

**Operating Procedures & Practice**

This series of "OP" lessons explains how Radio Amateurs should operate to:-

-follow the basic rules as described in the iDA Amateur Handbook ( see <http://www2.ida.gov.sg/License/Liguides2.nsf/fIndex?OpenForm&docType=fLiDownload> )

-use procedures that Radio Amateurs, world-wide, have developed over the years.

Standard operating techniques are also beneficial when attempting a foreign language!

Abbreviations and "Q"codes greatly assist communication where there is no common language. This is particularly true in CW (Morse) communication.

**SHORT-WAVE LISTENERS**

Students, who have spent time exploring the Short-wave Bands and listened to Radio Amateurs, will be familiar with most of the procedures and abbreviations.

Being a Short-Wave Listener (SWL) is a very good "apprenticeship" to becoming a Radio Amateur. The procedures make much more sense when they are heard in use.

To SWLs these "OP" lessons will mainly be revision!

One thing is certain, once you become an actual Radio Amateur, operating practices will be second nature.....

**There are three main types of radio communication.**

- 1) Speech - via microphone
- 2) Morse - via Morse key or keyer (automatic or semi-automatic)
- 3) Digital- via keyboard on teleprinter or computer

Procedures for each of these types will be explained.

**When using a microphone..**

In order to start a conversation (QSO), it is necessary to make a general call (CQ) or a call to a specific station.

Before transmitting, listen carefully and select a frequency that is not already in use. Ask if the frequency is occupied before sending CQ.

Here is an example of Singapore station 9V1PC calling CQ on 14.245 MHz and being answered by UK Station G4EGQ:

9V1PC "Is the frequency occupied please? This is Nine Victor One Papa Charlie"

Listen and if no comments then call CQ.

9V1PC "CQ, CQ, CQ, this is Nine Victor One Papa Charlie calling CQ 20 Metres. This is Nine Victor One Papa Charlie, standing-by for any call."

G4EGQ "Nine Victor One Papa Charlie this is Golf Four Echo Golf Quebec, go ahead."

9V1PC "Golf Four Echo Golf Quebec, this is Nine Victor One Papa Charlie. Thanks for your reply. Your signal report is Five and Eight. My name is Pete, Papa Echo Tango Echo and I am in Singapore....."

And so on...the conversation would continue....

Give callsigns at the start and end of each transmission.

**Nets.**

If more than two Amateurs are in conversation, over the radio, it is called a net. Each Amateur should give his callsign when joining and when leaving the net. Each member of a net should also identify themselves (by call sign) in the usual way.

**MOX/PTT and VOX**

Most Amateurs, these days, use a radio transceiver. This is a combination of a radio transmitter and a radio receiver. To change from listen to speak (receive to transmit) the amateur operator usually presses a button on the microphone. This is called "PTT" (Push To Talk) or "MOX" (Manually Operated Transmit). Most Amateurs and other radio operators use this method.

However, some amateurs with specially designed equipment, use a mode called "VOX" (Voice Operated Transmission) in which no button is pushed. Speaking into the microphone activates the transmitter.

This is suitable to Net Operation as the transceiver restores to the receive mode between words or (more likely) sentences or other pauses in speech. Remember, radio operation is not like normal conversation. You cannot hear and speak at the same time!

**Procedures when using Morse**

It is very similar to the "layout" when using a microphone.

Note the important difference between "K" and "KN" at the end of each transmission.

Here is a **typical general call - CQ**

9V1PC QRL QRL de 9V1PC

QRL is the Q code for "Is this frequency in use?" and is sent as a courtesy before sending anything else.

Listen for any response, if not then send CQ!!

