

## Ventura County Area 2 ACS/ARES<sup>®</sup> 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.

| dentification BBS UAC              | -                  |
|------------------------------------|--------------------|
| Current Profile:                   |                    |
| Outpost                            |                    |
| -Legal                             |                    |
| User Call Sign:                    |                    |
| User Name: ZAK                     |                    |
| Message ID Prefix: EOC             | (3 Characters max) |
| Tactical                           |                    |
| 🔽 Use Tactical Call for all BBS in | teraction          |
| Tactical Call Sign:                | (6 Characters max) |
| Additional ID Text:                |                    |
| Message ID Prefix:                 | (3 Characters max) |
|                                    |                    |
|                                    |                    |
|                                    |                    |

Click Here to send messages or access messages sent to your location mailbox



## To Send a Message to Another Location

From the menu bar, select "Setup, BBS."

| <u>\$</u> | 🔀 Outpost Packet Message Manager |       |            |       |       |    |      |       |   |      |          |
|-----------|----------------------------------|-------|------------|-------|-------|----|------|-------|---|------|----------|
| File      | Edit                             | Setup | Tools      | Forms | Actio | ns | Help | р     |   |      |          |
|           | New                              | TNC   |            | С     | trl+T |    | e    | Print |   | Send | Beceive  |
| _         |                                  | BBS.  |            | C C   | trl+B |    | -    |       |   |      |          |
| E         | older                            | Ider  | ntificatio | n/プ C | fil+I |    |      |       |   |      |          |
|           |                                  | Add   | ress Boo   | ok    |       |    |      |       |   |      |          |
|           | In Te-                           | Prof  | iles       |       |       | ۶I | To   | )     | E | BS   | Local ID |
|           | in ne                            | PC T  | Time Che   | edk   |       |    |      |       |   |      |          |

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.

| 🗱 Outpost Packet Message Manager |       |                |            |       |  |  |  |
|----------------------------------|-------|----------------|------------|-------|--|--|--|
| File Edit Setup                  | Tools | Forms          | Actions He | elp ( |  |  |  |
| New Op                           | ien   | Archive        | Delete     | Print |  |  |  |
| Folder List In Tray              |       |                |            |       |  |  |  |
| In Trav                          | U     | U Type From To |            |       |  |  |  |

| BBS setup for East County Sheriff's Station  | ×              |
|--|----------------|
| Name Prompts Commands Init Commands Path   |                |
| BBS Name  BBS Name:  East County Sheriff's Station  Failwore EOC Connect Name: Hospital St John Description: Lesare Vilage EOC Los Robles East Los Robles Main Moorpark EOC BBS Type OXNEOC CLet Outpost determine the BBS and set up the prompts User defines the BBS prompts | New            |
| Non-Identifying BBSs<br>C AA4RE BBS<br>C AA4RE BBS with Tactical Call Customization<br>TNC Name<br>Set/Get TNC KAM XL  | Copy<br>Delete |
| OK Apply   | Cancel         |

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.

| 🎉 снкі    | N from ECSS mm/dd/yy - Packet Message         | - 🗆 ×   |  |  |  |  |  |  |
|-----------|---|---------|--|--|--|--|--|--|
| File Edit | File Edit Actions Window Help                 |         |  |  |  |  |  |  |
| Send      | Print Save Delete Close Urg Pvt Bul NTS       | û ↓ ∧ A |  |  |  |  |  |  |
| NTS Mes   | sage k  |         |  |  |  |  |  |  |
| Bbs:      | ECSS  |         |  |  |  |  |  |  |
| From:     | From: ECSS1                                   |         |  |  |  |  |  |  |
| То        | To CHKIN or EOC of receiver                   |         |  |  |  |  |  |  |
| Subject:  | CHKIN from ECSS mm/dd/yy                      |         |  |  |  |  |  |  |
| EOM       | ator first name, operator call, operator ACS# | 91 //   |  |  |  |  |  |  |

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

ou 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.