Thank you for purchasing the P-Touch 540!

Your new P-Touch will allow you to design and print labels for any application. Since it is extremely versatile, you will be able to create characters of many sizes and styles. In addition, by using the variety of tape cartridges available, you can print labels with different widths and exciting colors.

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 540 makes it a very versatile machine.

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

**FCC NOTICE**

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Changes or modifications not expressly approved by Brother Industries, Ltd. could void the user's authority to operate the equipment.

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This product is covered by one or more of the following patents.

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<td>USP4839742</td>
<td>USP4983058</td>
<td>EP315369</td>
<td>GR2223740</td>
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<td>USP4922063</td>
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Although this machine is easy to use, we suggest that you read this manual carefully before starting. This manual consists of a reference guide and three main sections:

QUICK REFERENCE GUIDE  This section provides a quick, simple guide to setting up and using the machine.

BEFORE YOU START  This section provides basic information concerning the machine itself, tape cassettes, and power supplies.

LEARNING THE ROPES  This tutorial section leads you through easy-to-follow practice sessions designed to help you become familiar with the machine’s operations.

FOR YOUR INFORMATION  This handy reference section contains detailed explanations of all the machine’s features.

The Quick Reference Guide contains all the information you need to immediately begin using this machine to make simple labels. Please read the brief Before You Start section for more details on the setup and care of the machine.

If this is your first time using this machine or if you would like to brush up on some techniques, we suggest you work through the exercises in Learning the Ropes. If you have detailed questions about specific features, the For Your Information section will provide you with the answers.

Good luck! We hope you enjoy using your P-Touch 540.
Quick Reference Guide

Power Supply (Refer to pages 9 and 10 for details.)

Inserting the Batteries
Remove the battery cover on the back of the machine and insert six AA alkaline batteries.

Connecting the Optional AC Adaptor
Insert the AC adaptor (model AD-30, sold separately) into the adaptor jack on the machine.

Tape Cassettes (Refer to page 11 for details.)

1. Press down on the cover release button and open the cover.
2. Insert a TZ tape cassette and close the cover.
Making Simple Labels

Mr. J. Smith

1. Press the power button.

2. Enter “Mr. J. Smith”.
   a. Press \[ \text{SHIFT} + M. \]
   b. Press \[ R, ? \], then \[ \text{SPACE} \].
   c. Press \[ \text{SHIFT} + \text{L} \]. Next, press \[ \text{L} \], then \[ \text{SPACE} \].
   d. Press \[ \text{SHIFT} + \text{W} \]. Then, press \[ \text{N} \], \[ \text{L} \], \[ \text{A} \] and finally \[ \text{W} \].

3. After entering the text, print out the label.
   Press \[ \text{PRINT} \].

   To print multiple copies of the label,
   press \[ \text{CODE} + \text{PRINT} \], then use \[ \text{HOME} \]
   and \[ \text{END} \] to set the number of copies to be printed.
4. Affix the label.
   a. Press the tape cutter lever to cut the tape.

   ![Tape cutter lever](image)

b. Remove the label backing.
   Use the enclosed lettering stick to remove the backing from labels made of laminated tape.

   ![Lettering stick](image)

c. Attach the label at the desired position.

   ![Attached label](image)

**Demo printing** (To print the sample label shown below, press **CODE** + **P**.)

```
P-TOUCH Electronic Labeling System
Easy, Beautiful & Versatile
```

Since three different sample labels are available, the type of sample label printed depends on the width of the tape.
MACHINE DIAGRAM

KEYBOARD

LOCAL format keys

LCD DISPLAY
A clear protective film has been affixed to the LCD display cover to prevent it from being scratched or damaged during transport. Remove the film before operating the machine.
**GENERAL PRECAUTIONS**

- Use only Brother TZ tapes with this machine. Do not use tapes that do not have the ☼ mark.

- Five TZ tape widths are available: 1/4” (6 mm), 3/8” (9 mm), 1/2” (12 mm), 3/4” (18 mm) and 1” (24 mm)

- Do not pull on the tape. This may damage the tape cassette.

- Avoid using the machine in extremely dusty places. 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 onto or into the machine.

- To avoid injuries, do not touch the cutter's edge.

- When inserting new batteries, be sure to do so within five minutes of removing the old ones, otherwise all messages will be lost (unless the machine is plugged into an AC outlet with the AC adaptor).

- Use only the AC adaptor (model AD-30) designed exclusively for this machine. Use of any other adaptor will void the warranty.

- When the machine is not being used for a long period of time and it is not necessary to keep the messages stored in the memory, remove the batteries to prevent them from leaking and damaging the machine and disconnect the AC adaptor.

- When the AC adaptor is plugged into the machine, unplugging the adaptor from the AC outlet can delete all messages in the memory, even though batteries are installed.

- **Use AA alkaline batteries in this machine.**
This is a lightweight and portable machine. It can be used anywhere by installing six (6) AA alkaline batteries. When you change the batteries, always replace all six at the same time.

Be sure to insert the new batteries within five minutes of removing the old ones, otherwise the message in the working area and any messages stored in the memory will be lost (unless the machine is plugged into an AC outlet with the AC adaptor).

If alkaline batteries are not used, large fonts and bar codes cannot be printed.
The AC adaptor (model AD-30) allows you to use this machine anywhere a standard electrical outlet is available.

**TO ATTACH THE AC ADAPTOR:**

1. Insert the adaptor's small connector into the jack marked DC IN 7V on the right side of the machine.
2. Plug the large connector into the nearest standard electrical outlet.

*Only use the AC adaptor designed exclusively for this machine.

Remove the batteries and disconnect the AC adaptor if you do not intend to use your machine for an extended period of time. When the power is disconnected, all messages in the working area and the memory will be lost.

*It is recommended that you use the AC adaptor when printing large fonts and bar codes on 3/4" (18-mm)- or 1" (24-mm)-wide tape since these operations can quickly run down the batteries.*
TAPE CASSETTES

A single TZ tape cassette is supplied with this unit. Since tapes for this machine are available in a wide variety of background colours, character colours and tape sizes, it is possible to make distinctive color-coded and stylized labels.

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

TO INSERT A TAPE CASSETTE:

1) Press down on the cover release button and lift open the compartment cover.

The machine will automatically turn off when the compartment cover is opened. The text that was displayed when the power went off will appear in the display when the machine is turned on again.

2) If there is a tape cassette already in the compartment, remove it by pulling it straight up.

3) Remove the stopper from a new tape cassette and if the tape is loose, use your finger to wind it in the direction of the arrow on the tape cassette until it is taut. If you are using a previous tape, ensure the tape is taut prior to inserting it into the unit.

4) Insert the tape cassette firmly into the compartment.

When inserting the tape cassette, make sure that the inner ribbon does not catch on the corner of the metal guide.

5) Close the compartment cover and turn on the machine.

6) Press the FEED key once to advance the tape and remove any slack.

7) Push down on the tape cutter lever.
REMOVING THE LABEL BACKING

The enclosed stick enables you to remove the label backing from the tape easily.

(1) Hold the tape in your left hand, with the printed surface facing up, and hold the stick in your right hand.

(2) Pass the tape halfway through the long narrow hole in the stick.

(3) After turning the stick three quarters of a turn towards you, pull the stick away from you as shown below.

INSTANT LETTERING TAPE (RUB-ON TRANSFERS)

Instant lettering tapes act as rub-on character transfers. After creating a message, position the label on a sheet of paper. Then, by simply rubbing the instant lettering tape’s non-printed side with the enclosed stick or one available on the market, you can transfer the tape’s contents directly onto the paper.

Caution: Hold the tape very firmly and do not move it while rubbing the tape.
CLEANING THE PRINT HEAD AND ROLLERS

Occasionally, specks of dust or dirt become attached to the machine’s print head. 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 message.

Therefore, as with a tape recorder, the machine’s head may need to be cleaned from time to time.

TO CLEAN THE PRINT HEAD:

(1) Turn off the machine.

(2) Open the tape cassette cover and remove the tape cassette. The print head and rollers are located in the cassette compartment.

(3) 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.

(4) Try printing again.
If dust still remains:

(5) Repeat step (3) using a cotton swab dipped in isopropyl (rubbing) alcohol.
If none of the above works, contact your service representative.
Learning the Ropes
In *Learning the Ropes*, you will find a series of label-making examples. As the featured label designs become increasingly more complex, you will learn how to use the more advanced features of this machine. The first exercise consists of creating a simple one-line door sign. The second, an equipment instruction label, takes advantage of several additional machine capabilities. The third is a four-line address label. Finally, the storage shelf label shows you how to use the unit’s more expert functions.

If you are a first time user, we suggest that you work through these exercises to become acquainted with the various features of this machine. Since they do not require much time, they can be done in four separate practice sessions or all at once.

The *Learning the Ropes* examples consist of the following parts:

```
TITLE
EXPLANATION
INSTRUCTIONS
DIAGRAM OF RESULTS
```

To best use this training section, simply follow the flow of the practice sessions. Read the background explanations, then follow the instructions, checking that your results match the diagrams provided. If you would like more detailed information about a particular point, simply check in the *For Your Information* section.

And now, let’s see how easy it is to make beautiful labels with the P-Touch 540!
Example 1

DOOR SIGN EXAMPLE

MEETING ROOM 

Let's begin by turning on the power to the machine. The power button is located in the top right-hand corner of the keyboard.

To turn on the machine:

- Press the power button. When this machine is turned on, its display is in text entry mode.

The text entry mode on this machine is a WYSIWYG (What You See Is What You Get) mode, which allows you to see the label as it will appear after it is printed. The flashing mark resembling a bracket is called a “cursor”. This mark is like a pointer which shows your current position and lets you select certain characters in your text.

The message you create may sometimes be longer than this machine's LCD can display at one time. In this case, the cursor can be moved so different parts of the text can be viewed. If a character key or the right cursor key is pressed, causing the cursor to move beyond the right end of the text display, the text scrolls to the left one character at a time and the cursor is positioned at the right side of the display. If the left cursor key is pressed, causing the cursor to move past the left side of the display, the whole text display scrolls to the right and the cursor is positioned at the right side of the display.

The format settings are shown by the triangles and circles which appear at the top and bottom of the display. The default settings shown when the power is turned on for the first time have been preprogrammed into the machine and
represent the most common style settings for labels. However, you can create your own formats and can even define local formats, which are special style settings for portions of text within the label. Detailed explanations for creating and editing global and local formats can be found in the Global Formatting and Local Formatting sections of For Your Information.

This machine is also equipped with an Auto format function which allows you to enter text and symbols into preset label templates. With the Auto format mode, you can enter text into common formats so labels can be created easily and printed quickly.

Now, let’s begin entering the text for our first label. To do so, we must first input a capital “M”.

To input a capital M:

* Hold down \texttt{SHIFT} and press \texttt{M}.

* Release \texttt{SHIFT} and type “eting”.

\begin{center}
egin{tabular}{|c|}
\hline
\textbf{M} \\
\hline
\end{tabular}
\end{center}

Since the text is longer than the LCD display, part of the “M” moves off the display.

\begin{center}
egin{tabular}{|c|c|c|c|c|c|c|}
\hline
\textbf{Meeting} \\
\hline
\end{tabular}
\end{center}

As on a typewriter, the \texttt{SPACE} key allows you to add a blank space in the message.

\begin{itemize}
\item The \texttt{SPACE} and \texttt{\textless} keys have different functions. The \texttt{\textless} key moves the cursor forward through inputted text \underline{without} adding blank spaces.
\end{itemize}
To complete the “Meeting Room” label:

- Press [SPACE] once to add a blank space.

Next, enter the word “Room”:

- Hold down [SHIFT] and press [R].
- Release [SHIFT] and type “oom”.

Once you have created a message, you can easily edit it by correcting mistakes or simply adjusting the text or style. For detailed explanations of text editing methods, see pages 61 to 65.

The BACKSPACE key ( [BS] ) allows you to remove characters from your message. The character immediately to the left of the cursor is deleted and all characters following the deleted character move one space to the left.

This machine has two types of entry modes: Insert and Overwrite. The Insert mode, INS, allows you to add characters in the middle of your message, while the Overwrite mode allows you to replace characters by typing over them. We will revise this label using the Overwrite function to change the lowercase letters in our message to uppercase characters which are more appropriate for a door sign. Since we will enter many uppercase letters, we will use the Caps mode which allows us to enter a string of capital letters without holding down the SHIFT key.
To overwrite lowercase letters with uppercase:

- Press \( \text{Ctrl} + \text{A} \) until the cursor is positioned in front of the first "e" in "Meeting".

- Press \( \text{Ctrl} + \text{Insert} \) to turn Insert mode off and Overwrite mode on. (The INS indicator in the upper right-hand corner of the display will go out.)

- Press \( \text{Ctrl} + \text{Caps Lock} \). (The CAPS indicator should now light up.)

- Type "EETING". All letters automatically will be entered as uppercase without pressing \( \text{Shift} \).

- Now, do the same for the letters "oom" in "Room".

Finally, suppose we would like to add a "No smoking" symbol, just one of many available on this machine, to our door sign. A detailed explanation of symbol entry can be found in the Symbols section on page 50.
To add a “No smoking” symbol to the end of the message:

- Press SPACE once to add a blank space to the right of “MEETING ROOM”.

- Press CODE + SYMBOL to display the first group of symbols.

- Press PRE or END until the group with the “No smoking” symbol is displayed, then press CODE until the “No smoking” symbol is highlighted.

- Press OK and the “No smoking” symbol will be added to your message.

You can press the CANCEL key at any time to return to text entry mode from Symbol mode.

Since our message is finished, we can now print it. Though several print settings are available, we will use the default settings preprogrammed into the machine.

To print the label:

- Press PRINT.
Example 2

EQUIPMENT LABEL EXAMPLE

Place original face down.
Turn off when finished.
Repairs: 123-4567

The label in this example can be printed on 3/4" (18-mm)- or 1" (24-mm)-wide tape.
Although the entered characters may not seem to align properly in the LCD display, they will line up correctly on the printed label.

In this practice session, we will make a multi-line equipment instruction label.