9V1PC CQ CQ CQ DE 9V1PC 9V1PC CQ CQ CQ DE 9V1PC 9V1PC K (or PSE K)  
[DE means "from" and K means "anybody, go ahead"]

G4EGQ 9V1PC DE G4EGQ G4EGQ KN  
[KN means the person called only should go ahead]

9V1PC G4EGQ DE 9V1PC TKS FER THE CALL  
RPT IS RST 579 579  
NAME IS PETE PETE ES QTH IS SINGAPORE  
HW COPY? G4EGQ DE 9V1PC KN

[ Note TKS = Thanks; FER = for; ES = and; HW = how]

This Morse conversation would then continue.....

When it is finishing, VA would be put in place of KN to confirm completion of the QSO (chat). This indicates to other Amateurs that 9V1PC and G4EGQ are likely be free for further contacts.

### **Partial and Full "Break-in"**

This is the Morse equivalent to VOX.

In partial break-in the transceiver would return to receive during pauses in sending. IE between sentences or even between words.

In full break-in the transceiver is in the receive mode when ever a dit or dah is not being sent. IE You can even listen in between the Morse elements!

### ***Remember: Listen before you Speak***

Obviously, you should listen on a frequency before transmitting.

But a quiet frequency is not necessarily a unused frequency!

Imagine, tuning across the 14 MHz Amateur Band, a quiet frequency is found. However, a Malaysian Amateur (100 Km away) is talking to a station in USA. Being in the skip zone the Malaysian Amateur would not be heard in Singapore... Unless you have been monitoring that frequency for several minutes, and would have heard the USA side of the conversation, you should make a brief transmission, asking "is this frequency in use, 9V1PC?"

The USA station, while listening to the transmission from the Malaysian Amateur, would also hear this question, and would reply "Roger, frequency is in use, thank you".

This simple, polite exchange, avoids the problems of mutual interference.

The use of this technique is not restricted HF and skip zones. The highly directional aeriels used in VHF and above, means that a listener may only hear one side of a conversation.

For example, imagine an Amateur near Jurong talking to one in Payar Lebar on 145.55 MHz. Another Amateur in Changi points his VHF aerial to the West in order to call for another Amateur in Tuas.

If the Amateur near Jurong was talking, the Changi station would be aware that 145.55 MHz was in use. But if the Payar Lebar station was talking the Changi station would not be aware the frequency was in use.



**Distance Extrordinaire "DX"**

"DX" means long distance. When looking for any long distant contact the DX can be incorporated into the call:

CQ CQ DX CQ CQ DX from 9V1PC

The actual distance meant by long distance depends upon the Amateur Band that is being used... On 432 MHz, one hundred kilometres could be "DX", where as 500 km on 14 MHz would not be!

\* \* \* \*

[QUESTION 1]

Which of the these letter groups would be used in a general call?

- a) QQ QQ QQ    b) CQQ CQQ CQQ    c) QCQ QCQ QCQ    d) CQ CQ CQ

[QUESTION 2]

Before actually transmitting, you should -

- a) ensure that the mains voltage is 240v  
b) listen on the frequency  
c) adjust audio volume to minimum  
d) wear rubber gloves

[QUESTION 3]

When using Radio Teleprinters (RTTY) it is useful to type the following to aid receiver tuning

- a) 101010101  
b) YRYRYRYRYRY  
c) TESTESTESTE  
d) RSTRSTRSTRST

[QUESTION 4]

G3XXX is attempting to contact G4YYY using packet radio.

G3XXX should type the following, in command mode

- a) K G3XXX    b) C G3XXX    c) Calling G4YYY    d) C G4YYY

[QUESTION 5]

A Morse transmission ending in "KN" is an invitation:

- a) for the holder of the call sign specified, to transmit.  
b) for anyone to continue the conversation.  
c) for someone know to the caller to transmit.  
d) for holders of call-sign containing the letters "KN" to reply.

[QUESTION 6]

What, in the world of Amateur Radio, is a "Net".

- a) A close meshed filter to catch interference.  
b) A network of fine wires to form a good "earth".  
c) A complicated aerial array.  
d) More than two Amateurs in radio communication conversation.

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