

Packing A Digital Hytera PD562 Radio Order

One of the most important aspects of the Rental Manager is properly assembling a rental order. EventTone Wireless offers an assortment of different wireless equipment in its fleet. Currently, we offer both analog and digital two-way radios, direct connect phones, repeaters, personal wifi and more. When packing an order, it is essential the orders be organized in such a way as to look clean and professional while assuring the equipment can be moved without damaging the equipment.

Bagging Radios & Preparing For Delivery or Shipping

Unlike some other companies, EventTone Wireless packs and ships orders in Pelican Cases. They have proven to be sturdier and offer better protection for the items inside.

For the sake of cleanliness and organization, we pack radios in long clear bags and most of the accessories are packed in smaller, 12"X12" clear bags. (See Photos)

The Hytera PD562 Digital radios are packed 15 in the long bags. (See Photo)
Unlike the analog Motorola CP200 radio with the older style "whip" antenna, which are removed during transport, and are susceptible to breakage, the antenna on the Hytera PD562 is a short, thicker, "stubby" antenna and is much sturdier. For this reason, we leave them antennas attached to the radios during transport.



Accessories, such as surveillance microphones and headsets, are packed in 12"X12" clear 4 mm bags.

Radio Labels:

Each EventTone Wireless radio is to be cleaned and labeled. Over time and with the constant in and out, packing and shipping, and use of our equipment, the labels will begin to show wear. We always have a stock of labels in house for both our analog and digital radios. If the radio's label is beginning to show signs of wear, please remove them by peeling them off and replacing the old label with a new one. (See photo.)



Placing Bagged Radios Into Pelican Case or Tote For Shipping or Delivery

To allow for proper shipping and so as to avoid any damage to the equipment during the delivery or shipping process, equipment should be packed into each case for delivery in a certain order.

Take your Pelican case and lay it on its back so you can open the lid fully. Make sure you have padding on the bottom.

Place heavier items on the bottom of the order. Also, be cognizant of the fact most Pelican cases have wheels and will be rolled much like a piece of luggage you'd see in an airport or hotel. Since there is a good chance once you're done packing the case it will be stood up and rolled, place all the heavier items on the bottom and down all the way towards the wheels. Doing this will allow for less movement or damaging shifting of the equipment once it is stood up and rolled.

Here is as an example of the standard way to pack a case:

1. Place heavier items on the bottom and down by the wheels. These items are usually the 6, 12 or 18 port multi chargers.
2. A top of them, place your bags of radios. No more than 15 to a long bag.
3. Place accessories such as surveillance microphones, "D" Ring "Push To Talk" or "C" Ring "Push To Talk" headsets, single ear headsets with the boom microphone or the speaker microphones
4. Please bag of extra, spare batteries and place them on the open areas on the sides of the case.



Bagging & Packing Accessories

When preparing accessories for delivery or shipping, each item has its own concerns. When preparing each item, here are a few points to remember:

1. Surveillance microphone kits has a tendency to tangle due to their design. They are 2 long, thin wires soldered to a single wire with a clear tube at one end. These will tangle easy. To properly pack them, start by holding the single wire side and letting it dangle. Once it is outstretched and all knots are untied, simply wind the wires around your hand until it is completely looped, then

wrap a rubber band around the center. (see photos)



Also, the ear bud tip of the surveillance microphone is inserted into the user's ear. Cleanliness and sterility is an issue. To assure the ear buds are sanitized, pull the ear bud off of the tip of the surveillance microphone and drop them into the container filled with alcohol. This will sterilize the ear buds. When packing the surveillance microphones into the standard 12"X12" bag, pull the corresponding number of ear buds out of the alcohol container and place them into a separate 2"X2" bag. Seal the bag and drop it into the 12"X12" bag containing the surveillance microphone. This will assure each ear bud is clean and sanitary when the client receives them.

2. Speaker microphones are long and a bit wieldy. They can tangle and will break if not handled properly. As most accessories fit nicely in smaller bags, speaker microphones are placed in the same longer bags the radios are packed in. Bind speaker microphones in groups of 10 and drop them, full extended into the bag. Most longer bags can hold between 3 and 4, 10 microphone bundles.



3. Light, single ear, headsets are usually handled the same as speaker microphones. They are bulky with a long wire connected on the bottom. Bunch them together in bundles of 5, bind the wires together with a rubber band to avoid entangling them, and place them in the long bags.

4. "C" Ring and "D" Ring, push to talk, headsets should be wound up in a similar fashion as surveillance mics and placed in a 12"X12" bag for delivery or shipping.



Order Checklist

Below, on the next page, is the order checklist which should be posted on the walls of the Rental Office. It is a last-minute list to review after assembling each order, to make certain you haven't missed any of the important steps necessary in arranging an order properly.

Please post this where orders will be processed.

ORDER CHECKLIST

WHEN FILLING ORDERS MAKE SURE TO CHECK FOR ALL CORRESPONDING PARTS TO EACH PIECE. SUCH AS:

RADIOS:

TEST EACH RADIO AS THEY ARE PROGRAMMED TO MAKE SURE ALL COMMUNICATE AS ORDERED. ALSO REMEMBER ALL THE PARTS:

- RADIO
- ANTENNA
- BATTERY
- CLIP
- CHECK LABELS ON FRONT AND MAKE SURE THEY ARE CLEAN

CHARGER:

TEST EACH PORT IN THE BANK CHARGER AND MAKE SURE EACH WORKS: ALSO REMEMBER:

- CHARGER
- PLUG

SURVEILLANCE MIC KIT

TEST EACH SURVEILLANCE MIC AS THEY RETURN FROM AN ORDER. TESTING IS TIME CONSUMING AND, WITH LAST MINUTE ORDERS, YOU MAY NOT HAVE THE TIME TO TEST. PLACE ALL WORKING SURVEILLANCE MICS IN THEIR BIN AND, WHEN FILLING AN ORDER, REMEMBER ALL THE PARTS:

- CLEAR TUBE IS ATTACHED
- EAR BUD FOR EACH MIC

SPEAKER MICS

TEST EACH SPEAKER MIC AS THEY RETURN FROM AN ORDER AND PLACE IN BIN. ALSO, WHEN FILLING THE ORDER, REMEMBER

- SPEAKER MIC
- CLIP

HEADSETS & D RINGS

TEST EACH AS THEY RETURN FROM AN ORDER AND PLACE IN BIN.

WRAP AND BAND EACH ACCESSORY SO THEY ARE READY FOR THE NEXT ORDER