## 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.
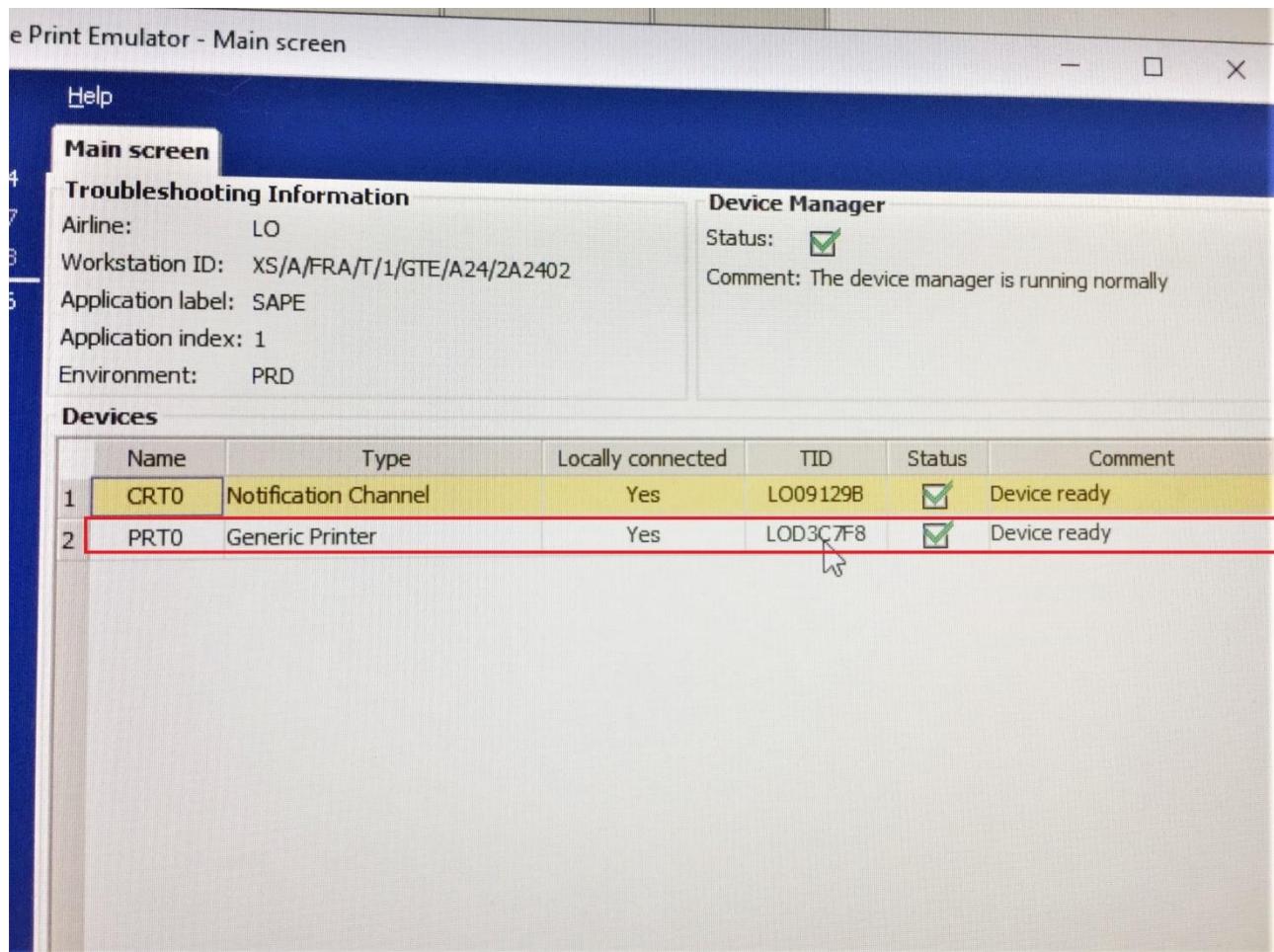
Step 2: Open the flight information screen, and on the left side, click "Flight Contacts."
