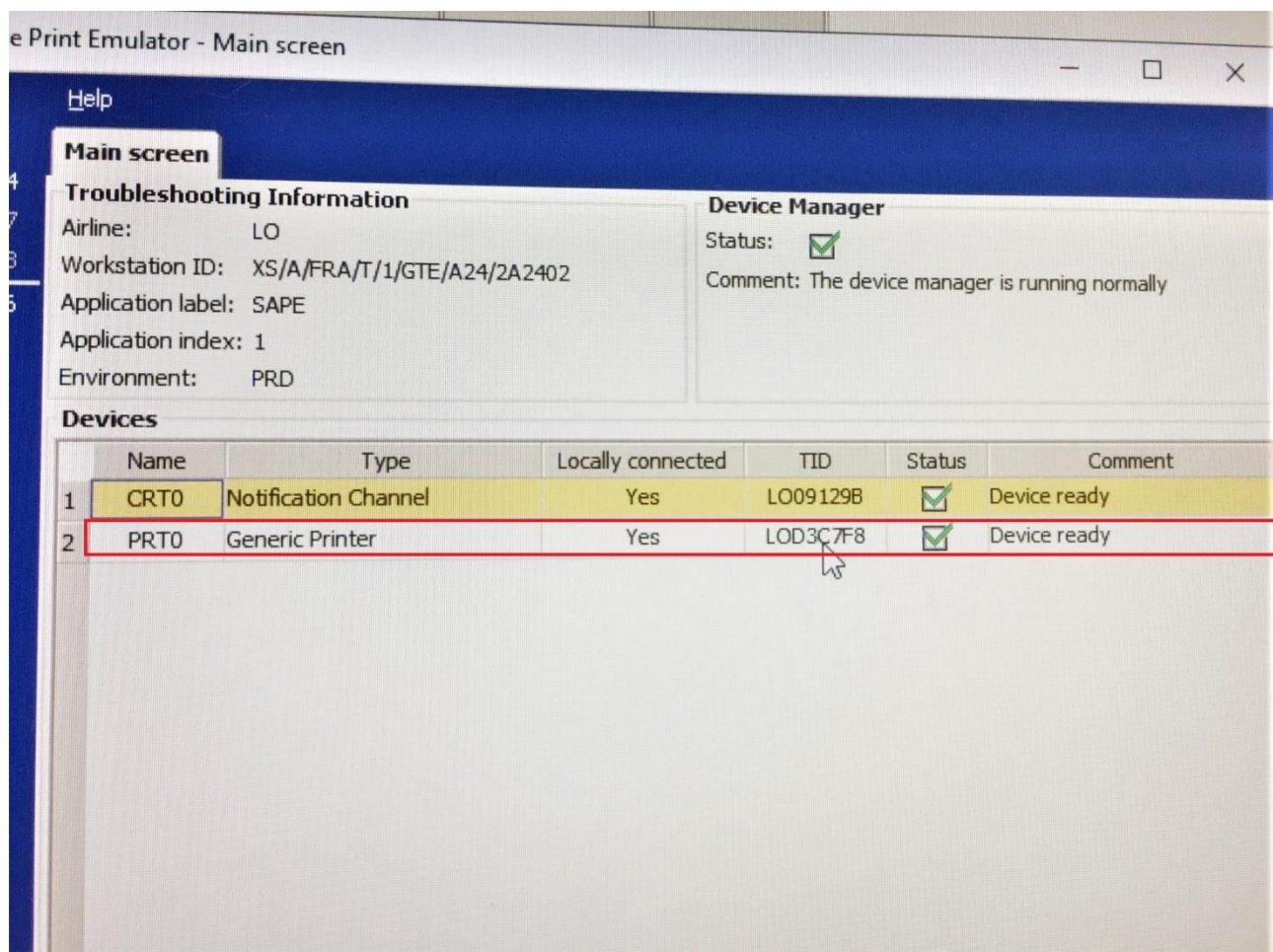


Topic: Inserting the Printer Number in DCS

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.”

