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.**

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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**.

