



ic502/ic402 by Motorola®

Managing Walkie-Talkie Groups and Talkgroups

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Managing Walkie-Talkie Groups and Talkgroups

Because Group Walkie-Talkie and Talkgroup calls communicate with more than one person, you create their Contacts entries differently.

Group Walkie-Talkie Entries

Creating Group Walkie-Talkie Entries

You create a Group Walkie-Talkie entry by giving it a name and assigning it members that have Group Walkie-Talkie compatible phones. You can also add all the members in an existing Group by assigning it to your new Group.

To create a Contacts entry for a Walkie-Talkie Group:

1. Press  > **Contacts** > **Add New Entry**.
2. Highlight **Walkie-Talkie Group**, and then press **Select** (left softkey).
3. Enter a name for the new Group.
4. Choose a Category for the entry.
5. Highlight **Add Members** and press .
6. Use your left and right navigation keys to select **Contacts** or **Call History**.
7. Highlight each Walkie-Talkie contact you want to add to this Group and press  after each selection. A checkmark appears next to each selected entry.
8. Press **Done** (left softkey) to save the membership.
9. Press **Save** (left softkey) to save the entry.

Managing Group Walkie-Talkie Entries

To add a member to an existing Group:

1. Press  > **Contacts** > **Filter Names** > **Walkie-Talkie Group**.
2. Scroll to the Group you want to add members to and press **Options** (right softkey).
3. Select **Edit** > **Edit Members**.
4. Highlight each member you want to add and press  after each selection. A checkmark appears next to each selected member.
5. Press **Done** (left softkey) to save the membership.
6. Press **Save** (left softkey) to save the entry.

To remove a member from a Group:

1. Press  > **Contacts** > **Filter Names** > **Walkie-Talkie Group**.
2. Scroll to the Group you want to delete members from and press **Options** (right softkey).
3. Select **Edit** > **Edit Members**.
4. Highlight each member you want to delete and press  after each selection. The checkmark next to each selected member clears.
5. Press **Done** (left softkey) to save the membership.
6. Press **Save** (left softkey) to save the entry.

To delete a Group from Contacts:

1. Press  > **Contacts** > **Filter Names** > **Walkie-Talkie Group**.
2. Scroll to the Group you want to delete.
3. Press **Options** (right softkey) and then select **Delete**.
4. Press **Yes** (left softkey).

Editing Walkie-Talkie Group Entries

You can edit the name, Category, or membership of a Group entry.

To edit Group entries:

1. Press  > **Contacts** > **Filter Names** > **Walkie-Talkie Group**.
2. Scroll to the Group you want to edit.
3. Press **Options** (right softkey), select **Edit**, and press .
4. Highlight the part of the entry you wish to edit and make your changes.
5. Press **Save** (left softkey) to save the entry.

Talkgroup Entries

To create a Contacts entry for a Talkgroup:

1. Press  > **Contacts** > **Add New Entry**.
2. Highlight **Talkgroup**, and then press **Select** (left softkey).
3. Enter a name for the Talkgroup. Each entry's name can contain 24 characters.
4. Enter the Talkgroup number.
5. Choose a Category for the entry.
6. Press **Save** (left softkey).