



brother

USER'S GUIDE

P-touch

E300

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



- 1 INTRODUCTION
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- 3 EDITING A LABEL
- 4 LABEL PRINTING
- 5 USING THE FILE MEMORY
- 6 RESETTING & MAINTAINING YOUR P-TOUCH
- 7 TROUBLESHOOTING
- 8 APPENDIX
- 9 INDEX

INTRODUCTION

Thank you for purchasing the P-touch model E300.

Your new E300 is an intuitive, easy to operate and feature rich P-touch that produces professional looking and high quality labels.

This manual contains various precautions and basic procedures for using this labelling system. 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 a new version of the E300 firmware is released, this manual may not reflect the updated features. Therefore, you may find the new firmware and the contents in this manual are different.

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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

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.

- | | |
|---|---|
| <p> Use the rechargeable battery only for its intended purpose. The labelling system and rechargeable battery are designed to function exclusively with each other. DO NOT insert the rechargeable battery into a different labelling system, or a different rechargeable battery into your labelling system, otherwise fire or damage may result.</p> | <p>  DO NOT use or leave the rechargeable battery near fire, heaters, or other high temperature (above 80 °C) locations.</p> |
| <p> To charge the rechargeable battery, insert it into the labelling system, and then use the AC adapter designed specifically for this labelling system.</p> | <p> DO NOT allow the rechargeable battery to come into contact with or to be immersed in water.</p> |
| <p> 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/voltage if the protection circuitry fails, or an abnormal chemical reaction within the battery.</p> | <p> 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.</p> |
| <p> When charging the rechargeable battery, use only a battery charger designed specifically for the rechargeable battery.</p> | <p> DO NOT use the rechargeable battery if it is damaged or leaking.</p> |
| <p> 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 lead metal objects such as wires, necklaces, or hairpins to overheat.</p> | <p> 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.</p> |
| | <p> 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 labelling system. Charging the rechargeable battery with the polarity reversed could cause an abnormal chemical reaction within the rechargeable battery or abnormal current flow during discharge.</p> |
| | <p> DO NOT directly connect the rechargeable battery to a household electrical supply.</p> |

⚠ DANGER

Rechargeable Li-ion Battery

- ⊘ Liquid (electrolyte) leaking from the labelling system or rechargeable battery may indicate that the rechargeable battery is damaged. If the rechargeable battery leaks, immediately discontinue use of the labelling system, unplug the AC adapter, and isolate the labelling system by placing it in a bag. Do not touch the electrolyte. If electrolyte gets in the eyes, do not rub them. 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 labelling system or the rechargeable battery into a microwave oven, or high pressure container.
- ⊘ DO NOT leave a drained rechargeable battery in the labelling system for a long period of time. This could shorten the life of the rechargeable battery or lead to an electrical short.
- ❗ If the labelling system 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.

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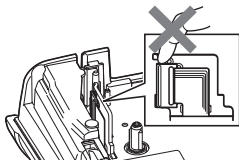
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⚠ WARNING

P-touch

Follow these guidelines to avoid fire, electric shock, the risk of injury to yourself or others, and/or damage to the labelling system or other property.



- ⊘ DO NOT allow the labelling system to get wet or use the labelling system 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 use the P-touch with a foreign object in it. If water, a metallic substance, or any other foreign object enters the P-touch, disconnect the AC adapter and remove the batteries, and contact Brother customer service.
- ⊘ DO NOT disassemble the P-touch. For inspection, adjustment, and repair of the labelling system, contact Brother customer service.
- ⊘ Plastic bags are used in the packaging of your labelling system. To avoid danger of suffocation, keep these bags away from babies and children.
- ⊘ If you notice heat, an abnormal odour, discolouration of the labelling system, deformation, or anything else unusual while using or storing the labelling system, immediately discontinue use of the labelling system, disconnect the AC adapter, and remove the batteries. To prevent damage, do not drop or hit the P-touch.

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 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

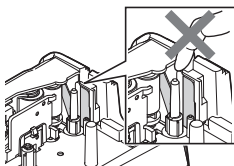
AC Adapter

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

- ❗ Make sure that the plug is fully inserted into 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 (220 - 240V). Failure to do so may result in injury to yourself or others, or damage to the labelling system 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 during a thunderstorm. There may be a remote risk of electric shock from lightning when the labelling system 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.



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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 labelling system. 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.
-  If fluid leaked from the battery gets on your skin or clothes, immediately rinse them with clean water.
-  Remove the batteries if you do not intend to use the P-touch for an extended period of time.
-  Before using Ni-MH rechargeable batteries, carefully read the instructions for the batteries and battery charger, and be sure to use them correctly.
-  When using Ni-MH rechargeable batteries, charge the batteries before using them with the appropriate, specialised battery charger.
-  DO NOT disassemble or modify the batteries.
-  DO NOT expose the batteries to heat or dispose of the batteries in a fire.

AC Adapter

-  If you do not intend on using the P-touch for an extended period of time, disconnect the AC adapter from the power outlet.
-  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 overload an electrical circuit with the AC adapter.
-  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 labelling system.

-  DO NOT open the tape compartment cover when operating the cutter unit.
-  DO NOT apply excessive pressure to the cutter unit.

⚠ CAUTION

P-touch

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

- ❗ Store the P-touch on a flat, stable surface such as a desk or in a drawer.
- ⊘ DO NOT leave the P-touch or any tape within the reach of young children.
- ⊘ DO NOT place any heavy objects on top of the P-touch.
- ❗ Always use the suggested AC adapter (AD-E001) for the P-touch and plug it into an outlet with the specified voltage. Failure to do so could result in damage or failure of the P-touch.
- ⊘ DO NOT use the P-touch in places with moisture or high humidity, such as bathrooms.
- ⊘ DO NOT allow the P-touch to get wet, for example, by handling it with wet hands or spilling beverages onto them.
- ⊘ DO NOT disassemble or modify the P-touch.
- ❗ If you notice heat, an abnormal odour, discolouration of the P-touch, deformation, or anything else unusual while using or storing the P-touch, immediately discontinue the use of the P-touch, 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 labelling system can be verified; however, the rechargeable Li-ion battery should be fully charged with the AC adapter before the labelling system is used.
- If the labelling system will not be used for a long period of time, remove the rechargeable Li-ion battery from the labelling system, and then store it in a location where it is not exposed to static electricity, high humidity, or high temperatures (temperatures between 15 and 25 °C 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 you notice anything unusual about the rechargeable Li-ion battery the first time it is used, for example overheating or rust, DO NOT continue to use the battery. Contact Brother customer service.

