PROCEDURE
TO CREATE A CD OF
ERMA DAILY MODIFIED CHARTS FOR
COMDAC/ECPINS/TRANSAS/CG-ESC
(Using a separate non CG-ECDIS laptop)

i. Prepare computer to receive files from the internet
1. Create a folder to place the downloaded files.
   a. Left click Windows Icon in the lower left hand corner.
   b. Left click "Computer"
   c. Double click the "Local Disk C:\" icon
   d. Right click some open white space on the desktop and create new folder called Chart Data
   e. Select the right "x" to close
ii. Establish Connectivity to the Internet.
1. Load USB760 Air Card. Note: If using for the first time follow installation instructions that came with the air card.
2. Double click the VZaccess manager ICON.
3. Select "Connect" in the lower right hand corner. NOTE: If the "Connect" is not displayed signal strength may be an issue.
4. Read and close random windows that pop up. Select the minimize button"-" in the upper right corner of the VZaccess manager window.
iii. Start Internet Explorer and navigate to NavCen's site
1. Left click the "e" icon in the lower left hand corner to start Internet Explorer.
2. On Internet Explorers address bar type http://www.navcen.uscg.gov/ and press return

   NOTE: Save NAVCEN Website in Favorites

3. Under "Primary Mission Areas" left click the "Electronic Navigation and Charting"
4. Under Electronic Navigation left click "DW Horizon Chart data"
5. Left click the newest day's charts.
   a. Left click Save. Save in the Downloads folder created in Step A.b.i.1 by left clicking "Computer"
   b. Double left click the"Local Disk (c:)".
   c. Double lift click "Chart Data".

d. Left Click "Save".

   NOTE: Downloading of the files should start. Wait for the download to complete.

6. Close the "Download Complete" window when download is complete.
7. Close the NAVCEN website by left clicking the red "x" in the upper right hand corner of the Internet Explorer Window.
8. Left click "show hidden ICON" on the right side of the task bar.
9. Left Click the red arrow icon pointing up (VZaccess manager icon), left click "Show Application" and select disconnect.

   NOTE: This will disconnect the wireless access.

10. Close program by left clicking the red "x" in the upper right hand corner of the VZaccess manager window.

iv. Unzip the files located in the folder created in Step A.b.i.1 above.
1. Navigate to the folder with the newly downloaded data by left clicking the "Windows icon" in the lower left hand window.
2. Left click Computer
3. Double left clicking the "Local Disk (C:) icon.
4. Double click the "Chart Data folder".

   NOTE: The Chart Data folder should contain a file with today's date zipped.

5. Create a new folder to contain the unzipped files by right clicking white space, New Folder, and using the same name of the downloaded files but appending unzipped to the file. (For example: 2010_07_22unzipped).
6. Right click the original downloaded zip file and Extract all.
7. Browse to the folder that you created with the appended unzipped and select OK.
8. Ensure that "show extracted files" checkbox is selected.
9. Select Extract

v. Load the files onto a CD and burn
1. Right click the files shown by the previous step, right click and select copy.
2. Close all windows back to desktop
3. Left click the Windows Icon in the lower left corner.
4. Left click "Computer"

5. Insert a blank CD in the CD drive of the computer
6. Double left click the CD drive.
7.
NOTE: Today's date is fine for Disc title.

8. Select the radio button next to "With a CD/DVD Player".
9. Click next.
10. Right button to paste files.
11. Left click "Burn to Disk" located in the tool bar.

NOTE: Disc Title of today's date is fine and recording speed of 24X is fine.

12. Left click next.
13. Disc will eject when completed.
14. Remove disk label close DVD.
15. Left click "Finish"
16. Shut down computer.

NOTE: Use the disk with updated charts to load into the system as you would normally.

For assistance:

C2CEN SMEF Desk
Hours of Operation
Monday - Friday
0700 - 1700 Eastern Time

You can contact the SMEF Desk at (757) 686-2156 or D05-SMB-C2CENSMEF@uscg.mil

The afterhours CDO phone number is (757) 615-3834