

brother®

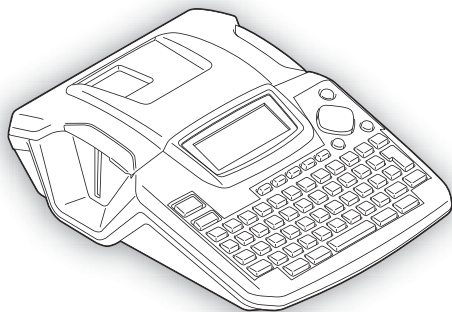
T_Ǝ
TAPE

P-touch

2100

USER'S GUIDE

Read and understand this User's Guide before you start using your P-touch.
Keep this User's Guide in a handy place for future reference.

Quick
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- 2 GETTING STARTED
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- 6 MAINTAINING YOUR P-TOUCH
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Declaration of Conformity

We **BROTHER INDUSTRIES, LTD.**
15-1, Naeshiro-cho, Mizuho-ku,
Nagoya 467-8561, Japan
declare that the Labelling System PT-2100 conforms with the following normative documents:

Safety: EN 60950-1:2001/A11:2004 (AC adapter)
EMC: EN 55022:1998/A1: 2000/A2: 2003 Class B
EN 55024:1998/A1: 2001/A2: 2003
EN 61000-3-2:2006
EN 61000-3-3:1995/A1: 2001

and follows the provisions of the Electromagnetic Compatibility Directive 89/336/EEC (as amended by 92/31/EEC and 93/68/EEC). The AC adaptor also follows the provisions of the Low Voltage Directive 2006/95/EC.

Issued by: BROTHER INDUSTRIES, LTD.



European
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Note: Marking is in compliance with EU Directive 2002/96/EC and EN50419.

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BEFORE USING YOUR P-TOUCH

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Thank you for purchasing the P-touch 2100.

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

Safety Precautions

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

 WARNING	Tells you what to do to avoid the risk of injury.
 CAUTION	Tells you about procedures you must follow to prevent damage to the P-touch.

The symbols used in this manual are as follows:

	Action NOT allowed to do		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
	Safety alert		Alerts to the possibility of electrical shock

! WARNING**AC adapter**

Follow these guidelines to avoid fire, damage, electric shock, or failure.

-  Use only the AC adapter (AD-24) designed exclusively for your P-touch. Failure to observe this may result in an accident or damage. Brother shall not assume any responsibility for any accident or damage resulting from not using the specified AC adaptor.
-  Unplug the power cord immediately and stop using the machine during an electrical storm. There may be a remote risk of electric shock from lightning.
-  Do not touch the AC adapter or power plug with wet hands.
-  Do not use the AC adapter in places of high humidity such as bathrooms.
-  Do not use a damaged power cord.
-  Do not overload the power outlet.
-  Do not place heavy objects on, damage or modify the power cord or plug. Do not forcibly bend or pull the power cord.
-  Do not drop, hit or otherwise damage the AC adaptor.
-  Make sure that the plug is fully inserted to the power outlet. Do not use an outlet that is loose.

Battery

Follow these guidelines to avoid liquid leakage, heat, rupture of the battery.

-  Do not use metallic articles, such as tweezers or a metallic pen, when exchanging the batteries.
-  Do not throw into fire, heat up, or disassemble the battery.

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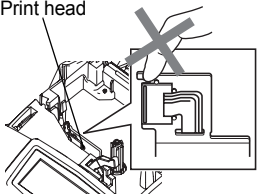
BEFORE USING YOUR P-TOUCH

.....

WARNING

P-touch

Follow these guidelines to avoid fire, damage, electric shock, and choking.

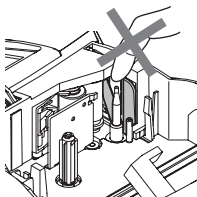
-  Do not allow the P-touch to get wet in any way.
-  Do not touch any metal parts near the print head. The print head becomes very hot during use and remains very hot immediately after use. Do not touch it directly with your hands.
Print head

-  Do not use the P-touch with a foreign object in it. If water, metallic substance or any foreign object enters the P-touch, disconnect the AC adaptor and remove batteries, and contact the retail outlet where the P-touch was purchased or your local authorized service center.
-  Do not disassemble the P-touch. For inspection, adjustment, and repair of the P-touch, contact the retail outlet where the P-touch was purchased or your local authorized service center.
-  Dispose of plastic bags correctly and keep away from babies and children. Do not wear or play with plastic bags.
-  Disconnect the AC adaptor and remove batteries immediately and stop using when you notice abnormal odor, heat, discolouration, deformation or anything unusual while using or storing it.
-  Do not drop, hit or otherwise bang the P-touch.

⚠ CAUTION

Tape Cutter

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

- ⊘ Do not touch the blade of the cutter unit.
- ⊘ Do not open the tape compartment cover when operating the cutter unit.
- ⊘ Do not apply excessive pressure to the cutter unit.



AC adaptor

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

Battery

Follow these guidelines to avoid liquid leakage, heat, rupture of the battery.

- ⊘ Do not use old and new batteries together.
- ⊘ Do not mix alkaline batteries with other type batteries.
- ⊘ Do not set the positive and negative end in the wrong position.
- ⚠ Remove the batteries if you do not intend to use the P-touch for an extended period of time.

P-touch

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

- ⊘ Place the P-touch on a flat, stable surface such as a desk.
- ⊘ Do not place any heavy objects on top of the P-touch. Do not press on the LCD display.

Tape

- ⚠ Depending on the location, material, and environmental conditions, the label may unpeel or become irremovable, the colour of the label may change or be transferred to other objects.
Before applying the label, check the environmental condition and the material.

Memory

- ⚠ 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.

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General Precautions

- Do not use the P-touch in any way or for any purpose not described in this guide. Doing so may result in accidents or damage the machine.
- Do not put any foreign objects into the tape exit slot, AC adapter connector, or USB port, etc.
- Do not touch the print head with your fingers. Use a soft wipe (e.g. a cotton swab) when cleaning the print head or the optional print head cleaning cassette (TZ-CL4) when cleaning the print head.
- Do not clean the machine with alcohol or other organic solvents. Only use a soft, dry cloth.
- Do not place the P-touch in direct sunlight or rain, near heaters or other hot appliances, in any location exposed to extremely high or low temperatures (e.g. on the dashboard or in the back of your car), high humidity, or dusty locations. Standard operating temperature range: (10 °C to 35 °C).
- Do not leave any rubber or vinyl on the machine for an extended period of time, otherwise the machine may be stained.
- Depending on the environmental conditions and the applied settings, some characters or symbols may be difficult to read.
- Use only Brother TZ tapes with this machine. Do not use tapes that do not have the  mark.
- Do not pull or press on the tape in the cassette. Otherwise the tape cassette or P-touch may be damaged.
- Do not try to print labels using an empty tape cassette or without a tape cassette set in the P-touch. Doing so will damage the print head.
- Do not attempt to cut tape while printing or feeding since this will damage the tape.
- It is recommended that you use the USB cable supplied with the P-touch. Should another USB cable need to be used, ensure it is of high quality construction.
- Be careful not to scratch the CD-ROM. Do not place the CD-ROM in any location exposed to high or low temperatures. Do not place heavy objects on the CD-ROM or bend it.
- The software on the CD-ROM is intended for use with the P-touch and may be installed on more than one PC.
- We strongly recommend that you read this User's Guide carefully before using your P-touch, and then keep it nearby for future reference.

Symbols Used in this Guide

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



: This symbol indicates information or directions that may result in damage or injury if ignored, or operations that will result in errors.



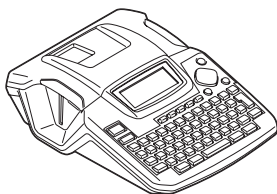
: This symbol indicates information or directions that may help you understand and use the P-touch more efficiently.

GETTING STARTED

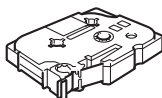
Unpacking Your P-touch

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

P-touch PT-2100



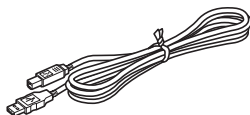
TZ tape cassette



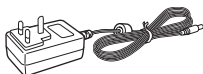
CD-ROM



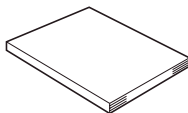
USB cable



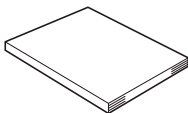
AC adaptor



User's Guide



Software Installation Guide



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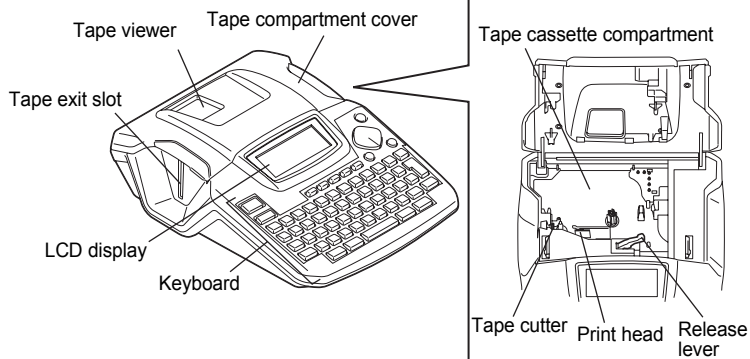
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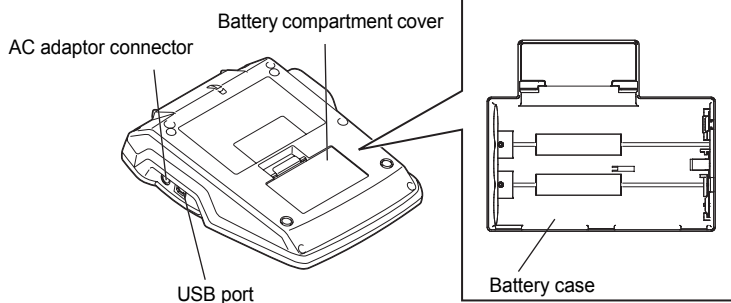
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General Description

