

Alexandria Network Printer

Packing List

Thank you for purchasing the Alexandria Network Printer. This package contains the items listed below. If anything is missing or damaged, please call us toll-free at 1-800-347-6439.

This packing list is used for the following product(s):

- Alexandria Network Printer (V7001)
- 36-Month Extended Warranty (V7001W)

Your package contains the following:

- Printer
- 1 Roll of Paper
- AC Adapter and Cord
- Alexandria Network Printer Paper Order Form
- Warranty Information

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Alexandria Network Printer

Installation Guide

Introduction

The Alexandria Network Printer is a convenient and economical means of printing receipts for common circulation transactions, such as checkouts, holds, fines, fees, payments and refunds.

The next few pages provide general information about the Alexandria Network Printer and steps to install it. Should you need further assistance or have any questions about the installation process, please contact COMPanion Customer Support at 1-800-347-4942 or support@companioncorp.com.

System Requirements

A Static IP or Reserved DHCP address is required to use the network printer. If you're a cloud-hosted or self-hosted customer within a secure environment, you will also need to enable the printer security certificate settings for SSL/TLS. For more information about SSL/TLS, Static IP or Reserved DHCP address, we recommend speaking with your local IT specialist.

The most recent two versions of the following web browsers support the network printer:

- Chrome
- Edge
- Firefox
- Safari

Unpack the Printer

When unpacking the printer verify that you have received the printer, manual, and AC Adapter with power cord. The printer does not come with an ethernet cable, so you will need to provide your own.

1. Connect the ethernet cable to the connector on the rear panel of the printer.
2. Connect the power cable to the AC adapter, then connect the adapter to the connector on the printer.
3. While the printer is OFF, insert the power cable plug into a protected AC outlet.

4. To turn the printer ON, flip the power switch located on the left side of the printer. The POWER lamp on the control panel will light up.

Loading the Roll Paper

The paper is heat sensitive—do not expose to heat, direct sunlight, or moisture while storing. Only use paper from COMPanion.

1. Push the lever located on the top right hand side to open the printer cover.
2. While observing the direction of the roll (see diagram on inside of printer cover), set the paper roll into the compartment and pull the leading edge of the paper towards you.
3. Close the lid by pushing down on both sides and ensure it is firmly latched.

The error light will blink if the paper nears is installed incorrectly. The light will blink at different intervals for various errors. Please see the printer's user manual for more information.

Installation Summary

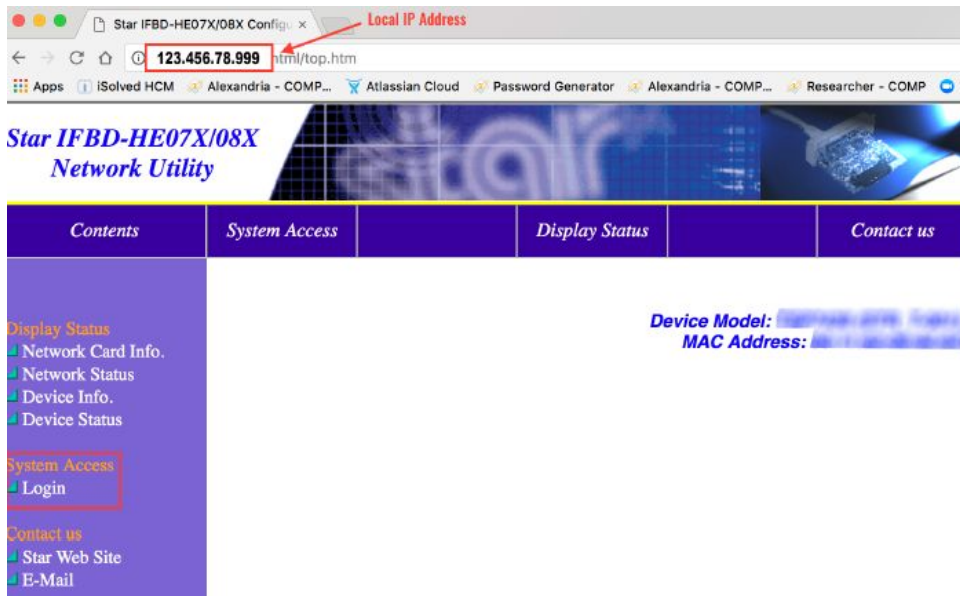
To use the Alexandria Network Printer, you first need to follow several configuration steps. Each printer will only need to be configured once, unless the network is changed or the security configuration certificate expires. Security certificates generated by COMPanion are valid for 20 years.

1. Configure the printer to use a Static IP or Reserved DHCP address.
2. If you're a cloud-hosted customer or a self-hosted customer within a secure environment, enable the security certificate settings for the printer. If you are a Self-Hosted customer that is not within a secure environment, skip to the asterisk (*) in step 4.
3. Call COMPanion Customer Support at 1-800-347-4942 to obtain Network Printer Security Certificate and Key. Be prepared to provide them with your Common (domain) Name and Static IP or Reserved DHCP address.
4. Upload the security certificate to the Star Network Utility interface, then restart the printer.
 - Self-Hosted customers in a non-secure environment, skip to step 6.
5. Add COMPanion's root Security Certificate to your computer & browser settings.
6. Set printer preferences in Alexandria.

