

MODEL 632, FLIGHT ANNOUNCEMENT SYSTEM SOFTWARE

OPERATING INSTRUCTIONS

SYSTEM OVERVIEW

Thank You for Using the Flight Announcement System

The Flight Announcement System (FAS) assembles announcements from pre-recorded audio clips (or takes) based on flight information for the airlines at your airport. Its function is to free airline staff at each gate from making flight announcements, and allows them instead to focus on serving their customers, especially during peak travel times.

Among the announcements FAS can make are Pre-Boarding, General Boarding, Final Call, Arrival, Baggage Claim, Gate Change, Delayed Flight, Cancelled Flight, and Delayed Baggage.

After you select Flight Announcement System from the Configure menu, this window displays. From it you access the components of FAS.

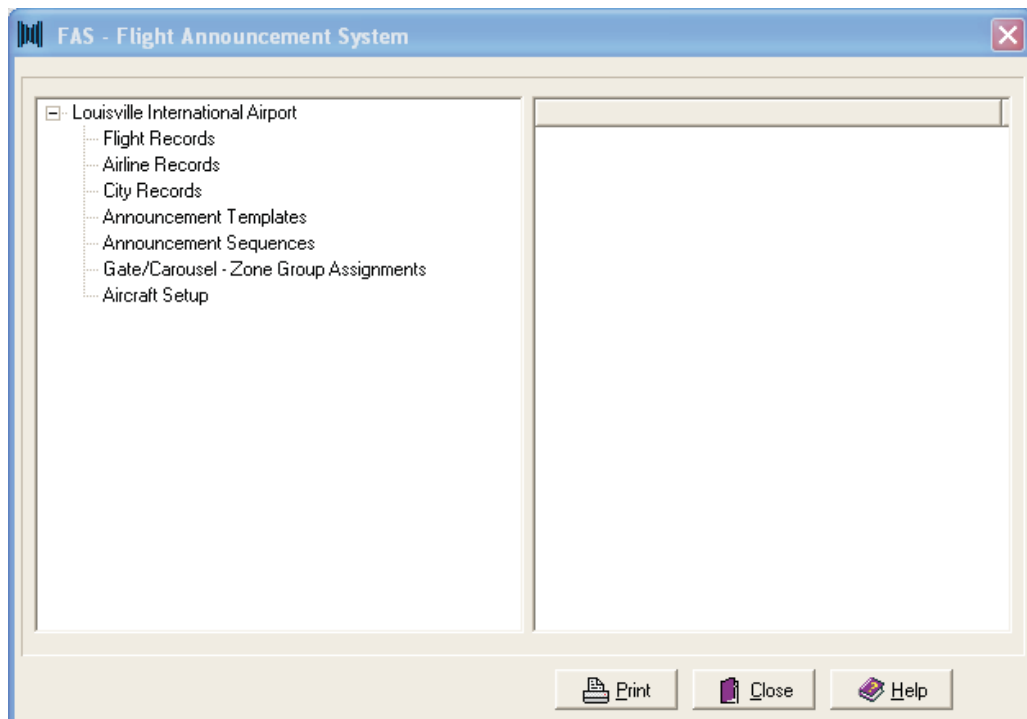


Figure 1 - Flight Announcement System (FAS)
Configuration Menu, Main Screen

FLIGHT ANNOUNCEMENTS

Flight Records

This window lists, by airline, all flights at your airport. The table displays the airline name, the flight number, its effective and discontinued dates, and the days it operates. You may add new flights or edit existing ones. There is also a search function so you can move immediately to a specific flight record without moving up or down the entire list. You can also sort the records by any column.

After you finish with the flight data, click **Close** to save the data and return to the FAS Main Screen.

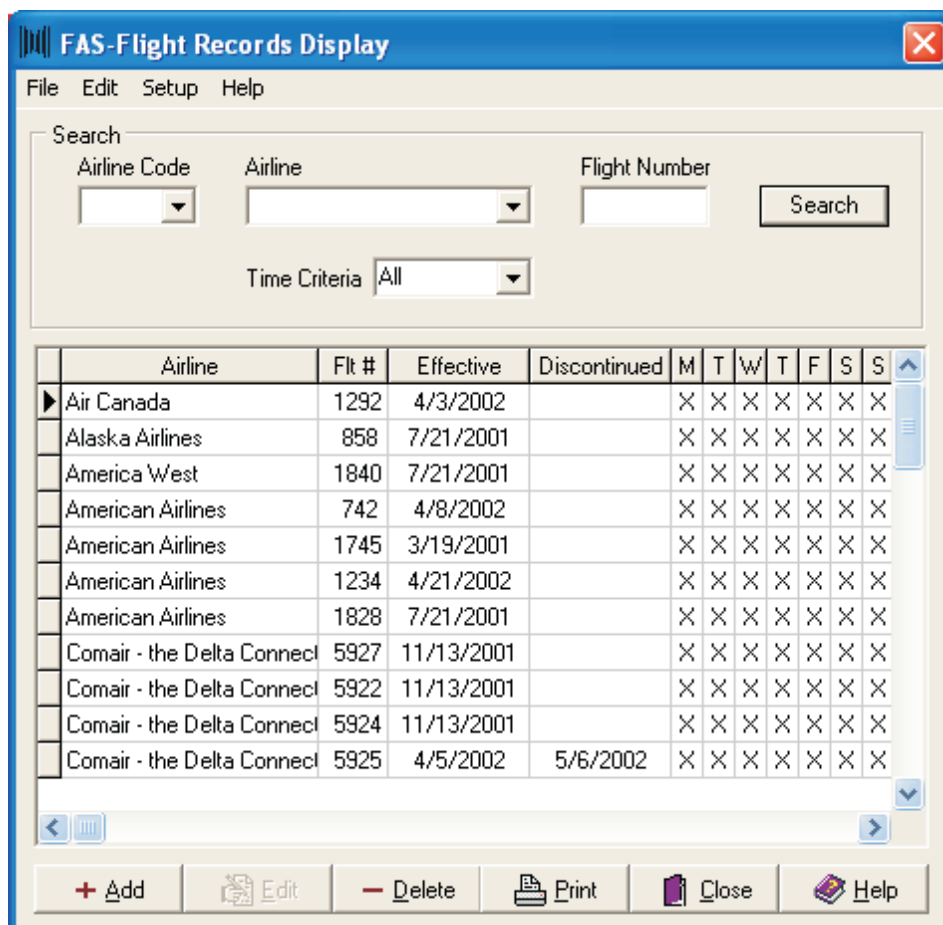


Figure 2 - Flight Record Display

Search Fields

If you need to find one or more specific flights and don't want to scroll up and down the entire list, use the search function. With it you can locate specific flights by airline code and name or by flight number.