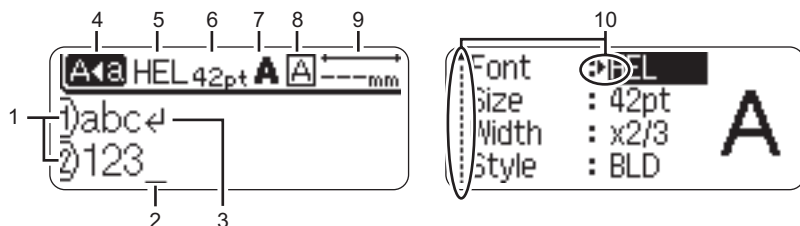


When shipped from the factory, the LCD display is covered with a protective sheet to prevent damage. Remove this sheet before using the P-touch.



LCD Display & Keyboard

LCD Display



1. Line number

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

2. Cursor

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

3. Return mark

Indicates the end of a line of text.

4. Caps mode

Indicates that the Caps mode is on.

5~8. Style guidance

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

9. Tape length

Indicates the tape length for the text entered.

10. Cursor selection

Indicates that you can use the cursor keys to select the items on the screen. Use the and keys to select a menu item, and the and keys to change the setting.

Refer to "LCD Display" on page 23 for changing the contrast.

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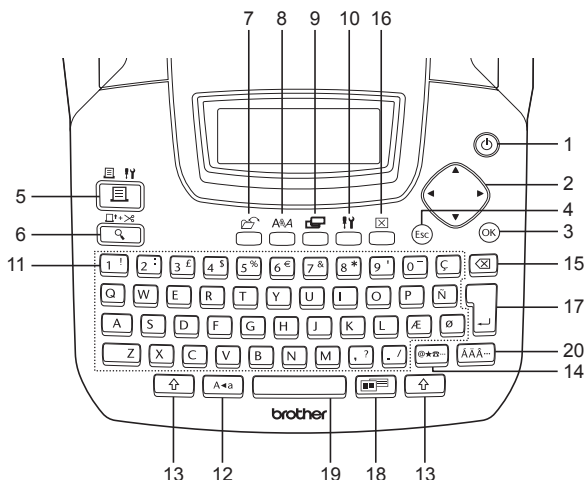
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Key Names and Functions



1. (Power):
Turns the P-touch on and off.
2. (▲ ▼ ◀ ▶):
Moves the cursor in the direction of the arrow when entering or editing characters, entering symbols or accented characters, and when setting label attributes in the function menus.
3. (OK):
Selects the option displayed when setting label attributes in the function menus, or when entering symbols or accented characters.
4. (Escape):
Cancels the current command and returns the display to the data entry screen or the previous step.
5. (Print):
 - Prints the current label design onto the tape.
 - Opens the Print Options menu when used in combination with the key.
6. (Preview):
 - Displays a preview of the label.
 - Feeds 23 mm of blank tape and then automatically cuts the tape when used in combination with the key.

7. (File):

Opens the File menu, where you can print, open, save, or delete the frequently used labels in the file memory.

8. (Text):

- Opens the Text menu, where you can set character attributes for the label.
- Character attributes can be set to each line of the label when the Text menu is opened in combination with the  key.

9. (Label):

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

10. (Setup):

- Opens the Setup menu, where you can set operating preferences for the P-touch.

11. ~ :

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

12. (Caps):

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

13. (Shift):

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

14. (Symbol):

- Use this key to select and enter a symbol from a list of available symbols.
- Opens the barcode Input screen for entering the barcode data when used in combination with the  key.

15. (Backspace):

Deletes the character to the left of the cursor.

16. (Clear):

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

17. (Enter):

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

18. (Auto-Format):

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

19. (Space):

- Enters a blank space.
- Returns a setting to the default value.
- Inserts a tab to the position of the cursor in the text entry screen when used in combination with the  key.

20. (Accent):

Use this key to select and enter an accented character.

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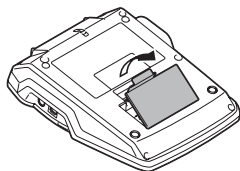
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Power Supply

Battery

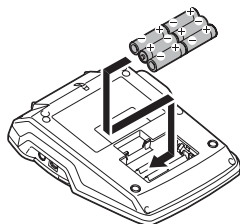
- 1 After making sure that the power is off, remove the battery compartment cover on the back of the machine. If the batteries are already in the machine, remove them.

! Make sure that the power is turned off when replacing batteries.

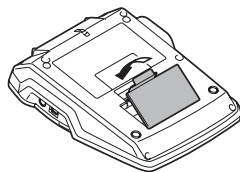


- 2 Insert six new **AA-size alkaline batteries** (LR6), making sure that their poles point in the correct direction.

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



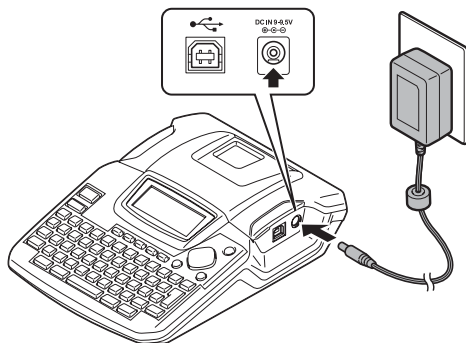
- 3 Attach the battery compartment cover by inserting the three hooks at the bottom into the slots on the machine, then pushing down firmly until it snaps into place.



CAUTION

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

AC Adaptor



- 1** Insert the plug on the AC adaptor cord into the connector marked DC IN 9-9.5V on the P-touch.
- 2** Insert the AC adaptor plug into a standard electrical outlet.

- ! • Turn the P-touch off before disconnecting the AC adaptor.
 - ! • Do not pull or bend the AC adaptor cord.
- 💡 For backup of memory when the AC adaptor is unplugged from the P-touch, please use AA-size alkaline batteries (LR6).

! WARNING

- Use only the AC adaptor (AD-24) designed exclusively for your P-touch. Failure to observe this may result in an accident or damage. Brother shall not assume any responsibility for any accident or damage resulting from not using the specified AC adaptor.
- Do not connect the AC adaptor to a non-standard electrical outlet. Failure to observe this may result in an accident or damage. Brother shall not assume any responsibility for any accident or damage resulting from not using a standard electrical outlet.

! CAUTION

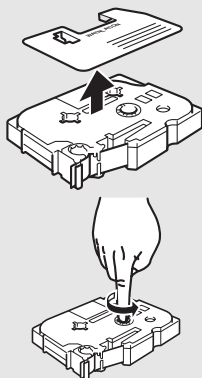
- Disconnect the AC adaptor from the P-touch and electrical outlet when you do not intend to use the P-touch for an extended period.
- When power is disconnected for more than two minutes, all text and format settings will be cleared. Any text files stored in the memory will also be cleared.

Inserting a Tape Cassette

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

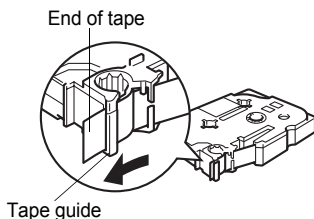


- If the new tape cassette has a cardboard stopper, be sure to remove the stopper before inserting the cassette.



- If the ink ribbon is loose, use your finger to wind the toothed wheel in the direction of the arrow on the cassette.

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



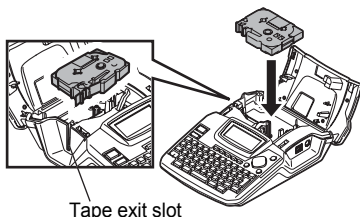
- 2 After making sure that the power is off, lift open the tape compartment cover. If there is already a tape cassette in the machine, remove it by pulling it straight up.



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



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



- 4** Close the tape compartment cover.



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

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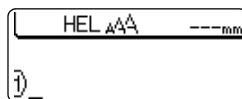
GETTING STARTED

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Turning Power On/Off

Press the  key to turn the P-touch on.

