

## Installing Citizen CT model receipt printers with *PostalMate* software on *Windows 7*



Parallel

Determine if your *computer* has an available **Parallel** or **USB** port .



USB

Unpack printer and load with paper. Do not connect Parallel or USB cable until instructed. Plug printer into surge protector. Make sure surge protector is ON and turn printer ON. Make sure paper feeds correctly. Turn printer OFF before proceeding. Leave PC running. Close *CashMate* and *PostalMate*.

### Printer setup:

1. With printer OFF connect cable to back of printer and to PC. Turn printer ON.
2. Open *Devices & Printers*. (The printer will have installed automatically using the Citizen driver.)
3. Right click on the printer and select **Printer Properties**.
4. Click on the **Ports** tab and note which port the printer is installed on. Click **OK**.
5. Click on the **Add a Printer** button.
6. Select **Add a Local Printer**.
7. From the drop-down list select the port you noted earlier. Click **Next**.
8. Select **Generic** in the manufacturer list. Click **Next**.
9. If "Keep existing driver (recommended)" appears click **Next**.
10. Type Receipt Printer (not "RECEIPT PRINTER" or "receipt printer") for the printer name. Click **Next**.
11. Uncheck the box to set as the default printer. Click **Finish**.

### Printer setup in *CashMate*:

1. Open *PostalMate* and then open *CashMate* by clicking on the cash register icon.
2. In *CashMate* click on **Tools>Options>Register Settings**. Click on the "**Receipt tab**".
3. In the "Assigned Printer" field select "*Receipt Printer*" from the drop down menu. .
4. You can test the printer by pressing the **Test** button next to the *Assigned Printer* field.
5. Click **OK**.
6. The main *CashMate* screen will appear.

Call **OLSON & IVES** for further assistance, **800-205-0650**.

**WARNING:** If you purchased your cash drawer from OLSON & IVES use only the flat gray cable that was shipped. The end labeled "TO EPSON PRINTER DRAWER #1" attaches to the cash drawer. The other end attaches to the Citizen receipt printer. **DO NOT use a standard telephone cable**, permanent damage to your Citizen receipt printer will occur.