Common Functions & Commands
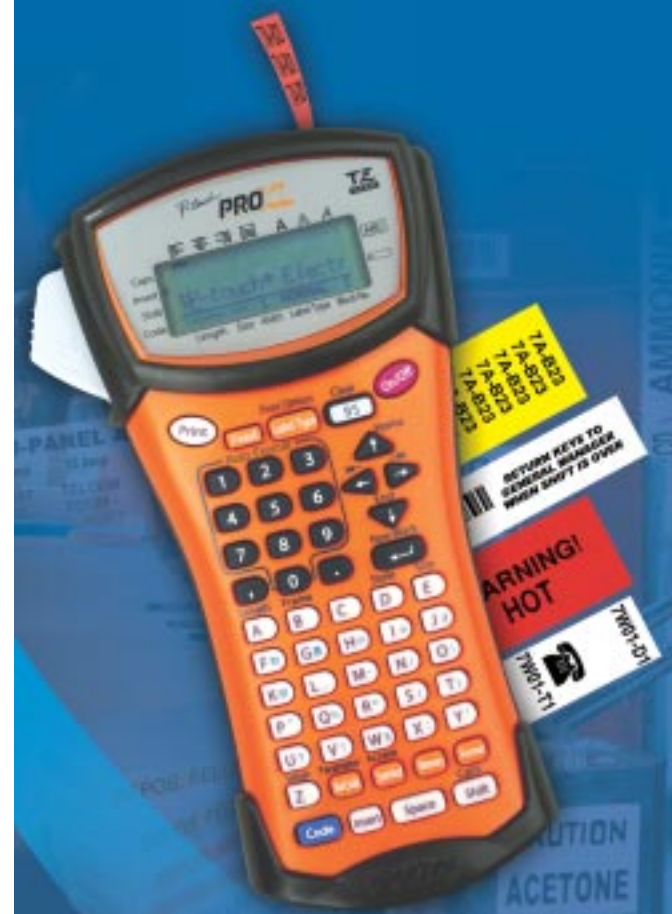
Setup Menu
Code + Z (Setup)

1. Cut
- ▶ 1 (1 = cut-pause; no chain print)
- ▶ 2 (2 = no cut-pause; no chain print)
- ▶ 3 (3 = cut-pause; chain print)
- ▶ 4 (4 = no cut-pause; chain print)

2. Contrast
- ▶ + 2 to −2 (0 = default, **+** = darker, **−** = lighter)

3. Auto Reduction
If label is set to AUTO size, text size or width will change based on label length.
- ▶ Text Size
- ▶ Text Width

4. Length Adjustment
Increase or decrease the label length if the length differs from actual.
- ▶ +3 to -1, 0 = default

5. Symbol Save
Personal Category is full, symbols will be added (on) or not (off).
- ▶ On
- ▶ Off

6. Units
Set unit for measurement.
- ▶ inch
- ▶ mm

7. Language
Set language for menus, settings and messages.
- ▶ English
- ▶ Français

8. Version Info
Version information for P-touch software & symbol set.
- ▶ Main
- ▶ Boot
- ▶ Char-Set (Character Set)
- ▶ Symb-Set (Symbol Set)

(Label) Length
Code + A (Length)

1. Length
Specify label length.
- ▶ Auto / 0.30 - 39.00inch (Auto / 6 - 999mm)

2. Margin
Specify margin.
- ▶ 0.10 - 4.00inch (2 - 99mm)

Bar Code
BarCode (Parameter)

1. Bar Code
Type in bar code data.

Bar Code Functions
Code + BarCode (Parameter)

1. Parameter Settings
Set settings for bar code.

A. Protocol
Specify protocol.
- ▶ Code 39
- ▶ Code 128
- ▶ EAN128
- ▶ CODABAR
- ▶ UPC-E
- ▶ UPC-A
- ▶ EAN8
- ▶ EAN13
- ▶ I-2/5

