

**Download and Install Guide for the Citizen CT-S300 Receipt Printer**  
**Operating Systems: Microsoft® Windows® 2000/XP/Vista x32**  
**QuickBooks Point of Sale Versions: 4.0/5.0/6.0/7.0**

**NOTE:** Please make sure you have the latest updates for Point of Sale. (If needed select **Update QBPOS** from the **File** menu.)

**For Windows 2000**

1. Download the file **Citizen CTS300** to your desktop.
2. Once downloaded, double-click the file on your desktop. The driver files will be automatically extracted to the following location: **C:\Drivers\CitizenCTS300**. Click **Unzip** to create the directory.
3. Click **OK** and then **Close** on the WinZip® Self-Extractor message.
4. Ensure your printer is turned on and has paper loaded.
5. Plug the printer's USB cable into an available USB port on your computer.
6. The Window's **Found New Hardware Wizard** will open.
  - a. Select **Search for a Suitable Driver for My Device (Recommended)** and click **Next**.
  - b. Select **Specify a Location**, then click **Next**.
  - c. The next window will ask you to select a folder. Select **C:\DRIVERS\Citizen CTS300** and click **Open**. Then click **Ok** to move to the next screen.
  - d. Click **Next** to install the driver.
  - e. If you receive a hardware installation warning, click **Yes** to continue.
  - f. When the software had finished installing, click **Finish**.

**For Windows XP**

***To download and install the printer drivers:***

1. Download the file **Citizen CTS300** to your desktop.
2. Once downloaded, double-click the file on your desktop. The driver files will be automatically extracted to the following location: **C:\Drivers\CitizenCTS300**. Click **Unzip** to create the directory.

3. Click **OK** and then **Close** on the WinZip® Self-Extractor message.
4. Ensure your printer is turned on and has tags or labels loaded.
5. Plug the printer's USB cable into an available USB port on your computer.
6. The Window's **Found New Hardware Wizard** will open.
  - a. You may be prompted to connect to Windows Update. Select **No, not at this time** and then click **Next**.
  - b. Select **Install from a list or specific location (advanced)** and click **Next**.
  - c. Select **Search for the best drivers in these locations**, and select **Include this location in the search**. Click **Browse**.
  - d. In the resulting window, select **C:\Drivers\CitizenCTS300** and then click **OK**.
  - e. Click **Next**.
  - f. If you receive a hardware installation warning, click **Continue Anyway**.
  - g. When the software installation completes, click **Finish**.

#### **For Windows Vista**

##### ***To download and install the printer drivers:***

1. Download the file **Citizen CTS300** to your desktop.
2. Once downloaded, double-click the file on your desktop. The driver files will be automatically extracted to the following location: **C:\Drivers\CitizenCTS300**. Click **Unzip** to create the directory.
3. Click **OK** on the WinZip® Self-Extractor message.
4. Ensure your printer is turned on and has paper loaded.
5. Plug the printer's USB cable into an available USB port on your computer.
6. The Windows Found New Hardware Wizard will launch.
  - a. Select **Locate and install driver software (recommended)**
  - b. If you see a User Account Control Message, click **Continue**.
  - c. You will see a screen that says to insert the disc that came with your device. Select **I don't have the disc. Show me other options**.
  - d. Select **Browse my computer for driver software (advanced)**.
  - e. The next window will ask you to select a folder that contains the drivers. Browse to and select **C:\Drivers\CitizenCTS300** and click **OK**.
  - f. Click **Next** to install the driver.

- g. If you see a Windows Security warning message, click **Install this driver software anyway**
- h. When the software has finished installing, click **Close**.

**To configure Point of Sale to work with the Citizen CT-S300 Receipt Printer:**

1. Start Point of Sale.
2. From the **Edit** menu, choose **Preferences** and then select **Workstation**.
3. Select **Print Options (Documents & Printers)** in Version 6.0 and 7.0) from the preferences list.
4. Make the following selections:
  - a. Select the Citizen Receipt Printer for each of the documents you want to print with this printer.
  - b. Select an appropriate label template for each of the document types.
  - c. Click **Save**.

***Your receipt printer is now ready to use with Point of Sale!***