Common Functions & Commands

Setup Menu

Code + Setup (Z)

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

2. Contrast
- + 2 to –2 (0 = default, + = darker, – = lighter)

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

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

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

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

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

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

(Label) Length

Code + Length (A)

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

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

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LN4393001

Bar Code

Parameter + BarCode

1. Bar Code
Type in bar code data.

Bar Code Functions

Parameter + Code + BarCode

1. Parameter Settings
Set settings for bar code.

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

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

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

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

(Line) Style

Style + Code + (D)

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

(Line) Size

Size + Code + (E)

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

Print Options

Print Option + Code + Label Type

1. Copies
- 1-99

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

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

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

Format

Format

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

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

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

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

(Label) Frame

Code + Frame (B)

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

(Label) Clear

Code + Clear (BS)

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

Label Type

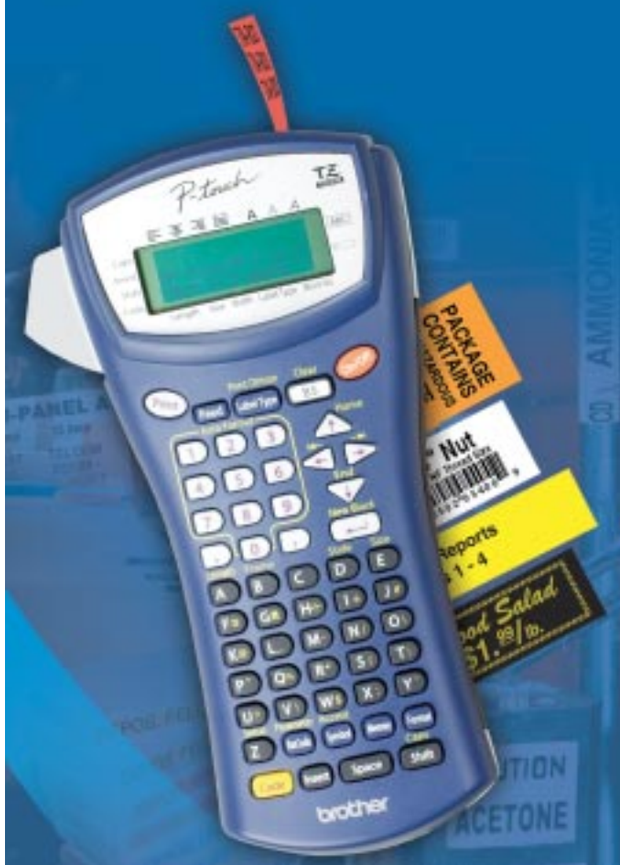
Print Option + Label Type

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

Model PT-1400

P-touch® ELECTRONIC LABELING SYSTEM

Quick Reference Guide



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Creating & Printing Commonly Used Labels

General

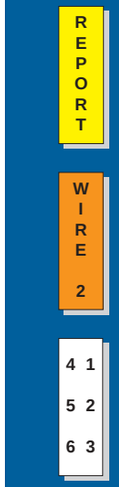
Sales Out Reports
Regions 1 - 4

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 Style D to specify different font types. ↑↓ to choose. Press ↵ to enter.
   – Code Size 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 Length 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 Style D to specify different font types. ↑↓ to choose. Press ↵ to enter.
   – Code Size 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 ↵ **2. 456** ↵ **3.** Print (Two Column) Output: 4 1 / 5 2 / 6 3
   B) 1. 123 Code ↵ **2. 456** ↵ **3.** Print (One Column) Output: 1 / 2 / 3
3. To change text style or size per specific line, use ↑↓ to place cursor on line to be changed. Use
   – Code Style D to specify different font types. ↑↓ to choose. Press ↵ to enter.
   – Code Size 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 Style D to specify different font types. ↑↓ to choose. Press ↵ to enter.
   – Code Size 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 Style D to specify different font types. ↑↓ to choose. Press ↵ to enter.
   – Code Size E to specify different font sizes. ↑↓ to choose. Press ↵ to enter.
8. Print

Port Label

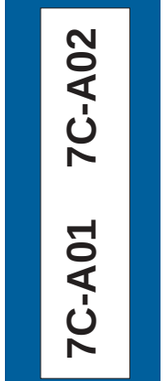
1. Press Label Type – until Port.
   Press ↵ to select.
2. Set the length of the label (*BLK LEN*), use pad to type length or arrows ↑↓ to select, arrow → to the next option.
3. Choose frame (*FRAME*) option - Arrow ↓ to select, ↵ to end.
4. Type *Text.*

(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 Style D to specify different font types. ↑↓ to choose. Press ↵ to enter.
   – Code Size E to specify different font sizes. ↑↓ to choose. Press ↵ to enter.
6. Print

Panel Label



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