Installing the Network Printer

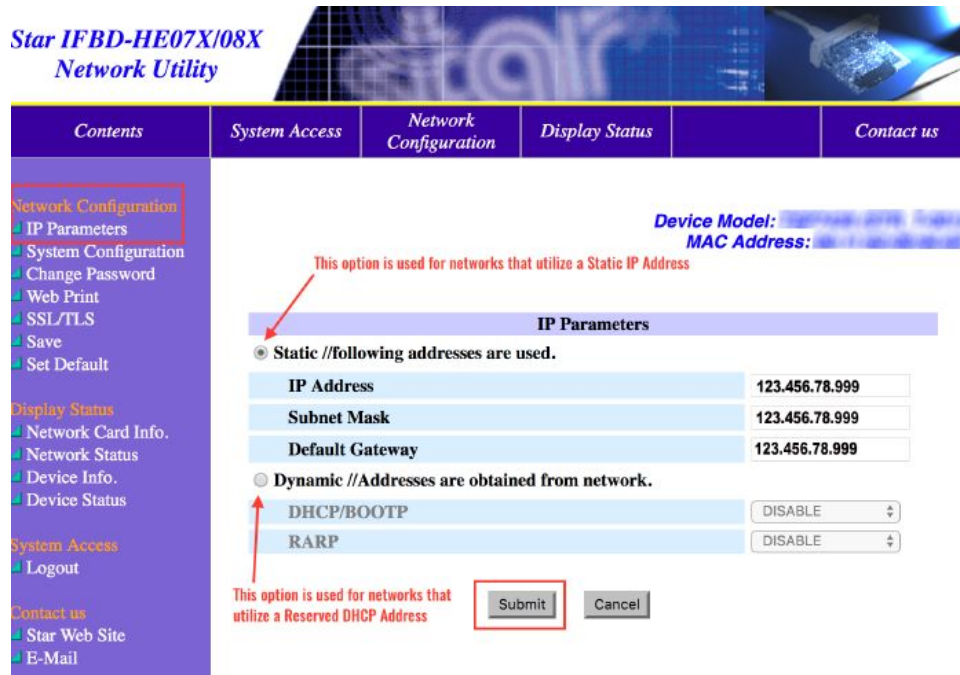
Step 1. Configure the printer

- A. While the printer is off, press and hold the FEED button as you power on the printer. After a moment, a self test receipt will be generated, this will show the current IP address of the printer towards the bottom of the paper.
- B. Open a web browser, type the IP address in the address bar, and tap enter. You will be directed to the Star Network Utility interface.



- A. On the left hand side under System Access, select **Login**.
- B. Enter the printer's default login credentials:
 - a. Username: root
 - b. Password: public

C. Once you're logged in, on the left hand side under Network Configuration select **IP Parameters**.



D. Enter the Static IP Address, Subnet Mask, and Default Gateway or Reserved DHCP address for your local network. If you do not know what these are, speak with your local IT specialist.

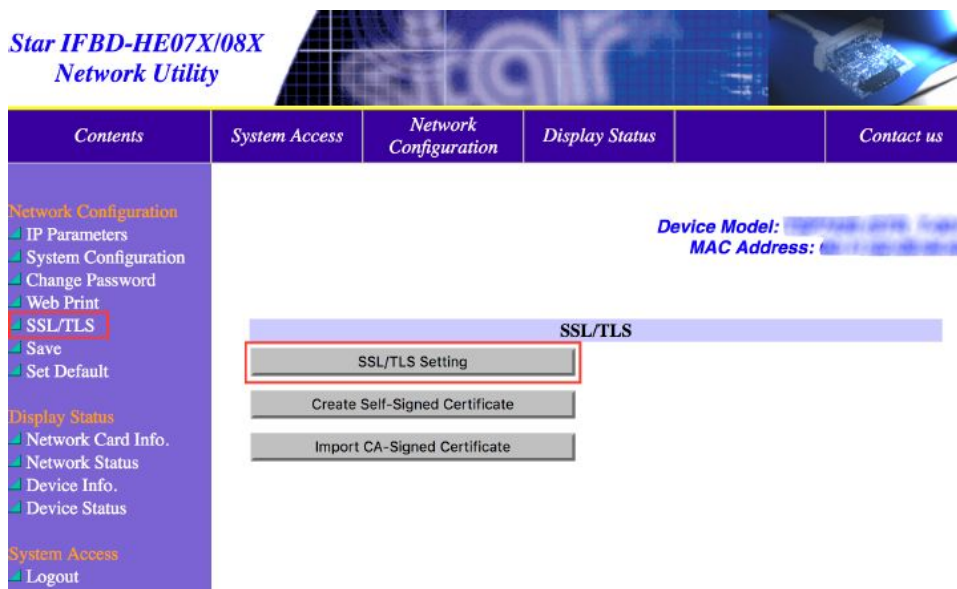
E. Click **Submit** to save your changes.

Step 2. Enable Security Certificate Settings

If you are a cloud-hosted customer or have a secure network environment, you need to enable certificate security settings in the Star Network Utility interface.

If you're a self-hosted customer and are not working in a secure environment, skip to the asterisk (*) in Step 4.

- A. In the Star Network Utility, go to the menu on the left and select **SSL/TLS**, then click SSL/TLS Setting on the right.



- B. From the drop-down menu, select **Enable**.
- C. Enter **TCP Port 443** in the available field.
- D. From the Certificate drop-down menu, select **CA-Signed**.
- E. Click **Submit** to save your changes.

