BBP®35/37

LABEL PRINTER

USER'S MANUAL

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Brady Warranty

Our products are sold with the understanding that the buyer will test them in actual use and determine for him or herself their adaptability to his/her intended uses. Brady warrants to the buyer that its products are free from defects in material and workmanship, but limits its obligation under this warranty to replacement of the product shown to Brady's satisfaction to have been defective at the time Brady sold it. This warranty does not extend to any persons obtaining the product from the buyer.

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Agency Compliance and Approvals

United States

FCC Notice-US Only

Warning: This equipment generates, uses and can radiate radio frequency energy. If not installed and used in accordance with the manufacturer's instructions, it may cause interference to radio communications. It has been tested and found to comply with the limits for a Class A computing device pursuant to Subpart B of Part 15 of the FCC rules, which are designed to provide reasonable protection against interference when operating in a commercial environment. Operation of this equipment in a residential area is likely to cause interference, in which case required corrective measures will be at the owner's expense.The user is cautioned that any changes or modifications not expressly approved by Brady Worldwide, Inc. could void the user's authority to use the equipment.

Canada

ICES-003 Class A Notice, Classe A

This Class A digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numerique de la classe A respecte toutes les exigences du Reglement sur le material broilleur du Canada.

Europe

Warning – This is a Class A product. In a domestic environment this product may cause radio interference, in which case the user may be required to take adequate measures.

Waste Electrical and Electronic Equipment Directive

In accordance with the European WEEE Directive, this device must be recycled in the European Union country in which it was purchased.

RoHS Directive 2011/65/EU

This statement clarifies Brady's product compliance with the European Union's Directive 2011/65/EU, Restriction of Hazardous Substances in electrical and electronic equipment.

Turkey

Turkish Ministry of Environment and Forestry

(Directive on the Restriction of the use of certain hazardous substances in electrical and electronic equipment).

Türkiye Cumhuriyeti: EEE Yönetmeliğine Uygundur

Mexico

Energy Statement:

Consumo de energia en operacion: ___ Wh

(Energy consumption in operation mode)

Consumo de energia en modo de espera: ___Wh

(Energy consumption in standby mode)

China Class A Emissions Statement

声　　明
此为 A 级产品。在生活环境中，
该产品可能会造成无线电干扰。
在这种情况下，可能需要用户对其
干扰采取切实可行的措施。

TAIWAN

警告使用者：
這是甲類的資訊產品，在居住的環境中使用
時，可能會造成射頻 干擾，在這種情況下，
使用者會被要求採取某些適當的對策。

Safety and Environment

Please read and understand this manual before using the BBP®35/37 Label Printer for the first time. This manual describes all of the main functions of the BBP®35/37 printer.

Precautions

Before using the BBP®35/37 printer, please note the following precautions:

- Read all instructions carefully before operating the printer and prior to performing any procedure.
- Do not place the unit on an unstable surface or stand.
- Do not place anything on top of the unit.
- Keep the top clear of obstructions.
- Always use the printer in a well ventilated area. Do not block the slots and opening on the unit, which are provided for ventilation.
- Only use the power source indicated on the rating label.
- Use only the power cord that comes with the unit.
- Do not place anything on the power cord.

Replaceable Batteries

If an equipment is provided with a replaceable battery, and if replacement by an incorrect type could result in an explosion (for example, with some lithium batteries), the following applies:

- if the battery is placed in an OPERATOR ACCESS AREA, there shall be a marking close to the battery or a statement in both the operating and the servicing instructions;

- if the battery is placed elsewhere in the equipment, there shall be a marking close to the battery or a statement in the servicing instructions.

This marking or statement shall include the following or similar text:

CAUTION
RISK OF EXPLOSION IF BATTERY IS REPLACED
BY AN INCORRECT TYPE
DISPOSE OF USED BATTERIES ACCORIDNG
TO THE INSTRUCTIONS

Batteries remplaçables

Si un équipement comporte une batterie remplaçable et si son remplacement par un type de batterie incorrect risque d'entraîner une explosion (par exemple, causée par des batteries au lithium), ce qui suit s'applique :

- si la batterie se trouve dans une ZONE D'ACCÈS DE L'OPÉRATEUR, il doit exister un signal près de la batterie ou une annonce dans les instructions d'opération et de service ;

- si la batterie se trouve ailleurs dans l'équipement, il doit exister un signal près de la batterie ou une annonce dans les instructions de service.

Ce signal ou cette annonce inclura l'intitulé suivant ou un texte s'en rapprochant :

MISE EN GARDE

RISQUE D'EXPLOSION SI LA BATTERIE EST REMPACÉE PAR UN TYPE DE
BATTERIE INCORRECT - METTRE LES BATTERIES AU REBUT SELON LES
INSTRUCTIONS STIPULÉES

Technical Support and Registration

Contact Information

For repair or technical assistance, locate your regional Brady Technical Support office by going to:

- **United States:** www.bradyid.com
- **Europe:** www.bradyeurope.com
- **Asia Pacific:** www.bradycorp.com
- **Australia:** www.bradyaust.com.au
- **Canada:** www.bradycanada.ca
- **Latin American:** www.bradylatinamerica.com

Registration Information

To register your printer, go to:

- www.bradycorp.com/register
- www.bradyaust.com.au/register (Australia)

Repair and Return

If for any reason you need to return the BBP$^®$35/37 printer for repair, please contact Brady Technical Support for repair and replacement information.

Table of Contents

Introduction

The BBP®35/37 is a thermal transfer printer with a 4-inch (101.6 mm) printable width that can handle tapes from 0.5 in to 4 in (12.7 mm to 101.6 mm). It includes the following features:

- Color touch screen LCD display, plus keyboard input for ease of use.

- Pre-designed layouts for many standard-use label applications.

- Hundreds of graphics for inclusion on your labels.

- Single or Multi-color job printing at 300 DPI.

- Print speed up to 5 ips.

- Up to 4.0 in (101.6mm) printable width and up to 100 ft. (30m) printable length.

- Continuous and die-cut label supplies in a variety of high-performance materials and colors.

- Transfer graphics from USB flash drive. Supported graphic formats are Windows Metafile (*.wmf), JPEG (*.jpg), Portable Network Graphics (*.png) and Bitmap (*.bmp).

- Automatic Cutter (BBP®35 & 37), XY Cutter (BBP®37)

- Wireless and Ethernet capabilities with Brady Network Card. See the Brady Network Card Installation Manual for details.

Unpack Your Printer

The following items are included in the standard BBP®35/37 printer package:

- BBP®35/37 Label Printer

- Documentation CD including electronic Quick Start Guide, User's Manual, and web links

- Power Cord

- USB Type B Cable

- Quick Start Guide

- Cleaning Kit

Save Your Packaging

The packaging surrounding your BBP®35/37 Label Printer should be saved in the event you have to ship the printer and accessories back to the supplier.

Register Your Printer

Register your printer on-line at www.bradycorp.com/register and receive free product support and updates!

System Specifications (BBP®35/37)

The BBP®35/37 printer has the following specifications:

- Weight: ~35 lbs (~20 kg)

- Dimensions (W x H x D stored) : 18.5 in. x 11 in. x 14.2 in. (47 cm x 28 cm x 36 cm)

- Operating Temperature: 50 – 104°F (15 – 40°C)

- Relative Humidity: 15% to 80% RH non-condensing

- Storage: -4 - 122°F (-20°C to 50°C) at 15% to 90% RH non-condensing

- Voltage: 100 to 240 VAC, 50 to 60 Hz

- Print Resolution: 11.8 dot/mm, 300 dpi

- Ribbon Sizes: 4.0 in. (10.2 cm) and lengths of up to 200 ft (60.8 m) for monochrome ribbon

- Tape Sizes: 0.5 in. to 4.0 in. width and lengths of up to 195 ft (B30C-4000-8423)

- Minimum label length (cut): 0.5 in. (12.7 mm)

- Maximum label length (continuous media):
  - Single color : 102 in.
  - Multi color : 48 in. (by swapping monochrome ribbons)
  - Multi color : 14 in. (by using panelled ribbons)

Compatible Applications

The BBP®35/37 Label Printer is compatible with Brady Workstation software.

When used with this software package, the printer will automatically recognize all enabled and compatible materials.

Note: Only B30 supplies will work with the BBP®35/37 printer.

Firmware Upgrades

Future upgrades to BBP®35/37 firmware can be downloaded from Brady's website.

1. Access www.bradyid.com.

2. Click Support, then click Downloads.

3. Select BBP®35/37 from the list of products.

(See *page 189* for instructions on upgrading your printer's firmware from a USB flash drive or from your PC.)

Keyboard Configurations

Your keyboard configuration depends on the region where you do business. The following are the currently supported keyboard configurations.

There are five keypad configurations available for the BBP®35/37 Label Printer. The keypad layouts and the language supported by each are listed in the table below.

Keyboard Type	Language Applied
Americas QWERTY	English, Spanish, French, Portuguese, Simplified Chinese, Traditional Chinese, Japanese, Korean
QWERTY	English, Danish, Finnish, Italian, Dutch, Norwegian, Polish, Portuguese, Romanian, Spanish, Swedish
AZERTY	English, French, Dutch
QWERTZ	English, Czech, German, Hungarian, Slovakian, Slovenian, French, Italian
Cyrillic	English, Bulgarian, Russian

See "Accented Characters" on for instructions on how to access all of the keyboard characters.

External View
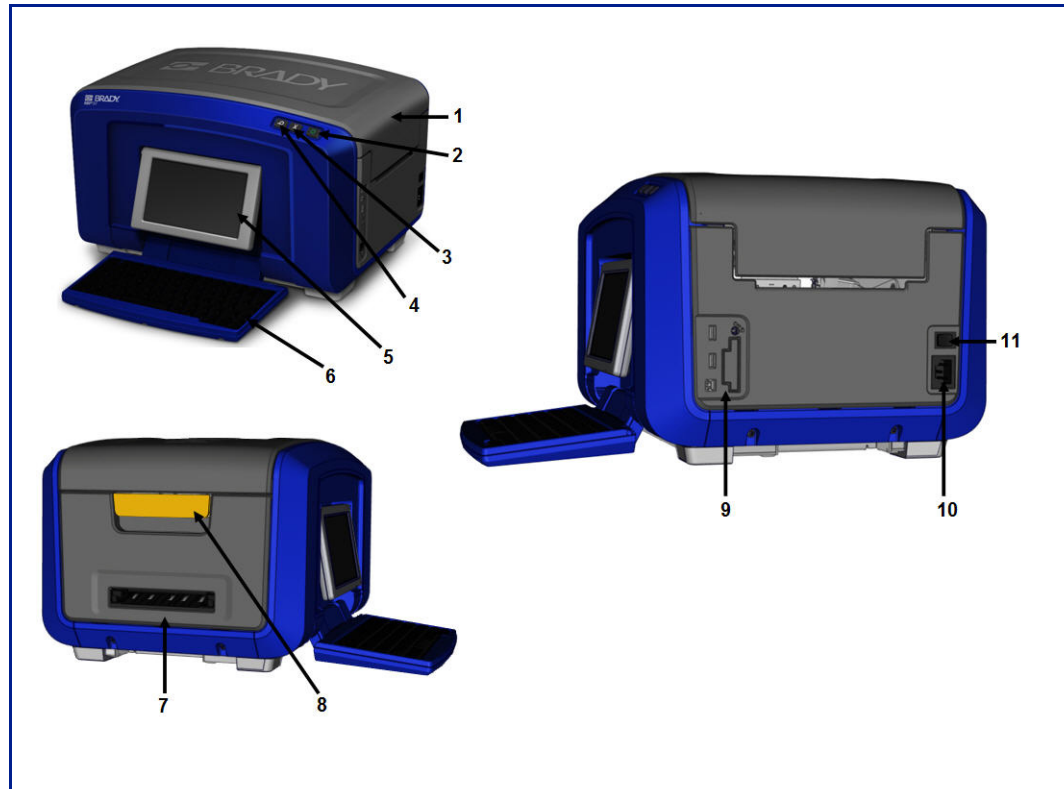
1	Cover	**7**	Label exit chute
2	Power button (green)	**8**	Cover release latch
3	Cut media button	**9**	USB, Expansion Ports and Brady Network Card
4	Feed media button		
5	Touch screen (flips out)	**10**	Power cord connection
6	Keyboard (flips down)	**11**	On/Off switch

Setting Up the Printer

Connect Power

CAUTION

Before connecting power, be sure to remove the dessicant from inside the media bay.

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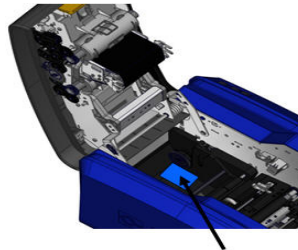
1. Plug the power cord into the power cord connection port on the right side of the printer.

2. Plug the other end of the power cord into an electrical outlet.

3. Turn the On/Off switch to the ON position.

The printer automatically displays the primary *Home* Page. The size and color of the currently installed media and other status indicators are shown.

Note: If there is no ribbon or media installed, the system defaults to black ribbon and 4 in. [101.6 mm] wide continuous white media.

Install Ribbon Cartridge

Illustrations on the inside of the cover show how to install the ribbon and label media (tape).
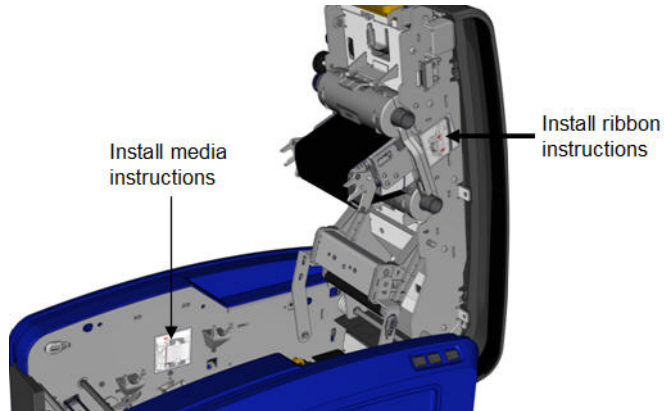
1. Open the cover by pulling up on the bottom of the yellow latch.

CAUTION

The cover pops open quickly. To ease the opening, place a hand on the cover as you release the latch.

---

2. With the cartridge tab on top, facing outward, place the exposed ribbon over the print head, then push the cartridge forward until it snaps into place.
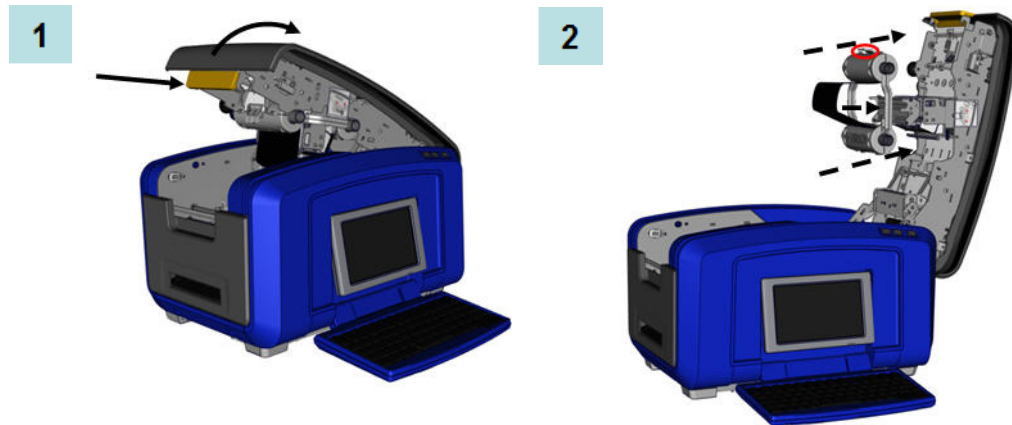
3. Turn the ribbon spindle knob to tighten the ribbon over the printhead.

4. Close the cover.
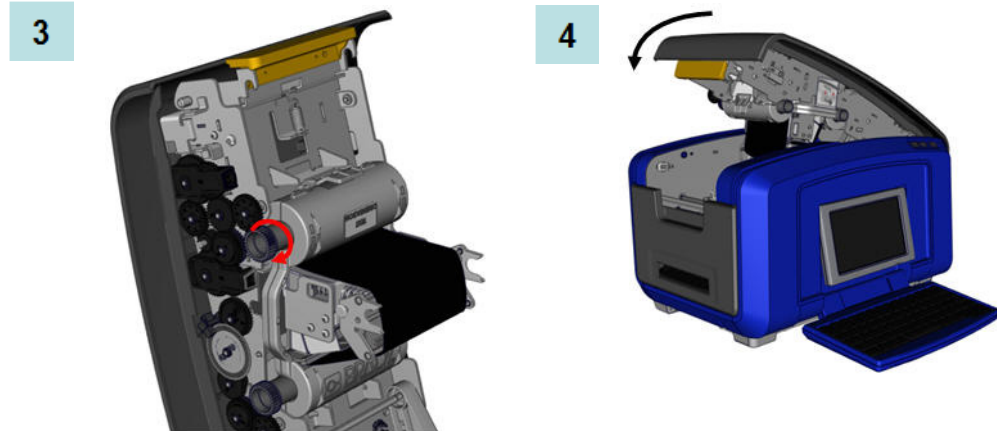
Remove Ribbon Cartridge

To remove a previously installed ribbon, press down on the ribbon cartridge release tab then grasp the top barrel of the cartridge by the two sides and pull the the cartridge straight out from the printhead.

WHEN PERFORMANCE MATTERS MOST™ **BRADY**
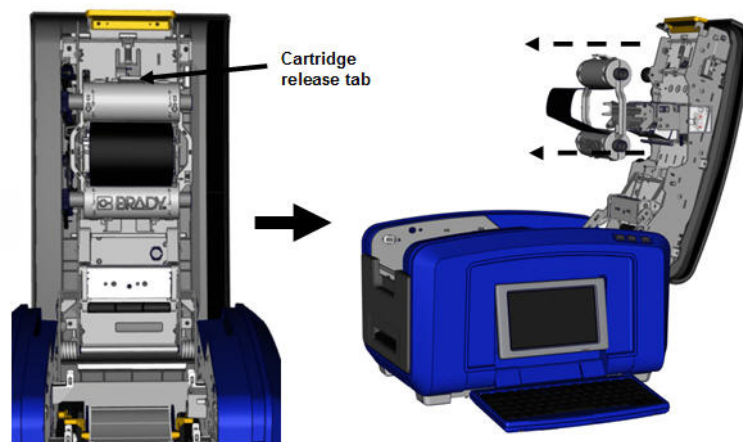
Install Label Media (Tape)

To install label media:

1. Open the cover by pulling up on the bottom of the yellow latch.

CAUTION

The cover pops open quickly. To ease the opening, place a hand on the cover as you release the latch.

---

2. Swing the media wiper bar up, out of the tape well.
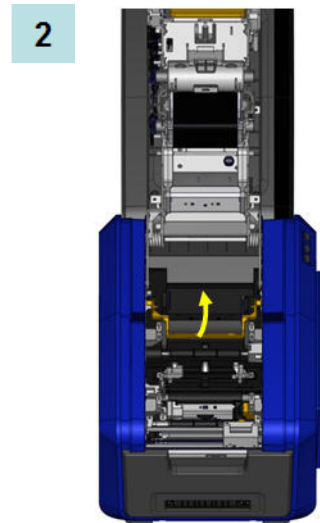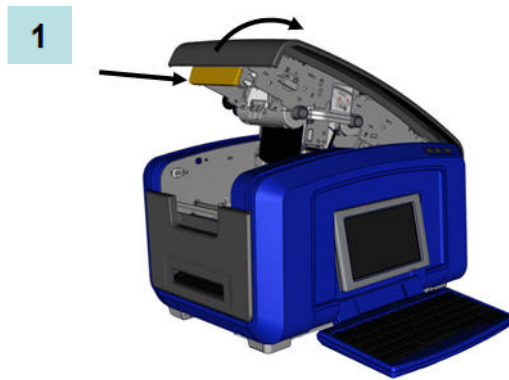
3. Grasp the tape roll with the tape coming off the top of the roll and the touch cell on the left.

4. Drop the tape roll into the tape well, lining up the touch cell with the touch cell reader.
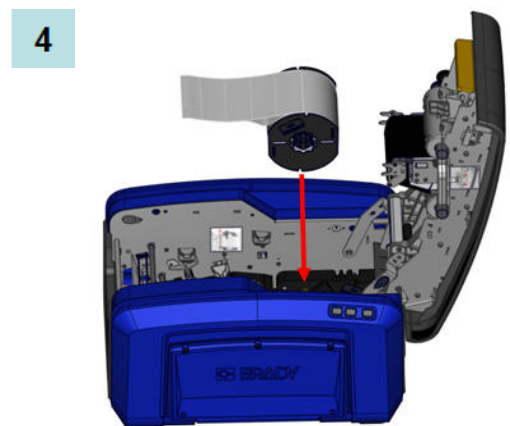
5. Thread the label tape under and through the media guides, until the tape covers the black roller.

6. Pinch the tape adjustment lever and slide the media guides until they are lined up with the edges of the tape liner.
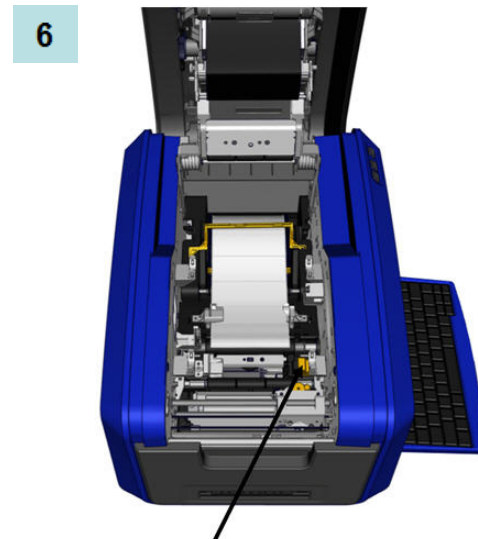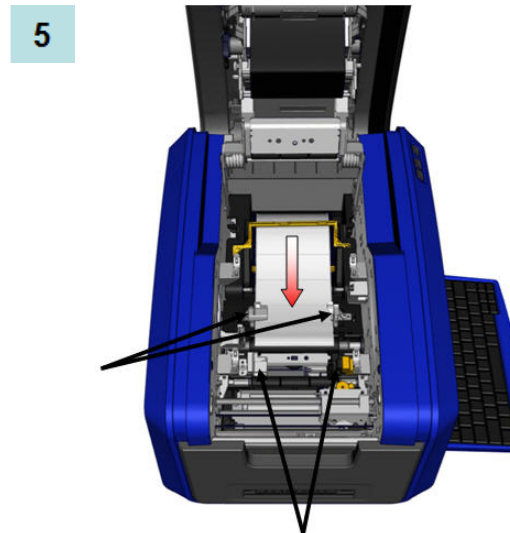
7. If using continuous media, lower the media bar.

8. Close the cover.
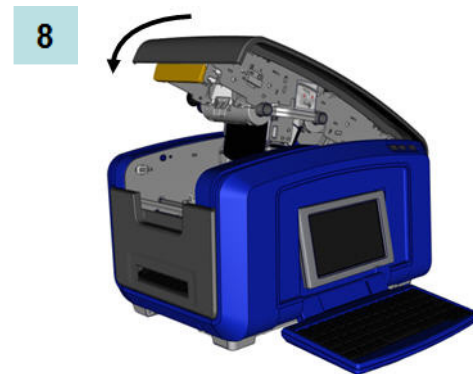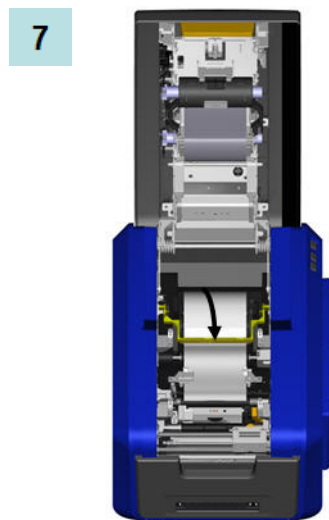
Remove Label Media (Tape)

1. Open the cover by pulling up on the bottom of the yellow latch.

2. If removing continuous media, lift the media wiper bar up off of the tape.
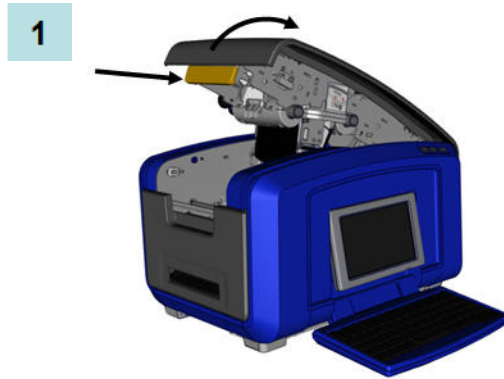
3. Grasp the tape roll and pull up, sliding the media out from under the guides.
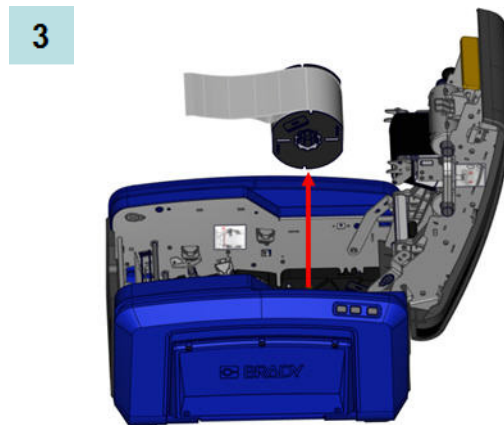
Power On/Off

To turn the display on or off:

1. Press **Power** ⏻ .

Note: To completely shut down the printer, turn the On/Off switch, located above the power cord, to the OFF position.

Sleep Mode

To preserve energy, when the printer detects a time of inactivity it automatically turns off the display and goes into a low-power consumption mode called Sleep Mode. The current label and settings are retained.

To wake the printer from sleep mode:

1. Press ⏻ or touch the screen.

The *Editor* displays the label or menu you were on when the printer went to sleep.

Note: If a label is defined when the system goes into sleep mode and the media is changed to a supply where the label no longer fits, you will be prompted to make the data fit or save the existing label before continuing. If you choose the option to make the data fit, the system will move and/or resize the objects so they fit on the new media size.

You can set the elapsed time of inactivity the printer should detect before entering Sleep Mode. See *page 19* for information on setting the shut off delay time.

Resetting the Printer

If the screen "freezes" (i.e., does not accept any keystrokes), reset the printer.

1. Press and hold ⏻ for 5 seconds.

The system performs the initialization process and starts the printer.

If the printer still does not initialize after holding the power button:

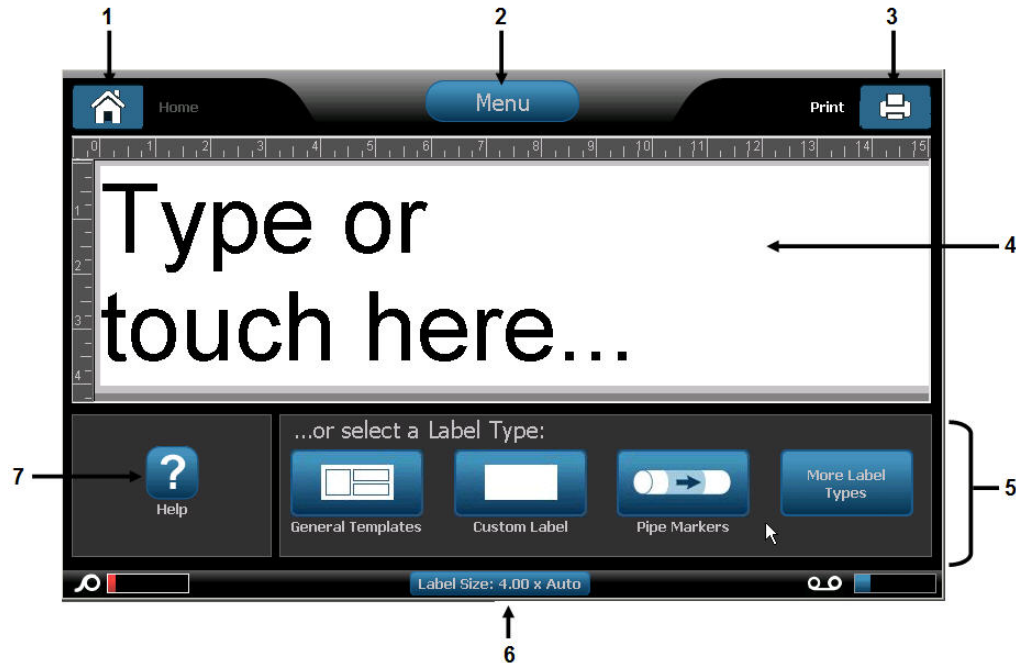**2.** Using the On/Off switch, turn the power off, then turn it back on.

Any data in the *Editor* at the time of the reset will be lost.

Display Screen

The BBP35/37 printer uses touch screen technology. Using your finger, touch the desired option on the display screen.

Home Page

The *Home* page automatically displays when you first start the printer.

Item #	Icon	Description
1		**Home**: Returns you to the *Home* page from anywhere in the application. When you are on the Home page, the button is grayed out.
2	Menu	**Menu**: Displays File, Label and System options.
3		**Print**: Displays the *Print* dialog box for printing the current label. If there is nothing in the Editor, the print button is grayed out.
4	**Editor**	Text or object entry area. Type, touch or select objects to display and edit in this area. The Editor also shows the color and size of the installed media and ribbon.
5	**Control Panel**	Primary area for selecting options for creating, editing and working with labels and objects. The panel changes depending on what option is selected.
6	**Status Bar**	Shows the current label size and indicators for the amount of media and ribbon remaining.
7	**Tools Panel**	Provides additional options for the specific tool selected. The Tools panel changes according to the object selected.

Menus

The main Menu button displays a list of sub-menus for different label or system functions. To display menu or sub-menu options:

1. Touch [Menu] to display the sub-menus.

2. In the pop-up list, touch the desired sub-menu option.

The selected sub-menu, in turn, can display another sub-menu.

3. Keep touching a sub-menu option until a dialog box displays.

Dialog Boxes

A dialog box contains various options for the specific sub-menu that you selected. It may contain drop down field lists, spinner boxes, data fields, options boxes and scroll bars. A dialog box enables you to make a number of changes to the label at one time. To accept all edits in a dialog box:

1. Touch OK [✓].

To cancel edits in a dialog box and/or to back out of sub-menus:

2. Touch Cancel [✗].

Drop Down Field

If a field has a drop down menu item associated with it, a downward facing arrow displays on the right side of the field. To display the drop down menu item:

1. Touch the drop down arrow ▾ .

Drop down arrow

Clock Settings

Enter sleep mode when inactive:

| Never |
| 5 Minutes |
| 10 Minutes |
| 15 Minutes |
| 20 Minutes |
| 30 Minutes |
| 1 Hour |

Date:

1/ 1/2003

Time:

3:07:25 PM

OK   Cancel
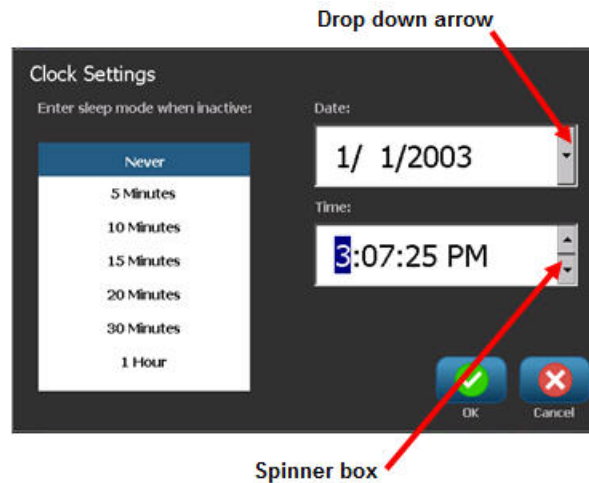
Spinner box

Spinner Boxes

A spinner box lets you toggle through a range of values in a field. To use a spinner box:

1. Touch the up arrow ▴ to increase the values.

2. Touch the down arrow ▾ to decrease the values

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Data Fields

For some menu items, there may be data fields requesting additional information.
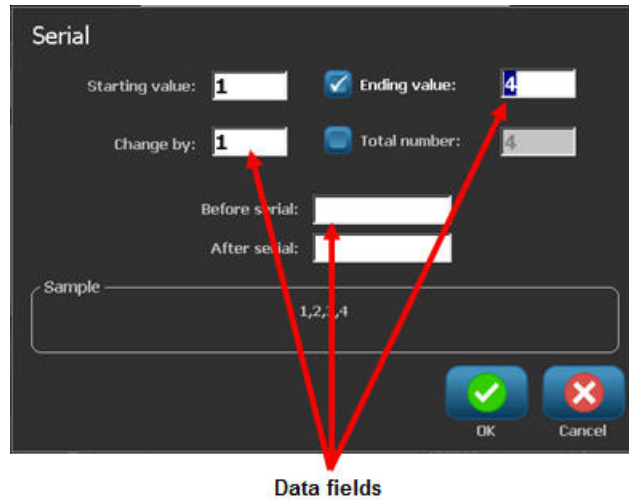
Data fields

To enter the information:

1. Touch the desired option.

If a data field is associated with the option, a blinking cursor displays in the field.

2. At the point of the cursor, enter data using the keyboard.
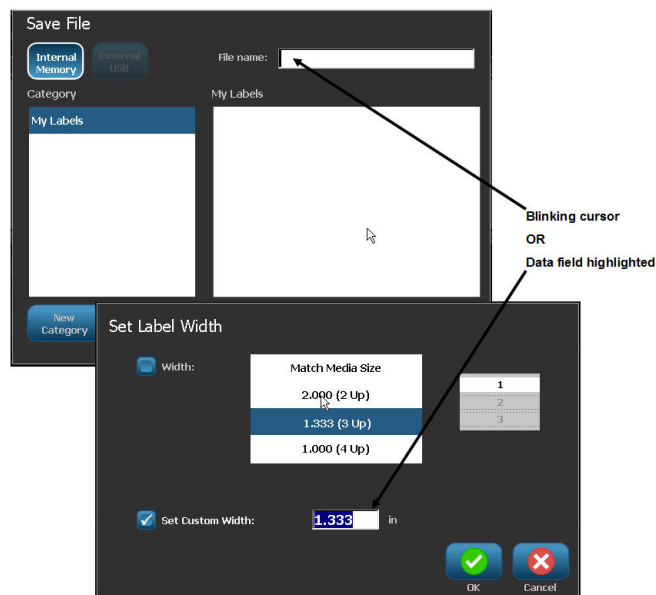
Figure 1 • Data input fields

Some data fields contain default (pre-set) information. To change the information in these data fields:

3. Touch the option for the pre-set data field.

The pre-set data highlights.

4. Using the keyboard, enter new data directly over the highlighted pre-set data.

5. To accept options and data entered, touch **OK** .

Option Boxes

Option boxes signify system defined choices or values. To use a system defined option:

1. Touch the box preceding the desired choice.

A checkmark displays in the box, signifying the option has been selected. To remove the checkmark (and thereby de-selecting the choice):

2. Touch the option box again.

Some option box choices are connected to highler level choices. In that case, the sub-choices are not available (are grayed out) if the higher level choice is not selected.
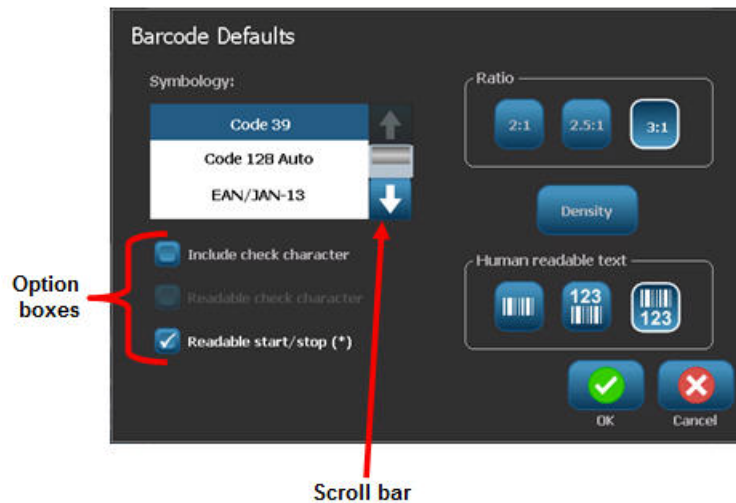
Scroll Bars

If more choices are available than will fit in the specific option area of the dialog box, a scroll bar displays to the right of that option area. To view more choices:

1. Touch the up or down arrow in the scroll bar, to move up or down through the list of choices.

When only one arrow is highlighted (the other is grayed out), you can only scroll in that direction. When you have reached the end of the list (top or bottom), the opposite arrow highlights.

Cancel a Menu Option or Data Field

To cancel a menu option or data field, without accepting changes:

1. Touch **Cancel** .

Depending on how far you have drilled into the menu options, you may have to touch Cancel a number of times to back out of the options.

WHEN PERFORMANCE MATTERS MOST™ **BRADY**

System Defaults

System defaults are set to provide a consistent operating environment for the work you do with your printer. Once the defaults are set, they remain in effect until you change them. The following system default settings can be found using the Menu key .

- Clock Settings
- Localization (Language)
- Text Defaults
- Barcode Defaults
- Printing Defaults

Clock Settings

The following settings can be found under the Clock Settings menu option. Set the Date and Time options upon initial start-up of the printer. To access Clock Settings:

1. Touch Menu [Menu] .

2. Under System, touch Setup [🔧] .

3. Touch Clock Settings [Clock Settings] .

4. Touch the option(s) desired. (You can configure all three options - Sleep Mode, Date, and Time at one time.)

5. When finished with the Clock Settings options, touch OK [✓] .
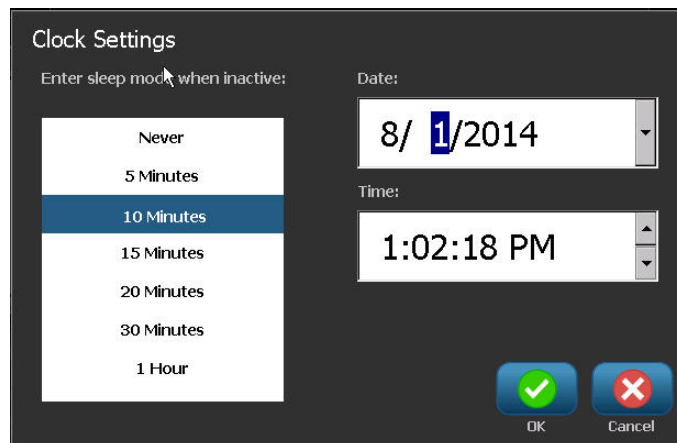
Figure 2 • Time/Date settings in Clock Setting option

Sleep Mode

Sleep mode is the low power consumption mode that the printer automatically activates when it detects a period of inactivity. Touch the desired inactivity time interval. If you do not want Sleep Mode to ever be activated, touch Never.

Set the Date

Set the date on your printer to reflect the date that you want to print on your labels. To set the date, on the Clock Settings screen:

1. Touch the month, day, or year section in the Date data field.

2. Using the keyboard, enter the desired month, day, or year.

Using the Calendar

You can also enter the date by using the calendar function. To access the calendar, on the Clock Settings screen:

1. Touch the drop-down arrow to the right of the Date field.

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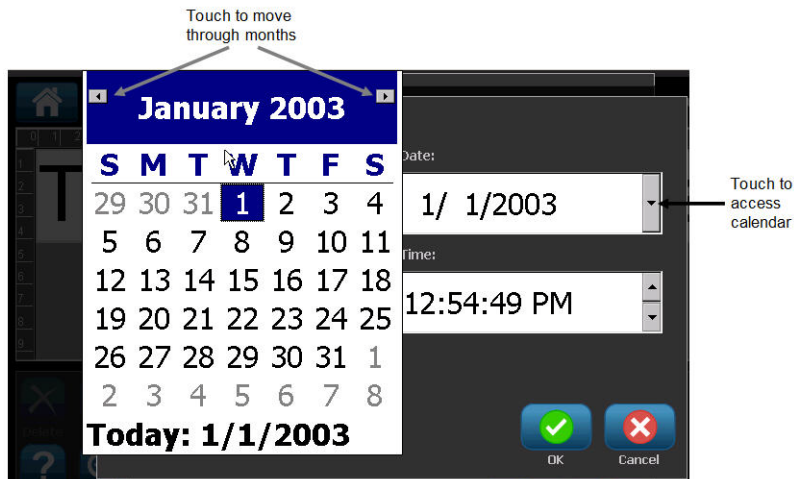
To change the month:

2. Touch the left or right arrow at the top of the calendar, until the desired month is displayed.

OR

Touch the displayed month name at the top of the calendar.

A pop-up menu displays.

3. Touch the desired month.

To change the year:

4. Touch the year displayed at the top of the calendar.

5. Using the keyboard, enter the desired year.

OR

Touch the up or down arrows of the toggle button to increase or decrease the year number.

6. To exit out of the year data field, touch anywhere on the calendar.

Once the correct month and year have been selected, to change the date:

7. Touch the desired date in the displayed calendar.

You will be returned to the Date data field on the Clock Settings screen.

