



SAMPLE LABEL TUTORIAL



For additional information, please refer to the IDXPert™ Handheld Labeler User's Manual.

www.bradyid.com/idxpert

About this Tutorial

This tutorial provides step-by-step instructions for creating and printing labels using a variety of different printer functions. For additional information about the IDXPERTTM printer, refer to the following user documents:

- **IDXPERTTM User's Manual**—This manual is included—in 11 languages—on the IDXPERTTM product CD.
- **IDXPERTTM Quick Start Guide**—This guide is included—in 11 languages—on the IDXPERTTM product CD. A hardcopy (in English, French, Spanish, and German) is included in your printer package.


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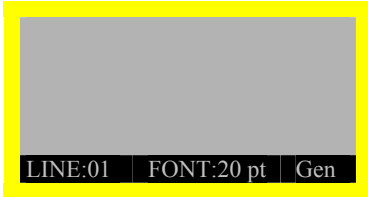
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Overview

This section provides an overview of the IDXPERT™ Handheld Labeler including how to use the display screen, menu, and keys. For additional information, please refer to the *IDXPERT™ Handheld Labeler User's Manual*.

The **Display Screen**

When the Power button  is pressed, the display screen appears.



The display allows you to see up to three lines of text and 16 characters per line. The display auto-scrolls when you enter more than the maximum displayed lines or characters. Use the arrows on your keypad to navigate the screen.

Status Bar

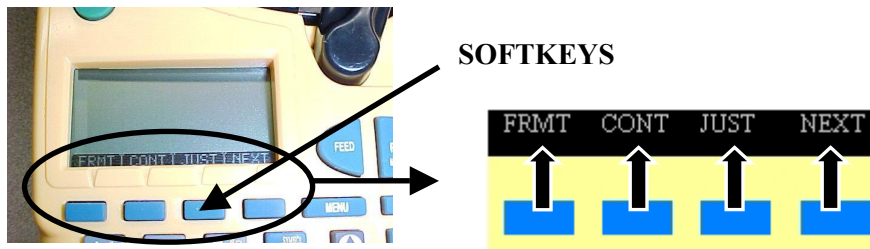
The status bar, located on the bottom of the display, indicates the current text line, font size, and label format.

Menu

Use the menu and related softkeys to perform many of the label formatting commands. To access the menu:

Press .

When the **MENU** key is pressed, a series of menu choices appears. The blue softkeys correspond to the menu choices shown on the screen.



Step 1. Press NEXT to advance to the next set of menu choices:



Pressing **NEXT** again cycles back to the first set of menu choices when the last menu choice is reached.

Press **CLEAR/ESC** to either back up to the previous menu level, or exit menu mode and return to the text editor screen.



Guide to Keys



POWER—powers on the printer.

Press the POWER button again to power off the printer. The printer automatically shuts off after 10 minutes of non-use.

FUNCTION

FUNCTION—accesses a secondary function or character when pressed along with the desired key.

A secondary function or character is shown in yellow on each button.



ARROW—adjusts cursor positioning by one character or one line.

FUNCTION + ARROW—adjusts cursor positioning to the first or last character position or line.



ENTER—creates a new line when typing text.

Pressing ENTER confirms menu selection when in MENU mode.

CLEAR/DELETE

DELETE—clears the character immediately behind the cursor position.

FUNCTION + CLEAR/ESC—clears the entire legend from the text editor screen, or backs out of the menu if in menu mode. It also resets cartridge default settings.

When in MENU mode, the Clear/Esc function works whether or not you use it in conjunction with the Function key.



PRINT—prints one copy of the legend.

FUNCTION + MULTI-PRINT—prints up to 99 copies of the legend.

FONT SIZE

FONT SIZE—displays font size and allows font size changes through softkeys. *See the IDXPERT™ Handheld Labeler Quick Start Guide or User's Manual for a chart of font sizes.*

Also toggles BOLD on/off.

MENU

MENU—toggles through soft key menu options/displays additional soft key choices.



FEED—feeds material through the printer without printing. Use for fixed length continuous labels in order to advance the label strip to the cut position.