To search the flight records by airline code or name:

1. Select the airline code from the drop-down list box, or type its first letters in the Airline Code field. After you finish typing (or after you select) the code, its name appears in the Airline field.
2. Click **Search** to display the flight records for that airline.

To search the records by flight number:

1. Type as much of the number as you know in the Flight Number field.
2. Click **Search**. The records for that flight number appear.

To search records by Time Criteria:

1. From the drop-down list box, click one of the following time criteria:
 - Past** – Displays all discontinued flights
 - Present** – Displays all flights with a current effective date that have not reached their discontinued dates.
 - Future** – Displays all flights with future effective dates.
2. Click **Search**. The records for the time criteria you selected appear.

Airline/Flight Number

This displays the airline name and the flight number. This list contains all available flight numbers for each airline at your airport.

Effective/Discontinued

These fields display each flight's effective and discontinued dates.

MTWTFSS

These represent days of the week. An X appears under each day of the week when the flight has service.

Function Buttons

Add – Click to add a flight record.

Modify – To modify a flight record, highlight it in the window and click this button (you can also double-click a flight record in the table of the FAS Main Screen to modify it directly).

Delete – Removes a flight record from the system. To do so, highlight a record and click Delete.

Print – Click to produce a hard copy of the airline records.

Close - Closes the window *without* saving changes.



Adding/Modifying Flight Records

Your airport may already have a FIDS system that contains all the information for flights at your airport. If so, ACS interfaces with FIDS, which then downloads all the flight data into your ACS.

However, if your system doesn't have a FIDS interface, you must enter or edit flight information manually through this screen. To manually enter the records, first click **Add** or **Modify** on the Flight Record Display window. The following window then appears on your screen.

Figure 3 - Manual Adding/Editing Flight Records

Complete the fields as needed for the flight record. After you finish entering the information, click **OK** to update the system and return to the Flight Records Display window.

Airline Code/Airline

From the drop-down list box for either, click an airline code or name. If you select a code, the corresponding airline name displays. Likewise, if you select an airline name, its code appears.

Flight Number

Type the flight's number.

Service Dates

Type, as MM/DD/YY the flight's Effective and, if necessary, Discontinued dates.

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Days of Operation

This field displays the days the flight is in operation. Monday through Sunday is the default. To change:

1. Click the down arrow to display the day selection list. By default, all days of the week are selected.
2. To select individual days of the week the flight is in operation (e.g., Monday through Wednesday, Thursday through Saturday, etc.), click the arrows of the days you *do not want* to include in the operation schedule to remove them.
3. If the flight is in operation Monday through Friday, click **M-F**.
4. If the flight operates only on Saturday and Sunday, click **SS**.
5. If the schedule changes and the flight is in operation every day of the week, click **All**.

Airline Code/Codeshare Airlines/Flight #

If this airline has a partnership with another to continue a flight to its destination (e.g., US Airways and British Airways), enter the partnering airline's code and the flight number. You may enter up to two codeshare airlines.

NOTE: A codeshare airline is *not* the same as an associated (or commuter) airline.

Frequent Flyer Miles

If this information is used in an announcement, type the number of frequent flyer miles customers can earn from this flight.

Gate #/Bag Carousel

Type the departure/arrival gate for the flight and/ or the carousel number where customers can pick up their baggage.

Meal Selection

If a meal selection is mentioned in a flight announcement, select the type of meal that will be served on the flight from the drop-down list box.

Aircraft Type

If the type of aircraft is mentioned in a flight announcement, enter it in this field.

Misc. Audio

A flight announcement may have a short "tag" message at its end, such as the compensation offered for giving up a seat on an overbooked flight. These miscellaneous audio takes are already installed in the ACS and are accessed and edited through the Take Text Editor on the Tools menu.

To select a miscellaneous audio take:

1. Click the down arrow next to the Misc. Audio field.
2. Scroll down the list of takes to find the one you wish to use.
3. Click the take. It then appears in the Misc. Audio field.

Arrival Flight Information

The three fields in this segment of the window contain information on the flight's arrival: the city(ies) from which it is arriving, its arrival time, and the language(s) in which the arrival flight announcement is to play.

Figure 4 - Flight Arrival Information Screen

Cities – This field displays the city(ies) from which the flight is arriving. The cities will be mentioned in the flight's announcement in the order they appear in this list. To add cities:

1. Click the **Add Cities** button to display the Edit City List window.

Figure 5 - Edit Cities List Window

2. The left column contains a list of three-letter OAG codes for cities. Scroll down the list to and click to highlight the city you want. If you already know the city's code, type it in the field above the column to advance the list directly to the city.

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3. Click the right arrow button to place the city code in the right column. Repeat for any other departure cities.
4. The order in which you placed the city codes will be the order in which they are included in any announcements concerning this flight. Use the four buttons next to the right column to rearrange the cities in the order you want them announced. To do that, first click on a city's code and click:
 - Top** – To move the city to the top position on the list.
 - Up** – To move the city up one position in the list.
 - Down** – To move the city down one position in the list.
 - Bottom** – To move the city to the bottom position in the list.
5. To remove a city (or cities) from the list, highlight it and click the left arrow button to move it to the left column.
6. After you select the city(ies), click **OK** to save your selection and return to the Edit Flight Information window. The city(ies) appears in the Cities field.
7. If you want to close the window without adding cities, click **Cancel**.

Sched Time – Enter, as HH:MM, the time when the flight is scheduled to arrive.

