



**READ AND SIGN**  
Revision: 0 | Issued: 18.03.2025

## Topic: Contact Details In Altea CM On LOT Flights

Dear All

LOT would like us to start updating the contacts in Altea CM with our contact details on all flights. This will allow their CLC to reach out to the gate team directly, in case they need some help because of trim issues, and they would need you to reseat some passengers from the front to the back or the other way around.

Many of you are already doing it, but here is how you can find this in Altea CM:

The screenshot shows the Altea CM software interface. On the left, there is a sidebar with various menu options and keyboard shortcuts. The 'Flight Contacts' option is highlighted with a red circle. On the right, there is a table titled 'Contact' with columns for Contact, Firstname, Surname, Phone Number, Workstation/Radio ID, Fax Number, and Printer Address. The table contains several rows of data. At the bottom right of the table, there is a red circle around the 'Update' button.

Contact	Firstname	Surname	Phone Number	Workstation/Radio ID	Fax Number	Printer Address
Gate	test	TEST	49123456789			
Local Controller	Annette	Pfronteha...	4915123211415			
Service Desk						
Supervisor/PCU						
Other						

Thank you!

Norbert