

**Datalink Text and Email Messaging Guide** 



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# FlightDeck Freedom® Datalink Text and Email Messaging Guide

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## **Document Revision History**

Revision	Date	Revised By	Description of Revision
00	11/15/2018	GK - FDF/SEA	Initial version
01	01/15/2020	GK - FDF/SEA	Update Apdx, images for SD Pro, Add Symmetry for G500/G600, ACE™ for PC-24, Mark II+ avionics
02	05/05/2020	AS – FDF/SEA	Update CMU-1000 avionics
03	09/01/2022	BB- FDF/SEA	Update CMU-900 for BBJ AOC



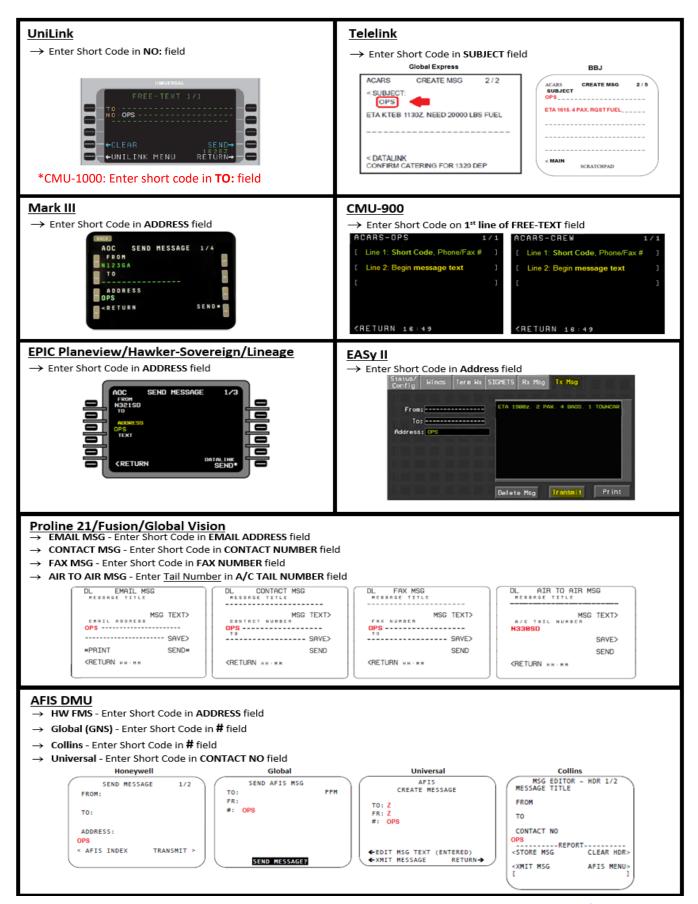
FlightDeck Freedom® datalink service (FDF) allows flight crew to stay connected to their operations and monitor Satcom Direct services through use of text messaging from the datalink avionics. This is accomplished through the datalink AOC functions using predefined and custom Distribution Lists or "Short Codes". In addition to the messaging ability from the cockpit, each aircraft is given a unique email address for easy ground-to-air messaging (ex: TAILNUMBER@FDFmail.com). To validate ground-to-air messages, only emails coming from authorized users will be uplinked to the aircraft. Authorized Users and custom Distribution Lists are managed by the operator's SD Pro Account and/or FDF Administrators within the SD Pro FlightDeck Freedom® module.

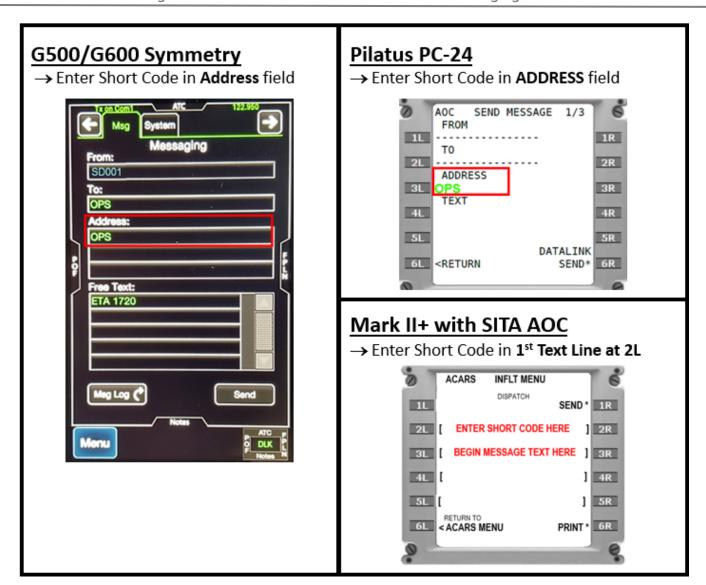
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# **Address Quick Reference**







# **Short Codes**

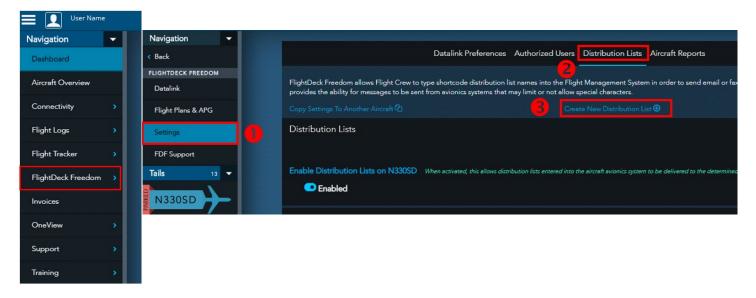
Most aircraft avionics do not allow the flight crew to enter special characters such as '@', which is necessary when sending email from the aircraft. This limitation is addressed by setting up distribution lists or "short codes". You may create custom distribution lists with easy-to-type names the flight crew can use for sending messages. Distribution lists may contain one or more email addresses, phone numbers\*, and/or fax numbers.

\* Text Messaging to mobile devices requires the use of carrier's Email-to-SMS domain. Each mobile carrier has a unique domain used for email-to-SMS which appends to your mobile number. Popular carrier's such as Verizon Wireless and AT&T use phone#@vtext.com and phone#@txt.att.net respectively. EXAMPLE: 5551239876@vtext.com

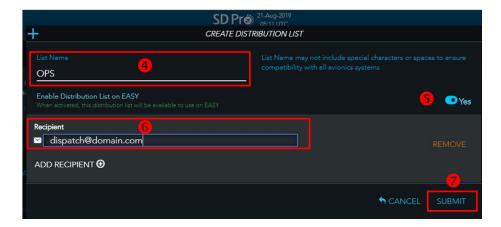
#### **Custom Short Codes**

Custom Short Codes are set up in SD Pro within the FlightDeck Freedom module.

