BRADY®
WHEN PERFORMANCE MATTERS MOST™

Quick Start Guide

BBP®31
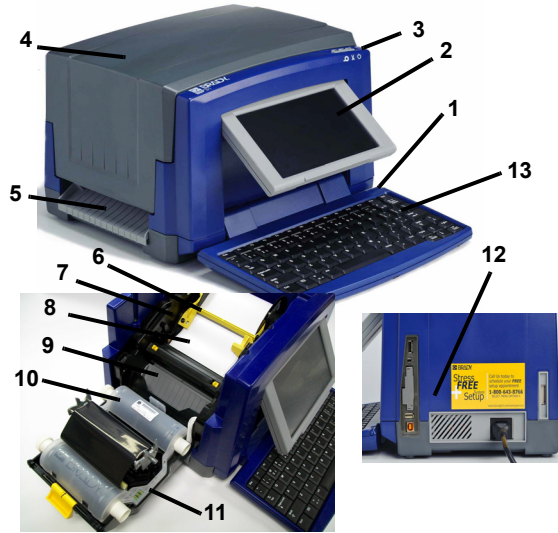## SIGN & LABEL PRINTER

Quick Start Guide

Unpacking

Verify that all of the items shown are in the box. If an item is missing or appears to be defective, contact Brady technical support immediately.

Included in the box:
- Printer
- Documentation CD
- Printer Driver CD
- Power Cord
- USB Cord
- Quick Start Guide
- Cleaning Kit

Components

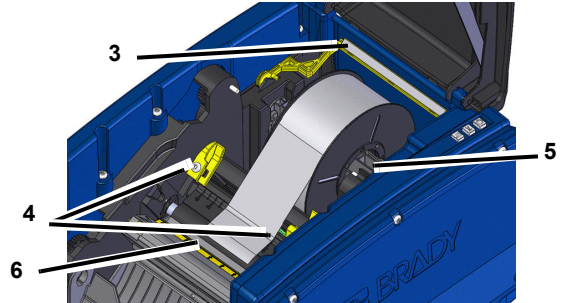|			
1	Stylus	2	Display (with touchscreen)
3	Power Button	4	Enclosure Cover
5	Label Exit	6	Media Wiper
7	Media Guides	8	Media
9	Cutter	10	Ribbon Cartridge
11	Ribbon Cover	12	USB, Power, Expansion Ports and Brady Network Card
13	Keyboard		

Installation and Setup

Connect Power

1. Remove printer and power cord from packaging box.
2. Plug power cord into printer and into AC power outlet. Printer automatically powers on.
3. After initial start, press Power ⏻ to apply or remove power.

Install Media

1. Open enclosure cover.
2. Release ribbon latch and swing ribbon cover open.
3. Move yellow media wiper to far right (when facing display).
4. Move yellow media guides to full-open.
5. Insert media cartridge until spindle ends rest in slots of media holder.
6. Feed media from top of roll until it sits just past the black rubber roller.
7. Close media guides until they touch edge of media liner with media under the guides.
8. Move media wiper into position so it rests on media.

Install Ribbon

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

2. Close and latch ribbon cover, then close enclosure cover.

Getting Started

Get Help

Get Help at any time by touching [?]. In addition, an electronic user guide is included on the product CD.

Use the Touchscreen

For best results, use a fingernail or stylus to select objects on the touchscreen.
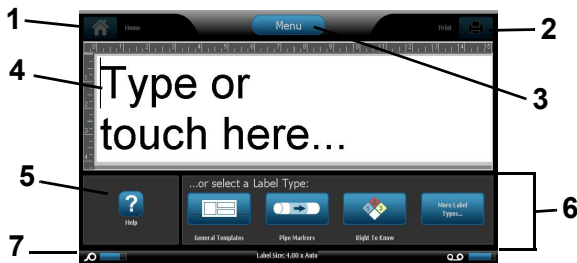
Work with Objects

- Touch an object to work with it. The control panel will display available options for that object.
- Move object by firmly pressing and dragging finger or stylus on the screen.
- Size objects using either the Size buttons or the sizing handles (toggles with the Size button in the *Tools* section).
- Press More Options to scroll through the available object formatting options.

Menus

Home

The Home screen automatically displays when you power on the printer. The main sections are:

Item #	Icon	Description
1	🏠	Home: Returns to Home screen from anywhere in the application.
2	🖨	Print: Prints label currently displayed in editor window.
3	Menu	Menu: Displays File, Label and System options.
4	Editor Window	Label editing area. Type, touch or select objects to display, add and edit in this window.
5	Tools Section	Provides Object Sizing, Delete, Undo, Zoom In/Out and Help buttons.
6	Control Panel	Provides options for adding and working with objects on your label.
7	Status Bar	Shows current label size and indicators for remaining ribbon and media.

Menu Screen

Touch **Menu** to display the Menu options window:

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

Tools Section

Tools for working with labels. The Tools section appears only when editing a label (i.e., not on the home screen):

Icon	Description
✕	Deletes selected object.
↩	Undo limited number of actions. Button is greyed out if no undo action is available. There is no redo option.
▦	Toggles display of sizing handles to change size or rotation of selected object.
🔍+	Zoom In increases the view of the objects in the display. Scroll arrows appear if the objects are zoomed larger than the available display area.
🔍-	Zoom Out decreases the view of the objects on the display.
?	Displays the context help based on which control panel is currently displayed.

Control Panel

Contains information specific to the object selected or the function being performed.

To access the panels:

- **From Home Screen:** Provides access to all label types. Press an icon to display templates for selected label type.
- **From Add Object Screen:** Touch a blank area of the label to display options. Also displays when you press *Add Object* from other panels.

Icon	Description	Icon	Description
A	Text	⚙	Graphic
‖‖‖	Barcode	1,2,3	Serial & Date/Time

- **With Object Selected:** Provides options for editing an object. From this panel, you can press 🅰 to return to the *Add Objects* screen, or press the *More Options* ← → buttons to scroll through additional options.
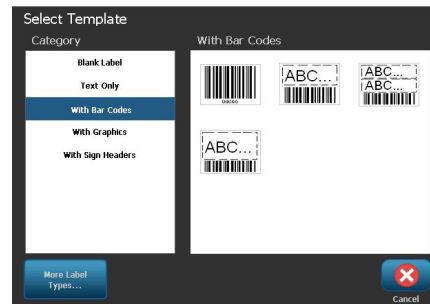
Create a Text Label

1. From *Home* screen, type label text. The entered text automatically resizes to fill the label.
2. To edit text, touch any text-editing option(s).

Create a Custom Label

1. Touch Editor window.
2. From *Add Object* panel, insert an object:
   - **Text:** Enter desired text.
   - **Barcode:** Type data value, then touch a Symbology option.
   - **Graphic:** Select a graphic.
   - **Serial & Date/Time Stamp:** Add a serialization or Date/Time stamp to each label.

Create Label using a Template

1. From Home screen, touch General Templates.
2. Choose a category and template.

3. Touch each object to add text or graphics.

Technical Support

www.bradyid.com **(Americas)**
www.bradyeurope.com (Europe)
www.bradycorp.com **(Asia Pacific)**
www.bradyaust.com.au **(Australia)**

Product Registration

www.bradycorp.com/register
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