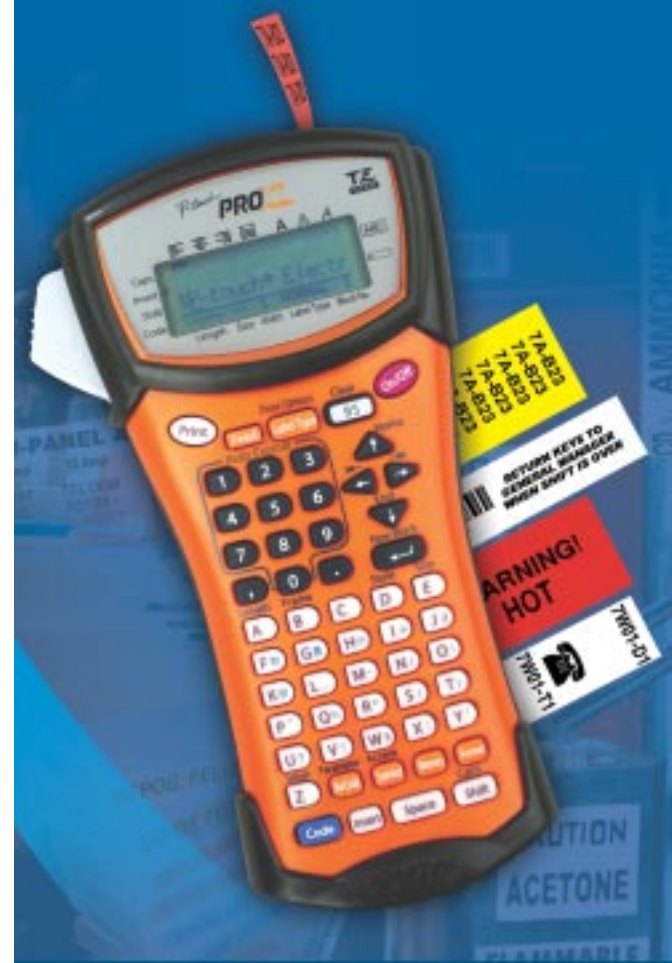




## Quick Reference Guide



<b>Setup Menu</b> <small>Code</small> <b>Z</b>	<b>1. Cut</b> ▶ 1 (1 = cut-pause; no chain print) ▶ 2 (2 = no cut-pause; no chain print) ▶ 3 (3 = cut-pause; chain print) ▶ 4 (4 = no cut-pause; chain print)
	<b>2. Contrast</b> ▶ + 2 to -2 (0 = default, + = darker, - = lighter)
<b>(Label) Length</b> <small>Code</small> <b>A</b>	<b>3. Auto Reduction</b> If label is set to AUTO size, text size or width will change based on label length. ▶ Text Size ▶ Text Width
	<b>4. Length Adjustment</b> Increase or decrease the label length if the length differs from actual. ▶ +3 to -1, 0 = default
<b>Print Options</b> <small>Code</small> <b>Label Type</b>	<b>5. Symbol Save</b> Personal Category is full, symbols will be added (on) or not (off). ▶ On ▶ Off
	<b>6. Units</b> Set unit for measurement. ▶ inch ▶ mm
<b>Label Type</b> <small>Print Option</small> <b>Label Type</b>	<b>7. Language</b> Set language for menus, settings and messages. ▶ English ▶ Français
	<b>8. Version Info</b> Version information for P-touch software & symbol set. ▶ Main ▶ Boot ▶ Char-Set (Character Set) ▶ Symb-Set (Symbol Set)