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



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

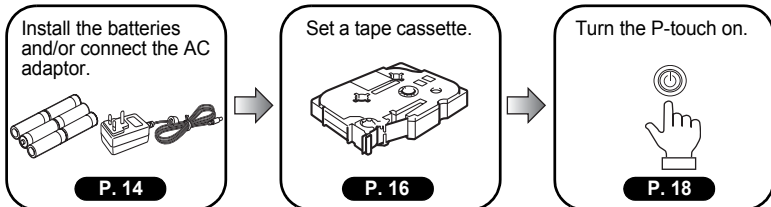
● Auto Power-Off Time ●

	P-touch only	Connected to PC
With AC adaptor/ With battery	5 minutes	60 minutes

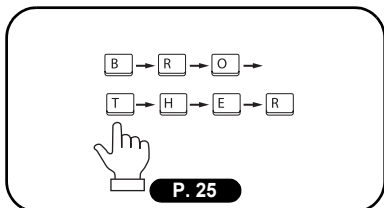
Creating Your First Label

■ Create a label with the P-touch

1 Prepare the P-touch.



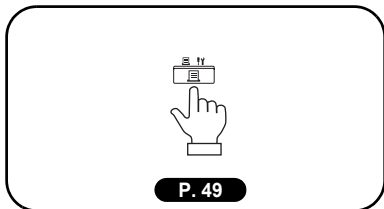
2 Enter the label text.



In addition to entering text, the P-touch has a large range of editing functions.
"Create labels like these"



3 Print the label.



You can check the layout of your label before printing.
Checking the label preview before printing prevents wasting tape on incomplete labels.

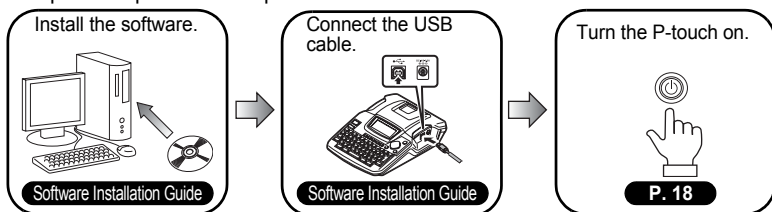


GETTING STARTED

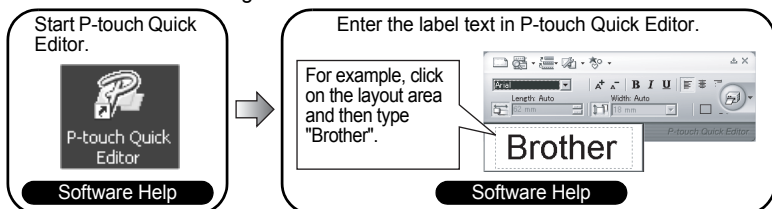
■ Create a label with your personal computer

1 Prepare the P-touch. (Refer to step 1 in the previous section.)

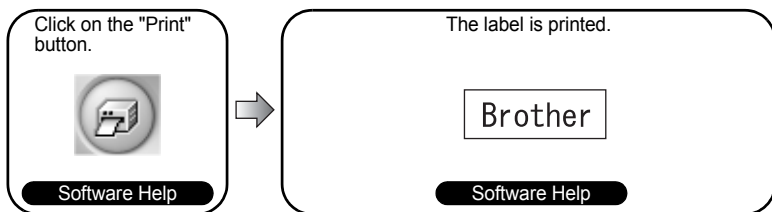
2 Prepare the personal computer.



3 Enter the label text using P-touch Quick Editor.



4 Print the label.



P-touch Quick Editor (simple label editing software) is ideal for creating simple labels. To create labels with more complex designs, use P-touch Editor (fully featured label editing software).

"P-touch Editor"



"Create labels with complex designs like these"





This section provides quick and easy access to information on tasks often needed by users. Simply look for your task below and then go to the page indicated. If the task you are looking for is not shown here, try the Contents or Index pages.



To enter text, symbols and accent characters...

Entering text/symbols/accent characters

P. 25



To change the label format...

Text/Label format functions

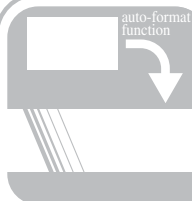
P. 31



To change the cutting and margin settings

Tape cutting options

P. 53



To make formatted label easily...

Auto-Format function

P. 37



To print multiple copies (with auto-numbering)...

Multiple copy/auto-numbering functions

P. 50



To save a label layout...

File memory function

P. 56

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Feeding Tape

Feed & Cut

The Feed & Cut function feeds 23 mm of blank tape then cuts the tape, which may be needed when installing a new tape cassette.

- 1 Hold down the  key and press the  key.
"Feed & Cut?" appears on the display.
- 2 Select "Feed & Cut" using the  or , and then press the  or  to feed the tape.
The message "Feeding Tape... Please wait" appears while the tape is fed, and then the tape is cut.



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

Feed Only

The Feed Only function feeds 23 mm of blank tape, which may be needed when using Fabric Tapes or Strong Adhesive Tapes.

After printing, remove the tape cassette from the machine and use scissors to cut the tape.

- 1 Hold down the  key and press the  key.
"Feed & Cut?" appears on the display.
- 2 Select "Feed Only" using the  or , and then press the  or  to feed the tape.
The message "Feeding Tape... Please wait" appears while the tape is fed.



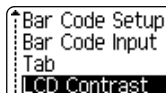
Press  while "Feed & Cut?" is displayed to cancel tape feeding.

LCD Display

LCD Contrast

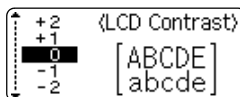
You can change the contrast setting of the LCD display to one of five levels (+2, +1, 0, -1, -2) to make the screen easier to read. The default setting is "0".

- 1 Press the  key to display the Mode menu, select "LCD Contrast" using the  or  key, and then press the  or  key.



Bar Code Setup
Bar Code Input
Tab
LCD Contrast

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



+2 <LCD Contrast>
+1
0 [ABCDE]
-1 [abcde]
-2

- 3 Press the  or  key.

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

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Setting Language and Unit

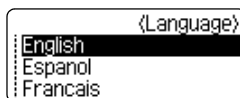
Language

Select the language ("English", "Español", "Français", "Português", "Deutsch", "Nederlands", "Italiano", "Dansk", "Svenska", "Norsk", "Suomi", "Poliski", "Český" or "Magyar") for menu commands and messages shown on the LCD display. The default setting is "English".

- 1 Press the  key to display the Setup menu, select "Language" using the  or  key, and then press the  or  key.



- 2 Select a language using the  or  key.



- 3 Press the  or  key.



Press the  key to return to the previous step.

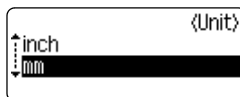
Unit

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

- 1 Press the  key to display the Setup menu, select "Unit" using the  or  key, and then press the  or  key.



- 2 Select a Unit using the  or  key.



- 3 Press the  or  key.



Press the  key to return to the previous step.

EDITING A LABEL

Entering and Editing Text

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

Entering Text from the Keyboard

- To enter a lowercase letter or a number, simply press the desired key.
- To enter a blank space in the text, press the  key.
- To enter an uppercase letter or one of the symbols on the number keys, hold down the  key and then press the desired key.
- To enter uppercase letters continuously, press the  key to enter Caps mode, and then press the desired keys.

- To exit Caps mode, press the  key again.
- To enter a lowercase letter while in Caps mode, hold down the  key and then press the desired key.

Adding a New Line

- To end the current line of text and start a new line, press the  key. A return mark appears at the end of the line and the cursor moves to the start of the new line.
- There is a maximum number of lines of text that can be entered for each tape width. A maximum of 5 lines can be entered for 18 mm tape, 3 lines for 12 mm tape, 2 lines for 9 mm and 6 mm tape, and 1 line for 3.5 mm tape.
- If you press the  key when max lines already exist, an error message is displayed.
- To change the character attribute of each line, refer to "Setting Character Attributes by Each Line" on page 31.

Adding a New Block

- To create a new block of text/lines to the right of your current text, press the  key while holding down the  key. A  mark will appear at the end of the block and the cursor moves to the start of the new block.

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

Moving the Cursor

- To move the cursor left, right, up or down, press the , ,  or  key. Each press of the key moves the cursor one space or line.
- To move the cursor to the beginning or end of the current line, hold down the  key and then press the  or  key.
- To move the cursor to the very beginning or end of the text, hold down the  key and then press the  or  key.

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EDITING A LABEL

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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.

Inserting a Tab

- To insert a tab space between the existing line of text, move the cursor where you wish to add a tab and press the  key to open the Setup menu, select "Tab" by using  or  key, and then press the  or  key. A  mark appears to indicate the position which the tab space will be entered.



- To change the length setting of the tab, refer to "Setting Label Attributes" on page 35.
- The tab space can also be entered by pressing the  key while holding down the  key.

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



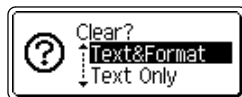
If you hold down the  key, the characters left to the cursor are deleted continuously.

■ Deleting all text at once

- Use the  key to delete all text at once.

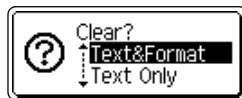
1

Press the  key.
The Clear options are displayed.



2

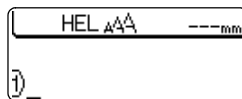
Using the  or  key, select "Text Only" to delete all text while retaining the current format settings, or select "Text & Format" to delete all text and format settings.



Press the  key to return to the text entry screen.

3

Press the  or  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.

There are two methods of entering symbols:

- Using the  key.
- Using the Symbol function.

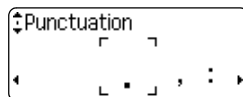
Entering Symbols Using Key

Symbols printed in upper-right corner of the keys on the keyboard can be entered using the  key.

