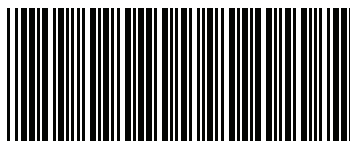# BRADY
WHEN PERFORMANCE MATTERS MOST

BradyPrinter S3100
SIGN & LABEL PRINTER

Quick Start Guide
Guide de démarrage rapide
Guía de inicio rápido
Guia de início rápido

Y4451465

Unpacking

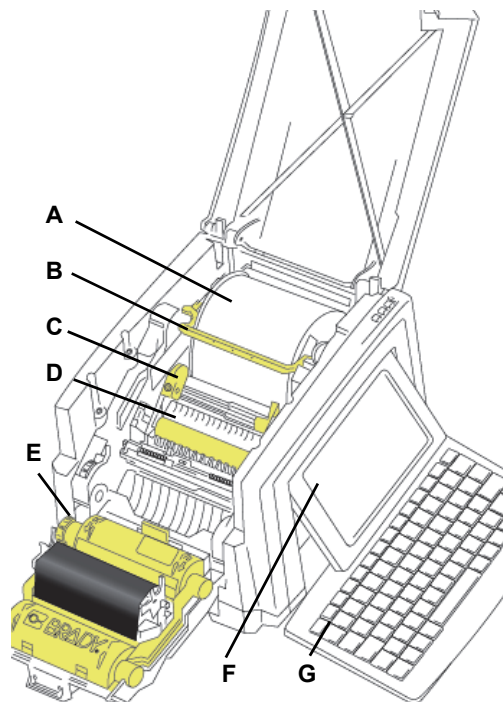Verify that the following items are included in the box.

- Printer
- Documentation CD
- Power Cord
- USB Cord
- Quick Start Guide
- Cleaning Kit

Safety

IMPORTANT: Before operating the printer, be sure to read important safety information in the User's Manual located on the Documentation CD.

Components

- **A** Label Supply
- **B** Media Wiper
- **C** Media Guides
- **D** Roller
- **E** Ribbon
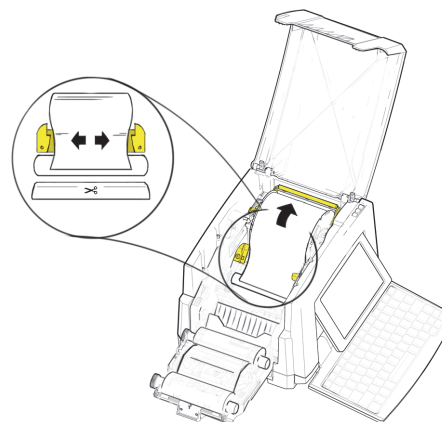- **F** Screen
- **G** Keyboard
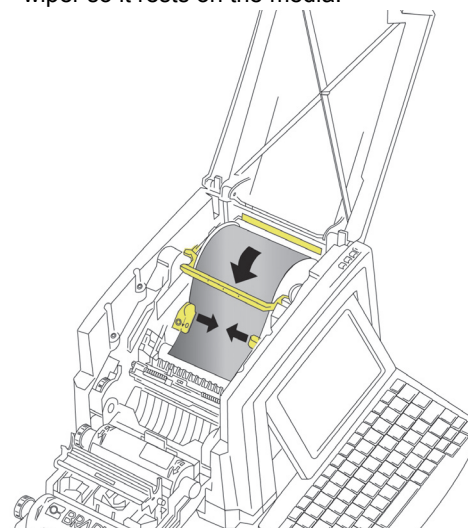

Installation and Setup

Connect Power

1. Plug in power cord.
2. Flip the power switch on the side of the printer.

Install Media

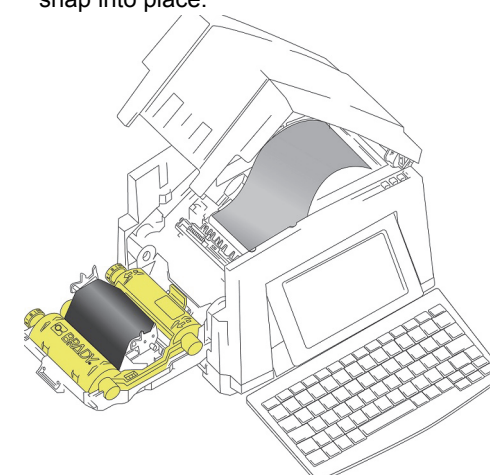1. Open the media guides and media wiper as shown.

2. Insert the media and feed the media so that the end sits just past the black rubber roller.
3. Close the media guides and move the media wiper so it rests on the media.