Step 3. Obtain Network Printer Certificate

Call COMPanion Customer Support at 1-800-347-4942 to obtain the network printer certificate and key.

You'll need to provide the representative with your local network's Common (Domain) Name and Static IP address(es) or Reserved DHCP address(es) for each printer you purchased. For your convenience, you can write this information in the fields below.

The COMPanion Customer Support representative will generate a certificate and key for your printer which they will email to you. Once you receive the email, download the attachments. You can identify the files by their extensions: .crt for certificate and .key for key.

Organization Name: _____

IP Address or DNS or DHCP (one for each printer):

1. _____

2. _____

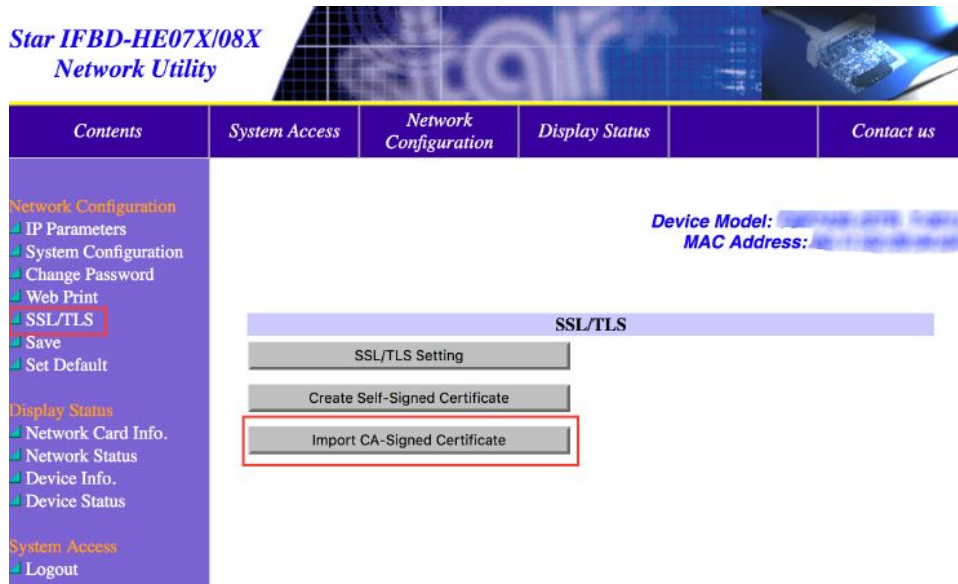
3. _____

4. _____

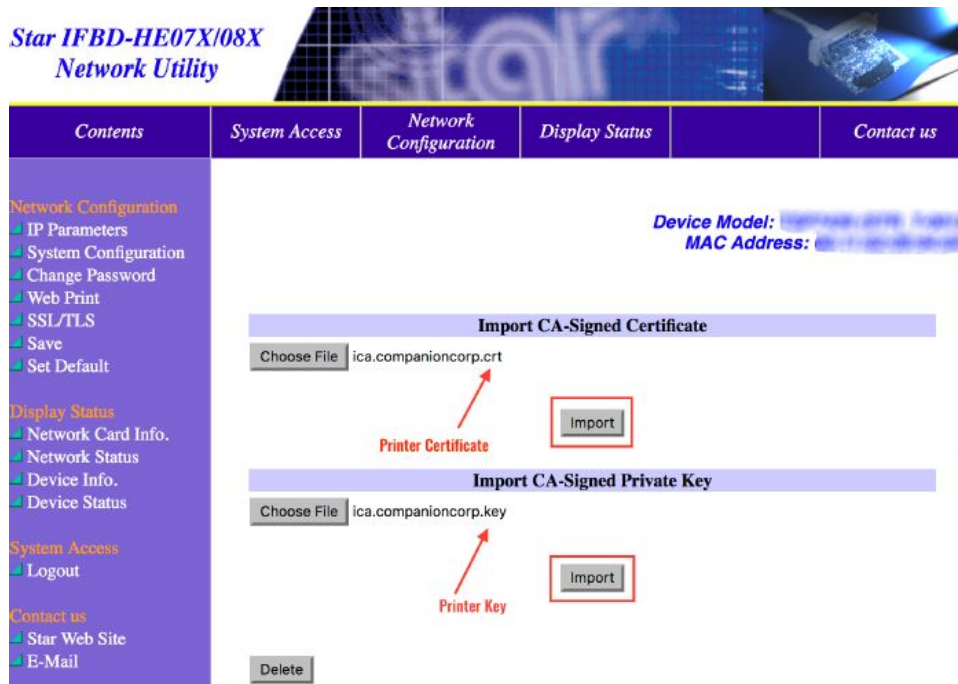
5. _____

Step 4. Upload Certificate

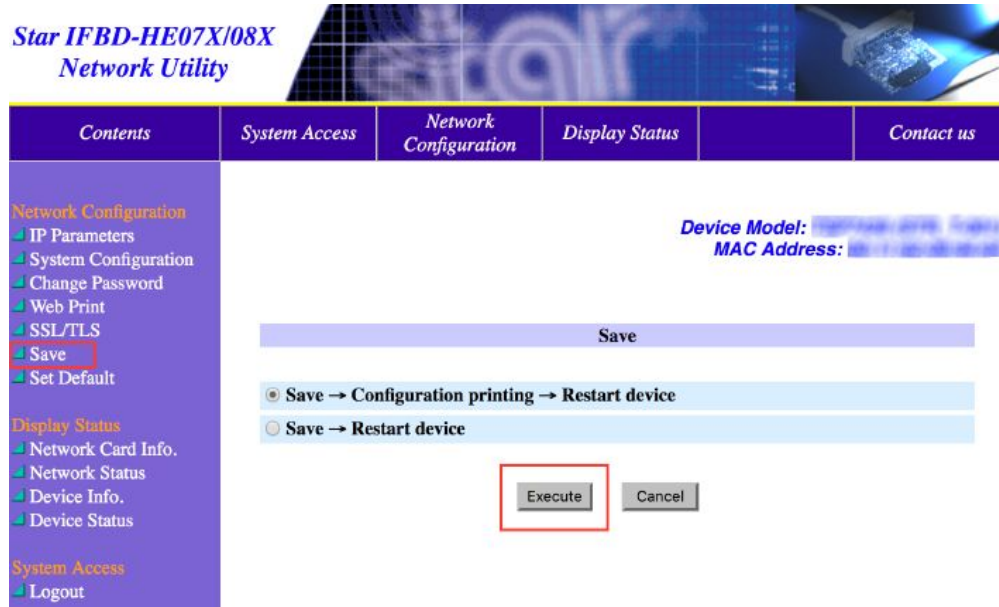
- A. In the Star Network Utility, go to the menu on the left and select **SSL/TLS**, then click **Import CA-Signed Certificate** on the right.



