

# USER'S GUIDE

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

### **INTRODUCTION**

Thank you for purchasing the P-touch 2400!

Your new P-touch will allow you to create labels and stamps for any need. Its versatility enables you to design custom labels by choosing from a variety of frame designs and from many characters sizes and styles. In addition, the five tape widths (6 mm, 9 mm, 12 mm, 18 mm, and 24 mm) and variety of tape colours allow you to print personalised labels, useful for colour-coded filing. With the **Stamp** function, you can quickly and easily make stamps for reusable pre-inked stamp holders.

You no longer have to worry about urgent tasks that require professional printing. In the office, the factory, the lab, and the home, the quality and performance of the P-touch 2400 make it an extremely practical machine.

Finally, as you may want to refer to this User's Guide occasionally, we suggest that you keep it in a handy place.

	Declaration of Conformity
We	Brother International Europe Ltd. Brother House
	1, Tame Street Audenshaw
	Manchester M34 5JE U.K.
declare ments:	that the Labelling System PT-2400 conforms with the following normative docu-
EMC:	EN 55022:1995 EN 50082-1:1992 EN 60555-2:1987 EN 60555-3:1987
amende	ows the provisions of the Electromagnetic Compatibility Directive 89/336/EEC (as ed by 91/263/EEC and 92/31/EEC). The AC adapter, as supplied with this system, nforms with EN 60950 and follows the provisions of the Low Voltage Directive EC.
Issued b	by: BIE Ltd. European Development and Technical Services Division

Use only the adapter designed exclusively for this machine. See *GENERAL PRECAUTIONS* on page 4.

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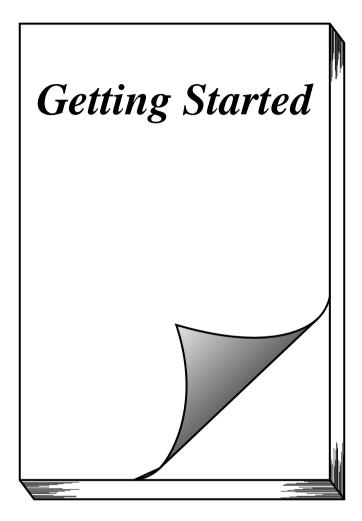
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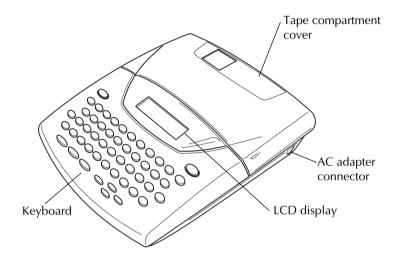
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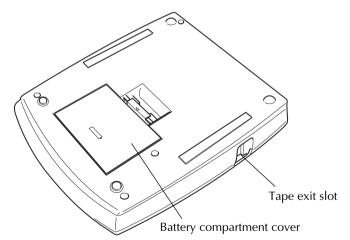


### **GENERAL DESCRIPTION**

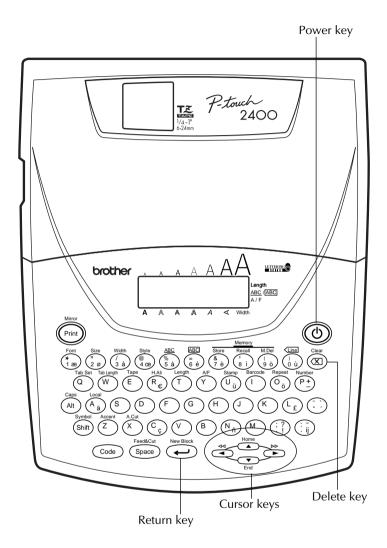
### **TOP VIEW**



### **BOTTOM VIEW**



### **KEYBOARD & LCD DISPLAY**



### **GENERAL PRECAUTIONS**

- Use only Brother TZ tapes with this machine. Do not use tapes that do not have the **T** mark.
- Do not pull on the tape being fed from the P-touch. This may damage the tape cassette.
- Do not use the machine in dusty places, and keep it out of both direct sunlight and rain.
- Do not expose the machine to high temperatures or high humidity. Never leave it on the dashboard or in the back of your car.
- Do not leave any rubber or vinyl on the machine for an extended period of time. Doing so may cause staining.
- Do not clean the machine with alcohol or other organic solvents. Use a soft, dry cloth only.
- Do not put any foreign objects into or anything on the machine.
- To avoid injuries, do not touch the cutter's edge.
- Use only the AC adapter (model H) designed exclusively for this machine. Use of any other adapter will void the warranty.
- Do not try to disassemble the AC adapter.
- When the machine is not being used for a long period of time and it is not necessary to keep the text files stored in the memory, disconnect the AC adapter, and remove the batteries to prevent them from leaking and damaging the machine.
- If the AC adapter is unplugged and no batteries are installed, all text files in the memory may be deleted.
- Use eight AA alkaline batteries in this machine.

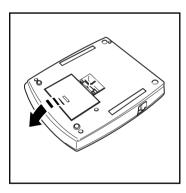
### **BATTERIES**

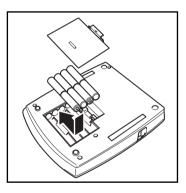
This lightweight and portable machine can be used anywhere by installing eight (8) <u>AA alka-line batteries</u>. When you change the batteries, always replace all eight at the same time.

#### To change the batteries:

- Remove the battery compartment cover on the back of the machine.
- 2 If batteries are already installed, remove them.
- Insert eight new AA alkaline batteries, making sure that they face the correct direction.
- 4 Attach the battery compartment cover.
  - If alkaline batteries are not used, large fonts cannot be printed.
     Be sure to insert the new batteries within five minutes of removing the old ones, otherwise the text shown in the display and any text files stored in the memory will be lost (unless the machine is plugged into an AC outlet with the AC adapter).

Remove the batteries and disconnect the AC adapter if you do not intend to use this machine for an extended period of time. When the power is disconnected, all text shown in the display and stored in the memory will be lost.





### **OPTIONAL AC ADAPTER**

The AC adapter (model H) allows you to use this machine wherever there is an electrical outlet.

#### To connect the optional AC adapter:



● Insert the plug on the adapter cord into the connector marked DC IN 9.5V on the right side of the machine.

Insert the plug on the adapter into the nearest standard electrical outlet.

Only use the AC adapter designed exclusively for this machine.

Remove the batteries and disconnect the AC adapter if you do not intend to use this machine for an extended period of time. When the power is disconnected, all text shown in the display and stored in the memory will be lost.

If the AC adapter is unplugged and no batteries are installed, all text files in the memory may be deleted.

It is recommended that you use the AC adapter when printing large fonts or barcodes on 18-mm- or 24-mm-wide tape since these operations can quickly drain the batteries.

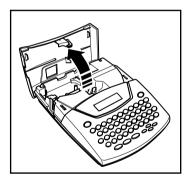
### TAPE CASSETTE

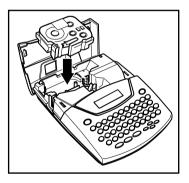
A single TZ tape cassette is supplied with this unit. However, since TZ tape cassettes are available for this machine in a wide variety of colours and sizes, it is possible to make distinctive colour-coded and stylised labels.

In addition, this machine has been designed to allow you to change the tape cassettes quickly and easily.

#### To change the tape cassette:

- Lift open the tape compartment cover. The installed cassette is also released.
- 2 If a tape cassette is already installed, remove it by pulling it straight up.
- If the ink ribbon in the other tape cassette is loose, use your finger to wind the toothed wheel in the direction of the arrow on the cassette until there is no slack in the ribbon. Also, make sure that the end of the tape feeds under the tape guides.
  - If you are using a new tape cassette provided with a stopper, be sure to remove the stopper.
- Insert the tape cassette firmly into the tape compartment, making sure that the entire back of the cassette touches the bottom of the compartment.
  - When inserting the tape cassette, make sure that the inner ribbon does not catch on the corner of the metal guide.
  - Close the compartment cover, then turn on the machine if it is off.
- 6 Hold down code and press space once to remove any slack in the tape and cut off the excess.

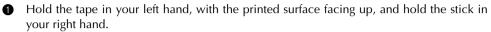




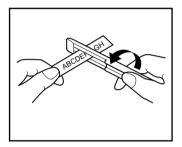
### ATTACHING LABELS

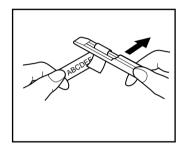
#### LAMINATED TAPE

The enclosed stick enables you to easily remove the backing from labels printed on laminated tapes.



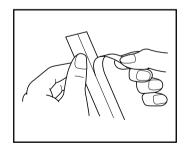
- **2** Pass the tape halfway through the long narrow hole in the stick.
- **3** Turn the stick three-quarters of a turn towards you and pull the stick away from you as shown below.
- Peel off the label backing.





#### NON-LAMINATED TAPE

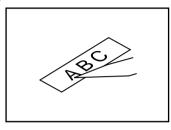
Labels printed on non-laminated tapes can be folded in half so that the inside edges of the two backing pieces come off the label, enabling the backing to easily be peeled off.



#### **INSTANT-LETTERING TAPE (RUB-ON TRANSFERS)**

Instant-lettering tape is used to transfer your text onto paper. After printing the text onto instant-lettering tape and cutting off the label, position the label with its non-printed side facing up on a sheet of paper. By simply rubbing the instant lettering tape's non-printed side with the enclosed stick, you can transfer the text directly onto the paper.

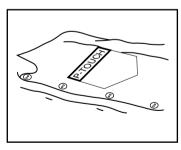
Hold the tape very firmly and do not move it while rubbing the tape.

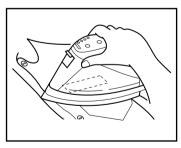


#### **IRON-ON TRANSFER TAPE**

Iron-on transfer tape is used to transfer your text onto garments using an iron.

- Insert an iron-on transfer tape cassette, press 
   Print to print the text, then push down on the tape cutter lever to cut off the label.
- 2 Iron the garment to flatten it before transferring the text.
- If a place the label on the garment at the location where you wish the text to be transferred.
- Set the iron to cotton (150 to 180 °C), then press down on the label with the iron for about 15 seconds.
- 6 Allow the iron-on transfer to cool (for about 60 seconds), and then carefully remove the backing paper.





White garments made from 100% cotton with a plain (smooth) surface are best for ironon transfers.

You can also make transfers to garments made from 100% linen or cotton/polyester blends as long as they have a plain (smooth) surface.

The label will not adhere properly to any cloth with a rough surface, such as pile or denim, or with a waterproof surface. Heat-sensitive materials, such as nylon, acetate or other similar fibres, are also unsuitable as they may be damaged when pressing with an iron at a high temperature.

Do not move the iron while pressing, otherwise the label may move out of the desired position. Press the iron straight down onto the cloth.

After the backing tape has been removed, the transferred label may appear glossy. In addition, some white spots may have appeared on the label if it was touched while the backing tape was peeled off. These can be removed by ironing over the label with a piece of cloth placed between the label and the iron.

Since the transferred label cannot be removed once it is applied, make all transfers with care.

#### Washing:

Garments with transfer labels can be washed over 20 times if the label has been transferred correctly. Normal biological and non-biological household detergents may be used.

The label may become discoloured if the garment is placed in bleach for an extended length of time.

Be careful that hard objects such as buckles or buttons do not come into contact with the label during the wash.

Do not dry clean garments which have had transfer labels applied.

#### Drying:

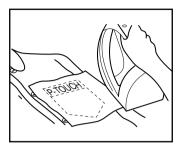
Garments with transfer labels may be dried either inside or outside out.

Do not tumble dry. The transfers will come off and may stick to other items of clothing.

#### Ironing:

Iron garments with transfers using normal temperature settings.

Be sure to place a piece of cloth between the iron and the label when you iron over it to prevent the label from sticking to the iron.



The labels are non-toxic, however, please maintain the usual precautions, such as not placing them in your mouth, etc.

Do not store the tape cassette in areas exposed to direct sunlight, high humidity or dust.

#### FABRIC TAPE

Fabric tape is used to attach a piece of fabric printed with your text onto garments using an iron. After printing the text onto fabric tape and cutting off the label using <u>scissors</u> place the label on an ironed garment at the location where you wish to attach it in such a way that the printed text can be read correctly. Cover the label with another piece of cloth and use an iron set to a medium-high temperature (160 to 180 °C) to press down firmly for 10 to 15 seconds. For more details, refer to the instructions included with the fabric tape cassette.

The label will have a white background on coloured cloth.

#### **STAMP TAPE**

Refer to pages 64 through 66 for a detailed explanation on using the stamp tape to make stamps.

### **PRINT HEAD & ROLLERS**

Occasionally, specks of dust or dirt become attached to the machine's print head and rollers. This is particularly likely when you are using the unit outdoors or in a very dusty environment. If a section of the print head is covered with dust, a blank horizontal streak may appear through the label text. Therefore, as with a tape recorder, the machine's head may need to be cleaned from time to time.

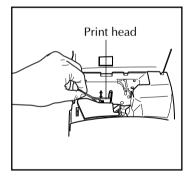
#### To clean the print head and rollers:

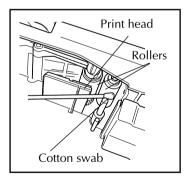
- Turn off the machine.
- Open the tape compartment cover, then remove the tape cassette if one is installed. The print head and rollers are located in the tape compartment.
- Print head: Use a dry cotton swab to gently wipe the print head with an up-and-down motion.

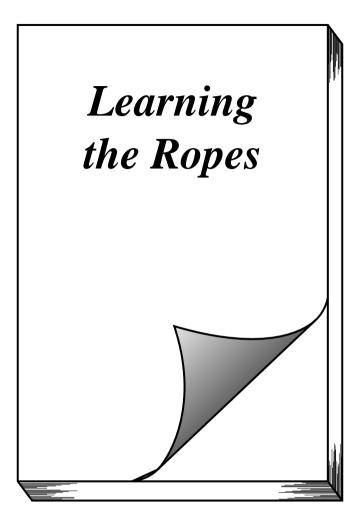
Rollers: Use a dry cotton swab to wipe each roller with an up-and-down motion while rotating them with your finger.

- Install a tape cassette, close the tape compartment cover, and then try printing again.
- **6** If dust still remains, repeat steps **8** and **4** using a cotton swab dipped in isopropyl (rubbing) alcohol.

If none of the above works, contact your service representative.

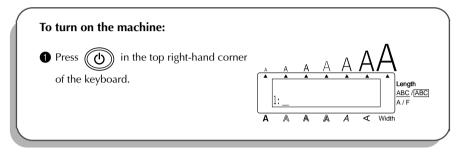






### DOOR LABEL EXAMPLE

After you have inserted the batteries and the enclosed tape cassette as explained in the *Getting Started* chapter, let's practise using some of the basic functions of your P-touch. We must first begin by turning on the power to the machine.



The underline in the LCD display is called the "cursor". It is like a pointer which shows your current position and lets you select characters in your text.

