



# **BMP<sup>®</sup>61 Label Printer**

## ***USER'S MANUAL***



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Printed April 2016

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## UNITED STATES

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### Note

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

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Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

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

## CANADA

Canada ICES-003:

CAN ICES-3 (A)/NMB-3(A)

## MEXICO

IFETEL notice: La operación de este equipo está sujeta a las siguientes dos condiciones: (1) es posible que este equipo o dispositivo no cause interferencia perjudicial y (2) este equipo o dispositivo debe aceptar cualquier interferencia, incluyendo la que pueda causar su operación no deseada.

## EUROPE

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### **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.

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### **Waste Electrical and Electronic Equipment Directive**

In accordance with the European WEEE Directive, this device needs to be recycled in accordance with local regulations.

### **RoHS Directive 2011/65/EU**

This product is CE marked and complies with the European Union's Directive 2011/65/EU OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 8 June 2011 on the restriction of the use of certain 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

## Batteries Directive 2006/66/EC



This product contains a lithium coin cell battery. The crossed-out wheeled bin shown to the left is used to indicate 'separate collection' for all batteries and accumulators in accordance with European Directive 2006/66/EC. Users of batteries must not dispose of batteries as unsorted municipal waste. This Directive determines the framework for the return and recycling of used batteries and accumulators that are to be collected separately and recycled at end of life. Please dispose of the battery according to your local regulations.

### Notice to Recyclers

#### To remove the lithium coin cell battery:

1. Disassemble printer and locate the lithium coin cell battery located on the main circuit board.
2. Using a small screwdriver, pry the battery from its holder and remove the battery from the board. Dispose of in accordance with local regulations.

#### To remove the NiMH battery pack:

1. Turn the printer over, open the battery compartment door, and remove the NiMH battery pack.
2. Dispose of the pack in accordance with local regulations.

## **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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# Technical Support

## Technical Support Numbers/On-line Help

For repair or technical assistance, find your regional Brady Tech Support office in the following list.

- United States: 1-800-643-8766 or via the web at [www.bradyid.com/techsupport](http://www.bradyid.com/techsupport)
- Australia: 1-800 644 834 or via the web at [www.bradyid.com.au/en-au/supportlanding](http://www.bradyid.com.au/en-au/supportlanding)
- Canada: 1-888-262-7576 or via the web at [www.bradycanada.ca](http://www.bradycanada.ca)
- Mexico & Latin America: 01-800-212-8181 or via the web at [www.bradylatinamerica.com](http://www.bradylatinamerica.com)
- Europe: +44 333 333 1111 or via the web at [www.bradyeurope.com/services](http://www.bradyeurope.com/services)

## Repair and Replacement Parts

Brady Corporation offers repair and replacement services. Contact Brady Technical Support for repair and replacement information.



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# 1 Introduction

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## Description

The BMP®61 Label Printer is capable of printing on a variety of both die-cut and continuous supplies. It includes the following features:

- Targeted applications to simplify the creation of specific label types
- Battery operation - printing 1000 or more standard Brady labels with a fully charged Brady battery pack.
- Ability to use the printer while the BMP41-BATT NiMH battery pack is charging
- Color touch screen display
- Easy to use user interface
- USB 2.0 and USB flash drive
- One step media installation
- Smart-cell technology that works intelligently with Brady consumables
- Wireless connectivity (optional factory installed)
- Able to transfer files from PC or other external device

# Unpack Your Printer

The following items are included in the standard BMP®61 package:

- BMP®61 Label Printer
- Hard-sided carrying case (BMP-HC-1)
- BMP41-BATT NiMH Battery Pack
- AC adapter (US or Europe) and power cord
- USB cable (BMP41-USB)
- One M61-R6010 ribbon
- One PTL-19-423 general purpose white polyester media (1" x 25.4 mm x 25.4 mm)
- Product CD with user's manual and Quick Start guide in various languages
- Brady Printer Drivers CD
- Printed Quick Start Guide
- Strap (BMP-Strap-1)



## Accessories

The following items are accessories available for the BMP®61 Label Printer and can be purchased separately from your distributor:

- Magnet (BMP-MAGNET-1)
- Quick Charger (BMP-41-QC)
- Cleaning Kit

### ***Save Your Packaging***

The packaging surrounding your BMP®61 printer should be saved in the event you have to ship the printer and accessories back to the supplier.



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#### **WARNING**

Do NOT remove the BMP41-BATT NiMH battery pack from the printer when shipping the BMP®61 printer and battery together.

If shipping the printer or the battery pack separately, place the item in the original shipping material before transporting. Batteries must be shipped according to state, federal, or municipal regulations. Consult your courier before shipping NiMH battery packs.

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### ***Register Your Printer***

Register your printer on-line at [www.bradycorp.com/register](http://www.bradycorp.com/register) and receive free product support and updates!

## BMP®61 System Specifications

The BMP®61 printer has the following specifications:

- Weight 3.55 lbs (1.6 kg) (with battery pack and materials)
- Thermal Transfer Print Mechanism 300 dpi
- Optical Registration System for Precise Print Registration
- Elastomeric Keypad
- Custom True Type Fonts
- Print Width - 2.0 inches (51 mm) maximum label width
- Maximum print length for labels: 39" (990.6 mm)
- Prints up to 1000 1" x 2" labels per battery charge

### Physical and Environmental Characteristics

The BMP®61 printer has the following physical and environmental characteristics:

Physical	Metric Units	U.S. Units
Dimensions	330 x 110 x 107 mm	13.0" L x 4.3" W x 4.2" H
Weight (with battery pack)	1.61 kg	3.55 lbs

**Note:** The table below refers to the BMP®61 printer only. Consumable performance may vary.

Environmental	Operation	Storage
Temperature (Printer) <hr/> <b>Note:</b> Prolonged exposure of the printer to direct sunlight is not recommended.	4° to 43° C (40° to 110° F) Be mindful, when using the AC adapter with the printer, that the AC adapter is rated at a maximum temperature of 30° C (86° F).	-18° to 43° C (0° to 110° F)
Relative Humidity (Printer)	20% to 90% (non-condensing)	10% to 90% (non-condensing)



## Firmware Upgrades

Future upgrades to BMP®61 firmware can be downloaded from Brady's website. Access [www.bradyid.com/BMP61](http://www.bradyid.com/BMP61), click Support>Downloads, then select BMP®61 from the list of products or the Brady local site.

See "*Config*" on page 1-45 for information on how to locate the current firmware version on your printer.

## External View



- 1** | Cover (media well)
- 2** | Cover release latch
- 3** | AC adaptor port
- 4** | USB port (computer connection)
- 5** | USB host port (flash drive)
- 6** | Strap lower attachment loop

- 9** | Printhead lock lever
- 10** | Strap upper attachment loop
- 11** | Tripod attachment screw hole
- 12** | Battery door latch
- 13** | Battery door (battery well)
- 14** | Magnet attachment screw holes
- 15** | Bulk or external media feed path

## Power Source

Power is supplied to the BMP®61 printer from a BMP41-BATT NiMH battery pack, or from an AC power adapter.



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### **WARNING**

Do not expose batteries to temperatures above 60°C (140°F).  
Do not disassemble or mistreat the battery pack.  
Do not attempt to replace components in the battery pack.  
Use only the BMP41-BATT rechargeable battery pack in the BMP61 printer.  
Do not allow metal or other conductive materials to touch the battery terminals.  
Do not use any charger other than that specifically for use with the battery pack.  
Do not use any AC adapter other than that specifically for use with the BMP61 printer.

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### **WARNING**

Keep the battery pack away from heat sources.  
Keep the battery pack away from water.  
Never lay objects on top of the battery pack.  
Store your battery pack in a cool, dry place.  
Keep the battery pack out of the reach of children.  
The battery pack must be recycled or disposed of properly according to federal, state, and municipal regulations.

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## Loading the BMP41-BATT NiMH Battery Pack

1. On the backside of the printer, push down on the door release latch and swing the battery compartment door up and out. (The door will come off.)
2. With the battery label facing outward, insert the battery pegs into the peg slots at the top of the compartment; then tip the battery downward into place.
3. Re-insert the battery door tabs at the base of the compartment and swing the battery compartment door closed, snapping it into place.



## AC Power Adapter

The printer can be powered through an AC/DC power adapter. When the adapter is plugged in, it is also charging the BMP41-BATT NiMH battery (if installed).



### WARNING

Use only the 18 VDC, Brady AC/DC adapters, shown below, for supplying power to the BMP®61.

### Brady AC Adapters

Catalog Number	Region
BMP41-AC	North America, Australia
M50-AC-INTL	Europe
M50-AC-AR	Argentina
M50-AC-BR	Brazil

### Attaching the Adapter

1. Insert the round end of the adapter cable into the plug-in port on the left side of the printer.
2. Plug the female end of the electrical cord into the opposite side of the adapter. Plug the male end of the electrical cord into an electrical outlet.



## Quick Charger

The battery quick charger is an accessory that can be purchased through your BMP61 distributor. While the battery is charged from inside the printer when the AC adapter is attached, there may be times when you want to have another battery fully charged and ready to use when the AC adapter is not available. To charge a battery outside the printer, use the BMP-41-QC Quick Charger. The Quick Charger includes the charger, an AC adapter and electrical cord.



1. Insert the round end of the adapter cable into the plug-in port on the back of the quick charger.
2. Plug the female end of the electrical cord into the opposite side of the adapter. Plug the male end of the electrical cord into an electrical outlet.

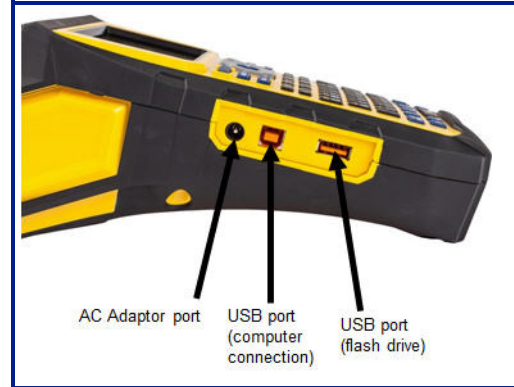


3. Insert the battery into the charger with the label facing toward the front of the charger.
- The light on the front of the charger appears red when the battery is not charged. It changes to green when the battery is fully charged.



## Connecting

The BMP®61 Label Printer is equipped with a USB port to connect to a computer and a USB host port to be used with a flash drive. Labels created in various applications (such as LabelMark™ Labeling Software or Brady Mobile Software) can be printed on the BMP®61. You can also copy data files and graphics between printers by placing the files on a flash drive which can be connected directly to the BMP®61 printer.



### Connecting to a PC

In order to send data from a Brady PC labeling program to the BMP®61 printer, you must install the BMP®61 printer driver. The printer drivers can be found on the Product CD enclosed with your BMP®61 printer package.

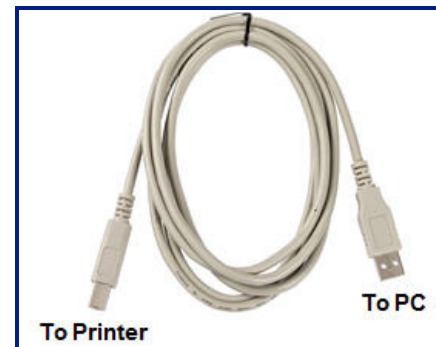
The BMP®61 printer is a “plug-and-play” printer which means your PC will automatically recognize the new hardware (printer) when it is attached and will launch a wizard that will auto-install the printer drivers.

#### **To install the printer drivers:**

1. Insert the Product CD into the CD drive of your computer.
2. Attach the small end of the USB cable to the printer, then the flat end of the cable to the PC.
3. Turn the printer on.

On the PC, “Found New Hardware” pops up in the lower right corner of the screen and the printer driver wizard is launched.

4. Follow the prompts in the printer driver wizard.



### Download Print Drivers

You can also download the print drivers from the Brady website, such as [www.bradyid.com](http://www.bradyid.com), or your local site. On the website, choose **Support>Downloads**, then follow the instructions on the screen.

### ***Pause/Cut Preference***

After the printer driver is installed, access the printer and set the Pause/Cut preference.

1. In Windows XP, click Start, then choose Settings>Printers and Faxes.

OR

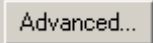
In Windows 7, click Start, then choose Devices & Printers.

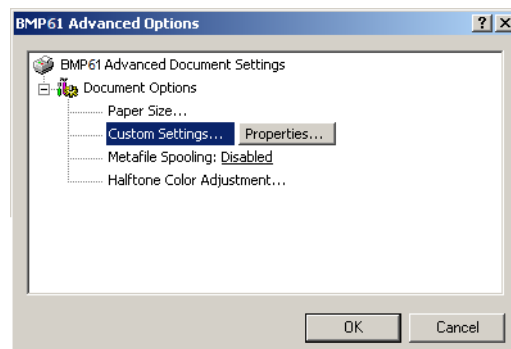
OR

In Windows 8, using the Search feature in the Charms bar, search for Devices and Printers.

2. In the list of available printers, right click BMP61 and choose Printing Preferences.

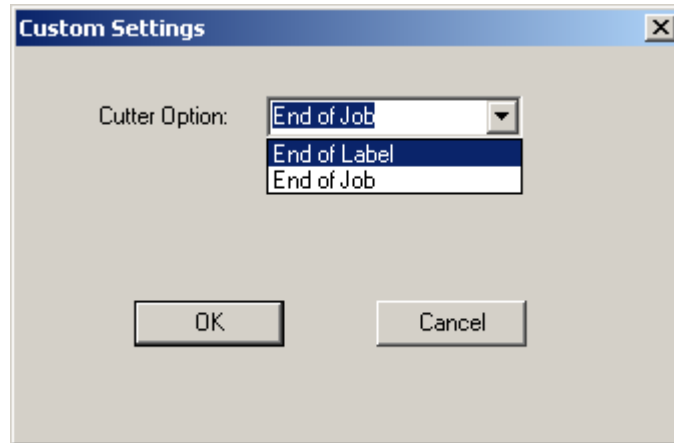
The Layout tab of Printing Preferences displays.

3. Click  button.
4. On the Advanced Options screen, click Properties button for Custom Settings.





5. On the Custom Settings screen, click the down arrow in Cutter Option field and select if you want to pause the printer for cutting at the end of each label or at the end of the job.



6. Click OK to accept the changes. (You may have to click OK a number of times as you back out of the Printing Preferences screens.)

## Wireless Driver Installation

The Brady Network Card, USB, and Wireless drivers, along with the driver installation instructions, can be found on the Brady Printer Drivers CD.

1. Insert the Brady Printer Drivers CD into the CD drive of your computer.
2. Follow the prompts on the screen for installation of a particular driver.

## Ribbon

Product numbers for ribbons for the BMP61 printer begin with M61. Example: M61-R4310.

### Remove Ribbon

1. Flip the printhead lock lever backward (to the right) to disengage the printhead.
2. Grasp the ribbon and gently slide out of printer.



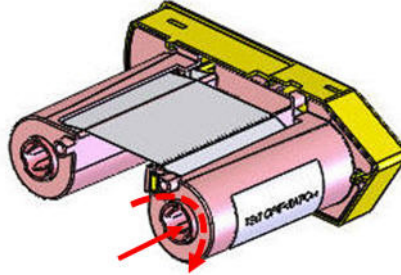
## Load Ribbon

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**Note:** Load the ribbon BEFORE loading media (labels). Loading the ribbon after loading the media can cause damage to the ribbon.

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1. Before inserting, remove any ribbon slack by rotating the take-up spool end clockwise.



2. Carefully slide the ribbon cartridge into the printer until it seats firmly against the metal frame, then flip the printhead lock lever forward (to the left) to re-engage the printhead.



## Media

Brady labels come equipped with smart-cell technology that enables the printer to recognize the type of label and automatically sets many label formatting details.

For optimum performance, it is recommended that you use genuine Brady BMP61 labels. Labels can be loaded with the power on or off.

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**Note:** TLS2200 media is forward compatible to BMP61 and cross-compatible to BMP71 printers. TLS2200 media continues to work in TLS2200 and PC-Link. See Appendix C for loading instructions.

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Before inserting labels, be sure to remove the protective tape covering the leading end of the labels.

## Loading Media

1. To open the printer cover, place your thumb under the finger tab and push up.
2. With labels coming off the top of the spool, grasp the smart cell handle and insert the labels straight into the smart cell reader compartment, gently pushing until it clicks into place.



3. If using anything but a 2-inch width media, slide the media guide to the left until it fits snugly up against the media roll and clicks into place.

4. Feed the leading edge of the media roll through the guide slots until it stops.

---

**Note:** Make sure the printhead is engaged by flipping the printhead lock lever forward (to the left) before inserting media into guides.

---



5. With the Power on, press Feed button once to feed media under printhead.
6. Close the cover by pushing down on it until it snaps into place.

## Unload Media

1. To open the printer cover, put your thumb under the finger tab and push up.
2. Flip the printhead lock lever backward (to the right) to disengage the printhead.



3. If label spool is not empty, gently rewind the spool with your finger to back the unused media out from under the print head.
4. Grasp the media roll smart cell guide and gently pull up out of the tape well.



5. If you do not want to load any more media, close the printer cover by pressing down on the cover until it catches.

## Loading Bulk Media

1. Remove the BMP61 label spool and the label feed ramp from the box.



2. On the bulk media box, push Tab A and C in, then pull the perforated flap down and tear off.



3. Attach the label feed ramp to the bottom of the perforation, with the ramp arms on the outside of the box.



4. Attach the ramp hooks to the outside of the bulk label feed path on the printer.



5. Insert the BMP61 label spool (smart cell facing left) into the printer. Adjust the media guide as needed.
6. Pull the loose end of the bulk media out of the box punch-out and thread over the tray and into the bulk label feed path on the printer.



7. Continue to feed the leading edge of the media roll over the label spool and through the guide slots until it catches.
8. Turn the printer on and press [FEED] to feed the media through the printer.
9. Close the printer cover.

## B-593 Raised Panel Labels

1. Open the printer and insert an empty BMP61 label spool into the printer. (See instructions on [page 1-16](#).)
2. Keeping the label media in the box, place the box behind the printer, then feed the leading edge of the B-593 media through the external media feed path, over the label spool and through the guide slots until it stops.



3. Turn the power on.
4. Press Feed.
5. Leave roll door open during printing.



## Attaching the Strap

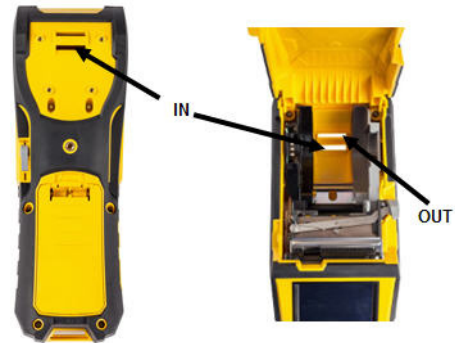
The strap can be attached to the back of the printer to provide a secure grip when holding the printer in your hand or hanging the printer on a hook.

1. First, remove all labels from the media well. Then, with the Brady logo facing up, thread the Double D-ring handstrap through the loop on the lower portion of the back of the printer.



2. Still on the back of the printer, feed the strap under the loop at the top of the printer, directly into the media well.

Then turn the printer over and from inside the media well, feed the strap out through the top of the loop.



3. Pull the loose end of the strap under and through both D-rings.



4. Separate the two D-rings so there is enough space for the strap to pass between them.



## Attaching the Strap

5. Weave the loose end of the strap back over the first (lower) ring, then under and through the second (top) ring.



6. Pull the loose end of the strap until it feels tight, then press the scratch (burr) fastener against the strap so it lays flat.



7. Slip your hand through the strap to provide a secure grip when holding the printer.



8. Or, use the third D-ring at the bottom of the printer to hang the printer on a pole or hooked device.



## Recycling the Label and Ribbon Cartridge

Cartridges need to be recycled in accordance with local regulations. Before recycling, the used cartridges must be pulled apart to release the individual components. These various components must then be recycled in the correct recycling bins.

### Materials

- 1/4-inch blade flathead screwdriver
- Safety Glasses
- Safety Gloves



### CAUTION!

*ALWAYS wear Personal Protective Equipment when dismantling a cartridge.*

### Dismantling the Ribbon

#### **To dismantle the ribbon:**

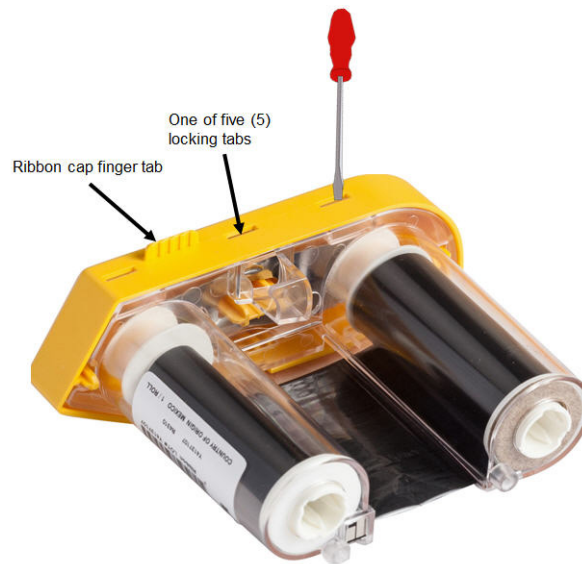
1. Using your thumbnail, press the clear plastic locking tab down. While holding the tab down, insert the blade of the screwdriver above the smart cell and slide downward. The smart cell easily slides out for removal.



## Recycling the Label and Ribbon Cartridge

---

2. With the yellow ribbon cover facing up, insert the blade of the screwdriver, one at a time, in through the five locking tab holes to depress the locking tabs. While depressing each tab with the screwdriver, use your thumb or finger to apply upward pressure on the ribbon cap finger tab. The ribbon cover releases and separates from the rest of the assembly.



3. Using the screwdriver, pry out the metal ribbon spring from the inside of the yellow ribbon cap.
4. Once the spring is removed, turn the ribbon cartridge on its side and allow the ribbon and white spools to fall out.
5. Unwind the ribbon from the spools, then gently peel the ribbon end from the weak adhesive that affixes the ribbon to the spool.

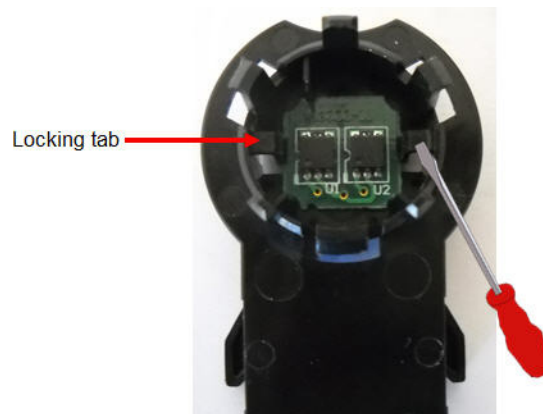
## Dismantling the Cartridge

### *To open the cartridge:*

1. Unwind any remaining label media from the spool, then gently peel the end of the media off of the spool to separate.
2. Grip the media assembly just behind the black end cap (containing the smart cell).
3. With your thumb, apply pressure to the back of the black end cap to separate the cap from the media cartridge core.



4. From the back side of the black end cap, press the blade of the screwdriver against the locking tabs, applying outward pressure. This will release the smart cell.

