



Ventura County Area 2 ACS/ARES® Outpost Operating Instructions



Find the Outpost Packet Message Manager icon on the desktop and double-click it. Outpost will start up and display the screen pictured on right.

Check the following:

“User Call Sign” Will be KJ6ZQW-x (Check the Packet Station Chart on the wall of the EOC to find the Call for your EOC.)

“User Name” For Area 2 EOCs is “Zak.”

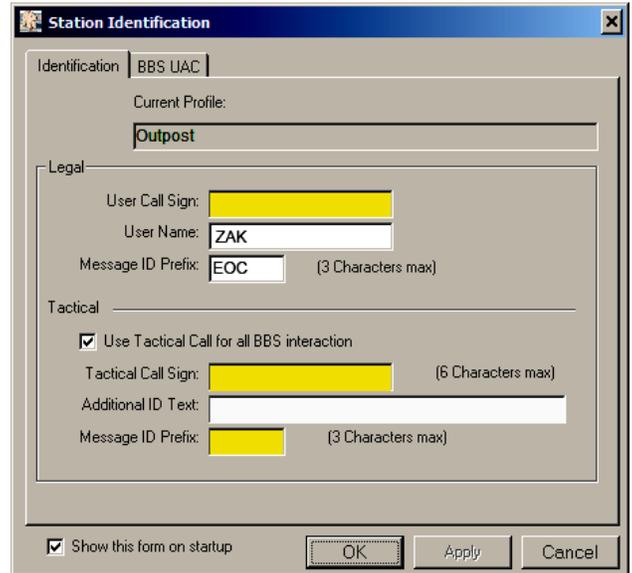
“Message ID Prefix” is “EOC.”

“Use Tactical Call for all BBS interaction.”

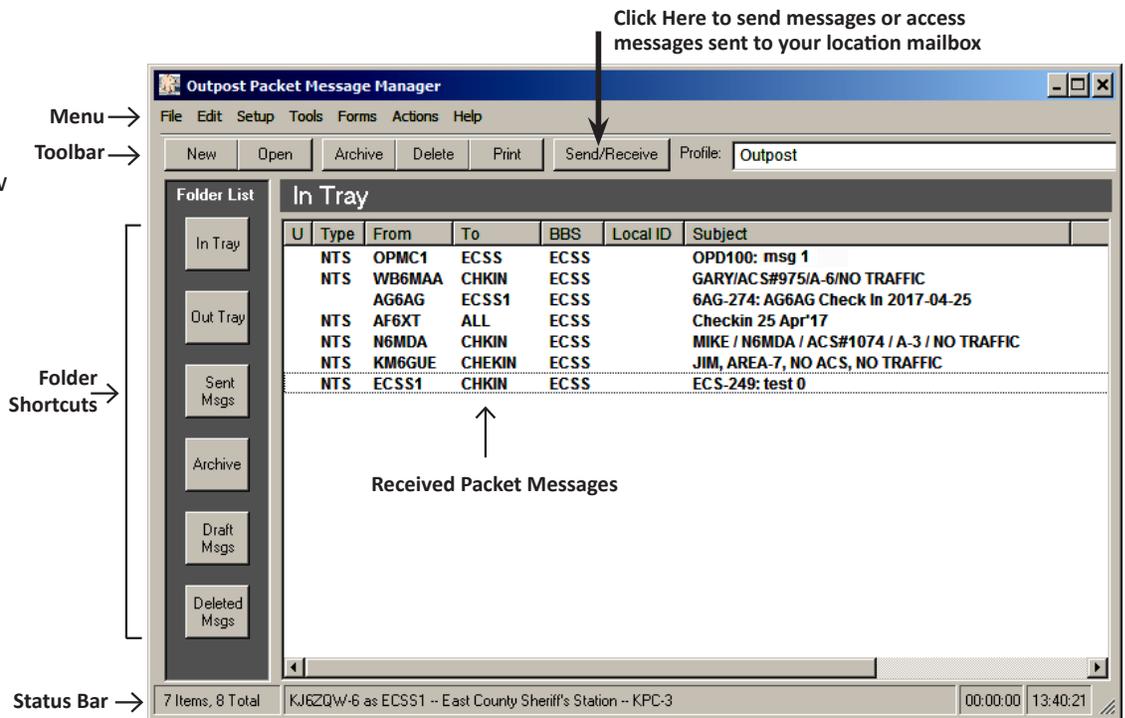
“Tactical Call Sign” Refer to Packet Chart for your EOC’s 6 character Tactical Call and enter it in the box.

“Additional ID Text” blank.

“Message ID Prefix” is the first three letters of your EOC tactical call. Press apply if you’ve made entries, then click **“OK”** when done.