BAR CODE MEMORY

MEMORY—accesses Save, Recall, Delete softkeys used to store legends.

FUNCTION + BARCODE—toggles between text and barcode mode.

SYMBOL SERIAL

SERIAL—performs a standard serialization of the character on which the cursor is placed. A *serialization* results in a series of label data that is incremented by one number (0-9) and/or one letter (A-Z, a-z).

FUNCTION + SYMBOL—accesses the symbol library.

IDXPERT™ Handheld Labeler Quick Start Guide or User's Manual for a chart of symbols.

SPACE CAPS LOCK

SPACE—creates a space between characters when creating legends.

FUNCTION + CAPS LOCK—toggles CAPS on and off.






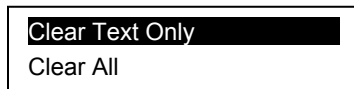
FUNCTION + [Key]—brings up a selection of international characters. Use either the softkey or keypad arrows to navigate the character menu.



Other Functions

Deleting Characters, Legends, and Settings

In order to begin each tutorial, you will need to know how to clear a legend and reset the default cartridge settings. You will also need to know how to delete a character if you have made a mistake in data entry.


- To delete the last character you entered, press .
- To delete the entire legend, press  + . The following message appears on the display:

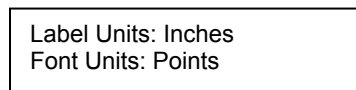



- Press  (with *Clear Text Only* highlighted) to clear the text but retain format (including font size) settings.
- Press the [▼] softkey (to highlight *Clear All*) and press  to clear the entire legend **and** reset default cartridge settings.

Changing Units

Throughout the tutorials you will be asked to change a font to a certain point size or set a barcode height to a certain inch measurement.

1. Press .
2. Press the [NEXT] softkey, and then the [UNIT] softkey.
3. Select default units. The display shows the current unit settings.



- To change the default unit for *label measurements*, press the [LABL] softkey, then press the [INCH] softkey, **or** the [MM] softkey.
 - To change the default unit for fonts, press the [FONT] softkey, then press the [POINT] softkey, the [INCH] softkey, **or** the [MM] softkey. Inches, millimeters, and points refer to the *height* of a character.
4. Press .

General Instructions

Materials

The material cartridge to use is noted at the beginning of each tutorial. Many of the tutorials use cartridge number XC-1500-580 containing 1.5” indoor/outdoor vinyl label material. A sample cartridge of this material is included with your IDXPERT™ printer package.

Keypad and Softkey References

For purposes of this tutorial, all references to keys found on the keypad will be shown as a graphic. All references to menu selections (softkeys) will be shown in brackets. For example:

- If you are to press the ENTER key on the keypad, you will be instructed to:

Press  .

- If you are to press the menu selection softkey for format, you will be instructed to:

Press the [FRMT] softkey.

Setup Status Box

The IDXPERT™ printer makes use of smart-cell technology, which saves setup time and effort. The smart-cell recognizes the cartridge material installed in the printer and automatically sets many label formatting options. A **Default Setup Status Box** is found at the beginning of each tutorial. The information in this box indicates the default label settings based on the material cartridge installed.

Tutorial 1 Create a Basic Label

This tutorial shows you how to:

- Create and print a basic label
- Change the font size and
- Boldface text







This tutorial assumes that you have material cartridge XC-1500-580-WT-BK loaded in your printer.

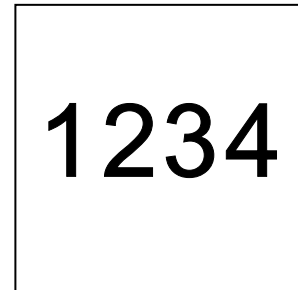
DEFAULT SETUP STATUS

Format: GEN
Continuous: AUTO
H Justification: CENT
V Justification: CENT
Rotation: 270