- 1. Select Settings
- 2. Select Distributions Lists tab
- 3. Select Create New Distribution List ⊕



- 4. Enter the Short Code
- 5. Be sure the short code is **Enabled**
- 6. Enter the recipient(s) Email Address, Email-to-SMS address, or Fax number
- 7. Once complete, click **SUBMIT** to save





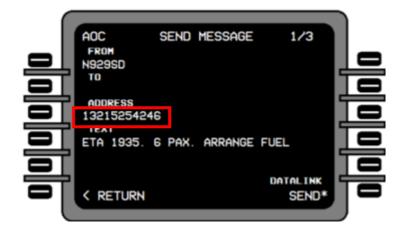
#### **Global Distribution List**

FlightDeck Freedom® users have access to many existing short codes allowing them to request support or information. See **Appendix A** for a full list of existing short codes. The list can also be viewed in SD Pro.



# **Concierge Voice Call Messaging**

FlightDeck Freedom® users can relay messages using our concierge voice call service in situations where a short code for the intended recipient has not been created. Flight crews need only **enter a phone number in the place of a short code**. This feature is typically used to confirm or relay information to an FBO, handler, or customs. The datalink message will be relayed to the recipient via telephone. The concierge relaying the message will send a confirmation back to the flight deck that the message was relayed.



# **Confirmation of Sent Messages**

Once a message is sent, upon successful receipt and delivery, FDF will uplink a confirmation message back to the aircraft.

- 1. EMAIL MESSAGE SENT TO [short code] GROUP.
- 2. EMAIL MESSAGE SENT TO EXAMPLE@SATCOMDIRECT.COM
  - **A.** FDF will replace the **@** with a space, prior to uplink, for avionics that do not support special characters
  - **B.** Ex: FDF SATCOMDIRECT.COM





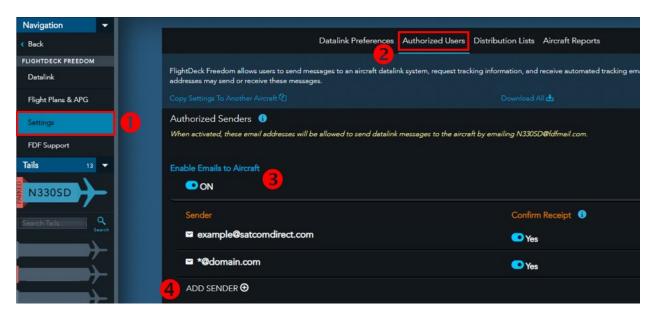
# **Authorized Senders**

Each FlightDeck Freedom® aircraft is given a unique email address for ground users to message the flight deck. Aircraft email addresses will be the **tail number** (no dash) **@fdfmail.com** Example: A1-XYZ would be A1XYZ@fdfmail.com.

FDF will only uplink messages to aircraft that come from an authorized email address or domain. All email addresses associated with short codes from the <u>Global Distribution List</u> are pre-authorized for all aircraft. Email addresses associated with custom short codes **are not** automatically authorized and must be added manually by an SD Pro or FDF Admin.

**Authorized Senders** are set up in SD Pro within the **FlightDeck Freedom** module.

- 1. Select Settings
- 2. Select Authorized Users tab
- 3. "Enable emails to aircraft" must be enabled for Authorized Senders' email messages to be uplinked to the aircraft.
- 4. Click ADD SENDER ⊕



- 5. Enter the authorized email address
  - A. Use an asterisk to authorize an entire domain
  - **B. DO NOT** authorize entire public domains such as \*@gmail.com, \*@hotmail.com, etc. as this will allow anyone with a Gmail or Hotmail account to message the cockpit
  - C. Confirm Receipt enables email confirmation to the sender when their message is queued for uplink



6. Once complete, click the upper-right Save Icon





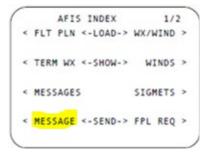
# Honeywell AFIS - Honeywell FMS

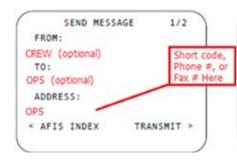
## **Sending Messages**

- 1. From the AFIS INDEX 1/2, line select MESSAGE (3L)
- **2.** FROM and TO can be left blank
- 3. Enter the Short Code, Phone #, or Fax # in the scratchpad, then line select ADDRESS
- 4. Press NEXT function key for SEND MESSAGE 2/2
- **5.** Enter and line select to the correct line the message text

**NOTE:** Use the / character to enter a space

- 6. Press the PREV function key to return to SEND MESSAGE 1/2
- 7. Line select TRANSMIT to send the message







### **Received Messages**

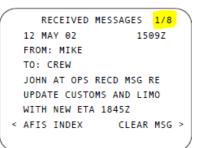
When a new message is received, NEW MESSAGE AVAIL will display on the scratchpad.

- 1. From the AFIS INDEX 1/2, line select MESSAGES
- 2. Press the **NEXT** and **PREV** function keys to move through the message pages, or line select **CLEAR MSG** to delete the message

NOTE: A maximum of 99 messages may be stored

**NOTE:** On the RECEIVED MESSAGES pages, the numbers displayed in the upper right-hand corner of the CDU screen are message numbers, not page numbers



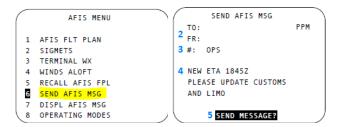




# Honeywell AFIS - Global FMS

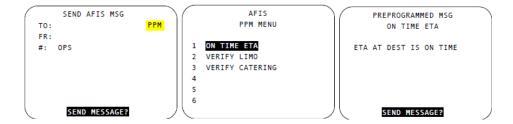
## Send AFIS Message

- 1. From the AFIS MENU page, line select SEND AFIS MSG and press ENTER
- 2. FROM and TO can be left blank
- 3. Enter the Short Code, Phone, or Fax in the # (address) field
- 4. Enter your message in the message text fields
- 5. Line select SEND MESSAGE? Then press ENTER to send the message



