

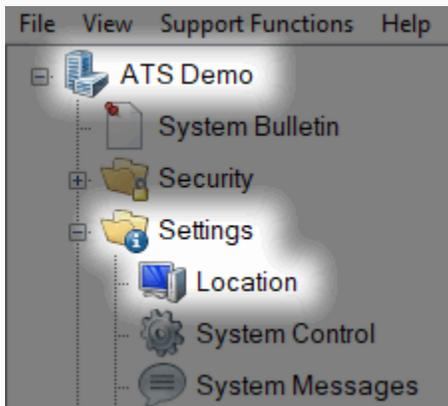
## Assigning a Terminal Key

In Agile, the **Terminal Key** assigns a unique ID to a terminal (i.e. computer or POS station). In order to sell or print tickets in Agile Sales and POS, a **Terminal Key** must be used to assign a terminal to the machine they are using to process sales functions. Within the properties of a terminal, you may also associate any necessary ticket printers, cash drawers, or other devices with your Box Office setup.

**NOTE:** Most users do not have the permissions to assign (i.e. create) a completely new terminal and terminal key. If you need a new terminal key, please contact our support team at support@agiletix.com or 615.360.6700.

## Creating the Terminal and its Terminal Key

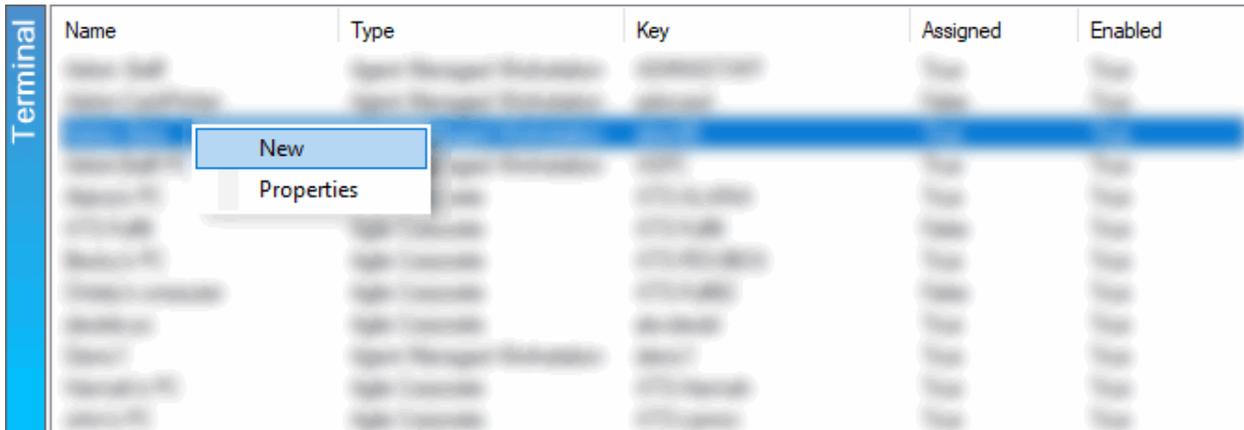
1. In **Administration**, click the **Settings** folder at the **regional level** to see your administrative folders. Then, select the **Location** icon.



2. In the **Location** field, select the **Group** where the new terminal and its key should be created.

Group	Name
Consignment Outlets	Regional Outlets
External Demo	External Test Group
Gate Control	Devices
Gate Control Devices	Gate Control Devices
Nashville	SLR Admin
POS Demo	POS Local Demo
Web	Online Web Sales

