



motorola

Motorola O2

Digital Cordless Telephone
with Answering Machine



For: O211, O212, O213 and O214

Handset: Motorola O21-HS

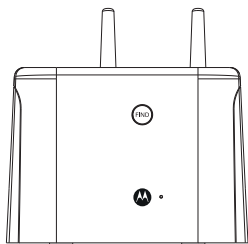
Base: Motorola O21-B

Charger: Motorola O21-C

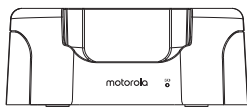
Quick Start Guide

For a full explanation of all features and instructions, please refer to the User Guide.

1. What's in the box



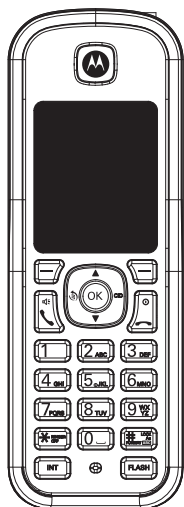
Base
(Motorola O21-B)



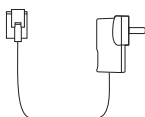
Charger cradle
(Motorola O21-C)



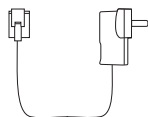
Antenna



Handset
(Battery pre-installed)
(Motorola O21-HS)



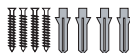
AC power adaptor
for the base



AC power adaptor
for the charger cradle



Telephone line
cord



Screws and plugs for
wall mounting



User guide



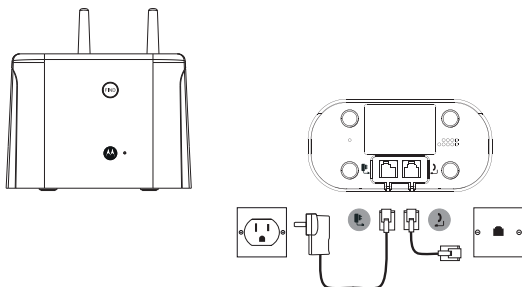
Quick start guide

If you have purchased an O2 multiple pack you will also have the following additional items:

- Handset with battery pre-installed (Motorola O21-HS)
- Antenna
- Charger cradle (Motorola O21-C)
- AC power adaptor for the charger cradle
- Screws and plugs for wall mounting

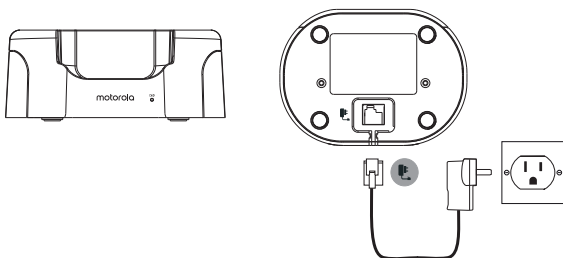
2. Getting started


A. Connecting the base



1. Plug the telephone line cord into the socket marked **2** on the underside of the base and the other end of the line cord into the telephone line wall jack.
2. Plug the AC power jack into the socket marked **1** on the underside of the base and plug the AC adaptor into the AC power outlet. The green Power/In use light comes on and you will hear a confirmation tone.

B. Installing and charging the handset

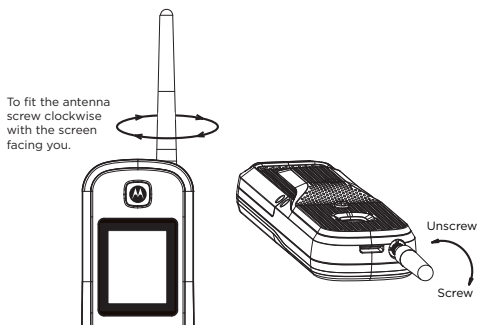


1. Plug the AC power jack into the socket marked **1** on the underside of the charger cradle and plug the AC adaptor into the AC power outlet.
2. The 750mAh Ni-MH battery pack is pre-installed. If you are charging the batteries for the first time, place the handset on the charger cradle to charge for at least 16 hours continuously.
3. When the handset is fully charged,  icon will appear steady on the display. The display will show the time and handset number (e.g. 2) to indicate that it is registered to the base.

Important

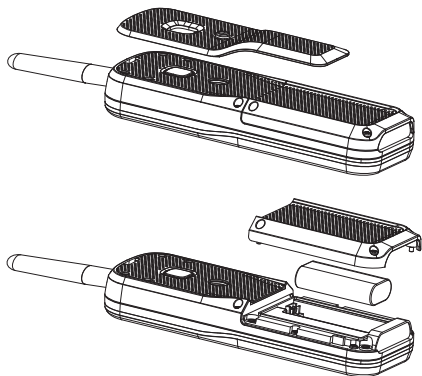
Warning! Use only the approved rechargeable Ni-MH battery pack (750mAh Ni-MH rechargeable battery pack) supplied with your O2.

