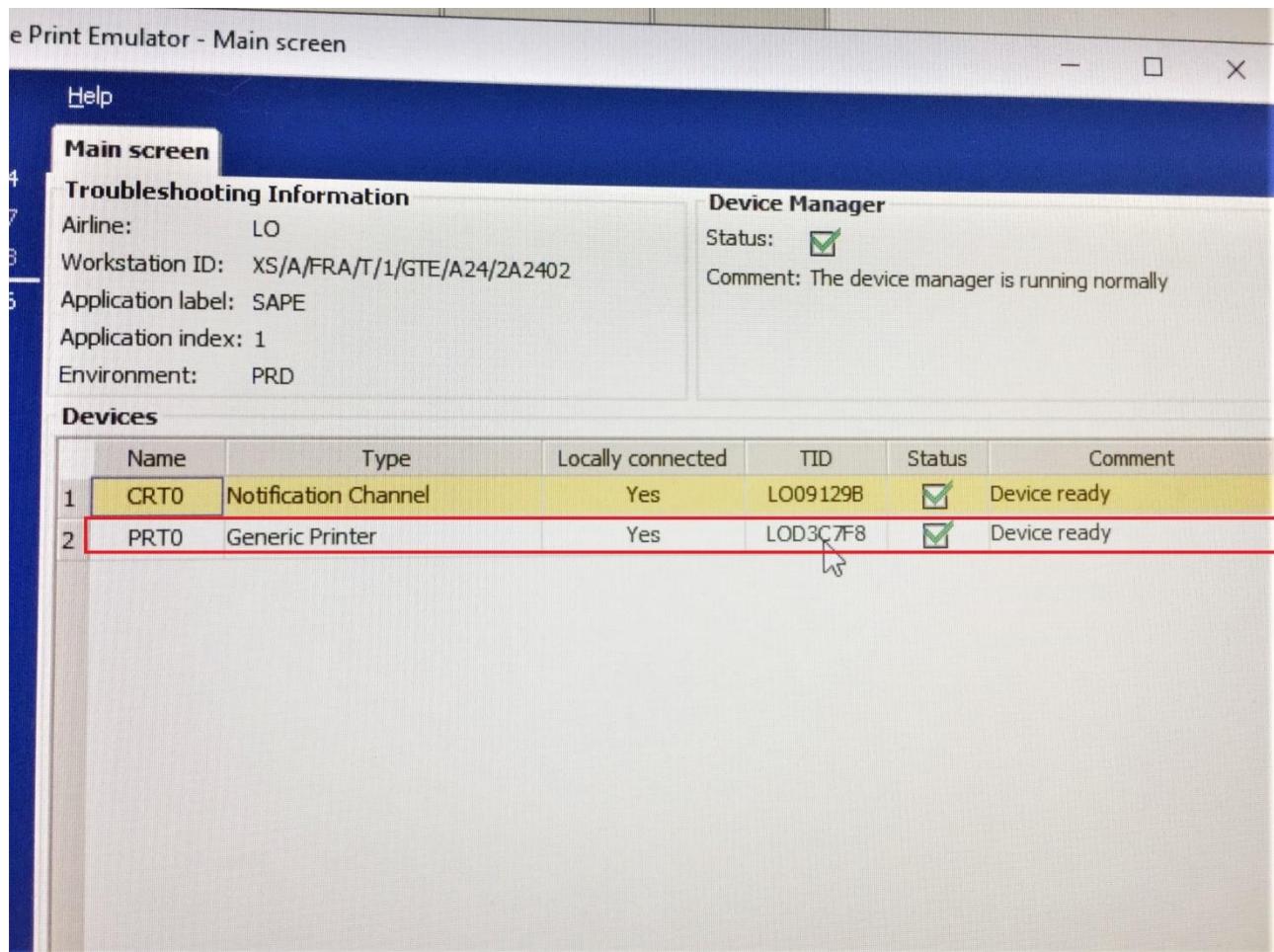


Topic: Inserting the Printer Number in DCS

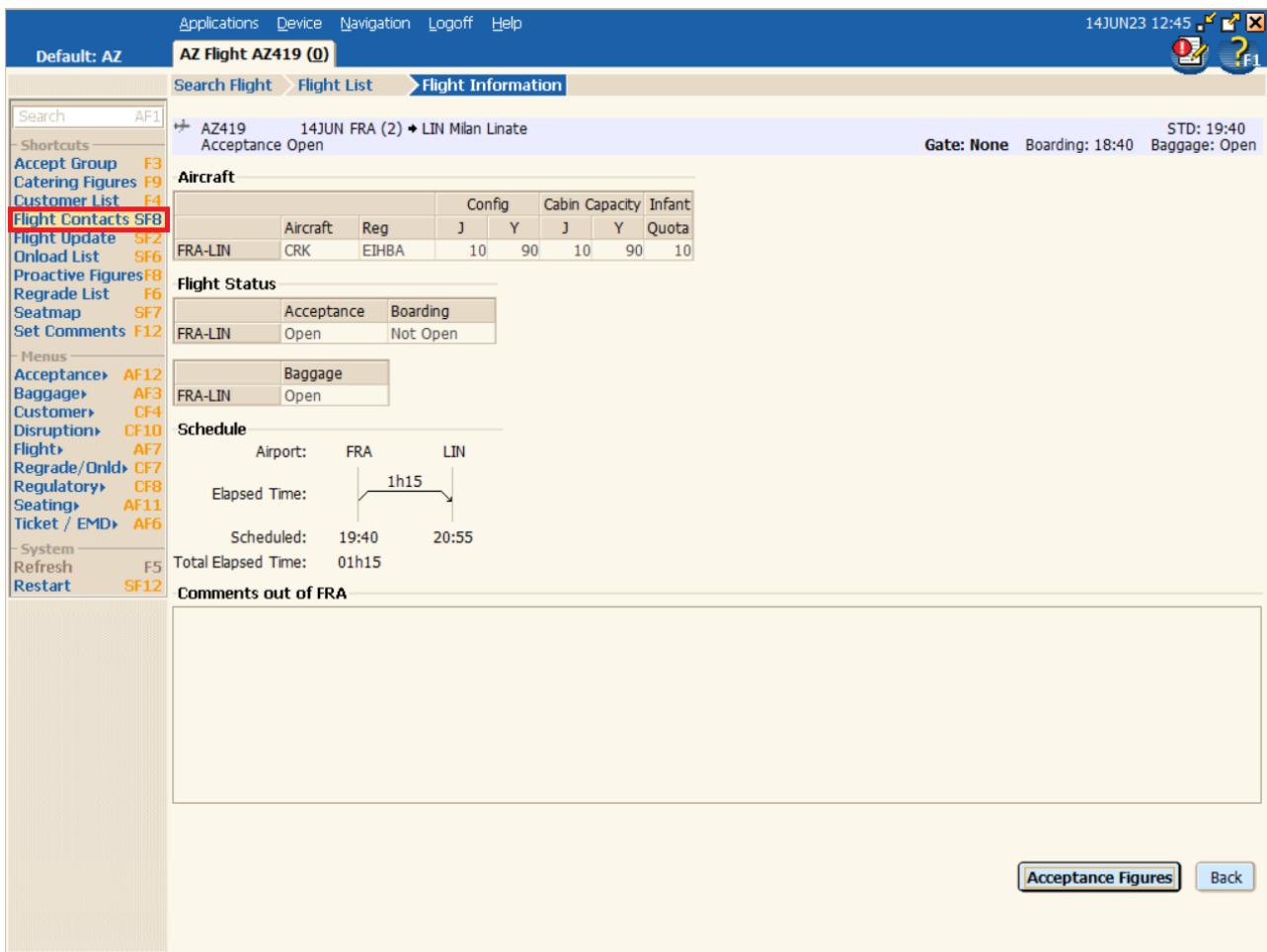
Inserting the printer number into DCS is a required step when arriving at the gate in preparation for boarding. The following will guide you in how to both find the printer number and insert it into the system using Altea and iPort.