To prepare for a new label:
• Turn on the power.

• If the previous work session’s text data is still displayed, press CODE + BS and the confirmation message “OK TO CLEAR?” is displayed.

• Press NEWLINE

Let’s assume we want to make an instruction label for an office photocopier. First, we will enter four lines of text containing both uppercase and lowercase letters, then edit it into a three-line label. If you have any questions about basic inputting, please review the previous example (Door Sign) or see pages 48 to 53 of For Your Information.
In our multi-line message, we will be using the RETURN key to end one line and start the next. This key operates like the Return on a typewriter by ending the current line and moving the cursor to the next line.

**To enter a four-line message:**

- Press `<CODE>` + `<ALT/CAPS>` to turn Caps mode off. (The CAPS indicator should now be off.)
- Type “Place original face down.”

Since the text is longer than the LCD display, the first characters (“Place original face”) move off the display to the left.

- Press `<NEW BLOCK>` to move the cursor to the next line so you can input another line of text.

- Type “Turn off when finished.” Again, the first characters will move off the display.
- Press `<NEW BLOCK>`.

- Then, type “Service Department” and press `<NEW BLOCK>`.
- Press `<ZOOM>` to enter Zoom mode and zoom in on the message so that it can be read more easily.

- To finish the message, type the Service Department’s telephone number, “123-4567”.

To enter the dash (–), hold down `<ALT/CAPS>` and press `.`.
- Press `<ZOOM>` twice or `<CANCEL>` to return to text entry mode and check that the message is entered correctly.
Press the **FORMAT** key at any time to view the current label formats. These settings can only be applied globally, i.e. to the entire message. For detailed explanations of the global format settings, see pages 87 to 93 of *For Your Information*.

**To view the current label formats:**

- Press **FORMAT**.

- Press **<** and **>** to scan through the format settings.

Any time you wish to return to text entry mode from Format mode without changing any of the settings, simply press the **CANCEL** key. A detailed explanation of the **CANCEL** key can be found on page 58 of *For Your Information*.

**To return to the text entry mode:**

- Press **CANCEL**.
Now, let's edit the message, changing it from four to three lines and adjusting some of the text.

To edit the text message:

- Press once to move the cursor to the third line.

- Press to zoom in on the message.

- Press + to delete all of the text in the third line.

The total number of lines changes from four to three.

- Check the LCD display's indicators to make sure that Insert mode is on. If not, press .

- Type "Repairs:" and add a space in front of the telephone number, "123-4567".
The message has now been created and edited. If it were printed now, the standard default settings would be used. The text would be aligned at the left margin and would not be framed or underlined. In addition, the characters would be auto-sized and printed using font H1 (Helsinki) and a normal style. For more details concerning format settings, please see pages 75 to 93 of For Your Information.

For this label, though, let’s assume we want a different style of text: font F2 (Brussels), framed and horizontally centered. Therefore, we must change the format.

To change to font F2:

- Press CODE + F to move the cursor to the beginning of the message, then press F

**Note:** The “P” will be highlighted, signifying that it will be included in the local formatting field.

- Then, use NEXT and B to highlight all of the text.

The current FONT setting (F1) is indicated by the triangle.

- Press FONT until F2 is indicated, then press NEW BLOCK

- Press ZOOM twice or CANCEL to return to text entry mode.

Different format settings can be chosen either before or after the text is entered. The procedure shown above can be used to edit the font, size, width, style, italics, underline and framing settings of text which has already been entered. With this procedure, the arrow keys are used to move the cursor to select the text, then the local format keys below the display allow you to change the settings. Another way of changing the format settings is to choose them before the text is entered. With this method, once the settings are made, they do not revert back to their initial values until they are changed again.
To edit the label formats:

- Press \texttt{FORMAT}.

\textbf{Note:} OFF is highlighted. This highlighting is like a cursor which shows the format setting that is currently “active”. Items can only be changed when they are highlighted.

- Use \texttt{<} and \texttt{>} to move the cursor and \texttt{HOME} and \texttt{END} to choose the appropriate setting. Change the label framing format (FRAME) to the box setting (□) and the horizontal alignment format (H.ALL) from LEFT to CENTER.

- Press \texttt{NEW BLOCK}.

Now, let's take a look at how to store text files for future use and how to recall them when desired. Detailed explanations of the machine's memory can be found in the \textit{Storing/Recalling/Deleting} section on pages 95 to 97.
To store the text file for future use:

- Press STORE. The text is stored as message “0” and can be recalled at any time.

A file can be assigned any number between 0 and 99 using NEW and STORE.

Let’s assume a file had already been stored as “0”. In this case, the message “OVERWRITE!” would appear when NEW is pressed.

- Press NEW and the previous file would be deleted and the new file would be saved as message “0”.

If you do not want to delete the previous file, press CANCEL to stop the operation.
Clearing removes all text from the working area. If you have not saved the information in the machine's memory, it will be lost. Since we have saved it, we can clear the working area without losing our work.

To clear the working area:

- Press **COD** + **BS**.
- Press **NEW LINE**.

Now, even though it is no longer displayed on the LCD, we can recall our copier instruction text file and print it.

To recall the text file:

- Press **COD** + **RECALL**.

Since the most recently stored file is displayed, which is, in this case, our desired file, press **NEW LINE**. The copier instruction file returns to the working area, where we can edit or print it.

Place original face down.
Turn off when finished.
Repairs: 123-4567
Finally, let's assume that we have three photocopier machines onto which we want to attach the same label. Therefore, we need to print three copies of the same text. A detailed explanation of the repeat printing function can be found in the Printing & Special Printing section on pages 98 to 99.

To print three copies of the label:

1. Press **CODE** + **SPECIAL PRINT**. The print options menu will be displayed.

2. Press **DOWN** and **END** until the COPIES setting (currently 1) is set to 3.

The PAUSE setting in Special print mode can be used to set whether or not the machine will pause while printing copies of labels so the tape can be cut.

To print without pausing between copies of labels:

1. Press **<** and **>** to select the PAUSE setting.

2. Press **DOWN** and **END** until the PAUSE setting (currently ON) is set to OFF.
If we now wished to print three copies of the label, we could simply press the **RETURN** key. Three framed and horizontally centered labels with characters using font F2 (Brussels) would be printed.

If the cut pause setting is turned off, the three copies would be printed continuously.

If the cut pause setting had been turned on, the machine would pause between the three copies so the tape could be cut.

Since this would use quite a lot of tape for an example, we can now press the **CANCEL** key to escape from Special print mode and return to our text.
Example 3

ADDRESS LABEL EXAMPLE

Impella, Inc.
20 South Main Street
Malden, London
Attn: Mr. Bill Reynolds

The label in this example can be printed on 3/4" (18-mm)- or 1" (24-mm)-wide tape.

Although the entered characters may not seem to align properly in the LCD display, they will line up correctly on the printed label.

In this quick practice session, we will make a multi-line address label with local formatting. The local formatting will be used to emphasize a certain portion of the message.

To prepare for a new label:

- Turn on the power.
- If the previous work session's text data is still displayed, press CODE + CLEAR and a confirmation message is displayed.
- Press NEW BLOCK.
Now, we will enter the address: Imports, Inc.; 29 South Main Street; Malden, London.

To input the text:

- Type "Imports, Inc." and press [.

- Type "29 South Main Street" and press [.

- Type "Malden, London" and press [.

- Press [ to zoom in on the message.

- Type "Attn.: Mr. Bill Reynolds".
Using the local format settings, we can now highlight a certain portion of our text by putting it in italics and underlining it. A detailed explanation of local formatting can be found on pages 79 to 86 and in the Local Formatting section on pages 75 to 76.

To emphasize the addressee’s name:

- Press $\text{0}$ until the cursor is positioned in front of the “M” in Mr.  
- Press $\text{AREA}$.

$\text{ES}$ The “M” will be highlighted, signifying that it will be included in the local formatting field.

- Press $\text{SHIFT} + \text{0}$ to highlight the characters “Mr. Bill Reynolds”, all the letters to be locally formatted.

- Press $\text{SIZE}$ to set the character size to 13 points. The character size setting appears on the display.

$\text{ES}$ The current STYLE setting is indicated by the upside-down triangle. When a triangle is not displayed, the normal style setting is applied to the characters.

- Press $\text{STYLE}$ until the character STYLE setting changes to bold. (The indicator above $\text{A}$ turns on.)

- Press $\text{ITAL}$ to turn on the italics setting. (The $\text{A}$ indicator comes on.)

- Press $\text{UNDFRM}$ until the highlighted characters are underlined.

- Press $\text{NEW BLOCK}$. The addressee’s name will now have its own special local format: bold, italicized and underlined characters.

- Press $\text{FORM}$ twice or $\text{FORM}$ to return to text entry mode.
Now, let's assume we wish to print one copy of this label to attach to a package.

To print one copy of the label:

- Press \texttt{CODE} + \texttt{PRINT} to display the print options menu.
- Press \texttt{UP} and \texttt{DOWN} until the \texttt{COPIES} setting (currently 3 from the previous example) is set to 1.
- Press \texttt{OK} to begin printing.
Example 4

STORAGE SHELF LABEL EXAMPLE

**B1**
Supplier:
AXZ Corp.
Main St.
Fairtown
IN: 95/1/28 - OUT: 95/2/28

The label in this example can be printed on 3/4" (18-mm)- or 1" (24-mm)-wide tape.

Although the entered characters may not seem to align properly in the LCD display, they will line up correctly on the printed label.

In this final example, we will make a storage shelf label. This label would be used to describe the parts stored on a shelf. WYSIWYG text entry mode is very convenient when making complex, multi-block labels since it allows you to see the label as it will appear after it is printed.

Each time the number of lines changes, a new block of text must be created. Therefore, the text for our label must be entered in three separate blocks.
In this practice session, we will use local formatting and the multi-block applications, as well as more specialized features, such as bar coding and numbering.

**To prepare for a new label:**
- Turn on the power.
- If the previous work session's text data is still displayed, press CODE and CLEAR and a confirmation message is displayed.
- Press NEW BLOCK.

Now, we will enter the storage shelf label text.

**To input the first block of text using font BIG F1:**
- Press \textbf{FONTS} until TITLE F1 is indicated and the TITLE F1 sample character is displayed.
- Type "B1".

\textbf{Note:} If you have any questions about basic inputting or editing, please review the previous examples or see For Your Information.

We now want to change from a one-line to a four-line block. In this case, we will not use a regular return, instead we will use the \textbf{NEW BLOCK} key. A detailed explanation of multi-block labelling can be found in the New Block section of For Your Information.
To input the remaining text:

- Press \[ \text{CODE} + \text{NEW BLOCK} \].

- Press \[ \text{FONTE} \] until F1 is selected and the F1 sample character is displayed.

- Type "Supplier:" and press \[ \text{NEW BLOCK} \].

- Then, type "AXZ Corp." and "Main St.", pressing \[ \text{NEW BLOCK} \] after each line.

- Press \[ \text{ZOOM} \] to zoom in on the message.

- Type "Fairtown"

- Press \[ \text{ZOOM} \] twice or \[ \text{CANCEL} \] to return to text entry mode.

- Press \[ \text{CODE} + \text{NEW BLOCK} \].

We now want to enter the text in the third block.

- Type "IN: 95/1/28 - OUT: 95/2/28" and press \[ \text{NEW BLOCK} \]. The cursor will move to the second line and the last characters of the line will move off the display.
Now, we must enter the bar code information, the last portion of our message. Though many options exist for bar codes, let’s assume you wish to use CODE 39 protocol with an undetermined (free) number of digits. A detailed explanation of bar coding can be found on pages 100 to 102. However, this explanation covers only the basics of this machine’s bar coding function and is not intended as a comprehensive introduction to bar coding.

To enter Bar code mode:
- Press CODE + . The bar code setting screen will appear.

If we wished to use a different protocol or change any of the default bar code settings, we would press the FORMAT key. However, since we will use the default settings for this example, we can immediately input our data.

To enter the bar code data:
- Type the code, “1584724”.
- Press .

To move the cursor quickly from block to block, use the >> and << keys. A detailed explanation of their operation can be found in the Cursor Movement section of For Your Information.
To emphasize the OUT date:

- Press \[ \text{< and >} \] until the cursor is positioned to the left of the "9", the first character to be locally formatted.

- Press \[ \text{A} \].

The "9" will be highlighted, signifying that it will be included in the local formatting field.

- Press \[ \text{<} \] until the characters "95/2/28", all the characters to be locally formatted, are highlighted.

- Press \[ \text{STYLE} \] until the character STYLE setting changes to bold. (The indicator above \[ A \] turns on.)

- Press \[ \text{UNIFORM} \] until the highlighted characters are framed with a rectangle.
Next, we will practice using the numbering function. This feature is particularly useful for serial numbers and other codes which require sequential numbering. In this example, let's assume that we would like to increase the “1” in our parts code while the bar code information remains the same.

To make “1” a numbering field:

- Press \( \text{NEW BLOCK} \) until the cursor is positioned to the left of the “1” in the parts code, the only number to be included in the numbering field.

- Press \( \text{CODE} + 2 \) and the message “SELECT FIELD!” is briefly displayed.

Then, the selected character will be highlighted.

- Press \( \text{NEW BLOCK} \) to select the numbering field and the NUMBER setting screen is displayed.
• Press PRINT or ←NEW BLOCK to print two copies of the label using the standard print settings. The number of the copy being printed is shown on the display.

If you wished to print labels “B1”, “B2” and so on, up to “B5”, for example, press HOME and END until 5 is displayed under the NUMBER setting, before pressing PRINT or ←.

The parts code increases automatically. After the designated number of labels are printed, the display shows the label with the numbering field increased to the next value.

With the numbering feature, the numbers or letters included in the field will automatically increase when each label is printed. A detailed explanation of this function can be found in the Sequential Numbering section on pages 56 to 57.