Labelling System

- DO NOT install the P-touch near any device that will cause electromagnetic interference. The P-touch may malfunction if left near a television or radio etc.
- DO NOT use the P-touch in any way or for any purpose not described in this guide. Doing so may result in injury or damage to the labelling system.
- DO NOT put any foreign objects into the tape exit slot, AC adapter connector, or any other part of the labelling system.
- DO NOT touch the print head (see page 6) with your fingers. Use the optional print head cleaning cassette (TZe-CL4), the self-cleaning function of the labelling system, or a soft wipe (e.g. a cotton swab) when cleaning the print head (see "Cleaning the Unit" on page 45).
- DO NOT clean any part of the labelling system with alcohol or other organic solvents. Only use a soft, dry cloth.
- DO NOT place the P-touch in direct sunlight, near heaters or other hot appliances, or in any location exposed to extremely high or low temperatures, high humidity, or dust. The standard operating temperature range of the P-touch is 10 to 35 °C.
- DO NOT leave any rubber or vinyl, or products made of rubber or vinyl, on the labelling system for an extended period of time, otherwise the labelling system may become stained.
- Depending on the environmental conditions and the applied settings, some characters or symbols may be difficult to read.
- Use Brother TZe tapes with the P-touch.
- DO NOT pull or apply pressure to the tape in the cassette to avoid damaging the P-touch.
- DO NOT try to print labels using an empty tape cassette or without a tape cassette in the P-touch. Doing so will damage the print head.
- DO NOT attempt to cut the tape while printing or feeding since this will damage the tape.
- Depending on the location, material, and environmental conditions, the label may unpeel or become irremovable, and the colour 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-coloured label.

- Any data stored in memory will be lost due to failure or repair of the P-touch, 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.
- The length of the printed label may differ from the displayed label length.
- You can also use Heat Shrink Tube in this model. Check the Brother website (<http://www.brother.com/>) for further information. You may not be able to use some print frame, or font settings 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, and then keep it nearby for future reference.

Symbols Used in this Guide

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

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

How to use the P-touch

■ Create a label with the P-touch

1 GETTING STARTED

- Unpacking Your P-touch. **P. 13**

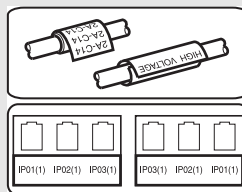
2 EDITING A LABEL

- Entering and Editing Text. **P. 33**
- Entering Symbols. **P. 34**
- Entering Accented Characters. **P. 36**
- Selecting a Labelling Application Type. **P. 26**
- Setting Cut Options. **P. 38**



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

Create labels like these:



3 LABEL PRINTING

- Printing a Label. **P. 40**



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


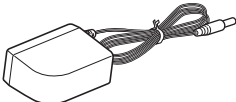

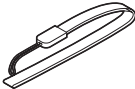
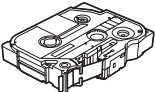
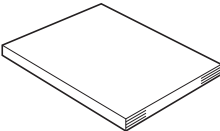
Create labels like these:



GETTING STARTED

Unpacking Your P-touch

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

■ E300	
P-touch 	AC adapter  The plug may differ by countries.
	<div> Li-ion Battery  </div> <div> Strap  </div>
Tape Cassette 	User's Guide 

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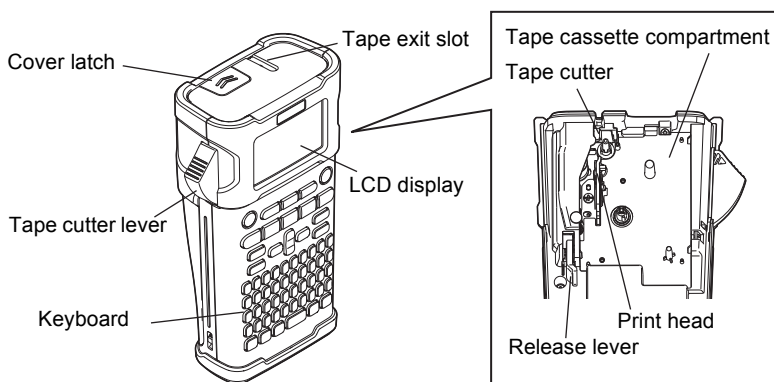
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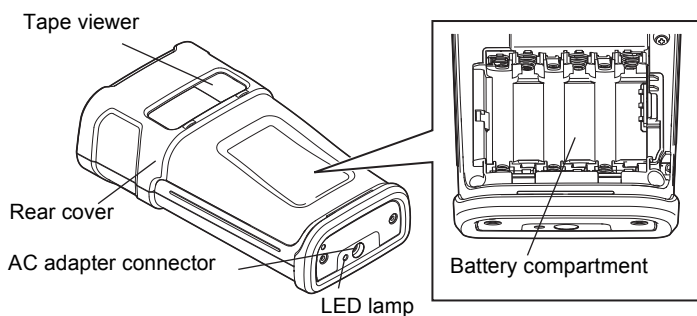
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General Description

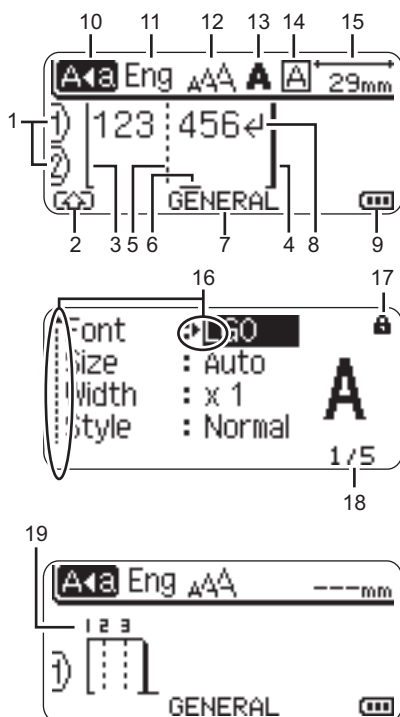


When shipped from the factory, the LCD display is covered with a protective sheet to prevent damage. Remove this sheet before using the P-touch.



LCD Display & Keyboard

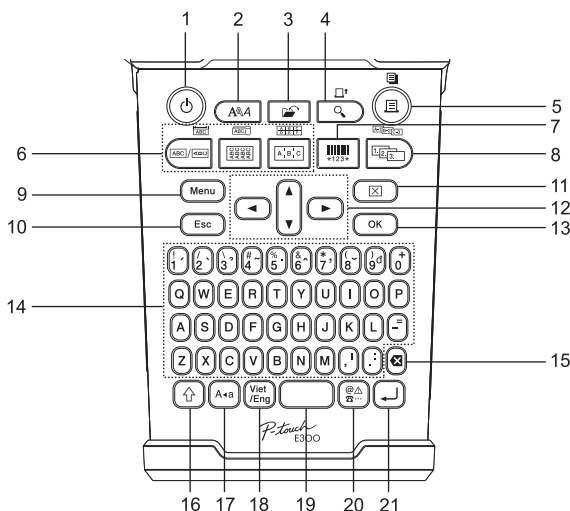
LCD Display



- 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. Labelling Application Type**
Indicates current labelling application type.
 - 8. Return mark**
Indicates the end of a line of text.
 - 9. Battery Level**
Indicates remaining battery level. It displays only when using Li-ion battery.
 - Full
 - Half
 - Low
 - Empty
 - 10. Caps mode**
Indicates that Caps mode is on.
 - 11. Vietnamese/English**
Indicates the current input language.
 - 12.-14. Style guidance**
Indicates the current, character size (12), character style (13) and frame (14) settings.
 - 15. Tape length**
Indicates the tape length for the text entered.
 - 16. Cursor selection**
Use the ▲ and ▼ keys to select menu items and the ◀ and ▶ keys to change the settings.
 - 17. Lock mark**
Indicates that some items cannot be changed.
 - 18. Counter**
Indicates currently selected number/selectable number.
 - 19. Block Number**
Indicates the block number.
- Refer to “LCD Display” on page 24 for configuration.