<b>Bar Code Functions</b> <small>Code</small> <b>BarCode</b>	<b>1. Bar Code</b> Type in bar code data.
	<b>1. Parameter Settings</b> Set settings for bar code.
<b>(Line) Style</b> <small>Code</small> <b>D</b>	<b>A. Protocol</b> Specify protocol. ▶ Code 39      ▶ UPC-A ▶ Code 128    ▶ EAN8 ▶ EAN128      ▶ EAN13 ▶ CODABAR    ▶ I-2/5 ▶ UPC-E
	<b>B. Width</b> Specify width of bar code graphic. ▶ Small ▶ Medium ▶ Large
<b>(Line) Size</b> <small>Code</small> <b>E</b>	<b>C. Under Number</b> Specify whether the number is printed under the bar code. ▶ On ▶ Off
	<b>D. Check Digit</b> Code 39, I-2/5 and CODABAR only, specify Check Digit on/off. ▶ On ▶ Off
<b>Print Options</b> <small>Code</small> <b>Label Type</b>	<b>1. Style</b> Set font style. ▶ Normal      ▶ Italic ▶ Bold        ▶ Italic + Bold ▶ Outline     ▶ Italic + Outline
	<b>1. Size</b> Set the size for an individual line. ▶ Auto        ▶ 4mm ▶ 1mm        ▶ 6mm ▶ 2mm        ▶ 9mm ▶ 3mm        ▶ 12mm
<b>Label Type</b> <small>Print Option</small> <b>Label Type</b>	<b>1. Copies</b> ▶ 1-99
	<b>2. Number (sequential labels)</b> ▶ Off ▶ 1-99
<b>Label Type</b> <small>Print Option</small> <b>Label Type</b>	<b>3. Block No.</b> Choose the block numbers (start/end) to print.
	<b>4. Mirror (print text in reverse order)</b> ▶ Off ▶ On

<b>Format</b> <small>Code</small> <b>Format</b>	<b>1. GLB (Global) Size</b> Set font size for label. ▶ Auto ▶ 1mm ▶ 2mm ▶ 3mm ▶ 4mm ▶ 6mm ▶ 9mm ▶ 12mm
	<b>2. GLB (Global) Wide</b> Set label font width. ▶ Minimum ▶ Narrow ▶ Normal ▶ Wide
<b>(Label) Frame</b> <small>Code</small> <b>B</b>	<b>3. GLB (Global) Style</b> Set label font style - individual line style overrides settings. ▶ Normal ▶ Bold ▶ Outline ▶ Italic ▶ Italic + Bold ▶ Italic + Outline
	<b>4. Align</b> Specify text alignment. ▶ Left ▶ Justify ▶ Right ▶ Center
<b>(Label) Clear</b> <small>Code</small> <b>BS</b>	<b>1. Frame</b> Choose from 14 different borders. ▶ Off ▶ 1 - 14
	<b>1. Clear</b> Clear text (and font) to start new label. ▶ Text & Format ▶ Text Only
<b>Label Type</b> <small>Print Option</small> <b>Label Type</b>	<b>1. Label Type</b> Specify type of label printed. ▶ Normal ▶ Rotate ▶ Rotate-Repeat ▶ Port ▶ Panel ▶ Flag ▶ Vertical

# Creating & Printing Commonly Used Labels

## General

Sales Out Reports  
Regions 1 - 4

1. Press **Label Type** – until Normal.  
Press **←** to select.
2. Type *Text* (**↵** for new line, or **Code** **←** to place a block of text to the right).
3. To change text style or size per specific line, use **↑** **↓** to place cursor on line to be changed. Use
  - **Code** **D** to specify different font types.  
**↑** **↓** to choose. Press **←** to enter.
  - **Code** **E** to specify different font sizes.  
**↑** **↓** to choose. Press **←** to enter.
4. **Print**

## Name Badge



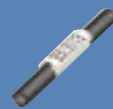
1. Press **Label Type** – until Normal.  
Press **←** to select.
2. Set label length **Code** **A** – use number pad to type length or **↑** **↓** to specify.  
Press **←** to enter.
3. Type *Name*. Press **↵** for new line.
4. Type *Company*.
5. To change text style or size per specific line, use **↑** **↓** to place cursor on line to be changed. Use
  - **Code** **D** to specify different font types.  
**↑** **↓** to choose. Press **←** to enter.
  - **Code** **E** to specify different font sizes.  
**↑** **↓** to choose. Press **←** to enter.
6. **Print**