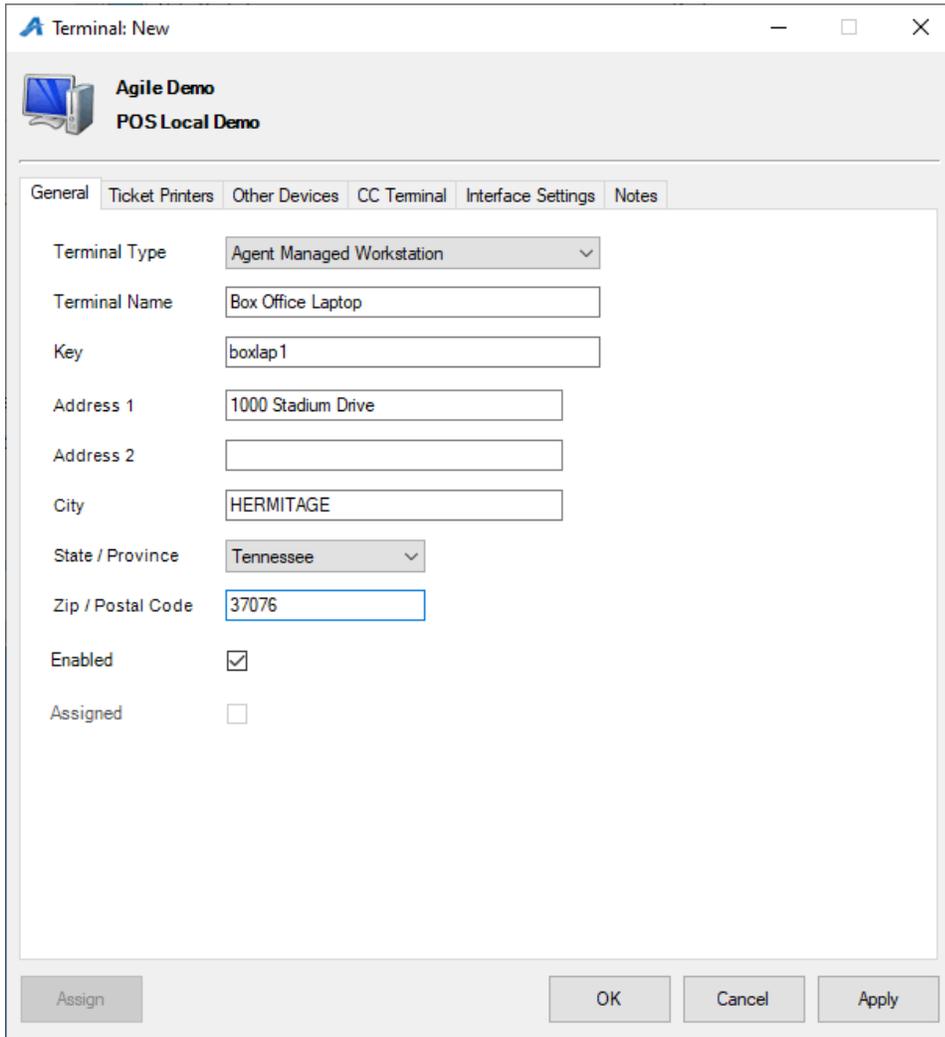
3. In the **Terminal** field, right-click and select **New**.



The screenshot shows a table with columns: Name, Type, Key, Assigned, and Enabled. A row is selected, and a context menu is open with options 'New' and 'Properties'.

Name	Type	Key	Assigned	Enabled
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]

4. The **Terminal: New** window will appear. In the **General** tab, enter the **Terminal Name**, **Key**, and **address information**. Then, click **Apply** to save your changes.



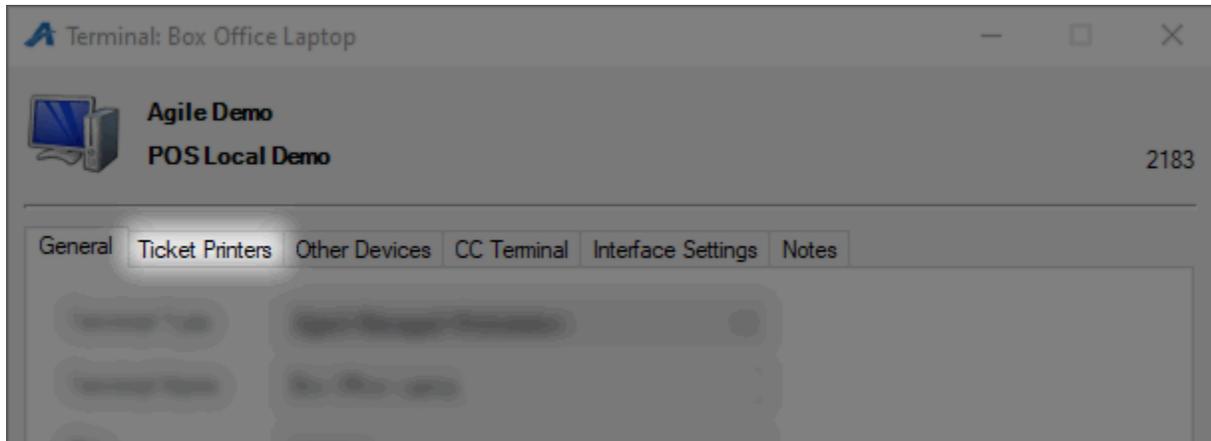
The screenshot shows the 'Terminal: New' dialog box. The 'General' tab is active. The fields are filled with the following information:

- Terminal Type: Agent Managed Workstation
- Terminal Name: Box Office Laptop
- Key: boxlap1
- Address 1: 1000 Stadium Drive
- Address 2: [empty]
- City: HERMITAGE
- State / Province: Tennessee
- Zip / Postal Code: 37076
- Enabled:
- Assigned:

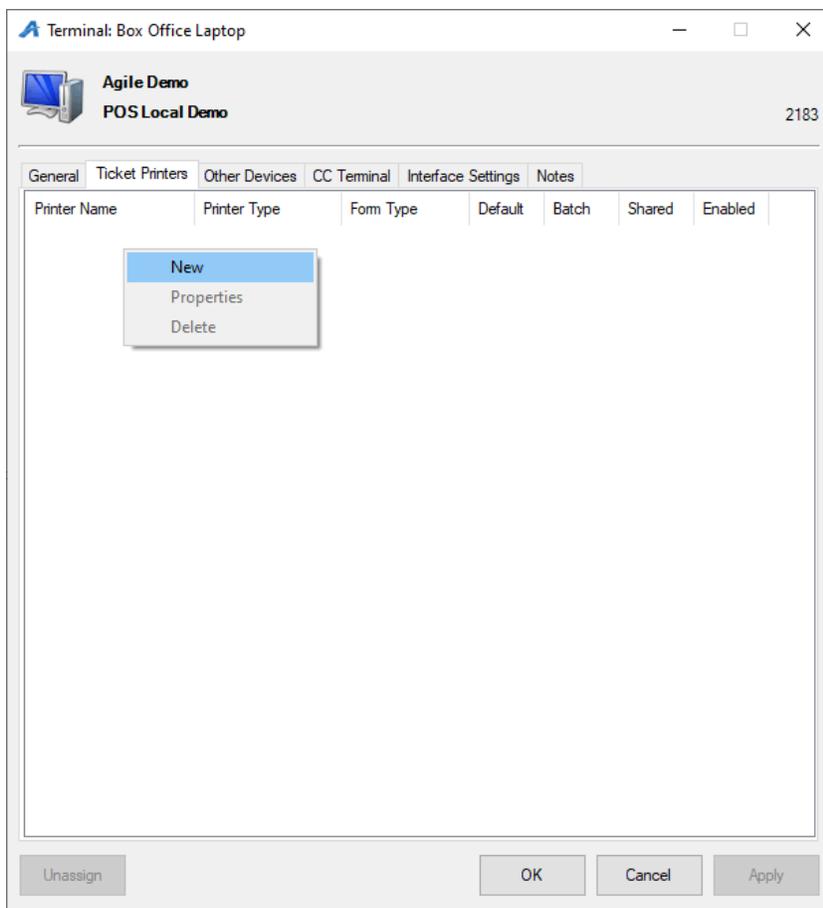
Buttons at the bottom: Assign, OK, Cancel, Apply.

## Setting up Ticket Printers

5. If you have any **ticket, card, or receipt printers** that need to be associated with this terminal, click the **Ticket Printers** tab.



A. In the Printer field, right-click and select **New**.



B. The **Terminal Printer: New** Window will appear.

- Choose the corresponding **Printer Type** from the drop down.

- Choose the **Form Type** from the drop-down.
- If your printer has a cutter, choose the **Cut Type**.
- Enter the **Printer Name** description.
- Choose the **Browse** button to select the installed printer driver from the **Browse Local Printers** drop-down list.
- If this is the main ticket printer, check the box next to **Default**.
- If this printer will be used to print bulk fulfillment tickets, check the box next to **Batch Printing**.

Terminal Printer: New

Agile Demo

Printer Type: Boca FGL Compatible 200 DPI

Form Type: Tickets

Cut Type: Not Applicable

Printer Name: Ticket Printer

UNC: [ ] Browse

Default:  Share Printer:

Batch Printing:

Enabled:

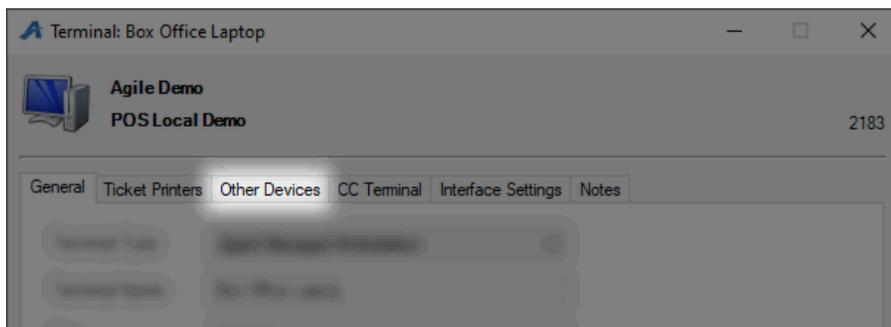
OK Cancel Apply

C. Click **Apply** and **OK** to complete this setup.

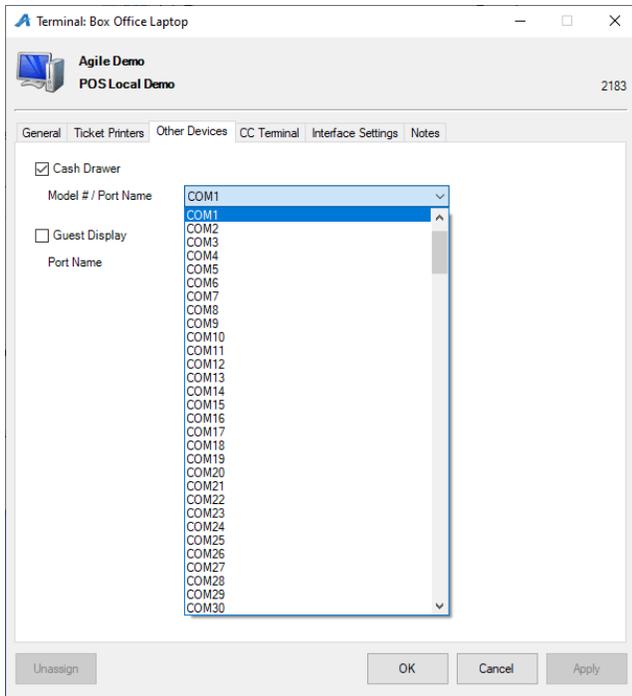
## Setting Up Other Devices

Certain computers and POS stations will need to have a Cash Drawer and Guest Display assigned to the terminal.

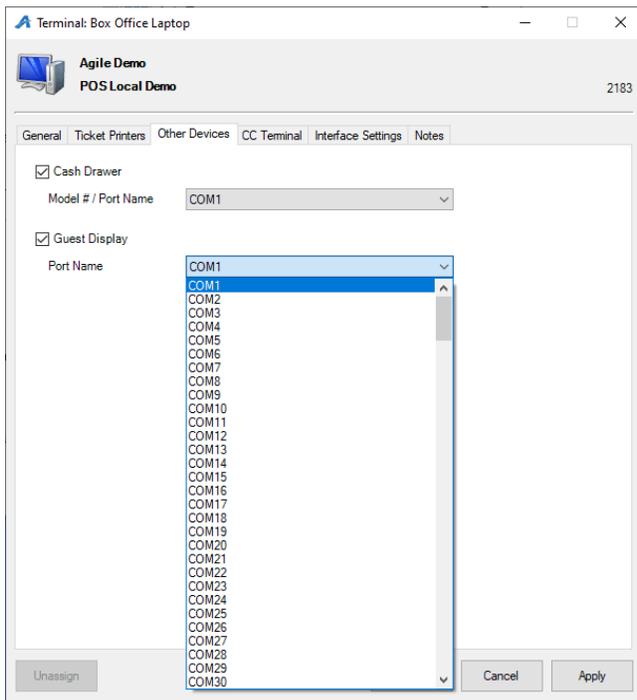
6. Click the **Other Devices** tab.



A. **Cash Drawer** - Check the box next to **Cash Drawer** and then select the **COM Port** which the **Cash Drawer** is plugged into. **NOTE:** Most POS stations are set up for COM 1 by default, but you should test-ping the drawer to ensure that it is pointing to the correct COM port.



B. **Guest Display** - Check the box next to **Guest Display** and then select the **COM Port** that the display unit is plugged into.

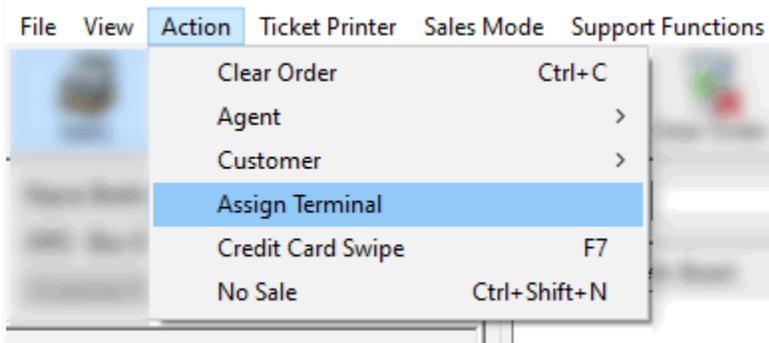


7. Click **Apply** and **OK** to complete this setup.

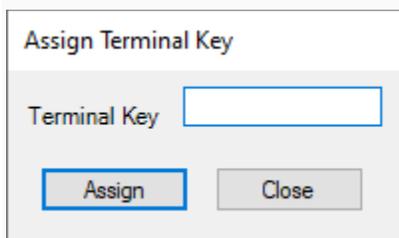
## Assigning a Terminal

Now that the Terminal Key and has been created and associated with all necessary devices, you may use its terminal to sell and print tickets. There are two ways to assign the terminal.

8. When in **Sales**, click **Action** at the top of the screen. Then, select **Assign Terminal**.



9. The **Assign Terminal Key** window will appear



11. Enter the correct **Terminal Key** for this terminal and click **Assign**.