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

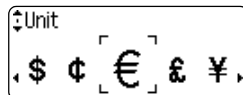
Entering Symbols Using the Symbol Function

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

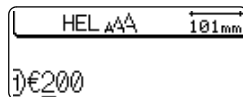


The last symbol entered is selected in the list displayed.

- 2 Select a symbol category (Punctuation, Business, Mathematics, etc.) using the  or  key or by pressing the  key repeatedly, and then select a symbol using the  or  key.



- 3 Press the  or  key.
The selected symbol is inserted into the line of text.



- Press the  key to return to the previous step.
- Refer to the "Symbol List" on page 28 for a complete list of symbols and symbol categories.

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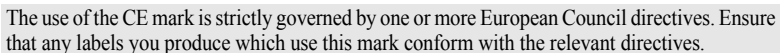
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● Symbol List ●

Category	Symbols
Punctuation	. , : ; " ' • ? ! ¨ ¡ - & ~ _ \ / \$
Business	© # % ® º ™ € ✓
Mathematics	+ - × ÷ ± = *
Bracket	() [] < >
Arrow	→ ← ↑ ↓ ↔ ⇌ ⇄
Unit	\$ ¢ € £ ¥ °
International	α β γ δ μ Ω φ ª º
Number	² ³ ₂ ₃ ¼ ½ ¾
Pictograph	★ ● ○ □ △ ♪
Electrical	⏏ ~ ⚡ ⚡ ⏏ ⏏ ⓧ ⓧ
Others	🚫 ⚠️ ⚠️ 🚫 🚫 📞 📞 📞 📞 📞 📞 📞



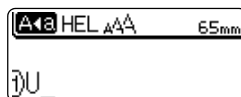
Entering Accented Characters

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

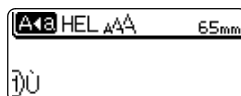
- 1 Enter the character you wish to change to a composite character.



Caps mode can be used with the Accent function.



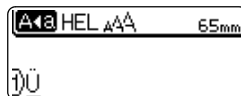
- 2 Press the **AAA** key.
The character you entered will change to an accented character.



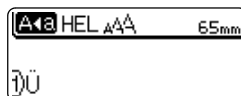
- 3 Press the **AAA** key repeatedly until the desired accented character is selected, or select it by using the **◀** or **▶** key.



The order of composite characters which appear on display differ by the selected LCD language.



- 4 Press the **OK** or **ESC** key.
The selected composite character is inserted into the line of text.



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

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● Accented Character List ●

Character	Accented Characters	Character	Accented Characters
a	á à â ã ä æ ā ą ă â ã	n	ñ ñ ñ ñ
A	Á Â Ã Ä Å Æ Ā Ā Ā Ā Ā	N	Ñ Ñ Ñ Ñ
c	ç ċ ċ	o	ó ô õ ø ö õ œ ö
C	Ç Ć Ć	O	Ó Ô Õ Ø Ö Õ Œ Ö
d	ď ð ď	r	ř ř ř
D	Ď Đ	R	Ř Ř Ř
e	é è ê ë ě ę ě é ě	s	š š š š š
E	É Ê Ë Ĕ Ė Ě Ė Ė	S	Š Š Š Š Š
g	ğ ğ	t	ť ť ť
G	Ğ Ğ	T	Ť Ť Ť
i	í î ï ÿ ÿ ÿ	u	ú û ü ů ı ú ú ú
I	Í Î Ï Ĳ Ĳ Ĳ	U	Ú Û Ü Ů Ů Ů Ů Ů
k	ķ	y	ý ŷ
K	Ķ	Y	Ý Ÿ
l	ł ł ł ł	z	ž ž ž
L	Ł Ł Ł Ł	Z	Ž Ž Ž

Setting Character Attributes

Setting Character Attributes by Label

Using the AAA key, you can select a font and apply size, width, style, line, and alignment attributes.

- 1 Press the AAA key.
The current settings are displayed.

Font	HEL
Size	Auto
Width	x 1
Style	Off

A

- 2 Select an attribute using the $\blacktriangle$ or $\blacktriangledown$ key, and then set a value for that attribute using the $\blacktriangleleft$ or $\blacktriangleright$ key.

Line	UND
Align	Center

≡

- 3 Press the OK or ESC key to apply the settings.

BRU 24pt A	66mm
------------	------



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

j)abc_

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

Setting Character Attributes by Each Line

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

Move the cursor to the character attribute you wish to change by using the $\blacktriangle$ or $\blacktriangledown$ key. Next, press the AAA key while holding down F key to display the attributes. (on the screen indicates that you are now applying the attribute for that specific line only.)

Font	HEL
Size	Auto
Width	x 1
Style	Off

A

- ! When a different value of attribute is set for each line, the value will be displayed as **** when you press the AAA key. When you change this setting (****) by using the $\blacktriangleleft$ or $\blacktriangleright$ key, the new setting will be applied to all lines of the label.

Font	*****
Size	36pt
Width	x 1
Style	Off

● Setting Options ●

Attribute	Value	Result
Font	HEL (Helsinki)	ABCabc
	BRU (Brussels)	ABCabc
	FLO (Florida)	ABCabc
	CAL (Calgary)	<i>ABCabc</i>
Size	Auto	When Auto is selected, the text is automatically adjusted to print in the largest size available for each tape width.
	42pt	ABCabc
	36pt	ABCabc
	24pt	ABCabc
	18pt	ABCabc
	12pt	ABCabc
	9pt	ABCabc
	6pt	ABCabc

Attribute	Value	Result
Width	x2	ABCabc
	x1	ABCabc
	x2/3	ABCabc
	x1/2	ABCabc
Style	off	ABCabc
	BLD (Bold)	ABCabc
	OUT (Outline)	ABCabc
	SHD (Shadow)	ABCabc
	SLD (Solid)	ABCabc
	ITL (Italic)	ABCabc
	I+BLD (Italic Bold)	ABCabc
	I+OUT (Italic Outline)	ABCabc
	I+SHD (Italic Shadow)	ABCabc
	I+SLD (Italic Solid)	ABCabc
	VRT (Vertical)	◀ m U ∞ Ω ∪

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EDITING A LABEL

Attribute	Value	Result
Line	Off	ABCabc
	UND (Underline)	<u>ABCabc</u>
	STR (Strikeout)	ABCabc
Align (Alignment)	Left	ABCabc
	Center	ABCabc
	Right	ABCabc
	Just (Justify)	A B C a b c

Setting Auto Fit Style

When "Size" is set to "Auto" and "Length" is set to a specific length, you can select the way of reducing the text size to fit within the label length.

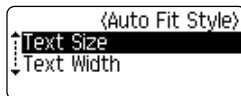
When "Text Size" is selected, the total text size is modified to fit within the label.

When "Text Width" is selected, the text width will be reduced to the size of x1/2 setting. (If further size reduction is required to fit the text into the selected label length, the P-touch will automatically reduce the text size further after applying the x1/2 setting.)

- Press the  key to display the Setup menu, Select "Auto Fit Style" using the  or  key, and then press the  or  key.
The Auto Fit Style screen is displayed.



- Select the style using the  or  key.



- Press the  or  key to apply the setting.



- Press the  key to return to the previous step.
- Press the  key to set the style to the default setting ("Text Size").

Setting Label Attributes

Using the  key, you can create a label with a frame around the text and specify the label length and tab length. (Cut Options which may be needed when printing a label can also be set by using the  key. Refer to "Tape Cutting Options" on page 53.)

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

Frame ▶ Off
Length : Auto
Cut : Large
Option Margin

- 2** Select an attribute using the ▲ or ▼ key, and then set a value for that attribute using the ◀ or ▶ key.



- When setting the tab length, hold down the ◀ or ▶ key to change the value faster.
- When setting the label length, refer to "Adjusting the Label Length Accuracy" on page 55.

Tab ▶ 50mm
Length 

- 3** Press the  or  key to apply the settings.



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

HEL AAA  50mm
}abc_



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

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● Setting Options ●

Attribute	Value	Result									
Frame	off	ABCabc									
	1	ABCabc									
	2	ABCabc									
	3	ABCabc									
	4	ABCabc									
	5	<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	ABC								
	6	ABCabc									
	7	ABCabc									
	8	ABCabc									
	9	ABCabc									
	10	ABCabc									
11	ABCabc										
12	ABCabc										
13	ABCabc										
14	ABCabc										

Attribute	Value	Result
Frame	15	 ABCabc
	16	 ABCabc
Length	The length of the label can be set within the range 30 mm - 300 mm. When Auto is selected, the length of the label is automatically adjusted based on the amount of text entered.	
Tab Length	The length of the tab can be set within the range 0 mm - 100 mm. The default setting is 50 mm .	

Using Auto-Format Layouts

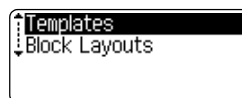
Using the Auto-Format function you can quickly and easily create labels for a variety of purposes, such as file tabs, equipment labels, name badges, etc. Simply select a layout from the templates or block layouts, enter the text and apply formatting as desired.



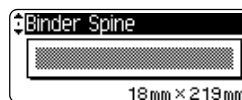
Symbols and accented characters can also be used in auto-format layouts.