Congratulations! This completes the fourth and final practice session in Learning the Ropes. We hope that these exercises, which cover most of this machine’s features, have been both informative and enjoyable. If you wish, you can now go back and repeat any of these exercises, practice on your own or begin making your own labels. If you have questions about any of the operations, please turn to the For Your Information section of this manual.
For Your Information
In *For Your Information*, you will find detailed explanations of all the machine's features. Each topic is given its own page, making this reference section easy to use.

Operational examples of most features can also be found in the *Learning the Ropes* practice sessions. If you are a first time P-Touch user, we suggest that you work through these exercises before starting to make labels on your own. This *For Your Information* section provides supplementary information. When you have a question about a particular point, locate that topic in the "Finding Your Way" contents list and turn to the page indicated.
This *For Your Information* reference guide gives detailed explanations of all of this machine's features. The following list shows which topics are covered and on which page an explanation of their operation can be found.

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<td>65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DISPLAYING</td>
<td></td>
<td></td>
<td></td>
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<td>66</td>
<td></td>
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<td>67</td>
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<td></td>
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<td>Contrast</td>
<td>68</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td>MEMORY</td>
<td></td>
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<td></td>
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</table>
POWER BUTTON

BACKGROUND

The power button is located in the top right-hand corner of the machine's keyboard. When the power is turned on, the previous session's information is displayed. The machine will automatically turn off if no key is pressed within 5 minutes.

If batteries have been installed in the machine or if it has been plugged in using the optional AC adaptor, the machine's internal memory will retain the last message created and display it after the machine is turned on. This automatic backup feature allows you to stop work on a message, turn off the machine and return to it later without having to re-enter the message.

When the AC adaptor is plugged into the machine, unplugging the adaptor from the AC outlet can delete the contents of the memory, even if batteries are installed.

If six AA alkaline batteries have been installed or if the machine is plugged into an AC outlet using the AC adaptor, all data in the machine's memory will be retained. When changing the batteries, be sure to insert the new ones within five minutes of removing the old batteries, otherwise the messages in the working area and the memory will be lost.

The power button can also be used to "reset" the machine. This reset function is useful in two situations:

(1) To clear all text files and format changes from the machine's memory.

(2) To return the machine to a usable status if it has "locked up" (i.e. it does not respond when a key is pressed).

TO RESET THE MACHINE:

(1) Turn the power off.

(2) Hold down the CODE and R keys and turn the power back on.

Since all text files and format setting changes will be cleared from the memory, this should be done only as a last resort.
BACKGROUND

This machine has two different types of cursors.

The first, which resembles a bracket (|) in text entry mode or an underline in Auto format or Bar code mode, marks your current position in the text. Its operation is nearly identical to that of cursors on electronic typewriters or word processors. You can review and edit different parts of your message by moving the cursor backwards, forwards, up and down. Eight keys (←, →, ↑, ↓, HOME, END, ← and →) let you move this cursor. Their operations are explained in the Cursor Movement section.

While the text cursor is used to mark or select points in text messages, another type of cursor allows you to choose characters and various settings. When a setting is highlighted, that setting is currently "active". For example, if the box setting (□) is highlighted below the framing setting (FRAME) in Format mode, the characters are framed with a rectangle. Also, when you select text fields for numbering or local formatting, the currently selected characters will be highlighted.

Both of these cursors — the text cursor for pointing and the highlighting cursor for choosing — help you create, view and edit label messages.

EXAMPLE

- In Text mode

1️⃣ Property of:

FLASHING TEXT CURSOR

- In Auto format or Bar code mode

0️⃣ SYMBOL?

FLASHING TEXT CURSOR

- When activating settings or highlighting text

↑FRAME FEED ↓

FULL

HIGHLIGHTING (ACTIVATING) CURSOR
BACKGROUND

Most characters can be entered simply by pressing their keys. However, to enter uppercase letters, accented characters and some common symbols, three special keys are necessary.

SHIFT KEY: This key allows you to type symbols located on the upper part of the keys and capital letters; however, symbols and characters in red must be entered while in Alt mode. To type a capital “A”, hold down the SHIFT key and press the A key.

CAPS KEY: The SHIFT key is very useful for inputting a single capital letter, for example, at the beginning of a name. However, when you wish to enter a series of uppercase letters, the CAPS key should be used.

TO ENTER CAPS MODE:
Hold down the CODE key and press the CAPS key.
When this mode is on, the CAPS indicator on the top the LCD display turns on.

Using the SHIFT key in Caps mode will produce lowercase letters.
TITLE fonts will only produce uppercase letters.

In Caps mode, uppercase letters can be typed simply by pressing the character keys (i.e. pressing the SHIFT key is not necessary). However, when number keys are pressed, numbers — not the symbols above them — appear. To exit Caps mode, hold down the CODE key and press the CAPS key. The indicator will turn off.

ALT KEY: The ALT key allows you to input characters and symbols written in red on the keys.

TO ENTER A CHARACTER WRITTEN IN RED:
Hold down the ALT key and press the key of the desired character written in red. To exit Alt mode, release the ALT key.
CODE KEY

BACKGROUND
While the SHIFT, CAPS, and ALT keys allow you to select various characters and symbols, the CODE key allows you to choose various functions. Functions written in green can be selected by pressing the CODE key.

EXAMPLE

To use the memory recall function:
- Press CODE + 5.

To enter Symbol mode:
- Press CODE + 3.
BACKGROUND

This machine has many special marks and symbols that can be entered into your text. When entered, they act like normal characters and can be both edited and deleted.

Though several symbols can be found on the machine's key tops, 126 additional marks are available in Symbol mode.

OPERATION

TO ENTER A NON-KEY TOP SYMBOL:

1. Hold down the CODE key and press the SYMBOL key to enter Symbol mode.

2. Press the ▲ and ▼ keys until the symbol you wish to enter appears on the display.

3. Press the ► and ◄ keys until that symbol is highlighted.

4. Press the RETURN key to enter the symbol into your message.

To continuously enter many symbols, select each symbol, then hold down the CODE key and press the RETURN key. Press the RETURN key after you have entered your last symbol and want to leave Symbol mode.

The 126 symbols in Symbol mode cannot be entered in a bar code.
COMPOSITE CHARACTERS

BACKGROUND

In alphabets other than the English alphabet, composite characters, which consist of a letter and a diacritical mark, are often used. This machine can also display and print these characters. The diacritical marks available are ′, ′, ′, ′, ′, and .

Several composite characters can be found on the key tops. Characters such as é, à, and ñ can be entered in the same way as other characters. Before inputting a composite character as described below, check whether it is already available as a key-top character.

<table>
<thead>
<tr>
<th>Diacritical Mark</th>
<th>Letters which can be used</th>
</tr>
</thead>
<tbody>
<tr>
<td>′</td>
<td>AEIOUaeiou</td>
</tr>
<tr>
<td>′</td>
<td>AEIOUaeiou</td>
</tr>
<tr>
<td>′</td>
<td>AEIOUaeiou</td>
</tr>
<tr>
<td>′</td>
<td>AEIOUaeiou</td>
</tr>
<tr>
<td>′</td>
<td>AEIOUaeiou</td>
</tr>
<tr>
<td>.</td>
<td>Nn</td>
</tr>
<tr>
<td>.</td>
<td>Cc</td>
</tr>
</tbody>
</table>

OPERATION

TO INPUT A COMPOSITE CHARACTER:

(1) Enter the diacritical mark needed for the composite character.

(2) Type the letter you wish to combine with it.

The diacritical mark and the letter will alternately appear on the display.

If the letter cannot be combined with the diacritical mark (see the above chart), the chosen letter will take the place of the mark.

If you press a cursor movement key or the PRINT key after inputting a diacritical mark, nothing will occur. To continue inputting your message, you must either enter a character or delete the mark with the CANCEL key or the BACKSPACE key.


**BACKGROUND**

The **RETURN** key is located on the right side of the keyboard. It is the largest, and one of the most often used keys. The **RETURN** key has three basic functions:

**TO END A LINE:**

Like the **RETURN** key on a typewriter or word processor, this machine’s **RETURN** key lets you end one line of text and begin another. While entering the message, press the **RETURN** key when you have finished entering one line and wish to start the next. The cursor moves to the next line on the LCD display.

Press the **RETURN** key.

*Note: The maximum number of text lines in a single block is five. If the cursor is located on the fifth line and you press the **RETURN** key, an error message will appear. Since a block can only contain one text line when a TITLE font is used, an error message will appear if the **RETURN** key is pressed.*

<table>
<thead>
<tr>
<th>Tape</th>
<th>Maximum number of lines that can be printed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/4” (6 mm)</td>
<td>2</td>
</tr>
<tr>
<td>3/8” (9 mm)</td>
<td>3</td>
</tr>
<tr>
<td>1/2” (12 mm)</td>
<td>3</td>
</tr>
<tr>
<td>3/4” (18 mm)</td>
<td>5</td>
</tr>
<tr>
<td>1” (24 mm)</td>
<td>5</td>
</tr>
</tbody>
</table>
TO ENTER AND CHOOSE ITEMS:

The RETURN key can also be used to enter and choose items. For example, in Symbol mode, a large group of symbols are displayed. After you have chosen the symbol you want to appear in your message, it will be highlighted, signifying that it is the “active” symbol. If the RETURN key is pressed, that symbol will be entered into your text message. In addition, after creating a text format, pressing the RETURN key applies the currently displayed settings to the current label.

TO ANSWER “YES”:

Prompt questions sometimes appear on the LCD display, especially when the function that you have chosen will delete or affect files. In these cases, pressing the RETURN key is like answering positively. To answer “no”, press the CANCEL key.

If “yes”, press the RETURN key.
If “no”, press the CANCEL key.
NEW BLOCK

BACKGROUND

Any time the number of lines in a section of the label changes, a new block must be created. Creating a new block is different from local formatting, which changes the type style within that line or those groups of lines.

Compare these two labels:

AXZ CORP. (123) 456-7890

This is simply a single-block, single-line label with local formatting. After all the text has been typed in, the portion "(123) 456-7890" is assigned a smaller character size.

B1

Supplier:
AXZ Corp.
Main St.
Fairview

IN: 1/28
OUT: 2/28

This is a multi-block label. The first portion of this label is a single line, the second is four lines and the third, two lines. Therefore, when entering this type of text message, the NEW BLOCK key must be used.

After typing the first block of text, hold down the CODE key and press the NEW BLOCK key. The cursor will appear at the beginning of the first line in the next block.

The maximum number of blocks in a single label is five. If the cursor is located in the fifth block when the CODE key is held down and the NEW BLOCK key is pressed, an error message will appear.

When the cursor is positioned in the middle of a text block, holding down the CODE key and pressing the NEW BLOCK key causes the current block to be split into two.

OPERATION

TO ENTER THE TEXT FOR THE LABEL

(1) Type "TOMMY".

(2) Since the next portion of text is a new two-line block, hold down the CODE key and press the NEW BLOCK key.

(3) Type "CLASS 2".

(4) Press the RETURN key.

(5) Type "ROOM 104".
SEQUENTIAL NUMBERING

BACKGROUND

This machine's numbering feature allows you to designate a group of numbers and letters or a bar code as a "numbering" field and print a set number of labels in which the numbering field automatically increases by 1 after a label is printed. For example, a numbering field of 124 becomes 125. This type of automatic incrementation is very useful for printing serial number labels, production control labels or other labels requiring ascending codes.

OPERATION

TO DESIGNATE A PORTION OF TEXT AS A NUMBERING FIELD:

(1) Position the cursor in front of the first character (number or letter) or the bar code you wish to include in the field.

(2) Hold down the CODE key and press the SEQ. NUMBERING key. The message "SELECT FIELD!" is briefly displayed. The first character is highlighted, indicating that it is "active".

(3) Use the ▶ and ◄ keys to highlight all the characters to be included in the field.

The numbering field cannot contain characters with different format settings.

A numbering field can consist of a single bar code; no additional characters can be included in that numbering field.

A numbering field must be located entirely within one line of text of a single block. If you try to include text from two different lines or two different blocks in the numbering field, an error message will appear on the display.

(4) Press the RETURN key. The NUMBER setting screen will be displayed.

(5) Press the ▲ and ▼ keys until the desired setting appears. For example, if you want to count up from 10 to 15, set NUMBER to 6.

(6) Press the RETURN or PRINT key. After the set number of labels has been printed, the display shows the label with the numbering field increased to the next value.

In any text message, only one numbering field can be selected.

The maximum number of characters in a numbering field is five. If you try to choose more than five characters or insert an additional character into a five-character field, an error message will appear.

If you include a non-alphanumeric character such as a symbol in the numbering field, only the characters in the numbering field that can be increased will increment when the labels are printed, or only one label will be printed if only a non-alphanumeric character is included in the field.
• Letters and numbers automatically increase in the following manner:

<table>
<thead>
<tr>
<th>0</th>
<th>1</th>
<th></th>
<th>9</th>
<th>0</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>B</td>
<td></td>
<td>Z</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>a</td>
<td>b</td>
<td></td>
<td>z</td>
<td>a</td>
<td></td>
</tr>
</tbody>
</table>

• Spaces (shown as “_” in the table below) can be used to control the number of digits printed:

<table>
<thead>
<tr>
<th>0</th>
<th>0 _ 1</th>
<th></th>
<th>9 _ 0</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>_0</td>
<td>_0 _ 1</td>
<td></td>
<td>99 _ 0</td>
<td></td>
</tr>
<tr>
<td>A0</td>
<td>A0 _ A1</td>
<td></td>
<td>A9 _ B0</td>
<td></td>
</tr>
</tbody>
</table>

Spaces between letters in the numbering field simply adjust the space between them on the printed labels.
The **CANCEL** key is located in the bottom row of the keyboard. It has two basic functions.

**TO LEAVE AN OPERATION MODE WITHOUT TAKING ANY ACTION:**

In general, the **CANCEL** key returns you to the previous screen or activity. For example, if you enter an operation mode but decide you want to return to text entry or editing, you can press the **CANCEL** key.

Press the **FORMAT** key to enter Format mode.

To escape from Format mode without changing any settings, press the **CANCEL** key.

You will return to text entry mode.

Hold down the **CODE** key and press the **SPECIAL PRINT** key to enter Special print mode.