Est. time – Enter as HH:MM the flight's estimated time of arrival.

Languages – The flight announcement will play in the languages that appear in this field, which will display the primary and (if designated) second languages of the cities you selected. The announcement will play in the languages in the order they appear in this list. So if the language list contains English, French, Spanish, and German (in that order), the announcement will first play in English, then in French, and so on.

To add announcement languages:

1. Click the Edit Languages button to display the Language Selection window.

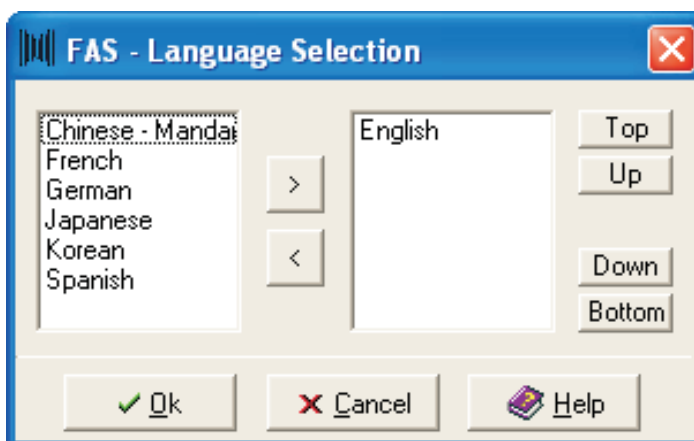


Figure 6 - Language Selection Window

2. The left column contains a list of announcement languages available in your system. Scroll down the list to and click to highlight the language you want.

3. Click the right arrow button to place the language in the right column. Repeat for other languages.
4. The order in which you placed the languages will be the order in which they play announcements concerning this flight. Use the four buttons next to the right column to rearrange the languages in the order you want them used. To do that, first click on a language and click:
 - Top** – To move the language to the top position on the list.
 - Up** – To move the language up one position in the list.
 - Down** – To move the language down one position in the list.
 - Bottom** – To move the language to the bottom position in the list.
5. To remove a language (or languages) from the list, highlight it and click the left arrow button to move it to the left column.
6. After you select the languages, click **OK** to save your selection and return to the Edit Flight Information window. Your selections appear in the Languages field.
7. If you want to close the window without adding languages, click **Cancel**.

Departure Flight Information

The three fields in this segment of the window contain information on the flight's departure: the city(ies) from which it is departing, its departure time, and the language(s) in which the departure flight announcement is to play.

The screenshot shows a window titled "Departure Flight Information". It is divided into three columns. The left column is labeled "Cities" and contains a large, empty text box. Below this box is a button labeled "Add Cities". The middle column has two text boxes: "Sched Time" at the top and "Est Time" below it. The right column is labeled "Languages" and contains a text box with the word "English" inside. Below this box is a button labeled "Edit Languages".

Figure 7 - Departure Flight Information Window

Adding Cities to a Flight Record

Cities – This field displays the city(ies) from which the flight is departing. The cities will be mentioned in the flight's announcement in the order they appear in this list. To add cities:

1. Click the **Add Cities** button to display the Edit City List window.

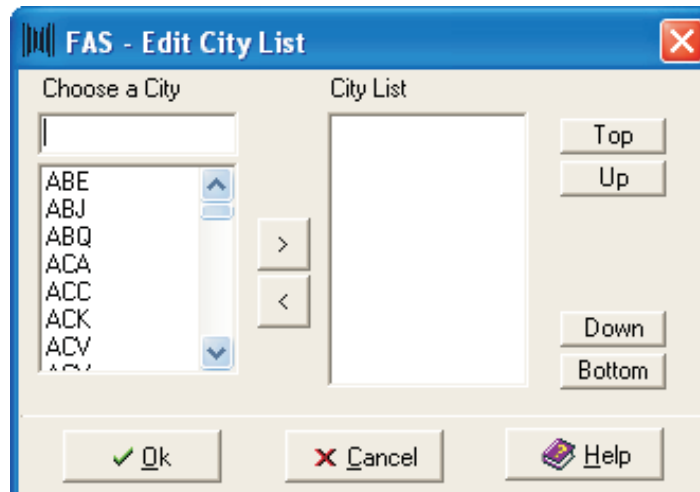


Figure 8 - Edit Cities List Window

2. The left column contains a list of three-letter OAG codes for cities. Scroll down the list to and click to highlight the city you want. If you already know the city's code, type it in the field above the column to advance the list directly to the city.
3. Click the right arrow button to place the city code in the right column. Repeat for any other departure cities.
4. The order in which you placed the city codes will be the order in which they are included in any departing announcements concerning this flight. Use the four buttons next to the right column to rearrange the cities in the order you want them announced. To do that, first click on a city's code and click:
 - Top** – To move the city to the top position on the list.
 - Up** – To move the city up one position in the list.
 - Down** – To move the city down one position in the list.
 - Bottom** – To move the city to the bottom position in the list.
5. To remove a city (or cities) from the list, highlight it and click the left arrow button to move it to the left column.
6. After you select the city(ies), click **OK** to save your selection and return to the Edit Flight Information window. The city(ies) appears in the Cities field.
7. If you want to close the window without adding cities, click **Cancel**.

Sched Time – Enter, as HH:MM, the time when the flight is scheduled to depart.

Est. Time – Enter, as HH:MM, the flight's estimated departure time.