The text you create may sometimes be longer than the 11 characters that the LCD display can show at one time. Therefore, the cursor can be moved to show other parts of the text. Pressing the left cursor key (  $\stackrel{\triangleleft e}{\frown}$  ) moves the cursor to the left so that the left side of the text can be seen and pressing the right cursor key (  $\stackrel{\bowtie}{\frown}$  ) moves the cursor to the right so that the r

Some format settings are shown by the triangular and square indicators around the edge of the display. The default settings (the selected settings when the power is turned on for the very first time) have been pre-programmed into the machine and represent the most common settings for labels. However, you can design your own label to have any format that you wish. Detailed explanations of the formats can be found on pages 70 through 84.

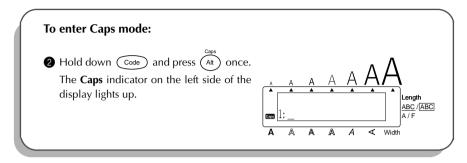
Now, let's enter the text for our first example, the simple door label shown below.

## MEETING ROOM

The label in this example was made using the enclosed 12-mm-wide tape.

#### ENTERING THE TEXT

Since all of the text will be in uppercase letters, we will use the **Caps** mode, which allows us to type uppercase letters continuously without holding down (shift).

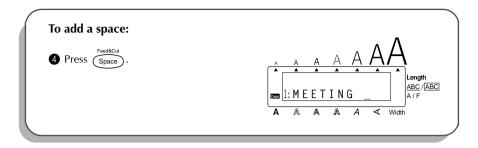


Then, let's type in the text in the same way that you would type on a typewriter or a computer keyboard.

To type in "MEETING":	
<ul> <li>3 Press M once and E twice, then press T, (1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1</li></ul>	$\begin{array}{c} A & A & A & A & A \\ \hline \bullet & \bullet & \bullet & \bullet & \bullet \\ \hline \bullet & 1: M E E T I N G \\ \hline \bullet & A & A & A & \checkmark & Width \end{array}$

Also like on a typewriter or computer keyboard, the **Space** key ( Space ) allows you to add blank spaces to the text.

The Space key ( Space ) is different from the right cursor key ( ), which moves the cursor through the entered text without adding blank spaces.



Type the second word, "ROOM", to finish the text.

To type in "ROOM":	
<ul> <li>Press (R) once, Object twice, then (M) once.</li> <li>Since the text is longer than the LCD display, "ME" moves off the display to the left.</li> </ul>	$\begin{array}{c} A & A & A & A & A & A \\ \hline \bullet & \bullet & \bullet & \bullet & \bullet & \bullet \\ \hline \bullet & 1: E T I N G & R & 0 & 0 & M \\ \hline A & A & A & A & \checkmark & Width \end{array}$

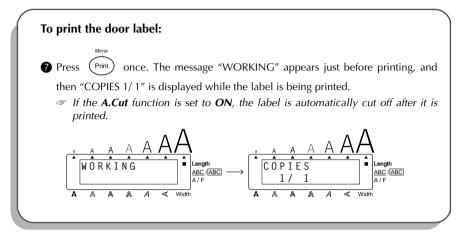
Now that we are finished entering uppercase letters, we can exit **Caps** mode.

To exit Caps mode:	
6 Hold down Code and press Alt once. The <b>Caps</b> indicator goes off.	$ \begin{array}{c c} A & A & A & A & A \\ \hline \\ \hline \\ 1: E T I N G & R & 0 & 0 \\ \hline \\ A & A & A & A & \checkmark \\ \hline \end{array} $

Once you have entered the text, you can easily edit it by correcting mistakes or simply adjusting it or its format. For detailed explanations of text editing methods, see pages 43 and 44.

#### **PRINTING THE TEXT**

Several format settings are available, however, in this example we will use the default settings pre-programmed into the machine and print out our label, which is then automatically cut off after printing is finished.



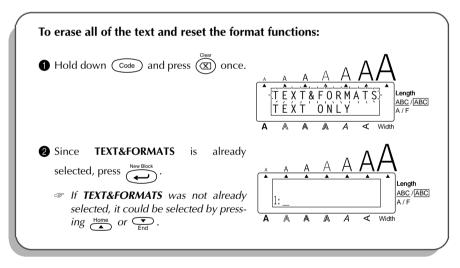
### ADDRESS LABEL EXAMPLE

While making the multi-line address label in this example, we will learn how to create more decorative labels using the various format settings.



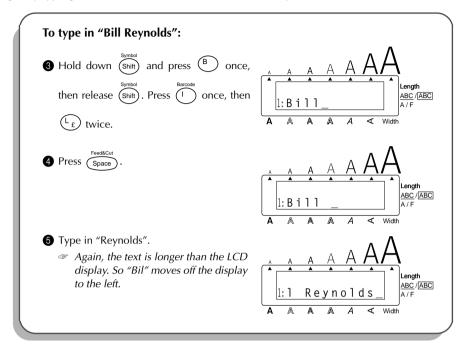
Five-line labels, such as this address label, can only be printed on either 18-mm- or 24mm-wide tape.

Before entering the new text, we must first erase the text shown in the display from the previous time that the machine was used. When clearing the display, we can choose whether to erase all of the text and return all format functions (Font, Size, Width, Style, Underline, Frame, Tape margin, Horizontal alignment, Tab Length, Mirror printing and Length) to their default settings or just to erase the text.

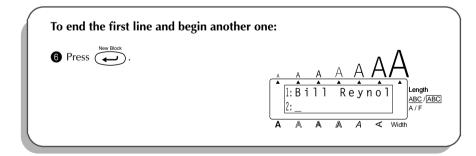


#### ENTERING THE TEXT

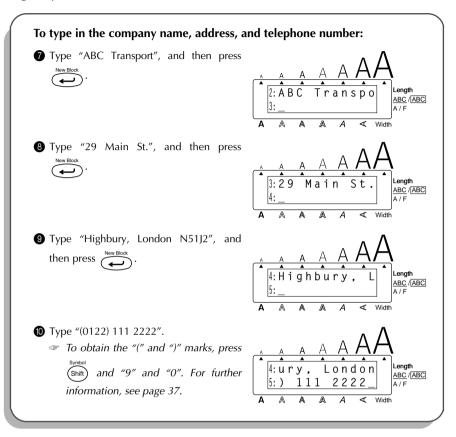
Let's begin by typing in the first row of text, the name "Bill Reynolds".



In a multi-line label, the return key (  $\overset{\text{Number }}{\longleftarrow}$  ) is used to end one line and start the next one. The return mark (  $\downarrow$  ) indicates the end of the line.



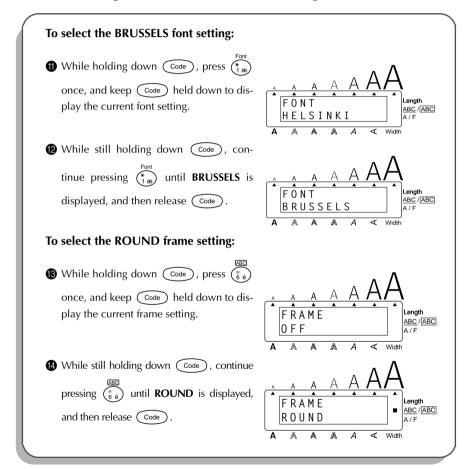
Now, we can enter the company name, address, and telephone number: ABC Transport; 29 Main St.; Highbury, London N51J2; (0122) 111 2222.



#### FORMATTING THE TEXT

Now the text is entered as we wish. If it were printed, the standard default settings would be used. The text would be aligned on the left side with 25 mm margins and would not be framed or underlined. In addition, the characters would be auto-sized (AUTO) and printed using the **HELSINKI** font and **NORMAL** style settings. For more details concerning format settings, please see pages 70 through 84.

For this label, though, let's assume we want a different style of text: **BRUSSELS** font, framed, and printed with 4 mm margins (**NONE**). Therefore, we must change the format.



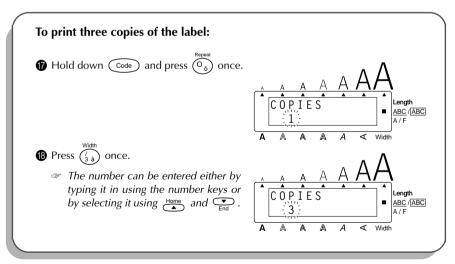
To select the NONE tape margin setting:	
While holding down Code , press E once, and keep Code held down to dis- play the current tape margin setting.	$\begin{array}{c c} A & A & A & A & A \\ \hline F & E & E & D \\ \hline F & U & L & L \\ \hline A & A & A & A & < \\ \hline \end{array} \\ \begin{array}{c} A & A & A & A & < \\ \hline \end{array} \\ \begin{array}{c} A & A & A & A & < \\ \hline \end{array} \\ \end{array} \\ \begin{array}{c} A & A & A & A & < \\ \hline \end{array} \\ \begin{array}{c} A & A & A & A & < \\ \hline \end{array} \\ \begin{array}{c} A & A & A & A & < \\ \hline \end{array} \\ \begin{array}{c} A & A & A & A & < \\ \hline \end{array} \\ \begin{array}{c} A & A & A & A & < \\ \hline \end{array} \\ \begin{array}{c} A & A & A & A & < \\ \hline \end{array} \\ \begin{array}{c} A & A & A & A & < \\ \hline \end{array} \\ \begin{array}{c} A & A & A & A & < \\ \hline \end{array} \\ \begin{array}{c} A & A & A & A & < \\ \hline \end{array} \\ \begin{array}{c} A & A & A & A & < \\ \hline \end{array} \\ \begin{array}{c} A & A & A & A & < \\ \hline \end{array} \\ \begin{array}{c} A & A & A & A & < \\ \hline \end{array} \\ \begin{array}{c} A & A & A & A & < \\ \hline \end{array} \\ \begin{array}{c} A & A & A & A & < \\ \hline \end{array} \\ \begin{array}{c} A & A & A & A & < \\ \hline \end{array} \\ \begin{array}{c} A & A & A & A & < \\ \end{array} \\ \begin{array}{c} A & A & A & A & < \\ \end{array} \\ \begin{array}{c} A & A & A & A & < \\ \end{array} \\ \begin{array}{c} A & A & A & A & < \\ \end{array} \\ \begin{array}{c} A & A & A & A & < \\ \end{array} \\ \begin{array}{c} A & A & A & A & < \\ \end{array} \\ \begin{array}{c} A & A & A & A & < \\ \end{array} \\ \end{array} \\ \begin{array}{c} A & A & A & A & < \\ \end{array} \\ \begin{array}{c} A & A & A & A & < \\ \end{array} \\ \end{array} $ \\ \begin{array}{c} A & A & A & A & A & < \\ \end{array} \\ \end{array}  \\ \begin{array}{c} A & A & A & A & A & < \\ \end{array} \\ \end{array}  \\ \begin{array}{c} A & A & A & A & A & < \\ \end{array} \\ \end{array}  \\ \begin{array}{c} A & A & A & A & A & < \\ \end{array}  \\ \begin{array}{c} A & A & A & A & A & < \\ \end{array}
While still holding down $\bigcirc$ , continue pressing $\overset{Tepe}{\sqsubseteq}$ until <b>NONE</b> is displayed, and then release $\bigcirc$ .	$\begin{array}{c c} A & A & A & A & A & A \\ \hline & F & E & E & D \\ \hline & N & O & N & E \\ \hline & A & A & A & A & < Width \end{array}$

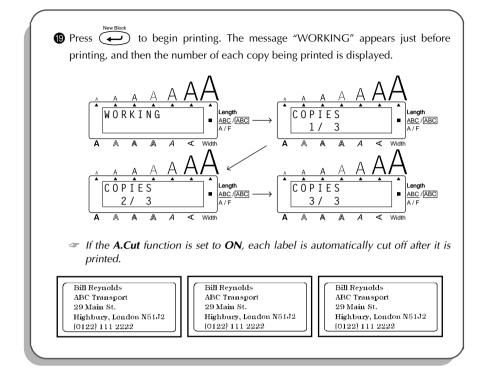
Different format settings can be chosen either before or after the text is entered. The procedure shown above can also be used to change the other format settings.

Mirro

#### **PRINTING THE TEXT**

If we want only one copy of the text, we could just press **Print** to print it. However, let's assume that we have three letters onto which we wish to attach address labels. Therefore, we need to print three copies of the same text.





### STORAGE SHELF LABEL EXAMPLE

In this final example, we will practise using the **New block** function and the **Local format** function as well as more specialised features such as the **Barcode** and **Numbering** functions. The following labels, which could be used to describe objects stored on a shelf, contain multiple blocks and mixed formatting.



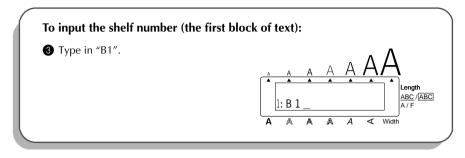
The labels in this example were made using 18-mm-wide tape.

Before entering our new text, we must first erase the text from the previous time that the P-touch was used.

To clear the working area for a new label	:
Hold down Code and press 🕱 once.	$\begin{array}{c c} & A & A & A & A & A & A \\ \hline & T & E & X & T & F & O & R & A & T & \\ \hline T & E & X & T & & F & O & R & A & T & \\ \hline T & E & X & T & O & L & Y \\ \hline & T & E & X & T & O & L & Y \\ \hline & A & A & A & A & A & & Width \end{array}$
<ul> <li>Since TEXT&amp;FORMATS is already selected, press elected.</li> <li>If TEXT&amp;FORMATS was not already selected, it could be selected by pressing end or elected by constraints.</li> </ul>	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$

#### ENTERING THE TEXT

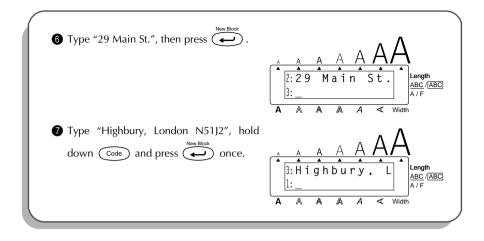
Now, we can begin entering the text for our storage shelf label.



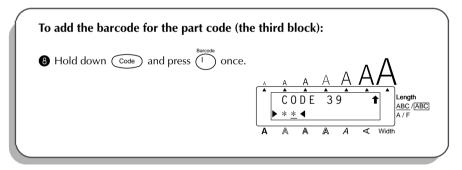
Each time the number of lines in a section of the text changes, a new block of text must be created. Therefore, the text for our label must be entered in three separate blocks.

Since we will now change from a one-line to a three-line block, we will use the **New block** function instead of a normal return. The new block mark ( ) indicates the end of a block. For more details on the **New block** function, refer to *NEW BLOCK FUNCTION* on page 40.

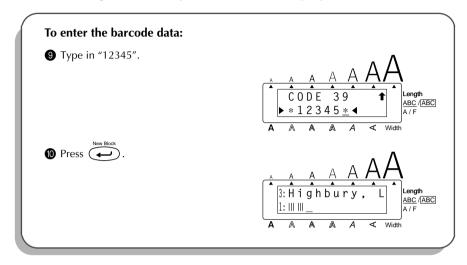
<ul> <li>Hold down code and press in the Block of the second b</li></ul>	
S Type "ABC Transport", and then press	$A = A  \blacktriangleleft  Width$
- ,, , , , ,	text):



Now, we must enter the third block of the text: the barcode. Although there are many barcode types available, let's use **CODE 39**, which can use an unrestricted number of digits. More details on the **Barcode** function can be found on pages 85 through 88.