Key Names and Functions



The default language is “Vietnamese”.

1. Power

Turns the P-touch on and off.

2. Style

Enables character and label attributes for the label to be set.

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.
- The label is fed when used in combination with the **Shift** key.

5. Print

- Prints the current label design onto the tape.
- The label can be copied when used in combination with the **Shift** key.

6. Labelling Application Type

- Selects the labelling application type.
- The feature that is displayed above the button is enabled when used in combination with the **Shift** key.

7. Bar Code

Opens Bar Code Setup screen.

8. Serialize

- You can print serialized numbers on the labels.
- You can serialize any 2 numbers when used in combination with the **Shift** key.

9. Menu

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

10. Escape

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

11. Clear

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

12. Cursor (▲▼◀▶)

Moves the cursor in the direction of the arrow.

13. OK

Selects the displayed option.

14. Letter

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

15. Backspace

Deletes the character to the left of the cursor.

16. Shift

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

17. Caps

Turns Caps mode on and off.

18. Vietnamese/English

Selects the input language.

19. Space

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

20. Symbol

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

21. Enter

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

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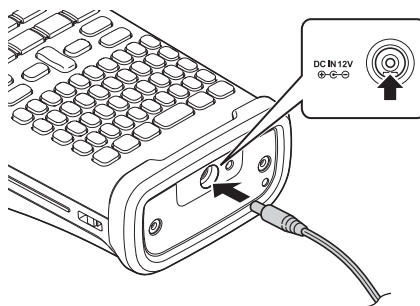
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Power Supply

AC Adapter

Use the AD-E001 (AC adapter) for this labelling system. The AD-18 or AD-24ES cannot be used. Connect the AC adapter directly to the P-touch.



1 Insert the plug on the AC adapter cord into the connector marked DC IN 12 V on the P-touch.

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



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

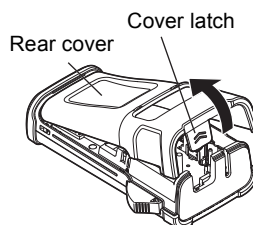


To safeguard and backup the labelling system's memory, when the AC adapter is unplugged it is recommended to have AA-size alkaline batteries (LR6) or Ni-MH rechargeable batteries (HR6) installed in the labelling system.

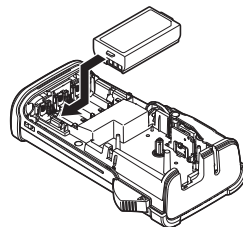
Using the Rechargeable Li-ion Battery

■ Installing the Rechargeable Li-ion Battery

1 Open the rear cover by pressing the cover latch.



- 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 labelling system. Perform the following procedure to charge the rechargeable Li-ion battery.

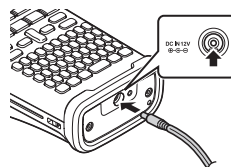
- Before using the rechargeable Li-ion battery, use the following procedure to charge it.
- Up to 360 minutes is needed to fully charge a rechargeable Li-ion battery.

- 1** Make sure that the labelling system is turned off. If the labelling system is turned on, press the  (Power) button to turn it off.

- 2** Make sure that the rechargeable Li-ion battery is installed in the labelling system.

- 3** Use the AC adapter and AC power cord to connect the labelling system 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 fully charged. The battery level indicator on the display will fill three bars .



Stopping Rechargeable Li-ion Battery Charging

To stop the 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.
- Charging the rechargeable Li-ion battery can take place in 5-35 °C environments. If the surrounding temperature is out of this range, the rechargeable Li-ion battery will not charge, and the battery indicator will remain lit.
- If the labelling system 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.

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Rechargeable Li-ion Battery Characteristics

Understanding the properties of the rechargeable Li-ion battery will allow you to optimise 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 (90% or more) in a location exposed to high temperatures will considerably accelerate battery deterioration.
- Using the labelling system while the rechargeable Li-ion battery is installed and charging may accelerate the battery's deterioration. If using the labelling system when the rechargeable Li-ion battery is installed, disconnect the AC adapter.
- If the labelling system will not be used for longer than one month, remove the rechargeable Li-ion battery from the labelling system 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.
- During charging it is normal for the battery to feel warm to the touch.

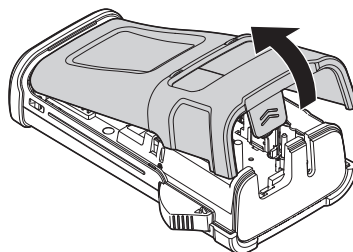
Rechargeable Li-ion Battery Specifications

- Charging time: Approximately 6 hours when charged by a AC adapter (AD-E001)
- Nominal Voltage: DC 7.2 V
- Nominal Capacity: 1850 mAh

Battery

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

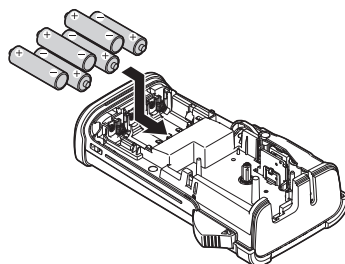
Users of alkaline batteries

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

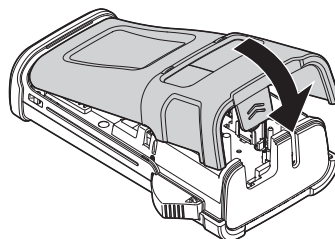
Users of Ni-MH rechargeable batteries

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

💡 Visit us at <http://support.brother.com/> for the latest information about recommended batteries.



- 3 Attach the rear cover by inserting the three hooks at the bottom into the slots on the labelling system, then pushing down firmly until it snaps into place.



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

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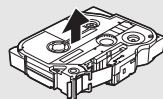
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Inserting a Tape Cassette

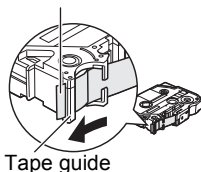
Tape cassettes of 3.5 mm, 6 mm, 9 mm, 12 mm or 18 mm width can be used in your P-touch. Use Brother tape cassettes with the **TZE** mark.

