01/14
```

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

Press the **Space** key to set the selected attribute to the default value.

```
            〈Style〉
↑Font  : HEL
 Align : Right
↓Frame :▸On
```
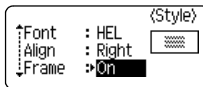
7	Press the **OK** or **Enter** key. The block layout text entry screen is displayed. 💡 Caps mode can be used when entering text.
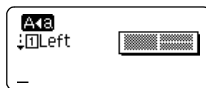
8	Enter text and then press the **OK** or **Enter** key. Repeat for each text field. After all text fields are completed, press the **OK** or **Enter** key to display the print menu.
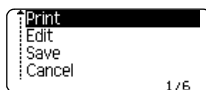
9 Select "Print" using the ▲ or ▼ key and then press the **OK** or **Enter** key to display the Copies screen.

> 💡
> • Select "Edit" to change the text data or style settings.
> • Select "Save" to store the label in a file memory.
> • Select "Cancel" to exit the Auto-Format function.
> • Select "Change Layout" to use a different layout.
> • Select "Print Options" to set the print settings.

10 Select the number of copies to be printed using the ▲ or ▼ key, or type the number using the number keys.
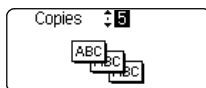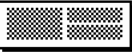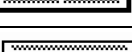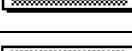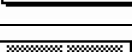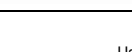
11	Press the **OK** or **Enter** key to print the labels. "Printing...Copies" is displayed while the labels are being printed.
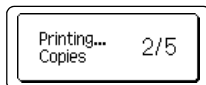
> 💡
> • Press the **Escape** key to return to the previous step.
> • Refer to the Block Layouts table for a list of available block layouts.

> ⚠️
> • If the width of the current tape cassette does not match the set width for the selected layout, an error message is displayed when you try to print the label. Press the **Escape** key or any other key to clear the error message, and insert a tape cassette of the correct width.

●Block Layouts●

Attribute	Value	Details
Block layout (18 mm tape)	**2LineA**	12pt / 24pt
	2LineB	24pt / 12pt
	3Line	9pt / 9pt / 24pt
	1+2LineA	42pt / 18pt / 18pt
	1+2LineB	42pt / 12pt / 24pt
	1+3Line	42pt / 12pt
	1+4Line	42pt / 9pt
	1+5Line	42pt / 9pt
Block layout (12 mm tape)	**2LineA**	9pt / 12pt
	2LineB	12pt / 9pt
	3Line	6pt / 6pt / 12pt
	1+2Line	24pt / 12pt / 12pt
Block layout (9 mm tape)	**2LineA**	6pt / 12pt
	2LineB	12pt / 6pt
	1+2Line	18pt / 9pt / 9pt
Block layout (6 mm tape)	**1+2Line**	12pt / 6pt / 6pt

Creating a Bar Code Label

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

> • The P-touch labeller 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 affect printing quality.

Setting Bar Code Parameters and Entering Bar Code Data

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

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

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

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

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

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

4 Type in the bar code data.
Special characters can be entered in the bar code when using the CODE39, CODE128, CODABAR or GS1-128 protocols. When not using special characters, go to step 7.

```
                        〈Bar Code Input〉
CODE39
  ▶*2013*◀
```

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

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

〈Bar Code Input〉
CODE39
▶*2013/*◀

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

HEL A⁴A   98mm
i) abc‖‖

- The "C.Digit" (Check Digit) attribute is only available for the CODE39, I-2/5 and CODABAR protocols
- Press the **Escape** key to return to the previous step.
- Press the **Space** key to set the selected attribute to the default value.
- Refer to the Bar Code Settings table for a list of all available settings.

●Bar Code Settings●

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

●Special Character List●

CODE39

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

CODABAR

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

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

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

Editing and Deleting a Bar Code

- To edit bar code parameters and bar code data, position the cursor beneath the bar code mark on the data entry screen and then open the Bar Code Setup screen. Refer to "Setting Bar Code Parameters and Entering Bar Code Data" on page 45.
- To delete a bar code from a label, position the cursor to the right of the bar code mark on the data entry screen and press the **Backspace** key.