- B. Under **Import CA-Signed Certificate**, click **Choose File** and locate the certificate you receive from COMPanion. Once you've selected the file, click **Import**.



- C. Repeat this process to import the CA-Signed Private Key. Make sure you're importing the key file you received from COMPanion.
- D. After you have imported both the certificate and key you will select the Save option to the left.
- E. Choose **Save → Configuration printing → Restart device**, then click **Execute**.



Now you can log out of the Star Network Utility interface.

If you're not a cloud-hosted customer and are not working in a secure environment, skip to Step 6.

Step 5. Install COMPanion’s Root Security Certificate

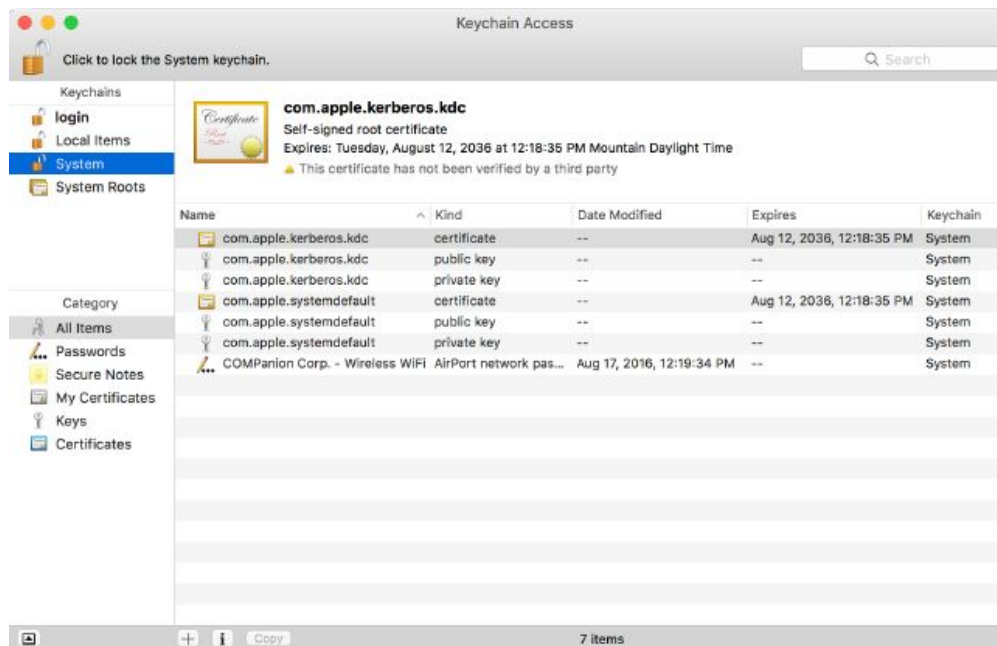
Along with your COMPanion Network Printer Certificate and Key, you should have received a link to download the COMPanion Root Certificate. If not, download it at www.companioncorp.com/ca.companioncorp.crt.

If you’re using the operating system’s browser—Safari on iOS, Edge or Internet Explorer on Windows—it may ask what you’d like to do with the certificate: Open, Save, or Cancel. Click **Open**, then jump to Step 2 for your operating system below.