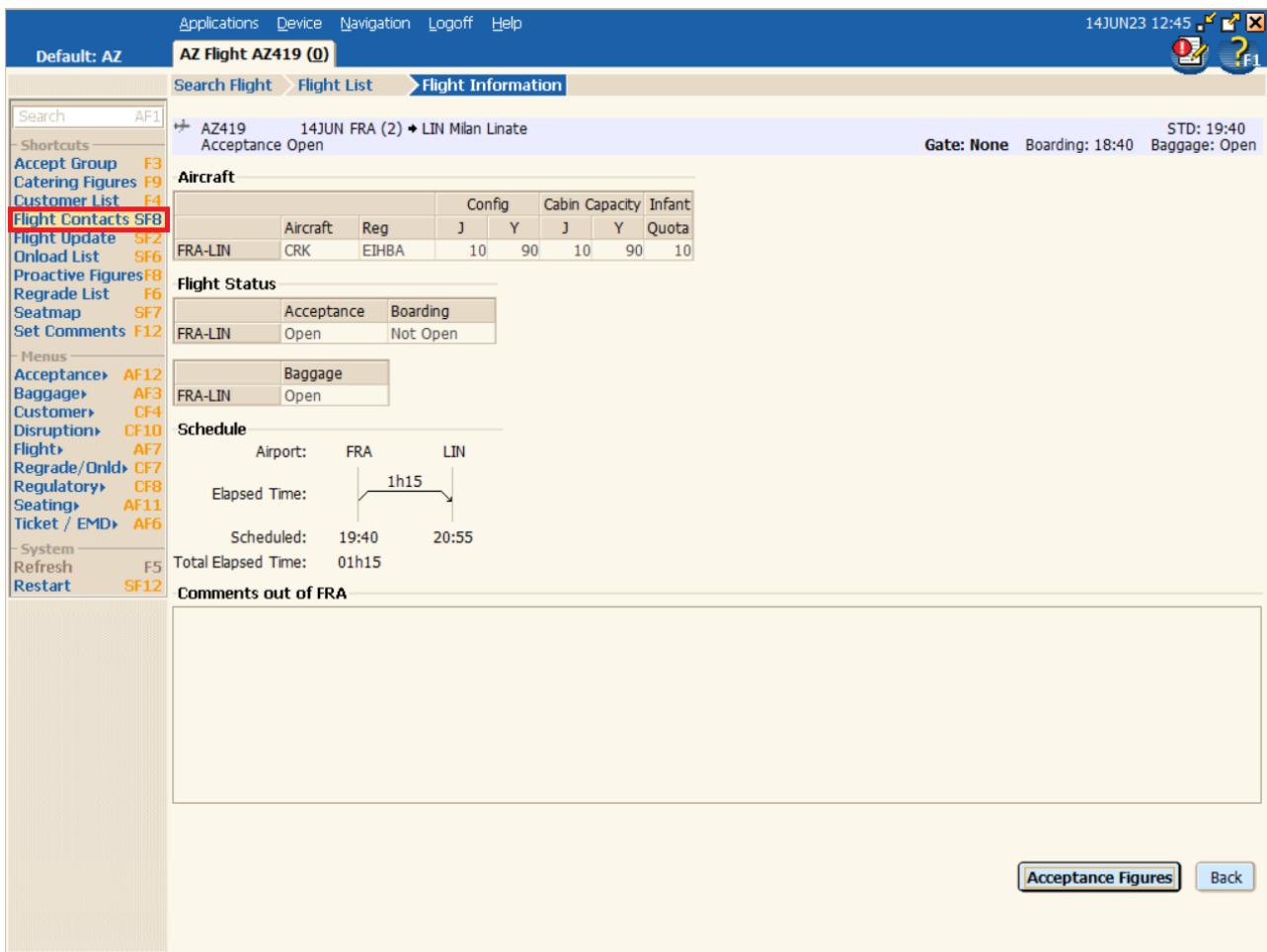
Step 3: Click Update Contacts
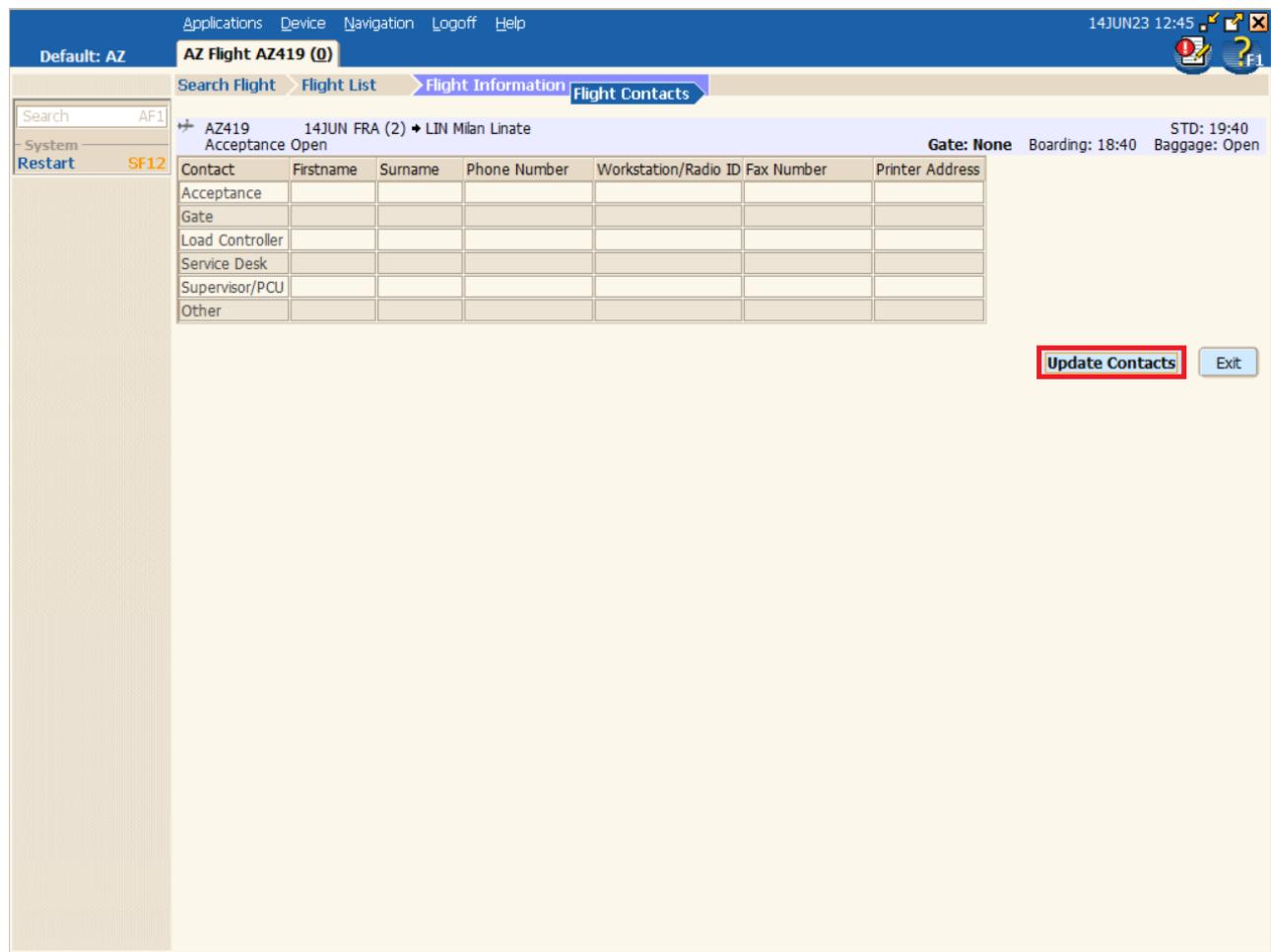
Step 4: Insert your name, gate phone number, and the printer number. Then click "Update."

Always ensure that the correct printer number has been input.

iPort

Step 1: Click the dropdown menu and select "Boarding."