# Create or Modify a Pre-Programmed Message

- 1. Enter the Short Code, Phone, or Fax in the # (address) field
- 2. Line select **PPM** and press **ENTER** to view the PPM MENU page
- 3. Line select desired message title and press ENTER
- 4. Up to 7 lines of text may be stored
- 5. Line select SEND MESSAGE? Then press ENTER to send the message



#### Display AFIS Message

- 1. From the AFIS MENU page, line select **SEND AFIS MSG** and press **ENTER**
- 2. Press the NEXT and PREV function keys to move through the message pages



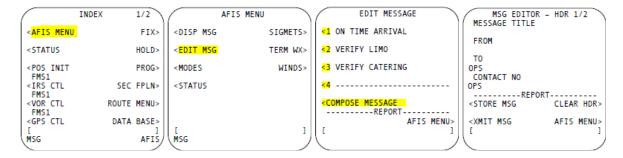
NOTE: A maximum of 15 pages of messages may be stored



# Honeywell AFIS - Collins FMS

## **Sending Messages**

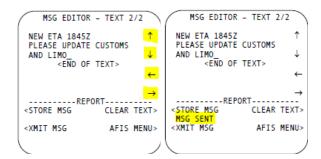
- 1. Press the IDX function key to display the INDEX 1/2 page
- 2. Line select AFIS MENU
- 3. Line select EDIT MSG
- 4. Line select COMPOSE MESSAGE (5L) or any stored message (1L-4L), to access the MSG EDITOR HDR 1/2
- 5. Enter the Short Code, Phone, or Fax in the CONTACT NO field
  - A. An entry in the TO field is required
  - B. MESSAGE TITLE and FROM fields can remain blank



- 6. Press the **NEXT** function key to access the MSG EDITOR TEXT 2/2 page
- 7. Enter the message text

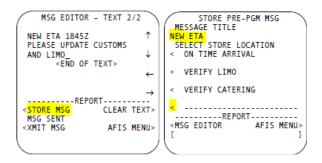
**NOTE:** Use the **arrow** line selection keys (1R-4R) to move the green underline cursor **NOTE:** The CLR key backspaces the cursor. The DEL function key deletes the character directly above the cursor

- 8. Line select XMIT MSG to send the message
- 9. After message is sent, MSG SENT displays in green above the XMIT MSG line



#### Store a Message

- 1. To store the message, line select **STORE MSG** to display the STORE PRE-PGM MSG page
- 2. The title of the message to be stored is displayed below MESSAGE TITLE
- 3. Line select desired storage location to store the message



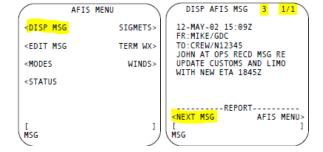


# **Display Message**

- 1. From the AFIS MENU page, line select DISP MSG
- 2. The DISP AFIS MSG page displays the most recent message first

NOTES: -The title line displays the current message number (3), then current/total pages of the message (1/1).

- -To move through a message with multiple pages, use the **NEXT** and **PREV** function keys
- -The 4 most recently uplinked messages are stored for review
- 3. Line select **NEXT MSG** to view the next most recent message





# Honeywell AFIS - Universal FMS

### Create Message

1. From the AFIS MENU page, line select CREATE MSG

NOTE: At least 1 character must be entered in the TO, FROM, #, and MSG TEXT field to transmit a message

- 2. Enter at least 1 character in the TO and FROM fields
- 3. Enter the Short Code, Phone, or Fax number in the # (address) field
- 4. Line select **EDIT MSG TEXT** to enter the message text

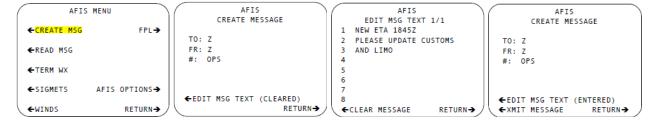
**NOTE:** EDIT MSG TEXT status indicators include the following

- A. ENTERED Message text has been entered on EDIT MSG TEXT page, but message has not been sent
- **B.** SENDING The message is in the process of being sent
- **C.** SENT The message has been sent
- **D.** CLEARED The message text has been cleared
- **5.** Enter the message text
  - A. Use the + key to insert spaces
  - **B.** Use the **ENTER key** to move to the next line
  - C. Line select CLEAR MESSAGE to erase the message
- **6.** Line select **RETURN** to return to the CREATE MESSAGE page
- 7. The XMIT MESSAGE option will now be available

**NOTE:** At least 1 character must be entered in the TO, FROM, #, and MSG TEXT field for the XMIT MESSAGE prompt to be available

8. Line select XMIT MESSAGE to send the message

NOTE: If datalink communications are unavailable, NO COMM will display in place of XMIT MESSAGE



#### Read Message

When a message is received, "MSG" will display in the upper right corner of the screen.

- 1. Press the MSG function key to display the MESSAGE page or line select AFIS to access the AFIS MENU
- 2. UPLINK MESSAGE RECEIVED will display to indicate that a new AFIS message has been received
- 3. Line select AFIS to access the AFIS MENU page
- 4. From the AFIS MENU page, line select **READ MSG** to view the received message
- **5.** Press the **NEXT** and **PREV** function keys to move through the message pages or line select **DELETE MSG** to delete the message
- 6. Up to 5 messages may be stored, with the most recently received message displayed first





# Honeywell ACE™ for Pilatus PC-24

## **Sending Messages**

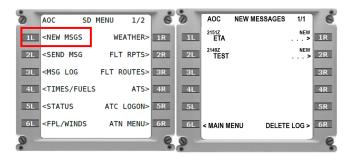
The datalink window can be displayed on either PFD by pushing the **DATALINK button** on the MFC or by moving the cursor to the lower-inboard window on the PFD, selecting the **PAGE button**, and then selecting **DATALINK** from the dropdown menu.