If the certificate was downloaded to your computer, or if you aren’t prompted to trust or install the certificate automatically, follow the steps for your operating system below:

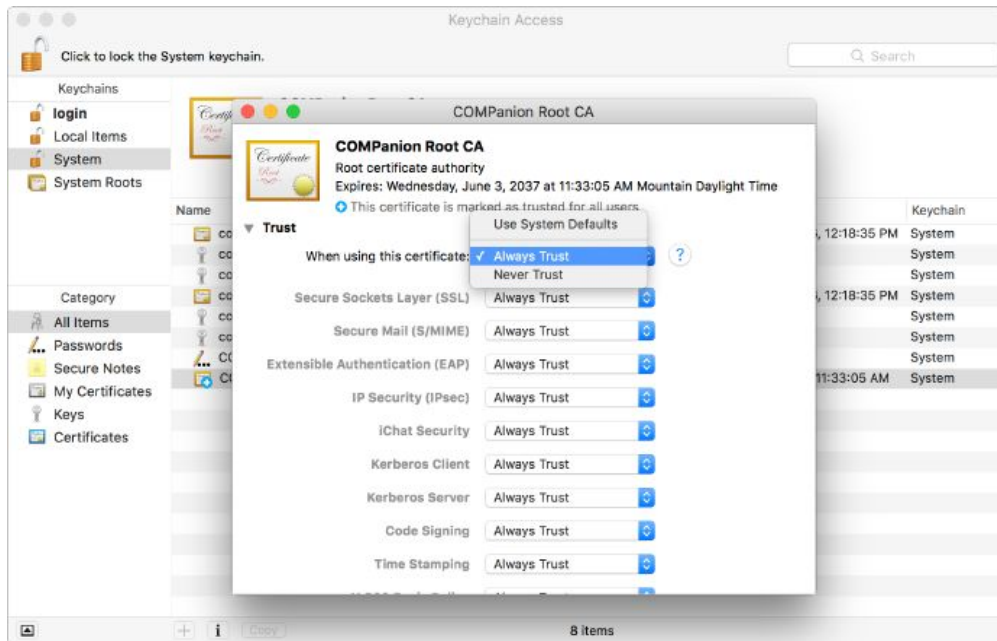
iOS

- A. From Launchpad, navigate to Other and open Keychain Access.
- B. Under Keychains on the left, unlock the System keychain.



- C. Drag and drop the **ca.companioncorp.crt** file into the System keychain list.
- D. Double click on the certificate to open Details/Trust window.
- E. Click the arrow next to the word Trust.

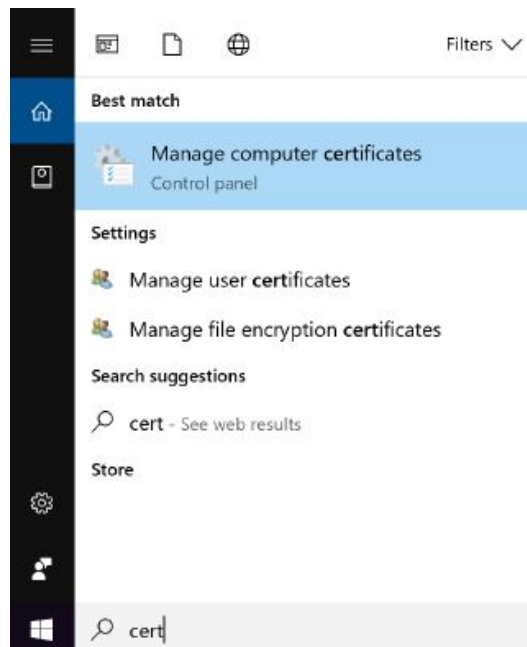
- F. Select the *When Using this Certificate and Secure Sockets Layer (SSL)* drop-down menu, and choose **Always Trust**.



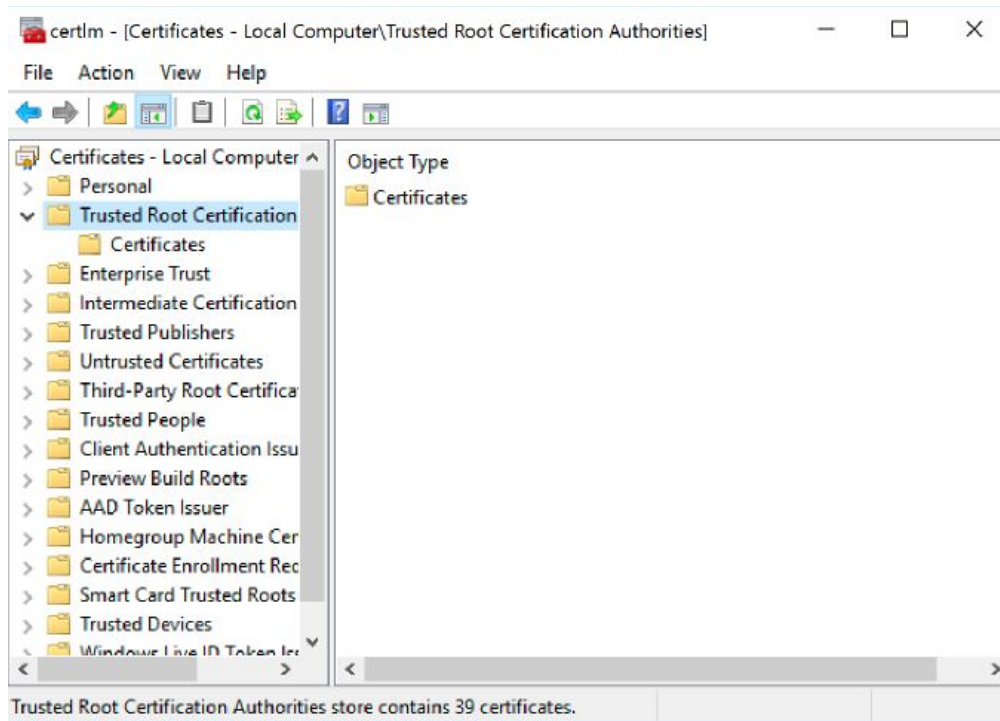
- G. Close the window and enter your Mac user password to save your settings.