Step 2: In the popup menu asking if you would like to assign a printer select "Continue."
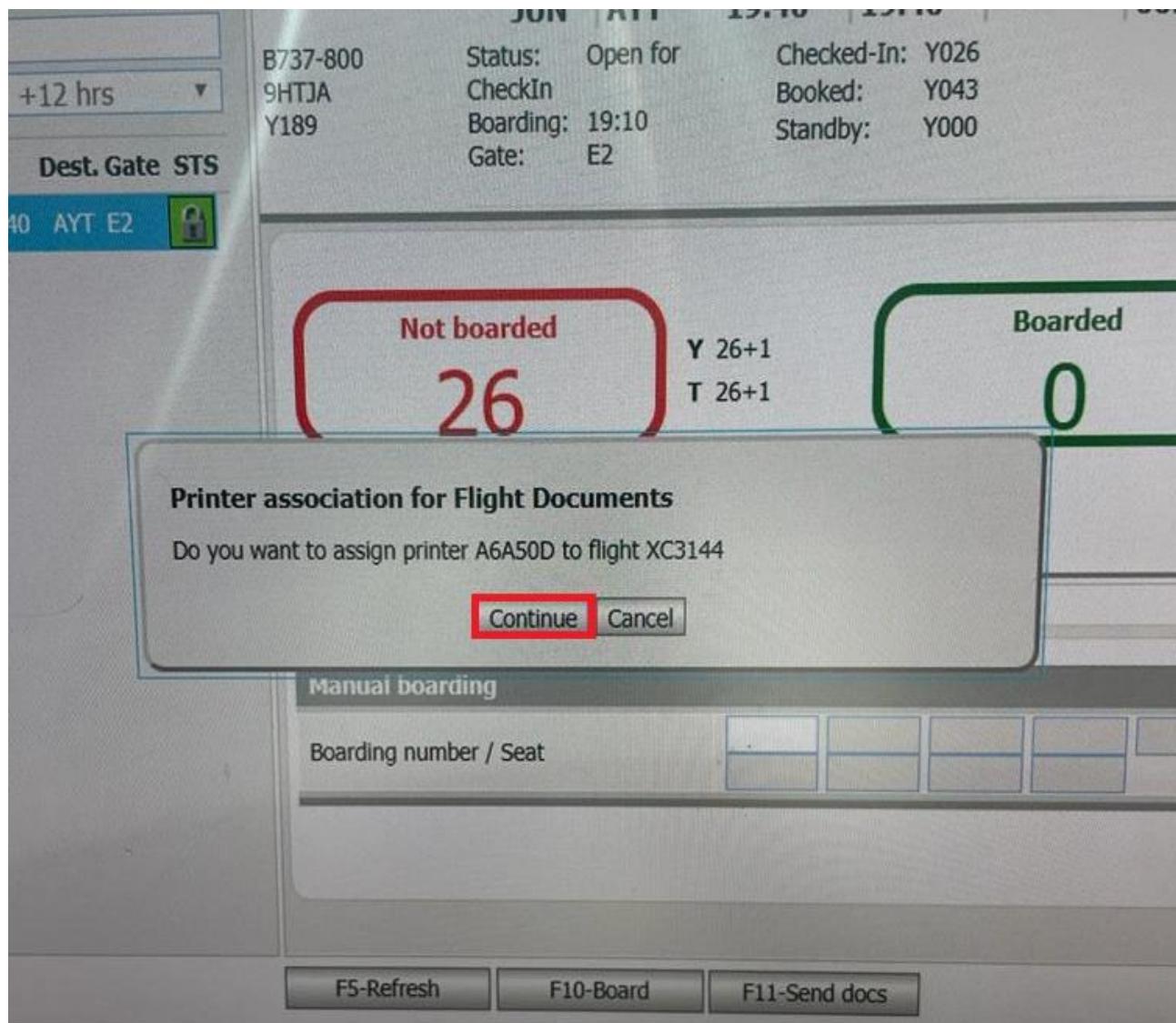
When connected to a printer, iPort will automatically detect it and the printer number.