

## Installing Citizen CBM-1000 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>Printers and Faxes. You may need to click on Start>Control Panel>Printers and Faxes. Click on "Add a printer" on left side.
2. On "Welcome to Add Printer Wizard" click Next. Click on "Local printer attached to this computer". Make sure "Automatically detect and install my Plug and Play printer" is NOT selected. Click Next.
3. On Select a Printer Port screen, click on "Use the following port" and click on LPT1. Click Next.
4. Manufacturer box appears on left and a Printers box appears on right. (If these do not appear uncheck the box "Show compatible hardware.") In Manufacturer's box click on "Generic", and in Printers box click on "Generic/Text Only." Click Next. If "Keep existing driver (recommended)" appears click Next.
5. Keep the "Generic/Text Only" printer name and click on No when asked "Do you want to use this printer as the default printer?" Click Next. Click on NO to print a test page. Click Next.
6. Click on "Finish" on the Completing the Add a Printer Wizard screen.
7. The Printers and Faxes window will appear. We need to rename the printer. Right-click on the "Generic/Text Only" printer 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.
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. "Add New Hardware" wizard may ask if you want to connect to internet, click "No, not at this time". Click Next.
2. Click on "Install from a list or specific location (Advanced)." Click Next.
3. Click on "Don't search. I will choose the driver to install". Click Next.
4. A select hardware type box appears. Scroll down and select printers. Click Next. Manufacturer box appears on left and a Printers box appears on right. (If these do not appear uncheck the box "Show compatible hardware.") In Manufacturer's box click on "Generic", and in Printers box click on "Generic/Text Only." Click Next. If "Keep existing driver (recommended)" appears click Next.
5. An "Update Driver Warning" may appear. Click on "Yes" to continue. When copying files has completed "Completing the Found New Hardware Wizard" screen. Click Finish.
6. From the Windows desktop click on Start>Printers and Faxes, or you may need to click on Start>Control Panel>Printers and Faxes. 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.
7. Open *PostalMate* and then open *CashMate* by clicking on the cash register icon in the upper right.
8. 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.
9. 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.