



READ AND SIGN

Revision: 0 | Issued: 13.01.2026

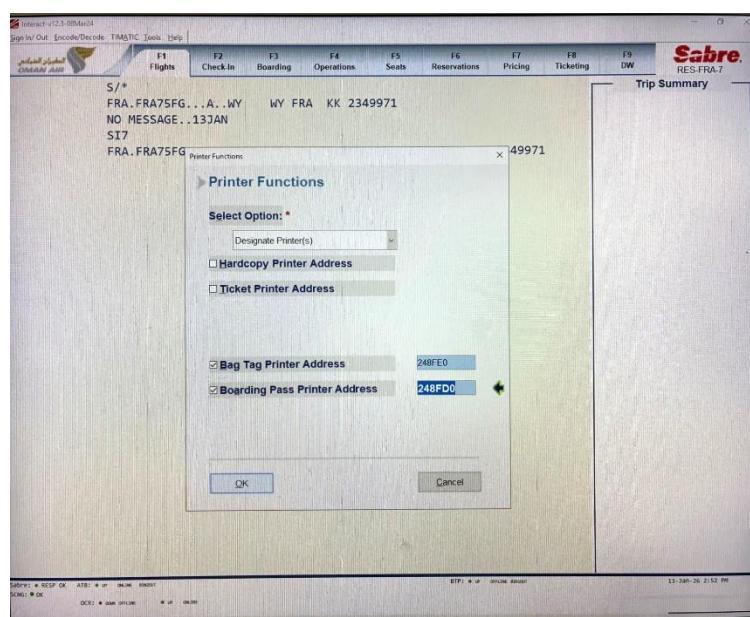
Topic: Oman Air Printer Preparation

Before opening the check-in counters, it is very important that the printers are prepared and tested before the check-in opens. This will help to avoid technical issues resulting in a slow start to the check-in process.

Step 1: Log in using your supervisor login and select “Duty Code” 7. Note: Duty Code 7 should only be used with Oman Air staff permission. Use Duty Code 5 for normal check-in.



Step 2: Designate the bag tag and boarding pass printers.





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Step 3: Press Ctrl+P to bring up the Printer Function window again. Select “Place Printer on Hold” from the dropdown menu. Select both bag tag and boarding pass printers and press OK.

Step 4: Press Ctrl+P. Select “Clear Printer Messages” from the dropdown menu. Select both bag tag and boarding pass printers and press OK.

Step 5: Press Ctrl+P. Select “Release Printer.” Select both bag tag and boarding pass printers and press OK.

Step 6: Press Ctrl+P. Select “Send Test Message.” Select both bag tag and boarding pass printers and press OK.

If the above steps are successful a test bag tag and boarding pass will be printed. Sign out, but do not close the system so the check-in agent can login.

Troubleshooting: If the test prints are unsuccessful, completely close the system and start again.