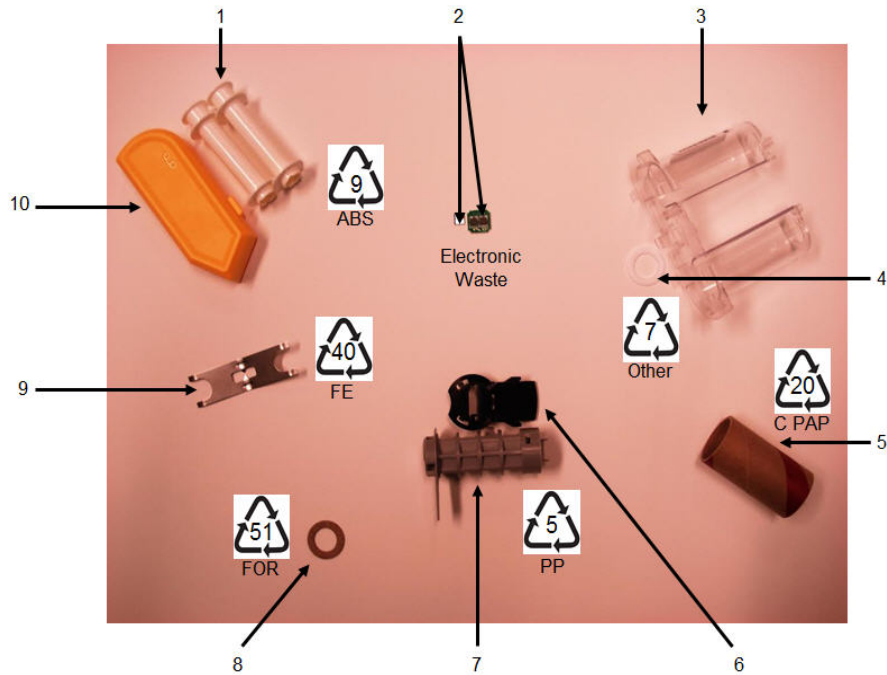


5. Slide the cardboard core off of the plastic cartridge core.

## Recycling the Label and Ribbon Cartridge

### Recycling Components

These components should be removed from the cartridge and recycled according to the following guidelines.



No.	Component	Material	Recycle Bin
1	Ribbon Spools (White)	ABS	#9 ABS
2	Ribbon Smart Cell Media Smart Cell	Electronic	Electronic Waste
3	Ribbon Cartridge (Clear)	Polycarbonate (PC)	#7 Other
4	Ribbon Washer (White)	PTFE	#7 Other
5	Media Cardboard Core	Cardboard	#20 C PAP
6	Media End Cap (Black)	PP	#5 PP
7	Media Cartridge Core (Gray)	PP	#5 PP
8	Ribbon Washer (Cork)	Cork/Nitrile Butadiene	#51 FOR
9	Ribbon Spring	Stainless Steel	#40 FE
10	Ribbon Cap (Yellow)	ABS	#9 ABS

## Power On

**To turn the system on or off:**

1. Press **Power** .

To preserve battery life, when the printer detects a time of inactivity, it automatically shuts down. Any data on the screen at the time of auto shutdown is retained and available the next time the **[Power]** key is pressed to restart the printer. (See [page 1-45](#) for information on setting the shut off delay time.)

The first time the printer is turned on, you may want to choose a language in which to display screen items. Language selection is performed in the Setup function. (For more information, see “Setup Language” on [page 1-47](#).)

Whenever the printer is powered on, the system performs an initialization process. Part of this process is recognizing the media installed. While it is possible to power on the printer without installing media, if you choose not to install any, the printer reverts to the last media installed in the printer.

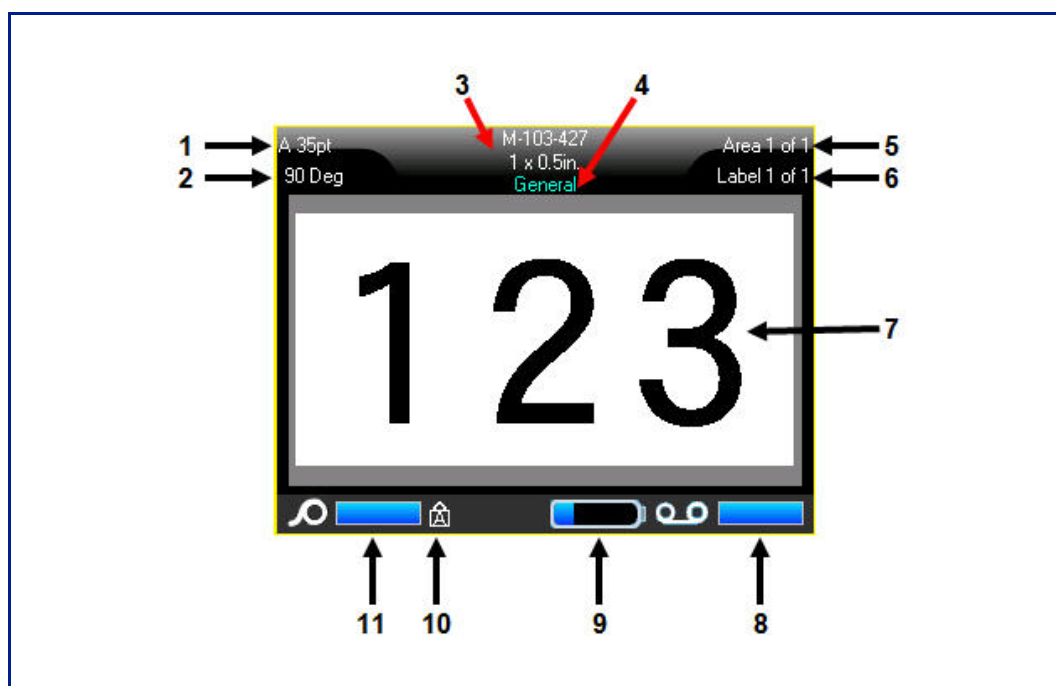
## Display Screen

The display screen enables you to view font attributes and other formatting features directly on the screen while you are entering and editing data.

The screen displays one label, or one area on a multi-area label, at a time. For labels with multiple areas, use Print Preview (see [page 5-2](#)) to view all areas together.

### Status Information

The header bar (top) and status bar (bottom) display permanently on the screen and contain the following information:



- 1 Font size with Autosize indicator
- 2 Degree of text rotation in Editor
- 3 Media product and size
- 4 Media type
- 5 Number of areas on current label
- 6 Number of labels in current file

- 7 Editor screen
- 8 Ribbon remaining
- 9 Battery charge remaining
- 10 Indicates Caps Lock is on
- 11 Media (labels) remaining



# Navigation and Editing

## Touch Screen

The BMP®61 printer uses touch screen technology to manipulate menus and data. Using your finger, or a stylus, touch the desired option on the display screen.

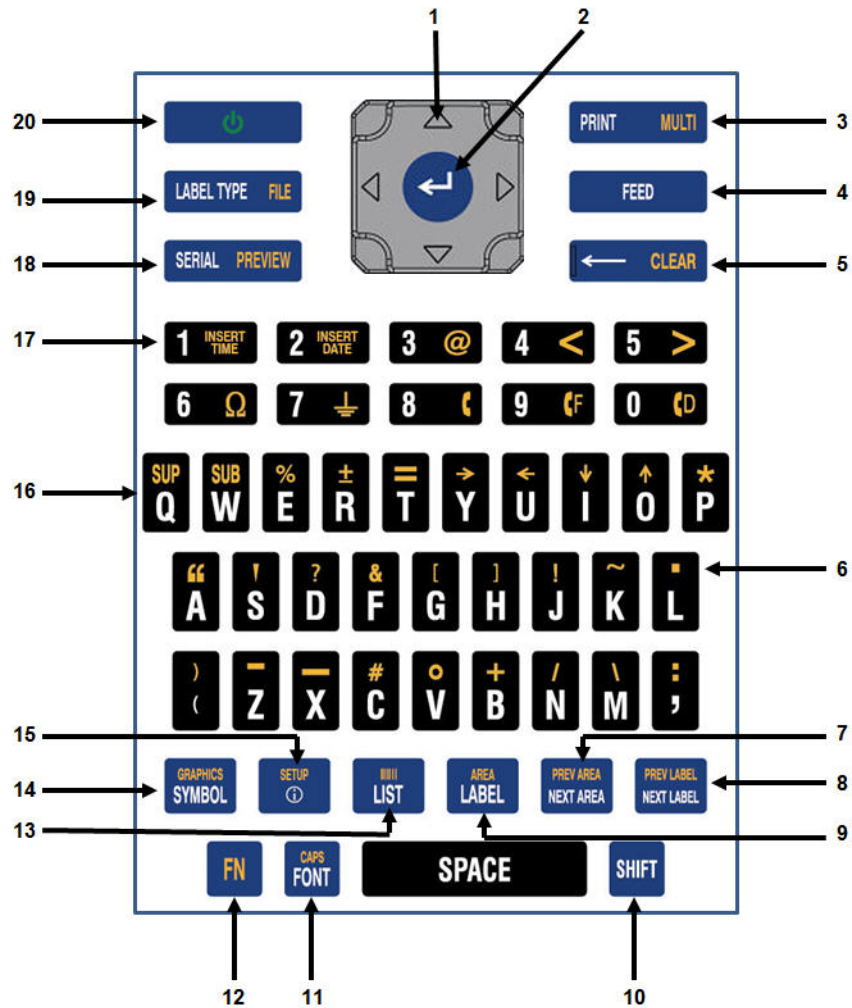
### *Touch Screen Basics*

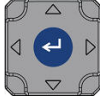




Using your finger or a stylus, use the following techniques to navigate through or access items on the touch screen.

Function	Technique
Tap	Quickly touch the screen.
Double tap	Quickly touch the screen twice
Long press	Touch the screen and hold briefly
Scroll	Touch the screen and move stylus/finger with some velocity in one of the scrolling direction than release stylus/finger.
Flick	Same as scroll but the purpose is to change content/pages in horizontal/vertical direction. The Flick is a quick finger movement, faster than scroll.










## Keypad


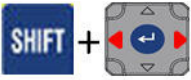





The following descriptions are based on the QWERTY keypad. If you are using a different keypad (such as Azerty or Cyrillic), some of the keys may vary. Please refer to Appendix A for a full description of other keypad layouts.


















	Function	Key	Description
1	Navigation Keys		<p>Navigation keys:</p> <ul style="list-style-type: none"> <li>• In a line of text, move the cursor left or right a character at a time, or up and down a line at a time.</li> <li>• In menus, move the selection left or right in a primary menus; up or down through a secondary, or sub-menu.</li> <li>• In a dialog box, move up/down or left/right through the fields. In a field with a drop down list, after pressing OK, moves the cursor up or down through the list.</li> <li>• In Print Preview, scrolls left or right through multiple areas on a label.</li> </ul>
2	ENTER Key		<ul style="list-style-type: none"> <li>• Adds a new blank line to a label.</li> <li>• Accepts menu items and attributes.</li> </ul>
3	Print Key		Prints all labels in a label file. (Refer to <i>"Print" on page 5-1</i> ).
	Multi-Print Key		Brings up options to set various print parameters (such as number of copies, print range, and mirror print) before printing.
4	Feed Key		Feeds the media through the printer. (Refer to <i>"Loading Media" on page 1-16</i> ).

## Navigation and Editing

	Function	Key	Description
5	Backspace Key		<ul style="list-style-type: none"> <li>Removes characters one at a time, moving to the left.</li> <li>Backs out of menu options and functions, one screen at a time.</li> </ul> <p>Note: Depending on how deep you are into menus and functions, you may have to press Backspace multiple times.</p>
	Clear Key		Clears data or all menus from the screen.
6	Decimal Point		Adds a decimal point or period (full stop).
7	Move to Next Area Key (Refer to <a href="#">"Go To Label or Area" on page 3-17</a> )		On a multi-area label, moves to the next area from the current area.
	Move to Previous Area Key		In a multi-area label, moves to the previous area from the current area.
8	Move to Next Label Key (Refer to <a href="#">"Go To Label or Area" on page 3-17</a> )		In a multi-label file, moves to the next label from the current label.
	Move to Previous Label Key		In a multi-label file, moves to the previous label from the current label.
9	Label Key		Adds, removes, and formats labels in a file. (Refer to <a href="#">"Add Label or Area" on page 3-15.</a> )
	Area Key		Adds, removes, and formats areas on a label. (Refer to <a href="#">"Add Label or Area" on page 3-15.</a> )

	Function	Key	Description
10	Shift Key		When Caps Lock is turned off, used in conjunction with a single letter to enter that letter in uppercase.
	Highlight Text		Highlights (selects) text on the editing screen, left or right a character at a time, enabling you to add font attributes (bold, italics, underline) to text already entered. (Refer to <a href="#">"Pre-Existing Data" on page 3-3.</a> )
	Font Size Increment		On the editing screen, increases or decreases the font size, a point at a time. Hold the [SHIFT] key while pressing the up or down navigation key.
	Print History		Brings up Print History menu. (Refer to <a href="#">"Print History" on page 5-7.</a> )
11	Font Key		Provides font sizes and attributes (such as bold and italics). (Refer to <a href="#">"Font" on page 3-1.</a> )
	Caps Lock Key		Acts as a toggle to lock text into uppercase as data is entered. Press once to turn Caps Lock on; press again to turn Caps Lock off.
12	FN Key		<ul style="list-style-type: none"> <li>Used in conjunction with the alternate function (displayed in gold) on some of the keys. Press the FN key, then press the alternate function key.</li> <li>OR</li> <li>Hold the FN key while simultaneously pressing the key that has the alternate function.</li> <li>Used to access special characters on the alphabetical keys.</li> </ul>

	Function	Key	Description
13	List Key		Enables you to produce multiple labels with variable information from a single, formatted label (main document) and a structured data source. (Refer to <a href="#">"List" on page 3-36.</a> )
	Barcode Key		Places a text string in Barcode format, toggling the barcode on and off. (Refer to <a href="#">"Barcode" on page 3-27.</a> )
14	Symbol Key		Accesses the various symbols available on the printer. (Refer to <a href="#">"Symbols" on page 3-8.</a> )
	Graphics Key		Accesses user supplied graphics loaded onto the printer. (Refer to <a href="#">"Graphics" on page 3-10.</a> )
15	International Key		Accesses characters specific to some international alphabets with diacritical and accent marks incorporated into the characters. (Refer to <a href="#">"International Character Sets" on page 3-11.</a> )
	Setup Key		Defines the printer's default parameters. (Refer to <a href="#">"Setup" on page 1-44.</a> )
16	Superscript Key		<ul style="list-style-type: none"> <li>Places the next typed character in superscript format, displaying slightly above the line of text.</li> <li>Will place multiple characters in superscript if the characters are highlighted first. (Refer to <a href="#">"Pre-Existing Data" on page 3-3</a> for information on highlighting characters.)</li> </ul>

	Function	Key	Description
	Subscript Key		<ul style="list-style-type: none"> <li>Places the next typed character in subscript format, displaying slightly below the line of text.</li> <li>Will place multiple characters in subscript if the characters are highlighted first. (Refer to <a href="#">"Pre-Existing Data" on page 3-3</a> for information on highlighting characters.)</li> </ul>
17	Insert Time Key		Inserts the current time, as set on the printer.
	Insert Date Key		Inserts the current date, as set on the printer.
18	Serial Key		Sets the values for single, multiple, or linked serialization. (Refer to <a href="#">"Serialization" on page 3-31.</a> )
	Preview Key		Previews the label as it will look when printed. (Refer to <a href="#">"Print Preview" on page 5-2.</a> )
19	Label Type Key		Accesses the different applications/label types installed (i.e., wiremarker, flags, terminal blocks, etc.). (Refer to <a href="#">"Label Types" on page 6-1.</a> )
	File Key		Saves, opens, or deletes a label or set of labels. (Refer to <a href="#">"Label Files" on page 4-1.</a> )
20	Power Key		Turns the printer on and off.

## Menus

Menus display at the bottom of the screen and are activated by the function keys. Use navigation keys or the Touch screen to access the different menu items. Continue to press the navigation keys to access the overflow menus or, using your finger, scroll through the menus. When you have reached the last menu item displayed, the menu cycle back to the first menu item.

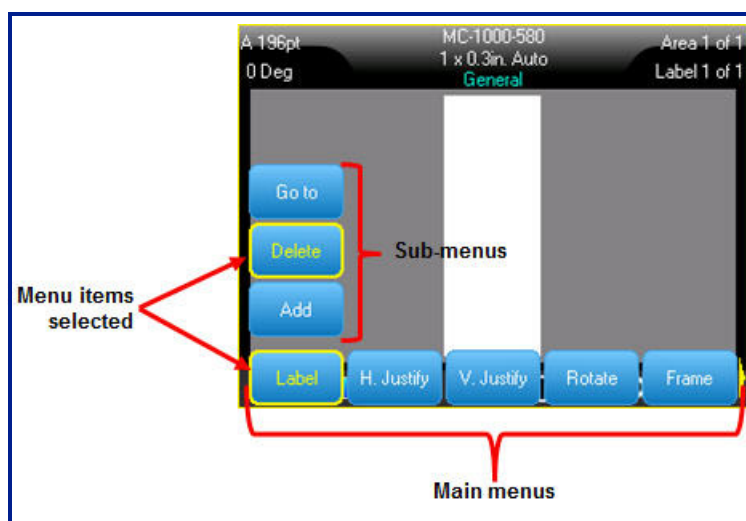


Figure 1-1. Menus

### **To access menus using the keypad:**

1. Press the Function key for the menu you want to access.

The menu choices for that particular function display.

2. Press the left/right navigation keys to access the main menu items.

When you access a menu item, if a sub-menu is available, it immediately pops-up.

### **To access a sub-menu:**

1. Press the up/down navigation keys

An accessed menu displays with a yellow bar around it.

2. To activate the highlighted sub-menu, press Enter  or touch screen.

A menu option remains in effect until a different menu option is activated.



**To access menus using the touch screen:**

1. Press the Function key for the menu you want to access.
2. Touch the desired main menu option.
3. If sub-menus are available, touch the desired sub-menu option.

The various functions and menus are discussed in further detail in the Formatting section of this manual, starting on [page 3-1](#).

## Cancel Menu

**To remove menus from the screen, using the keypad:**

1. Press Backspace .

---

**Note:** If you are deep into sub-menus, you may have to press Backspace several times to clear all menus from the screen. Menus cleared from the screen will not retain any edited menu data.

---

**To remove menus from the screen, using the touch screen:**

1. Tap anywhere outside the menu items.

## Dialog Boxes

Some function keys display dialog boxes, rather than sub-menus.

**Note:** You will know that a dialog box is associated with a menu if a sub-menu does not immediately pop up when highlighting or selecting the main menu option.

**To access a menu's dialog box using the keypad:**

1. Press Enter  on the menu item.

A dialog box displays.

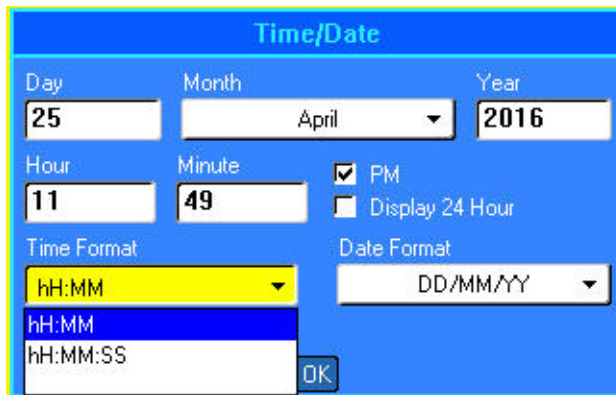


Figure 1-2. Dialog box

2. Press the up/down and left/right navigation keys to move to the different fields.



**To access a menu's dialog box using the touch screen:**

1. Touch the menu item.
2. Touch the desired field you want to edit.

## Drop Down Field Lists

If a field has a drop down list associated with it, a small arrow displays on the right side of the field.

**To select an option from the drop down list, using the keypad:**

1. Press Enter  to open the drop down list.
2. Use up/down navigation keys to highlight the desired option.
3. Press Enter  to select the option.

The item is selected and the list collapses.

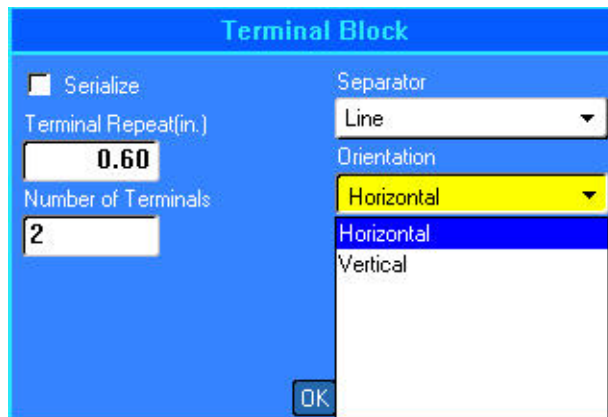


Figure 1-3. Drop down fields

**To select an option from the drop down list, using the touch screen:**

1. Tap the down arrow of the drop down list to expand the list.
2. Tap the desired option in the list.

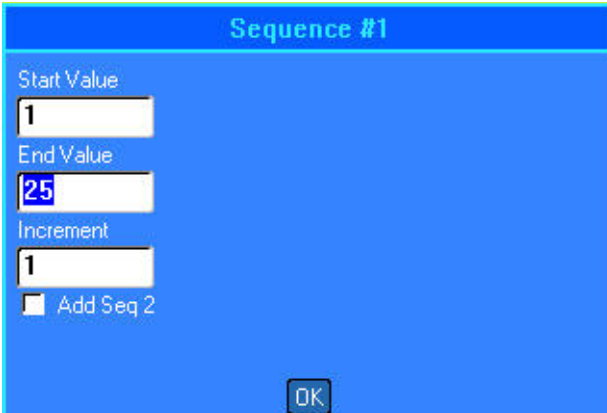
The item is selected and the list collapses.

## Data Fields

Data fields require user-supplied data. Some fields may have default data already entered. When you access a field with pre-existing data, the data highlights and you can enter new data directly over the highlighted data.

**To access data fields, using the keypad:**

1. Use navigation keys to navigate to the data field.
2. Enter data using the keyboard.
3. Use navigation keys to move off the field after entering data.



The screenshot shows a blue dialog box titled "Sequence #1". It contains three input fields: "Start Value" with the number "1", "End Value" with the number "25" highlighted in blue, and "Increment" with the number "1". Below these fields is a checkbox labeled "Add Seq 2" which is currently unchecked. At the bottom center of the dialog box is an "OK" button.

Figure 1-4. Data input fields

**To access data fields, using the touch screen:**

1. Tap the desired data field.



If the data field is active (contains data), tapping the field one time highlights the data and you can type directly over it. If the data field is not active (does not contain data), tapping one time activates the field by placing the cursor in the field.

2. Enter the desired data in the field.

## Spinner Boxes

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

**To use a spinner box, using the keypad:**

1. Navigate to the field containing the spinner box.
2. Press Enter .
3. Use the up/down navigation keys to toggle through the range of values.
4. When the desired value is reached, press Enter .

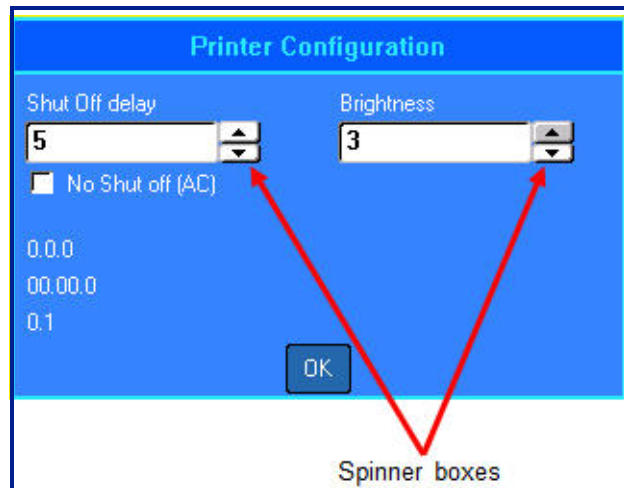


Figure 1-5. Spinner boxes

**Note:** Some fields containing spinner boxes allow you to type numbers directly in the field. The presence of a cursor in the field indicates you can directly enter numbers.