STEPS

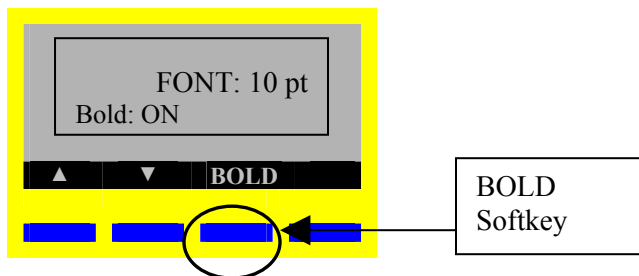
EXAMPLE



- To clear the display screen and reset default cartridge settings:
 - Press  + .
 - Press the [▼] softkey (to highlight *Clear All*), and then press .
- Type **1234**.
- Press .
- Press either  or  as needed (or use the softkey arrows) to get to a 38 pt font size.



Note: If you need to change font size units, refer to *Changing Units* on page 5.

- Press the [**BOLD**] softkey to toggle bold ON. The display screen should show the new font size and bold status:



- Press .
- Press .

Tutorial 2 Create a Two-line Wiremarker Label

This tutorial shows you how to create and print a 2-line **Wiremarker** label. This tutorial assumes that you have material cartridge XSL-21-427 loaded in your printer.

DEFAULT SETUP STATUS

Format: WIRE










H Justification: CENT

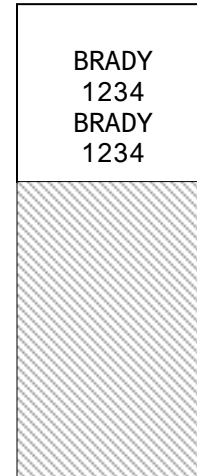
V Justification: BOT

Rotation: 180

STEPS

EXAMPLE

- To clear the display screen and reset default cartridge settings:
 - Press  + .
 - Press the [▼] softkey (to highlight *Clear All*), and then press .
- Press .
- Press either  or  as needed (or use the softkey arrows) to get to a 10 pt font size.
- Press .
- Type **BRADY**.
- Press  to begin a second line.
- Type **1234**.
- Press .



Tutorial 3 Create Serialized Wiremarkers

This tutorial shows you how to create and print **two copies** of a **Serialized** label. This tutorial assumes that you have material cartridge XSL-21-427 loaded in your printer.

DEFAULT SETUP STATUS

Format: WIRE












H Justification: CENT

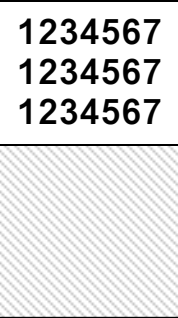
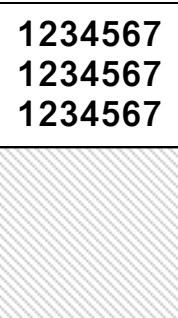
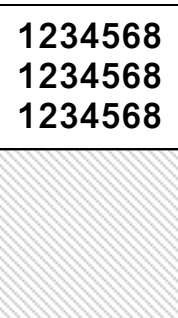
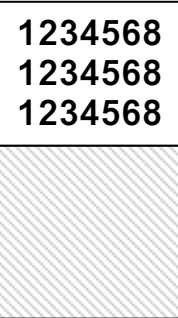
V Justification: BOT

Rotation: 180

STEPS

EXAMPLE

- To clear the display screen and reset default cartridge settings:
 - Press  + .
 - Press the [▼] softkey (to highlight *Clear All*), and then press .
- Press .
- Press either  or  as needed (or use the softkey arrows) to get to a 13 pt font size.
- Press .
- Type **1234567**.
- Press  to position your cursor under the **7**.
- Press . The screen prompts you to enter the number of times to increment the serial number.
- Type **2**, and press . The screen prompts you to enter the number of copies of the serialization to print.
- Type **2**, and press .



Tutorial 4 Create a Barcode Label

This tutorial shows you how to create and print a Code 39 **Barcode** label. This tutorial assumes that you have material cartridge XC-1500-580-OR-BK loaded in your printer.

DEFAULT SETUP STATUS

Format: GEN

Continuous: AUTO

H Justification: CENT

V Justification: CENT



Rotation: 270

STEPS

EXAMPLE

- To clear the display screen and reset default cartridge settings:
 - Press **FUNCTION** + **CLEAR/DEL**.
 - Press the [▼] softkey (to highlight *Clear All*), and then press **ENTER**.