Adding Languages to a Flight Record

Languages - The flight announcement will play in the languages that appear in this field, which will display the primary and (if designated) second languages of the cities you selected. The announcement will play in the languages in the order they appear in this

list. So if the language list contains English, French, Spanish, and German (in that order), the announcement will first play in English, t\$\$9_32~04.rtf\$

To add or change announcement languages:

1. Click the Edit Languages button to display the Language Selection window.

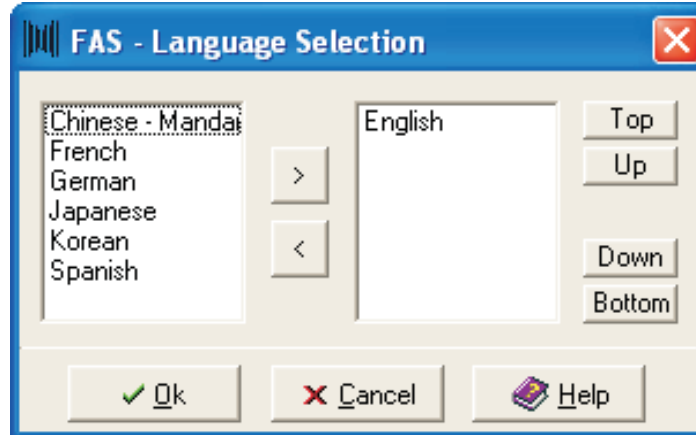


Figure 9 - Language Selection Window

2. The left column contains a list of announcement languages available in your system. Scroll down the list to and click to highlight the language you want.
3. Click the right arrow button to place the language in the right column. Repeat for other languages.
4. The order in which you placed the languages will be the order in which they play announcements concerning this flight. Use the four buttons next to the right column to rearrange the languages in the order you want them used. To do that, first click on a language and click:
 - Top** – To move the city to the top position on the list.
 - Up** – To move the city up one position in the list.
 - Down** – To move the city down one position in the list.
 - Bottom** – To move the city to the bottom position in the list.
5. To remove a language (or languages) from the list, highlight it and click the left arrow button to move it to the left column.
6. After you select the languages, click **OK** to save your selection and return to the Edit Flight Information window. Your selections appear in the Languages field.
7. If you want to close the window without adding languages, click **Cancel**.

Airline Records

This window contains the list of airlines that provide service at your airport. You may add new airlines or edit existing records. There is also a search function so you can move immediately to a specific flight record without manually moving up or down the entire list.

You can also sort the records by Reference number, Description, and Airline ID by clicking on the column headings for each.

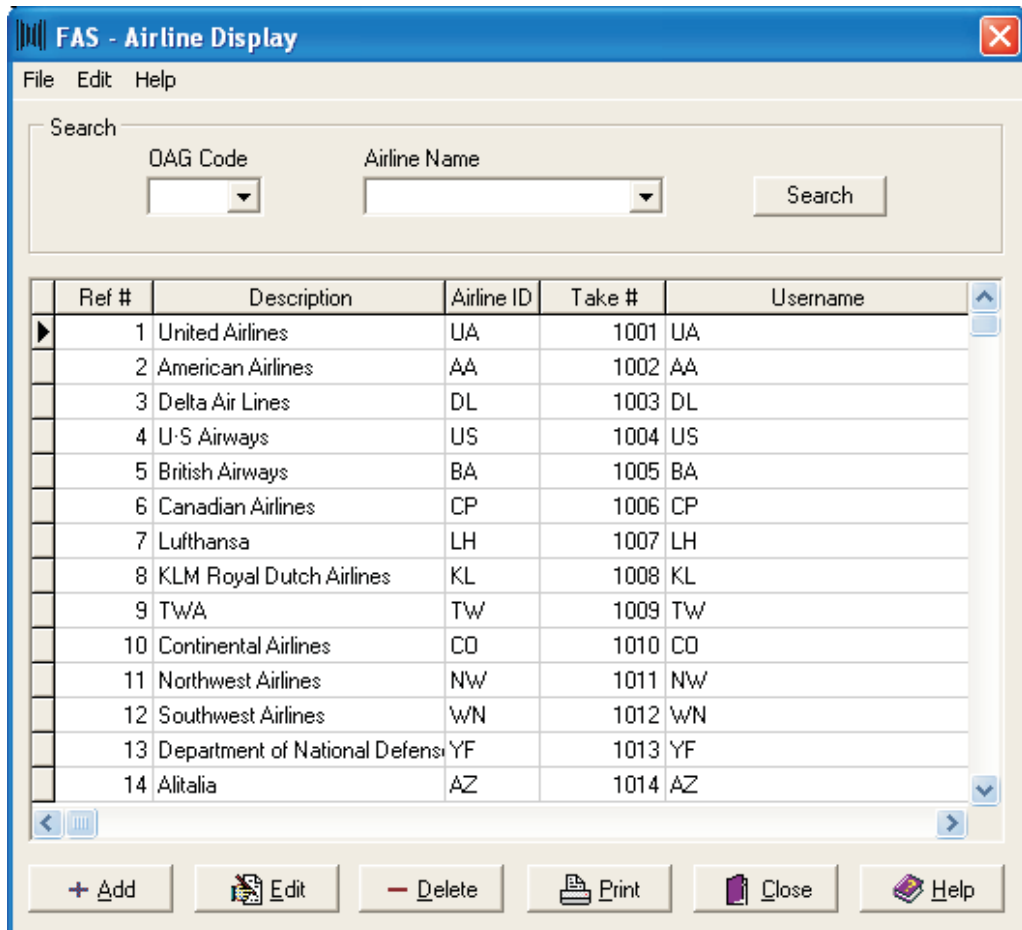


Figure 10 - Airline Display Window

Search Fields

If you need to find one or more specific airline records and don't want to scroll up and down the entire list, use the search function. With it you can locate specific airlines by OAG code or airline name.

To search the flight records by OAG:

1. Select the OAG code from the drop-down list box, or type its first letters in the field. After you finish typing (or after you select) the code, its name appears in the Airline field.
2. Click **Search** to display the records for that airline.

To search the records by airline:



3. Type as much of the airline as you know in the Airline field.
4. Click **Search**. The records for that airline appear.

Reference Number

This displays the airline's reference number in the system. To sort the records by reference number, click the column heading.

Description/Airline ID

These fields display the airline's name and its two- or three-letter identification code. To sort the records by either description or ID, click on the column heading for each.

Take Number

This is the number for the PDRP voice "take" that mentions the airline's name. This number is used to build PDRP announcements concerning the airline.

Function Buttons

Add – Click to add a record to the list.

Modify – To modify a record, highlight it and click this button.

Close – Click to update the system and remove the window.