LABEL PRINTING

Label Preview

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

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

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

Printing a Label

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

- **Do not pull the label coming out of the tape exit slot. Doing so will cause the ink ribbon to be discharged with the tape, making the tape no longer usable.**
- Do not block the tape exit slot during printing or when feeding tape. Doing so will cause the tape to jam.
- Be sure to check that there is enough tape remaining when printing several labels continuously. If tape is running low, set fewer copies, print labels one at a time, or replace the tape cassette.
- Striped tape indicates the end of the tape cassette. If this appears during printing, press the **Power** key to turn the P-touch labeller off. Attempting to print with an empty tape cassette may damage the machine.
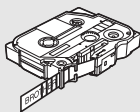
Printing Multiple Copies
Using this function you can print up to 9 copies of the same label.

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

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

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

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

> Printing...
> Copies   2/5

○ • Press the **Escape** key to return to the previous step.
  • The figures shown on the screen during printing indicate the "count / number of copies set".
  • Pressing the **Space** key when setting the number of copies resets the value to 1, the default.

Auto-numbering Labels

Using the numbering function you can create a set of sequentially numbered labels from a single label format.

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

2 Press the **Print Options** key to display the print options screen, and then select "Numbering" using the ▲ or ▼ key.

3 Press the **OK** or **Enter** key.
The numbering start point screen is displayed.
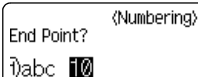
> ⟨Numbering⟩
> Start Point?
> i)abc ❶0
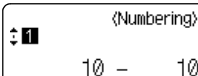
○ To apply auto-numbering to a bar code, select the bar code here. After selecting the bar code you will be prompted to enter the number of labels to be printed (step 6).

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

> ⟨Numbering⟩
> End Point?
> i)abc ❶0

5 Move the cursor to the last character to be incremented in the numbering sequence and press the **OK** or **Enter** key.
The number of labels to be printed is displayed.
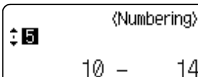
> ⟨Numbering⟩
> ↕❶
>   10 –   10

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

> ⟨Numbering⟩
> ↕❺
>   10 –   14

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

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

• Press the **Escape** key to return to the previous step.
• The figures shown on the screen during printing indicate the "count / number of copies".
• Pressing the **Space** key when selecting the number of copies resets the value to 1, the default.
• Auto-numbering can also be applied to bar codes. When a bar code contains an auto-numbering sequence, no other fields in the label can contain an auto-numbering sequence.
• The auto-number portion of the label is incremented after each label is printed.
• Only one auto-numbering sequence can be used in a label.
• Any symbols or other non-alphanumeric characters in the auto-numbering sequence are ignored.
• An auto-numbering sequence can only contain a maximum of five characters.

• Letters and numbers increase as shown below:
  0 ➔ 1 ...9 ➔ 0 ➔ ...
  A ➔ B ...Z ➔ A ➔ ...
  a ➔ b ...z ➔ a ➔ ...
  A0 ➔ A1 ...A9 ➔ B0 ➔ ...
  Spaces (shown as underscores "_" in the example below) can be used to adjust the spacing between characters or to control the number of digits that are printed.
  _9 ➔ 10 ...99 ➔ 00 ➔ ...
  _Z ➔ AA ...ZZ ➔ AA ➔ ...
  1_9 ➔ 2_0 ...9_9 ➔ 0_0 ➔ ...

Mirror Printing

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

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

2 Press the **Print Options** key to display the print options screen, and then select "Mirror" using the ▲ or ▼ key.
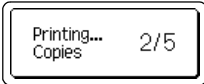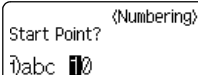
3 Press the **OK** or **Enter** key.
The message "Print OK?" is displayed

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

Printing...
Copies   1 / 1

• Press the **Escape** key to return to the previous step.
• Text should be printed on clear tape when using the mirror printing function.
• The copy and auto-numbering functions cannot be used together with the mirror printing function.