- Press **FONT SIZE**.

- Press either  or  as needed (or use the softkey arrows) to get to a 13 pt font size.

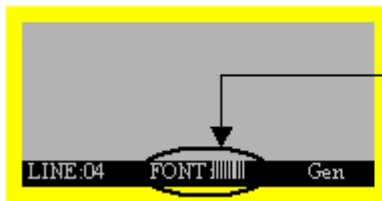
- Press **ENTER**.

- Type **PROPERTY OF**

- Press **ENTER** to begin a second line, and then type **UNIVERSITY HOSPITAL**

- Press **ENTER** twice to create a blank line (3) and begin line four.

- Press **FUNCTION** + **BAR CODE MEMORY**. Barcodes are set on a line-by-line basis. Notice that a barcode symbol appears on the status of the display screen indicating you are in barcode mode.



A barcode symbol in the status bar (on the display screen) indicates that a line is designated as a barcode.

- Press **MENU**. [Tutorial Continued on Next Page →]



10. Press the **[NEXT]** softkey, and then the **[BAR]** softkey. The display shows the current barcode height.

Barcode Height: ½ ”

Note: If you need to change barcode height (label measurement) units, refer to *Changing Units* on page 5.

11. Press the **[1/2]** softkey.

12. Press  .

13. Type **100293**.

NOTE: Barcodes will automatically print human readable text in 10-point font size, centered and positioned below the barcode.

14. Press  .

Tutorial 5 Use International Characters

This tutorial shows you how to access the international character set. This tutorial assumes that you have material cartridge XC-1500-580-WT-BK loaded in your printer.

DEFAULT SETUP STATUS

Format: GEN

Continuous: AUTO

H Justification: CENT



V Justification: CENT

Rotation: 270




STEPS

EXAMPLE




1. To clear the display screen and reset default cartridge settings:

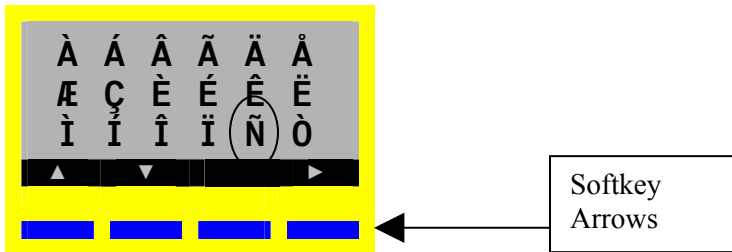
- Press  + .
- Press the [▼] softkey (to highlight *Clear All*), and then press .


ESPAÑOL

2. Press .
3. Press either  or  as needed (or use the softkey arrows) to get to a 26 pt font size.

Note: If you need to change font size units, refer to *Changing Units* on page 5.

4. Press .
5. Type **ESPA**
6. Press  + . A selection of international characters appears.
7. Use the softkey arrows to navigate to the **Ñ** character.



8. Press .
9. Type **OL**.
10. Press .

Tutorial 6 Create a Two-line Banner Label

This tutorial shows you how to create a two-line switch box ID label (banner label) using the continuous media menu choice. This tutorial assumes that you have material cartridge XC-1500-580-YL-BK loaded in your printer.

DEFAULT SETUP STATUS

Format: GEN

Continuous: AUTO

H Justification: CENT

V Justification: CENT

Rotation: 270

EXAMPLE





STEPS

1. To clear the display screen and reset default cartridge settings:

- Press  + .
- Press the [▼] softkey (to highlight *Clear All*), and then press .

2. Press .

3. Press either  or  as needed (or use the softkey arrows) to get to a 20 pt font size.


4. Press .

Note: If you need to change font size units, refer to *Changing Units* on page 5.