B. Width
Specify width of bar code graphic.
- ▶ Small
- ▶ Medium
- ▶ Large

C. Under Number
Specify whether the number is printed under the bar code.
- ▶ On
- ▶ Off

D. Check Digit
Code 39, I-2/5 and CODABAR only, specify Check Digit on/off.
- ▶ On
- ▶ Off

(Line) Style
Code + D (Style)

1. Style
Set font style.
- ▶ Normal
- ▶ Bold
- ▶ Outline
- ▶ Italic
- ▶ Italic + Bold
- ▶ Italic + Outline

(Line) Size
Code + E (Size)

1. Size
Set the size for an individual line.
- ▶ Auto
- ▶ 1mm
- ▶ 2mm
- ▶ 3mm
- ▶ 4mm
- ▶ 6mm
- ▶ 9mm
- ▶ 12mm

Print Options
Code + Label Type (Print Option)

1. Copies
- ▶ 1-99

2. Number (sequential labels)
- ▶ Off
- ▶ 1-99

3. Block No.
Choose the block numbers (start/end) to print.

4. Mirror (print text in reverse order)
- ▶ Off
- ▶ On

Format
Format

1. GLB (Global) Size
Set font size for label.
- ▶ Auto
- ▶ 1mm
- ▶ 2mm
- ▶ 3mm
- ▶ 4mm
- ▶ 6mm
- ▶ 9mm
- ▶ 12mm

2. GLB (Global) Wide
Set label font width.
- ▶ Minimum
- ▶ Narrow
- ▶ Normal
- ▶ Wide

3. GLB (Global) Style
Set label font style - individual line style overrides settings.
- ▶ Normal
- ▶ Bold
- ▶ Outline
- ▶ Italic
- ▶ Italic + Bold
- ▶ Italic + Outline

4. Align
Specify text alignment.
- ▶ Left
- ▶ Justify
- ▶ Right
- ▶ Center

(Label) Frame
Code + B (Frame)

1. Frame
Choose from 14 different borders.
- ▶ Off
- ▶ 1 – 14

(Label) Clear
Code + BS (Clear)

1. Clear
Clear text (and font) to start new label.
- ▶ Text & Format
- ▶ Text Only

Label Type
Label Type (Print Option)

1. Label Type
Specify type of label printed.
- ▶ Normal
- ▶ Rotate
- ▶ Rotate-Repeat
- ▶ Port
- ▶ Panel
- ▶ Flag
- ▶ Vertical

P-touch®
ELECTRONIC LABELING SYSTEM

Quick Reference Guide

brother At your side.™

Creating & Printing Commonly Used Labels

General

1. Press [Label Type] – until Normal. Press [⏎] to select.

2. Type *Text* ([⏎] for new line, or [Code] [⏎] to place a block of text to the right).

3. To change text style or size per specific line, use [▲] [▼] to place cursor on line to be changed. Use
   - [Code] [D] *Style* to specify different font types. [▲] [▼] to choose. Press [⏎] to enter.
   - [Code] [E] *Size* to specify different font sizes. [▲] [▼] to choose. Press [⏎] to enter.

4. (Print)

Name Badge

1. Press [Label Type] – until Normal. Press [⏎] to select.

2. Set label length [Code] [A] *Length* – use number pad to type length or [▲] [▼] to specify. Press [⏎] to enter.

3. Type *Name*. Press [⏎] for new line.

4. Type *Company*.

5. To change text style or size per specific line, use [▲] [▼] to place cursor on line to be changed. Use
   - [Code] [D] *Style* to specify different font types. [▲] [▼] to choose. Press [⏎] to enter.
   - [Code] [E] *Size* to specify different font sizes. [▲] [▼] to choose. Press [⏎] to enter.

