

**INTRODUCTION**

With your PT-7100, you can create labels for any application. Select from the many frames, character sizes and styles to design beautiful custom labels. In addition, the variety of tape cartridges available allows you to print labels with different widths and exciting colors.

**WARNING**

- Always use the specified voltage and the suggested AC adapter (AD-24) for this machine to prevent any damage or failure.
- Unplug the power cord immediately and stop using the P-touch labeler during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use the AC adapter in places of high humidity such as bathrooms.
- Do not overload the power cord.
- Do not place heavy objects on, or damage the power cord or plug. Do not forcibly bend or pull the power cord. When disconnecting the power cord from the power outlet, always hold the plug.
- To prevent fire or electric shock, make sure that the plug is fully inserted to the power outlet. Do not use an outlet that is loose.
- Do not get the machine/AC adapter/power plug wet, such as by handling them with wet hands or spilling beverages on to them.
- Do not disassemble or modify the machine/AC adapter/batteries.
- Disconnect the AC adapter, remove batteries and stop using immediately if you notice any abnormal odor, heat, discoloration, deformation or anything unusual while in use, or in storage.
- Do not use metallic articles, such as tweezers or a metallic pen, when exchanging the batteries.
- Do not throw into fire or heat up the battery.

**CAUTION**

- To avoid injuries, do not touch the blade of the cutter unit or any metal parts near the print head.
- Do not apply excessive pressure to the cutter lever.
- Remove the batteries and disconnect the AC adapter if you do not intend to use the machine for an extended period of time. (Note: When power is disconnected for more than two minutes, all text & formats in the display will be lost. Language, Unit and Time/Date settings will also be cleared.)
- Do not use old and new batteries together or mix alkaline batteries with other type batteries, or set the positive and negative end in the wrong position. Otherwise, the batteries may leak or be damaged.
- To prevent damage or breakage, do not drop or hit the machine/AC adapter and press on the LCD display.
- Depending on the location, material, and environmental conditions, the label may peel or become irremovable, the color of the label may change or be transferred to other objects. Before applying the label, check the environmental condition and the material.
- Any data stored in memory will be lost due to failure or repair of the P-touch labeler, or if the battery expires.

**General Precautions**

- Do not use the P-touch labeler in any way or for any purpose not described in this guide. Doing so may result in accidents or damage the machine.
- Use only Brother TZ tapes with this machine. Do not use tapes that do not have the T<sub>Z</sub> mark.
- Do not clean the machine with alcohol or other organic solvents. Only use a soft, dry cloth.
- Do not touch the print head with your fingers. Use a soft wipe (e.g. a cotton swab) when cleaning the print head.
- Do not put any foreign objects into the tape exit slot or AC adapter connector, etc.
- Do not place the P-touch labeler in direct sunlight or rain, near heaters or other hot appliances, dashboard or in the back of your car, in any location exposed to extremely high or low temperatures, high humidity, or dusty locations. Standard operating temperature range: 50°F to 95°F (10°C to 35°C).
- Do not try to print labels using an empty tape cassette in the P-touch labeler. Doing so will damage the print head.
- Do not pull the tape being fed from the P-touch labeler, otherwise the tape cassette or P-touch labeler may be damaged.

**1 PREPARATION**

**Power Supply & Tape Cassettes**

- Open the tape compartment cover by pressing in the rough area at the top end of the machine. If a tape cassette is already installed, remove it by pulling it straight up. Also, if batteries are already installed, remove them. Make sure that the power is turned off when replacing batteries or tape cassette.
- Insert six new AAA alkaline batteries (LR03) making sure that their poles point in the correct directions. Always replace all six batteries at the same time using brand new ones.
- Insert a tape cassette, making sure that it snaps into place.

- Securely close the back cover, making sure that it snaps into place. After you have installed the tape, feed the tape (see Feeding) once and then push in the tape cutter lever to cut the tape.

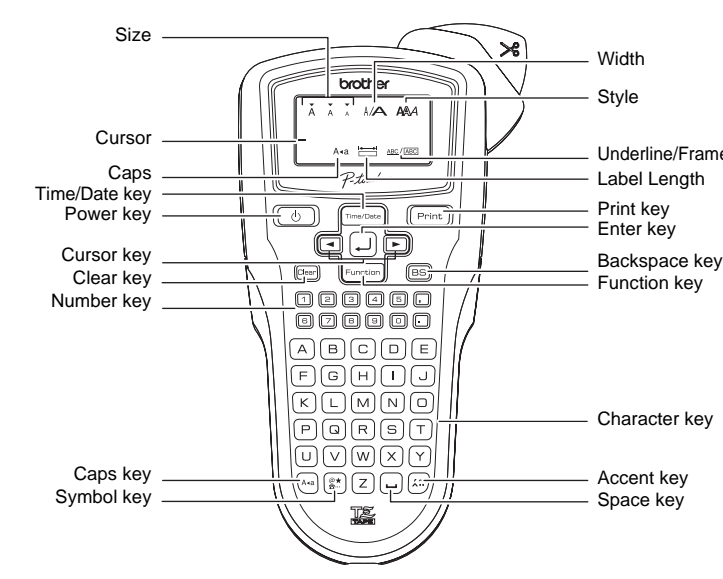
When using optional AC adapter (AD-24)

- Insert the plug on the adapter cord into the adapter jack on the bottom end of the machine.
- Insert the plug into the nearest standard electrical outlet.