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

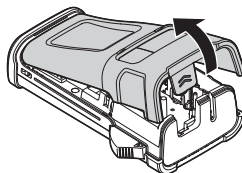


- 1** Check that the end of the tape is not bent and that it passes through the tape guide. If the tape is not passed through, pass it through the tape guide as shown in the illustration.

End of tape

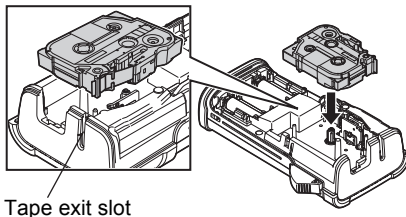


- 2** After making sure that the power is off, open the rear cover. If there is already a tape cassette in the labelling system, remove it by pulling it straight up.

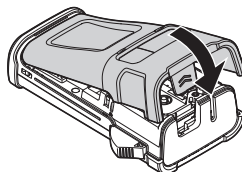


- 3** Insert the tape cassette into the tape compartment, with the end of the tape facing the labelling system's tape exit slot, and press firmly until you hear a click.

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



- 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.

Strong Adhesive Tape:

- For textured, rough, or slipping surface, we recommend using Strong Adhesive Tape.
- **Although the instruction sheet included with the Strong Adhesive Tape cassette recommends cutting the tape with scissors, the tape cutter that this P-touch is equipped with is able to cut Strong Adhesive Tape.**

Turning Power On/Off

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

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



- Your P-touch has a power saving feature which automatically turns itself off (under certain operating conditions) if no key is pressed for a period of time. See the Auto Power-Off Time table below for details.
- If the batteries are installed (or the P-touch is connected to an electrical outlet with 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 will feed 23 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 **Preview** 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 the ▲ or ▼ key and set the value using the ◀ 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".

Backlight

You can change the backlight setting either to ON or OFF.

The display is easier to see with the backlight 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 backlight is turned off.
- The backlight will automatically turn off after 10 seconds of inactivity, press any key to re-enable it. During printing, the backlight is disabled.

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 between “Vietnamese” and “English”.
- 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 “mm” or “inch” can be selected.
- 3** Press the **OK** or **Enter** key.



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

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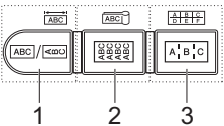
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EDITING A LABEL

Selecting a Labelling Application Type

You can select six different types of labelling applications by pressing a label application key. The label application type you selected is shown in the LCD display.



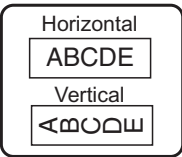
Keys	Type	Usage
1	GENERAL	Prints general purpose labels. (See page 26.)
Shift+1	FACEPLATE	Prints faceplate labels. (See page 26.)
2	CABLE WRAP	Prints labels that wrap around a cable and Heat Shrink Tube. (See page 27.)
Shift+2	CABLE FLAG	Prints cable flag labels. (See page 27.)
3	PATCH PANEL	Prints labels for a row of ports on a patch panel. (See page 28.)
Shift+3	PUNCH-DOWN BLOCK	Prints punch-down block 2-line labels. (See page 28.)

- When you change or reset a labelling application type, the text typed in is automatically used in the new labelling application type except in the following cases:
 - Changing from PUNCH-DOWN BLOCK is set to Horizontal or Backbone with sequenced text
 - Changing to PUNCH-DOWN BLOCK with sequenced text set to Horizontal or Backbone
- When a labelling application type is changed, the text typed in is automatically moved to the new labelling application type by block units. Blank pages will be deleted but not the blocks.
- The new labelling application type is created for the text typed into to fit into each block.
- When the total number of blocks from the previous labelling application type cannot be divided into the total number of blocks in the new labelling application type, the difference is filled with empty blocks.
- When the total number of blocks from the previous labelling application type exceeds the total number of blocks in the new labelling application type, the excess blocks are deleted.

GENERAL

Labels printed with this mode can be used for general purposes. In this mode you can specify Label Length and Orientation.

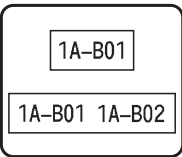
- Label Length: **Auto**, 25 - 300mm
- Orientation: (**Horizontal**), (**Vertical**)



FACEPLATE

Labels printed with this mode can be used to identify various faceplates. Block of text is evenly spaced on a single label. In this mode, you can specify Label Length, Orientation and # of Blocks.

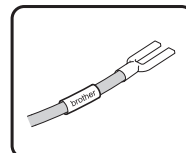
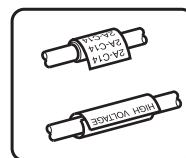
- Label Length: **50mm**, 25 - 300mm
- Orientation: (**Horizontal**), (**Vertical**)
- # of Blocks: **1**, 1 - 5



CABLE WRAP

Labels printed with this mode can be wrapped around a cable or wire. This mode is also used to print on Heat Shrink Tube.

In Flexible ID, the text is rotated 90° counterclockwise and printed, you can also specify the Size, Text and Repeat (ON/OFF).



Flexible ID

- UOM: **Cust Dia (Custom Diameter)**, CAT5/6, COAX, AWG, Cust Len (Custom Length)
- Value: Depending on UOM
- Repeat: **On**, Off

Text: Type in single or multiple lines of data

Heat Shrink Tube

- Label length: **Auto**, 25 - 300mm

Text: Type in single or multiple lines of data



When using Heat Shrink Tube:



- Press **Cable Wrap** key. The screen to select the type of tape is displayed. Select Heat Shrink Tube by using ▲ or ▼ key and then input text.
- Only the length of tape can be set when Heat Shrink Tube is selected. Margin setting is fixed to No Cut.

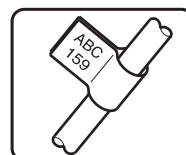
CABLE FLAG

Labels printed with this mode can be wrapped around a cable or wire, and both ends of the label stick together to form a flag. The text on flag labels is printed on both ends of the label, leaving a blank space in the middle that wraps around the cable. In this mode, you can specify Layout, Flag Length, Cable Diameter and Orientation.

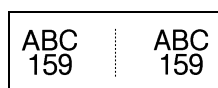
- Layout: **AA|AA (The same text is printed on each block.)**,

AA|BB (Two different texts are printed on each block.)

- Flag Length: **30mm**, 15 - 200mm
- Cable Diameter: **6mm**, 3 - 90mm
- Orientation:  **(Horizontal)**,  **(Vertical)**

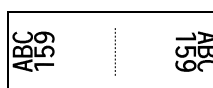


Horizontal



Flag length Cable diameter Flag length

Vertical



Flag length Cable diameter Flag length

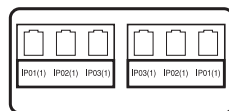


You can enter up to two bar codes when (AA|AA) is selected in flag layout.