C. Installing the antenna to the handset




D. Replacing the handset battery

1. Unscrew the belt clip, then unscrew the 4 screws on the battery cover (the screws will stay attached to the battery compartment door) from the back of the handset and plug in the **750mAh Ni-MH** rechargeable battery pack supplied.
2. Replace the battery cover and screw the cover into place. Finally, screw the belt clip on.



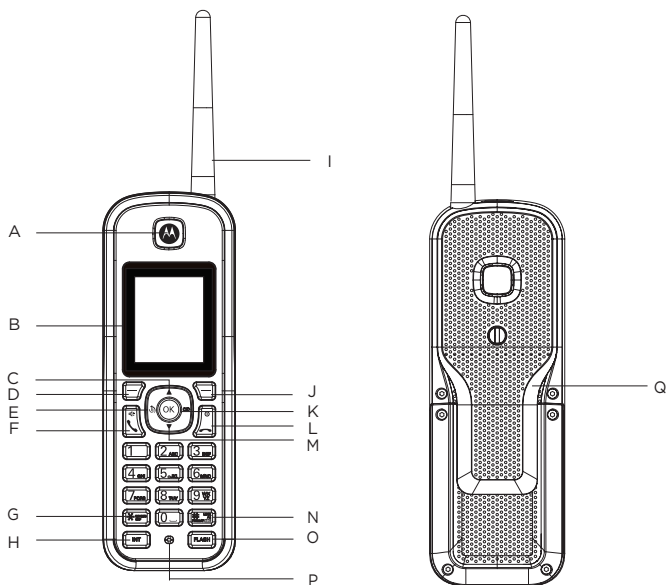
E. To set date and time manually

1. Press **Menu**, scroll ▼ to **Clock & Alarm** and press **Select**.
2. **Date & Time** is highlighted. Press **Select**.
3. Enter the date using the format MM/DD/YY e.g. **08/04/19** for 4 August 2019.
4. Enter the time (HH:MM) and press **Save**.
If the current time format setting is 12 hour, select **am** or **pm**.
5. Press  to return to standby mode.

Your phone is now ready for use.

3. Getting to know your phone

Overview of your handset



A Earpiece

B Display

See page 8 for an overview of the display icons.

C Scroll up / Volume up

Scroll up through lists and settings.

During a call, press to increase the earpiece and hands-free volume.

When the phone is ringing, press to increase the handset ringer volume.

D Menu / OK / Secrecy

Enter the main menu.

Select the option displayed on screen.

Confirm menu option - **OK** is displayed on screen.

Turn secrecy on/off during a call.

E Redial list / Pause

In standby mode, press to open the redial list.

Press and hold to enter a pause (P) during pre-dialing.

F Talk / Hands-free

Make or answer a call.

Activate and deactivate hands-free during a call.

G * / Ringer off

Dial a *.

Press and hold to switch handset ringer on or off.

H Intercom

Press to make an internal call.

I Antenna**J Phonebook menu / Clear / Back**

In standby mode, press to open the phonebook menu.

Clear incorrect input during text editing.

Return to previous menu.

K Calls Lists

Open the Calls Lists.

L End / Exit / Switch handset on/off

End a call.

When in a menu, go back to standby mode.

Press and hold to switch handset off (when in standby) or on.

M Phonebook / Scroll Down / Volume down

Open the phonebook.

Scroll down through lists and menus.

During a call, press to decrease the earpiece and hands-free volume.

When the phone is ringing, press to decrease the handset ringer volume.

N Change case / Keypad lock / # / CID format

Press to change the case when entering letters / editing.

Press and hold to lock the keypad.

Dial a #.

In calls lists: Press to toggle the Caller ID display format among 7, 10 and 11 digits when returning calls from Caller ID list.

O Flash










Use flash (F) functions.

P Microphone**Q Belt clip**

4. Handset display







Display icons

-  DECT signal strength
-  Handset ringer volume is Off.
-  Displays when in hands-free mode.
-  Displays when the answering machine is on.
-  The alarm clock has been set.
-  The keypad is locked.
-  Displays when you have new answering machine messages.
-  Displays when you have new voicemails.¹
-  Displays when you have missed calls and new number(s) in the Calls list.²

¹This feature is dependent on your Network Service provider supporting the service. A subscription fee may be payable.


²For this feature to work, you must subscribe to Caller ID Service from your network operator. A subscription fee may be payable.

The approximate power levels of your battery are indicated as follows:

-  Battery is fully charged
-  Battery is partially charged
-  Battery is running low
-  Battery is empty

5. Using the phone


Making a call

Enter the phone number and press  to dial the phone number entered.

