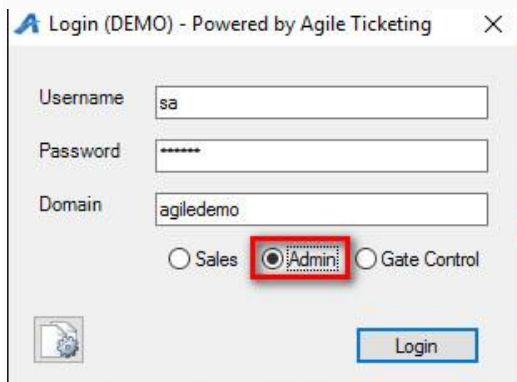
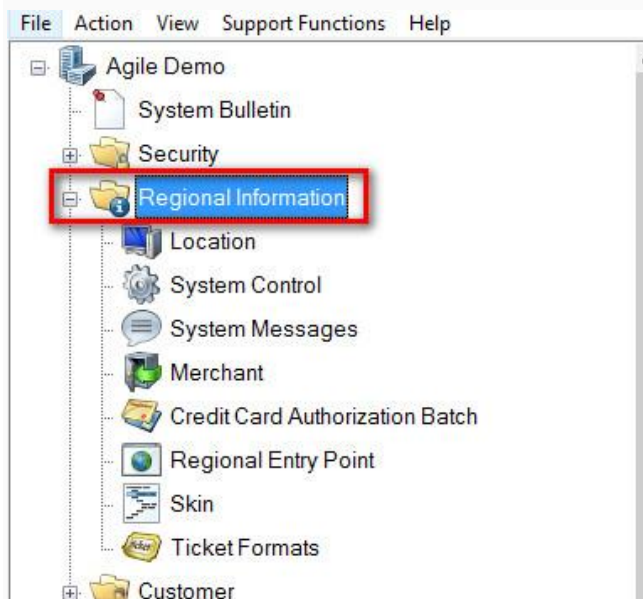


Assigning A Pass Printer In Agile

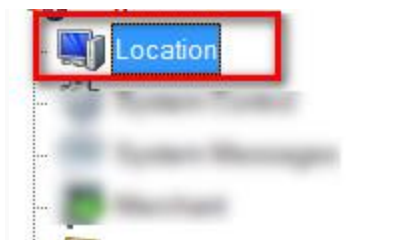
1. Download the print driver for your inkjet or laser printer to your computer.
2. Once you have the driver downloaded, log in to the **Administration** in the Agile Ticketing Software.



3. Click on the **Regional Information** folder.



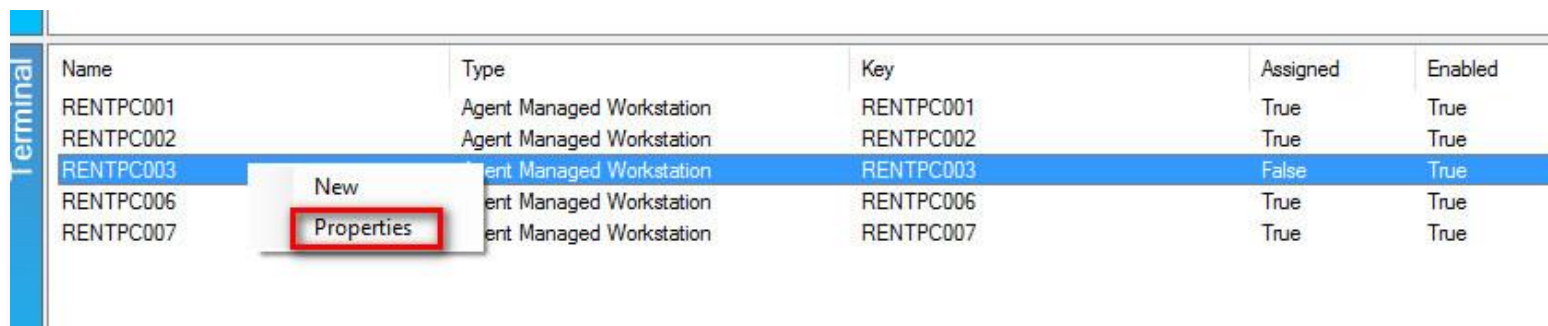
4. Click on **Location**.



