

Section 5.11: Base and Handheld Radio Operations

The **base** radios are those that sit on the desk in the Communications room and are also the same ones installed on the vehicles. These radios have a speaker and a microphone that can be connected and disconnected. The channel displayed on the screen is the one that will be transmitted on. To transmit, the lightning bolt on the microphone should be pressed while talking. The channel can be changed by adjusting the knob on the right hand side of the radio. To change the volume, adjust the knob on the left hand side of the radio. There are also several soft keys on the front of the radio which have their functions displayed above them. To switch through these, use the arrow pad on the right side of the radio. The different functions are explained below.

1. **ZNUP** – Goes in ascending order through banks.
2. **ZNDN** – Goes in descending order through banks.
3. **PROG** – Allows you to program what channels are scanned.
4. **NUIS** – Allows you to mute a scanned channel.
5. **SCAN** – Turns the scan feature on.
6. **VIEW** – Shows you what channels are scanning.

The **handheld** radios are those that are carried by the field crew and there are also two located on chargers in dispatch. The channel displayed on the screen is the one that will be transmitted on. To transmit, press the large button on the left side of the radio while talking. The channel can be changed by adjusting the knob in the center of the radio. To change the volume, adjust the knob on the left hand side of the radio. “Keypad/Control Lock” can be turned on and off by adjusting the switch at the bottom of the channel knob. There is an “A B C” selector switch on top of the radio to quickly switch through banks A, B, and C. The purple button on the left side of the radio will illuminate the screen. There are also several soft keys on the back of the radio which have their functions displayed above them. To switch through these use the arrow pad in the middle of the radio. The different functions are explained below.

1. **ZnUp** – Goes in ascending order through banks.
2. **ZnDn** – Goes in descending order through banks.
3. **Batt** – Shows you the battery life for the attached battery.
4. **Clck** – Allows you to program the clock.
5. **Scan** – Turns the scan feature on.
6. **ScnL** – Allows you to edit the list of channels being scanned.
7. **Mute** – Allows you to mute the radio.
8. **MyID** – Allows you to turn you radio ID on and off.
9. **Prfl** – Different preset arrangements of radio styles.
 - a. Default – No changes to radio functions.
 - b. Surveillance – Turns off backlight and button tones.
 - c. Loud Audio – Increases the standard volume output.
 - d. Option 1 – Noise canceling function when speaking into the mic.
10. **ChSr** – Allows you to search all available channels programed into radio.