To escape from Special print mode without printing, press the **CANCEL** key.

You will return to text entry mode.
TO ANSWER "NO":

Prompt questions sometimes appear on the LCD display, especially when the function that you wish to perform will delete or affect files. In these cases, pressing the CANCEL key is like answering negatively. To answer "yes", press the RETURN key.

If "no", press the CANCEL key.
If "yes", press the RETURN key.

When an error message is displayed, pressing the CANCEL key allows you to return to what you were doing previously.
CURSOR MOVEMENT

BACKGROUND

After you have created a message, moving the cursor allows you to view or edit different parts of the text.

In general, pressing this key moves the cursor one space or character to the left. If the cursor is positioned at the beginning of a line when this key is pressed, the cursor moves to the end of the previous line.

Holding down the CODE key and pressing this key moves the cursor just before the first character of the current text block. If these keys are pressed again, the cursor moves to the first character of the previous block.

Holding down the SHIFT key and pressing this key moves the cursor to the beginning of the current line of text.

In general, pressing this key moves the cursor one space or character to the right. If the cursor is positioned at the end of a line when this key is pressed, the cursor moves to the beginning of the next line.

Holding down the CODE key and pressing this key moves the cursor just before the first character of the next text block.

Holding down the SHIFT key and pressing this key moves the cursor to the end of the current line of text.

Pressing this key moves the cursor just before the character directly above its current position in the previous line.

Holding down the CODE key and pressing this key positions the cursor at the beginning of the message.

Pressing this key moves the cursor just before the character directly below its current position in the next line.

Holding down the CODE key and pressing this key moves the cursor at the end of the message.
BACKGROUND

Two character entry modes can be used during text editing: Insert mode and Overwrite mode.

• INSERT MODE

This machine's default setting is Insert mode. This allows you to insert, or add, characters into the middle of your message. Characters are inserted at the location of the cursor and all characters following the insertion point move one space to the right.

TO ENTER INSERT MODE:

Hold down the CODE key and press the INSERT key so the INS indicator in the upper right-hand corner of the LCD display turns on.

• OVERWRITE MODE

This machine can also operate in Overwrite mode. This allows you to change or replace characters simply by typing new ones over them.

TO ENTER OVERWRITE MODE:

Hold down the CODE key and press the INSERT key so the INS indicator on the LCD display turns off.
EXAMPLE

INSERT MODE

TITLE | FONT
----- | -----
F1     | F2 F3 F4 F5

Imports, Inc.
Main St.

AUTO ZOOM | STYLE
FORMATS | A A A A A

Type "East" and add a space.

TITLE | FONT
----- | -----
F1     | F2 F3 F4 F5

Imports, Inc.
East Main St.

AUTO ZOOM | STYLE
FORMATS | A A A A A

OVERWRITE MODE

TITLE | FONT
----- | -----
F1     | F2 F3 F4 F5

Imports, Inc.
East Main St.

AUTO ZOOM | STYLE
FORMATS | A A A A A

Type "We".

TITLE | FONT
----- | -----
F1     | F2 F3 F4 F5

Imports, Inc.
West Main St.

AUTO ZOOM | STYLE
FORMATS | A A A A A
BACKGROUND

The BACKSPACE key allows you to remove unwanted characters from your message. It differs from the ▼ key, which simply moves the cursor without changing the message. The BACKSPACE key, however, removes the character preceding the cursor.

OPERATION

TO DELETE A CHARACTER:

1. Using the cursor movement keys, position the cursor immediately to the right of the character you want to delete.
2. Press the BACKSPACE key.

EXAMPLE

General operation:

- Press the CLEAR key five times.

If the cursor is located in front of the first character in a line when this key is pressed, the two lines are joined together.

- Press the CLEAR key.
LINE OUT

BACKGROUND
The LINE OUT key allows you to remove unwanted lines of text from your message. Any symbols in the deleted line are also removed.

OPERATION
TO DELETE A LINE OF TEXT:
(1) Using the cursor movement keys, position the cursor in the line you want to delete.
(2) Hold down the CODE key and press the LINE OUT key.

EXAMPLE

General operation:

- Press CODE + LINE OUT
BACKGROUND

The CLEAR key allows you to remove all text and symbols from the display and return the text formats to their default settings. In other words, the current text file is completely emptied. You can then begin entering an entirely new text message.

OPERATION

TO CLEAR A TEXT FILE:

(1) Hold down the CODE key and press the CLEAR key.

(2) Press the RETURN key.

The cursor can be located anywhere in the message.

EXAMPLE

General operation:

- Press CODE + BS and a confirmation message is displayed.

- Press ENTER.
ZOOM MODE

BACKGROUND

Zoom mode allows you to see how a label will appear when it is printed by zooming out from the text, or to see parts of the message in detail by zooming in. The cursor keys can be used to move the cursor so different parts of the message can be seen.

OPERATION

TO ENTER ZOOM MODE:

1. Press the ZOOM key and the display zooms in to enlarge the message.
2. Press the ZOOM key again and the display zooms out to show the message as it will appear when it is printed.
3. Press the ZOOM key one more time or the CANCEL key to return the display to the text entry screen.

EXAMPLE

General operation:

- Press ZOOM. The display zooms in on the message.
- Press ZOOM. The display zooms out from the message.
LABEL LENGTH

BACKGROUND
This mode briefly displays the length of the label in either inches or centimeters depending on the UNIT setting. For more information on changing the units that are displayed, see Display Units on page 91.

OPERATION
TO ENTER LABEL LENGTH MODE:
Hold down the CODE key and press the LABEL LENGTH key.
The length of the label is displayed briefly.

EXAMPLE

General operation:

- Press Code + and the label length is briefly displayed.

![Diagram of label length demonstration]


**CONTRAST**

**BACKGROUND**

This mode is used to adjust the contrast of the LCD display. Contrast mode can be entered from text entry mode or Auto format mode.

**OPERATION**

**TO CHANGE THE CONTRAST:**

1. Hold down the CODE key and press the CONTRAST key.
2. Press the ▶ and ◄ keys to adjust the contrast.
3. Press the RETURN key.

*Press the SPACE key to reset the contrast to its default setting.*

**EXAMPLE**

General operation:

- Press CODE + $ and the contrast setting is displayed.

- Press ◄ and ▶ to adjust the contrast, then press NEW BLOCK.
**AUTO FORMATS**

**BACKGROUND**

The **AUTO FORMATS** key is located in the lower left-hand corner of the keyboard. This mode allows you to quickly enter text into layout templates so labels can be printed easily by using the preset formats.

**OPERATION**

**TO PRINT A LABEL USING AUTO FORMAT MODE:**

1. Press the **AUTO FORMATS** key.
2. Press the ▲ and ▼ keys until your desired layout is displayed.
3. Enter the label contents and press the **RETURN** key.
4. Press the **PRINT** key to print the label.

**EXAMPLE**

**General operation:**

- Press **AUTO FORMATS**. The AUTO FORMATS indicator turns on.

- Press ▲ and ▼ to until your desired layout is displayed.

- Press **NAME?**.
The following chart lists the entries for the label templates, allowing you to easily select the appropriate preset layout.

<table>
<thead>
<tr>
<th>Label templates</th>
<th>Entries</th>
</tr>
</thead>
</table>
| **A** VCR VHS (3/4" (18 mm)) | 1 SYMBOL?  
2 TITLE?  
3 SUB-TITLE?  
4 DURATION?  
5 REC. MODE?  
6 DATE?  |
| **B** VCR 8mm-1 (3/8" (9 mm)) | 1 SYMBOL?  
2 TITLE?  
3 SUB-TITLE?  
4 DATE?  
5 REC. MODE?  |
| **C** VCR 8mm-2 (1/2" (12 mm)) | 1 SYMBOL?  
2 TITLE?  
3 SUB-TITLE?  
4 DURATION?  
5 REC. MODE?  
6 DATE?  |
| **D** VCR VHSC-1 (1/2" (12 mm)) | 1 TITLE?  
2 SUB-TITLE?  |
| **E** VCR VHSC-2 (3/4" (18 mm)) | 1 SYMBOL?  
2 TITLE?  
3 SUB-TITLE?  
4 DURATION?  
5 REC. MODE?  
6 DATE?  |
| **F** AUDIO-1 (1/4" (6 mm)) | 1 SYMBOL?  
2 TITLE?  
3 SUB-TITLE?  |
| **G** AUDIO-2 (3/8" (9 mm)), (1/2" (12 mm)) | 1 SYMBOL?  
2 TITLE?  
3 SUB TITLE?  |
| **H** AUDIO-3 (3/8" (9 mm)), (1/2" (12 mm)) | 1 SYMBOL?  
2 TITLE?  |
<table>
<thead>
<tr>
<th>Label templates</th>
<th>Entries</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NAME PLATE</strong></td>
<td>1 NAME?</td>
</tr>
<tr>
<td>(3/4” (18 mm)), (1” (24 mm))</td>
<td>2 COMPANY?</td>
</tr>
<tr>
<td><strong>ADDRESS</strong></td>
<td>1 NAME?</td>
</tr>
<tr>
<td>(3/4” (18 mm)), (1” (24 mm))</td>
<td>2 ADDRESS1?</td>
</tr>
<tr>
<td><strong>EQUIPMENT</strong></td>
<td>1 TITLE?</td>
</tr>
<tr>
<td>(3/4” (18 mm)), (1” (24 mm))</td>
<td>2 NAME?</td>
</tr>
<tr>
<td><strong>EQUIPMENT</strong> (1/2” (12 mm))</td>
<td>3 NUMBER?</td>
</tr>
<tr>
<td><strong>SLIDE</strong> (1/2” (12 mm))</td>
<td>1 TITLE?</td>
</tr>
<tr>
<td><strong>PRICE</strong> (3/4” (18 mm)), (1” (24 mm))</td>
<td>2 PRICE?</td>
</tr>
<tr>
<td><strong>SALE PRICE</strong></td>
<td>1 NAME?</td>
</tr>
<tr>
<td>(3/4” (18 mm)), (1” (24 mm))</td>
<td>2 OLD PRICE?</td>
</tr>
<tr>
<td><strong>FILE LONG</strong></td>
<td>1 TITLE?</td>
</tr>
<tr>
<td>(3/4” (18 mm)), (1” (24 mm))</td>
<td></td>
</tr>
<tr>
<td><strong>FILE LONGV</strong></td>
<td>1 TITLE?</td>
</tr>
<tr>
<td>(3/4” (18 mm)), (1” (24 mm))</td>
<td></td>
</tr>
<tr>
<td><strong>FILE SHORT</strong></td>
<td>1 TITLE?</td>
</tr>
<tr>
<td>(3/8” (9 mm)), (1/2” (12 mm)), (3/4” (18 mm)), (1” (24 mm))</td>
<td></td>
</tr>
<tr>
<td><strong>FLOPPY 3.5”</strong></td>
<td>1 TITLE?</td>
</tr>
<tr>
<td>(3/4” (18 mm)), (1” (24 mm))</td>
<td>2 SUB-TITLE?</td>
</tr>
<tr>
<td><strong>FLOPPY 5”</strong></td>
<td>1 TITLE?</td>
</tr>
<tr>
<td>(3/4” (18 mm)), (1” (24 mm))</td>
<td>2 SUB-TITLE?</td>
</tr>
</tbody>
</table>

**A VCR VHS (3/4” (18 mm))**

**CHAMPION'S CUP**

- **90min**
- **STANDARD**
- **AUG.5,1995**

**B VCR 8mm-1 (3/8” (9 mm))**

- **A SNOWY DAY**
  - **JAN.3,95**
  - **VAIDISAI**

**C VCR 8mm-2 (1/2” (12 mm))**

- **Kelly's 1st Birthday**
  - **Birthday Party**
  - **120min**
  - **SLOW**
  - **JAN.2,95**

**D VCR VHSC-1 (1/2” (12 mm))**

- **J&A WEDDING**
  - **St. Michael's Church**

---

71
LOCAL FORMATTING

BACKGROUND

<table>
<thead>
<tr>
<th>LOCAL FORMAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>FONT</td>
</tr>
<tr>
<td>SIZE</td>
</tr>
<tr>
<td>WIDTH</td>
</tr>
<tr>
<td>STYLE</td>
</tr>
<tr>
<td>ITAL</td>
</tr>
<tr>
<td>UNDL / FRM</td>
</tr>
</tbody>
</table>

The local format settings, shown in the table at the left, determine how the text is printed. After the text is entered, use the AREA and cursor keys to select the characters to be emphasized, then change the format using the local format keys below the LCD display. If the entire text is selected, the font, size, width, style, italicization, underlining and framing formats can be applied globally. In addition, local formats can be assigned before text entry.

Since the text entry mode is a WYSIWYG mode, the display shows the text with the selected formats so you can see how the label will appear after it is printed.

CREATING a local format can be done in two ways: by choosing the characters to be included and setting the format or by setting the format before entering the text.

TO CREATE A LOCAL FORMAT AFTER TEXT ENTRY:

(1) Position the cursor in front of the first character you wish to assign a local format.

(2) Press the AREA key. The first character will be highlighted.

(3) Move the cursor by pressing the cursor keys until all characters to which you wish to assign the local format are highlighted. Select all of the characters in the message to change the format of the entire text.

(4) Press the local format key, located below the LCD display, for the format to be set until the text appears on the display in the desired format.

(5) Repeat step (4) until the text is formatted as you wish.

(6) Press the RETURN key. This local format is applied to the chosen characters.

Press the AREA or CANCEL key at any time to return to text entry mode without setting a local format.

TO CREATE A LOCAL FORMAT BEFORE TEXT ENTRY:

(1) Press the local format key, located below the LCD display, for the format to be set until the sample text appears on the display in the desired format.

(2) Repeat step (1) until the sample character is formatted as you wish.