- 1. From the SD MENU 1/2, select **SEND MSG** to access the SEND MESSAGE 1/3 page
- 2. On the SEND MESSAGE 1/4 page, enter the messaging short code in the **ADDRESS** field (ex: OPS) **Note**: Entry in the **TO/FROM** fields is not required
- 3. Enter the body of the message in the TEXT field, which continues next pages
- 4. When complete select SEND



## **Received Messages**

- 1. From the SD MENU 1/2, select **NEW MSGS** to access the NEW MESSAGES page
- 2. Each line includes the timestamp, subject, and "NEW" indicating that it is unread
- 3. Selecting either adjacent LSK will open the message's details page(s)
- 4. Once viewed, it will be removed from the NEW MSGS page, but still viewable via the MSG LOG page



#### Message Log

The MESSAGE LOG page(s) display a list of all sent and received messages.

- 1. From the SD MENU 1/2, select MSG LOG to access the MESSAGE LOG page(s)
- 2. Each line includes the timestamp, subject, and a SENT or RCVD indication
- 3. Selecting either adjacent LSK will open the message's details page(s)



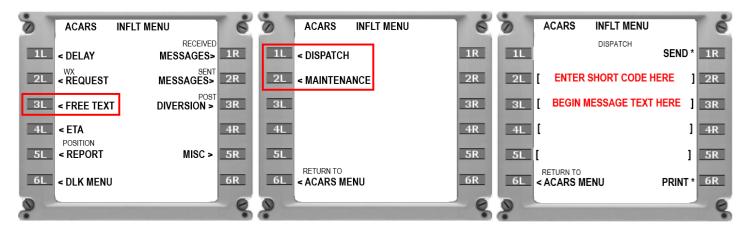


# Honeywell Mark II+ w/ SITA AOC 69000740-505

## **Sending Messages**

From either the ACARS PREFLT, INFLT, or POSTFLT MENU:

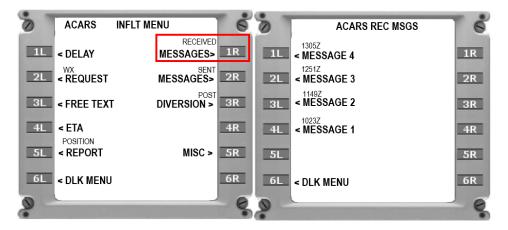
- 1. Select FREE TEXT
- Select either DISPATCH or MAINTENANCE
- 3. On the 1st Text Line at LSK 2L, enter the short code for the recipient
- 4. Beginning on the 2<sup>nd</sup> Text Line at LSK 3L, enter the message text



## **Received Messages**

From either the ACARS PREFLT, INFLT, or POSTFLT MENU:

- 1. Select RECEIVED MESSAGES
- 2. The ACARS REC MSGS page displays a list of received messages with the timestamp and message title
- 3. Select the Left LSK adjacent to a message to view it





# Honeywell Mark III w/ SD AMI 69003082-501, -502

### Sending Messages

- 1. Press the NAV key on the MCDU to access the NAV INDEX 1/2 page
- 2. From the NAV INDEX 1/2 page select **DATALINK** to access the DATALINK INDEX 1/1 page
- 3. From the DATALINK INDEX 1/1 page, select ACARS to access the SD MENU 1/2 page
- 4. From the SD MENU 1/2 page, select SEND MSG to access the SEND MESSAGE 1/4 page



- 5. On the SEND MESSAGE 1/4 page, enter the messaging short code in the ADDRESS field (ex: OPS) Note: Entry in the TO/FROM fields is not required
- 6. Press the NEXT key to enter the body of the message in the TEXT field on the SEND MESSAGE 2/4 page
- 7. When complete select SEND



#### Received Messages – Message Log

- 1. Press the NAV key on the MCDU to access the NAV INDEX 1/2 page
- 2. From the NAV INDEX 1/2 page, select **DATALINK** to access the DATALINK INDEX 1/1 page
- 3. From the DATALINK INDEX 1/1 page, select ACARS to access the SD MENU 1/2 page
- 4. From the SD MENU 1/2 page select **MSG LOG** to access the MESSAGE LOG 1/1 page
- **5.** From the MESSAGE LOG page, select the desired sent or received message by using the corresponding right line select key.
- **6.** To delete a single sent or received message, press the **DEL** function key to display the DELETE message in the scratchpad and then select the corresponding **left line select key**.
- 7. Select **DELETE LOG** from the MESSAGE LOG page to delete all sent and received messages





# Primus EPIC - Dassault Falcon EASy II/III with SD AMI

## **Sending Messages**

- 1. Access the CMF AFIS window and Select the Tx Msg tab
- 2. From/To fields can remain blank
- **3.** Enter Short Code in the **ADDRESS** field (ex. OPS)
- 4. Type the message text in the large text box
- 5. Select Transmit

NOTE: If no datalink communication is available, the Transmit prompt cannot be selected



# **Received Messages**

- 1. Access the CMF AFIS window and select the Rx Msg tab
- 2. The Prev and Next buttons are used to navigate through all the messages
- 3. If the available data exceeds the displayable area, a scroll bar is displayed NOTE: If no messages are available, the Prev, Next, and Delete prompts remain un--selectable
- 4. Selecting Delete removes the currently displayed message and displays the next available message if one exists





# Primus EPIC - Gulfstream PlaneView™ with SD AMI

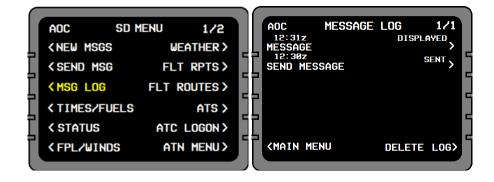
### **Sending Messages**

- 1. Select the DLK key to access the SD MENU 1/2 page
- 2. Select SEND MSG to access the SEND MSG 1/3 page
- **3.** Enter the short code in the scratchpad and line select it into the **ADDRESS field** (example: OPS) **NOTE:** Entry in the TO/FROM fields is not required
- 4. Enter the text of the message in the TEXT field
- 5. Select SEND



### Received Messages – Message Log

- 1. Select the DLK key to access the SD MENU 1/2 page
- 2. Select MSG LOG to access the MESSAGE LOG page
- 3. Select the desired sent or received message by using the corresponding Right line select key
- **4.** To delete a single sent or received message, press the **DEL** function key to display the DELETE message in the scratchpad and then select the corresponding **Left line select key**.
- 5. Select **DELETE LOG** from the MESSAGE LOG page to delete all sent and received messages





