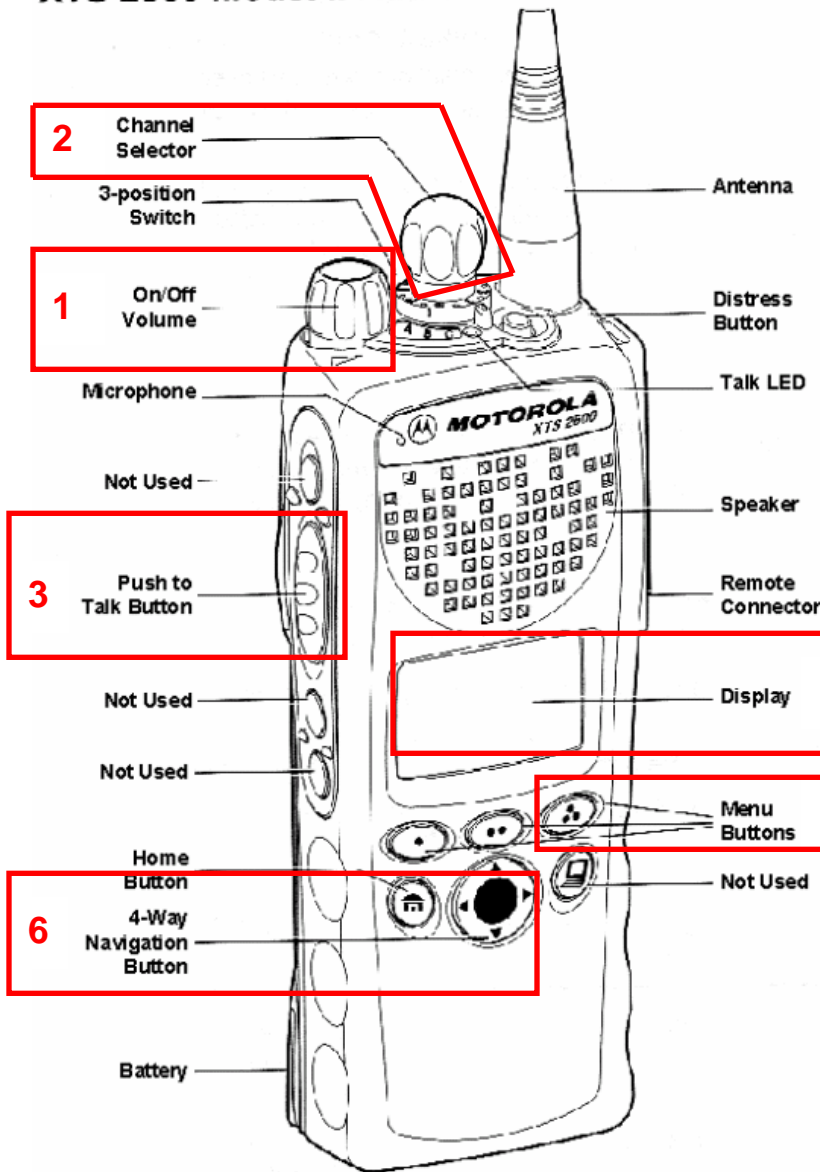


800 Mhz Handheld Radio Use

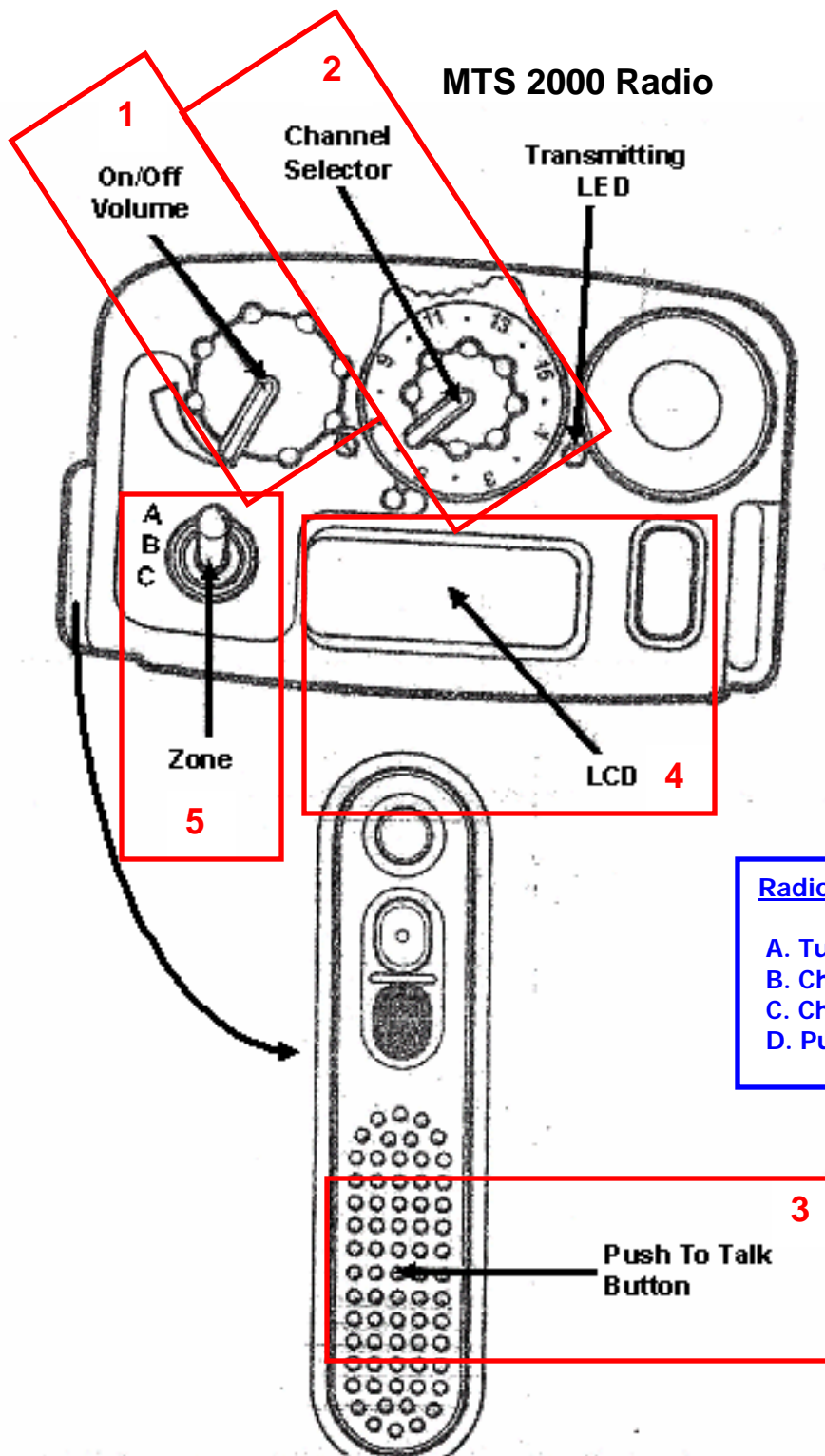
XTS 2500 Model II Radio



Radio Quick Start

- A. Turn Radio On (1).
- B. Check Channel (4).
- C. Change Channel (2,5,6).
- D. Push To Talk (3).

- 1. On/Off and Volume – Used to power on/off and adjust volume.
- 2. Channel Selector – Used to select the specific channel.
- 3. Push to Talk Button – Depress the PTT button to send, release to hear.
- 4. Display – Shows Time, Zone, and Channel.
- 5. Menu Button – Press to change zones (channel group).
- 6. 4-Way Button – After pressing (5); Press the right & left arrows to change zones.



MTS 2000 Radio

1
On/Off
Volume

2
Channel
Selector

Transmitting
LED

A

B

C

Zone

5

LCD 4

Radio Quick Start

- A. Turn Radio On (1).
- B. Check Channel (4).
- C. Change Channel (2,5).
- D. Push To Talk (3).

3

Push To Talk
Button

1. On/Off and Volume – Used to power on/off and adjust volume.
2. Channel Selector – Used to select the specific channel.
3. Push to Talk Button – Depress the PTT button to send, release to hear.
4. LCD – Shows Channel.
5. 3-Way Switch – Used to change zones.

RADIO PROCEDURES

RADIO SYSTEM: The County's radios operate on the Sacramento Regional Radio Communications System (SRRCS) - owned and operated by Sacramento County's Office of Information Technology and Communications (OCIT). Almost every public agency within the County (and the City of West Sacramento) utilizes SRRCS for their radio communications.

BASIC HOW TO: A radio is no more difficult to use than a cell phone. Think of it as a Push-To-Talk party-line cell phone. Wait for a clear line, depress the Push-To-Talk to call someone, release the PTT button to listen. Be brief and speak clearly. It's that simple.

CAUSES OF GARBLED MESSAGES: The causes of poor message quality include:

1. Loud background noise: The noises from heavy traffic, machinery, or loud talking can make your radio transmission difficult to understand.
2. Transmitting from a low spot: In some low-lying areas of the county or where buildings block the radio signal, radio transmissions can be intermittent. If it appears your radio call is not getting out, move to a new location and attempt contact again.
3. Trying to talk before the other party is finished: Your radio can only send or only receive at one time, it cannot do both. When the PTT button is depressed, you cannot receive.
4. Changing microphone position: Keep the distance between the microphone and your mouth constant. Changing this distance while talking will give your message an "in-and-out" sound that is hard to understand.

GENERAL PROCEDURES: The following procedures and techniques will be used during the operation of County radios. The use of standardized radio practices can improve the quality of the transmissions and reduce misunderstood and unnecessary messages.

