



AMHERST HIRED WALKIE-TALKIE RADIOS

UNPACKING & SETTING UP THE RADIOS

Open the box(es) supplied carefully, so you can re-use them to return the equipment later. Tell us if anything is missing or damaged. Keep all the packaging for returning the equipment. In particular, please **KEEP THE BAGS** that the earpiece/mics are in for later re-use when returning the kit.

Please do not cover the radios in stickers, gaffer tape etc. The radios generally have unique numbers on a label on the front, and all have the same unique number under the battery pack. You can use these numbers to keep track of whom you have given each radio to. If you do add your own stickers, please remove them before returning the radios to us.

USING THE RADIOS / CHOOSING A CHANNEL

Switch the walkie-talkies on using the On/Off/Volume control and adjust the volume level to suit your needs.

You simply hold down the Push To Talk button on the left side of the radio to speak, and let go of it to listen.

Attach earpiece/mics (if you hired them) or other headsets etc, to the socket provided – you may need to pull back a rubber flap protecting the socket first. Once the earpiece/microphone or headset plug is inserted, the radio speaker no longer functions – the sound can only be heard through the earpiece. You can then use the Push To Talk button on the microphone instead of the one on the radio itself when you want to speak.

Choose a channel by rotating the channel selection knob to the channel of your choice. If you can hear other radio users on a channel, simply choose another that is not in use in your area. These radios have 16 channels.

FAULTY OR BROKEN ITEMS

We check the kit before it goes out. If you do receive something that doesn't appear to work, contact us straight away – especially if you need us to send out a replacement item to you urgently.

If something becomes faulty while you are using it, please let us know, whether you feel the damage or problem was your fault or not. Mark the

faulty item with a Post-It or similar label so that we know what is wrong when we get the equipment back.

RETURNING THE RADIOS - CHECKLIST

1. Switch all the radios off. It worries the postmen & couriers if the parcels start talking!
2. Please return the radios in the packaging that they came in. Please neatly wrap the cables of the chargers around the plugs, unplug any earpiece/microphones or other accessories from the radios and pack the equipment up securely.
3. Put any earpieces or headsets that were supplied in re-sealable plastic bags back into the bags, so that the cables don't end up all tangled up, one item per bag. If we get back a huge tangled mass of twisted-together cables, we reserve the right to charge extra for the time it takes to sort it all out, and for new bags.
4. **Double-check that all items have been included** – it is easy when packing up after an event to forget things, or even to include items that are not ours. We have often got other people's radios, notebook and mobile phone chargers etc, sent back to us by mistake!
5. Note down how things went on the "Hire Checklist & Return Sheet" included – did the radios work as you expected? Note down any broken or faulty items, any problems that you encountered etc. This way we can deal efficiently with faulty kit and hopefully improve our service for the future.
6. It is very important that you include the "Hire Checklist & Return Sheet" because this tells us who these radios have been returned from.

Also include this instruction sheet. They cost us money to print and have laminated and are chargeable if not sent back.

Then pack them up securely, and send or bring them back to us at:

Amherst Enterprises Limited
70 Kingsgate Road
LONDON NW6 4TE

Tel: 020 7328 9792

Please use a "trackable" or "signed-for" delivery service with appropriate insurance.

The radios are your responsibility until we get them back to our office.