# Primus EPIC - Hawker 4000/Citation Sovereign/Embraer Lineage 1000

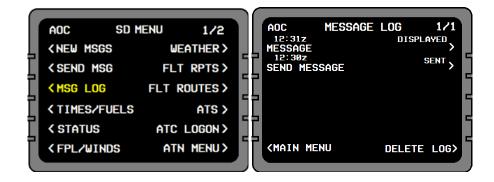
## **Sending Messages**

- 1. Select the DLK key to access the SD MENU 1/2 page
- 2. Select SEND MSG to access the SEND MSG 1/3 page
- Enter the short code in the scratchpad and line select it into the ADDRESS field (example: OPS)NOTE: Entry in the TO/FROM fields is not required
- 4. Enter the text of the message in the TEXT field
- 5. Select SEND



#### Received Messages – Message Log

- 1. Select the DLK key to access the SD MENU 1/2 page
- 2. Select MSG LOG from the SD MENU 1/2 page to access the MESSAGE LOG page
- **3.** From the MESSAGE LOG page, select the desired sent or received message by using the corresponding **right** line select key
- **4.** To delete a single sent or received message, press the **DEL** function key to display the DELETE message in the scratchpad and then select the corresponding **left line select key**
- 5. Select **DELETE LOG** from the MESSAGE LOG page to delete all sent and received messages





# Gulfstream Symmetry Flight Deck™ for G500/G600

## **Sending Messages**

- 1. Navigate to the Msg tab
- 2. Selecting the From, To, Address, or Free Text field will bring up the keypad window





- 3. Enter the appropriate information for each field:
  - A. FROM
    - I. This field will auto populate with the aircraft Tail/Callsign but can be overwritten
    - II. This field can be left blank
  - B. <u>TO</u>
- I. Consider this as the "Attn:" field, it does not dictate where the message gets sent
- II. This field can be left blank
- C. ADDRESS
  - I. Required Entry
  - II. Enter the **Short code** for the intended recipient
- D. FREE TEXT
  - I. Required Entry
  - II. Enter your message here
- **4.** Press **Send** to send the message

NOTE: The SEND prompt is not available unless at least one character is entered in the address field.

5. A Message Delivery Confirmation message will be uplinked in response to the sent message





# **Received Messages**

Uplinked text messages are displayed in an action message box with a **Print** momentary button and a **Msg hotlink** button



# Message Log

- 1. Navigate to the System tab
- 2. Select the Msg/Test/Rpt Log dropdown button
- 3. The Message/Test/Report Log window allows for review of:
  - **A.** Messages sent to and from the aircraft
  - B. Test logs
  - **C.** Reports sent from the aircraft
- 4. Select the Message button to see the Message Log
- 5. Pressing Delete Log allows the crew to delete that entire log (after confirmation)
- **6.** Select an individual message to view the entire message
  - A. Press Delete to delete the individual message
  - **B.** A **Delete Confirmation window** will display
  - C. Choose either Accept or Cancel









# Collins Pro Line 21<sup>™</sup> / Pro Line Fusion®/ Bombardier Global Vision

### **Sending Messages**

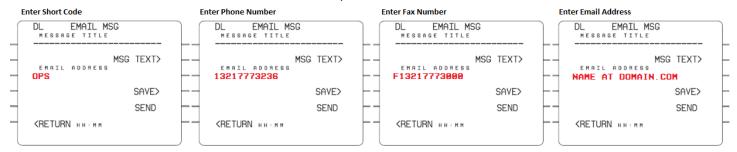
Collins Pro Line™ avionics have (4) Message Type selections to choose from to send messages.

- 1. From the MCDU MENU, select DL to display the DATALINK 1/2 menu
- 2. Select SEND MSGS to display the SEND MSG menu
- Any of the (4) MESSAGE TYPE selections or STORED MSGS (saved messages) can be chosen NOTES: -Use AT with a space before and after for the @ symbol
  - -Use **UN** with a space before and after for the \_ underscore symbol
  - -Example: user\_name@domain.com entered as USER UN NAME AT DOMAIN.COM



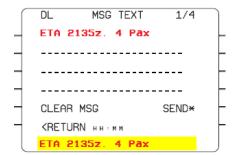
#### EMAIL MSG (Recommended)

- 1. Line select MESSAGE TITLE Field can be left blank or used as the message subject
- 2. Line select EMAIL ADDRESS Enter short code, phone/fax number, or full email address



- 3. Line Select MSG TEXT
- 4. Enter each line of message text into the scratchpad and line select to the desired line location
- 5. Select SEND\*

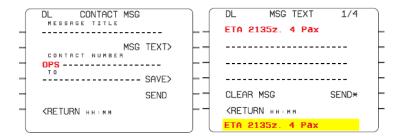
**NOTE:** An asterisk\* will appear next to the SEND prompt once the EMAIL ADDRESS and MSG TEXT fields have a value. If SEND prompt does not have an asterisk, the function is inactive and has no effect.





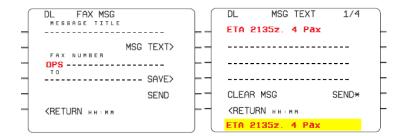
#### **CONTACT MSG**

- 1. Line select MESSAGE TITLE Field can be left blank or used as the message subject
- Line select CONTACT NUMBER Enter short code, phone, or fax number
   NOTE: Using CONTACT MSG is not recommended for email addresses due to field limitation of 22 characters
- 3. Line select TO Field can be left blank or name of recipient can be entered
- 4. Line Select MSG TEXT
- 5. Enter each line of message text into the scratchpad and line select to the desired line location
- 6. Select SEND\*



#### **FAX MSG**

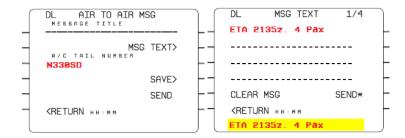
- 1. Line select MESSAGE TITLE Field can be left blank or used as the message subject
- Line select FAX NUMBER Enter short code, phone, or fax number
   NOTE: Using FAX MSG is not recommended for email addresses due to field limitation of 22 characters
- 3. Line select TO Field can be left blank or name of recipient can be entered
- 4. Line select MSG TEXT
- 5. Enter each line of message text into the scratchpad and line select to the desired line location
- 6. Select SEND\*



#### **AIR TO AIR MSG**

- 1. Line select MESSAGE TITLE Field can be left blank or used as the message subject
- 2. Line select A/C TAIL NUMBER Enter recipient aircraft registration number

  NOTE: Recipient aircraft must have active FDF service and be registered under same SD fleet/account.
- 3. Line select TO Field can be left blank or name of recipient can be entered
- 4. Line Select MSG TEXT
- 5. Enter each line of message text into the scratchpad and line select to the desired line location
- Select SEND\*





## Save a Message

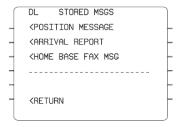
Composed messages can be saved for later access, revision and sending.

