1 PREPARATION

Unpacking Your P-touch Labeler

Check that the package contains the following before using your P-touch labeler.

PT-70A
User's Guide
Accessories
Warranty Card

Included items may differ by distribution.

Power Supply & Tape Cassettes

1 Remove the back cover by pressing in the rough area at the top end of the machine.

2 Insert four new AAA-size alkaline batteries (LR03), making sure that the plus pole is to the correct direction. Always replace all batteries at the same time using brand new ones.

3 Insert a tape cassette, making sure that it snaps into place.

4 Attach the back cover by inserting two hooks at the bottom onto the slots on the machine. Then pushing down firmly on the cover until it snaps into place. After you have installed the tape, feed the tape (C), stop and then push up the tape cassette lever to cut the tape.

2 OPERATION

Keyboard & LCD

Initial Setting

1 Turn on the machine. (See page 3)

2 Set the language (English/Spanish/French/Portuguese).

3 Select a unit with and press .

4 Set Date (MM/DD/YY) and Time (hh:mm).

Example: Setting the clock to March 29th, 2004, 10:00 AM

Date (MM/DD/YY)

Time (hh:mm)

03/29/04

10:00 AM

Select AM/PM with and press .

You can also confirm the figure and move to the next setting by using right cursor key.

Troubleshooting

1 Display area is blank after power is turned on.

Check that the batteries are correctly inserted.

2 Batteries are weak, replace them.

3 The machine does not print.

Check that the tape cassette has been inserted correctly.

4 The tape cassette is empty, replace it.

5 The machine is not printing properly.

Check that the battery is correctly placed (long or short).

6 The setting has cleared on its own.

A blank horizontal line appears through the printed label.

There may be some dirt on the print head. Remove the tape cassette and use a dry cotton swab gently wipe the print head with an up-down motion.

7 The power turns off while printing.

The battery may be weak. Replace them.

8 All text and format settings are cleared.

Press and then power on to display the current time.

9 The machine automatically turns off if no key is pressed within 5 minutes.

To cancel operations, press .

10 The machine automatically turns on when the P-touch labeler is plugged into a factory settings, turn off the machine and then while holding down , , , and , press to turn the machine back on.

11 To initialize the P-touch labeler back to factory settings, turn off the machine and then while holding down (on and off), press to turn the machine back on. Finally, release (on and off) and .

12 The LCD shows one row of 6 characters; however, the text that you enter can be up to 80 characters in length, which will scroll across the display.

Use Cursor key while holding down Shift key to go to beginning/ end of text.

FOR REFERENCE

13 How to print a 1,500 character text.

The maximum number of characters (60 characters) is all filled.

1. Press (shift key) + (space bar) 3 times to set 

2. Press Shift + (strike through) to set

What to do when:

Problem

Solution

The display area is blank after power is turned on.

Check that the batteries are correctly inserted.

The batteries are weak, replace them.

The machine does not print.

The tape cassette is empty, replace it.

The machine is not printing properly.

Check that the battery is correctly placed (long or short).

The setting has cleared on its own.

Press and then power on to display the current time.

A blank horizontal line appears through the printed label.

There may be some dirt on the print head. Remove the tape cassette and use a dry cotton swab gently wipe the print head with an up-down motion.

If the machine is not operating properly, turn off the power, wait for 60 seconds, then turn it back on.

The power turns off while printing.

The battery may be weak. Replace them.

All text and format settings are cleared.

Press and then power on to display the current time.

The machine automatically turns off if no key is pressed within 5 minutes.

To cancel operations, press .