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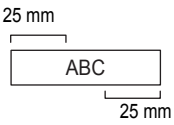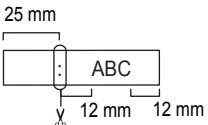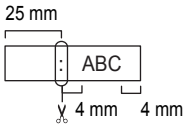
The tape cutting options allow you to specify how the tape is fed and cut when printing labels. In particular, the "Chain" options greatly reduce the amount of wasted tape by using smaller margins and eliminating blank sections cut between labels.
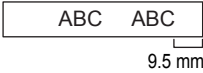
1 Press the **Label** key to display the Label menu.

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

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

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

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

●Tape Cutting Options●

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

Setting	Description	Example
Chain	• Use this setting when printing several labels with minimum margins. • Feed the tape before using the cutter. Otherwise a part of the text may be cut off. Do not try to pull the tape since this may damage the tape cassette. • After pressing Print, "OK to Feed?" appears. Press the **Escape** key to enter more texts or press the **OK** or **Enter** key to feed. • The final label is printed with an 9.5 mm margin to the right of the characters. Use scissors to cut off any part of this margin that is not required.	*Feed the tape before using the cutter. ABC ABC 9.5 mm

Adjusting the Label Length

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

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

2 Select "Label Length" using ▲ or ▼ key and set the value using ◀ or ▶ key.
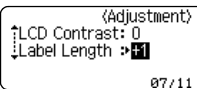
⟨Adjustment⟩
↑LCD Contrast: 0
↓Label Length ▶+1
07/11

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

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

Attaching Labels

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

2 Peel the backing from the label.

3 Position the label and then press firmly from top to bottom with your finger to attach the label.

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

Printing from the Label Collection

Printing a label from the Label Collection Stored in the Machine

Pages 54 shows the many labels that are stored in your Label Collection. Printing these pre-designed labels saves you time.

1 Press the **Label Collection** key.

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

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

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

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

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

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

Only 12 mm or 18 mm tape can be used for Label Collection.

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

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

● **Label Collection List** ●

Category	Label
Files	**Completed** ☑ ⊘**Pending** ☼ **Personal** ⚷ **To Do** **Prospects**
Office Signage	**For Internal Use Only** ⚷ Please **Be Quiet** N⊘**Mobile Phones** Authorised Personnel Only **U**se **O**ther **D**oor
Communication	**RESPOND IMMEDIATELY!** **Please sign and return** For Your Information **Interoffice** Mail **Outgoing** Mail **Do Not Circulate!**
Attention	**DANGER!** **Urgent!** ⚠**Caution!**⚠ **Confidential** **Important Documents** **Enclosed**
Retail	**SAMPLE** **Special Offer** **OPEN** **CLOSED** **SALE**

* Labels are for illustrative purposes only.

1 2 3 **4** 5 6 7 8 9

USING THE FILE MEMORY

You can store up to 50 of your most frequently used labels in the file memory. Each label is stored as a file, allowing you to quickly and easily recall your label when needed again.

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

Storing a Label into Memory

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

2 Select "Save" using the ▲ or ▼ key.

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

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

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

• Press the **Escape** key to return to the previous step.
• Up to 200 characters can be saved in one file. However, the number of characters that can be saved may differ, for example when entering symbols.
• To store a label created by using the Auto-Format Layouts, refer to "Using Auto-Format Layouts" on page 39.

Opening a Stored Label File

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

2 Select "Open" using the ▲ or ▼ key.

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

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

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

Printing a Stored Label File

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

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

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

4 Select a file number using the ▲ or ▼ key, and then press the **Print**, **OK** or **Enter** key to display the Copies screen.

5 Select the number of copies to be printed using the ▲ or ▼ key, or type the number using the number keys.

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

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

Deleting a Stored Label File

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

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

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

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

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

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

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RESETTING & MAINTAINING YOUR P-TOUCH LABELLER

Resetting the P-touch labeller

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

Resetting the data to factory settings
(Label collections stored in Favorites is not reset.)
Turn off the machine. Press and hold down the **Shift** and **R** keys. While holding down the **Shift** and **R** keys, press the **Power** key once and then release the **Shift** and **R** keys.