- 1. On the message-type page (EMAIL, CONTACT, FAX, AIR TO AIR), enter the message title in the scratchpad and push the MESSAGE TITLE line select key
  - NOTE: A message title is required to save a message, but optional to send a message
- 2. Push the SAVE line select key to access the SAVE MSG page
- 3. Push one of the left side line select keys under SELECT SAVE LOCATION to save the message



### Send a Saved Message

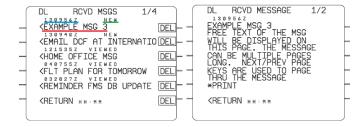
- 1. On the SEND MSG page, push the STORED MSGS line select key to access the STORED MSGS page
- 2. On the STORED MSGS page, push the **line select key** with the message title corresponding to the message that is to be sent
- 3. Modify any of the header or message information as desired
- 4. Select SEND\*



#### **Received Messages**

When a new message is received, an active advisory indicating the type of message appears next to line select key 6R. Select the advisory will to go directly to the message. To view all messages received, use the RCVD MSGS page.

- 1. From the DATALINK 1/2 page, select RCVD MSGS
- 2. On the RCVD MSGS 1/4 page:
  - A. Messages are displayed chronologically with the most recent at the top
  - **B.** The Date/Time (DDHHMM), Status, and Message Title are shown for each message
  - **C.** Up to twenty message titles can be displayed (five per page) with a total of four pages, and are not cleared during power cycles
  - **D.** Once 20 messages have been received, each new message that is received overwrites the oldest message, whether or not it has been viewed
  - E. On some CMU/RIU units, the ability to delete a message has been added
- 3. Press the corresponding **left line select key** to view the message
- 4. Use the **NEXT** and **PREV** keys to view multi-page messages





# Collins CMU-900 Standard AOC

#### **AOC Software PN 832-9929-XXX**

### **Sending Messages**

- 1. From the ACARS-AOC MENU select REPORTS
- 2. On ACARS-REPORTS 1/2, Select OPS or select NEXT for ACARS-REPORTS 2/2 and select CREW







- 3. Select EDIT
- 4. Enter the short code, phone #, or fax # of the recipient in the scratchpad then LSK 1L
- **5.** Enter your message in the scratchpad and line select the corresponding line **NOTE:** Each line will accept up to 24 characters
- 6. Once finished, select RETURN
- 7. Select SEND (only available after free text has been entered)





#### **Received Messages**

- 1. From the ACARS-AOC MENU, select MISC MENU
- 2. Select RCVD MSGS
- **3.** RCVD MSGS pages save the last 20 received messages, the oldest message will be deleted once a new message is received
- **4.** To view the entire message, press the corresponding line select









# Collins CMU-900 BBJ AOC

#### AOC Software PN 091-4997-001

## **Sending Messages**

- 1. From the ACARS-MAIN MENU select CREATE MSG (LSK 3R)
- 2. On ACARS-REPORTS 1/2, Select OPS or select NEXT for ACARS-REPORTS 2/2 and select CREW



- 3. Enter the short code, phone #, or fax # of the recipient in the "TO" Field
- **4.** Enter your message in the scratchpad and line select the corresponding line
  - **NOTE:** Each line will accept up to 24 characters
- 5. Select SEND

**NOTE:** An asterisk\* will appear next to the SEND prompt once all required fields have a value. If SEND prompt does not have an asterisk, the function is inactive and has no effect.



## **Received Messages**

- 1. From the ACARS-AOC MENU, select RCVD MSGS
- 2. Select **NEWEST MESSAGE** to review the most recent message
- **3. RCVD MSGS** pages save the last 20 received messages, the oldest message will be deleted once a new message is received
- **4.** To view the entire message, press the corresponding line select







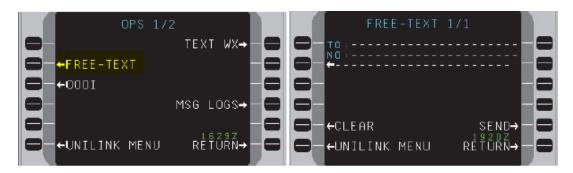
# Collins CMU-1000

## **Sending Messages**

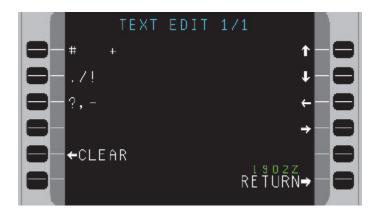
- 1. On the UNILINK MENU page, select OPS
- 2. Select FREE-TEXT (LSK 2L)
- 3. This will bring up the FREE-TEXT 1/1 page

**NOTE:** Entering information into a field requires the following user interactions:

- 1st Enter text in the scratchpad
- 2<sup>nd</sup> Line select to place text into selected field
- 4. Press LSK 1L key to move to the TO: field
- 5. TO: Enter short code, phone or fax # into scratchpad and press LSK 1L



- 6. The **TEXT EDIT 1/1 page** will display
  - A. The SP key is used to insert a space
  - B. The text automatically word wraps to the next line
  - C. The number of pages in the message will increase as necessary to accommodate entered text
  - **D.** The **Left LSKs** are used to insert special characters. Selecting the same special character key multiple times will cause the selected character to cycle between the three displayed choices
  - E. The Right LSKs are used to move the cursor (+) position within the text that has been entered
  - **F.** Any text entered at the cursor position in front of other text will be inserted and word wrapping will automatically occur as necessary
- 7. When finished, select RETURN (LSK 6R)
- 8. Select SEND (LSK 5R)





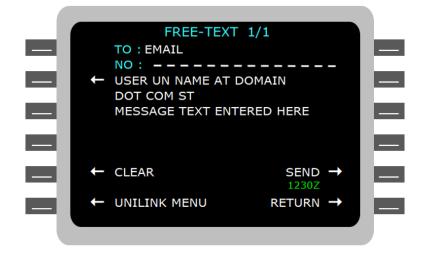
## Sending a message to an email address not associated with a short code