Adding/Modifying an Airline Record

The fields on this window allow you to enter basic airline data, from its OAG code to the slogan that will play when the system plays its announcements. In addition, you can define Associated Airlines, which are smaller airlines associated with a larger carrier (e.g., United Express as a subsidiary carrier of United Airlines).

FAS - Edit Airline

General

Airline Ref # 238 OAG Code Airline Name

Associated Airlines Assigned to this Airline

Airline Name	Begin Flt #	End Flt #

+ Add Edit - Delete

Take Numbers Password Account

Airline Take Number Account User Name

Airline Freq Flyer Take Number Password

Last Modified: LastMod

Ok Cancel Help

Figure 11 - Add/Modify Airline Record Window

Airline Ref #

This is the line number on which the airline record will appear in the Airline Display window.

OAG Code/Alt Code

Type the airline's three-letter identifier code. If there is an alternate identifying code, type it in the Alt Code field.

Mic Station Text

Type the airline's full name. This will appear in the LCD window of the IED 508 Series microphone station, if positioned at the airline's gates, when it is activated.

Associated Airlines Assigned

In this section of the window you will add the subsidiary commuter airlines that are associated with this airline.

Take Numbers

The three fields in this section contain drop-down list boxes from which you select the audio announcement takes pertinent to the airline. They are:

Airline Take Number – The audio take of the airline's name.

Airline Freq Flyer Miles Take Number – The audio take of the airline's frequent flyer miles.

Password Account

Use these two fields to define the airline's password account, which will allow its employees to access FAS functions (i.e., make or play announcements) from a microphone station.

Account User Name – Type the user name the airline will use for its account. Generally, this will be the airline's name.

Password – Type a four-character password an airline's employee must enter in order to access FAS functions.

Function Buttons

OK – Saves all the information and closes the window.

Cancel – Closes the window without saving the information.

City Records

In this window you'll find records of cities served by the flights that arrive and depart from your airport. You may add new cities to the list, and edit existing records. There is also a search function so you can move immediately to a specific flight record without moving up or down the entire list.

You can also sort the records by IATA Code, City Name, and PDRP Take # by clicking on the column headings for each.

After you finish working with this window, click **Close** to save any changes you make to it and remove it from the screen.

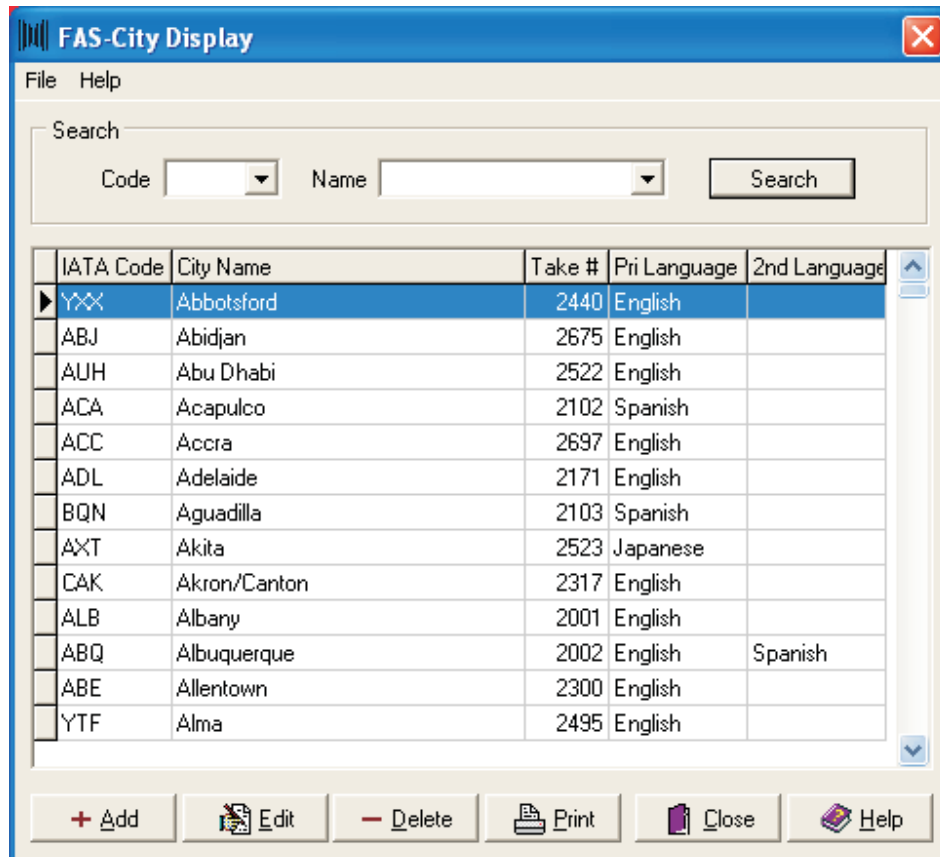


Figure 12 - City Records Window

Search Fields

If you need to find one or more specific city records and don't want to scroll up and down the entire list, use the search function. With it you can locate specific cities by IATA code or name.

To search the flight records by IATA code, simply type the code and press **<Enter>** or click **Search**. The city that matches it appears as the only record in the list. To redisplay *all* records, delete the letters from the Code field and press **<Enter>** or click **Search** again.

To search the records by city, type its name in the City field and press **<Enter>** or click **Search**. The city that matches it appears as the only record in the list. To redisplay *all* records, delete the city name from the field and press **<Enter>** or click **Search** again.

IATA Code/City Name

Displays the city's IATA code and name.

Take Number

This is the number for the PDRP voice "take" that mentions the city's name. This number is used to build PDRP announcements concerning the city.

Primary Language/2nd Language

Displays the primary and secondary languages in which announcements for this city are broadcast.

Function Keys

Add – Click to add a record to the list.

Modify – To modify a record, highlight it and click this button.

Close – Click to update the system and remove the window.

Adding/Modifying City Records

After you click the Add button on the City Display window, the Edit City window displays. With it you enter information for a new city or edit an existing city record.

Figure 13 - Edit City Window

IATA Code

Type the three-letter International Air Transportation Association designation for the city.