**To use a spinner box, using the touch screen:**

1. Tap the field containing the spinner box.
2. Tap the up arrow to incrementally increase the value in the field. Tap the down arrow to decrement the field value.

## Radio Buttons and Option Boxes

In a series of radio buttons, only one radio button option can be selected at one time. In a series of option boxes, any number of options can be selected at one time.

**To check or uncheck a radio button or option box, using the keypad:**

1. Navigate to the desired option.
2. Press Enter .

The option box will display a checkmark indicating it is active. The radio button will display a dot inside the button.

3. To deactivate an option box, navigate to the option box and press Enter.

The checkmark is removed.

4. To deactivate a radio button, navigate to another radio button and press Enter.

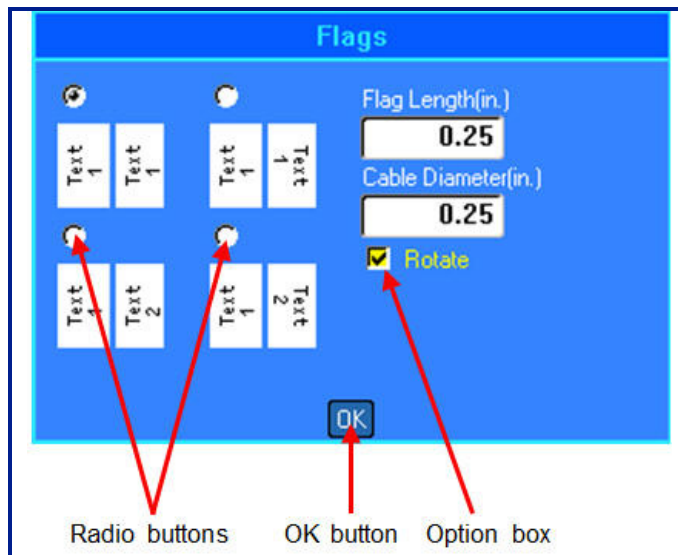


Figure 1-6. Radio buttons, Option boxes and OK button

**To check or uncheck a radio button or option box, using the touch screen:**



1. Tap one time on a radio button or option box to activate it.

The option box will display a checkmark indicating it is active. The radio button will display a dot inside the button.

2. Tap one time to deactivate the option box (remove the checkmark).
3. To deactivate a radio button, simply tap a different radio button.

## Accept Dialog Box Edits

*To accept all edits in a dialog box, using the keypad:*

1. Navigate to  at the bottom of the dialog box.
2. Press Enter .

*To accept all edits in a dialog box, using the touch screen:*

1. Tap  at the bottom of the dialog box.

## Cancel a Menu or Dialog Box

*To cancel a menu or dialog box without accepting changes, using the keypad:*

1. Press Backspace .

---

**Note:** You may have to press Backspace more than once to exit out of all menus.

*To cancel a menu or dialog box without accepting changes, using the touch screen:*

1. Perform a downward flick in the dialog box header.

## Setup

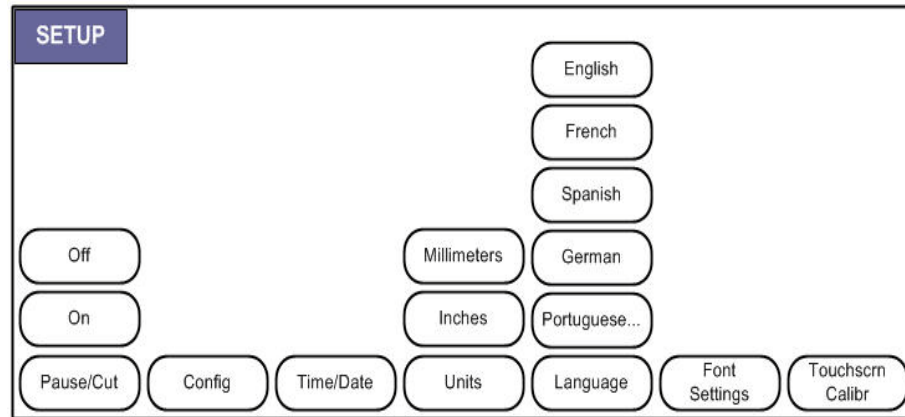


Figure 1-7. Setup menu options

The Setup function key is used to determine the default settings for the printer.

### To change Setup functions:

1. Press Setup  + .

## Pause/Cut

The Pause/Cut function allows you to remove a label from the printer before another label starts printing. If this feature is turned on, when printing a string of labels, cutting a label initiates the next label to print.

### To turn on the Pause/Cut function:

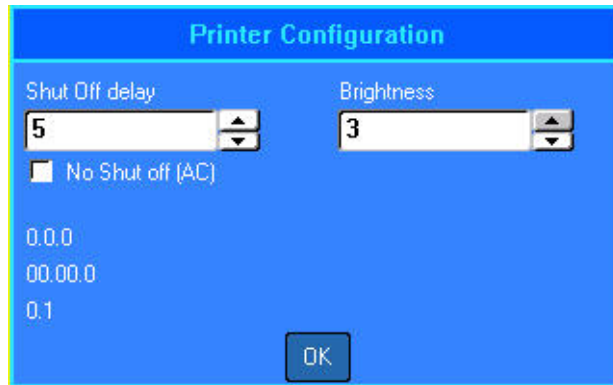
The Pause/Cut menu, being first in the list of primary menus, is already selected.

1. Select **On**.



## Config

The following settings can be found under the Config menu in the Setup function.



*Figure 1-8. Printer configuration in Setup settings*

The Shut Off Delay sets the auto-off time-out. This refers to the number of minutes of inactivity after which the printer automatically shuts off.

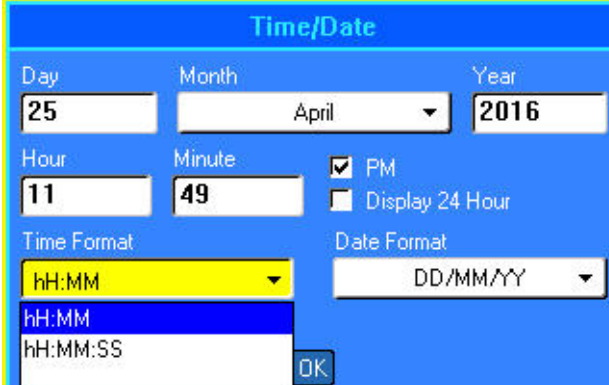
When using the AC adapter, power is constant so there is no drain on the battery. In this case, you can turn off the Shut Off Delay by choosing No Shut off (AC).

The Brightness setting increases or decreases the brightness of the display screen.

The Firmware version currently installed on your printer can be found in the lower left corner of the screen.

## Time/Date

The following settings can be found under the Time/Date menu in the Setup function. Set the Time/Date options upon initial start-up of the printer.



The screenshot shows the 'Time/Date' configuration screen. It features several input fields and checkboxes. The 'Day' field is set to 25, 'Month' to April, and 'Year' to 2016. The 'Hour' is 11 and 'Minute' is 49. The 'PM' checkbox is checked, and 'Display 24 Hour' is unchecked. The 'Time Format' dropdown is set to 'hH:MM', and the 'Date Format' dropdown is set to 'DD/MM/YY'. An 'OK' button is located at the bottom right of the screen.

Figure 1-9. Time/Date settings in Setup function

## Units

The Units setting is used to configure label parameter measurements 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 (using spinner boxes or in a drop down list), the range of measurements will automatically configure to the units selected in the Setup function.

## Language

Depending on the printer keyboard type you are using, the following languages can be found under the Language menu in the Setup function. (See ["Keyboard Configurations" on page A-1](#) for information on the different keyboard types.)

English	Norwegian	Estonian	Croatian
French	Finnish	Hungarian	Bulgarian
Spanish	Swedish	Polish	Romanian
German	Italian	Turkish	Russian
Portuguese	Danish	Slovakian	
Dutch	Czech	Slovenian	

### *Initial Language Setup*

When turning the printer on for the first time, immediately go to the Setup function and choose the language in which you want all printer menus, functions, and data displayed.

1. Press Setup  + .
2. Select **Language**.
3. Select the desired language.

## Font Settings

Use the Font Settings to indicate if you want the font size to be measured in points or millimeters.



Figure 1-10. Font settings in Setup function

## Touchscreen Calibration

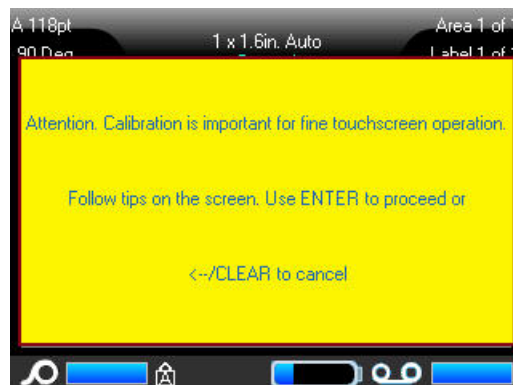
Calibrate the touchscreen to the desired sensitivity (soft or hard touch).

### To calibrate the touchscreen:

1. Press Setup  + .
2. Select **Touchscrn Calibr**.

**Note:** Touchscreen calibration is located to the right of Font Settings. Scroll to the right to access Touchscrn Calibr button.

3. Follow the instructions on the screen.



## 2 Getting Started

---

### Creating a Text Label

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

#### Entering Text

Before entering label text, be sure the media cartridge is loaded and the power is ON.

The vertical bar on the display screen is the cursor and is the starting point for every label you create using the BMP®61 printer. Begin entering text at the position of the cursor. The cursor moves across the screen as you enter data. If you want another line of text, press

[ENTER] .

#### 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.

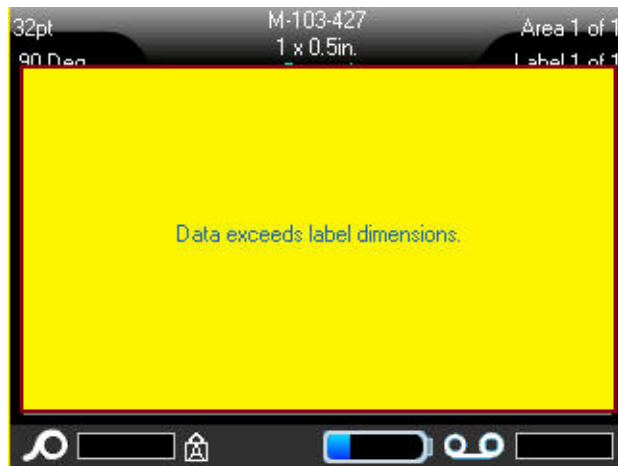
#### *Inserting Text*

***To insert additional text within a line of text:***


1. Using navigation keys, position the cursor at the point where text should be inserted.  
OR  
Touch the screen at the point where text should be inserted.
2. Enter the text.

## Creating a Text Label

Existing data positioned to the right of the cursor moves progressively to the right to make room for the inserted text. As more data is added to a line of text, the font size automatically decreases a point at a time until the smallest font size is reached. At that point you cannot add anymore data to that line of text and the following error message displays.



### **To remove the error message:**

1. Press Enter .  
OR  
Touch the error message screen.
2. Press [ENTER]  to start another line of text.

## **Deleting Text**

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

1. Press Backspace  .

## Clear

[CLEAR] is used to clear data from the screen or cancel a function.

### To Clear data:

1. Press Clear **FN** + **← CLEAR**.

You are presented with two options:

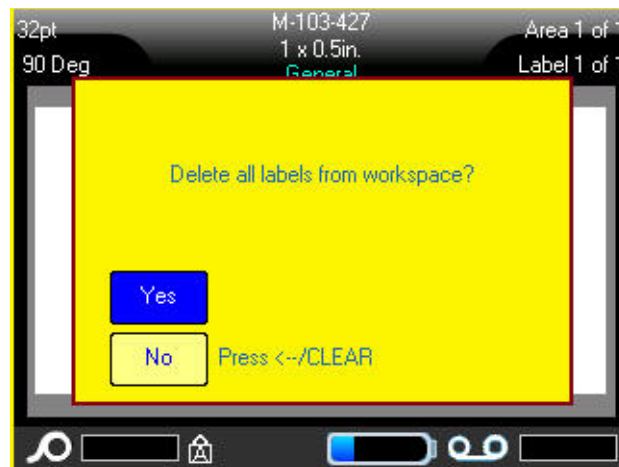
- Clear Label Data
- Clear All

Clear Label Data removes all data on the label, but leaves the formatting in place (e.g., font size, number of areas, etc.)

Clear All removes all data and formatting from the label.

2. Select the desired option.

If using Clear All, a message displays asking confirmation.




3. Press Enter **↵** to confirm the deletion.  
OR  
Touch Yes.

### If you do not want to delete the labels:

4. Press Backspace **← CLEAR** to cancel the Clear All function.  
OR  
Touch No.

You are returned to the screen with all labels and data intact.

## Cancel Functions

Backspace  is also used to cancel functions, a menu, or dialog box. When pressing Backspace in the middle of a function, you are walked out of the function a screen at a time. You may have to press Backspace several times to completely exit the function. (See [page 1-36](#) for information on how to cancel functions using the Touch screen.)

## Error Messages

If a function does not operate under current conditions, an error or information message displays indicating the problem and/or offers situational advice. Read the message carefully and follow the instructions.

***To remove an error message from the screen:***

1. Press Enter .  
OR  
Touch the error message screen.

## Default Settings

Default settings are determined by the printer for the installed media. When the label supply and/or application label type is reloaded, it will return to these settings.



## Font AutoSize

Autosize starts with the largest font size that fits on the label. When a line of text reaches the edge of a label 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 size.

Autosize is turned on for all labels and is displayed as an 'A' in front of the font size in the upper left corner of the Header bar.

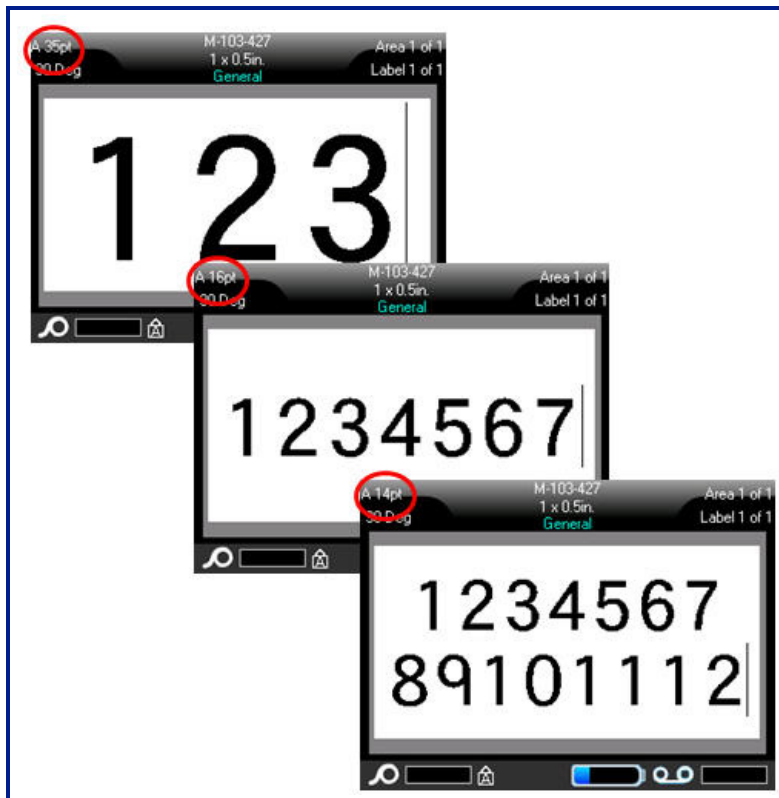


Figure 2-1. Text entered with Autosize turned on

## Printing a Label

**⚠ WARNING**

DO NOT insert fingers near cutter. It could pinch or cut.



**To print a label:**

1. Press Print .

**After printing, to cut the label:**

2. Pull the cutter lever forward (towards you) as far as it will go.

Printing from the BMP®61 printer occurs in the background, meaning you can continue to edit or create new labels while a label is printing.



# 3 Formatting

Formatting refers to the layout, structure, and appearance of a label. Different formatting features can be found under the Font, Label, and Area functions.

## Font

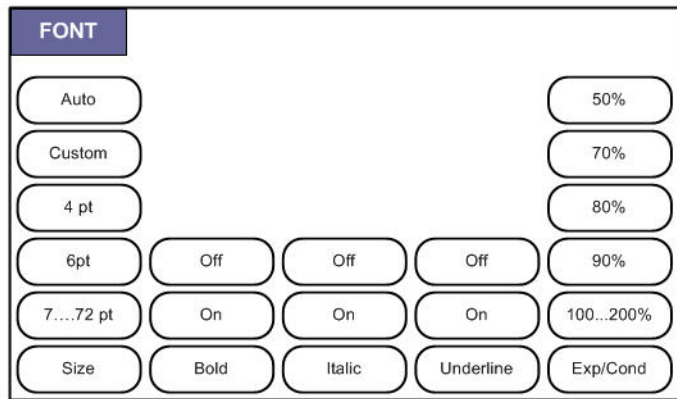


Figure 3-1. Font menu options

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

There are two fonts available with the BMP61 printer, Brady Fixed Width and Brady Alpine. Both fonts give you the option of displaying a zero (0) with or without a slash through it (**0** or **Ø**). You can change the font when configuring the printer. (For more information, see ["Font Settings" on page 1-47.](#))

---


**Note:** You cannot download any other fonts to the printer.

---

## Size

Font size applies to an entire line of data at a time and is measured in point size or millimeters, as determined in the Setup function.

### *To change the size of the chosen font:*


1. Press Font .

A pop-up menu displays the available font sizes for the media installed.

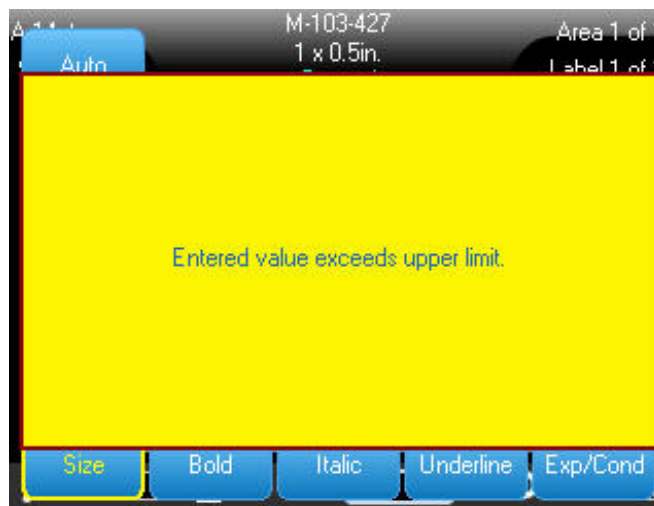
2. Select **Size**, then select the **font size** desired.

If the desired size is not displayed, you can manually enter a font size within the valid size range. This option is available under “Custom” of the Size menu.


### *To manually enter a font size:*

3. Select **Custom** and enter the font size.
4. Press Enter .

When entering a custom font size, a minimum/maximum range is presented to accommodate the label size loaded in the printer. The minimum size reflects readability and the maximum size accommodates proper fit on a label. If you enter a size smaller than the minimum or larger than the maximum, an error message displays indicating the entered size exceeds lower or upper limits.



### *To remove the error message:*


5. Press Enter .  
OR  
Touch the error message screen.

---

## Font Attributes

Font attributes (bold, italics, underline) can be applied to individual characters in a line of text.

***To turn an attribute on:***

1. Position the cursor where the attribute should take affect.
2. Press Font .
3. Select the desired attribute, then select **ON**.
4. Enter the text to be affected by the attribute.


If applying the attribute to text as it is being typed, the attribute stays on until it is turned off, or until you move to a new area or label.

***To turn the attribute off:***

1. Press Font .
2. Select the attribute, then select **OFF**.

## Pre-Existing Data

***To apply an attribute to previously entered text:***

1. Hold Shift  while moving the cursor with the navigation keys across the characters to which the attribute will be applied.

OR

1. At the beginning of the character string that will display the attribute, touch and briefly hold, the screen until the cursor disappears.
2. Drag your finger across the screen to the end of the character string that will display the attribute.

This highlights the data.



**Note:** Highlighting works on a line-by-line basis. You cannot highlight more than one line at a time.

3. Press Font .

4. Select the attribute, then select **ON**.

All highlighted text displays the attribute.

To remove the highlighting from the characters, press any navigation key or touch anywhere on the screen.

To remove an attribute that was previously applied to some text:

1. Highlight the text containing the attribute to be removed.

2. Press Font .

3. Select the attribute to remove, then choose **OFF**.

The attribute is removed from the text.

## 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.

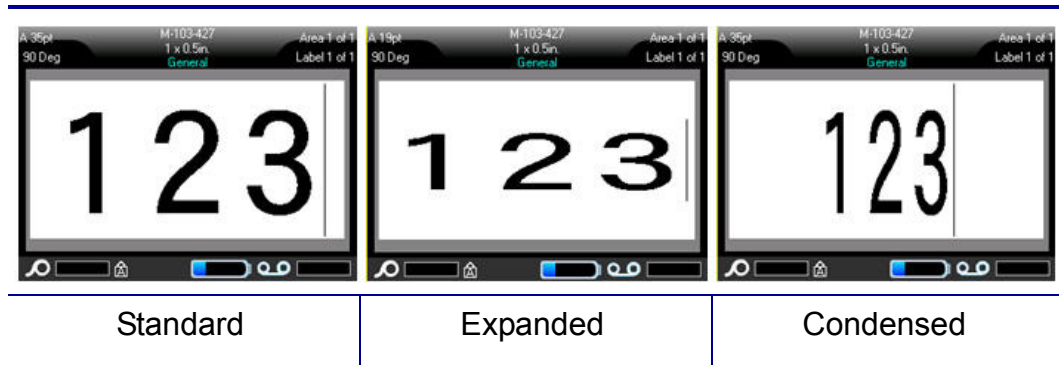




Figure 3-2. Expanded and condensed text

### **To Expand or Condense data, as it is entered:**

1. Position the cursor where Expand or Condense should take affect.
2. Press Font .
3. Select **Exp/Cond**, then select the *percentage* desired.

While entering data, the expand or condense attribute stays on until it is returned to 100%, or until you move to a new area or label.

### **To expand or condense pre-existing data:**

1. Highlight the data.
2. Press Font .
3. Select **Exp/Cond**, then select the *percentage* desired.

All highlighted text takes on the attribute.

## Superscript/Subscript

Superscript places a character slightly above the line of type and subscript places a character slightly below the line of type. The super- or subscript character also displays slightly smaller than the normal line of type. Superscript and subscript functions are on the numeric keypad. Pressing either the superscript or subscript key applies that format to the next character typed. It immediately turns off after the character is entered and you are returned to the normal line of type.

### **To apply Superscript or Subscript:**

1. Position the cursor in the line of text where the superscript or subscript character will display.
2. Press Sup **FN + Q** or Sub **FN + W**.
3. Type the character to be displayed in superscript or subscript.

Only the character typed directly after pressing the superscript or subscript key is displayed in super- or subscript.

### **Multi-Characters**


To place a number of characters in Super- or Subscript at one time, first enter the text, then highlight the characters to place in Super- or Subscript.



Figure 3-3. Applying Subscript to multiple characters



***To highlight multiple characters, using the keypad:***

1. Position the cursor at the beginning of the character string that you want to display in Super- or Subscript.
2. Hold Shift  while moving the cursor with the navigation keys across the characters that will display in Super- or Subscript.

This highlights the characters.

***To highlight multiple characters, using the Touch screen:***

1. At the beginning of the character string that will display in Super- or Subscript, touch the screen, and briefly hold, until the cursor disappears.
2. Drag your finger across the screen to the end of the character string that will display in Super- or Subscript.

