

Installing Citizen CT-S300 receipt printer with *PostalMate* software



Parallel

Determine if your printer has a **Parallel** or **USB** port located on the rear.



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*.

Parallel printer setup:

1. With printer OFF connect parallel cable to back of printer and to PC (cable ends are different; you can't make a mistake). Turn printer ON. Click on Start>Control Panel and select Printers under the Hardware & Sound tab. Click on "Add a printer" on top menu.
2. On the Add A Printer Wizard select "Add a Local Printer". Click Next.
3. Select "Use an Existing Port" and highlight LPT1. Click Next.
4. Manufacturer box appears on left and a Printers box appears on right. In Manufacturer's box click on "Generic", and in Printers box click on "Generic/Text Only." Click Next.
5. Type in Receipt Printer (not "RECEIPT PRINTER" or "receipt printer") for the printer name and click on No when asked "Do you want to use this printer as the default printer?" Click Next.
6. Click on "Finish".
7. The Printers and Faxes window will appear. You should see the printer named Receipt Printer on the window now. Close the Printers and Faxes window by clicking on the red "X" in the upper right.
8. Open *PostalMate* and then open *CashMate* by clicking on the cash register icon in the upper right.
9. In *CashMate* click on Tools>Options>Register Settings. Click on the "Receipt tab". In the "Assigned Printer" field click on "Receipt Printer" and click OK. The main *CashMate* screen will appear.
10. You can test the printer by ringing up a sale (you can void it later if you need to).

USB printer setup:

Connect USB cable to back of printer and to PC. Turn printer ON. Windows will display "Found New Hardware" message. Wait until "Install New Hardware Wizard" appears.

1. Select "Don't show this message again for this device" and click Continue.
2. Right click on the computer icon on the desktop and select Properties.
3. Select Device Manager from the left-hand side and click Continue.
4. Find the "Other Devices" and expand the selection. You should see the printer listed.
5. Double click on the printer, select the Driver tab, and click on the Update Driver button.
6. Select "Browse My computer for Driver Software".
7. Select "Let me pick from a list of device drivers on my computer", select Printers, and hit Next.
8. A Manufacturer box appears on left and a Printers box appears on right. In the Manufacturer's box click on "Generic", and in Printers box click on "Generic/Text Only." Click Next.
9. An "Update Driver Warning" may appear. Click on "Yes" to continue. Click Finish and close windows.
10. From the Windows desktop click on Start>>Control Panel and select Printer under the hardware & Sound tab. Right-click on the "Generic/Text Only" printer icon and click on "Rename." Backspace over the "Generic/Text Only" and type in "Receipt Printer" (not "RECEIPT PRINTER" or "receipt printer"). Press Enter. Close the Printers and Faxes window by clicking on the red "X" in the upper right.
11. Open *PostalMate* and then open *CashMate* by clicking on the cash register icon in the upper right.
12. In *CashMate* click on Tools>Options>Register Settings. Click on the "Receipt" tab. In the "Assigned Printer" field click on "Receipt Printer" and click OK. The main *CashMate* screen will appear.
13. You can test the printer by ringing up a sale (you can void it later if you need to).

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.