Take Number

Enter the number of the audio take that mentions the city. The city name appears in the field next to it.

Languages

From the drop-down list boxes, select the primary and second languages in which departing and arriving flight announcements for the city are made. These will appear in the arrival and departure flight information fields on the Edit Flight Record window.

Function Buttons

OK – Saves all the information and closes the window.

Cancel – Closes the window without saving the information.

Announcement Template

The Announcement Template function allows you to create flight announcements for your airport. FAS also comes pre-loaded with a number of announcement take templates that you can use to customize announcements for your airport.

The two tabs under this FAS function allow you to set parameters and assemble takes for flight and flight-related announcements. Under the Announcement Parameters tab, you enter an announcement's code, its description, the languages used, the number of times it is played and the minutes between each play, the zone clusters to where it is sent, and determine if it is to be sent to an extended zone group (for gate and baggage carousel zone group announcements).

Under the Assemble Takes tab, you select and organize the audio takes that will create the announcement. You can later change or add takes to an announcement.

To enter a new announcement template, highlight Announcement Templates on the FAS Main Screen and click **Add** to display the Template Assembly window.

The screenshot displays the 'IED - FAS Announcement Template Assembly' window with the 'Announcement Parameters' tab selected. The window contains the following elements:

- Announcement Parameters** | Assemble Takes
- Entry Code:
- Description:
- Announcement Type:
- Languages for this Announcement:** A list box containing 'English' and an 'Edit Language Assignments' button.
- Plays:** Total Number of Plays: ; Minutes Between Plays (MBP):
- Clusters for this Announcement:** An empty list box and an 'Edit Cluster Assignments' button.
- Add Extended Zone Group
- Last Modified:
- Buttons:

Figure 14 - FAS Announcement Template Assembly Window
Announcement Parameters Tab

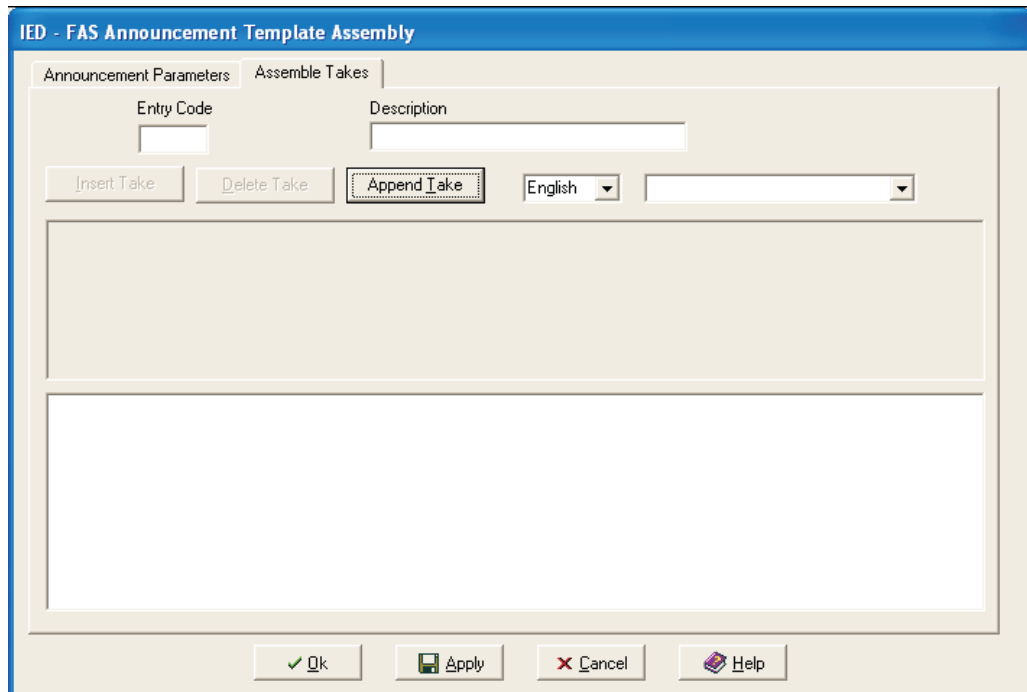


Figure 15 - FAS Announcement Template Assembly Window
Assemble Takes Tab

Entry Code

Type an entry code (from 00001 to 99999) that identifies the announcement.

Description

Type the announcement's description. Generally, this will be what the announcement is about (e.g., flight arrival, gate change, emergency, etc.).

Announcement Type

Displays the type of announcement. To change, click the down arrow to display a list of the types of announcements, then click a new type.

Languages for the Announcement

If this announcement is available in different languages, use this area to select and display the language(s) in which the announcement will be broadcast.

NOTE: The order in which the languages appear in this list is the order in which they will play.

To add a language or rearrange the playback order, click **Edit Languages**.

Plays

The three selections in this portion deal with the announcement's playback when activated from a microphone station.

Total Number of Plays – Enter the number of times this announcement is to play when activated. It will play that many times unless you enter a PDRP stop number on a mic station keypad.

Minutes Between Plays – Enter how many minutes must elapse between each playback of the message.

Clusters for this Announcement

Some announcements and messages are limited to certain clusters within a zone group. They display in this field. To make or change cluster assignments, click the Edit Cluster Assignments button.

Add Extended Zone Group

This feature works in conjunction with Gate/Carousel Zone Group Assignments. When this box is checked, the announcement will not only play to the assigned zone group, it will also play to extended zone group designated in the Gate/Carousel Zone Group Assignments window.

To add the extended zone group, click the check box. Click it again to remove the check and extended zone group function for the announcement.

Building an Announcement

The buttons and fields in this tab allow you to build the announcement from the audio takes in the system. Note that the Entry Code and Description carry over from the previous tab.

To build an announcement:

1. Select the announcement's language from the drop-down list box.
2. Use the three buttons to insert, remove, or append an announcement

Insert Take – Inserts a take before the take field where your cursor is currently placed. Type the take's number in the field.

Delete Take – Deletes the take where you have your cursor.

Append Take – Adds a take behind the previous take you entered. Type the take's number in the field.