Set the Time

To set the time, on the Clock Settings screen:

1. Touch the hour, minute, or seconds section in the Time: data field.

2. Using the keyboard, enter the desired hour, minute, or seconds.

OR

Touch the up/down arrows of the toggle button to the right of the Time: field to increase or decrease the time.

Note: Entering seconds may prove futile as seconds pass quickly. The internal clock in the printer starts the seconds based on the minutes you have chosen.

Time is based on a 12-hour clock, so you must indicate A.M. or P.M.

Touch the A.M. (or P.M.) section of the Time: data field. The data automatically toggles to A.M. or P.M., depending on which option is currently displayed in the field.

3. When finished setting the Clock Settings defaults, press **OK** .

The date and time set in Clock Settings are stored on the printer and automatically increment forward to the current date or time, even when the printer is turned off. This date and time can be stamped on your labels when printing. However, you can enter any date or time, in any format, on a label. Entered data is not affected by the internal clock.

Language

The languages in which all printer menus, functions, and data display vary according to country, region, or keyboard type.

Initial Language Setup

When turning the printer on for the first time, immediately go to the System Setup>Localization function to choose the language you want displayed. To set the language:

1. Touch **Menu** [Menu] .

2. Under System, touch Setup [🔧] .

3. Touch Localization [Localization] .
4. Under Language, touch the desired language.
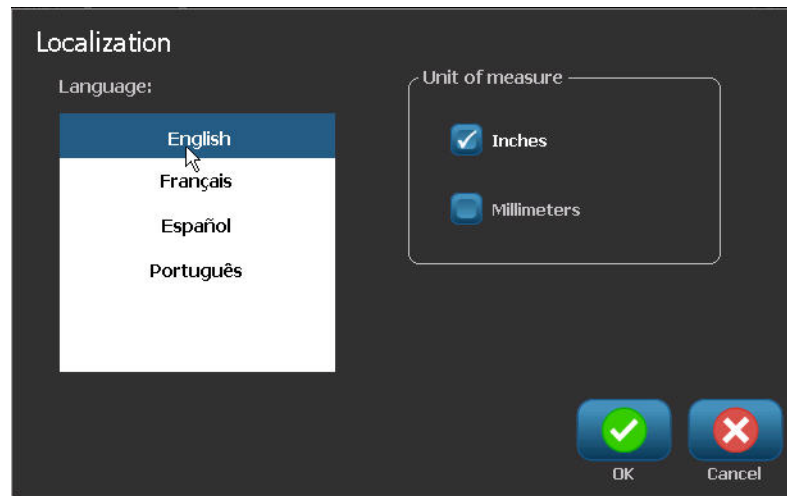
Units of Measure

The Units of measure setting is used to configure label parameters for the printer. The units are:

- Inches

- Millimeters

Once configured, you do not have to indicate "inches" or "millimeters" (or their globally accepted abbreviations or marks) when entering numbers in data fields. Likewise, in any scale or range of measurement field (as found under Label Type), the range of measurements will automatically configure to the units selected in the Menu function.

To set the default units, on the Localization screen:

1. Under Units of Measure, touch the desired measurement.

The initial default is inches. If you touch millimeters, a checkmark is placed in the box preceding "millimeters" and is removed from the box preceding "inches."

2. When finished with the Localization screen, press OK to accept the changes.

Text Defaults

If you know most of your labels will use a specific font or justification (e.g., left aligned or centered), set these options as defaults. Default settings are determined by the printer for the installed media. While you can always change the attributes for a specific label or label type, when the label supply and/or application label type is reloaded, it will return to these settings.

To set text defaults:

1. Touch Menu [Menu] .

2. Under System, touch Setup [🔧] .

3. Touch Text Defaults button [Text Defaults] .

Text Defaults

Font:

| Arial |
| Arial 65 for BRC |
| Courier New |
| Tahoma |
| Times New Roman |

Text units
- ☑ Points
- ☐ Inches
- ☐ Millimeters

Justification

OK   Cancel
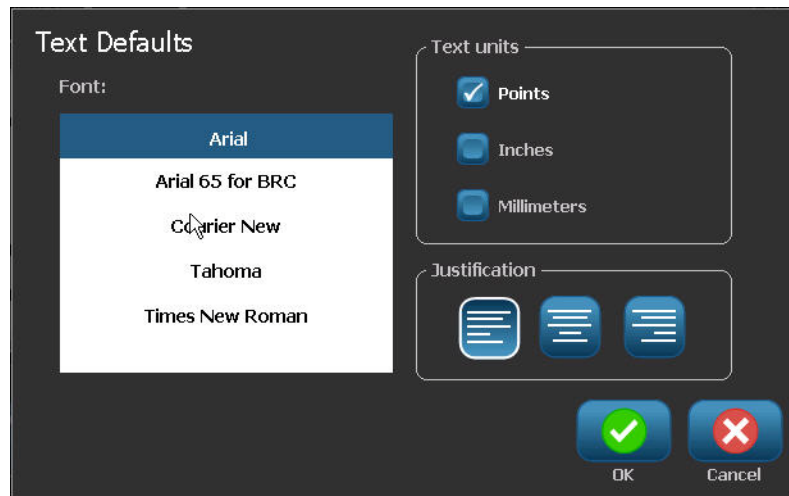
4. Under Font:, touch the desired font to use as the default font.

5. Under Text units, touch the desired measurement to use for text sizing (points, inches, or millimeters).

6. Under Justification, touch the desired alignment of text on a label (left, centered, right).

Note: Justification refers to the alignment of text between the left and right margin of the label.

7. When finished setting the text defaults, touch OK [✓] to accept the changes.

Barcode Defaults

Barcodes are generated following industry standard symbology. A typical barcode is composed of vertical lines (bars) and spaces of varying thickness, depending on the text entered. Barcode elements support vertical resizing (height) only. The width of the barcode is based on data and symbology. However, some barcode widths (depending on symbology used) can be altered by changing the ratio and density of the bar code.

To set barcode defaults:

1. Touch Menu [Menu].

2. Under System, touch Setup [wrench icon].

3. Touch Barcode Defaults button [Barcode Defaults].

Multiple symbologies are presented. To view more symbology options:

4. Touch the up/down arrows to the right of the list of symbologies to move through the different options.
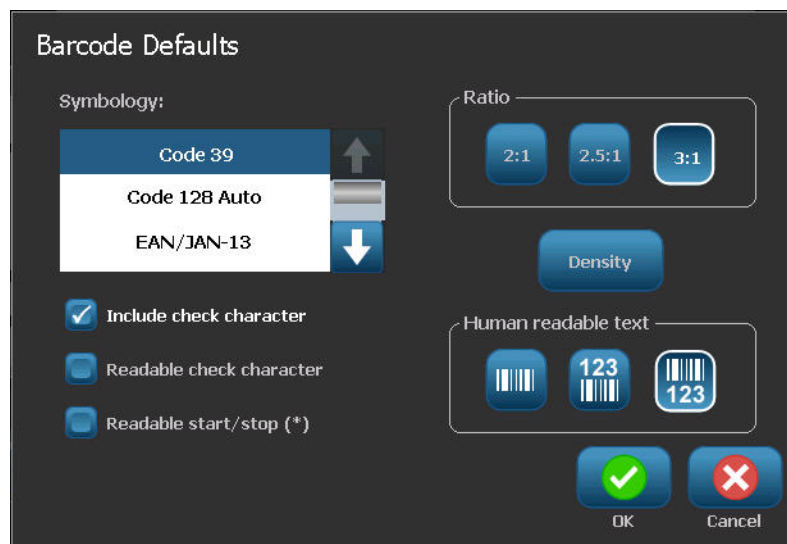
5. Touch the desired symbology.

A check digit is used for error detection in a barcode. It consists of a single digit computed from the other digits in the barcode. If you want to use a check digit:

6. Touch Include check character.

7. When Include check character is touched, the Readable check character button displays. If you want the check digit to display with your barcode, touch Readable check character.

When using symbology Code 39 or Code 128, you are given the option to have the start/stop code readable with the barcode. The start code is a special character that signals the start of the barcode. Likewise, the stop code is a character that signals the end of the barcode.

If you want to display the start/stop code for the chosen symbology:

8. Touch Readable start/stop (*).

A barcode is made up of a series of narrow and wide bars and spaces (called elements). The difference between the width of the narrowest and widest element is the ratio. Not all barcode types allow you to change the ratio. If you are using a Barcode Type that does not support this option, the Ratio field will not display.

To change the ratio (when available):

9. Under Ratio, touch the desired ratio to use.

Density refers to the thickness of the bars and spaces within a barcode. You can change the density (which in turn lengthens the barcode), but the size of the bars and spaces retain the same ratio to each other. For the most effective and reliable scanning, implement with the lowest possible density.

To change the density:

10. Touch the Density button [Density].

The density is measured in mils.
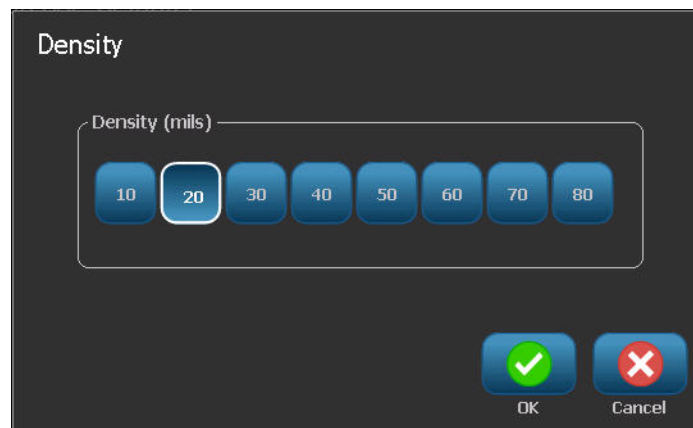
11. Touch the desired density.

12. Touch OK [✓] to accept the density change.

Barcodes are made up of bars and spaces, meant to be read by machines. Human readable text is the text that makes up the barcode, but able to be read by humans. You have the option to never display the human readable text, display the text above the barcode or below the barcode.

13. Under Human readable text, touch the desired option.

14. When finished setting the barcode defaults, touch OK [✓] to accept the changes.

Printing Defaults

To set the printing defaults for your printer:

1. Touch Menu [Menu] .

2. Under System, touch Setup [🔧] .

3. Touch Printing button [Printing] .
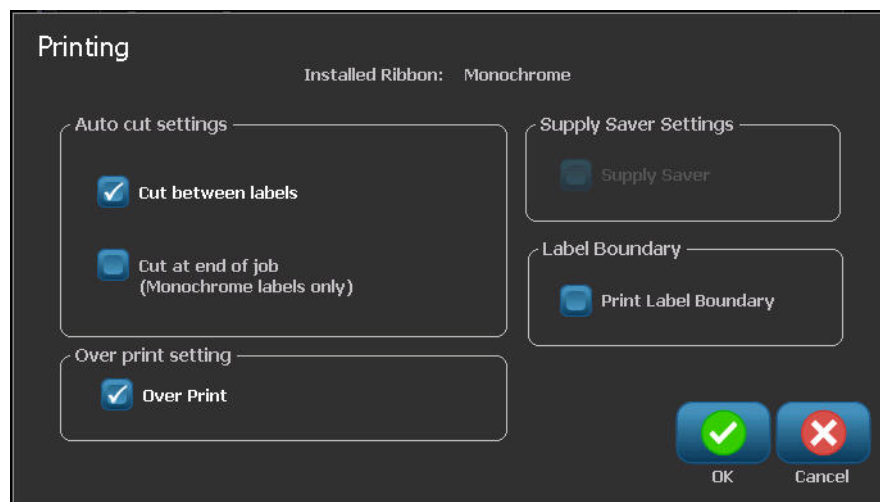
Auto Cut Settings

The Auto Cut Settings default determines when the printer should pause for cutting.

> **Note:** The auto cut settings are only available if a monochrome ribbon is installed. If using a paneled ribbon, these settings are disabled.

There are two modes to choose from:

- Cut between labels
- Cut at end of job

In a multiprint job (e.g., serialized labels) cut mode determines if the printer should pause between each label for cutting the individual labels. If you select Cut at end of job, all labels in a serialized sequence print out as one long string, pausing for cutting only after the last label is printed.

To set the cut mode:

1. Under Auto cut settings, touch the desired printing option. A checkmark is placed in front of that option.

Supply Saver Settings

Supply Saver automatically groups labels that are narrower than the tape. This option is only used with paneled ribbon and is disabled if using a monochrome ribbon. When this option is selected, the printer recognizes that more labels will fit within an area that can be covered by one panel of ribbon. It then groups the labels together to maximize how many labels will print with that set of ribbon panels. If the option is turned off, only one label prints per ribbon set. This is inefficient if you are printing a number of 2" x 2" labels and have 8-inch long paneled ribbons installed.

The Supply Saver option is selected by default. If you want to turn this option off:

1. Touch Supply Saver to remove the checkmark.

Over Print Setting

Over Print is related to multicolor printing with colors that overlap each other. If ON, Over Print prints a base color, then prints the second color on top of the first. An example of when you want the over print setting turned on is a yellow triangle symbol. The black pictogram prints on top of a yellow background color. Because black covers yellow so well, the yellow color does not distort the black image.

Example of when Over Print should be turned ON. (Black is over printing a yellow background.)	Example of when Over Print should be turned OFF. (Black does not print where the red slash intersects the black image.)

If OFF, the printer prints the base color on everything except the items where the second color overlaps. This is preferred in situations where the second color is lighter than the first and you do not want the base color showing through and distorting the color where they overlap. A good example of where you want the over print setting turned off is printing a prohibition symbol. Black will not print where the red slash overlaps it, thereby not distorting the red color.

The Over Print option is selected by default. If you want to turn this option off:

1. Touch Over Print to remove the checkmark.

2. When finished setting printing defaults, touch OK to accept the changes.

> **Note:** Touching OK on the individual Setup screens (e.g., Clock Settings, Text Defaults, etc.) saves those particular settings. However, to exit out of the main Setup screen, it does not matter if you press OK or Cancel.

Getting Started

This section describes the process of creating a text label with minimal formatting, using basic editing techniques, and printing the label.

Entering Text

When the printer is first turned on, you are presented with the Home page, displaying a blinking vertical bar (the cursor) and the message "Type or touch here..."

The cursor is the starting point for every label you create using the BBP®35/37 Label Printer. Using the keyboard, begin entering text at the position of the cursor. The opening message will disappear and your entered text displays on the screen, surrounded by a frame. The frame indicates you are working with a text object. (See for more information about objects.) The cursor moves across the screen as you enter data. If you want another line of text, press [ENTER] on the keyboard.

Editing Text

If you have entered some text in error or want to change the content or format of your label, edit the information before printing.

Inserting Text

To insert additional text within a line of text:

1. Touch the screen at the point where text should be inserted.

   OR

   Using the navigation arrows on the keyboard, position the cursor where text should be inserted.

2. Enter the text.

Existing data positioned to the right of the cursor moves progressively to the right to make room for the inserted text.

If a fixed font size is selected, when the end of the line is reached, no more data can be inserted. To add more data, press [ENTER] on the keyboard to start another line of text. If Autosizing is invoked, the font size decreases as more data is entered. (See Auto Size on .)

Deleting Text

To remove characters, one at a time, from the position of the cursor TO THE LEFT (backwards):

1. Press Backspace ⟨Backspace key⟩ on the keyboard.

To remove characters, one at a time, from the position of the cursor TO THE RIGHT (forward):

2. Press Delete ⟨Del key⟩ on the keyboard.

Note: If multiple words are highlighted, pressing Backspace or Del deletes all the highlighted text. (See *page 34* for options on selecting text.)

Replacing Text

You can change text without having to delete it first. To replace text:

1. Select the text that should be changed. The text highlights.

2. Enter the new text directly over the highlighted text.

Clear

To clear all text from the text box, with the text box selected (i.e., the frame is visible):

1. In the Text Control Panel, touch Select All Chars ⟨ABC icon⟩.

2. On the Keyboard, press Backspace ⟨Backspace key⟩ or Del ⟨Del key⟩. This clears the highlighted text.

To delete all text and remove the text box,

3. In the Tools, touch Delete ⟨X icon⟩.

All text in the selected text box is deleted and the text box is removed.

Zoom

To view label text in larger or smaller increments, use the Zoom controls in Tools.

1. To enlarge the label view, touch Zoom In 🔍 button as many times as needed to increase to the desired size of the view.

2. To decrease the label view, touch Zoom Out 🔍 button as many times as need to decrease to the desired size of the view.

> **Note:** Zooming in or out only increases or decreases the size of the view. It does not change the size of the printed text.

Scrolling

The Editor supports horizontal and vertical scrolling when displayed elements do not fit the display area.
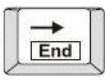
To view hidden parts of a label:

1. Touch a scroll arrow to scroll in the direction you want to view.

The ruler value updates automatically as the label view changes. If the entire label is shown on the display, no scroll arrows display.

2. Continue to touch the scroll arrow as many times as needed to scroll in the direction you want. (You can hold the scroll arrow down to continuously scroll.)

3. To return to normal viewing mode, touch the scroll arrow(s) in the opposite direction until the label contents are in view.
   OR
   Touch Zoom Out enough times to bring all the label contents back in view.

Selecting/Deselecting Text

Function	Option	Description
Select a Word	Touch	In the text box, touch the word to highlight.
Select multiple words	Shift + Touch	Touch the first word in a line of text. Press and hold the Shift key and touch the last word in the line of text. All text between the first touched word and the last touched word are highlighted.
Select characters	Shift + arrows (↑ ← Home ↓ → End)	To select characters, hold the Shift key while pressing the arrow key in the direction you want to highlight.
Select characters to beginning of text	Shift + ← Home	To select text from the position of the cursor to the beginning of all lines of text, hold the Shift key while pressing Home key.
Select characters to end of text	Shift + → End	To select text from the position of the cursor to the end of all lines of text, hold the Shift key while pressing the End key.
Select all characters	ABC	When inside the text box, touch Select All Characters button. All text in the text box is highlighted.
Deselect a Word	Touch	If a word is highlighted, touch the word again to deselect. The highlighting is removed.
Deselect all but one word	Touch	To deselect all highlighted words EXCEPT one word, touch the word that you want to keep highlighted. All other highlighted words deselect.
Deselect all highlighted words	Shift + Touch	Hold the Shift key and touch anywhere in the highlighted words. All words are deselected.

Sizing Text (Autosize)

Font Size

Font size can be applied on a single character, a word, or a line of text. If the size is changed before the data is entered, all the data in the current and subsequent lines, takes on the new font size until font size is changed again.

Autosize

The amount of text a label can hold depends on the type of label media being used and the label length setting. The BBP35/37 printer automatically adjusts the size of the font as data is entered. When text reaches the label boundaries, it scales downward until you press [ENTER] or the minimum font size is reached. When working with autosize and multiple lines of text, all lines on a label maintain the same text size.
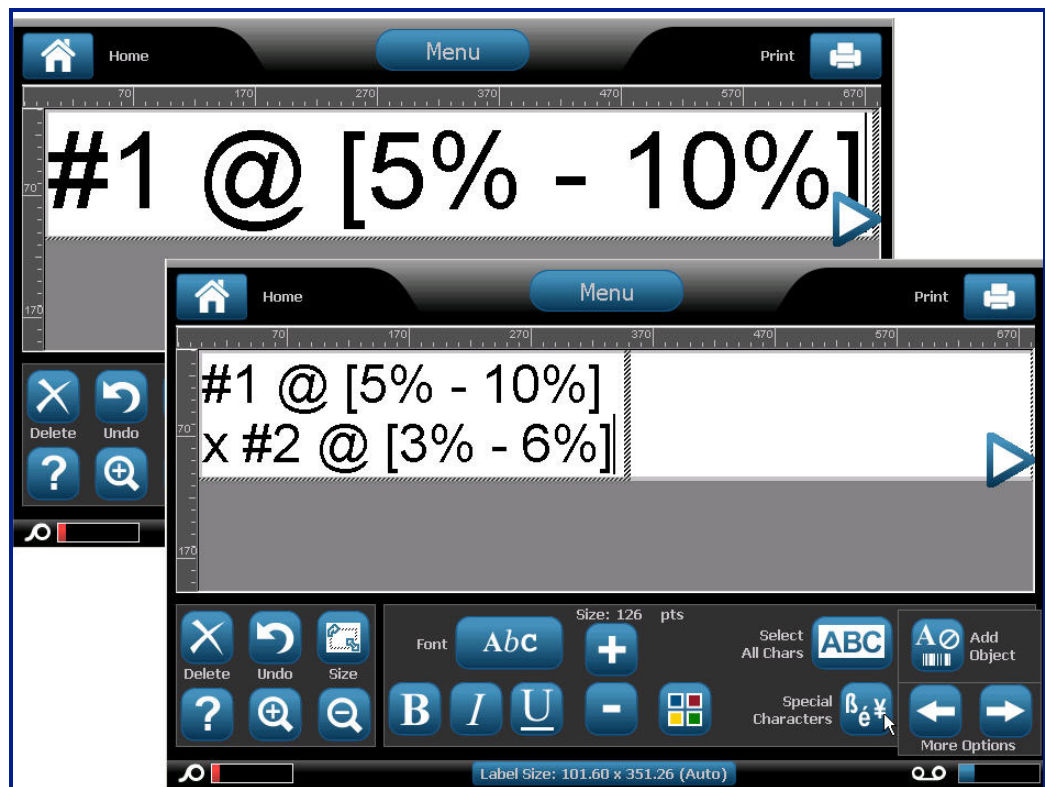
Figure 3 • Autosizing with two lines of text

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Changing Text Box Size

In addition to autosizing text to fit the label, you can adjust the size of the text box. Vertically changing the size of the text box decreases the font size. Horizontally changing the size of the text box expands or condenses the text. (See *page 61* for information on expanding and condensing text.)

Figure 4 • Changing kerning in text box

To change the size of the text box:

1. With the cursor in the text box, from Tools, touch Size ⬜ button.

A left/right, up/down, and diagonal arrow display on the text box.

2. To increase or decrease the height of the text box, touch the up/down arrow and drag your finger down, or up, on the screen.

3. To increase or decrease the length of the text box, touch the left/right arrow and drag your finger right, or left, on the screen.

4. To increase or decrease the height and length of the text box at one time, touch the diagonal arrow and drag your finger diagonally on the screen.

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Printing a Label

To print a label:

1. Touch Print.
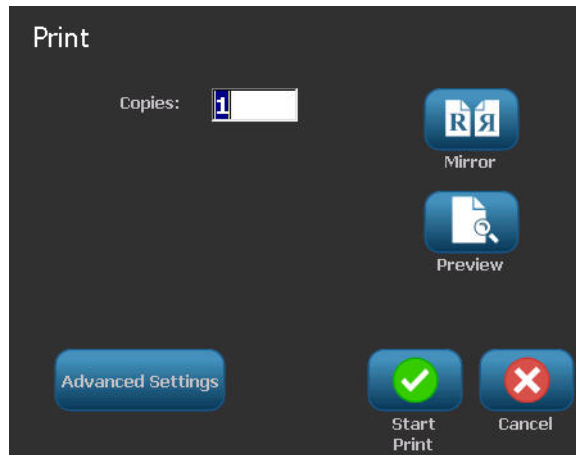
2. Touch Start Print.

Formatting a Label

Formatting refers to the layout, structure, and appearance of a label. Each label contains object elements that represent user content, such as text, barcodes, etc. This section details these elements.

Label Objects/Elements

Label Objects are tools used to place different data elements on a label. These objects include:

- Text
- Graphics (Pictures, symbols, and shapes)
- Barcode
- Serial data
- Date and Time

The Object is the tool (button) found in the control panel. The tool is used to place a bound data box in the Editor. Once this data box is in the Editor it is referred to as an Object Element, or simply "Element." To place an object element on a label:

1. Touch a blank area of the label where you want to insert an object.

The Add Object portion of the Control Panel displays.
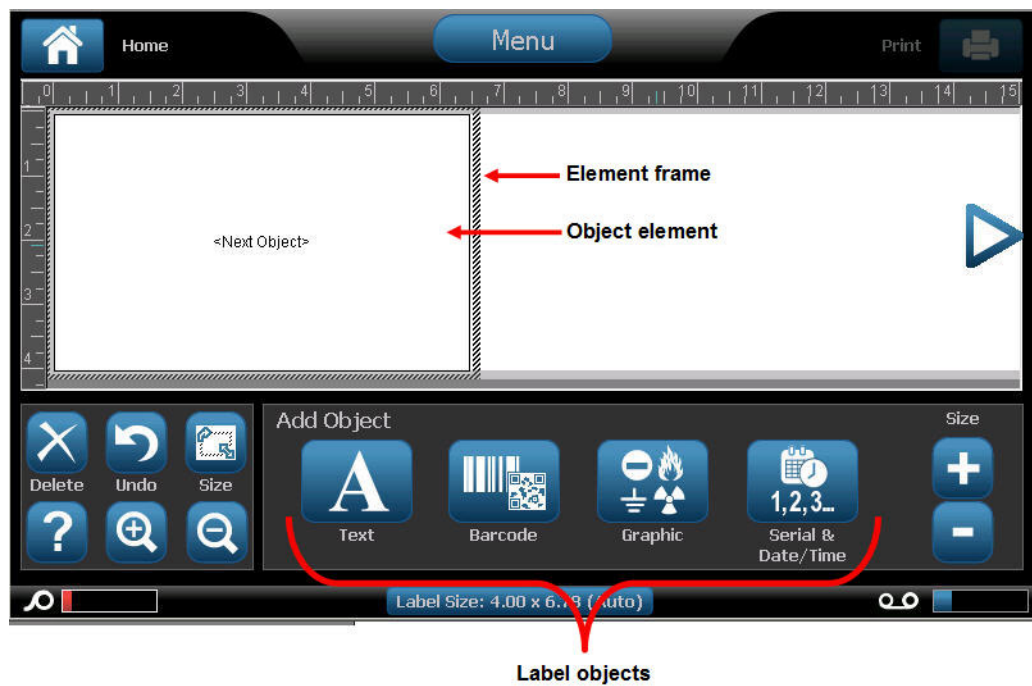
2. Touch the desired object button.

Selecting an Object Element

In order to format, edit, size, or move an object element, it must be selected. Selecting an element places the focus on the element, enabling formatting functions to be performed only on that element. The options in the Control Panel change depending on which object element has been selected on the label. To select an object element:

1. On the label (Editor screen), touch the object element you want to work with.
OR

Press Tab [Tab] key on keyboard.

A border displays around the element, indicating that the element is selected.

To remove the border (deselect the element):

2. Touch a different element or anywhere on the Editor screen.

Moving an Element

There are two ways to move an element to a different location on a label. You can drag the element or use the keyboard arrows.

To drag an element:

1. In the Editor, touch the element you want to move.

2. With your finger on the element, drag the element to the new location.

If you drag an object off the edge of the displayed part of the label (but still within the label boundary), the display automatically scrolls so the object stays visible.

If you move an object so that some or all of the object is outside the printable area, the object repositions within the label boundary.

To move an element using the keyboard:

1. In the Editor, touch the element you want to move.

2. On the keyboard, press the up, down, left, or right arrow key   to move the object in the corresponding direction.
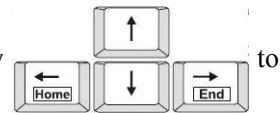
If you hold down the Shift   key while pressing the arrows, the elements move in larger increments.

> **Note:** For text elements, the main text editing control panel cannot be displayed if you want to move the text element using the keyboard. If the main text editing control panel is displayed, using the keyboard moves the cursor within the text line. To use the keyboard to move a text element to another position on the label, touch More Options one time. This moves the text element off of the main text editing control panel. You can now use the keyboard to move the text element.

Behavior Common to All Object Elements

The options displayed in the Control Panel depend on which object element is selected. However, there are some options that are common to all object elements. These options are displayed in the following graphic and discussed below.
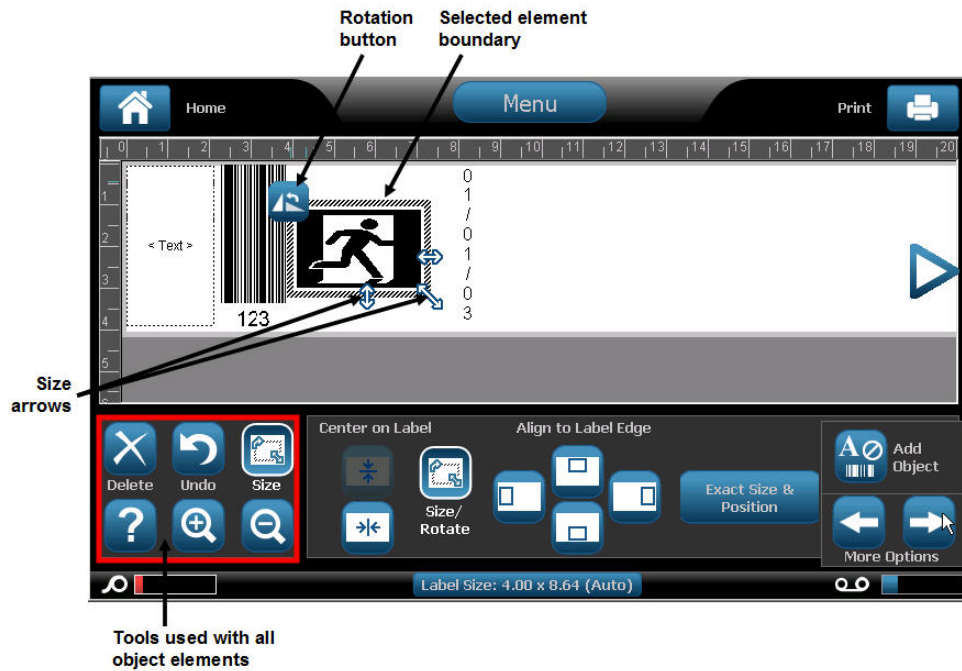
Delete an Element

To delete an object element from your label:

1. Touch the element to be removed.

2. Touch Delete [X].

OR

Press Delete [Del] on the keyboard.

Undo

The Undo function "undoes" the last action taken, whether editing an element, adding information, or deleting data. To Undo the last action:

1. Touch Undo .

No specific element needs to be selected. Undo puts the element and/or label back to the state it was in before the last action was taken. Undo can be pressed multiple times to keep undoing previous actions.

Size

Changes the size of the object element boundary (height and width). To change the size of the element:

1. Touch the object element to select it.

2. From Tools, touch Size .

A left/right, up/down, and diagonal arrow display on the element boundary.

3. To increase or decrease the height of the box, touch the up/down arrow and drag your finger down, or up, on the screen.

4. To increase or decrease the length of the box, touch the left/right arrow and drag your finger right, or left, on the screen.

5. To increase or decrease the height and length of the box at one time, touch the diagonal arrow and drag your finger diagonally on the screen.

You can manually increase or decrease the size of your selected element. To manually change the size:

1. In the Control Panel for the selected element, touch the Plus button to increase the size; touch the Minus button to decrease the size.

Manually changing the size affects the entire element, regardless of what is selected within that element (i.e., a specific word in a text element).

Rotate

The Rotation button displays along with the size arrows on an element. Each time the Rotation button is touched, the element rotates 90° counter-clockwise (to the left). To rotate an element:

1. Touch the element to rotate.

2. Touch Size .

3. Touch Rotate as many times as needed to reach the desired rotation.

> **Note:** When rotated, the text font will be reduced so that the entire text box fits on the label. The font size will stay reduced even if the object is rotated back to its original position (a full 360°).

Help

Help provides context sensitive instructions on how to use the various options available for the different object elements. Whenever you need help on a particular element:

1. Touch the element on which you want Help.

2. Touch Help .

Zoom

Zoom enlarges or decreases the label view - it does NOT change the size of the label element itself. No specific element needs to be selected, as the Zoom tools affect the entire label view. To zoom in on a label (enlarge the label view):

1. Touch Zoom In as many times as needed to enlarge the label view to the desired magnification.

To zoom out on a label (decrease the label view):

2. Touch Zoom Out as many times as need to decrease the label view to the desired view size.

Alignment

Alignment options

The Center on Label buttons center the selected element vertically or horizontally to the boundaries (margins) of the label, not to other elements. To center an element on a label:

1. Touch the element to be centered.

2. Touch the Right Arrow [→] button under More Options, until the Center on Label buttons are displayed.

3. Touch the Center on Label [⤓][→|←] button desired (vertically or horizontally).

The Align to Label Edge buttons align the selected element to the left, right, top or bottom edge of the label. Only the alignment options relevant to element are available. For instance, if an element is already aligned to the top of the label, the top alignment button is grayed out.

To align an element to the label:

1. Touch the element to align.

2. Touch the Right Arrow ➡ button under More Options, until the Align to Label Edge buttons are displayed.

3. Touch the desired available Align to Label Edge buttons.

Exact Size & Position

The alignment buttons place an element at an approximate location on the label. For precise placement of an element on a label, use the Exact Size & Position button to specify the exact location. The measurements are recorded in inches or millimeters, depending on what you have set as the default unit of measure. For precise placement of the element:

1. Touch the element to be aligned.

2. Touch the Right Arrow ➡ button under More Options, until the Exact Size & Position button displays.

3. Touch Exact Size & Position [Exact Size & Position].

4. Touch the appropriate data fields for the desired size or position, then enter the increment. (You do not have to specify "inches" or "mm.")

5. When finished, touch OK ✓.

Exact Size & Position

☑ Keep width–height ratio

Object width: **2.984** in

Object height: **1.863** in

Distance from top of label: **1.069** in

Distance from left edge: **4.095** in

OK   Cancel
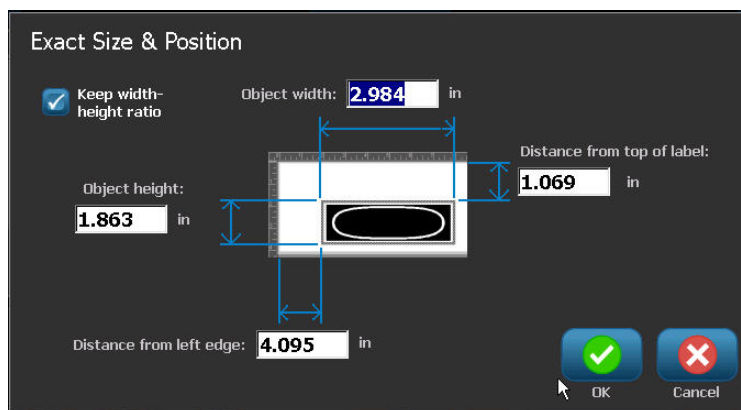
Note: If the values entered result in the object being positioned outside the printable area, the system resizes and repositions the object to fit on the label.

Color

You can change the color of the data in each element (text, barcode, graphic, etc.). To change the data color:

1. Touch the element containing the data on which you want to change color.

2. In the element's main control panel screen, touch Color 🔲.

Note: If a full color ribbon is installed, a wider palette of colors displays.

---
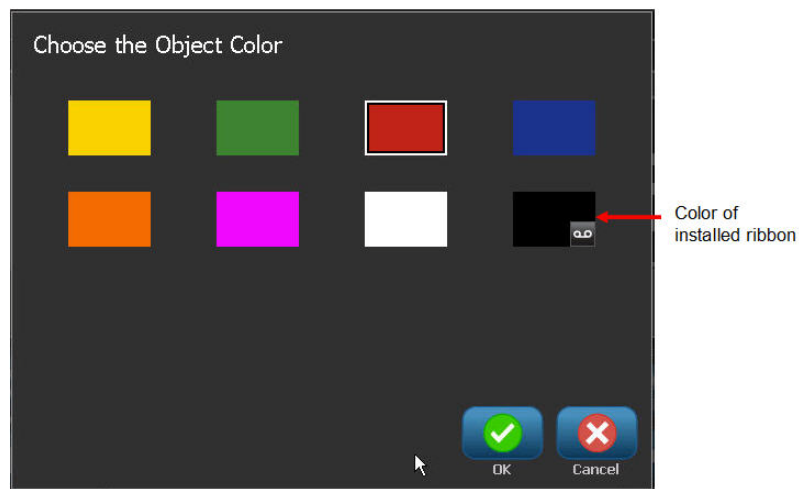
3. On the Choose the Object Color screen, touch the desired color.

Note: The colored square with the embedded ribbon icon 🔲 indicates the colored ribbon you currently have installed in the printer. If you do not have the selected color ribbon installed, a message prompts you to install the specific color ribbon before printing.

---

4. Touch OK ✅.

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Frames

A printable frame (border) can be added to an individual text element or graphic element. You can have a different frame, or no frame, on individual elements in a multi-element label. You can also place a frame around all elements on the entire label. (See *page 105* for information on framing an entire label.)
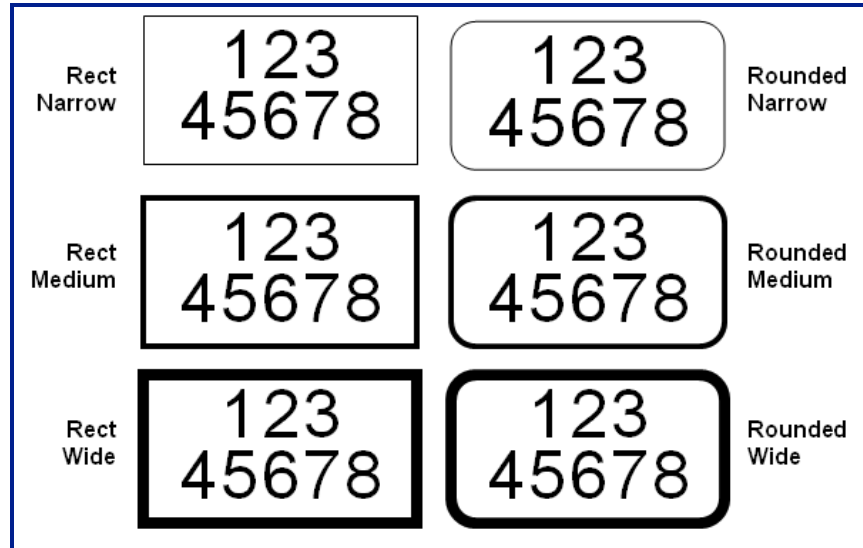
Figure 5 • Available frame options

To add a frame to a text or graphic element:|

1. In the Editor, touch the text element you want to frame.

2. In the Control Panel, in More Options, touch left ⬅ or right ➡ enough times to reach the Object Frame screen.

3. Under Shape, touch the desired frame shape, Rect. ▢ or Rounded ▢.

4. Under Line Width, touch the desired width of the frame lines, Narrow [icon], Medium [icon], or Wide [icon].
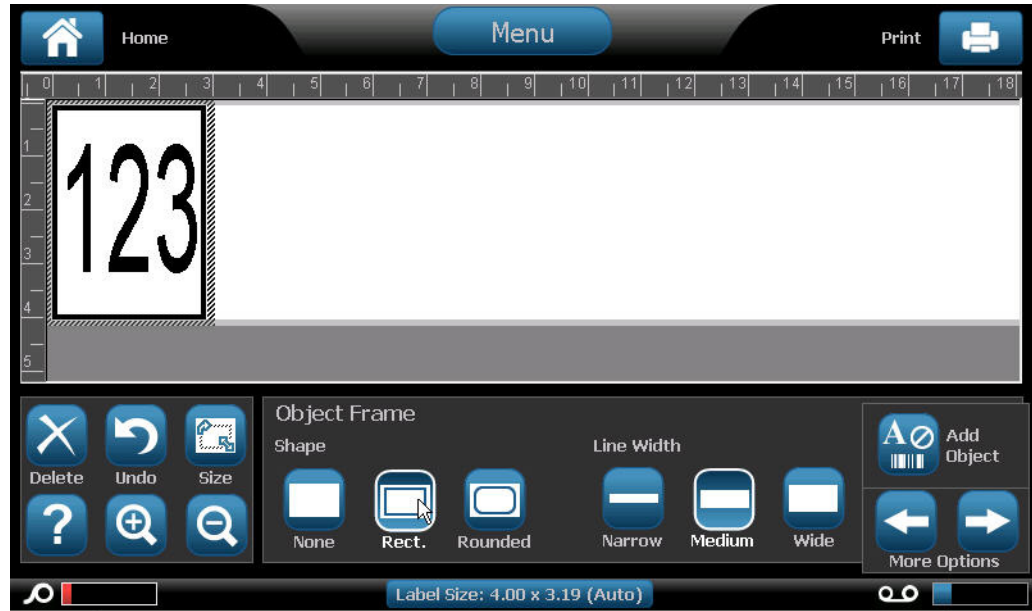
Remove a Frame

To remove an element frame:

1. Touch the element whose frame you want to remove.

2. In the Control Panel, in More Options, touch left [icon] or right [icon] to move to the Object Frame screen.

3. Under Shape, touch None [icon].

Text Object Element

Text elements contain user-defined text and characters, allowing direct data entry on the label. Only alphanumeric characters can be used in a text element. Text elements can be single or multi-line, however the text element does not "wrap" text (i.e., automatically start a new line when the label boundary has been reached).

Adding Text

When you power on the BBP®35/37 printer, you are presented with the Home page, displaying the Editor (the screen where the label is created). The Editor automatically starts in text mode, designated by the message "Type or touch here...". You can immediately start entering data, directly over the displayed message. The opening message disappears and your entered text displays on the screen. A border (frame) displays around the text as it is being entered. This border represents the text line. For a multi-line text entry, press [Enter] on the keyboard to start a new line of text in the same text element.