When you lift your finger off the screen, the character string is highlighted.

3. Press Sup  or Sub .

All the highlighted characters display in Super- or Subscript.

4. To remove the highlighting, press any navigation key.  
OR  
Touch anywhere on the screen.

## Symbols

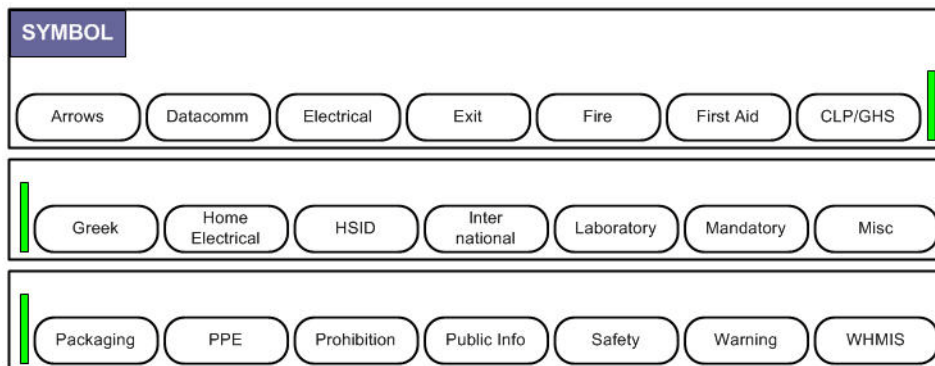
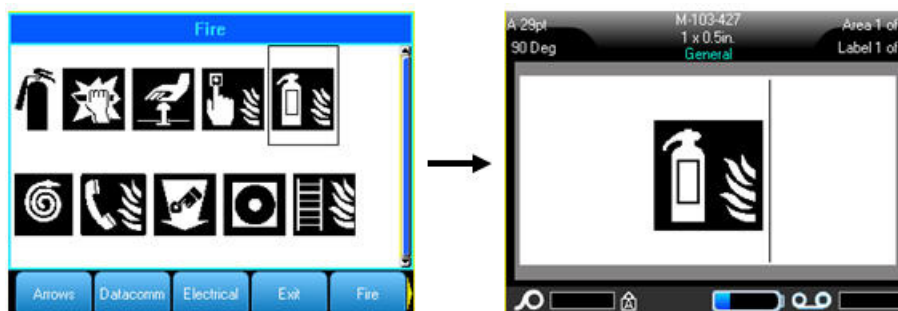



Figure 3-4. Symbol categories

The BMP61 printer contains hundreds of symbols that can be used for a variety of applications.




### To add a symbol to the label:

1. Position the cursor at the point where you want the symbol to display.
2. Press Symbol  .  
OR  
Touch the Header or Status Bar, then touch Symbol.

3. Select the symbol category.

A symbols grid displays. Some of the grids are lengthy and may require scrolling to view all the symbols.

4. Select the desired symbol.

5. Press Enter  .


OR  
Double tap the desired symbol.

The symbol displays with the same font size that is currently in use.

## Remove a Symbol from Label

The symbol is the same as any other character.

***To remove a symbol from the label:***

1. Position the cursor to the right of the symbol.
2. Press Backspace  .


## Graphics

Graphics are symbols, logos, or other artwork supplied from an outside source, such as a PC. These graphics must be bitmap files (\*.bmp) and can only be black and white. The BMP61 printer will automatically resize the graphic, but it is important to keep the graphic size approximate to the printed output (about 2-inch x 2-inch).

### Download Graphics

Graphics are added to the BMP61 printer through the Import function. This function displays in the File menu if an external memory device is attached.

**To download personal graphics to the BMP61 printer:**


1. Attach the external memory device containing the graphic you want to import to the BMP61 printer.
2. Press File .
3. Select Import>Graphics.
4. Select the graphic to import.

Graphic files (.bmp) are stored in a specific folder used by the Graphics function. This folder is unavailable to the user and therefore, when importing a graphic, the destination screen does not display. You can view and use imported through the Graphics function. Unlike Symbols, imported graphics are not categorized. However, the most recently used graphic displays first in the window.


For a more comprehensive discussion of importing files, refer to ["Using Files from an External Source" on page 4-11](#).

### Add a Graphic

**To add a personal graphic to your label:**

1. Position the cursor at the point where you want the graphic to display.
2. Press Graphics .  
OR  
Touch the Header or Status Bar, then touch Graphics.

The graphics grid displays, with the most recently used graphic displaying first.

3. Select the desired graphic.
4. Press Enter .  
OR  
Double tap the desired graphic.


The graphic displays with the same font size that is currently in use.

## International Character Sets

The BMP61 printer contains hundreds of internationally recognized characters, complete with diacritical marks.

To add an international character to your label:


1. Position the cursor at the point where you want the international character to display.

2. Press the International key  .

A list of international characters displays.



3. Scroll through the list until the desired character is found.

4. Press Enter  .

OR

Double tap the desired character.

The character displays with the same font size that is currently in use.

## Date and Time

**To have the current date and/or time inserted on each label:**

1. Position the cursor at the point on the label where you want the date and/or time to be inserted.

2. To insert the date, press Insert Date .  
OR  
Touch the Header or Status bar, then touch Date in the pop-up menu.

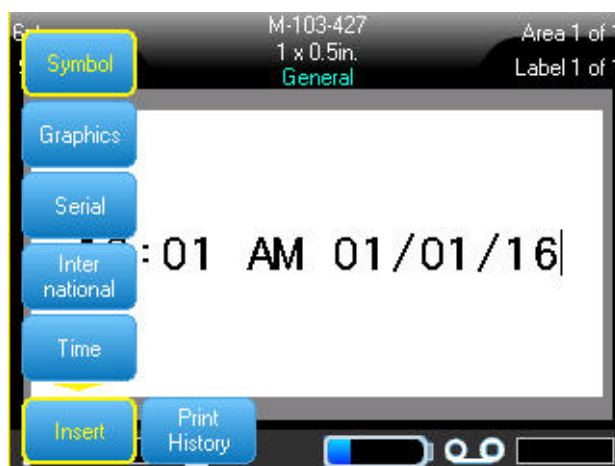


Figure 3-5. Pop-up menu when Header bar is touched

3. To insert the time, press Insert Time .  
OR  
Touch the Header or Status bar, then touch Time in the pop-up menu.

The BMP®61 printer inserts the current Date or Time data using the current system clock value at the time of printing and the date/time format defined in the Setup function. (For more information, see ["Time/Date" on page 1-45.](#))

The date or time displays the selected format on the editing screen (e.g., mm/dd/yy or HH:MM). To view the actual date or time, use Print Preview (see ["Print Preview" on page 5-2.](#))

## Labels and Areas

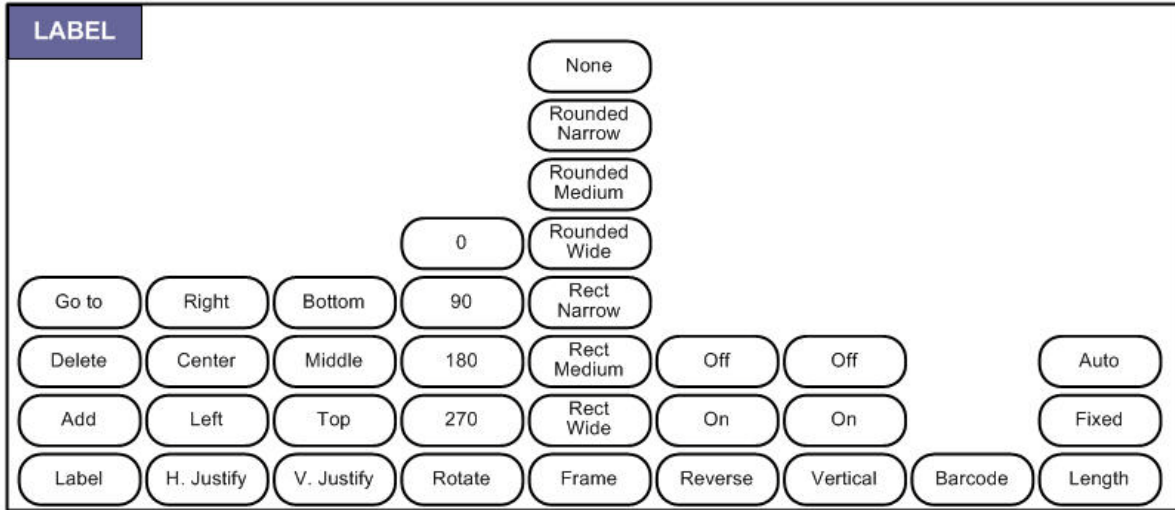


Figure 3-6. Label menu options

You can create a number of labels in one label file, each new label being inserted immediately after the current label.

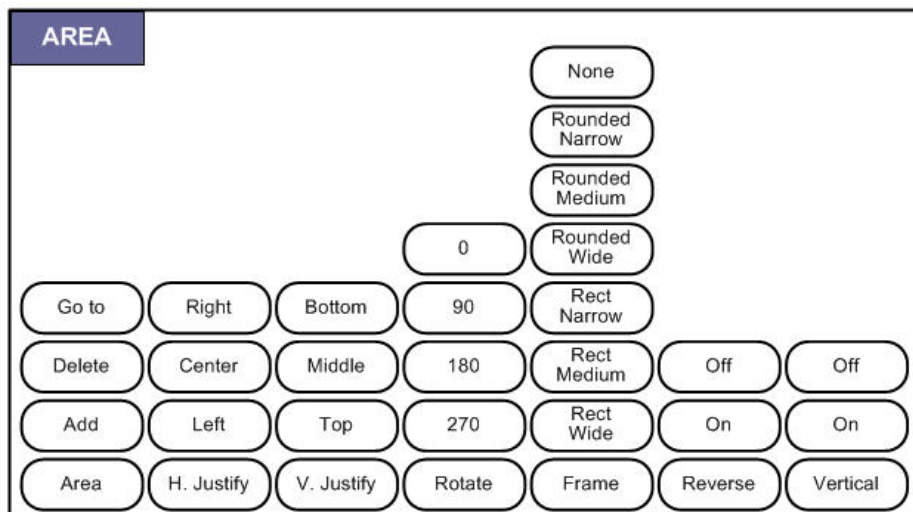


Figure 3-7. Area menu options

Areas are used to apply different formatting (such as justification, rotation, and frames) to different parts of a single label. Areas can only be added to continuous media set to auto length mode. However, area formatting can be applied to die cut labels that have pre-defined areas.

**Note:** You cannot set a fixed length of an area on a label that has multiple areas. The size of the area is based on the amount of data entered and the font size of that data.

The number of areas, and the font size used on the first line of data in those areas, repeat on a new label when one is added to the file.

Only the current area displays on the editing screen. Use Print Preview (see ["Print Preview" on page 5-2](#)) to view the label with all its areas.




## Add Label or Area

---

**Note:** Labels cannot be added to files containing serialization.

---

### *To add a label to a label file:*

1. Press Label .

OR, to add an area to a single label:

Press Area .

2. Choose **Add**.


The new label is inserted immediately after the current label and its number is reflected on the right side of the Header bar. Each label added will be of the same application, label type, and format.

A new area is inserted immediately after the current area and is reflected on the right side of the Header bar. The font size used on the first line of the previous area carries over to the new area.


## Label Length

Auto length is the default for continuous media. With Auto Length, the label will be as long as it needs to be to accommodate the entered data, up to a maximum of 40 inches. You can, however, set a fixed length for a label. A different length can be set for each label in a file.

### To change the length of the label:

1. Press .
2. Select **Length>Fixed**.
3. In the text entry box displayed, enter the desired length of the label.


**Note:** The unit of measure for the length is determined in the Setup menu. (See ["Units" on page 1-45](#) for more information.)

4. Press Enter .






## Go To Label or Area

**To move to another label:**

1. Press Label .


OR

**To move to another area on a multi-area label:**



1. Press Area  + .
2. Select **GoTo**, then enter the number of the label or area to go to.
3. Press Enter .

## Shortcut Using Keys

**To go to the next label in the file:**

1. Press Next Label .



**To go to the previous label in the file:**

1. Press Previous Label  + .

**To move to the next area:**

1. Press Next Area .

**To move to the previous area:**

1. Press Previous Area  + .

### Shortcut Using Touch Screen

You can access different labels in a multi-label file or different areas on a multi-area label using the scroll arrows on the screen.



**To access the scroll arrows:**

1. Touch Labels in the Header bar.
- Four arrows display on the screen.
2. Touch the Down arrow to access the next label in the sequence.
  3. Touch the Up arrow to access the previous label in the sequence.

**If a label contains multiple areas:**

4. Touch the Right arrow to access the next area in the sequence.
5. Touch the Left arrow to access the previous area in the sequence.



If you do not have multiple areas on a label, or multiple labels in a file, the arrows are grayed out. The arrows also gray out if you are on the first or last area or label.

	
<p>Scroll arrows on multi-area, in multi-label file.</p>	<p>Scroll arrows on single area, in multi-label file</p>

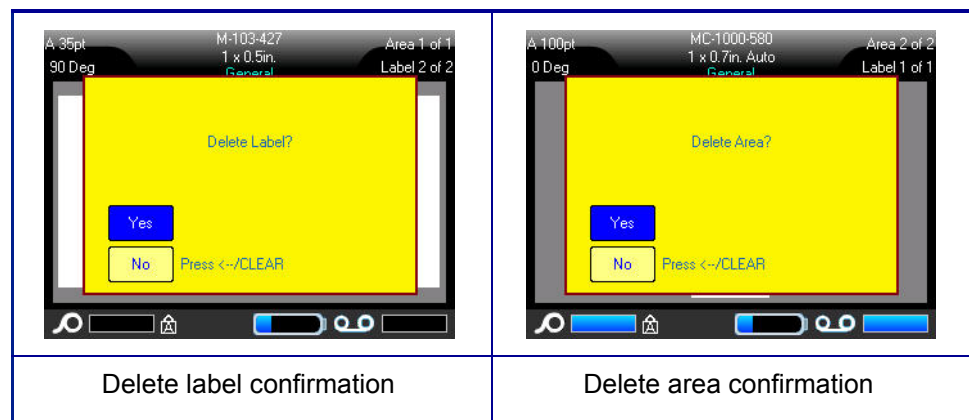
## Delete Label or Area

Deleting a label removes all data and formatting on that particular label. If multiple areas exist on one label, when that label is deleted all the areas associated with that one label are also deleted. Deleting an area removes all data and formatting from that one area on one particular label. It does not delete that area on all labels.



### To delete a label or area:

1. Navigate to the label or area you want to delete.
2. Press Label  if deleting a label OR press Area  if deleting an area.
3. Choose **Delete**.



A Delete Label or Delete Area confirmation message displays.



### To delete the label or area, using the keyboard:

1. Press Enter  to confirm deletion.
2. Press Backspace  to cancel the delete function.

### To delete the label or area, using the touch screen:

1. Touch  to confirm deletion.
2. Touch  to cancel the delete function.

## Justification

Justification refers to the alignment of data between boundaries (margins) on a label or in an area. There are two types of justification: horizontal and vertical. Horizontal justification (H. Justify) aligns data between the left and right boundaries of a label or area, while Vertical justification (V. Justify) aligns data between the top and bottom boundaries of a label or area. Justification is applied to an area or a label. It cannot be applied line-by-line.

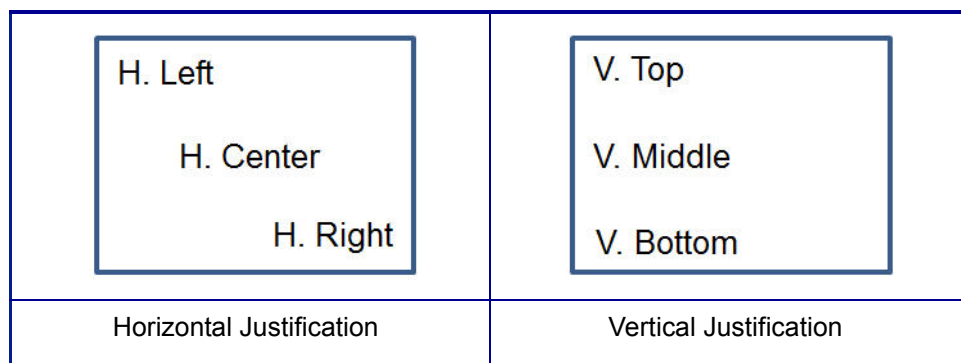




Figure 3-8. Justification examples

### To apply justification:

1. Navigate to the label or area where justification is to be applied.
2. To apply justification to a label, press Label  .  
OR  
To apply justification to an area, press Area  .
3. Choose **H. Justify** or **V. Justify**.
4. Choose the horizontal or vertical justification desired.

Every line of data on the label or in an area is justified according to the option selected. When adding a new label, the justification maintains the current justification settings, but you can change it again. Different justification can be applied to individual labels in a multi-label file or different areas on one label.

## Rotate

Rotation flips the data on a label or in an area, counter-clockwise, at 90° increments. Rotation affects all data on a label or in an area.

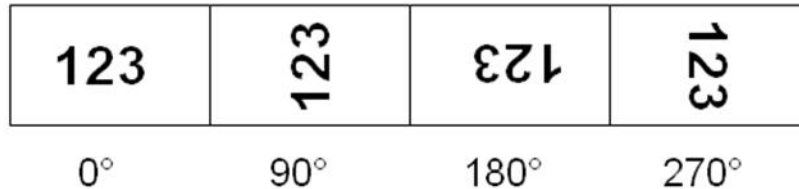



Figure 3-9. Degrees of rotation on printed label

**Note:** If rotation is applied individually to areas, you cannot apply rotation to the entire label.

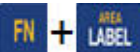
Data cannot be rotated on a line-by-line basis. When adding a new area or label, the rotation is the same as the previous area or label.

**To rotate data:**

1. Navigate to the label or area where rotation will take affect.

2. To set rotation for the label, press Label .

OR

To set rotation for an area, press Area .

3. Choose **Rotate>degree of rotation**.

Rotated data is autosized to accommodate the height vs. the width of the label.

Rotation does not display on the editing screen, although the degree of rotation is displayed in the upper left corner of the screen. To view the actual rotation, use Print Preview. (See "[Print Preview](#)" on page 5-2).

## Frame

A frame (border) can be added to an area or a label, but not to a line of text. You can have a different frame, or no frame, on individual labels in a multi-label file. You can also place a frame on a label that contains area frames.

---

**Note:** Frames can only be placed on continuous labels, not die cut labels.

---

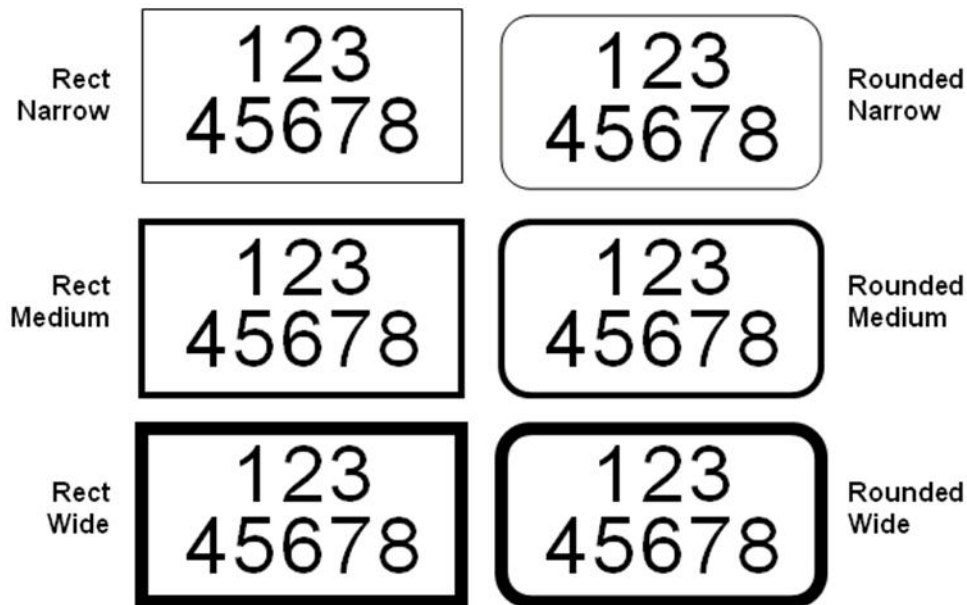




Figure 3-10. Available frame options

- To add a frame to a label, press Label .

OR

To add a frame to an area, press Area .

- Choose **Frame>frame type**.

Frames do not display on the editing screen. Use Print Preview (see [page 5-2](#)) to view the label or area frames.

---


**Note:** Frames do not display edge to edge, but may appear slightly offset from the very edge of the label.

---



***To remove the Frame:***

1. Navigate to the label or area that contains the Frame.

2. Press Label .

OR

Press Area  + .

3. Choose **Frame>None**.

## Reverse

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




Figure 3-11. Reverse text

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

You can apply Reverse formatting to areas or labels. When adding another area or label, the reverse function status carries over. Reverse cannot be applied to an individual line of text or to a barcode.

### **To apply Reverse formatting to a label or area:**

1. Press Label .

OR


Press Area .

2. Choose **Reverse>ON**.

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

### **To remove the Reverse function:**

1. Navigate to the label or area displayed in Reverse.

2. Press Label .

OR

Press Area .

3. Choose **Reverse>OFF**.

## 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 area or a label. It cannot be applied line-by-line.

**To format text vertically:**

1. Navigate to the label or area where you want to display text vertically.

2. Press Label .

OR

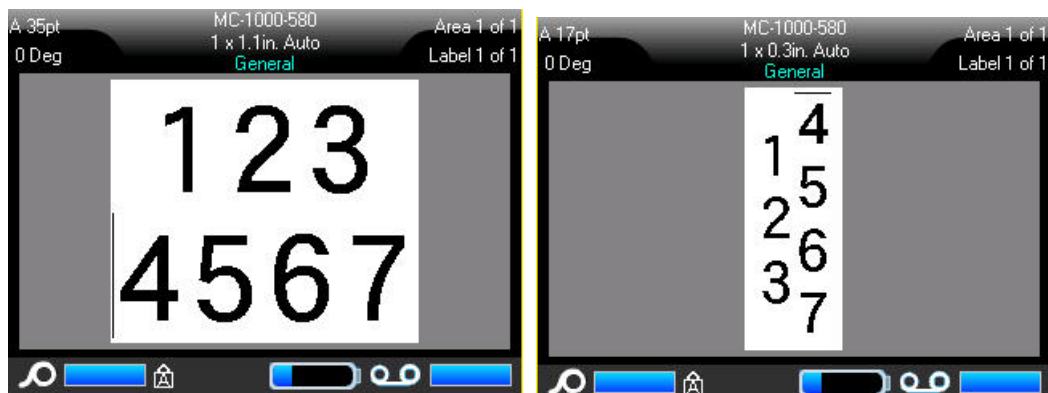
Press Area .

3. Choose **Vertical>On**.

The word(s) display vertically on the label or in the area.

If more than one line of text is present, the second and subsequent lines of text display vertically to the right of the first line of text.

**Note:** The horizontal and/or vertical justification set before applying vertical formatting is carried over to the vertical lines of text.

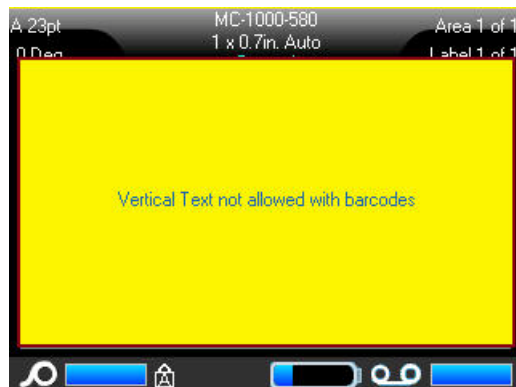


Multiple lines, before applying Vertical text (autosized)

Multiple lines, after applying Vertical text (autosized)

Figure 3-12. Multi-line vertical alignment

If a barcode is in the line of text to be placed vertically, or if the height of the label cannot accommodate the vertical placement of text, an error message displays.