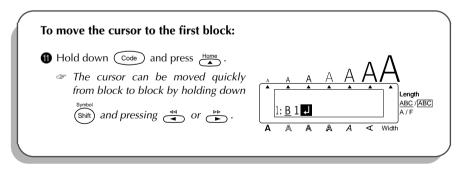


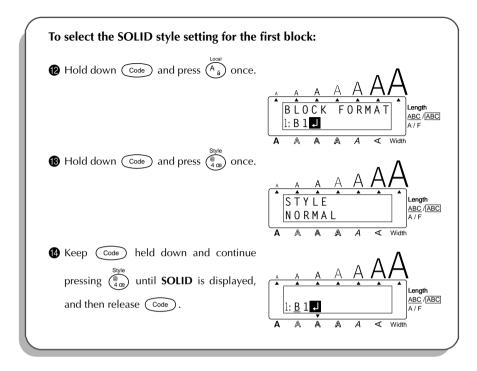
If we wished to use a different type or change any of the default barcode settings, we could press  $\overset{\text{Home}}{\frown}$ , and then use the cursor keys to change the parameter settings. However, since we will use the default settings for this example, we can immediately input our barcode data.



#### FORMATTING THE TEXT

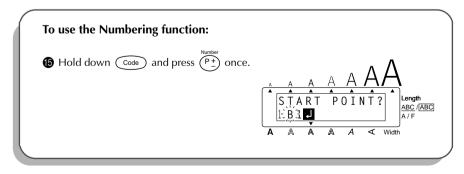
Now that we've entered all of the text, we can start formatting it. Next, let's use the **Local format** function to change the style of the shelf number (B1) in order to emphasise it. The **Local format** function is used to select a part of the text so that it can be formatted with a font, size, width, style, underline or frame setting that is different from the rest of the text. Since only the characters in the text block containing the cursor will have a different format, we must first move the cursor to the first block.

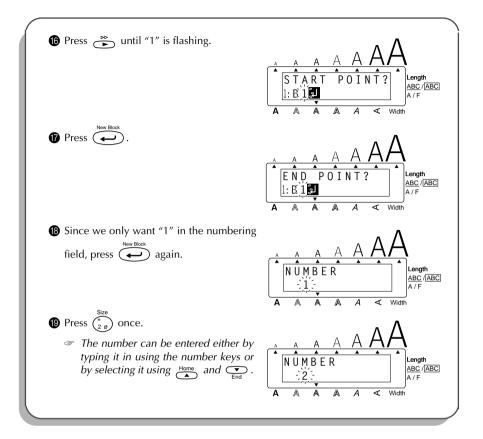


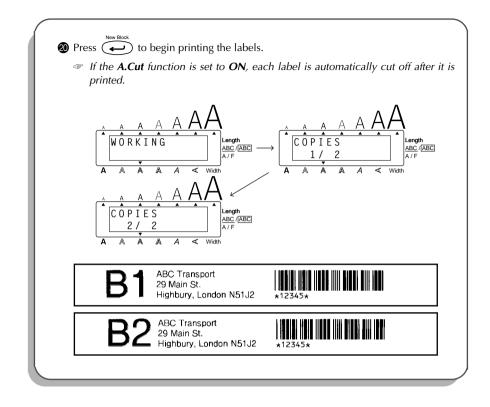


#### **PRINTING THE TEXT**

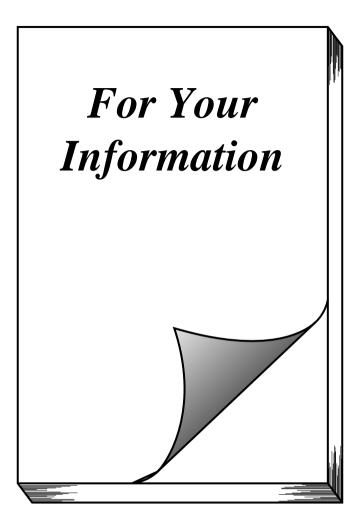
Finally, let's assume that we want to put labels on two different shelves (B1 and B2) while keeping the same barcode. To do this, we can use the **Numbering** function to print two copies of our text while automatically increasing the shelf number after each label is printed. For more details on the **Numbering** function, refer to *NUMBERING FUNCTION* on pages 91 through 93.







With these examples, we have covered many of the basic features of your P-touch so that you can begin creating your own customised labels. If you have any questions about any of the functions or keys, refer to the appropriate explanation in the following section.



### POWER KEY

The power key ( ) is located in the top right-hand corner of the keyboard. If batteries have been installed or the machine has been plugged in using the optional AC adaptor, the previous session's information is displayed when the machine is turned on. This feature allows

you to stop work on a label, turn off the machine, and return to it later without having to reenter the text.

The machine will automatically turn off if no key is pressed within 5 minutes. The machine's internal memory stores the current session's information and displays it when you turn on the machine again.

#### To turn on the machine:

• Press ((). The previous session's information appears in the LCD display.

#### To turn off the machine:

• Press (). The current session's information is stored in the internal memory.

# **CURSOR KEYS**

The machine's LCD display shows two rows of 11 characters; however, the text that you enter can be up to 255 characters long. You can review and edit your text by using the cursor keys to move the cursor so that different parts are shown in the display.

### LEFT CURSOR KEY

### To move the cursor one character to the left:

- Press < once.
  - If the cursor is at the beginning of a line when this key is pressed, the cursor moves to the end of the previous line.

### To move the cursor several characters to the left:

• Hold down  $\stackrel{\mathfrak{s}}{\frown}$  until the cursor moves to the desired position.

To move the cursor to the beginning of the current line:

• Hold down  $\bigcirc$  and press  $\checkmark$ .

### To move the cursor to the beginning of the current text block:

- Hold down  $\overset{\text{symbol}}{(\text{shift})}$  and press  $\overset{\text{symbol}}{(\text{shift})}$ .
  - If the cursor is already at the beginning of a text block when these keys are pressed, the cursor moves to the beginning of the previous block.

### **RIGHT CURSOR KEY**

### To move the cursor one character to the right:

- Press → once.
  - If the cursor is at the end of a line when this key is pressed, the cursor moves to the beginning of the next line.

### To move the cursor several characters to the right:

• Hold down  $\stackrel{\text{\tiny{ND}}}{\longrightarrow}$  until the cursor moves to the desired position.

### To move the cursor to the end of the current line:

• Hold down  $\bigcirc$  and press  $\overset{\triangleright}{\blacktriangleright}$ .

### To move the cursor to the beginning of the next text block:

- Hold down  $\overset{\text{Symbol}}{(\text{Shift})}$  and press  $\overset{\text{PP}}{\blacktriangleright}$ .
  - If the cursor is already at the beginning of the last text block when these keys are pressed, the cursor moves to the end of the text.

## **UP CURSOR KEY**

### To move the cursor up to the previous line:

- Press  $\stackrel{\text{Home}}{\bullet}$  once.
  - If the cursor is in the first line of text, it will move to the beginning of the line.

### To move the cursor up several lines:

• Hold down the until the cursor moves to the desired position.

### To move the cursor to the beginning of the entire text:

• Hold down  $\bigcirc$  and press  $\overset{\text{Home}}{\frown}$ .

# DOWN CURSOR KEY

### To move the cursor down to the following line:

• Press  $\underbrace{\bullet}_{\text{End}}$  once.

If the cursor is in the last line of text, it will move to the end of the line.

### To move the cursor down several lines:

• Hold down  $\underbrace{\phantom{r}}_{End}$  until the cursor moves to the desired position.

## To move the cursor to the end of the entire text:

• Hold down  $\bigcirc$  and press  $\bigcirc$  .

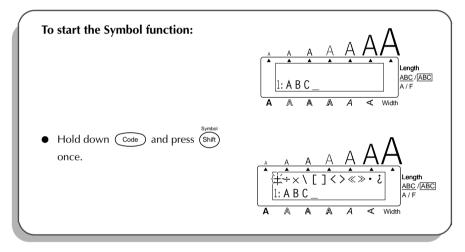
# CODE, ALT & SHIFT KEYS

Most characters can be entered simply by pressing their keys. However, to use special functions or to enter uppercase letters, accented characters and some symbols, the following special keys are necessary.

### CODE KEY

#### To use a function printed above a key:

• Hold down (Code) and press the key immediately below the desired function.



# ALT KEY

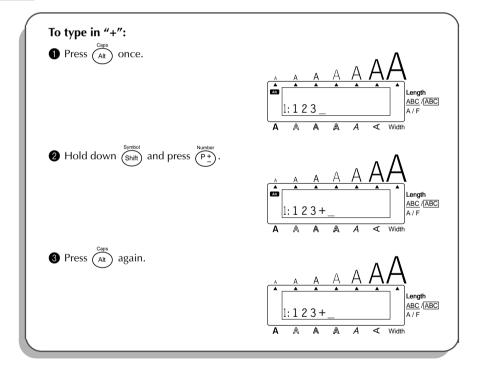
### To type in characters printed in colour on the right-hand side of the keys:

- Press An once to enter Alt mode. The Alt indicator on the left side of the display lights up.
- 2 To type in a character written in colour in the lower-right corner of the key, press the key of the desired character.

To type in a character written in colour in the upper-right corner of the key, hold down

(shift) and press the key of the desired character.

**3** To exit **Alt** mode, press  $\stackrel{\text{Capp}}{\longrightarrow}$  again. The **Alt** indicator goes off.

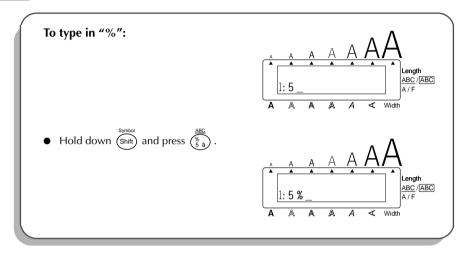


### SHIFT KEY

### To type in an uppercase letter or a symbol printed in the upper-left corner of a key:

• Hold down  $(s_{\text{NH}})$  and press the key of the desired letter or symbol.

### EXAMPLE

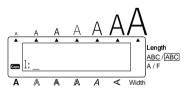


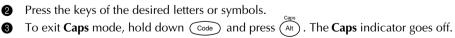
# CAPS MODE

The **Caps** mode allows you to type uppercase letters continuously without holding down (Shift).

### To type in many uppercase letters:

Hold down code and press Att . The Caps indicator on the left side of the display lights up.

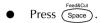


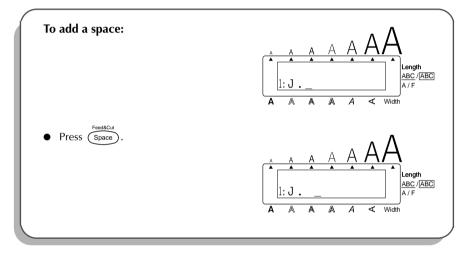


# SPACE KEY

The **Space** key (  $( \stackrel{\text{FeedGCut}}{\text{Space}} )$  lets you add blank spaces between characters in your text. It is different from the right cursor key (  $\stackrel{\text{PeedGCut}}{\longrightarrow}$  ), which just moves the cursor without adding blank spaces.

### To add a space:





# **RETURN KEY**

Like on a typewriter or word processor, this machine's return key ( $\checkmark$ ) is used to end a line of text and start another one. When you have finished entering one line, press the return key to make a new line and move the cursor to it.

Each block can only contain a maximum of seven text lines. If you press when the cursor is located in the seventh line, the error message "7 LINE LIMIT!" will appear.

Tape widths	Maximum number of lines that can be printed
6 mm	1
9 mm	2
12 mm	3
18 mm	5
24 mm	7

The return key can also be used to select an item from a list (e.g., add a symbol or accented character to the text) or to apply a selected setting.

Some questions asking you to confirm a command may appear on the LCD display, especially when the function that you have chosen will delete or affect files. In these cases, pressing

is like answering "yes".

To answer "no", press  $\textcircled{Cear}{ }$ . Refer to DELETE KEY on page 43.

### To add a new line:

• Press  $\stackrel{\text{\tiny New Block}}{\longleftarrow}$ . The return mark (  $\downarrow$  ) appears in the text to indicate the end of the line.

To select an item from a list:

• Press (~).

### To answer "yes":

• Press .

# **NEW BLOCK FUNCTION**

Whenever the number of lines in a section of the text changes, a new block must be created.

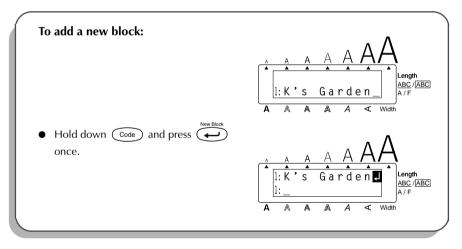
A single label can only contain a maximum of five blocks. If the cursor is located in the fifth block when code is held down and is pressed, the error message "5 BLOCK LIMIT!" appears.

If the cursor is positioned in the middle of a text block when code is held down and

*is pressed, the block splits into two and the character to the left of the cursor's current position becomes the end of the block.* 

### To add a new block:

Hold down Code and press once. The new block mark ( ) appears in the text to indicate the end of the block.



# TAB FUNCTION

This function allows you to separate sections of a line of text by adding tabs. This enables you to create perfectly aligned columns without having to type in several spaces. All tabs have the same length and are measured from either the beginning of the line or the previous tab if there is more than one. The tab length can be set between 0.0 and 30.0 cm.

The text can contain no more than 50 tabs. If 50 tabs have already been added to the

text when  $\bigcirc^{\text{Tab Set}}$  is pressed, the error message "TAB LIMIT!" appears.

Part No.	Product	Price
Printer	8667	£300
Fax	122960	<b>£</b> 75

### To set the tab length:

- Press  $\stackrel{\text{Home}}{\frown}$  or  $\stackrel{\text{Torme}}{\frown}$  until the desired length is displayed or use the number keys to type in the length.

### To add a tab:

- Hold down code and press of once. The tab mark ( ) appears in the text to indicate the position of the tab.
  - If the text in front of a tab extends past the point where the next section of text should start, the text will instead start at the following tab position. For example, if the tab length is set to 5 cm and the following text is typed in:

# 1: A B C ■ D E F ■ G H I ↓ 2: J K L M N O P Q R S T ■ U

the label shown below will be printed.



$\begin{array}{c} A \\ A \\ A \\ B \\ C \\ C$
A A A A A A A A A A A A A A A A A A A
A A A A A A A A A A A A A A A A A A A

# DELETE KEY

The delete key (  $\bigotimes^{Clear}$  ) allows you to remove characters to the left of the cursor's current position. It differs from the left cursor key (  $\overset{eq}{\checkmark}$  ), which only moves the cursor without deleting any characters.

The delete key can also be used to quit most functions and return to the previous display without changing the text.

Some questions asking you to confirm a command may appear on the LCD display, especially

when the function that you have chosen will delete or affect files. In these cases, pressing () is like answering "no".

To answer "yes", press er . Refer to RETURN KEY on page 39.

### To delete one character:

Press ◄ , ▷ , I or ○ to position the cursor below the character immediately to the right of the character that you wish to delete.

2 Press 🖾 once.

### To delete a sequence of characters:

Press , be , be , to position the cursor below the character immediately to the right of the last character that you wish to delete.

Hold down 🕱 until all of the characters that you wish to delete are deleted.