(3) Enter the text. All text will be entered using the applied format until the format settings are changed again.
General Operation:

- Press **CODE** + **A** to move the cursor to the beginning of the message, then press **ENTER**.
- Then, use **END** and **B** to highlight the entire message.
- Press **SIZE** until the character size is set to 10 points, **STYLE** until the indicator above the bold character style (A) comes on, and **ITAL** until the italics (A) indicator turns on.
- Press **NEWBLOCK**
# GLOBAL FORMATTING

## BACKGROUND

<table>
<thead>
<tr>
<th>GLOBAL FORMAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRAME</td>
</tr>
<tr>
<td>FEED</td>
</tr>
<tr>
<td>VERT</td>
</tr>
<tr>
<td>MIRROR</td>
</tr>
<tr>
<td>H. ALI</td>
</tr>
<tr>
<td>V. ALI</td>
</tr>
<tr>
<td>LENGTH</td>
</tr>
<tr>
<td>UNIT</td>
</tr>
</tbody>
</table>

The global format settings, shown in the table at the left, determine how the label is printed by establishing the orientation and alignment of the entire text message. These formats can be set at any time — before, during or after you enter your text.

Since the text entry mode is a WYSIWYG mode, the display shows the message with the selected formats so you can see how the label will appear after it is printed.

## OPERATION

**CREATING** a global format is very simple.

**TO CREATE A GLOBAL FORMAT:**

1. Press the **FORMAT** key.
2. Press the ▶ and ◄ keys until the first setting you wish to change is highlighted.
3. Press the ▲ and ◄ keys until the desired setting is displayed.
4. Repeat steps (2) and (3) until all settings are as you wish.
5. Press the **RETURN** key. This new format is applied to your entire text file and the LCD display returns to text entry mode.

### Notes

- Press the **FORMAT** key or the **CANCEL** key at any time to leave Format mode and return to text entry mode without making any changes.
- Press the **SPACE** key to return the highlighted format setting to its default setting.
- Hold down the **CODE** key and press the **SPACE** key to change all format settings back to their default settings (i.e. no underlining or framing, full tape feed, no vertical or mirror printing, left and bottom text alignment and automatic label length adjustment).
General Operation:

- Press [FORMAT].

- Use [ ] and [ ] to move the cursor and [ ] and [ ] to choose the appropriate setting. Change the label framing format (FRAME) to the box setting (□) and the horizontal alignment format (H.ALI) from LEFT to CENTER.

- Press [NEW BLOCK].
Eight different typefaces, or fonts, are available on this machine. The fonts are:

F1 (Helsinki)           TITLE F2 (Calgary)
F2 (Brussels)            TITLE F3 (Florida)
F3 (Bermuda)             TITLE F4 (Istanbul)
TITLE F1 (San Diego)     TITLE F5 (US)

The default setting is font F1.

**Note:** The TITLE fonts are only available if the message consists of only one line or if 1/2" (12-mm)-, 3/4" (18-mm)- or 1" (24-mm)-wide tape is installed. In addition, letters entered using a TITLE font will only appear in uppercase.

**OPERATION**

**TO ENTER TEXT WITH A DIFFERENT FONT:**

(1) Insert the cursor where you wish to begin using a new font.

(2) Press the **FONT** key until the sample character is displayed in the font you wish to use and your desired font is shown by the indicators above the LCD display.

(3) Enter the text to which the chosen font is to be applied.

**TO APPLY A FONT TO A SELECTED AREA:**

(1) Press the **AREA** key, then use the cursor keys to select the text to which you want to apply a new font.

(2) Press the **FONT** key until the text is displayed in the font you wish to use and your desired font is shown by the indicators above the LCD display.

(3) Press the **RETURN** key to apply the chosen font to the selected text.
BACKGROUND

There are two character size settings: size and width. Usually, you will want to use the largest characters possible for the given tape and message. With the size set to AUTO, the machine compares your inputted message with the tape size and automatically uses the largest characters possible. Sometimes, however, you will want to assign a particular character size and width. To do so, six point sizes are available and each can be printed in narrow, medium or wide characters. The sizes and widths are:

6, 10, 13, 19, 26 & 38 points (all are available in the following widths: medium, narrow or wide)

AUTO (The largest possible character size is automatically chosen.)
The default size is AUTO and the default width is medium.
The following chart shows the character sizes that can be used with the tape widths listed.

<table>
<thead>
<tr>
<th>Tape width</th>
<th>Size (pt)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&quot; (24 mm)</td>
<td>6, 10, 13, 19, 26, 38</td>
</tr>
<tr>
<td>3/4&quot; (18 mm)</td>
<td>6, 10, 13, 19, 20, 30</td>
</tr>
<tr>
<td>1/2&quot; (12 mm)</td>
<td>6, 10, 13, 19</td>
</tr>
<tr>
<td>3/8&quot; (9 mm)</td>
<td>6, 10, 13, 19</td>
</tr>
<tr>
<td>1/4&quot; (6 mm)</td>
<td>6, 10, 13</td>
</tr>
</tbody>
</table>

When the Split printing parameter in Special print mode is turned on, the message will be printed using a larger character size.

OPERATION

TO ENTER TEXT WITH A DIFFERENT SIZE/WIDTH:

(1) Insert the cursor where you wish to begin using a new character size or width.
(2) Press the SIZE key until the sample character is displayed in the character size you wish to use and press the WIDTI1 key until the desired width is displayed.
(3) Enter the text to which the chosen size or width is to be applied.
TO APPLY A SIZE/WIDTH TO THE SELECTED AREA:

1) Press the AREA key, then use the cursor keys to select the text to which you want to apply a new character size or width.

2) Press the SIZE key until the text is displayed in the character size you wish to use and press the WIDTH key until the text is displayed in the desired width.

3) Press the RETURN key to apply the chosen size or width to the selected text.

**EXAMPLE**

<table>
<thead>
<tr>
<th>SIZE</th>
<th>Wide</th>
<th>Medium</th>
<th>Narrow</th>
</tr>
</thead>
<tbody>
<tr>
<td>38pt</td>
<td>ABC</td>
<td>ABC</td>
<td>ABC</td>
</tr>
<tr>
<td>26pt</td>
<td>ABC</td>
<td>ABC</td>
<td>ABC</td>
</tr>
<tr>
<td>19pt</td>
<td>ABC</td>
<td>ABC</td>
<td>ABC</td>
</tr>
<tr>
<td>13pt</td>
<td>ABC</td>
<td>ABC</td>
<td>ABC</td>
</tr>
<tr>
<td>10pt</td>
<td>ABC</td>
<td>ABC</td>
<td>ABC</td>
</tr>
<tr>
<td>6pt</td>
<td>ABC</td>
<td>ABC</td>
<td>XXX</td>
</tr>
</tbody>
</table>
STYLE/ITALIC

BACKGROUND

Six single styles, which can all be combined with the italic style, are available. The styles are:

- Normal (No indicator)  
- Bold (A)  
- Outline (A)  
- Solid (A)  
- Shadow (A)  
- Outline + Shadow (A)

Italic & Normal (A)
Italic & Bold (A + A)
Italic & Outline (A + A)
Italic & Solid (A + A)
Italic & Shadow (A + A)
Italic & Outline + Shadow (A + A)

The default setting is normal with the italic style turned off. (No indicators are turned on.)

Characters printed using the smaller sizes may be difficult to read if certain style settings (e.g. Italic & Shadow) are applied.

OPERATION

TO ENTER TEXT WITH A DIFFERENT STYLE/ITALIC:

1. Insert the cursor where you wish to begin using a new character style.
2. Press the STYLE and ITAL keys until the sample character is displayed in the style you wish to use and your desired character style is shown by the indicators below the LCD display.
3. Enter the text to which the chosen style is to be applied.

TO APPLY A STYLE/ITALIC TO A SELECTED AREA:

1. Press the AREA key, then use the cursor keys to select the text to which you want to apply a new character style.
2. Press the STYLE and ITAL keys until the text is displayed in the style you wish to use and your desired character style is shown by the indicators below the LCD display.
3. Press the RETURN key to apply the chosen style to the selected text.
<table>
<thead>
<tr>
<th></th>
<th>Normal</th>
<th>Bold</th>
<th>Outline</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1</td>
<td>ABCDE</td>
<td>ABCDE</td>
<td>ABCDE</td>
</tr>
<tr>
<td>F2</td>
<td>ABCDE</td>
<td>ABCDE</td>
<td>ABCDE</td>
</tr>
<tr>
<td>F3</td>
<td>ABCDE</td>
<td>ABCDE</td>
<td>ABCDE</td>
</tr>
<tr>
<td>TITLE F1</td>
<td>ABCDE</td>
<td>ABCDE</td>
<td>ABCDE</td>
</tr>
<tr>
<td>TITLE F2</td>
<td>ABCDE</td>
<td>ABCDE</td>
<td>ABCDE</td>
</tr>
<tr>
<td>TITLE F3</td>
<td>ABCDE</td>
<td>ABCDE</td>
<td>ABCDE</td>
</tr>
<tr>
<td>TITLE F4</td>
<td>ABCDE</td>
<td>ABCDE</td>
<td>ABCDE</td>
</tr>
<tr>
<td>TITLE F5</td>
<td>ABCDE</td>
<td>ABCDE</td>
<td>ABCDE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Solid</th>
<th>Shadow</th>
<th>Outline + Shadow</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1</td>
<td>ABCDE</td>
<td>ABCDE</td>
<td>ABCDE</td>
</tr>
<tr>
<td>F2</td>
<td>ABCDE</td>
<td>ABCDE</td>
<td>ABCDE</td>
</tr>
<tr>
<td>F3</td>
<td>ABCDE</td>
<td>ABCDE</td>
<td>ABCDE</td>
</tr>
<tr>
<td>TITLE F1</td>
<td>ABCDE</td>
<td>ABCDE</td>
<td>ABCDE</td>
</tr>
<tr>
<td>TITLE F2</td>
<td>ABCDE</td>
<td>ABCDE</td>
<td>ABCDE</td>
</tr>
<tr>
<td>TITLE F3</td>
<td>ABCDE</td>
<td>ABCDE</td>
<td>ABCDE</td>
</tr>
<tr>
<td>TITLE F4</td>
<td>ABCDE</td>
<td>ABCDE</td>
<td>ABCDE</td>
</tr>
<tr>
<td>TITLE F5</td>
<td>ABCDE</td>
<td>ABCDE</td>
<td>ABCDE</td>
</tr>
<tr>
<td></td>
<td>Italic &amp; Normal</td>
<td>Italic &amp; Bold</td>
<td>Italic &amp; Outline</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------</td>
<td>--------------</td>
<td>-----------------</td>
</tr>
<tr>
<td><strong>F1</strong></td>
<td>ABCDE</td>
<td>ABCDE</td>
<td>ABCDE</td>
</tr>
<tr>
<td><strong>F2</strong></td>
<td>ABCDE</td>
<td>ABCDE</td>
<td>ABCDE</td>
</tr>
<tr>
<td><strong>F3</strong></td>
<td>ABCDE</td>
<td>ABCDE</td>
<td>ABCDE</td>
</tr>
<tr>
<td><strong>TITLE F1</strong></td>
<td>ABCDE</td>
<td>ABCDE</td>
<td>ABCDE</td>
</tr>
<tr>
<td><strong>TITLE F2</strong></td>
<td>ABCDE</td>
<td>ABCDE</td>
<td>ABCDE</td>
</tr>
<tr>
<td><strong>TITLE F3</strong></td>
<td>ABCDE</td>
<td>ABCDE</td>
<td>ABCDE</td>
</tr>
<tr>
<td><strong>TITLE F4</strong></td>
<td>ABCDE</td>
<td>ABCDE</td>
<td>ABCDE</td>
</tr>
<tr>
<td><strong>TITLE F5</strong></td>
<td>ABCDE</td>
<td>ABCDE</td>
<td>ABCDE</td>
</tr>
<tr>
<td></td>
<td>Italic &amp; Solid</td>
<td>Italic &amp; Shadow</td>
<td>Italic &amp; Outline + Shadow</td>
</tr>
<tr>
<td><strong>F1</strong></td>
<td>ABCDE</td>
<td>ABCDE</td>
<td>ABCDE</td>
</tr>
<tr>
<td><strong>F2</strong></td>
<td>ABCDE</td>
<td>ABCDE</td>
<td>ABCDE</td>
</tr>
<tr>
<td><strong>F3</strong></td>
<td>ABCDE</td>
<td>ABCDE</td>
<td>ABCDE</td>
</tr>
<tr>
<td><strong>TITLE F1</strong></td>
<td>ABCDE</td>
<td>ABCDE</td>
<td>ABCDE</td>
</tr>
<tr>
<td><strong>TITLE F2</strong></td>
<td>ABCDE</td>
<td>ABCDE</td>
<td>ABCDE</td>
</tr>
<tr>
<td><strong>TITLE F3</strong></td>
<td>ABCDE</td>
<td>ABCDE</td>
<td>ABCDE</td>
</tr>
<tr>
<td><strong>TITLE F4</strong></td>
<td>ABCDE</td>
<td>ABCDE</td>
<td>ABCDE</td>
</tr>
<tr>
<td><strong>TITLE F5</strong></td>
<td>ABCDE</td>
<td>ABCDE</td>
<td>ABCDE</td>
</tr>
</tbody>
</table>
UNDERLINING/FRAMING

BACKGROUND

Selected characters in your message can be highlighted by framing them with a box or a box with rounded corners, underlining them, crossing them out, or shading them. The types of underlines and frames are:

<table>
<thead>
<tr>
<th>Box</th>
<th>Underline</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC</td>
<td>ABC</td>
</tr>
<tr>
<td>Rounded Box</td>
<td>Strike-out</td>
</tr>
<tr>
<td>ABC</td>
<td>ABC</td>
</tr>
<tr>
<td></td>
<td>Fill Pattern</td>
</tr>
<tr>
<td></td>
<td>ABC</td>
</tr>
</tbody>
</table>

The default setting is no underline or frame.

When the entire text message is removed from the display with the CLEAR key, this format will return to its default setting (no underline or frame).

OPERATION

TO ENTER TEXT WITH UNDERLINING/FRAMING:

1. Insert the cursor where you wish to begin using a new frame.
2. Press the UNDL/FRM key until the sample character is displayed with the frame you wish to use.
3. Enter the text to which the chosen frame is to be applied.