Windows

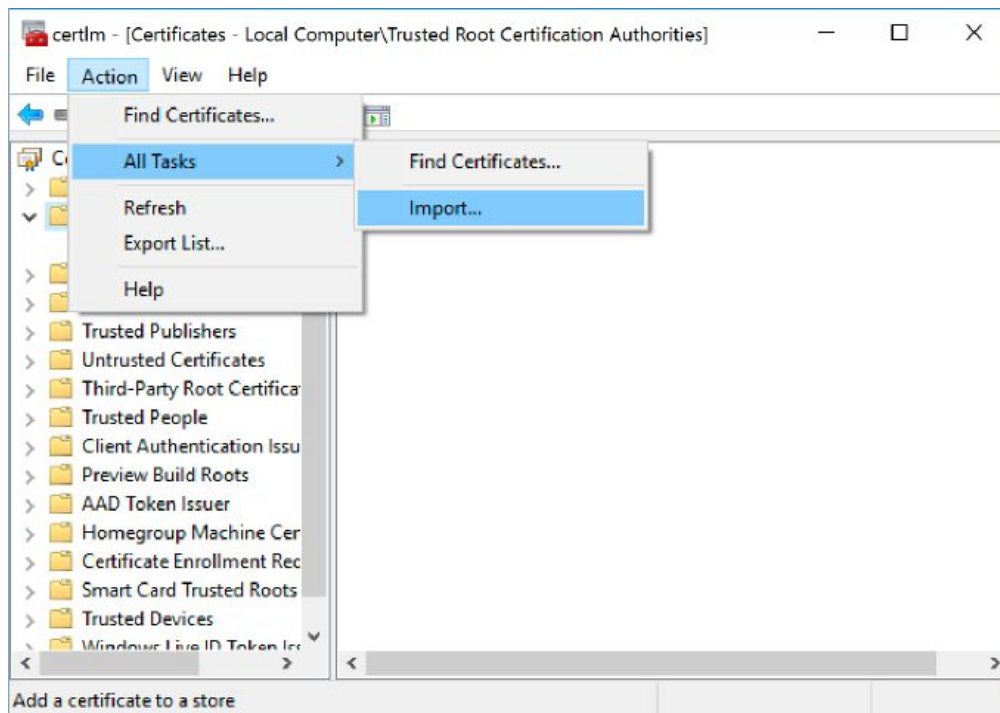
- A. In the Window search bar, type “cert”, then select **Manager computer certificates** from the results.



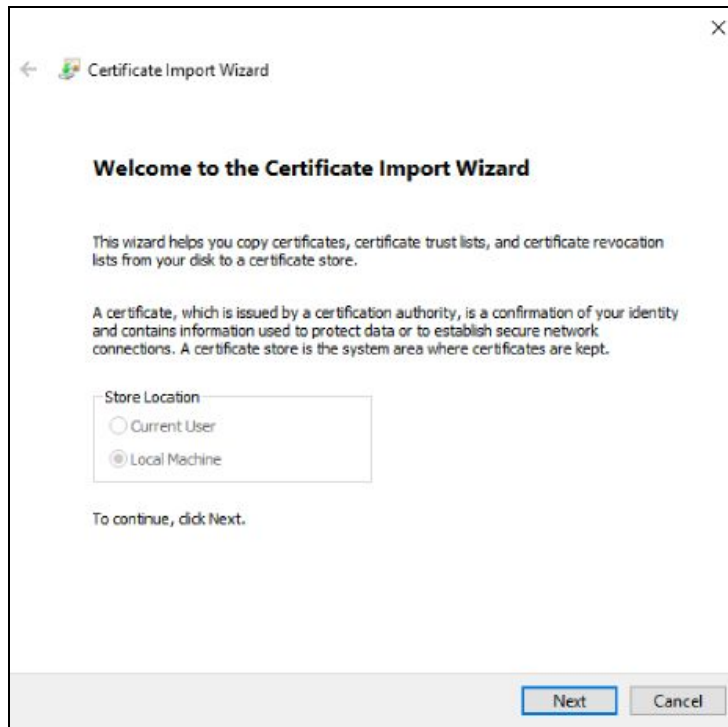
B. On the left, select **Trusted Root Certification** to expand the menu.