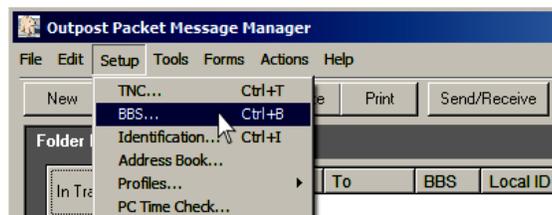


The main Outpost Message Manager window will open as displayed at the right. This window is where you manage messages and control Send/Receive sessions.



To Send a Message to Another Location

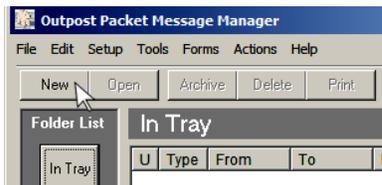
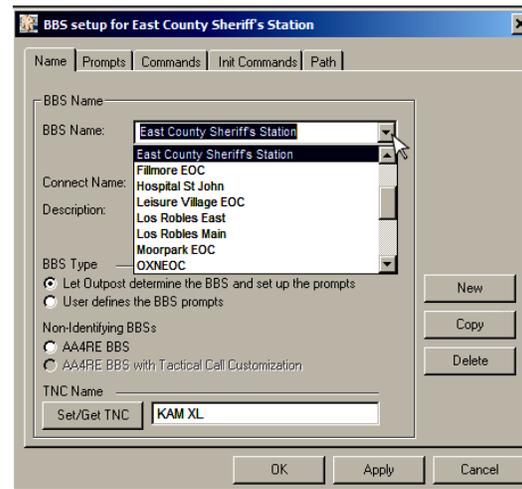
From the menu bar, select “Setup, BBS.”



From the BBS Name pull-down menu, find and select the BBS of the station you want to send a message to. →

When you select one of the pre-configured BBS' from the list, all other choices in this window will be populated.

Click "Ok" at the bottom of the window.



From the Outpost Message Manager toolbar, select "New." A new packet message window opens as shown below.

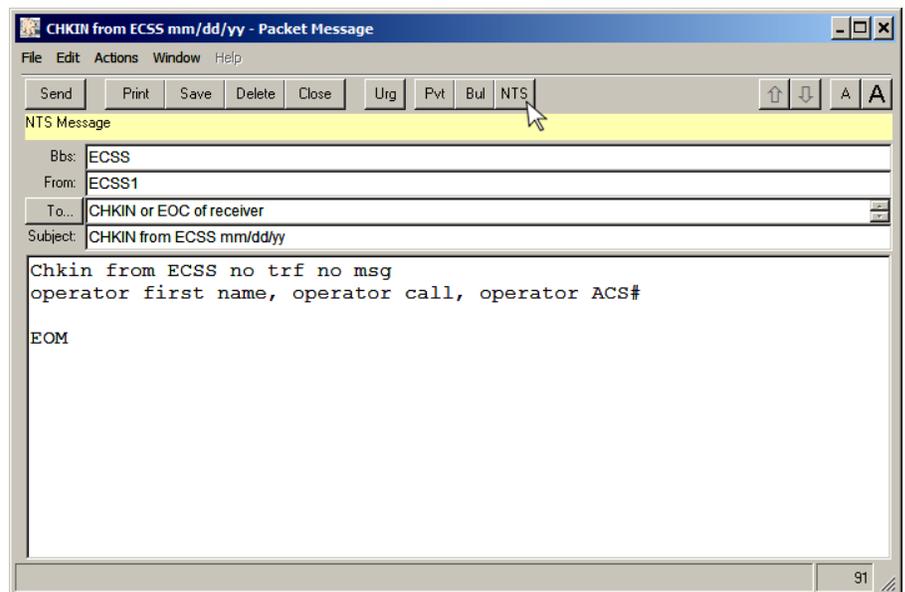
Select "NTS" for the type of message. Make sure the message form indicates it is an NTS message in the yellow bar above the "Bbs:" field.

To Line: CHKIN or EOC location of the receiver. *If you are posting a bulletin to your TNC, only put CHKIN on this line!*

Subject line: Either as shown at right or a short description of traffic – see Traffic Guidelines.

Message body: Either as shown at right or See Traffic Guidelines to organize information or traffic

Then type: Call sign, name and ACS Number and "EOM" as shown at right.



Click the "Send" Button above yellow bar, which puts the message in the Out Tray.

You may click on Out Tray to make sure your message is there! Corrections to the message can be made by double-clicking your message in the Out Tray.

Click "Send/Receive" to send the message. Watch the window that opens, you can follow as your message is sent.

Please be patient, if other stations are sending – it can be slow!

If after a few minutes your message has not been sent or the system seems to stall, click the abort button and wait for the window to close. It is possible the receive BBS could be down. Resend. Exit Outpost when done.