FlyTab Setup Procedures

Instructions on how to setup the FlyTab are as follows:

1. Power on the FlyTab

2. Connect to Wi-Fi

   a. From home screen select the **Settings** icon.

   b. Select **Wi-Fi**.

   c. If the Wi-Fi setting is **Off**, slide the button to the right until **On** displays.

   d. Select **Wi-Fi Networks** or tap **Scan** to refresh the networks.

   e. Select the network that you want to connect too.

      i. For a private network (home Wi-Fi), enter the password and the network will automatically connect.

      ii. A captive portal connection (hotels, Starbucks, etc.) will require you to connect to a webpage to accept terms and conditions before accessing the Wi-Fi. Once it says Connected:

         - Swipe down from the top of the screen to open the notification tray. You should see a message that says Sign-in to network: *network name.* Tap it and accept the terms and conditions.

         - If this does not work, open the **Browser** icon on the home page and then select a webpage to open. This should automatically reroute you to the terms and conditions page.

3. On the Home screen, select the **Battery** icon. Ensure the **Show battery percentage** is turned on. This will allow the battery percentage to display in the upper tight hand corner of the screen at all times.

4. Set the Time/Date

   a. From the home screen, select the **Clock** icon.

   b. Tap on the three vertical dots (more context menu) in the upper-right corner.

   c. Tap **Settings**.

   d. Select **Home time zone** and update to wherever you consider home.

   e. Tap **Change date & time** and temporarily disable **Automatic date and time**.

   f. Under **Select time zone,** update the **Region** to **United States** and the **Time zone** to your current time zone.

   g. Arrow back to the Date and Time screen.

   h. Select and update the **Set date** and **Set time** if incorrect.

   i. Re-enable **Automatic date and time.**

   j. Restart your device.

5. Keyboard settings - The keyboard layout may be modified based on preferences.

   a. Open any app that requires the keyboard to be used.

b. Tap on **More** icon (the three dots) on the top right corner of the keyboard.

c. Select **Modes**.

d. Select the type of keyboard style you prefer: Standard (recommended), One-Handed, Floating.

e. Tap on **Keyboard Size** icon.

f. The keyboard will display with a blue border around it with arrows in the middle. Resize as necessary.

g. Select **Done**.

6. Screen Name – your name may be added to the home lock screen.

a. Open the **Notification Settings** by swiping down from the top bar on home screen.

b. Arrow back.

c. Scroll to **Contact Information** and enter your name. No other information is permitted.

7. Open DocuNet app.

a. When logging into DocuNet application for the first time on the new device, you will be required to register with Vistair's systems to ensure the correct documents are delivered.

b. On the registration screen, enter the following:

   i. **Device Type:** Personal

   ii. **Airline (ICAO):** FFT

   iii. **Username:** Frontier Active Directory (AD) username

   iv. **Device Name:** Your employee number followed by FlyTab. Example: 404978 FlyTab (no spaces between emp# and FlyTab)

c. To log in to the application, enter your Frontier AD username and password and then follow the prompts for Microsoft Authentication.

8. Open ProSafeT app.

a. Enter the Activation Key: **4D25-BE28-93CA-8088**

b. Click **Activate.**

c. Frontier Airlines should display.

d. Tap **Login.**

e. You should be routed to the Microsoft Authenticator screen where your Frontier Active Directory (AD) username and password should be entered.

9. Open Schoox app.

a. Select the **Third-Party Login** button.

b. Enter Academy Name as **Frontier Airlines.**

c. Microsoft Authenticator screen should display where Frontier Active Directory (AD) username and password must be entered.