

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS OPERATING INSTRUCTIONS FOR USE OF RADIO MONITOR

The monitor is to be turned on at all times. The unit is equipped with a rechargeable battery which automatically is engaged in case of a power failure. When the unit is turned on, the red light should be visible. The light does not glow when the battery is used.

1. **Controls:**

- A. The **VOLUME** should be adjusted to comfortable listening level.
- B. The **SQUELCH KNOB** should be adjusted so that the set is quiet – (no static) when in the monitor position.
- C. The **ALERT MONITOR SWITCH** should be left in alert position for proper operation.
- D. The **RESET SWITCH** should be activated after a message is received. This will turn off the blue light and prepare the unit for standby.
- E. The **SIREN KNOB** adjusts the sound of the tone, which indicates that a message is to be transmitted.

2. **Operation:**

- A. After the unit has been turned on and adjusted, it is now ready to receive.
- B. When a message is to be transmitted to your school, a tone will sound and the blue indicator light will be activated. This indicates that your unit has been activated to receive a message.
- C. After the message is received, the unit will remain open and will receive all radio transmissions involving the Maintenance trucks, security, buses, etc. The unit should be reset manually by sliding the switch marked **RESET**.
- D. If no one is in the office and a message is missed, you will know by seeing the blue light and hearing other radio transmissions. The Maintenance Department should be called immediately so that you know what message was transmitted.