PATCH PANEL

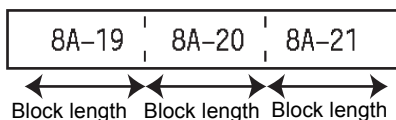
Labels printed with this mode can be used to identify various types of panels. In this mode, you can specify Block Length, # of Blocks, Separator, Orientation, Reverse (ON/OFF) and Multipliers (ON/OFF).

- Block Length: **15mm**, 5 - 300mm
- # of Blocks: **4**, 1 - 50
- Separator: **Tic**, Dash, Line, Bold, Frame, None
- Orientation: **1 2 3 4** (**Horizontal**), **1 2 3 4** (Vertical)
- Reverse: **Off**, On
- Multipliers: **Off**, On



Adjust block spacing independently when “Multipliers” is set to “On”.

- Block #: **1**, 1 - 50
- Multiplier: **1.0**, 1.0 - 9.5 (increment by 0.1)



PUNCH-DOWN BLOCK

Labels printed with this mode can be used to identify a type of electrical connection often used in telephony. There are up to two lines for each block on a single label and you can enter two lines for each block. In this mode, you can specify Module Width, Block Type, Sequence Type and Start Value.

- Module Width: **200mm**, 50 - 300mm
- Block Type: **4 Pairs**, 2 Pairs, 3 Pairs, 5 Pairs, Blank
- Sequence Type: **1 1 1** (**None**), **1 1 2 3** (Horizontal), **1 1 2 4 5** (Backbone)
- Start Value: **---**, 1 - 99999

B01	B02	B03	B04	B05	B06
B07	B08	B09	B10	B11	B12

1	4	8	12	16	20	24
25	28	32	36	40	44	48



- When Blank is selected in Block Type, Sequence Type is set to None.
- When None is selected in Sequence Type, Start Value shows “---” and you cannot set a value.
- Horizontal or Backbone, however, allows you to set Start value from 1 to 99,999.

Creating a Bar Code Label

Using the Bar Code function you can create labels with one dimensional bar codes for use with asset control tags, serial number labels, and even POS and stock control systems. Selectable “Bar Codes” are listed in the Appendix. (See page 53.)



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

Setting Bar Code Parameters 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.

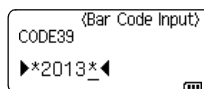
- 2 Select an attribute using the ▲ or ▼ key, and then set a value for that attribute using the ◀ or ▶ key.
 - Protocol: **CODE39**, CODE128, EAN-8, EAN-13, GS1-128 (UCC/EAN-128), UPC-A, UPC-E, I-2/5 (ITF), CODABAR
 - Width: **Small**, Large
 - Under #: **On**, Off
 - Check Digit: **Off**, On
 Check digit only available for Code39, I-2/5 and Codabar protocols.

❗ 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.

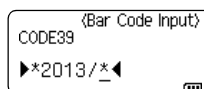
💡 New settings are NOT applied if you do not press the **OK** or **Enter** key.

- 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.



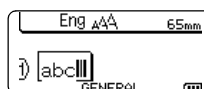
- 5 Press the **Symbol** key.
A list of characters available for the current protocol is displayed.

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



- 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.

💡 To print labels refer to “LABEL PRINTING” on page 40.



- 💡
- 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.

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 29.
- 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.

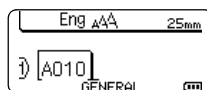
Entering a Serialize Label

Numerically serialized labels can be printed. You can set the increment and count for the series. In serialize mode, you can create a series of labels by incrementing one numeric character in the pattern. In advanced serialize mode, you can choose simultaneous or advanced. Simultaneous mode creates a series of labels by incrementing two different numbers at the same time. Advanced mode creates a series of labels by allowing you to select two sequences in the pattern and increment them consecutively.

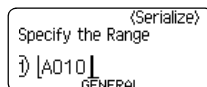
Serialize

- 1 Enter text.

Example: Create a label “B010”, “C010”, “D010” from “A010” by using this function.

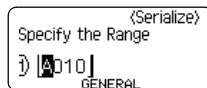


- 2 Press the **Serialize** key and the screen to specify the range is displayed.



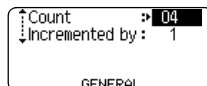
- 3 Use the ▲, ▼, ◀ or ▶ keys to position the cursor under the first character. Then position the cursor under the last character to be incremented. Press **OK** or **Enter** key.

Example: Select A and **OK**.



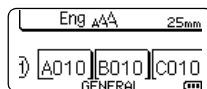
- 4 Select Increment and Count by using the ▲ or ▼ key and set the value by using the ◀ or ▶ key.

Example: When you want to increase the number by one four times, set Increment: 1, Count: 4.



- 5 Press the **OK** or **Enter** key to display the screen that you set.

Example:



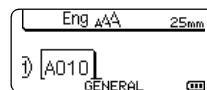
- When you press the **Serialize** key, you can repeat the setting. After repeating the setting, the message “OK to overwrite the Data after This Position?” is shown. If it’s ok to overwrite, press **OK** key.
- You can select All/Current/Range when printing as there are multiple pages of labels.
- To print labels refer to “LABEL PRINTING” on page 40.

Advanced serialize

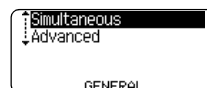
■ Simultaneous

- 1 Enter text.

Example: Create a label “B020”, “C030”, “D040” from “A010” by using this function.

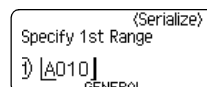


- 2 Press the **Shift** key and then press the **Serialize** key. Select “Simultaneous” by using the ▲ or ▼ key and press the **OK** key.



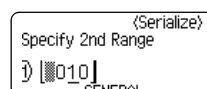
- 3 Select the first character(s) that you want to increase by using the ▲, ▼, ◀ or ▶ key and press the **OK** or **Enter** key twice.

Example: Select A.



- 4 Select the second character(s) that you want to increase by using the ▲, ▼, ◀ or ▶ key and press the **OK** or **Enter** key twice.

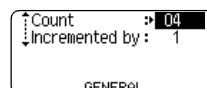
Example: Select 1.



You cannot select the first character(s) as it is greyed out.

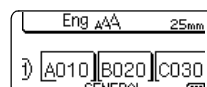
- 5 Select Increment and Count by using the ▲ or ▼ key and set the value by using the ◀ or ▶ key.

Example: When you want to increase the number by one four times, set Increment: 1, Count: 4.



- 6 Press the **OK** or **Enter** key to display the screen that you set.

Example: A010 B020 C030 D040



- When you press the **Shift** key and then press the **Serialize** key, you can repeat the setting. After repeating the setting, the message “OK to overwrite the Data after This Position?” is shown. If it’s ok to overwrite, press **OK** key.
- You can select All/Current/Range when printing as there are multiple pages of labels.
- To print labels refer to “LABEL PRINTING” on page 40.