6. (Print)

Vertical

1. Press [Label Type] – until Vertical. Press [⏎] to select.

2. Type *Text*. Enter more than one line of text with **A)** [⏎] or **B)** [Code] [⏎]. Text will be added to previous text. Example by typing:

   A) 1. 123 [⏎]   **B) 1. 123** [Code] [⏎]
   2. 456   **2. 456**
   3. (Print)   **3.** (Print)
   (Two Column)   (One Column)

3. To change text style or size per specific line, use [▲] [▼] to place cursor on line to be changed. Use
   - [Code] [D] *Style* to specify different font types. [▲] [▼] to choose. Press [⏎] to enter.
   - [Code] [E] *Size* to specify different font sizes. [▲] [▼] to choose. Press [⏎] to enter.

4. (Print)

Cable/Wire Wrap
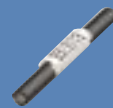
1. Press [Label Type] – until Rot-Rep. Press [⏎] to select.

2. Set the length of the label with (*BLK LEN*), use number pad to type length or arrows [▲] [▼] to select, arrow [▶] to the next option.

3. Choose frame (*FRAME*) option - Arrow [▼] to select, [⏎] to end.

4. Type *Text*.

5. To change text style or size per specific line, use [▲] [▼] to place cursor on line to be changed. Use
   - [Code] [D] *Style* to specify different font types. [▲] [▼] to choose. Press [⏎] to enter.
   - [Code] [E] *Size* to specify different font sizes. [▲] [▼] to choose. Press [⏎] to enter.

6. (Print)

Cable/Wire Flag

1. Press [Label Type] – until Flag. Press [⏎] to select.

2. Set the diameter of the cable/wire (*FLAG Φ*) arrows [▲] [▼] to select, arrow [▶] to next option.

3. Set the length of the label (*FLAG LEN*), use number pad to type length or arrows [▲] [▼] to select, arrow [▶] to the next option.

4. Choose frame (*FRAME*) option - Arrow [▼] to select frame, arrow [▶] to next option.

5. Choose to have text rotated or not (*ROTATE*), arrows [▲] [▼] to select, [⏎] to end.

6. Type *text*.

7. To change text style or size per specific line, use [▲] [▼] to place cursor on line to be changed. Use
   - [Code] [D] *Style* to specify different font types. [▲] [▼] to choose. Press [⏎] to enter.
   - [Code] [E] *Size* to specify different font sizes. [▲] [▼] to choose. Press [⏎] to enter.

8. (Print)

Port Label

1. Press [Label Type] – until Port. Press [⏎] to select.

2. Set the length of the label (*BLK LEN*), use pad to type length or arrows [▲] [▼] to select, arrow [▶] to the next option.

3. Choose frame (*FRAME*) option - Arrow [▼] to select, [⏎] to end.

4. Type *Text*.

(continue to next column)

Port Label (cont.)

5. To change text style or size per specific line, use [▲] [▼] to place cursor on line to be changed. Use
   - [Code] [D] *Style* to specify different font types. [▲] [▼] to choose. Press [⏎] to enter.
   - [Code] [E] *Size* to specify different font sizes. [▲] [▼] to choose. Press [⏎] to enter.

6. (Print)

Panel Label

1. Press [Label Type] – until Panel. Press [⏎] to select.

2. Set the length of the label with (*BLK LEN*), use number pad to type length or arrows [▲] [▼] to select, arrow [▶] to the next option.

3. Choose frame (*FRAME*) option - Arrow [▼] to select, [⏎] to end.

4. Choose print option - front of a panel or for the reverse of a panel — arrow [▼] to select, [⏎] to end.

5. Type *Text*. Use [Code] [⏎] to separate port information.

6. To change text style or size per specific line, use [▲] [▼] to place cursor on line to be changed. Use
   - [Code] [D] *Style* to specify different font types. [▲] [▼] to choose. Press [⏎] to enter.
   - [Code] [E] *Size* to specify different font sizes. [▲] [▼] to choose. Press [⏎] to enter.

7. (Print)