TO APPLY UNDERLINING/FRAMING TO A SELECTED AREA:

1. Press the AREA key, then use the cursor keys to select the text to which you want to apply a new frame.
2. Press the UNDL/FRM key until the sample character is displayed with the frame you wish to use.
3. Press the RETURN key to apply the chosen frame to the selected text.
BACKGROUND

Unique labels can be created by framing your entire message using one of the many frames available. The types of frames are:

- Box
- Rounded Box
- Sale
- Pointing Finger
- Name Plate
- Dog
- Movie Film
- Dinosaur
- Telephone
- Hands
- Window
- Banner
- Fill Pattern

*This framing setting can only be applied to the entire label. It cannot be applied to only part of the text. However, the box, rounded box or the fill pattern can be applied locally by using the AREA and cursor keys to select the text, then pressing the UNDL/FRM key until the frame you wish to use is displayed.*

OPERATION

TO SELECT THE FRAMING STYLE:

1. Press the FORMAT key.
2. Press the ▲ and ▼ keys until the framing setting (FRAME) is highlighted.
3. Press the ▲ and ▼ keys until the frame you wish to use is displayed.

*The default setting (OFF) can be selected by pressing the SPACE key.*
4. Press the RETURN key.
BACKGROUND

This machine can be set to leave equal margins of between 1/6" (4 mm) and 1" (24 mm) on the left and right sides of your label. The tape feed settings are:

- FULL (1" (24 mm))
- NONE (1/6" (4 mm))
- NARROW (1/3" (8 mm))
- MEDIUM (1/2" (12 mm))

Since reducing the tape feed may decrease bar code readability, full tape feed is recommended when messages include bar codes. If instant (rub-on) lettering tape is installed, this setting will be ignored and the message will be printed with full margins.

OPERATION

TO SELECT A MARGIN WIDTH:

1. Press the FORMAT key.
2. Press the ▶ and ◀ keys until the tape feed setting (FEED) is highlighted.
3. Press the ▲ and ▼ keys until the margin width you wish to use is displayed.
   - The default setting (FULL) can be selected by pressing the SPACE key.
4. Press the RETURN key.
VERTICAL PRINTING

BACKGROUND

Characters in your message can be printed in a vertical orientation.

The vertical printing setting cannot be turned on if a TITLE font is used.

Vertical printing can only be applied to the entire label. It cannot be applied to only part of the text.

OPERATION

TO SET THE VERTICAL PRINTING FUNCTION:

(1) Press the FORMAT key.

(2) Press the ▶ and ◄ keys until the vertical printing setting (VERT) is highlighted.

(3) Press the ▲ and ▼ keys until the setting you wish to use is displayed.

The default setting (OFF) can be selected by pressing the SPACE key.

(4) Press the RETURN key.

EXAMPLE

DISPLAY

LABEL

89
MIRROR PRINTING

BACKGROUND

Your message can be printed as if it is seen through a mirror. When such labels (printed on clear tape) are affixed to glass, such as showroom windows, they can be correctly read from the opposite side.

Use clear tape when using the mirror printing setting to make a label.

Mirror printing can only be applied to the entire label. It cannot be applied to only part of the text.

OPERATION

TO SET THE MIRROR PRINTING FUNCTION:

1. Press the FORMAT key.
2. Press the ▶ and ◄ keys until the mirror printing setting (MIRROR) is highlighted.
3. Press the ▲ and ▼ keys until the setting you wish to use is displayed.

The default setting (OFF) can be selected by pressing the SPACE key.
4. Press the RETURN key.

EXAMPLE

DISPLAY

LABEL

ABC

ABC
HORIZONTAL ALIGNMENT

BACKGROUND

Characters in the blocks of your message can be horizontally aligned in any one of four ways:

LEFT
CENTER
RIGHT
JUSTIFY

The horizontal alignment setting can only be applied to the entire label. It cannot be applied to only part of the text.

If a tape length has been set, multi-block messages are assigned the JUSTIFY setting and spaces between the blocks are adjusted so that the text spreads out evenly along the tape.

OPERATION

TO SELECT A HORIZONTAL ALIGNMENT:

(1) Press the FORMAT key.

(2) Press the ▶ and ◄ keys until the horizontal alignment setting (H.ALI) is highlighted.

(3) Press the ▲ and ▼ keys until the setting you wish to use is displayed.

The default setting (LEFT) can be selected by pressing the SPACE key.

(4) Press the RETURN key.

EXAMPLE

<table>
<thead>
<tr>
<th>LEFT</th>
<th>CENTER</th>
<th>RIGHT</th>
<th>JUSTIFY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC</td>
<td>ABC</td>
<td>ABC</td>
<td>A B C</td>
</tr>
<tr>
<td>DEFGH</td>
<td>DEFGH</td>
<td>DEFGH</td>
<td>DEFGH</td>
</tr>
<tr>
<td>I</td>
<td>I</td>
<td>I</td>
<td>I</td>
</tr>
<tr>
<td>KLNO</td>
<td>KLNO</td>
<td>KLNO</td>
<td>KLNO</td>
</tr>
<tr>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>G</td>
<td>G</td>
<td>G</td>
<td>G</td>
</tr>
</tbody>
</table>
BACKGROUND

The blocks of your message can be vertically aligned in three ways:

BOTTOM
CENTER
TOP

The vertical alignment setting can only be applied to the entire label. It cannot be applied to only part of the text.

OPERATION

TO SELECT A VERTICAL ALIGNMENT:

(1) Press the FORMAT key.

(2) Press the ▼ and ▲ keys until the vertical alignment setting (V.ALI) is highlighted.

(3) Press the ▲ and ▼ keys until the setting you wish to use is displayed.

The default setting (BOTTOM) can be selected by pressing the SPACE key.

(4) Press the RETURN key.

EXAMPLE

BOTTOM  ABCABCABCABCABCABC
CENTER  ABCABCABCABCABCABC
TOP     ABCABCABCABCABCABCABC
LENGTH

BACKGROUND

The label length can be set using two different methods. With the size to AUTO, the machine compares your inputted message with the tape size and automatically adjusts the label length to fit your message. Sometimes, however, you will want to assign a label length regardless of the message's size. The label length can be set from 1.5" (3.8 cm) to 11.3" (28.7 cm). The label lengths are:

In inches: AUTO 1.5 1.6 .... 11.3 AUTO ....
In centimeters: AUTO 3.8 3.9 .... 28.7 AUTO ....

* The length setting can only be applied to the entire label. It cannot be applied to only part of the text.

When a setting other than AUTO is selected for the label length, the message "TOO LONG" is displayed if the text will not fit within the specified length.

OPERATION

TO SELECT A TAPE LENGTH:

(1) Press the FORMAT key.

(2) Press the ▲ and ▼ keys until the tape length setting (LENGTH) is highlighted.

(3) Press the ▲ and ▼ keys until the setting you wish to use is displayed. Pressing these keys once will increase the length by 0.1" (0.1 cm). Holding down these keys will increase the length in steps of 1" (1.0 cm) until the key is released.

* The default setting (AUTO) can be selected by pressing the SPACE key.

(4) Press the RETURN key.
DISPLAY UNITS

BACKGROUND

The measurements on the display are shown in either inches (inch) or centimeters (cm).

This setting is applied to all the measurements displayed. It is not available in local formatting.

OPERATION

TO SELECT THE UNITS OF THE MEASUREMENTS:

1. Press the FORMAT key.
2. Press the ▶ and ◄ keys until the display units setting (UNIT) is highlighted.
3. Press the ▲ and ▼ keys until the setting you wish to use is displayed.

The default setting (inch) can be selected by pressing the SPACE key.
4. Press the RETURN key.
STORING/RECALLING/DELETING

BACKGROUND
The machine's memory can be used to save and recall your most frequently used text messages. These messages remain in the memory, even if you clear the working area by holding down the CODE key and pressing the CLEAR key.

When stored, each file is given a number to make recall easier. File numbers are between 0 and 99. This machine's memory can store up to 3,400 characters. If the memory becomes full, subsequent storage attempts will cause the message "MEMORY FULL!" to be displayed. In this case, you must delete an existing text file before you can store the new one.

When a stored text file is recalled, a copy of that file is placed into the working area and can be edited, reformatted or printed. Since a copy is used, the original file is not removed from the memory, you can recall the same file any number of times without changing it. When recalling a file, if some text is currently in the working area, you must choose whether to replace the working area text with the stored file or to join them.

When a file is no longer needed, you can erase it from the memory using the M.DEL function. This function can also be used to make space in the memory when it is full.

OPERATION

TO STORE A TEXT FILE IN THE MEMORY:

(1) Hold down the CODE key and press the STORE key.
(2) Press the ▲ and ▼ keys to choose a number between 0 and 99.
(3) Press the RETURN key. The file is saved and can be recalled at any time.
   ⚠️ If a file is already stored under the selected number, you will be asked whether you want to overwrite the previous message with the new one.

To replace the stored file with the new message:
(4) Press the RETURN key. The new file will be stored under the selected number and the previously stored file will be deleted.
   ⚠️ Press the CANCEL key or the CODE and STORE keys at any time to leave Store mode without storing your message.

TO RECALL A FILE FROM THE MEMORY:

(1) Hold down the CODE key and press the RECALL key. The number and the first characters of the most recently stored file are displayed.
(2) Press the ▲ and ▼ keys until the file you want to recall is displayed.
(3) Press the RETURN key.
If there is no text in the working area, the file is now recalled. If there is some text in the working area, you will now be asked whether you want to join or overwrite the text with the recalled file.

To replace the working area text with the recalled file:

4. Press the ▲ and ▼ keys until OFF is displayed in the JOIN selection area.

5. Press the RETURN key. The stored text file is recalled and overwrites the message in the working area.

If you choose to join the file and the working area text, the recalled file will be inserted in a new block at the cursor's position in the working area.

Press the CANCEL key or the CODE and RECALL keys at any time to leave Recall mode without performing any action.

EXAMPLE

General Operation:

- Press CODE + RECALL. Press ▲ and ▼ until the text file you want to recall, "AXZ", is displayed.

- Press NEWBLOCK. A message is shown asking whether you wish to join the recalled message with the message currently entered in the display.

- Press NEWBLOCK to replace the working area text with the recalled file.
TO DELETE A FILE FROM THE MEMORY:

(1) Hold down the CODE key and press the M. DEL key.

(2) Press the ▲ and ▼ keys until the file you want to delete is displayed.

Hold down the CODE key and press the SPACE key to select all the files in the memory. If you then decide not to delete all of the files in the memory, hold down the CODE key and press the CLEAR key.

(3) Press the RETURN key. The message “OK TO DELETE?” or “CLEAR ALL?” will be displayed.

(4) To confirm, press the RETURN key again. The selected file or files are deleted.

Press the CANCEL key or the CODE and M. DEL keys at any time to leave Memory delete mode without deleting the selected file or files.
PRINTING & SPECIAL PRINTING

BACKGROUND

The PRINT key lets you print your text on the installed tape. The SPECIAL PRINT key allows you to set the number of copies of the label that will be printed, set whether the machine will pause between copies so that the tape can be cut, and turn the split printing function on and off.

<table>
<thead>
<tr>
<th>PARAMETER</th>
<th>SETTINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copies (COPIES)</td>
<td>1 to 99</td>
</tr>
<tr>
<td>Tape cut pause (PAUSE)</td>
<td>ON, OFF</td>
</tr>
<tr>
<td>Split printing (SPLIT)</td>
<td>OFF, ON</td>
</tr>
</tbody>
</table>

COPYES - This parameter determines how many copies of the current label will be printed.

TAPE CUT PAUSE - This parameter determines whether the machine will pause between copies so that the tape can be cut.

The left margin on the first label will be 1” (24 mm) even if this parameter is set to OFF.

SPLIT PRINTING - This parameter determines whether the label will be split lengthwise and printed as two labels.

OPERATION

TO PRINT A LABEL:

Press the PRINT key. The text is printed once.

If the PRINT key is pressed in Auto format mode when the installed tape cassette is not the correct size for the label being printed, a message will appear to instruct you on which tape to install.

Press the FEED key to feed 1” (24 mm) of tape.

TO PRINT A LABEL USING A SPECIAL PRINT PARAMETER:

1. Hold down the CODE key and press the SPECIAL PRINT key.

If the default settings are O.K. (see Example), press the RETURN key.

To change the special print settings:

2. Press the ▲ and ▼ keys until the first setting you wish to change is highlighted.

3. Press the ▲ and ▼ keys until the desired setting is displayed. When the COPIES parameter is being set and these keys are pressed once, the setting will change by 1. However, if either of these keys are held down, the setting will continue changing in steps of 5 until the key is released.
The default setting of the highlighted parameter can be selected by pressing the **SPACE** key or all special print settings can be returned to their default settings by holding down the **CODE** key and pressing the **SPACE** key.

(4) Repeat steps (2) and (3) until your desired settings are displayed.
(5) Press the **RETURN** key. The labels are printed using the print parameters that have been set.

**EXAMPLE**

**Text Message**

![Text Editor Interface]

**Default Print Settings**
- **COPIES:** 1
- **PAUSE:** ON
- **SPLIT:** OFF

**Custom Print Settings**

**Example 1**
- **COPIES:** 2
- **PAUSE:** OFF
- **SPLIT:** OFF

**Example 2**
- **COPIES:** 1
- **PAUSE:** ON
- **SPLIT:** ON

If the Split printing parameter is set to ON, labels like those shown above are printed. To put them together so there is no break in the characters, cut off the blank spaces on the bottom of the top label and on the top of the bottom label.

When the Split printing parameter is turned on, only one full copy of the label will be printed, regardless of the copies parameter setting.
The Bar Coding function, which enables bar codes to be printed as part of labels, is one of this machine’s most advanced features.

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

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

Use tape with black characters on white adhesive when making labels containing bar codes.

In Bar code mode, six different parameters can be set, allowing you to create custom bar codes.