To add another text element to a label:

1. Touch the Editor screen outside the current text element.

2. In the Add Object control panel, touch Text .

OR

From anywhere on the Editor:

1. In the Control Panel, touch Add Object button.

2. Touch Text .
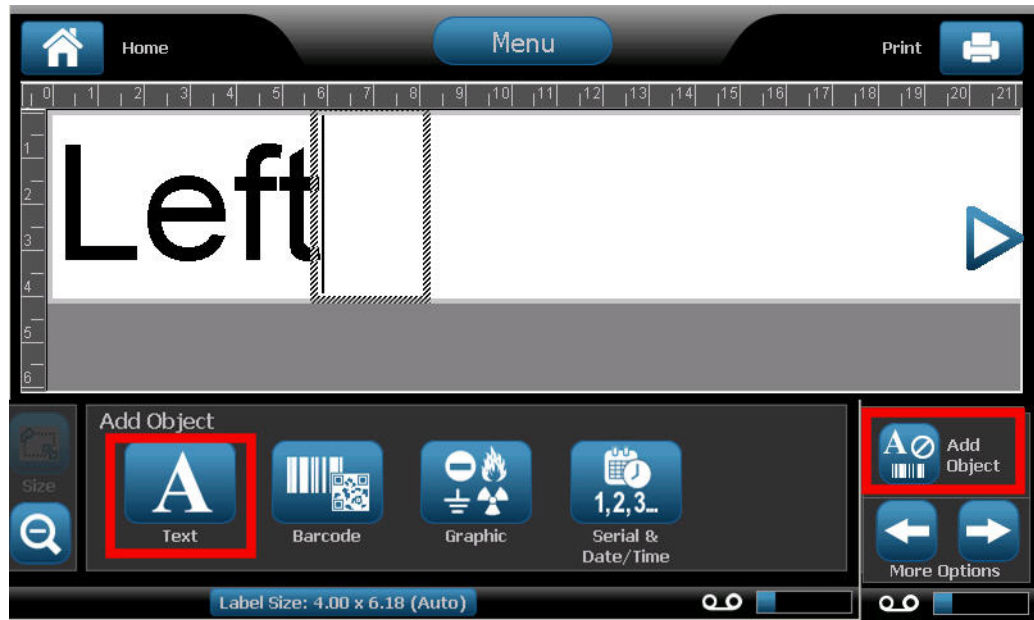
3. Enter the text.

A blinking cursor displays inside the text element. The text element border (text line) extends as text is entered.

To add another line of text in the same text element:

4. Press **[Enter]**.

5. When finished entering the text, touch anywhere on the screen to remove the text line borders.

Font

The BBP®35/37 printer supports different fonts, or typefaces. When you add a text object, the text defaults to the font defined in System Setup. You can change the font for the entire text element on a specific label, or on just a few characters in the text element. To change the font:

1. In the text element, select the text (characters, words, or entire text) on which to change the font.

2. In the Control Panel, touch Font [Abc].

3. In the list of available fonts, touch the desired font.

4. To view more fonts, touch the down arrow [↓] in the scroll box to the right of the Available fonts list.

5. Touch the Size: data field and enter the desired point size for the selected font.

6. When finished, touch OK [✓] button.

Importing Fonts

You can also import your own fonts for use in labels created on the printer. Only True-Type fonts can be imported. A USB flash drive must be used to import fonts to the printer.

To import fonts:

1. First, copy the fonts to import into the root directory of a USB flash drive.

2. Plug the flash drive into any available USB port on the printer.

3. On the printer, touch Menu [Menu].

4. Under System, touch Import [🖥→🖨].
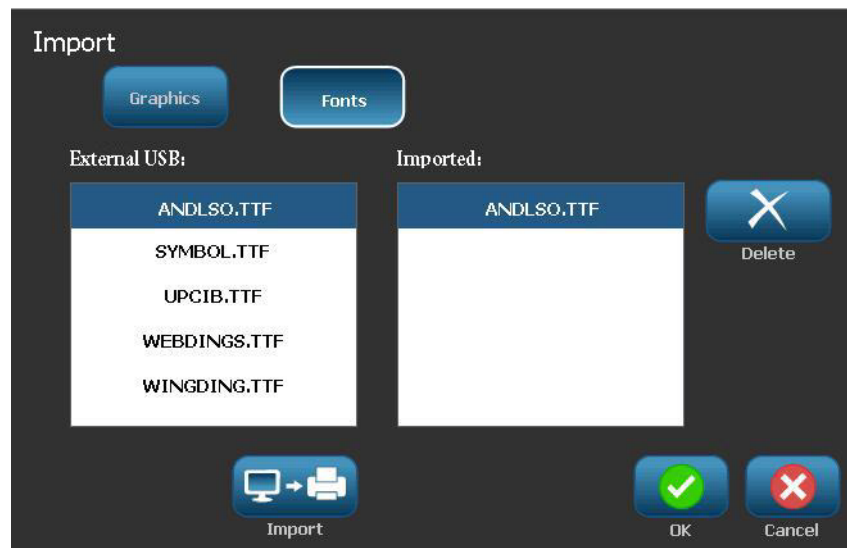
5. Touch Fonts [Fonts].

6. Under External USB:, touch the font file name that you want to import.

7. Touch Import [🖥→🖨].

The imported graphics display in the Imported: section.

8. When ready, touch OK [✓].

> **Note:** If there is not enough space available to store the imported font(s), you will have to clear some space on the system before you can import any new fonts. You can clear space by deleting saved files. There is approximately 56MB of storage space available.

Font Attributes

Character/line formats are called attributes that change the appearance of the fonts, such as underline, weight (bold), and angle (italics).

To add attributes to the font:

1. Select the characters, words, or lines of text on which to add the attributes.

2. In the Control Panel for text elements, touch Bold **B** , Italic *I* , and/or Underline U , as desired.

OR, with text selected:

1. Touch Font A*b*c .

2. On the Font screen, touch Bold, Italic, and/or Underline.

3. Touch OK ✓ .

Special Characters

There are some characters that are not available on a standard keyboard, such as the degree or copyright symbol, accented characters in different languages, fractions, etc. The BBP®35/37 printer provides many of these symbols for use in text elements.

Note: The available characters depend on the font in use.

To add a special character in the text element:

1. Position the cursor in the text element where the special character is to be placed.

2. Touch Special Characters ⬛.
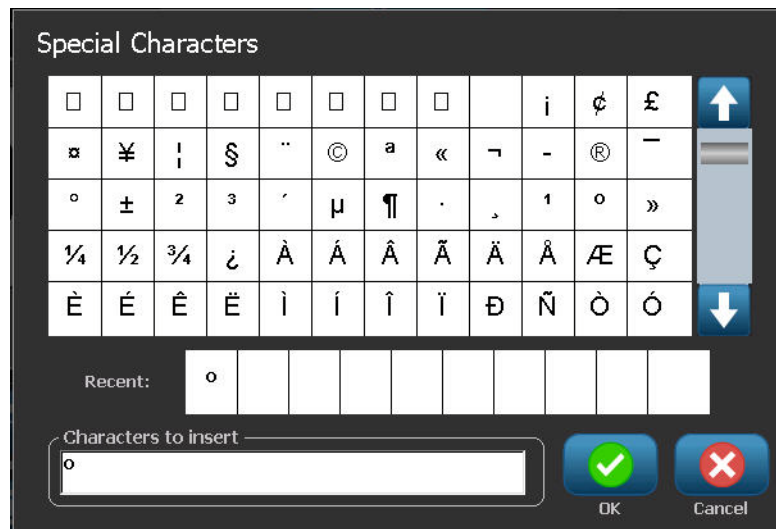
3. On the Special Characters screen, touch the scroll arrows to move up or down through the list of available characters.

4. In the list, touch the character(s) you want to enter. (You can select more than one character at a time.)

The selected character(s) immediately display in the Characters to insert area. You can also type in the Characters to Insert area.

Previously used special characters are displayed in the Recent: field. These characters remain in the Recent: field as long as the printer remains turned on. To re-use these characters:

5. In the Recent: field, touch the desired character.

6. When ready, touch OK ✅.

The special character displays at the indicated position in the text element.

Accented Characters

As with standard PC keyboards, each character key supports multiple characters when used in combination with the **<Shift>** and **<Alt Gr>** keys.

Keycaps show characters in one of four positions (see Figure 6). The character position on the physical key indicates how to access the characters with the **<Shift>** and **<Alt Gr>** keys.

Characters that require two keystrokes are not differentiated in any way, however, they respond differently when selected. For example, when an accented character is typed, it does not display until the letter to be modified is also typed. The accented character is then displayed with the letter.

In Figure 6, Example 1 shows how to access characters in normal operation (caps lock and Alt-GR keys not activated). Example 2 shows how to access characters when caps lock is on. Example 3 shows how to access characters using the Alt-GR key.
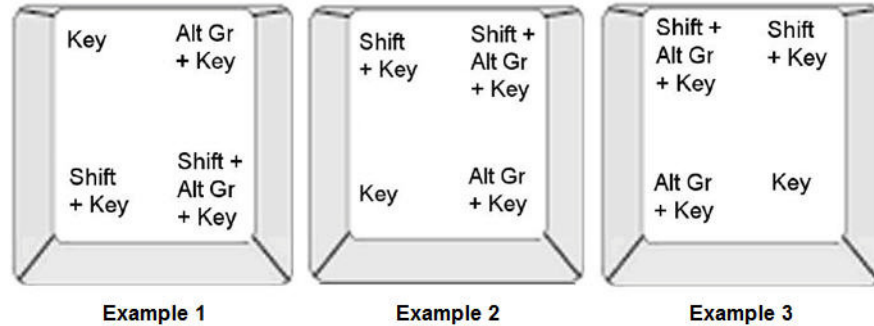
Figure 6 • Keystroke Combinations

Understanding Keystroke Combinations

- The term "Key" represents the physical key on which the accent character is located.

- The Alt-GR key is also referred to as the "switch" key.

- The "+" sign indicates that two or more keys should be pressed simultaneously.

- A comma separating a keystroke combination indicates that the first set of keys should be released before typing the next keystroke combination.

Typing Accented Characters

Typing the key combinations may vary depending on the keyboard configuration you are using. The following shows an example of using each of the four key combinations.

Note: See "Appendix B - Character Mapping & Keyboard Layoutsn page 216 for a list of accent characters available with specific keyboards and the keyboard configurations.

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To type an accented character:

1. On the keyboard, locate the key with the accented character you want applied.

2. Type the appropriate keystroke combination (see *Figure 6*). The table shows example keystroke combinations.

> **Note:** The following tables show an example of North American QWERTY and European QWERTY keystroke combinations.

North American QWERTY Key Combination Example		
Result	**Accent Key**	**Keystroke Combination**
ç	Cedilla	**Lower Case**: Alt Gr + Key
		Upper Case: Shift + Alt Gr + Key
ô	Circumflex	**Lower Case**: Shift + Alt GR + Key, Letter
à	Grave	**Upper Case**: Shift + Alt GR + Key, Shift + Letter
é	Acute	**Lower Case**: Alt-GR + Key, Letter
ñ	Tilde	**Upper Case**: Alt-GR + Key, Shift + Letter
ä	Diaeresis (umlaut)	**Lower Case**: Shift + Key, Letter
		Upper Case: Shift + Key, Shift + Letter
å	Ring	**Lower Case**: Alt + Key, Letter
		Upper Case: Alt + Key, Shift + Letter

European QWERTY Key Combination Example		
Result	**Accent Key**	**Euro QWERTY Keystroke Combination**
ç	Cedilla	**Lower Case**: Alt Gr + Key, Letter
		Upper Case: Alt Gr + Key, Shift + Letter
ô	Circumflex	**Lower Case**: Alt + Key, Letter
à	Grave	**Upper Case**: Shift + Key, Shift + Letter
é	Acute	**Lower Case**: Shift + Key, Letter
		Upper Case: Shift + Key, Shift + Letter
ñ	Tilde	**Lower Case**: Shift + Key, Letter
		Upper Case: Shift + Key + Letter
ä	Diaeresis (umlaut)	**Lower Case**: Shift + Key, Letter
		Upper Case: Shift + Key, Shift + Letter
å	Ring	**Lower Case**: Alt + Key, Letter
		Upper Case: Alt + Key, Shift + Letter

Justification

Justification refers to the horizontal alignment of data between the left and right boundaries (margins) in a text element. Justification applies to the entire text element. It cannot be applied line-by-line. (To align the text element on the label, see Alignment on .)

To apply justification:

1. Touch the text element where justification is to be applied.

2. In the Text Control Panel, above More Options, touch the right arrow .

3. Touch the desired horizontal justification (Left , Center , or Right).

Every line of data in the text element is justified according to the option selected.

Vertical Text

In Vertical text, each character drops down a line below the preceding character.

Example: The word "WIRE" as vertical text displays as such:

W
I
R
E

Vertical text can only be applied to an entire text element. It cannot be applied line-by-line.

To format text vertically:

1. Touch the text element you want to display vertically.

2. In the Text Control Panel, above More Options, touch the right arrow .

3. Touch Vertical .

The word(s) display vertically on the label.

If more than one line of text is present, the second and subsequent lines of text display vertically beneath each other. In order for the text to fit on the label, the font size automatically decreases.

| Text before vertical applied | Text after vertical applied |
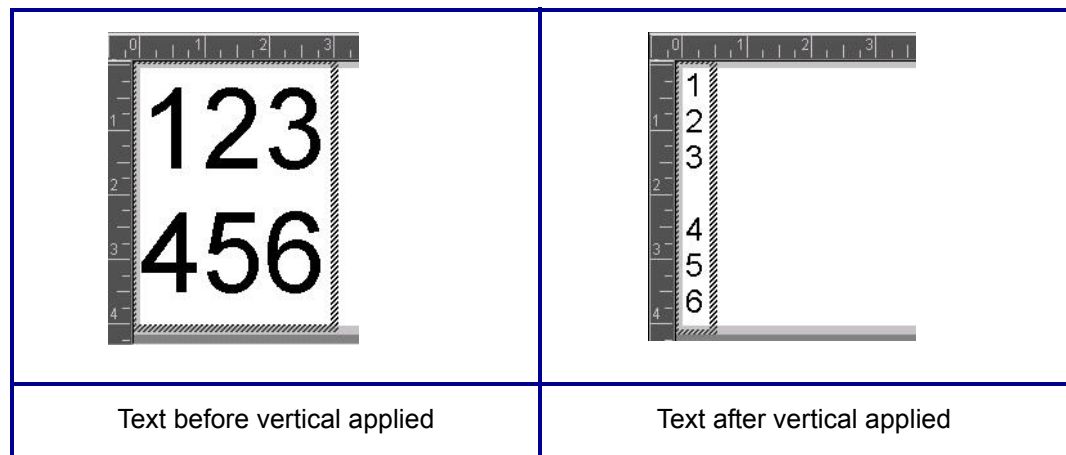
Figure 7 • Multi-line vertical alignment

Note: Once text has been sized to fit vertically, selecting Vertical again does not change the text back to the original size. While the text is again displayed horizontally, you have to manually change the text size back to its original setting.

Reverse

The Reverse function switches the foreground and background colors of data on a label, based on the media installed.

Text before reverse applied	Text after reverse applied
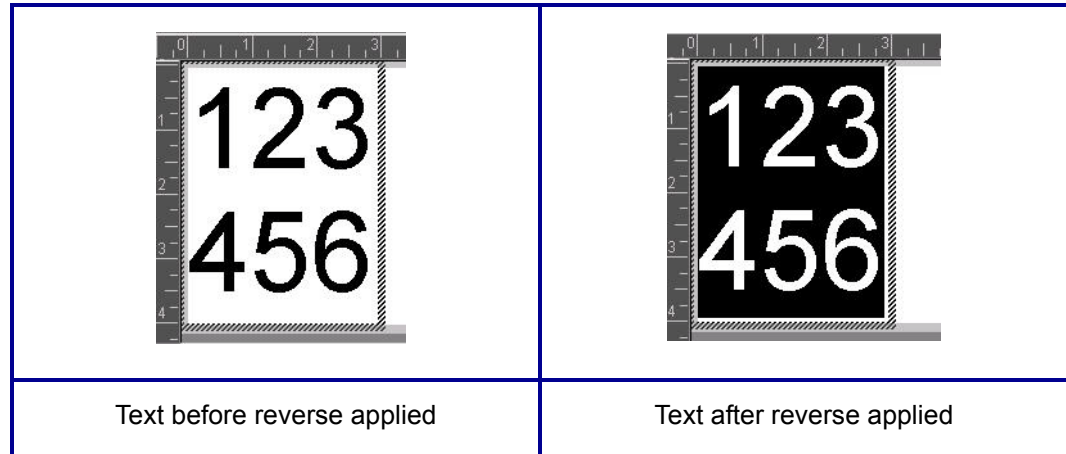
Figure 8 • Reverse text

For instance, black lettering on a yellow background, if reversed, would print yellow lettering on a black background.

Reverse formatting is applied to the entire text element. It cannot be applied to an individual line of text.

To apply Reverse formatting to a text element:

1. Touch the text element you want to display in reverse coloring.

2. In the Text Control Panel, above More Options, touch the right arrow .

3. Touch Reverse .

The system formats the data so that the foreground and background colors are switched.

To remove the Reverse function:

4. Touch Reverse again.

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Expand/Condense

Expanding and condensing data affects character width and the spacing between characters in a word. Data can be expanded or condensed according to predefined percentages, 50% to 200% in 10% increments. If the limits are reached, the Expand/Condense buttons have no further effect.

Standard	Expanded	Condensed
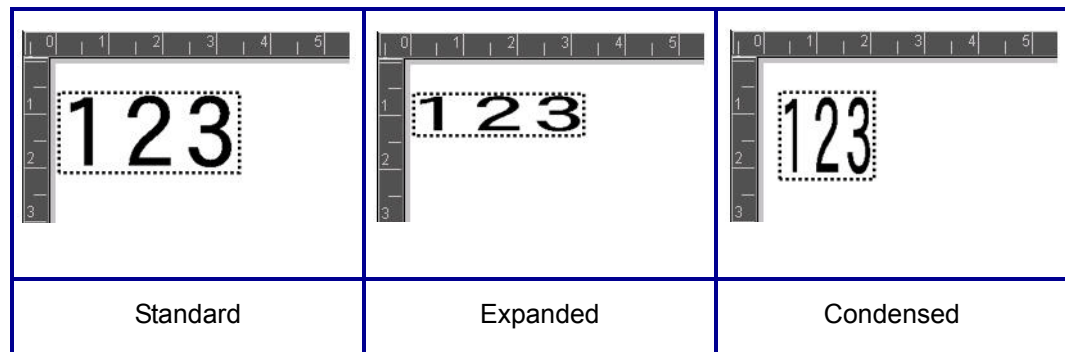
Figure 9 • Expanded and condensed text

To Expand or Condense text:

1. Touch the text element you want to expand or condense.

2. In the Text Control Panel, above More Options, touch the right arrow .

3. Touch Expand or Condense ,as desired.

Each time Expand or Condense is touched, the data in the text element is expanded or condensed incrementally. You may have to touch Expand or Condense a number of times to achieve the desired size.

Set Data Source

You can convert an existing text or barcode object element into a serial or date/time element on the label. This applies to both template or freeform object elements. However, you cannot add serial data to a graphic.

To convert text or barcode to serial data:

1. In the Editor, touch the text or barcode element that you want to use for the serial data.

2. For a text element, touch More Options, then touch Set Data Source.

3. For a barcode, touch Change Barcode , then touch Set Data Source.
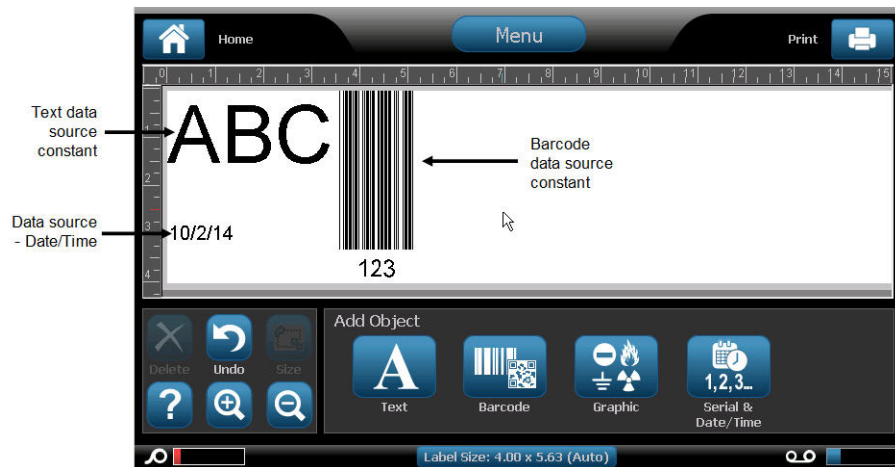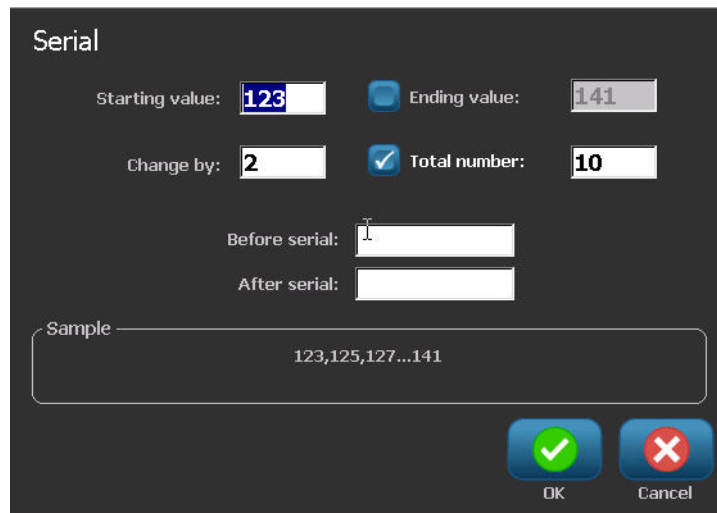
You have three options to choose from: Constant, Serial, and Date/Time.

- Constant keeps the data the same on every label printed. The data is fixed (or non-variable), it does not increment or decrement.

- Serial automatically adds a series of sequential numbers or letters to the printed labels. The Serial function consecutively places the next number or letter in the defined sequence on individual labels. (See *page 76* for information on defining a series.)

- Date/Time places the date and/or time on every printed label in a series. It is not the system date or time, but rather a date or time you define. (See *page 19* for information on defining the date and/or time.)

4. In the Set Data Source dialog box, touch the desired option.

5. If Serial or Date/Time is selected, fill in the requested data.

6. When ready, touch OK .

The text or barcode object is converted to a serial element on the label.
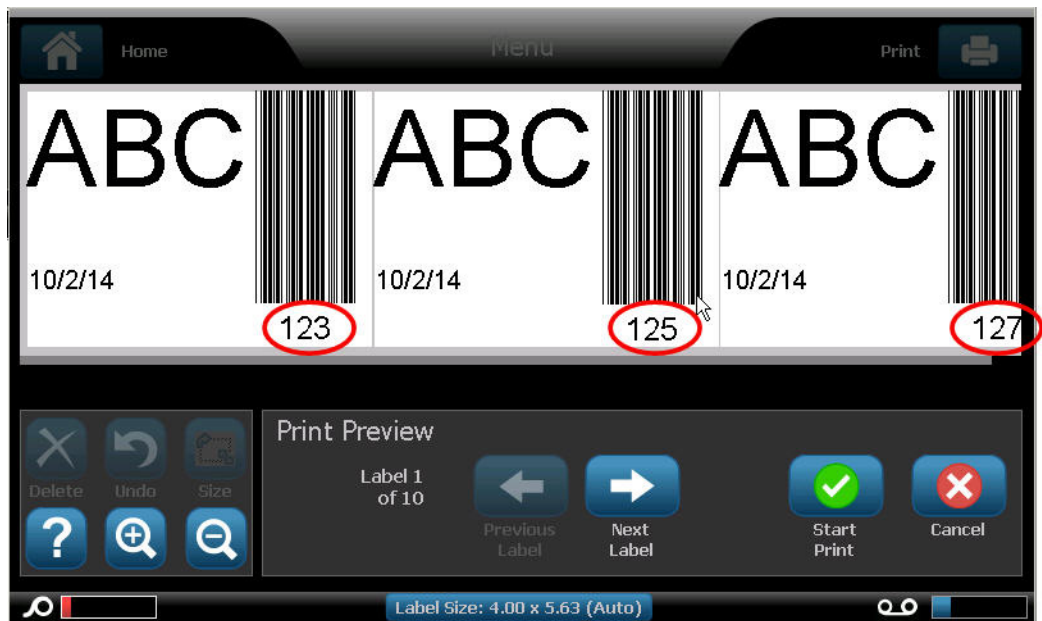
Convert from Serial Data

To change serial data to constant data:

1. In the Editor, touch the serialized text element or barcode element that you want converted to constant data.

2. For a text element, touch More Options.

   OR

   For a barcode, touch Change Barcode .

3. Touch Set Data Source .

4. In the Set Data Source dialog box, touch Constant .

If you are changing a barcode to constant data, the barcode dialog box opens. You are given the option to change the data value. If you do not change the data value, it defaults to the value shown in the Data value box.

5. Touch OK .

The element changes to fixed (non-serialized) data.

Convert from Date/Time to Constant

To convert a date/time element to constant data:

1. Touch the date or time element.

2. Touch More Options, then touch Set Data Source .

3. Touch Constant .

The date/time is converted to editable data.

Print/Cut

If using the BBP®37 printer, you have the ability to cut out the label text. The default is set to Print, thereby printing the label text when the Print button is selected. To cut out text, using printer model BBP®37:

1. Touch the text element containing the text to cut.

2. In the Text Control Panel, above More Options, touch the left arrow to reach the Print/Cut screen.

3. Touch Cut option box.

Weeding

Weeding affects printing and cutting multiple lines of text. When there are multiple lines of text, weeding by line cuts out the letters and also cuts out a box for each line. Weeding by line enables you to remove the background tape one line at a time. Weeding by object cuts out the letters and cuts out a box surrounding all the letters. If Weeding is turned off, no box is cut.

To access Weeding:

1. In the Control Panel, in More Options, touch Left to move to the Print/Cut screen.

2. Touch Cut Text option box.

3. Under Weeding, touch the desired weeding option (None, Line, Object) , , .

Refer to XY Cutting on for information on actually cutting out the text.

> **Note:** To more accurately transfer the cut out text to the application surface, use Brady Transfer Tape #76737.

Barcode Object Element

A Barcode element represents a barcode graphic generated from user input. Barcodes are generated following industry standard symbology. A typical barcode is composed of vertical lines (bars) and spaces of varying thickness, depending on the text entered. It can also include "human readable text." Human readable text is the data entered that makes up the barcode. Because you cannot read bars and spaces, you can have the actual text that makes up the barcode display.

Barcode elements support vertical resizing (height) only. The width of the barcode is based on data and symbology and cannot be changed. However, some barcode widths (depending on symbology used) can be altered by changing the ratio and density of the bar code. (See *page 68* for information on ratio and density.)

Barcode data can be displayed in the same line as other data (text or symbols). It is not necessary to have a separate area for the barcode. Barcode data on the same line as text will not overwrite the text already on the line but will be placed next to it.

Like other object elements on the BBP®35/37 printer, barcode elements can be positioned, aligned, and rotated.

> **Note:** To get better quality barcode print outs, reduce the printer speed. (See Print Speed on *page 94*.)

Add a Barcode

To add a barcode to a label:

1. Touch anywhere in the Editor.

OR, if you are already on a label:

Touch Add Object .

2. In Add Object control panel, touch Barcode .

In the Barcode dialog box, under Symbology:

3. Touch the up/down arrows in the scroll bar to the right of the barcode symbology to access more barcode types.

4. Touch the desired barcode type.

5. Touch the Data value: field and enter the data the barcode represents.

Note: If a typed character is invalid for the active symbology, the typed character does not display. The cursor remains in the position (does not move forward) until a valid character is entered.

---

6. Select OK .

Change Barcode

To change the type of barcode after the barcode is established:

1. In the Editor, touch the barcode element.

2. In the Barcode control panel, touch Change Barcode .

3. In the Barcode dialog box, touch the desired barcode type and change any of the barcode data as necessary.

4. When ready, touch OK .

Size

Sizing the barcode affects only the height (vertical length) of the barcode, from top to bottom. To increase or decrease the height of the barcode:

1. In the Editor, touch the barcode element.

2. In the Barcode control panel, touch Plus to increase the height, or touch Minus

to decrease the height.

Note: The font type and size affects the height of the barcode. The barcode and the human readable text must fit in the frame of the barcode element. As the size of the human readable text increases, it decreases the height of the barcode.

Ratio

Ratio indicates the ratio of bar height to symbol length. Not all barcode symbology allows you to change the ratio. If you are using a symbology that does not support this option (i.e., QR Code (2D) or PDF417 (2D)), the Ratio buttons do not display. For those that do support it, to change the ratio:

1. In the Editor, touch the barcode element.

2. In the Barcode control panel, touch the ratio button 2:1 2.5:1 3:1 desired.

Density

The density refers to the thickness of the bars and spaces within a barcode. To change the density:

1. In the Editor, touch the barcode element.

2. In the Barcode control panel, touch the Density Density button.

3. In the Density dialog box, touch the desired density button.

4. Touch OK .

Human Readable Text

Human readable text is the data entered that makes up the barcode. Because you cannot read bars and spaces, you can display the actual text that makes up the barcode. To display Human Readable Text:

1. In the Editor, touch the barcode element.

2. In More Options, touch the right arrow .

3. Next to Human Readable Text, touch the button 123 123 that displays where you want the human readable text to display (above the barcode or below).

4. If you do not want human readable text to display, touch None button.

Font

To change the font of the human readable text:

1. In the Editor, touch the barcode element.

1. In More Options, touch the right arrow .

2. Under Human Readable Text, touch Font **Abc** .

3. Under Available fonts, touch the up or down arrow in the scroll bar to display more fonts.

4. Touch the desired font.

5. Touch the Size: data field and enter the desired size of the font.

6. Touch the desired attribute to use (Bold, Italic, or Underline).

7. When finished, touch OK .

Check Digit

A check digit is used for error detection in a barcode. It consists of a single digit computed from the other digits in the barcode. To include a check digit character in your barcode:

1. In the Editor, touch the barcode element.

2. In More Options, touch the right arrow .

3. Touch the Include check character option box to place a checkmark in the box.

4. To have the check character display with the barcode, check Readable check character option box.

> **Note:** The Readable check character option box is only available when the Include check character option box is checked.

Start/Stop Code

Most barcodes contain a Start and Stop code signifying, in a line of text, where the barcode starts and ends. The most common Start and Stop code is an asterisk (*), although some barcoes required an opening and closing parenthesis ( ). To view the start and stop code currently assigned to your barcode symbology:

1. In the Editor, touch the barcode element.

2. In More Options, touch the right arrow .

3. Touch the Readable Start/Stop (*) option box to place a checkmark in the box.

The Start/Stop code displays with the readable text in the barcode element.

Graphic Object Elements

Use the graphic object to place pictures, shapes, or signs on your label.

To add a graphic object element:

1. Touch anywhere in the Editor.

   OR, if you are already in a label:

   Touch Add Object [icon] .

2. In the Add Object control panel, touch Graphic [icon] .

3. In the Select Graphics dialog box, under Category, touch the category containing the graphic you want to add.

4. In the displayed list of graphics, touch the desired graphic.

The graphic is added to the label.

Importing Graphics

You can also import your own graphics and use them just as you would use the graphics included in the BBP®35/37 printer. You import graphics through the use of a USB flash drive. The imported graphics must be in the supported file format of Windows metafile (*.wmf) or a monochrome bitmap (*.bmp). Windows metafile (*.wmf) formats are vector images that maintain their clarity and crispness when they are resized. Bitmap files (*.bmp) are composed of pixels which may appear fuzzy and become distorted when they are resized. You can also import portable network graphics (*.png) and Joint Photographic [Experts] Group graphics (*.jpg). Be sure to choose the correct format for the graphic you are using.

The maximum size for graphics that can be imported is 1 megapixel (the height x width of the graphic = 1,000,000 pixels). Larger graphic files cannot be imported. If you get an "out-of-memory" error when importing an image, it means the image is too large. Try resizing the graphic on your PC to a smaller size, then import the graphic.

> **Note:** Any paint program on your PC will indicate the image size when you open the image file. Use that paint program to resize the image to fit the memory requirements on the BBP®35/37 printer.

You can also import colored graphics, however the color of an imported graphic cannot be changed. The color picker feature is disabled when working with an imported colored graphic.

To import graphics from a USB flash drive:

1. First, copy the graphics to import into the root directory of the USB flash drive.

2. Plug the flash drive into any available USB port on the printer.

3. On the printer, touch Menu [Menu] .

4. Under System, touch Import [🖥→🖨] .

5. Touch Graphics [Graphics] (if not already selected).

6. Under External USB:, touch the graphic file name that you want to import.

7. Touch Import [🖥→🖨] .

The imported graphics display in the Imported: section.

8. When ready, touch OK [✓] .

Delete Imported Graphics

Imported graphics that are no longer needed should be deleted. To delete an imported graphic:

1. On the printer, touch Menu [Menu] .

2. Under System, touch Import [icon] .

3. In the Import dialog box, touch Graphics [Graphics] (if not already selected).

4. In the Imported: list, touch the graphic you want to delete.

5. Touch Delete [X] .

A message displays requesting confirmation of the deletion.

6. Touch Yes [Yes] to confirm the deletion.

The graphic is deleted from the Imported: list. It is NOT deleted from the USB flash drive.

7. Repeat Steps 4 through 6 to delete additional graphics.

8. When finished, touch OK [✓] .

Cut-Out Shapes

Shapes and graphics can be added to your label. However, only the BBP®37 printer allows you to cut out the shape. Shapes are added to your label through the Graphic Object. To add a shape to your label:

1. Touch the Editor screen where you want the shape to be added.

2. In the Add Object control panel, touch Graphic [icon].

3. On the Select Graphic dialog box, under Category, touch Shapes.

4. From the list under Shapes, touch the desired shape.
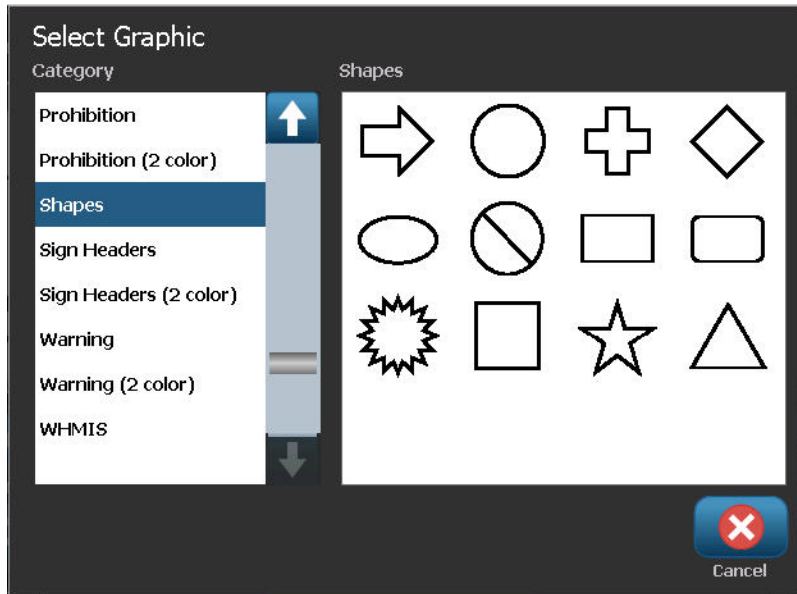
The selected shape is displayed in the Editor. You can have the shape display as an outline or have it filled in with color.
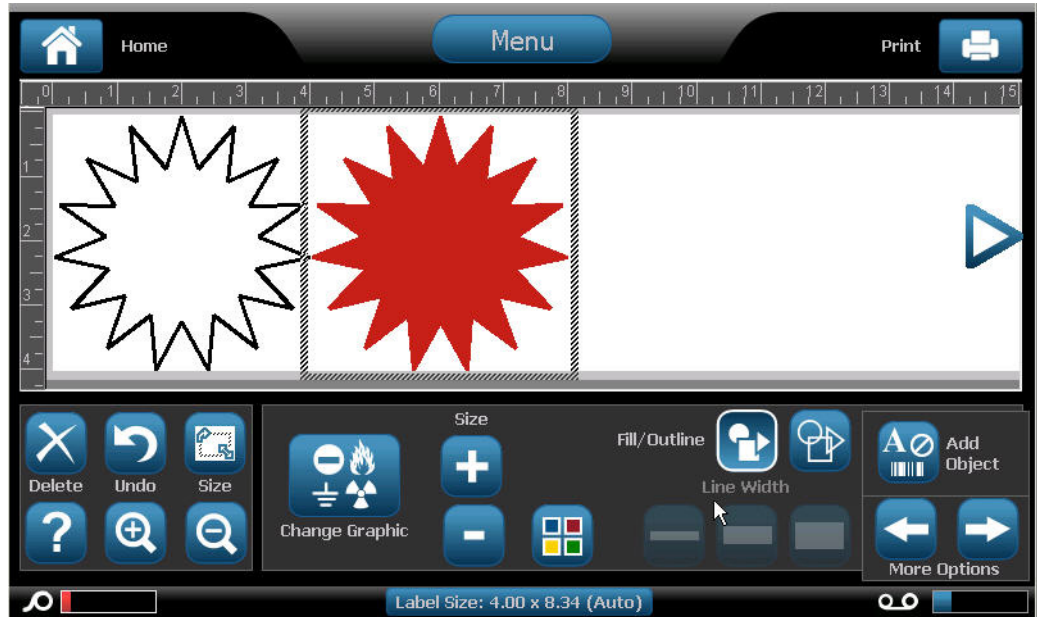
To fill in the shape:

1. In the control panel, touch Fill .

To change the color of the fill pattern:

2. Touch the color button , touch the desired color, then touch OK .

If you want to change from fill back to outline:

3. Touch Outline .

Be aware that changing back to outline format from a fill pattern leaves the outline in the color that was previously selected for the fill. For instance, if you elected to fill the shape with the color red, when reverting back to outline format, the outline displays in red.

Refer to XY Cutting (*page 97*) for information on cutting out the shape with the BBP®37 printer.

Serial Object Elements

Serialization lets you create labels that contain number or letter sequences that print as multiple labels at print time.

Serialization (or sequencing) automatically adds a series of sequential numbers or letters to the printed labels. The Serial function consecutively places the next number or letter in the defined sequence on individual labels. The number of labels created is defined by the sequence values you enter. You can view the serialized labels before they print through the Print Preview function. (See "Print Preview" on for more information.)

Serialization can be combined with other data on a label. Any data displayed on a label that includes serialization will be repeated on every label along with the serial data.

How Serialization Works

Serialization is alphanumeric, with numbers from 0 to 9, and letters A-Z.

Note: You can incorporate serialized data into a barcode.

Serialization consists of a Start Value, End Value, and Increment (Change by). The Start Value is the number, letter, or combination of numbers and letters that begin the serialization sequence. The End Value is the termination point of the sequence.

The increment (Change by) is the value that is added to the previous number in the sequence to produce the next sequence number. (You cannot have an increment value of 0.) For instance, a start value of 1, an end value of 25, and an increment (Change by) of 4 would produce 1, 5, 9, 13, 17, 21, 25.

To add a serial object:

1. Touch anywhere in the Editor.

   OR

   If you are already in a label, touch Add Object [icon].

2. In the Add Object control panel, touch Serial & Date/Time [icon].

3. In the Serial & Date/Time dialog box, touch either Serial Text or Serial Barcode, depending on what you want to serialize.
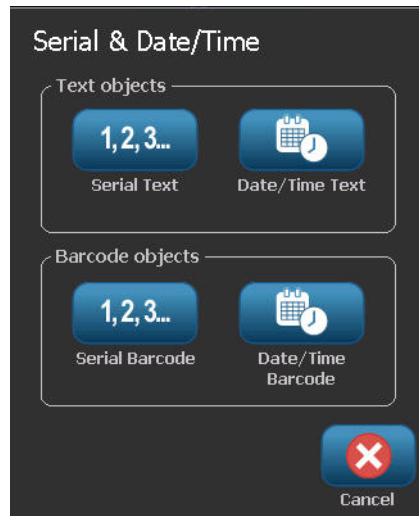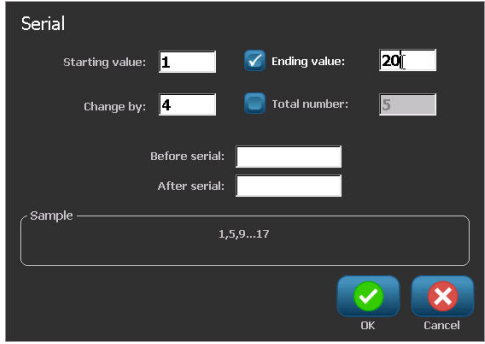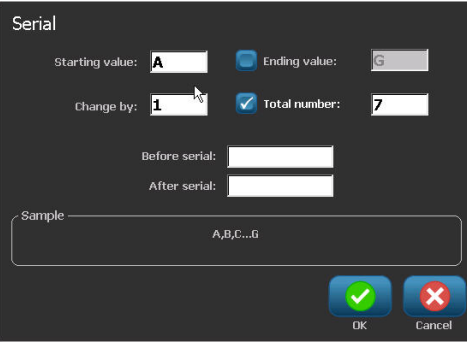
> **Note:** A serialized barcode places the serialized data in barcode format on the label.