## Vertical



1. Press **Label Type** – until Vertical.  
Press **←** to select.
2. Type *Text*. Enter more than one line of text with **A** **↵** or **B** **Code** **↵**. Text will be added to previous text. Example by typing:  
**A) 1. 123** **B) 1. 123**  
**2. 456**      Output: **2. 456**      Output:  
**3. Print**           **3. Print**
3. To change text style or size per specific line, use **↑** **↓** to place cursor on line to be changed. Use
  - **Code** **D** to specify different font types.  
**↑** **↓** to choose. Press **←** to enter.
  - **Code** **E** to specify different font sizes.  
**↑** **↓** to choose. Press **←** to enter.
4. **Print**

## Cable/ Wire Wrap



1. Press **Label Type** – until Rot-Rep.  
Press **←** to select.
2. Set the length of the label with (*BLK LEN*), use number pad to type length or arrows **↑** **↓** to select, arrow **→** to the next option.
3. Choose frame (*FRAME*) option - Arrow **↓** to select, **←** to end.
4. Type *Text*.
5. To change text style or size per specific line, use **↑** **↓** to place cursor on line to be changed. Use
  - **Code** **D** to specify different font types.  
**↑** **↓** to choose. Press **←** to enter.
  - **Code** **E** to specify different font sizes.  
**↑** **↓** to choose. Press **←** to enter.
6. **Print**

## Cable/ Wire Flag



1. Press **Label Type** – until Flag.  
Press **←** to select.
2. Set the diameter of the cable/wire (*FLAG Φ*) arrows **↑** **↓** to select, arrow **→** to next option.
3. Set the length of the label (*FLAG LEN*), use number pad to type length or arrows **↑** **↓** to select, arrow **→** to the next option.
4. Choose frame (*FRAME*) option - Arrow **↓** to select frame, arrow **→** to next option.
5. Choose to have text rotated or not (*ROTATE*), arrows **↑** **↓** to select, **←** to end.
6. Type *text*.
7. To change text style or size per specific line, use **↑** **↓** to place cursor on line to be changed. Use
  - **Code** **D** to specify different font types.  
**↑** **↓** to choose. Press **←** to enter.
  - **Code** **E** to specify different font sizes.  
**↑** **↓** to choose. Press **←** to enter.
8. **Print**

## Port Label



1. Press **Label Type** – until Port.  
Press **←** to select.
2. Set the length of the label (*BLK LEN*), use pad to type length or arrows **↑** **↓** to select, arrow **→** to the next option.
3. Choose frame (*FRAME*) option - Arrow **↓** to select, **←** to end.
4. Type *Text*.  
**(continue to next column)**

## Port Label (cont.)



5. To change text style or size per specific line, use **↑** **↓** to place cursor on line to be changed. Use
  - **Code** **D** to specify different font types.  
**↑** **↓** to choose. Press **←** to enter.
  - **Code** **E** to specify different font sizes.  
**↑** **↓** to choose. Press **←** to enter.
6. **Print**

## Panel Label

7C-A01 7C-A02

1. Press **Label Type** – until Panel.  
Press **←** to select.
2. Set the length of the label with (*BLK LEN*), use number pad to type length or arrows **↑** **↓** to select, arrow **→** to the next option.
3. Choose frame (*FRAME*) option - Arrow **↓** to select, **←** to end.
4. Choose print option - front of a panel or for the reverse of a panel — arrow **↓** to select, **←** to end.
5. Type *Text*. Use **Code** **←** to separate port information.
6. To change text style or size per specific line, use **↑** **↓** to place cursor on line to be changed. Use
  - **Code** **D** to specify different font types.  
**↑** **↓** to choose. Press **←** to enter.
  - **Code** **E** to specify different font sizes.  
**↑** **↓** to choose. Press **←** to enter.
7. **Print**

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