Altea

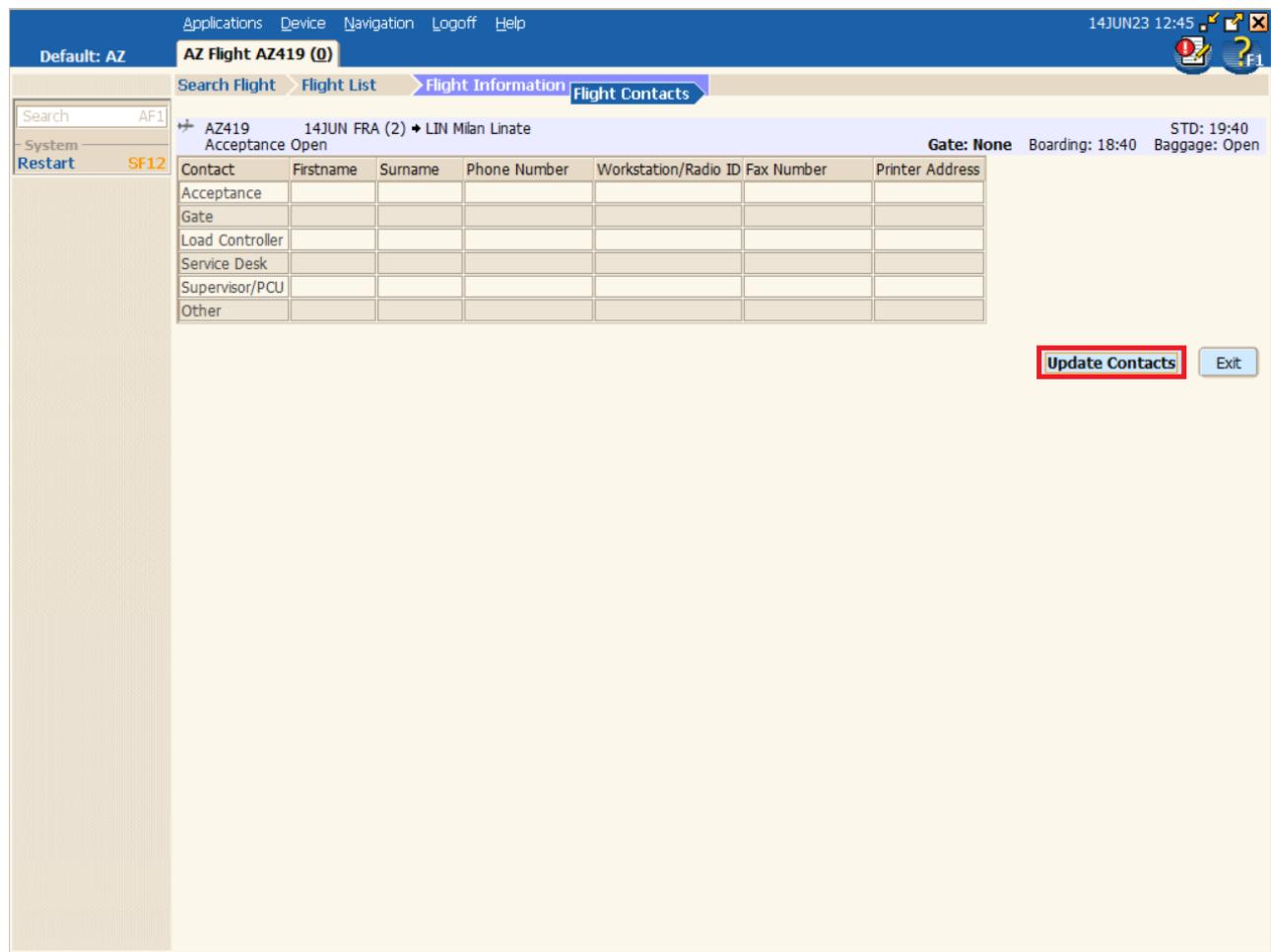
Step 1: Launch Altea CM. When the program loads a new window will pop up with the generic printer number listed.