3. As you enter a take number, check its "vocal translation" in the lower portion of the window.
4. After you finish and you wish to create the same announcement in a different language, click **Apply**, select a different language, then repeat the previous steps. Otherwise, click **OK** to close the window and save the announcement data.

Function Buttons

OK – Saves all the information and closes the window.

Apply – Saves the information *without* closing the window.

Cancel – Closes the window without saving the information.

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Announcement Sequences

The FAS Announcement Sequences function is a tool that allows you to set up a template containing a sequence of boarding announcements. This template is assigned a single code that airline gate personnel enter on a 508 Series microphone station keypad. Once they enter that code, the announcements selected are played back in sequence, either manually or automatically. You can also determine the time between announcements if you select automatic playback.

Double-click Announcement Sequences on the FAS Main Screen to display the template setup window.

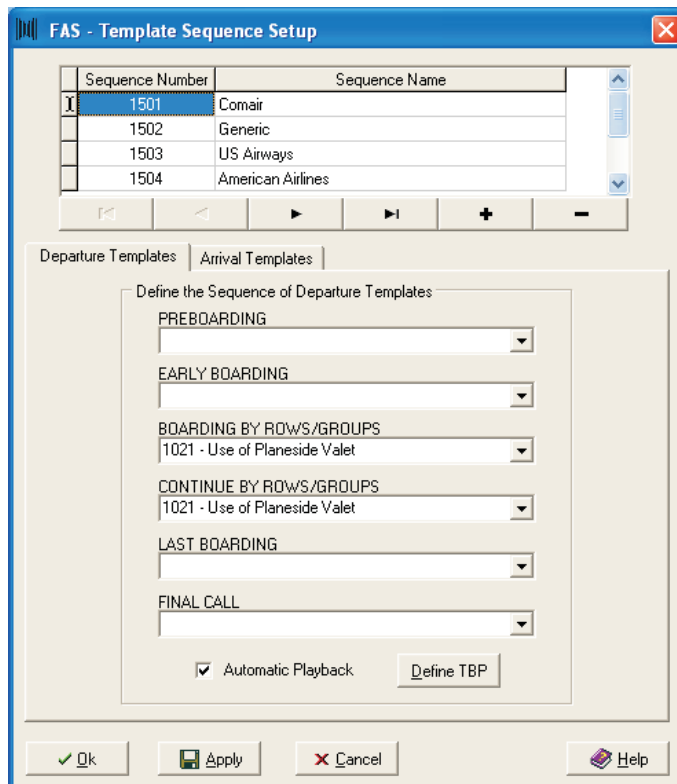


Figure 16 - Template Sequence Setup Window

Sequence Number

Type a number that will identify this sequence. This will be the code that gate personnel will enter on the 508 Series microphone station keypad.

Sequence Name

Type a name for the sequence.

Navigation Buttons

Use these buttons to navigate up and down the list of sequence templates.

Sequence of Templates

From the drop-down list box for each template (in either the arriving or departing sequence tabs) select the announcement template that is to be played.

Automatic Playback

Click the check box if you wish the announcements to automatically play back in order.

Define TBP

If you wish to use automatic playback, click this button to set the wait time that is to lapse between playback of each announcement. For each announcement, enter a number to represent the wait time in minutes.

There are two types of wait times:

Normal – For normal boarding circumstances (generally about five minutes between each announcement)

Compressed – For instances where a flight is delayed and you need to get passengers aboard quickly (generally about two minutes between each announcement).

After you define TBP, click the **Close** window.

Function Buttons

OK – Saves all the information and closes the window.

Apply – Saves the information *without* closing the window.

Cancel – Closes the window without saving the information.

Print – Prints a hard-copy version of the information.

Gate/Carousel-Zone Group Assignments

NOTE: This feature is used only if your ACS interfaces with FIDS or a remote computer.

This FAS function triggers flight arrival and baggage claim announcements automatically. It does not require a member of an airline's gate staff to enter a code to play a flight arrival announcement.

The Gate/Carousel – Zone Group Assignments window contains two sections: one with fields for a gate number, a zone group assigned to that gate, and (if indicated on the Announcement Parameters tab of the Announcement Template) an extended zone group, and another with fields for baggage carousel codes and the zone groups/extended zone groups assigned to them.