4. In the Serial dialog box, touch the Starting value: data field and enter the starting value of the data to be serialized.

5. Touch the Change by: data field, and enter the increment by which you want the serialized data to advance. You can use positive or negative values.

6. Touch the Ending value: option box, then enter the ending value of the serialized data in the Ending value: data field.

OR

Touch the Total number: option box, then enter the total number of labels you desire.

> **Note:** You can either enter the ending value or the total number of labels desired. You can not use both. If you choose ending value, the system automatically calculates how many labels to print to accommodate the entire serialization. The total number of labels to be printed is reflected in the grayed out Total number field. If Total number is used, the serialization progresses until the total number of labels is reached.

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Serial data with ending value (The number of labels to be generated is reflected in the Total number field.)	**Serial data with total number** (The data that will display on the last label generated is reflected in the Ending value field.)

If you want to add constant, uniform text before or after the serialized data, use Prefix (for text displaying before the serialized characters) or Suffix (for text displaying after the serialized characters). To add a Prefix and/or Suffix (you can use both):

7. Touch Before serial: data field, and enter the data that will display before the serialized data.

AND/OR

Touch After serial: data field, and enter the data that will display after the serialized data.

8. When ready, touch OK .

Date/Time Object Elements

The Date/Time object places a time stamp on the label, in text or barcode format. You can add a date, time, or date and time combined.

To add a date/time object:

1. Touch anywhere in the Editor.

   OR

   If you are already in a label, touch Add Object .

2. In the Add Objects panel, touch Serial & Date/Time .

3. In the Serial & Date/Time dialog box, touch either Date/Time Text or Date/Time Barcode, depending on how you want the date and time to display.
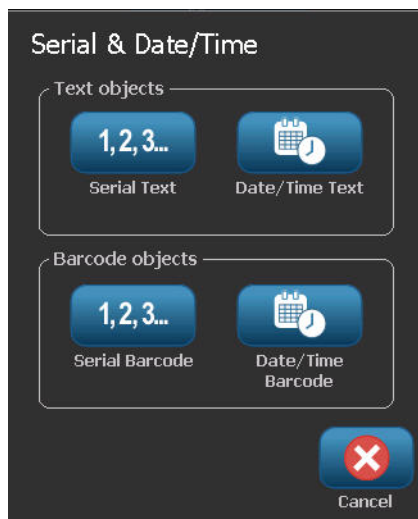
In the Date/Time dialog box, the default is to include the date AND the time (the Include date and Include time option boxes are already selected. If you want ONLY the date or Only the time:

4. Touch the option box of the item you DO NOT want on the label. This removes the checkmark.

To include the date, under Date format:

5. Use the up/down arrows in the scroll bar to the right of the date formats to view different date formats.

6. Touch the date format to include on the label.

To include the Time, under Time format:

7. Touch the time format to include on the label.

8. Under Hour format, touch the clock format to use 12 hour or 24 hour.
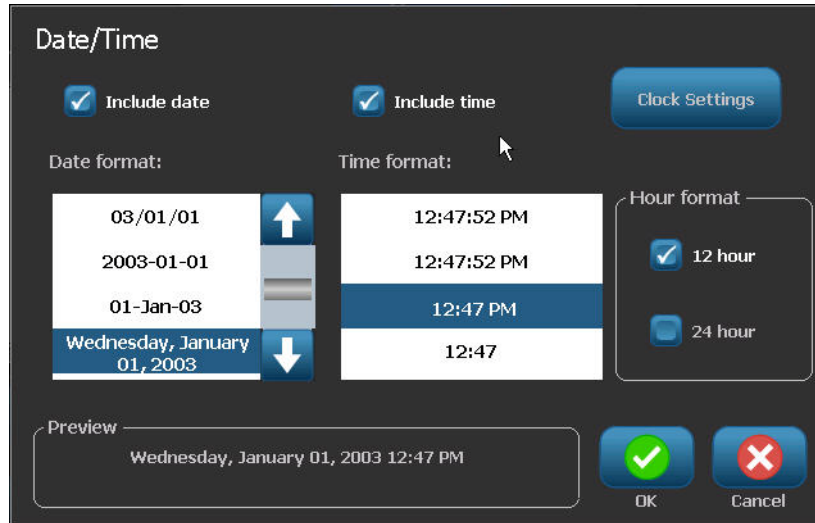
So far you have just been able to select the date and time format. The system will stamp the current date and/or time on the label in the formats you choose. However, to change the date and/or time to something other than the current date and time, change the Clock Settings.

9. In the Date/Time dialog box, touch Clock Settings **Clock Settings** .

10. Follow the procedures on *page 19* to change the date and time settings.

11. When finished changing the date and time settings, touch OK ✓ to exit the Clock Settings dialog box.

12. Touch OK ✓ again to exit the Date/Time dialog box and place the date and/or time on the label.

Note: When printed, the date/time value of each label will reflect the current date and time when printing.
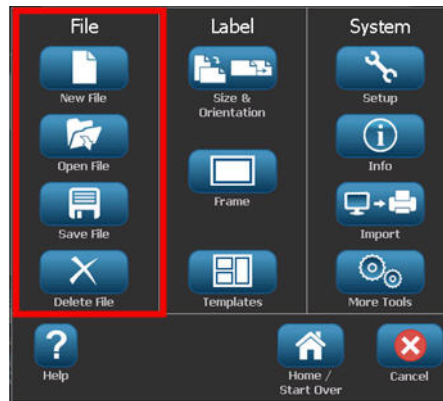
Figure 10 • File menu options

A label can be saved as a file, to be opened and reused at a later date.

File Naming Standards

To create a file on the BBP®35/37 printer, the file must be given a name. Names can be any length and consist of letters, numbers, and spaces.

When creating files, remember this rule: You cannot have two files with the same name, in the same storage area (category). If you do, the most recent file with the name overwrites the previous file with that name. A one-character difference in the name creates a different file and will not overwrite a previous file.

Save

You can save a file internally on the BBP®35/37 printer or on an external device (such as a thumb drive). The saved file retains the label data, data attributes, and alignment parameters. This file is available for reuse whenever needed.

To save labels as a file:

1. Touch Menu [Menu] .

2. Touch Save File [📱] .

You have the option of saving files directly on your printer (Internal Memory) or on a removable, external flash drive (External USB).

The printer defaults to Internal Memory. To save externally (on a USB flash drive):

3. Touch External USB .

Note: If storing externally, ensure the USB flash drive is plugged into a USB port.

For ease in locating files, create a directory system by placing the files into Categories. The BBP®35/37 printer provides an initial category (My Labels), which is automatically selected when you save a label. To create a new Category:

4. Touch New Category .
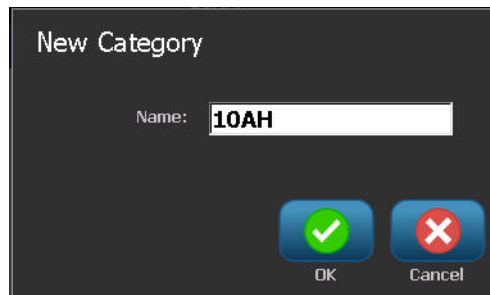
5. In the Name: data field, enter a Category name, then touch OK .

The Category is automatically selected. To save a file in this Category, proceed to Step 7. To save the label file in a different category from the one that is selected:

6. On the Save File screen, touch the Category in which the label should be saved.

7. In the **File Name** data field, enter a name for the label file, then touch OK .
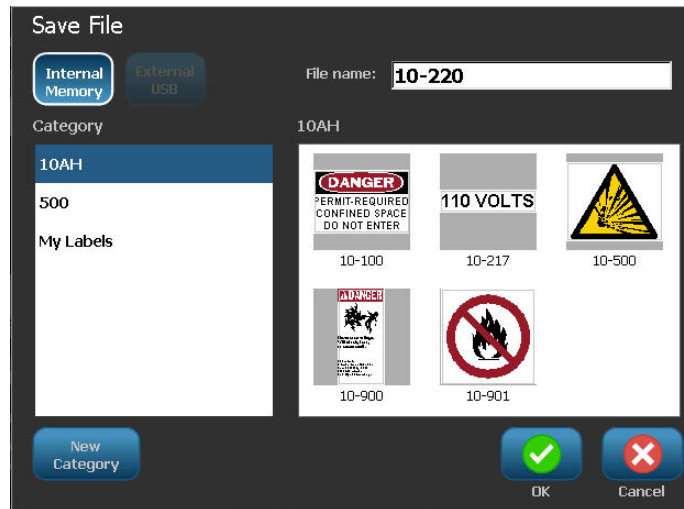
If the name already exists, a message displays asking if you want to overwrite the previous file with that name.
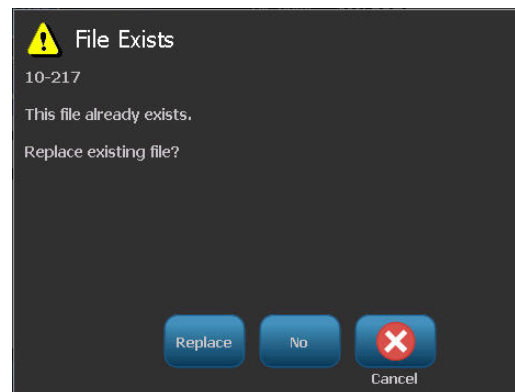
8. To overwrite, touch Replace .

OR, to remove the message from the screen and return to the file name entry box:

Touch No .

9. To enter a different file name repeat Step 7 above.

New Label

When the file is saved, you are returned to the Editor screen with the saved file still displayed.

To start a new file:

1. Touch Home .

OR

Touch Menu , then touch New File

The previously saved label is removed from the Editor and a new label is started. If using a Text object, the font and font attributes return to the defaults.

Note: If you start a new file by touching Home, the Editor defaults to a Text object where you can immediately begin entering data from the keyboard. To use a different object (i.e., graphic, barcode, etc.), touch the Editor screen, then touch the desired object button in the control panel.

Open a File

To open (recall) a saved file:

1. Touch Menu [Menu] .

2. Touch Open File [icon] .

Only one file can be displayed on the screen at a time. When opening a saved file, if the Editing screen contains other data (or a blank object), you are prompted to save the data before the screen is cleared. If you decide to save the displayed data, the Save function is invoked and you are allowed to give the data a file name before the list of files to open is displayed.

On the Open File screen:

3. Indicate if the file to open is stored internally on the BMP®35/37 printer, or externally on a thumb drive.

> **Note:** If the file to be opened is stored externally, in order to get the desired list of files, be sure to plug the USB flash drive into a USB port on the printer. If the flash drive is not plugged in, External USB is unavailable (grayed out).
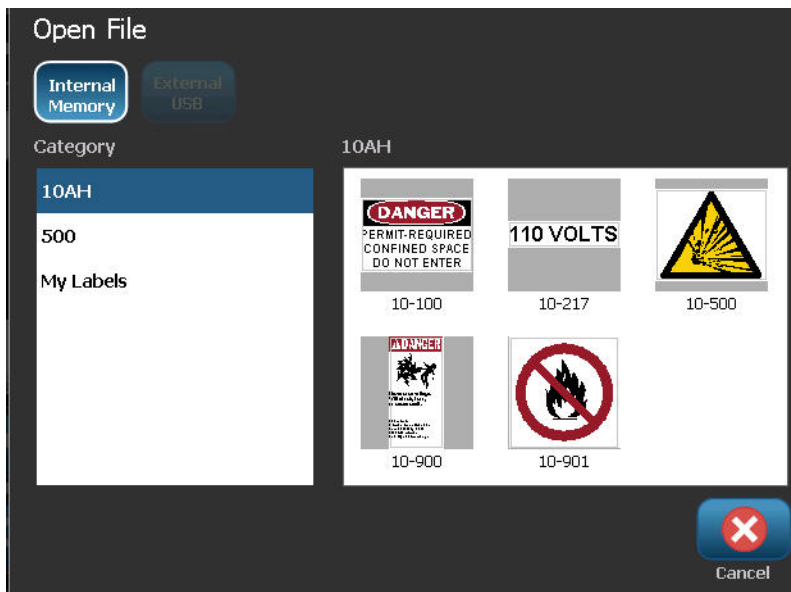
A list of previously saved files and categories displays.

4. Touch the Category in which the file is saved.

5. In the list of files, touch the file to open.

Delete a File

The display screen does not have to be cleared before deleting a file. A file can be deleted with other data still on the screen. When a file is deleted, it is removed from the system and is no longer available for use.

To delete a previously saved file:

1. Touch Menu [Menu] .

2. Touch Delete File [X] .

3. Indicate if the file to be deleted is stored internally on the BMP$^{®}$35/37 printer, or externally on a thumb drive.

> **Note:** If the file to be deleted is stored externally, be sure to connect to the external source in order to get the desired list of files. If the flash drive is not plugged in, External USB is unavailable (grayed out).

A list of previously saved categories and files displays.

4. Touch the Category in which the file to delete is stored.

5. In the list of stored files, touch the file to delete.

A delete confirmation message displays.
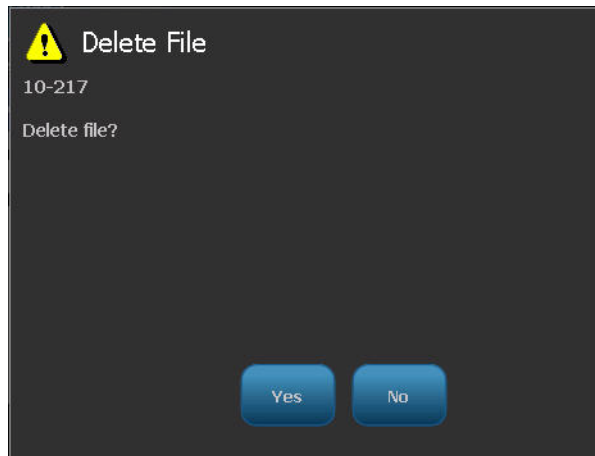
6. Touch Yes [Yes] to accept the deletion.

OR, to cancel the delete function:

Touch No [No] .

If No is selected, you are returned to the Delete File screen where you can select a different file for deletion. If Yes is selected, you are still returned to the Delete File screen, but the deleted file is no longer in the list of files.

To exit out of the Delete File function, whether a file has been deleted or not:

7. Touch Cancel [✕] .

You are returned to the Editor screen.

Printing

The Print function prints the file that is currently in the Editor. During printing, the print status is displayed and the Editor is unavailable. When printing is complete, you are returned to the Editor.

If there is no media or ribbon installed, printing does not start and you are prompted to install media or ribbon. Likewise, if you open the cover during the print operation, printing stops and a message displays prompting you to close the cover. The print job is canceled. To print the label(s), you must restart the print job.

To print:

1. Touch Print .
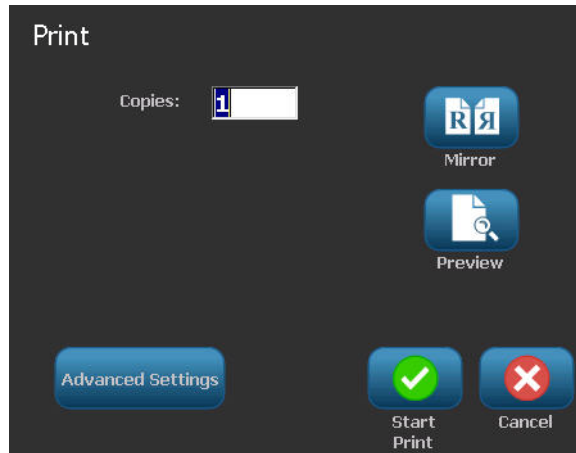
2. In the Copies: field, enter the number of copies of the label to print.

3. When ready to print, touch Start Print .

While the data is printing, the Print Status screen displays the printing progress. Once the data has printed, you are returned to the Editor.

Where the labels are cut (cut between labels, or cut at the end of the job) depends on the default parameters set in System Setup/Printing. (See *page 18* for information on setting defaults.)

Cancel a Print Job

System Interruption

If a print job is interrupted due to a system error, for instance when media runs out or you intentionally open the cover, the system automatically stops the print job and displays a message.

To resume printing, while the job interruption message remains on the screen:

1. Correct the condition that caused the interruption (e.g., replace the media or ribbon).

2. Touch Resume Current to reprint the current label, then continue printing.
   OR
   Touch Resume Next to print the next label, then continue printing.
   OR
   Touch Cancel to cancel the entire print job.

User Interruption

To intentionally cancel a print job once it has started:

1. On the Print Status screen, touch Cancel .
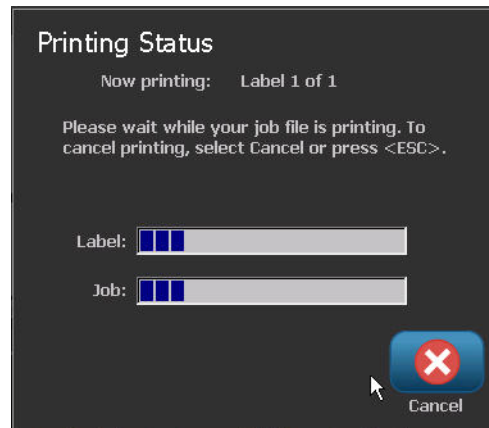
The printer immediately stops printing, displays a print job interrupted message, and cuts the media.
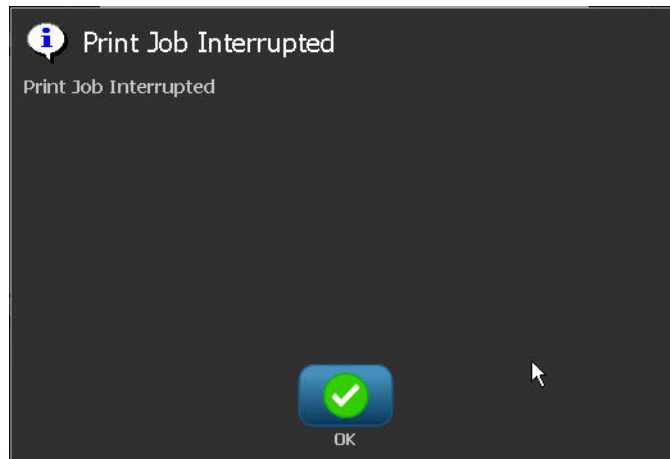
To remove the message from the screen:

2. Touch OK .

Note: Once Cancel is selected, the print job cannot be resumed until Print is selected again.

Print Preview

The Print Preview function of the BMP$^®$35/37 printer enables you to view your label file prior to printing.

To preview a label:

1. Touch Print .

2. In the Print dialog box, touch Preview .

The entire label is displayed for your review. If you are previewing multiple copies of a label or a label with serialized data, left and right scroll arrows display enabling you to preview the multiple labels generated.

3. Touch Next Label or Previous Label to move forward or backward through the generated labels.

To print the labels, from the Print Preview screen

4. Touch Start Print .

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Mirror Print

Mirrored print takes all data on a label and flips it to provide a mirror image. Mirroring displays on the printed label only.
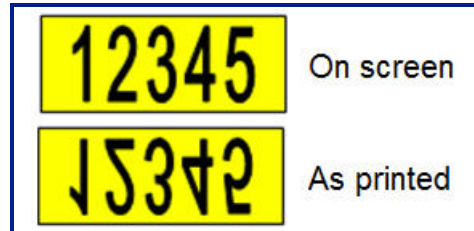
Figure 11 • Mirror image

To provide a mirror image of label contents, in the Print dialog box:

1. Touch Mirror [icon].

2. When ready, touch Start Print [icon].

The mirror image displays on the printed label ONLY. You will not see the mirror image in Preview.

Advanced Settings

Print Energy

If the printing is spotty, try increasing the print energy to transfer more of the ribbon ink to the label. However, if the ribbon sticks or tears during printing, the heat energy may be too high and should be reduced.

CAUTION

Constantly printing at high energy levels may cause printer jams or other printing errors and may reduce the overall life of your printhead.

To adjust the print energy:

1. With a label in the Editor, touch Print 🖨 .

2. In the Print dialog box, touch Advanced Settings Advanced Settings .

3. In the Print Energy area, touch the appropriate box to increase or decrease the print energy level.
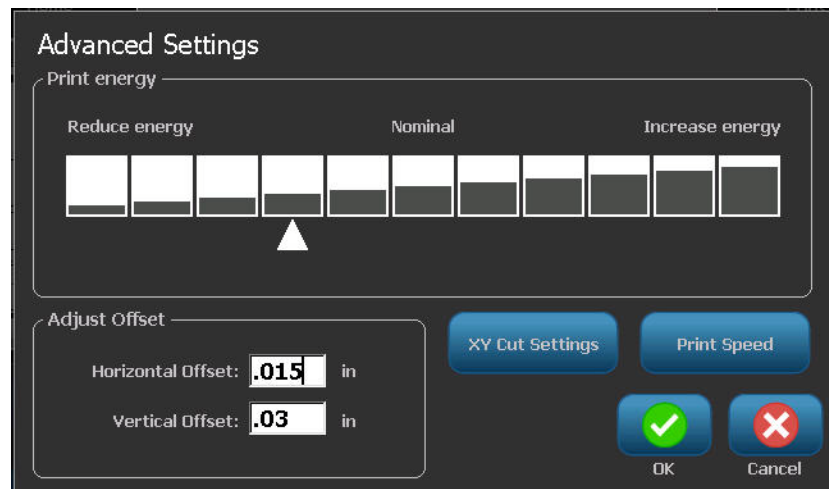
Note: By default, the print energy is at the nominal setting for the best overall performance. Because the nominal setting is programmed into the touch cell, the selected print energy setting stays in effect for all subsequent print jobs with the currently installed media. When new media is installed, the print energy level is reset to the default setting. The print energy level is also reset by rebooting the system.

4. If no further adjustments need to be made, proceed to Step 6.

Print Speed

You can change the print speed to be faster or slower than the default print speed of the installed media. Reducing the print speed produces better print quality at the expense of speed. Higher speed can result in fainter print.

To adjust the print speed:

1. With a label in the Editor, touch Print 🖨 .

2. In the Print dialog box, touch Advanced Settings [Advanced Settings] .

3. Press Print Speed button.

4. In the Print Speed area, touch the appropriate box to increase or decrease the print speed.

The selected print speed setting stays in effect for all subsequent print jobs with the currently installed media. When new media is installed, the print speed level is reset to the default setting. The print speed level is also reset by rebooting the system.

Adjusting Print Offset

Print offset moves the image slightly in one direction or another on the label. Adjust Offset is typically used to do a fine adjustment of the printed image on a die-cut label, or to move the image slightly closer or further from the edge of a continuous supply.

Horizontal Offset shifts the printed portion of the label to the right or left. Vertical Offset shifts the printed portion of the label up or down.

To adjust the print offset:

5. In the Adjust Offset area, touch the horizontal and/or vertical offset data field and enter the adjustment value.

When finished with Advanced Settings:

6. Touch OK ✅ .

You are returned to the Print dialog box.

7. When ready to print, touch Start Print ✅ .

Printing Files from PC

Not only is the BBP®35/37 printer a self-contained printer, enabling you to create labels directly on the printer, it also serves as a printer to a computer. You can create labels on a PC, then send the data to print on the BBP®35/37 printer. You can also install printer software upgrades through the PC.

It is recommended that you install Brady Workstation software on your PC before connecting the printer to the PC. Using Brady Workstation, the PC recognizes the BBP®35/37 printer automatically when connecting via USB or Brady Network Card.

Connecting through USB

After Brady Workstation software is installed on the PC:

1. Attach the small end of the USB cable to the printer, then the flat end of the cable to the PC.

2. On the PC, start Brady Workstation.

3. Turn the BBP®35/37 printer on.

4. The Windows program on your PC detects the printer and installs the drivers automatically.

To PC

To printer

The BBP®35/37 printer now displays in the printer list in Brady Workstation and is now available to receive information from your computer labeling program.

Connecting through Brady Network Card

After Brady Workstation software is installed on the PC:

1. Insert the Brady Network Card into the network card slot on the printer.

2. On the PC, start Brady Workstation

3. On the PC, choose the option to set up a network printer and follow the on-screen prompts.
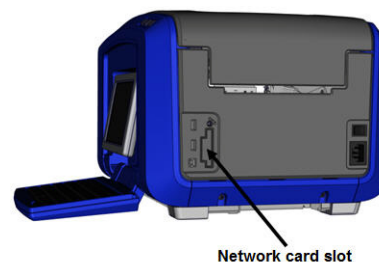
When printing from the PC, be sure to select the BBP®35/37 printer in the print dialog box of the PC labeling program you are using.

Network card slot

Note: Labels and templates created on your PC cannot be saved on the BBP®35/37 printer. Save these labels first on the PC, then send them to the BBP®35/37 printer for print out.

Copies

You can print a number of copies of a single label or a range of labels in a multi-label (series) file. The BBP®35/37 printer as a standalone printer does not support collating copies. Only when attached to a PC can it print collated copies. The PC software determines how copies of labels are printed.

To print a number of copies:

1. Touch Print .

Printing multiple copies of a label	Printing a range of labels
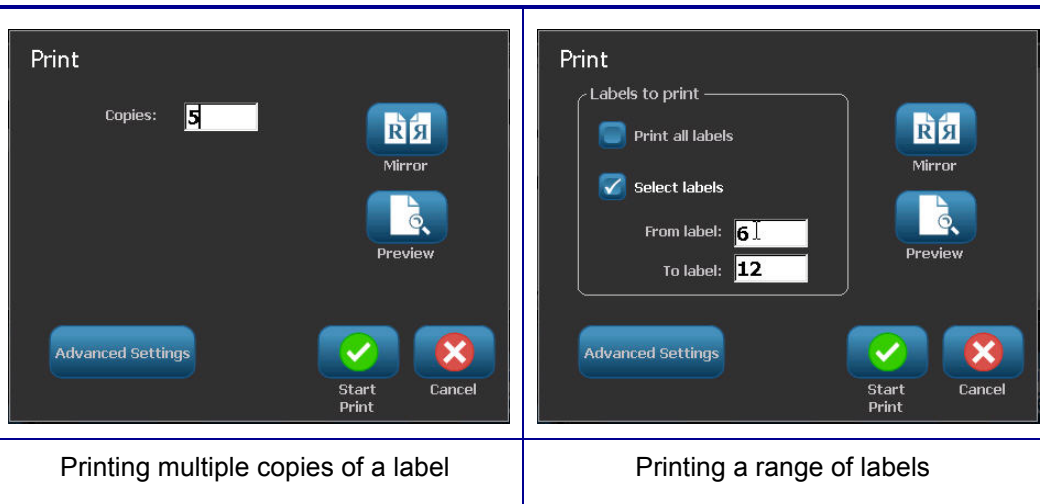
2. For a single label, in the **Copies:** field, enter the number of copies desired.

When printing serialized labels, you can either print one copy of ALL the labels in the series, or you can print a sub-set (range) of the labels. When printing a range of labels in a series, use the Select labels feature.

3. Touch Select Labels option box, to place a checkmark in the box.

4. Touch the **From label:** field and enter the number of the first label to be printed.

5. Touch the **To label:** field and enter the number of the last label to be printed.

6. When ready to print, touch Start Print .

XY Cutting (BBP®37 ONLY)

XY Cutting is the action of cutting out objects or text using the plotter cutter inside your printer. The cutter follows the shape of the object or text. All objects can be print OR cut, but not both simulataneously.

You can also cut out a label that has been framed. The plotter cutter cuts around the outside edge of the frame line.

You can cut around an object that is enclosed by a cut bounding box. A cut bounding box is a border you can set around objects that you want to print AND cut. The plotter cutter cuts the box shape, not the shape of the object inside it.

You create cut out objects by adding them to a label, the same way you create and add print objects. However, once you choose the Cut out object option, your other choices are limited to objects that may be cut out.

Not all tape supplies are appropriate for cutting. If the cutter cannot use the tape installed in the printer, the Cut out option in the control panel will be grayed out.

XY Cutter Blade Height (BBP®37 ONLY)
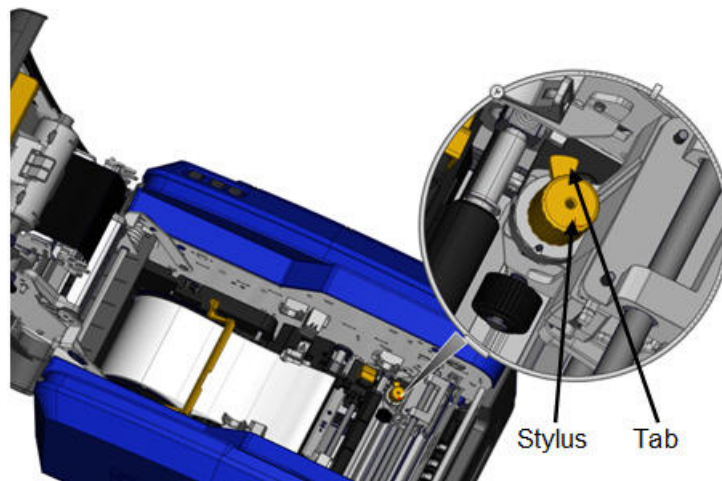
Different tape material requires different blade heights. When you touch the Print button, a message displays indicating if the media installed is able to be cut. If it is, another message displays indicating the blade height to use (height 1 or 2). To adjust the blade height:

1. Open the printer cover.

Looking into the printer from the side of the cover latch, the yellow stylus used for adjusting the blade height is located on the right side of the printer.

2. Grasp the tab extending from the sylus and turn the stylus to the left for blade height #2, or to the right for blade height #1 (as depicted on the label attached to the stylus mechanism).

Using the XY Cutter

With the label to cut out in the Editor:

1. On the Control Panel, in More Options, touch Left [←].

2. Under Print/Cut, touch Cut Shape option box to select.

3. Touch Print [🖨️].

4. Touch Advanced Settings [Advanced Settings].

5. Touch XY Cut Settings [XY Cut Settings].

To increase or decrease the depth of the cut line:

6. Touch Adjust XY Cut Depth [Adjust XY Cut Depth].
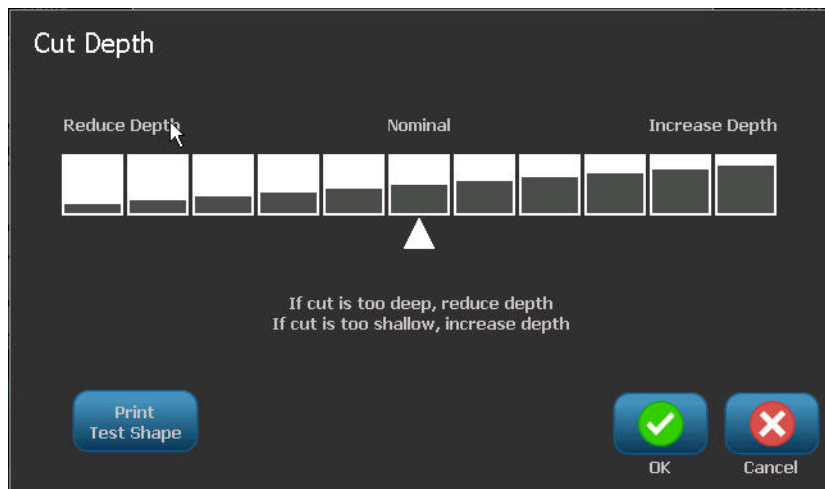
7. Touch the gradient box that represents the desired increase or reduction in depth, then touch OK [✓].

Overtime, the plotter cutter accuracy may drift. Use the Adjust XY Cut Accuracy feature to bring the offset back to factory settings. To adjust the cut accuracy:

8. Touch Adjust XY Cut Accuracy [Adjust XY Cut Accuracy].
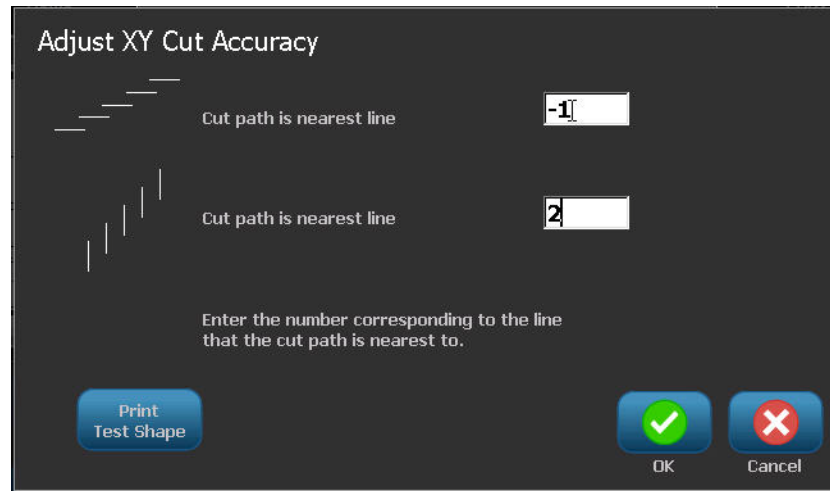
9. On the Adjust XY Cut Accuracy screen, touch Print Test Shape [Print Test Shape].

The printer cuts a rectangle passing through a vertical and horizontal scale. Make a note of the numbers representing the nearest pass to the cut path.

10. Enter the number where the cut path intersects the print line.

11. Press OK to save the adjustment.

Depending on how the shape is cut, you can change the numbers in the horizontal and/or vertical cutting guides data fields for more accuracy.

12. When ready, touch OK [✓].

You are returned to the XY Cut Settings screen.

13. Touch Cancel [✗] to exit the XY Cut Settings screen.

14. On the Advanced Settings screen, touch OK [✓].

15. On the Print screen, touch Start Print [✓].

The label prints out with the shape cut out.

Labels

The following features apply to the overall label in general, not object elements.

Label Fixed Length

If using continuous media, the label length adjusts to fit the data that you add to the label (variable label length). This is known as autosizing and is the system default when using continuous media. However, to control the label length of the media, you can set fixed length.

Note: The label size for die-cut media is already set and cannot be adjusted.

To create a fixed-length label:

1. Touch Menu [Menu] .

2. Under Label, touch Size & Orientation [icon] .

Note: You can also access the Label Size & Orientation dialog box by touching the Label Size in the text in the Status bar at the bottom of the screen.

Label size in status bar

3. In the Label Size & Orientation dialog box, touch Fixed Length option box.

4. In the Fixed Length data field, enter the desired label length.

Note: For single-color printing, the minimum supported length (after cutting) is 2 in. (51 mm). The maximum supported length is 16 ft (5 m). For multi-paneled ribbon, the label length is limited to 15 in. (381 mm). If doing multi-colored printing using mono-colored ribbons (i.e., swapping out the different colored ribbons), the maximum length is 48 in. (1219 mm). If printing with paneled multi-colored ribbons installed, you are limited by the length of the panel.

---

5. Touch OK .

The Status Bar and the rulers indicates the new label length. To return to Auto-Sizing:

1. Touch Menu .

2. Under Label, touch Size & Orientation .

3. In the Label Size & Orientation dialog box, touch Autosize to Fit Data option box.

4. Touch OK .

Orientation

You can print labels in portrait or landscape orientation. Portrait orients the label data elements lengthwise from top to bottom. Landscape rotates the label data, printing lengthwise from left to right. To set the label orientation:

1. Touch Menu .

2. Under Label, touch Size & Orientation .

3. Under Label orientation, touch Portrait or Landscape to achieve the desired print orientation of your label.

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If the current data will not fit on the selected length, you are prompted to have the system make the data fit, or cancel the change. If you choose to make the data fit, the objects are moved and/or resized so they fit on the label; however, the objects will not be rearranged into a new orientation.
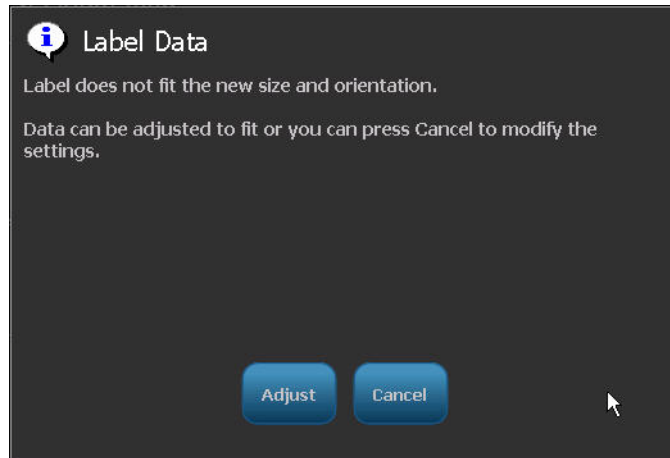
To make the data fit the orientation:

4. Touch Adjust .

5. When ready, touch OK .

Label Width

You can adjust the width of the installed media to accommodate up to 4 labels printed in the space of the adjusted width. Adjusting the width automatically changes the size of the font and the margins (boundaries). In this function, label width also addresses the height of the label, measured from top to bottom. For instance, if using 4-inch tape, when you select 2 Up, two labels would be 'stacked' and printed on the tape, each taking up 2 inches. If you selected 3 up, three labels would be 'stacked' and printed on the tape, each taking up approximately 1.333 inches. The fourth label would be printed trailing the first label.

Label Text 1 Label Text 2 Label Text 3 Label Text 4	Label Text 1 Label Text 2 Label Text 3 Label Text 4	Label Text 1 Label Text 2 Label Text 3 Label Text 4	Label Text 1 Label Text 2 Label Text 3 Label Text 4
Match media size	Label width - 2 UP	Label width - 3 UP	Label width - 4 UP

Figure 12 • Stacking labels using 2-, 3-, or 4-Up label width

To adjust the width:

1. Touch Menu   Menu   .

2. Under Label, touch Size & Orientation   .

3. Under Label Width, touch Set Label Width   Set Label Width   .
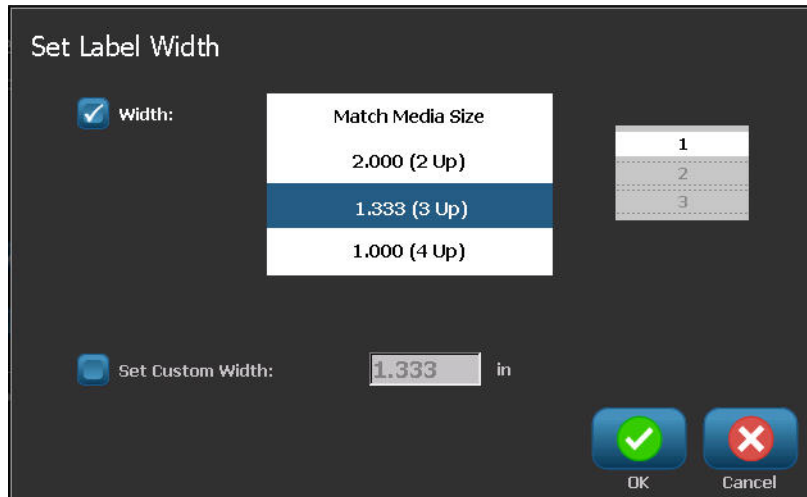
4. In the Set Label Width dialog box, with the Width option box selected, touch the desired width. (Observe the preview panel on the right side of the screen to view how the labels will print.)

You can also set a custom width. Setting a custom width disables the 2- 3- and 4-Up function. To set a custom width:

5. Touch Set Custom Width option box.

6. In the Set Custom Width data field, enter the desired width.

7. When finished, touch OK .

Framing a Label

A printable, or XY cut out frame (border) can be added to an entire label, surrounding all object elements on the label.

> **Note:** When printing with frames around the labels, be sure the media guides fit snug against the media so the tape does not shift while printing. For making fine adjustments to the frame, see "Adjusting Print Offset" on .

For fixed-size labels, when using continuous or die-cut media, the frame is applied to the outer perimeter of the printable area. If changed, the frame size changes with the label size.

To place a frame (border) around the entire label:

1. Touch Menu [Menu].

2. Under Label, touch Frame [ ].

3. In the Label Frame dialog box, touch the desired frame shape, None [ ], Rect. [ ], or Rounded [ ].

4. Under Line properties, touch the frame line width, Narrow [ ], Medium [ ], or Wide [ ].
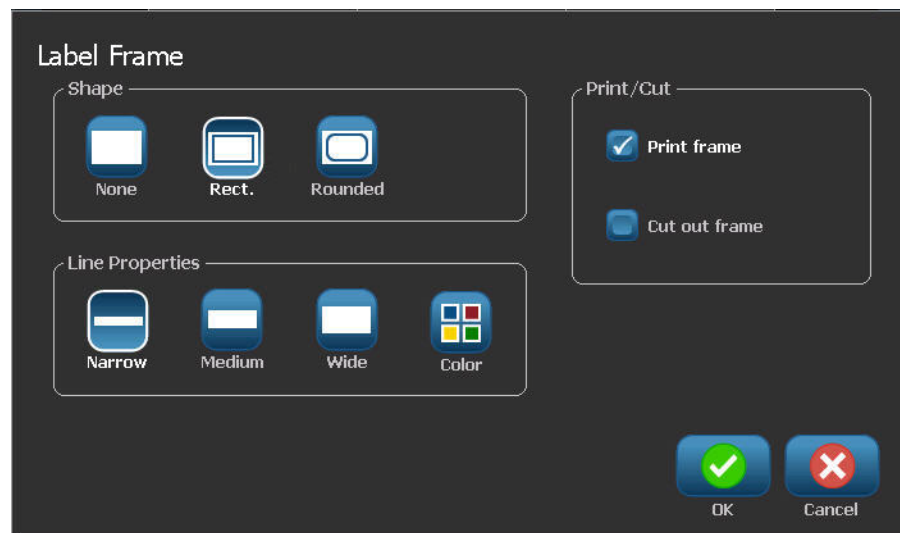
5. For a colored frame, touch Color .