Using Templates - Example creating an Asset Tag

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



- 2 Press the  or  key. The last template used is displayed.



- 3 Select a template using the ▲ or ▼ key.



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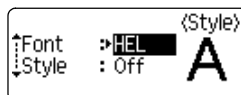
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EDITING A LABEL

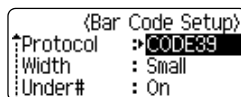
- 4** Press the  or  key.
The Style screen is displayed.



- 5** Select an attribute using the  or  key, and then set a value for that attribute using the  or  key.



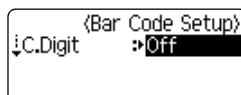
- 6** Press the  or  key.
The Barcode Setup screen is displayed.



- 7** Select an attribute using the  or  key, and then set a value for that attribute using the  or  key.



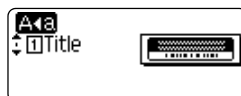
The "C-Digit" attribute is only available for the CODE39, I-2/5 and CODABAR protocols.



- 8** Press the  or  key.
The template text entry screen is displayed.



Caps mode can be used when entering text.



- 9** Enter the text and then press the  or  key.
Repeat this for each text field.
After all text fields are entered, the print menu is displayed when the  or  key is pressed.



- 10** Select "Print" using the  or  key and then press the  or  key to print the label.



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

- Press the  key to return to the previous step.
 - On the Style and Barcode Setup screens, press the  key to return the selected attribute to the default value.
 - Refer to the Templates table for a list of available templates.
 - The "Clear All Text?" message is displayed when the  key is pressed in the text entry screen. Press the  or  key to delete all text, or press the  key to not delete the file.
 - To print multiple copies, sequentially numbered copies, or a mirror image of the label, with the print menu displayed hold down the  key and press the  key to display the Print Options menu.
-
- If the width of the current tape cassette does not match the set width for the selected layout, an error message is displayed when you try to print the label. Press the  key or any other key to clear the error message, and insert a tape cassette of the correct width.
 - If the number of characters entered exceeds the limit, an error message is displayed when the  or  key is pressed. Press the  key or any other key to clear the error message, and edit the text using fewer characters.
 - Except as "No cut" is set, when using the Auto-Format function the label is cut with a margin on the left and right ends regardless of the current Tape Cutting Option setting (refer to page 53).

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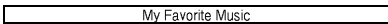
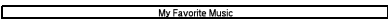
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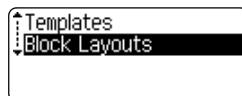
● Templates ●

Attribute	Value	Details
Template Name	Binder Spine	αβγδλμζοω (18 mm x 219 mm)
	File Folder Tab	PAYABLES (12 mm x 82 mm)
	Divider Tab (Hanging Folder)	AUGUST (12 mm x 42 mm)
	Asset Tag	Property of: ABC Company, Inc. *00001* (18 mm x 70 mm)
	Bin Box	↑ Lock Washer 1/4-20 NF Thread Size 0 12502 05400 9 (18 mm x 76 mm)
	Equipment Label	ABC Company, Inc. Control Sales Equipment No. 123456789 (18 mm x 58 mm)
	Faceplate (VRT)	C-A11 C-A12 C-A13 (12 mm x 70 mm)
	Cable Wrap	7A-B23 7A-B23 7A-B23 7A-B23 7A-B23 7A-B23 (18 mm x 39 mm)
	Name Badge 1	Robert Becker ABC Company, Inc. (18 mm x 72 mm)
	Name Badge 2	Robert Becker (12 mm x 72 mm)

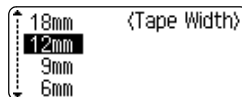
Attribute	Value	Details
Template Name	CD Case Spine 1	 (6 mm x 113 mm)
	CD Case Spine 2	 (3.5 mm x 113 mm)
	VHS Spine	 (18 mm x 140 mm)
	MiniDV Spine	 (9 mm x 42 mm)

Using Block Layouts

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



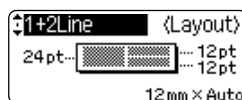
- 2** Press the  or  key to display the Tape Width screen, and then select a tape width using the  or  key.



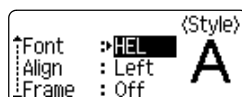
- 3** Press the  or  key.
When the tape width has not changed, the last block layout selected is displayed. When the tape width has changed, the default layout for the new tape width is displayed.



- 4** Select a block layout using the  or  key.



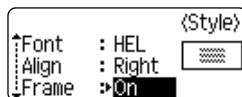
- 5** Press the  or  key.
The Style screen is displayed.



EDITING A LABEL

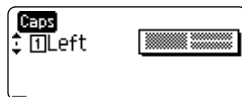
- 6** Select an attribute using the ▲ or ▼ key, and then set a value for that attribute using the ◀ or ▶ key.

💡 Press the  key to set the selected attribute to the default value.



- 7** Press the  or  key.
The block layout text entry screen is displayed.

💡 Caps mode can be used when entering text.



- 8** Enter text and then press the  or  key.
Repeat for each text field.
After all text fields are completed, press the  or  key to display the print menu.



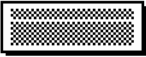
- 9** Select Print using the ▲ or ▼ key and then press the  or  to print the label.

- 💡
- Select "Edit" to change the text data or style settings.
 - Select "Save" to store the label in a file memory.
 - Select "Quit" to exit the Auto-Format function.
 - Select "Change Layout" to use a different layout.

- 💡
- Press the  key to return to the previous step.
 - Refer to the Block Layouts table for a list of available block layouts.
 - The "Clear All Text?" message is displayed when the  key is pressed. Press the  or  key to delete all text, or press the  key to not delete the text.
 - To print multiple copies, sequentially numbered copies, or a mirror image of the label, with the print menu displayed hold down the  key and press the  key to display the Print Options menu.

- ⚠
- If the width of the current tape cassette does not match the set width for the selected layout, an error message is displayed when you try to print the label. Press the  key or any other key to clear the error message, and insert a tape cassette of the correct width.
 - If the number of characters entered exceeds the limit, an error message is displayed when the  or  key is pressed. Press the  key or any other key to clear the error message, and edit the text using fewer characters.
 - When using the Auto-Format function the label is cut with a margin on the left and right ends regardless of the current Tape Cutting Option setting (refer to page 53).

● Block Layouts ●

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

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EDITING A LABEL

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Attribute	Value	Details
Block layout (9 mm tape)	2LineA	 6pt 12pt
	2LineB	 12pt 6pt
	1+2Line	18pt...  9pt 9pt
Block layout (6 mm tape)	1+2Line	12pt...  6pt 6pt

Creating a Barcode Label

Using the Barcode function you can create labels with barcodes for use with cash registers, stock control systems or other barcode reader systems, or even asset control tags used in an asset management system.

- 💡 The P-touch is not designed exclusively for creating barcode labels. Always check that barcode labels can be read by the barcode reader.
- For best results, print barcode labels in black ink on white tape. Some barcode readers may not be able to read barcode labels created using coloured tape or ink.
- Use the "Large" setting for "Width" whenever possible. Some barcode readers may not be able to read barcode labels created using the "Small" setting.
- Continuously printing a large number of labels with barcodes can overheat the print head, which may effect printing quality. If this happens you should stop printing for a few moments to let the print head cool down.

Setting Barcode Parameters

- 1** Press the  key to display the Setup menu, select "Barcode Setup" using the  or  key, and then press the  or  key.
The Barcode Setup screen is displayed.

```

{Bar Code Setup}
Protocol  : CODE39
Width    : Large
Under#   : On
  
```

- 2** Select an attribute using the  or  key, and then set a value for that attribute using the  or  key.

```

{Bar Code Setup}
C.Digit  : Off
  
```

- 💡 The "C-Digit" attribute is only available for the CODE39, I-2/5 and CODABAR protocols.

- ⚠ Characters may not appear below the barcode 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  or  key to apply the settings.

- 💡 New settings are NOT applied if you do not press the  or  key.

- 💡 • Press the  key to return to the previous step.
- Press the  key to set the selected attribute to the default value.
- Refer to the Barcode Settings table for a list of all available settings.

EDITING A LABEL

Barcode Settings

Attribute	Value
Protocol	CODE39, CODE128, EAN8, EAN13, EAN128, UPC-A, UPC-E, I-2/5, CODABAR
Width	Large
	Small
Under# (characters printed below barcode)	On
	Off
C.Digit (check digit)	Off
	On (only available for the CODE39, I-2/5 and CODABAR protocols)

Entering Barcode Data

- 1** Press the  key to display the Setup menu, select "Barcode Input" using the  or  key, and then press the  or  key.
The Barcode Input screen is displayed.

(Bar Code Input)
CODE39
▶**◀



- Up to five barcodes can be entered in a label.
- Pressing  key while holding down  key will also allow you to go to "Barcode Input".

- 2** Type in the barcode data.
Special characters can be entered in the barcode when using the CODE39, CODABAR, CODE128 or EAN128 protocols. When not using special characters, go to step 5.

(Bar Code Input)
CODE39
▶*2007*◀

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

(Symbol)
▶◀
(SPACE)
\$ 01/07

- 4** Select a character using the  or  key, then press the  or  key to insert the character in the barcode data.

