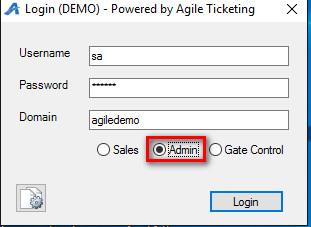
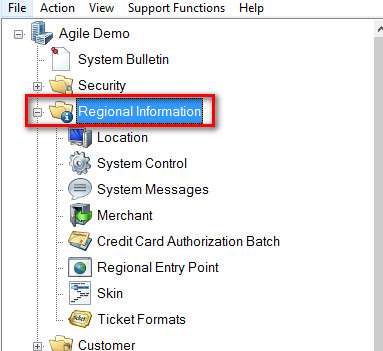
Assigning A Pass Printer In Agile

1. Download the print driver for your inkjet or laser printer to your computer.

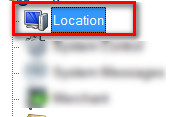
2. Once you have the driver downloaded, log in to the **Administration** in the Agile Ticketing Software.



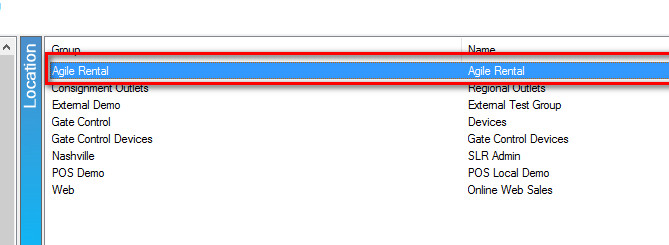
3. Click on the **Regional Information** folder.



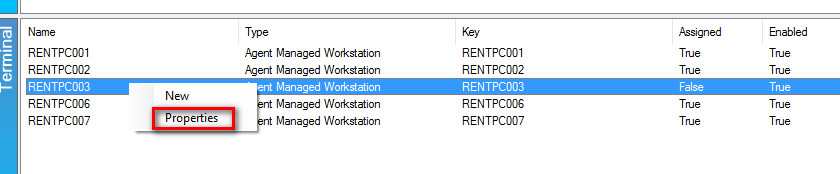
4. Click on **Location.**

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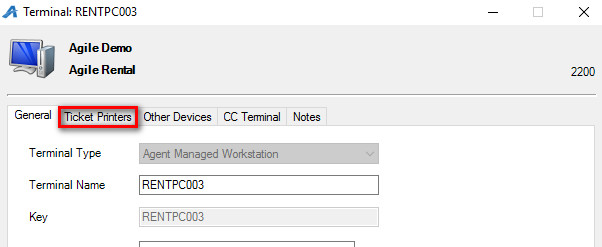
5. Select the **Location Group** that your terminal is assigned to.

[](https://support.agiletix.com/hc/en-us/article_attachments/203657456/ALP4.jpg)

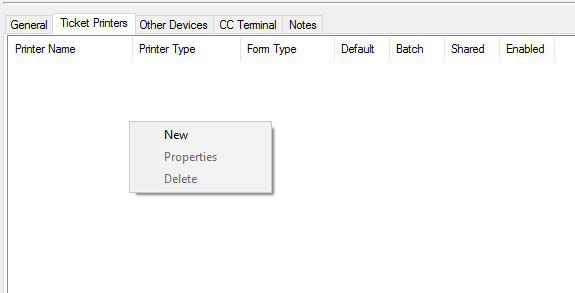
6. Right click and select **Properties** on the **Terminal** that the printer will be assigned to.

[](https://support.agiletix.com/hc/en-us/article_attachments/203657466/ALP5.jpg)

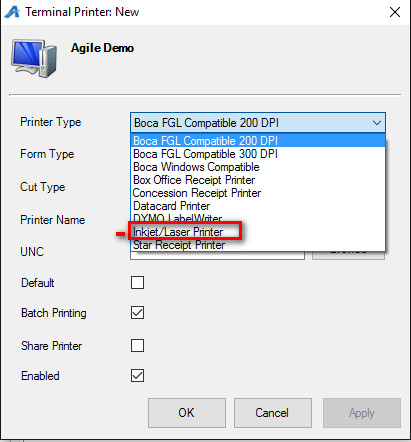
7. In the **Terminal** window, click on **Ticket Printers** tab.

[](https://support.agiletix.com/hc/en-us/article_attachments/203657486/ALP6.jpg)

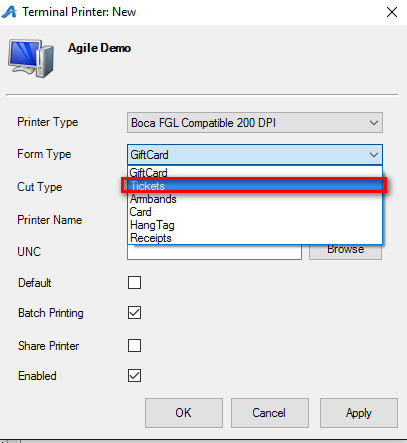
8. In the printer field, right click and select **New**.

[](https://support.agiletix.com/hc/en-us/article_attachments/203657476/ALP7.jpg)

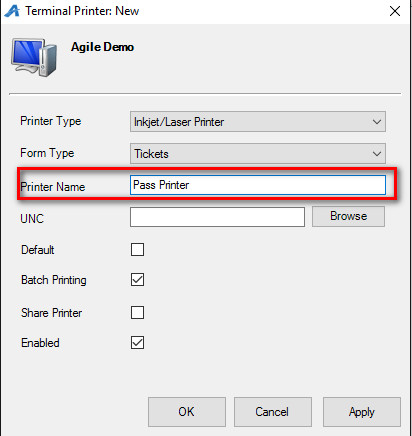
9. In the **Printer Type** drop down, select **Ink Jet Printer**.



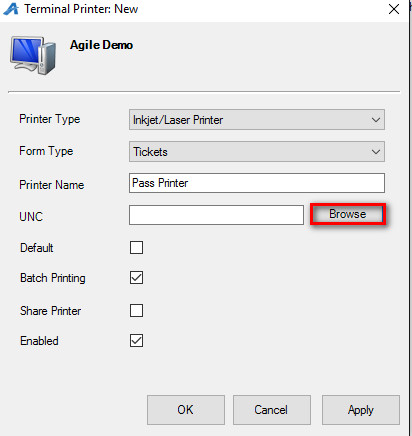
10. In the Form Type, select **Tickets**.



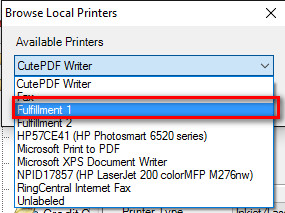
11. Enter the what the name of the printer should be in the **Printer Name** field.



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**.