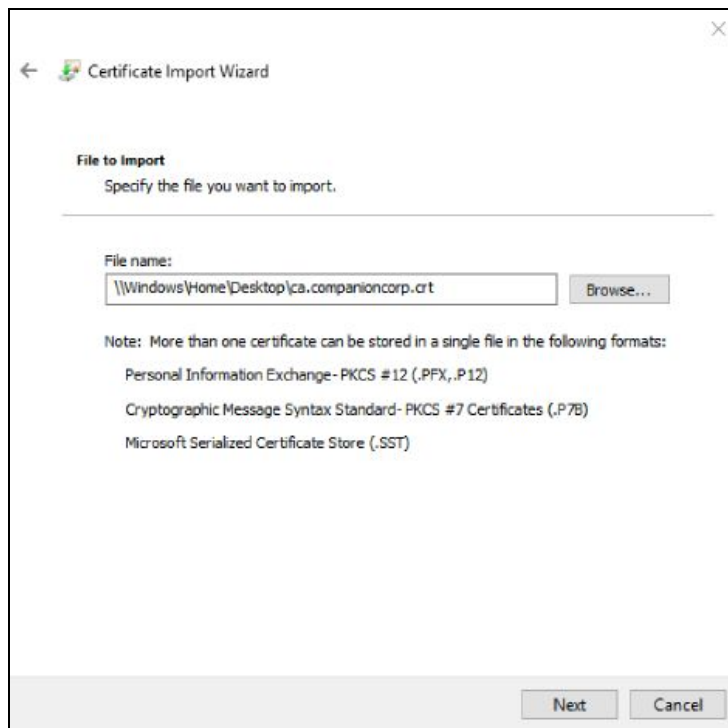
C. Select **Action** from the options at the top of the window, then scroll down to **All Tasks** and select **Import**.



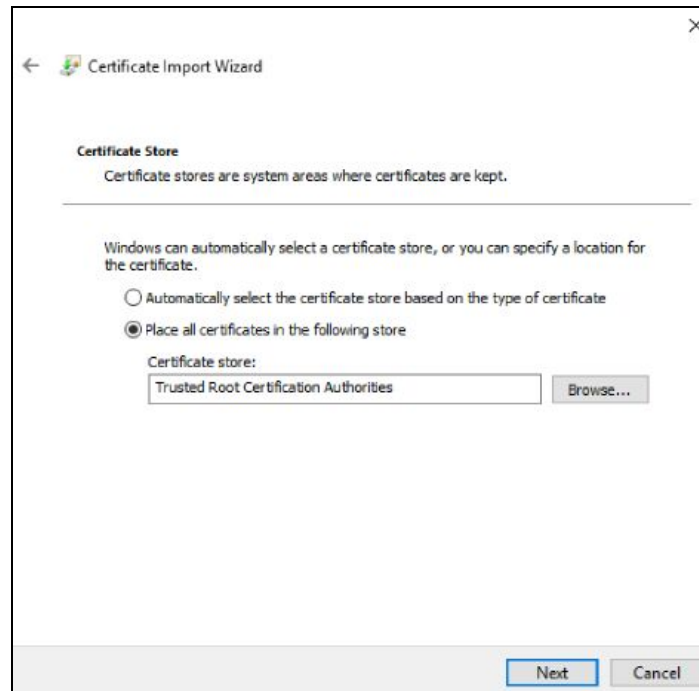
D. In the Certificate Import Wizard, click **Next**.



E. Click **Browse** to locate the **ca.companioncorp.crt** file on your computer, then click **Next**.



F. Make sure *Place all certificates in the following store* is selected and *Trusted Root Certification Authorities* is specified, then click **Next**.



G. Click **Finish** to import the certificate and complete the process.

Alternative Installation Methods

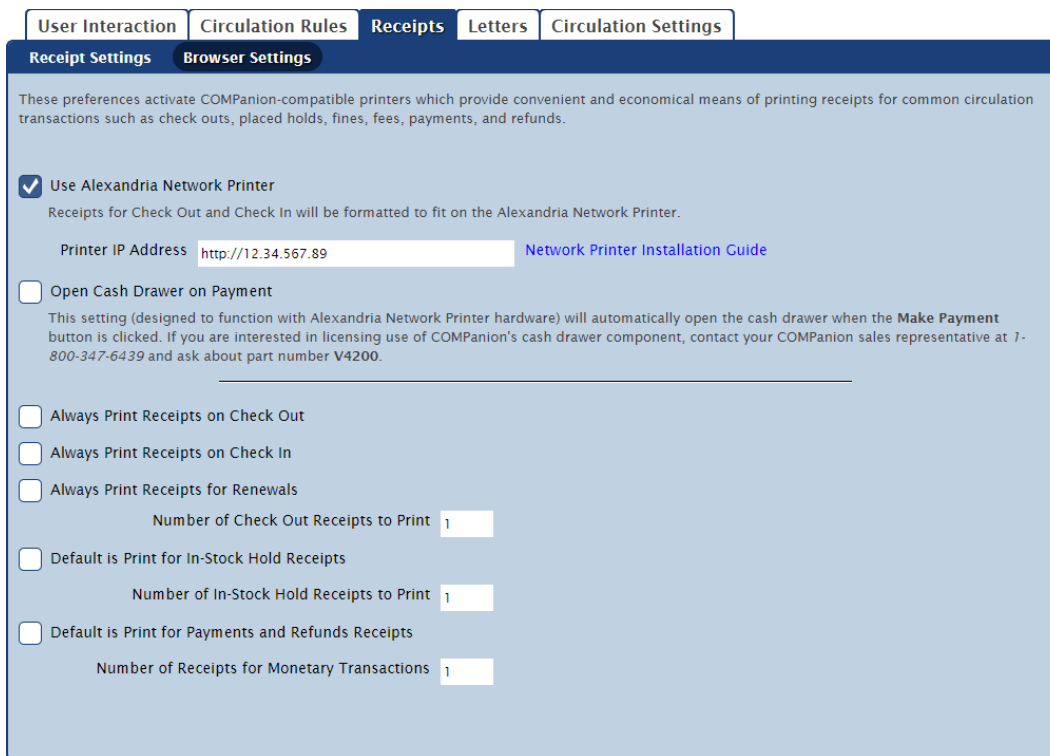
If you cannot add the Trusted Root CA to your computer, try adding it to your browser directly. Here are a few resources we're aware of:

- [Chrome](#)
- [Firefox](#)

6. Set Printer Preference in Alexandria

- A. Log into Alexandria.
- B. Navigate to Tools > Preferences > Circulation > Receipts tab > Browser Settings subtab.
- C. Check the *Use Alexandria Network Printer* box.
- D. Enter the IP address for your printer, including the protocol (http:// or https://).
- E. In the upper-right corner of the window, click **Save**.