5. Type **SWITCH 237**.

6. Press  to begin a second line.

7. Type **ACP-1 MAIN DISCONNECT**.

8. Press  to return to the first line.

9. Press .

10. Press either  (or use a softkey arrow) to get to a 51 pt font size.

11. Press .

12. Press .

Tutorial 7 Use the Symbol Library

This tutorial shows you how to add a symbol to your label. This tutorial assumes that you have material cartridge XC-1000-580-OR-BK loaded in your printer.

DEFAULT SETUP STATUS

Format: GEN

Continuous: AUTO

H Justification: CENT

V Justification: CENT

Rotation: 270



STEPS

EXAMPLE

1. To clear the display screen and reset default cartridge settings:

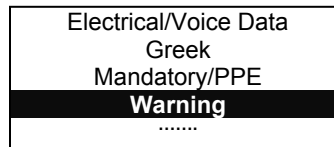
- Press  + .
- Press the [▼] softkey (to highlight *Clear All*), and then press .

2. Press .

3. Press either  or  as needed (or use the softkey arrows) to get to a 51 point font size.


4. Press .



5. Press  + . A list of symbol categories appears:



6. Use the up/down arrow softkeys—or the arrows on your keypad—[▲] [▼]—to scroll through the symbol categories until *Warning* is highlighted.

7. Press .

8. Use the up/down arrow softkeys—or the arrows on your keypad—[▲] [▼]—to scroll through the symbols in this category until you reach the symbol that is shown on the example label above .

9. Press . The generic symbol icon appears  on the display, but will print out as intended.

10. Type **220V 60A**.

11. Press .



Tutorial 8 Create a Continuous Label with Symbols

This tutorial shows you how to create a continuous label using the largest available font size combining text and symbols. This tutorial assumes that you have material cartridge XC-1500-580-OR-GN-WT loaded in your printer.

DEFAULT SETUP STATUS

Format: GEN

Continuous: AUTO




H Justification: CENT

V Justification: CENT



Rotation: 270

STEPS


1. To clear the display screen and reset default cartridge settings:

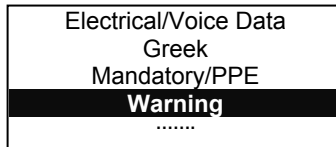
- Press  + .
- Press the [▼] softkey (to highlight *Clear All*), and then press .

2. Press .

3. Press either  or  as needed (or use the softkey arrows) to get to a 126 point font size.

4. Press .


5. Press  + . A list of symbol categories appears:



6. Use the up/down arrow softkeys—or the arrows on your keypad—[▲] [▼]—to scroll through the symbol categories until *Arrow & Misc.* is highlighted.

7. Press .

8. Use the up/down arrow softkeys—or the arrows on your keypad—[▲] [▼]—to scroll through the symbols in this category until you reach the symbol that is shown on the example label above **A**.

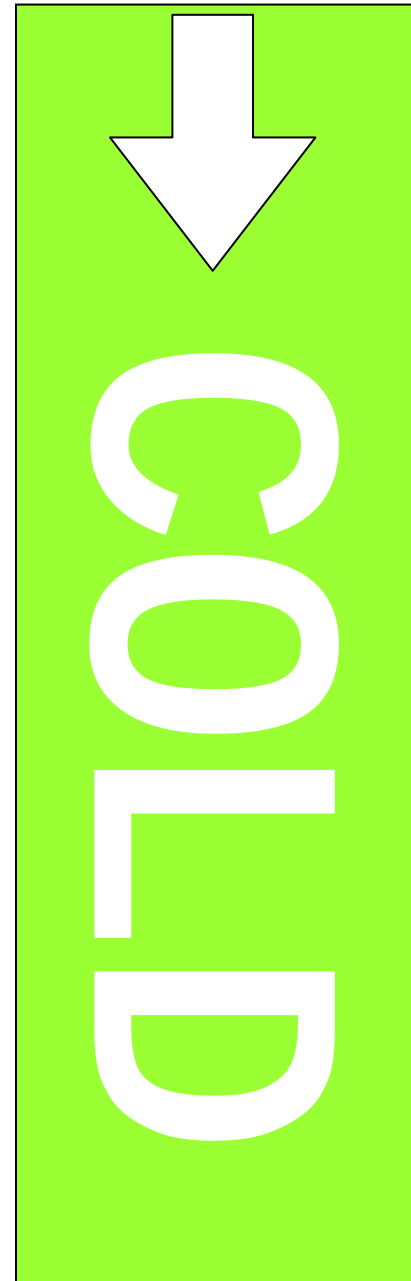
9. Press . The generic symbol icon appears [†] on the display, but will print out as intended.