---


**Note:** See *"Error Messages"* on page 2-4 for information on clearing an error message from the screen.

---

The Editor then displays the text in its original format, without applying the vertical text option.

**To remove the vertical text option, placing text in normal, horizontal format:**

1. Navigate to the label or area displaying data as Vertical Text.

2. Press Label .

OR

Press Area .

3. Choose **Vertical>OFF**.

The text realigns according to predefined formats.

## Barcode

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.

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. Any text in the same line as the barcode will align on the baseline with the barcode.

## Barcode Settings



Before entering a barcode, determine the barcode symbology and attributes to use.

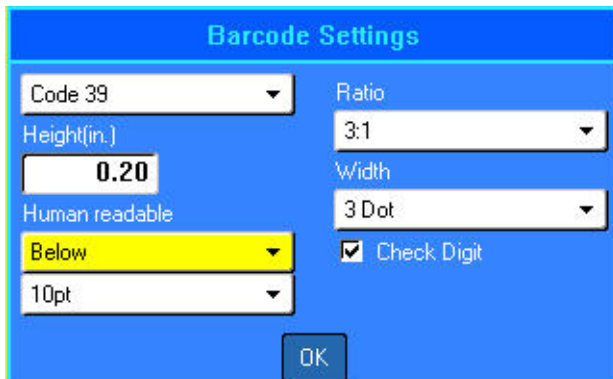
---

**Note:** Additional barcode types can be supported by printing from PC software, such as LableMark™ 6.0.

---

### *To access the barcode settings:*

1. Press Label .
2. Select Barcode.
3. Select the desired settings. (For information on how to work with dialog box fields and features, refer to Dialog Boxes, starting on [page 1-37](#).)
4. When finished, select .



The image shows a 'Barcode Settings' dialog box with the following fields and values:

- Barcode Symbology: Code 39
- Height(in.): 0.20
- Human readable: Below
- Ratio: 3:1
- Width: 3 Dot
- Check Digit:  Check Digit
- Font Size: 10pt

An 'OK' button is located at the bottom center of the dialog.

Field	To Use
Barcode Symbology	The BMP61 Label Printer supports Code 128 and Code 139 barcode symbology.
Ratio	The ratio of a barcode is the relationship of narrow elements to wide elements, where elements are the bars and spaces. The ratios available are 2:1 and 3:1.
Height	The height of the bars in a barcode can vary, with a minimum of 0.1 inch (2.54 mm).
Width	The width of the narrow bar of a barcode is 1, 2, or 3 dots.
Human Readable	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. Human Readable text can be placed above or below the barcode symbology, or you can choose to not display it.
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. A checkmark in the Check Digit option box turns the function on.

## Add a Barcode

The barcode key acts as a toggle between a barcode and text. Press once to turn it on, press again to turn it off.

**To add a barcode:**

1. Position the cursor where you want to add the barcode.
2. Press Barcode **FN + LIST**.
3. Enter the barcode data.

The barcode displays on the screen as the data is being entered.



Figure 3-13. Barcode in line of text

When finished with the barcode entry, if you want to enter more data on the same line of text as the barcode:

1. Press Barcode **FN + LIST** again.

This turns the Barcode mode off and returns to text mode.

OR

When finished with the barcode entry, if you want to start a new line of text BELOW the barcode entry:

2. Press Enter **↵**.

Pressing Enter moves the cursor to the next line, automatically turning off the Barcode function.

---

## Edit Barcode Data

***To edit barcode data:***

1. Position the cursor in the barcode text.

The barcode mode automatically turns on.

2. Edit the barcode text.

The barcode mode automatically turns off when you move past the last character of the barcode.



## Serialization

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, and displays in the Header Bar. You can view the serialized labels before they print through the Print Preview function. (See *"Print Preview" on page 5-2* 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. Serialization can be simple or linked, with a maximum of two sequences per label.

---

**Note:** You can incorporate serialized data into a barcode

---

Serialization consists of a Start Value, End Value, and Increment. 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 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 of 4 would produce 1, 5, 9, 13, 17, 21, 25.

### Examples of Serialization

In a simple serialization, a sequence runs through its full range of numbers and/or letters (i.e., 0 to 9, or A to Z), one number/letter for each label.

**Example:** Simple serialization:

Sequence #1  
Start Value:1  
End Value:10  
Increment:1  
Produces:1, 2, 3, 4, 5, 6, 7, 8, 9, 10

You can combine letters and numbers in a single serialization. When the right-most character in the Start Value reaches its maximum value (9, Z), the character immediately to the left is incremented, and the right character cycles back to its minimum value (0, A)

**Example:** Combined, single serialization:

```

Sequence #1
Start Value: A1
End Value: D4
Increment: 1
Produces: A1...A9, B0.. B9, C0.. C9, D0...D4
  
```

In a multi-sequence serialization, where the second set of values is NOT dependent on the first set (i.e., Linked box NOT checked), the two sequences increment sequentially, independent of each other.

**Example:** Multiple serializations (where the second set of values is NOT dependent on the first set of values):

Sequence #1	Sequence #2
Start Value: 1	Start Value: A
End Value: 10	End Value: C
Increment: 1	Increment: 1
Produces: 1A, 2B, 3C, 4A, 5B, 6C, 7A, 8B, 9C, 10A	

In a multi-sequence “linked” serialization (i.e., Linked box checked), the second set of values is dependent on the first set. The second sequence holds its initial value until the first sequence completes, after which it moves to the next value.

**Multiple linked serialization:**

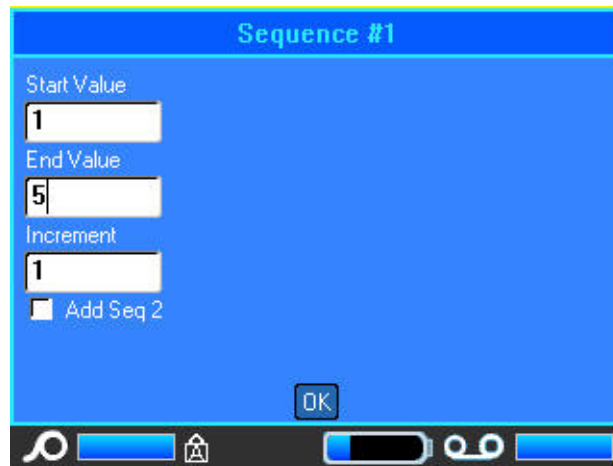
Sequence #1	Sequence #2
Start Value: 1	Start Value: A
End Value: 10	End Value: C
Increment: 1	Increment: 1
Produces: 1A..10A, 1B..10B, 1C..10C	

## Add Serialization

**To add serialization to labels:**

1. Position the cursor on the label where you want the serialization to display.
2. Press Serial **SERIAL PREVIEW**.

A dialog box displays where you can enter the start value of the serialization, the end value, and the increment value.



**For simple serialization:**

3. With the cursor immediately displayed in the *Start Value* field of Sequence #1, enter the start value of the sequence.

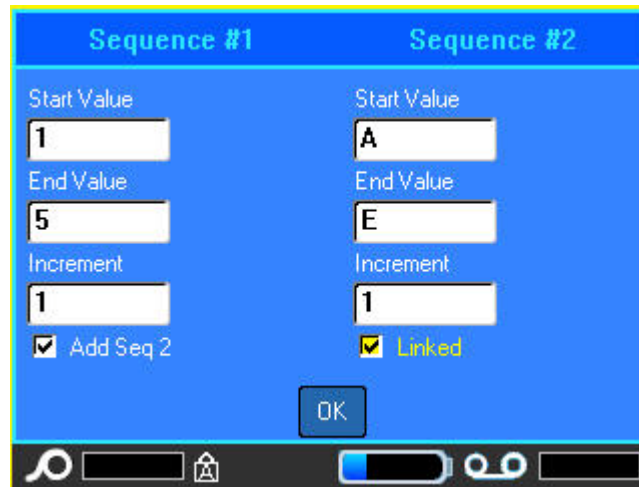
If the start value is larger than the end value, the series will decrement automatically.

4. In the *End Value* field, enter the end value of the sequence.
5. In the *Increment* field, enter the increment value.
6. When ready, select **OK**.

**For multiple serialization, displayed at different locations on the label:**

7. Complete Steps 1 through 6 above.
8. On the Editing screen, navigate to the next sequence location (cursor position) on the label. (Skip this step if creating a compound serialization displaying at the same cursor position.)
9. Press Serial **SERIAL PREVIEW**.

The previous serialization values display in the dialog box presented.



10. Navigate to the Add Seq 2 option box and press Enter ↵.
11. In the Sequence #2 Start Value field, enter the start value for that sequence.
12. In the Sequence #2 End Value field, enter the end value for that sequence.
13. In the Sequence #2 Increment field, enter the increment for that sequence.

**For Linked serialization:**

**Note:** Linked serializations do not have to display at the same position on the label. They can be in separate locations within the label.

14. Navigate to the Linked option box.
15. Press Enter ↵.
16. Navigate to the OK button and press Enter ↵.


The total number of labels to be printed in the sequence displays in the Header Bar (i.e., Label # of ##).



## Edit a Sequence

You can change the serialization values after a sequence has been determined.

**To edit the sequence values:**

1. Press Serial .


The Serial dialog box displays with the current values listed.

2. Select the value fields to change and enter the new value.

---

**Note:** If using multiple serialization at different positions on the label, be sure Add Seq 2 option box is checked.

---

3. When ready, select .

## List

The List function enables you to produce multiple labels with variable information from a single, formatted label (main document) and a structured data source. The label format contains fixed text or graphics, which are the same in each output label, and placeholders that are replaced by the variable text from the data source.

The data source (or database) is a collection of organized, related data. It is often set up in the form of a table, containing fields (columns) and records (rows). A field is one category of information for each record, while the record is the combination of all the field information for one label.

When the merge is run, the system creates an output label for each record (row) in the data source, using the fixed text exactly as it appears in the formatted label, but substituting the placeholders on the label with the values from the matching fields (columns) in the data source.

Use the List function when you want to create a set of labels, with each label containing the same *type* of information. For example, address labels containing the customer name and address. Rather than entering the customer information each time you need the address label, you enter the customer information one time in a data source. Then, whenever you need the information, you merge it onto the formatted label.

The List function involves the following steps:

1. Set up the main, formatted label. The formatted label can contain constant, fixed text and graphics that will be the same for each label printed. The formatted label will also contain generic "placeholders" that tell the printer where to place the variable data contained in the data source. Fields are placed in different areas of the label. You must have a defined area on the formatted label for each field you want to merge from the data source.

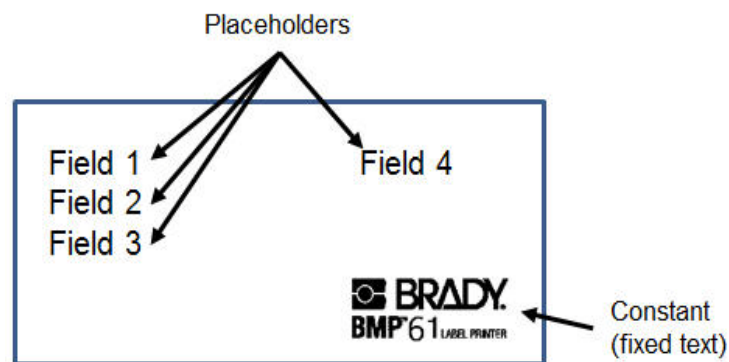


Figure 3-14. Formatted Label (main document)

2. Set up the data source. The data source contains the unique variable information that will merge on to the label (main document). The data source is set up in columns (fields) and rows (records). Each column contains one part of the unique, variable information. For instance, in the example of a customer data source, one field could be the customer name, another field could be the address, a third field could be a customer number, etc. Each row (record) is a collection of all the column (field) data for one customer. The data in a data source is related in that the information in a field is the same TYPE of information for each record (i.e., a name, a customer number, etc.).

	<b>Field 1</b>	<b>Field 2</b>	<b>Field 3</b>	<b>Field 4</b>
<b>Record 1</b>	Sally Buck	3838 Ohio St.	Chicago, IL	IL49204
<b>Record 2</b>	Jen Eration	101 Silver Spring Dr.	Los Angeles, CA	CA10391
<b>Record 3</b>	Fidel Itty	492 Sunshine Lane	Sarasota, FL	FL90547
<b>Record 4</b>	Gerry Mander	5838 Milquetoast Rd.	San Diego, CA	CA12839
<b>Record 5</b>	Phyllis Stein	289 Thirlandout St.	Green Bay, WI	WI60393
<b>Record 6</b>	Cat Mandu	9873 Munchkin Rd.	Wichita, KS	KS78458

*Figure 3-15. Database example*

3. To place information from the database on to your formatted label, you connect the two. This is called a merge.

List

---

Using the above example, the results of the merge would look like the following.


Sally Buck 3838 Ohio St. Chicago, IL 	IL49204 
Jen Eration 101 Silver Spring Dr. Los Angeles, CA 	CA10391 
Fidel Itty 492 Sunshine Lane Sarasota, FL 	FL90547 
Gerry Mander 5838 Milquetoast Rd. San Diego, CA 	CA12839 
Phyllis Stein 289 Thirlandout St. Green Bay, WI 	WI60393 
Cat Mandu 9873 Munchkin Rd. Wichita, KS 	KS78458 

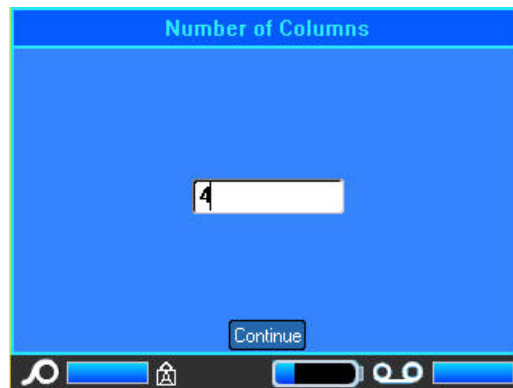


## Setting up the Data Source

The data source must be a .csv file created in a spreadsheet or database program on a PC and imported to the BMP61 printer via the USB port and a flash drive. You can also create the .csv file directly on the BMP61 printer. If you have created the .csv file on a PC, you must import the file to the printer before you can use the List function. (See *"Using Files from an External Source"* on page 4-11 for information on importing files using a flash drive.)

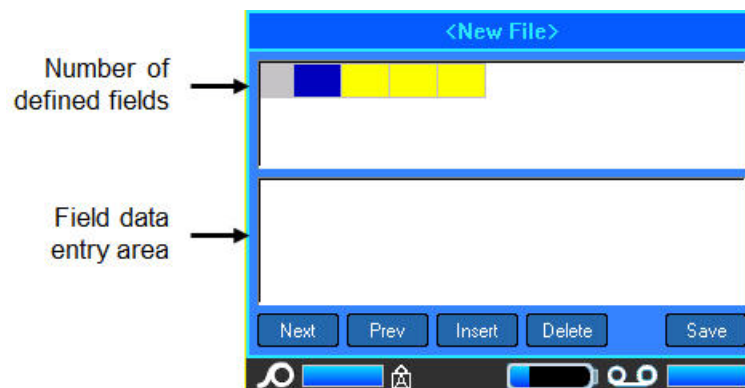
**To create the data source directly on the BMP61 printer:**

1. Press List .
2. Select Create.
3. Enter the number of fields (columns) the data source will contain.




4. Select Continue .

The number of defined fields displays as blue and yellow squares at the top of the screen. The blue field is the current field. The gray square displays the record number as data is entered into the data source.




**To select a field, using the keyboard:**

5. Navigate to the field where you want to enter data and press Enter .

**To select a field, using the Touch screen:**

Double tap the field in which you want to enter data.

The data entry area of the selected field displays on the bottom half of the screen.



6. Enter the data for that particular field category, then press Enter .




7. Repeat Steps 5 and 6 for each field in which you want to enter data.  
When you entered data in each defined field, another row automatically displays.
8. Select Next to move to the first field in the next row, then press Enter to access that field.
9. Repeat the above steps for each record of the data source.

## Working with Rows of Data

**To move between the rows of data:**

1. Select Next  to move forward through the rows of data.
2. Select Prev  to move backward through the rows of data.

**To insert a row between two rows of data:**

1. Select a field in the row *above* which a row will be inserted. It makes no difference which field you select.
2. Select Insert .

The row selected moves down and a new, blank row is inserted.

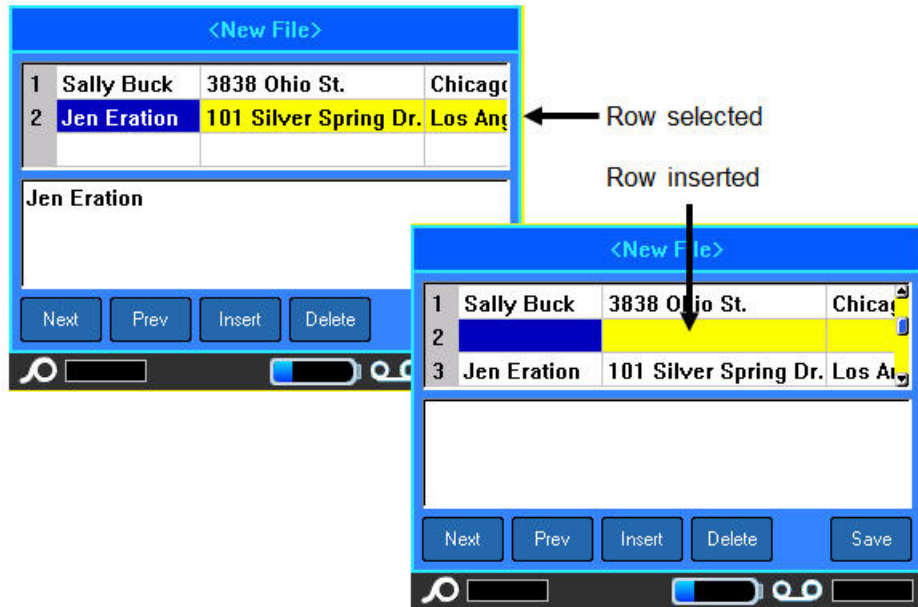


Figure 3-16. Inserting a row in the database

**To remove a row in the datasource:**


1. Select a field in the row you want to delete.
2. Select Delete .

**Save the Data Source**

**To save the data source:**

1. Select Save .

**Note:** The data source created on the BMP61 printer is stored in a specific folder on the printer. You cannot place the data source in a different, user defined folder. However, you can export the data source to an external source, at which time you could put it any user defined folder. Refer to ["Export a File" on page 4-13](#) for more information.


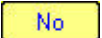
2. Enter a name for the data source, then press Enter .

**To exit out of the data source:**




3. Press Backspace .

A message displays asking if you want to save the file before exiting.




4. If you have already saved the file, select . The file remains saved.
5. If you have not yet saved the file, select . The printer will return to the Save function. Repeat Steps 2 through 4 to save the file.

---

**Note:** If you cannot recall if you saved the file, select . Then, if you see the file name in the list of files, select the name (to highlight it) and press Enter . A message indicates the file already exists. Select  to overwrite the file. This will ensure that your file has been saved. You are returned to the Editing screen.

---

6. Select  if you do not want to exit the database.


## Merging Files

Fields from the data source merge into specific areas defined on the label.

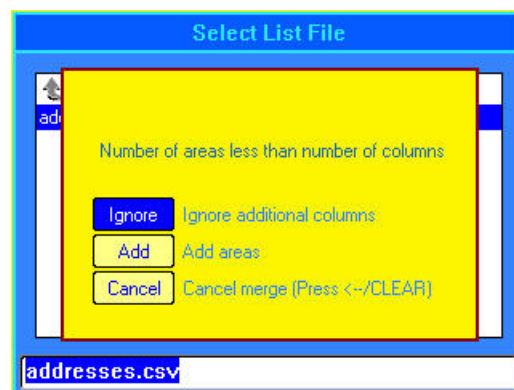
### ***To merge the data source with the label:***


1. Create, or open, the label that will receive the data from the data source.

With the label in the Editing screen:

2. Press List .
3. Select Merge.
4. Select Internal or External to indicate where the data source file is stored.
5. Select the data source file.


If your label does not have the same number of defined areas as there are fields in the data source, the List function asks if you want to add additional areas.



6. Select Ignore  if you do not want to add additional areas.

The fields from the data source sequentially merge into the label, depending on how many areas are defined on the label. If you have four fields in the data source but only two areas defined on the label, the first two fields merge on to the label. The other fields are ignored and will not display on the label.

OR

7. Select Add  if you want the printer to define as many areas on the label as there are fields in the data source. Once the merge is complete, you can go back into the label and format the added areas.

The unique data in the data source file is merged to the label. Each field displays in a different area of one label. Each record (the collection of the fields) displays on a different label.

## Advanced Merge

You can create a data source to have many fields with varying information. However, you do not have to use every field on every label. For instance, even though the example database contains four fields (name, address, city-state, and customer number), you can create a label that uses only one or two of the fields. When you merge the data source with that label, you can indicate which specific fields you want to merge. This enables you to create one large data source file containing many fields of information that can be used with various label formats. You would not have to create a separate data source for each label format.

### To merge only some fields in a database:

1. With the label open, press List .
2. Select Adv Merge.
3. Select Internal or External to indicate where the data source file is stored.
4. Select the data source file.

The screen indicates how many areas are available on the particular label. It also lists how many fields are available in the data source. You can change which field in the data source you want to display in the areas of your label.

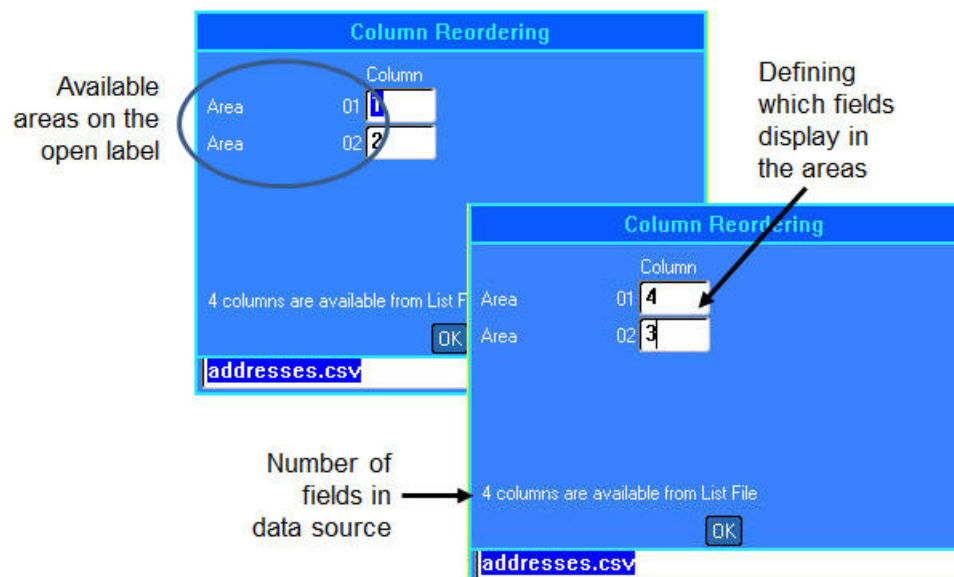



Figure 3-17. Reordering columns in List merge

5. Select the Area field and enter the data source column number to use.
6. Select .

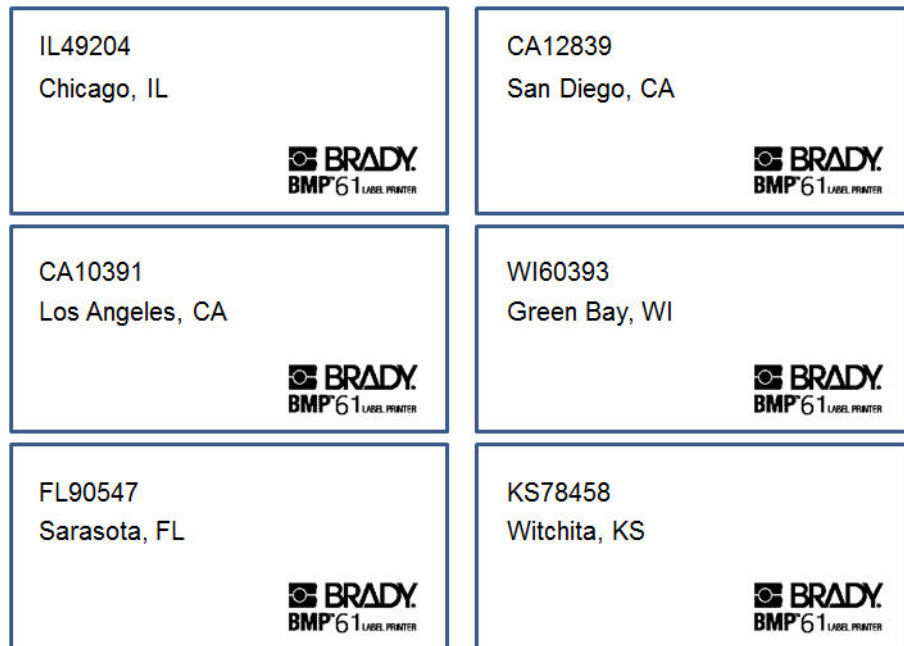



Figure 3-1. Results using only two fields from a multi-field data source

## Edit Datasource

You do not have to enter all records into the data source at one time. You can continue to add more records to a saved data source as needed.

