

VA7ARE AMATEUR RADIO OPERATIONS CENTRE

STANDARD OPERATING PROCEDURE – Station 1

Process for verifying Kantronics TNC “date & time”

See Appendix A – “KPC-3 Command: **DAYTIME**”

1. Close current Packet session and exit Winlink Express.
2. Start the “Airmail” program
3. Select “Dumb Terminal” from the Tools pulldown menu (for easy display purposes).
4. Confirm day/time group by typing Daytime at the prompt (CMD:Daytime).
5. If correct continue, if not change it by entering Daytime yymmddhhmm (eg 190517111321).

Process for clearing the list of stations heard or the list of calls hear by the TNC.

See Appendix B – “KPC-3 Command: **MH CLEAR** and **ND CLEAR**”

6. At the CMD line type “MH CLEAR”. This will clear the MHeard list and start a new listing.
7. At the CMD line type “ND CLEAR”. This will clear the Node list and start a new listing.
8. Start a Net diagram for Voice and Data (ics####) on the Whiteboard.

Process for determining stations heard by the TNC that are on the air and reporting. Starting a new list.

See Appendix C – “KPC-3 Command: **MHEARD** and **NHEARD**”


9. After 20-30 mins.
10. Select “Dumb Terminal” from the Tools pulldown menu.
11. At the CMD line type “MH”.
12. At the CMD line type “NH”.
13. Copy the “Dumb Terminal” displayed data to the whiteboard.
14. Fill the Net diagram for Voice and Data. This information will provide a snapshot of repeaters and nodes that are on the air and reporting.

15. Section to be develop

Process for "Sending" and/or "Acknowledging" Winlink messages.

See Appendixes D, E & F – "CRD Radio Room [Cube 1, Cube 2, Cube 3] Wednesday Night Sked"

SENDING WINLINK MESSAGES

16. Close the current "Airmail" session
17. Start "Winlink Express" program 
18. Select "Packet Winlink" from the Open Session pulldown menu.
19. Click on the "Channel Selection" from the Packet Winlink 2000 session.
20. Select "VE7RYF-8" repeater for VHF operations or "VE7RYF-6" for UHF operations (See attachments: Appendix H to Appendix L: CRD and Regional Repeaters Listing).
21. Click on the "Select Channel" button at the Packet Channel Selector window.
22. Click "Message" at the Winlink Express main window
23. Click one of the following choices at the "Enter a New Message" Window:
 - a. BC RADIOGRAM
 - b. BC ARES Check-In Form, or
 - c. "Select Template"
24. Fill-in the required fields on the chosen template.
25. Click on the "Spell Check" [optional] at the "Enter a New Message" Window. Check for spelling mistakes.
26. Click the "Post to Out Box" button at the "Enter a New Message" Window.
27. Log Winlink Message metadata to the CRD Comms Centre Communications Log (Excel)
28. Repeat steps 29 to 34 as required

ACKNOWLEDGING RECEIVED WINLINK MESSAGES

29. Click on the "Inbox" folder at the Winlink Express main window (left navigation panel).
30. Visually check for messages requesting "Acknowledgement". Alternatively, hover mouse over message icon to reveal type of request.
31. Check the "Inbox" folder at the Winlink Express main window (left navigational panel) only.
32. Click the
33. Double-click on the item to bring-up the "Enter a new Message Window".
34. Click on the "Post to Outbox" button to acknowledge the messages was received.
35. Repeat steps 36 to 41 as required.

Process for preparing Winlink Express sessions (EOC PCs: Cubes 1, 2 and 3) to P2P standby receive mode.

Standby receive mode is modality that allows the EOC PCs to receive messages during unmanned hours.

36. Select "Packet P2P" from the Open Session drop down menu, Winlink Express main window
37. Select "Script" from the Connection Type pull down menu.
38. Select "#####" from the Connection Script pull down menu. For Cube 1 - VHF data.
39. Select "#####" from the Connection Script pull down menu. For Cube 2 - UHF data.
40. Select "#####" from the Connection Script pull down menu. For Cube 3 - HF data.
41. Leave Winlink Express apps. (Packet and Pactor) sessions on P2P standby receive mode.
42. Recheck all radios are on their guard frequencies.