(Bar Code Input)
CODE39
▶*2007/◀

- 5** Press the  or  key to insert the barcode in the label.

Two barcode marks are displayed on the text entry screen.



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

● Special Character List ●

CODE39

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

CODABAR

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

CODE128, EAN128

Code	Special Character	Code	Special Character	Code	Special Character
0	(SPACE)	24	¥	48	DC3
1	!	25	]	49	DC4
2	"	26	^	50	NAK
3	#	27	_	51	SYN
4	\$	28	NUL	52	ETB
5	%	29	.	53	CAN
6	&	30	SOH	54	EM
7	'	31	STX	55	SUB
8	(	32	ETX	56	ESC
9	)	33	EOT	57	{
10	*	34	ENQ	58	FS
11	+	35	ACK	59	
12	,	36	BEL	60	GS
13	-	37	BS	61	}
14	.	38	HT	62	RS
15	/	39	LF	63	~
16	:	40	VT	64	US

EDITING A LABEL

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Code	Special Character	Code	Special Character	Code	Special Character
17	;	41	FF	65	DEL
18	<	42	CR	66	FNC3
19	=	43	SO	67	FNC2
20	>	44	SI	68	FNC4
21	?	45	DLE	69	FNC1
22	@	46	DC1		
23	[	47	DC2		

Editing and Deleting a Barcode

- To edit the barcode data position the cursor beneath either of the barcode marks on the data entry screen and then open the Barcode Input screen. Refer to "Entering Barcode Data" on page 46.
- To edit the "Width" and "Under#" settings on a barcode already placed on the screen, position the cursor beneath either of the barcode marks on the data entry screen and then open the Barcode Setup screen. Refer to "Setting Barcode Parameters" on page 45.
- To delete a barcode from a label, position the cursor to right of the barcode marks on the data entry screen and press the  key.

LABEL PRINTING

Label Preview

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

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



- Press the  key to return to the text entry screen. (You can also return to the text entry screen by pressing , , or  key.)
- To scroll the preview to the left or right end, hold down the  key and press the ◀ or ▶ key.
- To print the label directly from the preview screen, press the  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

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

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

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LABEL PRINTING

Printing a Single Copy

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

- 2 Press the  key.
The message shown on the right is displayed while the label is being printed.

Printing... 1/1
Copies



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



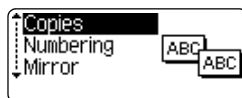
There are several other messages that may appear when you press the  key. Refer to "Error Messages" on page 65 and check the meaning of any messages that appear.

Printing Multiple Copies

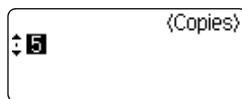
Using this function you can print up to 9 copies of the same label.

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

- 2 Hold down the  key and press the  key to display the print options screen, and then select "Copies" using the  or  key.



- 3 Press the  or  key to display the Copies screen, and then select the number of copies to be printed using the  or  key, or type the number using the number key.



- Hold down the  or  key to change the number of copies faster.
- Press the  key to reset the number of copies to the default value of 1.

- 4 Press the  or  key.
The message shown on the right is displayed while the labels are being printed.

Printing... 2/5
Copies



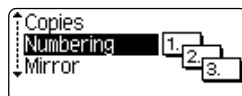
- Press the  key to return to the previous step.
- Unless set otherwise, the tape is automatically cut after each copy is printed. Refer to "Tape Cutting Options" on page 53 to change this setting.
- The figures shown on the screen during printing indicate the "count / number of copies set".

Auto-numbering Labels

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

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

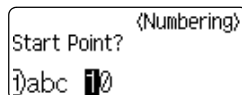
- 2 Hold down the  key and press the  key to display the print options screen, and then select "Numbering" using the  or  key.



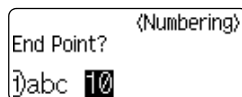
- 3 Press the  or  key.
The numbering start point screen is displayed.



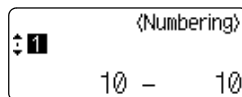
To apply auto-numbering to a barcode, select the barcode here. After selecting the barcode you will be prompted to enter the number of labels to be printed (step 6).



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



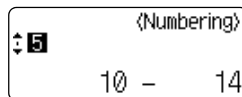
- 5 Move the cursor to the last character to be incremented in the numbering sequence and press the  or  key.
The number of labels to be printed is displayed.



- 6 Select the number of labels to be printed using the  or  key, or type the number using the number keys.



- Hold down the  or  key to change the number of labels faster.
- Press the  key to reset the number of copies to the default value of 1.



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



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LABEL PRINTING



- Press the key to return to the previous step.
- Unless set otherwise, the tape is automatically cut after each copy is printed. Refer to "Tape Cutting Options" on page 53 to change this setting.
- The figures shown on the screen during printing indicate the "count / number of copies".
- Auto-numbering can also be applied to barcodes. When a barcode contains an auto-numbering sequence, no other fields in the label can contain an auto-numbering sequence.
- The auto-number portion of the label is incremented after each label is printed.
- Only one auto-numbering sequence can be used in a label.
- Any symbols or other non-alphanumeric characters in the auto-numbering sequence are ignored.
- An auto-numbering sequence can only contain a maximum of five characters.



- Letters and numbers increase as shown below:

0 → 1 ...9 → 0 → ...
A → B ...Z → A → ...
a → b ...z → a → ...
A0 → A1 ...A9 → B0 → ...

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

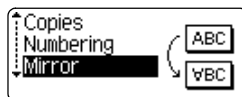
_9 → 10 ...99 → 00 → ...
_Z → AA ...ZZ → AA → ...
1_9 → 2_0 ...9_9 → 0_0 → ...

Mirror Printing

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

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

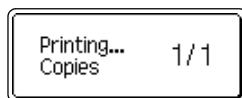
- 2 Hold down the key and press the key to display the print options screen, and then select "Mirror" using the or key.



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



- 4 Press the or key.
The message shown on the right is displayed while the label is being printed.



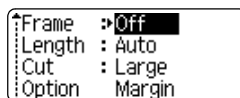


- Press the key to return to the previous step.
- Text should be printed on clear tape when using the mirror printing function.
- The copy and auto-numbering functions cannot be used together with the mirror printing function.

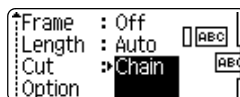
Tape Cutting Options

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

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



- 2** Select "Cut Option" using the or key, and then set the value by using the or key.



- 3** Press the or key to apply the settings.



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



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

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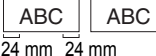
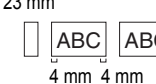
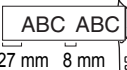
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LABEL PRINTING

●Tape Cutting●

Setting	Description	Example
Large Margin	Automatically cuts the tape after each label is printed. The labels have a 24 mm margin on the left and right ends.	 24 mm 24 mm
Small Margin	- When printing labels one at a time: It automatically cuts a piece of blank tape before printing the label, and then cuts the tape after the label is printed. - When printing several labels continuously: It automatically cuts a piece of blank tape before printing the first label, and then cuts the tape after each label is printed. - The labels have a 4 mm margin on the left and right ends.	 23 mm 4 mm 4 mm
Chain	- When printing labels one at a time: It automatically cuts a piece of blank tape before printing the label, and then does not cut the tape after the label is printed. - When printing several labels continuously: It automatically cuts a piece of blank tape before printing the first label, and then cuts the tape after each label is printed. - The labels have a 4 mm margin on the left and right ends. - The tape is not fed and cut after the last label is printed.	 23 mm 4 mm 4 mm
No Cut	- Use this setting to print a strip of labels with no cuts in between. - Pressing the  while holding down the  key will feed and cut the last label printed.	 27 mm 8 mm



- When using Fabric Tapes or Strong Adhesive Tapes, set "No Cut" and refer to "Feeding Tape" on page 22 to apply the appropriate setting.
- The tape is not cut after the last label is printed when "Chain" or "No Cut" is set. Hold down the  key and press the  key, and select "Feed & Cut" (refer to "Feeding Tape" on page 22) to feed and cut the tape automatically, or cut the tape manually if you are using Fabric Tapes or Strong Adhesive Tapes.
- When using the Auto-Format function, the label is cut with a margin on the left and right ends regardless of the current Tape Cutting Option Setting except as "No cut" is set.

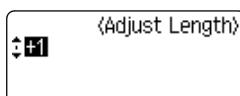
Adjusting the Label Length Accuracy

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

- 1 Press the  key to display the setup menu, select "Adjust Length" using the  or  key, and then press the  or  key.



- 2 Select "Adjust Length" by using the  or  key, and then set the value by using the  or  key.



- 3 Press the  or  key to apply the setting.



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

Attaching Labels

- 1 If necessary, trim the printed label to the desired shape and length using scissors, etc.
- 2 Peel the backing from the label.
- 3 Position the label and then press firmly from top to bottom with your finger to attach the label.



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

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USING THE FILE MEMORY

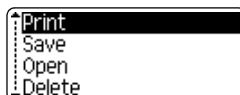
You can store up to 9 of your most frequently used labels in the file memory. Each label is stored as a file, allowing you to quickly and easily recall your label when needed again.



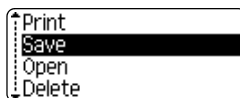
- When the file memory is full, each time you save a file you will need to overwrite one of your stored files.
- You will lose your stored files if the AC adaptor is disconnected and the batteries are removed for more than two minutes.