6. Touch the desired label frame color, then touch OK .

7. When your changes are complete, touch OK .

 BRADY. WHEN PERFORMANCE MATTERS MOST™
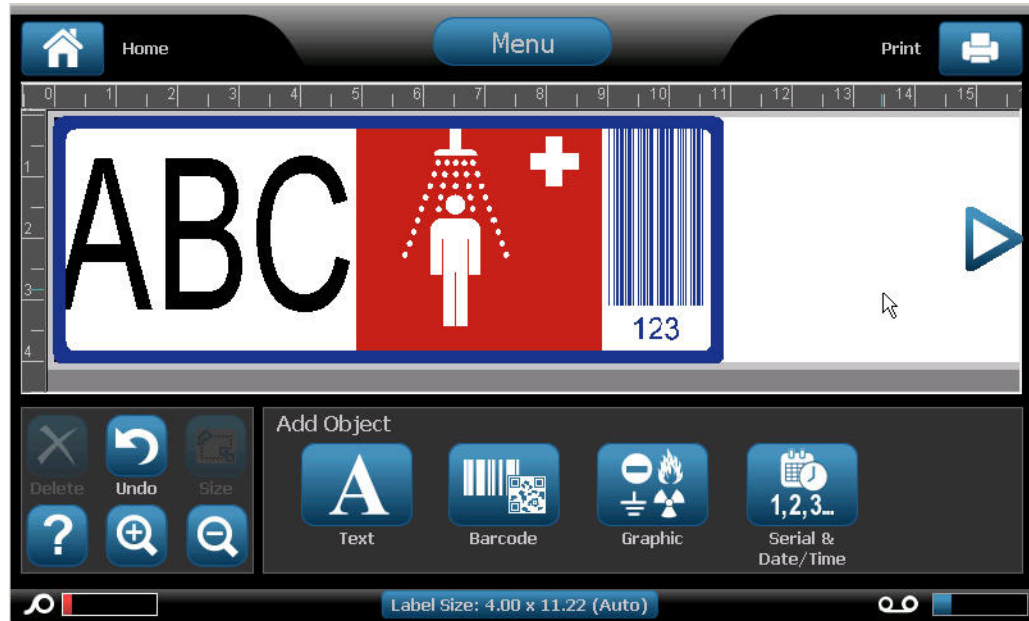
Label Types

The BBP®35/37 printer provides a number of predesigned label types, containing different object elements and data fields already positioned on the label.

General Templates

The BBP®35/37 printer provides a number of predesigned label templates, containing different object elements. Using a template makes it easier to format labels. When you power up the BBP®35/37 printer, the default label is a free-form custom label, allowing you to use any object on the label. When choosing the General Templates you are presented with a grid of labels with specific object elements already placed on the label. All you have to do is fill in the requested data (i.e., text, graphics, etc.). General Templates are designed for use with die cut or continuous labels.

To use a template, on the Home page:

1. Touch More Label Types [More Label Types] .

   OR, if General Templates is part of your customized Home page control panel:

   Touch General Templates .

   OR

   Touch Menu [Menu] then, under Label, touch Templates [▣] .

   Note: If General Templates is a label type you use often, place it in the Home Page control panel for easy access. (See Customizing the Home Page on *page 109*.)

2. Under Category, touch the template category to use.

On the right side of the Select Template dialog box, templates in that category display.
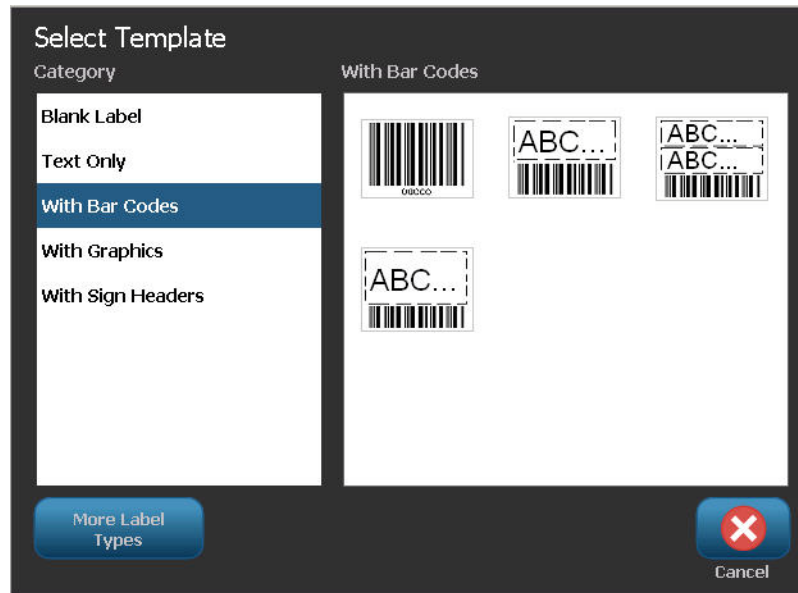
3. Touch the desired template.

The template displays in the Editor with the object elements scaled to fit the installed media. The cursor is in the first element.

4. Enter the appropriate data for that object element.

If there is more than one object element in the template, to move to the next element:

5. In the Using a Template control panel, touch Next Object [icon] .

OR

In the Editor, touch the desired element in which you want to enter data.

If the template displayed in the Editor does not suit your purposes, you can change the template. However, once you have defined data for at least one of the elements, the button to change the template is no longer available and you are prompted to save the file before continuing. To change the template before entering data:

6. In the Using a Template control panel, touch Change Template [Change Template button] .
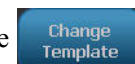
Customizing the Home Page

Place the most often used label types in the Home Page control panel for easy access. To customize your Home Page:

1. In the Home page control panel, touch More Label Types [More Label Types] .

2. On the Label Types screen, touch Customize [Customize] .

You can place three label types in the Home Page control panel. Before adding the frequently used label types, you have to remove one, or all, of the default label types. The preview pane at the bottom of the Customize screen displays the label types that are currently included in the Home page contol panel. To remove a previously displayed label type from the control panel:

3. On the Customize screen, under Included, touch the label type to remove, then touch
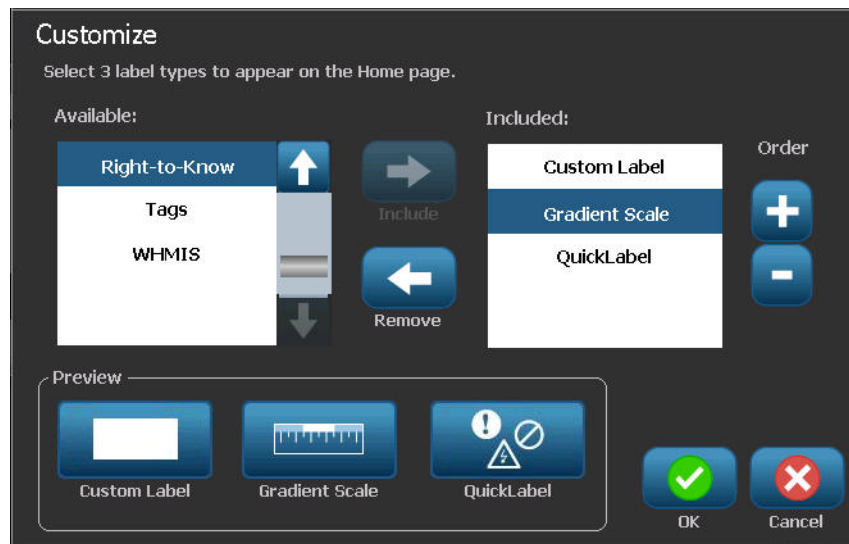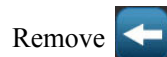
Remove [←] .

4. Repeat the above step for all label types you want to remove from the Home page control panel.

To add a frequently used label type to the control panel:

5. Under Available, touch the label type to add to the control panel, then touch Include [→] .
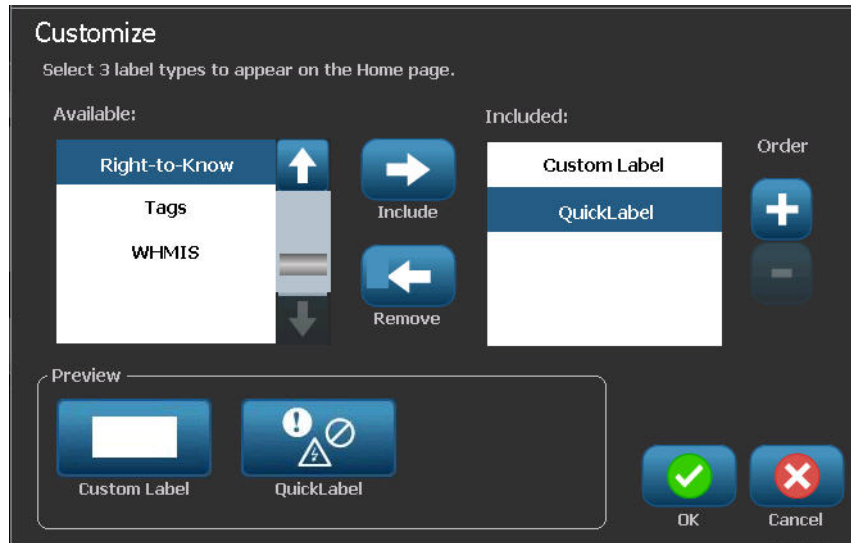
You can arrange the order in which the label types display in the control panel. To rearrange the order, with the desired label types displayed under Included:

6. In the Included: list, touch the label type you want to display in a different position in the control panel.

7. Touch Plus ➕ to move the label type up in the list, or Minus ➖ to move it down.
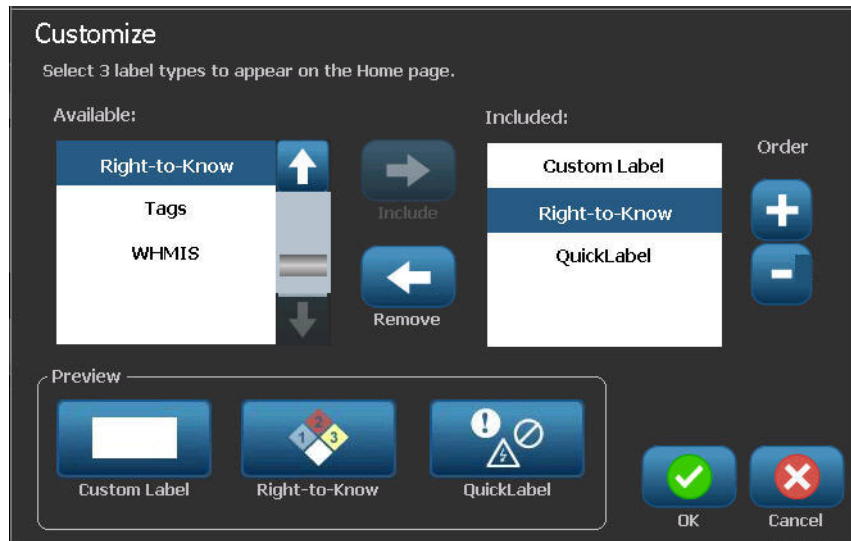
8. When finished customizing, touch OK ✅.

Application Label Types

General Templates contain standard formats used for most generic labels. Application label types, however, provide wizards that guide and control the layout for specific label applications, according to industry or government standards. For most application label types, dialog boxes display to collect information for automatically formatting the application label. For information on the data requested by the different applications, refer to that particular label type on the following pages.

To use an application label type, first launch the application.

1. From the Home page, in the control panel, touch More Label Types .

2. In the list of label types, touch the label type desired.
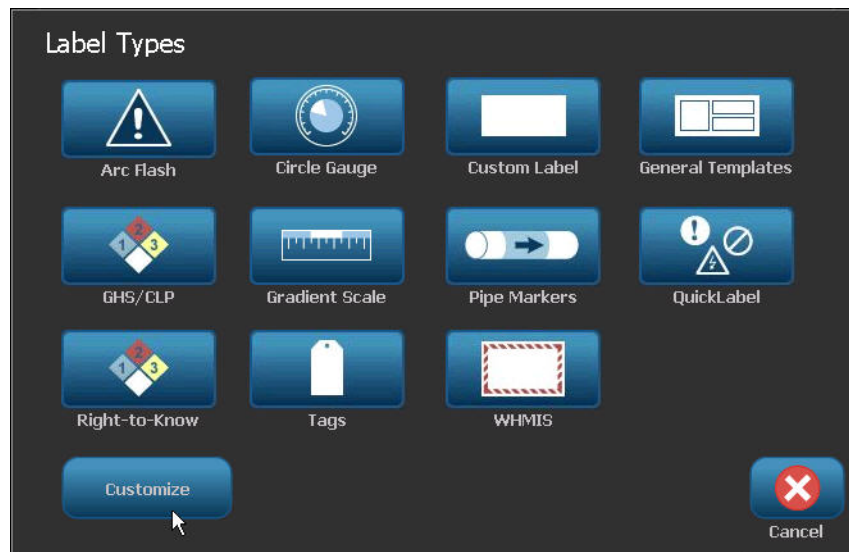
The label type's wizard is launched.

In the Control Panel for the label type:

3. Touch Create New File .

Many of the label types contain multiple dialog boxes to contain all the requested information. If multiple dialog boxes exist, Next and Back buttons display.

4. Enter the requested data, then touch Next .

5. When all requested information is satisfied, touch Finish .

Clearing an Application Label Type

The name of the specific type being used is displayed in the Control Panel. When you are using an application label type, clearing the data removes the data you entered but the application label type parameters remain. To exit out of the application label type and return to the general editing mode of the printer:

1. Touch Home .

You are prompted to save the label type data before being returned to the general template mode.

Save, Open, Delete Application Label Types

Application label types (pipe marker, circle gauge, etc.) are saved under the guidelines and parameters of the application in which they are created. Just as in a PC application (e.g., spreadsheet program, graphic program, etc.), you must be in the specific application in order to open that application's files. For instance, you cannot open a pipe marker file in the Right-to-Know application. Likewise, you cannot save a general template file and expect it to take on the attributes and formats of a gradient scale application label type. (For more information on file management, see *page 81*.)

While the mechanics of saving, opening, and deleting an application label type file are the same as a general template label file, the parameters saved with the file are different. Therefore, it is important to realize what application you are in when saving a file.

Save an Application Label Type

To save an application label type:

1. With the label type displayed in the Editor, touch Menu 〔 Menu 〕.

2. Under File, touch Save File 〔💾〕.
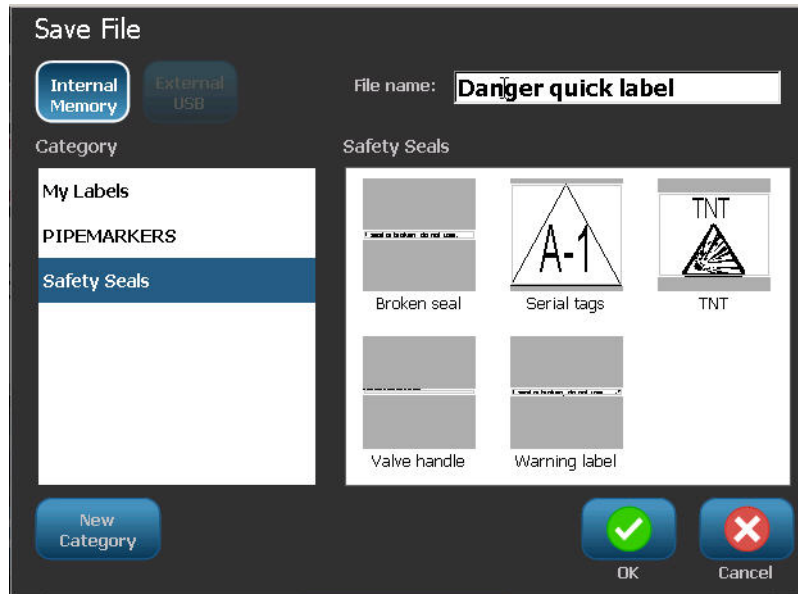
3. Select a category, or if desired, create a new category. (See page *page 82* for information on creating categories.)

4. In the File name field, enter a file name for the label type.

5. Touch OK 〔✓〕.

Open an Application Label Type

To open a specific application label type, first launch the application.

1. From the Home page, in the control panel, touch More Label Types .

2. On the Label Types screen, touch the application you wish to launch.
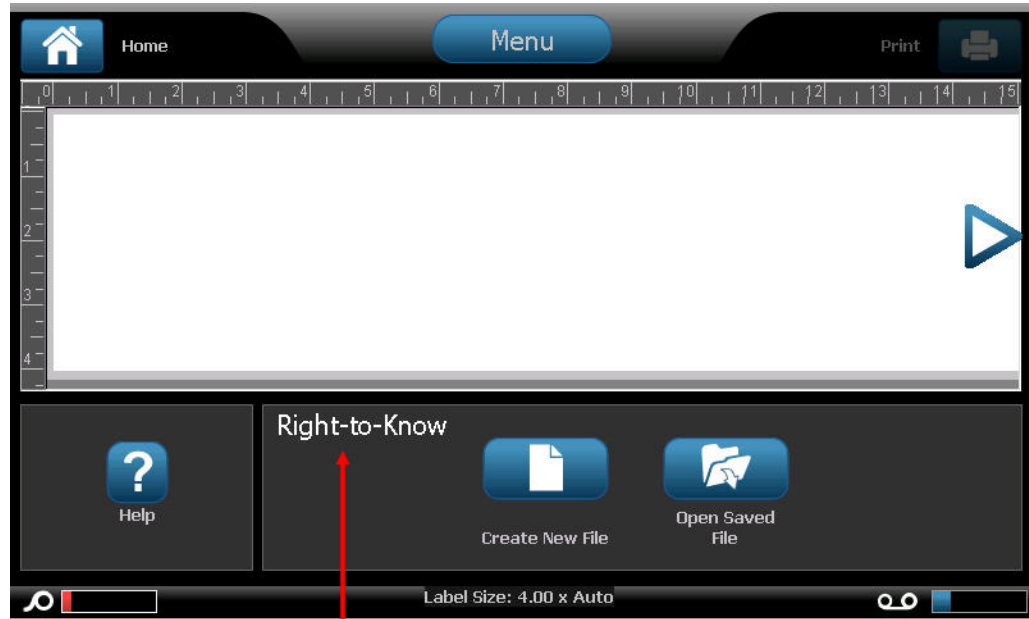
Right-to-Know application launched

To open a saved label type:

3. From the label type's control panel, touch Open Saved File 🗁 .

OR

Touch Menu **Menu** , then under File, touch Open File 🗁 .

Only RTK files display

4. In the Open File dialog, touch the category in which the file is saved.

5. In the list of saved files, touch the file to open.

> **Note:** The application label file does not display in the list of files, under any category, if the application is not open. Remember to launch the specific application before attempting to open that application's files.

Delete an Application Label Type

To delete a specific application label type, first launch the application.

1. From the Home page, in the control panel, touch More Label Types [More Label Types].

2. On the Label Types screen, touch the application you wish to launch.

3. In the label type control panel, touch Menu [Menu].

4. Under File, touch Delete File [X].

5. In the Delete File dialog, touch the category where the label is located, then touch the label you want to delete.
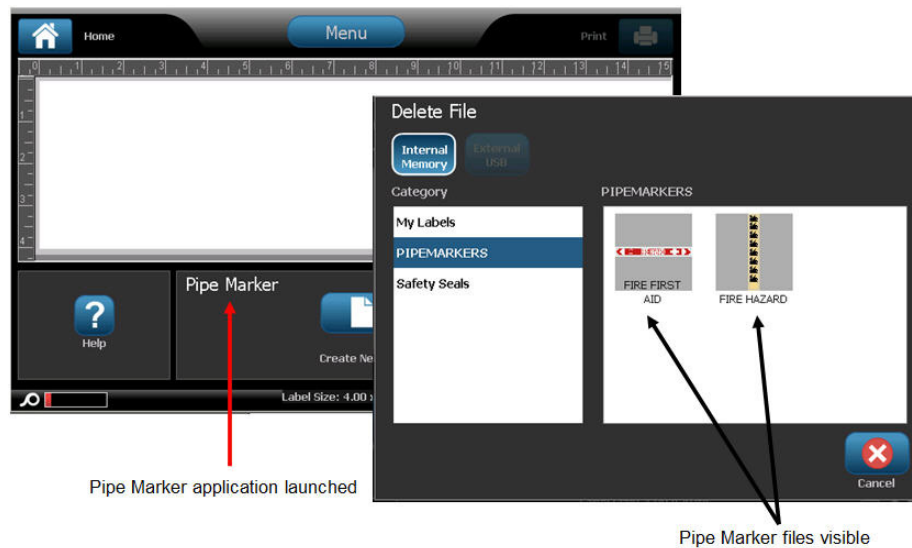
6. When prompted to delete the file, touch Yes [Yes]. (Touching No [No] cancels the operation.)

Arc Flash Label Type

Arc Flash Labels identify potential hazards with energized switch boards, panel boards, control panels and more. Standard arc flash labels usually contain the header "Warning" or "Danger." Arc Flash labels indicate the equipment-specific hazard information.

1. Access Arc Flash label type according to previous procedures.

2. On the Select Template screen, touch the category containing the Arc Flash template to use. (If only one category is present, it is already selected.)

3. Touch the Arc Flash template to use.

The template displays in the Editor. Depending on the Arc Flash template selected, text data fields are present, requesting information. Text data fields for user-supplied information are depicted as the word Text enclosed brackets (<Text>).

To access these data fields:

4. Touch the data field to enter data.

OR

Touch Next Object .

Using the Next Object button will consecutively advance through the data fields, until all data fields have been filled.

Some of the Arc Flash templates require a lot more user-supplied data than what can be displayed in the Editor at one time. On such a label, scroll arrows display on the label enabling you to bring portions of the label into view. If scroll arrows are present:

5. Touch the arrow pointing in the direction in which you want to move.

Save and open the Arc Flash label type just as you would any other application label type. (See *page 112*.)

Circle Gauge Label Type

The Circular Gauge is a component used for displaying element values on a circular scale. It consists of range of numbers, bound by a minimum and maximum value, shown on the gauge. Typically, a gauge scale contains gauge labels and tick marks to give an accurate reading of what the gauge pointer shows.

A circular gauge arranges ticks and labels in a circular fashion, either on a full circle or a partial circle. A circular scale can be used to create scales, such as clocks and odometers.

1. Access Circle Gauge label type according to previous procedures.
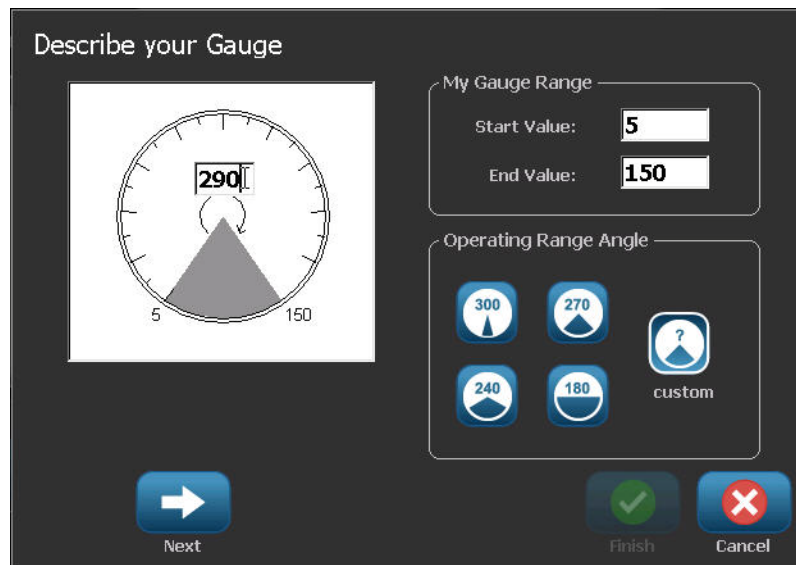
The data fields on the Describe your Gauge screen are used to set up the parameters for the gauge.

2. Under My Gauge Range, touch the Start Value data field and enter the starting (minimum) value of the range that you want the gauge to display

3. Touch the End Value data field and enter the ending (maximum) value of the range that you want the gauge to display.

4. In the Operating Range Angle, touch the desired angle you want the range to display on the gauge.

5. If the desired angle is not present, touch Custom .

6. In the Custom data field (in the middle of the gauge pictogram), enter the custom angle degree.

7. When ready, touch Next .

The In-Range Zone provides a visual element on the gauge to show when a system is entering its optimal value or detrimental value. For example, the temperature gauge in a car indicating when the engine is getting too hot; or a bicycle pump indicating when you have pumped the optimal amount of air for the type of tire you are inflating.

On the Label Setup screen, you are still describing parameters for the gauge (not the label).

8. On the Label Setup dialog box, under In-Range Zone, touch the Start Value data field and enter the starting value for the range that you want displayed on the gauge. (This In-Range Zone is depicted by the green area in the figure below.)

9. Touch the End Value data field and enter the ending value for the range that you want displayed on the gauge.

> **Note:** The Start and End Value of the In-Range Zone must fall within the Start and End Value of the overall gauge range, previously set in My Gauge Range.
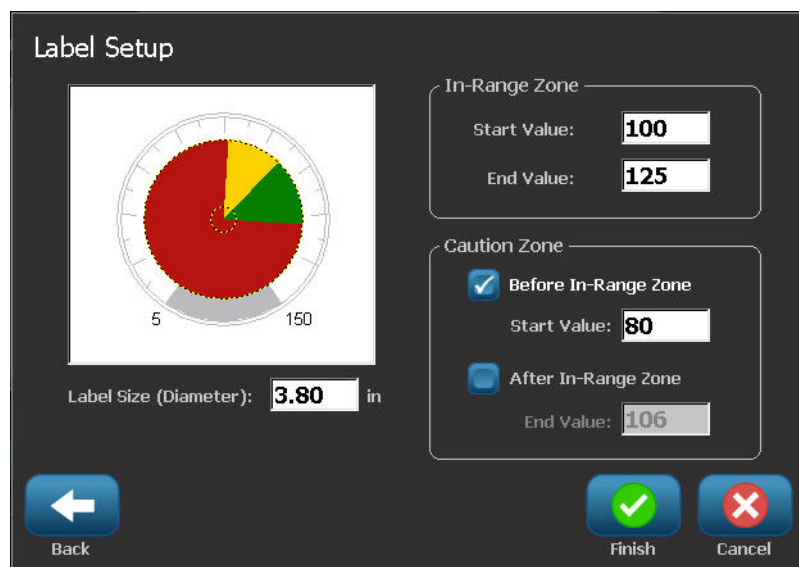
The Caution Zone is optional. The Caution Zone provides a visual element that announces when you are reaching the In-Range Zone. (The Caution Zone is depicted by the yellow area on the preceding graphic.)

To set up a Caution Zone:

10. Touch the option box describing where you want the Caution Zone to display on the gradient (Before or After).

11. Touch the data field for the selected option box and enter the requested value (Start if Before, End if After).

12. When ready, touch Finish .

Gauge Colors

You can change the color of the ranges on the gauge. This is a good idea, especially if the In-Range Zone represents a detrimental scenario. For instance, for a car temperature gauge, you may want the In-Range Zone to display in red, indicating the engine is getting too hot.

To change the color of a circle gauge zone:

1. In the Circle Gauge Label control panel, in More Options, touch Right to move to the Colors control panel.

2. Under Colors, touch the option whose color you want to change (Out-of-Range, In-Range, or Caution).

3. On the Choose the Object Color screen, touch the color you want to apply to that zone.

Note: If the color you selected is not installed on the printer, a message displays telling you to install the color at the time of printing.

---
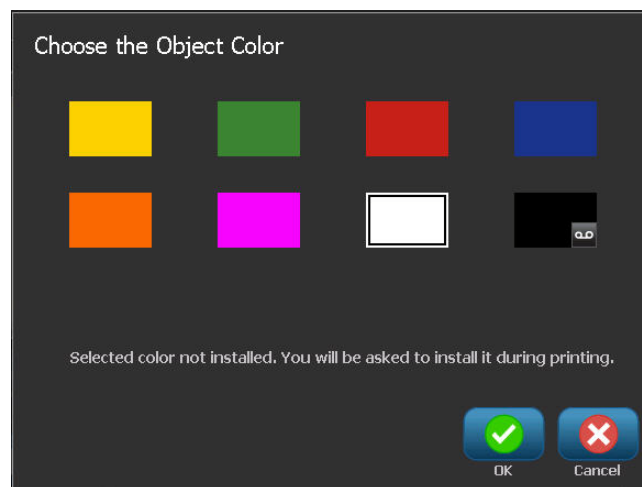
4. When ready, touch OK ✅ .

You can also have the gauge outline display with a thicker and darker boundary. To better display the gauge outline:

5. On the Colors screen, touch Show Black Outline option box to select it.

6. Touch the line thickness option desired (Narrow, Medium, or Wide).
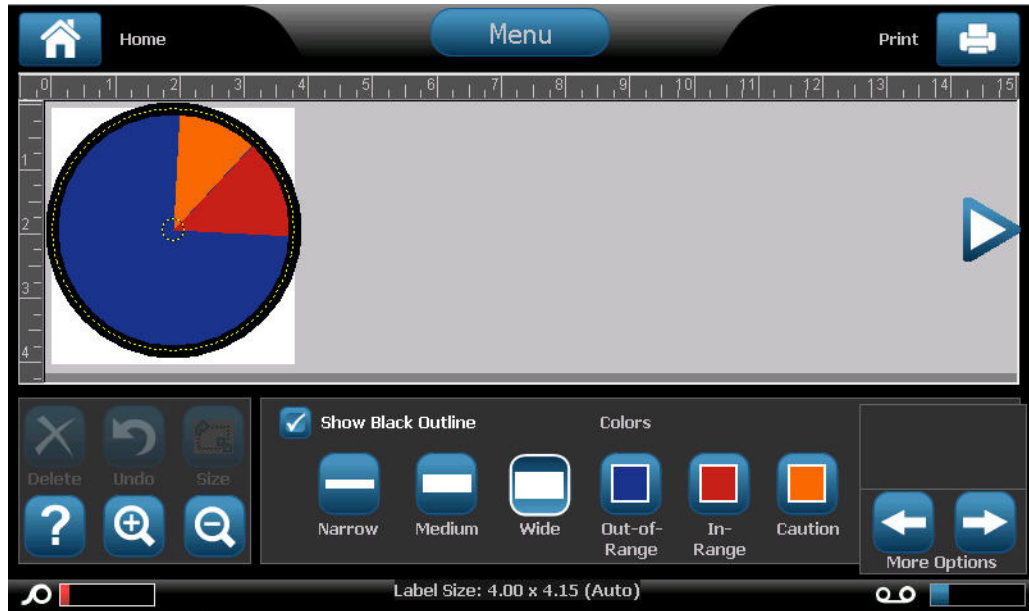
Cut Out Gauge (BBP®37 ONLY)

If you have the BBP®37 printer, you have the ability to cut out the circle gauge to get the circle shape. To indicate you want to cut out the gauge:

1. In the Circle Gauge Label control panel, in More Options, touch Left ⬅ to move to the Print/Cut control panel.

2. Touch Cut Out Label option box, to signify you want to use the cutter on the BBP®37 printer.
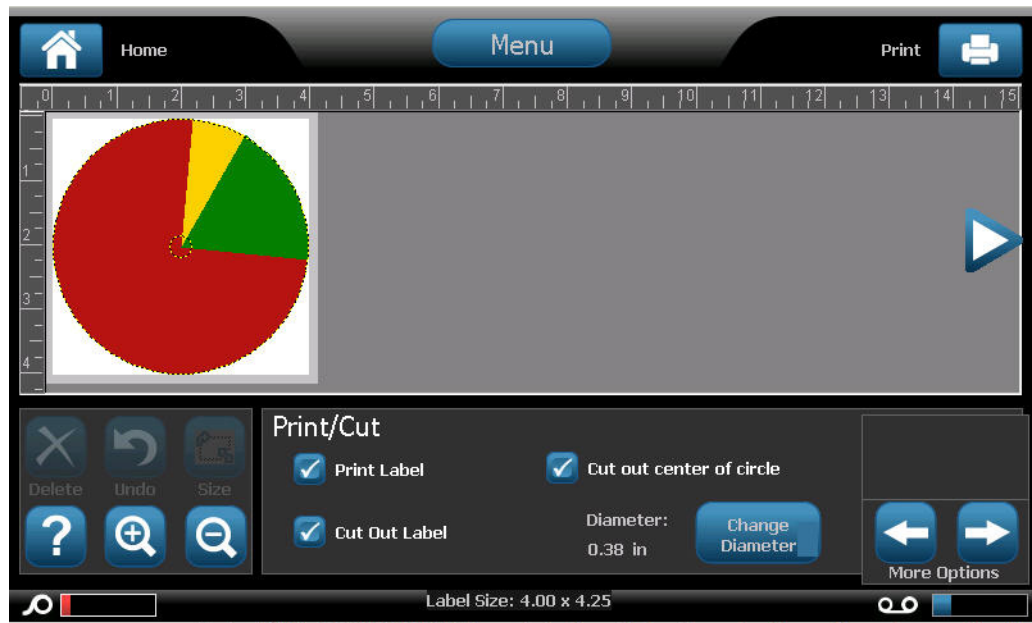
To help find the center of the gauge, in case the center of the gauge has a raised area, cut out the center of the circle of the gauge.

3. Touch Cut out center of circle option box.

To properly fit the gauge label onto the gauge face:

4. Touch Change Diameter ⬚Change Diameter .

5. On the Cut Out Circle screen, in the Diameter: data field, enter the diameter dimention.

6. Touch OK ✅ .

(See page *page 98* for information on printing and using the cutter on the BBP®37 printer.)

Gradient Scale

A gradient scale is a linear scale of blended colors. Each color defined for a numeric range blends with the next color, thus forming a gradient strip. Each point on the gradient scale represents a unique color and value. So, entities with different values appear in unique colors as per the position of the value on the gradient scale. All the lower and upper limits in the gradient scale are marked with ticks.
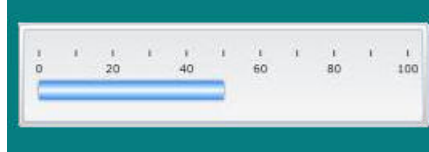
To create a Gradient Scale label:

1. Access Gradient Scale label type according to previous procedures (*page 111*).
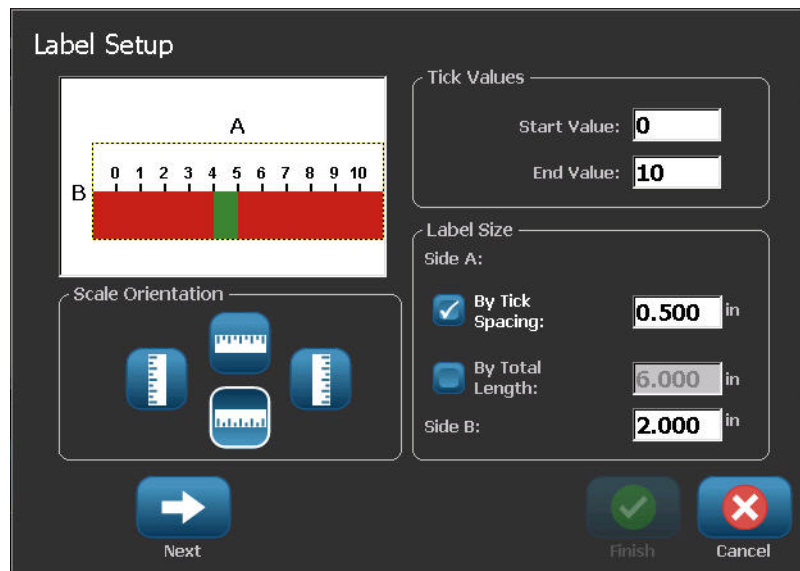
2. On the Label Setup dialog box, under Scale Orientation, touch the button that indicates how you want the gradient scale to display (top, bottom, left or right).

3. Under Tick Values, touch the Start Value data field and enter the starting value for the scale.

4. Under Tick Values, touch the End Value data field and enter the end value for the scale.

The Label Size section defines the size of the gradient scale label. Side A (the long side) can be defined by either setting the distance between each tick mark (By Tick Spacing) or by setting an overall length of the scale (By Total Length). Populating one of these parameters automatically calculates the other parameter since they are dependent on each other. Side B is the dimension for the short side of the label.

5. Under Label Size, touch the option box that you want to determine the size of the label.

6. Touch the data field for the option box selected and enter the requested measurement.

7. Touch Next .
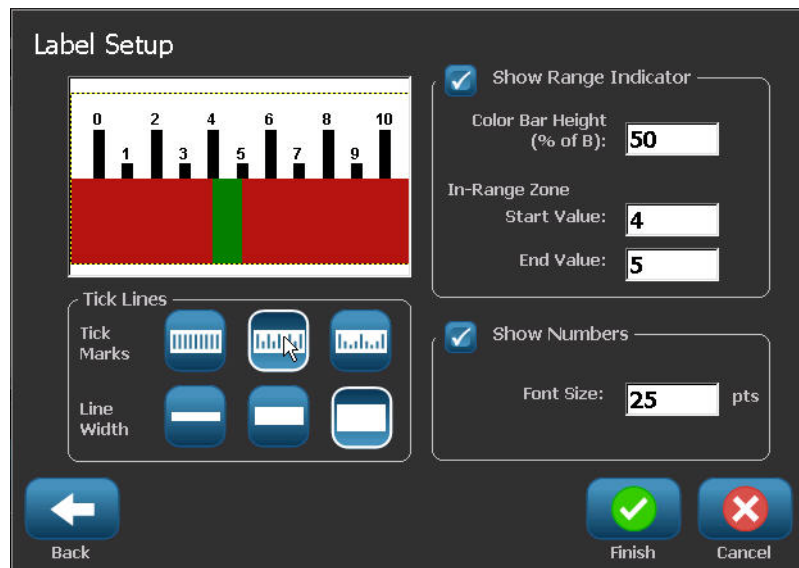
8. Under Tick Lines, touch the button that displays how you want the tick marks to display.

9. Under Tick Lines, touch the button that represents the desired width of the tick marks.

10. Touch Show Range Indicator option box if you want the colored bar to display along with the tick marks.

11. To change the size of the color bar, touch Color Bar Height (% of B): data field and indicate the percentage the color bar should occupy of the gradient scale.

The In-Range Zone provides a visual element on the gauge to show when a system is entering its optimal or detrimental value.

12. To add or change the size of the in-range zone, under In-Range Zone touch Start Value: data field and enter the starting value for the range.

13. Under In-Range Zone, touch End Value: data field and enter the ending value for the range.

Note: If you do not want an In-Range Zone, indicate a Start and End Value of 0 (zero).

14. To show the tick numbers on the scale, touch Show Numbers option box (if not already selected).

To change the font size of the numbers in the gradient scale, with the Show Numbers option box selected:

15. Touch the Font Size: data field and enter the desired point size of the font.

16. When ready, touch Finish .

GHS/CLP

CLP is the regulation on classification, labeling and packaging of substances and mixtures. This regulation aligns previous EU legislation on classification, labeling and packaging of chemicals to the GHS (Globally Harmonised System of Classification and Labeling of Chemicals). Its main objectives are to facilitate international trade in chemicals and to maintain the existing level of protection of human health and environment.
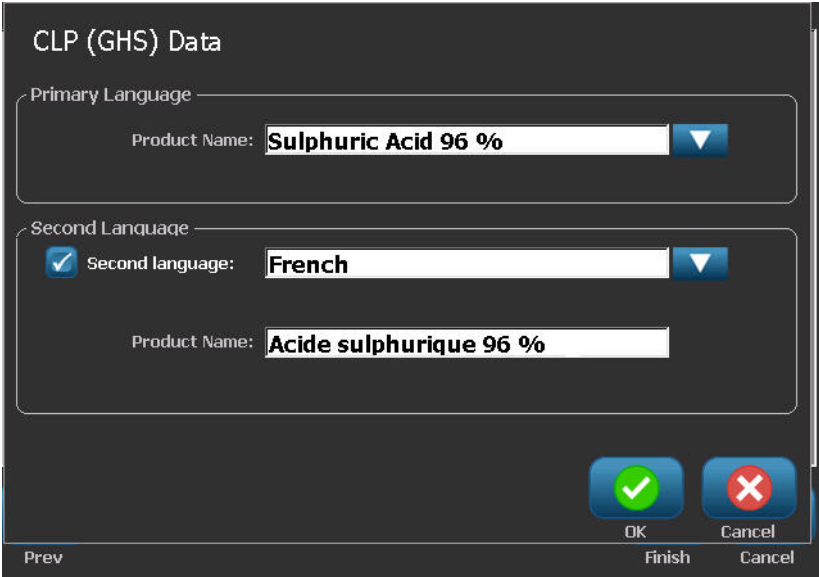
To create a GHS/CLP label:

1. Access GHS/CLP label type according to previous procedures (*page 111*).

2. Under Select Template, touch the desired template format, then touch Next ➡️.

3. Under Label Type, choose either a Mono (black only) label or Color (red diamond) label.

4. In the list, touch the desired label size, then touch Next ➡ .

5. Touch anywhere on the displayed label to bring up the CLP (GHS) Data dialog box.

6. In the Product Name: data field, enter the name of the chemical (product) you want to use.

OR, if chemical names have been saved (previously used):

Under Primary Language, touch the down arrow next to Product name to display a list of products, then touch the desired product.

