### Common Functions & Commands

**Setup Menu**

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)

**Type in bar code data.**

**Parameter Settings**

Set settings for bar code.

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

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

E. **Style**
   - Set font style.
   - Normal
   - Italic
   - Bold
   - Italic + Bold

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

G. **Copies**
   - Set font size for label.
   - 1-99

H. **Number** (sequential labels)
   - Set label font width.
   - Minimum
   - Narrow
   - Normal
   - Wide

I. **GLB (Global)**
   - GLB (Global) Size
     - Auto
     - 1mm
     - 2mm
     - 3mm
     - 4mm
     - 6mm
     - 9mm
     - 12mm
   - GLB (Global) Wide
     - Minimum
     - Narrow
     - Normal
     - Wide

J. **Length**
   - Specify label length.
   - 0.30 - 39.00inch
   - 6 - 999mm

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

L. **Frame**
   - Choose from 14 different borders.
   - 1 – 14

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

N. **Type**
   - Specify type of label printed.
   - Normal
   - Rotate
   - Rotate-Repeat
   - Port
   - Panel
   - Flag
   - Vertical

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Creating & Printing Commonly Used Labels

**General**

1. Press **Label Type** – until Normal.
   Press **** to select.
2. Type **Text** – for new line, or **Split** 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 **** to specify different font types. **** to choose. Press **** to enter.
   **** 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 – 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 **** to specify different font types. **** to choose. Press **** to enter.
   **** to specify different font sizes. **** to choose. Press **** to enter.
6. **Print**

**Cable/Wire Wrap**

1. Press **Label Type** – until Vertical.
   Press **** to select.
2. Type **Text**. Enter more than one line of text with **A** or **B**. Text will be added to previous text. Example by typing:
   - A 1.123 B 1.123 **Output:**
   - 2.456 **Output:**
   3. **Print**

3. To change text style or size per specific line, use **** to place cursor on line to be changed. Use **** to specify different font types. **** to choose. Press **** to enter.
   **** to specify different font sizes. **** to choose. Press **** to enter.
4. **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**. Text will be added to previous text. Example by typing:
   - A 1.123 B 1.123
   - 2.456 **Output:**
   - 3. **Print**

3. To change text style or size per specific line, use **** to place cursor on line to be changed. Use **** to specify different font types. **** to choose. Press **** to enter.
   **** to specify different font sizes. **** to choose. Press **** to enter.
4. **Print**

**Cable/Wire Flag**

1. Press **Label Type** – until Flag.
   Press **** to select.
2. Set the diameter of the cable/wire (**FLAG LEN**), use number pad to type length or 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 **** to specify different font types. **** to choose. Press **** to enter.
   **** to specify different font sizes. **** to choose. Press **** to enter.
8. **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, arrow **** to next option.
4. Choose print option - front of a panel or for the reverse of a panel — arrow **** to select, **** to end.
5. **Type Text**.
6. To change text style or size per specific line, use **** to place cursor on line to be changed. Use **** to specify different font types. **** to choose. Press **** to enter.
   **** to specify different font sizes. **** to choose. Press **** to enter.
7. **Print**

**Port Label**

1. Press **Label Type** – until Flag.
   Press **** to select.
2. Set the diameter of the cable/wire (**FLAG LEN**), use number pad to type length or 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 **** to specify different font types. **** to choose. Press **** to enter.
   **** to specify different font sizes. **** to choose. Press **** to enter.