Storing a Label into Memory

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



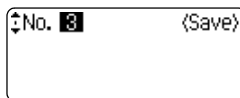
- 2** Select "Save" using the ▲ or ▼ key.



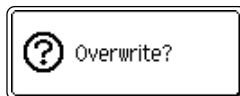
- 3** Press the  or  key.
A file number is displayed.
A label text is also displayed if a label is already stored in that file number.



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



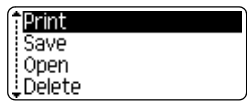
When there is already a stored file in the selected number, the data will be overwritten by the file you try to save.



- Press the  key to return to the previous step.
- Up to 200 characters can be saved in one file, depending on the number of lines. Total 1800 characters can be saved in 9 files. Text and layout formatting data is also saved in the file.
- To store a label created by using the Auto-Format Layouts, refer to "Using Auto-Format Layouts" on page 37.

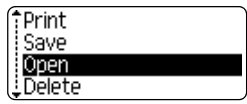
Opening a Stored Label File

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



Print
Save
Open
Delete

- 2** Select "Open" using the ▲ or ▼ key.



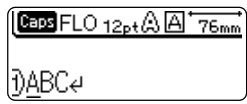
Print
Save
Open
Delete

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



↕ No. **3** <Open>
ABCDEF GHIJ

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



Caps FLO 12pt A 76mm
1)ABC



Press the  key to return to the previous step.

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Printing a Stored Label File

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

Print
Save
Open
Delete

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

Print
Save
Open
Delete

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

↕ No. **3** <Print>
ABCDEF GHIJ

- 4** Select a file number using the ▲ or ▼ key, and then press the ,  or  key to print the selected label. The label is printed from the machine.

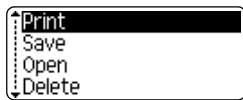
Printing... 1/1
Copies



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

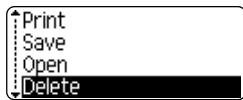
Deleting a Stored Label File

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



Print
Save
Open
Delete

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



Print
Save
Open
Delete

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



↕ No. **3** <Delete>
ABCDEF GHIJ

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



 Delete?

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



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

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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 working properly.

- 1 Turn off the machine and then while holding down  and , press  to turn the machine back on. Finally, release  and .
- The P-touch turns on with the internal memory reset.



Release the  key before releasing the other keys.



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

Cleaning the Main 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.

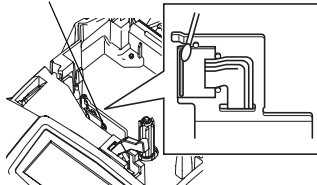
Cleaning the Print Head

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 optional print head cleaning cassette (TZ-CL4).



Refer to the instructions provided with the print head cleaning cassette for directions on how to use it.

Print head



WARNING

Do not touch the print head directly with your bare hands. The print head maybe hot.

Cleaning the Tape Cutter

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

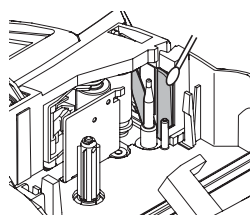


About once every year, wipe the cutter blade using a cotton swab moistened with alcohol.



CAUTION

Do not touch the cutter blade directly with your bare hands.



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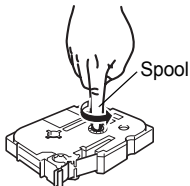
8

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TROUBLESHOOTING

What to do when...

Problem	Cause	Solution
The screen 'locks', or the P-touch does not respond properly.	Refer to "Resetting the P-touch" on page 60 and reset the internal memory to the initial settings. If resetting the P-touch does not solve the problem, disconnect the AC adaptor and remove the batteries for more than 10 minutes.	
The display remains blank after turning on the power.	Is the AC adaptor connected correctly?	<i>Check that the AC adaptor designed exclusively for your P-touch is connected correctly.</i>
	Are you using the correct AC adaptor?	<i>Make sure that you are using the AC adaptor designed exclusively for your P-touch (included in package).</i>
	Are the batteries fitted correctly?	<i>Remove and re-install the batteries.</i>
The label is not printed after pressing the  key.	Has text been entered?	<i>A label will not be printed if there is no text entered.</i>
	Is the tape cassette installed correctly, and is there enough tape remaining?	<i>Check that the tape cassette is installed correctly, and that there is enough tape remaining.</i>
	Is the end of the tape bent?	<i>If bent, cut the bent section of tape with scissors and thread the tape through the tape exit slot correctly.</i>
	Is the tape jammed?	<i>If jammed, remove the tape cassette, carefully pull out the jammed tape, and then cut the tape with scissors. Check that the end of the tape passes through the tape guide, and reinstall the tape cassette.</i>
	Does the tape compartment cover open?	<i>If so, close the tape compartment cover correctly.</i>

Problem	Cause	Solution
The LCD messages are displayed in foreign language.	Is the language set properly?	Refer to "Setting Language and Unit" on page 24 and select the desired language for the LCD messages.
The label is not printed correctly.	Is the tape cassette installed correctly?	When installing a cassette, press firmly until it clicks into place.
	Is the print head clean?	If not, clean the print head using a cotton swab or optional print head cleaning cassette (TZ-CL4).
	Is Cut Option set to Chain or No Cut?	When these options are set, the tape is not fed after printing the label. Check the Cut Option setting, or hold down the  key and press the  key to feed and cut the tape.
The ink ribbon is separated from the ink roller.	Is the ink ribbon in the tape cassette loose, or did you pull on the label coming out of the tape exit slot?	If the ink ribbon is broken replace the tape cassette. If not, leave the tape uncut and remove the tape cassette, then wind the loose ink ribbon onto the spool as shown in the figure. 
The P-touch stops while printing a label.	Is there enough tape remaining in the tape cassette?	The striped tape indicates you have reached the end of the tape. Replace the tape cassette when the striped tape appears.
	Are the batteries weak and is the AC adaptor disconnected?	Replace all batteries or connect the AC adaptor directly to the P-touch.

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TROUBLESHOOTING

Problem	Cause	Solution
The label is not cut automatically.	Is Cut Option set to Chain or No Cut?	<i>When these options are set, the tape is not fed after printing the label. Check the Cut Option setting, or hold down the  key and press the  key to feed and cut the tape.</i>
	Does the tape compartment cover open?	<i>If so, close the tape compartment cover correctly.</i>
Label files saved previously are now empty.	Have the batteries and AC adaptor been disconnected?	<i>All files stored in the internal memory are lost if the batteries and AC adaptor are disconnected for longer than two minutes.</i>
	Is there enough power remaining in the batteries?	<i>All data stored in the internal memory is lost if the batteries become empty.</i>
	Have you used the Reset function?	<i>The reset function clears all data stored in the internal memory, including label files.</i>

Error Messages

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



Press any key to clear the error message.

Message	Cause/Remedy
Battery Weak!	The installed batteries are getting weak.
Check Battery!	The installed batteries are about to run out. Replace with new batteries or connect the AC adaptor before continuing.
Wrong Type Of Adaptor Connected!	An incompatible AC adaptor is connected. Use only the AC adaptor designed exclusively for your P-touch.
Cutter Error!	The tape cutter is closed when you try to print or feed tape with the cover closed and the tape cassette inserted. Turn the P-touch off and then on again before continuing. When tape is tangled in the cutter, remove the tape.
No Text!	There is no text, symbols or barcode data entered when you try to print or preview a label. Enter data before continuing.
Insert Tape Cassette!	There is no tape cassette installed when you try to print or preview a label, or feed tape. Install a tape cassette before continuing.
Tape Cassette Changed!	The tape cassette was changed while printing, etc. Make sure the correct tape cassette is inserted before printing.
Line Limit! Max 5 Lines	There are already five lines of text when you press the 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 or key while using 12 mm tape. Limit the number of lines to three, or change the tape cassette to a larger one.

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TROUBLESHOOTING

Message	Cause/Remedy
 Tape Width Limit! Max 2 Lines	There are more than two lines of text when you press the  or  key while using 9 mm or 6 mm tape. Limit the number of lines to two, or change the tape cassette to a larger one.
 Tape Width Limit! Max 1 Line	There is more than one line of text when you press the  or  key while using 3.5mm tape. Limit the number of lines to one, or change the tape cassette to a larger one.
 Block Limit! Max 5 Blocks	There are already five blocks of text. Limit the number of blocks to five.
 Text Full!	The maximum number of characters have already been entered. Edit the text and use fewer characters.
 Length Limit!	The length of the label to be printed using the text entered is longer than 1 m. Edit the text so that the length of the label is less than 1 m.
 Insert 18mm Tape Cassette!	An 18 mm tape cassette is not installed when an Auto-Format for 18 mm tape is selected. Install an 18 mm tape cassette.
 Insert 12mm Tape Cassette!	A 12 mm tape cassette is not installed when an Auto-Format for 12 mm tape is selected. Install a 12 mm tape cassette.
 Insert 9mm Tape Cassette!	A 9 mm tape cassette is not installed when an Auto-Format for 9 mm tape is selected. Install a 9 mm tape cassette.
 Insert 6mm Tape Cassette!	A 6 mm tape cassette is not installed when an Auto-Format for 6 mm tape is selected. Install a 6 mm tape cassette.
 Insert 3.5mm Tape Cassette!	A 3.5 mm tape cassette is not installed when an Auto-Format for 3.5 mm tape is selected. Install an 3.5 mm tape cassette.
 Too Much Text For This Layout!	The maximum number of characters for the selected layout have already been entered. Edit the text to use fewer characters or use a different layout.