If a second language is to be used on the label, under Second Language:

7. Touch the Second Language option box.

8. Touch the down arrow next to Second Language: data field to display a list of languages.

9. Use the up/down arrows in the list scroll bar to display more languages, then touch the desired second language.

If using a second language, the product name automatically displays in the chosen language.

10. Touch OK ✓ .

11. On the displayed label, touch one of the statements to bring up the CLP (GHS) Statements dialog box.

12. Touch Add [Add] for the statement you want to add (Hazardous, Precautionary, Supplementary).

13. On the Select Hazardous Statements screen, touch the up/down arrows in the scroll bar to view more statements.

    OR, if you know the code number, or wording, of the statement you want to use:

    Touch the Search data field and enter the number or wording.
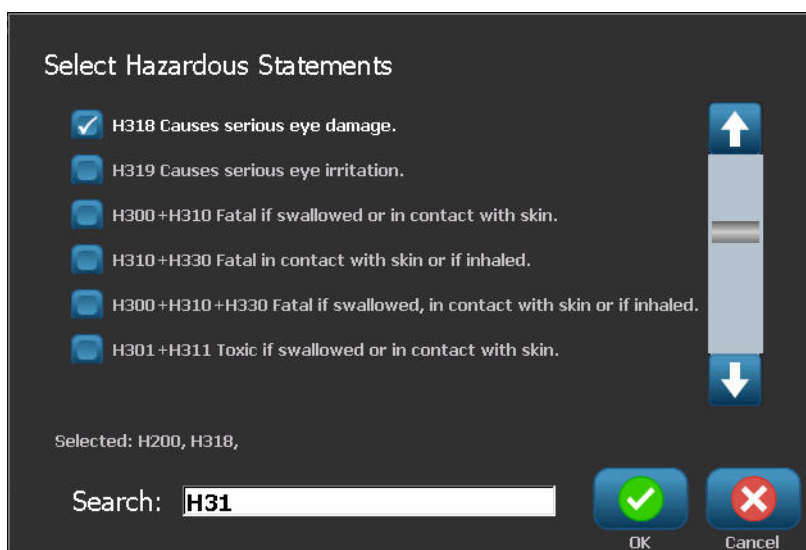
Note: As you enter the data in the Search field, or portions of the data, the list immediately abstracts those statements that have the entered characters in that position in their statement. The list narrows after each letter entered.

14. In the abstracted list, touch the option box in front of the statement you want to use. (You can select more than one.)

15. When ready, touch OK [✓].

16. Repeat Steps 14 through17 for other statements that you want to add.

    OR, to remove a previously added statement:

    Touch Clear [Clear] for the statement(s) you want to remove.

17. When ready, touch Finish [✓].

The label displays the added statements.
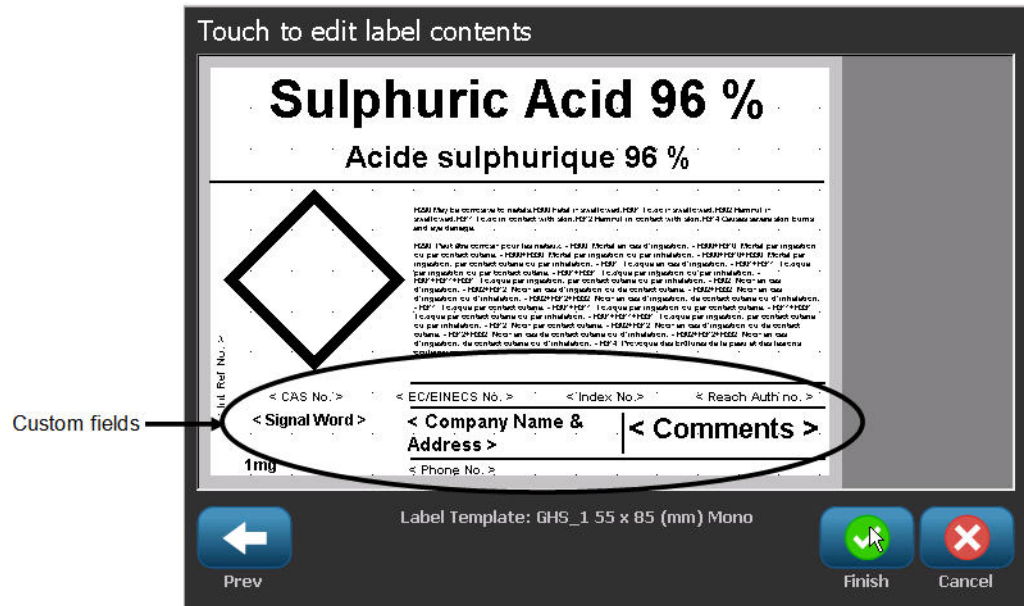
There are other fields on the label where you can add custom data. These fields are designated by brackets < >. To add the suggested custom information:

1. On the label, touch the desired custom field (inside the brackets).

A dialog box displays where you can enter the requested information.

2. Touch the desired data field and enter the data.

3. When finished with the particular data screen, touch OK [✓].

4. When finished with the entire label, touch Finish [✓].

Right-To-Know

Right-to-Know (RTK) labels inform individuals of chemical hazards, as required by OSHA's Federal Hazard Communication Standard 29 CFR 1910.1200. The most popular RTK labels use a number rating and color coding system in conjunction with written text to identify the chemical and its physical and health hazards. Right-to-Know labels should also include the appropriate hazard warnings and target organ warnings, as well as the name and address of the chemical manufacturer. Some options also include recommended personal protective equipment (PPE).
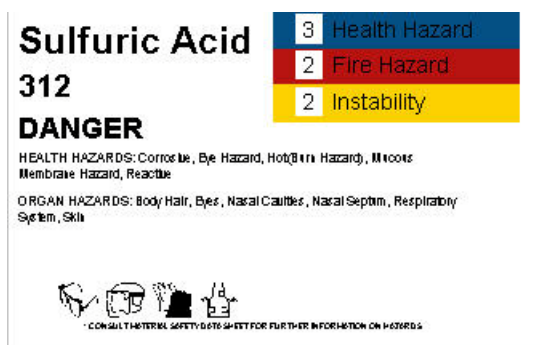

To create a Right-to-Know label:

1. From the Home page, touch More Label Types .

2. On the Label Types screen, touch Right-to-Know .

3. In the Right-to-Know control panel, touch Create New File .

4. On the Right-to-Know Format screen, use the up/down arrows in the scroll bar to view more format options.

5. In the list, touch the desired format, then touch Next .

6. On the Label Size screen, in the list presented, touch the desired label size, then touch Next .

7. On the Chemical Name screen, in the Name: data field, enter the name of the chemical that the Right-to-Know label addresses.

8. In the Cas#/Title: data field, enter the case number and or title of the label, then touch Next .

9. On the Signal Word screen, in the list presented, touch the Signal Word to use on the label. (Selecting No Signal Word will leave this space blank on the label.)

10. Touch Next [→].

11. On the Health Hazard screen, in the list provided, touch the health hazard rating to be used on the label, then touch Next [→].

12. On the Fire Hazard screen, in the list provided, touch the fire hazard rating to be used on the label, then touch Next [→].

13. On the Instability screen, in the list provided, touch the instability rating to be used on the label, then touch Next [→].

14. On the Specific Hazard screen, in the list provided, touch the specific hazard rating to be used on the label, then touch Next [→].

15. On the Physical and Health Hazard screen, in the displayed list under Available:, touch the hazard to include on the label. (Use the up/down arrows of the scroll bar to view more options.)
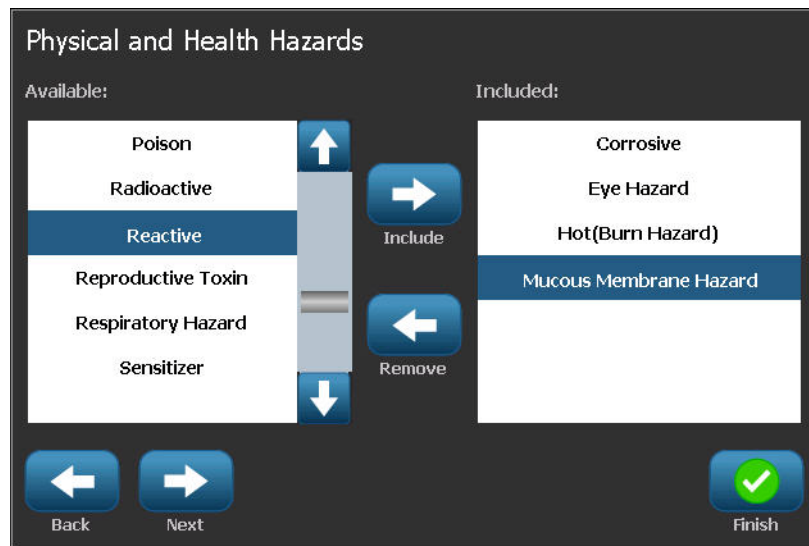

16. Touch Include [→] to include the hazard on the label.

17. Repeat the above two steps to include as many hazards as required.

18. To remove items from the Included list, touch the hazard in the Included list, then touch Remove [←].

19. When ready, touch Next [→].

20. On the Target Organs screen, in the Available: list, touch any body organs that could be affected by the hazardous chemical being advertised on the Right-to-Know label, then touch Include ➡ .
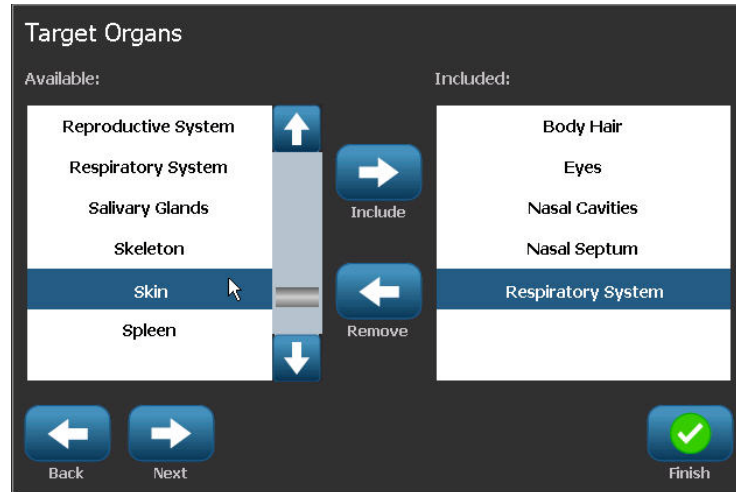

21. Repeat the above step to include as many target organs as required.

22. To remove items from the Included list, touch the target organ in the Included list, then touch Remove ⬅ .

23. When ready, touch Next ➡ .

24. On the Comments screen, in the Comments: data field, enter any noteworthy information to better explain the necessary precautions or health risks the Right-to-Know label is explaining.
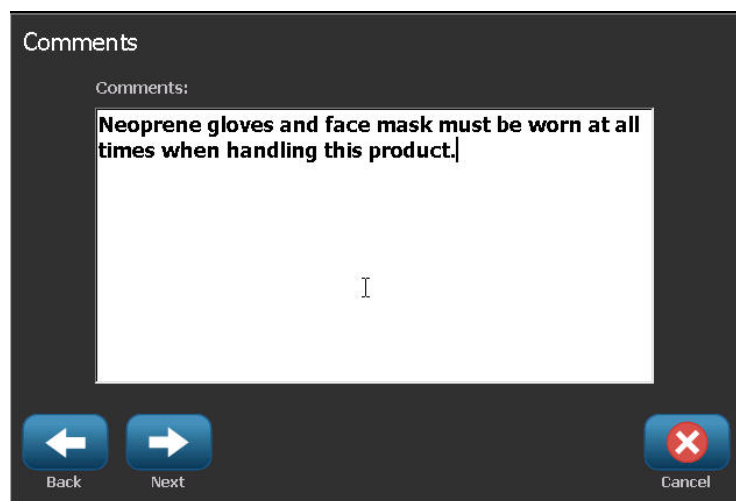
25. When ready, touch Next ➡ .

26. On the Graphics screen, touch the desired graphic to add to the label. You can add as many graphics as required.
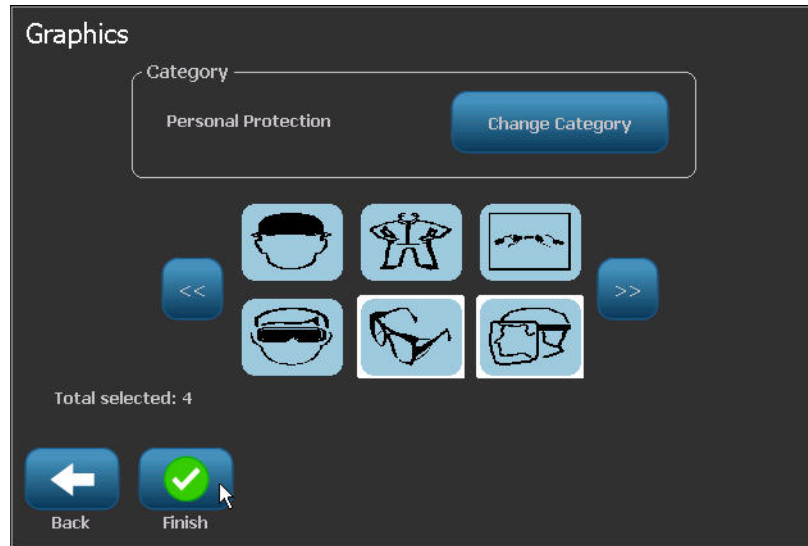
The available graphics are divided into categories. To change to another category:

27. Touch Change Category [Change Category] .

28. Under Categories, touch the up/down arrows to view more categories in the list.

29. Touch the desired category to select it, then touch OK [✓] .

30. On the Graphics screen, touch the left [<<] or right [>>] double arrows to scroll throught the list of available graphics.

31. Touch the desired graphic in the list.

32. When ready, touch Finish [✓] .

Setting RTK Preferences

From the Right-to-Know Preferences menu, you can choose default label settings for size and format. You can also add or delete hazards and/or organ types. Any defaults set here will stay in effect until you change them.

If you use a standard or consistent Right-to-Know label format, set these formatting preferences as defaults. Setting preferences simplifies creating RTK labels.

To set RTK label defaults:

1. With the RTK label in the Editor, touch Menu [Menu], then under System, touch Setup [🔧].

OR, when creating a new RTK label:

On the Right-to-Know Format screen, touch Preferences [Preferences].
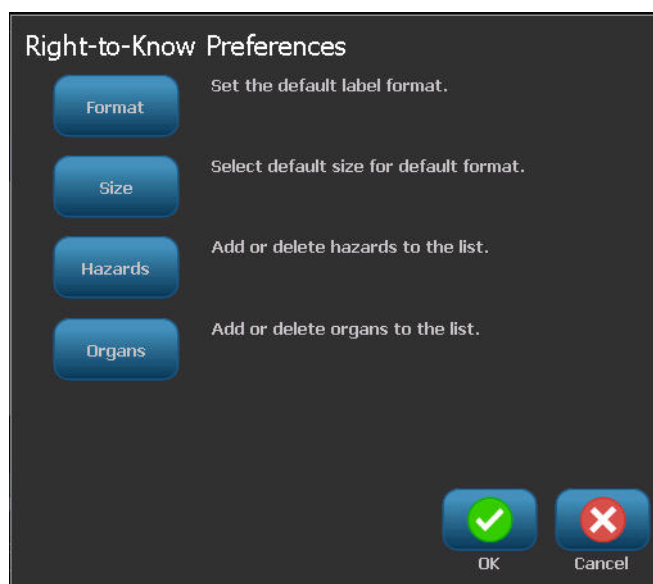
Format

To set up a default label format:

1. In the Right-to-Know Preferences dialog box, touch Format [Format] .

2. On the Right-to-Know Format screen, use the up/down arrows in the scroll bar to view more format options.

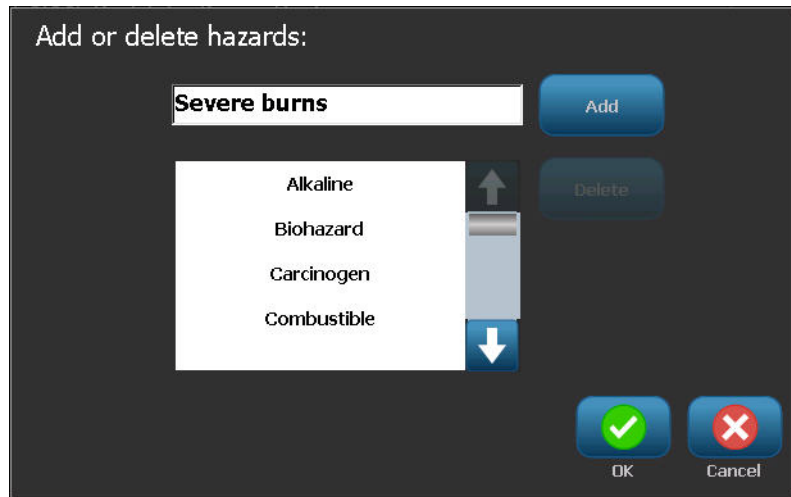**3.** In the list, touch the desired format, then touch OK [✓] .

Size

To choose a default label size:

1. In the Right-to-Know Preferences dialog box, touch Size [Size] .

2. On the Select default size screen, in the list presented, touch the desired label size, then touch OK [✓] .

> **Note:** The available label sizes are determined by the format type you have selected.
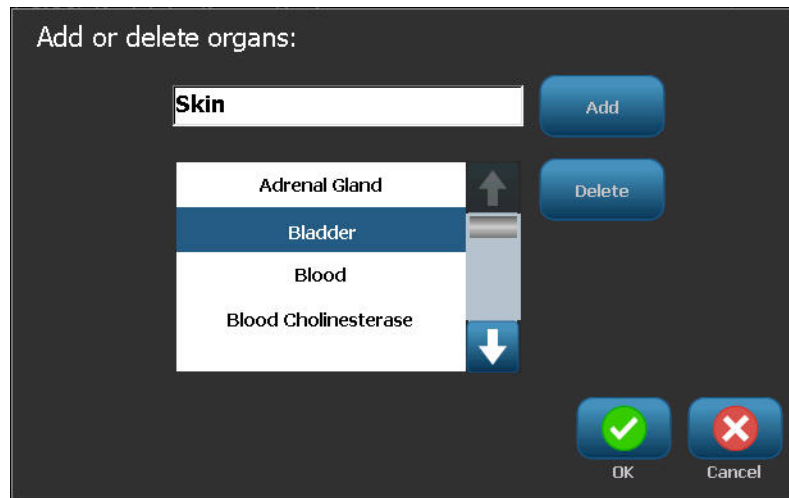
Hazard Types

To add a hazard type:

1. In the Right-to-Know Preferences dialog box, touch Hazards [Hazards].

2. On the Add or delete hazards dialog box, enter the new hazard in the data field, then touch Add [Add].

To delete a hazard type:

3. In the Add or delete hazards list, touch the hazard you want to delete, then touch Delete [Delete].

Organ Types

To add an organ type:

1. In the Right-to-Know Preferences dialog box, touch Organs [Organs].

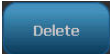**2.** In the Add or delete organs dialog box, enter the new organ in the data field, then touch Add [Add].

To delete an organ type:

3. In the Add or delete organs list, touch the organ you want to delete, then touch Delete [Delete].

Pipe Markers

Pipe Marker labels are used to label what material flows through a pipe. There are three types of pipe marker labels - Standard, Rollform, and Symbol/Arrow Type.

The Standard Label is placed along the length of the pipe. Contents of the label include text and optional graphics. The direction of material flow is optional.

The Rollform Label is similar to standard pipe marker labels, except it is designed to wrap around the circumference of the pipe.

The Symbol or Arrow Type pipe marker consists of a single symbol (graphic) or arrow that repeats along the entire length of the label and wraps around the circumference of the pipe. The Arrow wraps around the pipe and indicates the direction of the content's flow.

Standard Pipe Marker

The Standard Pipe Marker application enables you to accurately label contents of pipes, conduits, and ducts according to the approved standards in the specific country. Directional arrows can be included on one or both ends of the pipe marker, indicating flow direction. These arrows are part of the template. Standard pipe marker layouts may be different depending on the region you are in and what standards your printer supports.

Standard Pipe Marker applications are compatible with continuous media only. If no continuous media is installed when the Standard Pipe Marker application is selected, a message displays indicating incompatible media and the Standard Pipe Marker selection is canceled.

To use a Standard Pipe Marker label type:

1. From the Home Page, touch Pipe Marker [icon], then touch Create New File
[icon].

OR

Access Pipe Marker label type according to procedures on *page 111*.

2. On the Pipe Marker Style screen, touch Standard [Standard].

3. In the Dimensions dialog, choose a Tape Width that corresponds to the diameter of your pipe, then touch Next [icon].

In the Pipe contents dialog box, choose the type of material that flows through the pipe.

4. Touch the up/down arrows to view more options in the list.

5. When found, touch the desired contents option to select it, then touch Next [icon].

The material selected determines the pipe marker colors based on the selected color norm in the Pipe Marker setup menu. (See *page 143* for Pipe Marker setup.)

6. On the Legend screen, touch Legend line 1: data field, and enter the text to display on the label.

7. To enter special characters, touch [ß é ¥], then enter the character(s). See "Typing Special Characters" on *page 56* for more detail.

You can add additional data in the Legend line 2: and Supplemental data: fields. Be aware, however, that entering more than one line of text may reduce the font size to a point where it no longer meets the pipe marking standard for the selected color norm.

8. When ready, touch Next [icon].

You can add up to four graphics to the pipe marker label. The available graphics are divided into categories. To change to another category:

9. Touch Change Category [Change Category].

10. Under Categories, touch the up/down arrows to view more categories in the list.

11. Touch the desired category to select it, then touch OK [icon].

12. On the Graphics screen, touch the left [<<] or right [>>] double arrows to scroll throught the list of available graphics.

13. Touch the desired graphic in the list.

14. Repeat the above two steps to add another graphic.

15. When ready, touch Next [→].

Arrows can be added to a pipe marker label according to the standards defined by the country or region. On the Arrows screen:

16. Touch the option box designating where you want the arrows to display - Before Legend and/or After Legend. (You can select both or none.)

17. Touch the option box indicating the direction in which the material flows through the pipe.
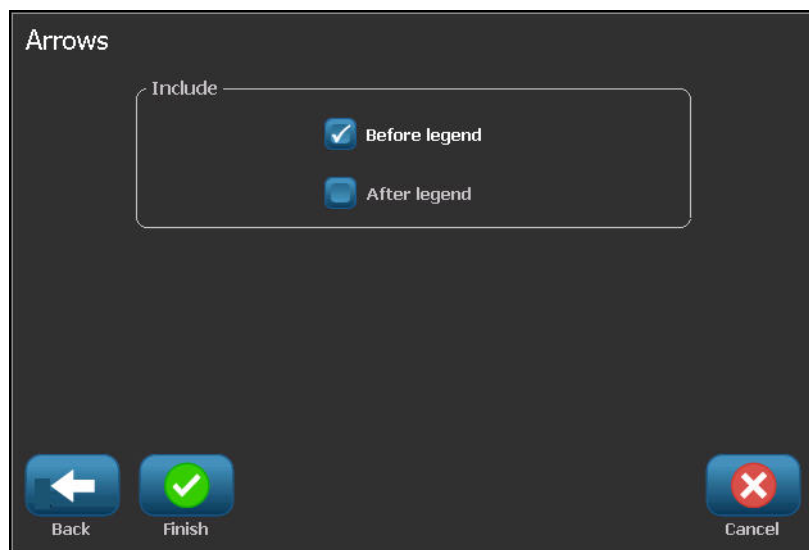
18. When ready, touch Finish [✓].

If too many characters per line are used, a message displays prompting you to edit the text or lengthen the pipe marker. Likewise, if the length of all elements together exceeds the recommended length, you are prompted to edit the data or lengthen the pipe marker.
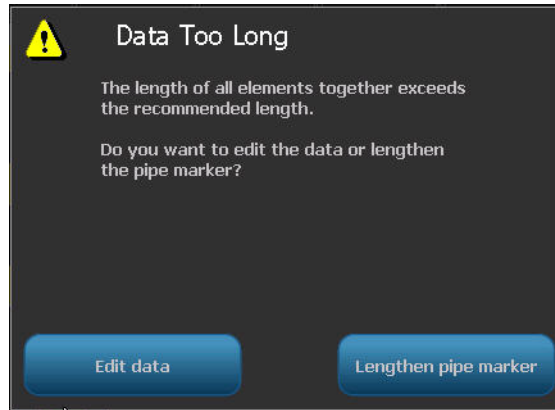
19. To edit the information, touch Edit data ⬛ **Edit data** , then repeat Steps 6 through 18 above.

20. To have the printer scale the elements to fit on the label, touch Lengthen Pipe Marker ⬛ **Lengthen pipe marker** .

The printer scales the elements and lengthens the label to accommodate all data.
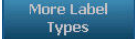
Set Up Pipe Marker Options

Setup options for Pipe Markers are different than those for standard, generic labels. Use this procedure to set up the pipe marker color norms.

To set up pipe marker color norms:

1. From the Home page, touch Pipe Markers .

OR

Touch More Label Types , then touch Pipe Markers.

2. From the Pipe Marker home page, touch Menu , then touch Setup
.

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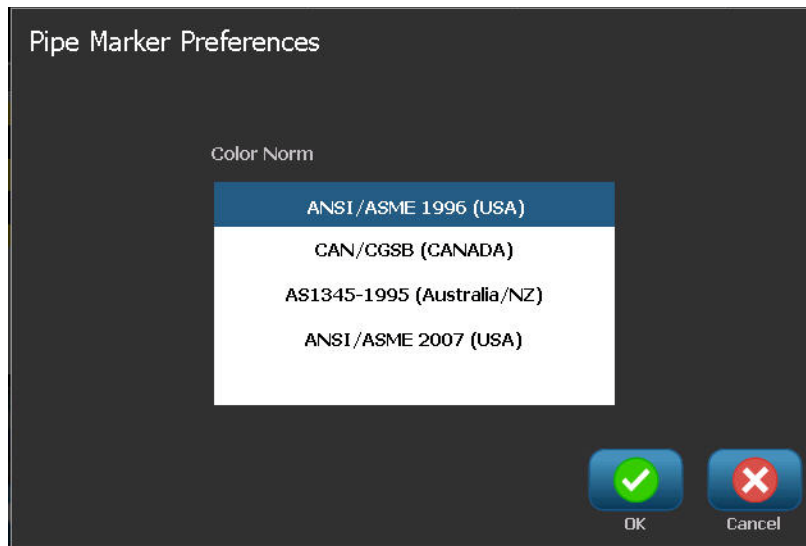
The list of norms and color standards for pipe marker labels vary according to the country of origin or the region you are in.

Figure 13 • Color norms for Standard Pipe Markers

To select the proper color norm for your pipe marker label.

3. Under Color Norm, touch the desired country color standard.

4. When finished, touch OK .

Rollform Pipe Marker

Rollform Pipe Markers use only continuous media. Rollform Pipe Markers include one to two lines of text, repeated the length of the pipe marker, alternating at 90 degree and 270 degree rotation. You can add up to four graphics, placed in predetermined locations. Graphics are repeated and rotated along the length of the pipe marker, as is the text.

To use a Rollform Pipe Marker label type:

1. From the Home Page, touch Pipe Marker ⬤▬➡ , then touch Create New File

📄 .

OR

Access Pipe Marker label type according to previous procedures (*page 111*).

2. On the Pipe Marker Style screen, touch Rollform Rollform .
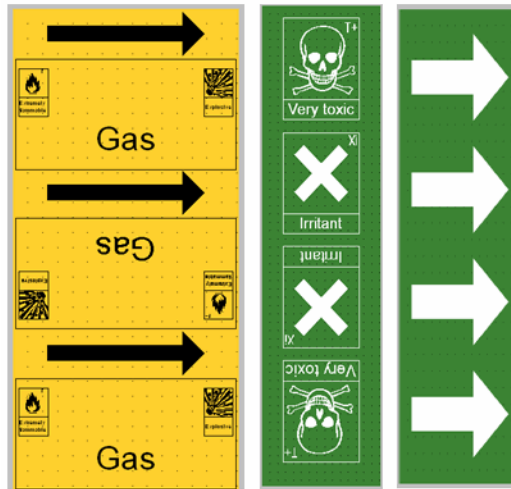
3. In the Dimensions dialog, touch the Pipe diameter: data field and enter the diameter of the pipe to which the label will be afixed.

4. Under Tape width: touch the desired Tape Width, then touch Next ➡ .

In the Pipe contents dialog box, choose the type of material that flows through the pipe.

5. Touch the up/down arrows to view more options in the list.

6. When found, touch the desired contents option to select it, then touch Next ➡ .

7. On the Legend screen, touch Legend line 1: data field, and enter the text to display on the label.

8. You can add additional data in the Legend line 2: field, then touch Next ➡.

You can add up to four graphics to the pipe marker label. The available graphics are divided into categories.
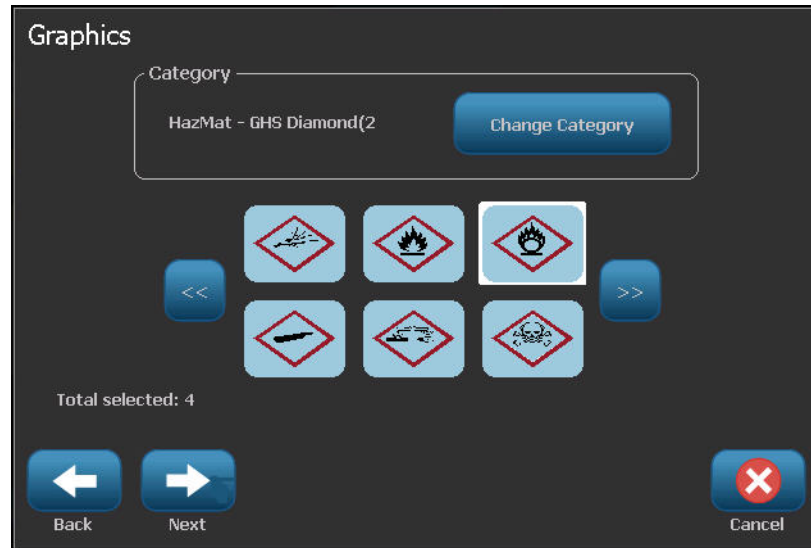
To change to another category:

9. Touch Change Category [Change Category].

10. Under Categories, touch the up/down arrows to view more categories in the list.

11. Touch the desired category to select it, then touch OK ✅.

12. On the Graphics screen, touch the left [<<] or right [>>] double arrows to scroll through the list of available graphics.

13. Touch the desired graphic in the list.

14. Repeat the above two steps to add another graphic.

15. When ready, touch Finish ✅.

Symbol or Arrow Tape Pipe Marker

The ArrowTape Pipe Marker application uses continuous media only. The Arrow Tape application includes a single graphic (or arrow), rotated 90 degrees, repeated the length of the label.

To create a symbol or arrow pipe marker:

1. From the Home Page, touch Pipe Marker [icon], then touch Create New File

[icon] .

OR

Access Pipe Marker label type according to previous procedures (*page 111*).

2. On the Pipe Marker Style screen, touch Symbol or Arrow Tape [Symbol or Arrow Tape] .

3. In the Dimensions dialog, touch the Pipe diameter: data field and enter the diameter of the pipe to which the label will be afixed.

4. Under Tape width: touch the desired Tape Width, then touch Next [icon] .

In the Pipe contents dialog box, choose the type of material that flows through the pipe

5. Touch the up/down arrows to view more options in the list.

6. When found, touch the desired contents option to select it, then touch Next [icon] .

You can add a single arrow or symbol (graphic) to the pipe marker label.

7. On the Symbol Type screen, touch Arrow [Arrow] to add an arrow to the label.

OR

Touch Symbol [Symbol] to add a graphic to the label.

If selecting Symbol, the Graphics screen displays. The available graphics are divided into categories. To change to another category:

8. Touch Change Category [Change Category].

9. Under Categories, touch the up/down arrows to view more categories in the list.

10. Touch the desired category to select it, then touch OK [✓].

11. On the Graphics screen, touch the left [<<] or right [>>] double arrows to scroll throught the list of available graphics.

12. Touch the desired graphic in the list.

13. When ready, touch Finish [✓].

CLP PipeMarkers (Not available in all regions)

The CLP PipeMarkers include Standard, Rollform, and Arrows-type Pipe Markers, but incorporate the classification criteria, labeling rules, and graphic symbols used in CLP-GHS labels.

CLP Standard PipeMarker

To use a CLP Standard Pipe Marker label type:

1. From the Home Page, touch More Label Types button , then touch CLP Pipe Markers.

2. On the CLP Pipe Marker screen, touch Create New File .

3. On the Pipe Marker Style screen, touch Standard .

4. In the Dimensions dialog, choose a Tape Width that corresponds to the diameter of your pipe, then touch Next .

In the Pipe contents dialog box, choose the type of material that flows through the pipe.

5. Touch the up/down arrows to view more options in the list.

6. When found, touch the desired contents option to select it, then touch Next .

The material selected determines the pipe marker colors based on the selected color norm in the Pipe Marker setup menu.

7. On the Legend screen, in the Chemical name: field, enter the name of the substance that flows through the pipe.

   OR, in the displayed list:

   Touch the name of the substance.

Whether you entered the substance name or selected it from the list, you can add additional information to the Chemical name field, such as special characters.

8. To enter special characters, touch the Chemical name: field where the special characters should be placed.

9. Touch [ß é ¥], then enter the character(s). See "Typing Special Characters" on *page 56* for more detail.
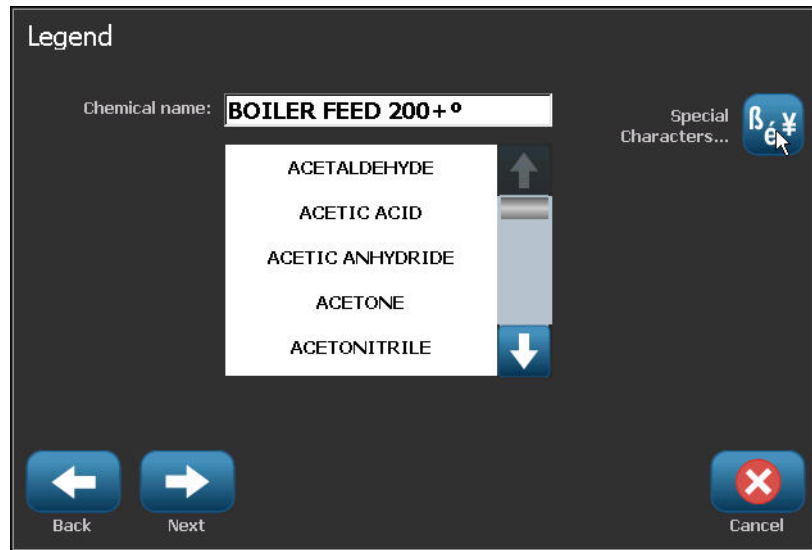
10. When ready, touch Next [→].

11. On the Comments screen, touch the option box of the single word you want to display on the label.

OR, to display more than one word:

Touch Other, then enter the desired word or words in the adjacent field.

Note: Be aware that entering long text strings in the "Other" option field (or the following Optional Comment: field) may reduce the font size to a point where it no longer meets the pipe marking standard for the selected color norm.

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12. Touch the Optional Comment: field and enter additional comments to display on the pipe marker label, if desired.
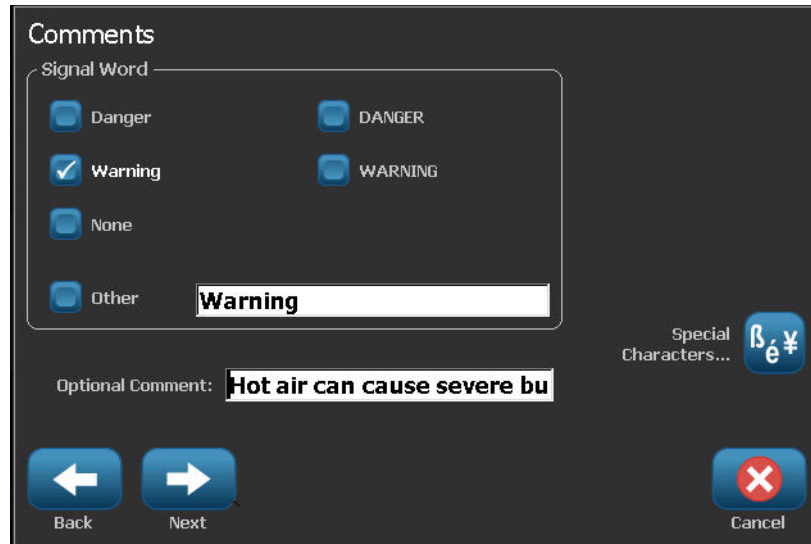
13. When ready, touch Next .

You can add up to four graphics to the pipe marker label. The available graphics are divided into categories. To change to another category:

14. Touch Change Category .

15. Under Categories, touch the up/down arrows to view more categories in the list.

16. Touch the desired category to select it, then touch OK .

17. On the Graphics screen, touch the left or right double arrows to scroll throught the list of available graphics.

18. Touch the desired graphic in the list.

19. Repeat the above two steps to add another graphic.

20. When ready, touch Next .

Arrows can be added to a pipe marker label according to the standards defined by the country or region. On the Arrows screen:

21. Touch the option box designating where you want the arrows to display - Before Legend and/or After Legend. (You can select both or none.)
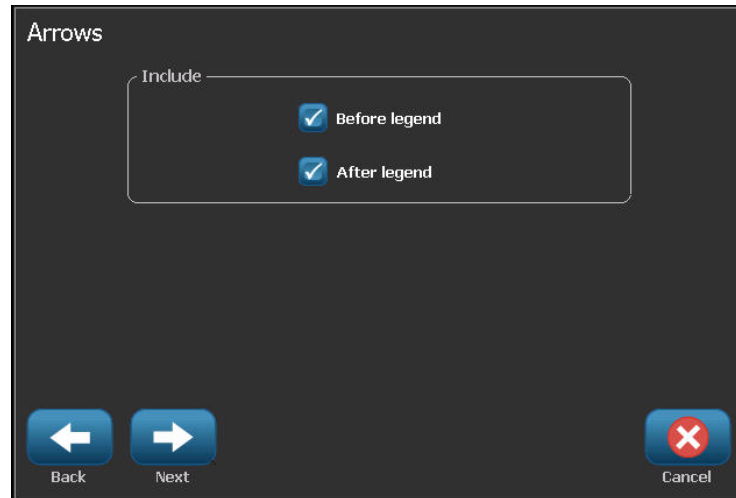
22. Click Next .

If you are using a BBP37 printer, you are able to cut out the CLP Pipe Marker label. On the Cut Out Label screen:

23. Touch the cut out option desired (No Cut [image], Around Label [image], or

Around Arrows [image]).

24. When ready, touch Finish [image].

CLP Rollform Pipe Marker

To use a CLP Rollform Pipe Marker label type:

1. From the Home Page, touch More Label Types button [More Label Types], then touch CLP Pipe Markers.

2. On the CLP Pipe Marker screen, touch Create New File [📄].

3. On the Pipe Marker Style screen, touch Rollform [Rollform].

4. In the Dimensions dialog, touch the Pipe diameter: data field and enter the diameter of the pipe to which the label will be afixed.

5. In the Tape width: field, touch the desired Tape Width, then touch Next [➡].

In the Pipe contents dialog box, choose the type of material that flows through the pipe.

6. Touch the up/down arrows to view more options in the list.

7. When found, touch the desired contents option to select it, then touch Next [➡].

The material selected determines the pipe marker colors based on the selected color norm in the Pipe Marker setup menu. (See *page 143* for Pipe Marker setup.)

8. On the Legend screen, in the Chemical name: field, enter the name of the substance that flows through the pipe. (#8 in instructions)

    OR, in the displayed list:

    Touch the name of the substance.

Whether you entered the substance name or selected it from the list, you can add additional information to the chemical name field, such as special characters.

9. To enter special characters, touch the Chemical name: field where the special characters should be placed.

10. Touch ![special characters icon], then enter the character(s). See "Typing Special Characters" on *page 56* for more detail.
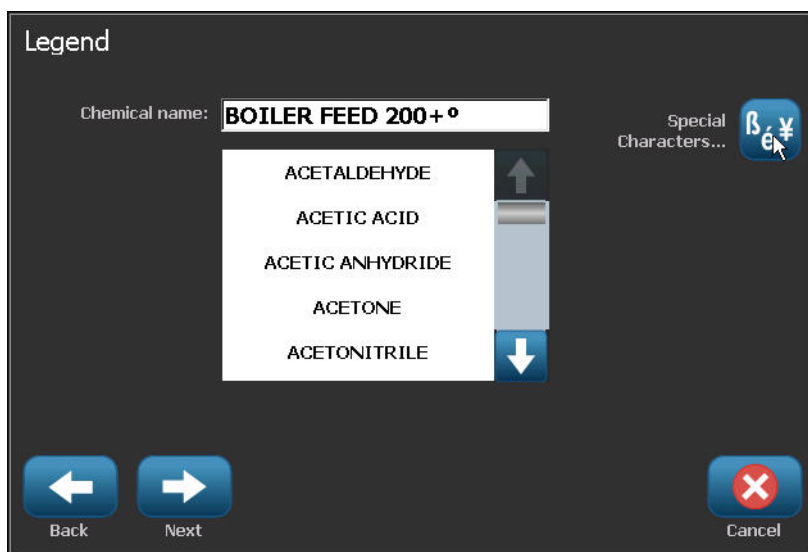
11. When ready, touch Next ![next arrow].