- 1. On the UNILINK MENU page, select OPS
- 2. Select FREE-TEXT (LSK 2L)
- 3. This will bring up the FREE-TEXT 1/1 page
- 4. Select CLEAR to remove any previously entered text (if applicable)
- 5. Type "EMAIL" using scratchpad and line select it to the NO field (LSK 1L)
- 6. In the free text area, enter the destination e-mail address followed by a [space] then "ST"
  - A. Use DA for a dash (-)
  - B. DOT for dot (.)
  - **C. AT** for at symbol (@)
  - **D. UN** for underscore ( )
  - **E.** Example:
    - I. Email: user name@domain.com
    - II. Entered as: USER UN NAME AT DOMAIN DOT COM ST

NOTE: The message will not send if symbols are used in place of text (i.e., DA, DOT, AT)

NOTE: Spaces are placed in text using the [SP] key

- 7. Enter the message text beginning on the next line after "ST"
- 8. When finished, select RETURN (LSK 6R)
- 9. Select SEND (LSK 5R)



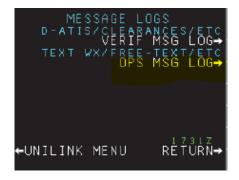


### **Received Messages**

- 1. On the UNILINK MENU page, select OPS
- 2. Select MSG LOGS (LSK 4R)



3. Select OPS MSG LOGS (LSK 2R) to access the OPS MSGS page



- 4. The OPS MSGS page displays all unverified operations messages including Text Weather and Free Text
  - A. The total number of pages increases as messages are received
  - B. If more than one page of message titles exists, use the PREV and NEXT keys to cycle through the pages
  - C. Messages are sorted with the newest at the top of the list



- 5. Pressing a Left LSK displays the OPS MSG page for the corresponding message if containing viewable text
- **6.** The detailed OPS MSG 1/X screen will display when:
  - A. A message is viewed by selecting a corresponding Left LSK
  - B. Via the NEW MESSAGE ADVISORY
- 7. Use the PREV and NEXT keys to cycle through the pages



# Telelink™ – Global Express/XRS/5000

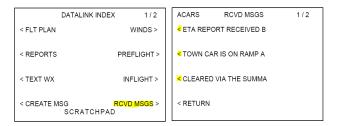
# **Sending Messages**

- Access the DATALINK INDEX 1/2 page
- 2. Line select CREATE MSG
- 3. The FROM, TO and ADDRESS fields are visible on the CREATE MSG 1/2 page. Entries in these fields are not required
- 4. DO NOT enter the message destination (short code, phone number, or email address) in the ADDRESS field NOTE: Telelink avionics are limited by allowing only 7 characters in the ADDRESS field. For this reason, short codes must be entered in the SUBJECT field
- 5. Select the **NEXT key** to access the CREATE MSG 2/2 page
- 6. Enter the short code, phone number, or email address into the scratchpad and line select SUBJECT
- 7. Enter the message text in the scratchpad and place the text into the message starting on Line 2 with the appropriate line select key (2L, 3L)
- 8. Additional lines can be added by selecting the **NEXT** key to create/display additional pages
- 9. Once the message is complete select the PREV key on the FMS to return to CREATE MSG page 1/X
- 10. Select SEND



#### **Received Messages**

- 1. Access the ACARS MAIN MENU page
- 2. Line select RCVD MSGS
- 3. Line select message to view the entire message
- 4. Use NEXT and PREV keys to move through RCVD MSGS pages





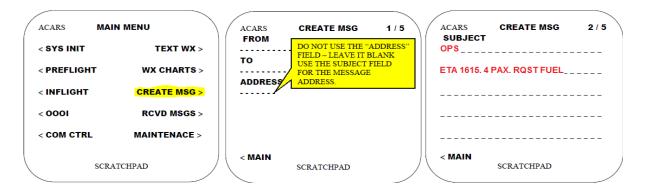
# Telelink™ – BBJ

### **Sending Messages**

- 1. Access the ACARS MAIN MENU page
- 2. Line select CREATE MSG
- 3. The FROM, TO and ADDRESS fields are visible on the CREATE MSG 1/2 page. Entries in these fields are not required
- **4. DO NOT** enter the message destination (short code, phone number, or email address) in the **ADDRESS** field **NOTE**: Telelink avionics are limited by allowing only 7 characters in the ADDRESS field.

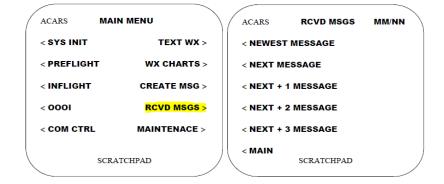
For this reason, short codes must be entered in the SUBJECT field

- 5. Select the NEXT key to access the CREATE MSG 2/2 page
- 6. Enter the short code, phone number, or email address into the scratchpad and line select SUBJECT
- 7. Enter the message text in the scratchpad and place the text into the message starting on Line 2 with the appropriate line select key (2L, 3L)
- 8. Additional lines can be added by selecting the **NEXT** key to create/display additional pages
- 9. Once the message is complete select the PREV key on the FMS to return to CREATE MSG page 1/X
- 10. Select SEND



## **Received Messages**

- 1. Access the ACARS MAIN MENU page
- 2. Line select RCVD MSGS
- 3. Line select message to view the entire message
- 4. Use **NEXT** and **PREV** keys to move through RCVD MSGS pages





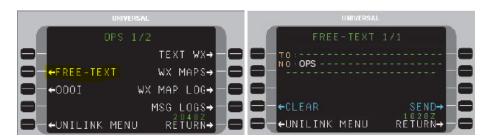
# UniLink™ UL-60x, UL-70x, UL-80x

## **Sending Messages**

- 1. On the UNILINK MENU page, select OPS
- 2. Select FREE-TEXT
- 3. This will bring up the FREE-TEXT 1/1 page

**NOTE:** Entering information into a field requires the following user interactions:

- 1st Line select a field to highlight it
- 2<sup>nd</sup> Enter text in the scratchpad
- 3<sup>rd</sup> Press the ENTER key to place into selected field
- **4. TO:** (this field can remain blank)
  - A. Press ENTER key to move to the NO: field
- 5. NO: Enter short code, phone or fax # into scratchpad and press ENTER



