



# Campus Radio Operating Procedure

Motorola XPR 3500

1. Remove the radio from the desktop charger base to use.  
( You can leave the radio ON in the charger base to monitor the radio)
3. Turn the radio **ON** by rotating the on/off volume control to the clockwise direction.
4. Be sure that the radio is set to your operating channel in the Channel Display.  
(Channel #1 is the Campus Emergency Channel and is monitored 24 hours a day by Campus Police.)
5. Monitor / Listen to the radio for 10 to 15 seconds to see if others are using the channel before you start using the channel.
6. Campus Emergencies can be reported to Campus Police Dispatch on Channel #1.
7. In case of a Campus Emergency you should designate someone on your work team to monitor Channel #1 on their radio because information updates from the Emergency Operations Center (EOC) will be periodically given.

***Remember priority goes to Fire / Life and Safety during an emergency ...***

## **Things to remember when using this radio...**

- To talk on the radio, hold the radio in a vertical position with the microphone 2 – 3 inches from your lips
- Press the **push-to-talk button** to speak and **release the button** to listen
- When you press the **push to talk button**, wait 1 to 2 seconds before speaking , speak slowly and calmly.
- Use your **full name and office location** to identify yourself on the radio
- Do not use any radio jargon or police call codes on these channels
- Follow the directions of your channel dispatcher, they may have other priority radio traffic to handle
- Assure that your radio is fully charged so that it is ready in case of an emergency.

## **To call Campus Police in case of an emergency – Turn the Selector to Channel #1**

### **Press the talk button and say :**

El Camino Dispatch this is < **your name**> of < **your office name**> and I am declaring an **emergency**. Remember to release the talk button to listen. Wait 15 to 20 seconds for the dispatcher to respond before retrying your call, Speak clearly and explain your emergency.



See page 2 of this document for a description of the radio features



# Campus Radio Procedures

## ECC Radio Channels:

1. Campus Emergency #1 (Primary Emergency Channel monitored by ECC PD)
2. Campus Emergency #2 (Future Secondary Emergency Channel)
- 3,4,5 Campus General Use Channels (Radio to Radio only – not monitored)
6. Facilities Planning and Services (Primary)
10. Information Technology Services (Primary)
13. Fine Arts and Center for the Arts Division (Primary)
15. Health Sciences and Athletics Division (Primary)

## XPR 3500 Radio Features

- The **channel selector knob** is used to change radio channels.
- The **battery power indicator ICON** is used to tell what the state of the charge on the battery.
- The **Received Signal Strength Indicator** – Bars represent the received signal strength.
- A **Channel Busy** Message is shown if another radio is using the channel - Please wait until the channel is clear before you try again.
- The **Talkaround ICON** shows that the radio is on a channel that is *radio to radio* and not using a repeater.
- The **Radio Transmit Power ICON** shows an **H** if you are transmitting on high power mode.
- The **radio's battery life** mainly depends on how much time you spend transmitting. Typical radio usage can normally be done for 6 to 10 hours.
- The **Radio Status LED** shows a **blinking green** indication whenever other users are talking on this channel. If the you see a **flashing red indication** it means that the battery is nearing a discharged state and needs to be recharged immediately.
- The **Feature and Button Pad** are for future programmable features. Do not select any options or features at this time. You may need press the Home button or turn off the radio to clear the menus.
- The **Charger Base Unit** - Make sure that the grooves on the lower rear of the radio align to the charger base. **If you improperly insert the radio into the charger base it will not charge correctly.**
  - A RED indicator on the base means the battery is in *Rapid Charge Mode* and is charging.
  - The Solid GREEN indicator means the battery is fully charged. Blinking GREEN = 90% Charged
  - A Solid ORANGE Indicator means that the battery is being reconditioned and charged.



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