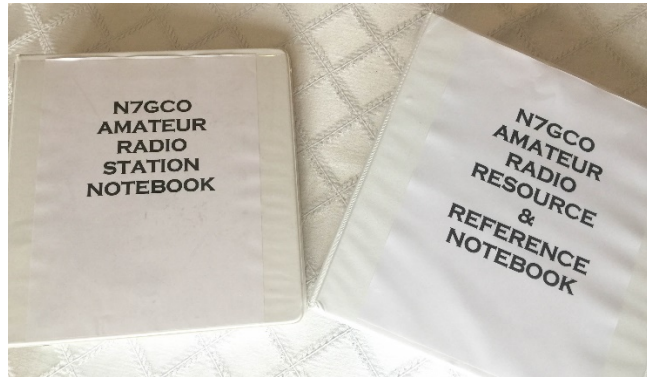


## Station Notebooks



Your station is one-of-kind. You need a notebook that shows how you have put it together. What connects to what? What you have found that did not work. It shows the evolution of your station. Here is where you capture important details about your station for future reference. The Station Notebook is a living document that grows over time as your station evolves. When you notice something good or bad, write it down and put it in your station notebook. Whenever you add a piece of equipment, wire a gadget, note a problem, or fix a problem write it down.

I recommend you develop two notebooks:

- 1) "Station Notebook"
- 2) "Resource & Reference Notebook"

### **NOTEBOOK #1. Station Notebook**

What kind of information goes into your "Station Notebook"

1. A list of all your equipment. This should include:

- equipment manufactory
- serial number
- Where purchased
- When purchased
- Cost
- Where manuals are located
- Where boxes are located

*NOTE: Should you become a silent key, this will be extremely helpful to whoever is helping your family sell your equipment.*

2. A Block Diagram of where every piece of equipment in your shack is located. This shows all the major components and how they are interconnected.

3. Antenna descriptions. What brands, models, designs are each antenna? How are they connected to the shack? How long is each feedline? How are they grounded and lightening protected? I find it helpful to have a separate tab for each antenna.
4. Cable labeling record. How do you know which coax goes to which antenna?
5. Record of measured SWR across the band for each antenna. I try to do this 3 or 4 times per year. Having it will show you how the performance of your antennas is changing.
6. Document radio memory settings for stored frequencies and other variable settings. What are the radio settings for different modes? What are the ports used on your shack computer?
7. Results of tests and experiments. When do you check your power output with a dummy load? How did adding radials under your vertical impact performance?
8. Noise levels on each band and mode record. Is it the same in different seasons? What about at different times of the day?
9. Description of changes, additions, or modifications to equipment
10. Maintenance schedule. When do you inspect your tower, feedlines, RF cables, connectors, switches, grounds, etc.? When do you clean out the dust from the computer, amp, radios, etc.

Your notes can be as simple or detailed as you want, but the important thing is that they get written down.

Suggestions on the notebook itself:

1. My personal preference is to use a Notebook binder. I find these easy to add things to and adjust as the station grows. Others prefer a bound composition notebook. Pick whatever works best for you.
2. Date each entry every time
3. Write your Callsign and name on the front cover
4. Use graph paper to illustrate equipment location, antenna layout, etc.

Here is what I currently have in my Station Notebook:

1. Serial Port Settings
2. Coax Color Codes
3. Equipment Inventory
4. Station Layout Drawings
5. QTH Information
6. COAX
7. Grounding/Lightening
8. Antenna: 160 inverted L
9. Antenna: 80 Inverted Vee
10. Antenna: 80 meters Full Loop
11. Antenna: 60 m inverted Vee
12. Antenna: Butternut 80 Meter Vertical
13. Antenna: Butternut 40 Meter Vertical
14. Antenna: Alpha Delta 40/80
15. Other Antenna Information
16. Radio: Icom 7100
17. Radio: Icom 7600
18. Radio: Kenwood 710
19. Radio: Icom 2300
20. Radio: Icom 51A
21. Radio: Icom 32
22. AT-AUTO (Kessler)
23. Behringer Mixer
24. IPlus and other audio

Sources used in developing this:

- Wayne Greaves WOZW April 20, 2006, ARRL Website.
- On-the-bands March-April Issue 2020 "Station Improvements: Inside During the Winter"
- Ward Silver, "How to Maintain Your Ham Radio Station"

## **NOTEBOOK #2: Reference & Resource Notebook**

What you keep in your Resource Notebook will depend a lot on how you operate and personal preferences.

Here is what I keep in my Reference & Resource Notebook:

1. QTH Information (address, longitude, and latitude, grid square, CQ Zone, IARU Zone)
2. Serial Port settings
3. Antenna Color Code
4. N3FJP serial numbers and information
5. Phonetics
6. Time Conversion charts
7. Metric Conversion charts
8. Band plans
9. Digital Frequencies
10. Worked All States/US Info
11. DXCC entities needed for each band
12. DX Prefixes
13. ARRL/US Abbreviations
14. CQ Zones
15. ITU Zones
16. CW Abbreviations
17. Q-Codes
18. LoTW
19. Hams I know