10. Type **COLD WATER**.

11. To add a second arrow after the text, repeat steps 5 through 9.

12. Press .

EXAMPLE



Tutorial 9 Create a Patch Panel Label

This tutorial shows you how to:

Create a patch panel label by setting a fixed length for a continuous label

Change rotations

Add separation lines between legends

DEFAULT SETUP STATUS

Format: GEN

Continuous: FIXED

H Justification: CENT

V Justification: CENT

Rotation: 90

This tutorial assumes that you have material cartridge XC-500-422 loaded in your printer.

STEPS

EXAMPLE


1. To clear the display screen (if necessary):

- Press  + .
- Press the [▼] softkey (to highlight *Clear All*), and then press .

2. Press .

3. Press the [CONT] softkey, and then the [FIX] softkey.

4. Press the [LEN] softkey.



5. Type **.6** (in), and then press .

Note: If you need to change label measurement units, refer to *Changing Units* on page 5.

6. Press the [SEP] softkey, and then the [LINE] softkey.

7. Press  three times.







8. Press .

9. Press either  or  as needed (or use the softkey arrows) to get to a 13 point font size.

10. Press .

B01	C1
B02	C1
B03	C1
B04	C1
B05	C1
B06	C1

[Tutorial Continued on Next Page →]

11. Type **C1**, and then press  to start a second line.
12. Type **B01**.
13. Press  to position your cursor under the **1**.
14. Press . The screen prompts you to enter the number of times to increment the serial number.
15. Type **6**, and press . The screen prompts you to enter the number of copies of the serialization to print.
16. Type **1**, and press .
17. Press  to advance the patch panel label to the cut position.

Tutorial 10 Create a Terminal Block Label

This tutorial shows you how to create a terminal block label. This tutorial assumes that you have material cartridge XC-375-498 loaded in your printer.

DEFAULT SETUP STATUS

Format: GEN

Continuous: FIXED

H Justification: CENT

V Justification: CENT

Rotation: 0

STEPS

EXAMPLE

1. To clear the display screen and reset default cartridge settings:

- Press  + .
- Press the [] softkey (to highlight *Clear All*), and then press .

2. Press .

3. Press the [**CONT**] softkey, and then the [**FIX**] softkey.



4. Press the [**LEN**] softkey.

5. Type **.24** (in).


Note: If you need to change label measurement units, refer to *Changing Units* on page 5.


6. Press  three times.


7. Press .


8. Press either  or  as needed (or use the softkey arrows) to get to a 10 point font size.


9. Press , and then type **101**.

10. Press  to position your cursor under the second **1**. (**10**1****).

11. Press . The screen prompts you to enter the number of times to increment the serial number.

12. Type **10**, and press . The screen prompts you to enter the number of copies of the serialization to print.

13. Type **1**, and press .

14. Press  to advance the terminal block label to the cut position.

101
102
103
104
105
106
107
108
109

Tutorial 11 Create Serialized Bin Labels

This tutorial shows you how to:

Create a bin label by setting a fixed length for a continuous label

Use the serialization feature

Add separation tic marks between legends

DEFAULT SETUP STATUS

Format: GEN

Continuous: AUTO

H Justification: CENT

V Justification: CENT




Rotation: 270

This tutorial assumes that you have material cartridge XC-1000-580-BL-WT loaded in your printer.

STEPS

EXAMPLE


1. To clear the display screen and reset default cartridge settings:

- Press  + .
- Press the [▼] softkey (to highlight *Clear All*), and then press .

2. Press .


3. Press the [CONT] softkey, and then the [FIX] softkey.

4. Press the [LEN] softkey.



5. Type 2 (in), and then press .


Note: If you need to change label measurement units, refer to *Changing Units* on page 5.