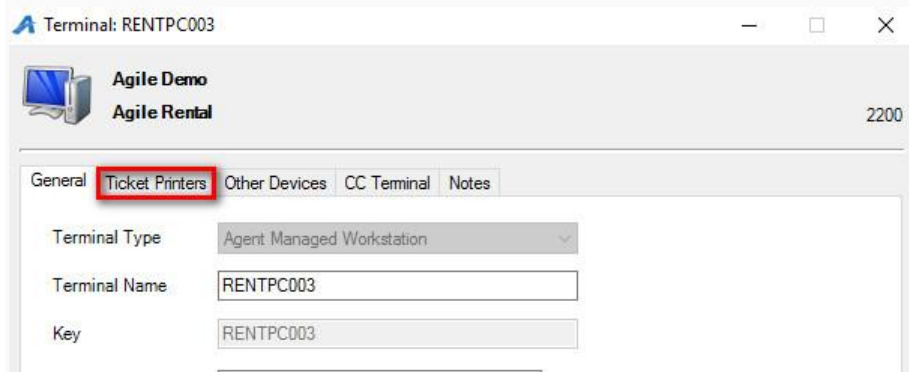
5. Select the **Location Group** that your terminal is assigned to.



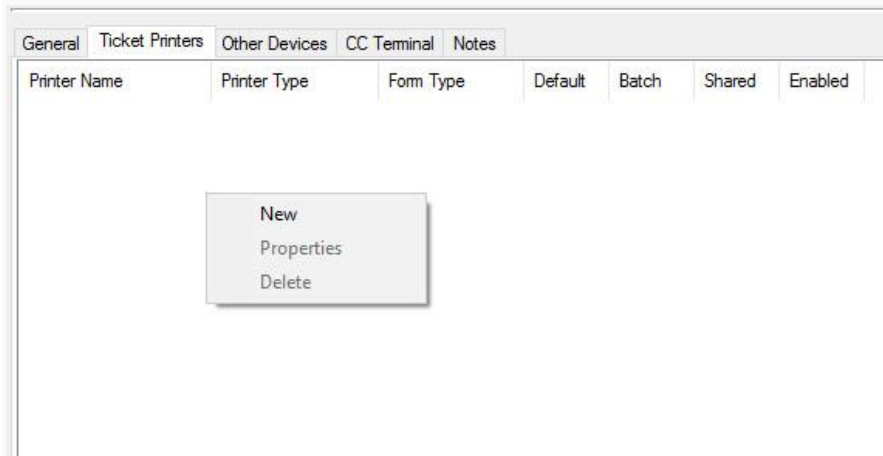
6. Right click and select **Properties** on the **Terminal** that the printer will be assigned to.



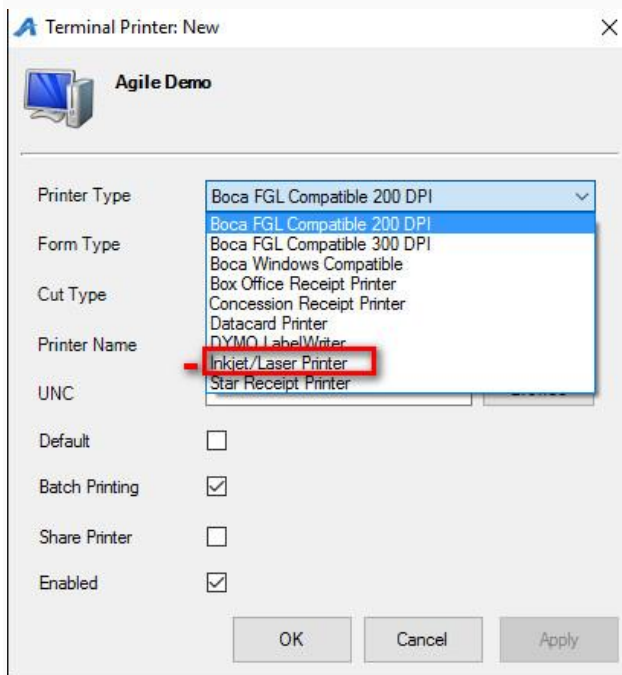
7. In the **Terminal** window, click on **Ticket Printers** tab.



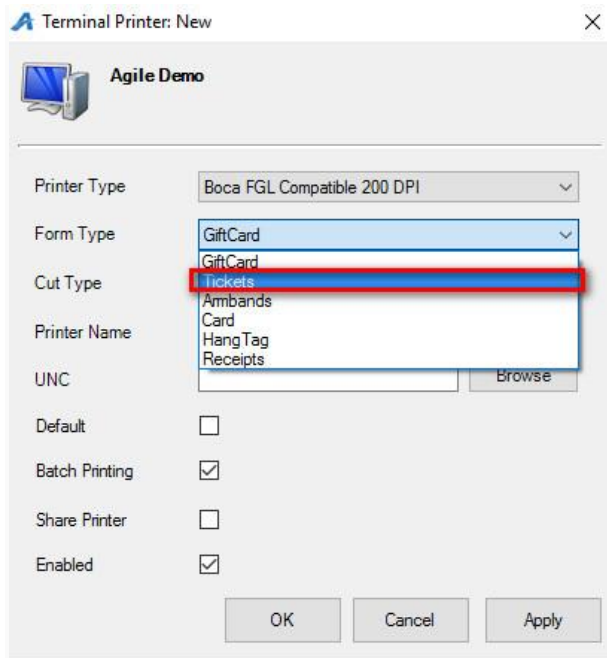
8. In the printer field, right click and select **New**.