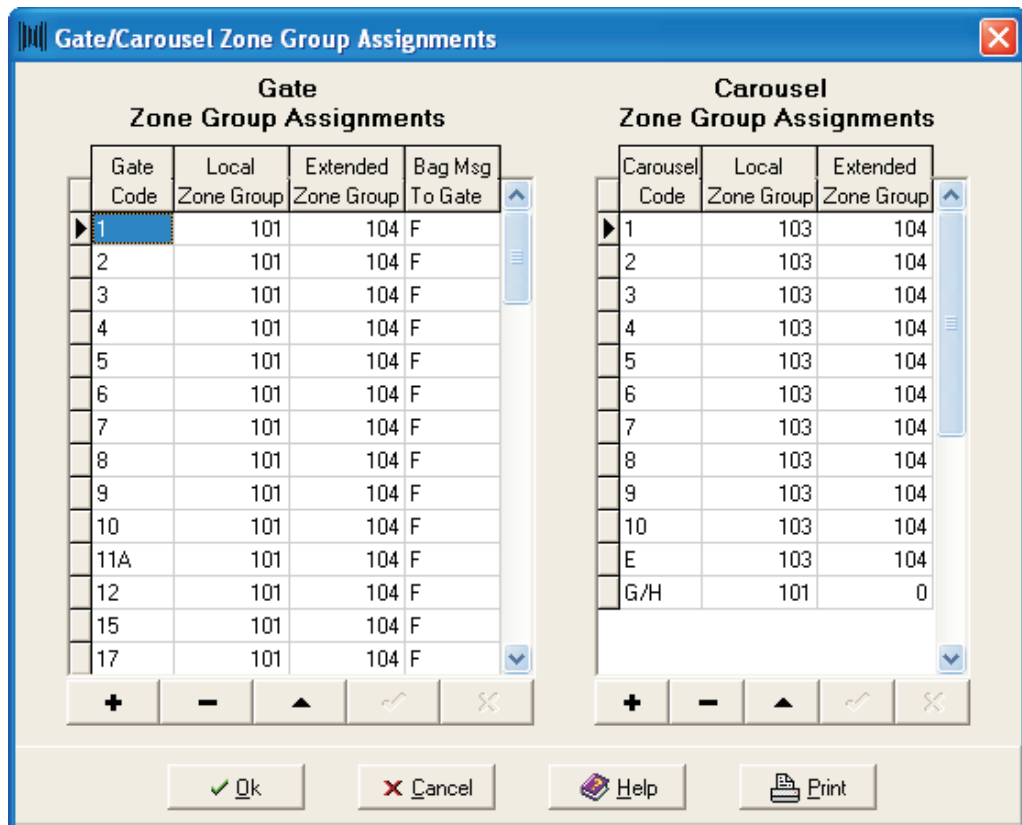


Figure 17 - Gate/Carousel-Zone Group Assignments Window

Gate Code

Enter the gate code (i.e., gate number) that will trigger automatic playback of the flight's arrival announcement when FAS reads it from the remote computer.

To add a new gate code record, click the button, type a gate number, the zone group assigned to the gate, the extended zone group (if necessary), then determine if the baggage message is to play to the gate.

Local Zone Group

Enter the local zone group to where the flight announcement will be played. This will be the zone group assigned to the gate.

Extended Zone Group

If you have checked Add Extended Zone Group on the Announcement Parameters tab of Announcement Template, type the extended zone group to where the arrival announcement will play. This will most likely be the concourse(s) outside the gate area.

Bag Message to Gate?

Click in the field to display a drop-down list box containing these two selections:

Yes – Click to send the baggage carousel announcement (telling passengers where they can pick up their luggage) to the gate where the flight is arriving. If you select Yes, the baggage pickup announcement *will not* be sent to the carousel.

No – Click to send the baggage pickup announcement to the zone group assigned to the baggage carousel.

Carousel Code

Enter the baggage carousel code (i.e., its number) that will trigger a baggage pickup announcement when FAS reads it from the remote computer.

Local Zone Group

Enter the local zone group to where the baggage announcement will be played. This will be the zone group assigned to the carousel.

Extended Zone Group

If you have checked Add Extended Zone Group on the Announcement Parameters tab of Announcement Template, type the extended zone group to where the baggage claim will play. This will most likely be the concourse(s) outside the carousel area.

Navigation Buttons

Add – Adds a new record to the list. By default, all added records appear above the record where you have the cursor positioned.

Delete – Deletes a record from the list. To delete a record, click its Flight Number then click this button. In the prompt that displays, click **Yes**.

Flag – Flags a record to be edited.

Apply – Saves a record in the list after you have added it or made changes to it.

Cancel – Removes a record after you add it but before you click Apply and save it to the system.

Function Buttons

OK – Saves all the information and closes the window.

Cancel – Closes the window without saving the information.

Print – Prints a hard copy of the information in the window.

How Gate/Carousel – Zone Group Assignments Works

If FIDS or a remote computer that reads flight information interfaces with FAS, it will send the gate number of the arriving flight to the FAS. If the number the computer sends is the one entered in the Gate Code field, that flight arrival announcement is played in the zone group and (if configured to do so) the extended zone group. Likewise, when the FIDS or remote computer sends baggage carousel number to the FAS, the baggage claim announcement will also play.

Keep in mind that the baggage claim announcement will play to the baggage carousel zone group only if **No** appears in the Bag Message to Gate column for the flight number.

Aircraft Setup

In this window you define a list of aircraft types that the airlines use at your airport. The data is used in the Aircraft Type field of the Edit Flight Records window and is used for flight announcements containing information about boarding by rows.

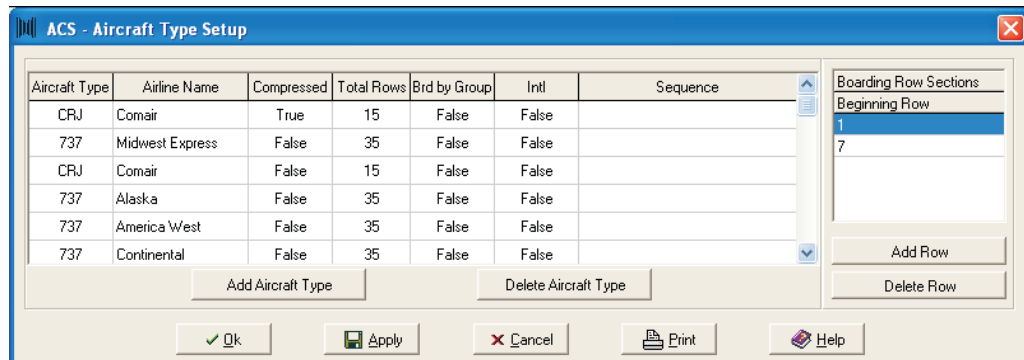


Figure 18 - Aircraft Type Setup Window

To add an aircraft:

1. Click **Add Aircraft Type** to insert a row in the list.
2. In the Aircraft Type field, enter the type of aircraft you are defining (747, 767, etc.).
3. From the drop-down list box, select the airline's name.
4. The Compressed field is contains a True/False toggle that will determine if the wait time of announcements for this type of aircraft can be compressed. Click **True** if the announcements can be compressed. Click **False** if they cannot.
5. Type the number of rows the aircraft has.
6. The Board by Group field is also a True/False toggle. From the drop-down list, click **True** if the aircraft can be boarded by group. Click **False** if it cannot.
7. The International (Intl) field is another True/False toggle. Click **True** if the flight is an international one, or click **False** if it is not.
8. Click in the Sequence field to display a list of defined announcement sequences. Click the one applicable for this aircraft.
9. Click Apply to save the aircraft, then repeat these steps for other aircraft you wish to add.
10. Once you finish, click Ok to remove the window from the screen.

To delete an aircraft – click its Aircraft Type, then click **Delete**. Click **Yes** at the confirmation pop-up to complete the deletion.

To print the aircraft records – click the **Print** button.