1. **BE CONCISE:** Think before pressing the PTT button. Is the purpose of your call to request assistance, give instructions, report-in, etc? Avoid pressing the microphone button only to stammer "ah-ao" and "er-r-r" for a few seconds while trying to formulate a message.
2. **BE CLEAR:** The choice of words in your message will determine whether the called party understands your message the first time. Choose the simplest words that are distinct and that convey a definite thought.

3. NUMBERS AND LETTERS: The correct use of numbers and letters will reduce misunderstandings frequently associated with transmissions over the radio.

- a. When saying a number during radio transmission, each individual number in a sequence should be spoken separately. For example, "Unit 421" would be "Unit Four, Two, One" not four twenty-one or four hundred twenty-one. The universally accepted pronunciation of numbers is:
- b. Due to signal interference or possible misunderstanding, it may be necessary at times to use a word to represent a letter to complete the transmission. For example, Goethe Road would be transmitted phonetically as "Goethe, I spell, GEORGE – OCEAN – EDWARD – TOM – HENRY – EDWARD." (Under normal circumstances, phonetic spelling of a word will not be necessary.) If phonetic spelling is required, use either the standard police spelling or military spelling to avoid misunderstanding.

A – Adam	H – Henry	O – Ocean	W – William
B – Boy	I – Ida	P – Paul	X – X-ray
C – Charles	J – John	Q – Queen	Y – Yellow
D – David	K – King	R – Robert	Z – Zebra
E – Edward	L – Lincoln	S – Sam	
F – Frank	M – Mary	T – Tom	
G – George	N – Nora	U – Union	

A – Alpha	H – Hotel	O – Oscar	W – Whiskey
B – Bravo	I – India	P – Papa	X – X-ray
C – Charlie	J – Juliet	Q – Quebec	Y – Yankee
D – Delta	K – Kilo	R – Romeo	Z – Zulu
E – Echo	L – Lima	S – Sierra	
F – Foxtrot	M – Mike	T – Tango	
G – Golf	N – November	U – Uniform	

4. "10" CODES: "10" codes are used extensively in police radio communications, but are not consistent and standard between jurisdictions. Under NIMS, "10" codes are considered jargon and are not used.

5. VOICE TECHNIQUE: These tips will assist in getting the message across the first time.

- a. After pressing the PTT button wait for 1-second before talking.
- b. Hold the microphone at least 1 inch from your mouth
- c. Speak across the microphone rather than directly at the microphone.
- d. Speak in a normal volume as if you were talking to a person next to you.
- e. Avoid talking too fast, especially if you are passing information; the receiving party may be writing down the message you are sending.
- f. Use a normal tone of voice (i.e., calm, normal pitch, pleasant).

6. **ESTABLISHING CONTACT:** In order to communicate with another radio operator you must ensure that the called party is aware you want to talk to them. Initial contact is made by calling the desired recipient by call sign or name and identifying yourself.

Example: "Control 22", this is Unit 421."
(the use of "this is" is not always required).

The called party will answer back as follows:

"Unit 421, Control 22, go ahead."

If the called party does not answer within 5 to 10 seconds, try again.

If you receive a "STANDBY" or "WAIT" from the called party, do not continue your message as this indicates the called party is involved in other activity and will call you back shortly.

After contact is established, give your call sign followed by your message.

Example: "This is Unit 421, Route 92 is closed south of River Bank Road due to flooding."

7. **MESSAGE COMPLETION:** After message transmission is complete, the party terminating the conversation should sign off by stating "(call sign), CLEAR."

	Zone A	Zone B	Zone C
1	HHS – Health & Human Serv	H COM – Hospital Command	COTAC1 – County Tactical
2	EMGOPS – Emergency Ops	H TAC 1 – Hospital Tactical*	COTAC2 – County Tactical
3	COMM4 – Common 4	H KHN – Kaiser North	COTAC3 – County Tactical
4	SPLX4 – Simplex 4	H KHR – Kaiser Roseville	COTAC4 – County Tactical
5	SPLX5 – Simplex 5	H KHS – Kaiser South	COTAC5 – County Tactical
6		H MAR – Multi-Agency Response**	COTAC6 – County Tactical
7		H MGH – Mercy General	COTAC7 – County Tactical
8		H MHF – Mercy Folsom	COTAC8 – County Tactical
9		H MHS – Methodist	CYTAC1 – City Tactical
10		H MSJ – Mercy San Juan	CYTAC2 – City Tactical
11		H RCH – Sutter Roseville	CYTAC3 – City Tactical
12		H SGH – Sutter General	CYTAC4 – City Tactical
13		H SMH – Sutter Memorial	CYTAC5 – City Tactical
14		H UCDA – UCDCMC-A	CYTAC6 – City Tactical
15		H UCDB – UCDCMC-B	CYTAC7 – City Tactical
16			CYTAC8 – City Tactical

* H TAC (Hospital Tactical) reserved for MCI-Mass Casualty Incidents.

** H MAR (Hospital Multi-Agency Response) used for inter-hospital coordination and communication in emergencies and exercises.