The machine automatically turns on when the P-touch labeler is plugged into a factory settings, turn off the machine and then while holding down (on and off), press to turn the machine back on. Finally, release (on and off) and .
## Creating Labels

### 1. Making Text

**Switching Upper Case/Lower Case**

- Upper Case: ON
- Lower Case: OFF

**Entering Numbers**

- Num Lock ON
- Num Lock OFF

**Entering Symbols**

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABCD</td>
<td>High Update</td>
</tr>
<tr>
<td>abcD</td>
<td>Lower Update</td>
</tr>
<tr>
<td>1234</td>
<td>[ ]</td>
</tr>
<tr>
<td>abcD</td>
<td>asdf</td>
</tr>
</tbody>
</table>

**Entering Accented Characters**

<table>
<thead>
<tr>
<th>Accented Characters</th>
<th>Accented Characters</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>C</td>
<td>C</td>
</tr>
<tr>
<td>E</td>
<td>E</td>
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<tr>
<td>G</td>
<td>G</td>
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<td>I</td>
<td>I</td>
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<td>K</td>
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<td>L</td>
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<td>W</td>
<td>W</td>
</tr>
<tr>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Z</td>
<td>Z</td>
</tr>
</tbody>
</table>

**Making Two Line Text**

- Move the cursor to where the second line starts and press  .

### 2. Designing Labels

**Setting [Size]**

- Normal (Medium): [ ]
- Large: [ ]

**Setting [Width]**

- Normal: [ ]
- Bold: [ ]

**Setting [Style]**

- Normal: [ ]
- Bold: [ ]
- Italic: [ ]
- Bold-Italic: [ ]

**Setting [Und/Frm]**

- [Off]: [ ]
- Underline: [ ]

**Setting [Length]**

- (Auto): 12/12

**Setting [A/F]**

- [ ]

**To Clear**

- By pressing the backspace key you will delete a character.
- To delete a whole line of text keep pressing the backspace key.

**To Clear All Text and Settings**

- [C] + [C] + [C] + [C] + [C]

### 3. Printing Labels

**Preview**

- The LCD shows the whole text and the label length (inch/mm), then returns to the original font.

**Feeding (Tape Feed)**

- The machine will feed 1/2" of tape, which may be needed when inserting a new tape cassette.

**Printing/Cutting**

- To cut off the label, push the tape cutter lever on the upper-left corner of the machine.
- To prevent damage to the tape, do not try to cut while the message "Print" or "Feed" is displayed.

**Copies**

- You can print up to 99 copies of each label.
- You can also select the number of copies by entering with [ ]

### Completed Labels

**Clear:**

- 000-85921-1112

**DO NOT TOUCH**

**Dear [Name]: Merry X’mas [Name]**

**Removing the Label Backing**

- If the machine is equipped with a peel-off that allows you to easily remove the backing from labels.
- Insert the label, with the printed surface facing down, as far as possible into the slot in position.
- Fold back the label to the right and quickly pull out the label. The end of the backing is separated from the label.

### Useful Functions

**Time & Date Function**

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

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

- [ ] + [ ]

**Select the format of Time & Date:**

<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>D/M/Y</td>
<td>Month/Day/Year</td>
</tr>
<tr>
<td>M/D/Y</td>
<td>Month/Day/Year</td>
</tr>
<tr>
<td>Y/M/D</td>
<td>Year/Day/Month</td>
</tr>
</tbody>
</table>

**To change the Clock Setting:**

- Select the Clock function and press [ ]

**Function Shortcuts**

- In addition to the basic steps to search for a function, P.70 provides you with function shortcuts so you can easily jump to a frequently used function just by pressing and.
- The shortcut key shown in the table below.

**To confirm, press [ ]

### Key Function

<table>
<thead>
<tr>
<th>Key</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Size</td>
</tr>
<tr>
<td>1</td>
<td>Width</td>
</tr>
<tr>
<td>2</td>
<td>Style</td>
</tr>
<tr>
<td>3</td>
<td>Underline Frame</td>
</tr>
<tr>
<td>4</td>
<td>Auto Format</td>
</tr>
<tr>
<td>5</td>
<td>Copies</td>
</tr>
<tr>
<td>6</td>
<td>Time &amp; Date</td>
</tr>
<tr>
<td>7</td>
<td>All Clear</td>
</tr>
</tbody>
</table>

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

- After referring to the User’s guide, if you still need assistance, call Brother Customer Service.

**Voice:** 1-877-4-PTOUCH
**Web:** www.brother.com
**Fax:** 1-901-379-1210

If you need to locate a service center, please call 1-800-288-HELP or visit us at www.brother.com