Making a call using fast call keys

Press and hold the relevant keypad number to dial the pre-stored number directly.


Making a hands-free call


Press  twice, then dial the telephone number.

Answering a call


Press  to answer the incoming call.

Answering a call in hands-free

If the handset is off the charger or auto answer is switched off, press  twice to answer the call.

If the handset is on the charger and auto answer is switched on, lift the handset and press .

Ending a call

Press  or replace the handset on the cradle.





Adjusting volume

During a call, press  or  to adjust the volume.

Muting a call

- During a call, press **Secrec.** or **OK**. The display shows **Secrecy On** and your caller cannot hear you.
- Press **Off** to return to your caller.

Dialing from the redial list

- Press . The last number dialled is highlighted.
- Scroll  or  to the entry you want.
- Press  to dial.

Dialing from the calls list

1. Press **MENU**, scroll to **Call Lists** and press **Select**.
2. Scroll **▲** or **▼** to highlight the calls list (**Missed Calls, Received Calls, Dialed Calls, Delete Calls**) you want.
3. Press **Select**.
4. Scroll **▲** or **▼** to the entry you want.
5. Press **[#]** to dial the number.

Adding an entry to the phonebook

1. Press **Names** to enter the phonebook menu.
2. Scroll **▼** to **Add Entry** and press **Select**.
3. Enter a name and press **OK**.
4. Enter a number and press **Save**.
5. Scroll **▲** or **▼** to the ringtone you want and press **Select**. The entry is stored.

Dialing from the phonebook

1. Press **▼**. The first entry in the phonebook is highlighted. Scroll **▲** or **▼** to the entry you want.
2. Press **[#]** to dial the number.

Paging/Finding the handset

1. Press **[*]** on the base. All handsets registered to the base will ring and display **Paging Call**.
2. To stop the ringing, press **[*]** on the base again or press **Stop** or any button on the handset.

Switching on the Answering Machine

The O2 Answering Machine records unanswered calls on the base when it is activated. You can operate your Answering Machine from the handset or remotely from another phone.

From the handset:

1. Press **MENU**, the display shows **Answer Machine**, press **Select**.
2. Scroll **▼** to **Answer On/Off** and press **Select**.

3. Scroll **▲** or **▼** to **Off** or **On** then press **Select**.
4. Press **[#]** to return to standby.

To change answer delay

Answer delay sets the number of times the O2 will ring before the answering machine picks up your call and starts playing the outgoing message.

You can change this setting to between 2-9 rings or **Time Saver**. The default setting is 6 rings.

1. Press **Menu**, the display shows **Answer Machine**, press **Select**.
2. Scroll **▼** to **Answer Settings** and press **Select**.
3. Scroll **▲** or **▼** to **Answer Delay** and press **Select**.
4. Scroll **▲** or **▼** to the setting you want and press **Select**.
5. Press **[#]** to return to standby.

Note

If **Time Saver** is set, the answering machine will answer after 2 rings during remote access if you have new messages. If you do not have any new messages, it will answer after 6 rings. This means you can hang up after 3 rings knowing you have no new messages, saving you time and the cost of the call.

To switch message alert tone on / off

When you have new messages, with the audible message alert switched on, you will hear an audible alert once at the handset and the answering machine base will beep every 10 seconds. The default setting is Off.

1. Press **Menu**, the display shows **Answer Machine**, press **Select**.
2. Scroll **▼** to **Answer Settings** and press **Select**.
3. Scroll **▲** or **▼** to **Message Alert** and press **Select**.
4. Scroll **▲** or **▼** to **Off** or **On** then press **Select**.
5. Press **[#]** to return to standby.

6. Help

The icon is not scrolling during charge

- Bad battery contact – move the handset slightly.
- Battery is full – no need to charge.

No dialing tone

- No power – check the connections. Reset the phone: unplug and plug back in the mains.
- Batteries are empty – charge the batteries for at least 16 hours.
- You are too far from the base – move closer to the base.
- Wrong line cable – use the line cable provided.
- Line adaptor (when needed) is not connected to the line cord – connect the line adaptor (when needed) to the line cord.

Poor audio quality

- The base is too close to electrical appliances, reinforced concrete walls or metal door frames – move the base at least one meter away from any electrical appliances.

The icon is blinking

- Handset is not registered to the base – register the handset to the base.
- You are too far from the base – move closer to the base.

No ring tone

- The ring tone is deactivated.
- Increase the volume.

Caller ID service does not work

- Check your subscription with your network operator.

Need more help?

- For a full explanation of all features and instructions, please refer to the User's Guide.

7. General Information

If your product is not working properly...

1. Read this Quick Start Guide.
2. Contact Customer Service on: 1-833-468-1468.
3. Please refer to the full user guide.

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