

BASIC RADIO OPERATION

- Hold the radio or microphone close to the mouth.
- Keep portable radio antenna vertical.
- To achieve the best range, operate from the highest point possible.
- Push transmit button **BEFORE** speaking!
- Don't cut in on other transmissions.
- All users transmit and receive on the same channel, and must therefore take turns to speak.
- If two people send at once, neither station will be heard.
- Speak clearly.
- Use allocated call signs.
- When making the initial contact, **first** mention the call sign of the station you are trying to contact, and **then** identify yourself.
- "**OVER**" must be used during all ongoing messages to indicate a break in transmission.
- Use the Phonetic Alphabet for Letters and Call Signs.
- Figures are sent digit by digit.
- If your communications are scratchy, move a small distance. A couple of meters could make a big difference.
- Finish the conversation with the word "**OUT**".
- EXAMPLE:

CALLING STATION	MESSAGE	COMMENT
ROMEIO 1	"MIKE ONE THREE, THIS IS ROMEO ONE, OVER "	<i>Making contact with M13</i>
MIKE 13	"MIKE ONE THREE, SEND "	<i>Transmit your message</i>
ROMEIO 1	"Are the cyclists there yet? OVER "	<i>Question</i>
MIKE 13	"Affirmative, OVER "	<i>Answer</i>
ROMEIO 1	"Thank You, OUT "	<i>Transmission ended!</i>

- **NOTE: SEND** has the same meaning as **OVER**, and means that you have permission to transmit your message.
- Emergency messages are preceded by the proword **PRIORITY**, e.g. "SWEEP EIGHT FIVE, **PRIORITY**"
- **Listening** carefully is as important as talking properly!

Remember: Always put Brain into gear before engaging Mouth!

INTERNATIONAL PHONETIC ALPHABET

<u>LETTER</u>	<u>WORD</u>	<u>PRONOUNCIATION</u>
A	ALPHA	(<u>AL</u> FAH)
B	BRAVO	(<u>BRAH</u> VOH)
C	CHARLIE	(<u>CHAR</u> LEE)
D	DELTA	(<u>DELL</u> TAH)
E	ECHO	(<u>ECK</u> OH)
F	FOXTROT	(<u>FOKS</u> TROT)
G	GOLF	(GOLF)
H	HOTEL	(HOH <u>TELL</u>)
I	INDIA	(<u>IN</u> DEE AH)
J	JULIET	(<u>JEW</u> LEE ETT)
K	KILO	(<u>KEY</u> LOH)
L	LIMA	(<u>LEE</u> MAH)
M	MIKE	(MIKE)
N	NOVEMBER	(NO <u>VEM</u> BER)
O	OSCAR	(<u>OSS</u> CAH)
P	PAPA	(<u>PAH</u> PAH)
Q	QUEBEC	(<u>KEH</u> BECK)
R	ROMEO	(<u>ROW</u> ME OH)
S	SIERRA	(SEE <u>AIR</u> RAH)
T	TANGO	(<u>TANG</u> GO)
U	UNIFORM	(<u>YOU</u> NEE FORM)
V	VICTOR	(<u>VIK</u> TAH)
W	WHISKEY	(<u>WISS</u> KEY)
X	X-RAY	(<u>ECKS</u> RAY)
Y	YANKEE	(<u>YANG</u> KEY)
Z	ZULU	(<u>ZOO</u> LOO)

FIGURES

1	WUN	6	SIX
2	TOO	7	<u>SEV</u> -EN
3	TREE	8	<u>AIT</u>
4	<u>FOW</u> -ER	9	<u>NIN</u> -ER
5	FIFE	0	<u>ZE</u> -RO

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