<table>
<thead>
<tr>
<th>PARAMETER</th>
<th>SETTINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bar code width (WIDTH)</td>
<td>MEDIUM, SMALL, LARGE</td>
</tr>
<tr>
<td>Numbers printed below bar code (UNDER#)</td>
<td>ON, OFF</td>
</tr>
<tr>
<td># of characters in code (CHARS)</td>
<td>AUTO, 4 to 22</td>
</tr>
<tr>
<td>Ratio (RATIO)</td>
<td>3:1, 2.5:1, 2:1</td>
</tr>
<tr>
<td>Check digit (CH. DIG)</td>
<td>OFF, ON</td>
</tr>
</tbody>
</table>

We recommend printing bar codes using the MEDIUM or LARGE width and FULL tape feed.

When the tape feed is reduced or a SMALL bar code width is used, the bar code may be difficult to read.
OPERATION

TO ENTER A BAR CODE INTO YOUR MESSAGE:

(1) Hold down the CODE key and press the BARCODE key. If the cursor is located in a bar code that has already been entered, the current bar code settings will be displayed.

(2) Enter the bar code data. If you wish to edit an existing bar code, enter the new data.

To edit the bar code settings:

(3) Press the FORMAT key.

(4) Press the ▲ and ▼ keys until the first setting you wish to change is highlighted.

(5) Press the ▲ and ▼ keys until the desired setting is displayed.

(6) Repeat steps (4) and (5) until all settings are as you wish.

(7) Press the RETURN key.

(8) Hold down the CODE key and press the SYMBOL key, then press the ▲ and ▼ keys until the appropriate symbol is displayed.

The following symbols can only be entered when using protocols EAN 128 or CODE 128.

<table>
<thead>
<tr>
<th>VALUE</th>
<th>CHARACTER</th>
<th>VALUE</th>
<th>CHARACTER</th>
<th>VALUE</th>
<th>CHARACTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>#</td>
<td>71</td>
<td>BEL</td>
<td>89</td>
<td>EM</td>
</tr>
<tr>
<td>4</td>
<td>$</td>
<td>72</td>
<td>BS</td>
<td>90</td>
<td>SUB</td>
</tr>
<tr>
<td>11</td>
<td>+</td>
<td>73</td>
<td>HT</td>
<td>91</td>
<td>ESC</td>
</tr>
<tr>
<td>28</td>
<td>&lt;</td>
<td>74</td>
<td>LF</td>
<td>91</td>
<td>{</td>
</tr>
<tr>
<td>29</td>
<td>=</td>
<td>75</td>
<td>VT</td>
<td>92</td>
<td>FS</td>
</tr>
<tr>
<td>30</td>
<td>&gt;</td>
<td>76</td>
<td>FF</td>
<td>92</td>
<td>I</td>
</tr>
<tr>
<td>32</td>
<td>@</td>
<td>77</td>
<td>CR</td>
<td>93</td>
<td>GS</td>
</tr>
<tr>
<td>59</td>
<td>[</td>
<td>78</td>
<td>SO</td>
<td>93</td>
<td>}</td>
</tr>
<tr>
<td>60</td>
<td>\</td>
<td>79</td>
<td>SI</td>
<td>94</td>
<td>RS</td>
</tr>
<tr>
<td>61</td>
<td>]</td>
<td>80</td>
<td>DLE</td>
<td>94</td>
<td>~</td>
</tr>
<tr>
<td>63</td>
<td>_</td>
<td>81</td>
<td>DC1</td>
<td>95</td>
<td>US</td>
</tr>
<tr>
<td>64</td>
<td>NUL</td>
<td>82</td>
<td>DC2</td>
<td>95</td>
<td>DEL</td>
</tr>
<tr>
<td>65</td>
<td>SOH</td>
<td>83</td>
<td>DC3</td>
<td>96</td>
<td>FNC 3</td>
</tr>
<tr>
<td>66</td>
<td>STX</td>
<td>84</td>
<td>DC4</td>
<td>97</td>
<td>FNC 2</td>
</tr>
<tr>
<td>67</td>
<td>ETX</td>
<td>85</td>
<td>NAK</td>
<td>100</td>
<td>FNC 4</td>
</tr>
<tr>
<td>VALUE</td>
<td>CHARACTER</td>
<td>VALUE</td>
<td>CHARACTER</td>
<td>VALUE</td>
<td>CHARACTER</td>
</tr>
<tr>
<td>-------</td>
<td>-----------</td>
<td>-------</td>
<td>-----------</td>
<td>-------</td>
<td>-----------</td>
</tr>
<tr>
<td>68</td>
<td>EOT</td>
<td>86</td>
<td>SYN</td>
<td>102</td>
<td>FNC1</td>
</tr>
<tr>
<td>69</td>
<td>ENQ</td>
<td>87</td>
<td>ETB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70</td>
<td>ACK</td>
<td>88</td>
<td>CAN</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following symbols can only be entered when using protocols CODE 39 or CODABAR.

<table>
<thead>
<tr>
<th>SYMBOL</th>
<th>CHARACTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>+</td>
</tr>
<tr>
<td>2</td>
<td>$</td>
</tr>
</tbody>
</table>

(9) When your have finished, press the RETURN key.

**TO DESIGNATE A BAR CODE AS A NUMBERING FIELD:**

(1) Position the cursor immediately before the bar code mark which you wish to select as the numbering field.

(2) Hold down the CODE key and press the SEQ. NUMBERING key.

(3) Press the ▲ and ▼ keys until the desired NUMBER setting appears.

(4) Press the RETURN key. The set number of labels are printed.
General Operation:

- Press **CODE** + **SRC/DES**

- Press **FORMAT**.

- Press **CODE** until EAN128 is displayed.

- Press **NEW LINE**.
- Enter the bar code information ("123456").

- Press the [NEW BLOCK] button.
## ERROR MESSAGE LIST

<table>
<thead>
<tr>
<th>ERROR MESSAGE</th>
<th>CAUSE</th>
<th>REMEDY</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 DIGIT MIN.</td>
<td>• A minimum of four digits must be entered in a bar code. This message appears when less than four digits are entered.</td>
<td>• Enter a minimum of four digits before pressing the RETURN key.</td>
</tr>
<tr>
<td>5 BARS LIMIT!</td>
<td>• Each label can contain no more than five bar codes. This message appears if five bar codes already exist when you press the BAR-CODE key or if you attempt to join a text file recalled from the memory to the current message, causing the number of bar codes to exceed the limit.</td>
<td>• Limit the number of bar codes in the text message to five.</td>
</tr>
<tr>
<td>5 LINE LIMIT!</td>
<td>• Each block of text in a label can contain no more than five lines. This message appears if five lines already exist when you press the RETURN key or if you try to join a text file recalled from the memory to the current message, causing the block to exceed the five line limit. • This message appears if the cursor is positioned at the beginning of a block when you press the BACKSPACE key to join two blocks, resulting in a block containing a total of more than five lines.</td>
<td>• Limit the number of lines in the current block to five and press the NEW BLOCK key. • Adjust the total number of lines in the two blocks so that they will have no more than five lines after they are joined, otherwise do not attempt to join the two blocks.</td>
</tr>
<tr>
<td>5 BLOCK LIMIT!</td>
<td>• Each label can contain no more than five blocks. This message appears if five blocks already exist when you press the NEW BLOCK key or if you try to join a text file recalled from the memory to the current message, causing the message to exceed the five block limit.</td>
<td>• Limit the number of blocks in the text message to five.</td>
</tr>
<tr>
<td>ERROR MESSAGE</td>
<td>CAUSE</td>
<td>REMEDY</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------</td>
</tr>
<tr>
<td>BATTERIES WEAK</td>
<td>• This message appears when the installed alkaline batteries become weak.</td>
<td>• Replace the batteries or use the AC adaptor.</td>
</tr>
<tr>
<td>BUFFER EMPTY!</td>
<td>• This message appears if the LABEL LENGTH, AREA or SEQ. NUMBERING key is pressed when the working area buffer is empty.</td>
<td>• Enter some text before entering Label length, Area, or Seq. numbering mode.</td>
</tr>
<tr>
<td></td>
<td>• This message appears if you try to print, but no text has been entered into the working area.</td>
<td>• Enter text before printing.</td>
</tr>
<tr>
<td></td>
<td>• This message appears if you try to store a message as a text file, but no text has been entered into the working area.</td>
<td>• Enter text before storing.</td>
</tr>
<tr>
<td>BUFFER FULL!</td>
<td>• There is a limit on the amount of text that can be entered into the working area. This message appears if you try to enter a character, a diacritical mark, return, new block or space when the working area buffer is already full.</td>
<td>• You cannot enter any additional text in this text message. Delete existing text so that more text can be entered.</td>
</tr>
<tr>
<td></td>
<td>• This message appears if a text format (font, size width, style, italicization, underlining or framing) key is pressed when the working area buffer is already full.</td>
<td>• Press the CANCEL key and delete some of the text before changing the text format.</td>
</tr>
<tr>
<td></td>
<td>• This message appears if the RETURN key is pressed in Symbol or Bar code mode when the working area buffer is already full.</td>
<td>• Press the CANCEL key and delete some of the text before entering a symbol or bar code.</td>
</tr>
<tr>
<td></td>
<td>• This message appears if you try to join a text file recalled from the memory to the current message when the working area buffer is already full.</td>
<td>• Press the CANCEL key and delete some of the text before joining the file to the current message.</td>
</tr>
<tr>
<td>ERROR MESSAGE</td>
<td>CAUSE</td>
<td>REMEDY</td>
</tr>
<tr>
<td>----------------</td>
<td>----------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| CAN'T HERE     | • This message appears if a character, symbol, return or new block is entered while the cursor is located in a bar code field.  
                     • This message appears if the cursor is located in a bar code field and a text format (font, size width, style, italicization, underlining or framing) key is pressed.  
                     • This message appears if a text file is recalled and joined to the current message while the cursor is located in a bar code field. | • Move the cursor or delete the bar code field before entering the character, symbol, return or new block.  
                     • Move the cursor or delete the bar code field before pressing the text format key.  
                     • Move the cursor or delete the field before recalling the text file. |
| CHANGE ADAPTOR | • This message appears if a high-voltage adaptor is being used.      | • Remove the high-voltage adaptor and install the optional 7.0 V 1.2 A AC adaptor. |
| ERROR! UL/FRM  | • A maximum of 25 characters can be underlined or framed. This message appears if you try to underline or frame more than 25 characters. | • Reduce the number of characters that are underlined or framed.         |
| FIXED SIZE!    | • This message appears if the RETURN key is pressed when a TITLE font is selected.  
                     • This message appears if a 1/4” (6-mm)- or 3/8” (9-mm)-wide tape is inserted when text is entered using a TITLE font.  
                     • This message appears if the character size is changed when a TITLE font is selected. | • Change the font.  
                     • Insert a tape cassette that is wide enough for TITLE font text to be printed on it.  
                     • Since the size is fixed, do not change it. |
<table>
<thead>
<tr>
<th>ERROR MESSAGE</th>
<th>CAUSE</th>
<th>REMEDY</th>
</tr>
</thead>
<tbody>
<tr>
<td>INPUT ABCD AT BEGIN&amp;END</td>
<td>• This message appears when the CODABAR protocol is used in Bar code mode, but a letter between A and D has not been entered at the beginning and end of the bar code.</td>
<td>• Enter a letter between A and D at the beginning and end of the bar code.</td>
</tr>
<tr>
<td>INPUT WHOLE CODE</td>
<td>• In Bar code mode, the number of digits required for a code can sometimes be set. This message appears if the set number of digits are not entered while inputting the bar code data.</td>
<td>• Input the correct number of digits or change the number of digits set in the bar code parameters.</td>
</tr>
</tbody>
</table>
| INVALID CHRS!          | • Numbering fields must be located within a single line. This message appears if characters in different lines are selected as the numbering field.  
• Numbering fields cannot contain both characters and a bar code. This message appears if a bar code is selected together with other characters as a numbering field. | • Adjust the numbering field so that it contains characters located within a single line of text.  
• Select either the bar code or the characters alone as the numbering field. |
<p>| KEY ERROR -XX-         | • This message appears when there is a problem with the machine's circuits. | • Contact your service representative |</p>
<table>
<thead>
<tr>
<th>ERROR MESSAGE</th>
<th>CAUSE</th>
<th>REMEDY</th>
</tr>
</thead>
<tbody>
<tr>
<td>LENGTH LIMIT!</td>
<td>• The length of one label message is limited to one meter. This message appears if a character, symbol, diacritical mark, bar code, space, return or new block is entered, causing the text to exceed the one meter limit.</td>
<td>• Delete some of the text or reduce the character size.</td>
</tr>
<tr>
<td></td>
<td>• This message appears if the entered text exceeds the one meter limit when the power is turned on or while trying to print.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• This message appears if a file is recalled and joined to the current message, causing the text to exceed the one meter limit.</td>
<td>• Delete some of the text or reduce the character size.</td>
</tr>
<tr>
<td></td>
<td>• This message appears if the RETURN key is pressed in Format mode, causing the text to exceed the one meter limit.</td>
<td>• Press the CANCEL key and delete some of the text before recalling the file or joining the working area text and the file.</td>
</tr>
<tr>
<td>LINE LIMIT!</td>
<td>• This message appears if the number of lines in the text is greater than the maximum number of lines possible for the installed tape.</td>
<td>• Press the CANCEL key and delete some of the text before entering a frame or other global format setting.</td>
</tr>
<tr>
<td>MEMORY FULL!</td>
<td>• This machine can store about 3,400 characters in its memory. This message appears when you try to store a message that is too large to fit in the available memory space.</td>
<td>• Stop trying to store the message or delete an unwanted file to make room for the new one.</td>
</tr>
<tr>
<td>NO FILES!</td>
<td>• This message appears if you try to recall or delete a text file from the memory when none are currently stored.</td>
<td>• Do not attempt to recall or delete a text file.</td>
</tr>
<tr>
<td>NO TAPE!</td>
<td>• This message appears if you attempt to print a label or feed the tape when a tape cassette is not installed.</td>
<td>• Install a tape cassette and try again.</td>
</tr>
<tr>
<td>ERROR MESSAGE</td>
<td>CAUSE</td>
<td>REMEDY</td>
</tr>
<tr>
<td>--------------------</td>
<td>----------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>NUMBERING BUFFER</td>
<td>• This message appears if the RETURN key is pressed in Seq. numbering</td>
<td>• Press the CANCEL key and delete some of the text before entering Seq.</td>
</tr>
<tr>
<td>FULL</td>
<td>mode when the working area buffer is already full.</td>
<td>numbering mode.</td>
</tr>
<tr>
<td>RAM PROBLEM!</td>
<td>• This message appears if there is a problem with the machine's</td>
<td>• Contact your service representative.</td>
</tr>
<tr>
<td></td>
<td>random access memory.</td>
<td></td>
</tr>
<tr>
<td>REPLACE BATTERIES!</td>
<td>• This message appears when the installed alkaline batteries are</td>
<td>• Replace the batteries or use the AC adaptor.</td>
</tr>
<tr>
<td></td>
<td>about to run out.</td>
<td></td>
</tr>
<tr>
<td>ROM PROBLEM!</td>
<td>• This message appears if there is a problem with the machine's</td>
<td>• Contact your service representative.</td>
</tr>
<tr>
<td></td>
<td>read only memory.</td>
<td></td>
</tr>
<tr>
<td>SYSTEM ERROR!</td>
<td>• This message appears if there is a problem with the machine's</td>
<td>• Contact your service representative.</td>
</tr>
<tr>
<td></td>
<td>software.</td>
<td></td>
</tr>
<tr>
<td>TOO HIGH!</td>
<td>• This message appears if the size of the text is larger than the</td>
<td>• Reduce the size of the characters or install a tape of greater width.</td>
</tr>
<tr>
<td></td>
<td>width of the installed tape.</td>
<td></td>
</tr>
<tr>
<td>TOO LONG!</td>
<td>• This message appears if the width of the text is longer than the</td>
<td>• Delete some of the text, reduce the character width or increase the</td>
</tr>
<tr>
<td></td>
<td>label length that has been set.</td>
<td>preset label length.</td>
</tr>
<tr>
<td></td>
<td>• This message appears if the text inputted as an entry in Auto</td>
<td>• Enter fewer characters.</td>
</tr>
<tr>
<td></td>
<td>format mode exceeds the preset length.</td>
<td></td>
</tr>
<tr>
<td>WRONG SELECT</td>
<td>• This message appears if more than five characters are selected as</td>
<td>• Limit the numbering field to five characters.</td>
</tr>
<tr>
<td></td>
<td>the numbering field.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• This message appears if characters with different format settings</td>
<td>• Only select characters with identical format settings.</td>
</tr>
<tr>
<td></td>
<td>are selected as the numbering field.</td>
<td></td>
</tr>
</tbody>
</table>
# TROUBLESHOOTING