12. On the Comments screen, touch the option box of the single word you want to display on the label.

OR, to display more than one word:

Touch Other, then enter the desired word or words in the adjacent field.

Note: Be aware that entering long text strings in the "Other" option field (or the following Optional Comment field) may reduce the font size to a point where it no longer meets the pipe marking standard for the selected color norm.

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13. Touch the Optional Comment: field and enter additional comments to display on the pipe marker label, if desired.

14. When ready, touch Next ➡.

You can add up to four graphics to the pipe marker label. The available graphics are divided into categories. To change to another category:

15. Touch Change Category [Change Category].

16. Under Categories, touch the up/down arrows to view more categories in the list.

17. Touch the desired category to select it, then touch OK ✅.

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18. On the Graphics screen, touch the left $\boxed{<<}$ or right $\boxed{>>}$ double arrows to scroll throught the list of available graphics.

19. Touch the desired graphic in the list.

20. Repeat the above two steps to add another graphic.

21. When ready, touch Finish .

CLP Arrow Pipe Marker

To create a CLP symbol or arrow pipe marker:

1. From the Home Page, touch More Label Types button [More Label Types], then touch CLP Pipe Markers.

2. On the CLP Pipe Marker screen, touch Create New File [ ] .

3. On the Pipe Marker Style screen, touch Symbol or Arrow Tape [Symbol or Arrow Tape] .

4. In the Dimensions dialog, touch the Pipe diameter: data field and enter the diameter of the pipe to which the label will be afixed.

5. Under Tape width: touch the desired Tape Width, then touch Next [→] .

In the Pipe contents dialog box, choose the type of material that flows through the pipe.

6. Touch the up/down arrows to view more options in the list.

7. When found, touch the desired contents option to select it, then touch Next [→] .

You can add a single arrow or symbol (graphic) to the pipe marker label.

8. On the Symbol Type screen, touch Arrow [Arrow] to add an arrow to the label.

    OR

    Touch Symbol [Symbol] to add a graphic to the label.

If selecting Symbol, the Graphics screen displays. The available graphics are divided into categories. To change to another category:

9. Touch Change Category [Change Category] .

10. Under Categories, touch the up/down arrows to view more categories in the list.

11. Touch the desired category to select it, then touch OK [✓] .

12. On the Graphics screen, touch the left [<<] or right [>>] double arrows to scroll throught the list of available graphics.

13. Touch the desired graphic in the list.

14. When ready, touch Finish [✓] .

HSID Pipe Markers (Not available in all regions)

The HSID PipeMarkers include Standard, Rollform, and Arrows-type PipeMarkers, but incorporate the classification criteria, labeling rules, and graphic symbols used in HSID education and labeling standards.

HSID Standard Pipe Marker

To use an HSID Standard Pipe Marker label type:

1. From the Home Page, touch More Label Types button [More Label Types], then touch HSID Pipe Markers.

2. On the HSID Pipe Marker screen, touch Create New File [ ].

3. On the Pipe Marker Style screen, touch Standard [Standard].

4. In the Dimensions dialog, choose a Tape Width that corresponds to the diameter of the pipe, then touch Next [→].

In the Pipe contents dialog box, choose the type of material that flows through the pipe

5. Touch the up/down arrows to view more options in the list.

6. When found, touch the desired contents option to select it, then touch Next [→].

The material selected determines the pipe marker colors based on the selected color norm in the Pipe Marker setup menu. (See *page 143* for Pipe Marker setup.)

7. On the Legend screen, in the Chemical name: field, enter the name of the substance that flows through the pipe.

   OR, in the displayed list:

   Touch the name of the substance.

Whether you entered the substance name or selected it from the list, you can add additional information to the chemical name field, such as special characters.

8. To enter special characters, touch the Chemical name: field where the special characters should be placed.

9. Touch [ß é ¥], then enter the character(s). See "Typing Special Characters" on *page 56* for more detail.
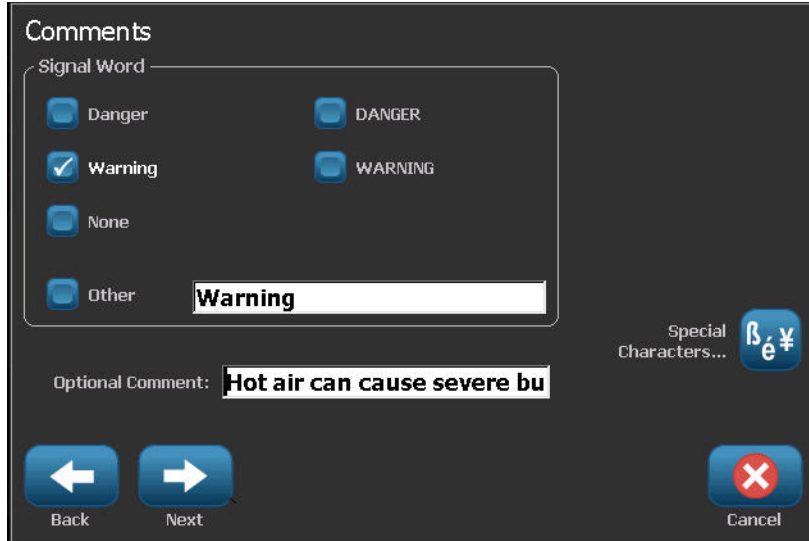
10. Touch the Comment: field and enter additional comments to display on the pipe marker label, if desired.

11. When ready, touch Next .

You can add up to four graphics to the pipe marker label. The available graphics are divided into categories. To change to another category:

12. Touch Change Category .

13. Under Categories, touch the up/down arrows to view more categories in the list.
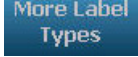
14. Touch the desired category to select it, then touch OK .

15. On the Graphics screen, touch the left or right double arrows to scroll throught the list of available graphics.

16. Touch the desired graphic in the list.

17. Repeat the above two steps to add another graphic.

18. When ready, touch Next .

Arrows can be added to a pipe marker label according to the standards defined by the country or region. On the Arrows screen:

19. Touch the option box designating where you want the arrows to display - Before Legend and/or After Legend. (You can select both or none.)
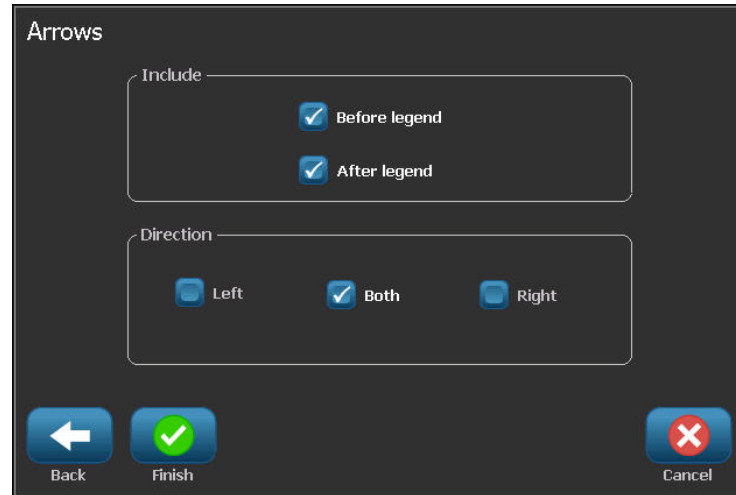
20. Touch Next .

If you are using a BBP37 printer, you are able to cut out the CLP Pipe Marker label. On the Cut Out Label screen:

21. Touch the cut out option desired (No Cut [icon] , Around Label [icon] , or

Around Arrows [icon]).

22. When ready, touch Finish [icon] .

HSID Rollform Pipe Marker

To use an HSID Rollform Pipe Marker label type:

1. From the Home Page, touch More Label Types button [More Label Types], then touch HSID Pipe Markers.

2. On the HSID Pipe Marker screen, touch Create New File [ ].

3. On the Pipe Marker Style screen, touch Rollform [Rollform].

4. In the Dimensions dialog, touch the Pipe diameter: data field and enter the diameter of the pipe to which the label will be afixed.

5. In the Tape width: field, touch the desired Tape Width, then touch Next [→].

In the Pipe contents dialog box, choose the type of material that flows through the pipe.

6. Touch the up/down arrows to view more options in the list.

7. When found, touch the desired contents option to select it, then touch Next [→].

The material selected determines the pipe marker colors based on the selected color norm in the Pipe Marker setup menu. (See *page 143* for Pipe Marker setup.)

8. On the Legend screen, in the Chemical name: field, enter the name of the substance that will flow through the pipe.

OR, in the displayed list:

Touch the name of the substance.

Whether you entered the substance name or selected it from the list, you can add additional information to the chemical name field, such as special characters.

9. To enter special characters, touch the Chemical name: field where the special characters should be placed.

10. Touch [ß é ¥], then enter the character(s). See "Typing Special Characters" on *page 56* for more detail.

Touch the optional Comment: field and enter additional comments to display on the pipe marker label, if desired.

11. When ready, touch Next .

You can add up to four graphics to the pipe marker label. The available graphics are divided into categories. To change to another category:

12. Touch Change Category .

13. Under Categories, touch the up/down arrows to view more categories in the list.

14. Touch the desired category to select it, then touch OK .

15. On the Graphics screen, touch the left or right double arrows to scroll throught the list of available graphics.

16. Touch the desired graphic in the list.

17. Repeat the above two steps to add another graphic.

18. When ready, touch Finish .

HSID Arrow Pipe Marker

To create an HSID Symbol or Arrow Tape pipe marker:

1. From the Home Page, touch More Label Types button [More Label Types], then touch HSID Pipe Markers.

2. On the HSID Pipe Marker screen, touch Create New File [icon].

3. On the Pipe Marker Style screen, touch Symbol or Arrow Tape [Symbol or Arrow Tape].

4. In the Dimensions dialog, touch the Pipe diameter: data field and enter the diameter of the pipe to which the label will be afixed.

5. Under Tape width: touch the desired Tape Width, then touch Next [→].

In the Pipe contents dialog box, choose the type of material that flows through the pipe.

6. Touch the up/down arrows to view more options in the list.

7. When found, touch the desired contents option to select it, then touch Next [→].

You can add a single arrow or symbol (graphic) to the pipe marker label.

8. On the Symbol Type screen, touch Arrow [Arrow] to add an arrow to the label.

   OR

   Touch Symbol [Symbol] to add a graphic to the label.

If selecting Symbol, the Graphics screen displays. The available graphics are divided into categories. To change to another category:

9. Touch Change Category [Change Category].

10. Under Categories, touch the up/down arrows to view more categories in the list.

11. Touch the desired category to select it, then touch OK [✓].

12. On the Graphics screen, touch the left [<<] or right [>>] double arrows to scroll throught the list of available graphics.

13. Touch the desired graphic in the list.

14. When ready, touch Finish [✓].

QuickLabel

QuickLabel is an application that provides a list of predefined labels.

To create a QuickLabel:

1. Access QuickLabel label type according to previous procedures (*page 111*).

2. From the Select Label dialog, enter the Label ID, if known. (See Appendix A.)
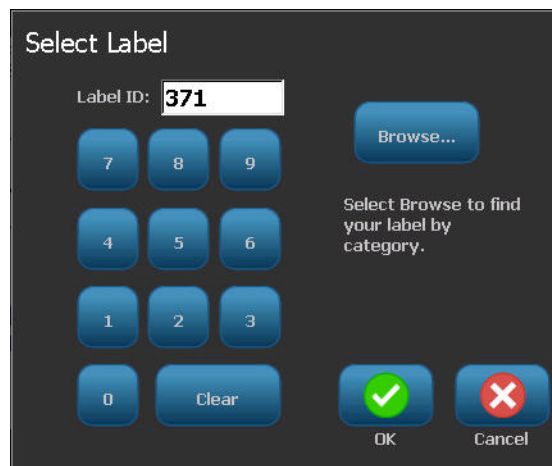
OR

3. If you do not know the label ID, touch Browse [Browse...].
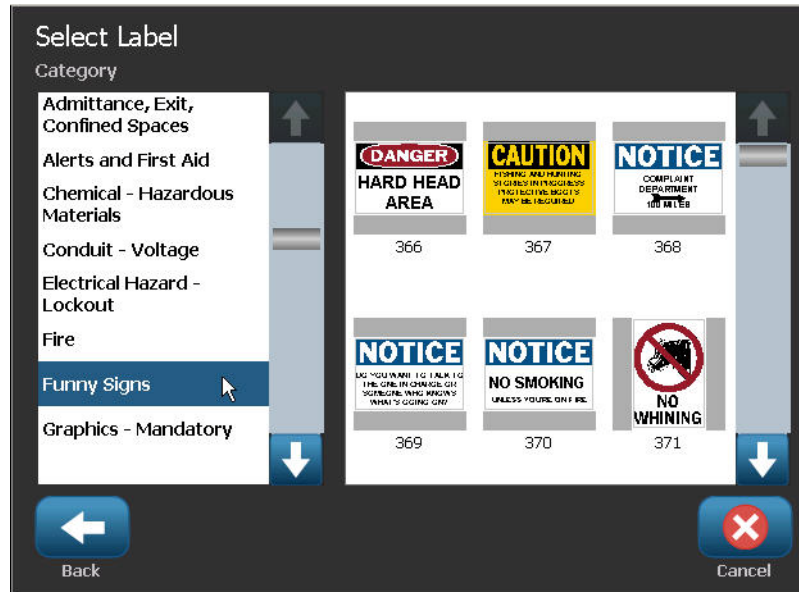
4. Under Category, touch the up/down arrows in the scroll bar to view more options in the list, then touch the desired category.

5. Touch the up/down arrows in the scroll bar to the right of the displayed labels to view more labels. Then, in the list, touch the desired quicklabel.

The label immediately opens in the Editor.

You can edit the quicklabel using normal editing procedures. See page *page 41*.

You can save, open, or delete quicklabels according to normal label procedures. (See *page 81*.)

Tags

A Tag is a basic label that usually contains a reinforced hole through which you can insert a lanyard, zip tie, string, or other tying device. Tag media allows for the string-attachment hole and places the data outside this area. The data placed on a tag follows general template formats.

To create a Tag label type:

1. From the Home Page, touch More Label Types .

2. In the list of Label Types, touch Tags.

The list of templates display.

3. Under Category, touch the desired template category, then touch the desired template.

Edit the object elements following standard label editing procedures. (See page *page 41.*)

WHMIS

WHMIS stands for Workplace Hazardous Materials Information System. It is a comprehensive plan for providing information on the safe use of hazardous materials used in Canadian workplaces. Information is provided by means of product labels, material safety data sheets (MSDS) and worker education programs.

A WHMIS label can be a mark, sign, stamp, sticker, seal , ticket, tag or wrapper. It can be attached, imprinted, stencilled or embossed on the controlled product or its container. However, there are two different types that are used most often: the supplier label and the workplace label.

A WHMIS label is a source of information on a controlled product designed to alert employers and employees, in an easily understood way, to the hazards of the product and the precautions to be taken when working with or near the product. The WHMIS label is the first hazard warning employees will see.

To create a WHMIS label:

1. From the Home Page, touch More Label Types [More Label Types].

2. In the list of Label Types, touch WHMIS.

3. On the Select Template screen, under Category, touch the desired template category to use for the WHMIS label.

4. In the list of templates displayed, touch the desired template.
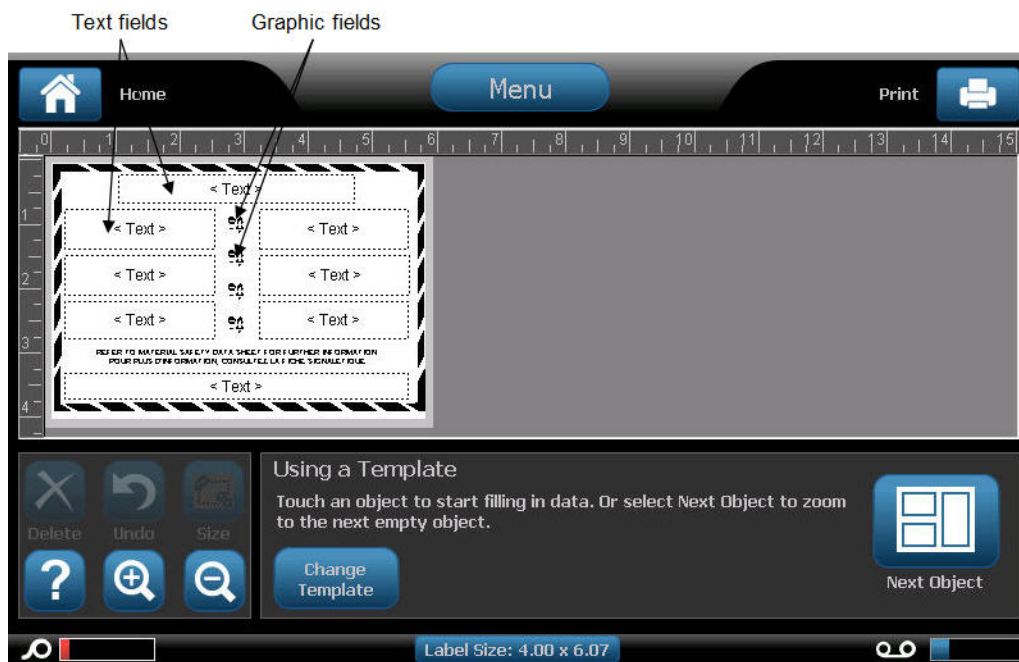
5. On the label in the Editor, touch the various elements displayed and enter the appropriate data for that element (i.e., graphics, text, barcode, etc.), according to standard procedures. (See label formatting options, starting on *page 41*.)

The template displays in the Editor. Depending on the WHMIS template selected, text and graphic data fields are present, requesting information. The data fields for user-supplied information are depicted as the word Text enclosed brackets (<Text>) or a generic graphic boundary box ( ).

To access these data fields:

6. Touch the data field to enter data.

OR

Touch Next Object .

Using the Next Object button will consecutively advance through the data fields, until all data fields have been filled.

When accessing a graphic data field (either by touching or using the Next Object button), the Select Graphic screen immediately displays.
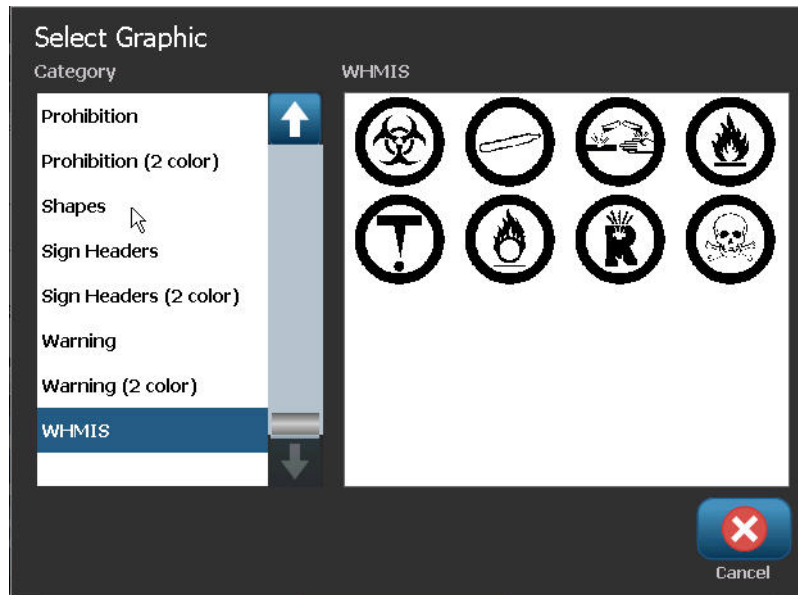
The WHMIS category is selected by default, however you can select a different category if desired.

7. Touch the desired graphic.

The selected graphic is immediately displayed on the WHMIS label in the Editor.

Note: On the Select Graphic screen, touch Cancel ❌ if you do not want to add a graphic.

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Printer Maintenance

Before performing any maintenance procedure that involves opening the enclosure cover, you should remove the power and media from the printer. (Review *page 5* to *page 10* for information on removing power and media.)

Cleaning the Printer

Whenever performing any maintenance on the printer, you should also clean any residue caused by the media.

Materials Required

- Compressed Air Bottle, purchased locally (e.g., HOSA AIR-464 Gear Duster)
- Lint-free Cloth
- Isopropyl Alcohol
- Safety Glasses

CAUTION

Always wear safety glasses when using compressed air.

To clean residue from the printer:

1. With safety glasses on, spray compressed air on any parts of the printer and keyboard that have built-up residue.

   Note: If compressed air is not available, use a lint-free cloth lightly moistened with isopropyl alcohol and wipe off residue.

2. If necessary, use a moistened, lint-free cloth to clean the keyboard keys.

3. Replace the ribbon and tape.

4. Close all covers and plug in the power cord.

Cleaning the Touch Screen

Materials Required

- Lint-free Cloth, non-abrasive
- Isopropyl Alcohol
- Pre-moistened Cloth (appropriate for cleaning PC screens)

Note: Normal cleaners with ammonia, soaps, or any acids can damage the screen. Use only a lint-free cloth dampened with isopropyl alchohol.

To clean the touch screen:

1. Lightly moisten a lint-free cloth with isopropyl alcohol, or use a pre-moistened cloth suitable for cleaning a PC screen.

2. Gently rub the damp cloth across the screen until all of the residue is removed.

Cleaning the Cutter Blade

Note: When cleaning the cutter, you should also clean the media and cutter sensors.

Materials Required

- BBP®35/37 Cleaning Kit
- Isopropyl Alcohol
- Cutter Cleaning Tool (included in cleaning kit)

The printer cleaning kit ships with the printer. It contains swabs and a squeeze bottle to be filled with the Isoproply Alcohol. The Cutter Cleaning Tool (B31-CCT) also ships with the printer but more can be purchased as an accessory.

To clean the cutter blade, first remove the side panel.

1. Open the printer cover.

2. From the inside of the printer, use a tool (such as a screwdriver) to push the panel release catch in on the left and right side of the printer.

Panel release catch
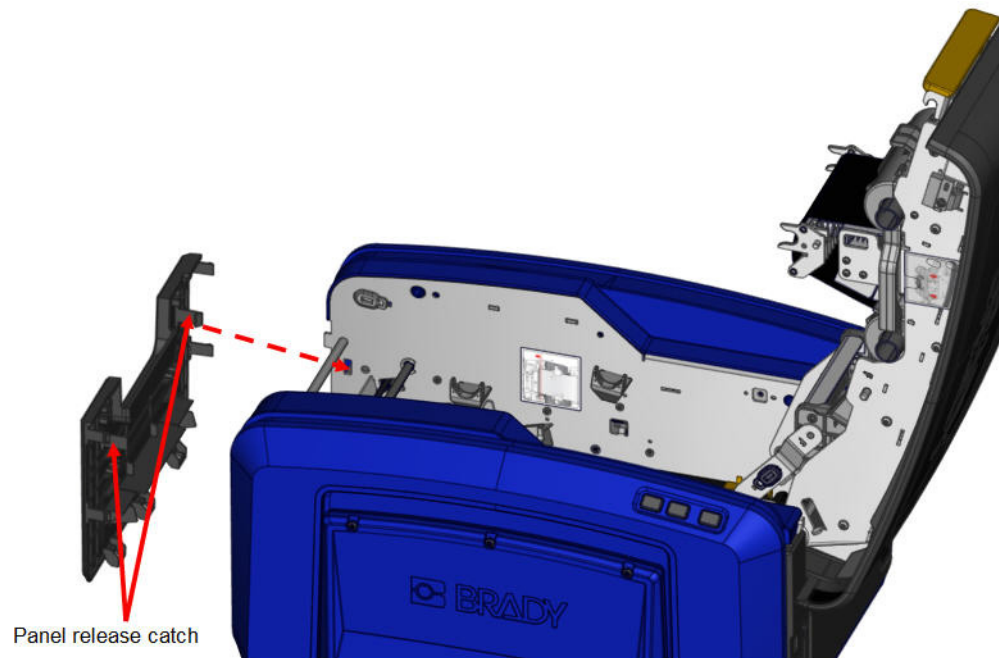
3. Pull the panel out.

To remove the black roller:

4. Slightly pull the snap tab toward you while lifting the roller to release the catch. Perform this action on both sides of the roller (left and right).
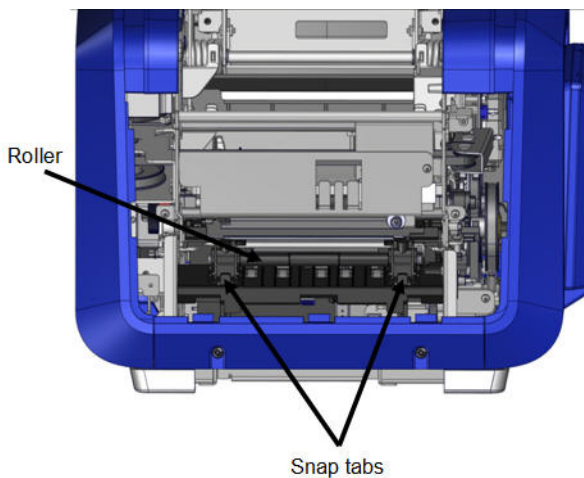
Roller

Snap tabs

5. When free of the catches, lift the roller out.

6. Using a cotton swab, clean the cutter area.

Cutter area
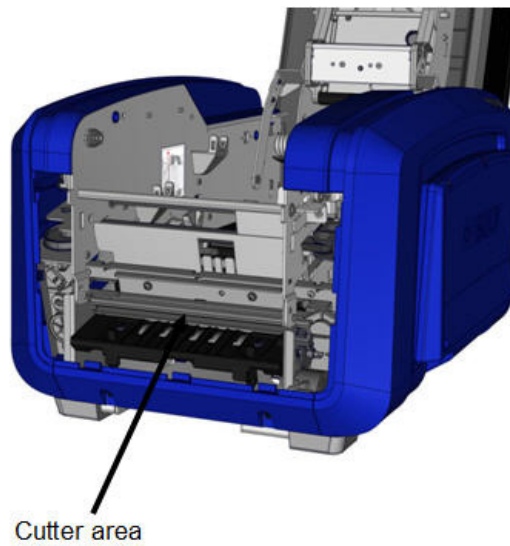
To return the black roller to its original position:

7. Align the tabs with the insertion slots, then snap the roller into place.
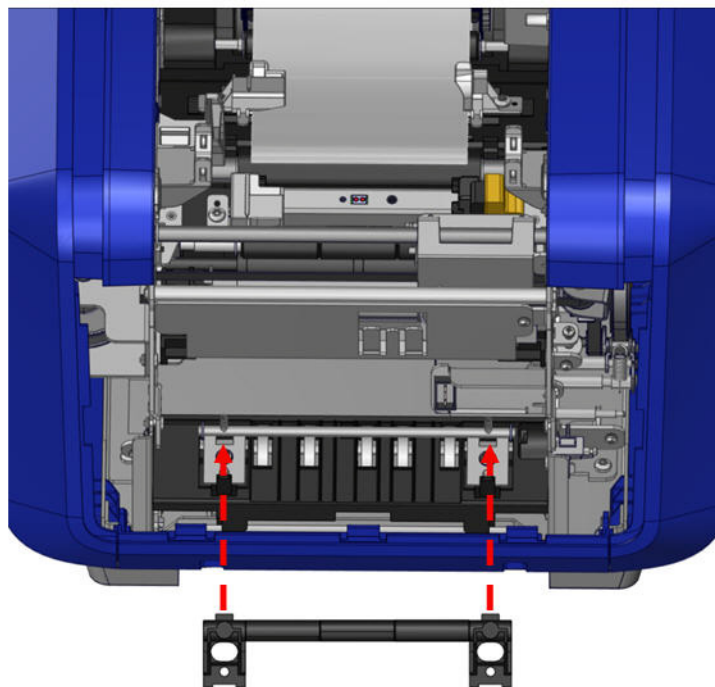
To replace the gray panel:

8. Hook the three loops on the bottom of the panel over the blue tabs on the printer, then push the panel up into place.
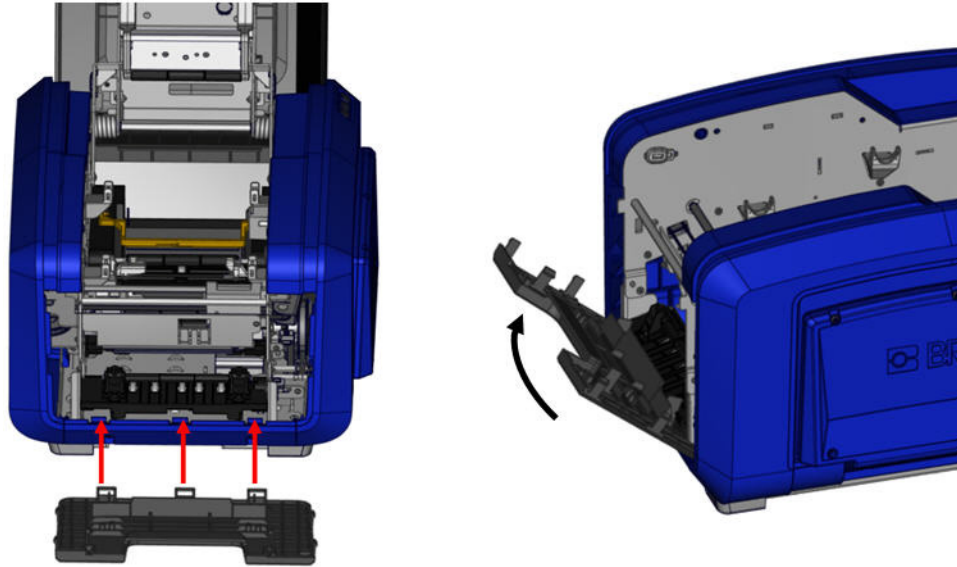
Cleaning the Cutter Blade Exit Area

This procedure cleans the cutter blade exit area and the exit chute.

Materials Required

- BBP®35/37 Cleaning Kit
- Isopropyl Alcohol

To clean the exit chute:

1. Moisten a swab from the cleaning kit with the alcohol, then clean the exit chute entrance and exit chute ramp.
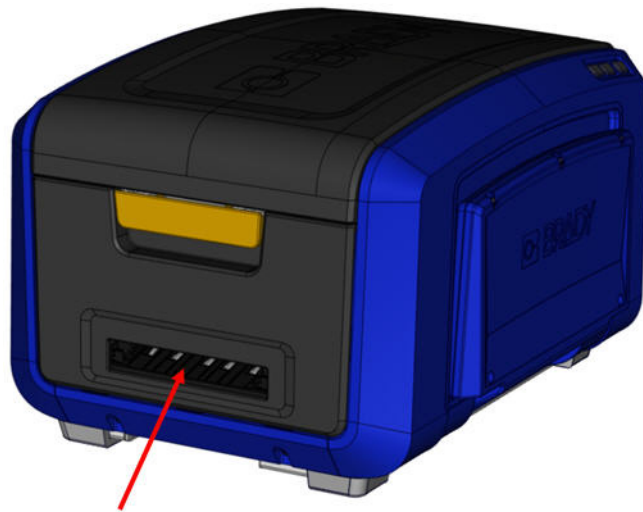
Note: To reach all areas of the exit chute, you can close the enclosure cover and tilt the printer up on its side.

Cleaning the Sensors

Some sensors on the printer are susceptible to dust that results from cutting or printing. These sensors located under two media guides. The media guides can be removed to display the sensors.

Materials Required

- BBP®35/37 Cleaning Kit
- Isopropyl Alcohol
- Screwdriver

To clean the sensors:

1. First, remove the media from the printer. (See *page 10*.)

2. Loosen the screw on the two left media guides, then carefully lift the media guide up to expose the sensors underneath.
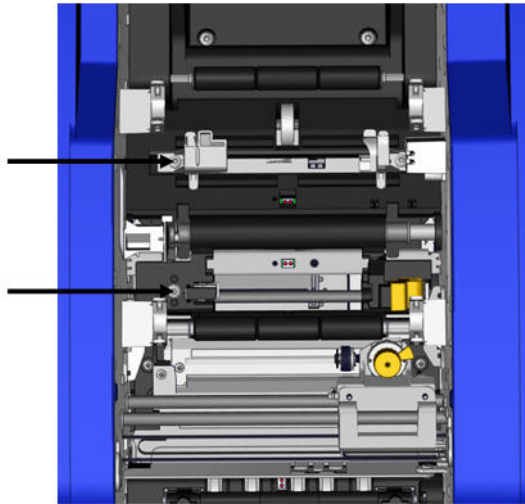
3. Using a pre-moistened foam swab, gently insert the swab under the media guides and wipe the surface of the sensors. Do not allow the alcohol to drip from the swab.

WHEN PERFORMANCE MATTERS MOST™ **BRADY.**
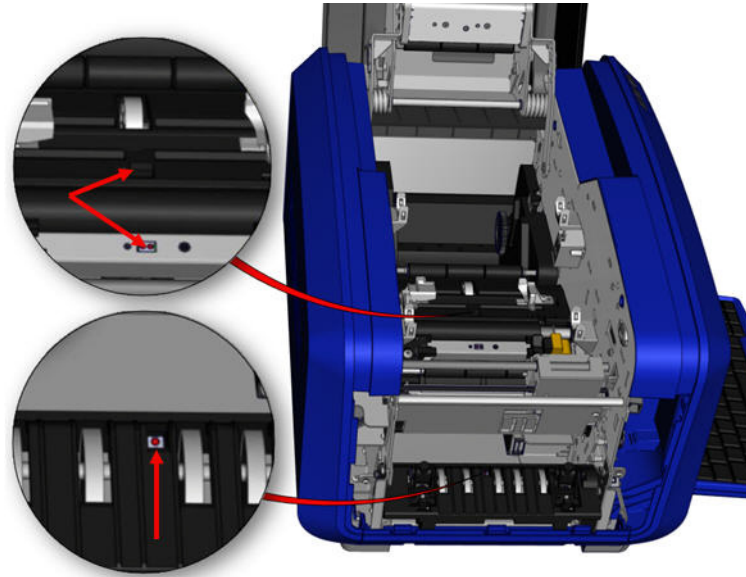
Figure 14 • Sensor locations

4. Clean the other three sensors indicated in Figure 14.

5. After cleaning the sensors, carefully lower the media guide, then tighten the screw.

6. Wipe the two other sensors in the media feed path. (Outlined in the figure above.)

7. Also, wipe the sensor under the cutting mechanism in the media exit chute. (Outlined in the figure above.)

Dust Cleaning

Dust generated by media cuts can accumulate in the unit. If a significant amount of dust is built up, clean the unit using this procedure.

Materials Required

- BBP®35/37 Cleaning Kit

- Isopropyl Alcohol

- Compressed Air Bottle, purchased locally (e.g., HOSA AIR-464 Gear Duster)

To clean dust from the unit:

CAUTION

Always wear safety glasses when using compressed air.

---

1. Remove power and media from the printer. (Review *page 5* to *page 10*.)

2. Using compressed air, spray all visible areas inside the printer to remove accumulated dust.

3. Using a cloth moistened with isopropyl alcohol, wipe any remaining dust from inside the printer.

4. Wipe exterior cover and frame of printer for dirt and residue.

Cleaning the Printhead

Materials Required

- BBP®35/37 Cleaning Kit
- Isopropyl Alcohol

To clean the printhead:

1. Remove power and media from the printer. (Review .)

2. Fill the plastic bottle from the cleaning kit with isopropyl alcohol.

Note: Do not rub the swab over the bronze-colored area of the printhead.

---

3. Moisten one of the foam swabs from the cleaning kit with the alcohol and gently rub across the green and black area of the printhead.

CAUTION

Use only the materials supplied in the cleaning kit. Using other materials may permanently damage the printhead.

---
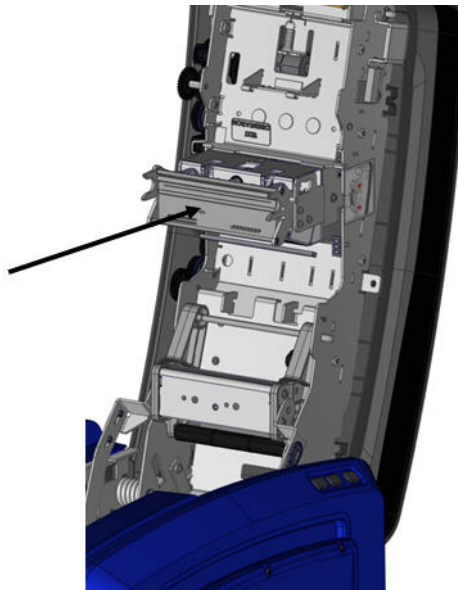
4. Replace the ribbon and tape.

5. Close all covers and plug in the power cord.

Cleaning the Media Wiper

Materials Required

- BBP®35/37 Cleaning Kit
- Isopropyl Alcohol

To clean the media wiper:

1. Remove power and media from the printer. (Review *page 5* to *page 10*.)

2. On the media wiper blade, push the notch to the left through the trough.

3. Clean the exposed foam bits with a pre-moistened swab from the cleaning kit.

4. When finished, slide the notch to the right to close.

Note: The media wiper is sold as an accessory and can be completely replaced.
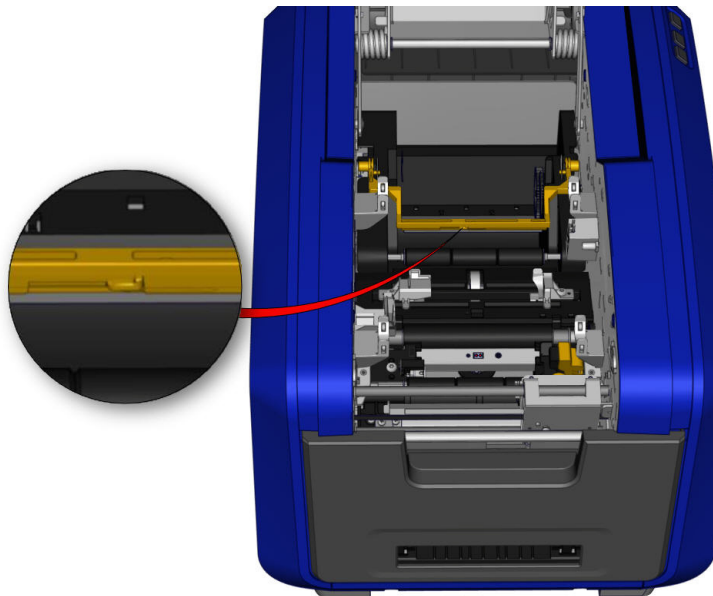
5. Replace the ribbon and tape.

6. Close all covers and plug in the power cord.

Cleaning the XY Cutter Blade (BBP®37 ONLY)

Materials Required

- BBP®35/37 Cleaning Kit
- Isopropyl Alcohol

To clean the XY cutter blade:

1. Remove power and media from the printer. (Review *page 5 to page 10.*)

2. Open the cover of the printer

3. Unscrew the thumbscrew of the XY cutter module.
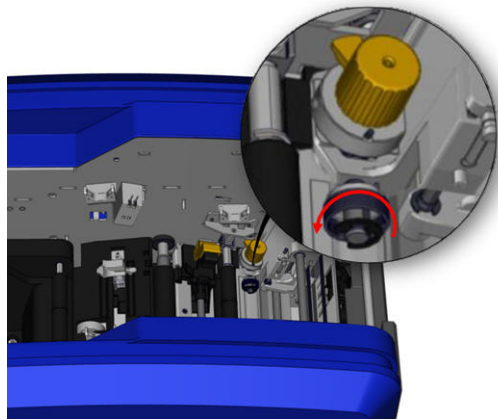
4. Lift the cutter module from the carriage.
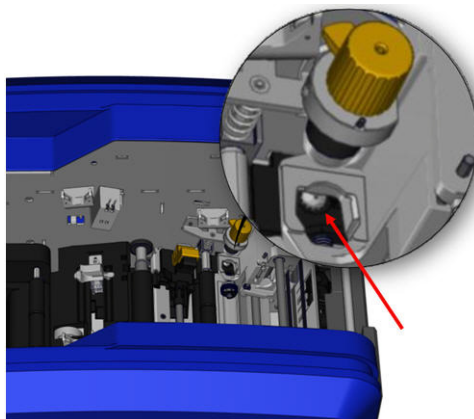
5. Using a cotton swab moistened with the Isopropyl alcohol, clean off any dust from the area where the blade sticks out.

