

## Installing and Printing Store Logo with PostalMate Receipt Printer and Windows 7

These instructions are for the following supported receipt printers:  
Citizen models CBM-1000, CBM-1000II, Ct-S2000, CT-S310.

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>Devices and Printers**.
  - B. Right click on the **Receipt Printer** icon and select **Printer Properties**.
  - C. Click on the **Port** tab and make a note which port is selected. *Example: USB002, LPT1, etc.*
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 *Graphics Loader*.
5. Open the desired image.
  - A. From the program select **File>Open**.
  - B. Point to 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 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 (*only 1 word*) & click **Save**
  - C. Select **File>Add**
    - i. The new file name should appear in the lower box.
8. Install the logo image in the printer's onboard memory.
  - A. Highlight the image in the lower box by clicking on it.
  - B. Click on **File>Send Data**.
  - C. Ensure the printer is ready and click **OK**.
    - i. The printer will take about 30 seconds and then prints 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. Click on the **Additional** tab at the bottom.
  - D. Select **Enabled** from the drop down box and select the desired size.
  - E. Click on the **Test** button to print a sample. If the logo is too big or small, resize.
  - F. Click **Save**.
  - G. Click **OK**.