<table>
<thead>
<tr>
<th>PROBLEM</th>
<th>REMEDY</th>
</tr>
</thead>
</table>
| 1. The display stays blank after you have turned on the machine. | • Check that the AC adaptor is attached properly.  
• If you are using alkaline batteries, check that they are properly inserted.  
• If the batteries are low, replace them. |
| 2. The machine does not print or the printed characters are blurred. | • Check that the tape cassette has been inserted properly.  
• If the tape cassette is empty, replace it with a new one.  
• Make sure that the tape cassette cover has been closed. |
| 3. The printed characters are not formed properly. | • If you are using alkaline batteries, they may be low. Try using the AC adaptor. |
| 4. Striped tape appears. | • You have reached the end of the tape. Replace it with a new tape. |
MACHINE SPECIFICATIONS

HARDWARE

Input device: KEYBOARD - 63 keys

LCD: 112 × 32 dots
17 indicators

Print tape: Pressure-sensitive, adhesive-based
26' 3” (8 m) long
5 widths available:
   1/4” (6 mm)
   3/8” (9 mm)
   1/2” (12 mm)
   3/4” (18 mm)
   1” (24 mm)

Power supply: 6 AA alkaline batteries
(optional AC adaptor model AD-30)
Auto power off after 5 minutes

Print head: 128 dot / 180 dpi

Dimensions: 8 1/2” × 8 1/2” × 2 2/3” (215 × 215 × 68 mm)

Weight: 2 lbs 3 oz (1 kg)

SOFTWARE

Character size: 6 sizes (6, 10, 13, 19, 26 and 38 points) + AUTO
All are available in NARROW, MEDIUM and WIDE

Character fonts: 8 built-in typefaces

Buffer size: Single line - 1 m or 255 characters
Multi-line
Multi-block

Memory size: 3,400 characters

Number of characters: 247 characters

Print styles: Normal, Bold, Outline, Solid, Shadow and Outline + Shadow (all can be combined with Italic)
The P-Touch 540 features the following:

- WYSIWYG display
- Auto format
- Multi-line printing (up to 5 lines)
- Multi-block printing (up to 5 blocks)
- 6 sizes & 12 styles
- Text and label framing
- Text underlining
- Vertical printing
- Mirror printing
- Horizontal & vertical alignment adjustment
- Adjustable tape feed
- Label length setting
- Repeat printing
- Split printing
- Numbering function
- Bar code generation
- Zooming in and out
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  Print settings .............................. 98
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  Units ......................................... 94
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ACCESSORIES

Obtain tape cassettes and AC adaptors from your nearest authorized dealer Brother cannot be held responsible for trouble caused by the use of unauthorized supplies.
Use only Brother TZ tapes with this machine. Do not use tapes that do not have the mark.

<table>
<thead>
<tr>
<th>Stock No.</th>
<th>Description</th>
<th>QTY/PACKAGE</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TZ-151</td>
<td>Black characters on clear adhesive</td>
<td>1</td>
<td>$23.95</td>
</tr>
<tr>
<td>TZ-251</td>
<td>Black characters on white adhesive</td>
<td>1</td>
<td>$23.95</td>
</tr>
<tr>
<td>TZ-451</td>
<td>Black characters on red adhesive</td>
<td>1</td>
<td>$23.95</td>
</tr>
<tr>
<td>TZ-651</td>
<td>Black characters on yellow adhesive</td>
<td>1</td>
<td>$23.95</td>
</tr>
<tr>
<td>TZ-252</td>
<td>Red characters on white adhesive</td>
<td>1</td>
<td>$23.95</td>
</tr>
<tr>
<td>TZ-354</td>
<td>Gold characters on black adhesive</td>
<td>1</td>
<td>$26.95</td>
</tr>
<tr>
<td>TZ-355</td>
<td>White characters on black adhesive</td>
<td>1</td>
<td>$26.95</td>
</tr>
<tr>
<td>TZ-B51</td>
<td>Black characters on orange fluorescent adhesive</td>
<td>1</td>
<td>$28.95</td>
</tr>
</tbody>
</table>

1" (24 mm) laminated tapes

<table>
<thead>
<tr>
<th>Stock No.</th>
<th>Description</th>
<th>QTY/PACKAGE</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TZ-141</td>
<td>Black characters on clear adhesive</td>
<td>1</td>
<td>$20.95</td>
</tr>
<tr>
<td>TZ-241</td>
<td>Black characters on white adhesive</td>
<td>1</td>
<td>$20.95</td>
</tr>
<tr>
<td>TZ-242</td>
<td>Red characters on white adhesive</td>
<td>1</td>
<td>$20.95</td>
</tr>
<tr>
<td>TZ-243</td>
<td>Blue characters on white adhesive</td>
<td>1</td>
<td>$20.95</td>
</tr>
<tr>
<td>TZ-344</td>
<td>Gold characters on black adhesive</td>
<td>1</td>
<td>$24.95</td>
</tr>
<tr>
<td>TZ-345</td>
<td>White characters on black adhesive</td>
<td>1</td>
<td>$23.95</td>
</tr>
<tr>
<td>TZ-441</td>
<td>Black characters on red adhesive</td>
<td>1</td>
<td>$20.95</td>
</tr>
<tr>
<td>TZ-541</td>
<td>Black characters on blue adhesive</td>
<td>1</td>
<td>$20.95</td>
</tr>
<tr>
<td>TZ-545</td>
<td>White characters on blue adhesive</td>
<td>1</td>
<td>$23.95</td>
</tr>
<tr>
<td>TZ-641</td>
<td>Black characters on yellow adhesive</td>
<td>1</td>
<td>$20.95</td>
</tr>
<tr>
<td>TZ-741</td>
<td>Black characters on green adhesive</td>
<td>1</td>
<td>$20.95</td>
</tr>
<tr>
<td>TZ-B41</td>
<td>Black characters on orange fluorescent adhesive</td>
<td>1</td>
<td>$24.95</td>
</tr>
<tr>
<td>TZ-M41</td>
<td>Black characters on clear (mat) adhesive</td>
<td>1</td>
<td>$20.95</td>
</tr>
<tr>
<td>TZ-L041</td>
<td>Instant lettering tape</td>
<td>1</td>
<td>$20.95</td>
</tr>
</tbody>
</table>

3/4" (18 mm) laminated tapes

<table>
<thead>
<tr>
<th>Stock No.</th>
<th>Description</th>
<th>QTY/PACKAGE</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TZ-131</td>
<td>Black characters on clear adhesive</td>
<td>1</td>
<td>$16.95</td>
</tr>
<tr>
<td>TZ-231</td>
<td>Black characters on white adhesive</td>
<td>1</td>
<td>$17.95</td>
</tr>
<tr>
<td>TZ-232</td>
<td>Red characters on white adhesive</td>
<td>1</td>
<td>$17.95</td>
</tr>
<tr>
<td>TZ-335</td>
<td>White characters on black adhesive</td>
<td>1</td>
<td>$20.95</td>
</tr>
</tbody>
</table>

1/2" (12 mm) laminated tapes
<table>
<thead>
<tr>
<th>Stock No.</th>
<th>Description</th>
<th>QTY/PACKAGE</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TZ-121</td>
<td>Black characters on clear adhesive</td>
<td>1</td>
<td>$14.95</td>
</tr>
<tr>
<td>TZ-221</td>
<td>Black characters on white adhesive</td>
<td>1</td>
<td>$16.95</td>
</tr>
<tr>
<td>TZ-325</td>
<td>White characters on black adhesive</td>
<td>1</td>
<td>$18.98</td>
</tr>
<tr>
<td>TZ-421</td>
<td>Black characters on red adhesive</td>
<td>1</td>
<td>$16.95</td>
</tr>
</tbody>
</table>

**3/8” (9 mm) laminated tapes**

<table>
<thead>
<tr>
<th>Stock No.</th>
<th>Description</th>
<th>QTY/PACKAGE</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TZ-111</td>
<td>Black characters on clear adhesive</td>
<td>1</td>
<td>$12.95</td>
</tr>
<tr>
<td>TZ-211</td>
<td>Black characters on white adhesive</td>
<td>1</td>
<td>$14.95</td>
</tr>
<tr>
<td>TZ-315</td>
<td>White characters on black adhesive</td>
<td>1</td>
<td>$17.95</td>
</tr>
</tbody>
</table>

**1/4” (6 mm) laminated tapes**

**OPTIONS**

<table>
<thead>
<tr>
<th>Stock No.</th>
<th>Description</th>
<th>QTY/PACKAGE</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC adaptor</td>
<td>AC adaptor</td>
<td>1</td>
<td>$21.95</td>
</tr>
</tbody>
</table>
SUPPLIES ORDER FORM

Dear Customer:
Please send this order form, along with proper payment, to the address below OR, Visa, MasterCard or Discover holders, call toll free, anytime, 1-800-284-4357, or fax your completed order form to 1-800-947-1445.

<table>
<thead>
<tr>
<th>Stock No.</th>
<th>Description</th>
<th>Price</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
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Subtotal

Name: ____________________________
Address: _________________________
City: ___________________________ State/Zip: ____________________
Daytime Phone: __________________

SEND ORDER FORM TO:
Brother International Corp.
Attn: Consumer Accessory Div.
P.O.Box 341332
Bartlett, TN38184-1332

Accessory Subtotal: ________________________

AZ, CA, CT, FL, GA, IL, IA, MA, MI, MN, MO, NC, NJ, NV, NY, TN, TX, VA, WA residents add applicable sales tax ________________________

Shipping/Handling Options
Please choose one:
- Standard ($5.00)
- 2nd day air freight ($8.75)
  Mandatory for all deliveries outside of the continental U.S.
  (Alaska, Hawaii, Puerto Rico, Virgin Islands & Canada)
- All other overseas orders ($25.00) ________________________

TOTAL DUE ________________________

Method of payment (Check one)
( ) Visa ( ) MasterCard ( ) Discover ( ) Check/Money Order
Account Number ________________________
Expiration Date ________________________

Signature ________________________

*Prices subject to change without notice.
SUPPLIES ORDER FORM
Dear Customer:
Please send this order form, along with proper payment, to the address below OR, Visa, MasterCard or Discover holders, call toll free, anytime, 1-800-264-4357, or fax your completed order form to 1-800-947-1445.

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<th>Stock No.</th>
<th>Description</th>
<th>Price</th>
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Name: ____________________________
Address: _________________________
City: ____________________________
State/Zip: ________________________
Daytime Phone: ___________________

SEND ORDER FORM TO:
Brother International Corp.
Attn: Consumer Accessory Div.
P.O. Box 341332
Bartlett, TN 38184-1332

Accessory Subtotal: $ ____________
AZ, CA, CT, FL, GA, IL, LA, MA, MI, MN,
MO, NC, NJ, NY, TN, TX, VA, WA
residents add applicable sales tax $ ____________

Shipping/Handling Options
Please choose one:
• Standard ($5.00)
• 2nd day air freight ($8.00/5)
  Mandatory for all deliveries
  outside of the continental U.S.
  (Alaska, Hawaii, Puerto Rico,
  Virgin Islands & Canada)
• All other overseas orders ($25.00) $ ____________

TOTAL DUE $ ____________

Method of payment (Check one)
( ) Visa ( ) MasterCard ( ) Discover ( ) Check/Money Order
Account Number __________________________
Expiration Date __________________________

Signature ____________________________

*Prices subject to change without notice.