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

Maintenance

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

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

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

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

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

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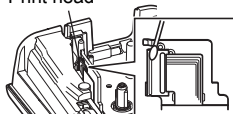
- Do not touch the print head directly with your bare hands.
- Refer to the instructions provided with the print head cleaning cassette for directions on how to use it.

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

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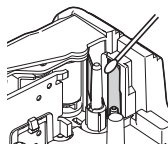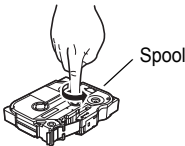
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TROUBLESHOOTING

What to do when...

Problem	Solution
The screen 'locks', or the P-touch labeller does not respond normally.	*Refer to "Resetting the P-touch labeller" on page 57 and reset the internal memory to the initial settings. If resetting the P-touch labeller does not solve the problem, disconnect the AC adapter and remove the batteries for more than 10 minutes.*
The display remains blank after turning on the power.	*Check that the batteries are correctly installed and that the AC adapter designed exclusively for your P-touch labeller (provided) is correctly connected.* *Check that the rechargeable Li-ion battery is fully charged.*
The LCD messages are displayed in a foreign language.	*Refer to "Setting Language and Unit" on page 25 to select your desired language.*
The label is not printed after pressing the Print key.	• *Check that text has been entered and that the tape cassette is installed correctly with sufficient tape remaining.* • *If the tape is bent, cut off the bent section and thread the tape through the tape exit slot.* • *If the tape is jammed, remove the tape cassette and then pull out the jammed tape and cut it. Check that the end of the tape passes through the tape guide before reinstalling the tape cassette.*
The label is not printed correctly.	• *Remove the tape cassette and reinstall it, pressing it firmly until it clicks into place.* • *If the print head is dirty, clean it with a cotton swab or optional print head cleaning cassette (TZe-CL4).*
The ink ribbon is separated from the ink roller.	*If the ink ribbon is broken, replace the tape cassette. If not, leave the tape uncut and remove the tape cassette, then wind the loose ink ribbon onto the spool as shown in the figure.* Spool
The P-touch labeller stops while printing a label.	• *Replace the tape cassette if striped tape is visible, as this indicates that you have reached the end of the tape.* • *Replace all batteries or connect the AC adapter directly to the P-touch labeller.*
Label files saved previously are now empty.	*All files stored in the internal memory are deleted if the batteries are weak or the AC adapter was disconnected.*
The tape jam which cannot be cleared easily occurred.	*Please contact our customer service.*

● **TROUBLESHOOTING**

Error Messages

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

Message	Cause/Remedy
Wrong Type Of Adapter Connected!	An incompatible AC adapter is connected. Use an appropriate AC adapter.
Low Battery!	The installed batteries are getting weak.
Replace Battery!	The installed batteries are about to run out.
Recharge Li-ion Battery!	The battery is low. Please charge the lithium-ion battery.
Li-ion is damaged Use other power source!	The Li-ion is damaged. Please use an AC adapter or another battery.
Unit Cooling Wait 10 min. before restart!	High temperature error.
Cutter Error!	The tape cutter is closed when you try to print or feed tape. Turn the P-touch labeller off and then on again before continuing. When tape is tangled in the cutter, remove the tape.
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.
Text Full!	The maximum number of characters have already been entered. Edit the text and use fewer characters.
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.
Line Limit! Max 5 Lines	There are already five lines of text when you press the Enter key. Limit the number of lines to five.
Incorrect Value!	The value entered for setting the tape length, multiple copies or numbering function is invalid. Enter a valid value for the setting.
Tape Width Limit! Max 3 Lines	There are more than 3 lines of text when you press the Print or Preview key while using 12 mm tape. Limit the number of lines to three, or replace with a larger width tape cassette.
Tape Width Limit! Max 2 Lines	There are more than two lines of text when you press the Print or Preview key while using 9 mm or 6 mm tape. Limit the number of lines to two, or replace with a larger width tape cassette.
Tape Width Limit! Max 1 Line	There is more than one line of text when you press the Print or Preview key while using 3.5 mm tape. Limit the number of lines to one, or replace with a larger width tape cassette.

Message	Cause/Remedy
Block Limit! **Max 5 Blocks**	There are already five blocks of text. Limit the number of blocks to five.