To re-install the cutter module:

6. Place the flat surface of the collar against the carriage, then insert the cutter module into the carriage.

7. Tighten the thumbscrew until it clicks.
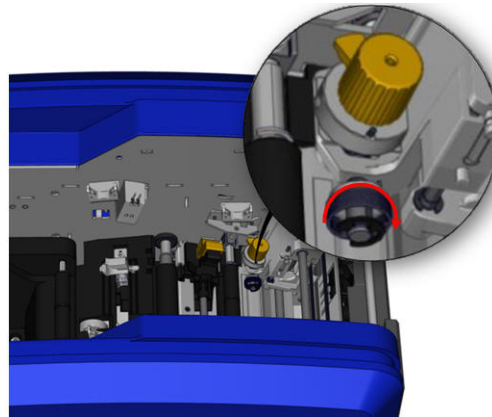
Cleaning Upper Guide and Cut Pad

Overtime, dust and adhesive builds up on the upper guide and the cut pad. These parts can be removed for cleaning.

Materials Required

- Magnetic screw driver
- BBP®35/37 Cleaning Kit
- Isopropyl Alcohol

To remove the Upper Guide and Cut Pad:

1. Unscrew the XY plotter thumbscrew completely to remove it.
2. Grasp the cutter module and gently pull up to remove it from the carriage.
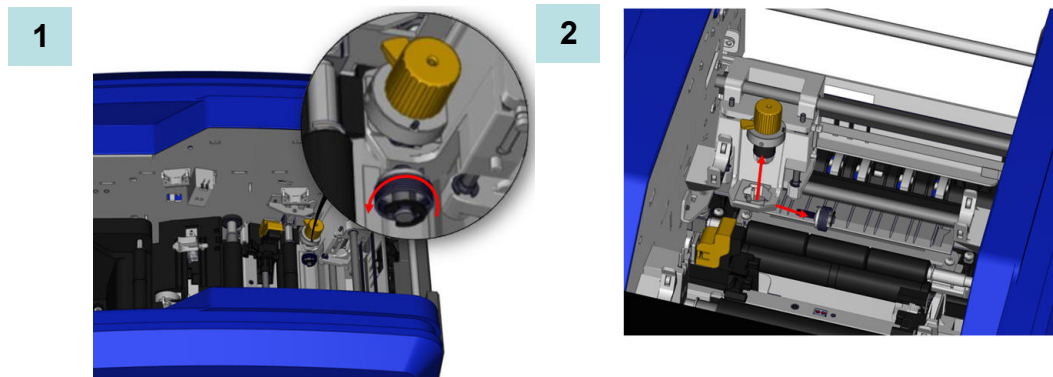
3. Using a magnetic screw driver (so screws do not drop into the printer) remove the upper guide screw.

4. To remove the upper guide, gently loosen the unscrewed end of the upper guide, then swing the guide out from under the XY cutter carriage.

5. Use a moistened wipe from the cleaning kit to clean the upper guide.
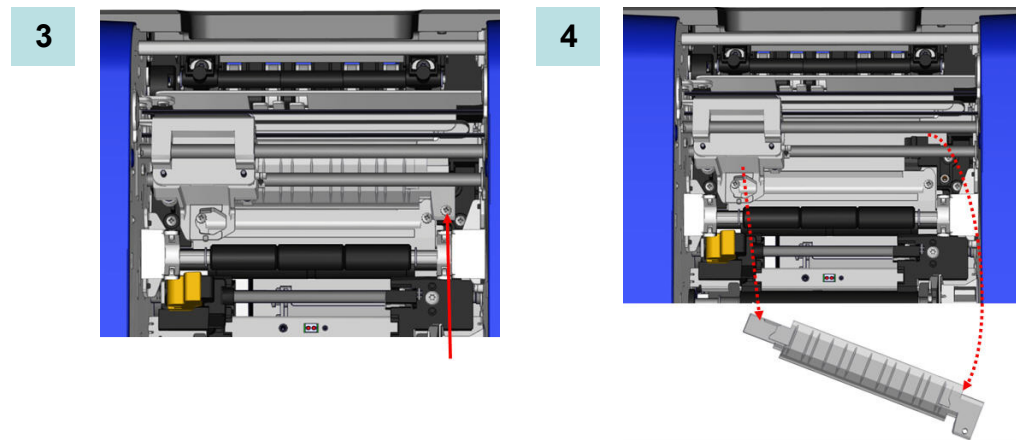
6. Remove the cut pad screws.

7. Gently pull up on the tab to loosen the cut pad, then swing the cut pad out from underneath the XY cutter carriage to remove it
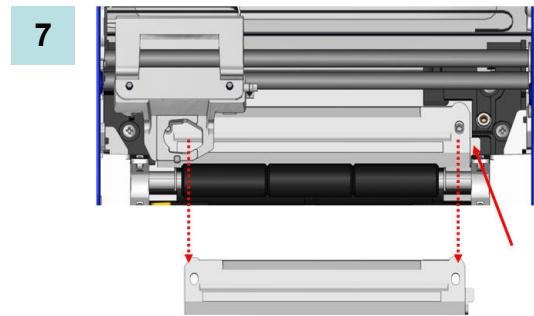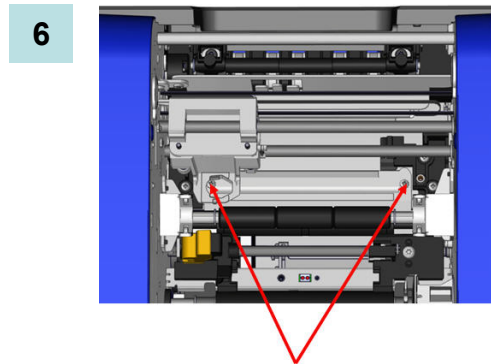
8. Use a moistened wipe from the cleaning kit to clean the cut pad.

To reinstall the cut pad and upper guide:

9. Tuck the left edge of the cut pad underneath the cutter module carriage, then swing the right edge back into place, lining up the holes for the screws.

10. Re-insert the two screws into the aligned holes and tighten.
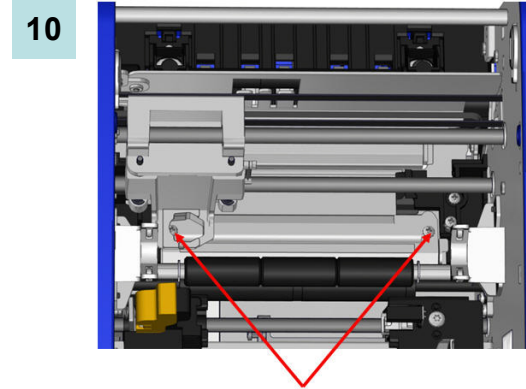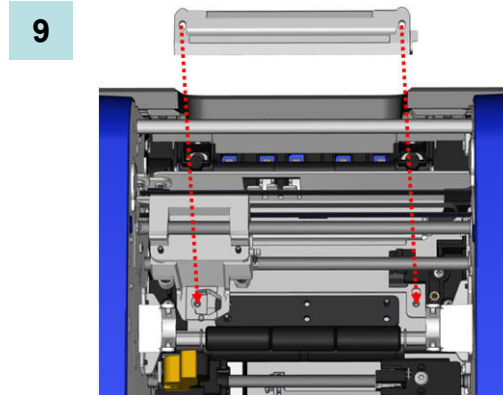
11. Tuck the left edge of the upper guide underneath the cutter module carriage, on top of the cut pad, aligning the hole on the right side with the empty screw hole.

12. Replace the upper guide screw into the screw hole and tighten.
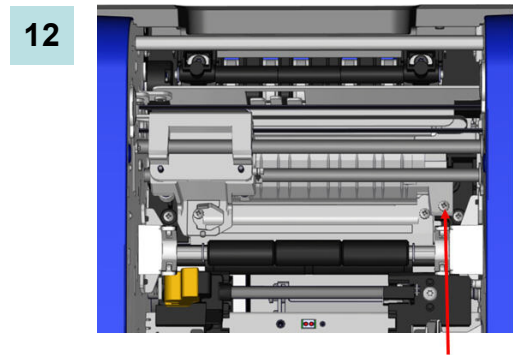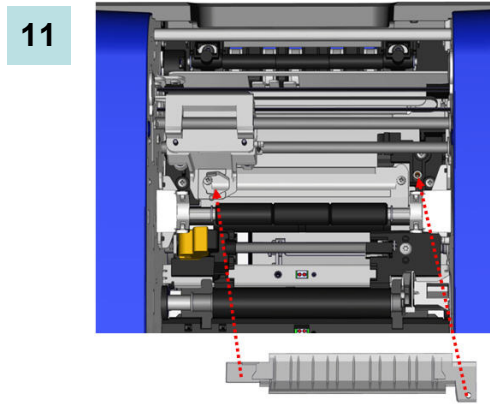
13. Replace the cutter module by placing the flat surface of the collar against the carriage, then inserting the cutter module into the carriage.

14. Insert the thumbscrew in the hole on the side of the cutter module carriage and tighten until it clicks.
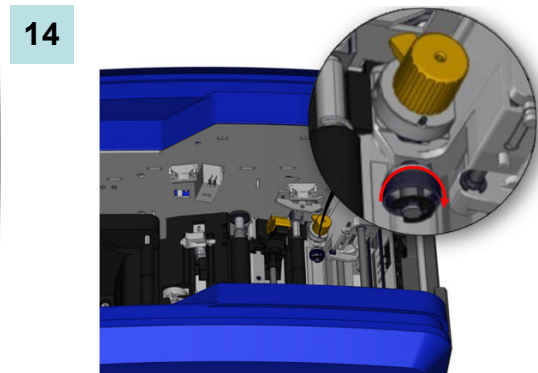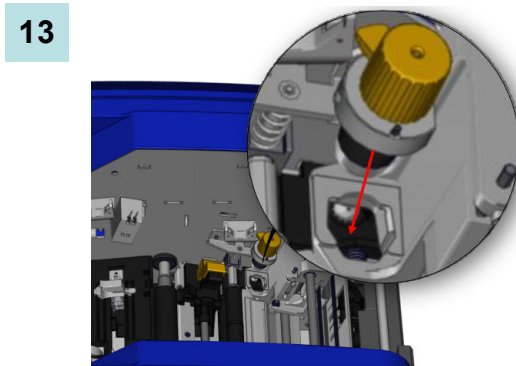
Upgrading Printer Firmware

Upgrades to BBP®35/37 firmware can be downloaded from the Brady website. Once downloaded to a PC or USB flash drive, the firmware upgrades can be transferred to the BBP®35/37 printer. .

To download printer upgrades:

1. Access the Brady website at: www.bradyid.com/bbp3537 or www.bradyeurope.com

2. Click Support>Downloads.

Upgrade from a PC

To upgrade your printer firmware to a new version that is stored on a PC:

1. Connect the USB cable from your BBP®35/37 printer to the PC.

2. Turn the printer on.

3. Touch Menu ___Menu___ .

4. Under System, touch More Tools ⚙️ .
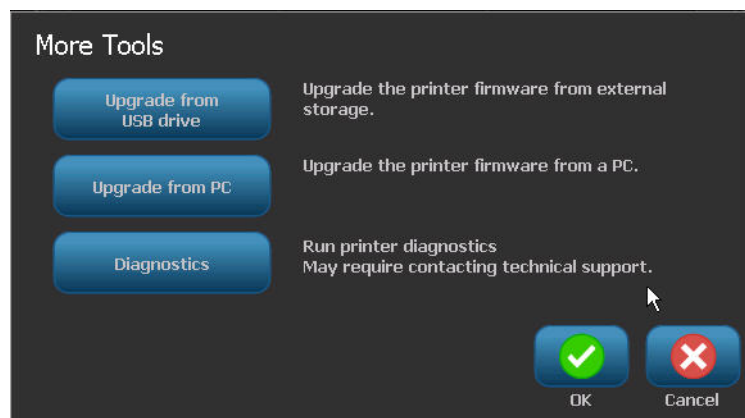
5. On the More Tools screen, touch Upgrade from PC ___Upgrade from PC___ .

If you have been working on a file, you are prompted to save your work.
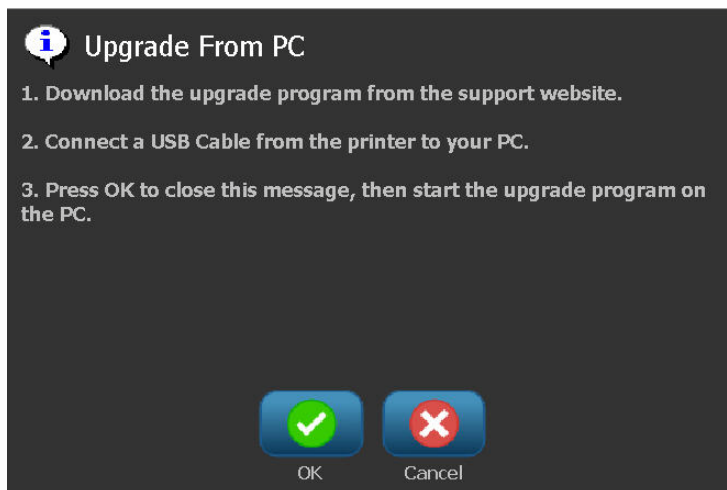
When you have insured that the requested information has been satisfied:

6. Touch OK .

7. On the PC, launch the upgrade utility.

8. In the Welcome dialog, select Next.

9. In the Select your printer dialog, select your BBP®35/37 printer.

> **Note:** If your printer does not have enough free space, you will be prompted to install a USB Flash Drive with at least 64MB of free space. See Upgrade from USB Flash Drive below.

10. In the Version Confirmation dialog, select Start Upgrade to accept the upgrade or Cancel to exit.

The printer restarts automatically after the upgrade is complete.
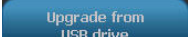
11. In the Success dialog, click Finish.

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Upgrade from USB Flash Drive

To upgrade your printer firmware to a new version that is stored on a USB flash drive:

CAUTION

Do not interrupt power during an upgrade from a USB flash drive .

---

1. Connect the USB flash drive to any available USB port on the printer.

2. Press Menu   Menu   .

3. In the menu list, select More Tools   .

4. Select Upgrade from USB drive   Upgrade from USB drive   .

> **Note:** If there are unsaved changes in the currently active file, the system will prompt you to save the file before continuing with the upgrade. Select Yes, No or Cancel.

5. At the prompt to continue with the upgrade, select Yes   Yes   .

The printer will go into upgrade mode and restart after the upgrade is complete.

Troubleshooting

Messages indicate the problem for the task being performed and also provide a possible corrective action. The following sections provide additional information for troubleshooting printer errors.

Problem	Cause	Corrective Action
Hardware Errors		
Keyboard works intermittently or not at all.	One or more keys is stuck in depressed state.	Identify any keys stuck in down position. Repress key to unstick. Clean the keyboard (see Cleaning the Printer on *page 173*).
Printer too warm. Error: 18	The printhead is too hot.	The printhead has reached maximum operating temperature. Let the printhead cool down for approximately 10 minutes, then re-initiate the print job.
Printer too cold. Error: 20	The printhead has not reached operating temperature.	Normal operating range is between 50-104° F (10-40° C). Allow printer to warm up to operating temperature before printing.
Cutter is jammed. Error: 80	There is a jam in the shear cutter.	Remove the side panel and clear the jam. If error persists, contact Technical support
Printhead not aligned. Error: 89	Something is blocking the printhead from engaging properly with the tape.	Open the cover and remove any foreign objects that are preventing the printhead from engaging properly.
XY Cutter jammed. Error : 92	Some media or foreign object may be preventing the XY cutter from moving during its cutting operation.	Open the cover and remove any media or foreign objects that may be causing the jam. You may have to remove the cutter mechanism to get to the jam. See *page 174*.

Problem	Cause	Corrective Action
Hardware Errors (continued)		
Pinch roller is unable to engage media. Error number: 93	Something is blocking the pinch roller from engaging properly with the tape.	Open the cover and remove any media or foreign objects that are preventing the pinchroller from engaging properly.
Media Errors		
Media jammed at eject path. Error 88	Media is jammed at the eject path.	Clear the jam along the paper path
Media jammed or roll is empty. Error 54	Tape is jammed along media path. - or - There is no more tape on the roll.	Clear the jam by gently removing any crumpled media from the media path. - or - 1. Remove the media roll. 2. Cut off the crumpled media. 3. Re-insert the media.
Media sensor shows end of media. Error 53	There is no more tape - or - The leading edge of the tape cannot be detected.	Insert a new roll of tape - or - Feed the leading edge of the tape past the indicator.
The leading edge of the media cannot be detected by the printer. Error 55	Media is not inserted correctly.	1. Feed the tape until it is past the indicator 2. Ensure media guides line up against the edge of the media
Media shifts when printing frames around label causing a slight misalignment of the frame.	Media guides not adjusted correctly, producing slack that allows the tape to shift during printing.	Adjust media guides so they are snug against the media. To make fine adjustments to the frame, see "Adjusting Print Offset" on *page 94*.

Problem	Cause	Corrective Action
Ribbon Errors		
Install ribbon color <*color name here*>. Error: 63	The ribbon is the wrong color for the job. Message displays when the selected ribbon color is not found in the label panel. If a spot color paneled ribbon is installed when the user picks the current ribbon, the next color panel on the ribbon is used to print the requested color. If a monochrome ribbon is installed when the user picks the current ribbon, the print job continues with the installed color. If the user opens and closes the printer cover, the printer checks the new ribbon color and resumes printing if the requested color is available. If the requested color is not available on the new ribbon, the **Ribbon Color** prompt is redisplayed.	Install ribbon and close cover, or press **Continue with Current Ribbon.**
Expected color not found: <color name here>. Error: 84	The expected color panel not detected. The printer timedout searching for the correct color panel. The memory cell indicates the color is there but the system can't find it.	Replace ribbon. If error persists, contact technical support.
Use monochrome ribbon. Error : 91 - OR - Use 15 inch panel or monochrome ribbon. Error : 91	The inserted ribbon is incompatible with the ribbon used to create the label.	Install either a 15 inch panel or monochrome ribbon depending on the error message shown.

Problem	Cause	Corrective Action
Ribbon Errors (continued)		
Ribbon Out (roll reached purple trailer). Error Number 58	Ribbon out. Ribbon is at end of roll and has reached the purple trailer while actively printing.	Replace ribbon and close printer cover. Either resume the current or next print job.
Text too long for more than one color. Press any key to continue.	**1.** Occurs when a continuous color monochrome ribbon is installed and the printer detects a second color in a new area. If the existing text is already longer than the supported maximum label length, user is prompted to replace the ribbon. **2.** Occurs when a continuous color monochrome ribbon is installed and a second color is added to the label. If the existing text already exceeds the maximum for multi-color output, user is prompted to replace the ribbon. **Note:** In both of these examples, the only way to successfully print the label is to use monocolor ribbons and swap them out between passes.	Replace ribbon.
'Error reading ribbon memory cell. Insert ribbon memory cell again or replace ribbon'.	Ribbon memory cell cannot be read. - or - There is no ribbon installed.	Reinstall ribbon

Problem	Cause	Corrective Action
Ribbon Errors (continued)		
Current ribbon color: Black For this multi-color job, load this ribbon last. To continue, load another required ribbon, then press any key.	Currently installed ribbon is a continuous color monochrome black ribbon. **Note:** If multi-color print job is selected, the label quality is better when black is printed on top of the other colors.	Load required ribbon color.
Small Cell Errors		
Error reading media memory cell. Error 48	Incorrect supply is installed. Media sensor cannot detect supply type.	Insert media memory cell again or replace media
Error reading media memory cell. Error: 49	Printer cannot read/write to the tape cell.	Open cover and install tape correctly. The message automatically clears. If error persists, contact Technical Support.
Error reading media memory cell. Error: 50	If the calculated CRC does not match with what is read from the tape smart cell, the data may be corrupted.	Open cover and install tape correctly. The message automatically clears. If error persists, contact Technical Support.
Error reading media memory cell. Error: 51	The Tape cell is the wrong version. - or - Printer class is not valid. - or - Printer version is not valid.	Open cover and install tape correctly. The message automatically clears. If error persists, contact Technical Support.
Media remaining value has reached 0. Error: 52	Number of feet stored in tape cell has decremented to zero.	Replace media or install new tape roll.

Problem	Cause	Corrective Action
Small Cell Errors (continued)		
Error reading ribbon memory cell. Insert ribbon memory cell again or replace ribbon. Error: 64	Code in ribbon cell is incorrect.	Open cover and install ribbon correctly. The message automatically clears. If error persists, contact Technical Support.
Error reading ribbon memory cell. Insert ribbon memory cell again or replace ribbon. Error: 65	No ribbon is installed, or printer cannot read or write to the ribbon cell.	Install ribbon. If error persists, contact Technical Support.
Error reading ribbon memory cell. Insert ribbon memory cell again or replace ribbon. Error: 66	If the calculated CRC does not match with what is read from the ribbon smart cell, the data may be corrupted.	Open cover and install ribbon correctly. The message automatically clears. If error persists, contact Technical Support.
Error reading ribbon memory cell. Insert ribbon memory cell again or replace ribbon. Error: 67	The Ribbon cell is the wrong version. - or - Printer class is not valid. - or - Printer version is not valid.	Open cover and install ribbon correctly. The message automatically clears. If error persists, contact Technical Support.
Ribbon remaining value has reached 0. Replace ribbon. Error: 68	Number of feet stored in ribbon cell has decremented to zero.	Install new ribbon.
Installed ribbon is not recommended for use with current media. Error 69	Installed ribbon is not the preferred one for the installed tape.	Install correct ribbon type

Problem	Cause	Corrective Action
Power Errors		
Printer does not power up when turned on.	Power cord has been pulled out of printer or wall socket.	Check power cord.
Screen freezes	User Interface error	**1.** Press **Power** ✓ to turn printer off. **2.** Press **Power** ⏻ again to turn printer on. If power does not shut down printer: **1.** Press and hold **Power** ⏻ for more than 5 seconds to reset the machine. **2.** Release **Power** ⏻ after observing that printer has reset.
Printing Errors		
Faint print on labels.	Ribbon not advancing correctly.	• Tension the ribbon by rotating the rewind spool (top spool) in a downward direction until all slack is removed. • Try another ribbon cartridge.
	Print energy might be too low.	Adjust the print-energy setting. (See *page 93*.)
No print on the label.	The label or ribbon is not loaded correctly or out of ribbon.	Reinstall the ribbon cartridge. - or - Load a new ribbon.
Poor print quality.	Ribbon and label media are incompatible, or using an incorrect label material and ribbon combination.	Verify the correct ribbon for the label roll is loaded in the printer. - or - Change the ribbon or label combination.
	Dust or adhesives accumulated on the printhead.	Clean the printhead. (See *page 182*).
	Media wiper dirty.	Replace media wiper. (See *page 183*).

Problem	Cause	Corrective Action
Printing Errors (continued)		
Void areas or lines appear on printed text.	Ribbon wrinkling.	• Tension the ribbon by rotating the spool until all slack is removed. • Try another ribbon cartridge.
Printer not ready. Close and latch printer cover. Error: 15	The printer cover is open.	Close and latch printer cover.
Printer cover opened during printing. Error: 16	Printer cover opened during printing.	Close cover to continue.
Media wiper arm open. Error 21	The media wiper arm is in open position when it should be closed.	Close the wiper arm.
Media wiper arm closed. Error 22	The media wiper arm is in closed position when it should be open.	Open the wiper arm

Appendix A - Reference Images

Quick Label Reference Images - Europe

For information about the available labels for Europe, contact your local Sales Representative.

Note: Quick Labels for Europe are available only in French, German, Italian and Dutch.

Quick Label Reference Images - North America

Reference the following labels when creating Quick Labels.

Admittance, Exit, Confined Spaces

Alerts and First Aid

326 – 4" x 6"   327 – 4" x 6"   328 – 4" x 10"

329 – 4" x 10"   330 – 4" x 10"

331 – 4" x 6"   332 – 4" x 6"
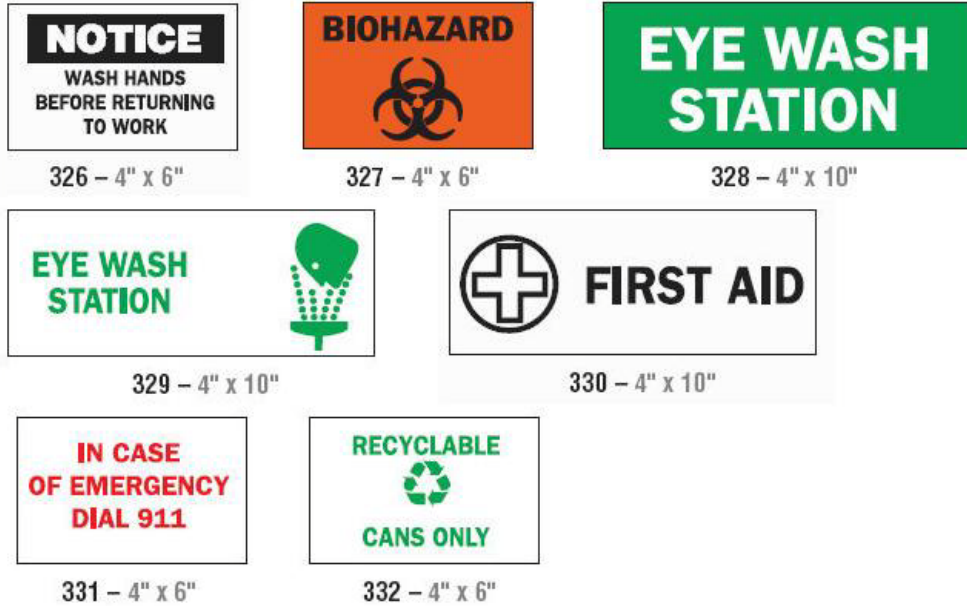
Chemical - Hazardous Materials

333 – 4" x 4"   334 – 4" x 6"

335 – 4" x 6"   336 – 4" x 6"
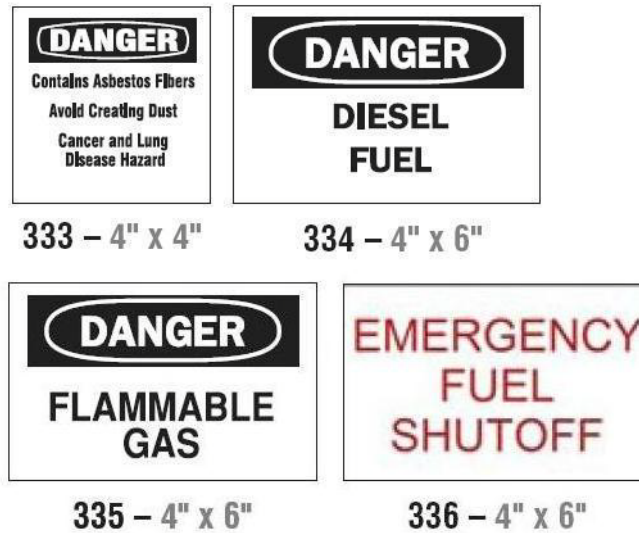
Conduit - Voltage

110 VOLTS
408 – 2.25" x 9"

220 VOLTS
409 – 2.25" x 9"

POWER
410 – 2.25" x 9"

SINGLE PHASE
411 – 2.25" x 9"

THREE PHASE
412 – 2.25" x 9"

Electrical Hazard - Lockout

337 – 3" x 5"

338 – 3" x 5"

339 – 3" x 5"

340 – 3" x 5"
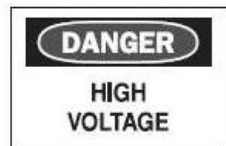
341 – 4" x 6"

342 – 6" x 4"

343 – 8" x 4"

344 – 6" x 4"

345 – 6" x 4"

350 – 8" x 4"
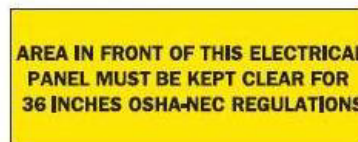
351 – 4" x 10"

352 – 3" x 5"

354 – 2.25" x 5"

355 – 2.25" x 5"

356 – 2.25" x 5"

Fire
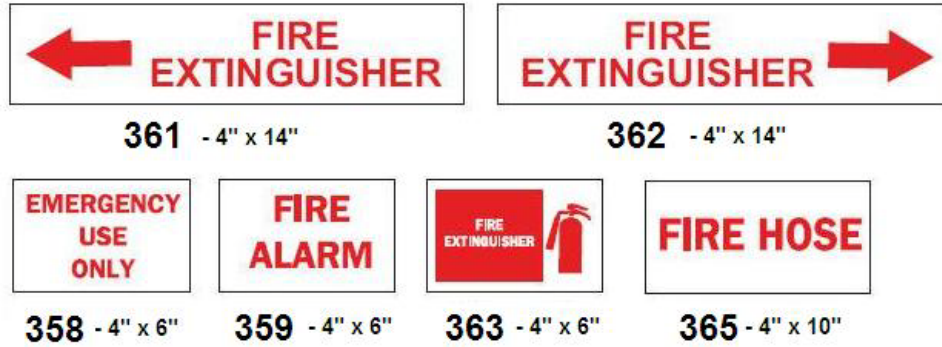
Funny Signs

Graphics - Mandatory

001	002	003	004	005
006	007	008	009	010
011	012	013	014	015
016	017	018	019	020
021	022	023	024	025
026				
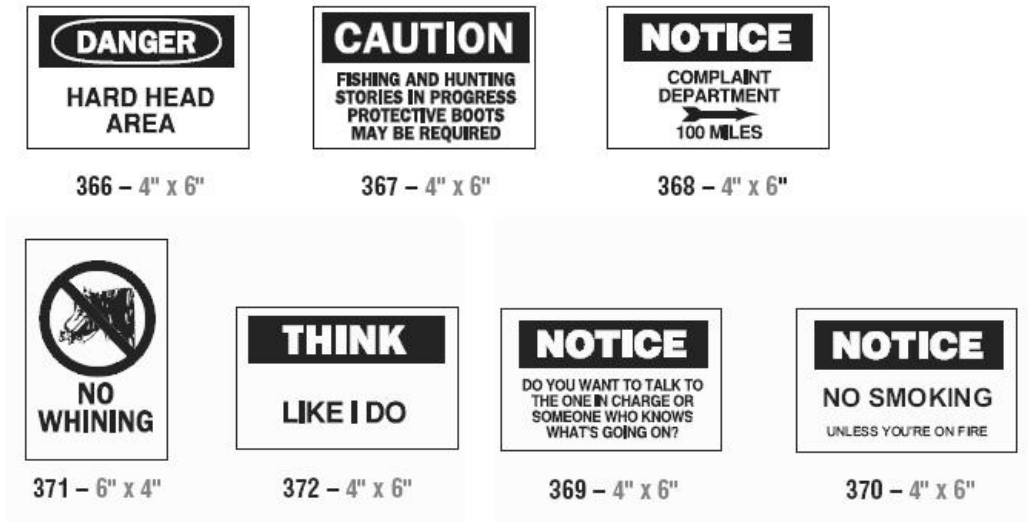
Graphics - Packaging
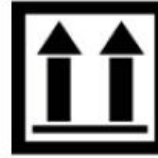
Graphics - PPE

027 028 029 030 031

032 033 034 035 036

037 038 039 040 041

042 043 044 045

Graphics - Prohibition

Graphics - Signal Words

DANGER 080	NOTICE 086	SAFETY FIRST 087
BE CAREFUL 088	RESTRICTED AREA 089	RADIATION 090
PELIGRO 091	AVISO 094	AREA RESTRINGIDA 095
RADIACIÓN 096	AVIS 099	

Graphics - Warning
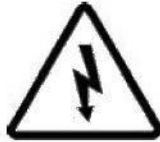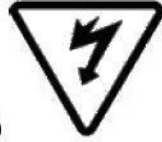
100   101   102   103   104
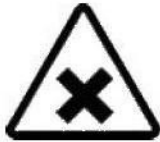
105   106   107   108   109

110   111   112   113   114

115   116   117   118   119

120   121   122   123   124

125   126

Inspection

402 – 0.5" x 2"

403 – 0.5" x 2"

Machine - Operational

374 – 4" x 6"

376 – 4" x 6"

378 – 4" x 6"

379 – 4" x 6"

380 – 4" x 6"

381 – 4" x 6"

382 – 4" x 6"

384 – 4" x 6"

No Smoking

385 – 4" x 6"

386 – 4" x 6"

387 – 4" x 6"

388 – 6" x 4"

389 – 4" x 6"

WHEN PERFORMANCE MATTERS MOST™

Pipe Marker Arrows

595

599

603

607

611

615

619

623

637

638

Pipe Markers

← CHILLED WATER RETURN ←	→ CHILLED WATER RETURN →	← CHILLED WATER SUPPLY ←
501	504	507
→ CHILLED WATER SUPPLY →	← COLD WATER ←	→ COLD WATER →
510	513	516
← COMPRESSED AIR ←	→ COMPRESSED AIR →	← DOMESTIC COLD WATER ←
519	522	525
→ DOMESTIC COLD WATER →	← DOMESTIC HOT WATER ←	→ DOMESTIC HOT WATER →
528	531	534
← FIRE PROTECTION WATER ←	→ FIRE PROTECTION WATER →	← HEATING WATER RETURN ←
537	540	543
→ HEATING WATER RETURN →	← HEATING WATER SUPPLY ←	→ HEATING WATER SUPPLY →
546	549	552
← HOT WATER ←	→ HOT WATER →	← HOT WATER RETURN ←
555	558	561
→ HOT WATER RETURN →	← HOT WATER SUPPLY ←	→ HOT WATER SUPPLY →
564	567	570
← NATURAL GAS ←	→ NATURAL GAS →	← SPRINKLER WATER ←
573	576	589
→ SPRINKLER WATER →		
592		

MEDICAL AIR
627

MEDICAL AIR
628

MEDICAL VACUUM
629

MEDICAL VACUUM
630

NITROGEN
631

NITROGEN OXIDE
632

OXYGEN
633

AIR
639

CARBON DIOXIDE
640

CARBON DIOXIDE
641

COMPRESSED AIR
642

DEIONIZED WATER
643

HOT WATER
644

NATURAL GAS
645

VACUUM
646

Protective

390 – 4" x 6"   391 – 4" x 6"   392 – 4" x 6"   393 – 4" x 6"

394 – 4" x 6"   395 – 4" x 6"   396 – 4" x 6"

397 – 4" x 6"   398 – 4" x 6"

Warning Stakes

399 – 14" x 3"   400 – 14" x 3"   401 – 14" x 3"

Appendix B - Character Mapping & Keyboard Layouts

Keyboard configurations vary by region. See "Character Mappingn page 216 for a list of accent characters available for each keyboard configuration. See "Keyboard Layoutsn page 220 for a graphical layout of the keyboard configurations.

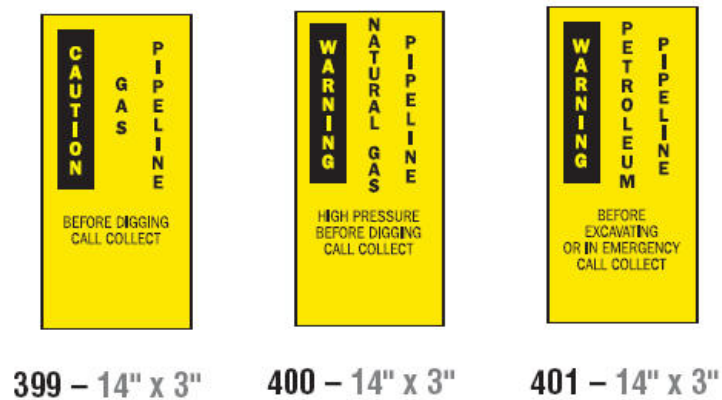When used in combination with the **<Shift>** and **<AltGr>** keys, the keyboards support multiple characters. The position in which the character appears on a keycap indicates which combination of keystrokes to use to access the character.

For a complete description of how to use the special characters, see *page 54*.

Character Mapping

The following are the accent keys that are available for each of the keyboard layouts. To access the keys, just press the key and then the character (not simultaneously).

Americas QWERTY

Accent	Characters Affected
`	A, a, E, e, I, i, O, o, U, u
´	A, a, E, e, I, i, O, o, U, u, Y, y
^	A, a, E, e, I, i, O, o, U, u
~	N, n, O, o
¨	A, a, E, e, O, o, U, u
˛	C, c, K, k, G, g, N, n, L, l, R, r, S, s, T, t

European AZERTY

Accent	Characters Affected
`	A, a, E, e, I, i, O, o, U, u
´	A, a, E, e, I, i, O, o, U, u, Y, y, C, c, S, s, N, n
^	A, a, E, e, I, i, O, o, U, u
~	N, n, O, o, A, a
¨	A, a, E, e, O, o, U, u
ˇ	S, s, Z, z, C, c, T, t, N, n, E, e, R, r
˘	A, a, G, g
˝	U, u, O, o
°	A, a, U, u
¯	A, a, E, e, I, i, U, u
˙	E, e, Z, z, C, c
¸	C, c, K, k, G, g, N, n, L, l, R, r, S, s, T, t
˛	A, a, E, e, U, u

European QWERTZ

Accent	Characters Affected
`	A, a, E, e, I, i, O, o, U, u
´	A, a, E, e, I, i, O, o, U, u, Y, y, C, c, S, s, Y, y, N, n
^	A, a, E, e, I, i, O, o, U, u
~	N, n, O, o, A, a
¨	A, a, E, e, O, o, U, u
ˇ	S, s, Z, z, C, c, T, t, N, n, E, e, R, r
˘	A, a, G, g
˝	U, u, O, o
°	A, a, U, u
¯	A, a, E, e, I, i, U, u
˙	E, e, Z, z, C, c
˛	**C, c, K, k, G, g, N, n, L, l, R, r, S, s, T, t**
ˋ	**A, a, E, e, U, u**

European QWERTY

Accent	Characters Affected
`	A, a, E, e, I, i, O, o, U, u
´	A, a, E, e, I, i, O, o, U, u, Y, y, S, s, Z, z, C, c, N, n
^	A, a, E, e, I, i, O, o, U, u
~	N, n, O, o, A, a
¨	A, a, E, e, O, o, U, u
ˇ	S, s, Z, z, C, c, T, t, N, n, E, e, R, r
˘	A, a, G, g
˝	U, u, O, o
°	A, a, U, u
¯	A, a, E, e, I, i, U, u
˙	E, e, Z, z, C, c
¸	**C, c, K, k, G, g, N, n, L, l, R, r, S, s, T, t**
˛	**A, a, E, e, U, u**

European Cyrillic

Accent	Characters Affected
`	A, a, E, e, I, i, O, o, U, u

Keyboard Layouts

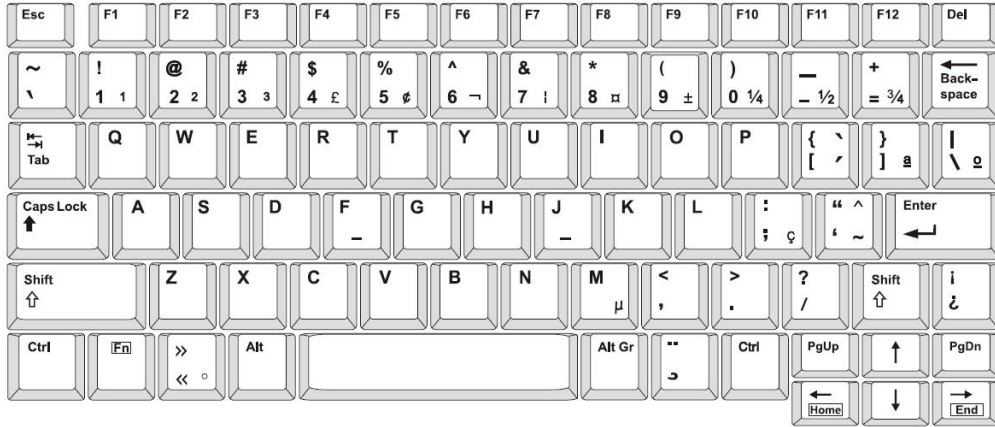The following figures show the supported keyboard layouts for each of the configurations.
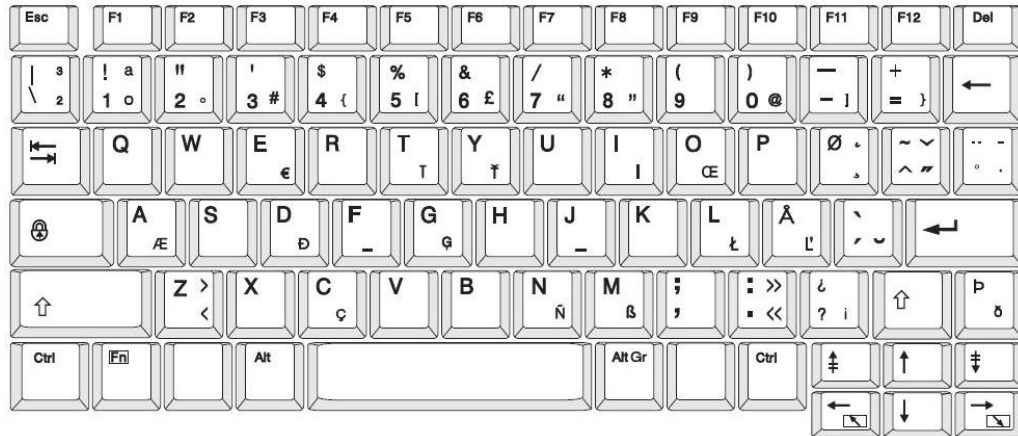

Figure 15 • QWERTY - America's Keyboard Configuration

Figure 16 • QWERTY - EU Keyboard Configuration

Figure 17 • AZERTY - EU Keyboard Configuration

Figure 18 • QWERTZ - EU Keyboard Configuration

Figure 19 • CYRILLIC - EU Keyboard Configuration