Install Ribbon

1. Place ribbon cartridge with ribbon over print head (product label toward machine), then snap into place.
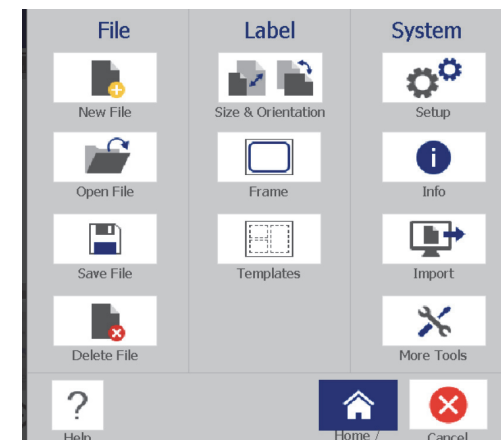

2. Close and latch ribbon cover.

Using the Display

The Home screen automatically displays when you power on the printer. To return to the Home screen at any time, touch 🏠.
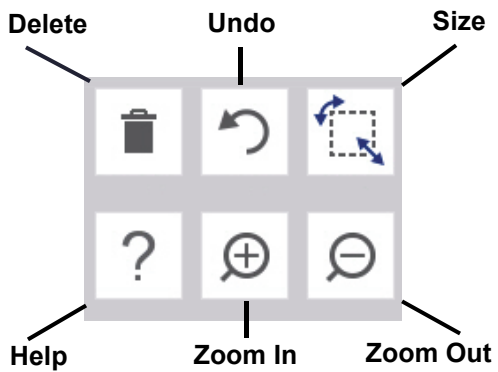
Menu

Touch ≡ Menu to access the following options.

- **File**: Create new, open existing, save or delete.
- **Label**: Change size and orientation, add a frame around label, or choose a template.
- **System**: Set up or view printer information (e.g., Software version), import data, or get more tools.
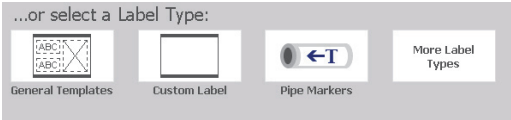
Tools Section

The Tools section, located in the lower left, appears only when editing a label.

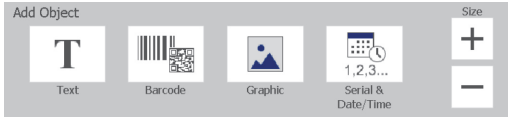**Delete** **Undo** **Size**

Help **Zoom In** **Zoom Out**

Control Panel

The Control Panel, located in the lower right, contains information specific to the selected object or the function being performed.
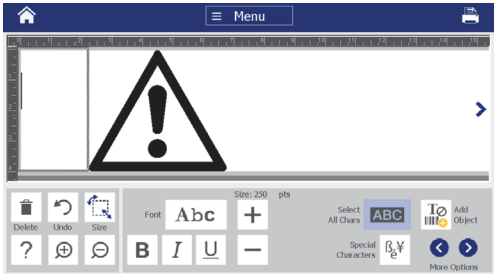
- **From Home Screen:** Touch an icon for the type of label that you want to create.

...or select a Label Type:

General Templates | Custom Label | Pipe Markers | More Label Types

- **Add Object:** Touch a blank area of the label to display the Add Object panel. Touch an object in the panel to add it to your label.

Add Object

Text | Barcode | Graphic | Serial & Date/Time | Size

- **With Object Selected:** Provides options for editing an object. Use the More Options button to scroll through additional options.

Work with Objects

- Touch an object to work with it. The control panel will display available options for that object.
- Move object by touching and dragging with finger.
- Size objects using either the Size buttons or the sizing handles.
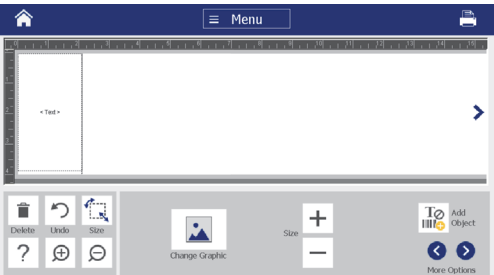- Press **More Options** to scroll through available formatting options.

Creating Labels

Text Label

From the Home screen, simply begin typing. Text automatically resizes to fit the label. Use the Tools and Control Panels to edit text.

Custom Label

1. Touch the *Editor* window.

2. In the Add Object panel, touch an object to add to the label.

From a Template

1. From the *Home* screen, touch **General Templates**.

2. Choose a category and template.

3. Touch each object to add text or graphics.

BRADY