

Installing and Printing Store Logo with PostalMate Receipt Printer

These instructions are for the following supported receipt printers:

Citizen models CBM-1000, CBM-1000II, CT-S2000. Samsung model SRP-350

Though not supported by PCS, these instructions should work for Epson models TM-T88II, TM-T88III, TM-T88IV

1. Save your store logo to a file on the computer.
 - A. Click on **Start>All Programs>Accessories>Paint**.
 - B. Click on **File>Open** and select and open your logo file.
 - C. Click on **File>Save As** and in the **File name** field give the file a new name.
 - D. Underneath in the **Save as type** field select **Monochrome bitmap**. Click **Save** and then close Paint.
2. Determine which port your receipt printer is installed on.
 - A. Click on **Start>Printers and Faxes**. You may need to click on **Start>Control Panel>Printers and Faxes**.
 - B. Right click on the **Receipt Printer** icon and select **Properties**.
 - C. Click on the **Port** tab and make a note which port is selected. *Example: USB002, LPT1.....*
3. Download the Citizen logo utility from [OLSON & IVES](#) and save it to the desktop.
 - A. Run the utility by double-clicking on it from the desktop and then select Run.
 - B. When the wizard opens, select **Next**.
 - C. Select **Yes** for the license agreement, then click **Next**.
 - D. Select **Yes** to install Visual Basic.
 - E. Click **OK** when the download is complete.
4. Open the Logo Utility.
 - A. Click on **Start>All Programs>Citizen** and select CSPrCust.
 - i. Select **Set>NV Bit Image**
5. Open the desired image.
 - A. From the program select **File>Open**
 - B. Click on the desired file and click the open button.
 - i. Your logo will now appear on the main window in the utility.
6. Select the correct printer interface.
 - A. Click **Set>Interface**
 - B. Select the correct printer port that you took note of earlier and click **Set**.
7. Save the logo in the utility.
 - A. Click on **File>Save As**
 - B. Type a new file name using only one word and click **Save**
 - C. Click **Add**
 - i. The new file name should appear in the lower box.
8. Install the logo image in the printer's onboard memory.
 - A. Click on **File>Send Data**
 - B. Ensure the printer is ready and click **OK**.
 - i. The printer will take about 30 seconds and then print your logo.
9. Set-up CashMate to print the logo on your receipts:
 - A. Open **CashMate**.
 - B. Click **Tools>Options>Register Settings** and select the **Receipt** tab.
 - C. Check the **Enabled** box for the logo and select the desired size.
 - D. Click on the **Test** button above to print a sample receipt. If the logo is too big or too small, resize.