### To quit a function without changing your text:

• Press  $\overline{(\mathbf{x})}$  to return to your text.

### To answer "no":

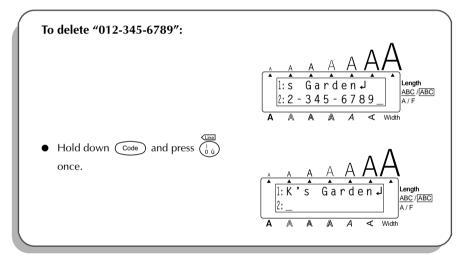
• Press  $\bigcirc$ 

# **LINE OUT FUNCTION**

With the Line Out function, you can easily remove an entire line of text.

### To delete a line of text:

- Press  $(\bullet, \bullet)$ ,  $(\bullet, \bullet)$ ,  $(\bullet, \bullet)$ ,  $(\bullet, \bullet)$ ,  $(\bullet, \bullet)$  to position the cursor within the line of text that you wish to delete.
- - Each time (b) is pressed while come is held down, the line of text containing the cursor is deleted.

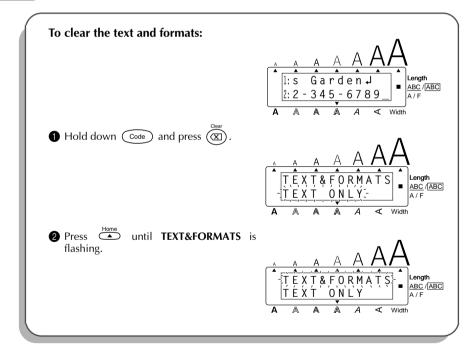


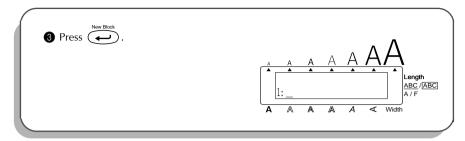
# **CLEAR FUNCTION**

When clearing the display before entering new text, the **Clear** function can be used to choose whether all of the text is erased and all format functions (**Font**, **Size**, **Width**, **Style**, **Underline**, **Frame**, **Tape margin**, **Alignment**, **Tab length**, **Mirror printing**, and **Length**) are returned to their default settings, or whether just the text is erased.

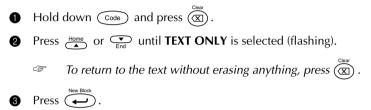
To delete all of the text and return all formats to their default settings:

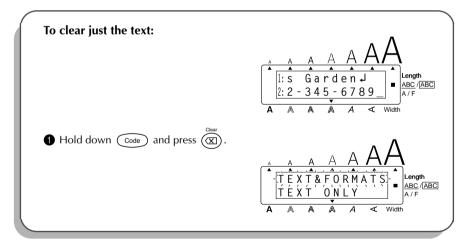
0	Hold	down $\bigcirc$ and press $\bigotimes$ .
2	Press	$\overset{\text{Home}}{\overset{\bullet}{\frown}}$ or $\overset{\bullet}{\underset{\text{End}}{\bullet}}$ until <b>TEXT&amp;FORMATS</b> is selected (flashing).
	Ś	To return to the text without erasing anything, press $\overline{}$ .
8	Press	New Block

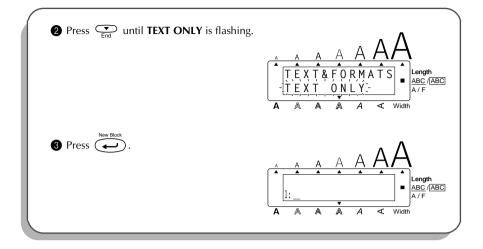




### To delete just the text:







# **COMPOSITE CHARACTER KEYS**

Some words contain composite characters, which consist of a letter and a diacritical mark. This machine can display and print these characters. The diacritical marks available are  $\hat{,}$ ,  $\hat{,}$ ,  $\hat{}$  and  $\hat{-}$ .

Several composite characters can be found on the key tops. Characters such as  $\ddot{u}$ ,  $c_{, and \tilde{n}}$  can be entered using  $\left( \begin{array}{c} c_{ars} \\ AR \end{array} \right)$ . Before inputting a composite character as described below, check whether it is already available as a keytop character.

Diacritical Marks	Letters Which Can Be Combined
^	aeiou AEIOU
	a e i o u y A E I O U
,	aeiou AEIOU
``	aeiou AEIOU
~	a n o A N O

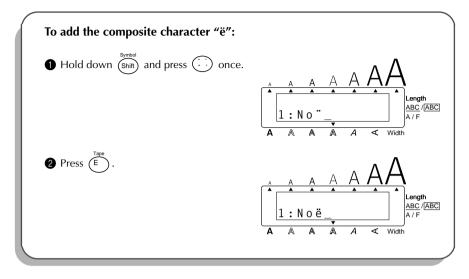
The following diacritical mark and letter combinations are available:

### To type in a composite character:

To type in a diacritical mark written in colour on the key, press (At) once. The Alt indicator lights up.

To type in a diacritical mark written in the top half of the key, hold down (shift).

- Press the key ( or ) of the desired diacritical mark. The diacritical mark is added to the text.
- Press the key of the letter that you wish to combine with the diacritical mark. The letter and the diacritical mark are added to the text.
  - If the letter of the key that you pressed cannot be combined with the diacritical mark (see the above table), only the letter is added to the text.



# ACCENT FUNCTION

The Accent function can also be used to add accented characters to your text. Many of these

characters can also be found on the keys and typed in using  $\stackrel{corres}{(At)}$  (refer to page 36) or they can be entered using the composite character keys (refer to pages 48 and 49).

The accented characters are grouped according to the uppercase or lowercase letter that they are combined with. The following accented characters are available:

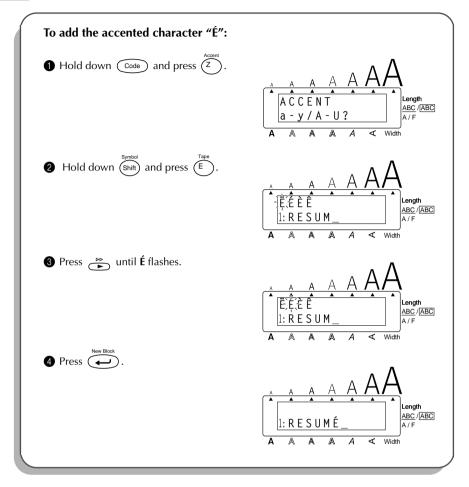
Letters	Accented characters	Letters	Accented characters
A	Ä Á À Â Ã Å Æ	Ν	Ñ
а	äáàâãåæ	n	ñ
С	Ç	0	ÖÓÒÔÕØŒ
С	Ç	0	öóòôõøœ
E	ËÉÈÊ	U	ÜÚÙÛ
е	ëéèê	u	üúùû
I	ΪĺÌÎ	у	ÿ
i	ïíìî		

### To type in an accented character:

- Hold down  $\bigcirc$  and press  $\bigcirc^{\text{Accent}}$ . The message "ACCENT a y / A U?" appears on the display.
- **2** Press the key of the letter in the desired accented character.
  - To type an uppercase letter, hold down (shit) (or hold down code) and press (At to turn on Caps mode) before pressing the letter key.

**3** Press  $\stackrel{\scriptstyle{\triangleleft}}{\overset{\scriptstyle{\vee}}{\phantom{\bullet}}}$  or  $\stackrel{\scriptstyle{\triangleright}{\phantom{\bullet}}}{\overset{\scriptstyle{\vee}}{\phantom{\bullet}}}$  until the desired accented character flashes.

- Press  $\overbrace{\longleftarrow}^{\text{NW BOOK}}$ . The accented character is added to the text.
  - To type in a series of accented characters, hold down code before pressing
    Intermediate the series of accented characters by selecting them as explained in steps of and of, and holding down code while pressing . Press just
    Intermediate after selecting the last character in the series.



# SYMBOL FUNCTION

In addition to the letters, symbols and numerals on the key tops, there are 55 additional marks available with the **Symbol** function.

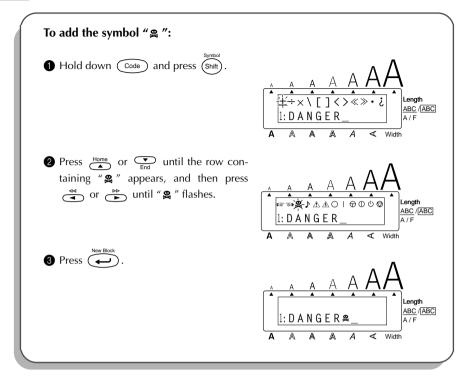
The following symbols are available:

Group		Symbol										
1	±	÷	×	١	[	]	<	>	«	»	•	ż
2	i	#	§	β	а	0	Ð	ð	þ	þ	μ	./
3	0	5	\$	DM	Fr	f	*	$\leftarrow$	$\rightarrow$	$\uparrow$	$\downarrow$	ļ
4	Ð	Ø	Ø	ſ	⚠	A	0	I	Ð	0	ወ	۵
5		$\sim$		⊣⊢	Ť	4	CE					

The use of certain symbols contained within this labelling machine may be governed by local, national or European regulation. Therefore, the user should check that any symbol printed conforms to these regulations before application.

### To type in a symbol:

- $\bullet \quad \text{Hold down } \underbrace{\text{Code}}_{\text{Solff}} \text{ and press } \underbrace{\text{Snift}}_{\text{Snift}} \text{. A row of symbols appear in the display.}$
- Press → or → to display different rows of symbols and press → or → until the desired symbol flashes.
  - Press . The symbol appears in the text.
    - To type in a series of symbols, hold down code before pressing . Then, continue adding symbols by selecting them as explained in steps 2 and 3, and holding down code while pressing . Press just after selecting the last symbol in the series.



# AUTO FORMAT FUNCTION

The **Auto format** function makes creating labels quick and easy. After simply selecting one of the various pre-formatted layouts and typing text into each of its fields, the overall style of the label can easily be changed by selecting one of the 7 available style formats, and then the label is ready to be printed. The many layouts available allow you to create labels for a variety of needs—from addressing envelopes to identifying floppy disks or audio and video cassettes. Refer to *Reference* at the end of this section for a list and samples of the available layouts.

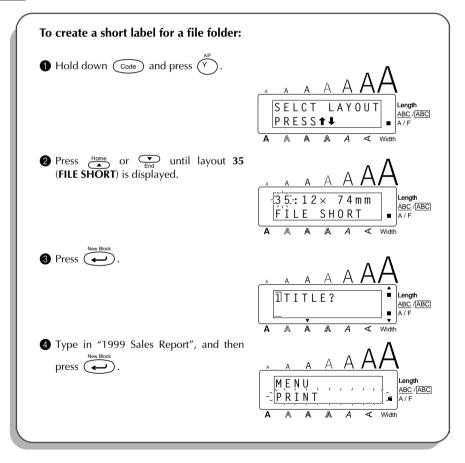
### To select a pre-formatted layout:

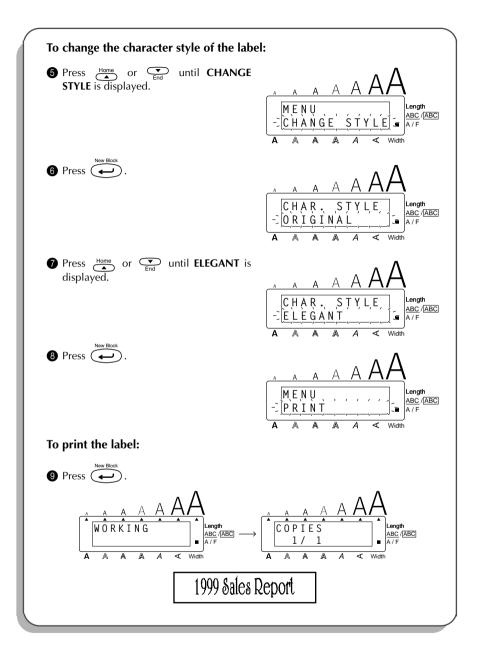
• Hold down  $\overbrace{\text{Code}}^{\text{AF}}$  and press  $(\overbrace{Y}^{\text{AF}})$  once. The A/F indicator lights up and the message "SELCT LAYOUT PRESS  $\clubsuit$  " appears in the display. 2 Press  $\underset{\frown}{Home}$  or  $\underset{\overline{Ford}}{\bullet}$  to select the desired layout. The default setting (**VCR VHS-1**) can be selected by pressing  $\left( \begin{array}{c} \text{FeedaCut} \\ \text{Space} \end{array} \right)$ . Ŧ The number of the layout that was last used appears underlined. Selecting this layout displays the text that was entered in it at that time.  $\mathbf{3}$  Press  $\mathbf{4}$ . The first field for the selected layout appears in the display. To enter text in the layout: in the text for the last field, the **MENU** appears in the display. To change the style of the text: Press  $\underset{Fint}{Home}$  or  $\underset{Fint}{\frown}$  until the **CHANGE STYLE** command is displayed. 6 Press ( . 6 Press  $\stackrel{\text{Home}}{\frown}$  or  $\stackrel{\frown}{\underset{\text{End}}{\bullet}}$  to select the desired character style. The default setting (**ORIGINAL**) can be selected by pressing (Space Ŧ 8 Press  $\overbrace{\leftarrow}^{\text{New Block}}$ . The **MENU** appears in the display. To print a label using the selected layout: 9 Press  $\underset{\frown}{\overset{Home}{\frown}}$  or  $\underset{\underset{End}{\frown}}{\overset{\bullet}}$  until the **PRINT** command is displayed. Press v to print the label, then automatically cut it off. The message "WORKING" 10 appears in the display just before printing begins, and then "COPIES 1/1" is displayed while the label is being printed. To change the text entered in the layout: Press  $\underset{\texttt{Lnd}}{\overset{\texttt{Home}}{\overset{\texttt{mom}}{\overset{\texttt{mom}}}{\overset{\texttt{mom}}{\overset{\texttt{mom}}}{\overset{\texttt{mom}}}}}}}}}}}}}}}}}}}}}}}}}}}} }} }} } }$ 0 Press  $\overbrace{}^{\text{New BHOOK}}$ . The first field for the selected layout appears in the display. Ð

Repeat step (4) until the text is edited as you wish. The MENU appears again when is pressed after editing the last field in the layout.

### To finish using the Auto format function:

- Press in or interview of the finish command is displayed. The message "OK TO FIN-ISH AUTO FORMAT?" appears in the display.
- Press . Any text displayed before the Auto format function was used reappears in the display.
  - The text entered in the selected layout is stored and is available if the same layout is selected the next time that the **Auto format** function is used.