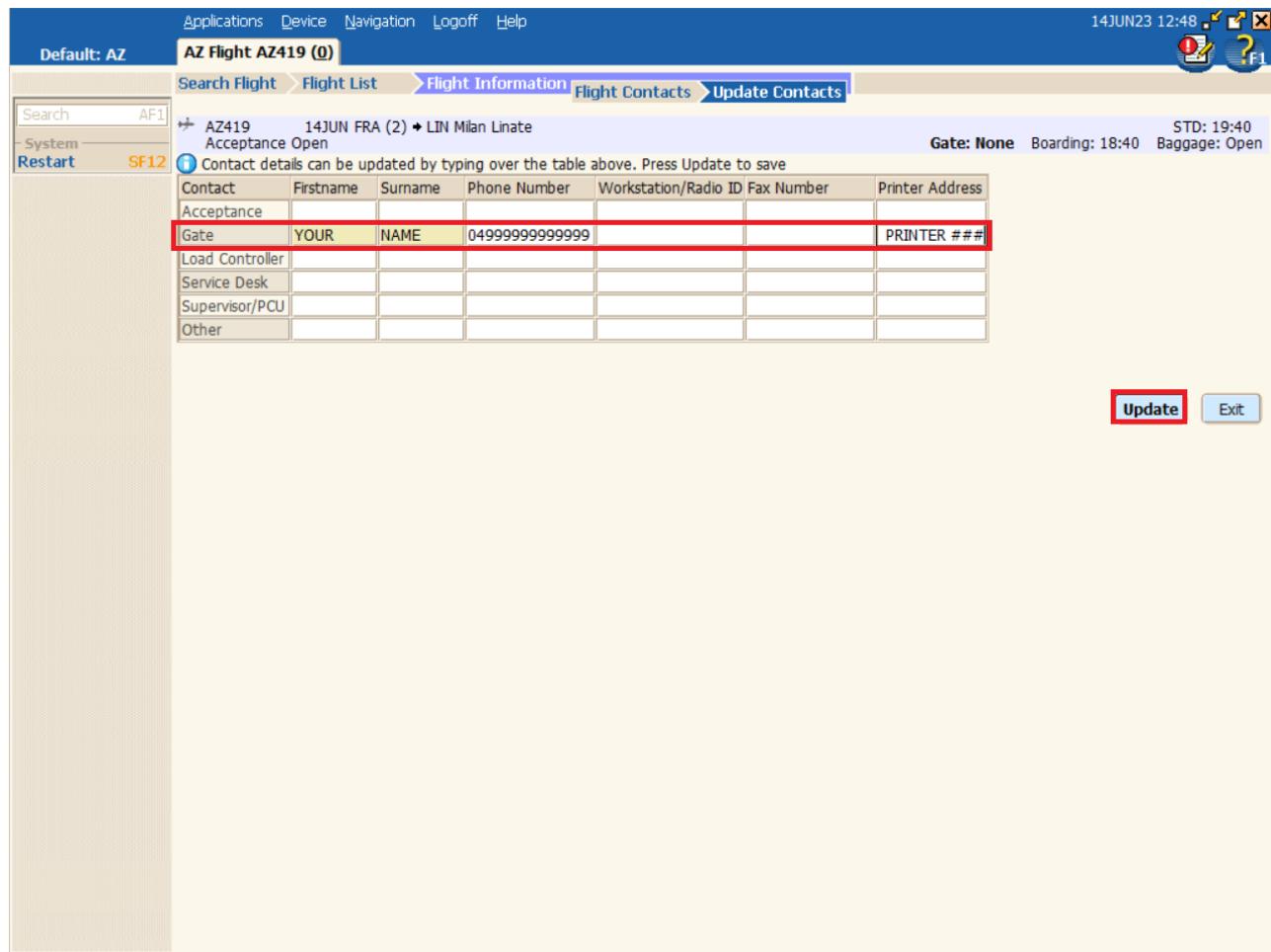
Step 2: Open the flight information screen, and on the left side, click "Flight Contacts."



Step 3: Click Update Contacts



Step 4: Insert your name, gate phone number, and the printer number. Then click “Update.”



AZ Flight AZ419 (0)

Search Flight Flight List Flight Information Flight Contacts Update Contacts

AZ419 14JUN FRA (2) → LIN Milan Linate

Acceptance Open Gate: None Boarding: 18:40 STD: 19:40 Baggage: Open

Contact Firstname Surname Phone Number Workstation/Radio ID Fax Number Printer Address

Acceptance						
Gate	YOUR	NAME	049999999999			PRINTER ####
Load Controller						
Service Desk						
Supervisor/PCU						
Other						

Update Exit

Always ensure that the correct printer number has been input.

iPort

Step 1: Click the dropdown menu and select “Boarding.”

Res2 iPort customer

My Flights Seatmap

Check-In	Pax	Special Tags	JLists
Customer Services			
Check-In	Alt + C	FRA-AYT	STD 19:40
Gate Control	Alt + G	ETD 19:40	CTOT --
Boarding	Alt + B	Open for CheckIn	STA 00:05
Lost & Found	Alt + W	19:10	ETA 00:05
Passenger Control	Alt + P	Checked-In: Y026	
Baggage Control	Alt + Q	Booked: Y043	
Core Services		E2	Available: Y146
Flight Control	Alt + F		
Flight Mgt	Alt + O		
Database Mgt	Alt + D		
Authorization	Alt + A		
My Account	Alt + M		
Support	Alt + S		
Messages	Alt + T		

Dest/Car/Fltnr:

Time window: -1 hrs / +12 hrs

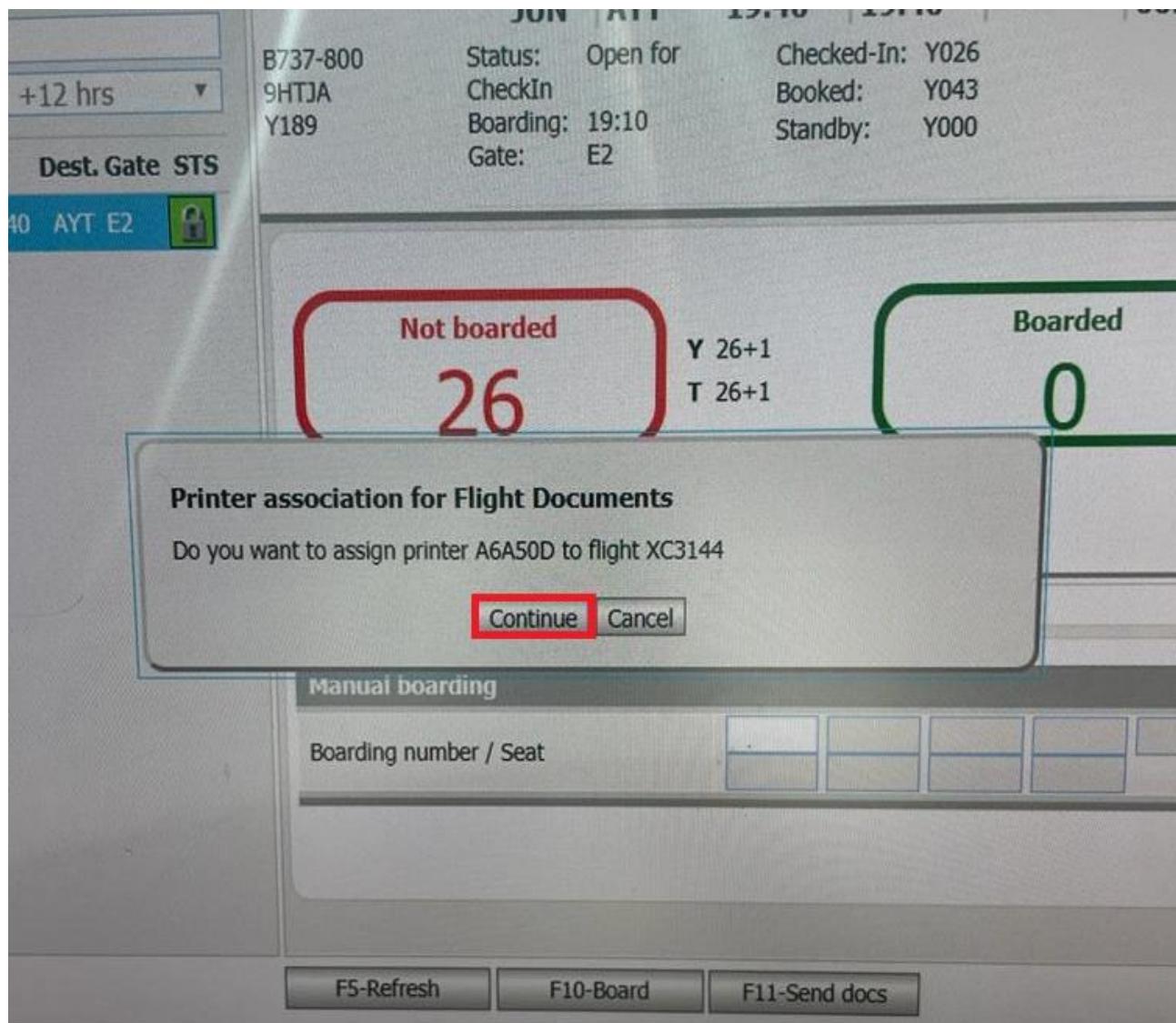
Flight STD/ETD Dest. Gate STS

XC 3144 14JUN-19:40 AYT E2

F1-Help F2-Clear F3-F-Keys (1) F4-Seatmap F7-Undo Check In F8-Offload F9-Place on STBY F10-Check In F11-Reprint BP F12-Reissue BT

iPort Version	v4.190.1 r74717	Boarding Point	Frankfurt (FRA)	Instance	iPort Server4-16
User	jonathan.lacourt	Local time	14JUN 17:34	Domain	DHS

Step 2: In the popup menu asking if you would like to assign a printer select "Continue."



When connected to a printer, iPort will automatically detect it and the printer number.