Length Limit!	The length of the label to be printed using the text entered is longer than 1 m. Edit the text so that the length of the label is less than 1 m.
Insert **18mm Tape** **Cassette!**	An 18 mm tape cassette is not installed when an Auto-Format for 18 mm tape is selected. Install an 18 mm tape cassette.
Insert **12mm Tape** **Cassette!**	An 12 mm tape cassette is not installed when an Auto-Format for 12 mm tape is selected. Install a 12 mm tape cassette.
Insert **9mm Tape** **Cassette!**	An 9 mm tape cassette is not installed when an Auto-Format for 9 mm tape is selected. Install a 9 mm tape cassette.
Insert **6mm Tape** **Cassette!**	An 6 mm tape cassette is not installed when an Auto-Format for 6 mm tape is selected. Install a 6 mm tape cassette.
Insert **3.5mm Tape** **Cassette!**	An 3.5 mm tape cassette is not installed when an Auto-Format for 3.5 mm tape is selected. Install an 3.5 mm tape cassette.
Too Much Text **For This Layout!**	The maximum number of characters for the selected layout have already been entered. Edit the text to use fewer characters or use a different layout.
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.
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.
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 Start&End!**	The bar code data entered does not have the required start/stop code (A, B, C, or D required at the beginning and end of the bar code data for the CODABAR protocol). Enter the bar code data correctly.
Maximum Of **5 Bar Codes** **Per Label!**	There are already 5 bar codes entered in the text data when you try to enter a new bar code. You can only use up to five bar codes in each label.
Text **Too High!**	The text size is too large. Select a different size option.

Message	Cause/Remedy
Select Other Margin!	The tape length set using the tape length setting is shorter than the total length of the left and right margins applied for the "Full" setting. Select a different margin setting.
Installed tape is not compatible with this machine!	Tape that is incompatible with the machine has been installed. Use compatible tape.
Category Full!	The memory available for categories is full. To make more memory available, delete any unnecessary registered label files by highlighting the label file and pressing the OK key.
Already Exists in Favorites!	The label which already exists is added in favorites category of Label Collection.
Favorites Folder Empty!	Favorites folder of Label Collection is empty.
Insert 12mm or 18mm tape!	The cassette tape other than 12 mm/18 mm width or no cassette tape is set when printing Label Collection. Set an appropriate width tape.
System Error XX	Please contact our customer service.

● **TROUBLESHOOTING**

APPENDIX

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Specifications

Main Unit

Item		Specification
Display		
	Character display	16 characters x 2 guidance and 2 lines text (128 dot x 56 dot)
	Screen contrast	5 levels (+2, +1, 0, -1, -2)
Printing		
	Print method	Thermal Transfer
	Print head	112 dot / 180 dpi
	Print height	15.8 mm max. (when using 18 mm tape)*1
	Print speed	Approx. 20 mm/ sec.
	Tape cassette	Standard TZe tape cassette (3.5 mm, 6 mm, 9 mm, 12 mm, 18 mm widths)
	No. of lines	18 mm tape : 1 - 5 lines; 12 mm tape : 1 - 3 lines; 9 mm tape : 1 - 2 lines; 6 mm tape : 1 - 2 lines; 3.5 mm tape : 1 line
	Margin	Full, Half, Narrow, Chain
Memory		
	Memory buffer size	Maximum 2800 characters
	File storage	Maximum 50 files
Other Features		
	Templates	Label Collections, Auto-Format
Power Supply		
	Power supply	Six "AA" alkaline batteries (LR6), Six "AA" Ni-MH rechargeable batteries (HR6)*3 Li-ion Battery (BA-E001)*2, AC adapter (AD-E001)*2.
	Auto Power-off	Battery: 5 min. AC adapter: 5 min.
Size		
	Dimensions	Approx.132 mm(W) x 214 mm(D) x 66 mm(H)
	Weight	Approx.1.5lb (670g) (without tape cassette and batteries)
Other		
	Operating temperature / humidity	10°C - 35°C (50°F - 95°F) / 20% - 80% humidity (without condensation) Maximum wet bulb temperature: 27°C (80.6°F)

*1 Actual character size may be smaller than maximum print height.
*2 Option for PT-H300 only.
*3 Visit us at http://support.brother.com/ for the latest information about the recommended batteries.

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