# REFERENCE

No.	Layout name	Tape width $\times$ label length	Layout fields		
1	VCR VHS-1	18 mm × 140 mm	1 SYMBOL? 2 TITLE? 3 SUB-TITLE?	<ul><li>④ DURATION?</li><li>⑤ REC.MODE?</li><li>⑥ DATE?</li></ul>	
2	VCR VHS-2	24 mm × 77 mm	1) TITLE? 2) SUB-TITLE?	③ DATE?	
3	VCR 8mm-1	9 mm × 73 mm	1 SYMBOL? 2 TITLE? 3 SUB-TITLE?	<ul><li>④ DATE?</li><li>⑤ REC.MODE?</li></ul>	
4	VCR 8mm-2	12 mm × 92 mm	1 SYMBOL? 2 TITLE? 3 SUB-TITLE?	<ul><li>④ DURATION?</li><li>⑤ REC.MODE?</li><li>⑥ DATE?</li></ul>	
5	VCR VHSC-1	$12 \text{ mm} \times 42 \text{ mm}$	1) TITLE?	② SUB-TITLE?	
6	VCR VHSC-2	18 mm × 81 mm	1 SYMBOL? 2 TITLE? 3 SUB-TITLE?	<ul><li>④ DURATION?</li><li>⑤ REC.MODE?</li><li>⑥ DATE?</li></ul>	
7	AUDIO-1	6 mm × 80 mm	① SYMBOL? ② TITLE?	③ SUB-TITLE?	
8	AUDIO-2	12 mm × 89 mm	1 SYMBOL?	③ SUB-TITLE?	
9	AUDIO-2	9 mm × 89 mm	2 TITLE?		
10	AUDIO-3	12 mm × 89 mm	(1) SYMBOL?	② TITLE?	
11	A0010-5	9 mm × 89 mm	0	0	
12	DAT-1	6 mm × 56 mm	① TITLE?	② SUB-TITLE?	
13	DAT-2	9 mm $ imes$ 85 mm	1 SYMBOL? 2 TITLE?	③ SUB-TITLE?	
14	MINI DISK-1	6 mm × 59 mm	1 TITLE?	② SUB-TITLE?	
15	MINI DISK-2	24 mm × 52 mm	1 TITLE? 2 SUB-TITLE?	③ DURATION? ④ DATE?	
16	NAME PLATE	$24 \text{ mm} \times 76 \text{ mm}$	① NAME?	(2) COMPANY?	
17		18 mm × 76 mm			
18	ADDRESS	24 mm × 80 mm	① NAME?	③ ADDRESS2?	
19		18 mm × 80 mm	② ADDRESS1?	④ ADD.3/TEL?	
20	EQUIPMENT	24 mm × 79 mm	1 TITLE?	③ NUMBER?	
21		18 mm × 79 mm	② NAME?		
22	SLIDE	$12 \text{ mm} \times 42 \text{ mm}$	① TITLE? ② DATE?	③ SUB-TITLE?	
23 24	PRICE	24 mm × 57 mm 18 mm × 57 mm	① NAME?	2 PRICE?	

No.	Layout name	Tape width × label length	Layou	t fields
25	SALE PRICE	24 mm × 92 mm	1 NAME?	③ NEW PRICE?
26	OALL I NICL	18 mm × 92 mm	2 OLD PRICE?	
27	ORGANISER L	24 mm × 82 mm	<ol> <li>NAME?</li> <li>COMPANY?</li> <li>ADDRESS1?</li> </ol>	<ul><li>④ ADDRESS2?</li><li>⑤ ADD.3/TEL?</li></ul>
28	ORGANISER S	24 mm × 65 mm	<ol> <li>NAME?</li> <li>COMPANY?</li> <li>ADDRESS1?</li> </ol>	<ul><li>④ ADDRESS2?</li><li>⑤ ADD.3/TEL?</li></ul>
29	FILE LONG	24 mm × 183 mm	① TITLE?	
30		18 mm × 183 mm		
31	FILE LONGV	24 mm × 183 mm	① TITLE?	
32		18 mm × 183 mm		
33		24 mm × 94 mm		
34	FILE SHORT	18 mm × 94 mm	① TITLE?	
35	TILL SHORT	$12 \text{ mm} \times 74 \text{ mm}$		
36		9 mm × 74 mm		
37	DISK 3.5"	24 mm × 69 mm	1) TITLE?	③ NAME?
38	DISK 3.5	18 mm × 69 mm	② SUB-TITLE?	
39	DISK 5.25"	$24 \text{ mm} \times 79 \text{ mm}$	① TITLE?	③ NAME?
40	DIGIX 0.20	18 mm × 79 mm	② SUB-TITLE?	

# 1 VCR VHS-1

Jesse's concert	60 min. Standard 8/6/02
-----------------	-------------------------------

### 2 VCR VHS-2

CLASSIC PARK	
Normal mode 4/12/01	

### 3 VCR 8mm-1

SKI TRIP	2/6/00
Swiss Alps	Standard

### 4 VCR 8mm-2

Jim's Birthday	60 min. Normal 10/9/02
10th Birthday Party	10/9/02

### 5 VCR VHSC-1

Joe's school play

#### 6 VCR VHSC-2



Marie

### 7 AUDIO-1

FAVOURITE LOVE SONGS

#### 8 AUDIO-2



FAVOURITE OLDIES

#### 9 AUDIO-2

[ ^ ]

FAVOURITE LOVE SONGS

### 10 AUDIO-3



### 11 AUDIO-3

OLDIES (70's)

### 12 DAT-1

Best of the 90's Recorded live

### 13 DAT-2

Best of the 90's Recorded live

Marie

### 14 MINI DISK-1

FAVOURITE SONGS

#### 15 MINI DISK-2

Best of the 90's	60 min.
Marie	1/1/00

#### **16 NAME PLATE**

Robert Becker

ABC Transport

#### **17 NAME PLATE**

# Robert Becker

ABC Transport

#### **18 ADDRESS**

# ABC Transport

29 South Main St. Highbury, London N51J2 [0122] 111 2222

### **19 ADDRESS**

ABC Transport 29 South Main St. Highbury, London N51J2 (0122) 111 2222

### **20 EQUIPMENT**



#### **21 EQUIPMENT**

Property of Sales Division 0123

#### 22 SLIDE



### 23 PRICE



#### 24 PRICE



#### **25 SALE PRICE**



#### **26 SALE PRICE**



#### **27 ORGANISER L**

Robert Becker ABC Transport 29 Main St. Highbury London N51J2

#### **28 ORGANISER S**

Robert Becker ABC Transport 29 South Main St. Highbury, London H51J2 [0122] 111 2222

### **29 FILE LONG**



#### **30 FILE LONG**

# 1999 Sales Report

**31 FILE LONGV** 



**32 FILE LONGV** 

# 

**33 FILE SHORT** 



**34 FILE SHORT** 



**35 FILE SHORT** 

1999 SALES

**36 FILE SHORT** 

**1999 SALES REPORT** 

### 37 DISK 3.5"

# 1999 Sales Report

Robert Becker

### 38 DISK 3.5"

#### 1999 Sales Report Overseas Sales Div. Robert Becker

39 DISK 5.25"

# Market Research

Spring 2000 Robert Becker

40 DISK 5.25"

Market Reseach Spring 2000 Robert Becker

CHAR. STYLE Setting	Sample	Font Setting	Style Setting
ORIGINAL	R. Becker ABC Transport	Layout default	
ITALIC	<b>R. Becker</b> ABC Transport	Layout default	ITALIC
DYNAMIC	R. Becker ABC Transport	ISTANBUL	SOLID
ARTISTIC	R. BECKEF ABC Transport	FLORIDA	OUTLINE
FORMAL	<b>R. Becker</b> ABC Transport	BRUSSELS	ITALIC
ELEGANT	R. Becker ABC Transport	US	NORMAL
NATURAL	R. Becker ABC Transport	SAN DIEGO	NORMAL

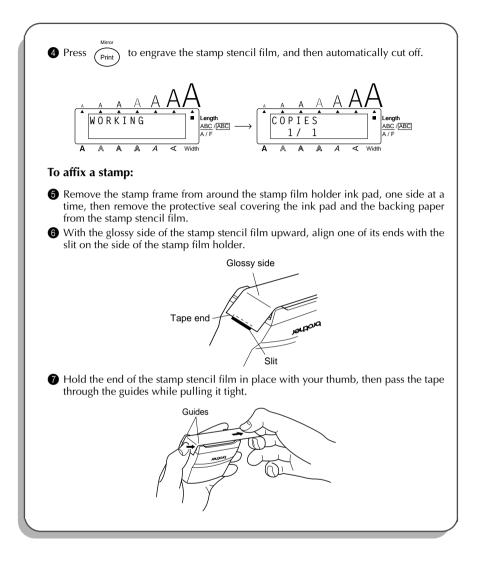
# **STAMP FUNCTION**

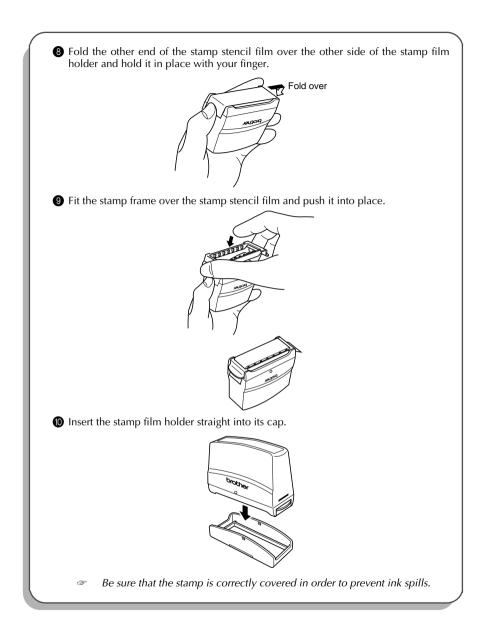
The **Stamp** function allows you to quickly and easily create your own stamp stencil films for customised stamps. Select this function to automatically centre the text and adjust the tape length and margins to a perfect format for the pre-inked stamp film holders. Since the stamp holder is reusable, just make a new stamp stencil film and replace the one in the holder.

### To make a stamp:

- Type in the text, and then insert a medium (18-mm wide) or large (24-mm wide) stamp film cassette.
- **2** Hold down  $\bigcirc$  and press  $\bigcirc^{\text{Stamp}}_{U_{\widetilde{U}}}$  once. The message "STAMP FORMAT?" appears in the display.
- Press . The text is automatically formatted for the installed stamp: centred within the preset message area with the tape length and margins automatically adjusted.
  - Press  $\overbrace{Print}^{MINO}$  to cut the text out of the stamp stencil film.
- After the stamp stencil film is cut off, remove the backing paper from the stamp stencil film and affix it to the ink pad of a stamp film holder.

<ul><li>To cut a stamp:</li><li>Inter the text and insert a stamp film</li></ul>	_
cassette in the tape compartment.	
<b>2</b> Hold down $\bigcirc$ and press $\bigcirc^{\text{Stamp}}_{U_{\hat{U}}}$ .	STAMP
	$\mathbf{A} \land \mathbf{A} \land \mathbf{A} \land \mathbf{A} \checkmark \mathbf{Width}^{A/F}$
3 Press .	
	$\begin{array}{c c} \hline 1: J \cdot Smith \downarrow \\ 2: 1234 \text{ Main } S \\ \hline A/F \\ \hline \end{array}$
	2:1234 Main S



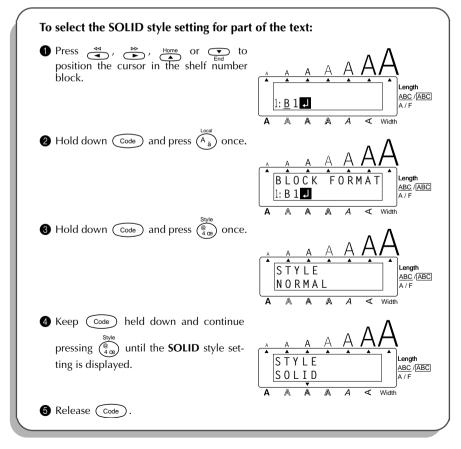


# LOCAL FORMAT FUNCTION

The **Local format** function allows you to emphasise a block of the text by printing it with a font, size, width, style, underline or frame setting that is different from the rest of the text.

### To use the Local format function:

- Press , ▷, ▷, I to position the cursor in the block that will be given a different format.
- Hold down code and press A a once. "BLOCK FORMAT" appears in the top row of the display to indicate that the current text block will have the local format.
- Select the desired font, size, width, style, underline or frame setting as described on pages 70 to 79. The selected setting will only be applied to the text block containing the cursor.
  - Only the SQUARE and ROUND frame settings can be selected.



# FONT FUNCTION

With the Font function, you can choose one of eight fonts for your text.

The following font settings are available:

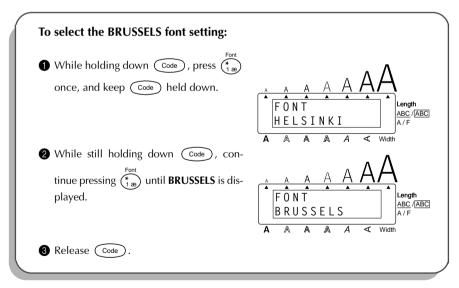
HELSINKI, BRUSSELS, BELGIUM, US, SAN DIEGO, FLORIDA, LOS ANGELES and ISTAN-BUL

The default font setting is **HELSINKI**.

Refer to Reference at the end of this section for samples of the available settings.

### To change the font setting:

- While holding down code , press (\*) once, and keep code held down to display the current font setting.
- While still holding down code, continue pressing table until the desired font setting is displayed.
  - Release Code to apply the selected font setting to the text.





Font setting	Font sample
HELSINKI	ABCDE
BRUSSELS	ABCDE
BELGIUM	ABCDE
US	ABCDE
SAN DIEGO	ABCDE
FLORIDA	ABCDE
LOS ANGELES	ABCDE
ISTANBUL	ABCDE

# SIZE & WIDTH FUNCTIONS

The character size can be adjusted using both the **Size** and **Width** functions. Since the character size that can be used depends on the width of the tape, the following table shows the character sizes that can be used with each tape width.

Tape widths	Sizes (in points)
6 mm	6, 9, 12
9 mm	6, 9, 12, 18
12 mm	6, 9, 12, 18, 24
18 mm	6, 9, 12, 18, 24, 36
24 mm	6, 9, 12, 18, 24, 36, 48

The default size setting is **AUTO** and the default width setting is **MEDIUM**. The currently selected size setting is always shown by the indicator above the display. In addition, all of the size indicators light up when the **AUTO** setting is selected. When either the **NARROW** or **WIDE** width setting is selected, the **Width** indicator lights up.

With the **AUTO** size setting, the machine compares your text with the width of the installed tape and automatically adjusts the characters to the largest possible size. However, seven other point sizes are also available and each can be printed in narrow or wide characters. Refer to *Reference* at the end of this section for samples of the available settings.

#### To change the size setting:

- While holding down code , press (<sup>size</sup>/<sub>2 0</sub>) once, and keep code held down to display the current size setting.
- **2** While still holding down  $\bigcirc$ , continue pressing  $\bigcirc$  until the desired size setting is displayed and is shown by the size indicator.
  - The current character size setting is also shown by the size indicators above the display.
- **3** Release Code to apply the selected size setting to the text.

To select the 24 point size setting:	
<ul> <li>While holding down code, press <sup>Size</sup> <sup>2</sup>/<sub>2</sub> once, and keep code held down.</li> </ul>	$\begin{array}{c c} A & A & A & A & A & A \\ \hline S & I & Z & E & \\ A & U & T & 0 \\ \hline A & A & A & A & \checkmark & Width \end{array}$
While still holding down code, con- tinue pressing <sup>Size</sup> <sup>2</sup> / <sub>2</sub> o until 24 is displayed.	$\begin{array}{c c} A & A & A & A & A & A \\ \hline S & I & Z & E \\ 2 & 4 \\ \hline A & A & A & A & \checkmark & Width \end{array}$
3 Release Code.	