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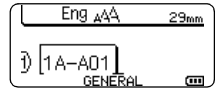
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■ Advanced

1 Enter text.

Example: Create a label “1A-A02”, “1A-A03”, “1A-A04”, “1A-B01”, “1A-B02”, “1A-B03”, “1A-B04” from “1A-A01” by using this function.

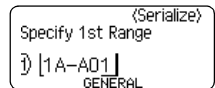


2 Press the **Shift** key and then press the **Serialize** key. Select “Advanced” by using the ▲ or ▼ key and press the **OK** key.



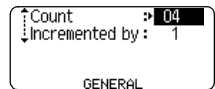
3 Select the first character(s) that you want to increase by using the ▲, ▼, ◀ or ▶ key and press the **OK** or **Enter** key twice.

Example: Select 1 of A01.



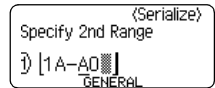
4 Select Increment and Count by using the ▲ or ▼ key and set the value by using the ◀ or ▶ key. Press **OK** or **Enter** key.

Example: When you want to increase the number by one four times, set Increment: 1, Count: 4.



5 Select the second number that you want to increase by using the ▲, ▼, ◀ or ▶ key and press the **OK** or **Enter** key twice.

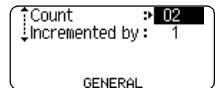
Example: Select A of A01.



You cannot select the first character(s) as it is greyed out.

6 Select Increment and Count by using the ▲ or ▼ key and set the value by using the ◀ or ▶ key.

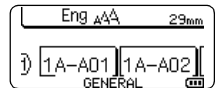
Example: When you want to increase the number by one twice, set Increment: 1, Count: 2.



7 Press the **OK** or **Enter** key to display the screen that you set.

Example:

1A-A01	1A-A02	1A-A03	1A-A04
1A-B01	1A-B02	1A-B03	1A-B04



- When you press the **Shift** key and then press the **Serialize** key, you can repeat the setting. After repeating the setting, the message “OK to overwrite the Data after This Position?” is shown. If it’s ok to overwrite, press **OK** key.
- You can select All/Current/Range when printing as there are multiple pages of labels.
- To print labels refer to “LABEL PRINTING” on page 40.



- Press the **Escape** key to return to the previous step.
- Serialize mode can be also applied to bar code. A bar code is counted as a character.
- Any symbols or other non-alphanumeric characters in the auto-numbering sequence are ignored.
- Serialize mode 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 → ...

Entering and Editing Text

Entering Text from the Keyboard

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

Adding a New Line

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



- Maximum number of lines
 - 18 mm tape: 5 lines
 - 12 mm tape: 3 lines
 - 9 mm and 6 mm tape: 2 lines
 - 3.5 mm tape: 1 line
- If you press the **Enter** key when five lines already exist, an error message is displayed.
- When PUNCH-DOWN BLOCK is selected, you can enter up to 2 lines.

Adding a New Block

- When GENERAL is selected, you can create a new block up to five lines. 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. In other labelling application types, you can set the number of blocks when pressing a label application key. Some labelling application types are not required.

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 beginning of previous or next block, press the **Shift** key and then press the ▲ or ▼ key.

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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

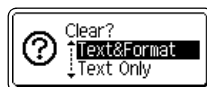
- To delete a character from an existing line of text, move the cursor to the character to the right of the position you want to start deleting text and then press the **Backspace** key. The character to the left of the cursor is deleted each time the **Backspace** key is pressed.

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

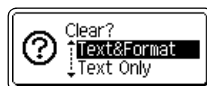
■ Deleting all text at once

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

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

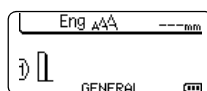


- Using the **▲** or **▼** key, select "Text Only" to delete all text while retaining the current format settings, or select "Text&Format" to delete all text and format settings.



- Press the **Escape** key to return to the text entry screen, without erasing (or clearing) text or format.
- When Text&Format is selected, all the texts and fonts are cleared.

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



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.

Selectable "Symbols" are listed in the Appendix. (See page 50.)

Entering Symbols Using the Symbol Function

- Press the **Symbol** key.
A list of symbol categories and symbols in that category is displayed.
- Select a symbol category (Punctuation, 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 symbols:

- Press the **Shift** key and **Symbol** key to return to the previous page.
- Press the **Symbol** key to go to the next page.



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

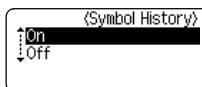
Using Symbol History

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.

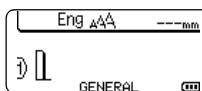
- 1** Press the **Menu** key to display the Setup menu, and then select “Symbol History” using the ▲ or ▼ key.



- 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.



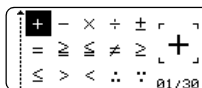
- 3** Press the **OK** or **Enter** key to apply the setting. The screen returns to the text entry screen.



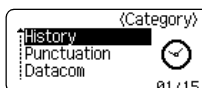
- 4** Enter the symbol you wish to add to your History.



Refer to “Entering Symbols Using the Symbol Function” on page 34 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.

Entering Accented Characters

Press the base character, then press the **Accent** keys (number keys) in sequence to add your desired accents.

Accents added using the **Accent** keys can be removed by pressing the keys again, and the number will be displayed. Press the **Backspace** key to remove the number.

Press the **Backspace** key to remove your desired accents.

Setting Character Attributes

Setting Character Attributes by Label


Using the **Style** key, you can select a font and apply size, width, style, line, and alignment attributes. Selectable “Character Attribute” options are listed in the Appendix. (See page 51.)

- 1 Press the **Style** 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).
- Depends on the labelling application type, you cannot change the value in **Style** setting. In that case,  is displayed on the preview in the right side of the screen.

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 x 1/2 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 x 1/2 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 Frames

You can select the frame of the label by using the **Style** key. Selectable “Frames” are listed in the Appendix. (See page 52.)

- 1

Press the **Style** key. The current settings are displayed.
Select an attribute using the ▲ or ▼ key, and then set a value for that attribute using the ◀ or ▶ key.

Font : LG0
Size : Auto
Width : x 1
Style : Normal
A
1/5
- 2

Select an attribute using the ▲ or ▼ key, and then you can select frame by using the ◀ or ▶ key.

Line : Off
Align : Center
Frame : 1
1/7
- 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.

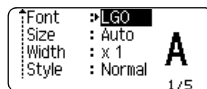
Eng AA A 25mm
j) abc GENERAL CTR

- 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.

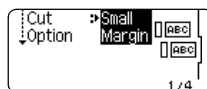
Setting Cut Options

The tape cutting options allow you to specify how the tape is fed and cut when printing labels. In particular, the “Chain” option greatly reduce the amount of wasted tape by using smaller margins and eliminating blank sections cut between labels. Depends on labelling application type, the setting value is fixed or limited.

- Press the **Style** key to display the Label menu.



- Select “Cut Option” using the ▲ or ▼ key, and then set the value by using the ◀ or ▶ key.



- 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.

