

How to use a Push-To-Talk (PTT) Radio

Two-way radios use a one-at-a-time system of communication, known as Push-To-Talk (PTT). When you have the **Talk** button pressed, no one else can speak. If you chat unnecessarily, it may prevent someone else from making an urgent call.

When you press the **Talk** button, there is a short delay before the radio transmits. This could cut off your first few words, so wait a second before speaking.

Name the person who you are calling, and identify yourself when you initiate a transmission. For example, say: "John Smith, this is Mary Brown", and then let go of the **Talk** button to wait for a response. The other person may not be able to respond immediately, so give them time before trying again.

Keep your messages short and clear. Don't interrupt if you hear other people talking, unless it is an emergency, in which case you should interrupt as soon as there is a gap in the conversation. Don't discuss anything that is sensitive or personal, unless absolutely unavoidable.

In case of an emergency where there may be a threat to life, start your message by saying, "EMERGENCY EMERGENCY", followed by your full name and location.

If urgent help is required, such as a conflict with a member of the public, start your message by saying "CODE RED", followed by your full name and location.

Critical words, unusual names, car registration numbers, etc, should be spelled out using the phonetic alphabet as listed below. For numbers, say each digit individually, eg for A590, say: "Alpha, Five, Nine, Zero".

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

PTT Radio Instructions



There are different types of radio provided, but the basic controls are the same.

Firstly, turn the **On/Off** knob clockwise to switch on the radio. Keep the radio switched on.

Make sure that the radio is set to Channel 1, using the left knob.

To transmit, press the **Talk** button. You can adjust the volume that you hear when somebody else is speaking by turning the **Volume** knob.

If you've been given a handheld microphone, then use the **Talk** button on that.

The radios can be used in the rain but are not fully waterproof. If it's raining, please try to keep the radio dry, clipped to a trouser belt or zipped into a coat pocket, but make sure that you can still hear any conversations.