The screenshot displays the AZ Flight AZ419 (0) interface. The top navigation bar includes links for Applications, Device, Navigation, Logoff, and Help. The main header shows the flight details: AZ419, 14JUN FRA (2) → LIN Milan Linate, with a status of Acceptance Open. The left sidebar contains a search bar and a list of shortcuts, including Flight Contacts (SF8), which is highlighted. The main content area is divided into several sections: Aircraft, Flight Status, and Schedule. The Aircraft section shows a table with columns for Aircraft, Reg, Config, Cabin Capacity, and Infant. The Flight Status section shows a table with columns for Acceptance and Boarding. The Schedule section shows a timeline from FRA to LIN with a 1h15 duration. The bottom right corner features buttons for Acceptance Figures and Back.

Search Flight > **Flight List** > **Flight Information**

Default: AZ **AZ Flight AZ419 (0)** 14JUN23 12:45

Search: AF1

Shortcuts: Accept Group (F3), Catering Figures (F9), Customer List (F4), **Flight Contacts (SF8)**, Flight Update (SF2), Onload List (SF6), Proactive Figures (F8), Regrade List (F6), Seatmap (SF7), Set Comments (F12)

Menus: Acceptance (AF12), Baggage (AF3), Customer (CF4), Disruption (CF10), Flight (AF7), Regrade/Onld (CF7), Regulatory (CF8), Seating (AF11), Ticket / EMD (AF6)

System: Refresh (F5), Restart (SF12)

AZ419 14JUN FRA (2) → LIN Milan Linate Gate: None Boarding: 18:40 STD: 19:40 Acceptance Open Baggage: Open

Aircraft

Aircraft	Reg	Config	Cabin Capacity	Infant
FRA-LIN	CRK	EIHB	10	90

Flight Status

Acceptance	Boarding
FRA-LIN	Open

Schedule

Airport: FRA LIN

Elapsed Time: 1h15

Scheduled: 19:40 20:55

Total Elapsed Time: 01h15

Comments out of FRA

Acceptance Figures Back

Step 3: Click Update Contacts

The screenshot shows the DHS Flight Information System interface. The top menu bar includes 'Applications', 'Device', 'Navigation', 'Logoff', and 'Help'. The main header displays 'Default: AZ' and 'AZ Flight AZ419 (0)'. The left sidebar contains a search bar with 'AF1' and a 'Restart' button. The main content area shows flight details for 'AZ419' on '14JUN FRA (2) → LIN Milan Linate'. The 'Flight Contacts' tab is active, displaying a table with columns: Contact, Firstname, Surname, Phone Number, Workstation/Radio ID, Fax Number, and Printer Address. The table lists roles such as Acceptance, Gate, Load Controller, Service Desk, Supervisor/PCU, and Other. The 'Update Contacts' button is highlighted with a red box, and an 'Exit' button is also visible.

Contact	Firstname	Surname	Phone Number	Workstation/Radio ID	Fax Number	Printer Address
Acceptance						
Gate						
Load Controller						
Service Desk						
Supervisor/PCU						
Other						

Update Contacts **Exit**

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

Applications Device Navigation Logoff Help 14JUN23 12:48

Default: AZ AZ Flight AZ419 (0)

Search Flight Flight List Flight Information Flight Contacts Update Contacts

Search AF1

System Restart SF12

AZ419 14JUN FRA (2) → LIN Milan Linate

Acceptance Open

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

Contact details can be updated by typing over the table above. Press Update to save

Contact	Firstname	Surname	Phone Number	Workstation/Radio ID	Fax Number	Printer Address
Acceptance						
Gate	YOUR	NAME	0499999999999999			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.”

The screenshot displays the Res2 iPort customer interface. The 'Check-In' dropdown menu is open, showing a list of services. The 'Boarding' option is highlighted with a red box. The interface includes a flight information section on the left, a central menu with 'Customer Services' and 'Core Services', and a right-hand section with flight details and a search bar. The bottom of the screen features a status bar with system information and keyboard shortcuts.

