IMPORTANT!

Before connecting your new label printer to a computer, please either contact Bookmanager support for help with proper installation *(recommended)*, or follow the below steps.

Downloading any other drivers or apps not specified below, even if from the Cognitive website, or choosing to calibrate your printer without first consulting Bookmanager, can result in improper label setup, wasted labels, and in some cases the label printer needing to be sent back to the manufacturer for re-program-ming (at the store's cost). <u>Do not</u> follow the **Quick Start Guide**'s **Installing the DLXi** instructions that may be included with your printer.

INSTALLATION:

1. Before connecting your new DLXi printer to a computer, you need to first download and install the proper printer driver for this device. Go to **http://www.cognitivetpg.com**, and select **DLXi** under the **Products** menu. Here, select the **Downloads** tab, and click the corresponding driver for your operating system. The first two driver downloads are for Windows XP and certain server editions of Windows, and are separated based on whether your version of Windows is a 32-bit or 64-bit operating system. The third driver download listed here is for Windows Vista up to Windows 10, 32-bit and 64-bit.

2. Once downloaded, you will need to extract/unzip the contents of the zipped folder. Do not worry if the filename of the folder says **DLX** without the **i**. Right-click the installer/application contained within this folder, usually called **PrnInst.exe**, and select **Run as administrator**.

3. Follow the on-screen prompts, and when you get to the list of printer drivers to select from, choose **Cognitive DLX 2 inch DT**. Depending on your version of Windows, you may also need to select which port to associate the driver with, and in that case, select any USB ports available (ex: **USB002**).

4. The DLXi driver will now be added to your **Control Panel**'s **Devices and Printers**. Now you can connect your DLXi to your computer, load label stock, and turn the printer's power switch on. Windows should either auto-associate the printer with the installed driver (named **Cognitive DLX 2 inch DT** in your Devices and Printers), or install a new instance (named **Cognitive DLX 2 inch DT (copy)**). Either one will work just fine.

5. If you are planning on sharing this printer to be used over your network from multiple Bookmanager stations, it is best practice to rename the printer's default driver name to something shorter, as net-work issues can arise from the long default name. Find the driver in **Devices and Printers**, right-click it, and select **Printer properties**. By default, the **General** tab should be selected, so you can simply type a new name in the top field (ex: change **Cognitive DLX 2 inch DT** to **Labels**). Now, you can use the **Sharing** tab to **Share this printer**, and the short name will be used across the network.

6. Within Bookmanager, select Alt+**S** to access the setup options. Next, select option **i) Printers**, and arrow down to the **BookLabel** printer section. Type **P** for Passthru in the **printer is a** field, and arrow through the list of installed drivers and Enter↵ on the Cognitive driver you just installed (and/or re-named). Make sure **Style** is set to **T** for thermal. Also confirm your store's name is correct in the **Name** field. Press PgDn when you are finished to save these settings. You're done!

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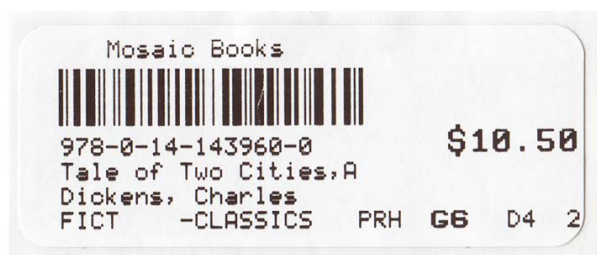bookmanager.com

COGNITIVE FEATURES

The Cognitive Advantage (all models) thermal barcode printer allows you to print labels quickly, quietly and accurately. It's all-metal print mechanism is tough enough to withstand the rigors of printing all label jobs, whether it is one or thousands of labels at a time.

The printer uses direct thermal printing so you will never have to worry about changing a ribbon.

The Cognitive Advantage labels come in 3 different styles. The plain white label used for regular stock, and a green and white label for sale items. Both styles come 8 rolls to a box with 1500 labels per roll (12,000 labels per box). The label width is 2.4 inches by 1 inch in height, which allows ample room for your business name, a barcode, ISBN, title, author, as well as other Bookmanager specific codes that will let you and your staff give information to your customers quickly. We also have a label designed for shipping your address as well as the address you are shipping to are clearly displayed. The size of these labels are 2.25 X 4.25 Inches and are sold by the roll (225 labels per roll). Please click **here** for current pricing.

Regular Label
The example below is a standard label created in Bookmanager. The business name is printed at the top, followed by the barcode, ISBN (UPC or SKU), price, title, author, class, supplier, date received code, discount code and how many copies were received on that invoice. The date code uses a letter to denote a month, the example below shows G6, which is code for July 2016 (G is the 7th letter of the alphabet, the second number is the last number is the year 2016). The discount code uses a similar system where the first letter stands for a number. The example below shows D4, which stands for 44% (D is the fourth letter of the alphabet). The last number (2) is the number of copies received.
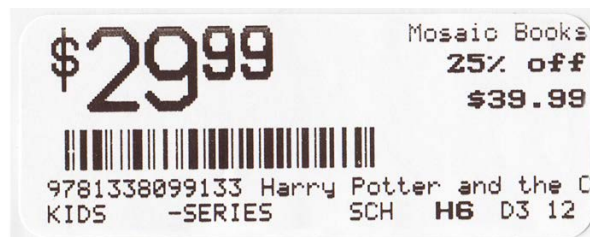

Actual size of label

Details of the CDS label features
Bookmanager can also generate other labels for sale price merchandise that are best suited for the front of the book to bring attention to the fact that the book is on sale, discounted, or remaindered. Below is a brief explanation of the types of labels that can be automatically generated.