Message	Cause/Remedy
 Incorrect Value!	The value entered for setting the tape length, tab length, multiple copies, or numbering function is invalid. Enter a valid value for the setting.
 Select Other Cut Option!	The tape length is shorter than the total margin length set in the "Large Margin" cutting option.
 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.
 Text Too High!	The text size is too large. Select a different size option.
 Check # of Digits Entered!	The number of digits entered in the barcode data does not match the number of digits set in the barcode parameters. Enter the correct number of digits.
 Input A,B,C or D At Start&End	The barcode data entered does not have the required start/stop code (A, B, C, or D required at the beginning and end of the barcode data for the CODABAR protocol). Enter the barcode data correctly.
 Maximum Of 5 Bar Codes Per Label!	There are already 5 barcodes entered in the text data when you try to enter a new barcode. You can only use up to five barcodes in each label.

 When you select "inch" for your unit setting, the dimensions appear "inch" on the LCD display.

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APPENDIX

Specifications

Main Unit

Item	Specification
Input Device (Keyboard)	65-key, QWERTY layout keyboard

Display

Display device	Dot matrix LCD
Character display	16 characters x 3 lines (128 dot x 48 dot)
Back light display	No

Printing

Print method	Thermal printer
Print head	128 dot / 180 dpi
Print height	15.8 mm max. (when using 18 mm tape)
Print speed	Approx. 10 mm / sec.
Tape cassette	Standard TZ tape cassette (3.5, 6, 9, 12, 18 mm widths)
Tape cutter	Built-in automatic cutter
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
Print direction	Horizontal, Vertical
Continuous printing	1 ~ 9 labels
Print preview	Yes
Cut and feed	Large Margin, Small Margin, Chain, No Cut

Characters

Internal character set:	Total of 301 characters (62 alphanumeric, 92 symbols, 147 accented characters.)
Text buffer	200 characters max.
Fonts	Helsinki, Brussels, Florida, Calgary
Character size	Auto, 42 pt, 36 pt, 24 pt, 18 pt, 12 pt, 9 pt, 6 pt
Character style	Off, Bold, Outline, Shadow, Solid, Italic, Italic Bold, Italic Outline, Italic Shadow, Italic Solid, Vertical
Character width	2, 1, 2/3, 1/2
Text alignment	Left, Center, Right, Justify

Item	Specification
Memory	
Memory size	Maximum 1800 characters
File storage	Maximum 9 files
Other Features	
Frame	Total of 16 frame patterns (including shaded pattern)
Auto-Format	Templates: 14 Block layouts: 18 mm : 8, 12 mm : 4, 9 mm : 3, 6 mm : 1
Screen contrast	5 levels (+2, +1, 0, -1, -2)
Power Supply	
Power supply	AC adaptor (AD-24), Six AA-size alkaline batteries (LR6).
Auto Power-off	P-touch only: 5 minutes Connected PC: 60 minutes
Size	
Dimensions	177.2 mm (W) x 232.1 mm (D) x 68.0 mm (H)
Weight	780 g (without tape cassette and batteries)
Other	
Operating temperature / humidity	10 ~ 35°C / 20 ~ 80% humidity (without condensation)

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Operating Environment: Windows®

Item	Specification
OS	Microsoft® Windows® 2000 Professional/XP/ Windows Vista™
Memory	Windows® 2000 Pro, XP: 128MB or more required Windows Vista™: 512MB or more
Hard disk	70MB or more required
Monitor	SVGA High colour graphics support or higher
Interface	USB Port (USB specification 1.1 or later protocol)
Other	CD-ROM drive for installation

Accessories

Brother recommends the use of genuine Brother accessories (tape cassettes, AC adaptor, etc.) with your P-touch. The use of other products may effect the print quality or may damage your P-touch. Availability of accessories subject to change without notice.

Tape Cassettes

Tape supply may differ by country.



Do not use tapes that do not have the **TZ** mark.

■ Laminated tapes (length: 8 m)

The surface of laminated tapes is protected by a transparent film. This prevents characters from smudging or being erased if the label becomes wet.

Stock No.	Description
18 mm	
TZ-141	Black characters on clear tape
TZ-241	Black characters on white tape
TZ-242	Red characters on white tape
TZ-243	Blue characters on white tape
TZ-344	Gold characters on black tape
TZ-145	White characters on clear tape
TZ-345	White characters on black tape
TZ-441	Black characters on red tape
TZ-541	Black characters on blue tape
TZ-641	Black characters on yellow tape
TZ-741	Black characters on green tape
12 mm	
TZ-131	Black characters on clear tape
TZ-132	Red characters on clear tape
TZ-133	Blue characters on clear tape
TZ-135	White characters on clear tape
TZ-231	Black characters on white tape
TZ-232	Red characters on white tape
TZ-233	Blue characters on white tape
TZ-334	Gold characters on black tape
TZ-335	White characters on black tape
TZ-431	Black characters on red tape

APPENDIX

Stock No.	Description
TZ-435	White characters on red tape
TZ-531	Black characters on blue tape
TZ-535	White characters on blue tape
TZ-631	Black characters on yellow tape
TZ-635	White characters on orange tape
TZ-731	Black characters on green tape
TZ-735	White characters on green tape
TZ-931	Black characters on silver tape
TZ-M931	Black characters on silver (mat) tape
TZ-B31	Black characters on fluorescent orange tape (length: 5 m)
TZ-C31	Black characters on fluorescent yellow tape (length: 5 m)
TZ-D31	Black characters on fluorescent green tape (length: 5 m)
TZ-M31	Black characters on clear (mat) tape
9 mm	
TZ-121	Black characters on clear tape
TZ-122	Red characters on clear tape
TZ-123	Blue characters on clear tape
TZ-221	Black characters on white tape
TZ-222	Red characters on white tape
TZ-223	Blue characters on white tape
TZ-324	Gold characters on black tape
TZ-325	White characters on black tape
TZ-421	Black characters on red tape
TZ-521	Black characters on blue tape
TZ-621	Black characters on yellow tape
TZ-721	Black characters on green tape
TZ-M21	Black characters on clear (mat) tape
6 mm	
TZ-111	Black characters on clear tape
TZ-211	Black characters on white tape
TZ-315	White characters on black tape
TZ-611	Black characters on yellow tape

.....

■ **Non-laminated tapes (length: 8 m)**

Stock No.	Description
18 mm	
TZ-N241	Black characters on white tape
TZ-N641	Black characters on yellow tape
12 mm	
TZ-N231	Black characters on white tape
TZ-N631	Black characters on yellow tape
9 mm	
TZ-N221	Black characters on white tape
6 mm	
TZ-N211	Black characters on white tape
3.5 mm	
TZ-N201	Black characters on white tape

■ **Strong adhesive tapes (length: 8 m)**

Laminated tapes with stronger adhesive, ideal for rough surfaces or harsh environments.

Stock No.	Description
18 mm	
TZ-S141	Black characters on clear tape
TZ-S241	Black characters on white tape
TZ-S641	Black characters on yellow tape
12 mm	
TZ-S131	Black characters on clear tape
TZ-S231	Black characters on white tape
TZ-S631	Black characters on yellow tape
9 mm	
TZ-S121	Black characters on clear tape
TZ-S221	Black characters on white tape
TZ-S621	Black characters on yellow tape
6 mm	
TZ-S111	Black characters on clear tape
TZ-S211	Black characters on white tape
TZ-S611	Black characters on yellow tape

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APPENDIX

■ Flexible ID tapes (length: 8 m)

Flexible laminated tapes ideal for labelling network cables, electrical wires, etc.

Stock No.	Description
18 mm	
TZ-FX141	Black characters on clear tape
TZ-FX241	Black characters on white tape
TZ-FX641	Black characters on yellow tape
12 mm	
TZ-FX131	Black characters on clear tape
TZ-FX231	Black characters on white tape
TZ-FX631	Black characters on yellow tape
9 mm	
TZ-FX121	Black characters on clear tape
TZ-FX221	Black characters on white tape
TZ-FX621	Black characters on yellow tape
6 mm	
TZ-FX111	Black characters on clear tape
TZ-FX211	Black characters on white tape
TZ-FX611	Black characters on yellow tape

■ Security tape (length: 8 m)

This tape leaves a checkered pattern when removed.

Stock No.	Description
18 mm	
TZ-SE4	Black characters on white tape

■ Fabric tape (length: 3 m)

These fabric labels can be affixed to other fabric using an iron.

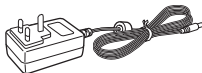
Stock No.	Description
18 mm	
TZ-FA4B	Blue characters on white tape
12 mm	
TZ-FA3	Blue characters on white tape

■ Print head cleaning cassette

Cassette tape for cleaning the print head of your P-touch.

Stock No.	Description
18 mm	
TZ-CL4	Print head cleaning cassette (cleans approx. 100 times)

AC Adaptor

Stock No.	Description
AD-24	

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