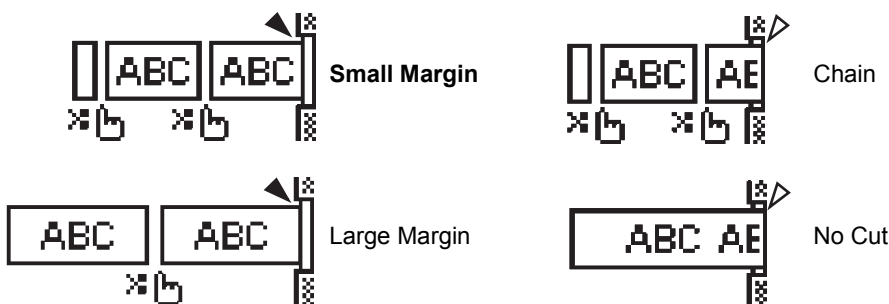
●Tape Cutting Options●

Setting	Description	Example
Large Margin	<ul style="list-style-type: none"> Each label is printed, leaving a margin of 24 mm on each end. 	<p>24 mm</p> <p>ABC</p> <p>24 mm</p>
Small Margin	<ul style="list-style-type: none"> A margin of 23 mm is fed before printing each label. The printed label has a margin of 4 mm before and after the text. 	<p>23 mm</p> <p>ABC</p> <p>4 mm 4 mm</p>
Chain	<ul style="list-style-type: none"> Use this setting when printing several labels with minimum margins. A margin of 23 mm is printed first, and then each label is printed, leaving a margin of 4 mm before and after the text. 	<p>ABC ABC</p> <p>4 mm</p>
No Cut	<ul style="list-style-type: none"> Use this setting when printing Heat Shrink Tube. Pressing the Shift key and then the Preview key feeds the last printed label and cuts it. 	<p>24 mm</p> <p>ABC</p> <p>4 mm</p>

- When using Heat Shrink Tube, set labelling application type to “Cable Wrap” and select “Heat-shrink Tube”. In this case, cut option is fixed to “No Cut”. After printing, remove the Heat shrink Tube cassette from the labelling system and use scissors to cut the tape.
- After printing, remove the Fabric Iron On tape cassette from the labelling system and use scissors to cut the tape.

Selecting how tape is fed and cut

When printing, the message “Cut Tape or Press Enter to Continue” is displayed and goes into [cut pause mode]. Pressing the Tape cutter lever, you can cut the tape at the position you set in “Cut Option”. The details are as follows.



- : Stop here and goes into [cut pause mode].
- : Stop here and finish printing.
- : Stop here and goes into [tape feed mode].

- When the cut option is set to No Cut or Chain, it stops in the middle of printing area after the last label is printed. After “OK to Feed?” is displayed, press **OK** to feed tape. Press **Escape** to return to the entering text mode.

LABEL PRINTING

Label Preview

You can preview the current page and check the layout before printing.

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 preview magnification.



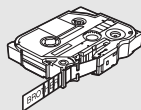
- Press the **Escape**, **OK** or **Enter** key to return to the text entry screen.
- To scroll the preview to the left or right end, press the **Shift** key and then press the ◀ or ▶ key.
- To print the label directly from the preview screen, press the **Print** key or open the print options screen 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.



- **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 off. Attempting to print with an empty tape cassette may damage the labelling system.



Printing a single page

Press **Print** key to start printing.

Printing a range of page

When there are multiple pages, you can specify the range of pages to print.

- 1** Press the **Print** key. The screen where you specify the range is displayed.
- 2** Select “All”, “Current” or “Range” by using ▲ or ▼ key. If you select “All” or “Current”, go to step 4. If you select “Range”, press the **OK** or **Enter** key.
- 3** Specify the first page and the last page.



Blank pages are not printed.

- 4** Press the **OK** or **Enter** key to print.

Printing Multiple Copies

Using this function you can print up to 50 copies of the same label.

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

2 Press the **Shift** key and then press the **Print** key to display the Copies screen. Then select the number of copies to be printed using the ▲ or ▼ key.



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.



- 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.
- When the message "Cut Tape or Press Enter to Continue" is displayed, select one. For details, see "Selecting how tape is fed and cut" on page 39.

Attaching Labels

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

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, Strong Adhesive Tapes or other special tapes, and observe all precautions noted in the instructions.
- Please use scissors to cut Heat Shrink Tube.

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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.
 If you try to store a label when there is already a label stored to that number, a message “Overwrite?” will appear. Press the **OK** key to save your new label. Press the **Escape** key to cancel.



- 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 can be less depending upon the design such as using bar codes.

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.
 - Printing a single page:
A single page data is printed immediately.
 - Printing a range of page:
The screen you can specify the range is displayed. Select “All” or “Range” by using the **▲** or **▼** key.



If you select “Range”, specify the first page and the last page.

- 5** Press **OK** or **Enter** key to print.



- Step 5 is not needed when printing a single page.
- 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.
- When the message “Cut Tape or Press Enter to Continue” is displayed, select one. For details, see “Selecting how tape is fed and cut” on page 39.

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

Resetting the P-touch

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

Resetting the data to factory settings

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



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

Maintenance

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

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

Cleaning the Unit

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

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

Cleaning the Print Head

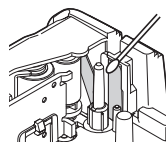
Streaks or poor quality characters on printed labels generally indicates that the print head is dirty. Clean the print head using a cotton swab or the optional print head cleaning cassette (TZe-CL4).



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

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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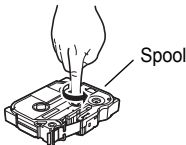
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TROUBLESHOOTING

What to do when...

Problem	Solution
The screen 'locks', or the P-touch does not respond normally.	Refer to "Resetting the P-touch" on page 44 and reset the internal memory to the initial settings. If resetting the P-touch does not solve the problem, disconnect the AC adapter and remove the batteries for more than 10 minutes.
The display remains blank after turning on the power.	Check that the batteries are correctly installed and that the AC adapter designed exclusively for your P-touch (provided) is correctly connected. 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<p>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.</p> 
The P-touch stops while printing a label.	<ul style="list-style-type: none"> • Replace the tape cassette if striped tape is visible, as this indicates that you have reached the end of the tape. • Replace all batteries or connect the AC adapter directly to the P-touch.
Label files saved previously are now empty.	All files stored in the internal memory are deleted if the batteries are weak or the AC adapter was disconnected.
A tape jam which cannot be cleared keeps occurring.	Please contact Brother customer service.