6. Press the [SEP] softkey.


7. Press the [TIC] softkey, and then press  three times.

8. Press .


9. Press either  or  as needed (or use the softkey arrows) to get to a 26 point font size.


10. Press , and then type **BIN A60**.

11. Press  to position your cursor under the 0.

12. Press . The screen prompts you to enter the number of times to increment the serial number.

13. Type **5**, and press . The screen prompts you to enter the number of copies of the serialization to print.

14. Type **1**, and press .

15. Press  to advance the last label to the cut position.



Tutorial 12 Print Labels with a Time/Date Stamp

This tutorial shows you how to:

Add a time and date stamp to a label

Change horizontal justification

Print multiple copies of a label

This tutorial assumes that you have material cartridge XC-1500-580-WT-BK loaded in your printer.

DEFAULT SETUP STATUS

Format: GEN

Continuous: AUTO




H Justification: CENT

V Justification: CENT



Rotation: 270

STEPS











1. To clear the display screen and reset default cartridge settings:

- Press  + .
- Press the [▼] softkey (to highlight *Clear All*), and then press .

2. Press .

3. Press either  or  as needed (or use the softkey arrows) to get to a 13 pt font size.







Note: If you need to change font size units, refer to *Changing Units* on page 5.

4. Press .
5. Press .
6. Press the [JUST] softkey, and then the [HORIZ] softkey.
7. Press the [LEFT] softkey.
8. Press  two times.
9. Type **LOT: A-1225** (press  after the colon)
10. Press  to begin a second line.
11. Type: **DATE:** (press  after the colon)
12. Press  + . The generic date symbol appears on the display screen. 
13. Press  to begin a third line.

[Tutorial Continued on Next Page →]

EXAMPLE

```
LOT : A-1225      LOT : A-1225      LOT : A-1225
DATE : 08 / JAN / 04  DATE : 08 / JAN / 04  DATE : 08 / JAN / 04
TIME : 9 : 30AM     TIME : 9 : 30AM     TIME : 9 : 30AM
```

14. Type: **TIME:** (press  after the colon)
15. Press  +  . The generic time symbol appears on the display screen. Ⓛ
16. Press  +  . The screen prompts you to enter the number of copies of the legend to print.
17. Type **3**.
18. Press  .

Note: See the *IXPERT Handheld Labeler User's Manual* for instructions on setting the time and date.

Tutorial 13 Use the Memory Function

This tutorial shows you how to use the memory function to:


Save a label






Recall a label

Delete a label

This tutorial assumes that you have material cartridge XC-1500-580 loaded in your printer.

STEPS

1. Create a basic label. See *Tutorial 1* on page 7, **but do not print it.**
2. Press . A grid appears showing the **10 storage locations**. A bold number indicates that a storage position is already occupied.

1	2	3	4	5
6	7	8	9	10
XC-1500-580				
1234				
3. Use the arrows on your keypad—the [▲] softkey or the [▼] softkey—to navigate to storage location **5** (or another number if this location is occupied).
4. Press the [SAVE] softkey. If you try to save the legend to an occupied space, you will get the option to overwrite it.
5. Press  to exit Memory mode.
6. To recall the legend from the storage location, press .
7. Use the arrows on your keypad—the [▲] softkey or the [▼] softkey—to navigate to storage location **5**. Note that the part number along with the first line of label text shows on the display to help you identify the saved legend.
8. Press the [RCL] softkey. The legend appears on the display screen.
Note that you must have a part number in the printer that is equal to or greater than (in print width and height) the part that was used when saving the legend. If the part number is too small, you will receive this error message: *Cannot Fit*.
9. Press  to exit Memory mode.
10. To delete the legend from the storage location, press .
11. Use the arrows on your keypad—the [▲] softkey or the [▼] softkey—to navigate to storage location **5**. Note that the first line of label text shows in the display to help you identify the saved legend.
12. Press the [DEL] softkey. A message appears asking if you are sure you want to delete the label.
13. Press the [YES] softkey. The legend has now been deleted from the storage location.
14. Press  to exit Memory mode.