For memory back up, we recommend using AAA alkaline batteries (LR03) together when using the AC adapter.

**2 OPERATION**

**Keyboard & LCD**



The LCD shows one row of 12 characters; however, the text that you enter can be up to 80 characters in length.

**Initial Settings**

- Start your machine**  
Supply power by using six AAA alkaline batteries or the optional AC adapter, and then press [ON].
- Set the language** (English/Español/Français/Hrvatski/Italiano/Magyar/Nedrlnds/Norsk/Polaki/Portug./Română/Slovenski/Slovensky/Suomi/Svenska/Česky/Dansk/Deutsch)  
The default setting is "English".  
Choose a language with [F] [Language] and press [J].
- Set the unit** (inch/mm)  
The default setting is "inch".  
Choose unit with [U] [Unit] and press [J].
- Set Date (MM/DD/YY) and Time (hh:mm)**  
Example: setting the clock to October 21st 2009, 10:30AM  
Date (MM/DD/YY)  
Time (hh:mm)

**[GETTING STARTED]**

**3 REFERENCE**

**Troubleshooting**

Message	Cause/Remedy
Battery	The batteries are weak. Replace them with new ones.
BATTERY!	The installed batteries are about to run out.
Invalid	• There is no text above the cursor when you set Numbering. • Invalid character is selected for Numbering. • Invalid number is selected for Tab Length or Label Length.
No Text	• You tried to print a text file when there is no data stored in the memory. • The Print key is pressed when no text is entered. • You tried to set Copies, Numbering, Mirror, or Text Preview when no text is entered.
Line Lmt	• You tried to enter a 3rd line by pressing the Enter key. • You tried to print a 2 line text when 9/64" (3.5mm) or 1/4" (6mm) tape is installed.
No Cassette	You tried to print a label when there is no cassette installed.
Cutter Error	Tape cutter lever is used in the middle of printing process.
Full	The maximum number of characters (80 characters) have already been entered.
Text Lmt	The text length exceeds the selected label length or the selected Auto Format setting length.
No Frame OK?	Printing on 9/64" (3.5 mm) tape with invalid Frame setting ON. (Select [J] to print with no Frame, [C] to cancel.)

**What to do when...**

Problem	Solution
The display stays blank after you have turned on the machine.	• Check that the batteries are correctly inserted. • If the batteries are weak, replace them. • Check that the AD-24 adapter is correctly connected.
When the label is printed out, there is too much margin (space) on both sides of the text.	• See "[Margin] (Tape Margin)" in this user's guide and select [Half] or [Narrow] to have smaller margins for your label.
The machine does not print, or the printed characters are not formed properly.	• Check that the tape cassette has been inserted correctly. • If the tape cassette is empty, replace it. • Check the tape compartment cover is properly closed.
The setting has cleared on its own.	• The batteries may be weak. Replace them. • When power is disconnected for more than two minutes, all text & formats in the display will be lost. Language, Unit and Time/Date settings will also be cleared.
A blank horizontal line appears through the printed label.	• There maybe some dust on the print head. Remove the tape cassette and use a dry cotton swab to gently wipe the print head with an up-and-down motion.
The machine has "locked up" (i.e., nothing happens when a key is pressed, even though the machine is on.)	• Turn off the machine, and then while holding down [F] and [R], press [ON] to turn the machine back on. • Note: The text and formats in the display are erased. Also, the language, Unit and Time/Date settings will be cleared.
The power turns off when you try to print.	• The batteries may be weak. Replace them. • Check that the batteries are correctly inserted.
The tape does not feed properly or the tape gets stuck inside the machine.	• Check that the end of the tape feeds under the tape guides. • The cutter lever is used while printing. Do not touch the cutter lever during printing.
All text and format settings need to be cleared to create a new label.	• Press [C] and select [TxFmt].
To change language setting.	• See step 2 "Set the language" of the "Initial Settings".

**Specifications**

Item	Specification
Dimensions	4.3" (W) × 8.1" (D) × 2.3" (H) (107.4 mm (W) × 202.6 mm (D) × 56.6 mm (H))
Weight	0.80 lbs. (365 g) (without batteries and tape cassette)
Power supply	Six AAA alkaline batteries (LR03) or optional AC adapter (AD-24)
Tape cassette	Brother TZ tape (width) : 9/64" (3.5 mm), 1/4" (6 mm), 3/8" (9 mm), 1/2" (12 mm)

**Accessories (Supplies may differ by distribution.)**

Accessories	Stock No.
Tape Cassettes	See the included "Supplies and Accessories Guide".
AC Adapter	AD-24
Cutter Unit	TC-5 (replacement)

If the cutter blade becomes blunt and the cutter stopper wear after repetitive use and the tape cannot be cut cleanly, replace with new cutter unit (stock no. TC-5) by obtaining from an authorized brother reseller.