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 an other battery.
Unit Cooling Wait XX min. before restart!	High temperature error.
Cutter Error!	The tape cutter has been closed when you tried to print or feed tape. Turn the P-touch off and then on again before continuing. When tape is tangled in the cutter, remove the tape.
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.
Incorrect Value!	The value entered for setting the tape length. Enter a valid value for the setting.
Line Limit! Max 5 Lines	There are already five lines of text when you press the Enter key. Limit the number of lines to five.
Tape Width Limit! Max 3 Lines	There are more than three lines of text when you press the Print or Preview key while using 12 mm tape. Limit the number of lines to three, or replace with a larger width tape cassette.
Tape Width Limit! Max 2 Lines	There are more than two lines of text when you press the Print or Preview key while using 9 or 6 mm tape. Limit the number of lines to two, or replace with a larger width tape cassette.
Tape Width Limit! Max 1 Line	There is more than one line of text when you press the Print or Preview key while using 3.5 mm tape. Limit the number of lines to one, or replace with a larger width tape cassette.
Block Limit! Max 5 Blocks	There are already five blocks of text. Limit the number of blocks to five.
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.
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.

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Message	Cause/Remedy
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 five 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. You can enter up to two bar codes when (AA AA) is selected in flag layout.
Text Too Large!	The text size is too large. Select a different size option.
Installed tape is not compatible with this machine!	Installed tape is incompatible with this labelling system. Use compatible tape.
System Error XX	Please contact Brother customer service.
Select Other Cut Option!	The tape length set using the tape length setting is shorter than the total length of the left and right margins applied for the "Large Margin" cutting option. You have to select a different cutting option.
Line Limit! Max 100 Lines per Label	Exceeds max. You can enter up to 100 lines in the whole page and blocks.
Block Function is Not Allowed!	In this setting, you cannot add or delete blocks.
Line Limit! Max 2 Lines	PUNCH-DOWN BLOCK layout allows to print up to 2 lines / block.
This Function Requires 9mm or Wider Tape!	PUNCH-DOWN BLOCK layout must use 9mm or wider tape cassettes.
Sequence Type Must be None When Editing!	Texts cannot be edited when you set Sequence Type in PUNCH-DOWN BLOCK to Horizontal or Backbone.
Cassette Type Does Not Match. Continue?	For example, Heat Shrink Tube cartridge is detected but Heat Shrink Tube mode is not selected, or Heat Shrink Tube mode is selected but the Heat Shrink Tube cartridge is not inserted into the P-touch labelling system.

APPENDIX

Specifications

Main Unit

Item	Specification
Display	
Character display	16 characters x 2 guidance and 2 lines text (128 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/Tube cassette	Standard TZe tape cassette (3.5 mm, 6 mm, 9 mm, 12 mm, 18 mm widths) Brother HSe tube cassette (5.8 mm, 8.8 mm, 11.7 mm, 17.7 mm)
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
Cut option	Large Margin, Small Margin, Chain, No cut
Memory	
Memory buffer size	Maximum 2400 characters
File storage	Maximum 50 files
Power Supply	
Power supply	Six "AA" alkaline batteries (LR6)* ² , Six "AA" Ni-MH rechargeable batteries (HR6)* ² , * ³ , Li-ion Battery (BA-E001), AC adapter (AD-E001)
Auto Power-off	Battery: 5 min. AC adapter: 5 min
Size	
Dimensions	Approx. 134 mm (W) x 221 mm (D) x 69 mm (H)
Weight	Approx. 750g (without tape cassette and batteries)
Other	
Operating temperature / humidity	10-35 °C / 20-80% humidity (without condensation) Maximum wet bulb temperature: 27 °C

*¹ Actual character size may be smaller than maximum print height.

*² Not included.

*³ Visit us at <http://support.brother.com/> for the latest information about the recommended batteries.

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Symbols

[illegible]

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

Character Attribute

Attribute	Value	Result	Value	Result
Font	LGO (Letter Gothic)	ABCabc	LA (Los Angeles)	ABCabc
	HEL (Helsinki)	ABCabc	ATL (Atlanta)	ABCabc
	BRU (Brussels)	ABCabc		
Size	Auto	When Auto is selected, the text is automatically adjusted to print in the largest size available for each tape width.	42 pt	ABCabc
	36 pt	ABCabc	12 pt	ABCabc
	24 pt	ABCabc	9 pt	ABCabc ggijyy
	18 pt	ABCabc	6 pt	ABCabc ggijyy
Width	x 2	ABCabc	x 2/3	ABCabc
	x 1	ABCabc	x 1/2	ABCabc
Style	Normal	ABCabc	ITL (Italic)	<i>ABCabc</i>
	BLD (Bold)	ABCabc	I+BLD (Italic Bold)	<i>ABCabc</i>
	OUT (Outline)	ABCabc	I+OUT (Italic Outline)	<i>ABCabc</i>
	SHD (Shadow)	ABCabc	I+SHD (Italic Shadow)	<i>ABCabc</i>
	SLD (Solid)	ABCabc	I+SLD (Italic Solid)	<i>ABCabc</i>
Line	Off	ABCabc	UND (Underline)	<u>ABCabc</u>
	STR (Strikeout)	ABCabc		

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Attribute	Value	Result	Value	Result
Align (Alignment)	Left	ABCabc	Right	ABCabc
	Center	ABCabc	Just (Justify)	A B C a b c

- 💡
- 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.
 - All 6 point text is printed in Helsinki.
 - When accented Vietnamese characters (capital letters) are contained in the printing labels, the height of the alphabet characters (capital letters) will automatically be short to match the height of the accented Vietnamese characters (capital letters).
 - When multiple labels are printed, the height of the alphabet characters (capital letters) will be short for all labels if any of the labels contains accented Vietnamese characters (capital letters).

Frames

Attribute	Value	Result	Value	Result								
Frame	off	ABCabc	4	<div>ABCabc</div>								
	1	<div>ABCabc</div>	5	<div>ABCabc</div>								
	2	<div>ABCabc</div>	6	<div>ABCabc</div>								
	3	<div>ABCabc</div>	7	<table><tr><td>ABC</td><td>abc</td><td>ABC</td></tr><tr><td>ABC</td><td>abc</td><td>ABC</td></tr><tr><td>ABC</td><td>abc</td><td>ABC</td></tr></table>	ABC	abc	ABC	ABC	abc	ABC	ABC	abc
ABC	abc	ABC										
ABC	abc	ABC										
ABC	abc	ABC										
Length	The length of the label can be set within the range 25 - 300 mm. When Auto is selected, the length of the label is automatically adjusted based on the amount of text entered.											

Bar Codes

Bar Code Settings Table

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

Special Character
-
.
(SPACE)
\$
/
+
%

CODABAR

Special Character
-
\$
:
/
.
+

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

Special Character	Special Character	Special Character
(SPACE)	\	DC3
!]	DC4
"	^	NAK
#	-	SYN
\$	NUL	ETB
%	.	CAN
&	SOH	EM
'	STX	SUB
(ETX	ESC
)	EOT	{
*	ENQ	FS
+	ACK	
,	BEL	GS
-	BS	}
.	HT	RS
/	LF	~
:	VT	US
;	FF	DEL
<	CR	FNC3
=	SO	FNC2
>	SI	FNC4
?	DLE	FNC1
@	DC1	
[DC2	

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