#### To change the width setting:

- While holding down  $\bigcirc$ , press  $\begin{pmatrix} \text{width} \\ 3 & b \end{pmatrix}$  once, and keep  $\bigcirc$  held down to display the current width setting.
- **2** While still holding down (code), continue pressing  $\binom{Width}{\binom{2}{3}}$  until the desired width setting is displayed.

The **Width** indicator lights up when either the **NARROW** or **WIDE** setting is selected.

**3** Release  $\bigcirc$  to apply the selected width setting to the text.

To select the WIDE width setting:	
• While holding down $\bigcirc$ , press $\bigcirc$ and keep $\bigcirc$ held down.	A A A A A A A A A A A A A A A A A A A
While still holding down $\bigcirc$ , continue pressing $\begin{pmatrix} \text{Widh} \\ g \\ 3 \\ a \end{pmatrix}$ until <b>WIDE</b> is displayed.	A A A A A A A A A A A A A A A A A A A
3 Release Code.	

### REFERENCE

Size setting (in pts)	Width function NARROW	Width function MEDIUM	Width function WIDE	
6	ABC	ABC	ABC	
9	ABC	ABC	ABC	
12	ABC	ABC	ABC	
18	ABC	ABC	ABC	
24	ABC	ABC	ABC	
36	ABC	ABC	ABC	
48	ABC	ABC	ABC	

# **STYLE FUNCTION**

You can choose from eleven different character styles to apply to your text.

Characters printed using the smaller sizes may be difficult to read if certain style settings (e.g., I+SHADOW) are selected.

The following style settings are available:

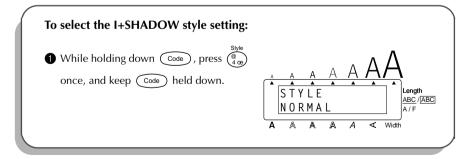
NORMAL	I+BOLD (italic & bold)
BOLD	I+OUTLINE (italic & outline)
OUTLINE	I+SOLID (italic & solid)
SOLID	I+SHADOW (italic & shadow)
SHADOW	VERTICAL
ITALIC	

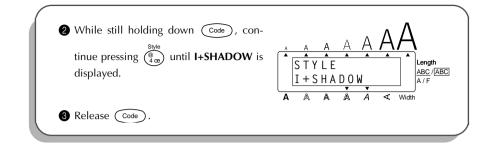
The default style setting is **NORMAL**. The style indicators at the bottom of the display shows the current style setting when any setting other than **NORMAL** is selected.

Refer to *Reference* at the end of this section for samples of the available settings.

### To change the style setting:

- While holding down code , press ( ) once, and keep code held down to display the current style setting.
- While still holding down code, continue pressing displayed.
  - The current style setting is shown by the style indicators at the bottom of the display.
- **3** Release Code to apply the selected style setting to the text.





### REFERENCE

Font	Style setting					
setting	NORMAL	BOLD	OUTLINE	SOLID	SHADOW	ITALIC
HELSINKI	ABC	ABC	ABC	ABC	ABC	ABC
BRUSSELS	ABC	ABC	ABC	ABC	ABC	ABC
BELGIUM	ABC	ABC	ABC	ABC	ABC	ABC
US	ABC	ABC	ABC	ABC	ABC	ABC
SAN DIEGO	ABC	ABC	ABC	ABC	ABC	ABC .
FLORIDA	ABC	ABC	ABC	ABC	ABC	ABC
LOS ANGELES	ABC	ABC	ARC	ABC	ABC	ABC
ISTANBUL	ABC	ABC	ABC	ABÇ		ABC

Font	Style setting				
setting	I+BOLD	I+OUTLINE	I+SOLID	I+SHADOW	VERTICAL
HELSINKI	ABC	ABC	ABC	ABC	ABC
BRUSSELS	ABC	ABC	ABC	ABC	A C
BELGIUM	ABC	ABC	ABC	ABC	Н С
US	ABC	ABC	ABC	ABC	A B C
SAN DIEGO	ABC .	ABC	ABC	ABC	A B C
FLORIDA	ABC	ABC	ABC	ABC	A B C
LOS ANGELES	ABC	1. BC	ABC	ABÇ	A B C
ISTANBUL	ABÇ	ABC	ABC	ABC	<b>AB</b> AB

# **UNDERLINE FUNCTION**

You can add emphasis to your text by underlining it or striking it out.

The default underline setting is **OFF**. When the **Underline** function is set to **ON** or **STRIKEOUT**, the <u>ABC</u>/<u>ABC</u> indicator on the right side of the display lights up.



STRIKEOUT



### To change the underline setting:

- While holding down code , press (s) once, and keep code held down to display the current underline setting.

The <u>ABC/ABC</u> indicator lights up when the **ON** or **STRIKEOUT** setting is selected.

**3** Release Code to apply the selected underline setting to the text.

To select the ON underline setting:	
• While holding down $\boxed{\text{Code}}$ , press $\binom{\text{ABC}}{5}$ once, and keep $\boxed{\text{Code}}$ held down.	A A A A A A A A A A A A A A A A A A A
2 While still holding down $\bigcirc$ , con- tinue pressing $\bigcirc_{5}^{\frac{ABC}{5}}$ until <b>ON</b> is displayed.	$\begin{array}{c c} A & A & A & A & A & A & \\ \hline A & A & A & A & A & A & A & \\ \hline U & N & D & E & R & L & I & N & E \\ \hline 0 & N & & & & & \\ \hline \end{array} \begin{array}{c} A & A & A & A & A & A & \\ \hline \\ \hline \\ A & A & A & A & A & A & A & \\ \hline \\ \hline \\ A & A & A & A & A & A & A & \\ \hline \\ \hline \\ A & A & A & A & A & A & A & \\ \hline \\ \hline \\ A & A & A & A & A & A & A & \\ \hline \\ \hline \\ \hline \\ A & A & A & A & A & A & A & \\ \hline \\ \hline \\ \hline \\ A & A & A & A & A & A & A & \\ \hline \\ \hline \\ \hline \\ A & A & A & A & A & A & A & \\ \hline \\ \hline \\ \hline \\ A & A & A & A & A & A & \\ \hline \\ \hline \\ \hline \\ A & A & A & A & A & A & \\ \hline \\$
3 Release Code.	A A A A < Width

# FRAME FUNCTION

With the **Frame** function, you can choose from various frames and highlights to make more decorative or emphasised text.

The following frame settings are available:

OFF, SQUARE, ROUND, NAMEPLATE, TELEPHONE, DOG, CAT, HANDS, CANDY, BANNER, AIRPLANE, VINE, FLOWERS, DOT, DIAMOND and SLANT

The default frame setting is **OFF**; however, 15 other settings are also available. When any setting other than **OFF** is selected, the <u>ABC/[ABC]</u> indicator on the right side of the display lights up.

Refer to *Reference* at the end of this section for samples of the available settings.

To change the frame setting:

0

While holding down  $\bigcirc$ , press  $\bigcirc$  once, and keep  $\bigcirc$  held down to display the current frame setting.

While still holding down code, continue pressing is displayed.

The <u>ABC</u>/<u>ABC</u> indicator lights up when any setting other than **OFF** is selected.

**3** Release Code to apply the selected frame setting to the text.



once, and keep Code held down.	$ \begin{array}{c c} A & A & A & A & A & A \\ \hline & & & & & & & & \\ \hline & & & & & & & &$
2 While still holding down $\bigcirc$ , continue pressing $\begin{pmatrix} BES \\ 6 \\ 6 \end{pmatrix}$ until <b>BANNER</b> is displayed.	$\begin{array}{c c} & & A & A & A & A \\ \hline & & & & & & & \\ \hline & & & & & & & \\ \hline & & & &$

### REFERENCE

Frame setting	Frame sample	Frame setting	Frame sample
OFF	ABC	CANDY	X ABC X
SQUARE	ABC	BANNER	
ROUND	ABC	AIRPLANE	HABC 3
NAMEPLATE	ABC A	VINE	ABC
TELEPHONE	ABC	FLOWERS	abc abc
DOG	( ABC )	DOT	ABC
CAT	BABC D	DIAMOND	<b>ABC</b>
HANDS	ABC	SLANT	

### TAPE MARGIN FUNCTION

The **Tape margin** function allows you to adjust the size of the margins on the left and right sides of your text.

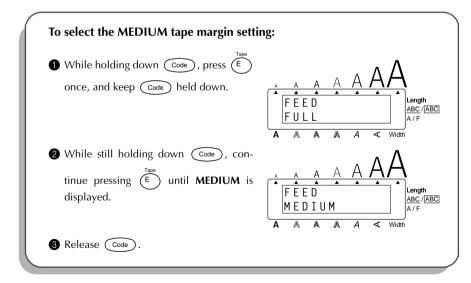
The default tape margin setting is FULL; however, three other settings are also available.

FULL (25 mm margins) NONE (4 mm margins) NARROW (8 mm margins) MEDIUM (12 mm margins)

When a setting other than FULL is selected, extra tape is fed out before printing starts. The extra tape is cut off if the Auto cut function is set to ON so that the margins on each side of the text are equal.

To change the tape margin setting:

- While holding down code , press is once, and keep code held down to display the current tape margin setting.
- While still holding down code, continue pressing E until the desired tape margin setting is displayed.
  - **3** Release Code to apply the selected tape margin setting to the entire text.



# HORIZONTAL ALIGNMENT FUNCTION

You can choose to align the text in one of three ways. In addition, if the **Length** function was used to set the length of the label, the text will align within the label according to the selected horizontal alignment setting.

The default horizontal alignment setting is **LEFT**; however, two other settings are also available.

CENTRE

LEFT
------



### To change the horizontal alignment setting:

AB

FG

CDE

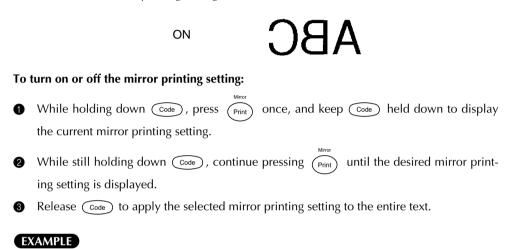
- While holding down  $\bigcirc$ , press  $(\mathbb{R}_{e})$  once, and keep  $\bigcirc$  held down to display the current horizontal alignment setting.
- While still holding down (code), continue pressing  $(R_{e})$  until the desired horizontal alignment setting is displayed.
- 8 Release Code to apply the selected horizontal alignment setting to the entire text.

To select the RIGHT horizontal alignmen	at setting:
• While holding down $\bigcirc$ , press $\overset{\text{HAH}}{\mathbb{R}_{\epsilon}}$ once, and keep $\bigcirc$ held down.	$\begin{array}{c c} & & A & A & A & A \\ \hline & & & & & & & & & \\ \hline & & H & A & L & I \\ & & & L & E & F & \\ \hline & & & & & & & & \\ \hline & & & & & & &$
While still holding down $\bigcirc$ , continue pressing $\bigcirc^{\text{HAI}}$ until <b>RIGHT</b> is displayed.	A A A A A A A A A A A A A A A A A A A
3 Release Code.	A A A A < Width

### MIRROR PRINTING FUNCTION

With this function, you can print your text so that the characters can be read from the adhesive side of the tape. If mirror-printed labels are attached to glass or some other clear material, they can be read correctly from the opposite side.

When using the Mirror printing function, the text should be printed on clear tape. The default mirror printing setting is OFF.



While holding down Code, press	$ \begin{array}{c ccccccccccccccccccccccccccccccccccc$
While still holding down Code, con- tinue pressing Print until <b>ON</b> is dis- played.	$ \begin{array}{c c} A & A & A & A & A \\ \hline M & I & R & R & 0 & R \\ \hline 0 & N \\ \hline A & A & A & A & < \\ \hline \end{array} $

# LENGTH FUNCTION

Although the length of the printed label automatically adjusts to fit the length of the entered text, there may be times when you will want to make a label with a specific length. The **Length** function allows you to set the label length between 4.0 and 30.0 cm.

The default length setting is **OFF**. When the **Length** function is set to **ON**, the **Length** indicator on the right side of the display lights up.

Turning off the machine and turning it on again changes the length setting back to OFF.
 To turn on or off the Length function:

While holding down code, press rescuence of the label (the text and both margins) briefly, and then display the current label length setting (ON or OFF).

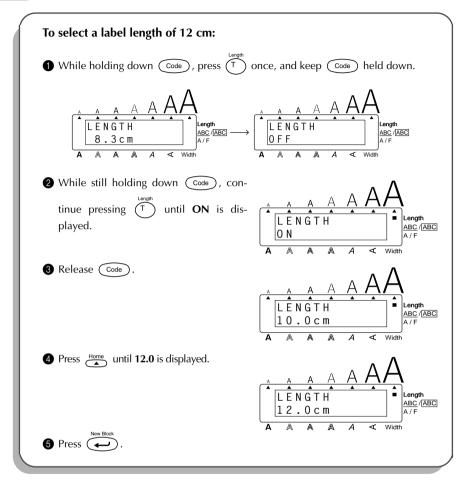
While still holding down , continue pressing to until the desired label length setting is displayed.

The Length indicator lights up when ON is selected.

8 Release Code. If ON was selected, the current label length setting is displayed.

- Press  $\overset{Home}{\frown}$  or  $\overset{T}{\underbrace{r}}$  to select the desired length or use the number keys to enter the length.
  - To change the length in 1.0-cm steps, hold down either  $\underset{\texttt{End}}{\texttt{Imp}}$  or  $\underbrace{\textcircled{}}_{\texttt{End}}$ , and then release the key when the desired setting is displayed.





# **BARCODE FUNCTION**

The **Barcode** function, which enables barcodes to be printed as part of labels, is one of this machine's most advanced features.

This section will explain how to enter a barcode into your text. It is not intended as a comprehensive introduction to the concept of barcoding. For more detailed information, please consult one of the many reference books available.

Since this machine is not specifically designed for special barcode label-making, some barcode readers may not be able to read the labels.

Print barcodes with black ink on a white background.

Four different parameters enable you to create custom barcodes.

PARAMETER	SETTINGS
ТҮРЕ	CODE 39, I-2/5, EAN13, EAN8,
	UPC-A, UPC-E, CODABAR, EAN128,
	CODE128
WIDTH (barcode width)	LARGE, SMALL
UNDER# (characters printed below barcode)	ON, OFF
CH.DIG. (check digit)	OFF, ON
The default settings are CODE 20 TVDE LADCE M	IDTH UNDER# act to ON and CH DIC

The default settings are CODE 39 TYPE, LARGE WIDTH, UNDER# set to ON, and CH.DIG. set to OFF.

It is recommended that barcodes be printed with the Tape margin function set to FULL and the barcode WIDTH parameter set to LARGE; otherwise, the barcodes may be difficult to read.

### To use the Barcode function:

- **1** Hold down  $\bigcirc$  and press  $\bigcirc$  and press  $\bigcirc$  once.
  - To change the data or parameters of a barcode that has already been created, position the cursor below the right half of the barcode mark (IIII) before holding down

Code and pressing  $\begin{pmatrix} D \\ I \end{pmatrix}$ .