**1 MAKING TEXT**

**Switching Upper Case/Lower Case**

Upper case (ON) Lower case (OFF)

**Making Two Line Text**

Move the cursor to where the second line starts and press [J].  
Use either 3/8" (9 mm) or 1/2" (12 mm) wide tape for two line text.

**Entering Symbols**

Group	Symbols	Group	Symbols
1	.,:;'"/	10	↓ ↑ ↔ ↔ ↶ ↷
2	@ - & ~ \ /	11	⊕ ⊖ ⊗ ⊘ ⊙ ⊚
3	# % ? ! ; ' / *	12	☉ ☼ ☽ ☿ ♀ ♁ ♂ ♃ ♄ ♅ ♆ ♇ ♈ ♉ ♊ ♋ ♌ ♍ ♎ ♏ ♐ ♑ ♒ ♓ ♔ ♕ ♖ ♗ ♘ ♙ ♚ ♛ ♜ ♝ ♞ ♟ ♠ ♡ ♢ ♣ ♤ ♥ ♦ ♧ ♨ ♩ ♪ ♫ ♬ ♭ ♯ ♪ ♫ ♬ ♭ ♯ ♪ ♫ ♬ ♭ ♯
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**Entering Accented Characters**

Accented Characters	Accented Characters
A A A A A A A A A A A	a a a a a a a a a a a
C C C C	c c c c
D D D	d d d d
E E E E E E E E E E E	e e e e e e e e e e e
I I I I I I I I I I I	i i i i i i i i i i i
K K	k k
L L L L L	l l l l l
N N N N N	n n n n n
O O O O O O O O O O O	o o o o o o o o o o o
R R R R R	r r r r r
S S S S S S S S S S S	s s s s s s s s s s s
T T T T T	t t t t t
U U U U U U U U U U U	u u u u u u u u u u u
Y Y Y Y Y	y y y y y
Z Z Z Z Z	z z z z z

**To Clear**

By pressing the Backspace Key, the letters will be deleted one by one.

[TxFmt] All text and settings will be cleared.

[Text Only] Only text will be cleared.

**2 DESIGNING LABELS**

[Size] [Large] [Medium] [Small]

[Width] [Normal] [x2] [x1/2]

[Style] (Vertical) [Normal] [Bold] [Outline] [Shadow] [Italic] [I+Bold] (Italic Bold)

[Underline/Frame] [Off] [Undl] [Round] [Candy] [Callout] [Banner] [Wooden]

[Tab] You can make aligned texts by setting tabs.

[Tab Length] (Auto / 0.0" - 4.0" (0-100mm))

[Label Length] (Auto / 1.2" - 12.0" (30-300mm))

[Auto Format] You can choose label length from six formats to create labels for various applications.

Application	Length	Application	Length
VCR VHS	5.5" (140mm)	CD Spine	4.4" (113mm)
Mini DV	1.6" (42mm)	File Tab	3.2" (82mm)
Audio	3.5" (89mm)	Divider	1.6" (42mm)

**3 PRINTING LABELS**

**Text Preview**

You can preview the text before printing.

**Feeding (Tape Feed)**

**Printing**

To cut off the label, push in the tape cutter lever on the upper-right corner of the machine.

**[Margin] (Tape Margin)**

**[Full] [Half] [Narrow]**

**[Chain Prt] (Chain Print)**

**Using [Print Option]**

**[Copies]**

**[Numbering]**

**[Mirror]**

Use clear tape in [Mirror], so the labels can be read correctly from the opposite side when attached on glass, windows or other transparent surfaces.

**4 COMPLETED LABELS**

**USEFUL FUNCTIONS**

**File (Memory)**

**To Save:** [Save] [File]

**To Print:** [Print]

**To Open:** [Open]

**Time/Date Function**

You can insert the desired time and date to your text at the touch of a button. 8 Formats are available for printing time and date. You can change the number of time/date by changing the clock setting.

**To add Time/Date to your text:**

**To select the format of Time/Date:**

Format	Example (October 21st 2009, 3:30PM)	Format	Example (October 21st 2009, 3:30PM)
M/D/Y	10/21/09	D.M.Y	21.10.09
M/D/Y hm	10/21/09 03:30PM	D.M.Y hm	21.10.09 03:30PM
D/M/Y	21/10/09	Y-M-D	09-10-21
D/M/Y hm	21/10/09 03:30PM	Y-M-D hm	09-10-21 03:30PM

**To change the Clock Setting:**

See step 4 of the "Initial Settings".

**FCC NOTICE**

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

**Should you encounter any problems with your product, please do not return your product to the store!**

Voice: 1-877-BROTHER Web: www.brother.com Fax: 1-901-379-1210

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