

See our [Hardware Requirements](#) for a list of supported receipt printers.

To use a receipt printer in the Point-of-Sale, install the appropriate driver for your printer. Optionally, you may install a Generic/Text only driver named **Receipt Printer**.

### Install Windows Driver

Use the CD that came with your printer or go to <http://www.citizen-systems.com/Pages/UISupport/support-Driver-download.aspx> to download.

1. Use the link above to download the appropriate driver for your specified receipt printer. When prompted, save the file to your Windows desktop.
2. From the desktop, double-click the downloaded Citizen file. Follow the on-screen instructions to complete the driver install.
3. Check that your printer is turned on and has paper loaded.
4. Plug the printer's USB cable into an available port on your computer. Windows will install the printer.
5. When you see the message "Your device is ready to use," the Windows installation is complete.

### Assigning Your Receipt Printer in the POS

If the POS was open while adding the printer driver, make sure to close and re-open the POS for the program to recognize the new printer.

1. Choose **Tools > Options > Register Settings**.
2. Select the **Receipt Settings** tab.
3. Under **Assigned Printer**, use the drop down arrow to select the **Receipt Printer**. Use the **Test** button as needed to test your receipt.
4. Click **OK** to save.

If your receipt printer supports printing logos and you would like to add a logo to your receipt, please see TechNote titled [Receipt Logo Setup](#) for more information.

## Assigning Your Receipt Printer in the POS Continued...

Select your receipt printer from the drop down list.

Choose Test to test your printer assignment.

## Drop-Off Receipts in PostalMate

To print drop-off receipts in PostalMate, you can set up your receipt printer by going to **Tools > PostalMate Settings > Drop-Off Settings**.

Description	Enabled	Retail
Email notification	<input checked="" type="checkbox"/>	\$1.00
Taping and sealing	<input checked="" type="checkbox"/>	\$1.00

Select your receipt printer from the drop-down list and indicate how many copies you wish to print.