A block can only contain one barcode. If a barcode has already been entered in the

block when  $\bigcirc$  is held down and  $\bigcirc$  is pressed, the error message "1 BAR-CODE PER BLOCK!" appears.

To quit the **Barcode** function without making any changes, hold down *come* and

press (1).

Type in the new barcode data or edit the old data.

#### To change the barcode parameter settings:

3 Press Home.

To return to the barcode data without changing any parameter settings, press  $(\overline{\mathbb{X}})$  .

- **5** Press  $\overset{\text{Home}}{\frown}$  or  $\underbrace{\frown}_{\text{End}}$  until the desired setting is displayed.
- (i) Repeat steps (i) and (i) until all parameters are set as you wish.



### To add a special character to the barcode data:

8 Press ◄ or ▷ until the cursor is below the character immediately to the right of where you wish to add the special character.

In Hold down Code and press (Shift).

The following special characters can only be entered when using types **CODE 39** or **CODABAR**.

SYMBOL	SPECIAL CHARACTER
1	+
2	\$

The following special characters can only be entered when using types **EAN 128** or **CODE 128**.

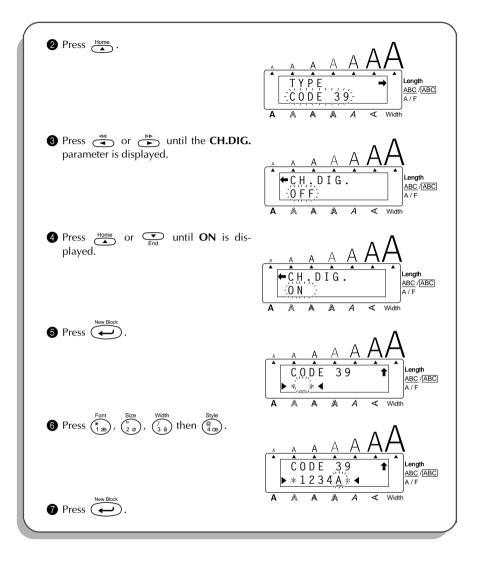
VALUE	SPECIAL CHARACTER	VALUE	SPECIAL CHARACTER	VALUE	SPECIAL CHARACTER
3	#	69	ENQ	87	ETB
4	\$	70	ACK	88	CAN
11	+	71	BEL	89	EM
28	<	72	BS	90	SUB
29	=	73	HT	91	ESC
30	>	74	LF	91	{
32	@	75	VT	92	FS

VALUE	SPECIAL CHARACTER	VALUE	SPECIAL CHARACTER	VALUE	SPECIAL CHARACTER
59	[	76	FF	92	
60	١	77	CR	93	GS
61	]	78	SO	93	}
62	^	79	SI	94	RS
63	_	80	DLE	94	~
64	NUL	81	DC1	95	US
64	``	82	DC2	95	DEL
65	SOH	83	DC3	96	FNC 3
66	STX	84	DC4	97	FNC 2
67	ETX	85	NAK	100	FNC 4
68	EOT	86	SYN	102	FNC1

To add the barcode to your text:

Press every lock Ð

To add a barcode to the label:	
Hold down Code and press once.	A A A A A A A A A A A A A A A A A A A



# AUTO CUT FUNCTION

The **Auto cut** function allows you to set whether or not the machine will automatically cut off each label after it is printed. Turn on the **Auto cut** function before starting to print in order to cut off the labels automatically after printing them.

After printing a label with the Auto cut function set to OFF, hold down code and press
For the set of the set o

(Space) once to feed the tape and cut it.

When a setting other than **FULL** is selected, extra tape is fed out before printing starts. The extra tape is cut off if the **Auto cut** function is set to **ON** so that the margins on each side of the text are equal.

#### To turn on or off the Auto cut function:

- While holding down code, press x once, and keep code held down to display the current auto cut setting.
- While still holding down code , continue pressing (x) until the desired auto cut setting is displayed.
- **3** Release **Code** to apply the selected auto cut setting.

To turn on the Auto cut function:	
While holding down code, press X once, and keep code held down.	$\begin{array}{c c} & A & A & A & A & A \\ \hline A & & & & & \\ \hline A & U & T & 0 & C & U & T \\ \hline 0 & F & & & \\ \hline A & & & & & & A & < \\ \hline \end{array} \begin{array}{c} & & & & \\ A & & & & \\ \hline \end{array} \begin{array}{c} & & & \\ A & & & \\ \hline \end{array} \begin{array}{c} & & & \\ A & & \\ \hline \end{array} \begin{array}{c} & & & \\ A & & \\ \hline \end{array} \begin{array}{c} & & \\ A & & \\ \end{array} \begin{array}{c} & & \\ A & & \\ \end{array} \begin{array}{c} & & \\ A & & \\ \end{array} \begin{array}{c} & & \\ A & \\ \end{array} \end{array} \begin{array}{c} & & \\ A & \\ \end{array} \begin{array}{c} & & \\ A & \\ \end{array} \end{array} \begin{array}{c} & & \\ A & \\ \end{array} \begin{array}{c} & & \\ A & \\ \end{array} \end{array} \begin{array}{c} & & \\ A & \\ \end{array} \end{array} $
While still holding down Code, con- tinue pressing X until ON is dis- played.	$\begin{array}{c c} & A & A & A & A \\ \hline & & & & & & & & & & \\ \hline & & & & & &$
3 Release Code.	

# PRINT KEY AND FEED & CUT FUNCTION

After you have entered your text and chosen the desired format settings, you are ready to print the label.

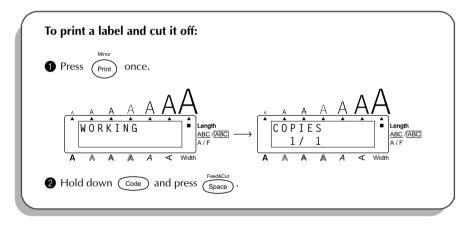
The **Feed & Cut** function is used to feed out 25 mm of tape and automatically cut it off, for example after printing with the **Auto cut** function set to **OFF** or when printing has been interrupted.

### To print a label:

- Press Print once. The message "WORKING" appears just before printing, and then "COPIES 1/1" is displayed while the label is being printed.
  - If the Auto cut function is set to ON, the label will automatically be cut off after it is printed.

### To feed and cut off 25 mm of tape:

Hold down code and press Freed&cut Space once. The message "FEED" appears while 25 mm of tape is fed out, then automatically cut off.



# NUMBERING FUNCTION

This function can be used to print many copies of the same text while increasing certain characters (letters, numbers or barcode data) after each label is printed. This type of automatic incrementation is very useful when printing serial number labels, production control labels or other labels requiring ascending codes.

Letters and numbers increase as shown below:

0	≯	1	→	9	≁	0	→	
А	≁	В	→	Z	→	А	→	
а	→	b	→	Z	+	а	+	
A0	+	A1	+	A9	+	B0	+	

Spaces (shown as underlines "\_" in the examples below) can be used to adjust the space between characters or to control the number of digits that are printed:

_9	≁	10	≯	99	≯	_0	≁	
_Z	≁	AA	≯	ZZ	≯	_A	≁	
1_9	→	2_0	≯	9_9	≯	0	≯	

*Only one numbering field can be selected from any text.* 

If you include a non-alphanumeric character such as a symbol in the numbering field, only the letters and numbers in the numbering field will be increased when the labels are printed, or just one label will be printed if the field only contains a non-alphanumeric character.

#### To use the Numbering function:

• Hold down  $\bigcirc$  and press  $\overset{\text{Number}}{(P+)}$ . The message "START POINT?" appears in the display.

To quit the **Numbering** function without printing, hold down  $\bigcirc$  and press  $\overset{\text{Number}}{(P+)}$ . To return to the previous screen, press  $\bigcirc$ .

Press ◄ , ▷, I or ○ until the first character that you wish to select for the numbering field is flashing.

Press . The message "END POINT?" appears in the display.

If a barcode was selected, "NUMBER" appears in the display instead. Skip to step
 to continue printing with the Numbering function.

Press ◄ or ➡ until all of the characters that you wish to select for the numbering field are flashing.

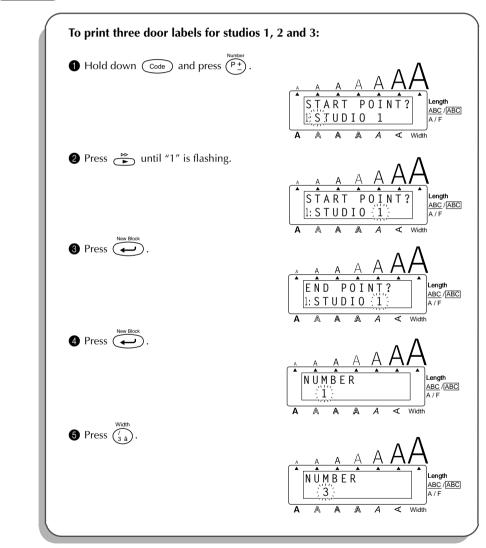
A barcode cannot be selected together with other characters.

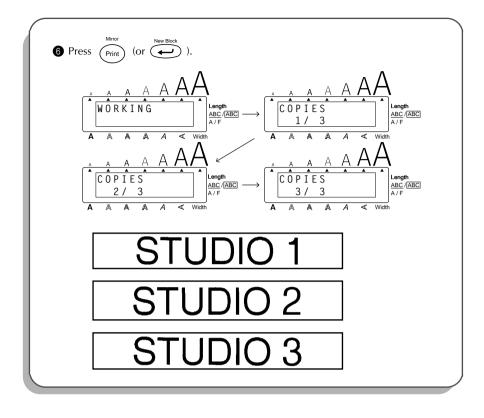
Press ( ) . "NUMBER" appears in the display.

**6** Type in the desired number or press  $\stackrel{\text{Home}}{\frown}$  or  $\stackrel{\frown}{\frown}$  until the desired number of copies is displayed.

Press Print (or Print) to begin printing. The message "WORKING" appears just before printing, and then "COPIES" followed by the number of the label being printed is displayed.

If the Auto cut function is set to ON, the labels will automatically be cut off after they are printed.



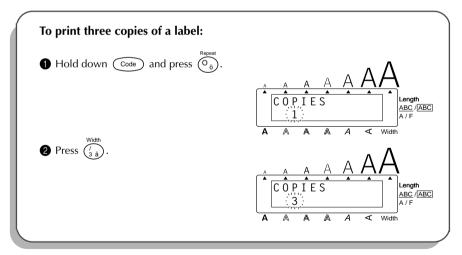


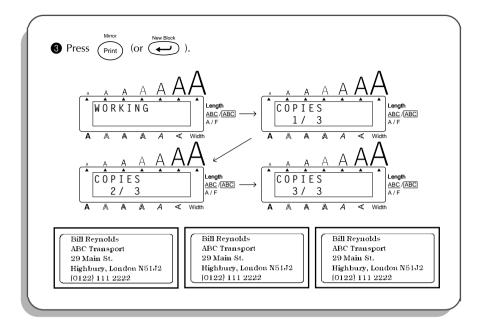
# **REPEAT PRINTING FUNCTION**

This function allows you to print multiple copies of the same text.

### To use the Repeat printing function:

- **1** Hold down  $\bigcirc$  and press  $\bigcirc_{\hat{o}}^{\text{Repeat}}$ . "COPIES" appears in the display.
  - To quit the **Repeat printing** function without printing, hold down  $\bigcirc$  and press  $\bigcirc_{0}^{\text{Repeat}}$  (or press just  $\bigcirc^{\text{Cost}}$ ).
- Press Print (or Print) (or Print) to begin printing. The message "WORKING" appears just before printing, and then "COPIES" followed by the number of the label being printed is displayed.
  - If the Auto cut function is set to ON, the labels will automatically be cut off after they are printed.





# **MEMORY FUNCTIONS**

You can use the memory to store your most frequently used text files. The text remains in the memory, even after all characters are removed from the display using the **Clear** function (see page 45).

When each file is stored, it is given a number to make recalling it easier. Up to 100 text files or about 2500 characters can be stored in the memory.

Since a copy of the stored text file is recalled when the **Recall** function is used, the text can be edited or printed without changing the originally stored file. When a file is no longer needed or more space is necessary, the **Memory delete** function can be used to delete it.

When inserting new batteries, be sure to insert the new ones within five minutes of removing the old ones, otherwise any text files stored in the memory will be lost (unless the machine is plugged into an electrical outlet with the AC adapter).

### STORING TEXT

### To store a text file:

- Hold down  $\bigcirc$  and press  $\begin{pmatrix} \text{Store} \\ \frac{\delta}{7 \text{ b}} \end{pmatrix}$ . "STORE" appears in the display.
  - If 2500 characters have already been stored, the error message "MEMORY FULL!" appears in the display. If this occurs, an existing text file must be deleted before the new one can be stored.

To quit the **Store** function without storing the text, hold down code and press

 $\left(\begin{smallmatrix} \text{Store} \\ \text{T} e \end{smallmatrix}\right)$  (or press just  $\left(\boxtimes \right)$  ).

- **2** Press  $\underset{End}{\overset{Home}{\frown}}$  or  $\underset{End}{\overset{\bullet}{\frown}}$  until the file number where you wish to store the text is displayed.
- Press . The text is stored under the selected file number and the text previously shown in the display reappears.
  - If a file is already stored under the selected file number, the message "OVER-WRITE?" appears in the display and you must decide whether or not to overwrite it (delete it from the memory and store the new one).

### To overwrite the stored file with the new one:

- Press to delete the previously stored file and store the new one under the selected number.
  - To go back and choose another file number without overwriting the text file, press  $(\textcircled{\infty})$ , and then select a different file number.

### **RECALLING TEXT**

### To recall a text file:



• Hold down (Code) and press  $\binom{Recall}{8}$ . The file number and the beginning of the most recently stored or recalled text are displayed.

To quit the **Recall** function without recalling text, hold down  $\bigcirc$  and press (F (or press just  $\overline{(\mathbf{X})}$ ).

Press  $\underset{\mathsf{End}}{\overset{\mathsf{Home}}{\longrightarrow}}$  or  $\underset{\mathsf{End}}{\overset{\mathsf{ver}}{\longrightarrow}}$  until the file number and text that you wish to recall are displayed. 0

To see other parts of the displayed text file, press  $\stackrel{\triangleleft}{\blacktriangleleft}$  or  $\stackrel{\triangleright}{\blacktriangleright}$ .

Press  $\underbrace{}^{\text{New Block}}$ . Any text previously entered in the display is erased and the text stored under the selected file number is recalled into the display.

