

Procedure for sending to a C.D.C.S. address

The SIGNET-CDCS gateway will automatically convert the ICONDESK mail message to CDCS message format. The gateway will convert lower case characters to upper case, accented characters to their uppercase unaccented equivalents and produce text 69 characters per line, 24 lines per page with page headers and footers according to CDCS format. The maximum number of telex pages that can be generated from one ICONDESK note is 20. The note will be converted from single spacing to double spacing.

When sending a message to a CDCS address, the following procedure is recommended. Otherwise, it may result in the CDCS rejecting the message.

Method

To send to a CDCS address:

1. Log on to your individual ICONDESK mail account. From the Mail Manager window, select **MESSAGE, NEW** (or the **NEWMMSG** icon) to display the Compose Message window.
2. Obtain a new Message Id in the traditional fashion.
3. In the **SUBJECT** field:
Enter the Message Id followed by a hyphen then the subject.
4. In the **RECIPIENTS** section:
 - a) Add action (**TO**) and info (**CC**) recipients.
5. In the **NOTE** section:
Enter the Security Classification (**UNCLASSIFIED** or **PROTECTED**) at the top of the Note. Compose the message using single spacing and mixed case characters. If the message exceeds the limit of the **NOTE** section, divide the text and send it as separate ICONDESK mail messages. Refer to the procedure "Sending Long Notes".
6. Select the **OPTIONS** button to set the Precedence and Security Classification on the Message Options window.
 - a) **IMPORTANCE** section:
Select the required Precedence.
 - b) **SENSITIVITY** section:
Select the Security Classification.
 - c) **REPLY BY** section: (optional)
Enter the required date and time of delivery.
7. Send the message by selecting **MESSAGE, SEND** (or the **SEND** icon).