### To add more records to an existing data source:

1. Press List .
2. Select Edit.
3. Select Internal or External to indicate where the data source file is stored.
4. Select the data source file .
5. Enter field and record information as indicated on [page 3-40](#).

### To edit data already in the data source:

1. Select the field to edit, then make the corrections according to normal editing procedures. (See ["Editing Text" on page 2-1](#).)
2. When finished, save the data.





## 4 File Management

---

### Label Files

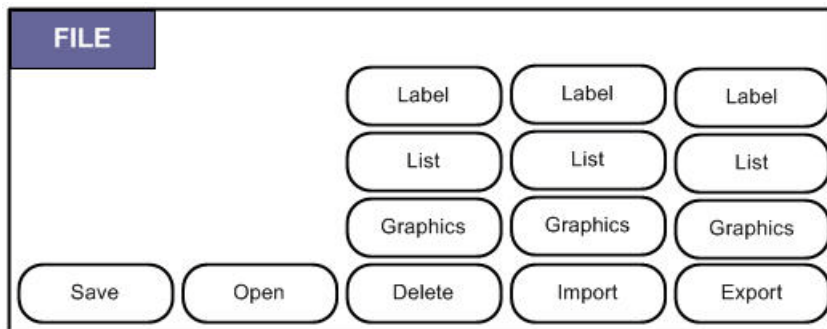


Figure 4-1. File menu options

A single label or a number of labels can be saved as a file, to be opened and reused at a later date. The following are guidelines when creating a label file:

- Labels using continuous media or die-cut media cannot be combined in the same label file. All labels in a label file must use the same label part number.
- Serialized labels cannot be combined in a file with other non-serialized labels.

### Save

A saved file is held internally in the printer, even when the power is turned off. The saved file retains the label data, data attributes, and alignment parameters. This file is available for reuse whenever needed.

### File Naming Standards

To create a file on the BMP61 printer, the file must be given a name. Names can be up to 20 characters long and can consist of letters and numbers, no spaces.

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

### *Internal vs. External*

You can save labels as internal or external files. Internal files are labels stored directly on the BMP61 printer. External files are labels stored on some external device, such as a flash drive.

#### **To save labels:**

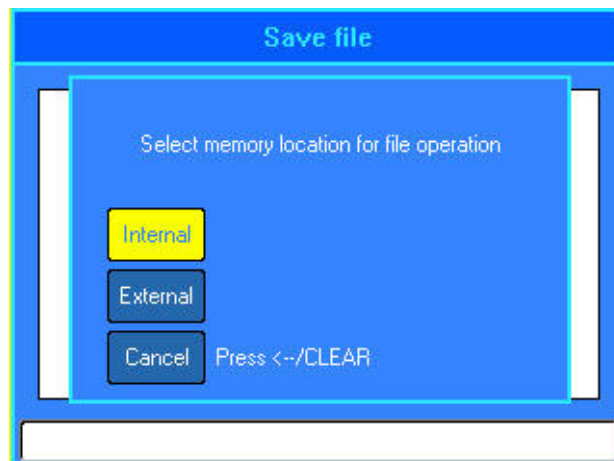
1. Press File  + .
2. Select **Save**.

The memory location dialog box displays ONLY if an external source is attached to the printer.

3. Select Internal to save directly to the printer.

OR

Select External to save to the attached external source.



---


**Note:** If no external device is attached, the above memory location dialog box does not display.

---

4. In the displayed text entry box, enter a name for the file.

<New Folder> displays in the text entry box. Enter the file name directly over the <New Folder> moniker.



5. Press Enter .



If the name already exists, a message displays asking if you want to overwrite the previous file with that name.



**Using the keyboard:**

1. Press Enter  to overwrite.

OR


2. Press Backspace   to remove the message from the screen and return to the file name entry field.

**Using the Touch screen:**

1. Touch  to overwrite.

2. Touch  to cancel the overwrite and return to the file name entry field.

When the file is saved, you are returned to the Editing screen with the saved file still displayed. If you want to remove the saved file from the screen, press Clear

 + . (See "[Clear](#)" on page 2-3 for more information.)

## Folders

To better organize your data, place similar label files into folders. Similar files could consist of all labels for a specific project, or all files that use the same media, or specific label applications, etc.

**To create a label file folder:**

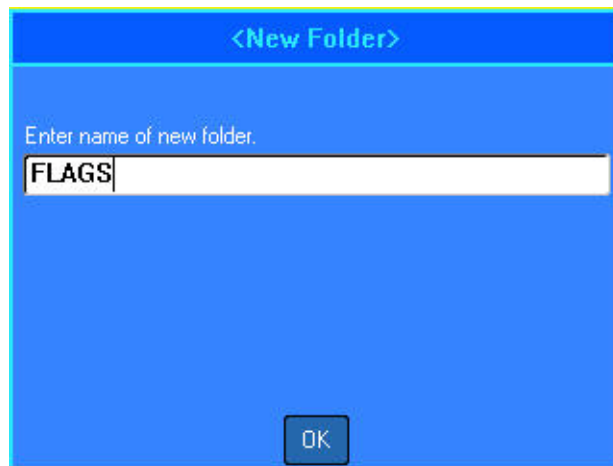
1. Press File **FN** + **LABEL TYPE FILE**.
2. Select Save.
3. With <New Folder> selected, press Enter **↵**.  
OR  
Double Tap <New Folder>.
4. Enter a name for the folder.

---

**Note:** For faster access of files, it is a good idea to assign a name that conveys the contents of the label file folder.

---


5. Select **OK**.

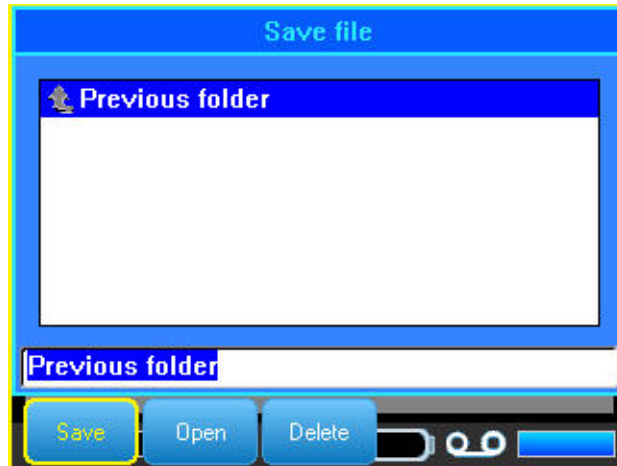


## Folders

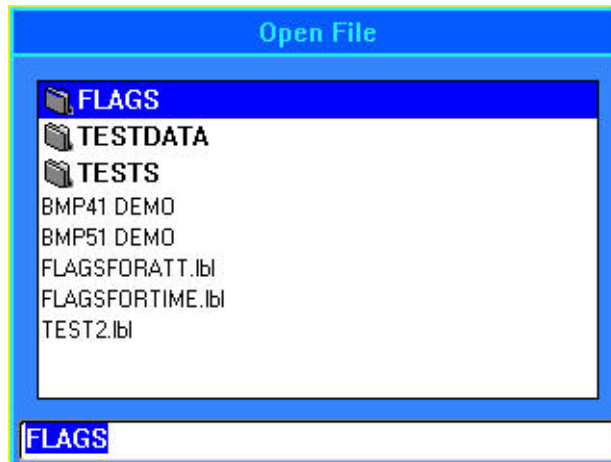
---

**To return to the list of folders:**

1. Press Enter .  
OR  
Double Tap <Previous Folder>.



## Open a File



**To open (recall) a saved file:**

1. Press File **FN** + **LABEL TYPE FILE**.
2. Choose **Open**.

A list of previously saved folders and files displays.

**To open a folder, using the keypad:**

3. Navigate to the folder to open.
4. Press Enter **↵**.
5. Within the folder, navigate to the file to open, then press Enter **↵**.

**To open a folder, using the touch screen:**

6. Double Tap the folder.
7. Within the folder, Double Tap the file to open.

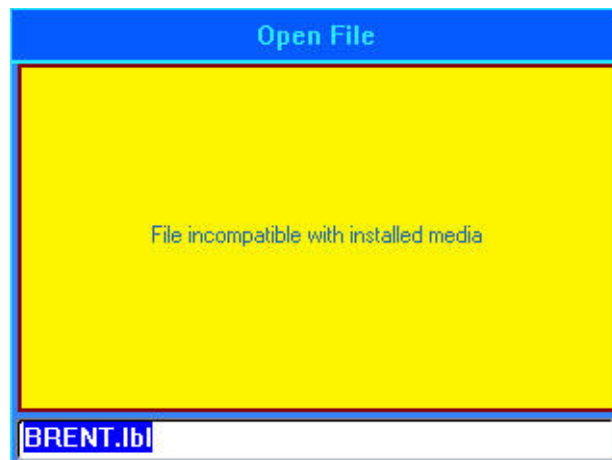
## Open a File

Only one file can be displayed on the screen at a time. When opening a saved file, if the Editing screen contains other data, 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 requested file to open is displayed in the Editor.

When opening a file, if the stored data is incompatible with the installed media, an error message displays.

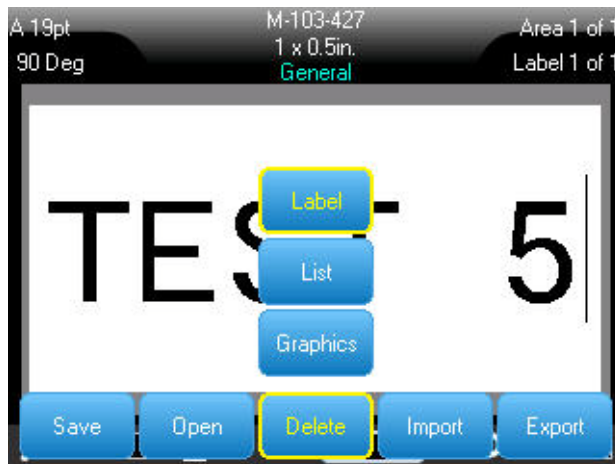


While you do not have to use the exact label part number used when saving the file, you must use a part number that can accommodate the data in the file being opened.



## Delete a File

The Editor does not have to be cleared before deleting a file. A file can be deleted with other data still on the screen.



**To delete a previously saved file:**

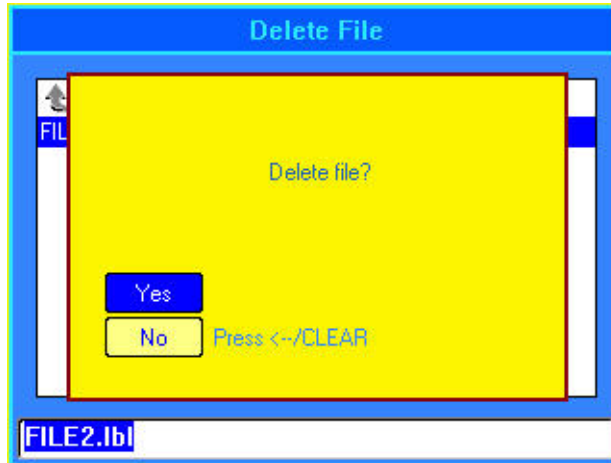
1. Press File **FN** + **LABEL TYPE FILE**.
2. Select **Delete**.
3. Select the type of file you want to delete (graphics, list, or label).

A list of previously saved folders and files displays.

4. Select the folder containing the file to delete (if applicable).
5. Select the file to delete.

## Delete a File

A delete confirmation message displays.



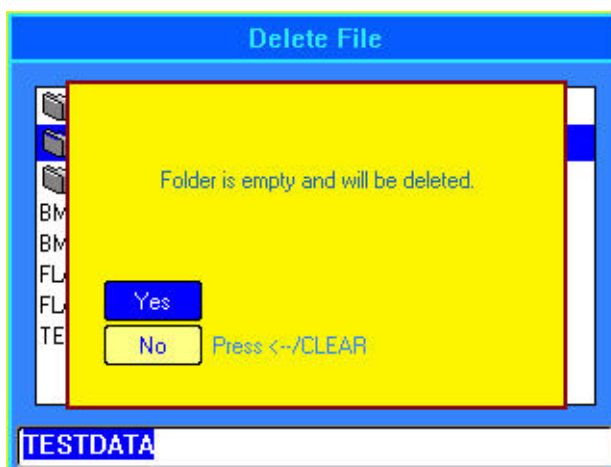
6. Select  to confirm deletion.  
 OR  
 Select  to cancel the delete function.

If Yes is selected, the file is removed from the system and is no longer available for use.

---

**Note:** Folders are deleted the same way. However, you can only delete empty folders. If a folder contains files, you must first delete all the files within that folder before you can permanently remove the folder.

---



## Using Files from an External Source

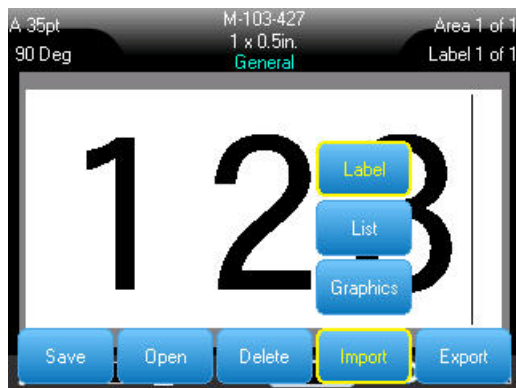
You can use labels, .csv lists, or .bmp graphics created on a PC and stored on a flash drive. Labels can be imported (transferred) from a flash drive to reside on the BMP61 printer or you can open the label file directly from the flash drive. (Refer to ["Internal vs. External" on page 4-2](#) for more information on labels stored on external devices.) Lists and graphics, however, must be imported to the printer before they can be used.

### Import a File

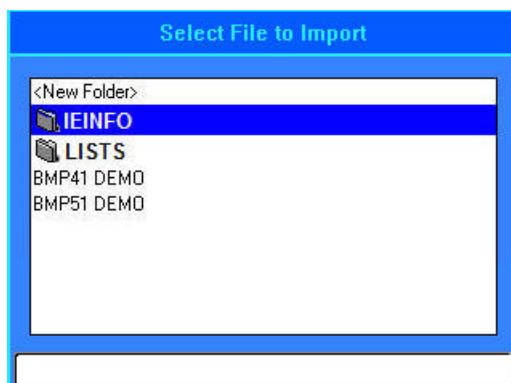
**To import a file created and stored on an external device:**

1. Attach the external device to the BMP61 printer.

The Import menus will only display if the external device is attached.



2. Press File **FN** + **LABEL TYPE FILE**.
3. Select Import.
4. Select the file type you want to import (Label, List, or Graphics).
5. Using Folder and File navigation techniques (refer to opening a folder, starting on [page 4-7](#)), select the file you want to import from the external device.



6. If importing a Label file, on the Select Destination screen, select the destination folder or storage area on the BMP61 printer where you want to store the imported file.



Label files can be stored in any folder on the printer. However, List files (.csv) and Graphic files (.bmp) are stored in specific folders used by the List and Graphics functions. These folders are unavailable to the user. When importing a list or a graphic, the destination screen does not display.

7. Press Enter to place the imported file in the selected folder.

Imported files retain the original file name the first time they are imported. If imported more than once, " - Copy [#]" is attached to the file name (where # is a number indicating how many times the file has been imported). This prevents a file from overwriting another file with the same name.

You can open an imported Label file through the File/Open function (see [page 4-7](#))



List (.csv) files can be opened through the Merge feature of the List function.

Graphics (.bmp) files can be viewed and accessed through the Graphics function.

## Export a File

Files created on the BMP61 printer, or previously imported from an external device can, in turn, be exported back to an external device.

**To export a file currently on the BMP61 printer to an external device:**

1. First, attach the external device to the BMP61 printer (to ensure the Import/Export menus display).
2. Press File  + .
3. Select Export.
4. Select the file type you want to export (Label, List, or Graphic).
5. Using Folder and File navigation techniques, select the file you want to export to the external device.
6. On the Select Destination screen, using folder navigation techniques, select the destination folder or storage area where you want to store the exported file on the external device.
7. Press Enter to export the file.



## 5 Printing Labels

---

### Print

The Print function prints the current file.

**To print:**

1. Press Print .

The data is printed and the status of the print job is reflected in the Status Bar (e.g., Printing 1 of 10).

**After printing, to cut the label:**

2. Pull the cutter lever forward (towards you) as far as it will go.

Printing from the BMP61 printer occurs in the background, meaning you can continue to edit or create new labels while the file is printing.

If a print job is interrupted, for instance when media or ribbon runs out, or you intentionally open the cover, the system automatically stops the print job and displays a message. While the message remains on the screen, follow the instructions on the display to resume printing.



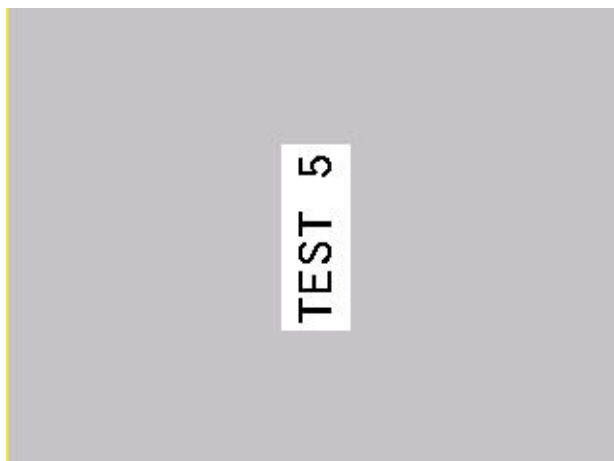
## Print Preview

The Print Preview function of the BMP61 printer enables you to view your label file prior to printing.

### ***To preview the label:***

1. Press Preview  .  
OR  
Double Tap the data in the Editor screen.


The label contents display.



### ***To print directly from Print Preview:***

2. Press Print  .

### ***To exit Print Preview and return to the editing screen:***

1. Press Backspace  .  
OR  
Tap the print preview screen.

You are returned to the editing screen.



### ***Scrolling in Print Preview***

If a label file is particularly long it may not be completely visible on one screen in print preview. The Print Preview screen displays left/right or up/down scroll bars indicating there is more data to view.

#### ***To scroll through a preview of a long label or multiple labels:***

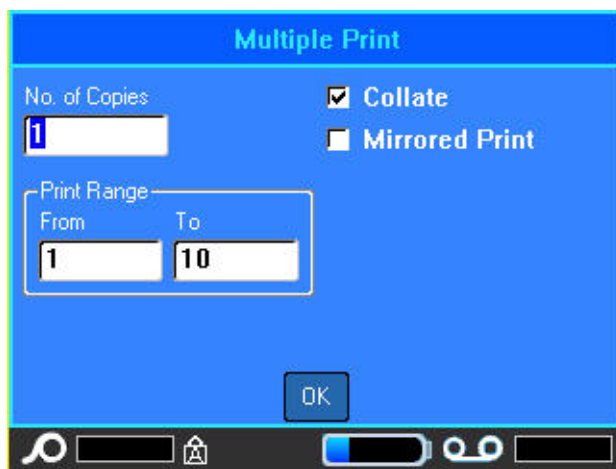
1. Press up/down navigation keys, as applicable.

OR


On the touch screen, drag your finger in the direction you want to move.

## Multiple Print

Multiple print lets you print multiple copies of a label or series of labels.



**To print a number of copies:**

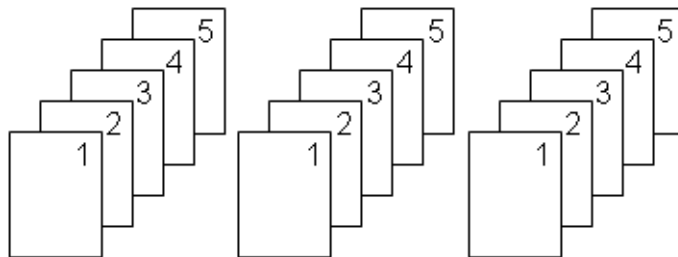
1. Press Multit .
2. With the cursor in the No. of Copies field, enter the number of copies desired.

### Collate

To get multiple copies of a serialization, first determine if the sequence should be collated or non-collated.

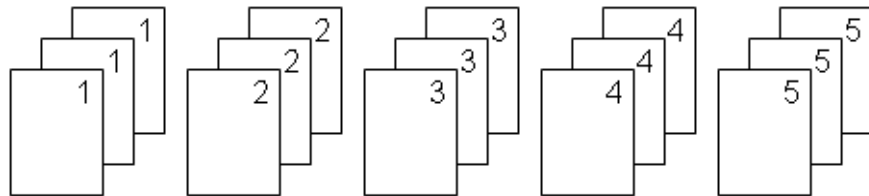
Collated – All sequential numbers will print once, then the entire sequence prints again.

**Example:** Collate three copies of Sequence 1-5  
 Produces 1,2,3,4,5; 1,2,3,4,5; 1,2,3,4,5



Non-collated – Prints all first numbers in a sequence, then all second numbers, etc.

**Example:** Print three copies of sequence 1-5, non-collated  
 Produces: 1,1,1; 2,2,2; 3,3,3; 4,4,4; 5,5,5.



The default is to print collated. If you do not want to collate the copies:

3. Select the Collate option box to remove the checkmark.

When printing (or re-printing) a single label in a series, or a range of labels in a series, use the Print Range feature.

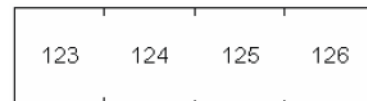
4. Under Print Range, select *From* field and enter the number of the first label to be printed.
5. Select *To* field and enter the number of the last label to be printed..

### Separator

To separate different labels on continuous media, add a separator.



Line Separator



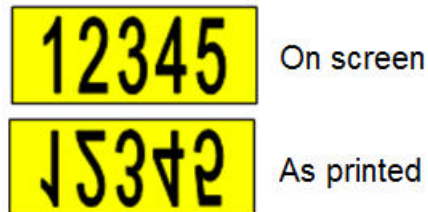
Tic Separator

*Figure 5-1. Separators*

6. Select the desired separator from the drop down list.

## Mirrored 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 5-2. Mirror image*

Mirrored print is label-based, meaning all data on the label is mirrored. You cannot mirror data in an individual area.