Please ensure that the codes CDS (C=Class file discount, D=//% discount, S=//$ sale price) are enabled in the *"Thermal opt.. Do sale label for:"* field (in your Alt + **S**etup - **i)** Printers).

%off Labels
When **//%25** (or any percentage) is indicated in the notes field of the inventory item, or a class is set to give a discount off the retail price for any book in that class, a second label (for the front of the book) can be printed to bring attention the fact that the book is being discounted. The new format shows the effective sale price in large numbers and then shows the percentage off in a smaller font. A narrow bar code has been added as well as a supplier code, date code, and quantity received.

$off labels
When **//$5.99** (or some other price) is used in the Notes field of the inventory item, a label similar to the %off label will be generated showing the original retail price (Inventory price) in smaller type and the sale price in large numbers.
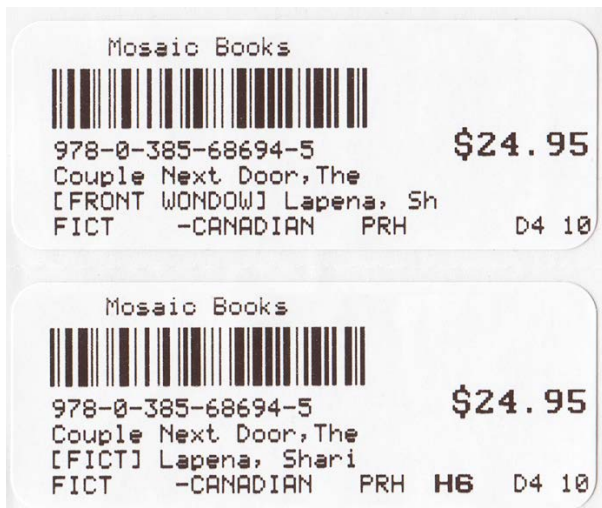

Remainder book labels
When the notes field has //O12.99 (or some price) in the notes field, Bookmanager generates a label to show the "Original price" (i.e. the price noted with //O10.00 and then the store's selling price (Inventory price) in large type. In this case there is no second "regular" book label

printed for the back of the book as it is considered to be redundant. This style of label is also chosen automatically if the last digit of the 13-digit EAN (ISBN) contains an "R" (Remainder book) or "U" (Used book). If the //O (original price) is missing or lower than the selling price, the "Orig. Price" is not printed on the label. At our store Mosaic Books, this is where we use the green and white thermal labels. It easily shows our customers this is a bargain priced item, and makes a sale recognizable, especially when we run any promotion where the remainder department receives an extra discount or is excluded from a promotion.
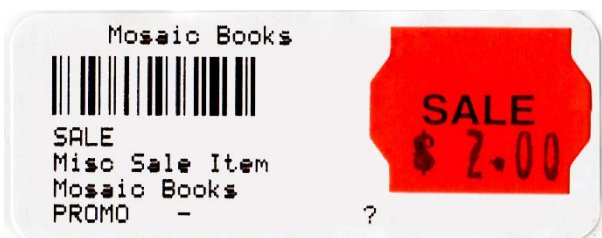

2nd location [text]

If you've shelved the book in 2 different locations in your store, you can have the second location print on the label by using the **[text]** special indicator in the inventory Notes field. You don't just have to enter a class, this is a free-form text box to allow a physical location to be entered i.e. front window.

Blank Price

If the Inventory selling price is zero (0.00) nothing is printed where the price would normally show. This is designed to allow a price (perhaps from a price gun) to be affixed manually after the label has been put on the book.

Special Order Labels

Your Bookmanager software can also print customer detail labels to go along with the regular book label for special orders either when reconciling the receiving invoice, or from the exit receiving menu. To set this up, first go into the [Alt] + **S**etup **i)** Printers and change the option *"Thermal S/O slips?"* to **Y** for yes. The customer contact details will print on the first label, followed by a notes label which includes any details of the order (or is left blank if no notes are added). If you do not want this notes label, your setting should be set to **YX** (meaning yes, print the special order label, but please not notes label). We find the notes label very helpful to write our own notes, such as "emailed 09/06/16 - CB" or "no answer 09/06/16".

Mail/Ship Labels

You can print both supplier ship labels as well as customer ship labels from your Bookmanager software. In [Alt] + **S**etup **i)** printers, go down to the mail/ship label options and change the printer to your cognitive printer, and be sure the style is set to T for thermal.