- 6. The **TEXT EDIT 1/1** page will display
  - A. The + key is used to insert a space
  - **B.** The text automatically word wraps to the next line
  - C. The number of pages in the message will increase as necessary to accommodate entered text
  - **D.** The **Left LSKs** are used to insert special characters. Selecting the same special character key multiple times will cause the selected character to cycle between the three displayed choices
  - E. The Right LSKs are used to move the cursor (+) position within the text that has been entered
  - **F.** Any text entered at the cursor position in front of other text will be inserted and word wrapping will automatically occur as necessary
  - G. To start a new line of text, press [ENTER] and the cursor (+) will start a new line of text
- 7. When finished, select RETURN (LSK 5R)
- 8. Select SEND





## Sending a message to an email address not associated with a short code

UniLink™ avionics do not allow for use of special characters (@) in the **TO**: and **NO**: fields on the FREE-TEXT page, only on the TEXT EDIT page. For this reason, FDF allows crews to enter email addresses on the TEXT EDIT page <u>using specific formatting</u>. **NOTE**: The recipient will not be able to uplink a response if their email address is not whitelisted as an **Authorized Sender**.

- 1. On the UNILINK MENU page, select OPS
- 2. Select FREE-TEXT
- 3. From the FREE-TEXT page, Push LSK 1L to highlight the TO: field
- 4. Type "EMAIL" using scratchpad and Press ENTER
- 5. Press ENTER again leaving the NO: field blank
- 6. Push LSK 2L for FREE-TEXT 1/1 page
- 7. Type the email address followed by a space then # (Critical)
  - A. Press + Key for a space
  - B. Press LSK 1L 3x for #



- 8. Press ENTER to drop to next line
- 9. Enter message text and Press ENTER
- 10. Press RETURN (LSK 5R)
- 11. Review message



- 12. Press SEND (4R)
- 13. A confirmation message will then be uplinked





# **Received Messages**

- 8. On the UNILINK MENU page, select OPS
- 9. Select MSG LOGS



10. Select OPS MSG LOGS to access the OPS MSGS page



- 11. The OPS MSGS page displays all unverified operations messages including Text Weather and Free Text
  - A. The total number of pages increases as messages are received
  - B. If more than one page of message titles exists, use the PREV and NEXT keys to cycle through the pages
  - **C.** Messages are sorted with the newest at the top of the list



- 12. Pressing a Left LSK displays the OPS MSG page for the corresponding message if containing viewable text
- **13.** The detailed OPS MSG 1/X screen will display when:
  - A. A message is viewed by selecting a corresponding Left LSK
  - B. Via the NEW MESSAGE ADVISORY
- 14. Use the PREV and NEXT keys to cycle through the pages





# **Appendix A - Global Distribution/Short Code List**

	Support		Trip Planners
FDF	SD FlightDeck Freedom Support		Aero Flight Solutions
SATCOMDIRECT	SD Technical Support	AEROPLANNING	Aero Planning
SD	SD Technical Support		Rockwell Collins/Arinc Operations
SUPPORT	PORT SD Technical Support		Rockwell Collins/Arinc Operations
ACCESS	ACCESS Aircare ACCESS Tele-Medical Operations Support		Rockwell Collins/Arinc Operations
SATINFO	Satellite System Status	ARINC	Rockwell Collins/Arinc Operations
	Air Traffic Services	AVPLAN	Avplan Trip Support
ATIS*	Digital ATIS (ex. <b>ATIS<u>KTEB</u>)</b>	COLT	Colt International
DATIS*	Digital ATIS (ex. DATISKMCO)	COLTHOU	Colt International Houston
NATE	North Atlantic Tracks (eastbound)	COLTYYC	Colt International Calgary
NATW	North Atlantic Tracks (westbound)	FLT	FltPlan.com
NOTAM*	NOTAMS (ex. <b>NOTAM<u>KLAX</u></b> )	FLTPLAN	FltPlan.com
PDC*	US Pre-Departure Clearance (ex. PDCKORD). See SIL-FDF-010	FOREFLIGHT	ForeFlight
TWIP*	Terminal Weather Info for Pilots	FWORX	Flightworx
	*must be followed by ICAO airport identifier	GDC	Honeywell GoDirect Flight Planning
	FDF Information	GOZEN	Gozen Air Services
TEST	Test Message/Automated Response	HADID	HADID International Services
FDFDATA	Last Datalink Messages Sent	ITPS	International Trip Planning Services
STOPRA	Stop Route Alerts uplinks for current leg	JEPP	Jeppesen International Trip Planning Services
F	Text Message to Fax Number (ex. F1327773236)	JEPPESEN	Jeppesen International Trip Planning Services
APG**	APG Performance Calculations (if service active)	JEPPIFS	Jeppesen International Trip Planning Services
	**Enter request as free-text message:	JETEX	JetEx Flight Operations
	• TO/FROM (Leave Blank)	NAVTECH	Navtech
	ADDRESS: APG	NEXUS	Nexus Flight Operations Services
	Message text line 1: ICAO airport code	PAI	Presidium Aviation
	Message text line 2: Runway	PPS	Air Support PPS
	Message text line 3: Weight of aircraft	SIGNUM	Signum Aviation
		SKYPLAN	Skyplan Operations
	<to:< td=""><th>UAS</th><td>United Aviation Services</td></to:<>	UAS	United Aviation Services
	< FROM:	UNIVERSAL	Universal Weather- No Team Specified
	< ADDRESS: APG	UV	Universal Weather- No Team Specified
	KBFI	UVBLUE	Universal Weather Blue Team
	14R	UVBRAVO	Universal Weather Bravo Team
	23500 SEND>	UVDELTA	Universal Weather Delta Team
		UVECHO	Universal Weather Echo Team
		UVEUROPE	Universal Weather Europe Team
		UVFOXTROT	Universal Weather Foxtrot Team
		UVLARGE	Universal Weather Large Aircraft Team
		UVORANGE	Universal Weather Orange Team
		UVSIERRA	Universal Weather Sierra Team
		UVTANGO	Universal Weather Tango Team
		UVVICTOR	Universal Weather Victor Team
		UVXRAY	Universal Weather Xray Team
		UVZULU	Universal Weather Zulu Team