**To provide a mirror image of label contents:**

7. In Multiple Print dialog box, select Mirrored Print to place a checkmark in the option box.
8. When finished with all options, select .

## Print History

Print History is a convenient feature that enables easy access to recently used files. It keeps track of the last 10 label files printed.

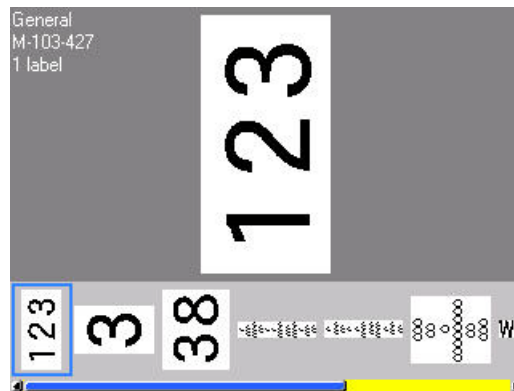
**To access Print History:**


1. Press Print History .

OR

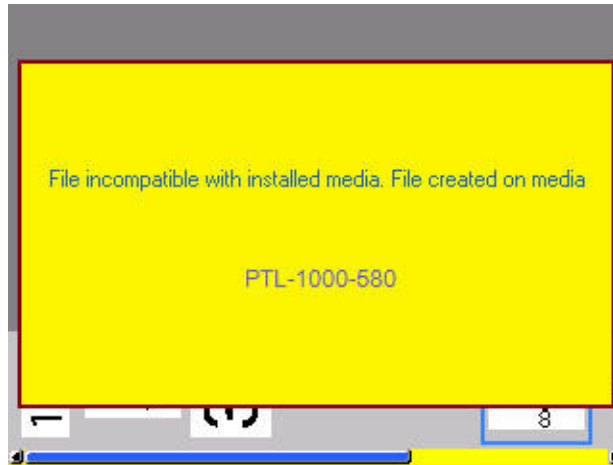
Touch the Header or Status bar, then select Print History.

A list of previously printed files displays at the bottom of the print screen. You can reprint any of these files.



2. Select the file you want to print.
3. Press Print .

If the file you want to reprint is incompatible with the currently installed media, a message displays indicating such.



4. To correct, install the media indicated in the error message.
5. Clear the message, then press Print **PRINT** **MULTI**.

# 6 Label Types

## Label Types

Label types provide templates that guide and control the layout for label formats and may require specific media. The label types available are:

- General
- Wire Marker
- Flags
- Terminal Block
- Patch Panel
- 66 Block
- 110 Block (or BIX Block)
- Vial
- DesiStrip
- Breaker Box

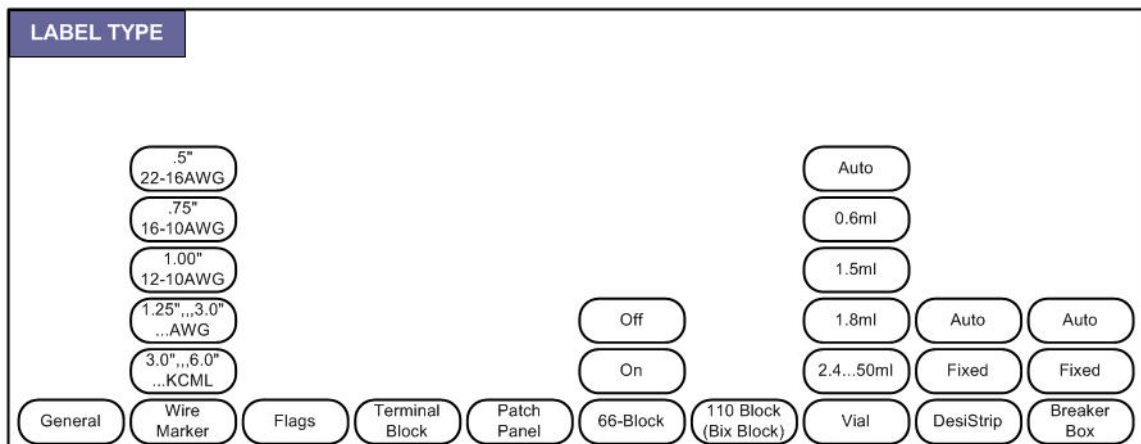


Figure 6-1. Label Types

## General

The General label type contains standard functions and formats used for most generic labels. However, all other label types provide templates that guide and control the layout for the specific application.

Depending on the application chosen, a sub-menu or dialog box displays to collect information for automatically formatting the specific label type.

The name of the specific label type being used is displayed in the Header bar below the media indicator.



## WireMarker

The WireMarker label type is designed to repeat entered data down the length of the label. The data repeats as many times as possible, considering the font size and the wire size selected.

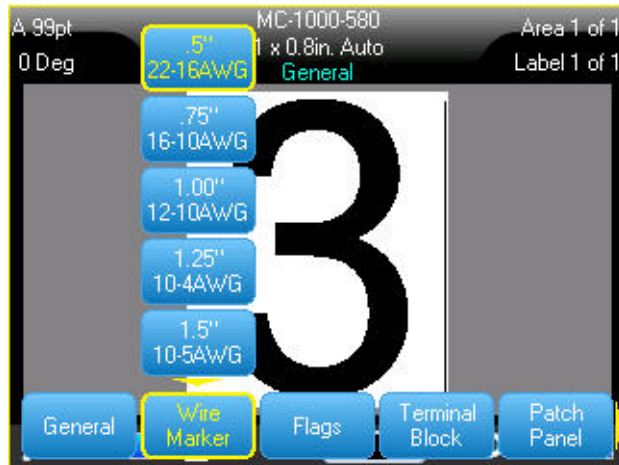


Figure 6-2. Repeated data on a WireMarker or Cable Marker label

Die-cut, self-laminating, or continuous media can be used for WireMarker labels.

**To use the WireMarker application:**

1. Press Label Type **LABEL TYPE FILE**.
2. Select **WireMarker**.
3. Select the wiremarker gauge and length.

**Note:** The label size is fixed by the gauge and size selected in the sub-menu, even if using continuous media.

4. Enter the data.

WireMarker

The data is repeated down the wiremarker label as many times as the length of the label allows and the font size used. The smaller the font size, the more the data is repeated.



If you press [Enter] to start a new line of text, a space opens below each line of repeated data and begins to repeat the next line of text as you enter it.



Figure 6-3. WireMarker label with multiple lines

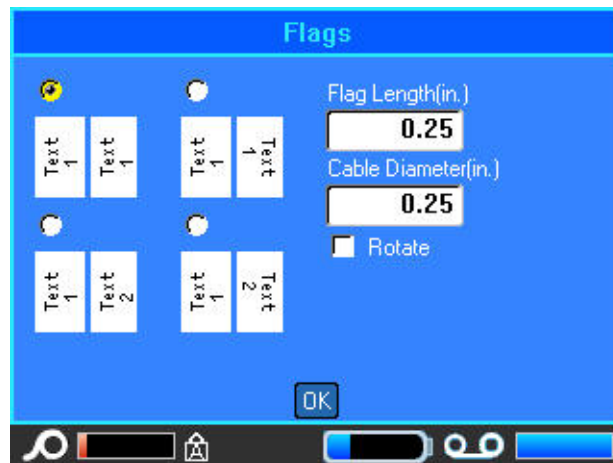
## Flags

A Flag label wraps around a wire or cable, with the ends joined together to form a flag. The Flag application is designed to work with continuous media or specific multi-area die cut labels.

**To use a Flag label type:**

1. Press Label Type **LABEL TYPE FILE**.
2. Select **Flags**.

A dialog box displays the different Flag layouts, preceded by a radio button. (For a review of dialog box navigation, see ["Dialog Boxes" on page 1-37.](#))



**To configure a flag layout:**

1. Select the radio button of the desired layout.
2. If continuous media is installed, in the Flag Length field, enter the length of the flag (the part that contains the text).

Flags

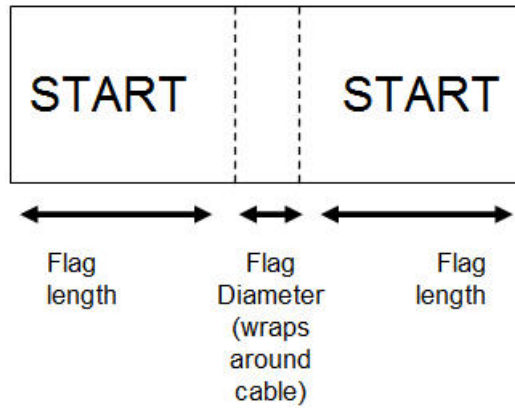


Figure 6-4. Flag length vs. diameter

- In the *Cable Diameter* field, enter the diameter of the wire/cable to which the flag will be applied.

The range for the cable diameter is 0.25 inches to 8 inches. By entering the diameter of the wire or cable, the system automatically calculates an additional length of label to allow complete wrap of the wire/cable with additional label material left for the flag.

If Rotate is selected, each element of the text layout in the selected template (Text 1, Text 2) rotates 90 degrees left or right from its original position.

A1	A1	A1	A1
A1	A1	A1	A1
A1	A2	A1	A2
A1	A2	A1	A2
Flag Template Text Layout		Text Layout with rotation applied	

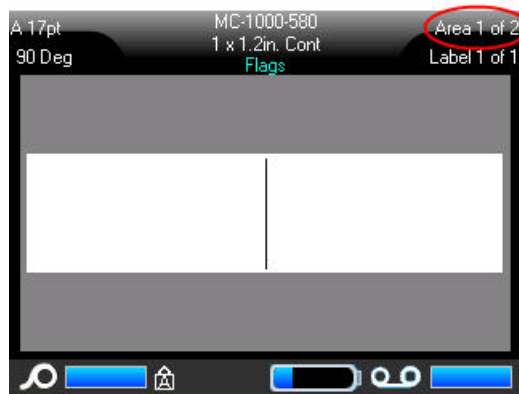
Figure 6-5. Flag template layouts when rotation is applied

4. To rotate data, select Rotate to place a checkmark in the option box.
5. When finished, select **OK**.
6. On the Editing screen, enter the text that will display on the flag.

Rotation is embedded in the template design, based on the flag design you pick. Justification is defaulted to center, middle. The font size remains whatever size is set when the flag label type is chosen.

If the design chosen indicates only one text element, the printer automatically duplicates the entered text for the other area, rotating according to the predefined layout.

In a 2-text element flag layout, you enter text in two separate areas. The areas are designated in the Header bar. Use the Next Area and Prev Area keys to move to the different areas. The Header bar indicates which area you are in. (See ["Labels and Areas" on page 3-13](#) to review working with multiple areas and labels.)



Use Preview to view the labels before printing.

## Terminal Block, 66 Block, Patch Panel

Terminal Block, 66-Block, and Patch Panel applications are designed to be used with continuous media. If no continuous media is installed, these applications do not display in the menu.

**To use a Terminal Block, 66-Block, or Patch Panel label type:**

1. Press Label Type **LABEL TYPE FILE**.
2. Select **Terminal Block, 66 Block,** or **Patch Panel**.

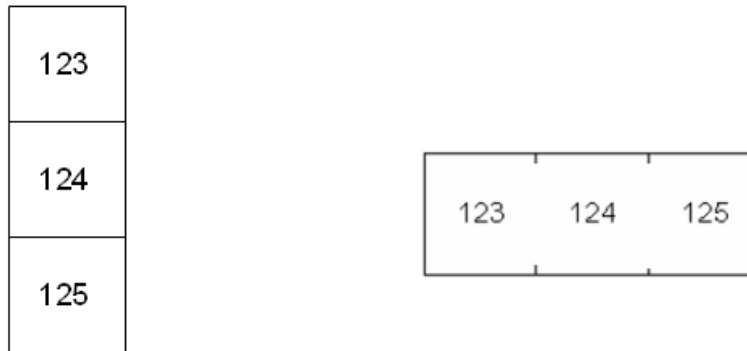
A dialog box displays requesting additional information. (For a review of dialog box navigation, see ["Dialog Boxes" on page 1-37.](#))



3. In the *Terminal Repeat* field, indicate the size of the gap between each terminal (with a minimum of 0.2 inches).
4. In the *Number of Terminals* field, enter the number of terminals on the block for which the label is intended.

If you intend to use serialization for the Terminal Block, 66-Block, or Patch Panel label type, you do not need to enter the Number of Terminals. The serialization values determine how many labels to create.

5. To serialize data, select **Serialize** to place a checkmark in the option box. Once **Serialize** is selected, the **Number of Terminals** field grays out, making it inaccessible to enter data.
6. In the **Separator** field, from the drop down list, select the separator to use.



Line Separator, Vertical Orientation      Tic Separator, Horizontal Orientation


*Figure 6-6. Separators and Orientation*

7. In the **Orientation** field, from the drop down list, select the desired layout.
8. When finished, select **OK**.

If the **Serialize** option box is checked, the **Serial** dialog box displays.



9. Complete the Serialization. (See ["Add Serialization" on page 3-33](#) for more information.)

10. When finished, select .

The number of terminal blocks are created as labels, with the serialization characters displayed on each label.

If serialization was not used, on the Editing screen, enter unique data for each label.

Use Preview to view the labels before printing.



## 110-Block, Bix Block Label Type

The 110-Block and Bix Block use only the following dedicated label parts.

- 110-Block: M71C-475-412 or M71C-412-422
- Bix Block: M71C-625-412 or M71C-625-422

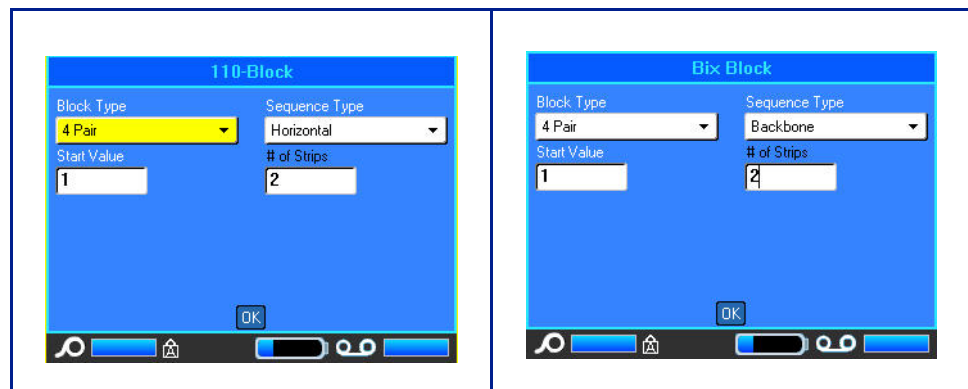
The 110-Block label type is based on user-selected pair configurations, with the length of the label determined by the pair type selected. The label height uses a dedicated 110-Block part height of 0.475 inch. The length of a 110-Block label is 7.5 inches, with a total strip length of 7.9 inches. The number and formatting of areas is based on pair configuration and serialization selected.

Bix Block template information is similar to the 110-block, with some variations on height and length of strip. The label height uses a dedicated Bix Block part height of 0.625 inch. The length of a Bix Block label is 6.2 inches with a total strip length of 6.6 inches.

**To use the 110- or Bix Block application:**

1. Press Label Type **LABEL TYPE FILE**.
2. Select **110-Block** or **BIX Block**.

A dialog box displays requesting further information. (For a review of dialog box navigation, see [page 1-37](#).)



In the 110- and Bix Block applications, the number of areas created is based on the pair configuration selected. Vertical and horizontal separator lines are automatically added.

The following example displays the areas based on the Block Type selected (i.e., 2-pair, 3-pair, 4-pair, 5-pair, or blank). The “Blank” strip is formatted as two areas covering the full printable length of the strip.

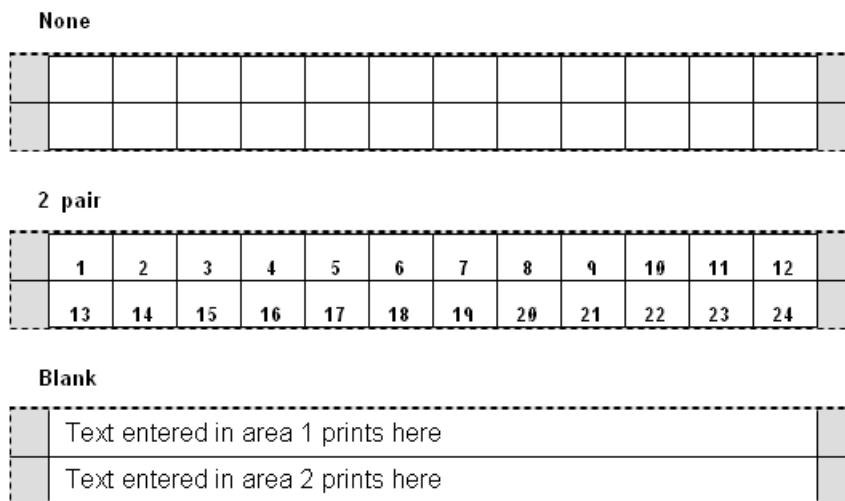


Figure 6-7. Sample pair configurations

- In the *Block Type* field, from the drop down list, select the pair configuration to use.

Sequence Type is used to determine how, and if, you want to serialize data. If None is selected, the areas are blank and you can independently enter data in each area of the strip. Horizontal increments one number per area, based on the start value.

In Backbone serialization, the left-most area on each strip prints with two numbers. The first number is left-justified; the second number is right justified. All other areas print with one right-justified number.

2 pair - none


2 pair - horizontal

1	2	3	4	5	6	7	8	9	10	11	12
13	14	15	16	17	18	19	20	21	22	23	24

2 pair - backbone

1	2	4	6	8	10	12	14	16	18	20	22	24
25	26	28	30	32	34	36	38	40	42	44	46	48

Figure 6-8. Sample sequence types

4. In the *Sequence Type* field, from the drop down list, select the Sequence Type to use.
5. In the *Start Value* field (except when “None” is selected in the Sequence Type field), enter the first number of the sequence.
6. In the *# of Strips* field, enter the number of strips (labels) to be created in the block configuration chosen.

**Note:** If serializing the data, additional strips will continue the serialization from the last number of the previous strip. Example: When requesting two strips of a 4-pair configuration, the first strip will contain values 1-12, the second strip will contain numbers 13-24.

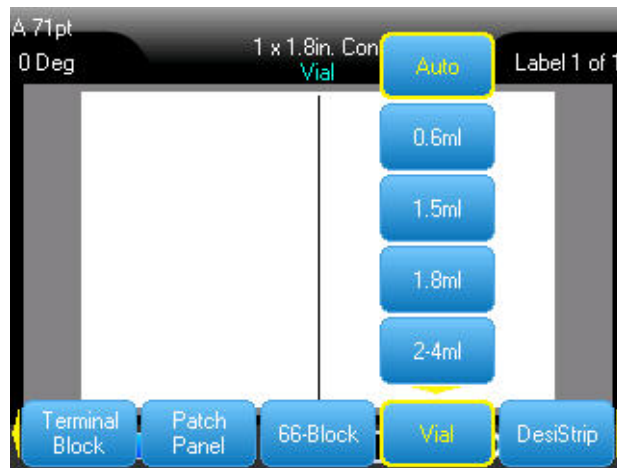
7. When finished, select .

## Vial

The Vial label type can be used with any media except SelfLam or Permasleeve. (If SelfLam or Permasleeve media is installed, the Vial label type does not display.) The Vial label type fixes the length of the label based on the vial size selected and formats the data horizontally or vertically.

**To create a label using the Vial label type:**

1. Press Label Type **LABEL TYPE FILE**.
2. Select **Vial**, then select the **vial size**.
3. Enter the data to display on the vial label.



Landscape (horizontal on printed label)	Portrait (vertical on printed label)

1. .

## DesiStrip

A DesiStrip (Designation Strip) is a paper faceplate label that can rest over the keys of a phone or switches in a breaker box, etc.

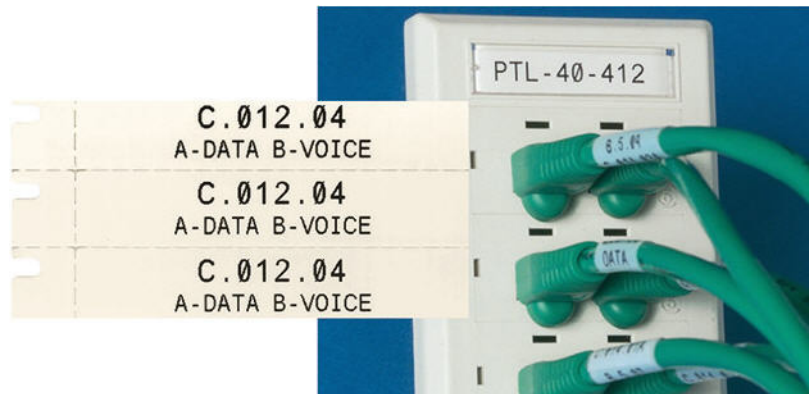


Figure 6-9. Example of DesiStrip labels

### To create a DesiStrip:

1. Press Label Type **LABEL TYPE FILE**.
2. Select DesiStrip.




3. In the Length field, enter the length of an individual strip.
4. Select **OK**.

## Breaker Box

Breakers are usually arranged in two columns or along one row, depending on geographic regions. The breaker positions are numbered left-to-right or top-to-bottom, depending on label orientation. This numbering system is universal across various competing manufacturers of breaker panels.

### To create Breaker Box labels:

1. Press **Label Type** .
2. Select Breaker Box.

A dialog box displays. (For a review of dialog box navigation, see ["Dialog Boxes" on page 1-37.](#))



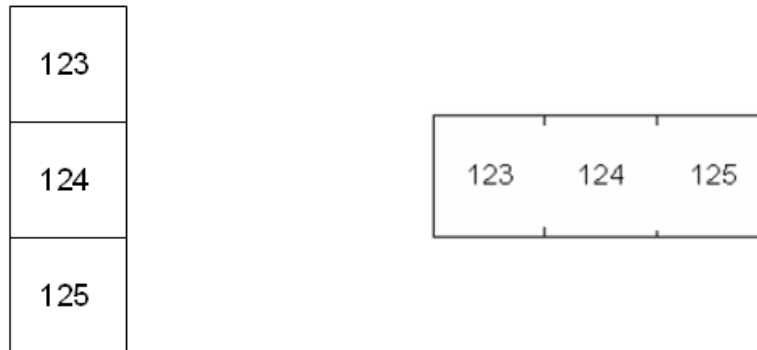
3. In the *Breaker Repeat:* field, enter the width of a standard breaker.
4. In the *Number of Breakers:* field, enter the number of breakers to be labeled.

This produces one continuous strip, separated by the Breaker Repeat width, vertically aligned for US breaker boxes, or horizontally aligned for EU breaker boxes.

The BMP61 firmware also includes the pole count to calculate the distance between breakers to ensure accurate spacing. A single-pole breaker takes up only one space in the electrical panel, while a double-pole takes up two.

5. If the breakers contain different pole counts, select Variable Pole Count to place a checkmark in the option box.

- In the *Separator* field, from the drop down list, select the separator to use.



Line Separator, Vertical Orientation      Tic Separator, Horizontal Orientation

Figure 6-10. Separators and orientation

- In the *Orientation* field, from the drop down list, select the orientation to use.
- When finished, select **OK**.

If Variable Pole Count is selected, the Breaker Box Pole count dialog displays. The number of poles for each breaker defaults to 1.

- Select the Breaker number field to change and enter the appropriate number.
- When finished, select **OK**.



- On the Editing screen, enter the unique data that will display on the label for each breaker.