### **DELETING A FILE**

F

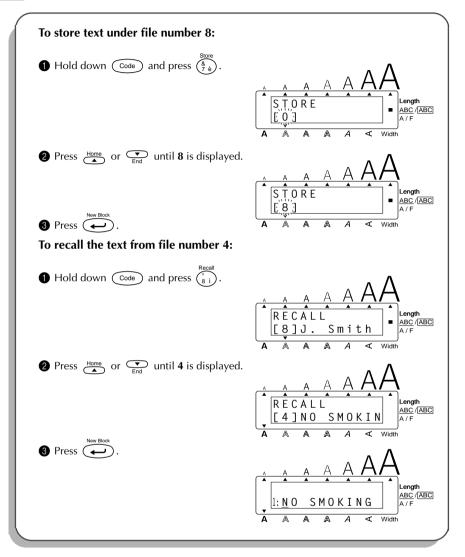
### To delete a text file:

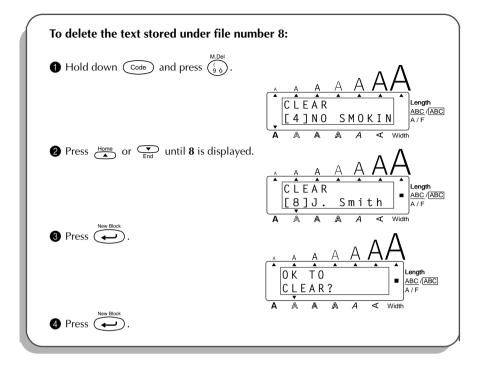
- Hold down  $\bigcirc$  and press  $\bigcirc^{\text{MDel}}_{\binom{9}{9}}$ . The file number and the beginning of the most recently stored or recalled text are displayed.
  - To quit the Memory delete function without deleting the text file, hold down F  $\underbrace{\begin{tabular}{l} \hline Code \end{tabular}}_{Code} and press \begin{pmatrix} M, Del \\ g \\ g \\ g \end{pmatrix} (or press just \textcircled{(m)}_{Clear}).$

Press  $\underset{\texttt{Anne}}{\overset{\texttt{Home}}{\frown}}$  or  $\underset{\texttt{End}}{\overset{\textcircled{}}{\frown}}$  until the file number and text that you wish to delete are displayed. 2

To see other parts of the selected text file, press  $\stackrel{{}_{\triangleleft}}{\overset{}_{\bullet}}$  or  $\stackrel{{}_{\triangleright}}{\overset{}_{\bullet}}$ . F

- Press end of the message "OK TO CLEAR?" is displayed.
- Press  $\underbrace{}^{\text{result}}$  to delete the selected text file.





# TROUBLESHOOTING

Problem	Solution
1. The display stays blank after you have turned on the machine.	<ul> <li>Check that the AC adapter is connected correctly.</li> <li>If you are using alkaline batteries, check that they are correctly inserted.</li> <li>If the batteries are low, replace them with new ones.</li> </ul>
2. The machine does not print or the printed characters are blurred.	<ul> <li>Check that the tape cassette has been inserted properly.</li> <li>If the tape cassette is empty, replace it with a new one.</li> <li>Make sure that the tape compartment cover has been closed.</li> <li>Ensure the correct Brother AC adapter is used-other adapters cannot supply enough current for printing.</li> </ul>
3. The text files that you stored in the memory are no longer there.	• If the batteries are low, replace them with new ones.
4. The printed characters are not formed properly.	<ul> <li>If you are using alkaline batteries, they may be low. Try using the AC adapter or replace the batteries with new ones.</li> <li>Ensure the correct Brother AC adapter is used-other adapters cannot supply enough current for printing.</li> </ul>
5. A blank horizontal line appears through the printed label.	• Clean the print head as explained on page 12.
6. Striped tape appears.	• If you have reached the end of the tape, replace the tape cassette with a new one.
7. The machine has "locked up" (i.e., noth- ing happens when a key is pressed).	<ul> <li>Turn off the machine, and then while holding down Code and Re , turn the machine back on. The text and formats in the display and all text files stored in the memory are erased.</li> </ul>

# ERROR MESSAGE LIST

Error Message	Cause	Solution
7 LINE LIMIT!	<ul> <li>This message appears if seven lines already exist when you press when you press or you delete to join two blocks, causing the block to exceed seven lines.</li> </ul>	• Limit the number of lines in a block to seven.
1 BARCODE PER BLOCK!	<ul> <li>This message appears if a barcode has already been added to the block when you hold down Code and press</li> <li>Buescode         <ol> <li></li></ol></li></ul>	• Limit the number of barcodes in a block to one.
4 DIGIT MIN.!	• This message appears when less than the minimum four digits are entered as barcode data.	• Enter the minimum of four digits before pressing .
5 BLOCK LIMIT!	<ul> <li>This message appears if five blocks already exist when you hold down code and press</li> </ul>	• Limit the number of blocks in the text to five.
BATTERIES WEAK!	• This message appears when the installed alkaline batteries become weak.	• Replace the batteries or use the AC adapter.
BUFFER EMPTY!	<ul> <li>This message appears if you hold down code and press</li> <li>T, but no text has been entered in the display.</li> <li>This message appears if you try to print, but no text has been entered.</li> </ul>	<ul> <li>Enter some text before start- ing the function.</li> <li>Enter text before printing.</li> </ul>

Error Message	Cause	Solution
BUFFER FULL!	• This message appears if you try to enter a character, sym- bol, barcode, space, return, new block, or tab after 255 characters have already been entered.	• Delete some existing text so that more text can be entered.
	• This message appears if you try to enter a character, sym- bol, barcode, or space in a layout field while using the <b>Auto format</b> function after 255 characters have already been entered.	• Edit the text so that it only contains the preset number of characters.
CUTTER ERROR!	• This message appears if the tape cutter is closed when you try to print or feed the tape.	• Turn the P-touch off, then on again.
INPUT ABCD At Begin&end	• This message appears if a let- ter between A and D has not been entered at the begin- ning and end of a barcode when the <b>CODABAR</b> type is selected.	• Enter a letter between A and D at the beginning and end of the barcode.
INPUT WHOLE CODE!	• This message appears if the set number of digits are not entered in the barcode data.	• Input the correct number of digits or change the number of digits set in the barcode parameters.

Error Message	Cause	Solution
LENGTH LIMIT!	• This message appears if the text is longer than 1 meter when you try to print.	• Shorten the text to less than 1 meter before trying to print.
	• This message appears if the <b>Length</b> function is used to set a label length that is less than 4.0 cm or more than 30.0 cm.	• Set the label length between 4.0 cm and 30.0 cm.
	• This message appears if the <b>Tab Length</b> function is used to set a tab length that is more than 30.0 cm.	• Set the tab length so that it is less than 30.0 cm.
LINE LIMIT!	• This message appears if the number of lines in the text is greater than the maximum number of lines possible for the installed tape.	• Reduce the number of lines or install a tape of greater width.
MEMORY FULL!	• This message appears if you try to store a text file after 2500 characters have already been stored in the memory.	• Delete an unwanted file to make room for the new one.
NO FILES!	• This message appears if you try to recall or delete a text file from the memory when none are stored.	• Store a text file first.
REPLACE BATTERIES!	• This message appears if the installed alkaline batteries are about to run out.	• Replace the batteries or use the AC adapter.
ROM PROBLEM!	• This message appears if there is a problem with the machine's read only memory.	• Contact your service repre- sentative.
SET 24mm!	• This message appears if a 24- mm-wide tape cassette is not installed when a layout for 24-mm-wide tape is selected.	• Install a 24-mm-wide tape cassette.

Error Message	Cause	Solution
SET 18mm!	• This message appears if a 18- mm-wide tape cassette is not installed when a layout for 18-mm-wide tape is selected.	<ul> <li>Install a 18-mm-wide tape cassette.</li> </ul>
SET 12mm!	• This message appears if a 12- mm-wide tape cassette is not installed when a layout for 12-mm-wide tape is selected.	<ul> <li>Install a 12-mm-wide tape cassette.</li> </ul>
SET 9mm!	• This message appears if a 9- mm-wide tape cassette is not installed when a layout for 9- mm-wide tape is selected.	<ul> <li>Install a 9-mm-wide tape cassette.</li> </ul>
SET 6mm!	• This message appears if a 6- mm-wide tape cassette is not installed when a layout for 6- mm-wide tape is selected.	• Install a 6-mm-wide tape cassette.
SYSTEM ERROR!	• This message appears if there is a problem with the machine's software.	Contact your service repre- sentative.
TAB LIMIT!	<ul> <li>This message appears if 50 tabs have already been added to the text when you hold down Code and press <sup>Tab Set</sup></li> </ul>	• Limit the number of tabs in the text to 50.
TAPE EMPTY!	<ul> <li>This message appears if you hold down code and press</li> <li>T or try to print a label or feed the tape when no tape cassette is installed.</li> </ul>	• Install a tape cassette and try again.
TEXT HIGH!	• This message appears if the size of the text is larger than the width of the installed tape.	• Reduce the size of the char- acters or install a wider tape.

Error Message	Cause	Solution
TEXT LONG!	<ul> <li>This message appears if the length of the text is longer than the label length that has been set using the Length function.</li> <li>This message appears if you try to enter text that is longer than the preset length of a layout field of the Auto format function.</li> </ul>	<ul> <li>Delete some of the text, reduce the character width, or increase the set label length.</li> <li>Delete some of the text.</li> </ul>
WRONG Adapter!	• This message appears if a high-voltage adapter is being used.	• Remove the high-voltage adapter and connect the adapter designed exclusively for this machine.

# **SPECIFICATIONS**

### HARDWARE

Input device:	Keyboard - 51 keys
LCD:	7 × 5 dots 12 characters × 2 lines 17 indicators
Print tape:	Pressure-sensitive, adhesive-based 8-m long Five widths available: 6 mm 9 mm 12 mm 18 mm 24 mm
Power supply:	Eight AA alkaline batteries (AM3, LR6) or optional AC adapter Auto power-off if no key is pressed for 5 minutes
Print head:	128 dot / 180 dpi
Dimensions:	188 mm (W) $\times$ 234 mm (D) $\times$ 67 mm (H)
Weight:	900 g (without a tape cassette and batteries installed)
SOFTWARE	
Buffer size:	Maximum 255 characters Maximum seven lines
Memory size:	2500 characters
Character size:	Seven sizes (6, 9, 12, 18, 24, 36, and 48 points) + AUTO All are available in medium, narrow, and wide widths
Print styles:	Normal, Bold, Outline, Solid, Shadow (each can be combined with Italic), and Vertical

### Supplies

Obtain tape cassettes from your nearest authorised dealer. Use only Brother TZ tapes with this machine. Brother cannot be held responsible for trouble caused by the use of unauthorised supplies. Do not use tapes that do not have the **I** mark.

Stock No.	Description
24-mm-wide lamina	ted tapes
TZ-151	Black characters on clear adhesive
TZ-M51	Black characters on clear (mat) adhesive
TZ-251	Black characters on white adhesive
TZ-451	Black characters on red adhesive
TZ-551	Black characters on blue adhesive
TZ-651	Black characters on yellow adhesive
TZ-751	Black characters on green adhesive
TZ-C51	Black characters on fluorescent yellow adhesive
TZ-B51	Black characters on fluorescent orange adhesive
TZ-D51	Black characters on fluorescent green adhesive
TZ-152	Red characters on clear adhesive
TZ-252	Red characters on white adhesive
TZ-153	Blue characters on clear adhesive
TZ-253	Blue characters on white adhesive
TZ-354	Gold characters on black adhesive
TZ-155	White characters on clear adhesive
TZ-355	White characters on black adhesive
TZ-455	White characters on red adhesive
TZ-555	White characters on blue adhesive
TZ-655	White characters on orange adhesive
TZ-755	White characters on green adhesive
18-mm-wide lamina	
TZ-141	Black characters on clear adhesive
TZ-241	Black characters on white adhesive
TZ-242	Red characters on white adhesive
TZ-243	Blue characters on white adhesive
TZ-344	Gold characters on black adhesive
TZ-345	White characters on black adhesive
TZ-441	Black characters on red adhesive
TZ-541	Black characters on blue adhesive
TZ-641	Black characters on yellow adhesive
TZ-741	Black characters on green adhesive

Stock No.	Description
12-mm-wide lamina	ted tapes
TZ-131	Black characters on clear adhesive
TZ-132	Red characters on clear adhesive
TZ-133	Blue characters on clear adhesive
TZ-135	White characters on clear adhesive
TZ-231	Black characters on white adhesive
TZ-232	Red characters on white adhesive
TZ-233	Blue characters on white adhesive
TZ-334	Gold characters on black adhesive
TZ-335	White characters on black adhesive
TZ-431	Black characters on red adhesive
TZ-435	White characters on red adhesive
TZ-531	Black characters on blue adhesive
TZ-535	White characters on blue adhesive
TZ-631	Black characters on yellow adhesive
TZ-635	White characters on orange adhesive
TZ-731	Black characters on green adhesive
TZ-735	White characters on green adhesive
TZ-B31	Black characters on fluorescent orange adhesive
TZ-C31	Black characters on fluorescent yellow adhesive
TZ-D31	Black characters on fluorescent green adhesive
TZ-M31	Black characters on clear (mat) adhesive
9-mm-wide laminate	ed tapes
TZ-121	Black characters on clear adhesive
TZ-122	Red characters on clear adhesive
TZ-123	Blue characters on clear adhesive
TZ-221	Black characters on white adhesive
TZ-222	Red characters on white adhesive
TZ-223	Blue characters on white adhesive
TZ-324	Gold characters on black adhesive
TZ-325	White characters on black adhesive
TZ-421	Black characters on red adhesive
TZ-521	Black characters on blue adhesive
TZ-621	Black characters on yellow adhesive
TZ-721	Black characters on green adhesive
TZ-M21	Black characters on clear (mat) adhesive
6-mm-wide laminate	ed tapes
TZ-111	Black characters on clear adhesive
TZ-211	Black characters on white adhesive
TZ-315	White characters on black adhesive
TZ-611	Black characters on yellow adhesive

Stock No.	Description	
24-mm-wide non-laminated tapes		
TZ-N251	Black characters on white adhesive	
18-mm-wide non-la	minated tapes	
TZ-N241	Black characters on white adhesive	
TZ-N242	Red characters on white adhesive	
TZ-N243	Blue characters on white adhesive	
TZ-N541	Black characters on blue adhesive	
TZ-N641	Black characters on yellow adhesive	
TZ-N741	Black characters on green adhesive	
TZ-NF41	Black characters on purple adhesive	
TZ-PC41	Black characters on adhesive with a Christmas design	
TZ-PH41	Black characters on adhesive with a heart design	
TZ-PF41	Black characters on adhesive with a fruit design	
TZ-PM41	Black characters on adhesive with a marine design	
TZ-N841	Black characters on gold adhesive	
12-mm-wide non-la	minated tapes	
TZ-N231	Black characters on white adhesive	
TZ-N232	Red characters on white adhesive	
TZ-N233	Blue characters on white adhesive	
TZ-N531	Black characters on blue adhesive	
TZ-N631	Black characters on yellow adhesive	
TZ-N731	Black characters on green adhesive	
TZ-NF31	Black characters on purple adhesive	
9-mm-wide non-laminated tapes		
TZ-N221	Black characters on white adhesive	
6-mm-wide non-lan	ninated tapes	
TZ-N211	Black characters on white adhesive	

### Special tapes

Stock No.	Description
TZ-L041	18 mm instant-lettering tape
TZ-IY41	18 mm iron-on transfer tape
TZ-SE4	18 mm security tape
TZ-FA3	12 mm fabric tape

### Stamp tapes

Stock No.	Description
SH-LB	Stamp for large stamp with black ink
SH-MB	Stamp for medium stamp with black ink
SK-LB	Stamp-making kit for large stamp with black ink
SK-MB	Stamp-making kit for medium stamp with black ink

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