If you don't see these preferences, Alexandria may not be registered for the network printer yet. Contact COMPanion Customer Support at 1-800-347-6439 for assistance.



[User Interaction](#)
[Circulation Rules](#)
[Receipts](#)
[Letters](#)
[Circulation Settings](#)

[Receipt Settings](#)
[Browser Settings](#)

These preferences activate COMPanion-compatible printers which provide convenient and economical means of printing receipts for common circulation transactions such as check outs, placed holds, fines, fees, payments, and refunds.

Use Alexandria Network Printer
 Receipts for Check Out and Check In will be formatted to fit on the Alexandria Network Printer.

Printer IP Address [Network Printer Installation Guide](#)

Open Cash Drawer on Payment
 This setting (designed to function with Alexandria Network Printer hardware) will automatically open the cash drawer when the **Make Payment** button is clicked. If you are interested in licensing use of COMPanion's cash drawer component, contact your COMPanion sales representative at 1-800-347-6439 and ask about part number V4200.

Always Print Receipts on Check Out

Always Print Receipts on Check In

Always Print Receipts for Renewals
 Number of Check Out Receipts to Print

Default is Print for In-Stock Hold Receipts
 Number of In-Stock Hold Receipts to Print

Default is Print for Payments and Refunds Receipts
 Number of Receipts for Monetary Transactions

That's it! You've successfully installed and configured the Alexandria Network Printer.

Please read the printer's User Manual for additional operational, precautionary, and maintenance information. You can find additional information about Alexandria printing preferences on our [Support Center](#).

Ordering from COMPanion

Thank you for ordering from COMPanion Corporation.

To order additional paper for your printer, fill out the order form on the following page. Please assist us in processing the order by listing the quantity of each item and the grand total.

For assistance placing an order, contact our Sales department at 1-800-347-6439. For complete product information, visit <https://www.goalexandria.com/>.

Prices are subject to change without notice. Send your completed form to:

Mailing Address

COMPanion Corporation
1831 Fort Union Blvd.
Salt Lake City, UT 84121-3041

Fax Numbers

Toll-Free: 1-888-515-3883
Local: 1-801-943-7752

Alexandria Network Printer Paper Order Form

Product #	Description	Quantity	Unit Price	Total
V4110	Alexandria Network Printer Paper, 10 rolls		\$79.00	\$
V4150	Alexandria Network Printer Paper, 50 rolls		\$149.00	\$
Shipping charges 1% or \$10 minimum				\$
Total				\$

Billing Information

Institution Name: _____	
Phone: _____	Fax: _____
Address: _____	
City: _____	State: _____ Zip Code: _____
Primary Contact: _____	Email: _____
Alternative Contact: _____	Alternative Phone: _____

Shipping Information

Institution Name: _____	
Phone: _____	Fax: _____
Address: _____	
City: _____	State: _____ Zip Code: _____
Primary Contact: _____	Email: _____
Alternative Contact: _____	Alternative Phone: _____

Payment Information

<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX <input type="checkbox"/> CHECK <input type="checkbox"/> MONEY ORDER <input type="checkbox"/> WIRE	
Cardholder Name: _____	
Card Number: _____	Exp. Date: _____
↓ For COMPanion Use Only ↓	
Purchase Order Number: _____	

Hardware Warranty

COMPanion Corporation's scanners, printers, cash drawers, and other hardware devices are warranted by COMPanion against defects in materials and workmanship for the specified period from the date of shipment by COMPanion to the end-user. During this warranty period, we, or our designated repair facility, will repair or replace (at our option) at no charge any device that proves to be defective, provided you return the device, shipping prepaid, to COMPanion, following the return guidelines below.

Standard Warranty Period: 12 Months

Extended Warranty Period: 36 Months

If the 36-Month Extended Warranty was purchased with your hardware, as designated on the packing slip, the term will be added to the 12-Month Standard Warranty, for a total of 48 months of coverage.

This warranty does not apply to damage caused by accident or misuse, including by the use of paper not sourced from COMPanion, or as the result of service or modification by other than COMPanion or our designated repair facility.

No other express warranty is given. The replacement of the device is your exclusive remedy. Any other implied warranty of merchantability or fitness is limited to the duration of this written warranty. Some states, provinces, and countries do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you.

In no event shall COMPanion or its designated repair facility be liable for consequential damages. Some states, provinces, and countries do not allow for the exclusion or limitation of incidental or consequential damages, and so the above limitations or exclusions may not apply to you.

Return Guidelines

Should your device fail to operate during the period of this warranty, contact COMPanion Customer Support at 1-800-347-4942. Our staff will help resolve the issue or provide instructions to properly return the device to COMPanion.