Flight	STD/ETD	Dest. Gate	STS
XC 3144	14JUN-19:40	AYT E2	

Check-In	Alt	Key
Check-In	Alt + C	
Gate Control	Alt + G	
Boarding	Alt + B	
Lost & Found	Alt + W	
Passenger Control	Alt + P	
Baggage Control	Alt + Q	

Core Services	Alt	Key
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	

Flight Details: FRA-AYT | STD 19:40 | ETD 19:40 | CTOT -- | STA 00:05 | ETA 00:05

Open for CheckIn: 19:10 | Checked-In: Y026 | Booked: Y043 | Available: Y146

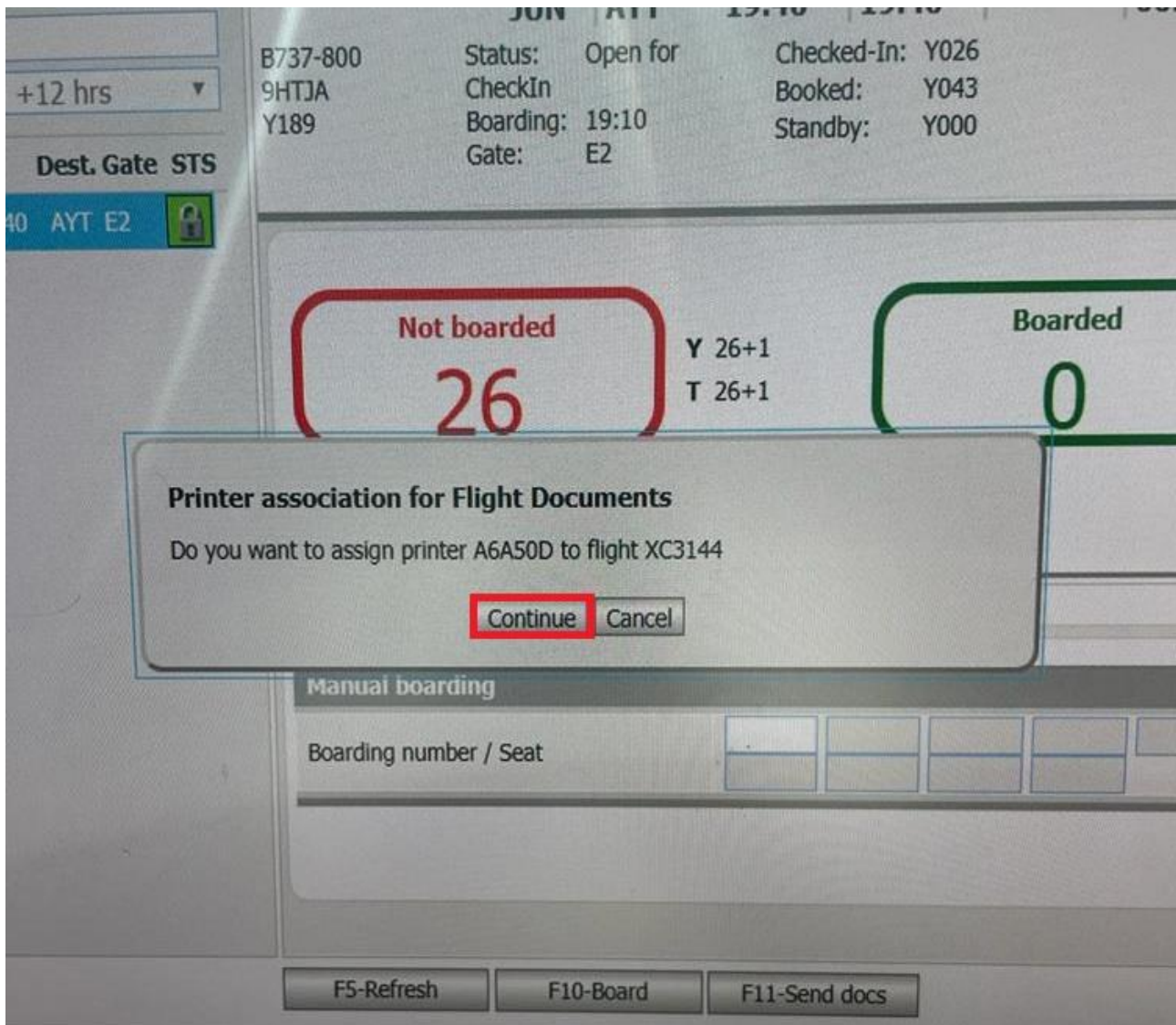
Search: ID card, credit card, boarding pass or bag tag to find a passenger.

Find: Find

Keyboard Shortcuts: 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

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