## Breaker Box

Each breaker is consigned to a single label, the number of labels designated by the number of breakers defined. The number of labels display in the Header bar. Use the Next Label and Prev Label keys to move to the different labels. The Header bar indicates which label you are on.

Use Preview to view the labels before printing.

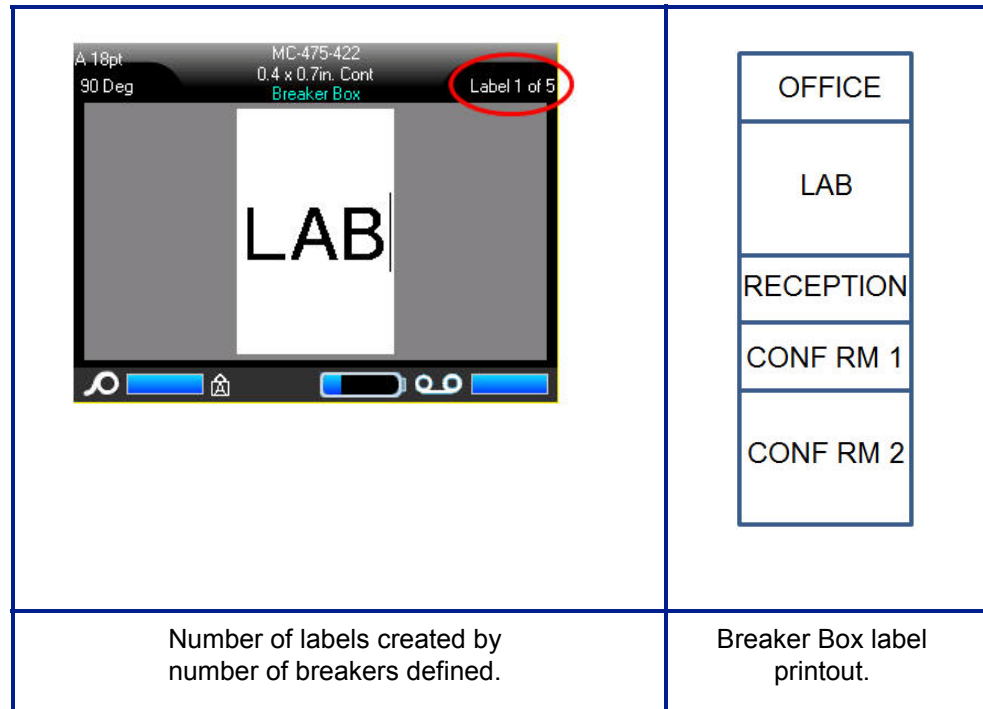


Figure 6-11. Breaker Box label strip



## 7 Maintenance and Troubleshooting

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### Cleaning the Printer

Cleaning the printer will improve print quality and legibility. It also increases output, machine life, printer reliability and performance.

#### Display Screen

***To clean the display screen:***

1. Lightly moisten a soft (non-scratching) cloth with isopropyl alcohol.

OR

Use pre-moistened static-free cloths available with the Brady PCK-6 Cleaning Kit.

2. Gently wipe the display screen until clean.

## Internal Components


Use a Brady BMP61 disposable cleaning card to safely and effectively remove all dirt, ribbon ink residue, adhesive, and other contaminants from the thermal print head, platen roller, and paper path.

---

**Note:** Remove the ribbon and label spool before initiating the cleaning routine.

---

***To clean the printer, with the printer turned on:***

1. From the Setup menu, select Config.
2. Select Clean Printer.
3. Follow the instructions on the screen.
4. With the ribbon removed, close the printhead lock lever.
5. Set the printer media guide to the widest position.
6. Insert the cleaning card into the label path until it stops against the printhead and platen roller.
7. Press Enter  to initiate the cleaning routine.
8. After cleaning is complete, remove printer cleaning card and dispose of properly.

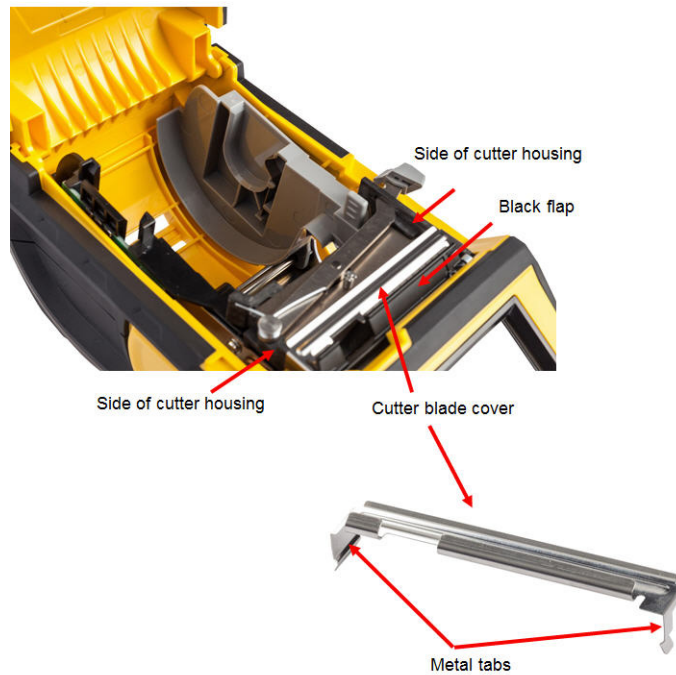
---

**Note:** Allow 15 seconds for the print head, platen roller, and label path to dry before reloading labels and ribbon.

---

## Replacing the Cutter Blade Cover

If the printer is accidentally dropped, the cutter blade cover may come loose or fall out. If the blade cover is not dented or damaged in some other way, you can easily re-insert the blade cover into the printer.



### ***To re-insert the cutter blade cover:***

1. Grasp the blade cover from the top with the cut-out portion of the blade facing the display screen (away from the media well).
2. Pull the black flap forward, then insert the blade tight up against the black flap with the metal tabs fitting over the outside of the cutter housing.

## Replacing the Cutter Blade Cover

Internal Components

The blade cover snaps in easily.



Pull forward

### ***To remove the cutter blade cover:***

1. From inside the media well, slip your finger under the right side of the blade cover and gently pull up to unhook the blade cover.

The blade cover releases easily.



## Replacing the Printer (Media Well) Cover

If the printer is accidentally dropped, the media well cover may come off. If the cover is not damaged, it can easily be re-attached to the printer.

***To re-attach the printer media well cover:***

1. Insert the cover locking tab on one side of the printer cover with its corresponding locking groove on the printer.
2. Gently squeeze the other side of the media cover enough so its locking tab can slip into the other locking groove of the printer.
3. Push down to snap the cover into place.



## Troubleshooting

Use the following table to troubleshoot and diagnose possible performance problems with your BMP®61 Label Printer. If the corrective action suggested does not work, contact Brady's Technical Support Group.

Problem	Cause	Corrective Action
<b>Hardware</b>		
Head over temp	Print Head too hot	Printhead has reached maximum operating temperature. Let printhead cool down for approximately 10 minutes, then re-initiate print job.
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.
Error - "Cover not closed"	Cover not closed. (Printer has a sensor that indicates when the printer cover is fully latched.)	Push down firmly on cover till you hear it latch. It should line up evenly with printer case.
Cutter does not cut.	Possible adhesive buildup.	Clean the cutter blades with a moistened swab from the cleaning kit. (See <a href="#">page 7-1</a> for more information on cleaning the printer.)
<b>Power ON/OFF (Printer not working)</b>		
Printer does not power up when turned on.	Battery pack is not charged.	Attach the AC Adapter to the printer and plug into an electrical outlet. This will supply immediate power while charging the battery at the same time.
Screen freezes	User interface error.	<ol style="list-style-type: none"> <li>1. Press Power button to turn the printer off.</li> </ol> If Power button does not shut down printer: <ol style="list-style-type: none"> <li>2. Remove the AC adapter (if using one).</li> <li>3. Remove the battery pack, then immediately re-insert.</li> <li>4. Power ON the printer.</li> </ol>

Problem	Cause	Corrective Action
<b>Power ON/OFF (Printer not working) (continued)</b>		
Printer frequently powers OFF.	Battery is low.	Attach the AC Adapter to the printer and plug into an electrical outlet. This will supply immediate power while charging the battery at the same time.
Printer frequently powers OFF.	Auto shutoff timing.	Adjust the Shut Off Delay timing in the Setup>Config menu. (See <a href="#">page 1-45</a> .)
Printer not responding	Battery is dead.	Attach the AC adapter to provide power to the printer and charge the battery. OR Install a new battery.
Error while printing	Printer cover was opened during printing/feeding function.	<ol style="list-style-type: none"> <li>1. Reinstall ribbon and label/media.</li> <li>2. Press [CLEAR/ESC] key to clear error.</li> </ol>
<b>Print Quality</b>		
Poor quality printing	Incorrect label material/ribbon combination.	Verify the correct ribbon for the label roll is loaded in the printer. Refer to the Ribbon Cross Reference Guide (Appendix B) for the proper ribbon selection.
Poor quality printing	Battery pack may be worn out and not properly holding a charge.	Battery life is approximately one to three years, depending on its use and care. Order a replacement battery pack.
Poor print quality.	Ribbon and label media are incompatible.	Change the ribbon or label combination. (See Appendix B for a list of compatible media.)
Poor print quality.	Ribbon or label media are installed incorrectly.	Review the instructions for loading the ribbon ( <a href="#">page 1-14</a> ) or loading media ( <a href="#">page 1-16</a> ).
Poor print quality.	Dust or adhesives accumulated on the print head.	Clean the print head. (Refer to <a href="#">page 7-1</a> for instructions on cleaning the printer.)

## Replacing the Printer (Media Well) Cover

Internal Components

Problem	Cause	Corrective Action
<b>Print Quality (continued)</b>		
No print on the label	The label or ribbon is not loaded correctly.	Review the instructions for loading the ribbon ( <a href="#">page 1-14</a> ) or loading the media ( <a href="#">page 1-16</a> ).
No print on the label	Out of ribbon.	Load a new ribbon.
Void areas or lines appear on printed text.	Ribbon wrinkling.	<ul style="list-style-type: none"> <li>With the ribbon installed, tension the ribbon by rotating the rewind spool (top spool) in a downward direction until all slack is removed. (See <a href="#">page 1-15</a> for more information.)</li> <li>Try another ribbon cartridge.</li> </ul>
Faint print on labels.	Ribbon not advancing properly.	<ul style="list-style-type: none"> <li>With the ribbon installed, tension the ribbon by rotating the rewind spool (top spool) in a downward direction until all slack is removed. (See <a href="#">page 1-15</a> for more information.)</li> <li>Try another ribbon cartridge.</li> </ul>
<b>Ribbon</b>		
Error - "No ribbon installed"	No ribbon installed or ribbon installed incorrectly.	<ol style="list-style-type: none"> <li>Press [CLEAR/ESC] key to continue editing.</li> <li>Ensure ribbon is installed correctly before printing. (See <a href="#">page 1-14</a> for proper installation.)</li> </ol>
Error - "No ribbon installed"	Damaged circuit board (memory device) on ribbon cartridge.	Replace ribbon cartridge.
Error - "No ribbon installed"	Damaged contacts on printer for reading ribbon cartridge.	Send to Brady for repair.
Error - "Out of ribbon"	Ribbon supply has run out.	<ol style="list-style-type: none"> <li>Replace ribbon cartridge.</li> <li>Press [CLEAR/ESC] key to clear error</li> </ol>



Problem	Cause	Corrective Action
<b>Ribbon (continued)</b>		
Error - "Out of ribbon"	Ribbon cartridge has excessive slack between the supply spool and rewind spool. The printer utilizes a sensor to verify that the ribbon supply spool is turning during feeding or printing operations. Excessive slack will cause supply spool to not turn and therefore a premature "out of ribbon" error.	<ol style="list-style-type: none"> <li>1. With the ribbon installed, tension the ribbon by rotating the rewind spool (top spool) in a downward direction until all slack is removed.</li> <li>2. Press [CLEAR/ESC] key to clear error</li> </ol> (Refer to <a href="#">page 1-14</a> for proper ribbon installation.)
Error - "Out of ribbon"	Ribbon is broken. Ribbon can break by (1) reprinting over an area of the ribbon that has already been printed or (2) damage in handling.	<ol style="list-style-type: none"> <li>1. Replace ribbon cartridge.</li> <li>2. Press [CLEAR/ESC] key to clear error</li> </ol>
Error - "Out of ribbon"	Label or ribbon jam during feeding/printing	<ol style="list-style-type: none"> <li>1. Clear any jams by opening the printer cover and removing an excess labels in the feed roller or exit chute areas.</li> <li>2. Press [CLEAR/ESC] key to clear error</li> </ol>
Error - "Out of ribbon"	Ribbon cartridge memory device has counted down to zero. Circuit board on ribbon cartridge contains a memory device that tells the printer how much unused ribbon remains in the ribbon cartridge.	<ol style="list-style-type: none"> <li>1. Replace ribbon cartridge</li> <li>2. Press [CLEAR/ESC] key to clear error.</li> </ol>
Error - "Label and ribbon color are identical"	Ribbon color and label color are the same. Printing will not be visible.	<ol style="list-style-type: none"> <li>1. Replace ribbon or label/media.</li> <li>2. Press [CLEAR/ESC] key to clear error.</li> </ol>
Error - "Ribbon not optimized for label type"	Ribbon material type and label material type that are installed in the printer may not be compatible. Poor printing or poor ink adherence to labels may result	<ol style="list-style-type: none"> <li>1. Replace ribbon or label/media.</li> <li>2. Press [CLEAR/ESC] key to clear error.</li> </ol>

## Replacing the Printer (Media Well) Cover

Internal Components

Problem	Cause	Corrective Action
<b>Labels (Media)</b>		
Printer will not feed labels.	The leading edge of the label roll is not inserted up to the black line under the ribs.	Make sure the leading edge of the label roll is securely under the ribs (at least up to the black line).
Printer will not feed labels.	The leading edge of the label roll is uneven or torn (not a straight edge).	Use a pair of scissors to cut a straight leading edge on the label roll.
Label material jams in printer.	Last label was not removed.	Make sure the last cut label has been removed from the label tray.
Error - "Out of Media"	Label/Media supply is exhausted	<ol style="list-style-type: none"> <li>1. Replace label/media roll.</li> <li>2. Press [CLEAR/ESC] key to clear error</li> </ol>
Error - "Out of Media"	Labels/media are not installed correctly. Labels/media must be installed so that they are biased against the front wall of the lower printer base. Notch Sensors in the lower printer base need to detect the presence of the labels to allow printer to operate correctly.	<ol style="list-style-type: none"> <li>1. Reinstall labels/media.</li> <li>2. Press [CLEAR/ESC] key to clear error.</li> </ol> (See <a href="#">page 1-16</a> for proper label/media loading.)
Error - "Out of Media"	Notch sensors in lower printer frame are dirty. Notch Sensors in the lower printer base need to detect the presence of the labels to allow printer to operate correctly.	<ol style="list-style-type: none"> <li>1. Clean sensors in lower printer base. Press [CLEAR/ESC] key to clear error.</li> </ol> (See <a href="#">page 7-1</a> for proper cleaning techniques.)
Error - "Out of Media"	Label/media memory device has counted down to zero. Circuit board on the roll holder core of label/media contains a memory device that tells the printer how much unused material remains on the label/media supply. Reuse of the roll holder with memory device will eventually count down to zero and give error	<ol style="list-style-type: none"> <li>1. Replace label/media or label/media roll holder.</li> <li>2. Press [CLEAR/ESC] key to clear error.</li> </ol>

Problem	Cause	Corrective Action
<b>Labels (Media) (continued)</b>		
Error - "No media installed"	BMP71 labels/media are not installed correctly.	<ol style="list-style-type: none"> <li>1. Reinstall labels/media.</li> <li>2. Press [CLEAR/ESC] key to clear error.</li> </ol> See <a href="#">page 1-16</a> for proper label/media loading. Verify that circuit board on core of labels are mating with contacts in receiver slot of lower printer base.
Error - "No media installed"	Damaged circuit board on label/media roll	<ol style="list-style-type: none"> <li>1. Replace label/media roll.</li> <li>2. Press [CLEAR/ESC] key to clear error</li> </ol>
Error - "No media installed"	Damaged contacts in receiver slot of lower printer base.	Send to Brady for Repair
Error - "Top of form"	Label/media or ribbon has caused jam	<ol style="list-style-type: none"> <li>1. Clear any jams by opening the printer cover and removing an excess labels in the feed roller or exit chute areas.</li> <li>2. Press [CLEAR/ESC] key to clear error.</li> </ol>
Error - "Top of form"	Notch sensors in lower printer frame are dirty. Notch Sensors in the lower printer base need to detect the presence of the labels to allow printer to operate correctly.	<ol style="list-style-type: none"> <li>1. Clean sensors in lower printer base.</li> <li>2. Press [CLEAR/ESC] key to clear error.</li> </ol> (See <a href="#">page 7-1</a> for proper cleaning techniques.)
Error - "Label and ribbon color are identical"	Ribbon color and label color are the same. Printing will not be visible.	<ol style="list-style-type: none"> <li>1. Replace ribbon or label/media.</li> <li>2. Press [CLEAR/ESC] key to clear error.</li> </ol>

## Replacing the Printer (Media Well) Cover

Internal Components

Problem	Cause	Corrective Action
<b>Program</b>		
File incompatible with installed media	A saved file (or power off file) was designed for media not currently installed.	Install correct media.
Incompatible Media for chosen application	The labels installed cannot accommodate the application requirements. (E.g., attempting to run a 110-Block application on die cut media.)	Install correct media.
Invalid terminal repeat value entered.	The value entered is out of the range.	The acceptable range is between the minimum of 0.2 inch to the maximum of 40 inches.
No applications available	Applications not selected	Ensure that the desired applications are activated. <ol style="list-style-type: none"> <li>1. Press Setup.</li> <li>2. Choose Apps.</li> <li>3. Navigate to the desired applications and press [OK] to place a checkmark in front of each application.</li> <li>4. Navigate to the OK button and press [OK].</li> </ol>

# A Keyboard Configurations

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## Languages on Keyboards

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

There are four keypad configurations available for the BMP®61 Label Printer. The keypad layouts and the language supported by each are as follows:

<b>Keyboard Type</b>	<b>Language Applied</b>
<b>QWERTY</b>	English, Latin American Spanish, French Canadian, Brazilian Portuguese, Danish, Finnish, Italian, Dutch, Norwegian, Polish, Portuguese, Romanian, Spanish, Swedish
<b>AZERTY</b>	English, French, Dutch
<b>QWERTZ</b>	English, Czech, German, Hungarian, Slovakian, Slovenian, French, Italian
<b>Cyrillic</b>	English, Bulgarian, Russian

Languages on Keyboards  
 QWERTY

QWERTY



**QWERTZ**



**AZERTY**





CYRILLIC

























































# 1 Symbols












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Symbols for all enabled applications are available for use on any label, regardless of the application/label type in use. See [page 3-8](#) for information on how to apply symbols to your labels.

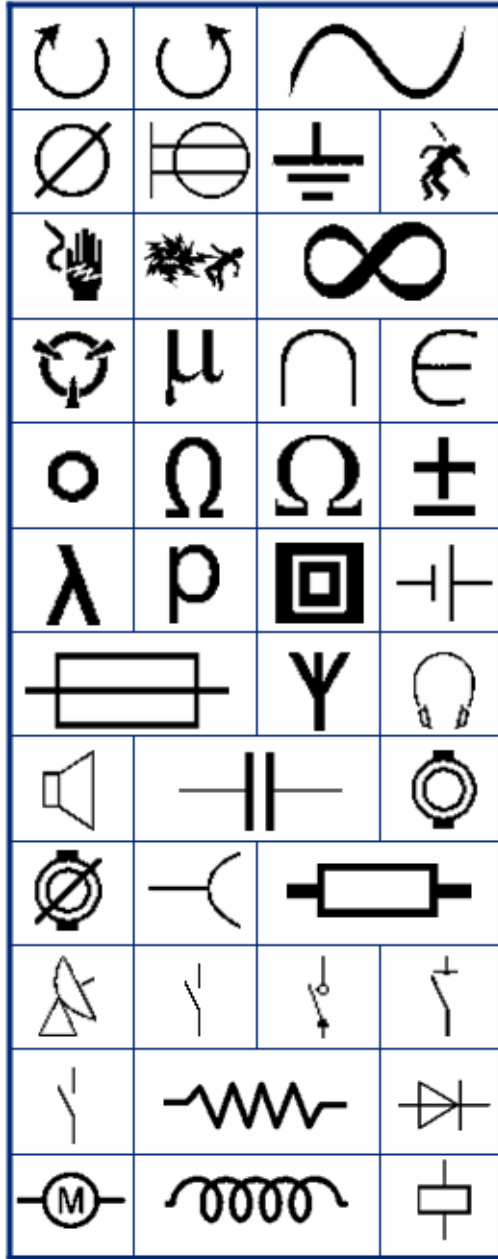
**Arrows**

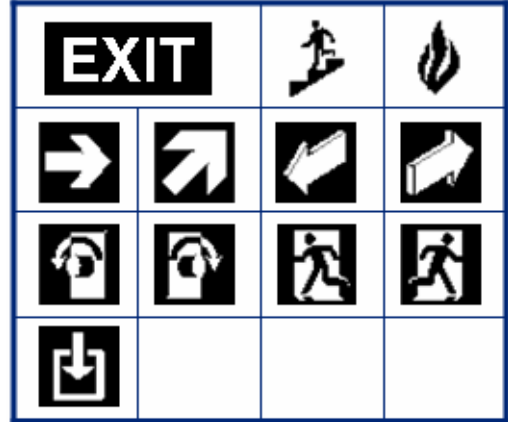
**DataComm**

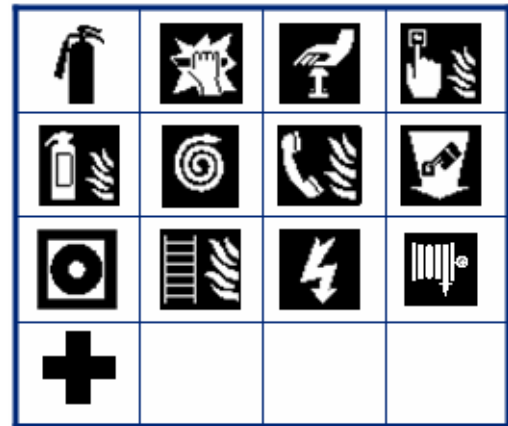
### Electrical



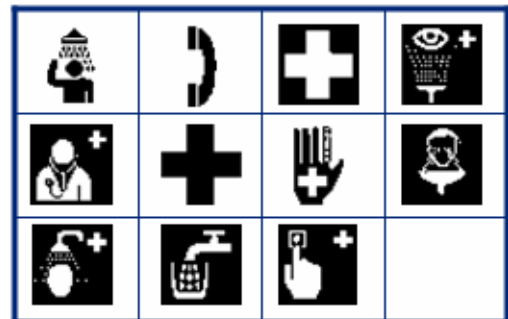
### Exit



### Fire



### First Aid



CLP/GHS



HSID



Greek



International



**Laboratory**

	<b>STERILE</b>	<b>LOT</b>	
<b>STERILE A</b>		<b>STERILE EO</b>	
<b>STERILE R</b>		<b>STERILE !</b>	
<b>CONTROL</b>		<b>CONTROL -</b>	
<b>CONTROL +</b>		<b>IVD</b>	<b>REF</b>
<b>SN</b>	<b>IN ANALYSIS</b>		

**Laboratory (cont.)**

<b>CONFIDENTIAL</b>			

**Mandatory**


**Misc**

	<b>LEAD FREE</b>		
	<b>TM</b>		
	<b>TM</b>		

**Packaging**


**PPE**




**Prohibition**



**Public Info**



**Safety**



Warning



WHMIS

