

Adding a printer to Windows

To add a printer to your printers list in Windows, Click START, SETTINGS, PRINTERS (printers and faxes in XP) and then click on Add Printer. At this point, depending on the windows version, you may be asked to select a printer port, select LPT1 (unless you wish to use a USB port, in which case, select the down arrow and run down the list to the USB option, usually at the bottom).

You will now be asked to select from a list of manufactures, you can also click on the "Have Disk" button. If you are using windows own drivers (ignore the Have Disk button), move down the list of manufactures on the left hand side of the screen to the manufacturer of your choice. In the case of Citizen, click on it and you will be presented with a new list of printer names (right side), top half of the list is American model names, lower down you will find the European ones. Select the one you require and then follow any additional requests made by the Windows wizard. Once this is complete the driver is installed and a named icon will appear on your list of installed printers

If you are using the "Have Disk" option, place the floppy disk or more usually the CD in the disk drive, when asked, click the "Have Disk" button, **you will now be asked to select a "path"** where the software can take its instructions from, usually the option A:/ is offered, if not, set the option to A:/ (if using a floppy) Click OK, there will be a short pause, you should hear the disk working and then you will be presented with a file or files with extensions ending in INF, select the one you require and this will give you a list of printer names, select one and Windows will do the rest for you. You will be asked if you want to print a test page "say yes", you may also be asked if you want the new printer as the default, again "say yes" if this is to be your main printer.

You also use the "Have Disk" option if you have down loaded the file from a/our web site. In this case, you need to know where you have saved the down loaded file on your PC. Make sure it has been expanded before you trying to use it. Files taken from web sites are usually compressed for quicker transmission. The compression method we use is WinZip and if you have this already installed, you can just right click on the file and then click expand for the file to be expanded for you. From Windows 95 on, drivers usually either present during the install process, as a list of printer names, or as a file name with ".inf" at the end. Once you have expanded the file, follow the instructions in the second paragraph starting **""you will now be asked to select a "path""**. Just follow the rest of the instructions.

Users of XP will find it can expand the file no mater what the compression method but it is usually helpful for other programs to have something like WinZip available. Latest versions of WinZip will run out of date unless you purchase them (usually 45 days), we have discovered they no longer supply shareware that runs continually, apart from a message that the program is a trial package.