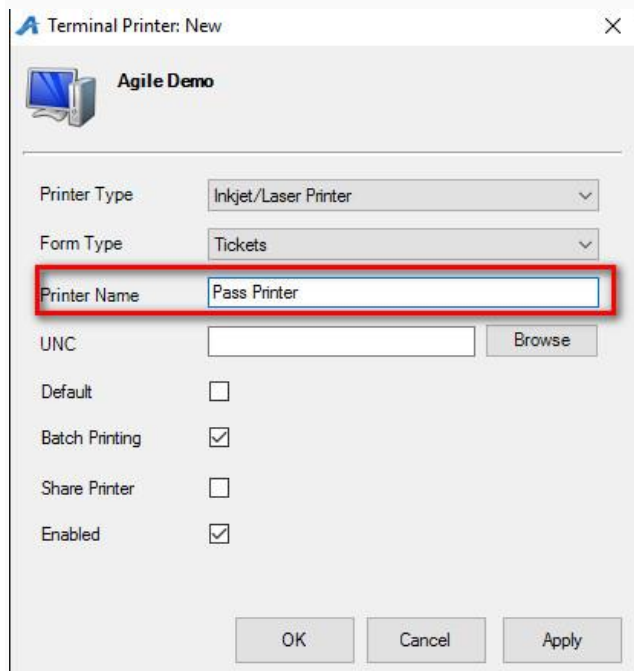
9. In the **Printer Type** drop down, select **Ink Jet Printer**.



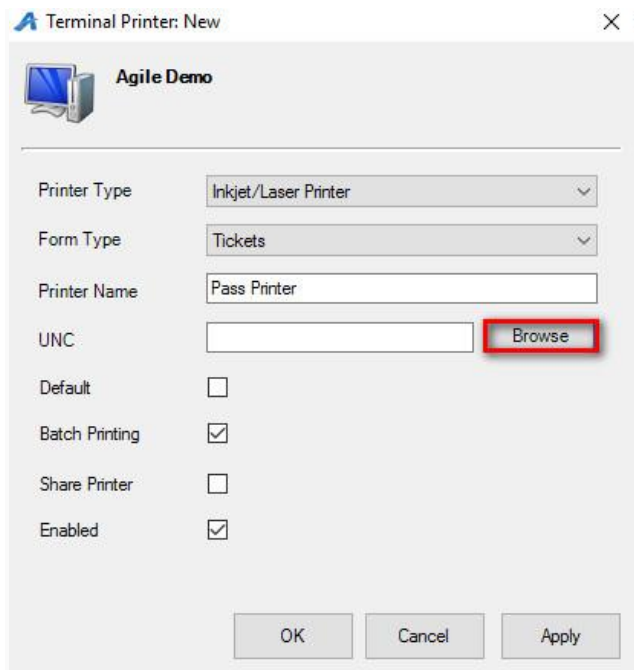
10. In the Form Type, select **Tickets**.



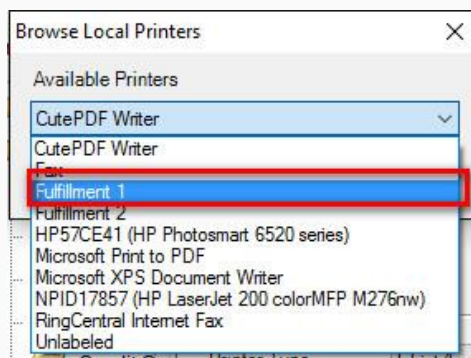
11. Enter the what the name of the printer should be in the **Printer Name** field.



12. Click the **Browse** button to see the **Browse Local Printers**.



13. In the Local Printers drop down, select the printer that you will be using to print your passes.



14. Check **Default Printer**, click **Apply** and then **OK**.

Terminal Printer: New

Agile Demo

Printer Type: Inkjet/Laser Printer

Form Type: Tickets

Printer Name: Pass Printer

UNC: Fulfillment 2

Default ☒

*Check Default if this is the main printer.
Click Apply and OK when done.*