

## **Packing an Analog Motorola CP200 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 Motorola CP200 analog radios are packed 15 in the long bags. (See Photo) CP200's come with the standard "whip" antennas. They are long and thin, and, if left on



the radios during transport, will break over time. To avoid this we unscrew the antennas, bind them with a rubber band and store them in the bottom of the bag with the radios. The finished bag should reflect the photo here:



### **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.